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imageCLASS M F 6 5 0 0 Series



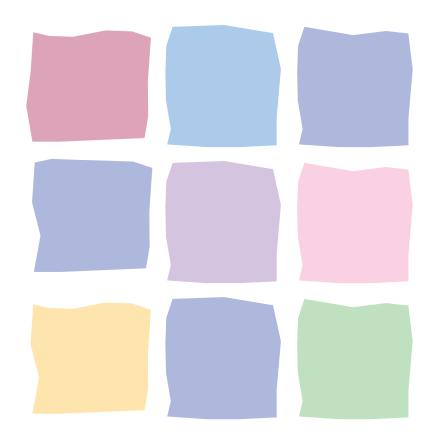


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Please read this guide before operating this product. After you finish reading this guide, store it in a safe place for future reference.

How to Use This Guide







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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.

Basic Operation Guide

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

- Safety instructions
- Copying
- Sending and receiving faxes
- Printing and scanning
- Maintenance
- Specifications

Canon

Basic Operation Guide

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

Reference Guide

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

- Advanced features
- Network settings
- Remote user interface
- System settings
- Troubleshooting

Scanner Driver Guide

Read this manual to learn how to use the machine as a local scanner.

- System requirements
 - Scanning procedure
 - How to solve scanning problems

This Document



(Located on User Software CD)



(Located on User Software CD)

- To view the manuals in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.

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Select a scan mode depending on the type of image

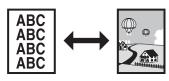
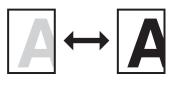


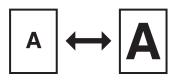
Image Quality → p. 3-3

Adjust the density level of scanned images



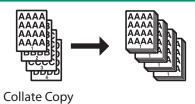
Density → p. 3-3

Enlarge or reduce copied images



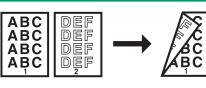
Zoom Ratio → p. 3-4

Sort copies by page order



→ p. 3-6

Make two-sided copies



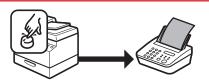
Two-Sided Copy → p. 3-8

Copy two documents on one sheet



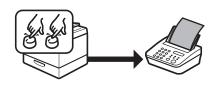
2 on 1 Combination → p. 3-7

Specify a recipient with a single key



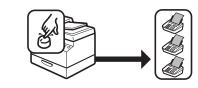
One-Touch Speed Dialing Keys → p. 4-13

Specify a recipient with a two-digit code



Coded Speed Dialing Codes → p. 4-13

Specify multiple recipients as a group



Group Dialing → p. 4-13











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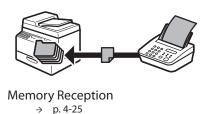
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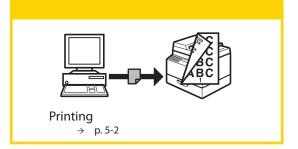
Look up a particular recipient



Receive faxes in memory without printing out



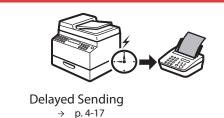
Print a document from a PC



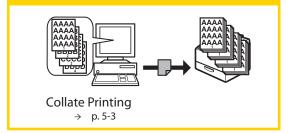
Redial when the line is busy



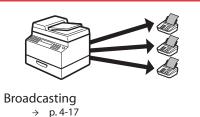
Send a fax at a specified time



Sort printouts by page order



Send documents to multiple recipients



Send a fax from a PC



Print two pages on one sheet

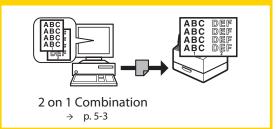


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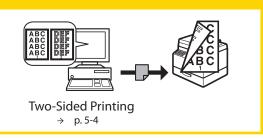
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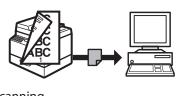
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Make two-sided printouts



Specify detailed scanning options to suit various images



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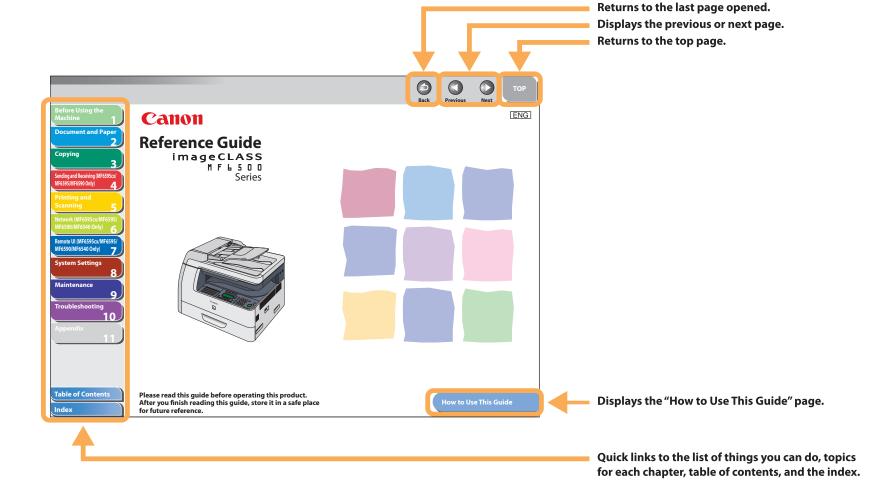


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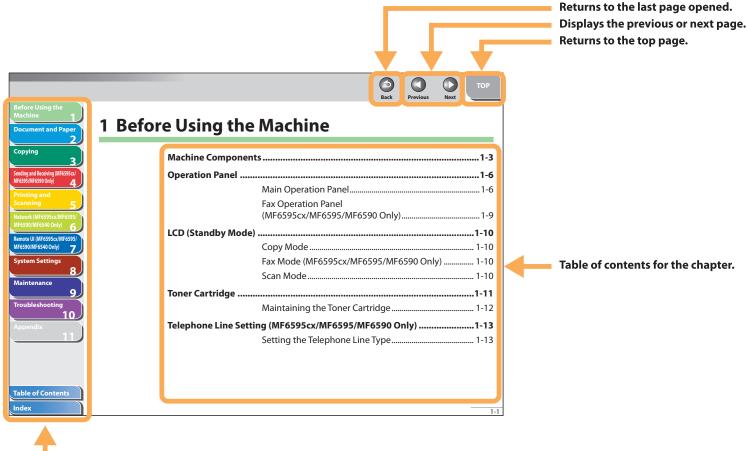
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Illustrations Used in This Manual



The model imageCLASS MF6595 (without optional cassette) is used for illustration purposes in this manual. When there is any difference between MF6595cx, MF6595, MF6590, MF6540, MF6520, it is clearly indicated in the text, e.g., "MF6595cx Only."

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



WARNING

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



CAUTION

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



Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses distinctive notations to identify keys and information in the LCD:

- The keys you press appear in square brackets: [Stop].
- Information in the LCD appears in angle brackets: <LOAD PAPER>.
- The items on the PC (Menus, Menu commands, buttons etc.) appear in square brackets: [Save].

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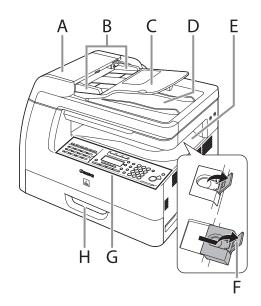
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Machine Components



- A ADF (Automatic Document Feeder)
 Holds documents and feeds them automatically into the scanning area.
- B Slide guides
 Adjusts to the width of the document.
- C Document feeder tray Holds documents.
- D Document delivery tray Receives documents.
- E Paper delivery tray
 Receives copies, prints and faxes.
- Paper stopper
 Prevents the paper from falling off the paper delivery tray.
 Open the stopper from its original position for LTR/A4 paper. For LGL paper, pull out the extension first, and then open the stopper.
- G Operation panel Machine controls.
- H Paper cassette
 Holds the paper supply.
 - * Paper cassette 2 is standard for MF6595cx, or can be added to MF6595 by attaching the optional cassette unit.

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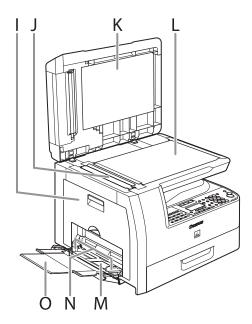
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l Left cover

Open this cover when replacing the toner cartridge or clearing paper jams.

J Scanning area

Scans documents from the ADF.

Platen glass cover

Open this cover when placing a document on the platen glass.

L Platen glass

Place documents.

M Multi-purpose tray

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

N Slide guides for multi-purpose tray

Adjusts to the width of the paper.

O Multi-purpose tray extension

Pull out to load paper stack.

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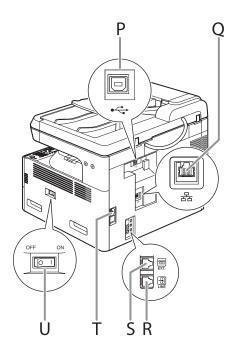
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- P USB port Connect the USB (Universal Serial Bus) cable.
- Q Ethernet port (MF6595cx/MF6595/MF6590/MF6540 only) Connect the network cable.

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- R Telephone line jack (MF6595cx/MF6595/MF6590 only) Connect the external telephone cable.
- S External device jack (MF6595cx/MF6595/MF6590 only) Connect an external device.
- T Power socket Connect the power cord.
- U Main power switch Turns the power on or off.

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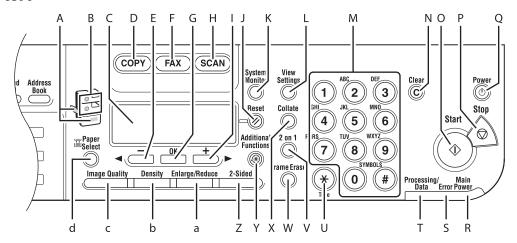
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Operation Panel

- Main Operation Panel
- MF6595cx/MF6595/MF6590



● MF6540/MF6520

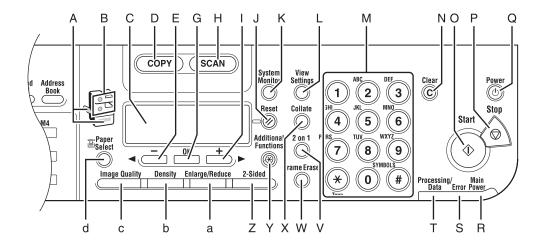


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Α Paper Select indicator

Indicates the selected paper source.

- *The number of paper sources varies depending on the model used.
- В Jam Location indicator Indicates the location of paper jams.
- C LCD display Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.
- D [COPY] key Press to switch to the Copy mode.
- Ε [**⋖−**] kev Press to decrease the value for various settings. Also press to see the previous item in the menu.
- [FAX] key Press to switch to the Fax mode. * MF6595cx/MF6595/MF6590 only
- G [OK] key Press to accept a set function or mode.
- Н [SCAN] kev Press to switch to the Scan mode.
- [**+**►] key Press to increase the value for various settings. Also press to see the next item in the menu.
- [Reset] key Press to return the machine to the standby mode.
- [System Monitor] key Press to check fax transmission, print, copy, or report output status.
- [View Settings] key Press to confirm settings of the copy function.
- M Numeric keys Use to enter letters and numbers.
- [Clear] kev Ν Press to clear entered alphanumeric characters.

- 0 [Start] key Press to start copying, scanning and sending faxes.
- Ρ [Stop] key Press to stop a current job. Also, press to return the machine to the standby mode.
- 0 [Power] key (operation panel power switch) Press to turn the operation panel on/off. Also press to enter the Sleep mode or to resume the normal mode from the Sleep mode manually.
- Power indicator R Lights up when the main power is turned on.
- S Error indicator Flashes when an error has occurred.

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T Processing/Data indicator

Flashes when the machine is working. Lights up when the machine has waiting jobs.

U [Tone] key

Press to switch from rotary pulse to tone dialing.

V [2 on 1] key

Press to set 2 on 1 copies.

W [Frame Erase] key

Press to set frame erase for copying.

X [Collate] key

Press to set collate copies.

Y [Additional Functions] key

Press to select or cancel the modes in Additional Functions.

Z [2-Sided] key

Press to set two-sided copy or fax.

a [Enlarge/Reduce] key

Press to enlarge or reduce copy ratio.

b [Density] key

Press to adjust the density for copy or documents you send.

c [Image Quality] key

Press to select image quality for copying and faxing.

d [Paper Select] key

Press to select a paper source (paper cassette or multipurpose tray).

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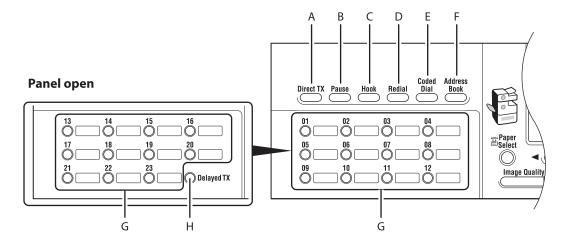
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■ Fax Operation Panel (MF6595cx/MF6595/MF6590 Only)



- [Direct TX] key Α Press to set Direct Sending.
- В [Pause] key Press to insert a pause when entering a fax number.
- [Hook] key C Press when you want to dial without lifting the handset of the external telephone.
- [Redial] key D Press to redial the last dialed number when fax is standing by.

- [Coded Dial] key Ε Press to specify recipients registered under coded speed dialing codes.
- [Address Book] key Press to search pre-registered recipients under one-touch speed dialing keys, coded speed dialing codes by name.
- [One-Touch Speed Dial] keys G Press to specify recipients registered under One-Touch Speed Dialing Keys.
- [Delayed TX] key Press to set Delayed Sending.

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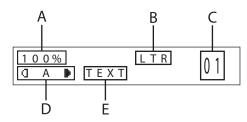
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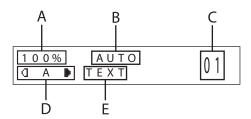
LCD (Standby Mode)

Copy Mode

MF6595/MF6590/MF6540/MF6520



MF6595cx or MF6595 with the optional cassette

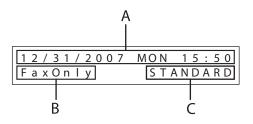


- A Zoom ratio
- B Paper size
- C Quantity
- D Density
- E Image quality

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Fax Mode (MF6595cx/MF6595/MF6590 Only)



- A Date & Time
- B Receive mode
- C Image quality

Scan Mode

SCANNING MODE

⊘ NOTE

- Depending on your needs, you can change the standby display which appears when the main power switch is turned on. For details, see "Setting Menu," on p. 11-5.
- When the main power switch is turned on, the LCD displays
 <INITIALIZING...> until the standby display appears.









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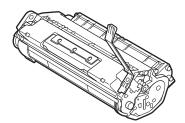
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Toner Cartridge

The lifetime of the Canon genuine starter toner cartridge which comes with the machine is approximately 2,500 pages, the Canon genuine replacement toner cartridge is approximately 5,000 pages. The page counts are on the basis of "ISO/ IEC 19752"* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. 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 (U.S.A.: 1-800-828-4040, Canada:1-800-652-2666).

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

Toner Cartridge name: Canon Cartridge 106



Model Name	Туре	Supported Canon Genuine Cartridge	Print Yield
MF6500 Series	Bundled	Canon Cartridge 106 Starter	Approx. 2,500 pages
	Replacement	Canon Cartridge 106	Approx. 5,000 pages

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Maintaining the Toner Cartridge

- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the toner cartridge may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.
- Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the machine unnecessarily.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.
- Do not stand the toner cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.

- If there is a toner powder leakage, make sure not to inhale or touch the toner powder. If it comes in contact with your skin, rinse with cold water using soap. If you feel an irritation on your skin or inhale the powder, consult a doctor immediately.
- When removing the toner cartridge from the machine, make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.
- Keep the toner cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the toner cartridge. The toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.



CAUTION

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

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Telephone Line Setting (MF6595cx/MF6595/MF6590 Only)

Setting the Telephone Line Type

The default setting is <TOUCH TONE>.

- **Press [Additional Functions].**
- 2. Press [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <USER SETTINGS>, then press [OK].
- **4.** Press [◄–] or [+►] to select <TEL LINE TYPE>, then press [OK].

5. Press [◄–] or [+►] to select the telephone line type, then press [OK].

<TOUCH TONE>: Tone dialing <ROTARY PULSE>: Pulse dialing



If you do not know the type of telephone line you use, contact your local telephone company.

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

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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 <5MIN.>.

1. Press [Additional Functions].

- 2. Press [◄–] or [+►] to select <TIMER SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select < AUTO SLEEP TIME>, then press [OK].
- **4.** Press [◄–] or [+►] to select <ON>, then press [OK].
- 5. Press [◄–] or [+►] to select the desired interval, then press [OK].

You can set the interval from 3 to 30 minutes (in one-minute increments).

You can also enter values using the numeric keys.

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



- 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 lights or flashes
- a message appears on the display and the Error indicator flashes
- a paper jam occurs in the machine
- the handset of the external telephone is off the hook*
- The machine will leave the Sleep mode when:
- · you press [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
- a computer performs a scan through the machine
- * MF6595cx/MF6595/MF6590 only

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Setting Auto Clear Time

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

- 1. Press [Additional Functions].
- Press [◄-] or [+►] to select <TIMER SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <AUTO CLEAR TIME>, then press [OK].
- **4.** Press [◄–] or [+►] to select <ON>, then press [OK].
- 5. Press [◄–] or [+►] to select the desired interval, then press [OK].

You can set the interval from 1 to 9 minutes (in one-minute increments).

You can also enter values using the numeric keys.

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

Setting the Daylight Saving Time

Back

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 [Additional Functions].
- 2. Press [◄-] or [+►] to select <TIMER SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <DAYLIGHT SV.TIME>, then press [OK].
- **4.** Press [◄–] or [+►] to select <ON>, then press [OK].
- 5. Press [◄-] or [+►] to select <START DATE/ TIME>, then press [OK].
- 6. Press [◄–] or [+►] to select <MONTH>, then press [OK].

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- Press [◄–] or [+►] to select the month, then press [OK].
- 8. Press [◄–] or [+►] to select <WEEK>, then press [OK].
- Press [◄–] or [+►] to select the week, then press [OK].
- **10.** Press [◄–] or [+►] to select <DAY>, then press [OK].
- 11. Press [◄–] or [+►] to select the day, then press [OK].
- **12.** Press [◄-] or [+►] to select <END DATE/TIME>, then press [OK].
- **13.** Press [◄–] or [+►] to select <MONTH>, then press [OK].

- **14.** Press [◄–] or [+►] to select the month, then press [OK].
- **15.** Press [◄–] or [+►] to select <WEEK>, then press [OK].
- **16.** Press [◄–] or [+►] to select the week, then press [OK].
- **17.** Press [◄–] or [+►] to select <DAY>, then press [OK].
- **18.** Press [◄–] or [+►] to select the day, then press [OK].
- **19.** Press [Stop] to return to the standby mode.

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Document Requirements

	Platen Glass	ADF
Туре	 Plain paper Thick documents Photographs Small documents (e.g., index cards) Special types of paper (e.g., tracing paper*1, transparencies*1, etc.) Books (Height: max. 3/4" (20 mm)) 	Plain paper (Multi-page documents of the same size, thickness and weight or one page documents.)
Size (W x L)	Max. 8 1/2" x 14" (Max. 216 x 356 mm)	Max. 8 1/2" x 14" (Max. 216 x 356 mm) Min. 5 1/2" x 5" (Min. 139.7 x 128 mm)
Weight	Max. 4.4 lb (2 kg)	13 to 34 lb bond (50 to 128 g/m²) (one-sided documents) 13 to 28 lb bond (50 to 105 g/m²) (two-sided documents)
Quantity	1 sheet	Max. 50 sheets*2 (Max. 25 sheets for LGL documents)

- *1 When copying transparent documents such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.
- *2 21 lb bond (80 g/m²) paper

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

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Scanning Area

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

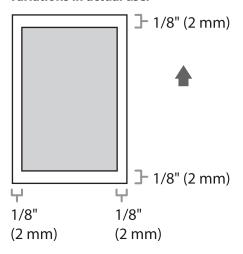


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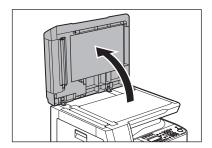
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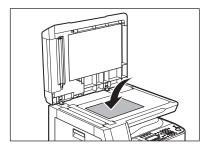
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Loading Documents

- On the Platen Glass
- 1. Lift up the ADF.



2. Place your document face down.



3. Align the document with the appropriate paper size marks.



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

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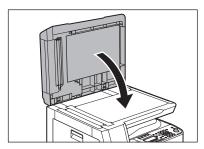
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4. Gently close the ADF.



The document is ready for scanning.

CAUTION

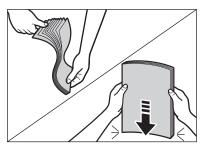
- When closing the ADF, be careful not to get your fingers caught, as this may result in personal injury.
- Do not press down the ADF forcefully, as this may damage the platen glass and cause personal injury.



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

In the ADF

1. Fan the document stack and even the edges.



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

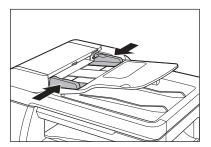


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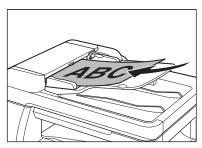
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3. Neatly place the documents face up in the document feeder tray.



The document is ready for scanning.



- Do not add or remove documents while they are being scanned.
- When scanning is complete, remove the documents from the document delivery tray to avoid paper jams.
- Avoid using ADF to scan the same document more than 30 times. When scanned repeatedly, documents can become folded or torn, which may cause paper jams.
- If the feeder rollers are soiled from scanning a document written in pencil, clean them. (See "Cleaning the Machine," on p. 9-3.)

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Paper Requirements

		Paper cassette	Multi-purpose tray
Size (W x	L)	Legal (LGL), Letter (LTR)	3" × 5" to Legal (8 1/2" × 14") (76 × 127 to 216 × 356 mm)
Weight		17 to 24 lb bond (64 to 90 g/m²)	15 to 34 lb bond (56 to 128 g/m²)
Quantity		Max. 500 sheets*1	Max. 100 sheets*1
Туре	Plain*2	0	0
	Color*2	0	0
	Recycled*2	0	0
	Heavy 1*3	\circ	0
	Heavy 2*4	_	0
	Heavy 3*5	_	0
	Bond*6	\circ	0
	3hole punch paper*7	0	\circ
	Transparency*8	_	0
	Labels	_	0
	Envelopes	_	0

(O: available —: not available)

- 21 lb bond (80 g/m²) paper
- From 17 to 21 lb bond (64 to 80 g/m²)
- From 21 to 24 lb bond (81 to 90 g/m²)
- From 24 to 28 lb bond (91 to 105 g/m²)
- From 28 to 34 lb bond (106 to 128 g/m²)
- 20 lb bond (75 g/m²)
- LTR size only
- Use only LTR transparencies made especially for this machine.

NOTE

The default paper size is LTR. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Type and Size," on p. 2-12.)

• To prevent paper jams, do not use any of the following:

- Wrinkled or creased paper
- Curled or rolled paper
- Coated paper
- Torn paper
- Damp paper
- Very thin paper
- Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)

• The following types of paper do not print well:

- Highly textured paper
- Very smooth paper
- Shiny paper

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- Make sure the paper is free from dust, lint, and oil stains.
- Be sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
- Store paper at 64.4°F-75.2°F (18°C-24°C), 40%-60% relative humidity.
- Use only the transparencies designed for laser printers.
 Canon recommends you to use Canon type transparencies with this machine.

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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.

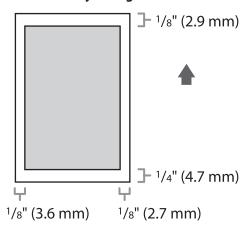


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Loading Paper

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

In the Multi-Purpose Tray (e.g., Envelopes)

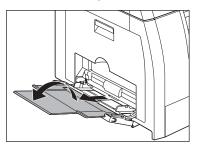
If you are making prints on transparencies, labels, nonstandardsized paper, or envelopes, load them into the multi-purpose tray.

- Use standard envelopes with diagonal seams and flaps.
- To prevent jams, do not use the following:
- Envelopes with windows, holes, perforations, cutouts, or double
- Envelopes made with special coated paper or deeply embossed paper
- Envelopes with peel-off sealing strips
- Envelopes with letters enclosed
- Make sure to set the correct envelope size in the printer driver. (See the online help.)

1. Open the multi-purpose tray.



2. Pull out the multi-purpose tray extension until it clicks, then open it.



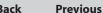


Do not load the paper without using the multi-purpose tray extension.

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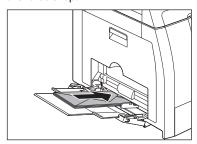
10.

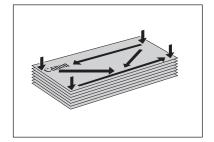
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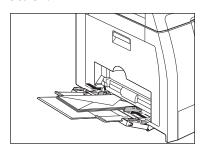
3. Gently load the stack of envelopes with the address side facing down and the flap side to the left. Be sure to insert the envelopes as far as they will go.

When you load the envelopes, arrange the stack of envelopes on a firm, clean surface first, then press down firmly on the edges to make the folds crisp.





4. Adjust the slide guides to the width of the paper stack.





- Make sure that the paper stack does not exceed the paper limit guide.
- Some types of paper may not feed properly into the multipurpose tray. For high quality copies, be sure to use the paper and transparencies recommended by Canon.
- When making copies of a small document or thick paper, etc., the copy speed may be slightly slower than usual.

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Setting Paper Type and Size

For the Paper Cassette

The default settings are <PLAIN PAPER> and <LTR>. When you place other types and/or sizes of paper, follow this procedure to change the settings.

- 1. Press [Additional Functions].
- Press [◄–] or [+►] to select <COMMON SETTINGS>, then press [OK].
- Press [◄–] or [+►] to select <SELECT PAPER TYPE>, then press [OK].
- 4. Press [◄-] or [+►] to select <CASSETTE 1> or <CASSETTE 2>*, then press [OK].
 - *The paper cassette 2 is optional for MF6595 and standard for MF6595cx.
- 5. Press [◄–] or [+►] to select the paper type, then press [OK].

<PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <BOND>, <3HOLE PUNCH PAPER>

If you use the paper cassette 2*, press [◄–] or [+►] to select <CASSETTE 2>* and repeat this step to set the paper type for <CASSETTE 2>*.

* The paper cassette 2 is optional for MF6595 and standard for MF6595cx.

- 6. Press [◄–] or [+►] to select <REG. PAPER SIZE>, then press [OK].
- 7. Press [◄—] or [+▶] to select <CASSETTE 1> or <CASSETTE 2>*, then press [OK].
 - *The paper cassette 2 is optional for MF6595 and standard for MF6595cx.
- 8. Press [◄–] or [+►] to select the paper size, then press [OK].

<LTR>, <LGL>, <OFICIO>, <FLSP>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <A4>

If you use the paper cassette 2*, press [◄¬] or [+▶] to select <CASSETTE 2> and repeat this step to set the paper size for <CASSETTE 2>.

- *The paper cassette 2 is optional for MF6595 and standard for MF6595cx.
- 9. Press [Stop] to return to the standby mode.

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For the Multi-Purpose Tray

If you use same kind of paper for the multi-purpose tray, you can specify the paper size and type.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <COMMON SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <MP TRAY STD SET>, then press [OK].
- **4.** Press [◄–] or [+►] to select <ON>, then press [OK].
- Press [◄-] or [+►] to select <PAPER SIZE>, then press [OK].
- 6. Press [◄–] or [+►] to select the paper size, then press [OK].

<LTR>, <STMTR>, <EXECUTIV>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <G-LTR>, <G-LGL>, <FLSP>, <COM10>*1, <MONARCH>*1, <DL>*1, <ISO-C5>*1, <ISO-B5>*1, <FREESIZE>*2, <A4>, <B5>, <A5R>, <LGL>

- *1 For envelopes.
 - If you select this size, <ENVELOPE> is automatically selected for the paper type, and the display for selecting the paper type does not appear. Skip to step 9.
- *2 For non-standard paper size.

 If you select this size, enter the vertical size in <VERTICAL

 SIZE>, then press [OK].

 Enter the horizontal size in <HORIZONTAL SIZE>, then press
 [OK].

- 7. Press [◄-] or [+►] to select <SELECT PAPER TYPE>, then press [OK].
- 8. Press [◄–] or [+►] to select the paper type, then press [OK].

<PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <HEAVY PAPER 2>, <HEAVY PAPER 3>, <BOND>, <3HOLE PUNCH PAPER>, <TRANSPARENCY>, <LABELS>, <ENVELOPE>

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









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Basic Copying Method

Follow this procedure to make a copy.

1. Set documents.

Place the document on the platen glass or load it in the ADF. For documents you can copy, see "Document Requirements," on p. 2-2.

- 2. Press [COPY].
- 3. Use the numeric keys to enter the desired copy quantity (1 to 99).
- 4. Press [Start].

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Scan Settings

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

Image Quality

The default setting is <TEXT>.

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

<TEXT>: For text documents.

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

 $<\!\!\mathsf{TEXT/PHOTO}\!\!>:\!\mathsf{For}\;\mathsf{documents}\;\mathsf{that}\;\mathsf{contain}\;\mathsf{text}\;\mathsf{and}\;\mathsf{photos}.$



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

Density

You can adjust the density to the most appropriate level for the document either automatically or manually. The default setting is <MANUAL> (5).

Adjusting Automatically

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



The image quality is automatically set to <TEXT>.

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Adjusting Manually

- 1. Press [COPY].
- 2. Press [Density] twice to select the manual mode.
- 3. Press [◄–] or [+►] to adjust the copy density, then press [OK].

[◄━]: to make dark documents lighter

[+►]: to make light documents darker



- To cancel all settings, press [Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, set the density as follows:
 [Additional Functions] → <COPY SETTINGS> → <STANDARD</p>

SETTINGS> → <DENSITY> → <MANUAL> (See "STANDARD SETTINGS," on p. 11-10.)

Zoom Ratio

The default setting is <100%>.

Preset Zoom

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

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

NOTE

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

AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%

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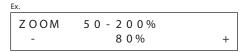
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Zoom Designation

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

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



You can also use [◄━] or [♣▶] to adjust the zoom ratio. To increase the zoom ratio, press [♣▶]. To decrease the zoom ratio, press [◄━].



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

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Advanced Copy Features

Collate Copy

This feature can be used together with "Two-Sided Copy," on p. 3-8, "2 on 1 Combination," on p. 3-7, "Original Frame Erase," on p. 3-13 "Book Frame Erase," on p. 3-13 and "Binding Hole Erase," on p. 3-14.

1. Set documents.

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

2. Press [COPY].



If <AUTO COLLATE> is set to <COLLATE> in <STANDARD SETTINGS> in <COPY SETTINGS>, skip to step 5.

3. Press [Collate].

<COLLATE> appears in the LCD.

- **4.** Press [◄–] or [+►] to select <ON>, then press [OK].
- 5. Use the numeric keys to enter the desired copy quantity (1 to 99).

6. Press [Start].

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

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

Repeat this step to scan all pages.

8. Press [OK].

The machine prints the remaining sets of copies.



- To cancel all settings, press [Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>. (See "STANDARD SETTINGS," on p. 11-10.)
- When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning may be canceled. If this happens, press [Stop] to return to the standby mode, and print, send, or delete any documents stored in memory.

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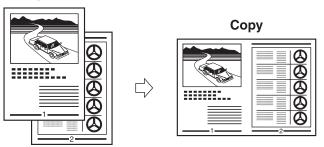
2 on 1 Combination

2 on 1 combination automatically reduces two-page document to fit on the selected paper size. This feature can be used together with "Collate Copy," on p. 3-6, "Two-Sided Copy," on p. 3-8, and "Binding Hole Erase," on p. 3-14.



"2 on 1 Combination" cannot be used together with "Original Frame Erase" or "Book Frame Erase."

Originals



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

- 2. Press [COPY].
- 3. Press [2 on 1].
- **4.** Press [◄–] or [+►] to select <ON>, then press [OK].

- 5. Press [◄-] or [+►] to select the size of the document, then press [OK].
- 6. Press [◄–] or [+►] to select the paper size, then press [OK].
- 7. Use the numeric keys to enter the desired copy quantity (1 to 99).
- 8. Press [Start].

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



- A maximum of 1/8" (2 to 3 mm) margin will be produced between the two reduced documents in 2 on 1 combination copying.
- To cancel all settings, press [Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>. (See "STANDARD SETTINGS," on p. 11-10.)

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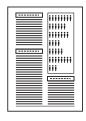
■ Two-Sided Copy

Two-sided copying enables you to make two-sided copies from one-sided or two-sided documents, or make one-sided copies from two-sided documents. This feature can be used together with "Collate Copy," on p. 3-6, "2 on 1 Combination," on p. 3-7, "Original Frame Erase," on p. 3-13, "Book Frame Erase," on p. 3-13, and "Binding Hole Erase," on p. 3-14.

1 to 2-Sided Copying

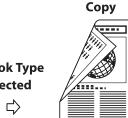
Portrait Oriented Documents







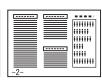


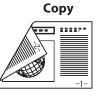




Landscape Oriented Documents







Copy

Calendar **Type** selected

2 to 2-Sided Copying

Portrait Oriented Documents







Landscape Oriented Documents







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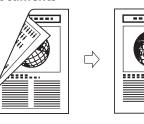
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2 to 1-Sided Copying

Portrait Oriented Documents





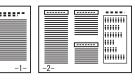


Copies

Landscape Oriented Documents







M NOTE

NOIE

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

- Paper size: LGL and LTR (A4 loaded on the multi-purpose tray are available as well.)
- Paper weight: 17 to 24 lb (64 to 90 g/m²)

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1 to 2-Sided

You can make two-sided copies from one-sided documents.

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

- 2. Press [COPY].
- 3. Press [2-Sided].
- 4. Press [◄-] or [+►] to select <1 > 2-SIDED>, then press [OK].
- 5. Press [◄-] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

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

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

MOTE

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

When <CALENDAR TYPE> is selected, the front and back sides of the copy will have the same top-bottom orientation.

- **6.** Use the numeric keys to enter the desired copy quantity (1 to 99).
- 7. Press [Start].

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



- To cancel all settings, press [Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>. (See "STANDARD SETTINGS," on p. 11-10.)
- Instead of performing step 5, you can just press [OK]. In this case, the machine makes <BOOK TYPE> copies.

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2 to 2-Sided

You can make two-sided copies from two-sided documents.

- 1. Set documents.
- Press [COPY].
- Press [2-Sided].
- **4.** Press [◄–] or [+▶] to select <2 > 2-SIDED>, then press [OK].
- 5. Press [◄–] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE> (for the documents), then press [OK].

<BOOK TYPE>: The front and back sides of the document have the same top-bottom orientation.

<CALENDAR TYPE>: The front and back sides of the document have opposite top-bottom orientations.

- 6. Press [◄–] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE> (for the copies), then press [OK].
- Press [Start].



- To cancel all settings, press [Reset].
- When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].
- You can skip steps 5 and 6. In this case, the machine scans twosided documents in the <BOOK TYPE> orientation and outputs the same way.
- If you press [Start] in step 5 after selected <CALENDAR TYPE>, the machine scans two-sided documents in the <CALENDAR TYPE> orientation and outputs the same way.

2 to 1-Sided

You can make one-sided copies from two-sided documents.

- 1. Set documents.
- 2. Press [COPY].
- 3. Press [2-Sided].
- **4.** Press [◄–] or [+►] to select <2 > 1-SIDED>, then press [OK].
- 5. Press [◄–] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

<BOOK TYPE>: The front and back sides of the document have the same top-bottom orientation.

<CALENDAR TYPE>: The front and back sides of the document have opposite top-bottom orientations.

6. Press [Start].



- To cancel all settings, press [Reset].
- When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].
- You can skip step 5. In this case, the machine scans two-sided documents in the <BOOK TYPE> orientation to make one-sided copies.









Copy





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Frame Erase

You can erase shadows and lines that appear when copying various types of documents.

Original Frame Erase Copying

Original Frame Original (STMT) **Erase Selected**







Original Frame Erase Not Selected

Copy (LTR)



Copy (LTR)



Book Frame Erase Copying

Book Frame Erase Original **Selected**







Copy





Binding Hole Frame Erase Copying

Binding Hole Erase Selected Original





Binding Hole Erase Not Selected

 \Rightarrow

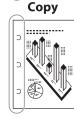


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Original Frame Erase

Original frame erase can erase the dark borders and frame lines that appear around the copy when the document is smaller than the selected paper size.

- 1. Set documents.
- 2. Press [COPY].
- 3. Press [Frame Erase].
- **4.** Press [◄–] or [+►] to select <ORIGINAL FR.>, then press [OK].
- Press [◄-] or [+►] to select the size of the document, then press [OK].
- 6. Press [◄–] or [+►] to set the frame erase width for all four borders, then press [OK].

The width ranges 1/16" to 1 15/16" (1 to 50 mm).

- 7. Use the numeric keys to enter the desired copy quantity (1 to 99).
- 8. Press [Start].



To cancel all settings, press [Reset].

Book Frame Erase

Book frame erase can erase the dark borders, as well as center and contour lines that appear when copying facing pages in a book or bound document onto a single sheet of paper.

- 1. Set documents.
- 2. Press [COPY].
- 3. Press [Frame Erase].
- **4.** Press [◄–] or [+►] to select <BOOK FRAME>, then press [OK].
- Press [◄–] or [+►] to select the book size, then press [OK].
- 6. Press [◄-] or [+►] to set the book frame erase width for all four borders, then press [OK].
 The book frame erase width ranges 1/16" to 1 15/16" (1 to 50 mm).
- 7. Press [◄-] or [+►] to set the frame erase width for the center of the book, then press [OK].
 The width ranges 1/16" to 1 15/16" (1 to 50 mm).
- 8. Use the numeric keys to enter the desired copy quantity (1 to 99).
- 9. Press [Start].



To cancel all settings, press [Reset].

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Binding Hole Erase

Binding hole erase can erase the shadows that appear on copies from binding holes on the documents.

- Set documents.
- Press [COPY].
- Press [Frame Erase].
- **4.** Press [◄–] or [+▶] to select <BINDING HOLE>, then press [OK].
- **5.** Press $[\blacktriangleleft]$ or $[+ \triangleright]$ to specify the location of the binding holes (<LEFT>, <RIGHT>, <TOP>, or <BOTTOM>), then press [OK].
- **6.** Press [◄–] or [+►] to set the binding hole erase width, then press [OK].

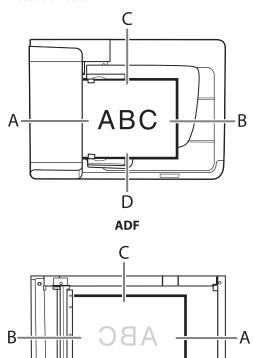
The width ranges 3/16" to 13/16" (3 to 20 mm)

- 7. Use the numeric keys to enter the desired copy quantity (1 to 99).
- 8. Press [Start].



To cancel all settings, press [Reset].

The locations of the binding holes to be erased are shown in the illustration below.



Platen Glass

A: LEFT **B: RIGHT**

C: TOP

D: BOTTOM

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Reserved Copy

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

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

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

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Canceling Copy Jobs

Follow this procedure to cancel an ongoing job.

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

STOP KEY PRESSED PRESS OK KEY

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



The job is canceled, and the copy quantity is reset.



The <STOP KEY PRESSED> message appears only when the [Stop] key is pressed while the document is being scanned.

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Checking and Deleting Copy Jobs

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

- 1. Press [System Monitor].
- Press [◄–] or [+►] to display <COPY STATUS>, then press [OK].
- **3.** Press [◄—] or [+►] to scroll through the job list. When you delete the copy job, press [OK], then press [◄—] to select <YES>.
- 4. Press [Stop] to return to the standby mode.

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Basic Sending Method

Follow this procedure to send faxes.

1. Set documents.

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

2. Press [FAX].

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

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-5.

3. Enter the fax number with the numeric keys.

You can also specify the fax number with a one-touch speed dialing keys, coded speed dialing codes or the [Address Book] key. (See "Specifying Recipients," on p. 4-13.)

4. Press [Start].

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

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Scan Settings

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

Image Quality

The default setting is <FINE>.

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

Density

The default setting is (5).

- 1. Press [FAX].
- 2. Press [Density].
- 3. Press [◄–] or [+►] to adjust the density, then press [OK].



[◄━]: to make dark documents lighter.

[+▶]: to make light documents darker.



These settings return to the default values after all documents are scanned. If you want to keep the settings, set the image quality and/or density as follows:

 $[Additional \ Functions] \rightarrow <FAX \ SETTINGS> \rightarrow <USER \ SETTINGS> \rightarrow$ <STANDARD SETTINGS> → <Image Quality> or <DENSITY> (See "STANDARD SETTINGS," on p. 11-13.)

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Storing/Editing Address Book

This machine provides you with various ways to specify the fax/ telephone numbers besides using the numeric keys. You can register fax/telephone numbers to the Address Book. Once you have registered fax/telephone numbers using these functions, you can specify the fax/telephone numbers by simply pressing one or a combination of kevs:

Using One-Touch Speed Dialing Key (p. 4-13)

You can specify fax/telephone numbers by pressing one-touch speed dialing keys. You can register up to 23 one-touch speed dialing keys, including group dialing.

Using Coded Speed Dialing (p. 4-13)

You can specify fax/telephone numbers by pressing [Coded Dial] followed by two-digit code. You can register up to 100 coded speed dialing codes, including group dialing.

Using Group Dialing (p. 4-13)

You can specify groups of fax/telephone numbers registered in onetouch speed dialing keys and/or coded speed dialing codes. You can register up to 122 groups.

Using Address Book Key (p. 4-14)

You can specify fax/telephone numbers by pressing [Address Book] and searching a fax/telephone number from Address Book.

M NOTE

- Recipients stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Chapter 7, "Remote UI (MF6595cx/ MF6595/MF6590/MF6540 Only)."
- For easy reference, print out the list of recipients registered in onetouch speed dialing keys or coded speed dialing codes. (See "REPORT SETTINGS," on p. 11-31.)

Storing/Editing One-Touch Speed Dialing **Keys/Coded Speed Dialing Codes**

Registering One-Touch Speed Dialing Keys/Coded Speed Dialing Codes

- Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].
- 3. Press [◄–] or [+►] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
- **4.** Press [◄–] or [+ ►] to select a one-touch speed dialing key (01 to 23) or coded speed dialing code (00 to 99) for which you want to register the fax/telephone number, then press [OK].

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

5. Press [◄–] or [+▶] to select <TEL NUMBER ENTRY>, then press [OK].











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

TEL NUMBER ENTRY 0 1 2 X X X X X X X

- 7. Press [◄–] or [+►] to select <NAME>, then press [OK].
- Enter the recipient name (max. 16 letters, including spaces) with the numeric keys, then press [OK].

NAME : A Can

- To register another one-touch speed dialing key or coded speed dialing code, repeat the procedure from step 4.
- If you want to specify the following optional settings (<LONG DISTANCE>, <TX SPEED>, and <ECM>) for the fax number you are registering, proceed to the next step. If you do not need to set these options, skip to step 17.
- 9. Press [◄–] or [+►] to select < OPTIONAL SETTINGS>, then press [OK].
- **10.** Press $[\blacktriangleleft -]$ or $[+ \blacktriangleright]$ to select < ON>, then press [OK].
- **11.** Press [◄–] or [+ ▶] to select <INTERNATIONAL>, then press [OK].

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

<DOMESTIC>: Normally select this option. <LONG DISTANCE 1-3>: Select one of these options if you experience transmission errors during an international call.

- **13.** Press [◄–] or [+►] to select <TX SPEED>, then press [OK].
- **14.** Press $[\blacktriangleleft]$ or $[+ \triangleright]$ to select the sending speed (4800 bps to 33600 bps), then press [OK].



If transmission errors occur frequently, lower the speed.

- **15.** Press $[\blacktriangleleft -]$ or $[+ \blacktriangleright]$ to select $\langle ECM \rangle$, then press [OK].
- **16.** Press [◄–] or [+►] to select <ON> to reduce system and line errors while sending to or receiving from other machines that support ECM, then press [OK].
- 17. Press [Stop] to return to the standby mode.



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Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes

- 1. Press [Additional Functions].
- Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].
- Press [◄-] or [+►] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
- 4. Press [◄—] or [+▶] to select the one-touch speed dialing key (01 to 23) or coded speed dialing code (00 to 99) you want to edit, then press [OK].

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

- Press [◄-] or [+►] to select <TEL NUMBER ENTRY>, then press [OK].
- **6.** Press [Clear] repeatedly to go back to a wrong digit.

You can also use [◄━].
To delete all the numbers, press and hold [Clear].

- 7. Enter a new number with the numeric keys, then press [OK].
- 8. Press [◄–] or [+►] to select <NAME>, then press [OK].

9. Press [Clear] repeatedly to go back to a wrong character.

You can also use $[\blacktriangleleft -]$ to move the cursor to the wrong character, then press [Clear] to delete it.

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

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

You can also change the optional settings. For instructions, see "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 4-6.

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

Deleting One-Touch Speed Dialing Keys/Coded Speed Dialing Codes

- 1. Press [Additional Functions].
- Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].
- 3. Press [◄-] or [+►] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
- 4. Press [◄—] or [+►] to select the one-touch speed dialing key (01 to 23) or coded speed dialing code (00 to 99) you want to delete, then press [OK].

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

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- Press [◄-] or [+►] to select <TEL NUMBER ENTRY>, then press [OK].
- **6.** Press and hold [Clear] to delete all the numbers, then press [OK].

You can also use [◄-] to delete numbers one by one.

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



When deleting all numbers, the registered name is cleared automatically.

Storing/Editing Recipients for Group Dialing



The recipients must be registered in one-touch speed dialing keys or coded speed dialing codes beforehand.

Registering Recipients for Group Dialing

- Press [Additional Functions].
- 2. Press [◄—] or [+▶] to select <ADDRESS BOOK SET.>, then press [OK].
- Press [◄–] or [+►] to select <GROUP DIAL>, then press [OK].
- 4. Press [◄-] or [+►] to select an empty one-touch speed dialing key or coded speed dialing code that you want to set as the group dialing, then press [OK].

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

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

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6. Select the one-touch speed dialing key or coded speed dialing code you want to register in the group (max. 122 recipients) until all recipients are registered, then press [OK].

To enter a number stored under a one-touch speed dialing key, press the desired one-touch speed dialing key (s).

To enter a number stored under a coded speed dialing code, press [Coded Dial], then enter the two-digit code for the number using the numeric keys. For multiple entries, press [Coded Dial] between each entrv.



You can review the recipients which has been already entered with [**◄-**] or [**+►**].

- 7. Press [◄–] or [+►] to select <NAME>, then press [OK].
- Enter the group name (max. 16 letters, including spaces) with the numeric keys, then press [OK].



Press [Stop] to return to the standby mode.

Adding New Recipients to Group

- Press [Additional Functions].
- 2. Press [◄–] or [+►] to select < ADDRESS BOOK SET.>, then press [OK].
- 3. Press [◄–] or [+►] to select <GROUP DIAL>, then press [OK].
- **4.** Press [◄–] or [+▶] to select a group to edit, then press [OK].

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

- 5. Press [◄–] or [+►] to select <TEL NUMBER ENTRY>, then press [OK].
- **6.** Select the recipient you want to add to the group, then press [OK].

For details on specifying a recipient from Address Book, see "Registering Recipients for Group Dialing," on p. 4-9.

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

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Deleting Recipients from Group

- Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].
- 3. Press [◄–] or [+►] to select <GROUP DIAL>, then press [OK].
- **4.** Press [◄–] or [+►] to select a group to edit, then press [OK].

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

- 5. Press [◄–] or [+►] to select <TEL NUMBER **ENTRY>**, then press [OK].
- 6. Press [◄–] or [+►] to display the one-touch speed dialing key or coded speed dialing code you want to delete from the group.
- 7. Press [Clear].
- Repeat steps 6 and 7 if you want to delete another one-touch speed dialing key or coded speed dialing code.
- Press [Stop] to return to the standby mode.

Changing Group Name

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].
- 3. Press [◄–] or [+►] to select <GROUP DIAL>, then press [OK].
- **4.** Press [◄–] or [+▶] to select a group to edit, then press [OK].

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

- 5. Press [◄–] or [+►] to select <NAME>, then press [OK].
- 6. Press [Clear] repeatedly to go back to a wrong character.

You can also use [◄━] to move the cursor to the wrong character, then press [Clear] to delete it.

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

- 7. Enter a new character with the numeric keys, then press [OK].
- **8.** Press [Stop] to return to the standby mode.

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Deleting Group Dialing

- 1. Press [Additional Functions].
- Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].
- Press [◄-] or [+►] to select <GROUP DIAL>, then press [OK].
- 4. Press [◄–] or [+►] to select a group to delete, then press [OK].

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

- Press [◄-] or [+►] to select <TEL NUMBER ENTRY>, then press [OK].
- 6. Press [◄—] or [+▶] to display a one-touch speed dialing key or coded speed dialing code.
- 7. Press [Clear].
- 8. Repeat steps 6 and 7 until all recipients are deleted, then press [OK].
- 9. Press [Stop] to return to the standby mode.



When deleting all numbers, the registered name is cleared automatically.

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Specifying Recipients

Follow the procedure below to send documents to registered recipients.

Using One-Touch Speed Dialing Keys/ **Group Dialing**



To use this feature, you must register recipients in one touch speed dialing keys beforehand. (See "Storing/Editing Address Book," on p. 4-6.)

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

2. Press [FAX].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-5.

3. Press the desired one-touch speed dialing keys (01 to 23).

If you pressed a wrong key, press [Clear] and try again.

T E L = 0 1 2 3 X X X X X X [05] CANON USA

4. Press [Start].

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

Using Coded Speed Dialing Codes/Group Dialing

You can specify up to 100 recipients using coded speed dialing codes.



To use this feature, you must register recipients in coded speed dialing codes beforehand. (See "Storing/Editing Address Book," on p. 4-6.)

1. Set documents.

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

2. Press [FAX].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-5.

- Press [Coded Dial].
- 4. Enter the desired two-digit code (00 to 99) with the numeric keys.

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

If you entered a wrong code, press [Clear], then try again from step 3.

5. Press [Start].

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

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Using Address Book Key

Address book dialing enables you to search for a particular recipient registered in the machine. This is useful when you forget which onetouch speed dialing key or coded speed dialing code the recipient you want is registered under.

1. Set documents.

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

2. Press [FAX].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-5.

3. Press [Address Book].

If no recipient is registered for speed dialing, <NOT REGISTERED> is displayed.

4. Use a numeric key to enter the first letter of the recipient's name.

- For example, if you want to search for a name that starts with the letter "H," press [4] (GHI) once or twice.
- Entries starting with the letter you entered are displayed if any entries are registered.
- Press [*] to switch between input modes:

[:A]: Letter mode

[:1]: Number mode

ADDRESS BOOK : A CANON

5. Press [◄–] or [+►] to search for the recipient's

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- Pressing [+▶] displays the names of other recipients in alphabetical order.
- Pressing [◄-] displays them in reverse alphabetical order.

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

7. Press [Start] to dial the number.

When you set the documents on the platen glass, Press $[\blacktriangleleft -]$ or $[+ \triangleright]$ to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start dialing.



When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS>, the machine starts dialing automatically after a preset time.

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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.



- You cannot use the platen glass for manual sending.
- You cannot use group dialing for manual sending.
- Connect an external telephone to the machine if you want to talk to the recipient before sending a document.

For details on how to connect an external telephone to the machine, see "Before FAX Setting," in the Starter Guide.

- 2. Load the document in the ADF.
- 3. Press [FAX].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-5.

- **4.** Press [Hook] or pick up the handset of your external telephone.
- 5. Dial the recipient's fax/telephone number.



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

6. Talk through the handset to the recipient.

If you press [Hook] in step 4, you can pick up the handset when you hear the recipient's voice.

If you hear a high-pitched signal instead of the recipient's voice, go to step 8.

- 7. Ask the recipient to set their fax machine to receive faxes.
- 8. When you hear a high-pitched signal, press [Start], then hang up the handset.

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Direct Sending

With direct sending, the machine sends the document on the ADF as it scans one page, without storing all pages into memory at once. You can send a document ahead of other documents stored in memory.



- You cannot use the platen glass for direct sending.
- You cannot use group dialing for direct sending.
- With direct sending, the machine scans one page into memory at once and sends it right away.

Therefore, when <MEMORY FULL> is displayed, even if you have selected direct sending, wait until there is enough space in memory to scan one page, or delete the documents in memory, and try again. (See "Checking and Deleting Sending/Receiving Documents Stored in Memory," on p. 4-31.)

- 1. Load the document in the ADF.
- Press [FAX].
- 3. Press [Direct TX].

To cancel direct sending, press [Direct TX] again. If you want to adjust the image quality and density, see "Scan Settings," on p. 4-5.

4. Dial the recipient's fax/telephone number.

If you select delayed transmission or sequential broadcasting, memory sending is automatically selected.

5. Press [Start].

Each page is sent as it is scanned.



During transmission, <TRANSMITTING...> and the recipient's fax/telephone number alternately appear as messages on the LCD display.

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Advanced Sending Features

The machine provides the following additional fax modes: broadcasting, delayed sending, and sending two-sided documents.

Broadcasting

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

Set documents.

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

Press [FAX].

Enter the recipients.

Use the numeric keys, one-touch speed dialing keys or coded speed dialing codes or [Address Book] key to specify recipients. For details on specifying a recipient from Address Book, see "Registering Recipients for Group Dialing," on p. 4-9.



Only one recipient can be entered using the numeric keys.

Repeat step 3 to enter all required recipients.

To check all the specified recipients, press [◄–] or [+►] to scroll the display.

5. Press [Start].

When you set the documents on the platen glass, press $[\blacktriangleleft -]$ or $[+ \triangleright]$ to specify the paper size and press [Start] for each document. When scanning is complete, press [OK] to start dialing.



- A maximum of 124 recipients can be specified at the same time. (Out of the 124 recipients, only one recipient can be specified with the numeric keys.) If you specify a group, which is made up of several recipients, each recipient in the group is counted as a separate recipient.
- If you frequently send documents to multiple recipients, it is recommended that you store those recipients as a group.

Delayed Sending

Delayed sending enables you to start transmission at a specified time. You can combine other fax features with delayed sending.

- 1. Set documents.
- Press [FAX].
- Press [Delayed TX].
- 4. Use the numeric keys to enter the time you want to start sending, then press [OK].
 - Enter the time in 24-hour military time format.
 - Enter all the numbers, including zeros.

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5. Select the recipient you want to add to the group, then press [OK].

For details on specifying a recipient from Address Book, see "Registering Recipients for Group Dialing," on p. 4-9. You can send the same document to a maximum of 124 recipients, at a preset time.

6. Press [Start].



- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS>, the machine starts dialing automatically after the preset time for this setting is passed. However, when you manually enter a recipient, be sure to press [Start].
- If the specified time for delayed sending passes during a temporary power failure (that recovers within an hour), the fax document will be sent at the specified time on the next day.

Sending Two-Sided Documents

You can set the machine to automatically turn over two-sided documents in the ADF, and scan each side separately.

- 1. Set documents in the ADF.
- 2. Press [FAX].
- 3. Press [2-Sided].
- 4. Press [◄-] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

<BOOK TYPE>: The front and back sides of the document have the same top-bottom orientation.

<CALENDAR TYPE>: The front and back sides of the document have opposite top-bottom orientations.

5. Select the recipient you want to add to the group, then press [OK].

For details on specifying a recipient from Address Book, see "Registering Recipients for Group Dialing," on p. 4-9.

6. Press [Start].



- To cancel all settings, press [Reset].
- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS>, the machine starts dialing automatically after the preset time for this setting is passed. However, when you manually enter a recipient, be sure to press [Start].
- If the specified time for delayed sending passes during a temporary power failure (that recovers within a hour), the fax document will be sent at the specified time on the next day.

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PC Faxing

Follow this procedure to send a fax from your computer.

Make sure that the fax driver is installed. To check if the driver is installed, see "Software Settings with Computer," in the Starter Guide.

For details on the fax driver settings, see the online help.

- From a document open in an application, click [File] → [Print].
- 2. Select the fax icon ([Canon MF6500 Series (FAX)]), then click [Print] or [OK].
- 3. Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].
- 4. Click [OK] in the Fax Sending Settings.

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Fax Dialing Features

Switching Temporarily to Tone Dialing

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



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

- 1. Press [FAX].
- 2. Press [Hook].



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

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

7. When finished, press [Hook] to disconnect the call.

Tone dialing is canceled when you disconnect the call.

Redialing

Redialing can be done manually or automatically. For automatic redialing, you can set how many times the machine redials and the time between redials.

Redialing Manually

1. Set documents.

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

- 2. Press [FAX].
- 3. Press [Redial] to dial the last number you entered using the numeric keys.

To cancel manual redialing, press [Reset].

4. Press [Start].

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



When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS>, the machine starts dialing automatically after a preset time.









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Redialing Automatically

The default settings are as follows:

- AUTO REDIAL: <ON>
- REDIAL TIMES: <2TIMES>
- REDIAL INTERVAL: <2MIN.>
- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].
- Press [◄–] or [+►] to select <TX SETTINGS>, then press [OK].
- **4.** Press [◄-] or [+►] to select <AUTO REDIAL>, then press [OK].
- Press [◄-] or [+►] to select <ON>, then press [OK].
- Press [◄–] or [+►] to select <REDIAL TIMES>, then press [OK].
- 7. Use [◄–] or [+►], or the numeric keys to enter the number of redials the machine will make, then press [OK].
- 8. Press [◄–] or [+►] to select <REDIAL INTERVAL>, then press [OK].
- Use [◄-] or [+►], or the numeric keys to enter the time (in minutes) between redials, then press [OK].

- **10.** Press [◄—] or [+▶] to select <TX ERROR REDIAL>, then press [OK].
- **11.** Press [◄–] or [+►] to select <ON> or <OFF>, then [OK].

<ON>: Resends all documents once if final transmission made by automatic redialing is interrupted.

- <OFF>: Does not redial when final transmission is interrupted.
- 12. Press [Stop] to return to the standby mode.

Checking Dialing Line

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

The default setting is <OFF>.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <TX SETTINGS>, then press [OK].
- 4. Press [◄—] or [+▶] to select <DIALING LINE CHCK>, then press [OK].
- Press [◄–] or [+►] to select <ON>, then press [OK].
- **6.** Press [Stop] to return to the standby mode.





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■ Dialing an Overseas Number (With Pauses)

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

1. Set documents.

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

- 2. Press [FAX].
- 3. Use the numeric keys to dial the international access code.

For details on international access codes, contact your local telephone company.

4. If necessary, press [Pause] to insert a pause.

Ex.

T E L = 1 2 3 P __

- in the fax/telephone number represents a certain amount of pause time, set in the <PAUSE TIME> menu.
- For a longer pause press [Pause] again.

- 5. Use the numeric keys to dial the country code, the area code, and the fax/telephone number of the recipient.
- 6. Press [Pause] to enter a 10- second pause at the end of the number.

<P> at the end of the fax/telephone number represents a 10-second pause.

7. Press [Start].

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Basic Receiving Method

Follow this procedure to set up the machine to receive faxes. The default setting is <FaxOnly>.

- Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <RX MODE>, then press [OK].

4. Press [◄–] or [+►] to select the receive mode, then press [OK].

<FaxOnly>: Answers all calls as faxes.

<FaxTel>: Switches between fax and voice calls automatically if an external telephone is connected to the machine. For optional settings, see "FaxTel: Optional Settings," on p. 4-24.

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

<DRPD> (Distinctive Ring Pattern Detection): Distinguishes between fax and voice calls using distinctive ring patterns. Select the ring pattern assigned by your telephone company. For optional settings, see "DRPD: Optional Settings," on p. 4-25.

<Manual>: Does not answer any calls. You have to manually receive faxes. See "Manual Reception," on p. 4-25.



- For <FaxTel> or <Manual>, make sure an external telephone is connected to the machine.
- For <AnsMode>, make sure an external telephone with built in answering machine is connected to the machine.
- For <DRPD>, subscription to a DRPD service is required. Contact your telephone company for availability.
- **5.** Press [Stop] to return to the standby mode.

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Receiving Features

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

■ FaxTel: Optional Settings

When you select <FaxTel> in <RX MODE>, you can specify optional settings as follows:

- 1. Press [Additional Functions].
- Press [◄-] or [+►] to select <FAX SETTINGS>, then press [OK].
- Press [◄–] or [+►] to select <RX SETTINGS>, then press [OK].
- 4. Press [◄—] or [+▶] to select <FAX/TEL OPT. SET>, then press [OK].

For <RING START TIME>, use [◄-], [+►], or the numeric keys to specify the duration (0 to 30 seconds) for which the machine attempts to detect the fax tone before it starts ringing, then press [OK].

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

The default setting is <6SEC>.

6. For <F/T RING TIME>, use [◄-], [+►], or the numeric keys to specify the duration (15 to 300 seconds) of ringing, then press [OK].

The default setting is <15SEC>.

7. For <F/T SWITCH ACTION>, press [◄—] or [+▶] to select the action the machine will take after the ringing ends, then press [OK].

The default setting is <RECEIVE>.
<RECEIVE>: Receives a fax.
<DISCONNECT>: Disconnects the call.

8. Press [Stop] to return to the standby mode.

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DRPD: Optional Settings

When you select <DRPD> in <RX MODE>, select the ring pattern assigned by your telephone company.

The default setting is < NORMAL RING>.

1. Press [Additional Functions].

- 2. Press [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <RX SETTINGS>, then press [OK].
- 4. Press [◄-] or [+►] to select < DRPD: SELECT FAX>, then press [OK].
- 5. Press [◄–] or [+►] to select a ring pattern, then press [OK].
 - <NORMAL RING>
 - <DOUBLE RING>
 - <SHORT-SHORT-LONG>
 - <SHORT-LONG-SHORT>
 - <OTHER RING TYPE>
- **6.** Press [Stop] to return to the standby mode.



For <DRPD>, subscription to a DRPD (Distinctive Ring Pattern Detection) service is required. Contact your telephone company for availability.

Manual Reception

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

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

Memory Reception

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

Load paper and press [OK] to start printing faxes stored in memory. For toner empty, the machine automatically starts printing when the error is cleared.



- For information on the maximum numbers of jobs that can be stored in memory, See Chapter 11, "Troubleshooting," in the Basic Operation Guide.
- Once the pages are printed, they are deleted from the memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remaining pages of the fax.

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Memory Lock Reception

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

The default setting is <OFF>.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <COMMUNICATIONS>, then press [OK].
- **4.** Press [◄–] or [+▶] to select <MEMORY LOCK>, then press [OK].

If the memory lock password has already been set, enter the password, then press [OK].

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



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

6. If you want to set a password, press [◄–] or [+▶] to select <PASSWORD>, then press [OK]. If you need not set a password, skip to step 8.

7. Use the numeric keys to enter the memory lock reception password (up to seven digits), then press [OK].

PASSWORD 1 2 3 4 5 6 7

- 8. If you want to print a memory reception report, press [◄—] or [+▶] to select <REPORT PRINT>, then press [OK].
- 9. Press [◄–] or [+►] to select <ON>, then press [OK].

If you do not want to print a memory reception report, select <OFF>.

10. If you want to specify <MEMORY RX TIME>, press [◄–] or [+►] to select <MEMORY RX TIME>, then press [OK].

If you need not set the timer for memory lock, skip to step 14.

- 11. Press $[\blacktriangleleft]$ or $[+ \triangleright]$ to select < ON >, then press [OK].
- **12.** For <MEM. RX START TIME>, use the numeric keys to enter the start time (in 24-hour military time format), then press [OK].

MEM. RX START TIME 00:00

- 13. For <MEM. RX END TIME>, use the numeric keys to enter the end time, then press [OK].
- **14.** Press [Stop] to return to the standby mode.







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Printing All Documents Stored in Memory

- 1. Perform step 1 to 3 in "Memory Lock Reception," on p. 4-26.
- 2. Press [◄–] or [+►] to select <MEMORY LOCK>, then press [OK].
- 3. If the memory lock reception password is set, use the numeric keys to enter the memory lock reception password, then press [OK].
- **4.** Press [◄–] or [+►] to select <OFF>, then press [OK].

The received documents are printed.

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

Remote Reception

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

The default settings are as follows:

- REMOTE RX: <ON>
- REMOTE RX ID: <25>



This function is not available when <ENERGY IN SLEEP> in <COMMON SETTINGS> is set to <LOW>.

Registering Remote Reception ID

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

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <RX SETTINGS>, then press [OK].
- **4.** Press [◄–] or [+►] to select <REMOTE RX>, then press [OK].
- Press [◄–] or [+►] to select <ON>, then press [OK].
- **6.** Press [Clear] twice to delete the default remote reception ID of 25.

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- 7. Use the numeric keys to enter a new remote reception ID (00 to 99), then press [OK].
- 8. Press [Stop] to return to the standby mode.

Receiving a Fax Remotely

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



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

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

Printing Received Documents

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

Two-Sided Printing

You can print received documents on both sides of the paper. The default setting is <OFF>.

- 1. Press [Additional Functions].
- 2. Press [◄—] or [+▶] to select <FAX SETTINGS>, then press [OK].

- 3. Press [◄–] or [+►] to select <PRINTER SETTINGS>, then press [OK].
- 4. Press [◄–] or [+►] to select <TWO-SIDED PRINT>, then press [OK].
- Press [◄–] or [+►] to select <ON>, then press [OK].
- 6. Press [Stop] to return to the standby mode.

Received Image Reduction

You can print received documents in a reduced size. The default setting is <ON>.

- 1. Press [Additional Functions].
- 2. Press [◄—] or [+▶] to select <FAX SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <PRINTER SETTINGS>, then press [OK].
- 4. Press [◄–] or [+►] to select <RECEIVE REDUCTION>, then press [OK].
- 5. Press [◄–] or [+►] to select <ON>, then press [OK].
- 6. Press [◄—] or [+▶] to select <RECEIVE REDUCTION> or <REDUCE DIRECTION>, then press [OK].

If you select <REDUCE DIRECTION>, skip to step 10.



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7. Press [◄—] or [+▶] to select <AUTO> or <FIXED REDUCTION>, then press [OK].

If you select <AUTO>, adjust the image reduction automatically. Skip to step 9.

- **8.** Press [◄–] or [+►] to select a preset reduction ratio (97%, 95%, 90%, or 75%), then press [OK].
- 9. Press [◄–] or [+►] to select <REDUCE DIRECTION>, then press [OK].
- **10.** Press [◄—] or [+▶] to select <VERTICAL ONLY> or <HORIZ & VERTICAL>, then press [OK].

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

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

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Canceling TX/RX Jobs

Follow the procedure below to cancel an ongoing job (sending or receiving).

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

STOP KEY PRESSED PRESS OK KEY

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

CANCEL DURING TX/RX? < YES NO >



- The <STOP KEY PRESSED > message appears only when the [Stop] key is pressed while the document is being scanned.
- For sending jobs, remove any unscanned documents from the ADF.
- If you are in the copy or scan standby mode and want to cancel a fax job, press [FAX] to return to the fax mode first.

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Checking and Deleting TX/RX Jobs

System monitor enables you to view the transmission and reception results, monitor the status of the TX/RX jobs currently being processed.

- **■** Checking Transmission/Reception Results
- 1. Press [System Monitor].
- Press [◄–] or [+►] to select <TX/RX LOG>, then press [OK].

MOTE

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

- 3. Press [◄–] or [+►] to view the required transmission/reception result.
- 4. Press [Stop] to return to the standby mode.
- Checking and Deleting Sending/Receiving Documents Stored in Memory
- 1. Press [System Monitor].
- 2. Press [◄—] or [+▶] to select <RX/TX STATUS>, then press [OK].
- 3. Press [◄–] or [+►] to scroll through the job list.

If you want to delete or forward the job, go to step 4. Otherwise, press [Stop] to return to the standby mode.

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

If you select a document with the message <TX STNDBY>, <TX TRM...>, or <RX TRM...>, skip to step 6.

5. Press [◄—] or [+▶] to select <CANCEL> or <TRANSFER>, then press [OK].

<TRANSFER>: Transfers the received document in memory. <CANCEL>: Deletes the document.



You can select <TRANSFER> only for the received document in memory.

6. To transfer the document, use the numeric keys to enter a recipient's number, then press [OK].

The machine starts to send the selected document.

To delete the document, press [◄–] to select <YES>.

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

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









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Printing Documents

Follow this procedure to print a document from your computer. Make sure that the printer driver is installed. To check if the driver is installed, see "Software Settings with Computer," in the Starter Guide.

For details on the printer driver settings, see the online help.

- From a document open in an application, click [File] \rightarrow [Print].
- 2. Select the printer icon for the machine ([Canon MF6500 Series UFRII LT], [Canon MF6500 Series PCL5e]*, or [Canon MF6500 Series PCL6]*), then click [Preferences] or [Properties] to open the dialog box.
 - * MF6595cx/MF6595 only
- After you finish making the settings, click [OK].
- Click [Print] or [OK].

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Advanced Printing Features

Collate Printing

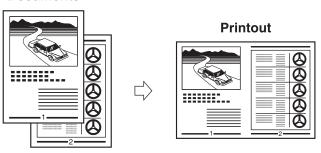
You can print documents collated into sets arranged in page order. For example, when printing multiple copies of a 3-page document, the print order is 1, 2, 3, 1, 2, 3, and so on.

- 1. From a document open in an application, click [File] \rightarrow [Print].
- 2. Select the printer icon for the machine ([Canon MF6500 Series UFRII LT], [Canon MF6500 Series PCL5e]*, or [Canon MF6500 Series PCL6]*), then click [Preferences] or [Properties] to open the dialog box.
 - * MF6595cx/MF6595 only
- Click the [Finishing] tab.
- For [Finishing], select [Collate], then click [OK].
- On the [Print] dialog box, click [Print] or [OK].

2 on 1 Combination

2 on 1 combination automatically reduces two-page document to fit on the selected paper size.

Documents



- 1. From a document open in an application, click [File] \rightarrow [Print].
- 2. Select the printer icon for the machine ([Canon MF6500 Series UFRII LT], [Canon MF6500 Series PCL5e]*, or [Canon MF6500 Series PCL6]*), then click [Preferences] or [Properties] to open the dialog box.
 - * MF6595cx/MF6595 only

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- 3. Click the [Page Setup] tab.
- **4.** For [Page Layout], select [2 Pages per Sheet], then click [OK].
- 5. On the [Print] dialog box, click [Print] or [OK].



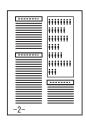
- Other than [2 Pages per Sheet], you can also select [4 Pages per Sheet], [6 Pages per Sheet], [8 Pages per Sheet], [9 Pages per Sheet], or [16 Pages per Sheet]. If you select [Poster [2 x 2]], [Poster [3 x 3]], or [Poster [4 x 4]], you can print out a poster that consists of multiple sheets of paper.
- When reducing multiple pages to fit on a sheet, you can also select the page order from the [Page Order] pull-down menu.

Two-Sided Printing

Two-sided printing enables you to make two-sided printouts.

Portrait Oriented Documents







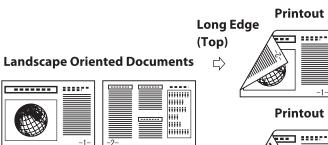


Printout

Printout







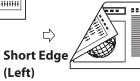


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- From a document open in an application, click [File] → [Print].
- 2. Select the printer icon for the machine ([Canon MF6500 Series UFRII LT], [Canon MF6500 Series PCL5e]*, or [Canon MF6500 Series PCL6]*), then click [Preferences] or [Properties] to open the dialog box.
 - * MF6595cx/MF6595 only
- 3. Click the [Finishing] tab.
- **4.** For [Print Style], select [2-sided Printing], then click [OK].
- 5. On the [Print] dialog box, click [Print] or [OK].

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Scanning to a Computer (USB connection Only)

Follow this procedure to scan a document to your computer. Make sure that the scanner driver is installed. To check if the driver is installed, see "Software Settings with Computer," in the Starter Guide.

For details on the scanner driver settings, see the Scanner Driver Guide (on the User Software CD).

- 1. Set documents.
- 2. Press [SCAN].
- 3. Start MF Toolbox, then select the scan format.

The mark is displayed above the selected button.

4. Press [Start].

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Canceling Scan Jobs

Follow the procedure below to cancel an ongoing scan job.

- Canceling Scan Jobs to a Computer
- Press [Stop].
- 2. Click [OK] on the computer screen.

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Checking and Deleting Print Jobs

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



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

- Press [System Monitor].
- 2. Press [◄–] or [+►] to select <PRINT STATUS>, then press [OK].
- 3. Press [◄–] or [+►] to scroll through the job list, and check the status of the print jobs.

If you want to delete the job, go to step 4. Otherwise, press [Stop] to return to the standby mode.

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

- 5. Press [◄–] to select <YES>. If you do not want to cancel the job, press [+▶] to select <NO>.
- **6.** Press [Stop] to return to the standby mode.

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System Requirements

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

Printing or Sending a Fax from a Computer

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

- OS
- Microsoft Windows 2000 Server
- Microsoft Windows 2000 Professional
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition
- Microsoft Windows Server 2003
- Microsoft Windows Vista

- Computers
- Windows; IBM PC/compatibles
- Protocol
- TCP/IP



- If you are using Windows 2000, you need to install Service Pack 4 or later.
- The machine does not support NetBEUI.
- For more information on the equipment needed, consult your local authorized Canon dealer.

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Basic Network Settings

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

Printing or sending a fax from a computer

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



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

 Network Cable Connection (See "Software Settings with Computer," in the Starter Guide.)
 Connect the machine to your network using the network cables.

2. Preparation for Protocol Settings (See "Software Settings with Computer," in the Starter Guide.)

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

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

IP Address Setting

By default, the IP address is assigned to the machine automatically by the DHCP server.

To confirm the assigned IP address, "Software Settings with Computer," in the Starter Guide.

If the IP address is not assigned automatically, or you want to specify the IP address manually, follow the procedure below to specify the IP address.



This machine also supports automatic IP addresses using BOOTP and RARP protocols. If you use these protocols, select <ON> in step 6 of the following procedures, then specify the <BOOTP> or <RARP> settings.

- 1. Press [Additional Functions].
- 2. Press [◄—] or [+▶] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <NETWORK SETTINGS>, then press [OK].

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- **4.** Press [◄-] or [+▶] to select <TCP/IP SETTINGS>, then press [OK].
- 5. Press [◄—] or [+▶] to select <IP ADDRESS AUTO.>, then press [OK].
- **6.** Press [◄–] or [+►] to select <OFF>, then press [OK].
- Press [◄–] or [+►] to select <IP ADDRESS>, then press [OK].
- 8. Use the numeric keys to enter the IP address, then press [OK].

I P A D D R E S S 0 0 <u>0</u> . 0 0 0 . 0 0 0 . 0 0 0

 Press [◄–] or [+►] to select <SUBNET MASK>, then press [OK]. 10. Use the numeric keys to enter the subnet mask, then press [OK].

S U B N E T M A S K
0 0 <u>0</u> . 0 0 0 . 0 0 0 . 0 0 0

- **11.** Press [◄–] or [+►] to select <GATEWAY ADDRESS>, then press [OK].
- 12. Use the numeric keys to enter the gateway address number, then press [OK].

G A T E W A Y A D D R E S S 0 0 <u>0</u> . 0 0 0 . 0 0 0 .

- 13. Press [Stop] to return to the standby mode.
- 14. Turn off the main power on the right side of the machine, then turn on the power to restart the machine.

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Ethernet Driver

You can specify the communication method and Ethernet connection type.

The default setting is <AUTO>.

- **Press [Additional Functions].**
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select < NETWORK **SETTINGS>**, then press [OK].
- 4. Press [◄–] or [+►] to select <ETHERNET DRIVER>, then press [OK].
- 5. Press [◄–] or [+►] to select <AUTO DETECT>, then press [OK].

6. Press [◄–] or [+►] to select the desired detection method, then press [OK].

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

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



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

- 7. If you have selected <MANUAL> in step 6, press [◄-] or [+►] to select <DUPLEX>, then press [OK].
- 8. Press [◄–] or [+►] to select the desired communication method, then press [OK].

<HALF DUPLEX>: Sends and receives alternately. <FULL DUPLEX>: Sends and receives simultaneously.

9. Press [◄–] or [+►] to select <ETHERNET TYPE>, then press [OK].

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10. Press [◄-] or [+►] to select the desired Ethernet connection type, then press [OK].

<10 BASE-T>: Establishes a 10Base-T network connection. <100 BASE-TX>: Establishes a 100Base-TX network connection.

- 11. Press [Stop] to return to the standby mode.
- 12. Restart the machine.

Communication Environment Setup

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

SNMP

SNMP (Simple Network Management Protocol) helps monitor the state of the machine and collects information on it.

The default setting is <AUTO> for <USE SNMP> and <161> for <PORT NO.>.

The following two items can be set:

<COMMUNITY NAME>:

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

The default setting is <public> for COMMUNITY NAME 1. <SNMP WRITABLE>:

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

The default setting is <ON> for SNMP WRITABLE 1 and <OFF> for SNMP WRITABLE 2.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].

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- 3. Press [◄-] or [+►] to select <NETWORK SETTINGS>, then press [OK].
- **4.** Press [◄-] or [+►] to select <SNMP SETTINGS>, then press [OK].
- Press [◄–] or [+►] to select <USE SNMP>, then press [OK].
- 6. Press [◄–] or [+►] to select <ON> or <OFF>, then press [OK].

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

<OFF>: When you do not use an SNMP utility. Skip to step 8.



- If you want to use a Canon printer driver or utility, select <ON> for both <USE SNMP> and <DEDICATED PORT>.
- You can restrict the IP addresses of computers on which items
 can be set or browsed. If you restrict the IP addresses, it is
 not possible to use the Remote UI to set or browse detailed
 information on computers other than those whose IP addresses
 are allowed, even if both <USE SNMP> and <DEDICATED PORT>
 are <ON>. For details, see "IP Address Range Settings," on p. 6-16.
- 7. Use [◄–], [+►], or the numeric keys to change the port number, then press [OK].
- 8. Press [◄-] or [+▶] to select <COMMUNITY NAME 1>, then press [OK].

- 9. Use the numeric keys to enter the desired community name other than "public," then press [OK].
- 10. If you need to specify <COMMUNITY NAME2>, press [◄-] or [+►] to select <COMMUNITYNAME 2>, then press [OK].

If you need not specify <COMMUNITY NAME 2>, skip to step 12.

- 11. Use the numeric keys to enter the desired community name, then press [OK].
- **12.** Press [◄–] or [+▶] to select <SNMP WRITABLE 1>, then press [OK].
- **13.** Press [◄–] or [+►] to select <ON>, then press [OK].
- 14. Press [◄-] or [+►] to select <SNMP WRITABLE2>, then press [OK].

If you need not specify <SNMP WRITABLE 2>, skip to step 16.

- **15.** Press [◄–] or [+►] to select <ON>, then press [OK].
- 16. Press [Stop] to return to the standby mode.
- 17. Restart the machine.

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Dedicated Port

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

The default setting is <ON>.



- If you want to use a Canon printer driver or utility, select <ON> for both <USE SNMP> and <DEDICATED PORT>.
- You can restrict the IP addresses of computers on which items can be set or browsed. If you restrict the IP addresses, it is not possible to use the Remote UI to set or browse detailed information on computers other than those whose IP addresses are allowed, even if both <USE SNMP> and <DEDICATED PORT> are <ON>. For details, see "IP Address Range Settings," on p. 6-16.
- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- Press [◄–] or [+►] to select <NETWORK SETTINGS>, then press [OK].
- 4. Press [◄—] or [+▶] to select <DEDICATED PORT>, then press [OK].

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

<ON>: If you want to set or browse detailed information on the machine with a Canon printer driver or utility.
<OFF>: If you are not using a Canon printer driver or utility.

- 6. Press [Stop] to return to the standby mode.
- 7. Restart the machine.

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Setting Up a Computer for Printing/Sending a Fax

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

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



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

Network Cable Connection (See "Software Settings with Computer," in the Starter Guide.) Connect the machine to your network using the network cables.

2. Preparation for Protocol Settings (See "Software" Settings with Computer," in the Starter Guide.)

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

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

Basic Network Settings

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

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



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

Settings from the Operation Panel

You can select the printing method over a TCP/IP network. The default setting is <ON> for <USE LPD> and <151> for <PORT NO.>.

The default setting is <ON> for <RAW SETTINGS>, <9100> for <PORT NO.> and <ON> for <USE BIDIRECTIONAL>.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select < NETWORK SETTINGS>, then press [OK].
- **4.** Press [◄–] or [+ ▶] to select <TCP/IP SETTINGS>, then press [OK].

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- Press [◄–] or [+►] to select <USE LPD>, then press [OK].
- 6. Press [◄-] or [+►] to select <ON> or <OFF>, then press [OK].

<ON>: Uses LPD as the print application. <OFF>: Does not use LPD. Skip to step 8.

- 7. Use [◄–], [+►], or the numeric keys to change the port number, then press [OK].
- 8. Press [◄—] or [+▶] to select <RAW SETTINGS>, then press [OK].
- 9. Press [◄-] or [+►] to select <ON> or <OFF>, then press [OK].

<ON>: Uses Raw as the print application.

<OFF>: Does not use Raw. Skip to step 13.

- **10.** Press [◄-] or [+►] to select <PORT NO.>, then press [OK].
- 11. Use [◄–], [+►], or the numeric keys to change the port number, then press [OK].
- **12.** Press [◄–] or [+▶] to select <USE BIDIRECTIONAL>, then press [OK].

<ON>: Establishes bidirectional communication.

<OFF>: Does not establish bidirectional communication.

13. Press [Stop] to return to the standby mode, then restart the machine.

Machine Connection Method (LPD/Raw)

● Connecting to a TCP/IP Network:

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

Installing the Printer Driver and Specifying the Machine Destination Setting:

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

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



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

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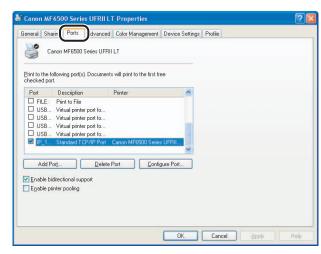
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1. Open the printer properties dialog box.

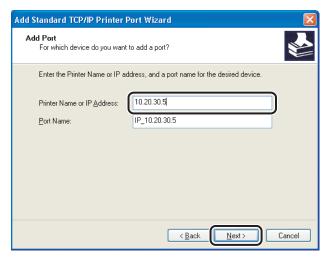
- For Windows Vista, click [Start] on the Windows task bar →
 [Control Panel] → [Printer] under [Hardware and Sound].
- For Windows 2000, click [Start] on the Windows task bar →
 [Settings] → [Printers].
- For Windows XP Professional/Server 2003, click [start] on the Windows task bar → [Printers and Faxes].
- For Windows XP Home Edition, click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].
- 2. Right-click the icon of the printer you installed → select [Properties].
- 3. Display the [Ports] sheet by clicking the [Ports] tab.



- **4.** Open the [Printer Ports] dialog box by clicking [Add Port].
- **5.** From [Available ports types], select [Standard TCP/IP Port] → click [New Port].

The Add Standard TCP/IP Printer Port Wizard starts.

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



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

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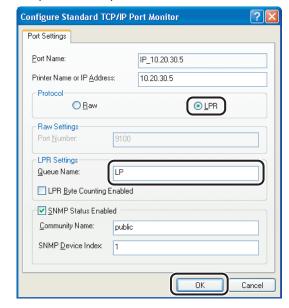
11

8. Click [Finish].

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

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

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





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

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

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

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

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

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Print Server Settings

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

1. Open the printer properties dialog box.

- For Windows Vista, click [Start] on the Windows task bar →
 [Control Panel] → [Hardware and Sound] → [Printers]
- For Windows 2000, click [Start] on the Windows task bar →
 [Settings] → [Printers].
- For Windows XP Professional/Server 2003, click [start] on the Windows task bar → [Printers and Faxes].
- For Windows XP Home Edition, click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → Printers and Faxes].
- 2. Right-click the icon of the printer you installed → select [Sharing].
- 3. For Windows Vista, click [Change sharing options]

For other operating systems, skip to step 4.



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

- **4.** Select [Share this printer] (Windows 2000: [Shared as]) and enter a share name.
- 5. If this machine is shared with users running different versions of Windows, click [Additional drivers].

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



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

6. Click [OK].

The shared printer settings are complete.

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Additional Network Settings

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



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

TCP/IP Settings

HTTP Settings

You can select whether or not to use HTTP (HyperText Transfer Protocol) for Remote UI.

The default setting is <ON> for <USE HTTP> and <80> for <PORT NO.>.

- **Press [Additional Functions].**
- 2. Press [◄–] or [+►] to select <SYSTEM **SETTINGS>**, then press [OK].

- 3. Press [◄–] or [+►] to select < NETWORK SETTINGS>, then press [OK].
- **4.** Press [◄–] or [+▶] to select <TCP/IP SETTINGS>, then press [OK].
- 5. Press [◄–] or [+►] to select <USE HTTP>, then press [OK].
- 6. Press [◄–] or [+►] to select <ON> or <OFF>, then press [OK].

<ON>: Uses the Remote UI. <OFF>: Does not use the Remote UI. Skip to step 8.

- 7. Use $[\blacktriangleleft]$, $[+ \blacktriangleright]$, or the numeric keys to change the port number, then press [OK].
- **8.** Press [Stop] to return to the standby mode.
- Restart the machine.

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IP Address Range Settings

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

The default setting is <OFF>.

- **Press [Additional Functions].**
- 2. Press [◄–] or [+►] to select <SYSTEM **SETTINGS>**, then press [OK].
- 3. Press [◄–] or [+►] to select < NETWORK SETTINGS>, then press [OK].
- **4.** Press [◄–] or [+▶] to select <TCP/IP SETTINGS>, then press [OK].
- 5. Press [◄–] or [+►] to select <SET IP ADD RANGE>, then press [OK].

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

<OFF>: Disables IP address filter. <ON>: Enables an IP address filter.

- 7. Press [◄–] or [+►] to select < PERMIT/REJECT>, then press [OK].
- 8. Press [◄–] or [+►] to select <REJECT> or <PERMIT>, then press [OK].

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

- 9. Press [◄–] or [+►] to select <SET IP ADDRESS>, then press [OK].
- **10.** Press [◄–] or [+▶] to select from <IP ADDRESS 1> through <IP ADDRESS 4>, then press [OK].

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- **11.** Press [◄-] or [+▶] to select <START IP ADDRESS>, then press [OK].
- **12.** Use the numeric keys to enter the start IP address, then press [OK].
- **13.** Press [◄-] or [+►] to select <END IP ADDRESS>, then press [OK].
- **14.** Use the numeric keys to enter the end IP address, then press [OK].

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

- 15. Press [Stop] to return to the standby mode.
- 16. Restart the machine.

RX MAC Address Settings

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

The default setting is <OFF>.

- 1. Press [Additional Functions].
- 2. Press [◄—] or [+▶] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄-] or [+►] to select <NETWORK SETTINGS>, then press [OK].
- 4. Press [◄—] or [+▶] to select <TCP/IP SETTINGS>, then press [OK].
- 5. Press [◄-] or [+►] to select <RX MAC ADD SET.>, then press [OK].

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6. Press [◄-] or [+►] to select <ON> or <OFF>, then press [OK].

<OFF>: Disables a MAC address filter. Skip to step 10. <ON>: Enables a MAC address filter.



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

- 7. Press [◄-] or [+►] to select from <PERMIT RX ADD1> through <PERMIT RX ADD5>, then press [OK].
- 8. Use the numeric keys to enter the MAC address of the computer allowed to access the machine, then press [OK].
- **9.** Repeat step 7 and 8 to specify other MAC addresses.
- 10. Press [Stop] to return to the standby mode.
- 11. Restart the machine.

Startup Time Settings

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

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

The default setting is <60SEC>.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <NETWORK SETTINGS>, then press [OK].
- 4. Press [◄–] or [+►] to select <STARTUP TIME SET.>, then press [OK].

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 Use [◄-], [+►], or the numeric keys to set the time period required to delay the startup of network communications for the machine, then press [OK].

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

- **6.** Press [Stop] to return to the standby mode.
- 7. Restart the machine.

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Checking Network Settings

You can check the current network settings as follows.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄-] or [+►] to select <NETWORK SETTINGS>, then press [OK].
- 4. Press [◄—] or [+▶] to select <VIEW IP ADDRESS>, then press [OK].
- Press [◄-] or [+►] to select <IP ADDRESS>,
 <SUBNET MASK>, or <GATEWAY ADDRESS> for displaying the setting you want to check, then press [OK].
- **6.** Press [Stop] to return to the standby mode.

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Machine Management

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

- Web browser (Remote UI)
- NetSpot Device Installer (Canon utility software included in the User Software CD)
- Machine Management Using Web Browser (Remote UI)

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

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

Machine Management Using NetSpot **Device Installer**

NetSpot Device Installer is utility software for specifying the initial settings of Canon devices connected to a network. Available on the CD-ROM, installing NetSpot Device Installer enables network users to quickly and easily specify the initial settings of network devices. For instructions on how to use NetSpot Device Installer, see the online help for NetSpot Device Installer.

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System Requirements

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

Windows

- OS
- Microsoft Windows 2000 Professional
- Microsoft Windows XP
- Microsoft Windows Vista
- Web Browser
- Microsoft Internet Explorer 5.01 SP1 or later
- Netscape Communicator/Navigator 6.0 or later, except Netscape Communicator 6

Macintosh

- OS
- Mac OS 8.6 or later, until Mac OS X Classic
- Web Browser
- Microsoft Internet Explorer 5.01 SP1 or later

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Using the Remote UI

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

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



Before you start the Remote UI, select <VIEW IP ADDRESS> in <NETWORK SETTINGS> located in the <SYSTEM SETTINGS>, and verify the IP address of the machine. If you do not know the IP address, consult with your network administrator. (See "Checking Network Settings," on p. 6-20.)

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

The Remote UI screen appears.

3. Enter the required information.

- For [Administrator Mode], enter the System Manager password if required.
- For [End-User Mode], enter your user name.



For details on the System Manager password, see "Customizing System Information," on p. 7-13.

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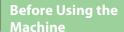
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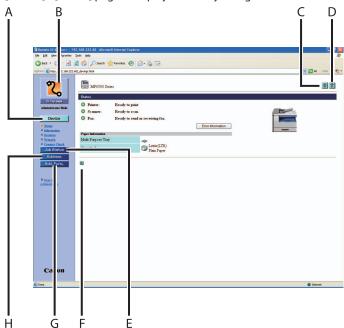
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4. Click [OK].

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



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

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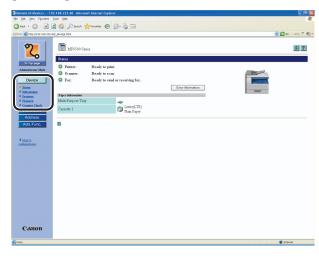
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Displaying Device Status and Information

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

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



[Status] Displays the current status of the

> machine and any error messages. To check details of errors, click [Error

Information].

[Information] Displays information related to the

> machine, such as the system manager's information and the location of the

machine.

[Features] Displays the functions that are available

with the current system configuration.

[Network] Displays information about the network

> interface and any network protocols that are enabled. If you are using

Administrator Mode, you can also adjust

these settings.

Displays the total number of pages that [Counter Check]

have been output for printing, copying,

and received job printing.



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

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Job Management

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



M NOTE

If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, no job logs appear in the list. (See "Checking the Job Log," on p. 8-6.)

Managing Print Jobs

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



If [Permit End-user's Job Operation] is not selected in [Register ID and Password] or [Register Password] in [Edit] in [System Settings] under [Add.Func.], you cannot delete any print jobs when the machine is in the End-User Mode. If [Permit End-user's Job Operation] is selected, you can delete print jobs for which you have owner privileges. (See "Customizing System Settings," on p. 7-13.)

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

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

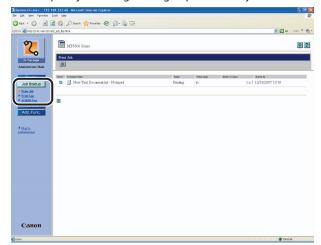


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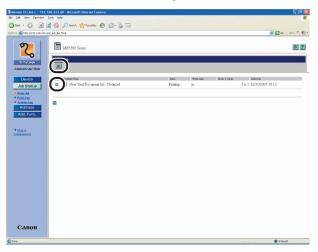
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2. To delete a print job, select the [Select] check box next to the desired job → click [※].





You cannot recover the job once it is deleted.

Viewing the Print Log

The Remote UI enables you to view the [Print Log] of print jobs. The [Print Log] shows up to 128 recent print jobs.

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

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

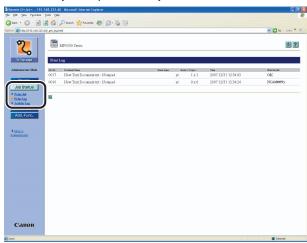


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Viewing the Activity Log

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

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

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

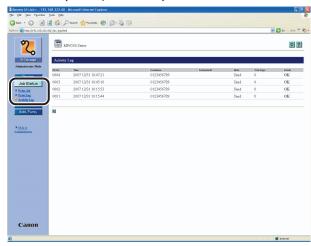


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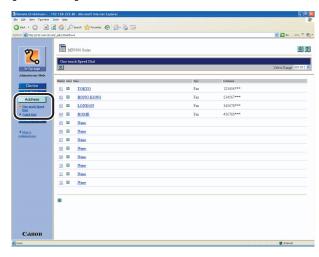
Managing the Address Book (MF6595cx/MF6595/MF6590 Only)

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



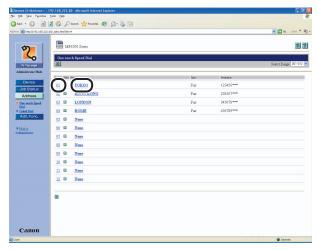
You can also access these setting menus from the operation panel of the machine. For details, see "Machine Settings," on p. 11-3.

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



● To view/edit the registered addresses:

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





You can edit registered addresses only when you are in the Administrator Mode.

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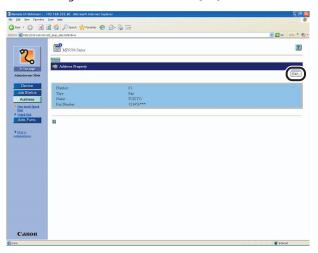
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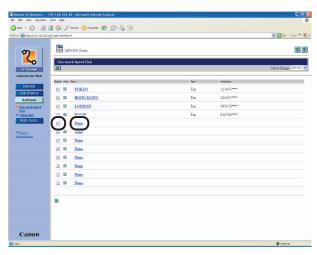
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To edit the information, click [Edit] \rightarrow make the necessary changes on the Change Address screen \rightarrow click [OK].

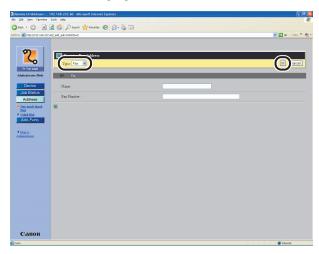


● To register a new address:

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



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



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

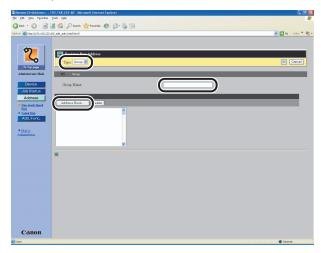


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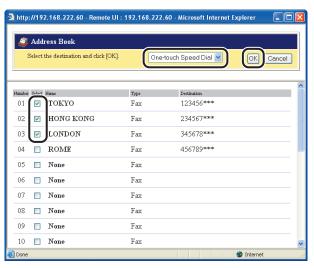
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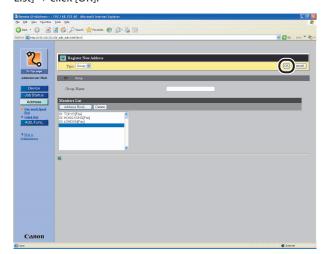
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Select [One-touch Speed Dial] or [Coded Dial] from the drop-down list → select the check box next to the number to register for the group dialing \rightarrow click [OK].

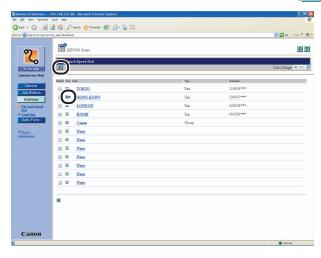


Make sure that the registered addresses are displayed in [Members List] \rightarrow click [OK].



• To delete the registered addresses:

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





You cannot recover the address once it is deleted.

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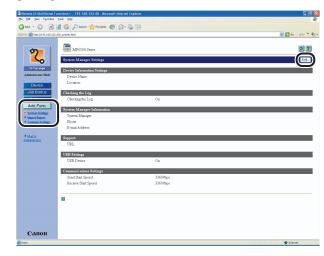
Customizing System Settings

Customizing System Information

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



- You can edit [System Settings] only when you are in the Administrator
- You can also access the system settings from the operation panel of the machine. For details, see "Machine Settings," on p. 11-3.
- 1. Click [Add.Func.] → [System Settings] from the menu that appears under [Add.Func.] → click [Edit].



Enter the necessary information \rightarrow click [OK].

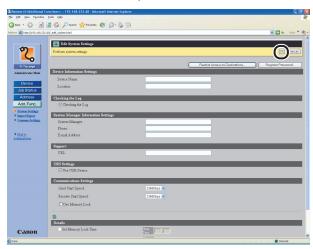


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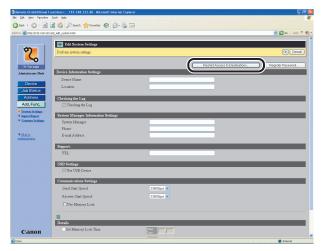
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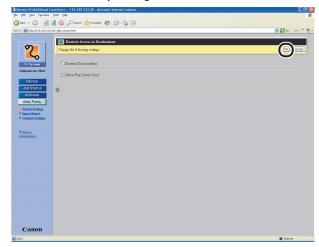
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● To restrict the Send Function:

Click [Restrict Access to Destinations].



Select the necessary settings \rightarrow click [OK].



Restrict New Address:

This mode enables you to restrict the sending of documents to addresses which do not exist in the Address Book. If this check box is selected, specifying destinations using the numeric keys, changing registered destinations and the registering of new addresses is restricted.

Allow Fax Driver Send:

If you want to allow the sending of faxes from a computer using the fax driver, select this check box.

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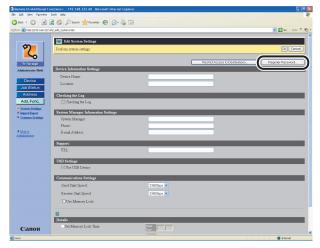
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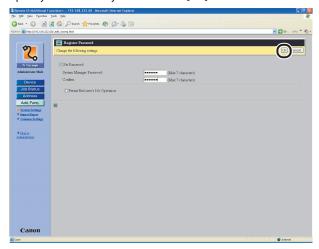
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• To set the System Manager password:

Click [Register Password].



Specify the necessary fields \rightarrow click [OK].



Set Password:

Select this check box to set the

System Manager password. Enter a number (seven digits

System Manager Password:

maximum).

Confirm:

Enter the password again. If the

number you enter here is different from the number entered for [System Manager Password], an

error dialog box appears.

Permit End-user's Job

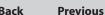
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Select this check box to permit deleting print jobs for which you have owner privileges when the

machine is in the End-User Mode.

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Import/Export Function

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



CAUTION

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



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

Saving the Address Book (MF6595cx/ MF6595/MF6590 Only)

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

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

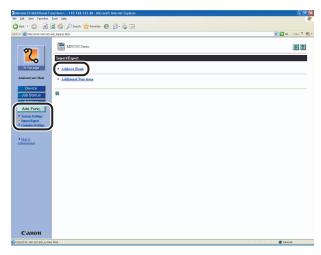


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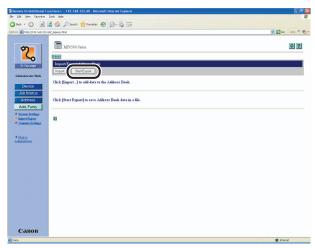
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2. Click [Start Export].



3. Follow the instructions on the screen to specify the location where you want to save the file.

The file is saved in the specified location.

Loading an Address Book (MF6595cx/ MF6595/MF6590 Only)

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



- If the machine is in the Sleep mode, press [Power] on the operation panel to cancel the Sleep mode before performing an Import operation.
- Do not load the address book when the machine is set for Delayed Sending.
- When you register the contents of a new file, the currently registered addresses are overwritten by the new address list.
- You can register up to 123 addresses in the Address Book. Each address is treated as a separate item.
- You cannot import the settings in <OPTIONAL SETTING> in <ADDRESS BOOK SET.> (See "Registering One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 4-6.)
- You cannot import the group dialing information which contains another group dialing.

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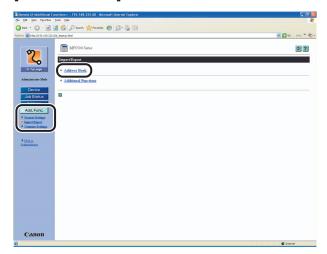
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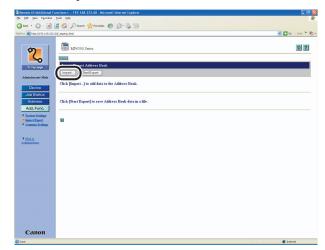
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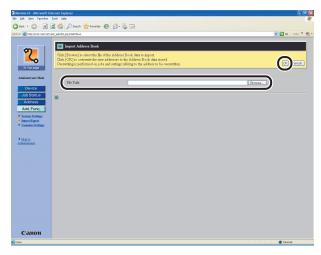
1. Click [Add.Func.] → select [Import/Export] from the menu that appears under [Add.Func.] → click [Address Book].



2. Click [Import].



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





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

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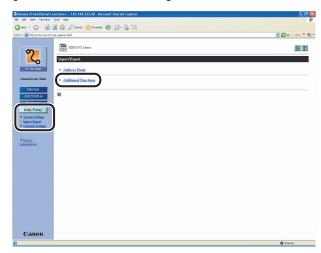
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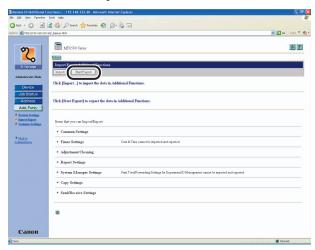
Saving Additional Functions Settings in Files (Export)

You can store Additional Functions settings as a file in your computer.

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



2. Click [Start Export].



3. Follow the instructions on the screen to specify the location where you want to save the file.

The file is saved in the specified location.

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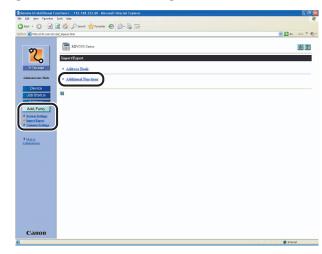
■ Loading Additional Functions Settings Files (Overwrite/Import)

You can load Additional Functions settings into the machine from saved files.



If the machine is in the Sleep mode, press [Power] on the operation panel to cancel the Sleep mode before performing an Import operation.

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



2. Click [Import].

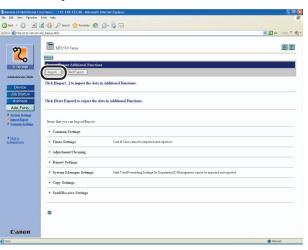


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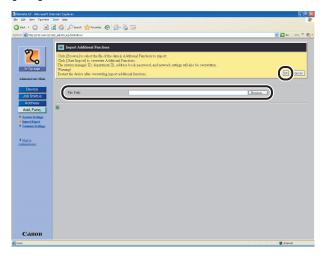
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3. Click [Browse] → select the file to import → click [OK].





- When Additional Functions settings are imported, Network Settings are automatically overwritten.
- The machine must be restarted to enable the imported Additional Functions settings. After importing, turn off the main power switch of the machine, wait at least 10 seconds, and turn the power back on.
- After importing Additional Functions settings, the Remote UI cannot be used to perform other operations until the machine is restarted.
- Do not import any files while the machine is executing other jobs.

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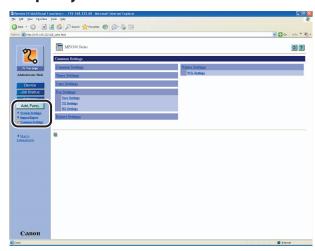
Device Custom Settings

The Remote UI enables you to edit the machine's custom settings.

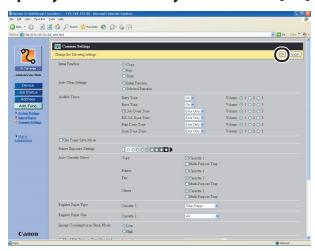


You can also access these setting menus from the Operation Panel of the machine. For details, see "Machine Settings," on p. 11-3.

 Click [Add.Func.] → select [Common Settings] from the menu that appears under [Add.Func.] → click the type of custom setting that you want to specify.



2. Specify all the necessary fields \rightarrow click [OK].



The above screen shot shows [Common Settings].

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Device Information Settings

You can set a name for the machine, and enter information regarding its location.

- **Press [Additional Functions].**
- 2. Press [◄–] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <DEVICE INFO>, then press [OK].
- 4. Press [◄–] or [+►] to select < DEVICE NAME>, then press [OK].
- 5. Use the numeric keys to enter a name (up to 32) characters), then press [OK].

- **6.** Press [◄–] or [+►] to select <LOCATION>, then press [OK].
- 7. Use the numeric keys to enter the location of the machine (up to 32 characters), then press [OK].
- 8. Press [Stop] to return to the standby mode.

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Remote UI (MF6595cx/MF6595/MF6590/MF6540 Only)

You can set whether to enable the Remote UI to operate the machine and change settings.

The default setting is <ON>.

- **Press [Additional Functions].**
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <REMOTE UI>, then press [OK].
- **4.** Press [**◄**-] or [**+►**] to select <ON> or <OFF>, then press [OK].

<ON>: You can specify settings and operate the machine through the Remote UI.

<OFF>: You cannot specify settings and operate the machine through the Remote UI.

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



The Remote UI is enabled only after you restart the machine. (the main power switch is turned off, and then back on.)

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Restricting Access to Destinations (MF6595cx/MF6595/MF6590 Only)

You can send the documents with following restrictions.

- Restricting the New Address
- Restricting PC Faxing

Restricting the New Address

This mode enables you to restrict the entering of new destinations. The default setting is <OFF>.

When you set <RESTRICT NEW ADD.> to <ON>, the following are restricted:

- Specifying a destination using the numeric keys.
- Changing registered destinations.
- Registering new destinations.
- Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].

- Press [◄–] or [+►] to select <ACCESS TO DEST.>, then press [OK].
- 4. Press [◄–] or [+►] to select <RESTRICT NEW ADD.>, then press [OK].
- 5. Press [◄–] or [+►] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not restrict the entering of new destinations. <ON>: Restrict the entering of new destinations.

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

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■ Restricting PC Faxing

You can specify whether or not to allow sending faxes from computers using the fax driver.
The default setting is <ON>.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄-] or [+►] to select <ACCESS TO DEST.>, then press [OK].
- **4.** Press [◄–] or [+►] to select <FAX DRIVER TX>, then press [OK].
- Press [◄-] or [+►] to select <ON> or <OFF>, then press [OK].

<ON>: Allow sending faxes from computers using the fax driver. <OFF>: Does not allow sending faxes from computers using the fax driver.

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

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Checking the Job Log

You can specify whether or not to check the job log. When you set <CHECKING THE LOG> to <ON>, you can check the job log using the System Monitor screen. When you set <CHECKING THE LOG> to <OFF>, the job log does not appear on the System Monitor screen.

The default setting is <ON>.



When you set <CHECKING THE LOG> to <OFF>, the Activity Report will not print automatically.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄—] or [+▶] to select <CHECKING THE LOG>, then press [OK].
- **4.** Press [◄–] or [+►] to select <ON> or <OFF>, then press [OK].
- 5. Press [Stop] to return to the standby mode.

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Restricting the USB Interface Port

You can specify whether to accept or reject jobs by restricting the connection to the USB port.

The default setting is <ON>.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <USE DEVICE USB>, then press [OK].
- **4.** Press [◄–] or [+►] to select <ON> or <OFF>, then press [OK].
 - <ON>: The machine accepts jobs through the USB port. <OFF>: The machine does not accept jobs through the USB port.
- 5. Press [Stop] to return to the standby mode.
- **6.** Restart the machine.

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Cleaning the Machine

Note the following before cleaning your machine:

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

CAUTION

- Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.
- Any data stored in the memory, including received fax documents, will be deleted about 60 minutes after you turn off the main power switch or unplug the power cord.

Exterior

- 1. Turn off the main power switch and disconnect the power cord.
- 2. Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.
- 3. Wait for the machine to dry, then reconnect the power cord and turn on the main power switch.

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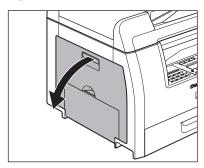
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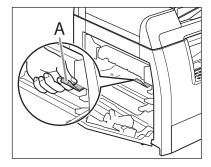
Interior

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

- 1. Turn off the main power switch and disconnect the power cord.
- 2. Open the left cover.



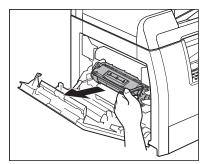
3. Grasp the blue plastic pull tab (A) on the toner cartridge.



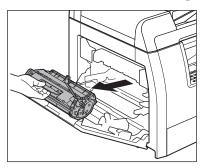
CAUTION

Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

4. Pull the blue plastic pull tab until you can easily hold the handle of the toner cartridge.



Remove the toner cartridge.





A CAUTION

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

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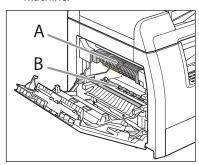
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6. Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the machine's interior.

CAUTION

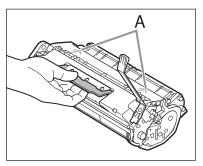
- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.



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

7. Hold the toner cartridge by its handle.

The arrows (A) on the toner cartridge should be pointing toward the machine.



8. Insert the toner cartridge into the machine as far as it will go.

The left edge (A) and the right side protrusions (B, C) of the toner cartridge should be aligned with on the guides inside the machine.

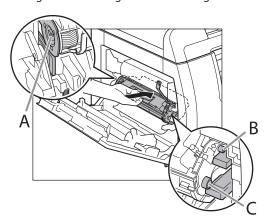


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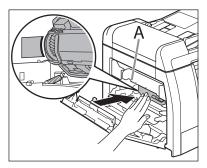
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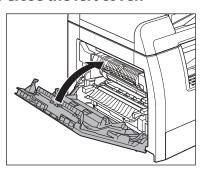
9. Push the toner cartridge to make sure it is properly set in the machine.



CAUTION

Do not touch the fixing assembly (A) as it becomes very hot during use.

10. Close the left cover.



CAUTION

- Be careful not to get your fingers caught.

- If you cannot close the left cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

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

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Fuser Roller

If black streaks appear with printing, the fuser roller in the main unit may be dirty.

Should this occur, clean the fusing roller in the following procedure. The roller should also be cleaned each time the toner cartridge is replaced. Load a sheet of blank LTR paper into the multi-purpose tray and start cleaning.

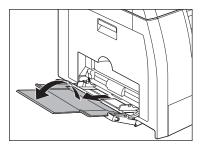


Cleaning the roller takes approximately 100 seconds.

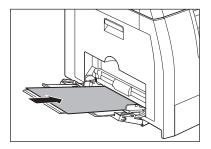
- 1. Press [Additional Functions].
- Press [◄–] or [+►] to select <ADJUST./ CLEANING>, then press [OK].
- **3.** Open the multi-purpose tray.



4. Pull out the multi-purpose tray extension until it clicks, then open it.



5. Load a sheet of blank LTR paper.



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

Cleaning starts. When finished, the display returns to the standby mode.



- Use standard paper as the cleaning paper.
- Throw away the cleaning paper after use.

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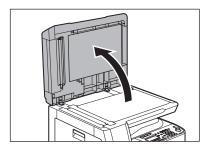
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Scanning area

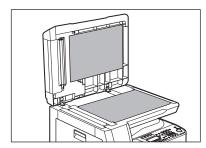
Keep the scanning area clean to avoid dirty copies or faxes to be sent.

Platen glass

1. Open the ADF.



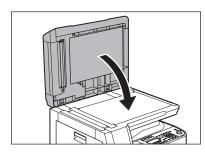
2. Clean the platen glass and the underside of the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.





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

3. Close the ADF.





Be careful not to get your fingers caught.

ADF (Cleaning the ADF Manually)

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

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

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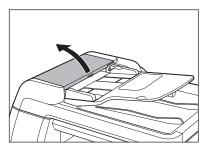
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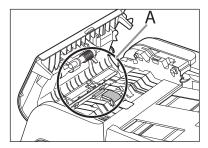
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2. Open the ADF cover.



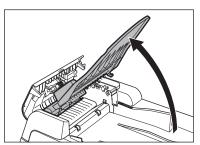
3. Clean the rollers (A) inside the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



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

4. Lift the document feeder tray.



5. Clean the rollers (B) below the document feeder tray with a cloth dampened with water.

Then wipe the area with a soft, dry cloth.

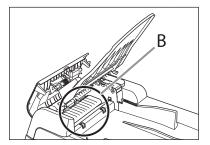


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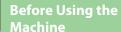












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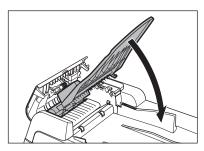
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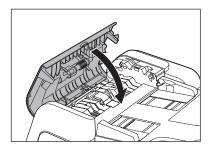
6. Lower the document feeder tray.





Be careful not to get your fingers caught.

7. Close the ADF cover.

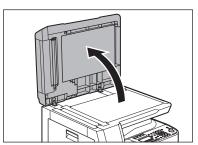




CAUTION

Be careful not to get your fingers caught.

8. Open the ADF.



9. Clean the ADF scanning area (on the left side of the platen glass) and the document feeding roller with a cloth dampened with water. Then wipe the area with a soft, dry cloth.

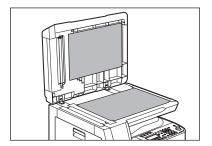


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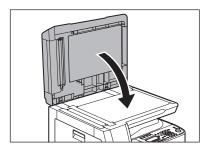
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10. Close the ADF.



A CAUTION

Be careful not to get your fingers caught.

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

Cleaning the ADF Automatically

If your documents have black streaks or appear dirty after scanning them through the ADF, clean the ADF roller by repeatedly feeding blank sheets of paper through it.

- Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <ADJUST./ CLEANING>, then press [OK].
- 3. Press [◄–] or [+►] to select <FEEDER CLEANING>, then press [OK].
- 4. Load 5 sheets of blank paper into the ADF, then press [OK].

ADF cleaning starts. When finished, the display returns to the standby mode.



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■ Transcription Roller

If the back of the paper is smudged after printing, the transcription roller may be dirty.

Clean the transcription roller in the following procedure.

- 1. Press [Additional Functions].
- Press [◄–] or [+►] to select <ADJUST./ CLEANING>, then press [OK].
- 3. Press [◄-] or [+►] to select <TRANS. ROLR CLEAN>, then press [OK].

Cleaning starts. When finished, the display returns to the standby mode.

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Replacing the Toner Cartridge

When the LCD displays <TONER LOW/PREPARE NEW TONER>, redistribute toner in the toner cartridge. If the message persists, replace the toner cartridge.

When toner empty error occurs while receiving fax, printing fax is interrupted and the received data will be stored in the memory. If you set <CONT. PRINTING> in <PRINTER SETTINGS> in <FAX SETTINGS> to <KEEP PRINTING>, you can keep printing fax documents or reports without replacing the toner cartridge. The default setting for <CONT. PRINTING> is <RX TO MEMORY>. (See "CONT. PRINTING," on p. 11-18.)

A

CAUTION

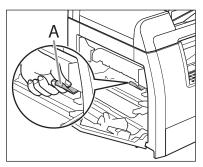
When <CONT. PRINTING> is set to <ON>, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you can not print the same documents again.

Redistributing Toner

1. Open the left cover.



2. Grasp the blue plastic pull tab (A) on the toner cartridge.



3. Pull the blue plastic pull tab until you can easily hold the handle of the toner cartridge.

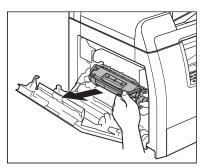


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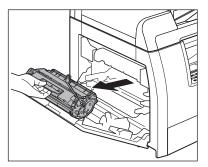
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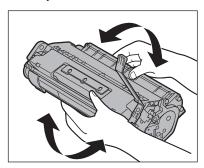
Remove the toner cartridge.



CAUTION

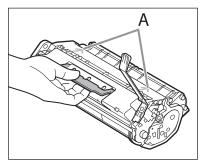
- Always hold the toner cartridge by its handle.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. Doing so may cause the toner to set permanently.

5. Gently rock the toner cartridge several times to evenly distribute toner inside.



6. Hold the toner cartridge by its handle.

The arrows (A) on the toner cartridge should be pointing toward the machine.



7. Insert the toner cartridge into the machine as far as it will go.

The left edge (A) and the right side protrusions (B, C) of the toner cartridge should be aligned with the guides inside the machine.

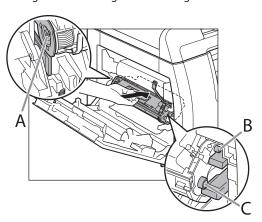


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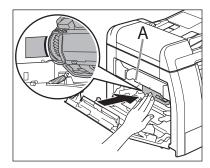
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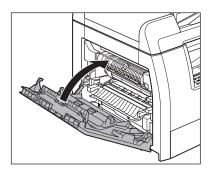
8. Push the toner cartridge to make sure it is properly set in the machine.



CAUTION

Do not touch the fixing assembly (A) as it becomes very hot during use.

9. Close the left cover.

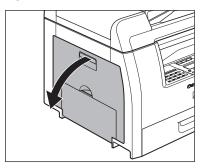


CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the left cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

■ Replacing the Toner Cartridge

1. Open the left cover.



2. Grasp the blue plastic pull tab (A) on the toner cartridge.

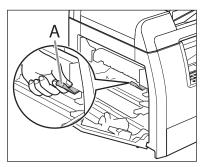


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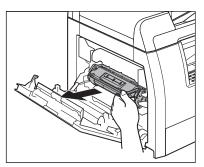
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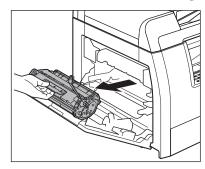
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3. Pull the blue plastic pull tab until you can easily hold the handle of the toner cartridge.



4. Remove the toner cartridge.

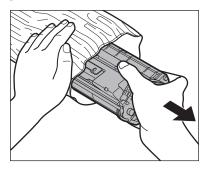


CAUTION

AUTION

- Always hold the toner cartridge by its handle.
- Do not open the drum protective shutter on the toner cartridge.
 Print quality may deteriorate if the drum surface is exposed to light or is damaged.

5. Remove the new toner cartridge from the protective material.





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

6. Gently rock the toner cartridge several times to evenly distribute toner inside.

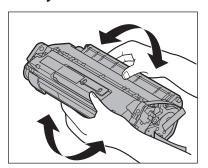


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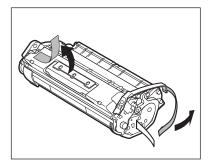
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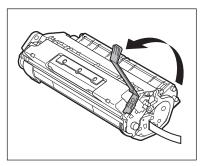
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Remove the seals (2 places).



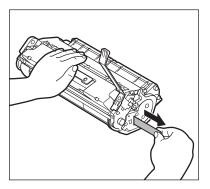
Bend back the blue plastic pull tab.



CAUTION

Do not remove the pull tab as it is used to pull out the toner when the cartridge needs replaced.

9. Pull out the seal completely.





M NOTE

Do not pull out the seal at an angle.

CAUTION

- 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.

10. Hold the toner cartridge by its handle.

The arrows (A) on the toner cartridge should be pointing toward the machine.

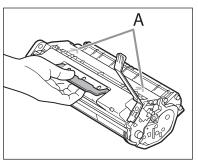


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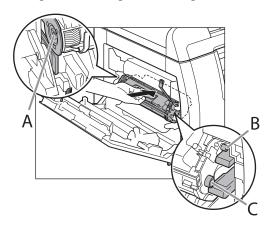
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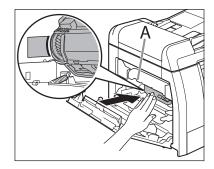
Troubleshooting

11. Insert the toner cartridge into the machine as far as it will go.

The left edge (A) and the right side protrusions (B, C) of the toner cartridge should be aligned with the guides inside the machine.



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



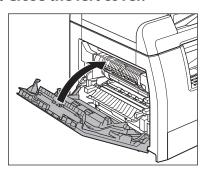
A CAUTION

Do not touch the fixing assembly (A) as it becomes very hot during

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13. Close the left cover.



CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the left cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.







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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 RECYCLING PROGRAM

The Canon Cartridge Recycling Program fulfills the first initiative of Canon's Clean Earth Campaign, which supports four critical environmental areas:

- Recycling in the Workplace
- Conserving Environmental Resources
- Scientific Research and Education
- Encouraging Outdoors Appreciation

The remaining "Clean Earth" initiatives are supported in the U.S. through sponsorships of the National Park Foundation, the National Wildlife Federation, and The Nature Conservancy and in Canada through donations to the World Wildlife Fund Canada and The Nature Conservancy of Canada.

Since its inception, The Canon Cartridge Recycling Program has collected huge amount of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources.

Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

We appreciate your support of The Canon Cartridge Recycling Program.

Working together we can make a significant contribution to a cleaner planet.

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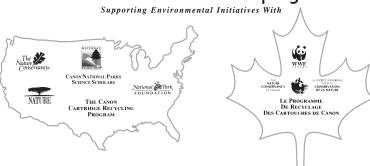
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- Cartridges collected through this program are not refilled.
- You are not entitled to a tax deduction or rebate for the return of empty cartridges.
- This program may be modified or discontinued without notice.

The Clean Earth Campaign

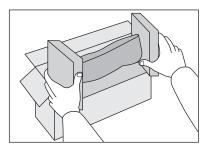


■ U.S.A. PROGRAM

Packaging

Option A-1: Single Box Return

- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.



Option B: Volume Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

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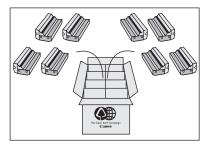
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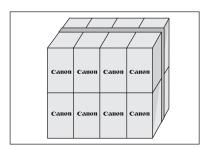
- Place as many cartridges as possible into one box. Carefully seal the box with tape; or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



Option A-2: Multiple Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

- Complete Option A-1.
- Bundle multiple cartridge boxes together securely with tape.



Please be sure that the shipment does not exceed UPS specifications.

Maximum weight = 70 lb. (31.8 kg)

Maximum length = 108 in. (2,743 mm)

Maximum girth (length $+ 2 \times width + 2 \times height$) = 130 in. (3,302) mm)

If your shipment exceeds the above limits, please call 1-800-OK-**Canon** for special shipping information.

Please Note:

Do not send defective cartridges for replacement.

Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

Shipping

Apply the UPS authorized returning label provided in this guide. Residents of Alaska and Hawaii: Do not use the UPS authorized returning label. For Alaska and Hawaii Canon set up alternative mail service with the U.S. Postal Service.

Please call **1-800-OK-Canon** to receive U.S. Postal Service merchandise returning label.

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 Give the shipment to your UPS driver when you receive your next regular delivery (UPS may charge a fee for customers who call UPS to pick up a cartridge shipment if they do not already have a delivery scheduled.);

or

- Take the shipment to your local UPS receiving point.





CANADA PROGRAM-CANADA PROGRAMME

Option A: Single Box Return

- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deposit your empty cartridge in any full size street mailbox or take it to your local Canada Post outlet or franchise.

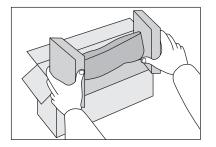


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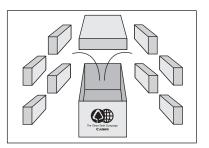
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Option B: Volume Box Return (eight or more cartridges)

We encourage you to use this option as a more efficient way to ship cartridges.

- Call 1-800-667-2666 to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.
- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.





Working to preserve endangered species is a long-standing Canon interest.

To this end, for every cartridge collected, Canon Canada donates \$1, shared equally between World Wildlife Fund Canada and the Nature Conservancy of Canada. This donation is utilized in Canada.

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 For further information about The Clean Earth Campaign in Canada, please call or write to Canon.

1-800-667-2666

Canon Canada Inc. Corporate Customer Relations 6390 Dixie Road Mississauga, ON L5T 1P7

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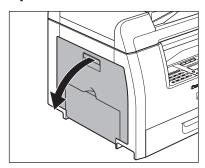
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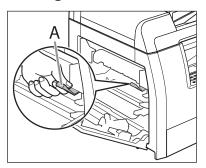
Transporting the Machine

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

- 1. Turn off the main power switch.
- 2. Disconnect the power cord and all the cables from the back of the machine.
- 3. Open the left cover.



4. Grasp the blue plastic pull tab (A) on the toner cartridge.



5. Pull the blue plastic pull tab until you can easily hold the handle of the toner cartridge.

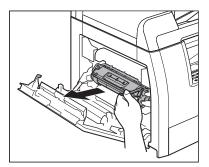


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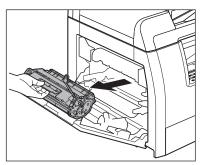
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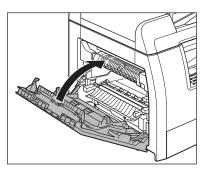
6. Remove the toner cartridge.



A CAUTION

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

7. Close the left cover.





CAUTION

Be careful not to get your fingers caught.

8. Make sure the multi-purpose tray and the paper stopper are back in their original position.

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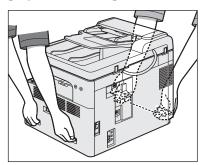
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9. Use the handles (on the left side) and the hand grips (on the right side) to lift the machine.



A CAUTION

- Be sure at least two people carry the machine.
- Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
- If you have a back problem, make sure to check the weight of this machine before carrying. (See Chapter 13, "Appendix," in the Basic Operation Guide.)

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Clearing Jams

When a jam occurs in the machine, the paper jam message appears on the LCD display. Check the jam location indicator where the jam occurs, then remove the jammed paper. Check the following if you experience repeated paper jams:

- Fan and tap the paper stack on a flat surface before loading it in the machine.
- Check that the paper you are using meets the requirements for use. (See "Paper Requirements," on p. 2-7.)
- Make sure you have removed any scraps of paper from the inside of the machine.

CAUTION

- When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical
- If you tear the paper, remove any torn pieces to avoid further jams.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

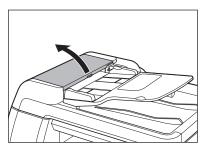


Do not use excessive force to remove a jammed document or paper from the machine. Contact Canon Customer Care Center for assistance if needed.

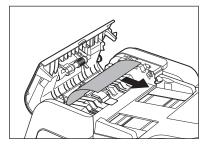
Document Jams

When <CHECK DOCUMENT> or <DOCUMENT TOO LONG> appears on the LCD display, remove the jammed document from the ADF or the document delivery slot.

1. Open the ADF cover.



2. Remove any jammed documents.





Do not use excessive force when pulling the document, as it may tear.

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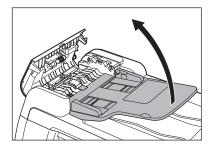
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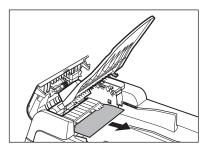
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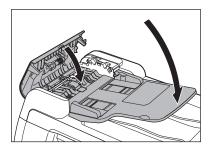
3. Lift the document feeder tray.



Remove any jammed documents.



5. Lower the document feeder tray and close the ADF cover.





Be careful not to get your fingers caught.

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

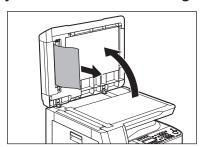


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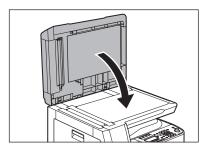
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7. Close the ADF.



CAUTION

Be careful not to get your fingers caught.

Paper Jams

When <PAPER JAM> appears on the LCD display, remove jammed paper from inside the machine first, then from the paper cassette if necessary.

If you experience repeated paper jams, check the following:

- Even the edge of the paper stack by a flat surface before loading it into the machine.
- Check that the paper you are using meets the requirements for use. (See "Paper Requirements," on p. 2-7.)
- Make sure you have removed any scraps of paper from inside the machine.

Main Unit

1. Open the left cover.

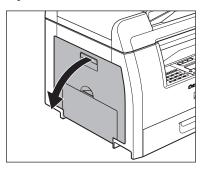


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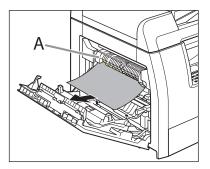
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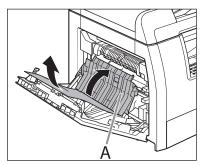
2. Carefully pull the jammed paper out of the machine.



A CAUTION

- Do not touch the fixing assembly (A) as it becomes very hot during use.
- If you tear the paper, remove any torn pieces to avoid further
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

3. Tilt the two-sided transport guide (A) toward the machine, then remove the jammed paper (only for two-sided copying).



4. Lift and hold the transcription frame (A), then remove the jammed paper (only for two-sided copying).

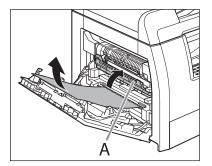


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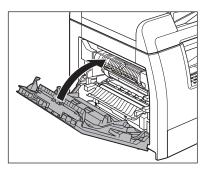
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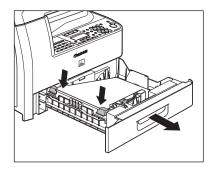
5. Close the left cover.





Be careful not to get your fingers caught.

6. Pull out the paper cassette and push the corners of the stack under the small fins.



7. Gently push the paper cassette back into the machine until it clicks.





Be careful not to get your fingers caught.

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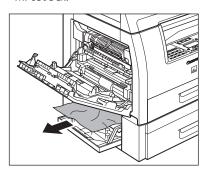
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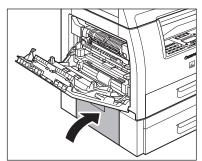
Paper Cassette 2

If you use the paper cassette 2^* , follow this procedure to remove the jammed paper from the paper cassette 2^* .

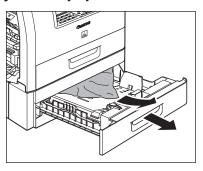
- 1. Open the left cover and then open the left side cover of the paper cassette 2*. Remove any jammed paper.
 - * The paper cassette 2 is optional for MF6595 and standard for MF6595cx.



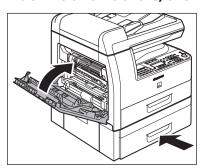
2. Close the left side cover of the paper cassette 2*.



3. Pull out the paper cassette 2* and remove any jammed paper.



- 4. Push the corners of the stack under the small fins as shown in the illustration in step 6 on p. 10-7.
- 5. Gently push the paper cassette 2* back into the machine until it clicks, then close the left cover.





CAUTION

Be careful not to get your fingers caught.

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LCD Messages

See the following when the LCD displays error and status messages.

ADJUSTING WAITING TO SCAN		
Description	The machine is not ready for scanning.	
Action	Wait until the machine is ready.	
AUTO REDIAL		
Description	This message appears when the recipient is engaged in direct sending and the job is waiting.	
Action	Disappears when the transmission restarts.	
CHANGE PAPERSIZE		
Description	The size of the paper in the paper cassette or	

multipurpose tray is different from that of the paper specified in <REG. PAPER SIZE> or <MP TRAY STD SET> in the <COMMON SETTINGS> menu.

> - Load the paper which size is shown on the lower line of the LCD display. Or change the paper size setting. Then reset the machine by opening the left cover and then closing it.

- If you are trying to print a report or list, set the paper size to <LTR> or <LGL>, then load paper of the same size.

CHANGE REG'D SIZE

→ COMMON SETTINGS

This message appears at the same time when Description

<LOAD PAPER> is shown. You may not print at

the current paper size.

Action Change paper on the paper cassette or multi-

purpose tray. And you must also change the size

setting in the <COMMON SETTINGS> menu.

CHECK DOCUMENT

A document jam may have occurred in the ADF. Description

Action Remove the jammed document.

CLOSE COVER

Description A cover is open.

Action Close the cover shown on the lower line of the

LCD display.

DATA ERROR

The machine may have trouble. Description

Action Contact Canon Customer Care Center.

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DOCUMENT TOO LONG Description The document is longer than 24 7/8" (630 mm), or is not feeding correctly. Scan the document on the platen glass. Action - Reduce the length of the document to within 24 7/8" (630 mm), then try again. **FEEDER PAPER JAM CHECK THE FEEDER** A document jam may have occurred in the ADF. Description Action Remove the jammed document LOAD PAPER No paper is loaded in the paper cassette or Description multipurpose tray, or not inserted correctly. Action Insert the paper cassette as far as it will go or load paper. **MEM IN USE nn%** Description This message shows the percentage of the memory currently in use. This message is displayed when you set the document in the ADF to send a fax.

> If you need more space, wait for the machine to send any faxes in memory. Also print, send, or delete any documents stored in memory.

MEMORY FULL

Description

The machine is full of jobs.

Action

- Print, send, or delete any documents stored in memory.
- Divide the document stack or data into a few parts and try again one by one.
- Send the document with low resolution.
- When this message appears during using the ADF, the scanning document stops halfway. In this case, clear the paper jam from the ADF.

Description

The number of fax jobs that can be stored in

memory reached the maximum.

Action

Wait for the machine to send any faxes in memory. Also print, send, or delete any documents stored in memory.

For information on the maximum numbers of jobs that can be stored in memory, See Chapter 11, "Troubleshooting," in the Basic Operation

Guide.

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NO APPROPRIATE SIZE

Description Although <PAPER SELECT> is set to <AUTO> in <STANDARD SETTINGS> in the <COPY

> SETTINGS> menu, appropriate-sized paper is not set in the paper cassette nor on the multipurpose

tray.

Action Select the paper size, or set the copy ratio. If you

> press [Start] while this message is displayed, the paper with the least margin is selected

automatically and printing starts.

NOT AVAILABLE NOW

 You pressed the one-touch speed dialing key Description

or coded speed dialing code that has already been registered, while you perform group dial

registration.

 You pressed the group dialing that has already been registered, while you perform one-touch

or coded speed dialing registration.

Action Register the key or number that is not used for

the speed dialing.

You have specified the group dialing when the Description

line is off the hook.

Action Specify the recipient other than group dialing. **NOT REGISTERED**

Description The telephone number you attempted to

dial using a speed dialing function was not

registered.

Register the telephone number before using the Action

speed dialing function.

OUTPUT TRAY FULL

Description The paper delivery tray is full of paper.

Action Remove the printouts from the paper delivery

tray.

PAPER JAM

Paper jams have occurred in the machine. Description

Action Remove the jammed paper.

> The cover must be opened and closed to resume the current job. If this message disappears while printing from a PC, press [Start] to bring the

printer back on-line.

PLATEN GLASS DIRTY CLEAN PLATEN GLASS

Description The ADF scanning area on the left side of the

platen glass may be dirty.

Action Clean the ADF scanning area, then press [OK].

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PLEASE WAIT

Description This message appears when turning on the main

power switch, or when the machine is not ready

for printing.

Action Wait until the message disappears.

RECEIVED IN MEMORY

Description The machine received the fax in memory because

paper or toner ran out, paper jams occurred, or

incorrect size paper was loaded.

Action Load the correct-size paper in the paper cassette,

replace the toner cartridge, or clear the paper jams. For more information, see the following: "Setting Paper Type and Size," on p. 2-12 "Replacing the Toner Cartridge," on p. 9-13

"Clearing Jams," on p. 10-3.

START AGAIN

Description A transmission error occurred because the line

condition was poor.

Action Check the line condition, then try again.

Description The paper jammed or ran out during printing a

report.

Action Clear the paper jam, or replenish the paper, then

try again.

STOP KEY PRESSED PRESS OK KEY

Description [Stop] has been pressed while scanning the

document using the ADF.

Action Press [OK], then set the document again.

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SYSTEM ERROR

Description Some kind of error has occurred in the machine.

Action Turn off the main power switch, wait for more

than 10 seconds, then turn it on again. If the message persists, unplug the machine from the power supply and contact Canon Customer Care

Center.

TONER IS NOT SET INSERT TONER

Description A toner cartridge is not installed or not installed

correctly.

Action Install the toner cartridge correctly.

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TONER LOW

PREPARE NEW TONER

Description

The toner is running low.

Action

Remove and rock the toner cartridge several times to distribute toner evenly, then reinstall the toner cartridge. If the message persists, replace the toner cartridge.

TRANSMITTING...

Description

During the current transmission, the machine may have tried to send a document identified from the list of documents in memory.

Action

Wait until the transmission from memory is

complete.

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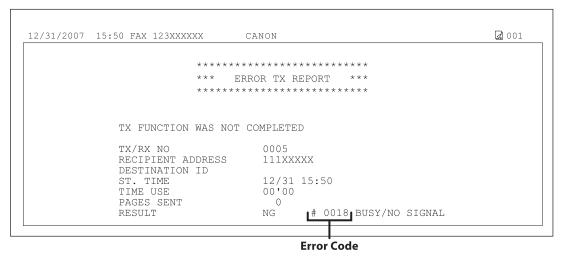
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Error Codes (MF6595cx/MF6595/MF6590 Only)

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



For details on reports, see "Printing Reports Automatically (MF6595cx/MF6595/MF6590 Only)," on p. 11-41.

See the following for individual error codes.

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#0001	
Description	A document may be jammed.
Action	Remove the jammed document.
#0003	
Description	An attempt was made to send a document of 24 7/8" (630 mm) or longer from the ADF.
Action	Divide the document into smaller parts and send from the platen glass.
Description	A document takes a long time to send because it contains too much data.
Action	Reduce the scanning resolution before sending.
Description	A document takes a long time to receive.
Action	Contact the other party and ask them to reduce their scanning resolution or divide the document into smaller parts for sending.

Description	The other fax machine did not respond within 35 seconds.	
Action	Send the document again. Contact the other party and have them check their fax machine. If you are making an overseas call, add a pause to the number.	
Description	The other party may not be using a G3 fax machine.	
Action	Check with the other party and send the document to a G3 fax machine. If the other party does not have a G3 fax machine, try sending your document using a transmission mode the other party's fax machine supports.	
#0009		
Description	The paper has run out or the paper cassette is not set properly.	
Action	Load the paper or reset the paper cassette properly.	

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#0012		
Description	You could not send because the other party's fax machine is out of paper.	
Action	Contact the other party and ask them to load the paper.	
#0018		
Description	There is no reply when you redial. You could not send, because your fax signal was not returned as the other party's line was engaged.	
Action	Check that the other party's line is not engaged and try again from the beginning.	
#0037		
Description	The memory is full.	
Action	Print, send, or delete any documents stored in memory.	
#0995		
Description	Communication reservation is cleared.	
Action	If necessary, try again from the beginning.	

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If <CHANGE PAPER SIZE> is displayed

When < CHANGE PAPER SIZE > appears on the LCD display, the size of the paper in the paper cassette or multi-purpose tray is different from that of the paper specified in <REG. PAPER SIZE> or <MP TRAY STD SET> in the <COMMON SETTINGS> menu. You need to load the correct size paper or change the paper size in the <COMMON SETTINGS> menu.



- For paper in the multi-purpose tray, changing the paper size in the <COMMON SETTINGS> menu does not clear the error. Cancel the copy job from the system monitor first, and then change the paper size.
- For print jobs, you need to specify the paper size from your computer.
- Re-loading the Paper
- 1. Load the correct size paper as shown on the LCD display, then press [OK] to resume the job.

The machine re-starts printing.

Changing the Paper Size Setting

For the Paper Cassette

- Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <COMMON SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <REG. PAPER SIZE>, then press [OK].
- 4. Press [◄–] or [+►] to select <CASSETTE 1> or <CASSETTE 2>*, then press [OK].
 - * MF6595cx or MF6595 with the optional cassette only
- **5.** Press $[\blacktriangleleft]$ or $[+ \triangleright]$ to select the same paper size as paper loaded in the machine, then press [OK].
- **6.** Open and close the left cover to reset the machine.

The machine start printing.

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For the Multi-Purpose Tray

- 1. Press [Additional Functions].
- 2. Press [◄—] or [+▶] to select <COMMON SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <MP TRAY STD SET>, then press [OK].
- **4.** Press [◄–] or [+►] to select <ON>, then press [OK].
- Press [◄-] or [+►] to select [PAPER SIZE], then press [OK].
- 6. Press [◄–] or [+►] to select the same paper size as paper loaded in the multi-purpose tray, then press [OK].

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General Problems

The machine has no power.

Is the power cord plugged in securely?

Α

Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q

Is the power cord supplying power?

Use a different power cord, or test the cord for continuity using a voltmeter.

Is the main power switch turned on?

Turn on the main power switch.

The Error indicator flashes.

Q

Does the machine feed paper correctly, or is there paper in the paper cassette or multi-purpose tray?

Α

Clear the paper jam, or load paper in the paper cassette or multi-purpose tray. (For instructions on clearing paper jam, see "Clearing Jams," on p. 10-3. For instructions on loading paper, see "Set Up the Machine," in the Starter Guide.)

Α

If the machine has no paper jam, or paper is loaded in the paper cassette or multi-purpose tray, turn off the main power switch and wait for more than 10 seconds, then turn it on again. If the problem is fixed, the Error indicator will turn off, and the LCD will return to the standby mode. If the Error indicator remains flashing, unplug the machine, and contact Canon Authorized Service Facilities or the Canon Customer Care Center.

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Nothing appears in the LCD.

Α

Α

Q Is the power cord plugged in securely?

Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q Is the main power switch turned on?

A Turn on the main power switch.

Q Is the machine in the Sleep mode?

Press [Power] on the operation panel to cancel the Sleep mode.

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Paper Feeding Problems

Paper does not feed properly.

Α

Α

Q Is the paper loaded correctly?

Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)

Q Does the machine contain too many sheets?

A Make sure you load the correct quantity. (See "Paper Requirements," on p. 2-7.)

Multiple sheets feed together into the machine.

Q Is the paper loaded correctly?

A Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)

Q Does the machine contain too many sheets?

Make sure you load the correct quantity. (See "Paper Requirements," on p. 2-7.)

Q Are different types of paper loaded in the machine?

A Load only one type of paper.

A Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

A Let the paper run out before refilling the machine.

Avoid mixing new stock with paper already loaded.

Repeated paper jams occur.

Α

Q Is the correct type of paper loaded in the machine?

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

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Fax Problems (MF6595cx/MF6595/MF6590 Only)

Sending Problems

Cannot send a fax.

Α

Α

Α

Did you just turn on the main power switch? Q

> Wait for a while. After turning on the main power switch, the machine cannot scan documents immediately.

Q Is the machine set for the correct telephone line type?

> Make sure the machine is set for the correct telephone line type. (See "Before FAX Setting," in the Starter Guide.)

Is your machine in the fax mode?

Press [FAX] to show the fax standby display.

Is the document loaded correctly?

Make sure the document is correctly loaded. (See Α "Loading Documents," on p. 2-4.)

Make sure the left cover is fully closed.

Is the one-touch speed dialing key or coded speed dialing code you entered registered correctly?

Check that the Address Book settings are registered correctly. (See "Storing/Editing Address Book," on p. 4-6.)

Did you dial the correct number?

Check that you have the correct number.

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Is the machine in the Sleep mode?

Q

Α

Q

Α

Q

Α

The machine does not scan documents if it is in the Sleep mode. To take the machine out of the Sleep mode, press [Power] on the operation panel.

Is the recipient's machine out of paper?

Ask the recipient to make sure paper is loaded in the machine.

Are there other documents being sent from memory?

Allow time for the documents to finish sending.

Has an error occurred during transmission?

Check the LCD for an error message. (See "LCD Messages," on p. 10-9.)

Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 11-43.)

Is the telephone cable connected properly?

Make sure the cable is connected properly. (See "Before FAX Setting," in the Starter Guide.)

Is the telephone line working properly?

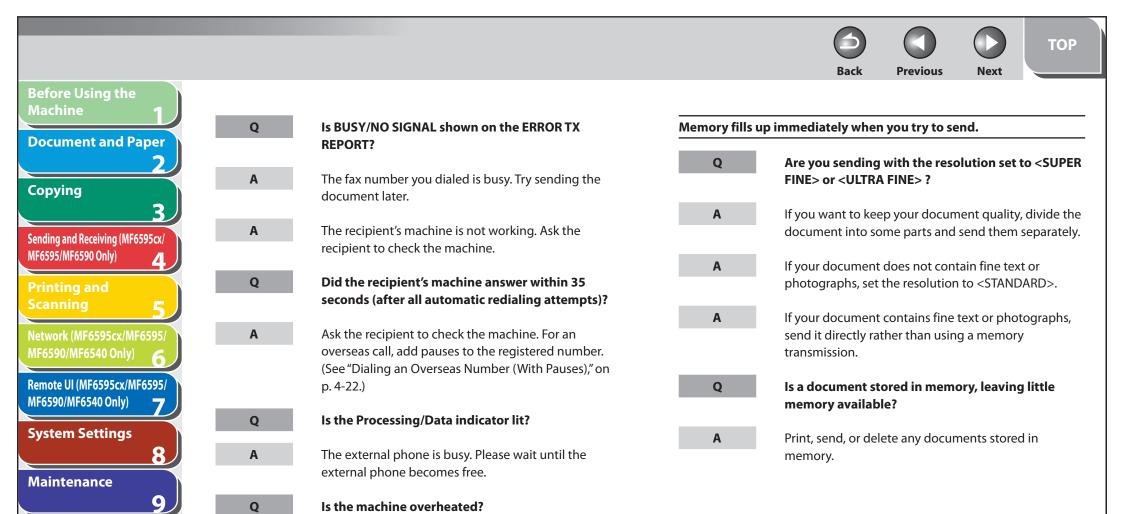
Make sure there is a dial tone when you press Α [Hook] or when you lift the handset of any external telephone connected to the machine. If there is no dial tone, contact your local telephone company.

Is the recipient's machine a G3 fax machine? Q

Α

Make sure the recipient's machine is compatible with your machine.

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Unplug the machine and let it cool for about 5 minutes. Then plug in the machine and try sending

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Faxes sent from the machine are spotted or dirty.

Q Is the recipient's machine working properly?

Check the machine by making a copy. If the copy is clear, the problem may be in the recipient's machine. If the copy is spotted or dirty, clean the scanner components. (See "Scanning Area," on p. 2-3.)

Q Is the document loaded correctly?

A Make sure the document is correctly loaded. (See "Loading Documents," on p. 2-4.)

The documents you sent are too light.

Q Is the density set to the <-LT> side?

A Set the density to the <DK+> side.

Q Are the scanning components of the machine clean?

A If the received document is spotted or dirty, clean the scanning components. (See "Scanning area," on p. 9-8.)

Sending of documents is too slow.

Q Is the resolution set to <FINE>, <SUPER FINE>, or <ULTRA FINE>?

A Setting the resolution to <STANDARD> reduces the sending time.

Q Is Error Correction Mode (ECM) set to <ON>?

Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set ECM to <OFF>. (See "ECM TX," on p. 11-14.)

Cannot send using Error Correction Mode (ECM).

Q Does the recipient's machine support ECM?

If the recipient's machine does not support ECM, the document is sent in normal mode without error checking.

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Errors occur frequently while sending.

Q Are the telephone lines in poor condition, or do you have a bad connection?

Check if there is a device nearby that interferes with signal transmission (e.g., microwave oven).

Lower the transmission speed. (See "TX START SPEED," on p. 11-37.)

Receiving Problems

Cannot receive a fax automatically.

Α

Α

Q Is the machine set to receive automatically?

For the machine to receive faxes automatically, the receive mode must be set to <FaxOnly>, <FaxTel>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that an external telephone with built in answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Basic Receiving Method," on p. 4-23.)

Q Are documents stored in memory, leaving little or no memory available?

A Print, send, or delete any documents stored in memory.

Q Has an error occurred during reception?

A Check the LCD for an error message. (See "LCD Messages," on p. 10-9.)

Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 11-43.)

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Q Is paper loaded in the machine?

A Make sure paper is loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

Q Is the telephone cable connected properly?

Make sure the cable is connected properly. (See "Before FAX Setting," in the Starter Guide.)

No automatic switching between telephone and fax calls.

Is the machine set to switch automatically between telephone and fax calls?

For the machine to switch between fax and telephone calls automatically, the receive mode must be set to <FaxTel>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that external telephone with built in answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Basic Receiving Method," on p. 4-23.)

Q Are documents stored in memory, leaving little or no memory available?

A Print, send, or delete any documents stored in memory.

Q Has an error occurred during reception?

A Check the LCD for an error message. (See "LCD Messages," on p. 10-9.)

A Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 11-43.)

Q Is paper loaded in the machine?

Α

A Make sure paper is loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

Q Can the sender's machine send the CNG signal, which tells your machine that the incoming call is a fax call?

Some machines cannot send this signal. In such cases, receive the fax manually.

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Cannot receive a document manually.

Α

Α

Q

Α

Is the machine set to receive manually?

For the machine to receive faxes manually, the receive mode must be set to <Manual>. (See "Basic Receiving Method," on p. 4-23.)

If you set <MANUAL/AUTO> to <ON> in <RX SETTINGS> in the <FAX SETTINGS> menu, the machine will receive faxes automatically even when the receive mode is set to <Manual>. (See "MANUAL/ AUTO," on p. 11-17.

Did you hang up the external telephone before pressing [Start] or dialing the remote reception ID?

Always press [Start] or dial the remote reception ID before hanging up. Otherwise you will disconnect the call.

Are documents set on the ADF? Q

> After removing the document from the ADF, please attempt manual receiving again. If you press [Start] when documents are set on the ADF, it automatically switches to manual sending.

Print quality is poor.

Is the toner low or unevenly distributed?

Α Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.)

Is the correct type of paper loaded in the machine?

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Is the sender's machine functioning properly?

Α Ask the sender to check that the scanning components of the machine are clean.

Is the machine in the toner saver mode?

Set <TONER SAVER MODE> to <OFF>. (See "COMMON" Α SETTINGS," on p. 11-5.)

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Faxes do not print.

Q Have you removed the plastic seal from the toner cartridge?

Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Starter Guide.)

Q Is the toner cartridge installed properly?

Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)

Q Is the cartridge out of toner?

Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.)

Select <KEEP PRINTING> for <CONT. PRINTING> in <PRINTER SETTINGS> in the <FAX SETTINGS> menu. With this setting, the machine will not store documents in the memory even if the toner has run out. (See "CONT. PRINTING," on p. 11-18.)

Q Is the correct size of paper loaded in the machine?

A Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

A Change <REG. PAPER SIZE> in the <COMMON SETTINGS> menu. (See "REG. PAPER SIZE," on p. 11-8.)

Received faxes print blotched or unevenly.

Α

Q Are the telephone lines in poor condition, or do you have a bad connection?

A Error Correction Mode (ECM) should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

Q Is the sender's machine functioning properly?

A Ask the sender to check that the scanning components of the machine are clean.

Q Is the toner low or unevenly distributed?

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," p. 9-13.)

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Part of the document you receive is cut off.

Is the rear paper end guide of the paper cassette set to the size of the paper?

A Adjust the rear paper end guide to the size of the paper.

Q Have you specified the correct paper size for the paper cassette?

A Specify the correct paper size for the paper cassette.

Q Is the toner low or unevenly distributed?

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.) Cannot receive using Error Correction Mode (ECM).

Q Does the sender's machine support ECM?

A If the sender's machine does not support ECM, the document is received in normal mode without error checking.

Receiving of documents is too slow.

Q Is ECM (Error Correction Mode) set to <ON>?

A Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set ECM to <OFF>.

Q Is the resolution of the sender's machine set higher?

A Contact to the sender and make sure the resolution of the sender's machine has been set properly.

You cannot get documents from information services.

Q Is your machine set to the tone dialing type of the telephone line?

A Press [Tone] to set the tone dialing.

Q Do you receive messages from the information services such as to set to receive?

A Just before receiving, press [Start].

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Errors occur frequently while receiving.

Q Are the telephone lines in poor condition, or do you have a bad connection?

A Check if there is a device nearby that interferes with signal reception (e.g., microwave oven).

A Lower the reception speed. (See "TX START SPEED," on p. 11-37.)

Q Is the sender's machine functioning properly?

A Ask the sender to check that the machine is functioning properly.

Cannot print received documents on both sides of the paper.

Q Is <TWO-SIDED PRINT> set to <ON>?

Make sure that <TWO-SIDED PRINT> is set to <ON>. (See "Two-Sided Printing," on p. 4-28.)

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Copying Problems

Blank paper comes out from the machine.

Α

Α

Α

Have you removed the plastic seal from the toner cartridge?

Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Starter Guide.)

Q Is the toner cartridge installed properly?

Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)

A Make sure the left cover is fully closed.

Q Is the document loaded correctly?

Make sure the document is correctly loaded. (See "Loading Documents," on p. 2-4)

Q Is the cartridge out of toner?

A Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.)

Q Does the document meet the requirements for the machine?

A Make sure you load documents that meet the requirements for use. (See "Document Requirements," on p. 2-2.)

Copy is too light or has uneven density.

Α

Q Is the toner low or unevenly distributed?

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.)

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Copy has vertical white streaks.

Is the toner low or unevenly distributed?

Α

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.)

Copy is spotted or dirty.

Α

If the copy is spotted or dirty, clean the scanning components and machine's interior. (See "Cleaning the Machine," on p. 9-3.)

Paper jams occur.

Α

Make sure the left cover is fully closed. (See "Paper Jams," on p. 10-5.)

Is the paper loaded correctly?

Α

Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)

Is the correct type of paper loaded in the machine?

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Copy is skewed.

Is the paper loaded correctly?

Α

Make sure the paper is correctly loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

Α

Make sure the paper delivery slot is free of obstructions.

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Copy is not clear.

Q

Α

Is the correct type of paper loaded in the machine?

Make sure you load paper that meets the Α requirements for use. (See "Paper Requirements," on p. 2-7.)

Are you copying on the wrong side of the paper? Q

> Some papers have a "right" side for copying. If the copy quality is not as clear as you think it should be, try copying on the other side of the paper.

Documents are copied in < CALENDAR TYPE> even if <BOOK TYPE> is selected (or vice versa).

> Are you copying the landscape oriented documents?

> > For the landscape oriented documents, the front and back sides of the copy will have the opposite topbottom orientation when <BOOK TYPE> is selected. When <CALENDAR TYPE> is selected, the front and back side of the copy will have the same top-bottom orientation. (See "Two-Sided Copy," on p. 3-8.)

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Printing Problems

Blank paper comes out from the machine.

Α

Α

Α

Have you removed the plastic seal from the toner cartridge?

> Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Starter Guide.)

Is the toner cartridge installed properly?

Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)

Is the cartridge out of toner?

Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.)

Nothing prints.

0

Have you removed the plastic seal from the toner cartridge?

Make sure you remove the seal from the cartridge. Α (See "Set Up the Machine," in the Starter Guide.)

Is the cartridge out of toner?

Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.)

Printout is too light or has uneven density.

Is the toner low or unevenly distributed?

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.)

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Printout has vertical white streaks.

Is the toner low or unevenly distributed?

Α

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-13.)

Printout is spotted or dirty.

Α

If the copy is spotted or dirty, clean the scanning components and machine's interior. (See "Cleaning the Machine," on p. 9-3.)

Paper jams occur.

Α

Make sure the scanning platform and rear cover are fully closed. (See "Paper Jams," on p. 10-5.)

Is the paper loaded correctly?

Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)

Is the correct type of paper loaded in the machine?

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Printout is skewed.

Is the paper loaded correctly?

Α

Make sure the paper is correctly loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

Α

Make sure the paper delivery slot is free of obstructions. (See "Machine Components," on p. 1-3.)

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Printout is not clear.

Α

Α

Q Is the correct type of paper loaded in the machine?

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Q Are you printing on the wrong side of the paper?

Some papers have a "right" side for printing. If the printout quality is not as clear as you think it should be, try printing on the other side of the paper.

Cannot print two-sided documents

Is the printer driver settings correctly set for two-sided printing?

A Make sure that the printer driver is correctly set. (See the online help.)

Cannot print documents from a computer.

Q Is the printer driver properly installed?

A Make sure that the printer driver is properly installed.

Q Are the printer driver settings (Paper Size, Output Size) correct?

Make sure that the printer driver settings (Paper Size, Output Size) are correct. (See the online help.)

Q Is the USB cable properly connected to the machine and the computer?

Make sure that the USB cable is properly connected to the machine and the computer. Try a different USB cable.

Q Does the USB port you are using properly work?

Α

Restart your computer and the machine. If the computer has other ports, connect the USB cable to others.

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Are there any jobs remaining in the print queue?

A print job may be stuck in the print queue when it could not be finished due to an expected interruption. When this happens, follow this procedure to delete any remaining print jobs, and then print the documents again.

For Windows 2000/XP/Server 2003/Vista:

- 1. Double-click the icon of the printer you installed.
 - For Windows Vista
 Click [Start] on the Windows task bar → [Control Panel] → [Printer] under [Hardware and Sound].
 - For Windows 2000:
 Click [Start] on the Windows task bar → [Settings]
 → [Printers].
- For Windows XP Professional/Server 2003:
 Click [start] on the Windows task bar → [Printers and Faxes].
- For Windows XP Home Edition:
 Click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] →
 [Printers and Faxes].
- 2. Delete the print job.
 - For deleting all the print jobs:
 Click [Printer] → [Cancel All Documents].
 - For the specified job:
 Right-click the specified print job → [Cancel].

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Telephone Problems (MF6595cx/MF6595/MF6590 Only)

Cannot dial.

Α

Α

Q Is the telephone cable connected properly?

Make sure the cable is connected properly. (See "Before FAX Setting," in the Starter Guide.)

Q Is the power cord plugged in securely?

Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q Is the main power switch turned on?

A Turn on the main power switch.

Is the machine set for the correct telephone line type?

Make sure the machine is set for the correct telephone line type. (See "Before FAX Setting," in the Starter Guide.)

Telephone disconnects while you are talking.

Q Is the telephone cable connected properly?

Make sure the cable is connected properly. (See "Before FAX Setting," in the Starter Guide.)

Q Is the telephone cable defective?

A Use another cord.

Calls do not connect, or the wrong number is dialed.

Q Did you confirm the dial tone before entering the telephone number?

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

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Network Problems (MF6595cx/MF6595/MF6590/MF6540 Only)

Unable to print from a TCP/IP network.

Q

Are the machine and cable properly connected?

Α

Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Software Settings with Computer," in the Starter Guide.)

Q

Is the TCP/IP network properly set up?

Α

Make sure the IP addresses are properly set up. If the IP addresses are set using DHCP, BOOTP, or RARP, make sure they are operating.

Q

Is the computer that is printing properly set up?

Α

Make sure the proper printer driver is installed. (See "Software Settings with Computer," in the Starter Guide.)

Α

Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or Print Manager.

C

Is the name of the file being printed too long?

Α

Rename the file with a shorter name. Normally LPR (or the Microsoft TCP/IP Printer, if you are using Windows 2000/XP/Server 2003/Vista) sends jobs either under the name of the application software used for printing, or the file name. However, a job name longer than 255 bytes cannot be sent to the machine.

The printer port name is not displayed in [Print to the following port (s)].

Q

Are the machine and cable properly connected?

Α

Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Software Settings with Computer," in the Starter Guide.)

C

Is the computer that is printing properly set up?

-

Make sure the proper printer driver is installed. (See "Software Settings with Computer," in the Starter Guide.)

Α

Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or [Printers].

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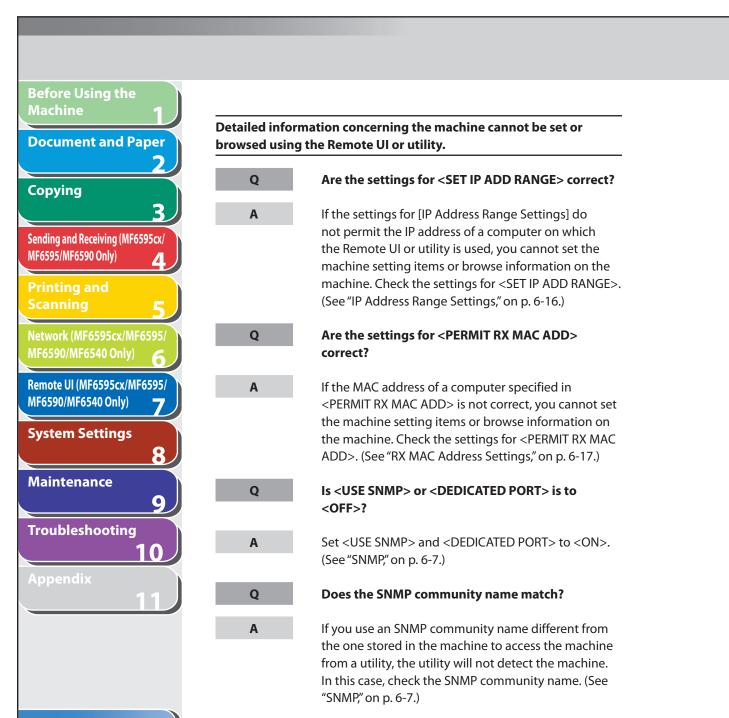


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If a Power Failure Occurs

If a power failure occurs, machine functions will be limited as follows:

- Depending on your telephone, you may not be able to make telephone calls.
- Depending on your telephone, you can receive telephone calls from the telephone connected to the machine.
- You cannot send, receive, copy, scan, or print documents.

If power is suddenly lost due to a power failure 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.

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If You Cannot Solve a Problem

Customer Support (U.S.A.)

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST for U.S.A. and 9:00 A.M. to 8:00 P.M. EST for Canada Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. 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 step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit http://www.canon.ca/
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- For the location of the authorized service facility nearest you, visit http://www.canon.ca/ or 1-800-652-2666

- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at http://www.canon.ca/
- * Support program specifics are subject to change without notice.

Please have the following information ready when you contact Canon:

- Product name (imageCLASS MF6595cx/MF6595/MF6590/ MF6540/MF6520)
- Serial number (On the label located at the back of the machine)
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results



CAUTION

If the machine makes strange noises, emits smoke or odd odor, turn off the main power switch immediately, disconnect the power cord, and contact Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.



Attempting to repair the machine yourself may void the limited warranty.

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Machine Settings

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

- Printing USER DATA LIST
- 1. Press [Additional Functions].
- 2. Press [◄—] or [+▶] to select <REPORT SETTINGS>, then press [OK].
- Press [◄–] or [+►] to select <LIST PRINT>, then press [OK].
- **4.** Press [◄–] or [+►] to select <USER DATA LIST>, then press [OK].

Printing starts, and the screen automatically returns to the standby mode.

- Accessing the Setting Menu
- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select the menu you want to access, then press [OK].
 - <COMMON SETTINGS>
 - <COPY SETTINGS>
 - <FAX SETTINGS>*
 - <ADDRESS BOOK SET.>*
 - <PRINTER SETTINGS>
 - <TIMER SETTINGS>
 - <ADJUST./CLEANING>
 - <REPORT SETTINGS>
 - <SYSTEM SETTINGS>
 - * MF6595cx/MF6595/MF6590 only

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



For details on the submenu, see "Setting Menu," on p. 11-5.

- 4. To register the settings or go to a submenu item, press [OK].
- **5.** When finished, press [Stop] to return to the standby mode.



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

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Setting Menu

The default settings are indicated in bold text.



- Depending on the country of purchase, some settings may not be available.
- The menus described in this section are based on the model imageCLASS MF6595cx. Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.

COMMON SETTINGS	
Setting Item	Description
1. DEFAULT SETTINGS	Selects which standby display appears when turning on the power. - COPY - FAX* - SCAN
2. AUTO CLEAR SET.	Selects which standby display appears after the Auto Clearing function is activated.
INITIAL FUNCTION	Sets to return the standby display that is selected in <default settings="">.</default>
SELECTED FUNCTION	Sets to return the standby display of the current mode.
3. AUDIBLE TONES	Sets whether to sound audible tones and adjusts their volume.
1. ENTRY TONE	Beeps when pressing the keys on the operation panel. ON (1-3) OFF

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COMMON SETTINGS	
2. ERROR TONE	Beeps when an error (e.g., paper jam) occurs. – ON (1-3) – OFF
3. TX JOB DONE TONE*	Beeps when fax is sent. - ERROR ONLY (1-3) - OFF - ON (1-3)
4. RX JOB DONE TONE*	Beeps when fax is received. - ERROR ONLY (1-3) - OFF - ON (1-3)
5. SCAN DONE TONE	Beeps when scanning is completed. - ERROR ONLY (1-3) - OFF - ON (1-3)
6. PRINT DONE TONE	Beeps when printing is completed. - ERROR ONLY (1-3) - OFF - ON (1-3)
4. TONER SAVER MODE	Sets whether to reduce toner consumption. - OFF - ON
5. PRINTER DENSITY	Recalibrates the density adjustment scale if differences between the image in the document and the print occur. (1-9) (5)

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COMMON SETTINGS	
6. AUTO CASS. SELCT	Sets whether to change to another paper source of the same size if the current paper source runs out while processing a job.
1. COPY	Sets whether to activate Auto Cassette Select function when copying. - 1. CASSETTE 1 (ON /OFF) - 2. CASSETTE 2 (ON /OFF)** - 3. MP TRAY (OFF /ON)
2. PRINTER	Sets whether to activate Auto Cassette Select function when printing. - 1. CASSETTE 1 (ON /OFF) - 2. CASSETTE 2 (ON /OFF)**
3. FAX*	Sets whether to activate Auto Cassette Select function when faxing. - 1. CASSETTE 1 (ON /OFF) - 2. CASSETTE 2 (ON /OFF)** - 3. MP TRAY (OFF /ON)
4. OTHER	Sets whether to activate Auto Cassette Select function when printing a report or list. - 1. CASSETTE 1 (ON /OFF) - 2. CASSETTE 2 (ON /OFF)** - 3. MP TRAY (OFF /ON).
7. SELECT PAPER TYPE	Sets the paper type for the paper cassette. (See "For the Paper Cassette," on p. 2-12.)
1. CASSETTE 1	Sets the paper type for paper cassette 1.
2. CASSETTE 2**	Sets the paper type for paper cassette 2.

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COMMON SETTINGS	
8. REG. PAPER SIZE	Sets the paper size for the paper cassette. (See "For the Paper Cassette," on p. 2-12.)
1. CASSETTE 1	Sets the paper size for paper cassette 1.
2. CASSETTE 2**	Sets the paper size for paper cassette 2.
9. ENERGY IN SLEEP	Selects power consumption when the machine is in the Sleep mode between two levels. - LOW (Only functional for MF6540/MF6520, or when <rx mode=""> is not set to <faxonly> for MF6595cx/MF6595/MF6590) - HIGH</faxonly></rx>
10. MP TRAY STD SET	Sets the standard paper size and type for the multi-purpose tray if you always use a same kind of paper. (See "For the Multi-Purpose Tray," on p. 2-13.)
OFF	Deactivates the multi-purpose tray standard settings.
ON	Activates the multi-purpose tray standard settings.
1. PAPER SIZE	Sets paper size as the multi-purpose tray standard.
2. SELECT PAPER TYPE	Sets paper type as the multi-purpose tray standard.
11. PAPER FEED SWITCH	Selects the paper feed method when you want to make onesided or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it).
1. MP TRAY	Selects the paper feed method for the multi-purpose tray.
SPEED PRIORITY	Print speed has priority.
PRINT SIDE	The machine starts printing on the side of paper loaded facing up. Print speed becomes slower for one-sided print. Only available for LTR, LGL and A4.

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COMMON SETTINGS	
2. CASSETTE 1	Selects the paper feed method for paper cassette 1.
SPEED PRIORITY	Print speed has priority.
PRINT SIDE	The machine starts printing on the side of paper loaded facing down. Print speed becomes slower for one-sided print.
3. CASSETTE 2**	Selects the paper feed method for paper cassette 2.
SPEED PRIORITY	Print speed has priority.
PRINT SIDE	The machine starts printing on the side of paper loaded facing down. Print speed becomes slower for one-sided print.
12. DISPLAY LANGUAGE	Selects the language on the display. (See Chapter 13 "Appendix," in the Basic Operation Guide.)
13. ADF DIRTY ERROR	Sets whether the error message will appear when the ADF is dirty. - DISPLAY - DO NOT DISPLAY
14. INIT. COMMON SET.	Restores all <common settings=""> to the default except for <display language="">. - OFF - ON</display></common>

- * MF6595cx/MF6595/MF6590 only
- ** MF6595cx or MF6595 with the optional cassette only

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COPY SETTINGS	
Setting Item	Description
1. IMAGE DIR PRIORTY	Sets whether to activate the image direction priority.
OFF	Copy orientation is same as the document.
ON	Copy orientation is rotated at 180 degrees.
2. STANDARD SETTINGS	Sets the default setting for copying.
1. IMAGE QUALITY	Sets the document type for copying. – TEXT – PHOTO – TEXT/PHOTO
2. DENSITY	Sets the density for copying. - AUTO - MANUAL (1-9)
3. ZOOM RATIO	Sets the zoom ratio for copying.
PRESET RATIO	Selects the zoom from the preset ratios. DIRECT 100% , 115% B5>A4, 122% A5>B5, 129% STMT>LTR, 141% A5>A4, 200% MAX., 50% MIN., 64%, 70% A4>A5, 78% LGL>LTR, 81% B5>A5, 86% A4>B5
MANUAL	Enters the zoom ratio by 1% increments. (50%-200%)
4. COPIES	Sets the number of copies (1-99).
5. AUTO COLLATE	Sets whether to collate the copies automatically. - OFF - COLLATE

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COPY SETTINGS	
6. TWO-SIDED	Sets the type of two-sided copying. - OFF - 1 > 2-SIDED - 2 > 2-SIDED - 2 > 1-SIDED
7. FRAME ERASE	Sets the type of Frame Erase copying. OFF ORG. FRAME ERASE BOOK FRAME ERASE BINDING HOLE
8. PAPER SELECT	Sets the paper source for copying. - AUTO - CASSETTE 1 - CASSETTE 2**
3. SHARPNESS	Adjusts the sharpness of the copied image. (1-9) (5)
4. PAPER SIZE GROUP	Selects a paper size group for your machine. - INCHES - A - AB
5. MM/INCH ENTRY	Sets the unit of measurement of the frame erase width. - INCHES - MM
6. INIT. COPY SET.	Restores all <copy settings=""> to the default. - OFF - ON</copy>

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FAX SETTINGS (MF6595cx/MF6595/MF6590 Only)	
Setting Item	Description
1. RX MODE	Selects the receive mode. (See "Set the Machine for Receiving Faxes (MF6595cx/MF6595/MF6590)," in the Starter Guide.) - FaxOnly - FaxTel - AnsMode - DRPD - Manual
2. USER SETTINGS	Specifies the basic operation settings in the fax mode.
1. UNIT TELEPHONE #	Registers your fax number. (See "Set the Machine for Sending Faxes (MF6595cx/MF6595/MF6590)," in the Starter Guide.)
2. UNIT NAME	Registers your name/company name. (See "Set the Machine for Sending Faxes (MF6595cx/MF6595/MF6590)," in the Starter Guide.)
3. TX TERMINAL ID	Sets the options for sender information.
1. PRINTING POSITION	Selects where the sender information is printed in small type at the top of each page. - OUTSIDE IMAGE - INSIDE IMAGE
2. TELEPHONE # MARK	Prefixes your number with the abbreviations FAX or TEL in your sender information. – FAX – TEL
4. SCANNING DENSITY	Adjusts the scanning density for sending a fax. (1-9)

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FAX SETTINGS (MF6595cx/MF6595/MF6590 Only)	
5. TEL LINE TYPE	Selects the telephone line type. (See "Set the Machine for Sending Faxes (MF6595cx/MF6595/MF6590)," in the Starter Guide.) - TOUCH TONE - ROTARY PULSE
6. VOLUME CONTROL	Adjusts the monitor volume and the calling volume.
1. MONITOR VOL. CTRL	Sets the volume for monitor tone during the fax transmission. (0-3) (1)
2. CALLING VOLUME	Set the volume of the ring produced when the machine detects a call. (1-3) (1)
7. OFFHOOK ALARM	Sets whether the alarm sounds when the handset of the external telephone is off the hook. ON OFF
8. STANDARD SETTINGS	Sets the default setting for faxing.
1. DENSITY	Sets the default density for faxing. - STANDARD - DK - LT
2. IMAGE QUALITY	Sets the default image quality for faxing. - FINE - PHOTO - SUPER FINE - ULTRA FINE - STANDARD

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FAX SETTINGS (MF6595cx/MF6595/MF6590 Only)	
3. DIRECT TX	Sets whether to use <direct tx=""> as default. - OFF - ON</direct>
9. INIT. FAX STD SET	Sets whether to restore <standard settings=""> in <fax settings=""> to the default. - OFF - ON</fax></standard>
3. TX SETTINGS	Sets the transmission functions.
1. ECM TX	Sets whether the ECM (Error Correction Mode) transmission is activated. - ON - OFF
2. PAUSE TIME	Sets the pause time when you insert pause into the dialing sequence. (1SEC-15SEC) (2SEC)
3. AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See "Redialing Automatically," on p. 4-21)
ON	Customizes the redial operation.
1. REDIAL TIMES	Sets the number of retries. (1TIMES-10TIMES) (2 TIMES)
2. REDIAL INTERVAL	Sets period of time before redialing. (2MIN99MIN.) (2 MIN.)
3. TX ERROR REDIAL	Sets whether the machine redials automatically when transmission error occurs. - ON - OFF

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FAX SETTINGS (MF6595cx/MF6595/MF6590 Only)	
OFF	After the first attempt at dialing fails, redialing is not attempted.
4. TIME OUT	Sets whether to scan a document automatically after entering the fax number. * This function is not available when you dial with the numeric keys. - ON - OFF
5. DIALING LINE CHCK	Sets whether to check the telephone line condition. - OFF - ON
4. RX SETTINGS	Sets the reception functions.
1. ECM RX	Sets whether the ECM (Error Correction Mode) reception is activated. - ON - OFF
2. FAX/TEL OPT. SET	Sets the optional items in the <faxtel> mode. (See "FaxTel: Optional Settings," on p. 4-24.)</faxtel>
1. RING START TIME	Sets the time the machine takes to check whether a call is a fax or a voice call. (0SEC-30SEC) (6SEC)
2. F/T RING TIME	Selects the ring length for voice calls. (15SEC-300SEC) (15SEC)
3. F/T SWITCH ACTION	Selects whether the machine switches to the receive mode after the ring time has elapsed, or whether if disconnects the call. - RECEIVE - DISCONNECT

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FAX SETTINGS (MF6595cx/MF6595/MF6590 Only)	
3. DRPD:SELECT FAX	Selects the ring pattern for fax calls. - DOUBLE RING - SHORT-SHORT-LONG - SHORT-LONG-SHORT - OTHER RING TYPE - NORMAL RING
4. INCOMING RING	Sets whether the external telephone rings when it receives a voice call, enabling you to answer the call. This function is only available when <rx mode=""> is set to <faxonly> or <faxtel>.</faxtel></faxonly></rx>
OFF	The telephone does not ring when it receives a voice call. (In the Sleep mode, the telephone may ring one or two times.)
ON	The telephone rings when it receives a voice call if an external telephone is connected.
RING COUNT	Sets the number of incoming rings before the machine answers. (1TIMES-99TIMES) (2TIMES)
5. REMOTE RX	Sets whether to use remote receiving. This function is not available when <energy in="" sleep=""> in <common settings=""> is set to <low>. (See "Remote Reception," on p. 4-27.)</low></common></energy>
ON	The machine enables remote receiving.
REMOTE RX ID	You can dial a code on remote extension to start receiving a document. A combination of two characters using 0 to 9, * and # is possible (25).
OFF	The machine disables remote receiving.

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FAX SETTINGS (MF6595cx/MF6595/MF6590 Only)	
6. MANUAL/AUTO	Sets whether the machine switches to the document receive mode after the external telephone rings for a specified length of time in the manual receive mode.
OFF	The external telephone keeps ringing until someone answers the call manually.
ON	The machine switches to the document receive mode after the external telephone rings for a specified time.
F/T RING TIME	Sets the length of time to elapse before the machine switches to document receiving. (1SEC-99SEC) (15SEC)
5. PRINTER SETTINGS	Sets the to printer functions.
1. RECEIVE REDUCTION	Sets whether the received images print out at a reduced size. (See "Received Image Reduction," on p. 4-28.)
ON	Image reduction is turned on.
1. RECEIVE REDUCTION	Selects the reducing type. - AUTO - FIXED REDUCTION (90%, 95%, 97%, 75%)
2. REDUCE DIRECTION	Selects the reducing direction. - VERTICAL ONLY - HORIZ & VERTICAL
OFF	Image reduction is turned off.

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FAX SETTINGS (MF6595cx/MF6595 Only)	
2. TWO-SIDED PRINT	Sets the type of two-sided printing for faxing. (See "Two-Sided Printing," on p. 4-28.) OFF ON
3. CONT. PRINTING	Selects how the machine responds when the <toner low="" new="" prepare="" toner=""> message appears.</toner>
RX TO MEMORY	The machine stores all documents in memory.
KEEP PRINTING	The machine does not store documents in memory if the toner runs out. Reset to <rx memory="" to=""> after replacing the toner cartridge.</rx>

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ADDRESS BOOK SET. (MF6595cx/MF6595/MF6590 Only)	
Setting Item	Description
1. 1-TOUCH SPD DIAL	Registers the information on one-touch speed dialing. Up to 23 destinations can be registered. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes" on p. 4-6.)
1. TEL NUMBER ENTRY	Registers the recipient's fax number (max. 120 digits, including spaces).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. OPTIONAL SETTING	Selects whether to use the advanced functional settings for each one-touch speed dialing recipient registered in the machine. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 4-6.)
OFF	The optional setting is not set for this speed dialing.
ON	The optional setting is set for this speed dialing.
1. INTERNATIONAL	Selects a mode for documents you are sending. - DOMESTIC - LONG DISTANCE 1 - LONG DISTANCE 2 - LONG DISTANCE 3
2. TX SPEED	Selects a transmission speed. (33600 bps , 14400 bps, 9600 bps, 4800 bps)
3. ECM	Selects whether to use ECM (Error Correction Mode). - ON - OFF

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ADDRESS BOOK SET. (MF6595cx/MF6595/MF6590 Only)	
2. CODED SPD DIAL	Registers the information on coded speed dialing. Up to 100 destinations can be registered. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 4-6.)
1. TEL NUMBER ENTRY	Registers the recipient's fax number (max. 120 digits, including spaces).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. OPTIONAL SETTING	Selects whether to use the advanced functional settings for each coded speed dialing recipient registered in the machine. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 4-6.)
OFF	The optional setting is not set for this speed dialing.
ON	The optional setting is set for this speed dialing.
1. INTERNATIONAL	Select the mode for documents you send. - DOMESTIC - LONG DISTANCE 1 - LONG DISTANCE 2 - LONG DISTANCE 3
2. TX SPEED	Select the transmission speed. (33600 bps , 14400 bps, 9600 bps, 4800 bps)
3. ECM	Selects whether to use ECM (Error Correction Mode). - ON - OFF

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ADDRESS BOOK SET. (MF6595cx/MF6595/MF6590 Only)	
3. GROUP DIAL	Registers the information on group dialing. Up to 122 destinations can be registered. (See "Storing/Editing Recipients for Group Dialing")
1. TEL NUMBER ENTRY	Registers the recipient fax numbers by specifying the onetouch speed dialing keys or coded speed dialing codes.
2. NAME	Registers the group name (max. 16 characters, including spaces).

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

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PRINTER SETTINGS	
6. PAGE LAYOUT	Sets the printing layout.
1. BINDING	Sets the binding position for two-sided printing. - LONG EDGE - SHORT EDGE
2. MARGIN	Sets the page margin in inches or millimeters. - INCHES (-01.90INCHES-01.90INCHES) - MM (-50.0MM-50.0MM)
7. COLLATE	Sets whether to collate the printouts automatically. - OFF - COLLATE
8. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	Sets the error time out period. (5SEC-300SEC) (15SEC)
OFF	The error time out is off.
9. INIT. PRINTER SET	Restores all <printer settings=""> to the default. - OFF - ON</printer>

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PRINTER SETTINGS	
10. PCL SETTINGS***	Sets the PCL printer setting.
1. ORIENTATION	Sets the paper orientation. - PORTRAIT - LANDSCAPE
2. FONT NUMBER	Sets the default font typeface for the printer function using the corresponding font numbers. (0-120) (0)
3. POINT SIZE	Specifies a point size for the default font. This item appears when the number in is that of a proportionally spaced scalable font. (4.00-999.75) (12.00)
4. PITCH	Specifies the pitch for the default font. This item appears when the number in is that of a fixed pitch scalable font. (0.44-99.99) (10.00)
5. FORM LINES	Sets the number of lines to be printed on a page. (5-128) (60)
6. SYMBOL SET	Selects the symbol set most suited to the needs of the host computer. (PC8)
7. CUSTOM PAPER	Sets whether to use a custom paper size.
OFF	Disables you to specify a custom paper size.
ON	Enables you to specify a custom paper size.
1. UNIT OF MEASURE	Selects the unit of measurement to specify a custom paper size. - INCHES - MILLIMETERS
2. X DIMENSION	Specifies the horizontal size of the custom paper. (05.00-14.00 inches (127-356 mm)) (14.00)
3. Y DIMENSION	Specifies the vertical size of the custom paper. (03.00-08.50 inches (76-216 mm)) (08.50)

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PRINTER SETTINGS	
8. APPEND CR TO LF	Sets whether to append a carriage return (CR) when line feed code (LF) is received.
NO	The print head moves down to the next line when line feed code is received, and the margin does not change (such as the beginning of the next line).
YES	The print head moves to the beginning of the next line when line feed code is received.
9. ENLARGE A4	Sets whether to expand the printable area of A4 size paper to that of Letter size in width. * This setting is applicable for A4 paper and portrait orientation for the PCL5 printing only. The PCL6 printing is not supported.
OFF	All the area on a page 1/8 inch (4.23 mm) from the top, bottom, left, and right edges is available for printing on A4 paper.
ON	All the area on a page 1/8 inch (4.23 mm) from the top and bottom edges and 1/8 inch (1.28 mm) from the left and right edges is available for printing on A4 paper. Only the width increases.
11. RESET PRINTER	Clears all print jobs in progress and resets the printer function. - OFF - ON

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TIMER SETTINGS	
Setting Item	Description
1. DATE&TIME SETTING	Sets the current date and time. (See "Set Up the Machine," in the Starter Guide.)
2. DATE TYPE SELECT	Sets the date format. - MM/DD/YYYY - DD/MM YYYY - YYYY MM/DD
3. AUTO SLEEP TIME	Sets the auto sleep mode when the machine remains idle for a certain period of time. (3MIN.–30MIN.) (See "Setting the Sleep Mode," on p. 1-14.) ON OFF
4. AUTO CLEAR TIME	Sets auto clear mode when the machine has no operation idle for a certain period of time. (1MIN.–9MIN.) The machine returns to the standby mode. (See "Setting Auto Clear Time," on p. 1-15.) – ON – OFF
5. DAYLIGHT SV.TIME	Sets the daylight saving time mode. (See "Setting the Daylight Saving Time," on p. 1-15.)
OFF	Deactivates the daylight saving time mode.

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TIMER SETTINGS	
ON	Activates the daylight saving time mode.
1. START DATE/TIME	Sets the start date. - 1. MONTH - 2. WEEK - 3. DAY
2. END DATE/TIME	Sets the end date. - 1. MONTH - 2. WEEK - 3. DAY

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ADJUST./CLEANING	
Setting Item	Description
1. TRANS. ROLR CLEAN	Cleans the transcription roller. (See "Transcription Roller," on p. 9-12.)
2. FIX.UNIT CLEANING	Cleans the fuser roller. (See "Fuser Roller," on p. 9-7.)
3. FEEDER CLEANING	Cleans the ADF. (See "Cleaning the ADF Automatically," on p. 9-11.)
4. SPECIAL MODE M	Sets to improve print quality or fix irregular print density. If print quality decreases or an irregularity in the print density appears, transcription output may not function adequately.
MID	Selects in normal conditions.
LOW	Selects to compensate for poor print quality that occurs when using paper that was stored for a long time at high temperatures and high humidity.
HIGH	Selects to compensate for poor quality that occurs when using heavyweight paper.
5. SPECIAL MODE N	When the two-sided printing function is used, paper may curl severely or become jammed. Enable this setting to prevent paper curling or jamming. OFF ON
6. SPECIAL MODE O	This setting is not functional in this model.
7. SPECIAL MODE P	Sets to activate when lightweight paper or paper which is easy to get uneven print density is used for printing. - OFF - ON

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ADJUST./CLEANING	
8. SPECIAL MODE Q	Enable this setting if black or white spots appear on the printed image. - OFF - ON
9. SPECIAL MODE R	Sets whether to prevent white streaks from appearing on the printed image. When you print the halftone image or photograph after the machine has not undergone any operation for a while, the first page of printouts may have thin white streaks on the printed image. OFF ON
10. SPECIAL MODE S	Sets whether to reduce the waiting time for the next printout. When you change the paper size after continuous printing, the machine may take a while to start the next printing.
OFF	Does not reduce the waiting time next set of printout.
SPEED PRIORITY	Reduces the waiting time to start the next set of printout. Print speed has priority; however, a condition that an previously printed image also appears faintly on the next output may occur.
11. CONT. PRINT MODE	Sets whether to prevent the back edge of the previous page from appearing on the following page during continuous printing of half-tone prints or photographs. - OFF - ON
12. BACK EDGE MODE	Sets whether to prevent back edge of paper from smudging. – OFF – ON

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ADJUST./CLEANING	
13. LARGE PAPER MODE	Sets whether to improve toner fix on large-sized paper. OFF ON
14. AUTO ADF DRTY ADJ	Sets whether to activate smudge (due to dust or dirt) reduction during printing. When the ADF is dirty, copies may contain unwanted dots or lines. ON OFF
15. MAINTENANCE CODE	This setting is not functional in this model.

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REPORT SETTINGS	
Setting Item	Description
1. SETTINGS*	Sets the report functions. (See "Printing Reports Automatically (MF6595cx/MF6595/MF6590 Only)," on p. 11-41.)
1. TX REPORT	Sets whether the fax transmission report prints out.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.
REPORT WITH TX IMAGE	Sets whether to print the first page of the fax under the report. - OFF - ON
OUTPUT YES	Prints a report every time you send a document.
REPORT WITH TX IMAGE	Sets whether to print the first page of the fax under the report. - OFF - ON
OUTPUT NO	No report is printed.
2. RX REPORT	Sets whether the fax reception report prints out. - OUTPUT NO - PRINT ERROR ONLY - OUTPUT YES

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REPORT SETTINGS	
3. ACTIVITY REPORT	Sets whether to automatically print the fax transaction report and selects its type.
1. AUTO PRINT	Sets whether an activity report is printed automatically every 40 transactions. - OUTPUT YES - OUTPUT NO
2. TX/RX SEPARATE	Sets whether an activity report is printed separately for sending and receiving or not. - OFF - ON
2. LIST PRINT	Prints reports/lists.
1. ACTIVITY REPORT*	Prints the fax transaction report (max. last 40 transactions) manually.
2. SPEED DIAL LIST*	Prints the list of fax numbers registered for speed dialing. - 1. 1-TOUCH LIST - 2. CODED DIAL LIST - 3. GROUP DIAL LIST
3. ADD BOOK DETAILS*	Prints the details of speed dialing. - 1. 1-TOUCH (DETAILS) - 2. CODED (DETAILS)
4. USER DATA LIST	Prints the setting list registered in the menu. (See "Printing USER DATA LIST," on p. 11-3.)

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SYSTEM SETTINGS	
Setting Item	Description
1. DEVICE INFO	Sets device information.
1. DEVICE NAME	Registers the machine name.
2. LOCATION	Registers the machine location.
2. NETWORK SETTINGS****	Sets network setting. (See Chapter 3, "Network (MF6595cx/MF6595/MF6590/MF6540 Only)")
1. TCP/IP SETTINGS	Sets TCP/IP network.
1. IP ADDRESS AUTO.	Sets whether to automatically set an IP address.
ON	Enables an IP address to the machine automatically. - 1. DHCP (ON /OFF) - 2. BOOTP (OFF /ON) - 3. RARP (OFF /ON)
OFF	Allocate an IP address to the machine manually.
2. IP ADDRESS	Registers a fixed IP address to the machine. (See "Software Settings with Computer," in the Starter Guide.)
3. SUBNET MASK	Registers a fixed subnet mask to the machine.
4. GATEWAY ADDRESS	Registers a fixed gateway address to the machine.

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SYSTEM SETTINGS	
5. USE LPD	Sets whether to use LPD as the print application. - ON (PORT NO.) - OFF
6. RAW SETTINGS	Sets whether to use RAW as the print application.
ON	Enables to use RAW.
1. PORT NO.	Enters the port number.
2. USE BIDIRECTIONAL	Sets whether to use bi-directional communication. - ON - OFF
OFF	Disables to use RAW.
7. USE HTTP	Sets whether to activate HTTP (HyperText Transfer Protocol) for the Remote UI. ON (PORT NO.) OFF
8. SET IP ADD RANGE	Sets whether to restrict the range of IP addresses.
OFF	Disables restriction of IP address of computers.

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SYSTEM SETTINGS	
ON	Enables restriction of IP address of computers from which data (print/fax jobs) can be sent to the machine.
1. PERMIT/REJECT	Selects whether to permit or reject access from a specified IP address. - REJECT - PERMIT
2. SET IP ADDRESS	Specifies the IP address range. <start address="" ip=""> and <end address="" ip=""> must be entered for each setting. - 1. IP ADDRESS 1 - 2. IP ADDRESS 2 - 3. IP ADDRESS 3 - 4. IP ADDRESS 4</end></start>
9. RX MAC ADD SET.	Sets whether to activate a MAC address filter.
OFF	Disables MAC address filter.
ON	Specifies a MAC address filter to access. MAC address must be entered for each setting. - 1. PERMIT RX ADD1 - 2. PERMIT RX ADD2 - 3. PERMIT RX ADD3 - 4. PERMIT RX ADD4 - 5. PERMIT RX ADD5

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SYSTEM SETTINGS		
2. SNMP SETTINGS	Sets detailed information about SNMP.	
1. USE SNMP	Sets whether to activate SNMP. - ON (PORT NO.) - OFF	
2. COMMUNITY NAME 1	Sets SNMP community name 1.	
3. COMMUNITY NAME 2	Sets SNMP community name 2.	
4. SNMP WRITABLE 1	Enables computers on the network to access the machine and modify its settings. - ON - OFF	
5. SNMP WRITABLE 2	Enables computers on the network to access the machine and modify its settings. - OFF - ON	
3. DEDICATED PORT	Sets or browses detailed information on the machine with a Canon printer driver or utility. ON OFF	
4. ETHERNET DRIVER	Specifies the type of network connection.	
1. AUTO DETECT	Selects the detection method of Ethernet driver.	
AUTO	Sets the machine to determine the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX) automatically.	

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SYSTEM SETTINGS	
MANUAL	Sets the communication mode and Ethernet type manually.
1. DUPLEX	Selects the communication mode. - HALF DUPLEX - FULL DUPLEX
2. ETHERNET TYPE	Selects the Ethernet type. - 10 BASE-T - 100 BASE-TX
5. VIEW IP ADDRESS	Checks the current network settings.
1. IP ADDRESS	Checks the IP address.
2. SUBNET MASK	Checks the subnet mask.
3. GATEWAY ADDRESS	Checks the gateway address.
6. STARTUP TIME SET.	Sets the time period required to delay the startup of network communications for the machine. (0-300 SEC.) (0SEC)
3. COMMUNICATIONS*	Sets the facsimile communication.
1. TX START SPEED	Sets the transmission speed for all sent documents. (33600 bps, 2400 bps, 4800 bps, 7200 bps, 9600 bps, 14400 bps)
2. RX START SPEED	Sets the transmission speed for all receivable documents. (33600 bps, 2400 bps, 4800 bps, 7200 bps, 9600 bps, 14400 bps)

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SYSTEM SETTINGS	
3. MEMORY LOCK	Sets whether to receive and store all documents in memory and not to print automatically. (See "Memory Lock Reception," on p. 4-26.)
OFF	Disables memory reception.
ON	Enables memory reception.
1. PASSWORD	Registers the password that protects the authority for accessing to memory.
2. REPORT PRINT	Sets whether to print a report on memory reception. - OFF - ON
3. MEMORY RX TIME	Sets whether to set a period for memory reception.
OFF	Disables setting a period of memory reception.
ON	Enables setting a period of memory reception.
1. MEM RX START TIME	Enters the start time.
2. MEM. RX END TIME	Enters the end time.
4. REMOTE UI****	Sets whether to activate the Remote UI function to operate the machine and change settings. - ON - OFF

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SYSTEM SETTINGS	
5. ACCESS TO DEST.*	Sets restriction of the access to destinations.
1. RESTRICT NEW ADD.	Sets whether to restrict registering or changing destinations for one-touch and coded speed dialing. Sets whether to restrict making calls to the destinations not registered for the speed dialing. OFF ON*1 *1 You can still make calls using an external phone if all of the following conditions are met: • The machine is in the Sleep mode • <rx mode=""> is set to <faxonly> • <energy in="" sleep=""> is set to <low></low></energy></faxonly></rx>
2. FAX DRIVER TX	Sets whether to restrict sending faxes from a computer using the fax driver. ON OFF
6. CHECKING THE LOG	Sets whether to allow displaying the log.
ON	Enables confirmation of logs using [System Monitor].
OFF	Disables confirmation of logs using [System Monitor]. Activity Report will not be printed automatically.
7. USE DEVICE USB	Sets whether to restrict jobs through the USB interface. – ON – OFF

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Summary of Reports and Lists

The machine can generate the following reports and lists.

Report/List	Description
1-TOUCH LIST*	Lists the names and fax numbers of recipients registered under one-touch speed dialing keys.
1-TOUCH LIST 2*	Lists the detailed data of 1-TOUCH LIST.
CODED DIAL LIST*	Lists the names and fax numbers of recipients registered in coded speed dialing codes.
CODED DIAL LIST 2*	Lists the detailed data of CODED DIAL LIST.
GROUP DIAL LIST*	Lists the names and fax numbers of recipients registered in each group dialing group.
USER'S DATA LIST	Lists all the current settings and registered sender information.
TX REPORT*	Shows the transmission result. Can be set to print automatically.
RX REPORT*	Shows the reception result. Can be set to print automatically.
ACTIVITY REPORT*	Shows the last 40 transactions performed by the machine.

^{*} MF6595cx/MF6595/MF6590 only



- To print USER'S DATA LIST, select <USER DATA LIST> in <LIST PRINT> located in <REPORT SETTINGS>. To manually print ACTIVITY REPORT, select <ACTIVITY REPORT> instead of <USER DATA LIST> in the same procedure.
- To print 1-TOUCH LIST, CODED DIAL LIST, and GROUP DIAL LIST, select the appropriate option under <SPEED DIAL LIST> in <LIST PRINT> located in <REPORT SETTINGS>.
- To print 1-TOUCH LIST 2 and CODED DIAL LIST 2, select the appropriate option under <ADD BOOK DETAILS> in <LIST PRINT> located in <REPORT SETTINGS>.

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Printing Reports Automatically (MF6595cx/MF6595/MF6590 Only)

TX REPORT, RX REPORT, and ACTIVITY REPORT can be set to print automatically.

TX REPORT

The default setting is <PRINT ERROR ONLY>.

- 1. Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <REPORT SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <SETTINGS>, then press [OK].
- Press [◄–] or [+▶] to select <TX REPORT>, then press [OK].

5. Press [◄–] or [+►] to select the setting you want, then press [OK].

<PRINT ERROR ONLY>: Prints a report only when a transmission error occurs.

<OUTPUT YES>: Prints a report every time you send a document. <OUTPUT NO>: Does not print a report. Skip to step 7.

6. Press [◄–] or [+►] to select <REPORT WITH TX IMAGE>, press [◄–] or [+►] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not print the first page. <ON>: Prints the first page.

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

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Report Items

The following items are displayed in the Transmission Report:

- **●** Transaction description
- TX/RX NO: Transaction number
- RECIPIENT ADDRESS: Recipient's fax/telephone number
- DESTINATION ID: Registered name for speed dial
- ST. TIME: Transmission time
- TIME USE: Transmission duration
- PAGES SENT: Number of pages sent
- RESULT: Result of transaction
- OK: Transmission successful
- NG: Transmission failed
- STOP: Transmission manually canceled before completion
- BUSY/NO SIGNAL: The line is busy or the recipient does not answer your call
- Error code: For descriptions of error codes, see "Error Codes (MF6595cx/MF6595/MF6590 Only)," on p. 10-14.

RX REPORT

The default setting is <OUTPUT NO>.

- 1. Press [Additional Functions].
- 2. Press [◄—] or [+▶] to select <REPORT SETTINGS>, then press [OK].
- 3. Press [◄—] or [+▶] to select <SETTINGS>, then press [OK].
- **4.** Press [◄–] or [+►] to select <RX REPORT>, then press [OK].
- 5. Press [◄–] or [+►] to select the setting you want, then press [OK].
 - <OUTPUT NO>: Does not print a report.
 - <PRINT ERROR ONLY>: Prints a report only when a reception error occurs.
 - <OUTPUT YES>: Prints a report every time you receive a document.
- **6.** Press [Stop] to return to the standby mode.

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Report Items

The following items are displayed in the Reception Report:

- Transaction description
- TX/RX NO: Transaction number
- RECIPIENT ADDRESS: Recipient's fax/telephone number
- DESTINATION ID: Registered name for speed dial
- ST. TIME: Transmission time
- TIME USE: Transmission duration
- PGS.: Number of pages received
- RESULT: Result of transaction
- OK: Reception successful
- NG: Reception failed
- STOP: Reception manually canceled before completion
- Error code: For descriptions of error codes, see "Error Codes (MF6595cx/MF6595/MF6590 Only)," on p. 10-14.

ACTIVITY REPORT

The default setting is <OUTPUT YES>.

- **Press [Additional Functions].**
- 2. Press [◄–] or [+►] to select <REPORT SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <SETTINGS>, then press [OK].
- 4. Press [◄–] or [+►] to select <ACTIVITY REPORT>, then press [OK].
- 5. Press [◄–] or [+►] to select <AUTO PRINT>, then press [OK].
- **6.** Press [◄–] or [+►] to select the setting you want, then press [OK].

<OUTPUT YES>: Prints a report after every 40 transactions. <OUTPUT NO>: Does not print a report. Skip to step 9.

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- 7. Press [◄—] or [+▶] to select <TX/RX SEPARATE>, then press [OK].
- 8. Press [◄–] or [+►] to select the setting you want, then press [OK].

<OFF>: Prints a report with the transmission and reception results listed chronologically.

<ON>: Prints a report with the transmission and reception results separated in a report.

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

Report Items

The following items are displayed in the Activity Report:

- ST. TIME: Transmission time
- DESTINATION TEL/ID: Recipient's fax/telephone number/ Registered name for speed dial
- NO: Transaction number
- MODE: Transaction, Error correction mode
- PGS.: Number of pages sent
- RESULT: Result of transaction, transaction duration
- OK: Transaction successful
- NG: Transaction failed

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Printing Reports and Lists Manually

You can print the following reports and lists manually.

- TX REPORT*
- RX REPORT*
- ACTIVITY REPORT*
- 1-TOUCH LIST*
- 1-TOUCH LIST 2*
- CODED DIAL LIST*
- CODED DIAL LIST 2*
- GROUP DIAL LIST*
- USER'S DATA LIST If no relevant data is stored in memory, <NO DATA> is displayed.
- * MF6595cx/MF6595/MF6590 only



- For information on each report or list, see "Summary of Reports and Lists," on p. 11-40.
- Reports can be printed on LGL or LTR paper (plain or recycled paper).

- Press [Additional Functions].
- 2. Press [◄–] or [+►] to select <REPORT SETTINGS>, then press [OK].
- 3. Press [◄–] or [+►] to select <LIST PRINT>, then press [OK].
- **4.** Press [◄–] or [+►] to select a desired report or list, then press [OK].

Printing starts, and the screen automatically returns to the standby mode.

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Checking and Deleting Report Jobs

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

- 1. Press [System Monitor].
- 2. Press [◄—] or [+▶] to select <REPORT STATUS>, then press [OK].
- 2. Press [◄—] or [+►] to scroll through the job list.

 When you delete the copy job, press [OK], then press [◄—] to select <YES>.
- 2. Press [Stop] to return to the standby mode.

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Glossary

Numeric

10Base-T

The Ethernet standard supporting data transfer rates a maximum of 10 Mbps, which utilizes a twisted-pair cable.

100B-TX

The Ethernet standard supporting data transfer rates a maximum of 100 Mbps, which utilizes two pairs of high grade twisted-pair cables.

Α

Activity Report

A journal of the machine's transactions, both sent and received.

Address Book

The Address Book is a feature used for storing recipients. The Address Book is divided into one-touch speed dialing keys and coded speed dialing codes. You can register multiple recipients in a group, and assign a one-touch speed dialing key to this group. Registering a recipient in the Address Book saves you the effort of entering that fax number each time you send a fax.

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

Automatic Document Feeder (ADF)

The device included in the machine that feeds the document being sent or copied, or scanned into the machine.

Automatic redialing

When the recipient's machine is busy or does not answer, or when an error occurs while sending, the machine waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the machine waits the specified time and dials again.

В

bps

Bits per second. Refers to the speed with which a fax machine sends and receives data.

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BOOTP

BOOTstrap Protocol. A protocol that enables a client machine to automatically obtain network setup information from a server over a TCP/IP network. BOOTP enables a client to automatically locate such information as the host name, domain name, and IP address, so that it is not necessary to create these items manually.

Broadcasting

Transmitting documents to more than one location (through the machine's memory).

C

CNG

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded Speed Dialing Codes

A method to specify a recipient registered in Address Book. Press [Coded Dial] and a two-digit code using the numeric keys.

Community Name

An identification keyword for SNMP (Simple Network Management Protocol).

Cookie

A file left on a user's computer when the user visits a web site. A cookie allows the web site to recognize the user on subsequent visits. Cookies are generally used to enable a user to automatically sign on to certain web sites and to customize the features offered by such sites.

Cursor

The underline symbol you see on the LCD when you register numbers and names in the machine.

D

Delayed sending

The ability to send a document at a preset time in the future. You do not have to be in your office to use delayed sending to one or more destinations.

DHCP

Dynamic Host Configuration Protocol. A protocol that automatically specifies the network settings of a client on a TCP/IP network. Many of the settings required to set up TCP/IP, which is the standard protocol of the Internet, can be made automatically.

DNS

Domain Name System. The system that associates the IP address assigned to a computer with the domain name.

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DNS server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www. w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26." This enables clients to connect to a server with a host name rather than a numeric IP address.

Document

The sheet of paper containing the data that you send to, or receive from a machine.

Domain

A management concept that divides large scale networks into groups for identifying individual computers and users. The internet is managed by classifying domains according to geographical location or type (business, organization, educational institution, etc.).

dpi

Dots per inch. A machine of measurement for indicating a machine's resolution.

DRPD

This receive mode allows the machine to distinguish fax and voice calls depending on the distinctive ring patterns assigned to different numbers. Subscription to a DRPD service offered by some telephone companies is required.

Ε

ECM

Error Correction Mode. The ability of your machine to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

Ethernet

An industry-standard local area network (LAN) system for connecting together multiple computers. Data is sent from one computer to another by breaking it into packets, and a packet reaches its recipient smoothly without any collision with other packets.

Extension

A telephone connected to the machine that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

F

FAX/TEL switching

This option allows you to set the machine to automatically detect whether a call is from a fax or telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the machine rings to let you know, so you can pick up the handset of the external telephone. With this feature, one telephone line can be shared by both the telephone and the fax.

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File formats

File formats are used to save image data (e.g. JPEG, PDF, TIFF).

FINE

The resolution setting for documents with very small characters and lines.

G

G3, Group 3 fax machine

Defined by CCITT/ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR), and Joint Bi-level Image expert Group (JBIG).

Gateway Address

The default address of a network or Web site. It provides a single domain name and point of entry to the site.

Group dialing

A method of specifying recipients that enables you to specify multiple recipients registered in Address Book as a group. This means that you can press just a single one-touch speed dialing key or coded speed dialing code to specify recipients when sending the same document to many recipients.

Н

HP-GL/2

A graphics language that allows computer applications to draw graphic images using printers. Images in HP-GL/2 are represented as vector graphics. Vector objects describe an image in terms of geometric shapes, such as lines and polygons, and fills. HP-GL/2 is supported by your Canon machine.

HTTP

Hypertext Transfer Protocol. The client-server TCP/IP protocol used on the World Wide Web for the transfer of HTML (Hypertext Markup Language) documents across the Internet.

Interface

The connection between two devices that makes it possible for them to communicate with each other. The machine features a USB interface, which makes it compatible with IBM and similar personal computers.

Interface cable

The cable used to create the interface between a printer and a computer.

Interface port

The machine comes with one USB port, located on the back of the machine. You attach the cable that connects your computer and machine to this port.

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Internet Protocol (IP)

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol allows data from one computer to be split into packets to be sent to another computer with a specific IP address.

IP address

Internet Protocol address. A 32-bit numeric address used by IP (internet protocol) to specify a computer on the Internet. The IP address is usually written as four numbers separated by periods. An example is 128.121.4.5.

ITU-T

A committee created to set international standards for telecommunications.

JBIG

J

Joint Bi-level Image Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) image files without any loss in image information. Files containing photographic images in Web pages are generally compressed so they can be transferred across the Internet more quickly. JPEG, the format currently used, causes some loss in image data after compression, and so reduces image quality. JBIG compression overcomes this shortcoming.

LAN

Local Area Network. It is a network system formed by linking a server, workstations, and computers, which are all located in the same building or some other relatively limited area.

Log in

Entering a password as a means of user authentication to start a computer session or access to a service.

LPD

Line Printer Daemon. A daemon is a program that runs, without human intervention, to accomplish a given task. The Line Printer Daemon controls the flow of print jobs to a printer.

LPR

Line Printer Remote. A UNIX command used to print a file via a TCP/IP network.

M

MAC address

Media Access Control address. The hardware address of the network adapter of a computer connected to a local area network.

Manual receiving

A method of receiving faxes in which you answer all incoming calls using the external telephone. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press [Start] to receive the incoming fax.

Manual redialing

When you use regular dialing, you can redial a number manually simply by pressing [Redial] on the operation panel. The last number called is the number redialed.

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Modem

A device that converts (MOdulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.

Ν

NetSpot

Network management software that enables the setup and management of multiple printers connected to a network from one central location. A network manager can monitor conditions of network printers, ascertain online/offline status, error status, the amount of paper in paper cassette, verify information on mounted fonts, and other readings. All the functions that are conventionally conducted through the operation panel of the respective machines can be performed from one location.

Numeric keys

The round, numbered keys on the operation panel marked the same as a standard telephone keypad.

Press them to perform regular dialing. You also use the numeric keys to enter characters and numbers during registration, and for entering coded speed dialing codes.

0

One-Touch Speed Dialing keys

The numbered keys on the operation panel that may be registered as single or a group of recipients. Once a number or group is registered, you press one key to dial the entire number or group.

P

Paper feed

Refers to guiding a sheet of paper into the machine's paper path.

Paper feeder

The device in the machine that feeds recording media into the machine for printing copied or sent documents.

Pause

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing [Pause] enters a pause between digits of a telephone number.

PDF

Portable Document Format. The page description language used in Adobe Systems' Acrobat document exchange system, which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

PHOTO

The document setting you use for sending or copying documents with intermediate tones, such as photographs.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP, and TCP/IP.

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Proxy server

A server that provides a cache of files available on remote servers that are slow or expensive to access. The term "proxy server" normally refers to a World Wide Web server that, on receiving a URL, tries to supply the requested file from its cache. If it cannot locate the file there, the proxy server would bring it from the remote server and also save a copy in its cache so that the next request can be obtained locally.

Pulse

See Rotary pulse.

R

RARP

Reverse Address Resolution Protocol. A protocol that associates a network adapter address (MAC address) with an Internet Protocol (IP) address.

Raster

Raster graphics describes an image as a pattern of dots, compared to vector graphics which represents an image as a geometrical formula. Each row of color dots in the mosaic of color dots constitutes one raster graphic. In a printer, a raster graphic is used as the master image from which a page is printed, because the image can be transferred to paper by printing one raster at a time.

Raw

This is a print application used with Windows 2000/XP/Server 2003/ Vista. It can print at higher speeds than LPD.

Receiving

Receiving transmission is also defined as RX or Reception. The machine can be customized to receive fax documents in several ways.

Reception

See Receiving.

Redialing-automatic

See Automatic redialing.

Redialing-manual

See Manual redialing.

Registering

A process by which you place recipient's information (such as the name, fax number, etc.) in the machine's memory, so that you save time specifying recipients you send documents frequently.

Regular dialing

Pressing the individual numeric keys to dial a fax or telephone number.

Remote reception ID

The two-digit code that enables you to manually activate fax reception using an external telephone.

Remote reception

Activating fax reception by answering an external telephone that is not located near the machine. You need to dial a remote receiving ID number to start remote reception.

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Remote UI

Remote User Interface (UI) allows you to remotely perform machine functions from a computer connected to the network using web browser software. Many functions that are done physically at the Canon machine's operation panel can be done via software at a networked computer using a web browser, such as Microsoft Internet Explorer.

Report

A document printed by the machine and containing information about the documents it has sent or received.

Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 600 x 600 dpi.

RIP (Raster Image Processor)

The hardware and/or software functions of a printer that convert vector graphic descriptions from a computer into raster graphic images that can be printed.

Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. In pulse dialing, you hear clicks. In touch-tone dialing, the most common dialing system, you hear tones. Rotary pulse dialing requires certain setting adjustments.

RX

See Receiving.

S

Sending

Sending documents is also defined as TX or Transmit. The machine can scan and send documents via fax.

Sending speed

The rate at which faxes are transmitted through the phone line. See also bps (bits per seconds).

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SNMP

Simple Network Management Protocol. The network management protocol of TCP/IP.

In SNMP, agents, which can be hardware as well as software, monitor the activity of the various devices on the network and report to the network console workstation.

Spool

Simultaneous Peripheral Operations On-Line. Spooling means putting jobs in a buffer, which is a special area in memory or on a disk. Because devices access data at different rates, the buffer provides a waiting station where the data can wait until the device for which it is meant is ready to access it.

Standby

The mode in which the machine is on and ready to use.

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Subnet

A portion of a network, which may be a physically independent network segment, that shares a network address with other portions of the network, and is distinguished by a subnet number.

For example, all devices with IP addresses that start with 100.100.100. would be part of the same subnet.

Subnet Mask

SUBNETwork mask. The method used to determine which subgroup, or subnet, an IP address belongs to on TCP/IP networks, all devices whose IP addresses have the same prefix would belong to the same subnet. Dividing a network into subnets is useful for both security and performance reasons.

Switching hub

A network connection box to which a number of computers can be connected. The switching hub forwards a data packet from the network to the appropriate computer according to the packet's address. Conventional hubs simply send every packet to every connected computer. Since a switching hub forwards packets only to their intended recipients, it provides greater efficiency.

Т

TCP/IP

Acronym for Transmission Control Protocol/Internet Protocol. The protocol used to connect to the Internet and to wide-area networks.

Tone

A key that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

Tone/pulse setting

The ability to set the machine to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

Toner

A black, resin coated powder contained in the toner cartridge. The machine applies the toner to the surface of the photosensitive drum inside the machine via an electrophotographic mechanism.

Toner saver

The feature that extends cartridge life by reducing toner consumption rate at a slight decrease in print quality.

Transmit

See Sending.

TX

See Sending.

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U

URL

Uniform Resource Locator. A standard way of specifying the location of an object, usually a web page, on the Internet. The URL for a web page would look something like this:

"http://www.w3.org/default.html." Here, "http:" indicates that a web page is being accessed, "http://www.w3.org" is the address of the server containing the web page, and "default.html" is the file name under which the web page is stored on the server.

V

Vector Graphics

See Raster.

W

WAN

Wide Area Network. A geographically widespread network. A WAN can be one large network, or it can consist of a number of linked LANs (Local Area Networks).

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Canon

CANON INC.

30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

CANON U.S.A., INC.

One Canon Plaza, Lake Success, NY 11042, U.S.A.

CANON CANADA INC.

6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada

CANON EUROPA N.V.

Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands

CANON FRANCE S.A.S.

17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France

CANON COMMUNICATION & IMAGE FRANCE S.A.S.

12, rue de l'Industrie 92414 Courbevoie Cedex, France

CANON (U.K.) LTD.

Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom

CANON DEUTSCHLAND GmbH

Europark Fichtenhain A10, 47807 Krefeld, Germany

CANON ITALIA S.p.A.

Via Milano, 8 20097 San Donato Milanese (MI) Italy

CANON ESPAÑA, S.A.

c/ Joaquín Costa 41, 28002 Madrid, Spain

CANON LATIN AMERICA, INC.

703 Waterford Way Suite 400, Miami, Florida 33126 U.S.A.

CANON AUSTRALIA PTY. LTD.

1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia

CANON CHINA CO., LTD.

15F Jinbao Building No.89 Jinbao Street, Dongcheng District, Beijing 100005, China

CANON SINGAPORE PTE. LTD.

1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632

CANON HONGKONG CO., LTD.

19/F., The Metropolis Tower, 10 Metropolis Drive, Hunghom, Kowloon, Hong Kong

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