



*MF729Cx/MF728Cdw/MF724Cdw
MF628Cw/MF623Cn*

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Important Safety Instructions

The content described in this chapter is for the prevention of damage to property and injury to users of the machine and others. Before using this machine, read this chapter and follow the instructions to properly use this machine. Do not perform any operations not described in this manual. Canon will not be responsible for any damages resulting from use not described in this manual, improper use, or repair/changes not performed by Canon or a third party authorized by Canon.

Installation

To use this machine safely and comfortably, carefully read the following precautions and install the machine in an appropriate location.

WARNING

Do not install in a location that may result in a fire or electrical shock

- A location where the ventilation slots are blocked (too close to walls, beds, rugs, or similar objects)
- A damp or dusty location
- A location exposed to direct sunlight or outdoors
- A location subject to high temperatures
- A location exposed to open flames
- Near alcohol, paint thinners or other flammable substances

Other warnings

- Do not connect unapproved cables to this machine. Doing so may result in a fire or electrical shock.
- Do not place necklaces and other metal objects or containers filled with liquid on the machine. If foreign substances come in contact with electrical parts inside the machine, it may result in a fire or electrical shock.
- When installing and removing the optional accessories, be sure to turn OFF the power, unplug the power plug, and then disconnect all the interface cables and power cord from the machine. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.
- Do not use near any medical equipment. Radiowaves emitted from this machine may interfere with medical equipment, which may cause a malfunction and result in serious accidents.
- If any foreign substance falls into this machine, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer.

CAUTION

Do not install in the following locations

The machine may drop or fall, resulting in injury.

- Unstable location
- Location exposed to vibrations



Other cautions

- When carrying this machine, follow the instructions in this manual. If carried improperly, it may fall, resulting in injury.
- When installing this machine, be careful not to get your hands caught between the machine and the floor or walls, or between the paper drawers. Doing so may result in injury.

IMPORTANT

Do not install in the following locations that may result in damage

- A location subject to dramatic changes in temperature or humidity
- A location near equipment that generates magnetic or electromagnetic waves
- A laboratory or location where chemical reactions occur
- A location exposed to corrosive or toxic gases
- A location that may warp from the weight of the machine or where the machine is liable to sink (a carpet, etc.)



Avoid poorly ventilated locations

●

- This machine generates a slight amount of ozone, etc. during normal use. Although sensitivity to ozone, etc. may vary, this amount is not harmful. Ozone, etc. may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room where the machine operates be appropriately ventilated to maintain a comfortable working environment. Also avoid locations where people would be exposed to emissions from the machine.

Do not install in a location where condensation occurs

- Water droplets (condensation) may form inside the machine when the room where the machine is installed is heated rapidly, and when the machine is moved from a cool or dry location to a hot or humid location. Using the machine under these conditions may result in paper jams, poor print quality, or damage to the machine. Let the machine adjust to the ambient temperature and humidity for at least 2 hours before use.

When using wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)

- Set the machine at a distance of 50 m or less from the wireless LAN router.
- Do not set machine in a location where any object blocks communication. The signal may be degraded when passing through walls or floors.
- Keep the machine as far as possible from digital cordless phones, microwave ovens, or other equipment that emit radio waves.

Connecting the Telephone Line

- This machine conforms to an analog telephone line standard. The machine can be connected to the public switched telephone network (PSTN) only.
If you connect the machine to a digital telephone line or a dedicated telephone line, it might impede proper operation of the machine and could be the cause of damage. Make sure to confirm a type of telephone line before connecting the machine. Contact your optical fiber line or IP telephone line service providers if you want to connect the machine to those telephone lines.

In altitudes of 3,000 m or above sea level

- Machines with a hard disk may not operate properly when used at high altitudes of about 3,000 meters above sea level, or higher.

Power Supply

This machine is compatible with voltages of 220 to 240 V, and electrical frequency of 50/60 Hz.

WARNING

- Use only a power supply that meets the specified voltage requirements. Failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the one provided, as this may result in a fire or electrical shock.
- The provided power cord is intended for use with this machine. Do not connect the power cord to other devices.
- Do not modify, pull, forcibly bend, or perform any other act that may damage the power cord. Do not place heavy objects on the power cord. Damaging the power cord may result in a fire or electrical shock.
- Do not plug in or unplug the power plug with wet hands, as this may result in an electrical shock.
- Do not use extension cords or multi-plug power strips with the machine. Doing so may result in a fire or electrical shock.
- Do not wrap the power cord or tie it in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so may result in a fire or electrical shock.
- Remove the power plug completely from the AC power outlet during a thunder storm. Failure to do so may result in a fire, electrical shock, or damage to the machine.

CAUTION

- Install this machine near the power outlet and leave sufficient space around the power plug so that it can be unplugged easily in an emergency.

IMPORTANT

When connecting power

- Do not connect the machine to an uninterruptible power source.
- If plugging this machine into an AC power outlet with multiple sockets, do not use the remaining sockets to connect other devices.
- Do not connect the power cord into the auxiliary outlet on a computer.

Other precautions

- Electrical noise may cause this machine to malfunction or lose data.

Handling

WARNING

- Immediately unplug the power plug from the AC power outlet and contact an authorized Canon dealer if the machine makes an unusual noise, emits an unusual smell, or emits smoke or excessive heat. Continued use may result in a fire or electrical shock.
- Do not disassemble or modify this machine. There are high-voltage and high-temperature components inside the machine which may result in a fire or electrical shock.



- Place the machine where children will not come in contact with the power cord and other cables or internal and electrical parts. Failure to do so may result in unexpected accidents.
- Do not use flammable sprays near this machine. If flammable substances come into contact with electrical parts inside this machine, it may result in a fire or electrical shock.
- When moving this machine, be sure to turn OFF the power of this machine and your computer, and then unplug the power plug and interface cables. Failure to do so may damage the power cord or interface cables, resulting in a fire or electrical shock.
- When plugging or unplugging a USB cable when the power plug is plugged into an AC power outlet, do not touch the metal part of the connector, as this may result in an electrical shock.

If you are using a cardiac pacemaker

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

CAUTION

- Do not place heavy objects on this machine as they may fall, resulting in injury.
- For your safety, please unplug the power cord if the machine will not be used for a long period of time.
- Use caution when opening and closing covers to avoid injury to your hands.
- Keep hands and clothing away from the rollers in the output area. If the rollers catch your hands or clothing, this may result in personal injury.
- The inside of the machine and the output slot are very hot during and immediately after use. Avoid contact with these areas to prevent burns. Also, printed paper may be hot immediately after being output, so use caution when handling it. Failure to do so may result in burns.

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



- When copying with a thick book placed on the platen glass, do not press the feeder forcefully. Doing so may damage the platen glass and result in injury.
- Be careful not to drop a heavy object, such as a dictionary, on the platen glass. Doing so may damage the platen glass and result in injury.
- Do not carry the machine with the paper drawers or the optional paper drawer installed. Otherwise, the paper drawer may fall and result in injury.



Laser beam

This machine is classified as a Class 1 Laser Product under IEC60825-1: 2007, EN60825-1: 2007. The laser beam can be harmful

Maintenance and Inspections

Clean this machine periodically. If dust accumulates, the machine may not operate properly. When cleaning, be sure to observe the following. If a problem occurs during operation, see **Troubleshooting**. If the problem cannot be resolved or you feel the machine requires an inspection, see **When a Problem Cannot Be Solved**.

WARNING

- Before cleaning, turn OFF the power and unplug the power plug from the AC power outlet. Failure to do so may result in a fire or electrical shock.
- Unplug the power plug periodically and clean with a dry cloth to remove dust and grime. Accumulated dust may absorb humidity in the air and may result in a fire if it comes into contact with electricity.
- Use a damp, well wrung-out cloth to clean the machine. Dampen cleaning cloths with water only. Do not use alcohol, benzenes, paint thinners, or other flammable substances. Do not use tissue paper or paper towels. If these substances come into contact with electrical parts inside the machine, they may generate static electricity or result in a fire or electrical shock.
- Check the power cord and plug periodically for damage. Check the machine for rust, dents, scratches, cracks, or excessive heat generation. Use of poorly-maintained equipment may result in a fire or electrical shock.

CAUTION

- The inside of the machine has high-temperature and high-voltage components. Touching these components may result in burns. Do not touch any part of the machine that is not indicated in the manual.
- When loading paper or removing jammed documents or paper, be careful not to cut your hands with the edges of the paper.

IMPORTANT

- When removing jammed paper or replacing toner cartridges, be careful not to get any toner on your hands or clothing. If toner gets on your hands or clothing, wash them immediately with cold water.

Consumables

⚠ WARNING

- Do not dispose of used toner cartridges in open flames. Also, do not store toner cartridges or paper in a location exposed to open flames. This may cause the toner to ignite, and result in burns or fire.
- If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Do not use a vacuum cleaner that is not equipped with safety measures to prevent dust explosions to clean up loose toner. Doing so may cause damage to the vacuum cleaner or result in a dust explosion due to static discharge.

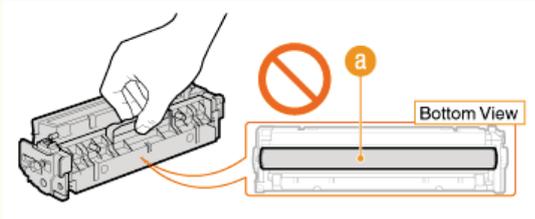
⚠ CAUTION

- Use caution not to inhale any toner. If you should inhale toner, consult a physician immediately.
- Use caution so that toner does not get into your eyes or mouth. If toner should get into your eyes or mouth, immediately wash with cold water and consult a physician.
- Use caution so that toner does not come into contact with your skin. If it should, wash with soap and cold water. If there is any irritation on your skin, consult a physician immediately.
- Keep the toner cartridges and other consumables out of the reach of small children. If toner is ingested, consult a physician or poison control center immediately.
- Do not disassemble or modify the toner cartridge. Doing so may cause the toner to scatter.
- Remove the sealing tape of the toner cartridge completely without using excessive force. Doing otherwise may cause the toner to scatter.

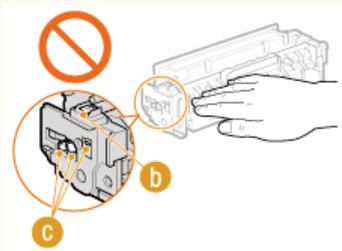
IMPORTANT

Handling the toner cartridge

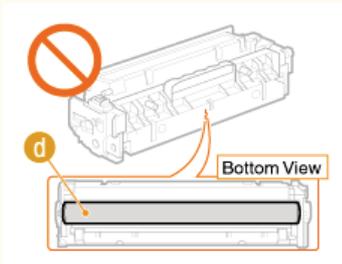
- Be sure to hold the toner cartridge using the handle and do not touch the drum surface. (a).



- Do not touch the toner cartridge memory (b) or the electrical contacts (c).



- Do not scratch the drum surface (d) or expose it to light.



- Do not remove the toner cartridge from this machine or from the protective bag unnecessarily.

Storing the toner cartridge

-

- Store in the following environment to ensure safe and satisfactory use.
Storage temperature range: 0 to 35°C
Storage humidity range: 35 to 85% RH (relative humidity/no condensation)*
- Store without opening until the toner cartridge is to be used.
- When removing the toner cartridge from this machine for storage, attach the protective cover for the drum, and then place the removed toner cartridge into the original protective bag or wrap it with a thick cloth.
- When storing the toner cartridge, do not store it upright or upside down. The toner will solidify and may not return to its original condition even if it is shaken.

* Even within the storable humidity range, water droplets (condensation) may develop inside the toner cartridge if there is a difference of temperature inside and outside the toner cartridge. Condensation will adversely affect the print quality of toner cartridges.

Do not store the toner cartridge in the following locations

- Locations exposed to open flames
- Locations exposed to direct sunlight or bright light for five minutes or more
- Locations exposed to excessive salty air
- Locations where there are corrosive gases (i.e. aerosol sprays and ammonia)
- Locations subject to high temperature and high humidity
- Locations subject to dramatic changes in temperature and humidity where condensation may easily occur
- Locations with a large amount of dust
- Locations within the reach of children

Be careful of counterfeit toner cartridges

- Please be aware that there are counterfeit Canon toner cartridges in the marketplace. Use of counterfeit toner cartridge may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.
For more information, see canon.com/counterfeit.

Availability period of repairing parts and toner cartridges

- The repairing parts and toner cartridges for the machine will be available for at least seven (7) years after production of this machine model has been discontinued.

Toner cartridge packing materials

- Save the protective bag for the toner cartridge and protective cover for the drum. They are required when transporting this machine.
- The packing materials may be changed in form or placement, or may be added or removed without notice.
- Dispose of the removed sealing tape according to local regulations.

When disposing of a used toner cartridge

- Attach the protective cover for the drum, place the toner container into its protective bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.

Basic Operations

This chapter describes basic operations, such as how to use the operation panel or how to load the paper and documents, that are frequently performed to use the functions of the machine.

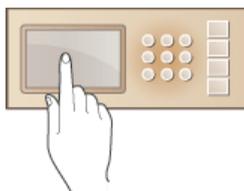
■ Parts and Their Functions

This section describes the exterior and interior parts of the machine and their functions, as well as how to use the keys on the operation panel and how to view the display. **▶ Parts and Their Functions**



■ Using the Display

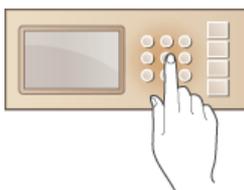
The display used on this machine is a touch panel display. This section describes how to use the display for tasks such as selecting items and adjusting settings. **▶ Using the Display**



■ Entering Text

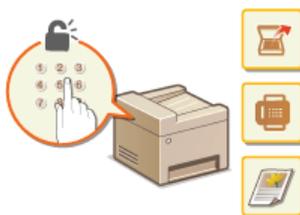
This section describes how to enter the characters and numbers for registering destinations in the Address Book or sending faxes.

▶ Entering Text



■ Logging on to the Machine

This section describes how to log on when a logon screen is displayed. **▶ Logging on to the Machine**



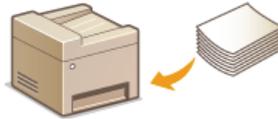
■ Placing Documents

This section describes how to place documents on the platen glass and in the feeder. **▶ Placing Documents**



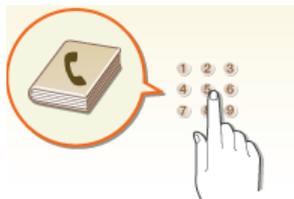
■ Loading Paper

This section describes how to load the paper into the paper drawer and manual feed slot. [▶ Loading Paper](#)



■ Registering in the Address Book

This section describes how to register destinations for sending faxes or scanned documents. [▶ Registering in the Address Book](#)



■ Adjusting the Volume

This section describes how to adjust the volume of various machine sounds, such as those produced when fax sending is complete or when an error occurs. [▶ Adjusting the Volume](#)



■ Entering Sleep Mode

This section describes how to set the sleep mode. [▶ Entering Sleep Mode](#)

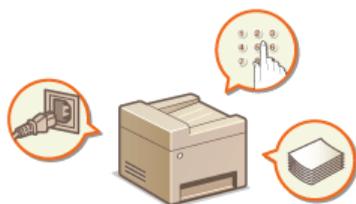


■ Setting Auto Shutdown Time **MF724Cdw / MF623Cn**

This section describes how to enable the <Auto Shutdown Time> setting. [▶ Setting Auto Shutdown Time \(MF724Cdw / MF623Cn\)](#)

Parts and Their Functions

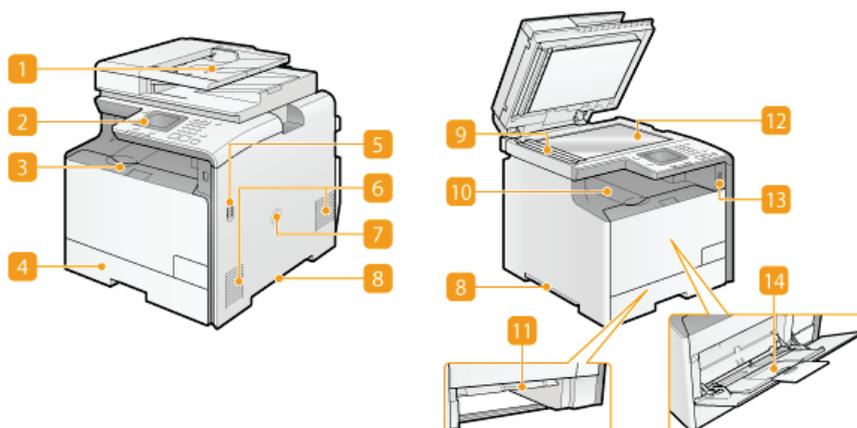
This section describes the parts of the machine (exterior, front and back side, and interior) and how they function. In addition to describing the parts of the machine used for such basic operations as placing documents, loading paper, and replacing the toner cartridges, this section also describes the keys on the operation panel and display. Read this section for tips on how to use the machine properly.



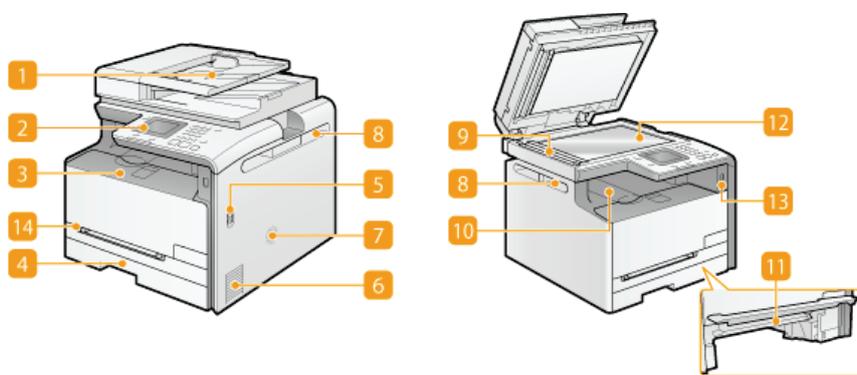
- ▶ **Front Side**
- ▶ **Back Side**
- ▶ **Interior**
- ▶ **Manual Feed Slot**
- ▶ **Paper Drawer**
- ▶ **Operation Panel**

Front Side

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



1 Feeder

Automatically feeds documents into the machine for scanning. When two or more sheets are loaded in the feeder, documents can be scanned continuously. ▶ **Placing Documents**

2 Operation panel

The operation panel consists of keys such as the numeric keys and [Start] key, a display, and status indicators. You can perform all the operations and specify settings from the operation panel. ▶ **Operation Panel** ▶ **Display**

3 Front cover

Open the front cover when replacing toner cartridges or clearing paper jams.

▶ **How to Replace Toner Cartridges** ▶ **Clearing Jams**

4 Paper drawer

Load the type of paper you frequently use into the paper drawer. ▶ **Loading Paper in the Paper Drawer**

5 Power switch

Turns the power ON or OFF. To restart the machine, turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

6 Ventilation slots

Air from inside the machine is vented out to cool down the inside of the machine. Note that placing objects in front of the ventilation slots prevents ventilation. ▶ **Installation**

7 Speaker

Emits sounds produced by the machine, such as fax tones and warning tones.

8 Lift handles

Hold the lift handles when carrying the machine. ▶ **Relocating the Machine**

9 Scanning area

Documents loaded in the feeder are automatically fed to the scanning area for scanning.

10 Output tray

Printed paper is output to the output tray.

11 Manual feed transport guide

Lower the manual feed transport guide when paper is jammed in the manual feed slot to remove the jammed paper. **▶ Clearing Jams**

12 Platen glass

Place documents to scan on the platen glass. Also, use the platen glass to place thick or bound documents such as books when they cannot be loaded in the feeder. **▶ Placing Documents**

13 USB port (USB2.0)

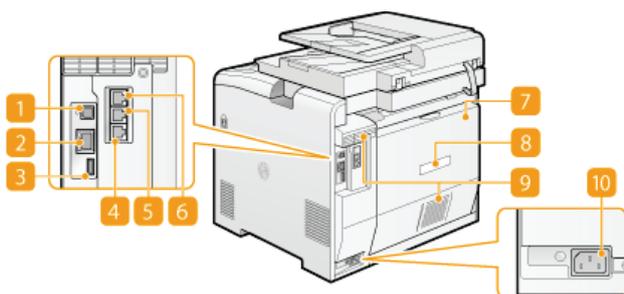
Use this port to connect a third-party USB memory device or USB keyboard. Connecting a USB memory device allows you to print data from the memory device or store scanned documents on the memory device. **▶ Printing from USB Memory (USB Print) ▶ Scanning Documents Directly to USB Memory**

14 Manual feed slot

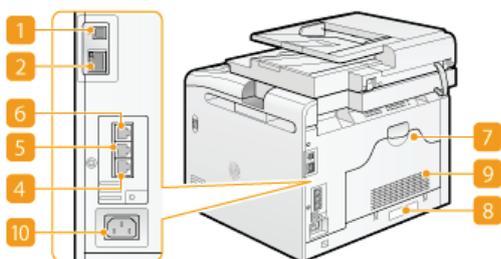
Load the paper into the manual feed slot when you want to temporarily use a type of paper different from that which is loaded in the paper drawer. **▶ Loading Paper in the Manual Feed Slot**

Back Side

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



1 USB port (USB2.0)

Connect a USB cable when connecting the machine and a computer.

2 LAN port

Connect a LAN cable when connecting the machine to a wired LAN router, etc. [▶ Connecting to a Wired LAN](#)

3 USB port (USB1.1) (MF729Cx / MF728Cdw / MF724Cdw)

Use this port to connect devices such as a third-party USB keyboard.

4 Telephone line jack (MF729Cx / MF728Cdw / MF628Cw)

Connect a telephone cable when connecting the machine to a telephone line. [▶ Connecting the Telephone Line](#)

5 External telephone jack (MF729Cx / MF728Cdw / MF628Cw)

Connect your telephone or answering machine. [▶ Connecting the Telephone Line](#)

6 Handset Jack (MF729Cx / MF728Cdw / MF628Cw)

Connect the optional handset.

7 Rear cover

Open the rear cover when clearing paper jams. [▶ Clearing Jams](#)

8 Rating label

The label shows the serial number, which is needed when making inquiries about the machine. [▶ When a Problem Cannot Be Solved](#)

9 Ventilation slots

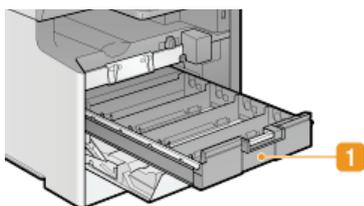
Air from inside the machine is vented out to cool down the inside of the machine. Note that placing objects in front of the ventilation slots prevents ventilation. [▶ Installation](#)

10 Power socket

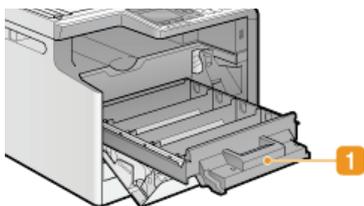
Connect the power cord.

Interior

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



1 Toner cartridge tray

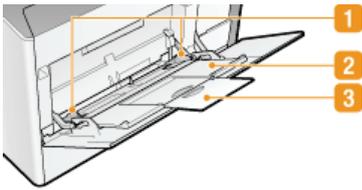
Install the toner cartridges. Load the Y (yellow), M (magenta), C (cyan), and K (black) toner cartridges in the slots from the rear to the front respectively. [▶ How to Replace Toner Cartridges](#)

LINKS

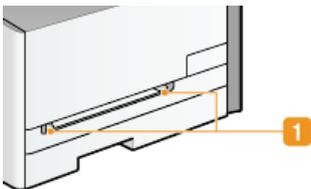
[▶ Replacing Toner Cartridges](#)

Manual Feed Slot

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



1 Paper guides

Adjust the paper guides to exactly the width of the loaded paper to ensure that paper is fed straight into the machine.

2 Paper tray (MF729Cx / MF728Cdw / MF724Cdw)

Pull out the paper tray when loading paper.

3 Tray extension (MF729Cx / MF728Cdw / MF724Cdw)

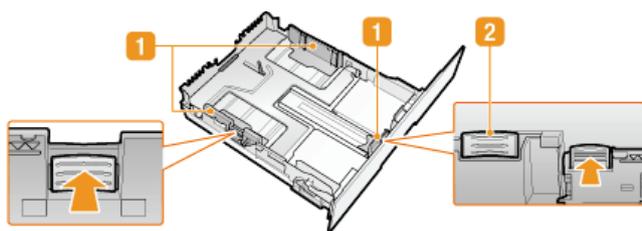
Open the tray extension when loading large paper.

LINKS

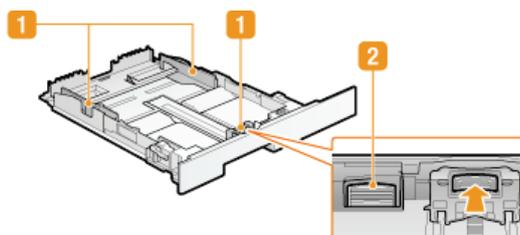
▶ Loading Paper in the Manual Feed Slot

Paper Drawer

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



1 Paper guides

Adjust the paper guides to exactly the size of the loaded paper to ensure that paper is fed straight into the machine. Press the lock release levers that are marked with arrows in the illustrations to release the locks and slide the paper guides.

2 Lock release lever (for extending the paper drawer)

When loading Legal size paper, the paper drawer needs to be extended. Press this lever to release the lock and extend the length of the paper drawer.

NOTE

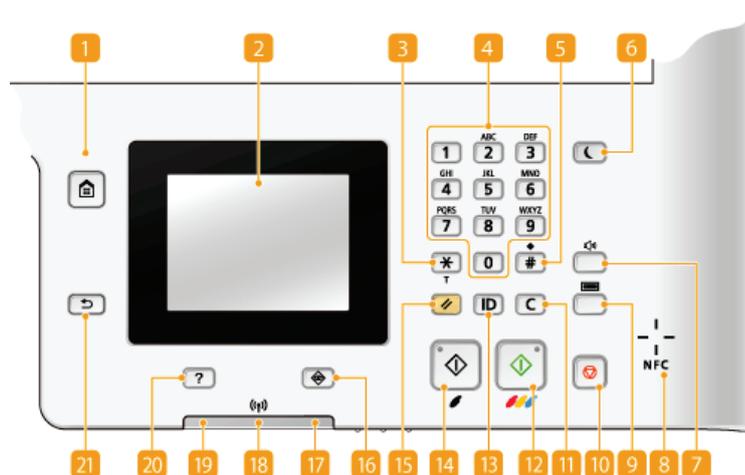
When Legal size paper is loaded

- The front side of the paper drawer is not flush with the machine when the extended paper drawer is inserted.

LINKS

- ▶ [Loading Paper in the Paper Drawer](#)

Operation Panel



NOTE

- The operation panel shown above is for the MF729Cx. The available keys or functions vary depending on the model

1 [Home] key

Press to display the <Home> Screen, which provides access to the setting menu and functions such as copy and scan.

▶ **Customizing the <Home> Screen**

2 Display

You can view the progress of copy, fax, and other jobs and error statuses. The display is also a touch panel, so you can specify settings by touching the screen directly. ▶ **Display** ▶ **Using the Display**

3 [*] key

- Press to switch the type of text that is entered.

- Press to use tone dialing such as when receiving fax information services. ▶ **Receiving Fax Information Services**

4 Numeric keys ([0]-[9] keys)

Press to enter numbers and text. ▶ **Entering Text**

5 [#] key

Press to enter symbols such as "@" or "/".

6 [Energy Saver] key

Press to put the machine into sleep mode. The key lights up green when the machine is in sleep mode. Press the key again to exit sleep mode. ▶ **Entering Sleep Mode**

7 Sound Volume key

Press to adjust volume. ▶ **Adjusting the Volume**

8 NFC (Near Field Communication) mark (MF729Cx)

You can also use functions such as printing by waving a smartphone or similar device with Canon Mobile Application installed over this mark. ▶ **Printing by Touching a Mobile Device to the Machine (NFC) (MF729Cx)**

9 Counter Check key (MF729Cx)

Press to view the counter values of printouts as well as the list of the available optional equipment. ▶ **Viewing the Counter Value** ▶ **Display**

10 [Stop] key

Press to cancel copying, faxing, and other operations.

11 [Clear] key

Press to delete the entered numbers and text.

12 [Start] (Color) key

Press to scan or copy documents in color. In addition, if you press this key when you start printing images from a USB memory device, printouts are printed in color.

13 [ID] key

Press after entering the ID and PIN to log on when Department ID Management is enabled. After you finish using the machine, press this key again to log off. **▶ Logging on to the Machine**

14 [Start] (B&W) key

Press to scan or copy documents in black and white. In addition, if you press this key when you start printing images from a USB memory device, printouts are printed in black and white.

15 [Reset] key

Press to cancel the settings and restore the previously specified settings.

16 [Status Monitor] key

Press to check the status of printing or faxing, to view the usage history, or to view the network settings such as the IP address of the machine. You can also check the status of the machine, such as the remaining amounts of paper and the amount remaining in the toner cartridges, or whether any errors occurred. **▶ Display**

17 [Error] indicator

Blinks or lights up when an error such as a paper jam occurs

18 Wi-Fi indicator (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)

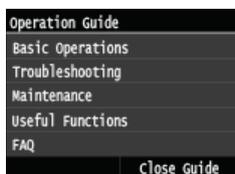
Lights up when the machine is connected to wireless LAN.

19 [Processing/Data] indicator

Blinks while operations such as sending or printing are being performed. Lights up when there are documents waiting to be processed.

20 [Quick Guide] key

Press to view operation guidance and error causes/solutions.



21 [Back] key

Press to return to the previous screen. If you press this key when specifying settings, for example, the settings are not applied and the display returns to the previous screen.

LINKS

▶ Using the Display

Display

The <Home> Screen or settings screen appears on the display, allowing you to initiate functions such as copying or scanning. You can also use the display to check information such as error messages and the machine's operation status. The screen is also a touch panel, so you can perform operations by touching the screen directly.

<Home> Screen

The <Home> Screen is displayed when the power is turned ON or by pressing  on the operation panel. Use this screen to specify settings for and register functions.



- a <Copy>**
Use this button to start copying. **▶ Copying**
- b <Fax> (MF729Cx / MF728Cdw / MF628Cw)**
Use this button to send a fax from the machine. **▶ Faxing**
- c <Scan>**
Scans a document and converts it into an electronic file. You can save scanned files on your computer or send them via e-mail. **▶ Using the Machine as a Scanner**
- d <Memory Media Print>**
Prints files stored in a USB memory media. **▶ Printing from USB Memory (USB Print)**



- e Change page button**
Use this to view another page in the <Home> Screen. This works in the same way as flicking left/right.
- f <Address Book>**
Use this to register or edit the destinations for e-mails and faxes. You can also display a registered destination when sending an e-mail or fax. **▶ Registering in the Address Book**
- g <Menu>**
<Timer Settings>, <Preferences>, and many other machine settings start from this button. **▶ Setting Menu List**



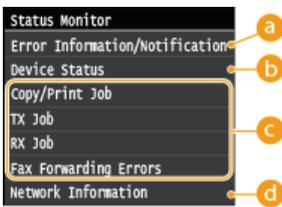
- h <Secure Print> (MF729Cx / MF728Cdw / MF724Cdw)**
Use this function to print a secure document. **▶ Printing a Document Secured by a PIN (Secure Print) (MF729Cx / MF728Cdw / MF724Cdw)**
- i <Paper Settings>**
This button is also used for specifying the size and type of paper loaded in the paper drawer and manual feed slot. **▶ Specifying Paper Size and Type**
- j <Home Screen Settings>**
Allows you to change the order that <Home> Screen buttons are displayed in. **▶ Customizing the <Home> Screen**
- k <ID Card Copy>**
Settings are preregistered for copying the front and back sides of a driver's license or other ID card onto the same side of a page at actual size.
▶ Copying Both Sides of an ID Card onto One Page



- l <Direct Connection> (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
Use this to establish a direct wireless connection to a mobile device. **▶ Configuring the Settings for Direct Connection (Access Point Mode) (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
- m Shortcut buttons**
Display "Favorite Settings" that are registered to Copy, Fax, and Scan. **▶ Adding Buttons to the <Home> Screen**

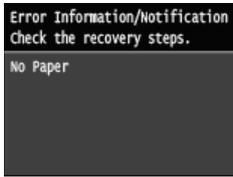
<Status Monitor> Screen

When you press , a screen appears in which you can check the progress of documents that are being printed, sent or received, as well as the status of the machine (amount remaining in the toner cartridge, etc.) and network settings such as the machine's IP address.



a <Error Information/Notification>

Displays the details of any errors that occurred. ▶ **When an Error Message Appears**



b <Device Status>

Displays the status of the machine, such as the amount of paper or the amount remaining in the toner cartridges.



<Paper Information>

Displays whether paper is loaded in each paper source.

<Amount Remaining in Cartridge>

Displays the amount remaining in the toner cartridges. Other internal parts may reach the end of their lifetime before the toner runs out.

<Remove Memory Media>

Use to safely remove a USB memory device. ▶ **Printing from USB Memory (USB Print)** ▶ **Scanning Documents Directly to USB Memory**

<Check Counter> (MF728Cdw / MF724Cdw / MF628Cw / MF623Cn)

Displays the separate totals for black and white and color printouts. ▶ **Viewing the Counter Value**

<Secure Print Memory Usage> (MF729Cx / MF728Cdw / MF724Cdw)

Displays the amount of memory currently used for storing secured document data. ▶ **Printing a Document Secured by a PIN (Secure Print) (MF729Cx / MF728Cdw / MF724Cdw)**

<Version Information>

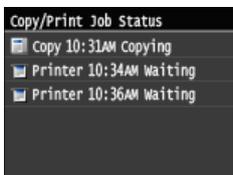
Displays firmware version information.

<Serial Number>

Displays the serial number.

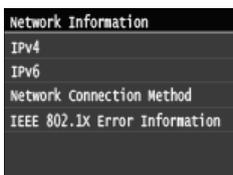
c Status of copy/print/send/receive jobs

Displays the current status of the selected item. The <Copy/Print Job Status> screen is shown below as an example.



d <Network Information>

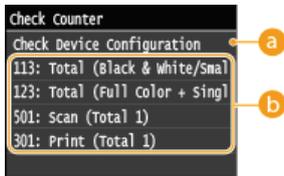
Displays the network settings such as the IP address of the machine and status such as the condition of wireless LAN communications. ▶ **Viewing Network Settings**



<Check Counter> Screen (MF729Cx)

When you press (), the <Check Counter> screen is displayed. From this screen, you can view the counter values of printouts,

as well as the serial number of the machine and the machine configuration.



a <Check Device Configuration>

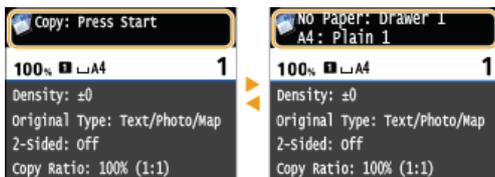
Displays the serial number of the machine and the list of the equipment that is attached or enabled.

b Counters

Select the counter to check the counter value. Items have different defaults depending on the country or region of purchase. ▶ **Viewing the Counter Value**

When a Message Is Displayed

Messages are displayed at the top of the screen in situations such as when paper runs out or end of toner cartridge lifetime. The display alternates between showing the normal screen and the message.



▶ **When an Error Message Appears**

NOTE

When ⓘ Is Displayed

- Tap ⓘ to view the notification.



When an Error Occurs

In some cases when an error occurs, instructions on how to respond to the error are displayed. Follow the on-screen instructions to solve the problem. The screen displayed when a paper jam occurs is shown below as an example. ▶ **When an Error Message Appears**



LINKS

- ▶ **Customizing the <Home> Screen**
- ▶ **Using the Display**

Customizing the <Home> Screen

You can add/delete shortcut buttons displayed in the <Home> Screen according to your application or a preferred arrangement. You can also change the order that they are displayed in.

- ▶ Adding Buttons to the <Home> Screen
- ▶ Changing the Arrangement of Buttons
- ▶ Inserting a Blank

Adding Buttons to the <Home> Screen

You can add shortcut buttons to the <Home> Screen for frequently used functions such as <Copy>, <Fax>, and <Scan>. For example, you can carry out tasks more quickly and efficiently by assigning a sequence of settings (e.g. "Scan both sides of a document, save it as a highly compressed PDF file and send it via e-mail") to a single button.

NOTE

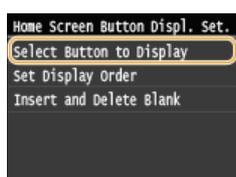
- The settings to be added as a shortcut button must be registered beforehand as Favorite Settings.
 - ▶ Registering Frequently Used Copy Settings
 - ▶ Registering Frequently Used Fax Settings
 - ▶ Registering Frequently Used Scan Settings (E-mail/I-Fax/Shared Folder/FTP Server)
- You can register up to 11 shortcut buttons.

- 1 Press  and tap <Home Screen Settings>.

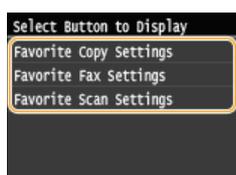


- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press . ▶ Logging on to the Machine

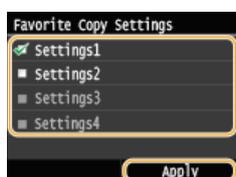
- 2 Tap <Select Button to Display>.



- 3 Select the function with the Favorite Settings you want to add as a button.



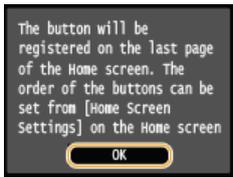
- 4 Select the check box for all settings to be displayed in the <Home> Screen and tap <Apply>.



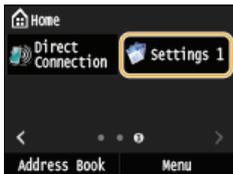
NOTE:

- To remove a registered button, clear the check box for the settings in the button you want to remove and then tap <Apply>. Once you remove a registered button, a space appears where the button was displayed in the <Home> Screen. If necessary, delete the space. **Inserting a Blank**

5 Read the message that is displayed, and tap <OK>.



➡ A button for the newly selected settings is added to the <Home> Screen.



NOTE:

- If the <Home> Screen is full and no more settings can be registered, Delete registered buttons and spaces in <Home Screen Settings>.

Changing the Arrangement of Buttons

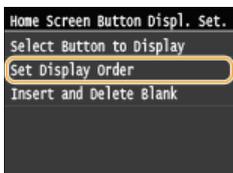
To make the buttons easier to use, you can rearrange the buttons however you like. For instance, you can put the most frequently used functions first, or arrange the function buttons together with shortcut buttons for Favorite Settings.

1 Press  and tap <Home Screen Settings>.



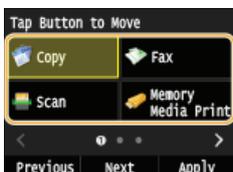
- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press . **Logging on to the Machine**

2 Tap <Set Display Order>.



3 Select the button to move.

- The selected button is highlighted. Tap the selected button again to deselect it.



4 Tap <Previous> or <Next>.

- The button moves as many times as you tapped.
- Long touching <Previous>/<Next> to move the button continuously.



5 Tap <Apply>.

Inserting a Blank

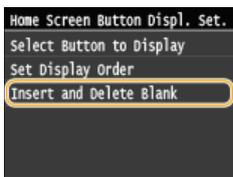
To make the <Home> Screen easier to view, you can insert spaces instead of buttons.

1 Press and tap <Home Screen Settings>.



- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press .  **Logging on to the Machine**

2 Tap <Insert and Delete Blank>.



3 Select the button where you want to insert a blank, and tap <Insert>.



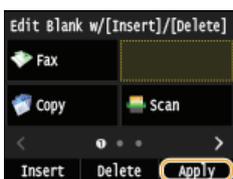
➡ A space is inserted before the selected button.

NOTE:

Deleting Spaces

- To delete a space, select the space to be deleted and tap <Delete>.

4 Tap <Apply>.



Using the Display

The display is a touch panel, allowing you to operate directly on the screen.

IMPORTANT

Avoid the following actions.

The display may malfunction or be damaged.

- Pressing forcefully
- Pressing with pointed objects (fingernails, ballpoint pen, pencil, etc.)
- Operating with wet/soiled hands
- Operating the display while an object is placed on it

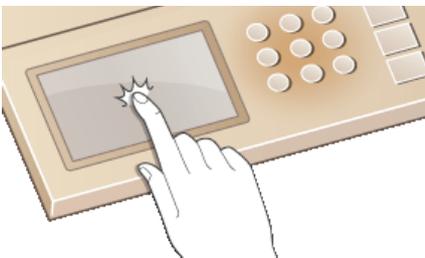
Tap

Touch the screen lightly and quickly. Use for selecting or finalizing items.



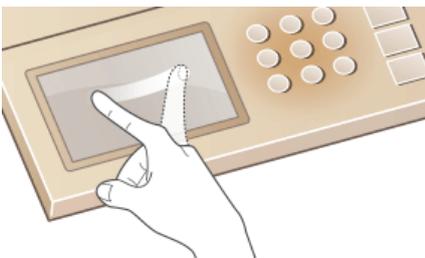
Long Touch

Keep finger held on the screen. When text cannot be completely displayed on one line ("..." appears), touch and hold the line to scroll all of the text. You can also use a long touch to continuously increase or decrease numbers, such as the copy magnification.



Flick

Flick with the finger on the display. The effect of flicking varies depending on the screen. For instance, flicking in the <Home> Screen moves you one page in the direction of the flick, while flicking in the <Copy> screen scrolls the screen in accordance with the flicking motion.



■ Selecting items

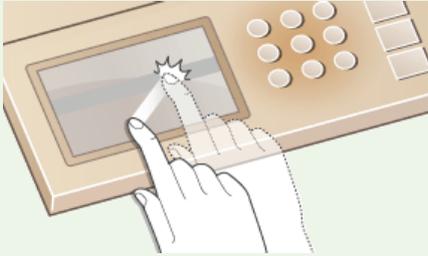
Tap an item name or button to make a selection.



NOTE

If an item is mistakenly touched

- Slide your finger away then release it from the screen to cancel the selection.

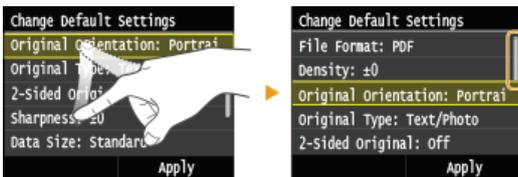


To return to the previous screen

- Press  to return to the previous screen.

■ Scrolling the screen

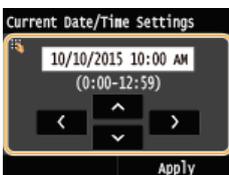
The scroll bar appears on the screen when there is still information that is undisplayed. If the scroll bar is displayed, flick the screen to scroll in the direction of the flick. Note that the scroll bar only appears while the screen is being touched.



■ Changing values and settings

Changing values

Tap / to enter values. If an icon such as below is displayed at the upper left of the screen, you can enter values directly using the numeric keys.



NOTE

To move the cursor

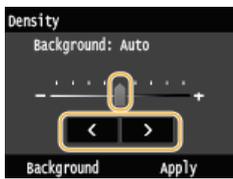
- When / is displayed, tap to move the cursor.

Value range

- Values in () displayed below the entry box are the enterable value range.

Changing setting values

Tap / to adjust the setting on the scale. You can also adjust a setting by flicking the slider left or right.

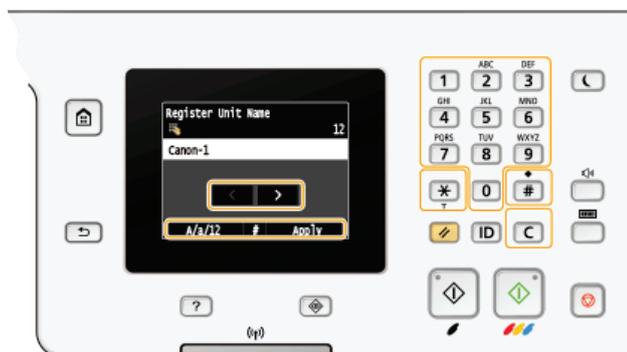


TIPS

- You can change a variety of display-related settings, such as the scrolling speed or display language:
 - ▶ **Display Settings**
- To change the screen that is automatically displayed when the machine remains idle for a specified length of time:
 - ▶ **Function After Auto Reset**

Entering Text

Use the display and numeric keys to enter text and values.



Switching the Type of Text

Tap <A/a/12> to switch the type of text that is entered. The currently selected type of text is indicated by the "A", "a", or "12" displayed above and to the right of the text input field.



NOTE

- You can also press to switch the type of text.

Types of Text That Can Be Entered

Text that can be entered is listed below.

Key	A	a	12
	@ . - _ /		1
	ABC	abc	2
	DEF	def	3
	GHI	ghi	4
	JKL	jkl	5
	MNO	mno	6
	PQRS	pqrs	7
	TUV	tuv	8
	WXYZ	wxyz	9
	(Not available)		0
	(space) -. * # ! , ; : ^ ` _ = / ' ? \$ @ % & + \ ~ () [] { } < >		(Not available)

NOTE

- Press or tap <#> when the type of text that is entered is <A> or <a> to display enterable symbols in the screen. Tap symbols to enter.

Deleting Text

One character is deleted each time is pressed. Press and hold to delete all of the entered text.



Moving the Cursor (Entering a Space)

Tap or to move the cursor. To enter a space, move the cursor to the end of the text, and tap .

Example of Entering Text and Numbers

Example: "Canon-1"

- 1 Tap <A/a/12> repeatedly until <A> is selected.
- 2 Press repeatedly until the letter "C" is selected.
- 3 Tap <A/a/12> repeatedly until <a> is selected.
- 4 Press repeatedly until the letter "a" is selected.
- 5 Press repeatedly until the letter "n" is selected.
- 6 Press repeatedly until the letter "o" is selected.
- 7 Press repeatedly until the letter "n" is selected.
- 8 Press repeatedly until the symbol "-" is selected.
- 9 Tap <A/a/12> repeatedly until <12> is selected.
- 10 Press .
- 11 Tap <Apply>.

■ Entering Characters Using a USB Keyboard

When is displayed on the screen, you can connect a keyboard to the USB port for USB devices on the **Back Side** and enter text from the keyboard. When using a keyboard, you can still use the number keypad.

NOTE

- Some keys on the USB keyboard, such as the [Backspace], [Home] and [End] keys, cannot be used. When keys that cannot be used are pressed, nothing is entered or changed.
- To delete text, press the [Delete] key.
- Pressing the [RETURN/ENTER] key completes text entry in the same way as tapping <Apply>.
- You can specify the type of keyboard layout (US layout or UK layout). **English Keyboard Layout**
- You can disconnect the USB keyboard from the machine at any time. No special operation is required to disconnect it.
- Depending on the display language, you may not be able to enter some characters correctly.
- The USB keyboard may not operate correctly depending on the type of keyboard.

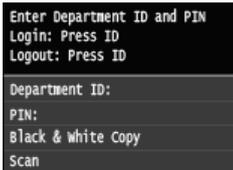
Logging on to the Machine

If Department ID Management is enabled or System Manager IDs are enabled, you must log on before using the machine. You also need to log on if use of the fax and scan functions is restricted.

- ▶ **Department ID Management logon**
- ▶ **Logging on to Authorized Send**

Department ID Management logon

When the logon screen appears, use the procedure below to enter the Department ID and PIN.



NOTE

- If the screen is displayed prompting you to insert a control card, see ▶ **Optional Items**.



1 Enter an ID.

- 1 Tap <Department ID> or <System Manager ID>.
- 2 Enter a ID using the numeric keys, and tap <Apply>.



- If no PIN is registered, proceed to step 3.

2 Enter the PIN.

- 1 Tap <PIN>.
- 2 Enter a ID using the numeric keys, and tap <Apply>.

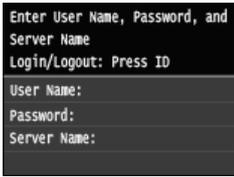
3 Press [ID].

- The logon screen will be changed to the <Home> Screen.
- After you finish using the machine, press [ID] again to display the logon screen.

Logging on to Authorized Send

If the Send function authorization setting (▶ **LDAP Server Authentication**) is enabled, the Authorized Send logon screen appears when

the fax or scan function is used.



1 Enter your user name.

1 Tap <User Name>.

2 Enter your user name using the numeric keys, tap <Apply>.



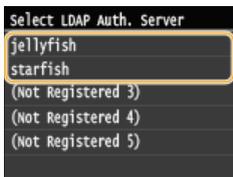
2 Enter the password.

1 Tap <Password>.

2 Enter the password using the numeric keys, tap <Apply>.

3 Tap <Server Name>, and Select the server for your authentication.

- Select the LDAP server where your user name and password are registered.



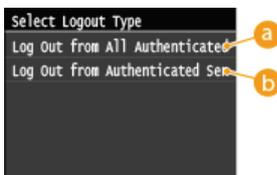
4 Press **ID**.

- The logon screen switches to the fax or scan function <Home> Screen.
- After you finish using the machine, press **ID** again to display the logon screen.

NOTE:

If the logout selection screen appears

- If you are logged in to both Authorized Send and Department ID Management, a dialog box appears in which you can select the items you want to log out of.



a <Log Out from All Authenticated Functions>

Select to log out of Authorized Send (fax or scan function) and Department ID Management simultaneously.

b <Log Out from Authenticated Sending>

Select to log out of Authorized Send (fax or scan function) only. You are still logging on to Department ID Management. After you finish using the machine, press **ID** again to log out of Department ID Management.

LINKS

- ▶ **Setting the Department ID Management**
- ▶ **Setting the System Manager ID**

Placing Documents

Place documents on the platen glass or in the feeder. Use the platen glass when scanning thick or bound documents such as books. You can load two or more sheets of documents in the feeder so that they can be scanned continuously. For information about the types of documents that can be placed on the platen glass or in the feeder, and information about the scannable area of a document, see

▶ **Document Type** or ▶ **Scan Area**.



▶ **Placing Documents on the Platen Glass**

▶ **Placing Documents in the Feeder**

IMPORTANT

Use documents that are completely dry

- When placing documents, make sure that any glue, ink, or correction fluid on the documents has completely dried.

To avoid paper jams

Do not place the following types of documents in the feeder as this may cause paper jams:

- Wrinkled or creased paper
- Carbon paper
- Curled or rolled paper
- Coated paper
- Torn paper
- Onion skin or thin paper
- Stapled or clipped documents
- Paper printed by a thermal transfer printer
- Transparencies



NOTE

To scan documents more accurately

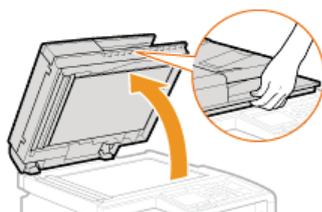
- Documents placed in the feeder are scanned while being fed into the machine. On the other hand, documents placed on the platen glass remain in a fixed position while they are scanned. To ensure more accurate scanning results, placing documents on the platen glass is recommended.

To scan tracing paper or transparencies

- To scan transparent documents (for example, tracing paper or transparencies), place them on the platen glass.

Placing Documents on the Platen Glass

1 Open the feeder.



Place the document face down on the platen glass.

2

- Align the corner of the document with the top-left corner of the platen glass.



NOTE:

- To scan transparent documents (for example, tracing paper or transparencies), cover them with plain white paper.

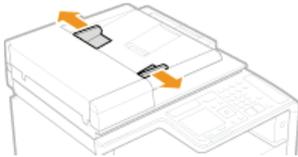
3 **Gently close the feeder.**

- The machine is ready to scan the document.
- When scanning is complete, remove the document from the platen glass.

Placing Documents in the Feeder

1 **Spread the document guides apart.**

- Slide the document guides outward until they are slightly farther apart than the actual document width.



- Pull out the tray extension when loading large documents to prevent them from drooping over the edge of the feeder.



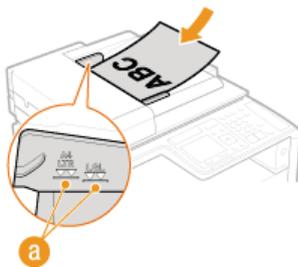
2 **Fan the document stack and align the edges.**

- Fan the document stack in small batches, and align the edges by lightly tapping the stack on a flat surface a few times.



3 **Place the document(s) face up in the feeder.**

- Make sure that the document stack does not exceed the load limit lines (a).



IMPORTANT:

- Do not load documents of various sizes at the same time.
- Up to 50 sheets can be loaded at a time. If 51 or more sheets are loaded, scanning may stop or a paper jam may occur.

4 Align the document guides against the edges of the document.

- Slide the document guides inward until they are aligned securely against the edges of the document.



- The machine is ready to scan the document.

IMPORTANT:

Align the document guides securely against the edges of the document

- Document guides that are too loose or too tight can cause misfeeds or paper jam.

While documents are being scanned

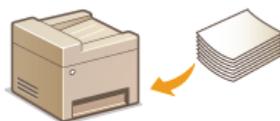
- Do not add or remove documents.

When scanning is complete

- Remove the scanned documents from beneath the feeder to prevent paper jams.

Loading Paper

You can load the paper into the paper drawer or manual feed slot. Load the paper you usually use into the paper drawer. The paper drawer is convenient when using large amounts of paper. Use the manual feed slot when you temporarily use size or type of paper that is not loaded in the paper drawer. See [Paper](#) for available paper sizes.



Paper Type and Setting for the Machine

See the table below to specify the paper settings according to the type and weight of the paper to load into the paper source. For more information about how to specify the paper settings on the machine, see [Specifying Paper Size and Type](#). For the amount of paper that can be loaded in each paper source, see [Paper](#).

MF729Cx / MF728Cdw / MF724Cdw

Paper Type	Paper Weight	Paper Setting on the Machine
Plain paper	60 to 74 g/m ²	<Plain 1>*1
	70 to 84 g/m ²	<Plain 2>*1 *2
	75 to 90 g/m ²	<Plain 3>*2
Recycled paper	60 to 74 g/m ²	<Recycled>
Color paper	60 to 74 g/m ²	<Color>
Heavy paper	86 to 119 g/m ²	<Heavy 1>
	120 to 128 g/m ²	<Heavy 2>
	129 to 163 g/m ²	<Heavy 3>
Envelope	—	<Envelope>
Coated paper	100 to 110 g/m ²	<Coated 1>
	120 to 130 g/m ²	<Coated 2>
	155 to 165 g/m ²	<Coated 3>
	210 to 220 g/m ²	<Coated 4>
Transparency	—	<Transparency>
Label	—	<Labels>

*1 You can specify either <Plain 1> or <Plain 2> as the paper type for 70 to 74 g/m² paper. If you experience any of the following problems after specifying either of these two settings, specify the other setting.

- Paper that is output curls.
- Afterimages appear on the blank area.
- Toner is not fully fixed and the printouts are faded.

*2 You can specify either <Plain 2> or <Plain 3> as the paper type for 75 to 84 g/m² paper. If you experience any of the following problems after specifying either of these two settings, specify the other setting.

- Paper that is output curls.
- Afterimages appear on the blank area.
- Toner is not fully fixed and the printouts are faded.

MF628Cw / MF623Cn

Paper Type	Paper Weight	Paper Setting on the Machine
Plain paper	60 to 74 g/m ²	<Plain 1>*1
	70 to 84 g/m ²	<Plain 2>*1 *2
	75 to 90 g/m ²	<Plain 3>*2
Recycled paper	60 to 74 g/m ²	<Recycled>
Color paper	60 to 74 g/m ²	<Color>
Heavy paper	85 to 120 g/m ²	<Heavy 1>
	121 to 163 g/m ²	<Heavy 2>
Index card	—	<Heavy 2>*3
Envelope	—	<Envelope>
Coated paper	100 to 110 g/m ²	<Coated 1>
	111 to 130 g/m ²	<Coated 2>
	131 to 160 g/m ²	<Coated 3>
	161 to 220 g/m ²	<Coated 4>
Transparency	—	<Transparency>
Label	—	<Labels>
Thin paper	60 g/m ²	<Thin>

*1 You can specify either <Plain 1> or <Plain 2> as the paper type for 70 to 74 g/m² paper. If you experience any of the following problems after specifying either of these two settings, specify the other setting.

- Paper that is output curls.
- Afterimages appear on the blank area.
- Toner is not fully fixed and the printouts are faded.

*2 You can specify either <Plain 2> or <Plain 3> as the paper type for 75 to 84 g/m² paper. If you experience any of the following problems after specifying either of these two settings, specify the other setting.

- Paper that is output curls.
- Afterimages appear on the blank area.
- Toner is not fully fixed and the printouts are faded.

*3 You can also specify <Plain 1>, <Plain 2>, <Plain 3>, <Recycled>, <Color>, <Heavy 1>, <Envelope>, or <Thin> as the paper type for index cards.

IMPORTANT

Do not use the following types of paper:

- Wrinkled or creased paper
- Curled or rolled paper
- Torn paper
- Damp paper
- Very thin paper
- Paper printed by a thermal transfer printer
- Highly textured paper
- Glossy paper

Paper handling and storage

- Store the paper on a flat surface.
- Keep the paper wrapped in its original package to protect the paper from moisture or dryness.
- Do not store the paper in such a way that may cause it to curl or fold.
- Do not store the paper vertically or stack too much paper.
- Do not store the paper in direct sunlight, or in a place subject to high humidity, dryness, or drastic changes in temperature or humidity.

NOTE

When printing on paper that has absorbed moisture

- Steam may emit from the paper output area, or water droplets may form on the back side of the operation panel or around the paper output area. There is nothing unusual about any of these occurrences, which occur when the heat generated from fixing toner on the paper causes moisture in the paper to evaporate (most likely to occur at low room temperatures).

LINKS

- ▶ [Registering a Custom Paper Size](#)

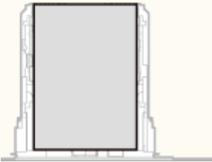
Loading Paper in the Paper Drawer

Load the paper that you usually use in the paper drawer. When you want to print on paper that is not loaded in the paper drawer, load the paper in the manual feed slot. **Loading Paper in the Manual Feed Slot**

IMPORTANT

Make sure to load paper in portrait orientation

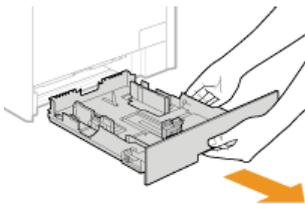
- Paper cannot be loaded in landscape orientation. Make sure to load the paper in portrait orientation, as shown in the illustrations below.



NOTE

- Follow the procedure below when loading paper into the optional paper drawer (MF729Cx / MF728Cdw / MF724Cdw).

1 Pull out the paper drawer.

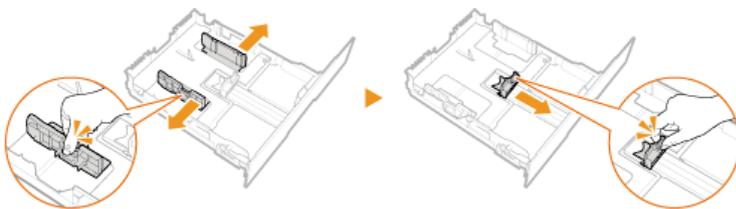


IMPORTANT:

- Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

2 Slide the paper guides apart.

- Press the lock release lever to slide the paper guides outward. On the MF628Cw / MF623Cn, there is no lock release lever for the side paper guides.

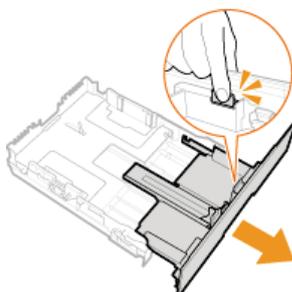


NOTE:

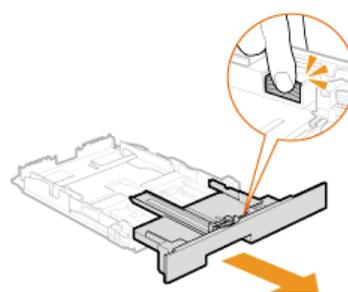
When loading Legal size paper

- Press the lock release lever, and extend the paper drawer.

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



3 Load the paper so that the edge of the paper stack is aligned against the rear side of the paper drawer.

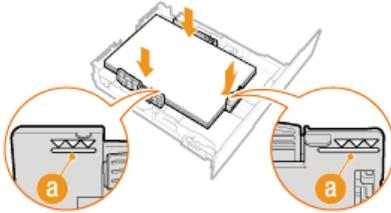
- Load the paper in portrait orientation (with the short edge toward the machine), with the print side face up. Paper cannot be loaded in landscape orientation.
- Fan the paper stack well, and tap it on a flat surface to align the edges.



IMPORTANT:

Do not exceed the load limit line when loading paper

- Make sure that the paper stack does not exceed the load limit line (a). Loading too much paper can cause paper jams.

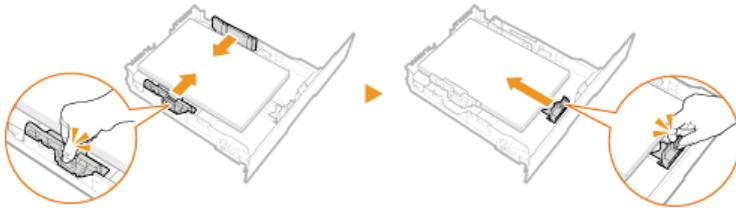


NOTE:

- When loading envelopes or paper with a logo, see **▶ Loading Envelopes** or **▶ Loading Preprinted Paper**.

4 Align the paper guides against the edges of the paper.

- Press the lock release lever and slide the paper guides inward until they are aligned securely against the edges of the paper.



IMPORTANT:

Align the paper guides securely against the edges of the paper

- Paper guides that are too loose or too tight can cause misfeeds or paper jams.

5 Insert the paper drawer into the machine.

NOTE:

When Legal size paper is loaded

- The front side of the paper drawer is not flush with the machine when the extended paper drawer is inserted.

» Continue to **▶ Specifying Paper Size and Type in the Paper Drawer**

IMPORTANT:

When changing the paper size or type

- The factory default settings for paper size and type are <A4> and <Plain 2>, respectively. If you load a different size or type of paper into the machine, make sure to change the settings. If you do not change the settings, the machine cannot print properly.

Printing on the Back Side of Printed Paper (Manual 2-Sided Printing)

You can print on the back side of printed paper. Flatten any curls on the printed paper and insert it into the paper drawer or manual feed slot (**▶ Loading Paper in the Manual Feed Slot**), with the side to print face up (previously printed side face down).

- When using the manual feed slot, load one sheet of paper each time you print.
- You can use only the paper printed with this machine.
- You cannot print on the side that has previously been printed on.
- If the printouts look faded, select <On> for <Drawer 1>, <Drawer 2>, or <Multi-Purpose Tray>, depending on the paper source you are using, in <Manual Back Side Settings (for 2-Sided Only)>. **▶ Special Processing**
- If you are using A5 paper, the reverse side may not be printed correctly.

LINKS

- ▶ Paper
- ▶ **Notify to Check Paper Settings**

Loading Paper in the Manual Feed Slot

When you want to print on paper that is not loaded in the paper drawer, load the paper in the manual feed slot. Load the paper that you usually use in the paper drawer. **ⓘ Loading Paper in the Paper Drawer**

ⓘ For the MF729Cx / MF728Cdw / MF724Cdw

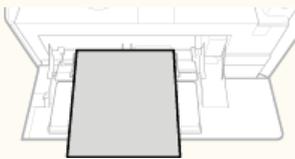
ⓘ For the MF628Cw / MF623Cn

IMPORTANT

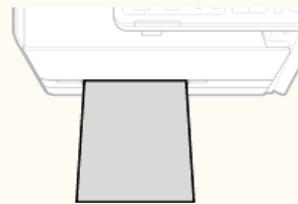
Make sure to load paper in portrait orientation

- Paper cannot be loaded in landscape orientation. Make sure to load the paper in portrait orientation, as shown in the illustrations below.

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



For the MF729Cx / MF728Cdw / MF724Cdw

IMPORTANT

Make sure to insert the paper drawer

- The machine only prints when the paper drawer is inserted, even if paper is loaded in the manual feed slot. An error message is displayed if you attempt to print without inserting the paper drawer.

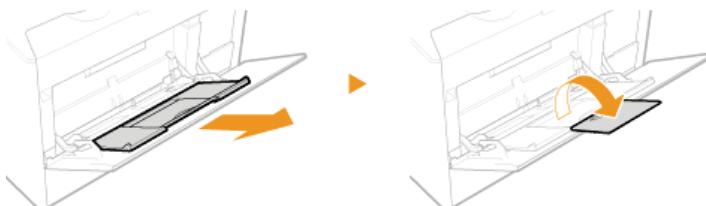
1 Open the cover.

- Hold the top center of the cover to open it.



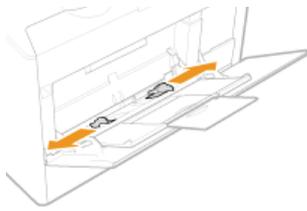
2 Pull out the paper tray and the tray extension.

- Pull out the tray extension when loading large paper.



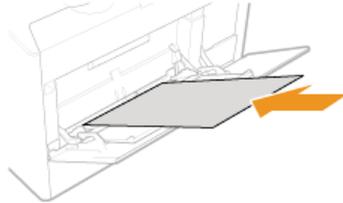
3 Spread the paper guides apart.

- Slide the paper guides outward.



4 Insert the paper into the manual feed slot until the paper stops.

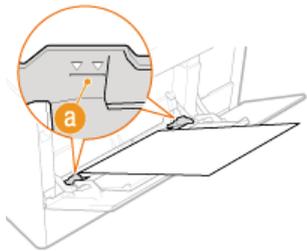
- Load the paper in portrait orientation (with the short edge toward the machine), with the print side face up. Paper cannot be loaded in landscape orientation.
- Fan the paper stack well, and tap it on a flat surface to align the edges.



IMPORTANT:

Do not exceed the load limit line when loading paper

- Make sure that the paper stack does not exceed the load limit line (a). Loading too much paper can cause paper jams.

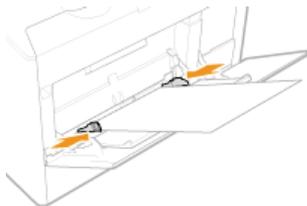


NOTE:

- When loading envelopes or paper with a logo, see [Loading Envelopes](#) or [Loading Preprinted Paper](#).

5 Align the paper guides against the edges of the paper.

- Slide the paper guides inward until they are aligned securely against the edges of the paper.



IMPORTANT:

Align the paper guides securely against the edges of the paper

- Paper guides that are too loose or too tight can cause misfeeds or paper jams.

» Continue to [Specifying Paper Size and Type in the Manual Feed Slot](#)

Printing on the Back Side of Printed Paper (Manual 2-Sided Printing)

You can print on the back side of printed paper. Flatten any curls on the printed paper and insert it into the paper drawer ([Loading Paper in the Paper Drawer](#)) or manual feed slot, with the side to print face up (previously printed side face down).

- When using the manual feed slot, load one sheet of paper each time you print.
- You can use only the paper printed with this machine.
- You cannot print on the side that has previously been printed on.
- If the printouts look faded, select <On> for <Drawer 1>, <Drawer 2>, or <Multi-Purpose Tray>, depending on the paper source you are using, in <Manual Back Side Settings (for 2-Sided Only)>. [Special Processing](#)
- If you are using A5 paper, the reverse side may not be printed correctly.

IMPORTANT

Make sure to insert the paper drawer

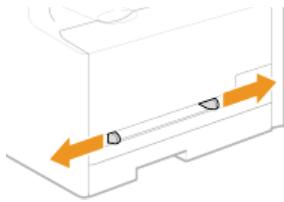
- The machine only prints when the paper drawer is inserted, even if paper is loaded in the manual feed slot. An error message is displayed if you attempt to print without inserting the paper drawer.

Load only one sheet of paper at a time

- Only one sheet of paper can be loaded each time you print.

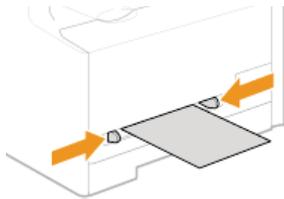
1 Spread the paper guides apart.

- Slide the paper guides outward.



2 Insert the paper and align the paper guides against the width of the paper.

- Load the paper in portrait orientation (with the short edge toward the feed slot), with the print side face up. Paper cannot be loaded in landscape orientation.
- Insert the paper 10 to 20 mm into the manual feed slot, and then slide the paper guides inward until they are aligned securely against the edges of the paper.



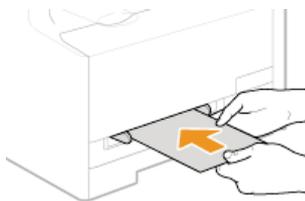
IMPORTANT:

Align the paper guides securely against the edges of the paper

- Paper guides that are too loose or too tight can cause misfeeds or paper jams.

3 Insert the paper slowly into the rear of the manual feed slot.

- The paper is pulled slightly into the machine when inserted into the slot.



NOTE:

- When loading envelopes or paper with a logo, see [Loading Envelopes](#) or [Loading Preprinted Paper](#).

» Continue to [Specifying Paper Size and Type in the Manual Feed Slot](#)

Printing on the Back Side of Printed Paper (Manual 2-Sided Printing)

You can print on the back side of printed paper. Flatten any curls on the printed paper and insert it into the paper drawer ([Loading Paper in the Paper Drawer](#)) or manual feed slot, with the side to print face up (previously printed side face down).

- When using the manual feed slot, load one sheet of paper each time you print.
- You can use only the paper printed with this machine.
- You cannot print on the side that has previously been printed on.

- If the printouts look faded, select <On> for <Drawer 1>, <Drawer 2>, or <Multi-Purpose Tray>, depending on the paper source you are using, in <Manual Back Side Settings (for 2-Sided Only)>.  **Special Processing**
- If you are using A5 paper, the reverse side may not be printed correctly.

LINKS

 **Paper**

Loading Envelopes

Make sure to flatten any curls on envelopes before loading them. Also pay attention to the orientation of envelopes and which side is face up.

Before Loading Envelopes

In the Paper Drawer

In the Manual Feed Slot

NOTE

- This section describes how to load envelopes in the orientation you want, as well as procedures that you need to complete before loading envelopes. For a description of the general procedure for loading envelopes in the paper drawer or manual feed slot, see [Loading Paper in the Paper Drawer](#) or [Loading Paper in the Manual Feed Slot](#).

Before Loading Envelopes

Follow the procedure below to prepare the envelopes before loading.

NOTE

- On the MF628Cw / MF623Cn, only one envelope at a time can be loaded in the manual feed slot. Follow steps 1 to 3 in the procedure below to prepare the envelope for loading.

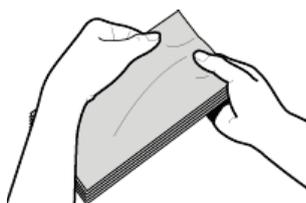
1 Close the flap of each envelope.



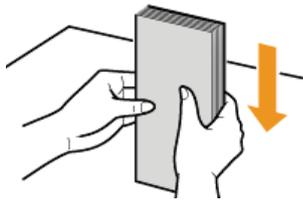
2 Flatten them to release any remaining air, and make sure that the edges are pressed tightly.



3 Loosen any stiff corners of the envelopes and flatten any curls.



4 Align the edges of the envelope on a flat surface.

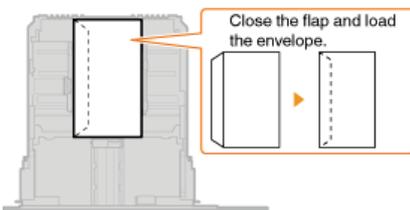


In the Paper Drawer

Load the envelopes Monarch (MF628Cw / MF623Cn), COM10, DL, or ISO-C5 in portrait orientation (with the long edges on either side), with the non-glued side (front side) face up. You cannot print on the reverse side of envelopes.

NOTE

- Monarch size envelopes cannot be loaded in the paper drawer on the MF729Cx / MF728Cdw / MF724Cdw. Load them into the manual feed slot.
- Load the envelopes so that the edge with the flap is toward the left side as shown in the illustration.



In the Manual Feed Slot

Load the envelopes Monarch, COM10, DL, or ISO-C5 in portrait orientation (with the short edge toward the machine), with the non-glued side (front side) face up. You cannot print on the reverse side of envelopes.

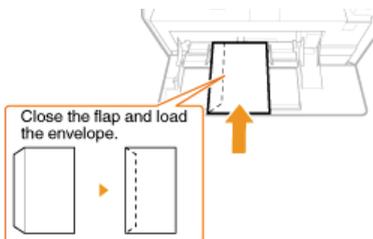
IMPORTANT

- Load only one envelope for the MF628Cw / MF623Cn each time you print.

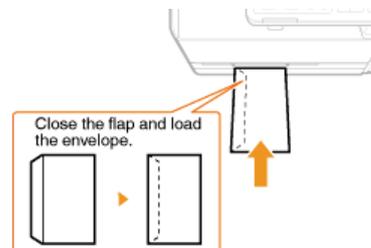
NOTE

- Load the envelopes so that the edge with the flap is toward the left side as shown in the illustration.

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



Loading Preprinted Paper

When you use paper that has been preprinted with a logo, pay attention to the orientation of the paper when loading. Load the paper properly so that printing is performed on the correct side of the paper with a logo.



- ▶ Making 1-Sided Printouts on Paper with Logos
- ▶ Making 2-Sided Printouts on Paper with Logos (MF729Cx / MF728Cdw / MF724Cdw)

NOTE

- This section mainly describes how to load preprinted paper with the proper facing and orientation. For a description of the general procedure for loading paper in the paper drawer or manual feed slot, see ▶ Loading Paper in the Paper Drawer or ▶ Loading Paper in the Manual Feed Slot.

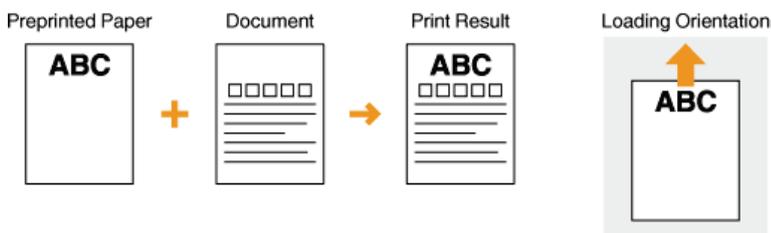
Making 1-Sided Printouts on Paper with Logos

Load the paper with the logo side (the side to print the document) face up.

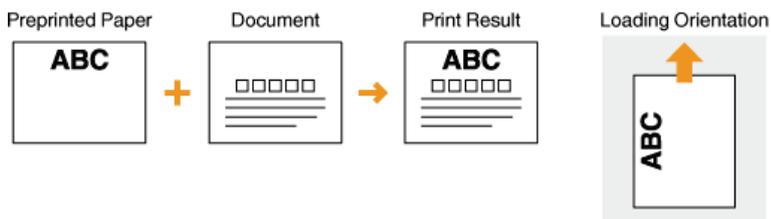
IMPORTANT

- Load only one sheet of paper in the manual feed slot of the MF628Cw / MF623Cn each time you print.

Printing on Paper with Logos in Portrait Orientation



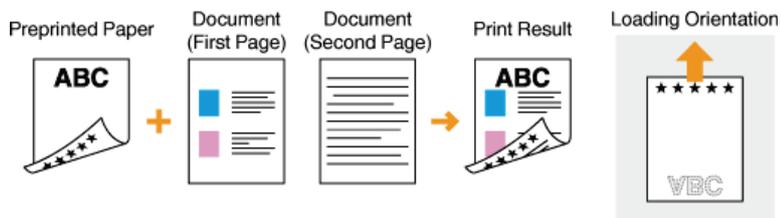
Printing on Paper with Logos in Landscape Orientation



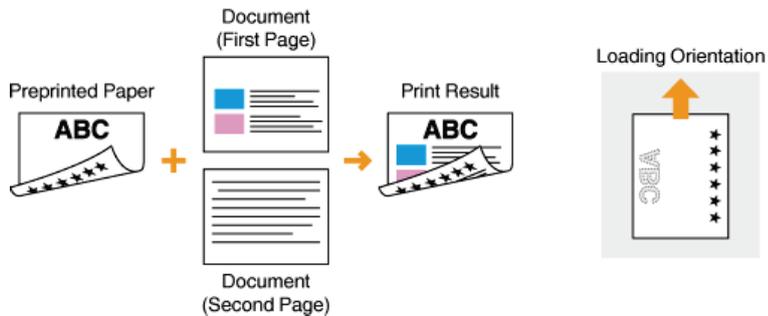
Making 2-Sided Printouts on Paper with Logos (MF729Cx / MF728Cdw / MF724Cdw)

Load the paper with the front logo side (the side to print the first page of the document) face down.

Printing on Paper with Logos in Portrait Orientation



Printing on Paper with Logos in Landscape Orientation



NOTE

The <Switch Paper Feed Method> setting (MF729Cx / MF728Cdw / MF724Cdw)

- When you print on preprinted paper, you need to change the facing of the paper to load each time you perform 1-sided and 2-sided printing. However, if <Switch Paper Feed Method> is set to <Print Side Priority>, the facing that you use for loading preprinted paper for 2-sided printing (logo side face down) can also be used for 1-sided printing. This setting is especially useful if you frequently perform both 1-sided and 2-sided printing. **Switch Paper Feed Method**

Specifying Paper Size and Type

You must specify the paper size and type settings to match the paper that is loaded. Make sure to change the paper settings when you load the paper that is different from the previously loaded paper.

IMPORTANT

- If the setting does not match the size and type of loaded paper, a paper jam or printing error may occur.

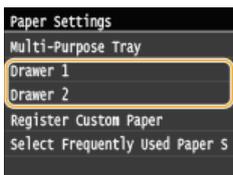
Specifying Paper Size and Type in the Paper Drawer

- 1 Press  and tap <Paper Settings>.



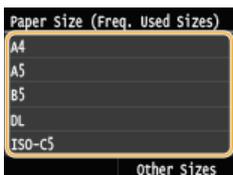
- 2 Tap <Drawer 1> or <Drawer 2>.

- <Drawer 2> is displayed only when the optional paper drawer (drawer 2) is installed. (MF729Cx / MF728Cdw / MF724Cdw)

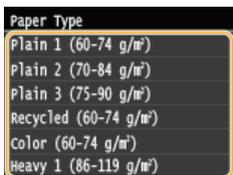


- 3 Select the paper size.

- If the loaded paper size is not displayed, tap <Other Sizes>.



- 4 Select the paper type.

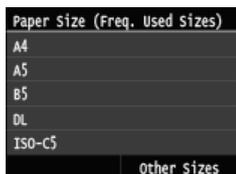


LINKS

- ▶ Loading Paper in the Paper Drawer
- ▶ Limiting the Paper Sizes Displayed
- ▶ Paper
- ▶ Notify to Check Paper Settings

Specifying Paper Size and Type in the Manual Feed Slot

The screen shown here is displayed when paper is loaded in the manual feed slot. Follow the on-screen instructions to specify settings that match the size and type of the loaded paper.



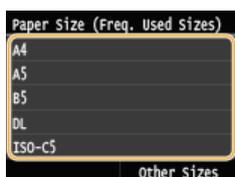
NOTE

If the screen shown above is not displayed when paper is loaded

- If you always load the same paper in the manual feed slot, you can skip the paper setting operations by registering the paper size and type as the default setting. When the default setting is registered, however, the screen shown above is not displayed. To display the screen, select <Off> for <Register Default Settings> (🔴 **Registering Default Paper Settings for the Manual Feed Slot**).

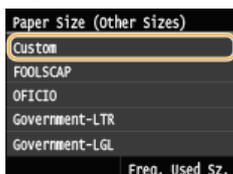
1 Select the paper size.

- If the loaded paper size is not displayed, tap <Other Sizes>.



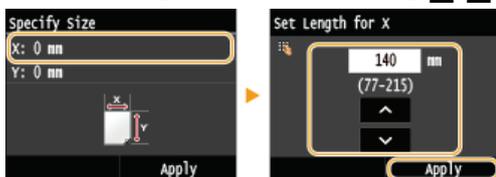
■ When loading custom size paper

1 Tap <Custom>.



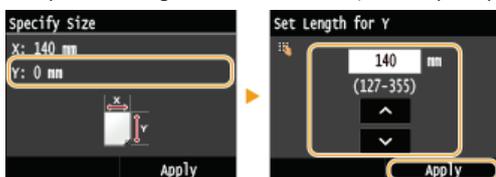
2 Specify the length of the <X> (shorter) side.

- Tap <X>.
- Input the length of the <X> side using ▲/▼ or the numeric keys, and tap <Apply>.

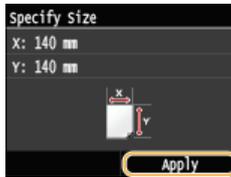


3 Specify the length of the <Y> (longer) side.

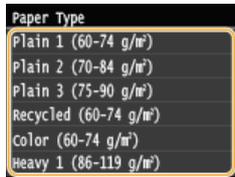
- Tap <Y>.
- Input the length of the <Y> side, and tap <Apply>.



4 Tap <Apply>.



2 Select the paper type.



LINKS

- ▶ **Loading Paper in the Manual Feed Slot**
- ▶ **Limiting the Paper Sizes Displayed**
- ▶ **Paper**

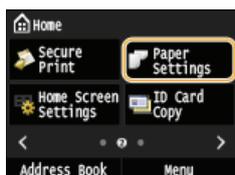
Registering Default Paper Settings for the Manual Feed Slot

You can register default paper settings for the manual feed slot. Registering default settings can save yourself the effort of having to specify the settings each time you load the same paper into the manual feed slot.

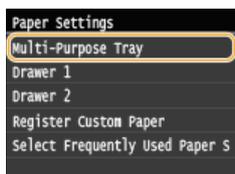
NOTE

- After the default paper setting is registered, the paper setting screen is not displayed when paper is loaded, and the same setting is always used. If you load a different paper size or type without changing the paper settings, the machine may not print properly. To avoid this problem, disable the default setting by selecting <Off> in step 3, and then load the paper.

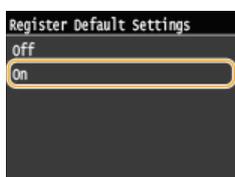
1 Press and tap <Paper Settings>.



2 Tap <Multi-Purpose Tray>.

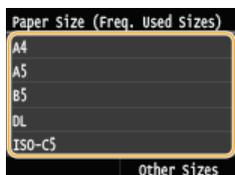


3 Tap <On>.



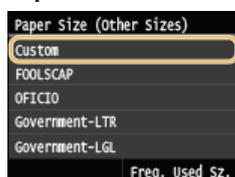
4 Select the paper size.

- If the loaded paper size is not displayed, tap <Other Sizes>.



■ Registering a custom paper size

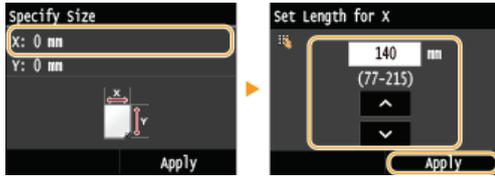
1 Tap <Custom>.



2 Specify the length of the <X> (shorter) side.

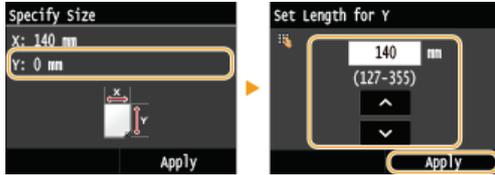
■

- Tap <X>.
- Input the length of the <X> side using ▲/▼ or the numeric keys, and tap <Apply>.

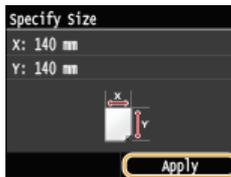


3 Specify the length of the <Y> (longer) side.

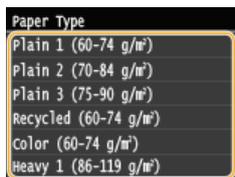
- Tap <Y>.
- Input the length of the <Y> side, and tap <Apply>.



4 Tap <Apply>.



5 Select the paper type.



LINKS

- ▶ [Loading Paper in the Manual Feed Slot](#)
- ▶ [Limiting the Paper Sizes Displayed](#)
- ▶ [Paper](#)

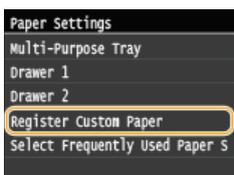
Registering a Custom Paper Size

You can register up to three frequently used custom paper sizes.

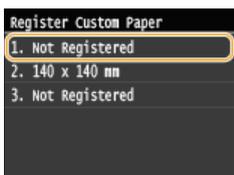
- 1 Press  and tap <Paper Settings>.



- 2 Tap <Register Custom Paper>.



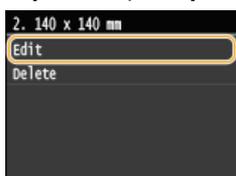
- 3 Tap <Not Registered>.



- If paper sizes <1> to <3> have already been registered, either change or delete the setting to continue. The procedures for changing and deleting these settings are described below.

■ Changing a setting

- 1 Select the registered size you want to change.
- 2 Tap <Edit>, and proceed to step 4.



■ Deleting a setting

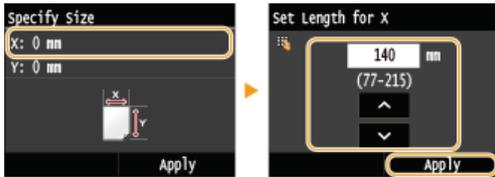
- 1 Select the registered size you want to delete.
- 2 Tap <Delete>.
- 3 Tap <Yes>.



4 Specify the paper size.

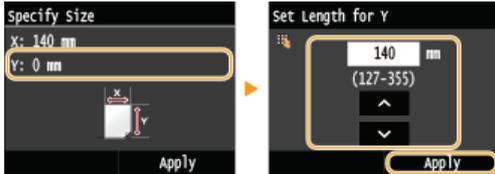
1 Specify the length of the <X> (shorter) side.

- Tap <X>.
- Input the length of the <X> side using \blacktriangle / \blacktriangledown or the numeric keys, and tap <Apply>.

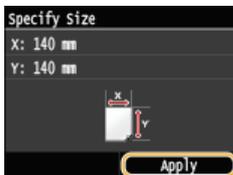


2 Specify the length of the <Y> (longer) side.

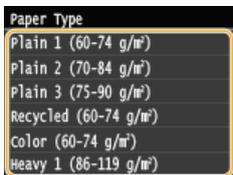
- Tap <Y>.
- Input the length of the <Y> side, and tap <Apply>.



3 Tap <Apply>.



5 Select the paper type.



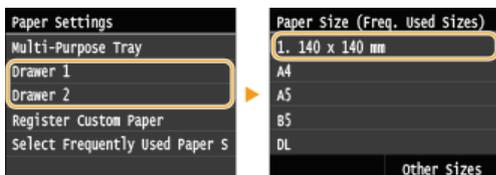
Selecting a Registered Custom Paper Setting

The paper sizes that are registered in the procedure above are displayed on the screen for selecting the paper size.

■ When selecting the paper size for the paper drawer

On the screen to specify the size of the paper that is loaded in the paper drawers, the registered paper sizes are displayed.

● Specifying Paper Size and Type in the Paper Drawer



NOTE:

- Only the registered paper sizes that can be loaded in the paper drawer are displayed. ● Paper

■ When selecting the paper size for the manual feed slot

When paper is loaded in the manual feed slot, the screen for selecting the paper size for the manual feed slot is displayed. The registered paper sizes are displayed on this screen. ● Specifying Paper Size and Type in the Manual Feed Slot



NOTE:

- The registered paper sizes are displayed when you set the default paper settings for the manual feed slot. From the screen, you can select one of the displayed sizes as the default paper size for the manual feed slot. [▶ Registering Default Paper Settings for the Manual Feed Slot](#)

LINKS

- [▶ Loading Paper in the Paper Drawer](#)
- [▶ Loading Paper in the Manual Feed Slot](#)

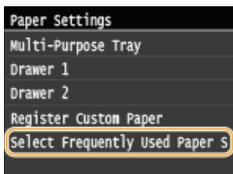
Limiting the Paper Sizes Displayed

You can ensure that only frequently used paper sizes are shown in the screen for selecting the paper size setting.

- 1 Press  and tap <Paper Settings>.



- 2 Tap <Select Frequently Used Paper Sizes>.

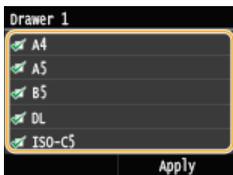


- 3 Tap <Multi-Purpose Tray>, <Drawer 1>, or <Drawer 2>.

- <Drawer 2> is displayed only when the optional paper drawer (drawer 2) is installed. (MF729Cx / MF728Cdw / MF724Cdw)

- 4 Clear the check boxes for paper sizes you do not want displayed.

- Ensure that only the check boxes for frequently used paper sizes are selected.



NOTE:

- Paper sizes that are not selected can be viewed by tapping <Other Sizes> in the paper size setting selection screen.

- 5 Tap <Apply>.

LINKS

- ▶ [Specifying Paper Size and Type in the Paper Drawer](#)
- ▶ [Specifying Paper Size and Type in the Manual Feed Slot](#)
- ▶ [Registering Default Paper Settings for the Manual Feed Slot](#)

Registering in the Address Book



You can register frequently used destinations in the Address Book and easily select them when needed. You can register up to 300 destinations in the Address Book. Destinations can be searched alphabetically, from lists in the Address Book, or by entering three-digit numbers (coded dial numbers). You can also specify destinations more quickly by using the following features.

■ Favorites

Registering a lot of addresses in the Address Book makes it difficult to find the destination you need. To avoid this situation, register frequently used destinations as Favorites. Destinations registered in Favorites can be searched from the Favorites list (<★> tab in the Address Book). You can register up to 19 destinations as Favorites. [▶ Registering Destinations for Favorites](#)

■ Group Dial

You can select multiple destinations that have already been registered and register them together as a group. You can send faxes or e-mails to multiple destinations at the same time. You can register up to 299 destinations (100 destinations for e-mails) for a group. Groups can also be registered in Favorites. [▶ Registering Multiple Destinations for Group Dial](#)

NOTE

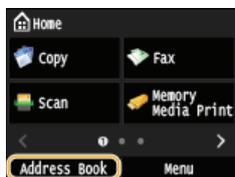
- Use the Send Function Setting Tool or the Remote UI when registering a shared folder or FTP server as the destination for scans.
 - ▶ [Setting a Shared Folder as a Save Location](#)
 - ▶ [Registering Address Book from Remote UI](#)
- You can save the Address Book as a file on your computer (although you cannot use the computer to edit the Address Book). You can also import a saved Address Book from the computer to the machine. [▶ Saving/Loading Registered Data](#)
- You can print a list of destinations registered in the Address Book. [▶ Address Book List](#)
- If your office has an LDAP server installed, you can register destinations searched from the server in the Address Book. You need to specify the settings for connecting to an LDAP server beforehand. [▶ Registering LDAP Servers](#)

Registering Destinations in the Address Book

You can register up to 281 destinations for Coded Dial in the Address Book. You can edit or delete destinations that you have registered.

🔗 Registering Address Book from Remote UI

1 Press and tap <Address Book>.



2 Tap <Register Dest.>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. 🔗 **Setting a PIN for Address Book**

3 Select <Coded Dial> ▶ Select type of address to register.

- According to the address being registered, select <Fax>/<E-Mail>/<I-Fax>.
- The types of destinations that can be selected vary depending on the machine model.

■ Registering destinations with the LDAP server

NOTE:

- If your office has an LDAP server installed, you can register destinations searched from the server in the Address Book. You need to specify the settings for connecting to an LDAP server beforehand. 🔗 **Registering LDAP Servers**

1 Tap <LDAP Server>.

2 Search for the destination to register.

- See steps 3 to 8 on 🔗 **Specifying Destinations in an LDAP Server (Fax)** for the procedure.
- According to the content registered in the LDAP server, the user name and the fax number/e-mail address of the specified destination that is registered on the LDAP server will be automatically input

3 Select a destination.

4 Proceed to step 8.

4 Tap <Name>.

- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

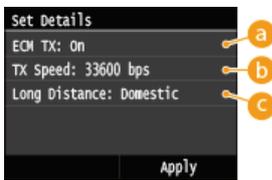
5 Enter the name using the numeric keys, and tap <Apply>.

6 Tap <Fax Number>, <E-Mail Address>, or <I-Fax Address>.

7 Enter the number using the numeric keys, and tap <Apply>.

■ Making detailed settings (only when registered for fax)

After tapping <Details>, a screen similar to the following is displayed.



a <ECM TX>

If an error occurs in an image that is being sent, the error is checked and corrected to prevent an improper image from being sent when setting <On>.

b <TX Speed>

If it takes time for transmissions to start, such as when there is a poor telephone connection, you can adjust the transmission start speed downward incrementally starting from "33600 bps".

c <Long Distance>

Specify <International (1)> to <International (3)> according to the transmission conditions when registering overseas fax numbers.

NOTE

- You can also specify <ECM TX> and <TX Speed> from <Menu> ▶ <Fax Settings>. However, settings made from <Address Book> are enabled for the detailed settings of destinations registered in the Address Book.

8 Tap <Apply>.

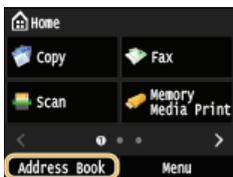
- A three-digit number is automatically set to destinations. The number can be edited after it has been registered.



■ Editing the Content of Registered Destinations

After registering destinations, you can change type so that a number registered for fax is usable for e-mail, change automatically set coded dial numbers, and also change, names, types, and coded dial numbers.

1 Press and tap <Address Book>.



2 Tap <Details/Edit>.

3 Select the tab containing the destination you want to edit, and select the destination.

4 Tap <Edit>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

5 Select the item you want to edit, perform editing, and then tap <Apply>.



■ Deleting a Registered Destination

- 1 Press  and tap **<Address Book>**.



- 2 Tap **<Details/Edit>**.

- 3 Select the tab containing the destination you want to delete, and select the destination.

- 4 Tap **<Delete>**.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap **<Apply>**.  **Setting a PIN for Address Book**

- 5 Tap **<Yes>**.

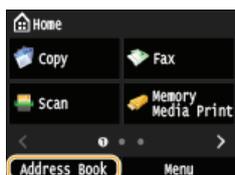
Registering Destinations for Favorites

You can register frequently used destinations as Favorites in the Address Book. Destinations can be edited or deleted after they have been registered. You can register up to 19 destinations in Favorites.

NOTE

- Three-digit numbers are not assigned to Favorites.

1 Press and tap <Address Book>.



2 Tap <Register Dest.>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. [▶ Setting a PIN for Address Book](#)

3 Tap <Favorites>.

4 Select type of address to register.

- According to the address being registered, select <Fax>/<E-Mail>/<I-Fax>.
- The types of destinations that can be selected vary depending on the machine model.

■ Registering destinations with the LDAP server

NOTE:

- If your office has an LDAP server installed, you can register destinations searched from the server in the Address Book. You need to specify the settings for connecting to an LDAP server beforehand. [▶ Registering LDAP Servers](#)

1 Tap <LDAP Server>.

2 Search for the destination to register.

- See steps 3 to 8 on [▶ Specifying Destinations in an LDAP Server \(Fax\)](#) for the procedure.
- According to the content registered in the LDAP server, the user name and the fax number/e-mail address of the specified destination that is registered on the LDAP server will be automatically input.

3 Select a destination.

4 Proceed to step 9.

5 Tap <Name>.

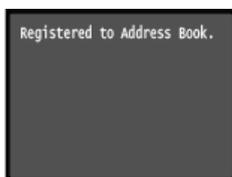
- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

6 Enter the name using the numeric keys, and tap <Apply>.

7 Tap <Fax Number>, <E-Mail Address>, or <I-Fax Address>.

8 Enter the number or address using the numeric keys, and tap <Apply>.

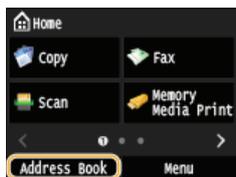
9 Tap <Apply>.



■ Editing the Content of Registered Destinations in Favorites

After registering destinations, you can change the content of destinations such as numbers, names, and types.

- 1 Press and tap <Address Book>.



- 2 Tap <★>.

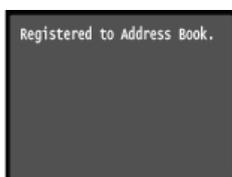
- 3 Tap <Details/Edit>, and select the destination you want to edit.

- 4 Tap <Edit>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

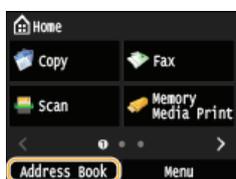
- 5 Tap the item you want to edit, perform editing, and then tap <Apply>.

- 6 Tap <Apply>.



■ Deleting a Registered Destination

- 1 Press and tap <Address Book>.



- 2 Tap <★>.

- 3 Tap <Details/Edit>, and select the destination you want to edit.

- 4 Tap <Delete>.

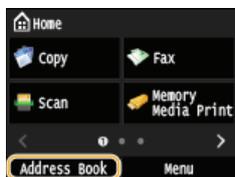
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

- 5 Tap <Yes>.

Registering Multiple Destinations for Group Dial

Multiple destinations can be combined into groups. You can register up to 299 destinations (100 destinations for e-mails) for a group. After a group is registered, you can add or delete destinations.

- 1 Press  and tap <Address Book>.



- 2 Tap <Register Dest.>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>.  **Setting a PIN for Address Book**

- 3 Tap <Coded Dial>.

- Groups can also be registered in Favorites. Tap <Favorites> to register the group as Favorites.

- 4 Tap <Group>.

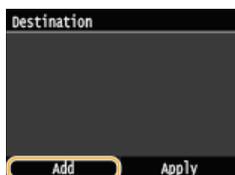
- 5 Tap <Name>.

- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

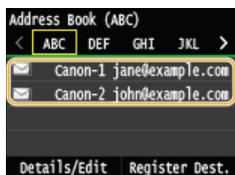
- 6 Enter the name using the numeric keys, and tap <Apply>.

- 7 Tap <Number of Destinations>.

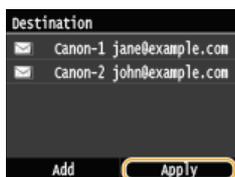
- 8 Tap <Add>.



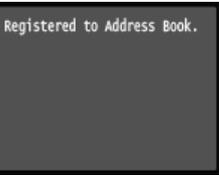
- 9 Select the tab and select a destination you want to register.



- 10 Repeat steps 8 and 9 until you have registered all of the destinations that you want to register, and then tap <Apply>.



- 11 Tap <Apply>.



■ Editing the Content of Registered Groups

After registering destinations, you can change the content of groups such as names, destinations, and coded dial numbers.

- 1 Press and tap <Address Book>.



- 2 Tap <Details/Edit>.

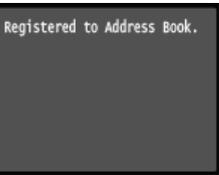
- 3 Tap , and select the destination you want to change.

- 4 Tap <Edit>.

● If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

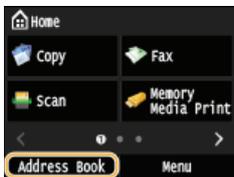
- 5 Select the item you want to edit, perform editing, and then tap <Apply>.

- 6 Tap <Apply>.



■ Deleting a Group

- 1 Press and tap <Address Book>.



- 2 Tap <Details/Edit>.

- 3 Tap , and select the group you want to delete.

- 4 Tap <Delete>.

● If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

- 5 Tap <Yes>.

Adjusting the Volume

The machine produces sounds in a variety of situations, such as when fax sending is complete or when a paper jam or error occurs. You can set the volume of each of these sounds individually.

■ Adjusting <Fax Volume> MF729Cx / MF728Cdw / MF628Cw

- 1 Press the  key.
- 2 To change <Fax Volume>, tap  / , and tap <Apply>.

- You can also adjust the volume by flicking the slider.



- Tap  and move the cursor all the way to the left to mute the sound.



■ Adjusting <Other Volume>

- 1 Press  key.
 - For MF729Cx / MF728Cdw / MF628Cw, tap <Other Volume>.
- 2 Select a setting.

Setting	Description	Procedure
<Ring Tone>*	Sound produced when an incoming fax is received	● Go to step 3.
<TX Done Tone>*	Sound produced when fax sending is complete	
<RX Done Tone>*	Sound produced when fax receiving is complete	
<Scanning Done Tone>*	Sound produced when fax document scanning is complete	
<Entry Tone>	Confirmation sound each time a key on the operation panel or button on the display is pressed	● Select <On> (produce a tone) or <Off> (not produce a tone).
<Invalid Entry Tone>	Sound produced when an invalid key operation is performed, such as when you enter a number outside the valid setting range	
<Restock Supplies Tone>	Sound produced when a toner cartridge is almost empty	
<Warning Tone>	Sound produced when a paper jam or other error occurs	
<Job Done Tone>	Sound produced when an operation such as copying or scanning is complete	
<Energy Saver Alert>	Sound produced when the machine enters or exits sleep mode	
<Original in		

* Displayed only for MF729Cx / MF728Cdw / MF628Cw

3 Use **<**/**>** to set volume, tap **<Apply>**.

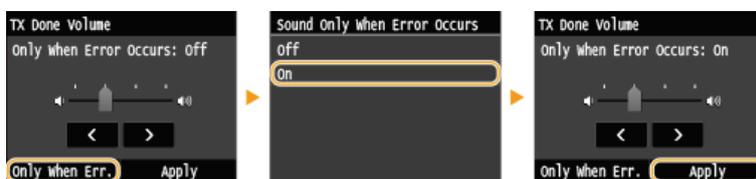


- Tap **<** and move the cursor all the way to the left to mute the sound.



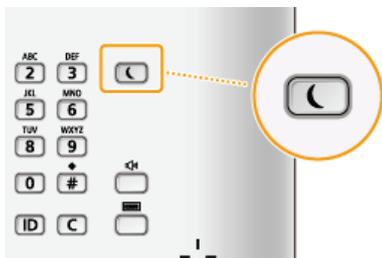
■ End sound only for error

- Tap **<Only When Err.>** **>** **<On>** **>** **<Apply>**.



Entering Sleep Mode

The sleep mode function reduces the amount of power consumed by the machine by disabling power flow to the operation panel. If no operations will be performed on the machine for a while, such as during a lunch break, you can save power simply by pressing  on the operation panel. You can also use the Auto Sleep Time setting to automatically put the machine into sleep mode if it remains idle for a specified length of time.



NOTE

When in sleep mode

- When the machine enters sleep mode,  lights up yellow green.

Situations in which the machine does not enter sleep mode

- When the machine is in operation
- When the [Processing/Data] indicator is lit up or blinking
- When the machine is performing an operation such as adjustment or cleaning
- When a paper jam occurs
- When the receiver of the optional handset or an external telephone is off the hook
- When the menu screen is displayed
- When a job is waiting to be scanned to a USB memory device or to a computer
- When an error message is displayed on the screen (There are some exceptions. The machine sometimes enters sleep mode when error messages are displayed.)
- When the machine is communicating with an LDAP server, etc.
- When the SSID/network key screen for Direct Connection is displayed. (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)

When You Want to Set the Auto Sleep Timer

The factory default settings for the amount of time that elapses before the machine enters auto sleep mode are listed below. We recommend using the factory default settings to save the most power. If you want to change the amount of time that elapses before the machine enters auto sleep mode, follow the procedure below.

- MF729Cx / MF728Cdw / MF724Cdw: 10 minutes (setting range 10 to 60)
- MF628Cw / MF623Cn: 20 minutes (setting range 20 to 60)



<Menu> ► <Timer Settings> ► <Auto Sleep Time> ► Set the amount of time that elapses before the machine automatically enters sleep mode ► <Apply> ► 



■ Exiting Sleep Mode

Press . You can also tap the display or press any key other than  to exit sleep mode.

NOTE

- If the optional handset or an external telephone is connected, the machine exits sleep mode when you take the receiver off the hook.

Setting Auto Shutdown Time MF724Cdw / MF623Cn

By enabling this setting, you can set the machine to automatically shut down. The machine automatically turns OFF after the specified period of idle time has elapsed since entering the sleep mode. You can cut electric power consumption at night and on holidays if you forget to turn OFF the machine.



<Menu> ▶ <Timer Settings> ▶ <Auto Shutdown Time> ▶ Set the time period ▶ <Apply>

IMPORTANT

Before setting <Auto Shutdown Time>

When the <Auto Shutdown Time> setting is enabled, the machine may automatically shut down even if you are operating the machine from the Remote UI or from the Send Function Setting Tool. A malfunction may occur, particularly if the machine shuts down while data is being imported. When you import data using the Remote UI or use the Send Function Setting Tool, set <Auto Shutdown Time> to <0> (Off) in advance.

NOTE

- The default setting is 4 hours.
- If any setting of the [Timer Settings] is changed from the Remote UI while the machine is in the sleep mode, the timer for the <Auto Shutdown Time> setting is reset to the beginning. The machine automatically shuts down after the specified period of idle time has elapsed since the timer was reset.

Copying

This chapter describes basic copy operations and various other useful functions, such as 2-sided copying and copying both sides of an ID card onto one page.

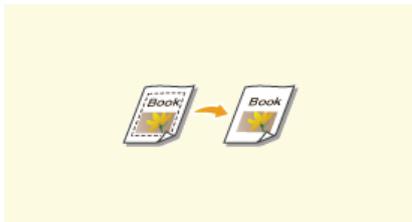
■ Using Basic Operations

- ▶ **Basic Copy Operations**
- ▶ **Canceling Copies**
- ▶ **Selecting Copy Paper**

■ Using Copy Settings to Suit Your Needs



▶ **Enlarging or Reducing**



▶ **Erasing Dark Borders and Frame Lines (Erase Frame)**



▶ **Collating Copies by Page**



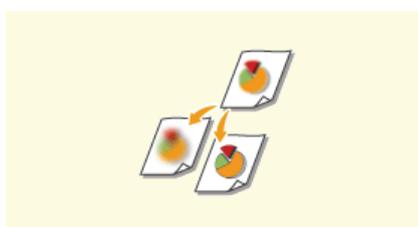
▶ **Selecting Document Type**



▶ **Adjusting Density**



▶ **Adjusting Color Balance**



▶ **Adjusting Sharpness**



▶ **2-Sided Copying (MF729Cx / MF728Cdw / MF724Cdw)**



▶ **Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)**



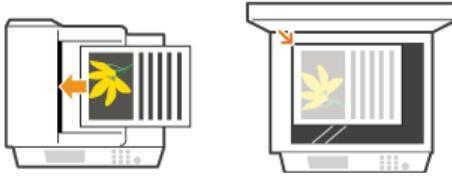
▶ **Copying Both Sides of an ID Card onto One Page**

■ Simplifying Your Frequent Copy Operations

- ▶ **Changing Default Settings**
- ▶ **Registering Frequently Used Copy Settings**

Basic Copy Operations

1 Place the document(s). Placing Documents

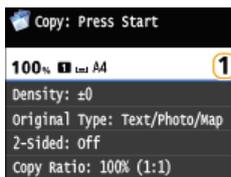


2 Press and tap <Copy>.



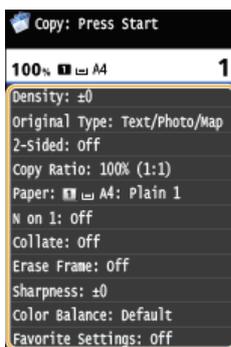
3 Enter the number of copies using the numeric keys.

- Enter a quantity from 1 to 999.
- Press  to cancel the entered quantity.



4 Specify the copy settings as necessary.

- Tap the item you want to set.  Various Copy Settings



5 Press .

- Copying starts.
- If you want to cancel copying, tap <Cancel>  <Yes>.  Canceling Copies

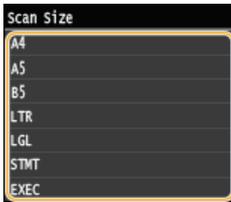
■ When placing documents in the feeder in step 1

The document is automatically scanned.

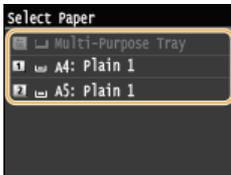
■ When placing documents on the platen glass in step 1

Depending on the copy settings you made, the screen for selecting the document size and paper source are displayed when copying multiple documents. Follow the procedure below.

1 Select the document size.



2 Select the paper source that contains the paper you want to use.



- If the screen is not displayed, proceed to step 3.

3 Place the next document on the platen glass, and press  .

- Repeat this step until you finish scanning the entire document.

4 Tap <Start Copying>.

NOTE:

- When the <Paper Size & Settings Mismatch> or <The memory is full. Scanning will be canceled. Do you want to print?> message is shown in the display.  **When an Error Message Appears**
- You can check the copy history, such as when or how many copies have been made. Press  **<Copy/Print Job>**  **<Copy Job Log>**  Select the copy document you want to check.

IMPORTANT

When copying documents with text or images that extend to the edges of the page

- The edges of the document might not be copied. For more information about the scan margins, see  **Scan Area**.

TIPS

- If you always want to make copies with the same settings:
 -  **Changing Default Settings**
- If you want to register a combination of settings to use when needed:
 -  **Registering Frequently Used Copy Settings**

Selecting Copy Paper

Specify the paper source that contains the paper to use for printing out copies.

NOTE

- You must first specify the size and type of paper that is loaded in the paper source.

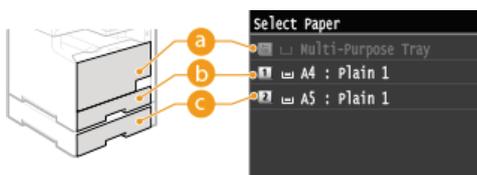
▶ **Specifying Paper Size and Type**

▶ **Loading Paper**

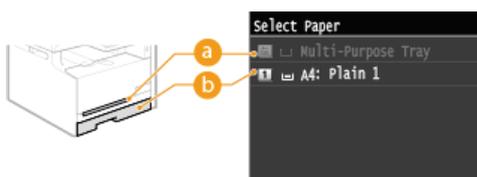


<Copy> ▶ <Paper> ▶ Select the paper source (a, b, c)

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



a <[Manual Feed] >

Selects the paper loaded in the manual feed slot.

b <[1] >

Selects the paper loaded in the drawer.

c <[2] > (MF729Cx / MF728Cdw / MF724Cdw)

Selects the paper loaded in the optional paper drawer.

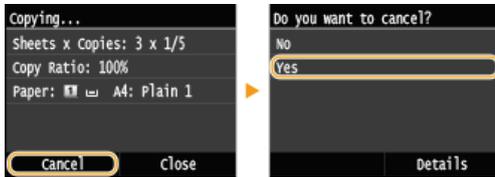
LINKS

▶ **Basic Copy Operations**

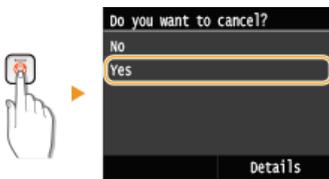
Canceling Copies

If you want to cancel copying immediately after pressing , tap <Cancel> on the screen or press  on the operation panel. You can also cancel copying after checking the copy status.

■ Tap <Cancel> on the Screen That is Displayed While Copying

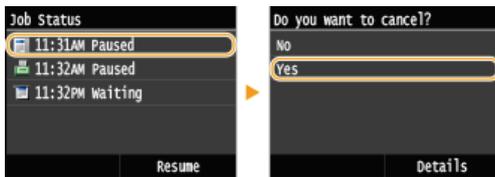


■ Press to Cancel

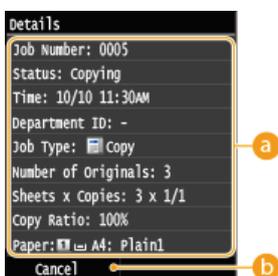
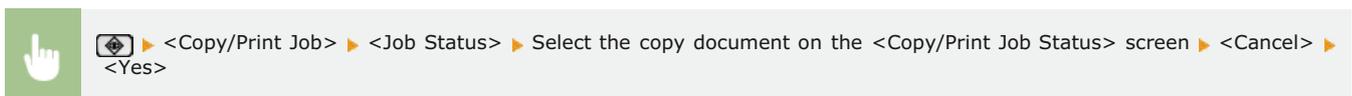


If the Screen Displays a List of Documents When is Pressed

Documents have been scanned and are waiting to be printed. Select the copy document to cancel.



■ Check the copy job status before canceling



a Copy details

The number of copies, settings, and other details are displayed. If you only want to check the details without canceling copying, press  to return to the copy main screen.

b <Cancel>

Cancels copying.

▶ **Basic Copy Operations**

Various Copy Settings

A variety of settings are available to suit your needs, such as when you want to save paper or make your documents easier to read.



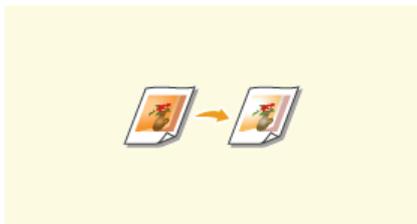
▶ **Enlarging or Reducing**



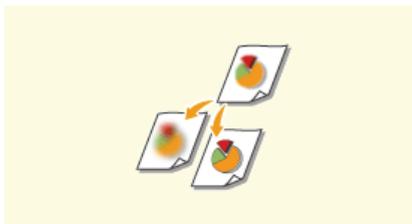
▶ **Selecting Document Type**



▶ **Adjusting Density**



▶ **Adjusting Color Balance**



▶ **Adjusting Sharpness**



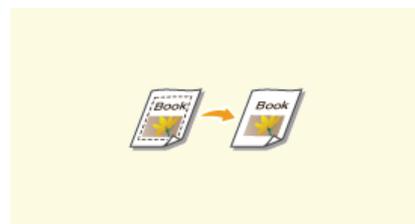
▶ **2-Sided Copying (MF729Cx / MF728Cdw / MF724Cdw)**



▶ **Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)**



▶ **Copying Both Sides of an ID Card onto One Page**



▶ **Erasing Dark Borders and Frame Lines (Erase Frame)**



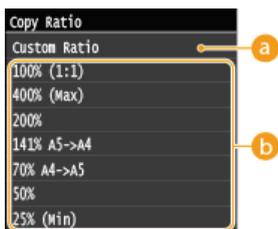
▶ **Collating Copies by Page**

Enlarging or Reducing



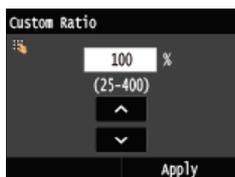
You can enlarge or reduce copies by using a preset copy ratio such as <A5->A4>, or by setting a custom copy ratio in increments of 1%.

 <Copy> ▶ <Copy Ratio> ▶ Select the copy ratio



a <Custom Ratio>

Tap  /  or the numeric keys to enter the copy ratio, and tap <Apply>. You can set any copy ratio from 25% to 400% in 1% increments.



b Preset copy ratio

Select a copy ratio.

LINKS

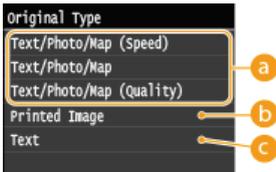
▶ **Basic Copy Operations**

Selecting Document Type



You can select the optical image quality for the copy depending on the document type, such as text-only documents, documents with charts and graphs, or magazine photos.

 <Copy> ▶ <Original Type> ▶ Select the document type



a <Text/Photo/Map>

Suitable when copying documents that contain both text and photos, or documents that include detailed lines, such as maps. You can also select whether to give priority to copy speed or image quality.

- <Text/Photo/Map (Speed)>
 Priority is given to speed over image quality. This setting is effective only when selected for color copying.
- <Text/Photo/Map (Quality)>
 This setting gives priority to image quality over speed. You can also adjust the level of priority given to the quality of the text or photos. Tap   to adjust the setting, and tap <Apply>.



b <Printed Image>

Suitable when copying documents that contain printed photos, such as magazines or pamphlets.

c <Text>

Suitable when copying documents that only contain text.

LINKS

Basic Copy Operations

Adjusting Density



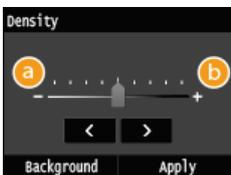
You can adjust the density of the copy if the text or images in a document are too light or dark. You can also adjust the background to remove the background color when document pages are lightly colored or yellowing.

NOTE

- Adjust both the density and background when copying a document printed on thin paper, such as a newspaper, so that the text and images on the opposite side of the page are not visible in the copy.



<Copy> ▶ <Density> ▶ Adjust the density ▶ <Apply>



- a** <->
Decreases the density.
- b** <+>
Increases the density.

Adjusting the background color



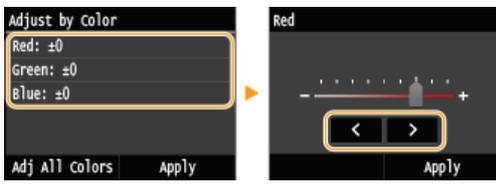
<Copy> ▶ <Density> ▶ <Background> ▶ <Background: Manual> ▶ Adjust the background color ▶ <Apply>



- a** <->
Makes the background color lighter.
- b** <+>
Makes the background color darker.
- c** <Adj. by Color>
Adjust each color in the background.



<Adjust by Color> ▶ Select the color ▶ Adjust the density ▶ <Apply> ▶ <Apply>



LINKS

- ▶ [Basic Copy Operations](#)
- ▶ [Adjusting Color Balance](#)
- ▶ [Adjusting Sharpness](#)

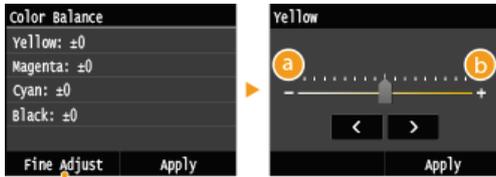
Adjusting Color Balance



Adjust the levels of yellow, magenta, cyan, or black.



<Copy> ▶ <Color Balance> ▶ Select the color ▶ Adjust the color level ▶ <Apply> ▶ <Apply>



c

a <->

Makes the selected color lighter.

b <+>

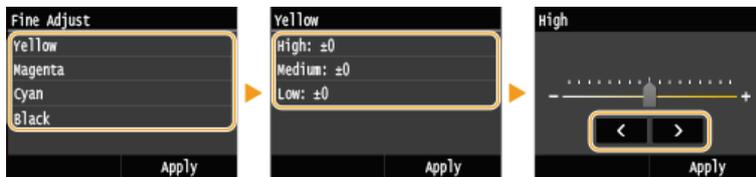
Makes the selected color darker.

c <Fine Adjust> ▾

Fine tune the colors by adjusting the levels of the 3 density areas for each color.



<Fine Adjust> ▶ Select the color ▶ Select the density area ▶ Adjust the color level ▶ <Apply> ▶ <Apply> ▶



Example: If you want to make a copy with colors that more closely match the original

If the color of the copy does not match the original

Use color balance adjustment

Yellow -5
Cyan +7

Example: If you want to make a copy with brighter colors than the original

Without color balance adjustment



With color balance adjustment



Yellow -7
Magenta +6
Cyan +5

LINKS

- ▶ [Basic Copy Operations](#)
- ▶ [Adjusting Density](#)
- ▶ [Adjusting Sharpness](#)

Adjusting Sharpness



You can adjust sharpness of the copied image. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.


 <Copy> ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>



a <->

Decreases the sharpness, resulting in a softer image.

Example: If you want to improve the appearance of magazine photos



b <+>

Increases the image sharpness.

Example: If you want to sharpen text and lines written in pencil



LINKS

- ▶ Basic Copy Operations
- ▶ Adjusting Density
- ▶ Adjusting Color Balance

2-Sided Copying MF729Cx / MF728Cdw / MF724Cdw



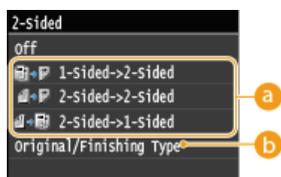
You can copy two pages of a document on both sides of the paper. You can also copy a two-sided document on both sides of the paper, or on two separate pages.

NOTE

- <2-Sided> may not be available with some sizes and types of paper. **Paper**
- <2-Sided> is not available when using <ID Card Copy>.

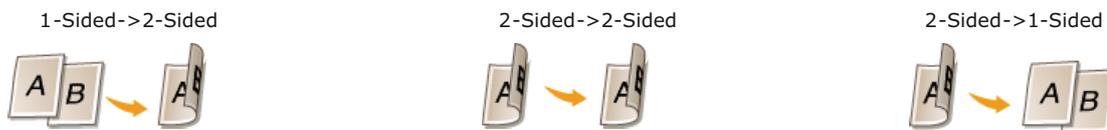


<Copy> ▶ <2-Sided> ▶ Select the type of 2-sided copying



a Types of 2-sided copying

The illustration below shows the types of 2-sided copying.



b <Original/Finishing Type>

Specify if you want to change the binding, such as when copying book-type documents in calendar-type format.

■ 1-Sided->2-Sided

- If you want to copy portrait-oriented documents in calendar-type format (short-edge binding)



<Original/Finishing Type> ▶ <1-Sided->2-Sided> ▶ <Portrait> ▶ <Calendar Type>

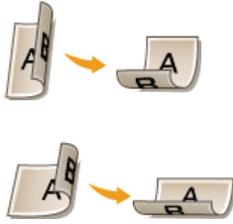
- If you want to copy landscape-oriented documents in book-type format (short-edge binding)



<Original/Finishing Type> ▶ <1-Sided->2-Sided> ▶ <Landscape> ▶ <Book Type>

■ 2-Sided->2-Sided

- If you want to create copies with a different binding type than the original




 <Original/Finishing Type> ▶ <2-Sided->2-Sided> ▶ Select the original orientation ▶ Select the original binding type ▶ Select the binding type for the finished copy, which is different from that of the original document

■ 2-Sided->1-Sided

This setting enables you to align the direction of the output paper.

- When a 2-sided document is in portrait-oriented calendar-type format (short-edge binding)




 <Original/Finishing Type> ▶ <2-Sided->1-Sided> ▶ <Portrait> ▶ <Calendar Type>

- When a 2-sided document is in landscape-oriented book-type format (short-edge binding)




 <Original/Finishing Type> ▶ <2-Sided->1-Sided> ▶ <Landscape> ▶ <Book Type>

LINKS

- ▶ [Basic Copy Operations](#)
- ▶ [Copying Multiple Documents onto One Sheet \(2 on 1/4 on 1\)](#)

Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)



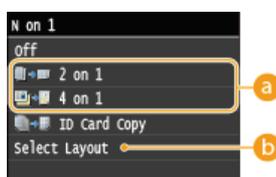
You can copy two or four documents onto a single sheet at a reduced size. This decreases the number of pages, enabling you to save paper.

NOTE

- Using <2 on 1>/<4 on 1> reduces the copy ratio automatically (the copy ratio is displayed on the screen). You can increase or further reduce the copy ratio before pressing $\left[\downarrow \right]$ / $\left[\uparrow \right]$, but the edges of the document might not be copied if you increase it.
- <2 on 1>/<4 on 1> is not available when using <Erase Frame> or <ID Card Copy>.
- When you copy multiple documents onto one page, margins may be created in the copied image.



<Copy> ▶ <N on 1> ▶ Select <2 on 1> or <4 on 1> ▶ Select the document size on the <Scan Size> ▶ On the <Output Size> screen, select the paper source that contains the paper you want to use

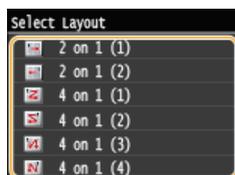


a <2 on 1>/<4 on 1>

Select <2 on 1> to copy two pages of documents onto a single sheet, or select <4 on 1> to copy four pages of documents onto a single sheet.

b <Select Layout>

Specify how to arrange the documents on the page.



LINKS

- ▶ [Basic Copy Operations](#)
- ▶ [2-Sided Copying \(MF729Cx / MF728Cdw / MF724Cdw\)](#)

Copying Both Sides of an ID Card onto One Page



You can use <ID Card Copy> to copy the front and back sides of a card onto the same side of a page. This function is useful when copying a driver's license or ID card.

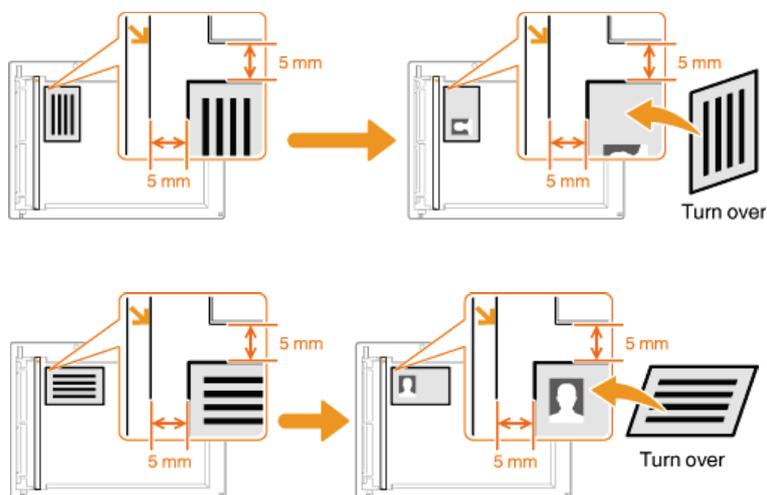
NOTE

- <ID Card Copy> is available with A4/Letter size paper or larger.
- <Copy Ratio> is automatically set to <100%>.
- <ID Card Copy> is not available when using <Erase Frame>, <2-Sided>, or <2 on 1>/<4 on 1>.



Place the card ▶ <ID Card Copy> ▶ ▶ Turn the card over ▶

■ How to place the card



LINKS

▶ [Basic Copy Operations](#)

Erasing Dark Borders and Frame Lines (Erase Frame)



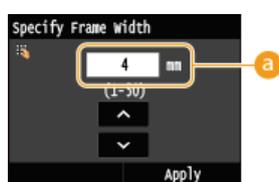
When copying documents that are smaller than the output paper size, frame lines may appear around the edges in the copied image. When copying facing pages from thick book, dark borders may appear. <Erase Frame> enables you to erase these frame lines and dark borders.

NOTE

- The width of the frame to erase is increased or decreased relative to the <Copy Ratio> setting.
- <Erase Frame> is not available when using <2 on 1>/<4 on 1> or <ID Card Copy>.



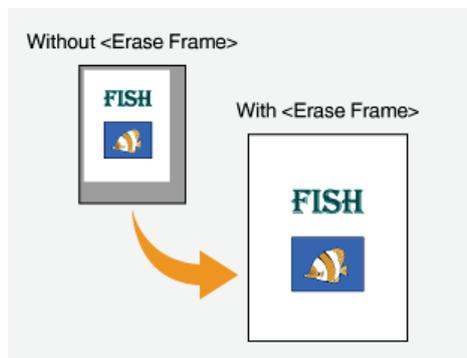
<Copy> ▶ <Erase Frame> ▶ <On> ▶ Specify the width of the frame to erase ▶ <Apply> ▶ Select the document size on the <Scan Size> screen



a Frame Width

Tap / or the numeric keys to enter the frame width (1 to 50 mm), and tap <Apply>.

Example: If you want to erase the dark borders and frame lines



LINKS

Basic Copy Operations

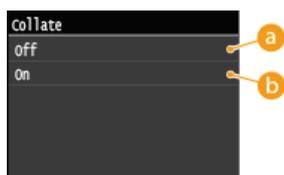
Collating Copies by Page



When preparing multiple copies of multi-page documents, set <Collate> to <On> to collate copies in sequential page order. This function is useful when preparing handouts for meetings or presentations.



<Copy> ▶ <Collate> ▶ <On>



a <Off>

The copies are grouped by page and not collated. For example, if you are making three copies of a five-page document, the printouts will be arranged in the following page order: 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5.



b <On>

The copies are grouped into complete sets in sequential page order. For example, if you are making three copies of a five-page document, the printouts will be arranged in the following page order: 1, 2, 3, 4, 5, 1, 2, 3, 4, 5, 1, 2, 3, 4, 5.



LINKS

▶ [Basic Copy Operations](#)

Configuring Copy Settings to Your Needs

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you register your frequently used settings as default settings, you can eliminate the need to configure the same settings every time you make copies. In addition, you can also register combinations of multiple copy settings and use them whenever you need them.

NOTE

- The machine comes pre-configured with factory default settings ( **Setting Menu List**). You can change and register the default settings according to your needs.



I often copy documents with pages full of information, and I always reduce the copy ratio to 95%.



Change the copy ratio to 95% and register it as the default setting. From now on, you can make copies without changing the copy ratio.  **Changing Default Settings**



I always make 2-sided copies of documents for our regular weekly meetings, and collate them into however many sets are required.



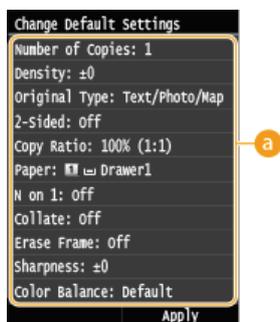
Go to <Favorite Settings> and register the combination of <2-Sided> and <Collate> turned <On>. You can then easily use this setting combination whenever you need it.  **Registering Frequently Used Copy Settings**

Changing Default Settings

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you change these default settings to match the operations that you perform frequently, you can eliminate the need to configure the same settings every time you make copies.



<Menu> ▶ <Copy Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply>



a Settings

Select the item you want to set, and change the default value.

LINKS

- ▶ **Basic Copy Operations**
- ▶ **Various Copy Settings**
- ▶ **Copy Settings**

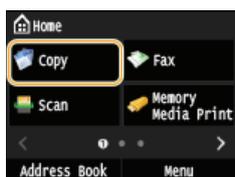
Registering Frequently Used Copy Settings

You can register up to four frequently used combinations of copy settings. By simply selecting a registered setting combination when it is needed, you can eliminate the need to configure the same settings every time you make copies, such as if you frequently set the number of copies to 5, set <Erase Frame> to <On>, and increase the sharpness when copying. You can also display settings as shortcut buttons in the <Home> Screen.

- ▶ Registering Favorite Settings
- ▶ Recalling Favorite Settings

Registering Favorite Settings

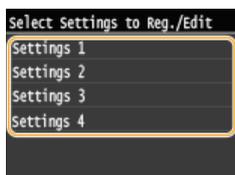
- 1 Press  and tap <Copy>.



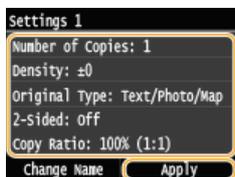
- 2 Tap <Favorite Settings> ▶ <Register/Edit>.



- 3 Select where to register the settings.

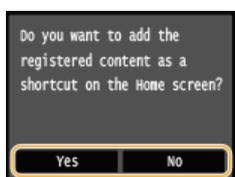


- 4 Change the values for the settings you want to register, and tap <Apply>. ▶ Various Copy Settings
 - To rename the registration destination, tap <Change Name>. ▶ Entering Text

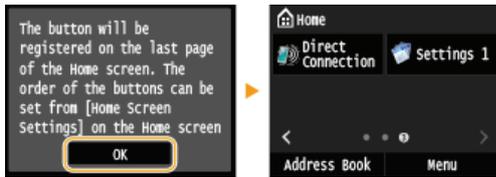


- 5 Tap <Yes>.

- 6 Select whether to register the settings as a shortcut button.



- If you select <Yes>, a message appears. Check the message and then tap <OK>. The registered setting combination is added to the <Home> Screen as a shortcut button.



NOTE:

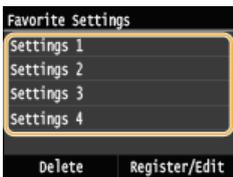
- If the <Home> Screen is full and the shortcut button cannot be added, use <Home Screen Settings> to delete registered buttons or blanks. ▶ **Customizing the <Home> Screen**

NOTE

- Registered settings are retained even when the machine is turned OFF.
- To edit registered settings, select the setting combination to be edited in step 3 and then edit the settings.
- If you want to delete a registered setting, tap <Copy> ▶ <Favorite Settings> ▶ <Delete> ▶ Select the Settings ▶ <Yes> ▶ <Yes>.

Recalling Favorite Settings

Simply select the setting combination that suit your purpose from the favorite settings.



NOTE

- Once you have recalled the setting combination, you can also change the copy settings as needed.

LINKS

- ▶ **Basic Copy Operations**

Faxing

This chapter describes fax settings, basic fax operations and various other useful functions to suit your needs, such as PC Fax to send documents directly from computers, Address Book to specify destinations easily, and Forwarding to receive faxes even when you are out of the office.

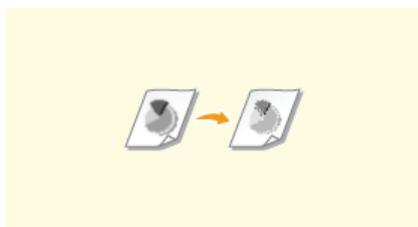
NOTE

- Fax functions are only available for MF729Cx / MF728Cdw / MF628Cw.
- You need to complete some procedures before using fax functions. ▶ **Configuring Initial Settings for Fax Functions (MF729Cx / MF728Cdw / MF628Cw)**
- You need to register destinations in the Address Book before using this feature. ▶ **Registering in the Address Book**

■ Using Basic Operations

- ▶ **Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Canceling Sending Faxes**
- ▶ **Receiving Faxes (MF729Cx / MF728Cdw / MF628Cw)**

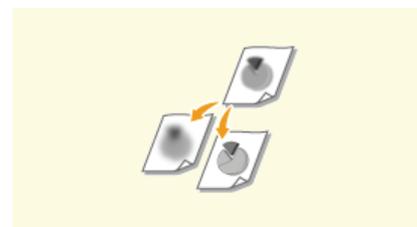
■ Specifying Scanning Settings



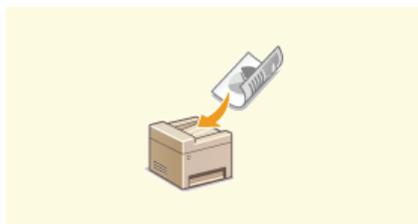
▶ **Adjusting Resolution**



▶ **Adjusting Density**



▶ **Adjusting Sharpness**



▶ **Scanning 2-Sided Documents (MF729Cx / MF728Cdw)**

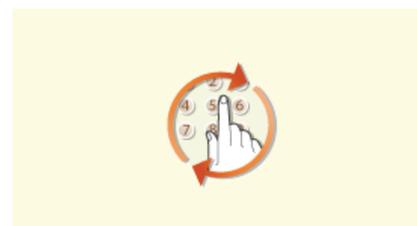
■ Specifying Destinations Simply and Quickly



▶ **Specifying from Address Book (Fax)**



▶ **Selecting Destinations Directly by Entering Coded Dial Numbers (Fax)**

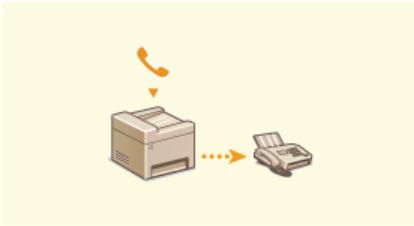


▶ **Specifying Previously Used Destinations (Fax)**

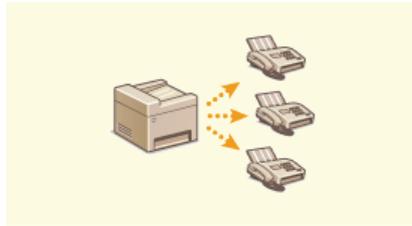


▶ Specifying Destinations in an LDAP Server (Fax)

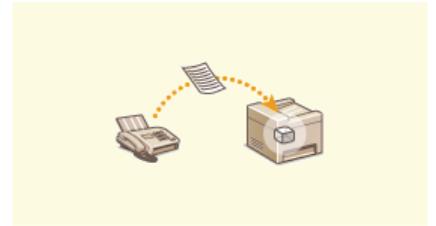
■ Sending and Receiving According to Your Purposes



▶ Making a Call before Sending Faxes (Manual Sending)



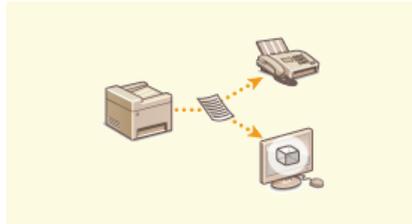
▶ Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)



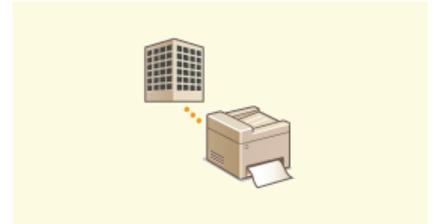
▶ Storing Received Faxes into Memory (Memory Reception)



▶ Forwarding Received Faxes



▶ Archiving Sent Faxes



▶ Receiving Fax Information Services

■ Sending Faxes Directly from Your Computer



▶ Sending Faxes from Your Computer (PC Fax) (MF729Cx / MF728Cdw / MF628Cw)

■ Sending and Receiving Faxes via the Internet



▶ Using Internet Fax (I-Fax)

Faxing with AirPrint

- In Mac OS, AirPrint provides a simple way to send faxes without using a driver. ▶ Faxing with AirPrint (MF729Cx / MF728Cdw / MF628Cw)

Configuring Initial Settings for Fax Functions MF729Cx / MF728Cdw / MF628Cw

Follow steps 1 to 4 described below to configure the fax settings. First, determine which receive mode best suits your intended use, and then follow the on-screen instructions to configure the settings. For more information about a particular step, click on the link to go to the corresponding section.

Step 1 ▶ Deciding Which Fax Receive Mode to Use



Step 2 ▶ Registering the Fax Number and Unit Name



Step 3 ▶ Selecting the Receive Mode



Step 4 ▶ Connecting the Telephone Line



Deciding Which Fax Receive Mode to Use

Before configuring the fax settings, determine which receive mode best suits your intended use.

Intended use	Receive mode	
Use fax only/Never use telephone 	<Auto> This setting is for when you want to use the machine exclusively for receiving faxes, and you do not want to use the telephone or optional handset.	
Mostly use telephone/Almost never use fax 	<Manual> Connect your telephone or handset to the machine. This setting is for when you mostly want to use the telephone. You can receive incoming faxes manually.	
Use both fax and telephone 	Use answering machine	<Answering Machine> Connect your answering machine. Callers can record a message if they call while you are away from the telephone. The machine automatically receives incoming faxes.
	Use standard telephone or optional handset	<Fax/Tel Auto Switch> Connect your telephone or handset. The machine automatically receives incoming faxes, and the telephone rings for incoming calls.

NOTE

- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.
 - You may be able to manually set a receive mode other than those described above, depending on your country or region.
- ▶ Receiving Faxes (MF729Cx / MF728Cdw / MF628Cw)**

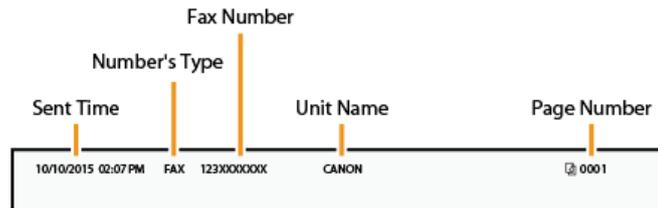
» Continue to ▶ **Registering the Fax Number and Unit Name**

LINKS

▶ **Receiving Faxes (MF729Cx / MF728Cdw / MF628Cw)**

Registering the Fax Number and Unit Name

Register the fax number and unit name of your machine. This information is printed at the top of each page sent from the machine.



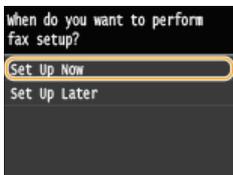
- 1 Press and tap <Menu>.



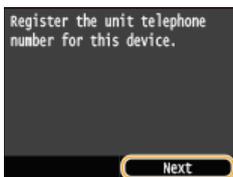
- 2 Tap <Fax Settings> ▶ <Fax Setup Guide>.



- 3 Tap <Set Up Now>.



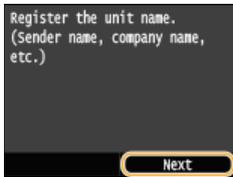
- 4 Tap <Next>.



- 5 Enter the fax number using the numeric keys (Entering Text), and tap <Apply>.



- 6 Tap <Next>.



7 Enter the unit name (such as a user name or company name) (▶ Entering Text), and tap <Apply>.

- Enter up to 24 alphanumeric characters.
- Tapping <A/a/12> toggles the input modes.



» Continue to ▶ Selecting the Receive Mode

LINKS

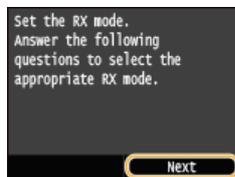
▶ Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)

Selecting the Receive Mode

Select the receive mode that suits your intended use beforehand (▶ **Deciding Which Fax Receive Mode to Use**).

1 Tap <Next>.

- The screen shown here is displayed after the unit name has been registered (▶ **Registering the Fax Number and Unit Name**).



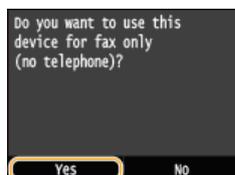
2 Select the receive mode that suits your intended use.

- Select the receive mode with tapping <Yes> or <No>.

NOTE:

- You may be able to manually set a receive mode other than those described below, depending on your country or region.
 - ▶ **Receiving Faxes (MF729Cx / MF728Cdw / MF628Cw)**

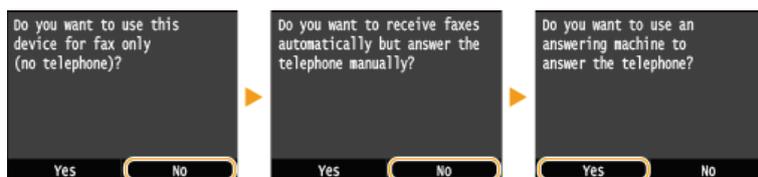
■ To set the receive mode to <Auto>



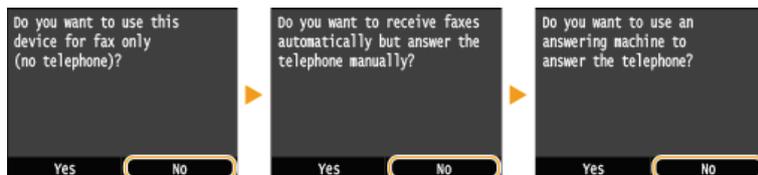
■ To set the receive mode to <Fax/Tel Auto Switch>



■ To set the receive mode to <Answering Machine>



■ To set the receive mode to <Manual>



3 Tap <Apply>.

- If the machine is set to <Answering Machine>, tap <Next>.

» Continue to ▶ **Connecting the Telephone Line**

🔗 [Receiving Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)

Connecting the Telephone Line

Connect the telephone line to the machine.

1 Tap <Next>.

- One of the screens shown here is displayed after the receive mode has been set (● **Selecting the Receive Mode**).



2 Connect the telephone line to the machine.

Notice for Connecting the Telephone Line

This product includes the Telephone Line Cord and Adapter to connect the telephone line. Depending on your country or region, you may need to use the provided Adapter to connect the Telephone Line Cord to the wall telephone jack. If you use the provided Adapter, follow the instructions below to connect correctly.

- If you use provided Adapter, use the Telephone Line Cord with 6 contacts connector in the package with Adapter.

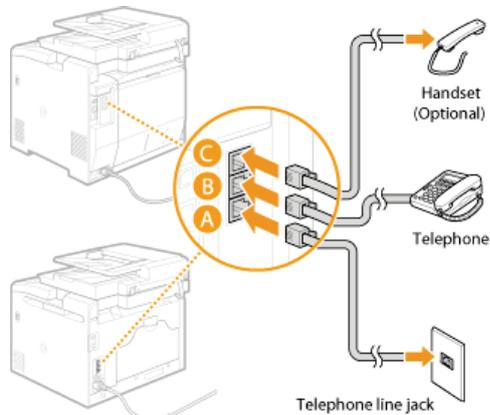


- Do not connect the Telephone Line Cord with 2 contacts connector to Adapter. There is the case that this product or connected telephone does not work correctly.



- Adapter to use is different depending on your country or a region. Select the proper type of Adapter which you usually use.

- Connect the telephone cable to the telephone line jack on the machine (● **A**) and the telephone line jack on the wall.
- If you are using a telephone or answering machine, connect it to the external telephone jack (● **B**).
- If you are using an optional handset, connect it to the handset jack (● **C**).

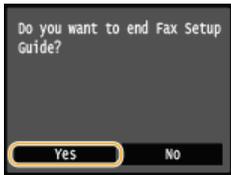


NOTE:

- If you are connecting an external telephone with fax functions, set up the telephone to receive faxes manually.

3 Tap <Next> after the telephone line has been connected.

4 Tap <Yes>.



5 Tap <OK>.

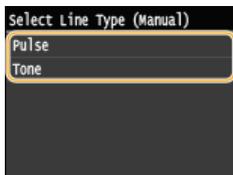


6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.
- When the machine is restarted, the telephone line type is automatically set.

If the machine does not automatically set the type of telephone line

Follow the procedure below to set the type of telephone line. If you are not sure of the type of phone line you are using, contact your local telephone company. <Select Line Type> may not be available depending on the country where you are using the machine.



LINKS

- ▶ **Installation**
- ▶ **Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Receiving Faxes (MF729Cx / MF728Cdw / MF628Cw)**

Sending Faxes MF729Cx / MF728Cdw / MF628Cw

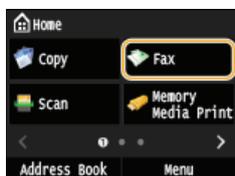
NOTE

- You need to complete some procedures before using fax functions. [▶ Configuring Initial Settings for Fax Functions \(MF729Cx / MF728Cdw / MF628Cw\)](#)

1 Place the document(s). [▶ Placing Documents](#)



2 Press and tap <Fax>.



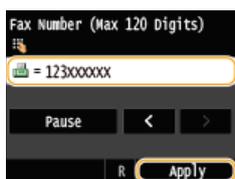
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . [▶ Logging on to Authorized Send](#)

3 Press .

- If the destinations set by the previous user are still selected, this can cause transmission errors. Always reset the settings before sending.

4 Enter the destination using the numeric keys, and tap <Apply>.

- If your machine is connected to a PBX (Private Branch Exchange), tap <R> before entering the destination. If <R> is not available, you need to register the R-key settings. [▶ R-Key Setting](#)
- If you enter the wrong characters, press . (Press to delete each character one by one; press and hold to delete all the input characters at once.)



- Using the Address Book to quickly specify destinations. [▶ Specifying Registered Destinations](#)

NOTE:

If a confirmation window appears

- When <Confirm Entered Fax Number> is set to <On>, the input screen reappears so that you can confirm the destination ([▶ Checking Destinations before Sending Documents](#)). Enter the destination again.

Adding a destination

- To enter a second or subsequent destination, tap <Destination>  <Specify Using Numeric Keys>. You can specify up to 10 destinations.

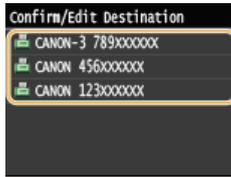
■ To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 Tap <Destination> <Confirm/Edit>.



2 Select a destination you want to delete.



3 Tap <Remove>.



4 Tap <Yes>.

NOTE

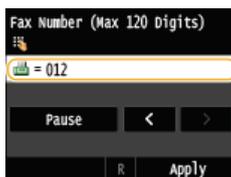
If you want to easily and quickly delete destinations without displaying a list of destinations

- Before tapping <Destination> in step 1, you can tap / to toggle the destinations you specified. Display a destination you want to delete, and press .

■ To send overseas

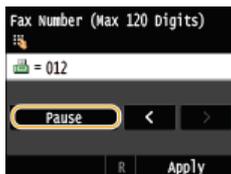
Enter the international access code, the country code, the area code, and the fax number to specify the destination.

1 Enter the international access code.



2 Tap <Pause>.

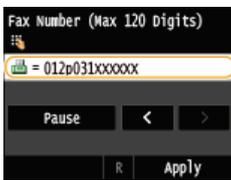
- <p> (pause) is inserted between numbers. In this case, 012 will be dialed first, then 4 seconds later, the next number will be dialed.



NOTE:

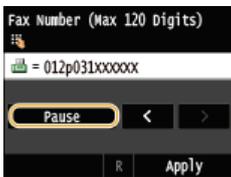
- Inputting pauses is optional; however, consecutive numbers that are input without pauses may not be recognized correctly.
- Pauses can be inserted continuously.
- One pause inserts 4 seconds of waiting time. This time can be changed as necessary. **Set Pause Time**

3 Enter the country code, the area code, and the fax number.

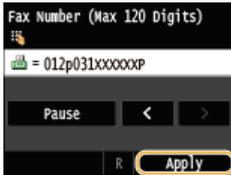


4 Tap <Pause> to insert a pause at the end of the fax number as necessary.

- The waiting time inserted here is fixed to 10 seconds. This time cannot be changed.

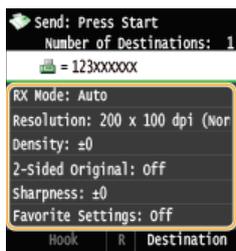


5 Tap <Apply>.



5 Specify the scanning settings as necessary.

- Tap the item you want to set. ▶ **Various Fax Settings**



6 Press  (B&W) to start sending.

- Scanning starts.
- If you want to cancel sending, tap <Cancel> ▶ <Yes>.

■ When placing documents in the feeder in step 1

When scanning is complete, the faxes are sent.

■ When placing documents on the platen glass in step 1 

Follow the procedures below.

1 Select the document size.

- When there is only one page to be scanned, proceed to step 3.

2 Place the next document on the platen glass, and press  (B&W).

- Repeat this step until you finish scanning all of the pages.

3 Tap <Start Sending>.

- The faxes are sent.

- If you always want to send faxes with the same settings:
 - ▶ **Changing Default Settings**
- If you want to register a combination of settings to use when needed:
 - ▶ **Registering Frequently Used Fax Settings**
- If you want to sound an alarm when the handset is off the hook:
 - ▶ **Off-Hook Alarm**

LINKS

- ▶ **Canceling Sending Faxes**
- ▶ **Sending and Receiving Faxes According to Your Purposes (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Checking Status and Log for Sent and Received Documents**

Specifying Registered Destinations

You can specify destinations by selecting them from the Address Book or coded dial numbers, as well as by using the numeric keys. To use the Address Book or coded dial numbers, you need to register destinations beforehand. You can also specify previously used destinations. If your office has an LDAP server installed, you can also specify destinations in the server.



▶ **Specifying from Address Book (Fax)**



▶ **Selecting Destinations Directly by Entering Coded Dial Numbers (Fax)**



▶ **Specifying Previously Used Destinations (Fax)**



▶ **Specifying Destinations in an LDAP Server (Fax)**

TIPS for Enhancing Security

- If you want to limit available destinations to ones from the Address Book, ones in an LDAP server, or previously specified ones:
 - ▶ **Limiting Available Destinations**
- If you want to disable specifying previously used destinations:
 - ▶ **Disabling Use of Previously Used Destinations**

LINKS

- ▶ **Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Registering in the Address Book**
- ▶ **Registering LDAP Servers**

Specifying from Address Book (Fax)



The Address Book enables you to specify a destination by selecting from a list of registered destinations or by searching by name for destinations with recipient names.

NOTE

- You need to register destinations in the Address Book before using this feature. [▶ Registering in the Address Book](#)

1 Press and tap <Address Book>.



- You can also tap <Fax> ▶ <Destination> ▶ <Specify from Address Book>.

2 Tap / to select a tab.



<All>

Displays all the destinations registered in the Address Book. For the marks beside the destinations, see the explanations below.



Displays a list of destinations registered in Favorites.



Displays destinations with recipient names whose first characters correspond to the characters of the selected tab.



Displays destinations for faxes.



Displays destinations for e-mails. To specify destinations using this tab, see [▶ Specifying from Address Book](#).



Displays destinations for I-fax. To specify destinations using this tab, see [▶ Specifying from Address Book](#).

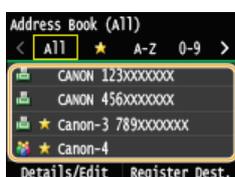


Displays destinations for shared folders and FTP servers. To specify destinations using this tab, see [▶ Specifying from Address Book](#).



Displays a list of destinations registered in Group Dial.

3 Select a destination.



NOTE:

If you want to specify multiple destinations

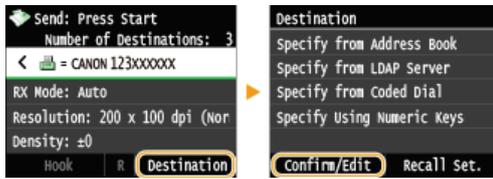
- Repeat the following steps. You can specify up to 300 destinations.
<Destination> ▶ <Specify from Address Book> ▶ Select a tab ▶ Select a destination.

- To specify any additional destinations with the numeric keys, tap <Destination> ▶ <Specify Using Numeric Keys>.

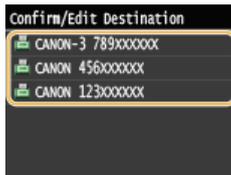
■ To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 Tap <Destination> ▶ <Confirm/Edit>.



2 Select a destination you want to delete.



3 Tap <Remove>.

- If you specified Group Dial in step 2, "XX destination(s)" is displayed. Tapping <Destination> displays destinations registered in the group.



4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

- Before tapping <Destination> in step 1, you can tap  /  to toggle the destinations you specified. Display a destination you want to delete, and press .

LINKS

-  [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)
-  [Sending Faxes to Multiple Destinations Simultaneously \(Sequential Broadcast\)](#)

Selecting Destinations Directly by Entering Coded Dial Numbers (Fax)

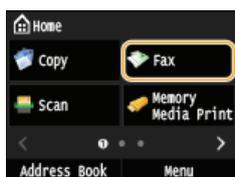


Three-digit numbers (coded dial numbers) are assigned to addresses in the Address Book. You can specify an address simply by entering its coded dial number.

NOTE

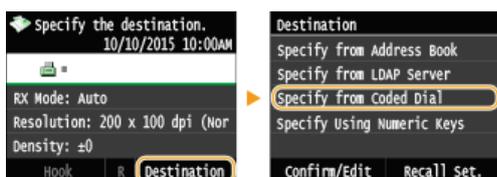
- To use coded dialing, the destination must be registered in the Address Book beforehand. **▶ Registering Destinations in the Address Book**

1 Press and tap <Fax>.



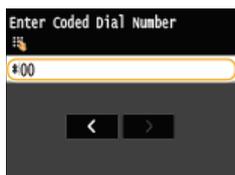
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . **▶ Logging on to Authorized Send.**

2 Tap <Destination> ▶ <Specify from Coded Dial>.



3 Use the numeric keys to enter a three-digit number (001 to 281).

- If you enter the wrong characters, press . (Press to delete each character one by one; press and hold to delete all the input characters at once.)



NOTE:

If a confirmation screen appears

- When <Coded Dial TX Confirmation> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the destination name and the number of destinations are shown.) Check the contents and if everything is correct, and tap <On>. To specify a different destination, tap <Cancel> and re-enter the three-digit coded dial number. **▶ Displaying Destinations in Address Book**

If you want to specify multiple destinations

- Repeat the following steps. You can specify up to 281 destinations.
<Destination> ▶ <Specify from Coded Dial> ▶ Enter a number.
- To specify any additional destinations with the numeric keys, tap <Destination> ▶ <Specify Using Numeric Keys>.

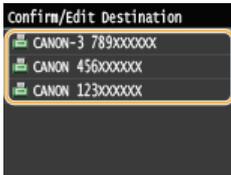
■ To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 Tap <Destination> ▶ <Confirm/Edit>.



2 Select a destination you want to delete.



3 Tap <Remove>.

- If you specified Group Dial in step 2, "XX destination(s)" is displayed. Tapping <Number of Destinations> displays destinations registered in the group.



4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

- Before tapping <Destination> in step 1, you can tap / to toggle the destinations you specified. Display a destination you want to delete, and press .

LINKS

- ▶ **Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)**

Specifying Previously Used Destinations (Fax)



You can select a destination from among the past three destinations. When you specify a previously used destination, the machine also sets the same fax settings such as density you used the last time you sent documents to that destination.

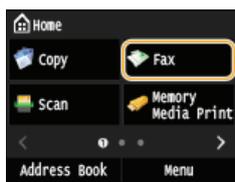
IMPORTANT

- When <Restrict Resending from Log> is set to <On>, you cannot use this feature. ▶ **Disabling Use of Previously Used Destinations**
- Turning OFF the machine or setting <Restrict New Destinations> to <On> deletes the past destinations, and disables this feature. ▶ **Limiting Available Destinations**
- The destinations in Manual Sending are not available for this feature. ▶ **Making a Call before Sending Faxes (Manual Sending)**

NOTE

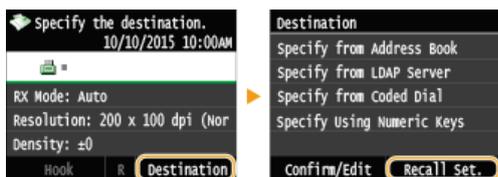
- When you specify a destination using this feature, any destinations that you have already specified are deleted.

1 Press and tap <Fax>.



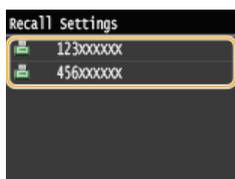
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . ▶ **Logging on to Authorized Send**

2 Select <Destination> ▶ <Recall Set.>.



3 Select a destination.

- If you are using a sequential broadcast log, only the address specified for the first transmission is displayed, but all the destinations are specified. ▶ **Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)**



▶ The selected destination and the fax settings used at the time are specified. You can also change the settings before sending.

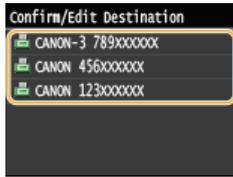
■ To delete destinations

If you used a sequential broadcast log, you can delete destinations as necessary.

1 Tap <Destination> ▶ <Confirm/Edit>.



2 Select a destination you want to delete.



3 Tap <Remove>.

- If you specified Group Dial in step 2, "XX destination(s)" is displayed. Tapping <Number of Destinations> displays destinations registered in the group.



4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

- Before tapping <Destination> in step 1, you can tap / to toggle the destinations you specified. Display a destination you want to delete, and press .

LINKS

Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)

Specifying Destinations in an LDAP Server (Fax)



If your office has an LDAP server installed, you can use the destinations registered in the server. To specify destinations, access an LDAP server via the machine, and then search for a destination.

NOTE

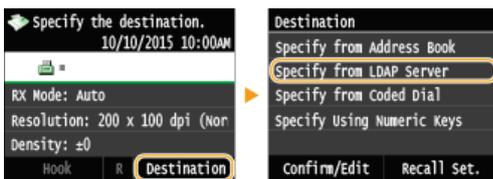
- You need to specify the settings for connecting to an LDAP server beforehand. [Registering LDAP Servers](#)

1 Press and tap <Fax>.

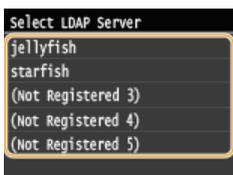


- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . [Logging on to Authorized Send](#)

2 Tap <Destination> ▶ <Specify from LDAP Server>.

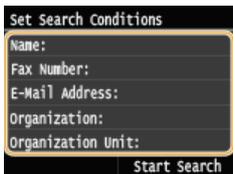


3 Select the LDAP server you are using.



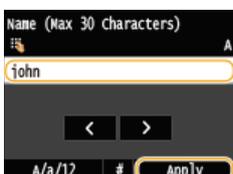
4 Select the search criteria.

- Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations. Multiple search criteria can be specified at the same time.



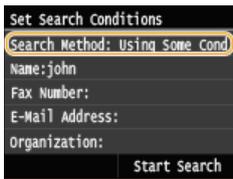
5 Specify the search criteria using the numeric keys, and tap <Apply>.

- The following screen shows an example for when <Name> is selected in step 4 to search by personal name.

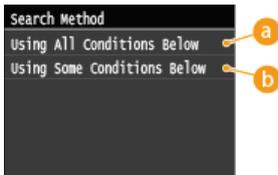


- Tapping <A/a/12> toggles the input modes (except for searching by fax number).
- To specify multiple search criteria, repeat steps 4 and 5.

6 Tap <Search Method>.



7 Select the search method.



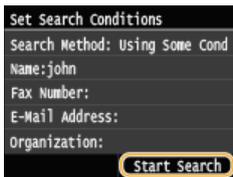
a <Using All Conditions Below>

Searches and displays the destinations that meet all the search criteria specified in steps 4 and 5.

b <Using Some Conditions Below>

All destinations meeting any of the search criteria specified in steps 4 and 5 are displayed as search results.

8 Tap <Start Search>.



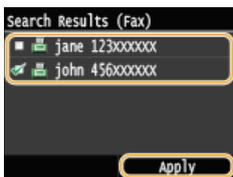
➔ The destinations meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. [Registering LDAP Servers](#)

9 Select a destination, and tap <Apply>.

- Up to 10 destinations can be specified.



- To search for a destination using other search criteria, repeat steps 2 to 9.

NOTE:

- The maximum number of destinations that you can specify when using the numeric keys in combination with an LDAP server is 10. For example, if seven destinations have been specified using the numeric keys, up to three destinations can be specified using an LDAP server.

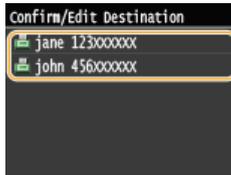
■ To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

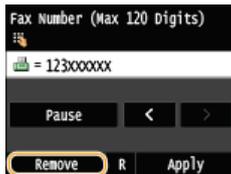
1 Tap <Destination> ▶ <Confirm/Edit>.



2 Select a destination you want to delete.



3 Tap <Remove>.



4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

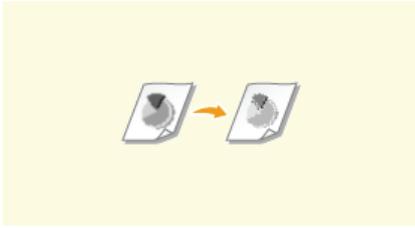
- Before tapping <Destination> in step 1, you can tap **</>** to toggle the destinations you specified. Display a destination you want to delete, and press **[C]**.

LINKS

- ▶ [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)
- ▶ [Sending Faxes to Multiple Destinations Simultaneously \(Sequential Broadcast\)](#)

Various Fax Settings

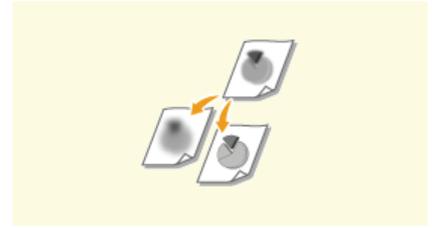
A variety of settings are available to suit your needs, for example, when you want to adjust density or enhance the clarity of an image.



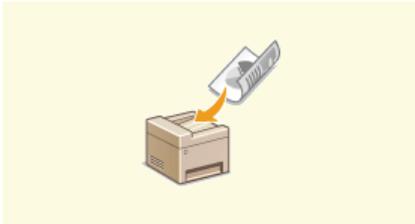
▶ **Adjusting Resolution**



▶ **Adjusting Density**



▶ **Adjusting Sharpness**



▶ **Scanning 2-Sided Documents (MF729Cx / MF728Cdw)**

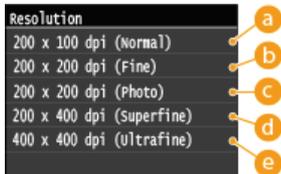
Adjusting Resolution



You can select the resolution suitable for your document type. The higher the resolution is, the clearer the image becomes, but the longer it takes to send.



<Fax> ▶ <Resolution> ▶ Select the resolution



- a <200 x 100 dpi (Normal)>**
Suitable for documents that contain text only.
- b <200 x 200 dpi (Fine)>**
Suitable for documents that contain fine text.
- c <200 x 200 dpi (Photo)>**
Suitable for documents that contain photographs.
- d <200 x 400 dpi (Superfine)>**
Achieves an even finer resolution than Fine.
- e <400 x 400 dpi (Ultrafine)>**
Achieves an even finer resolution than Superfine.

LINKS

▶ **Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)**

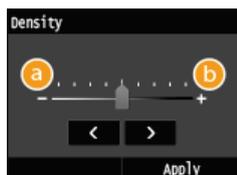
Adjusting Density



You can adjust the density of the fax if the text or images in a document are too light or dark.



<Fax> ▶ <Density> ▶ Adjust the density ▶ <Apply>



a <->

Decreases the density.

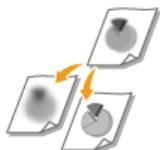
b <+>

Increases the density.

LINKS

- ▶ [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)
- ▶ [Adjusting Sharpness](#)

Adjusting Sharpness



You can adjust sharpness of the image before sending. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.

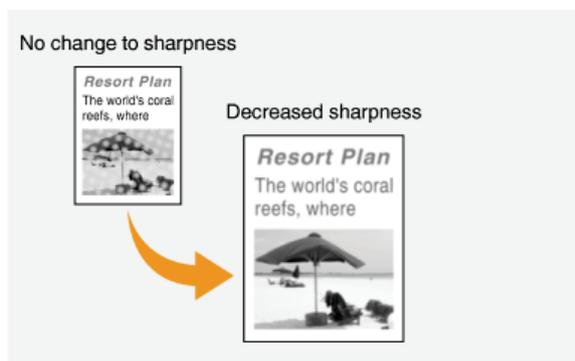
<Fax> ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>



a <->

Decreases the sharpness, resulting in a softer image.

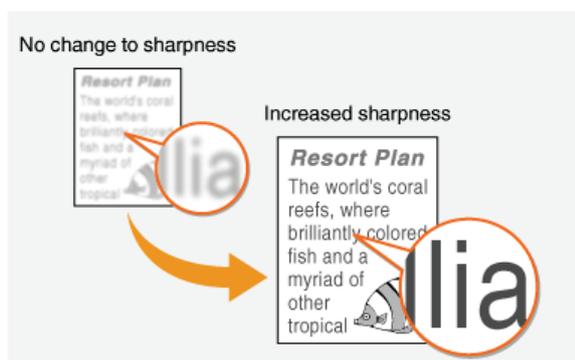
Example: If you want to improve the appearance of magazine photos



b <+>

Increases the image sharpness.

Example: If you want to sharpen text and lines written in pencil



LINKS

- ▶ Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)
- ▶ Adjusting Density

Scanning 2-Sided Documents MF729Cx / MF728Cdw



The machine can automatically scan the front and back sides of documents in the feeder.

IMPORTANT

- Place the documents in the feeder; the machine cannot scan both sides of documents automatically when the documents are placed on the platen glass or when the machine is set to Manual Sending.



<Fax> ▶ <2-Sided Original> ▶ Select <Book Type> or <Calendar Type>



a <Book Type>

Select for documents whose images on the front and back sides face the same direction.

b <Calendar Type>

Select for documents whose images on the front and back sides face in opposite directions.

LINKS

- ▶ [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)
- ▶ [Making a Call before Sending Faxes \(Manual Sending\)](#)

Configuring Fax Settings to Your Needs

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you register your frequently used settings as default settings, you can eliminate the need to configure the same settings every time you send a fax. In addition, you can also register combinations of multiple fax settings and use them whenever you need them.

NOTE

- The machine comes pre-configured with factory default settings ( **Setting Menu List**). You can change and register the default settings according to your needs.



I often send faxes with faint text, and I always increase the density.



Increase the density and register it as the default setting. From now on, you can send faxes without changing the density.  **Changing Default Settings**



I fax 2-sided originals of purchase orders to multiple recipients every month.



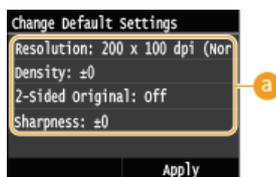
Register the combination of 2-sided scan and specified recipients in <Favorite Settings>. You can then easily use this setting combination whenever you need it.  **Registering Frequently Used Fax Settings**

Changing Default Settings

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you change these default settings to match the operations that you perform frequently, you can eliminate the need to configure the same settings every time you send faxes.



<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Change Default Settings> ▶ Tap the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 



a Settings

Tap the item you want to set, and change the default value.

LINKS

- ▶ **Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Various Fax Settings**
- ▶ **Fax Settings (MF729Cx / MF728Cdw / MF628Cw)**

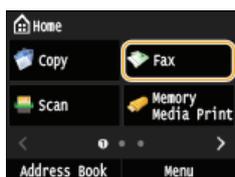
Registering Frequently Used Fax Settings

You can register up to 18 frequently used combinations of fax settings. You can quickly display registered settings when needed, eliminating the need to make involved settings every time, such as "making a scan of a two-sided original, sending it to 5 destinations, and setting the sharpness." You can also display settings as shortcut buttons in the <Home> Screen.

- ▶ Registering Favorite Settings
- ▶ Recalling Favorite Settings

Registering Favorite Settings

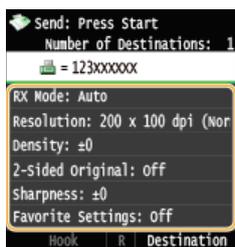
1 Press and tap <Fax>.



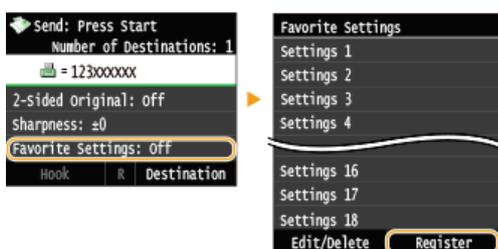
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . ▶ Logging on to Authorized Send

2 Change the values for the settings you want to register. ▶ Various Fax Settings

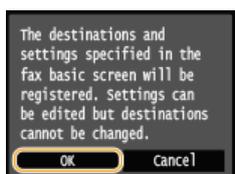
- To also include the destination in a favorite fax setting, enter the destination to be registered. ▶ Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)



3 Tap <Favorite Settings> ▶ <Register>.



4 Check the message and tap <OK>.

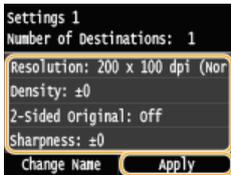


5 Select where to register the settings.

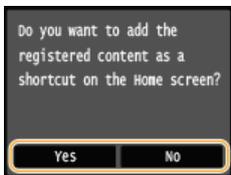


6 Check the details of the settings to be registered, and tap <Apply>. ▶ Various Fax Settings

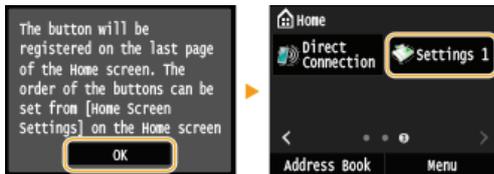
- To change the value of a setting to be registered, tap the setting.
- To rename the registration destination, tap <Change Name>. ▶ **Entering Text**



7 Select whether to register the settings as a shortcut button.



- If you select <Yes>, a message appears. Check the message and then tap <OK>. The registered setting combination is added to the <Home> Screen as a shortcut button.



NOTE:

- If the <Home> Screen is full and the button cannot be added, use <Home Screen Settings> to delete registered buttons or blanks. ▶ **Customizing the <Home> Screen**

NOTE

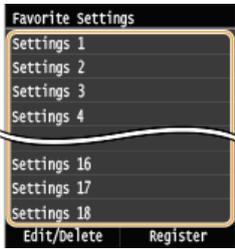
- Registered settings are saved even when the machine is turned OFF.
- To edit or delete registered settings, go to <Fax> ▶ <Favorite Settings> ▶ <Edit/Delete> ▶ <Edit> or <Delete> and then follow the steps below.
To edit a setting:
 Select the setting to be edited ▶ Change the setting and tap ▶ <Apply> ▶ <Yes>.
To delete a setting:
 Select the setting to be deleted ▶ tap <Yes>.
- Destinations cannot be changed once the settings have been registered. To change a destination, delete the settings and then register them again.
- If you registered a destination that was specified from the Address Book and then delete the destination entry in the Address Book, the destination is also deleted from the favorite fax settings.

Recalling Favorite Settings

Simply select the setting combination that suits your purpose from the favorite settings.



<Fax> ▶ <Favorite Settings> ▶ Select the setting combination to be recalled



NOTE

- Once you have recalled the setting combination, you can also change the fax settings as needed.

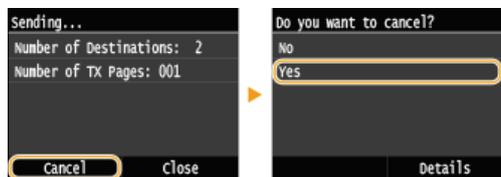
LINKS

- ▶ [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)

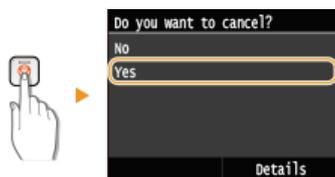
Canceling Sending Faxes

If you want to cancel sending faxes immediately after pressing  (B&W), tap <Cancel> on the display or press  on the operation panel. You can also cancel sending faxes after checking the fax status.

■ Tap <Cancel> on the screen during fax transmission

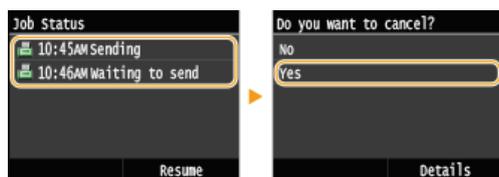


■ Press to cancel

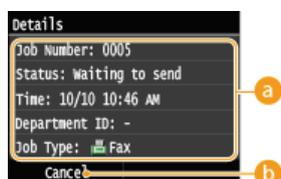
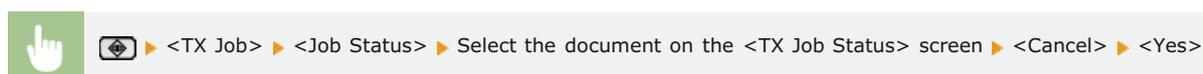


If the screen displays a list of documents when is pressed

Documents have been scanned and are waiting to be processed. Select the document to cancel.



■ Check the transmission status before canceling



a Fax details

The number of sending document, settings, and other details are displayed. If you only want to check the details without sending, press  to return to the fax main screen.

b <Cancel>

Cancels sending.

LINKS

 [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)

 [Checking Status and Log for Sent and Received Documents](#)

Receiving Faxes MF729Cx / MF728Cdw / MF628Cw

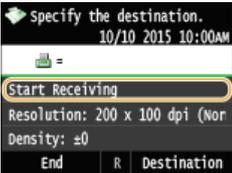
This section describes the methods for receiving faxes and how to set up the machine to receive faxes. You need to complete some procedures for using fax functions before specifying the receiving settings. **Configuring Initial Settings for Fax Functions (MF729Cx / MF728Cdw / MF628Cw)**

NOTE

- The machine can print received fax documents on A4 or Letter size paper. If received fax documents are printed on other paper sizes, a portion of the page may not be printed or a page may be printed on two separate sheets of paper.

Methods for Receiving Faxes

The machine provides the following receiving methods. Select the method that best suits your needs and then set it up by following the procedures in **Setting Up the Machine to Receive Faxes**.

<p><Auto></p> 	<p>Dedicated to receiving faxes The machine receives faxes automatically. Even if someone makes a call to you, you cannot talk to the caller.</p>
<p><Fax/Tel Auto Switch></p> 	<p>When the call is a fax The machine receives the fax automatically. When the call is a telephone call An incoming call rings. Pick up the handset to answer the call. NOTE: You need to connect your telephone or the optional handset to the machine beforehand.</p>
<p><Manual></p> 	<p>When the call is a fax An incoming call rings. Pick up the handset. If you hear a beep, tap <Fax> ▶ <Start Receiving> to receive faxes.</p>  <p>When the call is a telephone call An incoming call rings. Pick up the handset. If you do not hear a beep, start your conversation. NOTE:</p> <ul style="list-style-type: none"> You need to connect your telephone or the optional handset to the machine beforehand. You can set the machine to automatically receive faxes when an incoming call rings within a specified timeframe. Switch to Auto RX
<p><Answering Machine></p> 	<p>When the call is a fax After an incoming call rings, the machine receives the fax automatically. When the call is a telephone call The answering machine activates, enabling the caller to leave a message. If you pick up the handset before the answering machine starts recording a message, you can talk with the caller. NOTE:</p> <ul style="list-style-type: none"> You need to connect your answering machine to the machine beforehand. Set the answering machine to answer after a few rings. We recommend that you add approximately 4 seconds of silence at the beginning of the message or set the maximum recording time to 20 seconds.
<p><Net Switch></p> 	<p>The machine distinguishes between fax and telephone calls. This mode is only available for certain countries and requires subscription to a network switch service. NOTE: You need to connect your telephone or the optional handset to the machine beforehand.</p>

NOTE

- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.
 - If you are connecting an external telephone with fax functions, set the telephone to not receive faxes automatically.
 - If you pick up the telephone handset and hear a beep, the call is a fax. You can receive the fax just by using the telephone to enter a specific ID number.
- Using a Telephone to Receive Faxes (Remote Reception)**

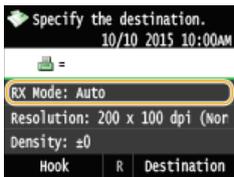
■ Setting Up the Machine to Receive Faxes

1 Press and tap <Fax>.

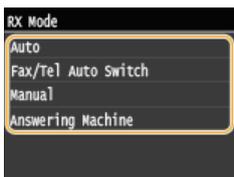


- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . ▶ **Logging on to Authorized Send**

2 Tap <RX Mode>.

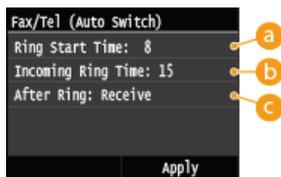


3 Select the receiving method.



■ When selecting <Fax/Tel (Auto Switch)>

Specify the following three settings as necessary. When the setting is complete, tap <Apply>.



a <Ring Start Time>

Enables you to specify the duration during which the machine determines whether an incoming call is a fax or a telephone call. (Setting values: 5 to 30 seconds; default setting: 8 seconds)

b <Incoming Ring Time>

Enables you to specify the duration during which an incoming call rings for a telephone call. (Setting values: 15 to 300 seconds; default setting: 22 seconds)

c <After Ring>

Enables you to specify how the machine operates if you do not pick up the handset while an incoming call is ringing. Select <End> to disconnect the call or <Receive> to receive an incoming fax. (Default setting: <Receive>)

TIPS

- If you want to print received documents on both sides of paper: ▶ **Print on Both Sides**
- If you want to print information, such as reception date and time, at the bottom of received documents: ▶ **RX Page Footer**
- If you want to continue printing even when the toner cartridge is low: ▶ **Continue Printing When Amount in Cartridge Is Low**

■ Using a Telephone to Receive Faxes (Remote Reception)

When you pick up the telephone and get a fax signal, you do not need to go to the machine to receive the fax. Just enter a specific ID number (default setting: 25) with the telephone, and you can start receiving the fax.

NOTE

- When the telephone is not directly connected with the machine, the remote reception function is not available.

- 1 When an incoming call rings, pick up the telephone handset.**
- 2 If you hear a beep, enter the ID number for Remote Reception with the telephone.**
 - The ID number is set to 25 by default. You can change this number as necessary. ▶ **Remote RX**
- 3 Hang up the handset.**

LINKS

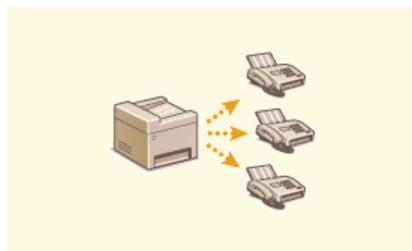
- ▶ **Sending and Receiving Faxes According to Your Purposes (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Checking Status and Log for Sent and Received Documents**

Sending and Receiving Faxes According to Your Purposes MF729Cx / MF728Cdw / MF628Cw

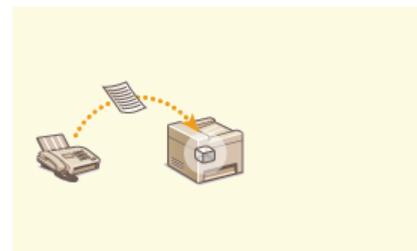
In addition to the basic sending and receiving methods, there are a variety of other methods to suit your purposes.



▶ **Making a Call before Sending Faxes (Manual Sending)**



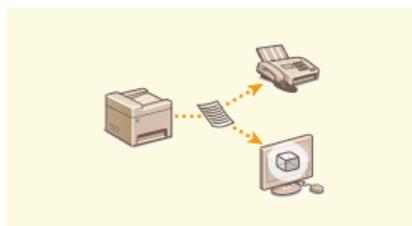
▶ **Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)**



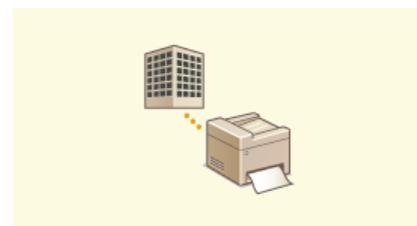
▶ **Storing Received Faxes into Memory (Memory Reception)**



▶ **Forwarding Received Faxes**



▶ **Archiving Sent Faxes**



▶ **Receiving Fax Information Services**

LINKS

- ▶ [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)
- ▶ [Receiving Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)
- ▶ [Checking Status and Log for Sent and Received Documents](#)

Making a Call before Sending Faxes (Manual Sending)



You can send faxes manually at the end of a phone conversation. When you hear a beep over the phone, it means the recipient is trying to receive your faxes. Press **[B&W]** (B&W) to send your faxes.

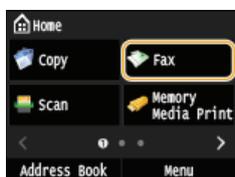
NOTE

- You need to connect your telephone or the optional handset to the machine beforehand.

1 Place the document(s). [▶ Placing Documents](#)

- The machine cannot automatically scan both sides of the documents in Manual Sending.
- When the document is placed on the platen glass, only one page can be sent.

2 Press **[Fax]** and tap <Fax>.



- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press **[ID]**. [▶ Logging on to Authorized Send](#)

3 Press **[Reset]**.

- If the destinations set by the previous user are still selected, this can cause transmission errors. Always reset the settings before sending.

4 Specify the scanning settings as necessary. [▶ Various Fax Settings](#)

5 Dial the recipient's fax number.

6 Ask the recipient to set their fax machine to receive your faxes.

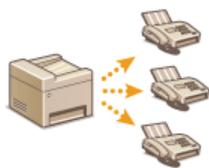
- If you hear a beep, proceed to step 7.

7 Press **[B&W]** (B&W), and hang up the handset.

LINKS

- [▶ Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)
- [▶ Canceling Sending Faxes](#)
- [▶ Checking Status and Log for Sent and Received Documents](#)

Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)



You can send faxes to up to 310 destinations at once. Use the numeric keys* or the Address Book to specify multiple destinations. If your office has an LDAP server* installed.

* The maximum number of destinations that you can specify when using an LDAP server or the numeric keys is 10 respectively. If you use the numeric keys in combination with an LDAP server, a total of 10 destinations can be specified. For example, if seven destinations have been specified using the numeric keys, up to three destinations can be specified using an LDAP server.

IMPORTANT

- When <Restrict Sequential Broadcast> is set to <Reject Sequential Broadcast>, you cannot use this feature. **Prohibiting Sequential Broadcasting (MF729Cx / MF728Cdw / MF628Cw)**

NOTE

- You need to register destinations in the Address Book before using this feature. **Registering in the Address Book**

1 Place the document(s). **Placing Documents**

2 Press and tap <Fax>.



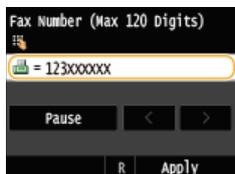
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . **Logging on to Authorized Send**

3 Press .

- If the destinations set by the previous user are still selected, this can cause transmission errors. Always reset the settings before sending.

4 Specify the destination.

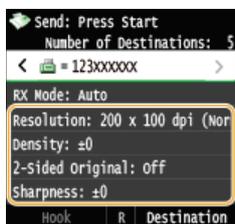
- To specify with the numeric keys, enter the fax number, and tap <Apply>. To specify any additional destinations, select <Destination>  <Specify Using Numeric Keys> before repeating the same procedure.



- To specify from the Address Book, see **Specifying from Address Book (Fax)**.
- Using Coded Dial Numbers, see **Selecting Destinations Directly by Entering Coded Dial Numbers (Fax)**.
- To specify from an LDAP server, see **Specifying Destinations in an LDAP Server (Fax)**.

5 Specify the scanning settings as necessary.

- Tap the settings you want to specify. **Various Fax Settings**



6 Press  (B&W) to start sending.

LINKS

- ▶ [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)
- ▶ [Canceling Sending Faxes](#)
- ▶ [Checking Status and Log for Sent and Received Documents](#)

Storing Received Faxes into Memory (Memory Reception)



You can store received faxes into memory, and then print them later. This feature can prevent unauthorized persons from seeing confidential documents unintentionally.

- ▶ **Storing Documents into Memory**
- ▶ **Printing Documents in Memory**
- ▶ **Checking/Deleting Documents in Memory**

NOTE

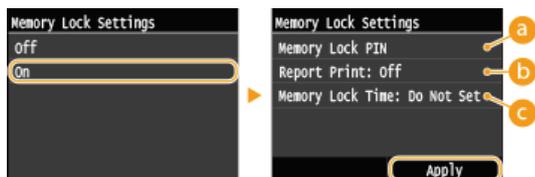
- The documents in memory can be also forwarded to a destination. ▶ **Selecting a Document to Forward**

Storing Documents into Memory

To store received documents into memory, set <Memory Lock Settings> to <On>. You can also specify optional settings such as a security setting that makes a password necessary to unlock the feature and a time setting that specifies a period of time during the day in which received documents are stored in memory.



<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Memory Lock Settings> ▶ <On> ▶ Specify each setting ▶ <Apply> ▶



a <Memory Lock PIN>

Enables you to register a password of up to seven digits. To register a password, use the numeric keys to enter a password, and tap <Apply>. Enter the same numbers again for confirmation, and tap <Apply>. This password is necessary when you change the memory reception settings or when you deactivate the Memory Reception feature to print all the stored documents. If you do not want to register a password, just tap <Apply> without entering anything.

NOTE:

- Passwords with only zeros, as in "00" or "0000000", are not allowed.

b <Report Print>

Enables you to print RX Result reports every time documents are stored into memory. To print reports, tap <On>. You also need to set <RX Result Report> to <On>. ▶ **RX Result Report**

c <Memory Lock Time>

Specify a period of time during the day in which received documents are stored in memory. If you do not set a period of time, the machine stores every document into memory when Memory Reception is turned on.

Printing Documents in Memory

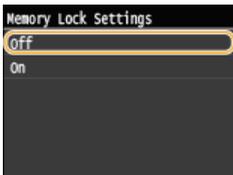
To print received documents in memory, set <Memory Lock Settings> to <Off>. All the documents in memory are printed.

NOTE

- You cannot select a specific document for printing.
- If a time for the feature to deactivate has been specified, the documents are automatically printed at the specified time.



<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Memory Lock Settings> ▶ <Off> ▶

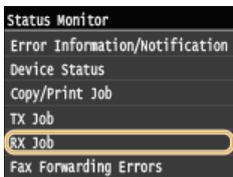


Checking/Deleting Documents in Memory

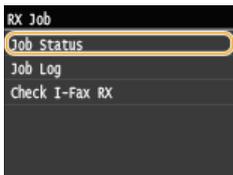
You can check detailed information about the documents stored in memory, including sender fax numbers and number of pages sent, and then delete unnecessary documents.

1 Press .

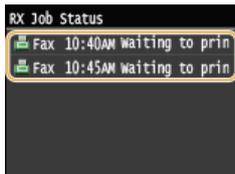
2 Tap <RX Job>.



3 Tap <Job Status>.

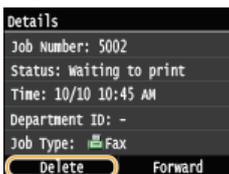


4 Select the document you want to check.

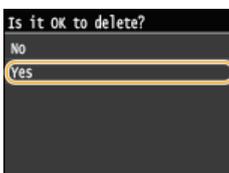


■ To delete the checked document 

1 Tap <Delete>.



2 Tap <Yes>.



LINKS

- ▶ **Receiving Faxes (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Checking Status and Log for Sent and Received Documents**

Forwarding Received Faxes



You can forward received documents to other destinations. You can select a document from among all the documents received in memory for forwarding, or set the machine to automatically forward every received document to specified destinations. Fax numbers as well as e-mail addresses, I-Fax, shared folders in computers and FTP server can be specified as forwarding destinations.

NOTE

- Available destinations for forwarding are limited to the destinations registered in the Address Book. If no destinations are registered, register destinations in the Address Book before using this feature.
 - **Registering in the Address Book**
- If e-mail addresses, shared folders in computers, or FTP server are specified as forwarding destinations, the document is converted to PDF format and sent. If I-Faxes are specified as forwarding destinations, the document is converted to TIFF format and sent.

Selecting a Document to Forward

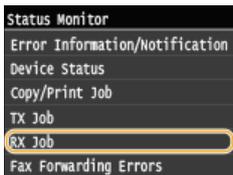
The machine forwards the document that you select from among all the documents received in memory. To use this feature, first activate the Memory Reception feature. **Storing Received Faxes into Memory (Memory Reception)**

NOTE

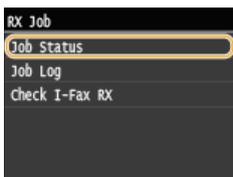
- As long as the Memory Reception feature is not deactivated, the documents in memory are not deleted even after they are forwarded; the same documents can be forwarded multiple times.

1 Press .

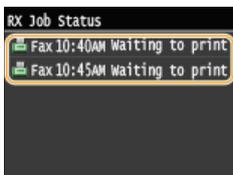
2 Tap <RX Job>.



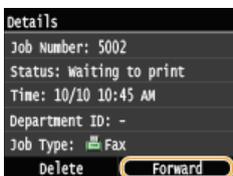
3 Tap <Job Status>.



4 Select the document you want to forward.

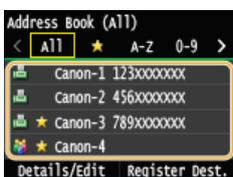


5 Tap <Forward>.



6 Select the forwarding destination from the Address Book.

- For instructions on how to use the Address Book, see **Specifying from Address Book (Fax)**.



- The document is forwarded to the specified destination.

Forwarding All the Received Documents Automatically

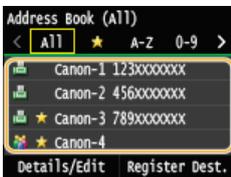
The machine can forward all the received documents to specified destinations. Even if you are out of the office, you can receive fax information anytime, anywhere.

- ▶ **Specifying Settings for Documents to be Forwarded Automatically**
- ▶ **Printing Documents to be Forwarded**
- ▶ **Printing/Resending/Deleting Documents that Failed to be Forwarded**

Specifying Settings for Documents to be Forwarded Automatically

While the Forwarding feature is activated, all the documents to be received are automatically forwarded.

 <Menu> ▶ <Fax Settings> ▶ <Forwarding Settings> ▶ <Enable Forwarding Settings> ▶ <On> ▶ Select the forwarding destination from the Address Book ▶ 



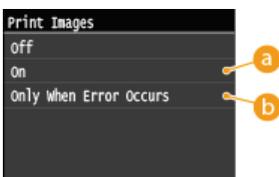
NOTE

- For instructions on how to use the Address Book, see ▶ **Specifying from Address Book (Fax)**.

Printing Documents to be Forwarded

If you want to check the documents to be forwarded for yourself, you can set the machine to print the documents whenever they are forwarded, or to print only the documents that failed to be forwarded.

 <Menu> ▶ <Fax Settings> ▶ <Forwarding Settings> ▶ <Print Images> ▶ Select <On> or <Only When Error Occurs> ▶ 

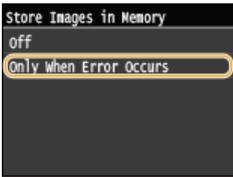


- a <On>**
Prints all the documents to be forwarded.
- b <Only When Error Occurs>**
Prints only the documents that failed to be forwarded.

Printing/Resending/Deleting Documents that Failed to be Forwarded

You can store documents that failed to be forwarded in memory, and print, resend, or delete them later.

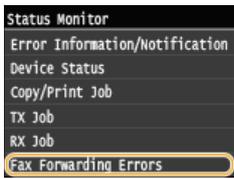
■ Storing Documents that Failed to be Forwarded in Memory



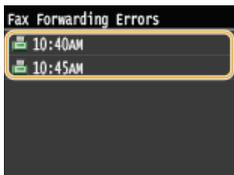
■ Printing/Resending/Deleting Documents Stored in Memory

1 Press .

2 Tap <Fax Forwarding Errors>.

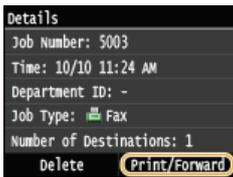


3 Select the document you want to check.



■ To print the checked document 

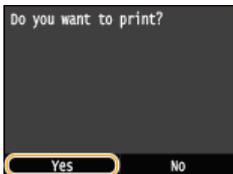
1 Tap <Print/Forward>.



2 Tap <Print>.

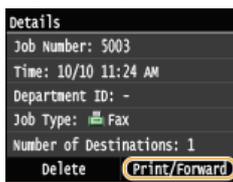


3 Tap <Yes>.



■ To resend the checked document 

1 Tap <Print/Forward>.

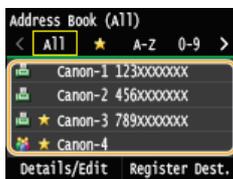


2 Tap <Forward>.



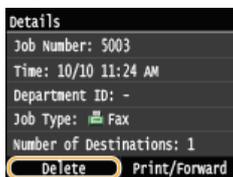
3 Select the forwarding destination from the Address Book.

● For instructions on how to use the Address Book, see [Specifying from Address Book \(Fax\)](#).

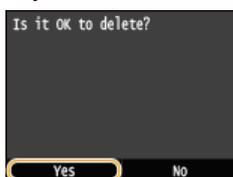


■ To delete the checked document 

1 Tap <Delete>.



2 Tap <Yes>.

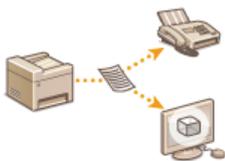


LINKS

[Receiving Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)

[Checking Status and Log for Sent and Received Documents](#)

Archiving Sent Faxes



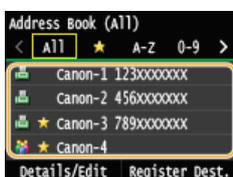
In addition to the address specified when the fax is sent, you can also send faxed documents to a preset storage address for archiving. This is useful for keeping a log of what has been sent. You can specify a fax number, an e-mail address, a shared folder on the computer, an FTP server or an I-Fax as the storage address.

NOTE

- Only destinations in the Address Book can be specified as a storage address. To use the Address Book, the destination must be registered beforehand. [▶ Registering in the Address Book](#)



<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <Archive TX Document> ▶
<On> ▶ Select the archive destination from the Address Book ▶



NOTE

- For instructions on how to use the Address Book, see [▶ Specifying from Address Book \(Fax\)](#).

Receiving Fax Information Services

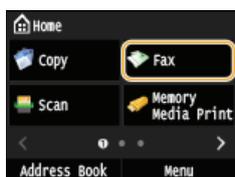


Through fax information services, you can easily get a variety of helpful lifestyle and work information from companies and organizations. This section describes a typical procedure for receiving these services.

NOTE

- Depending on the service, actual procedures may differ from the ones described below. Follow the procedures for the service you are using.

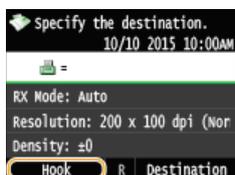
1 Press and tap <Fax>.



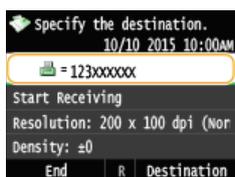
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . **Logging on to Authorized Send**

2 Tap <Hook>.

- If an external telephone or the optional handset is connected to the machine, you can pick up the handset instead of tapping <Hook>.

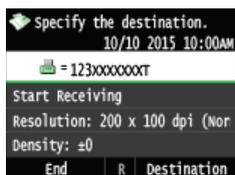


3 When you hear a dial tone, dial the information service.



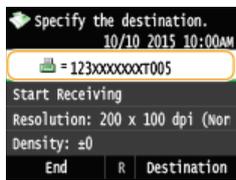
4 When the recorded message of the information service answers, press .

- This step is unnecessary if the machine is using a tone-dialing line.



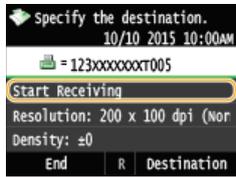
5 Use the numeric keys to enter the service number assigned for the information you want to receive.

- You can also use the keypad on the telephone to enter the information service number.



6 Tap <Start Receiving>.

- If you have picked up the handset, hang it up.



LINKS

- ▶ [Receiving Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)

Checking Status and Log for Sent and Received Documents

The statuses and communication logs for sent and received fax and I-Fax documents can be checked separately for sending and receiving. You can check detailed document information, including destinations and number of pages, and you can delete unnecessary documents.

IMPORTANT

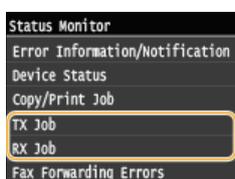
- When <Display Job Log> is set to <Off>, you cannot check the communication logs.  **Display Job Log**

NOTE

- The destinations in Manual Sending cannot be checked because they are not displayed.

1 Press .

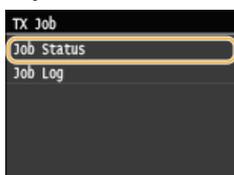
2 Tap <TX Job> or <RX Job>.



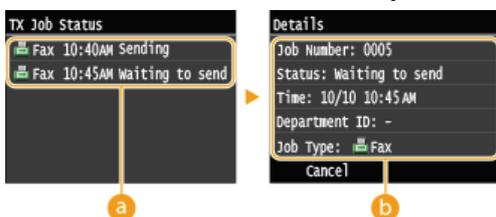
3 Check the statuses and communication logs for sent and received documents.

■ To check the statuses for sent and received documents

1 Tap <Job Status>.



2 Select the document whose status you want to check.



a <TX Job Status>/<RX Job Status>

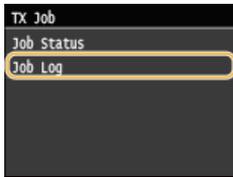
Displays a list of the documents that are being sent and received or are waiting to be processed.

b <Details>

Displays detailed information about the document selected from the list. If you specified multiple destinations, the number of specified destinations is displayed on the screen. To check the details of specified multiple destinations, tap <Destination>. If you find an unnecessary document, tap <Cancel> or <Delete>, and tap <Yes>.

■ To check the communication logs for sent and received documents

1 Tap <Job Log>.



2 Select the document whose log you want to check.



a <TX Job Log>/<RX Job Log>

Displays a list of the documents that were sent and received. <OK> is displayed when a document was sent or received successfully, and <Error> is displayed when a document failed to be sent or received because it was canceled or there was some error.

b <Details>

Displays detailed information about the document selected from the list.

NOTE:

If the <Result> column shows a three-digit number

- This number represents an error code. **When an Error Code Appears**

LINKS

- ▶ **TX Result Report**
- ▶ **Communication Management Report**
- ▶ **RX Result Report**

Sending Faxes from Your Computer (PC Fax) MF729Cx / MF728Cdw / MF628Cw

You can send fax documents created on your computer application directly from your computer. This feature eliminates the need to print documents for faxing and saves paper. You need to complete some procedures, such as specifying the basic fax settings (🔴 **Configuring Initial Settings for Fax Functions (MF729Cx / MF728Cdw / MF628Cw)**) and referring to the MF Driver Installation Guide to install the fax driver on your computer, before using this feature.



About the Fax Driver Help

- Clicking [Help] on the fax driver screen displays the Help screen. On this screen you can see information that is not in the e-Manual, including information about driver features such as registering frequently used settings and how to set up those features.



NOTE

- If you are a Mac OS user, see MF Driver Installation Guide for installing the fax driver and Fax Driver's Help for using fax functions (🔴 **For Mac OS Users**).
- Depending on the operating system and the version of the fax driver you are using, the fax driver screens in this manual may differ from your screens.

Sending PC Faxes

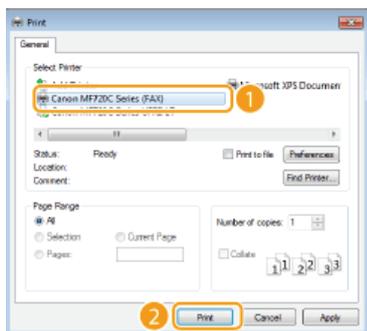
IMPORTANT

- When <Allow Fax Driver TX> is set to <Off> on the machine, you cannot send faxes from computers. **Prohibiting PC Faxing (MF729Cx / MF728Cdw / MF628Cw)**
- You need to enable Department ID Management on the fax driver you are using if Department ID Management is enabled on the machine. For more information, click [Help] on the fax driver screen. **Setting the Department ID Management**

1 Open a document in an application and display the print dialog box.

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select the fax driver for your machine, and click [Print].



NOTE:

When Sending from the Windows Store app in Windows 8/Server 2012

- Display the charms on the right side of the screen and use the procedure shown below.

Windows 8/Server 2012

[Devices] ▶ Your printer ▶ Tap or click [Print].

Windows 8.1/Server 2012 R2

[Devices] ▶ [Print] ▶ Your printer ▶ Tap or click [Print].

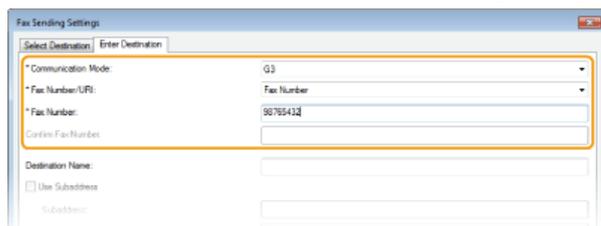
- If you send faxes using this method, only a limited number of fax functions are available.
- If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, move to the desktop and proceed to step 3. This message appears when the machine is set to display the user name when sending a fax and similar instances.

3 Specify the destination.

■ To specify only one destination

1 Click the [Enter Destination] tab.

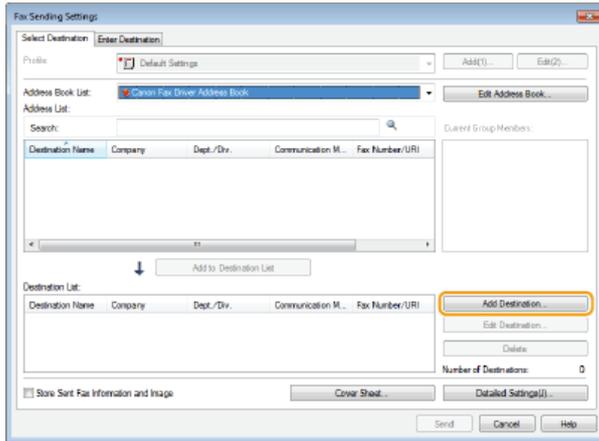
2 Set the communication mode or fax number (or URI).



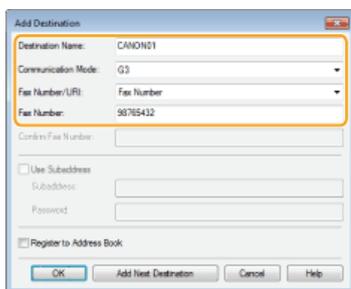
■ To specify multiple destinations at once

1 Click the [Select Destination] tab.

2 Click [Add Destination].



3 Set the communication mode or fax number (or URI).

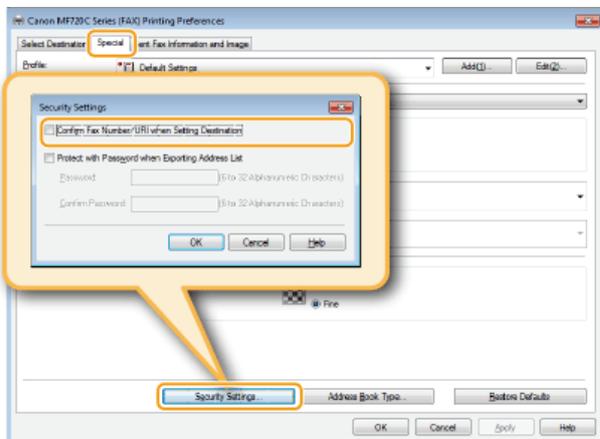


4 Repeat steps 2 and 3 to add concurrent destinations.

- If you need to specify a number to dial an outside line, select [Detailed Settings] ► [Add Outside Dialing Prefix to G3/IP Fax Number] and enter the number in [Outside Dialing Prefix]. The specified number is added to the beginning of the fax number when the machine dials.
- To make it easier to specify destinations using the Address Book, see **Using Registered Destinations**.
- Selecting [Store Sent Fax Information and Image] enables you to store the logs for sending documents and check detailed information of a sent document along with its image, including destinations and number of pages. For more information, click [Help] on the fax driver screen.

NOTE:

- [Detailed Settings] in the print dialog box ► If you have selected [Confirm Fax Number/URI when Setting Destination] in the dialog box that is displayed when [Security Settings] of the [Special] tab is clicked, also enter a number in [Confirm Fax Number] or [Confirm URI]. For more information, click [Help] on the fax driver screen.



4 Attach a cover sheet to the document as necessary. ► Attaching Cover Sheets to PC Faxes

Click [Send] to send the document.

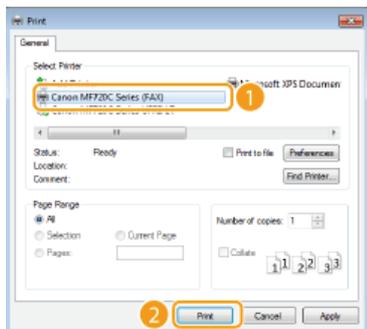
Attaching Cover Sheets to PC Faxes

You can attach a cover sheet to the document you are sending. Select a cover sheet from three preset cover sheets in the fax driver, or create your own custom cover sheets. For more information, click [Help] on the fax driver screen.

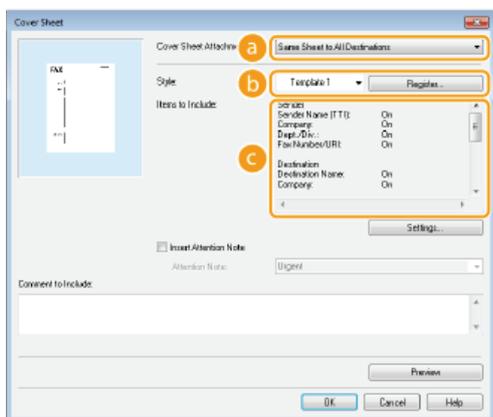
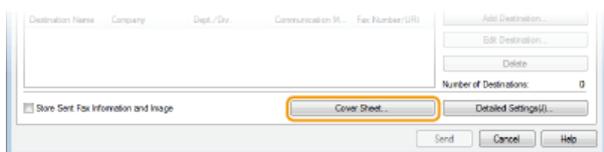
1 Open a document in an application and display the print dialog box.

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select the fax driver for your machine, and click [Print].



3 Click the [Cover Sheet] button and specify each setting.



a [Cover Sheet Attachment]

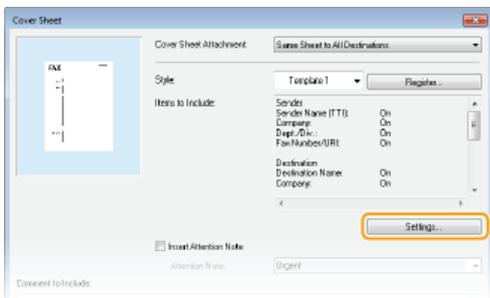
Select [Different Sheet to Each Destination] or [Same Sheet to All Destinations].

b [Style]

Select a cover sheet from the three preset cover sheets (Template 1 to 3). The layout of the selected cover sheet is displayed in the image on the left.

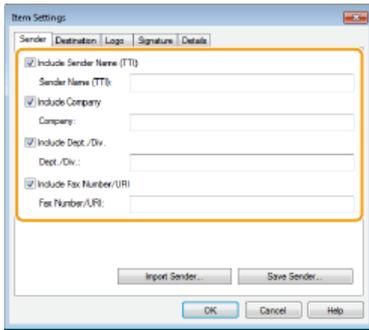
c [Items to Include]

Displays items that are to be included on a cover sheet. To change the items to be included, click [Settings].



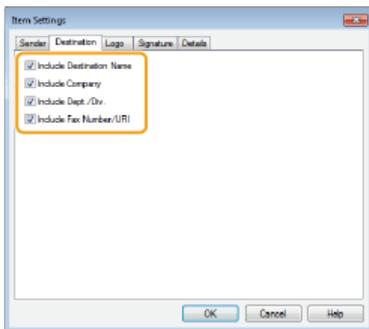
■[Sender] tab

Select the sender items you want to include and enter the information.



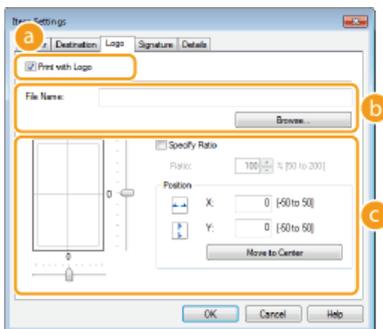
■[Destination] tab

Select the destination items you want to include and enter the information. Destination names, company names, department names, and fax numbers specified in the [Select Destination]/[Enter Destination] tab (🔴 **Sending PC Faxes**) are included on the cover sheet.



■[Logo] tab/[Signature] tab

Specify each setting. The following screen shows an example for when the [Logo] tab is selected.



a With/without logos or signatures

Select [Print with Logo] or [Print with Signature] if you want to include logos or signatures on the cover sheet. Have the bitmap files for logos or signatures ready beforehand.

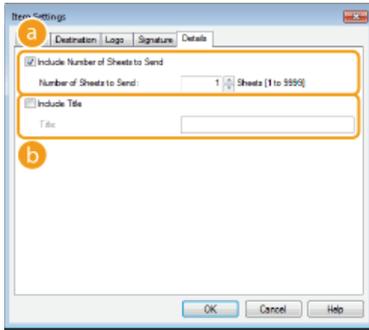
b Location of logos or signature files

Specify the location where logos or signatures files are saved. Click [Browse] to locate the file you are using for logos or signatures.

c Size and position of the specified logos or signatures

Adjust the size and position of the specified logos or signatures while checking the image displayed on the left.

■ [Details] tab



a [Include Number of Sheets to Send]

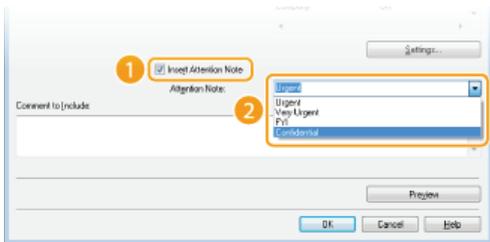
Select this check box if you want to include the number of sheets that you are going to send in the cover sheet and specify the number of sheets in [Number of Sheets to Send]. The number of sheets to send is not counted automatically. The value specified here is included in the cover sheet.

b [Include Title]

Select this check box if you want to add a title to the cover sheet and enter the title in [Title].

4 If you want to insert an attention note, select [Insert Attention Note] and select a note from the [Attention Note] drop-down list.

- Attention notes such as "Urgent" and "Confidential" are available. You can also enter characters directly in [Attention Note] instead of selecting a note from the list.
- You can also add comments in [Comment to Include].



5 Click [Preview] to check the contents of the cover sheet, and if everything is correct, click [OK].

- To modify the contents, perform the steps from 3 again.



- The specified cover sheet is attached to the fax when the fax is sent.

Using Address Book for PC Faxes



Once you register frequently used destinations for PC faxes in the Address Book, you can easily specify destinations whenever you send PC faxes. Also, Address Book data in CSV format created on applications such as Microsoft Excel can be imported into the machine, or the Address Book data can be exported to a file for use on other fax machines or applications.

NOTE

- You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book. [Changing Location to Save Address Book Data](#)

Registering Destinations

This section describes how to register destinations in the Address Book for PC faxes. You can select single destinations from among those registered in the Address Book to make one group destination (Group Dial), which is useful when sending to multiple destinations at once.

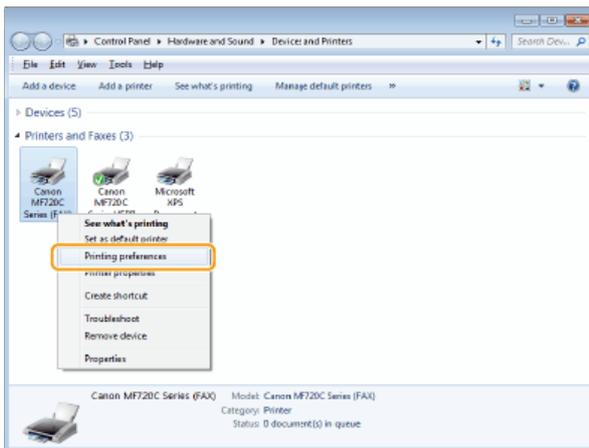
- ▶ Registering Destinations
- ▶ Registering Multiple Destinations as One Destination (Group Dial)

NOTE

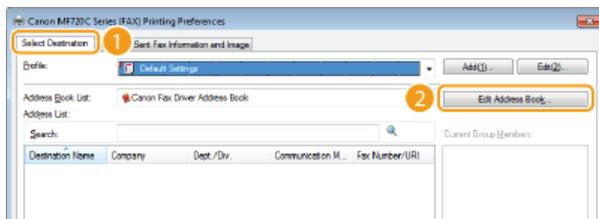
- A total of 6,000 destinations can be registered: 3,000 for single destinations and 3,000 for group destinations.
- You can select and combine registered group destinations and register them as separate group destinations.
- You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book. ▶ **Changing Location to Save Address Book Data**

Registering Destinations

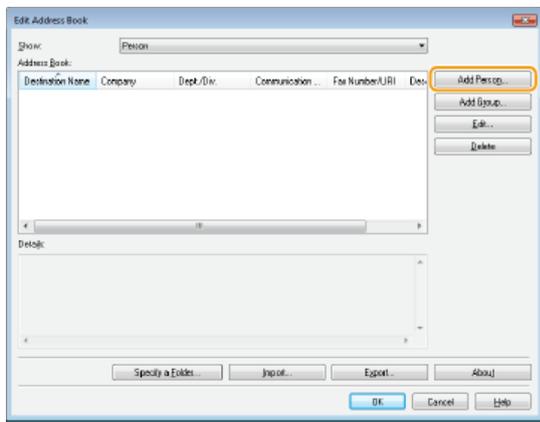
- 1 Open the printer folder. ▶ **Displaying the Printer Folder**
- 2 Right-click the fax driver icon for your machine and click **[Printing preferences]**.



- 3 Click the **[Select Destination]** tab ▶ **[Edit Address Book]**.



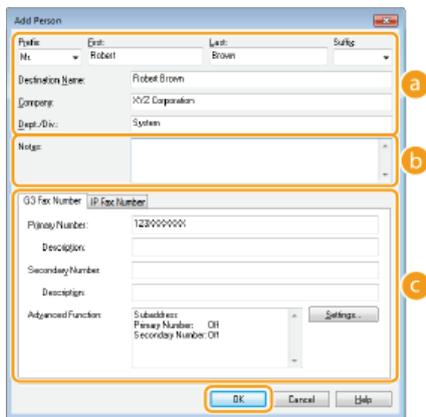
- 4 Click **[Add Person]**.



NOTE:

- To change or delete registered destinations, select a destination from [Address Book], and click [Edit] or [Delete].

5 Specify each setting and click [OK].



a Address

Enter the recipient name, company name, and department name.

b [Notes]

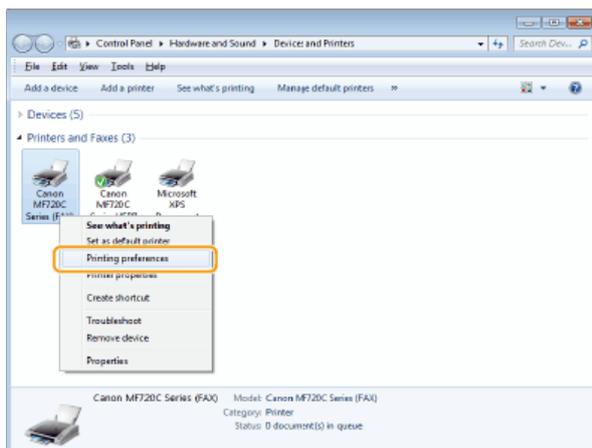
Enter comments as necessary.

c Fax Number

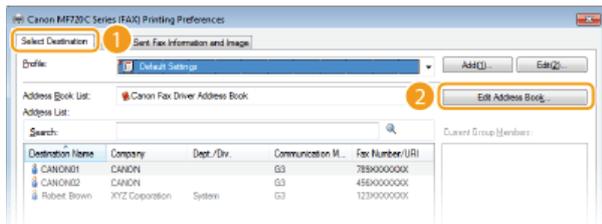
Enter the fax number(s). Hyphens can be inserted between numbers as necessary. If you want to add explanations of the uses for the fax numbers, such as "Home" or "Office", enter them in [Description].

Registering Multiple Destinations as One Destination (Group Dial)

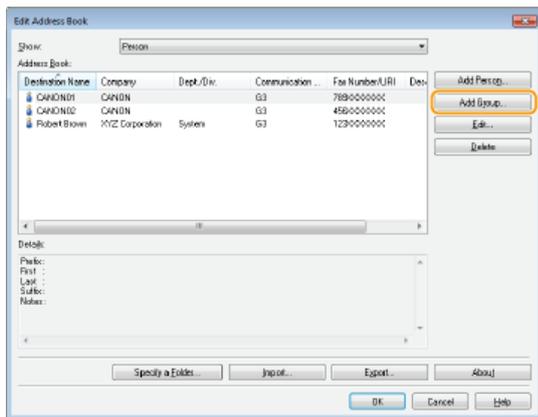
- 1 Open the printer folder.** ▶ **Displaying the Printer Folder**
- 2 Right-click the fax driver icon for your machine and click [Printing preferences].**



3 Click the [Select Destination] tab ► [Edit Address Book].



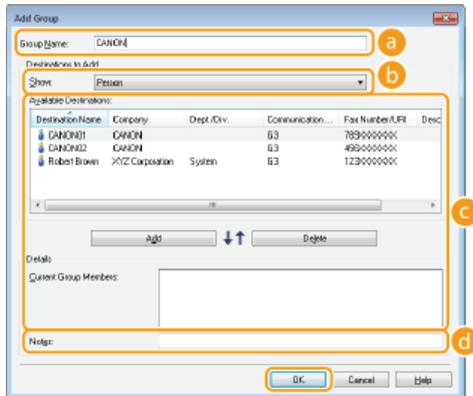
4 Click [Add Group].



NOTE:

- To change or delete registered destinations, select a destination from [Address Book], and click [Edit] or [Delete].

5 Specify each setting and click [OK].



a [Group Name]

Enter a group name such as "Sales Department 1."

b [Show]

Select the type of the destinations to display in [Available Destinations], from which you can select the destinations to register in Group Dial.

[Person]

Displays single destinations.

[Group]

Displays group destinations.

[All]

Displays all the destinations registered in the Address Book.

c [Available Destinations]

Select the destinations to register in Group Dial, and click [Add]. The selected destinations are displayed in [Current Group Members].

NOTE:

- To select multiple destinations, click the destinations while holding down [SHIFT] key or [CTRL] key.

● To delete a destination from [Current Group Members], select a destination and click [Delete].

 **[Notes]**

Enter comments as necessary.

Using Registered Destinations

This section describes how to specify destinations registered in the Address Book. **Registering Destinations**

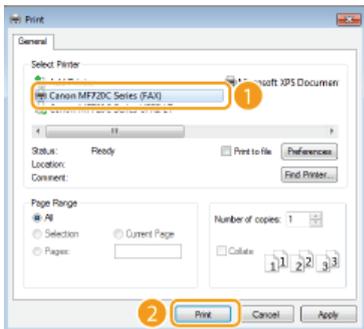
NOTE

- You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book. **Changing Location to Save Address Book Data**

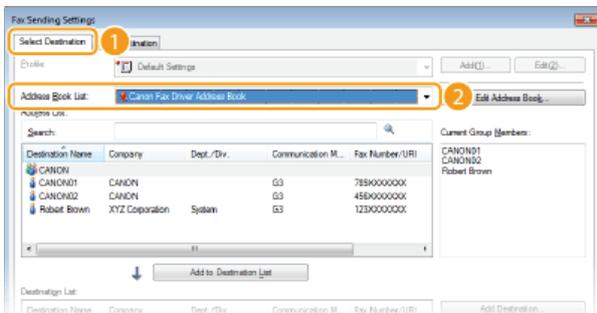
1 Open a document in an application and display the print dialog box.

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

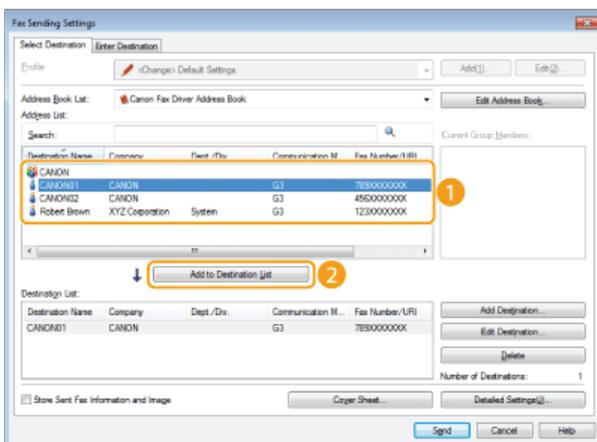
2 Select the fax driver icon for your machine, and click [Print].



3 Click the [Select Destination] tab ▶ Select the Address Book from [Address Book List].



4 Select a destination and click [Add to Destination List].



- To specify multiple destinations, repeat step 4.

NOTE:

- You can search for destinations with [Address List].
- Clicking [Edit Address Book] allows you to edit the Address Book.

Importing/Exporting Address Book Data from the Fax Driver

Address Book data in CSV format created on applications such as Microsoft Excel can be imported into the machine, or the Address Book data can be exported to a file for use on other fax machines or applications. The machine supports two file formats: CSV (*.csv) files and Canon Address Book files (*.abk).

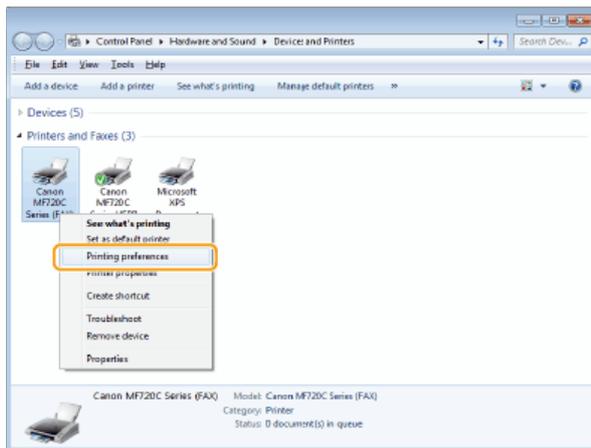
- ▶ **Importing Address Book Data**
- ▶ **Exporting Address Book Data**
- ▶ **Changing Location to Save Address Book Data**

NOTE

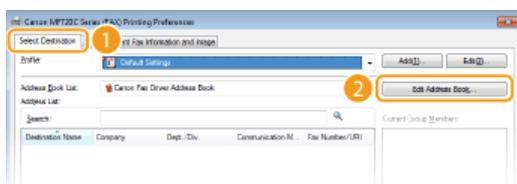
- You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book. ▶ **Changing Location to Save Address Book Data**

Importing Address Book Data

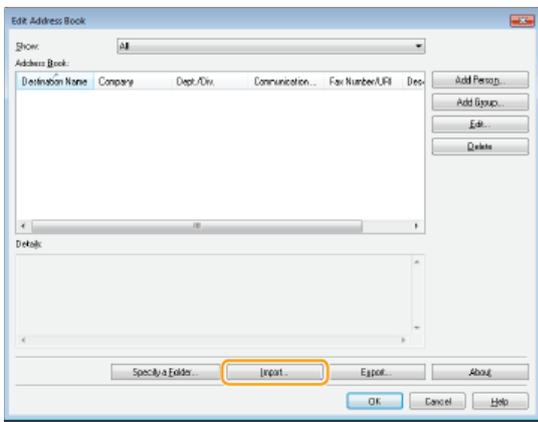
- 1 **Open the printer folder.** ▶ **Displaying the Printer Folder**
- 2 **Right-click the fax driver icon for your machine and click [Printing preferences].**



- 3 **Click the [Select Destination] tab ▶ [Edit Address Book].**

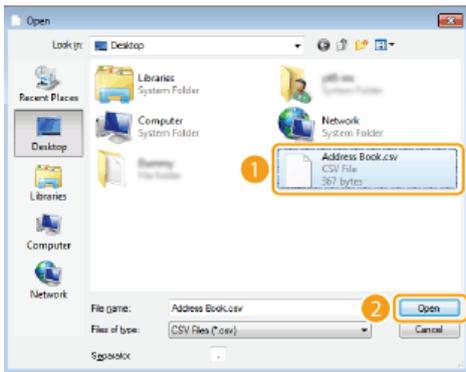


- 4 **Click [Import].**

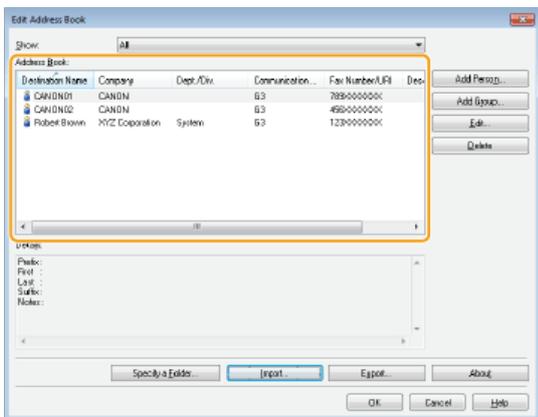


5 Select the file to import and click [Open].

- For a CSV file, specify the separators used in the file.

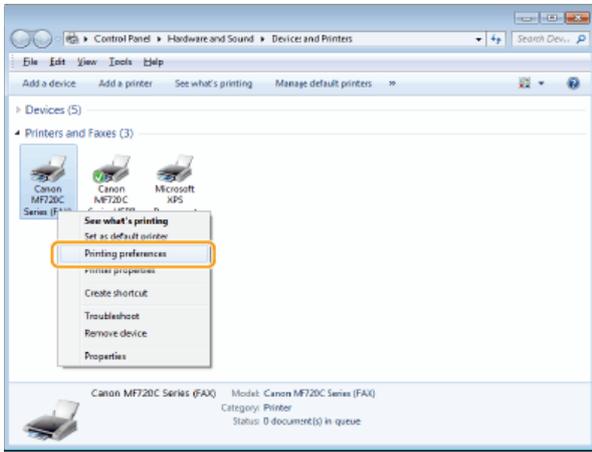


► The destinations imported from the file are displayed in [Address Book].

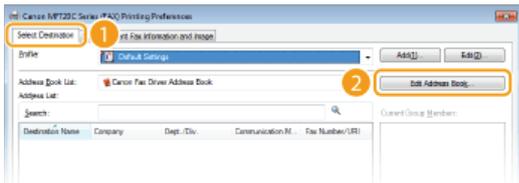


Exporting Address Book Data

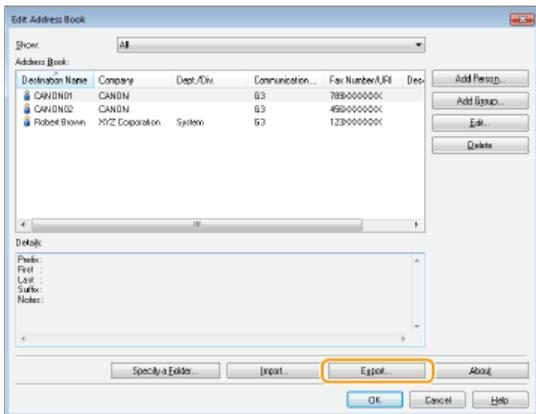
- 1 Open the printer folder. ► Displaying the Printer Folder
- 2 Right-click the fax driver icon for your machine and click [Printing preferences].



3 Click the [Select Destination] tab ► [Edit Address Book].

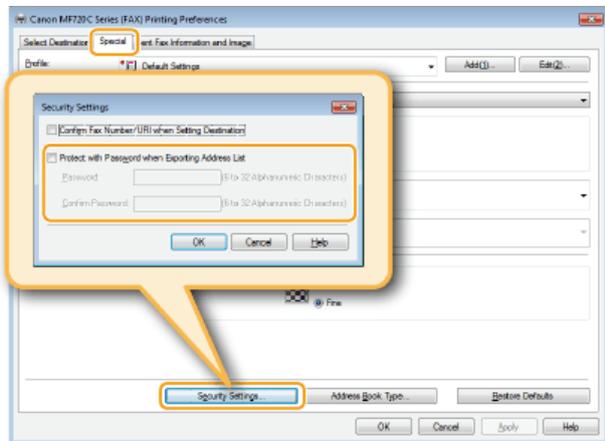


4 Click [Export].



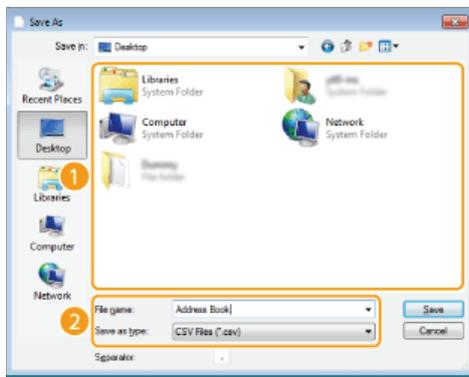
NOTE:

- If you have selected [Protect with Password when Exporting Address List] in the dialog box that is displayed when [Security Settings] of the [Special] tab is clicked, a dialog box for entering a password is displayed when you click [Export]. For more information, click [Help] on the fax driver screen.



5 Specify the location to save the file, the file name, and the file format, and then click [Save].

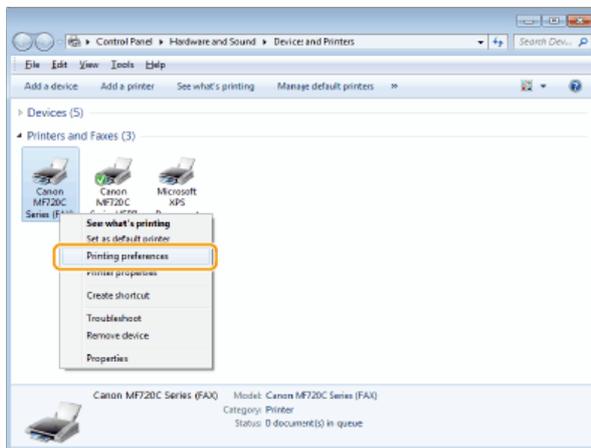
- For a CSV file, specify the separators used in the file.



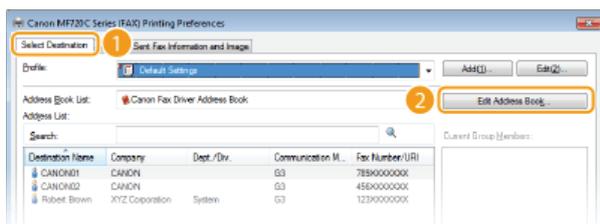
➔ The Address Book data is exported to the specified location.

Changing Location to Save Address Book Data

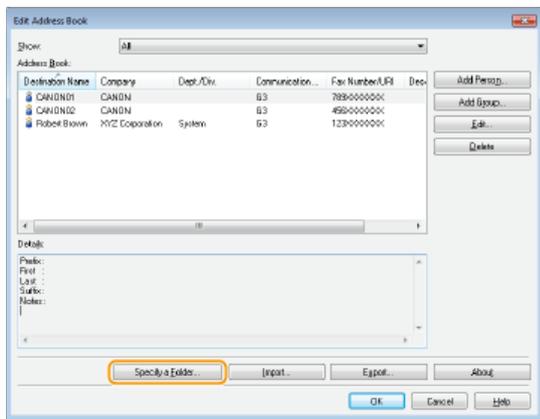
- 1 **Open the printer folder.** ▶ **Displaying the Printer Folder**
- 2 **Right-click the fax driver icon for your machine and click [Printing preferences].**



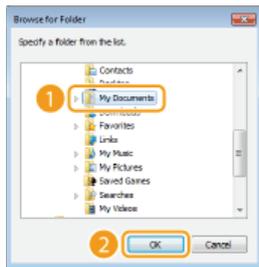
- 3 **Click the [Select Destination] tab ▶ [Edit Address Book].**



- 4 **Click [Specify a Folder].**



5 Specify the location to save the Address Book data, and click [OK].



NOTE:

- Save the Address Book data in a folder, such as the [My Documents] folder, where you have write permission.

6 If you want to create an Address Book, click [New], or if you want to copy the existing Address Book to the specified folder, click [Copy].



- The Address Book is created or copied.

NOTE:

- If an Address Book already exists in the folder selected in step 4, the following message is displayed. If you want to use the existing Address Book, click [Use as-is], and if you want to use the Address Book of the fax driver, click [Overwrite].



Using Internet Fax (I-Fax)

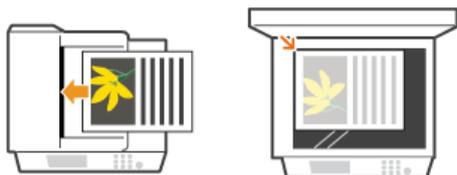
The Internet Fax (I-Fax) function allows you to send and receive faxes over the Internet. Originals are sent attached as TIFF images files to e-mail. Since a telephone connection is not used, you can send faxes to distant locations and send documents with many pages without worrying about communications charges. Some advance preparation is required, such as specifying the mail server settings. **🔴 Configuring Scan Settings (Sending E-mail, Sending & Receiving I-Faxes)**



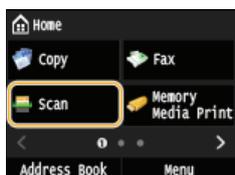
Sending I-Faxes

To send a fax to a computer or another I-Fax-compatible device, specify an e-mail address instead of a fax number as the destination. If you send an I-Fax to a computer, it is sent as an e-mail attachment in TIFF format. And in the same way as when you send e-mail to a computer, you can specify multiple destinations and specify Cc and Bcc destinations.

1 Place the document(s). Placing Documents

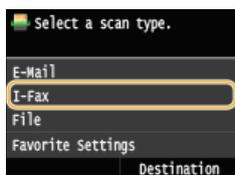


2 Press and tap <Scan>.



- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press .  **Logging on to Authorized Send**

3 Tap <I-Fax>.



4 Enter the destination using the numeric keys, and tap <Apply>.

- Tapping <A/a/12> toggles the input modes.
- If you enter the wrong characters, press . (Press to delete each character one by one; press and hold to delete all the input characters at once.)
- To make it easier to specify destinations by using other methods, such as the Address Book, see  **Sending Using Registered Destinations (E-mail/I-Fax/Shared Folder/FTP Server)**.



NOTE:

If the screen above is not displayed

- You can only send to your own e-mail address. To send to other destinations, you must configure the send function authentication settings so that e-mail transmission is not restricted. Contact your administrator for details.  **LDAP Server Authentication**.

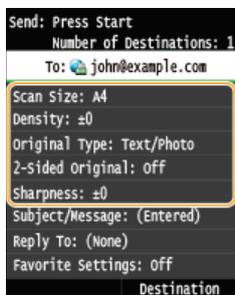
5 Specify multiple destinations, including Cc/Bcc destinations, as necessary.

- Tap <Destination>, select the method for specifying destinations and then specify the destination.
- If you selected <Specify from LDAP Server> or <Specify Myself as Destination>, the destination is selected in the <To> field.
- <Cc> and <Bcc> addresses can only be selected using <Specify from Address Book> or <Specify from Coded Dial>.



6 Specify the scanning settings as necessary.

- Tap the item you want to set.



<Scan Size> ▶ **Specifying a Scanning Size**

<Density> ▶ **Adjusting Density**

<Original Type> ▶ **Selecting Document Type**

<2-Sided Original> (MF729Cx / MF728Cdw / MF724Cdw) ▶ **Scanning 2-Sided Documents (MF729Cx / MF728Cdw / MF724Cdw)**

<Sharpness> ▶ **Adjusting Sharpness**

NOTE:

- The file name of a scanned document is automatically assigned based on the following format: communication management number (four digits)_sent date and time_document number (three digits).tif.

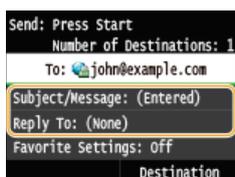
Example of file names: To send only a one-page document on October 17, 2015 at 07:00:05 PM.

0045_151017190005_001.tif

- You cannot specify file names yourself.

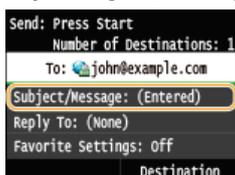
7 Specify the subject, body, and reply-to address for the e-mail as necessary.

- The subject is set to "Attached Image" by default.
- The body is not set by default. Enter it as necessary. Without the body text, only scanned documents are sent.
- The reply-to address is not set by default. If you want to specify an e-mail reply-to address that is different than the machine's e-mail address, specify the address from among those registered in the Address Book. If no destination is registered in the Address Book, see ▶ **Registering in the Address Book** .

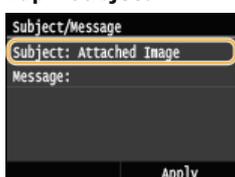


■ To specify subject/body

1 Tap <Subject/Message>.



2 Tap <Subject>

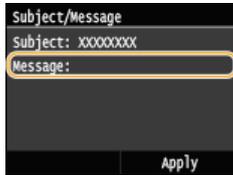


3 Enter the subject using the numeric keys, and tap <Apply>.

- Tapping <A/a/12> toggles the input modes.



4 Tap <Message>.

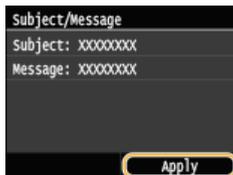


5 Enter the body using the numeric keys, and tap <Apply>.

- Tapping <A/a/12> toggles the input modes.

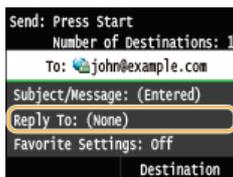


6 Tap <Apply>.

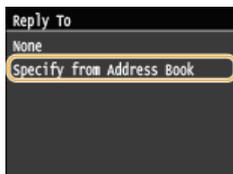


■ To specify reply-to address 

1 Tap <Reply To>.

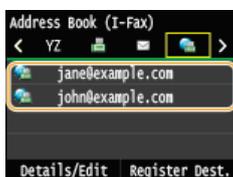


2 Tap <Specify from Address Book>.



3 Select a reply-to address from the Address Book.

- For instructions on how to use the Address Book, see [Specifying from Address Book](#).



8 Press (B&W) to start sending.

- Scanning starts.
- When the SMTP authentication screen appears, use the numeric keys to enter the user name and password and then tap <Apply>.
- If you want to cancel sending, tap <Cancel> ► <Yes>.

■ When placing documents in the feeder in step 1

When scanning is complete, the I-Fax is sent.

■ When placing documents on the platen glass in step 1

When scanning is complete, follow the procedures below.

1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press (B&W).

- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 Tap <Start Sending>.

- The I-Fax is sent.

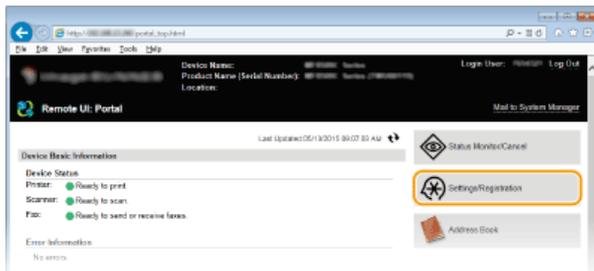
If a Send Error Occurs

Error notifications are sometimes sent to the e-mail address set to the machine. You can clear the mailbox on the server from the Remote UI.

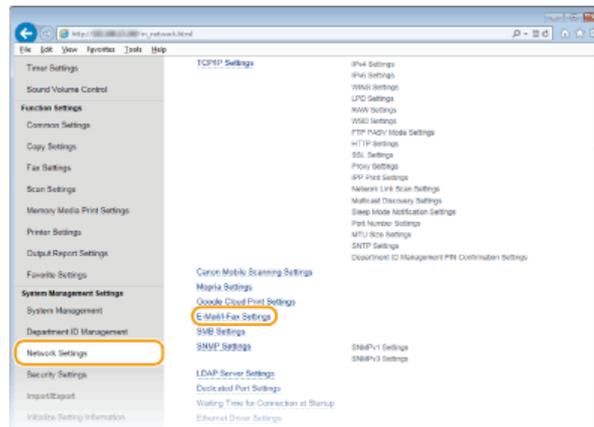
■ To clear the mailbox

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI

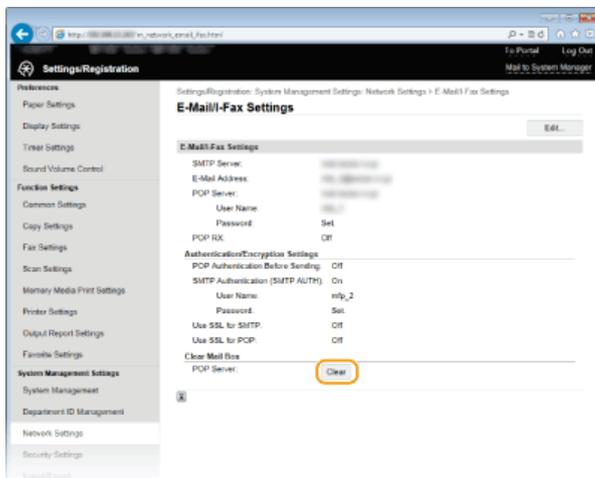
2 Click [Settings/Registration].



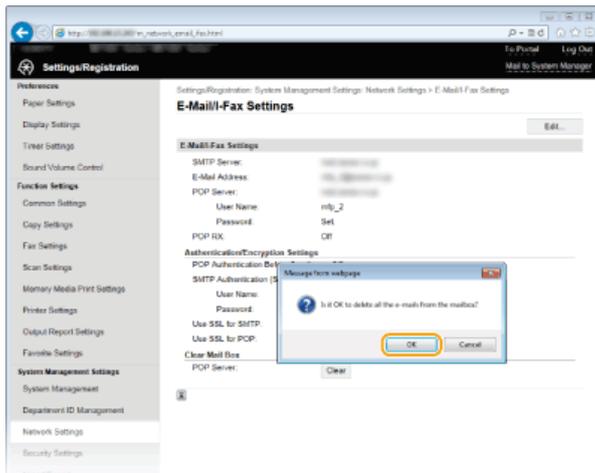
3 Click [Network Settings] ► [E-Mail/I-Fax Settings].



4 Click [Clear] in [Clear Mail Box].



5 Read the message that is displayed, and click [OK].



⇒ E-mail is deleted from the mailbox.

IMPORTANT:
When the mailbox is cleared

Once [OK] is clicked in the message window, all e-mail in the server mailbox is deleted. If the machine does not have a special e-mail account, you should first check whether any e-mail in the mailbox needs to be kept.

TIPS

- If you always want to send using the same settings: ▶ **Changing Default Settings**
- If you want to register a combination of settings to use when needed: ▶ **Registering Frequently Used Scan Settings (E-mail/I-Fax/Shared Folder/FTP Server)**
- If you want to specify the I-Fax sender name: ▶ **Register Unit Name (E-Mail/I-Fax)**

LINKS

- ▶ **Canceling Sending Documents (E-mail/I-Fax/Shared Folder/FTP Server)**
- ▶ **Checking Log for Sent Documents (E-mail/I-Fax/Shared Folder/FTP Server)**

Receiving I-Faxes

■ When an I-Fax Arrives

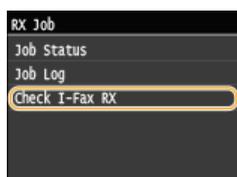
When an I-Fax arrives, the [Processing/Data] indicator on the operation panel blinks. After the I-Fax is completely received, the document is printed out automatically and the indicator goes out.

NOTE

- To cancel reception, press  ▶ <RX Job> ▶ <Job Status> ▶ Select the document on the <RX Job Status> screen ▶ <Delete> ▶ <Yes>

■ Receiving I-Faxes Manually

If you want to connect to the server before receiving I-Faxes automatically, or if you want to configure the machine so that it does not receive I-Faxes automatically, use the method below to receive I-Faxes manually.



- ➡ Connect to the server. If there is a document on the server, printing begins.

■ Printout Paper

Regardless of the received document size, incoming I-Faxes are printed at the size specified in <RX Print Size>. If paper of the size specified in <RX Print Size> is not loaded in the paper drawer, an error occurs.  **RX Print Size**

TIPS

- If you want to print received documents on both sides of paper:  **Print on Both Sides**
- If you want to specify the size of the printout paper:  **RX Print Size**

LINKS

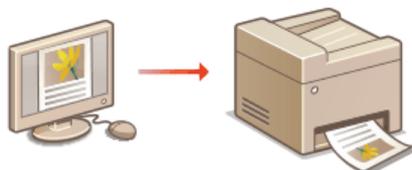
-  **Checking Status and Log for Sent and Received Documents**

Using the Machine as a Printer

There are many ways to use the machine as a printer. You can print documents on your computer by using the printer driver or print image files from a USB memory device. Make full use of the print functions to suit your needs.

■ Printing from a Computer

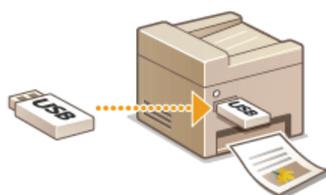
You can print a document made on your computer by using the printer driver. **▶ Printing from a Computer**



■ Printing from USB Memory (USB Print)

You can print JPEG, TIFF and PDF* files stored in a USB memory device by connecting it directly to the machine. Using this function, you can print without using a computer. **▶ Printing from USB Memory (USB Print)**

* MF729Cx / MF728Cdw / MF724Cdw Only



Printing from Mobile Devices

- Linking mobile devices such as smartphones or tablets to this machine provides a quick and easy way to print photos and web pages. The machine also supports AirPrint and Google Cloud Print™.

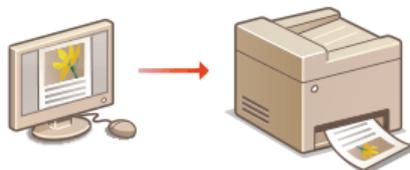
▶ **Can Be Used Conveniently with a Mobile Device**

▶ **Printing with AirPrint**

▶ **Using Google Cloud Print**

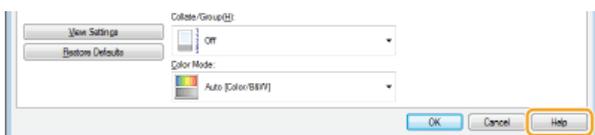
Printing from a Computer

You can print a document made with an application on your computer by using the printer driver. There are useful settings on the printer driver, such as enlarging/reducing and 2-sided printing, that enable you to print your documents in various ways. Before you can use this function, you need to complete some procedures, such as installing the printer driver on your computer. For more information, see MF Driver Installation Guide.



About the Printer Driver Help

- Clicking [Help] on the printer driver screen displays the Help screen. On this screen, you can see the detailed descriptions that are not in the e-Manual.



NOTE

- If you are a Mac OS user, see MF Driver Installation Guide for installing the printer drivers and Printer Driver's Help for using print functions (🔴 **For Mac OS Users**).
- Depending on the operating system and the type or version of the printer driver you are using, the printer driver screens in this manual may differ from your screens.
- If you are using the MF729Cx / MF728Cdw / MF724Cdw, you can use the PCL5c and PCL6 printer driver as well as the UFR II LT printer driver. The available print settings vary depending on the printer driver. For more information, click [Help] on each printer driver screen.

■ To Use the Optional Paper Drawer **MF729Cx / MF728Cdw / MF724Cdw**

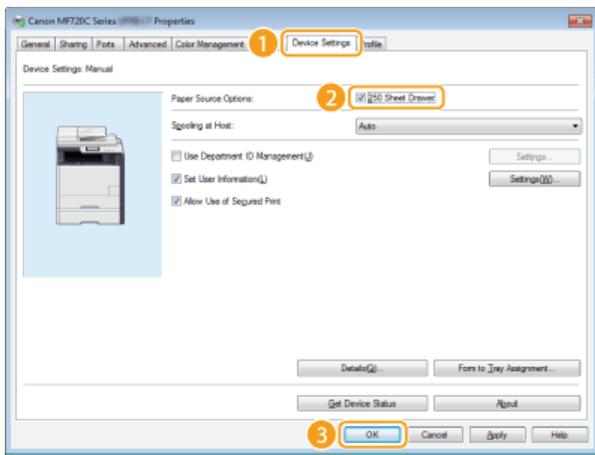
If the optional paper drawer (drawer 2) is attached to the machine, perform the following operation on the printer driver.

IMPORTANT

- To perform the following procedure, log on to your computer with an administrator account.

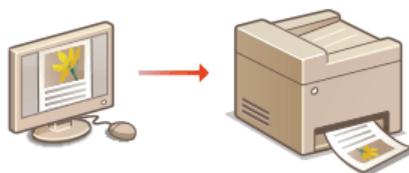


Open the printer folder (🔴 **Displaying the Printer Folder**) ▶ Right-click your printer icon ▶ [Printer Properties] or [Properties] ▶ [Device Settings] tab ▶ Select the [250 Sheet Drawer] check box ▶ [OK]



Printing a Document

This section describes how to print a document on your computer by using the printer driver.



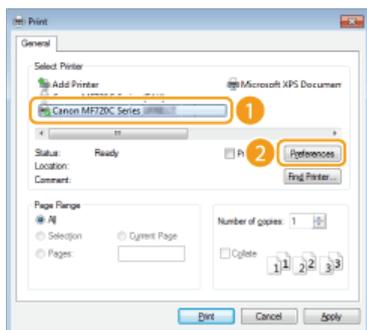
NOTE

- Before printing, specify the paper size and type for the paper loaded in the paper source.
 - Loading Paper**
 - Specifying Paper Size and Type**
- Ensure that the paper size and type selected in the printer driver match the paper size and type actually loaded.
- By setting <Prioritize Driver Settings When Printing> to <On>, you can give priority to the printer driver paper size and type settings, regardless of the paper actually loaded. However, driver settings that do not match the loaded paper size could cause toner stains inside the machine and adversely affect the print results.
 - Prioritize Driver Settings When Printing**

1 Open a document in an application and display the print dialog box.

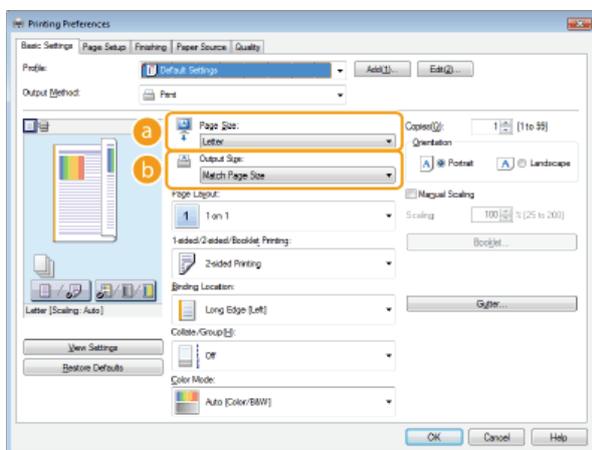
- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select the printer driver for this machine, and click [Preferences] or [Properties].



- The screen that is displayed differs depending on the application you are using.

3 Specify the paper size.



a [Page Size]

Select the size of a document made in the application.

b [Output Size]

Select the size of paper on which the document will be actually printed. If the selected size differs from the one specified in [Page Size], the document is printed enlarged/reduced automatically according to the selected size. **▶ Enlarging or Reducing**

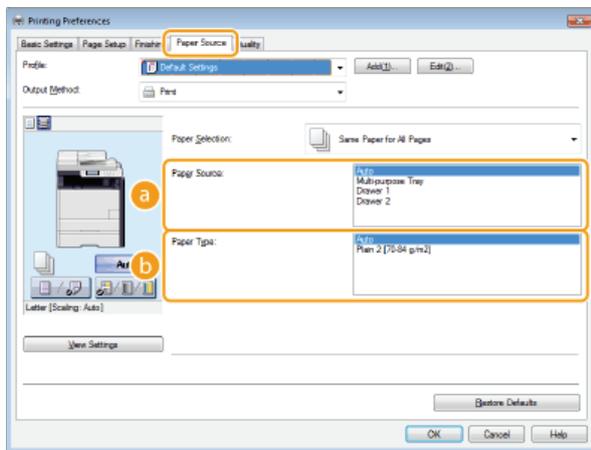
TIPS

Clickable UI

- You can easily specify the page layout, binding position, etc. intuitively on the preview image. For more information, click [Help] on the printer driver screen.



4 Click the [Paper Source] tab, and specify the paper source and paper type.



a [Paper Source]

Select the paper source from which paper is fed.

Setting Value	Paper Source
Auto	The paper source is automatically selected according to the specified size and type of the paper to print on and the settings configured in the machine.
Multi-Purpose Tray	Paper is fed from the Manual feed slot.
Drawer 1	Paper is fed from the paper drawer of the machine.
Drawer 2	Paper is fed from the optional paper drawer.

b [Paper Type]

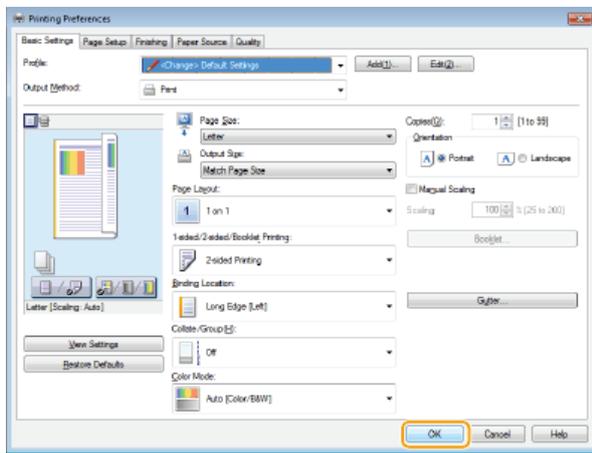
Specify the setting according to the type and basis weight of the paper to print on. **▶ Loading Paper**

5 Specify other print settings as necessary. **▶ Various Print Settings**

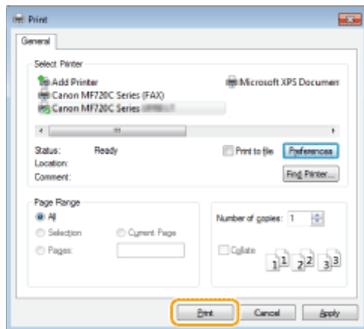
NOTE:

- You can register the settings you specified in this step as a "profile" and use the profile whenever you print. You can eliminate the need to specify the same settings every time you print. **▶ Registering Combinations of Frequently Used Print Settings**

6 Click [OK].



7 Click [Print] or [OK].



➡ Printing starts. On some applications, a screen like shown below appears.



- To cancel printing, click [Cancel] when the screen shown above is displayed. After the screen disappears or if the screen is not displayed, you can cancel printing in other ways. 🔄 **Canceling Prints**

NOTE

When printing from the Windows Store app in Windows 8/Server 2012

- Display the charms on the right side of the screen and use the procedure shown below. If you print using this method, only a limited number of print settings are available.
 - Windows 8/Server 2012**
[Devices] ▶ The printer you are using ▶ Tap or click [Print]
 - Windows 8.1/Server 2012 R2**
[Devices] ▶ [Print] ▶ The printer you are using ▶ Tap or click [Print]
- If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, go to the desktop and follow the instructions in the displayed dialog box. This message appears when printing via Secured Print and in some other cases.

LINKS

- 🔄 **Managing Documents and Checking the Machine Status**

Canceling Prints

You can cancel printing from your computer or on the operation panel of the machine.

- ▶ **From a Computer**
- ▶ **From the Operation Panel**

From a Computer

You can cancel printing from the printer icon displayed on the system tray on the desktop.

1 Double-click the printer icon.



NOTE:

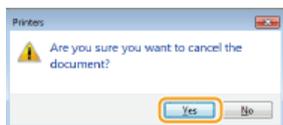
When the printer icon is not displayed

- Open the printer folder (▶ **Displaying the Printer Folder**), right-click your printer icon, and click [See what's printing] (or double-click the icon of the printer driver for the machine).

2 Select the document you want to cancel, and click [Document] ▶ [Cancel].



3 Click [Yes].



- Printing of the selected document is canceled.

NOTE

- Several pages may be output after you cancel printing.

TIPS

Canceling from the Remote UI

- You can cancel printing from the [Job Status] page on the Remote UI: ▶ **Checking Current Status of Print Documents**

Canceling from an application

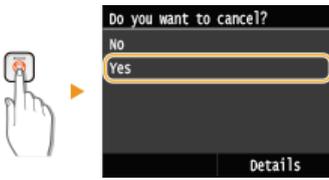
- On some applications, a screen like shown below appears. You can cancel printing by clicking [Cancel].



From the Operation Panel

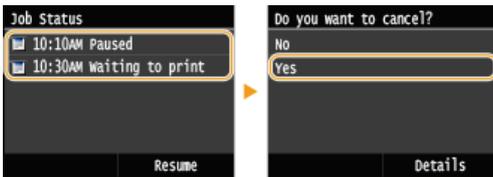
Cancel printing using  or .

■ Press  to Cancel

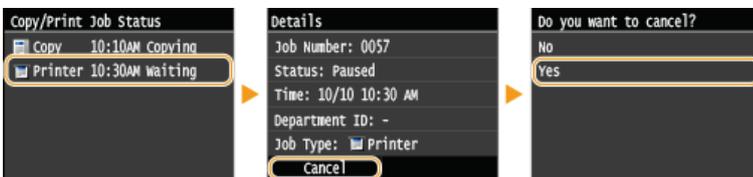
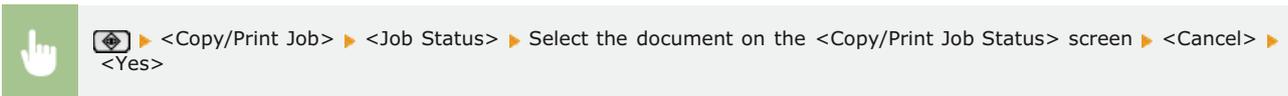


If the Screen Displays a List of Documents When is Pressed

Tap the document to cancel.



■ Check the print job status before canceling



NOTE

- Several pages may be output after you cancel printing.

LINKS

- ▶ [Printing a Document](#)
- ▶ [Checking the Printing Status and Log](#)

Checking the Printing Status and Log

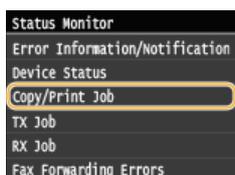
You can check the current print statuses and the logs for printed documents.

Useful in the Following Cases

- When your documents are not printed for a long time, you may want to see the waiting list of the documents waiting to be printed.
- When you cannot find your printouts that you thought had been printed, you may want to see whether an error has occurred.

1 Press .

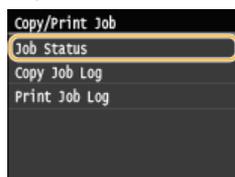
2 Tap <Copy/Print Job>.



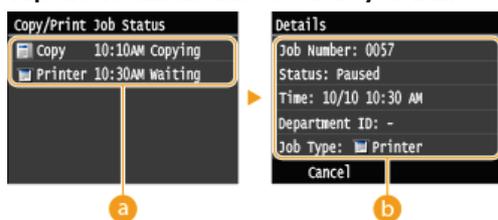
3 Check the print statuses or logs.

■ To check the print statuses

1 Tap <Job Status>.



2 Tap the document whose status you want to check.



a <Copy/Print Job Status>

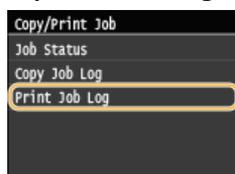
Displays a list of the documents that are being processed, being copied, or are waiting to be processed.

b <Details>

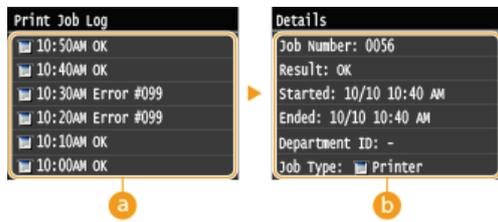
Displays detailed information about the document selected from the list.

■ To check the print logs

1 Tap <Print Job Log>.



2 Tap the document whose log you want to check.



a <Print Job Log>

Displays a list of the documents that were printed. <OK> is displayed when a document was printed successfully, and <Error> is displayed when a document failed to be printed because it was canceled or there was some error.

b <Details>

Displays detailed information about the document selected from the list. The displayed document name or user name may not reflect the actual document or user name.

NOTE:

If the <Result> column shows a three-digit number

This number represents an error code. **▶ When an Error Code Appears**

LINKS

- ▶ Printing a Document**
- ▶ Canceling Prints**

Various Print Settings

There are a variety of settings to suit your needs, such as Enlarged/Reduced and 2-sided Printing.



▶ **Enlarging or Reducing**



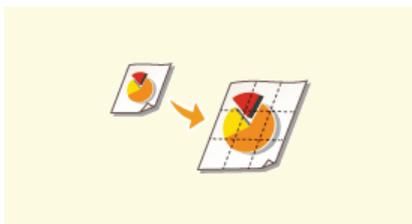
▶ **Switching 1-Sided and 2-Sided Printing (MF729Cx / MF728Cdw / MF724Cdw)**



▶ **Collating Printouts by Page**



▶ **Printing Multiple Pages onto One Sheet**



▶ **Printing Posters**



▶ **Printing Booklet (MF729Cx / MF728Cdw / MF724Cdw)**



▶ **Printing Borders**



▶ **Printing Dates and Page Numbers**



▶ **Printing Watermarks**



▶ **Setting Color Mode**



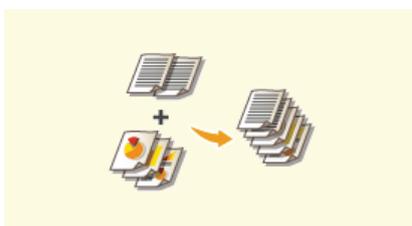
▶ **Printing Specific Pages onto Different Paper**



▶ **Selecting Document Type**



▶ **Saving Toner**



▶ **Combining and Printing Multiple Documents**

Enlarging or Reducing



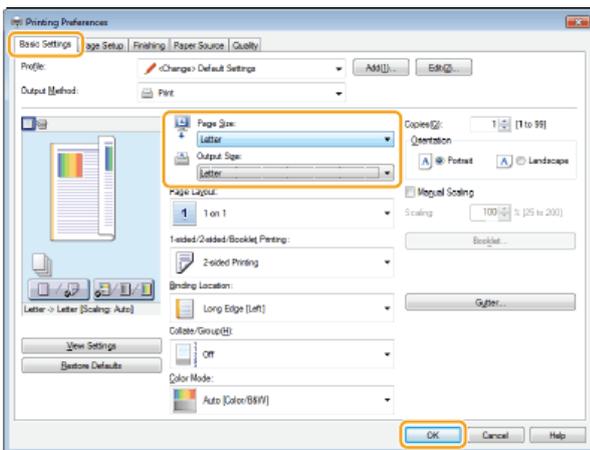
You can make enlarged or reduced printouts by using a preset print ratio, such as A5 to A4, or a custom print ratio that you set in increments of 1%.

Setting Print Ratio by Specifying the Original Document and Paper Size (Preset Ratio)

The print ratio is automatically set based on the document and paper size you have specified.



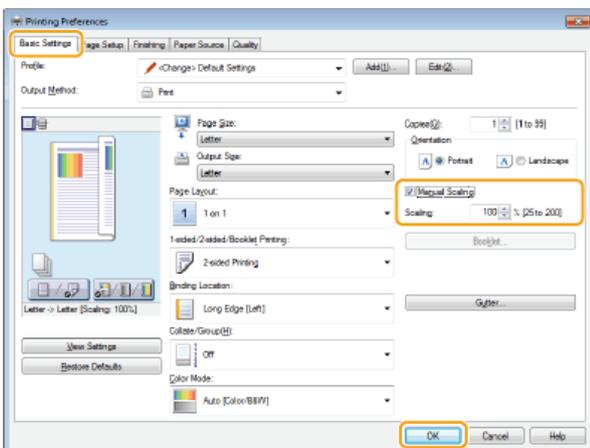
[Basic Settings] tab ► Select the document size in [Page Size] ► Select the paper size in [Output Size] ► [OK]



Specifying Print Ratio in Increments of 1%



[Basic Settings] tab ► Select the [Manual Scaling] check box ► Enter the print ratio in [Scaling] ► [OK]



NOTE

- Depending on the selected paper size, you may not be able to set the optimum enlarging/reducing ratio. For example, there may be large blank spaces on your printout, or portions of the document that are missing.
- The enlarging/reducing settings on some applications have priority over those on the printer driver.

LINKS

▶ **Printing a Document**

Switching 1-Sided and 2-Sided Printing MF729Cx / MF728Cdw / MF724Cdw



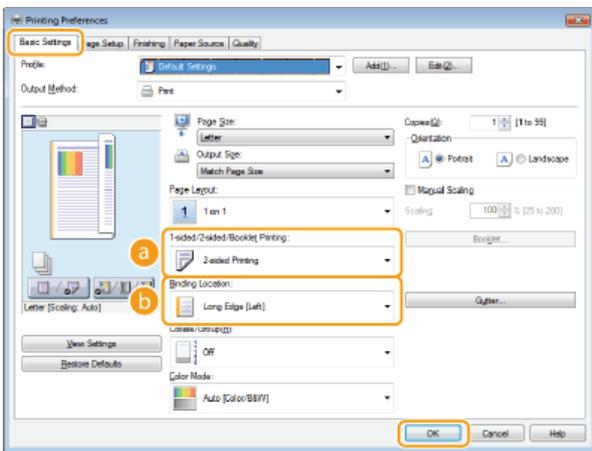
If you are using the MF729Cx / MF728Cdw / MF724Cdw, you can make both 1-sided and 2-sided printouts. The default setting is [2-sided Printing]. Change the setting as necessary.

NOTE

- 2-sided printing may not be available with some sizes and types of paper. ▶ **Paper**



[Basic Settings] tab ▶ Select [1-sided Printing] or [2-sided Printing] in [1-sided/2-sided/Booklet Printing] ▶ Select the position to bind in [Binding Location] ▶ [OK]



a [1-sided/2-sided/Booklet Printing]

Select [1-sided Printing] or [2-sided Printing].

NOTE:

- For [Booklet Printing], see ▶ **Printing Booklet (MF729Cx / MF728Cdw / MF724Cdw)**.

b [Binding Location]

Specify the position to bind the printouts with a binding tool such as a stapler. Printing orientation will be changed depending on the specified binding position. To specify the margin width for the binding position, click [Gutter].

[Long Edge [Left]]

Prints images in such a way that the printed pages are opened horizontally when bound.



[Short Edge [Top]]

Prints images in such a way that the printed pages are opened vertically when bound.



[Gutter]

Specify a binding margin.



LINKS

- ▶ [Printing a Document](#)
- ▶ [Printing Multiple Pages onto One Sheet](#)
- ▶ [Printing Booklet \(MF729Cx / MF728Cdw / MF724Cdw\)](#)

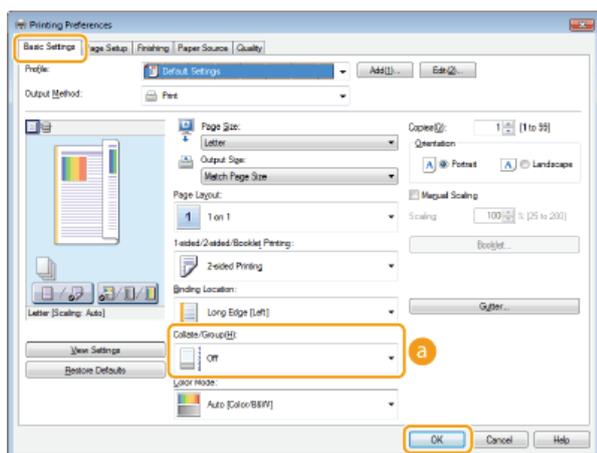
Collating Printouts by Page



When printing copies of multi-page documents, select [Collate] to print complete sets in sequential page order. This function is useful when preparing handouts for meetings or presentations.



[Basic Settings] tab ▶ Select [Collate] or [Group] in [Collate/Group] ▶ [OK]



a [Collate/Group]

Specify the sorting method of the printouts when printing multiple-page documents.

[Collate]

The printouts are grouped into complete sets in sequential page order. For example, if you are printing three copies of a five-page document, the printouts will be arranged in the following page order: 1, 2, 3, 4, 5, 1, 2, 3, 4, 5, 1, 2, 3, 4, 5.



[Group]

The printouts are not collated. For example, if you are printing three copies of a five-page document, the printouts will be arranged in the following page order: 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5.



NOTE:

- If you select [Off], whether the printouts are collated or not depends on the setting made on the application.

LINKS

▶ Printing a Document

Printing Multiple Pages onto One Sheet



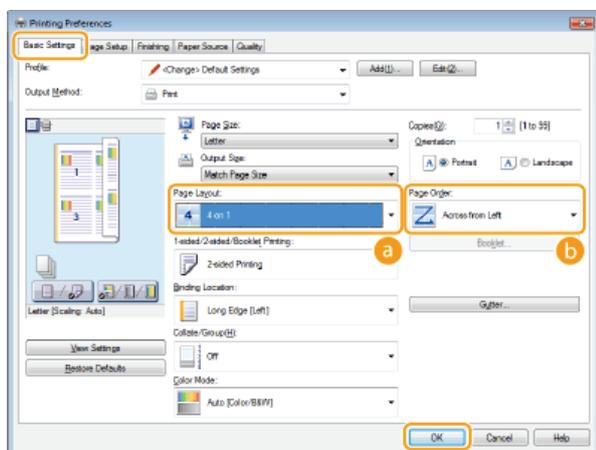
You can print multiple pages onto a single sheet. For example, you can print four or nine pages onto a single sheet by using [4 on 1] or [9 on 1]. Use this function if you want to save paper or to view your document in thumbnails.

NOTE

- To save more paper, combine this setting with 2-sided printing. **Switching 1-Sided and 2-Sided Printing (MF729Cx / MF728Cdw / MF724Cdw)**



[Basic Settings] tab ▶ In [Page Layout], select the number of pages to print onto a single sheet ▶ In [Page Order], select the page distribution layout ▶ [OK]



a [Page Layout]

Select the number of pages to print onto a single sheet from [1 on 1] to [16 on 1]. For example, to print 16 pages onto a single sheet, select [16 on 1].



NOTE:

- For options such as [Poster [2 x 2]], see **Printing Posters**.
- Printing may not be performed properly if you combine this setting with an application setting for collating printouts.

b [Page Order]

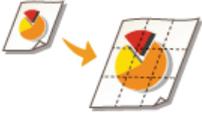
Select a page distribution layout. For example, if you select [Across from Left], the first page is printed on the top left, and then the rest of the pages are arranged rightward.



LINKS

- Printing a Document**
- Switching 1-Sided and 2-Sided Printing (MF729Cx / MF728Cdw / MF724Cdw)**

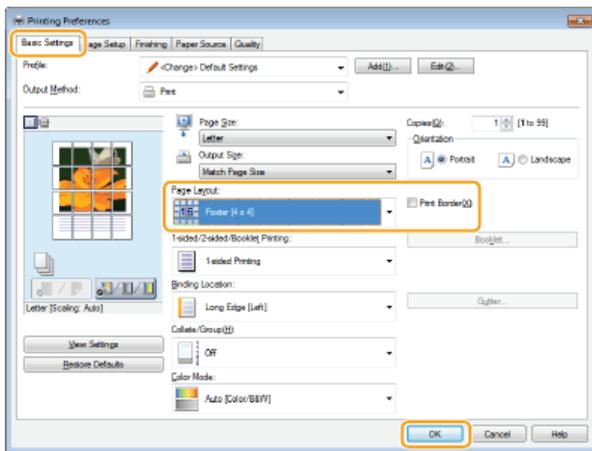
Printing Posters



You can print one page of a document onto multiple pages. For example, if you make a one-page A4-size document nine times larger, you will have a poster 3x3 A4 size sheets large after you print the document and paste it together.



[Basic Settings] tab ► In [Page Layout], select the dimensions of your poster (for example, [Poster [2 x 2]]) ► [OK]



- There are four size settings: [Poster [1 x 2]], [Poster [2 x 2]], [Poster [3 x 3]], and [Poster [4 x 4]].

NOTE:

- Poster size settings cannot be selected when 2-sided printing is enabled. Select [1-sided Printing] in [1-sided/2-sided/Booklet Printing], and then select a poster size setting.
- Select the [Print Border] check box to add borders on your printouts. The borders are helpful if you want to paste the printouts together or cut off the margins.

LINKS

- ▶ [Printing a Document](#)
- ▶ [Enlarging or Reducing](#)

Printing Booklet MF729Cx / MF728Cdw / MF724Cdw



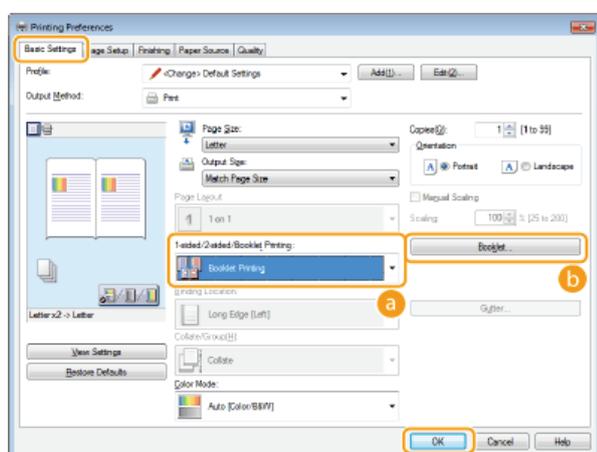
You can print two pages of a document on both sides of paper and then fold your printed pages in half to make a booklet. The printer driver controls the print order in such a way that the page numbers are correctly arranged.

NOTE

- Booklet printing may not be available with some sizes and types of paper. The paper that is available for 2-sided printing is also available for booklet printing. See **Paper**.



[Basic Settings] tab ▶ Select [Booklet Printing] in [1-sided/2-sided/Booklet Printing] ▶ Click [Booklet] to specify detailed settings as necessary ▶ [OK] ▶ [OK]



a [1-sided/2-sided/Booklet Printing]

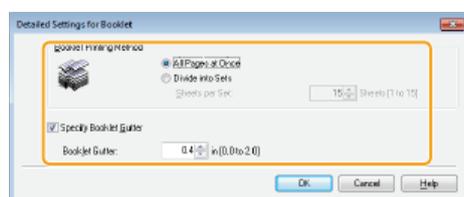
Select [Booklet Printing].

NOTE:

- For [1-sided Printing] and [2-sided Printing], see **Switching 1-Sided and 2-Sided Printing (MF729Cx / MF728Cdw / MF724Cdw)**.

b [Booklet]

The screen below is displayed.



[Booklet Printing Method]

- [All Pages at Once]: Prints all of the pages at once as a single bundle so that you can make a booklet just by folding the printed pages in half.
- [Divide into Sets]: Prints as multiple bundles divided by the number of the pages specified on [Sheets per Set]. Bind each bundle, and then combine them as one booklet. Select this option when the document has so many pages that you cannot bind them all into a single booklet.



[Specify Booklet Gutter]

If you are using a stapler or other binding tools, specify the margin width for binding your booklet. Select the [Specify Booklet Gutter] check box and specify the margin width in [Booklet Gutter].

LINKS

▶ **Printing a Document**

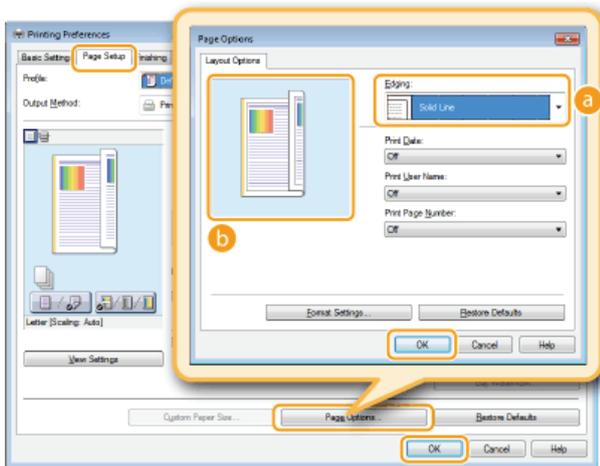
Printing Borders



You can add borders, such as broken lines or double lines, in the margins of printouts.



[Page Setup] tab ▶ Click [Page Options] ▶ Select the border type in [Edging] ▶ [OK] ▶ [OK]



a [Edging]

Select the border type.

b Preview

Displays a preview with the selected border.

LINKS

- ▶ [Printing a Document](#)
- ▶ [Printing Dates and Page Numbers](#)
- ▶ [Printing Watermarks](#)

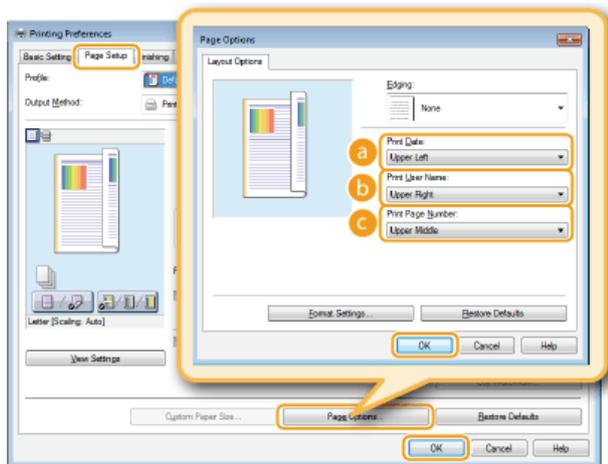
Printing Dates and Page Numbers



You can print the information such as dates or page numbers, and you can specify where to print this information on the document (upper-left, lower-right, etc.).



[Page Setup] tab ► Click [Page Options] ► Select the print position of the print date, user name or page number ► [OK] ►



a [Print Date]

Specify the position to print the print date.

b [Print User Name]

Specify the position to print the user name (logon name) for the computer used to print the document.

c [Print Page Number]

Specify the position to print the page number.

Changing the Print Format of Dates and Page Numbers

- You can change formatting details such as font and font size when printing dates, logon names, or page numbers. Click [Format Settings] on the Page Options screen shown above to specify the details.

LINKS

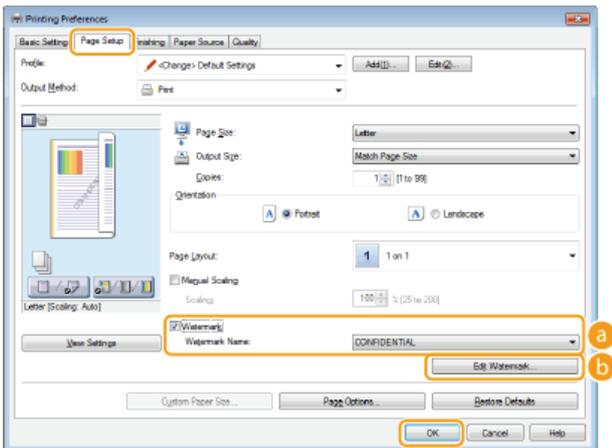
- [Printing a Document](#)
- [Printing Borders](#)
- [Printing Watermarks](#)

Printing Watermarks



You can print watermarks such as "COPY" or "CONFIDENTIAL" over the document. You can create new watermarks or use pre-registered watermarks.

[Page Setup] tab ▶ Select the [Watermark] check box ▶ Select a watermark from [Watermark Name] ▶ [OK]

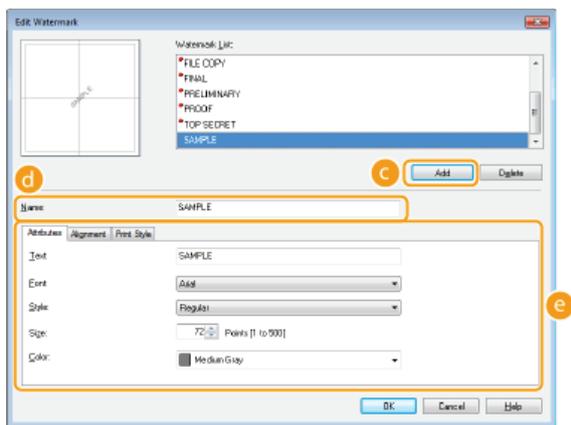


a [Watermark]/[Watermark Name]

Select the [Watermark] check box to display the list of the watermarks in the [Watermark Name] drop-down list. Select a watermark from the menu.

b [Edit Watermark]

Displays the screen to create or edit watermarks.



c [Add]

Click to create a new watermark. Up to 50 watermarks can be registered.

d [Name]

Enter the created watermark name.

e [Attributes]/[Alignment]/[Print Style]

Click each tab to specify the text, color, or print position of the watermark. For more information, click [Help] on the printer driver screen.

LINKS

- ▶ **Printing a Document**
- ▶ **Printing Borders**
- ▶ **Printing Dates and Page Numbers**

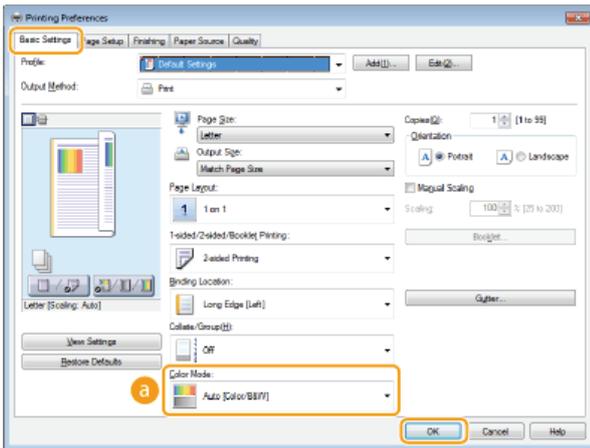
Setting Color Mode



You can select a color mode (color or black and white). If a document has pages in both color and black and white, by specifying auto mode, color pages are printed in color, and black and white pages are printed in black and white automatically.



[Basic Settings] tab ▶ Select the color mode in [Color Mode] ▶ [OK]



a [Color Mode]

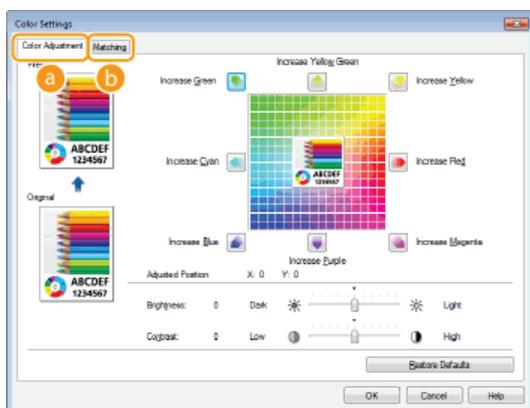
Select [Black and White] or [Color]. If you select [Auto [Color/B&W]], the color mode is automatically switched page by page.

To Specify the Detailed Color Settings

You can also specify the detailed color settings such as color adjustment and color matching.



[Quality] tab ▶ Select the [Manual Color Settings] check box ▶ Click [Color Settings] ▶ Specify the color settings as necessary ▶ [OK] ▶ [OK].



a [Color Adjustment]

Adjust the tone, brightness, and contrast.

b [Matching]

Specify the color matching settings (for example, you can adjust the settings so that the color tones on your printouts will match the color tones displayed on your computer screen).

NOTE

- For more information, click [Help] on the printer driver screen.

LINKS

- ▶ **Printing a Document**

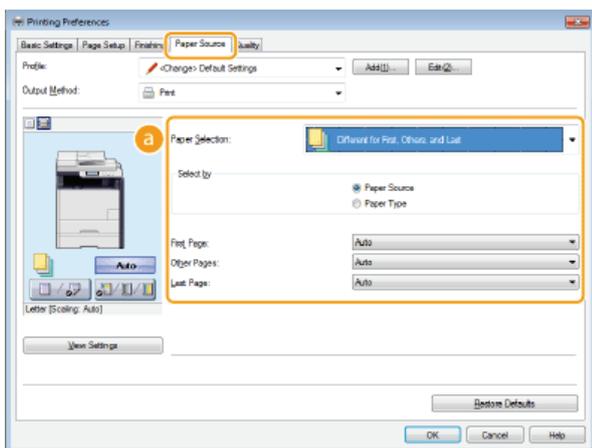
Printing Specific Pages onto Different Paper



You can print specific pages of a document, such as when you want to print the cover of a booklet on colored paper. In this case, load colored paper for the cover in the manual feed slot and load plain paper for the body pages in the paper drawer, and then specify the paper settings on the printer driver.



[Paper Source] tab ▶ Select the pages to print on different paper and the paper source loaded with the paper from [Paper Selection] ▶ [OK]



a [Paper Selection]

Specify which pages should be printed on different paper, and select which paper source should be used to feed paper for each page.

[Same Paper for All Pages]	Prints all of the pages on the same paper, and does not print any specific pages on different paper. All the pages are printed on paper specified in [Paper Source].
[Different for First, Others, and Last]	You can use different paper for the first page, body pages, and last page, respectively. For example, you can specify the paper in the manual feed slot for [First Page], the paper in the paper drawer for [Other Pages] (body pages), and the paper in the manual feed slot for [Last Page]. Also, selecting [Paper Type] in [Select by] enables you to specify the paper type used for printing rather than the paper source.
[Different for First, Second, Others, and Last]	You can also specify the paper for the following page of the cover as well as specifying the paper in [Different for First, Others, and Last]. Also, selecting [Paper Type] in [Select by] enables you to specify the paper type used for printing rather than the paper source.
[Different for Cover and Others]	Specify the settings for booklet printing (Printing Booklet (MF729Cx / MF728Cdw / MF724Cdw)). You can specify different paper for the cover and body pages, respectively. For example, you can specify the paper in the manual feed slot for [Cover Page] and the paper in the paper drawer for [Other Pages] (body pages).
[Transparency Cover Sheets]	If you perform continuous printing on transparencies, the output transparencies may stick together. To prevent this, print alternately on transparencies and paper in the order of Transparency, Paper, Transparency, Paper, and so on. The paper that is inserted between transparencies is called a "cover sheet." Make sure to specify both the paper source loaded with transparencies and the one with cover sheets. Select the [Print on Cover Sheets] check box to print on both transparencies and cover sheets in the order of placed documents.

LINKS

▶ [Printing a Document](#)

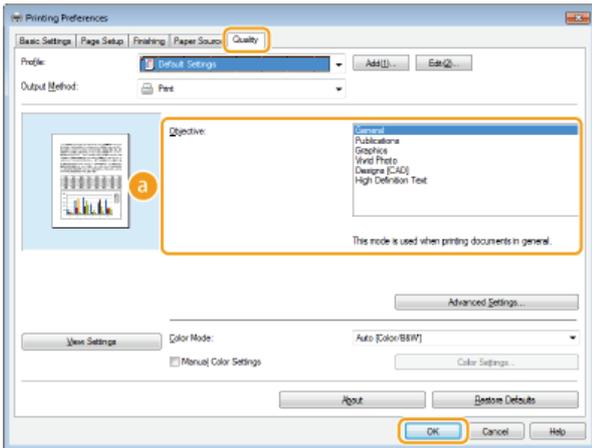
Selecting Document Type



You can specify the document type to ensure optimal image quality. There are different settings for photo documents, documents that have charts or graphs, and documents that have design drawings with fine lines.



[Quality] tab ► Select the document type in [Objective] ► [OK]



a [Objective]

Select an option that suits the document type or purpose of printing. For example, select [General] for general use, or select [Vivid Photo] when you want to print photo images in optimal print quality.

[General]

A versatile option that is suitable when printing most documents.

[Publications]

Suitable when printing documents that have a mix of photo images, charts, and graphs.

[Graphics]

Suitable when printing documents that have charts or graphs.

[Vivid Photo]

Suitable when printing photo images.

[Designs [CAD]]

Suitable when printing design drawings that have many fine lines.

[High Definition Text]

Suitable when printing documents that have small characters.

NOTE:

- To specify detailed settings for each item selected on [Objective], click [Advanced Settings]. For more information, click [Help] on the printer driver screen.

LINKS

▶ Printing a Document

Saving Toner



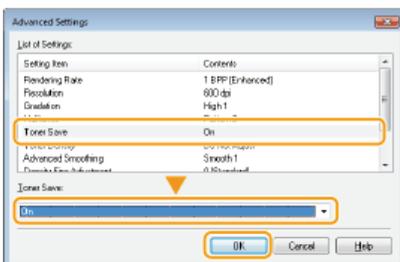
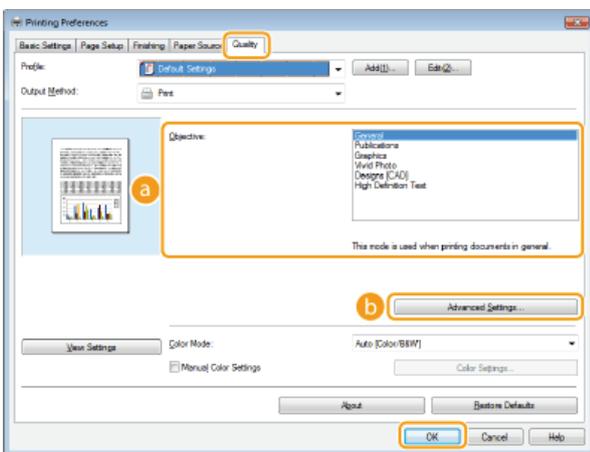
You can set the printer driver to print documents using less toner.

IMPORTANT

- When the toner save setting is enabled, fine lines and portions with lighter print density may become blurred.



[Quality] tab ▶ Select the document type in [Objective] ▶ Click [Advanced Settings] ▶ Select [Toner Save] in the [Advanced Settings] screen ▶ Select [On] from the drop-down list ▶ [OK] ▶ [OK]



a [Objective] ▶ Selecting Document Type

Select the document type for which you want to enable the toner save setting.

b [Advanced Settings]

A screen with settings is displayed. Click [Toner Save] and select [On] from the drop-down list on the bottom of the screen.

NOTE:

- You can specify whether to enable the toner save setting for each document type. Specify the toner save setting for each document type listed in [Objective].
- In the [Advanced Settings] screen, you can specify various print settings other than toner save settings. For more information, click [Help] on the printer driver screen.

LINKS

▶ Printing a Document

Combining and Printing Multiple Documents

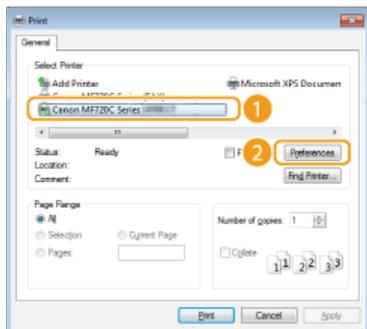


By using Canon PageComposer, you can combine multiple documents into one print job and print the job with specified print settings. This function, for example, enables you to combine documents made with different applications and print all of the pages in the same paper size.

1 Open a document in an application and display the print dialog box.

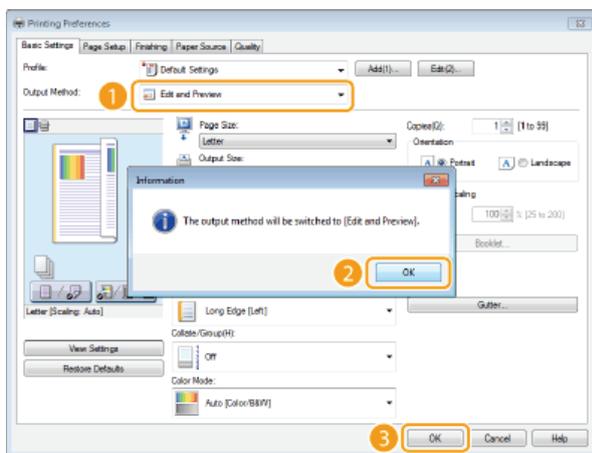
- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select the printer driver for the machine, and click [Preferences] or [Properties].

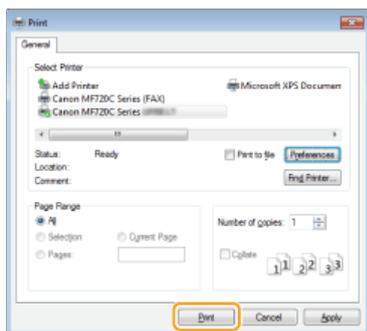


3 Select [Edit and Preview] in [Output Method].

- Click [OK] on the [Information] pop-up screen.
- Click [OK] at the bottom of the screen.



4 Click [Print] or [OK].

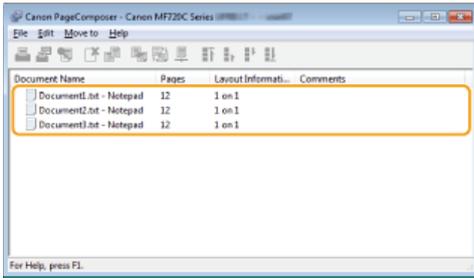


- The Canon PageComposer starts. Printing does not start in this step.

Repeat steps 1 to 4 for the documents you want to combine.

5

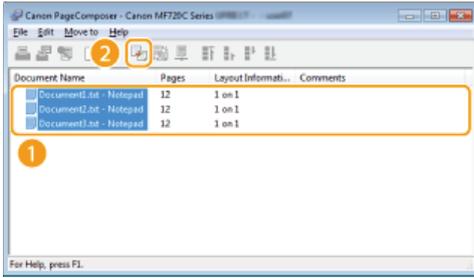
- The documents are added to the Canon PageComposer.



6

From the [Document Name] list, select the documents to combine, and click .

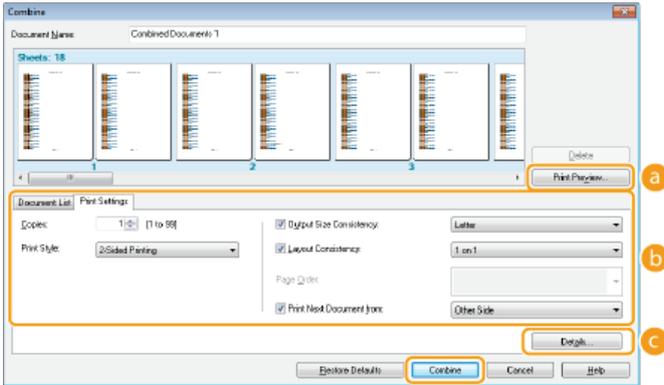
- To select multiple documents, click the documents while holding down [SHIFT] key or [CTRL] key.



7

Change the settings as necessary, and click [Combine].

- The documents selected in step 6 are combined.

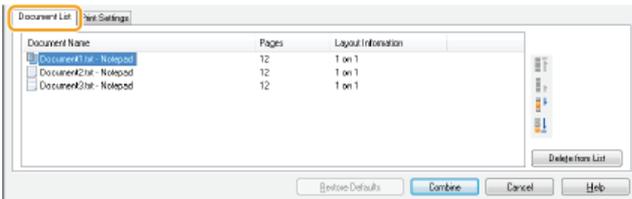


a [Print Preview]

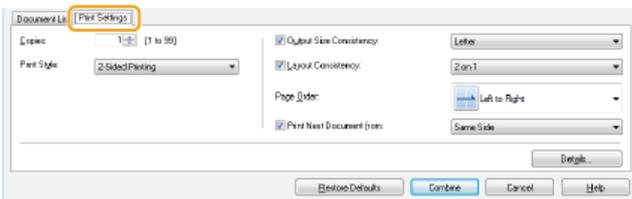
Displays a preview of the document to be printed.

b [Document List]/[Print Settings]

- Click the [Document List] tab to display the documents added in steps 1 to 4. You can remove documents by selecting them in the list and clicking [Delete from List].



- Click the [Print Settings] tab to display the screen for specifying print settings such as the number of copies or 1-sided/2-sided printing. The settings specified here are applied to the whole print job.



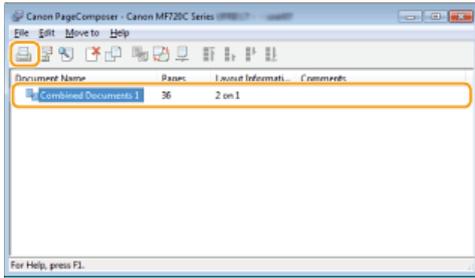
NOTE:

- For more information, click [Help] on the Canon PageComposer screen.

C [Details]

Displays the print setting screen of the printer driver. There are fewer settings available than when using the ordinary printing method.

- 8 On the [Document Name] list, select the combined-document print job you want to print, and click .**



- Printing starts.
- For instructions on how to cancel printing, see **C Canceling Prints**.

LINKS

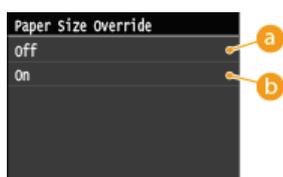
C Printing a Document

Configuring Printer Settings on the Machine

When you print a document from a computer, you can specify many print settings, such as the number of copies or color mode, in the application you used to make the document or on the printer driver. However, the <Paper Size Override> setting described below can only be specified on the machine.

■ <Paper Size Override>

Select whether to switch between printing on A4 and Letter size paper if one of these paper sizes is loaded but the other is not. For example, if you are printing a Letter size document but only A4 paper is loaded in the machine, the machine will print your document on A4 paper.



a <Off>

Does not perform paper size substitution. Printing stops and an error message is displayed when the machine runs out of the paper that has been specified.

b <On>

Performs paper size substitution. However, if no paper to substitute is loaded in any paper sources, the substitution cannot be performed.

■ Other Printer Settings **MF729Cx / MF728Cdw / MF724Cdw**

There are other printer settings you can specify on the operation panel of the machine. These settings are applied only for PS/PCL printing. ▶ **Printer Settings**

NOTE

Priority of settings

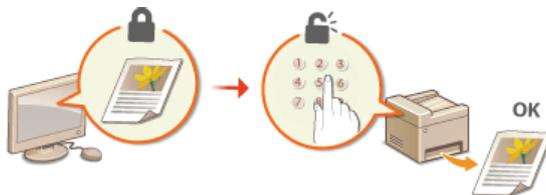
- When a particular setting can be specified either on the machine, or in an application or on the printer driver, the settings made in the application or on the printer driver will override those specified on the machine.

LINKS

- ▶ **Printing a Document**
- ▶ **Various Print Settings**

Printing a Document Secured by a PIN (Secure Print) MF729Cx / MF728Cdw / MF724Cdw

By setting a PIN to a document when printing from a computer, the document is held in the memory of the machine, and is not printed until the correct PIN is entered on the operation panel of the machine. This function is called "Secure Print," and the document that is protected by a PIN is called a "secured document." Using Secure Print keeps printouts of confidential documents from being left unattended. Before you can use this function, you need to complete some procedures. **▶ Preparing for Using Secure Print**



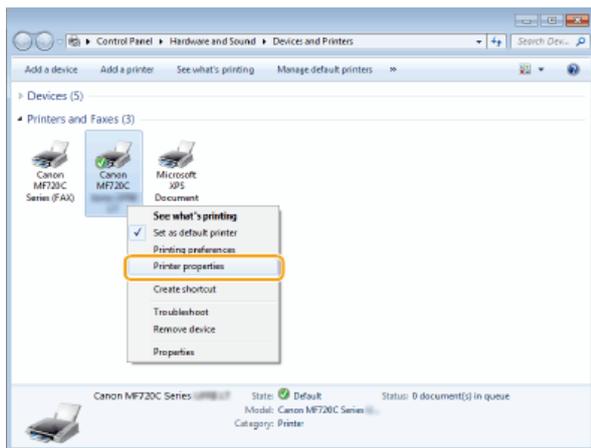
Preparing for Using Secure Print

Make sure that Secure Print is enabled on the printer driver.

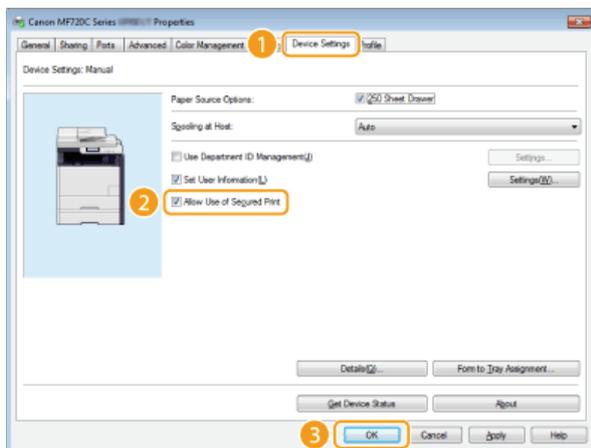
IMPORTANT

- To perform the following procedure, log on to the computer with an administrator account.

- 1 **Open the printer folder.** ▶ **Displaying the Printer Folder**
- 2 **Right-click your printer icon and click [Printer properties] or [Properties].**



- 3 **Click the [Device Settings] tab and make sure that the [Allow Use of Secured Print] check box is selected.**
 - If the check box is selected, Secure Print is enabled.
 - If the check box is not selected, select it and click [OK].



LINKS

- ▶ **Printing via Secure Print**

Printing via Secure Print

This section describes how to print a document from an application as a secured document. The first part of this section describes how to send a secured document to the machine, and the second part of this section describes how to print the secured document on the machine.

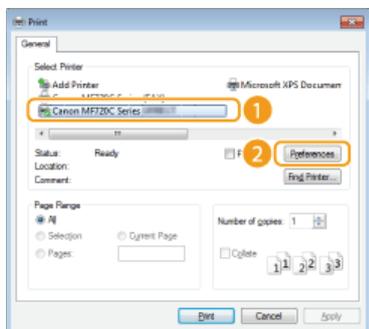
- ▶ Sending a Secured Document from a Computer to the Machine
- ▶ Printing Out Secured Documents
- ▶ Changing the Valid Time Period for Secured Documents

Sending a Secured Document from a Computer to the Machine

1 Open a document in an application and display the print dialog box.

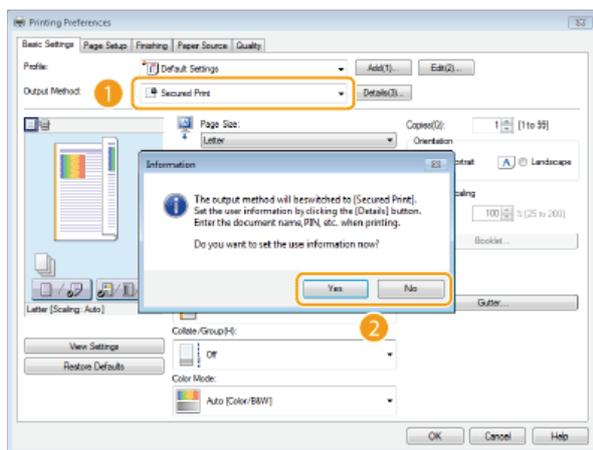
- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select the printer driver for the machine, and click [Preferences] or [Properties].



3 Select [Secured Print] in [Output Method].

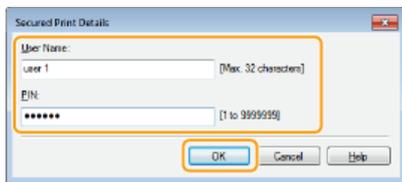
- Click [Yes] or [No] on the [Information] pop-up screen.
- If you want to use the same user name and PIN every time, click [Yes]. To change the user name and PIN every time, click [No].



■ If you selected [Yes]

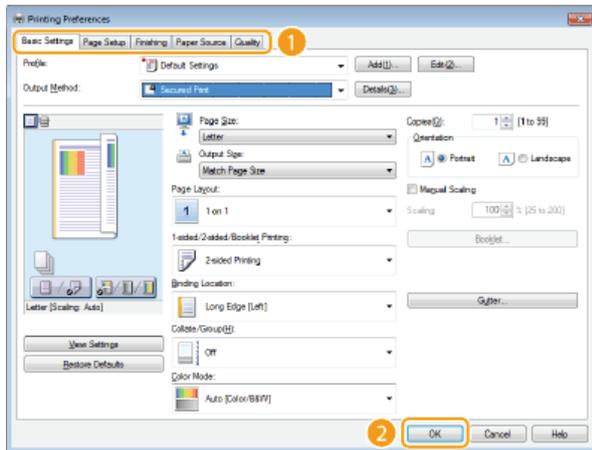
Enter the user name for [User Name] and PIN for [PIN], and click [OK].

- The computer name (logon name) of your computer is displayed in [User Name]. If you want to change the user name, enter up to 32 alphanumeric characters for a new user name.
- Enter the PIN of up to seven digits.

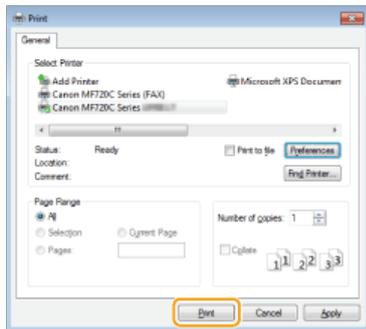


4 Specify the print settings, and click [OK].

- Click the [Basic Settings], [Page Setup], [Finishing], [Paper Source], or [Quality] tabs to specify the print settings on each screen as necessary. **Various Print Settings**



5 Click [Print] or [OK].

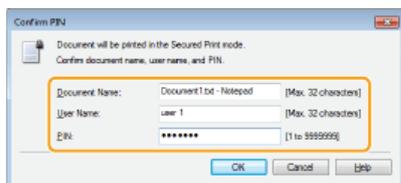


➡ After the secured document is sent to the machine, it is held in the memory of the machine waiting to be printed.

■ If you selected [No] at step 3

Enter the [Document Name], [User Name], and [PIN] and click [OK].

- The document name is automatically set based on the information from the application. If you want to change the document name, enter up to 32 alphanumeric characters for a new document name.
- The computer name or logon name is displayed. If you want to change the user name, enter up to 32 alphanumeric characters for a new user name.
- Enter the PIN of up to seven digits. The entered PIN is displayed in symbols.



Printing Out Secured Documents

After you send the secured document to the machine, print it out within 30 minutes. After that, the secured document will be deleted from the memory of the machine and can no longer be printed.

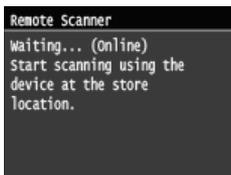
NOTE

- If secured documents are left unprinted, they occupy the memory and may prevent the machine from printing even ordinary (not secured) documents. Make sure that you print your secured documents as soon as you can.
- You can check how much memory is being used for secured documents.
 ▶ <Device Status> ▶ <Secure Print Memory Usage>
- You can change the valid time period for secured documents.  **Changing the Valid Time Period for Secured Documents**

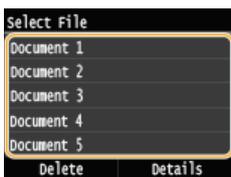
1 Press and tap <Secure Print>.

NOTE:

- You cannot proceed to the next step if the <Remote Scanner> screen shown below is displayed. In this case, press  to close the screen, and tap <Secure Print> again.



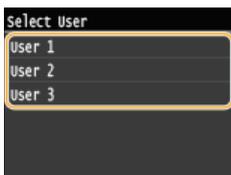
2 Select the secured document to print.



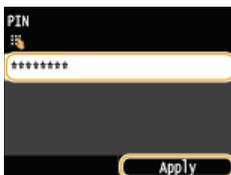
NOTE:

If the <Select User> screen is displayed

- If secured documents from two or more users are being held in memory, the <Select User> screen is displayed prior to the <Select File> screen. Select your user name.



3 Enter the PIN using numeric keys, and then tap <Apply>.



- Printing starts.
- If you want to cancel printing, tap <Cancel> ▶ <Yes>.

Changing the Valid Time Period for Secured Documents

The machine at purchase is set to delete secured documents 30 minutes after receiving them unless they are printed, but you can change this setting.

1 Press  and tap <Menu>.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using numeric keys, and then press . **Logging on to the Machine**

3 Tap <Secure Print Settings>.

4 Tap <On>.

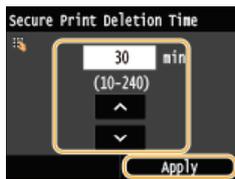
NOTE:

Disabling Secure Print

- Tap <Off>, and restart the machine.

5 Specify how long the machine holds secured documents, and tap <Apply>.

- Tap / or the numeric keys to enter the time.
- The secured document is erased from the memory of the machine when the time specified here elapses.



6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

- ▶ [Preparing for Using Secure Print](#)
- ▶ [Checking the Printing Status and Log](#)

Configuring Print Settings to Your Needs

You can register combinations of settings as "Profiles" to suit your different printing needs. Also, you can register the settings that you frequently use as the default setting. Once the default setting is set, the registered settings are automatically displayed on the printer driver screen, and you can skip the operations to specify the print settings and print immediately.



When I have many pages to print, I shrink two pages to fit on one sheet, and print them on both sides of the paper.



Register the combination of the [2 on 1] and [2-sided Printing] settings as a "Profile", and select this profile whenever you need it. **▶ Registering Combinations of Frequently Used Print Settings**



I always print color documents in black and white to cut costs.



On the printer driver, set black and white printing as the default setting. From now on, you will not have to change the color mode when printing. **▶ Changing Default Settings**

Registering Combinations of Frequently Used Print Settings

Specifying combinations of settings such as "1-sided landscape orientation on A4 size paper" every time you print may be time consuming. If you register these frequently used combinations of print settings as "profiles," you can specify printing settings simply by selecting one of these profiles from the list. This section describes how to register profiles and how to print using them.

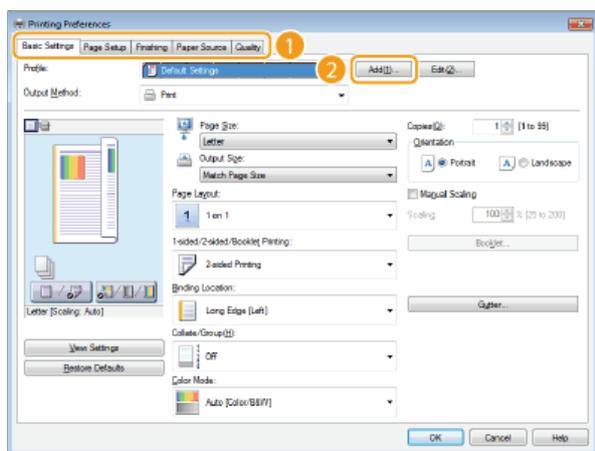
▶ Registering a Profile

▶ Selecting a Profile

Registering a Profile

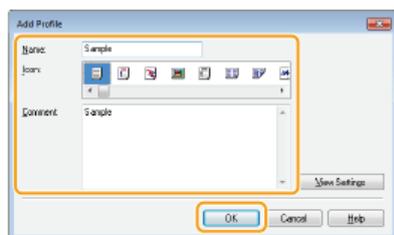
1 Change the settings that you want to register as a profile, and click [Add].

- Click the [Basic Settings], [Page Setup], [Finishing], [Paper Source], or [Quality] tabs to specify the print settings on each screen as necessary. ▶ **Various Print Settings**



2 Enter a profile name in [Name], select an icon, and then click [OK].

- Enter comments on the profile in [Comment] as necessary.
- Click [View Settings] to see the settings to register.



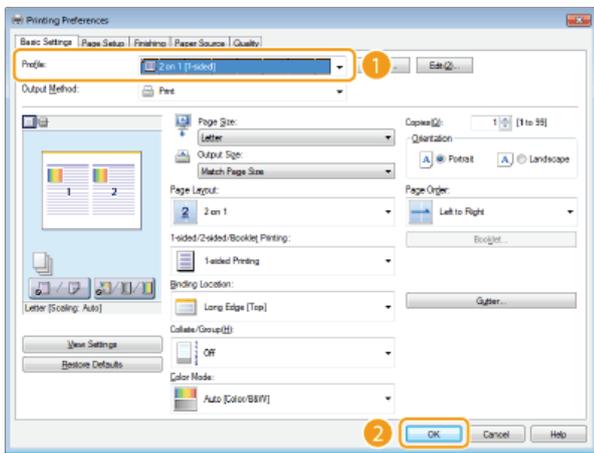
NOTE

Editing a profile

- By clicking [Edit] on the right side of [Add] on the screen shown in step 1, you can change the name, icon, or comment of the profiles you have previously registered. You cannot edit the pre-registered profiles.

Selecting a Profile

Select the profile that suits your needs, and click [OK].



NOTE

Changing the settings of the selected profile

- You can change the settings of a selected profile. In addition, the changed settings can be registered as another profile.

LINKS

▶ Printing a Document

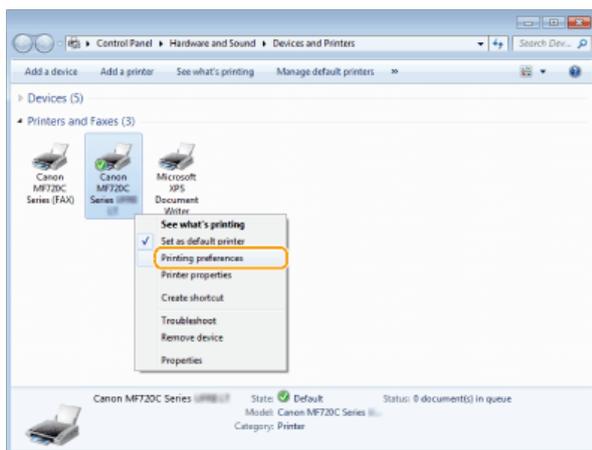
Changing Default Settings

The default settings are the settings that are first displayed whenever you open the print settings screen of the printer driver, but you can change them. For example, if you want to print all documents, including color documents, in black and white, you can change the default setting for color mode to [Black and White]. By changing the default settings, the setting is always [Black and White] whenever you open the printer driver screen, and you can eliminate the need to configure the same settings every time you make prints.

IMPORTANT

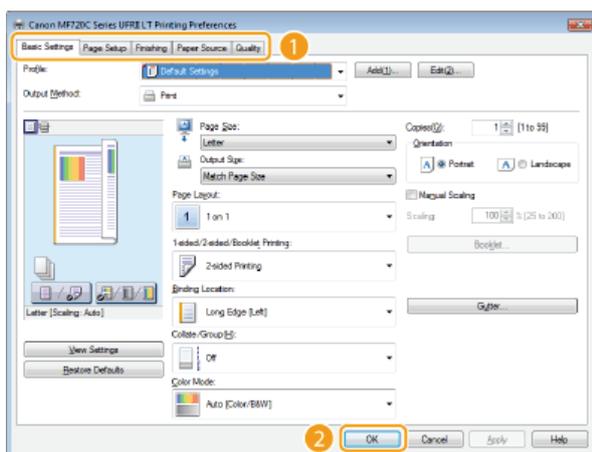
- To perform the following procedure, log on to your computer with an administrator account.

- 1 **Open the printer folder.** ➤ **Displaying the Printer Folder**
- 2 **Right-click your machine icon and click [Printing preferences].**



- 3 **Change the settings on the print setting screen, and click [OK].**

- Click the [Basic Settings], [Page Setup], [Finishing], [Paper Source], or [Quality] tabs to specify the print settings on each screen as necessary. ➤ **Various Print Settings**

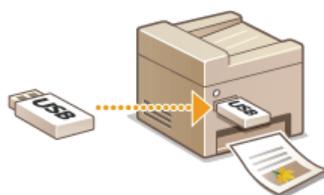


LINKS

- [Printing a Document](#)
- [Various Print Settings](#)

Printing from USB Memory (USB Print)

You can print image files stored in a USB memory device by connecting it directly to the machine. Using this function, you can print without using a computer.



Available File Formats

You can print the following types of image files.

- JPEG (DCF/Exif 2.21 or earlier/JFIF)
- TIFF (JPEG/MH/MR/MMR compression)
- PDF (MF729Cx / MF728Cdw / MF724Cdw)

NOTE

- For JPEG and TIFF files, maximum printable data size per file* is 50 MB.
- * For multi-page TIFF files, maximum data size is per page.
- For PDF files, maximum printable data size per file is 2 GB.
- Note that even some files smaller than the size described above may not be printed correctly.

Available USB Memory Devices

You can use USB memory devices with the following format styles.

- FAT16 (memory capacity: up to 2 GB)
- FAT32 (memory capacity: up to 32 GB)

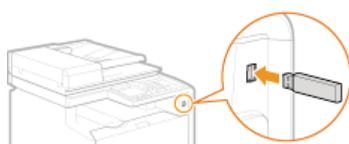
IMPORTANT

- Do not use non-standard USB memory devices. You may not be able to print the images properly in some USB memory devices.
- Do not connect anything other than a USB memory device. USB memory devices cannot be connected via a USB hub or an extension cable.
- Do not use USB memory devices with special functions such as built-in security functions.

NOTE

- The USB port on the front of the machine supports USB 2.0.
- If a folder in a USB memory device has many files, scanning image files to print will take more time. Use your computer to delete unnecessary files on your USB memory device or move them to a different folder.

1 Connect a USB memory device to the USB port (USB2.0).



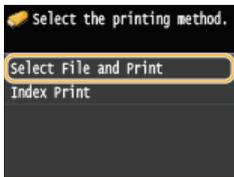
IMPORTANT:

- Do not remove the USB memory device or shock or shake the device or the machine when data is being read or written. Also, do not turn OFF the machine while the processing is in progress.

2 Press and tap <Memory Media Print>.



3 Tap <Select File and Print>.



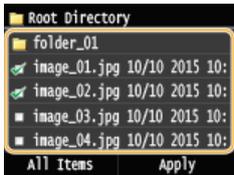
NOTE:

Index Print

- You can print thumbnails of the image files (JPEG only) stored in a USB memory device. To print the images in thumbnails, select <Index Print> on the screen, and proceed to the next step.

4 Select the file to print.

- You can select multiple files.



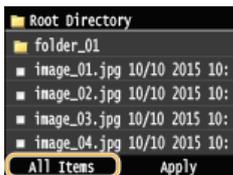
- To clear a selection, tap the file you have selected (marked as .
- To display the contents of a folder, select a folder, and tap. To return to the folder in the upper level, press .

NOTE:

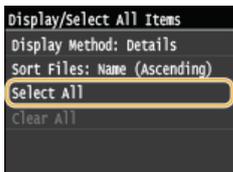
- Folders and files lower than the third directory are not displayed.
- When you move to another folder, the previous file selections will be cleared.

■ To select all files

1 Tap <All Items>.



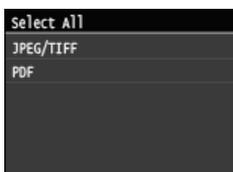
2 Tap <Select All>.



- To clear all selections, tap <Clear All>.

3 Tap <JPEG/TIFF> or <PDF>.

- All JPEG/TIFF or PDF format files are selected.



NOTE:

If you selected a file before you tap <All Items>, you can only select files of the same format.

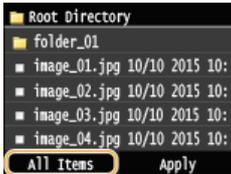
To display previews 

You can change the display method from <Details> (for file names and modification dates) to <Images> (for previews). By previewing images, you can check the file content before you select a file to print.

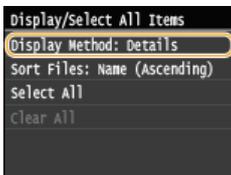
NOTE:

- Preview images are not displayed for PDF files.
- You can specify either <Details> or <Images> as the default display method.  **Default Display Settings**

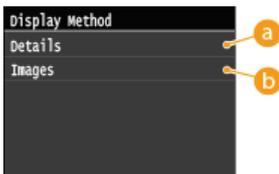
1 Tap <All Items>.



2 Tap <Display Method>.

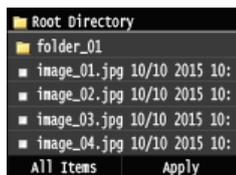


3 Tap the display method.



a <Details>

Displays file names and dates.



NOTE:

You can set whether to display abbreviated file names.  **File Name Display Format**

b <Images>

Displays previews.

- Tap  /  or flick to switch the preview.
- Tap  to display a larger preview. Tap  to return to the original preview size.



To change the file sort order 

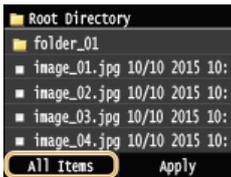
You can change the sort order of the files in a USB memory device.

NOTE:

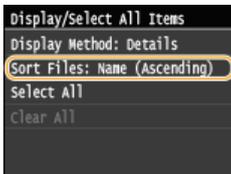
- You can specify a sort setting such as <Name (Ascending)> or <Date/Time (Ascending)> as the default setting for the file sort

order. **File Sort Default Settings**

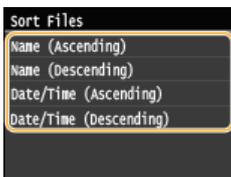
1 Tap <All Items>.



2 Tap <Sort Files>.



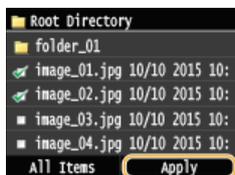
3 Tap the criteria for file sorting.



NOTE:

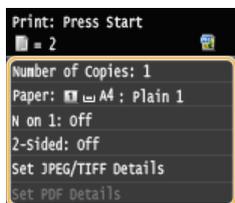
When you select <Date/Time (Ascending)> or <Date/Time (Descending)>, files are sorted based on the modification dates and time of the files.

5 Tap <Apply>.



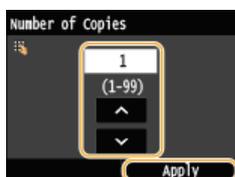
6 Specify the print settings as necessary.

● Tap the item you want to set.



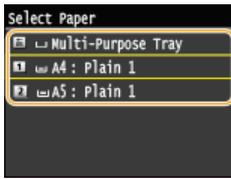
<Number of Copies> ▼

Specify the number of copies from 1 to 99. Tap ▲/▼ or the numeric keys to enter a quantity, and tap <Apply>.



<Paper>

Select the paper to print on.

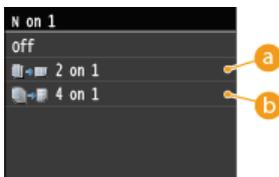


<N on 1>

NOTE:

- <N on 1> is not available for printing TIFF files.

You can print two or four images onto a single sheet. Select <2 on 1> or <4 on 1>.



a <2 on 1>

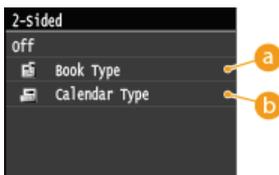
Prints two images onto a single sheet.

b <4 on 1>

Prints four images onto a single sheet.

<2-Sided> (MF729Cx / MF728Cdw / MF724Cdw)

You can make 2-sided printouts. Select the binding position.



a <Book Type>

Prints images in such a way that the printed pages are opened horizontally when bound.



b <Calendar Type>

Prints images in such a way that the printed pages are opened vertically when bound.

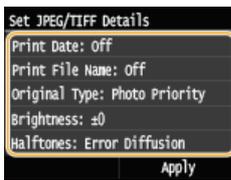


NOTE:

<2-Sided> may not be available with some sizes or types of paper.  Paper

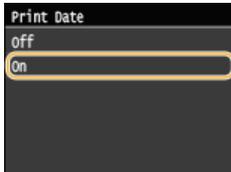
<Set JPEG/TIFF Details>

Specify the default settings of the USB Print function for JPEG and TIFF files.



<Print Date>

If you tap <On>, you can print the modification date of the file below each image.

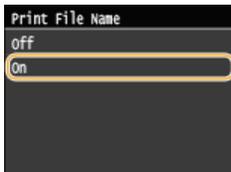


NOTE:

Although <Print Date> is not available for Index Print, the modification date of the file is automatically printed below each image.

<Print File Name>

If you tap <On>, you can print the file name below each image.



NOTE:

Although <Print File Name> is not available for Index Print, the file name is automatically printed below each image.

<Original Type>

You can select the type of original depending on the image to print. Select <Photo Priority> or <Text Priority>.



a <Photo Priority>

Gives priority to printing photo images smoothly.

b <Text Priority>

Gives priority to printing text clearly.

<Brightness>

You can adjust the brightness of printouts. Tap <-> to adjust the brightness, and tap <Apply>.



a <->

Prints images darker.

b <+>

Prints images brighter.

NOTE:

You can adjust the brightness of TIFF files only when they are JPEG-compressed.

<Halftones>

You can select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. Tap <Gradation> or <Error Diffusion>.



a <Gradation>

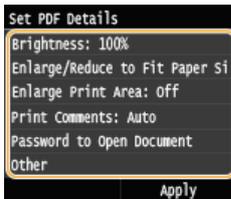
Prints images with fine gradation, such as digital camera images, with a smooth finish.

b <Error Diffusion>

Prints images with small text or fine lines with a clear finish.

<Set PDF Details> (MF729Cx / MF728Cdw / MF724Cdw) ▾

Specify the default settings of the USB Print function only for PDF files.



<Brightness>

This setting adjusts the brightness of the overall image. The settings can be set between 85% and 115% in increments of 5%. Tap <-> to adjust the brightness, and tap <Apply>.



a <->

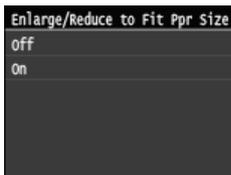
Prints images darker.

b <+>

Prints images brighter.

<Enlarge/Reduce to Fit Paper Size>

This setting enlarges or reduces the original document to match the printable area of the paper size.



<Enlarge Print Area>

This setting specifies whether to enlarge the printable area on the paper.



a <Off>

The area 1/5" (4 mm) from the top, bottom, left and right edges of the paper is not printable.

b <On>

The printable area is enlarged to the top, bottom, left, and right edges of the paper.

NOTE:

If you select <On>, images on the edge of the paper may not print properly.

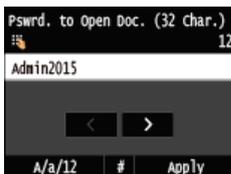
<Print Comments>

This setting specifies whether to print annotations in the PDF file.



<Password to Open Document>

You can print password protected PDF files by entering the password required to open them.



<Other>

<Halftones>

Specify the data processing method to reproduce halftones.

See **▶ Halftones** for the description of the setting.

<Pure Black Text>

If the text object is black (R=G=B=0%, C=M=Y=100% or Bk=N%, C=M=Y=0% or Bk=100%), this setting specifies whether the text is printed using black only.

See **▶ Pure Black Text** for the description of the setting.

<Black Overprint>

This setting allows you to choose a specific way to print black text when printing black text over a color background or graphics.

See **▶ Black Overprint** for the description of the setting.

<RGB Source Profile>

Select the source profile for color matching to print RGB data, according to the monitor you are using.

See **▶ RGB Source Profile** for the description of the setting.

<CMYK Simulation Profile>

This setting allows you to specify the simulation target to print the CMYK (Cyan Magenta Yellow black) data.

The machine converts CMYK data into a device dependent CMYK color model based on the simulation target selected in the CMYK Simulation Profile.

See **▶ CMYK Simulation Profile** for the description of the setting.

<Use Grayscale Profile>

This setting allows you to define how device dependent gray data is processed.

See **▶ Use Grayscale Profile** for the description of the setting.

<Output Profile>

This setting allows you to define the profile that is appropriate for the data you are going to print. It is applied to all data in the print job, so make sure the selected profile is right for your job.

See **▶ Output Profile** for the description of the setting.

<Matching Method>

This setting allows you to specify a method of printing when the <RGB Source Profile> is applied. This machine includes a color management system that provides the following color rendering styles.

See  **Matching Method** for the description of the setting.

<RGB Pure Black Process>

This setting enables you to specify how black and gray data with the equivalent ratio of R to G to B should be processed when device dependent RGB data is converted into device dependent CMYK data using the <RGB Source Profile> of the machine.

See  **RGB Pure Black Process** for the description of the setting.

<CMYK Pure Black Process>

This setting enables you to specify how monochrome data (C=M=Y=0) should be printed when the device dependent CMYK data is processed using the <CMYK Simulation Profile> of the machine.

See  **CMYK Pure Black Process** for the description of the setting..

<Composite Overprint>

You can overprint device-dependent CMYK data as composite output.

All colors used for data are overlaid and printed on one plate so you can check the finished result without separating the colors.

See  **Composite Overprint** for the description of the setting.

<Advanced Smoothing>

Select how jagged outlines of text and graphics are smoothed. <Smooth 2> applies a stronger smoothing effect than <Smooth 1>. You can apply the setting separately for text and graphics.

See  **Advanced Smoothing** for the description of the setting.

<Grayscale Conversion>

You can select ways to convert color values to a grayscale value when you print color print data.

See  **Grayscale Conversion** for the description of the setting.

<Print Quality>

<Density>(<Density (Fine Adjust)>)

This mode is not available if you set <Toner Save> to <On>.
This setting adjusts the print density.

See  **Density**/ **Density (Fine Adjust)** for the description of the setting.

<Toner Save>

Select whether to reduce toner consumption.

See  **Toner Save** for the description of the setting.

<Special Smoothing Mode>

Select a smoothing mode to print documents with a smooth finish. If you are not satisfied with the printing results of <Mode 1> (default), you can try printing again by using another.

See  **Special Smoothing Mode** for the description of the setting.

<Line Control>

Select the data processing method to reproduce lines.

See  **Line Control** for the description of the setting.

7 Press .

- Printing starts.
- If you want to cancel printing, tap <Cancel> ► <Yes>

8 Disconnect the USB memory device from the USB port (USB2.0).

1 Press .

2 Press .

3 Tap <Device Status>.

4 Tap <Remove Memory Media>.

- Wait until the message <The memory media can be safely removed.> is displayed.

5 Disconnect the USB memory device.

TIPS

- If you always want to print with the same settings: [▶ Changing Default USB Print Settings](#)

LINKS

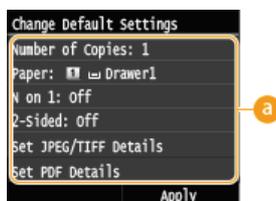
- ▶ [Memory Media Print Settings](#)

Changing Default USB Print Settings

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you change these default settings to match the operations that you perform frequently, you can eliminate the need to specify the same settings every time you make prints.



<Menu> ▶ <Memory Media Print Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply>



Settings

Select the item you want to set, and change the default value.

LINKS

-  [Printing from USB Memory \(USB Print\)](#)
-  [Memory Media Print Settings](#)

Using the Machine as a Scanner

You can scan original documents by using the operation panel of the machine or an application on a computer. Whichever way you use, the scanned documents are converted into electronic file formats such as PDFs. Use the scan function to convert large-volume paper documents into files so that you can organize them easily.

NOTE

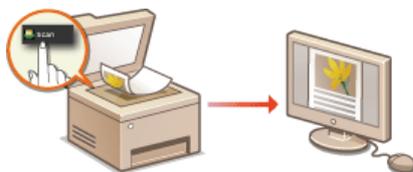
- To use this machine as a scanner, you must complete preparations in advance, including installation of software to a computer.
 - ▶ **Preparing to Use the Machine as a Scanner**
- If you are a Mac OS user, see MF Driver Installation Guide for installing the software and Canon Scanner Driver Guide for using scan functions (▶ **For Mac OS Users**).
- Depending on the operating system and the version of the scanner driver or applications you are using, the screens in this manual may differ from your screens.

■ Scanning from the Machine

You can scan and save documents to your computer by using the operation panel of the machine. You can also save documents to a USB memory device or send them as e-mail attachments.

▶ Scanning from the Machine

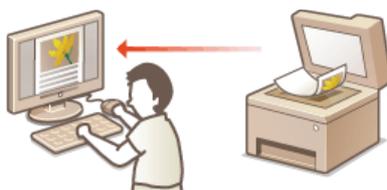
▶ Convenient Scanning with a Machine-Based Operation



■ Scanning from a Computer

You can scan documents placed on the machine from a computer. The scanned documents are saved to the computer. You can scan using MF Scan Utility (included with the machine), or with other applications such as an image-processing or word-processing application.

▶ Scanning from a Computer



Scanning from Mobile Devices

- Linking mobile devices such as smartphones or tablets to this machine provides a quick and easy way to scan documents set on this machine. In Mac OS, you can also scan using AirPrint.
 - ▶ **Can Be Used Conveniently with a Mobile Device**
 - ▶ **Scanning with AirPrint**

Preparing to Use the Machine as a Scanner

Make sure that the machine and your computer are connected and all software is installed. To connect via a wireless or wired LAN, you must register this machine in MF Network Scanner Selector. Register by following the procedure below. This procedure is not required if the machine and your computer are connected via USB.

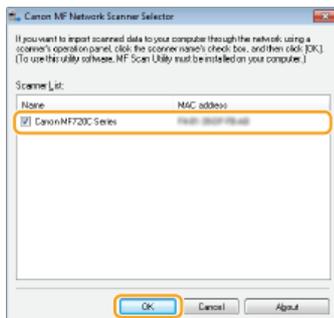
IMPORTANT

- The scan function is not available if the machine and your computer are connected in an IPv6 environment. Use IPv4 or a USB connection.

1 Click in the system tray.



2 Select the check box for the machine, and click [OK].



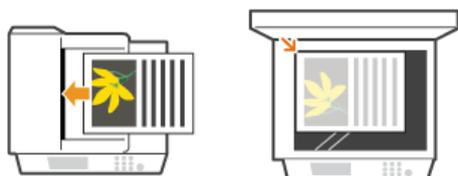
- Up to 10 scanners on a network can be registered on a computer.

Scanning from the Machine

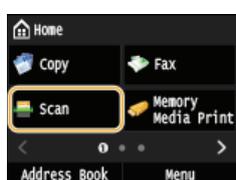


The sequence of "scanning a document and saving it to a computer" can only be done when scanning from the machine. Scan while specifying what computer documents will be saved to; whether to scan documents in color or black and white; whether to save documents as PDFs or JPEGs; and other settings.

1 Place the document(s). Placing Documents

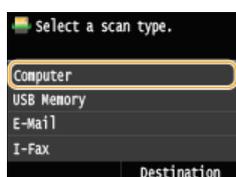


2 Press and tap <Scan>.



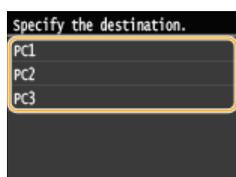
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . **Logging on to Authorized Send**

3 Tap <Computer>.

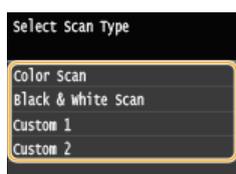


4 Select the destination computer.

- This screen is not displayed if only a computer is connected to the machine via USB.
- Up to 10 network-connected computers can be displayed.



5 Select the scan type.



Scan type	Color	Resolution	File format
<Color Scan>	Color	300 dpi	JPEG/Exif
<Black & White			PDF (searchable)*2 / High

Scan>	Black and white* ¹	300 dpi	compression
<Custom 1>	Color	300 dpi	JPEG/Exif
<Custom 2>	Color	300 dpi	JPEG/Exif

*1 Documents are scanned in black and white only, with no intermediate shades of gray.

*2 A PDF format where characters on the document are scanned as text data and the text can be searched using a computer.

NOTE:

To change settings

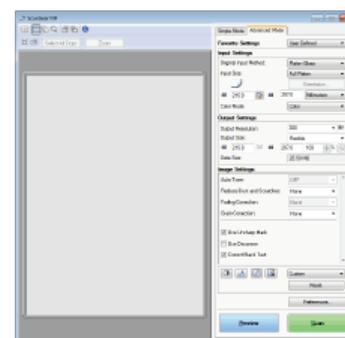
- You can change settings from MF Scan Utility. For more information, see [Instructions] on MF Scan Utility.
- If you are a Mac user, see Canon Scanner Driver Guide. **▶ For Mac OS Users**

6 Press .

- Scanning starts.
- To cancel, tap <Cancel> ▶ <Yes>.

IMPORTANT:

You cannot scan while the ScanGear MF is displayed. Close the screen before scanning.



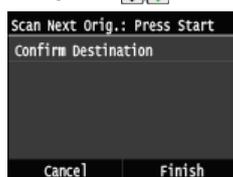
■ When placing documents in the feeder in step 1

When scanning is complete, the save destination folder is displayed on the computer.

■ When placing documents on the platen glass in step 1

When scanning is complete, follow the procedure below (except if you selected JPEG as a file format).

1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press .



- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 Tap <Finish>.

- The save destination folder is displayed on the computer.

NOTE

About the save destination folder

- By default, the scanned data is saved to the My Documents folder. A subfolder named with the scanning date is created, and the data is saved to that folder.
- You can change the save destination from the MF Scan Utility. Refer to the MF Scan Utility help for details.

TIPS

Scan from the machine more easily

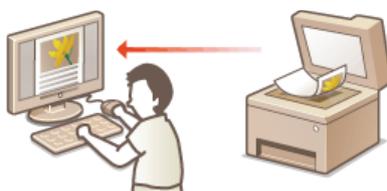
- To always scan using the same settings:
 - ▶ **Changing Default Settings**
- To register combinations of scan settings and display them when needed:
 - ▶ **Registering Frequently Used Scan Settings (E-mail/I-Fax/Shared Folder/FTP Server)**

Other useful scanning functions

- You can save scanned documents to a USB memory device or send them by e-mail or as I-Faxes. The documents can also be saved to shared folders/FTP Server. You can accomplish these functions directly from the machine.
 - ▶ **Scanning Documents Directly to USB Memory**
 - ▶ **Sending Documents as E-mails Directly from the Machine**
 - ▶ **Saving Documents Directly to a Shared Folder/FTP Server**

Scanning from a Computer

There are two ways to scan from a computer: using MF Scan Utility and using an application such as an image-processing or word-processing application.



IMPORTANT

- When using the machine with a USB connection, exit sleep mode before scanning. ▶ **Entering Sleep Mode**

Scanning Using MF Scan Utility



MF Scan Utility is an application included with the machine that enables you to scan documents or images to a computer. You can forward the scanned data to a specified application, or attach it to an e-mail message. For more information, see [Instructions] on MF Scan Utility.

NOTE

- If you are a Mac user, see Canon Scanner Driver Guide. ▶ **For Mac OS Users**

Scanning Using an Application



You can scan images by using an application such as a word-processing or image-processing application, and load the images directly into the application. You do not need to start another application to scan.

Scanning Using an Application



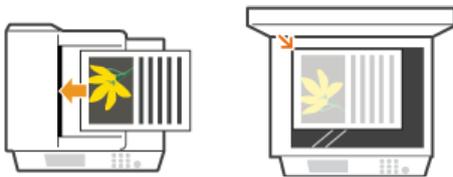
You can scan documents from applications such as image-processing or word-processing software. The scanned image is directly loaded in the application, allowing you to edit or process the image immediately. The following procedure varies depending on the application.

IMPORTANT

- The application must be compatible with TWAIN or WIA*. For more information, see the instruction manual for your application.

* TWAIN is a standard for connecting image input devices, such as scanners, with computers. WIA is a function that is an integrated standard in Windows.

1 Place the document(s). [▶ Placing Documents](#)



IMPORTANT:

- The second or subsequent documents may not be scanned, or an error message may be displayed depending on the application. In such a case, place and scan one document at a time.
- When <Auto Online for Remote Scan> is set to <Off>, you must tap <Scan> ▶ <Remote Scanner> in the <Home> Screen to bring the machine online. [▶ Auto Online for Remote Scan](#)

2 From the application, select the start scan command.

- The procedure for selecting the start scan command varies depending on the application. For more information, see the instruction manual for your application.

3 Select the scanner driver for the machine.

- Select ScanGear MF or WIA. If you select ScanGear MF, you can configure advanced scan settings.

4 Configure the scan settings as necessary.

- For more information about ScanGear MF scan settings, see
 - ▶ [Configuring Scan Settings in Simple Mode](#) or
 - ▶ [Configuring Scan Settings in Advanced Mode](#).

5 Click [Scan].

- Scanning starts.
- When scanning is complete, the scanned image is forwarded to an application.

LINKS

- ▶ [Configuring Scan Settings in ScanGear MF](#)

Configuring Scan Settings in ScanGear MF



ScanGear MF is a scanner driver included with the machine. You can use ScanGear MF as follows.

Starting from MF Scan Utility

When scanning from MF Scan Utility, you can call ScanGear MF, and configure advanced scan settings. Click [ScanGear] in MF Scan Utility to start ScanGear MF. For more information, see [Instructions] on MF Scan Utility.

NOTE

- If you are a Mac OS user, see Canon Scanner Driver Guide. **▶ For Mac OS Users**

Starting from an application

You can use ScanGear MF to import images into image-processing or word-processing software. Select ScanGear MF from the image scanning commands. **▶ Scanning Using an Application**

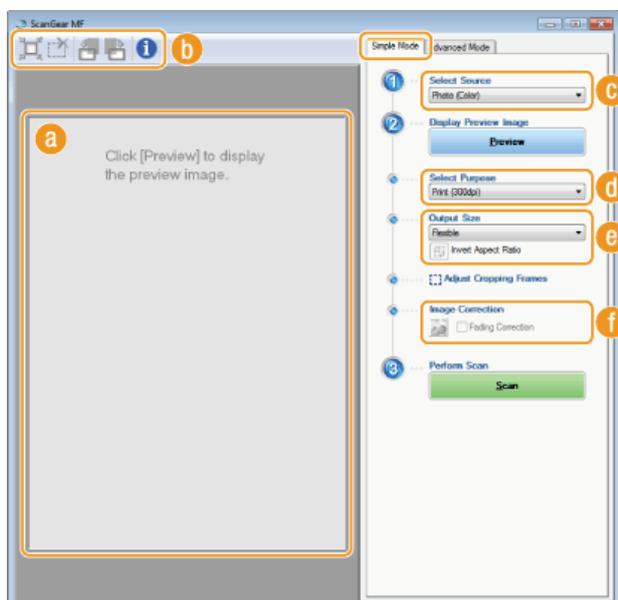
TIPS

You can do the following by using ScanGear MF:

- Previewing the image before scanning
- Specifying the scanning area
- Adjusting the detailed image quality
 - ▶ **Configuring Scan Settings in Simple Mode**
 - ▶ **Configuring Scan Settings in Advanced Mode**

Configuring Scan Settings in Simple Mode

Simple Mode is a collection of basic scan settings in ScanGear MF designed for easy operation. In other words, Simple Mode is a digest version of ScanGear MF. Configure settings in the order indicated from ① to ⑧ on the screen, and click [Scan]. By doing so, you can configure basic settings and scan.



a Preview area

You can preview the document that is placed on the platen glass. If you click [Preview], a preview image is displayed in this area and the cropping frame is displayed with a dotted line.

b Toolbar

Control the image in the preview area.

(Auto Crop)

The cropping frame that fits the scanned image is automatically set. Each time you click the icon, the cropping frame is reduced. You can move the frame, or change its size with your mouse.

NOTE:

Manually setting multiple scanning areas

- You can manually add cropping frames. You can also specify cropping areas in the document so that each of them can be scanned as separate images. Drag the cropping frames to specify the areas you want to scan. You can specify up to 10 areas. Click [Scan] to scan the areas in the cropping frames as separate images.

(Clear Crop Frame)

Clears the selected cropping frame.

(Left Rotate) / (Right Rotate)

Rotates the preview image 90 degrees to the left or right.

(Information)

Displays the current settings of the scanned image, such as the color mode and size of the scan area.

c [Select Source]

Select the image type to scan documents. Available items vary depending on where you placed the document.

If you placed the document on the platen glass

[Photo (Color)]	The photo document is scanned as a color image.
[Magazine (Color)]	Print material, such as a magazine, is scanned as a color image. The color unevenness and moire that occurs when scanning print images is reduced.
[Newspaper (B&W)]	The text document or line drawing is scanned as a black and white image (in black and white only, with no intermediate shades of gray).
[Document (Grayscale)]	The text or photograph document is scanned as a grayscale image (in black and white with intermediate shades of gray, similar to a black and white photograph).

If you placed the document in the feeder

[Document (Color) ADF]	The document is scanned as a color image.
[Document (Grayscale) ADF]	The document is scanned as a grayscale image.

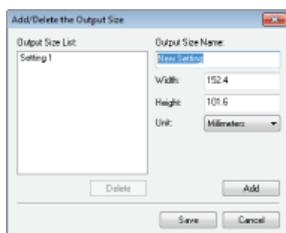
d [Select Purpose]

Select a setting based on your intended use of the scanned image.

[Print (300dpi)]	Select when printing the scanned image.
[Image Display (150dpi)]	Select when displaying the scanned image on a computer.
[OCR (300dpi)]	Select when using the scanned image with OCR (optical character recognition) software.

e [Output Size]

- Select the size of the scanned image when it is printed or displayed on a computer. For example, if you want to output an image that is appropriate for printing on A4 paper, select [A4], and [Print (300dpi)] for [Select Purpose] (d).
- Click  to switch between the portrait and landscape orientation. This button is not available when [Flexible] is selected.
- If you select [Add/Delete], you can add new output size settings and delete the added sizes.



- Select [Flexible] to change the ratio of width to height. Drag the area you want to scan on the preview image.

f [Image Correction]

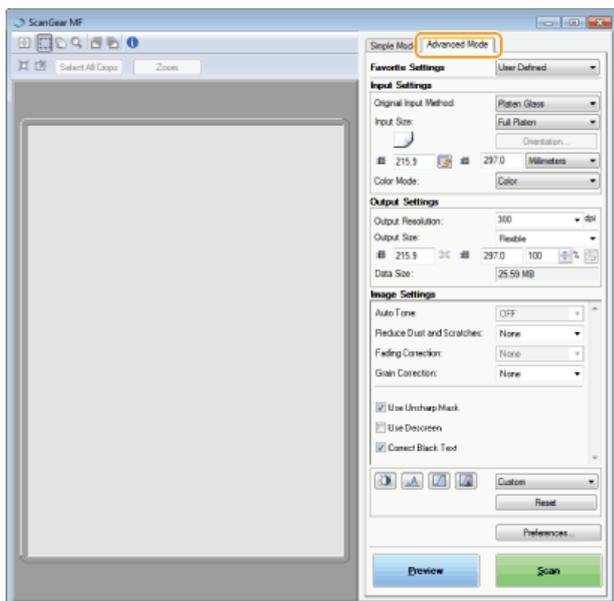
Select the [Fading Correction] check box to correct faded colors on an old photograph or other images into vivid colors. This setting is available when a preview image is displayed and you select [Photo (Color)] or [Magazine (Color)] for [Select Source] (c).

LINKS

- ▶ **Configuring Scan Settings in Advanced Mode**
- ▶ **Scanning Using an Application**

Configuring Scan Settings in Advanced Mode

If you click the [Advanced Mode] tab on the ScanGear MF screen, you can make more advanced adjustments in the image quality than you can in Simple Mode. You can also register adjusted settings as Favorite Settings. For more detailed information, click the  icon next to the topic.

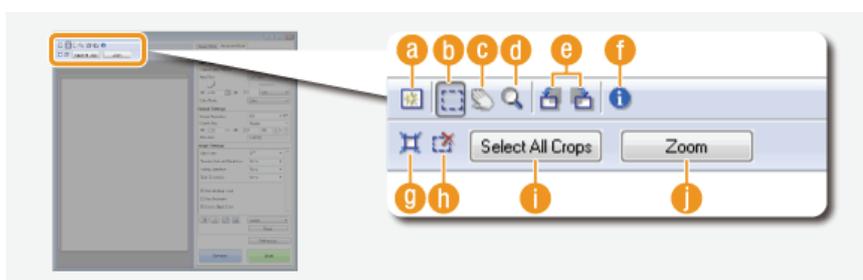


- ▶ Operating Preview Images
- ▶ Specifying Settings for Documents and Color Mode
- ▶ Specifying Resolution and Image Size
- ▶ Adjusting Image Quality
- ▶ Adjusting Brightness and Color
- ▶ Specifying Other Settings
- ▶ Registering Frequently Used Settings

Operating Preview Images



If you place the document on the platen glass and click [Preview], a preview image is displayed. You can specify the area you want to scan, and check the effects of image adjustments on the preview image.



(Clear)

Clears the preview image.

(Crop)

Specifies the cropping area with the cropping frame. Click and drag the area you want to crop. The cropping area is indicated with a dotted line. You can move the cropping frame or change its size with your mouse.

NOTE:

Setting multiple scanning areas

You can specify cropping areas in the document so that each of them can be scanned as separate images. Drag the cropping frame to specify the areas you want to scan. You can specify up to 10 areas. Click [Scan] to scan the areas in the cropping frames as separate images.

(Move the Image)

Drags the image to move the visible part of the image when a preview image is enlarged.

d  **(Zoom)**

Enlarges the entire preview image. Left-click the image to zoom in. Right-click the enlarged image to zoom out. To enlarge a part of the image to check the details, use [Zoom] (**i**).

e  **(Left Rotate)** /  **(Right Rotate)**

Rotates the preview image 90 degrees to the left or right.

f  **(Information)**

Displays the current settings of the scanned image, such as the color mode and size of the scan area.

g  **(Auto Crop)**

Automatically sets the cropping frame that fits the scanned document. Each time you click the icon, the cropping frame is reduced.

h  **(Clear Crop Frame)**

Clears the selected cropping frame.

i **[Select All Crops]**

Selects all of the cropping frames on the image.

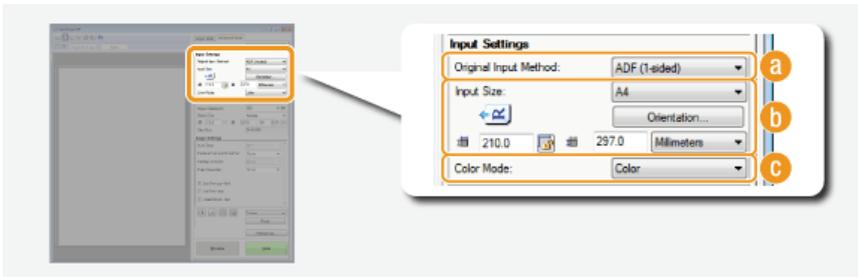
j **[Zoom]**

Enlarges the image in the cropping frame. The smaller the cropping frame, the larger the image is displayed. You can check the details that are difficult to see with  (**d**). To return the image to its original size, click this button again.

Specifying Settings for Documents and Color Mode



Specify the document input method (the platen glass or feeder), document size, color mode, and other settings.



a **[Original Input Method]**

Select a setting based on whether you place your documents on the platen glass or in the feeder.

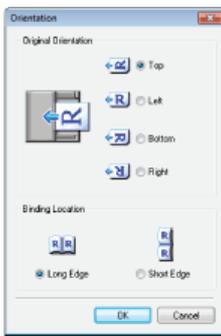
[Platen Glass]	Select when placing documents on the platen glass.
[ADF (1-sided)]	Select when placing 1-sided documents in the feeder.
[ADF (2-sided)] (MF729Cx / MF728Cdw / MF724Cdw)	Select when placing 2-sided documents in the feeder.

b **[Input Size]**

- Specify the size of the scanning area. For normal cases, select the same size as the document. To specify the size with values, select a unit, and enter the values for width and height. To lock the width to height ratio of the image, click .

NOTE:

- If you select [ADF (2-sided)] for [Original Input Method] (**a**), you cannot specify the size by entering the values.
- The image size that can be scanned is limited on some applications.
- If documents are placed in the feeder, set the orientation of the documents in [Orientation]. You can also set [Binding Location] if 2-sided documents are placed in the feeder.



c [Color Mode]

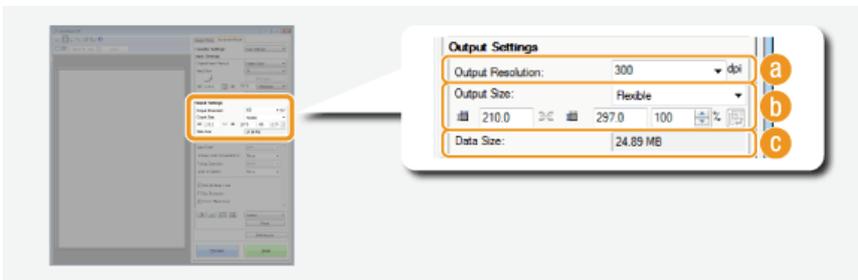
Select the image type to scan documents.

[Black and White]	The document is scanned as a black and white image (in black and white only, with no intermediate shades of gray). You can change the threshold that separates text in the document or the image into black and white with [Threshold] (▶ Adjusting Brightness and Color).
[Grayscale]	The document is scanned as a grayscale image (in black and white with intermediate shades of gray, similar to a black and white photograph).
[Color]	The document is scanned as a color image.
[Text Enhanced]	The document is scanned as a black and white image optimized for processing by OCR (optical character recognition) software.

Specifying Resolution and Image Size



Specify the output resolution and output size.



a [Output Resolution]

Select the resolution of the scanned image that suits your intended use. If documents are placed in the feeder, the maximum resolution is 300 dpi.

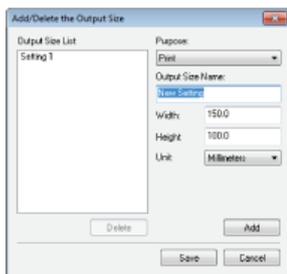
NOTE:

About the output resolution

- A resolution of 75 dpi is a rough guide for displaying the scanned image on a computer, and 300 dpi for printing or creating a searchable PDF.
- If you double the output resolution, the image file size increases by a factor of 4. If the file size is too large, a memory shortage or other error may occur. Set the resolution to the minimum required for your intended use.

b [Output Size]

- Select the size of the scanned image when it is printed or displayed on a computer.
- Click  to switch between the portrait and landscape orientation. This button is not available when [Flexible] is selected.
- If you select [Add/Delete], you can add new output size settings and delete the added sizes.



- Select [Flexible] to change the output size and the ratio of width to height. Drag the area you want to scan on the preview image or enter values for width and height. If you specify the magnification percentage in the [%] entry field on the right side of the width and height entry fields, the document is enlarged or reduced for scanning.

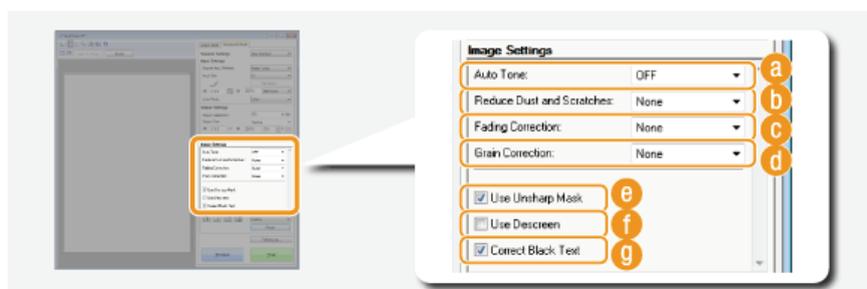
c [Data Size]

Displays the data size of the image when it is scanned with the set [Output Resolution] and [Output Size].

Adjusting Image Quality



Configure settings for improving the image quality, such as correction of scratches or faded colors on a photograph. These settings are available if you select [Color] or [Grayscale] for [Color Mode] (• **Specifying Settings for Documents and Color Mode**).



a [Auto Tone]

Automatically adjusts the color tone of the image.

b [Reduce Dust and Scratches]

Makes dust or scratches on the document less noticeable. [High] makes large scratches and dust less noticeable, but may ruin details on the image.

c [Fading Correction]

The setting is available if you select [Color] for [Color Mode]. Corrects faded colors on the document or enhances the color saturation of dull-colored documents. [High] dramatically corrects the faded colors, but may change the color tone of the entire image.

d [Grain Correction]

Reduces graininess to create a smooth color tone when scanning photographs taken with high-speed film. [High] dramatically reduces graininess, but may also reduce image sharpness or degrade image quality.

e [Use Unsharp Mask]

Emphasizes the edges and lines in the image, creating a sharper appearance.

f [Use Descreen]

Reduces the color unevenness and moire that occur when scanning printed images.

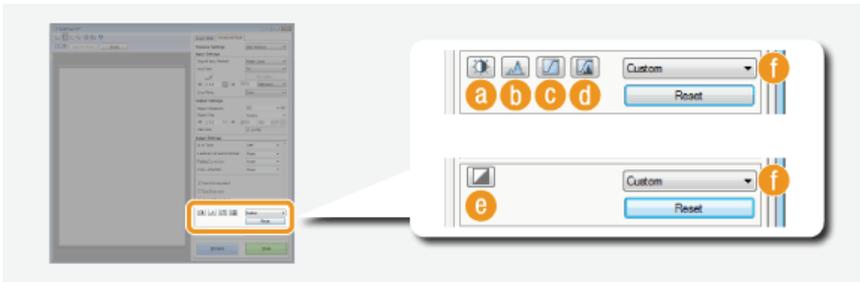
g [Correct Black Text]

Emphasizes the outlines of black text.

Adjusting Brightness and Color

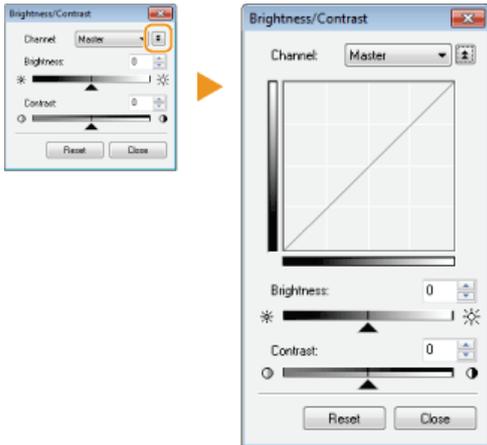


Configure color settings such as brightness, contrast, and color tone. The displayed items vary depending on the settings selected for [Color Mode] (• **Specifying Settings for Documents and Color Mode**). When [Text Enhanced] is selected, you cannot configure these settings.



(Brightness/Contrast)

Adjusts the brightness and contrast (the difference between the light and dark parts) of the image. To adjust while checking on a graph, click  on the upper-right of the screen.



[Channel]

- If you select [Color] for [Color Mode], you can adjust the [Red], [Green] and [Blue] color channels separately. To adjust all three colors at the same time, select [Master]. You can combine the adjustments made in [Master] and those made in the individual color channels.
- If you select [Grayscale] for [Color Mode], only [Grayscale] is displayed.

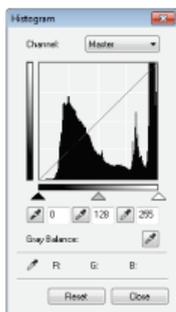
[Brightness]

Slide  or enter a value.

[Contrast]

Slide  or enter a value. When contrast is reduced, the difference between the light and dark parts of the image is reduced to create a softer appearance. When contrast is increased, the difference between the light and dark parts is increased to create a bolder appearance.

(Histogram)



A histogram is a graph that shows the distribution of brightness in an image. You can adjust the image while checking the preview image and histogram. Specify the part of the image you want to make brightest (or darkest) in the preview image, so that the brightness balance of the original image is automatically adjusted with the specified part being the average. Likewise, you can also adjust the balance with the brightness of the medium tone being the average.

[Channel]

- If you select [Color] for [Color Mode], you can adjust the [Red], [Green] and [Blue] color channels separately. To adjust all three colors at the same time, select [Master]. You can combine the adjustments made in [Master] and those made in the individual color channels.
- If you select [Grayscale] for [Color Mode], only [Grayscale] is displayed.

 **(Black-point Eyedropper)** /  **(Mid-point Eyedropper)** /  **(White-point Eyedropper)**

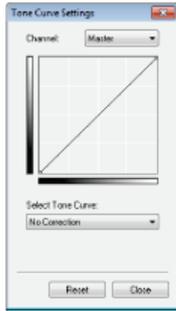
Click the parts on the preview image (or cropping frame) you want to specify as the darkest, the medium, and the brightest. Slide , , or . Alternatively, you can enter a value.

 **(Gray Balance Eyedropper Tool)**

Click a part on the preview image (or cropping frame) you want to render as an achromatic color, which is black, grey, or white, each of which does not have color depth. Color tone on the rest of the image is adjusted with the clicked part being the average. For example, if snow on a photograph image is bluish, click this part because you essentially want to render this part as white. When you click this part, the snow is no longer bluish, and the

entire image is adjusted so that it comes closer to natural colors. Click different parts little by little while checking the preview image to produce the optimum color tone.

c  **(Tone Curve Settings)**



The tone curve is a curved line that indicates the brightness and contrast levels of the image before and after adjustment. Select a registered tone curve to adjust the brightness and contrast levels of the image.

[Channel]

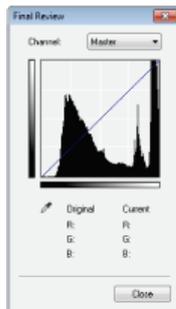
- If you select [Color] for [Color Mode], you can adjust the [Red], [Green] and [Blue] color channels separately. To adjust all three colors at the same time, select [Master]. You can combine the adjustments made in [Master] and those made in the individual color channels.
- If you select [Grayscale] for [Color Mode], only [Grayscale] is displayed.

[Select Tone Curve]

Select from the items listed below.

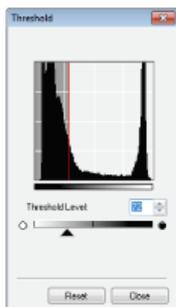
[No Correction]	Performs no correction.
[Over Exposure]	Lightens the entire image.
[Under Exposure]	Darkens the entire image.
[High Contrast]	Emphasizes the difference between the light and dark parts of the image.
[Invert the Negative/Positive Image]	Inverts the light and dark parts of the image.

d  **(Final Review)**



The results of all adjustments made to the brightness, contrast (a), histogram (b), and tone curve settings (c) are displayed in a tone curve and as numerical values. Perform a final check of the color settings.

e  **(Threshold)**



Adjust the threshold value* for black and white images. You can enhance the appearance of text or reduce the visibility of text or images printed on the reverse side of a semi-transparent document, such as a newspaper. The setting is available if you select [Black and White] for [Color Mode].

* The threshold value is the boundary that separates whether a color is rendered as black or white. Colors below a certain density level are rendered as white, and colors above a certain density level are rendered as black.

[Threshold Level]

Slide ▲ or enter a value. To render more parts as black, slide ▲ to the right or enter a larger value.

f **Registering or Calling Settings**

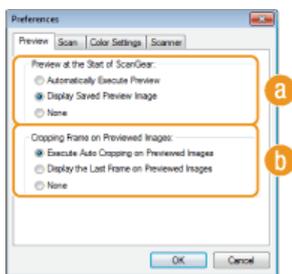
Call registered brightness or color settings for a to c and e. **▶ Registering Frequently Used Settings**



Click [Preferences] to configure various settings, including the operation when scanning.



■ [Preview] Tab



Configure the preview and auto crop operations.

a [Preview at the Start of ScanGear]

Select the preview operation when you start ScanGear MF.

[Automatically Execute Preview]

Scanning of the preview image starts automatically when you start ScanGear MF.

[Display Saved Preview Image]

Preview does not start automatically, and the most recently saved preview image is displayed.

[None]

Preview does not start automatically, and no preview image is displayed.

b [Cropping Frame on Previewed Images]

Select how the cropping frame (**Operating Preview Images**) is displayed on the preview image.

[Execute Auto Cropping on Previewed Images]

Auto Crop is performed based on the scanned document.

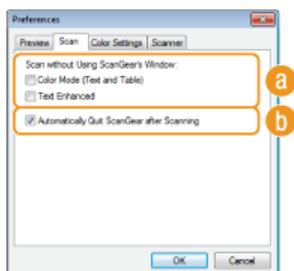
[Display the Last Frame on Previewed Images]

Auto Crop is not performed, and the most recently set cropping frame is displayed.

[None]

Auto Crop is not performed, and no cropping frame is displayed.

■ [Scan] Tab



Configure the settings that are applied when you scan a document by using an application, and the settings for ScanGear MF operations.

a [Scan without Using ScanGear's Window]

When you scan the document by using an OCR software or other application, the ScanGear MF screen may not be displayed. In such a case, the document is scanned with the setting of the application applied. However, if the application does not have the following settings, enable them here so that these settings are applied for scanning.

[Color Mode (Text and Table)]

If the application settings are specified to scan documents in color, those settings are replaced and documents are scanned with the ScanGear MF color mode set to [Color Mode (Text and Table)].

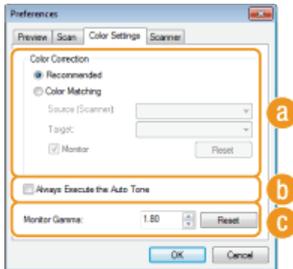
[Text Enhanced]

If the application settings are specified to scan documents in black and white, those settings are replaced and documents are scanned with the ScanGear MF color mode set to [Text Enhanced].

b [Automatically Quit ScanGear after Scanning]

The [ScanGear MF] screen automatically closes after scanning is complete. The screen may automatically close with some applications regardless of this setting.

■ [Color Settings] Tab



Configure advanced color and brightness settings, such as color matching and gamma correction.

a [Color Correction]

Select the color correction method.

[Recommended]

Color tone is vividly reproduced on a computer display. This setting is recommended for most color corrections.

[Color Matching]

Color is adjusted so that the color tone on the display comes closer to that on the printed result. This setting is available if you select [Color] for [Color Mode] (▶ **Specifying Settings for Documents and Color Mode**).

NOTE:

If [Color Matching] is enabled, the [Fading Correction] (▶ **Adjusting Image Quality**) setting and the buttons for brightness and color settings (▶ **Adjusting Brightness and Color**) are disabled.

b [Always Execute the Auto Tone]

Color tone is automatically adjusted. The setting is available if you select [Color] or [Grayscale] for [Color Mode].

c [Monitor Gamma]

You can display the document at the proper brightness level by specifying the gamma value of the computer display that displays the scanned image. The setting is applied if you select [Color] or [Grayscale] for [Color Mode].

■ [Scanner] Tab



Configure the temporary save destination of files, the playing of audio files, and other settings.

a [Select Folder Where Temporary Files are Saved]

Click [Browse] to change the folder to which an image is temporarily saved.

b [Sound Settings]

You can specify the music or sounds that are played while the machine is scanning or when scanning is complete. Click [Browse] to specify a file to be played. The following file formats (extensions) are supported:

- MIDI files (.mid/.rmi/.midi)
- Audio files (.wav/.aif/.aiff)
- MP3 files (.mp3)

[Play Music During Scanning]

The specified sound file is played while scanning is being performed.

[Play Sound When Scanning is Completed]

The specified sound file is played when scanning is complete.

C [Test Scanner]

You can check whether the scan function of the machine is working properly. When the [Scanner Diagnostics] screen opens, click [Start].

Registering Frequently Used Settings

It is troublesome to configure the color mode, image quality, or other settings each time you scan. If you register frequently used settings as Favorite Settings, you can scan simply call the registered settings when scanning.

NOTE

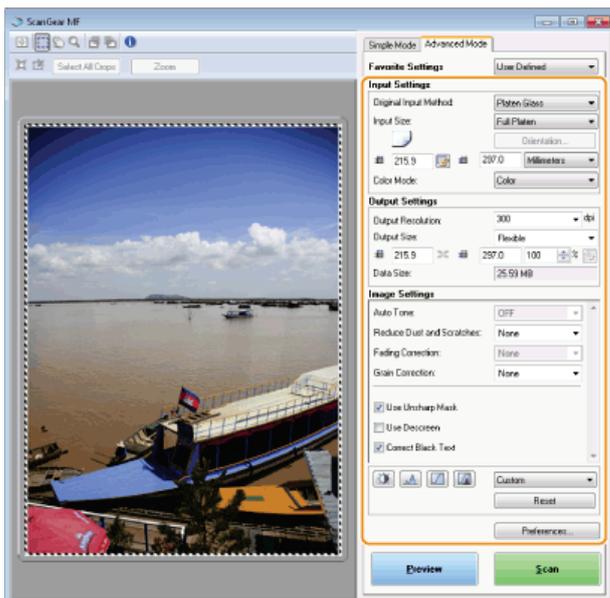
The following settings cannot be registered in [Favorite Settings].

- Widths and heights in [Input Settings] and [Output Settings]
- On or off of the  button (to lock the ratio of width to height) in [Input Settings]
- The magnification percentage (%) in [Output Settings]

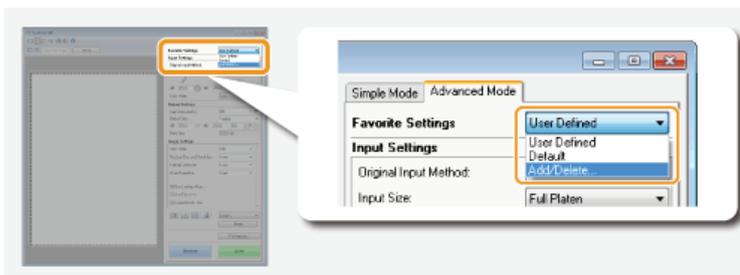
1 Place the document(s), and click [Preview].

2 Change the scan settings.

- Select settings to register as necessary.



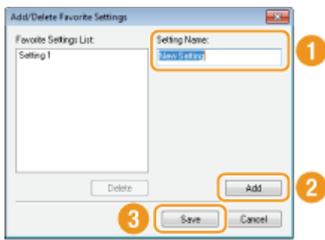
3 Select [Add/Delete] in [Favorite Settings].



- The [Add/Delete Favorite Settings] screen is displayed.
- [Add/Delete] is available when the preview image is displayed.

4 Enter a name into [Setting Name], and click [Add] ► [Save].

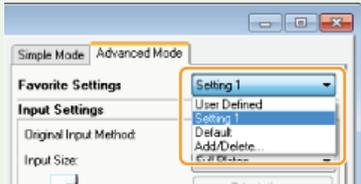
- Enter a name for the settings to register. Use a name that is easy to find in the drop-down list.



NOTE

Calling registered Favorite Settings

- Display a preview image, and select the registered setting in the drop-down list.



■ Registering the Brightness or Color Setting

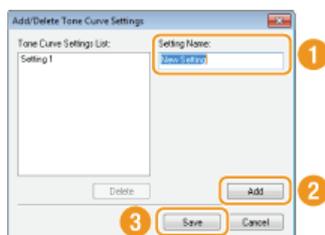
To register only the brightness, contrast, histogram, tone curve, or threshold setting, follow the procedure below.

- 1 Place the document(s), and click [Preview].**
- 2 Adjust the brightness or color. ▶ Adjusting Brightness and Color**
 - Select settings to register as necessary.
- 3 Select [Add/Delete] in the drop-down list.**



- The [Add/Delete Tone Curve Settings] or [Add/Delete Threshold Settings] screen is displayed.

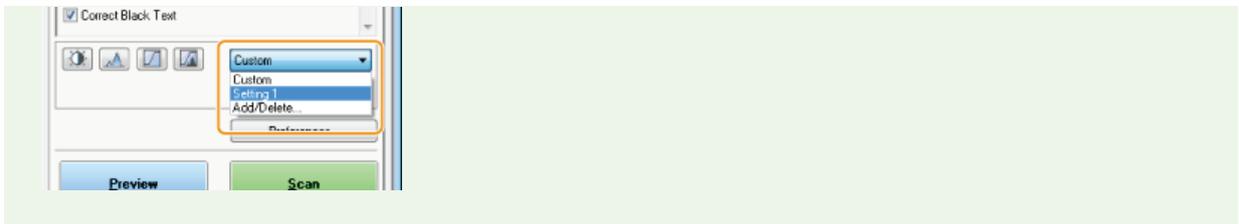
- 4 Enter a name into [Setting Name], and click [Add] ▶ [Save].**
 - Enter a name for the settings to register. Use a name that is easy to find in the drop-down list.



NOTE

Calling the registered setting

- Display a preview image, and select the registered setting in the drop-down list.



LINKS

- ▶ [Configuring Scan Settings in Simple Mode](#)
- ▶ [Scanning Using an Application](#)

Convenient Scanning with a Machine-Based Operation

The machine can convert original documents into electronic file formats such as PDF without using a computer. There are many advantages to digitizing documents. A variety of useful settings are available to suit your needs.

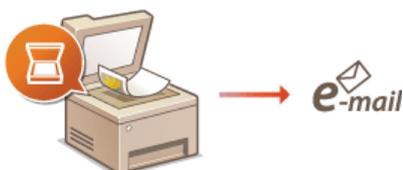
Scanning Documents Directly to USB Memory

One way this function can be used is by scanning documents directly onto a USB memory device and taking the USB memory device to your meeting. You can then connect the USB memory device to a computer connected to a projector and project your documents on a projector.



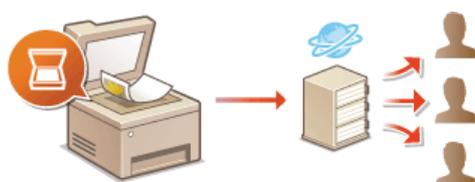
Sending Documents as E-mails Directly from the Machine

You can save scanned documents as JPEG images, PDF files or in other digital file formats and send them directly from the machine as e-mail attachments. You can work more efficiently because this feature eliminates the need to use your computer to send scanned documents. Before you can use this function, you need to complete some procedures, such as specifying the e-mail server settings. For more information, see [Configuring Scan Settings \(Sending E-mail, Sending & Receiving I-Faxes\)](#).



Saving Documents Directly in Shared Folder / FTP Server

You can save scanned documents as JPEG images, PDF files or in other digital file formats and store them in shared folders or an FTP server on computers. This feature is helpful when digitalizing paper documents for sharing. Before you can use this function, you need to complete some procedures, such as specifying the location for saving scanned documents. For more information, see [Configuring the Machine for Scanning to Shared Folders](#) or [Configuring the Machine for Scanning to FTP Server](#).



Scanning Documents Directly to USB Memory

This section describes how to scan documents to save directly in a USB memory device connected to the machine. You can save scanned documents as JPEG images, PDF files or in other digital file formats.

Available USB Memory Devices

You can use USB memory devices with the following format styles.

- FAT16 (memory capacity: up to 2 GB)
- FAT32 (memory capacity: up to 32 GB)

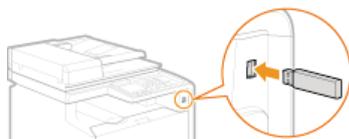
IMPORTANT

- Do not use non-standard USB memory devices. You may not be able to save data properly in some USB memory devices.
- Do not connect anything other than a USB memory device. USB memory devices cannot be connected via a USB hub or an extension cable.
- Do not use USB memory devices with special functions such as built-in security functions.

NOTE

- The USB port on the front of the machine supports USB 2.0.
- If a folder in a USB memory device has many files, saving scanned data will take more time. Use your computer to delete unnecessary files on your USB memory device or move them to a different folder.

1 Connect a USB memory device to the USB port (USB2.0).



IMPORTANT:

- Do not remove the USB memory device or shock or shake the device or the machine when data is being read or written. Also, do not turn OFF the machine while the processing is in progress.

2 Place the document(s). ▶ Placing Documents

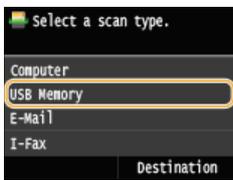


3 Press and tap <Scan>.



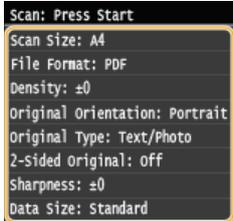
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . ▶ Logging on to Authorized Send.

4 Tap <USB Memory>.



5 Specify the scan settings as necessary.

- Select the settings. **Specifying Detailed Settings**



6 Press .

- Scanning starts.
- If you want to cancel scanning, tap <Cancel>  <Yes>.

■ When placing documents in the feeder in step 2

When scanning is complete, the scanned data is saved in the USB memory device.

■ When placing documents on the platen glass in step 2

When scanning is complete, follow the procedures below (except if you selected JPEG as a file format in step 5).

- If there are additional pages of documents to be scanned, place the next document on the platen glass, and press  .**
 - Repeat this step until you finish scanning all of the pages.
 - When there is only one page to be scanned, proceed to the next step.
- Tap <Finish>.**
 - The scanned data is saved in the USB memory device.

NOTE:

How the folders to save scanned data and files are named

- When scanning is complete, a folder is automatically created in the USB memory device to save the scanned data. Folders and files are named as follows.

Folder Name	The "SCAN_00" folder is created and up to 100 files are saved in the folder. The folders "SCAN_01" to "SCAN_99" are then created when the current folder becomes full of 100 files.
File Name	File names from "SCAN0000.XXX" to "SCAN9999.XXX" are given to the scanned data files ("XXX" is the extension for the file format such as "JPG"). For the first two numerical digits, the same number is allotted as that of the folder number in which the files are saved. For example, The fifth JPEG file stored in the "SCAN_01" folder is named "SCAN0105.JPG".

7 Tap <Close>.

8 Disconnect the USB memory device from the USB port (USB2.0).

- Press .
- Press .
- Tap <Device Status>.

4 Tap <Remove Memory Media>.

- Wait until the message <The memory media can be safely removed.> is displayed.

5 Disconnect the USB memory device.

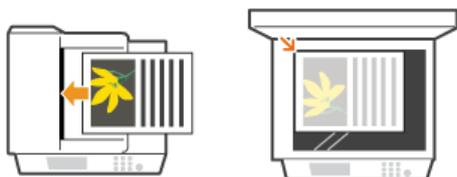
TIPS

- If you always want to scan with the same settings:  **Changing Default Settings**

Sending Documents as E-mails Directly from the Machine

You can specify multiple destinations, including Cc/Bcc destinations, just like you can when sending normal e-mails.

1 Place the document(s). Placing Documents

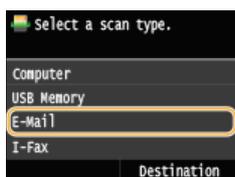


2 Press and tap <Scan>.



- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press .  **Logging on to Authorized Send.**

3 Tap <E-Mail>.



4 Enter the destination using the numeric keys, and tap <Apply>.

- Tapping <A/a/12> toggles the input modes.
- If you enter the wrong characters, press . (Press to delete each character one by one; press and hold to delete all the input characters at once.)
- To make it easier to specify destinations by using other methods, such as the Address Book, see  **Sending Using Registered Destinations (E-mail/I-Fax/Shared Folder/FTP Server)**.



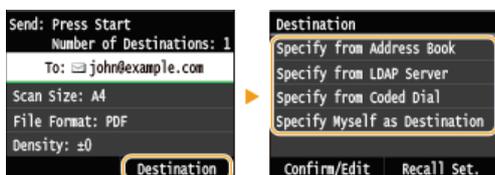
NOTE:

If the screen above is not displayed

- You can only send to your own E-mail address. To send to other destinations, you must configure the send function authentication settings so that E-mail transmission is not restricted. Contact your administrator for details.  **LDAP Server Authentication**.

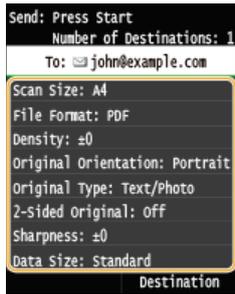
5 Specify multiple destinations, including Cc/Bcc destinations, as necessary.

- Tap <Destination>, and select the method for specifying destinations.
- If you tap <Specify from LDAP Server> or <Specify Myself as Destination>, the destination is selected as the <To> destination.
- To specify destinations for <Cc> and <Bcc>, you need to use the <Specify from Address Book> or <Specify from Coded Dial>.



6 Specify the scanning settings as necessary.

- Tap the settings. ● **Specifying Detailed Settings**

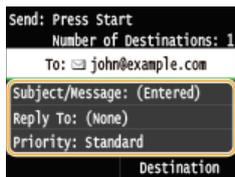


NOTE:

- The file name of a scanned document is automatically assigned based on the following format: communication management number (four digits)_sent date and time_document number (three digits).file extension.
Example of file names: If a one-page document is converted into a PDF file and sent on October 17, 2015 at 07:00:05 P.M. 0045_151017190005_001.pdf
- You cannot specify file names yourself.

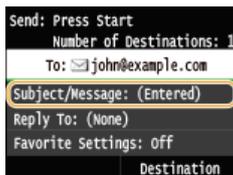
7 Specify the subject, body, reply-to address, and priority for the e-mail as necessary.

- The subject and the priority are set to "Attached Image" and "Standard" respectively by default.
- The body is not set by default. Enter it as necessary. Without the body text, only scanned documents are sent.
- The reply-to address is not set by default. If you want to display the reply-to address differently from that of the machine, specify the address from among those registered in the Address Book. If no destination is registered in the Address Book, see ● **Registering in the Address Book** .

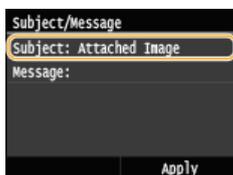


■ To specify subject/body

1 Tap <Subject/Message>.



2 Tap <Subject>.

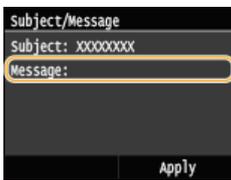


3 Enter the subject using the numeric keys, and tap <Apply>.

- Tapping <A/a/12> toggles the input modes.



4 Tap <Message>.

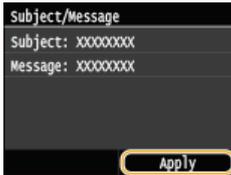


5 Enter the body using the numeric keys, and tap <Apply>.

- Tapping <A/a/12> toggles the input modes.

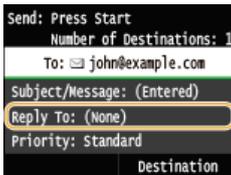


6 Tap <Apply>.

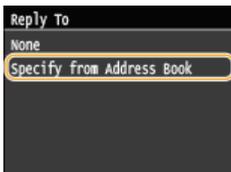


■ To specify reply-to address 

1 Tap <Reply To>.

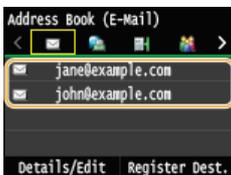


2 Tap <Specify from Address Book>.



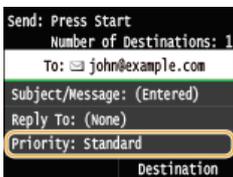
3 Select a reply-to address from the Address Book.

- For instructions on how to use the Address Book, see [Specifying from Address Book](#).



■ To specify priority 

1 Tap <Priority>.



2 Select a priority level.



8 Press   to start sending.

- Scanning starts.
- When the SMTP authentication screen appears, use the numeric keys to enter the user name and password and then tap <Apply>.
- If you want to cancel sending, tap <Cancel> ► <Yes>.

■When placing documents in the feeder in step 1

When scanning is complete, the e-mail is sent.

■When placing documents on the platen glass in step 1 

When scanning is complete, follow the procedures below.

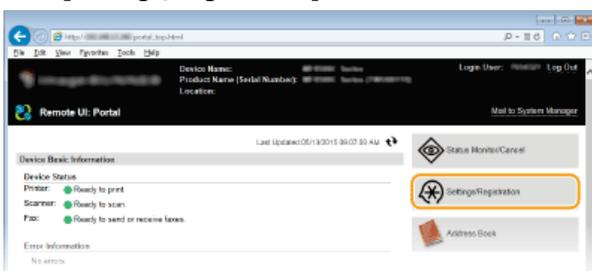
- 1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press  .**
 - Repeat this step until you finish scanning all of the pages.
 - When there is only one page to be scanned, proceed to the next step.
- 2 Tap <Start Sending>.**
 - The e-mail is sent.

If a Send Error Occurs

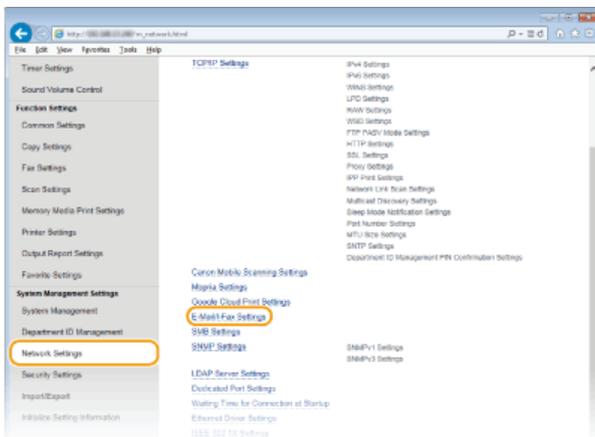
Error notifications are sometimes sent to the e-mail address set to the machine. You can clear the mailbox on the server from the Remote UI.

■To clear the mailbox 

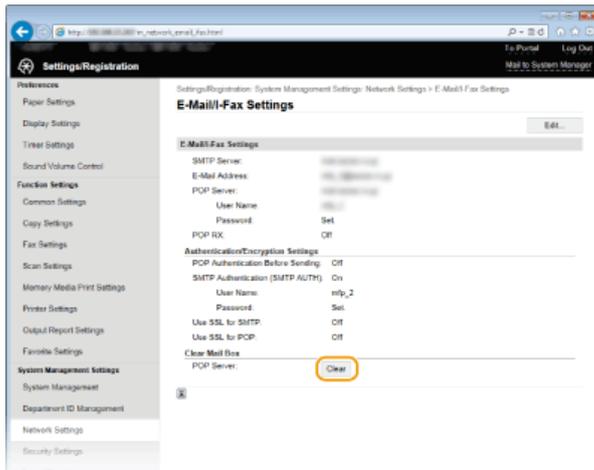
- 1 Start the Remote UI and log on in System Manager Mode.  Starting Remote UI**
- 2 Click [Settings/Registration].**



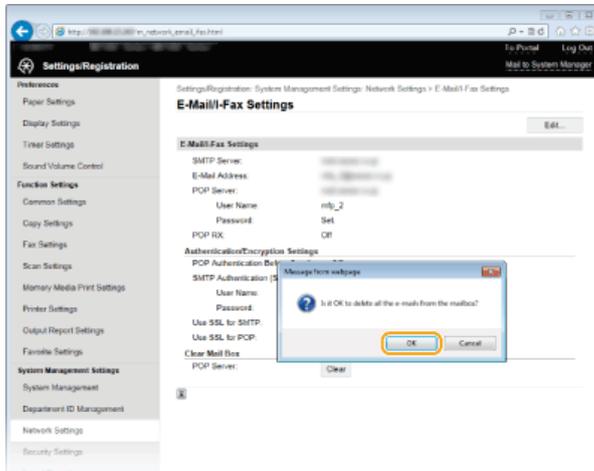
- 3 Click [Network Settings] ► [E-Mail/I-Fax Settings].**



4 Click [Clear] in [Clear Mail Box].



5 Read the message that is displayed, and click [OK].



⇒ E-mail is deleted from the mailbox.

IMPORTANT:
When the mailbox is cleared

Once [OK] is clicked in the message window, all e-mail in the server mailbox is deleted. If the machine does not have a special e-mail account, you should first check whether any e-mail in the mailbox needs to be kept.

TIPS

- If you always want to scan with the same settings: **Changing Default Settings**
- If you want to register a combination of settings to use when needed: **Registering Frequently Used Scan Settings (E-mail/I-Fax/Shared Folder/FTP Server)**
- If you want to specify the e-mail sender name: **Register Unit Name (E-Mail/I-Fax)**

LINKS

- ▶ **Canceling Sending Documents (E-mail/I-Fax/Shared Folder/FTP Server)**
- ▶ **Checking Log for Sent Documents (E-mail/I-Fax/Shared Folder/FTP Server)**

Saving Documents Directly to a Shared Folder/FTP Server

NOTE

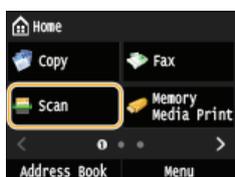
- Available destinations for shared folders are limited to the destinations registered in the Address Book. If no destinations are registered, register destinations in the Address Book before scanning to shared folders.

- Setting a Shared Folder as a Save Location
- Registering Address Book from Remote UI

1 Place the document(s). [Placing Documents](#)

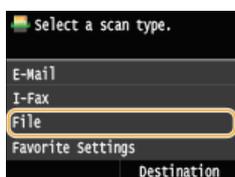


2 Press and tap <Scan>.



- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . [Logging on to Authorized Send](#).

3 Tap <File>.



4 Select a destination from the Address Book.

- For instructions on how to use the Address Book, see [Specifying from Address Book](#).
- Selecting destinations directly by entering coded dial numbers. You can also specify previously used destinations. [Selecting Destinations Directly by Entering Coded Dial Numbers](#) [Specifying Previously Used Destinations](#)



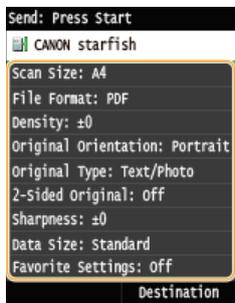
NOTE:

If the screen above is not displayed

- You can only send to a shared folder or FTP server. To send to other destinations, you must configure the send function authentication settings so that destinations are not restricted. Contact your administrator for details. [LDAP Server Authentication](#)

5 Specify the scanning settings as necessary.

- Tap the settings. [Specifying Detailed Settings](#)



NOTE:

- The file name of a scanned document is automatically assigned based on the following format: communication management number (four digits)_sent date and time_document number (three digits).file extension name.
Example of file names: If a one-page document is converted into a PDF file and sent on October 17, 2015 at 07:00:05 P.M. 0045_151010191005_001.pdf
- You cannot specify file names yourself.

6 Press to start scanning.

- Scanning starts.
- When the File Authentication screen appears, use the numeric keys to enter the user name and password and then tap <Apply>.
- If you want to cancel scanning, press > <Yes>.

■ When placing documents in the feeder in step 1

When scanning is complete, the documents are scanned to the shared folder or FTP Server.

■ When placing documents on the platen glass in step 1

When scanning is complete, follow the procedures below (except if you selected JPEG as a file format in step 5).

1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press .

- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 Tap <Start Sending>.

- The documents are scanned to the shared folder or FTP server.

TIPS

- If you always want to scan with the same settings: **Changing Default Settings**
- If you want to register a combination of settings to use when needed: **Registering Frequently Used Scan Settings (E-mail/I-Fax/Shared Folder/FTP Server)**

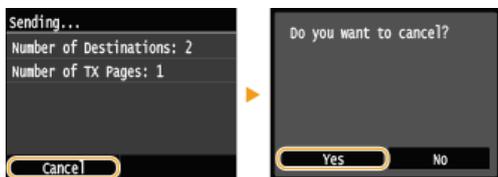
LINKS

- Canceling Sending Documents (E-mail/I-Fax/Shared Folder/FTP Server)**
- Checking Log for Sent Documents (E-mail/I-Fax/Shared Folder/FTP Server)**

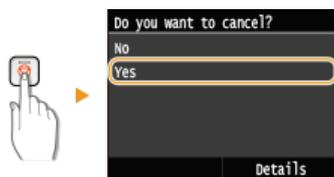
Canceling Sending Documents (E-mail/I-Fax/Shared Folder/FTP Server)

If you want to cancel sending documents immediately after pressing , tap <Cancel> on the display or press . You can also cancel sending documents after checking the sending status.

■ Use <Cancel> to cancel

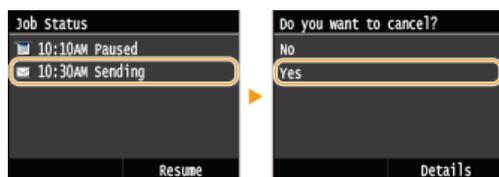


■ Press to cancel

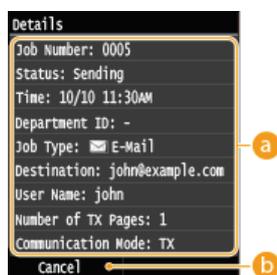
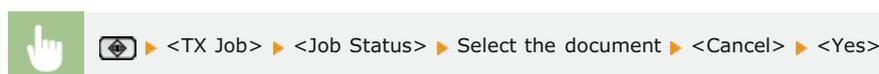


If the screen displays a list of documents when is pressed

Documents have been scanned and are waiting to be processed. Select the document to cancel.



■ Check the transmission status before canceling



a Details

The number of sending document, settings, and other details are displayed. If you only want to check the details without sending, press  to return to the Scan main screen.

b <Cancel>

Cancels sending.

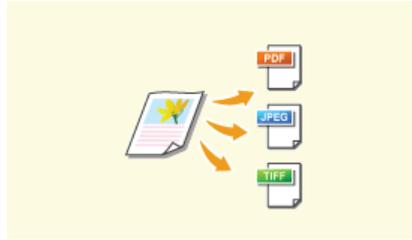
- ▶ **Sending Documents as E-mails Directly from the Machine**
- ▶ **Sending I-Faxes**
- ▶ **Saving Documents Directly to a Shared Folder/FTP Server**

Specifying Detailed Settings

This section describes the settings available when scanning documents. These settings include specifying the file format into which documents are converted and adjusting density to improve the appearance of scanned documents as well as the basic settings such as specifying the document orientation or scanning size.



▶ **Specifying a Scanning Size**



▶ **Selecting a File Format**



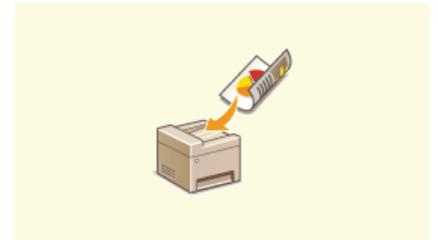
▶ **Adjusting Density**



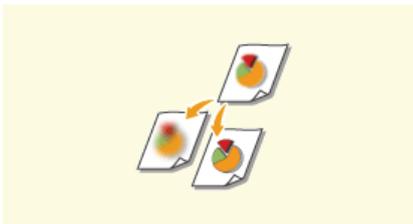
▶ **Specifying Orientation of Your Document**



▶ **Selecting Document Type**



▶ **Scanning 2-Sided Documents (MF729Cx / MF728Cdw / MF724Cdw)**



▶ **Adjusting Sharpness**



▶ **Adjusting Balance between File Size and Image Quality**



▶ **Setting Gamma Values**

Specifying a Scanning Size



You can specify the scanning size of your documents.



<Scan> ▶ Tap <USB Memory> or <E-Mail>/<I-Fax>/<File> to specify destinations. ▶ <Scan Size> ▶ Select the document size



LINKS

- ▶ [Scanning Documents Directly to USB Memory](#)
- ▶ [Sending Documents as E-mails Directly from the Machine](#)
- ▶ [Saving Documents Directly to a Shared Folder/FTP Server](#)
- ▶ [Sending I-Faxes](#)

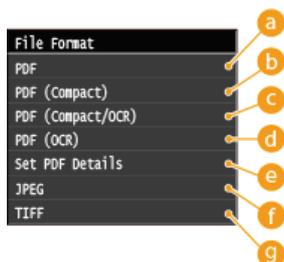
Selecting a File Format



You can select the file format to which documents are scanned. Select from PDF/JPEG/TIFF. With PDF, you can select from Compact PDF with a smaller data size or from OCR (optical character recognition) PDF allowing text searching. <Set PDF Details> allows you to enhance your PDF security.



<Scan> ▶ Tap <USB Memory> or <E-Mail>/<File> to specify destinations ▶ <File Format> ▶ Select a file format



a <PDF>

Converts a scanned document into a PDF file with no file size reduction.

b <PDF (Compact)>

Converts a scanned document into a PDF file with a reduced file size than that of <PDF>.

c <PDF (Compact/OCR)>

Converts a scanned document into a text searchable PDF file with a reduced file size than that of <PDF>. The PDF file includes text data, extracted from the characters in the scanned document with OCR, enabling you to search the text using a computer.

d <PDF (OCR)>

Converts a scanned document into a text searchable PDF file as <PDF (Compact/OCR)>, with no file size reduction.

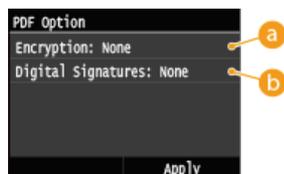
e <Set PDF Details>*

Select to specify the settings for generating an encrypted PDF with a digital signature.

* Only available for the MF729Cx with the optional Send PDF Security Feature Set enabled.



<Set PDF Details> ▶ Select the type of PDF format ▶ Specify the encryption and digital signature settings ▶ <Apply>



a Specifying encryption level

Select the encryption level suitable to your needs, and then set the encryption password that will be required to open the PDF file. The encryption options are as follows:

<None>

The PDF file is not encrypted.

<Acrobat 7.0 or Later/128-bit AES>

Generate a PDF file compatible with Adobe Acrobat/Adobe Reader/Adobe Acrobat Reader 7.0 or later.

<Acrobat 9.0 or Equivalent/256-bit AES>

Generate a PDF file compatible with Adobe Acrobat/Adobe Reader/Adobe Acrobat Reader 9.0 or later.

<Acrobat 10.0 or Equivalent/256-bit AES>

Generate a PDF file compatible with Adobe Acrobat/Adobe Reader/Adobe Acrobat Reader 10 or later.

NOTE:

Only either <Acrobat 9.0 or Equivalent/256-bit AES> or <Acrobat 10.0 or Equivalent/256-bit AES> appears on the display as an option for generating a 256-bit AES encrypted PDF. You can change the available encryption levels according to your needs. **▶ 256-bit AES Settings for Encrypted PDF**

b Adding a digital signature

To add a digital signature on the PDF file, select <Top Left>. As the signature, information such as the model name and serial number of the machine is added on the PDF file.

NOTE:

To add a digital signature, prepare a key pair and a certificate. **▶ Generating Key Pairs**

f <JPEG>

The scanned document is converted into a JPEG file.

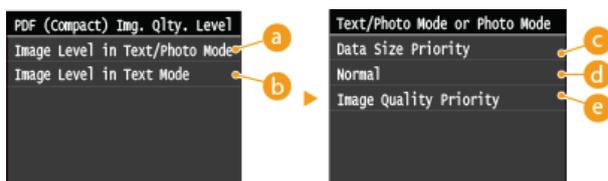
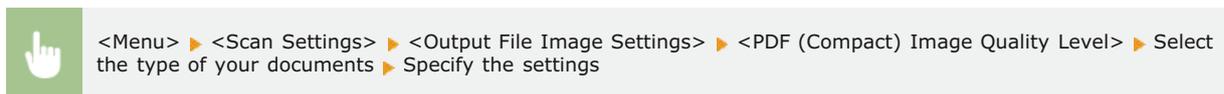
g <TIFF>

The scanned document is converted into a TIFF file.

NOTE

- If you select JPEG in <File Format> and try to scan a document from the platen glass, you can only scan one page. To scan a multiple-page document all at once, use the feeder. Each page of the document is saved as a separate file. If you select TIFF or PDF, you can scan multiple-page documents either from the platen glass or from the feeder and the whole of the scanned document is saved as one file.
- <PDF (Compact)> and <PDF (Compact/OCR)> compress photos and illustrations on documents more than <PDF> and <PDF (OCR)>. The file will be smaller, but the image quality of some documents or the number of documents that can be scanned at once may be lower. If you select <PDF (Compact)> or <PDF (Compact/OCR)>, you can specify the compression level.
- For the resolutions of each file format, see **▶ Specifications for Scanning to Shared Folders**.
- If you select <Set PDF Details>, you can specify the PDF options of encryption and digital signatures for <PDF (Compact)>, <PDF>, <PDF (Compact/OCR)>, or <PDF (OCR)>.
- In <PDF (Compact/OCR)> and <PDF (OCR)> you can configure the settings so that the machine automatically detects the document direction during scanning based on the direction of the text read by the OCR function. **▶ OCR (Text Searchable) Settings**

■ Image Quality Settings for <PDF (Compact)> and <PDF (Compact/OCR)>



a <Image Level in Text/Photo Mode or Photo Mode>

Select when scanning documents that contain photos.

b <Image Level in Text Mode>

Select when scanning documents that only contain text.

c <Data Size Priority>

The data size is highly compressed and reduced, but the image quality is low.

d <Normal>

The compression ratio and the image quality are adjusted to an intermediate setting between <Data Size Priority> and <Image Quality Priority>.

e <Image Quality Priority>

The image quality improves, but the data compression ratio decreases and data size is large.

LINKS

- ▶ [Scanning Documents Directly to USB Memory](#)
- ▶ [Sending Documents as E-mails Directly from the Machine](#)
- ▶ [Saving Documents Directly to a Shared Folder/FTP Server](#)

Adjusting Density



You can adjust the density of the scan if the text or images in a document are too light or dark.



<Scan> ▶ Tap <USB Memory> or <E-Mail>/<I-Fax>/<File> to specify destinations. ▶ <Density> ▶ Adjust the density ▶ <Apply>



a <->

Decreases the density.

b <+>

Increases the density.

LINKS

- ▶ [Scanning Documents Directly to USB Memory](#)
- ▶ [Sending Documents as E-mails Directly from the Machine](#)
- ▶ [Sending I-Faxes](#)
- ▶ [Saving Documents Directly to a Shared Folder/FTP Server](#)
- ▶ [Adjusting Sharpness](#)

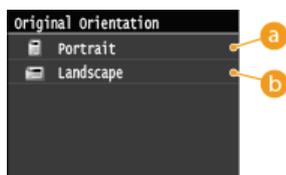
Specifying Orientation of Your Document



You can specify portrait or landscape orientation.



<Scan> ▶ Tap <USB Memory> or <E-Mail>/<File> to specify destinations. ▶ <Original Type> ▶ Select the document type



a <Portrait>

Select for documents with portrait orientation.

b <Landscape>

Select for documents with landscape orientation.

LINKS

- ▶ **Scanning Documents Directly to USB Memory**
- ▶ **Sending Documents as E-mails Directly from the Machine**
- ▶ **Saving Documents Directly to a Shared Folder/FTP Server**

Selecting Document Type



You can select the image quality for the scan depending on the document type, such as text-only documents, documents with charts and graphs, or magazine photos.



<Scan> ▶ Tap <USB Memory> or <E-Mail>/<I-Fax>/<File> to specify destinations. ▶ <Original Type> ▶ Select the document type



a <Text>

Suitable when scanning documents that only contain text.

b <Text/Photo>

Suitable when scanning documents that contain both text and photos.

c <Photo>

Suitable when scanning documents that contain printed photos, such as magazines or pamphlets.

LINKS

- ▶ [Scanning Documents Directly to USB Memory](#)
- ▶ [Sending Documents as E-mails Directly from the Machine](#)
- ▶ [Sending I-Faxes](#)
- ▶ [Saving Documents Directly to a Shared Folder/FTP Server](#)

Scanning 2-Sided Documents MF729Cx / MF728Cdw / MF724Cdw



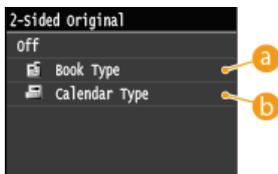
The machine can automatically scan the front and back sides of documents in the feeder.

IMPORTANT

- The machine cannot scan both sides of documents automatically when the documents are placed on the platen glass.



<Scan> ▶ Tap <USB Memory> or <E-Mail>/<I-Fax>/<File> to specify destinations. ▶ <2-Sided Original> ▶ Select <Book Type> or <Calendar Type>



a <Book Type>

Select for documents whose images on the front and back sides face the same direction.

b <Calendar Type>

Select for documents whose images on the front and back sides face in opposite directions.

LINKS

- ▶ [Scanning Documents Directly to USB Memory](#)
- ▶ [Sending Documents as E-mails Directly from the Machine](#)
- ▶ [Sending I-Faxes](#)
- ▶ [Saving Documents Directly to a Shared Folder/FTP Server](#)

Adjusting Sharpness



You can adjust sharpness of the image before sending. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.



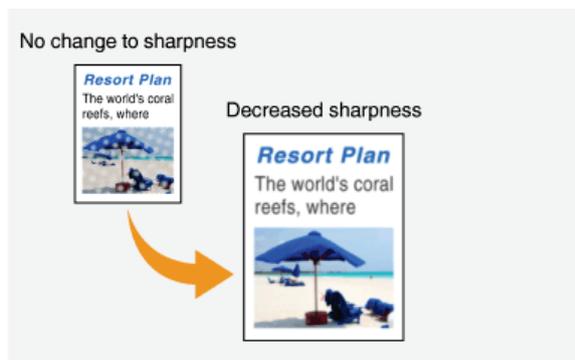
<Scan> ▶ Tap <USB Memory> or <E-Mail>/<I-Fax>/<File> to specify destinations. ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>



a <->

Decreases the sharpness, resulting in a softer image.

Example: If you want to improve the appearance of magazine photos



b <+>

Increases the image sharpness.

Example: If you want to sharpen text and lines written in pencil



LINKS

- ▶ Scanning Documents Directly to USB Memory
- ▶ Sending Documents as E-mails Directly from the Machine
- ▶ Sending I-Faxes
- ▶ Saving Documents Directly to a Shared Folder/FTP Server
- ▶ Adjusting Density

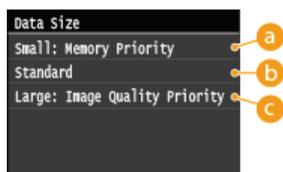
Adjusting Balance between File Size and Image Quality



The scanned documents are converted into the specified file formats. At that time, you can specify the file compression ratio. <Small: Memory Priority> makes the compression ratio higher than normal to create smaller files with lower image quality. On the other hand, <Large: Image Quality Priority> makes the compression ratio lower than normal larger files with higher image quality.



<Scan> ▶ Tap <USB Memory> or <E-Mail>/<I-Fax>/<File> to specify destinations. ▶ Specify the setting



a <Small: Memory Priority>

The data size is highly compressed and reduced, but the image quality becomes low.

b <Standard>

The compression ratio and the image quality are adjusted to an intermediate setting between <Small: Memory Priority> and <Large: Image Quality Priority>.

c <Large: Image Quality Priority>

The image quality improves, but the data compression ratio decreased and data size becomes large.

LINKS

- ▶ Scanning Documents Directly to USB Memory
- ▶ Sending Documents as E-mails Directly from the Machine
- ▶ Sending I-Faxes
- ▶ Saving Documents Directly to a Shared Folder/FTP Server
- ▶ Selecting a File Format

Setting Gamma Values



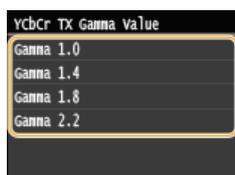
The scanned documents are converted into the specified file formats. At that time, you can specify the gamma values to apply to the documents. You can specify the same gamma value as that of the monitor which is to be used for viewing the converted files so the files are displayed with brightness true to the original documents.

NOTE

- For the gamma value of a monitor display, see the instruction manual included with the display.



<Menu> ▶ <Scan Settings> ▶ <Output File Image Settings> ▶ <YCbCr TX Gamma Value> ▶ Select the gamma value



LINKS

- ▶ [Scanning Documents Directly to USB Memory](#)
- ▶ [Sending Documents as E-mails Directly from the Machine](#)
- ▶ [Sending I-Faxes](#)
- ▶ [Saving Documents Directly to a Shared Folder/FTP Server](#)
- ▶ [Selecting a File Format](#)

Sending Using Registered Destinations (E-mail/I-Fax/Shared Folder/FTP Server)

You can specify destinations by selecting from the Address Book as well as by using the numeric keys. To use the Address Book, you need to register destinations in the Address Book beforehand. You can also specify previously used destinations. If your office has an LDAP server installed, you can also specify destinations in the server.



▶ **Specifying from Address Book**



▶ **Selecting Destinations Directly by Entering Coded Dial Numbers**



▶ **Specifying Previously Used Destinations**



▶ **Specifying Destinations in an LDAP Server (E-mail/I-Fax)**

NOTE

When specifying destinations for e-mails

- You can specify multiple destinations, including Cc/Bcc destinations, just like you can when sending normal e-mails. These destinations can be specified using the Address Book or an LDAP server. To specify destinations as Cc or Bcc addresses, you need to use the Address Book.

When specifying destinations for shared folders and FTP Server

- You cannot specify destinations using the numeric keys or an LDAP server. Furthermore, only one destination can be specified at a time.

TIPS for Enhancing Security

- If you want to limit available destinations to ones from the Address Book, ones in an LDAP server, or previously specified ones:
 - ▶ **Limiting Available Destinations**
- If you want to disable specifying previously used destinations:
 - ▶ **Disabling Use of Previously Used Destinations**

LINKS

- ▶ **Sending Documents as E-mails Directly from the Machine**
- ▶ **Sending I-Faxes**
- ▶ **Saving Documents Directly to a Shared Folder/FTP Server**
- ▶ **Registering in the Address Book**
- ▶ **Registering LDAP Servers**

Specifying from Address Book



The Address Book enables you to specify a destination by selecting from a list of registered destinations or by searching by name for destinations with recipient names.

NOTE

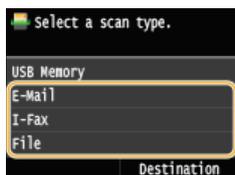
- You need to register destinations in the Address Book before using this feature.
 - ▶ **Registering in the Address Book**
 - ▶ **Setting a Shared Folder as a Save Location**
 - ▶ **Registering Address Book from Remote UI**

1 Press and tap <Scan>.



- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . ▶ **Logging on to Authorized Send**

2 Select <E-Mail>, <I-Fax>, or <File>.



- If you select <File>, proceed to step 4.

3 Tap <Destination> ▶ <Specify from Address Book>.



- If the <Type> screen appears, select <To>, <Cc>, or <Bcc> as a destination type.

4 Select a tab using / .



<All>

Displays all the destinations registered in the Address Book. For the marks beside the destinations, see the explanations below.

<Favorites>

Displays a list of destinations registered in Favorites.

<A-Z>/<0-9>/<ABC> to <YZ>

Displays destinations with recipient names whose first characters correspond to the characters of the selected tab.



Displays destinations for faxes. To specify destinations using this tab, see **Specifying from Address Book (Fax)**.



Displays destinations for e-mails.



Displays destinations for I-Faxes.



Displays destinations for shared folders/FTP Server.



Displays a list of destinations registered in Group Dial. This feature is not available when scanning documents to shared folders/FTP Server.

5 Select a destination.



NOTE:

If you want to specify multiple destinations (e-mail/I-Fax)

- Repeat steps 3 to 5. Up to 100 destinations can be specified.

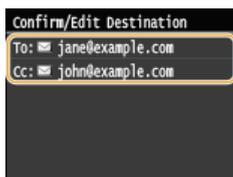
To delete destinations (e-mail/I-Fax)

If you specified multiple destinations, you can delete destinations as necessary.

1 Tap <Destination> ▶ <Confirm/Edit>.

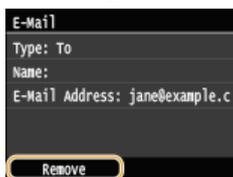


2 Select a destination you want to delete.



3 Tap <Remove>.

- If you specified destinations in Group Dial in step 2, <Number of Destinations> is displayed on the screen. Selecting this item displays detailed destinations in Group Dial.



4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

- Before selecting <Confirm/Edit> in step 1, you can tap / to toggle the destinations you specified. Display a destination you want to delete, and press .

LINKS

- ▶ **Sending Documents as E-mails Directly from the Machine**
- ▶ **Sending I-Faxes**
- ▶ **Saving Documents Directly to a Shared Folder/FTP Server**

Selecting Destinations Directly by Entering Coded Dial Numbers



If you know the 3-digit number (coded dial number) assigned to the destination, you can specify the destination by entering that number directly.

NOTE

- To use coded dialing, the destination must be registered in the Address Book beforehand.
 - ▶ **Registering Destinations in the Address Book**
 - ▶ **Setting a Shared Folder as a Save Location**
 - ▶ **Registering Address Book from Remote UI**

1 Press and tap <Scan>.



- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . ▶ **Logging on to Authorized Send**

2 Tap <Destination> ▶ <Specify from Coded Dial>.



- If the <Type> screen appears, select <To>, <Cc>, or <Bcc> as a destination type.

3 Use the numeric keys to enter a three-digit number (001 to 281).

- If you enter the wrong characters, press . (Press to delete each character one by one; press and hold to delete all the input characters at once.)



NOTE:

If a confirmation screen appears

- When <Coded Dial TX Confirmation> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the destination name and the number of destinations are shown.) Check the contents and if everything is correct, tap <OK>. To specify a different destination, tap <Cancel> and then re-enter the three-digit coded dial number. ▶ **Displaying Destinations in Address Book**

If you want to specify multiple destinations (e-mail/I-Fax)

- Repeat steps 2 and 3. Up to 100 destinations can be specified.

■ To delete destinations (e-mail/I-Fax)

If you specified multiple destinations, you can delete destinations as necessary.

1 Tap <Destination> ▶ <Confirm/Edit>.



2 Select a destination you want to delete.



3 Tap <Remove>.

- If you specified destinations in Group Dial in step 2, <Number of Destinations: > is displayed on the screen. Selecting this item displays detailed destinations in Group Dial.



4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

- Before selecting <Confirm/Edit> in step 1, you can tap **◀/▶** to toggle the destinations you specified. Display a destination you want to delete, and press **ⓐ**.

LINKS

- ▶ **Sending Documents as E-mails Directly from the Machine**
- ▶ **Sending I-Faxes**
- ▶ **Saving Documents Directly to a Shared Folder/FTP Server**

Specifying Previously Used Destinations



You can select a destination from the three most previously used destinations. When you specify a previously used destination, the machine also sets the same scan settings, such as density, used the last time you sent documents to that destination.

IMPORTANT

- When <Restrict Resending from Log> is set to <On>, you cannot use this feature. [▶ Disabling Use of Previously Used Destinations](#)
- Turning OFF the machine or setting <Restrict New Destinations> to <On> deletes the past destinations, and disables this feature. [▶ Limiting Available Destinations](#)

NOTE

- When you specify a destination using this feature, any destinations that you have already specified are deleted.

1 Press and tap <Scan>.

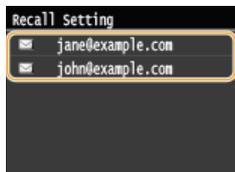


- When the login screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . [▶ Logging on to Authorized Send](#)

2 Tap <Destination> ▶ <Recall Set.>.



3 Select a destination.



- The selected destination and its scan settings are specified. You can also change the settings before sending.

LINKS

- [▶ Sending Documents as E-mails Directly from the Machine](#)
- [▶ Sending I-Faxes](#)
- [▶ Saving Documents Directly to a Shared Folder/FTP Server](#)

Specifying Destinations in an LDAP Server (E-mail/I-Fax)



If your office has an LDAP server installed, you can use the destinations registered in the server. To specify destinations, access an LDAP server via the machine, and then search for a destination.

NOTE

- You need to specify the settings for connecting to an LDAP server beforehand. [Registering LDAP Servers](#)

1 Press and tap <Scan>.

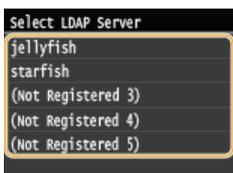


- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . [Logging on to Authorized Send](#)

2 Tap <Destination> ▶ <Specify from LDAP Server>.

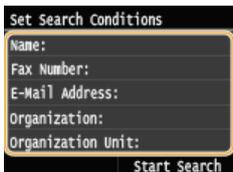


3 Select the LDAP server you are using.



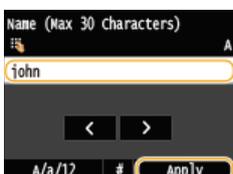
4 Select the search criteria.

- Personal names, fax numbers, e-mail addresses, organization names, and Organization Unit names are available criteria for searching destinations. Multiple search criteria can be specified at the same time.



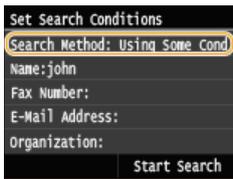
5 Specify the search criteria using the numeric keys, and tap <Apply>.

- The following screen shows an example for when <Name> is selected in step 4 to search by personal name.

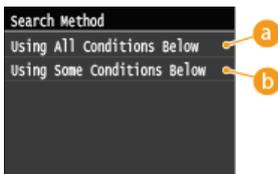


- Tapping <A/a/12> toggles the input modes (except for searching by fax number).
- To specify multiple search criteria, repeat steps 4 and 5.

6 Tap <Search Method>.



7 Specify the search method.



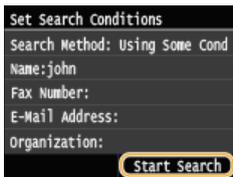
a <Using All Conditions Below>

Searches and displays the destinations that meet all the search criteria specified in steps 4 and 5.

b <Using Some Conditions Below>

All destinations meeting any of the search criteria specified in steps 4 and 5 are displayed as search results.

8 Tap <Start Search>.



- The destinations meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. [Registering LDAP Servers](#)

9 Select a destination, and tap <Apply>.

- Up to 10 destinations can be specified.



- To search for a destination using other search criteria, repeat steps 2 to 9.

NOTE:

- If you have already specified a destination using the numeric keys, up to nine destinations can be specified using an LDAP server.
- You cannot specify the selected destinations as Cc or Bcc addresses.

■ To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 Tap <Destination> ▶ <Confirm/Edit>.



2 Select a destination you want to delete.



3 Tap <Remove>.



4 Tap <Yes>.

NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

- Before selecting <Confirm/Edit> in step 1, you can tap   to toggle the destinations you specified. Display a destination you want to delete, and press .

LINKS

- ▶ [Sending Documents as E-mails Directly from the Machine](#)
- ▶ [Sending I-Faxes](#)

Configuring Scan Settings to Your Needs

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you register your frequently used scan settings as default settings, you can eliminate the need to configure the same settings every time you make a scan. In addition, you can also register combinations of destinations and scan settings and use them whenever you need them (e-mail/I-Fax/shared folders/FTP server).

NOTE

- The machine comes pre-configured with factory default settings ( **Setting Menu List**). You can change and register the default settings according to your needs.



I always scan paper documents to convert them into PDF files with reduced data size.



Specify <PDF (Compact)> as the default file format, and register it as the default setting. From now on, you will not have to change the file format when scanning.

 **Changing Default Settings**



My client wants me to send scans in color JPEG format.



Specify the e-mail address of your client with <Color> and <JPEG> for scan settings, and register the address and settings as a combination in <Favorite Settings>. You can then easily use this setting combination whenever you need it.  **Registering Frequently Used Scan Settings (E-mail/I-Fax/Shared Folder/FTP Server)**

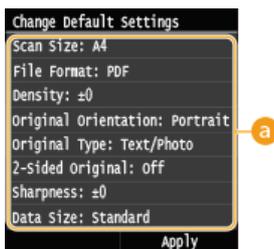
Changing Default Settings

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you change these default settings to match the operations that you perform frequently, you can eliminate the need to configure the same settings every time you scan.

■ USB memory



<Menu> ▶ <Scan Settings> ▶ <USB Memory Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 



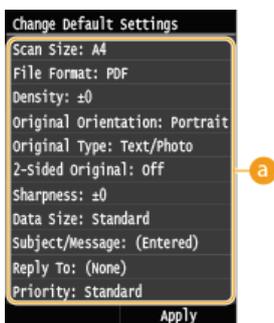
a Settings

Select the item you want to set, and change the default value.

■ E-mail



<Menu> ▶ <Scan Settings> ▶ <E-Mail Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 



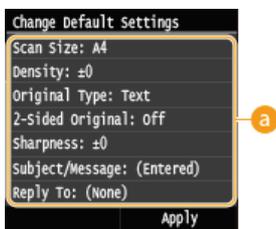
a Settings

Select the item you want to set, and change the default value.

■ I-Fax Settings



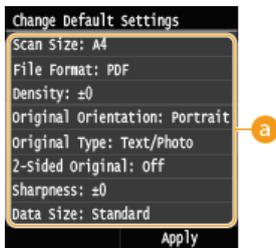
<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <TX Function Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 



a Settings

Select the item you want to set, and change the default value.

■ File settings



a Settings

Select the item you want to set, and change the default value.

LINKS

- ▶ **Scanning Documents Directly to USB Memory**
- ▶ **Sending Documents as E-mails Directly from the Machine**
- ▶ **Sending I-Faxes**
- ▶ **Saving Documents Directly to a Shared Folder/FTP Server**
- ▶ **Specifying Detailed Settings**
- ▶ **Scan Settings**

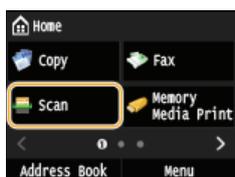
Registering Frequently Used Scan Settings (E-mail/I-Fax/Shared Folder/FTP Server)

You can register up to 18 frequently used combinations of scan settings. Because registered settings can be displayed as needed, there is no need for complicated procedures (e.g. setting the document type, specifying compact PDF as the file format and sending the file to all internal staff) every time. You can also assign registered setting combinations to a shortcut button displayed on the <Home> Screen.

- ▶ Registering Favorite Settings
- ▶ Recalling Favorite Settings

Registering Favorite Settings

1 Press and tap <Scan>.

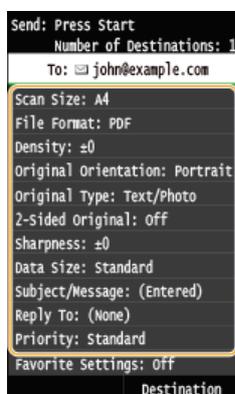


- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press . ▶ Logging on to Authorized Send

2 Select <E-Mail>, <I-Fax>, or <File>.

3 Change the values for the settings you want to register. ▶ Specifying Detailed Settings

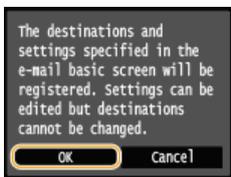
- To also include the destination in a favorite scan setting, enter the destination to be registered. ▶ Sending Using Registered Destinations (E-mail/I-Fax/Shared Folder/FTP Server)



4 Tap <Favorite Settings> ▶ <Register>.



5 Check the message and tap <OK>.

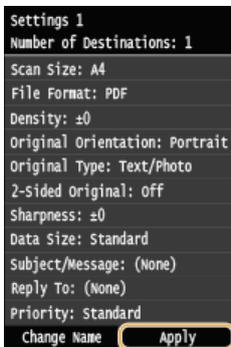


6 Select where to register the settings.

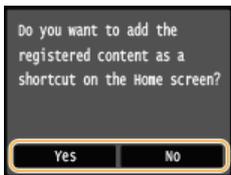


7 Check the details of the settings to be registered, and tap <Apply>. ▶ Specifying Detailed Settings

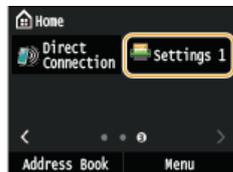
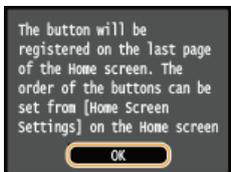
- To change the value of a setting to be registered, tap the setting.
- To rename the registration destination, tap <Change Name>. ▶ Entering Text



8 Select whether to register the settings as a shortcut button.



- If you select <Yes>, a message appears. Check the message and then tap <OK>. The registered setting combination is added to the <Home> Screen as a shortcut button.



NOTE:

- If the <Home> Screen is full and the button cannot be added, use <Home Screen Settings> to delete registered buttons or blanks. ▶ Customizing the <Home> Screen

NOTE

- Registered settings are retained even when the machine is turned OFF.
- To edit or delete registered settings, go to <Scan> ▶ <Favorite Settings> ▶ <Edit/Delete> ▶ <Edit> or <Delete> and then follow the steps below.
 - To edit a setting:** Select the setting to be edited ▶ Change the setting and tap ▶ <Apply> ▶ <Yes>.
 - To delete a setting:** Select the setting to be deleted ▶ tap <Yes>.
- Destinations cannot be changed once the settings have been registered. To change a destination, delete the settings and then

register them again.

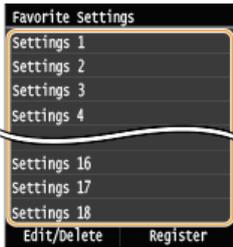
- If you registered a destination that was specified from the Address Book and then delete the destination entry in the Address Book, the destination is also deleted from the favorite scan settings.

Recalling Favorite Settings

Simply select the setting combination that suits your purpose from the favorite settings.



<Scan> ▶ <Favorite Settings> ▶ Select the setting combination to be recalled



NOTE

- Once you have recalled the settings, the setting combination, you can also change the scan settings as needed.

LINKS

- ▶ **Convenient Scanning with a Machine-Based Operation**

Checking Log for Sent Documents (E-mail/I-Fax/Shared Folder/FTP Server)

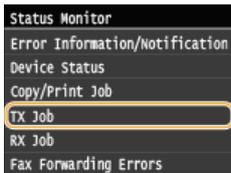
The log for scanned documents sent directly from the machine can be checked in list format.

IMPORTANT

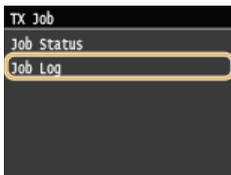
- When <Display Job Log> is set to <Off>, you cannot check the logs for sent documents. [▶ Display Job Log](#)

1 Press .

2 Tap <TX Job>.

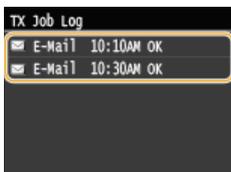


3 Tap <Job Log>.

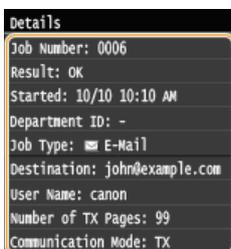


- A list of the documents that were sent is displayed.

4 Tap the document whose detailed information you want to check.



5 Check the detailed information about the selected document.



LINKS

- [▶ TX Result Report](#)
- [▶ Communication Management Report](#)

Can Be Used Conveniently with a Mobile Device

Using the machine in combination with a mobile device such as a smartphone or tablet enables you to print or scan with ease. The machine supports AirPrint, which allows for direct printing from an iPhone/iPad, and Google Cloud Print™, which enables you to print while on the go. By utilizing these and various other functions, you can use the machine for a wide variety of purposes.

■ Using the Machine from a Smartphone/Tablet

To print or scan from a mobile device, you can use Canon Mobile Application conveniently. If your mobile device is NFC compatible, you can print by simply touching the device to the machine. Further, you can connect to the machine without a wireless LAN router, and use the "Remote UI" that allows you to remotely operate the machine and change machine's settings.



- ▶ **Printing/Scanning through Canon Mobile Application and Plug-in**
- ▶ **Printing by Touching a Mobile Device to the Machine (NFC) (MF729Cx)**
- ▶ **Making a Simple Wireless Connection Using Direct Connection (Access Point Mode) (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
- ▶ **Using Remote UI from a Mobile Device**

■ Using AirPrint

You can print, scan, or fax without using drivers by sending print data from Apple devices. ▶ **Using AirPrint**



■ Using Google Cloud Print

You can print without using a printer driver by using applications or services on computers or other mobile devices that support Google Cloud Print. ▶ **Using Google Cloud Print**



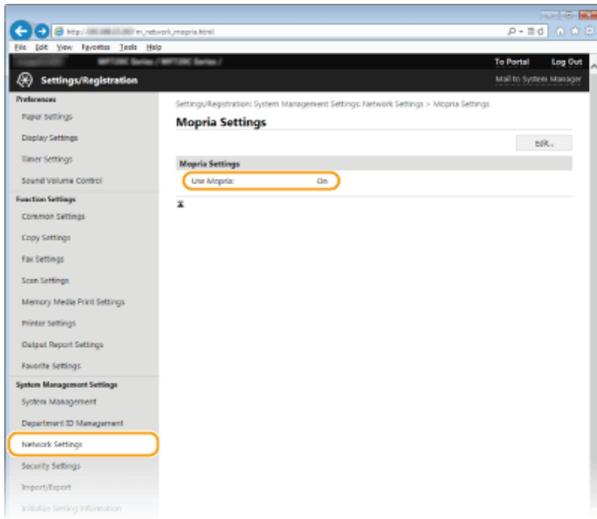
NOTE

- This machine also supports Mopria™. Using Mopria™ allows you to print with printers from different manufacturers through the same printer driver. This is convenient because you can print with common operations and common settings to various printer models. For details about the models supporting Mopria™ and the system requirements, see <http://www.mopria.org>.

■ Viewing Mopria™ Settings



Log on to the Remote UI in System Manager Mode (▶ **Starting Remote UI**) ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Mopria Settings] ▶ [Edit] ▶ Check that the [Use Mopria] check box is selected ▶ [OK]



Printing/Scanning through Canon Mobile Application and Plug-in

You can print data stored in a smartphone/tablet connected to this machine, and send documents scanned with the machine to the connected smartphone/tablet. For compatible operating systems, the detailed setting procedure and operating procedure, please see the Canon website at: <http://www.canon.com/>.

Printing by Touching a Mobile Device to the Machine (NFC) **MF729Cx**

This machine supports the NFC (Near Field Communication) standards. By touching an NFC compatible mobile device to the NFC mark on the operation panel of the machine, you can print photos and documents stored in that mobile device.



On where to touch the mobile device, see **▶ Operation Panel**.

Setting the Mobile Device

- Set the device so that its NFC function is enabled. For more information, see the instruction manuals for your mobile devices or contact your manufacturer.
- Install Canon Mobile Application on your mobile device. For more information, see the Canon website at: <http://www.canon.com/>.
- Launch Canon Mobile Application.

Required Machine Setting

To print from NFC compatible devices, specify the following settings.

- Set <Enable NFC> to <On>. **▶ Enable NFC**
- Set the IP address in IPv4 format. **▶ Setting IPv4 Address**

IMPORTANT

- You can download the application software for free, but you will be charged the Internet connection fee.
- If printing does not start, change the position where you touch the mobile device to the machine.
- It may take some time before the connection is complete.
- Proper operation may not be possible depending on the mobile device.

Making a Simple Wireless Connection Using Direct Connection (Access Point Mode) MF729Cx / MF728Cdw / MF724Cdw / MF628Cw

Even in an environment with no access points or wireless LAN routers, you can connect to the machine directly from your mobile device. This enables you to print from your mobile device whenever you want to, without difficult connection settings.

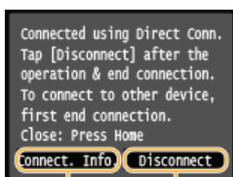


Using the Machine in Direct Connection (in Access Point Mode)

You can use this machine as an access point. To do so, set <Enable Direct Connection> to <On> beforehand. **Configuring the Settings for Direct Connection (Access Point Mode) (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**



<Direct Connection> ▶ Connect from the mobile device using the displayed SSID and network key. ▶ The Direct Connection screen is displayed.



a

b

a <Connect. Info.>

You can view the information on the Direct Connection being proceeding.

b <Disconnect>

Stops the Direct Connection procedure.

IMPORTANT

- While in Direct Connection, you may not be able to connect to the Internet depending on your mobile device.
- Direct Connection is only possible as a one-to-one connection between the machine and a single mobile device. You cannot connect 2 or more mobile devices to the machine at a time.
- If wireless connection from the mobile device is not performed within 5 minutes while the SSID and network key are displayed, the connection waiting state terminates.
- If while in communication by Direct Connection, a duration when there is no data transmission between the machine and the mobile device lasts for some time, the communication may terminate.
- The machine's SSID and network key are changed each time the Direct Connection procedure is started.
- While in Direct Connection, sleep mode is not as effective at saving power.
- When both <Enable Direct Connection> and <Enable NFC> are set to <On>, sleep mode is not as effective at saving power even if not in Direct Connection.
 - **Configuring the Settings for Direct Connection (Access Point Mode) (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
 - **Enable NFC**
- If you use the direct connection, do not set the IP address manually on the mobile device. Doing so may prevent proper communication after using the direct connection.

TIPS

Using NFC together with Access Point Mode

- You can use NFC and Access Point Mode in combination. By simply touching your mobile device to the NFC mark on the operation panel of the machine, you can read out the machine's SSID and network key automatically. **Printing by Touching a Mobile Device to the Machine (NFC) (MF729Cx)**

Using Remote UI from a Mobile Device

You can use the Remote UI from a Web browser installed on your mobile device. This allows you to check the machine's status and specify machine's settings from your mobile device.



Supported Browsers

The browsers compatible with the Remote UI for mobile devices are the following.

For Android OS

- Chrome

For iOS

- Safari

Starting Remote UI with a Mobile Device

Enter the IP address of the machine into the Web browser and start the Remote UI. Check the IP address set to the machine in advance (🔴 **Viewing Network Settings**). If you have any questions, ask your Network Administrator.

1 Start the Web browser on your smartphone or tablet.

2 Enter "http://(the IP address of the machine)/" in the address field.

- If you want to use an IPv6 address, enclose the IPv6 address with brackets (example: `http://[fe80::2e9e:fcff:fe4e:dbce]/`).

NOTE:

- Some items of the Remote UI are not displayed in its "Smartphone Version." If you want to check all items, see the "PC Version."

LINKS

🔴 **Using Remote UI**

Using AirPrint

You can print, scan, or fax without using drivers by sending print data from Apple devices.



Setting AirPrint

- ▶ **Configuring AirPrint Settings**
- ▶ **Displaying the Screen for AirPrint**

Functions of the AirPrint

- ▶ **Printing with AirPrint**
- ▶ **Scanning with AirPrint**
- ▶ **Faxing with AirPrint (MF729Cx / MF728Cdw / MF628Cw)**

Troubleshooting

- ▶ **If AirPrint Cannot Be Used**

Configuring AirPrint Settings

You can register information, including the name of the machine and installation location, that is used for identifying the machine. You can also disable the AirPrint function of the machine. Use the Remote UI to change these settings.

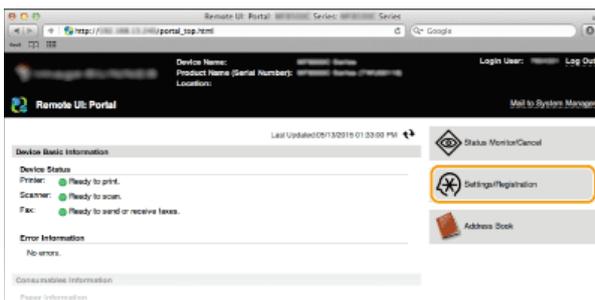
1 Start the Remote UI and log on in System Manager Mode. ▶ Starting Remote UI

NOTE:

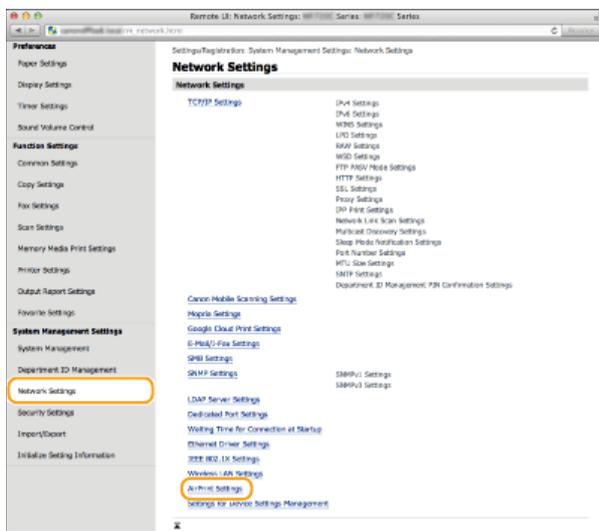
Depending on your Web browser, the procedure to start the Remote UI may be different. See the instruction manuals for the Web browser you are using.

2 Click [Settings/Registration].

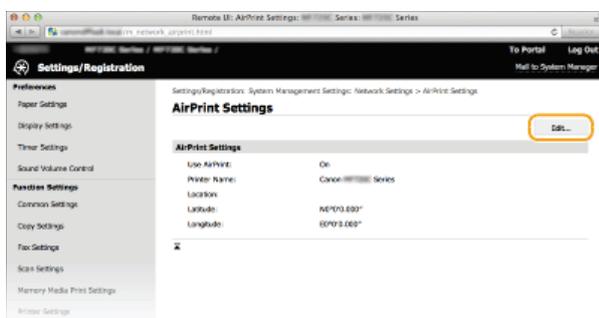
- If you are using a mobile device, such as iPad, iPhone, or iPod touch, read "click" as "tap" in this section.



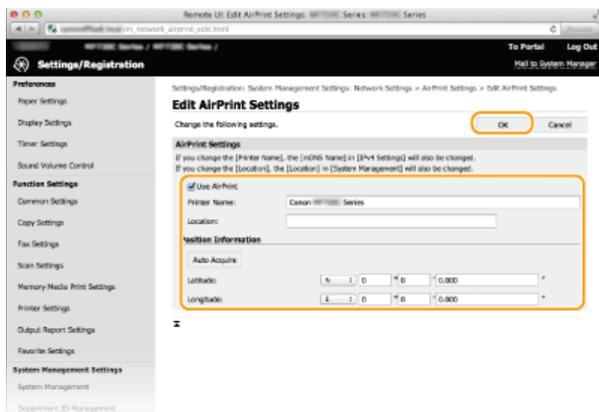
3 Click [Network Settings] ▶ [AirPrint Settings].



4 Click [Edit].



5 Specify the required settings, and click [OK].



[Use AirPrint]

Select the check box to enable AirPrint. To disable AirPrint, clear the check box.

[Printer Name]/[Location]/[Latitude]/[Longitude]

Enter the name and the installation location information to help you identify this machine when operating your Apple device. This information is useful if you have more than one AirPrint printer.

NOTE:

If you change [Printer Name]

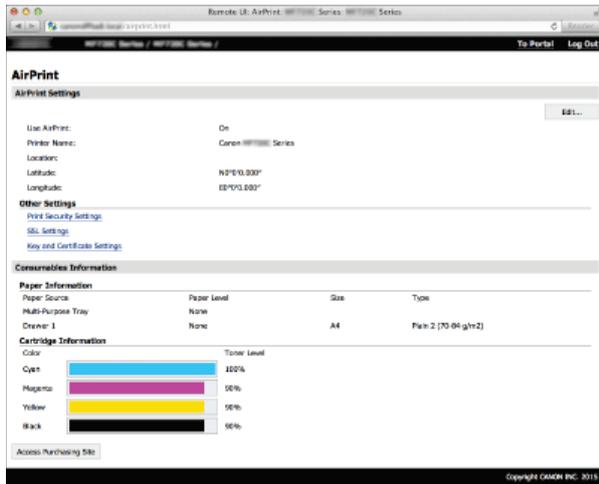
If you change [Printer Name] that you have once specified, you may be unable to print any more from the Mac that has been able to be used for printing so far. This phenomenon occurs because <mDNS Name> (Configuring DNS) of IPv4 is also changed automatically. In this case, add the machine to the Mac again.

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

You can display the screen for AirPrint, on which you can not only access the AirPrint Settings but also view information about consumables, such as paper and toner cartridges. Further, you can configure security function settings (🔒 **Configuring IEEE 802.1X Authentication**).

- 1 Click **[System Preferences]** in the Dock on the desktop ▶ **[Printers & Scanners]**.
- 2 Select your printer and click **[Options & Supplies]**.
- 3 Click **[Show Printer Webpage]**.
- 4 **Log on to the Remote UI.**
 - To change AirPrint settings, log on in System Manager Mode.



Trademarks

Apple, Bonjour, iPad, iPhone, iPod touch, Mac, Mac OS, and Mac OS X are trademarks of Apple Inc., registered in the U.S. and other countries. AirPrint and the AirPrint logo are trademarks of Apple Inc.

Printing with AirPrint

You do not necessarily need to use a computer for printing e-mails, photos, Web pages, and other documents. AirPrint enables you to print directly from Apple devices such as iPad, iPhone, and iPod touch.



▶ Printing from iPad, iPhone, or iPod touch

▶ Printing from Mac

System Requirements

To print with AirPrint, you need one of the following Apple devices.

- iPad (all models)
- iPhone (3GS or later)
- iPod touch (3rd generation or later)
- Mac (Mac OS X 10.7 or later)*

* Mac OS X 10.9 or later when you use USB connection.

Network Environment

You need one of the following environments.

- The Apple device and the machine are connected to the same LAN.
- The Apple device and the machine are in Direct Connection.
- The Mac and the machine are connected via USB.

NOTE:

When using USB connection

Set <Select OS for USB Connected PC> to <Mac OS>. ▶ **Notify to Check Paper Settings**

Printing from iPad, iPhone, or iPod touch

- 1 Make sure that the machine is turned ON and that it is connected to your Apple device.**
 - For how to make sure whether the Apple device and the machine are connected via wired/wireless LAN, see "Getting Started."
 - ▶ **Manuals Included with the Machine**
 - For how to make sure whether the Apple device and the machine are in Direct Connection, see ▶ **Making a Simple Wireless Connection Using Direct Connection (Access Point Mode) (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**.
- 2 From the application on your Apple device, tap  to display the menu options.**
- 3 From the drop-down list, tap [Print].**
- 4 Select this machine from [Printer] in [Printer Options].**
 - The printers connected to the network are displayed. Select this machine in this step.

IMPORTANT:
[Printer Options] is not displayed on applications that do not support AirPrint. You cannot print by using those applications.
- 5 Specify the print settings as necessary.**

NOTE:
The available settings and paper sizes differ depending on the application you are using.
- 6 Tap [Print].**

- Printing starts.

NOTE:

Checking the print status

During printing, press the Home button of the Apple device twice ► tap [Print].

Printing from Mac

1 Make sure that the machine is turned ON and that it is connected to your Mac.

- For how to make sure of this, see "Getting Started." ► **Manuals Included with the Machine**

2 Add the machine to the Mac from [System Preferences] ► [Printers & Scanners].

- This operation is not necessary if the registration has already been performed for scanning or faxing.

3 Open a document in an application and display the print dialog box.

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

4 Select this machine in the print dialog box.

- The printers connected to the Mac are displayed. Select this machine in this step.

5 Specify the print settings as necessary.

NOTE:

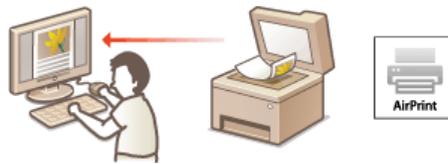
- The available settings and paper sizes differ depending on the application you are using.

6 Click [Print].

- Printing starts.

Scanning with AirPrint

You can use AirPrint to transfer the data scanned by the machine directly to a Mac.



System Requirements

To scan with AirPrint, you need a Mac with Mac OS X 10.9 or later installed.

Network Environment

You need one of the following environments.

- The Mac and the machine are connected to the same LAN.
- The Mac and the machine are connected via USB.

NOTE:

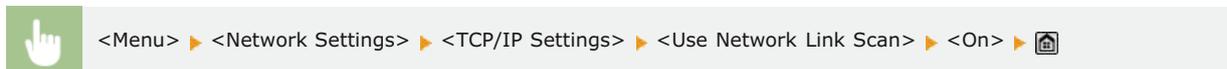
When using USB connection

Set <Select OS for USB Connected PC> to <Mac OS>. **Notify to Check Paper Settings**

Required Machine Setting

Set <Use Network Link Scan> to <On>.

■ Configuring Network Link Scan Settings



Scanning from the Mac

- 1 Make sure that the machine is turned ON and that it is connected to the Mac.**
 - For how to make sure of this, see "Getting Started." **Manuals Included with the Machine**
- 2 Add the machine to your Mac from [System Preferences] > [Printers & Scanners].**
 - This operation is not necessary if the registration has already been performed for printing or faxing.
- 3 Select this machine from the list of printers in [Printers & Scanners].**
- 4 Click [Scan].**
- 5 Click [Open Scanner].**
 - The [Scanner] screen is displayed.
- 6 Configure the scan settings as necessary.**
- 7 Click [Scan].**
 - Scanning starts, and scanned data is displayed.

NOTE

- When <Auto Online for Remote Scan> is set to <Off>, first put the machine into online state by tapping <Scan> ► <Remote Scanner> in this order from the <Home> Screen, then start the procedure for scanning.  **Remote UI Settings**
- You cannot scan while settings for printing, copying, or faxing are being made, or while the machine is performing an operation whatsoever.

Faxing with AirPrint MF729Cx / MF728Cdw / MF628Cw

AirPrint enables you to send faxes from a Mac in almost the same way as when you print from a Mac.



System Requirements

To send faxes with AirPrint, you need a Mac with Mac OS X 10.9 or later installed.

Network Environment

You need one of the following environments.

- The Mac and the machine are connected to the same LAN.
- The Mac and the machine are connected via USB.

NOTE:

When using USB connection

Set <Select OS for USB Connected PC> to <Mac OS>. **Notify to Check Paper Settings**

Faxing from Mac

- 1 Make sure that the machine is turned ON and that it is connected to the Mac.**
 - For how to make sure of this, see "Getting Started." **Manuals Included with the Machine**
- 2 Add the machine to your Mac from [System Preferences] ▶ [Printers & Scanners].**
 - This operation is not necessary if the registration has already been performed for printing or scanning.
- 3 Open a document in an application and display the print dialog box.**
 - How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.
- 4 Select this machine in the print dialog box.**
 - The printers connected to the Mac are displayed. Select the fax driver of this machine in this step.
- 5 Specify the destination.**
- 6 Click [Fax].**
 - Fax sending starts.

If AirPrint Cannot Be Used

If AirPrint cannot be used, try taking the following solutions.

- Make sure that the machine is turned ON. If the machine is turned ON, first turn it OFF, then wait for at least 10 seconds and then turn it back ON to check if the problem is solved.
- Make sure that no error messages are displayed on the machine.
- Make sure that Apple devices and the machine are connected to the same LAN. If the machine is turned ON, it may take several minutes before the machine is ready for communication.
- Make sure that Bonjour on Apple devices is enabled. For details, see the instruction manual for the device, or contact your manufacturer.
- Make sure that the machine is configured to enable printing/scanning/faxing from a computer even when no department ID and password are entered. [▶ Setting the Department ID Management for Printing or Faxing from the Computer](#)
- For printing, make sure that the paper is loaded in the machine and the machine has sufficient toner cartridge remaining. [▶ Loading Paper](#) [▶ Replacing Toner Cartridges](#)
- For scanning, make sure that the machine's setting for Network Link Scan is <On>. [▶ Configuring Network Link Scan Settings](#)
- About fax problems, see [▶ Faxing/Telephone Problems \(MF729Cx / MF728Cdw / MF628Cw\)](#).

Using Google Cloud Print

Google Cloud Print is a service that enables a user who has a Google account to print from applications such as Google Docs™ or Gmail™ via a smartphone, tablet, or computer connected to the Internet. Unlike conventional printing from a computer, Google Cloud Print is a new technology that enables you to print by connecting a printer directly to the Web. For example, if you want to print an e-mail or files that are attached to an e-mail, you can print just by using Gmail for mobile. You will find your printouts when you go to the machine.



IMPORTANT

- When registering the machine or when using Google Cloud Print to print documents, you must be able to connect the machine to the Internet. You are also responsible for paying all Internet connection fees.
- You may not be able to use this function in some countries or regions.

Printing with Google Cloud Print

To print with Google Cloud Print, register the machine with Google Cloud Print.

- ▶ **Checking the Machine Settings**
- ▶ **Changing Google Cloud Print Settings**
- ▶ **Registering the Machine with Google Cloud Print**

NOTE

- To use Google Cloud Print, a Google account is required. If you do not have one, access Google Web site to create your account.

Checking the Machine Settings

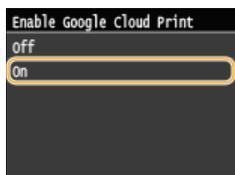
Before setting up Google Cloud Print, check the following:

- Make sure that the machine is assigned an IPv4 address and connected to a computer over a network. ▶ **Connecting to a Wired LAN** ▶ **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
- Make sure that the date and time and the time zone settings are correct. ▶ **Date/Time Settings**
- If the Department ID Management is enabled, make sure that the machine is configured to enable printing from a computer even when no Department ID and PIN are entered. ▶ **Blocking Jobs When Department ID Is Unknown**

Changing Google Cloud Print Settings

Enable the Google Cloud Print function of the machine. You can also disable the Google Cloud Print function of the machine.

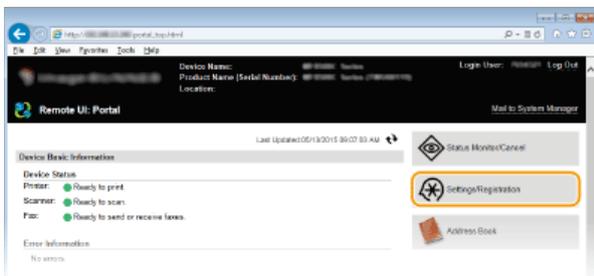
- 1 Tap **<Menu>** in the **<Home>** Screen.
- 2 Tap **<System Management Settings>**.
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **[ID]**. ▶ **Logging on to the Machine**
- 3 Select **<Google Cloud Print Settings>** ▶ **<Enable Google Cloud Print>**.
- 4 Tap **<On>** or **<Off>**.



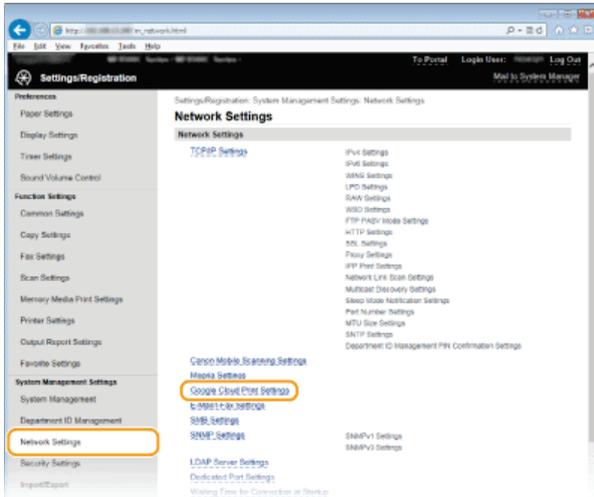
Registering the Machine with Google Cloud Print

Registering the machine with Google Cloud Print allows you to print from anywhere.

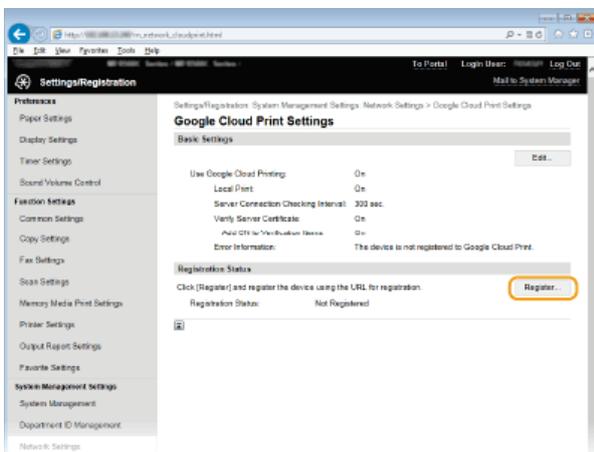
- 1 **Start the Remote UI and log on in System Manager Mode.** ▶ **Starting Remote UI**
- 2 Click **[Settings/Registration]**.



3 Click [Network Settings] ► [Google Cloud Print Settings].



4 Click [Register] in [Registration Status].



NOTE:

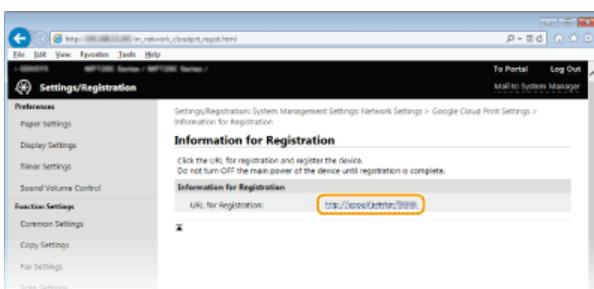
If [Register] is unavailable

- You need to enable Google Cloud Print. Click [Edit], select the [Use Google Cloud Printing] check box, and click [OK].

To reregister the machine

- To reregister the machine if the owner of the machine has changed or for other reasons, unregister the machine and register it again.

5 Click the link of the URL displayed for [URL for Registration].



6 Follow the on-screen instructions to register the machine.

7 To perform printing, start a Google Cloud Print compatible application such as Google Chrome™, Gmail, or Google Docs on an information terminal device such as computer or smartphone.

NOTE:

- Access the Google Cloud Print Web site for information about the latest applications that support Google Cloud Print.

NOTE

Registering from a mobile device or Google Chrome

You can also register the machine from a mobile device or Google Chrome. The machine's display shows the following confirmation screen before completion of the registration. Tap <Yes> to complete the registration.



- For the registration procedure, see the instruction manual for your mobile device or the Google Cloud Print Web site.

Network

The machine has been designed for flexibility of use across a variety of environments, and it includes advanced technologies in addition to basic network features. Do not worry if you are not a network expert, because the machine has also been designed for convenience and ease of use. Relax and proceed with the network setup one step at a time. Mobile devices can also be connected wirelessly and directly to the machine without involved network settings or routing through an access point or wireless LAN router.

■ Connecting to a Computer/Viewing the Machine's Network Settings



▶ Connecting to a Network



▶ Viewing Network Settings

■ Connecting Directly to Mobile Devices

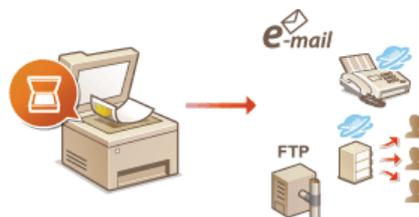


▶ Configuring the Settings for Direct Connection (Access Point Mode) (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)

■ Configuring or Preparing for Print/PC Fax/Scan Functions

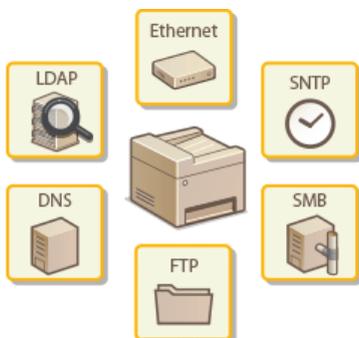


▶ Configuring the Machine for Printing or Faxing from a Computer



▶ Configuring Scan Settings (E-mail/I-Faxes/Shared Folders/FTP Server)

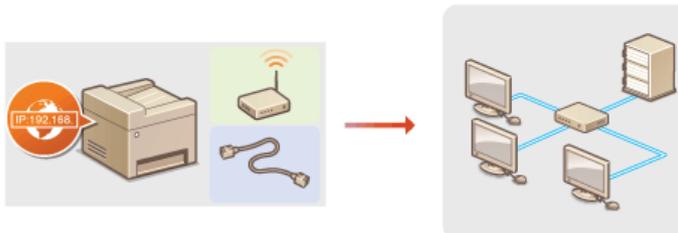
■ Customizing the Machine for More Convenient Network Experience



▶ Configuring the Machine for Your Network Environment

Connecting to a Network

When connecting the machine to a wired or wireless local area network (LAN), you need to set an IP address unique to the selected network. Select "wired" or "wireless" depending on your communication environment and networking devices. For specific IP address settings, contact your Internet service provider or Network Administrator.



IMPORTANT

- If the machine is connected to an unsecured network, your personal information might be leaked to a third party.

NOTE

- The machine cannot connect to both wired and wireless LANs at the same time.
- The machine does not come with a LAN cable or router. Have them ready as necessary.
- For more information about your networking devices, see the instruction manuals for the devices or contact your manufacturer.

■ Before You Start

Follow these steps to connect the machine to a network.



1 Check your computer settings.

- Make sure that the computer is correctly connected to the network. For more information, see the instruction manuals for the devices you are using, or contact the device manufacturers.
- Make sure that the network settings have been completed on the computer. If the network has not been set up properly, you will not be able to use the machine on the network, even if you perform the rest of the procedure below.

NOTE:

- Depending on the network, you may need to change settings for the communication method (half-duplex/full-duplex) or the Ethernet type (10BASE-T/100BASE-TX) (**Configuring Ethernet Settings**).
- For more information, contact your Internet service provider or Network Administrator.
- To check the MAC address of the machine.
 - **Viewing the MAC Address for Wired LAN**
 - **Viewing the MAC Address and Information for Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
- To connect to an IEEE 802.1X network, see **Configuring IEEE 802.1X Authentication**.



2



2 Select wired or wireless LAN.

- **Selecting Wired LAN or Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**



3



3 Connect to a wired or wireless LAN.

- Proceed to the section that corresponds to the setting you selected in step 2.
- **Connecting to a Wired LAN**
- **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**



4

IP:192.168.



Set the IP address as necessary.

- At the time of purchase, the machine is set to automatically acquire an IP address. Change this setting if you want to use a specific IP address.

▶ Setting IP Addresses

Selecting Wired LAN or Wireless LAN MF729Cx / MF728Cdw / MF724Cdw / MF628Cw

After you decide on wired or wireless LAN to connect the machine to the computer, select wired LAN or wireless LAN using the operation panel. Note that if you change the setting from <Wired LAN> to <Wireless LAN> or vice versa, you will need to uninstall MF Drivers installed on your computer and then reinstall them. See the MF Driver Installation Guide for details.

- 1 Tap <Menu> in the <Home> Screen.
- 2 Tap <Network Settings>.
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**
- 3 Tap <Select Wired/Wireless LAN>.
- 4 Tap <Wired LAN> or <Wireless LAN>.

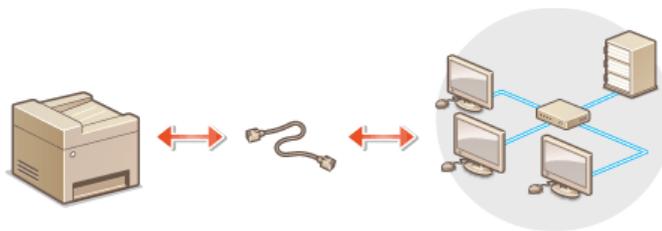


LINKS

- ▶ [Connecting to a Network](#)
- ▶ [Connecting to a Wired LAN](#)
- ▶ [Connecting to a Wireless LAN \(MF729Cx / MF728Cdw / MF724Cdw / MF628Cw\)](#)

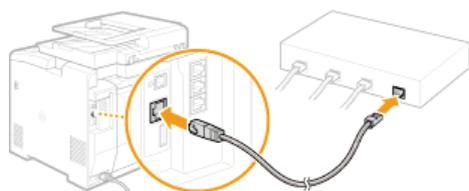
Connecting to a Wired LAN

Connect the machine to a computer via a router. Use a LAN cable to connect the machine to the router.



1 Connect a LAN cable.

- Connect the machine to a router by using a LAN cable.
- Push the connector in until it clicks into place.



2 Wait approximately 2 minutes.

- While you wait, the IP address is set automatically.

NOTE:

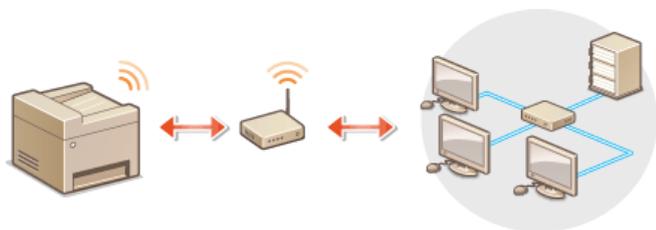
- You can set the IP address manually. ▶ [Setting IP Addresses](#)

LINKS

▶ [Connecting to a Network](#)

Connecting to a Wireless LAN MF729Cx / MF728Cdw / MF724Cdw / MF628Cw

Wireless routers (or access points) connect the machine to a computer via radio waves. If your wireless router is equipped with Wi-Fi Protected Setup (WPS), configuring your network is automatic and easy. If your networking devices do not support automatic configuration, or if you want to specify authentication and encryption settings in detail, you need to manually set up the connection. Make sure that your computer is correctly connected to the network.



▶ Setting Up Connection Using WPS

▶ Manually Setting Up Connection

IMPORTANT

Risk of information leak

- Use wireless LAN connection at your own discretion and at your own risk. If the machine is connected to an unsecured network, your personal information might be leaked to a third party because radio waves used in wireless communication can go anywhere nearby, even beyond walls.

Wireless LAN security

- The wireless LAN security that is supported by the machine is listed below. For the wireless security compatibility of your wireless router, see the instruction manuals for your networking devices or contact your manufacturer.
 - 128 (104)/64 (40) bit WEP
 - WPA-PSK (TKIP/AES-CCMP)
 - WPA2-PSK (TKIP/AES-CCMP)

NOTE

Required devices for wireless LAN connection

- The machine does not come with a wireless router. Have the router ready as necessary.
- The wireless router must conform to IEEE 802.11b/g/n and be able to communicate in 2.4 GHz frequency band. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

Setting Up Connection Using WPS

When using WPS, two modes are available: push button mode and PIN code mode.

■ Push Button Mode

Find the WPS mark shown below on the package of your wireless router. Also make sure that there is a WPS button on your networking device. ▶ **Setting Up Connection Using WPS Push Button Mode**



■ PIN Code Mode

Some WPS routers do not support the push button mode. If WPS PIN code mode is mentioned on the package or in the instruction manuals of your networking device, set up the connection by entering the PIN code. ▶ **Setting Up Connection Using WPS PIN Code Mode**

NOTE

- If the wireless router is set to use WEP authentication, you may not be able to set up connection using WPS.

Manually Setting Up Connection

When manually setting up a wireless connection, you can either select a wireless router or manually enter the required information. Regardless of the method, make sure that you have the required setup information, including the SSID and network key ([▶ Checking the SSID and Network Key](#)).

■ Selecting a Wireless Router

Select this setup option if you need to manually set up the connection but want to complete the setup as easily as possible. [▶ Setting Up Connection by Selecting a Wireless Router](#)

■ Manually Entering the Setup Information

If you want to specify security settings in detail, such as authentication and encryption settings, manually enter the SSID and network key to set up the connection. [▶ Setting Up Connection by Specifying Detailed Settings](#)

LINKS

[▶ Connecting to a Network](#)

[▶ Selecting Wired LAN or Wireless LAN \(MF729Cx / MF728Cdw / MF724Cdw / MF628Cw\)](#)

Setting Up Connection Using WPS Push Button Mode

If your wireless router supports WPS push button mode, you can easily set up a connection with a WPS button.

IMPORTANT

- How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

1 Tap <Menu> in the <Home> Screen.

2 Tap <Network Settings>.

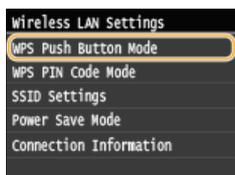
- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**

3 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 Read the message that is displayed, and tap <OK>.

5 Tap <WPS Push Button Mode>.



6 Tap <Yes>.

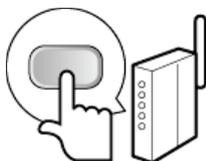


➡ A PIN code is generated.

7 Press and hold the WPS button on the wireless router.

The button must be pressed within 2 minutes after tapping <Yes> in step 6.

- Depending on the networking device, you may need to press and hold the button for 2 seconds or longer. See the instruction manuals for your networking device for help.



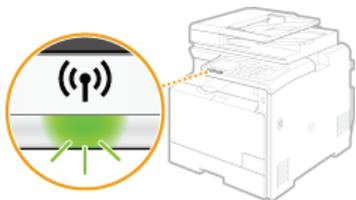
NOTE:

If an error message is displayed during setup

- Tap <Close> and return to step 5.

8 Check that the Wi-Fi indicator is blinking on the operation panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.



- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **▶ Power Save Mode**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

- ▶ **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**

Setting Up Connection Using WPS PIN Code Mode

If your wireless router supports WPS PIN code mode, generate a PIN code with the machine and register the code to the networking device.

IMPORTANT

- How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

From a Computer

1 Access your wireless router from a computer and display the screen for entering a WPS PIN code.

- For more information, see the instruction manuals for your networking device.

From the Operation Panel

2 Tap <Menu> in the <Home> Screen.

3 Tap <Network Settings>.

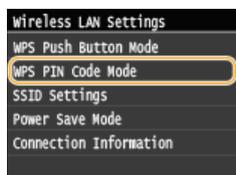
- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**

4 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

5 Read the message that is displayed, and tap <OK>.

6 Tap <WPS PIN Code Mode>.



7 Tap <Yes>.



⇒ A PIN code is generated.

From a Computer

8 Register the generated PIN code to the wireless router.

- Register the PIN code on the setup screen displayed in step 1.
- The PIN code must be registered within 10 minutes after tapping <Yes> in step 7.

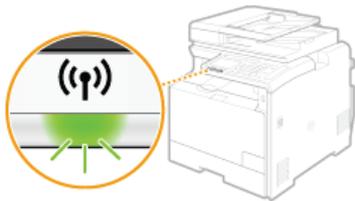
NOTE:

If an error message is displayed during setup

- Tap <Close> and return to step 6.

9 Check that the Wi-Fi indicator is blinking on the operation panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.



- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **▶ Power Save Mode**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

- ▶ [Connecting to a Wireless LAN \(MF729Cx / MF728Cdw / MF724Cdw / MF628Cw\)](#)

Setting Up Connection by Selecting a Wireless Router

You can search the wireless routers (or access points) available for connection and select one from the display of the machine. For the network key, enter a WEP key or TKIP. Before selecting a wireless router, check and write down the required setup information, including the SSID and network key (🔗 **Checking the SSID and Network Key**).

NOTE

Security settings

- If the wireless connection is set up by selecting a wireless router, the WEP authentication method is set to <Open System> or the WPA/WPA2 encryption method is set to <Auto> (AES-CCMP or TKIP). If you want to select <Shared Key> for WEP authentication or <AES-CCMP> for WPA/WPA2 encryption, you need to set up the connection using the manual entry method (🔗 **Setting Up Connection by Specifying Detailed Settings**).

1 Tap <Menu> in the <Home> Screen.

2 Tap <Network Settings>.

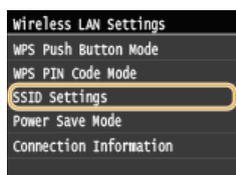
- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. (🔗 **Logging on to the Machine**)

3 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 Read the message that is displayed, and tap <OK>.

5 Tap <SSID Settings>.



6 Tap <Select Access Point>.

- The machine starts searching for available wireless routers.



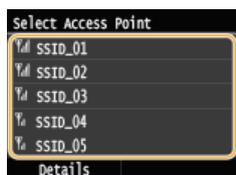
NOTE:

If <Cannot find the access point.> is displayed

- See 🔗 **When an Error Message Appears**.

7 Select a wireless LAN router.

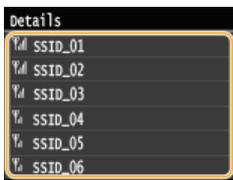
- Tap the router whose SSID matches the one that you have written down.



NOTE:

To view details of security settings

- Tap <Details> and select the wireless LAN router. To return to the original screen, tap <Close> twice, and then press **↩**.



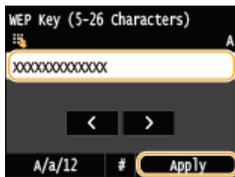
If your wireless router is not found

- Check whether the machine is properly installed and ready to connect to the network. **▶ Installation/Settings Problems**

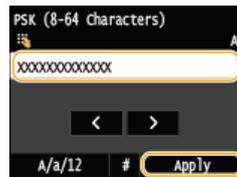
8 Enter the network key that you have written down.

- Enter the network key using the numeric keys, and tap <Apply>.

WEP



WPA-PSK or WPA2-PSK



9 Tap <Yes>.



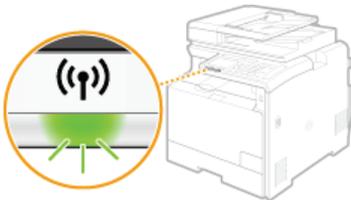
NOTE:

If an error message is displayed during setup

- Tap <Close>, check whether the network key is correct, and return to step 5.

10 Check that the Wi-Fi indicator is blinking on the operation panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.



- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **▶ Power Save Mode**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

🔗 [Connecting to a Wireless LAN \(MF729Cx / MF728Cdw / MF724Cdw / MF628Cw\)](#)

Setting Up Connection by Specifying Detailed Settings

If you want to specify the security settings in detail or cannot establish the wireless connection using the other procedures, manually enter all the required information for the wireless LAN connection. Before specifying detailed settings, check and write down the required information, including the SSID, network key, and wireless security protocols (🔴 **Checking the SSID and Network Key**).

1 Tap <Menu> in the <Home> Screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. 🔴 **Logging on to the Machine**

3 Tap <Wireless LAN Settings>.

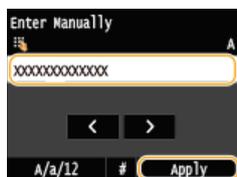
- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 Read the message that is displayed, and tap <OK>.

5 Select <SSID Settings> ▶ <Enter Manually>.

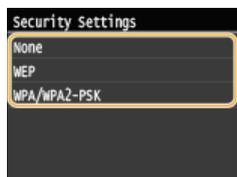
6 Enter the SSID that you have written down.

- Enter the SSID using the numeric keys, and tap <Apply>. 🔴 **Entering Text**



7 Specify the security settings based on the information that you have written down.

- If you do not need to specify the security settings, tap <None>.



■ Using WEP

1 Tap <WEP>.

2 Select an authentication method.



a <Open System>

Sets open system authentication, which is also called "open authentication."

b <Shared Key>

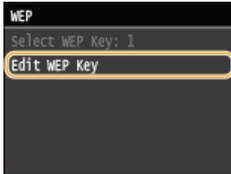
Uses the WEP key as a password.

NOTE:

When <Open System> is selected

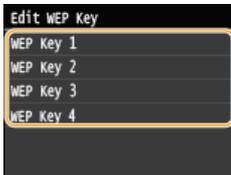
When connecting to a wireless LAN, the machine experiences an authentication error if the shared key authentication is set on the wireless router. If this happens, the machine automatically changes the setting to <Shared Key> and retries the connection.

3 Tap <Edit WEP Key>.



4 Select the WEP key(1 to 4) you want to edit.

- Up to four WEP keys can be registered.



5 Enter the network key that you have written down.

- Enter the network key using the numeric keys, and tap <Apply>. **▶ Entering Text**



6 Tap <Select WEP Key>.

7 Tap the WEP key you have edited.

■ Using WPA-PSK or WPA2-PSK

1 Tap <WPA/WPA2-PSK>.

2 Select an encryption method.



a <Auto>

Sets the machine to automatically select AES-CCMP or TKIP to match the setting of the wireless router.

b <AES-CCMP>

Sets AES-CCMP as the encryption method.

3 Enter the network key that you have written down.

- Enter the network key using the numeric keys, and tap <Apply>. **▶ Entering Text**



8 Tap <Yes>.



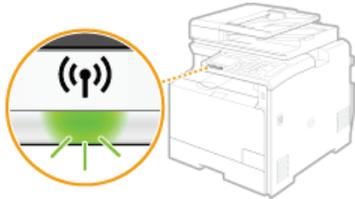
NOTE:

If an error message is displayed during setup

- Tap <Close>, check whether the specified settings are correct, and return to step 5.

9 Check that the Wi-Fi indicator is blinking on the operation panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.



- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **▶ Power Save Mode**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

- ▶ **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**

Checking the SSID and Network Key

When manually setting up a wireless connection, you need to specify the SSID and network key of your wireless router. The SSID and network key may be indicated on these networking devices. Check your devices and write down the necessary information before setting up the connection. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

SSID	A name given for identifying a specific wireless LAN. Some other terms used for SSID include "access point name" and "network name."
Network Key	A keyword or password used for encrypting data or authenticating a network. Some other terms used for network key include "encryption key," "WEP key," "WPA/WPA2 passphrase," and "preshared key (PSK)."
Wireless Security Protocols (Authentication/Encryption)	When manually setting up a wireless connection by specifying detailed settings, you need to specify security settings. Check the following information: <ul style="list-style-type: none"> ● Security types (WEP/WPA-PSK/WPA2-PSK) ● Authentication method (Open System/Shared Key) ● Encryption method (TKIP/AES-CCMP)

■ Checking the SSID and Network Key from a Computer

The SSID or the network key may have been changed. If you do not know the SSID or the network key, you can check them by using the Canon MF/LBP Wireless Setup Assistant included with the provided DVD-ROM. The Canon MF/LBP Wireless Setup Assistant can be used on a computer connected to a wireless LAN.

NOTE

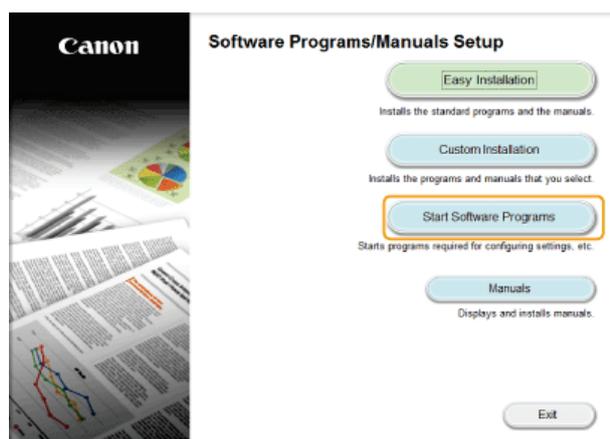
If you are a Mac OS user

- The provided DVD-ROM that comes with the machine does not contain the Canon MF/LBP Wireless Setup Assistant for Mac OS. It is available from the following Canon Web site:<http://www.canon.com/>

1 Insert the provided DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.

2 Click [Start Software Programs].



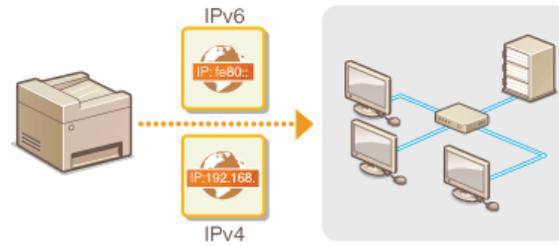
NOTE:

- If the above screen is not displayed, see **▶ Displaying the [Software Programs/Manuals Setup] Screen.**
- If [AutoPlay] is displayed, click [Run MInst.exe].

3 Click [Start] for [Canon MF/LBP Wireless Setup Assistant].

Setting IP Addresses

Connecting the machine to a network requires a unique network IP address. Two versions of IP addresses are available: IPv4 and IPv6. Configure these settings depending on the network environment. To use IPv6 addresses, you need to properly configure the IPv4 address settings.



Setting IPv4 Address

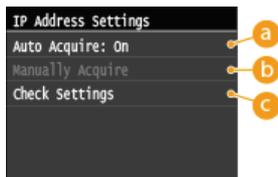


The machine's IPv4 address can be either assigned automatically by a dynamic IP addressing protocol, such as DHCP, or entered manually. When connecting the machine to a wired LAN, make sure that the connectors of the LAN cable are firmly inserted into the ports (▶ **Connecting to a Wired LAN**). You can test the network connection if necessary.

- ▶ **Setting IPv4 Address**
- ▶ **Testing the Network Connection**

Setting IPv4 Address

- 1 Tap <Menu> in the <Home> Screen.**
- 2 Tap <Network Settings>.**
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. ▶ **Logging on to the Machine**
- 3 Select <TCP/IP Settings> ▶ <IPv4 Settings> ▶ <IP Address Settings>.**
- 4 Configure IP address settings.**



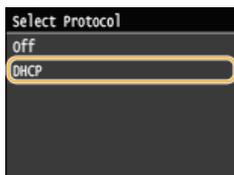
- a <Auto Acquire>**
Select to automatically assign an IP address via DHCP protocol. When <Auto Acquire: On> is displayed, automatic addressing is enabled.
- b <Manually Acquire>**
Select to configure the IP address settings by manually entering an IP address. In order to select this option, <Auto Acquire> must be set to <Off>.
- c <Check Settings>**
Select when you want to view the current IP address settings.

■ Automatically assigning an IP address

- 1 Select <Auto Acquire> ▶ <Select Protocol>.**



- 2 Tap <DHCP>.**



NOTE:

If you do not want to use DHCP/BOOTP/RARP to assign an IP address

Tap <Off>. If you tap <DHCP> when these services are unavailable, the machine will waste time and communications resources searching the network for these services.

Check that <Auto IP> is set to <On>.

3

- If <Off> is selected, change the setting to <On>.

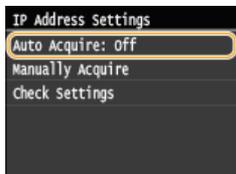
4 Tap <Apply>.

NOTE:

- IP addresses assigned via DHCP override the address obtained via Auto IP.

Manually entering an IP address

1 Check that <Auto Acquire> is set to <Off>.

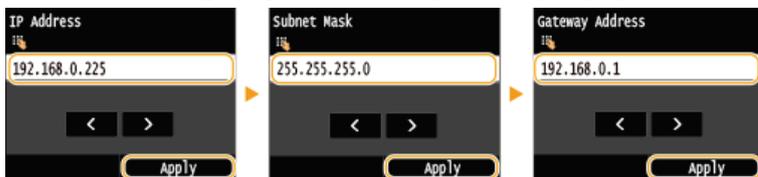


- If <On> is displayed, tap <Auto Acquire>, and set both <Select Protocol> and <Auto IP> to <Off>.

2 Tap <Manually Acquire>.

3 Specify the IP address, subnet mask, and gateway address (or default gateway).

- Specify the settings in the following order: <IP Address> ► <Subnet Mask> ► <Gateway Address>.
- Enter each setting using the numeric keys, and tap <Apply>.



5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Checking whether the settings are correct

- Make sure that the Remote UI screen can be displayed with your computer (▶ **Starting Remote UI**). If a computer is not available, you can check the connection by using the operation panel (▶ **Testing the Network Connection**).

Testing the Network Connection

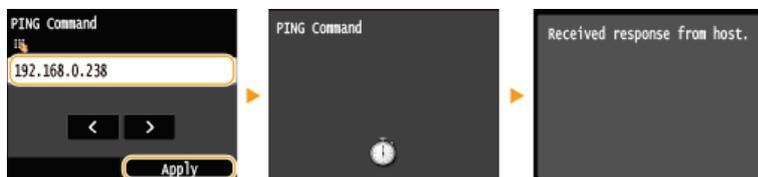
1 Tap <Menu> in the <Home> Screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press [ID]. ▶ **Logging on to the Machine**

3 Select <TCP/IP Settings> ► <IPv4 Settings> ► <PING Command>.

4 Enter the IPv4 address of another device on the network, and tap <Apply>.



- If a proper connection has been established, the result is displayed as shown above.

LINKS

- ▶ [Setting IPv6 Addresses](#)
- ▶ [Viewing Network Settings](#)
- ▶ [Configuring WINS](#)

Setting IPv6 Addresses

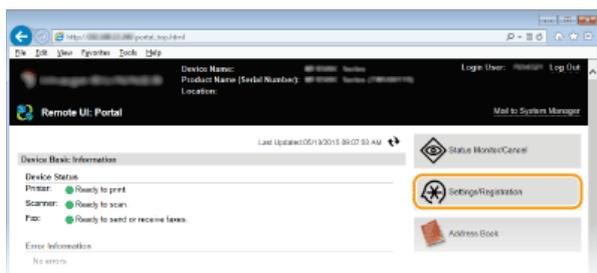


The IPv6 addresses of the machine can be configured via the Remote UI. Before setting IPv6 addresses, check the IPv4 address settings (▶ **Viewing IPv4 Settings**). You need to set the correct IPv4 settings to use IPv6 addresses. Note that the scan function that uses the scanner driver or MF Scan Utility is not available in an IPv6 environment. The machine can use up to nine of the following IPv6 addresses:

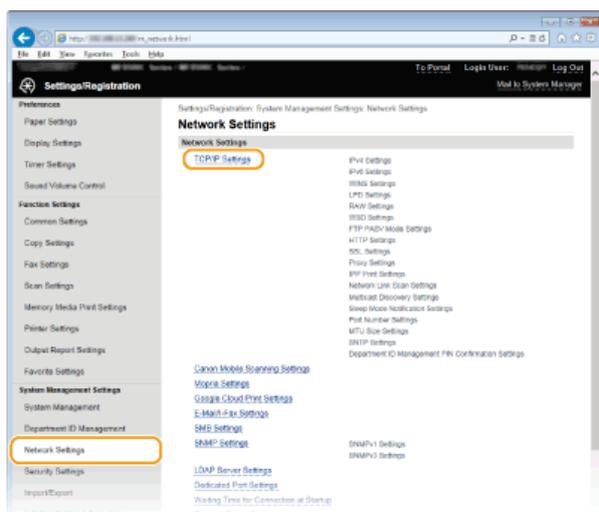
Type	Maximum number available	Description
Link-local address	1	An address that is only valid within a subnet or link and cannot be used to communicate with devices beyond a router. A link-local address is automatically set when the IPv6 function of the machine is enabled.
Manual address	1	An address that is entered manually. When using this address, specify the prefix length and default router address.
Stateless address	6	An address that is generated automatically using the MAC address of the machine and the network prefix that is advertised by the router. Stateless addresses are discarded when the machine is restarted (or turned ON).
Stateful address	1	An address obtained from a DHCP server using DHCPv6.

1 Start the Remote UI and log on in System Manager Mode. ▶ **Starting Remote UI**

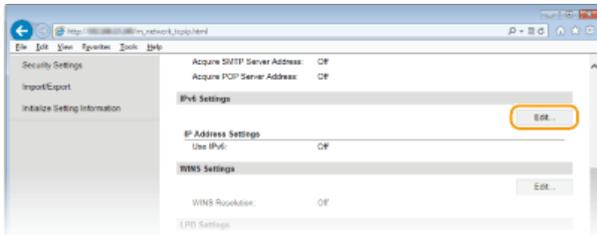
2 Click [Settings/Registration].



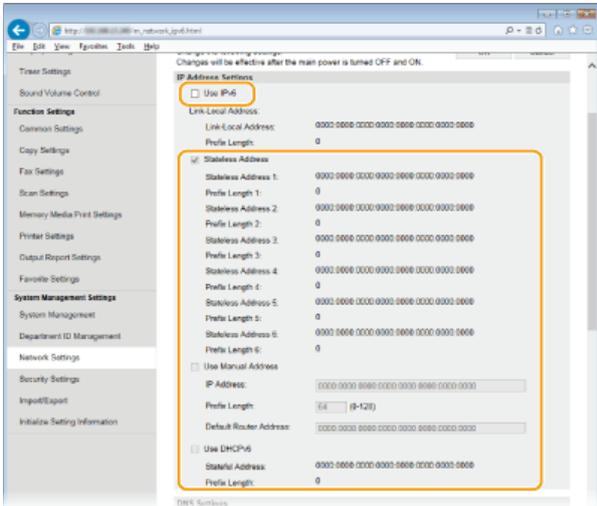
3 Click [Network Settings] ▶ [TCP/IP Settings].



4 Click [Edit] in [IPv6 Settings].



5 Select the [Use IPv6] check box and configure the required settings.



[Use IPv6]

Select the check box to enable IPv6 on the machine. When not using IPv6, clear the check box.

[Stateless Address]

Select the check box when using a stateless address. When not using a stateless address, clear the check box.

[Use Manual Address]

When you want to manually enter an IPv6 address, select the check box and enter the IP address, prefix length, and default router address in the corresponding text boxes.

[IP Address]

Enter an IPv6 address. Addresses that start with "ff" (or multicast address) cannot be entered.

[Prefix Length]

Enter a number that indicates how many bits are available for the network address.

[Default Router Address]

Specify the IPv6 address of the default router as necessary. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use DHCPv6]

Select the check box when using a stateful address. When not using DHCPv6, clear the check box.

6 Click [OK].



7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Checking whether the settings are correct

- Make sure that the Remote UI screen can be displayed with your computer by using the IPv6 address of the machine.
- **Starting Remote UI**

Selecting settings from the operation panel

- IPv6 settings can also be accessed from <Menu> in the <Home> Screen. [▶ IPv6 Settings](#)

LINKS

- [▶ Setting IPv4 Address](#)
- [▶ Viewing Network Settings](#)

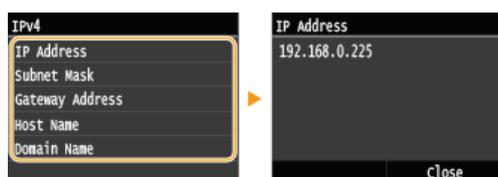
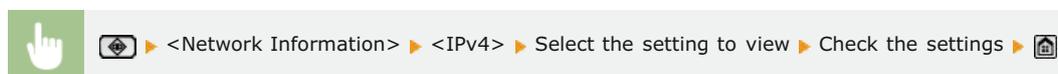
Viewing Network Settings

- ▶ Viewing IPv4 Settings
- ▶ Viewing IPv6 Settings
- ▶ Viewing the MAC Address for Wired LAN
- ▶ Viewing the MAC Address and Information for Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)

NOTE

- The IP address is not correctly configured if it is displayed as "0.0.0.0".
- Connecting the machine to a switching hub or bridge may result in a connection failure even when the IP address is correctly configured. This problem can be solved by setting a certain interval before the machine starts communicating. **Setting a Wait Time for Connecting to a Network**
- You can print a list of the current network settings. **User Data List/System Manager Data List**

Viewing IPv4 Settings



Viewing IPv6 Settings



Viewing the MAC Address for Wired LAN

1 Tap <Menu> in the <Home> Screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**

Tap <Ethernet Driver Settings>.

3



Viewing the MAC Address and Information for Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)

1 Tap <Menu> in the <Home> Screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press . **Logging on to the Machine**

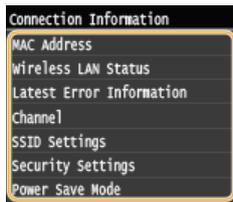
3 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 Read the message that is displayed, and tap <OK>.

5 Tap <Connection Information>.

6 Select the setting to view.



■ Viewing WEP and WPA/WPA2-PSK information

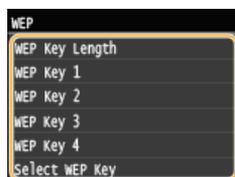
1 Tap <Security Settings>.

2 Confirm and tap the current security setting.

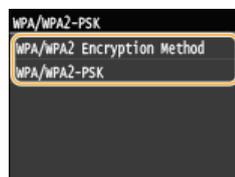
- If the security settings are not configured, <None> is displayed.

3 Select the setting to view.

WEP



WPA/WPA2-PSK



NOTE:

- <Wireless LAN Status> and <Latest Error Information> can be viewed from . Press > <Network Information> > <Network Connection Method> > <Connect. Info.> and select the setting to view.

LINKS

- Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
- Setting IPv4 Address**
- Setting IPv6 Addresses**

Configuring the Settings for Direct Connection (Access Point Mode)

MF729Cx / MF728Cdw / MF724Cdw / MF628Cw

Connect a mobile device to the machine wirelessly and directly without routing through a wireless LAN router (or access point). For how to print with Direct Connection, see [▶ Making a Simple Wireless Connection Using Direct Connection \(Access Point Mode\) \(MF729Cx / MF728Cdw / MF724Cdw / MF628Cw\)](#).



IMPORTANT

- Setting <Enable Direct Connection> to <On> prevents use of a wired LAN or any wireless LAN other than Direct Connection.
- While in Direct Connection, sleep mode is not as effective at saving power.
- When both <Enable Direct Connection> and <Enable NFC> are set to <On>, sleep mode is not as effective at saving power even if not in Direct Connection. [▶ Enable NFC](#)

1 Tap <Menu> in the <Home> Screen.

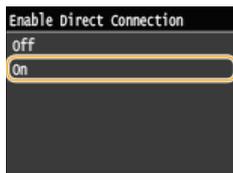
2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. [▶ Logging on to the Machine](#)

3 Tap <Enable Direct Connection>.



4 Tap <On>.



5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Configuring the Machine for Printing or Faxing from a Computer

When using the machine as a network printer or a PC-to-fax machine, you can configure the protocols and ports used for printing and create a print server for the machine. Before configuring the machine for printing or faxing from a computer, perform the basic setup procedures. For more information, see MF Driver Installation Guide.



NOTE

- Printing protocols are rules for delivering document data created on a computer to the machine, and can be selected according to the printing purpose or the network environment.
- Ports are gateways for passing document data from a computer to the printer. Incorrect port settings are often the cause when documents cannot be printed from a network computer.

Configuring Printing Protocols and WSD Functions

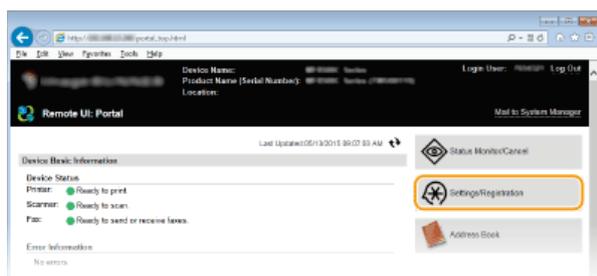
Configure the protocols that are used for printing documents from a networked computer. The protocols supported by the machine include LPD, RAW, and WSD (Web Services on Devices).

NOTE

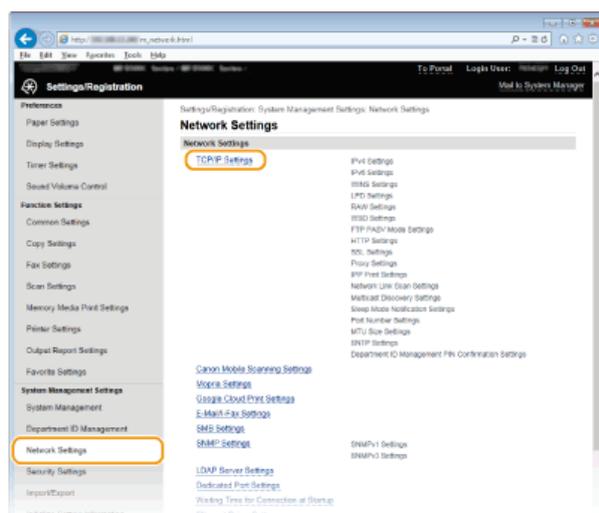
- To change protocols' port numbers, see [Changing Port Numbers](#).

1 Start the Remote UI and log on in System Manager Mode. [Starting Remote UI](#)

2 Click [Settings/Registration].



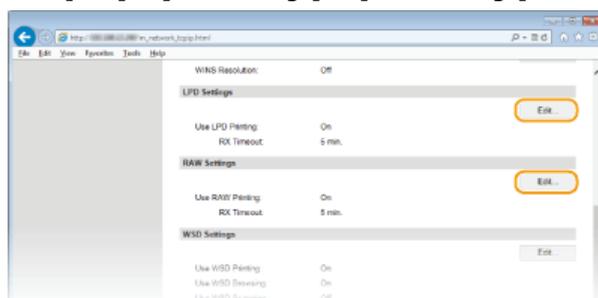
3 Click [Network Settings] ▶ [TCP/IP Settings].



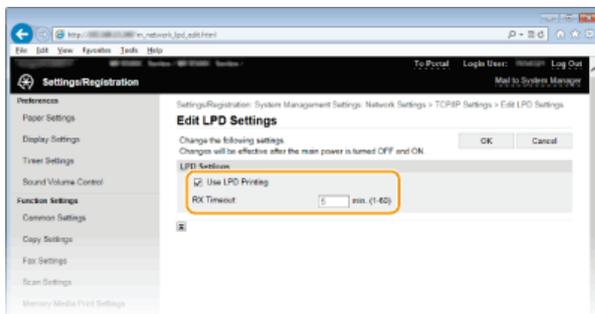
4 Configure printing protocols.

■Configuring LPD or RAW

1 Click [Edit] in [LPD Settings] or [RAW Settings].



2 Configure the settings as necessary.



[Use LPD Printing]

Select the check box to print via LPD. When not using LPD printing, clear the check box.

[Use RAW Printing]

Select the check box to print via RAW. When not using RAW printing, clear the check box.

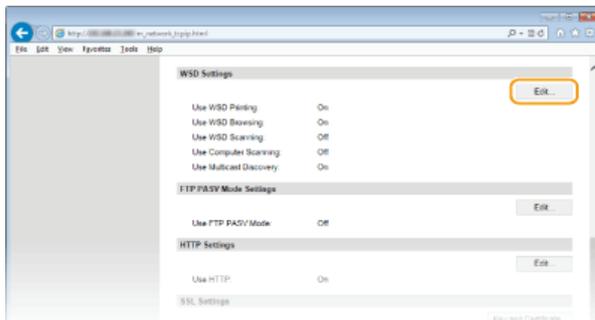
[RX Timeout]

Set a value between 1 and 60 (minutes) as the restart wait time for data reception. If data reception does not resume within the set time, printing is canceled.

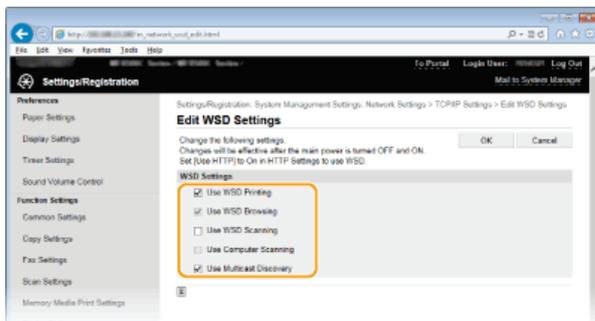
3 Click [OK].

■Configuring WSD

1 Click [Edit] in [WSD Settings].



2 Configure the settings as necessary.



[Use WSD Printing]

Select the check box to print via WSD. When not using WSD printing, clear the check box.

[Use WSD Browsing]

Select the check box to obtain information about the machine from a computer via WSD. This check box is automatically selected when the [Use WSD Printing] check box is selected.

[Use WSD Scanning]

Available for Windows Vista/7/8, WSD scanning enables you to scan documents to a computer without installing the scanner driver. Select the check box to scan documents via WSD. When not using WSD scanning, clear the check box.

[Use Computer Scanning]

Select the check box to use WSD scanning by operating the machine with the operation panel. This check box can only be selected when the [Use WSD Scanning] check box is selected. To perform scanning, tap <Scan> and specify a WSD-connected computer as a scan destination. (🔴 **Scanning from the Machine**).

[Use Multicast Discovery]

Select the check box to set the machine to reply to multicast discovery messages. If the check box is cleared, the machine stays in sleep mode even when multicast discovery messages are flowing on the network.

Click [OK].

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Selecting settings from the operation panel

- LPD, RAW, and WSD, settings can also be accessed from <Menu> in the <Home> Screen.
 - ▶ **LPD Settings**
 - ▶ **RAW Settings**
 - ▶ **WSD Settings**

Setting up WSD network devices on Windows Vista/7/8

- The WSD printer and scanner can be added from the printer folder. Open the printer folder (▶ **Displaying the Printer Folder**)
 - ▶ click [Add a device] or [Add a printer] and follow the on-screen instructions. For more information about how to install MF Drivers for the WSD network printer, see MF Driver Installation Guide.

LINKS

- ▶ **Configuring Printer Ports**

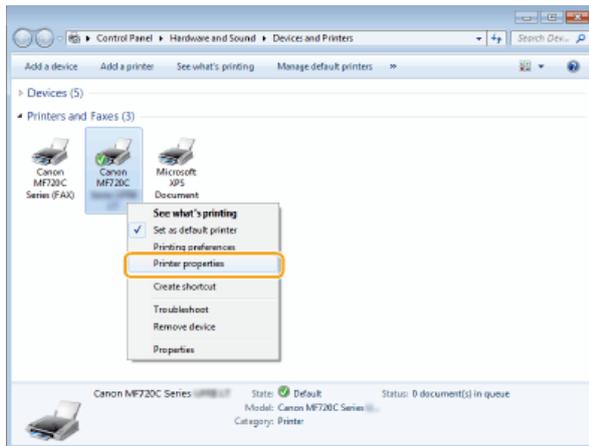
Configuring Printer Ports

Printing errors can occur when the IP address of the machine has been changed, or when a printer has been added via the Windows printer folder. These errors are typically caused by incorrect printer port settings. For example, an incorrect port number or port type may have been specified. In such situations, your attempt to print fails because the document data cannot reach the machine. To fix this type of problem, configure the printer port settings on the computer.

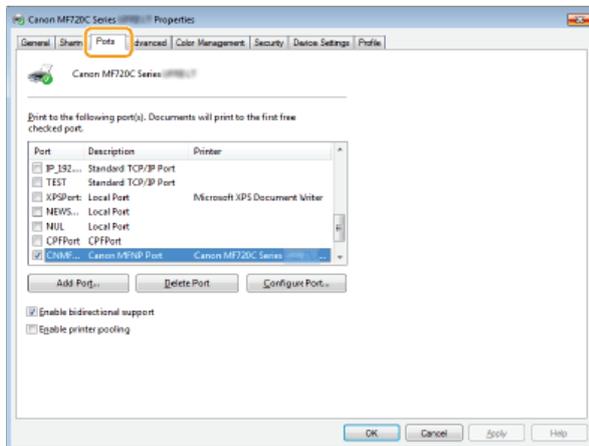
IMPORTANT

- To perform the following procedure, log on to your computer with an administrator account.

- 1 **Open the printer folder.**  **Displaying the Printer Folder**
- 2 **Right-click your printer icon and click [Printer properties] or [Properties].**



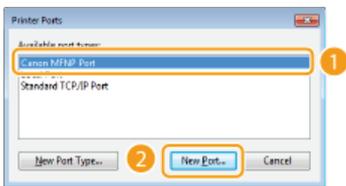
- 3 **Click the [Ports] tab and configure the required settings.**



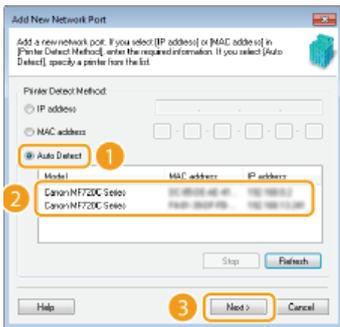
■ Adding a port

If the IP address of the machine has been changed, add a new port. Adding a port is also an effective solution when an incorrect port type was selected in the Windows printer folder during the printer driver installation.

- 1 **Click [Add Port].**
- 2 **Select [Canon MFNP Port] in [Available port types] and click [New Port].**



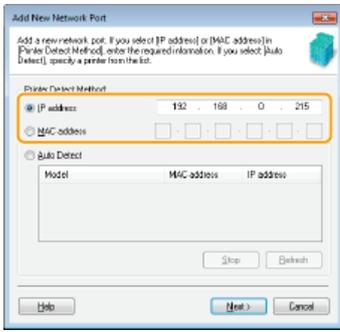
3 Click [Auto Detect], select the machine when it is detected, and click [Next].



NOTE:

If the machine is not detected

Click [Refresh]. If the problem persists, click [IP address] or [MAC address], enter the IP address or MAC address of the machine **Viewing Network Settings**, and then click [Next].



4 Click [Add] ► [Finish].

5 Click [Close].

Changing the port type or number

If the printing protocols (**Configuring Printing Protocols and WSD Functions**) or port numbers (**Changing Port Numbers**) have been changed on the machine, the corresponding settings on the computer must also be configured. This change is only available for LPR or RAW ports.

1 Click [Configure Port].

2 Click the [LPR] or [RAW] radio button in [Protocol Type], change the number in the [Port Number] text box as necessary, and then click [OK].



4 Click [Close].

▶ **Setting Up Print Server**

Setting Up Print Server

With a print server, you can reduce the load on the computer that you print from. The print server also enables each computer to install MF Drivers over the network, which saves you the trouble of installing the drivers on each computer by using the provided DVD-ROM. To set up a computer on the network as a print server, configure the settings for sharing the printer.

IMPORTANT

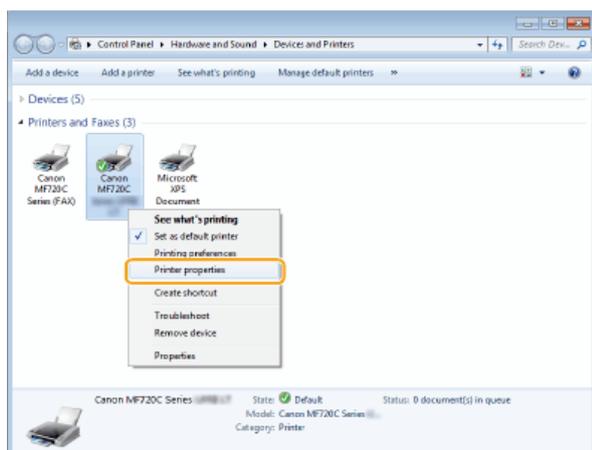
- To perform the following procedure, log on to your computer with an administrator account.
- You may be unable to install drivers over the network depending on the operating system and the bit architecture (32-bit or 64-bit) of the print server and client computers.
- When implementing a print server in a domain environment, consult your Network Administrator.

NOTE

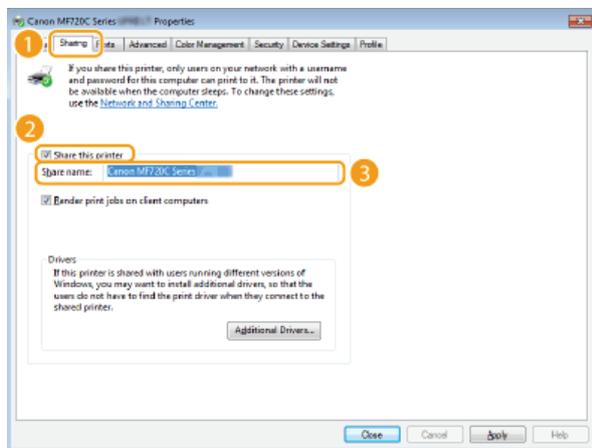
To carry out Department ID Management when using a print server

- Canon Driver Information Assist Service must be added during the printer driver installation. Refer to the MF Driver Installation Guide for details.

- 1 Open the printer folder. ➤ **Displaying the Printer Folder**
- 2 Right-click your printer icon and click [Printer properties] or [Properties].



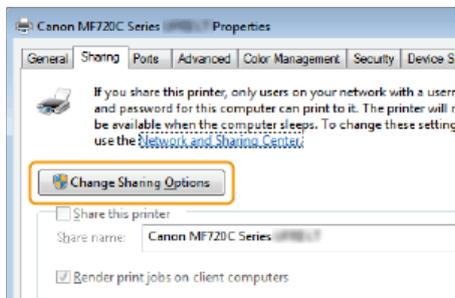
- 3 Click the [Sharing] tab, select [Share this printer], and enter the share name of the machine.



NOTE:

When [Change Sharing Options] is displayed

- Click [Change Sharing Options]. If the [User Account Control] dialog box appears, click [Yes] or [Continue].

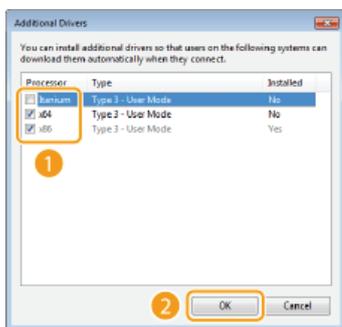


4 Install additional drivers as necessary.

- This operation is required if you want to install MF Drivers in other computers running a different bit architecture via the print server.

1 Click [Additional Drivers].

2 Select the check box for the bit architecture that other computers are running, and click [OK].



- Select additional drivers from the following, according to the operating system of the print server.

Print server	Select the check box for
32-bit operating systems	[x64]
64-bit operating systems	<ul style="list-style-type: none"> • Windows Server 2003 [Windows Server 2003] under [Version] • Windows Vista/7/8/Server 2008/Server 2012 [x86] under [Processor]

NOTE:

If you do not know whether your Windows Vista/7/8/Server 2008/Server 2012 is a 32-bit or 64-bit operating system, see  **Checking the Bit Architecture**.

3 Insert the provided DVD-ROM into the drive on the computer, click [Browse] to specify the folder that contains MF Drivers, and then click [OK].

- If the print server runs a 32-bit operating system, select [DRIVERS] ▶ [x64] ▶ [Driver] folders on the provided DVD-ROM.
- If the print server runs a 64-bit operating system, select [DRIVERS] ▶ [32bit] ▶ [Driver] folders on the provided DVD-ROM.

4 Follow the on-screen instructions to install the drivers.

5 Click [OK].

■ Installing MF Drivers on a Computer via the Print Server

1 Locate the shared printer in the print server.  **Displaying Shared Printers in the Print Server**

- 2** Double-click the shared printer.
- 3** Follow the on-screen instructions to install the drivers.

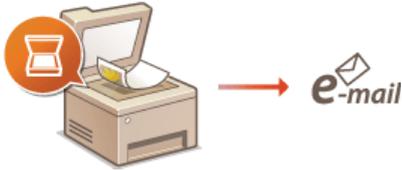
LINKS

 **Printing from a Computer**

Configuring Scan Settings (E-mail/I-Faxes/Shared Folders/FTP Server)

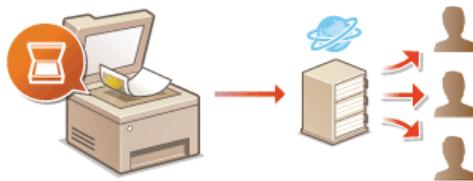
To send scanned originals directly by e-mail or I-Fax or save them to shared folders or FTP server, you need to configure the network. The Send Function Setting Tool, an application that is included with the machine, will assist you with the required setup. Set the necessary configuration depending on your purpose and network environment.

Scanning to E-mail or I-Fax



▶ Configuring Scan Settings (Sending E-mail, Sending & Receiving I-Faxes)

Scanning to Shared Folders



▶ Configuring the Machine for Scanning to Shared Folders

Saving to FTP Server



▶ Configuring the Machine for Scanning to FTP Server

LINKS

- ▶ Specifications for E-mail Sending
- ▶ Specifications for Scanning to Shared Folders

Configuring Scan Settings (Sending E-mail, Sending & Receiving I-Faxes)

Before configuring the machine for scanning to e-mail, check the setup flow shown below.



Make sure that the machine and the computer are correctly connected.

- ▶ **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
- ▶ **Connecting to a Wired LAN**



Make sure that you have the following information:

- The IP address of the machine. ▶ **Viewing Network Settings**
- An e-mail address to be registered as a destination.
- Information about the e-mail server, including the SMTP server name, port numbers, whether authentication is required, and the user name and password for authentication.

NOTE:

For more information about the e-mail server settings, contact your Internet service provider or Network Administrator.



Make sure that the computer meets the following system requirements for the Send Setting Tool(sending e-mail):

- Operating system
Windows Vista/7/8/Server 2003/Server 2008/Server 2012
- Web browser
Microsoft Internet Explorer 7.0 or later
- Display
SVGA monitor (with at least 800 x 600 pixel screen resolution) that supports at least 256 colors

NOTE:

Also make sure that <Use HTTP> and <Use Remote UI> are set to <On>.

- ▶ **Disabling HTTP Communication**
- ▶ **Disabling Remote UI**



Set the machine configuration.

- Sending e-mail
- ▶ **Configuring Basic E-mail Settings**
- Sending & Receiving I-Fax
- ▶ **Configuring E-mail/I-Fax Communication Settings**

Configuring Basic E-mail Settings

The Send Function Setting Tool helps you configure the e-mail settings. With this tool, you can also register e-mail addresses to the Address Book.

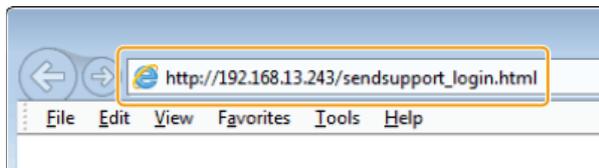
NOTE

- More detailed settings can be specified by using the Remote UI instead of the Send Function Setting Tool (▶ **Configuring E-mail/I-Fax Communication Settings**). The Send Function Setting Tool is helpful for users who want to complete the setup easily.

1 Start the Send Function Setting Tool.

■ Using a Web browser

Enter "http://(the IP address of the machine)/sendsupport_login.html" in the address field of a Web browser, and press the [ENTER] key.

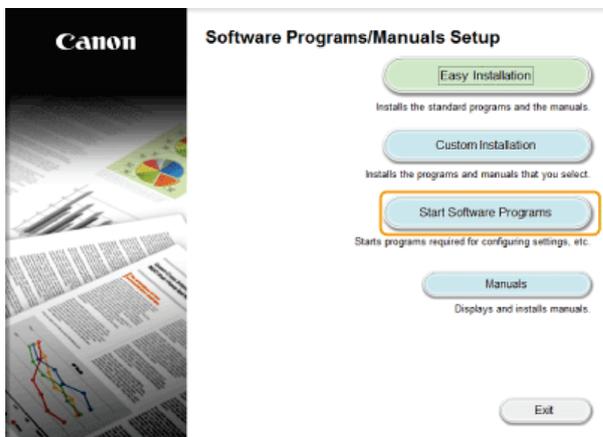


■ Using the provided DVD-ROM

1 Insert the provided DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.

2 Click [Start Software Programs].



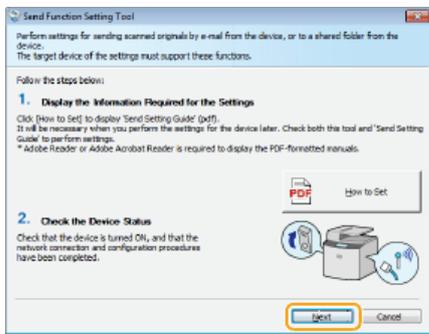
NOTE:

- If the above screen is not displayed, see ▶ **Displaying the [Software Programs/Manuals Setup] Screen**.
- If [AutoPlay] is displayed, click [Run MInst.exe].

3 Click [Start] for [Send Function Setting Tool].

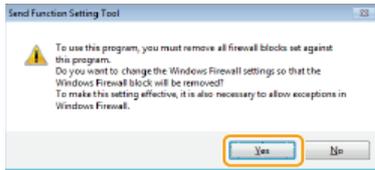
4 Click [Next].

- If you want to view Send Setting Guide, click [How to Set].

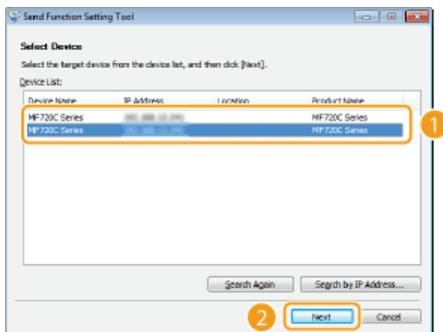


NOTE:
If the screen below appears

- Click [Yes].



5 Select the machine from [Device List] and click [Next].

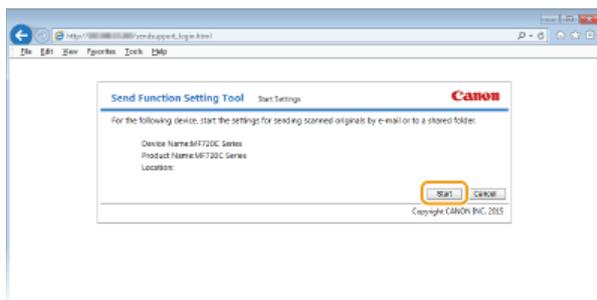


NOTE:
If the machine is not displayed in [Device List]

Click [Search Again]. If the problem persists, click [Search by IP Address], enter the IP address of the machine, and then click [OK].

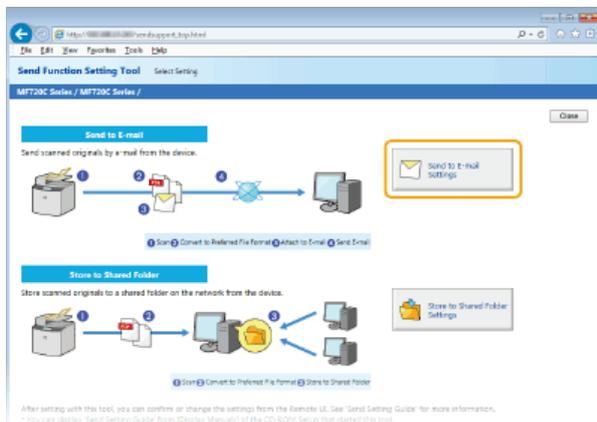
6 Confirm the settings and click [OK].

2 Click [Start].



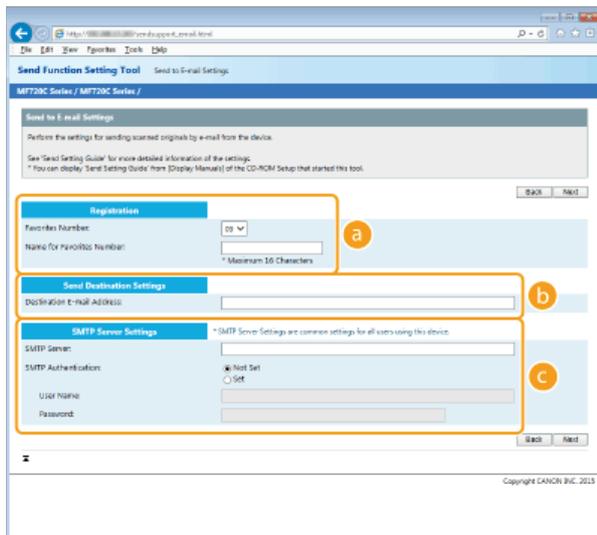
- If the logon screen is displayed, enter the appropriate ID and PIN in the corresponding text boxes, and then click [Logon].

3 Click [Send to E-mail Settings].



- If the screen prompting you to enter the Address Book PIN is displayed, enter the PIN for the Address Book, and click [OK].
- **Setting a PIN for Address Book**

4 Specify the required settings.



a [Registration]

[Favorites Number]

With the Send Function Setting Tool, you can register an e-mail address into <Favorites> in the Address Book. Select a number from the drop-down list.

[Name for Favorites Number]

Enter the name for identifying the destination to be registered. Set a name that will be easy for you to find later in the Address Book.

b [Send Destination Settings]

[Destination E-mail Address]

Enter the e-mail address that you want to send your scanned documents to.

c [SMTP Server Settings]

[SMTP Server]

Enter the SMTP server name.

[SMTP Authentication]

Click the [Not Set] or [Set] radio button to match the authentication settings of the SMTP server. When [Set] is selected, enter the user name in the [User Name] text box and password in the [Password] text box.

NOTE:

Authentication methods for sending e-mails

- To prevent e-mail transmissions by unauthorized users, the machine supports SMTP authentication (SMTP AUTH) and POP before SMTP. For more information about the required authentication method, contact your Internet service provider or Network Administrator.
- POP before SMTP authentication can only be configured by using the Remote UI. • **Configuring E-mail/I-Fax Communication Settings**

5 Click [Next].

6 Confirm the settings and click [Register].

7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

IMPORTANT

Additional settings may be required depending on the network you are using. For more information, contact your Internet service provider or Network Administrator.

- To enable SSL for e-mailing, see [▶ Configuring E-mail/I-Fax Communication Settings](#).
- To change port numbers, see [▶ Changing Port Numbers](#).

LINKS

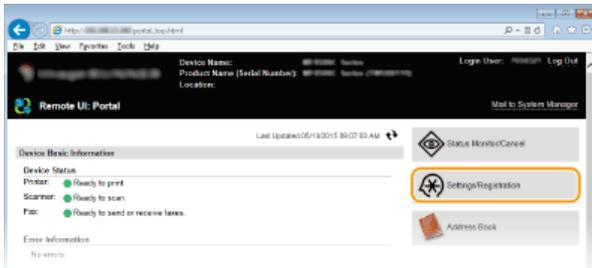
- ▶ [Configuring Scan Settings \(Sending E-mail, Sending & Receiving I-Faxes\)](#)
- ▶ [Sending Documents as E-mails Directly from the Machine](#)
- ▶ [Registering in the Address Book](#)

Configuring E-mail/I-Fax Communication Settings

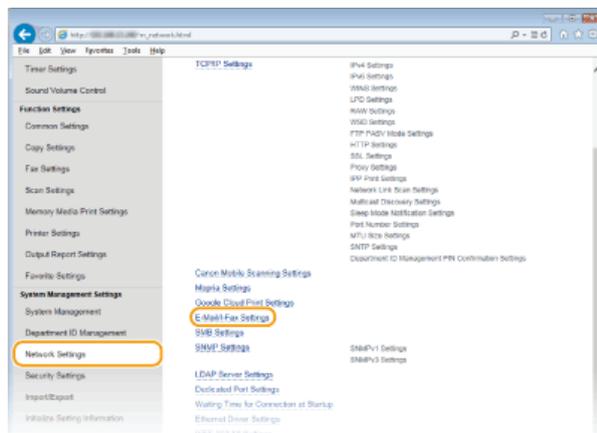
Use the Remote UI to configure the detailed send and receive settings, such as the settings for using the machine to send and receive I-Faxes and the settings for POP authentication and encryption before you send e-mail or I-Faxes. Contact your provider or network administrator for the required settings.

1 Start the Remote UI and log on in System Manager Mode.  Starting Remote UI

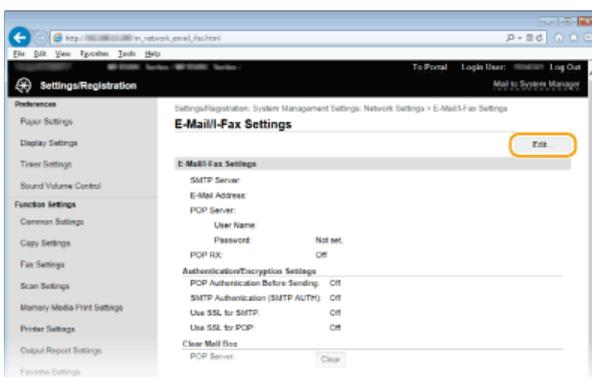
2 Click [Settings/Registration].



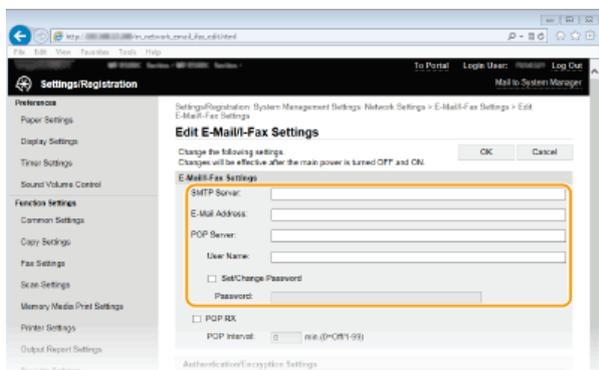
3 Click [Network Settings] ▶ [E-Mail/I-Fax Settings].



4 Click [Edit].



5 Specify the required settings.



[SMTP Server]

Enter up to 48 alphanumeric characters as the SMTP server name (or IP address) for sending e-mail and I-Faxes.

[E-Mail Address]

Enter up to 120 characters for the e-mail address that you want to use for the machine.

[POP Server]

Enter up to 48 alphanumeric characters as the SMTP server name or IP address for sending e-mail and I-Faxes.

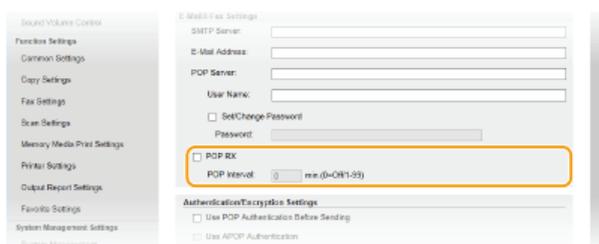
[User Name]

Enter up to 64 alphanumeric characters as the user name for the specified e-mail account when a POP3 server is used.

[Set/Change Password]

To set or change the password when a POP3 server is used, select this check box and enter up to 32 alphanumeric characters in [Password].

■Specify the settings required for I-Fax reception



[POP RX]

Select the check box to receive I-Faxes.

[POP Interval]

This sets the interval (in minutes) used for automatically connecting to the POP3 server. If there are any I-Fax documents on the server, they are automatically received and printed.

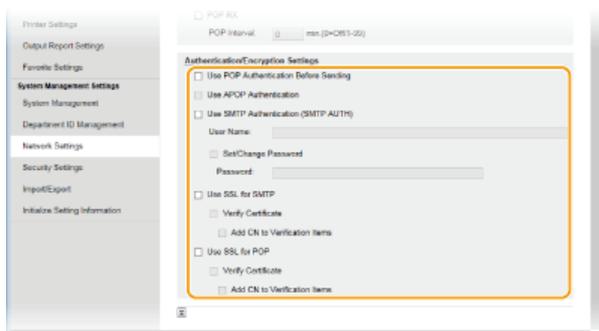
NOTE:

To disable automatic reception

Set [POP Interval] to [0]. When [0] is set, you receive I-Faxes manually. **●Receiving I-Faxes Manually**

■Setting up authentication before sending and encrypted communication with the server

Configuring authentication for sending prevents unauthorized users from sending e-mail and I-Faxes. Communication with the server can be encrypted.



[Use POP Authentication Before Sending]

To use the POP3 server for authentication, select the check box.

[Use APOP Authentication]

Select the check box to use APOP to encrypt the password during the authentication process.

[Use SMTP Authentication (SMTP AUTH)]

To enable authentication on the SMTP server, select the check box and enter up to 64 characters in the [User Name] text box.

[Set/Change Password]

To specify or change the password, enter up to 32 characters in the [Password] text box.

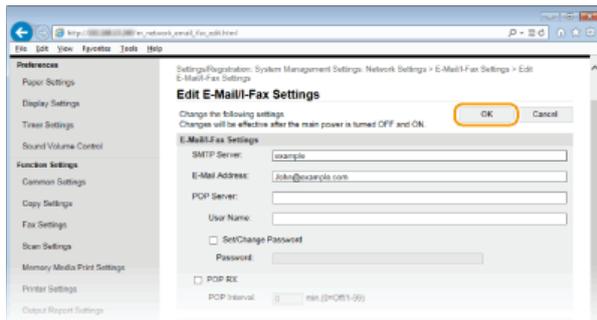
[Use SSL for SMTP]

Select the check box to use SSL for encrypting communication with the SMTP server. Select the check box for [Verify Certificate] or [Add CN to Verification Items] depending on your needs.

[Use SSL for POP]

Select this check box to encrypt communication with the POP server using SSL. Select the [Verify Certificate] and [Add CN to Verification Items] check boxes as required.

6 Click [OK].



7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

IMPORTANT

- Depending on the network you are using, you may need to change the SMTP or POP3 port setting (**Changing Port Numbers**). For more information, contact your Internet service provider or Network Administrator.

LINKS

- ▶ **Configuring Scan Settings (Sending E-mail, Sending & Receiving I-Faxes)**
- ▶ **Configuring Basic E-mail Settings**
- ▶ **Sending Documents as E-mails Directly from the Machine**
- ▶ **Using Internet Fax (I-Fax)**

Configuring the Machine for Scanning to Shared Folders

Before configuring the machine for scanning to shared folders, check the setup flow shown below.

1



Make sure that the machine and the computer are correctly connected.

- ▶ **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
- ▶ **Connecting to a Wired LAN**



2



Make sure that you have the following information:

- The IP address of the machine. ▶ **Viewing Network Settings**
- The name of the computer where the shared folder is located. ▶ **Viewing the Computer Name**
- Path to and the name of the shared folder (If access restrictions are set to the folder, the user name and password information is also needed).

NOTE:

For instructions on how to create a new shared folder, see Send Setting Guide (included with the provided DVD-ROM).



3



Make sure that the computer meets the following system requirements for the Send Function Setting Tool:

- Operating system
Windows Vista/7/8/Server 2003/Server 2008/Server 2012
- Web browser
Microsoft Internet Explorer 7.0 or later
- Display
SVGA monitor (with at least 800 x 600 pixel screen resolution) that supports at least 256 colors

NOTE:

Also make sure that <Use HTTP> and <Use Remote UI> are set to <On>.

- ▶ **Disabling HTTP Communication**
- ▶ **Disabling Remote UI**



4



Set the machine configuration. ▶ Setting a Shared Folder as a Save Location

Setting a Shared Folder as a Save Location

The feature of scanning to shared folders is also called "Scan to SMB" because the feature uses Server Message Block (SMB), a Windows-specific technology. SMB is a protocol for sharing resources, such as files and printers, with more than one device in a network (**Configuring SMB**). To configure the machine for saving your scanned documents into a shared folder in the network via SMB, specify the location of the shared folder from a computer by using the Send Function Setting Tool.

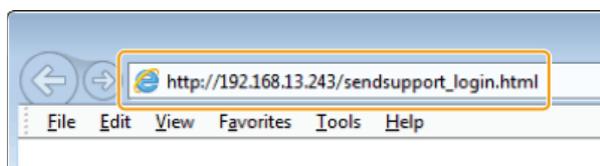
NOTE

- You can also use the Remote UI to specify the location of the shared folder by registering the folder to the Address Book. The Send Function Setting Tool is helpful for users who want to complete the setup easily.

1 Start the Send Function Setting Tool.

■Using a Web browser

Enter "http://(the IP address of the machine)/sendsupport_login.html" in the address field of a Web browser, and press the [ENTER] key.

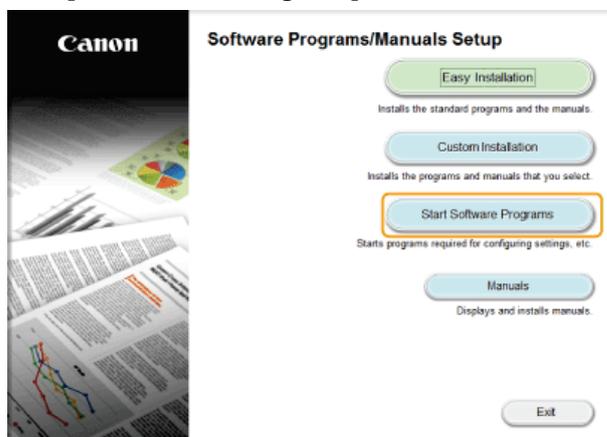


■Using the provided DVD-ROM

1 Insert the provided DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.

2 Click [Start Software Programs].



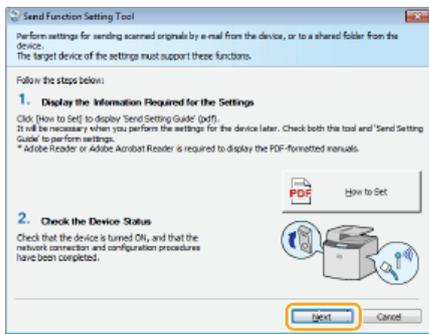
NOTE:

- If the above screen is not displayed, see **Displaying the [Software Programs/Manuals Setup] Screen**.
- If [AutoPlay] is displayed, click [Run MInst.exe].

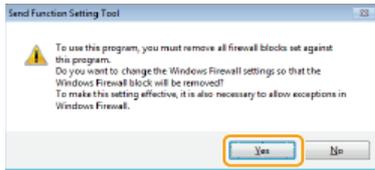
3 Click [Start] for [Send Function Setting Tool].

4 Click [Next].

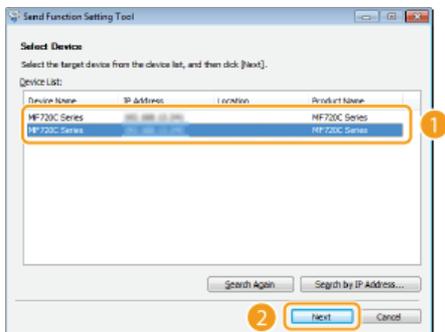
- If you want to view Send Setting Guide, click [How to Set].



NOTE:
If the screen below appears
Click [Yes].



5 Select the machine from [Device List] and click [Next].

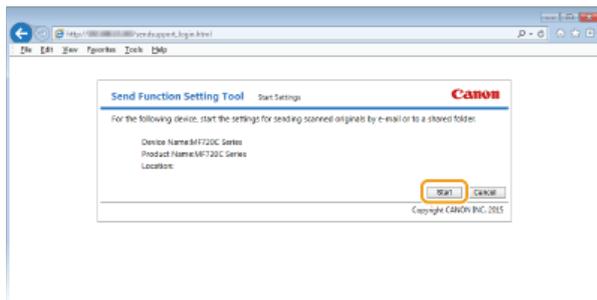


NOTE:
If the machine is not displayed in [Device List]

Click [Search Again]. If the problem persists, click [Search by IP Address], enter the IP address of the machine, and then click [OK].

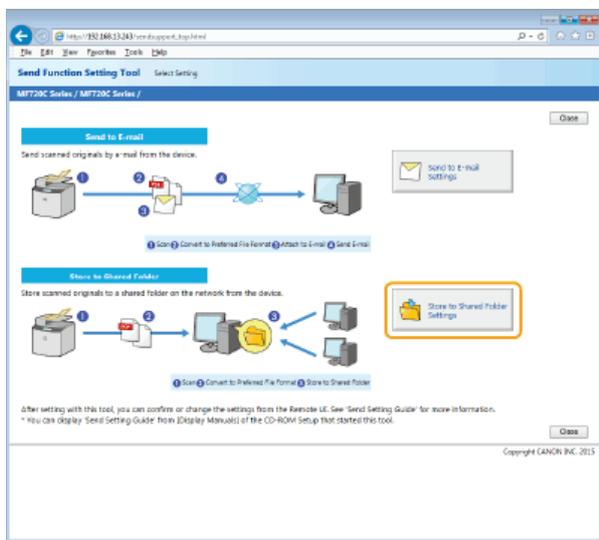
6 Confirm the settings and click [OK].

2 Click [Start].



● If the logon screen is displayed, enter the appropriate ID and PIN in the corresponding text boxes, and then click [Logon].

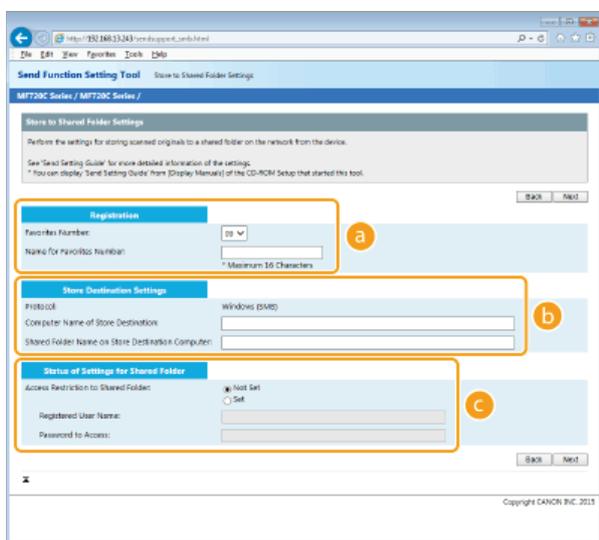
3 Click [Store to Shared Folder Settings].



- If the screen prompting you to enter the Address Book PIN is displayed, enter the PIN for the Address Book, and click [OK].

Setting a PIN for Address Book

4 Specify the required settings.



a [Registration]

[Favorites Number]

With the Send Function Setting Tool, you can register a shared folder for saving scanned documents into <Favorites> in the Address Book. Select a number from the drop-down list.

[Name for Favorites Number]

Enter the name for identifying the destination to be registered. Set a name that will be easy for you to find later in the Address Book.

b [Store Destination Settings]

[Protocol]

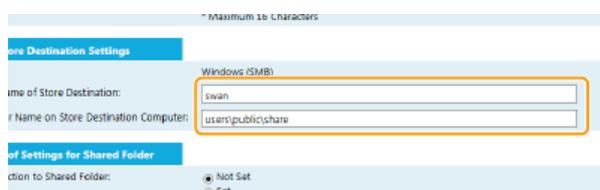
The protocol that is used for sending scanned documents to a shared folder is displayed.

[Computer Name of Store Destination]

Enter the name or the IP address of the computer where the shared folder is located.

[Shared Folder Name on Store Destination Computer]

Enter the name of (or path to) the shared folder. For example, if the shared folder is a subfolder named "share" and is contained in the [Public] folder in drive C (path: C:\users\public\share), enter "users\public\share."



c [Status of Settings for Shared Folder]

[Access Restriction to Shared Folder]

Click the [Not Set] or [Set] radio button to match the access restrictions set to the shared folder. When [Set] is selected, enter the user name in the [Registered User Name] text box and password in the [Password to Access] text box.

5 Click [Next].

6 Confirm the settings and click [Register].

7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

- 🔗 **Configuring the Machine for Scanning to Shared Folders**
- 🔗 **Saving Documents Directly to a Shared Folder/FTP Server**
- 🔗 **Registering Address Book from Remote UI**

Configuring the Machine for Scanning to FTP Server

Before configuring the machine for scanning to FTP Server, check the setup flow shown below.



Make sure that the machine and the computer are correctly connected.

- ▶ **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
- ▶ **Connecting to a Wired LAN**



Make sure that you have the following information:

- The IP address of the machine. ▶ **Viewing Network Settings**
- FTP server name.
- Path to the FTP server and folder name.
- User name, password (only if set).

NOTE:

If the path, folder name, user name, password, etc. for the FTP server are unknown, contact your Network Administrator.



Check whether you need to use PASV mode.

- If a firewall is installed between the machine and the FTP server, you must set PASV mode.
- ▶ **Configuring FTP PASV mode**

NOTE:

Also make sure that <Use HTTP> and <Use Remote UI> are set to <On>.

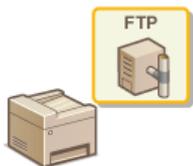
- ▶ **Disabling HTTP Communication**
- ▶ **Disabling Remote UI**



Register the FTP server address.

- ▶ **Registering Address Book from Remote UI**

Configuring FTP PASV mode



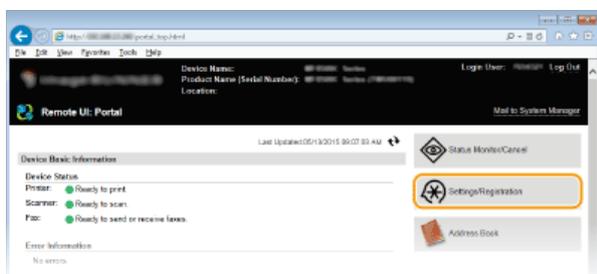
PASV is an FTP communication mode used for file transfer. To connect to an FTP server through a firewall, you must use PASV mode. First check that the PASV mode is set on the FTP server.

IMPORTANT

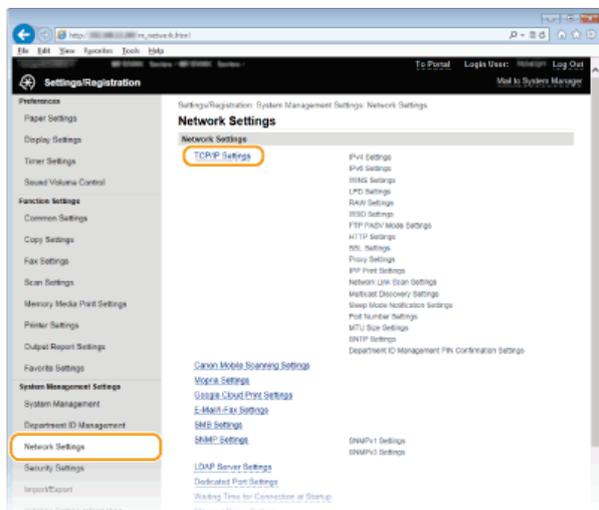
- Whether PASV mode is used for FTP depends on your network environment and the settings on the FTP server to which data is being sent. For more information, contact your Network Administrator.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI

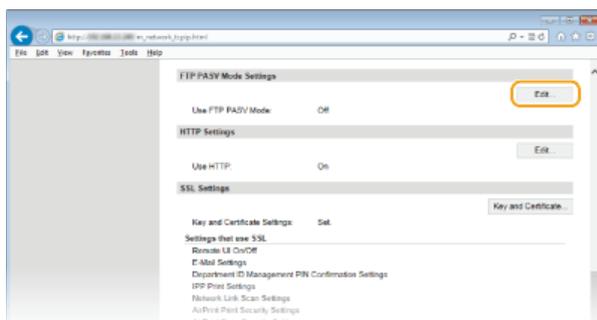
2 Click [Settings/Registration].



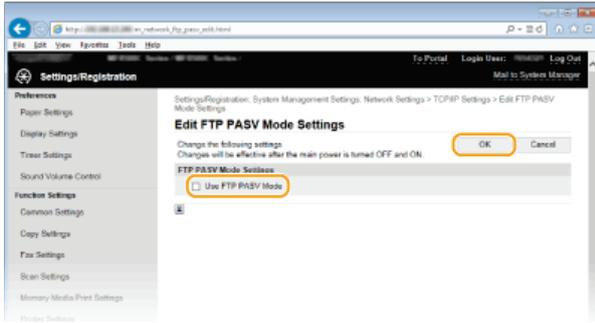
3 Click [Network Settings] > [TCP/IP Settings].



4 Click [Edit] in [FTP PASV Mode Settings].



5 Select the [Use FTP PASV Mode] check box and click [OK].



[Use FTP PASV Mode]

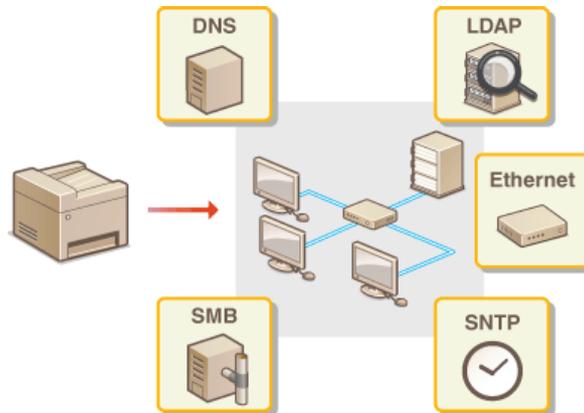
Select the check box to use PASV mode. If you are not using PASV mode, leave the check box clear.

6 Restart the machine.

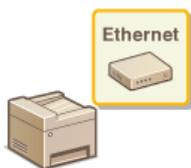
- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Configuring the Machine for Your Network Environment

The configuration of a network varies depending on the purpose of the network. The machine has been designed to be compatible with as many network configurations as possible, and it is equipped with a variety of technologies. Consult your Network Administrator and set a configuration to suit your network environment.

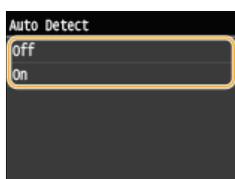


Configuring Ethernet Settings



Ethernet is a standard for communicating data in a local area network (LAN). You can set the communication mode (half-duplex/full-duplex) and the Ethernet type (10BASE-T/100BASE-TX). In general, the machine can be used without changing the defaults (**Ethernet Driver Settings**), but you can change these settings to suit your network environment.

- 1 Tap **<Menu>** in the **<Home>** Screen.
- 2 Tap **<Network Settings>**.
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**
- 3 Select **<Ethernet Driver Settings>** ▶ **<Auto Detect>**.
- 4 Select whether to configure Ethernet settings automatically or manually.



■ Configuring Ethernet settings automatically

Tap **<On>**. The machine detects and automatically sets the communication mode and the Ethernet type that can be used.

■ Configuring Ethernet settings manually

- 1 Tap **<Off>**.
- 2 Select the communication mode.
 - Tap **<Communication Mode>** ▶ tap **<Half Duplex>** or **<Full Duplex>**.



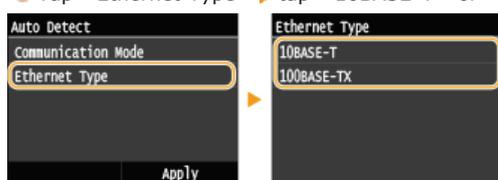
a **<Half Duplex>**

Alternately sends and receives communication data. Select when the machine is connected to a networking device using half duplex.

b **<Full Duplex>**

Simultaneously sends and receives communication data. Use this setting for most environments.

- 3 Select the Ethernet type.
 - Tap **<Ethernet Type>** ▶ tap **<10BASE-T>** or **<100BASE-TX>**.



- 4 Tap **<Apply>**.

- 5 Restart the machine.
 - Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

- ▶ **Changing the Maximum Transmission Unit**
- ▶ **Setting a Wait Time for Connecting to a Network**

Changing the Maximum Transmission Unit

In most Ethernet networks, the maximum size of a packet that can be sent is 1500 bytes. A packet refers to a chunk of data into which the original data is divided before being sent. The maximum transmission unit (MTU) may vary on each network. Change the settings of the machine as necessary. For more information, contact your Network Administrator.

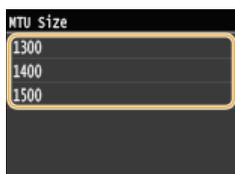
1 Tap <Menu> in the <Home> Screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**

3 Select <TCP/IP Settings> ▶ <MTU Size>.

4 Select the MTU.



5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

▶ **Configuring Ethernet Settings**

▶ **Setting a Wait Time for Connecting to a Network**

Setting a Wait Time for Connecting to a Network

When a network is designed to enjoy redundant connectivity with multiple switching hubs or bridges, it must have a mechanism to prevent packets from looping. One effective solution is to define the role of each switch port. However, communication may still be disrupted for several tens of seconds immediately after you change the way that network devices are connected, or if you add a new device. If this type of problem occurs, set a wait time for connecting to the network.

- 1 Tap **<Menu>** in the **<Home>** Screen.
- 2 Tap **<Network Settings>**.
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **▶ Logging on to the Machine**
- 3 Tap **<Waiting Time for Connection at Startup>**.
- 4 Enter the wait time in seconds, and tap **<Apply>**.
 - Use **▲/▼** or the numeric keys to enter the time.



LINKS

- ▶ **Configuring Ethernet Settings**
- ▶ **Changing the Maximum Transmission Unit**

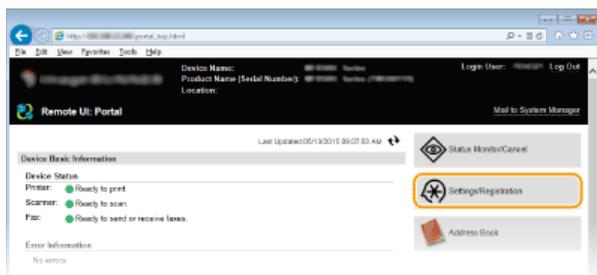
Configuring DNS

DNS (Domain Name System) provides a service for name resolution that associates a host (or domain) name with an IP address. Configure the DNS, mDNS, or DHCP option settings as necessary. Note that the procedures for configuring DNS are different for IPv4 and IPv6.

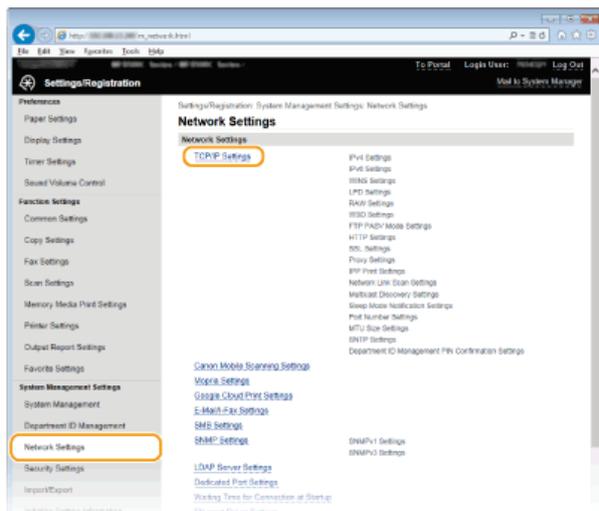


1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI

2 Click [Settings/Registration].



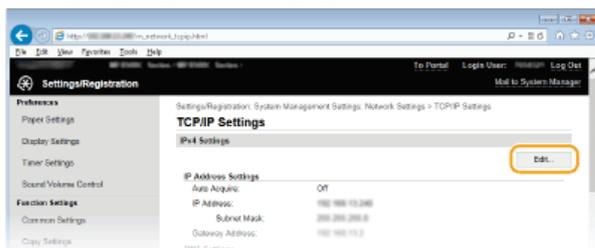
3 Click [Network Settings] ▶ [TCP/IP Settings].



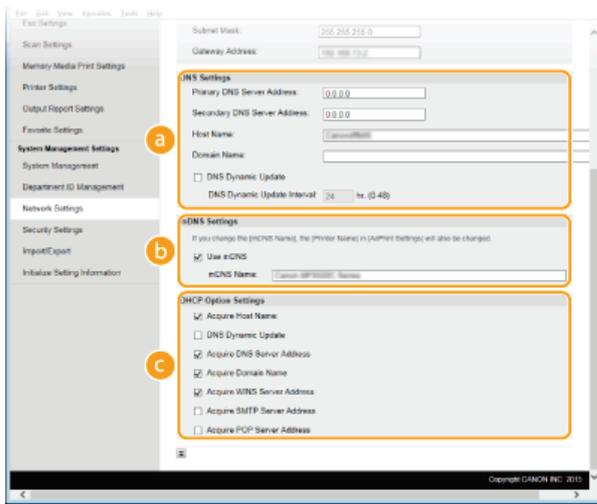
4 Configure DNS settings.

■Configuring IPv4 DNS

1 Click [Edit] in [IPv4 Settings].



2 Configure IPv4 DNS settings.



a [DNS Settings]

[Primary DNS Server Address]

Enter the IP address of a DNS server.

[Secondary DNS Server Address]

Enter the IP address of a secondary DNS server, if any.

[Host Name]

Enter up to 47 alphanumeric characters for the host name of the machine that is to be registered to the DNS server.

[Domain Name]

Enter up to 47 alphanumeric characters for the name of the domain the machine belongs to, such as "example.com."

[DNS Dynamic Update]

Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. When specifying the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

b [mDNS Settings]

[Use mDNS]

Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS and enter the mDNS name in the [mDNS Name] text box.

c [DHCP Option Settings]

[Acquire Host Name]

Select the check box to enable Option 12 to obtain the host name from the DHCP server.

[DNS Dynamic Update]

Select the check box to enable Option 81 to dynamically update the DNS records through the DHCP server.

[Acquire DNS Server Address]

Select the check box to enable Option 6 to obtain a DNS server address from the DHCP server.

[Acquire Domain Name]

Select the check box to enable Option 15 to obtain a domain name from the DHCP server.

[Acquire WINS Server Address]

Select the check box to enable Option 44 to obtain a WINS server address from the DHCP server.

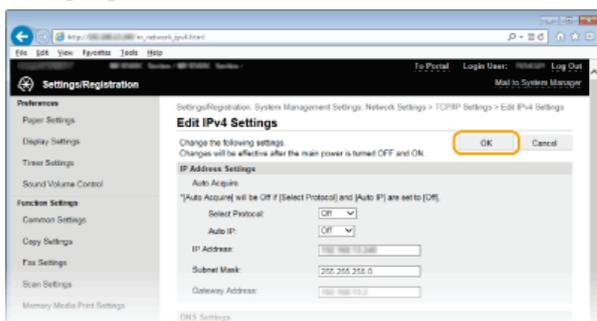
[Acquire SMTP Server Address]

Select the check box to enable Option 69 to obtain an SMTP server address from the DHCP server.

[Acquire POP Server Address]

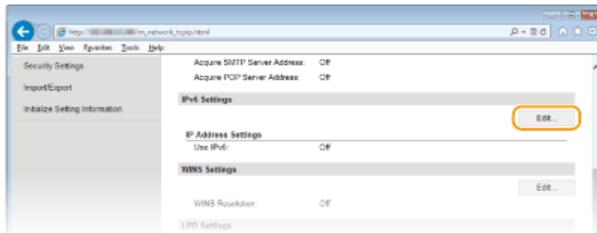
Select the check box to enable Option 70 to obtain a POP3 server address from the DHCP server.

3 Click [OK].



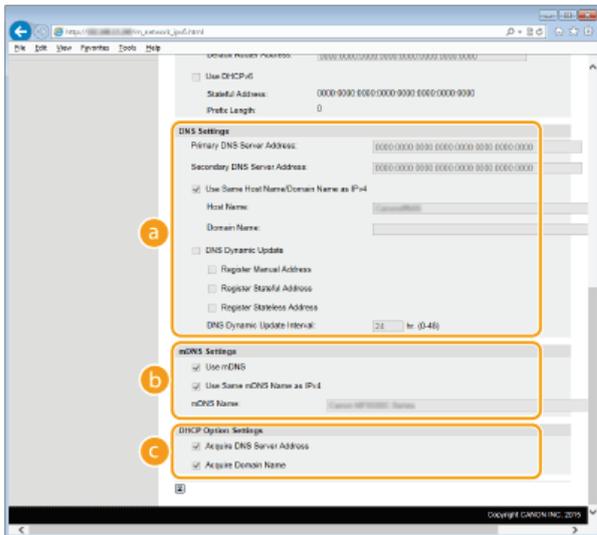
■ Configuring IPv6 DNS

1 Click [Edit] in [IPv6 Settings].



2 Configure IPv6 DNS settings.

- The [Use IPv6] check box must be selected to configure the settings. • **Setting IPv6 Addresses**



a [DNS Settings]

[Primary DNS Server Address]

Enter the IP address of a DNS server. Addresses that start with "ff" (or multicast address) cannot be entered.

[Secondary DNS Server Address]

Enter the IP address of a secondary DNS server, if any. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use Same Host Name/Domain Name as IPv4]

Select the check box to use the same host and domain names as in IPv4.

[Host Name]

Enter up to 47 alphanumeric characters for the host name of the machine that is to be registered to the DNS server.

[Domain Name]

Enter up to 47 alphanumeric characters for the name of the domain the machine belongs to, such as "example.com."

[DNS Dynamic Update]

Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. To specify the type(s) of addresses you want to register to the DNS server, select the check box for [Register Manual Address], [Register Stateful Address], or [Register Stateless Address]. To specify the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

b [mDNS Settings]

[Use mDNS]

Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS.

[Use Same mDNS Name as IPv4]

Select the check box to use the same mDNS name as in IPv4. To set a different name, clear the check box and enter the mDNS name in the [mDNS Name] text box.

c [DHCP Option Settings]

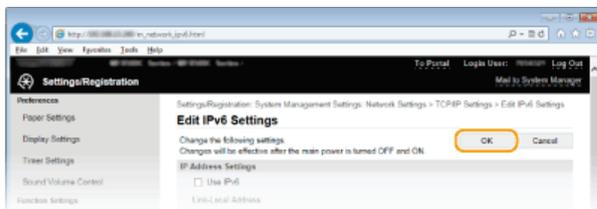
[Acquire DNS Server Address]

Select the check box to enable Option 23 to obtain a DNS server address from the DHCP server.

[Acquire Domain Name]

Select the check box to enable Option 24 to obtain a domain name from the DHCP server.

3 Click [OK].



5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

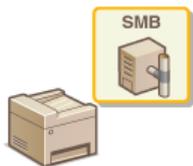
Selecting settings from the operation panel

- DNS settings can also be accessed from <Menu> in the <Home> Screen. [▶ IPv4 Settings](#) [▶ IPv6 Settings](#)

LINKS

- ▶ [Setting IPv4 Address](#)
- ▶ [Setting IPv6 Addresses](#)
- ▶ [Viewing Network Settings](#)

Configuring SMB



Server Message Block (SMB) is a protocol for sharing resources, such as files and printers, with more than one device in a network. The machine uses SMB to store scanned documents into a shared folder. Depending on your network, you may have to set the NetBIOS name and workgroup name.

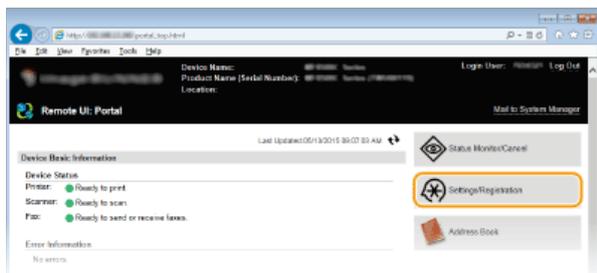
NetBIOS Name

In a Windows network that uses NetBIOS, NetBIOS names are used for identifying network-connected computers as well as for file sharing and other network services. Most computers use the computer name as the NetBIOS name.

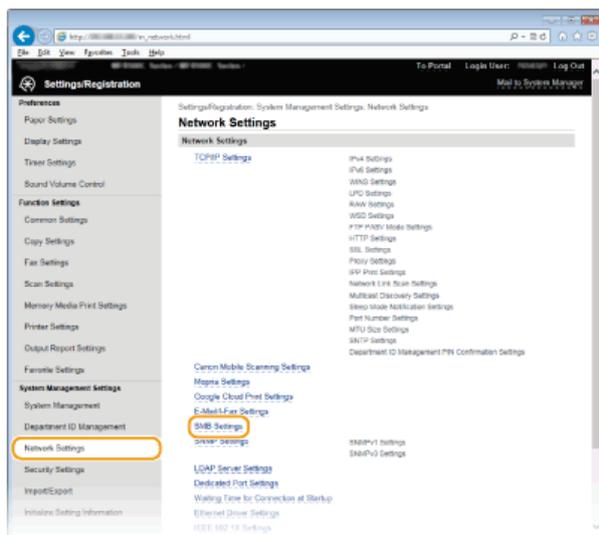
Workgroup Name

Workgroup name is a name for grouping multiple computers so that basic network functions, such as file sharing, become available in a Windows network. Specify the workgroup name to identify the group that the machine belongs to.

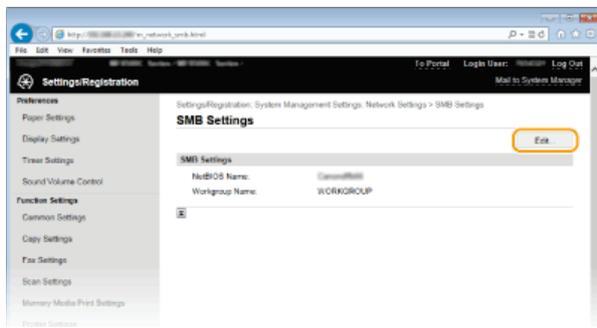
- 1 Start the Remote UI and log on in System Manager Mode. ▶ Starting Remote UI
- 2 Click [Settings/Registration].



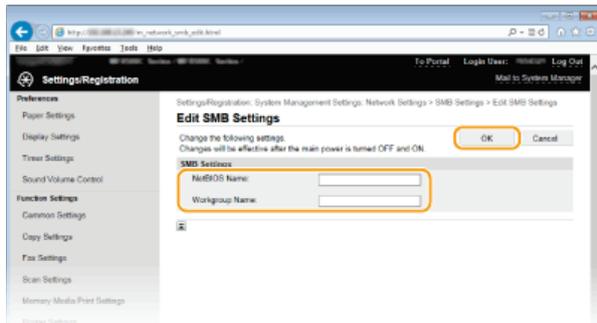
- 3 Click [Network Settings] ▶ [SMB Settings].



- 4 Click [Edit].



5 Specify the required settings and click [OK].



[NetBIOS Name]

Enter up to 15 alphanumeric characters for the NetBIOS name of the machine.

[Workgroup Name]

Enter up to 15 alphanumeric characters for the name of the workgroup that the machine belongs to.

IMPORTANT:

- NetBIOS names or workgroup names that start with an asterisk (*) cannot be registered to a WINS server.

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

▶ Configuring WINS

Configuring WINS

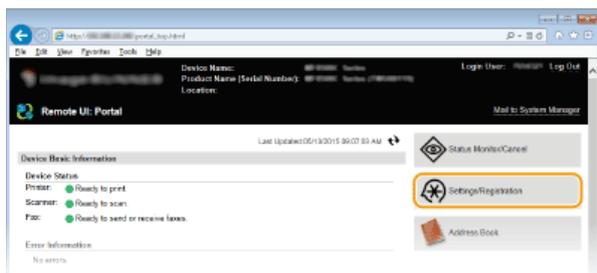
Windows Internet Name Service (WINS) is a name resolution service that associates a NetBIOS name (a computer or printer name in an SMB network) with an IP address. To enable WINS, the WINS server must be specified.

IMPORTANT

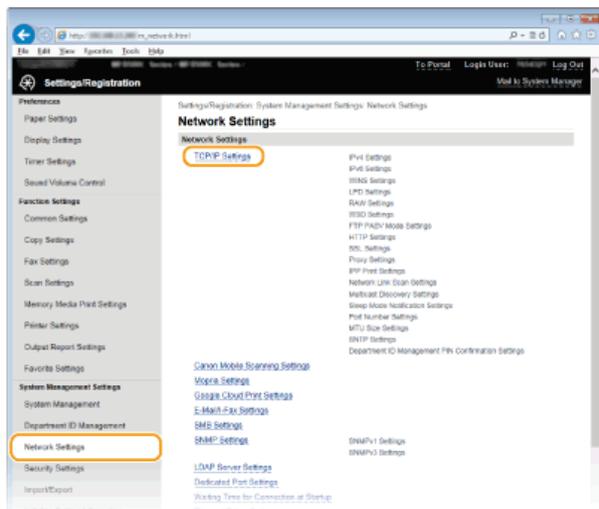
- In order to specify WINS server settings, NetBIOS name and workgroup name are required to be set. **▶ Configuring SMB**
- The function is not available in an IPv6 network.

1 Start the Remote UI and log on in System Manager Mode. ▶ Starting Remote UI

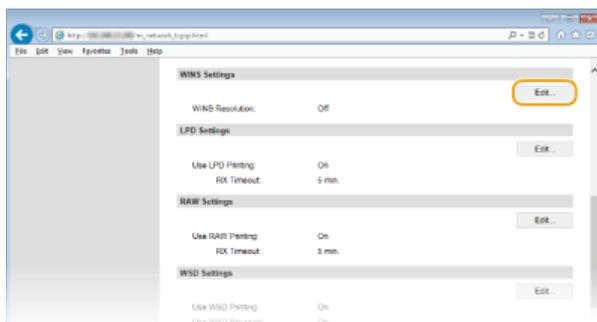
2 Click [Settings/Registration].



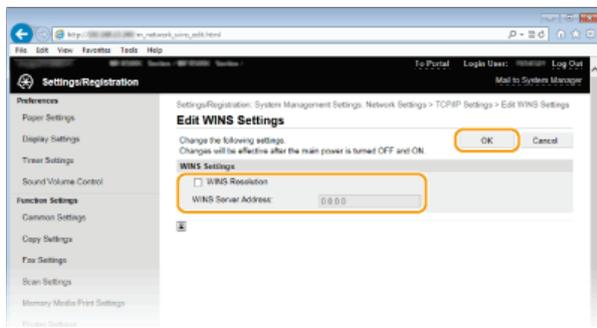
3 Click [Network Settings] ▶ [TCP/IP Settings].



4 Click [Edit] in [WINS Settings].



5 Select the [WINS Resolution] check box, specify the required settings, and click [OK].



[WINS Resolution]

Select the check box to use WINS for name resolution. When not using WINS, clear the check box.

[WINS Server Address]

Enter the IP address of the WINS server.

IMPORTANT:

- If the IP address of the WINS server is obtained from a DHCP server, the obtained IP address overrides the IP address entered in the [WINS Server Address] text box.

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Selecting settings from the operation panel

- WINS settings can also be accessed from <Menu> in the <Home> Screen. ▶ **WINS Settings**

LINKS

- ▶ **Setting IPv4 Address**

Registering LDAP Servers



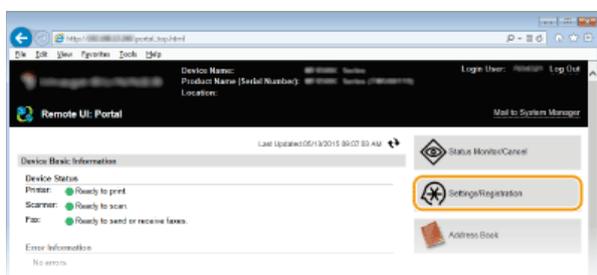
If an LDAP server is implemented in the network, you can search the server for fax numbers or e-mail addresses, and then specify them as destinations or register them in the Address Book. Note also that if send function authentication (**LDAP Server Authentication**) is enabled, you must register the server used for authentication. You can register a maximum of five LDAP servers each for searching and for authentication to the machine. Register LDAP servers via the Remote UI.

NOTE

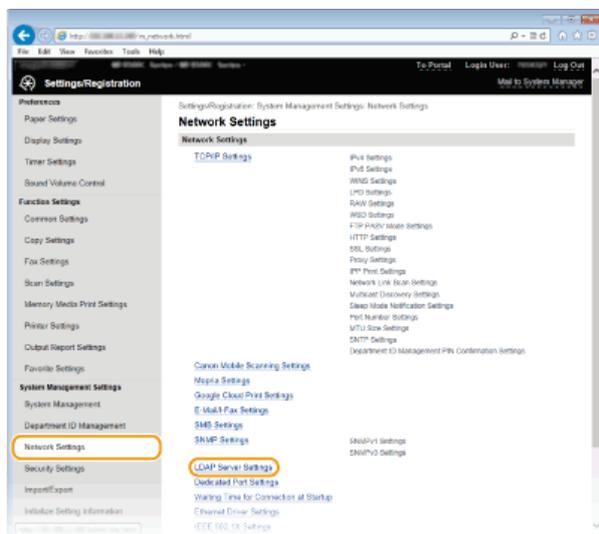
- LDAP servers that are supported by the machine are Windows Server 2003/Server 2008/Server 2012 Active Directory.
- The machine communicates with LDAP servers using LDAPv3.
- UTF-8 is the supported character encoding used when the text data is transmitted between the machine and an LDAP server.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI

2 Click [Settings/Registration].

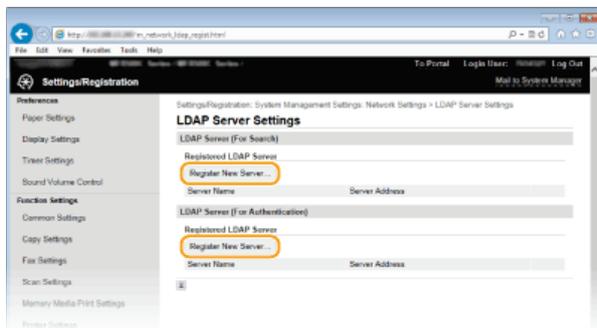


3 Click [Network Settings] ▶ [LDAP Server Settings].



4 Click [Register New Server] for [LDAP Server (For Search)] or [LDAP Server (For Authentication)].

- LDAP server registration is separated, with registration either for searching or for authentication. To use an LDAP server for searching for fax and e-mail destinations, register it for searching, and to use it for authenticating sending of e-mail or faxes, register it for authenticating.



NOTE:

To edit registered server information

- Click a text link under [Server Name] for the edit screen.

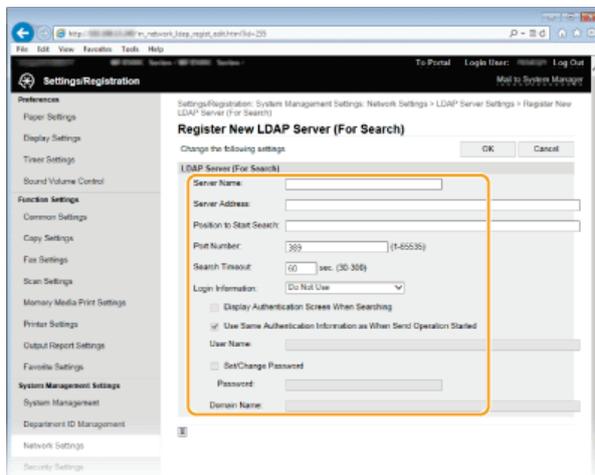
To delete registered server information

- Click [Delete] on the right of the server name you want to delete ► click [OK].

5 Register the LDAP server.

■ Register the server used for searches

Register the server for searching for fax, e-mail destinations.



[Server Name]

Enter up to 24 alphanumeric characters for identifying the LDAP server.

[Server Address]

Enter the IP address of the LDAP server or enter up to 47 alphanumeric characters for the host name of the server (example: ldap.example.com).

IMPORTANT:

[Server Address] and DNS

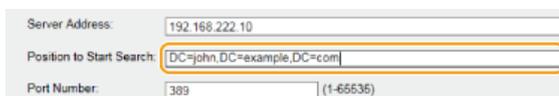
To prevent errors from occurring when searching for destinations, make sure to check the following:

- If the host name is entered for [Server Address], make sure that a DNS server is available in the network.
- If the IP address is entered for [Server Address], check whether the DNS server supports only forward lookup. If the server supports only forward lookup, select [Do Not Use] or [Use] for [Login Information]. If you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Position to Start Search]

Specify the node in the directory information tree (DIT) that you want to start search from. Leaving the text box blank sets the machine to start search from an arbitrary node selected automatically.

- Depending on the type of characters used, up to 120 characters can be entered.
- When specifying the node, enter "DC=", followed by a host name (a dot-delimited character string in the Active Directory domain name), and separate each of the entries with a comma. If the domain name is "john.example.com", for example, enter "DC=john,DC=example,DC=com."



[Port Number]

Enter the port number used for communicating with the LDAP server.

[Search Timeout]

Specify how long the machine searches. Enter between 30 and 300 seconds.

[Login Information]

Select [Do Not Use], [Use], or [Use (Security Authentication)] depending on the type of authentication implemented by the LDAP server. When [Use] or [Use (Security Authentication)] is selected, the user name and password must be specified.

[Do Not Use]	Select not to authenticate the machine using the login information.
[Use]	Select to authenticate the machine using the login information.
[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.

[Display Authentication Screen When Searching]

Select the check box to require the user to enter the user name and password when a search is requested. If the [Use Same Authentication Information as When Send Operation Started] check box is selected, the user name and password used for authentication when sending faxes or scans are also used here. If the check box is cleared, authentication is carried out using the information entered in [User Name] and [Password].

[Use Same Authentication Information as When Send Operation Started]

Set whether the authentication information when the fax or scan function was used is also used when searching. This check box is normally displayed selected; however, it is only valid when the [Display Authentication Screen When Searching] check box is selected.

[User Name]

Enter the user name of the machine that was registered to the LDAP server. Depending on the type of characters used, up to 120 characters can be entered.

- When [Use] is selected for [Login Information], enter the user name in the form "(domain name)\(user name)" (example: domain1\user1).
- When [Use (Security Authentication)] is selected, enter the user name only (example: user1).
- No entry is required when the [Display Authentication Screen When Searching] check box is selected.

[Set/Change Password]

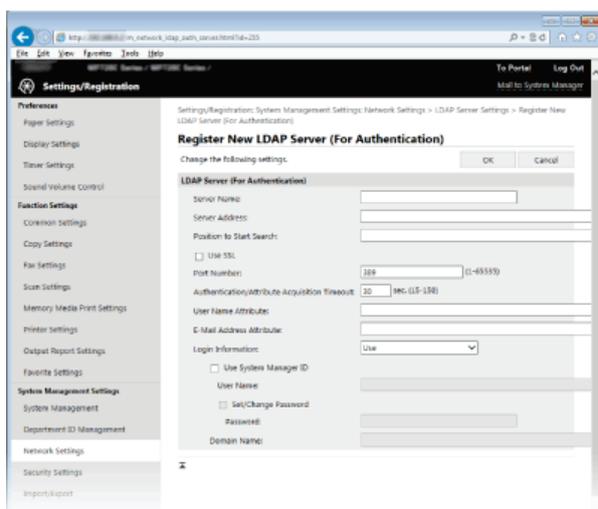
To specify or change the password, select the check box and enter up to 24 characters in the [Password] text box.

[Domain Name]

When [Use (Security Authentication)] is selected for [Login Information], enter up to 120 alphanumeric characters for the directory tree name in Active Directory (example: example.com).

■ Registering the authentication server

If the use of the fax and scan functions is restricted, register the server used for authentication.



[Server Name]

Enter up to 24 alphanumeric characters for identifying the LDAP server.

[Server Address]

Enter the IP address of the LDAP server or enter up to 47 alphanumeric characters for the host name of the server (example: ldap.example.com).

IMPORTANT:

[Server Address] and DNS

To prevent errors from occurring when searching for destinations, make sure to check the following:

- If the host name is entered for [Server Address], make sure that a DNS server is available in the network.
-

- If the IP address is entered for [Server Address], check whether the DNS server supports only forward lookup. If the server supports only forward lookup, select [Use] for [Login Information]. If you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Position to Start Search]

Specify the node in the directory information tree (DIT) that you want to start search from. Leaving the text box blank sets the machine to start search from an arbitrary node selected automatically.

- Depending on the type of characters used, up to 120 characters can be entered.
- When specifying the node, enter "DC=", followed by a host name (a dot-delimited character string in the Active Directory domain name), and separate each of the entries with a comma. If the domain name is "john.example.com", for example, enter "DC=john,DC=example,DC=com."

[Use SSL]

Select this check box to encrypt communication with the LDAP server using SSL.

- This is enabled only when [Use] is selected in [Login Information].

[Port Number]

Enter the port number used for communicating with the LDAP server.

[Authentication/Attribute Acquisition Timeout]

Specify how long authentication and attribute acquisition can continue in a range from 15 to 150 seconds.

[User Name Attribute]

Enter the attribute name, to be compared with a user name entered during authentication, of up to 64 alphanumeric characters (Example: "sAMAccountName").

- Not required if [Use (Security Authentication)] is selected in [login information].

[E-Mail Address Attribute]

Enter the attribute name, to be used for obtaining an e-mail address from the authentication server, of up to 64 alphanumeric characters (Example: "mail").

[Login Information]

Select [Use] or [Use (Security Authentication)] depending on the type of authentication implemented by the LDAP server.

[Use]	Select to authenticate the machine using the System Manager ID.
[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.

[Use System Manager ID]

If [Use] is selected in [Login Information], this specifies whether authentication using the system manager ID is used. To use the system manager ID, select the check box and specify the user name and password for used for authentication. If you deselect this check box, login is anonymous (no user name).

[User Name]

Enter the user name of the machine that was registered to the LDAP server in the form "(domain name)\(user name)" (example: domain1\user1). Depending on the type of characters used, up to 120 characters can be entered.

[Set/Change Password]

To specify or change the password, select the check box and enter up to 24 characters in the [Password] text box.

[Domain Name]

When [Use (Security Authentication)] is selected for [Login Information], enter up to 120 alphanumeric characters for the directory tree name in Active Directory (example: example.com).

6 Click [OK].

LINKS

- ▶ [Specifying Destinations in an LDAP Server \(Fax\)](#)
- ▶ [Specifying Destinations in an LDAP Server \(E-mail/I-Fax\)](#)
- ▶ [Configuring SNMP](#)
- ▶ [LDAP Server Authentication](#)

Configuring SNTP



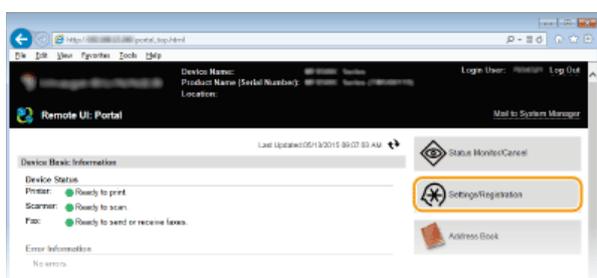
Simple Network Time Protocol (SNTP) enables you to adjust the system clock by using the time server on the network. The protocol is typically used for synchronizing the machine and a server, such as when the machine needs to access an LDAP server with the security authentication that was enabled. The time is adjusted based on Coordinated Universal Time (UTC), so specify the time zone setting before configuring SNTP (**Ⓞ Date/Time Settings**). SNTP settings can be specified via the Remote UI.

NOTE

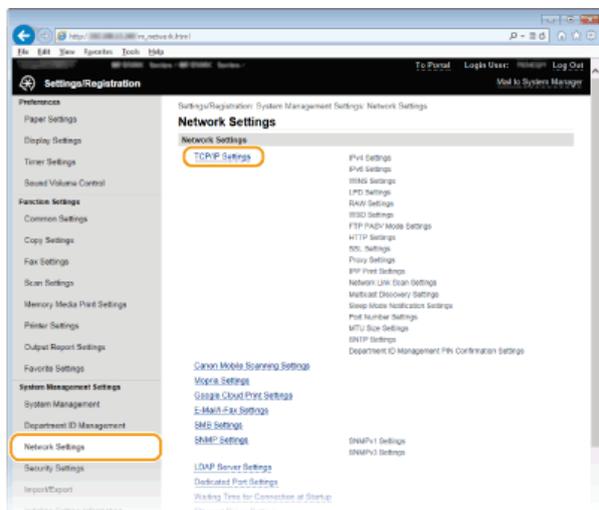
- The SNTP of the machine supports both NTP (version 3) and SNTP (versions 3 and 4) servers.

1 Start the Remote UI and log on in System Manager Mode. Ⓞ Starting Remote UI

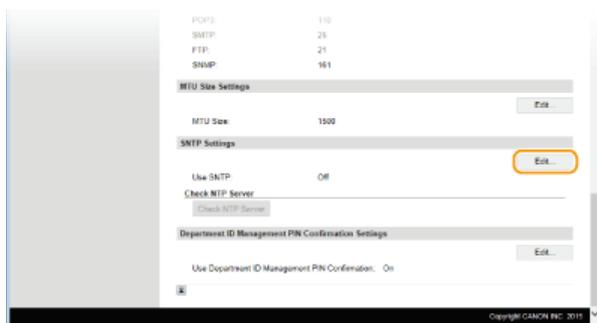
2 Click [Settings/Registration].



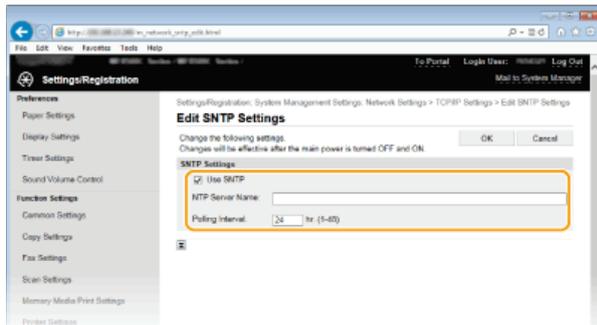
3 Click [Network Settings] ▶ [TCP/IP Settings].



4 Click [Edit] in [SNTP Settings].



5 Select the [Use SNTP] check box and specify the required settings.



[Use SNTP]

Select the check box to use SNTP for synchronization. If you do not want to use SNTP, clear the check box.

[NTP Server Name]

Enter the IP address of the NTP or the SNTP server. If DNS is available on the network, you can enter a host name (or FQDN) of up to 255 alphanumeric characters instead (example: ntp.example.com).

[Polling Interval]

Specify the interval between one synchronization and the next. Specify an interval from 1 to 48 hours.

6 Click [OK].

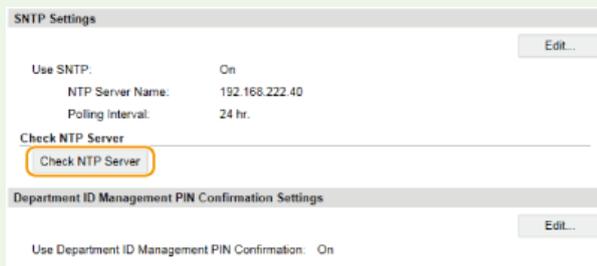
7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Testing communication with the NTP/SNTP server

- You can view communication status with the registered server by clicking [Settings/Registration] ► [Network Settings] ► [TCP/IP Settings] and then clicking [Check NTP Server] in [SNTP Settings] that appears. If a proper connection has been established, the result is displayed as shown below. Note that this operation does not adjust the system clock.

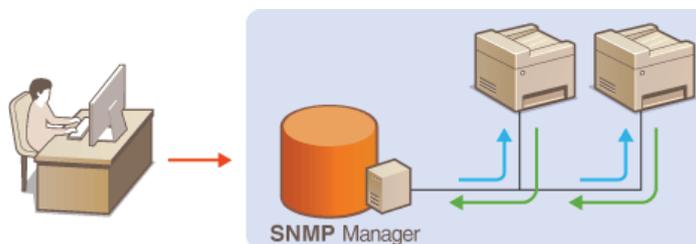


LINKS

🔗 Registering LDAP Servers

Monitoring and Controlling the Machine with SNMP

Simple Network Management Protocol (SNMP) is a protocol for monitoring and controlling communication devices in a network by using Management Information Base (MIB). The machine supports SNMPv1 and security-enhanced SNMPv3. You can check the status of the machine from a computer when you print documents or use the Remote UI. You can enable either SNMPv1 or SNMPv3, or both at the same time. Specify the settings for each version to suit your network environment and the purpose of use.



SNMPv1

SNMPv1 uses information called "community" to define the scope of SNMP communication. Because this information is exposed to the network in plain text, your network will be vulnerable to attacks. If you want to ensure network security, disable SNMPv1 and use SNMPv3.

SNMPv3

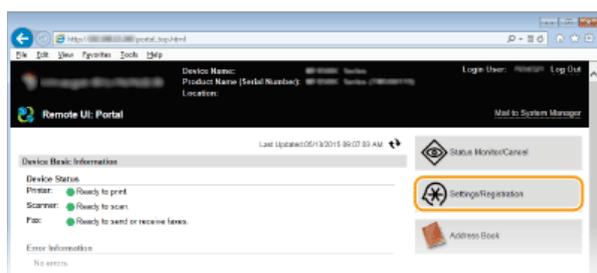
With SNMPv3, you can implement network device management that is protected by robust security features. Note that SSL must be enabled for the Remote UI before configuring SNMPv3 (🔴 **Enabling SSL Encrypted Communication for the Remote UI**).

NOTE

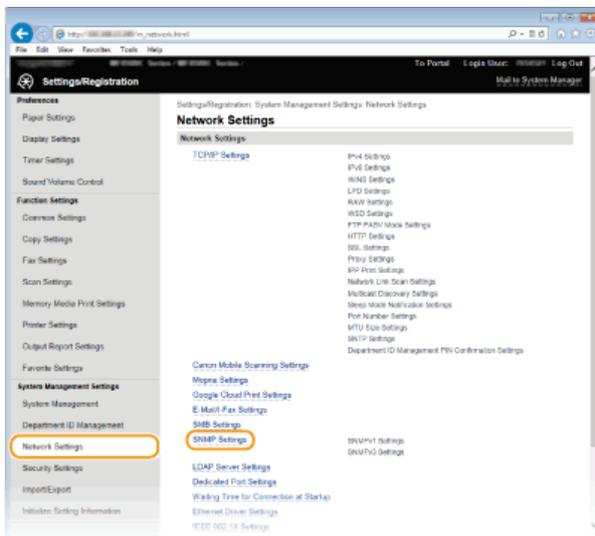
- The machine does not support the trap notification feature of SNMP.
- To change the port number of SNMP, see 🔴 **Changing Port Numbers**.
- SNMP management software, when installed on a computer on the network, enables you to configure, monitor, and control the machine remotely from the computer. For more information, see the instruction manuals for your management software.

1 Start the Remote UI and log on in System Manager mode. 🔴 Starting Remote UI

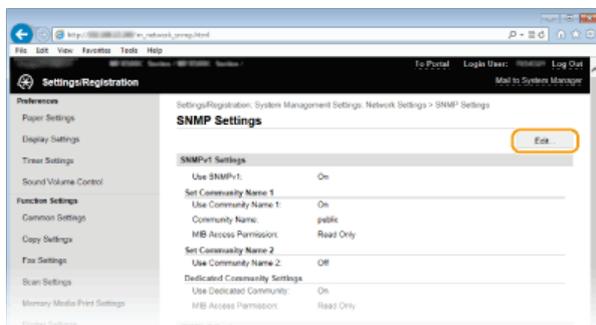
2 Click [Settings/Registration].



3 Click [Network Settings] ▶ [SNMP Settings].

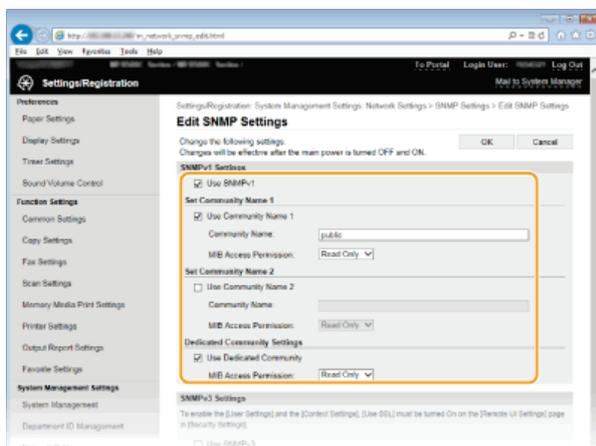


4 Click [Edit].



5 Specify SNMPv1 settings.

- If you do not need to change SNMPv1 settings, proceed to the next step.



[Use SNMPv1]

Select the check box to enable SNMPv1. You can specify the rest of SNMPv1 settings only when this check box is selected.

[Use Community Name 1]/[Use Community Name 2]

Select the check box to specify a community name. If you do not need to specify a community name, clear the check box.

[Community Name]

Enter up to 32 alphanumeric characters for the name of the community.

[MIB Access Permission]

For each community, select [Read/Write] or [Read Only] for the access privileges to MIB objects.

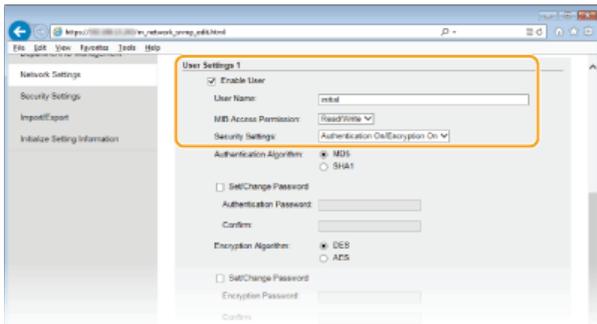
[Read/Write]	Permits both viewing and changing the values of MIB objects.
[Read Only]	Permits only viewing the values of MIB objects.

[Use Dedicated Community]

Dedicated Community is a preset community, intended exclusively for Administrators using Canon software, such as iW Management Console. Select the check box to use Dedicated Community. If you do not need to use Dedicated Community, clear the check box.

6 Specify SNMPv3 settings.

- If you do not need to change SNMPv3 settings, proceed to the next step.



[Use SNMPv3]

Select the check box to enable SNMPv3. You can specify the rest of SNMPv3 settings only when this check box is selected.

[Enable User]

Select the check box to enable [User Settings 1]/[User Settings 2]/[User Settings 3]. To disable user settings, clear the corresponding check box.

[User Name]

Enter up to 32 alphanumeric characters for the user name.

[MIB Access Permission]

Select [Read/Write] or [Read Only] for the access privileges to MIB objects.

[Read/Write]	Permits both viewing and changing the values of MIB objects.
[Read Only]	Permits only viewing the values of MIB objects.

[Security Settings]

Select [Authentication On/Encryption On], [Authentication On/Encryption Off], or [Authentication On/Encryption Off] for the desired combination of authentication and encryption settings.

[Authentication Algorithm]

Click the [Authentication On/Encryption On] or [Authentication On/Encryption Off] for [Security Settings] for the algorithm that corresponds to your environment.

[Encryption Algorithm]

Click the [Authentication On/Encryption On] for [Security Settings] for the algorithm that corresponds to your environment.

[Set/Change Password]

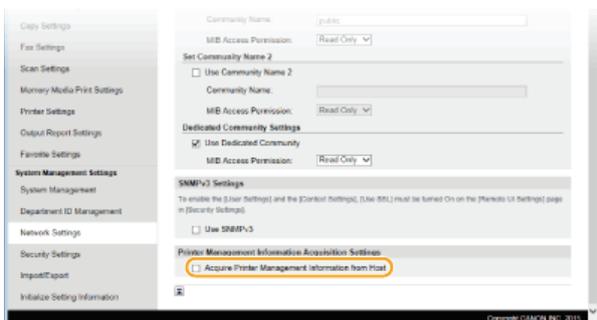
To set or change the password, select the check box and enter between 6 and 16 alphanumeric characters for the password in the [Authentication Password] or [Encryption Password] text box. For confirmation, enter the same password in the [Confirm] text box. Passwords can be set independently for authentication and encryption algorithms.

[Context Name 1]/[Context Name 2]/[Context Name 3]

Enter up to 32 alphanumeric characters for the context name. Up to three context names can be registered.

7 Specify Printer Management Information Acquisition Settings.

- With SNMP, the printer management information, such as printing protocols and printer ports, can be monitored and obtained regularly from a computer on the network.



[Acquire Printer Management Information from Host]

Select the check box to enable monitoring of the printer management information of the machine via SNMP. To disable monitoring of the printer management information, clear the check box.

8 Click [OK].

9 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Disabling both SNMPv1 and SNMPv3

- If both versions of SNMP are disabled, some of the functions of the machine become unavailable, such as obtaining machine information via the printer driver.

Using the operation panel

- You can enable or disable the SNMP settings from <Menu>. [▶ SNMP Settings](#)

Enabling Both SNMPv1 and SNMPv3

- If both versions of SNMP are enabled, it is recommended that MIB access permission in SNMPv1 be set to [Read Only]. MIB access permission can be set independently in SNMPv1 and SNMPv3 (and for each user in SNMPv3). Selecting [Read/Write] (full access permission) in SNMPv1 negates the robust security features that characterize SNMPv3 because most of the machine settings can then be controlled with SNMPv1.

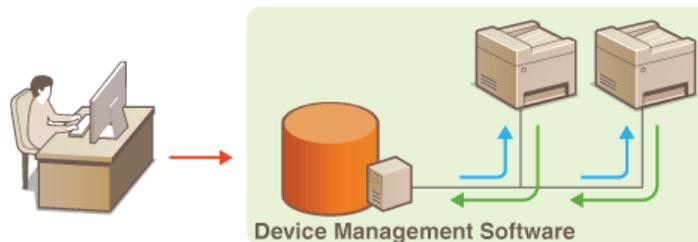
LINKS

- ▶ [Enabling SSL Encrypted Communication for the Remote UI](#)

Configuring Settings for Device Management Software

You can facilitate the collection and management of various information about networked devices by implementing device management software, such as iW Management Console*, into the network. Information such as device settings, Address Books, and error logs is retrieved and distributed via the server computer. If the machine is connected to such a network, the device management software searches the network for the machine by using protocols such as Service Location Protocol (SLP) to gather information from the machine. This section describes the procedures of the SLP settings and settings for communication between the machine and plug-ins for iW Management Console. These settings can be specified via Remote UI.

* For more information about iW Management Console, contact your local authorized Canon dealer.



▶ Configuring SLP Communication with Device Management Software

▶ Configuring Settings for iW Management Console Plug-ins

NOTE

To use iW Management Console plug-ins

- You need to enable dedicated setting and SNMP setting (either SNMPv1 or SNMPv3) to communicate with an iW Management Console plug-in.

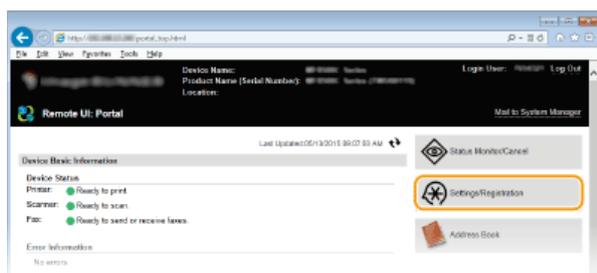
▶ Device Settings Management On/Off

▶ Monitoring and Controlling the Machine with SNMP

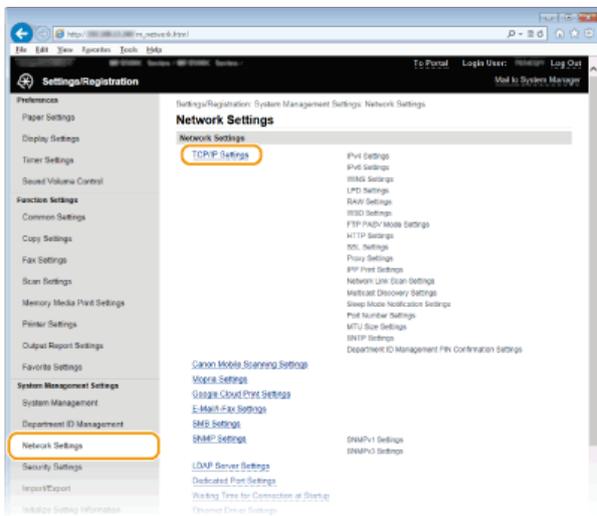
Configuring SLP Communication with Device Management Software

1 Start the Remote UI and log on in System Manager Mode. ▶ Starting Remote UI

2 Click [Settings/Registration].



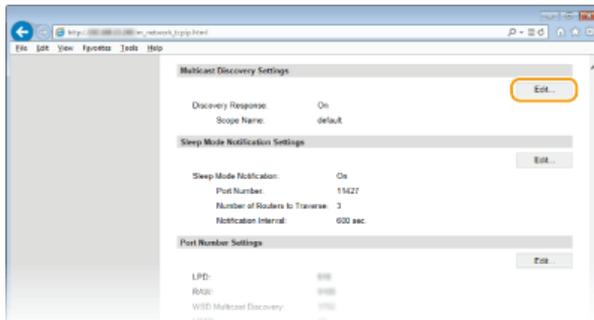
3 Click [Network Settings] ▶ [TCP/IP Settings].



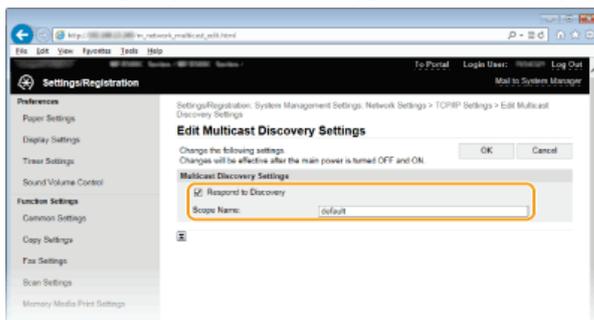
4 Specify SLP settings.

■ Specifying multicast device discovery

1 Click [Edit] in [Multicast Discovery Settings].



2 Select the [Respond to Discovery] check box and specify the required settings.



[Respond to Discovery]

Select the check box to set the machine to respond to device management software multicast discovery packets and enable monitoring by device management software.

[Scope Name]

To include the machine into a specific scope, enter up to 32 characters for the scope name.

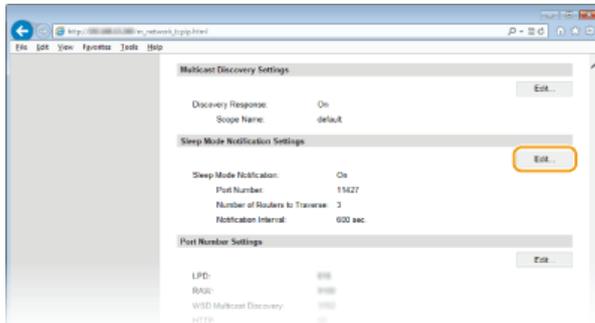
3 Click [OK].

NOTE:

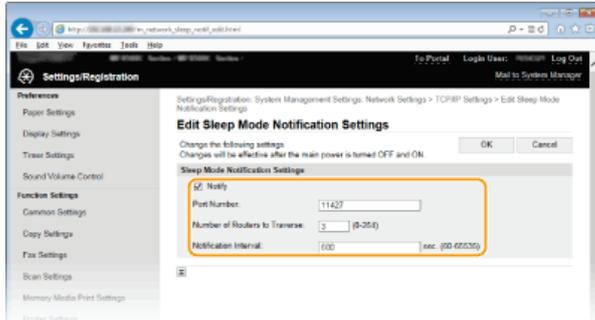
To change the port number for multicast discovery, see [Changing Port Numbers](#).

■ Notifying a device management software of the power status of the machine

1 Click [Edit] in [Sleep Mode Notification Settings].



2 Select the [Notify] check box and specify the required settings.



[Notify]

Select the check box to notify a device management software of the power status of the machine. When [Notify] is selected, you can expect the machine to avoid unnecessary communication during sleep mode and reduce the total power consumption.

[Port Number]

Change the port number for this function according to the network environment.

[Number of Routers to Traverse]

Specify how many routers the notification packets can pass. Enter a number from 0 to 254.

[Notification Interval]

Specify how often the machine notifies a device management software of its power status. Enter a number in seconds from 60 to 65535.

3 Click [OK].

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

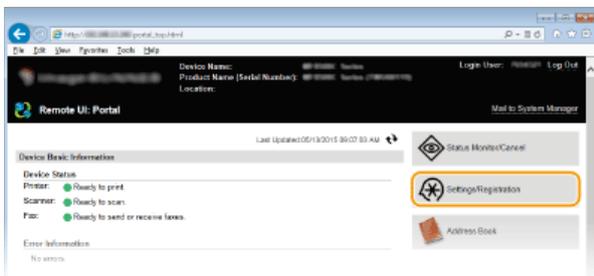
Configuring Settings for iW Management Console Plug-ins

You can specify the settings to enable communication between the machine and the following plug-ins, which are used to manage the Address Book and the setting values of the machine.

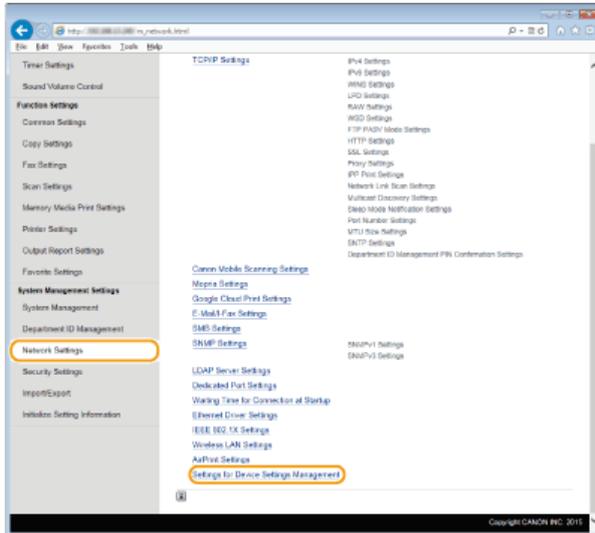
- iW Management Console Address Book Management Plug-in
- iW Management Console Device Configuration Management Plug-in

1 Start the Remote UI and log on in System Manager Mode.  Starting Remote UI

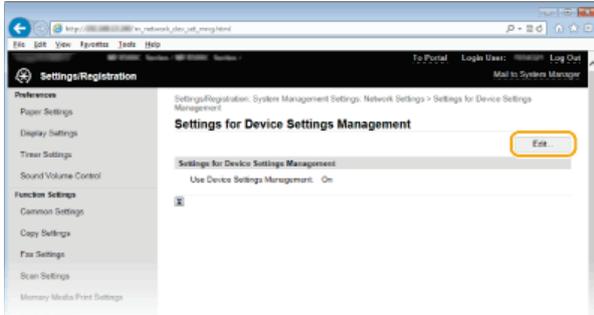
2 Click [Settings/Registration].



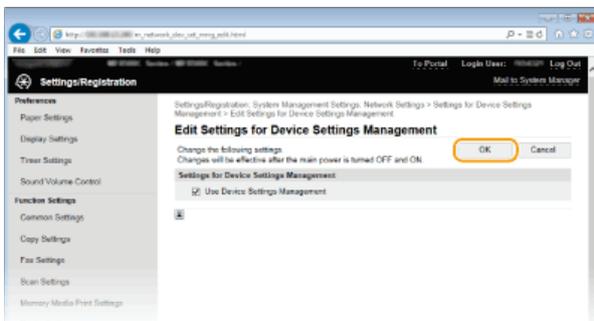
3 Click [Network Settings] ▶ [Settings for Device Settings Management].



4 Click [Edit]



5 Select [Use Device Settings Management] ▶ [OK].



LINKS

▶ Entering Sleep Mode

Security

Confidential information is handled by information devices everywhere, including computers and printers, and any of these devices may become a target for malicious third parties at anytime. Attackers may directly gain unauthorized access to your devices, or indirectly take advantage of negligence or improper use. Either way, you may incur unanticipated losses when your confidential information is leaked. To counter these risks, the machine is equipped with a variety of security functions. Set the necessary configuration depending on your network environment.

NOTE

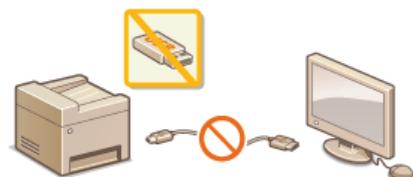
- You can configure the best security system by building an environment that inhibits access to printers on your in-house network via the Internet and using such environment together with the machine's security features. **Preventing Unauthorized Access**

■ Establishing the Basics of Information Security



▶ Protecting the Machine from Unauthorized Access

■ Preparing for Risks from Negligence or Misuse



▶ Restricting the Machine's Functions



▶ Printing a Document Secured by a PIN (Secure Print) (MF729Cx / MF728Cdw / MF724Cdw)

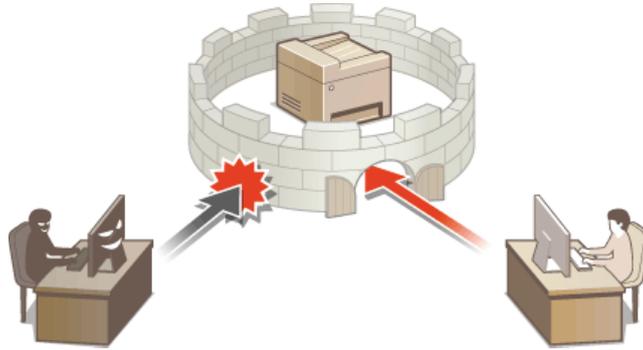
■ Implementing Robust Security Features



▶ Implementing Robust Security Features

Protecting the Machine from Unauthorized Access

Prevent unauthorized third parties from accessing and using the machine. You can implement multiple security measures, such as managing user access privileges, using firewalls, and changing port numbers.



Preventing Unauthorized Access

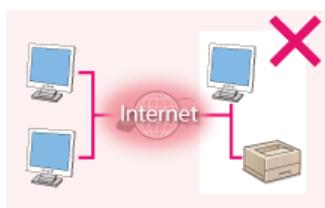
This section describes the security measures on how to prevent unauthorized access from the external network. This is a must-read for all users and administrators before using this machine, other printers, and multifunction machines connected to the network. In recent years, a printer/multifunction machine connected to the network can offer you a variety of useful functions, such as printing from a computer, operating from a computer using the remote function, and sending scanned documents via the Internet. On the other hand, it is essential to take security measures to reduce the security risk for information leakage, as a printer/multifunction machine has become more exposed to threats, such as unauthorized access and theft, when it is connected to the network. This section explains necessary settings you need to specify to prevent unauthorized access before using a printer/multifunction machine connected to the network.

Security Measures to Prevent Unauthorized Access from the External Network

- 🔴 **Assigning a Private IP Address**
- 🔴 **Using Firewall to Restrict Transmission**
- 🔴 **Specifying the SSL Encrypted Communication**
- 🔴 **Setting PIN to Manage Information Stored in the Multifunction Machine**

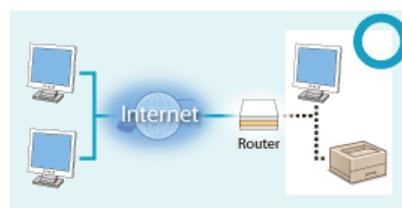
Assigning a Private IP Address

An IP address is a numerical label assigned to each device participating in a computer network. A "global IP address" is used for the communication connecting to the Internet, and a "private IP address" is used for the communication within a local area network, such as a LAN in the company. If a global IP address is assigned, your printer/multifunction machine is open to the public and can be accessed via the Internet. Thus, the risk of information leakage due to unauthorized access from external network increases. On the other hand, if a private IP address is assigned, your printer/multifunction machine is closed to a local area network and can be accessed by only users on your local area network, such as a LAN in the company.



Global IP Address

Can be accessed from the users within a local area network



Private IP Address

Can be accessed from the users within a local area network

Basically, assign a private IP address to your printer/multifunction machine. Make sure to confirm the IP address, assigned to the printer/multifunction machine you are using, is a private IP address or not. A private IP address is found in one of the following ranges.

■ Ranges for Private IP addresses

- From 10.0.0.0 to 10.255.255.255
- From 172.16.0.0 to 172.31.255.255
- From 192.168.0.0 to 192.168.255.255

For information on how to confirm the IP address, see [🔴 Setting IPv4 Address](#).

NOTE

- If a global IP address is assigned to a printer/multifunction machine, you can create a network environment to reduce the risk of unauthorized access by installing security software, such as a firewall that prevents access from the external networks. If you want to assign a global IP address to and use a printer/multifunction machine, contact your network administrator.

Using Firewall to Restrict Transmission

A firewall is a system that prevents unauthorized access from the external networks and protects against attacks/intrusions to a local area network. You can use a firewall on your network environment to block access from the external network that appears to be dangerous, by restricting communication from specified IP address of the external network. The function installed to a Canon printer/multifunction machine enables you to set up the IP address filter. For information on how to set up an IP address filter, see [🔴 Specifying IP Addresses for Firewall Rules](#).

Specifying the SSL Encrypted Communication

For information on the SSL Encrypted Communication, see [▶ Implementing Robust Security Features](#), and on the procedures to specify, see [▶ Enabling SSL Encrypted Communication for the Remote UI](#).

Setting PIN to Manage Information Stored in the Multifunction Machine

If a malicious third party attempts to gain unauthorized access to a printer/multifunction machine, setting PIN to information stored in the machine will reduce the risk of information leakage. Canon printer/multifunction machine enables you to protect various type of information by setting PIN.

■ Setting PIN to Each Function

- Setting PIN for Using Remote UI
For more information, see [▶ Setting a Remote UI PIN](#).
- Setting PIN for the System Manager Settings
For more information, see [▶ Setting the System Manager ID](#).
- Address Book PIN
For more information on setting a PIN, see [▶ Setting a PIN for Address Book](#).

Listed above are some examples of security measures for preventing unauthorized access. For more information on the other security measures, see [▶ Security](#) and take necessary security measures for preventing unauthorized access to suit your environment.

Setting Access Privileges

Protect the machine from unauthorized access by only allowing users with access privileges to use the machine. Access privileges are set separately for system administrators, general users, and the Remote UI. When privileges are set, the user must enter an ID and PIN to print or change settings.



Department ID accounts are divided into two types: System Manager ID, which is intended exclusively for Administrators, and Department ID for general users. System Manager ID is an account with full access privileges. The use of functions can be restricted for user Department IDs, such as by restricting color copying for one Department ID and faxing for another, allowing several different user Department IDs, which makes it possible to flexibly manage the machine's security. And by setting a Remote UI Access PIN, you can restrict use of the Remote UI.

System Manager ID

System Manager ID is an account with full access privileges. If you specify a System Manager ID, you need to log on to the machine using the System Manager ID information in order to access <Network Settings> or <System Management Settings>. Set the System Manager ID when you need different access privilege levels for Administrators and general users. Only one System Manager ID can be registered.

▶ Setting the System Manager ID

Department ID (Department ID Management)

You can specify access privileges for a user (or group of users) by registering a Department ID. You can register multiple Department IDs. If a user tries to operate the machine when Department IDs are enabled, a logon screen is displayed, and the user must enter their own Department ID and PIN to use the machine. Information for each Department ID can be viewed, such as how many pages have been copied, printed, or scanned in black and white or color.

▶ Setting the Department ID Management

Remote UI PIN (Remote UI Access PIN)

This is a PIN for using the Remote UI. Only users who know the PIN can access the Remote UI.

▶ Setting a Remote UI PIN

Setting the System Manager ID

This is a PIN for using the Remote UI. Only users who know the PIN can access the Remote UI. You can also set a PIN for the System Manager ID. If this ID is enabled, you can access <Network Settings> and <System Management Settings> only when the System Manager ID and PIN have been entered correctly. The System Manager ID settings information is critical to the security of the machine, so make sure that only Administrators know the System Manager ID and PIN.

NOTE

- On the MF729Cx, by default, the System Manager ID and PIN are "7654321". It is recommended that you change this setting for higher security.

1 Tap <Menu> in the <Home> Screen.

2 Tap <System Management Settings>.

NOTE:

If the System Manager ID has already been set

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**

3 Select <System Manager Information Settings> ▶ <System Manager ID and PIN>.

4 Specify the System Manager ID and PIN.

- Specify the <System Manager ID>, and then specify the <System Manager PIN>.
- Enter a number of up to seven digits using the numeric keys, and tap <Apply>.
- When <PIN (Confirm)> is displayed, enter the PIN once again to confirm.

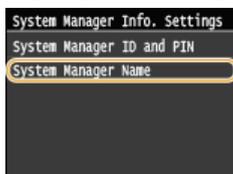


NOTE:

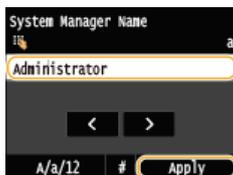
- You cannot register an ID or PIN that consists only of zeros, such as "00" or "0000000".
- To cancel the System Manager ID and PIN settings, clear the information you entered in **C** and tap <Apply> with the fields blank.

■Setting the System Manager Name

1 Tap <System Manager Name>.



2 Enter up to 32 characters for the System Manager Name, and tap <Apply>.  Entering Text



NOTE

Configuring settings via the Remote UI

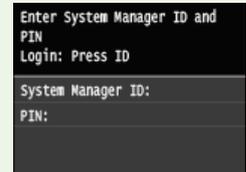
- Start the Remote UI and log on in System Manager Mode. Click [Settings/Registration] ▶ [System Management] ▶ [Edit] and specify the necessary settings on the displayed screen.
- By using the Remote UI, you can register a variety of information, including contact information, Administrator comments, the installation location of the machine, as well as to the settings that you can register by using the operation panel. The registered information can be viewed on the [Device Information] page of the Remote UI. [▶ Checking System Manager Information](#)

If PIN is forgotten

- Do not forget your PIN. If you forget your PIN, contact your authorized Canon dealer or the Canon help line.

Logging on to the machine

- If you try to access <Network Settings> or <System Management Settings> when only the System Manager ID is enabled, the following logon screen is displayed:
- You must also enter the System Manager ID and PIN to log on using the Remote UI in System Manager Mode. [▶ Starting Remote UI](#)

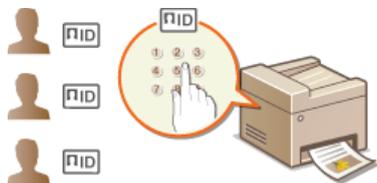


LINKS

- [▶ Setting Access Privileges](#)
- [▶ Setting the Department ID Management](#)

Setting the Department ID Management

You can control access to the machine by using multiple IDs for multiple users or groups. If a user tries to operate the machine when Department ID Management is enabled, a logon screen is displayed, and the user must enter their own Department ID and PIN to use the machine. When Department ID Management is enabled, usage of functions, such as color copying and black and white scanning, is recorded for each Department ID. To configure Department ID Management, register department IDs as necessary and then enable Department ID Management function. Additional settings are required if you want to enable Department ID Management for operations from a computer, such as printing and PC faxing.

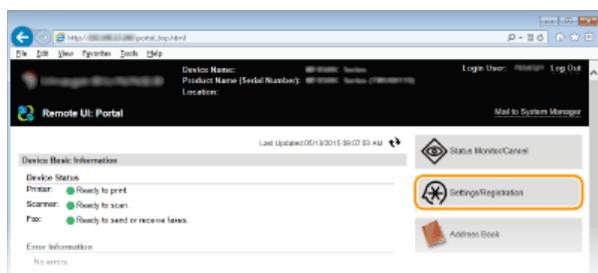


- ▶ Registering/Editing Department ID and PIN
- ▶ Enabling the Department ID Management
- ▶ Setting the Department ID Management for Printing or Faxing from the Computer
- ▶ Blocking Jobs When Department ID Is Unknown

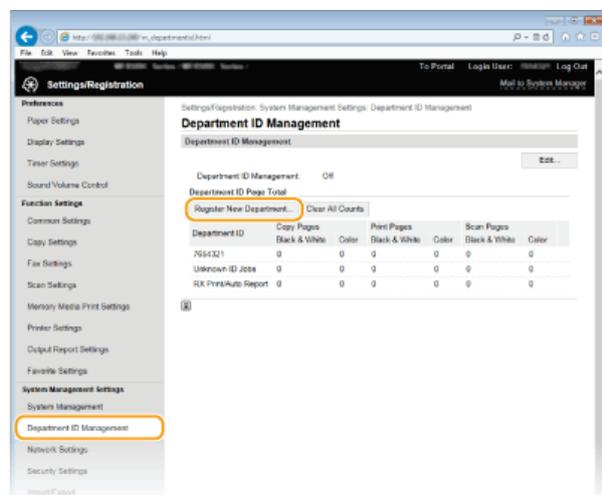
Registering/Editing Department ID and PIN

Register a Department ID and set a PIN for it. You can also disable functions, such as black and white copying and color printing, for each Department ID. Up to 300 Department IDs can be registered.

- 1 Start the Remote UI and log on in System Manager Mode. ▶ Starting Remote UI
- 2 Click [Settings/Registration].



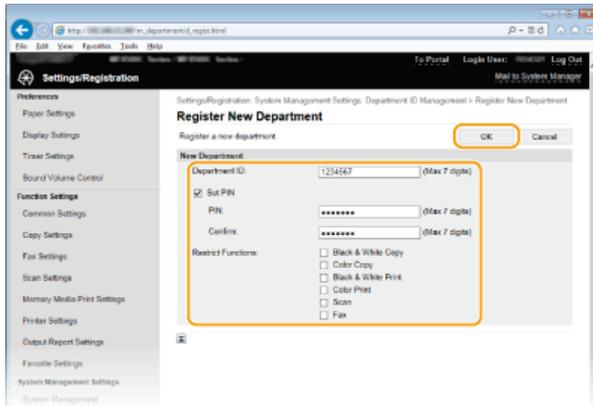
- 3 Click [Department ID Management] and register or edit Department IDs.



■ Registering a Department ID

- 1 Click [Register New Department].

2 Specify the required settings and click [OK].



[Department ID]

Enter a number of up to seven digits for the Department ID.

[Set PIN]

To set a PIN, select the check box and enter a number of up to seven digits both in the [PIN] and [Confirm] text boxes.

[Restrict Functions]

Select the check box for the function that you want to disable for the Department ID.

NOTE:

If the [Scan] check box is selected, the Save to USB Memory Device, Send E-mail, and Save to Shared Folder or FTP Server functions are all restricted. You can also restrict other methods that scan documents by importing them to a computer, but in that case you cannot block access for each Department ID (**Blocking Jobs When Department ID Is Unknown**).

■ Editing the settings of the registered Department ID

1 Click the corresponding text link under [Department ID] to edit.

2 Change the settings as necessary and click [OK].

NOTE:

Deleting a Department ID

- Click [Delete] on the right of the Department ID you want to delete ► click [OK].

NOTE

[Department ID Page Total]

- You can check the total numbers of pages copied, printed, scanned, or faxed for each Department ID.
- If you want to return the counts to zero, click the corresponding text link under [Department ID] and click [Clear Count] ► [OK]. If you want to return the counts of all Department ID's to zero, click [Clear All Counts] ► [OK].

Department ID Page Total						
Register New Department: Clear All Counts						
Department ID	Copy Pages		Print Pages		Scan Pages	
	Black & White	Color	Black & White	Color	Black & White	Color
7654321	0	0	0	0	0	0
1234567	0	0	0	0	0	0
Unknown ID	0	0	0	0	0	0
Job	0	0	0	0	0	0
RX PrintAuto Report	0	0	0	0	0	0

Using control cards

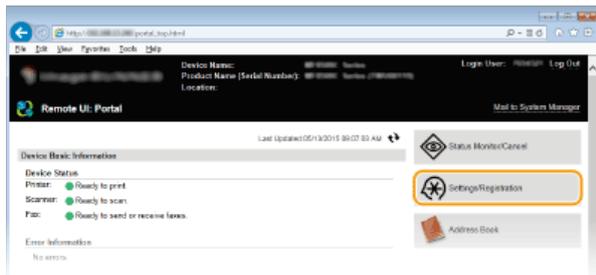
- When the optional Copy Card Reader-F1 is attached to the machine, 300 sequential numbers are registered automatically.
- Do not edit or delete the department IDs. The control cards that correspond to the edited or deleted department IDs will be unavailable.

Enabling the Department ID Management

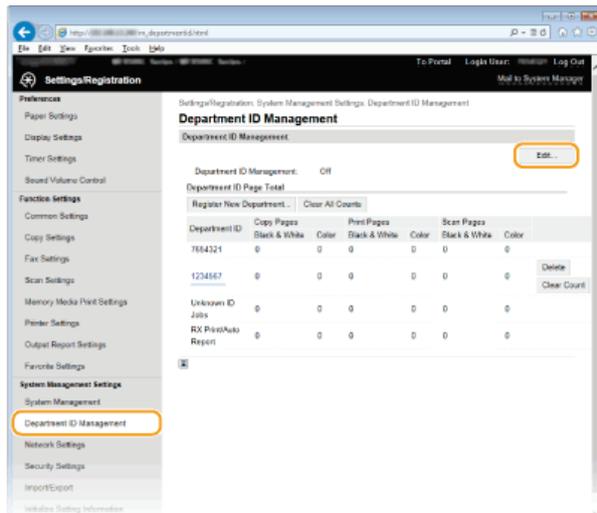
After you register as many Department IDs as necessary, enable Department ID Management.

1 Start the Remote UI and log on in System Manager Mode. ▶ Starting Remote UI

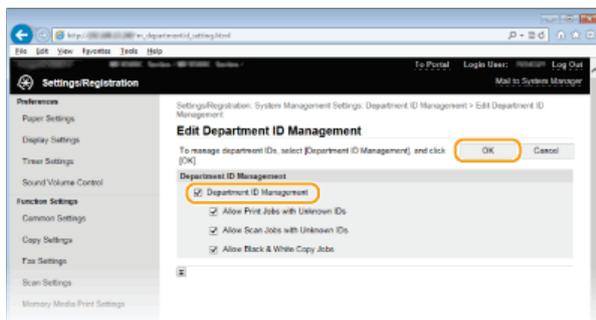
2 Click [Settings/Registration].



3 Click [Department ID Management] ▶ [Edit].



4 Select the [Department ID Management] check box and click [OK].



[Department ID Management]

Select the check box to enable Department ID Management. If you do not want to use Department ID Management, clear the check box.

NOTE:

- For information on the [Allow Print Jobs with Unknown IDs]/[Allow Scan Jobs with Unknown IDs]/[Allow Black & White Copy Jobs] check boxes, see ▶ **Blocking Jobs When Department ID Is Unknown.**

NOTE

Using the operation panel

- You can also switch Department ID Management On/Off from <Menu> in the <Home> Screen. ▶ **Department ID Management On/Off**

Logging on to the machine

- When you try to operate the machine when Department ID Management is enabled, the following logon screen is displayed:

```

Enter Department ID and PIN
Login: Press ID
Logout: Press ID
-----
Department ID:
PIN:
Black & White Copy
Scan

```

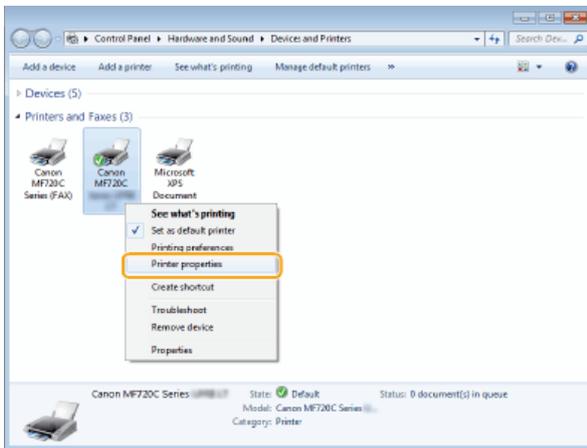
Setting the Department ID Management for Printing or Faxing from the Computer

If you want to enable Department ID Management for printing and faxing from a computer, you need to specify settings by using the drivers you already installed on the computer. Specify the Department ID and PIN as necessary.

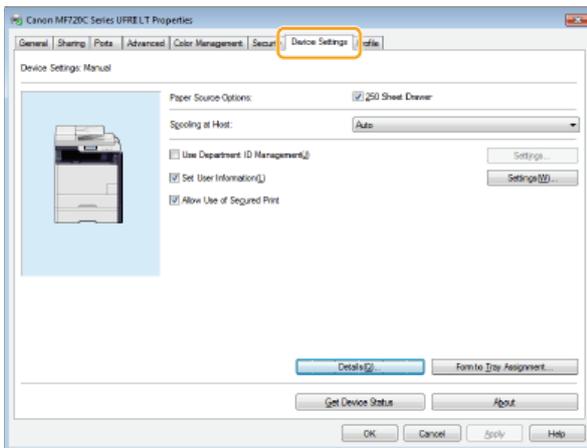
IMPORTANT

- To perform the following procedure, log on to your computer with an administrator account.

- 1 **Open the printer folder.** ▶ **Displaying the Printer Folder**
- 2 **Right-click your printer or fax icon and click [Printer properties] or [Properties].**



- 3 **Click the [Device Settings] tab and specify the required settings.**



- 1 **Select the [Use Department ID Management] check box and click [Settings] on the right of it.**
 - For the fax driver, also select the [Allow PIN Setting] check box to enable the PIN setting.
- 2 **Specify the settings as necessary and click [OK].**



[Allow PIN Setting]

Select the check box to enable the PIN setting.

[Department ID]

Enter a number of up to seven digits for the Department ID.

[PIN]

Enter a number of up to seven digits for the PIN if it is set for the Department ID.

[Verify]

Click to verify that the correct ID and PIN are entered. This function is not available if the machine and the computer are connected via a USB or WSD (Web Services on Devices) port.

[Confirm Department ID/PIN When Printing]/[Confirm Department ID/PIN when Sending Fax]

Select the check box to display the [Confirm Department ID/PIN] pop-up screen each time you print or fax from a computer.

[Authenticate Department ID/PIN at Device]

Select the check box if the machine and the computer are connected via a USB or WSD port.

3 Click [OK].

NOTE

Logging on to the machine

- When you try to print or fax from a computer when Department ID Management is enabled, the following pop-up screen is displayed (unless the [Confirm Department ID/PIN When Printing]/[Confirm Department ID/PIN when Sending Fax] check box is cleared):

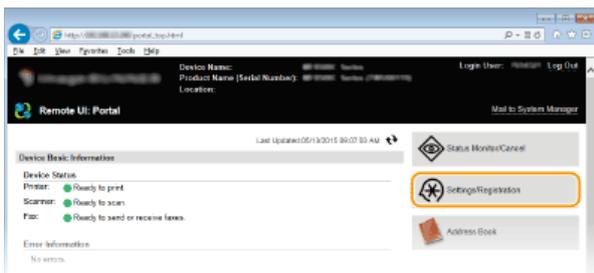


Blocking Jobs When Department ID Is Unknown

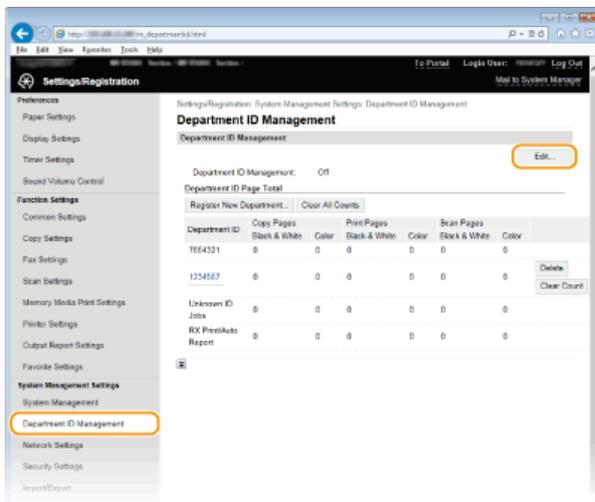
If you do not change the default settings, any user can print from a computer, scan (via <Computer> and <Remote Scanner>), send a PC fax from a computer, or make black and white copies without entering an ID and PIN even when Department ID Management is enabled for the machine. You can change the default settings so that the machine cannot be used for these functions without a correct ID and PIN.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI

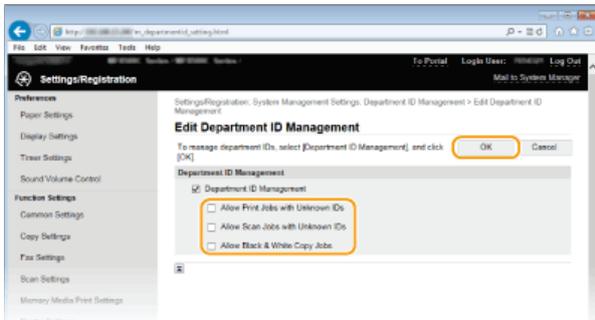
2 Click [Settings/Registration].



3 Click [Department ID Management] ▶ [Edit].



4 Clear the check boxes as necessary and click [OK].

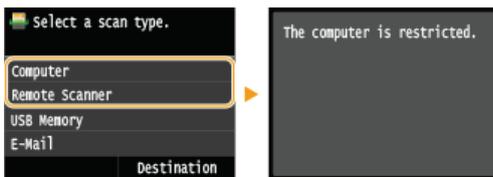


[Allow Print Jobs with Unknown IDs]

In order to print or fax from a computer when Department ID Management is enabled, you need to enter the correct ID and PIN (▶ **Setting the Department ID Management for Printing or Faxing from the Computer**). However if the check box is selected for this setting, you can print or fax without entering the ID and PIN. Clear the check box to require entering a correct ID and PIN.

[Allow Scan Jobs with Unknown IDs]

If the check box is selected, you can select <Computer> or <Remote Scanner> on the main screen and scan documents into a computer anytime. If the check box is cleared, you cannot scan documents into a computer if Department ID Management is enabled. It is not possible to restrict scanning of documents into a computer for individual department IDs.



[Allow Black & White Copy Jobs]

If the check box is selected when Department ID Management is enabled, you can copy in black and white without entering the correct ID and PIN. Clear the check box to require entering an ID and PIN.

LINKS

- ▶ **Setting Access Privileges**
- ▶ **Setting the System Manager ID**

Setting a Remote UI PIN

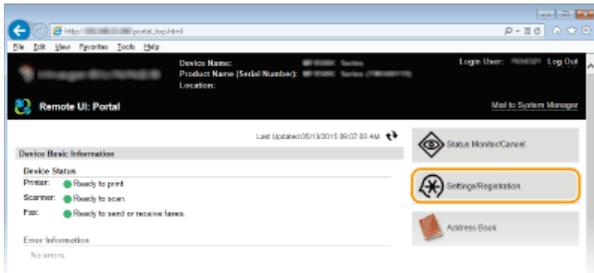
You can set a PIN for access to the Remote UI. All users use a common PIN.

NOTE

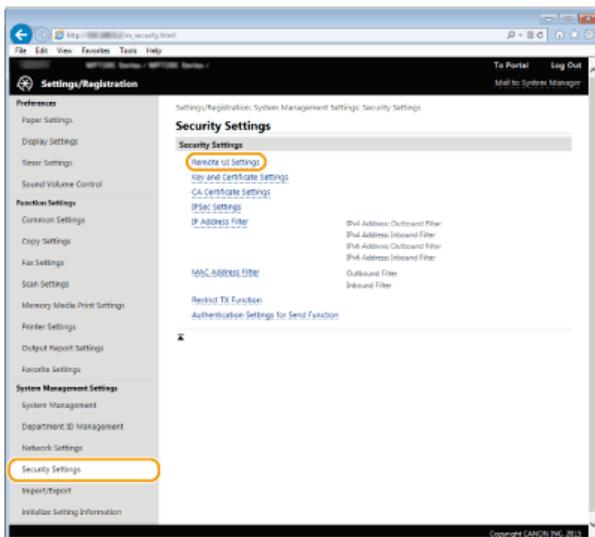
- When Department ID Management is enabled, setting here is not required. [▶ Setting the Department ID Management](#)

1 Start the Remote UI and log on in System Manager Mode. [▶ Starting Remote UI](#)

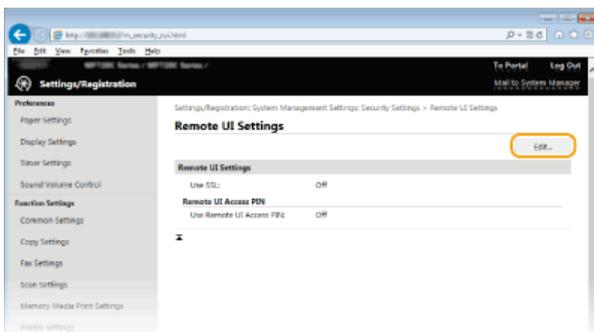
2 Click [Settings/Registration].



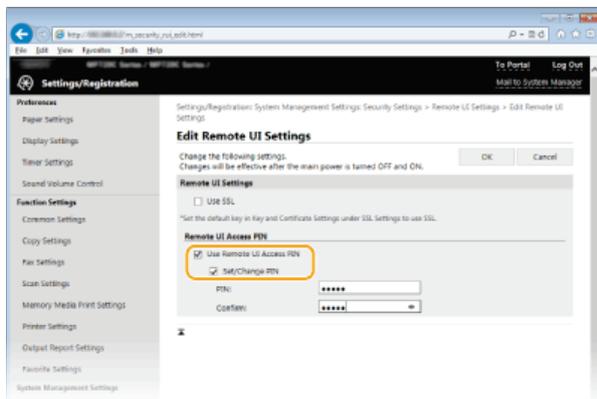
3 Click [Security Settings] ▶ [Remote UI Settings].



4 Click [Edit].



5 Select the [Use Remote UI Access PIN] check box and set the PIN.



[Use Remote UI Access PIN]

If you select this check box, you must enter a PIN to access the Remote UI.

[Set/Change PIN]

To set a PIN, select the check box and enter a number of up to seven digits both in the [PIN] and [Confirm] text boxes.

6 Click [OK].

NOTE

If PIN is forgotten

- Set a new Remote UI Access PIN in the settings menu on the operation panel. [▶ Remote UI Settings](#)

If Remote UI settings are initialized

- The Remote UI Access PIN is also initialized. After an initialization, reset the PIN. [▶ Initializing Menu](#)

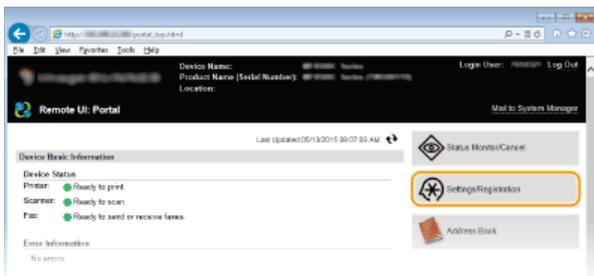
LINKS

- [▶ Setting Access Privileges](#)
- [▶ Setting the System Manager ID](#)

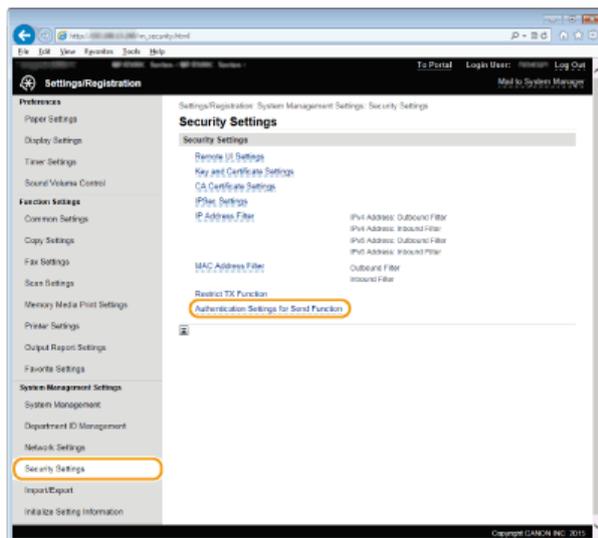
LDAP Server Authentication

If your system has an LDAP server installed, you can ensure that LDAP server authentication is carried out when the send function is used. This enables you to prevent unauthorized use by third parties and information disclosure. Once the authorization settings are enabled, the Authorized Send screen appears when the fax or scan function is used and operation can only continue if it is correctly authorized by the LDAP server. Use the settings described here to configure LDAP server authentication. For more information on registering the server to be used for authentication, see [Registering LDAP Servers](#).

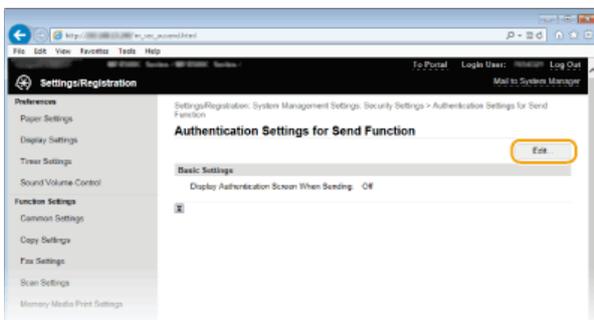
- 1 Start the Remote UI and log on in System Manager Mode. [Starting Remote UI](#)
- 2 Click [Settings/Registration].



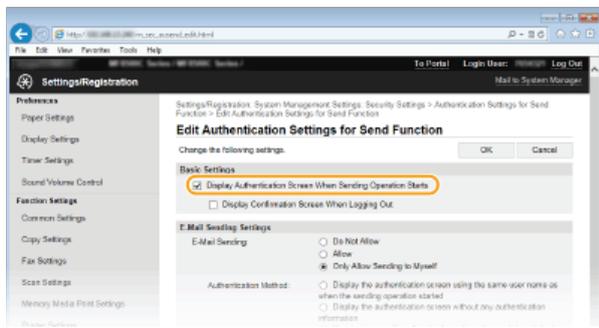
- 3 Click [Security Settings] ▶ [Authentication Settings for Send Function].



- 4 Click [Edit].



- 5 Select the [Display Authentication Screen When Sending Operation Starts] check box and select whether a confirmation screen is displayed at logout.



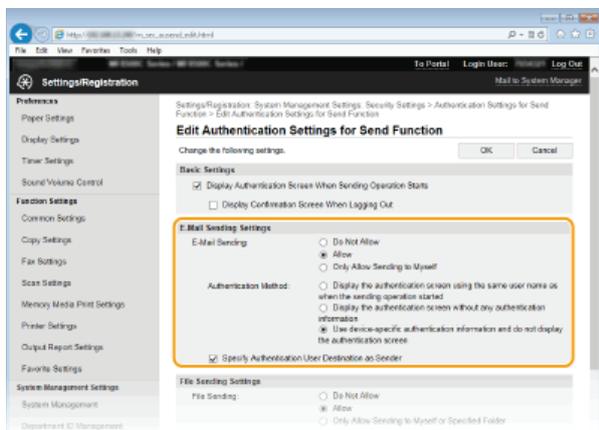
[Display Authentication Screen When Sending Operation Starts]

Select this check box to display the Authorized Send logon screen when the fax or scan function is used (LDAP server authentication).

[Display Confirmation Screen When Logging Out]

Select this check box to display a screen that allows you to selectively log out when you are logged on for both Authorized Send and Department ID Management. If you clear this check box, no selection screen is displayed when you log out and you are logged out from both Authorized Send and Department ID Management.

6 Configure the settings for sending e-mail/I-Faxes.



[E-Mail Sending]

Specify whether the sending of e-mail and I-Faxes is blocked.

[Do Not Allow]	Blocks outgoing e-mail and I-Faxes. <E-Mail>/<I-Fax> in the scan function can no longer be selected.
[Allow]	Permits outgoing e-mail and I-Faxes.
[Only Allow Sending to Myself]	Blocks all outgoing e-mail and I-Faxes other than those to users with authorized e-mail addresses. The e-mail addresses of authorized users must be registered on the LDAP server.

[Authentication Method]

When [Allow] or [Only Allow Sending to Myself] is selected in [E-Mail Sending], this allows you to specify whether an authentication screen is shown on the SMTP server when e-mail is sent.

[Display the authentication screen using the same user name as when the sending operation started]	Displays the authentication screen showing the same user name and password entered in the Authorized Send logon screen.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.
[Use device-specific authentication information and]	No authentication screen is displayed when e-mail or I-Faxes are sent. Authorization on the SMTP server

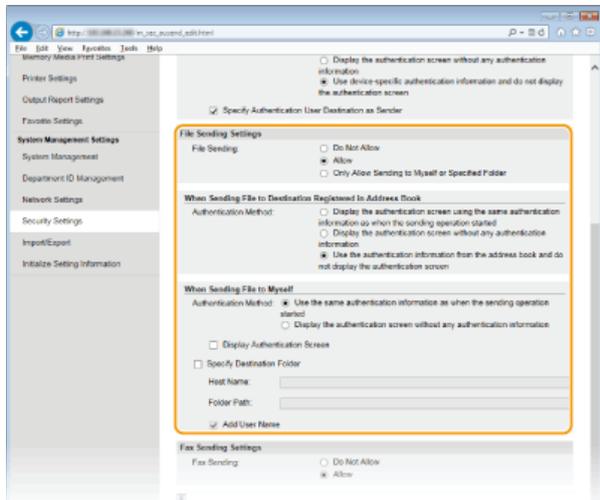
do not display the authentication screen]

is carried out using the user name and password set in [E-Mail/I-Fax Settings] **Configuring E-mail/I-Fax Communication Settings.**

[Specify Authentication User Destination as Sender]

Select this check box when the e-mail address of an authorized user will be set as the sender. The e-mail addresses of authorized users must be registered on the LDAP server. If you clear this check box, the e-mail address set in the [E-Mail/I-Fax Settings] is set as the sender.

7 Configure the file transfer settings (for saving to shared folders or an FTP server).



[File Sending]

Set whether to allow saving to shared folders and file servers.

[Do Not Allow]	Blocks saving to shared folders or FTP servers. <File> in the scan function can no longer be used.
[Allow]	Saving to shared folders or FTP servers is not blocked.
[Only Allow Sending to Myself or Specified Folder]	Blocks saving to all shared folders or FTP servers other than specified folders. The data is saved to folders registered on the LDAP server or to the folder specified in [Specify Destination Folder].

When [Allow] is specified in [File Sending]

[Authentication Method]

Allows you to specify whether an authentication screen is shown on the server when sending.

[Display the authentication screen using the same authentication information as when the sending operation started]	Displays the authentication screen showing the same user name and password entered in the Authorized Send logon screen.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.
[Use the authentication information from the address book and do not	No authentication screen is displayed when e-mail or I-Faxes are sent. Authentication is carried out on the server using the user name and password set in the Address Book.

display the authentication screen]

■ When [Only Allow Sending to Myself or Specified Folder] is specified in [File Sending] 

[Authentication Method]

Allows you to specify whether an authentication screen is shown on the server when sending.

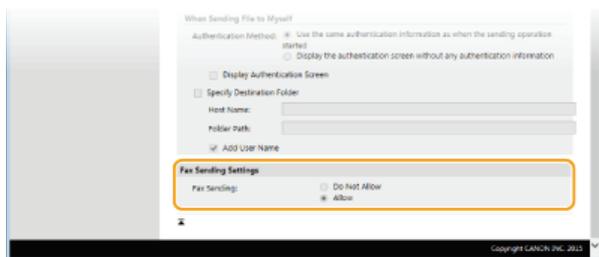
[Use the same authentication information as when the sending operation started]	Carries out authorization on the server using the user name and password entered in the Authorized Send logon screen. Selecting the [Display Authentication Screen] check box displays the authentication screen with this user name and password already entered when you send the data.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.

[Specify Destination Folder]

Selecting this check box allows you to specify the folder where the data is saved. If the check box is not selected, the save destination is set based on authorized user information registered on the LDAP server.

[Host Name]	Enter a host name for the shared folder or FTP server up to 120 characters in length.
[Folder Path]	Enter a path name for the save destination folder up to 120 characters in length (excluding the host name). When the [Add User Name] check box is selected, the user name and path used for LDAP authentication are added.

8 Configure the settings for sending faxes.



[Fax Sending]

Select whether to allow sending faxes.

[Do Not Allow]	Restricts fax transmissions.
[Allow]	Does not restrict fax transmissions.

9 Click [OK].

LINKS

 **Registering LDAP Servers**

Specifying IP Addresses for Firewall Rules

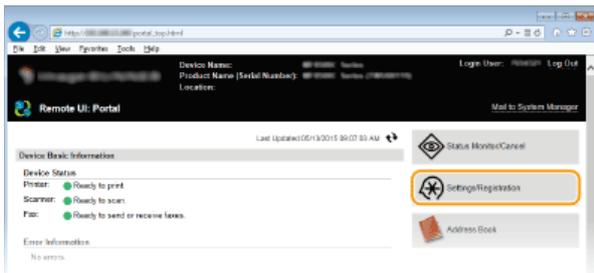
You can either limit communication to only devices with specified IP addresses, or block devices with specified IP addresses but permit other communications. You can specify a single IP address or a range of IP addresses.

NOTE

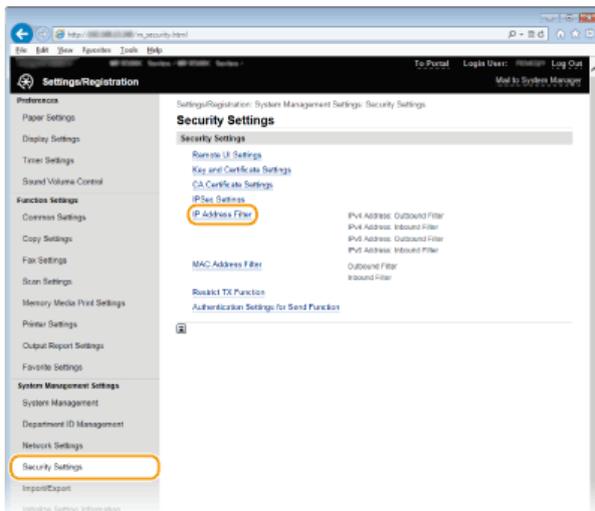
- Up to 16 IP addresses (or ranges of IP addresses) can be specified for both IPv4 and IPv6.
- The packet filters described in this section control communications over TCP, UDP, and ICMP.

1 Start the Remote UI and log on in System Manager Mode.  Starting Remote UI

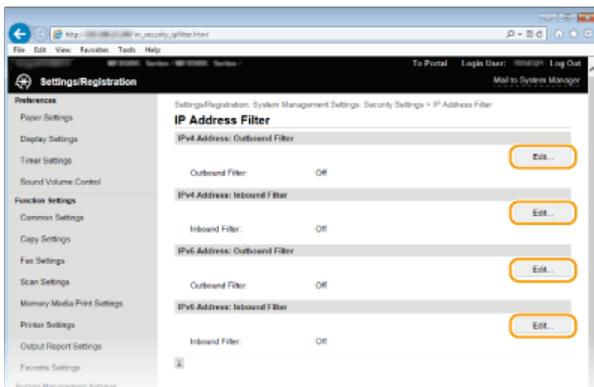
2 Click [Settings/Registration].



3 Click [Security Settings] ▶ [IP Address Filter].



4 Click [Edit] for the filter type that you want to use.



[IPv4 Address: Outbound Filter]

Select to restrict sending data from the machine to a computer by specifying IPv4 addresses.

[IPv4 Address: Inbound Filter]

Select to restrict receiving data from the machine to a computer by specifying IPv4 addresses.

[IPv6 Address: Outbound Filter]

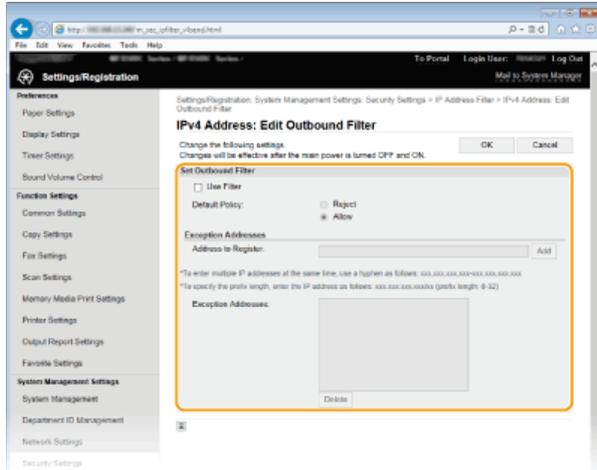
Select to restrict sending data from the machine to a computer by specifying IPv6 addresses.

[IPv6 Address: Inbound Filter]

Select to restrict receiving data from the machine to a computer by specifying IPv6 addresses.

5 Specify the settings for packet filtering.

- Select the default policy to allow or reject the communication of other devices with the machine, and then specify IP addresses for exceptions.



1 Select the [Use Filter] check box and click the [Reject] or [Allow] radio button for the [Default Policy].

[Use Filter]

Select the check box to restrict communication. Clear the check box to disable the restriction.

[Default Policy]

Select the precondition to allow or reject the communication of other devices with the machine.

[Reject]	Select to pass communication packets only when they are sent to or received from devices whose IP addresses are entered in [Exception Addresses]. Communications with other devices are prohibited.
[Allow]	Select to block communication packets when they are sent to or received from devices whose IP addresses are entered in [Exception Addresses]. Communications with other devices are permitted.

2 Specify address exceptions.

- Enter the IP address (or the range of IP addresses) in the [Address to Register] text box and click [Add].

IMPORTANT:

Check for entry errors

If IP addresses are incorrectly entered, you may be unable to access the machine from the Remote UI, in which case you need to set <IPv4 Address Filter> or <IPv6 Address Filter> to <Off>. ▶ **IPv4 Address Filter** ▶ **IPv6 Address Filter**

NOTE:

Entry form for IP addresses

	Description	Example
Entering a single address	IPv4: Delimit numbers with periods.	192.168.0.10
	IPv6: Delimit alphanumeric characters with colons.	fe80::10
Specifying a range of addresses	Insert a hyphen between the addresses.	192.168.0.10-192.168.0.20
Specifying a range of addresses with a	Enter the address, followed by a slash and a number indicating the prefix length.	192.168.0.32/27 fe80::1234/64

prefix

When [Reject] is selected for an outbound filter

Outgoing multicast and broadcast packets cannot be filtered.

Deleting an IP address from exceptions

Select an IP address and click [Delete].



3 Click [OK].

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

- You can also enable or disable IP address filtering from <Menu> in the <Home> Screen. [▶ IPv4 Address Filter](#) [▶ IPv6 Address Filter](#)

LINKS

- ▶ [Specifying MAC Addresses for Firewall Rules](#)

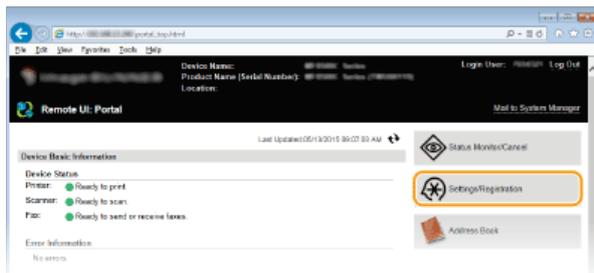
Specifying MAC Addresses for Firewall Rules

You can limit communication to only devices with specified MAC addresses, or block devices with specified MAC addresses but permit other communications. Up to 32 MAC addresses can be specified.

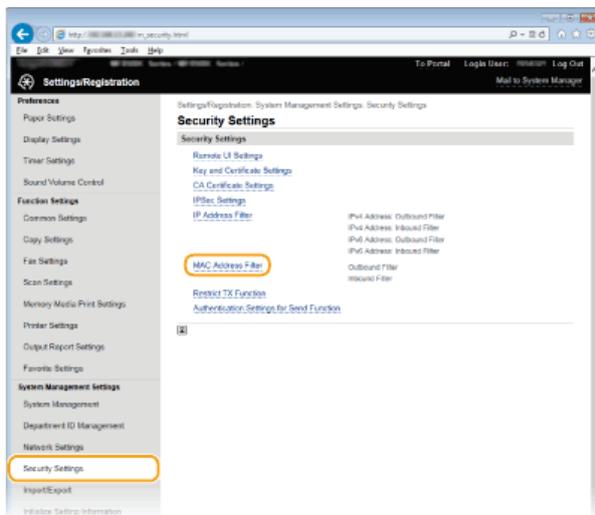
IMPORTANT

This function is unavailable when the machine is connected to a wireless LAN.

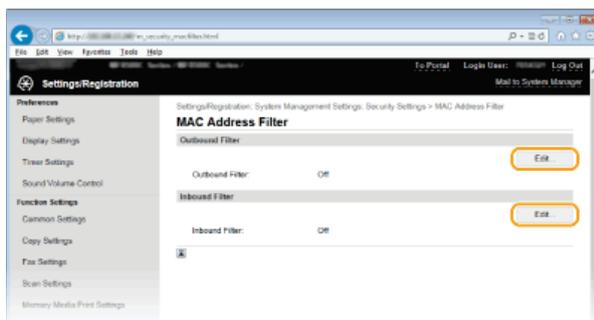
- 1 Start the Remote UI and log on in System Manager Mode.  Starting Remote UI
- 2 Click [Settings/Registration].



- 3 Click [Security Settings] ▶ [MAC Address Filter].



- 4 Click [Edit] for a filter type.



[Outbound Filter]

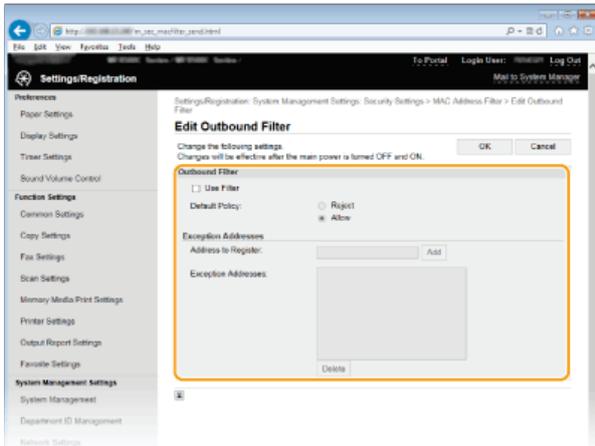
Select to restrict sending data from the machine to a computer by specifying MAC addresses.

[Inbound Filter]

Select to restrict receiving data from the machine to a computer by specifying MAC addresses.

5 Specify the settings for packet filtering.

- Select the precondition (default policy) to allow or reject the communication of other devices with the machine, and then specify MAC addresses for exceptions.



1 Select the [Use Filter] check box and click the [Reject] or [Allow] radio button for the [Default Policy].

[Use Filter]

Select the check box to restrict communication. Clear the check box to disable the restriction.

[Default Policy]

Select the precondition to allow or reject other devices to communicate with the machine.

[Reject]	Select to pass communication packets only when they are sent to or received from devices whose MAC addresses are entered in [Exception Addresses]. Communications with other devices are prohibited.
[Allow]	Select to block communication packets when they are sent to or received from devices whose MAC addresses are entered in [Exception Addresses]. Communications with other devices are permitted.

2 Specify address exceptions.

- Enter the MAC address in the [Address to Register] text box and click [Add].
- You do not need to delimit the address with hyphens or colons.

IMPORTANT:

Check for entry errors

If MAC addresses are incorrectly entered, you may become unable to access the machine from the Remote UI, in which case you need to set <MAC Address Filter> to <Off>. **MAC Address Filter**

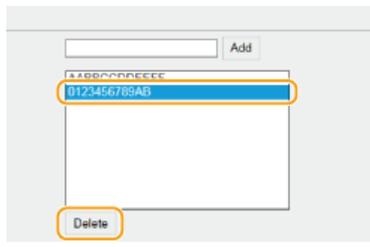
NOTE:

When [Reject] is selected for an outbound filter

Outgoing multicast and broadcast packets cannot be filtered.

Deleting a MAC address from exceptions

Select a MAC address and click [Delete].



3 Click [OK].

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

- You can also enable or disable MAC address filtering from <Menu> in the <Home> Screen. [▶ MAC Address Filter](#)

LINKS

- ▶ [Specifying IP Addresses for Firewall Rules](#)

Changing Port Numbers

Ports serve as endpoints for communicating with other devices. Typically, conventional port numbers are used for major protocols, but devices that use these port numbers are vulnerable to attacks because these port numbers are well-known. To enhance security, your Network Administrator may change the port numbers. When a port number has been changed, the new number must be shared with the communicating devices, such as computers and servers. Specify the port number settings depending on the network environment.

NOTE

- To change the port number for proxy server, see [▶ Setting a Proxy](#).
- To change the port number for LDAP server, see [▶ Registering LDAP Servers](#).

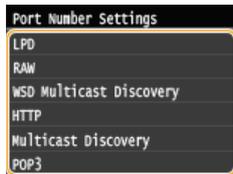
1 Tap <Menu> in the <Home> Screen.

2 Tap <Network Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. [▶ Logging on to the Machine](#)

3 Select <TCP/IP Settings> ▶ <Port Number Settings>.

4 Select a port.

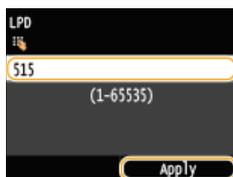


NOTE:

Learning more about the ports

- <LPD>/<RAW>/<WSD Multicast Discovery> [▶ Configuring Printing Protocols and WSD Functions](#)
- <HTTP> [▶ Disabling HTTP Communication](#)
- <POP3>/<SMTP> [▶ Configuring E-mail/I-Fax Communication Settings](#)
- <SNMP> [▶ Monitoring and Controlling the Machine with SNMP](#)
- <Multicast Discovery> [▶ Configuring Settings for Device Management Software](#)

5 Enter the port number using the numeric keys, and tap <Apply>.



6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

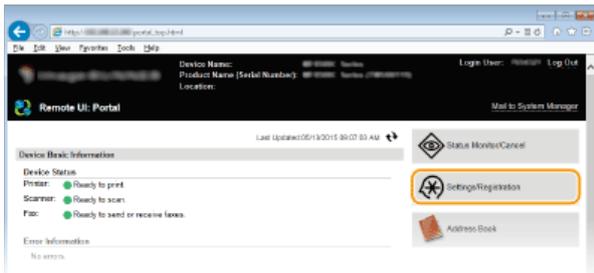
LINKS

[▶ Configuring Printer Ports](#)

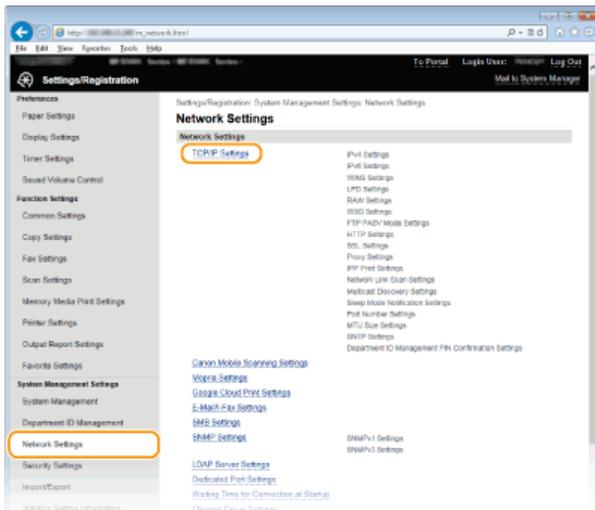
Setting a Proxy

A proxy (or HTTP proxy server) refers to a computer or software that carries out HTTP communication for other devices, especially when communicating with resources outside the network, such as when browsing Web sites. The client devices connect to the outside network through the proxy server, and do not communicate directly to the resources outside. Setting a proxy not only facilitates management of traffic between in-house and outside networks but also blocks unauthorized access and consolidates anti-virus protection for enhanced security. When you use Google Cloud Print to print over the Internet, you can enhance security by setting a proxy. When setting a proxy, make sure that you have the necessary proxy information, including the IP address, port number, and a user name and password for authentication.

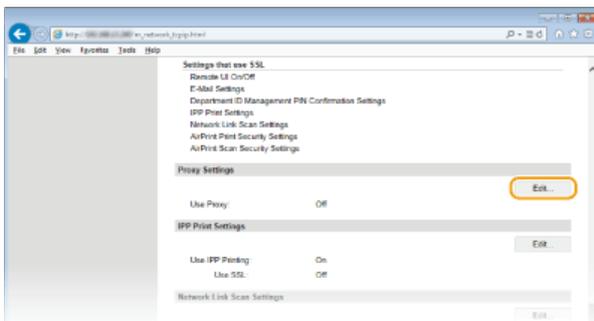
- 1 Start the Remote UI and log on in System Manager Mode.  Starting Remote UI
- 2 Click [Settings/Registration].



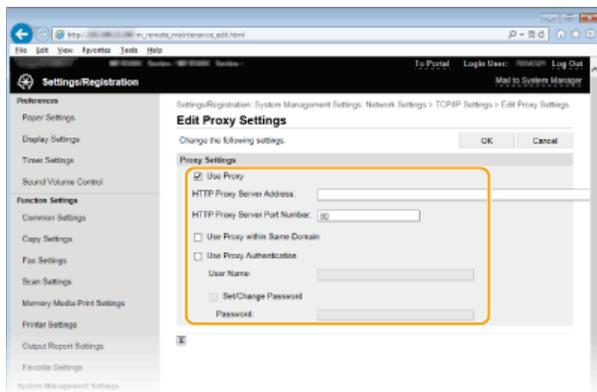
- 3 Click [Network Settings] ▶ [TCP/IP Settings].



- 4 Click [Edit] in [Proxy Settings].



- 5 Select the [Use Proxy] check box and specify the required settings.



[Use Proxy]

Select the check box to use the specified proxy server when communicating with an HTTP server.

[HTTP Proxy Server Address]

Enter the address of the proxy server. Specify the IP address or host name depending on the environment.

[HTTP Proxy Server Port Number]

Change the port number as necessary. Enter a number between 1 and 65535.

[Use Proxy within Same Domain]

Select this check box to also use the specified proxy server for communication with devices in the same domain.

[Use Proxy Authentication]

To enable authentication by the proxy server, select the check box and enter up to 24 alphanumeric characters for the user name in the [User Name] text box.

[Set/Change Password]

To set or change the password for the proxy authentication, when it is enabled, select the check box and enter up to 24 alphanumeric characters for the new password in the [Password] text box.

6 Click [OK].

LINKS

▶ Using Google Cloud Print

Restricting the Machine's Functions

Some of the functions of the machine may rarely be used or provide opportunities for misuse. For security purposes, the machine can be set to limit its capabilities by partially or completely disabling these functions.

Restricting Access to Address Book and Sending Functions



Restricting Access to Address Book and Sending Functions

Restricting USB Functions



Restricting USB Functions

Disabling HTTP Communication and Remote Management

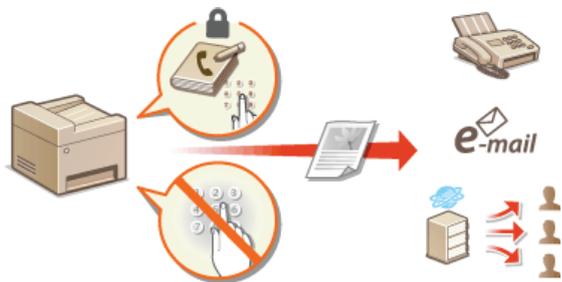


Disabling HTTP Communication

Disabling Remote UI

Restricting Access to Address Book and Sending Functions

Some cases of information leakage can be prevented by limiting the available fax and e-mail destinations to those registered in the Address Book or LDAP servers, or by setting a PIN for the Address Book so that unauthorized users cannot add or edit Address Book entries. You can also avoid sending documents to unintended recipients if the machine is set to ask you to enter the fax number twice for confirmation.



Setting a PIN for Address Book



The Address Book can be set to require users to enter a PIN in order to add new entries to the Address Book or edit existing entries. Setting a PIN to the Address Book can reduce the risk of documents being sent to unintended recipients because changes to the Address Book can only be made by users who know the PIN.

1 Tap <Menu> in the <Home> Screen.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**

3 Select <Restrict TX Function> ▶ <Address Book PIN>.

4 Set the PIN for editing the Address Book.

- Enter a number of up to seven digits using numeric keys, and tap <Apply>.
- When <PIN (Confirm)> is displayed, enter the PIN once again to confirm.



NOTE:

- You cannot set a PIN that consists only of zeros, such as "00" or "0000000".
- To cancel the PIN setting, clear the information entered in **C** and tap <Apply> with the fields blank.

NOTE

In addition to setting the Address Book PIN, you can further enhance security by performing the following operations:

- Restricting the addition of new destinations, see **Limiting Available Destinations**.
- Disabling the PC fax function, see **Prohibiting PC Faxing (MF729Cx / MF728Cdw / MF628Cw)**.

LINKS

- **Registering in the Address Book**
- **Registering Address Book from Remote UI**
- **Configuring Basic E-mail Settings**
- **Setting a Shared Folder as a Save Location**

Limiting Available Destinations



By limiting fax numbers that can be specified when sending documents to those already registered in the Address Book, those previously used, or those searchable from the LDAP servers, you can reduce the possibility of specifying incorrect destinations and prevent users from leaking information. When this function is enabled, the machine prohibits users from entering destinations using the numeric keys, adding new entries to the Address Book, and editing the existing Address Book entries.

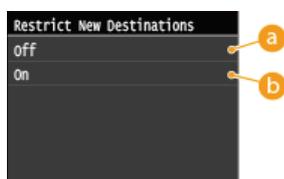
1 Tap <Menu> in the <Home> Screen.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **▶ Logging on to the Machine**

3 Select <Restrict TX Function> ▶ <Restrict New Destinations>.

4 Tap <On>.



a <Off>

Cancels the restriction on new destinations. Fax numbers and e-mail addresses can be specified by using any method.

b <On>

Restricts input so that the only addresses that can be specified are those registered in the Address Book, those previously used, or those that can be found on the LDAP server.

IMPORTANT

- This function does not limit the available destinations for PC faxing. **▶ Prohibiting PC Faxing (MF729Cx / MF728Cdw / MF628Cw)**

LINKS

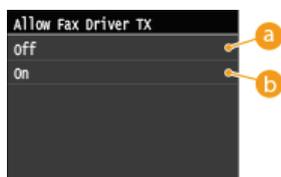
- ▶ **Setting a PIN for Address Book**
- ▶ **Disabling Use of Previously Used Destinations**
- ▶ **Prohibiting Sequential Broadcasting (MF729Cx / MF728Cdw / MF628Cw)**

Prohibiting PC Faxing MF729Cx / MF728Cdw / MF628Cw

You can prohibit users from PC faxing (faxing from a computer).



- 1 Tap <Menu> in the <Home> Screen.
- 2 Tap <Fax Settings>.
- 3 Select <TX Function Settings> ▶ <Allow Fax Driver TX>.
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**
- 4 Tap <Off>.



- a** <Off>
Disables PC faxing.
- b** <On>
Enables PC faxing.

LINKS

- ▶ [Sending Faxes from Your Computer \(PC Fax\) \(MF729Cx / MF728Cdw / MF628Cw\)](#)
- ▶ [Setting the Department ID Management for Printing or Faxing from the Computer](#)
- ▶ [Setting a PIN for Address Book](#)
- ▶ [Limiting Available Destinations](#)

Disabling Use of Previously Used Destinations

Prohibits the specification of destinations from the transmission records. Using this restriction prevents destinations being selected from the transmission records for "Send Fax", "Scan and Send as E-mail" and "Scan and Save to Shared Folder or FTP Server".

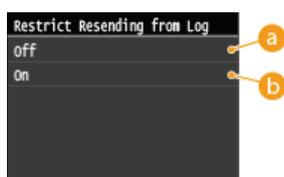
1 Tap <Menu> in the <Home> Screen.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. ▶ **Logging on to the Machine**

3 Select <Restrict TX Function> ▶ <Restrict Resending from Log>.

4 Tap <On>.



- a <Off>**
Enables use of previously used destinations.

- b <On>**
Disables use of previously used destinations.

LINKS

- ▶ **Limiting Available Destinations**
- ▶ **Prohibiting Sequential Broadcasting (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Specifying Previously Used Destinations (Fax)**
- ▶ **Specifying Previously Used Destinations**

Checking Destinations before Sending Documents

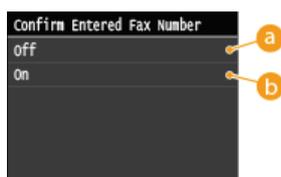
By entering the fax number twice, you can reduce the risk of faxing to the wrong number due to input mistakes. Use features described in this section if you send confidential documents.

- ▶ **Displaying the Screen for Confirming the Fax Number (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Displaying Destinations in Address Book**

Displaying the Screen for Confirming the Fax Number (MF729Cx / MF728Cdw / MF628Cw)

You can set the machine to ask users to enter the fax number twice when it is entered by using the numeric keys. This way, you can reduce the risk of faxing to the wrong number due to input mistakes.

- 1 Tap <Menu> in the <Home> Screen.**
- 2 Tap <Fax Settings>.**
- 3 Select <TX Function Settings> ▶ <Confirm Entered Fax Number>.**
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. ▶ **Logging on to the Machine**
- 4 Tap <On>.**

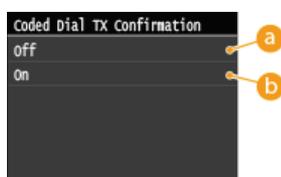


- a <Off>**
Does not display the screen for confirming the fax number.
- b <On>**
Displays the screen for confirming the fax number.

Displaying Destinations in Address Book

When using coded dial numbers to specify destinations, you need to remember whose destination (or what group) is registered in what coded dial number. If you do not remember all these numbers perfectly, you may send your documents to unintended destinations. You can avoid sending data to unintended recipients by configuring the machine to display the details of the coded dial number you selected/entered as a sending destination before you send documents to that destination.

- 1 Tap <Menu> in the <Home> Screen.**
- 2 Tap <System Management Settings>.**
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. ▶ **Logging on to the Machine**
- 3 Select <Restrict TX Function> ▶ <Coded Dial TX Confirmation>.**
- 4 Tap <On>.**



a <Off>

Does not display the details of the entered coded dial number.

b <On>

Displays the details of the entered coded dial number.

LINKS

[▶ Registering Destinations](#)

[▶ Specifying from Address Book \(Fax\)](#)

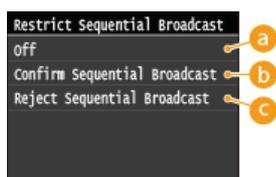
[▶ Specifying from Address Book](#)

[▶ Registering Address Book from Remote UI](#)

Prohibiting Sequential Broadcasting MF729Cx / MF728Cdw / MF628Cw

Sequential broadcasting is a feature that sends faxes to multiple recipients in succession. This feature can be disabled if preferred.

- 1 Tap **<Menu>** in the **<Home>** Screen.
- 2 Tap **<Fax Settings>**.
- 3 Tap **<Restrict TX Function>** ▶ **<Restrict Sequential Broadcast>**.
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**
- 4 Select **<Confirm Sequential Broadcast>** or **<Reject Sequential Broadcast>**.



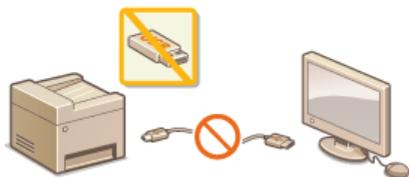
- a <Off>**
Enables sequential broadcasting.
- b <Confirm Sequential Broadcast>**
Displays the confirmation screen when sending a fax via sequential broadcasting.
- c <Reject Sequential Broadcast>**
Disables sequential broadcasting.

LINKS

- ▶ **Limiting Available Destinations**
- ▶ **Disabling Use of Previously Used Destinations**
- ▶ **Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)**

Restricting USB Functions

USB is a convenient way of connecting peripheral devices and storing or relocating data, but USB can also be a source of information leakage if it is not properly managed. Be especially careful when handling USB memory devices. This section describes how to restrict connection via the USB port of the machine and how to prohibit use of USB memory devices.



- ▶ **Restricting the USB Connection with a Computer**
- ▶ **Restricting the Scan to USB Function**
- ▶ **Restricting the USB Print Function**

Restricting the USB Connection with a Computer

You can disable the computer connection USB port located on the back side of the machine. If this port is disabled, the machine cannot communicate with a computer via USB. This setting does not affect the front USB port, which is for attaching USB memory devices.

- 1 Tap <Menu> in the <Home> Screen.**
- 2 Tap <System Management Settings>.**
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. ▶ **Logging on to the Machine**
- 3 Tap <Use as USB Device>.**
- 4 Tap <Off>.**



- a <Off>**
Disables the computer connection USB port located on the back side of the machine.
- b <On>**
Enables the computer connection USB port located on the back side of the machine.

- 5 Restart the machine.**
 - Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

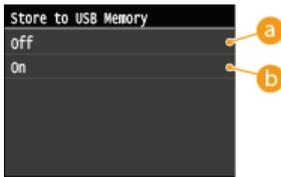
Restricting the Scan to USB Function

You can disable storing data into a USB memory device. USB memory devices are connected into the USB port on the front side of the machine.

- 1 Tap <Menu> in the <Home> Screen.**
- 2 Tap <System Management Settings>.**
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. ▶ **Logging on to the Machine**
- Tap <Store to USB Memory>.**

3

4 Tap <Off>.



a <Off>

Prohibits data from being stored into a USB memory device. Scanned data cannot be stored into the USB memory device.

b <On>

Permits data being stored into a USB memory device.

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Restricting the USB Print Function

You can disable printing data from a USB memory device. The data in the USB memory device cannot be printed.

1 Tap <Menu> in the <Home> Screen.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**

3 Tap <Memory Media Print On/Off>.

4 Tap <Off>.



a <Off>

Disables the function to read the data from a USB memory device. The data in the USB memory device cannot be printed.

b <On>

Enables the function to print the data stored in a USB memory device.

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

- ▶ [Scanning Documents Directly to USB Memory](#)
- ▶ [Printing from USB Memory \(USB Print\)](#)

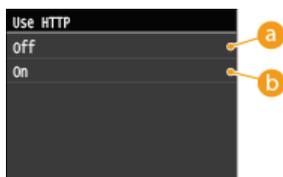
Disabling HTTP Communication

HTTP is used for communications over the network, such as when you access the machine via the Remote UI. If you are using a USB connection or are otherwise not using HTTP, you can disable HTTP to block malicious third-party intrusions via the unused HTTP port.

IMPORTANT

Disabling HTTP disables some of the network capabilities, such as the Remote UI, WSD printing, and printing with Google Cloud Print.

- 1 Tap **<Menu>** in the **<Home>** Screen.
- 2 Tap **<Network Settings>**.
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **Logging on to the Machine**
- 3 Select **<TCP/IP Settings>** ▶ **<Use HTTP>**.
- 4 Tap **<Off>**.



- a <Off>**
Disables HTTP communication.
- b <On>**
Enables HTTP communication.

LINKS

- ▶ **Using Remote UI**
- ▶ **Changing Port Numbers**
- ▶ **Configuring Printing Protocols and WSD Functions**
- ▶ **Using Google Cloud Print**

Disabling Remote UI

The Remote UI is useful because the machine settings can be specified by using a Web browser on a computer. To use the Remote UI, the machine must be connected to a computer over the network. If the machine is connected to a computer via USB, or if you do not need to use the Remote UI, you might want to disable the Remote UI to reduce the risk of having your machine controlled remotely over the network by malicious third parties.



1 Tap <Menu> in the <Home> Screen.

2 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press **ID**. **▶ Logging on to the Machine**

3 Tap <Remote UI Settings> ▶ <Use Remote UI>.

4 Tap <Off>.



a <Off>

Disables the Remote UI.

b <On>

Enables the Remote UI.

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

▶ Using Remote UI

▶ Disabling HTTP Communication

Implementing Robust Security Features

Authorized users may incur unanticipated losses from attacks by malicious third parties, such as sniffing, spoofing, and tampering of data as it flows over a network. To protect your important and valuable information from these attacks, the machine supports the following features to enhance security and secrecy.

SSL Encrypted Communication

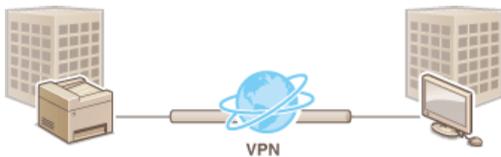
SSL is a protocol for encryption for data sent over a network and is often used for communication via a Web browser or an e-mail application. SSL enables secure network communication when you access the machine from a computer via the Remote UI.

🔒 Enabling SSL Encrypted Communication for the Remote UI



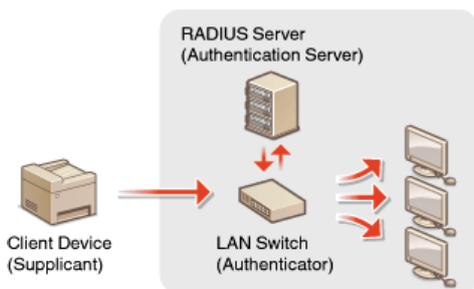
IPSec Communication

While SSL only encrypts data used on a specific application, such as a Web browser or an e-mail application, IPSec encrypts the whole (or payloads of) IP packets. This enables IPSec to offer a more versatile security system than SSL. 🔒 **Configuring IPSec Settings**



IEEE 802.1X Authentication

IEEE 802.1X is a standard and mechanism for blocking unauthorized access to the network by collectively managing user authentication information. If a device tries to connect to the 802.1X network, the device must go through user authentication in order to prove that the connection is made by an authorized user. Authentication information is sent to and checked by a RADIUS server, which permits or rejects communication to the network depending on the authentication result. If authentication fails, a LAN switch (or an access point) blocks access from the outside of the network. The machine can connect to an 802.1X network as a client device. 🔒 **Configuring IEEE 802.1X Authentication**



LINKS

🔒 Configuring Settings for Key Pairs and Digital Certificates

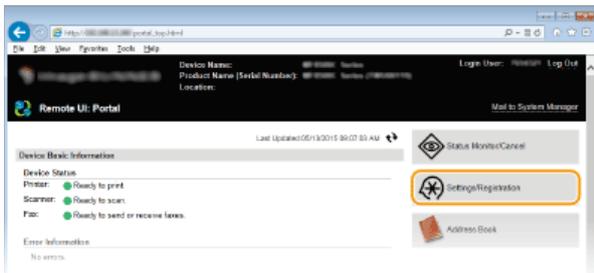
Enabling SSL Encrypted Communication for the Remote UI

You can encrypt communication between the machine and a Web browser on the computer by using Secure Sockets Layer (SSL). SSL is a mechanism for encrypting data sent or received over the network. SSL must be enabled when the Remote UI is used for specifying settings for IPsec (Pre-Shared Key Method), IEEE 802.1X authentication (TTLS/PEAP), or SNMPv3. To use SSL for the Remote UI, you need to set a key pair and enable the SSL function. Generate or install the key pair for SSL before enabling SSL (**Configuring Settings for Key Pairs and Digital Certificates**).

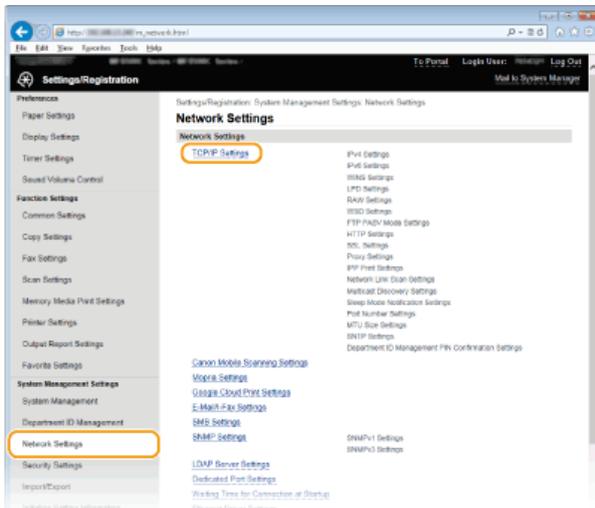


1 Start the Remote UI and log on in System Manager Mode. **Starting Remote UI**

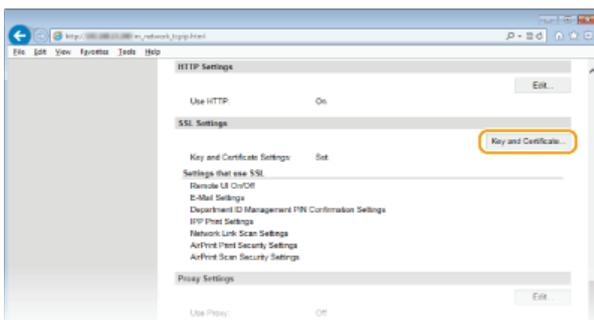
2 Click [Settings/Registration].



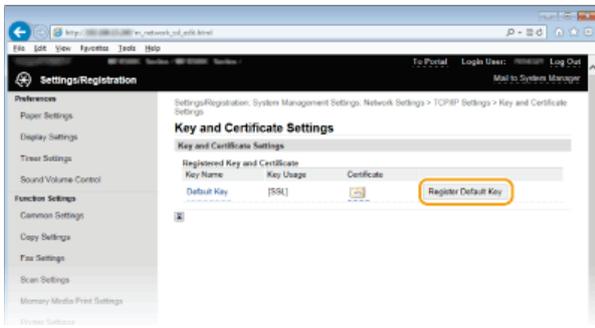
3 Click [Network Settings] > [TCP/IP Settings].



4 Click [Key and Certificate] in [SSL Settings].



5 Click [Register Default Key] on the right of the key pair you want to use.



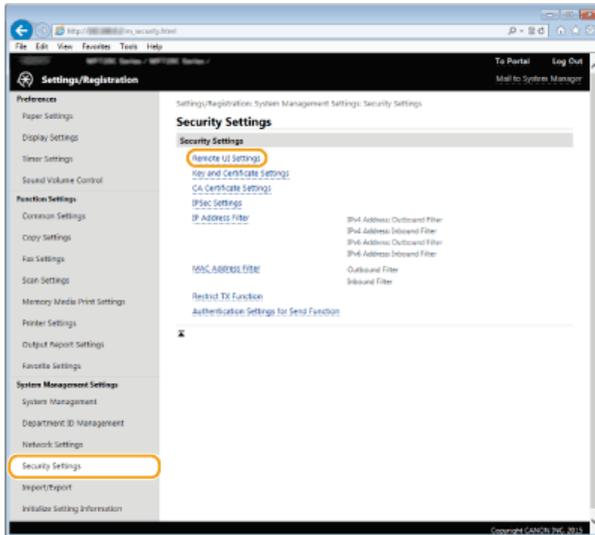
NOTE:

Viewing details of a certificate

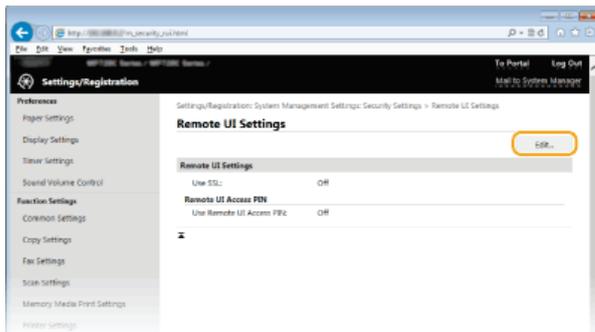
- You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon. **Verifying Key Pairs and Digital Certificates**

6 Enable SSL for the Remote UI.

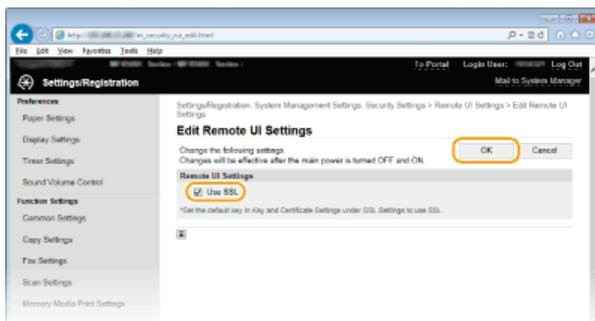
1 Click [Security Settings] ► [Remote UI Settings].



2 Click [Edit].



3 Select the [Use SSL] check box and click [OK].



7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

- You can also enable or disable SSL encrypted communication from <Menu> in the <Home> Screen. **▶ Use SSL**

Starting the Remote UI with SSL

- If you try to start the Remote UI when SSL is enabled, a security alert may be displayed regarding the security certificate. In this case, check that the correct URL is entered in the address field, and then proceed to display the Remote UI screen.
▶ Starting Remote UI

Enabling SSL for e-mailing/I-Faxing

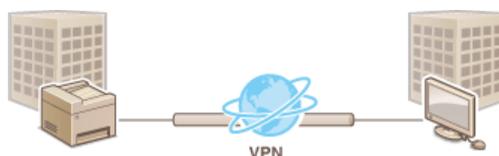
- If the SMTP server and the POP3 server support SSL, you can enable SSL for communication with these servers (**▶ Configuring E-mail/I-Fax Communication Settings**). For more information about the SMTP server and the POP3 server, contact your Internet service provider or Network Administrator.

LINKS

- ▶ Generating Key Pairs**
- ▶ Using CA-issued Key Pairs and Digital Certificates**
- ▶ Configuring IPsec Settings**
- ▶ Configuring IEEE 802.1X Authentication**
- ▶ Monitoring and Controlling the Machine with SNMP**
- ▶ Registering LDAP Servers**

Configuring IPsec Settings

Internet Protocol Security (IPsec or IPsec) is a protocol suite for encrypting data transported over a network, including Internet networks. While SSL only encrypts data used on a specific application, such as a Web browser or an e-mail application, IPsec encrypts either whole IP packets or the payloads of IP packets, offering a more versatile security system. The IPsec of the machine works in transport mode, in which the payloads of IP packets are encrypted. With this feature, the machine can connect directly to a computer that is in the same virtual private network (VPN). Check the system requirements and set the necessary configuration on the computer before you configure the machine.



System Requirements

IPsec that is supported by the machine conforms to RFC2401, RFC2402, RFC2406, and RFC4305.

Operating system	Windows Vista/7/8/Server 2003/Server 2008/Server 2012	
Connection mode	Transport mode	
Key exchange protocol	IKEv1 (main mode)	
	Authentication method	<ul style="list-style-type: none"> ● Pre-shared key ● Digital signature
	Hash algorithm (and key length)	<ul style="list-style-type: none"> ● HMAC-SHA1-96 ● HMAC-SHA2 (256 bits or 384 bits)
	Encryption algorithm (and key length)	<ul style="list-style-type: none"> ● 3DES-CBC ● AES-CBC (128 bits, 192 bits, or 256 bits)
	Key exchange algorithm/group (and key length)	Diffie-Hellman (DH) <ul style="list-style-type: none"> ● Group 1 (768 bits) ● Group 2 (1024 bits) ● Group 14 (2048 bits)
ESP	Hash algorithm	HMAC-SHA1-96
	Encryption algorithm (and key length)	<ul style="list-style-type: none"> ● 3DES-CBC ● AES-CBC (128 bits, 192 bits, or 256 bits)
	Hash algorithm/encryption algorithm (and key length)	AES-GCM (128 bits, 192 bits, or 256 bits)
AH	Hash algorithm	HMAC-SHA1-96

NOTE

IPsec functional restrictions

- IPsec supports communication to a unicast address (or a single device).
- The machine cannot use both IPsec and DHCPv6 at the same time.
- IPsec is unavailable in networks in which NAT or IP masquerade is implemented.

Using IPsec with IP address filter

- IP address filter settings are applied before the IPsec policies.  **Specifying IP Addresses for Firewall Rules**

Configuring IPsec Settings

Before using IPsec for encrypted communication, you need to register security policies (SP). A security policy consists of the groups of settings described below. Up to 10 policies can be registered. After registering policies, specify the order in which they are applied.

Selector

Selector defines conditions for IP packets to apply IPsec communication. Selectable conditions include IP addresses and port numbers of the machine and the devices to communicate with.

IKE

IKE configures the IKEv1 that is used for key exchange protocol. Note that instructions vary depending on the authentication method selected.

[Pre-Shared Key Method]

A key of up to 24 alphanumeric characters can be shared with the other devices. Enable SSL for the Remote UI before specifying this authentication method (🔴 **Enabling SSL Encrypted Communication for the Remote UI**).

[Digital Signature Method]

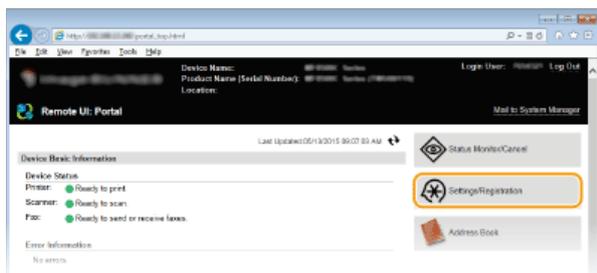
The machine and the other devices authenticate each other by mutually verifying their digital signatures. Generate or install the key pair beforehand (🔴 **Configuring Settings for Key Pairs and Digital Certificates**).

AH/ESP

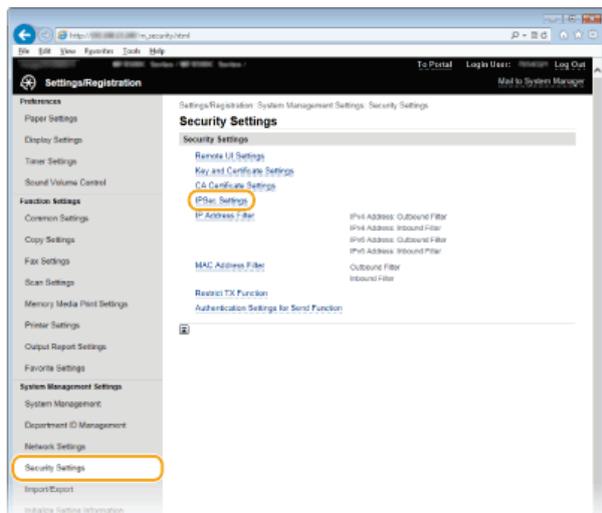
Specify the settings for AH/ESP, which is added to packets during IPsec communication. AH and ESP can be used at the same time. You can also select whether or not to enable PFS for tighter security.

1 Start the Remote UI and log on in System Manager Mode. 🔴 **Starting Remote UI**

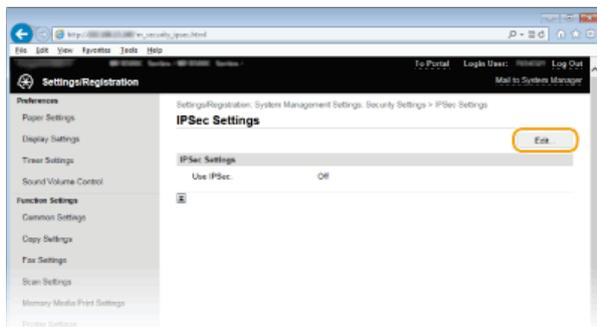
2 Click [Settings/Registration].



3 Click [Security Settings] ▶ [IPsec Settings].

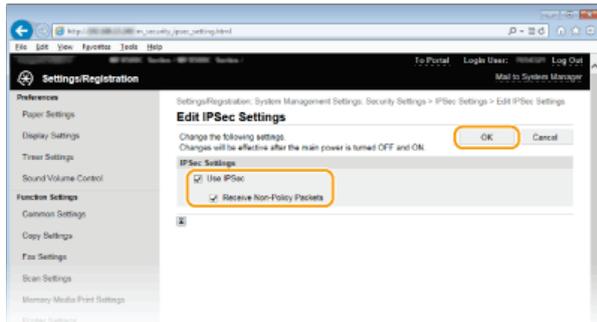


4 Click [Edit].

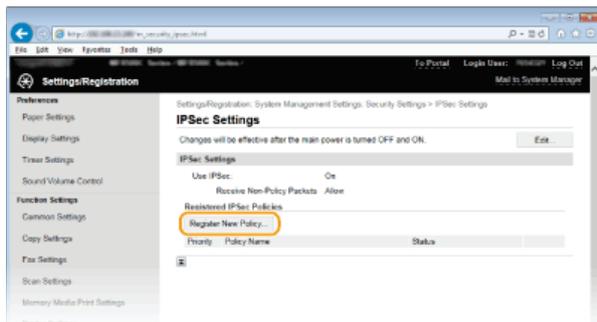


5 Select the [Use IPsec] check box and click [OK].

- If you want the machine to only receive packets that match one of the security policies that you define in the steps below, clear the [Receive Non-Policy Packets] check box.

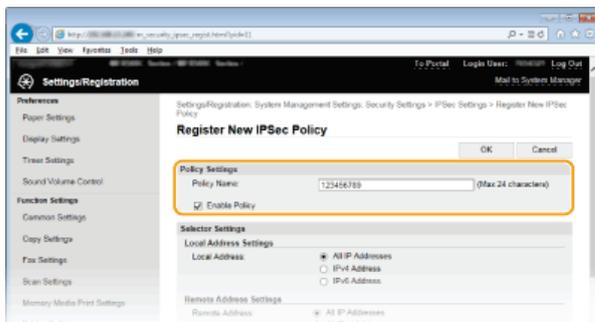


6 Click [Register New Policy].

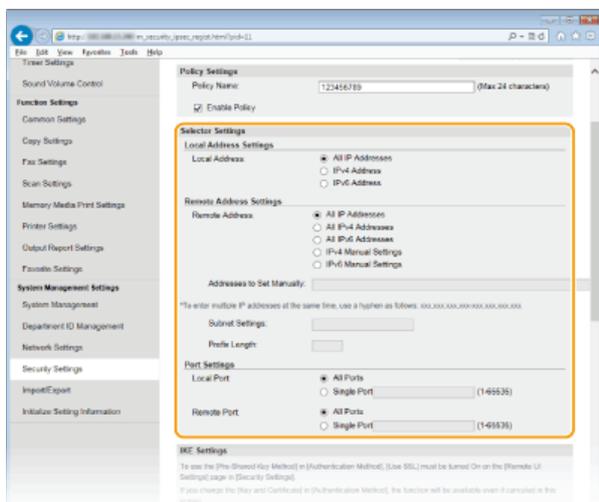


7 Specify the Policy Settings.

- 1 In the [Policy Name] text box, enter up to 24 alphanumeric characters for a name that is used for identifying the policy.**
- 2 Select the [Enable Policy] check box.**



8 Specify the Selector Settings.



[Local Address]

Click the radio button for the type of IP address of the machine to apply the policy.

[All IP Addresses]	Select to use IPSec for all IP packets.
[IPv4 Address]	Select to use IPSec for all IP packets that are sent to or from the IPv4 address of the machine.
[IPv6 Address]	Select to use IPSec for all IP packets that are sent to or from an IPv6 address of the machine.

[Remote Address]

Click the radio button for the type of IP address of the other devices to apply the policy.

[All IP Addresses]	Select to use IPSec for all IP packets.
[All IPv4 Addresses]	Select to use IPSec for all IP packets that are sent to or from IPv4 addresses of the other devices.
[All IPv6 Addresses]	Select to use IPSec for all IP packets that are sent to or from IPv6 addresses of the other devices.
[IPv4 Manual Settings]	Select to specify a single IPv4 address or a range of IPv4 addresses to apply IPSec. Enter the IPv4 address (or the range) in the [Addresses to Set Manually] text box.
[IPv6 Manual Settings]	Select to specify a single IPv6 address or a range of IPv6 addresses to apply IPSec. Enter the IPv6 address (or the range) in the [Addresses to Set Manually] text box.

[Addresses to Set Manually]

If [IPv4 Manual Settings] or [IPv6 Manual Settings] is selected for [Remote Address], enter the IP address to apply the policy. You can also enter a range of addresses by inserting a hyphen between the addresses.

NOTE:

Entering IP addresses

	Description	Example
Entering a single address	IPv4: Delimit numbers with periods.	192.168.0.10
	IPv6: Delimit alphanumeric characters with colons.	fe80::10
Specifying a range of addresses	Insert a hyphen between the addresses.	192.168.0.10-192.168.0.20

[Subnet Settings]

When manually specifying IPv4 address, you can express the range by using the subnet mask. Enter the subnet mask using periods to delimit numbers (example:"255.255.255.240").

[Prefix Length]

Specifying the range of IPv6 addresses manually also allows you to specify the range using prefixes. Enter a range between 0 and 128 as the prefix length.

[Local Port]/[Remote Port]

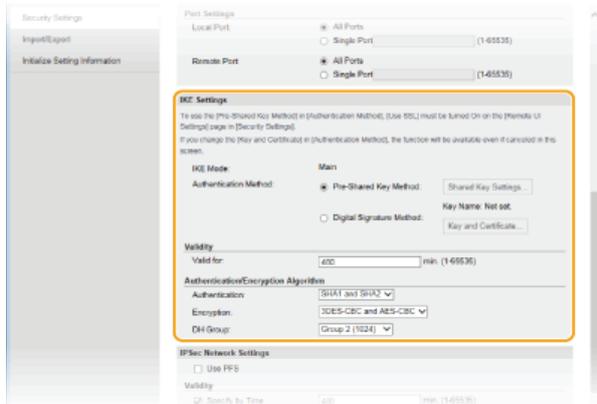
If you want to create separate policies for each protocol, such as HTTP or SMTP, enter the appropriate port number for the protocol to determine whether to use IPSec.

IMPORTANT:

IPSec is not applied to the following packets

- Loopback, multicast, and broadcast packets
- IKE packets (using UDP on port 500)
- ICMPv6 neighbor solicitation and neighbor advertisement packets

9 Specify the IKE Settings.



[IKE Mode]

The mode used for the key exchange protocol is displayed. The machine supports the main mode, not the aggressive mode.

[Authentication Method]

Select [Pre-Shared Key Method] or [Digital Signature Method] for the method used when authenticating the machine. You need to enable SSL for the Remote UI before selecting [Pre-Shared Key Method] (**Enabling SSL Encrypted Communication for the Remote UI**). You need to generate or install a key pair before selecting [Digital Signature Method] (**Configuring Settings for Key Pairs and Digital Certificates**).

[Valid for]

Specify how long a session lasts for IKE SA (ISAKMP SA). Enter the time in minutes.

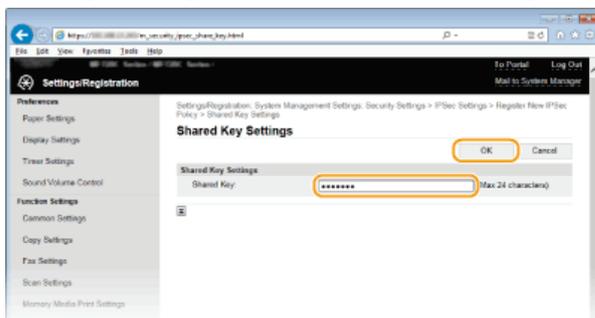
[Authentication]/[Encryption]/[DH Group]

Select an algorithm from the drop-down list. Each algorithm is used in the key exchange.

[Authentication]	Select the hash algorithm.
[Encryption]	Select the encryption algorithm.
[DH Group]	Select the Diffie-Hellman group, which determines the key strength.

■ Using a pre-shared key for authentication

- 1 Click the [Pre-Shared Key Method] radio button for [Authentication Method] and then click [Shared Key Settings].
- 2 Enter up to 24 alphanumeric characters for the pre-shared key and click [OK].

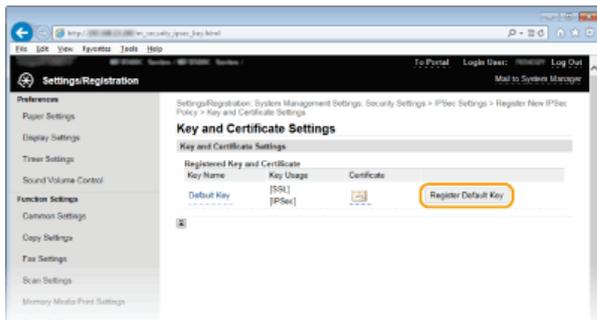


- 3 Specify the [Valid for] and [Authentication]/[Encryption]/[DH Group] settings.

■ Using a key pair and preinstalled CA certificates for authentication

Click the [Digital Signature Method] radio button for [Authentication Method] and then click [Key and

- 1 Certificate].
- 2 Click [Register Default Key] on the right of a key pair you want to use.



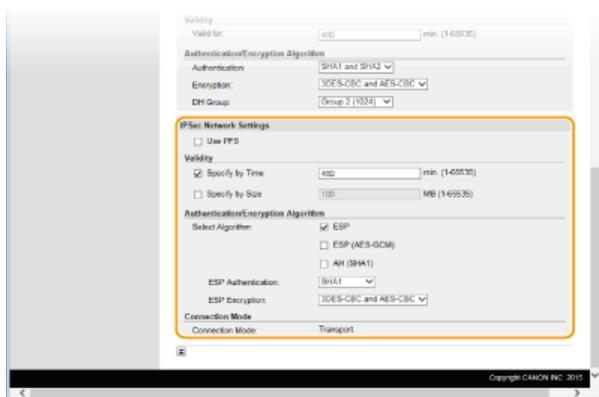
NOTE:

Viewing details of a key pair or certificate

You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon. **Verifying Key Pairs and Digital Certificates**

- 3 Specify the [Valid for] and [Authentication]/[Encryption]/[DH Group] settings.

10 Specify the IPsec Network Settings.



[Use PFS]

Select the check box to enable Perfect Forward Secrecy (PFS) for IPsec session keys. Enabling PFS enhances the security while increasing the load on the communication. Make sure that PFS is also enabled for the other devices.

[Specify by Time]/[Specify by Size]

Set the conditions for terminating a session for IPsec SA. IPsec SA is used as a communication tunnel. Select either or both of the check boxes as necessary. If both check boxes are selected, the IPsec SA session is terminated when either of the conditions has been satisfied.

[Specify by Time]	Enter a time in minutes to specify how long a session lasts.
[Specify by Size]	Enter a size in megabytes to specify how much data can be transported in a session.

[Select Algorithm]

Select the [ESP], [ESP (AES-GCM)], or [AH (SHA1)] check box(es) depending on the IPsec header and the algorithm used. AES-GCM is an algorithm for both authentication and encryption. If [ESP] is selected, also select algorithms for authentication and encryption from the [ESP Authentication] and [ESP Encryption] drop-down lists.

[ESP Authentication]	To enable the ESP authentication, select [SHA1] for the hash algorithm. Select [Do Not Use] if you want to disable the ESP authentication.
[ESP Encryption]	Select the encryption algorithm for ESP. You can select [NULL] if you do not want to specify the algorithm, or select [Do Not Use] if you want to disable the ESP encryption.

[Connection Mode]

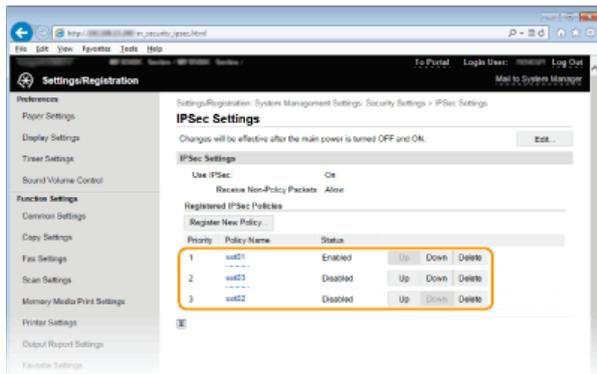
The connection mode of IPsec is displayed. The machine supports transport mode, in which the payloads of IP packets are encrypted. Tunnel mode, in which whole IP packets (headers and payloads) are encapsulated is not available.

11 Click [OK].

- If you need to register an additional security policy, return to step 6.

12 Arrange the order of policies listed under [Registered IPSec Policies].

- Policies are applied from one at the highest position to the lowest. Click [Up] or [Down] to move a policy up or down the order.



NOTE:

Editing a policy

- Click the corresponding text link under [Policy Name] for the edit screen.

Deleting a policy

- Click [Delete] on the right of the policy name you want to delete ► click [OK].

13 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

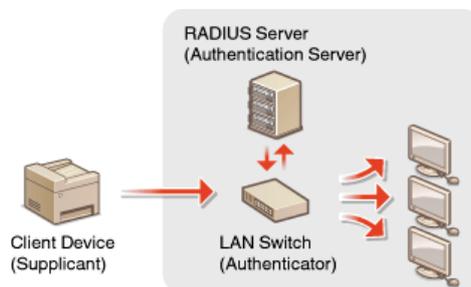
- You can also enable or disable IPsec communication from <Menu> in the <Home> Screen. **Use IPsec**

LINKS

- ▶ [Configuring Settings for Key Pairs and Digital Certificates](#)
- ▶ [IPsec Policy List](#)

Configuring IEEE 802.1X Authentication

The machine can connect to an 802.1X network as a client device. A typical 802.1X network consists of a RADIUS server (authentication server), LAN switch (authenticator), and client devices with authentication software (supplicants). If a device tries to connect to the 802.1X network, the device must go through user authentication in order to prove that the connection is made by an authorized user. Authentication information is sent to and checked by a RADIUS server, which permits or rejects communication to the network depending on the authentication result. If authentication fails, a LAN switch (or an access point) blocks access from the outside of the network.



Select the authentication method from the options below. If necessary, install or register a key pair or CA certificate before configuring IEEE 802.1X authentication ([Using CA-issued Key Pairs and Digital Certificates](#)).

TLS

The machine and the authentication server authenticate each other by mutually verifying their certificates. A key pair issued by a certification authority (CA) is required for the client authentication (when authenticating the machine). For the server authentication, a CA certificate installed via the Remote UI can be used in addition to a CA certificate preinstalled in the machine. The TLS method cannot be used with TTLS or PEAP at the same time.

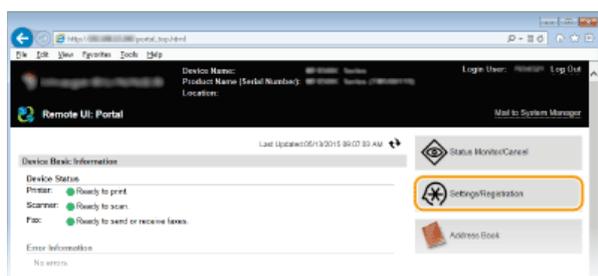
TTLS

This authentication method uses a user name and password for the client authentication and a CA certificate for the server authentication. MSCHAPv2 or PAP can be selected as the internal protocol. TTLS can be used with PEAP at the same time. Enable SSL for the Remote UI before configuring this authentication method ([Enabling SSL Encrypted Communication for the Remote UI](#)).

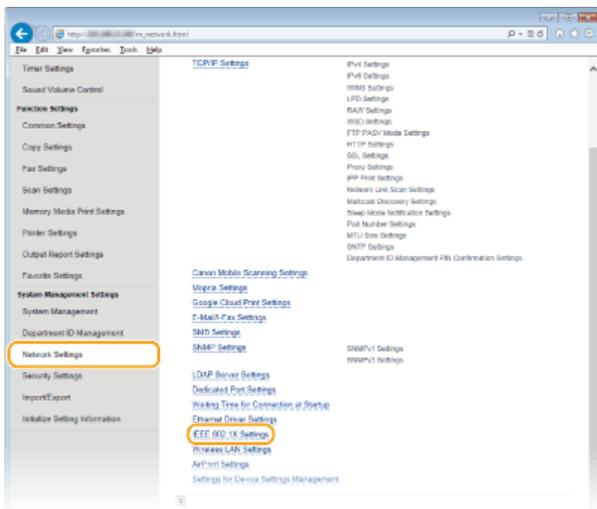
PEAP

The required settings are almost the same as those of TTLS. MS-CHAPv2 is used as the internal protocol. Enable SSL for the Remote UI before configuring this authentication method ([Enabling SSL Encrypted Communication for the Remote UI](#)).

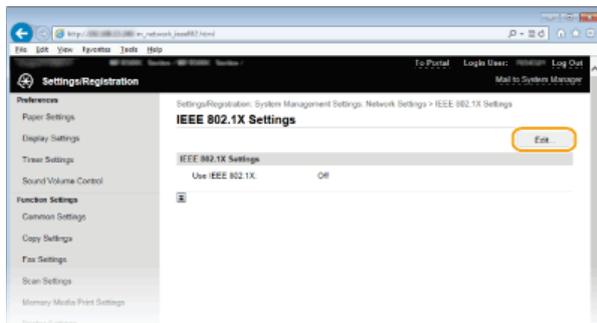
- 1 Start the Remote UI and log on in System Manager Mode. [Starting Remote UI](#)
- 2 Click [Settings/Registration].



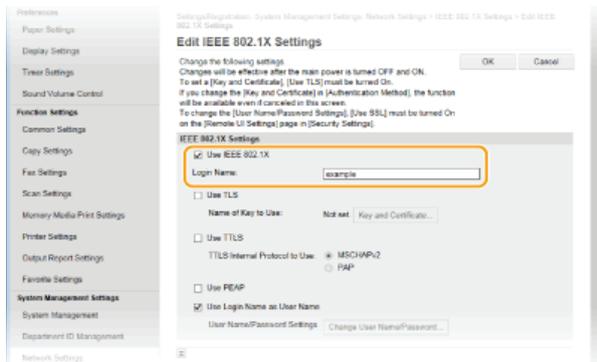
- 3 Click [Network Settings] ▶ [IEEE 802.1X Settings].



4 Click [Edit].



5 Select the [Use IEEE 802.1X] check box, enter the login name in the [Login Name] text box, and specify the required settings.



[Use IEEE 802.1X]

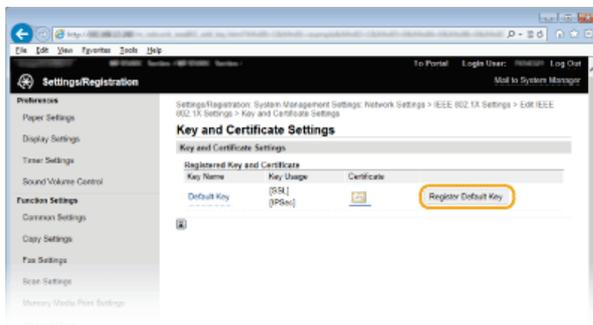
Select the check box to enable IEEE 802.1X authentication.

[Login Name]

Enter up to 24 alphanumeric characters for a name (EAP identity) that is used for identifying the user.

■ **Setting TLS**

- 1 Select the [Use TLS] check box and click [Key and Certificate].
- 2 Click [Register Default Key] on the right of the key pair you want to use for the client authentication.



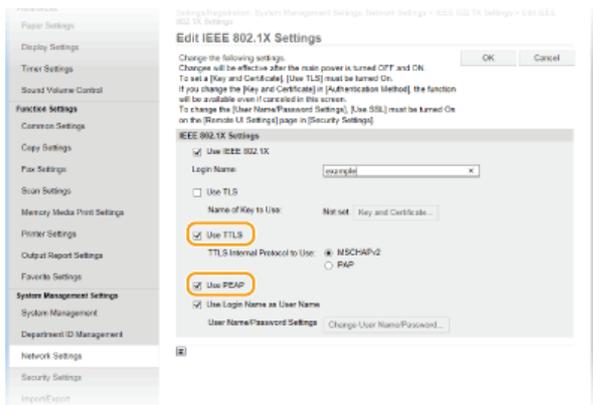
NOTE:

Viewing details of a key pair or certificate

You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon. ▶ **Verifying Key Pairs and Digital Certificates**

■ **Setting TTLS/PEAP**

1 Select the [Use TTLS] or [Use PEAP] check box.



NOTE:

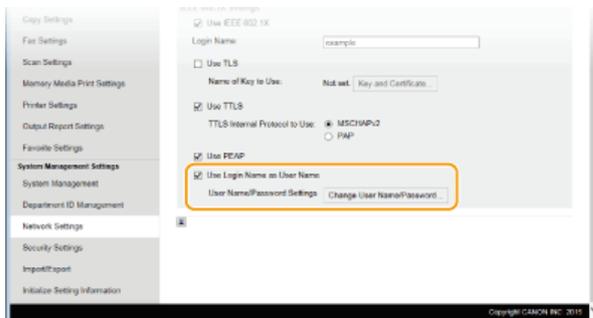
Internal protocol for TTLS

You can select MSCHAPv2 or PAP. If you want to use PAP, click the [PAP] radio button.

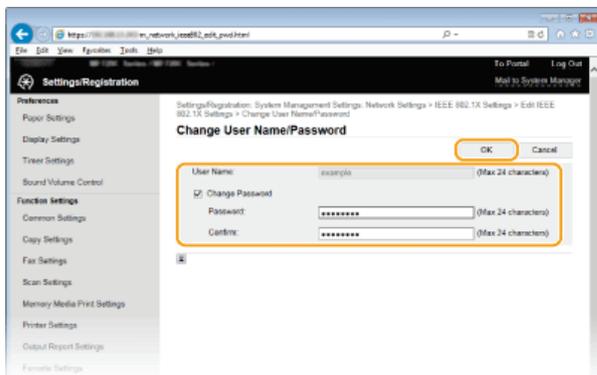


2 Click [Change User Name/Password].

- To specify a user name other than the login name, clear the [Use Login Name as User Name] check box. Select the check box if you want to use the login name as the user name.



3 Set the user name/password and click [OK].



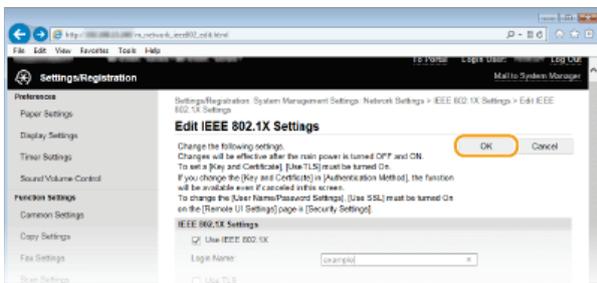
[User Name]

Enter up to 24 alphanumeric characters for the user name.

[Change Password]

To set or change the password, select the check box and enter up to 24 alphanumeric characters for the new password both in the [Password] and [Confirm] text boxes.

6 Click [OK].



7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

- You can also enable or disable IEEE 802.1X authentication from <Menu> in the <Home> Screen. **IEEE 802.1X Settings**

LINKS

- ▶ **Configuring Settings for Key Pairs and Digital Certificates**

Configuring Settings for Key Pairs and Digital Certificates

In order to encrypt communication with a remote device, an encryption key must be sent and received over an unsecured network beforehand. This problem is solved by public-key cryptography. Public-key cryptography ensures secure communication by protecting important and valuable information from attacks, such as sniffing, spoofing, and tampering of data as it flows over a network.

Key Pair



A key pair consists of a public key and a secret key, both of which are required for encrypting or decrypting data. Because data that has been encrypted with one of the key pair cannot be returned to its original data form without the other, public-key cryptography ensures secure communication of data over the network. Up to four key pairs can be generated to the machine ([Using CA-issued Key Pairs and Digital Certificates](#)). For SSL encrypted communication, a key pair can be generated for the machine ([Generating Key Pairs](#)).

CA Certificate



Digital certificates including CA certificates are similar to other forms of identification, such as driver's licenses. A digital certificate contains a digital signature, which enables the machine to detect any spoofing or tampering of data. It is extremely difficult for third parties to abuse digital certificates. A digital certificate that contains a public key of a certification authority (CA) is referred to as a CA certificate. CA certificates are used for verifying the device the machine is communicating with for features such as printing with Google Cloud Print or IEEE 802.1X authentication. Up to 67 CA certificates can be registered, including the 62 certificates that are preinstalled in the machine ([Using CA-issued Key Pairs and Digital Certificates](#)).

Device Signature Key and Certificate (MF729Cx)



A device signature key and certificate are digital certification to show that a document was scanned from the machine. The machine generates this certification by itself. The certification can be appended when a scanned original is converted to PDF format ([Generating a Device Signature Key \(MF729Cx\)](#)). It cannot be used with SSL encrypted communication or IPsec digital signature.

NOTE:

An optional Send PDF Security Feature Set is required.

Key and Certificate Requirements

The certificate contained in a key pair generated with the machine conforms to X.509v3. If you install a key pair or a CA certificate from a computer, make sure that they meet the following requirements:

Format	<ul style="list-style-type: none"> ● Key pair: PKCS#12*1 ● CA certificate: X.509v1 or X.509v3, DER (encoded binary)
File extension	<ul style="list-style-type: none"> ● Key pair: ".p12" or ".pfx" ● CA certificate: ".cer"
Public key algorithm (and key length)	RSA (512 bits, 1024 bits, 2048 bits, or 4096 bits)
Certificate signature algorithm	SHA1-RSA, SHA256-RSA, SHA384-RSA*2, SHA512-RSA*2, MD5-RSA, or MD2-RSA
Certificate thumbprint algorithm	SHA1

*1 Requirements for the certificate contained in a key pair are pursuant to CA certificates.

*2 SHA384-RSA and SHA512-RSA are available only when the RSA key length is 1024 bits or more.

NOTE

- The machine does not support use of a certificate revocation list (CRL).

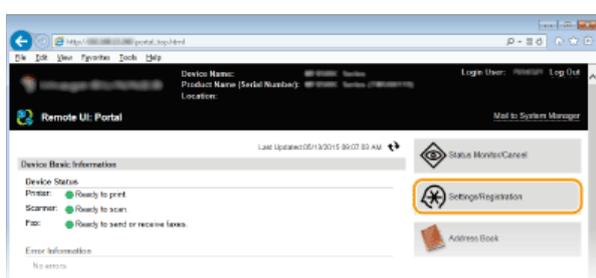
Generating Key Pairs

A key pair can be generated with the machine when it is required for encrypted communication via Secure Sockets Layer (SSL). You can use SSL when accessing the machine via the Remote UI. Up to four key pairs can be generated to the machine. Self-signed certificates are used with key pairs generated in "Network Communication". With a "Key and Certificate Signing Request (CSR)", you can apply for a CA-issued digital certificate for the key pair generated by the machine.

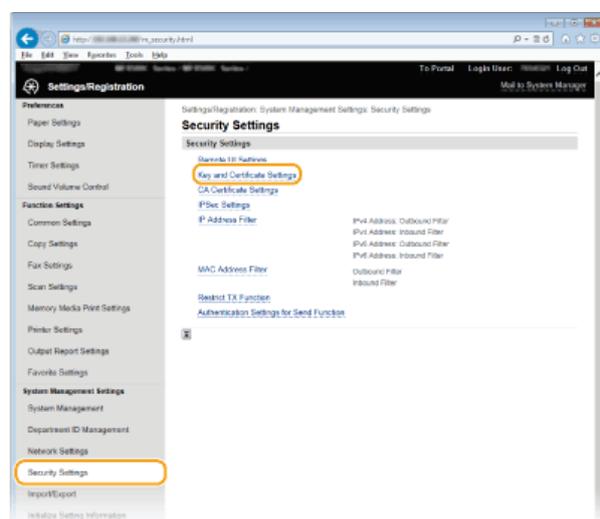
- ▶ **Generate Network Communication Key**
- ▶ **Generate Key and Certificate Signing Request (CSR)**

Generate Network Communication Key

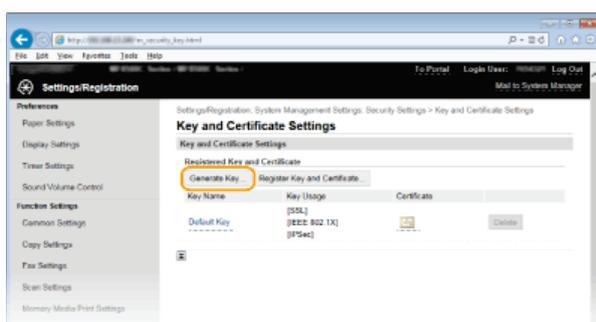
- 1 **Start the Remote UI and log on in System Manager Mode.** ▶ **Starting Remote UI**
- 2 **Click [Settings/Registration].**



- 3 **Click [Security Settings] ▶ [Key and Certificate Settings].**



- 4 **Click [Generate Key].**

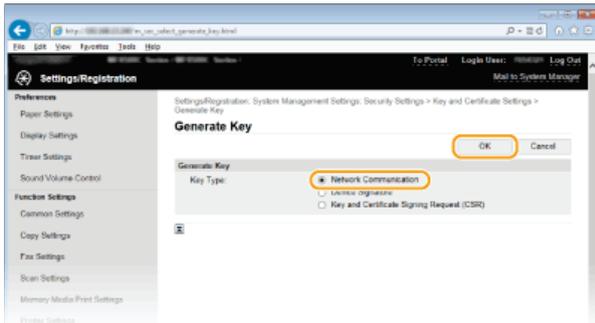


NOTE:

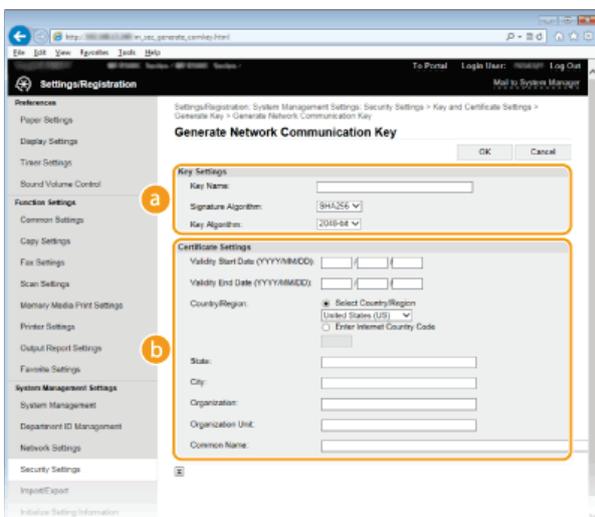
Deleting a registered key pair

- Click [Delete] on the right of the key pair you want to delete ► click [OK].
- A key pair cannot be deleted if it is currently used for some purpose, such as when "[SSL]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key pair before deleting it.

5 Select [Network Communication] and click [OK].



6 Specify settings for the key and certificate.



a [Key Settings]

[Key Name]

Enter up to 24 alphanumeric characters for naming the key pair. Set a name that will be easy for you to find later in a list.

[Signature Algorithm]

Select the signature algorithm from the drop-down list.

[Key Algorithm]

RSA is used for generating a key pair. Select the key length from the drop-down list. The larger the number for the key length, the slower the communication. However, the security is tighter.

NOTE:

[512-bit] cannot be selected for the key length, if [SHA384] or [SHA512] is selected for [Signature Algorithm].

b [Certificate Settings]

[Validity Start Date (YYYY/MM/DD)]

Enter the date from which the certificate is valid between 01/01/2000 and 31/12/2037.

[Validity End Date (YYYY/MM/DD)]

Enter the date to which the certificate is valid between 01/01/2000 and 31/12/2037. A date earlier than [Validity Start Date (YYYY/MM/DD)] cannot be set.

[Country/Region]

Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.

[State]/[City]

Enter up to 24 alphanumeric characters for the location as necessary.

[Organization]/[Organization Unit]

Enter up to 24 alphanumeric characters for the organization name as necessary.

[Common Name]

Enter up to 48 alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

7 Click [OK].

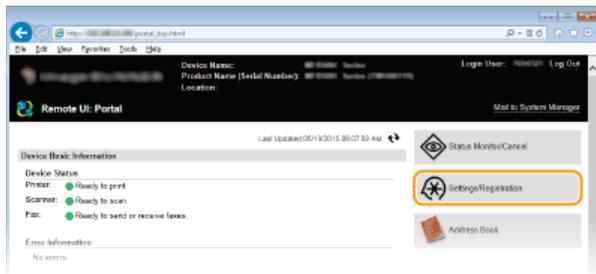
- Keys for network communication may take approximately 10 to 15 minutes to generate.
- After a key pair is generated, it is automatically registered to the machine.

Generate Key and Certificate Signing Request (CSR)

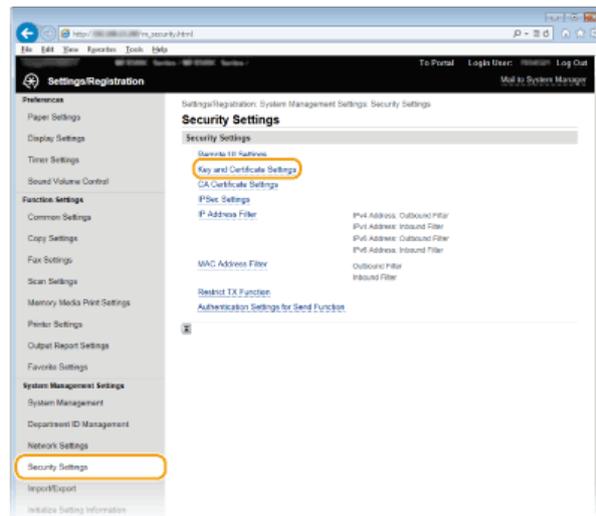
1 Start the Remote UI and log on in System Manager Mode.

▶ Starting Remote UI

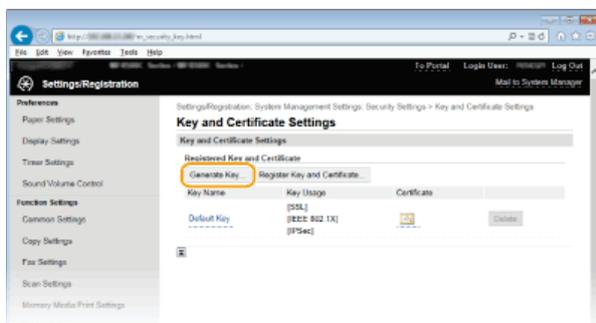
2 Click [Settings/Registration].



3 Click [Security Settings] ▶ [Key and Certificate Settings].



4 Click [Generate Key].

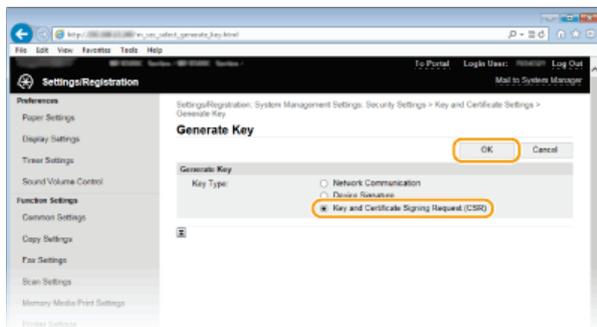


NOTE:

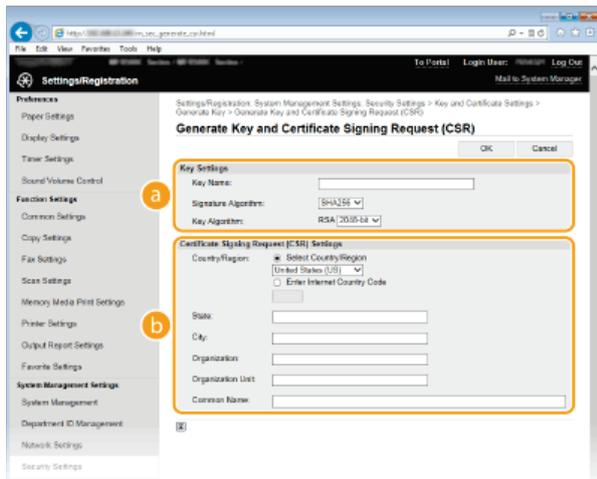
Deleting a registered key pair

- Click [Delete] on the right of the key pair you want to delete ▶ click [OK].
- A key pair cannot be deleted if it is currently used for some purpose, such as when "[SSL]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key pair before deleting it.

5 Select [Key and Certificate Signing Request (CSR)] and click [OK].



6 Specify settings for the key and certificate.



a [Key Settings]

[Key Name]

Enter up to 24 alphanumeric characters for naming the key pair. Set a name that will be easy for you to find later in a list.

[Signature Algorithm]

Select the signature algorithm from the drop-down list.

[Key Algorithm]

RSA is used for generating a key pair. Select the key length from the drop-down list. The larger the number for the key length, the slower the communication. However, the security is tighter.

NOTE:

[512-bit] cannot be selected for the key length, if [SHA384] or [SHA512] is selected for [Signature Algorithm].

b [Certificate Signing Request (CSR) Settings]

[Country/Region]

Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.

[State]/[City]

Enter up to 24 alphanumeric characters for the location as necessary.

[Organization]/[Organization Unit]

Enter up to 24 alphanumeric characters for the organization name as necessary.

[Common Name]

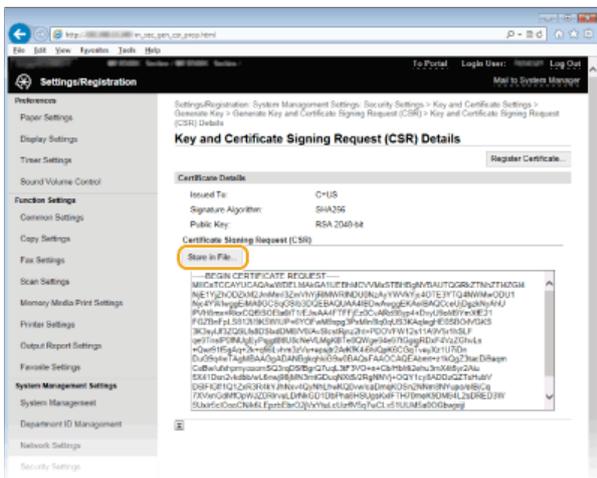
Enter up to 48 alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

7 Click [OK].

- Key and Certificate Signing Request (CSR) may take approximately 10 to 15 minutes to generate.

8 Click [Store in File].

- A dialog box for storing the file appears. Choose where to store the file and click [Save].



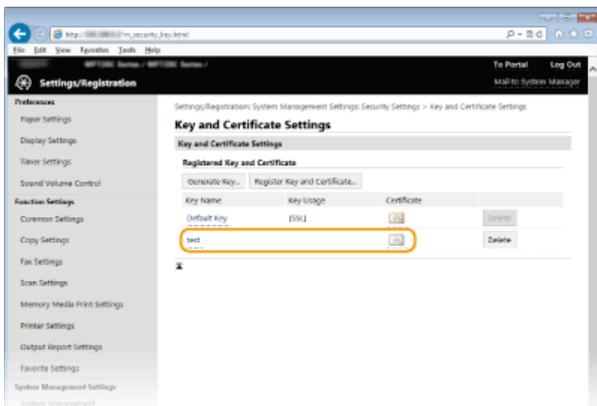
► The Key and Certificate Signing Request (CSR) file is stored on the computer.

9 Attach the stored file and submit the application to the certification authority.

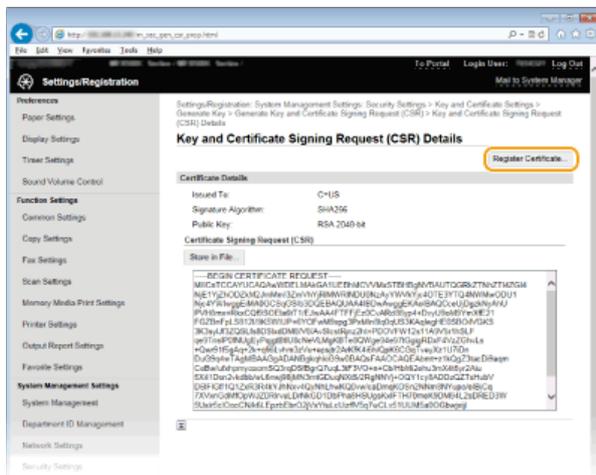
■ Registering the CA-issued Digital Certificate

You cannot use the key pair generated by the Certificate Signing Request (CSR) until the certificate is registered. Once the certification authority has issued the digital certificate, register it using the procedure below.

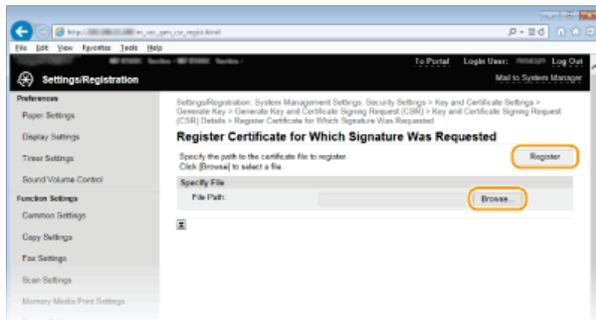
- 1 Start the Remote UI and log on in Administrator mode.
 - ▶ Starting Remote UI
- 2 Click [Settings/Registration].
- 3 Click [Security Settings] ▶ [Key and Certificate Settings].
- 4 Click [Key Name] or [Certificate] for the certificate to be registered.



- 5 Click [Register Certificate].



6 Click [Browse], specify the file for the certificate signing request, and click [Register].



LINKS

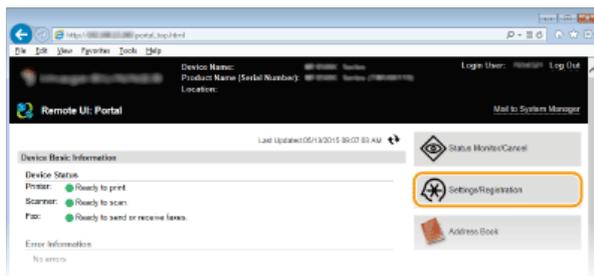
- ▶ Using CA-issued Key Pairs and Digital Certificates
- ▶ Verifying Key Pairs and Digital Certificates
- ▶ Enabling SSL Encrypted Communication for the Remote UI
- ▶ Configuring IPsec Settings

Using CA-issued Key Pairs and Digital Certificates

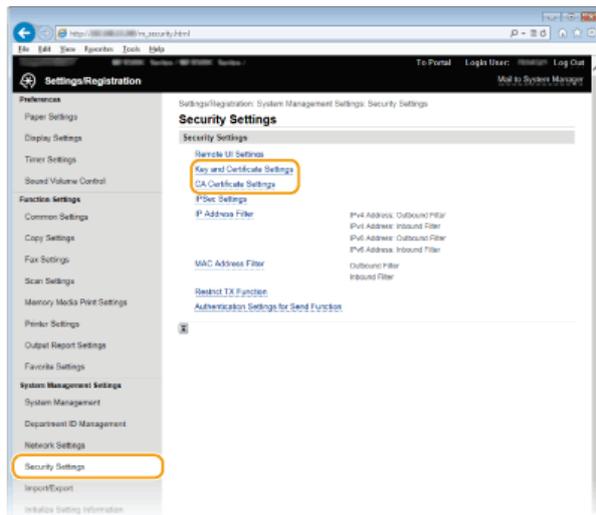
Key pairs and digital certificates can be obtained from a certification authority (CA) for use with the machine. You can store and then register these files by using the Remote UI. Make sure that the key pair and the certificate satisfy the requirements of the machine (**Key and Certificate Requirements**). Up to 62 key pairs and 67 CA certificates (including the four preinstalled certificates) can be registered.



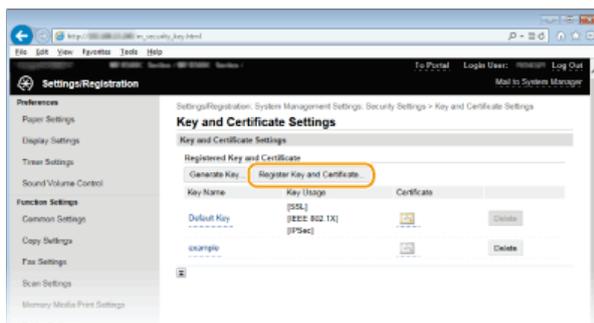
- 1 Start the Remote UI and log on in System Manager Mode. **Starting Remote UI**
- 2 Click [Settings/Registration].



- 3 Click [Security Settings] ▶ [Key and Certificate Settings] or [CA Certificate Settings] (for CA certificates).
 - Click [Key and Certificate Settings] to install a key pair, or [CA Certificate Settings] to install a CA certificate.



- 4 Click [Register Key and Certificate] or [Register CA Certificate].



NOTE:

Deleting a registered key pair or CA certificate

- Click [Delete] on the right of the key pair or CA certificate you want to delete ▶ click [OK]. You cannot delete the preinstalled

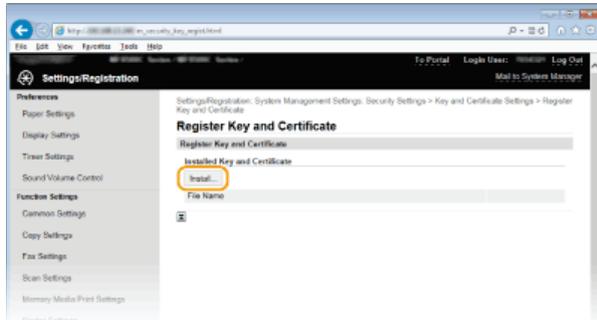
CA certificates.

- A key pair cannot be deleted if it is currently used for some purpose, such as when "[SSL]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key pair before deleting it. The preinstalled CA certificate cannot be deleted.

Disabling or enabling the preinstalled CA certificates

- Click [Disable] on the right of the preinstalled CA certificate you want to disable. To enable the certificate again, click [Enable] on the right of the certificate.

5 Click [Install].

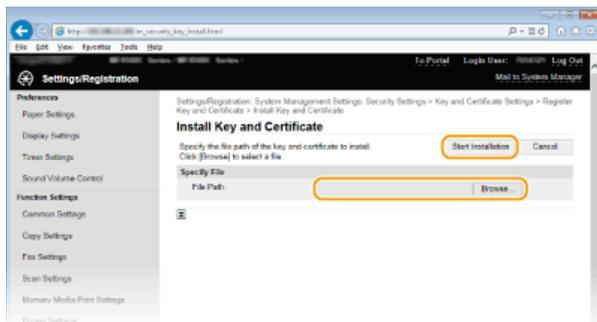


NOTE:

Deleting a key pair or CA certificate

- Click [Delete] on the right of the file you want to delete, and then click [OK].

6 Click [Browse], specify the file to install, and click [Start Installation].

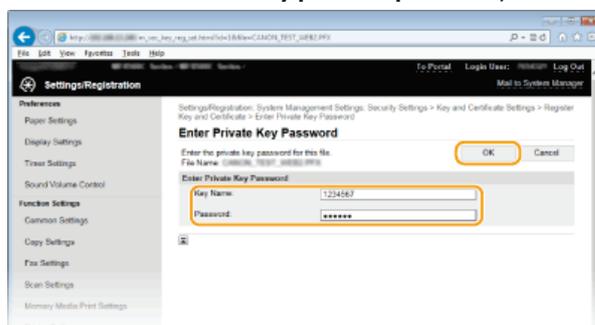


- The key pair or CA certificate is installed in the machine.

7 Register the key pair or CA certificate.

■ Registering a key pair

- 1 Click [Register] on the right of the key pair you want to register.
- 2 Enter the name of the key pair and password, and then click [OK].



[Key Name]

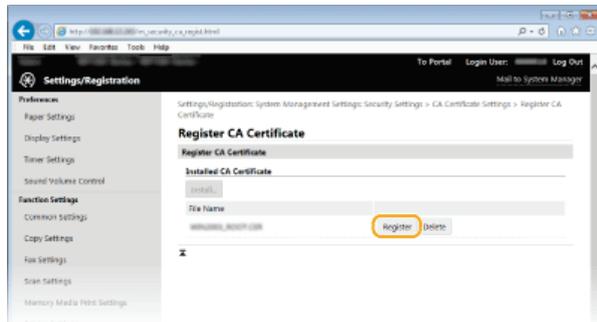
Enter up to 24 alphanumeric characters for the name of the key pair to be registered.

[Password]

Enter up to 24 alphanumeric characters for the password of the private key set for the file to be registered.

■ Registering a CA certificate

Click [Register] on the right of the CA certificate you want to register.



LINKS

- ▶ [Generating Key Pairs](#)
- ▶ [Verifying Key Pairs and Digital Certificates](#)
- ▶ [Enabling SSL Encrypted Communication for the Remote UI](#)
- ▶ [Configuring IPsec Settings](#)
- ▶ [Configuring IEEE 802.1X Authentication](#)

Generating a Device Signature Key MF729Cx

You can generate a device signature key and certificate that show a document was scanned on the machine. The certificate is appended when an original is scanned and converted into a PDF file.

IMPORTANT

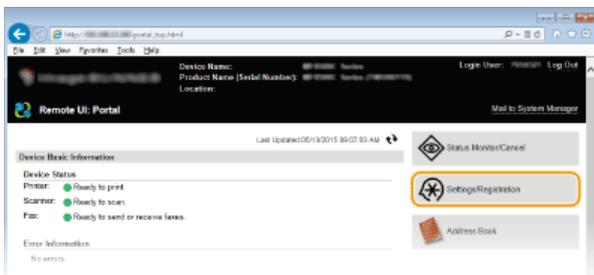
- A device signature key is generated only once, and cannot be deleted.
- An optional Send PDF Security Feature Set is required.

NOTE

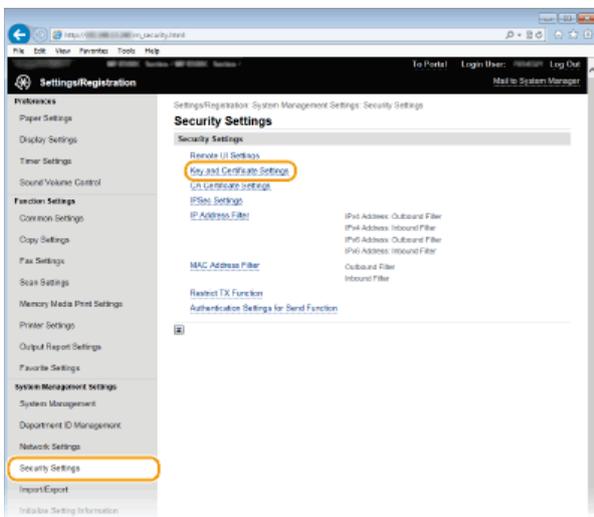
- The device signature key and certificate are valid for five years. Renew them when required.

1 Start the Remote UI and log on in System Manager Mode. ▶ Starting Remote UI

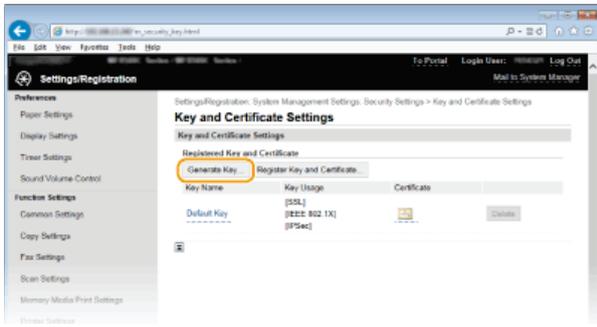
2 Click [Settings/Registration].



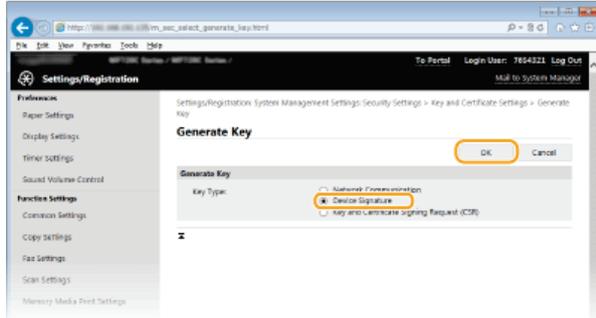
3 Click [Security Settings] ▶ [Key and Certificate Settings].



4 Click [Generate Key].



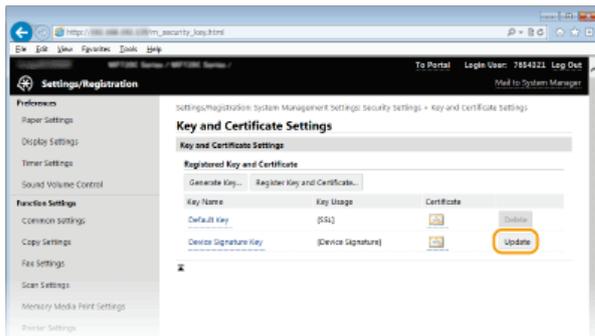
5 Select the [Device Signature] check box, and click [OK].



- The device signature key is generated.

■Renewing the Device Signature Key

1 Click [Update] at the right of Device Signature Key.



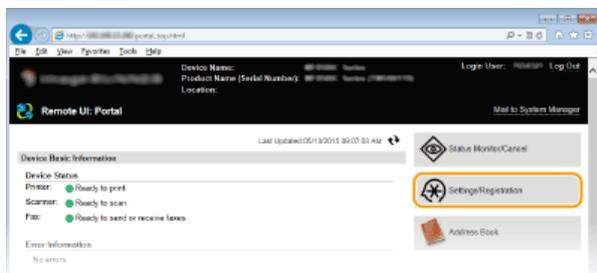
2 Click [OK].

Verifying Key Pairs and Digital Certificates

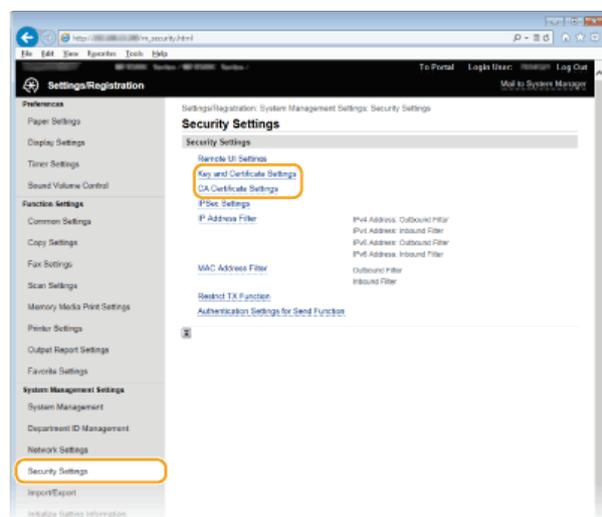
Once key pairs and CA certificates are registered, you can view their detailed information or verify them for validity and signature.

1 Start the Remote UI and log on in System Manager Mode.  Starting Remote UI

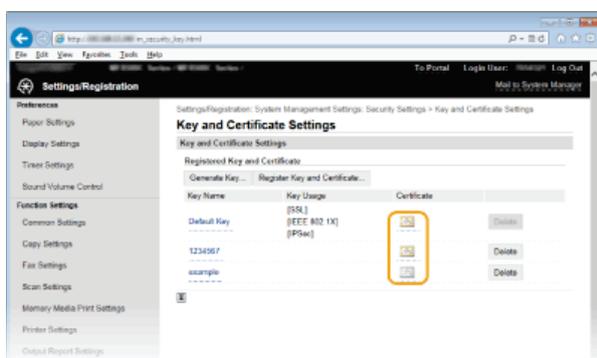
2 Click [Settings/Registration].



3 Click [Security Settings] ▶ [Key and Certificate Settings] (for key pairs) or [CA Certificate Settings] (for CA certificates).

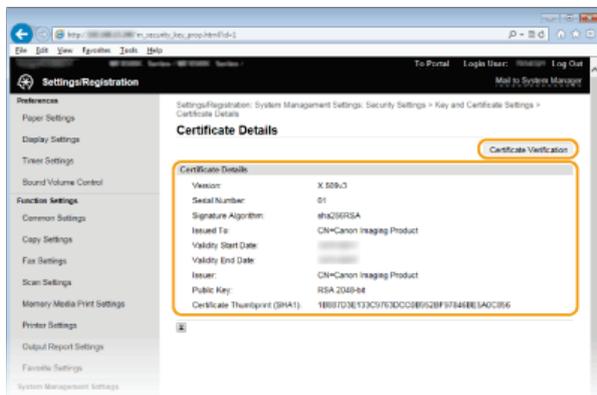


4 Click the icon for the key pair or certificate that you want to verify.



 Certificate details can be viewed on this screen.

5 Click [Verify Certificate].



- The result from verifying the certificate is displayed as shown below.

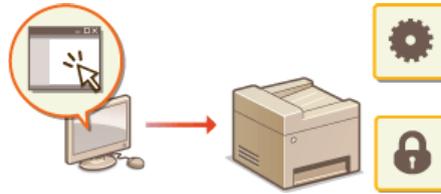


LINKS

- ▶ [Generating Key Pairs](#)
- ▶ [Using CA-issued Key Pairs and Digital Certificates](#)

Using Remote UI

Using a Web browser to operate the machine remotely, you can check the documents waiting to be printed or the status of the machine. You can also make some settings such as registering the Address Book. You can do this without leaving your desk, making system management easier.



Functions of the Remote UI

- ▶ **Managing Documents and Checking the Machine Status**
- ▶ **Setting Up Menu Options from Remote UI**
- ▶ **Saving/Loading Registered Data**
- ▶ **Registering Address Book from Remote UI**

Basics of the Remote UI

- ▶ **Starting Remote UI**
- ▶ **Remote UI Screens**

System Requirements

The following environment is required to use the Remote UI. In addition, set the Web browser to enable Cookies.

Windows

- Windows Vista/7/8
- Microsoft Internet Explorer 9.0 or later

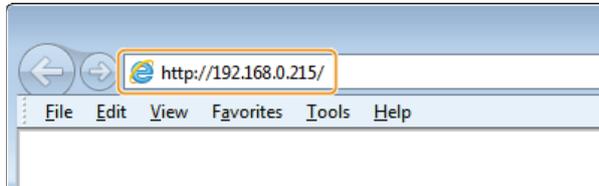
Mac

- Mac OS X 10.5.8 or later (except for Classic environment)
- Safari 5.0.6 or later

Starting Remote UI

To operate remotely, you need to input the IP address of the machine into a Web browser and start the Remote UI. Check the IP address set to the machine in advance (🔴 **Viewing Network Settings**). If you have any questions, ask your Network Administrator.

- 1 Start the Web browser.
- 2 Enter "http://(the IP address of the machine)/" in the address field, and press the [ENTER] key.



- If you want to use an IPv6 address, enclose the IPv6 address with brackets (example: http://[fe80::2e9e:fcff:fe4e:dbce]/).

NOTE:

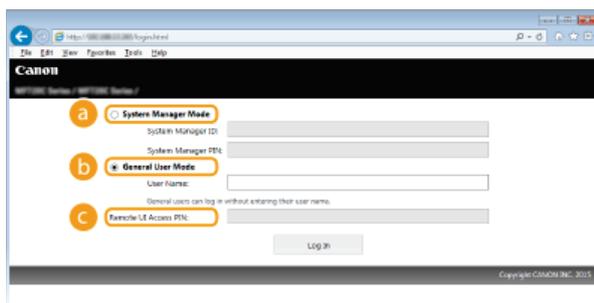
If a security alert is displayed

- A security alert may be displayed when the Remote UI communication is encrypted (🔴 **Enabling SSL Encrypted Communication for the Remote UI**). When certificate settings or SSL settings have no errors, continue browsing the Web site.

- 3 Log on to the Remote UI.

■When the Department ID Management is disabled

Select [System Manager Mode] or [General User Mode].



a [System Manager Mode]

You can perform all the Remote UI operations and settings. Enter the appropriate ID in [System Manager ID] and PIN in [System Manager PIN] (🔴 **Setting the System Manager ID**). If [System Manager ID] is not set, you do not need to input anything.

b [General User Mode]

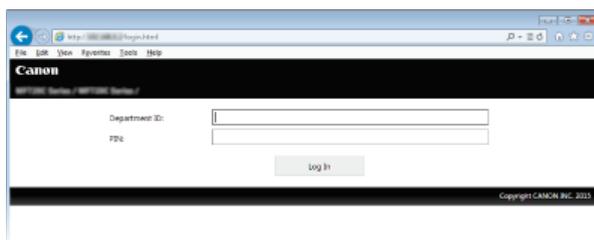
You can check the status of documents or the machine, and you can also change some of the settings. If you wish to delete your print documents, enter the user name of the documents in [User Name]. The user name is automatically set to print documents based on information such as your computer name or computer logon name.

c [Remote UI Access PIN]

If [Remote UI Access PIN] is set, enter the PIN. (🔴 **Setting a Remote UI PIN**)

■When the Department ID Management is enabled

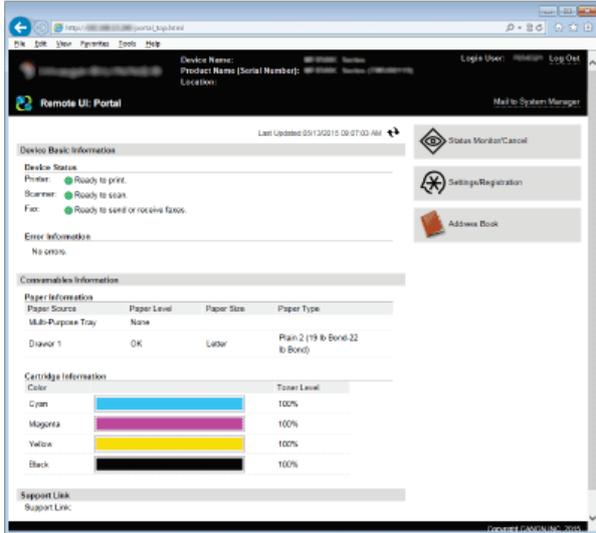
Enter the appropriate ID in [Department ID] and PIN in [PIN] (🔴 **Setting the Department ID Management**).



Click [Log In].

4

- Portal Page (main page) will be displayed. **Remote UI Screens**

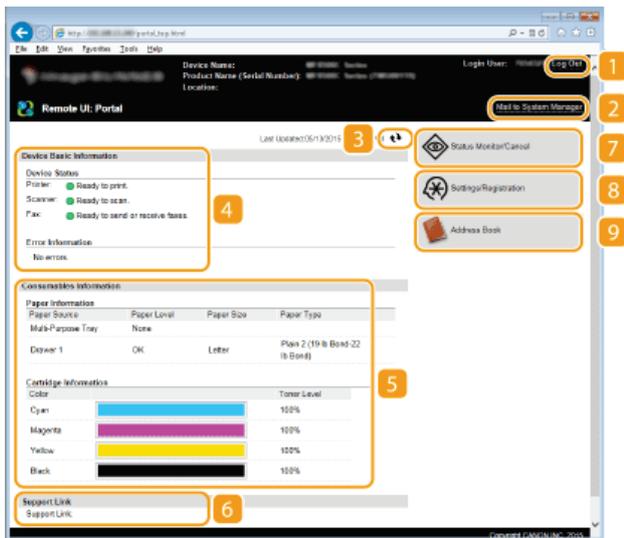


Remote UI Screens

This section describes the typical screens of the Remote UI.

- ▶ **Portal Page (main page)**
- ▶ **[Status Monitor/Cancel] Page**
- ▶ **[Settings/Registration] Page**
- ▶ **[Address Book] Page**

Portal Page (main page)



1 [Log Out]

Logs off from the Remote UI. The Login page will be displayed.

2 [Mail to System Manager]

Displays a window for creating an e-mail to the system manager specified in [System Manager Information] under [System Management].

3 Refresh Icon

Refreshes the currently displayed page.

4 Device Basic Information

Displays the current status of the machine and error information. If an error has occurred, the link to the Error Information page will be displayed.

5 Consumables Information

Displays paper information and the amount remaining in the toner cartridges.

6 Support Link

Displays the support link specified in [Device Information] under [System Management].

7 [Status Monitor/Cancel]

Displays the status of the current print documents and history of print, copy, send, and received documents. You can also check the status of the machine.

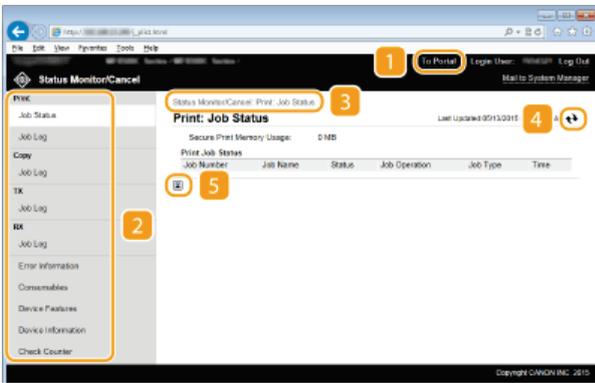
8 [Settings/Registration]

Displays [Settings/Registration] page. When you have logged on in System Manager Mode, you can change the settings items and save/load the registered data. ▶ **Setting Up Menu Options from Remote UI**

9 [Address Book]

Displays the coded dial numbers and the Favorites list registered in the Address Book. You can also register or edit the Address Book when you have logged on in System Manager Mode. ▶ **Registering Address Book from Remote UI**

[Status Monitor/Cancel] Page



1 [To Portal]

Returns to Portal Page (main page).

2 Menu

Click an item, and the content is displayed in the right page. ▶ **Managing Documents and Checking the Machine Status**

3 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

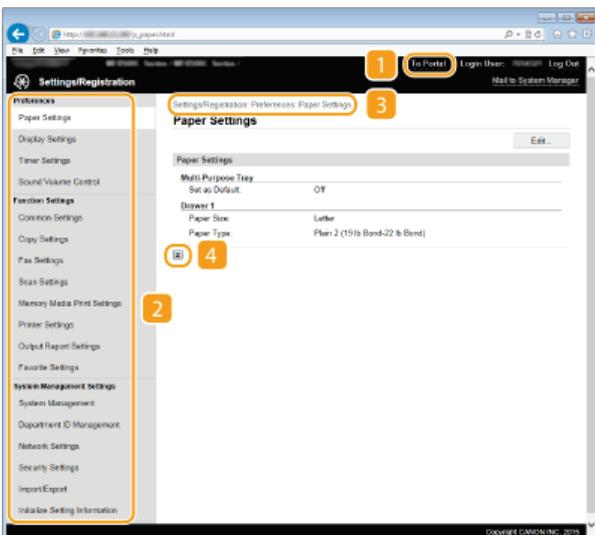
4 Refresh Icon

Refreshes the currently displayed page.

5 Top Icon

Moves the scroll box up to the top of the page when the page is scrolled down.

[Settings/Registration] Page



1 [To Portal]

Returns to Portal Page (main page).

2 Menu

Click an item, the content is displayed in the right page. ▶ **Setting Up Menu Options from Remote UI**

3 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

4 Top Icon

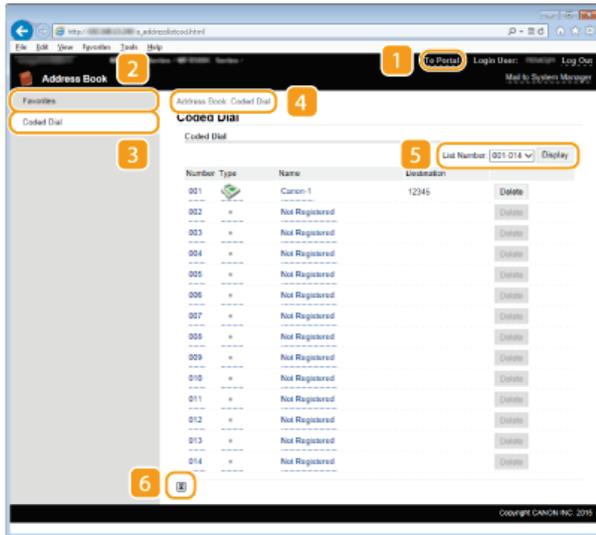
Moves the scroll box up to the top of the page when the page is scrolled down.

NOTE

System Management Settings

- You can only set [System Management Settings] when you have logged on in System Manager Mode.
- When you have logged on in General User Mode, only [System Management] will be displayed.

[Address Book] Page



1 [To Portal]

Displays Portal Page (main page).

2 [Favorites]

Displays the list of the Favorites. [▶ Registering in the Address Book](#)

3 [Coded Dial]

Displays the list of the coded dial numbers. [▶ Registering in the Address Book](#)

4 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

5 List Number

Specifies the range of coded dial numbers displayed on the page. You cannot display List Number in Favorites.

6 Top Icon

Moves the scroll box up to the top of the page when the page is scrolled down.

NOTE

Registering/Editing the Address Book

- You can register or edit the Address Book when you have logged on in System Manager Mode.

Managing Documents and Checking the Machine Status

- ▶ Checking Current Status of Print Documents
- ▶ Checking History of Documents
- ▶ Checking Error Information
- ▶ Checking Consumables
- ▶ Checking Device Specifications
- ▶ Checking System Manager Information
- ▶ Checking Print Total Counter

NOTE

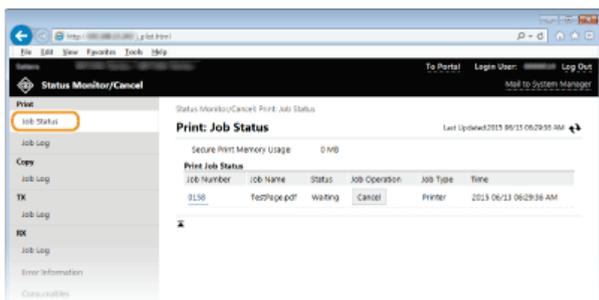
- The document file name displays only 32 characters. The printed application name may be added to the file name.

Checking Current Status of Print Documents

The list of the documents currently printing or waiting to be printed is displayed.



Log on to the Remote UI (▶ **Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Job Status]



You can delete a document job by clicking [Cancel].

NOTE

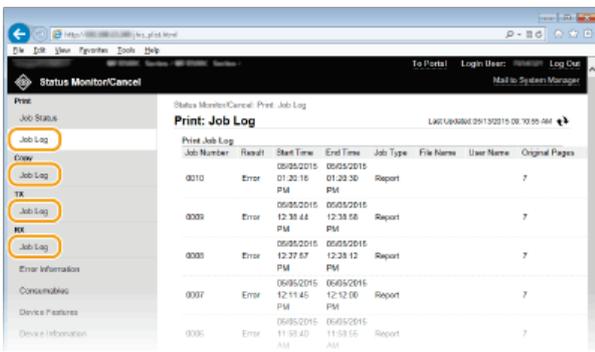
- Regardless of the Department ID Management setting, all the print documents currently printing and waiting to be printed will be listed.
- If you entered your user name when you logged on in General User Mode, your user name will only be displayed on the documents that you printed.
- Click [Job Number] on the paused documents and secure documents to display detailed information. You can check the user name and the page count of the printed document.

Checking History of Documents

The history of print, copy, sending faxes/e-mails (TX), or receiving faxes (RX) is displayed.



Log on to the Remote UI (▶ **Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Job Log]

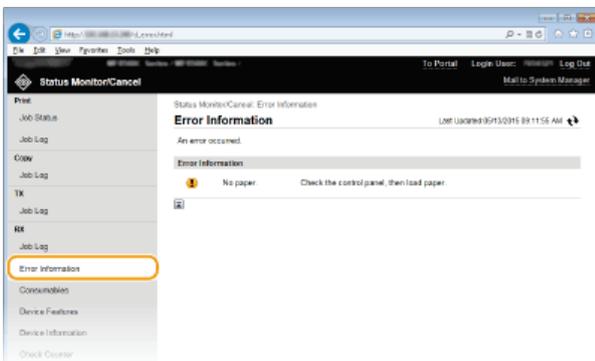


Checking Error Information

When an error occurs, this page will be displayed by clicking the message displayed under [Error Information] on Portal Page (main page). **Portal Page (main page)**



Log on to the Remote UI (**Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Error Information]

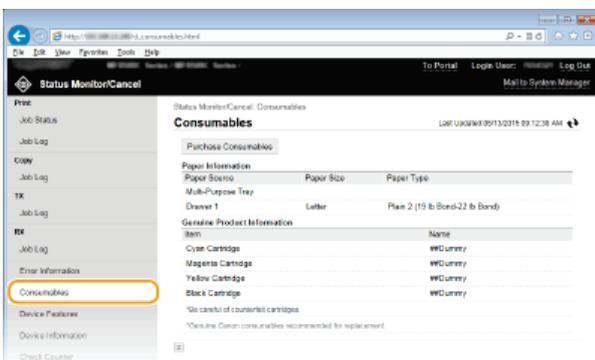


Checking Consumables

Paper size and paper type for the paper source, toner cartridge model number, etc. are displayed. You can also click [Check Consumables Details] in the **Portal Page (main page)** to display this page.



Log in to the Remote UI (**Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Consumables]

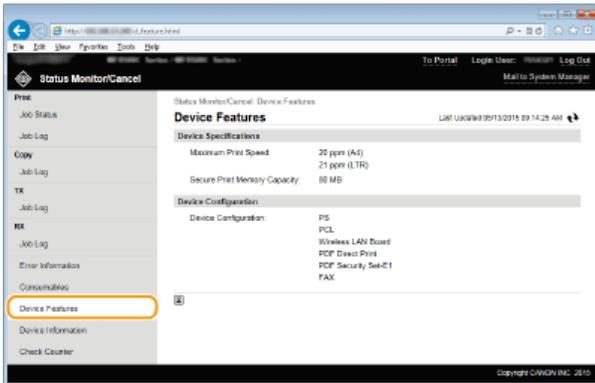


Checking Device Specifications

The maximum print speed and the Secure Print memory capacity and device configuration are displayed.



Log on to the Remote UI (Starting Remote UI) ▶ [Status Monitor/Cancel] ▶ [Device Features]

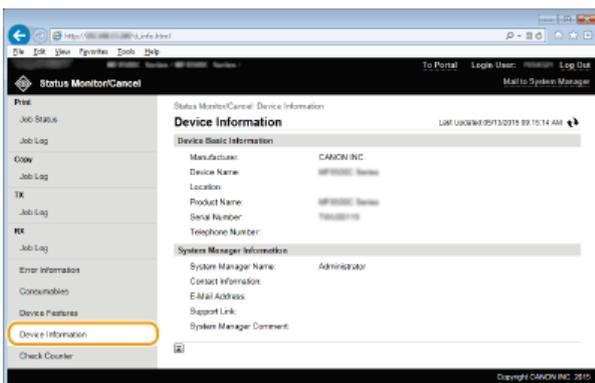


Checking System Manager Information

Information about the machine and the system manager is displayed. This information is set in [System Management] on the [Settings/Registration] page. System Management Settings



Log on to the Remote UI (Starting Remote UI) ▶ [Status Monitor/Cancel] ▶ [Device Information]

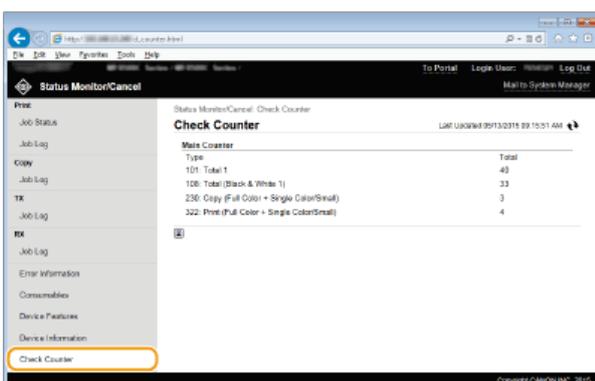


Checking Print Total Counter

The total number of pages that have been printed by the copy, print, and fax functions is displayed.



Log on to the Remote UI (Starting Remote UI) ▶ [Status Monitor/Cancel] ▶ [Check Counter]



LINKS

▶ Remote UI Screens

Setting Up Menu Options from Remote UI

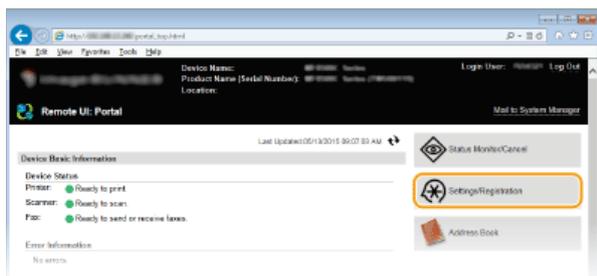
You can change the various machine settings by using the Remote UI. Most of the settings can be set also on the machine, but some settings can only be set using the Remote UI.

NOTE

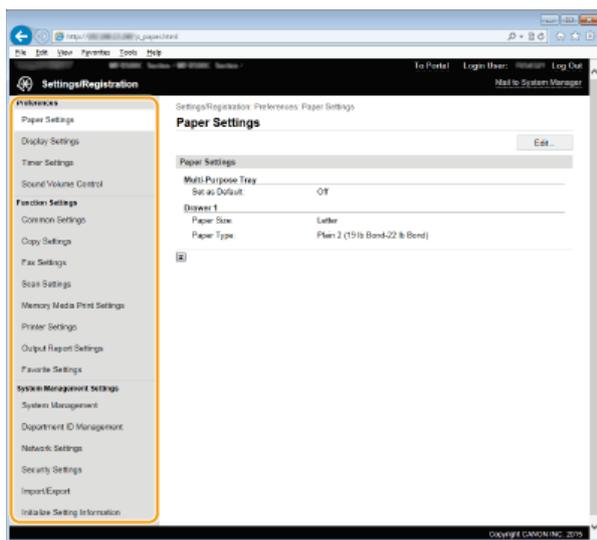
- Some settings require you to first log on in System Manager Mode before you can change them.

1 Start the Remote UI. ▶ Starting Remote UI

2 Click [Settings/Registration].



3 Click the menu item you want to set.



- For more information about the settings menu, see each item below

Menu items	Referents
Preferences	
Paper Settings	▶ Specifying Paper Size and Type
Display Settings	▶ Preferences
Timer Settings	▶ Timer Settings
Sound Volume Control	▶ Adjusting the Volume
Function Settings	
Common Settings	▶ Common Settings
Copy Settings	▶ Copy Settings

Fax Settings	▶ Fax Settings (MF729Cx / MF728Cdw / MF628Cw)
Scan Settings	▶ Scan Settings
Memory Media Print Settings	▶ Memory Media Print Settings
Printer Settings	▶ Printer Settings
Output Report Settings	▶ Printing Reports and Lists
Favorite Settings	▶ Registering Frequently Used Copy Settings ▶ Registering Frequently Used Fax Settings ▶ Registering Frequently Used Scan Settings (E-mail/I-Fax/Shared Folder/FTP Server)
System Management Settings	
System Management	▶ System Management Settings
Department ID Management	▶ Setting the Department ID Management
Network Settings	▶ Network
Security Settings	▶ Security
Import/Export	▶ Saving/Loading Registered Data
Initialize Setting Information	▶ Initializing Menu

LINKS

[▶ Remote UI Screens](#)

Saving/Loading Registered Data

Address Book or menu options data that has been registered in the machine can be saved in your computer (export). Data that is saved on your computer can also be registered in the machine (import). You can easily copy the destinations in the Address Book to multiple machines.* To use these features, it is required that you have logged on in System Manager Mode.

* Depending on the model, you cannot import the Address Book that exported from the machine. If using the same model, you can import/export menu options and other data except the Address Book.

🔴 Saving Settings Data

🔴 Loading Settings Data

IMPORTANT

Do not turn OFF the machine until the import or export process is complete

- It may take a few minutes to complete the process. If the machine is turned OFF during the process, it may result in damage to data or the machine.

Do not operate the machine during the export/import process

- Before exporting/importing, check that no operation such as printing documents is currently processing.

NOTE

Settings that cannot be imported/exported

Settings	Location
<Current Date/Time Settings>	<Timer Settings> ▶ <Date/Time Settings>
<Forwarding Settings>	<Fax Settings>
<Fax Setup Guide>	<Fax Settings>
[Context Settings]	[Settings/Registration] ▶ [Network Settings] ▶ [SNMP Settings] ▶ [SNMPv3 Settings]
[Department ID Page Total]	[Settings/Registration] ▶ [Department ID Management]
[Key and Certificate Settings]	[Settings/Registration] ▶ [Security Settings]
[CA Certificate Settings]	
<Remote UI Settings>	<System Management Settings>

Import/export using the operation panel

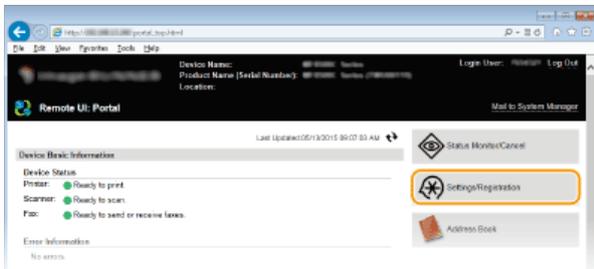
- Using USB memory, settings can be imported and exported from the settings menu on the operation panel. 🟡 **Using a USB Memory Device to Export/Import Registered Data**

Saving Settings Data

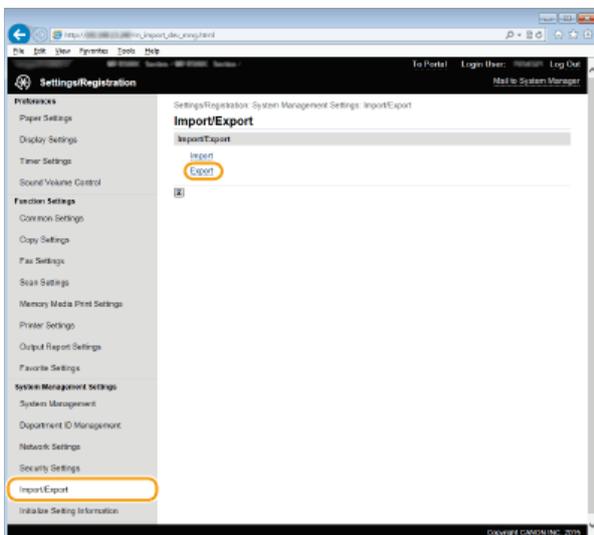
You can export data such as Address Book entries and machine settings and save them on a computer. It is recommended that you regularly back up important settings.

1 Start the Remote UI and log on in System Manager Mode.  Starting Remote UI

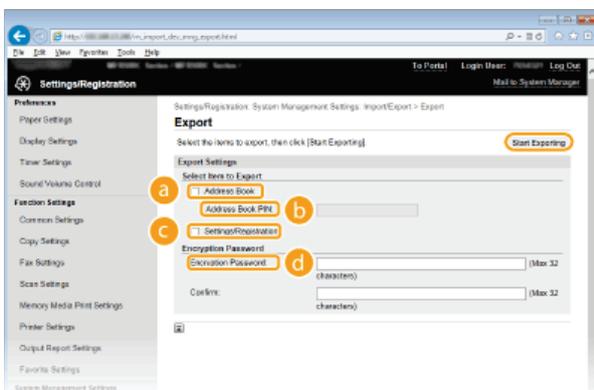
2 Click [Settings/Registration].



3 Click [Import/Export] ▶ [Export].



4 Select the settings to export.



a [Address Book]

To export Address Book data, select the check box.

b [Address Book PIN]

If the Address Book is code-protected, enter the code for the Address Book.  **Setting a PIN for Address Book**

c [Settings/Registration]

Select this check box to export the machine's settings.

d [Encryption Password]

Enter an encryption password up of up to 32 alphanumeric characters. Enter the same password in [Confirm]. To export the data, you must set an encryption password.

NOTE:

- The password is required when exported data is imported.

5 Click **[Start Exporting]**.

6 Follow the on-screen instructions to specify the location where the exported setting data is saved.

- The setting data will be saved.

LINKS

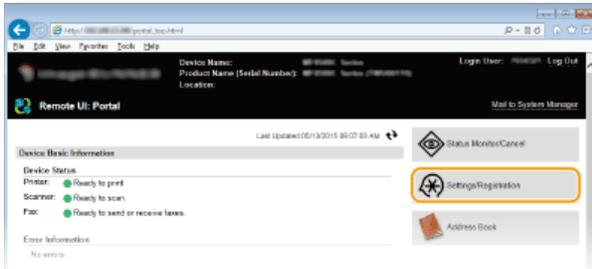
- ▶ **Remote UI Screens**
- ▶ **Registering Address Book from Remote UI**
- ▶ **Registering in the Address Book**
- ▶ **Setting Menu List**
- ▶ **Address Book List**

Loading Settings Data

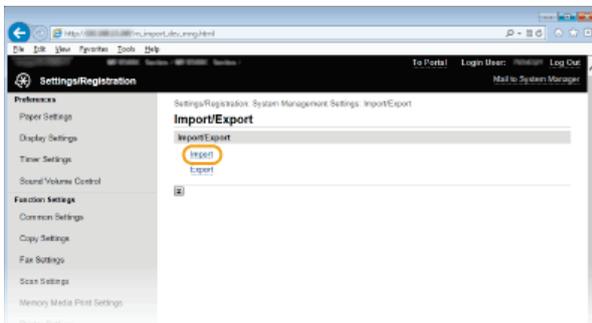
Load (import) data that was exported from the machine. You can also import settings from another machine if it is the same model as your machine.

1 Start the Remote UI and log on in System Manager Mode.  Starting Remote UI

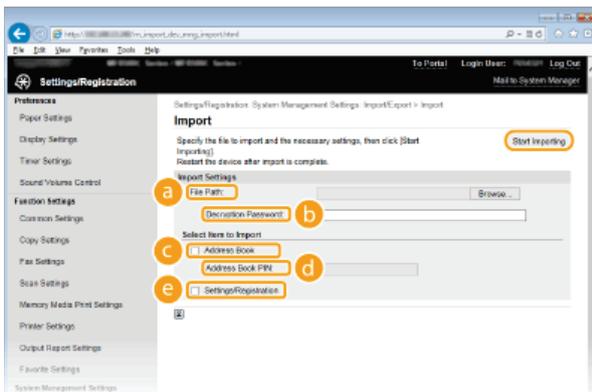
2 Click [Settings/Registration].



3 Click [Import/Export] ► [Import].



4 Select the settings to be imported.



a [File Path]

Click [Browse] and select the file.

b [Decryption Password]

Enter the password set when the settings were exported.

c [Address Book]

To import Address Book data, select the check box.

IMPORTANT:

- Importing Address Book data will overwrite the Address Book entries currently registered on the machine.

d [Address Book PIN]

If the Address Book is code protected, enter the code for the Address Book.  Setting a PIN for Address Book

e [Settings/Registration]

Select this check box to import the machine's settings.

5 Click [Start Importing].

6 Click [OK].

• The selected settings data is loaded into the machine.

7 Click [OK].

• If the [Settings/Registration] check box is selected in step 4, the machine automatically restarts.

LINKS

▶ **Remote UI Screens**

▶ **Registering Address Book from Remote UI**

▶ **Registering in the Address Book**

▶ **Setting Menu List**

▶ **Address Book List**

Registering Address Book from Remote UI

You can register or edit the Address Book of the machine by using the computer. Set the shared folder or FTP server address here.

NOTE

- You can change the settings only when you have logged on in System Manager Mode.

1 Start the Remote UI. Starting Remote UI

2 Click [Address Book].



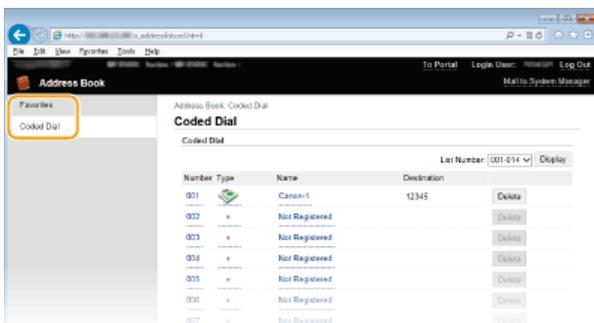
NOTE:

If the enter PIN page is displayed

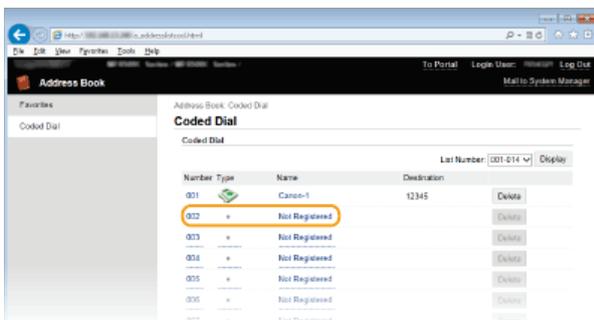
- The Address Book is protected by a PIN. Enter the [PIN] and click [OK].

3 Click [Coded Dial].

- You can also register destinations in Favorites. In this case, click [Favorites] instead of [Coded Dial]. Registering in the Address Book



4 Click the text link under [Number], [Type], or [Name] for an item named "Not Registered."



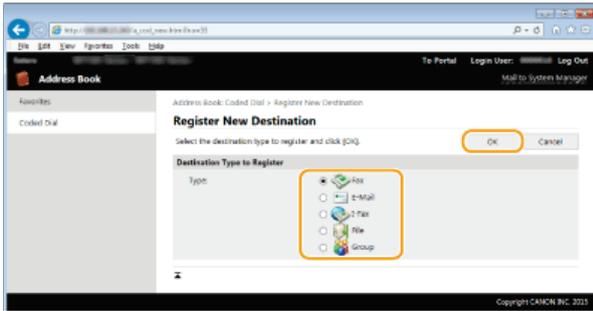
NOTE:

- You can edit a registered item by clicking the corresponding text link under [Number], [Type] or [Name].
- You can delete a registered item by clicking the corresponding [Delete] button.

Select [Destination Type to Register] and click [OK].

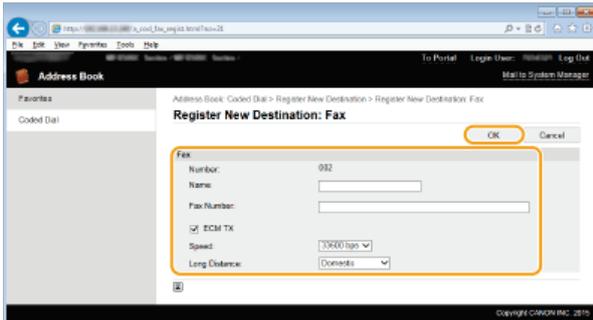
5

- To store the shared folder or FTP server address, select [File].

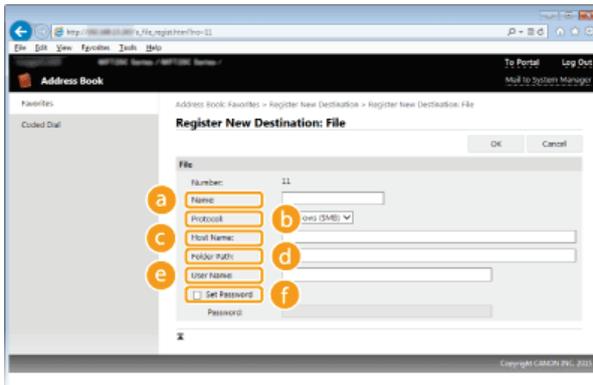


6

- Specify the required settings. Registering in the Address Book



- To register the shared folder or FTP server address



a [Name]

Enter the name for the destination.

b [Protocol]

Select the protocol for the destination.

[Windows (SMB)]	Select when using a shared folder.
[FTP]	Select when using a FTP server.

c [Host Name]

- To use a shared folder, enter a path to the shared folder up to 120 characters including the computer name or IP address (e.g. "\\swan\share" or "\\192.168.2.100\share").
- To use an FTP server, enter an IP address up to 120 characters (e.g. "\\192.168.2.100\share").

NOTE:
Using a DNS server

You can also enter the host name (or FQDN) instead of the computer name or IP address (e.g. "\\swan.organization.company.com\share").

d [Folder Path]

Enter the location of the folder to which the data will be sent (up to 120 characters).

e [User Name]

Enter the user name set for the shared folder or FTP server (up to 32 characters).

f [Set Password]

To set a password for the shared folder or FTP server, select this check box and enter a [Password] of up to 32 characters.

IMPORTANT

Ensure that the same display language is selected on both the computer and the Remote UI.

- [Host Name] and [Folder Path] may not be displayed correctly or may not be referenceable.

7 Click [OK].

LINKS

- ▶ Remote UI Screens
- ▶ Saving/Loading Registered Data
- ▶ Address Book List

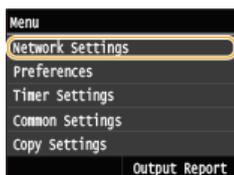
Setting Menu List

There are various settings in this machine. You can adjust each of the settings in detail. Access these settings from <Menu> in the <Home> Screen.

TIPS

- You can print the setting menu in list form to check the current settings:
 - **User Data List/System Manager Data List**

Network Settings



All the settings about the network are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "**1" are only available for the MF729Cx / MF728Cdw / MF724Cdw / MF628Cw.
- Settings marked with "**2" cannot be imported or exported.

- ▶ **Select Wired/Wireless LAN**
- ▶ **Wireless LAN Settings**
- ▶ **Enable Direct Connection**
- ▶ **TCP/IP Settings**
- ▶ **SNMP Settings**
- ▶ **Dedicated Port Settings**
- ▶ **Waiting Time for Connection at Startup**
- ▶ **Ethernet Driver Settings**
- ▶ **IEEE 802.1X Settings**
- ▶ **Device Settings Management On/Off**
- ▶ **Initialize Network Settings**

Select Wired/Wireless LAN *1

When switching the machine from Wireless LAN to Wired LAN, you need to specify the setting. Conversely, when switching the machine from Wired LAN to Wireless LAN, you do not need to specify this setting (You can switch using the following <Wireless LAN Settings>).

- ▶ **Selecting Wired LAN or Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**

Wired LAN†
Wireless LAN

Wireless LAN Settings *1

Specify settings for connecting the machine to a wireless LAN. You can also view the current settings or specify the setting for saving power consumption.

WPS Push Button Mode

Select to automatically configure a wireless connection by using the button on a WPS wireless router. ▶ **Setting Up Connection Using WPS Push Button Mode**

WPS PIN Code Mode

Select to configure a wireless connection by entering a PIN code for a WPS wireless router. ▶ **Setting Up Connection Using WPS PIN Code Mode**

SSID Settings

Select to configure a wireless connection by specifying information including an SSID or a network key by inputting manually from the operation panel.

Select Access Point

Wireless LAN routers that can access the machine are automatically located, so you can select from the list. You must manually enter a network key, such as a WEP key or a PSK. **Setting Up Connection by Selecting a Wireless Router**

Enter Manually

Select to configure a wireless connection by manually entering an SSID. By using this method, you can specify authentication and encryption settings in detail. **Setting Up Connection by Specifying Detailed Settings**

Security Settings

None
WEP
 Open System+
 Select WEP Key: 1/2/3/4
 Edit WEP Key
 Shared Key
 Select WEP Key: 1/2/3/4
 Edit WEP Key
WPA/WPA2-PSK
 Auto+
 AES-CCMP

Power Save Mode

Select whether or not the machine enters Power Save Mode based on signals emitted from the wireless router.

Off+
On



<Menu> ▶ <Network Settings> ▶ <Wireless LAN Settings> ▶ Read the displayed message ▶ <OK> ▶ <Power Save Mode> ▶ Select <Off> or <On> ▶ 

Connection Information

Select to view the current wireless LAN settings. **Viewing Network Settings**

MAC Address
Wireless LAN Status
Latest Error Information
Channel
SSID Settings
Security Settings
Power Save Mode

Enable Direct Connection *1*2

Set whether to connect directly. By enabling this function, connecting directly with the machine is possible even in an environment without an access point or wireless LAN router. **Configuring the Settings for Direct Connection (Access Point Mode) (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**

Off+
On

IMPORTANT

- Setting <Enable Direct Connection> to <On> prevents use of a wired LAN or any wireless LAN other than Direct Connection.

TCP/IP Settings

Specify settings for using the machine in a TCP/IP network, such as IP address settings.

IPv4 Settings

Specify settings for using the machine in an IPv4 network.

IP Address Settings

Configure the IP address, which is used for identifying devices, such as computers and printers, on a TCP/IP network. [▶ Setting IPv4 Address](#)

Auto Acquire[†]

Select Protocol
Off
DHCP[†]
Auto IP
Off
On[†]

Manually Acquire

IP Address: 0.0.0.0
Subnet Mask: 0.0.0.0
Gateway Address: 0.0.0.0

Check Settings

Auto Acquire
IP Address
Subnet Mask
Gateway Address

PING Command

Select to check that the machine is connected to a computer over a network. [▶ Testing the Network Connection](#)

DNS Settings

Specify settings for Domain Name System (DNS), which provides a host name for IP address resolutions. [▶ Configuring DNS](#)

DNS Server Settings

Primary DNS Server: 0.0.0.0
Secondary DNS Server: 0.0.0.0

DNS Host Name/Domain Name Settings

Host Name
Domain Name

DNS Dynamic Update Settings

Off[†]
On
DNS Dynamic Update Interval
0 to 24[†] to 48 (hr.)

mDNS Settings

Specify settings for using DNS functions without DNS servers. [▶ Configuring DNS](#)

Off

On[†]

mDNS Name

DHCP Option Settings

If DHCP is enabled, use these settings to select whether to use the DHCP optional functions to acquire the DNS server address or the domain name. [▶ Configuring DNS](#)

Acquire Host Name

Off
On[†]

DNS Dynamic Update

Off[†]
On

Acquire DNS Server Address

Off
On[†]

Acquire Domain Name

Off
On[†]

Acquire WINS Server Address

Off

On⁺

Acquire SMTP Server Address
Off⁺
On

Acquire POP Server Address
Off⁺
On

IPv6 Settings

Specify settings for using the machine in an IPv6 network.

Use IPv6

Enable or disable IPv6 in the machine. You can also view the current settings. [Setting IPv6 Addresses](#)

Off⁺

On

Check Settings
Link-Local Address
Prefix Length

Stateless Address Settings

Enable or disable stateless addresses. [Setting IPv6 Addresses](#)

Off

On⁺

Check Settings
Stateless Address
Prefix Length

Use DHCPv6

Enable or disable the stateful address that is acquired via DHCPv6. [Setting IPv6 Addresses](#)

Off⁺

On

Check Settings
Stateful Address
Prefix Length

DNS Settings

Specify settings for Domain Name System (DNS), which provides a host name for IP address resolutions. [Configuring DNS](#)

DNS Host Name/Domain Name Settings
Use IPv4 Host/Domain
Off
Host Name
Domain Name
On⁺

DNS Dynamic Update Settings
Off⁺
On
Register Manual Address
Off⁺
On
Register Stateful Address
Off⁺
On
Register Stateless Address
Off⁺
On
DNS Dynamic Update Interval
0 to 24⁺ to 48 (hr.)

mDNS Settings

Specify settings for using DNS functions without DNS servers. [Configuring DNS](#)

Off

On⁺

Use Same mDNS Name as IPv4
Off
mDNS Name
On +

DHCP Option Settings

If DHCP is enabled, use these settings to select whether to use the DHCP optional functions to acquire the DNS server address or the domain name. [Configuring DNS](#)

Acquire DNS Server Address

Off
On +

Acquire Domain Name

Off
On +

WINS Settings

Specify settings for Windows Internet Name Service (WINS), which provides a NetBIOS name for IP address resolutions in a mixed network environment of NetBIOS and TCP/IP. [Configuring WINS](#)

WINS Resolution

Off +
On

WINS Server Address: 0.0.0.0

LPD Settings

Enable or disable LPD, a printing protocol that can be used on any hardware platform or operating system. You can also set the reception timeout period after which printing is canceled if print data reception is interrupted. [Configuring Printing Protocols and WSD Functions](#)

LPD Print Settings

Off
On +

RX Timeout

1 to 5 + to 60 (min.)

RAW Settings

Enable or disable RAW, a Windows specific printing protocol. You can also set the reception timeout period after which printing is canceled if print data reception is interrupted. [Configuring Printing Protocols and WSD Functions](#)

RAW Print Settings

Off
On +

RX Timeout

1 to 5 + to 60 (min.)

WSD Settings

Enable or disable automatic browsing and acquiring information for the printer or scanner by using the WSD protocol that is available on Windows Vista/7/8/Server 2008/Server 2012. [Configuring Printing Protocols and WSD Functions](#)

WSD Print Settings

Use WSD Print
Off
On +

Use WSD Browsing
Off
On +

WSD Scan Settings

Use WSD Scan
Off +
On

Use Computer Scan
Off +
On

Use Multicast Discovery

Off
On+

Use FTP PASV Mode

Specify whether to use PASV mode for FTP. If you are connecting to an FTP server through a firewall, you must select PASV mode.

Configuring FTP PASV mode

Off+
On

Use HTTP

Enable or disable HTTP, which is required for communications with a computer, such as when using the Remote UI, WSD printing, or printing with Google Cloud Print. [Disabling HTTP Communication](#)

Off
On+

IPP Print Settings

Forward data to the machine and configure print settings via the Internet.

Use IPP Printing

Off
On+

Use SSL

Off+
On



<Menu> ▶ <Network Settings> ▶ <TCP/IP Settings> ▶ <IPP Print Settings> ▶ Select <Off> or <On> ▶ 

Use Network Link Scan

Set to <On> if scanning with AirPrint. Always be sure to set to <On> if scanning with AirPrint. [Using AirPrint](#)

Off
On+

Port Number Settings

Change port numbers for protocols according to the network environment. [Changing Port Numbers](#)

LPD

1 to 515+ to 65535

RAW

1 to 9100+ to 65535

WSD Multicast Discovery

1 to 3702+ to 65535

HTTP

1 to 80+ to 65535

Multicast Discovery

1 to 427+ to 65535

POP3

1 to 110+ to 65535

SMTP

1 to 25+ to 65535

FTP

1 to 21† to 65535

SNMP

1 to 161† to 65535

MTU SizeSelect the maximum size of packets the machine sends or receives.  **Changing the Maximum Transmission Unit**1300
1400
1500†**SNMP Settings**Specify the settings for monitoring and controlling the machine from a computer running SNMP-compatible software.  **Monitoring and Controlling the Machine with SNMP****SNMPv1 Settings** 

Enable or disable SNMPv1. When enabling SNMPv1, specify a community name and access privileges to Management Information Base(MIB) objects.

Off
On†

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <SNMPv1 Settings> ▶ Select <Off> or <On> ▶ Restart the machine

SNMPv3 Settings 

Enable or disable SNMPv3. Use the Remote UI to specify detailed settings that are applied when SNMPv3 is enabled.

Off†
On

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <SNMPv3 Settings> ▶ Select <Off> or <On> ▶ Restart the machine

Acquire Printer Management Information from Host 

Enable or disable the monitoring of printer management information from a networked computer running SNMP-compatible software.

Off†
On

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <Acquire Printer Management Information from Host> ▶

 Select <Off> or <On> Restart the machine

Dedicated Port Settings

Enable or disable the dedicated port. The dedicated port is used when printing, faxing, or scanning uses MF Scan Utility and when browsing or specifying the machine settings over the network.

Off
On⁺

 <Menu> ▶ <Network Settings> ▶ <Dedicated Port Settings> ▶ Select <Off> or <On> ▶ Restart the machine

Waiting Time for Connection at Startup

Specify a wait time for connecting to a network. Select the setting depending on the network environment.  **Setting a Wait Time for Connecting to a Network**

0⁺ to 300 (sec.)

Ethernet Driver Settings

Select the Ethernet type (10BASE-T/100BASE-TX) and the communication mode of Ethernet (half-duplex/full-duplex). You can also view the MAC address for wired LAN.

MAC Address

Check the MAC address of the machine, which is a number unique to each communication device.  **Viewing the MAC Address for Wired LAN**

Auto Detect

Select whether to automatically detect or manually select the communication mode and the Ethernet type.  **Configuring Ethernet Settings**

Off
Communication Mode
Half Duplex⁺
Full Duplex
Ethernet Type
10BASE-T⁺
100BASE-TX
On⁺

IEEE 802.1X Settings *2

Enable or disable IEEE 802.1X authentication.  **Configuring IEEE 802.1X Authentication**

Off⁺

On



<Menu> ▶ <Network Settings> ▶ <IEEE 802.1X Settings> ▶ Select <Off> or <On> ▶ Restart the machine

Device Settings Management On/Off



Specify whether to use device management software such as iW Management Console to manage machine data such as settings and Address Book destinations. For detailed information on iW Management Console, contact your nearest Canon dealer.

Off
On+

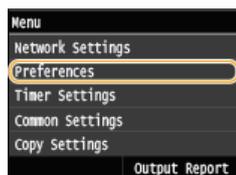


<Menu> ▶ <Network Settings> ▶ <Device Settings Management On/Off> ▶ Select <Off> or <On> ▶ 

Initialize Network Settings

Select to return the Network Settings to the factory defaults.  **Initialize Menu**

Preferences



All the settings about the display and English Keyboard Layout are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*"1" are only available for the MF729Cx / MF728Cdw / MF628Cw.
- Settings marked with "*"2" cannot be imported or exported.
- Settings marked with "*"3" have different defaults depending on the country or region of purchase.

▶ Display Settings

▶ English Keyboard Layout

Display Settings

Default Screen after Startup/Restoration

By default, the <Home> Screen is displayed immediately after the machine is turned ON or when the Auto Reset function is performed. Specify the setting to change the default screen and display the main screen of a different function.

Home†
Copy
Fax*1
Scan
Memory Media Print



<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Default Screen after Startup/Restoration> ▶ Select a function to display the desired screen ▶ 

Home Screen Button Display Settings *2

Configure the settings for the buttons displayed in the <Home> Screen. You can select the settings that will be displayed as shortcut buttons, rearrange the order in which the buttons appear, and insert or remove spaces. ▶ **Customizing the <Home> Screen**

Select Button to Display

Favorite Copy Settings
Favorite Fax Settings
Favorite Scan Settings

Set Display Order

Insert and Delete Blank

Brightness

Adjust the brightness of the display to suit the installation location of the machine.

Five Levels

 <Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Brightness> ▶ Tap  /  to adjust the brightness ▶ <Apply> ▶ 

Invert Screen Colors

Select <On> to invert the display colors. Select <On> if the display is hard to view even after the brightness was adjusted in <Brightness>.

Off+
On

 <Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Invert Screen Colors> ▶ Select <Off> or <On> ▶ 

Millimeter/Inch Entry Switch

Select the unit of measurement.

Millimeter+
Inch

 <Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Millimeter/Inch Entry Switch> ▶ Select <Millimeter> or <Inch> ▶ 

Message Display Time

Specify the interval in seconds at which two different messages are alternately displayed.

1 to 2+ to 5 (sec.)

 <Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Message Display Time> ▶ Enter a number for the interval ▶ <Apply> ▶ 

Scrolling Speed

Adjust the speed for scrolling the screen by selecting from three levels.

Slow
Standard+
Fast



Cursor Movement Type

Configure how the cursor moves after a character is entered on the screen. Select <Auto> to automatically move the cursor to the right of the entered character after approximately 1 second. Select <Manual> to manually move the cursor to the right of the entered character.

Auto† Manual



Language*3

Select the display language used for the display, reports, and lists.

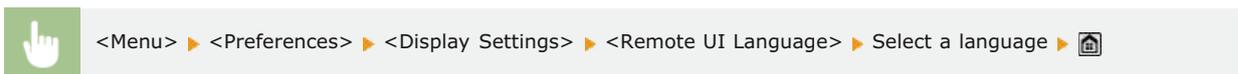
English†, Japanese, French, Spanish, German, Italian, Dutch, Finnish, Portuguese, Norwegian, Swedish, Danish, Slovene, Czech, Hungarian, Russian, Turkish, Greek, Estonian, Romanian, Slovak, Croatian, Bulgarian, Catalan, Polish, Chinese (Simplified), Chinese (Traditional), Korean, Latvian, Lithuanian, Arabic
--



Remote UI Language*3

Select the display language used for the Remote UI screens.

English†, Japanese, French, Spanish, German, Italian, Dutch, Finnish, Portuguese, Norwegian, Swedish, Danish, Czech, Hungarian, Russian, Turkish, Polish, Chinese (Simplified), Chinese (Traditional), Korean



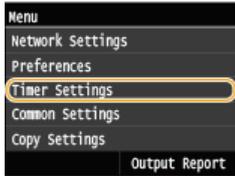
English Keyboard Layout

Specify the layout of an USB keyboard if connected to the machine.



<Menu> ▶ <Preferences> ▶ <English Keyboard Layout> ▶ Select <USA Layout> or <UK Layout> ▶ 

Timer Settings



All the settings about the timer are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*"1" may be unavailable or have different defaults depending on the country or region of purchase.
- Settings marked with "*"2" cannot be imported or exported.
- Settings marked with "*"3" are only available for the MF724Cdw / MF623Cn.

- ▶ **Date/Time Settings**
- ▶ **Auto Reset Time**
- ▶ **Function After Auto Reset**
- ▶ **Auto Sleep Time**
- ▶ **Auto Offline Time**
- ▶ **Auto Shutdown Time**

Date/Time Settings

Specify date and time settings, including the date format and the 12- or 24-hour clock display setting. The date and time that are printed on each fax document, report, and list are determined by these settings.

Date Format *1

Select the date format (order of year, month, and day).

YYYY MM/DD
MM/DD/YYYY
DD/MM YYYY†



<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Date Format> ▶ Select the date format ▶ 

Time Format

Select the 12- or 24-hour clock display setting.

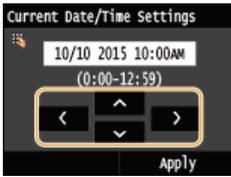
12 Hour (AM/PM)†
24 Hour



<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Time Format> ▶ Select the display setting ▶ 

Current Date/Time Settings *2

Set the current date and time. Tap / to move the cursor, and / to specify the date and time or switch between <AM>/<PM>.



IMPORTANT

- Set <Time Zone> before setting the current date and time. If the <Time Zone> setting is changed, the current date and time are also changed accordingly.



<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Current Date/Time Settings> ▶ Set the date and time
▶ <Apply> ▶ 

NOTE

- The current date and time cannot be changed for 1 hour after daylight saving time is in effect.

Time Zone

Select the time zone. If the time zone setting is changed, the values set in <Current Date/Time Settings> are also changed accordingly.

(UTC-12:00) International Date Line West to (UTC) Coordinated Universal Time⁺ to (UTC+14:00) Christmas Island

NOTE

UTC

- Coordinated Universal Time (UTC) is the primary time standard by which the world regulates clocks and time. The correct UTC time zone setting is required for Internet communications.



<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Time Zone> ▶ Select a time zone ▶ 

Daylight Saving Time Settings *1

Enable or disable daylight saving time. If daylight saving time is enabled, specify the dates from which and to which daylight saving time is in effect.

Off

On⁺

Start: Month, Week, Day
End: Month, Week, Day

 <Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Daylight Saving Time Settings> ▶ Select a month and day ▶ <Apply> ▶ 

Auto Reset Time

If a key is not pressed for a specified period of time, the screen and the settings are initialized to display the default screen (Auto Reset). Specify the interval at which the Auto Reset is performed. Select <0> to disable the Auto Reset function. The Auto Reset is not performed in the following cases:

- The setting menu is displayed.
- The machine is processing data, such as when printing documents or sending or receiving faxes.
- An error message is displayed and the Error indicator is blinking (However, Auto Reset is performed when the error does not prevent the user from continuing to use a function.)

0 (Auto Reset is disabled.)
1 to 2⁺ to 9 (min.)

 <Menu> ▶ <Timer Settings> ▶ <Auto Reset Time> ▶ Set the Auto Reset time ▶ <Apply> ▶ 

NOTE

- The screen displayed after the Auto Reset is performed can be selected in <Function After Auto Reset>.

Function After Auto Reset

Select whether to return the display to the default screen after the Auto Reset is performed. If <Default Function> is selected, the main screen of the function selected in <Default Screen after Startup/Restoration> is displayed (**Default Screen after Startup/Restoration**). If <Selected Function> is selected, the display returns to the main screen of the function that was selected.

Default Function⁺
Selected Function

 <Menu> ▶ <Timer Settings> ▶ <Function After Auto Reset> ▶ Select <Default Function> or <Selected Function> ▶ 

Auto Sleep Time

If the machine has not been operated or has had no data to process for a specified period of time, the machine enters sleep mode to save energy consumption (Auto Sleep). Specify the period of time after which auto sleep is performed. Auto Sleep is not performed when the setting menu is displayed. We recommend using the factory default settings to save the most power. **Entering Sleep Mode**

10+ to 60 (min.)

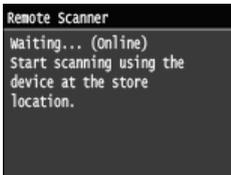
MF628Cw / MF623Cn

20+ to 60 (min.)

Auto Offline Time



If a key has not been pressed for a specified period of time after the screen below is displayed (the machine is set online for scanning), the machine automatically becomes offline. Specify the time period at which the machine becomes offline. You can also set the machine to remain online.



0 (The machine remains online.)
1 to 5+ to 60 (min.)



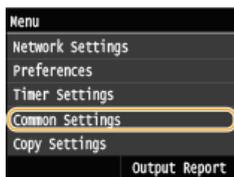
<Menu> ▶ <Timer Settings> ▶ <Auto Offline Time> ▶ Set the time period ▶ <Apply> ▶

Auto Shutdown Time *3

Set a timer to automatically shut down the machine after the specified period of idle time has elapsed since the machine entered the sleep mode. **Setting Auto Shutdown Time (MF724Cdw / MF623Cn)**

0 (Auto Shutdown is disabled.)
1 to 4+ to 8 (hr.)

Common Settings



All the settings about the operation of the paper drawer and the paper feed method are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*1" are only available when the optional paper drawer (drawer 2) is attached.
- Settings marked with "*2" are only available for the MF729Cx / MF728Cdw / MF628Cw.
- Settings marked with "*3" are only available for the MF729Cx / MF728Cdw / MF724Cdw.
- Settings marked with "*4" are only available for the MF724Cdw /MF623Cn.

▶ Drawer Auto Selection On/Off

▶ Switch Paper Feed Method

Drawer Auto Selection On/Off



Enable or disable the automatic drawer selection feature for the paper sources. If automatic drawer selection is set to <On> when printing documents, the machine automatically selects a paper source that is loaded with the appropriate paper size. Also, when the paper runs out, this setting enables continuous printing by switching from one paper source to another that is loaded with the same paper size. You can select a function, such as copy or print, to enable this feature.

Copy

Multi-Purpose Tray
Off †
On
Drawer 1
Off
On †
Drawer 2*1
Off
On †

Printer

Drawer 1
Off
On †
Drawer 2*1
Off
On †

Receive/Fax*2

Multi-Purpose Tray
Off †
On
Drawer 1
Off
On †
Drawer 2*1
Off
On †

Receive*4

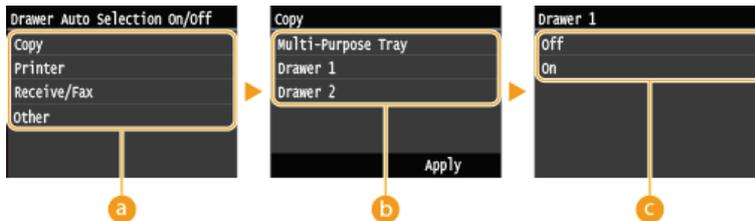
Multi-Purpose Tray
Off †
On
Drawer 1
Off
On †
Drawer 2*1
Off
On †

Other

Multi-Purpose Tray

Off †
 On
 Drawer 1
 Off
 On †
 Drawer 2*1
 Off
 On †

 <Menu> ▶ <Common Settings> ▶ <Drawer Auto Selection On/Off> ▶ Select the function ▶ Select the paper source ▶ Select <Off> or <On> ▶ <Apply> ▶ 



a Functions

Select the function for which you want to configure automatic drawer selection.

NOTE:

Select <Other> for functions such as printing reports and lists and printing images from a USB memory device.

b Paper Sources

Select the paper source for which you want to enable.

NOTE:

<Multi-Purpose Tray> is not displayed if <Printer> was selected on the previous screen (a). Automatic drawer selection is always enabled for printing on paper fed from the manual feed slot.

c Switch of the settings

Select <On> to enable automatic drawer selection for the paper source you selected on the previous screen (b).

NOTE:

Make sure to select <On> for <Drawer 1> or <Drawer 2>. If <Off> is selected for both drawers, you cannot finish the configuration.

Switch Paper Feed Method *3



Specify this setting when you print a document on paper with logos. To print on paper with logos, you need to change how the paper loaded in the paper source is facing depending on whether you are performing 1- or 2-sided printing. However, if you change the setting to <Print Side Priority>, you can just load the paper face down for both 1- and 2-sided printing. For more information, see **Loading Preprinted Paper**.

Multi-Purpose Tray

Speed Priority †
 Print Side Priority

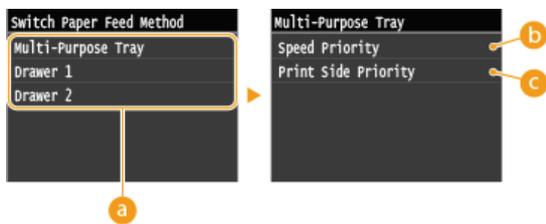
Drawer 1

Speed Priority †
 Print Side Priority

Drawer 2*1

Speed Priority †
 Print Side Priority

 <Menu> ▶ <Common Settings> ▶ <Switch Paper Feed Method> ▶ Select the paper source ▶ Select <Speed Priority> or <Print Side Priority> ▶ 



a Paper Sources

Select the paper source that you want to change the setting for.

b <Speed Priority>

When using paper that has been preprinted with a logo, you need to change how it is facing when you perform 1-sided and 2-sided printing.

NOTE:

We recommend selecting <Speed Priority> if you do not need to consider which side to print on.

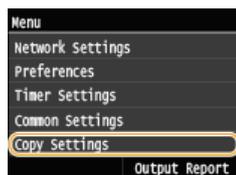
c <Print Side Priority>

To print on a specific side of paper, you do not need to flip over paper in the paper source whether 1- or 2-sided printing is selected.

NOTE:

- If <Print Side Priority> is set for a paper source that is loaded with paper you cannot use for 2-sided printing (**Ⓢ Paper**), <Speed Priority> is applied to the paper source instead. In this case, you need to load the paper in the same way as when <Speed Priority> is selected (**Ⓢ Loading Preprinted Paper**).
- 1-sided printing speed may be slower when <Print Side Priority> is selected.

Copy Settings



All the settings about the copy are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*"1" are only available for the MF729Cx / MF728Cdw / MF724Cdw.
- Settings marked with "*"2" are only available when the optional paper drawer (drawer 2) is attached.

▶ Change Default Settings

▶ Initialize Default Settings

Change Default Settings

You can change the factory default settings about copy. The selected settings are used as the default settings of the copy function.

▶ Changing Default Settings

Number of Copies

1† to 999

Density

Nine Levels

Original Type

Text/Photo/Map (Speed)

Text/Photo/Map†

Text/Photo/Map (Quality)

Printed Image

Text

2-Sided*1

Off†

1-Sided->2-Sided

2-Sided->2-Sided

2-Sided->1-Sided

Copy Ratio

Custom Ratio

100% (1:1)†

400% (Max)

200%

141% A5->A4

70% A4->A5

50%

25% (Min)

Paper

Multi-Purpose Tray

Drawer 1†

Drawer 2*2

N on 1

Off†

2 on 1

4 on 1

ID Card Copy

Select Layout

Collate

Off†

On

Erase Frame

Off†

On

Sharpness

Seven Levels

Color Balance

Yellow: 17 Levels

Magenta: 17 Levels

Cyan: 17 Levels

Black: 17 Levels

Fine Adjust

Yellow

High: 17 Levels

Medium: 17 Levels

Low: 17 Levels

Magenta

High: 17 Levels

Medium: 17 Levels

Low: 17 Levels

Cyan

High: 17 Levels

Medium: 17 Levels

Low: 17 Levels

Black

High: 17 Levels

Medium: 17 Levels

Low: 17 Levels

Initialize Default Settings

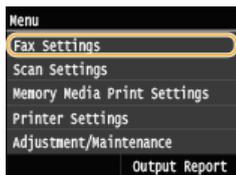


Select this option to restore the default copy settings.



<Menu> ▶ <Copy Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶

Fax Settings MF729Cx / MF728Cdw / MF628Cw



All the settings about the fax are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*"1" may be unavailable or vary or have the different default depending on the country where you are using the machine.
- Settings marked with "*"2" cannot be imported or exported.
- Settings marked with "*"3" are only available for the MF729Cx / MF728Cdw.

- ▶ **Basic Settings**
- ▶ **TX Function Settings**
- ▶ **RX Function Settings**
- ▶ **RX Print Settings**
- ▶ **Forwarding Settings**
- ▶ **Fax Setup Guide**

Basic Settings

Specify the basic settings for using the machine as a fax device.

Register Unit Telephone Number

Register the fax number for the machine. ▶ **Registering the Fax Number and Unit Name**

Select Line Type *1

Select the telephone line type used for fax transmission. ▶ **Connecting the Telephone Line**

Pulse
Tone†

Off-Hook Alarm

Select whether the machine makes an alert sound when the handset of a telephone or the optional handset connected to the machine is not properly set on the cradle. You can also adjust the volume of the alert sound.

0† to 3



<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Off-Hook Alarm> ▶ Select the volume of the alert sound ▶
<Apply> ▶ 

Communication Management Settings

Configure the settings for the transmission start speed when faxes are sent and received, and for archiving documents that have

been sent.

TX Start Speed

Adjust the communication start speed in descending order from "33600 bps." This adjustment should be made when it takes a long time to start sending a fax due to a poor telephone line connection.

33600 bps[†]
14400 bps
9600 bps
7200 bps
4800 bps
2400 bps



<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <TX Start Speed>
▶ Select a communication start speed ▶ 

RX Start Speed

Adjust the communication start speed in descending order from "33600 bps." This adjustment should be made when it takes a long time to start receiving a fax due to a poor telephone line connection.

33600 bps[†]
14400 bps
9600 bps
7200 bps
4800 bps
2400 bps



<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <RX Start Speed>
▶ Select a communication start speed ▶ 

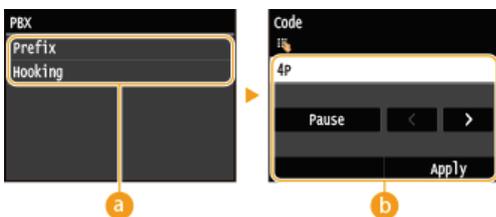
R-Key Setting

If your machine is connected through a PBX (Private Branch Exchange), it is necessary to set the access method. You can set the PBX type to <Prefix> or <Hooking>. If you register the outside line access number to the R-key, you can easily access the outside line.

PSTN[†]
PBX
Prefix
Hooking^{†*1}



<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <R-Key Setting> ▶
<PBX> ▶ Select <Prefix> or <Hooking> ▶ Enter the outside line access number if you select <Prefix> ▶
<Apply> ▶ 



a <PBX>

Select the type of PBX you are using. If you select <Prefix>, register the prefix code on the next screen

b <Code>

Enter the prefix code using the numeric keys, tap <Pause>, and then tap <Apply>. If you do not insert a pause, the prefix code is not registered.

Archive TX Document *2

In addition to the destination specified when the fax is sent, you can specify whether faxed documents are also sent to a preset storage address for archiving. **Archiving Sent Faxes**

Off+
On

TX Function Settings

Specify settings for sending faxes.

Change Default Settings

Specify settings used for sending faxes. The selected settings are used as the default settings when scanning documents.

Changing Default Settings

Resolution

- 200 x 100 dpi (Normal)+
- 200 x 200 dpi (Fine)
- 200 x 200 dpi (Photo)
- 200 x 400 dpi (Superfine)
- 400 x 400 dpi (Ultrafine)

Density

Nine Levels

2-Sided Original*3

- Off+
- Book Type
- Calendar Type

Sharpness

Seven Levels

Register Unit Name (Fax)

Register the name of a company or person. **Registering the Fax Number and Unit Name**

The registered name is sent as sender information to the destination. **TX Terminal ID**

ECM TX

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on received faxes, see **ECM RX**.

Off
On+

NOTE

- ECM must be enabled on both the machine and the other fax device because error checks are performed on both the sending and receiving devices.
- Even when ECM is enabled, errors may occur due to telephone line conditions.
- It may take a longer time than usual to process data when ECM is enabled because the error checks and corrections are performed while the data is transmitted.

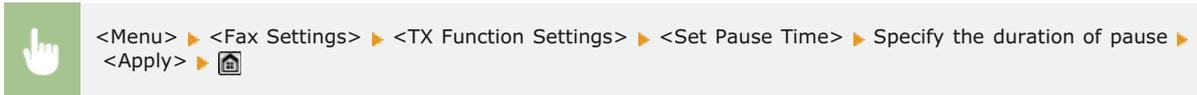


<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <ECM TX> ▶ <On> ▶

Set Pause Time *1

For example, when you make calls by dialing "0 - (pause) - (telephone number)", 0 is dialed first and then a few seconds later, the telephone number. When sending faxes overseas, you need to specify destinations by dialing "(international access code) - (country code) - (area code) - (fax number)" but consecutive numbers that are input without pauses may not be recognized correctly. In this case, try adding a pause after the international access code or the fax number. If the code or the number is still not recognized correctly, change the duration of the pause. For instructions on how to enter a pause, see step 3 on [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#).

1 to 4+ to 15 (sec.)



Auto Redial *1

Specify settings for Auto Redial, a function that automatically redials the fax number after several minutes if the first attempt fails because the line is busy. You can specify how many times the machine redials and the interval between redials.

Off

On+

Number of Times to Redial

1 to 2+ to 10 (times)

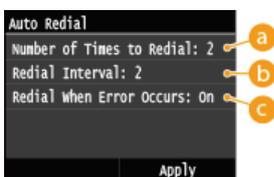
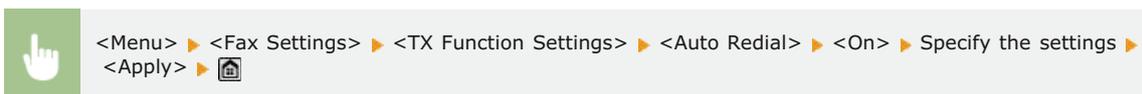
Redial Interval

2+ to 99 (min.)

Redial When Error Occurs

Off

On+



a <Number of Times to Redial >

Specifies how many times the machine redials. Tap  /  or the numeric keys to enter a number, and tap <Apply>.

b <Redial Interval>

Specifies the interval between redials. Tap  /  or the numeric keys to enter a number for the interval, and tap <Apply>.

c <Redial When Error Occurs>

When set to <On>, specifies to redial when a transmission error occurs.

TX Terminal ID

Specify settings for adding the sender information, including the fax number and the name of the machine, to the fax header. The recipient can check who sent the fax by looking at the added information.

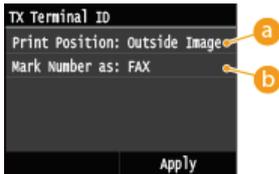
Off

On†

Print Position
Inside Image Area
Outside Image Area†
Mark Number as
FAX†
TEL



<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <TX Terminal ID> ▶ <On> ▶ Specify the settings ▶
<Apply> ▶



a <Print Position>

Specifies the position to print the terminal ID information in the sent fax. Select <Inside Image Area> to print the information inside the image area, or <Outside Image Area> to print the information outside the image area.

b <Mark Number as>

Adds the "FAX" or "TEL" mark in front of the fax number registered for the machine (**Registering the Fax Number and Unit Name**). Select <TEL> to indicate that the notified number is a telephone number.

Check Dial Tone Before Sending *1

Select whether to check the dial tone before a fax number is dialed.

Off†
On



<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Check Dial Tone Before Sending> ▶ <On> ▶

Allow Fax Driver TX

Enable or disable PC faxing (sending faxes from a computer). **Prohibiting PC Faxing (MF729Cx / MF728Cdw / MF628Cw)**

Off
On†

Confirm Entered Fax Number

Select whether to display the details of an entered coded dial number when it is selected as a destination. **Displaying the Screen for Confirming the Fax Number (MF729Cx / MF728Cdw / MF628Cw)**

Off†
On

Restrict Sequential Broadcast

Select whether to prohibit sequential broadcasting, a feature that sends faxes to multiple destinations in succession. **Prohibiting Sequential Broadcasting (MF729Cx / MF728Cdw / MF628Cw)**

Off+
Confirm Sequential Broadcast
Reject Sequential Broadcast

Initialize Default Settings

Select this option to restore the default fax transmission settings.



RX Function Settings

Specify settings for receiving faxes.

ECM RX

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on sent faxes, see  **ECM TX**.

Off
On+

NOTE

- ECM must be enabled on both the machine and the other fax device because error check is performed on both the sending and receiving devices.
- Even when ECM is enabled, errors may occur due to telephone line conditions.
- It may take a longer time than usual to process data when ECM is enabled because the error check and corrections are performed while the data is transmitted.



Incoming Ring *1

Specify settings for sounding a ring to notify you of incoming faxes. This feature is only available when <Auto> or <Fax/Tel Auto Switch> is selected for the receive mode. Specify how many times the incoming call rings when the machine receives a fax call. You can also disable the settings to prevent the incoming call from ringing.

Off
On+
1 to 2+ to 99 (times)

NOTE

- If you use this feature in the <Auto> mode, you need to connect your telephone to the machine beforehand.



<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Incoming Ring> ▶ <On> ▶ Specify how many times the incoming call rings ▶ <Apply> ▶

Remote RX *1

Specify settings for receiving a fax by operating a telephone that is connected to the machine (Remote Reception). When a fax is sent to the machine, you can receive it just by picking up the handset of the telephone and entering a specific ID number by using the telephone. This feature can save you the trouble of going all the way to the machine. For instructions on how to use Remote Reception, see [Using a Telephone to Receive Faxes \(Remote Reception\)](#).

Off

On[†]

00 to 25[†] to 99



<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Remote RX> ▶ <On> ▶ Specify the ID number for receiving a fax ▶ <Apply> ▶

Switch to Auto RX

Specify settings for automatically receiving a fax after the machine has rung for a specified time period. This feature is only available when <Manual> is selected for the receive mode. By using this feature, faxes can be received even when no one is available to pick up the handset.

Off[†]

On

1 to 15[†] to 99 (sec.)



<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Switch to Auto RX> ▶ <On> ▶ Specify how long the incoming call rings ▶ <Apply> ▶

Memory Lock Settings

Select whether to store received faxes without immediately printing them. Stored fax documents can be printed at any time by changing the setting to <Off>. [Storing Received Faxes into Memory \(Memory Reception\)](#)

Off[†]

On

Memory Lock PIN

Report Print

Off

On[†]

Memory Lock Time

Off[†]

On

Memory Lock Start Time

Memory Lock End Time

Specify settings for printing received faxes.

Print on Both Sides *3

Specify settings for printing received faxes on both sides of paper.

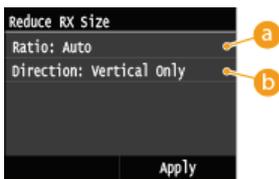
Off†
On



Reduce RX Size

Specify settings for reducing the image size of a received document. You can select an automatic reduction ratio that reduces the received document to size of the loaded paper. You can also select a ratio from a list.

Off
On†
Ratio
Auto†
97%
95%
90%
75%
Direction
Vertical/Horizontal
Vertical Only†



<Ratio>

<Auto> reduces the image by a ratio that is based on the size of the loaded paper. <97%>, <95%>, <90%>, or <75%> reduce the image by the corresponding ratio.

<Direction>

Select <Vertical/Horizontal> to reduce the image both vertically and horizontally. Select <Vertical Only> to reduce only vertically.

RX Page Footer

Select whether to print information, including date and time of reception and page numbers, on the bottom of received faxes.

Off†
On



<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <RX Page Footer> ▶ <On> ▶

Continue Printing When Amount in Cartridge Is Low

The machine continues printing even if the amount remaining in a toner cartridge is low. If this function is set to <Off> and faxes are received when the amount remaining in a toner cartridge is low, the machine holds them in memory instead of printing.

Off
On+

IMPORTANT

- When this function is enabled, faxes may fade or blur. Because received documents are not stored in memory, you need to ask the sender to resend the document.



<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <Continue Printing When Amount in Cartridge Is Low> ▶ <Off> ▶

Forwarding Settings

Specify settings for forwarding faxes.

Enable Forwarding Settings *2

Select whether to forward all the received fax documents to a specified destination. In addition to a fax number, you can also specify an e-mail address or a shared folder in a computer, etc. as the forwarding destination. **Forwarding All the Received Documents Automatically**

Off+
On

Print Images

Select whether to print forwarded fax documents. You can set the machine to print forwarded documents only when an error occurs.

Printing Documents to be Forwarded

Off
On+
Only When Error Occurs

Store Images in Memory

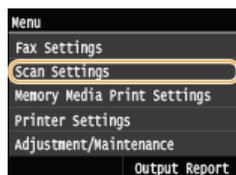
Select whether to store fax documents in memory when they are not successfully forwarded. You can resend or print the documents later as necessary. **Printing/Resending/Deleting Documents that Failed to be Forwarded**

Off+
Only When Error Occurs

Fax Setup Guide *2

Select to display on-screen instructions for specifying settings, including the fax number and the telephone line type. **Configuring**

Scan Settings



All the settings about the scan are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*"1" are enabled only when an optional Send PDF Security Feature Set is registered.
- Settings marked with "*"2" is available at a time, depending on the PDF encryption setting. **▶ 256-bit AES Settings for Encrypted PDF**
- Settings marked with "*"3" are only available for the MF729Cx / MF728Cdw / MF724Cdw.

- ▶ **USB Memory Settings**
- ▶ **E-Mail Settings**
- ▶ **I-Fax Settings**
- ▶ **File Settings**
- ▶ **Register Unit Name (E-Mail/I-Fax)**
- ▶ **Output File Image Settings**
- ▶ **OCR (Text Searchable) Settings**
- ▶ **256-bit AES Settings for Encrypted PDF**

USB Memory Settings

You can change and register the settings used when data is saved to a USB memory device.

Change Default Settings

Specify settings used for saving scanned documents to a USB memory device. The selected settings are used as the default settings when scanning documents. **▶ Changing Default Settings**

Scan Size

A4 †
A5

File Format

PDF †
 PDF (Compact)
 PDF (Compact/OCR)
 PDF (OCR)
 Set PDF Details*1
 PDF
 Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
 Digital Signatures: None †, Top Left
 PDF (Compact)
 Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
 Digital Signatures: None †, Top Left
 PDF (Compact/OCR)
 Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
 Digital Signatures: None †, Top Left
 PDF (OCR)
 Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
 Digital Signatures: None †, Top Left

JPEG
TIFF

Density

Nine Levels

Original Orientation

Portrait †
Landscape

Original Type

Text
Text/Photo †
Photo

2-Sided Original*3

Off †
Book Type
Calendar Type

Sharpness

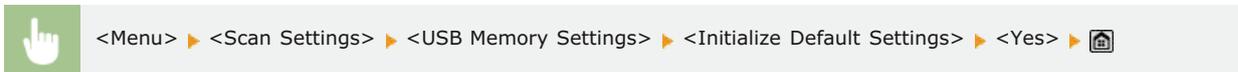
Seven Levels

Data Size

Small: Memory Priority
Standard †
Large: Image Quality Priority

Initialize Default Settings 

Select this option to restore the default settings for saving data to a USB memory device.

**E-Mail Settings**

Specify settings used for scanning documents to send as e-mails.

Change Default Settings

Specify settings used for scanning documents to send as e-mails. The selected settings are used as the default settings when scanning documents.  **Changing Default Settings**

Scan Size

A4 †
A5

File Format

PDF †
PDF (Compact)
PDF (Compact/OCR)
PDF (OCR)
Set PDF Details*1
PDF
Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
Digital Signatures: None †, Top Left
PDF (Compact)
Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
Digital Signatures: None †, Top Left
PDF (Compact/OCR)
Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
Digital Signatures: None †, Top Left
PDF (OCR)
Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
Digital Signatures: None †, Top Left
JPEG
TIFF

Density

Nine Levels

Original Orientation

Portrait +
Landscape

Original Type

Text
Text/Photo +
Photo

2-Sided Original*3

Off +
Book Type
Calendar Type

Sharpness

Seven Levels

Data Size

Small: Memory Priority
Standard +
Large: Image Quality Priority

Subject/Message

Subject
Attached Image +
Message

Reply To

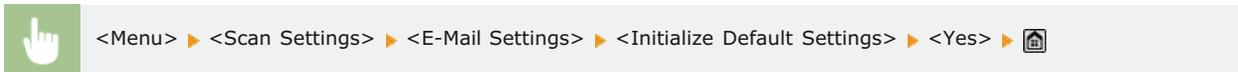
None +
Specify from Address Book

Priority

Low
Standard +
High

Initialize Default Settings 

Select this option to restore the default e-mail transmission settings.



I-Fax Settings

Specify the basic settings for using the machine as a I-Fax device.

TX Function Settings

You can change and register the settings used for sending I-Faxes.

Change Default Settings

Specify settings used for sending I-Fax. The selected settings are used as the default settings when scanning documents.

Changing Default Settings

Scan Size

A4 +
A5

Density

Nine Levels

Original Orientation

Portrait +
Landscape

Original Type

Text
Text/Photo +
Photo

2-Sided Original*3

Off†
Book Type
Calendar Type

Sharpness

Seven Levels

Subject/Message

Subject
Attached Image†
Message

Reply To

None†
Specify from Address Book

TX Terminal ID

Information such as the date and time of transmission and the e-mail address of the machine (sender information) can be added as a header in transmitted documents. This information tells the recipient when the I-Fax was sent and who sent it.

Off

On†

Print Position
Inside Image Area
Outside Image Area†



<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <TX Function Settings> ▶ <TX Terminal ID> ▶ <On> ▶
<Print Position> ▶ Select <Inside Image Area> or <Outside Image Area> ▶ <Apply> ▶ 

Initialize Default Settings

Select this option to restore the default I-Fax transmission settings.



<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <TX Function Settings> ▶ <Initialize Default Settings> ▶
<Yes> ▶ 

RX Print Settings

Specify settings for printing received I-Faxes.

Print on Both Sides *3

Specify settings for printing received I-Faxes on both sides of paper.

Off†
On



<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <RX Print Settings> ▶ <Print on Both Sides> ▶ <On> ▶ 

RX Print Size

Specify the paper size to be used for printing.

A4 †
 LGL
 LTR
 OFICIO
 Brazil-OFICIO
 Mexico-OFICIO
 Government-LTR
 Government-LGL
 FOOLSCAP
 AUS-FOOLSCAP
 India-LGL



<Menu> ▶ <Scan Settings> ▶ <I-Fax Settings> ▶ <RX Print Settings> ▶ <RX Print Size> ▶ Select the paper size ▶

File Settings

You can change and register the settings used when documents are saved to a shared folder or FTP server.

Change Default Settings

You can change the default settings used when documents are saved to a shared folder or FTP server. The selected settings are used as the default settings when scanning. **Changing Default Settings**

Scan Size

A4 †
 A5

File Format

PDF †
 PDF (Compact)
 PDF (Compact/OCR)
 PDF (OCR)
 Set PDF Details*1
 PDF
 Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
 Digital Signatures: None †, Top Left
 PDF (Compact)
 Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
 Digital Signatures: None †, Top Left
 PDF (Compact/OCR)
 Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
 Digital Signatures: None †, Top Left
 PDF (OCR)
 Encryption Level: None †, Acrobat 7.0 or Later/128-bit AES, Acrobat 9.0 or Equivalent/256-bit AES*2, Acrobat 10.0 or Equivalent/256-bit AES*2
 Digital Signatures: None †, Top Left
 JPEG
 TIFF

Density

Nine Levels

Original Orientation

Portrait †
 Landscape

Original Type

Text
 Text/Photo †
 Photo

2-Sided Original*3

Off †
 Book Type
 Calendar Type

Sharpness

Seven Levels

Data Size

- Small: Memory Priority
- Standard[†]
- Large: Image Quality Priority

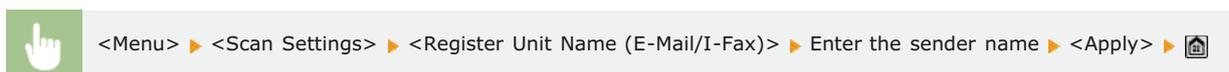
Initialize Default Settings 

You can change and register the settings used when documents are saved to a shared folder or FTP server.



Register Unit Name (E-Mail/I-Fax) 

Register the sender name for e-mails and I-Faxes. The registered name is displayed in e-mails, along with the e-mail address. If the sender name is not registered, only the e-mail address is displayed.



Output File Image Settings

Specify settings for the gamma value and file compression ratio for converting scanned documents into files.

YCbCr TX Gamma Value

Select the gamma value used when converting scanned color documents into the specified file format. You can specify the same gamma value as that of the monitor which is to be used for viewing the converted files. The files are displayed with brightness that is true to the original documents.  **Setting Gamma Values**

- Gamma 1.0
- Gamma 1.4
- Gamma 1.8[†]
- Gamma 2.2

PDF (Compact) Image Quality Level

Adjust the balance between data size and image quality to suit the type of document you are scanning when converting scanned documents into PDF (Compact) files. <Data Size Priority> makes the compression ratio higher than normal to create smaller files with lower image quality. On the other hand, <Image Quality Priority> makes the compression ratio lower than normal to create larger files with higher image quality.  **Selecting a File Format**

Image Level in Text/Photo Mode or Photo Mode

- Data Size Priority
- Normal[†]
- Image Quality Priority

Image Level in Text Mode

- Data Size Priority
- Normal[†]
- Image Quality Priority

OCR (Text Searchable) Settings



To run OCR (Optical Character Recognition) on a text document to create a "searchable PDF", specify whether the machine determines the document's text direction and detects the document direction.

Smart Scan

Off
On†



<Menu> ▶ <Scan Settings> ▶ <OCR (Text Searchable) Settings> ▶ <Smart Scan> ▶ Select <Off> or <On> ▶

256-bit AES Settings for Encrypted PDF *1



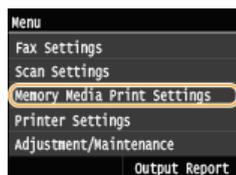
Specify the encryption level when encrypting PDFs with 256-bit AES. The encryption level specified here is then selectable as a level for specifying encryption as a PDF Details.

Acrobat 9.0 or Equivalent
Acrobat 10.0 or Equivalent†



<Menu> ▶ <Scan Settings> ▶ <256-bit AES Settings for Encrypted PDF> ▶ Select <Acrobat 9.0 or Equivalent> or <Acrobat 10.0 or Equivalent> ▶

Memory Media Print Settings



All the settings are about the memory media print listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*"1" are only available when the optional paper drawer (drawer 2) is attached.
- Settings marked with "*"2" are only available for the MF729Cx / MF728Cdw / MF724Cdw.

- ▶ **Change Default Settings**
- ▶ **Default Display Settings**
- ▶ **File Sort Default Settings**
- ▶ **File Name Display Format**
- ▶ **Initialize Default Settings**

Change Default Settings

Specify the USB Print settings. The selected settings are used as the default settings of the USB Print function. **▶ Changing Default USB Print Settings**

Number of Copies

1 † to 99

Paper

Multi-Purpose Tray
Drawer 1 †
Drawer 2*1

N on 1

Off †
2 on 1
4 on 1

2-Sided*2

Off †
Book Type
Calendar Type

Set JPEG/TIFF Details

Print Date
Off †
On
Print File Name
Off †
On
Original Type
Photo Priority †
Text Priority
Brightness
Five Levels
Halftones
Gradation
Error Diffusion †

Set PDF Details*2

Brightness
Seven Levels
Enlarge/Reduce to Fit Paper Size
Off †
On
Enlarge Print Area
Off †
On
Print Comments

Off
Auto⁺
Password to Open Document
Other
Halftones
Error Diffusion: Off⁺/On
Pure Black Text
Off
On⁺
Black Overprint
Off
On⁺
RGB Source Profile
sRGB⁺
Gamma 1.5
Gamma 1.8
Gamma 2.4
None
CMYK Simulation Profile
JapanColor(Canon)
U.S. Web Coated v1.00(Canon)
Euro Standard v1.00(Canon)
None⁺
Use Grayscale Profile
Off⁺
On
Output Profile
Normal
Photo
TR Normal⁺
TR Photo
Matching Method
Perceptual⁺
Saturation
Colorimetric
RGB Pure Black Process
Off
On⁺
CMYK Pure Black Process
Off
On⁺
Composite Overprint
Off
On⁺
Advanced Smoothing
Advanced Smoothing: Off/Smooth 1⁺/Smooth 2
Apply to Graphics: Off⁺/On
Apply to Text: Off/On⁺
Grayscale Conversion
sRGB
NTSC⁺
Uniform RGB
Print Quality
Density
Density: 17 levels
Fine Adjust
High: 17 levels
Medium: 17 levels
Low: 17 levels
Toner Save
Off⁺
On
Special Smoothing Mode
Mode 1⁺
Mode 2
Mode 3
Mode 4
Mode 5
Mode 6
Line Control
Resolution Priority⁺
Gradation Priority

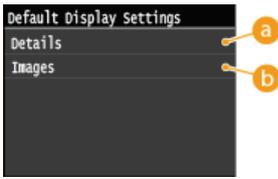
Default Display Settings



Select whether to display a list of file names or thumbnails for previewing when accessing files in a USB memory device.

Details⁺
Images

 <Menu> ▶ <Memory Media Print Settings> ▶ <Default Display Settings> ▶ Select <Details> or <Images> ▶ 



a <Details>

Displays file names and dates in list form.

b <Images>

Displays thumbnails for previewing.

File Sort Default Settings

Select whether to display files in a USB memory device in ascending or descending order of file name or date.

Name (Ascending) †
Name (Descending)
Date/Time (Ascending)
Date/Time (Descending)

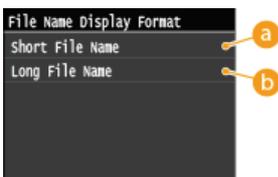
 <Menu> ▶ <Memory Media Print Settings> ▶ <File Sort Default Settings> ▶ Select the order of files that are displayed ▶ 

File Name Display Format

Select whether to display short or long text for file names that are stored in a USB memory device.

Short File Name
Long File Name †

 <Menu> ▶ <Memory Media Print Settings> ▶ <File Name Display Format> ▶ Select <Short File Name> or <Long File Name> ▶ 



a <Short File Name>

Shortens a file name to as few as eight characters. To distinguish files that have similar names, numbers such as "~1" or "~2" are added at the end of the file names.

b <Long File Name>

Displays a file name up to 20 characters.

NOTE

- The number of characters described above does not include the characters in file extensions, such as ".jpg".

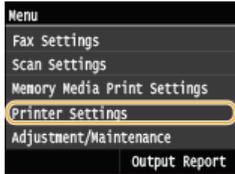
Initialize Default Settings

Select to return the Memory Media Print Settings to the factory defaults.



<Menu> ▶ <Memory Media Print Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶ 

Printer Settings



All the settings about the printer are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*" are only available when the optional paper drawer (drawer 2) is attached.
- Settings marked with "**2" are only available for the MF729Cx / MF728Cdw / MF724Cdw.
- Settings marked with "**3" are only available for the MF729Cx.

Priority of settings

- Settings that are specified in an application or on the printer driver will override those specified on the machine. The settings described in this section are especially useful if you are printing on an operating system such as UNIX on which the printer drivers for the machine are not available.

Availability of settings

- All the printer settings described in this section, except for <Paper Size Override> (🔴 **Paper Size Override**), are only available for PCL printing. Specifying these settings is unnecessary, for example, when you print using the UFR II LT printer driver.

▶ Prioritize Driver Settings When Printing

- ▶ Copies
- ▶ 2-Sided Printing
- ▶ Default Paper
- ▶ Paper Size Override
- ▶ Print Quality
- ▶ Layout
- ▶ Auto Error Skip
- ▶ Timeout
- ▶ Personality
- ▶ Color Mode
- ▶ Gradation Settings
- ▶ Compressed Image Output
- ▶ PCL
- ▶ PS

Prioritize Driver Settings When Printing



If set to <On>, settings in the printer driver for paper size and type take priority over the machine's settings when printing. Settings can be configured individually for the paper drawer and manual feed slot. An error message can be set to display if the loaded paper size or type are different from that set in the printer driver.

```

Multi-Purpose Tray
  Off†
  On
    Force Output†
    Display Error
Drawer 1
  Off†
  On
    Force Output†
    Display Error
Drawer 2*1
  Off†
  On
    Force Output†
    Display Error
    
```



<Menu> ▶ <Printer Settings> ▶ <Prioritize Driver Settings When Printing> ▶ Select the paper source from which paper is preferentially loaded ▶ <On> ▶ Select <Force Output> or <Display Error> ▶

Copies *2



Set the number of copies to print.

1+ to 99 (Copies)



<Menu> ▶ <Printer Settings> ▶ <Copies> ▶ Set the number of copies to print ▶ <Apply> ▶

2-Sided Printing *2



Select whether to make 2-sided printouts.

Off+
On



<Menu> ▶ <Printer Settings> ▶ <2-Sided Printing> ▶ Select <Off> or <On> ▶

Default Paper *2



Select the default setting for the size and type of the paper to print on.

NOTE

- <Default Paper Size> and <Default Paper Type> cannot be specified separately. Specify the paper size in the <Default Paper Size> screen, and then specify the paper type in the <Default Paper Type> screen.

Default Paper Size

Select the default setting for the size of the paper to print on.

A4+
A5
B5
LTR
LGL
STMT
EXEC

No. 10 (COM10)
Monarch
DL
ISO-C5

Default Paper Type

Select the default setting for the type of the paper to print on.

Plain 1 (60-74 g/m²)
Plain 2 (70-84 g/m²)†
Plain 3 (75-90 g/m²)
Recycled
Color
Heavy 1 (86-119 g/m²)
Heavy 2 (120-128 g/m²)
Heavy 3 (129-163 g/m²)
Coated 1 (100-110 g/m²)
Coated 2 (120-130 g/m²)
Coated 3 (155-165 g/m²)
Coated 4 (210-220 g/m²)
Transparency
Labels
Envelope

NOTE

- If you select an envelope (<No. 10 (COM10)>, <Monarch>, <DL>, or <ISO-C5>) as the paper size in <Default Paper Size>, only <Envelope> is available as a paper type.



<Menu> ▶ <Printer Settings> ▶ <Default Paper> ▶ Select the paper size ▶ Select the paper type ▶

Paper Size Override

Select whether to switch between printing on A4 and LTR size paper if one of these paper sizes is loaded but the other is not.

Configuring Printer Settings on the Machine

Off†
On

Print Quality *2

Specify the print quality such as toner density and image data processing methods.

Density

Specify the print density for each toner color. As the value gets bigger, the density becomes darker.

Yellow
17 Levels
Magenta
17 Levels
Cyan
17 Levels
Black
17 Levels

NOTE

- The settings specified for <Density> are disabled when <Toner Save> is enabled.



<Menu> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Density> ▶ Select the toner color ▶ Specify the toner density ▶ <Apply> ▶ <Apply> ▶

Density (Fine Adjust)

Adjust the toner density for each toner color. You can adjust the density separately for darker areas (<High>), medium areas (<Medium>), and lighter areas (<Low>).

Yellow

High
17 Levels
Medium
17 Levels
Low
17 Levels

Magenta

High
17 Levels
Medium
17 Levels
Low
17 Levels

Cyan

High
17 Levels
Medium
17 Levels
Low
17 Levels

Black

High
17 Levels
Medium
17 Levels
Low
17 Levels



<Menu> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Density> ▶ <Density (Fine Adjust)> Select the toner color ▶ Select <High>, <Medium>, or <Low> ▶ Specify the toner density ▶ Tap <Apply> repeatedly until <Settings applied.> is displayed. ▶

Toner Save

Select whether to reduce toner consumption.

Off+
On

IMPORTANT

- When this setting is enabled, fine lines and portions with lighter print density may become blurred.



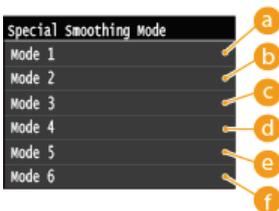
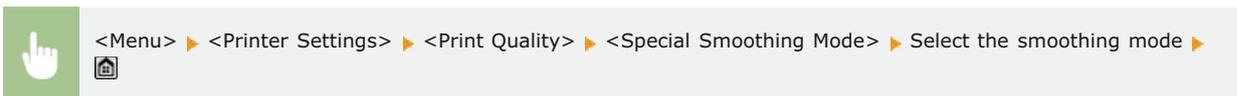
Gradation

Select the data processing method to reproduce gradations. Select <High 2> if you want to print in better quality than when selecting <High 1>.



Special Smoothing Mode

Select a smoothing mode to print documents with a smooth finish. If you are not satisfied with the printing results of <Mode 1> (default), you can try printing again by using another.



- a <Mode 1>**
Prints the edges of dark colored text, lines, and graphics smoothly. This setting is recommended for most types of printing.
- b <Mode 2>**
Prints both edges and interior halftones of graphics smoothly.
- c <Mode 3>**
Prints dark colored text and lines on halftone backgrounds smoothly.
- d <Mode 4>**
Prints the edges of objects (text, lines, graphics and photographic images) smoothly.
- e <Mode 5>**
Prints images and halftones evenly.

f <Mode 6>

Prints entire objects smoothly.

NOTE

- When <Error Diffusion> is enabled for <Halftones> (▶ **Halftones**), <Mode 1>, <Mode 2>, <Mode 3>, and <Mode 4> apply the same effect on printouts as <Mode 6> does.

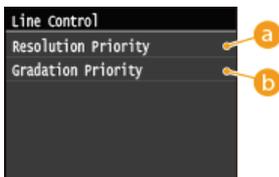
Line Control ▼

Select the data processing method to reproduce lines.

Resolution Priority[†]
Gradation Priority



<Menu> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Line Control> ▶ Select <Resolution Priority> or <Gradation Priority> ▶



a <Resolution Priority>

Image processing is performed that upholds the same resolution as text for lines.

b <Gradation Priority>

Image processing is performed that upholds the same color and gradation as graphics for lines.

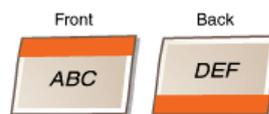
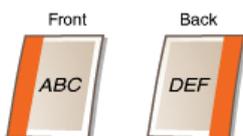
Layout *2

Specify the page layout settings such as binding position and margin values.

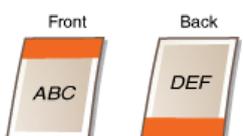
Binding Location ▼

Select the binding position of the paper (along the long edge or the short edge). For 2-sided printing, image orientation is automatically arranged to produce the correct layout. in the illustrations below represent margins.

When the binding position is on the long edge of the paper:



When the binding position is on the short edge of the paper:



Long Edge[†]
Short Edge

NOTE

- You cannot create a binding margin with this setting alone. Use this setting in combination with the <Gutter> setting to set the binding margin for the selected binding position.



<Menu> ▶ <Printer Settings> ▶ <Layout> ▶ <Binding Location> ▶ Select <Long Edge> or <Short Edge> ▶

Gutter

Specify the binding margin to apply to the binding position selected in the <Binding Location> setting.

-50.0 to $\pm 0^+$ to +50.0 (mm)

IMPORTANT

- If this setting moves any of the print data outside the printable area, the portion outside the printable area will not be printed.



<Menu> ▶ <Printer Settings> ▶ <Layout> ▶ <Gutter> ▶ Specify the binding margin <Apply> ▶

Offset Short Edge (Front)

Specify the print position by setting the offset value for the short edge on the front side of the paper. Increasing the value moves the print position to the right. Decreasing the value moves the print position to the left.

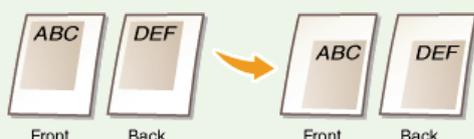
-50.0 to $\pm 0^+$ to +50.0 (mm)

IMPORTANT

- If this setting moves any of the print data outside the printable area, the portion outside the printable area will not be printed.

NOTE

- You can specify this setting in combination with the <Offset Long Edge (Front)>, <Offset Short Edge (Back)>, and <Offset Long Edge (Back)>. By specifying all four settings, for example, the print position is shifted as shown in the illustration below.



- If the offset settings are specified in combination with the <Gutter> setting, the specified values are added together.





<Menu> ▶ <Printer Settings> ▶ <Layout> ▶ <Offset Short Edge (Front)> ▶ Specify the offset value ▶ <Apply>
▶

Offset Long Edge (Front)

Specify the print position by setting the offset value for the long edge on the front side of the paper. Increasing the value moves the print position downward. Decreasing the value moves the print position upward.

-50.0 to $\pm 0^+$ to +50.0 (mm)

IMPORTANT

- If this setting moves any of the print data outside the printable area, the portion outside the printable area will not be printed.



<Menu> ▶ <Printer Settings> ▶ <Layout> ▶ <Offset Long Edge (Front)> ▶ Specify the offset value ▶ <Apply>
▶

Offset Short Edge (Back)

Specify the print position by setting the offset value for the short edge on the back side of the paper. Increasing the value moves the print position to the right. Decreasing the value moves the print position to the left.

-50.0 to $\pm 0^+$ to +50.0 (mm)

IMPORTANT

- If this setting moves any of the print data outside the printable area, the portion outside the printable area will not be printed.



<Menu> ▶ <Printer Settings> ▶ <Layout> ▶ <Offset Short Edge (Back)> ▶ Specify the offset value ▶ <Apply>
▶

Offset Long Edge (Back)

Specify the print position by setting the offset value for the long edge on the back side of the paper. Increasing the value moves the print position downward. Decreasing the value moves the print position upward.

-50.0 to $\pm 0^+$ to +50.0 (mm)

IMPORTANT

- If this setting moves any of the print data outside the printable area, the portion outside the printable area will not be printed.



<Menu> ▶ <Printer Settings> ▶ <Layout> ▶ <Offset Long Edge (Back)> ▶ Specify the offset value ▶ <Apply>
▶

Auto Error Skip *2



Select whether to automatically perform error skip to bypass errors and continue printing when an error occurs with the print data. If <Off> is selected, you can perform error skip by using the operation panel.

Off†
On

NOTE

- Error skip bypasses errors in print data, so the document may not be printed correctly.
- You can manually perform error skip.
 ▶ <Copy/Print Job> ▶ <Job Status> ▶ Select the document containing errors ▶ <Skip Error>



<Menu> ▶ <Printer Settings> ▶ <Auto Error Skip> ▶ Select <Off> or <On> ▶

Timeout *2



Set the time period after which the machine deletes incomplete print data from memory. The machine deletes incomplete print data because it may have some errors and prevent the machine from printing the next document.

5 to 15† to 300 (sec.)

NOTE

- Provide the machine with enough time to receive all the print data from the computer, especially when printing large amounts of data. If you specify a time period that is too short, the machine may not receive all the print data in time for printing.



<Menu> ▶ <Printer Settings> ▶ <Timeout> ▶ Set the time period ▶ <Apply> ▶

Personality *2



This setting enables the machine to process data received from the host computer in the specified data format. Setting the Personality mode to <Auto> makes the machine determine the type of data received from the host on a job-by-job basis. If you are printing from applications on a computer, we recommend that you use <Auto>.

Auto†
PS
PCL



<Menu> ▶ <Printer Settings> ▶ <Personality> ▶ Select the Personality mode ▶

Color Mode *2



Select whether to print in color or in black and white. If <Auto (Color/B&W)> is selected, the machine automatically switches the color mode, printing color pages in color, and black and white pages in black and white.

Auto (Color/B&W)†
Color
Black and White



<Menu> ▶ <Printer Settings> ▶ <Color Mode> ▶ Select the color mode ▶

Gradation Settings *2



Specify this setting to improve the smoothness of the gradations of graphics and photographic images. Select <Smooth 1> to improve the smoothness moderately. Select <Smooth 2> to apply a stronger smoothing effect than <Smooth 1>. You can specify this setting separately for graphics and images.

Gradation

Off†
Smooth 1
Smooth 2

Apply to Graphics

Off
On†

Apply to Images

Off
On†



<Menu> ▶ <Printer Settings> ▶ <Gradation Settings> ▶ Specify the gradation settings ▶

Compressed Image Output *2



Specify how print data should be treated when it is too large to be held in the memory of the machine. The machine can either print the data in lower image quality (<Output>) or cancel printing and display an error message (<Display Error>).

Output†



<Menu> ▶ <Printer Settings> ▶ <Compressed Image Output> ▶ Select <Output> or <Display Error> ▶

PCL *2

Specify the PCL printing settings such as page layout and print quality.

Paper Save

Select whether to save paper by not outputting blank pages in documents. By selecting <On>, the machine will not output blank pages. To output all your document data when printing, including any blank pages that you have inserted in your document, tap <Off>.

Off+
On



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Paper Save> ▶ Select <Off> or <On> ▶

Orientation

Select <Portrait> (vertical orientation) or <Landscape> (horizontal orientation) for the page orientation.

Portrait+
Landscape



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Orientation> ▶ Select <Portrait> or <Landscape> ▶

Font Number

Specify the font to use by selecting a corresponding font ID number. You can print the PCL font list with font samples from the operation panel. **PCL Font List (MF729Cx / MF728Cdw / MF724Cdw)**

MF729Cx

0+ to 104

MF728Cdw / MF724Cdw

0+ to 54



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ ▶ Select the font number ▶ <Apply> ▶

Point Size

Set the font size in points, adjustable in 0.25 increments. You can specify this setting only when a proportionally-spaced scalable font is selected in .

4.00 to 12.00+ to 999.75 (point)



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Point Size> ▶ Specify the point size ▶ <Apply> ▶ 

Pitch

Set the font pitch, or cpi (characters per inch), adjustable in 0.01 increments. You can specify this setting only when a fixed-pitch scalable font or a bitmap font is selected in .

0.44 to 10.00+ to 99.99 (cpi)



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Pitch> ▶ Specify the pitch value ▶ <Apply> ▶ 

Form Lines

Set the number of lines printed on one page from 5 to 128. This setting is automatically changed according to the settings specified in <Default Paper Size> and <Orientation>.

5 to 64+ to 128 (lines)



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Form Lines> ▶ Specify the number of lines ▶ <Apply> ▶ 

Character Code

Select the character code that is most suited for the computer you send print data from. The specified setting is ignored when the character code is controlled by the font specified in .

MF729Cx

ARABIC8	PC8+
DESKTOP	PC850
GREEK8	PC851
HEBREW7	PC852
HEBREW8	PC862
ISO4	PC864
ISO6	PC866
ISO11	PC8DN
ISO15	PC8GRK
ISO17	PC8TK
ISO21	PC1004
ISO60	PIFONT

ISO69
ISOCYR
ISOGRK
ISOHEB
ISOL1
ISOL2
ISOL5
ISOL6
LEGAL
MATH8
MCTEXT
MSPUBL
PC775

PSMATH
PSTEXT
ROMAN8
VNINTL
VNMATH
VNUS
WIN30
WINARB
WINBALT
WINCYR
WINGRK
WINL1
WINL2
WINL5

MF728Cdw / MF724Cdw

DESKTOP
ISO11
ISO15
ISO17
ISO21
ISO4
ISO6
ISO60
ISO69
ISOL1
ISOL2
ISOL5
ISOL6
LEGAL
MATH8
MCTEXT
MSPUBL
PC1004

PC775
PC8†
PC850
PC852
PC8DN
PC8TK
PIFONT
PSMATH
PSTEXT
ROMAN8
VNINTL
VNMATH
VNUS
WIN30
WINBALT
WINL1
WINL2
WINL5



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Character Code> ▶ Select the character code ▶

Custom Paper

Select whether to set a custom paper size. Select <On> to set the dimensions of the paper in <X dimension> and <Y dimension>.

Off†
On



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Custom Paper> ▶ Select <Off> or <On> ▶

Unit of Measure

Select the unit of measurement to use to set a custom paper size.

Millimeters†
Inches



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Unit of Measure> ▶ Select <Millimeters> or <Inches> ▶

X dimension

Specify the horizontal dimension (short edge) of the custom paper.

77 to 215+ (mm)

 <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <X dimension> ▶ Specify the dimension ▶ <Apply> ▶ 

Y dimension

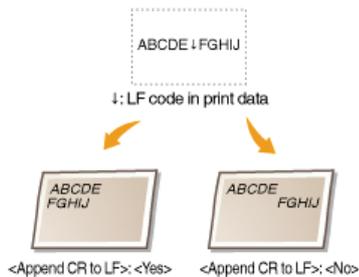
Specify the vertical dimension (long edge) of the custom paper.

127 to 355+ (mm)

 <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Y dimension> ▶ Specify the dimension ▶ <Apply> ▶ 

Append CR to LF

Select whether to append a carriage return (CR) when the machine receives a line feed code (LF). If <Yes> is selected, the print position moves to the beginning of the next line when the machine receives an LF code. If <No> is selected, the print position moves to the next line, just under the received LF code.



Yes
No†

 <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Append CR to LF> ▶ Select <Yes> or <No> ▶ 

Enlarge A4 Print Width

Select whether to expand the width of the printable area of A4 size paper in portrait orientation to that of LTR size.

Off†
On



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Enlarge A4 Print Width> ▶ Select <Off> or <On> ▶

Halftones

Specify the data processing method to reproduce halftones. You can select whether to use <Error Diffusion>, and you can also select <Resolution> or <Gradation> separately for text, graphics, and images.

Error Diffusion

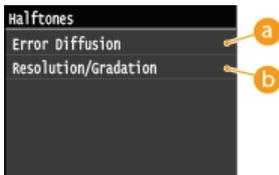
Off†
On

Resolution/Gradation

Text
Resolution †
Gradation
Graphics
Resolution
Gradation †
Image
Resolution
Gradation †



<Menu> ▶ <Printer Settings> ▶ <PS> ▶ <Halftones> ▶ Specify the halftones settings ▶



a <Error Diffusion>

Prints small text and fine lines with a clear finish. If this setting is set to <On>, <Resolution> and <Gradation> settings that are specified for <Text>, <Graphics>, and <Image> are disabled.

b <Resolution>/<Gradation>

<Resolution>

Prints text and thin lines with clear edges.

<Gradation>

Prints gradations such as those in graphics or photographic images with a smooth finish.

RGB Source Profile

Select the source profile for color matching to print RGB data, according to the monitor you are using. If you are using an sRGB-compatible computer display, and select <sRGB>, the tone of printouts will be close to how they appear on your computer display. Select <Gamma 1.5>, <Gamma 1.8>, or <Gamma 2.4> to adjust the gamma value as necessary. As the value gets bigger, the printout becomes darker. You can specify the setting separately for text, graphics, and images.

Text

sRGB†
Gamma 1.5
Gamma 1.8
Gamma 2.4

Graphics

sRGB†
Gamma 1.5
Gamma 1.8
Gamma 2.4

Image

sRGB†
Gamma 1.5
Gamma 1.8
Gamma 2.4

NOTE

- This setting is enabled only when <CMS> is selected in <CMS (Matching)/Gamma>.



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <RGB Source Profile> ▶ Select <Text>, <Graphics>, or <Image> ▶ Select the source profile ▶

Output Profile

Select the output profile for color matching. It is recommended that you use the default <Normal> setting for printing text or graphic data, and the <Photo> setting for printing photographic images.

Text

Normal†
Photo

Graphics

Normal†
Photo

Image

Normal
Photo†

NOTE

- This setting is enabled only when <CMS> is selected in <CMS (Matching)/Gamma>.



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Output Profile> ▶ Select <Text>, <Graphics>, or <Image> ▶ Select <Normal> or <Photo> ▶

Matching Method

Select the color matching method to match the color of the printouts to that displayed on the computer display. You can specify the setting separately for text, graphics, and images.

Text

Perceptual
Saturation†
Colorimetric

Graphics

Perceptual†
Saturation
Colorimetric

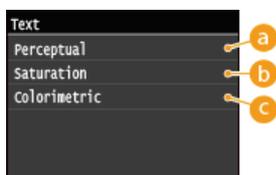
Image

Perceptual†
Saturation
Colorimetric

NOTE

- This setting is enabled only when <CMS> is selected in <CMS (Matching)/Gamma>.

 <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Matching Method> ▶ Select <Text>, <Graphics>, or <Image> ▶ Select the matching method ▶ 



a <Perceptual>

Performs color matching suitable for printing photographic images when <Photo> for the <Output Profile> setting has also been selected.

b <Saturation>

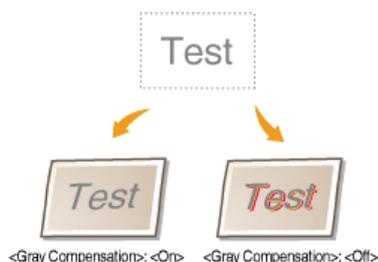
Performs color matching for printing vivid graphics such as illustrations and diagrams.

c <Colorimetric>

Performs color matching to minimize the differences in color between originals such as color samples or logos and printouts.

Gray Compensation

Select whether to print gray (black and white) data using only the black toner. You can specify the setting separately for text, graphics, and images.



Text

Off
On†

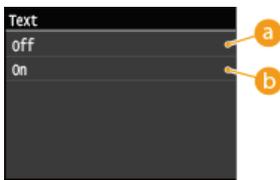
Graphics

Off
On†

Image

Off
On†

 <Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Gray Compensation> ▶ Select <Text>, <Graphics>, or <Image> ▶ Select <Off> or <On> ▶ 



a <Off>

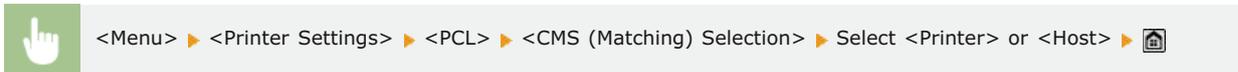
Prints gray (black and white) data by using the yellow, magenta, cyan, and black toner. Gradation reproducibility of dark areas improves in comparison to <On>.

b <On>

Prints gray (black and white) data by using only the black toner and reduces toner bleeding.

CMS (Matching) Selection

You can set the machine or a computer (printer driver) to perform color matching. If <Printer> is selected, the machine performs color matching, and if <Host> is selected, the computer or printer driver performs it.



CMS (Matching)/Gamma

Select the processing method for print data. You can select to perform color matching or to perform gamma correction. You can specify the setting separately for text, graphics, and images.



Gamma Correction

Set the gamma correction value to match the brightness of the printouts to that of the original data. If the printout looks darker or brighter than original, change the gamma correction value. As the value gets bigger, the printout becomes darker. You can apply the setting separately for text, graphics, and images.



1.0
1.4†
1.8
2.2

Image

1.0
1.4†
1.8
2.2

NOTE

- This setting is enabled only when <Gamma> is selected in <CMS (Matching)/Gamma>.



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Gamma Correction> ▶ Select <Text>, <Graphics>, or <Image> ▶
Set the gamma value ▶

Advanced Smoothing

Select how jagged outlines of text and graphics are smoothed. <Smooth 2> applies a stronger smoothing effect than <Smooth 1>. You can apply the setting separately for text and graphics.

Advanced Smoothing

Off
Smooth 1†
Smooth 2

Apply to Graphics

Off†
On

Apply to Text

Off
On†



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Advanced Smoothing> ▶ Specify the smoothing setting ▶

BarDIMM *3

This setting enables you to print bar codes supported by the Barcode Printing Kit. If <Enable> is selected, the machine will generate bar codes when it receives bar code commands from the host computer. If <Disable> is selected, bar codes will not be generated, even if bar code commands are sent from the host computer.

Enable
Disable†

IMPORTANT

- To enable the BarDIMM menu, it is necessary to activate the Barcode Printing Kit. When you are not printing bar codes, make sure to disable the BarDIMM menu. Otherwise, the processing speed of regular print jobs may be reduced.

NOTE

- The default setting is <Disable>. If you activate the Barcode Printing Kit, it changes to <Enable>.



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <BarDIMM> ▶ Select <Enable> or <Disable> ▶

FreeScape

Specify the AEC (Alternate Escape Code) to be used for bar code commands when the host computer does not support the standard Escape Code.

Off
 ~†
 "
 #
 \$
 /
 \
 ?
 {
 }
 |

NOTE

- This setting is available only when <BarDIMM> is enabled.



<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <FreeScape> ▶ Select an escape code ▶

PS *2

Specify the PS printing settings such as page layout and print quality.

Job Timeout

This setting enables you to specify the amount of time before a job times out. If a job has not finished within the set time limit, the job automatically cancels.

0† to 3600 (sec.)

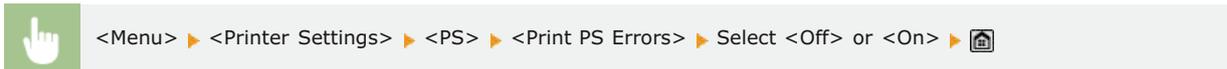


<Menu> ▶ <Printer Settings> ▶ <PS> ▶ <Job Timeout> ▶ Specify the seconds for job timeout ▶ <Apply> ▶

Print PS Errors

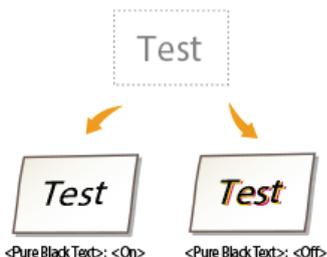
This setting determines whether an error page is printed when an error is encountered.

Off†



Pure Black Text

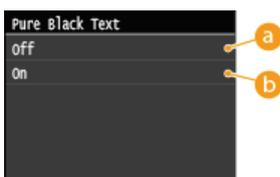
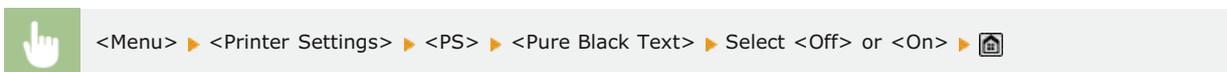
If the text object is black (R=G=B=0%, C=M=Y=100% or Bk=N%, C=M=Y=0% or Bk=100%), this setting specifies whether the text is printed using black only.



Off
On⁺

NOTE

- Depending on the data to be printed, <Toner Save> may not be applied even if <On> is selected.
- If <On> is selected for <Toner Save>, very light or finely detailed images may not be printed clearly.



a <Off>

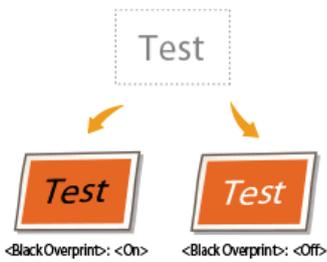
The black text is printed using CMYK toners based on the selected Output Profile setting. For some jobs, it is preferable to turn this option <Off>.

b <On>

Black colors generated by applications are printed using only 100% black toner. This means that the color toner will not be misaligned since only one toner color (black) is used.

Black Overprint

Where a black text object is printed on a color background or overlaps graphics, this setting specifies that black text is overprinted onto the background. This enables you to prevent the problem of white knockout in the background behind printed black text objects.

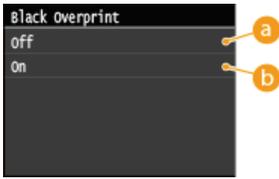


Off
On+

NOTE

- This setting is only applied, and has an effect on, pure black if <Pure Black Text> is set to <On>.

<Menu> ▶ <Printer Settings> ▶ <PS> ▶ <Black Overprint> ▶ Select <Off> or <On> ▶



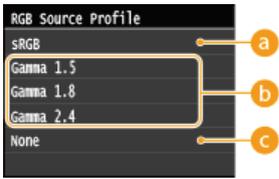
- a <Off>**
The background color behind the black text is knocked out (left blank) and the black text is then printed into the knocked out area.
- b <On>**
When this setting is used together with <Pure Black Text>, the color background is printed first, after which black text is printed in 100% Bk on top of the background.

RGB Source Profile

Select the source profile for color matching to print RGB data, according to the monitor you are using.

sRGB+
Gamma 1.5
Gamma 1.8
Gamma 2.4
None

<Menu> ▶ <Printer Settings> ▶ <PS> ▶ <RGB Source Profile> ▶ Select the source profile ▶



- a <sRGB>**
This setting specifies the industry standard definition for generic Windows computer monitors. If you are using an sRGB compatible monitor, you can print out colors close to how they appear on your monitor.

b <Gamma 1.5>, <Gamma 1.8>, and <Gamma 2.4>

These settings enable you to select the gamma correct level of the RGB data.

c <None>

When this setting is selected, device dependent RGB data is converted into CMYK without applying the RGB profile.

CMYK Simulation Profile 

This setting allows you to specify the simulation target to print the CMYK (Cyan Magenta Yellow black) data. The machine converts CMYK data into a device dependent CMYK color model based on the simulation target selected in the CMYK Simulation Profile.

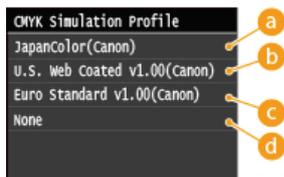
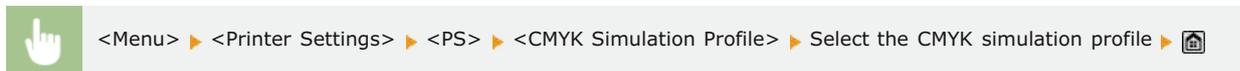
- JapanColor(Canon)
- U.S. Web Coated v1.00(Canon)
- Euro Standard v1.00(Canon)
- None†

IMPORTANT

- You may not be able to use all the profiles that are available. If color data is printed in gray using a downloaded profile, check the downloaded profile for compatibility.
- If the machine receives data with a device independent (CIE based) color space definition, it is color processed with the specified settings. Therefore <CMYK Simulation Profile> is not applied by the machine.
- When a setting other than <None> is selected, and the machine receives a device dependent color space definition that is color processed by the host computer, <CMYK Simulation Profile> is also applied by the machine.

NOTE

- When <None> is selected, areas of dark color may be blotchy depending on the data.



a <JapanColor(Canon)>

This setting uses the JapanColor profile. This is for obtaining a printout closely matching the printing standard in Japan.

b <U.S. Web Coated v1.00(Canon)>

This setting uses the U.S. Web Coated profile. This is for obtaining a printout closely matching the printing standard in the USA.

c <Euro Standard v1.00(Canon)>

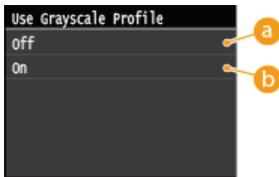
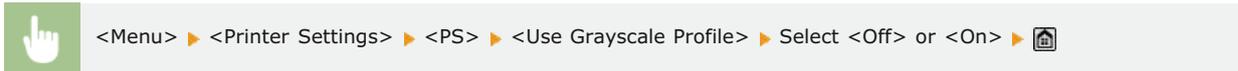
This setting uses the Euro Standard profile. This is for obtaining a printout closely matching the printing standard in Europe.

d <None>

When this setting is selected, device dependent CMYK data is printed as is without applying the CMYK profile.

Use Grayscale Profile 

This setting allows you to define how device dependent gray data is processed.



a <Off>

Device dependent gray data is reproduced using black (K) toner only.

b <On>

Device dependent gray data is converted into CMYK data using the "Grayscale Profile" of the machine. The data may be reproduced using only the black (K) toner, depending upon the <Pure Black Text> process or <Output Profile>.

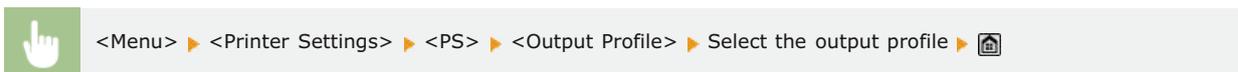
Output Profile

This setting allows you to define the profile that is appropriate for the data you are going to print. It is applied to all data in the print job, so make sure the selected profile is right for your job.

Normal
Photo
TR Normal
TR Photo+

NOTE

- If <None> is selected for <RGB Source Profile> or <CMYK Simulation Profile> and the machine receives a device dependent color space definition that is color processed by the host computer, this setting is not applied.



a <Normal>

This setting prints the colors closely matching the ones displayed on your monitor.

b <Photo>

This setting prints colors close to photographic prints.

c <TR Normal>

This setting prints the colors closely matching the ones displayed on your monitor, and also reduces toner bleeding of text and fine lines.

d <TR Photo>

This setting prints colors close to photographic prints, and also reduces toner bleeding of text and fine lines.

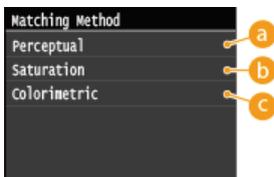
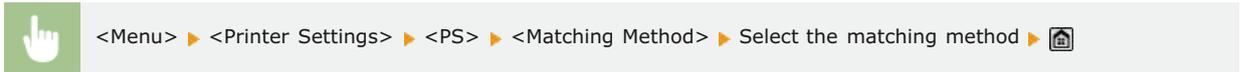
Matching Method

This setting allows you to specify a method of printing when the <RGB Source Profile> is applied. This machine includes a color management system that provides the following color rendering styles.

Perceptual⁺
Saturation
Colorimetric

NOTE

- If <None> is selected for the <RGB Source Profile> or <CMYK Simulation Profile>, and the machine receives a device dependent color space definition that is color processed by the host computer, a Matching Method setting is not applied.



a <Perceptual>

This setting produces the best results for photographic or bitmapped images.

b <Saturation>

This setting is best suited for printing illustrations and diagrams used in business presentations.

c <Colorimetric>

This setting provides a close match to the RGB color value of the machine's printing range.

RGB Pure Black Process

This setting enables you to specify how black and gray data with the equivalent ratio of R to G to B should be processed when device dependent RGB data is converted into device dependent CMYK data using the <RGB Source Profile> of the machine.

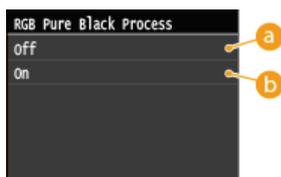
Off
On⁺

IMPORTANT

- If you can see gradations or jagged lines in the printouts of black or gray data, select <Off> in RGB Pure Black Process and select <Photo> for <Output Profile>.

NOTE

- In combination with certain settings, black and gray data with the equivalent ratio of R to G to B may be printed using the black (K) toner only, even if <Off> is selected. The following are examples.
 - When <On> is selected for <Pure Black Text>
 - When <None> is selected for <RGB Source Profile>
 - When <TR Normal> or <TR Photo> is selected for <Output Profile>
 - When [Use 100% GCR Profile] in the printer driver is selected
- If <None> is selected for <RGB Source Profile>, the RGB Pure Black Process setting is not applied.



a <Off>

Black and gray data with the equivalent ratio of R to G to B is printed using CMYK toners based on the selected <Output Profile> setting.

b <On>

Black and gray data with the equivalent ratio of R to G to B is printed using the black (K) toner only, regardless of the selected <Output Profile> setting.

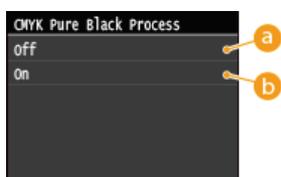
CMYK Pure Black Process

This setting enables you to specify how monochrome data (C=M=Y=0) should be printed when the device dependent CMYK data is processed using the <CMYK Simulation Profile> of the machine.



NOTE

- In combination with certain settings, monochrome data (C=M=Y=0) may be printed using the black (K) toner only, even if <Off> is selected. The following are examples:
 - When <On> is selected for <Pure Black Text>
 - When <None> is selected for <CMYK Simulation Profile>
 - When <TR Normal> or <TR Photo> is selected for <Output Profile>
 - When [Use 100% GCR Profile] in the printer driver is selected
- If <None> is selected for <CMYK Simulation Profile>, the CMYK Pure Black Process setting is not applied.



a <Off>

Monochrome data (C=M=Y=0) is printed using CMYK toners based on the selected <Output Profile> setting.

b <On>

Monochrome data (C=M=Y=0) is printed using the black (K) toner only, regardless of the selected <Output Profile> setting.

Halftones

Specify the data processing method to reproduce halftones. You can select whether to use <Error Diffusion>, and you can also select <Resolution> or <Gradation> separately for text, graphics, and images.



On

Resolution/Gradation

Text

Resolution †

Gradation

Graphics

Resolution

Gradation †

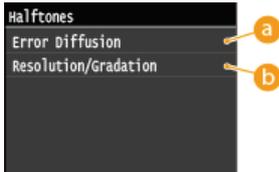
Image

Resolution

Gradation †



<Menu> ▶ <Printer Settings> ▶ <PS> ▶ <Halftones> ▶ Specify the halftones settings ▶



a <Error Diffusion>

Prints small text and fine lines with a clear finish. If this setting is set to <On>, <Resolution> and <Gradation> settings that are specified for <Text>, <Graphics>, and <Image> are disabled.

b <Resolution>/<Gradation>

<Resolution>

Prints text and thin lines with clear edges.

<Gradation>

Prints gradations such as those in graphics or photographic images with a smooth finish.

Brightness

This setting adjusts the brightness of the overall image. The settings can be set between 85% and 115% in increments of 5%. Selecting 85% makes the image brighter, and selecting 115% makes it darker.

85 to 100[†] to 115 (%)

NOTE

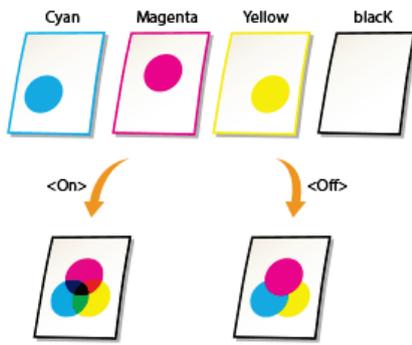
- This function is only available if <Toner Save> is set to <Off>.



<Menu> ▶ <Printer Settings> ▶ <PS> ▶ <Brightness> ▶ Specify the brightness ▶ <Apply> ▶

Composite Overprint

You can overprint device-dependent CMYK data as composite output. All colors used for data are overlaid and printed on one plate so you can check the finished result without separating the colors.



Off
On[†]

NOTE

- This setting is only available for data having the overprint attribute set.
- This setting does not apply overprinting to spot colors.
- If a setting other than <None> is selected for <CMYK Simulation Profile>, overprinting is not applied. (See **CMYK Simulation Profile**)



<Menu> ▶ <Printer Settings> ▶ <PS> ▶ <Composite Overprint> ▶ Select <Off> or <On> ▶

Advanced Smoothing

Select how jagged outlines of text and graphics are smoothed. You can apply the setting separately for text and graphics.

Advanced Smoothing

Off
Smooth 1[†]
Smooth 2

Apply to Graphics

Off[†]
On

Apply to Text

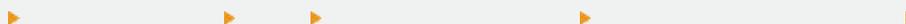
Off
On[†]

IMPORTANT

- This setting allows you to apply smoothing to graphics data and text data. Smoothing is not applied to image data.

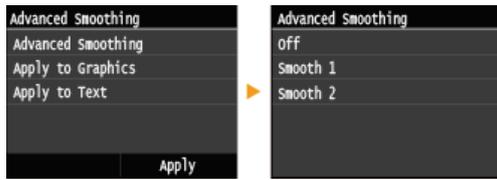
NOTE

- <Apply to Graphics> and <Apply to Text> can only be selected when <Smooth 1> or <Smooth 2> is selected for Advanced Smoothing.
- Settings for <Apply to Graphics> and <Apply to Text> on the display will be effective only if [Printer Default] is set for Advanced Smoothing in the printer driver.
- The results of Advanced Smoothing may differ depending on the characters and graphics patterns.



<Smooth 2> performs a higher level of smoothing than <Smooth 1>. If <Smooth 1> is selected and the results are still not printed smoothly, select <Smooth 2>.

By switching the on/off for <Apply to Graphics> and <Apply to Text>, you can select whether to apply smoothing to graphics or text data.



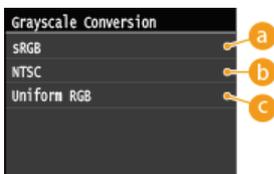
Grayscale Conversion

You can select ways to convert color values to a grayscale value when you print color print data.

sRGB
 NTSC+
 Uniform RGB

NOTE

- This setting is invalid for black-and-white data.



a <sRGB>

Lets you to calculate the grayscale value by the color conversion method based on sRGB.

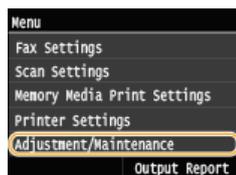
b <NTSC>

Lets you to calculate the grayscale value by the color conversion method based on NTSC.

c <Uniform RGB>

Counts the average value of the Red, Green, and Blue values as the grayscale value.

Adjustment/Maintenance



All the settings about adjustment and maintenance are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with an asterisk (*) are only available when the optional paper drawer (drawer 2) is attached.

- ▶ **Auto Adjust Gradation**
- ▶ **Auto Correction Settings**
- ▶ **Correct Print Color Mismatch**
- ▶ **Display Timing for Cartridge Preparation Notification**
- ▶ **Black Text Processing for Color**
- ▶ **Special Processing**
- ▶ **Clean Fixing Assembly**
- ▶ **Clean ITB**
- ▶ **Clean Feeder**

Auto Adjust Gradation

Adjust the gradation, density, and color in copies or printouts. ▶ **Correcting the Gradation**

Full Adjust
Quick Adjust
Adjust Copy Image

Auto Correction Settings

Select whether to automatically perform a quick gradation adjustment or color shift correction after the machine is turned ON.

Auto Adjust Image Regularly

Select when to make an automatic quick gradation adjustment. If <On> is selected, quick adjustment is automatically made after the machine is turned ON. If <Off> is selected, a quick adjustment is made when the first printing is completed after the machine is turned ON. You can also perform this adjustment manually (▶ **Quick Adjust**).

Off†
On



<Menu> ▶ <Adjustment/Maintenance> ▶ <Auto Correction Settings> ▶ <Auto Adjust Image Regularly> ▶ Select <Off> or <On> ▶ 

Correct Print Color Mismatch When Main Power is ON

Select whether to automatically perform the Correct Print Color Mismatch function after the machine is turned ON. You can also

perform this adjustment manually (🔴 **Correcting "Print Color Mismatch"**).

Off+ On

 <Menu> ▶ <Adjustment/Maintenance> ▶ <Auto Correction Settings> ▶ <Correct Print Color Mismatch When Main Power is ON> ▶ Select <Off> or <On> ▶ 

Correct Print Color Mismatch

Use this function if color shift has blurred the image. 🔴 **Correcting "Print Color Mismatch"**

Display Timing for Cartridge Preparation Notification

Set the display timing for the message notifying you that the amount remaining in the toner cartridges is low.

Auto+
Custom 1 to 20+ to 99 (%)

 <Menu> ▶ <Adjustment/Maintenance> ▶ <Display Timing for Cartridge Preparation Notification> ▶ <Custom> ▶ Enter toner level ▶ <Apply> ▶ 

Black Text Processing for Color

Adjust the threshold value to determine whether to print black text in color documents by using only black toner or by using a mixture of black and color toners. You can set values for the feeder and the platen glass separately. 🔴 **Adjusting Values for Text Color Reproducibility in Color Documents**

Feeder Seven Levels
Platen Glass Seven Levels

Special Processing

If the print results on special types of paper are not satisfactory, the following settings may improve the quality of the printouts.

Special Paper Processing

When printing on the back side of printed paper, rough paper, or envelopes, the print results may be improved by adjusting the following settings.

Manual Back Side Settings (for 2-Sided Only)

If printouts on the back side of printed paper are too light, select <On>. You can specify this setting separately for each paper

source.

Multi-Purpose Tray

Off†
On

Drawer 1

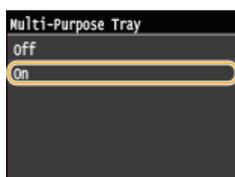
Off†
On

Drawer 2*

Off†
On



<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Paper Processing> ▶ <Manual Back Side Settings (for 2-Sided Only)> ▶ Select the paper source ▶ <On> ▶



Rough Paper Settings

When printing on rough paper, especially when color images are printed too light, select <On>. You can specify the settings separately for each paper source.

Multi-Purpose Tray

Off†
On

Drawer 1

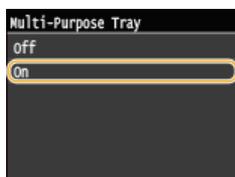
Off†
On

Drawer 2*

Off†
On



<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Paper Processing> ▶ <Rough Paper Settings> ▶ Select the paper source ▶ <On> ▶



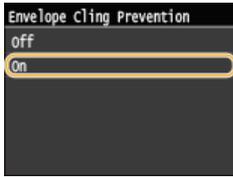
Envelope Cling Prevention

If envelope flaps cling to the envelope bodies when printing, select <On>.

Off†
On



<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Paper Processing> ▶ <Envelope Cling Prevention> ▶ <On> ▶



Envelope Switch

Adjust this setting if envelope printouts are light, or envelopes do not feed smoothly.

Envelope 1+
Envelope 2



a <Envelope 1>

Prints on envelopes with normal fixing power.

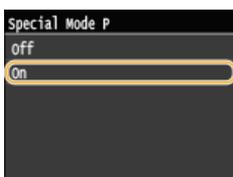
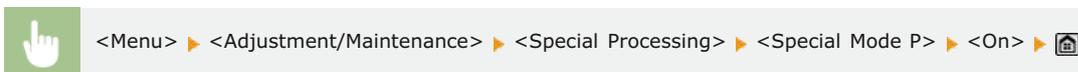
b <Envelope 2>

Prints on envelopes with fixing power stronger than <Envelope 1>.

Special Mode P

If the printed paper curls, select <On>.

Off+
On



Clean Fixing Assembly

Clean the fixing unit after a toner cartridge is replaced or if black streaks appear on printouts.  **Fixing Unit**

Clean ITB

Clean the transfer belt inside the machine to prevent the print quality from deteriorating.  **Transfer Belt**

Clean Feeder

Clean the feeder rollers if documents become dirty after being fed through the feeder.  **Feeder**

System Management Settings



All the settings about System Management Settings are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with "*1" cannot be imported or exported.
- Settings marked with "*2" are only available for the MF729Cx.
- Settings marked with "*3" are only available for the MF729Cx / MF728Cdw / MF724Cdw.
- Settings marked with "*4" are only available for the MF729Cx / MF728Cdw / MF628Cw.

- ▶ **Network Settings**
- ▶ **Enable NFC**
- ▶ **System Manager Information Settings**
- ▶ **Device Information Settings**
- ▶ **Department ID Management On/Off**
- ▶ **Security Settings**
- ▶ **Select Country/Region**
- ▶ **Remote UI Settings**
- ▶ **Auto Online for Remote Scan**
- ▶ **Restrict TX Function**
- ▶ **Display Job Log**
- ▶ **Use as USB Device**
- ▶ **Store to USB Memory**
- ▶ **Memory Media Print On/Off**
- ▶ **Enable Product Extended Survey Program**
- ▶ **Display Consumables Information (RUI/Toner Status)**
- ▶ **Enable Canon Mobile Scanning**
- ▶ **Google Cloud Print Settings**
- ▶ **Notify to Check Paper Settings**
- ▶ **Import/Export of Settings**
- ▶ **Secure Print Settings**
- ▶ **Select OS for USB Connected PC**
- ▶ **PDL Selection (Plug and Play)**
- ▶ **Update Firmware**
- ▶ **Register License**
- ▶ **Initialize Key and Certificate**
- ▶ **Initialize Address Book**
- ▶ **Initialize Menu**

Network Settings

See ▶ **Network Settings**.

Enable NFC *1*2



Select whether to allow printing by touching an NFC-capable mobile device to the NFC mark on the machine's operation panel.

Off
On†



<Menu> ▶ <System Management Settings> ▶ <Enable NFC> ▶ Select <Off> or <On> ▶ Restart the machine

System Manager Information Settings

Specify the ID or PIN exclusively for Administrators who have access privileges to <Network Settings> and <System Management Settings>. ID is <System Manager ID> and PIN is <System Manager PIN>. You can also register the name of an Administrator.

Setting the System Manager ID

System Manager ID and PIN

Enter a number of up to seven digits for the System Manager ID and PIN.

System Manager ID
System Manager PIN

System Manager Name

Enter up to 32 alphanumeric characters for the name of an Administrator.

Device Information Settings



Enter up to 32 alphanumeric characters for the name and the installation location to identify the machine.

Device Name
Location



<Menu> ▶ <System Management Settings> ▶ <Device Information Settings> ▶ Select <Device Name> or <Location> ▶ Enter <Device Name> or <Location> (Entering Text) ▶ <Apply> ▶



Department ID Management On/Off



Select whether to use the Department ID Management, a feature that uses IDs as user accounts to specify access privileges and maintain information on how the machine is used. **Setting the Department ID Management**

Off+
On



<Menu> ▶ <System Management Settings> ▶ <Department ID Management On/Off> ▶ Select <Off> or <On> ▶

Security Settings

Enable or disable settings for encrypted communication via SSL or IPSec, as well as settings for IP address or MAC address packet filtering.

Use SSL

Select whether to use SSL encrypted communication.  **Enabling SSL Encrypted Communication for the Remote UI**

Off+
On



<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <Use SSL> ▶ Select <Off> or <On> ▶
Restart the machine

Use IPSec *1

Select whether to perform encrypted communication by establishing a virtual private network (VPN) via IPSec.  **Configuring IPSec Settings**

Off+
On



<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <Use IPSec> ▶ Select <Off> or <On> ▶
Restart the machine

IPv4 Address Filter

Enable or disable settings for filtering packets sent to or received from devices with specified IPv4 addresses.  **Specifying IP Addresses for Firewall Rules**

Outbound Filter

Off+
On

Inbound Filter

Off+
On



<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <IPv4 Address Filter> ▶ Select <Outbound Filter> or <Inbound Filter> ▶ Select <Off> or <On> ▶ Restart the machine

IPv6 Address Filter

Enable or disable settings for filtering packets sent to or received from devices with specified IPv6 addresses.  **Specifying IP Addresses for Firewall Rules**

Outbound Filter Off+ On
Inbound Filter Off+ On

 <Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <IPv6 Address Filter> ▶ Select <Outbound Filter> or <Inbound Filter> ▶ Select <Off> or <On> ▶ Restart the machine

MAC Address Filter

Enable or disable settings for filtering packets sent to or received from devices with specified MAC addresses.  **Specifying MAC Addresses for Firewall Rules**

Outbound Filter Off+ On
Inbound Filter Off+ On

 <Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <MAC Address Filter> ▶ Select <Outbound Filter> or <Inbound Filter> ▶ Select <Off> or <On> ▶ Restart the machine

Select Country/Region *1

Specify the country or region where the machine is used. The default setting may vary depending on the setting selected at initial power-on.

Austria (AT)	Netherlands (NL)
Belarus (BY)	Norway (NO)
Belgium (BE)	Poland (PL)
Czech Republic (CZ)	Portugal (PT)
Denmark (DK)	Russia (RU)
Egypt (EG)	Saudi Arabia (SA)
Finland (FI)	Slovenia (SI)
France (FR)	South Africa (ZA)
Germany (DE)	Spain (ES)
Greece (GR)	Sweden (SE)
Hungary (HU)	Switzerland (CH)
Ireland (IE)	Ukraine (UA)
Italy (IT)	Great Britain (GB)+
Jordan (JO)	Other
Luxembourg (LU)	

 <Menu> ▶ <System Management Settings> ▶ <Select Country/Region> ▶ Select a country or region ▶ 

Remote UI Settings *1

Configure settings for using the Remote UI. Using the Remote UI allows you to configure machine settings from a Web browser.

Use Remote UI

Select whether to use the Remote UI. Using the Remote UI allows you to configure machine settings from a Web browser.

Disabling Remote UI

Off
On+

Remote UI Access Security Settings

Set whether a PIN is required for accessing the Remote UI. Set a PIN of up to 7 digits. All users use a common PIN. **Setting a Remote UI PIN**

Off+
On
Remote UI Access PIN



<Menu> ▶ <System Management Settings> ▶ <Remote UI Settings> ▶ <Remote UI Access Security Settings>
▶ <On> ▶ Enter PIN ▶ PIN (Confirm) ▶ <Apply>

Auto Online for Remote Scan *1

When scanning from the computer, use this to specify whether to automatically go online for remote scanning (scan standby mode) without using the operation panel.

Off
On+



<Menu> ▶ <System Management Settings> ▶ <Auto Online for Remote Scan> ▶ Select <Off> or <On> ▶

Restrict TX Function

Configure restrictions on various methods for assigning destinations when sending E-mail, I-Faxes, etc.

Address Book PIN

Specify a PIN and require entering it to add new entries to or edit existing entries in the Address Book. **Setting a PIN for Address Book**

Restrict New Destinations

Select whether to limit the fax numbers and e-mail/I-Fax addresses that can be specified as destinations to those already registered in the Address Book. **Limiting Available Destinations**

Off+
On

Restrict Resending from Log

Select whether to prevent a destination from being selected from the sent job logs. **Disabling Use of Previously Used Destinations**

Off+
On

Coded Dial TX Confirmation

Select whether to display the details of an entered coded dial number when it is selected as a destination. **Displaying Destinations in Address Book**

Off+
On

Display Job Log



Select whether to display the copying, printing, faxing, and scanning logs on the display of the machine and in the Communication Management Report.

Off
On+

 <Menu> ▶ <System Management Settings> ▶ <Display Job Log> ▶ Select <Off> or <On> ▶ Restart the machine

Use as USB Device

Enable or disable the USB port that is used for connecting the machine to a computer. **Restricting the USB Connection with a Computer**

Off
On+

Store to USB Memory

Select whether to permit storing scanned documents into a USB memory device. **Restricting the Scan to USB Function**

MF729Cx

Off+
On

MF728Cdw / MF724Cdw / MF628Cw / MF623Cn

Off

On+

Memory Media Print On/Off

Select whether to permit printing data from a USB memory device when it is attached to the machine.  **Restricting the USB Print Function**

MF729Cx

Off+
On

MF728Cdw / MF724Cdw / MF628Cw / MF623Cn

Off
On+

Enable Product Extended Survey Program



Enable or disable the Product Extended Survey Program (a program for the machine usage survey).

Off
On+



<Menu> ▶ <System Management Settings> ▶ <Enable Product Extended Survey Program> ▶ Select <Off> or <On> ▶ Restart the machine

Display Consumables Information (RUI/Toner Status)



Set whether to display a button in the Remote UI or Toner Status for accessing the Web site for purchasing toner cartridges. Also set whether to use Toner Status.

Display Consumables Purchase Button (RUI)

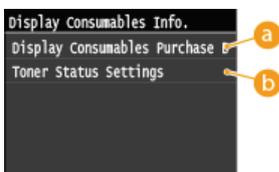
Off
On+

Toner Status Settings

Off
On+
Displ. Consumbls. Purchase Btn.
Off
On+



<Menu> ▶ <System Management Settings> ▶ <Display Consumables Information (RUI/Toner Status)> ▶ Specify the settings ▶ 



a <Display Consumables Purchase Button (RUI)>

Select <Off> to prevent a button that accesses sites for purchasing toner cartridges from being displayed in the Remote UI.

b <Toner Status Settings>

If you do not want to use Toner Status, select <Off>. To prevent a button that accesses sites for purchasing toner cartridges from being displayed in Toner Status, select <On> and then <Off>.

Enable Canon Mobile Scanning



Select whether to allow scanning from a mobile device using the Canon Mobile Scanning application.

Off
On+



<Menu> ▶ <System Management Settings> ▶ <Enable Canon Mobile Scanning> ▶ Select <Off> or <On> ▶
Restart the machine

Google Cloud Print Settings *1

Enable or disable Google Cloud Print. **Printing with Google Cloud Print**

Enable Google Cloud Print
Off
On+

Google Cloud Print Registration Status

Notify to Check Paper Settings



Specify whether to display a message prompting you to check paper settings when loading the paper drawer into the machine.

Off
On+



<Menu> ▶ <System Management Settings> ▶ <Notify to Check Paper Settings> ▶ Select <Off> or <On> ▶
Restart the machine

Import/Export of Settings *1

You can use a USB memory device to import and export Address Book destinations and other types of settings data. **Using a USB Memory Device to Export/Import Registered Data**

Import
Export

Secure Print Settings *3

Enable or disable Secure Print.  **Printing via Secure Print**

Off

On[†]

Secure Print Deletion Time
10 to 30[†] to 240 (min.)

Select OS for USB Connected PC

Select the OS of the PC connecting to the machine via USB.

Mac OS[†]
Windows
Other

IMPORTANT

- Be sure to match the machine settings to the OS of the PC. If not matched, the PC will not correctly recognize the machine.



<Menu> ▶ <System Management Settings> ▶ <Select OS for USB Connected PC> ▶ Select the OS ▶ Restart the machine

PDL Selection (Plug and Play)

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer by using Plug and Play. See the MF Driver Installation Guide for details.

Network*1

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is detected over the network.

FAX*4
UFRII LT[†]
UFRII LT (V4)
PCL5*3
PCL6*3
PS*3

USB

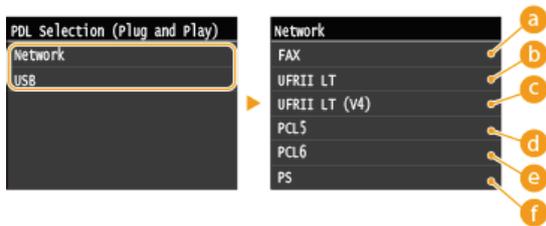
Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer via USB.

FAX*4
UFRII LT[†]
UFRII LT (V4)
PCL5*3
PCL6*3
PS*3

NOTE:

<FAX> is displayed if <Select OS for USB Connected PC> is set to <Mac OS>.

 <Menu> ▶ <System Management Settings> ▶ <PDL Selection (Plug and Play)> ▶ Select <Network> or <USB>
▶ Select a page description language ▶ Restart the machine



a <FAX>

Detects and connects the machine as a fax device.

b <UFR II LT>

Detects and connects the machine as a UFR II LT printer.

c <UFR II LT (V4)>

Detects and connects the machine as a UFR II LT printer that is compatible with XML Paper Specification (XPS).

d <PCL5>

Detects and connects the machine as a PCL5 printer.

e <PCL6>

Detects and connects the machine as a PCL6 printer.

f <PS>

Detects and connects the machine as a PS printer.

Update Firmware *1

Select how to install the firmware update according to the environment of the machine.

● <Via PC>

Select to manually install the firmware update available on the Canon Web site yourself. For instructions on how to install the update, see the instruction manual available on the Web site. When the machine uses a wireless LAN, update with <Via PC> below or use a USB cable to connect.

● <Via Internet>

Select to automatically install the firmware update without using a computer. Follow the on-screen instructions to perform the update. The machine must be connected to the Internet.

● <Version Information>

Select to check details for the current firmware.

Via PC
Via Internet
Version Information

Register License *1*2



Enter a license key for enabling option functions. ▶ **License Registration (MF729Cx)**

 <Menu> ▶ <System Management Settings> ▶ <Register License> ▶ <OK> ▶ Enter Register License Code ▶ <Register> ▶ <Close> ▶ Restart the machine

Initialize Key and Certificate *1

Select to restore [Key and Certificate Settings] and [CA Certificate Settings] to the factory defaults.  **Initializing Key and Certificate**

Initialize Address Book *1

Select to restore the Address Book settings to the factory defaults.  **Initializing Address Book**

Initialize Menu *1

Select to restore the settings listed below to the factory defaults. You can restore all the settings listed below at once, or you can restore individual settings separately.  **Initializing Menu**

Preferences
Timer Settings
Common Settings
Copy Settings
Fax Settings*4
Scan Settings
Memory Media Print Settings
Printer Settings
System Management Settings
Initialize All

System Management Settings

Select to restore the System Management Settings to the factory defaults. You can restore all the System Management Settings at once.  **Initializing Menu**

Network Settings	Use as USB Device
Enable NFC*2	Store to USB Memory
System Manager Information Settings	Memory Media Print On/Off
Device Information Settings	Enable Product Extended Survey Program
Department ID Management On/Off	Information for Purchasing Consumables
Security Settings	Enable Canon Mobile Scanning
Remote UI Settings	Google Cloud Print Settings*1
Auto Online for Remote Scan	Notify to Check Paper Settings
Restrict TX Function	Secure Print Settings*3
Register LDAP Server	Select OS for USB Connected PC
Authentication Settings for Send Function	PDL Selection (Plug and Play)
Display Job Log	Initialize All

Troubleshooting

When a problem occurs, check this chapter to find out solutions before contacting Canon.

■ Paper Jams

If a document or paper jams, see [▶ Clearing Jams](#) to remove the jammed paper.



■ A Message or Error Code Appears

If the screen displays a message or error code (three digits), see the following sections.



- [▶ When an Error Message Appears](#)
- [▶ When an Error Code Appears](#)

■ Common Problems

If you suspect that the machine is malfunctioning, see the following sections before contacting Canon.



- [▶ Common Problems](#)
- [▶ Installation/Settings Problems](#)
- [▶ Copying Problems](#)
- [▶ Printing Problems](#)
- [▶ Faxing/Telephone Problems \(MF729Cx / MF728Cdw / MF628Cw\)](#)

■ Printing Results are Not Satisfactory

If printing results are not satisfactory, see [▶ When You Cannot Print Properly](#).



■ When a Problem Cannot Be Solved

If a problem persists, see [▶ When a Problem Cannot Be Solved](#) to find out where to contact.



Clearing Jams

If a paper jams, <Paper jammed.> is displayed on the screen. Tap <Next> to display simple solutions. If it is difficult to understand the procedures on the display, see the following sections to clear jams.



MF729Cx / MF728Cdw / MF724Cdw

- <Open the feeder cover.>
 - ⦿ **Document Jams in the Feeder (MF729Cx / MF728Cdw / MF724Cdw)**
- <Open the front cover.>
 - ⦿ **Paper Jams in the Front Side**
- <Remove paper from MP tray.>
 - ⦿ **Paper Jams in the Manual Feed Slot (MF729Cx / MF728Cdw / MF724Cdw)**
- <Pull out Drawer 1.>
 - <Pull out Drawer 2.>
 - ⦿ **Paper Jams in the Paper Drawer**
- <Open the back cover.>
 - ⦿ **Paper Jams in the Back Side**

MF628Cw / MF623Cn

- <Open the feeder cover.>
 - ⦿ **Document Jams in the Feeder (MF628Cw / MF623Cn)**
- <Lift the control panel.>
 - ⦿ **Paper Jams in the Front and Back Sides**
- <Pull out the drawer.> ▶ <Open the paper cover.>
 - ⦿ **Paper Jams in the Manual Feed Slot (MF628Cw / MF623Cn)**
- <Pull out the drawer.> ▶ <Remove the jammed paper.>
 - ⦿ **Paper Jams in the Paper Drawer**

IMPORTANT

When removing the jammed paper, do not turn OFF the machine

- Turning OFF the machine deletes the data that is being printed. Be especially careful when receiving fax documents.

If paper tears

- Remove all the paper fragments to prevent them from becoming jammed.

If paper jams repeatedly

- Tap the paper stack on a flat surface to even the edges of the paper before loading it into the machine.
- Check that the paper is appropriate for the machine. ⦿ **Paper**
- Check that no jammed paper fragments remain in the machine.

Do not forcibly remove the jammed document or paper from the machine

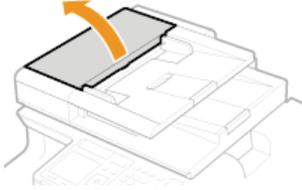
- Forcibly removing the paper may damage parts. If you are not able to remove the paper, contact your local authorized Canon dealer or the Canon help line. ⦿ **When a Problem Cannot Be Solved**

Document Jams in the Feeder (MF729Cx / MF728Cdw / MF724Cdw)

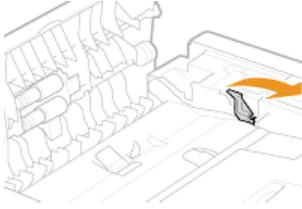
If there are documents placed in the feeder, remove them first. Then, follow the procedure below.

1 Remove the jammed document from the feeder cover.

1 Open the feeder cover.



2 Move the lever to unlock.

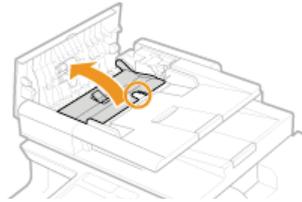


3 Gently pull out the document.

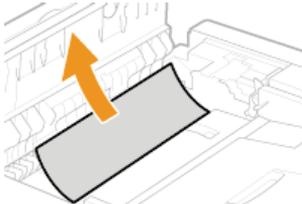


2 Remove the jammed document from the inner cover inside the feeder.

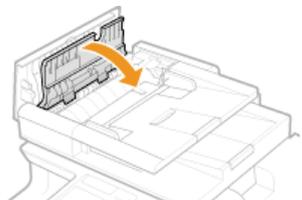
1 Hold the green knob, and open the inner cover.



2 Gently pull out the document.



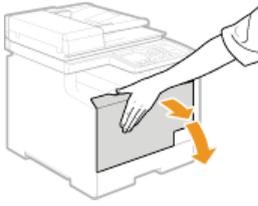
3 Close the inner cover.



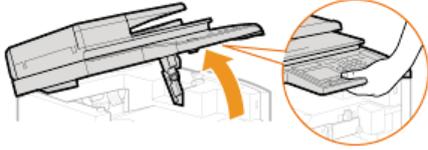
3 Return the lever back in place, and close the feeder cover.

Paper Jams in the Front Side

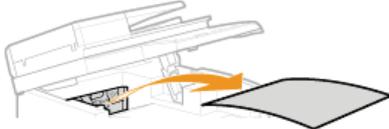
1 Open the front cover.



2 Lift the operation panel.



3 Gently pull out the paper.



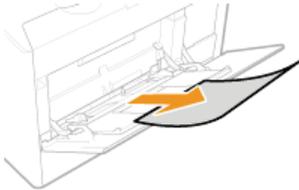
4 Lower the operation panel and the front cover.

Paper Jams in the Manual Feed Slot (MF729Cx / MF728Cdw / MF724Cdw)

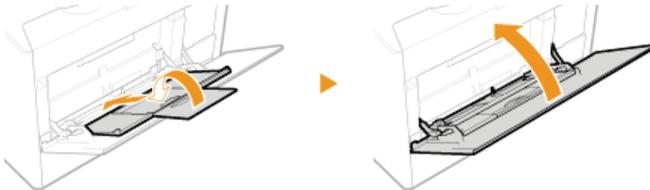
If there is paper loaded in the tray, remove it first. Do not forcibly remove jammed paper from the machine. If the jammed paper cannot be removed easily, proceed to the next step.

1 Remove the jammed paper in the tray.

1 Gently pull out the paper.

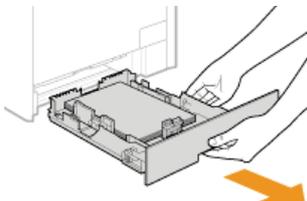


2 Close the tray.



2 Remove the jammed paper inside the tray.

1 Pull out the paper drawer.



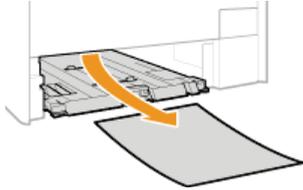
IMPORTANT:

Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

- 2 Hold the green knobs, and push down the part shown in the figure.**



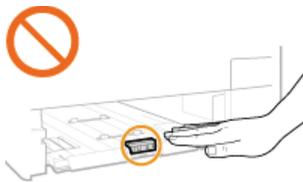
- 3 Gently pull out the paper.**



IMPORTANT:

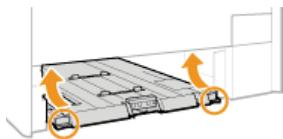
Do not touch the rubber pad

Touching it may deteriorate print quality.



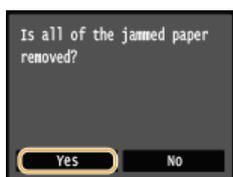
- 3 Hold the green knobs, and return the part shown in the figure back in place.**

- Return the part shown in the figure back in place until it clicks.



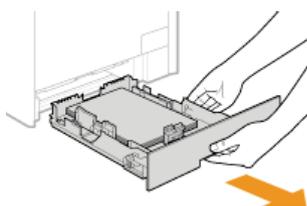
- 4 Set the paper drawer.**

- 5 When the screen shown below is displayed, tap <Yes>.**



Paper Jams in the Paper Drawer

- 1 Pull out the paper drawer.**



IMPORTANT:

- Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

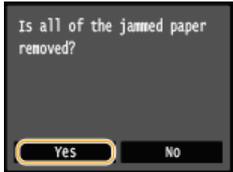
2 Gently pull out the paper.

- When the optional paper drawer (drawer 2) is attached, gently pull out the paper in the same way.



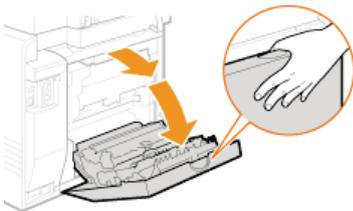
3 Set the paper drawer.

4 When the screen shown below is displayed, tap <Yes>.



Paper Jams in the Back Side

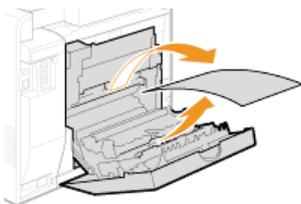
1 Open the rear cover.



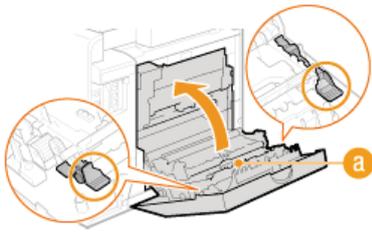
2 Pull down the green knob toward you, and gently pull out the paper.



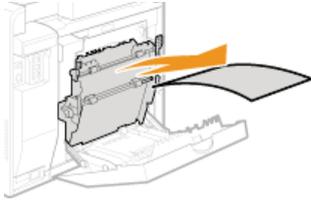
3 Gently pull out the paper.



4 Hold the green knobs, and firmly close the duplex unit (a) until it clicks.



5 Gently pull out the paper.

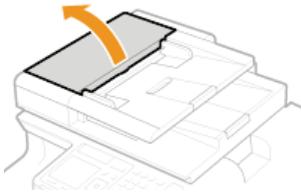


6 Close the rear cover.

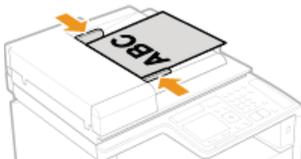
Document Jams in the Feeder (MF628Cw / MF623Cn)

If there are documents placed in the feeder, remove them first. Then, follow the procedure below.

1 Open the feeder cover.



2 Gently pull out the document.

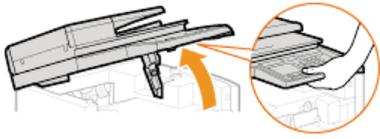


3 Close the feeder cover.

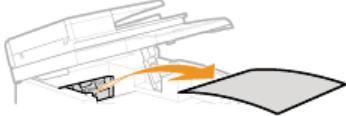


Paper Jams in the Front and Back Sides

1 Lift the operation panel.

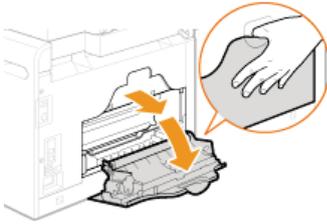


2 Gently pull out the paper.

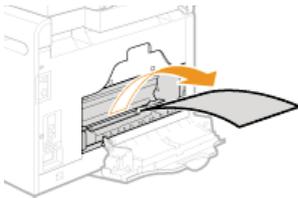


3 Lower the operation panel.

4 Open the rear cover.



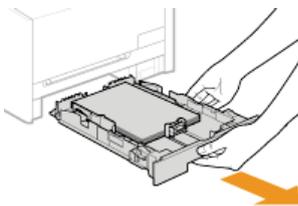
5 Gently pull out the paper.



6 Close the rear cover.

Paper Jams in the Manual Feed Slot (MF628Cw / MF623Cn)

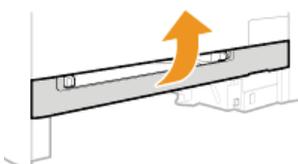
1 Pull out the paper drawer.



IMPORTANT:

- Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

2 Open the cover.



3 Hold the green knobs, and push down the part shown in the figure.



4 Gently pull out the paper.



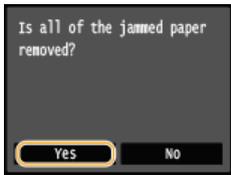
5 Hold the green knobs, return the part shown in the figure back in place, and close the cover.

- Return the part shown in the figure back in place until it clicks.



6 Set the paper drawer.

7 When the screen shown below is displayed, tap <Yes>.



LINKS

[▶ Notify to Check Paper Settings](#)

When an Error Message Appears

If you cannot send a fax or the memory is full, or you encounter operation problems, a message appears on the display. Find out more information about messages in the following list.

Black & White copying is restricted. Do you want to make copies in Color? 

Black and white copying is disabled in the Department ID Management.

- Select <Yes> and log on with a Department ID for which black and white copying is not disabled. For the Department ID and PIN, contact your Administrator.

Setting the Department ID Management

Black & White printing is restricted. Do you want to print in Color? 

Black and white printing is disabled in the Department ID Management.

- Select <Yes> to print in color.
- To print in black and white, select <No> and log in using a Department ID for which black and white printing is not restricted. Contact your Administrator for the Department ID and PIN.

Setting the Department ID Management

Black cartridge has reached the end of its lifetime. 

The toner cartridge has reached the end of its lifetime.

- Replacement of the toner cartridge is recommended.

How to Replace Toner Cartridges

Cannot analyze the authentication server certificate. 

The authentication server certificate may be invalid, or the certificate may be in a format that the printer does not support.

- Check the authentication server certificate.

Configuring IEEE 802.1X Authentication

Cannot change the destination type of destinations registered to a group. 

A selected destination could not be edited because it was registered to Group Dial.

- To change the type of destination that is registered to Group Dial, first delete the registered destination from Group Dial. Next, change the destination type, and then register the destination to Group Dial again.

Cannot find the access point.



When automatic setting with WPS was attempted, a wireless router could not be detected within a specific period of time.

- Connect again paying attention to the time limit.
 - ▶ **Setting Up Connection Using WPS Push Button Mode**
 - ▶ **Setting Up Connection Using WPS PIN Code Mode**

An SSID or network key of a wireless router was entered manually, but the entry was incorrect.

- Check the SSID and network key, and enter the correct ones again.
 - ▶ **Checking the SSID and Network Key**
 - ▶ **Setting Up Connection by Specifying Detailed Settings**

A wireless router could not be detected due to setting problems of the network to be connected.

- Check whether the machine is properly installed and ready to connect to the network.
 - ▶ **Installation/Settings Problems**
- If the problem persists, check the security settings of the wireless router.

Cannot print RX data.



A received document cannot be printed due to the following:

- A cover is open.
- There is no paper loaded.
- The paper or document is jammed.
- The toner cartridges is consumed.
- An error has occurred.
- Check whether the problems above are occurring. If messages including causes and solutions appear on the display, check the contents.

Cannot receive the fax. Make sure the fax was sent correctly by the sender.



The recipient's machine did not respond within 35 seconds.

- Ask the sender to send the fax again. If you hear a beep, select <Start Receiving> to receive the fax.
 - ▶ **Receiving Faxes (MF729Cx / MF728Cdw / MF628Cw)**

Cannot send because more than one destination is specified.



Sending a fax to multiple destinations is disabled.

- To specify multiple destinations, you need to set <Restrict Sequential Broadcast> to <Off> or <Confirm Sequential Broadcast>. For more information, contact your Administrator.
 - ▶ **Prohibiting Sequential Broadcasting (MF729Cx / MF728Cdw / MF628Cw)**

Cannot specify a group.



Group Dial was specified as a destination after tapping <Hook>.

- Once you tap <Hook>, you cannot specify destinations in Group Dial. Tap <End> on the <Specify the destination.> screen, and specify destinations to send fax documents without tapping <Hook>.

Cannot use Google Cloud Print. Server authentication failed.



Cloud Print could not perform server authentication, or could not acquire information for registration.

- Check whether the date and time settings are correctly specified.
 - ▶ **Date/Time Settings**

Cannot use Google Cloud Print. Server communication error.



Cloud Print is unavailable due to an error.

- Check whether the machine is correctly connected to a wireless LAN or wired LAN.
 - ▶ **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
 - ▶ **Connecting to a Wired LAN**
- A port that is used for Cloud Print may be blocked by a firewall or other protection. Check whether the 5222 port is available with your computer.
- If a proxy server is used on the network, check whether the proxy settings on the machine and the server are correct. For details, contact your Network Administrator.
 - ▶ **Setting a Proxy**

Cannot use these settings. Sending to the specified destination is restricted.



The machine is set up so that the user currently logged in cannot send to the addresses registered in the selected <Favorite Settings>.

- Change the send restrictions for the logged in user.
 - ▶ **Setting the Department ID Management**

Cart. comm. error. Use of non-Canon cart. not covered by warranty. Amount in cart. cannot be displ. correctly.



A toner cartridge may not be installed correctly or may be faulty.

- Re-install the toner cartridge. If re-installing the toner cartridge fails to clear the error message, the toner cartridge may be faulty. Contact the store where you purchased the toner cartridge or consult the Canon Customer Help Center.
 - ▶ **How to Replace Toner Cartridges**

The toner cartridge used may not be a genuine Canon product.

- Only genuine Canon toner cartridges should be used as replacement toner cartridges.
 - ▶ **Consumables**

Change the authentication password.



The password has expired.

- Set a new password.

Check the authentication settings. 

The authentication method set on the machine does not match the authentication method set on the RADIUS server.

- Check that the same authentication method is set on this machine and the RADIUS server, and set the correct authentication method.

▶ **Configuring IEEE 802.1X Authentication**

Cleaning failed. 

Paper jammed during cleaning.

- Remove the jammed paper, set paper correctly, and perform cleaning again.

▶ **Clearing Jams**

▶ **Feeder**

▶ **Fixing Unit**

The amount remaining in toner cartridges required for cleaning the fixing unit is insufficient.

- Cleaning requires sufficient toner cartridge remaining. Replace the toner cartridge, and perform the cleaning again.

▶ **Replacing Toner Cartridges**

Color copying is restricted. Do you want to make copies in Black & White? 

Color copying is disabled in the Department ID Management.

- Select <Yes> to copy in black and white.
- To copy in color, select <No> and log in using a Department ID for which color copying is not restricted. Contact your Administrator for the Department ID and PIN. ▶ **Setting the Department ID Management**

Color printing is restricted. Do you want to print in Black & White? 

Color printing is disabled in the Department ID Management.

- Select <Yes> to print in black and white.
- To print in color, select <No> and log in using a Department ID for which color printing is not restricted. Contact your Administrator for the Department ID and PIN. ▶ **Setting the Department ID Management**

Connection failed. Check the PSK settings. 

The network key (PSK) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (PSK) of the wireless router, and set it to the machine again.

- ▶ **Checking the SSID and Network Key**
- ▶ **Setting Up Connection by Selecting a Wireless Router**
- ▶ **Setting Up Connection by Specifying Detailed Settings**
- If the problem persists even after checking the network key, check whether the machine is properly installed and ready to connect to the network.
 - ▶ **Installation/Settings Problems**

Copying is restricted.



Copying is disabled in the Department ID Management.

- Log on with a Department ID for which copying is not disabled. For the Department ID and PIN, contact your Administrator.
 - ▶ **Setting the Department ID Management**

Correction failed.



Appropriate paper that is required for correction is not loaded in a paper drawer.

- Load plain or recycled A4 or Letter size paper into the paper drawer.
 - ▶ **Full Adjust**
 - ▶ **Adjust Copy Image**

An adjustment image that is required for correction is not placed on the platen glass correctly.

- Place the adjustment image on the platen glass with the print side face down and the black stripe toward the back side of the machine.
 - ▶ **Full Adjust**
 - ▶ **Adjust Copy Image**

Paper jammed during correction.

- Remove the jammed paper, and perform correction again.
 - ▶ **Clearing Jams**

The amount remaining in toner cartridges required for correction is insufficient.

- Corrections require sufficient toner cartridge remaining. Replace the toner cartridge, and perform correction again.
 - ▶ **Replacing Toner Cartridges**

The transfer belt inside the machine is dirty.

- Perform automatic cleaning of the transfer belt.
 - ▶ **Transfer Belt**

Could not connect using Access Point Mode.



Connection in Access Point Mode failed due to an error.

- Wait a few moments and try again. If you still cannot connect, try switching the machine off briefly.
 - ▶ **Configuring the Settings for Direct Connection (Access Point Mode) (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**

Could not connect using the wireless LAN. Turn the main power OFF and ON, then configure the settings again.



A connection failed due to an error while setting wireless LAN connection.

- Restart the machine and set again.
- If the problem persists even after restarting the machine, check whether the machine is properly installed and ready to connect to the network.
 - ▶ **Installation/Settings Problems**
- If the problem persists even after checking the wireless LAN connection, check the security settings of the wireless router.

Could not connect using WPS. Wait a moment, then configure the settings again.



When automatic setting with WPS was attempted, the connection failed due to an error.

- Wait for a while, and set again. If the problem persists, check whether the wireless router supports WPS.
 - ▶ **If WPS is supported:**
Check whether the machine is properly installed and ready to connect to the network.
 - ▶ **Installation/Settings Problems**
 - ▶ **If WPS is not supported:**
Set using another connecting method.
 - ▶ **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**

Could not connect. The maximum number of devices that can connect to the access point has been reached.



The machine attempted to connect to a wireless LAN router to which the maximum number of devices were already connected.

- Decrease the number of devices (clients) that are connected to the wireless LAN router. For information on the maximum number of devices that can connect, see the instruction manual for the wireless LAN router or contact the manufacturer.

Could not perform Open System authentication. Check the WEP settings.



The authentication method of the machine is set to <Open System>, but that of a wireless router is set to "Shared Key."

- Connect again by manually changing the WEP authentication method to <Shared Key>.
 - ▶ **Setting Up Connection by Specifying Detailed Settings**

The MAC address of the machine is rejected because the MAC address filter is set at a wireless router.

- Set the wireless router to permit the MAC address of the machine and your computer. For more information about how to set, see the instruction manuals for your networking devices or contact your manufacturer. To check the MAC address of the machine, tap <Menu> ▶ <Network Settings> ▶ <Wireless LAN Settings> ▶ <Connection Information>.
 - ▶ **Viewing the MAC Address for Wired LAN**

Could not perform Shared Key authentication. Check the WEP settings.



The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (the WEP key) of the wireless router, and set it to the machine again.
 - ▶ **Checking the SSID and Network Key**
 - ▶ **Setting Up Connection by Specifying Detailed Settings**

- Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.

- **Setting Up Connection by Selecting a Wireless Router**

- **Setting Up Connection by Specifying Detailed Settings**

The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.

End of Toner Cart. Lifetime



The toner cartridge has reached the end of its lifetime.

- Select one of the settings on the display.

NOTE

- To display the replacement method, select <Display Recovery Steps> on the screen.
- If you select <Continue Printing (Quality Not Guaranteed)>, you can continue printing, but the machine may malfunction.
- If the yellow, magenta, or cyan toner cartridge has reached the end of its lifetime and you select <Only Continue Black & White Printing>, you can continue black and white printing only.

Faxing is restricted.



Faxing is disabled in the Department ID Management.

- Log on with a Department ID for which faxing is not disabled. For the Department ID and PIN, contact your Administrator.

- **Setting the Department ID Management**

Magenta cartridge has reached the end of its lifetime.



The toner cartridge has reached the end of its lifetime.

- Replacement of the toner cartridge is recommended.

- **How to Replace Toner Cartridges**

Memory full. Check error info. using the Status Monitor key.



The memory became full of print data that could not be printed due to errors.

MF729Cx / MF728Cdw / MF724Cdw

- Cancel printing of the documents with errors.

- **Canceling Prints**

MF628Cw / MF623Cn

-

- Cancel printing of the documents with errors or print the documents by selecting <Skip Error>.

▶ **Canceling Prints**

Memory Media Print is restricted. 

The function that prints files in a USB memory device is disabled.

- Set <Memory Media Print On/Off> to <On>.

▶ **Restricting the USB Print Function**

No Paper 

Paper is not loaded in the paper drawer or the manual feed slot.

- Load the paper.

▶ **Loading Paper**

Paper on which reports or lists can be printed is not loaded.

- Reports or lists can be printed on A4 or Letter size paper. Load A4 or Letter size paper and set its size. Also, set the paper type to <Plain 1>, <Plain 2>, <Plain 3>, <Recycled>, <Color>, or <Thin> depending on the loaded paper.

▶ **Loading Paper**

▶ **Specifying Paper Size and Type**

Paper on which received documents can be printed is not loaded.

- Received documents can be printed on A4 or Letter size paper. Load A4 or Letter size paper and set its size. Also, set the paper type to <Plain 1>, <Plain 2>, <Plain 3>, <Recycled>, <Color>, or <Thin> depending on the loaded paper.

▶ **Loading Paper**

▶ **Specifying Paper Size and Type**

NOTE:

If you print received documents on paper other than A4 or LTR size, some portions of the image may be missing or the image may be divided and printed onto several sheets.

No reply from the destination. 

A network cable may be disconnected, or there may be a problem in a switch.

- Check the status of the network cables and switches.

No response from the host. 

The machine is not connected to a network correctly.

- Check the machine and network settings, and connect again.

▶ **Connecting to a Network**

Paper jammed. 

Paper jams.

- Remove the jammed paper or document, and print again (Printing may resume automatically).
 - ▶ **Clearing Jams**

Paper Size & Settings Mismatch

The paper size setting on the operation panel does not match the loaded paper size.

- Match the paper size setting specified in <Paper Settings> and the size of the paper that is actually loaded.

To use the loaded paper

Change the setting of <Paper Settings> to match the loaded paper size.

▶ **Specifying Paper Size and Type**

NOTE:

If printing from a computer, check whether the paper size setting in the printer driver matches the loaded paper size.

To load paper without changing the settings

Load the paper with the size that is set to <Paper Settings>.

▶ **Loading Paper**

- Check that the paper guides in the paper drawer are set in the correct position.
 - ▶ **Loading Paper**

Prepare the black cartridge.

The amount remaining in toner cartridges is running low.

- Have a new toner cartridge ready.
 - ▶ **Consumables**

NOTE

- When copying or printing, you can continue printing.
- If the machine is receiving a fax, or automatic report output is set, received faxes and reports will be stored in the machine so that they do not appear faded after they are printed. To avoid prints that do not appear clear or vibrant, set <Continue Print. When Cart. Low> to <Off>. ▶ **Continue Printing When Amount in Cartridge Is Low**

Prepare the cyan toner cartridge.

The amount remaining in toner cartridges is running low.

- Have a new toner cartridge ready.
 - ▶ **Consumables**

Prepare the magenta cartridge.

The amount remaining in toner cartridges is running low.

- Have a new toner cartridge ready.

➤ Consumables

Prepare the yellow cartridge.



The amount remaining in toner cartridges is running low.

- Have a new toner cartridge ready.

➤ Consumables

Printing is restricted.



Printing is disabled in the Department ID Management.

- Log on with a Department ID for which printing is not disabled. For the Department ID and PIN, contact your Administrator.

➤ Setting the Department ID Management

Remote scanning is restricted.



Scanning that is operated by using a computer is disabled in the Department ID Management.

- Log on to the Remote UI in System Manager Mode, display the edit screen of the corresponding Department ID, and select the [Allow Scan Jobs with Unknown IDs] check box.

➤ Blocking Jobs When Department ID Is Unknown

Remove tabs/pieces of tape from the toner cartridge.



The sealing tape on the toner cartridges is still attached.

- Remove the sealing tape.

➤ How to Replace Toner Cartridges

Scanning is restricted.



Scanning is disabled in the Department ID Management.

- Log on with a Department ID for which scanning is not disabled. For the Department ID and PIN, contact your Administrator.

➤ Setting the Department ID Management

Set the correct authentication information.



The client authentication information (key pair and certificate, user name and password, or CA certificate) is not set correctly.

- Check the specified authentication method and authentication information (key pair and certificate, user name and password, and CA certificate).
 - ▶ **Configuring IEEE 802.1X Authentication**
 - ▶ **Verifying Key Pairs and Digital Certificates**

Set the information necessary for authentication. 

The IEEE 802.1X authentication has not been configured correctly.

- Configure the IEEE 802.1X correctly from the Remote UI.
 - ▶ **Configuring IEEE 802.1X Authentication**

Specifying and registering new destinations is restricted. 

Only destinations that are registered in the Address Book can be specified to send a fax or e-mail.

- To enter a new destination with the operation panel, or add or edit it in the Address Book, you need to set <Restrict New Destinations> to <Off>. For more information, contact your Administrator.
 - ▶ **Limiting Available Destinations**

The authentication server certificate has expired. 

The server certificate sent from the RADIUS server has expired.

- Check the valid period of the server certificate on the RADIUS server.
 - ▶ **Configuring IEEE 802.1X Authentication**

The authentication server certificate is incorrect. 

There is no CA certificate registered in the printer that is compatible with the authentication server certificate.

- Check that there is a CA certificate registered in the printer that is compatible with the authentication server certificate.
 - ▶ **Configuring IEEE 802.1X Authentication**

The computer is restricted. 

Scanning that is operated on the operation panel is disabled in the Department ID Management.

- Log on to the Remote UI in System Manager Mode, display the edit screen of the corresponding Department ID, and select the [Allow Scan Jobs with Unknown IDs] check box.
 - ▶ **Blocking Jobs When Department ID Is Unknown**

The cyan cartridge has reached the end of its lifetime.



The toner cartridge has reached the end of its lifetime.

- Replacement of the toner cartridge is recommended.

▶ **How to Replace Toner Cartridges**

The image cannot be recognized.



The image you selected could not be previewed when you were selecting files to print in a USB memory device.

- Images with the "?" icon cannot be previewed. JPEG or TIFF images can be previewed, but some of the images may not be able to be displayed.

▶ **Printing from USB Memory (USB Print)**

The memory is full.



A fax could not be sent or received, or a document could not be scanned due to insufficient memory space.

- If a sending or printing job is queued, wait until the job is completed.
- If a received document is stored to memory, print or delete it.
- If sending a document with many pages, divide it into multiple sections.
- If sending a fax, reduce the resolution to scan the document.

▶ **Adjusting Resolution**

- If scanning, change the file format to reduce its file size.

▶ **Selecting a File Format**

A scanned document could not be stored to memory media due to insufficient memory space.

- Delete unnecessary data to free space in the memory media, or connect different memory media.

▶ **Scanning Documents Directly to USB Memory**

The memory is full. Enter the original type settings again.



A document could not be scanned because memory became full during copying.

- Set <Original Type> to <Original Type: Text/Photo/Map (Speed)>, and copy.

▶ **Selecting Document Type**

The memory is full. Process secure print jobs.



Memory became full of secured documents that were not printed.

- Print the secured documents that are stored in memory.

▶ **Printing via Secure Print**

The memory is full. Scanning will be canceled. Do you want to print?



A document could not be scanned due to insufficient memory space.

- Select whether to print the pages that were scanned or cancel the job.
- Copy the document in two or more parts.

Not all of the pages could be scanned during sorting and copying.

- Select whether to print the pages that were scanned or cancel the job.
- If this is a copy job, either copy the document in two or more parts or change the <Original Type> setting to <Text/Photo/Map> and then copy the document.

▶ **Selecting Document Type**

The number of entered characters is incorrect or invalid characters are used.



The network key (the WPA/WPA2-PSK or WEP key) of a wireless router is not entered correctly.

- Check the network key (the WPA/WPA2-PSK or WEP key) of the wireless router, and set it to the machine again. For more information about how to check the network key, see the instruction manuals for your networking devices or contact your manufacturer.

▶ **Checking the SSID and Network Key**

▶ **Setting Up Connection by Selecting a Wireless Router**

▶ **Setting Up Connection by Specifying Detailed Settings**

The USB memory is restricted.



The function that stores a scanned document to a USB memory device is disabled.

- Set <Store to USB Memory> to <On>.

▶ **Restricting the Scan to USB Function**

The WEP key is not set correctly. Check the WEP settings.



The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (the WEP key) of the wireless router, and set it to the machine again.

▶ **Checking the SSID and Network Key**

▶ **Setting Up Connection by Selecting a Wireless Router**

▶ **Setting Up Connection by Specifying Detailed Settings**

The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.

▶ **Setting Up Connection by Selecting a Wireless Router**

▶ **Setting Up Connection by Specifying Detailed Settings**

- Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.

Use of non-Canon cartridges is not covered by warranty. The amount in the cartridge cannot be displ. correctly.



The toner cartridge used may not be a genuine Canon product.

- Only genuine Canon toner cartridges should be used as replacement toner cartridges.

▶ **Consumables**

Use Remote UI to set the information necessary for authentication.



The IEEE 802.1X settings are incorrect.

- Check whether [Login Name] is set correctly.
- Check whether the [Use TLS], [Use TTLS], or [Use PEAP] check box is selected.
- If using TLS, check whether a key pair is registered.
- If using TTLS or PEAP, check whether a user name and password are set correctly.

▶ **Configuring IEEE 802.1X Authentication**

Yellow cartridge has reached the end of its lifetime.



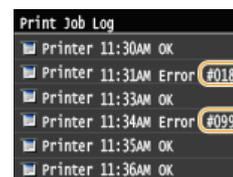
The toner cartridge has reached the end of its lifetime.

- Replacement of the toner cartridge is recommended.

▶ **How to Replace Toner Cartridges**

When an Error Code Appears

If printing is not successful or you cannot send or receive a fax or scanned document, or another error occurs, that error appears on a report or a message on the <Status Monitor> screen as a three-digit number (error code). Check the following to find out causes and solutions for each error code. For how to print an error report and information in the report, see [▶ Printing Reports and Lists](#).



#001

A document jams in the feeder.

- Remove the jammed document.
 - ▶ [Document Jams in the Feeder \(MF729Cx / MF728Cdw / MF724Cdw\)](#)
 - ▶ [Document Jams in the Feeder \(MF628Cw / MF623Cn\)](#)

#003

A fax could not be sent or received due to its large data size.

- When sending a fax: Reduce the resolution, and scan the document.
 - ▶ [Adjusting Resolution](#)
- When receiving a fax: Ask the sender to divide the document into multiple sections or reduce the resolution before sending.

#005

A fax could not be sent because the recipient's machine did not respond within 35 seconds.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
 - ▶ [Sending Faxes \(MF729Cx / MF728Cdw / MF628Cw\)](#)

#012

A fax could not be sent because the recipient's machine ran out of paper.

- Ask the recipient to reload the paper.



A fax could not be sent since the recipient's machine did not respond because the line was busy or for other reasons.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
 - ▶ **Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)**



Sending of a fax from a computer is disabled.

- To send a fax from a computer, you need to set <Allow Fax Driver TX> to <On>. For more information, contact your Administrator.
 - ▶ **Prohibiting PC Faxing (MF729Cx / MF728Cdw / MF628Cw)**

A fax could not be forwarded because the specified destination was deleted from the Address Book.

- Register the forwarding destination again. If the documents that failed to be forwarded remain in memory, you can forward it again.
 - ▶ **Registering in the Address Book**
 - ▶ **Printing/Resending/Deleting Documents that Failed to be Forwarded**



Memory is full.

- If a sending or printing job is queued, wait until the job is completed.
- If a received document is stored to memory, print or delete it.
 - ▶ **Storing Received Faxes into Memory (Memory Reception)**
- If sending a document with many pages, divide it into multiple sections.
- If sending a fax, reduce the resolution to scan the document.
 - ▶ **Adjusting Resolution**



Printing, sending, or receiving was canceled.

- When you cancel an operation, this error code is displayed, but this is not abnormal. Print, send, or receive documents again as necessary.



A scanned document could not be stored to a USB memory device due to insufficient memory space.

- Delete unnecessary data to free space in the USB memory device or connect a different USB memory device.
 - ▶ **Scanning Documents Directly to USB Memory**

**A scanned document could not be stored to a USB memory device due to an error.**

- Remove the USB memory device, and connect it again.
 - ▶ **Scanning Documents Directly to USB Memory**
- Reduce the number of documents to scan.

**Write failed because the memory media was removed while it was being written to.**

- Check that the memory media has not been removed and then write the data again.
 - ▶ **Printing from USB Memory (USB Print)**

Images could not be transferred correctly due to an error that occurred during image transfer to the memory media.

- Check the status of the memory media and try again.
 - ▶ **Printing from USB Memory (USB Print)**

The connected memory media is using an unsupported format.

Check that the memory media is using a format supported by this machine (FAT16 or FAT32).

- ▶ **Printing from USB Memory (USB Print)**

**Authentication failed because an incorrect Department ID or PIN was entered when the Department ID Management was activated.**

- Enter the correct Department ID and PIN.

Continuing operating without entering a Department ID was attempted even though unknown-ID jobs (functions that permit operations without a Department ID and PIN) were disabled in the Department ID Management.

- Enable unknown-ID jobs in System Manager Mode in Remote UI.
 - ▶ **Blocking Jobs When Department ID Is Unknown**

**Data could not be written because the memory space that was allocated for images was full when sending an e-mail/I-Fax or storing to a shared folder.**

- If another sending document is queued, wait for a while until it is completed, and send again.
- Divide the document into multiple sections before sending.
- Delete the documents that are stored in memory.
- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.



**The server has not been started up or a network connection has been cut.
(Failure to connect to the destination is sometimes caused by a disconnection en route.)**

- Check the destination.
- Check the network status.
- ▶ **Viewing Network Settings**

The IP address was not set correctly.

- Check <TCP/IP Settings>.
- ▶ **Setting IP Addresses**

Data transmission failed because Windows is referencing a shared folder (SMB).

- When the transfer of incoming fax data to the shared folder (SMB) fails due to an error, load the printed incoming data and send it to the transfer destination.

752



An e-mail/I-Fax could not be sent because an incorrect SMTP server name was set.

- Check the SMTP server name, and correct the setting.
- ▶ **Configuring Basic E-mail Settings**
- ▶ **Configuring E-mail/I-Fax Communication Settings**

An e-mail/I-Fax could not be sent because an incorrect domain name was set.

- Check the domain name, and correct the setting.
- ▶ **Configuring DNS**

An e-mail/I-Fax could not be sent because the machine was not connected to a network correctly.

- Check whether the machine is properly installed and correctly connected to the network.
- ▶ **Installation/Settings Problems**

753



Scanned data could not be sent as e-mail or I-Fax nor stored in the shared folder or FTP server because the LAN cable is disconnected.

- Check whether the LAN cable is connected correctly.
- ▶ **Connecting to a Wired LAN**

755



Scanned data could not be sent as e-mail or I-Fax nor stored in the shared folder or FTP server because TCP/IP was not working correctly.

- Check <TCP/IP Settings>, and set correctly.
- ▶ **Network Settings**

An IP address is not set.

- Set the IP address correctly.
- ▶ **Setting IP Addresses**

The machine cannot communicate with devices on a network immediately after the machine starts up because the waiting time for the start of the communication is set.

- The machine cannot start communicating immediately after it is turned ON. Wait until the set time for <Waiting Time for Connection at Startup> passes after turning ON the machine, and send again.
- ▶ **Setting a Wait Time for Connecting to a Network**

766



The certificate used for sending a signed PDF document has expired.

- Update the certificate or use a certificate that has not expired.
- Check that the <Date/Time Settings> are correct.
 - 🔍 **Timer Settings**

801



When communicating with an SMTP server to send an e-mail/I-Fax, a timeout error occurred from the server.

- Check whether SMTP is running on the network correctly.
- Check whether the machine is properly installed and correctly connected to the network.
 - 🔍 **Installation/Settings Problems**

When communicating with the SMTP server, an error returned from the server.

- Check whether the SMTP server is set correctly.

A destination is not set correctly.

- Check whether the destination is set correctly.

When storing a scanned document into the shared folder/FTP Server, an error occurred from the folder.

- Check whether the shared folder and the computer that has the shared folder are running correctly.

The incorrect folder name or password was specified when sending to the file server.

- Check the destination settings.

802



The SMTP server name is not set correctly.

- Set the SMTP server name correctly.
 - 🔍 **Configuring Basic E-mail Settings**
 - 🔍 **Configuring E-mail/I-Fax Communication Settings**

804



No access privileges to access the shared folder are granted.

- Check whether the user name and password that are registered to the destination are consistent with the user account (user name and password) that is registered to the shared folder. For more information about shared folders, see Send Setting Guide (included with the provided DVD-ROM). For more information about how to register destinations, see
 - 🔍 **Setting a Shared Folder as a Save Location** or
 - 🔍 **Registering Address Book from Remote UI** .

The incorrect folder name was specified when sending to the shared folder.

- Check the destination settings.

806



When storing data to a shared folder, an incorrect user name or password was specified.

- Register the user account (the same user name and password) that is registered to a computer to the destination of the Address Book.
 - ▶ **Setting a Shared Folder as a Save Location**
 - ▶ **Registering Address Book from Remote UI**

When sending an e-mail/I-Fax, an incorrect destination was specified.

- Enter the correct e-mail address, and send the message again. If the destination that was registered in the Address Book was used, check whether the e-mail address is correct.
 - ▶ **Registering in the Address Book**

808



An error/timeout occurred on the FTP server.

- Check the FTP server settings.
 - ▶ **Registering Address Book from Remote UI**

810



When communicating with the POP server to send an e-mail/I-Fax, an error returned from the server.

- Check whether the POP server is set correctly.
- Check whether your mail server and network are running correctly. For more information, contact your Network Administrator.

812



The password that is used for POP authentication is not set correctly.

- Enter the password that is used for POP authentication correctly. If you are unsure of the POP password, check the documents about the settings that are provided by your Internet service provider, or contact your Network Administrator.

813



The logon name that is used for POP authentication is not set correctly.

- Enter the logon name that is used for POP authentication correctly.

818



The received data is in a file format that the machine cannot print.

- Contact the other party and ask them to resend the data in a different file format.

819



The received data is not supported (incorrect MIME information).

- Contact the other party and ask them to check the settings and then resend the data.

820



The received data is not supported (incorrect BASE64 or uuencode information).

- Contact the other party and ask them to check the settings and then resend the data.

821



The received data is not supported (a TIFF analysis error occurred).

- Contact the other party and ask them to check the settings and then resend the data.

822



An image file in a USB memory device could not be printed because the format of the image file is not supported.

- Check the supported file formats and save the file again.
 - **Printing from USB Memory (USB Print)**

827



The received data is not supported (includes unsupported MIME information).

- Contact the other party and ask them to check the settings and then resend the data.

829



The received data is 1,000 pages or more long.

- The machine deletes the data for page 1,000 onwards and either prints the first 999 pages or holds them in memory. Get the sender to resend page 1,000 onwards.

839



A user name and password that are used for SMTP authentication are not set correctly.

- Set the user name and password correctly.
 - ▶ **Configuring Basic E-mail Settings**
 - ▶ **Configuring E-mail/I-Fax Communication Settings**

841



When sending an e-mail, an encryption algorithm that is common to the mail server is not present.

- Clear the [Use SSL] check box for both SMTP and POP servers.
 - ▶ **Configuring E-mail/I-Fax Communication Settings**
- Add the common encryption algorithm to the mail server settings.

844



SSL encrypted communication to a POP server failed when sending an e-mail with POP before SMTP.

- Check the SSL encrypted communication settings in the POP server.
- Clear the [Use SSL] check box for the POP server. If the problem persists, clear the [Use POP Authentication Before Sending] check box, and set the communication setting to a setting other than POP before SMTP.
 - ▶ **Configuring E-mail/I-Fax Communication Settings**

When verifying an SSL server certificate to communicate to the POP server, a verification error occurred.

- Check that the CA certificate that signed the SSL server certificate on the POP server side is registered to the machine by using the Remote UI.
 - ▶ **Verifying Key Pairs and Digital Certificates**
- Check that the SSL server certificate on the POP server side is valid.
- Check that the SSL server certificate is not a self-signed certificate.

846



An e-mail could not be sent due to a POP authentication failure.

- Check the setting, and try again.
 - ▶ **Configuring E-mail/I-Fax Communication Settings**

852



The machine turns OFF for some reason.

- Check whether the power plug is inserted into an outlet firmly.

**A document could not be printed because its data size exceeded the machine's upper processing capability.**

- The machine may not be able to print documents with many pages. Reduce the number of pages per printing, or print when no print job is queued or no document is being printed. If you are still unable to print, check the document data for any defects.

Printing was canceled from the computer.

- If you cancel an operation when the print data is being sent to the machine from a computer, this error code is displayed, but this is not abnormal. Print again as necessary.

A secured document that was left unprinted was deleted.

- If the secured document is not printed within a specific period of time (30 minutes by default), it is deleted from memory. Send the secured document again, and print it within the period.

▶ Printing via Secure Print**Printing using Secure Print was attempted when Secure Print was restricted.**

- When <Secure Print Settings> is set to <Off>, you cannot use Secure Print. Set the setting to <On> and print again.

▶ Printing via Secure Print

- Print without using Secure Print.

▶ Printing a Document**You tried to print a file that is either corrupted or not supported.**

- Check the file and try again.

▶ Printing a Document**A document could not be printed because a printer driver that was not intended for this machine was used.**

- Print again by using the printer driver for this machine.

▶ Printing a Document**A document could not be printed due to a defect in its data.**

- Check the document data for any defects.

**An error occurred when printing from a computer.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON. After the restart is complete, try printing again.

**A document waiting to be sent was canceled.**

- Send the document again as necessary.

Common Problems

If you encounter problems when using the machine, check the items in this section before contacting us. If the problems persist, contact your local authorized Canon dealer or the Canon help line.

Check the Following

→ Is the machine turned ON? Is the power cord connected?

- If the machine is turned ON but does not respond, turn it OFF, check whether the power cord is connected correctly, and turn it back ON. For information on connecting the power cord, see Getting Started.

▶ Manuals Included with the Machine

→ Are the phone cord, LAN cable and USB cable connected correctly?

- Check whether these cables are connected correctly. Use care not to mistake the phone cord's port for the other cables' ports.

▶ Connecting the Telephone Line

▶ Parts and Their Functions

→ Is sleep mode activated?

- If you leave the machine unattended for a specific period of time, it enters sleep mode for power conservation, not allowing you to operate it.
To cancel sleep mode, press .

→ Is any message displayed on the screen?

- If a problem occurs, a message is displayed.

▶ When an Error Message Appears

If a problem persists even after checking

Click the link that corresponds to the problem.

▶ Installation/Settings Problems

▶ Copying Problems

▶ Printing Problems

▶ Faxing/Telephone Problems (MF729Cx / MF728Cdw / MF628Cw)

Installation/Settings Problems

See [Common Problems](#) also.

NOTE

Icons in the description

-  Problem with the wireless LAN connection
-  Problem with the wired LAN connection
-  Problem with the USB connection

The machine cannot be connected to a computer via a wireless LAN, a wired LAN and a USB cable at the same time.



- All three connection types cannot be used at the same time. The following can be used at the same time: a USB cable and a wired LAN, or a USB cable and a wireless LAN.

Remote UI is not displayed.

- Are <Use HTTP> and <Use Remote UI> set to <On>?
 - ▶ **Disabling HTTP Communication**
 - ▶ **Disabling Remote UI**
- If the machine is connected to a wired LAN, check that the cable is connected firmly and the IP address is set correctly, and then start the Remote UI again.
 - ▶ **Connecting to a Wired LAN**
 - ▶ **Viewing Network Settings**
- If the machine is connected to a wireless LAN, check that the settings are specified correctly, and then start the Remote UI again.
 - ▶ **Checking the SSID and Network Key**
 - ▶ **Viewing Network Settings**

A connection to a network cannot be established.

- The IP address may not be set correctly. Set the IP address again.
 - ▶ **Setting IP Addresses**
- When you connect the machine to a computer via wireless LAN, check whether the machine is properly installed and ready to connect to the network.
 - ▶ **When the machine cannot connect to the wireless LAN**

You are unsure of the set IP address.

- ▶ **Viewing Network Settings**

The connection method cannot be switched between a wired LAN and a wireless LAN.

- Did you select a wired LAN or a wireless LAN on the operation panel on the machine as well? This selection is required to have the machine switch to your selection.
 - ▶ **Selecting Wired LAN or Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**

A fax cannot be sent or received on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

You are unsure of the SSID or the network key of the wireless router to be connected. The SSID is not displayed on the screen.

- Check whether the SSID can be found on the wireless router or package box.
- Check the SSID or the network key of the wireless router by using Canon MF/LBP Wireless Setup Assistant.
 - ▶ **Checking the SSID and Network Key**

The SSID of the wireless router to be connected is not displayed in the access point list.

- Check whether the SSID is correct.
 - ▶ **Checking the SSID and Network Key**
- If the SSID of the wireless router is hidden (using a stealth mode*), set the SSID to be visible on the wireless router.

* A mode that disables the SSID auto-detection of other devices.

- Check whether the machine is properly installed and ready to connect to the network.

▶ When the machine cannot connect to the wireless LAN

The machine dials up to an unintended connection destination (if a dialup router is connected to a network).

- If a dialup router does not need to pass broadcast packets, set the dialup router so that the broadcast packets will not pass. If the dialup router needs to pass broadcast packets, check whether the settings are correct.
- If a DNS server is located in an external network, set the IP address to be connected, not the host name, even if connecting to the devices that are on the network that is connected to the machine.
- If a DNS server is located on a network that is connected to the machine and the information about the devices that are connected to an external network is registered to the DNS server, check whether the settings are correct.

The PC cannot correctly recognize the machine.

- When using the machine with a USB connection, be sure to match the machine settings to the OS of the PC.

▶ Select OS for USB Connected PC

When the machine cannot connect to the wireless LAN



1 Check the status of your computer.

- Have the settings of the computer and the wireless router been completed?
- Are the cables of the wireless router (including the power cord and LAN cable) correctly plugged in?
- Is the wireless router turned on?

If the problem persists even after checking the above:

- Turn off the devices, and then turn them on again.
- Wait for a while, and try again to connect to the network.



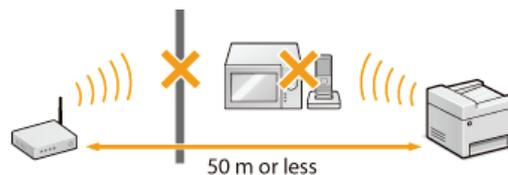
2 Check whether the machine is turned ON.

- If the machine is turned ON, turn it OFF, and then turn it back ON.



3 Check the installation site of the machine and the wireless router.

- Is the machine too far from the wireless router?
- Are there any obstacles such as walls between the machine and the wireless router?
- Are there any appliances such as microwave ovens or digital cordless phones that emit radio waves near the machine?



4 Perform one of the following settings again.

- ▶ Setting Up Connection Using WPS Push Button Mode
- ▶ Setting Up Connection Using WPS PIN Code Mode
- ▶ Setting Up Connection by Selecting a Wireless Router
- ▶ Setting Up Connection by Specifying Detailed Settings

NOTE

When you need to manually set up the connection

If the wireless router is set as described below, manually enter all the required information for the wireless LAN connection (▶ Setting Up Connection by Specifying Detailed Settings).

- ANY connection refusal* is activated.
- The WEP key that was automatically generated (hexadecimal) is selected.

* A function in which the wireless router refuses the connection if the SSID on the device to be connected is set to "ANY" or is blank.

When you need to change the settings of the wireless router

If the wireless router is set as described below, change the settings of the router.

- The MAC address packet filtering is set.
- When only IEEE 802.11n is used for the wireless communication, WEP is selected or the WPA/WPA2 encryption method is set to TKIP.
- The stealth mode is activated.

Copying Problems

See [▶ Common Problems](#) also.

Printing results are not satisfactory. Paper creases or curls.

[▶ When You Cannot Print Properly](#)

Printing Problems

See [▶ Common Problems](#) also.

Printing results are not satisfactory. Paper creases or curls.

▶ When You Cannot Print Properly

You cannot print.

- See the MF Driver Installation Guide and check that the printer driver is installed correctly on your computer.

Printing seems to be slow.*

- Print or delete data in memory.
 - ▶ **Printing Documents in Memory**
 - ▶ **Checking/Deleting Documents in Memory**
- Disabling Secure Print is recommended if you are not using it.
 - ▶ **Changing the Valid Time Period for Secured Documents**

* When the free space in memory is running low, the processing speed of the machine becomes slow, just as a computer does. There is nothing abnormal.

You cannot print with Google Cloud Print.

▶ Using Google Cloud Print

Faxing/Telephone Problems **MF729Cx / MF728Cdw / MF628Cw**

See **Common Problems** also.

Sending Problems

A fax cannot be sent.

- Is an external phone line busy? Wait until the line becomes free.
- Has an error occurred? Print and check a Communication Management Report.
 - ▶ **Communication Management Report**
- Is a telephone line set correctly?
 - ▶ **Connecting the Telephone Line**
- When sending the fax overseas, insert pauses in the fax number.
 - ▶ **Sending Faxes (MF729Cx / MF728Cdw / MF628Cw)**

A fax cannot be sent with a destination in the history specified.

- Did you turn OFF the machine? If so, the stored history was deleted.
- Did you set <Restrict New Destinations> to <On>? If so, the history before you set was deleted.
- Did you set <Restrict Resending from Log> to <On>? If so, the destinations in the history cannot be specified.

A fax cannot be sent on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

The results of a sent fax are not satisfactory.

- Clean the platen glass or feeder. If cleaning does not improve the results, the recipient's fax machine may be a cause.
 - ▶ **Platen Glass**
 - ▶ **Feeder**

Receiving Problems

The results of received fax are not satisfactory. Paper creases or curls.

- ▶ **When You Cannot Print Properly**

Telephone and fax cannot be switched automatically.

- Check that the receive mode is set to <Fax/Tel Auto Switch>, <Answering Machine>, or <Net Switch>.
 - ▶ **Selecting the Receive Mode**
- Free space in memory may be running low. Print or delete data in memory.
 - ▶ **Checking/Deleting Documents in Memory**
 - ▶ **Printing Documents in Memory**

A fax cannot be received automatically.

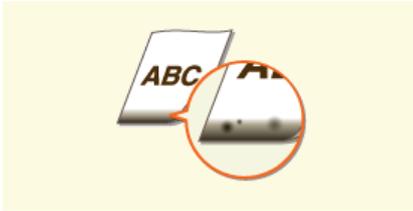
- Check that the receive mode is set to <Fax/Tel Auto Switch>, <Auto>, <Answering Machine>, or <Net Switch>.
 - ▶ **Selecting the Receive Mode**
- Free space in memory may be running low. Print or delete data in memory.
 - ▶ **Checking/Deleting Documents in Memory**
 - ▶ **Printing Documents in Memory**

A fax cannot be received on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

When You Cannot Print Properly

If printing results are not satisfactory, or paper creases or curls, try the following solutions. If the problems persist, contact your local authorized Canon dealer or the Canon help line.



▶ Smudge Marks Appear on the Bottom Edge of Printouts



▶ Streaks Appear on Printouts



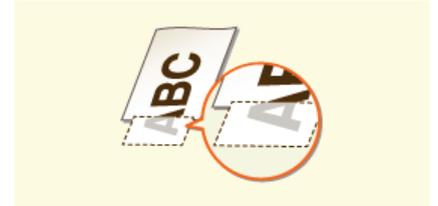
▶ White Streaks Appear



▶ Toner Smudges and Splatters Appear



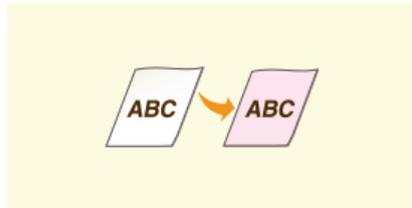
▶ Printouts Are Faded



▶ A Portion of the Page Is Not Printed



▶ Print Density Is Uneven



▶ Printouts Become Lightly Colored



▶ Paper Creases



▶ Paper Curls



▶ Printouts Are Skewed



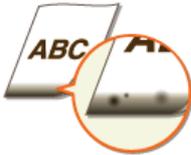
▶ Paper Is Not Fed/Two or More Sheets Are Fed Together

Printing Results Are Not Satisfactory

Dirt inside the machine may affect printing results. Perform care and cleaning to the machine first.

🔍 Cleaning the Machine

Smudge Marks Appear on the Bottom Edge of Printouts



→ Are you using appropriate paper?

- Check the supported paper types and replace with an appropriate type.

🔍 Paper

🔍 Loading Paper

🔍 Specifying Paper Size and Type

→ Do you print data without margins?

- This symptom occurs if a margin is set to none in the printer driver. A margin of 5 mm or less around the edge of paper or 10 mm or less around the edge of envelopes is not printable with the machine. Make sure to have margins around the document to print.

[Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

Streaks Appear on Printouts



→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.

🔍 Paper

🔍 Loading Paper

White Streaks Appear



→ Is the toner cartridges consumed?

- Check how much the amount remaining in toner cartridges is left, and replace the toner cartridges as necessary.

🔍 Replacing Toner Cartridges



→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.

- ▶ Paper
- ▶ Loading Paper

→ Is the toner cartridges consumed?

- Check how much the amount remaining in toner cartridges is left, and replace the toner cartridges as necessary.

- ▶ Replacing Toner Cartridges

→ Does the paper size specified in the driver match actual paper used?

- To have the machine display an error before data is printed on a different paper size, set <Prioritize Driver Settings When Printing> to <Off>.

- ▶ Prioritize Driver Settings When Printing



→ Is the toner cartridges consumed?

- Check how much the amount remaining in toner cartridges is left, and replace the toner cartridges as necessary.

- ▶ Replacing Toner Cartridges

→ Are you using appropriate paper?

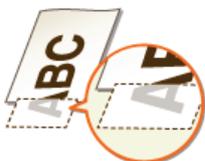
- Check usable paper, and replace with appropriate paper. Also, specify the paper size and type settings properly.

- ▶ Paper
- ▶ Loading Paper
- ▶ Specifying Paper Size and Type

→ Are the printouts faded when you print on envelopes?

- Selecting <Envelope 2> for <Envelope Switch> may solve the problem.

- ▶ Special Processing



→ Do you print data without margins?

-

- This symptom occurs if a margin is set to none in the printer driver. A margin of 5 mm or less around the edge of paper or 10 mm or less around the edge of envelopes is not printable with the machine. Make sure to have margins around the document to print.

[Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

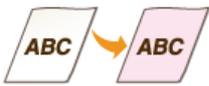
Print Density Is Uneven



→ Is the toner cartridges consumed?

- Check how much the amount remaining in toner cartridges is left, and replace the toner cartridges as necessary.
 - ▶ **Replacing Toner Cartridges**

Printouts Become Lightly Colored



→ Does the document have background color, is it stained, or are you copying a document such as a newspaper that is printed on thin paper so that text or images on the other side are visible through the paper?

- Check the document and then adjust the density to the correct settings.
 - ▶ **Adjusting Density**

→ Is the toner cartridges consumed?

- Check how much the amount remaining in toner cartridges is left, and replace the toner cartridges as necessary.
 - ▶ **Replacing Toner Cartridges**

Paper Creases or Curls

Paper Creases



→ Is paper loaded correctly?

- If paper is not loaded below the load limit line or is loaded obliquely, it may crease.

▶ **Loading Paper**

→ Are you using paper that has absorbed moisture?

- Replace with appropriate paper.

▶ **Loading Paper**

→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.

▶ **Paper**

Paper Curls



→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper. Also, specify the paper size and type settings properly.

▶ **Paper**

▶ **Loading Paper**

▶ **Specifying Paper Size and Type**

- If the use of the appropriate paper does not solve the problem, set <Special Mode P> to <On>.

▶ **Special Processing**

Paper Is Fed Incorrectly

Printouts Are Skewed



→ Do the paper guides align with the edges of the paper?

- If the paper guides are too loose or too tight, the printouts are skewed.

▶ Loading Paper

→ Is the paper source the manual feed slot?

- Load the paper into the paper drawer.

▶ Loading Paper in the Paper Drawer

→ Are you printing on curled envelopes?

- Uncurl the envelopes, and print again.

▶ Loading Envelopes

- If the envelopes are not fed properly even after you have uncurled them, selecting <Envelope 2> for <Envelope Switch> may solve the problem.

▶ Special Processing

Paper Is Not Fed/Two or More Sheets Are Fed Together



→ Is paper loaded correctly?

- Fan the paper stack thoroughly so that paper is not stuck together.
- Check whether paper is loaded correctly.

▶ Loading Paper

- Check whether the number of sheets of paper loaded is appropriate and whether the appropriate paper is used.

▶ Paper

▶ Loading Paper

- Check whether mixed sizes and types of paper are loaded together.

When a Problem Cannot Be Solved

If you cannot solve a problem by referring to the information in this chapter, contact your local authorized Canon dealer or the Canon help line.

IMPORTANT

Do not disassemble or repair the machine yourself

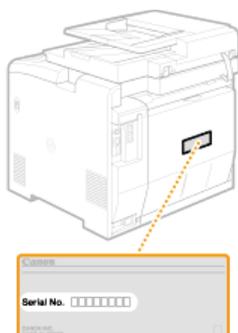
- If you disassemble or repair the machine yourself, it may not be covered by warranty.

■ When Contacting Canon

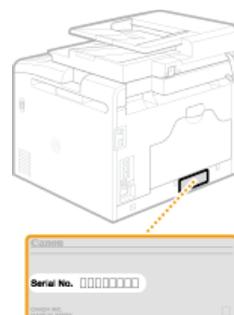
When contacting us, have the following information ready:

- Product name (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw / MF623Cn)
- Dealer where you purchased the machine
- Details about your problem (such as what you did and what happened as a result)
- Serial number (eight alphanumeric characters long, found on the label on the back side of the machine)

MF729Cx / MF728Cdw / MF724Cdw



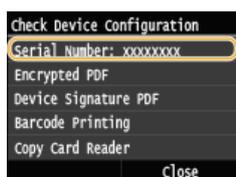
MF628Cw / MF623Cn



NOTE:

Checking the serial number from ()

- Press , and tap <Check Device Configuration>.



Checking the serial number from the operation panel

- Press  ▶ Tap <Device Status> ▶ <Serial Number>.

Maintenance

This chapter describes upkeep of the machine, including how to clean the machine and initialize settings.

■ Basic Cleaning [▶ Cleaning the Machine](#)



- The machine becomes dirty, see [▶ Exterior](#).
- Smudge marks appear on originals or printouts, see [▶ Platen Glass](#) or [▶ Feeder](#).
- Streaks appear on printouts, see [▶ Fixing Unit](#).
- Print quality deteriorates, see [▶ Transfer Belt](#).

■ Replacing Toner Cartridges



- If you want to check the amount remaining in the toner cartridge, see [▶ Replacing Toner Cartridges](#).
- How to replace toner cartridges, see [▶ How to Replace Toner Cartridges](#).

■ Relocating the Machine



- Relocating the machine for maintenance or an office move, see [▶ Relocating the Machine](#).

■ Managing Print Quality [▶ Maintaining and Improving Print Quality](#)

- Shades of colors on printouts are different from originals, see [▶ Correcting the Gradation](#) or [▶ Adjusting Values for Text Color Reproducibility in Color Documents](#).
- Color mismatch occurs, see [▶ Correcting "Print Color Mismatch"](#) or [▶ Adjusting Values for Text Color Reproducibility in Color Documents](#).

■ Printing Reports and Lists



- Print out reports describing transmission results, or a list of Address Book information, see [▶ Printing Reports and Lists](#).

■ Checking the Total Pages Printed by the Machine

If you want to check the total page number of printouts, see [▶ Viewing the Counter Value](#).

■ Exporting/Importing Registered Data

Exporting the Address Book or menu options data from the machine to a USB memory device, or importing it to the machine from a USB memory device, see [▶ Using a USB Memory Device to Export/Import Registered Data](#).

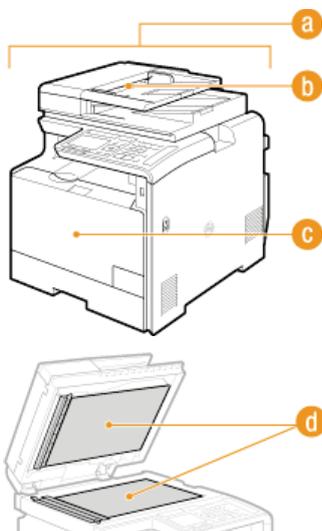
■ Initializing Settings

If you want to restore the settings, see [▶ Initializing Settings](#).

Cleaning the Machine

Regularly clean the machine to prevent deterioration in printing quality and to ensure that you use it safely and easily. Carefully read the safety instructions before you start cleaning. **Maintenance and Inspections**

Where to Clean



- a** Exterior of the machine and ventilation slots
- ▶ **Exterior**
- b** Rollers inside the feeder
- ▶ **Feeder**
- c** Internal fixing unit and transfer belt
- ▶ **Fixing Unit**
- ▶ **Transfer Belt**
- d** Platen glass and the underside of the feeder
- ▶ **Platen Glass**

Exterior

Regularly wipe the exterior of the machine, especially around the ventilation slots, to keep the machine in good condition.

1 Turn OFF the machine, and unplug the power cord from the AC power outlet.

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 Clean the exterior of the machine and the ventilation slots.

- Use a soft, well-wrung-out cloth dampened with water or a mild detergent diluted with water.
- To locate the ventilation slots, see **▶ Front Side** and **▶ Back Side**.



3 Wait for the exterior of machine to dry completely.

4 Reconnect the power cord and turn ON the machine.

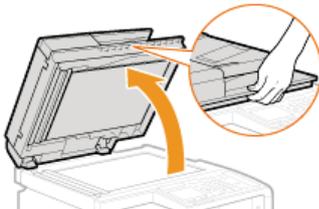
Platen Glass

Regularly wipe off the dust from the platen glass and the underside of the feeder to prevent smudges to be printed on documents or printouts.

1 Turn OFF the machine, and unplug the power cord from the AC power outlet.

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 Open the feeder.



3 Clean the platen glass and the underside of the feeder.

- Clean the areas with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.
- In addition to the platen glass and underside of the feeder, make sure to clean and wipe the white strip of plate (a) and the transparent plastic area (b) too.



IMPORTANT:

- When wiping the transparent plastic area (b), take care not to bend the plastic.

4 Wait for the cleaned area to dry completely.

5 Gently close the feeder.

6 Reconnect the power cord and turn ON the machine.

Feeder

Graphite powder or dust on the rollers inside the feeder may cause smudges to appear on printouts. If this occurs, clean the feeder. If smudges still appear after you clean the feeder, run automatic feeder cleaning.

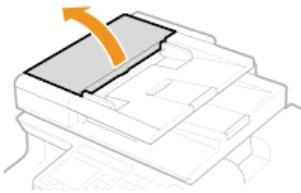
- 🔍 **Cleaning the feeder**
- 🔍 **Automatic feeder cleaning**

Cleaning the feeder

1 Turn off the machine and unplug it from the power outlet.

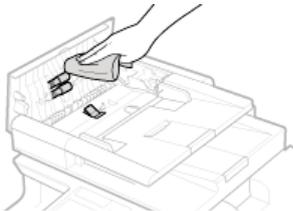
- Turning the printer off erases any queued print data. Data such as documents received and held in memory, documents waiting to be sent, and reports that are automatically printed after sending or receiving faxes are not deleted.

2 Open the feeder cover.



3 Wipe the rollers in the feeder.

- Wipe the rollers with a cloth that has been moistened with water and wrung out. Then wipe with a dry cloth.



4 Close the feeder cover.

5 Plug the machine back into the power outlet and switch it on.

Automatic feeder cleaning

Automatic feeder cleaning uses paper loaded in the feeder. Set 10 sheets of plain A4 or US Letter size paper in the feeder before starting automatic cleaning. 🔍 **Placing Documents**

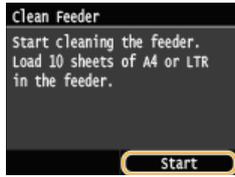


1 Press and tap <Menu>.

2 Tap <Adjustment/Maintenance>.

3 Tap <Clean Feeder>.

4 Tap <Start>.



- Cleaning starts. When the <Finished.> message is displayed approximately 1 minute later, press  to return to the <Home> Screen.

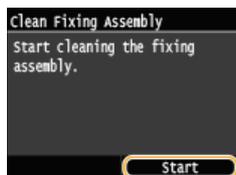
Fixing Unit

Dirt may adhere to the fixing units inside the machine and cause black streaks to appear on printouts. To clean the fixing unit, perform the following procedure. Note that you cannot clean the fixing unit when the machine has documents waiting to be printed. To clean the fixing unit, you need plain A4 or Letter size paper. Set the paper in the paper drawer or manual feed slot (🔗 **Loading Paper in the Paper Drawer** 🔗 **Loading Paper in the Manual Feed Slot**) before performing the following procedure.

NOTE

- Cleaning consumes the toner cartridge. Make sure that there is sufficient toner cartridge remaining beforehand. 🔗 **Checking the Amount Remaining in the Toner Cartridges**

- 1 Press  and tap <Menu>.
- 2 Tap <Adjustment/Maintenance>.
- 3 Tap <Clean Fixing Assembly>.
- 4 Read the message that is displayed, and tap <OK>.
- 5 Tap <Start>.

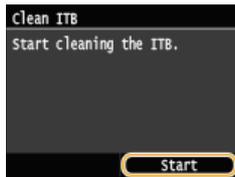


- Cleaning starts. When the <Finished.> message is displayed approximately 1 minute later, press  to return to the <Home> Screen.

Transfer Belt

Dirt may adhere to the transfer belt inside the machine and cause the print quality to deteriorate. To clean the transfer belt, perform the following procedure. Note that you cannot clean the transfer belt when the machine has documents waiting to be printed.

- 1 Press  and tap <Menu>.
- 2 Tap <Adjustment/Maintenance>.
- 3 Tap <Clean ITB>.
- 4 Tap <Start>.



- Cleaning starts. When the <Finished.> message is displayed approximately 1 to 2 minutes later, press  to return to the <Home> Screen.

Replacing Toner Cartridges

The machine displays a message when the amount remaining in the toner cartridge is low. Note that the print quality may suffer if you continue printing without resolving this issue. You can check the amount remaining in the toner cartridges on the display.

- ▶ **When a Message Appear**
- ▶ **If Printouts are Poor in Quality**
- ▶ **Checking the Amount Remaining in the Toner Cartridges**

■ When a Message Appear

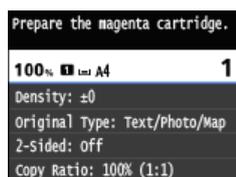
The message that is displayed depends on the amount of remaining toner cartridge. Depending on which message is displayed, you will need to make sure that you have a replacement toner cartridge ready or replace the toner cartridge. ▶ **How to Replace Toner Cartridges** ◀ **Consumables**

NOTE

- Where "XXXX" appears in the descriptions below, the toner cartridge colors black, yellow, magenta, or cyan appear in the actual messages.

<Prepare the XXXX cartridge.>

This message notifies you that a toner cartridge needs to be replaced soon. Make sure that you have a replacement toner cartridge ready. Replace the toner cartridge if you see this message before you start to print a large job.



NOTE:

When this message is displayed

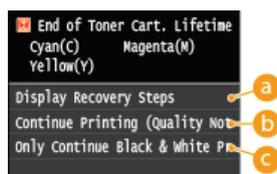
- When copying or printing, you can continue printing the document.
- If the <Prepare the black cartridge.> message is displayed when the machine is receiving a fax or automatic report output is set, received faxes and reports will be stored in the machine so that they do not appear faded after they are printed. To avoid prints that do not appear clear or vibrant, set <Continue Print. When Cart. Low> to <Off>. ▶ **Continue Printing When Amount in Cartridge Is Low**

Specify when this message is displayed

- You can set any value as the percentage of the amount remaining in the toner cartridge that triggers this message. ▶ **Display Timing for Cartridge Preparation Notification**

<End of Toner Cart. Lifetime>

This message, which appears with the toner cartridge color(s), notifies you that a toner cartridge has reached the end of its lifetime. It is recommended that you replace the cartridge with a new one. You can continue printing, but the print quality cannot be guaranteed.



a <Display Recovery Steps>

Displays the procedure for replacing a toner cartridge.

b <Continue Printing (Quality Not Guaranteed)>

You can continue printing, but the machine may malfunction.

c <Only Continue Black & White Printing>

You can continue printing in black and white even if a yellow, magenta, or cyan cartridge has reached the end of its lifetime.

■ If Printouts are Poor in Quality

If your printouts begin to show any of the following features, one of your toner cartridges is consumed. Replace the nearly empty toner cartridge even if no message is displayed.

▶ How to Replace Toner Cartridges

White streaks appear



Partially faded



Uneven density



Toner smudges and splatters appear

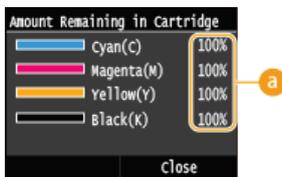


Blank space of originals becomes grayish in printouts



■ Checking the Amount Remaining in the Toner Cartridges

Use the procedure below to check the amount remaining in the toner cartridges. It is particularly important to check whether you need to have a new toner cartridge ready before starting a large print job.



a Amount Remaining in Cartridge

Displays the amount remaining in the toner cartridges. Other internal parts may reach the end of their lifetime before the toner runs out.

NOTE

- The displayed amount remaining in a toner cartridge can be used only as a guide and may differ from the actual amount.

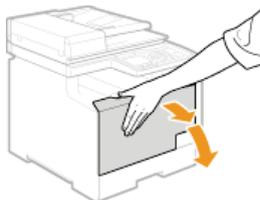
LINKS

▶ Consumables

How to Replace Toner Cartridges

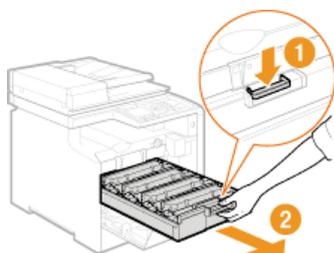
Read the precautions in **Maintenance and Inspections** and **Consumables** before replacing the toner cartridges.

1 Open the front cover.

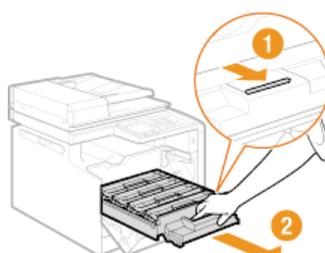


2 Pull out the cartridge tray.

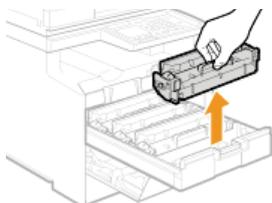
MF729Cx / MF728Cdw / MF724Cdw



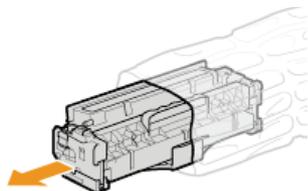
MF628Cw / MF623Cn



3 Pull the toner cartridge straight up and out of the machine.

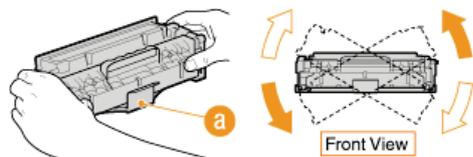


4 Remove the replacement toner cartridge from the protective bag.



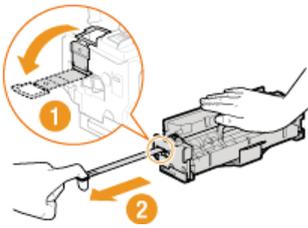
5 Shake the toner cartridge 5 or 6 times as shown below to evenly distribute the toner inside the cartridge, and then place it on a flat surface.

- In this step, do not remove the drum protective cover (a).



6 Pull the sealing tape straight out.

- The full length of the sealing tape is approximately 50 cm.

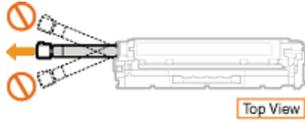


IMPORTANT:

When pulling out the sealing tape

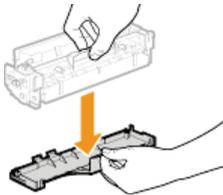
If the sealing tape remains inside the toner cartridge, the quality of printouts, including faxes, may deteriorate. Also note that it will not be possible to reprint a fax because the fax function automatically deletes data once it is printed.

- Do not pull out the sealing tape at an angle or sideways. If the tape breaks, you may not be able to pull it out completely.



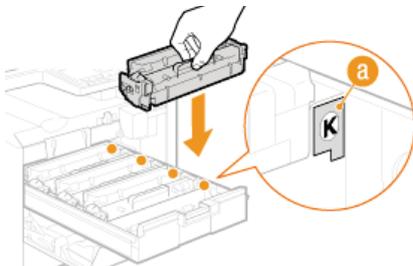
- If the sealing tape becomes stuck when pulling it out, keep pulling until it is completely removed.

7 Remove the drum protective cover.



8 Install the toner cartridge.

- Each toner cartridge color has its own slot in the toner cartridge tray, and this tray is indicated with a corresponding color label (a). Place the toner cartridge into the slot that corresponds to its color.



- Make sure that the drum avoids contact with the frame of the toner cartridge tray because the bottom surface of the cartridge is exposed.

9 Push the toner cartridge tray back in, and close the front cover.

- Immediately after the front cover is closed, the quick adjustment (Quick Adjust) starts. To perform adjustment for higher quality, perform full adjustment (Full Adjust).

Relocating the Machine

The machine is heavy. Make sure to follow the procedures below when moving the machine to avoid injury, and also make sure to read the safety precautions before you begin. **Important Safety Instructions**

1 Turn OFF the machine and computer.

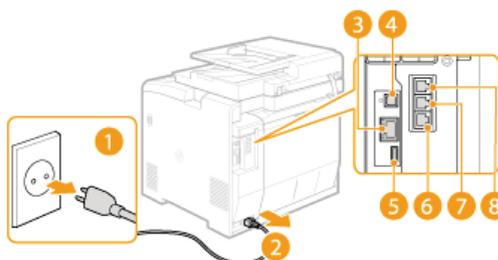
- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 Disconnect the cables and cord from the machine in numerical order as in the illustration below.

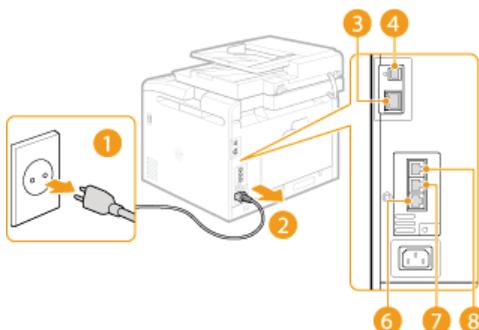
- Whether the cables with "*" are connected depends on your environment.
- If a optional handset is mounted on the machine, remove the handset from its mounting.

MF729Cx / MF728Cdw / MF724Cdw

- 1 Power plug
- 2 Power cord
- 3 LAN cable*
- 4 USB cable*
- 5 USB keyboard*
- 6 Telephone cable*
- 7 External telephone*
- 8 Handset*

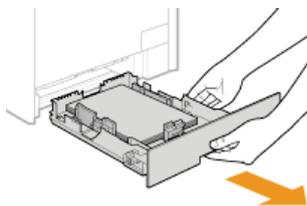


MF628Cw / MF623Cn



3 When transporting the machine across a long distance, remove the toner cartridges. **How to Replace Toner Cartridges**

4 Pull out the paper drawer.



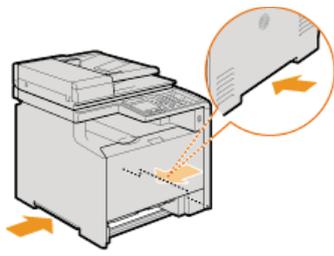
IMPORTANT:

- Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

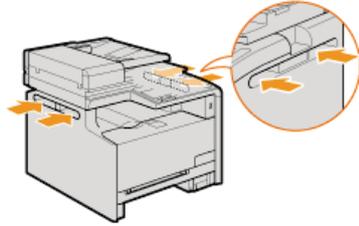
5 Close all the open covers, and move the machine to a new location.

- The machine is heavy (**Machine Specifications**). Make sure to move the machine with two or more people.
- Hold the lift handles, and lift up the machine. If you are using the MF729Cx / MF728Cdw / MF724Cdw and you have attached the optional paper drawer, leave the optional paper drawer on the floor and move it after moving the main unit of the machine.

MF729Cx / MF728Cdw / MF724Cdw



MF628Cw / MF623Cn



6 Carefully place the machine at the new installation site.

- For information about how to install the machine after relocating it, see Getting Started. ▶ **Manuals Included with the Machine**

Maintaining and Improving Print Quality

If the printing results are not satisfactory such as low image quality, poor reproducibility, or print color mismatch, try the adjustments below.

■ Auto Adjust Gradation

If the density or brightness of colors in printouts and originals are different, perform <Auto Adjust Gradation> to improve color reproducibility. There are three types of adjustments: <Full Adjust>, <Quick Adjust>, and <Adjust Copy Image>.  **Correcting the Gradation**

■ Correct Print Color Mismatch

If the colors in printouts become blurry, perform <Correct Print Color Mismatch>. This problem may be caused by a color mismatch.  **Correcting "Print Color Mismatch"**

■ Black Text Processing for Color

You can specify which cartridges to use to print black text in color printouts.  **Adjusting Values for Text Color Reproducibility in Color Documents**

Correcting the Gradation

Gradation refers to the dark to light continuum of shades of a color. The more shades in the gradations of colors that are printed, the more natural printouts seem. If color reproducibility becomes poor and the density and brightness of printouts differs markedly from the originals, perform the appropriate auto adjustment. If the amount remaining in a toner cartridge is low, it is recommended that you replace toner cartridges (**Checking the Amount Remaining in the Toner Cartridges**). There are three types of adjustments: **Full Adjust**, **Quick Adjust**, and **Adjust Copy Image**.

Fewer shades in the gradations



More shades in the gradations



NOTE

- Adjustments may not be performed effectively if there is not sufficient toner cartridge remaining.

Full Adjust

This adjustment optimizes reproducibility for color printing. When the machine performs full adjustment, it obtains information to optimize color reproducibility. The machine maintains this information until the next time you perform full adjustment. For making full adjustment, an adjustment image will be printed twice and scanned twice. Note that you cannot perform this adjustment while performing some functions, including, scanning, and printing.

NOTE

- This adjustment is not available when <Only Continue Black & White Printing> is selected on the screen displaying the message <End of Toner Cart. Lifetime>.

- Press  and tap <Menu>.
- Tap <Adjustment/Maintenance>.
- Tap <Auto Adjust Gradation> ► <Full Adjust>.
- Check that the size and type of paper displayed on the screen is loaded in the machine, and tap <OK>.



- Confirm the procedure, and tap <Start>.
 - Adjustment starts. In approximately 1 to 2 minutes, an adjustment image is printed.



- Open the feeder after the screen displayed during printing disappears.

Place the adjustment image on the platen glass with the print side face down.

7

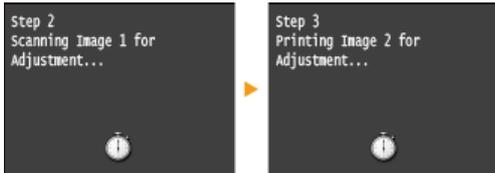
- Place the adjustment image so that the black stripe is toward the back side of the machine.



8 Gently close the feeder.

9 Press **Color**.

- The adjustment image is scanned and adjustment starts. In approximately 30 seconds, the second adjustment image is printed.



10 Open the feeder, remove the first adjustment image, and then place the second adjustment image on the platen glass with the print side face down.

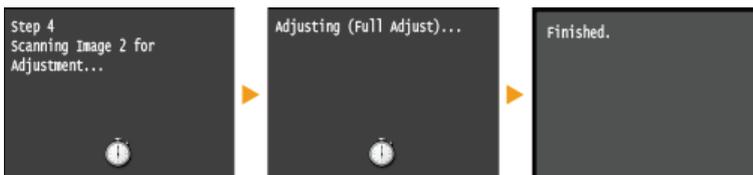
- Place the adjustment image so that the black stripe is toward the back side of the machine.



11 Gently close the feeder.

12 Press **Color**.

- The adjustment image is scanned and adjustment starts. In approximately 1 to 2 minutes, the adjustment is finished.



13 Open the feeder, and remove the second adjustment image.

14 Gently close the feeder.

NOTE

If the <Correction failed.> message is displayed

- Did you load plain or recycled A4 or Letter size paper into the paper drawer?
- Did you place the adjustment image with the print side face down, with the black stripe toward the back side of the machine?
- Has a paper jam occurred?
 - Clearing Jams**
- Is the amount remaining in toner cartridge required for correction sufficient? If the amount remaining in a toner cartridge is low, it is recommended that you replace toner cartridges.
 - Checking the Amount Remaining in the Toner Cartridges**
- Is the transfer belt inside the machine dirty?
 - Transfer Belt**

Quick Adjust

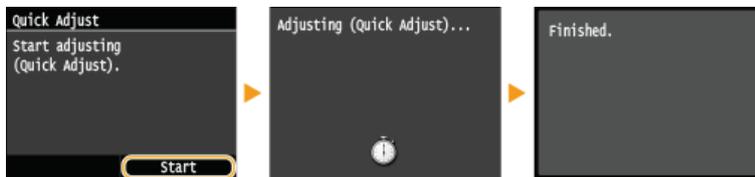
This adjustment maintains the optimized status that was acquired by <Full Adjust>. Note that you cannot perform this adjustment while performing some functions, including, scanning, and printing. If the result of this adjustment is not satisfactory, perform <Full Adjust>. This adjustment may be automatically performed after you replace a toner cartridge.

NOTE

- This adjustment is not available when <Only Continue Black & White Printing> is selected on the screen displaying the message <End of Toner Cart. Lifetime>.

- 1 Press  and tap <Menu>.
- 2 Tap <Adjustment/Maintenance>.
- 3 Tap <Auto Adjust Gradation> ▶ <Quick Adjust>.
- 4 Tap <Start>.

- Adjustment starts. In approximately 1 to 2 minutes, the adjustment is finished.



NOTE

- You can set the machine to perform this adjustment automatically after the power is turned ON.  **Auto Correction Settings**

Adjust Copy Image

This adjustment improves the result of copies and printing from a USB memory device. For correcting copy images, an adjustment image will be printed and scanned. Note that you cannot perform this adjustment while performing some functions, including, scanning, and printing.

NOTE

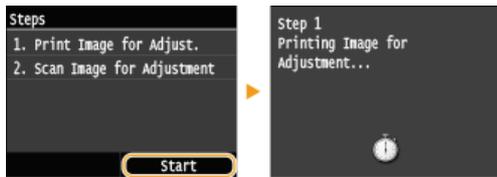
- This adjustment is not available when <Only Continue Black & White Printing> is selected on the screen displaying the message <End of Toner Cart. Lifetime>.

- 1 Press  and tap <Menu>.
- 2 Tap <Adjustment/Maintenance>.
- 3 Tap <Auto Adjust Gradation> ▶ <Adjust Copy Image>.
- 4 Check that the size and type of paper displayed on the screen is loaded in the machine, and tap <OK>.



5 Confirm the procedure, and tap <Start>.

- Adjustment starts. In approximately 1 minute, an adjustment image is printed.



6 Open the feeder after the screen displayed during printing disappears.

7 Place the adjustment image on the platen glass with the print side face down.

- Place the adjustment image so that the black stripe is toward the back side of the machine.



8 Gently close the feeder.

9 Press (Color).

- The adjustment image is scanned and adjustment starts. In approximately 1 to 2 minutes, the adjustment is finished.



10 Open the feeder, and remove the adjustment image.

11 Gently close the feeder.

NOTE

If the <Correction failed.> message is displayed

- Did you load plain or recycled A4 or Letter size paper into the paper drawer?
- Did you place the adjustment image with the print side face down, with the black stripe toward the back side of the machine?
- Has a paper jam occurred?
 - ▶ **Clearing Jams**
- Is the amount remaining in toner cartridge required for correction sufficient? If the amount remaining in a toner cartridge is low, it is recommended that you replace toner cartridges.
 - ▶ **Checking the Amount Remaining in the Toner Cartridges**
- Is the transfer belt inside the machine dirty?
 - ▶ **Transfer Belt**

Correcting "Print Color Mismatch"

Print color mismatch refers to a shift in the positions of colors that may occur when printing one image with multiple toner cartridges. Print color mismatch can cause printouts to appear blurry. If print color mismatch occurs, perform the following procedure. This adjustment is sometimes performed automatically, such as when toner cartridges are replaced.

When color shifts occur



When color shifts do not occur



NOTE

- This adjustment is not available when <Only Continue Black & White Printing> is selected on the screen displaying the message <End of Toner Cart. Lifetime>.

- 1 Press  and tap <Menu>.
- 2 Tap <Adjustment/Maintenance>.
- 3 Tap <Correct Print Color Mismatch>.
- 4 Tap <Start>.

- Adjustment starts.



NOTE

- You can set the machine to perform this adjustment automatically after the power is turned ON.  **Auto Correction Settings**

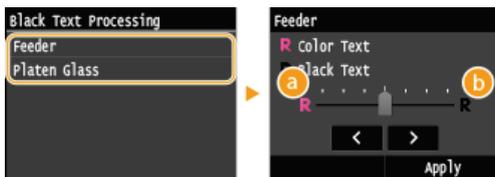
Adjusting Values for Text Color Reproducibility in Color Documents

If copy results of black or blackish text are not satisfactory, you can improve the color reproducibility with this adjustment. This adjustment value can be set independently in the feeder and platen glass.

NOTE

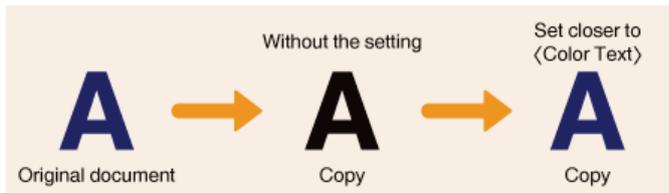
- The settings are applied to color copies when <Original Type> is set to <Text/Photo/Map> or <Text> (**Selecting Document Type**).

 <Menu> ▶ <Adjustment/Maintenance> ▶ <Black Text Processing for Color> ▶ Select <Feeder> or <Platen Glass> ▶ Adjust the value ▶ <Apply> ▶ 



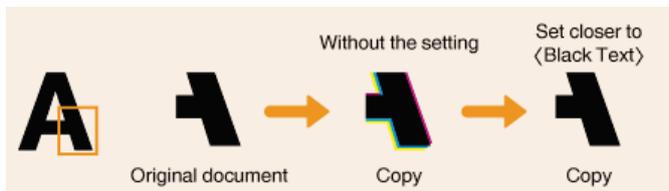
a <Color Text>

Makes black or blackish text in a copy match more closely with the original.



b <Black Text>

Enhances the clarity of black text.



Printing Reports and Lists

You can check fax results and the machine settings by printing reports and lists.

TX Result Report

You can check the logs of sent documents. [TX Result Report](#)

Communication Management Report

You can check the logs of sent and received documents. [Communication Management Report](#)

RX Result Report

You can check the logs of received fax documents. [RX Result Report](#)

Department ID Management Report

You can check the total volume of printouts for each <Department ID>. [Department ID Management Report](#)

Address Book List

You can check the list of destinations registered in the Address Book. [Address Book List](#)

User Data List/System Manager Data List

You can check the list of the settings ([Setting Menu List](#)) as well as the content that has been registered in the machine. [User Data List/System Manager Data List](#)

IPSec Policy List

You can check the list of policy names and the content of the IPSec settings that are registered in the machine. [IPSec Policy List](#)

Consumables Status Report

You can check the consumables status. [Consumables Status Report](#)

PCL Font List

You can check the list of available fonts for the machine. [PCL Font List \(MF729Cx / MF728Cdw / MF724Cdw\)](#)

PS Font List

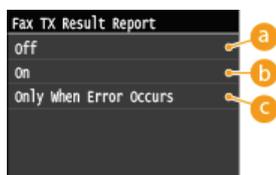
You can check the fonts available in PS mode. [PS Font List \(MF729Cx / MF728Cdw / MF724Cdw\)](#)

TX Result Report

You can check the fax or e-mail/I-Fax logs of sent documents as well as documents scanned to a shared folder or FTP server by printing a TX Result Report. The report can be printed either every time a transmission is completed or only when a sending error occurs.



<Menu> ► <Output Report> ► <Report Settings> ► <Fax TX Result Report> or <E-Mail/File TX Result Report> ► Select the print setting ►



a <Off>

Select if you do not want to print TX Result Reports.

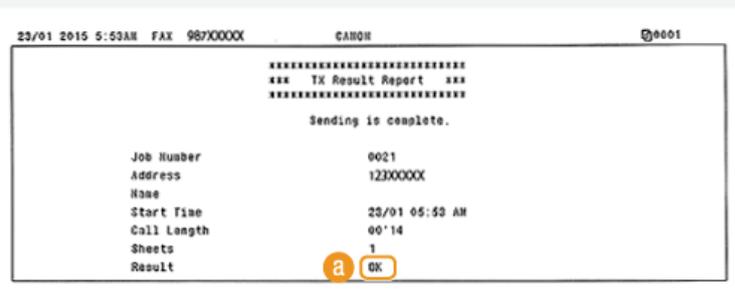
b <On>

Select to print a TX Result Report every time you send a document.

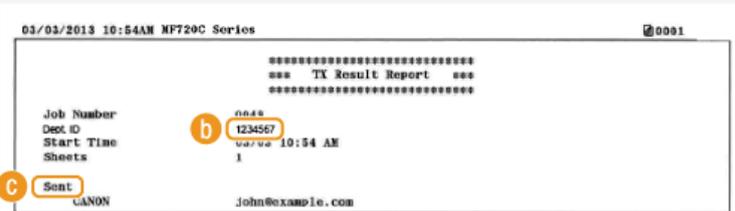
c <Only When Error Occurs>

Select to print a TX Result Report only when a sending error occurs.

Example: Fax sending (MF729Cx / MF728Cdw / MF628Cw)



Example: Scanning to e-mail/I-Fax/shared folder/FTP Server



a Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (► **When an Error Code Appears**).

b Department ID

The Department ID is shown when Department ID Management is enabled.

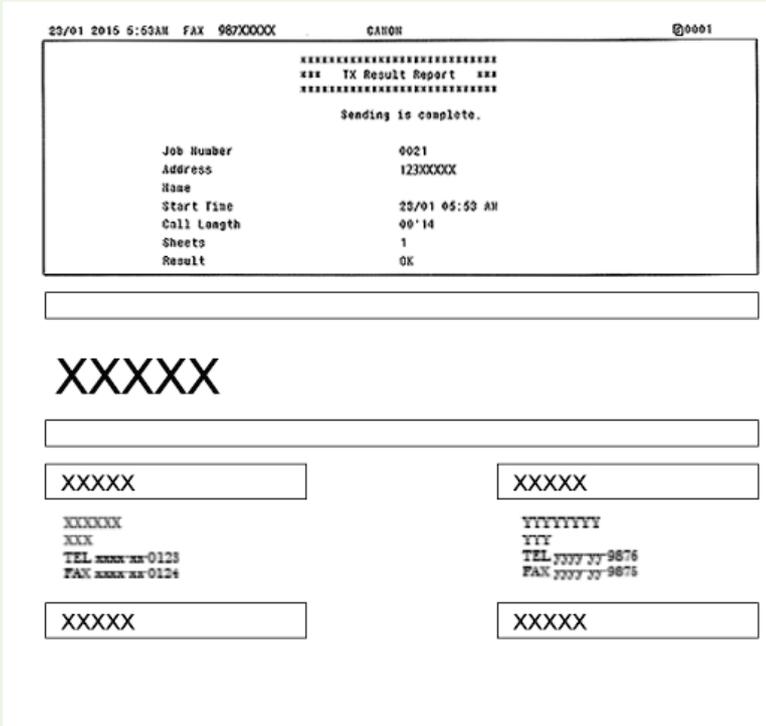
c Sent/Error

For e-mail, TX Result Reports indicate the transmission result between the machine and the mail server, not between the machine and the destination address. Even if the transmission fails, a three-digit error code will not be printed. To check the error code, print a Communication Management Report (► **Communication Management Report**).

NOTE

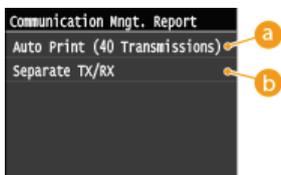
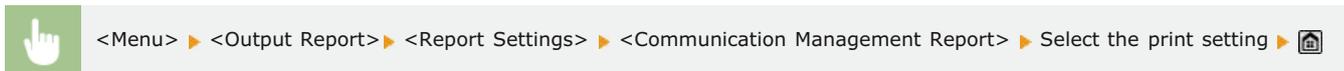
To print a part of a fax document on the report

- When you select <On> or <Only When Error Occurs>, a part of a fax document can be included in the report. Set <Include TX Image> to <On>.



Communication Management Report

You can check the fax and e-mail logs of sent and received documents by printing a Communication Management Report. The report can be printed automatically after every 40 transmissions, or you can print it manually.



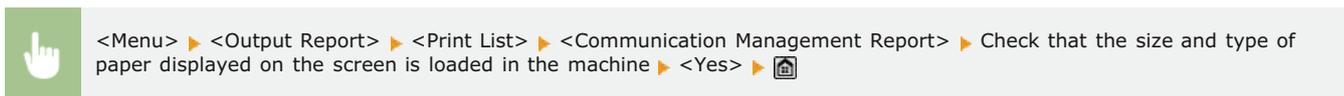
a <Auto Print (40 Transmissions)>

Select <On> to print the report automatically after every 40 transmissions, or <Off> if you do not want to print the report automatically.

b <Separate TX/RX>

Select <On> to print sent and received reports separately, or <Off> to print both reports on one sheet.

Print the Report Manually



Example:

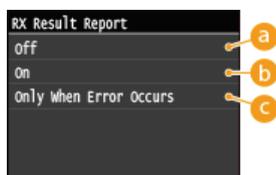
Start Time	Address	No.	Comm. Mode	Page	Result
22/01 05:00 PM	MFP1 ABCXXX@XXXX.com	0001	TX I-Fax	0	NG #S02
22/01 05:16 PM	MFP1 ABCXXX@XXXX.com	0002	TX I-Fax	0	NG #S10
23/01 05:46 AM	MFP1 ABCXXX@XXXX.com	0003	TX I-Fax	0	NG #S10
23/01 05:47 AM	123XXXXXX	0001	TX ECM	1	OK 00'14
23/01 05:53 AM	123XXXXXX	0002	TX ECM	1	OK 00'14
23/01 05:55 AM	123XXXXXX	0002	Auto RX ECM	1	OK 00'17

a Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (▶ **When an Error Code Appears**). For e-mail, Communication Management Reports indicate the transmission result between the machine and the mail server, not between the machine and the destination address.

RX Result Report

You can check the logs of received fax and I-Fax documents by printing an RX Result Report. The report can be printed either every time a transmission is completed or only when a receiving error occurs.



a <Off>

Select if you do not want to print RX Result Reports.

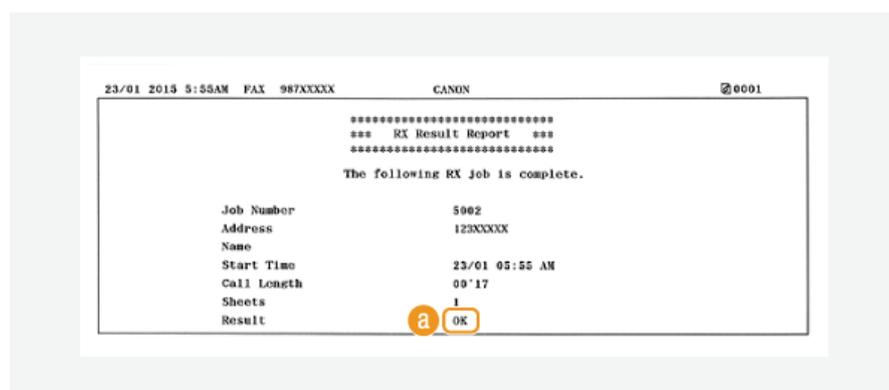
b <On>

Select to print an RX Result Report every time you receive a document.

c <Only When Error Occurs>

Select to print an RX Result Report only when a receiving error occurs.

Example:



a Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (▶ **When an Error Code Appears**).

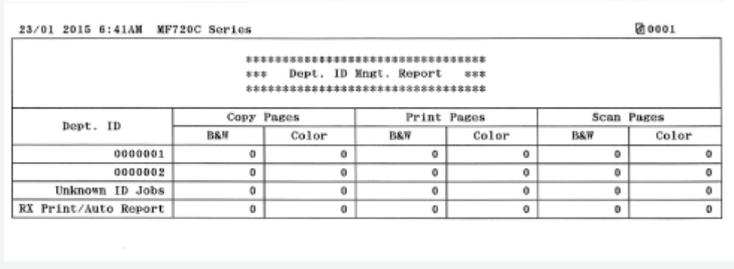
Department ID Management Report

When Department ID Management is enabled, you can check the total volume of printouts for each <Department ID> by printing a Department ID Management Report. By checking the printout totals, you can better manage your paper and toner cartridge supplies.



<Menu> ▶ <Output Report> ▶ <Print List> ▶ <Department ID Management Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ 

Example:



Dept. ID		Copy Pages		Print Pages		Scan Pages	
		B&W	Color	B&W	Color	B&W	Color
0000001		0	0	0	0	0	0
0000002		0	0	0	0	0	0
Unknown ID Jobs		0	0	0	0	0	0
RX Print/Auto Report		0	0	0	0	0	0

LINKS

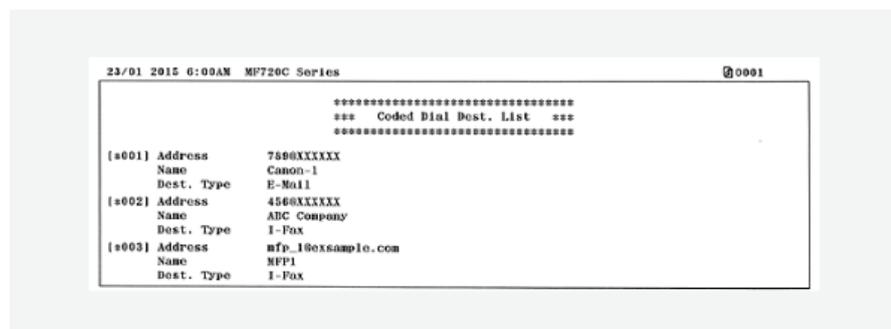
- ▶ [Setting the Department ID Management](#)

Address Book List

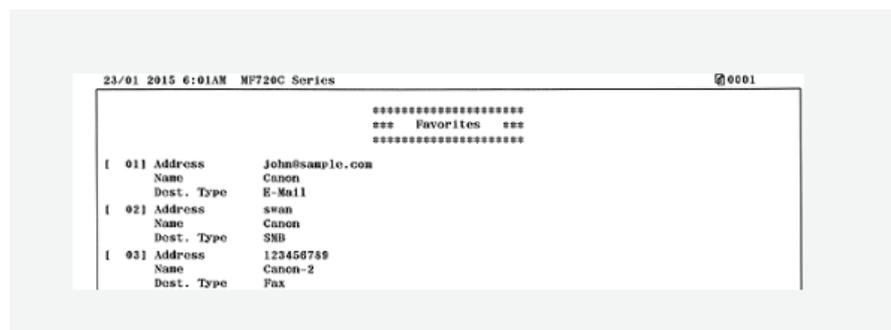
You can check the list of destinations registered in the Address Book as <Coded Dial>, <Favorites>, and <Group Dial> by printing an Address Book List.

 <Menu> ▶ <Output Report> ▶ <Print List> ▶ <Address Book List> ▶ Select the setting you want to print out ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ 

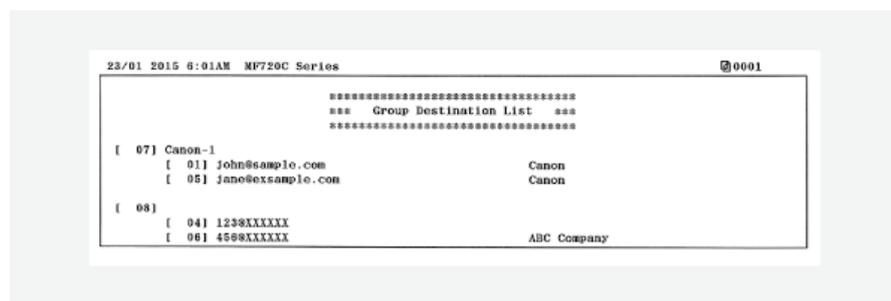
Example: <Coded Dial>



Example: <Favorites>



Example: <Group Dial>



LINKS

- ▶ Registering in the Address Book
- ▶ Registering Address Book from Remote UI

User Data List/System Manager Data List

You can check the list of the settings (**Setting Menu List**) as well as the content that has been registered in the machine by printing a User Data List or a System Manager Data List. Both lists include the paper size and type registered in the machine, the print settings of <TX Result Report>, <Communication Management Report>, and <RX Result Report>.



<Menu> ▶ <Output Report> ▶ <Print List> ▶ <User Data List> or <System Manager Data List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶

Example:

```

23/01 2015 6:02AM MF720C Series                               0001
*****
*** User Data List ***
*****
ROM Controller Ver.
Main Controller              01.07 (TYPEB)
Boot ROM                    01.01
Language                    01.46
DCON                        01.06
Panel                       04.08
Memory Capacity             1024MB
Serial Number

1. Preferences
Volume Settings
Fax Tone                    On
Fax Volume                  1
Ring Tone                   On
Ring Tone Volume           1
TX Done Tone                On
TX Done Volume              1
Fax Tone Volume             On

```

NOTE

- The User Data List does not include the setting lists of <Network Settings>, <System Management Settings>, or a portion of <Fax Settings>. To check all the settings items, including <Network Settings>, <System Management Settings>, and all <Fax Settings>, print the <System Manager Data List>.

LINKS

- ▶ **TX Result Report**
- ▶ **Communication Management Report**
- ▶ **RX Result Report**
- ▶ **Loading Paper**

IPSec Policy List

You can check the list of policy names and the IPSec settings registered in the machine by printing an IPSec Policy List.



<Menu> ▶ <Output Report> ▶ <Print List> ▶ <IPSec Policy List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶

Example:

```

23/01 2015 8:04AM NF720C Series                               0001
*****
*** IPSec Policy List ***
*****

1. IPSec Settings
Use IPSec                               On
Receive Non-Policy Packets              Allow
Priority                                 1
Policy Settings
Policy Name                             example
Enable Policy                           Off
Selector Settings
Local Address                           All IP Addresses
Remote Address                          All IP Addresses
Local Port                               All Ports
Remote Port                             All Ports
IKE Settings
IKE Mode                                 Main
Authentication Method                   Digital Signature Method
Validity                                 480 min.
Auth./Encryption Algorithm              SW
Authentication                           SW

```

LINKS

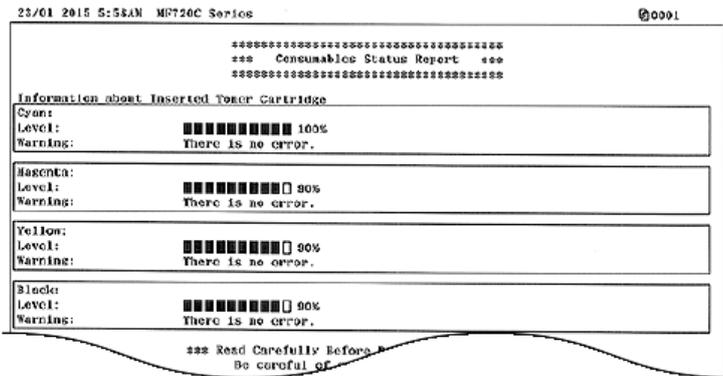
[▶ Configuring IPSec Settings](#)

Consumables Status Report

You can check the consumables status installed in the machine.

 <Menu> ▶ <Output Report> ▶ <Print List> ▶ <Consumables Status Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes> ▶ 

Example:



LINKS

 [Replacing Toner Cartridges](#)

PCL Font List MF729Cx / MF728Cdw / MF724Cdw

You can print a list to check the fonts available in PCL mode.

 <Menu> ▶ <Output Report> ▶ <Print List> ▶ <PCL Font List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶ 

Example:

FONTS LIST						PAGE 001
PCL Internal Fonts						
Font Name	Symbol	Spacing	Style	StrokeW	Pitch/Point Typeface	Sample
[000] Courier		0	0	0	scalable 4099	ABCDEFGHIJKLMNOPQRSTUVWXYZ
[001] CG Times		1	0	0	scalable 4101	ABCDEFGHIJKLMNOPQRSTUVWXYZ
[002] CG Times Bold		1	0	3	scalable 4101	ABCDEFGHIJKLMNOPQRSTUVWXYZ
[003] CG Times Italic		1	1	0	scalable 4101	ABCDEFGHIJKLMNOPQRSTUVWXYZ
[004] CG Times Bold Italic		1	1	3	scalable 4101	ABCDEFGHIJKLMNOPQRSTUVWXYZ
[005] CG Omega		1	0	0	scalable 4113	QRSTUVWXYZ

PS Font List MF729Cx / MF728Cdw / MF724Cdw

You can print a list to check the fonts available in PS mode.



<Menu> ▶ <Output Report> ▶ <Print List> ▶ <PS Font List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <Yes> ▶

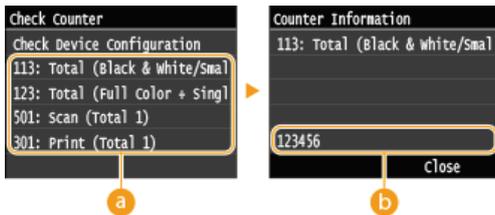
Example:

Font List		PAGE.001
PS Fonts		
<u>Font Name</u>	<u>Sample</u>	
AdobeSansMM	ABCDEFGHIJKLMN OPQRSTUVWXYZ	
AdobeSerifMM	ABCDEFGHIJKLMN OPQRSTUVWXYZ	
AlbertusMT	ABCDEFGHIJKLMN OPQRSTUVWXYZ	
AlbertusMT-Italic	ABCDEFGHIJKLMN OPQRSTUVWXYZ	
AlbertusMT-Light	ABCDEFGHIJKLMN OPQRSTUVWXYZ	
AntiqueOlive-Bold	ABCDEFGHIJKLMN OPQRSTUVWXYZ	
AntiqueOlive-Compact	ABCDEFGHIJKLMN OPQRSTUVWXYZ	
AntiqueOlive-Italic	ABCDEFGHIJKLMN OPQRSTUVWXYZ	
AntiqueOlive-Roman	ABCDEFGHIJKLMN OPQRSTUVWXYZ	

Viewing the Counter Value

You can check separate totals for the number of pages used for color printouts and black and white printouts. These totals include faxes, reports, and lists, in addition to copies and printouts of data from computers.

MF729Cx



a Counters

Select the counter to check the counter value. Items have different defaults depending on the country or region of purchase.

b Counter Value

You can check the count of the selected item.

MF728Cdw / MF724Cdw / MF628Cw / MF623Cn



a Counters

Select the counter to check the counter value. Items have different defaults depending on the country or region of purchase.

b Counter Value

You can check the count of the selected item.

Using a USB Memory Device to Export/Import Registered Data

Data such as Address Book entries and machine settings can be exported and saved to a USB memory device. You can also import the data saved to a USB memory device. Because data exported from the machine can be imported into other models, this provides a simple way to copy information such as Address Book entries onto multiple machines*.

* Importing of Address Book data exported from this machine may not be supported on some models. Note also that you can only import and export data other than Address Book entries, such as machine settings, between the same model.

▶ Exporting Registered Data to a USB Memory Device

▶ Importing Registered Data from a USB Memory Device

IMPORTANT

Do not turn OFF the machine until the export/import process is complete

- It may take a few minutes to complete the process. If the machine is turned OFF during the process, it may result in damage to data or the machine.

Do not operate the machine during the export/import process

- Before exporting/importing, check that no operations such as printing documents are currently in progress.

NOTE

- In situations where you want to selectively import or export settings data (e.g. only export Address Book entries), run the procedure from the Remote UI.
- Where settings cannot be imported or exported, the same will apply if you run the procedure from the Remote UI.

▶ Saving/Loading Registered Data

Available USB Memory Devices

You can use USB memory devices with the following format styles.

- FAT16 (memory capacity: up to 2 GB)
- FAT32 (memory capacity: up to 32 GB)

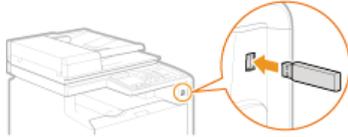
IMPORTANT

- Do not use non-standard USB memory devices. You may not be able to export/import data properly with some USB memory devices.
- Do not connect anything other than a USB memory device. USB memory devices cannot be connected via a USB hub or an extension cable.
- Do not use USB memory devices with special functions such as built-in security functions.

Exporting Registered Data to a USB Memory Device

Data such as Address Book entries and machine settings can be exported and saved to a USB memory device. It is recommended that you regularly back up important settings.

1 Connect a USB memory device to the USB port (USB2.0).



IMPORTANT:

- The USB port on the right side of the machine toward the rear is not available.
- Do not disconnect, jostle, or turn OFF the machine or USB memory device while the data is being transferred.

2 Press and tap <Menu>.

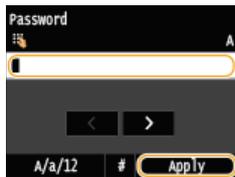
3 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press . **Logging on to the Machine**

4 Tap <Import/Export of Settings> ▶ <Export>.

5 Enter the password, and tap <Apply>.

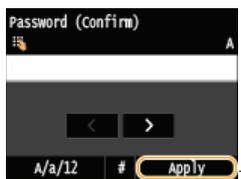
- Enter a password for the export data up to 32 alphanumeric characters.



NOTE:

This password will be required when you import the data to the machine. **Importing Registered Data from a USB Memory Device**

6 Enter the password again for confirmation, and tap <Apply>.



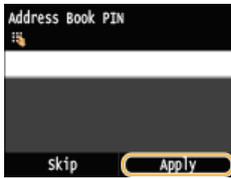
➡ Exporting starts.



NOTE:

If the <Address Book PIN> screen appears

- If a PIN has been set for the Address Book, the <Address Book PIN> screen appears during exporting. Enter the Address Book PIN and tap <Apply>. Tap <Skip> to cancel Address Book data exporting.



7 Disconnect the USB memory device from the USB port (USB2.0).

1 Press .

2 Press .

3 Tap <Device Status>.

4 Tap <Remove Memory Media>.

- Wait until the <The memory media can be safely removed.> message is displayed.

5 Disconnect the USB memory device.

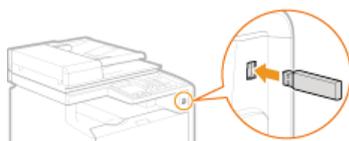
Importing Registered Data from a USB Memory Device

Use this procedure to import data that was exported from the machine to a USB memory device. If the models are the same, you can also import the settings from another machine to this machine.

IMPORTANT

- Importing Address Book data will overwrite the Address Book entries currently registered on the machine.

1 Connect a USB memory device to the USB port (USB2.0).



IMPORTANT:

- The USB port on the right side of the machine toward the rear is not available.
- Do not remove, bump or jostle the USB memory device while data is being imported or exported.

2 Press and tap <Menu>.

3 Tap <System Management Settings>.

- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press . **Logging on to the Machine**

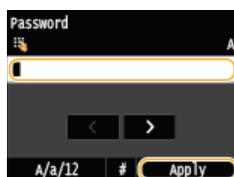
4 Tap <Import/Export of Settings> ▶ <Import>.

5 Check the message and tap <Yes>.

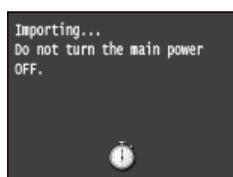


6 Enter the password, and tap <Apply>.

- Enter the password that was set when exporting the data.



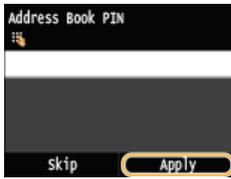
➡ Importing starts. The machine automatically restarts after the import is complete.



NOTE:

If the <Address Book PIN> screen appears

- If a PIN has been set for the Address Book, the <Address Book PIN> screen appears during importing. Enter the Address Book PIN and tap <Apply>. Tap <Skip> to cancel Address Book data importing.



7 Disconnect the USB memory device from the USB port (USB2.0).

1 Press .

2 Press .

3 Tap <Device Status>.

4 Tap <Remove Memory Media>.

- Wait until the <The memory media can be safely removed.> message is displayed.

5 Disconnect the USB memory device.

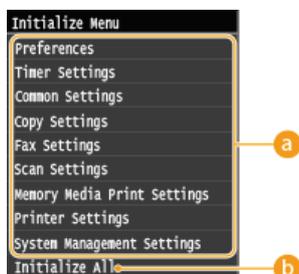
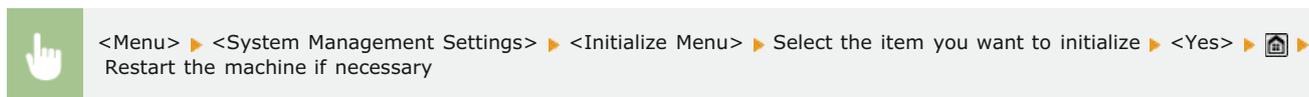
Initializing Settings

You can restore the following settings:

- ▶ **Initializing Menu**
- ▶ **Initializing Key and Certificate**
- ▶ **Initializing Address Book**

Initializing Menu

You can restore the settings of the machine (🔴 **Setting Menu List**). Depending on the settings selected, you may need to restart the machine after initialization.

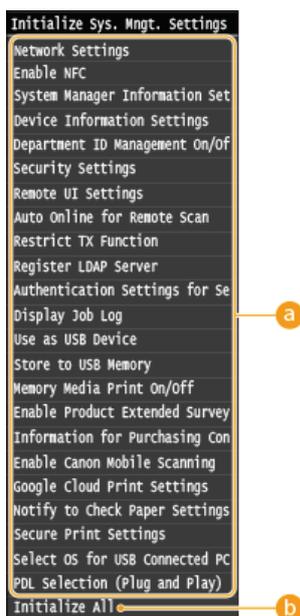


a Items for initializing

Select the setting you want to initialize.

■ When <System Management Settings> is selected

Select the specific system management settings that you want to initialize and tap <Yes>.



a Settings to be initialized

Select the settings to be initialized.

b <Initialize All>

Initializes all the system management settings.

IMPORTANT

If Remote UI settings are initialized

- The Remote UI PIN is also initialized. After an initialization, reset the Remote UI PIN. 🔴 **Setting a Remote UI PIN**

NOTE

- You can use the procedure below to restore the default <Network Settings>. Select <Menu> ▶ <Network Settings> ▶ <Initialize Network Settings> ▶ <Yes> and then restart the machine.

↳ <Initialize All>

Initializes all the settings on the machine.

Initializing Key and Certificate

You can restore the settings of the key pairs and digital certificates. Note that all the key pairs that you registered in the machine and certificates (except the preinstalled digital certificates) will be deleted after initializing.

NOTE

- After initializing, functions that require key pairs such as SSL encrypted communication and TLS of the IEEE 802.1X authentication are not available. To use these functions, configure the settings for the key pairs and activate the functions again.



<Menu> ▶ <System Management Settings> ▶ <Initialize Key and Certificate> ▶ <Yes> ▶ 

LINKS

▶ [Configuring Settings for Key Pairs and Digital Certificates](#)

Initializing Address Book

You can restore the settings of the Address Book. Note that all the information registered in the Address Book will be deleted after initializing.



<Menu> ▶ <System Management Settings> ▶ <Initialize Address Book> ▶ <Yes> ▶ 

LINKS

- ▶ [Registering in the Address Book](#)
- ▶ [Registering Address Book from Remote UI](#)

Appendix

This chapter contains technical specifications of this machine, instructions on how to use the e-Manual, disclaimers, copyright information, and other important information for customers.

Feature Highlights

Give the features that are described in this section a try. The features are grouped under four headings: "Going Green and Saving Money," "Improving Efficiency," "Going Digital," and "So Much More."

Going Green and Saving Money

Easy on the environment, easy on your wallet

There are lots of ways to cut back on paper, toner, power, and expenses.



01



2-Sided Printing (MF729Cx / MF728Cdw / MF724Cdw)



You can use 2-sided printing for copies, print jobs sent from your computer, and even incoming faxes. Because you'll only be using half the paper you would otherwise, you can cut your paper costs in half. To save even more, combine 2-sided printing with N on 1 printing of multiple pages on one sheet of paper. You can print up to 32 pages on a single sheet, which is both economical and environmentally friendly.



To make 2-sided copies: **2-Sided Copying (MF729Cx / MF728Cdw / MF724Cdw)**

To print 2-sided documents from your computer: **Switching 1-Sided and 2-Sided Printing (MF729Cx / MF728Cdw / MF724Cdw)**

To print 2-Sided incoming faxes: **Print on Both Sides**

02



Print Multiple Pages on a Single Sheet



To really start saving paper, shrink multiple pages onto a single sheet - 2 or 4 pages for copies, and up to 16 pages for print jobs sent from your computer. This is even more effective when used together with 2-sided printing*.

* 2-sided printing is only available for MF729Cx / MF728Cdw / MF724Cdw.



To copy multiple pages of a document onto one sheet: **Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)**

To print multiple pages of a document onto one sheet: **Printing Multiple Pages onto One Sheet**

03



Sleep Mode



For saving energy and money, a sleep mode that powers down a machine when nobody is using it has become an essential feature. This machine will enter sleep mode automatically, and can also be put to sleep whenever you want. Press  once to put the machine to sleep. Press it again to instantly wake the machine back into action.



For more information about this function, see [Entering Sleep Mode](#).

04



Save Toner



Got multi-page documents or drafts that don't need presentation-quality printing? There's a setting that uses less toner. Give it a try and save toner and money.



For more information about this function, see [Saving Toner](#).

05



Paperless Faxing (MF729Cx / MF728Cdw / MF628Cw)



Assume you need paper to fax? Those old paper printouts you always make are a thing of the past. Send documents by fax just as they are, created on your computer. It's paperless, so it's fast. And, received documents are first stored in memory, allowing you to print out only those needed and eliminating worry about paper getting used on direct mailings, etc.



For more information about this function, see [Sending Faxes from Your Computer \(PC Fax\) \(MF729Cx / MF728Cdw / MF628Cw\)](#).

For more information about this function, see [Storing Received Faxes into Memory \(Memory Reception\)](#).

Improving Efficiency

Little things that save lots of time

Here are some simple operations that can make complicated tasks more efficient.



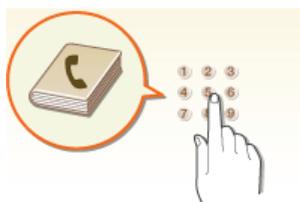
01



Address Book



Entering fax and e-mail addresses in the Address Book saves you the inconvenience of entering them number-by-number, letter-by-letter every time you have something to send. Display the addresses you use most frequently with the <Favorites> feature to quickly and easily send what you need to the people who need it. You can save your Address Book data on your computer and feel secure knowing that your important contact information is backed up.



To use the machine to enter addresses in the Address Book: [▶ Registering in the Address Book](#)
 To use your computer to enter addresses in the Address Book: [▶ Registering Address Book from Remote UI](#)
 To select an Address Book address as a fax destination: [▶ Specifying from Address Book \(Fax\)](#)
 To select an Address Book address as an e-mail destination: [▶ Specifying from Address Book](#)
 To save Address Book addresses on your computer or to export Address Book addresses that are saved on your computer to the machine: [▶ Saving/Loading Registered Data](#)
 To save Address Book addresses on your USB stick or to export Address Book addresses that are saved on your USB stick to the machine: [▶ Using a USB Memory Device to Export/Import Registered Data](#)

02



Frequently used Settings in One Touch



Always making 2-sided copies* in black and white. Always scanning in the same format and to the same save destination. Frequently used settings like these can be registered to a single shortcut button. This is convenient by allowing you to specify involved operations all in a single touch.

* 2-sided printing is only available for MF729Cx / MF728Cdw / MF724Cdw.



To register your favorite copy settings: [▶ Registering Frequently Used Copy Settings](#)
 To register your favorite fax settings: [▶ Registering Frequently Used Fax Settings](#)
 To register your favorite scan settings: [▶ Registering Frequently Used Scan Settings \(E-mail/I-Fax/Shared Folder/FTP Server\)](#)

03

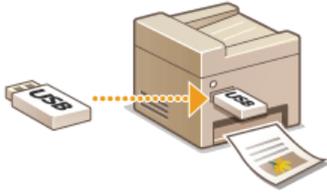


Print Images Right Off Your USB Stick



Plug a USB stick into the machine and you can print images and documents directly, without using a computer. You can even preview JPEG and other images before you print, so there is no wasted paper. You can also scan handwritten

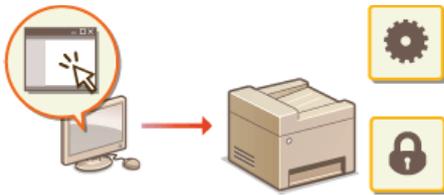
memos, etc. and save them directly to a USB stick. Convenient for carrying about.



For more information about this function, see [Printing from USB Memory \(USB Print\)](#).
For more information about this function, see [Scanning Documents Directly to USB Memory](#).

04 Remote Management with Remote UI

Remote UI lets you manage a lot from your computer, all without having to go over to the machine. Configure settings and keep an eye on the machine's status with an intuitive, easy-to-understand Web browser interface that you'll master immediately. Save your time and energy for things other than taking care of the machine.



For more information about this function, see [Using Remote UI](#).

05 Make Print Settings Quickly with Intuitive Operation

You can easily specify the page layout as well as binding position, switching between 1-sided and 2-sided printing, etc. intuitively on the preview image in the printer driver. The simple click-operation allows you to conveniently make settings while viewing how settings are applied.



For more information, see [Printing a Document](#).

Going Digital

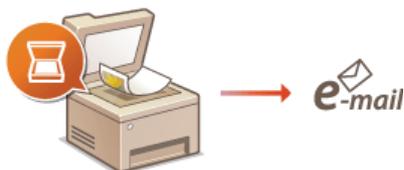
From reams of paper to compact data

There is so much more you can do after you go digital.



01 Scan and E-mail

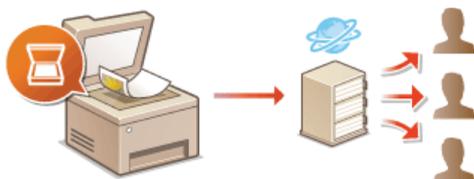
E-mail scanned documents without even turning on your computer. Just convert your scanned document into an e-mail attachment right from the machine. If you're one of those people who'd rather send a fax than mess around with a computer, this feature is for you.



For more information about this function, see [Sending Documents as E-mails Directly from the Machine](#).

02 Scan and Share

Say you've got a paper copy of a report for a company-wide meeting. Scan it, convert it, and now everyone can see it. It's saved directly in a shared folder on your network, so there's no need to print out copies and pass them out. Once you start talking about hundreds of pages of documents that everyone needs, there's just no other way to go.



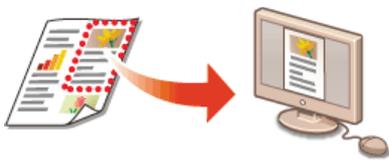
For more information about this function, see [Saving Documents Directly to a Shared Folder/FTP Server](#).

03 Scan Only What You Need

What if you're scanning a whole page of a newspaper but all you're really interested in is a headline and a photo? Use ScanGear MF. You can select what you want from a preview, and then have the scanner disregard the rest. Otherwise you'll have to use an editing program to crop out everything you don't need.

IMPORTANT

- Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.



For more information about this function, see [Configuring Scan Settings in ScanGear MF](#).

04



Searchable PDFs



Searching of text in a PDF can be done with a "searchable PDF". By scanning an original with both text and images, text portions are converted by OCR into text data. In addition to being able to search for text information, you can also copy required portions into an Excel spreadsheet or Word document in Microsoft Office. Eliminate the need to type in customer data, addresses, etc. from scratch.



For more information about this function, see [Selecting a File Format](#).
For more information, see [Instructions] on MF Scan Utility.

05



Add Images to a Work in Progress



Some applications work with the machine to let you easily import scanned images directly into documents you're working on. This way you can skip the steps of opening a separate application just for receiving the scanned images and then exporting them to the application you're really using.



For more information about this function, see [Scanning Using an Application](#).

So Much More

Just what you were looking for

There are a variety of features for whatever you need to do
- at home, in the office, or even on the road.



01



Using a smartphone/tablet



At times such as when you want to quickly print out a proposal you completed on a tablet while travelling to a business destination, or scan materials handed out at a meeting using a smartphone, Canon Mobile Application comes in handy. Even in environments without a wireless LAN router, you can connect to the machine with a mobile device wirelessly and directly.

PCless, quick, and easy! An even broader range of possibilities for work/play with functionality made for this age of speed.



For more information, see [▶ Can Be Used Conveniently with a Mobile Device.](#)

02



Easy Printing with Google Cloud Print



Hook up to Google Cloud Print with your laptop or cell phone, send your data, and out come your printed documents. With this machine, Google Cloud Print, and your mobile device, print whenever you want from wherever you want.



For more information about this function, see [▶ Using Google Cloud Print.](#)

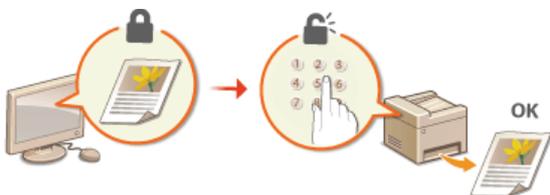
03



Keep Your Printouts Private (MF729Cx / MF728Cdw / MF724Cdw)



Normally, when you print something from your computer, it comes out of the printer right away. However, if you have sensitive documents, this may not be what you want. Just use secure printing and no one will be able to print your documents without entering your password on the machine's operation panel. Don't let your confidential documents lie exposed on the tray for everyone to see.



For more information about this function, see **Printing a Document Secured by a PIN (Secure Print) (MF729Cx / MF728Cdw / MF724Cdw)**.

04



Go Wireless (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)



No cables, easy installation, simple maintenance. If you've got a WPS wireless LAN router, bypass the settings process altogether and be ready to go before you know it. Enjoy the kind of clutter-free and easy to use document system that you can only get from wireless. Compatible with IEEE 802.11b/g/n for stress-free wireless, and also supports WEP and WPA/WPA2-PSK (TKIP/AES-CCMP) for tighter security.



For more information about this function, see **Connecting to a Wireless LAN (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**.

05



Get Faxes Wherever You Go (MF729Cx / MF728Cdw / MF628Cw)



Never worry about missing a fax when you're out of the office. Set a forwarding destination and any fax that comes in on the machine will go right to you. Better yet, make the forwarding destination the e-mail address for your tablet or mobile.



For more information about this function, see **Forwarding Received Faxes**.

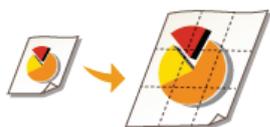
06



Make Posters



Blow up a regular one-sheet printout and make an exceptionally large poster. A large poster will be printed out on nine sheets. Put them together in a 3x3 grid, and voila!



For more information about this function, see **Printing Posters**.

07



Make Booklets (MF729Cx / MF728Cdw / MF724Cdw)



Sometimes your documents deserve better presentation than a staple in the upper-left corner. Making booklets is easy. The print driver will take care of the page positioning for you. All you have to do is fold the pages and staple them along the middle.



For more information about this function, see [Printing Booklet \(MF729Cx / MF728Cdw / MF724Cdw\)](#).

Specifications

The machine specifications are subject to change without prior notice due to improvements of the machine.

- ▶ **Machine Specifications**
- ▶ **Wireless LAN Specifications (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)**
- ▶ **Document Type**
- ▶ **Scan Area**
- ▶ **Paper**
- ▶ **Copy Specifications**
- ▶ **Fax Specifications (MF729Cx / MF728Cdw / MF628Cw)**
- ▶ **Scanner Specifications**
- ▶ **Printer Specifications**
- ▶ **Specifications for E-mail Sending**
- ▶ **Specifications for Scanning to Shared Folders**

Machine Specifications

MF729Cx / MF728Cdw / MF724Cdw

Type	Personal Desktop
Power Supply*1	220 to 240 V, 50/60 Hz (Power requirements differ depending on the country in which you purchased the product.)
Power Consumption	<p>Maximum 1,200 W or less</p> <p>Average consumption during standby mode Approx. 25 W</p> <p>Average consumption during sleep mode Approx. 1 W</p> <p>Average consumption during sleep mode (by Wireless Connections) Approx. 2 W</p> <p>When the power switch is turned OFF 0.5 W or less</p>
Warm-up Time*2 (From power ON until machine enters standby)	23 seconds or less
Weight*3	Approx. 31 kg
Dimensions (W x L x H)	<p>In the normal state 430 x 484 x 479 mm</p> <p>When the optional Cassette Feeding Module-V1 is installed 430 x 484 x 579 mm</p> <p>When the optional handset is installed 510 x 484 x 479 mm</p>
Environmental Conditions	Temperature: 10 to 30°C Humidity: 20% to 80% RH (no condensation)
Host Interface	100BASE-TX 10BASE-T Hi-Speed USB USB IEEE 802.11b/g/n (Infrastructure mode)
Noise (measured in accordance with ISO 7779, declared noise emission in accordance with ISO 9296)	<p>LwAd (Declared A-weighted sound power level (1 B = 10 dB)) During standby mode: 3.9 B or less During printing: 6.5 B or less</p> <p>LpAm (Declared A-weighted emission sound pressure level (Bystander position)) During standby mode: Approx. 25 dB During printing: Approx. 50 dB</p>
Color Compatibility	Full Color
Gradation	256 gradations
Acceptable Documents	 Supported Document Types
Acceptable Paper Stock	 Paper
Printable Range	 Printable Area
Scan Range	 Scan Area

*1 The current value displayed on the rating label indicates average current consumption.

*2 Warm-up time may vary depending on the use conditions and environment of the machine.

*3 The value indicates the mass of the main unit including toner cartridges.

Type	Personal Desktop
Power Supply*1	220 to 240 V, 50/60 Hz (Power requirements differ depending on the country in which you purchased the product.)
Power Consumption	<p>Maximum 900 W or less</p> <p>Average consumption during standby mode Approx. 20 W</p> <p>Average consumption during sleep mode Approx. 1 W</p> <p>Average consumption during sleep mode (by Wireless Connections) Approx. 2 W</p> <p>When the power switch is turned OFF 0.5 W or less</p>
Warm-up Time*2 <small>(From power ON until machine enters standby)</small>	23 seconds or less
Weight*3	Approx. 26 kg
Dimensions (W x L x H)	<p>In the normal state 430 x 484 x 429 mm</p> <p>When the optional handset is installed 510 x 484 x 429 mm</p>
Environmental Conditions	Temperature: 10 to 30°C Humidity: 20% to 80% RH (no condensation)
Host Interface	100BASE-TX 10BASE-T Hi-Speed USB USB IEEE 802.11b/g/n (Infrastructure mode)*4
Noise <small>(measured in accordance with ISO 7779, declared noise emission in accordance with ISO 9296)</small>	<p>LwAd (Declared A-weighted sound power level (1 B = 10 dB)) During standby mode: Inaudible*5 During printing: 6.2 B or less (Color) During printing: 6.3 B or less (B/W)</p> <p>LpAm (Declared A-weighted emission sound pressure level (Bystander position)) During standby mode: Inaudible*5 During printing: Approx. 48 dB</p>
Color Compatibility	Full Color
Gradation	256 gradations
Acceptable Documents	 Supported Document Types
Acceptable Paper Stock	 Paper
Printable Range	 Printable Area
Scan Range	 Scan Area

*1 The current value displayed on the rating label indicates average current consumption.

*2 Warm-up time may vary depending on the use conditions and environment of the machine.

*3 The value indicates the mass of the main unit including toner cartridges.

*4 For MF628Cw only.

*5 Indicates that the sound pressure level of each bystander position is below the ISO 7779 absolute criteria for the background noise level.

Wireless LAN Specifications MF729Cx / MF728Cdw / MF724Cdw / MF628Cw

Standard	IEEE 802.11g, IEEE 802.11b, IEEE 802.11n
Transmission Scheme	DS-SS System, OFDM System
Frequency Range	2,412 to 2,472 MHz
Maximum Radio-Frequency Power Transmitted	15.98 dBm
Communication Mode	Infrastructure Mode
Security	WEP, WPA-PSK (TKIP/AES-CCMP), WPA2-PSK (TKIP/AES-CCMP)
Connection Method	WPS (Wi-Fi Protected Setup), Manual setup

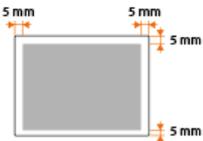
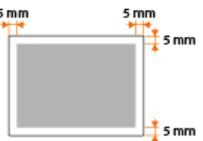
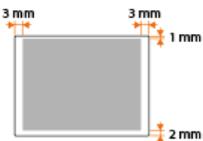
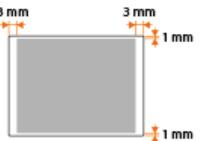
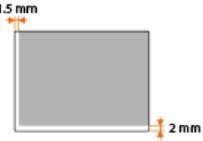
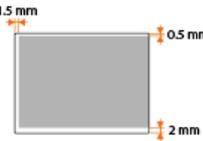
Document Type

■ Supported Document Types

	Platen Glass	Feeder
Type	Plain paper/Heavy paper/Photograph/Small documents (for example, index cards)/Special types of paper (for example, tracing paper, transparencies, etc.)/Booklet (Up to 20 mm thickness)	Plain paper (one-page document/Multi-page documents of the same size, thickness and weight)
Size (W x L)	Up to 215.9 x 297 mm	Maximum size: 215.9 x 355.6 mm Minimum size: 139.7 x 128 mm
Weight	Up to 2 kg	50 to 105 g/m ²
Paper Capacity	1 sheet	Up to 50 sheets (A4, 80 g/m ²)

Scan Area

The shaded areas in the table below indicate the scan area of the document. Make sure that text and images in your documents fit within the shaded area. The scan area varies depending on the function used and where documents are placed (in the feeder or on the platen glass).

	Platen Glass	Feeder
Copy	 <p>NOTE: The scan area for copying may differ from the printable area.  Printable Area</p>	 <p>NOTE: The scan area for copying may differ from the printable area.  Printable Area</p>
Fax (MF729Cx / MF728Cdw / MF628Cw)		
Scan	<p>Saving in a Computer</p> 	<p>Saving in a Computer</p>  <p>The whole document can be scanned.</p>
	<p>Saving in a USB Memory/Sending by E-mail/Sending by I-Fax/Sending to a File Server/Sending to a FTP Server</p> 	<p>Saving in a USB Memory/Sending by E-mail/Sending by I-Fax/Sending to a File Server/Sending to a FTP Server</p>  <p>The whole document can be scanned.</p>

Paper

■ Supported Paper Sizes

Paper sizes that can be loaded in the paper drawer, the manual feed slot, and optional paper drawers are listed below.

MF729Cx / MF728Cdw / MF724Cdw

A4 (210.0 x 297.0 mm)*1 *2
 B5 (182.0 x 257.0 mm)*1
 A5 (148.0 x 210.0 mm)
 Legal (215.9 x 355.6 mm)*1
 Letter (215.9 x 279.4 mm)*1 *2
 Statement (139.7 x 215.9 mm)
 Executive (184.1 x 266.7 mm)*1
 Officio (215.9 x 317.5 mm)*1
 B-officio (215.9 x 355 mm)*1
 M-officio (215.9 x 341 mm)*1
 Government - Letter (203.2 x 266.7 mm)*1
 Government - Legal (203.2 x 330.2 mm)*1
 Foolscap (215.9 x 330.2 mm)*1
 AFLS (206 x 337 mm)*1
 ind-LGL (215 x 345 mm)*1
 Envelope COM10 (104.7 x 241.3 mm)
 Envelope Monarch (98.4 x 190.5 mm)*3
 Envelope C5 (162 x 229 mm)
 Envelope DL (110 x 220 mm)
 Custom Paper Size*4

*1 Automatic 2-sided printing is available without replacing paper.

*2 The machine can print received fax documents.

*3 You can load Envelope Monarch only in the manual feed slot.

*4 Custom paper size of 100 to 215.9 mm in width and 148 to 355.6 mm in length can be loaded in the paper drawer. Custom paper size of 76.2 to 215.9 mm in width and 127 to 355.6 mm in length can be loaded in the manual feed slot.

MF628Cw / MF623Cn

A4 (210.0 x 297.0 mm)*1
 B5 (182.0 x 257.0 mm)
 A5 (148.0 x 210.0 mm)
 Legal (215.9 x 355.6 mm)
 Letter (215.9 x 279.4 mm)*1
 Statement (139.7 x 215.9 mm)
 Executive (184.1 x 266.7 mm)
 Officio (215.9 x 317.5 mm)
 B-officio (215.9 x 355 mm)
 M-officio (215.9 x 341 mm)
 Government - Letter (203.2 x 266.7 mm)
 Government - Legal (203.2 x 330.2 mm)

Foolscap (215.9 x 330.2 mm)

AFLS (206 x 337 mm)

ind-LGL (215 x 345 mm)

Envelope COM10 (104.7 x 241.3 mm)

Envelope Monarch (98.4 x 190.5 mm)

Envelope C5 (162 x 229 mm)

Envelope DL (110 x 220 mm)

Index Card (76.2 x 127 mm)*2

Custom Paper Size*3

*1 The machine can print received fax documents.

*2 You can load Index Card only in the manual feed slot.

*3 Custom paper size of 83 to 215.9 mm in width and 127 to 355.6 mm in length can be loaded in the paper drawer or the manual feed slot.

NOTE

- The default paper size of the machine is set to A4. Change the paper size setting when using a different size of paper.
▶ **Specifying Paper Size and Type in the Paper Drawer**

■ Paper Type and Paper Source Capacity

Chlorine-free paper can be used with this machine.

MF729Cx / MF728Cdw / MF724Cdw

Paper Type		Paper Capacity for Paper Drawer	Paper Capacity for Manual Feed Slot
Plain paper*1	60 to 90 g/m ²	250 sheets	50 sheets
Heavy paper*1	86 to 119 g/m ²	200 sheets	30 sheets
	120 to 163 g/m ²	150 sheets	20 sheets
Recycled paper*1	60 to 74 g/m ²	250 sheets	50 sheets
Color paper*1	60 to 74 g/m ²	250 sheets	50 sheets
Coated paper	100 to 110 g/m ² *2	50 sheets	20 sheets
	120 to 130 g/m ² *2		
	155 to 165 g/m ² *2		
	210 to 220 g/m ²	—	
Transparency*3		—	20 sheets
Label		50 sheets	20 sheets
Envelope		10 sheets	5 sheets

*1 Automatic 2-sided printing is available without replacing paper.

*2 Auto 2-sided printing is available on A4 or Letter size paper.

*3 Use laser printer transparencies.

MF628Cw / MF623Cn

Paper Type	Paper Capacity for Paper Drawer	Paper Capacity for Manual Feed Slot
------------	---------------------------------	-------------------------------------

Plain paper	60 to 90 g/m ²	150 sheets	1 sheet
Heavy paper	85 to 120 g/m ²	120 sheets	1 sheet
	121 to 163 g/m ²	100 sheets	1 sheet
Recycled paper	60 to 74 g/m ²	150 sheets	1 sheet
Color paper	60 to 74 g/m ²	150 sheets	1 sheet
Coated paper	100 to 110 g/m ²	100 sheets	1 sheet
	111 to 130 g/m ²		
	131 to 160 g/m ²		
	161 to 220 g/m ²	-	
Thin Paper	60 g/m ²	150 sheets	1 sheet
Transparency* ¹		50 sheets	1 sheet
Label		50 sheets	1 sheet
Index Card		15 sheets	1 sheet
Envelope		10 sheets	1 sheet

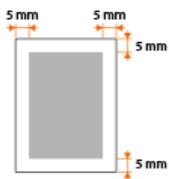
*1 Use laser printer transparencies.

■ Paper Type and Setting for the Machine

▶ Loading Paper

■ Printable Area

The shaded areas in the image below indicate the printable area of the document.



Copy Specifications

Scan Resolution	<p>Text/Photo/Map (Speed) (Color) 300 x 300 dpi</p> <p>Text/Photo/Map, Text/Photo/Map (Speed) (B/W) 300 x 600 dpi</p> <p>Text/Photo/Map (Quality), Printed Image, Text 600 x 600 dpi</p>
Output Resolution	600 x 600 dpi
Copy Ratio	100% 1:1, 400% Max, 200%, 141% A5->A4, 70% A4->A5, 50%, 25% Min
Copy Speed*1 (A4 Plain Direct)	<p>MF729Cx / MF728Cdw / MF724Cdw Color: 20 cpm B/W: 20 cpm</p> <p>MF628Cw / MF623Cn Color: 14 cpm B/W: 14 cpm</p>
Continuous Copying Capacity	Maximum 999 copies
First Copy Time (A4)	<p>MF729Cx / MF728Cdw / MF724Cdw Platen glass (Color): 16.2 seconds or less Platen glass (B/W): 15.5 seconds or less Feeder (Color): 16.7 seconds or less Feeder (B/W): 16.4 seconds or less</p> <p>MF628Cw / MF623Cn Platen glass (Color): 19 seconds or less Platen glass (B/W): 19 seconds or less Feeder (Color): 19 seconds or less Feeder (B/W): 19 seconds or less</p>

*1 The copy speed on A4 size plain paper on one-side printing is measured during continuous copying. However, this varies depending on the use conditions and environment of the machine.

Fax Specifications **MF729Cx / MF728Cdw / MF628Cw**

Line Used	Public Switched Telephone Network (PSTN)*1
Communication Mode	Super G3, G3
Compression Method	MH, MR, MMR, JBIG
Modem Speed	Super G3: 33.6 Kbps, G3: 14.4 Kbps Automatic Fallback
Transmission Speed	Approx. 3 seconds per page*2 (ECM-JBIG, transmitting from the memory at 33.6 Kbps)
Sending from Memory/Receiving in Memory	Maximum approx. 512 pages*2 (Total pages of transmission/reception) (Maximum number of fax jobs that can be sent from the memory: 30 jobs/Maximum number of fax jobs that can be received into the memory: 90 jobs)
Fax Resolution	Normal: 200 x 100 dpi Fine: 200 x 200 dpi Photo: 200 x 200 dpi Superfine: 200 x 400 dpi Ultrafine: 400 x 400 dpi
Dialing	Favorites (19 destinations) Coded dialing (281 destinations) Group dialing (299 destinations) Address Book dialing Regular dialing (with numeric keys) Automatic redialing Manual redialing Sequential broadcast (310 destinations)
Receiving	Automatic reception Manual reception Remote reception by telephone (Default ID: 25)
Reports	TX Result Report Communication Management Report (By default, auto output every 40 destinations) RX Result Report
Telephone Type	Handset (optional)/External telephone/External telephone with the built-in answer function/Data modem

*1 Depending on your locale or your telephone connection, you may be unable to perform data communication. In this case, contact your local authorized Canon dealer or the Canon help line.

*2 Based on ITU-T (ITU Telecommunication Standardization Sector) Standard Chart No. 1, JBIG standard mode.

Scanner Specifications

Type	Color scanner
Maximum Scan Size	Platen glass: up to 216 x 297 mm Feeder: up to 216 x 356 mm
Scan Resolution	Optical resolution Platen glass: up to 600 x 600 dpi Feeder: up to 300 x 300 dpi Software interpolation resolution 9,600 x 9,600 dpi
Scan Speed*1 (A4, 300 x 600 dpi)	Color: 10 sheets/minute Black and White: 20 sheets/minute
Driver	TWAIN WIA 2.0 (Windows Vista/7/8) ICA (Mac OS X 10.6.x or later)

*1 The communication time is not included.

Printer Specifications

Printing Method	Indirect electrostatic system (On-demand fixing)
Paper Capacity	<p>MF729Cx / MF728Cdw / MF724Cdw Manual feed slot: Approx. 50 sheets (60 to 90 g/m²) Paper drawer: Approx. 250 sheets (60 to 90 g/m²) Cassette Feeding Module-V1 (optional): Approx. 250 sheets (60 to 90 g/m²)</p> <p>MF628Cw / MF623Cn Manual feed slot: 1 sheet Paper drawer: Approx 150 sheets (60 to 90 g/m²)</p>
Output Tray Capacity*1 (a fresh stack of A4 size paper)	Approx. 125 sheets (60 to 90 g/m ²)
Print Speed*2 (A4 Plain Direct)	<p>MF729Cx / MF728Cdw / MF724Cdw (1-sided printing) Color: 20 ppm B/W: 20 ppm</p> <p>MF729Cx / MF728Cdw / MF724Cdw (2-sided printing) Color: up to 10 ppm (pages per minute), 5 spm (sheets per minute) B/W: up to 10 ppm (pages per minute), 5 spm (sheets per minute)</p> <p>MF628Cw / MF623Cn Color: 14 ppm B/W: 14 ppm</p>
First Print Time*3 (A4)	<p>MF729Cx / MF728Cdw / MF724Cdw Color: 14.5 seconds or less B/W: 14.5 seconds or less</p> <p>MF628Cw / MF623Cn Color: 18 seconds or less B/W: 18 seconds or less</p>
Output Resolution	600 x 600 dpi
Gradation	256 gradations
Toner Cartridges	 Consumables

*1 May varies depending on the installation environment and paper type used.

*2 The print speed on A4 size plain paper is measured during continuous printing. However, this varies depending on the use conditions and environment of the machine.

*3 May vary depending on the output environment.

Specifications for E-mail Sending

Communication Protocol*1	SMTP
Data Format	PDF, PDF (Compact), PDF (Compact/OCR), PDF (OCR), JPEG, TIFF
Resolution	<p>Black and White JPEG: 300 dpi TIFF: 300 dpi (MMR Compression) PDF/PDF (OCR): 300 dpi (MMR Compression) PDF (Compact)/PDF (Compact/OCR): Text 300 dpi, Background 150 dpi</p> <p>Color JPEG: 300 dpi TIFF: 300 dpi (JPEG Compression) PDF/PDF (OCR): 200 dpi (JPEG Compression) PDF (Compact)/PDF (Compact/OCR): Text 300 dpi, Background 150 dpi</p>
System Environment	Windows Vista/7/8/Server 2003/Server 2008/Server 2012 Solaris Version 2.6 or later (with Samba 2.2 or later) Mac OS X Red Hat Linux 7.2 or later (with Samba 2.2 or later)
Interface	100BASE-TX, 10BASE-T
Color Mode	Color, Black/White
Inputted Image	Text, Text/Photo, Photo
Paper Size	A4, A5

*1 POP3 is available to use only when authenticating before sending.

Specifications for Scanning to Shared Folders

Communication Protocol	SMB (TCP/IP)
Data Format	PDF, PDF (Compact), PDF (Compact/OCR), PDF (OCR), JPEG, TIFF
Resolution	<p>Black and White JPEG: 300 dpi TIFF: 300 dpi (MMR Compression) PDF/PDF (OCR): 300 dpi (MMR Compression) PDF (Compact)/PDF (Compact/OCR): Text 300 dpi, Background 150 dpi</p> <p>Color JPEG: 300 dpi TIFF: 300 dpi (JPEG Compression) PDF/PDF (OCR): 200 dpi (JPEG Compression) PDF (Compact)/PDF (Compact/OCR): Text 300 dpi, Background 150 dpi</p>
System Environment	Windows Vista/7/8/Server 2003/Server 2008/Server 2012 Solaris Version 2.6 or later (with Samba 2.2 or later) Mac OS X Red Hat Linux 7.2 or later (with Samba 2.2 or later)
Interface	100BASE-TX, 10BASE-T
Color Mode	Color, Black/White
Inputted Image	Text, Text/Photo, Photo
Paper Size	A4, A5

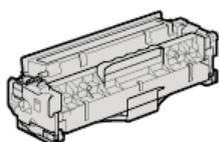
Consumables

The following is a guide to the estimated replacement time for the consumables used in this machine. Purchase consumables at your local authorized Canon dealer. Observe safety and health precautions when storing and handling consumables (🔧 **Consumables**).

NOTE

- Depending on the installation environment, printing paper size, or document type, you may need to replace consumables before the end of the estimated lifetime.
- Replacement toner cartridges are different from the supplied toner cartridges, so the yield may also differ.
- Specifying an auto shutdown time shorter than the default setting (4 hours) may shorten the life of the toner cartridges.

■ Toner Cartridges



Supplied Toner Cartridges

The average yields* of the toner cartridges that come with the machine are shown in the table below.

* The average yield is based on "ISO/IEC 19798" (the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that contain printer components" issued by ISO [International Organization for Standardization]) when printing A4 size paper with the default print density setting.

■ MF729Cx / MF728Cdw / MF724Cdw

- Black: 1,200 sheets
- Composite Y (Yellow), M (Magenta), and C (Cyan): 1,400 sheets

■ MF628Cw / MF623Cn

- Black: 800 sheets
- Composite Y (Yellow), M (Magenta), and C (Cyan): 800 sheets

Replacement Toner Cartridges

For optimum print quality, using Canon genuine toner cartridges is recommended.

■ MF729Cx / MF728Cdw / MF724Cdw

Canon Genuine Toner Cartridge	Average yield of toner cartridge*
Canon Cartridge 718 Black	3,400 sheets
Canon Cartridge 718 Yellow Canon Cartridge 718 Magenta Canon Cartridge 718 Cyan	Composite Y (Yellow), M (Magenta), and C (Cyan): 2,900 sheets

■ MF628Cw / MF623Cn

Canon Genuine Toner Cartridge	Average yield of toner cartridge*
Canon Cartridge 731 Black Canon Cartridge 731 H Black	1,400 sheets 2,400 sheets
Canon Cartridge 731 Yellow Canon Cartridge 731 Magenta Canon Cartridge 731 Cyan	Composite Y (Yellow), M (Magenta), and C (Cyan): 1,500 sheets

NOTE

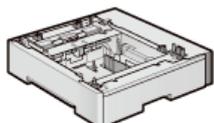
- When replacing toner cartridges, see [How to Replace Toner Cartridges](#).

Optional Items

The functionality of the machine can be fully utilized by using the optional items described below. Optional items can be purchased from the retail outlet where you purchased the machine or from your local Canon dealer.

- ▶ **Cassette Feeding Module-V1 (MF729Cx / MF728Cdw / MF724Cdw)**
- ▶ **Copy Card Reader-F1 (MF729Cx)**
- ▶ **System Options (MF729Cx)**
- ▶ **License Registration (MF729Cx)**

Cassette Feeding Module-V1 (MF729Cx / MF728Cdw / MF724Cdw)

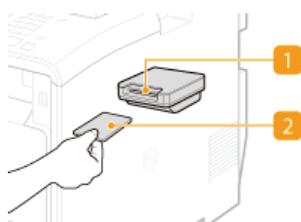


In addition to the provided standard paper drawer and manual feed slot, you can install the optional paper drawer to the machine. Adding the drawer enables you to load different sizes of paper in each drawer and enables the machine to hold up to 550 sheets (with the original drawer, manual feed slot, and optional paper drawer).

Paper Capacity	250 sheets (60 to 90 g/m ²)
Available Paper	▶ Paper
Power Supply	From main unit
Dimensions (W x L x H)	430 x 454 x 102 mm
Weight	Approx. 4 kg

Copy Card Reader-F1 (MF729Cx)

The card control system simplifies the logon process of Department ID Management by using the control card instead of entering the department ID. You can log on to the machine by inserting a control card and log off by removing it.



1 Card slot

Insert the control card into the card slot when the logon screen is displayed. Remove the control card from the card slot after using the machine. The main screen appears on the display after you log on, and the logon screen appears on the display after you log off.

2 Control card

You can use the control card shown below. Make sure that the card is facing in the correct direction when you insert it into the card slot.



Available Cards	Magnetic
------------------------	----------

Card Readout Method	Magnetic readout
Magnetic Card Reading Direction	Face up
Store/Replay	Replay
Dimensions (H x W x D)	40 mm x 88 mm x 96 mm (excluding the attachment kit and cable)
Weight	Approximately 200 g (including the attachment kit and cable)

System Options (MF729Cx)

This section describes the system related optional items and their functions.

■ Barcode Printing Kit

This option enables you to generate bar codes in various formats. Note that if you want to print bar codes, PCL must be enabled. For information on using the Barcode Printing Kit, see the Barcode Printing Guide (PDF manual). Click the icon below to select a language to view the guide in.



■ Send PDF Security Feature Set

You can enhance the security of PDF files with the Send PDF Security Feature Set. This option enables you to add a digital signature to PDF files or to create encrypted PDF files when scanning documents.

License Registration (MF729Cx)

To activate certain system options, you need to obtain a license key and register the key to the machine.

■ Obtaining a License Key

You can obtain a license key by using a web browser. Access the License Management System (<http://www.canon.com/lms/license>) and follow the procedure. As a part of the procedure, you are required to enter the following numbers.

License Access Number

Check the license access number provided on the License Access Number Certificate that is included in the package of the option.

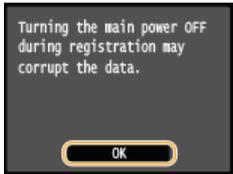
Serial Number of the Machine

Check the serial number of the machine by pressing (123) ► <Check Device Configuration>.

■ Registering a License Key

- 1 Tap <Menu> in the <Home> Screen..
- 2 Tap <System Management Settings>.
 - If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press . ► **Logging on to the Machine**
- 3 Tap <Register License>.

4 Confirm the message on the screen, and tap <OK>.



5 Enter the license key using the numeric keys, and tap <Register>.

- Registration starts. Wait until the <Installation complete. Effective after the main power is turned OFF and ON.> message is displayed.

NOTE:

- If the <Registering... Do not turn the main power OFF.> message is displayed, enable the functions that are required to activate the option and register the license key again.

6 Tap <Close>.

Manuals Included with the Machine

The manuals listed below are included with the machine. Refer to them as necessary.

Getting Started		Read this manual first. It describes basic setup procedures, from removing the packing materials to setting up the machine.
Wireless LAN Setting Guide (MF729Cx / MF728Cdw / MF724Cdw / MF628Cw)		This manual describes the procedure for connecting the machine to a wireless LAN router, it also contains information for troubleshooting when configuring the settings. Read this manual with Getting Started.
e-Manual (This Manual)		This manual describes all the functions of the machine in a manual that is viewed using a Web browser. You can browse information by category or enter a keyword to search for pages on a specific topic.  Using e-Manual
MF Driver Installation Guide		This manual describes how to install the MF drivers, MF Scan Utility, and the supplied software on the provided DVD-ROM.
Send Setting Guide		This manual describes how to configure settings and prepare for sending scanned images by e-mail and saving scanned images to shared folders.

Using e-Manual

The e-Manual is a manual that can be viewed on your computer that describes all of the functions of the machine. You can search from your intended use or enter a keyword to quickly find the page you are looking for. You can use the e-Manual by installing it on your computer, or start the e-Manual directly from the provided DVD-ROM.  **Installing e-Manual**

How to Find the Topic You Are Looking for

You can find the page you are looking for using the following 3 methods.

Search the contents

You can find the page you are looking for by selecting the topic from the [Contents] tab on the left side of the screen, and selecting the [Chapter icon] next to the topic.

Top Page

Topic Page

Search by keyword

Perform a search by entering a keyword, such as "fax" or "wireless LAN", and the pages containing the keyword are displayed. You can find the page you are looking for from those results. You can also enter phrases such as "connecting to a network." The keyword search also supports the AND Boolean to search for multiple keywords.

Search Tab

Search the site map

Click [Site Map] on the top part of the screen, and a list of all the e-Manual topics is displayed. From there you can find the topic you are looking for.

Site Map

NOTE

System Requirements

- To use the e-Manual, the following Web browsers are required. The content of the e-Manual may not display correctly if a browser not listed below is used.

Windows:

Internet Explorer 8.0/9.0/10.0/11.0

Firefox 24.x ESR/26.x/29.x/30.x/31.x/31.x ESR/32.x/33.x/34.x/35.x/36.x/37.x/
38.x/39.x

Mac OS:

Safari 7.x/8.x

Firefox 24.x ESR/26.x/29.x/30.x/31.x/31.x ESR/32.x/33.x/34.x/35.x/36.x/37.x/
38.x/39.x

- The CD-ROM/DVD-ROM provided for this product may include manuals in PDF format. If you do not have access to Adobe Reader to view the manuals in PDF format, try other programs such as PDF Preview developed by Vivid Document Imaging Technologies.

About the latest e-Manual

- For the latest e-Manual, see the Canon Web site.

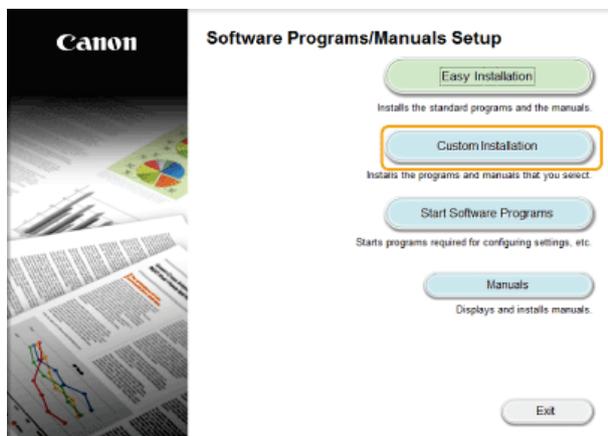
Installing e-Manual

Install the e-Manual on your computer by using the provided DVD-ROM that comes with the machine.

1 Insert the provided DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.

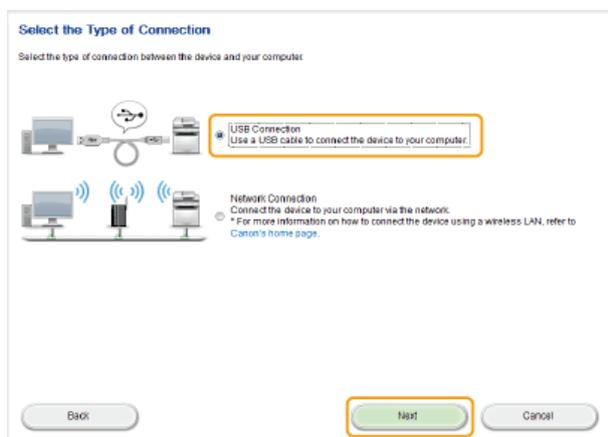
2 Click [Custom Installation].



NOTE:

- If the above screen is not displayed, see [▶ Displaying the \[Software Programs/Manuals Setup\] Screen.](#)
- If [AutoPlay] is displayed, click [Run MInst.exe].

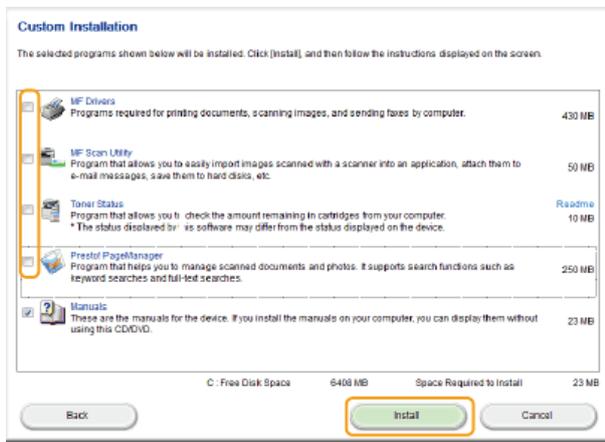
3 Select [USB Connection], and click [Next].



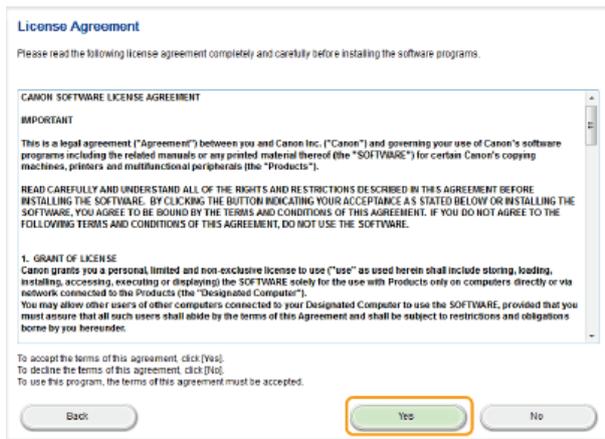
NOTE:

- Select [USB Connection], even if connected using a network.

4 Clear all the check boxes except for [Manuals], and click [Install].

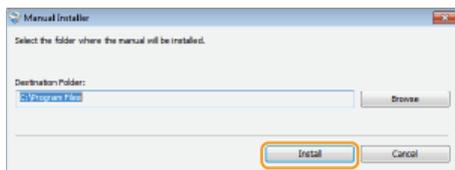


5 Read the License Agreement and click [Yes] to agree.

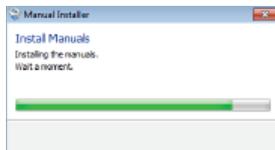


6 Select a language and click [NEXT].

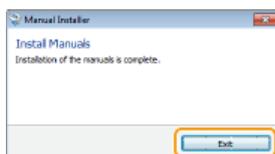
7 Select the folder to install to, and click [Install].



- The installation begins.
- Wait a moment. This process may take some time.



8 Click [Exit].



9 Click [Next] ► [Exit].



Viewing the e-Manual

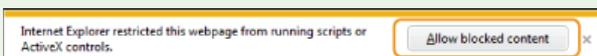
Double-click the shortcut icon of the e-Manual on the desktop.



NOTE

If a security warning message appears

- Click [Allow blocked content].



TIPS for Viewing the e-Manual Directly from the provided DVD-ROM

- 1 Insert the provided DVD-ROM into the drive on the computer.**
 - Select a language and click [OK] if you are prompted to do so.
 - If the [Software Programs/Manuals Setup] screen does not appear, remove the provided DVD-ROM from the drive and then insert it again, or see **Displaying the [Software Programs/Manuals Setup] Screen.**
- 2 Click [Manuals].**
- 3 Click [e-Manual].**

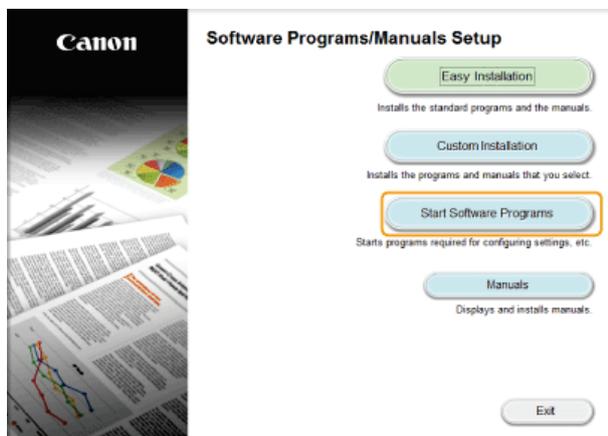
Uninstalling e-Manual

You can remove the e-Manual from the computer to restore the computer to the same state it was in before the e-Manual was installed.

1 Insert the provided DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.

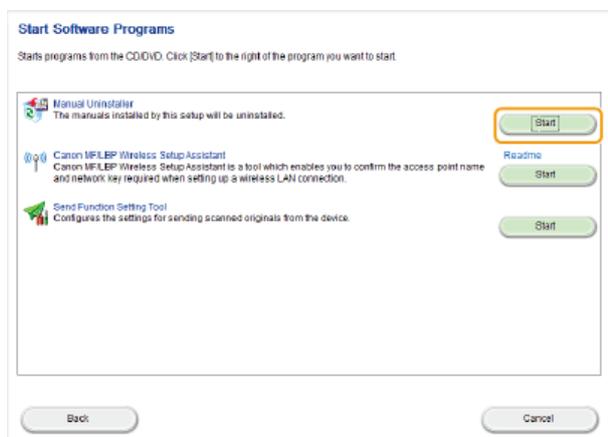
2 Click [Start Software Programs].



NOTE:

- If the above screen is not displayed, see [▶ Displaying the \[Software Programs/Manuals Setup\] Screen.](#)
- If [AutoPlay] is displayed, click [Run MInst.exe].

3 Click [Start] for [Manual Uninstaller].

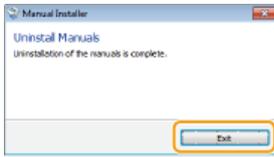


4 Click [Next].

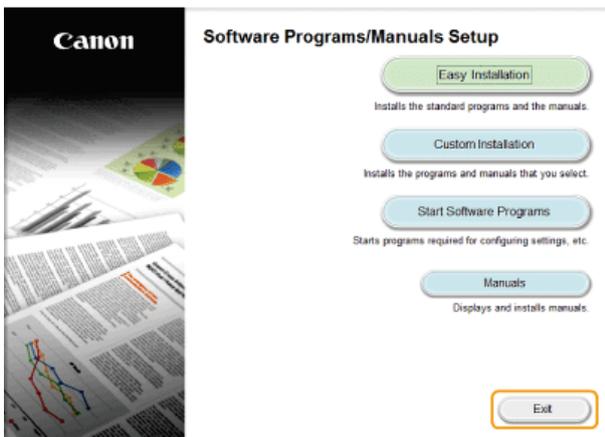
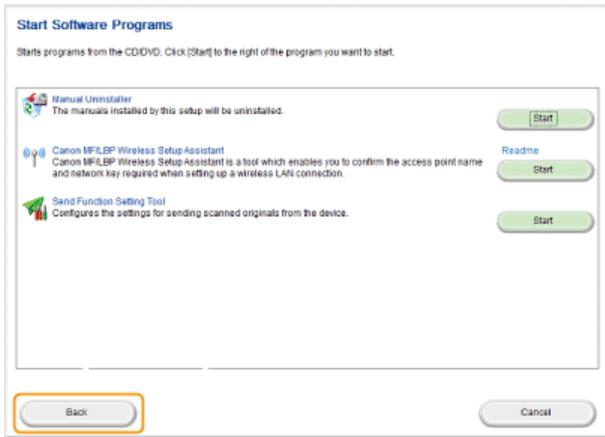


- Uninstall begins.
- Wait a moment. This process may take some time.

5 Click [Exit].



6 Click [Back] ► [Exit].



Screen Layout of e-Manual

The e-Manual is divided into different screens, and the content of each screen varies.

Top Page

Appears when e-Manual is started.



a Canon

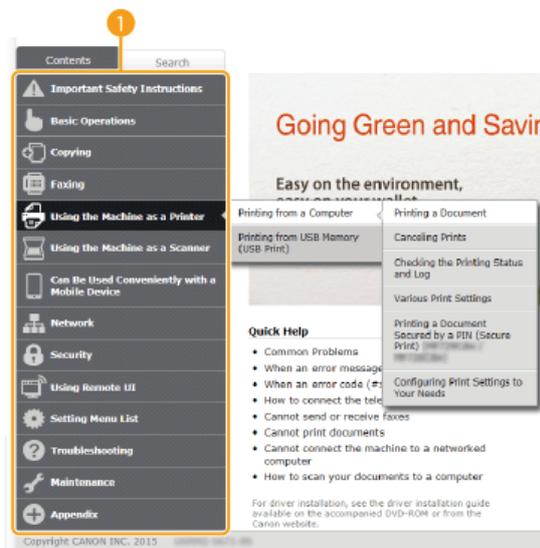
Click to return to the top page.

b [Contents] tab/[Search] tab

Click to toggle the display between the table of contents and search.

c Contents

The titles of chapters are displayed (1). Place the mouse pointer over one of the titles, and topics of the chapter are displayed on the right. Click a topic and its page is displayed.



d [Top]

Click to return to the top page.

e [Site map]

Click to display all the e-Manual topics.

f [Help]

Click to display information on how to view the e-Manual, how to perform a search, and other information.

g [Print]

Click to print the displayed content.

h Feature Highlights

Provides a variety of practical examples of ways to use the machine. Click **1**/**2**/**3**/**4** to toggle the display of practical examples by category, or click the sliding display for more information about each category. The sliding display can be stopped by moving the pointer onto it. **Feature Highlights**

i [Quick Help] / [Troubleshooting] / [Maintenance]

Click to view how to solve problems or maintain the machine.

j [For Mac OS Users]

Click to view precautions when using Mac OS.

k [Notice]

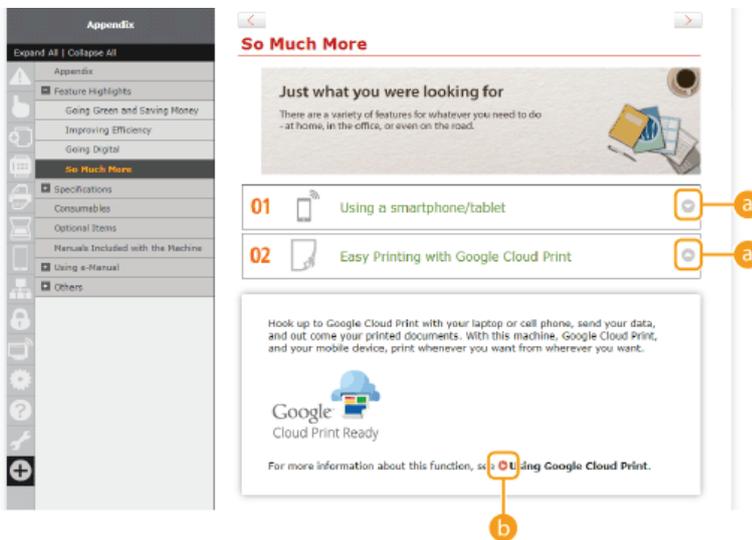
Click to view important information you should know when using the machine.

l [Office Locations]

Click to display contact information for any inquiries about the machine.

Feature Highlights

Provides a variety of practical examples of ways to use the machine.



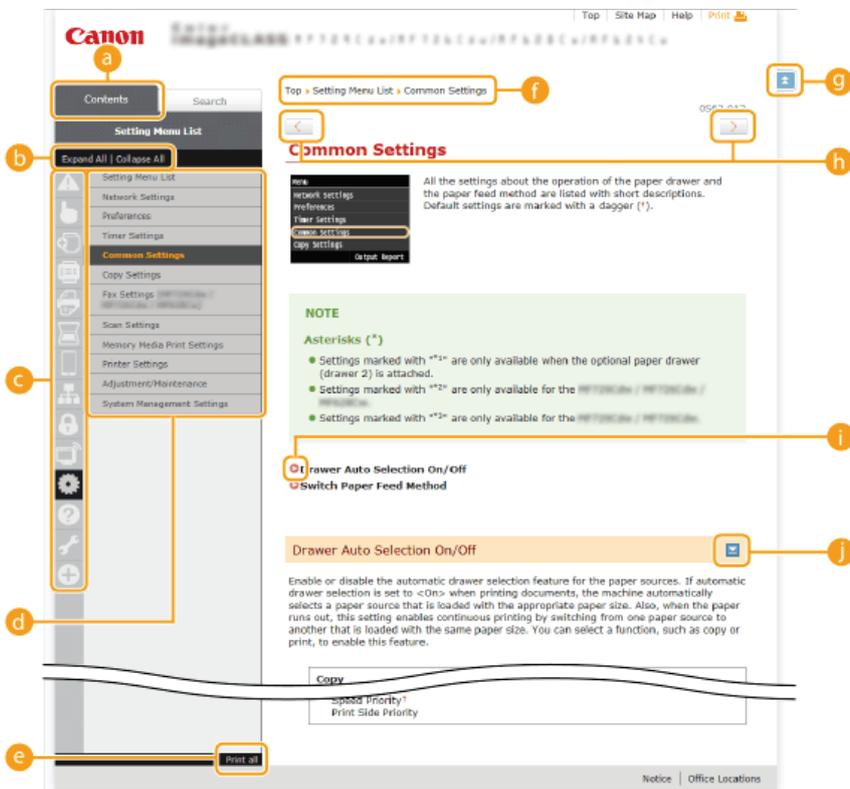
Click to display the detailed information. Click again to close the window.



Click to display the corresponding topic page.

Topic Page

Contains information about how to configure and use the machine.



a [Contents]

The chapter icons and titles are displayed.

b [Expand all]/[Collapse all]

Click [Expand all] to display all of the subsections of all topics. Click [Collapse all] to close all of the subsections of all the topics.

c Chapter icons

Click a chapter icon to navigate to the top of the corresponding chapter.

d Topic page

Displays the topics of the selected chapter. If "+" is displayed on the topic, clicking it displays the subsections of that topic. Click "-" to close the expanded topic.

e [Print all]

All pages of the selected chapter are opened in a separate window. The chapter can be printed if necessary.

f Navigation

See what chapter topic you are currently viewing.

g

Click to return to the page top.

h

Click to display the previous or following topic.

i

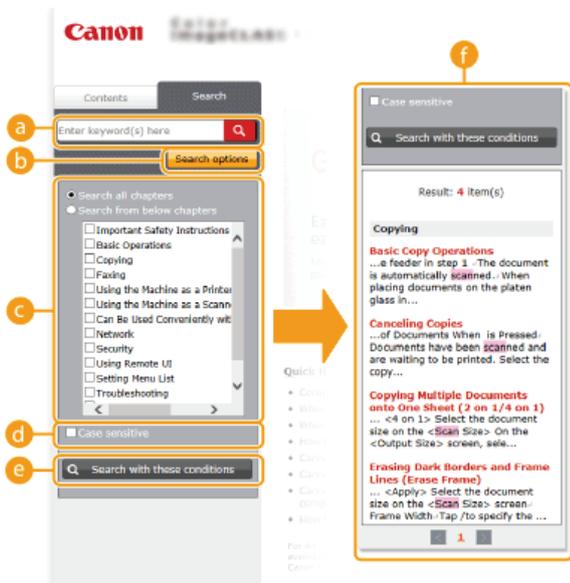
Click to jump to the corresponding page. To return to the previous page, click "Back" on your Web browser.

j

Click to display the hidden detailed descriptions. Click again to close the detailed descriptions.

Search Tab

Contains a text box to perform a search and find the page you are looking for.



a [Enter keyword(s) here]

Enter a keyword or keywords and click to display the search results in the search result list (f). Separate keywords with a space and search for pages containing all keywords. Enclose (a) keyword(s) in quotation marks to search only for pages with exact matches.

b [Search options]

Click to specify search conditions such as scope of search and fuzzy match conditions. To display the conditions, click this button when it is gray. To close the display, click the button when it is orange.

c Search scope selector

Specifies the search scope. You can efficiently search for topics by narrowing the search scope. The search scope selector is especially useful when you can predict the general location of the topic that you are looking for.

d Search options selector

Select the check box to make your search case-sensitive.

e [Search with these conditions]

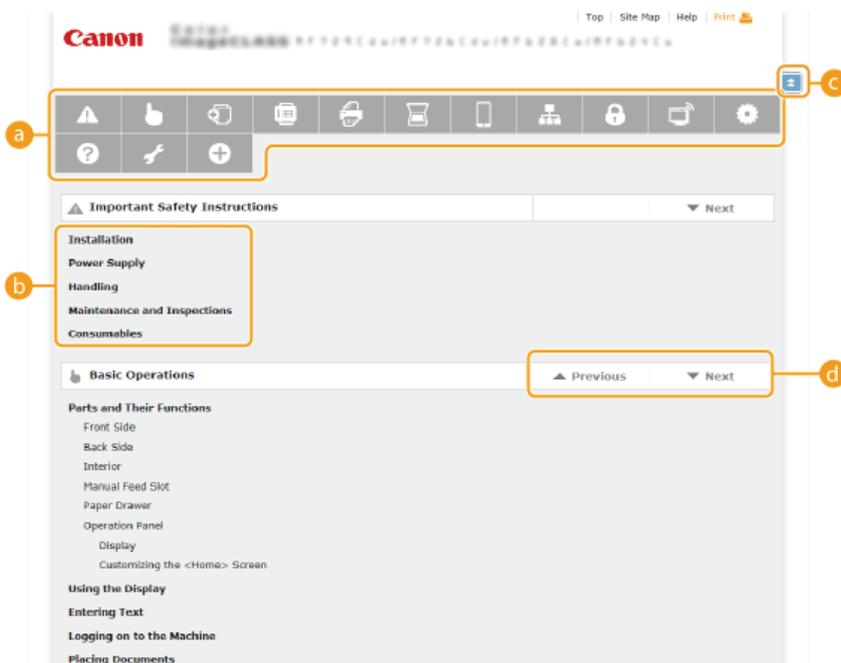
Click to display the search results with the conditions specified with (c) and (d).

f Search result list

Displays the search results of the pages that contain the specified keywords. From the results, locate the page you are looking for and click the topic title of the page. If the results cannot be displayed on one page, click or a page number to display the results on the corresponding page.

Site Map

Displays the table of contents for the e-Manual.



a Chapter icons

Click to jump to the topic of the selected chapter.

b Title (Topic)

Displays titles and topics. Click a title or topic to jump to the page.

c 

Click to return to the page top.

d 

Click to go to the previous or next chapter.

Viewing e-Manual

Marks

Cautions regarding safety, restrictions and cautions regarding the handling of the machine, useful tips, and other information are indicated using the marks below.



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



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



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

IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

NOTE

Indicates a clarification of an operation, or contains additional explanations for a procedure.

TIPS

Indicates useful functions or tips for using the machine.

Keys and Buttons Used in this Manual

Keys on the operation panel and buttons on the computer display appear in the following notation:

Type	Example
Keys on the operation panel	 (B&W) 
Settings displayed on the operation panel	<Timer Settings> <Specify the destination.>
Buttons and other text interfaces displayed on the computer display	[Preferences]

Computer Screens Used in This Manual

Unless otherwise noted, displays used in the e-Manual are those for the MF729Cx. Depending on the operating system you are using, the appearance of the displays used in this manual may slightly differ from the actual displays. Also, the appearance of drivers and software may differ depending on their version.

Illustrations Used in This Manual

Unless otherwise noted, illustrations used in the e-Manual are those for the MF729Cx. When differences are significant, multiple illustrations are used with the model names, such as "MFXXXX / MFXXXX."

Others

This section describes basic Windows operations and includes disclaimers, copyright information, and other information.

Basic Windows Operations

- ▶ **Displaying [Computer] or [My Computer]**
- ▶ **Displaying the Printer Folder**
- ▶ **Displaying Shared Printers in the Print Server**
- ▶ **Displaying the [Software Programs/Manuals Setup] Screen**
- ▶ **Printing a Test Page in Windows**
- ▶ **Checking the Bit Architecture**
- ▶ **Viewing the Computer Name**
- ▶ **Checking the LPR/RAW Printer Port**

■ Displaying [Computer] or [My Computer]

Windows Vista/7/Server 2008

[Start] ▶ select [Computer].

Windows 8/Server 2012

Right-click the lower-left corner of the screen ▶ select [File Explorer] ▶ [Computer] or [This PC].

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ select [File Explorer] ▶ [Computer] or [This PC].

Windows Server 2003

[Start] ▶ select [My Computer].

■ Displaying the Printer Folder

Windows Vista

[Start] ▶ select [Control Panel] ▶ [Printer].

Windows 7/Server 2008 R2

[Start] ▶ select [Devices and Printers].

Windows 8/Server 2012

Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View devices and printers].

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ select [Control Panel] ▶ [View devices and printers].

Windows Server 2003

[Start] ▶ select [Printers and Faxes].

Windows Server 2008

[Start] ▶ select [Control Panel] ▶ double-click [Printers].

■ Displaying Shared Printers in the Print Server

1 Open Windows Explorer.

Windows Vista/7/Server 2003/Server 2008

[Start] ▶ select [All Programs] or [Programs] ▶ [Accessories] ▶ [Windows Explorer].

Windows 8/Server 2012

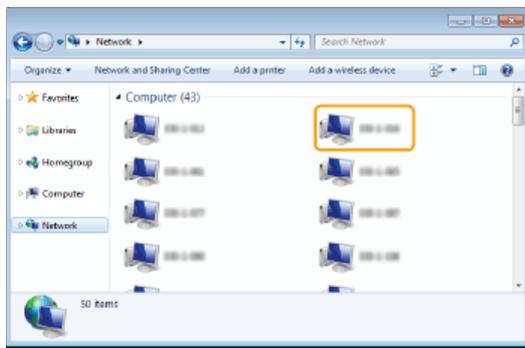
Right-click the lower-left corner of the screen ▶ select [File Explorer].

Windows 8.1/Server 2012 R2

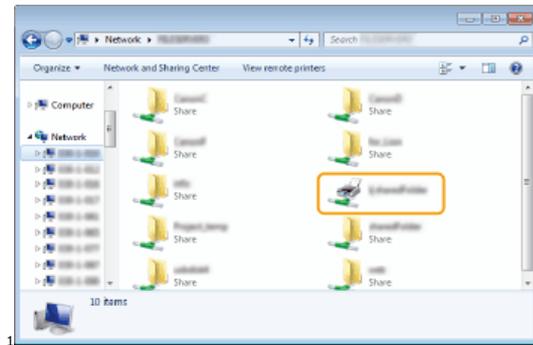
Right-click [Start] ▶ select [File Explorer].

2 Select [Network] or [My Network Places] in printer server.

- To view computers on the network, you may need to turn on network discovery or search the network for computers.



Shared printers are displayed.



■ Displaying the [Software Programs/Manuals Setup] Screen

If your computer does not display the [Software Programs/Manuals Setup] screen after inserting the provided DVD-ROM, follow the procedure below. The DVD-ROM drive name is indicated as "D:" in this manual. The DVD-ROM drive name may differ depending on the computer you are using.

Windows Vista/7/Server 2008

[Start] ▶ enter "D:\MInst.exe" in [Search programs and files] or [Start Search] ▶ press the [ENTER] key.

Windows 8/Server 2012

Right-click the lower-left corner of the screen ▶ [Run] ▶ Enter "D:\MInst.exe" ▶ click [OK]

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ [Run] ▶ Enter "D:\MInst.exe" ▶ click [OK]

Windows Server 2003

[Start] ▶ [Run] ▶ enter "D:\MInst.exe" ▶ click [OK]

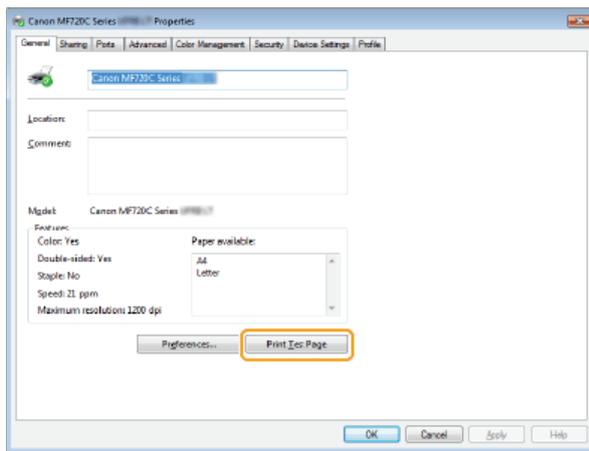
■ Printing a Test Page in Windows

You can check whether the printer driver is operational by printing a test page in Windows.

- 1 **Load A4 size paper in the manual feed slot.**  Loading Paper in the Manual Feed Slot
- 2 **Open the printer folder.**  Displaying the Printer Folder
- 3 **Right-click the icon for the machine's printer driver and then click [Printer properties] or [Properties].**



4 Click [Print Test Page] in [General] tab.



➡ The test page is printed.

■ Checking the Bit Architecture

If you are not sure whether your computer is running 32-bit or 64-bit Windows follow the procedure below.

1 Display [Control Panel].

Windows Vista/7/Server 2008

[Start] ► select [Control Panel].

Windows 8/Server 2012

Right-click the lower-left corner of the screen ► select [Control Panel].

Windows 8.1/Server 2012 R2

Right-click [Start] ► select [Control Panel].

2 Display [System].

Windows Vista/7/8/Server 2008 R2/Server 2012

Click [System and Maintenance] or [System and Security] ► [System].

Windows Server 2008

Double-click [System].

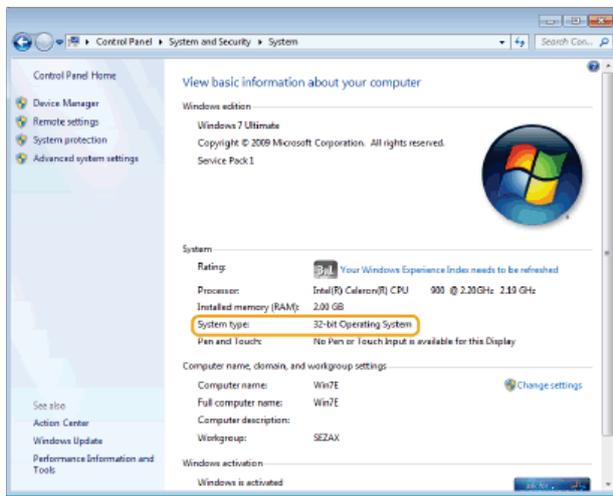
3 Check the bit architecture.

For 32-bit versions

[32-bit Operating System] is displayed.

For 64-bit versions

[64-bit Operating System] is displayed.



■ Viewing the Computer Name

Windows Vista/7/8/Server 2008/Server 2012

1 Display [Control Panel].

Windows Vista/7/Server 2008

[Start] ► select [Control Panel].

Windows 8/Server 2012

Right-click the lower-left corner of the screen ► select [Control Panel].

Windows 8.1/Server 2012 R2

Right-click [Start] ► select [Control Panel]

2 Display [System].

Windows Vista/7/8/Server 2008 R2/Server 2012

Click [System and Security] or [System and Maintenance] ► [System].

Windows Server 2008

Double-click [System].

Windows Server 2003

1 [Start] ► select [Control Panel].

2 Click the [System].

3 Click the [Computer Name] tab.

4 Click [Change].

■ Checking the LPR/RAW Printer Port

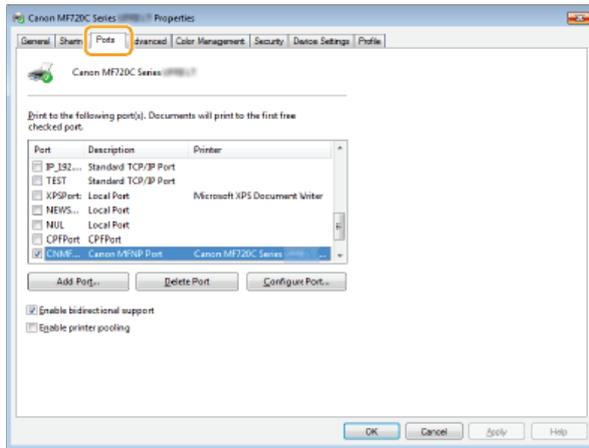
1 Open the printer folder. Displaying the Printer Folder

2 Right-click the machine's icon and then click [Printer properties] or [Properties].



3 Check the port settings.

- Click the [Ports] tab.
- Make sure that the correct port is selected for the printer.



For Mac OS Users

Your machine may have not come with a driver for Mac OS depending on when you purchased the machine. The drivers are uploaded to the Canon website when they become needed. Check the operating system of your computer and download the appropriate driver from the Canon website. For the driver installation procedure and how to operate the driver, see the MF Driver Installation Guide.

In the e-Manual and MF Driver Installation Guide, methods to operate in the Windows environment are explained as examples. To view how to use the driver and utility for Mac OS, see the following guide or help.

Function	Object	Reference
Print function	Installing the Driver	<ul style="list-style-type: none"> ● Getting Started ● MF Driver Installation Guide ● Canon MF Printer Driver Guide
	Using each feature	<ul style="list-style-type: none"> ● Driver's Help ● Canon MF Printer Driver Guide
Fax function	Installing the Driver	<ul style="list-style-type: none"> ● Getting Started ● MF Driver Installation Guide ● Canon Fax Driver Guide
	Using each feature	<ul style="list-style-type: none"> ● Driver's Help ● Canon Fax Driver Guide
Scan function	Installing the Driver	<ul style="list-style-type: none"> ● Getting Started ● MF Driver Installation Guide ● Canon Scanner Driver Guide
	Scanning (Setting the MF Scan Utility or ScanGear MF)	<ul style="list-style-type: none"> ● Canon Scanner Driver Guide

■ Displaying the Driver Guide

Double-click the following HTML file in the [Documents] folder on the provided DVD-ROM.

Canon MF Printer Driver Guide

[Documents]-[Print]-[XXXXXX]*-[Guide]-[index.html]

Canon Fax Driver Guide

[Documents]-[FAX]-[XXXXXX]*-[Guide]-[index.html]

Canon Scanner Driver Guide

[Documents]-[Scan]-[XXXXXX]*-[Guide]-[index.html]

* For [XXXXXX], select your desired language.

■ Displaying the Driver Help

Click [] on the driver.

Notice

■ Third Party Services and Software

Third Party Software

■ EMC requirements of EC Directive

This equipment conforms with the essential EMC requirements of EC Directive. We declare that this product conforms with the EMC requirements of EC Directive at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 to 240 V, 50/60 Hz. Use of shielded cable is necessary to comply with the technical EMC requirements of EC Directive.

■ Laser Safety Information

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this equipment is hermetically sealed within the protective housing and external cover. No radiation can leak from the machine in the normal operation of the product by the user.

This machine is classified as a Class 1 Laser Product under IEC60825-1: 2007, EN60825-1: 2007.

■ 220 to 240 V Model

The label shown below is attached to the laser scan unit on the machine.



This machine has been classified under IEC60825-1: 2007, EN60825-1: 2007 and conforms to the following classes:

CLASS 1 LASER PRODUCT

LASER KLASSE 1

APPAREIL À LASER DE CLASSE 1

APPARECCHIO LASER DI CLASSE 1

PRODUCTO LÁSER DE CLASE 1

APARELHO A LASER DE CLASSE 1

LUOKAN 1 LASER-TUOTE

LASERPRODUKT KLASSE 1

CAUTION

- Use of controls, adjustments, or performance of procedures other than those specified in the manuals for the machine may result in hazardous radiation exposure.

■ WEEE Directive



Only for European Union and EEA (Norway, Iceland and Liechtenstein)

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU), the Battery Directive (2006/66/EC) and/or national legislation implementing those Directives.

If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.

This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE) and batteries and accumulators. Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.

For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit www.canon-europe.com/weee, or www.canon-europe.com/battery.

■ International ENERGY STAR Program



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

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

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

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

■ IPv6 Ready Logo



The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-2 established by the IPv6 Forum.

■ Wireless LAN Regulatory Information **MF729Cx / MF728Cdw / MF724Cdw / MF628Cw**

Regulatory information for users in Jordan

MF729Cx/MF728Cdw/MF724Cdw/MF628Cw includes approved Wireless LAN Module (Model name: AW-NM383).

Contains Wireless LAN Module approved by TRC/SS/2014/38

Regulatory information for users in UAE

MF729Cx/MF728Cdw/MF724Cdw/MF628Cw includes approved Wireless LAN Module (Model name: AW-NM383).

TRA REGISTERED No: ER0126617/14 DEALER No: DA0060877/11

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*MF729Cx/MF728Cdw/MF724Cdw
MF628Cw/MF623Cn*

MF Driver Installation Guide

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Introduction

This Installation Guide mainly explains how to install and uninstall the MF Drivers and MF Scan Utility.

NOTE

- System requirements for installation of the MF Drivers or MF Scan Utility. **▶ Supported Operating Systems**

■ Installing

This section explains how to install the MF Drivers and MF Scan Utility so the machine is ready to print from a computer. **▶ Installing**



■ Uninstalling

This section explains how to uninstall the MF Drivers or MF Scan Utility. **▶ Uninstalling**



■ Troubleshooting

This section explains how to resolve problems that may occur during installation and uninstallation of the MF Drivers or MF Scan Utility.

▶ Troubleshooting



■ Appendix

This section explains how to use the Installation Guide and basic Windows operations. **▶ Appendix**

About the Drivers and Software

Be sure to read the following before installing the MF Drivers or other software. How to install differs with the connection method and environment.

MF Drivers	
Printer driver	You can print from an application to the machine once you have the printer driver installed on your computer.
Fax driver *1	If you install the fax driver on your computer, you can select "Print" from an application, select the Canon fax driver as a printer, and specify the output destination and options. The fax driver converts the data into an image that conforms to standard fax protocols so that the data can be printed or saved using the recipient's fax machine.
Scanner driver	You can use the machine as a scanner once you have the scanner driver installed on your computer.
Network Scanner Selector	You need this utility software to use the machine as a network scanner. It is automatically installed along with the scanner driver.
MF Scan Utility	The MF Scan Utility provides a group of commands for you to open a scanned image in an application, send it as an e-mail attachment file, store it on the hard disk, etc.
Toner Status	This application informs you with the amount of cartridge consumption on the computer it is installed on (pop-up display). You can also access a site for purchasing cartridges directly from the application.
Additional Software Programs	
Canon MF/LBP Wireless Setup Assistant *2	You can check the SSID, the network key, etc. when connecting to a wireless LAN using "Canon MF/LBP Wireless Setup Assistant".
Presto! PageManager	You can handle scanned images in many ways using this software.

*1 Fax driver may not be supplied depending on the model you are using.

*2 This software may not be supplied depending on your model or your country or region.

NOTE

- Depending on the operating system you are using, some functions of the driver software included in the DVD-ROM may not be usable. The newest software is posted on the Canon web site. Please verify the operating environment etc. and download the appropriate software if required.

Supported Operating Systems

Check the following for MF Driver and MF Scan Utility support for each OS.

○ :Supported
— :Not supported

	Windows Vista/7/8	Windows Server 2003/Server 2008	Windows Server 2008 R2/Server 2012
Printer driver (UFRII LT)	○	○ *1	○ *1
Printer driver (UFRII LT (V4))	○ *2	—	○ *3
Printer driver (PCL5) *5	○	○ *1	○ *1
Printer driver (PCL6) *5	○	○ *1	○ *1
Printer driver (PS) *5	○	○ *1	○ *1
Fax driver *5	○	○ *1	○ *1
Scanner driver	○	—	—
Network Scanner Selector	○ *1	—	—
MF Scan Utility	○	—	—
Toner Status	○	—	—
Canon MF/LBP Wireless Setup Assistant *5	○ *4	○ *4	○ *4
Presto! PageManager	○	—	—

*1 Supported only over network connection.

*2 Supported only with Windows 8.1.

*3 Supported only with Windows Server 2012 R2.

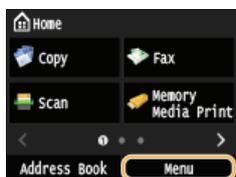
*4 Supported only over wireless LAN connection.

*5 These software may not be supplied depending on your model or your country or region.

Selecting the Driver to Be Installed

Before installing the MF Drivers, on the machine, specify the connection method with the computer and the types of drivers to use.

1 Press and tap <Menu>.



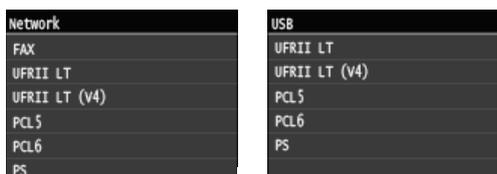
- If the logon screen appears, enter the correct ID and PIN using the numeric keys, and then press . (Logging on to the Machine: e-Manual)

2 Tap <System Management Settings>.

3 Tap <PDL Selection (Plug and Play)>.

4 Tap <Network> or <USB>.

5 Select the driver you are using.



Selectable page description language

Network	FAX UFR II LT UFR II LT (V4) PCL5 PCL6 PS
USB	UFR II LT UFR II LT (V4) PCL5 PCL6 PS

6 Restart the machine.

- If you selected <USB> in step 4, turn OFF the machine and wait for at least 10 seconds before turning it back ON.

Installing

This section explains how to install the MF Drivers and MF Scan Utility so the machine is ready to print from a computer.

■ Installing from the Supplied DVD-ROM

Install the MF Drivers and MF Scan Utility from the DVD-ROM that is supplied with the machine. Perform the setup procedure, from connecting the machine and your computer to installation of the drivers. ➤ **Installing from the Supplied DVD-ROM**



■ Installing after Downloading from the Canon Website

The latest MF Driver and MF Scan Utility versions are available for downloading from the Canon website. Download the MF Drivers or MF Scan Utility if, for example, the drivers on the DVD-ROM do not support the operating system of your computer. ➤ **Installing after Downloading from the Canon Website**



NOTE

Adding a WSD Network Printer

- If you are using Windows Vista/7/8/Server 2008/Server 2012, you can use WSD (Web Services on Devices) to add a network printer. ➤ **Installing to Use WSD**

Installing from the Supplied DVD-ROM

The order of operations in Easy Installation is "Install the drivers" ► "Install the software supplied with the DVD-ROM" ► "Install the e-Manual". For more information about how to connect the machine and a computer, see "Getting Started" before starting. You can choose to install standard software and the e-Manual with [Easy Installation], or specify the software and manuals to install with [Custom Installation].

- ▶ Installing with [Easy Installation]
- ▶ Installing with [Custom Installation]
- ▶ Checking the Results of the Installation

IMPORTANT

When connecting the machine to a computer via a USB cable

- Follow the on-screen instructions to connect a USB cable. If a USB cable is connected before the drivers are installed, remove the cable and re-install the drivers.
- A USB cable is not included with the machine. Prepare one separately.

NOTE

- The options to be displayed differ depending on your country or region.

Installing with [Easy Installation]

1 Prepare to Install.

USB Connection

Turn OFF the machine.

Wired/Wireless LAN Connection

Connect the machine to a computer via the network.

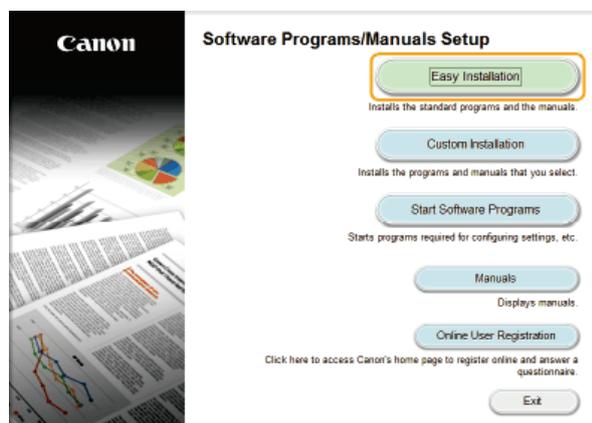
- Before starting installation of the drivers, configure network settings. For more information about how to configure network settings, see "Getting Started".

2 Log on to the computer with an administrator account.

3 Insert the supplied DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.

4 Click [Easy Installation].



NOTE:

- If you do not want to install the e-Manual on your computer or want to customize installed software, click [Custom

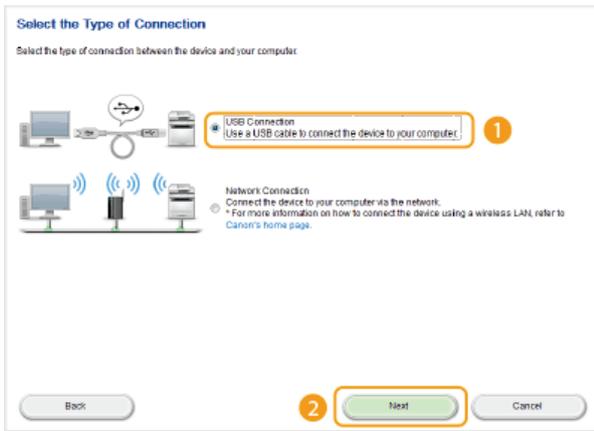
Installation].

- If the above screen does not appear, see **Displaying the [Software Programs/Manuals Setup] Screen.**
- If [AutoPlay] is displayed, click [Run MInst.exe].

5 Select the connection method with the computer.

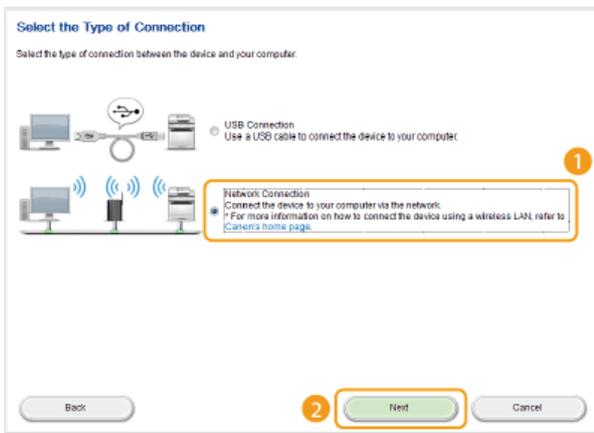
USB Connection

Select [USB Connection], and click [Next].



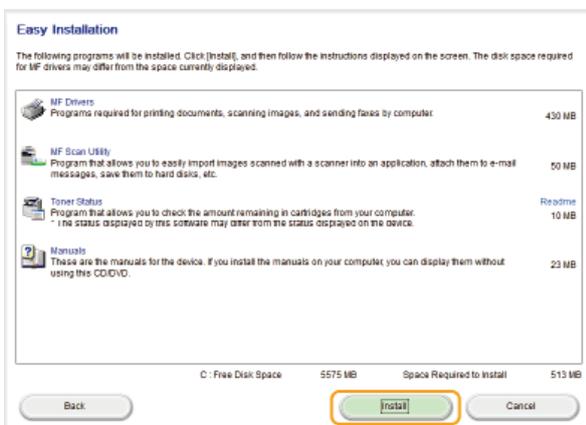
Wired/Wireless LAN Connection

Select [Network Connection], and click [Next].

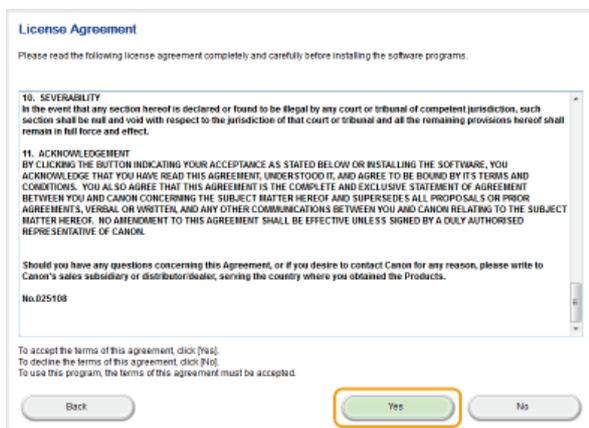


- In Server 2003/Server 2008/Server 2012, this screen is not displayed. Proceed to the following procedure.

6 Click [Install].



7 Read the License Agreement and click [Yes] to agree.



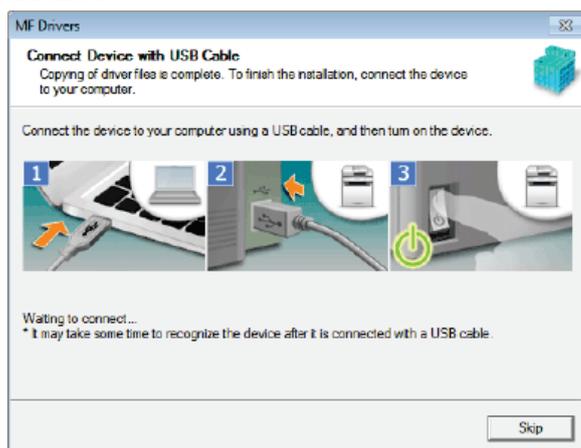
8 Click [Next].



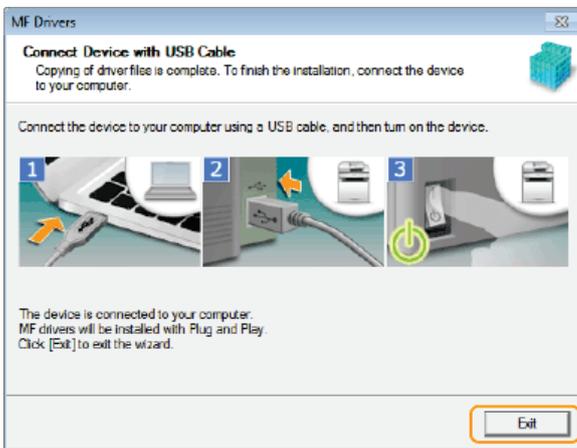
9 Follow the on-screen instructions to install the drivers.

USB Connection

1 Follow the on-screen instructions to connect the machine and a computer via USB cable and turn ON the machine.



2 Click [Exit].

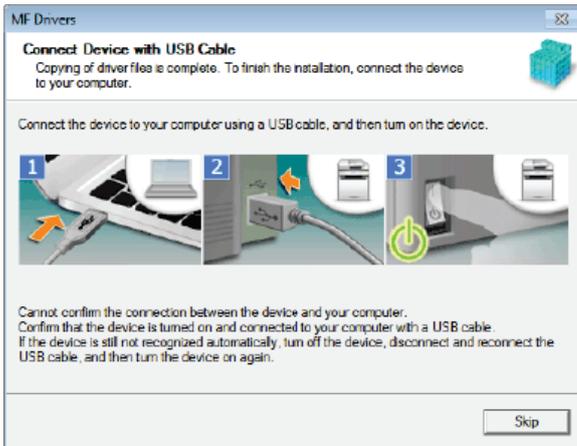


➔ Installation of the drivers is complete.

NOTE:

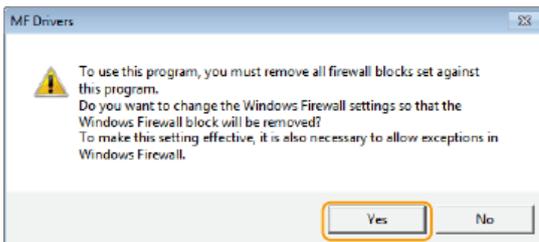
If you cannot confirm that the machine and computer are connected

The screen below may appear in instances such as when it took time to connect the machine with a computer via USB cable. Turn OFF the machine, reconnect the cable, and then turn ON the machine again.

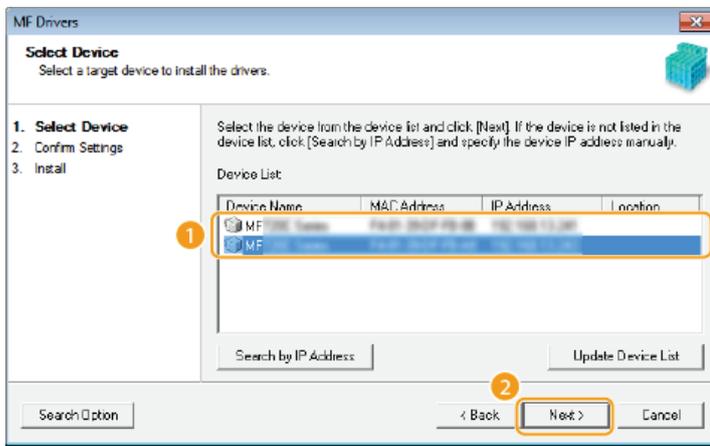


Wired/Wireless LAN Connection ▼

1 When the following screen appears, click [Yes].



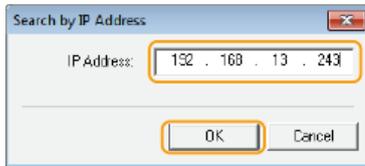
2 Select the machine, and click [Next].



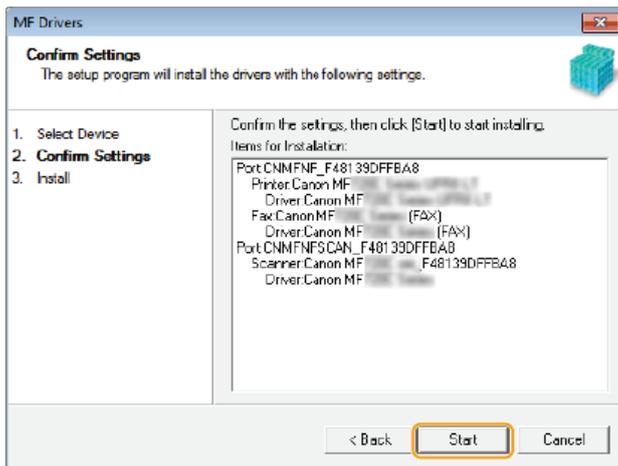
NOTE:

If no machines are displayed in [Device List]

Check the computer and machine connection and IP address settings (Viewing Network Settings: e-Manual), and click [Update Device List]. If the machine is still not displayed at all, click [Search by IP Address] ► enter the IP address set on the machine ► [OK].

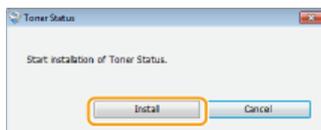


3 Check the settings, and click [Start].



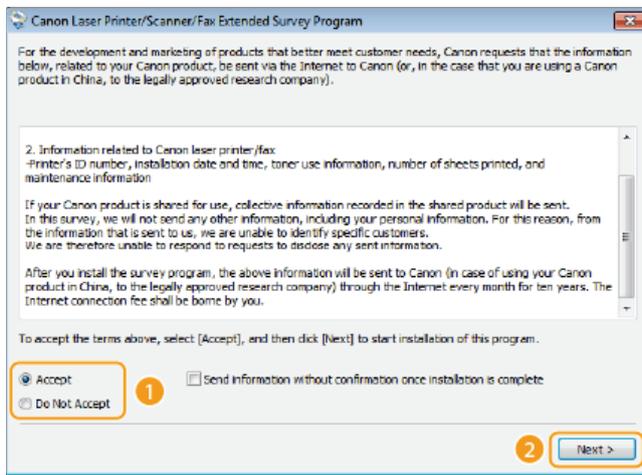
► Installation of the drivers is complete.

10 Follow the on-screen instructions to install Toner Status.



11 Follow the on-screen instructions to install the e-Manual.

12 Read the information in the following screen carefully, select [Accept] or [Do Not Accept], and click [Next].

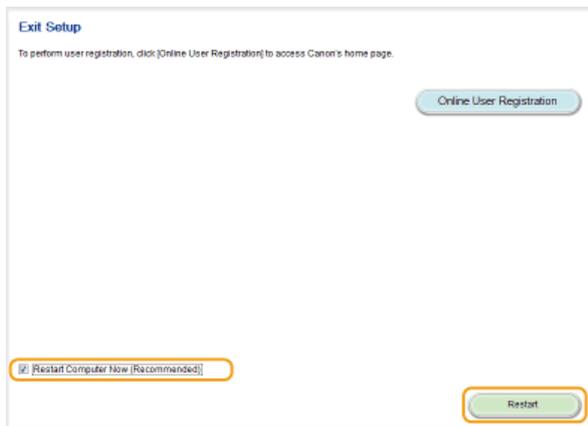


➡ If you select [Accept], the Product Extended Survey Program is installed.

- The Product Extended Survey Program is a program to send basic information related to installation and usage of the printer to Canon every month for 10 years. It does not send any other information, including your personal information. You can uninstall the Product Extended Survey Program at any time. 🛑 **Uninstalling the Product Extended Survey Program**

13 Click [Next].

14 Select the [Restart Computer Now (Recommended)] check box, and click [Restart] after removing the DVD-ROM.



Installing with [Custom Installation]

1 Prepare to Install.

USB Connection

Turn OFF the machine.

Wired/Wireless LAN Connection

Connect the machine to a computer via the network.

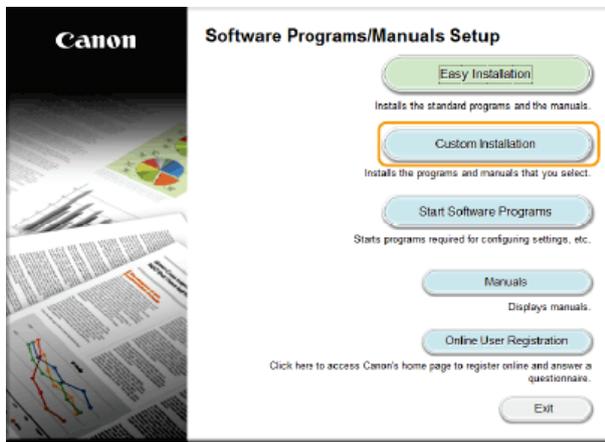
- Before starting installation of the drivers, configure network settings. For more information about how to configure network settings, see "Getting Started".

2 Log on to the computer with an administrator account.

- Select a language and click [OK] if you are prompted to do so.

3 Insert the User supplied DVD-ROM into the drive on the computer.

4 Click [Custom Installation].



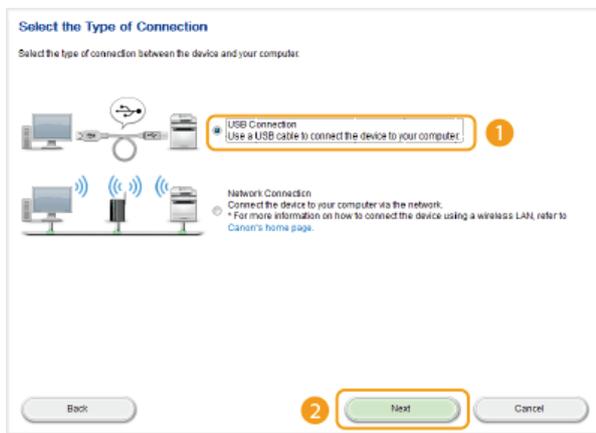
NOTE:

- If you want to install standard software and the e-Manual on your computer, click [Easy Installation].
- If the above screen does not appear, see **▶ Displaying the [Software Programs/Manuals Setup] Screen.**
- If [AutoPlay] is displayed, click [Run MInst.exe].

5 Select the connection method with the computer.

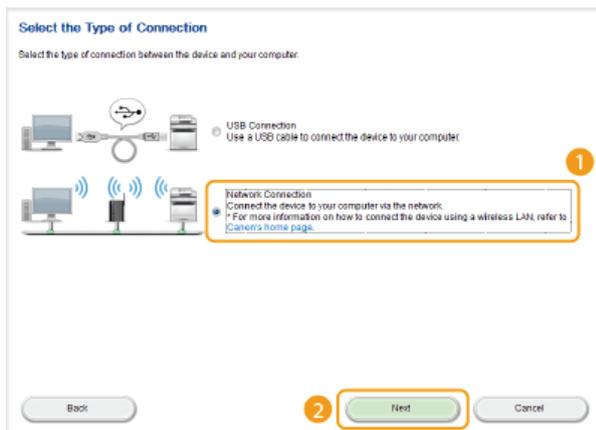
USB Connection

Select [USB Connection], and click [Next].



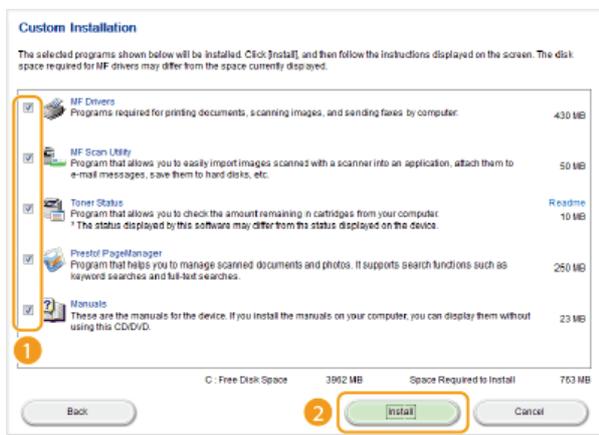
Wired/Wireless LAN Connection

Select [Network Connection], and click [Next].

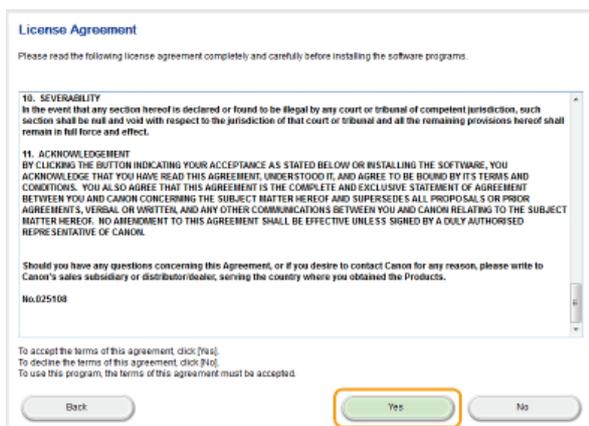


- In Server 2003/Server 2008/Server 2012, this screen is not displayed. Proceed to the following procedure.

6 Select the check box next to the application you want to install and click [Install].



7 Read the License Agreement, and click [Yes] to agree.



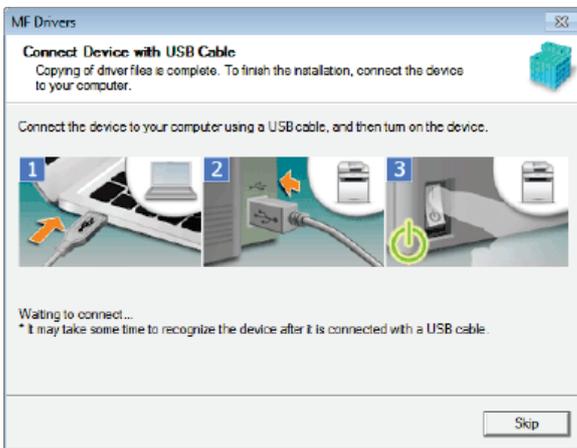
8 Click [Next].



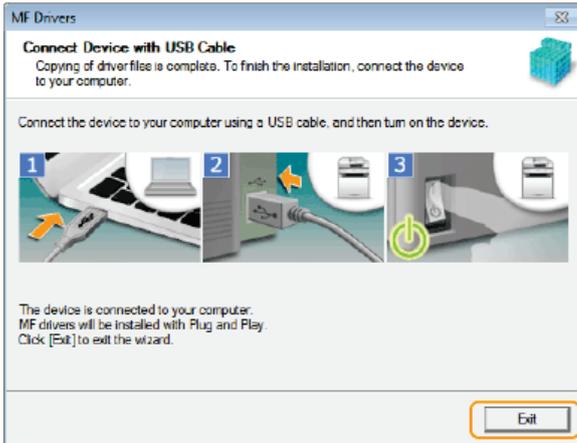
9 Follow the on-screen instructions to install the drivers.

USB Connection

- 1 Follow the on-screen instructions to connect the machine and a computer via USB cable and turn ON the machine.



2 Click [Exit].

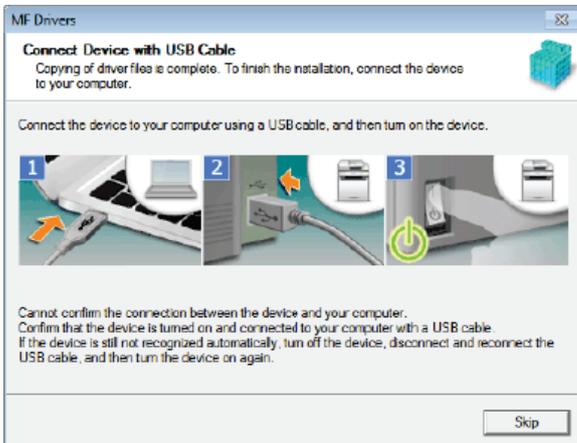


➡ Installation of the drivers is complete.

NOTE:

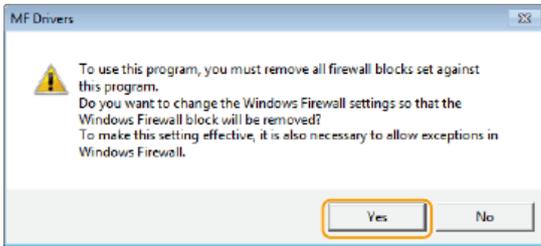
If you cannot confirm that the machine and computer are connected

The screen below may appear in instances such as when it took time to connect the machine with a computer via USB cable. Turn OFF the machine, reconnect the cable, and then turn ON the machine again.

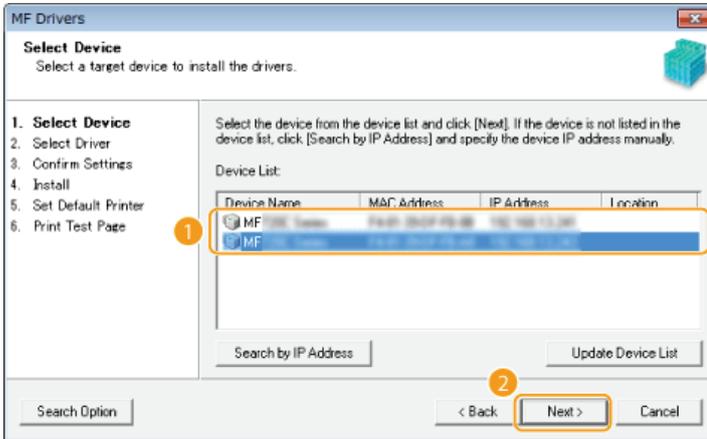


Wired/Wireless LAN Connection ▾

1 When the following screen appears, click [Yes].



2 Select the machine, and click [Next].



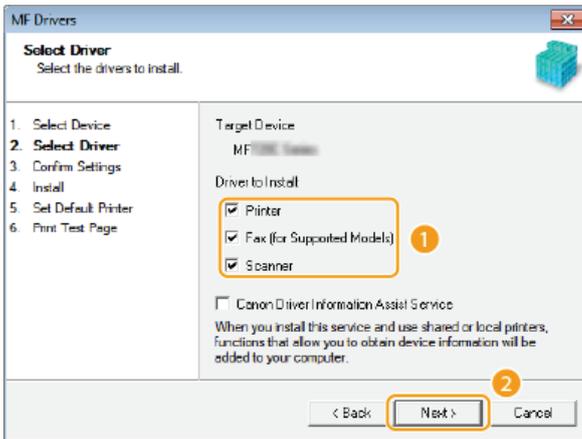
NOTE:

If no machines are displayed in [Device List]

Check the computer and machine connection and IP address settings (Viewing Network Settings: e-Manual), and click [Update Device List]. If the machine is still not displayed at all, click [Search by IP Address] ► enter the IP address set on the machine ► [OK].



3 Select the drivers to install, and click [Next].



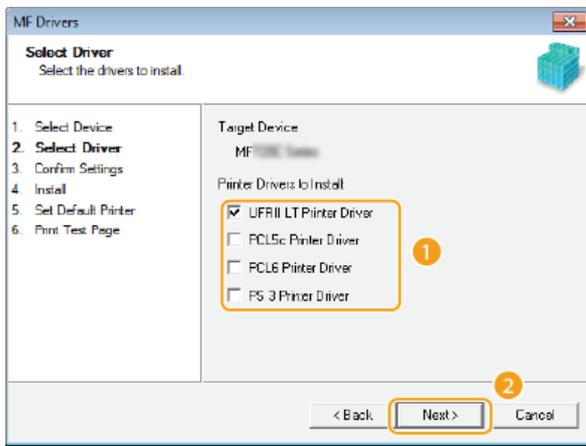
NOTE:

To obtain device information for using a print server

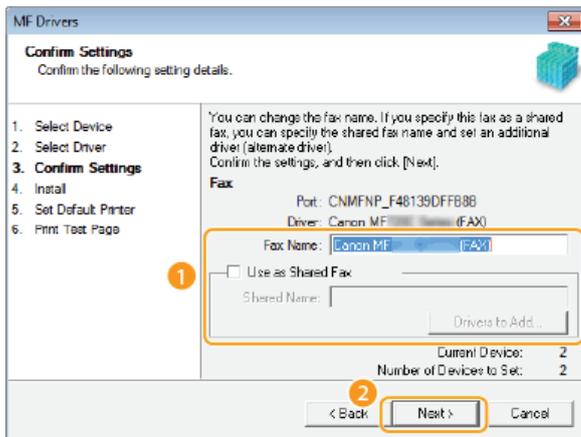
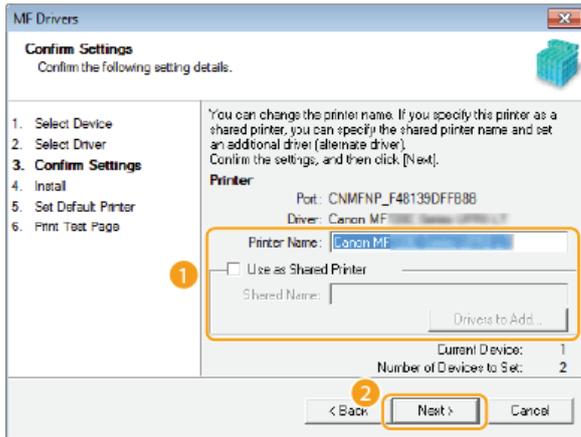
Select the [Canon Driver Information Assist Service] check box.

4 Select the check box for the printer driver being installed, and click [Next].

- This screen is not displayed depending on the model you are using. Proceed to the following procedure.



5 Specify details for each driver.



[Printer Name]/[Fax Name]

Change the name as necessary.

[Use as Shared Printer]/[Use as Shared Fax]

Select the check box if you want to share the machine (using the computer where you are performing the installation as a print server). Setting Up Print Server: e-Manual

[Shared Name]

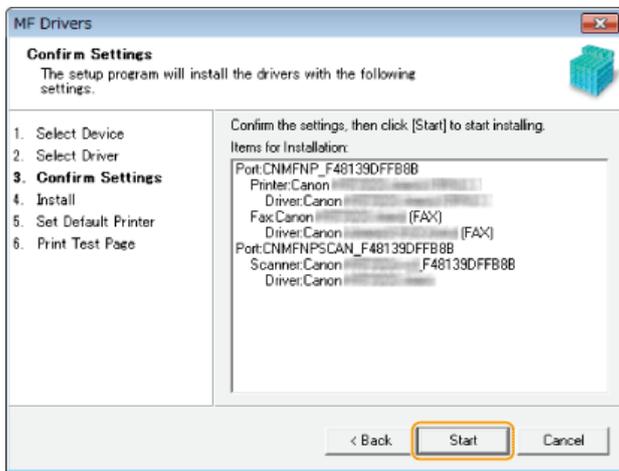
Change the shared name as necessary.

[Drivers to Add]

If you have selected the [Use as Shared Printer]/[Use as Shared Fax] check box, install additional drivers as necessary.

Select the operating system, and click [OK] to install additional drivers.

6 Check the displayed information, and click [Start].



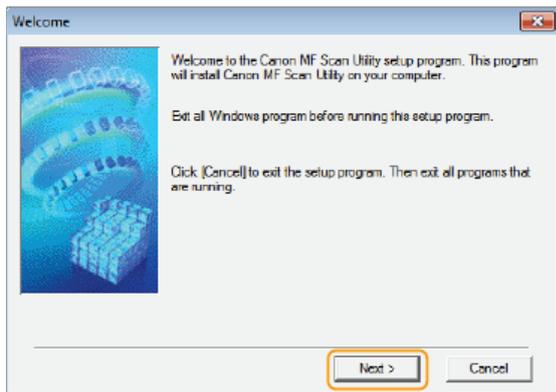
7 Configure the machine normally used and make a test print.

- To configure the machine as the machine normally used, select the driver, and click [Next].
- To print a test page, check the driver.

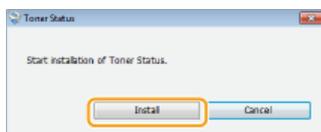
8 Click [Exit].

- In Windows Server 2003/Server 2008/Server 2012, MF Scan Utility is not installed. Proceed to step 11.
- ➔ Installation of the drivers is complete.

10 Follow the on-screen instructions to install MF Scan Utility.

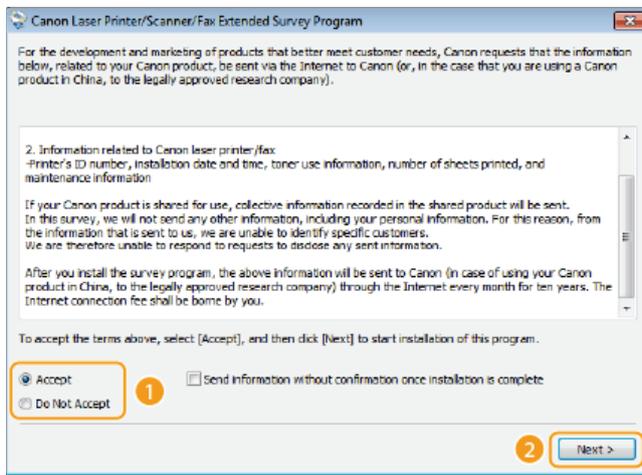


11 Follow the on-screen instructions to install Toner Status.



12 Follow the on-screen instructions to install Presto! PageManager and the e-Manual.

13 Read the information in the following screen carefully, select [Accept] or [Do Not Accept], and click [Next].

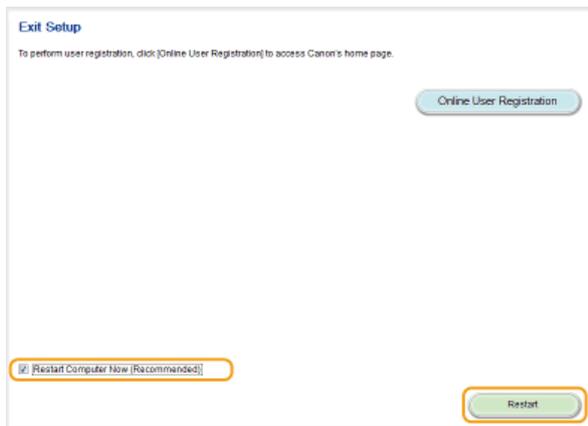


➡ If you select [Accept], the Product Extended Survey Program is installed.

- The Product Extended Survey Program is a program to send basic information related to installation and usage of the printer to Canon every month for 10 years. It does not send any other information, including your personal information. You can uninstall the Product Extended Survey Program at any time. 🛑 **Uninstalling the Product Extended Survey Program**

14 Click [Next].

15 Select the [Restart Computer Now (Recommended)] check box, and click [Restart] after removing the DVD-ROM.



Checking the Results of the Installation

You can check whether the MF Drivers, MF Scan Utility, e-Manual, and etc. are installed correctly or not by whether the icons appear.

Printer driver



When the printer driver is installed correctly, an icon for the installed printer appears in the printer folder.

🔴 **Displaying the Printer Folder**

Fax driver



When the fax driver is installed correctly, an icon for the installed fax appears in the printer folder. 🔴 **Displaying the Printer Folder**

Scanner driver (network connection)



When the scanner driver is installed correctly, an icon for the installed scanner appears in the [Scanners and Cameras] or [Scanners and Cameras Properties] folder.

Scanner driver (USB connection)



When the scanner driver is installed correctly, an icon for the installed scanner appears in the [Scanners and Cameras] or [Scanners and Cameras Properties] folder.

MF Scan Utility



When MF Scan Utility is installed correctly, an MF Scan Utility icon appears in the [MF Scan Utility] folder located in the [Canon] folder on the [start] menu.

Network Scanner Selector



When Network Scanner Selector is installed correctly, a Network Scanner Selector icon appears in the taskbar.

e-Manual



When the e-Manual is installed correctly, an e-Manual icon appears on the desktop.

- If you install the e-Manual with [Custom Installation], the icon does not appear.

Toner Status



When Toner Status is installed correctly, a Toner Status icon appears in the taskbar.

NOTE

If the icon is not displayed

- Uninstall the drivers (🔴 **Uninstalling the MF Drivers**) and repeat the setup from the beginning.

Other software

- You can install Presto! PageManager with [Custom Installation]. When Presto! PageManager is installed correctly, a Presto! PageManager icon appears on the desktop.

Installing after Downloading from the Canon Website

Install the MF Drivers or MF Scan Utility after downloading the latest version from the Canon website.

- ▶ **Installing the MF Drivers**
- ▶ **Installing the MF Scan Utility**
- ▶ **Checking the Results of the Installation**

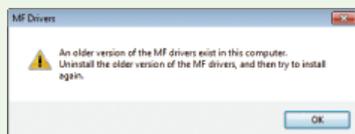
IMPORTANT

When connecting the machine to a computer via a USB cable

- Follow the on-screen instructions to connect a USB cable. If a USB cable is connected before the drivers are installed, remove the cable and re-install the drivers.
- A USB cable is not included with the machine. Prepare one separately.

NOTE

- If an older version is already installed, a screen similar to the following appears when installing the new version, and installation is canceled. Uninstall the older version before installing the new version. ▶ **Uninstalling**



Installing the MF Drivers

1 Prepare to Install.

USB Connection

Turn OFF the machine.

Wired/Wireless LAN Connection

Connect the machine to a computer via the network.

- Before starting installation of the drivers, configure network settings. For more information about how to configure network settings, see "Getting Started".

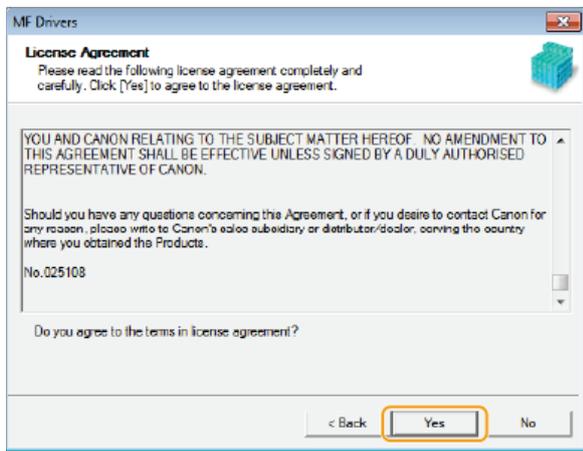
2 Log on to the computer with an administrator account.

3 Download the drivers from the Canon website (<http://www.canon.com/>).

- For more information about how to download the drivers, see the driver download page for your machine.

4 Double-click the downloaded installer and click [Next].

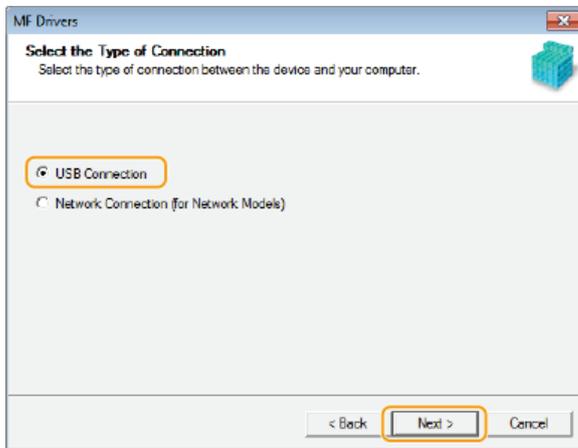
5 Read the License Agreement, and click [Yes] to agree.



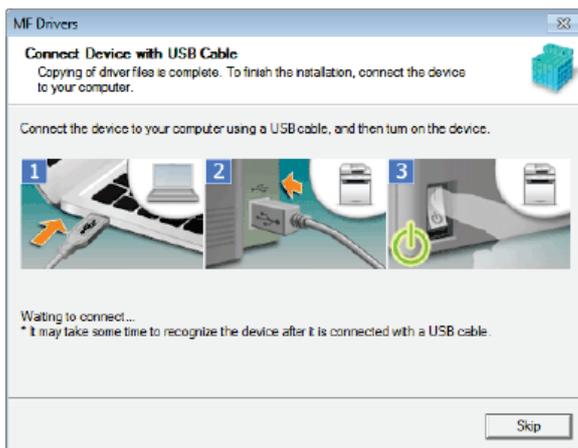
6 Follow the on-screen instructions to install the drivers.

USB Connection

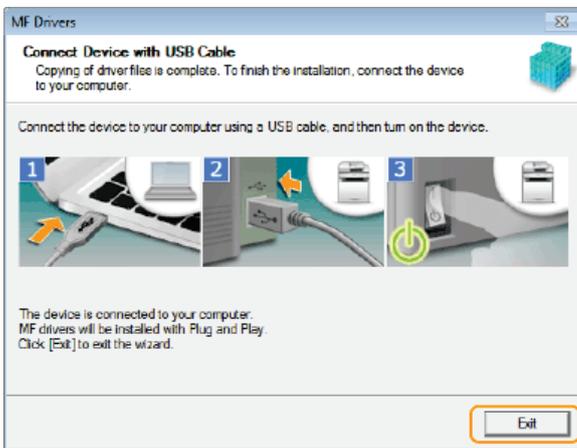
1 Select [USB Connection], and click [Next].



2 Follow the on-screen instructions to connect the machine and a computer via USB cable and turn ON the machine.



3 Click [Exit].

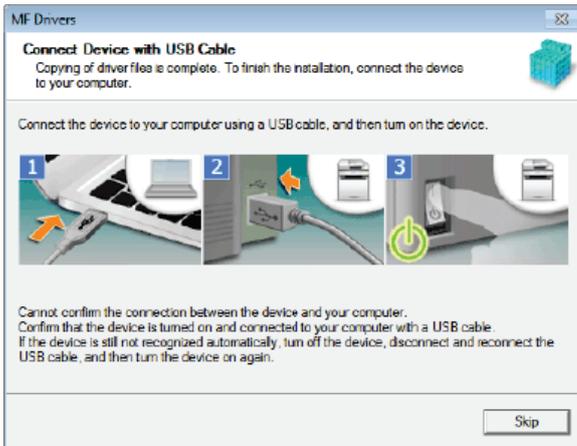


➔ Installation of the drivers is complete.

NOTE:

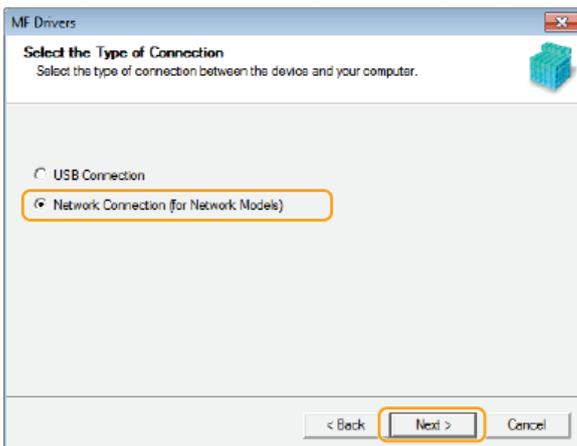
If you cannot confirm that the machine and computer are connected

The screen below may appear in instances such as when it took time to connect the machine with a computer via USB cable. Turn OFF the machine, reconnect the cable, and then turn ON the machine again.

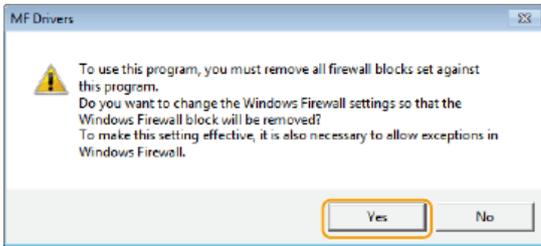


Wired/Wireless LAN Connection 

1 Select [Network Connection], and click [Next].

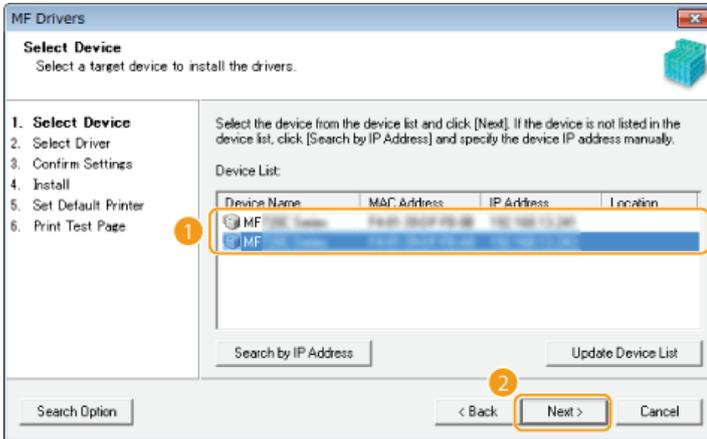


2 When the following screen appears, click [Yes].



- In Server 2003/Server 2008/Server 2012, this screen is not displayed. Proceed to the following procedure.

3 Select the machine, and click [Next].



NOTE:

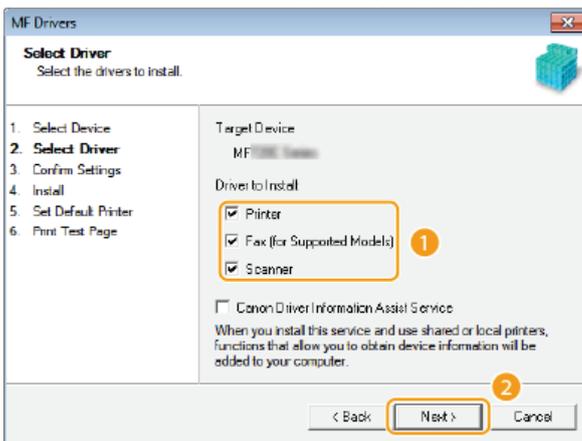
If no machines are displayed in [Device List]

- Check the computer and machine connection and IP address settings (Viewing Network Settings: e-Manual), and click [Update Device List]. If the machine is still not displayed at all, click [Search by IP Address] ► enter the IP address set on the machine ► [OK].



4 Select the drivers to install, and click [Next].

- If you did not select either [Printer] or [Fax], proceed to step 6.



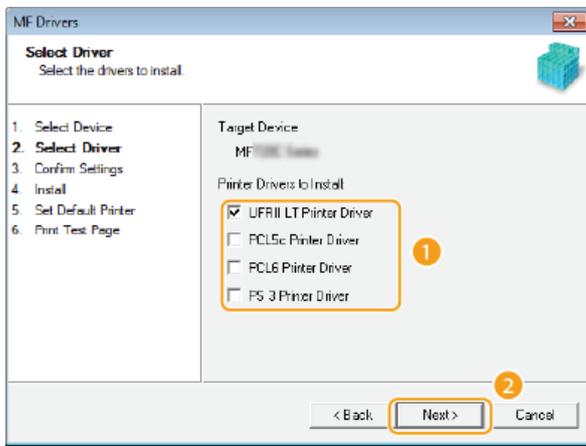
NOTE:

To obtain device information for using a print server

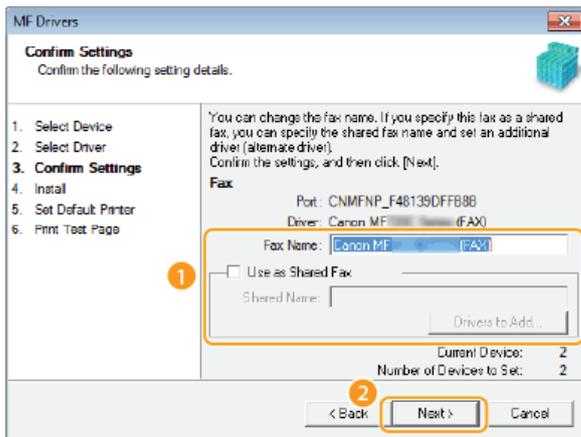
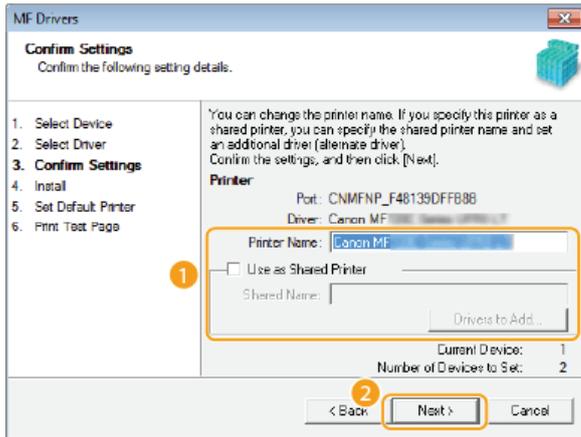
Select the [Canon Driver Information Assist Service] check box.

5 Select the printer drivers to install, and click [Next].

- This screen is not displayed depending on the model you are using. Proceed to the following procedure.



6 Specify details for each driver.



[Printer Name]/[Fax Name]

Change the name as necessary.

[Use as Shared Printer]/[Use as Shared Fax]

Select the check box if you want to share the machine (using the computer where you are performing the installation as a print server). Setting Up Print Server :e-Manual

[Shared Name]

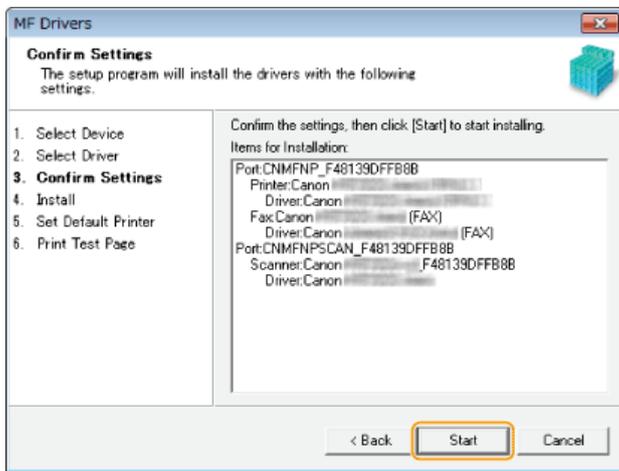
Change the shared name as necessary.

[Drivers to Add]

If you have selected the [Use as Shared Printer]/[Use as Shared Fax] check box, install additional drivers as necessary.

Select the operating system, and click [OK] to install additional drivers.

7 Check the displayed information, and click [Start].



8 Configure the machine normally used and make a test print.

- To configure the machine as the machine normally used, select the driver, and click [Next].
- To print a test page, check the driver.

9 Click [Exit].

- ➡ Installation of the drivers is complete.

Installing the MF Scan Utility

1 Log on to the computer with an administrator account.

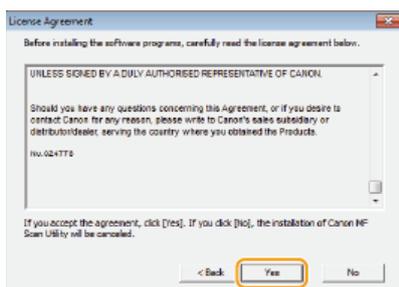
2 Download the MF Scan Utility from the Canon website (<http://www.canon.com/>).

- For more information about how to download the MF Scan Utility, see the driver download page for your machine.

3 Unzip the downloaded file.

4 Click [Next].

5 Read the License Agreement, and click [Yes] to agree.



6 Click [Complete].

Checking the Results of the Installation

You can check whether the MF Drivers are installed correctly or not by whether the icons appear.

Printer driver

When the printer driver is installed correctly, an icon for the installed printer appears in the printer folder (🖨️ **Displaying the Printer Folder**).



Fax driver



When the fax driver is installed correctly, an icon for the installed fax appears in the printer folder (🔴 **Displaying the Printer Folder**).

Scanner driver (network connection)



When the scanner driver is installed correctly, an icon for the installed scanner appears in the [Scanners and Cameras] or [Scanners and Cameras Properties] folder.

Scanner driver (USB connection)



When the scanner driver is installed correctly, an icon for the installed scanner appears in the [Scanners and Cameras] or [Scanners and Cameras Properties] folder.

MF Scan Utility



When MF Scan Utility is installed correctly, an MF Scan Utility icon appears in the [MF Scan Utility] folder located in the [Canon] folder on the [start] menu.

Network Scanner Selector



When Network Scanner Selector is installed correctly, a Network Scanner Selector icon appears in the taskbar.

NOTE

If the icon is not displayed

- Uninstall the drivers (🔴 **Uninstalling the MF Drivers**) and repeat the installation from the beginning.

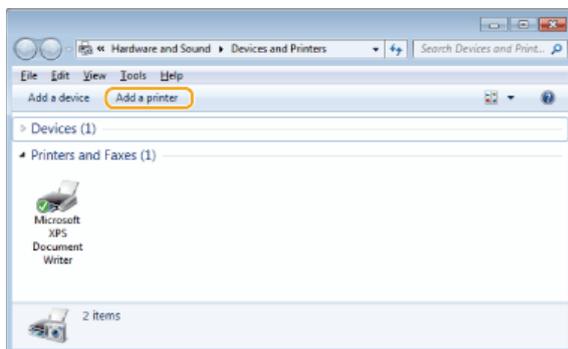
Installing to Use WSD

If you are using Windows Vista/7/8/Server 2008/Server 2012, you can print by using the WSD (Web Services on Devices) protocol. If you want to use WSD, first install the printer driver and then add a network printer.

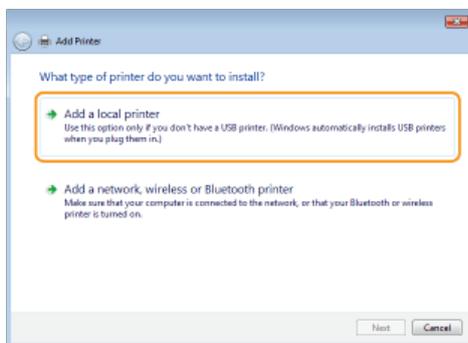
- Installing the MF Drivers
- Adding a Network Printer

Installing the MF Drivers

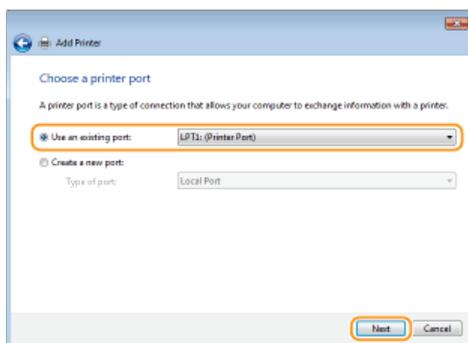
- 1 Log on to the computer with an administrator account.
- 2 Open the printer folder. ➤ Displaying the Printer Folder
- 3 Click [Add a printer] or [Add Printer].



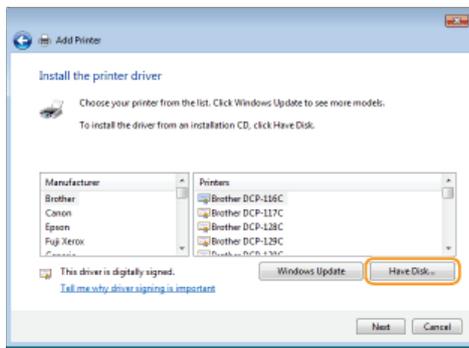
- 4 Click [Add a local printer].



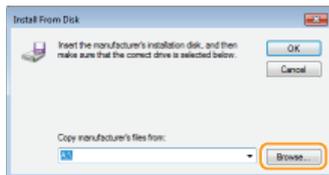
- 5 Check that [LPT1] is selected under [Use an existing port], and click [Next].



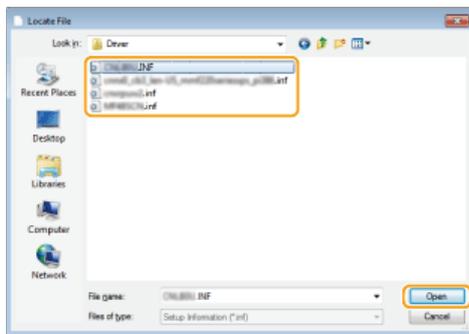
- 6 Click [Have Disk].



7 Click [Browse].



8 Specify the folder where the drivers are stored, select the Inf file, and click [Open].



- Specify the folder containing the drivers either on the DVD-ROM or in the file you downloaded as follows. Drivers you can specify differ with your model.
- * Specify the folder for your language in [xxxx].

UFR II

[intdrv] ▶ [UFR II] ▶ [XXXX]* ▶ [32bit] or [x64] ▶ [Driver] folders of the DVD-ROM or downloaded file.

PS

[intdrv] ▶ [PS] ▶ [XXXX]* ▶ [32bit] or [x64] ▶ [Driver] folders of the DVD-ROM or downloaded file.

PCL5

[intdrv] ▶ [PCL] ▶ [XXXX]* ▶ [32bit] or [x64] ▶ [Driver] ▶ [pcl5e_5c] folders of the DVD-ROM or downloaded file.

PCL6

[intdrv] ▶ [PCL] ▶ [XXXX]* ▶ [32bit] or [x64] ▶ [Driver] ▶ [pcl6] folders of the DVD-ROM or downloaded file.

Fax

[intdrv] ▶ [FAX] ▶ [XXXX]* ▶ [32bit] or [x64] ▶ [Driver] folders of the DVD-ROM or downloaded file.

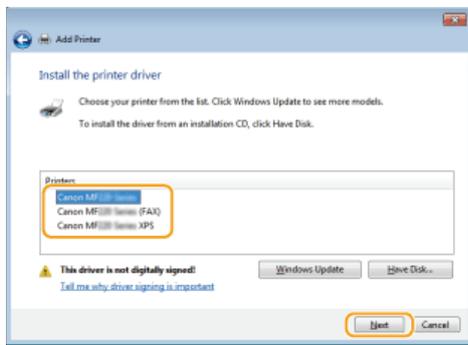
NOTE:

- You must select the drivers to use beforehand on the machine. ▶ **About the Drivers and Software**
- If you do not know whether to specify the 32-bit version or the 64-bit version. ▶ **Checking the Bit Architecture**

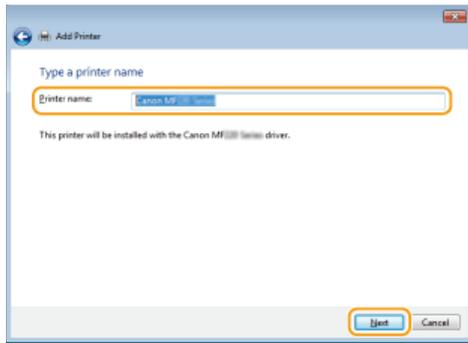
9 Click [OK].



10 Select your printer, and click [Next].

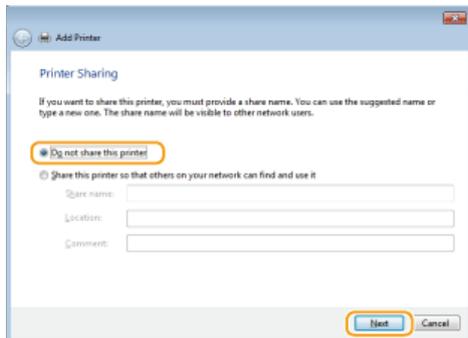


11 Change the printer name as necessary, and click [Next].



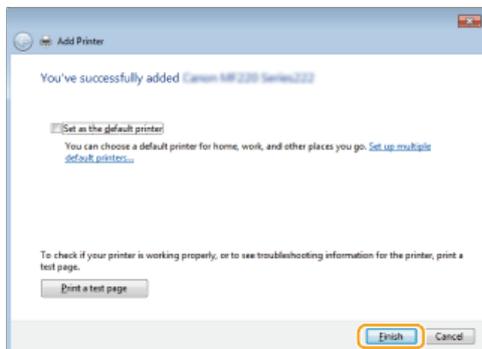
12 Select [Do not share this printer], and click [Next].

- If you want to share the printer, make sharing settings for the printer added with [▶ Adding a Network Printer](#). (Setting Up Print Server: e-Manual)

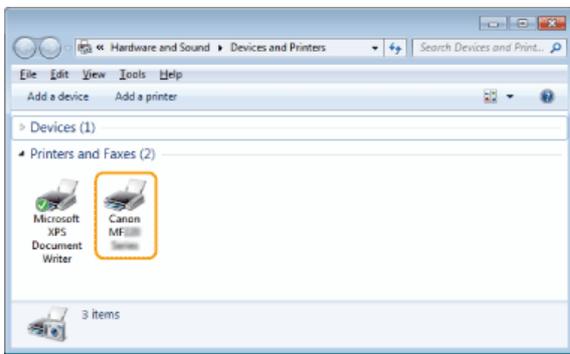


13 Click [Finish].

- To set the printer as the normally-used printer, select the [Set the default printer] check box.



- ▶ Installation is complete, and an icon for the installed printer is displayed in the printer folder.



Adding a Network Printer

1 Open the network folder.

Windows Vista/Server 2008

[Start] ▶ select [Network].

Windows 7/Server 2008 R2

[Start] ▶ [Computer] ▶ select [Network].

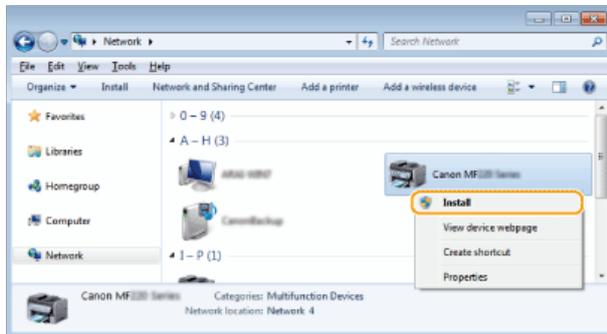
Windows 8/Server 2012

Right-click the lower-left corner of the screen ▶ [File Explorer] ▶ select [Network].

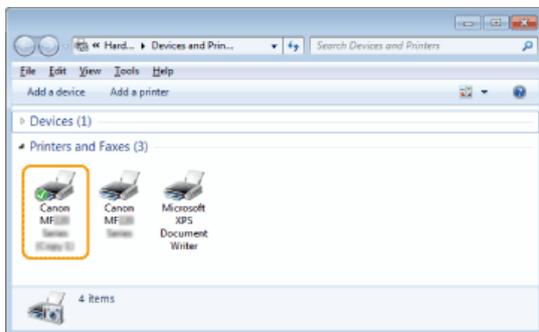
Windows 8.1/Server 2012 R2

Right-click [Start] ▶ [File Explorer] ▶ select [Network].

2 Right-click the newly added printer icon, and click [Install].



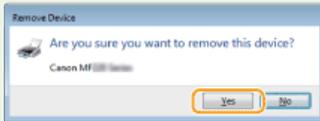
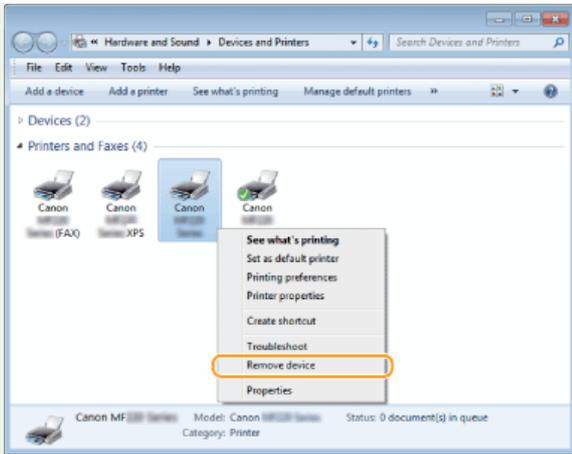
Installation for using WSD is complete when an icon for the printer is added to the printer folder.



NOTE

Deleting unneeded printer icons

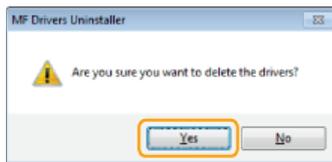
- When you have finished installing the network printer, the icon added in step 13 of **Installing the MF Drivers** is no longer needed. To delete the icon, right-click it and select [Remove device] or [Delete] ▶ click [Yes].



4 Click [Delete].



5 Click [Yes].



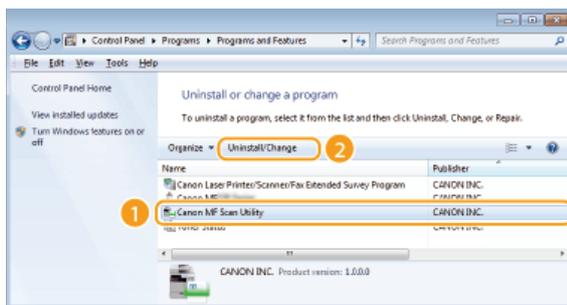
⇒ The uninstall starts.

Uninstalling the MF Scan Utility

1 Log on to the computer with an administrator account.

2 Display [Programs and Features] or [Add or Remove Programs].  **Displaying [Programs and Features] or [Add or Remove Programs]**

3 Select the [Canon MF Scan Utility], and click [Uninstall/Change] or [Change/Remove].



⇒ The uninstaller starts.

4 Click [Yes].

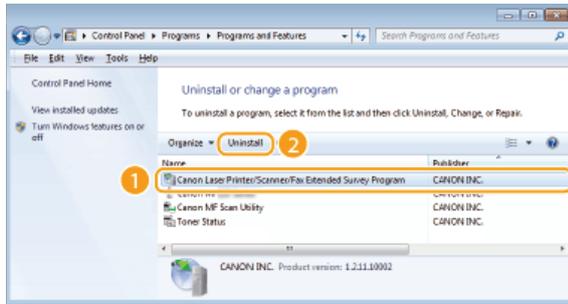
5 Click [OK].

Uninstalling the Product Extended Survey Program

1 Log on to the computer with an administrator account.

2 Display [Programs and Features] or [Add or Remove Programs].  **Displaying [Programs and Features] or [Add or Remove Programs]**

- 3 Select [Canon Laser Printer/Scanner/Fax Extended Survey Program], and click [Uninstall] or [Remove].



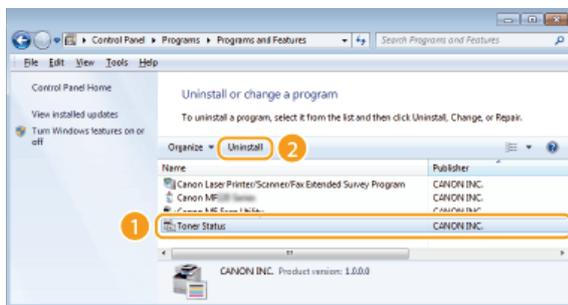
➔ The uninstaller starts.

- 4 Click [OK].



Uninstalling the Toner Status

- 1 Log on to the computer with an administrator account.
- 2 Display [Programs and Features] or [Add or Remove Programs].  Displaying [Programs and Features] or [Add or Remove Programs]
- 3 Select [Toner Status], and click [Uninstall] or [Remove].



➔ The uninstaller starts.

- 4 Click [Uninstall].
- 5 Click [OK].

Troubleshooting

If you encounter problems during installation or uninstallation of the MF Drivers and MF Scan Utility, see the following sections before contacting Canon.

▶ Trouble with Installation

▶ Trouble after Upgrading the Operating System

Trouble with Installation

Cannot install the software

- When you are in an IPv6 environment, the Software Programs/Manuals Setup screen may not appear, and you cannot install the MF drivers. Install the drivers using the WSD port.
 - ▶ **Installing the MF Drivers**
- If an error occurs during the installation, uninstall the software, restart your computer, and install it again.
 - ▶ **Uninstalling the MF Drivers**
 - ▶ **Installing the MF Drivers**
- Quit all running applications and install the software again.

Applications installed from the DVD-ROM supplied with the machine are not properly registered in the MF Scan Utility

- Applications are automatically registered to the MF Scan Utility once they have been installed. They are not, however, if installed while the MF Scan Utility is open. To access these applications from the utility, you need to manually register them to the utility. For more information, see [Instructions] on MF Scan Utility.

Trouble after Upgrading the Operating System

Cannot use the software after upgrading the operating system

- Reinstall the software after uninstalling the software.
 - ▶ **Uninstalling**
 - ▶ **Installing**

Appendix

The Appendix provides information you should know, such as how to use the Installation Guide, disclaimers, and copyright information.

Using the Installation Guide

The Installation Guide is a manual that can be viewed on your computer. It provides information about the installation of drivers. You can find pages quickly by searching for what you want to do or by entering keywords.

How to Find the Topic You Are Looking For

You can find the page you are looking for using the following three methods.

Search the contents

You can find the page you are looking for by selecting a topic from the [Contents] tab on the left side of the screen, or by selecting a chapter icon from the icons next to the topics.

▶ **Top Page**

▶ **Topic Page**

Search by keyword

You can search by entering keywords, such as "USB" or "environment". Pages containing the keywords are displayed. You can also enter phrases such as "install the MF Drivers". The search will find topics containing all of the words in the phrase (AND search).

▶ **Search Tab**

Search the site map

Click [Site Map] on the top part of the screen to display a list of all the Installation Guide topics. From there you can find the topic you are looking for.

▶ **Site Map**

NOTE

System requirements

- To use the Installation Guide, one of the following Web browsers is required. The content of the Installation Guide may not display correctly if a browser not listed below is used.

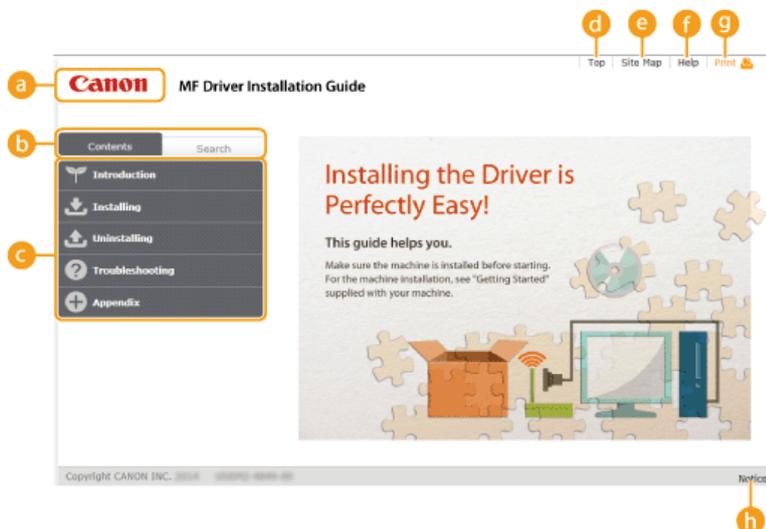
Internet Explorer 8.0/9.0/10.0/11.0, Firefox 24.x ESR/26.x/29.x/30.x/31.x/31.x ESR/32.x/33.x/34.x/35.x/36.x/37.x/38.x/39.x

Screen Configuration of the Installation Guide

The Installation Guide is divided into different screens, and the content of each screen varies.

Top Page

This page appears when the Installation Guide is started.



a **Canon logo**

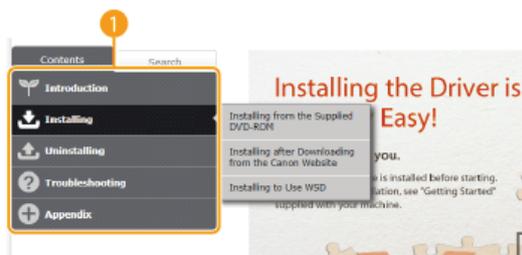
Click to return to the top page from any other page.

b **[Contents] tab/[Search] tab**

Click to toggle the display between the [Contents] tab and [Search] tab.

c **Contents**

Displays the titles of chapters (1). Place the mouse pointer over one of the titles to display the topics in that chapter on the right. Click a topic to display its page.



d **[Top]**

Click to return to the top page from any other page.

e **[Site Map]**

Click to display the titles of all Installation Guide topics.

f **[Help]**

Click to display information on how to view the Installation Guide, how to perform a search, and other information.

g **[Print]**

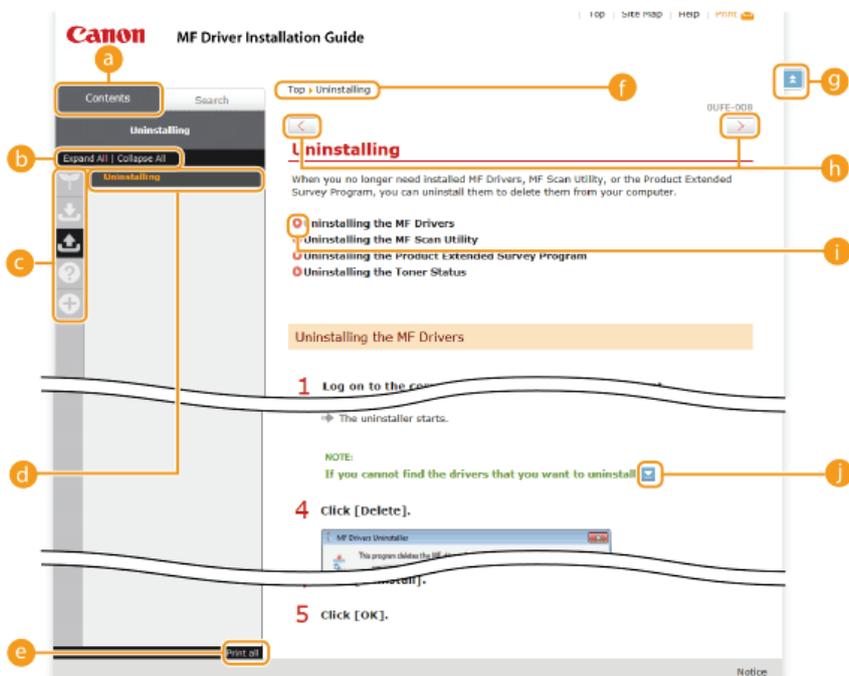
Click to print the currently displayed topic page.

h **[Notice]**

Click to view important information you should know when using the printer.

Topic Page

Topic pages contain information about how to install drivers.



a [Contents]

Chapter icons and topic titles are displayed in this tab.

b [Expand All]/[Collapse All]

Click [Expand All] to display all of the subsections of all topics. Click [Collapse All] to close all of the subsections of all the topics.

c Chapter icons

Click a chapter icon to navigate to the top of the corresponding chapter.

d Topics

Displays the topics of the selected chapter. If "+" is displayed on a topic, clicking it displays the subsections of that topic. Click "-" to close an expanded topic.

e [Print all]

All pages of the selected chapter are opened in a separate window. You can print them as necessary.

f Navigation

This shows which chapter topic you are currently viewing.



Click to return to the page top.



Click to display the previous or next topic.



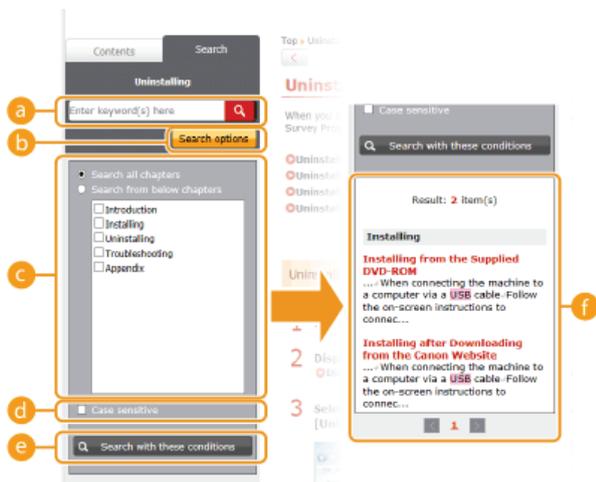
Click to jump to the corresponding page. To return to the previous page, click the [Back] button on your Web browser.



Click to display hidden detailed descriptions. Click again to close the detailed descriptions.

Search Tab

This tab contains a text box to perform a search and find the page you are looking for.



a [Enter keyword(s) here]

Enter one or more keywords and click to display search results in a results list. You can enter a phrase to find pages that contain all of the words in the phrase. To find an exact phrase, enclose it in double quotation marks.

b [Search options]

Click to specify search conditions such as the scope of the search and case sensitivity.

c Search scope selector

You can use this to select the individual chapters to search. This allows you to search more efficiently, when you can predict the chapters containing the topic that you are looking for.

d Search options selector

Select the check box to make your search case-sensitive.

e [Search with these conditions]

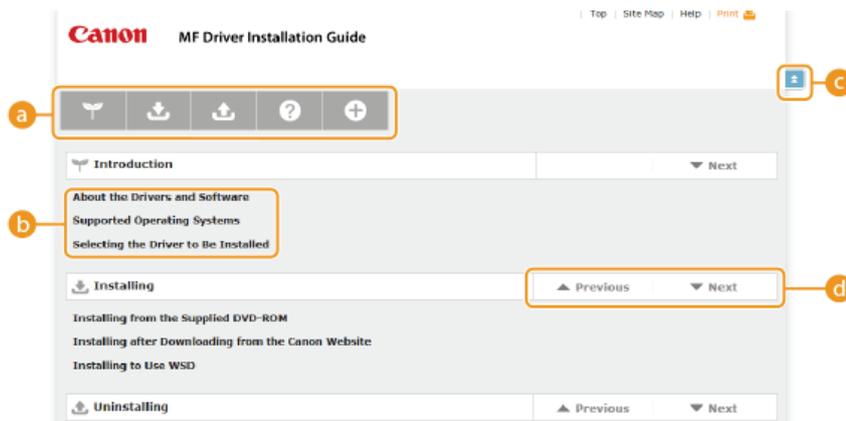
c and **d** specify the conditions. After setting them, press this to perform the search and display the results in the [Result] list.

f Result list

This displays pages that contain the specified keywords. From the results, locate the page you are looking for and click the topic title of the page. If the results cannot be displayed on one page, click / or a page number to display the results on the corresponding page.

Site Map

This page displays the titles of all topics in the Installation Guide.



a Chapter icons

Click to jump to the table of contents of the selected chapter.

b Topic titles

Displays titles and topics. Click a title to jump to the corresponding topic page.

c

Click to return to the page top.

d /

Click to go to the previous or next chapter.

Viewing the Installation Guide

Marks

Restrictions and cautions regarding the handling of the printer, useful tips, and other information are indicated using the marks below.

IMPORTANT Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the printer correctly and avoid damage to the printer or property.

NOTE Indicates a clarification of an operation, or contains additional explanations for a procedure.

Buttons

Buttons on the computer display are indicated with the following notation:

Example from the Installation Guide: [Next]

Computer Screens

Depending on the operating system you are using, the appearance of the displays in this guide may differ slightly from the displays that you see. Also, the appearance of MF Drivers and software may differ depending on their version.

Other

This section describes basic Windows operations and includes disclaimers, copyright information, and other information.

Basic Windows Operations

- ▶ **Displaying the Printer Folder**
- ▶ **Displaying the [Software Programs/Manuals Setup] Screen**
- ▶ **Checking the Bit Architecture**
- ▶ **Displaying [Programs and Features] or [Add or Remove Programs]**

■ Displaying the Printer Folder

Windows Vista

[Start] ▶ select [Control Panel] ▶ [Printer].

Windows 7/Server 2008 R2

[Start] ▶ select [Devices and Printers].

Windows 8/Server 2012

Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View devices and printers].

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ select [Control Panel] ▶ [View devices and printers].

Windows Server 2003

[Start] ▶ select [Printers and Faxes].

Windows Server 2008

[Start] ▶ select [Control Panel] ▶ double-click [Printers].

■ Displaying the [Software Programs/Manuals Setup] Screen

If your computer does not display the [Software Programs/Manuals Setup] screen after you insert the DVD-ROM, follow the procedure below. This following example uses "D:" as the name of the DVD-ROM drive. The DVD-ROM drive name may be different on your computer.

Windows Vista/7/Server 2008/Server 2008 R2

[Start] ▶ enter "D:\MInst.exe" in [Search programs and files] or [Start Search] ▶ press the [ENTER] key on the keyboard.

Windows 8/Server 2012

Right-click the lower-left corner of the screen ▶ select [Run] ▶ enter "D:\MInst.exe" ▶ click [OK].

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ select [Run] ▶ enter "D:\MInst.exe" ▶ click [OK].

Windows Server 2003

[Start] ▶ select [Run] ▶ enter "D:\MInst.exe" ▶ click [OK].

■ Checking the Bit Architecture

If you are not sure whether your computer is running 32-bit or 64-bit Windows, follow the procedure below to check.

1 Display [Control Panel].

Windows Vista/7/Server 2008/Server 2008 R2

[Start] ▶ select [Control Panel].

Windows 8/Server 2012

Right-click the lower-left corner of the screen ▶ select [Control Panel].

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ select [Control Panel].

2 Display [System].

Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2

Click [System and Security] or [System and Maintenance] ▶ [System].

Windows Server 2008

Double-click [System].

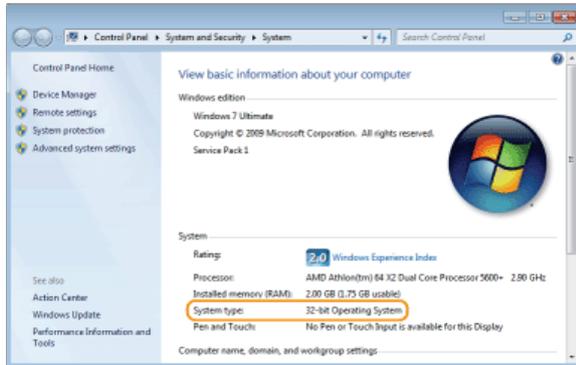
3 Check the bit architecture.

32-bit operating systems

[32-bit Operating System] is displayed.

64-bit operating systems

[64-bit Operating System] is displayed.



■ Displaying [Programs and Features] or [Add or Remove Programs]

Windows Vista/7/Server 2008 R2

[Start] ► [Control Panel] ► select [Uninstall a Program].

Windows 8/Server 2012

Right-click the lower-left corner of the screen ► [Control Panel] ► select [Uninstall a Program].

Windows 8.1/Server 2012 R2

Right-click [Start] ► [Control Panel] ► select [Uninstall a Program].

Windows Server 2003

[Start] ► [Control Panel] ► select [Add or Remove Programs].

Windows Server 2008

[Start] ► select [Control Panel] ► double-click [Programs and Features].

Notice

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