Canon

Color imageCLASS
MF9280Cdn/MF9220Cdn

Basic Operation Guide

Before Using the Machine

Originals and Print Media

Registering Destinations in the Address Book

Copying

Fax

E-mail

Printing

Scanning

Network

Setting from a PC
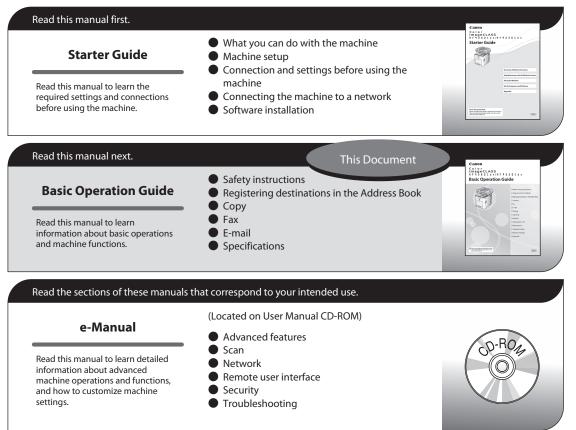
Maintenance

Troubleshooting

Machine Settings

Appendix

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

ENG

Manuals for the Machine

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

Read this manual first.

Starter Guide

Read this manual to learn the required settings and connections before using the machine.

- What you can do with the machine
- Machine setup
- Connection and settings before using the machine
- Connecting the machine to a network
- Software installation

Read this manual next.

This Document

Basic Operation Guide

Read this manual to learn information about basic operations and machine functions.

- Safety instructions
- Registering destinations in the Address Book
- Copy
- Fax
- E-mail
- Specifications

Read the sections of these manuals that correspond to your intended use.

e-Manual

Read this manual to learn detailed information about advanced machine operations and functions, and how to customize machine settings.

(Located on User Manual CD-ROM)

- Advanced features
- Scan
- Network
- Remote user interface
- Security
- Troubleshooting

- 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.
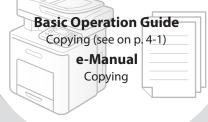- The machine illustration on the cover may differ slightly from your machine.

Overview of Machine Functions

Depending on the system configuration and product purchased, some functions may not be available.

Copying

In addition to the Color and B/W copying, you can use various copy functions.

Basic Operation Guide
Copying (see on p. 4-1)

e-Manual
Copying

Faxing

In addition to the normal faxing, you can send faxes from a computer and send I-faxes. Received fax documents can be also forwarded to specified destinations such as a shared folder in a computer.

Basic Operation Guide
Fax (see on p. 5-1)

e-Manual
Fax

Printing

In addition to the printing from a computer, you can print a document directly from memory media.

Basic Operation Guide
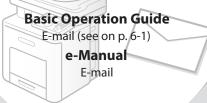Printing (see on p. 7-1)

e-Manual
Printing

Scanning

You can store scanned documents in a networked computer, send to a file server, or save directly to a USB memory.

Basic Operation Guide
Scanning (see on p. 8-1)

e-Manual
Scanning

E-mail function

Scanned documents can be sent as e-mail file attachments.

Basic Operation Guide
E-mail (see on p. 6-1)

e-Manual
E-mail

Network

This machine can be connected to a network. Connecting to a network enables you to use various functions.

Basic Operation Guide
Network (see on p. 9-1)

e-Manual
Network Settings

Security function

You can limit the use of the machine by setting the IDs. You can also limit the use of some functions.

e-Manual
Security

Remote User Interface

You can set and manage this machine easily and quickly from a computer.

Basic Operation Guide
Settings from a PC (see on p. 10-1)

e-Manual
Setting from a PC

Contents

Contents

How to Use This Guide

Symbols Used in This Manual

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

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

⚠️ **CAUTION** — Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.

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

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

Keys and Buttons Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual.
– Operation Panel Keys: <Key icon> + (Key name)
  Example: ⊗ (Stop).
– Buttons on the computer operation screen: [Button name]
  Example: [OK]
– Information in the display appears in angle brackets: <LOAD PAPER>.
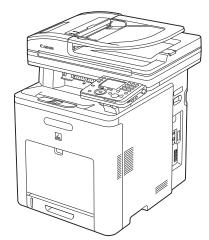
Abbreviations Used in This Manual

In this Manual, operating systems are abbreviated as follows.
Microsoft Windows 2000 operating system: Windows 2000
Microsoft Windows XP operating system: Windows XP
Microsoft Windows Vista operating system: Windows Vista
Microsoft Windows 7 operating system: Windows 7
Microsoft Windows Server 2003 operating system: Windows Server 2003
Microsoft Windows Server 2008 operating system: Windows Server 2008
Microsoft Windows operating system: Windows

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the Color imageCLASS MF9280Cdn.
When there is any difference between Color imageCLASS MF9280Cdn and Color imageCLASS MF9220Cdn, it is clearly indicated in the text, for instance "Color imageCLASS MF9280Cdn Only."

Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine.
As these instructions are intended to prevent injury to the user and other persons or destruction of property, always pay attention to these instructions and operational requirements.
Also, as it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual.
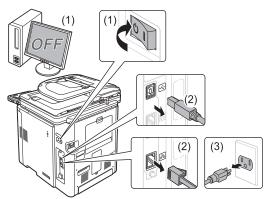
Installation

⚠ WARNING

– Do not install the machine in a location near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
– Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.
 If these items are dropped or spilled inside the machine, immediately turn off the power switches of the machine and computer (1) and disconnect the interface cable if it is connected (2). Then, unplug the power plug from the AC power outlet (3) and contact your local authorized Canon dealer.
 • Necklaces and other metal objects
 • Cups, vases, flowerpots, and other containers filled with water or liquids

– When installing and removing the optional accessories, be sure to turn the machine off , unplug the power plug, and then disconnect all the interface cables and power cord from the machine. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.

⚠ CAUTION

– Do not install the machine in unstable locations, such as on unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
– The ventilation slots are provided for proper ventilation of working parts inside the machine. Never place the machine on a soft surface, such as a bed, sofa, or rug. Blocking the slots can cause the machine to overheat, resulting in a fire.
– Do not install the machine in the following locations, as this may result in a fire or electrical shock.
 • A damp or dusty location
 • A location exposed to smoke and steam, such as near a cookery or humidifier
 • A location exposed to rain or snow
 • A location near a water faucet or water
 • A location exposed to direct sunlight
 • A location subject to high temperatures
 • A location near open flames
– When installing the machine, gently lower the machine to the installation site so as not to catch your hands between the machine and the floor or between the machine and other equipment, as this may result in personal injury.

– When connecting the interface cable, connect it properly by following the instructions in this manual. If not connected properly, this may result in malfunction or electrical shock.

– When installing the machine with casters, always lock the casters. Otherwise, the machine may move or tip over, resulting in personal injury.

– When moving the machine, follow the instructions in this manual to hold it correctly. Failure to do so may cause you to drop the machine, resulting in personal injury. (See "Transporting the Machine," on p. 11-19.)

Power Supply

⚠ **WARNING**

– Do not damage or modify the power cord. Also, do not place heavy objects on the power cord or pull on or excessively bend it. This can cause electrical damage, resulting in fire or electrical shock.

– Keep the power cord away from all heat sources. Failure to do so can cause the power cord insulation to melt, resulting in a fire or electrical shock.

– The power cord should not be taut, as this may lead to a loose connection and cause overheating, which could result in a fire.

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

– Do not plug or unplug the power plug with wet hands, as this can result in electrical shock.

– Do not plug the power cord into a multiplug power strip, as this can result in a fire or electrical shock.

– Do not bundle up or tie up the power cord in a knot, as this can result in a fire or electrical shock.

– Insert the power plug completely into the AC power outlet. Failure to do so can result in a fire or electrical shock.

– If excessive stress is applied to the connection part of the power cord, it may damage the power cord or the wires inside the machine may disconnect. This could result in a fire. Avoid the following situations:
  • Connecting and disconnecting the power cord frequently.
  • Tripping over the power cord.
  • The power cord is bent near the connection part, and continuous stress is being applied to the power outlet or the connection part.
  • Applying a shock to the power connector.

– Do not use power cords other than the one provided, as this can result in a fire or electrical shock.

– As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock.

– Remove the power plug from the AC power outlet and refrain from using the machine while it thunders. Lightening can result in a fire, electrical shock or malfunction.

⚠ **CAUTION**

– Do not use a power supply voltage other than that listed herein, as this may result in a fire or electrical shock.

– Always grasp the power plug when unplugging the power plug. Do not pull on the power cord, as this may expose the core wire of the power cord or damage the cord insulation, causing electricity to leak, resulting in a fire or electrical shock.

– Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you may be unable to unplug it in an emergency.

Handling

⚠ **WARNING**

– Do not disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.

– Electrical equipment can be hazardous if not used properly. Do not allow children to touch the power cord, cables, internal gears, or electrical parts.

– If the machine makes an unusual noise or emits smoke, heat, or an unusual smell, immediately turn off the power switches of the machine and computer and disconnect the interface cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer. Continued use can result in a fire or electrical shock.

– Do not use flammable sprays near the machine. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.

– Always turn off the power switches of the machine and computer, and then unplug the power plug and interface cables before moving the machine. Failure to do so can damage the cables or cords, resulting in a fire or electrical shock.

– Confirm that the power plug or power connecter is inserted completely after moving the machine. Failure to do so can result in an overheating and fire.

– Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or other flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn off the power switches of the machine and computer and disconnect the interface cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer.

– When plugging or unplugging a USB cable when the power plug is plugged into an AC power outlet, do not touch the metal part of the connector, as this can result in electrical shock.

⚠ CAUTION

– Do not place heavy objects on the machine. The object or the machine may fall, resulting in personal injury.

– Turn off the power switch when the machine will not be used for a long period of time, such as overnight. Turn off the machine and unplug the power plug if the machine will not be used for an extended period of time, such as for several days.

– Open or close covers and install or remove cassettes gently and carefully. Be careful not to hurt your fingers.

– Keep your hands and clothing away from the roller in the output area. Even if the machine is not printing, the roller may suddenly rotate and catch your hands or clothing, resulting in personal injury.

– The output slot is hot during and immediately after printing. Do not touch the area surrounding the output slot, as this may result in burns.

– Printed paper may be hot immediately after being output. Be careful when removing the paper and aligning the removed paper, especially after continuous printing. Failure to do so may result in burns.

– When performing copy with a thick book placed on the platen glass, do not press the feeder forcefully. This may damage the platen glass and cause personal injury.

– Be careful not to drop a heavy object, such as a dictionary, on the platen glass. This may damage the platen glass and cause personal injury.

– Close the feeder gently so as not to catch your hand. This may result in personal injury.

– The laser beam can be harmful to human bodies. The laser beam is confined in the laser scanner unit by a cover, so there is no danger of the laser beam escaping during normal machine operation. Read the following remarks and instructions for safety.

  • Never open covers other than those indicated in this manual.

  • Do not remove the caution label attached to the cover of the laser scanner unit.
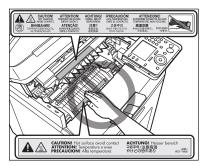
  • If the laser beam should escape and enter your eyes, exposure may cause damage to your eyes.

– If you operate this machine in manners other than the control, adjustment, and operating procedures prescribed in this manual, this may result in hazardous radiation exposure.
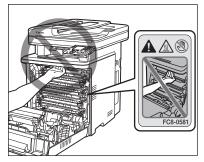
Maintenance and Inspections

⚠ WARNING

– When cleaning the machine, turn off the machine and computer, and unplug the interface cables and power plug. Failure to do so can result in a fire or electrical shock.

– Unplug the power plug from the AC power outlet periodically and clean the area around the base of the power plug's metal pins and the AC power outlet with a dry cloth to remove all dust and grime. In damp, dusty, or smoky locations, dust can build up around the power plug and become damp, which can cause a short circuit, resulting in a fire.

– Clean the machine with a well wrung out cloth dampened with water or mild detergent diluted with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.

– Some areas inside the machine are subject to high voltage. When removing jammed paper or when inspecting inside of the machine, be careful not to allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this can result in burns or electrical shock.

– Do not dispose of used toner cartridges in open flames. This may cause the toner remaining inside the cartridges to ignite, resulting in burns or fire.

– Confirm that the power plug or power connecter is inserted completely after cleaning the machine. Failure to do so can result in an overheating and fire.

– Check the power cord and plug regularly. The following conditions may result in fire, so please contact your local authorized Canon dealer or the Canon help line.

- There are burn marks on the power plug.
- The blade on the power plug is deformed or broken.
- The power is turned OFF or ON when bending the power cord.
- The coating of the power cord is damaged, cracked, or dented.
- A part of the power cord becomes hot.

– Check regularly that the power cord and plug are not handled in the following manner. Failure to do so can result in a fire or electrical shock.

- The power connector is loosened.
- Stress is being applied to the power cord by a heavy object or by fixing it with staples.
- The power plug is loosened.
- The power cord is tied in a bundle.
- A part of the power cord is put in an aisle.
- The power cord is put in front of the heating appliance.

⚠ CAUTION

– The fixing unit and its surroundings inside the machine become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns.

– When removing jammed paper or when inspecting the inside of the machine, do not expose yourself to the heat emitted from the fixing unit and its surroundings for a prolonged period of time. Doing so may result in low temperature burns, even though you did not touch the fixing unit and its surroundings directly.

– If paper is jammed, remove the jammed paper so that any pieces of paper do not remain inside the machine according to the displayed message. Also, do not put your hand in an area other than indicated areas, as this may result in personal injuries or burns.

– When removing jammed paper or replacing a toner cartridge, be careful not to get any toner on your hands or clothing, as this will dirty your hands or clothing. If toner gets on your hands or clothing, wash them immediately with cold water. Washing with warm water sets the toner, making it impossible to remove the toner stains.

– When removing jammed paper, be careful not to allow the toner on the paper to scatter. The toner may get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

– When loading paper or removing jammed documents or paper, be careful not to cut your hands with the edges of the paper.

– When removing a toner cartridge, remove the toner cartridge carefully so as to prevent the toner from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

– Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

– If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into direct contact with your skin. If the toner comes into contact with your skin, wash with soap. If the skin becomes irritated or you inhale the toner, consult a physician immediately.

Consumables

⚠ WARNING

– Do not dispose of used toner cartridges in open flames. This may cause the toner to ignite, resulting in burns or fire.

– Do not store toner cartridges or paper in a location exposed to open flames. This may cause the toner or paper to ignite, resulting in burns or fire.

– When disposing of a toner cartridge, place the toner cartridge into a bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.

⚠ CAUTION

– Keep the toner cartridges and other consumables out of the reach of small children. If the toner or other parts are ingested, consult a physician immediately.

– Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

– If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into direct contact with your skin. If the toner comes into contact with your skin, wash with soap. If the skin becomes irritated or you inhale the toner, consult a physician immediately.

– Do not pull out the sealing tape forcefully or stop at midpoint, as this may cause toner to spill out. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

Others

⚠ WARNING

If you are using a cardiac pacemaker
This machine generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from this machine and consult your physician immediately.

Telephone Equipment

When using telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

1. Do not use this machine near water (i.e., near a bathtub, kitchen sink, or laundry tub), or in a wet basement or near a swimming pool.

2. Avoid using the telephone during an electrical storm, as there may be a remote risk of electric shock from lightning.

3. Do not use the telephone to report a gas leak in the vicinity of the leak.

Installation Requirements and Handling

In order to use this machine in a safe and trouble-free manner, install the machine in a place that fulfills the following conditions. Also, read the remarks carefully.

Temperature and Humidity Conditions

– Temperature range: 50 °F to 86 °F (10 °C to 30 °C)
– Humidity range: 20 % to 80 % RH (no condensation)

📝 NOTE

Protecting the machine from condensation
– To prevent condensation from forming inside the machine in the following cases, let the machine adjust to the ambient temperature and humidity for at least two hours before use.
  • When the room where the machine is installed is heated rapidly
  • When the machine is moved from a cool or dry location to a hot or humid location
– If water droplets (condensation) form inside the machine, this can result in paper jams or poor print quality.

When using an ultrasonic humidifier
When you are using an ultrasonic humidifier, it is therefore recommended that you use purified water or other water that is free of impurities. If you use tap water or well water, impurities in the water will be dispersed through the air. This can be trapped inside the machine, causing degradation in print quality.

Power Supply Requirements

120 V to 127 V 60 Hz

📝 NOTE

Precautions when connecting the power cord
– Do not connect this machine to an uninterruptible power source.
– Use an AC power outlet exclusively for the machine. Do not use the other sockets of the AC power outlet.

– Do not plug the power plug into the auxiliary outlet on a computer.
  Do not use the same AC power outlet for both the machine and any of the following equipment.
  • Copy machine
  • Air conditioner
  • Shredder
  • Equipment that consumes a large amount of electricity
  • Equipment that generates electrical noise
– When unplugging the power cord, keep interval of 10 seconds or more before plugging it again.

Miscellaneous precautions
– The maximum power consumption of the machine is as follows.
  Color imageCLASS MF9280Cdn/MF9220Cdn: Less than 1300 W, 1350 W (with optional equipment)
– Electrical noise or a dramatic drop in mains voltage may cause the machine or computer to operate incorrectly or lose data.

Installation Requirements

– A location with sufficient space
– A location with good ventilation
– A location with a flat, even surface
– A location able to fully support the weight of the machine

📝 NOTE
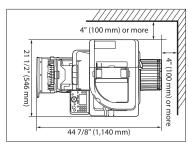
Do not install the machine in the following locations, as this may result in damage to the machine.
– A location subject to dramatic changes in temperature or humidity
– A location subject to condensation

– A poorly ventilated location
  (If you use the machine for a long time or to perform a large amount of printing in a poorly ventilated room, the ozone or other odors generated by the machine may create an uncomfortable working environment. In addition, chemical particles are dispersed during printing; therefore, it is important to provide adequate ventilation.)
– A location near equipment that generates magnetic or electromagnetic waves
– A laboratory or location where chemical reactions occur
– A location exposed to salt air, corrosive gases, or toxic gases
– A location, such as on a carpet or mat, that may warp from the weight of the machine or where the machine is liable to sink

Installation Space

Required installation space

4" (100 mm) or more
21 1/2" (546 mm)
4" (100 mm) or more
44 7/8" (1,140 mm)

Maintenance and Inspections

📝 NOTE

– Follow the instructions in the caution label attached to this machine.
– Avoid shaking or applying a shock to this machine.
– To prevent the paper jam, do not turn the power ON/OFF, open/close the operation panel or rear cover, and load/unload paper in the middle of printing operation.
– Be sure to remove the toner cartridge from the machine when transporting the machine.
– To avoid exposing the toner cartridge to light, place it in the protective bag included with this machine or wrap it in a thick cloth.
– Clean this machine regularly. If this machine becomes dusty, it may operate improperly.
– Use a modular cable of 118 1/8" (3 m) or shorter in length.

– The communication may become unavailable depending on the condition of local environment. In this case, contact your local authorized Canon dealer or the Canon help line.
– The repairing parts and toner cartridges for the machine will be available for at least seven (7) years after production of this machine model has been discontinued.

Customer Support

Customer Support (U.S.A.)
Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 12. If you cannot solve the problem or if you think your machine needs servicing, contact Canon Customer Care Center at 1-800-OK-CANON between the hours of 8:00 A.M. to 8:00 P.M. ET Monday through Friday. On-line 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 e-mail support, the latest driver or document downloads, and answers to frequently asked questions, visit http://www.canon.ca/
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– 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.

Legal Notices

As an ENERGY STAR® Partner, Canon U.S.A., Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

IPv6 Ready Logo

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

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Hg LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

For CA, USA only

Included battery contains Perchlorate Material - special handling may apply.
See http://www.dtsc.ca.gov/hazardouswaste/perchlorate/ for details.

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

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

– Paper Money
– Money Orders
– Certificates of Deposit
– Postage Stamps (canceled or uncanceled)
– Identifying Badges or Insignias
– Selective Service or Draft Papers
– Checks or Drafts Issued by Governmental Agencies
– Motor Vehicle Licenses and Certificates of Title

– Travelers Checks
– Food Stamps
– Passports
– Immigration Papers
– Internal Revenue Stamps (canceled or uncanceled)
– Bonds or Other Certificates of Indebtedness
– Stock Certificates
– Copyrighted Works/ Works of Art without Permission of Copyright Owner

FCC (Federal Communications Commission)

Color imageCLASS MF9280Cdn/MF9220Cdn: F151100

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference,

and

(2) this device must accept an interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

Canon U.S.A., Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. 1-800-OK-CANON

Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 14, "Appendix," for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.

2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile operation is not possible.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

DDD (Direct Distance Dial) line

-or-

IDDD (International Direct Distance Dial) line if you communicate overseas

📝 NOTE

Canon recommends an individual line following industry standards, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:
AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subjected to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the e-Manual, disconnect the equipment from the telephone line cable and disconnect the power cord.
The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment, Information regarding Authorized Service Facility locations can be obtained by calling Canon Customer Care Center (1-800-OK-CANON).

Rights of the Telephone Company

If this equipment (Color imageCLASS M9280Cdn/MF9220Cdn) causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.
However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

⚠ **WARNING**

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

📎 **NOTE**

In order to program this information into your machine, you should complete the procedure for registering your name, unit's telephone number, time, and date in the Starter Guide.

Users in Canada

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 14, "Appendix," for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.

2. Order a CA11A modular jack, which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

   DDD (Direct Distance Dial) line

   -or-

   IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

– This product meets the applicable Industry Canada technical specifications.

– The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

– The REN of this product is 1.0.

– Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.

– Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

– Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTE

This equipment complies with the Canadian ICES-003 Class B limits.

Utilisation au Canada

Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

A. Emplacement

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le chapitre 14, Annexe (Appendix), pour les indications de poids et dimensions).

B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée.

2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.

3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil.

    Ligne automatique interurbaine

    ou

    Ligne automatique internationale (si vous communiquez avec les pays étrangers)

📝 NOTE

Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir:
ligne téléphonique 2,500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à poussoirs car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat.

L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

– Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

– Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique).

– L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.

– L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

– Le nombre d'équivalents sonnerie (REN) de ce produit est 1,0.

– Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.

– Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales.

⚠️ CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

📝 NOTE

Respecte les limites de la classe B de la NMB-003 du Canada.

Laser Safety

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

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

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.

⚠️ **CAUTION**

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

The label is attached to the laser scanner machine inside the machine and is not in a user access area.

DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. ÉVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
注　　意 - 打开时，存在不可见的3B类激光辐射，请避免接触该激光束
주　의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注　　意 - ここを開くとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。

RU5-8126

Before Using the Machine

Chapter 1
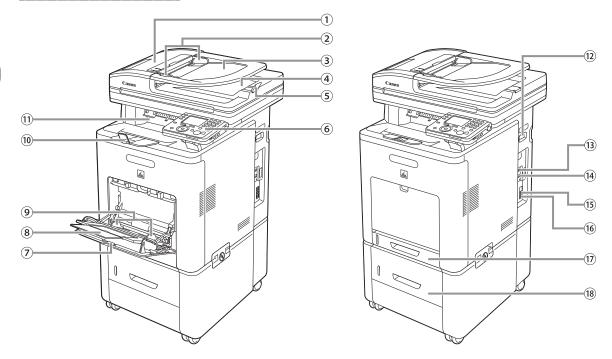
This chapter describes what you should know before using this machine, such as the names of the parts and their functions, and how to set up the machine to send/receive faxes.

Machine Components

This section describes the names and functions of all the parts on the outside and inside of the machine.

External View (Front)

①Feeder

Originals placed in the Feeder are automatically fed sheet by sheet to the scanning area. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

②Slide Guides

Adjust the slide guides to match the width of the originals.

③Original Supply Tray

Originals placed here are automatically fed sheet by sheet to the scanning area of the platen glass. Place originals into this tray with the surface that you want to scan face up.

④Original Output Tray

Originals that have been scanned from the original supply tray are output to the original output tray in the order that they are fed into the feeder.

⑤Original Stopper

Prevents the originals from falling off the paper delivery tray.

Open the stopper from its original position for LTR/A4 size paper. For LGL size paper, pull out the extension first, and then open the stopper.

⑥Control Panel

Machine controls.

⑦Stack Bypass Tray

Feeds non-standard size or thick/thin type paper stacks.

⑧Stack Bypass Tray Extension

Pull out to load paper stack.

⑨Slide Guides for Stack Bypass Tray

Adjusts to the width of the paper.

⑩Paper Stopper

Prevents the paper from falling off the paper delivery tray.

Open the stopper from its original position for LTR/A4 size paper. For LGL size paper, pull out the extension first, and then open the stopper.

⑪Paper Delivery Tray

Copies, prints and faxes are output to the paper delivery tray.

⑫Main Power Switch

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

⑬USB Port

Connect the USB (Universal Serial Bus) cable.

⑭Ethernet Port

Connect the network cable.

⑮External Device Jack

Connect an external device.

⑯Telephone Line Jack
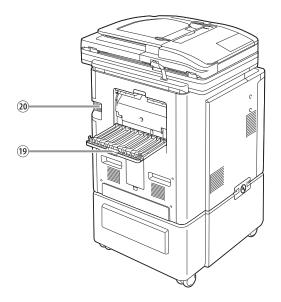
Connect the external telephone cable.

⑰Paper Drawer

Holds up to 250 sheets of paper (20 lb (75 g/m^2)).

⑱Optional Cassette Feeding Unit-AC1

Holds the additional paper supply. Up to 500 sheets of paper (20 lb (75 g/m^2)) can be held.

External View (Back)
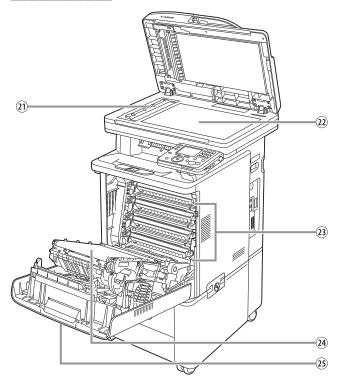
⑲Back Cover

Open this cover to clear paper jams.

⑳Power Socket

Connect the power cord.

Internal View

㉑Scanning Area

Originals placed in the feeder are scanned here.
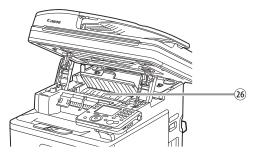
㉒Platen Glass
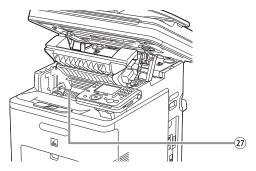
Place originals here when scanning books, thick originals, thin originals, transparencies, etc.

㉓Toner Cartridges

When toner runs out, pull out the empty toner cartridges, and replace them with new ones.

㉔Delivery Feeder Unit (Electrostatic Transfer Belt)

Transfers toner to paper. Do not place any objects on or touch the transfer belt. Doing so deteriorates print quality.

㉕Front Cover

Open this cover to replace the toner cartridges or to clear paper jams.

㉖Duplex Unit

The duplex unit enables you to use the 2-Sided mode for copying or printing.
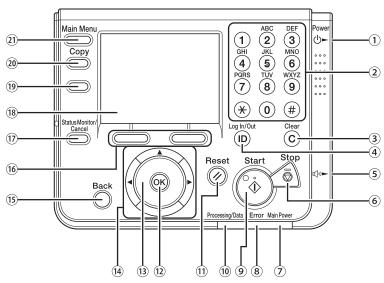
㉗Fixing Unit

The fixing unit fixes the toner to the paper. The parts inside the fixing unit are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area.

Control Panel

This section describes the names and functions of the keys on the control panel.

Main Control Panel

* The Color imageCLASS MF9280Cdn is used for illustration purposes in this section.

①[Power] switch (Sub Power Supply)

Press to turn the control panel ON or OFF. When the control panel is turned OFF, the machine is in the Sleep mode.

②Numeric keys

Use to enter alphanumeric characters.

③[Clear] key

Press to clear entered values or characters.

④[Log In/Out] key

Press to enter the Security mode.

⑤Volume Control Dial

Move to adjust the line volume.

⑥[Stop] key

Press to stop a job in progress, such as a scan or copy job.

⑦Main Power Indicator

Lights when the main power is turned ON.

⑧Error Indicator

Blinks or lights up if there is an error with the machine. When the Error indicator flashes, follow the instructions that appear on the display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer or Canon Customer Care Center.

⑨[Start] key

Press to start an operation.

⑩Processing/Data Indicator

Blinks or lights up green when the machine is performing operations. When the Processing/Data indicator maintains a steady green light, a job is waiting or a document has been received in memory.

⑪[Reset] key

Press to restore the current settings to the Standard mode.

⑫[OK] key

Press to confirm the settings and proceed to the next screen.

⑬Scroll Wheel

Turn left and right to select menu items or setting items.

⑭[▼], [▲], [◀], [▶] keys

Press to move the cursor position.

⑮[Back] key

Press to return to the previous screen.

⑯Any key

Press to select the setting item displayed on the bottom of the display.

⑰[Status Monitor/Cancel] key

Press to display the System Monitor screen. The System Monitor screen enables you to check the status and log of Copy, Send, Fax, and Print jobs and cancel the ongoing jobs. The status of device or consumable can also be checked.

⑱Display

The settings screen for each function is shown on this display. Some settings screens may have several pages. (See "Display Parts and Functions," on p. 1-11.)

⑲Custom Key 2

You can assign the desired function for this key. For details, see "Registering the Custom Keys" on p. 1-8.

⑳Custom Key 1

You can assign the desired function for this key. For details, see "Registering the Custom Keys" on p. 1-8.
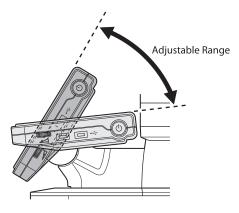
㉑[Main Menu] key

Press to display the setting menu. Press to return to the Main Menu screen when you are on the mode screen.

Adjusting the Angle of the Control Panel

The angle of the control panel is adjustable in the range shown below.

Adjustable Range

NOTE

Do not apply excess force to the control panel when adjusting its angle.

Before Using the Machine

Registering the Custom Keys
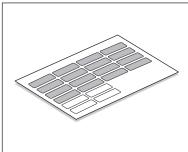
You can assign frequently used functions to two custom keys located on the left of the display.

The default settings are as follows:

– <Key 1>: Copy

– <Key 2>: Send/Fax

📝 **NOTE**

– After registering the custom keys, attach the supplied customize labels onto the control panel.

– If there is no label applicable to the function you register for the custom key, fill in the blank label and attach it.

– Size and form of the customize labels may vary depending on the countries or regions you purchased.
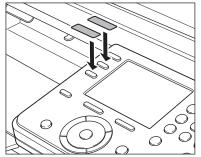
1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Common Settings>, then press [OK].

Additional Functions
⊙ : Select
▫/▫ Paper Settings
◯)) Volume Settings
▤ Common Settings
⬰ Communications Settings
▦ Address Book Settings
Done

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Custom Key>, then press [OK].

Common Settings
⊙ : Select
▫ Initial Function Settings
▫ Register Custom Key
▫ Brightness Adjustment
Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Key 1> or <Key 2>, then press [OK].

```
Custom Key Registration
ⓞⓚ : Select
  ▪ Key 1
    ▷ Copy
  ▪ Key 2
    ▷ Copy

    Back

                        Done
```

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the function you want to assign, then press [OK].

```
Key 1
Key 1 : Copy
 Copy
 Send/Fax
 Fax
 E-mail
 I-Fax
 File Server
```
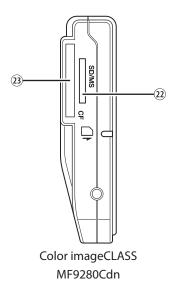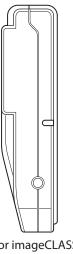
You can select from <Copy>, <Send/Fax>, <Fax>, <E-mail>, <I-Fax>, <File Server>, <Send Log>, <Address Book>, <Search LDAP Server>, <Favorites>, <One-touch>, <Scan to Store>, <Store on Memory>, <Remote Scan>, and <Direct Print>*[1].

*[1] Only for the Color imageCLASS MF9280Cdn.

7 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Left Side of Control Panel

Color imageCLASS
MF9280Cdn

Color imageCLASS
MF9220Cdn

㉒SD/MS Card Slot
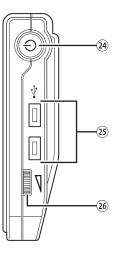
Insert an SD/MS Card when using the Direct Print function.

㉓CF Card Slot

Insert a CF Card when using the Direct Print function.

📝 NOTE

When two different types of cards are inserted, the machine only recognizes the one that was inserted first.

Right Side of Control Panel

㉔[Power] switch (Sub Power Supply)

㉕USB Slot

Insert a USB memory media device when scanning documents to it or printing image files stored in it (Direct Print)*.

*The Direct Print function is available only for the Color imageCLASS MF9280Cdn.

㉖Volume Control Dial
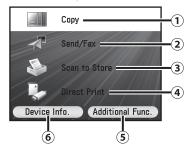
Display Parts and Functions

The settings screen for each function is shown on the display on the control panel. For details about each setting, refer to the pages on corresponding function. For instructions on how to display each screen, refer to "Main Control Panel," on p. 1-6.

📝 **NOTE**
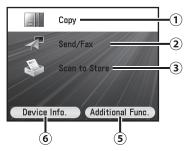
– Depending on the number of destinations registered, after the main power switch is turned ON, you may not be able to perform operations using the control panel when the main menu screen appears. If this happens, wait until the machine responses to the key operations.
– Depending on your needs, you can change the main menu screen which appears when the main power switch is turned ON. For details, "Setting the Initial Function," in the e-Manual.
– If the Auto Clear function is activated, the display returns to the main menu screen.
– Log in mode is displayed only when Department/User ID Management is set to <On > in <System Management Set.>. For instructions, see "Introduction of the Machine," in the e-Manual.
– A scroll bar displayed on the right side on the screen indicates that there are more items. Use [▼], [▲] or ◎ (Scroll Wheel) to display the next screen.
– Depending on the system configuration and product purchased, some functions may not be available.

Main Menu Screen

● Color imageCLASS MF9280Cdn

● Color imageCLASS MF9220Cdn

①Copy

Displays the Copy Top screen. (See "Copy Top Screen," on p. 1-12.)

②Send/Fax
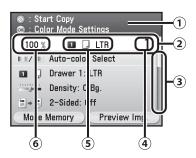
Displays the Send Type Selection screen. (See "Send Type Selection Screen," on p. 1-13.)

③Scan to Store

Displays the Store Type Selection screen. (See "Store Type Selection Screen," on p. 1-14.)

④Direct Print (Color imageCLASS MF9280Cdn only)

Displays the Select Memory Media screen. (See "Select Memory Media Screen (Color imageCLASS MF9280Cdn Only)," on p. 1-14.)

⑤Additional Func. (Select with the right Any key)

On the Additional Functions screen, you can adjust the machine settings to customize the way the machine works. (See "Machine Settings," on p. 13-2.)

⑥Device Info. (Select with the left Any key)

On the Device Information screen, you can check the current machine status. (See "Checking the Device Information," on p. 1-18.)

Copy Top Screen

①Selected item and its description

Shows the highlighted item and its description.

②Current Setting

Lists the current settings.

③Scroll Bar

Indicates that more items can be viewed using [▼], [▲] or ◎ (Scroll Wheel).

④Quantity

Displays the copy quantity.

⑤Paper Supply

Displays the selected paper.

⑥Copy Ratio

Displays the copy ratio.

①Color Mode Settings

Sets the color mode (color or black and white).

②Paper Source Settings

Selects the paper source.
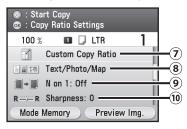
③Density/Background Removal Settings

Sets the density.

④2-Sided Settings

Sets 2-sided copying.

⑤Preview Img.

You can confirm the current standard settings. (See "Checking Current Settings," on p. 4-63.)

⑥Mode Memory (Select with the left Any key)

You can store and recall frequently used copy settings and recall them. (See "Frequently Used Settings (Mode Memory)," on p. 4-64.)

⑦Copy Ratio Settings

Enlarges or reduces the copy size.
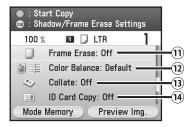
⑧Original Image Quality Settings

Sets the image quality of the original.

⑨N on 1 Settings

Reduces the size of multiple originals to fit on one sheet of paper.

⑩Sharpness Settings

Sets the sharpness of the image.

⑪Frame Erase Settings

Erases shadows and lines that appear when using various types of originals.

⑫Color Balance
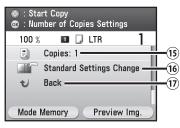
Adjusts color balance depending on the color of the originals.

⑬Collate Settings

Sorts copies into sets arranged in page order.

⑭ID Card Copy

Copies the both sides of an ID card on one side of paper.

⑮Copies

Sets the number of copies.

⑯Standard Settings

Changes the Standard mode.

⑰Back

Select this item to return to the previous screen.

Send Type Selection Screen

①Address Book

Displays the Address Book screen. (See Chapter 3, "Registering Destinations in the Address Book".)

②Search LDAP Server

Specify a fax number and an e-mail address via an LDAP server. (See "Specifying Fax Numbers via an LDAP Server," on p. 5-43 and "E-mail," in the e-Manual.)

③New Fax Entry

Enter a fax number using the numeric keys. (See "Basic Methods for Sending Faxes," on p. 5-17.)

④New E-mail Entry

Displays the E-mail address entry screen. (See "Sending E-Mail Documents," on p. 6-5.)

⑤New I-Fax Entry

Displays the I-Fax address entry screen. (See "Basic Methods for Sending I-Faxes," on p. 5-25.)

⑥New File Server Entry

Displays the file server address entry screen. (See "Scanning Documents to a File Server," on p. 8-6.)
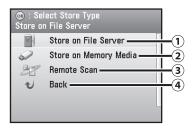
⑦Specify from Log

Select a destination from the last three destinations. (See "Job Recall," on p. 5-73, "E-mail," in the e-Manual, and "Scan," in the e-Manual.)

Before Using the Machine

⑧Back

Select this item to return to the previous screen.

Store Type Selection Screen

①Store on File Server

Stores the scanned originals on the specified file server. (See "Scanning Documents to a File Server," on p. 8-6.)

②Store on Memory Media

Stores the scanned originals in the memory media. (See "Scanning Documents to a USB Memory," on p. 8-8.)

③Remote Scan

Enables to use the Network Scan function. (See "Network Settings," in the e-Manual.)

④Back

Select this item to return to the previous screen.

Select Memory Media Screen (Color imageCLASS MF9280Cdn Only)

For details about the Select Memory Media Screen, see "Printing from Memory Media (Direct Print)," on p. 7-12.

Insert a memory media, select a media, then press [OK].

Log In Mode

If the Department ID Management or User ID Management is set, the Log In screen is displayed. For information on the Department ID Management or User ID Management, see "Security," in the e-Manual.

● For Department ID Management

Enter the Department ID and password, then press ⑩ (Log In/Out).

● For User ID Management

Enter the User ID and password, then press ⑩ (Log In/Out).

NOTE
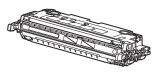
Make sure to press ⑩ (Log In/Out) after using the machine when the Department ID/User ID Management is set.

Toner Cartridges

The lifetime of the Canon genuine toner cartridges used in this machine (Color imageCLASS MF9280Cdn/MF9220Cdn) is approximately 6000 pages for K (Black) and is approximately 6000 pages for each C (Cyan), M (Magenta) and Y (Yellow). The page counts are based on 5% coverage* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of originals printed. If your average original contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. When you are replacing a toner cartridge, be sure to use a toner cartridge designed for this product. To purchase the Canon genuine replacement toner cartridge, contact your local Canon dealer or Canon Customer Care Center (1-800-OK-CANON).

* The term "5% coverage" denotes a document on which the area covered with toner is 5% of the total area of a sheet.

Model Name	Supported Canon Genuine Toner Cartridge	Print Yield
Color imageCLASS MF9280Cdn Color imageCLASS MF9220Cdn	Canon CRG111 Black Canon CRG111 Magenta Canon CRG111 Yellow Canon CRG111 Cyan	Approx. 6,000 pages

Maintaining the Toner Cartridges

Note the following when handling toner cartridges.

⚠ WARNING

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

⚠ CAUTION

– 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 cartridges from the machine, make sure to remove them 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 cartridges away from small children. If they ingest the toner powder, consult a doctor immediately.
– Do not disassemble the toner cartridges. 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.

📝 NOTE

– Keep the toner cartridges away from computer screens, disk drives, and floppy disks. The magnets inside the toner cartridges may harm these items.
– Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
  • Storage temperature range: 32 to 95 °F (0 to 35 °C)
  • Storage humidity range: 35 to 85 % RH (no condensation)
– Do not expose the toner cartridges to direct sunlight or bright light for more than five minutes.
– Store the toner cartridges in their protective bags. Do not open the bags until you are ready to install the toner cartridges in the machine.
– Save the protective toner cartridge bags in case you need to repack and transport the toner cartridges at a later date.
– If the toner cartridge has to be removed from the machine for maintenance, place it in the protective bag that it came in or wrap it with a thick cloth immediately.
– Do not store the toner cartridges in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
– Do not remove the toner cartridges from the machine unnecessarily.
– Do not open the drum protective shutter on the toner cartridges. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
– Always hold the toner cartridges by their handles to avoid touching the drum protective shutter.

– Do not place the toner cartridges in an upright or an upside down position. If toner becomes caked in the toner cartridges, it may become impossible to free it even by shaking the toner cartridges.
– For optimum print quality, when you replace toner cartridges, using Canon genuine ones is recommended.
– [Be careful of counterfeit toner cartridges]
Please be aware that there are counterfeit Canon toner cartridges in the marketplace. Use of counterfeit toner may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.

For more information, see http://www.canon.com/counterfeit.
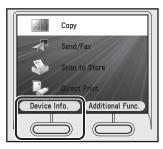
Checking the Toner Level

The Device Info. screen indicates one of three levels for the amount of toner remaining in the toner cartridges. If the message <Empty> appears, it is recommended that the toner cartridges be replaced. (See "Replacing the Toner Cartridges," on p. 11-7.)

1 Press ⬭ (Main Menu).
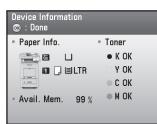
2 Press the left Any key to select <Device Info.>.

– The screen below indicates there is sufficient toner in the toner cartridge.

– The screen below indicates that only a small amount of toner remaining inside the machine, You can continue printing. Proceed to step 4.

📝 NOTE

It is recommended that you purchase a new toner cartridge to have it available when needed.

– The screen below indicates the toner cartridge is running out of toner.

3 Press the right Any key to select <Recovery Steps> and follow the instructions on the display to replace the toner cartridge.

4 Press ⬭ (Main Menu) to return to the Main Menu screen.
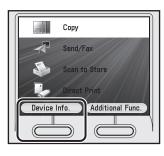
Checking the Device Information
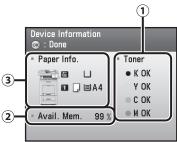
On the Device Information screen you can check the current machine status.

1 Press ⬭ (Main Menu).

2 Press the left Any key to select <Device Info.>.

① Toner

The status of toner is displayed.

② Available Memory

The remaining amount of available system memory is displayed in percentage.

③ Paper Information

The paper supply, and the paper type, paper size loaded in the paper drawer(s)* are displayed.

* The paper drawer 2 is displayed only when the optional Paper Drawer (Paper Drawer 2) is attached.

3 Press ⬭ (Main Menu) return to the Main Menu screen.

You can also return to the Main Menu screen by pressing [OK].

Entering Characters

For screens that require alphanumeric entries, follow the procedure below to enter characters.

● Use [◀], [▶], or ⊚ (Scroll Wheel) to move the cursor position left or right.

```
E-mail Address (Max 128 char.)
OK : Set Characters
|←──────────────────────────→|
A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
                 Space
      Clear              Set
```

● Use [▼] and [▲] to move the cursor position up and down.

```
E-mail Address (Max 128 char.)
OK : Set Characters
|
A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
                 Space
      Clear              Set
```

● Press [OK] to enter the highlighted character or space and to determine the entry mode.

● Press [◀], [▶], [▼], [▲], or ⊚ (Scroll Wheel) to change the entry mode, then press [OK].

```
E-mail Address (Max 128 char.)
OK : Set Characters
|
A/1   # $ % & ' ( ) = + ~ [ ] ^ {
Sym   } ~ / , * ? . " < > |
                 Space
      Clear              Set
```

– <A/1>: Alphanumeric character entry mode
– <Sym>: Symbol entry mode

● Select <Backspace> by pressing the left Any key to clear the entered characters one by one.

```
E-mail Address (Max 128 char.)
OK : Set Characters
  Sales|
A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
                 Space
      Clear              Set
```

● Select <Set> by pressing the right Any key to complete the entry and return to the previous screen.

```
E-mail Address (Max 128 char.)
OK : Set Characters
  Sale
A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
                 Space
      Clear              Set
```

✎ NOTE

You can also use ⓪–⑨ (numeric keys) to enter numbers.

Telephone Line Setting

Set the type of telephone line that is connected to the machine.
If this setting is incorrect, you will be unable to send faxes. Be sure to check the type of
telephone line that you are using, and make the correct setting.
The default setting is <Tone>.

✎ NOTE

Connect the telephone line cable before turning ON the machine, if you use the automatic detection mode.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

> | Copy |
> | Send/Fax |
> | Scan to Store |
> | Direct Print |
> | Device Info. | Additional Func. |

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Communications Settings>, then press [OK].

> Additional Functions
> ⊚ : Select
> ▫/▫ Paper Settings
> ◯⁾⁾ Volume Settings
> ▤ Common Settings
> ✈ Communications Settings
> ▤ Address Book Settings
> Done

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Fax Settings>, then press [OK].

> Communications Settings
> ⊚ : Select
> Common Settings
> Fax Settings
> Back
> Done

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <User Settings>, then press [OK].

> Fax Settings
> ⊚ : Select
> User Settings
> TX Settings
> RX Settings
> Back
> Done

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Tel. Line Type Selection>, then press [OK].

```
User Settings
 ok : Select
  ▪  Register Unit Telephone #
     ▷
  ▪  Tel. Line Type Selection
     ▷ Auto
  ▪  Offhook Alarm
     ▷ On
                          Done
```

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Manual>, then press [OK].

```
Tel. Line Type Selection
Set Tel. Line Type to Manual
  Manual
  Back
```
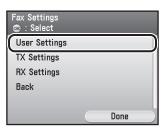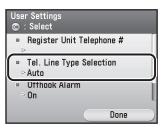
8 Use [▼], [▲] or ◎ (Scroll Wheel) to select the type of telephone line that is connected to the machine, then press [OK].

<Pulse>: Pulse dialing
<Tone>: Tone dialing
Be sure to check the type of telephone line you are using and make the correct setting. If this setting is incorrect, you will not be able to communicate with other machines.

```
Tel. Line Type Selection
Pulse
  Pulse
  Tone
  Back
```

9 Press ⬭ (Main Menu) to return to the Main Menu screen.

Timer Settings

Setting the Sleep Mode

When the machine remains idle for a certain period of time, it automatically enters the Sleep mode.
The default settings are <On> and <15 Minutes.>.
We recommend that you use this option in the default setting.
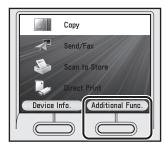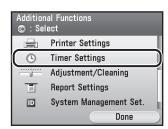
1 Press ⊂⊃ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Timer Settings>, then press [OK].

Additional Functions
OK : Select
🖶 Printer Settings
🕐 Timer Settings
░ Adjustment/Cleaning
📋 Report Settings
ID System Management Set.
Done

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Auto Sleep Time>, then press [OK].

Timer Settings
OK : Select
▪ Date & Time Settings
▪ Auto Sleep Time
  ▷ 15 Minutes
▪ Auto Clear Time
  ▷ 2 Minutes
Done

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <On>, then press [OK].

Auto Sleep Time
Use Auto Sleep
Off
On
Back

6 Use [▼], [▲] or ◎ (Scroll Wheel) to set the desired interval, then press [OK].

Auto Sleep Time
▓ : You can also use numeric keys.

▲
15 Minutes
▼
(3–240)

You can set the interval using ⓪–⑨ (numeric keys).

7 Press ⬭ (Main Menu) to return to the Main Menu screen.

> **✎ NOTE**
>
> – To enter the Sleep mode manually, press [Power] on the operation panel.
> – The machine will not enter the Sleep mode when:
>   • the machine is in operation
>   • the Processing/Data indicator is lit or flashing
>   • a message is on the display and the Error indicator is flashing
>   • there is a paper jam in the machine
>   • the handset of the external telephone is off the hook

> **✎ NOTE**
>
> – The machine will leave the Sleep mode when:
>   • you press [Power] 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 (printing starts but the display remains off)
>   • a computer performs a scan through the machine

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).

The default setting is <2 Minutes>.

> **✎ NOTE**
>
> – If <0> is selected, the Auto Clear mode is not set.
> – After the Auto Clear mode initiates, the display returns to the screen specified in <Auto Clear Settings> in <Common Settings>. For details, see "Setting the Function after Auto Clear Mode Initiates," in the e-Manual.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Timer Settings>, then press [OK].

4 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Auto Clear Time>, then press [OK].

```
Timer Settings
⊙ : Select
  ▪ Date & Time Settings

  ▪ Auto Sleep Time
    ▷ 15 Minutes
  ▪ Auto Clear Time
    ▷ 2 Minutes
                        Done
```

5 Use [▼], [▲], ⊙ (Scroll Wheel), or numeric keys to set the desired interval , then press [OK].

– You can set the interval from 0 (off) to 9 minutes (in one-minute increments).
– You can also set the interval using ⓪–⑨ (numeric keys).

```
Auto Clear Time
▦ You can also use numeric keys.


              ▲
              2   Minutes
              ▼
         (0=Off, 1-9)
```

6 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Setting the Daylight Saving Time

In some countries or areas, time is advanced throughout the summer season. This is called "Daylight Saving Time."
The default setting is <Off>.

1 Press ⊂⊃ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

```
      ▤  Copy

      ◢  Send/Fax

      🖨  Scan to Store

         Direct Print

   Device Info.   Additional Func.
```

3 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Timer Settings>, then press [OK].

```
Additional Functions
⊙ : Select
  🖨   Printer Settings
  🕐   Timer Settings
  ┅    Adjustment/Cleaning
  📋   Report Settings
  ID   System Management Set.
                        Done
```

1-24

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Date & Time Settings>, then press [OK].

Timer Settings
⊛ : Select
▪ Date & Time Settings
▪ Auto Sleep Time
▷ 60 Minutes
▪ Auto Clear Time
▷ 2 Minutes
Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Daylight Saving Time Set.>, then press [OK].

Date & Time Settings
⊛ : Select
▪ Current Time Settings
▷ 07/01 2008 15:50
▪ Time Zone Settings

▪ Daylight Saving Time Set.
▷ Off
Done

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <On>, then press [OK].

Daylight Saving Time Settings
Use Daylight Saving Time
Off
On
Back

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Month>, then press [OK].

Start Date
Month to Start Daylight Saving Time
Month : March
Week : Final
Day of the Week : Sunday
Back
Set

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the month when the daylight saving time starts, then press [OK].

Month
Start Date Month Selection
January
February
March
April
May
June

9 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Week>, then press [OK].

Start Date
Week to Start Daylight Saving Time
Month : March
Week : Final
Day of the Week : Sunday
Back
Set

10 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the week, then press [OK].

Week
Start Date Week Selection
1st
2nd
3rd
4th
Final
Back

11 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Day of the Week>, then press [OK].

Start Date
Day of the Week to Start DST
Month : March
Week : Final
Day of the Week : Sunday
Back
Set

Before Using the Machine

12 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the day of the Week, then press [OK].

Day
Start Date Day Selection
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday

13 Press the right Any key to select <Set>.

Start Date
Day of the Week to Start DST
Month : March
Week : Final
Day of the Week : Sunday
Back
Set

The End Date Month to End DST screen appears.

14 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Month>, then press [OK].

End Date
Month to End Daylight Saving Time
Month : October
Week : Final
Day of the Week : Sunday
Back
Set

15 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the month when the daylight saving time ends, then press [OK].

Month
End Date Month Selection
July
August
September
October
November
December

16 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Week>, then press [OK].

End Date
Week to End Daylight Saving Time
Month : October
Week : Final
Day of the Week : Sunday
Back
Set

17 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the week, then press [OK].
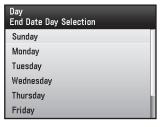
Week
End Date Week Selection
1st
2nd
3rd
4th
Final
Back

18 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Day of the Week>, then press [OK].

End Date
Day of the Week to End DST
Month : October
Week : Final
Day of the Week : Sunday
Back
Set

19 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the day of the Week, then press [OK].

Day
End Date Day Selection
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday

20 Press the right Any key to select <Set>.

End Date
Day of the Week to End DST

Month : October

Week : Final

Day of the Week : Sunday

Back

Set

21 Press ⬭ (Main Menu) to return to the Main Menu screen.

Originals and Print Media

This chapter describes the types of paper and originals that can be used with the machine and how to load paper into the stack bypass tray.

Originals Requirements

Available original type, size, weight and quantity are shown in the table below.

	Platen Glass	**Feeder**
Type	Sheet*1, book, three-dimensional objects	Sheet
Size (W × L)	Max. 8 1/2" × 14" (Max. 215.9 mm × 355.6 mm)	Max. 14" × 8.5" (355.6 mm × 215.9 mm)*2 Min. 5" × 5.5" (128 mm × 139.7 mm)*2
Weight	Max. 4.4 lb (2 kg)	One-sided scanning (1 page): 13 to 34 lb (50 to 128 g/m²)*3 One-sided scanning (more than 2 pages): 13 to 28 lb (50 to 105 g/m²)*4 Two-sided scanning: 17 to 28 lb (64 to 105 g/m²)
Quantity	1 sheet	Max. 50 sheets*5 (Max. 30 sheets for LGL originals)

*1 When copying transparent originals such as tracing paper or transparencies, use a piece of plain white paper to cover the original after placing it face-down on the platen glass.

*2 When copying two-sided originals, only LTR, LGL, FLSC, A4 can be used.

*3 17 to 34 lb (64 to 128 g/m²) when copying originals smaller than LTR/A4.

*4 17 to 28 lb (64 to 105 g/m²) when copying originals smaller than LTR/A4.

*5 20 lb (75 g/m²) paper

● Do not place the originals on the platen glass or in the feeder until the glue, ink or correction fluid on the originals are completely dry.

● Remove all fasteners (staples, paper clips, etc.) before loading the originals in the feeder.

● To prevent originals from jamming in the feeder, 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

– Paper printed with a thermal transfer printer

– Transparencies
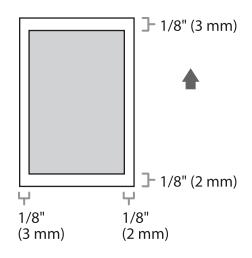
Scanning Area

Make sure your originals' 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.

● Copy Scanning Area

1/4" (5 mm)

1/4" (5 mm)

1/8"
(3 mm)

1/8"
(3 mm)

● Fax Scanning Area

1/8" (3 mm)

1/8" (2 mm)

1/8"
(3 mm)

1/8"
(2 mm)
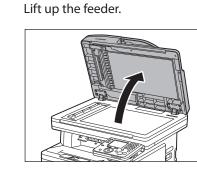
Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the copy modes that you want to use.

On the Platen Glass

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

1 Lift up the feeder.
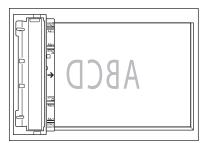
2 Place your original face down.

3 Align the original with the appropriate paper size marks.
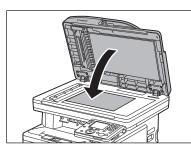
If your original does not match any of the paper size marks, align the center of your original with the arrow mark.

4 Gently close the feeder.

The original is ready for scanning.
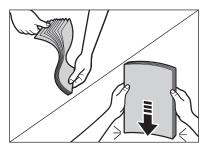
> 🖉 **NOTE**
>
> Remove the original from the platen glass when scanning is complete.

In the Feeder

Place the originals into the feeder when you want to copy several originals at the same time, and press ⊚ (Start). The machine automatically feeds the originals to the scanning area and scans them.
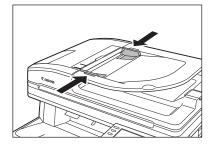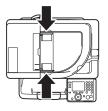
1 Fan the originals stack and even the edges.
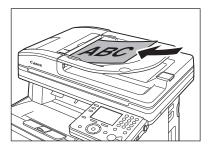
2 Adjust the slide guides to the width of the originals.

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

The originals are ready for scanning.

> 📝 **NOTE**
>
> – Do not add or remove originals while they are being scanned.
> – When scanning is complete, remove the originals from the originals delivery tray to avoid paper jams.
> – Avoid using feeder to scan the same originals more than 30 times. When scanned repeatedly, originals can become folded or torn, which may cause paper jams.
> – If the feeder rollers are soiled from scanning originals written in pencil, clean them. (See "Cleaning the Machine," on p. 11-2.)

Paper Requirements

The paper size and types that can be used with this machine are shown in the following table.

		Paper drawer(s)	Stack bypass tray
Size (W × L)		Legal*[9], Letter*[9], Oficio, M-Oficio, B-Oficio, Executive, Foolscap*[9], A4*[9], B5, A5	3" × 5" to Legal (8 1/2" × 14") (76.2 × 127 to 215.9 mm × 355.6 mm) (Always set vertically.)
Weight		16 to 32 lb (60 to 120 g/m²)	16 to 47 lb (60 to 176 g/m²)
Quantity		Max. 250 sheets *[1] *[8]	Max. 100 sheets *[1]
Type	Plain 1 *[2]*[9]	○	○
	Plain 2 *[3]*[9]	○	○
	Color *[3]*[9]	○	○
	Recycled *[3]*[9]	○	○
	Heavy 1 *[4]*[9]*[10]	○	○
	Heavy 2 *[5]*[11]*[12]	—	○
	Bond *[6]*[9]	○	○
	Transparency *[7]	—	○
	Labels	—	○
	Envelopes	—	○

(○: available —: not available)

*[1] 20 lb (75 g/m²) paper

*[2] From 16 to 19 lb (60 to 70 g/m²)

*[3] From 17 to 28 lb (64 to 105 g/m²)

*[4] From 28 to 32 lb (106 to 120 g/m²)

*[5] From 32 to 47 lb (121 to 176 g/m²)

*[6] From 20 to 28 lb (75 to 105 g/m²)

*[7] Use only LTR or A4 size transparencies.

*[8] Max. 500 sheets of paper can be set in the optional Paper Drawer (Paper Drawer 2).

*[9] Can be used for two-sided copying.

*[10] Select <Heavy 1> for the paper type when using the coated paper with the weight of 27 to 29 lb (100 to 110 g/m²). Load the paper into the stack bypass tray sheet by sheet.

*[11] Select <Heavy 2> for the paper type when using the coated paper with the weight of 32 to 35 lb (120 to 130 g/m²). Load the paper into the stack bypass tray sheet by sheet.

*[12] Select <Heavy 2> for the paper type when using the index cards with the weight of 32 to 47 lb (120 to 176 g/m²). Load the cards into the stack bypass tray.

NOTE
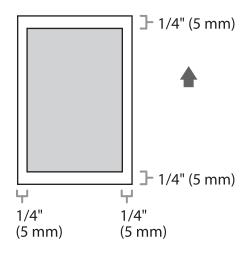
The default paper size is LTR. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Size and Type," on p. 2-22.)

● To prevent paper jams, do not use any of the following:
   – Wrinkled or creased paper
   – Curled or rolled paper
   – Torn paper
   – Damp paper
   – Very thin paper
   – Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)
● The following types of paper do not print well:
   – Highly textured paper
   – Very smooth paper
   – Shiny paper
● Make sure the paper is free from dust, lint, and oil stains.
● Be sure to test paper before purchasing large quantities.
● Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
● Store paper at 64.4°F–75.2°F (18°C–24°C), 40%–60% relative humidity.
● Use only the transparencies designed for laser printers.

Printable Area

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

1/4" (5 mm)

1/4" (5 mm)

1/4"
(5 mm)

1/4"
(5 mm)
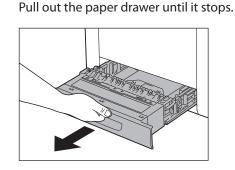
Loading Paper

This section describes how to load paper in the paper drawers and stack bypass tray.

⚠️ **CAUTION**

– Handle paper carefully not to cut your hands with the edges of the paper.
– When installing or removing cassettes, be careful not to get your fingers caught.
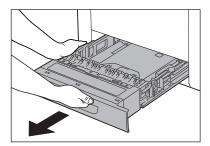
In the Paper Drawer

This section describes how to load paper in the paper drawer or in the optional paper drawer.

1 Pull out the paper drawer until it stops.

2 Hold the paper drawer with both hands and remove it from the machine.

3 Hold the lock release lever of the side paper guides (A) and slide the guides to the mark for the size of the paper to be loaded. The side paper guides move together.

📝 **NOTE**

Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.

4 Hold the lock release lever of the rear paper guides (A) and slide the guides to the mark for the size of the paper to be loaded.

A

📎 NOTE

Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.

5 Fan the paper stack and even the edges.

6 Load the paper stack of the appropriate size with the print side facing up. Align the rear edge of the paper stack with the rear paper guide.

📎 NOTE

– Make sure the paper stack does not exceed the load limit mark (A).

A
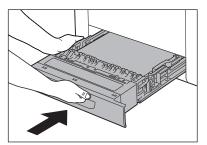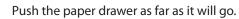
– The paper drawer holds approximately 250 sheets of paper (20 lb (75 g/m^2)).
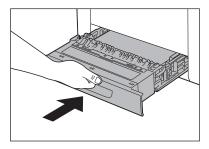
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7 Hold the paper drawer with both hands and set it back into the machine.

8 Push the paper drawer as far as it will go.

NOTE
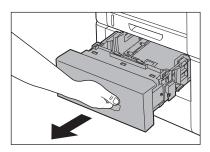
For details on loading paper in the stack bypass tray, see "In the Stack Bypass Tray," on p. 2-16.
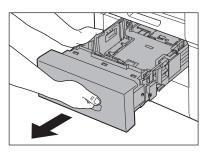
In the Optional Paper Drawer (Paper Drawer 2)

When the optional drawer is installed in the machine, follow the procedure described below.
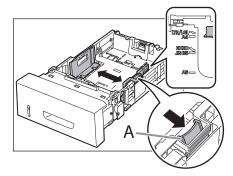
1 Pull out the optional paper drawer until it stops.

2 Hold the optional paper drawer with both hands and remove it from the machine.

3 Hold the lock release lever of the side paper guides (A) and slide the guides to the mark for the size of the paper to be loaded. The side paper guides move together.

NOTE

Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.

4 Hold the lock release lever of the rear paper guides (A) and slide the guides to the mark for the size of the paper to be loaded.

A

NOTE

Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.

5 Fan the paper stack and even the edges.

6 Load the paper stack of the appropriate size with the print side facing up. Align the rear edge of paper stack with the rear paper guide.

NOTE

– Make sure the paper stack does not exceed the load limit mark (A).
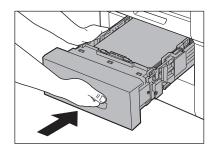
A

– The optional paper drawer holds approximately 500 sheets of paper (20 lb (75 g/m²)).
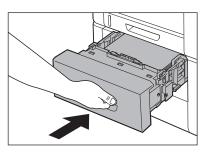
7 Hold the optional paper drawer with both hands and set it back into the machine.

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8   Push the paper drawer as far as it will go.
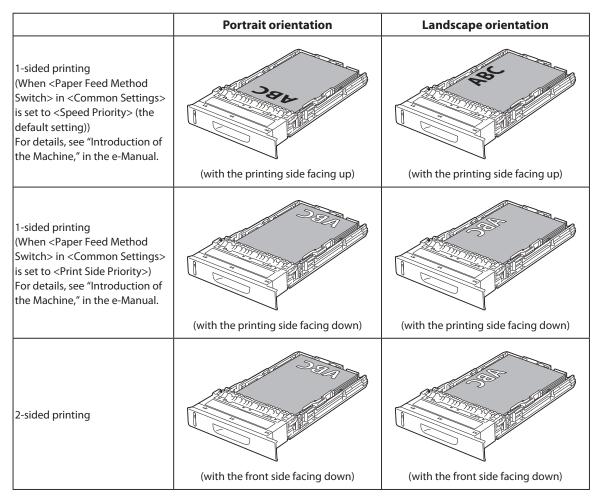
> **📎 NOTE**
>
> For details on loading paper in the stack bypass tray, see "In the Stack Bypass Tray," on p. 2-16.

When printing paper with a letterhead or logo (preprinted paper) using the paper drawer:

Load the paper in the proper orientation as follows.

	Portrait orientation	Landscape orientation
1-sided printing (When <Paper Feed Method Switch> in <Common Settings> is set to <Speed Priority> (the default setting)) For details, see "Introduction of the Machine," in the e-Manual.	(with the printing side facing up)	(with the printing side facing up)
1-sided printing (When <Paper Feed Method Switch> in <Common Settings> is set to <Print Side Priority>) For details, see "Introduction of the Machine," in the e-Manual.	(with the printing side facing down)	(with the printing side facing down)
2-sided printing	(with the front side facing down)	(with the front side facing down)

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In the Stack Bypass Tray

If you are making prints on transparencies, labels, nonstandard-sized paper, or envelopes, load them into the stack bypass tray.

📝 NOTE
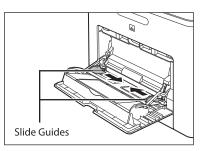
– Note the following points when using the stack bypass tray:
  • Paper Quantity: one to approximately 100 sheets (20 lb (75 g/m²),)
  • Paper Size: 3" × 5" to 8 1/2" × 14" (76.2 × 127 mm to 216 × 356 mm)
  • Paper Weight: 16 to 47 lb (60 to 176 g/m²)
  • Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass tray (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/4" (5 mm) for heavyweight paper).
  • Depending on the paper storage conditions, it may not be possible to feed some paper into the stack bypass tray. In this case, set the amount of paper to less than 50 sheets 20 lb (75 g/m²).
– Do not load different size/type paper at the same time.
– If you load multiple sheets of heavyweight paper into the stack bypass tray, a paper jam may occur depending on the type of heavyweight paper. If this happens, load only one sheet of heavyweight paper at a time.
– When printing on special types of paper, such as heavyweight paper or transparencies, make sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
– If you are printing on envelopes, do not allow more than 10 envelopes to accumulate in the output tray. Always empty the output tray once 10 envelopes have accumulated.
– If you select <Custom Size> for copying, you cannot use the 1-Sided to 2-Sided, 2-Sided to 2-Sided, N on 1, or ID Card Copy mode. (See "Copy," in the e-Manual.)
– If you select <COM10>, <Monarch>, <DL>, <ISO-C5>, <ISO-B5> for copying, you cannot use the 1-Sided to 2-Sided, 2-Sided to 2-Sided, N on 1, or ID Card Copy mode. (See "Copy," in the e-Manual.)
– You cannot use <Custom Size> when you print from a USB memory (Direct Print). (Only for the Color imageCLASS FM9280Cdn)
– Envelopes may be creased in the printing process.
– For high quality printouts, use paper recommended by Canon.
– For more information on paper types that can be used with this machine, see "Paper Requirements," on p. 2-7.

1 Open the stack bypass tray.
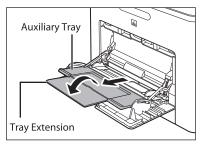
> **NOTE**
>
> If the paper size you are going to load into the stack bypass tray is different from the paper size stored in stack bypass tray Standard Settings, set stack bypass tray Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Setting Paper Size and Type," on p. 2-22.)

2 Adjust the slide guides to match the size of the paper.

Slide Guides
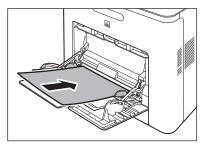
If you are feeding large size paper, pull out the auxiliary tray, and extend the tray extension.

Auxiliary Tray

Tray Extension

3 Load the paper into the stack bypass tray.
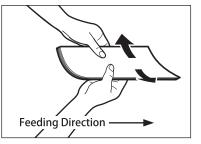
Insert the paper stack as far as it will go.
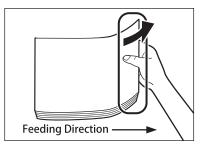
■ Before inserting paper

① When you use the stack bypass tray to make copies, straighten out curled paper prior to use, as shown below. Curled paper may cause a paper jam.

Feeding Direction
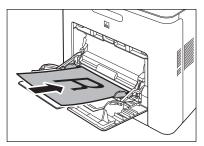
② If there is difficulty in straightening out curled paper, curl the front edges of the paper upward, as shown below.

Feeding Direction

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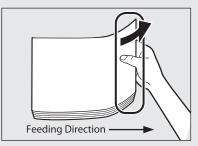
■ To print on the back side of preprinted paper

① Load the preprinted paper face up into the stack bypass tray, as shown in the illustration below.

The screen for selecting the paper size appears.

NOTE
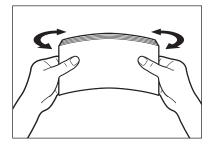
– When loading paper into the stack bypass tray, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.

– If you are printing on heavyweight paper or envelopes using the stack bypass tray, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass tray, remove the paper or envelopes, curl the feeding edges upward approximately 1/8" (3 mm), and then reload the paper or envelopes. Curling the feeding edges enables the rollers to grip the paper or envelopes as they are fed into the machine from the stack bypass tray.

Feeding Direction
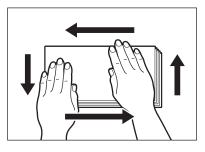
– If there are instructions on the paper package about which side of the paper to load, follow those instructions.

– When the paper is loaded into the stack bypass tray, the side facing down is the one printed on.

– If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.

■ If you are loading envelopes into the stack bypass tray:

① Take five envelopes, loosen them as shown, and then stack them together.
Repeat this step five times for each set of five envelopes.
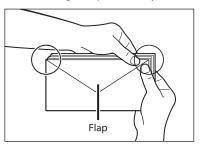
② Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.

NOTE

Take particular care to spread the envelopes out in the direction that they will be fed.
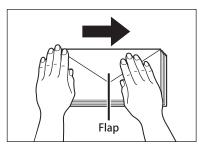
③ Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

Flap

NOTE
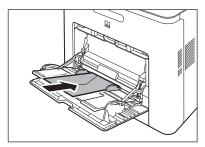
– Do not print on the back side of the envelopes (the side with the flap).
– If the envelopes become filled with air, flatten them by hand before loading them into the stack bypass tray.

Flap
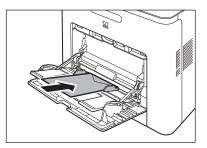
Load the envelopes face down (flap side up) in the stack bypass so shown below.

For top opening envelopes, load them as their sealing side (flap side) is located on the left when viewed from the front.

For side opening envelopes, load them so their sealing side (flap side) is located in the back of the stack bypass tray when viewed from the front.

The screen for selecting the paper size appears.

🖉 NOTE
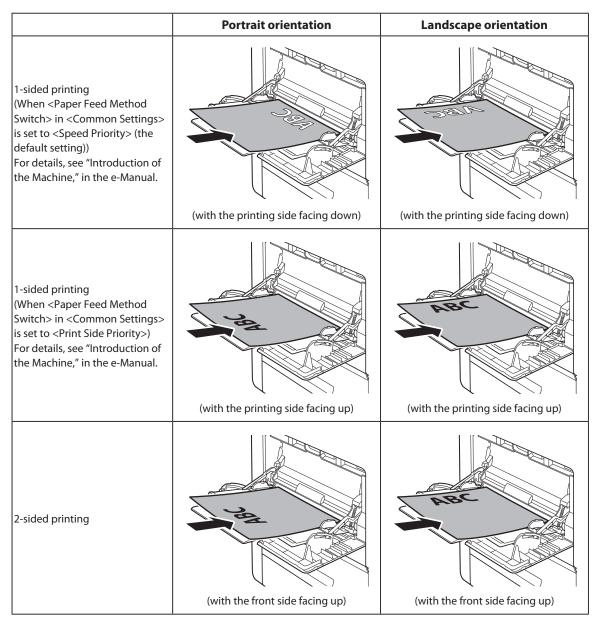
– The stack bypass tray can hold 10 envelopes at a time.
– Envelopes may be creased in the printing process.

● When printing paper with a letterhead or logo (preprinted paper) using the stack bypass tray:

Load the paper in the proper orientation as follows.

	Portrait orientation	**Landscape orientation**
1-sided printing (When <Paper Feed Method Switch> in <Common Settings> is set to <Speed Priority> (the default setting)) For details, see "Introduction of the Machine," in the e-Manual.	(with the printing side facing down)	(with the printing side facing down)
1-sided printing (When <Paper Feed Method Switch> in <Common Settings> is set to <Print Side Priority>) For details, see "Introduction of the Machine," in the e-Manual.	(with the printing side facing up)	(with the printing side facing up)
2-sided printing	(with the front side facing up)	(with the front side facing up)

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Setting Paper Size and Type

This section describes how to set paper size and type loaded into the paper drawer(s) and stack bypass tray.

For the Stack Bypass Tray

You can register a frequently used paper size and type for the stack bypass tray.
The default setting is <Off>.

Multi purpose tray

1 Press ⬭ (Main Menu).
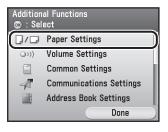
2 Press the right Any key to select <Additional Func.>.

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Paper Settings>, then press [OK].

> Additional Functions
> ⊚ : Select
> ▯/▯   **Paper Settings**
> ○))   Volume Settings
> ▤   Common Settings
> ◀   Communications Settings
> ▦   Address Book Settings
>   Done

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Stack Bypass Paper (Std.)>, then press [OK].

```
Paper Settings
🆗 : Select
  ▪ Stack Bypass Paper (Std.)
  ▷ Off
  ▪ Drawer 1
  ▷ No Settings
  ▪ Drawer 2
  ▷ No Settings
                              Done
```

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <On>, then press the right Any key to select <Option>.

```
Stack Bypass Paper (Standard)
Stack Bypass Paper Standard Reg.
Off
On
Back

                    Option
```

If you do not want to set the stack bypass standard settings, select <Off>, then press [OK], and press ⬭ (Main Menu) to return to the Main Menu screen.

■ **If you register a standard paper size:**

① Use [▼], [▲] or ◎ (Scroll Wheel) to select paper size, then press [OK].

```
Paper Size: Stack Bypass Tray
Set to LTR
LTR
LGL
STMT
EXEC
FLSC
     A/B Sizes
```

– You can select from the following paper sizes: <LTR>, <LGL>, <STMT>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>, <G-LTR>, <G-LGL>, <Custom Size>, <COM10>, <Monarch>, <DL>, <ISO-C5>, <ISO-B5>
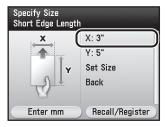
– If you use A/B size paper, press the left Any key to select <A/B Sizes> and select the paper size you want to use.

■ **If you register an irregular paper size:**

① Use [▼], [▲] or ◎ (Scroll Wheel) to select <Custom Size>, then press [OK].

```
Paper Size: Stack Bypass Tray
Paper Other Than Standard Size
Custom Size
COM10
Monarch
DL
ISO-C5
     A/B Sizes
```

② Use [▼], [▲] or ◎ (Scroll Wheel) to select <X:> (length for the short edge), then press [OK].

```
Specify Size
Short Edge Length
   x          X: 3"
              Y: 5"
              Set Size
     Y        Back
Enter mm     Recall/Register
```

✎ NOTE
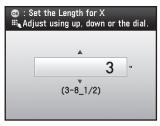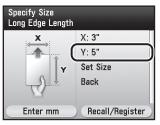
If the irregular paper sizes have previously been set, you can recall the size setting. For details, see "If you register an irregular paper size by recalling the previously set size:" on p. 2-24.
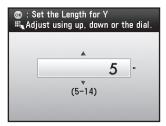
③ Use [▼], [▲] or ◎ (Scroll Wheel) to enter the length for X (short edge), then press [OK].
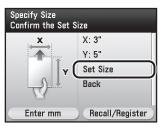
```
🆗 : Set the Length for X
   Adjust using up, down or the dial.

              ▲
              3  "
              ▼
          (3–8_1/2)
```

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④ Use [▼], [▲] or ◎ (Scroll Wheel) to select <Y:> (length for the long edge), then press <OK>.

Specify Size
Long Edge Length

X: 3"
Y: 5"
Set Size
Back

Enter mm   Recall/Register

⑤ Use [▼], [▲] or ◎ (Scroll Wheel) to enter the length for Y (long edge), then press [OK].

OK : Set the Length for Y
Adjust using up, down or the dial.

▲

5 "

▼

(5–14)

⑥ Use [▼], [▲] or ◎ (Scroll Wheel) to select <Set Size>, then press [OK].

Specify Size
Confirm the Set Size

X: 3"
Y: 5"
Set Size
Back

Enter mm   Recall/Register

■ If you register an irregular paper size by recalling the previously set size:

You can recall the previously set paper size. For instructions on how to register the irregular paper size, see "Registering Irregular Paper Sizes for the Stack Bypass Tray," on p. 2-26.

① Use [▼], [▲] or ◎ (Scroll Wheel) to select <Custom Size>, then press [OK].

Paper Size: Stack Bypass Tray
Paper Other Than Standard Size

Custom Size
COM10
Monarch
DL
ISO-C5

A/B Sizes

② Press the right Any key to select <Recall/ Register>.

Specify Size
Short Edge Length

X: 3"
Y: 5"
Set Size
Back

Enter mm   Recall/Register

③ Use [▼], [▲] or ◎ (Scroll Wheel) to select <Size 1> or <Size 2>, then press [OK].
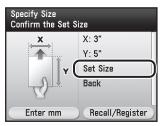
The recalled paper size is displayed.

OK : Use Custom Size
Use Size 1

Size 1
Size 2
Back

Register/Edit

NOTE

You can also edit the previously set size or register a new irregular size from this display. Press the right Any key to select <Register/Edit> → select <Size 1> or <Size 2> → press [OK] → specify the lengths for <X:> and <Y:> → select <Set Size> → press the right Any key to select <Done> → select <Back> → press [OK].

```
    : Use Custom Size
Use Size 1
  Size 1
  Size 2
  Back

                        Register/Edit
```

④ Use [▼], [▲] or ◎ (Scroll Wheel) to select <Set Size>, then press [OK].

```
Specify Size
Confirm the Set Size
   X               X: 3"
                   Y: 5"
   Y               Set Size
                   Back
  Enter mm         Recall/Register
```

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select paper type, then press [OK].

```
Paper Type: Stack Bypass Tray
Set to Plain 2
  □    Plain 1
  ▦    Plain 2
  ⊟    Recycled Paper
  ▨    Color
  □    Bond
  □    Heavy 1
```

The selectable paper types vary depending on the paper size you have specified. The unavailable paper types are grayed out on the display.
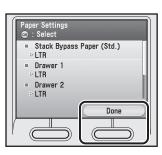
7 Use [▼], [▲] or ◎ (Scroll Wheel) to select [On], then press [OK].

```
Stack Bypass Paper (Standard)
Stack Bypass Paper Standard Reg.
  Off
  On
  Back

                        Option
```

8 Press right Any key to select Done.
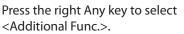
```
Paper Settings
   : Select
  ▪  Stack Bypass Paper (Std.)
     ▷ LTR
  ▪  Drawer 1
     ▷ LTR
  ▪  Drawer 2
     ▷ LTR
                    Done
```

9 Press ⬭ (Main Menu) to return to the Main Menu screen.

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Registering Irregular Paper Sizes for the Stack Bypass Tray

You can register two irregular paper sizes for the stack bypass tray. You can recall the registered size when you use irregular paper size on the stack bypass tray. For details, see "Recalling Irregular Paper Size Registered for the Stack Bypass Tray," on p. 4-17.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Paper Settings>, then press [OK].

> Additional Functions
> ⓞⓚ : Select
> ▯/▯   Paper Settings
> ◯⟩⟩   Volume Settings
> 🗐   Common Settings
> ✈   Communications Settings
> 🖼   Address Book Settings
>   Done

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Custom Size>, then press [OK].

> Paper Settings
> ⓞⓚ : Select
> ▪ Custom Size
>
> ↩ Back
>
>   Done
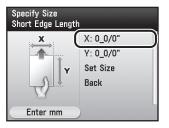
5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Size 1> or <Size 2>, then press [OK].

> Register Custom Size
> ⓞⓚ : Select
> ▪ Size 1
>
> ▪ Size 2
>
> ↩ Back
>   Done

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <X:> (length for the short edge), then press [OK].

> Specify Size
> Short Edge Length
> x   X: 0_0/0"
>   Y: 0_0/0"
>   Set Size
>   Y   Back
>
> Enter mm

7 Use [▼], [▲] or ◎ (Scroll Wheel) to enter the length for X (short edge), then press [OK].

> ⓞⓚ : Set the Length for X
> ▦ Adjust using up, down or the dial.
>
>   ▲
>   ┌──────────┐
>   │   3   │ "
>   └──────────┘
>   ▼
>   (3-8_1/2)

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8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Y:> (length for the long edge), then press [OK].

```
Specify Size
Long Edge Length
      x          X: 3"
                 Y: 0_0/0"
            Y    Set Size
                 Back
  Enter mm
```

9 Use [▼], [▲] or ⊚ (Scroll Wheel) to enter the length for Y (long edge), then press [OK].

```
ⓞ : Set the Length for Y
   Adjust using up, down or the dial.

              ▲
           5    "
              ▼
          (5-14)
```

10 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Set Size>, then press [OK].

```
Specify Size
Confirm the Set Size
      x          X: 3"
                 Y: 5"
            Y    Set Size
                 Back
  Enter mm
```

11 Press the right Any key to select <Done>.

```
Register Custom Size
ⓞ : Select
   ▪ Size 1
   ▪ Size 2

   ↩ Back
                    Done
```
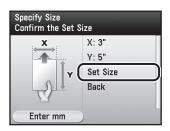
If you want to register the other custom paper size, select <Size 1> or <Size 2>, then repeat steps 6 to 10.

12 Press ⬭ (Main Menu) to return to the Main Menu screen.
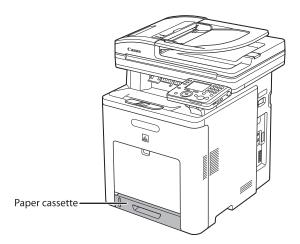
✎ NOTE

You can use the irregular paper size registered with the procedure above for the <Stack Bypass Paper (Std.)> setting, which is useful if you frequently use the same irregular size paper. For details, see "Setting Paper Size and Type," on p. 2-22.

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For the Paper Drawer

Paper cassette

When you place other sizes and/or types of paper, follow this procedure to change the settings.

The default settings are <LTR> and <Plain 2>.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <Paper Settings>, then press [OK].

4 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <Drawer 1> or <Drawer 2>*, then press [OK].

* Only when the optional Paper Drawer (Paper Drawer 2) is attached.

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select paper size, then press [OK].

```
Paper Size: Drawer 1
Set to LTR
 LTR
 LGL
 EXEC
 FLSC
 OFI
   A/B Sizes
```

– You can select from the following paper sizes: <LTR>, <LGL>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>
– If you use A/B size paper, press the left Any key to select <A/B Sizes> and perform the step above.

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select paper type, then press [OK].

```
Paper Type: Drawer 1
Set to Plain 2
 ▢   Plain 1
 ⊞   Plain 2
 ▤   Recycled Paper
 ▨   Color
 ▢   Bond
 ▢   Heavy 1
```

– You can select from the following paper types:
– <Plain 1>, <Plain 2>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>
– If you use the paper drawer 2*, repeat the steps 4 to 6 for the paper drawer 2*.
* Only when the optional Paper Drawer (Paper Drawer 2) is attached.

7 Press ⬭ (Main Menu) to return to the Main Menu screen.

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Registering Destinations in the Address Book

This chapter describes how to register destinations in the Address Book, and how to edit and erase registered information.

Storing/Editing Address Book

The Address Book is a feature used for storing fax numbers, e-mail addresses, I-fax addresses, and file server addresses. You can also register multiple destinations for a group address. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job.

📝 NOTE

– Storing addresses in the Address Book is available only for the Color imageCLASS MF9280Cdn.
– You can register a total of 300 destinations in the Address Book, including 200 destinations registered in one-touch.
– Each address entry is treated as a single entry, so if a destination is registered in a group address, that destination and the group address are counted as two entries.
– 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 how to export and import the Address Book, see "Setting from a PC," in the e-Manual.
– For easy reference, it is recommended to print the list of recipients registered in the Address Book and one-touch. For information on how to print the lists, see "Introduction of the Machine," in the e-Manual.
– New destinations cannot be registered in the Address Book if <Restrict New Addresses> in <Restrict the Send Function> in <System Management Set.> is set to <On>.

Registering Fax Numbers in the Address Book

This section describes the procedure for registering fax numbers in the Address Book.

📝 NOTE

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
– In the Select Send Type screen, use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book>, then press [OK].
– Press the left Any key to select <Reg/Edit/Erase>.
– Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press [OK].
– Follow the procedure described in this section from step 6.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

```
Additional Functions
 ⊙ : Select
 ▯/▱  Paper Settings
 ◌)))  Volume Settings
 ▤    Common Settings
 ◁    Communications Settings
 ▦    Address Book Settings
                        Done
```

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Register Address>, then press [OK].

```
Address Book List
 ⊙ : Select
 Register Address
 Register One-touch
 Back

                        Done
```

5 Press the right Any key to select <Register New>.

```
Register Address
 ⊙ : Switch Destination Index
 ◀ All                      ▶
 ▤    Canon(Fax) 031XXXXXXXX
 ▥    Sales      sales@xxx.xxx
 ▦    Developmen 1004.ftphost
 ▧    Design Gro
 Edit/Erase      Register New
```

6 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Fax>, then press [OK].

```
Register New Addresses
 ⊙ : Select
 ▤    Fax
 ▥    E-mail
 ▦    I-Fax
 ▧    File
 ▨    Group
                        Done
```

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Register Name>, then press [OK].

```
Fax
Register New Name
 ▪ Register Name
   ▷
 ▪ Destination Registration
   ▷
   Back
                        Register
```

8 Use the software keyboard to enter the recipient's name.

```
Register Name (Max 16 characters)
 ⊙ : Set Characters
 |
 A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
 Sym  a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
              Space
   Backspace            Set
```

– You can enter up to 16 characters for the recipient's name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

✎ NOTE

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

Registering Destinations in the Address Book

9 If you are finished, press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
OK: Set Characters
Canon(Fax)|
A/1    # $ % & ' ( ) = + ˜ [ ] ^ {
Sym    } ˜ / , . * ? . " < > |

                    Space
    Backspace              Set
```

10 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Destination Registration>, then press [OK].

```
Fax
Register New Addresses
  ▪  Register Name
     ▷Canon(Fax)
  ▪  Destination Registration
     ▷

     Back

                        Register
```

11 Use ⓪–⑨ (numeric keys) to enter the fax number.

```
Fax
OK : Enter using the numeric keys.
▭ =
    Set Destination
    Backspace
    Pause
    Tone
                        Option
```

– You can enter up to 40 characters for fax number.
– If you want to move the position of the cursor, use [▼], [▲] or ◎ (Scroll Wheel).
– If you want to delete the number or character immediately to the left of the cursor, use [▼], [▲] or ◎ (Scroll Wheel) to select <Backspace>, then press [OK].

– If you want to insert a pause of several seconds, use [▼], [▲] or ◎ (Scroll Wheel) to select <Pause>, then press [OK]. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number.
– If you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals, use [▼], [▲] or ◎ (Scroll Wheel) to select <Tone>, then press [OK].
– If you want to insert a space between numbers, use [▼], [▲] or ◎ (Scroll Wheel) to select <Space>, then press [OK].
– If you want to delete the entire number you entered, press ⓒ (Clear).

🖉 NOTE

– For information on how to set the length of a pause, see "Communications Settings," on p. 13-8.
– For information on how to insert a pause for an overseas number, see "Dialing an Overseas Number (With Pauses)," on p. 5-22.
– You cannot insert a pause or a space at the beginning of a number.
– If you enter a pause at the end of the number, the pause is always 10 seconds long.

12 If you want to set the ECM TX, sending speed, and long distance settings, press the right Any key to select <Option>.

```
Fax
 ok : Enter using the numeric keys.
   = 0123XXXXXXX
 Set Destination
 Backspace
 Pause
 Tone
                        Option
```

These settings are optional. If you do not want to set the optional settings, skip to step 20.

13 Use [▼], [▲] or ◎ (Scroll Wheel) to select <ECM TX>, then press [OK].

```
Option
 ok : Select
 ECM TX: On
 Sending Speed: 33600 bps
 Long Distance: Domestic
 Back
                          Done
```

14 Use [▼], [▲] or ◎ (Scroll Wheel) to select <On> or <Off>, then press [OK].

```
ECM TX
Send ECM Fax Documents
 Off
 On
 Back
```

15 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Sending Speed>, then press [OK].

```
Option
 ok : Select
 ECM TX: On
 Sending Speed: 33600 bps
 Long Distance: Domestic
 Back
                          Done
```

16 Use [▼], [▲] or ◎ (Scroll Wheel) to select the sending speed, then press [OK].

```
Sending Speed
Modem Send Speed: 33600 bps
 33600 bps
 14400 bps
 9600 bps
 4800 bps
 Back
```

If your document transmissions are slow to start, it may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select <33600 bps>, <14400 bps>, <9600 bps>, or <4800 bps>.

17 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Long Distance>, then press [OK].

```
Option
 ok : Select
 ECM TX: On
 Sending Speed: 33600 bps
 Long Distance: Domestic
 Back
                          Done
```

Registering Destinations in the Address Book

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18 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the long distance setting, then press [OK].

```
Domestic
Use Domestic
Domestic
Domestic (1)
Domestic (2)
Domestic (3)
Back
```

Select <Domestic> for dialing domestic (local) telephone numbers. Select <Long Distance (1)> if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting <Long Distance (2)> or <Long Distance (3)>.

19 Press the right Any key to select <Done>.

```
Option
ok : Select
ECM TX: On
Sending Speed: 33600 bps
Long Distance: Domestic
Back
                           Done
```

20 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Set Destination>, then press [OK].

```
Fax
ok : Enter using the numeric keys.
  = 0123XXXXXXX
Set Destination
Backspace
Pause
Tone
                           Option
```

21 Press the right Any key to select <Register>.

```
Fax
Register New Addresses
  Register Name
  ▷ Canon(Fax)
  Destination Registration
  ▷ 0123XXXXXXX
  Back
                           Register
```

If you want to register another fax number, repeat from step 6.

22 Press the right Any key to select <Done>.

```
Register New Destination
ok : Select
    Fax
    E-mail
    I-Fax
    File
    Group
                           Done
```

23 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering Fax Numbers Obtained via an LDAP Server in the Address Book

This section describes how to register the fax numbers that are obtained by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers.

🖉 NOTE

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
- In the Select Send Type screen, use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book>, then press [OK].
- Press the left Any key to select <Reg/Edit/Erase>.
- Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press [OK].
- Follow the procedure described in this section from step 6.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Address>, then press [OK].

5 Press the right Any key to select <Register New>.

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Search LDAP Server>, then press [OK].

7 Follow steps 4 to 7 in "Specifying Fax Numbers via an LDAP Server," on p. 5-43 to search destinations.

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired destination from the search results, then press [OK].

– You can select up to 32 destinations.
– If you want to select the first 32 destinations, press the left Any key to select <Menu> and use [▼], [▲] or ⊚ (Scroll Wheel) to select <Select All>. (If a destination is selected, <Select All> changes to <Clear Selection>.)

> 📎 **NOTE**
> – To cancel a selected destination, select the destination again, then press [OK] to clear the check mark.
> – You can use [◀] or [▶] to restrict the displayed range of destinations.

9 Press the right Any key to select <Register>.

■ If only one destination is selected:
① Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Display Name>, then press [OK].

② Confirm the recipient's name, then press the right Any key to select <Set>.

If you edit the recipient's name obtained from the search results, see "Registering Fax Numbers in the Address Book," on p. 3-2.

> 📎 **NOTE**
> Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

③ Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Display Destination>, then press [OK].

④ Confirm the destination.

```
Fax
ok : Enter using the numeric keys.
🖷 = 012XXXXXXX
Set Destination
Backspace
Pause
Tone
                    Option
```

If you edit the destination obtained from the search results and specify the optional settings, see "Registering Fax Numbers in the Address Book," on p. 3-2.

⑤ Use[▼], [▲] or 🔘 (Scroll Wheel) to select <Set Destination>, then press [OK].

```
Fax
ok : Enter using the numeric keys.
🖷 = 012XXXXXXX
Set Destination
Backspace
Pause
Tone
                    Option
```

⑥ Press the right Any key to select <Register>.
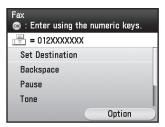
```
Fax
ok : Select
  ■ Display Name
  ▷ Canon(fax)
  ■ Display Destination
  ▷ 012XXXXXXX
  ↩ Back
                    Register
```

■ If multiple destinations are selected:

① Confirm the message shown on the display, then press the right Any key to select <Done>.

```
Only fax numbers and addresses
can be obtained from searching
the server. Specify other info.
as necessary with [Details].
                Done
```

10 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering Destinations in the Address Book

Registering E-Mail Addresses in the Address Book

This section describes the procedure for registering e-mail addresses in the Address Book.

📝 NOTE

– By storing your own e-mail address, you can specify a reply e-mail address.
– This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
  • In the Select Send Type screen, use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book>, then press [OK].
  • Press the left Any key to select <Reg/Edit/Erase>.
  • Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press [OK].
  • Follow the procedure described in this section from step 6.

1 Press ⊂▬⊃ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

Additional Functions
⊙ : Select
▯/▯ Paper Settings
○)) Volume Settings
▤ Common Settings
◁ Communications Settings
▤ Address Book Settings
                    Done

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⊙–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register Address>, then press [OK].

Address Book List
⊙ : Select
Register Address
Register One-touch
Back
                    Done

5 Press the right Any key to select <Register New>.

Register Address
⊙ : Switch Destination Index
◀ All ▶
▯ Canon (Fax) 031XXXXXXX
▯ Sales   sales@xxx.xxx
▯ Developmen 1004.ftphost
▯ Design Gro
Edit/Erase   Register New

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <E-mail>, then press [OK].

```
Register New Addresses
◎ : Select
   🖷   Fax
   ▣    E-mail
   🖷   I-Fax
   🖳   File
   🖧   Group
                          Done
```

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Name>, then press [OK].

```
E-mail
Register New Name
   ▪  Register Name
      ▷
   ▪  Destination Registration
      ▷
      Back
                          Register
```

8 Use the software keyboard to enter the recipient's name.

```
Register Name (Max 16 characters)
◎ : Set Characters

A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
   Backspace            Set
```

– You can enter up to 16 characters for the recipient's name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

> 📄 **NOTE**
>
> Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
◎: Set Characters
   Canon(E-mail)|
A/1  # $ % & ' ( ) = + ~ [ ] ^ {
Sym  } ~ / , . * ? . " < > |

                          Space
   Backspace            Set
```

10 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Destination Registration>, then press [OK].

```
E-mail
Register New Addresses
   ▪  Register Name
      ▷ Canon(E-mail)
   ▪  Destination Registration
      ▷
      Back
                          Register
```

11 Use the software keyboard to enter the recipient's e-mail address.

```
E-mail Address (Max 120 char.)
◎: Set Characters
   |
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
   Backspace            Set
```

– You can enter up to 120 characters for the e-mail address.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

Registering Destinations in the Address Book

12 If you are finished, press the right Any key to select <Set>.

```
E-mail Address (Max 120 char.)
[OK]: Set Characters
    e-mail@xxx.com
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                    Space
    Backspace          Set
```

13 Press the right Any key to select <Register>.

```
E-mail
Register New Addresses
 ▫ Register Name
   ▹ Canon(E-mail)
 ▫ Destination Registration
   ▹ e-mail@xxx.com
 ↰ Back
                   Register
```

If you want to register another e-mail address, repeat from step 6.

14 Press the right Any key to select <Done>.

```
Register New Destination
[OK] : Select
 📠  Fax
 📧  E-mail
 📠  I-Fax
 🗄  File
 👥  Group
                   Done
```

15 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering E-Mail Addresses Obtained via an LDAP Server in the Address Book

This section describes how to register the e-mail addresses that are obtained by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers.

NOTE

– By storing your own e-mail address, you can specify a reply e-mail address.
– This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
  • In the Select Send Type screen, use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book>, then press [OK].
  • Press the left Any key to select <Reg/Edit/Erase>.
  • Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press [OK].
  • Follow the procedure described in this section from step 6.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Address>, then press [OK].

5 Press the right Any key to select <Register New>.

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Search LDAP Server>, then press [OK].

```
Register New Addresses
⊙ : Select
   📇  Search LDAP Server
   ↵  Back


                        Done
```

7 Follow steps 4 to 7 in "E-mail," in the e-Manual to search destinations.

8 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired destination from the search results, then press [OK].

```
Results
⊕ : Select/Clear Destination
◀ All  📇  📧 ▶
  ☐ 📧 Canon(e-ma john@example.


     Menu              Set
```

– You can select up to 32 destinations.
– If you want to select the first 32 destinations, press the left Any key to select <Menu> and use [▼], [▲] or ◎ (Scroll Wheel) to select <Select All>. (If a destination is selected, <Select All> changes to <Clear Selection>.)
– If you press the left Any key to select <Menu> and use [▼], [▲] or ◎ (Scroll Wheel) to select <Register E-mail for I-Fax>, the selected e-mail address can be specified as an I-fax destination. To register e-mail addresses as I-fax addresses, register one e-mail address at a time.

📝 NOTE

– To cancel a selected destination, select the destination again, then press [OK] to clear the check mark.
– You can use [◀] or [▶] to restrict the displayed range of destinations.

9 Press the right Any key to select <Set>.

```
Results
⊕ : Select/Clear Destination
◀ All  📇  📧 ▶
  ☑ 📧 Canon(e-ma john@example.


     Menu              Set
```

■ If only one destination is selected:
① Use [▼], [▲] or ◎ (Scroll Wheel) to select <Display Name>, then press [OK].

```
E-mail
⊙ : Select
  ▪ Display Name
    ▷ Canon(e-mail)
  ▪ Display Destination
    ▷ john@example.com
  ↵ Back

                     Register
```

② Confirm the recipient's name, then press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
⊙ : Set Characters
   Canon(e-mail)
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
               Space
   Backspace            Set
```

If you edit the recipient's name obtained from the search results, see "Registering E-Mail Addresses in the Address Book," on p. 3-10.

📝 NOTE

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

③ Use [▼], [▲] or ◎ (Scroll Wheel) to select <Display Destination>, then press [OK].

```
E-mail
ok : Select
  ■  Display Name
     ▷ Canon(e-mail)
  ■  Display Destination
     ▷ john@example.com
  ↵ Back
                          Register
```

④ Confirm the destination, then press the right Any key to select <Set>.

```
E-mail Address (Max 120 char.)
ok : Set Characters
     john@example.com
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                        Space
     Backspace            Set
```

If you edit the destination obtained from the search results, see "Registering E-Mail Addresses in the Address Book," on p. 3-10.

⑤ Press the right Any key to select <Register>.

```
E-mail
ok : Select
  ■  Display Name
     ▷ Canon(e-mail)
  ■  Display Destination
     ▷ john@example.com
  ↵ Back
                          Register
```

■ If multiple destinations are selected:

① Confirm the message shown on the display, then press the right Any key to select <Done>.

```
Only fax numbers and addresses
can be obtained from searching
the server. Specify other info.
as necessary with [Details].

              Done
```

10 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering I-Fax Addresses in the Address Book

This section describes the procedure for registering I-fax addresses in the Address Book.

📝 **NOTE**

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
– In the Select Send Type screen, use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book>, then press [OK].
– Press the left Any key to select <Reg/Edit/Erase>.
– Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press [OK].
– Follow the procedure described in this section from step 6.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register Address>, then press [OK].

5 Press the right Any key to select <Register New>.

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <I-Fax>, then press [OK].

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Register Name>, then press [OK].

```
I-Fax
Register New Name
  ▪ Register Name
    ▷
  ▪ Destination Registration
    ▷
    Back
                          Register
```

8 Use the software keyboard to enter the recipient's name.

```
Register Name (Max 16 characters)
ⓞ: Set Characters
  |
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
  Backspace              Set
```

– You can enter up to 16 characters for the recipient's name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

> 📎 **NOTE**
>
> Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
ⓞ: Set Characters
   Canon(I-fax)
A/1  # $ % & ' ( ) = + ~ [ ] ^ {
Sym  } ~ / . * ? , " < > |

              Space
  Backspace              Set
```

10 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Destination Registration>, then press [OK].

```
I-Fax
Register New Addresses
  ▪ Register Name
    ▷Canon(I-fax)
  ▪ Destination Registration
    ▷
    Back
                          Register
```

11 Use the software keyboard to enter the recipient's I-fax address.

```
I-Fax Address (Max 120 char.)
ⓞ: Set Characters
  |
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
  Backspace              Set
```

– You can enter up to 120 characters for the I-fax address.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

12 If you are finished, press the right Any key to select <Set>.

```
I-Fax Address (Max 120 char.)
ⓞ: Set Characters
   i-fax@xxx.com
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
  Backspace              Set
```

Registering Destinations in the Address Book

13 Press the right Any key to select <Register>.

I-Fax
Register New Addresses
- Register Name
  ▷ Canon(I-fax)
- Destination Registration
  ▷ ifax@xxx.com
↩ Back

Register

If you want to register another I-fax address, repeat from step 6.

14 Press the right Any key to select <Done>.

Register New Destination
🆗 : Select
- Fax
- E-mail
- I-Fax
- File
- Group

Done

15 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering File Server Addresses in the Address Book

This section describes the procedure for registering file server addresses in the Address Book.

📝 NOTE

– If <Language Switch> in Common Settings is set to <On>, the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
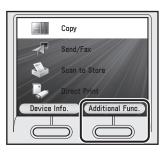– This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
  • In the Select Send Type screen, use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book>, then press [OK].
  • Press the left Any key to select <Reg/Edit/Erase>.
  • Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press [OK].
  • Follow the procedure described in this section from step 6.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

- Copy
- Send/Fax
- Scan to Store
- Direct Print

Device Info.   Additional Func.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

Additional Functions
🆗 : Select
- 🗐/🗐 Paper Settings
- ◌⟩⟩ Volume Settings
- 🗐 Common Settings
- ◁ Communications Settings
- 🗐 Address Book Settings

Done

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Address>, then press [OK].

```
Address Book List
  🆗 : Select
  Register Address
  Register One-touch
  Back

                              Done
```

5 Press the right Any key to select <Register New>.

```
Register Address
  🔄 : Switch Destination Index
◄ All                         ►
      🖷 Canon(Fax) 031XXXXXXX
      📠 Sales      sales@xxx.xxx
      📄 Developmen 1004.ftphost
      👥 Design Gro
   Edit/Erase        Register New
```

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <File>, then press [OK].

```
Register New Addresses
  🆗 : Select
  🖷  Fax
  ✉   E-mail
  📠  I-Fax
  🖷  File
  👥  Group
                              Done
```

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Name>, then press [OK].

```
File
Register New Name
  ▪ Register Name
    ▷
  ▪ Destination Registration
    ▷
    Back
                           Register
```

8 Use the software keyboard to enter the file server name.

```
Register Name (Max 16 characters)
  🆗 : Set Characters
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
   Backspace           Set
```

– You can enter up to 16 characters for the file server name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

📎 NOTE

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
  🆗 : Set Characters
   Canon(File)|
A/1  # $ % & ' ( ) = + ~ [ ] ^ {
Sym  } ~ / . * ? , " < > |

              Space
   Backspace           Set
```

10 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Destination Registration>, then press [OK].

```
File
Register New Addresses
  ▪ Register Name
    ▷Canon(File)
  ▪ Destination Registration
    ▷
    Back
                           Register
```

Registering Destinations in the Address Book

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11 Use [▼], [▲] or ◉ (Scroll Wheel) to select a server protocol, then press [OK].

```
ⓞ : Set Server Protocol
FTP Protocol
  FTP
  Windows (SMB)
  Windows (SMB) : Browse
  Back
```

– <FTP>: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 on Windows 2000 Server, Internet Information Services 5.1 on Windows XP Professional, Internet Information Services 6.0 on Windows Server 2003, Internet Information Services 7.0 on Windows Vista/Server 2008, Internet Information Services 7.5 under Windows 7/Server 2008 R2, or Red Hat Linux 7.2.

– <Windows (SMB)>: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later) or Windows 98/Me/2000/XP/Vista/7/Server 2003/Server 2008.

– <Windows (SMB): Browse>: Select this protocol if you want to specify a file server connected to a specific network.

✎ **NOTE**

After turning the main power on, you must wait for the time set in the Startup Time Settings to elapse before selecting <Windows (SMB): Browse>. Network transmission is not possible until this startup time has elapsed. (See "Network Settings," in the e-Manual.)

■ If you select <FTP> or <Windows (SMB)>:

① Use [▼], [▲] or ◉ (Scroll Wheel) to select <Host Name>, then press [OK].

```
FTP
Host Name Entry
  ▪ Host Name
    ▷
  ▪ Folder Path
    ▷
  ▪ User Name
    ▷
                              Set
```

② Use the software keyboard to enter the host name.

```
Host Name (Max 47 characters)
ⓞ: Set Characters

A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
  Backspace            Set
```

– You can enter up to 47 characters (120 characters if <Windows (SMB)> is selected) for the host name.

– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

✎ **NOTE**

A host name is a unique name assigned to identify each host computer that provides services on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

③ If you are finished, press the right Any key to select <Set>.

```
Host Name (Max 47 characters)
ⓞ: Set Characters
    hostname
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
  Backspace            Set
```

④ Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Folder Path>, then press [OK].

```
FTP
Folder Path Entry
  ▪ Host Name
    ▷ hostname
  ▪ Folder Path
    ▷
  ▪ User Name
    ▷
                              Set
```

⑤ Use the software keyboard to enter the path to the folder.

```
Folder Path (Max 120 characters)
⊛: Set Characters
  |
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
             Space
   Backspace            Set
```

– You can enter up to 120 characters for the folder path.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

🖉 NOTE

– A file path is a series of characters that signify the location of the folder. Specify a folder in the file server as the destination of the send job.
– If you are sending to an imageWARE Document Manager folder, enter the folder name set in imageWARE Gateway (Color imageCLASS MF9280Cdn only).

⑥ If you are finished, press the right Any key to select <Set>.

```
Folder Path (Max 120 characters)
⊛: Set Characters
  shared
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
             Space
   Backspace            Set
```

⑦ Use [▼], [▲] or ⊚ (Scroll Wheel) to select <User Name>, then press [OK].

```
FTP
Enter User Name
  ▪ Host Name
    ▷ hostname
  ▪ Folder Path
    ▷ share
  ▪ User Name
    ▷
                              Set
```

⑧ Use the software keyboard to enter the user name.

```
User Name (Max 24 characters)
⊛ : Set Characters
  |
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
             Space
   Clear                Set
```

– You can enter up to 24 characters for the user name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

🖉 NOTE

If you are sending to an imageWARE Document Manager folder, enter the user name set in imageWARE Gateway (Color imageCLASS MF9280Cdn only).

Registering Destinations in the Address Book

⑨ If you are finished, press the right Any key to select <Set>.

```
User Name (Max 24 characters)
OK : Set Characters
   user
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
    Clear              Set
```

⑩ Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Password>, then press [OK].

```
FTP
Password Entry
  ■  Password
     ▷

     Back


                       Set
```

⑪ Use the software keyboard to enter the password.

```
Password (Max 24 characters)
OK : Set Characters

A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
    Clear              Set
```

– You can enter up to 24 characters when <FTP> is selected as the server protocol, or up to 14 when <Windows (SMB)> is selected.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

> ✎ **NOTE**
>
> If you are sending to an imageWARE Document Manager folder, enter the password set in imageWARE Gateway (Color imageCLASS MF9280Cdn only).

⑫ If you are finished, press the right Any key to select <Set>.

```
Password (Max 24 characters)
OK : Set Characters
   pass
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
    Clear              Set
```

⑬ Press the right Any key to select <Set>.

```
FTP
Enter User Name
  ■  Host Name
     ▷ Canon(File)
  ■  Folder Path
     ▷ share
  ■  User Name
     ▷ username
                       Set
```

⑭ Press the right Any key to select <Register>.

```
File
Register New Addresses
  ■  Register Name
     ▷ Canon(File)
  ■  Destination Registration
     ▷ user
  ↵ Back
                       Register
```

■ If you select <Windows (SMB): Browse>:

① Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired workgroup, then press [OK].

📝 NOTE

If the desired workgroup is not displayed, use [▼], [▲] or ⊚ (Scroll Wheel) to scroll to the desired workgroup.

② Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired file server, then press [OK].

📝 NOTE

If the desired file server is not displayed, use [▼], [▲] or ⊚ (Scroll Wheel) to scroll to the desired file server.

③ Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired file server, then press the right Any key to select <Set>.

📝 NOTE

To enter the user name and the network password, select a file server from the list and press [OK]. Enter the user name (up to 24 character) and network password (up to 14 characters), then press the right Any key to select <Set>.

④ Specify the folder path, user name, and password as described from steps 5 to 11 in "If you select <FTP> or <Windows (SMB)> on p. 3-20."

⑤ Press the right Any key to select <Set>.
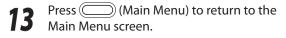
⑥ Press the right Any key to select <Register>.

```
File
Register New Destination
  ■ Register Name
    ▷ SMB
  ■ Destination Registration
    ▷ \\GANDER\PUBLIC_GANDE
  Back
                    Register
```

If you want to register another file server address, repeat from step 6.

12 Press the right Any key to select <Done>.

```
Register New Destination
 ⊙ : Select
  📠  Fax
  ✉  E-mail
  📠  I-Fax
  📄  File
  👥  Group
                    Done
```

13 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering Group Addresses in the Address Book

The Group Address feature enables you to create a group of up to 299 stored destinations as a single destination.

🖉 NOTE

– You cannot register new destinations in a group address. New destinations need to be registered in the Address Book before you can register them as part of a group address.
– The types of destinations you can register in a group address are fax numbers, e-mail addresses, I-fax addresses, and file server addresses. You cannot register a group address in a group address.
– This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
  • In the Select Send Type screen, use [▼], [▲] or ◉ (Scroll Wheel) to select <Address Book>, then press [OK].
  • Press the left Any key to select <Reg/Edit/Erase>.
  • Use [▼], [▲] or ◉ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press [OK].
  • Follow the procedure described in this section from step 6.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

```
       🖨  Copy
       📠  Send/Fax
       📠  Scan to Store
       🖨  Direct Print
  Device Info.    Additional Func.
```

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

```
Additional Functions
 ⊙ : Select
  ▯/▯  Paper Settings
  ⌒))  Volume Settings
  📄  Common Settings
  📠  Communications Settings
  📖  Address Book Settings
                    Done
```

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
   <Register Address>, then press [OK].

```
Address Book List
⊚ : Select
  Register Address
  Register One-touch
  Back
                              Done
```

5 Press the right Any key to select <Register
   New>.

```
Register Address
⊙ : Switch Destination Index
◄ All 0-9 ABC DEF GHI JKL MNO ►
     Canon(Fax) 031XXXXXXX
     Sales      sales@xxx.xxx
     Developmen 1004.ftphost
     Design Gro
  Edit/Erase        Register New
```

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
   <Group>, then press [OK].

```
Register New Addresses
⊚ : Select
     Fax
     E-mail
     I-Fax
     File
     Group
                              Done
```

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
   <Register Name>, then press [OK].

```
Group
Register New Name
   ▪ Register Name
     ▷
   ▪ Destination Registration
     ▷000
     Back
                              Register
```

8 Use the software keyboard to enter the
   group name.

```
Register Name (Max 16 characters)
⊚: Set Characters
   |
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
   Backspace          Set
```

– You can enter up to 16 characters for the
  group name.
– For information on how to use the software
  keyboard, see "Entering Characters," on p. 1-19.

📎 **NOTE**

Registered destinations are sorted in the Address
Book by its name, in alphabetical order.

9 If you are finished, press the right Any key
   to select <Set>.

```
Register Name (Max 16 characters)
⊚: Set Characters
   GROUP001
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
   Backspace          Set
```

10 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
   <Destination Registration>, then press
   [OK].

```
Group
Register New Addresses
   ▪ Register Name
     ▷Group0001
   ▪ Destination Registration
     ▷000
     Back
                              Register
```

Registering Destinations in the Address Book

11 Use [▼], [▲] or ◎ (Scroll Wheel) to select the destination to store in the group address, then press [OK].

```
Group
⊙ : Select Destination for Group
◄ All  0-9  ABC  DEF  GHI  JKL  MNO ►
☐  🖶  Canon(Fax)  031XXXXXXX
☐  📠  Sales        sales@xxx.xxx
☐  🗄  Developmen   1004.ftphost
☐  🖶  admin        032XXXXXXX
    Details              Set
```

📎 NOTE

– To cancel a selected destination, select the destination again and press [OK] to clear the check mark.
– Use [◄] or [►] to select the index key (e.g., [ABC]) to restrict the display range of entries. Select [All] to return to the full address list.
– If the desired destination is not displayed, use [▼], [▲] or ◎ (Scroll Wheel) to scroll to the desired destination.
– You can select a destination and press the left Any key to select <Details> to confirm the detailed information related to the selected destination. Press the right Any key to select <Done> to return to the previous screen.

12 Repeat step 11 to select all destinations you want to register in the group address, then press the right Any key to select <Set>.

```
Group
⊙ : Select Destination for Group
◄ All  0-9  ABC  DEF  GHI  JKL  MNO ►
☑  🖶  Canon(Fax)  031XXXXXXX
☑  📠  Sales        sales@xxx.xxx
☐  🗄  Developmen   1004.ftphost
☐  🖶  admin        032XXXXXXX
    Details              Set
```

13 Press the right Any key to select <Register>.

```
Group
Register New Destination
 ▪ Register Name
   ▷ GROUP0001
 ▪ Destination Registration
   ▷ 002
   Back
                      Register
```

If you want to register another group address, repeat from step 6.

14 Press the right Any key to select <Done>.

```
Register New Destination
⊙ : Select
 🖶  Fax
 📧  E-mail
 📠  I-Fax
 🗄  File
 👥  Group
                      Done
```

15 Press ⬯ (Main Menu) to return to the Main Menu screen.

Checking/Editing Addresses Registered in the Address Book

This section describes the procedure for checking and editing the details of the destinations registered in the Address Book.

🖉 NOTE

This section describes how to check and edit the details of the destinations from the Additional Functions screen. You can also check and edit the details from the Select Send Type screen, as follows:
– In the Select Send Type screen, use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book>, then press [OK].
– Use [▼], [▲] or ◎ (Scroll Wheel) to select the destination you want to check or edit.
– Press the left Any key to select <Reg/Edit/Erase>.
– Use [▼], [▲] or ◎ (Scroll Wheel) to select <Confirm/Edit Address Book Dest.>, then press [OK].
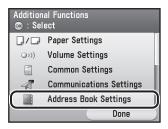– Follow the procedure described in this section from step 7.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Address>, then press [OK].

Registering Destinations in the Address Book

5 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the destination you want to check or edit, then press the left Any key to select <Edit/Erase>.

```
Register Address
⊙ : Switch Destination Index
◄ All  0-9  ABC  DEF  GHI  JKL  MNO ►
      admin         032XXXXXXX
      admin         1009. ftphost
      Canon(Fax)    031XXXXXXX

   Edit/Erase          Register New
```

NOTE

– You cannot check or edit multiple destinations at the same time.
– Use [◄] or [►] to select the index key (e.g., [ABC]) to restrict the display range of entries. Select [All] to return to the full address list.
– If the desired destination is not displayed, use [▼], [▲] or ⊙ (Scroll Wheel) to scroll to the desired destination.
– If you select [All], destinations registered in one-touch are also displayed. However, you cannot edit those destinations. For information on how to edit the destinations registered in one-touch, see "Checking/Editing Addresses Registered in One-Touch," on p. 3-59.

6 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Confirm/Edit Address Book Dest.>, then press [OK].

```
Register Address
⊙ : Switch Destination Index
◄ All
  Confirm/Edit Address Book Dest.
  Erase from Add. Book

   Edit/Erase          Register New
```

7 Check or edit the address details.

■ If you want to check the address details:
① Check the details, then press the right Any key to select <Done>.

```
Fax
⊙ : Select
  ▪ Display Name
  ▷ Canon(Fax)
  ▪ Display Destination
  ▷ 031XXXXXXX
  ↵ Back
                        Done
```

■ If you want to edit the address details:
① Use [▼], [▲] or ⊙ (Scroll Wheel) to select the item you want to edit, then press [OK].

```
Fax
⊙ : Select
  ▪ Display Name
  ▷ Canon(Fax)
  ▪ Display Destination
  ▷ 031XXXXXXX
  ↵ Back
                        Done
```

② Confirm that <Edit> is selected, then press [OK].

```
⊙ : Edit Name
Display Name Details

  Canon(Fax)

           Edit

                        Done
```

③ Edit the address details.

```
Register Name (Max 16 characters)
  : Set Characters
  Canon(Fax)
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
  Backspace           Set
```

Follow the same procedure as you used when registering destinations.

NOTE

– For information on how to register fax numbers, see "Registering Fax Numbers in the Address Book," on p. 3-2.
– For information on how to register e-mail addresses, see "Registering E-Mail Addresses in the Address Book," on p. 3-10.
– For information on how to register I-fax addresses, see "Registering I-Fax Addresses in the Address Book," on p. 3-16.
– For information on how to register file server addresses, see "Registering File Server Addresses in the Address Book" on p. 3-18.
– For information on how to register group addresses, see "Registering Group Addresses in the Address Book," on p. 3-24.

④ Press the right Any key to select <Done>.

```
  : Edit Name
Display Name Details

CanonUS(Fax)

          Edit
              Done
```

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering Destinations in the Address Book

Erasing Addresses from the Address Book

This section describes the procedure for erasing addresses from the Address Book.

📎 NOTE
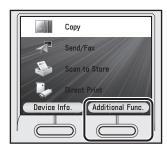
This section describes how to erase the destinations registered in the Address Book from the Additional Functions screen. You can also erase them from the Select Send Type screen, as follows:

– In the Select Send Type screen, use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book>, then press [OK].
– Use [▼], [▲] or ⊚ (Scroll Wheel) to select the destination you want to erase.
– Press the left Any key to select <Reg/Edit/Erase>.
– Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Erase from Add. Book>, then press [OK].
– Follow the procedure described in this section from step 7.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register Address>, then press [OK].

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the destination you want to check or edit, then press the left Any key to select <Edit/Erase>.

NOTE

– You cannot erase multiple destinations at the same time.
– Use [◀] or [▶] to select the index key (e.g., [ABC]) to restrict the display range of entries. Select [All] to return to the full address list.
– If the desired destination is not displayed, use [▼], [▲] or ◉ (Scroll Wheel) to scroll to the desired destination.
– If you select [All], destinations registered in one-touch are also displayed. However, you cannot delete those destinations. For information on how to delete the destinations registered in one-touch, see "Erasing Addresses Registered in One-Touch," on p. 3-62.

6 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Erase from Add. Book>, then press [OK].

```
Register Address
 ● : Switch Destination Index
◀  All                          ▶

   Confirm/Edit Address Book Dest.
   Erase from Add. Book

   Edit/Erase        Register New
```

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Yes>, then press [OK].

```
  Erase the highlighted destination?


  No
  Yes
```

If you want to cancel erasing the destination, select <No>.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering Destinations in the Address Book

Storing/Editing One-Touch

You can register up to 200 destinations in one-touch.

📝 NOTE

– Each address entry is treated as a single entry, so if a destination is registered in a group address, that destination and the group address are counted as two entries.
– 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 how to export and import the Address Book, see "Setting from a PC," in the e-Manual.
– For easy reference, it is recommended to print the list of recipients registered in the Address Book and one-touch. For information on how to print the lists, see "Introduction of the Machine," in the e-Manual.
– New destinations cannot be registered in one-touch if <Restrict New Addresses> in <Restrict the Send Function> in <System Management Set.> is set to <On>.

Registering Fax Numbers in One-Touch

This section describes the procedure for registering fax numbers in one-touch.

📝 NOTE

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
– In the Select Send Type screen, press the right Any key to select <One-touch>.
– Press the left Any key to select <Reg/Edit/Erase>.
– Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register New Dest. to One-touch>, then press [OK].
– Follow the procedure described in this section from step 5.

1 Press ⊂⊃ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register One-touch>, then press [OK].

> **Address Book List**
> ⊚ : Select
>
> Register Address
> **Register One-touch**
> Back
>
> Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the one-touch you want to register, then press [OK].

> **Register One-touch**
> ⊚ : Select One-touch to Register/Ed
>
> :
> 001   No Reg
> 002   No Reg
> 003   No Reg
> 004   No Reg
>
> Done

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax>, then press [OK].

> **Register New Addresses**
> ⊚ : Select
>
> 📠   Fax
> 📧   E-mail
> 📠   I-Fax
> 📄   File
> 👥   Group
>
> Done

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register Name>, then press [OK].

> **Fax**
> **Register New Name**
>
> ▪ Register Name
>   ▷
> ▪ Register One-touch Name
>   ▷
> ▪ Destination Registration
>   ▷
>
> Register

8 Use the software keyboard to enter the recipient's name.

> **Register Name (Max 16 characters)**
> ⊚: Set Characters
>
> A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
> Sym   a b c d e f g h i j k l m \
>   n o p q r s t u v w x y z :
>   A B C D E F G H I J K L M ;
>   N O P Q R S T U V W X Y Z !
>   Space
> Backspace   Set

– You can enter up to 16 characters for the recipient's name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

✏️ **NOTE**

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.

> **Register Name (Max 16 characters)**
> ⊚: Set Characters
> Canon(Fax)|
> A/1   # $ % & ' ( ) = + ~ [ ] ^ {
> Sym   } ~ / , * ? . " < > |
>
>   Space
> Backspace   Set

10 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Register One-touch Name>, then press [OK].

```
Fax
Register One-touch Name
  ▪ Register Name
    ▷ Canon(Fax)
  ▪ Register One-touch Name
    ▷
  ▪ Destination Registration
    ▷
                    Register
```

11 Use the software keyboard to enter the one-touch name.

```
One-touch Name (Max 12 Char.)
ok : Set Characters

A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
                Space
    Backspace          Set
```

– You can enter up to 12 characters for the one-touch name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

12 If you are finished, press the right Any key to select <Set>.

```
One-touch Name (Max 12 Char.)
ok : Set Characters
  Fax1
A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
                Space
    Backspace          Set
```

13 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Destination Registration>, then press [OK].

```
Fax
Register New Addresses
  ▪ Register Name
    ▷ Canon(Fax)
  ▪ Register One-touch Name
    ▷ Fax1
  ▪ Destination Registration
    ▷
                    Register
```

14 Use ⓪–⑨ (numeric keys) to enter the fax number.

```
Fax
ok : Enter using the numeric keys.
    =
  Set Destination
  Backspace
  Pause
  Tone
                    Option
```

– You can enter up to 40 characters for fax number.
– If you want to move the position of the cursor, use [▼], [▲] or ◉ (Scroll Wheel).
– If you want to delete the number or character immediately to the left of the cursor, use [▼], [▲] or ◉ (Scroll Wheel) to select <Backspace>, then press [OK].
– If you want to insert a pause of several seconds, use [▼], [▲] or ◉ (Scroll Wheel) to select <Pause>, then press [OK]. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number.
– If you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals, use [▼], [▲] or ◉ (Scroll Wheel) to select <Tone>, then press [OK].
– If you want to insert a space between numbers, use [▼], [▲] or ◉ (Scroll Wheel) to select <Space>, then press [OK].

– If you want to delete the entire number you entered, press (C) (Clear).

NOTE

– For information on how to set the length of a pause, see "Communications Settings," on p. 13-8.
– For information on how to insert a pause for an overseas number, see "Dialing an Overseas Number (With Pauses)," on p. 5-22.
– You cannot insert a pause or a space at the beginning of a number.
– If you enter a pause at the end of the number, the pause is always 10 seconds long.

15 If you want to set the ECM TX, sending speed, and long distance settings, press the right Any key to select <Option>.

```
Fax
 : Enter using the numeric keys.
  = 0123XXXXXXX
Set Destination
Backspace
Pause
Tone
                              Option
```

These settings are optional. If you do not want to set the optional settings, skip to step 23.

16 Use [▼], [▲] or (Scroll Wheel) to select <ECM TX>, then press [OK].

```
Option
 : Select
ECM TX: On
Sending Speed: 33600 bps
Long Distance: Domestic
Back
                               Done
```

17 Use [▼], [▲] or (Scroll Wheel) to select <On> or <Off>, then press [OK].

```
ECM TX
Send ECM Fax Documents
Off
On
Back
```

18 Use [▼], [▲] or (Scroll Wheel) to select <Sending Speed>, then press [OK].

```
Option
 : Select
ECM TX: On
Sending Speed: 33600 bps
Long Distance: Domestic
Back
                               Done
```

19 Use [▼], [▲] or (Scroll Wheel) to select the sending speed, then press [OK].

```
Sending Speed
Modem Send Speed: 33600 bps
33600 bps
14400 bps
9600 bps
4800 bps
Back
```

If your document transmissions are slow to start, it may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select <33600 bps>, <14400 bps>, <9600 bps>, or <4800 bps>.

Registering Destinations in the Address Book

20 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Long Distance>, then press [OK].

```
Option
⊛ : Select
ECM TX: On
Sending Speed: 33600 bps
Long Distance: Domestic
Back
                              Done
```

21 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the long distance setting, then press [OK].

```
Domestic
Use Domestic
Domestic
Domestic (1)
Domestic (2)
Domestic (3)
Back
```

Select <Domestic> for dialing domestic (local) telephone numbers. Select <Long Distance (1)> if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting <Long Distance (2)> or <Long Distance (3)>.

22 Press the right Any key to select <Done>.

```
Option
⊛ : Select
ECM TX: On
Sending Speed: 33600 bps
Long Distance: Domestic
Back
                              Done
```

23 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Set Destination>, then press [OK].

```
Fax
⊛ : Enter using the numeric keys.
🖳 = 0123XXXXXXX
Set Destination
Backspace
Pause
Tone
                              Option
```

24 Press the right Any key to select <Register>.

```
Fax
Register New Addresses
  ▫ Register Name
    ▷ Canon (Fax)
  ▫ Register One-touch Name
    ▷ Fax1
  ▫ Destination Registration
    ▷ 0123XXXXXXX
                          Register
```

If you want to register another fax number, repeat from step 5.

25 Press the right Any key to select <Done>.

```
Register One-touch
⊛ : Select One-touch to Reg./Edit
Canon (Fax)        : 012XXXXXXX
001    🖳   Fax1
002          No Reg
003          No Reg
004          No Reg
                          Done
```

26 Press ⊏⊐ (Main Menu) to return to the Main Menu screen.

Registering Fax Numbers Obtained via an LDAP Server in One-Touch

This section describes how to register the fax numbers that are obtained by searching the directory listings on
the network using LDAP (Lightweight Directory Access Protocol) servers.

📝 NOTE

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the
Select Send Type screen, as follows:
– In the Select Send Type screen, press the right Any key to select <One-touch>.
– Press the left Any key to select <Reg/Edit/Erase>.
– Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register New Dest. to One-touch>, then press [OK].
– Follow the procedure described in this section from step 5.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select
<Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Address Book Settings>, then press [OK].

If a password has been set for the Address Book,
enter the password to enter Address Book
Settings menu. Enter the password using ⓪–⑨
(numeric keys), then press [OK]. (For details
about the Address Book password, see "Security,"
in the e-Manual.)

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Register One-touch>, then press [OK].

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select
the one-touch you want to register, then
press [OK].

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
<Search LDAP Server>, then press [OK].

```
Register New Addresses
ⓞ : Select
   🖼  Search LDAP Server
   ↩  Back


                              Done
```

7 Follow steps 4 to 7 in "Specifying Fax
Numbers via an LDAP Server," on p. 5-43
to search destinations.

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
the desired destination from the search
results, then press [OK].

```
Results
 ⊕ : Select/Clear Destination
◄ All  📠  📠 ►
   ☐  📠  Canon(fax) 012XXXXXXX



     Menu              Set
```

You cannot select multiple destinations at a
time.

📝 **NOTE**

– To cancel a selected destination, select the
  destination again, then press [OK] to clear the
  check mark.
– You can use [◄] or [►] to restrict the displayed
  range of destinations.

9 Press the right Any key to select <Set>.

```
Results
 ⊕ : Select/Clear Destination
◄ All  📠  📠 ►
   ☑  📠  Canon(fax) 012XXXXXXX



     Menu              Set
```

10 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
<Display Name>, then press [OK].

```
Fax
 ⊙ : Select
 ▪ Display Name
   ▷ Canon(fax)
 ▪ Display One-touch Name
   ▷
 ▪ Display Destination
   ▷ 012XXXXXXX
                          Register
```

11 Confirm the recipient's name, then press
the right Any key to select <Set>.

```
Register Name (Max 16 characters)
 ⊙ : Set Characters
   Canon(fax)
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                    Space
    Backspace           Set
```

If you edit the recipient's name obtained from
the search results, see "Registering Fax Numbers
in One-Touch," on p. 3-32.

📝 **NOTE**

Registered destinations are sorted in the Address
Book by its recipient's name, in alphabetical order.

12 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Display One-touch Name>, then press [OK].

```
Fax
⊙ : Select
  ▪ Display Name
    ▷ Canon(fax)
  ▪ Display One-touch Name
    ▷
  ▪ Display Destination
    ▷ 012XXXXXXX
                              Register
```

13 Use the software keyboard to enter the one-touch name, then press the right Any key to select <Set>.

```
One-touch Name (Max 12 Char.)
⊙ : Set Characters
  Fax1
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                   Space
     Backspace            Set
```

– You can enter up to 12 characters for the one-touch name.
– For information on using the software keyboard, see "Entering Characters," on p. 1-19.

14 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Display Destination>, then press [OK].

```
Fax
⊙ : Select
  ▪ Display Name
    ▷ Canon(fax)
  ▪ Display One-touch Name
    ▷ Fax1
  ▪ Display Destination
    ▷ 012XXXXXXX
                              Register
```

15 Confirm the destination.

```
Fax
⊙ : Enter using the numeric keys.
  📠 = 012XXXXXXX
  Set Destination
  Backspace
  Pause
  Tone
                              Option
```

If you edit the destination obtained from the search results and specify the optional settings, see "Registering Fax Numbers in One-Touch," on p. 3-32.

16 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Set Destination>, then press [OK].

```
Fax
⊙ : Enter using the numeric keys.
  📠 = 012XXXXXXX
  Set Destination
  Backspace
  Pause
  Tone
                              Option
```

17 Press the right Any key to select <Register>.

```
Fax
⊙ : Select
  ▪ Display Name
    ▷ Canon(fax)
  ▪ Display One-touch Name
    ▷ Fax1
  ▪ Display Destination
    ▷ 012XXXXXXX
                              Register
```

18 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering E-Mail Addresses in One-Touch

This section describes the procedure for registering e-mail addresses in one-touch.

🖉 NOTE

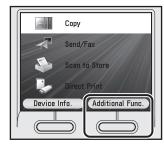– By storing your own e-mail address, you can specify a reply e-mail address.
– This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
  • In the Select Send Type screen, press the right Any key to select <One-touch>.
  • Press the left Any key to select <Reg/Edit/Erase>.
  • Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register New Dest. to One-touch>, then press [OK].
  • Follow the procedure described in this section from step 5.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register One-touch>, then press [OK].

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select the one-touch you want to register, then press [OK].

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <E-mail>, then press [OK].

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register Name>, then press [OK].

```
E-mail
Register New Name
 ▪ Register Name
   ▷
 ▪ Register One-touch Name
   ▷
 ▪ Destination Registration
   ▷
                    Register
```

8 Use the software keyboard to enter the recipient's name.

```
Register Name (Max 16 characters)
⊙: Set Characters
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                  Space
     Backspace            Set
```
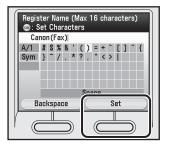
– You can enter up to 16 characters for the recipient's name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

> 📝 **NOTE**
>
> Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
⊙: Set Characters
  Canon(E-mail)|
A/1  # $ % & ' ( ) = + ` [ ] ^ {
Sym  } ~ / . * ? , " < > |

                  Space
     Backspace            Set
```

10 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register One-touch Name>, then press [OK].

```
E-mail
Register One-touch Name
 ▪ Register Name
   ▷Canon(E-mail)
 ▪ Register One-touch Name
   ▷
 ▪ Destination Registration
   ▷
                    Register
```

11 Use the software keyboard to enter the one-touch name.

```
One-touch Name (Max 12 Char.)
⊙: Set Characters
|
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                  Space
     Backspace            Set
```
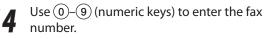
– You can enter up to 12 characters for the one-touch name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

12 If you are finished, press the right Any key to select <Set>.

```
One-touch Name (Max 12 Char.)
⊙: Set Characters
  E-mail|
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                  Space
     Backspace            Set
```

13 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Destination Registration>, then press [OK].

```
E-mail
Register New Addresses
  ▪ Register Name
    ▷ Canon(E-mail)
  ▪ Register One-touch Name
    ▷ E-mail1
  ▪ Destination Registration
    ▷
                              Register
```

14 Use the software keyboard to enter the recipient's e-mail address.

```
E-mail Address (Max 120 char.)
⊙: Set Characters
  |
A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
              Space
   Backspace              Set
```

– You can enter up to 120 characters for the e-mail address.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

15 If you are finished, press the right Any key to select <Set>.

```
E-mail Address (Max 120 char.)
⊙: Set Characters
  email@xxx.xxx
A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
              Space
   Backspace              Set
```

16 Press the right Any key to select <Register>.

```
E-mail
Register New Addresses
  ▪ Register Name
    ▷ Canon(E-mail)
  ▪ Register One-touch Name
    ▷ E-mail1
  ▪ Destination Registration
    ▷ email@xxx.xxx
                              Register
```

If you want to register another e-mail address, repeat from step 5.

17 Press the right Any key to select <Done>.

```
Register One-touch
⊙ : Select One-touch to Reg./Edit
Canon(E-mail)    : email@xxx.xxx
  001    ▪═    E-mail1
  002          No Reg
  003          No Reg
  004          No Reg
                              Done
```

18 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering E-Mail Addresses Obtained via an LDAP Server in One-Touch

This section describes how to register the e-mail addresses that are obtained by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers.

📝 NOTE

– By storing your own e-mail address, you can specify a reply e-mail address.
– This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
  • In the Select Send Type screen, press the right Any key to select <One-touch>.
  • Press the left Any key to select <Reg/Edit/Erase>.
  • Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register New Dest. to One-touch>, then press [OK].
  • Follow the procedure described in this section from step 5.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register One-touch>, then press [OK].

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select the one-touch you want to register, then press [OK].

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Search LDAP Server>, then press [OK].

```
Register New Addresses
 ok : Select
 🗂   Search LDAP Server
 ↩   Back


                              Done
```

7 Follow steps 4 to 7 in "E-mail," in the e-Manual to search destinations.

8 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired destination from the search results, then press [OK].

```
Results
 ⊕ : Select/Clear Destination
◀  All  🖥 🖃 ▶
 ☐  🖃  Canon(e-ma john@example.


       Menu            Set
```

– You cannot select multiple destinations at a time.
– If you press the left Any key to select <Menu> and use [▼], [▲] or ◎ (Scroll Wheel) to select <Register E-mail for I-Fax>, the selected e-mail address can be specified as an I-fax destination.

📝 **NOTE**

– To cancel a selected destination, select the destination again, then press [OK] to clear the check mark.
– You can use [◀] or [▶] to restrict the displayed range of destinations.

9 Press the right Any key to select <Set>.

```
Results
 ⊕ : Select/Clear Destination
◀  All  🖥 🖃 ▶
 ☑  🖃  Canon(e-ma john@example.


       Menu            Set
```

10 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Display Name>, then press [OK].

```
E-mail
 ok : Select
 ▪  Display Name
    ▷Canon(e-mail)
 ▪  Display One-touch Name
    ▷
 ▪  Display Destination
    ▷john@example.com
                          Register
```

11 Confirm the recipient's name, then press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
 ok: Set Characters
    Canon(e-mail)
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                    Space
     Backspace           Set
```

If you edit the recipient's name obtained from the search results, see "Registering E-Mail Addresses in One-Touch," on p. 3-40.

📝 **NOTE**

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

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12 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Display One-touch Name>, then press [OK].

```
E-mail
OK : Select
  ▪ Display Name
    ▷ Canon(e-mail)
  ▪ Display One-touch Name
    ▷
  ▪ Display Destination
    ▷ john@example.com
                        Register
```

13 Use the software keyboard to enter the one-touch name, then press the right Any key to select <Set>.

```
One-touch Name (Max 12 Char.)
OK : Set Characters
  E-mail1
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                   Space
   Backspace            Set
```

– You can enter up to 12 characters for the one-touch name.
– For information on using the software keyboard, see "Entering Characters," on p. 1-19.

14 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Display Destination>, then press [OK].

```
E-mail
OK : Select
  ▪ Display Name
    ▷ Canon(e-mail)
  ▪ Display One-touch Name
    ▷ E-mail1
  ▪ Display Destination
    ▷ john@example.com
                        Register
```

15 Confirm the destination, then press the right Any key to select <Set>.

```
E-mail Address (Max 120 char.)
OK : Set Characters
  john@example.com
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                   Space
   Backspace            Set
```

If you edit the destination obtained from the search results, see "Registering E-Mail Addresses in One-Touch," on p. 3-40.

16 Press the right Any key to select <Register>.

```
E-mail
OK : Select
  ▪ Display Name
    ▷ Canon(e-mail)
  ▪ Display One-touch Name
    ▷ E-mail1
  ▪ Display Destination
    ▷ john@example.com
                        Register
```

17 Press ◯ (Main Menu) to return to the Main Menu screen.

Registering Destinations in the Address Book

Registering I-Fax Addresses in One-Touch

This section describes the procedure for registering I-fax addresses in one-touch.

NOTE

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:

– In the Select Send Type screen, press the right Any key to select <One-touch>.

– Press the left Any key to select <Reg/Edit/Erase>.

– Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register New Dest. to One-touch>, then press [OK].

– Follow the procedure described in this section from step 5.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

Additional Functions
⊚ : Select
▯/▯ Paper Settings
◯)) Volume Settings
▤ Common Settings
◄ Communications Settings
▦ Address Book Settings
Done

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register One-touch>, then press [OK].

Address Book List
⊚ : Select
Register Address
Register One-touch
Back
Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the one-touch you want to register, then press [OK].

Register One-touch
⊚ : Select One-touch to Reg./Edit
:
001   No Reg
002   No Reg
003   No Reg
004   No Reg
Done

Registering Destinations in the Address Book

6 Use [▼], [▲] or ◉ (Scroll Wheel) to select <I-Fax>, then press [OK].

```
Register New Addresses
 OK : Select
  🖨   Fax
  ▱    E-mail
  📠   I-Fax
  📇   File
  👥   Group
                        Done
```

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Register Name>, then press [OK].

```
I-Fax
Register New Name
  ▪  Register Name
     ▷
  ▪  Register One-touch Name
     ▷
  ▪  Destination Registration
     ▷
                        Register
```

8 Use the software keyboard to enter the recipient's name.

```
Register Name (Max 16 characters)
 OK : Set Characters

A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
              Space
    Backspace           Set
```

– You can enter up to 16 characters for the recipient's name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

> 🖉 **NOTE**
>
> Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
 OK : Set Characters
      Canon(I-fax)
A/1   # $ % & ' ( ) = + ~ [ ] ^ {
Sym   } ~ / , * ? . " < > |


              Space
    Backspace           Set
```

10 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Register One-touch Name>, then press [OK].

```
I-Fax
Register One-touch Name
  ▪  Register Name
     ▷Canon(I-fax)
  ▪  Register One-touch Name
     ▷
  ▪  Destination Registration
     ▷
                        Register
```

11 Use the software keyboard to enter the one-touch name.

```
One-touch Name (Max 12 Char.)
 OK : Set Characters

A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
              Space
    Backspace           Set
```

– You can enter up to 12 characters for the one-touch name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

Registering Destinations in the Address Book

12 If you are finished, press the right Any key to select <Set>.

```
One-touch Name (Max 12 Char.)
OK: Set Characters
     I-fax1
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                  Space
     Backspace           Set
```

13 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Destination Registration>, then press [OK].

```
I-Fax
Register New Addresses
  ▪ Register Name
    ▷ Canon(I-fax)
  ▪ Register One-touch Name
    ▷ I-fax1
  ▪ Destination Registration
    ▷
                        Register
```

14 Use the software keyboard to enter the recipient's I-fax address.

```
I-Fax Address (Max 120 char.)
OK: Set Characters
     |
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                  Space
     Backspace           Set
```

– You can enter up to 120 characters for the I-fax address.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

15 If you are finished, press the right Any key to select <Set>.

```
I-Fax Address (Max 120 char.)
OK: Set Characters
     ifax@xxx.xxx
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                  Space
     Backspace           Set
```

16 Press the right Any key to select <Register>.

```
I-Fax
Register New Addresses
  ▪ Register Name
    ▷ Canon(I-fax)
  ▪ Register One-touch Name
    ▷ I-fax1
  ▪ Destination Registration
    ▷ ifax@xxx.xxx
                        Register
```

If you want to register another I-fax address, repeat from step 5.

17 Press the right Any key to select <Done>.

```
Register One-touch
OK : Select One-touch to Reg./Edit
Canon(I-fax)    : ifax@xxx.xxx
001   📇  I-fax1
002       No Reg
003       No Reg
004       No Reg
                        Done
```

18 Press ⬭ (Main Menu) to return to the Main Menu screen.

Registering File Server Addresses in One-Touch

This section describes the procedure for registering file server addresses in one-touch.

📝 NOTE

– If <Language Switch> in Common Settings is set to <On>, the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
– This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
  • In the Select Send Type screen, press the right Any key to select <One-touch>.
  • Press the left Any key to select <Reg/Edit/Erase>.
  • Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register New Dest. to One-touch>, then press [OK].
  • Follow the procedure described in this section from step 5.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register One-touch>, then press [OK].

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the one-touch you want to register, then press [OK].

Registering Destinations in the Address Book

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <File>, then press [OK].

```
Register New Addresses
⊚ : Select
🖨  Fax
📧  E-mail
📠  I-Fax
📄  File
👥  Group
                    Done
```

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register Name>, then press [OK].

```
File
Register New Name
■ Register Name
  ▷
■ Register One-touch Name
  ▷
■ Destination Registration
  ▷
                    Register
```

8 Use the software keyboard to enter the file server name.

```
Register Name (Max 16 characters)
⊚: Set Characters
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
     Backspace          Set
```

– You can enter up to 16 characters for the file server name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

> 📝 **NOTE**
>
> Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
⊚: Set Characters
  Canon(File)|
A/1  # $ % & ' ( ) = + ~ [ ] ^ {
Sym  } ~ / , * ? , " < > |

              Space
     Backspace          Set
```

10 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register One-touch Name>, then press [OK].

```
File
Register One-touch Name
■ Register Name
  ▷Canon(File)
■ Register One-touch Name
  ▷
■ Destination Registration
  ▷
                    Register
```

11 Use the software keyboard to enter the one-touch name.

```
One-touch Name (Max 12 Char.)
⊚: Set Characters
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
     Backspace          Set
```

– You can enter up to 12 characters for the one-touch name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

12 If you are finished, press the right Any key to select <Set>.

```
One-touch Name (Max 12 Char.)
    : Set Characters
    File1
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
   Backspace          Set
```

13 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Destination Registration>, then press [OK].

```
File
Register New Addresses
  ■  Register Name
     ▷ Canon(File)
  ■  Register One-touch Name
     ▷ File1
  ■  Destination Registration
     ▷
                    Register
```

14 Use [▼], [▲] or ⊚ (Scroll Wheel) to select a server protocol, then press [OK].

```
   : Set Server Protocol
FTP Protocol
   FTP
   Windows (SMB)
   Windows (SMB) : Browse
   Back
```

– <FTP>: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 on Windows 2000 Server, Internet Information Services 5.1 on Windows XP Professional, Internet Information Services 6.0 on Windows Server 2003, Internet Information Services 7.0 on Windows Vista/Server 2008, Internet Information Services 7.5 under Windows 7/Server 2008 R2, or Red Hat Linux 7.2.

– <Windows (SMB)>: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later) or Windows 98/Me/2000/XP/Vista/7/Server 2003/Server 2008.

– <Windows (SMB): Browse>: Select this protocol if you want to specify a file server connected to a specific network.

📎 NOTE

After turning the main power on, you must wait for the time set in the Startup Time Settings to elapse before selecting <Windows (SMB): Browse>. Network transmission is not possible until this startup time has elapsed. (See "Network Settings," in the e-Manual.)

■ If you select <FTP> or <Windows (SMB)>:

① Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Host Name>, then press [OK].

```
FTP
Host Name Entry
  ■  Host Name
     ▷
  ■  Folder Path
     ▷
  ■  User Name
     ▷
                      Set
```

② Use the software keyboard to enter the host name.

```
Host Name (Max 47 characters)
    : Set Characters

A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
   Backspace          Set
```

– You can enter up to 47 characters (120 characters if <Windows (SMB)> is selected) for the host name.

– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

Registering Destinations in the Address Book

NOTE

A host name is a unique name assigned to identify each host computer that provides services on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

③ If you are finished, press the right Any key to select <Set>.

Host Name (Max 47 characters)
⊙ : Set Characters
hostname
A/1 1 2 3 4 5 6 7 8 9 0 . - _ @
Sym a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
Backspace   Set

④ Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Folder Path>, then press [OK].

FTP
Folder Path Entry
▪ Host Name
  ▷ hostname
▪ Folder Path
  ▷
▪ User Name
  ▷
                   Set

⑤ Use the software keyboard to enter the path to the folder.

Folder Path (Max 120 characters)
⊙ : Set Characters
|
A/1 1 2 3 4 5 6 7 8 9 0 . - _ @
Sym a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
Backspace   Set

– You can enter up to 120 characters for the folder path.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

NOTE

– A file path is a series of characters that signify the location of the folder. Specify a folder in the file server as the destination of the send job.
– If you are sending to an imageWARE Document Manager folder, enter the folder name set in imageWARE Gateway (Color imageCLASS MF9280Cdn only).

⑥ If you are finished, press the right Any key to select <Set>.

Folder Path (Max 120 characters)
⊙ : Set Characters
share
A/1 1 2 3 4 5 6 7 8 9 0 . - _ @
Sym a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
Backspace   Set

⑦ Use [▼], [▲] or ⊚ (Scroll Wheel) to select <User Name>, then press [OK].

FTP
Enter User Name
▪ Host Name
  ▷ hostname
▪ Folder Path
  ▷ share
▪ User Name
  ▷
                   Set

⑧ Use the software keyboard to enter the user name.

User Name (Max 24 characters)
⊙ : Set Characters

A/1 1 2 3 4 5 6 7 8 9 0 . - _ @
Sym a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
Clear   Set

– You can enter up to 24 characters for the user name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

If you are sending to an imageWARE Document Manager folder, enter the user name set in imageWARE Gateway (Color imageCLASS MF9280Cdn only).

⑨ If you are finished, press the right Any key to select <Set>.

```
User Name (Max 24 characters)
ok : Set Characters
    username
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
     Backspace        Set
```

⑩ Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Password>, then press [OK].

```
FTP
Password Entry
  ▪ Password
    ▷

  Back


                Set
```

⑪ Use the software keyboard to enter the password.

```
Password (Max 24 characters)
ok : Set Characters
|
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
     Clear            Set
```

– You can enter up to 24 characters when <FTP> is selected as the server protocol, or up to 14 when <Windows (SMB)> is selected.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

If you are sending to an imageWARE Document Manager folder, enter the password set in imageWARE Gateway (Color imageCLASS MF9280Cdn only).

⑫ If you are finished, press the right Any key to select <Set>.

```
Password (Max 24 characters)
ok : Set Characters
    password
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
     Backspace        Set
```

⑬ Press the right Any key to select <Set>.

```
FTP
Enter User Name
  ▪ Host Name
    ▷ Canon(File)
  ▪ Folder Path
    ▷ share
  ▪ User Name
    ▷ username
                Set
```

⑭ Press the right Any key to select <Register>.

```
File
Register New Addresses
  ▪ Register Name
    ▷ Canon(File)
  ▪ Register One-touch Name
    ▷ File1
  ▪ Destination Registration
    ▷ hostname
                Register
```

Registering Destinations in the Address Book

■ If you select <Windows (SMB): Browse>:

① Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired workgroup, then press [OK].

```
ⓞⓚ : Browse File Server
Specify from Network Server
 ⚒   ANDROMEDA
 ⚒   YAMADAN
 ⚒   WORK3
 ⚒   WORK4
 ⚒   WORK5
                        Set
```

🖉 NOTE

If the desired workgroup is not displayed, use [▼], [▲] or ⊚ (Scroll Wheel) to scroll to the desired workgroup.

② Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired file server, then press [OK].

```
ⓞⓚ : Browse File Server
Specify from Network Server
 🗁   Up
 🖳   GANDER
 🖳   AGIRA
 🖳   PEGASSA
 🖳   GUYROS
                        Set
```

🖉 NOTE

If the desired file server is not displayed, use [▼], [▲] or ⊚ (Scroll Wheel) to scroll to the desired file server.

③ Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired file server, then press the right Any key to select <Set>.
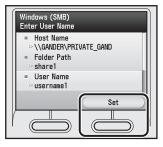
```
ⓞⓚ : Browse File Server
Specify from Network Server
 🗁   Up
 🗀   PRIVATE_GANDER
 🗀   PUBLIC_GANDER

                        Set
```

🖉 NOTE

To enter the user name and the network password, select a file server from the list and press [OK]. Enter the user name (up to 24 character) and network password (up to 14 characters), then press the right Any key to select <Set>.

④ Specify the folder path, user name, and password as described from steps 5 to 11 in "If you select <FTP> or <Windows (SMB)>," on p. 3-51.

⑤ Press the right Any key to select <Set>.
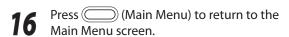
```
Windows (SMB)
Enter User Name
 ▪ Host Name
   ▷ \\GANDER\PRIVATE_GAND
 ▪ Folder Path
   ▷ share1
 ▪ User Name
   ▷ username1
                     Set
```

⑥ Press the right Any key to select <Register>.

```
File
Register New Destination
 ▪ Register Name
   ▷ SMB
 ▪ One-touch Button Name
   ▷ SMB0002
 ▪ Destination Registration
   ▷ \\GANDER\PUBLIC_GANDE
                  Register
```

If you want to register another file server address, repeat from step 5.

15 Press the right Any key to select <Done>.

Register One-touch
OK : Select One-touch to Reg./Edit

Canon(File)   : \\GANDER
001   ▨   File1
002   No Reg
003   No Reg
004   No Reg
            Done

16 Press ⬤ (Main Menu) to return to the Main Menu screen.

Registering Group Addresses in One-Touch

The Group Address feature enables you to create a group of up to 299 stored destinations (199 for the Color imageCLASS MF9220Cdn) as a single destination.

📝 NOTE

– You cannot register new destinations in a group address. New destinations need to be registered in the Address Book before you can register them as part of a group address.
– The types of destinations you can register in a group address are fax numbers, e-mail addresses, I-fax addresses, and file server addresses. You cannot register a group address in a group address.
– This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
  • In the Select Send Type screen, press the right Any key to select <One-touch>.
  • Press the left Any key to select <Reg/Edit/Erase>.
  • Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register New Dest. to One-touch>, then press [OK].
  • Follow the procedure described in this section from step 5.

1 Press ⬤ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

🖨 Copy
📠 Send/Fax
🖨 Scan to Store
🖨 Direct Print
Device Info.   Additional Func.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

Additional Functions
OK : Select
🖸/🖸 Paper Settings
◯)) Volume Settings
🗎 Common Settings
🖇 Communications Settings
🖸 Address Book Settings
        Done

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register One-touch>, then press [OK].

```
Address Book List
 ⓞ : Select
  Register Address
  Register One-touch
  Back

                              Done
```

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select the one-touch you want to register, then press [OK].

```
Register One-touch
 ⓞ : Select One-touch to Reg./Edit

         :
  001      Canon(Fax)
  002      No Reg
  003      Sales
  004      Development
                              Done
```

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Group>, then press [OK].

```
Register New Addresses
 ⓞ : Select
       Fax
       E-mail
       I-Fax
       File
       Group
                              Done
```

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Name>, then press [OK].

```
Group
Register New Name
   Register Name
   ▷
   Register One-touch Name
   ▷
   Destination Registration
   ▷000
                              Register
```

8 Use the software keyboard to enter the group name.

```
Register Name (Max 16 characters)
 ⓞ: Set Characters

A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
                Space
    Backspace            Set
```

– You can enter up to 16 characters for the group name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

📝 **NOTE**

Registered destinations are sorted in the Address Book by its name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.

```
Register Name (Max 16 characters)
 ⓞ: Set Characters
      Group0001
A/1   1 2 3 4 5 6 7 8 9 0 . - _ @
Sym   a b c d e f g h i j k l m \
      n o p q r s t u v w x y z :
      A B C D E F G H I J K L M ;
      N O P Q R S T U V W X Y Z !
                Space
    Backspace            Set
```

10 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register One-touch Name>, then press [OK].

```
Group
Register One-touch Name
   Register Name
   ▷Group0001
   Register One-touch Name
   ▷
   Destination Registration
   ▷000
                              Register
```

11 Use the software keyboard to enter the one-touch name.

One-touch Name (Max 12 Char.)
: Set Characters
A/1 1 2 3 4 5 6 7 8 9 0 . - _ @
Sym a b c d e f g h i j k l m \
n o p q r s t u v w x y z :
A B C D E F G H I J K L M ;
N O P Q R S T U V W X Y Z !
Space
Backspace   Set

– You can enter up to 12 characters for the one-touch name.
– For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

12 If you are finished, press the right Any key to select <Set>.

One-touch Name (Max 12 Char.)
: Set Characters
Group1
A/1 1 2 3 4 5 6 7 8 9 0 . - _ @
Sym a b c d e f g h i j k l m \
n o p q r s t u v w x y z :
A B C D E F G H I J K L M ;
N O P Q R S T U V W X Y Z !
Space
Backspace   Set

13 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Destination Registration>, then press [OK].

Group
Register New Addresses
▪ Register Name
  ▷ Group0001
▪ Register One-touch Name
  ▷ Group1
▪ Destination Registration
  ▷ 003
                    Register

14 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the destination to store in the group address, then press [OK].

Group
: Select Destination for Group
◄ All 0-9 ABC DEF GHI JKL MNO ►
□ Canon(Fax) 031XXXXXXX
□ Sales   sales@xxx.xxx
□ Developmen 1004.ftphost
□ admin   032XXXXXXX
Details   Set

✐ NOTE

– To cancel a selected destination, select the destination again and press [OK] to clear the check mark.
– Use [◄] or [►] to select the index key (e.g., [ABC]) to restrict the display range of entries. Select [All] to return to the full address list.
– If the desired destination is not displayed, use [▼], [▲] or ⊚ (Scroll Wheel) to scroll to the desired destination.
– You can select a destination and press the left Any key to select <Details> to confirm the detailed information related to the selected destination. Press the right Any key to select <Done> to return to the previous screen.

15 Repeat step 14 to select all destinations you want to register in the group address, then press the right Any key to select <Set>.

Group
: Select Destination for Group
◄ All 0-9 ABC DEF GHI JKL MNO ►
☑ Canon(Fax) 031XXXXXXX
☑ Sales   sales@xxx.xxx
☑ Developmen 1004.ftphost
□ admin   032XXXXXXX
Details   Set

Registering Destinations in the Address Book

16 Press the right Any key to select
<Register>.

```
Group
Register New Addresses
  ▫ Register Name
    ▷Group0001
  ▫ Register One-touch Name
    ▷Group1
  ▫ Destination Registration
    ▷002
                         Register
```

If you want to register another group address,
repeat from step 5.

17 Press the right Any key to select <Done>.

```
Register One-touch
 OK : Select One-touch to Reg./Edit
Group0001        : 031XXXXXXX
 001      🖷   Canon(Fax)
 002      👥   Group1
 003      🖷   Sales
 004      🖷   Development
                          Done
```

18 Press ⬭ (Main Menu) to return to the
Main Menu screen.

Checking/Editing Addresses Registered in One-Touch

This section describes the procedure for checking and editing the details of the destinations registered in one-touch.

📝 NOTE

This section describes how to check and edit the details of the destinations from the Additional Functions screen. You can also check and edit the details from the Select Send Type screen, as follows:
– In the Select Send Type screen, press the right Any key to select <One-touch>.
– Use [▼], [▲] or ◎ (Scroll Wheel) to select the one-touch you want to check or edit.
– Press the left Any key to select <Reg/Edit/Erase>.
– Use [▼], [▲] or ◎ (Scroll Wheel) to select <Confirm/Edit One-touch Dest.>, then press [OK].
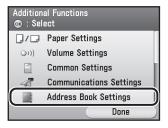– Follow the procedure described in this section from step 7.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register One-touch>, then press [OK].

```
Address Book List
ⓞ : Select
  Register Address
  Register One-touch
  Back

                        Done
```

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select the one-touch you want to check or edit, then press [OK].

```
Register One-touch
ⓞ : Select One-touch to Reg./Edit
Group0001        : 031XXXXXXX
  001    🖨  Canon(Fax)
  002    👥  Group1
  003    📇  Sales
  004    📋  Development
                        Done
```

🖉 NOTE

– You cannot check or edit multiple one-touch destinations at the same time.
– If the desired one-touch is not displayed, use [▼], [▲] or ◎ (Scroll Wheel) to scroll to the desired one-touch.

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Details/Edit>, then press [OK].

```
Edit One-touch
ⓞ : Select
  Details/Edit
  Erase
  Back

                        Done
```

7 Check or edit the address details.

■ If you want to check the address details:
① Check the details, then press the right Any key to select <Done>.

```
Fax
ⓞ : Select
  ▪ Name Display
    ▷ Canon(Fax)
  ▪ Display One-touch Name
    ▷ Canon(Fax)
  ▪ Display Destination
    ▷ 031XXXXXXX
                    Done
```

■ If you want to edit the address details:
① Use [▼], [▲] or ◎ (Scroll Wheel) to select the item you want to edit, then press [OK].

```
Fax
ⓞ : Select
  ▪ Name Display
    ▷ Canon(Fax)
  ▪ Display One-touch Name
    ▷ Canon(Fax)
  ▪ Display Destination
    ▷ 031XXXXXXX
                    Done
```

② Confirm that <Edit> is selected, then press [OK].

```
ⓞ : Edit Name
Display Name Details

  Canon(Fax)


            Edit
                    Done
```

③ Edit the address details.

```
Register Name (Max 16 characters)
  : Set Characters
   Canon(Fax)|
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
   Backspace            Set
```

Follow the same procedure as you used when registering destinations.

🖉 NOTE

– For information on how to register fax numbers, see "Registering Fax Numbers in One-Touch," on p. 3-32.
– For information on how to register e-mail addresses, see "Registering E-Mail Addresses in One-Touch," on p. 3-40.
– For information on how to register I-fax addresses, see "Registering I-Fax Addresses in One-Touch," on p. 3-46.
– For information on how to register file server addresses, see "Registering File Server Addresses in One-Touch," on p. 3-49.
– For information on how to register group addresses, see "Registering Group Addresses in One-Touch," on p. 3-55.

④ Press the right Any key to select <Done>.

```
  : Edit Name
Display Name Details

   Canon(Fax)


              Edit
                   Done
```

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Erasing Addresses Registered in One-Touch

This section describes the procedure for erasing addresses registered in one-touch.

📝 NOTE

This section describes how to erase one-touch destinations from the Additional Functions screen. You can also erase them from the Select Send Type screen, as follows:
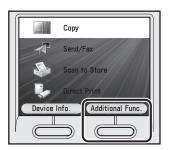– In the Select Send Type screen, press the right Any key to select <One-touch>.
– Use [▼], [▲] or ⊚ (Scroll Wheel) to select the one-touch you want to erase.
– Press the left Any key to select <Reg/Edit/Erase>.
– Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Erase from One-touch>, then press [OK].
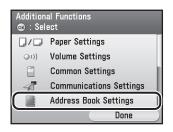– Follow the procedure described in this section from step 7.

1 Press ⊂⊃ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book Settings>, then press [OK].

If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪–⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register One-touch>, then press [OK].

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the one-touch you want to erase, then press [OK].

📝 NOTE

– You cannot erase multiple one-touch destinations at the same time.
– If the desired one-touch is not displayed, use [▼], [▲] or ⊚ (Scroll Wheel) to scroll to the desired one-touch.

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
    <Erase>, then press [OK].

> Edit One-touch
> ⊙ : Select
> Details/Edit
> Erase
> Back
>
> Done

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
    <Yes>, then press [OK].

> Do you want to erase this
> destination from one-touch?
>
> No
> Yes

If you want to cancel erasing the destination,
select <No>.

8 Press ⊂⊃ (Main Menu) to return to the
    Main Menu screen.

Copying

Chapter 4
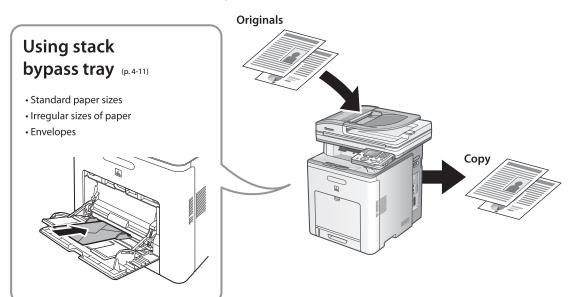
This chapter describes the copying features.

Copying

Overview of Copy Functions

In addition to the enlarging/reducing the copy, you can make 2-sided copies or use the N on 1 mode, which reduces multiple originals to fit on one sheet of paper.

Originals

Using stack bypass tray (p. 4-11)

- Standard paper sizes
- Irregular sizes of paper
- Envelopes

Copy

Copy settings

Image Quality (p. 4-35)

Text/Photo/Map Mode   Printed Image Mode   Photo Mode   Text Mode

Density (p. 4-19)

Lighter   **Darker**

Original   Copy   Original   Copy

Various copy functions

Enlarge/Reduce images (p. 4-31)

Original   Copy

2-sided copying (p. 4-23)

1 to 2-sided copying

Originals   Copy

Multiple originals onto one sheet (N on 1) (p. 4-37)

2 on 1

Originals   Copy

or

4 on 1

Originals   Copy

or

🖉 **NOTE**

Functions such as the 2 on 1, 2-sided printing, and collating can be used in combination.

Basic Copying Method

This section describes the basic procedure for copying.

1 Place originals on the platen glass or load it them in the feeder.

– For details, see "Placing Originals," on p. 2-4.
– Close the feeder after placing your originals.
– For originals you can copy, see "Originals Requirements," on p. 2-2.
– When the display shows the message <Enter the Dept. ID and password using the numeric keys.>, enter the department ID and password. Then press ⓘ (Log In/Out) on the control panel. For details, see "Security" in the e-Manual.
  • When <Allow Black Copy Jobs> in <System Management Set.> from the Additional Functions screen is set to <On>, you can make black and white copies without entering <Dept. ID> and <Password>. (For details, see "Accepting B&W Copy Jobs without Entering the Department ID and Password," in the e-Manual.) To make black and white copies, press the right Any key to select <Black Copy>.
– When the display shows the message <Enter User ID and password.>, enter the user ID and password. Then press ⓘ (Log In/Out) on the control panel. For details, see "Security" in the e-Manual.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

4 Make the copy settings you require.

```
◎ : Start Copy
ⓄⓀ : Color Mode Settings
   100 %     ■ ▯ LTR        1
▮▯/▮  Auto-color Select
 ▮    Drawer 1: LTR
▭▬▭  Density: 0 Bg.
▤→▤  2-Sided: Off
 Mode Memory      Preview Img.
```

You can specify the following settings:
– <Color Mode Settings>: Specifies the color or B&W. (See "Selecting Color Mode," on p. 4-7.)
– <Paper Source Settings>: Specifies the paper source. (See "Selecting Paper Source," on p. 4-9.)
– <Density/Background Rem. Set.>: Adjusts the density and the background color of originals. (See "Adjusting Density," on p. 4-19.)
– <Various 2-Sided Settings>: Makes two-sided copies. (See "2-Sided Copying," on p. 4-23.)
– <Copy Ratio Settings>: Adjusts the size by enlarging/reducing original images. (See "Enlarge/Reduce Images," on p. 4-31.)
– <Original Image Quality Settings>: Specifies the image type of originals. (See "Selecting Image Quality," on p. 4-35.)

– <Copy Multiple Pages onto 1 Page>: Reduces multiple originals to fit on one sheet of paper. (See "Multiple Originals onto One Sheet (N on 1)," on p. 4-37.)

– <Sharpness Settings>: Adjusts the contrast of the originals. (See "Adjusting Sharpness," on p. 4-42.)

– <Shadow/Frame Erase Settings>: Erases unnecessary shadows and lines. (See "Erasing Shadows/Lines," on p. 4-44.)

– <Color Adjustment>: Adjusts the color balance for the copy. (See "Adjusting Color Balance," on p. 4-54.)

– <Finishing Settings>: Sorts copies into sets. (See "Collating Copies," on p. 4-60.)

– <ID Card Copy Settings>: Makes ID card copies. (See "Making ID Card Copies," on p. 4-40.)

– <Number of Copies Settings>: Makes multiple copies. (See "Making Multiple Copies," on p. 4-62.)

– When you press ⊘ (Reset), all settings will return to the Standard mode. If you want to keep your own settings as the Standard mode, see "Changing Standard Mode," on p. 4-69.
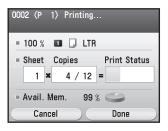
5 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

If you make a mistake when entering values, press Ⓒ (Clear) and enter the correct values. The copy quantity appears on the right side of the Copy top screen.

📝 **NOTE**

You cannot change the copy quantity while the machine is copying.

6 Press ◈ (Start) to start copying.

– When scanning is complete, remove your originals.

📝 **NOTE**

You cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio, while the machine is copying.

– If you want to cancel a copy job, see "Canceling Copy Jobs," on p. 4-6, or "Checking and Canceling Copy Jobs/Checking Copy Logs," on p. 4-72.

– To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

– If the machine remains idle for more than two minutes, the display returns to the Main Menu screen (Auto Clear Time). You can change the value of time for the Auto Clear Time. For details, see "Setting Auto Clear Time," on p. 1-23.

– If you want to make another copy when there is an ongoing job, press the right Any key to select <Done>. Then repeat from the step 1.

7 Press ◯ (Main Menu) to return to the Main Menu screen.

Copying

Canceling Copy Jobs

You can cancel scanning or ongoing jobs.
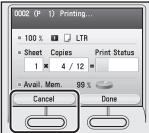
📝 **NOTE**

If you cancel a copy job during scanning, make sure to remove the original.

1 Press the left Any key to select <Cancel>.

The display will return to the Copy top screen.

📝 **NOTE**
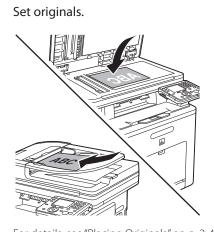
While the machine is scanning, printing, or waiting to print, you can cancel a copy job by pressing 🔄 (Stop).

2 Press ⬭ (Main Menu) to return to the Main Menu screen.

Selecting Color Mode

This section describes how to select the color mode (color/B&W).
The default setting is <Auto-color Select>.
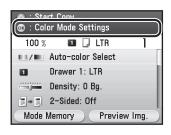
1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
<Copy>, then press [OK].

```
          Copy
          Send/Fax
          Scan to Store
          Direct Print
   Device Info.    Additional Func.
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to
display <Color Mode Settings>, then
press [OK].

```
   ⊚ : Start Copy
   ⓄⓀ : Color Mode Settings
   100 %    🔳 🗋 LTR        |
   ▥/▥  Auto-color Select
   🔳    Drawer 1: LTR
   ▭━   Density: 0 Bg.
   🗐➡🗐  2-Sided: Off
   Mode Memory       Preview Img.
```

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
the color mode, then press [OK].

```
   ⓄⓀ : Set Color Mode
   Copy with Original Color Format
   ▥/▥  Auto-color Select
   ▥▥    Color
   ▬     Black
   ↵     Back
```
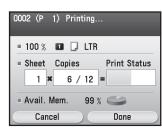
– <Auto-color Select>: For the automatic
  selection of color or B&W*
– <Color>: For copies in full-color
– <Black>: For black and white copies
* Depending on the condition of the originals,
  the machine may not be able to properly
  distinguish between color and black-and-
  white originals.

Copying

4-7

6 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
◈ : Start Copy
ⓒ : Color Mode Settings
   100 %      ▣  ▭  LTR      12
▥/▥  Auto-color Select
▣  ▭  Drawer 1: LTR
┄┄┄━  Density: 0 Bg.
▤→▤  2-Sided: Off
  Mode Memory        Preview Img.
```

7 Press ◈ (Start).

```
0002 〈P  1〉 Printing…

 ▫ 100 %   ▣  ▭  LTR

 ▫ Sheet   Copies      Print Status
     1  ✖   6 / 12  ▬

 ▫ Avail. Mem.    99 %  ◖▬

    Cancel          Done
```

If you want to copy multiple originals using the platen glass, set an original and press ◈ (Start) once for each page.

8 Press ⬯ (Main Menu) to return to the Main Menu screen.
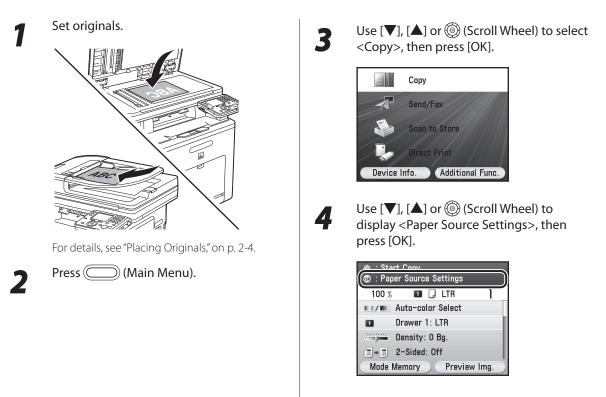
Selecting Paper Source

You can manually specify a paper source.

The default setting is <Drawer 1: LTR>.

📝 **NOTE**

– If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For details, see "Scanning Area," on p. 11-4.
– The suffix <R> (such as in STMTR), used in paper size designations, indicates that the paper is loaded in a paper drawer or the stack bypass tray horizontally.

Copying on Paper in Drawers

You can select paper drawer 1 or 2 (optional) for a copy. You need to set up the paper size and type for each drawer in advance. For details about configuring the paper size and type, see "Setting Paper Size and Type," on p. 2-22.

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

```
     Copy
     Send/Fax
     Scan to Store
     Direct Print
 Device Info.    Additional Func.
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Paper Source Settings>, then press [OK].

```
  : Start Copy
 ⓞⓚ : Paper Source Settings
  100 %     ▮  LTR          ▮
 ▮▮/▮▮  Auto-color Select
  ▮      Drawer 1: LTR
 ▭▭▭  Density: 0 Bg.
 ▤↔▤  2-Sided: Off
 Mode Memory      Preview Img.
```

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired paper source, then press [OK].
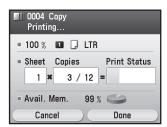
```
◉ : Set Paper Source
Make Copies with Drawer 1 Paper
 ▤      Stack Bypass Tray
 ▮      Drawer 1: LTR
 ▮      Drawer 2: LTR
 ↰      Back
```

6 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
◈ : Start Copy
◉ : Color Mode Settings
 100 %     ▮  ▯ LTR      12
 ▰▱/▰  Auto-color Select
 ▮  ▯   Drawer 1: LTR
 ▭▬    Density: 0 Bg.
 ▤▸▤   2-Sided: Off
 Mode Memory      Preview Img.
```

7 Press ◈ (Start).

```
▦ 0004  Copy
    Printing...
 ▪ 100 %   ▮  ▯ LTR
 ▪ Sheet  Copies      Print Status
     1  ✖  3 / 12  =
 ▪ Avail. Mem.    99 %  ◖
    Cancel          Done
```

If you want to copy multiple originals using the platen glass, set an original and press ◈ (Start) once for each page.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Copying

Using Stack Bypass Tray with Standard Paper Sizes

This section describes how to copy onto standard-sized paper using the stack bypass tray.

NOTE

If <Stack Bypass Paper (Std.)> setting in <Paper Settings> from the Additional Functions screen is set to <Off>, the paper size/type setting screen appears when you load paper in the stack bypass tray. If <Stack Bypass Paper (Std.)> is set to <On>, copying can be performed only for the registered paper size and type. (See "Setting Paper Size and Type," on p. 2-22.)

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Copy>, then press [OK].

4 Load the paper into the stack bypass tray.

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired paper size, then press [OK].

You can select from the following paper sizes: <LTR>, <LGL>, <STMT>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>, <G-LTR>, <G-LGL> For details, see "Paper Requirements," on p. 2-7.

NOTE

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

Copying

6 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the desired paper type, then press [OK].

```
ⓞ : Set Stack Bypass Paper Type
Set to Plain 2
  ▯      Plain 1
  ⊞      Plain 2
  ▣      Recycled Paper
  ▨      Color
  ▯      Bond
                    2nd of 2-Sided
```

You can select from the following paper types: <Plain 1>, <Plain 2>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>, <Heavy 2>, <Transparencies>, <Labels>
For details, see "Paper Requirements," on p. 2-7.

NOTE

If you want to print the back side of the printed paper, press the right Any key to select <2nd of 2-Sided>.

7 Press [OK] to select <Stack Bypass:>.

```
ⓞ : Set Paper Source
Make Copies with Stack Bypass
  ▣ ▯   Stack Bypass: LTR
  ❶ ▯   Drawer 1: LTR
  ❷ ▯   Drawer 2: LTR
  ↩     Back
```

The selected paper size is displayed next to <Stack Bypass:>.

8 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
◉ : Start Copy
ⓞ : Color Mode Settings
  100 %    ▣ ▯ LTR      12
  ▮▯/▮  Auto-color Select
  ▣ ▯   Stack Bypass: LTR
  ┉━    Density: 0 Bg.
  ▤→▤   2-Sided: Off
  Mode Memory     Preview Img.
```

9 Press ◉ (Start).

```
0001 (P  1) Printing...
  ▪ 100 %  ▣ ▯ LTR
  ▪ Sheet  Copies      Print Status
      1  ×   5 / 12  =
  ▪ Avail. Mem.    99 %
  Cancel           Done
```

If you want to copy multiple originals using the platen glass, set an original and press ◉ (Start) once for each page.

**10** Press ⬭ (Main Menu) to return to the Main Menu screen.

Using Stack Bypass Tray with Irregular Sizes of Paper

This section describes how to copy onto non-standard-sized paper using the stack bypass tray.

NOTE

If <Stack Bypass Paper (Std.)> setting in <Paper Settings> from the Additional Functions screen is set to <Off>, the paper size/type setting screen appears when you load paper in the stack bypass tray. If <Stack Bypass Paper (Std.)> is set to <On>, copying can be performed only for the registered paper size and type. (See "Setting Paper Size and Type," on p. 2-22.)

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ⦿ (Scroll Wheel) to select <Copy>, then press [OK].

4 Load the paper into the stack bypass tray.

5 Use [▼], [▲] or ⦿ (Scroll Wheel) to select <Custom Size>, then press [OK].
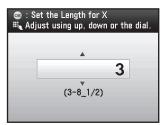
6 Press [OK] to select the horizontal length <X>.

Copying
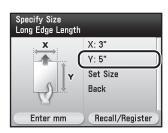
7 Use [▼], [▲] or ⊙ (Scroll Wheel) to specify the length of X, then press [OK].

> ⊙ : Set the Length for X
> 🖐 Adjust using up, down or the dial.
>
> ▲
> **3**
> ▼
> (3-8_1/2)

✎ NOTE

You can adjust values for <X> between 3" (76 mm) and 8 1/2" (216 mm).
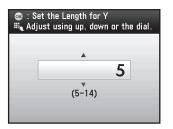
8 Use [▼] or ⊙ (Scroll Wheel) to select the vertical length <Y>, then press [OK].

> Specify Size
> Long Edge Length
>
> X   X: 3"
>   Y: 5"
> Y   Set Size
>   Back
>
> Enter mm   Recall/Register
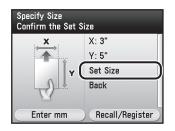
9 Use [▼], [▲] or ⊙ (Scroll Wheel) to specify the length of Y, then press [OK].

> ⊙ : Set the Length for Y
> 🖐 Adjust using up, down or the dial.
>
> ▲
> **5**
> ▼
> (5-14)

✎ NOTE

You can adjust values for <Y> between 5" (127 mm) and 14" (356 mm).

10 Use [▼] or ⊙ (Scroll Wheel) to select <Set Size>, then press [OK].

> Specify Size
> Confirm the Set Size
>
> X   X: 3"
>   Y: 5"
> Y   Set Size
>   Back
>
> Enter mm   Recall/Register

11 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the desired paper type, then press [OK].

> ⊙ : Set Stack Bypass Paper Type
> Set to Plain 2
>
> ▯   Plain 1
> 🄷   Plain 2
> ▣   Recycled Paper
> ▨   Color
> ▯   Bond
>   2nd of 2-Sided

You can select from the following paper types: <Plain 1>, <Plain 2>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>, <Heavy 2>, <Labels>, <Envelope>
For details, see "Paper Requirements," on p. 2-7.

✎ NOTE

If you want to print the back side of the printed paper, press the right Any key to select <2nd of 2-Sided>.

12 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Stack Bypass: Custom Size>, then press [OK].

> ⊙ : Set Paper Source
> Make Copies with Stack Bypass
>
> 📧 ▯ Stack Bypass: Custom Size
> ❶ ▯ Drawer 1: LTR
> ❷ ▯ Drawer 2: LTR
> ↺   Back

13 Use (0)–(9) (numeric keys) to enter the desired copy quantity (1 to 99).

```
◈ : Start Copy
⊙ᴋ : Paper Source Settings
   100 %      ▣ ▯  Custom    12
                   Size
▮▯/▮   Auto-color Select
▣  ▯   Stack Bypass: Custom Size
▭▭▬   Density: 0 Bg.
▤◂▤   2-Sided: Off
 Mode Memory        Preview Img.
```

14 Press ◈ (Start).

```
0001 (P  1) Printing...

▪ 100 %   ▣ ▯  Custom
                Size
▪ Sheet   Copies      Print Status

    1   ×   4 / 12  =

▪ Avail. Mem.    99 %  ◔
   Cancel              Done
```

If you want to copy multiple originals using the platen glass, set an original and press ◈ (Start) once for each page.

15 Press ⬭ (Main Menu) to return to the Main Menu screen.

Using Stack Bypass Tray with Envelopes

This section describes how to copy onto envelopes using the stack bypass tray.

📝 NOTE

If <Stack Bypass Paper (Std.)> setting in <Paper Settings> from the Additional Functions screen is set to <Off>, the paper size/type setting screen appears when you load paper in the stack bypass tray. If <Stack Bypass Paper (Std.)> is set to <On>, copying can be performed only for the registered paper size and type. (See "Setting Paper Size and Type," on p. 2-22.)

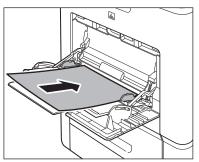**1** Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

```
▥   Copy
⬔   Send/Fax
🖨   Scan to Store
📇   Direct Print
 Device Info.    Additional Func.
```

Copying

4-15
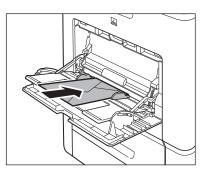
4 Load envelopes into the stack bypass.

For details, see "In the Stack Bypass Tray," on p. 2-16.
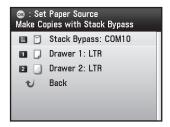
5 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired size of envelopes, then press [OK].


```
OK : Set Stack Bypass Paper Size
Set to COM10 (Envelope)
Custom Size
COM10
Monarch
DL
ISO-C5
   A/B Sizes
```

You can select from the following sizes of envelopes:
<COM10>, <Monarch>, <DL>, <ISO-C5>, <ISO-B5>
For details, see "Paper Requirements," on p. 2-7.
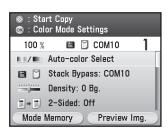
6 Press [OK] to select <Stack Bypass:>.


```
OK : Set Paper Source
Make Copies with Stack Bypass
📑 🗐  Stack Bypass: COM10
1  🗐  Drawer 1: LTR
2  🗐  Drawer 2: LTR
↺  Back
```

The selected paper size is displayed next to <Stack Bypass:>.

7 Press ⊚ (Start).


```
⊚ : Start Copy
OK : Color Mode Settings
100 %      📑 🗐 COM10      1
▯/▮  Auto-color Select
📑 🗐  Stack Bypass: COM10
      Density: 0 Bg.
📄→📄 2-Sided: Off
  Mode Memory      Preview Img.
```

8 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.
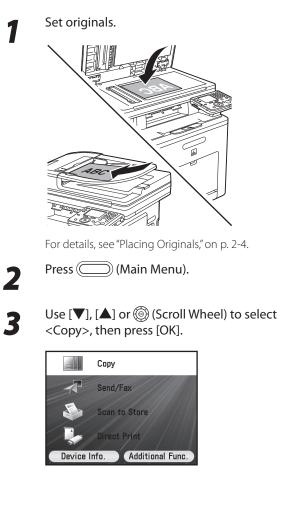
Recalling Irregular Paper Size Registered for the Stack Bypass Tray
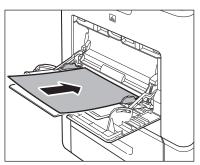
You can easily set the frequently used irregular paper size for the paper loaded in the stack bypass tray by recalling the pre-registered paper size. For details, see "Registering Irregular Paper Sizes for the Stack Bypass Tray," on p. 2-26.

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

4 Load the paper into the stack bypass tray.
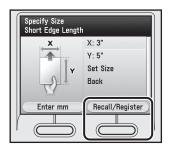
5 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Custom Size>, then press [OK].

🆗 : Set Stack Bypass Paper Size
Paper Other Than Standard Size

| Custom Size |
|---|
| COM10 |
| Monarch |
| DL |
| ISO-C5 |
| A/B Sizes |

6 Press the right Any key to select <Recall/Register>.

Specify Size
Short Edge Length

	X: 3"
	Y: 5"
	Set Size
	Back
Enter mm	Recall/Register

Copying

4-17

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Size 1> or <Size 2>, then press [OK].
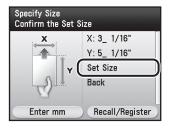
> **ok : Use Custom Size**
> **Use Size 1**
> Size 1
> Size 2
> Back
>
> Register/Edit

8 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Set Size>, then press [OK].

> **Specify Size**
> **Confirm the Set Size**
> X: 3_ 1/16"
> Y: 5_ 1/16"
> Set Size
> Back
>
> Enter mm   Recall/Register

Make sure that the recalled paper size is the same as the actual size of the paper you loaded in the stack bypass tray in step 4. If not, set the correct paper size. (See "Using Stack Bypass Tray with Irregular Sizes of Paper," on p. 4-13.)

9 Use [▼], [▲] or ◉ (Scroll Wheel) to select the paper type, then press [OK].

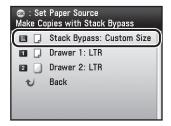> **ok : Set Stack Bypass Paper Type**
> **Set to Plain 2**
> Plain 1
> Plain 2
> Recycled Paper
> Color
> Bond
>
> 2nd of 2-Sided
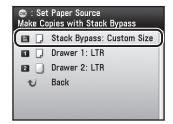
You can select the paper type from the following:
<Plain 1>, <Plain 2>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>, <Heavy 2>, <Labels>, <Envelope>
For details, see "Paper Requirements," on p. 2-7.
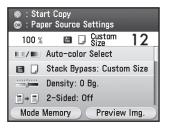
> ⊘ **NOTE**
>
> If you want to print the back side of the printed paper, press the right Any key to select <2nd of 2-Sided>.

10 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Stack Bypass: Custom Size>, then press [OK].

> **ok : Set Paper Source**
> **Make Copies with Stack Bypass**
> Stack Bypass: Custom Size
> Drawer 1: LTR
> Drawer 2: LTR
> Back

11 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

> ◉ : Start Copy
> ok : Paper Source Settings
> 100 %   Custom Size   **12**
> Auto-color Select
> Stack Bypass: Custom Size
> Density: 0 Bg.
> 2-Sided: Off
> Mode Memory   Preview Img.

12 Press ◉ (Start).

> 0001 (P 1) Printing...
> 100 %   Custom Size
> Sheet Copies   Print Status
>   1 × 4 / 12 =
> Avail. Mem.   99 %
> Cancel   Done

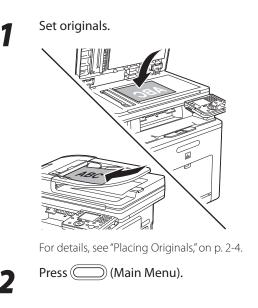If you want to copy multiple originals using the platen glass, set an original and press ◉ (Start) once for each page.

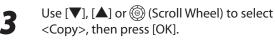**13** Press ⬭ (Main Menu) to return to the Main Menu screen.
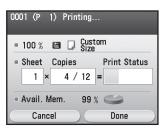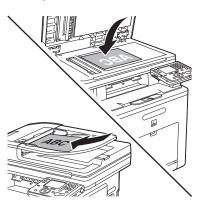
Adjusting Density

You can manually adjust the copy exposure to the most appropriate level for the original.
The copy tone becomes lighter as the indicator moves to the left, and darker as it moves to the right.
The default setting is <0>.

Lighter		Darker	
Original	Copy	Original	Copy

---

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.　　Additional Func.

4 Use [▼], [▲] or ◉ (Scroll Wheel) to display <Density/Background Rem. Set.>, then press [OK].

> ◎ : Start Copy
> ⓞⓚ : Density/Background Rem. Set.
> 100 %　　❶ 🗋 LTR　　1
> ▮▮/▮▮ Auto-color Select
> ❶　Drawer 1: LTR
> ┄┄▬ Density: 0 Bg.
> 🗐→🗐 2-Sided: Off
> Mode Memory　　Preview Img.

4-19

5 Use [▼], [▲], [◀], [▶], or ◎ (Scroll Wheel) to adjust the copy density, then press [OK].

```
ok : Set Density
Adjust with Right/Left Key or Dial


    Lighter            Darker
    ◀   .  .  . ┃ .  .  .   ▶


                 Background
```
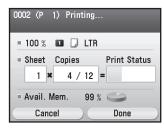
– To make dark originals lighter, move the density scale to the left.
– To make light originals darker, move the density scale to the right.

6 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
◈ : Start Copy
ok : Density/Background Rem. Set.
  100 %    ■ 🖹 LTR      12
▮▯/▮  Auto-color Select
  ■ 🖹  Drawer 1: LTR
  ▭    Density: 0 Bg.
  🖹►🖹 2-Sided: Off
  Mode Memory    Preview Img.
```

7 Press ◈ (Start).

```
0002 (P  1) Printing...

  100 %   ■  🖹 LTR
  Sheet   Copies     Print Status
    1 ✖   4 / 12  =
  Avail. Mem.    99 %
    Cancel          Done
```

If you want to copy multiple originals using the platen glass, set an original and press ◈ (Start) once for each page.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Adjusting Base Color
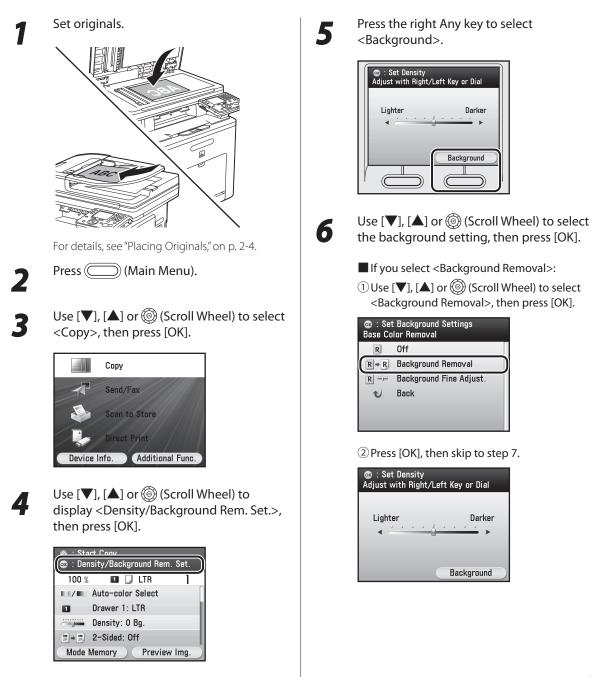
This mode enables you to adjust or remove the base color of the originals.
The default setting is <Off>.

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Copy>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to display <Density/Background Rem. Set.>, then press [OK].

⬭ : Start Copy
⬭ : Density/Background Rem. Set.
100 %   ▪ ▯ LTR
▪▯/▪▮ Auto-color Select
▪ Drawer 1: LTR
▭ Density: 0 Bg.
▤→▤ 2-Sided: Off
Mode Memory   Preview Img.

5 Press the right Any key to select <Background>.

⬭ : Set Density
Adjust with Right/Left Key or Dial

Lighter   Darker
◄ ▪ ▪ ▪ ▮ ▪ ▪ ▪ ►

Background

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select the background setting, then press [OK].

■ If you select <Background Removal>:

① Use [▼], [▲] or ◎ (Scroll Wheel) to select <Background Removal>, then press [OK].

⬭ : Set Background Settings
Base Color Removal
R   Off
R→R Background Removal
R ⁓ Background Fine Adjust.
↰   Back

② Press [OK], then skip to step 7.

⬭ : Set Density
Adjust with Right/Left Key or Dial

Lighter   Darker
◄ ▪ ▪ ▪ ▮ ▪ ▪ ▪ ►

Background

Copying

4-21

■ If you select <Background Fine Adjust.>:

① Use [▼], [▲] or ◎ (Scroll Wheel) to select <Background Fine Adjust.>, then press [OK].

ОК : Set Background Settings
Manual Base Color Adjustment
R   Off
R → R Background Removal
R ⁼⁼ **Background Fine Adjust.**
↰   Back

② Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired color, then press [OK].

ОК : Set Color to Balance
Yellow Removal Level Adjustment
○ Yellow: 6
○ Red: 6
○ Green: 6
○ Blue: 6
↰ Back
                     Set

③ Use [▼], [▲], [◀], [▶] or ◎ (Scroll Wheel) to adjust the strength of the color, then press [OK].
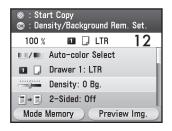
ОК : Set Yellow Removal Level
Adjust with Right/Left Key or Dial

        −   +
    ◀   ▶

④ Press the right Any key to select <Set>, then press [OK].

ОК : Set Color to Balance
Yellow Removal Level Adjustment
○ Yellow: 6
○ Red: 6
○ Green: 6
○ Blue: 6
↰ Back
                  Set

7 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

◈ : Start Copy
ОК : Density/Background Rem. Set.
100 %   ▤ 🗋 LTR   12
▥/▦ Auto-color Select
▤ 🗋 Drawer 1: LTR
⁼⁼⁼ Density: 0 Bg.
▤→▤ 2-Sided: Off
Mode Memory   Preview Img.

8 Press ◈ (Start).

0002 (P 1) Printing...

▪ 100 % ▤ 🗋 LTR
▪ Sheet   Copies   Print Status
    1 ✖ 4 / 12 =
▪ Avail. Mem.   99 %
   Cancel   Done

If you want to copy multiple originals using the platen glass, set an original and press ◈ (Start) once for each page.

9 Press ⬭ (Main Menu) to return to the Main Menu screen.
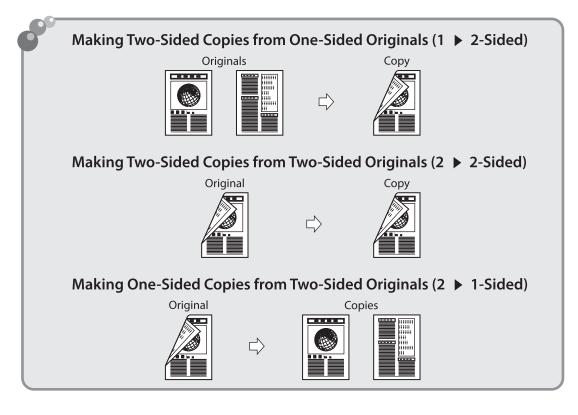
2-Sided Copying
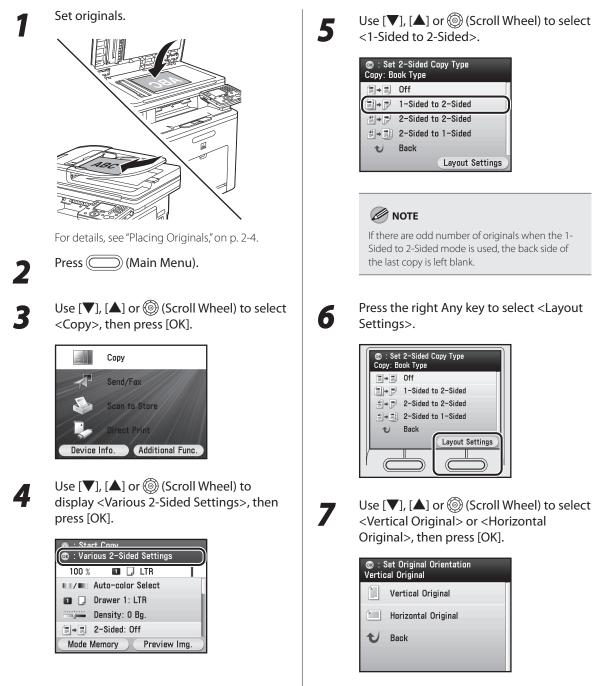
This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals. This enables you to cut print costs in half when copying in large quantities.
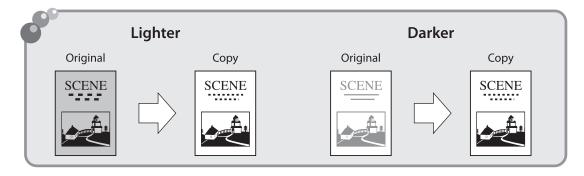**The default setting is <Off>.**

Making Two-Sided Copies from One-Sided Originals (1 ▶ 2-Sided)

Originals   Copy

Making Two-Sided Copies from Two-Sided Originals (2 ▶ 2-Sided)

Original   Copy

Making One-Sided Copies from Two-Sided Originals (2 ▶ 1-Sided)

Original   Copies

📝 NOTE

– When you use the feeder to make two-sided copies from two-sided originals or one-sided copies from two-sided originals, the original size must be LTR, LGL, FLSC, or A4.
– For the paper size that can be used for the 2-sided copying, see the following:
  e-Manual > "Print" > "Printer Settings from the Machine" > "Settings Menu" > "2-Sided"
  (The same paper size can be used for the 2-sided copying and 2-sided printing.)
– 2-Sided modes cannot be used with the ID Card Copy mode.

1 to 2-Sided Copying

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

▤	Copy
✈	Send/Fax
🖨	Scan to Store
🖶	Direct Print
Device Info.	Additional Func.

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Various 2-Sided Settings>, then press [OK].

```
⊚ : Start Copy
ok : Various 2-Sided Settings
 100 %      🔳 🖸 LTR
▥/▨  Auto-color Select
 🔳 🖸  Drawer 1: LTR
━━  Density: 0 Bg.
▤▸▤  2-Sided: Off
 Mode Memory      Preview Img.
```

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <1-Sided to 2-Sided>.

```
ok : Set 2-Sided Copy Type
Copy: Book Type
▤▸▤  Off
▤▸▯  1-Sided to 2-Sided
▰▸▯  2-Sided to 2-Sided
▰▸▤  2-Sided to 1-Sided
↩  Back
                  Layout Settings
```

NOTE

If there are odd number of originals when the 1-Sided to 2-Sided mode is used, the back side of the last copy is left blank.

6 Press the right Any key to select <Layout Settings>.

```
ok : Set 2-Sided Copy Type
Copy: Book Type
▤▸▤  Off
▤▸▯  1-Sided to 2-Sided
▰▸▯  2-Sided to 2-Sided
▰▸▤  2-Sided to 1-Sided
↩  Back
                  Layout Settings
```

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Vertical Original> or <Horizontal Original>, then press [OK].

```
ok : Set Original Orientation
Vertical Original
▤  Vertical Original
▤  Horizontal Original
↩  Back
```

Copying

4-24

8 Use [▼], [▲] or (Scroll Wheel) to select <Book Type Copy> or <Calendar Type Copy>, then press [OK].

```
OK : Set Finishing Layout
Book Type Finishing
    📖  Book Type Copy
    📄  Calendar Type Copy
    ↩  Back
```

– <Book Type Copy>: The front and back sides of the copy will have the same top-bottom orientation.
– <Calendar Type Copy>: The front and back sides of the copy will have the opposite top-bottom orientation.

9 Press [OK].

10 Use (0)–(9) (numeric keys) to enter the desired copy quantity (1 to 99).

```
◎ : Start Copy
OK : 2-Sided Settings
100 %      ▪ 🖹 LTR        12
▫/▪ Auto-color Select
▪ 🖹 Drawer 1: LTR
      Density: 0 Bg.
🖹▶🖹 1-Sided to 2-Sided
[ Mode Memory ]  [ Preview Img. ]
```

11 Press ◎ (Start).

```
0002 (P  1) Printing...
▪ 100 %  ▪ 🖹 LTR
▪ Sheet   Copies      Print Status
    1  ✗   4 / 12  =
▪ Avail. Mem.   99 %
[ Cancel ]       [ Done ]
```

If you want to copy multiple originals using the platen glass, set an original and press ◎ (Start) once for each page. After scanning all originals, press the right Any key to select <Done>.

12 Press ⬭ (Main Menu) to return to the Main Menu screen.

Copying

2 to 2-Sided Copying

📝 **NOTE**

When you use the feeder to make two-sided copies from two-sided originals, the original size must be LTR, LGL, FLSC, or A4.

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <Copy>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

4 Use [▼], [▲] or 🎡 (Scroll Wheel) to display <Various 2-Sided Settings>, then press [OK].

🔘 : Start Copy	
🔘 : Various 2-Sided Settings	
100 % 🔳 📄 LTR	
▉/▉ Auto-color Select	
🔳 📄 Drawer 1: LTR	
▭▬ Density: 0 Bg.	
📄▸📄 2-Sided: Off	
Mode Memory	Preview Img.

5 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <2-Sided to 2-Sided>, then press [OK].

🔘 : Set 2-Sided Copy Type	
Original: Book Copy: Book	
📄▸📄 Off	
📄▸📄 1-Sided to 2-Sided	
📄▸📄 2-Sided to 2-Sided	
📄▸📄 2-Sided to 1-Sided	
↵ Back	
	Layout Settings

6 Press the right Any key to select <Layout Settings>.

🔘 : Set 2-Sided Copy Type	
Original: Book Copy: Book	
📄▸📄 Off	
📄▸📄 1-Sided to 2-Sided	
📄▸📄 2-Sided to 2-Sided	
📄▸📄 2-Sided to 1-Sided	
↵ Back	
	Layout Settings

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Vertical Original> or <Horizontal Original>, then press [OK].

> **ⓞⓚ : Set Original Orientation**
> **Vertical Original**
>
> 📄   Vertical Original
> 📄   Horizontal Original
> ↩   Back

8 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Book Type Original> or <Calendar Type Original> for the original layout, then press [OK].

> **ⓞⓚ : Set Original Layout Type**
> **Book Type Original**
>
> 📖   Book Type Original
> 📑   Calendar Type Original
> ↩   Back

– <Book Type Original>: The front and back sides of the original will have the same top-bottom orientation.
– <Calendar Type Original>: The front and back sides of the original will have the opposite top-bottom orientation.

9 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Book Type Copy> or <Calendar Type Copy>, then press [OK].

> **ⓞⓚ : Set Finishing Layout**
> **Book Type Finishing**
>
> 📖   Book Type Copy
> 📑   Calendar Type Copy
> ↩   Back

– <Book Type Copy>: The front and back sides of the copy will have the same top-bottom orientation.
– <Calendar Type Copy>: The front and back sides of the copy will have the opposite top-bottom orientation.

10 Press [OK].

> **ⓞⓚ : Set 2-Sided Copy Type**
> **Original: Book Copy: Book**
>
> 📄➡📄   Off
> 📄➡📄   1-Sided to 2-Sided
> 📄➡📄   2-Sided to 2-Sided
> 📄➡📄   2-Sided to 1-Sided
> ↩   Back
>   Layout Settings

11 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

> **◎ : Start Copy**
> **ⓞⓚ : 2-Sided Settings**
>
> 100 %   ⬛ 📄 LTR   12
> ▣/▣   Auto-color Select
> ▭▭   Density: 0 Bg.
> 📄➡📄   2-Sided to 2-Sided
> 📄   100% 1:1
>   Mode Memory   Preview Img.

Copying

4-27

12 Press ⊕ (Start).

```
0002 (P  1)  Printing...

▫ 100 %   🔳  🗋  LTR
▫ Sheet   Copies        Print Status
    1  ✕   4 / 12  =
▫ Avail. Mem.    99 %  ⬤
    Cancel          Done
```
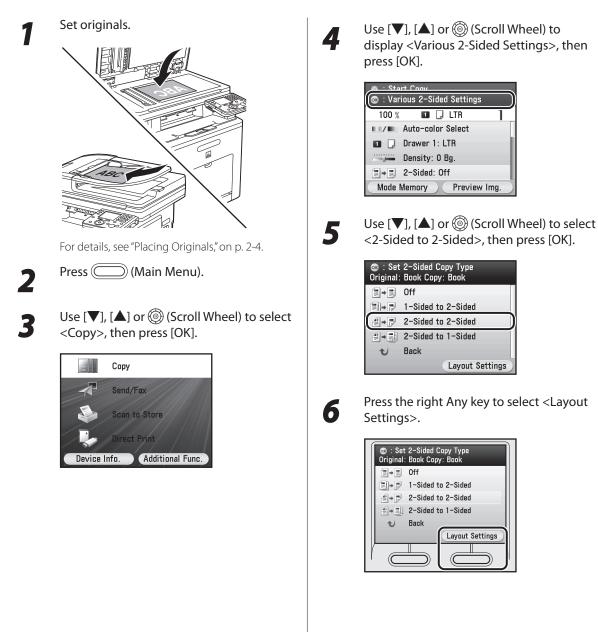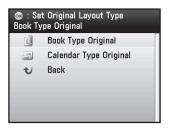
If you want to copy multiple originals using the platen glass, set an original and press ⊕ (Start) once for each page. After scanning all originals, press the right Any key to select <Done>.

13 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

2 to 1-Sided Copying

📝 **NOTE**
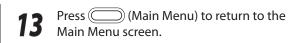
When you use the feeder to make one-sided copies from two-sided originals, the original size must be LTR, LGL, FLSC, or A4.

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⊂⊃ (Main Menu).

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

```
   ▥    Copy

   ⬔    Send/Fax

   ⬙    Scan to Store

   ▤    Direct Print

  Device Info.    Additional Func.
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Various 2-Sided Settings>, then press [OK].

```
 ⊚ : Start Copy
 ⊚ : Various 2-Sided Settings
    100 %    🔳  🗋  LTR
 ▨/▨  Auto-color Select
 🔳 🗋  Drawer 1: LTR
 ▭▬  Density: 0 Bg.
 ▤▸▤  2-Sided: Off
  Mode Memory      Preview Img.
```

Copying

4-28

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <2-Sided to 1-Sided>.

```
OK : Set 2-Sided Copy Type
Original: Book Type
▤→▤    Off
▤→▥    1-Sided to 2-Sided
▤→▥    2-Sided to 2-Sided
▤→▤    2-Sided to 1-Sided
↻      Back
                    Layout Settings
```

6 Press the right Any key to select <Layout Settings>.

```
OK : Set 2-Sided Copy Type
Original: Book Type
▤→▤    Off
▤→▥    1-Sided to 2-Sided
▤→▥    2-Sided to 2-Sided
▤→▤    2-Sided to 1-Sided
↻      Back
                    Layout Settings
```

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Vertical Original> or <Horizontal Original>, then press [OK].

```
OK : Set Original Orientation
Vertical Original
▤      Vertical Original
▤      Horizontal Original
↻      Back
```

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Book Type Original> or <Calendar Type Original> for the original layout, then press [OK].

```
OK : Set Original Layout Type
Book Type Original
▤      Book Type Original
▤      Calendar Type Original
↻      Back
```

– <Book Type Original>: The front and back sides of the original will have the same top-bottom orientation.
– <Calendar Type Original>: The front and back sides of the original will have the opposite top-bottom orientation.

9 Press [OK].

```
OK : Set 2-Sided Copy Type
Original: Book Type
▤→▤    Off
▤→▥    1-Sided to 2-Sided
▤→▥    2-Sided to 2-Sided
▤→▤    2-Sided to 1-Sided
↻      Back
                    Layout Settings
```

10 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
◎ : Start Copy
OK : 2-Sided Settings
100 %      ▮ ▯ LTR      12
▮▯/▮▯  Auto-color Select
▮ ▯    Drawer 1: LTR
▭▬    Density: 0 Bg.
▤→▤    2-Sided to 1-Sided
Mode Memory      Preview Img.
```

Copying

11 Press ⊚ (Start).

```
0002 (P  1)  Printing...

▫ 100 %   ▣  ☐  LTR

▫ Sheet    Copies        Print Status
     1  ✱    4 / 12  =  ☐

▫ Avail. Mem.    99 %  ◯

    Cancel              Done
```
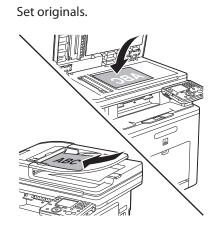
If you want to copy multiple originals using the platen glass, set an original and press ⊚ (Start) once for each page. After scanning all originals, press the right Any key to select <Done>.

12 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Enlarge/Reduce Images

You can convert a standard-sized original to a different standard-sized copy (preset zoom), or you can also enlarge or reduce images in 1% increments (custom copy ratio). The default setting is <100% 1:1>.

Preset Zoom

Original   Copy

Zoom by Percentage

Original   Copies

Preset Zoom
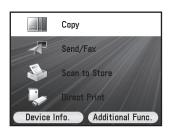
You can enlarge or reduce originals from one standard paper size to another.

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

```
      Copy
      Send/Fax
      Scan to Store
      Direct Print
  Device Info.    Additional Func.
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Copy Ratio Settings>, then press [OK].

> ⊚ : Start Copy
> ⊙ : Copy Ratio Settings
>
> 100 %　　■ 🗋 LTR　　　1
> 🗍　　100%　1:1
> ▨◨▨　Text/Photo/Map
> ■▸■　N on 1: Off
> R—R　Sharpness: 0
>
> Mode Memory　　Preview Img.

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the zoom ratio, then press [OK].

> ⊙ : Set Copy Ratio
> Make Copies of Same Size
>
> 🗍　Custom Copy Ratio
> 🗍　100%　Direct
> 🗍　200%　Maximum
> 🗍　129%　STMT▶LTR
> 🗍　78%　LGL▶LTR
> 🗍　64%　LTR▶STMT

You can select the preset zoom from the following:
– <100%　Direct>
– <200% Maximum>
– <129% STMT▶LTR>
– <78% LGL▶LTR>
– <64% LTR▶STMT>
– <50% Minimum>

> 📝 **NOTE**
>
> If you want to specify the other copy ratio, see "Custom Copy Ratio," on p. 4-33.

6 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

> ⊚ : Start Copy
> ⊙ : Copy Ratio Settings
>
> 100 %　　■ 🗋 LTR　　12
> 🗍　　100%　1:1
> ▨◨▨　Text/Photo/Map
> ■▸■　N on 1: Off
> R—R　Sharpness: 0
>
> Mode Memory　　Preview Img.

7 Press ⊚ (Start).

> 0002 (P　1)　Printing...
>
> ▪ 100 %　　■ 🗋 LTR
>
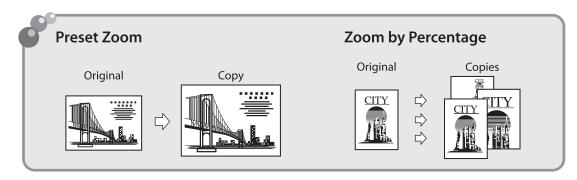> ▪ Sheet　Copies　　Print Status
> 　1　✕　4 / 12　=
>
> ▪ Avail. Mem.　　99 %
>
> Cancel　　　　Done

If you want to copy multiple originals using the platen glass, set an original and press ⊚ (Start) once for each page.

8 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Custom Copy Ratio

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

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⊂⊃ (Main Menu).

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Copy>, then press [OK].

▤	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to display <Copy Ratio Settings>, then press [OK].

◎ : Start Copy
OK : Copy Ratio Settings
100 %　　■　▯ LTR　　　1
▤　100% 1:1
　Text/Photo/Map
■→■ N on 1: Off
R—R Sharpness: 0
Mode Memory　　Preview Img.

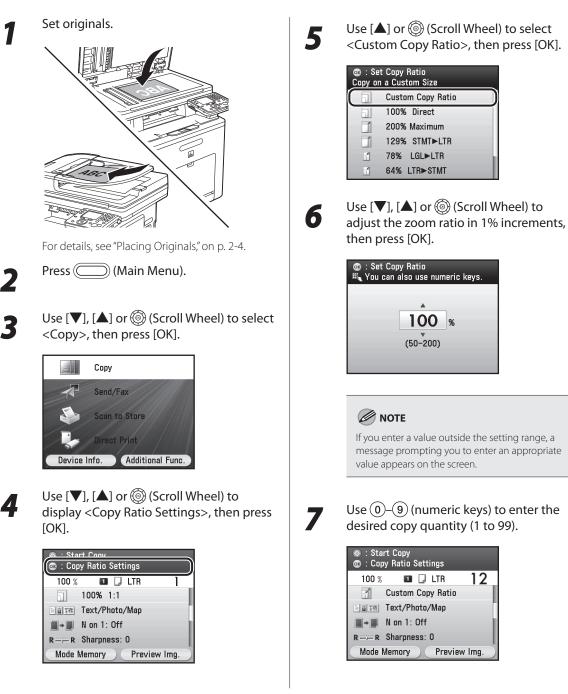**5** Use [▲] or ◎ (Scroll Wheel) to select <Custom Copy Ratio>, then press [OK].

OK : Set Copy Ratio
Copy on a Custom Size
▤　Custom Copy Ratio
▤　100% Direct
▯　200% Maximum
▯　129% STMT▶LTR
▯　78% LGL▶LTR
▯　64% LTR▶STMT

6 Use [▼], [▲] or ◎ (Scroll Wheel) to adjust the zoom ratio in 1% increments, then press [OK].

OK : Set Copy Ratio
You can also use numeric keys.
▲
100 %
▼
(50-200)

📎 NOTE

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

7 Use (0)–(9) (numeric keys) to enter the desired copy quantity (1 to 99).

◎ : Start Copy
OK : Copy Ratio Settings
100 %　　■　▯ LTR　　**12**
▤　Custom Copy Ratio
　Text/Photo/Map
■→■ N on 1: Off
R—R Sharpness: 0
Mode Memory　　Preview Img.

Copying

8 Press ⊙ (Start).

```
0002 (P  1) Printing...

□ 100 %   ▣  ▯  LTR
□ Sheet  Copies        Print Status
    1  ✕   4 / 12  =
□ Avail. Mem.    99 %  ⬭
    Cancel             Done
```

If you want to copy multiple originals using the platen glass, set an original and press ⊙ (Start) once for each page.
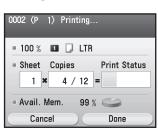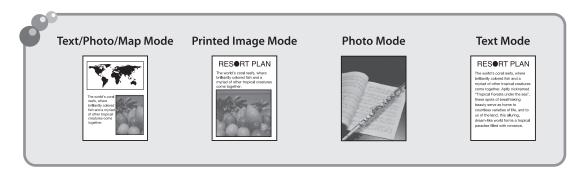
9 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Selecting Image Quality

You can adjust the image quality of copies according to the types of originals. A correct selection is necessary for the optimal reproduction of the colors of the original. The default setting is <Text/Photo/Map>.

Text/Photo/Map Mode	Printed Image Mode	Photo Mode	Text Mode

RES●RT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.

RES●RT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

📝 **NOTE**

– Combinations of these four modes (Text/Photo/Map, Printed Image, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
– If the original is a transparency, select the original type, then adjust the exposure to the most appropriate level for the original.

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <Copy>, then press [OK].

Copy
Send/Fax
Scan to Store
Direct Print
Device Info.   Additional Func.

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Original Image Quality Settings>, then press [OK].

> ⊚ : Start Copy
> ⊚ : Original Image Quality Settings
> 100 % ▯ 🗋 LTR 1
> 🗂 100% 1:1
> Text/Photo/Map
> ▮→▮ N on 1: Off
> R⎯R Sharpness: 0
> Mode Memory   Preview Img.

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the image quality, then press [OK].

> ⊚ : Set Original Image Quality
> Originals with Text and Photo
> Text/Photo/Map
> 🔒 Printed Image
> 🔒 Photo
> Text
> ↩ Back
>   Priority Level

– <Text/Photo/Map>: For originals that contain text, photos, and maps

> 📝 **NOTE**
>
> If you select <Text/Photo/Map>, you can set priority on <Text> or <Photo>. Press the right Any key to select <Priority Level>, then use [▼], [▲], [◀], [▶] or ⊚ (Scroll Wheel) to adjust the priority revel.

– <Printed Image>: For originals that contain dot photos such as magazines
– <Photo>: For photo paper originals such as photos
– <Text>: For originals that contain only text

6 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

> ⊚ : Start Copy
> ⊚ : Original Image Quality Settings
> 100 % ▯ 🗋 LTR 12
> 🗂 100% 1:1
> Text/Photo/Map
> ▮→▮ N on 1: Off
> R⎯R Sharpness: 0
> Mode Memory   Preview Img.

7 Press ⊚ (Start).

> 0002 (P 1) Printing...
>
> ▪ 100 % ▯ 🗋 LTR
> ▪ Sheet   Copies   Print Status
>   1 ✕ 4 / 12 =
> ▪ Avail. Mem.   99 %
>   Cancel   Done

If you want to copy multiple originals using the platen glass, set an original and press ⊚ (Start) once for each page.

8 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.
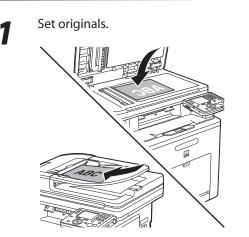
Multiple Originals onto One Sheet (N on 1)

This mode enables you to reduce multiple originals to fit on one sheet of paper (one-sided/two-sided). You can make well-organized copies by copying multiple originals onto one sheet. This mode enables you to cut print costs by saving copy paper, and it is also useful for saving space.

The default setting is <Off>.

2 On 1

Originals   Copy

or

4 On 1

Originals   Copy

or

✎ NOTE

– The N on 1 mode cannot be used with the ID Card Copy, Original Frame Erase mode, Book Frame Erase, or Binding Erase mode. For details about the erase mode, see "Erasing Shadows/Lines," on p. 4-44.
– The reduction ratio is automatically set so that the originals fit onto the selected paper size.

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

> **NOTE**
>
> When placing horizontal (landscape) originals into the feeder in the 2 on 1 mode, place the originals bottom side up.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

```
     Copy
     Send/Fax
     Scan to Store
     Direct Print
  Device Info.    Additional Func.
```

4 Use [▼], [▲] or ◉ (Scroll Wheel) to display <Copy Multiple Pages onto 1 Page>, then press [OK].

```
  : Start Copy
  : Copy Multiple Pages onto 1 Page
  100 %      1   LTR
         100%  1:1
         Text/Photo/Map
      ▶   N on 1: Off
  R ─ R  Sharpness: 0
  Mode Memory      Preview Img.
```

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select the combination type, then press [OK].

```
  : Set N on 1
  Copy 2 Pages on 1 Page
  ▶   Off
  ▶   2 On 1
  ▶   4 On 1
  ↵   Back

               Option
```

– <2 On 1>: This setting reduces two 1-sided originals or one 2-sided original to fit onto one side or both sides of the copy sheet.
– <4 On 1>: This setting reduces four 1-sided or two 2-sided originals to fit onto one side or both sides of the copy sheet.
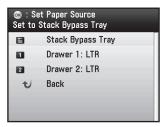
If you select <4 On 1>, you can specify the copy layout. Press the right Any key to select <Option>, then select the desired layout type.

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the original size, then press [OK].

> **OK** : Set Original Size
> LTR Originals
> LTR
> LGL
> STMT
> Back
>
> A/B Sizes

📝 NOTE

To switch to the A/B Sizes, press the left Any key to select <A/B Sizes>.

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the paper source, then press [OK].

> **OK** : Set Paper Source
> Set to Stack Bypass Tray
> 🗐 Stack Bypass Tray
> ❶ Drawer 1: LTR
> ❷ Drawer 2: LTR
> ↩ Back

If you select <Stack Bypass Tray>, specify the paper size and type.

📝 NOTE

– If you want to make two-sided copies of N on 1, see "2-Sided Copying," on p. 4-23.
– If you want to make N on 1 copies from two-sided originals, select <2-Sided to 1-Sided> in the two-sided settings. For details, see "2-Sided Copying," on p. 4-23.
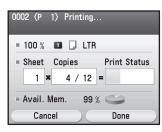
8 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

> ◎ : Start Copy
> **OK** : N on 1 Settings
> 100 %   ❶ 🗐 LTR   **12**
> ✂ Custom Copy Ratio
> 🖼 📄 Text/Photo/Map
> ▮→▮ 2 On 1
> R — R Sharpness: 0
> Mode Memory   Preview Img.

9 Press ◎ (Start).

> 0002 (P 1) Printing...
>
> ▪ 100 % ❶ 🗐 LTR
> ▪ Sheet Copies   Print Status
>   1 ✕   4 / 12 =
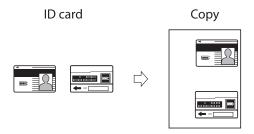> ▪ Avail. Mem.   99 % ⬤
>   Cancel   Done

If you want to copy multiple originals using the platen glass, set an original and press ◎ (Start) once for each page. After scanning all originals, press the right Any key to select <Done>.

10 Press ⬭ (Main Menu) to return to the Main Menu screen.

Copying

Making ID Card Copies

This mode enables you to copy the both sides of an ID card on one side of paper at actual size.
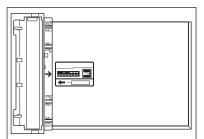
ID card   Copy

📝 NOTE

– The ID Card Copy mode can be combined with the Color Mode, Density/Background Rem., Original Image Quality, Collate, Copies, or Sharpness settings. Other setting combinations are not available.
– Place the ID card on the platen glass when using this function. Make sure that no originals are placed in the feeder.
– The zoom ratio is automatically set to 100% with this mode. You cannot change the copy ratio.
– The ID Card Copy mode can be used with LTR or A4 paper.

1 Place the ID card on the platen glass as illustrated.

Place the ID card on the middle of the left side of the platen glass.
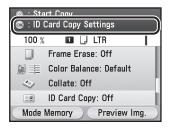
2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

4 Use [▼], [▲] or ◉ (Scroll Wheel) to display <ID Card Copy Settings>, then press [OK].

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <On>, then press [OK].

```
OK : Set ID Card Copy
Copy Front and Back on One Page
┌─────────────────────────────────────┐
│ Front    ─── ≡■        Off           │
│                        On            │
│ Back     ─── ≡                       │
│                        Back          │
│ For Front Side only, ID Card Copy    │
│ settings are not required.           │
└─────────────────────────────────────┘
```

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select the paper source, then press [OK].

```
OK : Select ID Card Copy Paper
Make Copies with Drawer 1 Paper
┌─────────────────────────────────────┐
│ ▤       Stack Bypass Tray            │
│ ❶ ▯     Drawer 1: LTR                │
│ ❷ ▯     Drawer 2: LTR                │
│ ↩       Back                         │
└─────────────────────────────────────┘
```

7 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
◈ : Start Copy
OK : ID Card Copy Settings
┌─────────────────────────────────────┐
│          ❶ ▯ LTR        12           │
│ ▧    Frame Erase: Off                │
│ ▤≣   Color Balance: Default          │
│ ✎    Collate: Off                    │
│ ▱▸▨  ID Card Copy: On                │
│ Mode Memory       Preview Img.       │
└─────────────────────────────────────┘
```
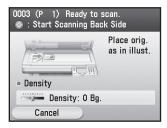
8 Press ◈ (Start).

```
0003 (P  1)  Ready to scan.
◈ : Start Scanning Back Side
┌─────────────────────────────────────┐
│                   Place orig.        │
│                   as in illust.      │
│                                      │
│ ▫ Density                            │
│ ───▮───  Density: 0 Bg.              │
│ Cancel                               │
└─────────────────────────────────────┘
```

– You can adjust the copy density and base color by pressing [OK] to proceed to the Density setting display. After the settings are complete, press [OK] to return to the previous display. For details on density and base color settings, see "Adjusting Density," on p. 4-19.

– Proceed to step 9 if density and base color adjustment is not necessary.

9 To scan one side of the ID card, press ◈ (Start).

10 To scan the other side, turn the ID card and place it on the platen glass, then press ◈ (Start).

```
0003 (P  1)  Ready to scan.
◎ : Start Scanning Back Side
┌─────────────────────────────────────┐
│                   Place orig.        │
│                   as in illust.      │
│                                      │
│ ▫ Density                            │
│ ───▮───  Density: 0 Bg.              │
│ Cancel                               │
└─────────────────────────────────────┘
```

You can adjust the copy density and base color as indicated in step 8 to scan the other side of the ID card.

```
0002 (P  1)  Printing...
┌─────────────────────────────────────┐
│ ▫ 100 %  ❶ ▯ LTR                     │
│ ▫ Sheet   Copies     Print Status    │
│     1  ✖   4 / 12  =                 │
│ ▫ Avail. Mem.   99 %                 │
│ Cancel            Done               │
└─────────────────────────────────────┘
```

11 Press ⬭ (Main Menu) to return to the Main Menu screen.

Copying

Adjusting Sharpness

You can set the sharpness of the copied image. If you want to copy text and lines more clearly, move the sharpness scale to the right. If you want to copy a halftone original such as a picture, move the sharpness scale to the left.
The default setting is <0>.

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Copy>, then press [OK].

▦	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to display <Sharpness Settings>, then press [OK].

⬆ : Start Copy		
ⓞⓚ : Sharpness Settings		
100 %	❶ 🗋 LTR	
▥	100% 1:1	
▨▥▦	Text/Photo/Map	
▥➜▥	N on 1: Off	
R➜R	Sharpness: 0	
Mode Memory	Preview Img.	

5 Use [▼], [▲], [◀], [▶] or ◎ (Scroll Wheel) to adjust the sharpness, then press [OK].

ⓞⓚ : Set Sharpness
Adjust with Right/Left Key or Dial
Low   High
◀ ⌄ ⌄ ⌄ ⎮ ⌄ ⌄ ▶
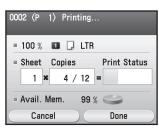
– To make copies of printed images or other halftones, move the sharpness scale to the left.
– To make copies of blueprints or faint pencil-drawn images, move the sharpness scale to the right.

6 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
◎ : Start Copy
OK : Sharpness Settings
    100 %      ▣  ▢  LTR      12
    ▥    100%  1:1
  ▦▦▦  Text/Photo/Map
  ▧→▧  N on 1: Off
 R ═══ R  Sharpness: 0
  Mode Memory        Preview Img.
```

7 Press ◎ (Start).

```
0002 (P  1)  Printing...

 ▫ 100 %   ▣  ▢  LTR
 ▫ Sheet   Copies        Print Status
      1  ✖   4 / 12  =
 ▫ Avail. Mem.    99 %  ◗
   Cancel              Done
```

If you want to copy multiple originals using the platen glass, set an original and press ◎ (Start) once for each page.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Copying
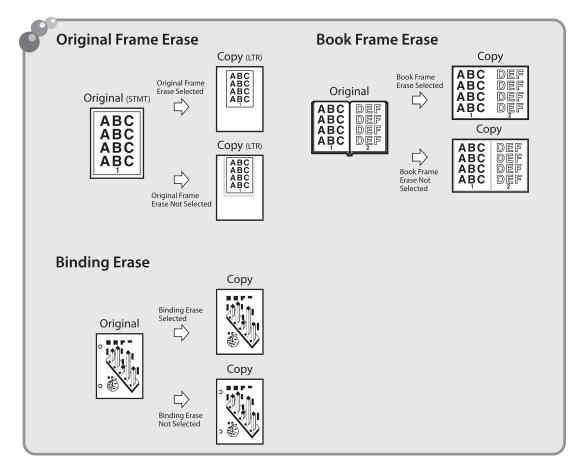
Erasing Shadows/Lines

This mode enables you to erase shadows and lines that appear when using various types of originals. The following three Frame Erase modes are available: Original Frame Erase, Book Frame Erase, and Binding Erase.
The default setting is <Off>.

Original Frame Erase

Original (STMT)

Original Frame Erase Selected

Copy (LTR)

Original Frame Erase Not Selected

Copy (LTR)

Book Frame Erase

Original

Book Frame Erase Selected

Copy

Book Frame Erase Not Selected

Copy

Binding Erase

Original

Binding Erase Selected

Copy

Binding Erase Not Selected

Copy
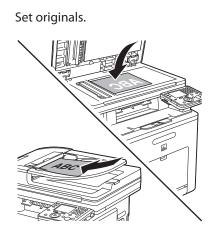
> 📝 **NOTE**
>
> – Combinations of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.
> – Frame Erase modes cannot be used with the ID Card Copy mode.

Copying

Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.

✎ **NOTE**

The Original Frame Erase mode cannot be used with the N on 1 mode.
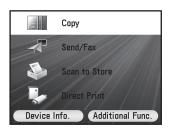
1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

```
           Copy
    ✦     Send/Fax
    ⬓     Scan to Store
    ⬒     Direct Print
  Device Info.    Additional Func.
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Shadow/Frame Erase Settings>, then press [OK].

```
  ⊚ : Start Copy
  ⊚ : Shadow/Frame Erase Settings
  100 %      ▯ ▯ LTR
  ▯     Frame Erase: Off
  ▯▤    Color Balance: Default
  ⬓     Collate: Off
  ▤▤    ID Card Copy: Off
  Mode Memory      Preview Img.
```

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Original Frame Erase>, then press [OK].

```
  ⊚ : Set Frame Erase
  Copy Shadow/Frame Line Removal
  ▯     Off
  ▯     Original Frame Erase
  ▥     Book Frame Erase
  ▯     Binding Erase
  ↻     Back
```
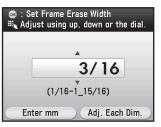
Copying

4-45

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select the original size, then press [OK].

> ⊙ : Set Original Size
> LTR Originals
> LTR
> LGL
> STMT
> Back
>
> A/B Sizes

🖉 NOTE

To switch to the A/B Sizes, press the left Any key to select <A/B Sizes>.

■ If you want to set the same width for all four borders:

① Use [▼], [▲] or ◎ (Scroll Wheel) to enter a frame erase width value, then press [OK].

> ⊙ : Set Frame Erase Width
> ⊞ Adjust using up, down or the dial.
>
> ▲
> **3/16**
> ▼
> (1/16–1_15/16)
>
> Enter mm   Adj. Each Dim.

🖉 NOTE

– The default setting is <3/16" (6 mm)>. The maximum original frame erase width that you can set is <1 15/16" (50 mm)>.
– To enter values in millimeters, press the left Any key to select <Enter mm>. When entering the value in millimeters, you can also use [▼], [▲], ◎ (Scroll Wheel), and ⓪–⑨ (numeric keys).
– If you want to change the value, press ⓒ (Clear) before entering the new value.
– If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

■ If you want to set the top, left, right, and bottom widths independently:

① Press the right Any key to select <Adj. Each Dim.>.

> ⊙ : Set Frame Erase Width
> ⊞ Adjust using up, down or the dial.
>
> ▲
> **3/16**
> ▼
> (1/16–1_15/16)
>
> Enter mm   Adj. Each Dim.

② Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired frame erase borders, then press [OK].

> ⊙ : Set Frame Erase Width
> Location of Set Originals
> Top: 3/16
> Left: 3/16
> Right: 3/16
> Bottom: 3/16
> Apply Settings
>
> Enter mm   Uniform Margin

🖉 NOTE

To enter values in millimeters, press the left Any key to select <Enter mm>. When entering the value in millimeters, you can also use [▼], [▲], ◎ (Scroll Wheel), and ⓪–⑨ (numeric keys).

③ Use [▼], [▲] or ⊙ (Scroll Wheel) to enter a frame erase width value, then press [OK].

```
OK : Set Frame Erase Width
     Adjust using up, down or the dial.


              ▲
           3/16
              ▼
        (1/16-1_15/16)
```

NOTE
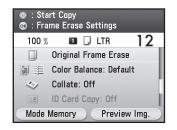
– The default setting is <3/16" (6 mm)>. The maximum original frame erase width that you can set is <1 15/16" (50 mm)>.
– If you want to change the value, press Ⓒ (Clear) before entering the new value.
– If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

④ Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Apply Settings>, then press [OK].
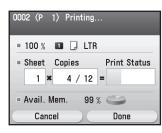
```
OK : Set Frame Erase Width
     Location of Set Originals
  Top: 3/16
  Left: 3/16
  Right: 3/16
  Bottom: 3/16
  Apply Settings
    Enter mm      Uniform Margin
```

The display will return to the Copy top screen.

7 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
◎ : Start Copy
OK : Frame Erase Settings
 100 %    ■  🗌 LTR      12
   🗌     Original Frame Erase
   ▦ ≣    Color Balance: Default
   ✎      Collate: Off
   ▦      ID Card Copy: Off
  Mode Memory      Preview Img.
```

8 Press ◎ (Start).

```
0002 (P  1)  Printing...

 ■ 100 %   ■  🗌 LTR
 ■ Sheet  Copies     Print Status
     1  ✖   4 / 12  =
 ■ Avail. Mem.   99 %
   Cancel           Done
```
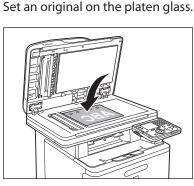
If you want to copy multiple originals using the platen glass, set an original and press ◎ (Start) once for each page.

9 Press ▭ (Main Menu) to return to the Main Menu screen.

Copying

Book Frame Erase

This mode erases the dark borders and the center and contour lines that appear when you copy facing pages in a book or bound original onto a single sheet of paper.

📎 **NOTE**

– The Book Frame Erase mode cannot be used with the N on 1.
– You must place an original on the platen glass when using this function.

1 Set an original on the platen glass.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Copy>, then press [OK].

▦	Copy
◈	Send/Fax
✎	Scan to Store
⬜	Direct Print
Device Info.	Additional Func.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to display <Shadow/Frame Erase Settings>, then press [OK].

🅞 : Start Copy	
🆗 : Shadow/Frame Erase Settings	
100 % 🔳 🗋 LTR	
🗋	Frame Erase: Off
🖼 🗏	Color Balance: Default
✐	Collate: Off
🪪	ID Card Copy: Off
Mode Memory	Preview Img.
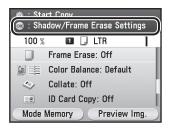
5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Book Frame Erase>, then press [OK].

🆗 : Set Frame Erase	
Book Frame Erase Shadow Rem.	
🗋	Off
🗋	Original Frame Erase
📖	Book Frame Erase
🗋	Binding Erase
↻	Back

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select the original size, then press [OK].

```
ⓄⓀ : Set Original Size
LTR Originals
LTR
LGL
STMT
Back

    A/B Sizes
```

📝 **NOTE**

To switch to the A/B Sizes, press the left Any key to select <A/B Sizes>.
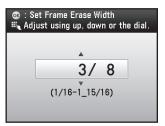
7 Enter the each erase width value:

■ If you want to specify the erase width value for center:

① Use [▼], [▲] or ◎ (Scroll Wheel) to select <Center>, then press [OK].
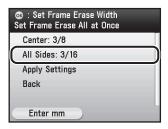
```
ⓄⓀ : Set Frame Erase Width
Set Frame Erase All at Once
Center: 3/8
All Sides: 3/16
Apply Settings
Back

    Enter mm
```

📝 **NOTE**

To enter values in millimeters, press the left Any key to select <Enter mm>.

② Use [▼], [▲] or ◎ (Scroll Wheel) to enter a frame erase width value, then press [OK].

```
ⓄⓀ : Set Frame Erase Width
⯑ Adjust using up, down or the dial.

            ▲
         3/  8
            ▼
       (1/16-1_15/16)
```

📝 **NOTE**
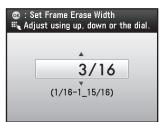
– The default setting is <3/8" (10 mm)>. The maximum original frame erase width that you can set is <1 15/16" (50 mm)>.
– When entering the value in millimeters, you can also use [▼], [▲], ◎ (Scroll Wheel), or ⓪–⑨ (numeric keys).
– If you want to change the value, press ⓒ (Clear) before entering the new value.
– If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

■ If you want to specify the erase width value for all sides:

① Use [▼], [▲] or ◎ (Scroll Wheel) to select <All Sides>, then press [OK].

```
ⓄⓀ : Set Frame Erase Width
Set Frame Erase All at Once
Center: 3/8
All Sides: 3/16
Apply Settings
Back

    Enter mm
```

Copying

② Use [▼], [▲] or ◉ (Scroll Wheel) to enter a frame erase width value, then press [OK].

OK : Set Frame Erase Width
Adjust using up, down or the dial.

▲

3/16

▼

(1/16-1_15/16)

📝 NOTE

The default setting is <3/16" (6 mm)>. The maximum original frame erase width that you can set is <1 15/16" (50 mm)>.

---

8 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Apply Settings>, then press [OK].

OK : Set Frame Erase Width
Set Frame Erase All at Once
Center: 3/8
All Sides: 3/16
Apply Settings
Back

Enter mm

9 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

◉ : Start Copy
OK : Frame Erase Settings
100 %   🔳 🗋 LTR   **12**
🔲 Book Frame Erase
Color Balance: Default
Collate: Off
ID Card Copy: Off

Mode Memory   Preview Img.

10 Press ◉ (Start).

0002 (P 1) Printing...

▪ 100 %   🔳 🗋 LTR
▪ Sheet   Copies   Print Status
   1 ✖   4 / 12 =
▪ Avail. Mem.   99 % ⬭

Cancel   Done

If you want to copy multiple originals using the platen glass, set an original and press ◉ (Start) once for each page.

11 Press ⬭ (Main Menu) to return to the Main Menu screen.

Binding Erase

This mode erases the shadows that appear on copies from binding holes on originals.

> 📝 **NOTE**
>
> – Do not place originals with binding holes into the feeder, as this may damage the originals.
> – The borders you do not select are attenuated when using this function.
> – You must place an original on the platen glass when using this function.

1 Set an original on the platen glass.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Copy>, then press [OK].

4 Use [▼], [▲] or ⊙ (Scroll Wheel) to display <Shadow/Frame Erase Settings>, then press [OK].

5 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Binding Erase>, then press [OK].

Copying

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the original size, then press [OK].

> ⓄⓀ : Set Original Size
> LTR Originals
> LTR
> LGL
> STMT
> Back
>
> A/B Sizes

📝 **NOTE**

To switch to the inch sizes, press the left Any key to select <A/B Sizes>.

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the hole punch location, then press [OK].

> ⓄⓀ : Set Hole Punch Location
> Location of Set Originals
> Top: 3/4
> Left
> Right
> Bottom
> Back
> Enter mm

📝 **NOTE**

To enter values in millimeters, press the left Any key to select <Enter mm>.

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the frame erase width, then press [OK].
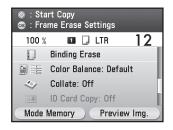
> ⓄⓀ : Set Frame Erase Width
> ▨ Adjust using up, down or the dial.
>
> ▲
> **3/ 4**
> ▼
> (3/16–13/16)

📝 **NOTE**

– The default setting is <3/4" (18 mm)>. The maximum original frame erase width that you can set is <13/16" (20 mm)>.
– If you want to change the value, press ⓒ (Clear) before entering the new value.
– If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
– When entering the value in millimeters, you can also use [▼], [▲], ⊚ (Scroll Wheel), or ⓪–⑨ (numeric keys).

9 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

> ⊚ : Start Copy
> ⓄⓀ : Frame Erase Settings
> 100 %   ▯ LTR   **12**
> ▯   Binding Erase
> ▤▤   Color Balance: Default
> ✎   Collate: Off
> ▭   ID Card Copy: Off
> Mode Memory   Preview Img.

10 Press ⓞ (Start).

```
0002 (P  1) Printing...

  100 %   ▣  ▯  LTR

  Sheet   Copies      Print Status
    1  ✱   4 / 12  =

  Avail. Mem.    99 %

   Cancel          Done
```

If you want to copy multiple originals using the platen glass, set an original and press ⓞ (Start) once for each page.

11 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Adjusting Color Balance

This mode enables you to adjust the color balance depending on the color of the originals.
The adjusted color balance can be stored and named so that you can use them repeatedly.

1 Set documents.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

```
      Copy

      Send/Fax

      Scan to Store

      Direct Print

  Device Info.    Additional Func.
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Color Adjustment>, then press [OK].

```
   : Start Copy
   : Color Adjustment
  100 %      ◼  ☐  LTR

    ☐    Frame Erase: Off
         Color Balance: Default
         Collate: Off
    ⬚    ID Card Copy: Off
  Mode Memory        Preview Img.
```

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired color, then press [OK].

```
   : Set Color to Balance
  Yellow Strength Adjustment
    Yellow: 0
    Magenta: 0
    Cyan: 0
    Black :0
    Back
       Set          Recall/Register
```

6 Use [▼], [▲], [◀], [▶] or ⊙ (Scroll Wheel) to adjust the strength of each color then, press [OK].

```
⊙ : Set Yellow Adjustment
Adjust with Right/Left Key or Dial

    −        0        +
◀ · · · · · · · · · · · · ▶
```

– To weaken the selected color, move the adjust scale to the left.
– To heighten the selected color, move the adjust scale to the right.

7 Press the left Any key to select <Set>.

```
⊙ : Set Color to Balance
Yellow Strength Adjustment
Yellow: 0
Magenta: 0
Cyan: 0
Black :0
Back
   Set        Recall/Register
```

8 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

```
◎ : Start Copy
⊙ : Color Adjustment
100 %    ▣ 🗋 LTR      12
  🗋    Frame Erase: Off
 📖 ≡   Color Balance: Default
  ✎    Collate: Off
 🖽    ID Card Copy: Off
Mode Memory    Preview Img.
```

9 Press ◎ (Start).

```
0002 (P  1) Printing...

= 100 %   ▣  🗋  LTR
= Sheet   Copies      Print Status
    1  ✖   4 / 12  =
= Avail. Mem.    99 % ◔
   Cancel          Done
```

If you want to copy multiple originals using the platen glass, set an original and press ◎ (Start) once for each page.

10 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Copying

Registering Color Balance

This section describes how to register the color balance setting. Up to four different settings can be stored.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print

Device Info.   Additional Func.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to display <Color Adjustment>, then press [OK].

⊙ : Start Copy
⊙ : Color Adjustment
100 %   1   LTR
   Frame Erase: Off
   Color Balance: Default
   Collate: Off
   ID Card Copy: Off
Mode Memory   Preview Img.

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired color, then press [OK].

⊙ : Set Color to Balance
Yellow Strength Adjustment
Yellow: 0
Magenta: 0
Cyan: 0
Black :0
Back
Set   Recall/Register

5 Use [▼], [▲], [◀], [▶] or ◉ (Scroll Wheel) to adjust the strength of each color, then press [OK].

⊙ : Set Yellow Adjustment
Adjust with Right/Left Key or Dial

−   0   +
◀   ▶

– To weaken the selected color, move the adjust scale to the left.
– To heighten the selected color, move the adjust scale to the right.

6 Press the right Any key to select <Recall/Register>.

⊙ : Set Color to Balance
Yellow Strength Adjustment
Yellow: 0
Magenta: 0
Cyan: 0
Black :0
Back
Set   Recall/Register

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select the memory key that you want to store the color balance setting under, then press the right Any key to select <Register/Erase>.

```
OK : Recall Color Balance
Recall this Color Balance
    C1
    C2
    C3
    C4
    Back
                    Register/Erase
```

8 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Settings>.

```
OK : Recall Color Balance
Recall this Color Balance
    C1
    C2      Register Settings
    C3      Register Name
    C4      Erase
    Back
                    Register/Erase
```
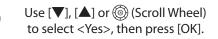
■ If you want to name the color balance setting:

① Use [▼] or ◎ (Scroll Wheel) to select <Register Name>, then press [OK].

```
OK : Recall Color Balance
Recall this Color Balance
    C1
    C2      Register Settings
    C3      Register Name
    C4      Erase
    Back
                    Register/Erase
```

② Use the software keyboard to enter a name, then press the right Any key to select <Set>.

```
Register Name (Max 10 char.)
OK : Set Characters
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
    Backspace           Set
```

– You can enter up to 10 characters for the name.
– For information on using the software keyboard, see "Entering Characters," on p. 1-19.

9 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Yes>, then press [OK].

```
Register the current settings?



    No
    Yes

```

10 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Copying

4-57

Recalling Registered Color Balance

This section describes how to recall registered Color Balance.
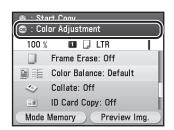
1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Color Adjustment>, then press [OK].

4 Press the right Any key to select <Recall/Register>.

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired memory key, then press [OK].

6 Press the left Any key to select <Set>.

7 Press ⬭ (Main Menu) to return to the Main Menu screen.

Deleting Color Balance

This section describes how to delete the color balance setting.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select
<Copy>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to
display <Color Adjustment>, then press
[OK].

: Start Copy	
ⓞⓚ : Color Adjustment	
100 % ▫ ▯ LTR	
▯ Frame Erase: Off	
▣▤ Color Balance: Default	
◈ Collate: Off	
▤ ID Card Copy: Off	
Mode Memory	Preview Img.

4 Press the right Any key to select <Recall/
Register>.

ⓞⓚ : Set Color to Balance	
Yellow Strength Adjustment	
Yellow: 0	
Magenta: 0	
Cyan: 0	
Black :0	
Back	
Set	Recall/Register

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select
the memory key that you want to delete,
then press the right Any key to select
<Register/Erase>.

ⓞⓚ : Recall Color Balance	
Recall this Color Balance	
C1	
C2	
C3	
C4	
Back	
	Register/Erase

6 Use [▼] or ◉ (Scroll Wheel) to select
<Erase>, then press [OK].

ⓞⓚ : Recall Color Balance	
Recall this Color Balance	
C1	
C2	Register Settings
C3	Register Name
C4	
Back	Erase
	Register/Erase

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select
<Yes>, then press [OK].

Is it OK to erase?
No
Yes

8 Press ⬭ (Main Menu) to return to the
Main Menu screen.

Copying
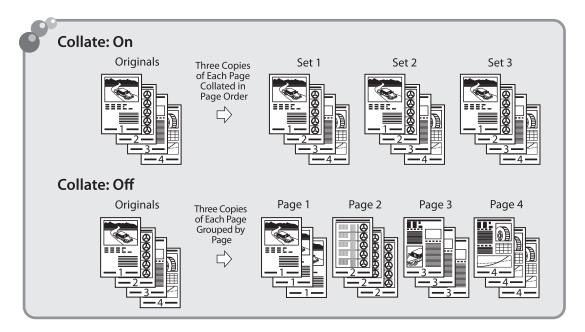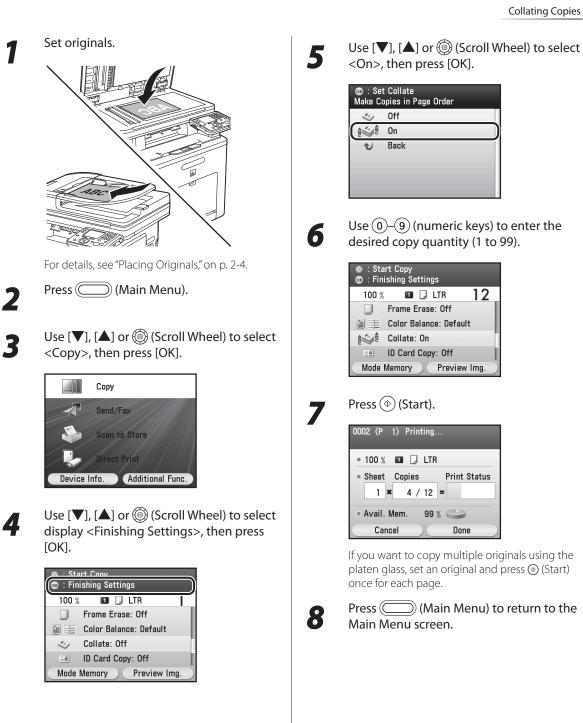
Collating Copies

You can sort copies into sets arranged in page order. This function is useful when making handouts for meetings.
The default setting is <Off>.

Collate: On

| Originals | Three Copies of Each Page Collated in Page Order | Set 1 | Set 2 | Set 3 |

Collate: Off

| Originals | Three Copies of Each Page Grouped by Page | Page 1 | Page 2 | Page 3 | Page 4 |

1 Set originals.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Copy>, then press [OK].

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select display <Finishing Settings>, then press [OK].

> ◉ : Start Copy
> ⓞⓚ : Finishing Settings
> 100 %   ▮ 🗍 LTR
> 🗍 Frame Erase: Off
> Color Balance: Default
> Collate: Off
> ID Card Copy: Off
> Mode Memory   Preview Img.

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <On>, then press [OK].

> ⓞⓚ : Set Collate
> Make Copies in Page Order
> Off
> On
> Back

6 Use ⓪–⑨ (numeric keys) to enter the desired copy quantity (1 to 99).

> ◉ : Start Copy
> ⓞⓚ : Finishing Settings
> 100 %   ▮ 🗍 LTR   12
> 🗍 Frame Erase: Off
> Color Balance: Default
> Collate: On
> ID Card Copy: Off
> Mode Memory   Preview Img.

7 Press ◈ (Start).

> 0002 (P 1) Printing...
> ▪ 100 % ▮ 🗍 LTR
> ▪ Sheet Copies   Print Status
>   1 ✖ 4 / 12 =
> ▪ Avail. Mem.   99 %
>   Cancel   Done

If you want to copy multiple originals using the platen glass, set an original and press ◈ (Start) once for each page.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Copying

Making Multiple Copies

This section describes how to make multiple copies.

1 Set documents.

For details, see "Placing Originals," on p. 2-4.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Copy>, then press [OK].

4 Use [▼], [▲] or ◎ (Scroll Wheel) to
display <Number of Copies Settings>,
then press [OK].

5 Use ⓪–⑨ (numeric keys), [▼], [▲] or ◎
(Scroll Wheel) to enter the desired copy
quantity (1 to 99), then press [OK].

6 Press ⊙ (Start).

If you want to copy multiple originals using the
platen glass, set an original and press ⊙ (Start)
once for each page.

7 Press ⬭ (Main Menu) to return to the
Main Menu screen.

Checking Current Settings

This section describes how to visually confirm the settings selected for the copy.
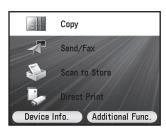
1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

3 Press the right Any key to select <Preview Img.>.

◎ : Start Copy
ⓒ : Color Mode Settings

100 %	◻ LTR	1
▥/▣	Auto-color Select	
▣	Drawer 1: LTR	
	Density: 0 Bg.	
🗎→🗎	2-Sided: Off	
Mode Memory	Preview Img.	

4 Check the current settings, then press the right Any key to select <Done>.

Preview Image
Display Current Setting Details

Done

📎 NOTE

Actual scanned image of the original will not be displayed.

5 Press ⬭ (Main Menu) to return to the Main Menu screen.

Frequently Used Settings (Mode Memory)

You can set any possible combination of copy modes and store them as a mode memory.
There are four mode memories, and they can be assigned names for increased convenience.
This feature is useful for storing frequently used copy settings.

📝 NOTE

Even if the power is turned OFF, the copy settings stored in memory keys are not deleted.

Registering Mode Memory

This section describes how to register the copy settings to a mode memory.

📝 NOTE
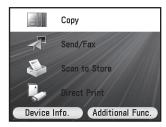
Even if the power is turned OFF, the copy settings stored in memory keys are not deleted.

1 Press ⬤ (Main Menu).
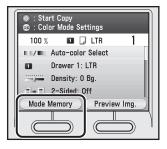
2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

🔲	Copy
↙	Send/Fax
📠	Scan to Store
🖨	Direct Print

Device Info.   Additional Func.

3 Press the left Any key to select <Mode Memory>.

```
◎ : Start Copy
⬤ : Color Mode Settings
  100 %    🔲 🗐 LTR        1
🔲/⬛ Auto-color Select
🔲   Drawer 1: LTR
···· Density: 0 Bg.
🔲·🔲 2-Sided: Off
Mode Memory      Preview Img.
```

📝 NOTE

The currently specified settings are registered for the mode memory.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select the mode memory key that you want to store the copy settings under, then press the right Any key to select <Register/Erase>.

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Settings>.
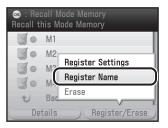
■ If you want to name the mode memory setting:

① Use [▼] or ◎ (Scroll Wheel) to select <Register Name>, then press [OK].

② Use the software keyboard to enter a name, then press the right Any key to select <Set>.

– You can enter up to 10 characters for the name.
– For information on using the software keyboard, see "Entering Characters," on p. 1-19.

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Yes>, then press [OK].

If you want to check the details of the setting, use [▼] or ◎ (Scroll Wheel) to select <Details>, then press [OK].

7 Press (Main Menu) to return to the Main Menu screen.

Copying

4-65

Recalling Mode Memory

This section describes how to recall the registered mode memories.
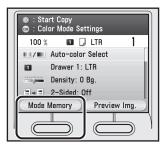
1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

3 Press the left Any key to select <Mode Memory>.

◎ : Start Copy
⊙ : Color Mode Settings

100 %	⬛ ▭ LTR	1
▣/▨	Auto-color Select	
⬛	Drawer 1: LTR	
⸬	Density: 0 Bg.	
▤→▤	2-Sided: Off	

Mode Memory	Preview Img.

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired mode memory, then press [OK].

⊙ : Recall Mode Memory
Recall this Mode Memory

⬚ ○	M1
⬚ ○	M2
⬚ ○	M3
⬚ ○	M4
↵	Back

Details	Register/Erase

Checking Mode Memory

This section describes how to confirm the registered mode memories.
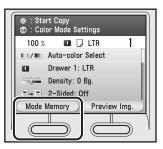
1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Press the left Any key to select <Mode Memory>.

> ◉ : Start Copy
> ◉ : Color Mode Settings
> 100 %   ▮ ☐ LTR   1
> ▮/▮ Auto-color Select
> ▮ Drawer 1: LTR
> Density: 0 Bg.
> 2-Sided: Off
> Mode Memory   Preview Img.

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired mode memory, then press the left Any key to select <Details>.

> ◉ : Recall Mode Memory
> Recall this Mode Memory
> ○ M1
> ○ M2
> ○ M3
> ○ M4
> ↰ Back
> Details   Register/Erase

5 Check the details of the mode memory, then press the right Any key to select <Done>.

> ◉ Mode Memory Details
> ▮/▮ Auto-color Select
> Density: 0 Bg.
> 2-Sided: Off
> 100% 1:1
> ▮ Drawer 1: LTR
> Done

6 Press ⬭ (Main Menu) to return to the Main Menu screen.

Copying

4-67

Deleting Mode Memory

This section describes how to delete the copy settings from the mode memory list.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Copy>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print

Device Info. Additional Func.

3 Press the left Any key to select <Mode
Memory>.

◎ : Start Copy
OK : Color Mode Settings
100 %   LTR   1
 Auto-color Select
 Drawer 1: LTR
 Density: 0 Bg.
 2-Sided: Off
Mode Memory   Preview Img.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select
the mode memory key that you want to
delete, then press the right Any key to
select <Register/Erase>.

OK : Recall Mode Memory
Recall this Mode Memory
 M1
 M2
 M3
 M4
 Back
Details   Register/Erase

5 Use [▼] or ◎ (Scroll Wheel) to select
<Erase>, then press [OK].

OK : Recall Mode Memory
Recall this Mode Memory
 M1
 M2   Register Settings
 M3   Register Name
 M4   Erase
 B
Details   Register/Erase

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Yes>, then press [OK].

Is it OK to erase?

No
Yes

7 Press ⬭ (Main Menu) to return to the
Main Menu screen.

Changing Standard Mode

The Standard mode is the combination of copy modes that the machine automatically applies when the power is turned ON, or when ⊘ (Reset) is pressed. You can change the Standard mode to suit your needs.

The default settings are as follows:

- **– <Color Mode Settings>: Auto-color Select**
- **– <Paper Source Settings>: Drawer 1: LTR**
- **– <Density/Background Rem. Set.>: 0**
- **– <Various 2-Sided Settings>: Off**
- **– <Copy Ratio Settings>: 100%**
- **– <Original Image Quality Settings>: Text/Photo/Map**
- **– <Copy Multiple Pages onto 1 Page>: Off**
- **– <Sharpness Settings>: 0**
- **– <Shadow/Frame Erase Settings>: Off**
- **– <Color Adjustment>: Default**
- **– <Finishing Settings>: Off**
- **– <ID Card Copy Settings>: Off**
- **– <Number of Copies Settings>: 1**

1 Press ▭ (Main Menu).
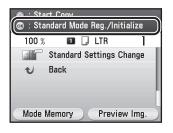
2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

🔲	Copy
📠	Send/Fax
🖨	Scan to Store
🖨	Direct Print

Device Info.   Additional Func.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to display <Standard Mode Reg./Initialize>, then press [OK].

 ⊙ : Start Copy
 ⓞ : Standard Mode Reg./Initialize
 100 % ▯ ▯ LTR 1
 ▦ Standard Settings Change
 ↩ Back

Mode Memory   Preview Img.

✎ NOTE

The currently specified settings are registered as the standard mode.

4 Press [OK] to select <Register>.

```
Standard Settings Change
Standard Settings Registration
Register
Initialize
Back
```

5 Use [▼] or ⊚ (Scroll Wheel) to select
<Yes>, then press [OK].

```
Make the current settings
standard?



No
Yes
```

6 Press ⊂⊃ (Main Menu) to return to the
Main Menu screen.

Initializing Standard Mode

This section describes how to initialize the current standard mode.
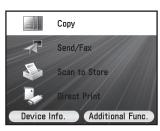
1
Press ⬭ (Main Menu).

2
Use [▼], [▲] or ◎ (Scroll Wheel) to select <Copy>, then press [OK].

▦	Copy
⬈	Send/Fax
⬙	Scan to Store
⬘	Direct Print

Device Info.   Additional Func.

3
Use [▼], [▲] or ◎ (Scroll Wheel) to display <Standard Mode Reg./Initialize>, then press [OK].

⬟ : Start Copy
ⓞⓚ : Standard Mode Reg./Initialize
100 %   🔳 🗋 LTR
▦   Standard Settings Change
↩   Back

Mode Memory   Preview Img.

4
Use [▼], [▲] or ◎ (Scroll Wheel) to select <Initialize>, then press [OK].

Standard Settings Change
Change Standard to Factory Setting
Register
Initialize
Back

5
Use [▼] or ◎ (Scroll Wheel) to select <Yes>, then press [OK].

Is it OK to initialize?

No
Yes

6
Press ⬭ (Main Menu) to return to the Main Menu screen.

Checking and Canceling Copy Jobs/Checking Copy Logs

This section describes how to confirm copy jobs/logs, or cancel copy jobs.

Checking Copy Jobs

You can check the status of a copy job while it is printing or waiting to be processed.

1 Press ⬭ (Status Monitor/Cancel).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Copy>, then press [OK].

```
     Status Monitor/Cancel
  ⓞⓚ : Select
  ○  ▥   Copy
  ○  ◢   Send/Store
  ○  🖶   Fax
  ○  🖹   Print
  ○  🖷   Receive
  Device Info.        Done
```

3 Use [▼], [▲] or (Scroll Wheel) to select <Job Status>, then press [OK].

```
        Copy
  ⓞⓚ : Select
  Job Status
  Log
  Back
```

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired job, then press the left Any key to select <Details>.

```
  Copy Job Status
      Select Job with Up/Down Keys
  0001  06:40    1 x 99   Printing...
  0002  06:40    1 x 99   Waiting...
  0003  06:40    1 x 99   Waiting...
  0004  06:40    1 x 99   Waiting...

     Details            Cancel
```

5 Check the copy status, then press the right Any key to select <Done>.

```
  Details
  Display Selected Job Details
  Job No.          0001
  Status           Printing...
  Set Time         07/01/2008 14:44
  Dept. ID         -------
  Sheets x Copies  1 x 28 / 50
                           Done
```

6 Press ⬭ (Main Menu) to return to the Main Menu screen.

Canceling Copy Jobs

You can cancel a copy job while it is printing or waiting to be processed.

1 Press ⬭ (Status Monitor/Cancel).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Copy>, then press [OK].

> **Status Monitor/Cancel**
> ⊙ : Select
> ○ 🖻 **Copy**
> ○ 🖅 Send/Store
> ○ 🖷 Fax
> ○ 🖶 Print
> ○ 🖷 Receive
> Device Info.   Done

3 Use [▼], [▲] or (Scroll Wheel) to select <Job Status>, then press [OK].

> **Copy**
> ⊙ : Select
> **Job Status**
> Log
> Back

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired job, then press the right Any key to select <Cancel>.

> **Copy Job Status**
>   Select Job with Up/Down Keys
> 0001 06:40   1 x 99   Printing...
> 0002 06:40   1 x 99   Waiting...
> 0003 06:40   1 x 99   Waiting...
> 0004 06:40   1 x 99   Waiting...
>   Details   Cancel

If you want to check the copy information, press the left Any key to select <Details>.

5 Use [▼] or ⊚ (Scroll Wheel) to select <Yes>, then press [OK].

> Is it OK to cancel?
> No
> **Yes**

6 Press ⬭ (Main Menu) to return to the Main Menu screen.

Copying

4-73

Checking Copy Logs

You can check copy logs that contain detailed information of finished copy jobs.

1 Press ⬭ (Status Monitor/Cancel).

2 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Copy>, then press [OK].

```
Status Monitor/Cancel
ok : Select
○ 🖳  Copy
○ 🖃  Send/Store
○ 🖷  Fax
○ 🖅  Print
○ 🖳  Receive
  Device Info.          Done
```

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Log>, then press [OK].

```
    Copy
ok : Select
  Job Status
  Log
  Back
```

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired job, then press the left Any key to select <Details>.

```
Copy Job Log
     Select Job with Up/Down Keys
0003 11:14    2 x 15  OK
0002 11:22    5 x 15  OK
0001 11:26    2 x 15  OK


     Details
```

5 Check the copy log, then press the right Any key to select <Done>.

```
Details
Display Selected Job Details
Job No.      0006
Result       OK (#001)
Start Time   07/30/2008  11:10
End Time     07/30/2008  11:14
Dept. ID     0000006
                  Done
```

6 Press ⬭ (Main Menu) to return to the Main Menu screen.

Fax
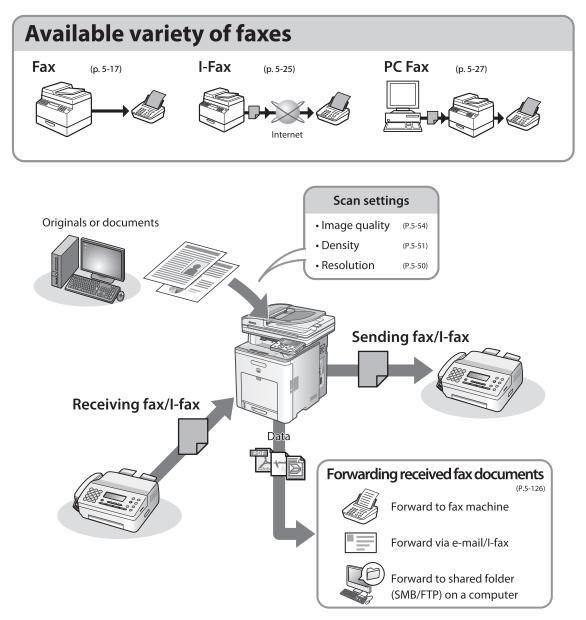
Chapter 5
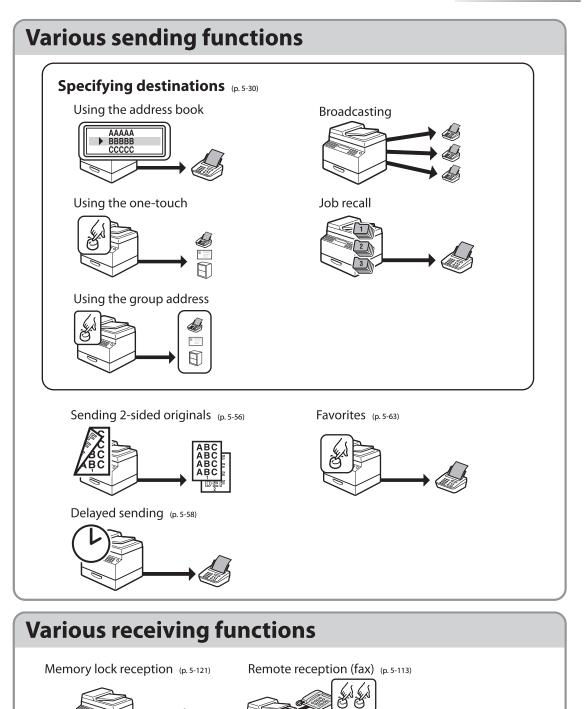
Overview of Fax Functions

In addition to supporting the Super G3 fax functions, this machine enables you to send/receive I-faxes and send faxes from your computer. Received fax/I-fax documents can be also forwarded to specified destinations such as other fax machines and computers.

Available variety of faxes

Fax (p. 5-17)	I-Fax (p. 5-25)	PC Fax (p. 5-27)

Internet

Originals or documents

Scan settings
- Image quality (P.5-54)
- Density (P.5-51)
- Resolution (P.5-50)

Sending fax/I-fax

Receiving fax/I-fax

Data

Forwarding received fax documents (P.5-126)

Forward to fax machine

Forward via e-mail/I-fax

Forward to shared folder (SMB/FTP) on a computer

Various sending functions

Specifying destinations (p. 5-30)

Using the address book

Broadcasting

Using the one-touch

Job recall

Using the group address

Sending 2-sided originals (p. 5-56)

Favorites (p. 5-63)

Delayed sending (p. 5-58)

Various receiving functions

Memory lock reception (p. 5-121)

Remote reception (fax) (p. 5-113)

Fax

Introduction to Using Fax Functions

The necessary settings before sending fax documents are as follows.

Your fax number

Register your machine's fax number. (See "Registering Your Machine's Fax Number," on p. 5-16.)

Your personal name or company name

Register your name or company name. (See "Registering the Machine's Name," on p. 5-14.)

Time and date

Set the current time and date. (See "Setting the Current Date and Time," on p. 5-12.)

Your telephone line type
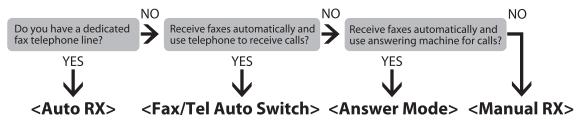
Set the type of telephone line that is connected to the machine. (See "Setting the Type of Telephone Line," on p. 5-13.)

Fax receiving mode

Set how the machine receives fax documents to suit your needs. (See "Methods for Receiving Faxes," on p. 5-4.)

Methods for Receiving Faxes

Your machine provides several methods for receiving fax documents. You can receive documents automatically or manually. Follow the chart below to choose the fax receive mode that best suits your needs. The default setting is <Auto RX>.
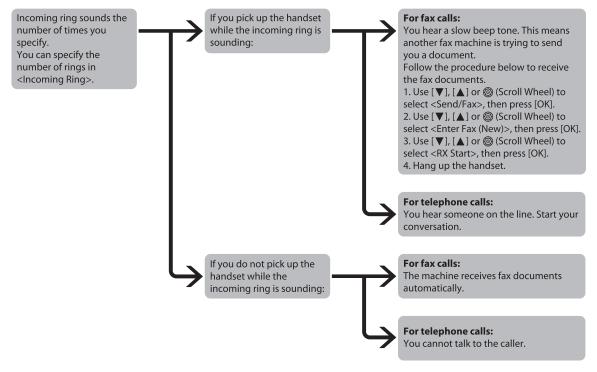
● Auto RX Mode

In this mode, the machine receives documents automatically. Select this mode if you use the machine for fax operations only, and not for voice communications using an external telephone.

● Before using this mode

Simply set the receive mode to <Auto RX>. (See "Selecting the Receive Mode," on p. 5-9.)

● When an incoming call is received

– With no external telephone connected to the machine:
  - For fax calls, the machine receives fax documents automatically.
  - For telephone calls, you cannot talk to the caller.

– With external telephone connected to the machine:

Incoming ring sounds the number of times you specify. You can specify the number of rings in <Incoming Ring>.		If you pick up the handset while the incoming ring is sounding:		**For fax calls:** You hear a slow beep tone. This means another fax machine is trying to send you a document. Follow the procedure below to receive the fax documents. 1. Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send/Fax>, then press [OK]. 2. Use [▼], [▲] or ◎ (Scroll Wheel) to select <Enter Fax (New)>, then press [OK]. 3. Use [▼], [▲] or ◎ (Scroll Wheel) to select <RX Start>, then press [OK]. 4. Hang up the handset.
				For telephone calls: You hear someone on the line. Start your conversation.
		If you do not pick up the handset while the incoming ring is sounding:		**For fax calls:** The machine receives fax documents automatically.
				For telephone calls: You cannot talk to the caller.

📝 **NOTE**

If you want to change <Incoming Ring>, see "Setting the Incoming Ring Tone," on p. 5-111.

Fax

● Fax/Tel Auto Switch Mode

In this mode, the machine receives documents automatically for fax calls and the external telephone connected to the machine rings for telephone calls. (If <Incoming Ring> is set to <On>, the external telephone rings for both fax and telephone calls. To set the telephone to ring only when a telephone call is received, set <Incoming Ring> to <Off>.)

● Before using this mode

Make sure to do the following:

– Connect your external telephone to the machine. (See "Introduction of the Machine," in the e-Manual.)
– Set the receive mode to <Fax/Tel Auto Switch>. (See "Selecting the Receive Mode," on p. 5-9.)

● When an incoming call is received

Incoming ring sounds the number of times you specify. You can specify the number of rings in <Incoming Ring>.	If you pick up the handset within the specified number of times:	**For fax calls:** You hear a slow beep tone. This means another fax machine is trying to send you a document. Follow the procedure below to receive the fax documents. 1. Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send/Fax>, then press [OK]. 2. Use [▼], [▲] or ◎ (Scroll Wheel) to select <Enter Fax (New)>, then press [OK]. 3. Use [▼], [▲] or ◎ (Scroll Wheel) to select <RX Start>, then press [OK]. 4. Hang up the handset.
	If you do not pick up the handset within the specified times:	**For telephone calls:** You hear someone on the line. Start your conversation.
	When the incoming ring tone stops, the machine detects whether the call is a fax or telephone call within a limited time. ・You can specify the length of the detection time in <Ring Start Time>.	**For fax calls:** The machine receives fax documents automatically.
		For telephone calls: The call ring tone is activated. Pick up the handset to start your conversation. • You can specify the length of ring time in <Fax/Tel Ring Time>. • If you do not pick up the handset while the incoming ring tone is sounding, the machine disconnects the call or switches to the fax receive mode. You can specify which action is taken in <After Ring Action>.

📝 **NOTE**

– Incoming calls or outgoing calls may not work properly, depending on the type of the external telephone connected to the machine.
– If you want to change <Incoming Ring>, see "Setting the Incoming Ring Tone," on p. 5-111.
– If you want to change <Ring Start Time>, <Fax/Tel Ring Time>, or <After Ring Action>, see "Selecting the Receive Mode," on p. 5-9.

Fax
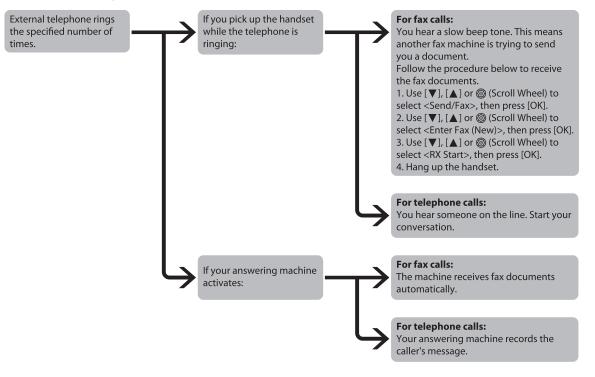
Answer Mode

In this mode, the machine receives documents automatically for fax calls and your answering machine records a message for telephone calls.

● Before using this mode

Make sure to do the following:

− Connect your external telephone with built-in answering machine to the machine. (See "Introduction of the Machine," in the e-Manual.)
− Set your answering machine to answer after 1 to 2 rings.
− Record a message on your answering machine. (When you record a message, we recommend you insert about 4 seconds of silence at the beginning of the message, or limit the message to 20 seconds.)
− Set the receive mode to <Answer Mode>. (See "Selecting the Receive Mode," on p. 5-9.)

● When an incoming call is received

External telephone rings the specified number of times.	→	If you pick up the handset while the telephone is ringing:	→	**For fax calls:** You hear a slow beep tone. This means another fax machine is trying to send you a document. Follow the procedure below to receive the fax documents. 1. Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send/Fax>, then press [OK]. 2. Use [▼], [▲] or ◎ (Scroll Wheel) to select <Enter Fax (New)>, then press [OK]. 3. Use [▼], [▲] or ◎ (Scroll Wheel) to select <RX Start>, then press [OK]. 4. Hang up the handset.
			→	**For telephone calls:** You hear someone on the line. Start your conversation.
		If your answering machine activates:	→	**For fax calls:** The machine receives fax documents automatically.
			→	**For telephone calls:** Your answering machine records the caller's message.

Fax

NOTE

− This mode does not support voice mail.
− Make sure to change the receive mode if you turn off your answering machine; otherwise, the machine cannot receive fax documents automatically.
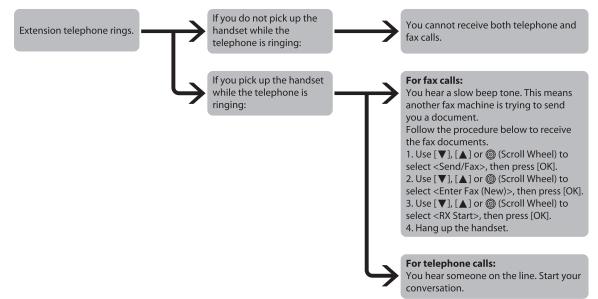
Manual RX Mode

In this mode, you can monitor all incoming calls by picking up the handset each time your telephone rings. This mode is a suitable option if you expect to use the machine mainly as a telephone, and only occasionally receive fax documents.

● Before using this mode

Make sure to do the following:

– Connect your external telephone to the machine. (See "Introduction of the Machine," in the e-Manual.)
– Set the receive mode to <Manual RX>. (See "Selecting the Receive Mode," on p. 5-9.)

● When an incoming call is received

| Extension telephone rings. | → | If you do not pick up the handset while the telephone is ringing: | → | You cannot receive both telephone and fax calls. |

| | | If you pick up the handset while the telephone is ringing: | → | **For fax calls:** You hear a slow beep tone. This means another fax machine is trying to send you a document. Follow the procedure below to receive the fax documents. 1. Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send/Fax>, then press [OK]. 2. Use [▼], [▲] or ◎ (Scroll Wheel) to select <Enter Fax (New)>, then press [OK]. 3. Use [▼], [▲] or ◎ (Scroll Wheel) to select <RX Start>, then press [OK]. 4. Hang up the handset. |

| | | | → | **For telephone calls:** You hear someone on the line. Start your conversation. |

*If <Remote RX> is set to <On>, you can also start to receive fax documents by dialing from your telephone. (See "Receiving Documents Manually with an External Telephone (Remote Reception)," on p. 5-113.)

🖉 NOTE

If you do not pick up the handset, you receive neither telephone nor fax calls. However, setting <Manual/Auto Switch> to <On> enables you to receive fax documents automatically after the telephone rings for a specified length of time. (See "Adjusting the Auto Switch Time for the Manual RX Mode," on p. 5-115.)

Fax

DRPD Mode

DRPD (Distinctive Ring Pattern Detection) service assigns two or more telephone numbers with distinctive ring patterns to a single telephone line, allowing you to have both a fax number(s) and a telephone number(s) using only one telephone line. Your fax will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Set the fax ring pattern that matches the pattern assigned by your telephone company. Contact your telephone company for availability.

● Before using this mode

Make sure to do the following:

– Subscribe to a DRPD service. Contact your telephone company for availability.

– Connect your external telephone to the machine. (See "Introduction of the Machine," in the e-Manual.)

– Set the receive mode to <DRPD>. (See "Selecting the Receive Mode," on p. 5-9.)
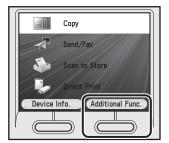
Selecting the Receive Mode

Select the fax receive mode to suite your needs.
The default setting is <Auto RX>.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax Settings>, then press [OK].

Fax

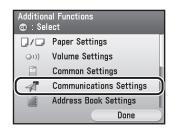**5** Use [▼], [▲] or ◎ (Scroll Wheel) to select <RX Settings>, then press [OK].

> Fax Settings
> ◎ : Select
> User Settings
> TX Settings
> RX Settings
> Back
>   Done

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Reception Mode Selection>, then press [OK].

> RX Settings
> ◎ : Select
> ▪ ECM RX
>   ▷ On
> ▪ Reception Mode Selection
>   ▷ Auto RX
> ▪ Incoming Ring
>   ▷ Off
>   Done

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired receive mode, then press [OK].
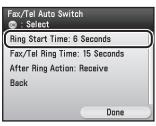
> Fax/Tel Auto Switch
> ◎ : Select
> Ring Start Time: 0 Seconds
> Fax/Tel Ring Time: 15 Seconds
> After Ring Action: Receive
> Back
>   Done

For <Fax/Tel Auto Switch> and <DRPD>, you can specify optional settings. If you want to specify the optional settings, press [OK] again.
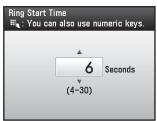
■ If you specify the optional settings for <Fax/Tel Auto Switch>:

① Use [▼], [▲] or ◎ (Scroll Wheel) to select <Fax/Tel Auto Switch>, then press the right Any key to select <Option>.

> Reception Mode Selection
> Fax/Tel Auto Switch
> Auto RX
> Fax/Tel Auto Switch
> Manual RX
> Answer Mode
> DRPD: Select Fax
>   Option

② Use [▼], [▲] or ◎ (Scroll Wheel) to select <Ring Start Time>, then press [OK].

> Fax/Tel Auto Switch
> ◎ : Select
> Ring Start Time: 6 Seconds
> Fax/Tel Ring Time: 15 Seconds
> After Ring Action: Receive
> Back
>   Done

③ Use [▼], [▲] or ◎ (Scroll Wheel) to specify the duration (4 to 30 seconds) for which the machine attempts to detect the fax tone before it starts ringing, then press [OK].

> Ring Start Time
> ▦ : You can also use numeric keys.
>   ▲
>   6   Seconds
>   ▼
>   (4–30)

– You can also use ⓪–⑨ (numeric keys) to specify the duration.
– If the machine receives a fax, the machine does not ring and switches to the receive mode automatically.
– The default setting is <6 Seconds>.

④ Use [▼], [▲] or ◉ (Scroll Wheel) to select
<Fax/Tel Ring Time>, then press [OK].

```
Fax/Tel Auto Switch
◉ : Select
Ring Start Time: 6 Seconds
Fax/Tel Ring Time: 15 Seconds
After Ring Action: Receive
Back
                              Done
```

⑤ Use [▼], [▲] or ◉ (Scroll Wheel) to specify
the duration (15 to 300 seconds) of ringing,
then press [OK].

```
Fax/Tel Ring Time
⌨ : You can also use numeric keys.

          ▲
        15   Seconds
          ▼
        (15-300)
```

– You can also use ⓪–⑨ (numeric keys) to
specify the duration.
– The default setting is <15 Seconds>.

⑥ Use [▼], [▲] or ◉ (Scroll Wheel) to select
<After Ring Action>, then press [OK].

```
Fax/Tel Auto Switch
◉ : Select
Ring Start Time: 6 Seconds
Fax/Tel Ring Time: 15 Seconds
After Ring Action: Receive
Back
                              Done
```

⑦ Use [▼], [▲] or ◉ (Scroll Wheel) to select
the action the machine will take after the
ringing ends, then press [OK].

```
After Ring Action
Automatically Switch RX Action
Done
Receive
Back
```

– <Done>: Disconnects the call.
– <Receive>: Receives a fax.

■ If you specify the optional settings for
<DRPD>:

① Use [▼], [▲] or ◉ (Scroll Wheel) to select
<DRPD>, then press the right Any key to
select <Option>.

```
Reception Mode Selection
Set to DRPD
Auto RX
Fax/Tel Auto Switch
Manual RX
Answer Mode
DRPD: Select Fax
                    Option
```

② Use [▼], [▲] or ◉ (Scroll Wheel) to select a
ring pattern, then press [OK].

```
DRPD: Select Fax
DRPD: Double
DOUBLE
SHORT-SHORT-LONG
SHORT-LONG-SHORT
OTHER
NORMAL
Back
```

8 Press ⬭ (Main Menu) to return to the
Main Menu screen.

Fax

Setting the Current Date and Time

You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Timer Settings>, then press [OK].

> Additional Functions
> 🆗 : Select
> 🖶 Printer Settings
> 🕐 Timer Settings
> 〰 Adjustment/Cleaning
> 📋 Report Settings
> ID System Management Set.
>   Done

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Date & Time Settings>, then press [OK].

> Timer Settings
> 🆗 : Select
> ▪ Date & Time Settings
> ▪ Auto Sleep Time
>   ▷ 60 Minutes
> ▪ Auto Clear Time
>   ▷ 2 Minutes
>   Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Current Time Settings>, then press [OK].

> Date/Time Settings
> 🆗 : Select
> ▪ Current Time Settings
>   ▷ 07/01/2008 15:50
>   Time Zone Settings
>
> ▪ Daylight Saving Time Set.
>   ▷ Off
>   Done

6 Enter the current date and time using ⓪–⑨ (numeric keys), then press [OK].

> Date/Time Settings
> 🆗 : Enter using the numeric keys.
>
>   MM/DD/YYYY
>   ──/──/──── ──:──

7 Press ⬭ (Main Menu) to return to the Main Menu screen.

Fax

Setting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

If this setting is incorrect, you will be unable to send faxes. Be sure to check the type of telephone line that you are using, and make the correct setting.

The default setting is <Tone>.

1 Press ⊜ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax Settings>, then press [OK].

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <User Settings>, then press [OK].

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Tel. Line Type Selection>, then press [OK].

Fax

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Manual>, then press [OK].

```
Tel. Line Type Selection
Set Tel. Line Type to Manual
  Manual
  Back
```

8 Use [▼], [▲] or ◎ (Scroll Wheel) to select the type of telephone line, then press [OK].

```
Tel. Line Type Selection
Pulse
  Pulse
  Tone
  Back
```

– <Pulse>: Pulse dialing
– <Tone>: Tone dialing
– If you do not know the telephone line type, call your telephone service provider for details.

9 Press ⬭ (Main Menu) to return to the Main Menu screen.
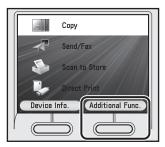
Registering the Machine's Name

Your name or company's name must be registered as the machine's name.
When you send a document, the name that you registered is printed as the sender's name on the recipient's paper.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

```
      Copy
      Send/Fax
      Scan to Store
      Direct Print
  Device Info.   Additional Func.
```

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Communications Settings>, then press [OK].

```
Additional Functions
ok : Select
  □/□  Paper Settings
  ○))  Volume Settings
       Common Settings
       Communications Settings
       Address Book Settings
                    Done
```

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Common Settings>, then press [OK].

> Communications Settings
> ◎ : Select
> **Common Settings**
> Fax Settings
> Back
>
> Done

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <TX Settings>, then press [OK].

> Common Settings
> ◎ : Select
> **TX Settings**
> RX Settings
> Back
>
> Done

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Register Unit Name>, then press [OK].

> TX Settings
> ◎ : Select
> ▪ **Register Unit Name**
>   ▷
> ▪ Data Compression Ratio
>   ▷ Normal
> ▪ Retry Times
>   ▷ 3 Times
>
> Done

7 Use the software keyboard to enter the machine's name, then press the right Any key to select <Set>.

> Unit Name Registration (24 char)
> ◎ : Set Characters
>   canon
> A/1 1 2 3 4 5 6 7 8 9 0 . - _ @
> Sym a b c d e f g h i j k l m ¥
>   n o p q r s t u v w x y z :
>   A B C D E F G H I J K L M ;
>   N O P Q R S T U V W X Y Z !
>   Space
>   Backspace   Set

For information on using the software keyboard, see "Entering Characters," on p. 1-19.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Fax

Registering Your Machine's Fax Number

Your machine's fax number must be registered. When you send a document, the number that you registered is printed on the recipient's paper.

1 Press ⬯ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

Additional Functions
⊛ : Select
▢/▢ Paper Settings
◔)) Volume Settings
▤ Common Settings
✐ Communications Settings
▦ Address Book Settings
Done

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax Settings>, then press [OK].

Communications Settings
⊛ : Select
Common Settings
Fax Settings
Back

Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <User Settings>, then press [OK].

Fax Settings
⊛ : Select
User Settings
TX Settings
RX Settings
Back

Done

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register Unit Telephone #>, then press [OK].

User Settings
⊛ : Select
▫ Register Unit Telephone #
   ▷
▫ Tel. Line Type Selection
   ▷ Tone
▫ Offhook Alarm
   ▷ On
Done
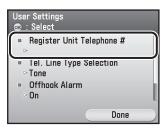
7 Enter the machine's fax number using ⓪–⑨ (numeric keys), then press the right Any key to select <Register>.

Register Unit Telephone #
⊛ : Enter using the numeric keys.
▤ = 031XXXXXXX
Register
Space
+
Backspace
                    Register

8 Press ⬯ (Main Menu) to return to the Main Menu screen.

Sending Fax Documents

This section describes the settings and procedures for sending fax documents.
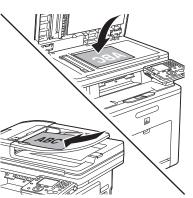
Basic Methods for Sending Faxes

This section describes the flow of sending faxes.

1 Place your originals.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].

```
OK : Select Send Type
New Fax Entry
      Address Book
      Search LDAP Server
      Enter Fax (New)
      Enter E-mail (New)
      Enter I-Fax (New)
   Favorites        One-touch
```

5 Enter the fax number using ⓪–⑨, ✳ and # (numeric keys).

```
  Enter Fax with Numeric Keys

      =
      Set Destination
      Backspace
      Pause
      Tone
         Hook
```
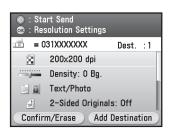
– You can enter up to 40 characters for the fax number.
– For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

Fax

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Set Destination>, then press [OK].

> ⚏ Enter Fax with Numeric Keys
>
> 🖷 = 031XXXXXXX
>
> **Set Destination**
>
> Backspace
>
> Pause
>
> Tone
>
> Hook

7 Make the scan settings you require.

> ◎ : Start Send
> ㏇ : Resolution Settings
> 🖷 = 031XXXXXXX   Dest. : 1
>
> 🔳 200x200 dpi
>
> ⚏ Density: 0 Bg.
>
> 🖹🔒 Text/Photo
>
> 🗐 2-Sided Originals: Off
>
> Confirm/Erase   Add Destination
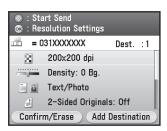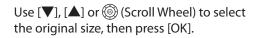
You can specify the following settings:
– <Resolution Settings>: Adjusts the resolution of originals. (See "Selecting Resolution," on p. 5-50.)
– <Density/Background Rem.Set.>: Adjusts the density and the background color of originals. (See "Adjusting Density," on p. 5-51.)
– <Original Image Quality Settings>: Adjusts the image quality of originals. (See "Selecting Image Quality," on p. 5-54.)
– <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See "2-Sided Original," on p. 5-56.)
– <Delayed TX Settings>: Sends scanned documents at a specified time. (See "Sending Originals at a Preset Time (Delayed Sending)," on p. 5-58.)
– <Direct Send Settings>: Sends each page of the document to the destination as it is scanned. (See "Direct Sending," on p. 5-61.)
– <Register Favorites>: Stores frequently used send settings for future use. (See "Favorites," on p. 5-63.)

8 Press ◎ (Start)
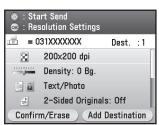
> ◎ : Start Send
> ㏇ : Resolution Settings
> 🖷 = 031XXXXXXX   Dest. : 1
>
> 🔳 200x200 dpi
>
> ⚏ Density: 0 Bg.
>
> 🖹🔒 Text/Photo
>
> 🗐 2-Sided Originals: Off
>
> Confirm/Erase   Add Destination

– Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
– To cancel scanning, press the left Any key to select <Cancel> or press ◎ (Stop).

9 Use [▼], [▲] or ◎ (Scroll Wheel) to select the original size, then press [OK].

> ㏇ : Set Original Size
>
> LTR
>
> LGL
>
> STMT
>
> Back
>
> A/B Sizes

10 Press ◎ (Start).

> ◎ : Start Send
> ㏇ : Resolution Settings
> 🖷 = 031XXXXXXX   Dest. : 1
>
> 🔳 200x200 dpi
>
> ⚏ Density: 0 Bg.
>
> 🖹🔒 Text/Photo
>
> 🗐 2-Sided Originals: Off
>
> Confirm/Erase   Add Destination

– Scanning starts.
– To cancel scanning, press the left Any key to select <Cancel> or press ◎ (Stop).

Fax

11 Follow the instructions on the display, then press ⓧ (Start) once for each original.

```
0001 (P  1) Ready to scan.
◈ : Start Scanning Next Original

 ▪ Dest.            1
 ▪ Page             1
 ▪ Document Size   (OK) : Change
                    🗋 LTR
 ▪ Avail. Mem.    99 %  ⬤
    Cancel              Done
```

12 When scanning is complete, press the right Any key to select <Done>.

```
0001 (P  2) Ready to scan.
◈ : Start Scanning Next Original

 ▪ Dest.            1
 ▪ Page             2
 ▪ Document Size   (OK) : Change
                    🗋 LTR
 ▪ Avail. Mem.    98 %  ⬤
    Cancel              Done
```

The scanned data is sent to the specified destination.

Calling the Recipient before Sending Fax Documents (Manual Sending)

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 group addresses for manual sending.

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

For information on how to connect an external telephone to the machine, see "Introduction of the Machine," in the e-Manual.

2 Place your originals.

🖉 NOTE

You can only send one page at a time when you place your original on the platen glass.

Fax

3 Press ⬭ (Main Menu).

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send/Fax>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].

OK : Select Send Type
New Fax Entry
Address Book
Search LDAP Server
Enter Fax (New)
Enter E-mail (New)
Enter I-Fax (New)
Favorites   One-touch

6 Press the left Any key to select <Hook> or pick up the handset of your external telephone.

Enter Fax with Numeric Keys
=
Set Destination
Backspace
Pause
Tone
Hook

7 Dial the recipient's fax number.
– You can enter up to 40 characters for the fax number.
– 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.

8 Talk through the handset to the recipient.
– If you select <Hook> in step 6, 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 10.

9 Ask the recipient to set their fax machine to receive faxes.

10 When you hear a high-pitched signal, use [▼], [▲] or ◎ (Scroll Wheel) to select <RX Start>, then press [OK] before hanging up the handset.

– Scanning starts, and the scanned data is sent to the specified destination.
– To cancel scanning, press the left Any key to select <Cancel>.

Fax

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).

NOTE

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

1 Press ⊂⊃ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].

4 Press the left Any key to select <Hook>.

5 Enter the number of the fax information service using ⓪–⑨ (numeric keys).

■If you are using one-touch:

① Use [▼], [▲] or ◉ (Scroll Wheel) to select <One-touch>, then press [OK].

② Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired one-touch, then press the right Any key to select <Set>.

Fax

6 When the recorded message of the information service answers, use [▼], [▲] or 🔘 (Scroll Wheel) to select <Tone> to switch to tone dialing, then press [OK].

```
🔳 Enter Fax with Numeric Keys
 ⊙ : Select
🖶 = 031XXXXXXX
 Tone
 RX Start
 One-touch
 200x200 dpi
                        Done
```

– If you are already using this machine with tone dialing, this step is not necessary.
– After you press <Tone>, <T> appears on the display.

7 Enter the numbers requested by the information service using ⓪–⑨ (numeric keys).

```
🔳 Enter Fax with Numeric Keys
 ⊙ : Select
🖶 = 031XXXXXXXT
 Tone
 RX Start
 One-touch
 200x200 dpi
                        Done
```

8 Use [▼], [▲] or 🔘 (Scroll Wheel) to select <RX Start>, then press [OK] if you require a faxed copy of the information.

```
🔳 Enter Fax with Numeric Keys
 ⊙ : Select
🖶 = 031XXXXXXXT031
 Tone
 RX Start
 One-touch
 200x200 dpi
                        Done
```

If you do not require a faxed copy of the information, press the right Any key to select <Done>.

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 Place your originals.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or 🔘 (Scroll Wheel) to select <Send/Fax>, then press [OK].

```
        Copy
        Send/Fax
        Scan to Store
        Direct Print
 Device Info.    Additional Func.
```

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].

```
ⓞⱪ : Select Send Type
New Fax Entry
  ▤  Address Book
  ▦  Search LDAP Server
  ▤  Enter Fax (New)
  ▤  Enter E-mail (New)
  ▤  Enter I-Fax (New)
  Favorites        One-touch
```

5 Enter the international access code using ⓪–⑨ (numeric keys).

```
≣ Enter Fax with Numeric Keys
  ▤ = 12
  Set Destination
  Backspace
  Pause
  Tone
        Hook
```

6 If necessary, use [▼], [▲] or ◉ (Scroll Wheel) to select <Pause>, then press [OK].

```
≣ Enter Fax with Numeric Keys
  ▤ = 12
  Set Destination
  Backspace
  Pause
  Tone
        Hook
```

🖉 NOTE

– 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 <Set Pause Time>. The default setting is two second. (See "Adjusting the Pause Time," on p. 5-78.)

7 Enter the country code, the area code, and the fax number of the recipient.

```
≣ Enter Fax with Numeric Keys
  ▤ = 12p031
  Set Destination
  Backspace
  Pause
  Tone
        Hook
```

8 If necessary, use [▼], [▲] or ◉ (Scroll Wheel) to select <Pause>, then press [OK].

```
≣ Enter Fax with Numeric Keys
  ▤ = 12p031pXXXXXXX
  Set Destination
  Backspace
  Pause
  Tone
        Hook
```

🖉 NOTE

Pauses entered at the end of fax numbers are always 10 seconds long.

9 Press ◉ (Start).

```
≣ Enter Fax with Numeric Keys
  ▤ = 12p031pXXXXXXXP
  Set Destination
  Backspace
  Pause
  Tone
        Hook
```

– Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
– To cancel scanning, press the left Any key to select <Cancel>.

Fax

10 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the original size, then press [OK].

```
ⓄⓀ : Set Original Size

LTR
LGL
STMT
Back

     A/B Sizes
```

11 Press ⊚ (Start).

```
⌨ Enter Fax with Numeric Keys

🖷 = 12p031pXXXXXXXP
Set Destination
Backspace
Pause
Tone
     Hook
```

– Scanning starts.
– To cancel scanning, press the left Any key to select <Cancel> or press ⊚ (Stop).

12 Follow the instructions on the display, then press ⊚ (Start) once for each original.

```
0002 (P  1)  Ready to scan.
⊚ : Start Scanning Next Original

▪ Dest.          1
▪ Page           1
▪ Document Size  ⓄⓀ : Change
                 🗋 LTR
▪ Avail. Mem.    99 %
   Cancel            Done
```

13 When scanning is complete, press the right Any key to select <Done>.

```
🖷 0002 Send
   Waiting to scan...
▪ Dest.          1
▪ Page           2
▪ Document Size  ⓄⓀ : Change
                 🗋 LTR
▪ Avail. Mem.    98 %
   Cancel            Done
```

The scanned data is sent to the specified destination.

Basic Methods for Sending I-Faxes

This section describes the flow of sending I-faxes.

📝 **NOTE**

– The following conditions are always selected:
  • Paper Size: LTR
  This is because the sender does not know whether the recipient's machine can receive sizes other than LTR. Originals larger than LTR are reduced to LTR size.
  • File Format: TIFF
  • Resolution: B&W 200 × 100 dpi or B&W 200 × 200 dpi
– For details on the I-fax functions, see "Fax," in the e-Manual.

1 Place your originals.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send/Fax>, then press [OK].

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Enter I-Fax (New)>, then press [OK].

5 Use the software keyboard to enter the I-fax address, then press the right Any key to select <Set>.
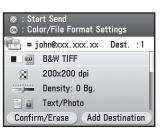
– You can enter up to 120 characters for the I-fax address.
– For information on using the software keyboard, see "Entering Characters," on p. 1-19.

Fax

6 Make the scan settings you require.

```
◎ : Start Send
ⓞⓚ : Color/File Format Settings
📠 = john@xxx.xxx.xx    Dest. : 1
■ 📇  B&W TIFF
   📊  200x200 dpi
   ▦  Density: 0 Bg.
   📄  Text/Photo
 Confirm/Erase   Add Destination
```
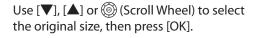
You can specify the following settings:
– <Color/File Format Settings>: Sets <B&W TIFF (Divide into Pages)> or <B&W TIFF (Do Not Divide into Pages)>.*
– <Resolution Settings>: Adjusts the resolution of originals. (See "Fax," in the e-Manual.)
– <Density/Background Rem.Set.>: Adjusts the density and the background color of originals. (See "Fax," in the e-Manual.)
– <Original Image Quality Settings>: Adjusts the image quality of originals. (See "Fax," in the e-Manual.)
– <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See "Fax," in the e-Manual.)
– <Delayed TX Settings>: Sends scanned documents at a specified time. (See "Fax," in the e-Manual.)
– <Send Document Name Settings>: Sets the document's name. (See "Fax," in the e-Manual.)
– <Subject/Message Settings>: Sets the subject line and message body text. (See "Fax," in the e-Manual.)
– <Reply-to Settings>: Sets the reply-to address. (See "Fax," in the e-Manual.)
– <Register Favorites>: Stores frequently used send settings for future use. (See "Fax," in the e-Manual.)

* If you want to divide multiple images into single pages and send each page as a separate file, use [▼], [▲] or ◎ (Scroll Wheel) to select <B&W TIFF (Divide into Pages)>, then press [OK].

If you want to send multiple images as a single file without dividing them, use [▼], [▲] or ◎ (Scroll Wheel) to select <B&W TIFF (Do Not Divide into Pages)>, then press [OK].

7 Press ◎ (Start).

```
◎ : Start Send
ⓞⓚ : Color/File Format Settings
📠 = john@xxx.xxx.xx    Dest. : 1
■ 📇  B&W TIFF
   📊  200x200 dpi
   ▦  Density: 0 Bg.
   📄  Text/Photo
 Confirm/Erase   Add Destination
```

– Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
– To cancel scanning, press the left Any key to select <Cancel> or press ◎ (Stop).

8 Use [▼], [▲] or ◎ (Scroll Wheel) to select the original size, then press [OK].

```
ⓞⓚ : Set Original Size
 LTR
 LGL
 STMT
 Back

   A/B Sizes
```

9 Press ◎ (Start).

```
◎ : Start Send
ⓞⓚ : Color/File Format Settings
📠 = john@xxx.xxx.xx    Dest. : 1
■ 📇  B&W TIFF
   📊  200x200 dpi
   ▦  Density: 0 Bg.
   📄  Text/Photo
 Confirm/Erase   Add Destination
```

– Scanning starts.
– To cancel scanning, press the left Any key to select <Cancel> or press ◎ (Stop).

Fax

10 Follow the instructions on the display, then press ⊚ (Start) once for each original.

```
0001 (P  1)  Ready to scan.
 ◈ : Start Scanning Next Original

 ▪ Dest.            1
 ▪ Page             1
 ▪ Document Size   ⊛ : Change
                    ▯ LTR
 ▪ Avail. Mem.     99 %  ▱
    Cancel              Done
```

11 When scanning is complete, press the right Any key to select <Done>.

```
0001 (P  2)  Ready to scan.
 ◈ : Start Scanning Next Original

 ▪ Dest.            1
 ▪ Page             2
 ▪ Document Size   ⊛ : Change
                    ▯ LTR
 ▪ Avail. Mem.     98 %  ▱
    Cancel              Done
```

The scanned data is sent to the specified destination.

Basic Methods for Sending PC Faxes

This section describes the flow of sending PC faxes.

📝 NOTE

– Faxing methods may differ depending on the application you are using. For details, see the instruction manuals provided with the application software.
– For details on the PC fax functions, see "Fax," in the e-Manual.

1 Open the document you want to fax from the application.

2 Select [Print] from the [File] menu.

📝 NOTE

The procedure for displaying the [Print] dialog box may differ depending on the application you are using.

3 Select your fax from [Name], then click [Properties].

📝 NOTE

– The fax name displayed in the fax driver screen is changed by settings in the [Printers] folder (or [Printers and Faxes]). (See "Fax," in the e-Manual.)
– The procedure for displaying the fax driver screen may differ depending on the applications you are using.

4 Configure the required settings in the fax driver screen, then click [OK].

5 Click [Print].

Fax

6 Specify recipient name and fax number in the [Sending Settings] sheet → click [Add to Destinations List].

📝 NOTE

- The number of recipients to which you can send simultaneously depends on the conditions of cover sheet attachment. For more information, click [Help] in the bottom right-hand corner of the fax driver window to view the online help.
- You can select a recipient from the address book by clicking [Address Book]. (See "Fax," in the e-Manual.)
- You can use or edit the address book only if you are permitted access to the folder where the address book file is saved (by default, Power Users and higher have access to the folder). If you are not permitted access to the folder, log on as a user who has access to the folder, or click [Specify a Folder] in the [Edit Address Book] sheet, and save the address book file in a folder, such as the [My Documents] folder, where you have write permission. (See "Fax," in the e-Manual.)
  When you click [Add to Destination List], a dialog box to prompt you to confirm the destination appears, if the Security Settings in the [Special] page is enabled. For more information, click [Help] in the bottom right-hand corner of the fax driver window to view the online help.

7 If you want to attach a cover sheet, select [Cover Sheet] sheet → specify a format for the cover sheet.

See "Fax," in the e-Manual for cover sheet attachment.

8 Click [OK].

Canceling Sending Fax Documents

Follow this procedure to cancel a transmission in progress.

1 Press ⬭ (Status Monitor/Cancel) during transmission.

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax>, then press [OK].

> Status Monitor/Cancel
> ⊛ : Select
> 　▥　　Copy
> ○ ◁　Send/Store
> ○ 📇　Fax
> 　🖨　Print
> ○ 📥　Receive
> 　Device Info.　　　　Done

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Send Job Status>, then press [OK].

> Fax
> ⊛ : Select
> Send Job Status
> Received Job Status
> Log
> Forwarding Error Status
> Back

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the job you want to cancel, then press the right Any key to select <Cancel>.

> Send Fax Job Status
> 　Select Job with Up/Down Keys
> 0002 09:30　　　Seq. 1 Sending...
> 0001 09:20　　　Sales Waiting...
> 0003 09:20　　　Sales Waiting...
>
> 　　Details　　　　　Cancel

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

> Is it OK to cancel?
>
> 　No
> 　Yes

6 Press ⬭ (Main Menu) to return to the Main Menu screen.

Specifying Destinations

This section describes how to specify a fax destination. You can select a destination stored in the Address Book or a one-touch, or specify a new destination.

NOTE

– If <Restrict New Addresses> in <Restrict the Send Function> in <System Management Set.> under <Additional Func.> is set to <On>, you can only specify a destination using <Address Book>, <Search LDAP Server>, or <Log>. If you select <Log>, you can select only settings stored. (See "Security," in the e-Manual.)
– The destination that you just specified is not stored in the Address Book. It is deleted once the document is sent.
– If you frequently send documents to the same destinations, store these destinations in the Address Book beforehand. (See "Registering Fax Numbers in the Address Book," on p. 3-2.)

Specifying a New Fax Number

You can specify a new fax number using ⓪–⑨, ⊛ and ⌗ (numeric keys).

NOTE

For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

3 Use [▼] , [▲] or ◉ (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].

4 Enter a fax number using ⓪–⑨, ✳ and
  # (numeric keys).

 You can enter up to 40 characters for the fax
number.
Details of each item are shown below.
– <Set Destination>: Set the desired
  destination.
– <Backspace>: Delete the last number entered.
– <Pause>: Insert a pause of several seconds in
  the fax number you are dialing. If you insert a
  pause within the fax number, the letter <p> is
  displayed between the numbers. If you insert
  a pause at the end of the fax number, the
  letter <P> appears.
  When dialing an overseas number, insert a
  pause after the country code and at the end
  of the fax number. (See "Dialing an Overseas
  Number (With Pauses)," on p. 5-22.)
– <Tone>: Select when you want to directly call
  an extension line that is connected to a PBX
  (Private Branch Exchange), which accepts only
  tone signals. If you select <Tone> and press
  [OK], the letter <T> appears.
– <Direct Send>: Send documents directly to
  the recipient. Select <On>, then press [OK]. If
  you do not select direct sending mode,
  memory sending mode is used. (See "Direct
  Sending," on p. 5-61.)
– <Hook>: Send a fax document manually or
  use tone dialing. (See "Calling the Recipient
  before Sending Fax Documents (Manual
  Sending)," on p. 5-19, or "Switching
  Temporarily to Tone Dialing," on p. 5-21.)

✎ NOTE
– You cannot insert a pause at the beginning of a
  number.
– If you enter a pause at the end of the number,
  the pause is always 10 seconds long.
– You can press Ⓒ (Clear) to clear your entry.
– If <Confirm Entered Fax No.> in <Restrict the
  Send Function> in <System Management Set.>
  under <Additional Func.> is set to <On>, you
  should enter the fax number again for
  confirmation. Enter the fax number you
  entered in step 4, then press [OK]. (See
  "Security," in the e-Manual.)
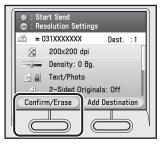
5 Use [▼] , [▲] or ⊚ (Scroll Wheel) to
  select <Set Destination>, then press [OK].

■ If you want to clear the specified
  destination:
① Press the left Any key to select <Confirm/
  Erase>.

Fax

5-31

② Check if the destination you want to clear is selected, then press the left Any key to select <Erase>.

```
    : Confirm Detailed Destination
  Press [Erase] to Erase Destination
       031XXXXXXX

    Erase              Done
```
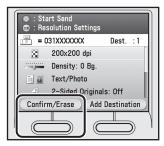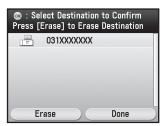
③ Specify a destination again.

```
    : Select Send Type
  Specify from Address Book
       Address Book
       Search LDAP Server
       Enter Fax (New)
       Enter E-mail (New)
       Enter I-Fax (New)
    Favorites           One-touch
```

■ If you want to confirm/edit the specified destination:

① Press the left Any key to select <Confirm/ Erase>.

```
    : Start Send
    : Resolution Settings
     = 031XXXXXXX      Dest. : 1
       200x200 dpi
       Density: 0 Bg.
       Text/Photo
       2-Sided Originals: Off
    Confirm/Erase     Add Destination
```

② Check if the destination you want to confirm or edit is selected, then press [OK].

```
    : Select Destination to Confirm
  Press [Erase] to Erase Destination
       031XXXXXXX

    Erase              Done
```

③ Confirm the specified destination.

```
    : Confirm/Edit Destination Details
  Selected Destination

  031XXXXXXX

              Confirm/Edit
  Reg. Add. Book        Done
```
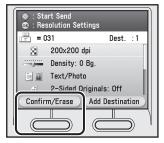
– To complete this procedure, press the right Any key to select <Done>.
– To edit the specified destination, press [OK], then edit the destination.

■ If you want to register the specified destination in the Address Book:

✎ NOTE

For the Color imageCLASS MF9220Cdn, you cannot register the destination in the following procedures.

① Press the left Any key to select <Confirm/ Erase>.

```
    : Start Send
    : Resolution Settings
     = 031          Dest. : 1
       200x200 dpi
       Density: 0 Bg.
       Text/Photo
       2-Sided Originals: Off
    Confirm/Erase     Add Destination
```

② Check if the destination you want to register is selected, then press [OK].

```
    : Select Destination to Confirm
  Press [Erase] to Erase Destination
       031XXXXXXX

    Erase              Done
```

③ Press the left Any key to select <Reg. Add. Book>.

```
ⓞⓚ : Confirm/Edit Destination Details
Selected Destination

031XXXXXXX




          Confirm/Edit

  Reg. Add. Book        Done
```

④ Register the specified destination.

```
Fax
ⓞⓚ : Select
  ▫  Display Name
     ▷
  ▫  Display Destination
     ▷ 031
  ↩ Back

     Cancel           Register
```

For details on how to register the destination in the Address Book, see "Registering Fax Numbers in the Address Book," on p. 3-2.

Using the Address Book

You must specify the destination to send documents. A maximum of 300 (200 for the Color imageCLASS MF9220Cdn) destinations (including 200 one-touch destinations) can be stored. If you store addresses in the Address Book, you can easily select them.

📝 NOTE

– To use this feature, you must first register destinations in the Address Book. (See "Registering Fax Numbers in the Address Book," on p. 3-2.)
– If you use the Color imageCLASS MF9220Cdn, you can register only one-touch destinations in the Address Book.
– Address Books can be saved, imported, and transferred using the Remote User Interface. (See "Settings from a PC," in the e-Manual.)
– For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Send/Fax>, then press [OK].

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Address Book>, then press [OK].

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired destination, then press [OK].
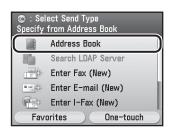
The icons displayed on the Address Book are:
– 🖷 : Fax
– 🖃 : E-mail
– 🖷 : I-Fax
– 🖶 : File Server
– 👥 : Group

You can select multiple destinations at a time.

📝 NOTE

– You can use [◀], [▶] to restrict the displayed range of destinations.
– If the register name is longer than 10 characters, the first 10 characters are displayed in the name column in the Address Book.
– If the registered destination name is longer than 13 characters, the first 13 characters are displayed in the destination column in the Address Book.
– To cancel a selected destination, select the destination again to clear the check mark.

5 Press the right Any key to select <Set>.

```
OK : Select/Clear Destination
Press [Set] to Set Destination
◄ All  0-9  ABC  DEF  GHI  JKL  MNO ►
  ☐  📠  Canon(Fax) 031XXXXXXX
  ☑  📠  Sales        sales@xxx.xxx
  ☐  📠  Developmen 1004.ftphost
  ☐  📠  Design Gro
  Reg/Edit/Erase          Set
```

■ If you want to clear the specified destination:

① Press the left Any key to select <Confirm/Erase>.

```
◎ : Start Send
OK : Resolution Settings
📠  Canon(Fax)          Dest. : 1
🔲  200x200 dpi
⊟  Density: 0 Bg.
📄  Text/Photo
📄  2-Sided Originals: Off
Confirm/Erase     Add Destination
```

② Check if the destination you want to clear is selected, then press the left Any key to select <Erase>.

```
OK : Confirm Detailed Destination
Press [Erase] to Erase Destination
📠  Canon(Fax)



  Erase              Done
```

If multiple destinations are specified, clear the other destinations as necessary.

③ Specify a destination again.

```
OK : Select Send Type
Specify from Address Book
  🔲  Address Book
  📋  Search LDAP Server
  📠  Enter Fax (New)
  📧  Enter E-mail (New)
  📠  Enter I-Fax (New)
  Favorites          One-touch
```

Fax

Using the One-Touch

You can specify up to 200 destinations in one-touch.

Follow the procedure below to start a transmission and send a document using one-touch.

✍ NOTE

– To use this feature, you must first register destinations in one-touch. (See "Registering Fax Numbers in One-Touch," on p. 3-32.)
– If you use the Color imageCLASS MF9220Cdn, you can register only one-touch destinations in the Address Book.
– For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

3 Press the right Any key to select <One-touch>.

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired destination, then press [OK].

You can select multiple destinations at a time.

✍ NOTE

To cancel a selected destination, select the destination again to clear the check mark.

5 Press the right Any key to select <Set>.

Fax

■ If you want to clear the specified destination:

① Press the left Any key to select <Confirm/Erase>.

```
◎ : Start Send
ⓞⓚ : Resolution Settings
🖨 Canon(Fax)          Dest. : 1
  ▨      200x200 dpi
 ▭▭▭    Density: 0 Bg.
 🖹🔒   Text/Photo
  ◿     2-Sided Originals: Off
 Confirm/Erase   Add Destination
```

② Check if the destination you want to clear is selected, then press the left Any key to select <Erase>.

```
ⓞⓚ : Confirm Detailed Destination
Press [Erase] to Erase Destination
 🖨    Canon(Fax)



   Erase           Done
```

If multiple destinations are specified, clear the other destinations as necessary.

③ Specify a destination again.

```
ⓞⓚ : Select Send Type
New Fax Entry
 ▦    Address Book
 ▩    Search LDAP Server
🖨►   Enter Fax (New)
✉►   Enter E-mail (New)
📠►   Enter I-Fax (New)
 Favorites        One-touch
```

Using the Group Addresses

Group address enables you to specify a group of registered destinations in the Address Book or one-touch. This is useful if you want to send the same document to several destinations. You can register up to 299 (199 for the Color imageCLASS MF9220Cdn) destinations in one group. You can use the group address from the Address Book or from the one-touch.

NOTE
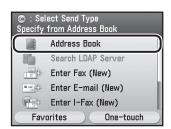
For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

Specifying a Group from the Address Book

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Send/Fax>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print

Device Info.　Additional Func.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Address Book>, then press [OK].

ok : Select Send Type
Specify from Address Book

- Address Book
- Search LDAP Server
- Enter Fax (New)
- Enter E-mail (New)
- Enter I-Fax (New)

Favorites　One-touch

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select
the desired group which is made up of
several destinations, then press [OK].

ok : Select/Clear Destination
Press [Set] to Set Destination

◀ All 0-9 ABC DEF GHI JKL MNO ▶

- ☐ Canon(Fax) 031XXXXXXX
- ☐ Sales sales@xxx.xxx
- ☐ Developmen 1004.ftphost
- ☐ Design Gro

Reg/Edit/Erase　Set

You can select multiple destinations at a time.

NOTE

– You can use [◀] or [▶] to restrict the displayed
range of destinations.
– To cancel a selected destination, select the
destination again to clear the check mark.

5 Press the right Any key to select <Set>.

ok : Select/Clear Destination
Press [Set] to Set Destination

◀ All 0-9 ABC DEF GHI JKL MNO ▶

- ☐ canon sales@xxx.xxx
- ☐ empty sales@xxx.xxx
- ☑ Design Gro

Reg/Edit/Erase　Set

■ If you want to clear the specified destination:

① Press the left Any key to select <Confirm/Erase>.

② Check if the destination you want to clear is selected, then press the left Any key to select <Erase>.

If multiple destinations are specified, clear the other destinations as necessary.

③ Specify a destination again.

Specifying a Group from the One-Touch

1 Press (Main Menu).

2 Use [▼], [▲] or (Scroll Wheel) to select <Send/Fax>, then press [OK].

3 Press the right Any key to select <One-touch>.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired group which is made up of several destinations, then press [OK].

```
OK : Select/Clear One-touch
Press [Set] to Set Destination
                          Dest. :  0
□  🖳 Sales(I-FAX)
□  🖬 Sales(FTP)
□  🖳 Sales(GROUP)
□  🖳 Canon(FAX)
Reg/Edit/Erase        Set
```

You can select multiple destinations at a time.

> 📝 **NOTE**
>
> To cancel a selected destination, select the destination again to clear the check mark.

5 Press the right Any key to select <Set>.

```
OK : Select/Clear One-touch
Press [Set] to Set Destination
005:sales@xxx.xxx.xx  Dest. :  2
□  🖳 Sales(I-FAX)
□  🖬 Sales(FTP)
☑  🖳 Sales(GROUP)
□  🖳 Canon(FAX)
Reg/Edit/Erase        Set
```

■ If you want to clear the specified destination:

① Press the left Any key to select <Confirm/Erase>.

```
◎ : Start Send
OK : Color/File Format Settings
🖳    canon group     Dest. :2
■ 🖳 B&W TIFF
  🖳 200x200 dpi
  ▭ Density: 0 Bg.
  🖳 Text/Photo
Confirm/Erase    Add Destination
```

② Check if the destination you want to clear is selected, then press the left Any key to select <Erase>.

```
OK : Confirm Detailed Destination
Press [Erase] to Erase Destination
🖳    canon group



Erase            Done
```

If multiple destinations are specified, clear the other destinations as necessary.

③ Specify a destination again.

```
OK : Select Send Type
New Fax Entry
🖬    Address Book
🖬    Search LDAP Server
🖳    Enter Fax (New)
🖳    Enter E-mail (New)
🖳    Enter I-Fax (New)
Favorites        One-touch
```

Sending Originals to More Than One Location (Broadcasting)

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

📝 NOTE

– A maximum of 332 (232 for the Color imageCLASS MF9220Cdn) destinations can be specified at the same time. (Out of the 332 or 232 destinations, 32 new destinations can be specified.) If you specify a group of several destinations, each destination 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 <Restrict Seq. Broadcast> is set to <Prohibit Broadcast>, you cannot send the documents to multiple recipients. (See "Security," in the e-Manual.)
– You cannot cancel to send only one destination out of the multiple destinations.
– If you specify e-mail or file server addresses as destinations, <Color/File Format Settings> appears on the Send Settings screen. However, this setting is disabled when sending faxes.

1 Place your originals.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

4 Specify a destination.

📝 NOTE

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

5 Press the right Any key to select <Add Destination>.

Fax

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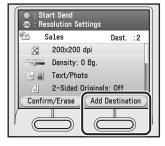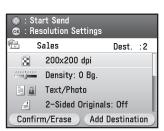
6 Repeat step 4 and 5 until all the destinations are set.

> 📝 **NOTE**
>
> – Up to 32 new destinations can be specified. If you add destinations, specify them from Address Book.
> – You cannot specify the detail settings for each destination.
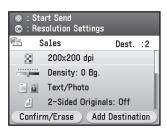
7 Press ◈ (Start).

```
◈ : Start Send
ᵒᵏ : Resolution Settings
📠   Sales            Dest.  :2
    🔲   200x200 dpi
    ░░░   Density: 0 Bg.
    📄🔒  Text/Photo
    📄   2-Sided Originals: Off
 Confirm/Erase    Add Destination
```

– Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
– To cancel scanning, press the left Any key to select <Cancel> or press 🔘 (Stop).

8 Use [▼], [▲] or 🎡 (Scroll Wheel) to select the original size, then press [OK].

```
ᵒᵏ : Set Original Size
LTR
LGL
STMT
Back

    A/B Sizes
```

9 Press ◈ (Start).

```
◈ : Start Send
ᵒᵏ : Resolution Settings
📠   Sales            Dest.  :2
    🔲   200x200 dpi
    ░░░   Density: 0 Bg.
    📄🔒  Text/Photo
    📄   2-Sided Originals: Off
 Confirm/Erase    Add Destination
```

– Scanning starts.
– To cancel scanning, press the left Any key to select <Cancel> or press 🔘 (Stop).

10 Follow the instructions on the display, then press ◈ (Start) once for each original.

```
0001 (P  1)  Ready to scan.
◈ : Start Scanning Next Original
▪ Dest.            2
▪ Page             1
▪ Document Size   ᵒᵏ : Change
                  📄 LTR
▪ Avail. Mem.    99 %  ▭
   Cancel             Done
```

11 When scanning is complete, press the right Any key to select <Done>.

```
📄 0002 Send
   Waiting to scan...
▪ Dest.            2
▪ Page             2
▪ Document Size   ᵒᵏ : Change
                  📄 LTR
▪ Avail. Mem.    98 %  ▭
   Cancel             Done
```
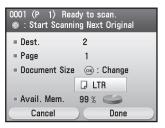
The scanned data is sent to the specified destination.

Specifying Fax Numbers via an LDAP Server

You can specify e-mail addresses and fax numbers by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers. E-mail addresses and fax numbers obtained via the server can be specified as destinations or stored in the Address Book.

This section describes how to specify fax numbers via an LDAP server.

📝 **NOTE**

– If <Language Switch> is set to <On>, some characters are restricted and cannot be entered. To enter all characters, set <Language Switch> to <Off>. (See "Introduction of the Machine," in the e-Manual.)
– You may have to set up the LDAP servers beforehand, depending on the network environment.
– If you want to specify or register destinations via an LDAP server, the LDAP server settings must be specified in the machine beforehand. (See "Network Settings," in the e-Manual.)
– For information on how to specify e-mail addresses via an LDAP server, see "E-mail," in the e-Manual.
– For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or 🎛 (Scroll Wheel) to select <Send/Fax>, then press [OK].

3 Use [▼], [▲] or 🎛 (Scroll Wheel) to select <Search LDAP Server>, then press [OK].

4 Use [▼], [▲] or 🎛 (Scroll Wheel) to select the desired server to search, then press [OK].

Fax

5 Specify the search criteria.

– There are two methods to search for a fax number: Simple Search and Detailed Search. Simple Search enables you to search for a fax number by entering the name, e-mail address, or fax number for the destination. To make a more detailed search with multiple search conditions, use Detailed Search.

– If a destination has both a registered e-mail address and fax number, you can search for it by entering either the e-mail address or the fax number as the search criterion.

■ To use Simple Search:

① Use [▼], [▲] or (Scroll Wheel) to select <Name>, <E-mail>, or <Fax>, then press [OK].

② Use the software keyboard to enter the name, e-mail address, or fax number, then press the right Any key to select <Set>.

– The search criteria boxes that are not filled out, are not searched.

– For information on using the software keyboard, see "Entering Characters," on p. 1-19.

📝 NOTE

To make a more detailed search with multiple search conditions, press the left Any key to select <Detailed Search>, and follow the directions below. The search criteria you entered for Simple Search are continuously used in Detailed Search.

■ To use Detailed Search:

① Press the left Any key to select <Detailed Search>.

② Press the left Any key to select <Menu>.
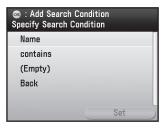
③ Use [▼], [▲] or (Scroll Wheel) to select <Add Search Condition>, then press [OK].

④ Use [▼], [▲] or ◉ (Scroll Wheel) to select the first item, then press [OK].

```
OK : Add Search Condition
Specify Search Condition
  Name
  contains
  (Empty)
  Back

                        Set
```

⑤ Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired search category, then press [OK].

```
OK : Specify Search Condition
Specify Name as Search Condition
  Name
  E-mail
  Fax
  Organization
  Organization Unit
  Back
```

– <Name>: Search by name.
– <E-mail>: Search by e-mail address.
– <Fax>: Search by fax number.
– <Organization>: Search by organization name.
– <Organization Unit>: Search by organization unit (e.g., departments in an organization).

  For example, if cn(common name)=user1, ou(organization unit)=salesdept, o(organization)=canon, c(country)=jp is the distinguished name in the directory, enter <Organization>/<Organization Unit> of the user as follows:

  <Organization>=canon

  <Organization Unit>=salesdept

NOTE

– <Organization>/<Organization Unit> can be used as search categories only if the information has been registered on the LDAP Server.
– Detailed Search by <Organization>/ <Organization Unit> may not be performed, depending on whether the attribute types have been registered on the LDAP server and depending on the type of application on the server.
– You can also add additional user-defined search attributes. For instructions on how to register or edit a search attribute, see "Network Settings," in the e-Manual.

⑥ Use [▼], [▲] or ◉ (Scroll Wheel) to select the second item, then press [OK].

```
OK : Add Search Condition
Search results that include:
  Name
  contains
  (Empty)
  Back

                        Set
```

⑦ Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired search condition, then press [OK].

```
OK : Specify Search Condition
Search Begins With
  contains
  does not contain
  equals
  differs from
  begins with
  ends with
```

– <contains>: The result must contain the entered name, e-mail address, fax number, organization, or organizational unit.
– <does not contain>: The result must not contain the entered name, e-mail address, fax number, organization, or organizational unit.

Fax

– <equals>: The result must be exactly the same as the entered name, e-mail address, fax number, organization, or organizational unit.

– <differs from>: The result must be different from the entered name, e-mail address, fax number, organization, or organizational unit.

– <begins with>: The result must begin with the same first few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.

– <ends with>: The result must end with the same last few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.

⑧ Use [▼], [▲] or ◎ (Scroll Wheel) to select the third item, then press [OK].

```
Restrict Sequential Broadcast
Do Not Store to Memory
 Do Not Store
 Only When Error Occurs
 Back
```

⑨ Use the software keyboard to enter the search criterion, then press the right Any key to select <Set>.

```
Name (Max 120 characters)
 OK : Set Characters
   Canon
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                      Space
     Backspace           Set
```

For information on using the software keyboard, see "Entering Characters," on p. 1-19.

⑩ Press the right Any key to select <Set>.

```
 OK : Add Search Condition
Add Search Condition
 Name
 begins with
 Canon
 Back
              Set
```

6 Add or edit the search criteria as necessary.
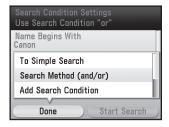
If you search for a fax number using the criteria specified in step 5, go to the next step.

■ To continue adding more search criteria:

① Press the left Any key to select <Menu>.

```
Search Condition Settings
Use Search Condition "or"
Name Begins With
Canon

Back

  Menu        Start Search
```

② Use [▼], [▲] or ◎ (Scroll Wheel) to select <Search Method (and/or)>, then press [OK].

```
Search Condition Settings
Use Search Condition "or"
Name Begins With
Canon
 To Simple Search
 Search Method (and/or)
 Add Search Condition
  Done        Start Search
```

Fax

③ Use [▼], [▲] or ◉ (Scroll Wheel) to select <or> or <and>, then press [OK].

```
OK : Select Search Method
Specify Search Condition Using "or"
    or
    and
    Back
```

– <or>: The machine searches and returns a result that matches any of the specified search criteria.
– <and>: The machine searches and returns a result that matches all of the specified search criteria.

④ Press the left Any key to select <Menu>.

```
Search Condition Settings
Use Search Condition "or"
Name Begins With
Canon

Back

    Menu        Start Search
```

⑤ Use [▼], [▲] or ◉ (Scroll Wheel) to select <Add Search Condition>, then press [OK].

```
Search Condition Settings
Use Search Condition "or"
Name Begins With
Canon
  To Simple Search
  Search Method (and/or)
  Add Search Condition
    Done        Start Search
```

⑥ Follow step 5 to add the search criteria.

NOTE

– You can specify up to four different search criteria at a time.
– If you specify three or more search criteria, you cannot use both <or> and <and> together.

■ To edit the search criteria:

① Use [▼], [▲] or ◉ (Scroll Wheel) to select the search criterion that you want to edit, then press the left Any key to select <Menu>.
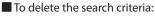
```
Search Condition Settings
Use Search Condition "or"
Name Begins With
Canon

Back

    Menu        Start Search
```

② Use [▼], [▲] or ◉ (Scroll Wheel) to select <Edit Search Condition>, then press [OK].

```
Search Condition Settings
Use Search Condition "or"
Name Begins With
Canon
  Edit Search Condition
  Erase Search Condition

    Done        Start Search
```

③ Follow step 5 to edit the search criteria.

Fax

■ To delete the search criteria:

① Use [▼], [▲] or ◎ (Scroll Wheel) to select the search criterion that you want to delete, then press the left Any key to select <Menu>.

```
Search Condition Settings
Use Search Condition "or"
Name Begins With
Canon

Back

      Menu          Start Search
```

② Use [▼], [▲] or ◎ (Scroll Wheel) to select <Erase Search Condition>, then press [OK].

```
Search Condition Settings
Use Search Condition "or"
Name Begins With
Canon
    Edit Search Condition
    Erase Search Condition

      Done          Start Search
```

③ Use [▼], [▲] or ◎ (Scroll Wheel) to select <Yes>, then press [OK].

```
Is it OK to erase?




    No
    Yes
```

7 Press the right Any key to select <Start Search>.

```
Search Condition Settings
Use Search Condition "or"
Name Begins With
Canon

Back

      Menu          Start Search
```

To cancel searching while the machine is searching for your criteria, press the left Any key to select <Cancel>. If the machine finds some results before you select <Cancel>, these search results are displayed.

🖉 NOTE

– Searching for a destination via an LDAP server is not possible if the time setting of the server and the time setting of the machine are more than five minutes apart. If you cannot send even when the user name and password are correct, check the time settings on the server and the machine.

– The number of search results displayed will not exceed the maximum limit set in <Register LDAP Server> in <System Management Set.>. (See "Network Settings," in the e-Manual.) If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search criteria.

– If you select <Start Search> without specifying any search criteria, all of the addresses stored on the LDAP server are displayed.

– If the Network Password Entry screen is displayed, enter your user name and network password, then press [OK].

– The Network Password Entry screen is displayed if either one of the following is true:
  • If <Login Information> in <Register LDAP Server> in <System Management Set.> is set to <Use> or <Use (Sec. Auth.): Ver 3 (UTF-8)>, and <Display Auth. Screen> is set to <On>. (See "Network Settings," in the e-Manual.)
  • If the user name, password, and domain name specified in <Register LDAP Server> in <System Management Set.> are incorrect. (See "Network Settings," in the e-Manual.)

Fax

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8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired destination from the search results, then press [OK].

You can select up to 32 destinations.

NOTE

– To cancel a selected destination, select the destination again, then press [OK] to clear the check mark.
– You can use [◄] or [►] to restrict the displayed range of destinations.

9 Press the right Any key to select <Set>.

Fax

Selecting Resolution

You can specify the resolution before scanning the original.

The default setting is <200 × 200 dpi (Fine)>.

📎 **NOTE**

– The maximum size of an image that you can send at a resolution of 400 x 400 dpi is LGL.
– For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Send/Fax>, then press [OK].

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Specify a destination.

> 🆗 : Select Send Type
> New Fax Entry
> Address Book
> Search LDAP Server
> Enter Fax (New)
> Enter E-mail (New)
> Enter I-Fax (New)
> Favorites   One-touch

📎 **NOTE**

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Resolution Settings>, then press [OK].

> 🏠 : Start Send
> 🆗 : Resolution Settings
> = 031XXXXXXX   Dest. : 1
> 200x200 dpi
> Density: 0 Bg.
> Text/Photo
> 2-Sided Originals: Off
> Confirm/Erase   Add Destination

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired resolution, then press [OK].

> 🆗 : Set Resolution
> Send With This Resolution
> 200x100 dpi (Normal)
> 200x200 dpi (Fine)
> 200x400 dpi (SuperFine)
> 400x400 dpi (UltraFine)

Adjusting Density

You can adjust the density to the most appropriate level for the original manually.

Manual Exposure Adjustment

You can manually adjust the scan exposure to the most appropriate level for the original.

📝 **NOTE**

For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <Send/Fax>, then press [OK].

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Specify a destination.

> 🆗 : Select Send Type
> New Fax Entry
> Address Book
> Search LDAP Server
> Enter Fax (New)
> Enter E-mail (New)
> Enter I-Fax (New)
> Favorites   One-touch

📝 **NOTE**

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

4 Use [▼], [▲] or 🎡 (Scroll Wheel) to display <Density/Background Rem. Set.>, then press [OK].

> ⬤ : Start Send
> 🆗 : Density/Background Rem. Set.
> 📠 = 031XXXXXXX   Dest. : 1
> 200x200 dpi
> Density: 0 Bg.
> Text/Photo
> 2-Sided Originals: Off
> Confirm/Erase   Add Destination

5 Use [◀], [▶] or (Scroll Wheel) to adjust the density, then press [OK].

> 🆗 : Set Density
> Adjust with Right/Left Key or Dial
>
> Lighter   Darker
> ◀ . . . . ▮ . . . . ▶
>
> Background
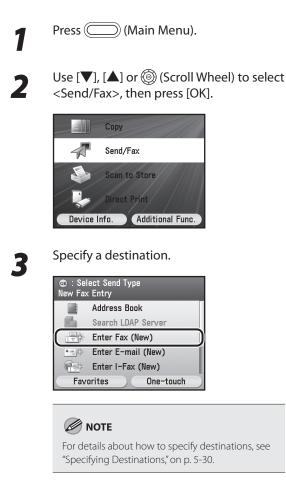
Move the indicator to the left to make the exposure lighter or move it to the right to make the exposure darker.

Adjusting Base Color

This mode enables you to erase the background color of the original when scanning. This mode is especially useful for scanning originals such as catalogs and paper, that have turned yellow from age.

NOTE

For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send/Fax>, then press [OK].

Copy	
Send/Fax	
Scan to Store	
Direct Print	

Device Info.   Additional Func.

3 Specify a destination.

OK : Select Send Type
New Fax Entry

Address Book
Search LDAP Server
Enter Fax (New)
Enter E-mail (New)
Enter I-Fax (New)
Favorites   One-touch

NOTE

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to display <Density/Background Rem. Set.>, then press [OK].

: Start Send
OK : Density/Background Rem. Set.
= 031XXXXXXX   Dest. : 1
200x200 dpi
Density: 0 Bg.
Text/Photo
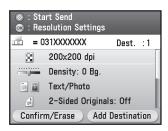2-Sided Originals: Off
Confirm/Erase   Add Destination

5 Press the right Any key to select <Background>.

OK : Set Density
Adjust with Right/Left Key or Dial

Lighter   Darker
◄   ►
Background
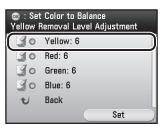
6 Use [▼], [▲] or ◎ (Scroll Wheel) to select background setting, then press [OK].

> **OK** : Set Background Settings
> Manual Base Color Adjustment
>
> R   Off
> R→R   Background Removal
> R ⫿⫿   Background Fine Adjust.
> ↻   Back

– <Off>: Does not erase the background color of the original.
– <Background Removal>: If you want to erase the background color of the original, following step is not necessary.
– <Background Fine Adjust.>: If you want to make fine adjustments to the density of the background color, go to the next step.

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired color, then press [OK].

> **OK** : Set Color to Balance
> Yellow Removal Level Adjustment
>
> ⬛○   Yellow: 6
> ⬛○   Red: 6
> ⬛○   Green: 6
> ⬛○   Blue: 6
> ↻   Back
>   Set

8 Use [◀], [▶] or ◎ (Scroll Wheel) to adjust the strength of the color, then press [OK].

> **OK** : Set Yellow Removal Level
>
> −   +
> ◀ · · · · ▯ · · ▶

If you adjust the strength of <Yellow>, the levels of <Red> and <Green> adjust automatically to the same level as <Yellow>. If you adjust the strength of <Red> or <Green>, the <Yellow> level returns to its default level.

9 Press the right Any key to select <Set>.

> **OK** : Set Color to Balance
> Yellow Removal Level Adjustment
>
> ⬛○   Yellow: 6
> ⬛○   Red: 6
> ⬛○   Green: 6
> ⬛○   Blue: 6
> ↻   Back
>   Set

Fax

Selecting Image Quality

You can manually select the original type according to the type of image that you are scanning.
The default setting is <Text/Photo>.

📝 **NOTE**

– Combinations of these three modes (Text/Photo, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
– If you scan an original containing halftones, such as a printed image, using the <Photo> mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by using the sharpness mode. (See "Adjusting Sharpness," on p. 5-92.)
– If the original is a transparency, select the original type and adjust the exposure to the most appropriate level for the original.
– For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Send/Fax>, then press [OK].

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Specify a destination.

> 🆗 : Select Send Type
> New Fax Entry
> Address Book
> Search LDAP Server
> Enter Fax (New)
> Enter E-mail (New)
> Enter I-Fax (New)
> Favorites   One-touch

📝 **NOTE**

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Original Image Quality Settings>, then press [OK].

> ⬙ : Start Send
> 🆗 : Original Image Quality Settings
> = 031XXXXXXX   Dest. : 1
> 200x200 dpi
> Density: 0 Bg.
> Text/Photo
> 2-Sided Originals: Off
> Confirm/Erase   Add Destination

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
the image quality, then press [OK].

```
OK : Set Original Image Quality
Text and Photo Mixed Originals
  ▤ ▣  Text/Photo
  ▤    Text
  ▣    Photo
  ↵    Back
```

– <Text/Photo>: This mode is best suited for
  scanning originals containing both text and
  photos such as magazines or catalogs.
– <Text>: This mode is best suited for scanning
  text originals. Blueprints or pencil drawn
  originals can also be scanned clearly.
– <Photo>: This mode is best suited for
  scanning photos printed on photographic
  paper or photo originals containing halftones
  (e.g. printed photos).

Fax

2-Sided Original

You can set the machine to automatically turn over 2-sided originals that are placed in the feeder, and scan each side separately.
The default setting is <Off>.

📝 **NOTE**

– The 2-sided original mode cannot be used when sending a fax document in the direct sending or manual sending mode.
– When you are scanning originals with a horizontal (landscape) orientation, such as LTRR, make sure to place them horizontally into the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.
– For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

🔳	Copy
✈	Send/Fax
📠	Scan to Store
🖨	Direct Print
Device Info.	Additional Func.

3 Specify a destination.

ⓞⓚ : Select Send Type	
New Fax Entry	
📓	Address Book
📇	Search LDAP Server
🖇	Enter Fax (New)
📧	Enter E-mail (New)
📠	Enter I-Fax (New)
Favorites	One-touch

📝 **NOTE**

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.
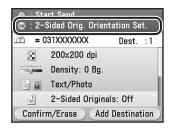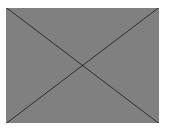
4 Use [▼], [▲] or ◉ (Scroll Wheel) to display <2-Sided Orig. Orientation Set.>, then press [OK].

⌂ : Start Send	
ⓞⓚ : 2-Sided Orig. Orientation Set.	
📠 = 031XXXXXXX	Dest. : 1
🔳	200x200 dpi
┅┅	Density: 0 Bg.
📄	Text/Photo
🗐	2-Sided Originals: Off
Confirm/Erase	Add Destination

📝 **NOTE**

If <Book Type Original> or <Calendar Type Original> has been selected, <2-Sided Originals Settings> is displayed.

Fax

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select the type of original, then press [OK].

– <Off>: 1-sided originals are scanned.
– <Book Type Original>: The front and back sides of the original have the same top-bottom orientation.
– <Calendar Type Original>: The front and back sides of the original have opposite top-bottom orientations.

Fax

Sending Originals at a Preset Time (Delayed Sending)

The delayed sending mode enables you to store a send job in memory, and have it sent at a later time.

The default setting is <Off>.

> 📝 **NOTE**
>
> – You can reserve up to 70 jobs for the delayed sending. However, the actual number of jobs that can be reserved may be less than 70, depending on the following conditions:
>   • If multiple documents are being sent at the same time.
>   • If large documents are being sent.
>   • If there are jobs other than delayed sending.
> – Once the delayed documents are sent, the documents are automatically deleted from memory.
> – You can check the status or cancel the transmission of jobs for which a preset send time has been specified. (See "Checking/Deleting Fax Transmission Documents," on p. 5-147.)

1 Place your originals.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

Copy
Send/Fax
Scan to Store
Direct Print
Device Info.   Additional Func.

4 Specify a destination.

OK : Select Send Type
New Fax Entry
Address Book
Search LDAP Server
Enter Fax (New)
Enter E-mail (New)
Enter I-Fax (New)
Favorites   One-touch

> 📝 **NOTE**
>
> For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Delayed TX Settings>, then press [OK].

```
⊚ : Start Send
OK : Delayed TX Settings
📠 = 031XXXXXXX        Dest.  : 1
 🕐    Delayed Send: Off
🖨➡🖨  Direct Send: Off
 🖼    Favorites
 ↩    Back
 Confirm/Erase    Add Destination
```
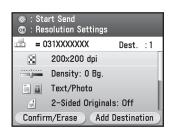
6 Enter the send time using ⓪–⑨ (numeric keys), then press [OK].

```
OK : Set Delayed TX
Send at Set Time

       07/01  2008

         15:50

       (00:00–23:59)

        Cancel
```

– Enter all four digits of the time (including zeros), using 24- hour notation.
Examples:
3:50 p.m.→1550
– To cancel to enter the time, press the left Any key to select <Cancel> to return to the previous screen.

📝 **NOTE**

– If you set a time earlier than the current time, the document will be sent at that time on the next day.
– If you make a mistake when entering the send time, press ⓒ (Clear) to clear your entry, then enter another four-digit number.

7 Press ◉ (Start).

```
⊚ : Start Send
OK : Resolution Settings
📠 = 031XXXXXXX        Dest.  : 1
 🖼    200x200 dpi
⬛▬    Density: 0 Bg.
📄🔒  Text/Photo
 📄    2-Sided Originals: Off
 Confirm/Erase    Add Destination
```

– Scanning starts if the original is placed in the feeder. The scanned data is stored in memory and sent to the specified destination at the specified send time.
– To cancel scanning, press the left Any key to select <Cancel> or press ◎ (Stop).

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the original size, then press [OK].

```
OK : Set Original Size

LTR
LGL
STMT
Back

    A/B Sizes
```

9 Press ◉ (Start).

```
⊚ : Start Send
OK : Resolution Settings
📠 = 031XXXXXXX        Dest.  : 1
 🖼    200x200 dpi
⬛▬    Density: 0 Bg.
📄🔒  Text/Photo
 📄    2-Sided Originals: Off
 Confirm/Erase    Add Destination
```

– Scanning starts.
– To cancel scanning, press the left Any key to select <Cancel> or press ◎ (Stop).

Fax

10 Follow the instructions on the display, then press ◉ (Start) once for each original.

```
0002 (P  1)  Ready to scan.
◉ : Start Scanning Next Original

▪ Dest.            1
▪ Page             1
▪ Document Size   ⓞⓚ : Change
                   ▯ LTR
▪ Avail. Mem.    99 %  ⬭

   Cancel            Done
```

11 When scanning is complete, press the right Any key to select <Done>.

```
⬐ 0002  Send
    Waiting to scan...

▪ Dest.            1
▪ Page             2
▪ Document Size   ⓞⓚ : Change
                   ▯ LTR
▪ Avail. Mem.    98 %  ⬭
   Cancel            Done
```

The scanned data is stored in memory and sent to the specified destination at the specified send time.

Direct Sending

The machine sends each page of the document to the destination as it is scanned.
The default setting is <Off>.

NOTE

– If you do not select direct sending mode, memory sending mode is used.
– With direct sending mode, you can send a document of two or more pages only when using the feeder. You can only send one page at a time when you place your original on the platen glass.
– You can specify only one destination at a time for direct sending mode.
– Memory sending is automatically set when using delayed sending or when multiple destinations are specified.
– If an error occurs or you cancel transmission in the direct sending mode, you can check how many pages have been sent to the destination by printing the Activity Report, the Fax Activity Report, or on the <Log> for fax on the System Monitor screen.

1 Place your originals.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

4 Specify a destination.

NOTE

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

5 Use [▼], [▲] or ◉ (Scroll Wheel) to display <Direct Send Settings>, then press [OK].

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Off> or <On>, then press [OK].

```
ok : Set Direct Send
Send by Page
  Off
  On
  Back
```
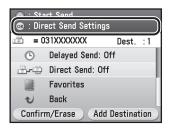
– <Off>: Send after all pages are scanned.
– <On>: Send each page as it is scanned.

7 Press ⊚ (Start).

```
◎ : Start Send
ok : Resolution Settings
  = 031XXXXXXX        Dest. : 1
       200x200 dpi
       Density: 0 Bg.
       Text/Photo
       2-Sided Originals: Off
  Confirm/Erase    Add Destination
```

– Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
– To cancel scanning, press the left Any key to select <Cancel> or press ⊚ (Stop).

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the original size, then press [OK].

```
ok : Set Original Size
  LTR
  LGL
  STMT
  Back

    A/B Sizes
```

9 Press ⊚ (Start).

```
◎ : Start Send
ok : Resolution Settings
  = 031XXXXXXX        Dest. : 1
       200x200 dpi
       Density: 0 Bg.
       Text/Photo
       2-Sided Originals: Off
  Confirm/Erase    Add Destination
```

– Scanning starts.
– To cancel scanning, press the left Any key to select <Cancel> or press ⊚ (Stop).

📎 **NOTE**

You can only send one page at a time when you place your original on the platen glass.

Fax

Favorites

You can set any possible combination of send settings and register them as favorites in memory. You can register up to 9 favorites. This feature is useful for registering frequently used send settings.

📝 NOTE

– The send settings registered as favorites in memory are not erased, even if the power is turned OFF.
– If an address included in a favorites is deleted from the Address Book, it is also deleted from the settings registered in the favorites.
– For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

Registering Favorites

You can register names for favorites from the Select Send Type Screen or register settings for favorites from the Send Settings screen.

📝 NOTE

The currently specified settings are registered for the favorites.

⬤ Registering Names for Favorites from the Select Send Type Screen

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Send/Fax>, then press [OK].

3 Press the left Any key to select <Favorites>.

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select the favorites you want to register, then press the right Any key to select <Register/Erase>.

NOTE

You can also check the settings stored in the favorites by pressing the left Any key to select <Details>. Press the right Any key to select <Done> to return to the previous screen.

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Register Name>, then press [OK].

6 Use the software keyboard to enter a name for favorites, then press the right Any key to select <Set>.

– You can enter up to 16 characters for the name.
– If you press <Set> without entering any characters, the key name reverts to its current name (default: M1 to M9).
– For information on using the software keyboard, see "Entering Characters," on p. 1-19.

Registering Favorites from the Send Settings Screen

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select
<Send/Fax>, then press [OK].

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

3 Specify a destination.

: Select Send Type
New Fax Entry
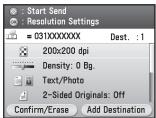| Address Book |
| Search LDAP Server |
| Enter Fax (New) |
| Enter E-mail (New) |
| Enter I-Fax (New) |
| Favorites | One-touch |

📎 **NOTE**

For details about how to specify destinations, see
"Specifying Destinations," on p. 5-30.

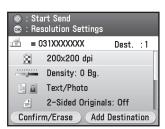*4* Use [▼], [▲] or ◉ (Scroll Wheel) to
display <Register Favorites>, then press
[OK].

: Start Send
: Register Favorites
| = 031XXXXXXX | Dest. : 1 |
| Delayed Send: Off |
| Direct Send: Off |
| Favorites |
| Back |
| Confirm/Erase | Add Destination |

📎 **NOTE**

The currently specified settings are registered for
the favorites.

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select
the favorites you want to register, then
press the right Any key to select
<Register/Erase>.

Favorites
Register Current Mode/Edit Name
| M1 |
| M2 |
| M3 |
| M4 |
| M5 |
| Details | Register/Erase |

📎 **NOTE**

You can also check the settings stored in the
favorites by pressing the left Any key to select
<Details>. Press the right Any key to select
<Done> to return to the previous screen.

Fax

6 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Register Settings>, then press [OK].

Favorites
Register Current Mode/Edit Name
☑ ● M1
Register Settings
Register Name
Erase
Details   Done

7 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <No> or <Yes> or <Details>, then press [OK].

Register the current settings?

No
Yes
Details

To store the current settings, select <Yes>. To cancel storing the settings, select <No>. If you select a key that has settings stored, select <Yes> to overwrite the previous settings.
You can check detail settings to select <Details>.

8 Press the right Any key to select <Register/Erase>.

Favorites
Register Current Mode/Edit Name
☑ ● M1
☑ ● M2
☑ ● M3
☑ ● M4
☑ ● M5
Details   Register/Erase

9 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Register Name>, then press [OK].

Favorites
Register Current Mode/Edit Name
☑ ● M1
Register Settings
Register Name
Erase
Details   Done

10 Use the software keyboard to enter a name for favorites, then press the right Any key to select <Set>.

Register Name (Max 16 characters)
⊙: Set Characters
admin
A/1 1 2 3 4 5 6 7 8 9 0 . - _ @
Sym a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
                Space
Backspace   Set

– You can enter up to 16 characters for the name.
– If you press <Set> without entering any characters, the key name reverts to its current name (default: M1 to M9).
– For information on using the software keyboard, see "Entering Characters," on p. 1-19.

Fax

5-66

Erasing Favorites

You can erase the settings from the Select Send Type screen or from the Send Settings screen.

● Erasing Favorites from the Select Send Type Screen

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel)) to select <Send/Fax>, then press [OK].

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Press the left Any key to select <Favorites>.

> ⬥ : Select Send Type
> Specify from Address Book
> Address Book
> Search LDAP Server
> Enter Fax (New)
> Enter E-mail (New)
> Enter I-Fax (New)
> Favorites   One-touch

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select the favorites you want to erase, then press the right Any key to select <Register/Erase>.

> ⬥ : Set Favorites
> Recall This Favorites Item
> admin
> M2
> M3
> M4
> M5
> Details   Register/Erase

📝 NOTE

– You can only erase a key that has settings stored in the favorites.
– You can also check the settings stored in the favorites by pressing the left Any key to select <Details>. Press the right Any key to select <Done> to return to the previous screen.

Fax

5 Use [▼], [▲] or ⊚ (Scroll Wheel)) to select <Erase>, then press [OK].

> **: Set Favorites**
> Recall This Favorites Item
>
> ☑ ● admin
> ☑ ● N2
> Register Name
> Erase
>
> Details   Done

> 🖉 **NOTE**
>
> Make sure to check the settings first before erasing them.

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Yes>, then press [OK].

> Is it OK to erase?
>
> No
> Yes

> 🖉 **NOTE**
>
> Key names are not erased. You can change the name in <Register Name>.

● Erasing Favorites from the Send Settings Screen

1 Press ⊂⊃ (Main Menu).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Send/Fax>, then press [OK].

> ⊞ Copy
> ✈ Send/Fax
> 📠 Scan to Store
> 🖨 Direct Print
>
> Device Info.   Additional Func.

3 Specify a destination.

> **: Select Send Type**
> New Fax Entry
>
> 📖 Address Book
> 📖 Search LDAP Server
> 📠 Enter Fax (New)
> ✉ Enter E-mail (New)
> 📠 Enter I-Fax (New)
>
> Favorites   One-touch

> 🖉 **NOTE**
>
> For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

Fax

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to display <Register Favorites>, then press [OK].

> ⚫ : Start Send
> ⊙ : Register Favorites
> ▤ = 031XXXXXXX   Dest. : 1
> 🕐 Delayed Send: Off
> 🖶↦🖥 Direct Send: Off
> ▦ Favorites
> ↩ Back
> Confirm/Erase   Add Destination

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the favorites you want to erase, then press the right Any key to select <Register/Erase>.

> Favorites
> Register Current Mode/Edit Name
> ▦○ admin
> ▦○ M2
> ▦○ M3
> ▦○ M4
> ▦○ M5
> Details   Register/Erase

📝 NOTE

– You can only erase a key with settings stored in the favorites.
– You can also check the settings stored in the favorites by pressing the left Any key to select <Details>. Press the right Any key to select <Done> to return to the previous screen.

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Erase>, then press [OK].
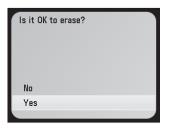
> Favorites
> Register Current Mode/Edit Name
> ▦○ admin
> ▦○ M2
> Register Settings
> Register Name
> Erase
> Details   Done

📝 NOTE

Make sure to check the settings first before erasing them.

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Yes>, then press [OK].

> Is it OK to erase?
>
>
> No
> Yes

📝 NOTE

Key names are not erased. You can change the name in <Register Name>.

Using the Favorites

If you frequently send documents with the same document settings to the same destination, store these settings in a favorites. Then, when you need to specify the destination, all you have to do is select the favorites containing your stored document settings and the desired destination, and send your document.
You can recall the settings from the Select Send Type screen.

📝 **NOTE**

– To use this feature, you must first register the desired settings in favorites. (See "Registering Favorites," on p. 5-63.)
– For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Send/Fax>, then press [OK].

📋	Copy
◤	Send/Fax
🖨	Scan to Store
🗂	Direct Print
Device Info.	Additional Func.

3 Press the left Any key to select <Favorites>.

☑ : Select Send Type
Specify from Address Book
📖 Address Book
Search LDAP Server
📠 Enter Fax (New)
📧 Enter E-mail (New)
📠 Enter I-Fax (New)
Favorites	One-touch

4 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the favorites you want to recall, then press [OK].

☑ : Set Favorites
Recall This Favorites Item
✏⃝ admin
✏⃝ M2
✏⃝ M3
✏⃝ M4
✏⃝ M5
Details	Register/Erase

– If you select favorites that already has specified destinations, the Send Settings screen appears. You can change the send settings or add destinations at this time.

📝 **NOTE**

You can also check the settings stored in the favorites by pressing the left Any key to select <Details>.

– If you select favorites that has no specified destinations, the Select Send Type screen appears. You can specify destinations.

📝 **NOTE**

To cancel all settings and return to the Select Send Type screen, press ⊘ (Reset).

Fax

5-70

Checking Settings for Recalled Favorites

This mode enables you to check detail settings for favorites.

You can check the settings from the Select Send Type screen or from the Send Settings screen.

📝 NOTE

– To use this feature, you must first register the desired document settings and destinations in favorites. (See "Registering Favorites," on p. 5-63.)

– For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

⬤ Checking Favorites from the Select Send Type Screen

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send/Fax>, then press [OK].

3 Press the left Any key to select <Favorites>.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select the favorites you want to check, then press the left Any key to select <Details>.

You can check detail settings. Press the right Any key to select <Done> to return to the previous screen.

Fax

Checking Favorites from the Send Settings Screen

1 Press ⬭ (Main Menu).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info.   Additional Func. |

3 Specify a destination.

```
⊙ : Select Send Type
New Fax Entry
    Address Book
    Search LDAP Server
    Enter Fax (New)
    Enter E-mail (New)
    Enter I-Fax (New)
  Favorites        One-touch
```

> 📝 **NOTE**
>
> For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

4 Use [▼], [▲] or ◉ (Scroll Wheel) to display <Register Favorites >, then press [OK].

```
⊙ : Start Send
⊙ : Register Favorites
📠  = 031XXXXXXX        Dest.  : 1
  ⏲  Delayed Send: Off
 📑  Direct Send: Off
  📄  Favorites
  ↩  Back
  Confirm/Erase    Add Destination
```

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select the favorites you want to check, then press the left Any key to select <Details>.

```
Favorites
Register Current Mode/Edit Name
  📝⚪ admin
  📝⚪ M2
  📝⚪ M3
  📝⚪ M4
  📝⚪ M5
  Details        Register/Erase
```

You can check detail settings. Press the right Any key to select <Done> to return to the previous screen.

Fax

Job Recall

You can recall the last three addresses, scan settings, and send settings which have been set in the <Log>, and then send your documents.

📝 **NOTE**

– The settings such as destinations, scan settings and send settings are stored in a log. The actions below after you change settings are not recorded in a log:
  • Pressing the ⊛ (Start) or ⊘ (Reset) or ⬭ (Main Menu).
  • Activation of the Auto Clear mode.
  • Turning OFF the machine.
– Identical send settings are stored only once in recall memory.
– If <Restrict New Addresses> in <Restrict the Send Function> in <System Management Set.> under <Additional Func.> is set to <On>, the addresses specified from the Address Book are only recalled.
– The settings that were stored in memory are not erased even when the main power is turned OFF.
– If <Restrict Sending From Log> in <Restrict the Send Function> in <System Management Set.> under <Additional Func.> is set to <On>, you cannot specify a destination using the <Log>. (See "Security," in the e-Manual.)

1 Place your originals.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Log>, then press [OK].

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Mode 1>, <Mode 2> or <Mode 3>, then press [OK].

You can check the recall settings by pressing the left Any key to select <Details>.

■ If you select a log in which a destination is stored:

The Send Settings screen appears.

① Confirm the settings.

```
⊗ : Start Send
⊗ : Resolution Settings
🖷  = 031XXXXXXX        Dest. : 1
    ▨    200x200 dpi
    ▤    Density: 0 Bg.
    ▤▢   Text/Photo
    ▱    2-Sided Originals: Off
 Confirm/Erase    Add Destination
```

■ If you select a log in which a destination is not stored:

The Select Send Type screen appears.

① Specify a destination.

```
⊗ : Select Send Type
New Fax Entry
    ▤    Address Book
    ▤    Search LDAP Server
    ▥    Enter Fax (New)
    ▥    Enter E-mail (New)
    ▥    Enter I-Fax (New)
 Favorites        One-touch
```

📝 NOTE

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

6 Press ⊚ (Start).

```
⊚ : Start Send
⊗ : Resolution Settings
🖷  = 031XXXXXXX        Dest. : 1
    ▨    200x200 dpi
    ▤    Density: 0 Bg.
    ▤▢   Text/Photo
    ▱    2-Sided Originals: Off
 Confirm/Erase    Add Destination
```

– Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
– To cancel scanning, press the left Any key to select <Cancel> or press ⊚ (Stop).

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the original size, then press [OK].

```
⊗ : Set Original Size

 LTR
 LGL
 STMT
 Back

      A/B Sizes
```

8 Press ⊚ (Start).

```
⊚ : Start Send
⊗ : Resolution Settings
🖷  = 031XXXXXXX        Dest. : 1
    ▨    200x200 dpi
    ▤    Density: 0 Bg.
    ▤▢   Text/Photo
    ▱    2-Sided Originals: Off
 Confirm/Erase    Add Destination
```

– Scanning starts.
– To cancel scanning, press the left Any key to select <Cancel> or press ⊚ (Stop).

9 Follow the instructions on the display, then press ⊚ (Start) once for each original.

```
0001 (P  1)  Ready to scan.
 ◈ : Start Scanning Next Original
 ▪ Dest.          2
 ▪ Page           1
 ▪ Document Size   ⊛ : Change
                  ▯ LTR
 ▪ Avail. Mem.    99 %  ◓
     Cancel            Done
```

10 When scanning is complete, press the right Any key to select <Done>.

```
0001 (P  2)  Ready to scan.
 ◈ : Start Scanning Next Original
 ▪ Dest.          1
 ▪ Page           2
 ▪ Document Size   ⊛ : Change
                  ▯ LTR
 ▪ Avail. Mem.    98 %  ◓
     Cancel            Done
```

The scanned data is sent to the specified destination.

Fax

ECM Transmission

ECM (Error Correction Mode) is a mode that automatically detects and corrects fax transmission errors resulting from telephone line noise. ECM reduces errors when sending faxes in a poor telephone line condition.
The default setting is <On>.
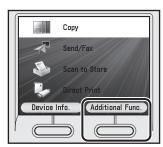
📝 **NOTE**

– To communicate using ECM, make sure this mode is activated in both the sending and receiving machines. ECM transmissions are possible only when this mode is activated in both machines.
– Even when ECM is activated, errors can sometimes occur due to a poor telephone line connection.
– If there is trouble with the line, it will take more time to send the documents.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Communications Settings>, then press [OK].

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Fax Settings>, then press [OK].

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <TX Settings>, then press [OK].

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<ECM TX>, then press [OK].

```
TX Settings
 OK : Select
 ■  ECM TX
    ▷ On
 ■  Set Pause Time
    ▷ 2 Seconds
 ■  Auto-redial
    ▷ On
                        Done
```

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Off> or <On>, then press [OK].

```
ECM TX
Send ECM Fax Documents
 Off
 On
 Back
```

– <Off>: Does not use ECM.

– <On>: Uses ECM.

8 Press ⊂⊃ (Main Menu) to return to the
Main Menu screen.

Fax

Adjusting the Pause Time

Some overseas dialing may be affected by the distance or complex routing of connections when dialing the international access code, country code, and the destination's telephone number all at once. In such cases, insert a pause after the international access code. When the machine dials the number, it will pause where the pause was inserted in the number. This helps to improve the connection.
The default setting is <2 Seconds>.

📝 NOTE

– You can insert a pause on the screen where you specify the fax number. (See "Dialing an Overseas Number (With Pauses)," on p. 5-22.)
– Pauses entered at the end of dialed fax numbers are always 10 seconds long.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <Communications Settings>, then press [OK].

4 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <Fax Settings>, then press [OK].

5 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <TX Settings>, then press [OK].

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Set Pause Time>, then press [OK].

```
TX Settings
ⓞⓚ : Select
  ▪ ECM TX
    ▷On
  ▪ Set Pause Time
    ▷2 Seconds
  ▪ Auto-redial
    ▷On
                      Done
```

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to set the pause time, then press [OK].

```
Pause Time
🖑 : You can also use numeric keys.

            ▲
         ┌─────┐
         │  2  │ Seconds
         └─────┘
            ▼
         (1-15)
```

You can also use ⓪–⑨ (numeric keys) to set the pause time.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Redialing Automatically When the Line Is Busy (Auto Redial)

Auto Redial 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 redial interval, and whether the document should be resent due to an error.

The default settings are as follows:

– **<Auto-redial>: On**
– **<Redial Time>: 2 Times**
– **<Redial Interval>: 2 Minutes**
– **<TX Error Redial>: All Pages**

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

	Copy
	Send/Fax
	Scan to Store
	Direct Print

Device Info.   Additional Func.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Communications Settings>, then press [OK].

Additional Functions
◉ : Select
▯/▯ Paper Settings
◯)) Volume Settings
▤ Common Settings
◀ Communications Settings
▤ Address Book Settings
Done

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Fax Settings>, then press [OK].

Communications Settings
◉ : Select
Common Settings
Fax Settings
Back
Done

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <TX Settings>, then press [OK].

Fax Settings
⊙ : Select
User Settings
TX Settings
RX Settings
Back

Done

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Auto-redial>, then press [OK].

TX Settings
⊙ : Select
▪ ECM TX
  ▷ On
▪ Set Pause Time
  ▷ 2 Seconds
▪ Auto-redial
  ▷ On

Done

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Off> or <On>, then press [OK].

Auto-redial
Auto Resend when Send Fails
Off
On
Back

Option

– <Off>: Does not redial automatically when a transmission fails. If you select <Off> and press [OK], go to step 15.
– <On>: Redials automatically when a transmission fails. If you select <On> and press [OK], press [OK] again, then go to the next step.

8 Press the right Any key to select <Option>.

Auto-redial
Auto Resend when Send Fails
Off
On
Back

Option

9 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Redial Times>, then press [OK].

Auto-redial
⊙ : Select
▪ Redial Times
  ▷ 2 Times
▪ Redial Interval
  ▷ 2 Minutes
▪ TX Error Redial
  ▷ Error and 1st Page

Done

10 Use [▼], [▲] or ◎ (Scroll Wheel) to set the number of redial times, then press [OK].

Redial Times
▦ : You can also use numeric keys.

▲
2 Times
▼
(1–99)

You can also use ⓪–⑨ (numeric keys) to set the number of redial times.

Fax

11 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Redial Interval>, then press [OK].

> Auto-redial
> ⊙ : Select
> ▪ Redial Times
>   ▷ 2 Times
> ▪ Redial Interval
>   ▷ 2 Minutes
> ▪ TX Error Redial
>   ▷ Error and 1st Page
>   Done

12 Use [▼], [▲] or ⊚ (Scroll Wheel) to set the redial interval, then press [OK].

> Redial Interval
> ⌨ : You can also use numeric keys.
>
>   ▲
>   2   Minutes
>   ▼
>   (0 - 99)

You can also use ⓪–⑨ (numeric keys) to set the redial interval.

13 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <TX Error Redial>, then press [OK].

> Auto-redial
> ⊙ : Select
> ▪ Redial Times
>   ▷ 2 Times
> ▪ Redial Interval
>   ▷ 2 Minutes
> ▪ TX Error Redial
>   ▷ Error and 1st Page
>   Done

14 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Off>, <All Pages>, or <Error and 1st Page>, then press [OK].

> Redial Upon Send Error
> Resend Error and 1st Page
> Off
> All Pages
> Error and 1st Page
> Back

– <Off>: Redialing does not take place if a sending error occurs.

– <All Pages>: Auto Redial takes place if a sending error occurs. All pages of the document are resent.

– <Error and 1st Page>: Auto Redial takes place if a sending error occurs. The first page of the document, the error page, and all subsequent pages are resent.

15 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Checking the Dial Tone before Sending

The following redirection problem may happen with certain kinds of fax machines on the market made by companies other than Canon. The Check Tone Before Sending mode prevents this rare occurrence from happening.

If you are sending a fax document from your machine at the same time another fax machine (made by a company other than Canon) is trying to send you a fax, your fax document may end up being redirected to that fax machine, instead of the original destination you had intended.

Setting <Check Tone Before Sending> to <On> enables you to avoid such sending problems. The default setting is <On>.
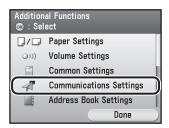
1 Press ⊂⊃ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

```
         Copy
         Send/Fax
         Scan to Store
         Direct Print
Device Info.    Additional Func.
```

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

```
Additional Functions
ⓘ : Select
▯/▯  Paper Settings
◌))  Volume Settings
▤    Common Settings
✒    Communications Settings
▥    Address Book Settings
                        Done
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax Settings>, then press [OK].

```
Communications Settings
ⓘ : Select
     Common Settings
     Fax Settings
     Back

                        Done
```

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <TX Settings>, then press [OK].

```
Fax Settings
ⓘ : Select
     User Settings
     TX Settings
     RX Settings
     Back

                        Done
```

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Check Tone Before Sending>, then press [OK].

> TX Settings
> 🞅 : Select
> ■ Check Tone Before Sending
> ▷ On
>
> Back
>
> Done

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Off> or <On>, then press [OK].

> Confirm Dial Tone Before Send
> Dial After Dial Tone Confirmation
> Off
> On
> Back

8 Press ⬯ (Main Menu) to return to the Main Menu screen.

Fax

Standard Send Settings

This mode enables you to change the standard settings for the send function.

Storing the Standard Send Settings

You can store the standard send settings.

The default settings are as follows:
- <Resolution Settings>: 200 × 200 dpi
- <Density/Background Removal>: 0
- <Original Type>: Text
- <2-Sided Originals Settings>: Off

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

🖳	Copy
⬚	Send/Fax
🖨	Scan to Store
🖧	Direct Print

Device Info.　Additional Func.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Communications Settings>, then press [OK].

Additional Functions
🆗 : Select
▫/▫　Paper Settings
◉))　Volume Settings
▤　Common Settings
⬚　Communications Settings
▥　Address Book Settings
Done

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Common Settings>, then press [OK].

Communications Settings
🆗 : Select
Common Settings
Fax Settings
Back
Done

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select <TX Settings>, then press [OK].

Common Settings
🆗 : Select
TX Settings
RX Settings
Back
Done

Fax

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Change Send Func. Mode>, then press [OK].

> TX Settings
> ◉ : Select
>
> **Change Send Func. Mode**
>
> ▪ TX Terminal ID
> ▷ On
> ▪ Color Send Gamma Value
> ▷ Gamma 1.8
>
> Done

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register>, then press [OK].
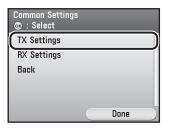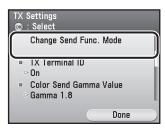
> Change Send Function Std. Mode
> Register Send Function Std. Mode
>
> Register
> Initialize
> Back

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired setting item, then press [OK].

> Register
> Color Mode Settings
>
> ▪ B&W TIFF
> 200x200 dpi
> Density: 0 Bg.
> Text/Photo
> 2-Sided Originals: Off
>
> Register

You can specify the following settings:
– <Resolution Settings>: Adjusts the resolution of originals. (See "Selecting Resolution," on p. 5-50.)
– <Density/Background Removal>: Adjusts the density and the background color of originals. (See "Adjusting Density," on p. 5-51.)
– <Original Type>: Adjusts the image quality of originals. (See "Selecting Image Quality," on p. 5-54.)
– <2-Sided Originals Settings>: Scans two-sided originals for sending. (See "2-Sided Original," on p. 5-56.)

NOTE

You do not need to specify <Color/File Format Settings>. This setting is disabled when sending faxes.

9 Press the right Any key to select <Register>.

> Register
> Color Mode Settings
>
> ▪ B&W TIFF
> 200x200 dpi
> Density: 0 Bg.
> Text/Photo
> 2-Sided Originals: Off
>
> Register

10 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Restoring the Standard Send Settings to Their Default

You can restore the standard send settings to their default settings.

NOTE

All settings including <Color/File Format Settings> are restored to their default settings.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

```
        Copy
        Send/Fax
        Scan to Store
        Direct Print
   Device Info.    Additional Func.
```

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

```
Additional Functions
   : Select
 ▯/▯  Paper Settings
 ⊙))  Volume Settings
 ▤    Common Settings
 ◢    Communications Settings
 ▥    Address Book Settings
                        Done
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Common Settings>, then press [OK].

```
Communications Settings
   : Select
 Common Settings
 Fax Settings
 Back


                        Done
```

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <TX Settings>, then press [OK].

```
Common Settings
   : Select
 TX Settings
 RX Settings
 Back


                        Done
```

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Change Send Func. Mode>, then press [OK].

```
TX Settings
   : Select
    Change Send Func. Mode

 ▪ TX Terminal ID
   ▷ On
 ▪ Color Send Gamma Value
   ▷ Gamma 1.8
                        Done
```

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Initialize>, then press [OK].

```
Change Send Function Std. Mode
Initialize Send Function Std. Mode
 Register
 Initialize
 Back
```

Fax

8 Use [▼], [▲] or ◉ (Scroll Wheel) to select
<No> or <Yes>, then press [OK].

    Is it OK to initialize?

     No
     Yes

9 Press ⊂⊃ (Main Menu) to return to the
Main Menu screen.

Printing the TX Terminal ID

The TX Terminal ID setting enables you to specify whether the Terminal ID information is printed at the top of every document that you send via fax. Information such as your fax number and name is printed, enabling the recipient to know who sent the document.

The default settings are as follows:

– **<TX Terminal ID>: On**
– **<Printing Position>: Outside**
– **<Telephone # Mark>: FAX**
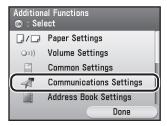
1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

Copy
Send/Fax
Scan to Store
Direct Print
Device Info.　Additional Func.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Communications Settings>, then press [OK].

Additional Functions
ⓞⓚ : Select
▯/▯　Paper Settings
◯⟩⟩　Volume Settings
▤　Common Settings
◢　Communications Settings
▨　Address Book Settings
Done

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Common Settings>, then press [OK].

Communications Settings
ⓞⓚ : Select
Common Settings
Fax Settings
Back
Done

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <TX Settings>, then press [OK].

Common Settings
ⓞⓚ : Select
TX Settings
RX Settings
Back
Done

Fax

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <TX Terminal ID>, then press [OK].

> TX Settings
> ⊙ : Select
> ▪ Change Send Func. Mode
> ▪ TX Terminal ID
>   ▷ On
> ▪ Color Send Gamma Value
>   ▷ Gamma 1.8
>   Done
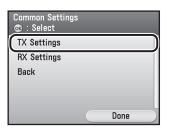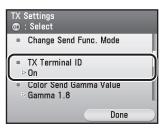
7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <On>, then press the right Any key to select <Option>.

> TX Terminal ID
> Use TX Terminal ID
> On
> Back
>
>   Option

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Printing Position>, then press [OK].

> TX Terminal ID
> ⊙ : Select
> Printing Position: Outside
> Telephone # Mark: FAX
> Back
>
>   Done

9 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Inside> or <Outside>, then press [OK].

> Printing Position
> Print TX Terminal ID Outside Image
> Inside
> Outside
> Back

– <Inside>: The Terminal ID information is printed inside the image area on the recipient's paper.
– <Outside>: The Terminal ID information is printed outside the image area on the recipient's paper.

10 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Telephone # Mark>, then press [OK].

> TX Terminal ID
> ⊙ : Select
> Printing Position: Outside
> Telephone # Mark: FAX
> Back
>
>   Done

Fax

12 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <FAX> or <TEL>, then press [OK].

```
Tel. Number Mark
Use [FAX] Before Fax Number
 FAX
 TEL
 Back
```

– <FAX>: "FAX" is printed before the fax number.
– <TEL>: "TEL" is printed before the telephone number.

13 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Fax

Adjusting Sharpness

This mode enables you to scan original images with a sharper or softer contrast.

The default setting is <0>.
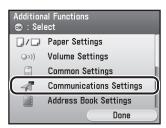
1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or 🔘 (Scroll Wheel) to select <Communications Settings>, then press [OK].

4 Use [▼], [▲] or 🔘 (Scroll Wheel) to select <Common Settings>, then press [OK].

5 Use [▼], [▲] or 🔘 (Scroll Wheel) to select <TX Settings>, then press [OK].

6 Use [▼], [▲] or 🔘 (Scroll Wheel) to select <Sharpness>, then press [OK].

Fax

7 Use [◀], [▶] or ⊚ (Scroll Wheel) to slide the indicator towards <Low> or <High>, then press [OK].

```
Sharpness
Adjust with Right/Left Key or Dial


   Low                    High

 ◀  ̣  ̣  ̣  ̣ ▯ ̣  ̣  ̣  ̣   ▶

```

– <Low>: To scan originals containing printed images or other halftones, the setting should be towards <Low>. This setting lessens the moiré effect (a shimmering, wavy pattern).

– <High>: To scan text or lines clearly, the setting should be towards <High>. This setting is particularly suited for scanning blueprints and faint pencil drawn images.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Fax

Specifying What to Display on the Screen for a Send Operation

This mode enables you to specify what screen is displayed for a send operation. When you select <Send/Fax> on the Main Menu screen and press [OK], the screen specified here is displayed for a send operation.

The default setting is <Default Screen>.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

3 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Communications Settings>, then press [OK].

Additional Functions
⊛ : Select
▭/▭ Paper Settings
⊙)) Volume Settings
▤ Common Settings
⬎ Communications Settings
▥ Address Book Settings
Done

4 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Common Settings>, then press [OK].

Communications Settings
⊛ : Select
Common Settings
Fax Settings
Back
Done

5 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <TX Settings>, then press [OK].

Common Settings
⊛ : Select
TX Settings
RX Settings
Back
Done

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Default Screen for Send>, then press
[OK].
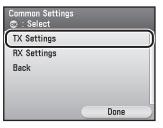
> TX Settings
> ◉ : Select
> ▪ Sharpness
> ▷ 0
> ▪ PDF(Compact) Img. Quality
>
> ▪ Default Screen for Send
> ▷ Default Screen
>
> Done

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select
the initial screen, then press [OK].

> Default Screen for Send
> Display Initial Func. After Recovery
> Favorites
> One-touch
> Default Screen
> Back

– <Favorites>: The Set Favorites screen is
displayed on the initial Send screen.
– <One-touch>: The One-touch Selection/Clear
screen is displayed on the initial Send screen.
– <Default Screen>: The Select Send Type
screen is displayed on the initial Send screen.

8 Press ⬯ (Main Menu) to return to the
Main Menu screen.

Fax

Restoring the Send Function Settings to Their Default

You can restore almost all of the Send Function Settings to their default settings.

📝 **NOTE**

You cannot initialize <Register Unit Name> and <Retry Times>. (<Retry Times> is disabled for the fax functions.)

1 Press ⬯ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

Copy
Send/Fax
Scan to Store
Direct Print
Device Info.   Additional Func.

3 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Communications Settings>, then press [OK].

Additional Functions
 ⊙ : Select
 ☐/☐ Paper Settings
 ◯))) Volume Settings
 ☐   Common Settings
 ✈   Communications Settings
 ☐   Address Book Settings
            Done

4 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Common Settings>, then press [OK].

Communications Settings
 ⊙ : Select
 Common Settings
 Fax Settings
 Back
            Done

5 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <TX Settings>, then press [OK].

Common Settings
 ⊙ : Select
 TX Settings
 RX Settings
 Back
            Done

6 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Initialize TX Settings>, then press [OK].

TX Settings
 ⊙ : Select
 ▪ Initialize TX Settings
 ↻ Back
            Done

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

Is it OK to initialize?

No
Yes

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Fax
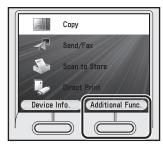
Send Start Speed

This function enables you to change the send start speeds, which is useful when there is difficulty initiating the sending of a document.
The default setting is <33600 bps>.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

Copy	
Send/Fax	
Scan to Store	
Direct Print	
Device Info.	Additional Func.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <System Management Set.>, then press [OK].

Additional Functions
◉ : Select
- Printer Settings
- Timer Settings
- Adjustment/Cleaning
- Report Settings
- **System Management Set.**
  Done

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⓘ (Log In/Out).

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Communications Settings>, then press [OK].

System Management Settings
◉ : Select
- **Communications Settings**
- Forwarding Settings
- Store/Print When Fwding.
- Remote UI
- Restrict the Send Function
  Done

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Fax Settings>, then press [OK].
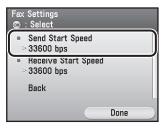
Communications Settings
◉ : Select
- E-mail/I-Fax Settings
- **Fax Settings**
- Memory Lock Settings
  Done

6 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send Start Speed>, then press [OK].

Fax Settings
◉ : Select
- **Send Start Speed**
  ▷ 33600 bps
- Receive Start Speed
  ▷ 33600 bps
- Back
  Done

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired start speed, then press [OK].

```
Sending Start Speed
Modem Send Speed: 33600 bps
 33600 bps
 14400 bps
 9600 bps
 7200 bps
 4800 bps
 2400 bps
```

If your document transmission is slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select <33600 bps>, <14400 bps>, <9600 bps>, <7200 bps>, <4800 bps>, or <2400 bps>.

8 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Fax

Printing Received Documents on Both Sides of Paper

You can print received documents on both sides of the paper you select. This enables you to save paper.
The default setting is <Off>.
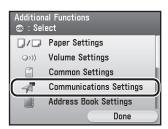
1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

```
        Copy
        Send/Fax
        Scan to Store
        Direct Print
   Device Info.    Additional Func.
```

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

```
Additional Functions
⊛ : Select
▯/▯   Paper Settings
◯))   Volume Settings
▤     Common Settings
◤     Communications Settings
▦     Address Book Settings
              Done
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Common Settings>, then press [OK].

```
Communications Settings
⊛ : Select
Common Settings
Fax Settings
Back
              Done
```

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <RX Settings>, then press [OK].

```
Common Settings
⊛ : Select
TX Settings
RX Settings
Back
              Done
```

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <2-Sided Print>, then press [OK].

```
RX Settings
⊛ : Select
▪ 2-Sided Print
  ▷ Off
▪ Receive Reduction
  ▷ On
▪ Received Page Footer
  ▷ Off
              Done
```

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Off> or <On>, then press [OK].

```
2-Sided Print
Print RX Documents on 2-Sides
 Off
 On
 Back
```

8 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Fax

Reducing a Received Document

You can set the machine to automatically reduce received documents so that the whole document is printed within the printable area of the paper.

The default settings are as follows:

– **<Receive Reduction>: On**
– **<RX Reduction>: Auto**
– **<Reduce %>: 90%**
– **<Reduce Direction>: Vertical Only**

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

▤	Copy
⬧	Send/Fax
⬧	Scan to Store
⬧	Direct Print
Device Info.	Additional Func.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

Additional Functions
ⓞⓚ : Select
- ▭/▭ Paper Settings
- ⊙⫩ Volume Settings
- ▤ Common Settings
- ⬧ Communications Settings
- ▤ Address Book Settings

Done

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Common Settings>, then press [OK].

Communications Settings
ⓞⓚ : Select
- Common Settings
- Fax Settings
- Back

Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <RX Settings>, then press [OK].

Common Settings
ⓞⓚ : Select
- TX Settings
- RX Settings
- Back

Done

6 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Receive Reduction>, then press [OK].

RX Settings
◉ : Select
- 2-Sided Print
  ▷ Off
- Receive Reduction
  ▷ On
- Received Page Footer
  ▷ Off

Done

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Off> or <On>.

Receive Reduction
Reduce RX Document Image
Off
On
Back

Set

– <Off>: Does not reduce received documents. If you select <Off>, press [OK], then go to step 14.
– <On>: Reduces received documents. If you select <On>, press the right Any key to select <Set>, then go to the next step.

8 Use [▼], [▲] or ◉ (Scroll Wheel) to select <RX Reduction>, then press [OK].

Receive Reduction
◉ : Select
- RX Reduction
  ▷ Auto
- Reduce %
  ▷ 90%
- Reduce Direction
  ▷ Vertical Only

Done

9 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Auto> or <Fixed Reduction>.

RX Reduction
Auto Adjust Image Reduction
Auto
Fixed Reduction
Back

– <Auto>: The image is automatically reduced by a suitable reduction ratio. If you select <Auto>, press [OK], then go to step 12.
– <Fixed Reduction>: The image is reduced by the reduction ratio set for <Reduce %> in the next step. If you select <Fixed Reduction>, press [OK], then go to the next step.

10 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Reduce %>, then press [OK].

Receive Reduction
◉ : Select
- RX Reduction
  ▷ Auto
- Reduce %
  ▷ 90%
- Reduce Direction
  ▷ Vertical Only

Done

11 Use [▼], [▲] or ◉ (Scroll Wheel) to select the reduction ratio, then press [OK].

Reduce %
Reduce %: 90%
97%
95%
90%
75%
Back

Fax

5-103

12 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Reduce Direction>, then press [OK].

```
Receive Reduction
ok : Select
  ▪ RX Reduction
    ▷Auto
  ▪ Reduce %
    ▷90%
  ▪ Reduce Direction
    ▷Vertical Only

                    Done
```

13 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Vertical and Horizontal> or <Vertical Only>, then press [OK].

```
Reduce Direction
Reduce Vertical Only
  Vertical and Horizontal
  Vertical Only
  Back
```

– <Vertical and Horizontal>: The image is reduced in both the vertical and horizontal directions.
– <Vertical Only>: The image is reduced in the vertical direction only.

14 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.
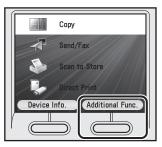
Printing Footer Information on a Received Document

You can set whether the machine prints the date, day, and time received, transaction number, and page number at the bottom of the received document.
The default setting is <Off>.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

3 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Communications Settings>, then press [OK].

Additional Functions
ⓞⓚ : Select
▢/▢ Paper Settings
◌⑴⑴ Volume Settings
▤ Common Settings
🖅 Communications Settings
▦ Address Book Settings
Done

4 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Common Settings>, then press [OK].

Communications Settings
ⓞⓚ : Select
Common Settings
Fax Settings
Back
Done

5 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <RX Settings>, then press [OK].

Common Settings
ⓞⓚ : Select
TX Settings
RX Settings
Back
Done

6 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Received Page Footer>, then press [OK].

RX Settings
ⓞⓚ : Select
▪ 2-Sided Print
▹ Off
▪ Receive Reduction
▹ On
▪ Received Page Footer
▹ Off
Done

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
<Off> or <On>, then press [OK].

> Received Page Footer
> Use Received Page Footer
> Off
> On
> Back

8 Press ⊂⊃ (Main Menu) to return to the
Main Menu screen.

Fax
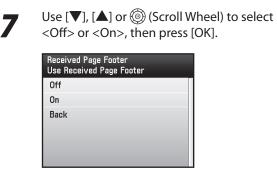
Specifying the Way of Printing When Toner Is Low

This function enables you to continue printing your current jobs when the toner is low.
The default setting is <Off>.

📝 **NOTE**

When <Toner Out Continuous Print> is set to <On>, 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 cannot print the same documents again.
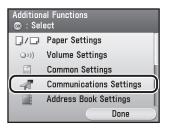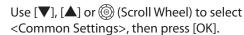
---

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

▤	Copy
↗	Send/Fax
🖨	Scan to Store
📇	Direct Print
Device Info.	Additional Func.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Communications Settings>, then press [OK].

Additional Functions
💿 : Select

▯/▭	Paper Settings
◯)))	Volume Settings
🖹	Common Settings
↗	Communications Settings
▦	Address Book Settings
	Done

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Common Settings>, then press [OK].

Communications Settings
💿 : Select

Common Settings
Fax Settings
Back

Done

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <RX Settings>, then press [OK].

Common Settings
💿 : Select

TX Settings
RX Settings
Back

Done

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Toner Out Continuous Print>, then press
[OK].
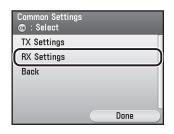
```
RX Settings
◎ : Select
  ▪ Toner Out Continuous Print
    ▷ On
  ▪ YCbCr Receive Gamma Val.
    ▷ Gamma 1.8

    Back

                        Done
```

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Off> or <On>, then press [OK].

```
Continue Printing if Toner is Out
Continue Printing if Toner Low
  Off
  On
  Back
```
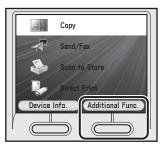
8 Press ⬭ (Main Menu) to return to the
Main Menu screen.

ECM Reception

ECM (Error Correction Mode) is a mode that automatically detects and corrects fax transmission errors resulting from telephone line noise. ECM reduces errors when receiving faxes in a poor telephone line condition.
The default setting is <On>.

📝 **NOTE**

– To communicate using ECM, make sure this mode is activated in both the sending and receiving machines. ECM transmissions are possible only when this mode is activated in both machines.
– Even when ECM is activated, errors can sometimes occur due to a poor telephone line connection.
– If there is trouble with the line, it will take more time to receive the documents.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Communications Settings>, then press [OK].

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Fax Settings>, then press [OK].

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select <RX Settings>, then press [OK].

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
<ECM RX>, then press [OK].

```
RX Settings
⊚ : Select
  ▪ ECM RX
    ▷ On
  ▪ Reception Mode Selection
    ▷ Auto RX
  ▪ Incoming Ring
    ▷ Off
                        Done
```
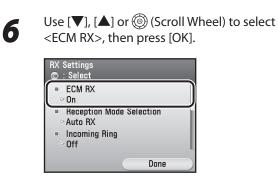
7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select
<Off> or <On>, then press [OK].

```
ECM RX
Receive ECM Fax Documents
  Off
  On
  Back
```

8 Press ⬭ (Main Menu) to return to the
Main Menu screen.

Setting the Incoming Ring Tone

This function enables you to activate the ring alert of the external telephone when the machine receives a fax or telephone call in the Auto RX or Fax/Tel Auto Switch mode.

The default settings are as follows:

– **<Incoming Ring>: On**
– **<Ring Times>: 2 Times**

📎 **NOTE**

Incoming calls or outgoing calls may not work properly, depending on the type of the external telephone connected to the machine.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Communications Settings>, then press [OK].

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Fax Settings>, then press [OK].

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select <RX Settings>, then press [OK].

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Incoming Ring>, then press [OK].

```
RX Settings
⊚ : Select
  ▪ ECM RX
    ▷ On
  ▪ Reception Mode Selection
    ▷ Auto RX
  ▪ Incoming Ring
    ▷ Off
                          Done
```
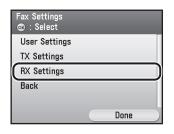
7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Off> or <On>.

```
Incoming Ring
Use Call Tones for Incoming
  Off
  On
  Back
```

– <Off>: Incoming tone does not ring. If you select <Off>, press [OK], then go to step 9.
– <On>: Incoming tone rings. If you select <On>, press [OK], then go to the next step.

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to set the number of ring times, then press [OK].

```
Ring Times
▦ : You can also use numeric keys.

          ▲
        1    Times
          ▼
       (1–99)
```

You can also use ⓪–⑨ (numeric keys) to set the number of ring times.

9 Press ⬭ (Main Menu) to return to the Main Menu screen.

Fax

Receiving Documents Manually with an External Telephone (Remote Reception)

You can connect one external telephone to the machine.
When the telephone rings with the machine in the Manual RX mode, you can use the
external telephone to start receiving the document without walking over to the machine.

Activating the Remote Reception

Follow this procedure to turn on the remote reception.
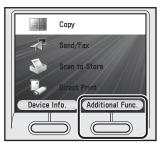
The default settings are as follows:
- <Remote RX>: On
- <Remote RX ID>: 25

1 Press ⊂⊃ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

> **Additional Functions**
> ⊙ : Select
> ▯/▯ Paper Settings
> ◯⟩⟩ Volume Settings
> ▤ Common Settings
> ◢ Communications Settings
> ▦ Address Book Settings
>   Done

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax Settings>, then press [OK].

> **Communications Settings**
> ⊙ : Select
> Common Settings
> Fax Settings
> Back
>   Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <RX Settings>, then press [OK].

> **Fax Settings**
> ⊙ : Select
> User Settings
> TX Settings
> RX Settings
> Back
>   Done

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Remote RX>, then press [OK].

RX Settings
⊚ : Select
▪ Remote RX
  ▷ On
▪ Manual/Auto Switch
  ▷ On
▪ RX Restriction
  ▷ Off
                          Done

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <On>, then press [OK].

Remote RX
Enter ID No. and RX Fax Doc.
Off
On
Back

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to enter a remote reception ID (a combination of two characters using 0 to 9), then press [OK].

Remote RX ID
▦ : You can also use numeric keys.
              ▲
            00
              ▼
          (00-99)

– You can also use ⓪–⑨ (numeric keys) to enter a remote reception ID.
– The default ID is 25. If you do not want to change the ID, press [OK] without entering any numbers.

9 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Fax

Receiving Documents with the Remote Reception

Follow this procedure to receive fax documents using the remote reception.

NOTE

Before using the remote reception to receive fax documents, make sure the followings:
– An external telephone is connected properly.
– Your telephone is set to tone dialing.

1 When you receive a call, pick up the external telephone.

2 When you hear a beep, use the numeric keys to enter the two-digit remote reception ID to start reception.

If you hear someone on the line, you can start talking to the other party.

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

Adjusting the Auto Switch Time for the Manual RX Mode

This function enables you to set the machine to switch to document receive mode after ringing for a specified length of time in the Manual RX mode.
The default setting is <Off>.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

> Additional Functions
> ⊛ : Select
> ▫/▫   Paper Settings
> ⊙)))   Volume Settings
> ▤   Common Settings
> ◿   Communications Settings
> ▤   Address Book Settings
>   Done

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax Settings>, then press [OK].

> Communications Settings
> ⊛ : Select
> Common Settings
> Fax Settings
> Back
>   Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <RX Settings>, then press [OK].

> Fax Settings
> ⊛ : Select
> User Settings
> TX Settings
> RX Settings
> Back
>   Done

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Manual/Auto Switch>, then press [OK].

> RX Settings
> ⊛ : Select
> ▫   Remote RX
>   ▹ On
> ▫   Manual/Auto Switch
>   ▹ On
> ▫   RX Restriction
>   ▹ Off
>   Done

Fax

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <On>, then press [OK].

```
Manual/Auto Switch
Auto Switch to Auto RX
 Off
 On
 Back
```

8 Use [▼], [▲] or ◎ (Scroll Wheel) to set the amount of time the machine waits before automatically switching to the document receive mode, then press [OK].

```
Fax/Tel Ring Time
     : You can also use numeric keys.

              ▲
              1    Seconds
              ▼
            (1-99)
```

You can also use ⓪–⑨ (numeric keys) to set the time.

9 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Fax

Rejecting Incoming Faxes from the Unidentified Senders

This function enables you to reject incoming faxes from senders who do not transmit their fax numbers (telephone numbers) to your machine. This can be useful when you do not want to receive direct mail (DM).
The default setting is <Off>.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Communications Settings>, then press [OK].

> Additional Functions
> ⊙ : Select
> 🗍/🗍 Paper Settings
> ◯))) Volume Settings
> 🗎 Common Settings
> ✈ Communications Settings
> 🗎 Address Book Settings
>   Done

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Fax Settings>, then press [OK].

> Communications Settings
> ⊙ : Select
> Common Settings
> Fax Settings
> Back
>   Done

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select <RX Settings>, then press [OK].

> Fax Settings
> ⊙ : Select
> User Settings
> TX Settings
> RX Settings
> Back
>   Done

6 Use [▼], [▲] or ◉ (Scroll Wheel) to select <RX Restriction>, then press [OK].

> RX Settings
> ⊙ : Select
> ▪ Remote RX
>   ▷ On
> ▪ Manual/Auto Switch
>   ▷ On
> ▪ RX Restriction
>   ▷ Off
>   Done

Fax

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Off> or <On>, then press [OK].

```
RX Restriction
Use RX Prevention
 Off
 On
 Back
```

– <Off>: Does not reject to receive faxes from unknown senders.
– <On>: Rejects to receive faxes from unknown senders.

8 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Receive Start Speed
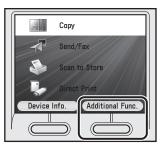
This function enables you to change the receive start speeds, which is useful when there is difficulty initiating the receiving of a document.
The default setting is <33600 bps>.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

▦	Copy
✈	Send/Fax
📠	Scan to Store
🖨	Direct Print
Device Info.	Additional Func.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <System Management Set.>, then press [OK].

Additional Functions
⊙ : Select
🖨	Printer Settings
⏲	Timer Settings
⋯	Adjustment/Cleaning
📋	Report Settings
ID	System Management Set.
	Done

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⓘ�D (Log In/Out).

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

System Management Settings
⊙ : Select
| Communications Settings |
| Forwarding Settings |
| Store/Print When Fwding. |
| Remote UI |
| Restrict the Send Function |
| Done |

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax Settings>, then press [OK].

Activity Report
⊙ : Select
| E-mail/I-Fax Settings |
| Fax Settings |
| Memory Lock Settings |
| Done |

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Receive Start Speed>, then press [OK].

Fax Settings
⊙ : Select
| ▪ Send Start Speed
   ▷ 33600 bps |
| ▪ Receive Start Speed
   ▷ 33600 bps |
| Back |
| Done |

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired start speed, then press [OK].

```
Receive Start Speed
RX Modem Speed: 33600 bps
 33600 bps
 14400 bps
 9600 bps
 7200 bps
 4800 bps
 2400 bps
```

If your document reception is slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select <33600 bps>, <14400 bps>, <9600 bps>, <7200 bps>, <4800 bps>, or <2400 bps>.

8 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Fax

Receiving Documents in Memory without Printing Out (Memory Lock Reception)

Normally a document prints as soon as you receive it. However, there may be occasions when you want the machine to store all documents in memory until you are ready to print them. Locking the machine to receive and store all documents in memory is called memory lock reception.
The default setting is <Off>.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

🗐	Copy
✈	Send/Fax
🖨	Scan to Store
📄	Direct Print
Device Info.	Additional Func.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <System Management Set.>, then press [OK].

Additional Functions
ⓄⓀ : Select
- 🖨 Printer Settings
- 🕐 Timer Settings
- ⎓ Adjustment/Cleaning
- 📋 Report Settings
- ID System Management Set.

Done

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⓘⒹ (Log In/Out).

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Communications Settings>, then press [OK].

System Management Settings
ⓄⓀ : Select
- Communications Settings
- Forwarding Settings
- Store/Print When Fwding.
- Remote UI
- Restrict the Send Function

Done

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Memory Lock Settings>, then press [OK].

Activity Report
ⓄⓀ : Select
- E-mail/I-Fax Settings
- Fax Settings
- Memory Lock Settings

Done

If the Memory Lock Password has been set, enter the Memory Lock Password using ⓪–⑨ (numeric keys), then press [OK].

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Off> or <On>.

Memory Lock Settings
Use Memory Lock

Off

On

Back

Option

– <Off>: Does not use the memory lock reception mode. If you select <Off>, press [OK], then go to step 12.
– <On>: Uses the memory lock reception mode. If you select <On>, press the right Any key to select <Option>, then go to the next step.

7 If you want to set or change a password for the Memory Lock mode, enter a password (up to seven digits) using ⓪–⑨ (numeric keys), then press [OK].

Memory Lock Password (7 digits)
: Enter Password Using Num. Keys

0123456

(Leave blank if not required.)

If you set a password, it will be necessary to enter the password whenever you want to change the Memory Lock mode settings, or cancel the Memory Lock mode.
If you do not want to set the Memory Lock with a password, press [OK] without entering any numbers.

NOTE

– You cannot store a password that only consists of zeros, such as <0000000>.
– If you enter fewer than seven digits, the machine stores the password with leading zeros.
  Example: If <02> or <002> is entered, <0000002> is stored.
– If you make a mistake when entering the password, press ⓒ (Clear), then enter the correct password.

8 Set the machine to print an RX report or not.

Report Print
Output Result Report

Off

On

Back

If you want to print an RX report when receiving documents, use [▼], [▲] or ◎ (Scroll Wheel) to select <On>, then press [OK].
If you do not want to print an RX report, select <Off>, then press [OK].

NOTE
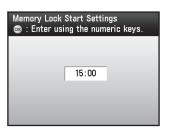
If you want to print an RX report, you need also to set <RX Report> to <On>. (See "Introduction of the Machine," in the e-Manual.)

9 Set the time for the machine to enter and leave the Memory Lock mode.

Memory Lock Time Settings
Specify Memory Lock Time

Do Not Specify

Specify

Back

If you want to specify the Memory Lock Time settings, use [▼], [▲] or ◉ (Scroll Wheel) to select <Specify>, then press [OK].
If you do not want to specify the Memory Lock Time settings, select <No>, select <Do Not Specify>, press [OK]. Go to step 12.
If <Do Not Specify> is selected, the Memory Lock mode will not start automatically at a specified time. The machine enters the Memory Lock mode only when you manually set the Memory Lock mode to <On> in step 6.

10 Specify the time (in 24-hour/military time format) for the machine to enter the Memory Lock mode using ⓪–⑨ (numeric keys), then press [OK].

Memory Lock Start Settings
ⓞⓚ : Enter using the numeric keys.

15:00

🖉 NOTE

If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry, then enter another four digit number.

11 Specify the time (in 24-hour/military time format) for the machine to leave the Memory Lock mode using ⓪–⑨ (numeric keys), then press [OK].

Memory Lock End Time
ⓞⓚ : Enter using the numeric keys.

08:30

🖉 NOTE

– If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry, then enter another four digit number.
– If you set the same time for Memory Lock Start Time and Memory Lock End Time, the machine will be in the Memory Lock mode through the entire day.

12 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Fax

Printing All Documents Stored in the Memory Lock Reception Mode

Follow this procedure to print documents received when the machine is in the memory lock reception mode.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

🖨	Copy
📠	Send/Fax
🗄	Scan to Store
🖨	Direct Print

Device Info.   Additional Func.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <System Management Set.>, then press [OK].

Additional Functions
OK : Select
🖨 Printer Settings
🕐 Timer Settings
⎯ Adjustment/Cleaning
☰ Report Settings
ID System Management Set.
Done

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⓘⓓ (Log In/Out).

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Communications Settings>, then press [OK].

System Management Settings
OK : Select
Communications Settings
Forwarding Settings
Store/Print When Fwding.
Remote UI
Restrict the Send Function
Done

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Memory Lock Settings>, then press [OK].

Communications Settings
OK : Select
▪ E-mail/I-Fax Settings
▪ Fax Settings
▪ Memory Lock Settings
▷ Off
Done

If the Memory Lock Password has been set, enter the Memory Lock Password using ⓪–⑨ (numeric keys), then press [OK].

Fax

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select
<Off>, then press [OK].

```
Memory Lock Settings
Use Memory Lock
 Off
 On
 Back

                    Option
```

The received documents are printed.

7 Press ⬭ (Main Menu) to return to the
Main Menu screen.

Forwarding Received Fax Documents to a Computer or Fax Machine

This machine enables you to automatically forward received fax documents to a pre-specified destination. You can specify the desired forwarding destination to suit your needs, as shown below.

If the Machine Receives Fax Documents, It Will...

Forward to a Fax Machine
Received documents are sent to another fax machine without any changes.

Forward via E-Mail/I-Fax
Received documents are converted to file formats such as PDF and TIFF, then are sent as an e-mail attachment to the recipient's e-mail application or to the recipient's I-fax compatible machine.

Forward to a Shared Folder (SMB/FTP) on a Computer
Received documents are converted to file formats such as PDF and TIFF, then are sent to the shared folder on a computer over the network.

When you are forwarding the received documents to a specified destination, you can also specify a condition such as "Only the fax documents sent from a specific fax number are to be forwarded" to sort the received documents automatically.

📝 NOTE

– The maximum number of forwarding settings that you can store is 52 (12 for the Color imageCLASS MF9220Cdn): 50 (10 for the Color imageCLASS MF9220Cdn) with forwarding conditions and 2 without conditions.
– You can set whether to print fax documents with forwarding errors, and whether to store them in memory. (See "Handling Forwarding Documents," on p. 5-141.)
– If a forwarding error occurs when <Print Image> and <Memory Lock Settings> are set to <Off> and <Store Image to Memory> is set to <Do Not Store>, the received documents will be lost.

Fax

Before Specifying the Forwarding Settings

The necessary settings before forwarding received fax documents are as follows.

To Forward Received Documents to Fax Machine

Registering Fax Numbers as a Forwarding Destination

(See "Registering Fax Numbers in the Address Book,*" on p. 3-2 or "Registering Fax Numbers in One-Touch," on p. 3-32.)

* Only for the Color imageCLASS MF9280Cdn.

Registering Forwarding Settings

(See "Storing Forwarding Settings," on p. 5-128.)

To Forward Received Documents via E-Mail/I-Fax

**Specifying the Settings Necessary for E-Mail and I-Fax Communications
(Make the following settings in the order listed.)**

1. Network Settings
(See "Network Settings," in the e-Manual.)

2. Machine Settings for Sending and Receiving E-Mails/I-Faxes
(See "Network Settings," in the e-Manual.)

Registering E-Mail/I-Fax Addresses as a Forwarding Destination

• Registering E-Mail Addresses

(See "Registering E-Mail Addresses in the Address Book,*" on p. 3-10 or "Registering E-Mail Addresses in One-Touch," on p. 3-40.)
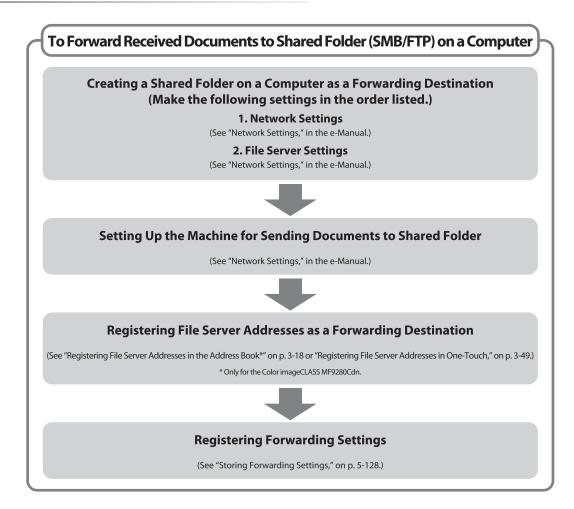
• Registering I-Fax Addresses

(See "Registering I-Fax Addresses in the Address Book,*" on p. 3-16 or "Registering I-Fax Addresses in One-Touch," on p. 3-46.)

* Only for the Color imageCLASS MF9280Cdn.

Registering Forwarding Settings

(See "Storing Forwarding Settings," on p. 5-128.)

Fax

To Forward Received Documents to Shared Folder (SMB/FTP) on a Computer

Creating a Shared Folder on a Computer as a Forwarding Destination
(Make the following settings in the order listed.)

1. Network Settings
(See "Network Settings," in the e-Manual.)

2. File Server Settings
(See "Network Settings," in the e-Manual.)

Setting Up the Machine for Sending Documents to Shared Folder

(See "Network Settings," in the e-Manual.)

Registering File Server Addresses as a Forwarding Destination

(See "Registering File Server Addresses in the Address Book*" on p. 3-18 or "Registering File Server Addresses in One-Touch," on p. 3-49.)

* Only for the Color imageCLASS MF9280Cdn.

Registering Forwarding Settings

(See "Storing Forwarding Settings," on p. 5-128.)

Specifying Forwarding Settings

This section describes how to register, erase, print, check, and change the forwarding settings.

● Storing Forwarding Settings

You can register the forwarding conditions and the forwarding destinations. If the machine receives fax documents matching the registered conditions, the documents are automatically sent to the specified destination. You can also specify forwarding destinations for received documents that do not match the forwarding conditions.

To be able to forward received documents, you need to specify the forwarding settings in this section, then activate the settings. (See "Activating the Registered Forwarding Settings," on p. 5-135.)

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

▦	Copy	
⬩	Send/Fax	
⬩	Scan to Store	
⬩	Direct Print	
Device Info.		Additional Func.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <System Management Set.>, then press [OK].

Additional Functions
⊙ : Select
🖶 Printer Settings
🕐 Timer Settings
⌁ Adjustment/Cleaning
🗎 Report Settings
ID System Management Set.
Done

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⓘⓓ (Log In/Out).

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Forwarding Settings>, then press [OK].

System Management Settings
⊙ : Select
Communications Settings
Forwarding Settings
Store/Print When Fwding.
Remote UI
Restrict the Send Function
Done

5 Press the left Any key to select <Menu>.

Forwarding Conditions Settings
⊙ : Switch Forwarding On/Off
◄ All 🖳 🖳 ►

Menu   Done

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Register>, then press [OK].

Forwarding Conditions Settings
⊙ : Switch Forwarding On/Off
◄ All 🖳 🖳 ►

Register
Forward w/o Condition
Erase
Menu   Done

7 Use the software keyboard to enter a name for the forwarding condition, then press the right Any key to select <Set>.

Forwarding Cond. Name (50 char)
⊙ : Set Characters
admin
A/1 1 2 3 4 5 6 7 8 9 0 . - _ @
Sym a b c d e f g h i j k l m \
n o p q r s t u v w x y z :
A B C D E F G H I J K L M ;
N O P Q R S T U V W X Y Z !
Space
Backspace   Set

For information on using the software keyboard, see "Entering Characters," on p. 1-19.

Fax

8 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Fax>, then press [OK].

```
Forward Without Conditions
Send by Fax
    🖶   Fax
    🖷   I-Fax
    ↩   Back
```

9 Use [▼], [▲] or ◎ (Scroll Wheel) to select the forwarding condition, then press [OK].

```
Fax Number
Fax Number is the Same As
disregard
Does Not Exist
equals
differs from
begins with
```

The available forwarding conditions are:
– <disregard>: 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.
If you select <disregard> or <Does Not Exist>, go to step 11.

10 Enter the forwarding criterion (up to 20 characters) using ⓪–⑨ (numeric keys), then press the right Any key to select <Register>.

```
Fax Number
 ⓞ  : Enter using the numeric keys.
 🖶  = 031XXXXXXX
    Register
    Space
    +
    Backspace
                        Register
```

The following items are also available for entering the forwarding criterion:
– <Space>: Inserts a space between numbers.
– <+>: Use to insert a country code. Use <+> after the country code, and before the fax number.
– <Backspace>: Deletes the last number entered.

11 Press the right Any key to select <Next>.

```
Forwarding Conditions Settings
Send by Fax
    🖶   Fax
    🖷   I-Fax
    ↩   Back
                        Next
```

12 Use [▼], [▲] or ⦾ (Scroll Wheel) to select the forwarding destination, then press [OK].

Register Address
⦿ Press [Set] to Set Destination

◄ All | 0-9 | ABC | DEF | GHI | JKL | MNO ►

☐ 📧 Sales   sales@xxx.xxx
☐ 📠 Sales(FTP) 1004.ftphost
☐ 👥 canon grou
☐ 📠 Canon(Fax) 032XXXXXXX

Set

📝 NOTE

– You cannot select multiple destinations at the same time. To forward to multiple destinations, select a group address.
– You can use [◄] or [►] to restrict the displayed range of destinations.
– To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 3-2.)
– To cancel a selected destination, select the destination again.

13 Press the right Any key to select <Set>.

Register Address
⦿ Press [Set] to Set Destination

◄ All | 0-9 | ABC | DEF | GHI | JKL | MNO ►

☐ 📧 Sales   sales@xxx.xxx
☐ 📠 Sales(FTP) 1004.ftphost
☑ 👥 canon grou
☐ 📠 Canon(Fax) 032XXXXXXX

Set

14 Use [▼], [▲] or ⦾ (Scroll Wheel) to select the file format of the document you want to forward.

File Format
Send as TIFF

TIFF
(Do Not Divide into Pages)
PDF
(Do Not Divide into Pages)

Back

Divide Pages

– <TIFF>: Forwards the file in the TIFF format.
– <PDF>: Forwards the file in the PDF format.

📝 NOTE
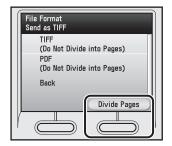
– This procedure is not necessary if a fax number is specified as the destination in step 12. Go to step 17.
– To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
– To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.

15 Press the right Any key to select <Divide Pages>.

File Format
Send as TIFF

TIFF
(Do Not Divide into Pages)
PDF
(Do Not Divide into Pages)

Back

Divide Pages

Fax

16 If you want to separate multiple images and send them as separate files, each of which consists of only one page, use [▼], [▲] or ◎ (Scroll Wheel) to select <On>, then press [OK] twice.

```
Divide into Pages
Separate Files and Send
Off
On
Back
```

If you want to send multiple images as a single file without dividing them, use [▼], [▲] or ◎ (Scroll Wheel) to select <Off>, then press [OK] twice.

17 Press ⬭ (Main Menu) to return to the Main Menu screen.

⬤ When Forwarding Destinations Do Not Match the Forwarding Conditions

You can store the forwarding destinations of a received document if the forwarding settings of the received document are not registered, or if the received document does not match all of the forwarding conditions that you have specified.

🖉 NOTE

– Forwarding destinations can be stored one at a time, according to the receive type of the received document.
– To be able to forward received documents, you need to activate the settings registered here. (See "Activating the Registered Forwarding Settings," on p. 5-135.)

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

```
  Copy
  Send/Fax
  Scan to Store
  Direct Print
Device Info.    Additional Func.
```

3 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <System Management Set.>, then press [OK].

Additional Functions
⊙ : Select
- 🖶 Printer Settings
- 🕐 Timer Settings
- Adjustment/Cleaning
- Report Settings
- ID System Management Set.
Done
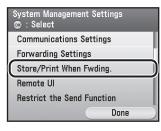
If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⑩ (Log In/Out).

4 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Forwarding Settings>, then press [OK].

System Management Settings
⊙ : Select
- Communications Settings
- Forwarding Settings
- Store/Print When Fwding.
- Remote UI
- Restrict the Send Function
Done

5 Press the left Any key to select <Menu>.

Forwarding Conditions Settings
⊙ : Switch Forwarding On/Off
◄ All 🖶 🖶 ►

Menu   Done

6 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Forward w/o Condition>, then press [OK].

Forwarding Conditions Settings
⊙ : Switch Forwarding On/Off
◄ All 🖶 🖶 ►
- Register
- Forward w/o Condition
- Erase
Menu   Done

7 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Fax>, then press [OK].

Forward Without Conditions
Send by Fax
- 🖶 Fax
- 🖶 I-Fax
- ↩ Back

8 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the forwarding destination, then press [OK].

Forwarding Conditions Settings
⊙ : Switch Forwarding On/Off
◄ All 🖶 🖶 ►
- Register
- Forward w/o Condition
- Erase
Menu   Done

Fax

NOTE

– You cannot select multiple destinations at the same time. To forward to multiple destinations, select a group address.
– You can use [◀] or [▶] to restrict the displayed range of destinations.
– To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 3-2.)
– To cancel a selected destination, select the destination again.

9 Press the right Any key to select <Set>.

```
Register Address
 Press [Set] to Set Destination
◀ All                              ▶
 □  ⌷  Canon USA( 031XXXXXXX
 □  ⌷  Sales(I-FA 1003@ifax
 □  ⌷  Sales(FTP) 1004.ftphost
 ☑  ⌷  Sales(GROU
                        Set
```

10 Use [▼], [▲] or ◎ (Scroll Wheel) to select the file format of the document you want to forward.

```
File Format
Send as TIFF
    TIFF
    (Do Not Divide into Pages)
    PDF
    (Do Not Divide into Pages)
    Back
                     Divide Pages
```

– <TIFF>: Forwards the file in the TIFF format.
– <PDF>: Forwards the file in the PDF format.

NOTE

– This procedure is not necessary if a fax number is specified as the destination in step 8. Go to step 13.
– To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
– To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.

11 Press the right Any key to select <Divide Pages>.

```
File Format
Send as TIFF
    TIFF
    (Do Not Divide into Pages)
    PDF
    (Do Not Divide into Pages)
    Back
                     Divide Pages
```

12 If you want to separate multiple images and send them as separate files, each of which consists of only one page, use [▼], [▲] or ◎ (Scroll Wheel) to select <On>, then press [OK] twice.

```
Divide into Pages
Separate Files and Send
  Off
  On
  Back
```

If you want to send multiple images as a single file without dividing them, use [▼], [▲] or ◎ (Scroll Wheel) to select <Off>, then press [OK] twice.

13 Press ◯ (Main Menu) to return to the Main Menu screen.

Activating the Registered Forwarding Settings
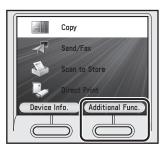
You can set whether received documents are forwarded.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

Copy
Send/Fax
Scan to Store
Direct Print
Device Info.   Additional Func.

3 Use [▼], [▲] or ⓞ (Scroll Wheel) to select <System Management Set.>, then press [OK].

Additional Functions
ok : Select

🖨	Printer Settings
🕒	Timer Settings
⎓	Adjustment/Cleaning
📑	Report Settings
ID	System Management Set.
	Done

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⓘ (Log In/Out).

4 Use [▼], [▲] or ⓞ (Scroll Wheel) to select <Forwarding Settings>, then press [OK].

System Management Settings
ok : Select

| Communications Settings |
| Forwarding Settings |
| Store/Print When Fwding. |
| Remote UI |
| Restrict the Send Function |
| Done |

5 Use [▼], [▲] or ⓞ (Scroll Wheel) to select the desired forwarding setting, then press [OK].

Forwarding Conditions Settings
ok : Switch Forwarding On/Off

◄ All	🖥	🖥	►
○	Fwd w/o Cond. (I-Fax)
○	sales-1
Menu	Done

Each time you press [OK], the icon status displayed on the left side of the condition name is switched.
– <◉>: The received document is forwarded to the specified destination if it matches the forwarding conditions.
– <◯>: The received document is not forwarded to the specified destination even if it matches the forwarding conditions.

6 Press ⬭ (Main Menu) to return to the Main Menu screen.

Fax

Erasing Forwarding Settings

You can erase forwarding settings that have been stored.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⓞ (Scroll Wheel) to select <System Management Set.>, then press [OK].

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⓘ (Log In/Out).

4 Use [▼], [▲] or ⓞ (Scroll Wheel) to select <Forwarding Settings>, then press [OK].

5 Use [▼], [▲] or ⓞ (Scroll Wheel) to select the forwarding setting you want to erase.

6 Press the left Any key to select <Menu>.

7 Use [▼], [▲] or ⓞ (Scroll Wheel) to select <Erase>, then press [OK].

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8 Use [▼], [▲] or ◉ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

Is it OK to erase?

No
Yes

9 Press ⬯ (Main Menu) to return to the Main Menu screen.

● Printing Forwarding Settings

You can print a list of the stored forwarding settings.

1 Press ⬯ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

Copy
Send/Fax
Scan to Store
Direct Print
Device Info.   Additional Func.

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <System Management Set.>, then press [OK].

Additional Functions
🆗 : Select
🖶 Printer Settings
🕐 Timer Settings
⌁ Adjustment/Cleaning
🗐 Report Settings
🆔 System Management Set.
Done

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press 🆔 (Log In/Out).

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Forwarding Settings>, then press [OK].

System Management Settings
🆗 : Select
Communications Settings
Forwarding Settings
Store/Print When Fwding.
Remote UI
Restrict the Send Function
Done

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5 Press the left Any key to select <Menu>.

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Print List>, then press [OK].

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

8 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.
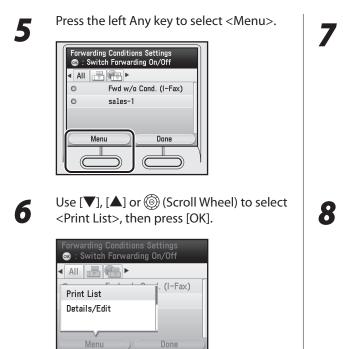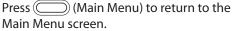
Checking/Changing Forwarding Settings

You can check or change forwarding settings that have been stored.

1 Press ⊂⊃ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <System Management Set.>, then press [OK].

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⓘⅮ (Log In/Out).

Fax

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Forwarding Settings>, then press [OK].

```
System Management Settings
ok : Select
  Communications Settings
  Forwarding Settings
  Store/Print When Fwding.
  Remote UI
  Restrict the Send Function
                        Done
```

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select the forwarding setting you want to check or change.

```
Forwarding Conditions Settings
ok : Switch Forwarding On/Off
◄ All  ►
○        Fwd w/o Cond. (I-Fax)
○        sales-1

    Menu            Done
```

6 Press the left Any key to select <Menu>.

```
Forwarding Conditions Settings
ok : Switch Forwarding On/Off
◄ All  ►
○        Fwd w/o Cond. (I-Fax)
○        sales-1

    Menu            Done
```

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Details/Edit>, then press [OK].

```
Forwarding Conditions Settings
ok : Switch Forwarding On/Off
◄ All  ►
                    . (I-Fax)
  Print List
  Details/Edit

    Menu            Done
```

8 Check or change the forwarding settings.

```
Forward Without Conditions
Receive as I-Fax
  🖶   Fax
  📠   I-Fax
  ↩   Back

                        Next
```

For instructions on changing forwarding settings, see "Storing Forwarding Settings," on p. 5-128.

9 Press ▭ (Main Menu) to return to the Main Menu screen.

Fax

Sending Documents in Memory to a Different Destination

You can redirect the fax documents received in memory to the specified destination.

1 Press ⬯ (Status Monitor/Cancel).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax>, then press [OK].

```
Status Monitor/Cancel
ⓞ : Select
  ▦   Copy
○ ✐   Send/Store
○ 📠   Fax
  📄   Print
○ 📠   Receive
 Device Info.          Done
```

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Received Job Status>, then press [OK].

```
    Fax
ⓞ : Select
 Send Job Status
 Received Job Status
 Log
 Forwarding Error Status
 Back
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the job you want to transfer.

```
Received Fax Job Status
   Select Job with Up/Down Keys
 0002  10:15      Sales Receiving...
 0001  10:00      Sales Waiting...



   Details           Erase
```

5 Press the left Any key to select <Details>.

```
Received Fax Job Status
   Select Job with Up/Down Keys
 0002  10:15      Sales Receiving...
 0001  10:00      Sales Waiting...



   Details           Erase
```

6 Press the left Any key to select <Forward>.

```
Details
Display Selected Job Details
 Job No.       0002
 Status        Receiving...
 Set Time      07/30/2008 09:30
 Dept. ID      -------
 Destination   Tokyo
   Forward           Done
```

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the destination, then press the right Any key to select <Start>.

```
ⓞ Set Forwarding Destination
 [Start] to forward to selected.
◀ All                          ▶
  📠  Canon USA( 031XXXXXXX
  📠  Sales(I-FA 1003@ifax
  📄  Sales(FTP) 1004.ftphost
  👥  Sales(GROU
                     Start
```

NOTE

– You can use [◀] or [▶] to restrict the displayed range of destinations.
– To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 3-2.)
– You cannot select a group address.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Handling Forwarding Documents

You can set how the machine handles the documents to be forwarded.

The default settings are as follows:
– <Print Image>: On
– <Store Image to Memory>: Do Not Store

NOTE

– When <Print Image> and <Memory Lock Settings> are set to <Off> and <Store Image to Memory> is set to <Do Not Store>, the received documents will be lost if a forwarding error occurs.
– If <Memory Lock Settings> is set to <On>, forwarded documents or those with forwarding errors are not printed even if <Print Image> is set to <On> or <Only When Error Occurs>. They are printed when <Memory Lock Settings> is set to <Off>.
– When <Print Image> is set to <On> or <Only When Error Occurs>, the first page of a document with forwarding errors will be printed on the Error TX Report if it is set to be printed with image in <Report Settings>, even if <Memory Lock Settings> is set to <On>. For information on Report Settings, see "Introduction of the Machine," in the e-Manual.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <System Management Set.>, then press [OK].

If the screen appears prompting you to enter the System Manager ID and System Password, enter the System Manager ID and System Password using ⓪–⑨ (numeric keys), then press ⓘ (Log In/Out).

Fax

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4 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Store/Print When Fwding.>, then press [OK].

> System Management Settings
> ⊛ : Select
> Communications Settings
> Forwarding Settings
> Store/Print When Fwding.
> Remote UI
> Restrict the Send Function
> Done

5 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Print Image>, then press [OK].

> Store/Print When Forwarding
> ⊛ : Select
> ▪ Print Image
>   ▷ On
> ▪ Store Image to Memory
>   ▷ Do Not Store
> ↻ Back
> Done

6 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Off>, <On>, or <Only When Error Occurs>, then press [OK].

> Restrict Sequential Broadcast
> Print Image When Forwarding
> Off
> On
> Only When Error Occurs
> Back

– <Off >: Does not print the image.
– <On>: Prints all the images that has been forwarded.
– <Only When Error Occurs>: Prints the image only when forwarding has failed.

7 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Store Image to Memory>, then press [OK].

> Store/Print When Forwarding
> ⊛ : Select
> ▪ Print Image
>   ▷ On
> ▪ Store Image to Memory
>   ▷ Do Not Store
> ↻ Back
> Done

8 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Do Not Store> or <Only When Error Occurs>, then press [OK].

> Restrict Sequential Broadcast
> Do Not Store to Memory
> Do Not Store
> Only When Error Occurs
> Back

– <Do Not Store>: Does not store the image.
– <Only When Error Occurs>: Stores the image in memory if forwarding fails.

✎ NOTE

If you set <Store Image to Memory> to <Only When Error Occurs>, you can resend the jobs with forwarding errors to registered destinations in the Address Book. (See "Resending Documents with Forwarding Errors," on p. 5-143.)

9 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Resending Documents with Forwarding Errors

You can resend the fax documents that the machine failed to forward.

📎 NOTE

Documents with forwarding errors are stored in memory only if <Store Image to Memory> is set to <Only When Error Occurs> in <Store/Print When Fwding.> in <System Management Set.>. (See "Handling Forwarding Documents," on p. 5-141.)

1 Press ⬯ (Status Monitor/Cancel).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Fax>, then press [OK].

```
Status Monitor/Cancel
ⓞ : Select
    🖿  Copy
  ○ ◿  Send/Store
  ○ 🖷  Fax
    🖷  Print
  ○ 🖷  Receive
  Device Info.        Done
```

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Forwarding Error Status>, then press [OK].

```
Fax
ⓞ : Select
    Send Job Status
    Received Job Status
    Log
    Forwarding Error Status
    Back
```

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select the job you want to transfer.

```
Fax Forwarding Error Status
   Select Job with Up/Down Keys
 0006  11:03      canon
 0005  10:55      seles
 0004  10:54      admin
 0003  10:52      H/O
 0002  10:50      sec
                       Menu
```

5 Press the right Any key to select <Menu>.

```
Fax Forwarding Error Status
   Select Job with Up/Down Keys
 0006  11:03      canon
 0005  10:55      seles
 0004  10:54      admin
 0003  10:52      H/O
 0002  10:50      sec
                       Menu
```

6 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Forward>, then press [OK].

```
   Select Job with Up/Down Keys
 0006  11:03      canon
 0005  10:55
 0004  10:54   Forward
 0003  10:52
 0002  10:50
                       Menu
```

Fax

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the destination, then press the right Any key to select <Start>.

Set Forwarding Destination
[Start] to forward to selected.
◄ All ►
📠 Canon USA(031XXXXXXX
📠 Sales(I-FA 1003@ifax
📄 Sales(FTP) 1004.ftphost
👥 Sales(GROU
Start

NOTE

– You can use [◄] or [►] to restrict the displayed range of destinations.
– To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 3-2.)
– If the transfer is successful, the document is erased from memory.
– You cannot select a group address for transferring the document.

8 Press ⊚ (Main Menu) to return to the Main Menu screen.

Checking/Changing the Status of Documents with Forwarding Errors

You can check the details of fax documents that the machine failed to forward. You can also erase and print those documents.

NOTE

Documents with forwarding errors are stored in memory only if <Store Image to Memory> is set to <Only When Error Occurs> in <Store/Print When Fwding.> in <System Management Set.>. (See "Handling Forwarding Documents," on p. 5-141.)

1 Press ⊚ (Status Monitor/Cancel).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax>, then press [OK].

Status Monitor/Cancel
⊙ : Select
🖨 Copy
○ 📤 Send/Store
○ 📠 Fax
📄 Print
○ 📥 Receive
Device Info.   Done

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Forwarding Error Status>, then press [OK].

Fax
⊙ : Select
Send Job Status
Received Job Status
Log
Forwarding Error Status
Back

■ If you want to check the details of documents with forwarding errors:

① Use [▼], [▲] or ◎ (Scroll Wheel) to select the job you want to check.

```
Fax Forwarding Error Status
   Select Job with Up/Down Keys
0006  11:03      canon
0005  10:55      seles
0004  10:54      admin
0003  10:52      H/O
0002  10:50      sec
                        Menu
```

② Press the right Any key to select <Menu>.

```
Fax Forwarding Error Status
   Select Job with Up/Down Keys
0006  11:03      canon
0005  10:55      seles
0004  10:54      admin
0003  10:52      H/O
0002  10:50      sec
                        Menu
```

③ Use [▼], [▲] or ◎ (Scroll Wheel) to select <Details>, then press [OK].

```
Select Job with Up/Down Keys
0006  11:03      canon
0005  10:55      seles
0004  10:54   Details
0003  10:52   Erase
0002  10:50   Print
                        Menu
```

④ Check the details of the selected job, then press the right Any key to select <Done>.

```
Details
Display Selected Job Details
Job No.        0006
Set Time       07/30/2008 11:03
Dept. ID       0000001
Job Type       E-mail
Destination    canon
    Forward              Done
```

■ If you want to erase a document with a forwarding error:

① Use [▼], [▲] or ◎ (Scroll Wheel) to select the job you want to erase.

```
Fax Forwarding Error Status
   Select Job with Up/Down Keys
0006  11:03      canon
0005  10:55      seles
0004  10:54      admin
0003  10:52      H/O
0002  10:50      sec
                        Menu
```

② Press the right Any key to select <Menu>.

```
Fax Forwarding Error Status
   Select Job with Up/Down Keys
0006  11:03      canon
0005  10:55      seles
0004  10:54      admin
0003  10:52      H/O
0002  10:50      sec
                        Menu
```

③ Use [▼], [▲] or ◎ (Scroll Wheel) to select <Erase>, then press [OK].

```
Select Job with Up/Down Keys
0006  11:03      canon
0005  10:55      seles
0004  10:54   Details
0003  10:52   Erase
0002  10:50   Print
                        Menu
```

Fax

④ Use [▼], [▲] or ◉ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

Is it OK to erase the RX document?

No
Yes

📝 NOTE

To erase multiple documents from memory, select and erase one document at a time.
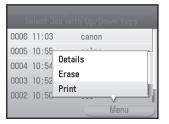
■ If you want to print a document with a forwarding error:

① Use [▼], [▲] or ◉ (Scroll Wheel) to select the job you want to print.

Fax Forwarding Error Status
Select Job with Up/Down Keys

0006	11:03	canon
0005	10:55	seles
0004	10:54	admin
0003	10:52	H/0
0002	10:50	sec

Menu

② Press the right Any key to select <Menu>.

Fax Forwarding Error Status
Select Job with Up/Down Keys

0006	11:03	canon
0005	10:55	seles
0004	10:54	admin
0003	10:52	H/0
0002	10:50	sec

Menu

③ Use [▼], [▲] or ◉ (Scroll Wheel) to select <Print>, then press [OK].

Select Job with Up/Down Keys

0006	11:03	canon
0005	10:55	
0004	10:54	Details
0003	10:52	Erase
0002	10:50	Print

Menu

④ Use [▼], [▲] or ◉ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

Print?

No
Yes

📝 NOTE

To print multiple document, select and print one document at a time.

4 Press ⬭ (Main Menu) to return to the Main Menu screen.

Checking/Changing the Status of Fax Documents in Memory

The System Monitor screen enables you to view and change the status of fax documents in memory.

Checking/Deleting Fax Transmission Documents
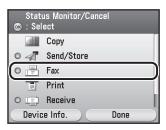
You can check the detailed information of fax documents currently being sent or waiting to be sent, then delete unwanted documents as necessary.

1 Press ⬭ (Status Monitor/Cancel).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Fax>, then press [OK].

```
   Status Monitor/Cancel
 OK : Select
      Copy
 ○ ◿  Send/Store
 ○ 🖶  Fax
      Print
 ○ 🖶  Receive
   Device Info.        Done
```

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send Job Status>, then press [OK].

```
   Fax
 OK : Select
   Send Job Status
   Received Job Status
   Log
   Forwarding Error Status
   Back
```

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select the job whose detailed information you want to check, then press the left Any key to select <Details>.

```
 Send Fax Job Status
   Select Job with Up/Down Keys
 0002 09:30      Seq. 1 Sending...
 0001 09:20      Sales Waiting...
 0003 09:20      Sales Waiting...

    Details           Cancel
```

5 Check the details of the selected job.

```
 Details
 Display Selected Job Details
 Job No.          0002
 Status           Sending...
 Set Time         07/30/2008 09:30
 Dept. ID         -------
 Destination      Tokyo
                          Done
```

■ If you want to erase the selected job:

① Press the right Any key to select <Done>, then go to the next step.

```
Details
 Display Selected Job Details
Job No.        0002
Status         Sending...
Set Time       07/30/2008 09:30
Dept. ID       -------
Destination    Tokyo
                      Done
```

■ If you complete this procedure:

① Go to step 8.

6 Make sure that the job you want to erase is selected, then press the right Any key to select <Cancel>.

```
Send Fax Job Status
 Select Job with Up/Down Keys
0002  09:30      Seq. 1 Sending...
0001  09:20      Sales  Waiting...
0003  09:20      Sales  Waiting...

    Details              Cancel
```

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

```
Is it OK to cancel?


 No
 Yes
```

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Checking/Deleting Fax Reception Documents

You can check the detailed information of the fax documents currently being received or fax documents that have been received in memory. If the documents are unwanted, you can delete them as necessary. In addition, documents that have been received in memory can be forwarded to a specified destination.

1 Press ⬭ (Status Monitor/Cancel).

2 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Fax>, then press [OK].

```
Status Monitor/Cancel
 ⓞⓚ : Select
    🖼  Copy
 ○ ⤳  Send/Store
 ○ 📠  Fax
    🖨  Print
 ○ 📠  Receive
  Device Info.            Done
```

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Received Job Status>, then press [OK].

```
     Fax
 ⊙ : Select
   Send Job Status
   Received Job Status
   Log
   Forwarding Error Status
   Back
```

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select the job whose detailed information you want to check, then press the left Any key to select <Details>.

```
 Received Fax Job Status
   Select Job with Up/Down Keys
 0002 10:15       Sales Receiving...
 0001 10:00       Sales Waiting...


     Details          Erase
```

5 Check the details of the selected job.

```
 Details
 Display Selected Job Details
 Job No.          0001
 Status           Waiting...
 Set Time         07/30/2008 09:20
 Dept. ID         -------
 Destination      Sales
     Forward          Done
```

■ If you want to erase the selected job:

① Press the right Any key to select <Done>, then go to the next step.

```
 Details
 Display Selected Job Details
 Job No.          0001
 Status           Waiting...
 Set Time         07/30/2008 09:20
 Dept. ID         -------
 Destination      Sales
     Forward          Done
```

■ If you complete this procedure:

① Go to step 8.

✎ NOTE

You can forward the selected job to another destination by pressing the left Any key to select <Forward>. For information on forwarding received documents, see "Sending Documents in Memory to a Different Destination," on p. 5-140.

6 Make sure that the job you want to erase is selected, then press the right Any key to select <Erase>.

```
 Received Fax Job Status
   Select Job with Up/Down Keys
 0002 10:15       Sales Receiving...
 0001 10:00       Sales Waiting...


     Details          Erase
```

✎ NOTE

– To erase multiple documents from memory, select and erase one document at a time.
– You cannot erase a document that is being printed.
– If you select a document that is being received, <Erase> changes to <Cancel>, enabling you to cancel receiving the document.

Fax

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

Is it OK to erase the RX document?

No
Yes

8 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Checking/Printing the Fax Log

You can view or print the results of fax transactions that list all faxes sent or received.

1 Press ⊂⊃ (Status Monitor/Cancel).

2 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Fax>, then press [OK].

Status Monitor/Cancel
⊙ : Select
▦ Copy
○ ◢ Send/Store
○ 📠 Fax
▤ Print
○ 📠 Receive
Device Info.   Done

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Log>, then press [OK].

Fax
⊙ : Select
Send Job Status
Received Job Status
Log
Forwarding Error Status
Back

🖉 NOTE

If <Job Log Display> in <System Management Set.> is set to <Off>, <Log> is not displayed.

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select the job whose detailed information you want to check, then press the left Any key to select <Details>.

```
Fax Job Log
   Select Job with Up/Down Keys
0001 09:10   Send    Market OK
0002 09:22   Send    Projec OK
0003 09:35   Man. TX  plan   OK
0004 09:45   Seq. TX  plan   OK
0005 09:50   Send    sample OK
    Details          Print List
```

5 Check the details of the selected job, then press the right Any key to select <Done>.

```
Details
 Display Selected Job Details
Job No.       0001
Start Time    06/30/2008 09:10
Usage Time    0'55
Dept. ID      0000001
Destination   Sales(FAX)
                         Done
```

6 If you want to print a list of transaction results, press the right Any key to select <Print List>.

```
Fax Job Log
   Select Job with Up/Down Keys
0001 09:10   Send    Market OK
0002 09:22   Send    Projec OK
0003 09:35   Man. TX  plan   OK
0004 09:45   Seq. TX  plan   OK
0005 09:50   Send    sample OK
    Details          Print List
```

If you do not want to print the list, go to step 8.

7 Use [▼], [▲] or ◎ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

```
Print list?




  No
  Yes
```

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

Fax

E-mail

Chapter 6
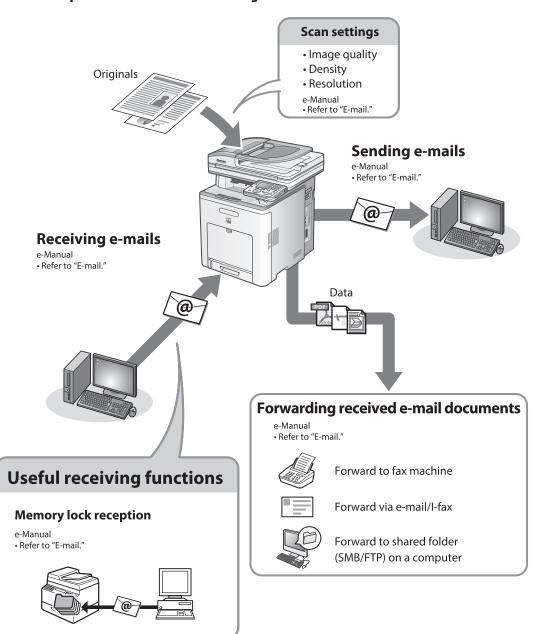
This chapter describes how to use e-mail functions.

Overview of E-Mail Functions

You can send scanned documents as e-mail attachments.

You can also print out received e-mail messages.

Scan settings

- Image quality
- Density
- Resolution

e-Manual
• Refer to "E-mail."

Originals

Sending e-mails
e-Manual
• Refer to "E-mail."

Receiving e-mails
e-Manual
• Refer to "E-mail."

Data

Forwarding received e-mail documents
e-Manual
• Refer to "E-mail."

Forward to fax machine

Forward via e-mail/I-fax

Forward to shared folder
(SMB/FTP) on a computer

Useful receiving functions

Memory lock reception

e-Manual
• Refer to "E-mail."

Various sending functions

Specifying destinations
e-Manual
• Refer to "E-mail."

Using the address book

AAAAA
▶ BBBBB
CCCCC

Broadcasting

Using the one-touch

Job recall

1
2
3

Using the group address

Sending 2-sided originals

e-Manual
• Refer to "E-mail."

ABC
ABC
ABC
ABC

Favorites

e-Manual
• Refer to "E-mail."

Delayed sending

e-Manual
• Refer to "E-mail."

Introduction to Using E-Mail Functions

This machine enables you to send scanned documents to an e-mail application. Scanned documents are converted to file formats such as TIFF and are transmitted as an e-mail attachment to the recipient's e-mail application.
The necessary settings before using the scan to E-mail and I-fax function is as follows.

● Network settings

Connect the network cable and set the IP address to enable your machine to communicate over the network. For details, see "Network Settings," in the e-Manual.

● E-mail settings

Check the required information and set up the machine. For details, see "Network Settings," in the e-Manual.

Basic E-Mail Operations

This section describes the basic procedures for sending e-mails and canceling a transmission in progress.
If you select a file format for color from the <Color/File Format Settings>, you will not be able to consecutively scan multiple-page originals from the platen glass. If you want to consecutively scan multiple-page originals using a file format for color, use the feeder instead.

Sending E-Mail Documents

This section describes the flow of sending e-mails.
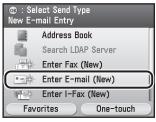
1 Place your originals.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Send/Fax>, then press [OK].

🔳	Copy
✒️	Send/Fax
🖨️	Scan to Store
🖨️	Direct Print
Device Info.	Additional Func.

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Enter E-mail (New)>, then press [OK].

```
OK : Select Send Type
New E-mail Entry
      Address Book
      Search LDAP Server
      Enter Fax (New)
      Enter E-mail (New)
      Enter I-Fax (New)
   Favorites        One-touch
```

5 Use the software keyboard to enter the e-mail address, then press the right Any key to select <Set>.

```
E-mail Address (Max 120 char.)
  OK : Set Characters
     admin@xxx.xxx.xx
A/1  1 2 3 4 5 6 7 8 9 0 . - _ @
Sym  a b c d e f g h i j k l m \
     n o p q r s t u v w x y z :
     A B C D E F G H I J K L M ;
     N O P Q R S T U V W X Y Z !
              Space
   Backspace            Set
```

– You can enter up to 120 characters for the e-mail address.
– For information on using the software keyboard, see "Entering Characters," on p. 1-19.

E-mail

6 Make the scan settings you require.

```
⊚ : Start Send
OK : Color/File Format Settings
▭▱ = admin@xxx.xxx.xx  Dest.  :1
■ ▭  B&W TIFF
   ▨   200x200 dpi
   ▭▬  Density: 0 Bg.
   ▭▭  Text/Photo
 Confirm/Erase    Add Destination
```
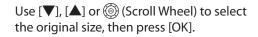
You can specify the following settings:
– <Color/File Format Settings>: Specifies the color type of originals and the file format for sending. (See "E-mail," in the e-Manual.)
– <Resolution Settings>: Adjusts the resolution of originals. (See "E-mail," in the e-Manual.)
– <Density/Background Rem. Set.>: Adjusts the density and the background color of originals. (See "E-mail," in the e-Manual.)
– <Original Image Quality Settings>: Adjusts the image quality of originals. (See "E-mail," in the e-Manual.)
– <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See "E-mail," in the e-Manual.)
– <Delayed TX Settings>: Specifies the transmission time. (See "E-mail," in the e-Manual.)
– <Send Document Name Settings>: Sets the name of the document for sending. (See "E-mail," in the e-Manual.)
– <Subject/Message Settings>: Sets your e-mail subject and message. (See "E-mail," in the e-Manual.)
– <Reply-to Settings>: Sets the reply address to your e-mail. (See "E-mail," in the e-Manual.)
– <E-mail Priority Settings>: Sets your e-mail priority. (See "E-mail," in the e-Manual.)
– <Register Favorites>: Stores frequently used send settings for future use. (See "E-mail," in the e-Manual.)

7 Press ⊚ (Start).

```
⊚ : Start Send
OK : Color/File Format Settings
▭▱ = admin@xxx.xxx.xx  Dest.  :1
■ ▭  B&W TIFF
   ▨   200x200 dpi
   ▭▬  Density: 0 Bg.
   ▭▭  Text/Photo
 Confirm/Erase    Add Destination
```

– Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
– To cancel scanning, press the left Any key to select <Cancel> or press ⊚ (Stop).

8 Use [▼], [▲] or ◎ (Scroll Wheel) to select the original size, then press [OK].

```
OK : Set Original Size

LTR
LGL
STMT
Back

   A/B Sizes
```

9 Press ⊚ (Start).

```
⊚ : Start Send
OK : Color/File Format Settings
▭▱ = admin@xxx.xxx.xx  Dest.  :1
■ ▭  B&W TIFF
   ▨   200x200 dpi
   ▭▬  Density: 0 Bg.
   ▭▭  Text/Photo
 Confirm/Erase    Add Destination
```

– Scanning starts.
– To cancel scanning, press the left Any key to select <Cancel> or press ⊚ (Stop).

E-mail

10 Follow the instructions on the display, then press ⊙ (Start) once for each original.

```
0001 (P  1)  Ready to scan.
◈ : Start Scanning Next Original

▪ Dest.              1
▪ Page               1
▪ Document Size   ⊙ : Change
                 🗋 LTR
▪ Avail. Mem.       99 %
      Cancel               Done
```

11 When scanning is complete, press the right Any key to select <Done>.

```
0001 (P  2)  Ready to scan.
◈ : Start Scanning Next Original

▪ Dest.              1
▪ Page               2
▪ Document Size   ⊙ : Change
                 🗋 LTR
▪ Avail. Mem.       98 %
      Cancel               Done
```

The scanned data is sent to the specified destination.

Canceling Sending E-Mail Documents

Follow this procedure to cancel a transmission in progress.

1 Press ⊂⊃ (Status Monitor/Cancel) during transmission.

2 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send/Store>, then press [OK].

```
Status Monitor/Cancel
⊙ : Select
   ▦  Copy
○  ⊿  Send/Store
○  ⊟  Fax
   ⊟  Print
○  ⊟  Receive
  Device Info.           Done
```

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Send Job Status>, then press [OK].

```
Send/Store
⊙ : Select
  Send Job Status
  Send/Store Log
  Back
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the job you want to cancel, then press the right Any key to select <Cancel>.

```
Send Job Status
   Select Job with Up/Down Keys
0019  20:15        UnvSe
0018  19:50        UnvSe
0017  19:45        UnvSe
0016  18:50        UnvSe  Error
0009  17:50        UnvSe  Waiting
      Details             Cancel
```

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

```
Is it OK to cancel?



No
Yes
```

6 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

Printing
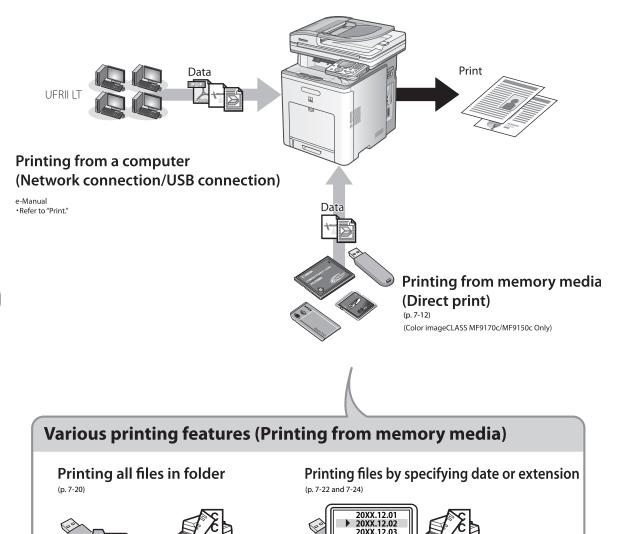
This chapter describes the basic print features.

Overview of Print Functions

You can print on both sides of paper or use the mode that reduces multiple pages to fit onto one sheet of paper. You can also print out data from a memory medium inserted into the slot of the machine.

UFRII LT

Data

Print

Printing from a computer
(Network connection/USB connection)

e-Manual
・Refer to "Print."

Data

Printing from memory media
(Direct print)
(p. 7-12)

(Color imageCLASS MF9170c/MF9150c Only)

Various printing features (Printing from memory media)

Printing all files in folder
(p. 7-20)

C
C
B C
A B C
1

Printing files by specifying date or extension
(p. 7-22 and 7-24)

| 20XX.12.01 |
| ▶ 20XX.12.02 |
| 20XX.12.03 |

C
C
B C
A B C
1

Various printing features (Printing from a computer)

Scaling documents (p. 7-8)

Document   Print

2-sided printing (p. 7-11)

Documents   Print

Multiple pages onto one sheet (p. 7-10)

2 on 1

Documents   Print

4 on 1

Documents   Print

Poster printing

e-Manual
・Refer to "Print."

✎ **NOTE**
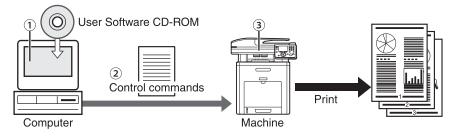
Functions such as the 2 on 1, 2-sided printing, and collating can be used in combination.

Introduction to Using Print Functions

Normally, the series of operations involved in printing data from a computer is specified by control commands generated using a printer driver. Control commands are a command system for controlling a printer. For example, when printing using a printer driver, control commands print data according to the following flow.

① Using a printer driver, data to be printed is converted to control commands.
② Control command data is sent to the machine.
③ Following the received control commands, the machine processes and prints the data.

To print in the following printer modes, a Printer Driver supported by this machine must be installed.
For installing the driver to send a print job to the machine over a network, see "Network Connection" in the Starter Guide.
For installing the driver to send a print job directly from your Computer to the machine, see "USB Connection" in the Starter Guide.

UFRII LT Mode

UFR (Ultra Fast Rendering) is printing technology developed by Canon. High-speed printing is made possible by sharing the processing of print data normally done by the machine with the computer.

PCL Mode

PCL (Print Control Language), developed by Hewlett-Packard, is a command system for controlling page printers. Command versions supported by this machine are PCL5c and PCL6.

PS Mode

PS (PostScript), developed by Adobe Systems, is a page description language renowned for its use in desktop publishing and publishing on demand. The version supported by this machine is PS3.

📝 **NOTE**

– The PCL and PS printing functions are available only for the Color imageCLASS MF9280Cdn.
– The available printer drivers may vary, depending on the machine and the version of Windows that you are using.
– If you are using a shared printer in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server computer in order to set up the printer configuration automatically or to use Department ID Management. For instructions on how to install the Canon Driver Information Assist Service, see "Set Up Computers and Software" in the Starter Guide.
– Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

Printing

Printing Documents from Computer

This section is the explanation of the basic procedure for printing from the computer (printer driver). Make sure that the printer driver is installed on your computer. To check if the driver is installed, see "Set Up Computers and Software," in the Starter Guide. For details on the printer driver settings, see Online Help.

✐ NOTE
– Printing methods may differ depending on the applications you are using. For details, see the instruction manuals provided with the application software.
– The display may differ according to the operating system, as well as the type and version of the printer driver.
– If you are using a shared printer in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server computer in order to set up the printer configuration automatically or to use Department ID Management. For instructions on how to install the Canon Driver Information Assist Service, see "Set Up Computers and Software" in the Starter Guide.
– The machine may not be able to print data such as color photos if the data size of a single page is too large. If such is the case, reduce the data size by lowering the resolution or by changing the file format.
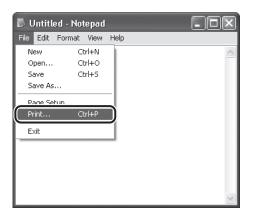
1 Open the document you want to print from the application.

2 Select [Print] from the [File] menu.

The printer driver screen is displayed.

✐ NOTE
The procedure to display the printer driver screen may differ depending on the applications you are using.

3 Select your printer, then click [Preferences].

4 Configure the required settings in the printer driver screen, then click [OK].

5 Click [Print].

> 📝 **NOTE**
>
> The name of the button to start printing may vary depending on the application you are using.

Printing begins.

Scaling Documents

You can enlarge or reduce documents to match the output paper size, such as reducing a document created in LTR size to print on STMT, or enlarging a document created in STMT size to print on LTR.
There are two methods for scaling a document: select the output size of the document to scale it automatically, or specify the scaling value manually.

📝 NOTE

– Depending on the selected page size and printer model you are using, you may not be able to magnify the document.
– Depending on the printer model you are using, you may not be able to magnify the document to the optimum ratio for the selected page size.
– If you are using an application that enables you to enlarge or reduce the document, configure the settings in the application.
– The display may differ according to the operating system, as well as the type and version of the printer driver.
– Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

1 Display the [Page Setup] sheet.
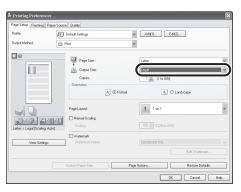
2 Select page size of the document you created in the application from [Page Size].
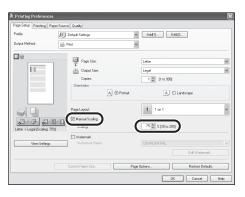
3 Select output size of the document from [Output Size].

The document is scaled automatically according to the settings made in [Page Size] and [Output Size].

4 If you want to increase or decrease the magnification manually, select [Manual Scaling] → specify the scaling ratio for [Scaling].

✎ NOTE

If the ratio is less than 25% or more than 200%, the document is printed without scaling on the paper specified in [Output Size].

5 Click [OK].

Printing Multiple Pages on One Sheet
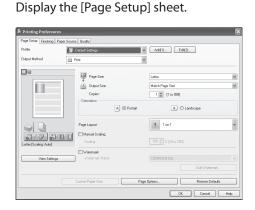
This mode enables you to reduce multiple pages to fit onto one sheet of paper. You can make well-organized documents by editing multiple materials onto one sheet. And you can cut down print costs by saving papers, and it is also useful for saving space.
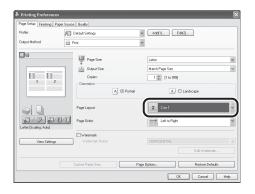
📎 **NOTE**
– Although there may be a function for printing multiple copies depending on the application you are using, do not used it together with this function. If you do, printing may not be executed correctly.
– You cannot enlarge and reduce manually when using this function.
– The display may differ according to the operating system, as well as the type and version of the printer driver.
– Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

1 Display the [Page Setup] sheet.

2 Select the page layout from [Page Layout].

3 Select the page order from [Page Order].

4 Click [OK].

2-Sided Printing

This mode enables you to make two-sided printing. You can cut down print costs by half when copying in large quantities.

NOTE
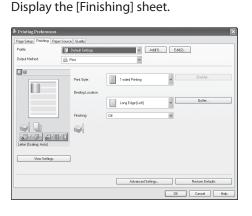
– The page sizes for which two-sided printing is available differ according to printer model. For details, click [Help] in the bottom right-hand corner of the printer driver window to view the Online Help.
– The display may differ according to the operating system, as well as the type and version of the printer driver.
– Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

1 Display the [Finishing] sheet.

2 Select [2-sided Printing] from [Print Style].
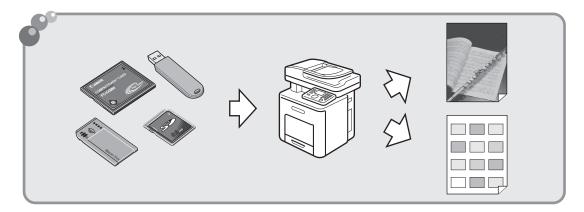
3 Select binding edge for the paper printout from [Binding Location].

4 Click [OK].

Printing from Memory Media (Direct Print)

You can print data from a memory medium, such as an SD card by directly inserting it into the machine and selecting the desired image on the display. You do not need to connect the machine to your computer. The Direct Print function is available only for the Color imageCLASS MF9280Cdn.

Memory Media Supported by This Machine

The memory media listed below are compatible with this machine.

USB Memory/Memory cards that can be directly inserted into the slot:	
	– USB Memory
	– SD Secure Digital memory card – SDHC memory card
	– Compact Flash (CF) Card : supports Type I/II (3.3 V) – Microdrive

USB Memory/Memory cards that can be directly inserted into the slot:	
	– Memory Stick – Memory Stick PRO

Memory cards that can be inserted in the slot using an adapter:	
NOTE If one of the following memory cards is inserted without an adapter, the card may get stuck in the slot. Be sure to attach an adapter to the memory card before inserting it into the slot.	
	– miniSD Card*1
	– microSD Card*2
	– Memory Stick Duo*1 – Memory Stick PRO Duo*1

*1 Use the special adapter provided with the card.

*2 Use the SD Card Adapter provided with the card.

Data Supported by This Machine

Note the followings so you can use an appropriate memory medium.

– Supported file systems of a memory are FAT16 and FAT32.

– You can not select the data contained in other folder at once.

– You can not select a data in a lower level folder.

– The following file formats are supported:

  • JPEG

  • TIFF

NOTE

– JPEG files that conform to the following are supported:
  • DCF/Exif2.21 or earlier/JFIF
  • Number of pixels: 160×120 to $7{,}040 \times 10{,}200$ pixels (approximately equivalent to 11" × 17" or A3 size in 600dpi)
  • Number of pixels: 160×120 to $7{,}040 \times 10{,}200$ pixels
  • Number of components: 3
  • Sampling ratios: 4:1:1 (16×16), 4:1:1 (32×8), 4:2:2 (16×8), or 4:4:4 (8×8)
– Progressive JPEG files are not supported.
– Supported TIFF file format is TIFF Profile F, which is a black and white TIFF file format used for I-faxes.

Printing

– The size of the TIFF image cannot be scaled for printing. If the size of the TIFF image exceeds the size of the selected paper, only the part that fits on the paper is printed.
– Depending on the files, some images cannot be displayed in the <Image Display> mode.
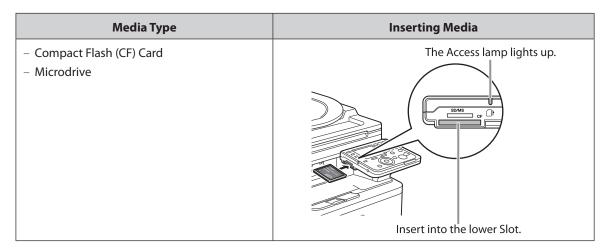
Inserting Memory Media

📝 NOTE

– When a memory medium is inserted into the slot, the access lamp lights up. Do not touch the memory medium or the area around the memory medium slot/USB port at this point because the machine is accessing to the data in the memory medium. Doing so may damage the machine and the memory medium.
– When inserted, some memory media protrude from the slot. Do not force them into the slot any further. Doing so may damage the machine and the memory media.
– Make sure that the memory medium is correctly oriented before inserting it into the slot. Forcing an improperly positioned memory medium into the slot may damage the memory medium and/or the machine.
– Depending on the SD card, it may take a few seconds to recognize it.

● How to insert a memory medium

Insert only one memory medium into the slot. Confirm that the Access lamp has lit up.

Media Type	Inserting Media
– USB Memory	Insert into one of the USB ports.
– SD Secure Digital memory card – SDHC memory card – Memory Stick – Memory Stick PRO – Memory Stick Duo*1 – Memory Stick PRO Duo*1 – miniSD Card*1 – microSD Card*2	The Access lamp lights up. Insert into the upper Slot.

Media Type	Inserting Media
– Compact Flash (CF) Card – Microdrive	The Access lamp lights up. Insert into the lower Slot.

*¹ Be sure to attach the memory medium to the special adapter before inserting it into the slot.

*² Use "SD Card Adapter" Provided with the card.

Removing Memory Media

NOTE

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

1 Make sure that the access lamp is not blinking, then remove the memory medium from the slot.

Printing from Memory Media

1 Insert a memory medium into the slot.

2 Confirm that the access lamp has lit up.

3 Press ⬭ (Main Menu).

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Direct Print>, then press [OK].

Copy
Send/Fax
Scan to Store
Direct Print
Device Info.   Additional Func.

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select the memory medium that stores the data that you want to print, then press [OK].

```
OK : Select Memory Media
Select this Memory Media
  Memory Media (A:)
  Memory Media (B:)
  Back

                    Index Print
```

If you want to print an index of all the files in the selected memory medium, see "Index Printing," on p. 7-19.
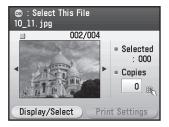
6 Use [▼], [▲] or ◎ (Scroll Wheel) to select the folder that contains the data that you want to print, then press [OK].

```
OK : Browse Folder/File
Select this File
 ▪ Selected : 0      ▪ Copies  :   0
  ⬆  Up
  ☐  camera
  ☐    10_10.jpg
  ☐    10_11.jpg
  Display/Select    Print Settings
```

If you select data which is saved outside the folder, skip to step 8.

📝 **NOTE**

If you want to select the data from the displayed images, press the left Any key to change the display method from <Folder/File Name Display> to <Image Display>, then press [OK].

```
OK : Set File Display Method
Only Display Files on this Level
  🖳  Folder/File Name Display
  ⬜  Image Display
  ↺  Back
```

```
OK : Select This File
10_11.jpg
                 002/004
  🖼              ▪ Selected
                      : 000
  ◄           ►   ▪ Copies
                     0
  Display/Select    Print Settings
```

You can select the desired data by sorting all data according to date or extension. If you want to sort data by date, see "Selecting Files by Date," on p. 7-22. If you want to sort data by extension, see "Selecting Files by Extension," on p. 7-24.
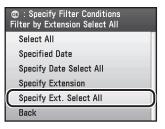
7 Use [▼], [▲] or ◎ (Scroll Wheel) to select the data that you want to print, then press [OK].

```
OK : Browse Folder/File
Clear this File Selection
 ▪ Selected : 2    ▪ Copies   :   1
  ⬆  Up
  ☐  camera
  ☑    10_10.jpg
  ☑    10_11.jpg
  Display/Select    Print Settings
```

– In the <Image Display> mode, the screen below appears. Use [◄], [►] or ◎ (Scroll Wheel) to select the data that you want to print, then press [OK].

```
OK : Clear This File Selection
10_10.jpg
                 001/004
  🖼              ▪ Selected
                      : 002
  ◄           ►   ▪ Copies
                     1
  Display/Select    Print Settings
```
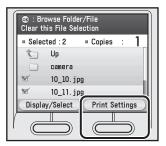
– You can select data by entering the desired copy quantity with ⓪–⑨ (numeric keys) instead of pressing [OK].
– You can select multiple data at once from one folder.

📝 **NOTE**

You can not select the data contained in other folders at once.

Printing

8 Press the right Any key to select <Print Settings>.

```
OK : Browse Folder/File
   Clear this File Selection
 ■ Selected : 2    ■ Copies   :   1
     📁   Up
     📄   camera
     ☑   10_10. jpg
     ☑   10_11. jpg
   Display/Select     Print Settings
```

In the <Image Display> mode, the screen below appears.

```
OK : Clear This File Selection
   10_10. jpg
 ☑        001/004
               ■ Selected
   ◀  [image]  ▶   : 002
               ■ Copies
                 1
   Display/Select     Print Settings
```

9 Use [▼], [▲] or 🎡 (Scroll Wheel) to select the desired setting, then press [OK].

```
◆ : Start Print
OK : Color Mode Settings
 ▦     Color
 ▮     Drawer 1: LTR
 ▯→▮   Layout: Off
 📄    Copies
 📄    Print Date: Off
 📄    Print File Name: Off
```

The followings are the settings that can be made:
– <Color>: Selects full color or B&W.
– <Drawer 1>: Selects paper for printing.

📝 **NOTE**

You cannot set <Stack Bypass Tray> when the custom size is specified for the stack bypass tray.

– <Layout>: Specifies the layout.

📝 **NOTE**

To make this setting, see the detailed procedures in the next page.

– <Copies>: Selects print quantity.
– <Print Date>: Prints the shooting date on data.

📝 **NOTE**

To make this setting, see the detailed procedures in the next page.

– <Print File Name>: Prints the file name on data.

📝 **NOTE**

To make this setting, see the detailed procedures in the next page.

– <Vivid Photo>: Makes green and blue more lively.
– <Brightness>: Adjusts brightness.
– <Halftones>: Optimizes data for printing.

📝 **NOTE**

– The <Halftones> default setting is <Auto>. <Gradation> is suitable for photos taken with a digital camera and <Error Diffusion> is suitable for scanned images. In <Auto> mode, printing from a memory card is automatically processed with <Gradation> and printing from USB memory is automatically processed with <Error Diffusion>. For optimal images, select <Error Diffusion> when printing scanned images stored in memory cards. When printing photos stored in a USB memory, select <Gradation>.
– <Copies> can be set up for each file, but the other print settings cannot be specified for each file.

Printing

■ If you select <Layout>:

NOTE

– The print quantity is limited to one.
– Only JPEG data can be printed. Even if the selected files contain TIFF data, only JPEG data is printed.
– The print size is adjusted automatically to fit on one sheet of paper.
– The order of the images in the layout cannot be specified.
– This setting cannot be used with two-sided printing.
– A blank space for printing the date and file name is left below the printed image even if <Print Date> or <Print File Name> is set to <Off>.

① Use [▼], [▲] or ◎ (Scroll Wheel) to select the layout type, then press [OK].

```
ok : Set Layout
Auto Print 2 Files on 1 Page
 ▉→▉    Off
 ▉▉→▉▉   2 On 1
 ▉▉→▦   4 On 1
  ↩    Back
```

② Use [▼], [▲] or ◎ (Scroll Wheel) to select <Yes>, then press [OK].

```
The number of copies will be
set to 1 when layout is set.
TIFF file selection will be
cleared. Is this OK?

 No
 Yes
```

■ If you select <Print Date> or <Print File Name>:

NOTE

– Only JPEG data can be printed. Even if the selected files contain TIFF data, only JPEG data is printed.
– The file name can consist of up to 20 characters.

① Use [▼], [▲] or ◎ (Scroll Wheel) to select <On>, then press [OK].

```
ok : Set Print Date
Print Date
 Off
 On
 Back
```

10 Press ⊙ to start printing.
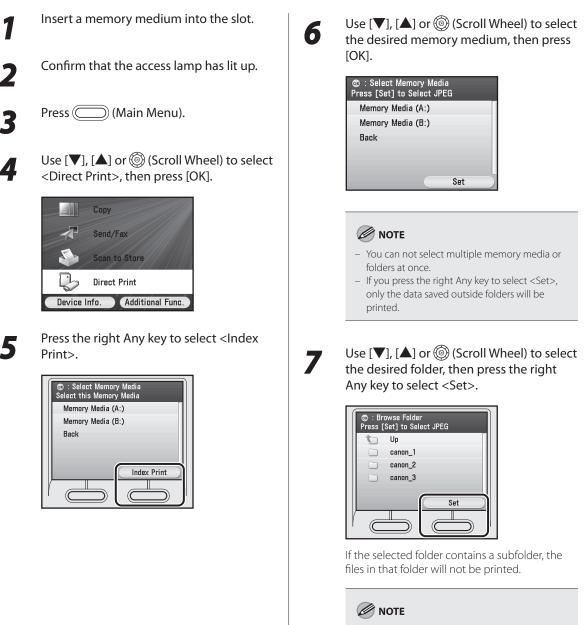
When printing is complete, remove the memory medium.

NOTE

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

Index Printing

You can print an index of the data saved on a memory medium.

NOTE
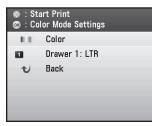
This functions is only available for JPEG. If the selected medium contains TIFF files, they are not printed.

1 Insert a memory medium into the slot.

2 Confirm that the access lamp has lit up.

3 Press ⬭ (Main Menu).

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Direct Print>, then press [OK].

5 Press the right Any key to select <Index Print>.

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired memory medium, then press [OK].

NOTE

– You can not select multiple memory media or folders at once.
– If you press the right Any key to select <Set>, only the data saved outside folders will be printed.

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired folder, then press the right Any key to select <Set>.

If the selected folder contains a subfolder, the files in that folder will not be printed.

NOTE

The maximum depth of a sub-folder you can select is 20.

Printing

8 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired setting, then press [OK].

> ◎ : Start Print
> ⊙ : Color Mode Settings
> ▦ Color
> 🔢 Drawer 1: LTR
> ↩ Back

Press [OK] after making each setting.
– <Color>: Selects full color or B&W.
– <Drawer 1>: Selects paper source for printing.

9 Press ◉ (Start).

When printing is complete, remove the memory medium.

> 📝 **NOTE**
>
> Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

⬤ Selecting All Files in Folder

You can print all files in the selected folder.

1 Insert a memory medium into the slot.

2 Confirm that the access lamp has lit up.

3 Press ⬭ (Main Menu).

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Direct Print>, then press [OK].

> ▦ Copy
> 📠 Send/Fax
> 🖨 Scan to Store
> 🗐 Direct Print
> [Device Info.] [Additional Func.]

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired memory medium, then press [OK].

> ⊙ : Select Memory Media
> Select this Memory Media
> Memory Media (A:)
> Memory Media (B:)
> Back
> [Index Print]

6 Use [▼], [▲] or ◎ (Scroll Wheel) to select the folder that contains the files that you want to print, then press [OK].

> ⊙ : Browse Folder/File
> Select this Folder
> ▪ Selected : 0   ▪ Copies   :
> 🗁 Up
> 🗀 jpg-0212_use
> 🗀 tif-0212_use
> ☐ DSC00034.JPG
> [Display/Select] [Print Settings]

7 Press the left Any key to select <Display/Select>.

```
OK : Browse Folder/File
Select this Folder
■ Selected : 0    ■ Copies  :
    Up
    jpg-0212_use
    tif-0212_use
    DSC00034.JPG
Display/Select    Print Settings
```

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Change File Selection>, then press [OK].

```
OK : Browse Folder/File
Select this Folder
■ Selected : 0    ■ Copies  :
    Up
Change Display Method
Change File Selection

Display/Select    Print Settings
```

9 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Specify Conditions>, then press [OK].

```
OK : Set File Selction Method
Currernt Level File Filter
Normal
Specify Conditions
Back
```

10 Press [OK] to select <Select All>.

```
OK : Specify Filter Conditions
Select all Files
Select All
Specified Date
Specify Date Select All
Specify Extension
Specify Ext. Select All
Back
```

11 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired setting, then press [OK].

```
◎ : Start Print
OK : Color Mode Settings
■■  Color
■   Drawer 1: LTR
■→■ Layout: Off
▤   Copies
▤   Print Date: Off
▤   Print File Name: Off
```

✎ **NOTE**

For details about <Print Settings>, see step 9 in "Printing from Memory Media," on p. 7-15.

12 Press ◎ (Start) to start printing.

When printing is complete, remove the memory medium.

✎ **NOTE**

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

Printing
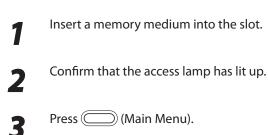
Selecting Files by Date

You can print only the selected files saved within the specified range of dates or all files on the specified dates.

1 Insert a memory medium into the slot.

2 Confirm that the access lamp has lit up.

3 Press ⬭ (Main Menu).

4 Use [▼], [▲] or 🔘 (Scroll Wheel) to select <Direct Print>, then press [OK].

5 Use [▼], [▲] or 🔘 (Scroll Wheel) to select the desired memory medium, then press [OK].

6 Press the left Any key to select <Display/ Select>.

7 Use [▼], [▲] or 🔘 (Scroll Wheel) to select <Change File Selection>, then press [OK].

8 Use [▼], [▲] or 🔘 (Scroll Wheel) to select <Specify Conditions>, then press [OK].

9 Select the files by specifying dates.

■ If you want to print only the selected files saved within the specified range of dates:

① Use [▼], [▲] or ◉ (Scroll Wheel) to select <Specified Date>, then press [OK].

```
ⓞⓚ : Specify Filter Conditions
Filter By Date and Display File
  Select All
  Specified Date
  Specify Date Select All
  Specify Extension
  Specify Ext. Select All
  Back
```

② Use [▼], [▲] or ◉ (Scroll Wheel) to select the start date, then press [OK].

```
ⓞⓚ : Specify Date Range
From
  05/13/2008
  05/14/2008
  05/16/2008
  05/17/2008
  Back
```

③ Use [▼], [▲] or ◉ (Scroll Wheel) to select the end date, then press [OK].

```
ⓞⓚ : Specify Date Range
To
  05/13/2008
  05/14/2008
  05/16/2008
  05/17/2008
  Back
```
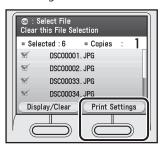
④ Use [▼], [▲] or ◉ (Scroll Wheel) to select the file that you want to print, then press [OK].

```
ⓞⓚ : Select File
Clear this File Selection
  ▪ Selected : 6    ▪ Copies  :  1
  ☑   DSC00001. JPG
  ☑   DSC00002. JPG
  ☑   DSC00033. JPG
  ☑   DSC00034. JPG
  Display/Clear      Print Settings
```

⑤ Press the right Any key to select <Print Settings>.

```
ⓞⓚ : Select File
Clear this File Selection
  ▪ Selected : 6    ▪ Copies  :  1
  ☑   DSC00001. JPG
  ☑   DSC00002. JPG
  ☑   DSC00033. JPG
  ☑   DSC00034. JPG
  Display/Clear      Print Settings
```

■ If you want to print all files on the specified dates:

① Use [▼], [▲] or ◉ (Scroll Wheel) to select <Specify Date Select All>, then press [OK].

```
ⓞⓚ : Specify Filter Conditions
Filter By Date and Select
  Select All
  Specified Date
  Specify Date Select All
  Specify Extension
  Specify Ext. Select All
  Back
```

② Use [▼], [▲] or ◉ (Scroll Wheel) to select the start date, then press [OK].

```
ⓞⓚ : Specify Date Range
From
  05/13/2008
  05/14/2008
  05/16/2008
  05/17/2008
  Back
```

③ Use [▼], [▲] or ◉ (Scroll Wheel) to select the end date, then press [OK].

```
ⓞⓚ : Specify Date Range
To
  05/13/2008
  05/14/2008
  05/16/2008
  05/17/2008
  Back
```

Printing

10 Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired setting, then press [OK].

> ◎ : Start Print
> ⓒ : Color Mode Settings
> ▦ Color
> ▪ Drawer 1: LTR
> ▪▶▪ Layout: Off
> ▤ Copies
> ▤ Print Date: Off
> ▤ Print File Name: Off

📝 **NOTE**

For details about <Print Settings>, see step 9 in "Printing from Memory Media," on p. 7-15.

11 Press ◉ (Start) to start printing.

When printing is complete, remove the memory medium.

📝 **NOTE**

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

Selecting Files by Extension

You can print only the selected files or all files of the specified extension.

1 Insert a memory medium into the slot.

2 Confirm that the access lamp has lit up.

3 Press ⬭ (Main Menu).

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Direct Print>, then press [OK].

> ▦ Copy
> ⬿ Send/Fax
> 🖨 Scan to Store
> 🗔 Direct Print
> Device Info.   Additional Func.

5 Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired memory medium, then press [OK].

> ⓒ : Select Memory Media
> Select this Memory Media
> Memory Media (A:)
> Memory Media (B:)
> Back
>   Index Print

6 Press the left Any key to select <Display/Select>.

> ⓒ : Browse Folder/File
> Select this Folder
> ▪ Selected : 0   ▪ Copies :
> 🗁 Up
> ☐ jpg-0212_use
> ☐ tif-0212_use
> ☐ DSC00034.JPG
> Display/Select   Print Settings

7 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Change File Selection>, then press [OK].

```
OK : Browse Folder/File
Select this Folder
■ Selected : 0     ■ Copies   :
          Up
  Change Display Method
  Change File Selection

  Display/Select    Print Settings
```

8 Use [▼], [▲] or ◉ (Scroll Wheel) to select <Specify Conditions>, then press [OK].

```
OK : Set File Selction Method
Currernt Level File Filter
  Normal
  Specify Conditions
  Back
```

9 Select the files by specifying extensions.

■ If you want to print only the selected files of the specified extension:

① Use [▼], [▲] or ◉ (Scroll Wheel) to select <Specify Extension>, then press [OK].

```
OK : Specify Filter Conditions
Filter by Extension and Display
  Select All
  Specified Date
  Specify Date Select All
  Specify Extension
  Specify Ext. Select All
  Back
```

② Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired extension, then press [OK].

```
OK : Set Extension
Filter by JPEG and Display Files
  .jpg
  .tif
  Back
```

③ Use [▼], [▲] or ◉ (Scroll Wheel) to select the file that you want to print, then press [OK].

```
OK : Select File
Clear this File Selection
■ Selected : 2     ■ Copies   :   1
  ☑     DSC00034. JPG
  ☑     DSC00069. JPG
  ☐     DSC00109. JPG
  ☐     DSC00110. JPG
  Display/Clear    Print Settings
```

④ Press the right Any key to select <Print Settings>.

```
OK : Select File
Clear this File Selection
■ Selected : 2     ■ Copies   :   1
  ☑     DSC00034. JPG
  ☑     DSC00069. JPG
  ☐     DSC00109. JPG
  ☐     DSC00110. JPG
  Display/Clear    Print Settings
```
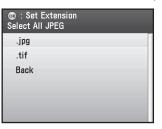
■ If you want to print all files of the specified extension:

① Use [▼], [▲] or ◉ (Scroll Wheel) to select <Specify Ext. Select All>, then press [OK].

```
OK : Specify Filter Conditions
Filter by Extension Select All
  Select All
  Specified Date
  Specify Date Select All
  Specify Extension
  Specify Ext. Select All
  Back
```

② Use [▼], [▲] or ◉ (Scroll Wheel) to select the desired extension, then press [OK].

```
OK : Set Extension
Select All JPEG
  .jpg
  .tif
  Back
```

Printing

10 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the desired setting, then press [OK].

```
⊚ : Start Print
ⓞⓚ : Color Mode Settings
▮▮  Color
 ▮   Drawer 1: LTR
▮▸▮  Layout: Off
 ▤   Copies
 ▤   Print Date: Off
 ▤   Print File Name: Off
```

📝 **NOTE**

For details about <Print Settings>, see step 9 in "Printing from Memory Media," on p. 7-15.

11 Press ⊚ (Start) to start printing.

When printing is complete, remove the memory medium.

📝 **NOTE**

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

Printing

Checking and Canceling Print Jobs/Checking Print Logs

You can check the numbers of prints and the print results, or you can cancel a print job before the printing starts.

Checking Print Jobs

📝 NOTE

Make sure that the Processing/Data indicator is on or blinking. When the Processing/Data indicator is off, there are no jobs in the memory of the print job status.

1 Press ⬭ (Status Monitor/Cancel).

2 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <Print>, then press [OK].

```
      Status Monitor/Cancel
  ⊙ : Select
  ▦     Copy
  ○ ✈   Send/Store
  ○ 📠   Fax
  ○ 🖨   Print
  ○ 📥   Receive
  Device Info.          Done
```

3 Use [▼], [▲] or 🎡 (Scroll Wheel) to select <Job Status>, then press [OK].

```
      Print
  ⊙ : Select
  Job Status
  Log (Copy)
  Log (Printer)
  Log (RX Print)
  Log (Memory Media Print)
  Log (Report Print)
```

4 Use [▼], [▲] or 🎡 (Scroll Wheel) to select the desired job, then press the left Any key to select <Details>.

```
  Print Job Status
      Select Job with Up/Down Keys
  0009 07:37   Copy      Printing...
  0010 07:38   Copy      Waiting...
  0011 07:38   Copy      Waiting...

       Details            Cancel
```

5 Check the print job status, then press the right Any key to select <Done>.

```
  Details
      Display Selected Job Details
  Job No.        0001
  Status         Printing...
  Set Time       07/01/2008  14:44
  Dept. ID       -------
  Job Type       Copy
                        Done
```

6 Press ⬭ (Main Menu) to return to the Main Menu screen.

Canceling Print Jobs

📎 NOTE

Make sure that the Processing/Data indicator is on or blinking. When the Processing/Data indicator is off, there are no print jobs in the memory.

1 Press ⬭ (Status Monitor/Cancel).

2 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Print>, then press [OK].

```
 Status Monitor/Cancel
 ⊙ : Select
      🖿   Copy
 ○  🖅  Send/Store
 ○  📠  Fax
 ○  🖨  Print
 ○  🖅  Receive
   Device Info.        Done
```

3 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Job Status>, then press [OK].

```
   Print
 ⊙ : Select
   Job Status
   Log (Copy)
   Log (Printer)
   Log (RX Print)
   Log (Memory Media Print)
   Log (Report Print)
```

4 Use [▼], [▲] or ◎ (Scroll Wheel) to select the desired job, then press the right Any key to select <Cancel>.

```
 Print Job Status
     Select Job with Up/Down Keys
 0009 07:37  Copy     Printing...
 0010 07:38  Copy     Waiting...
 0011 07:38  Copy     Waiting...

      Details          Cancel
```

5 Use [▼], [▲] or ◎ (Scroll Wheel) to select <Yes>.

```
 Is it OK to cancel?


   No
   Yes
```

6 Press ⬭ (Main Menu) to return to the Main Menu screen.

Printing

Checking Print Logs

1 Press ⬭ (Status Monitor/Cancel).

2 Use [▼], [▲] or ◉ (Scroll Wheel) to select
<Print>, then press [OK].

3 Use [▼], [▲] or ◉ (Scroll Wheel) to select
<Log (Printer)>, then press [OK].

4 Use [▼], [▲] or ◉ (Scroll Wheel) to select
the desired log, then press the left Any
key to select <Details>.

5 Check the print log, then press the right
Any key to select <Done>.

6 Press ⬭ (Main Menu) to return to the
Main Menu screen.

Printing

7-29

Scanning

Chapter 8
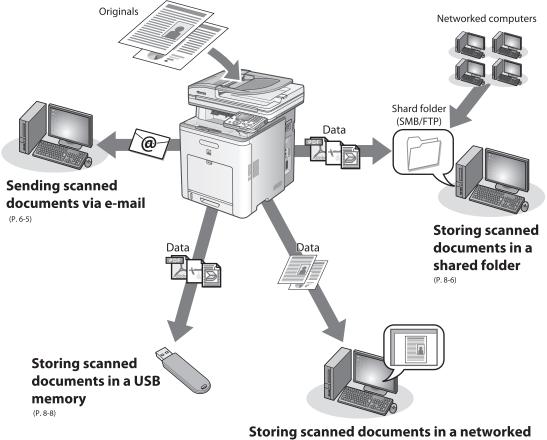
This chapter describes how to use scanner functions.

Overview of Scanner Functions

You can transmit scanned documents over the network to your computer. You also can store scanned documents in a file server or USB memory.

Originals

Networked computers

Data

Shard folder
(SMB/FTP)

Sending scanned documents via e-mail
(P. 6-5)

Storing scanned documents in a shared folder
(P. 8-6)

Data

Data

Storing scanned documents in a USB memory
(P. 8-8)

Storing scanned documents in a networked computer (scanning operations performed from the computer)
(P. 8-10)

Various sending functions (File server)

Specifying destinations
e-Manual
• Refer to "Scan."

Using the address book

AAAAA
▶ BBBBB
CCCCC

Broadcasting

Using the one - touch

Job recall

1
2
3

Using the group addresses

Sending 2-sided original
e-Manual
• Refer to "Scan."

ABC
ABC
ABC

ABC
ABC
ABC
ABC
DEF

Favorites
e-Manual
• Refer to "Scan."

Delayed sending
e-Manual
• Refer to "Scan."

Introduction to Using Scanner Functions

The necessary settings before sending scanned documents to a shared folder (file server), or scanning documents from a computer are as follows.

For Scanning Documents to a Shared Folder (File Server)

● Network Settings

Connect the network cable and set the IP address to enable your machine to communicate over the network. For details, see "Network Settings," in the e-Manual.

● Shared Folder (File Server) Settings

Check the required information and set up the machine and computer to enable you to send scanned documents to a shared folder. For details, see "Network Settings," in the e-Manual.

For Scanning Documents from a Networked Computer

● TWAIN-compliant Applications

Color Network ScanGear is launched from the menu of a TWAIN-compliant application (applications capable of modifying images or inserting them into a document, such as Adobe Photoshop, Microsoft Office, etc.). A TWAIN-compliant application must be installed in your computer, since Color Network ScanGear cannot be used as an independent application software.

● Network Settings

Connect the network cable and set the IP address to enable your machine to communicate over the network. For details, see "Network Settings," in the e-Manual.

📝 NOTE

If you want to use the machine as a network scanner, it must be connected to a computer over an IPv4 network.

● Color Network ScanGear

Color Network ScanGear is an application software required in order to scan documents from a computer. For information on how to install the software, see "Set Up Computers and Software," in the Starter Guide.

📝 NOTE

If Color Network ScanGear is already installed, select the [start] (or [Start]) menu on the computer, then [Program](or [All Programs]). The [Color Network ScanGear] folder is displayed.

⬤ ScanGear Tool

Before scanning documents from a computer, you need to select the machine for scanning using the ScanGear Tool. For details, see "Set Up Computers and Software," in the Starter Guide.

📝 NOTE

ScanGear Tool is an application software included with the Color Network ScanGear. ScanGear Tool is installed together with the Color Network ScanGear driver.

Scanning

Basic Scanning Operations

Scanning Documents to a File Server

This section describes the basic procedure for scanning documents to a shared folder in a computer.

> 📝 **NOTE**
>
> If you select a file format for color from the <Color/File Format Settings>, you will not be able to consecutively scan multiple-page originals from the platen glass. If you want to consecutively scan multiple-page originals using a file format for color, use the feeder instead.

1 Place your originals.

2 Press ⬭ (Main Menu).

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Send/Fax> or <Scan to Store>, then press [OK].

If you select <Scan to Store>, use [▼], [▲] or ⊚ (Scroll Wheel) to select <Store on File Server>, then press [OK].

▤	Copy
⬈	Send/Fax
🖶	Scan to Store
⬀	Direct Print
Device Info.	Additional Func.

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Enter File Server (New)>, then press [OK].

```
ⓞ : Select Send Type
New File Server Entry
  ▦  Enter File Server (New)
  ⏱  Log
  ↻  Back

    Favorites        One-touch
```

5 Specify the file server's address.

```
ⓞ : Set Server Protocol
FTP Protocol
  FTP
  Windows (SMB)
  Windows (SMB) : Browse
  Back
```

For information on how to specify the file server's address, see "Scan," in the e-Manual.

6 Make the scan settings you require.

```
◎ : Start Send
ⓞ : Color/File Format Settings
  ▣ = server1          Dest.  : 1
  ■ 🖶  B&W TIFF
    🔲  200x200 dpi
  ▭  Density: 0 Bg.
  ▤ 🔲  Text/Photo
  Confirm/Erase    Add Destination
```

You can specify the following settings:
- <Color/File Format Settings>: Specifies the color type of originals and the file format for sending. (See "Scan," in the e-Manual.)
- <Resolution Settings>: Adjusts the resolution of originals. (See "Scan," in the e-Manual.)
- <Density/Background Rem. Set.>: Adjusts the density and the background color of originals. (See "Scan," in the e-Manual.)
- <Original Image Quality Settings>: Adjusts the image quality of originals. (See "Scan," in the e-Manual.)
- <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See "Scan," in the e-Manual.)
- <Delayed TX Settings>: Specifies the transmission time. (See "Scan," in the e-Manual.)
- <Send Document Name Settings>: Sets the name of the document for sending. (See "Scan," in the e-Manual.)
- <Subject/Message Settings>: Sets the message body text. (See "Scan," in the e-Manual.)
- <Register Favorites>: Stores frequently used send settings for future use. (See "Scan," in the e-Manual.)

7 Press ⊚ (Start).

```
⊚ : Start Send
ok : Color/File Format Settings
▦ = server1          Dest. : 1
■ 🖨  B&W TIFF
   🖼  200x200 dpi
─▪─  Density: 0 Bg.
🖹🔒 Text/Photo
Confirm/Erase    Add Destination
```

- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press ⊚ (Stop).

8 Use [▼], [▲] or ⊚ (Scroll Wheel) to select the original size, then press [OK].

```
ok : Set Original Size
LTR
LGL
STMT
Back

   A/B Sizes
```

9 Press ⊚ (Start).

```
⊚ : Start Send
ok : Color/File Format Settings
▦ = server1          Dest. : 1
■ 🖨  B&W TIFF
   🖼  200x200 dpi
─▪─  Density: 0 Bg.
🖹🔒 Text/Photo
Confirm/Erase    Add Destination
```

- Scanning starts.
- To cancel scanning, press the left Any key to select <Cancel> or press ⊚ (Stop).

10 Follow the instructions on the display, then press ⊚ (Start) once for each original.

```
🖨 0002 Send
    Waiting to scan...
▪ Dest.            1
▪ Page             1
▪ Document Size  ok : Change
              🗍 LTR
▪ Avail. Mem.    99 % 💿
   Cancel            Done
```

Scanning

8-7

11 When scanning is complete, press the right Any key to select <Done>.
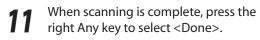
The scanned data is sent to the specified destination.

Scanning Documents to a USB Memory

This section describes the basic procedure for storing scanned documents to a USB memory.

📝 NOTE

If you use the platen glass to scan your originals, you will not be able to scan multiple-page originals consecutively. Also in the <Color/ File Format Settings> screen, you will be able to select <Off> or <On> in the <Divide Pages> menu but the function will be ineffective. To scan multiple-page originals consecutively, use the feeder.

1 Insert your USB memory to an appropriate slot on the right side of the control panel.

Insert into one of the USB ports.

2 Place your originals.

3 Press ⬭ (Main Menu).

4 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Scan to Store>, then press [OK].

| Copy |
| Send/Fax |
| Scan to Store |
| Direct Print |
| Device Info. | Additional Func. |

5 Use [▼], [▲] or ⊙ (Scroll Wheel) to select <Store on Memory Media>, then press [OK].
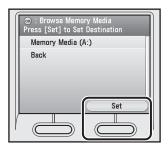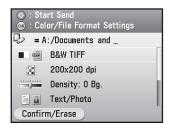
⊙ : Select Store Type
Store on Memory Media
| Store on File Server |
| Store on Memory Media |
| Remote Scan |
| Back |

📎 **NOTE**

If <Store on Memory Media> in <Memory Media Settings> is set to <Off>, <Store on Memory Media> is not displayed. (See "Security," in the e-Manual.)

6 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the media you want to store in, then press the right Any key to select <Set>.

⊙ : Browse Memory Media
Press [Set] to Set Destination
| Memory Media (A:) |
| Back |

Set

7 Make the scan settings you require.

⊙ : Start Send
⊙ : Color/File Format Settings
= A:/Documents and …
■	B&W TIFF
	200x200 dpi
	Density: 0 Bg.
	Text/Photo
Confirm/Erase

You can specify the following settings:
– <Color/File Format Settings>: Specifies the color type of originals and the file format for sending. (See "Scan," in the e-Manual.)
– <Resolution Settings>: Adjusts the resolution of originals. (See "Scan," in the e-Manual.)
– <Density/Background Rem. Set.>: Adjusts the density and the background color of originals. (See "Scan," in the e-Manual.)
– <Original Image Quality Settings>: Adjusts the image quality of originals. (See "Scan," in the e-Manual.)
– <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See "Scan," in the e-Manual.)
– <Send Document Name Settings>: Sets the name of the document for sending. (See "Scan," in the e-Manual.)

8 Press ⊙ (Start).

⊙ : Start Send
⊙ : Color/File Format Settings
= A:/Documents and …
■	B&W TIFF
	200x200 dpi
	Density: 0 Bg.
	Text/Photo
Confirm/Erase

Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified medium.
To cancel scanning, press the left Any key to select <Cancel> or press ⊙ (Stop).

Scanning

8-9

9 Use [▼], [▲] or ⊙ (Scroll Wheel) to select the original size, then press [OK].

```
OK : Set Original Size

LTR
LGL
STMT
Back

    A/B Sizes
```

10 Press ⊛ (Start).

```
⊛ : Start Send
OK : Color/File Format Settings
📇  = A:/Documents and …
■  🖶  B&W TIFF
      📷  200x200 dpi
 ─────  Density: 0 Bg.
 📄 📷  Text/Photo
 Confirm/Erase
```
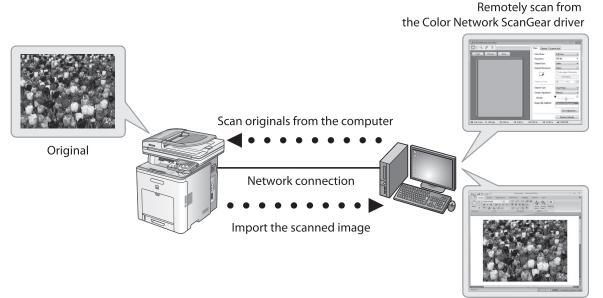
The scanned data is sent to the specified medium.

Scanning Documents from a Networked Computer

With the Color Network ScanGear driver installed in your computer, you can remotely scan an original set on the machine and import the scanned image over the network to a TWAIN-compliant application*. (* See "NOTE" below for more information on TWAIN-compliant applications.)

Remotely scan from the Color Network ScanGear driver

Scan originals from the computer

Original

Network connection

Import the scanned image

Imported image

Before proceeding to the procedure below, see "Introduction to Using Scanner Functions," on p. 8-4 and make sure that all the setups are complete for scanning originals from a computer.

📝 **NOTE**

– Color Network ScanGear cannot be used as an independent application software. To use the Color Network ScanGear driver, a TWAIN-compliant application (such as Adobe Photoshop, Adobe Acrobat, Microsoft Word/Excel/PowerPoint of Microsoft Office 2000 or later, etc.) is required. TWAIN is a technical standard for connecting a computer to an image capturing device, such as a scanner, digital camera, etc.

Scanning

– The Color Network ScanGear driver cannot store scanned images or convert them to PDF or other file formats. Store the imported images with the TWAIN-compliant application.
– The Color Network ScanGear driver is a software used with the machine connected to a computer over the network. The software does not support USB connection.
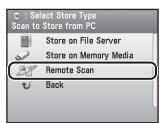
1 Press ⬯ (Main Menu).

2 Use [▼], [▲] or ⦾ (Scroll Wheel) to select <Scan to Store>, then press [OK].

	Copy
	Send/Fax
	Scan to Store
	Direct Print
Device Info.	Additional Func.

3 Use [▼], [▲] or ⦾ (Scroll Wheel) to select <Remote Scan>, then press [OK].

⊙ : Select Store Type
Scan to Store from PC
- Store on File Server
- Store on Memory Media
- Remote Scan
- Back

4 Use [▼], [▲] or ⦾ (Scroll Wheel) to select <Online>, then press [OK].

Network Scan
Online
- ○ Offline
- ◉ Online
- ↩ Back

NOTE

– When scanning originals remotely from a computer, you must switch the machine online. For details, see "Scan," in the e-Manual.
– If you want to continue scanning another original, keep the Use Remote Scan screen in step 4 displayed. If you change the screen, the machine will automatically go offline when scanning is complete or as soon as the preview image is displayed.
– If you press (Main Menu) while the machine is online, the machine will automatically go offline.

5 Place your original on the platen glass or in the feeder.

Scanning

6 Start the TWAIN-compliant application to select Color Network ScanGear as the scanner to be used.

– The command names for this operation includes [Select a scanner], [Select a device], etc. depending on the application you are using. For details, see the documentation that comes with the application software used.

– For the operation procedures for starting the Color Network ScanGear driver to scan images from an application software, see "Scan," in the e-Manual. You will find the operation procedures using Microsoft Word 2007 and 2003.

7 From the menu of the application software, select the command to start the Color Network ScanGear driver.

The command names for this operation includes [New scan], [Import from TWAIN source], etc. depending on the application you are using. For details, see the documentation that comes with the application software used.

NOTE

When you select the command to start the Color Network ScanGear driver, and if it does not start and an error message such as "Scanner is not connected." appears, check if all the setups are complete for scanning originals from a computer. (See "Introduction to Using Scanner Functions," on p. 8-4.)

8 On the Color Network ScanGear [Main] sheet, select [Platen], [Feeder (1-sided)], or [Feeder (2-sided)] from [Original Placement] according to the location of the original placed in step 5.

If [Platen] is selected, clicking on [Preview] allows you to see the preview image of your scan.

9 On the [Main] and [Options] sheets, select the desired settings for Color Mode, Resolution, etc.

For more information on the settings on each sheet, see the Online Help (displayed when the Help icon ⚇ on the toolbar is clicked).

10 Click [Scan].

– To cancel scanning, click [Cancel] in the
  [Transfer Pages] dialog box.
– The scanned images are inserted in the
  document when the scanning is complete.

11 After scanning is complete, switch the
scanner offline. (Use [▼], [▲] or ⊚ (Scroll
Wheel) to select <Offline>, then press
[OK].)

🖉 NOTE

To use other functions of the machine, such as
copying, you must switch the machine offline. For
details, see "Scan," in the e-Manual.

12 Press ⬭ (Main Menu) to return to the
Main Menu screen.

Scanning

Network

Chapter 9
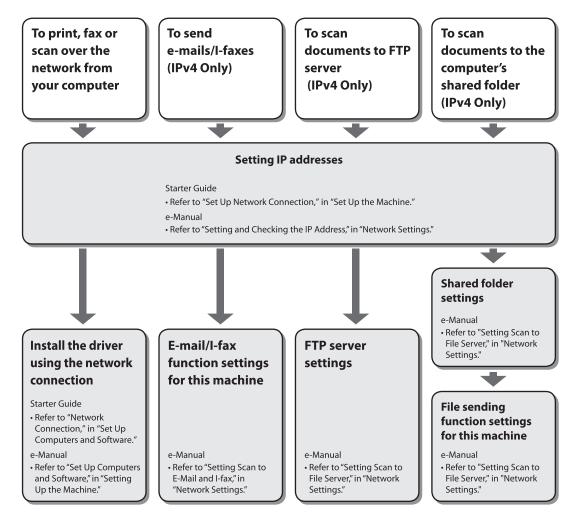
This chapter describes what the network is, what you can do with the network, and what you have to do to use the machine with the network.

Flowchart for Setting Up Network
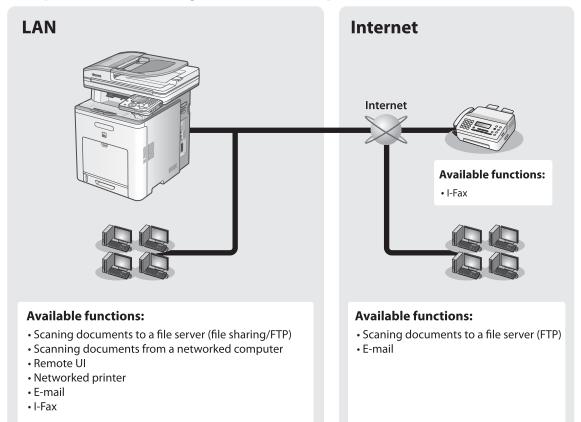
Follow the procedures in the flowchart below to set up each network function.

To print, fax or scan over the network from your computer	To send e-mails/I-faxes (IPv4 Only)	To scan documents to FTP server (IPv4 Only)	To scan documents to the computer's shared folder (IPv4 Only)

Setting IP addresses

Starter Guide
• Refer to "Set Up Network Connection," in "Set Up the Machine."

e-Manual
• Refer to "Setting and Checking the IP Address," in "Network Settings."

Shared folder settings

e-Manual
• Refer to "Setting Scan to File Server," in "Network Settings."

Install the driver using the network connection

Starter Guide
• Refer to "Network Connection," in "Set Up Computers and Software."

e-Manual
• Refer to "Set Up Computers and Software," in "Setting Up the Machine."

E-mail/I-fax function settings for this machine

e-Manual
• Refer to "Setting Scan to E-Mail and I-fax," in "Network Settings."

FTP server settings

e-Manual
• Refer to "Setting Scan to File Server," in "Network Settings."

File sending function settings for this machine

e-Manual
• Refer to "Setting Scan to File Server," in "Network Settings."

Network

What is the Network?

In the computer field, a network is a system of interconnected computers that communicate with each other. "Internet" and "LAN" are the two most common words used to refer to networks. The Internet is the vast network to which computers all over the world are connected. Computers connected to the Internet anywhere in the world can exchange information with one another. On the other hand, LAN is the abbreviation for "Local Area Network" and means a network within a limited area (in an office, for example).

Sample network configuration for this product

LAN

Internet

Internet

Available functions:
• I-Fax

Available functions:
• Scaning documents to a file server (file sharing/FTP)
• Scanning documents from a networked computer
• Remote UI
• Networked printer
• E-mail
• I-Fax

Available functions:
• Scaning documents to a file server (FTP)
• E-mail

Overview of Network Functions

This section describes actions you can perform using the network function.

E-mail

You can send scanned documents as e-mail attachments.

e-Manual
• Refer to "E-mail."

I-fax

You can send scanned documents by I-fax to fax machines that support the I-fax function.

e-Manual
• Refer to "Fax."

File server (FTP)

You can scan documents to an FTP server.

e-Manual
• Refer to "Scan."

Network Scan

You can load the scanned images over the network.

e-Manual
• Refer to "Scan."

Network PC Fax

You can transfer data from your computer to the machine and send them by fax from the machine.

e-Manual
• Refer to "Fax."

File server (File sharing)

You can scan documents to the computer's shared folder.

e-Manual
• Refer to "Scan."

Network Print

You can print the document sent from a computer over the network.

e-Manual
• Refer to "Print."

Remote UI

You can register and make settings for this product's functions over the network from your computer.

e-Manual
• Refer to "Settings from a PC."

Settings from a PC
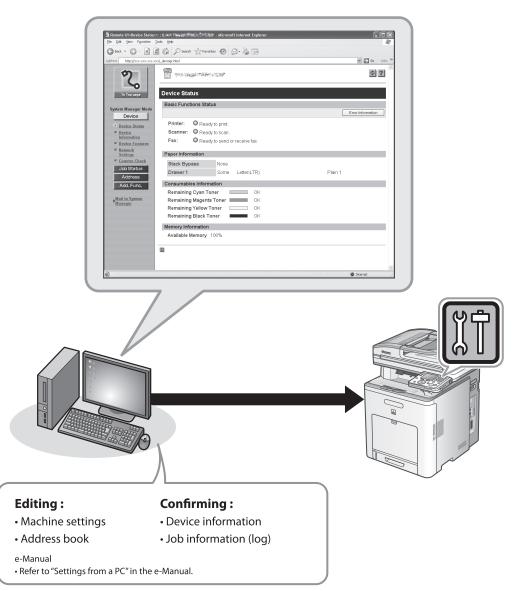
This chapter describes how to use the Remote UI functions.

Overview of Remote UI

Remote UI enables you to check the machine's status and manage the machine's functions from a computer on the network using a web browser. Using the computer keyboard, the management process, such as entering addresses to the address book will be easier.

Editing :
- Machine settings
- Address book

Confirming :
- Device information
- Job information (log)

e-Manual
- Refer to "Settings from a PC" in the e-Manual.

By using remote UI you can set and confirm following functions.

Checking the Device Information from a computer

The Remote UI enables you to check the device information. Accessing to the device information from the distant place provides you with easy device management.

For details, see "Checking Device Status and Information" in the e-Manual.

Managing jobs from a computer

The Remote UI enables you to manage print jobs and view job logs. Accessing to the print job information from the distant place provides you with easy job management.

For details, see "Job Management" in the e-Manual.

Editing the Address Book from a computer

The Remote UI enables you to make additions and changes to each item of the address book. You can use the PC keyboard, so entering a lot of addresses to the address book will be easier.

For details, see "Managing the Address Book" in the e-Manual.

Setting/registering from a computer

The Remote UI enables you to specify the machine's system settings. You can specify the various custom system settings more easily and speedy.

For details, see "Customizing System Settings" in the e-Manual.

Settings from a PC
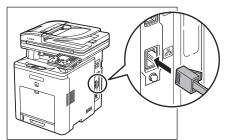
Starting the Remote UI

To start the Remote UI, follow the procedure described below.

1 Prepare the Network.

Set up the machine for use in a network, then connect the machine and the computer to your network router or a hub.
For details, see "Setup Computers and Software," in the Starter Guide.

2 Start the web browser.

3 Enter the IP address of the machine in [Address] or [Location], then press [Enter] on the keyboard.

For details on how to check the IP address, see "Setting and Checking the IP Address," in the e-Manual.
The Remote UI screen appears.

4 Enter the required data.

The required data differ depending on the authentication mode you are using.

■ If both Department ID and User Management are disabled:

① Select [System Manager Mode] or [End-User Mode].

② For System Manager Mode enter the System Manager ID and the Password, and click OK. For End-User Mode, enter the User Name and click OK.

■ For Department ID Management mode:

① Enter the Department ID and Password, and click OK.

■ For User Management mode:

① Enter the User ID and Password, and click OK.

✎ **NOTE**

If no password is set, you can log on without entering a password.
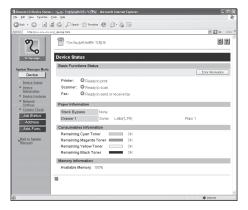
5 Operate the Machine.

Now you can manage the machine on the web browser.
For details, see "Settings from a PC," in the e-Manual.

📝 **NOTE**

For details on the Remote UI settings, see Online Help.

Maintenance

Chapter 11

This chapter describes how to perform routine cleaning operations, and replace toner cartridges.

Cleaning the Machine

Note the following before cleaning your machine:

– **Make sure no documents are stored in memory when you 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.**

NOTE

– Never use volatile liquids such as thinner, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.
– You cannot send or receive documents when the main power switch is turned off or the power cord is disconnected.
– If the main power switch is turned OFF, all jobs waiting in the print queue will be erased.
– Documents received into memory and documents stored for delayed send will be retained for approximately 60 minutes after the power cord has been disconnected.
– 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 Canceling Copy Jobs/Checking Copy Logs" on p. 4-72.
  – "Checking and Canceling Print Jobs/Checking Print Logs" on p. 7-27.
  – "Checking/Changing the Status of Fax Documents in Memory" on p. 5-147.
  – "Canceling Sending E-Mail Documents" on p. 6-7.
  – "Checking/Changing the Status of Scanning Data in Memory (Scan to File Server)," in the e-Manual.

Exterior

Clean the exterior of the machine.

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.

● Cleaning the Fixing Unit

If black streaks appear on printed output, the fixing unit may be dirty. Also, you should use the Fixing Unit Cleaning procedure every time the toner cartridge is replaced. Print the cleaning pattern on LTR paper for cleaning the fixing unit.

📝 **NOTE**

– As cleaning paper, LTR or A4 paper must be loaded in the paper drawer or the stack bypass tray.
– Cleaning the fixing unit takes approximately 60 seconds.
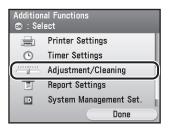
1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲], or ◉ (Scroll Wheel) to select <Adjustment/Cleaning>, then press [OK].

4 Use [▼], [▲], or ◉ (Scroll Wheel) to select <Fixing Unit Cleaning>, then press [OK].

Maintenance

5 Confirm that <Start Cleaning> is displayed, then press [OK].

Printing starts.

Fixing Unit Cleaning
OK : Print Cleaning Sheet

Start Cleaning

Cancel

Discard the cleaning paper after use.

NOTE

The cleaning process cannot be canceled. Please wait until it is completed.

6 Press ⬭ (Main Menu) to return to the Main Menu screen.
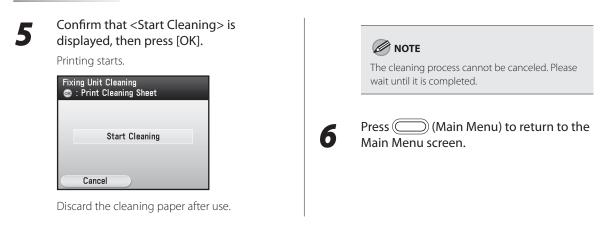
Scanning Area

Keep the scanning area clean to avoid dirty copies or faxes to be sent.
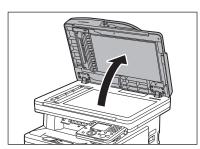
Cleaning the Platen Glass
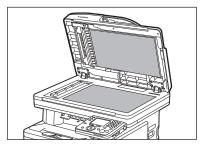
Clean the platen glass and the underside of the feeder by following the procedure below.

1 Open the feeder.

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

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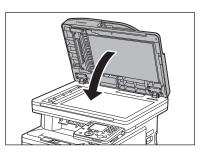
Do not dampen the cloth too much, as this may tear the document or damage the machine.

Maintenance

11-4

3 Close the feeder.

Cleaning the Feeder Automatically

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

NOTE

– Use LTR or A4 paper as cleaning paper.
– It takes approximately 30 seconds to clean the feeder.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func>.

3 Use [▼], [▲], or 🎡 (Scroll Wheel) to select <Adjustment/Cleaning>, then press [OK].

4 Use [▼], [▲], or 🎡 (Scroll Wheel) to select <Feeder Cleaning>, then press [OK].

5 Place 10 sheets of blank paper into the feeder.

6 Confirm that <Start> is displayed, then press [OK].

The display returns to the Adjustment/Cleaning screen.
Discard the cleaning paper after use.

> ✎ **NOTE**
>
> The cleaning process cannot be canceled. Please wait until it is completed.

7 Press ⬭ (Main Menu) to return to the Main Menu screen.

Replacing the Toner Cartridges

This section describes how to replace or handle the toner cartridges and precautions on storing them.

When a Message Appears

Toner cartridges are consumable products. If the toner is running out during printing, a message appears in the display.

Message	When it is Displayed	Contents and Remedies
Prepare a new toner cartridge. (XXX*)	When a toner cartridge needs to be replaced soon.	– Prepare a new toner cartridge. – Replacing the toner cartridge is recommended before performing a bulk printing.
Check the XXX* toner.	A toner cartridge that cannot guarantee print quality because it has reached the end of its life etc., or a toner cartridge that has already been spent may be set.	Continued use of this toner cartridge may cause the machine to malfunction. Replacing of the toner cartridge is recommended.
Replace the toner cartridge. (XXX*)	When the toner runs out.	Replace the toner cartridge of the indicated color. Incidentally, even if any of Yellow, Cyan or Magenta toner runs out, black and white printing can still be performed if Black toner remains.

* XXX indicates "Black", "Yellow", "Cyan", or "Magenta".

Maintenance

Replacing the Toner Cartridge with a New One

If any of the following messages appears, replace the toner cartridge of the indicated color with a new one.
− <Replace the toner cartridge. (Black)>: Replace the black toner cartridge.
− <Replace the toner cartridge. (Yellow)>: Replace the yellow toner cartridge.
− <Replace the toner cartridge. (Cyan)>: Replace the cyan toner cartridge.
− <Replace the toner cartridge. (Magenta)>: Replace the magenta toner cartridge.
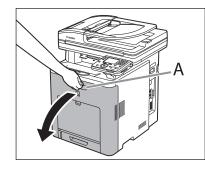
⚠ **WARNING**

Do not dispose of used toner cartridges in open flames. This may cause the toner remaining inside the cartridges to ignite, resulting in burns or fire.

⚠ **CAUTION**

− Do not pull out the sealing tape forcefully or stop at midpoint, as this may cause toner to spill out. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
− When closing the front cover, be careful not to get your fingers caught.
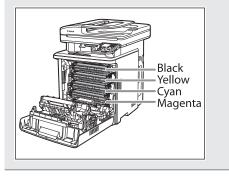
1 Open the front cover by using the handle (A).

A

📝 **NOTE**
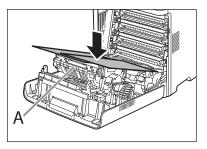
The toner cartridges are installed in order of black, yellow, cyan, and magenta from the top as shown in the figure.

Black
Yellow
Cyan
Magenta
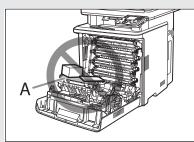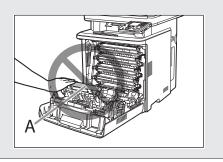
2 To prevent damage to the transfer belt of the delivery feeder unit (A), cover the thin plastic belt with paper (A4 size paper is recommended) as shown in the figure and be sure that they do not move out of place.

A

NOTE
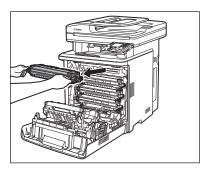
– When installing or removing the toner cartridges, be sure to place paper on the transfer belt (A) of the delivery feeder unit to protect the belt.

– Do not place any object on or touch the transfer belt (A) of the delivery feeder unit. The transfer belt (A) of the delivery feeder unit has a self cleaning function, therefore, do not clean the belt even when the toner is on it. If the delivery feeder unit is broken or transfer belt (A) is damaged, this may result in misfeeds or deterioration in print quality.
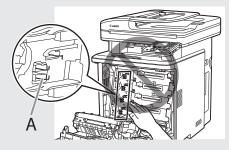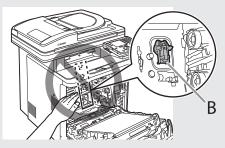
3 Hold the blue tabs on the both sides of toner cartridge, and pull it horizontally.

NOTE
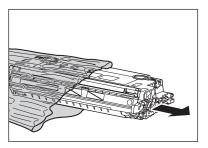
Do not touch the high-voltage contact (A) or the electrical contacts (B), as this may result in damage to the printer.

4 Take the new toner cartridge out of the protective bag after taking it out of the package.
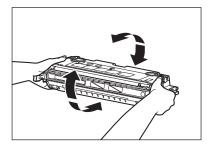
There is a cut near the arrow on the protective bag, so you can open it by hand. However, if you cannot open it by hand, use scissors to open the protective bag so as not to damage the toner cartridge.

Maintenance
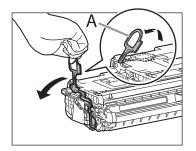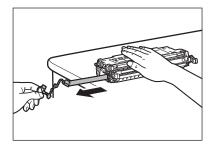
5 Gently rock the toner cartridge several times to evenly distribute the toner inside.
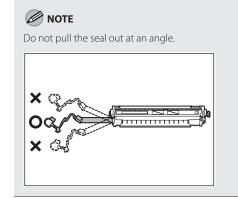
6 Place the toner cartridge on a flat surface, fold back the tab of the sealing tape (A) located at left side of the toner cartridge.
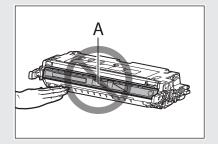
7 Remove the sealing tape (approx. 18 7/8 inch long) gently by hooking your fingers into the tab and pulling it out straight in the direction of the arrow.

📝 NOTE

Do not pull the seal out at an angle.

📝 NOTE

– Do not open the drum protective shutter (A).
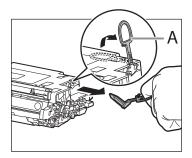
– If toner is adhered on the removed seal, be careful that your hands or clothes do not get dirty from touching the toner.
– If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. If you do, the toner may be set permanently.
– Do not pull the seal out at an angle.
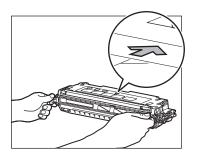
8 Hook your finger into the tab and remove the packing materials (A) located at right side of the toner cartridge.
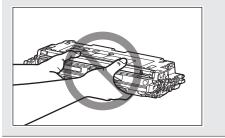
9 Hold the toner cartridge properly by the blue tabs on the both sides with the arrowed side facing up.
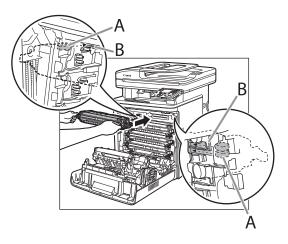
✎ NOTE

Do not hold the toner cartridge in a manner that is not directed in this procedure.
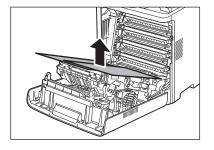
10 Align (A) of the toner cartridge that you want to replace with the slots (B) to which the label of the same color is attached, then insert the cartridge until it stops.

11 After removing all the packing materials on the each toner cartridges and installing the cartridges, remove the paper on the transfer belt of the delivery feeder unit.
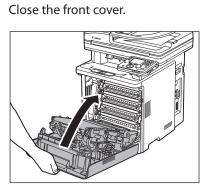
✎ NOTE

When removing the paper, be careful not to touch or damage the transfer belt of the delivery feeder unit.

Maintenance

12 Close the front cover.

📝 NOTE

If you cannot close the front cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

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 Cartridge box.

The Clean Earth Campaign - The Canon Cartridge Return Program

The Canon Cartridge Return 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 Appreciation of the Outdoors

"Clean Earth" initiatives supported by Canon in the U.S. include Eyes on Yellowstone, Canon Envirothon, NATURE Series on PBS and The Canon Clean Earth Crew. Initiatives supported in Canada include Canon Envirothon and World Wildlife Fund - Canada.

Since its inception, The Canon Cartridge Return Program has collected millions of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program recovers used cartridges and separates them into components which are then put to various industrial uses.
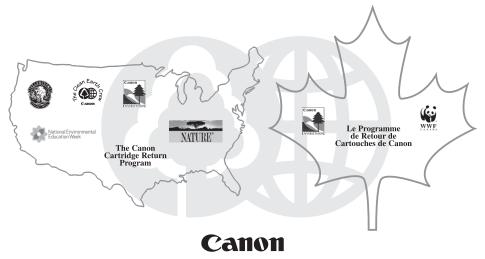
Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

We appreciate your support of The Canon Cartridge Return Program.
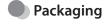
Working together we can make a significant contribution to a cleaner planet.

● Cartridges collected through this program are not refilled.
● This program may be modified or discontinued without notice.

Maintenance

The Clean Earth Campaign

Supporting Environmental Initiatives With

The Canon
Cartridge Return
Program

Le Programme
de Retour de
Cartouches de Canon

Canon

U.S.A. PROGRAM

● Packaging

■One Box Return

To receive your free eight cartridge collection box:

Call **1-800-OK-CANON**

or
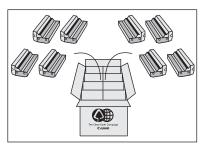
Visit **www.usa.canon.com/cleanearth/return**

OR

Place as many cartridges as possible into one box. Carefully seal the box with tape;
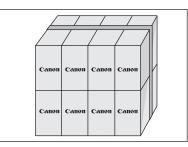
OR

Place an empty toner cartridge in the box that contained your new toner cartridge.

■Bundled Return

Bundle multiple cartridge boxes together securely with tape.

Please be sure that the shipment does not exceed UPS specifications (See Below).

Maximum weight = 70 pounds Maximum length = 108 inches

Maximum girth (length + 2 x width + 2 x height) = 130 inches

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.

Maintenance

● Shipping

Make sure the UPS A.R.S. label is applied.

■UPS Pick-up

Give the shipment to your UPS driver when you receive your next regular delivery.

Call 1-800-PICK-UPS for Drop-Off options in your area.

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.
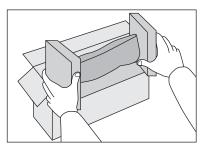
Residents of Alaska and Hawaii: Do not use UPS authorized return label.
Alternative return service with the U.S. Postal Service is available by calling
1-800-OK-CANON or visit www.usa.canon.com/cleanearth/return

For further information about the Clean Earth Campaign in the United States,
please call: **1-800-OK-CANON** or visit **www.usa.canon.com/cleanearth**

Canadian Program – Programme au Canada

■Single Box Return
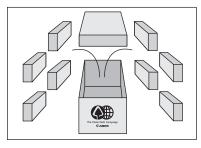
● Repackage the empty toner cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.

● Place the empty toner cartridge in the box from your new toner 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 toner cartridge in any full size street mailbox or take it to your local Canada Post outlet or franchise.

■**Volume Box Return (Maximum 8 Cartridges)**

We encourage you to use this option as a more efficient way to ship cartridges.

● Please tape your eight cartridges together and place them in a 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.

Working to protect the environment is a long-standing Canon interest. To this end, for every cartridge collected, Canon Canada donates funds to World Wildlife Fund - Canada and the Canon Envirothon.

For further information about The Clean Earth Campaign in Canada, please write to Canon.

Canon Canada Inc.
Corporate Customer Relations
6390 Dixie Road
Mississauga, ON L5T 1P7

Maintenance

Transporting the Machine

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

1 Turn OFF the main power switch.
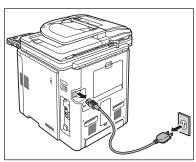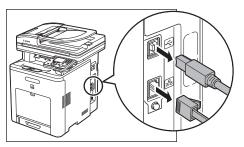
2 Disconnect the power cord and all the cables from the machine.
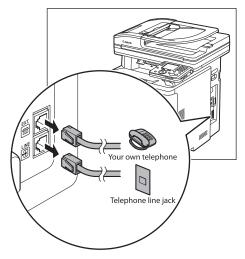
① Disconnect the power cord from the machine.
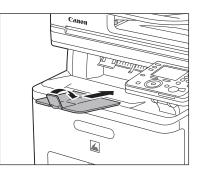
② Disconnect the LAN and USB cables, if any are connected to the machine.

③ Disconnect the telephone cable and other cables from the machine if you connect your own telephone to the machine.

Your own telephone

Telephone line jack
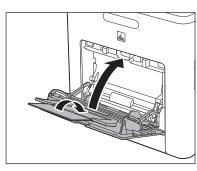
3 If you are using the output tray extension, fold the paper stopper, and then push the output tray extension into the machine.
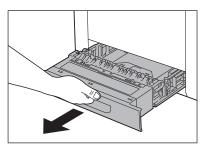
4 If you are using the stack bypass tray, fold stack bypass tray extension, push back the auxiliary tray into place, and then close the stack bypass tray.
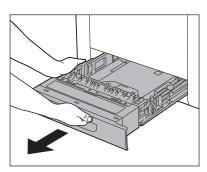
5 Pull out the paper drawer gently.

6 Hold the paper drawer with both hands and remove it from the machine.
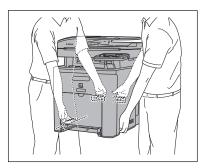
NOTE

Remove the Cassette Feeding Unit-AC1 from the machine if it is installed. To remove the Cassette Feeding Unit-AC1, perform the installation procedure in reverse. (See the sheet "Cassette Feeding Unit-AC1 Setup Instruction.")

7 Pick up the machine using the hand grips on the left, right and back of the machine.

NOTE

– Check the weight of the machine to carry it safely. (See "Specifications," on p. 14-2.)
– If you need to install the Cassette Feeding Unit-AC1 in the machine, place the feeder at the installation site first, and then transport the machine to the site. For directions on how to install the Cassette Feeding Unit-AC1, see the sheet "Cassette Feeding Unit-AC1 Setup Instruction."

Troubleshooting

Chapter

12

This chapter explains how to respond to paper and original jams, as well as to error messages.

See "Troubleshooting," in the e-Manual to troubleshoot problems on the machine's functions such as Copy, Fax, or Print, and problems on the computer or network settings.

Clearing Jams

When <Check the originals.>, <The paper has jammed.>, or <Remove the jammed paper from...> appears on the display, remove the jammed paper from the machine. The screen indicating the location of the paper jam and the procedure for clearing the paper jam appears on the display, and it remains there until the paper jam is entirely cleared.

Check the following if you experience repeated paper jams:

– 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.
– Fan and tap the paper stack on a flat surface before loading it in the machine.

⚠ **WARNING**

– When removing the jammed document or paper, be careful not to cut your hands with the edges of the document or paper.
– When removing jammed paper or when inspecting inside of the machine, be careful not to allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this can result in burns or electrical shock.

⚠ **CAUTION**

– When removing jammed paper, be careful not to get any toner on your hands or clothing, as this will dirty your hands or clothing. If toner gets on your hands or clothing, wash them immediately with cold water. Washing with warm water sets the toner, making it impossible to remove the toner stains.
– If paper is jammed, remove the jammed paper so that any pieces of paper do not remain inside the machine according to the displayed message. Also, do not put your hand in an area other than indicated areas, as this may result in personal injuries or burns.
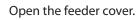
📝 **NOTE**
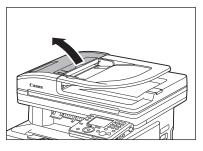
– If you tear the paper, remove any torn pieces to avoid further jams.
– If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. If you do, the toner may be set permanently.
– Do not force a jammed document or paper out of the machine. Contact Canon Customer Care Center if needed.

Original Jams
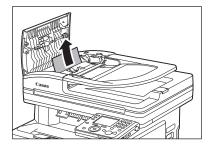
If a screen similar to the one shown below appears on the display, remove the jammed original from the feeder. Then press the right Any key to display the next procedure.
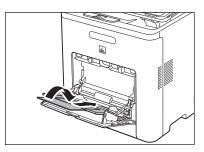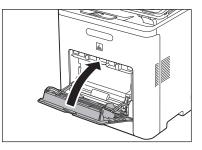

1 Open the feeder cover.
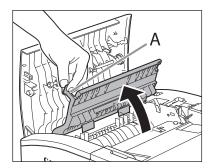
2 Hold both sides of any jammed original and gently pull it out.

NOTE

Do not force a jammed original out of the machine. If the jammed original cannot be removed easily, proceed to the next step.
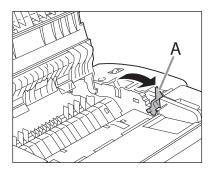
3 Open the inner cover, holding it by its front tab (A).

4 Lift the release lever (A) until it clicks into place.

Troubleshooting

5 Remove the jammed original.

📌 NOTE
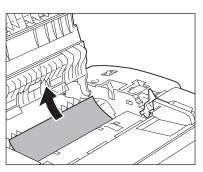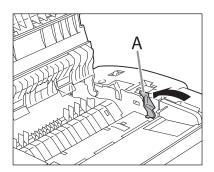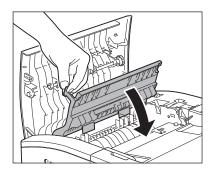
Do not force a jammed paper out of the machine as it may tear.
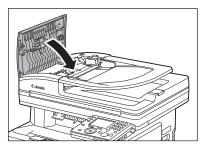
6 Return the release lever (A) to its original position.

7 Close the inner cover.
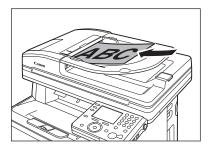
8 Close the feeder cover.

9 Load the original in the feeder again.
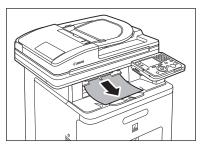
Paper Delivery Tray

If a screen similar to the one shown below appears on the display, remove the jammed paper from the output tray. Then press the right Any key to display the next procedure.
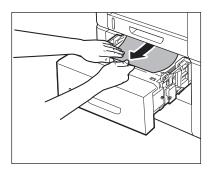

1 Hold both sides of any jammed paper and gently pull it out.

NOTE
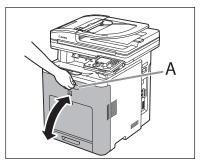
– Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.
– If unfixed toner is on the removed paper, it may adhere to the paper to be printed next.

2 Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover. Use the handle (A) to gently close the front cover.
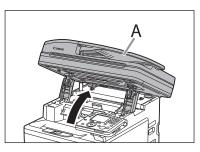
Duplex Unit
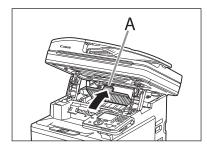
If a screen similar to the one shown below appears on the display, remove the jammed paper from the duplex unit. Then press the right Any key to display the next procedure.

1 Lift the scanning platform (A) until it is locked.
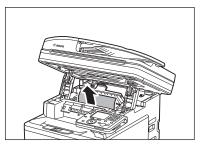
2 Open the inner cover, holding it by its center tab (A).

3 Hold both sides of any jammed paper and gently pull it out.
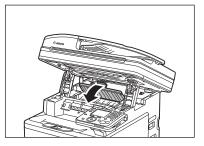
📝 **NOTE**

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.
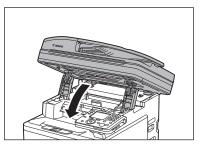
4 Close the inner cover.

5 Lower the scanning platform.
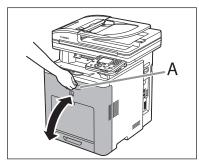
6 Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover.
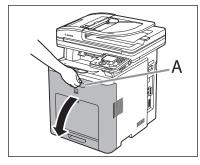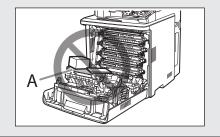Close the front cover gently holding the handle (A).
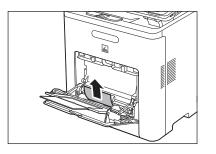
Stack Bypass Tray

If a screen similar to the one shown below appears on the display, remove the jammed paper from the stack bypass tray. Then press the right Any key to display the next procedure.

1 Hold both sides of any jammed paper and gently pull it out.

🖉 NOTE

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

2 Close the stack bypass tray.
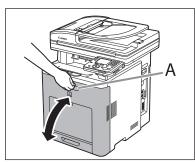
3 Open and close the front cover to reset the machine.

Close the front cover gently holding the handle (A).
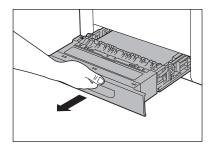
Paper Drawer 1
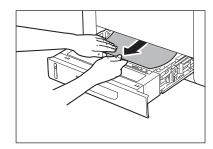
If a screen similar to the one shown below appears on the display, remove the jammed paper from the paper drawer. Then press the right Any key to display the next procedure.

1 Using the handle, pull the paper drawer half way out.

2 Push downward on the jammed paper as you remove it.
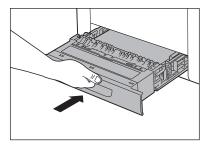
> **NOTE**
>
> Do not force a jammed paper out of the machine. Doing so may result in the feed roller coming off. If the jammed paper cannot be removed easily, proceed to the next step.
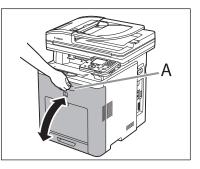
3 Gently push the paper drawer back into the machine until it clicks into place in the closed position.

4 Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover.
Close the front cover gently holding the handle (A).
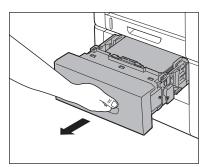
Optional Paper Drawer (Paper Drawer 2)

If a screen similar to the one shown below appears on the display, remove the jammed paper from the optional paper drawer. Then press the right Any key to display the next procedure.

1 Using the handle, pull the paper drawer half way out.

2 Push downward on the jammed paper as you remove it.

📎 NOTE

Do not force a jammed paper out of the machine. Doing so may result in the feed roller coming off. If the jammed paper cannot be removed easily, proceed to the next step.
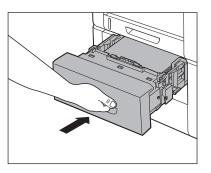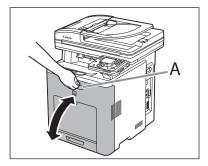
3 Gently push the optional paper drawer back into the machine until it clicks into place in the closed position.

4 Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover.
Close the front cover gently holding the handle (A).

Inside of the Machine

If a screen similar to the one shown below appears on the display, remove the jammed paper from the inside of the machine. Then press the right Any key to display the next procedure.

Remove the jammed paper from inside the front cover.

Recover Later   Next

1 Open the front cover

If you are using the stack bypass tray, close it before opening the front cover.
Open the front cover gently holding the handle (A).

A

NOTE
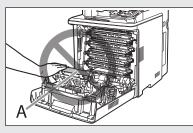
– When removing jammed paper, be sure to place paper on the transfer belt (A) of the delivery feeder unit to protect the belt.
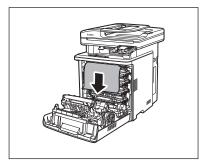
A

NOTE

– Do not place any object on or touch the transfer belt (A) of the delivery feeder unit. The transfer belt (A) of the delivery feeder unit is supplied with a function that cleans itself, therefore, do not clean the belt even when the toner is on it. If the delivery feeder unit is broken or transfer belt (A) is damaged, this may result in misfeeds or deterioration in print quality.

A

– If the size of the paper loaded in the paper drawer differs from the paper size set in the <Paper Settings> or the paper size set on the printer driver, a paper jam may occur. If this is the case, load the correct size paper before removing the jammed paper.
– If you remove the jammed paper before re-loading the correct size paper, another paper jam may occur. Make sure to re-load the correct size paper before removing the jammed paper.
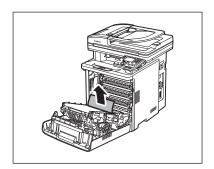
2 Hold both sides of any jammed paper and pull it out in the direction of the arrow.

📝 **NOTE**
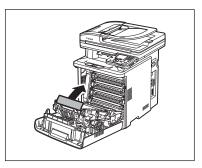
– Gently remove the jammed paper in the direction of the arrow to prevent unfixed toner from spilling.
– When removing the paper, be careful not to touch the transfer belt of the delivery feeder unit or toner cartridge.
– Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

3 Hold both sides of any jammed paper and gently pull it out in the direction of the arrow.

📝 **NOTE**

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

4 Hold both sides of any jammed paper and gently pull it out in the direction of the arrow.
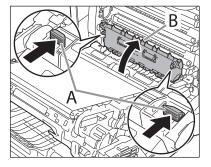
📝 **NOTE**

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

5 Press the lock release buttons (A) on the duplex print transport guide and lift the duplex print transport guide (B).

If you are not performing two-sided printing, proceed to the next step.
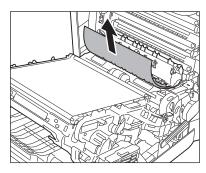
📝 **NOTE**

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.
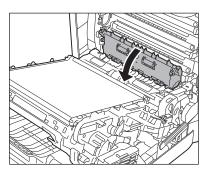
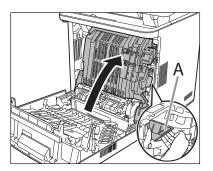**6** Remove the jammed paper while lifting the duplex print transport guide.

🖉 NOTE

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

7 Lower the duplex print transport guide until it clicks into its original position.

🖉 NOTE

Make sure that the duplex print transport guide is closed completely. If the duplex print transport guide is not closed completely, this may result in misfeeds or paper jams.

8 Hold the tab (A) of the delivery feeder unit, and lift the delivery feeder unit until it clicks.

🖉 NOTE
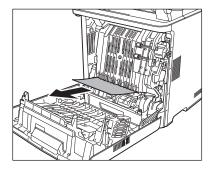
If the delivery feeder unit comes off, see "If the Delivery Feeder Unit Is Not Installed Correctly," on p. 12-22.

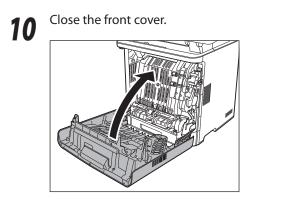**9** Remove the jammed paper in the direction of the arrow.

🖉 NOTE

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.
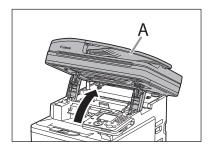
10 Close the front cover.

Fixing Unit

If a screen similar to the one shown below appears on the display, remove the jammed paper from the fixing unit. Then press the right Any key to display the next procedure.
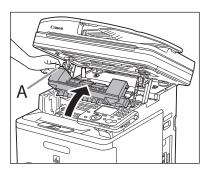

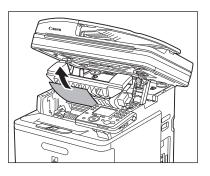**1** Lift the scanning platform (A) until it is locked.

2 Open the fixing cover, holding it by its left tab (A).
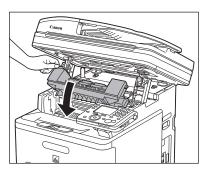
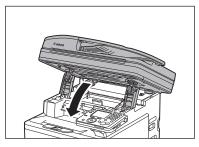**3** Hold both sides of any jammed paper and gently pull it out.

🖉 NOTE

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

4 Close the fixing cover.
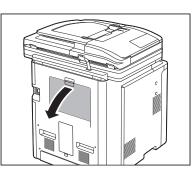
5 Lower the scanning platform.

Back Cover

If a screen similar to the one shown below appears on the LCD display, remove the jammed paper from the back side of the machine. Then press the right Any key to display the next procedure.
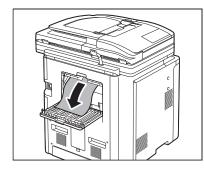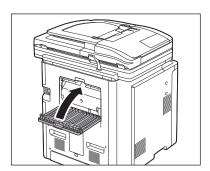

1 Open the back cover.

2 Hold both sides of any jammed paper and gently pull it out.
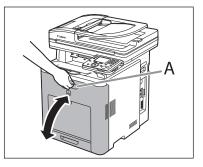

3 Close the back cover.

4 Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover.
Close the front cover gently holding the handle (A).
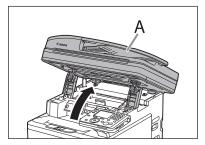
When the Message Does Not Disappear

When the message that indicates a paper jam occurring inside the top cover does not disappear even after the jammed paper is removed, this indicates that the jammed paper still remains in the fixing unit. Remove the fixing unit using the following procedure to remove the jammed paper.

⚠ **CAUTION**

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

📝 **NOTE**

– When you remove the fixing unit, you have to turn the main power switch OFF.
– Sending or receiving documents cannot be done when the main power switch is OFF or the power cord is disconnected.
– If the main power switch is turned OFF, all jobs waiting in the print queue will be erased.
– Documents received into memory and documents stored for delayed send will be retained for approximately 60 minutes after the power cord has been disconnected.

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

2 Lift the scanning platform (A) until it is locked.

3 Grasp and pull the tab (A) on the left side of the top cover to open the fixing cover.
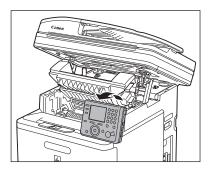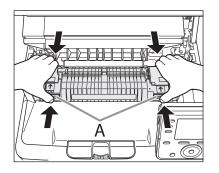
4 Move the control panel into the upright position.
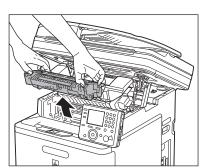
5 Press the blue tabs (A) and hold the fixing unit by the parts indicated with arrows.
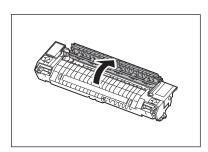
6 Remove the fixing unit with both hands.

7 Place the fixing unit on a flat surface.
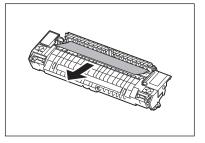
8 Open the fixing unit cover.
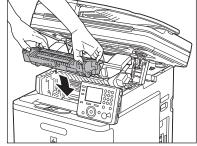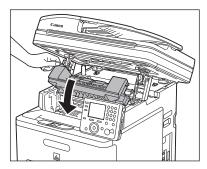
9 Remove the jammed paper.
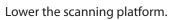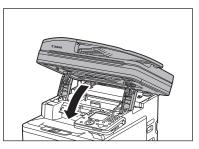
10 Install the fixing unit.

11 Close the fixing cover.

12 Lower the scanning platform.

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

If the Delivery Feeder Unit Is Not Installed Correctly

If the delivery feeder unit is not installed correctly, an error code <E000012> appears on the display. Follow the procedure below to install the delivery feeder unit correctly. If the error code does not disappear after the delivery feeder unit is installed correctly, contact Canon Customer Care Center.

📝 **NOTE**

– You have to remove the delivery feeder unit and re-install the delivery feeder unit correctly.
– When you remove the delivery feeder unit, you have to turn the main power switch OFF.
– Sending or receiving documents cannot be done when the main power switch is OFF or the power cord is disconnected.
– If the main power switch is turned OFF, all jobs waiting in the print queue will be erased.
– Documents received into memory and documents stored for delayed send will be retained for approximately 60 minutes after the power cord has been disconnected.
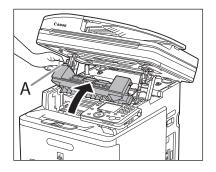
*1* Turn OFF the main power switch and disconnect the power cord.

📝 **NOTE**
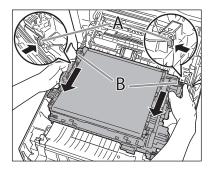
Make sure that the Processing/Data Indicator is turned off and check the display to confirm that a job is not being processed.

2 Open the front cover.

If you are using the stack bypass tray, close it before opening the front cover.
Open the front cover gently holding the handle (A).
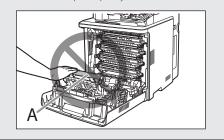
3 Push the levers (A) on both sides of the delivery feeder unit and remove the delivery feeder unit gently, holding it by the tabs (B).
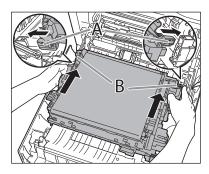
NOTE
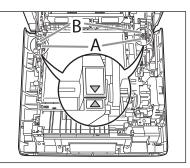
Do not place any object on or touch the transfer belt (A) of the delivery feeder unit. The transfer belt (A) of the delivery feeder unit is supplied with a function that cleans itself, therefore, do not clean the belt even when the toner is on it. If the delivery feeder unit is broken or transfer belt (A) is damaged, this may result in misfeeds or deterioration in print quality.

4 Install the delivery feeder unit so that the protrusions (A) of the delivery feeder unit fit into the guides (B) and click into place.

5 Confirm that the triangle marks (A) on the delivery feeder unit are aligned with the triangle marks (B) on the machine.
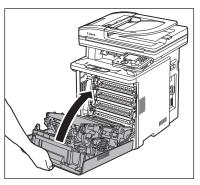
6 Close the front cover

Close the front cover gently holding the handle.

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

Troubleshooting

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Error Messages

When a message appears on the display, please refer to the examples of error messages in the table below.

Message	Description	Action
A cover is open.	The front cover or the fixing unit cover is open.	Close the front cover or the fixing unit cover.
Avail. Mem.	This message shows the percentage of the memory currently available. This message is displayed when you set the originals in the feeder in Fax/Send mode.	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 complete searching due to timeout. Check the settings.	– The machine could not search for destinations within the specified time. – An error occurred on the LDAP server side.	– Increase the time setting for <Search Timeout> in <Register LDAP Server>. (See "Network Settings," in the e-Manual.) – Check that the LDAP server is functioning normally.
Cannot connect to the selected server. Check the settings.	The machine cannot connect to the specified IP address/port.	– Check the gateway address setting. (See "Network Settings," in the e-Manual.) – Check the server address and port number for the LDAP server. (See "Network Settings," in the e-Manual.) – Check that the LDAP server is operating properly. – If <Login Information> is set to <Use (Sec. Auth.): Ver 3 (UTF-8)> for the LDAP server, check whether UDP (User Datagram Protocol) packages are blocked by the filter.
Cannot connect to the server because timer settings for this device differ to those of the selected server.	The time setting of the LDAP server and the time setting of the machine are more than five minutes apart.	The machine cannot connect to an LDAP server if the time setting of the server and the time setting of the machine are more than five minutes apart with <Login Information> set to <Use (Sec. Auth.): Ver 3 (UTF-8)> for the LDAP server. Check the time settings on the server and the machine.
Cannot find server.	The IP address that the machine should connect to cannot be determined.	Check the DNS (Domain Name System) Server Settings in TCP/IPv4 or v6 in <Network Settings> in <System Management Set> (from the Additional Functions screen).

Message	Description	Action
Cannot find the selected server. Check the settings.	– The IP address that the machine should connect to cannot be determined.	– Check the DNS (Domain Name System) server settings. (See "Network Settings," in the e-Manual.)
		– Check whether the DNS server's DNS settings are correct.
	– If <Login Information> is set to <Use (Sec. Auth.): Ver 3 (UTF-8)> for the LDAP server, the machine cannot determine the host name.	– Check the DNS (Domain Name System) server settings. (See "Network Settings," in the e-Manual.)
Check the XXX toner. (XXX indicates "Black", "Yellow", "Cyan", or "Magenta".)	A toner cartridge that cannot guarentee print quality because it has reached the end of its life etc., or a toner cartridge that has already been spent may be set.	Continued use of this toner cartridge may cause the machine to malfunction. Replacing of the toner cartridge is recommended. (See "Replacing the Toner Cartridge with a New One," on p. 11-8.)
Check the XXX toner connection. (XXX indicates "Black", "Yellow", "Cyan", or "Magenta".)	There may be a problem with the toner cartridge connection of the indicated color.	– Take out the toner cartridge of the indicated color, then properly set it again. For detailed instructions, (see "Replacing the Toner Cartridge with a New One," on p. 11-8.)
		– Turn OFF the main power switch, wait for more than 10 seconds, then turn it ON again.
		– When this message does not disappear even if you take the above procedures, replace the toner cartridge with a new one (see "Replacing the Toner Cartridge with a New One," on p. 11-8.)
Check TCP/IP.	The machine's TCP/IP is not operating.	Check the IP Address Settings in <Network Settings> in <System Management Set> (from the Additional Functions screen). (See "Network Settings," in the e-Manual.)
Check that all of the covers are closed.	The cover is open.	Check the cover and make sure that it is completely closed.
Check the originals.	The original is not correctly set in the feeder.	Correctly set the original in the feeder.
Clean the scan area.	The feeder scanning area may be dirty.	Clean the feeder scanning area (see "Scanning Area," on p. 2-3), then press [OK].
Clear the output tray.	Output paper is piled up on the output tray.	Remove the output paper from the output tray.

Message	Description	Action
Drawer 1 is not inserted.	Printing or copying could not be performed because the paper drawer (Drawer 1) was not set.	Set the paper drawer (Drawer 1) and push it in as far as it will go. The copy or print will automatically resume.
IEEE802.1X Error An unknown error has occurred. **IEEE802.1X Error Unknown error has occurred.**	An unknown error occurred.	The machine failed to analyze the server certificate sent from the RADIUS server.
IEEE802.1X Error Cannot analyze the Certificate.	The machine failed to analyze the server certificate sent from the RADIUS server.	Check for any errors in the server certificate on the RADIUS server.
IEEE802.1X Error Change the password.	The password has expired.	Set a new password.
IEEE802.1X Error Check authentication settings.	The specified authentication method of the machine does not match the authentication method of the RADIUS server.	Make sure that the correct authentication method is specified on the machine. If the information set on the machine is inconsistent with that of the RADIUS server, specify the correct authentication method.
IEEE802.1X Error No reply from the destination.	An error occurred when communicating with the authenticator.	Check for any errors in the authenticator (LAN switch) settings, as well as the RADIUS server settings.
IEEE802.1X Error Set the correct Certificate info. **IEEE802.1X Error Set the correct certificate information.**	The correct client authentication information (the key pair and certificate, user name and password, and the CA certificate) is not set.	Check for incorrect settings in the authentication method and authentication information (the key pair and certificate, user name and password, and the CA certificate).
IEEE802.1X Error The Certificate has expired.	The server certificate sent from the RADIUS server has expired.	Check the expiration date of the server certificate on the RADIUS server.
IEEE802.1X Error The Certificate is incorrect.	An error occurred when verifying the server certificate sent from the RADIUS server using the CA certificate.	Check for any errors in the server certificate on the RADIUS server, as well as the CA certificate registered on the machine.
Insert the toner cartridge all the way holding the right & left grips.	A toner cartridge is not installed or not installed correctly.	Install the toner cartridge correctly.
Insert the XXX toner correctly. (XXX indicates "Black", "Yellow", "Cyan", or "Magenta".)	The toner cartridge of the indicated color is not inserted.	Properly insert the toner cartridge of the indicated color. For detailed instructions, see "Replacing the Toner Cartridge with a New One," on p. 11-8.
Insert the XXX toner in the location of the correct color. (XXX indicates "Black", "Yellow", "Cyan", or "Magenta".)	The toner cartridge of the indicated color is not inserted in the correct location for that color.	Insert the toner cartridge of the indicated color in the correct location for that color. For detailed instructions, see "Replacing the Toner Cartridge with a New One," on p. 11-8.

Message	Description	Action
Insert the fixing unit.	The fixing unit is not inserted.	Insert the fixing unit. For detailed instructions, see "When the Message Does Not Disappear," on p. 12-19.
Insert the toner cartridge all the way holding the right & left grips.	A toner cartridge is not installed or not installed correctly.	Install the toner cartridge correctly.
Load LTR to Drawer 1. **(Depending on the paper supply and settings, the message displayed may vary.)**	– The following did not match when copying, receiving faxes/I-faxes or E-mails: • The paper size specified on the machine • The size of the paper loaded in the paper drawer – The following did not match when printing: • The paper size specified on the machine • The size of the paper loaded in the paper drawer	– Change the following so that they match: • Paper size setting on the machine • The size of the paper loaded in the paper drawer (See "Loading Paper" on p. 2-10 or "Setting Paper Size and Type," on p. 2-22.) – To print on the paper of the size specified on the machine's paper settings and on the printer driver: Load the paper of the size specified on the machine and on the printer driver and close the paper drawer. Printing will resume. – To print on the paper of the size that is loaded in the paper drawer: 1. Delete the current job. 2. Change the paper size settings both on the printer driver and on the machine. 3. Retry printing.
Load paper.	The following did not match when printing: • The paper size specified on the printer driver • The paper size specified on the machine	Change the following so that they match, and then retry printing (When you change the paper size setting on the printer driver, cancel the job on the machine.): • The paper size setting on the printer driver • The paper size setting on the machine
No response from the destination.	– The server was not running when you tried to send. – The network connection was lost when you tried to send. (Either you could not connect to the destination or the connection was lost before the job could complete.) – A TCP/IP error occurred when you tried to send an e-mail or I-fax.	– Check the destination. – Check the status of the network. – Check that the network cables and connectors are properly connected.

Troubleshooting

Message	Description	Action
No response from the server. Check the settings.	The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine's TCP/IP resources may be low.	Wait for a while, and try browsing again. If you still fail, try selecting another server.
Not enough TCP/IP resources. Wait a moment and perform the operation again.	You cannot browse the network due to a lack of TCP/IP resources. This may be because documents have just been continuously sent or are being continuously sent through FTP or Windows (SMB).	Wait for a while, and try browsing again.
Paper diff. from set size/type.	– The following did not match when copying, receiving faxes/I-faxes or E-mails: 　• The paper size specified on the machine 　• The size of the paper loaded in the paper drawer – The following did not match when printing: 　• The paper size specified on the printer driver 　• The paper size specified on the machine 　• The size of the paper loaded in the paper drawer	– Change the following so that they match: 　• Paper size setting on the machine 　• The size of the paper loaded in the paper drawer (See "Loading Paper" on p. 2-10 or "Setting Paper Size and Type," on p. 2-22.) – Change the following so that they match, and then retry printing: 　• The paper size specified on the printer driver 　• The paper size specified on the machine 　• The size of the paper loaded in the paper drawer (See "Loading Paper" on p. 2-10, "Setting Paper Size and Type," on p. 2-22 or "Printing Fundamentals," in the e-Manual.)

Message	Description	Action
Paper diff. from set size/type.		– If the message <Paper different from set size/type> appears after you have selected <Recover Later> to the message <Remove the jammed paper from inside the front cover.>: 1. Change the following so that they match: • Paper size setting on the machine • The size of the paper loaded in the paper drawer (See "Loading Paper" on p. 2-10 or "Setting Paper Size and Type," on p. 2-22.) 2. Remove the jammed paper inside the machine and close the front cover (see "Inside of the Machine," on p. 12-13).
	– The appropriate paper type for printing received faxes, I-faxes, or E-mails is not loaded.	– Load the appropriate type of paper (Plain 1, Plain 2, Recycled Paper, Color) and change the paper type in <Paper Settings>.
Paper is jammed in the fixing unit. Check the manual for instructions.	A paper jam occurred in the fixing unit.	Check the location of the paper jam and remove the jammed paper. Press the right Any key to display the next procedure. For detailed instructions, see "Fixing Unit," on p. 12-16.
Perform the operation again.	A transmission error has occurred because the line condition was poor.	Check the line condition, then try again.
Preparing...	The machine is not ready for scanning.	Wait until the machine is ready.
Prepare a new toner cartridge. (XXX) (XXX indicates "Black", "Yellow", "Cyan", or "Magenta".)	When a toner cartridge needs to be replaced soon.	Have a replacement toner cartridge ready so you can quickly replace the toner cartridge when it runs out. • If the message is displayed while copying or printing (including manually printing a report), printing of the job that is currently being processed will continue. • If the message is displayed when receiving a fax, the received fax is stored in the memory without being printed. If <Toner Out Continuous Print> is set to <On>, however, printing will continue. (Printing will also continue if a report is printed automatically.) See "Specifying the Way of Printing When Toner Is Low," on p. 5-107.

Troubleshooting

Message	Description	Action
Press the OK key.	[Stop] has been pressed while scanning the document using the feeder.	Press [OK], then set the originals again.
Printer Error	Some kind of error has occurred in the machine.	Turn OFF the main power switch, wait for more than 10 seconds, then turn it ON again. If the message persists, take a note of the error code that appears on the bottom left of the display, turn OFF the main power switch, disconnect the power cord, and contact Canon Customer Care Center.
Received in memory.	The machine temporarily received the data in memory because an error of some kind has occurred in the machine. This error message appears with one of the messages below. <Load paper.>, <A cover is open.>, <Check that all of the covers are closed.>, <The paper has jammed.>, <Remove the jammed paper from...>, <Replace the toner.>	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.
Remove the jammed paper from inside the cover of the feeder.	A paper jam occurred inside the cover of the feeder.	Check the location of the paper jam and remove the jammed paper. Press the right Any key to display the next procedure. For detailed instructions, see "Original Jams," on p. 12-3.

Message	Description	Action
Remove the jammed paper from inside the front cover.	– A paper jam occurred inside the front cover.	– Check the location of the paper jam and remove the jammed paper. Press the right Any key to display the next procedure. For detailed instructions, see "Inside of the Machine," on p. 12-13.
	– A paper jam occurred because the paper loaded in the paper drawer is different from the paper specified in <Paper Settings> and the printer driver screen.	– When printing, follow the instructions below. 1. Reload the correct size of paper into the paper drawer. (See "Reloading the Paper," on p. 12-42.) 2. Remove the jammed paper and close the front cover. When removing the paper, be careful not to touch the transfer belt of the delivery feeder unit or toner cartridge. – When copying, follow the instructions below. 1. Reload the correct size of paper into the paper drawer or stack bypass tray. (See "Reloading the Paper," on p. 12-42.) 2. Remove the jammed paper and close the front cover. (See "Inside of the Machine," on p. 12-13.) 3. Wait a while until the job resumes.
Remove the jammed paper from XXX. (XXX indicates the location of the jam.)	A paper jam occurred at the location shown on the display.	Check the location of the paper jam and remove the jammed paper. Press the right Any key to display the next procedure. For detailed instructions, see "Clearing Jams," on p. 12-2.
Remove the paper, and close the tray.	A paper jam occurred in the stack bypass tray.	Check the location of the paper jam and remove the jammed paper. Press the right Any key to display the next procedure. For detailed instructions, see "Stack Bypass Tray," on p. 12-8.
Replace the toner cartridge. (XXX) (XXX indicates "Black", "Yellow", "Cyan", or "Magenta".)	When the toner runs out.	Replace the toner cartridge of the indicated color. Incidentally, even if any of Yellow, Cyan or Magenta toner runs out, black and white printing can still be performed if Black toner remains.

Troubleshooting

Message	Description	Action
Search condition includes characters that cannot be used with the selected server.	– "\" is used in the search criterion.	– Remove "\" from the search criterion, and then search again.
	– The combination of characters used in the search criterion does not constitute an acceptable search criterion. • There is an unequal number of "(" and ")". • "*" is not placed within "( )".	– Make sure that the characters for the search criterion are combined properly, and then search again.
	– If <Server LDAP Version and Char. Code> is set to <Ver.2 (JIS)>, characters other than ASCII Code (0x20-0x7E) are being used.	– Omit characters that cannot be used, and then search again.
Set the IP Address.	This machine is not set with an IP address.	Specify the IP Address Settings in <TCP/IP Settings> in <Network Settings> in <System Management Set> (from the Additional Functions screen), then turn the machine's main power OFF and back ON again. (See "Network Settings," or "Setting Up the Machine," in the e-Manual.)
Set the toner cartridge. (XXX) (XXX indicates either "Black", "Yellow", "Cyan", or "Magenta".)	The toner cartridge of the indicated color is not set.	Set the toner cartridge of the indicated color. For detailed instructions, see "Replacing the Toner Cartridge with a New One," on p. 11-8.
The counter has reached the set value.	You cannot print because the set page limit for either scans, prints, or copies in the department ID management function has been reached.	Contact your system manager.
The memory is full.	– The machine is full of jobs.	– Print, send, or delete any documents stored in memory. – Divide the document stack or data into a few parts and try again one by one. – Send the document with low resolution. – When this message appears during using the feeder, the scanning document stops halfway. In this case, clear the paper jam from the feeder.

Message	Description	Action
The memory is full.	– The number of TX/RX jobs that can be stored in memory reached the maximum.	– The maximum numbers of jobs that can be stored in memory are as follows (Based on the condition that the other party sends the fax by the Color imageCLASS MF9280Cdn/ Color imageCLASS MF9220Cdn 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.
The number of search results has exceeded limits. If the desired destination is not displayed, change the search conditions and try again.	The number of addresses that meet the search criteria exceeds the specified maximum number of addresses to search.	– Narrow down the search criteria, and then search again. – Increase the maximum number of addresses to search. (See "Network Settings," in the e-Manual.)
The scan area is dirty.	The feeder's scanning area is dirty.	Clean the feeder's scanning area.
This size cannot be used with 2-Sided unit modes.	The paper size is not appropriate for a two-sided copy.	Set the paper size to <LTR> or <LGL>, then load paper of the same size.
Transmission has been suspended. Contact system manager.	You tried to send e-mails or I-faxes when the machine is in the User ID Management with the e-mail address of the login user not registered.	Use the Remote UI to register the e-mail address for each user when User ID Management is enabled.
Turn off the main power on the right side of the machine.	Description Some kind of error has occurred in the machine.	Turn OFF the main power switch, wait for more than 10 seconds, then turn it ON again. If the message persists, write down the error code displayed on the bottom left side of the display, turn OFF the main power switch, disconnect the power cord, and contact Canon Customer Care Center.
Wait a moment...	This message appears when turning ON the main power switch, or when the machine is not ready for printing.	Wait until the message disappears.

Error Codes

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen when you select <Log> on the System Monitor screen.
If a send, receive, or fax job does not complete successfully, the error code is printed in the RESULT column on the Activity Report, TX Report, and Fax Activity Report.
Perform the necessary procedures according to the error code.

```
07/01/2008  15:50 FAX 123XXXXXX        CANON                              ☑ 001

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


          TX FUNCTION WAS NOT COMPLETED

          TX/RX NO              0005
          RECIPIENT ADDRESS     111XXXXX
          DESTINATION ID
          ST. TIME              07/01 15:50
          TIME USE              00'00
          PAGES SENT               0
          RESULT                NG    # 0018 BUSY/NO SIGNAL
```

Error Code

For details on reports, see "Introduction of the Machine," in the e-Manual.

See the table below for individual error codes.

Error Code	Description	Action
#0001	Paper or originals are jammed.	Remove any jammed paper or originals. (See "Clearing Jams," on p. 12-2.)
#0003	Communications that take longer than the preset time (64 minutes) caused the error.	– Reduce the resolution or divide the document into two or more parts, and then try sending the document again. (See "Selecting Resolution," on p. 5-50.) – When receiving a document, ask the sender to either reduce the resolution at which the document is scanned, or divide the document into two or more parts before sending it.

Error Code	Description	Action
#0005	– The recipient did not answer within 35 seconds. – The recipient's machine is not a G3 fax.	– Confirm that the recipient's machine is able to communicate, and try again. – Check the type of receiving machine with the receiving party.
#0009	– There is no paper. – The paper drawer is not correctly inserted into the machine.	– Load paper. (See "Loading Paper," on p. 2-10.) – Insert the paper drawer properly. (See "Loading Paper," on p. 2-10.)
#0012	The document could not be sent because the recipient's machine was out of paper.	Ask the recipient to load paper into their fax machine.
#0018	– The recipient's machine did not respond when your machine redialed. – The documents could not be sent because the recipient's machine was busy. – The settings on your machine do not match the settings on the recipient's machine. – No pause was included in the telephone number when sending a fax overseas.	– Confirm that the recipient's machine is able to communicate, and then try again. – Confirm that the recipient's machine is able to communicate, and then try again. – Check that the settings on your machine match those on the recipient's machine, and that the recipient's machine is able to communicate. Try sending again. – Insert a pause after the country code, or after the fax number of the recipient, and then dial the number again. (See "Dialing an Overseas Number (With Pauses)," on p. 5-22.) – Change the Long Distance setting if you are sending documents to a destination stored in the Address Book or One-touch. (See "Registering Fax Numbers in the Address Book," on p. 3-2 or "Storing/Editing One-Touch," on p. 3-32.)
#0037	– Documents could not be received because there is insufficient memory available. – The data size exceeds the available memory.	– Print, send, or delete any documents stored in memory. – Reduce the data size by lowering the resolution or by changing the file format.
#0059	Your transmission is canceled because the number you dialed was different from the number registered on the other party's fax machine.	Check to see that the correct fax number is registered on the other party's fax machine.
#0099	A job was interrupted when the Media To Print or Scan To Media function was being used.	Try to execute the job if necessary.
#0401	The USB memory is full or the maximum number of files that can be stored in the root directory (the top level of the directory tree in the USB memory) has been reached.	Delete unnecessary files in the USB memory or organize the files in the root directory by moving existing files to a newly created folder.

Troubleshooting

Error Code	Description	Action
#0403	The job failed because the same file name existed. Generally, if the same file name exists, a file will be automatically renamed by adding a number, which ranges from 1 to 999, to the tail of its file name in order to avoid naming conflicts. However, this error occurred because the file with the same number already added to its file name existed.	Rename the file, and then write the data again.
#0404	The job failed because the write protect switch of the USB memory was ON.	Turn OFF the write protect switch of the USB memory.
#0406	– The job failed because the medium was pulled out while the job was in progress. – An error has occurred while data, such as image data, were being transferred to the medium. (The connected medium may be formatted with a file system that is not supported by the machine.)	– Confirm that the medium is properly inserted, and then write the data again. – Check the status of the medium, or make sure that the medium is formatted with a file system supported by the machine (FAT16 or FAT32), and then try again.
#0407	– The length of the full path to the specified file (or folder) exceeded the supported limit.	– The limit of the length of the full path is 120. Change or shorten the file name to be written.
#0408	– The transfer of data has failed because the medium was pulled out during the transfer. – An error has occurred while data, such as image data, were being transferred to the medium.	– Confirm that the medium is correctly inserted and then try the transfer again. – Check the status of the medium, or make sure that the medium is formatted with a file system supported by the machine.
#0703	The memory for image data is full when sending color documents.	– Wait a few moments, and then try sending again after other send jobs are complete. – Erase documents stored in memory. If the machine still does not operate normally, turn the main power OFF, and then back ON.
#0705	The send process was interrupted because the size of the image data being sent was larger than the size limit set in <Send Data Size Limit> in <E-mail/I-Fax Settings> in <Communications Settings> in <System Management Set> (from the Additional Functions screen).	– Change the setting of the size limit in the <Send Data Size Limit> in <E-mail/I-Fax Settings> in <Communications Settings> in <System Management Set> (from the Additional Functions screen). – Select a lower resolution. – If you are sending an I-fax, reduce the size of the data by decreasing the number of pages that contain images so that it will not exceed the size limit set in <Send Data Size Limit>. – When scanning, set <Divide Pages> to <On> in <Color/File Format Settings>.
#0751	The server is not functioning. The network is down (the server is unable to connect to the network or was disconnected).	– Check the recipient's address. – Check that the network is up.

Error Code	Description	Action
#0752	– The SMTP server name for e-mail or I-fax is not correct.	– Start the Remote UI and make sure that the SMTP Server in E-mail/I-Fax Settings under Network Settings matches the SMTP server address you checked in "Network Settings," in the e-Manual.
	– The domain name or e-mail address may not be set.	– Start the Remote UI and make sure that Domain Name in TCP/IP Settings under Network Settings is set correctly.
		– Start the Remote UI and make sure that E-mail Address in E-mail/I-Fax Settings under Network Settings is set correctly.
	– The mail server is not functioning.	– Ask the network administrator to check that the mail server is operating properly.
	– The network is down.	– Ask the network administrator to check that the network is operating properly.
	– While an e-mail message were being sent in color, some error occurred.	– Try sending several times. If the error persists, ask the network administrator to check that the network is operating properly.
#0753	A TCP/IP error occurred while sending documents to a file server, or sending an e-mail message. (Socket, Select error, etc.)	– Check that the network cable is properly connected between the machine and your computer. – Check that the <SMB Settings> is set to <On>. – Check that the <Host Name> of the file server destination is set correctly. – Check that the <Workgroup Name> is set correctly. – Set <Use LM Announce> to <On>. – Check the settings in Windows Firewall. – If the machine still does not operate normally, turn the main power OFF, and then back ON.
#0755	– You cannot send jobs because TCP/IP is not functioning correctly.	– Check <TCP/IP Settings> in <Network Settings> in <System Management Set> (from the Additional Functions screen).
	– The IP address is not set.	– Check <TCP/IP Settings> in <Network Settings> in <System Management Set> (from the Additional Functions screen).
	– When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.	– After the machine is turned ON, communication with a network will not start until the time specified in <Startup Time Settings> in <Network Settings> in <System Management Set> (from the Additional Functions screen) elapses. Wait a few moments, and then try sending again.

Troubleshooting

Error Code	Description	Action
#0801	– A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail message.	– Check that the SMTP server is functioning normally, or check the network status.
	– The SMTP server returned an error while trying to connect. The destination is not correct.	– Check the destination setting.
	– An error occurred on the server side during transmission to a file server.	– Check that the file server is operating properly.
	– The e-mail address is incorrect.	– Start the Remote UI and make sure that the E-mail Address in E-mail/I-Fax Settings under Network Settings is set correctly.
#0802	– The name of the SMTP server is incorrect.	– Start the Remote UI and make sure that SMTP Server in E-mail/I-Fax Settings under Network Settings matches the SMTP server address you checked in "Network Settings," in the e-Manual.
	– The domain name of the DNS server is incorrect.	– Start the Remote UI and make sure that Domain Name in TCP/IP Settings under Network Settings is set correctly.
	– The name of the DNS server is incorrect.	– Start the Remote UI and make sure that Primary DNS Server Address and Secondary DNS Server Address in TCP/IP Settings under Network Settings are set correctly.
	– Connection to the DNS server failed.	– Ask the network administrator to check that the DNS server is operating properly.
#0804	You have no permission to access the folder.	Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server).
#0806	– An incorrect user name or password was specified for the sending of a file to a file server.	– Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server).
	– An incorrect destination was specified for the sending of an e-mail message or I-fax.	– Check the e-mail or I-fax address.
#0808	– A timeout error occurred while the machine was communicating with the FTP server.	– Check that the FTP server is functioning normally. – Check the network status.
	– The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission.	– Check that the FTP server is functioning normally. – Check the network status. – Check the destination setting. – Check the status and setting of the file server.

Error Code	Description	Action
#0810	– A POP (Post Office Protocol) server connection error occurred while receiving an I-fax.	– Check the POP Server name in <E-mail/I-Fax Settings> in <Network Settings> in <System Management Set> (from the Additional Functions screen). – Confirm that the POP server is functioning normally. – Check the network status.
	– The POP server returned an error during the connection.	– Start the Remote UI and make sure that POP Server in E-mail/I-Fax Settings under Network Settings matches the POP server address you checked in "Network Settings," in the e-Manual.
	– A timeout error occurred on the server while connecting to the POP server.	– Ask the network administrator to check that the mail server or the network is operating properly.
#0813	The login name or password for access to the POP server is incorrect.	Check that POP Address and POP Password in E-mail/I-Fax are set correctly. (See "Network Settings" in the e-Manual.)
#0816	You have reached the quota for the number of pages you can scan for faxing.	Reset or increase the page quota or contact your system administrator.
#0818	You have received data that cannot be processed (cannot print the attached file).	Check the settings and ask the sender to resend the data.
#0819	You have received data that cannot be processed (MIME information is incorrect).	Check the settings, and then ask the sender to resend the data. The machine can receive only e-mails in plain text format. HTML e-mails cannot be received.
#0820	You have received data that cannot be processed (BASE 64 or uuencode is incorrect).	Check the settings, and then ask the sender to resend the data. The machine can receive only e-mails in plain text format. HTML e-mails cannot be received.
#0821	– You have received data that cannot be processed (TIFF analysis error).	– Check the settings, and then ask the sender to resend the data.
	– The read job failed because TIFF or JPEG files were not supported or the image data was corrupted.	– Confirm that the supported file format is used, and then read data again.
#0827	You have received data that cannot be processed (contains MIME information that is not supported).	Check the settings, and then ask the sender to resend the data.
#0828	You have received HTML data.	Ask the sender to use a file format other than HTML, and then resend the data.
#0829	Data that contains more than approximately 1,000 pages is received. (This error code may also appear when the machine receives corrupted data.)	This machine can store up to approximately 1,000 pages of data in memory, but will delete any data that exceeds this limit. Ask the sender to resend the remaining pages. (If the received data is corrupted, ask the sender to resend the appropriate data.)

Troubleshooting

Error Code	Description	Action
#0839	The user name or password for the SMTP Authentication is incorrect.	– Start the Remote UI and make sure that SMTP Server in E-mail/I-Fax Settings under Network Settings matches the SMTP server address you checked in "Network Settings," in the e-Manual. – Start the Remote UI and enter the correct password for the SMTP Authentication in Password in E-mail/I-Fax Settings under Network Settings. If you do not know what your password is, check in the notification form issued by your ISP (Internet Service Provider) or consult the network administrator.
#0853	– The job was not able to be processed due to the reason why it was canceled from an application or operating system while the print data was being sent to this machine from a computer etc. – You have sent the print data unsupported by the machine or sent corrupted print data.	Check the settings, and then repeat the operation.
#0859	An error occurred while compressing scanned originals.	Check the scan settings, and then try scanning again.

If a Message Such as <Paper diff. from set size/type.> is displayed

If all of the following do not match, a message such as <Paper diff. from set size/type.> is displayed:

– The paper size specified on the printer driver (Only when printing from a computer)
– The paper size specified in the <Paper Settings> menu on the machine
– The size of the paper loaded in the paper drawer or stack bypass tray

If such a message is displayed and you are unable to make a copy or print job, change the paper size in the items described above so that they all match.
The following chart is a list of the messages. See "Error Messages," on p. 12- 24 for details concerning the messages and remedies.

● Messages displayed when the paper sizes do not match

Message	Cause
Copy	
Load LTR to Drawer 1. (Depending on the paper supply and settings, the message displayed may vary.)	The following did not match: – The paper size specified on the machine – The size of the paper loaded in the paper drawer
Paper diff. from set size/type.	
Remove the jammed paper from inside the front cover.	The following did not match: – The paper size specified on the machine – The size of the paper loaded in the paper drawer
Print	
Load LTR to Drawer 1. (Depending on the paper supply and settings, the message displayed may vary.)	The following did not match: – The paper size specified on the machine – The size of the paper loaded in the paper drawer
Paper diff. from set size/type.	The following did not match: – The paper size specified on the printer driver – The paper size specified on the machine – The size of the paper loaded in the paper drawer
Load paper	The following did not match when printing: – The paper size specified on the printer driver – The paper size specified on the machine
Remove the jammed paper from inside the front cover.	A paper jam occurred because the size of the paper loaded in the paper drawer was different from that of the paper specified on the machine and printer driver.

– Load the correct size paper if the size of the paper loaded in the paper drawer does not match. See "Reloading the Paper," on p. 12-42 for instructions.
– Change paper size if the paper size specified on the machine does not match. See "Changing the Paper Size Setting," on p. 12-42 for instructions.
– For print jobs, you need to specify the paper size from your computer."

Reloading the Paper

1 Load the correct size paper, then press [OK] to resume the job.

The machine re-starts printing.
See "Loading Paper," on p. 2-10 for instructions on how to load paper.

Changing the Paper Size Setting

For the Stack Bypass Tray
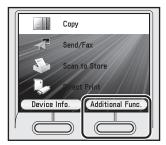
If you set the standard settings for stack bypass tray, follow the procedures below to change paper size.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Paper Settings>, then press [OK].

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Stack Bypass Paper (Std.)>, then press [OK].

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <On>, then press the right Any key to select <Option>.

If you do not want to set the stack bypass standard settings, select <Off>, then press [OK], and press ⬭ (Main Menu) to return to the Main Menu screen.

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select paper size, then press [OK].

```
Paper Size: Stack Bypass Tray
Set to LTR
  LTR
  LGL
  STMT
  EXEC
  FLSC
    A/B Sizes
```

You can select from the following paper sizes: <LTR>, <LGL>, <STMT>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>, <G-LTR>, <G-LGL>, <Custom Size>, <COM10>, <Monarch>, <DL>, <ISO-C5>, <ISO-B5>
If you use A/B size paper, press the right Any key to select <A/B Sizes> and select the paper size you want to use.

7 Use [▼], [▲] or ⊚ (Scroll Wheel) to select paper type, then press [OK].

```
Paper Type: Stack Bypass Tray
Set to Plain 2
  ▯    Plain 1
  ⊞    Plain 2
  ⊟    Recycled Paper
  ▨    Color
  ▯    Bond
  ▮    Heavy 1
```

You can select from the following paper types: <Plain 1>, <Plain 2>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>, <Heavy 2>, <Transparencies>, <Labels>, <Envelope>

✎ **NOTE**

The selectable paper types vary depending on the paper size you have specified. The unavailable paper types are grayed out on the display.

8 Press ⬭ (Main Menu) to return to the Main Menu screen.

⬤ **For the Paper Drawer**
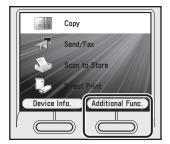
Follow this procedure to change the paper size setting.

1 Press ⬭ (Main Menu).

2 Press the right Any key to select <Additional Func.>.

```
      Copy
      Send/Fax
      Scan to Store
      Direct Print
  Device Info.    Additional Func.
```

3 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Paper Settings>, then press [OK].

```
Additional Functions
⊙ : Select
  ▯/▯  Paper Settings
  ◌))   Volume Settings
  ▤     Common Settings
  ⬩     Communications Settings
  ▦     Address Book Settings
                      Done
```

4 Use [▼], [▲] or ⊚ (Scroll Wheel) to select <Drawer 1> or <Drawer 2>*, then press [OK].

```
Paper Settings
⊛ : Select
  ▪ Stack Bypass Paper (Std.)
    ▷ Off
  ▪ Drawer 1
    ▷ LTR
  ▪ Drawer 2
    ▷ LTR
                        Done
```

* Only when the optional Paper Drawer (Paper Drawer 2) is attached.

5 Use [▼], [▲] or ⊚ (Scroll Wheel) to select paper size, then press [OK].

```
Paper Size: Drawer 1
Set to LTR
  LTR
  LGL
  EXEC
  FLSC
  OFI
     A/B Sizes
```

You can select from the following paper sizes: <LTR>, <LGL>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>
If you use A/B size paper, press the right Any key to select <A/B Sizes> and perform the step above.

6 Use [▼], [▲] or ⊚ (Scroll Wheel) to select paper type, then press [OK].

```
Paper Type: Drawer 1
Set to Plain 2
  ▯  Plain 1
  ⊞  Plain 2
  ⊠  Recycled Paper
  ▨  Color
  ▯  Bond
  ▪  Heavy 1
```

You can select from the following paper types: <Plain 1>, <Plain 2>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>

7 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.

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 60 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.

To fully charge the built-in battery, it takes approximately 2 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.

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-OK-CANON Monday through Friday between the hours of 8:00 A.M. to 8:00 P.M. ET. On-line support is also available 24 hours a day at the website http://www.canontechsupport.com.
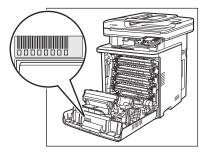
Customer Support (Canada)

Canon Canada Inc., off ers 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 Color imageCLASS MF9280Cdn/Color imageCLASS MF9220Cdn
– Serial number (on the label located on the top inside part of the front cover)

– Place of purchase
– Nature of problem
– Steps you have taken to solve the problem and the results

⚠ WARNING

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.

Machine Settings

Chapter **13**

This chapter explains how to change and check the machine settings.

Machine Settings

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

Printing USER'S DATA LIST

1 Press ⬯ (Main Menu).

2 Press the right Any key to select <Additional Func>.

🗐	Copy
📠	Send/Fax
🖨	Scan to Store
📄	Direct Print

Device Info. Additional Func.

3 Use [▼], [▲], or ⬯ (Scroll Wheel) to select <Report Settings>, then press [OK].

Additional Functions
◉ : Select
- 🖨 Printer Settings
- 🕐 Timer Settings
- ⎓ Adjustment/Cleaning
- 📋 Report Settings
- 🆔 System Management Set.

Done

4 Use [▼], [▲], or ⬯ (Scroll Wheel) to select <Print List>, then press [OK].

Report Settings
◉ : Select
- Settings
- Print List
- Back

Done

5 Use [▼], [▲], or ⬯ (Scroll Wheel) to select <User's Data List>, then press [OK].

Print List
◉ : Select
- Address Book List
- User's Data List
- Back

Done

6 Use [▼], [▲], or ⊚ (Scroll Wheel) to select <Yes>, then press [OK].

> Is it OK to print the user's data list?
>
>   No
>   Yes

If you do not want to print the list, use [▼], [▲], or ⊚ (Scroll Wheel) to select <No>, then press [OK].

7 Press ⊂⊃ (Main Menu) to return to the Main Menu screen.
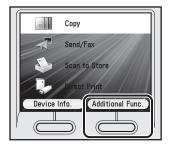
Accessing the Setting Menu

1 Press ⊂⊃ (Main Menu).

2 Press the right Any key to select <Additional Func>.

> Copy
> Send/Fax
> Scan to Store
> Direct Print
> Device Info.   Additional Func.

3 Use [▼], [▲], or ⊚ (Scroll Wheel) to select the menu you want to access, then press [OK].

> Additional Functions
> ⊚ : Select
> ▯/▯ Paper Settings
> ○)) Volume Settings
> ▤ Common Settings
> ◤ Communications Settings
> ▤ Address Book Settings
>   Done

<Paper Settings>
<Volume Settings>
<Common Settings>
<Communications Settings>
<Address Book Settings>
<Printer Settings>
<Timer Settings>
<Adjustment/Cleaning>
<Report Settings>
<System Management Set.>

4 Use [▼], [▲], or ◎ (Scroll Wheel) to select a submenu, then press [OK].

```
Paper Settings
OK : Select
  ▪ Stack Bypass Paper (Std.)
    ▷ Off
  ▪ Drawer 1
    ▷ No Settings
  ▪ Drawer 2
    ▷ No Settings
                    Done
```

📝 NOTE

For details on the submenu, see "Setting Menu," on p. 13-5.

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

6 Press ⬯ (Main Menu) to return to the Main Menu screen.

Setting Menu

The default settings are indicated in bold text.

📝 **NOTE**

– Depending on the country of purchase, some settings may not be available.
– The menus described in this section are based on the model Color imageCLASS MF9280Cdn.
– Depending on the model of your machine, some settings may not be available.

Paper Settings

Item	Settings	Applicable Page
Stack Bypass Paper (Std.)	– **Off** – On	p. 2-22
Paper Size	– Inch Size : **LTR**, LGL, STMT, EXEC, FLSC, OFI, B-OFI, M-OFI, G-LTR, G-LGL, Custom Size, COM10, Monarch, DL, ISO-C5, ISO-B5 – A/B Size : A4, A5, B5	
Paper Type	Plain 1, **Plain 2**, Recycled Paper, Color, Bond, Heavy 1, Heavy 2, Transparencies, Labels, Envelope	
Drawer 1		p. 2-28
Paper Size	– Inch Size : **LTR**, LGL, EXEC, FLSC, OFI, B-OFI, M-OFI – A/B Size : A4, A5, B5	
Paper Type	Plain 1, **Plain 2**, Recycled Paper, Color, Bond, Heavy 1	
Drawer 2*		
Paper Size	– Inch Size : **LTR**, LGL, EXEC, FLSC, OFI, B-OFI, M-OFI – A/B Size : A4, A5, B5	
Paper Type	Plain 1, **Plain 2**, Recycled Paper, Color, Bond, Heavy 1	
Custom Size	– Size 1 – Size 2	p. 2-26

* Only when the Cassette Feeding Unit-AC1 (Optional) is attached.

Volume Settings

Item	Settings	Applicable Page
Monitor Volume Settings	– **Volume Key Settings Priority** – Screen Settings Priority	e-Manual "Introduction of the Machine"
Audible Tones		
Incoming Ring	– Off – **On** (1 to 3)(**1**)	
Entry Tone	– Off – **On** (1 to 3)(**1**)	
Error Tone	– Off – **On** (1 to 3)(**1**)	
TX Done Tone	– Off – **On** (1 to 3)(**1**)	
Receive Done Tone	– Off – **On** (1 to 3)(**1**)	
Print Done Tone	– Off – **On** (1 to 3)(**1**)	
Scan Done Tone	– Off – **On** (1 to 3)(**1**)	

Common Settings

Item	Settings	Applicable Page
Initial Function Settings		e-Manual "Introduction of the Machine"
Select Initial Function	**Main Menu**, Copy, Send/Fax, Scan to Store, Direct Print*	
Set System Monitor to Def.	– **Off** – On	
Status Monitor Device	– **Off** – On	
Register Custom Key		p. 1-8
Key 1	**Copy**, Send/Fax, Fax, E-mail, I-Fax, File Server, Send Log, Address Book, Search LDAP Server, Favorites, One-touch, Scan to Store, Store on Memory, Remote Scan, Direct Print*	
Key 2	Copy, **Send/Fax**, Fax, E-mail, I-Fax, File Server, Send Log, Address Book, Search LDAP Server, Favorites, One-touch, Scan to Store, Store on Memory, Remote Scan, Direct Print*	

Item	Settings	Applicable Page
Brightness Adjustment	Darker - Brighter (**5**)	
Reverse Color Display	– **Off** – On	
Auto Clear Settings	– Selected Function – **Initial Function**	
Inch Entry	– Off – **On**	
Auto Drawer Selection		
Copy		
Stack Bypass	– **Off** – On	
Drawer 1	– Off – **On**	
Drawer 2	– Off – **On**	
Printer		
Stack Bypass	– **Off** – On	e-Manual "Introduction of the Machine"
Drawer 1	– Off – **On**	
Drawer 2	– Off – **On**	
Receive		
Stack Bypass	– **Off** – On	
Drawer 1	– Off – **On**	
Drawer 2	– Off – **On**	
Other		
Stack Bypass	– **Off** – On	
Drawer 1	– Off – **On**	
Drawer 2	– Off – **On**	
Sleep Mode Energy Use	– **Low** – High	

Item	Settings	Applicable Page
Paper Feed Method Switch		
Stack Bypass	– **Speed Priority** – Print Side Priority	e-Manual "Introduction of the Machine"
Drawer 1	– **Speed Priority** – Print Side Priority	
Drawer 2	– **Speed Priority** – Print Side Priority	
Language Switch	– **Off** – On	
Error when Feeder is Dirty	– Off – **On**	
Initialize Common Settings	– No – Yes	

* Only for the Color imageCLASS MF9280Cdn.

Communications Settings

Item	Settings	Applicable Page
Common Settings		
TX Settings		
Register Unit Name	Max. 24 characters	p. 5-14
Data Compression Ratio	– High Ratio – **Normal** – Low Ratio	e-Manual "Scan" "E-mail"
Retry Times	0 to 5 Times (**3**)	e-Manual "Fax" "Scan" "E-mail"
Change Send Func. Mode	– Register – Initialize	e-Manual "Fax" "Scan" "E-mail"
TX Terminal ID	**On**	p. 5-89
Printing Position	– Inside – **Outside**	
Telephone # Mark	– **FAX** – TEL	
Color Send Gamma Value	Gamma 1.0, Gamma 1.4, **Gamma 1.8**, Gamma 2.2	e-Manual "Scan" "E-mail"
Sharpness	Low - High (**0**)	p. 5-92

Item	Settings	Applicable Page
PDF (Compact) Img. Quality		e-Manual "Scan" "E-mail"
Text/Photo, Photo Mode	– Data Size Priority – **Normal** – Image Quality Priority	
Text Mode	– Data Size Priority – **Normal** – Image Quality Priority	
Default Screen for Send	– Favorites – One-touch – **Default Screen**	p. 5-94
Initialize TX Settings	– No – Yes	p. 5-96
RX Settings		
2-Sided Print	– **Off** – On	p. 5-100
Receive Reduction	– Off – **On**	p. 5-102
RX Reduction	– **Auto** – Fixed Reduction	
Reduce %	97%, 95%, **90%,** 75%	
Reduce Direction	– Vertical and Horizontal – **Vertical Only**	
Received Page Footer	– **Off** – On	p. 5-105
Toner Out Continuous Print	– **Off** – On	p. 5-107
YCbCr Receive Gamma Val.	Gamma 1.0, Gamma 1.4, **Gamma 1.8**, Gamma 2.2	e-Manual "E-mail"
Fax Settings		
User Settings		
Register Unit Telephone #	Max. 20 characters	p. 5-16
Tel. Line Type Selection		p. 5-13
Manual	– Pulse – **Tone**	
Offhook Alarm	– Off – **On** * Not functional for this machine.	
TX Settings		
ECM TX	– Off – **On**	p. 5-76

Item	Settings	Applicable Page
Set Pause Time	1 to 15 Seconds (**2**)	e-Manual "Fax"
Auto-redial	– Off – **On**	p. 5-80
Redial Times	1 to 10 Times (**2**)	
Redial Interval	2 to 99 Minutes (**2**)	
TX Error Redial	– Off – **All Pages** – Error and 1st Page	
Check Tone Before Sending	– **Off** – On	p. 5-83
RX Settings		
ECM RX	– Off – **On**	p. 5-109
Reception Mode Selection	– **Auto RX** – Fax/Tel Auto Switch – Manual RX – Answer Mode – DRPD. Select Fax	p. 5-9
Incoming Ring	– Off – **On** 1 to 99 Times (**2**)	p. 5-111
Remote RX	– Off – **On** 00 to 99 (**25**)	p. 5-113
Manual/Auto Switch	– **Off** – On 1 to 99 Seconds (**15**)	p. 5-115
RX Restriction	– **Off** – On	p. 5-117

Address Book Settings

Item	Settings	Applicable Page
Register Address*		
Fax		p. 3-2
Register Name	Max. 16 characters	
Destination Registration	Max. 40 characters	
ECM TX	– Off – **On**	
Sending Speed	**33600bps**, 14400bps, 9600bps, 4800bps	
Long Distance	**Domestic**, Long Distance (1), Long Distance (2), Long Distance (3)	

Item	Settings	Applicable Page
E-mail		
Register Name	Max. 16 characters	p. 3-10
Destination Registration	Max. 120 characters	
I-Fax		
Register Name	Max. 16 characters	p. 3-16
Destination Registration	Max. 120 characters	
File		
Register Name	Max. 16 characters	
Destination Registration	**FTP**, Windows (SMB), Windows (SMB): Browse	
Host Name	FTP: Max. 47 characters Windows (SMB): Max. 120 characters	p. 3-18
Folder Path	Max. 120 characters	
User Name	Max. 24 characters	
Password	FTP: Max. 24 characters Windows (SMB): Max. 14 characters	
Group		
Register Name	Max. 16 characters	p. 3-24
Destination Registration	Max. 299 destinations	
Search LDAP Server		
Display Name	Max. 16 characters	
Display Destination	When a fax number is selected from the search results: Max. 40 characters When an e-mail address is selected from the search results: Max. 120 characters	p. 3-7 p. 3-13
ECM TX	– Off – **On**	
Sending Speed	**33600bps**, 14400bps, 9600bps, 4800bps	
Long Distance	**Domestic**, Long Distance (1), Long Distance (2), Long Distance (3)	

Machine Settings

Item	Settings	Applicable Page
Register One-touch		
Fax		
Register Name	Max. 16 characters	
Register One-touch Name	Max. 12 characters	
Destination Registration	Max. 40 characters	
ECM TX	– Off – **On**	p. 3-32
Sending Speed	**33600bps**, 14400bps, 9600bps, 4800bps	
Long Distance	**Domestic**, Long Distance (1), Long Distance (2), Long Distance (3)	
E-mail		
Register Name	Max. 16 characters	
Register One-touch Name	Max. 12 characters	p. 3-40
Destination Registration	Max. 120 characters	
I-Fax		
Register Name	Max. 16 characters	
Register One-touch Name	Max. 12 characters	p. 3-46
Destination Registration	Max. 120 characters	
File		
Register Name	Max. 16 characters	
Register One-touch Name	Max. 12 characters	
Destination Registration	**FTP**, Windows (SMB), Windows (SMB): Browse	
Host Name	FTP: Max. 47 characters Windows (SMB): Max. 120 characters	p. 3-49
Folder Path	Max. 120 characters	
User Name	Max. 24 characters	
Password	FTP: Max. 24 characters Windows (SMB): Max. 14 characters	
Group		
Register Name	Max. 16 characters	
Register One-touch Name	Max. 12 characters	p. 3-55
Destination Registration	Max. 299 destinations (Max. 199 destinations for the Color imageCLASS MF9220Cdn)	

Machine Settings

Item	Settings	Applicable Page
Search LDAP Server		
Display Name	Max. 16 characters	p. 3-37 p. 3-43
Display Destination	When a fax number is selected from the search results: Max. 40 characters When an e-mail address is selected from the search results: Max. 120 characters	
ECM TX	– Off – **On**	
Sending Speed	**33600bps**, 14400bps, 9600bps, 4800bps	
Long Distance	**Domestic**, Long Distance (1), Long Distance (2), Long Distance (3)	

* Only for the Color imageCLASS MF9280Cdn.

Printer Settings

Item	Settings	Applicable Page
Number of Copies	1 to 999 Copies (**1**)	e-Manual "Print"
2-Sided	– 2-Sided – **1-Sided**	p. 7-11
Paper Feed		e-Manual "Print"
Default Paper Size	**LTR**, LGL, STMT, EXEC, FLSC, OFI, B-OFI, M-OFI, G-LTR, G-LGL, COM10, Monarch, DL, ISO-C5, ISO-B5, A4, A5, B5	
Default Paper Type	Plain 1, **Plain 2**, Recycled Paper, Color, Bond, Heavy 1, Heavy 2, Transparencies, Labels, Envelope	
Paper Size Override	- **Off** - On	
Print Quality		
Gradation Level	– **High Gradation 1** – High Gradation 2	
Toner Density		
Cyan (C)	Lighter - Darker (**0**)	
Magenta (M)	Lighter - Darker (**0**)	
Yellow (Y)	Lighter - Darker (**0**)	
Black (Bk)	Lighter - Darker (**0**)	

Machine Settings

Item	Settings	Applicable Page
Save Toner*	– **Off** – On	
Line Control	– **Resolution Priority** – Gradation Priority	
Layout		
Binding Location	– **Long Edge** – Short Edge	
Unit of Measure	– Millimeter – **Inch**	
Margin	-1.97 to +1.97 inch (**0.00**) (-50.0 to +50.0 mm (0.0))	
Auto Continue	– **Off** – On	
Collate	– **Off** – On	
Timeout	– Off – **Timeout** (5 to 300 seconds) (**15**)	
Personality*	– **Auto** – PS – PCL	
Mode Priority*	– **Off** – PS – PCL	e-Manual "Print"
Auto Select*		
PS	– Off – **On**	
PCL	– Off – **On**	
Color Mode	– **Auto Detect** – Color – Black and White	
Gradation Settings		
Gradation	– **Off** – Smooth 1 – Smooth 2	
Graphics	– Off – **On**	
Image	– Off – **On**	
Compressed Image Output	– **Output** – Display Error	

Item	Settings	Applicable Page
Initialize Printer Settings	– No – Yes	
PCL Settings*		
Paper Save	– **Off** – On	
Orientation	– **Portrait** – Landscape	
Font Number	0 to 104 (**0**)	
Point Size	4.00 to 999.75 point (**12**)	
Pitch	0.44 to 99.99 cpi (**10**)	
Form Lines	5 to 128 Lines (**60**)	
Symbol Set	ARABIC8, DESKTOP, GREEK8, HEBREW7, HEBREW8, ISO4, ISO6, ISO11, ISO15, ISO17, ISO21, ISO60, ISO69, ISOCYR, ISOGRK, ISOHEB, ISOL1, ISOL2, ISOL5, ISOL6, LEGAL, MATH8, MCTEXT, MSPUBL, PC775, PC8*, PC850, PC851, PC852, PC862, PC864, PC866, PC8DN, PC8GRK, PC8TK, PC1004, PIFONT, PSMATH, PSTEXT, ROMAN8, VNINTL, VNMATH, VNUS, WIN30, WINARB, WINBALT, WINCYR, WINGRK, WINL1, WINL2, WINL5	e-Manual "Print"
Custom Paper Size Setting	– **Off** – On	
Unit of Measure	– Millimeter – **Inch**	
X dimension	3.00 to 8.50 inch (**8.50**) (76.2 to 216.0 mm (216.0))	
Y dimension	5.00 to 14.00 inch (**14.00**) (127.0 to 356.0 mm (356.0))	
Append CR to LF	– Yes – **No**	
Enlarge A4 Print Width	– **Off** – On	
Halftones	– **Off** – On	
Text	– **Resolution** – Gradation	
Graphics	– Resolution – **Gradation**	
Image	– Resolution – **Gradation**	

Item	Settings	Applicable Page
RGB Source Profile		
Text	– **sRGB** – Gamma 1.5 – Gamma 1.8 – Gamma 2.4	
Graphics	– **sRGB** – Gamma 1.5 – Gamma 1.8 – Gamma 2.4	
Image	– **sRGB** – Gamma 1.5 – Gamma 1.8 – Gamma 2.4	
Output Profile		
Text	– **Normal** – Photo	
Graphics	– **Normal** – Photo	
Image	– Normal – **Photo**	e-Manual "Print"
Matching Method		
Text	– Perceptual – **Saturation** – Colorimetric	
Graphics	– **Perceptual** – Saturation – Colorimetric	
Image	– **Perceptual** – Saturation – Colorimetric	
Gray Compensation		
Text	– Off – **On**	
Graphics	– Off – **On**	
Image	– Off – **On**	
CMS (Matching) Selection	– **Printer** – Host	

Item	Settings	Applicable Page
CMS (Matching) / Gamma		
Text	– Gamma – **CMS**	
Graphics	– Gamma – **CMS**	
Image	– Gamma – **CMS**	
Gamma Correction		
Text	1.0, **1.4**, 1.8, 2.2	
Graphics	1.0, **1.4**, 1.8, 2.2	
Image	1.0, **1.4**, 1.8, 2.2	
Advanced Smoothing		
Advanced Smoothing	– Off – **Smooth 1** – Smooth 2	
Graphics	– **Off** – On	
Text	– Off – **On**	e-Manual "Print"
PS Settings*		
Job Timeout	0 to 3600 seconds (**0**)	
Wait Timeout	0 to 3600 seconds (**300**)	
Print PS Errors	– **Off** – On	
RGB Source Profile	– **sRGB** – Gamma 1.5 – Gamma 1.8 – Gamma 2.4	
CMYK Simulation Profile	– **US Web Ctd(Canon)** – Euro Standard	
Use Grayscale Profile	– **Off** – On	
Output Profile	– Normal – Photo – **TR Normal** – TR Photo	
Matching Method	– **Perceptual** – Saturation – Colorimetric	

Item	Settings	Applicable Page
RGB Pure Black Process	– Off – **On**	e-Manual "Print"
CMYK Pure Blk Process	– Off – **On**	
Pure Black Text	– Off – **On**	
Halftones		
Error Diffusion	– **Off** – On	
Text	– **Resolution** – Gradation	
Graphics	– Resolution – **Gradation**	
Image	– Resolution – **Gradation**	
Advanced Smoothing		
Advanced Smoothing	– Off – **Smooth 1** – Smooth 2	
Graphics	– **Off** – On	
Text	– Off – **On**	
Toner Vol. Adjustment	– **Normal** – Gradation	

* Only for the Color imageCLASS MF9280Cdn.

Timer Settings

Item	Settings	Applicable Page
Date & Time Settings		
Current Time Settings	MM/DD/YYYY	p. 5-12
Time Zone Settings	GMT-12:00 to GMT+12:00 (**GMT-5:00**)	e-Manual "Introduction of the Machine"
Daylight Saving Time Set.	– **Off** – On	p. 1-24
Auto Sleep Time*	– Off – **On** (3 to 240 minutes) (**15**)	p. 1-22
Auto Clear Time	0=Off, 1 to 9 minutes (**2**)	p. 1-23

* We recommend that you use this option in the default setting.

Adjustment/Cleaning

Item	Settings	Applicable Page
Auto Gradation Correction		e-Manual "Maintenance"
Full Correction	Test Print 1	
Quick Correction	Start	
Copy Image Correction	Test Print 1	
Feeder Dirty Auto Correct.	– Off – **On**	
First Calibration	– **Off** – On	
ACS Function Adjustment		
Feeder	Color Priority - B&W Priority (**0**)	
Platen Glass	Color Priority - B&W Priority (**0**)	
Color Black Char. Process		
Feeder	Color Priority - B&W Priority (**0**)	
Platen Glass	Color Priority - B&W Priority (**0**)	
Image Special Processing	– **Off** – Level 1 – Level 2	
Paper Length Confirmation	– **Off** – On	
Special Mode P	– **Off** – On	
Fixing Unit Cleaning	Start Cleaning	p. 11-3
Feeder Cleaning	Start	p. 11-5

Report Settings

Item	Settings	Applicable Page
Settings		e-Manual "Introduction of the Machine"
TX Report	– Off – On – **Only When Error Occurs**	
Display Send Original	– Off – **On**	
Activity Report		
Auto Print	– Off – **On**	
Send/Receive Separate	– **Off** – On	
Daily Activity Rep. Time	– **Off** – On	
RX Report	– **Off** – On – Only When Error Occurs	
Fax Activity Report		
Auto Print	– Off – **On**	
Send/Receive Separate	– **Off** – On	
Daily Activity Rep. Time	– **Off** – On	
Print List		
Address Book List		
Address Book*	– No – Yes	
One-touch	– No – Yes	
User's Data List	– No – Yes	p. 13-2

* Only for the Color imageCLASS MF9280Cdn.

System Management Settings

Item	Settings	Applicable Page
System Manager Info. Settings		e-Manual "Security"
System Mgmt. Dept. ID	Max. 7 digits (**7654321**)	
System Mgmt. Password	Max. 7 digits (**7654321**)	
System Manager Name	Max. 32 characters	
Device Info. Settings		p. 1-18
Device Name	Max. 32 characters	
Location Information	Max. 32 characters	
Dept. ID Management	– **Off** – On	e-Manual "Security"
Register Dept. ID/Pass.		
Register		
Dept. ID	Max. 7 characters	
Password	Max. 7 characters	
Limit On/Off & Page Limit		
Total Print Limit	– **Off** – On (0 to 999999)(**0**)	
Total Color Print Limit	– **Off** – On (0 to 999999)(**0**)	
Total Black Print Limit	– **Off** – On (0 to 999999)(**0**)	
Color Copy Limit	– **Off** – On (0 to 999999)(**0**)	
Color Scan Limit	– **Off** – On (0 to 999999)(**0**)	
Color Print Limit	– **Off** – On (0 to 999999)(**0**)	
Black Copy Limit	– **Off** – On (0 to 999999)(**0**)	
Black Scan Limit	– **Off** – On (0 to 999999)(**0**)	
Black Print Limit	– **Off** – On (0 to 999999)(**0**)	

Item	Settings	Applicable Page
Page Totals	Total Prints, Total Color Print, Total Black Prints, Color Copy, Color Scan, Color Print, Black Copy, Black Scan, Black Print	e-Manual "Security"
Print List	All, Total Print Only, Color Only, Black Only	
All Clear	– No – Yes	
Allow Unknown ID Printing	– Off – **On**	
Allow Unknown ID R. Scan	– Off – **On**	
Allow Black Copy Jobs	– **Off** – On	
User ID Management	– **Off** – On	
Network Settings		e-Manual "Network Settings"
TCP/IP Settings		
IPv4 Settings		
IP Address Settings		
Manual Settings	– Off – **On**	
IP Address	IP Address (**0.0.0.0**)	
Subnet Mask	IP Address (**0.0.0.0**)	
Gateway Address	IP Address (**0.0.0.0**)	
Obtain Automatically	– DHCP – BOOTP – RARP	
PING Command	IP Address (**0.0.0.0**)	
IP Address Range Settings	– **Off** – On	
Register		
Single Address	IP Address (**0.0.0.0**)	
Multiple Destinations	Max. 10 IPv4 Addresses	
DNS Settings		
DNS Server Settings		
Primary DNS Server	IP Address (**0.0.0.0**)	
Secondary DNS Server	IP Address (**0.0.0.0**)	
DNS Host/Domain Name		

Machine Settings

Item	Settings	Applicable Page
Host Name	Max. 47 characters (**Canon******** ("******" represents the last six digits of a MAC address))	
Domain Name	Max. 47 characters	
DNS Dynamic Update Set.	– **Off** – On	
IPv6 Settings		
Use IPv6	– **Off** – On	
Stateless Address Settings	– Off – **On**	
Manual Address Settings	– **Off** – On	
Manual Address	IP Address	
Prefix Length	0 to 128 (**64**)	
Default Router Address	IP Address	
Use DHCPv6	– **Off** – On	
PING Command		
IPv6 address	IP Address	
Host Name	Max. 47 characters	e-Manual "Network Settings"
IP Address Range Settings	– **Off** – On	
Register		
Single Address	IP Address	
Multiple Destinations	Max. 10 IPv6 Addresses	
Prefix Address	IP Address	
DNS Settings		
DNS Server Settings		
Primary DNS Server	IP Address	
Secondary DNS Server	IP Address	
DNS Host/Domain Name		
Use Same Host/ Domain as IPv4	– **Off** – On	
Host Name	Max. 47 characters (**Canon******** ("******" represents the last six digits of a MAC address))	

Item	Settings	Applicable Page
Domain Name	Max. 47 characters	
DNS Dynamic Update Set.	– **Off** – On	
Manual Address Regist.	– **Off** – On	
Register Stateful Address	– **Off** – On	
WINS Configuration	– **Off** – On	
WINS Server Address	IP Address (**0.0.0.0**)	
LPD Print Settings	– Off – **On**	
RAW Print Settings	– Off – **On**	
Use Bidirectional	– **Off** – On	
WSD Print Settings		
Use WSD Print	– **Off** – On	
Use WSD Browsing	– **Off** – On	e-Manual "Network Settings"
Use Multicast Discovery	– **Off** – On	
SNTP Settings	– **Off** – On	
Polling Interval	1 to 48 hours (**24**)	
NTP Server Address	Max. 47 characters	
NTP Server Check	Start	
Use PASV Mode for FTP	– **Off** – On	
FTP Extension	– **Off** – On	
Certificate Settings		
Key and Certificate List		
Certificate Details	Displays Version, Serial No., Signature Algorithm, Issue Destination, Validity Start, Validity End, Issuer, Public Key, Cert Thumbprint	
Erase	– No – Yes	

Item	Settings	Applicable Page
Display Use Location	Displays what the key pair is being used for	e-Manual "Network Settings"
CA Certificate List		
Certificate Details	Displays Version, Serial No., Signature Algorithm, Issue Destination, Validity Start, Validity End, Issuer, Public Key, Cert Thumbprint	
Erase	– No – Yes	
Register Key and Cert.		
Register		
Key Name	Max. 24 characters	
Password	Max. 24 characters	
Erase	– No – Yes	
CA Cert. Registration		
Register	– No – Yes	
Erase	– No – Yes	
Use HTTP	– Off – **On**	
Port Number Settings		
LPD	1 to 65535 (**515**)	
RAW	1 to 65535 (**9100**)	
HTTP	1 to 65535 (**80**)	
SMTP Receive	1 to 65535 (**25**)	
POP3 Receive	1 to 65535 (**110**)	
FTP Sending	1 to 65535 (**21**)	
SMTP Send	1 to 65535 (**25**)	
SNMP	1 to 65535 (**161**)	
WSD	1 to 65535 (**3702**)	

Machine Settings

Item	Settings	Applicable Page
Proxy Settings	Not functional for this machine.	
Receiving MAC Address	– **Off** – On	e-Manual "Network Settings"
Confirm Dept. ID Password	– Off – **On**	
SMB Settings	– Off – **On**	
Server Name	Max. 15 characters	
Workgroup Name	Max. 15 characters	
Comment	Max. 48 characters	
Use LM Announce	– **Off** – On	
SNMP Settings	– Off – **On**	
Community Name 1	Max. 15 characters (**public**)	
Community Name 2	Max. 15 characters	
Writable SNMP1	– Off – **On**	
Writable SNMP2	– **Off** – On	
Printer Mgt. Info from Host	– Off – **On**	
Dedicated Port Settings	– **On** – Off	
Startup Time Settings	0 to 300 seconds (**0**)	
Ethernet Driver Settings		
Auto Detect	– **On** – Off	
Communication Mode	– **Half Duplex** – Full Duplex	
Ethernet Type	– **10 Base-T** – 100 Base-TX	

Item	Settings	Applicable Page
E-mail/I-Fax		
SMTP Receive	– **Off** – On	
POP	– Off – **On**	
SMTP Server	Max. 47 characters	
E-mail Address	Max. 64 characters	
POP Server	Max. 47 characters	
POP Address	Max. 32 characters	
POP Password	Max. 32 characters	
POP Interval	0 to 99 minutes (**0**)	
Authentication/ Encryption		e-Manual "Network Settings"
POP Auth. Before Send	– **Off** – On	
SMTP Authentication	– **Off** – On	
User Name	Max. 64 characters	
Password	Max. 32 characters	
IEEE802.1X Settings	– **Off** – On	
Login Name	Max. 24 characters	
Use TLS	– **Off** – On	
Key and Certificate		
Set as Default Key	– No – Yes	
Certificate Details	Displays Version, Serial No., Signature Algorithm, Issue Destination, Validity Start, Validity End, Issuer, Public Key, Cert Thumbprint	
Display Use Location	Displays what the key pair is being used for	

Item	Settings	Applicable Page
Use TTLS	– **Off** – On	e-Manual "Network Settings"
TTLS Set. (TTLS Internal Protocol)	– **MSCHAPv2** – PAP	
Use PEAP	– **Off** – On	
LoginName as UserName	– **Off** – On	
User Name	Max. 24 characters	
Password	Max. 24 characters	
Communication Settings		
E-mail/I-Fax Settings		
Send Data Size Limit	0 to 99 MB (**3**)	e-Manual "Fax" "E-mail"
Divide TX Data Oversize	– **Off** – On	
Default Subject	Max. 40 characters (**Attached Image**)	
Fax Settings		
Send Start Speed	**33600bps**, 14400bps, 9600bps, 7200bps, 4800bps, 2400bps	p. 5-98
Receive Start Speed	**33600bps**, 14400bps, 9600bps, 7200bps, 4800bps, 2400bps	p. 5-119
Memory Lock Settings	– **Off** – On	p. 5-121
Memory Lock Password	Max. 7 digits	
Report Print	– **Off** – On	
Memory Lock Time Settings	– **Do Not Specify** – Specify	
Select Country/Region	Brazil, Canada, United States, Mexico, Others	Starter Guide "Set Up the Machine"

Machine Settings

Item	Settings	Applicable Page
Forwarding Settings		
Register		
Fowarding Cond. Name	Max. 50 characters	
Forwarding Conditions Settings	– **Fax** – I-Fax	
Forwarding Condition	**disregard**, Do Not Exist*, equals, differs from, begins with, ends with, contains, does not contain * Only when <Fax> is selected in <Forwarding Conditions Settings>.	
Forwarding Destination	Select from the list of registered addresses	
File Format	When <Fax> is selected in <Forwarding Conditions Settings>: – **TIFF** – PDF When <I-Fax> is selected in <Forwarding Conditions Settings>: – **TIFF(Black)/PDF(Color)** – TIFF(Black)/JPEG(Color) – PDF – PDF(Black)/JPEG(Color)	p. 5-128
Divide Pages	– **Off** – On	
Forward w/o Condition		
Forwarding Without Conditions	– **Fax** – I-Fax	
Forwarding Destination	Select from the list of registered addresses	
File Format	When <Fax> is selected in <Forwarding Without Conditions>: – **TIFF** – PDF When <I-Fax> is selected in <Forwarding Without Conditions>: – **TIFF(Black)/PDF(Color)** – TIFF(Black)/JPEG(Color) – PDF – PDF(Black)/JPEG(Color)	p. 5-132
Divide Pages	– **Off** – On	

Machine Settings

Item	Settings	Applicable Page
Erase	– No – Yes	p. 5-136
Print List	– No – Yes	p. 5-137
Details/Edit	Same as <Register>	p. 5-138
Store/Print When Fwding.		
Print Image	– Off – **On** – Only When Error Occurs	p. 5-141
Store Image to Memory	– **Do Not Store** – Only When Error Occurs	
Remote UI	– Off – **On**	
Restrict the Send Function		
Address Book Password	Max. 7 digits	
Restrict New Addresses	– **Off** – On	
Allow Fax Driver TX	– Off – **On**	
Restrict Sending From Log	– **Off** – On	e-Manual "Security"
Confirm Entered Fax No.	– **Off** – On	
Restrict Seq. Broadcast	– **Off** – Broadcast Confirmation – Prohibit Broadcast	
Auto Online/Offline		
Auto Online	– **Off** – On	
Auto Offline	– **Off** – On	
Register LDAP Server		
Register		
Server Name	Max. 24 characters	
Server Address	Max. 47 characters	e-Manual "Network Settings"
Loc. to Start Search	Max. 120 characters	
Port Number	1 to 65535 (**389**)	
Search Dest. Limit	1 to 1000 (**100**)	
Search Timeout	30 to 300 seconds (**60**)	

Item	Settings	Applicable Page
Login Information		
Do Not Use		
Server LDAP Version and Char. Code	– **Ver. 3 (UTF-8)** – Ver. 2 (UTF-8) – Ver. 2 (SJIS) – Ver. 2 (EUC) – Ver. 2 (JIS) – Ver. 2 (ISO8859)	
Use		
User Name	Max. 120 characters	
Password	Max. 24 characters	
Display Auth. Screen	– **Off** – On	
Server LDAP Version and Char. Code	– **Ver. 3 (UTF-8)** – Ver. 2 (UTF-8) – Ver. 2 (SJIS) – Ver. 2 (EUC) – Ver. 2 (JIS) – Ver. 2 (ISO8859)	
Use (Sec. Auth.): Ver 3 (UTF-8)		e-Manual "Network Settings"
User Name	Max. 120 characters	
Password	Max. 24 characters	
Domain Name	Max. 120 characters	
Display Auth. Screen	– **Off** – On	
Details/Edit	Same as <Register>	
Erase	– No – Yes	
Print List	– No – Yes	
Reg/Edit LDAP Search Attributes		
Not Registered 1		
Display Name	Max. 11 characters	
Attribute Name	Max. 64 characters	
Not Registered 2		
Display Name	Max. 11 characters	
Attribute Name	Max. 64 characters	

Item	Settings	Applicable Page
Job Log Display	– Off – **On**	e-Manual "Security"
Memory Media Store Log	– **Do Not Retain** – Retain	
USB Device	– Off – **On**	
Dept. ID/User Name Display	– Off – **On**	
PDL Selection (PnP)	UFRII LT, PCL5c, PCL6, FAX, PS3	e-Manual "Introduction of the Machine"
Memory Media Settings		e-Manual "Security"
Store on Memory Media	– Off – **On**	
Direct Print*	– Off – **On**	
Update Firmware	This function is used only when it is necessary to update the firmware.	
Start Setup Guide	– No – Yes	e-Manual "Introduction of the Machine"

* Only for the Color imageCLASS MF9280Cdn.

Appendix

Chapter 14

Specifications

General

Type	Personal Desktop
Power Source	120 V-127 V, 60 Hz (Power requirements differ depending on the country in which you purchased the product.)
Power Consumption	Max: Less than 1300 W, 1350 W (with optional Cassette Feeding Unit-AC1)
Weight	Approx. 96 lb (44 kg) (including toner cartridges)
Dimensions	21 1/2" (W) × 20 3/4" (D) × 24 7/8" (H) (546 mm (W) × 527 mm (D) × 632 mm (H)) 21 1/2" (W) × 21 3/8" (D) × 36 7/8" (H) (546 mm (W) × 543 mm (D) × 936 mm (H)) (with optional Cassette Feeding Unit-AC1)
Installation Space	21 1/2" (W) × 44 7/8" (D) × 31 1/4" (H) (546 mm (W) × 1140 mm (D) × 792 mm (H)) (with drawer pulled out and with back cover and feeder open) 21 1/2" (W) × 44 7/8" (D) × 43 1/8" (H) (546 mm (W) × 1140 mm (D) × 1095 mm (H)) (with optional Cassette Feeding Unit-AC1 attached, drawer pulled out, and back cover and feeder open)
Environmental Conditions	Temperature: 50°F–86°F (10°C–30°C) Humidity: 20%–80% RH (no condensation)
Display Languages	ENGLISH/FRENCH/SPANISH/PORTUGUESE
Acceptable Documents	See "Originals Requirements," on p. 2-2.
Acceptable Paper Stock	See "Paper Requirements," on p. 2-7.
Printable Area	See "Printable Area," on p. 2-9.
Scanning Area	See "Scanning Area," on p. 2-3.

Copier

Scanning Resolution	600 dpi × 600 dpi
Printing Resolution	600 dpi × 600 dpi
Magnification	1:1 ± 1.0%, 1:2.00, 1:1.29, 1:0.78, 1:0.64, 1:0.50 Zoom 0.50–2.00, 1% increments
Copy Speed	Direct: Color: 22 cpm (LTR), Black: 22 cpm (LTR)
No. of Copies	Max. 99 copies
Warm-Up Time	less than 60 sec*. (from when main power switch is turned on until standby display appears, when temperature is 68°F (20°C) and humidity is 65%) * Warm-up time may differ depending on the condition and environment of the machine.
First Print Time	Platen glass: Less than 12.5 sec. (LTR) Feeder: Less than 18.5 sec. (LTR)

Printer

Printing Method	Indirect electrostatic method (On-demand fixing)
Paper Handling	– Paper drawer: 250 sheets (20 lb (75 g/m^2)) x 1 – Stack Bypass tray: 100 sheets (20 lb (75 g/m^2))
Paper Delivery	250 sheets (20 lb (75 g/m^2))
Print Speed	Direct: Color: 22 cpm (LTR), Black: 22 cpm (LTR)
Printing Resolution	600 dpi x 600 dpi (2400 dpi enhanced x 600 dpi)
Number of Tones	256
Toner Cartridge	See "Toner Cartridges," on p. 1-15.

Facsimile	
Applicable Line	Public Switched Telephone Network (PSTN)[*1]
Compatibility	G3
Data Compression Schemes	MH, MR, MMR, JBIG
Modem Speed	33.6 Kbps Automatic fallback
Transmission Speed	Approx. 3 seconds/page[*2] at 33.6 Kbps, ECM-JBIG, transmitting from the memory
Transmission/Reception Memory	More than 1000 pages[*2] (total pages of transmission/reception)
Fax Resolution	<200 × 100 dpi>: 203 pels/in. × 98 lines/in. (8 pels/mm × 3.85 lines/mm) <200 × 200 dpi>: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm) <200 × 400 dpi>: 203 pels/in. × 391 lines/in. (8 pels/mm × 15.4 lines/mm) <400 × 400 dpi>: 406 pels/in. × 391 lines/in. (16 pels/mm × 15.4 lines/mm)

Dialing	– Color imageCLASS MF9280Cdn:
	  Speed dialing
	   Address Book dialing (100 destinations)
	   One-touch speed dialing (200 destinations)
	   Group dialing (299 destinations)
	
	– Color imageCLASS MF9220Cdn:
	  Speed dialing
	   One-touch speed dialing (200 destinations)
	   Group dialing (199 destinations)
	
	– Regular dialing (with numeric keys)
	– Automatic redialing
	– Manual redialing (Recalling from the log.)
	– Sequential broadcast
	  Color imageCLASS MF9280Cdn: 332 destinations
	  Color imageCLASS MF9220Cdn: 232 destinations
	– TTI (Transmit Terminal Identification)

Receiving	– Automatic reception – Remote reception by telephone (Default ID: 25)
Report	– ACTIVITY REPORT (after every 40 transactions) – TX (Transmission)/RX (Reception) REPORT – FAX ACTIVITY REPORT (after every 40 transactions)

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

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

Telephone	
Connection	External telephone/answering machine (CNG detecting signal)/data modem

Send

Send to file server	
Communication Protocol	FTP (TCP/IP), SMB (TCP/IP)
Data Format	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Color) (Compact)
Resolution	TIFF, PDF (B&W): 100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi JPEG, PDF (color): 100 × 100 dpi, 150 × 150 dpi, 200 × 200 dpi, 300 × 300 dpi, 600 × 600 dpi PDF (color) (compact): 300 × 300 dpi
System Environment	Windows XP Professional/Home Edition, Windows 2000 Server/Professional (SP1 or later), Windows Vista, Windows 7, Windows Server 2003, Windows Server 2008, Solaris Version 2.6 or later, Mac OS X, Red Hat Linux 7.2
Interface	100BASE-TX, 10BASE-T
Color Mode	Color, B&W (black and white)
Original Type	Text, Text/Photo, Photo
E-mail and I-Fax Features	
Communication Protocol	SMTP, POP3, I-FAX (Simple mode)
Data Format	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
Resolution	I-FAX: 200 ×100 dpi, 200 × 200 dpi TIFF, PDF (B&W): 100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi JPEG, PDF (color): 100 × 100 dpi, 150 × 150 dpi, 200 × 200 dpi, 300 × 300 dpi, 600 × 600 dpi PDF (color) (compact): 300 × 300 dpi
System Environment	Windows XP Professional/Home Edition, Windows 2000 Server/Professional (SP1 or later), Windows Vista, Windows 7, Windows Server 2003, Windows Server 2008, Solaris Version 2.6 or later, Mac OS X, Red Hat Linux 7.2
Original Size	E-mail: LTR, LGL, A4, A5, B5 I-Fax: LTR, LGL[*1], A4, A5, B5 [*1] Sent as LTR
Mail Forwarding Server Software	Sendmail 8.93 or later (UNIX) Microsoft Exchange Server (Windows) The following versions are supported: – Microsoft Exchange Server 5.5 + Service Pack 1 or later – Microsoft Exchange Server 2000 – Microsoft Exchange Server 2003 * Microsoft Exchange Server 2007 is not supported. Lotus Domino R4.6 or later (Windows)

Appendix

Send	
Mail Receiving Server Software	Qpopper 2.53 or later (UNIX)
	Microsoft Exchange Server (Windows)
	The following versions are supported:
	– Microsoft Exchange Server 5.5 + Service Pack 1 or later
	– Microsoft Exchange Server 2000
	– Microsoft Exchange Server 2003
	* Microsoft Exchange Server 2007 is not supported.
	Lotus Domino R4.6 or later (Windows)

Cassette Feeding Unit-AC1 (Optional)	
Paper Feeding System	500 sheets × 1 drawer (20 lb (75 g/m^2))
Acceptable Paper Stock	See "Paper Requirements," on p. 2-7.
Power Source	From the main unit
Dimensions	17 3/8" (W) × 21 3/8" (D) × 12" (H) (440 mm (W) × 543 mm (D) × 304 mm (H))
Weight	Approx. 28.7 lb (13 kg)

📝 NOTE

Specifications are subject to change without notice.

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Canon

120V