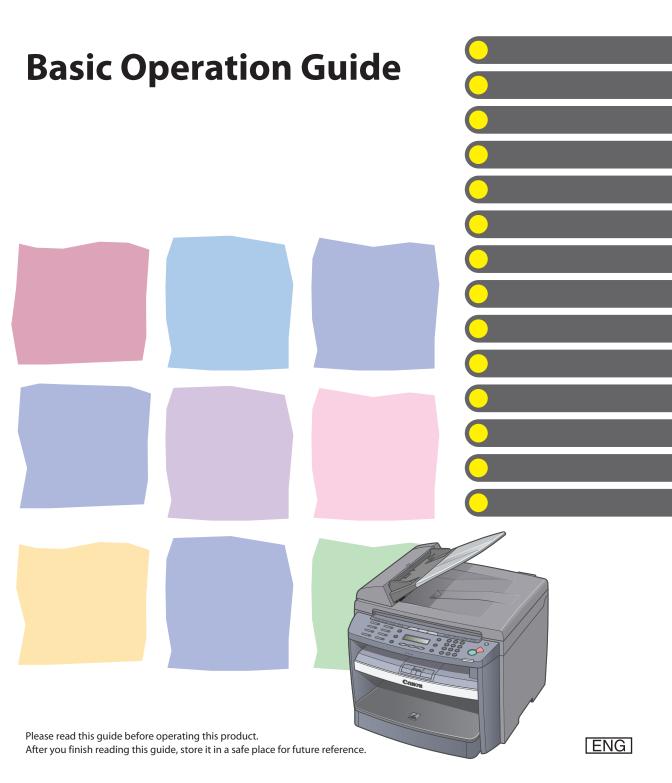
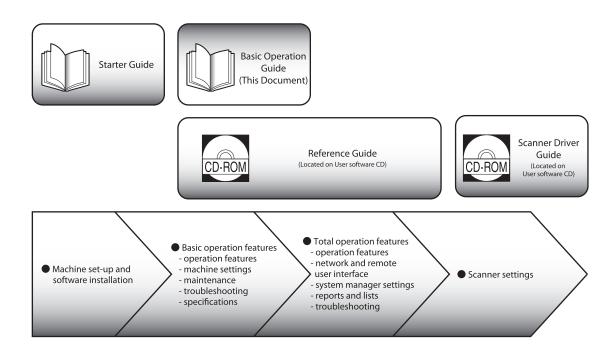


#### imageCLASS MF4270



#### **Manuals for the Machine**



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

## What Can I Do with This Machine?

#### **Copy Features**

Select a scan mode depending on the type of image

**Image Quality** 

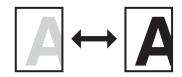
→ p. 3-4



Adjust the density level of scanned images

Density

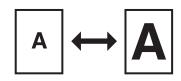
→ p. 3-5



**Enlarge or reduce copied images** 

**Zoom Ratio** 

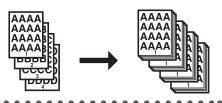
→ p. 3-7



Sort copies by page order

**Collate Copying** 

→ p. 3-10



#### Make two-sided copies

Two-Sided Copy

→ p. 3-14



#### Copy two documents on one sheet

2 on 1 Combination

→ p. 3-12

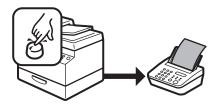


#### **Fax Features**

#### Specify a recipient with a single key

One-Touch Speed Dialing Keys

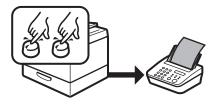
→ p. 4-22



## Specify a recipient with a two-digit code

**Coded Speed Dialing Codes** 

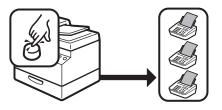
→ p. 4-24



#### Specify multiple recipients as a group

**Group Dialing** 

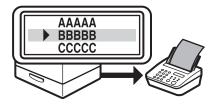
→ p. 4-26



#### Look up a particular recipient

Address Book Search

→ p. 4-28



#### Redial when the line is busy

#### Redialing

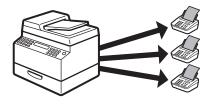
Reference Guide



## Send documents to multiple recipients

#### Broadcasting

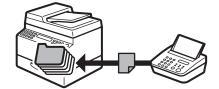
→ Reference Guide



## Receive faxes in memory without printing out

#### **Memory Reception**

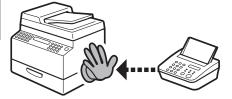
→ Reference Guide



#### Reject faxes without their numbers

#### Reception Restriction

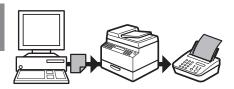
→ Reference Guide



#### Send a fax from a PC

#### **PC** Faxing

→ Online Help

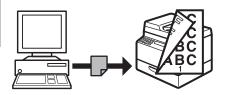


#### **Printer Feature**

#### Print a document from a PC

#### **Printing**

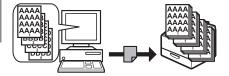
→ p. 6-2



#### Sort printouts by page order

#### **Collate Printing**

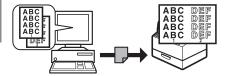
→ p. 6-4



#### Print two pages on one sheet

#### 2 on 1 Combination

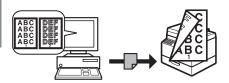
→ p. 6-5



#### **Make two-sided printouts**

#### **Two-Sided Printing**

→ p. 6-6

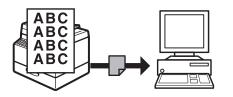


#### Scanner Feature (USB connection only)

## Specify detailed scanning options to suit various images

#### Scanning

→ Scanner Driver Guide



#### **Remote UI Feature**

## Access and manage the machine from a PC

#### Remote UI

→ Reference Guide

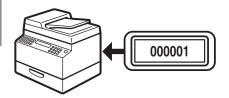


## **System Manager Settings**

## Restrict the use of the machine with a password

**System Manager Settings** 

→ Reference Guide



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Thank you for choosing a Canon product. Before using the machine, please read the following instructions for your safety.

#### **Important Safety Instructions**



#### WARNING

Except as specifically described in this guide, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact Canon Customer Care Center, or a Canon Authorized Service Facility.

#### **Handling and Maintenance**



#### CAUTION

Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.

- Follow all warnings and instructions marked on the machine.
- Do not subject the machine to strong physical shocks or vibrations.
- Always unplug the machine before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the scanning platform, or add or remove paper in the machine while printing.
- When transporting the machine, be sure to remove the toner cartridge from the machine.
- Place the toner cartridge in its original protective bag or wrap it in a thick cloth to prevent exposure to light.
- Always grip the handle on the sides of the machine when you lift the machine. Never lift the machine by any of its trays or attachments.
- Do not insert any objects into the slots or openings on the machine since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine.
- To avoid spillage in or around the machine, do not eat or drink near it.
- Keep the machine clean. Dust accumulation can prevent the machine from operating properly.

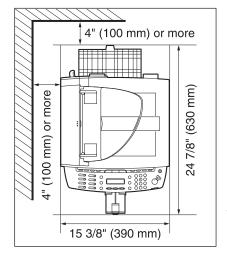


- Turn off the main power switch and unplug the power cord from the wall outlet and contact Canon Customer Care Center in any of the following cases:
  - When the power cord or plug is damaged or frayed.
  - If liquid or small object has fallen into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  - If the machine has been dropped.
  - If the machine exhibits a distinct change in performance, indicating a need for servicing.

#### Location

- Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.
- Place the machine in a cool, dry, clean, well ventilated place.
- Make sure the area is free from dust.
- Make sure the location is not exposed to high temperature or humidity.
- Keep the machine away from direct sunlight as this can damage it. If you have to place the machine near a window, install heavy curtains or blinds.
- Do not use the machine near water. Make sure that no wet or humid objects come into contact with the machine.
- Do not use or store the machine outdoors.
- Do not place the machine near devices that contain magnets or generate magnetic fields, such as speakers.

- If possible, place the machine near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
- Place the machine near a standard 120 V AC (60 Hz) power outlet.
- To ensure reliable operation of the machine and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the machine by placing it on a bed, sofa, rug, or other similar surface. Do not place the machine in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Leave at least 4" (10 cm) around all sides of the machine.



- \* The depth is 29 3/4" (755 mm) when scanning platform is lifted up.
- Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the machine, unplug the power cord immediately. Contact Canon Customer Care Center.
- Do not allow anything to rest on the power cord, and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.

#### **Power Supply**

- During electrical storms, turn off the main power switch and unplug the power cord from the power outlet.
  - (Please note that any data stored in the memory, including received fax documents, will be deleted if you turn off the main power switch of the machine.)
- Whenever you turn off the main power switch, wait at least five seconds before you turn it on again.
- Do not plug the power cord into an uninterruptible power supply (UPS).



#### WARNING

This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

#### **Telephone Equipment**



#### WARNING

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

- 1. Do not use this machine near water (i.e., near a bathtub, kitchen sink, or laundry tub), or in a wet basement or near a swimming pool.
- 2. Avoid using the telephone during an electrical storm, as there may be a remote risk of electric shock from lightning.
- 3. Do not use the telephone to report a gas leak in the vicinity of the leak.

#### **Customer Support (U.S.A.)**

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 11. If you cannot solve the problem or if you think your machine needs servicing, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 9:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. On-line support for 24 hours is also available at the website.

http://www.canontechsupport.com/

#### **Customer Support (Canada)**

Canon Canada Inc., offers a full range of customer technical support options\*:

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit http://www.canon.ca/
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- For the location of the authorized service facility nearest you, visit http://www.canon.ca/ or 1-800-652-2666
- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at http://www.canon.ca/
- \* Support program specifics are subject to change without notice.

## How to Use This Guide

#### **Symbols Used in This Manual**

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

**MARNING** Indicates a wa

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

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

**EXPLAINS** Operating restrictions and how to avoid minor difficulties.

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

- The keys you press appear in square brackets: [Stop/Reset].
- Information in the LCD appears in angle brackets: <LOAD PAPER>.

The numbers that point to the keys on the operation panel diagram correspond to the order of steps to take in the procedure.

#### **Legal Notices**



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

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

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

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

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#### For CA, USA only

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

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

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability.

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

– Paper Money	– Travelers Checks
<ul> <li>Money Orders</li> </ul>	<ul><li>Food Stamps</li></ul>
<ul> <li>Certificates of Deposit</li> </ul>	- Passports
<ul> <li>Postage Stamps (canceled or uncanceled)</li> </ul>	<ul> <li>Immigration Papers</li> </ul>
<ul> <li>Identifying Badges or Insignias</li> </ul>	<ul> <li>Internal Revenue Stamps (canceled or uncanceled)</li> </ul>
<ul> <li>Selective Service or Draft Papers</li> </ul>	<ul> <li>Bonds or Other Certificates of Indebtedness</li> </ul>
<ul> <li>Checks or Drafts Issued by Governmental Agencies</li> </ul>	<ul> <li>Stock Certificates</li> </ul>
<ul> <li>Motor Vehicle Licenses and Certificates of Title</li> </ul>	<ul> <li>Copyrighted Works/Works of Art without</li> <li>Permission of Copyright Owner</li> </ul>

#### Users in the U.S.A.

#### **Pre-Installation Requirements for Canon Facsimile Equipment**

#### A. Location

Supply a suitable table, cabinet, or desk. See p. 13-2 for the machine's weight and dimensions.

#### **B.** Order Information

- 1. Only a single line, touch-tone or rotary telephone set is to be used.
- 2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
- 3. Order a regular voice grade line or the equivalent from your telephone company's business representative.

Use one line per machine.

DDD (DIRECT DISTANCE DIAL) LINE

-or-

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS



Canon recommends an individual line following industry standards, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX machine without "Call Waiting" can be used with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error. This machine is not supported on Voice Over Internet Protocol (VOIP).

#### C. Power Requirements

This equipment should be connected to a standard 120-volt AC, three-wire grounded outlet only. Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending and receiving of documents.

#### **Connection of the Equipment**

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

An FCC compliant telephone cord and modular jack are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See the Starter Guide for details. The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

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

#### **In Case of Equipment Malfunction**

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line, unplug the network cable (if connected), and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling Canon Customer Care Center (1-800-828-4040).

#### **Rights of the Telephone Company**

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

#### **FCC Notice**

imageCLASS MF4270: Model F152900

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

- (1) This device may not cause harmful interference, and
- (2) this device must accept an interference received, including interference that may cause undesired operation.



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

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

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

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

Canon U.S.A., Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. 1-516-328-5600

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. In order to program this information into the machine, follow the instructions in the Starter Guide.

#### **Users in Canada**

#### **Pre-Installation Requirements for Canon Facsimile Equipment**

#### A. Location

Supply a suitable table, cabinet, or desk. See p. 13-2 for the machine's weight and dimensions.

#### **B.** Order Information

- 1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
- 2. Order an CA11A modular jack (USOC code), which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
- Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per machine.
   DDD (DIRECT DISTANCE DIAL) LINE
  - -or-

IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS



Canon recommends an individual line following industry standards, e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX machine without "Camp On" signals is also permissible with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

#### C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

#### **Notice**

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Cet appareil est conforme aux Spécifications techniques des équipements terminaux de l'Industrie du Canada.

Ceci est confirmé par le numéro d'enregistrement. L'abréviation IC précédant le numéro d'enregistrement signifie que l'enregistrement a été effectué sur la base de la Déclaration de conformité indiquant que le produit est conforme aux spécifications techniques du Canada. Ceci n'implique pas que le produit ait été approuvé par l'industrie du Canada.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

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



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



This Class B digital apparatus meets all requirements of the Canadian Interference- Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) for this terminal equipment is 1.0. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

Le Nombre d'équivalence Ringer (REN) de cet appareil terminal est 1.0. Le REN attribué à chaque équipement terminal fournit une indication sur le nombre maximum de terminaux pouvant être connectés sur une interface téléphonique. La terminaison sur une interface peut consister en n'importe quelle combinaison d'appareils, à la condition seulement que la somme des Nombres d'équivalence Ringer de tous les appareils ne soit pas supérieure à 5.

CANON CANADA INC.

1-800-652-2666

9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays)



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

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

#### **CDRH Regulations**

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



#### CAUTION

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

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



DANGER - Invisible laser radiation when open AVOID DIRECT EXPOSURE TO BEAM.

CAUTION - CLASS 3B. INVISIBLE LASER RADIATION WHEN OPEN.

AVOID EXPOSURE TO THE BEAM VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA

ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B.
EN CAS D'OUVERTURE ÉVITEZ L'EXPOSITION AU FAISCEAU.

VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN

PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR.

EVITE LA EXPOSICIÓN AL HAZ.

VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.

注 意 - ここを開くとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。

**注** 意 - 打开时,存在不可见的3B类激光辐射,请避免接触该激光束 注 意 - 打開機器蓋板時有3B級不可視雷射光釋出,應避免曝射

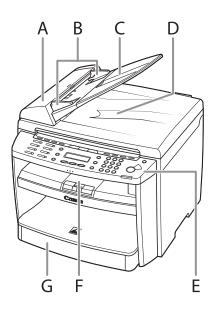
주 의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오. FC6-5293



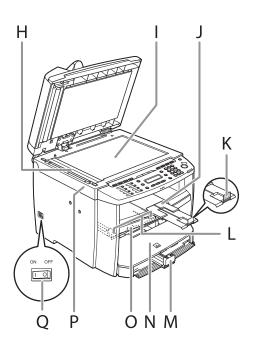
# 1 Before Using the Machine

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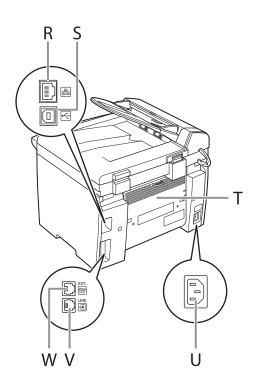
# **Machine Components**



- A ADF (Automatic Document Feeder)
  Holds documents and feeds them automatically into the scanning area.
- B Slide guides Adjust to the width of the document.
- C Document feeder tray Holds documents.
- D Document delivery tray Receives documents.
- E Operation panel Controls the machine.
- F Output tray
  Receives copies, prints and faxes.
- G Paper cassette Loads the paper supply.



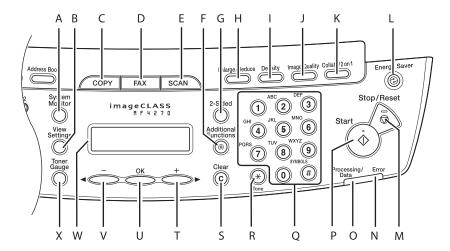
- H Scanning area Scans documents from the ADF.
- I Platen glassPlace documents.
- J Output tray extension Extends the output tray.
- K Paper stopper
   Prevents the paper from falling off the output tray.
   Open the paper stopper from its original position for LTR/A4 paper. For LGL paper, pull out the output tray extension first, and then open the paper stopper.
- L Slide guides for multi-purpose tray Adjust to the width of the paper.
- M Paper guide rail Holds the paper supply.
- N Dust cover
  Protects the paper supply in the paper cassette
  from the dirt and dust.
- O Multi-purpose tray
  Feeds paper when you insert one by one
  manually.
- P Scanning platform Open this platform when replacing the toner cartridge or clearing paper jams.
- Q Main power switch Turns the power on or off.



- R Ethernet port Connect the network cable.
- S USB port Connect the USB (Universal Serial Bus) cable.
- T Rear cover Open this cover when clearing paper jams.
- U Power socket Connect the power cord.
- V Telephone line jack Connect the telephone cable.
- W External device jack Connect an external device.

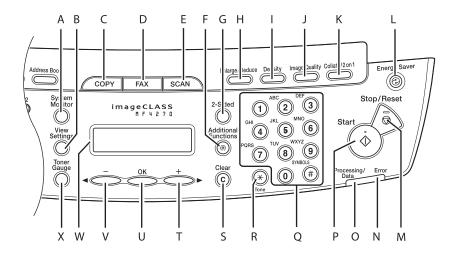
# **Operation Panel**

## **Main Operation Panel**



- A [System Monitor] key
  Press to check fax transmission, print, copy, or
  report output status.
- B [View Settings] key
  Press to confirm settings of the copy function.
- C [COPY] key
  Press to switch to the Copy mode.
- D [FAX] key
  Press to switch to the Fax mode.

- E [SCAN] key
  Press to switch to the Scan mode.
- F [Additional Functions] key
  Press to select or cancel the modes in
  Additional Functions.
- G [2-Sided] key Press to set two-sided copying.
- H [Enlarge/Reduce] key Press to enlarge or reduce copy ratio.
- I [Density] key
  Press to adjust the density for copy or
  documents you send.



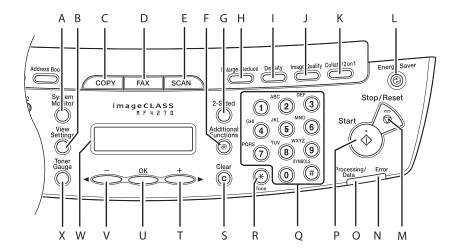
- J [Image Quality] key
  Press to select image quality for copy or fax.
- K [Collate/2 on 1] keyPress to collate copies, or press to set 2 on 1 copying.
- L [Energy Saver] key
  Press to set or cancel the Sleep mode manually.
  The key lights green when the Sleep mode is
  set, and goes off when the mode is canceled.
- M [Stop/Reset] key
  Press to stop a current job. Also, press to return
  the machine to the standby mode.
- N Error indicator Flashes when an error has occurred.

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



Any fax documents that have been received and are stored in the memory will be deleted if you turn off the main power switch of the machine when the Processing/Data indicator is lit.

- P [Start] key Press to start copying, scanning and sending faxes.
- Q Numeric keys Enter letters and numbers.
- R [Tone] key
  Press to switch from rotary pulse to tone dialing.

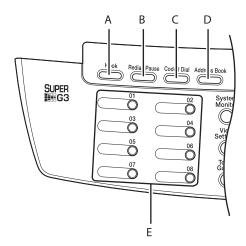


- S [Clear] key Press to clear entered alphanumeric characters.
- T [+►] key
  Press to increase the value for various settings.
  Also press to see the next item in the menu.
- U [OK] key
  Press to accept a set function or mode.

Also press and hold to print a sample page when you are in the copy mode. For details, see "Printing a Sample Page," on p. 3-16.

- V [◄━] key
  Press to decrease the value for various settings.
  Also press to see the previous item in the menu.
- W LCD display
  Displays messages and prompts during
  operation. Displays selection, text, and numbers
  when adjusting the settings.
- X [Toner Gauge] key
  Press to check the toner remaining in the toner
  cartridge.

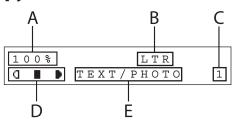
#### **Fax Operation Panel**



- A [Hook] key
  Press when you want to dial without lifting up
  the handset of the external telephone.
- B [Redial/Pause] key
  Press to redial the last dialed number when fax
  is standing by, or press to insert a pause when
  entering a fax number.
- C [Coded Dial] key
  Press to specify recipients registered under
  coded speed dialing codes.
- D [Address Book] key
  Press to search pre-registered recipients under
  one-touch speed dialing keys, coded speed
  dialing codes by name.
- E One-Touch Speed Dialing Keys Press to specify recipients registered under One-Touch Speed Dialing Keys.

# **LCD (Standby Mode)**

#### **Copy Mode**

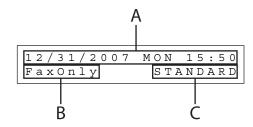


- A Zoom ratio
- B Paper size
- C Quantity
- D Density
- E Image quality

#### **Scan Mode**

SCANNING MODE

#### **Fax Mode**



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



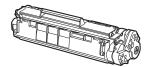
- Depending on your needs, you can change the standby display which appears when the main power switch is turned on. For details, see "Setting Menu," on p. 12-6.
- When the main power switch is turned on, the LCD displays <PLEASE WAIT> until the standby display appears.
- If the machine remains idle for one minute, the display returns to the standby mode (Auto Clear Function).

# **Toner Cartridge**

The lifetime of the Canon genuine starter toner cartridge which comes with the machine is approximately 1,000 pages, the Canon genuine replacement toner cartridge is approximately 2,000 pages. The page counts are on the basis of "ISO/IEC 19752"\* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. When you are replacing a toner cartridge, be sure to use a toner cartridge designed for this product. To purchase the Canon genuine replacement toner cartridge, contact your local Canon dealer or Canon Customer Care Center (U.S.A.:1-800-828-4040, Canada:1-800-652-2666).

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

Toner Cartridge name: Canon Cartridge 104



Model Name	Туре	Supported Canon Genuine Cartridge	Print Yield
MF4270	Bundled	Canon Cartridge 104 Starter	Approx. 1,000 pages
	Replacement	Canon Cartridge 104	Approx. 2,000 pages

#### **Maintaining the Toner Cartridge**

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

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



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

#### **Checking the Toner Level**

You can check the amount of toner remaining in the toner cartridge by pressing the [Toner Gauge] key. The toner level is displayed in the LCD at four levels.

If the toner gauge indicates that the toner is empty, it is recommended that the toner cartridge be replaced. (See "Replacing the Toner Cartridge," on p. 10-10.)

#### **Toner full**



#### **Toner high**



#### **Toner low**



#### **Toner empty**



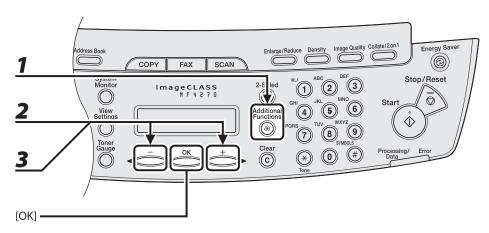


To return to the standby mode, press [Stop/Reset].

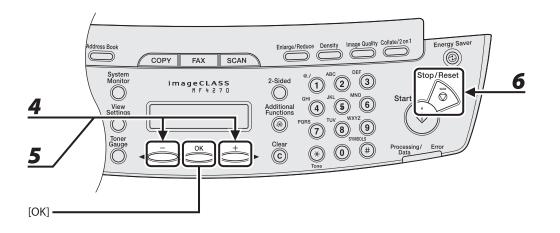
# **Telephone Line Setting**

#### **Setting the Telephone Line Type**

The default setting is <TOUCH TONE>.



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



- **4** Press [◄–] or [+►] to select <TEL LINE TYPE>, then press [OK].
- **5** Press [◄–] or [+▶] to select the telephone line type, then press [OK].

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

**MOTE** 

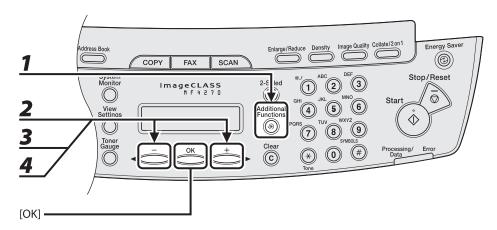
If you do not know the type of telephone line you use, contact your local telephone company.

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

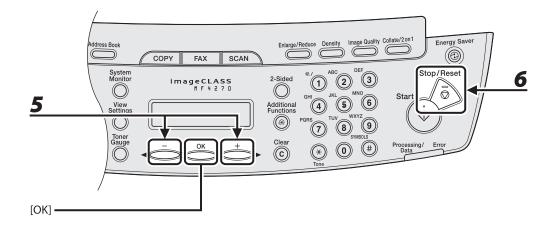
# **Timer Settings**

#### **Setting the Sleep Mode**

When the machine remains idle for a certain period of time, it automatically enters the Sleep mode. The default settings are <ON> and <5MIN.>.



- **1** Press [Additional Functions].
- Press [◄–] or [+►] to select <TIMER SETTINGS>, then press [OK].
- Press [◄–] or [+►] to select <AUTO SLEEP>, then press [OK].
- **4** Press [◄–] or [+►] to select <ON>, then press [OK].



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

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



The default setting is 5 minutes.

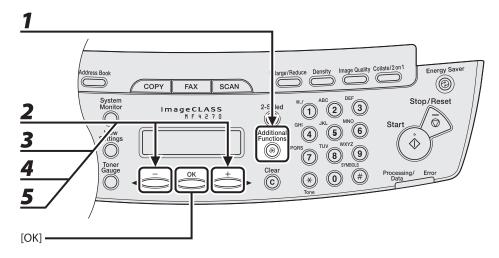
# 6 Press [Stop/Reset] to return to standby mode.



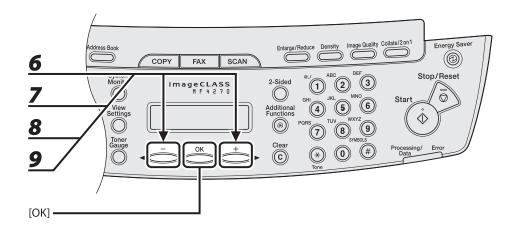
- [Energy Saver] lights green when the machine enters the Sleep mode.
- To enter the Sleep mode manually, press [Energy Saver] on the operation panel.
- The machine will not enter the Sleep mode when:
  - the machine is in operation
  - · the Processing/Data indicator lights or flashes
  - a message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

## **Setting the Daylight Saving Time**

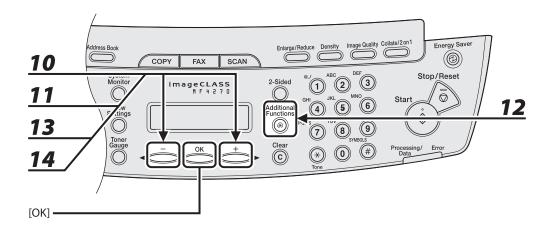
In some countries or areas, time is advanced throughout the summer season. This is called "Daylight Saving Time." The default setting is <OFF>.



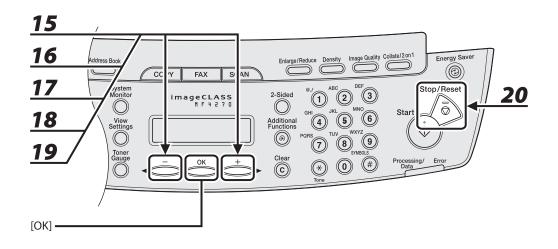
- **1** Press [Additional Functions].
- Press [◄–] or [+►] to select <TIMER SETTINGS>, then press [OK].
- **3** Press [◄—] or [+▶] to select <DAYLIGHT SV.TIME>, then press [OK].
- **4** Press [◄–] or [+▶] to select <ON>, then press [OK].
- **5** Press [◄-] or [+►] to select <START DATE/TIME>, then press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



- Press [◄–] or [+▶] to select <MONTH>, then press [OK].
- Press [◄–] or [+▶] to select the month, then press [OK].
- Press [◄–] or [+►] to select <WEEK>, then press [OK].
- Press [◄–] or [+►] to select the week, then press [OK].



- **11** Press [◄–] or [+►] to select the day, then press [OK].
- **12** Press [Additional Functions].
- **13** Press  $[\blacktriangleleft -]$  or  $[+ \blacktriangleright]$  to select <END DATE/TIME>, then press [OK].
- **14** Press  $[ \blacktriangleleft ]$  or  $[ + \triangleright ]$  to select <MONTH>, then press [OK].



- **16** Press  $[ \blacktriangleleft ]$  or  $[ + \triangleright ]$  to select < WEEK>, then press [OK].
- **17** Press [◄–] or [+►] to select the week, then press [OK].
- **18** Press  $[ \blacktriangleleft ]$  or  $[ + \triangleright ]$  to select < DAY>, then press [OK].
- **19** Press  $[\blacktriangleleft -]$  or  $[+ \blacktriangleright]$  to select the day, then press [OK].
- **20** Press [Stop/Reset] to return to standby mode.



# 2 Document and Paper

Document Requiren	nents	·····2-7
•	••••••	
-		
Loading Documents	······	·····2-5
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<b>Paper Requirements</b>	S ••••••	2-9
Printable Area	••••••	2-11
Loading Paper	••••••	2-12
• •	Purpose Tray ······	
	nd Type	

# **Document Requirements**

	Platen Glass	ADF
Туре	<ul> <li>Plain paper</li> <li>Thick documents</li> <li>Photographs</li> <li>Small documents (e.g., index cards)</li> <li>Special types of paper (e.g., tracing paper*1, transparencies*1, etc.)</li> <li>Book (Height: max. 1" (24 mm))</li> </ul>	Plain paper (Multi-page documents of the same size, thickness and weight or one page documents.)
Size (W x L)	Max. 8 1/2" x 11 5/8" (Max. 216 x 297 mm)	Max. 8 1/2" x 14" (Max. 216 x 356 mm) Min. 4 1/8" x 5 7/8" (Min. 105 x 148.5 mm)
Weight	Max. 4.4 lb (2 kg)	11 to 28 lb bond (40 to 105 g/m²)
Quantity	1 sheet	Max. 35 sheets*2 (Max. 10 sheets for LGL documents)

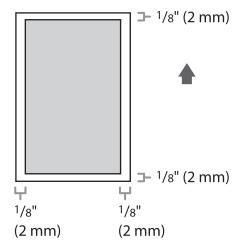
<sup>\*1</sup> When copying a transparent document such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.

<sup>\*2</sup> 21 lb bond (80 g/m<sup>2</sup>) paper

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



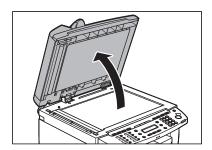
Make sure your document's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.



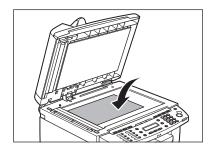
# **Loading Documents**

#### **On the Platen Glass**

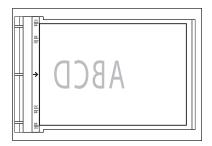
**1** Lift up the ADF.



**2** Place your document face down.

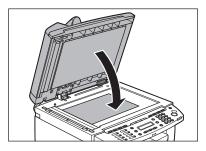


# Align the document with the appropriate paper size marks.



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

# **4** Gently close the ADF.



The document is ready for scanning.



#### CAUTION

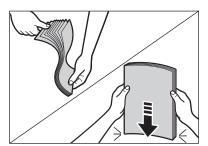
- When closing the ADF, be careful not to get your fingers caught, as this may result in personal injury.
- Do not press down the ADF forcefully, as this may damage the platen glass and cause personal injury.



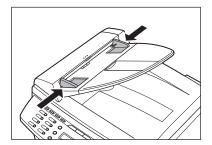
Remove the document from the platen glass when scanning is complete.

#### In the ADF

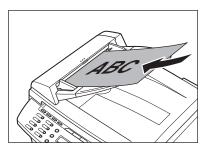
**1** Fan the document stack and even the edges.



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



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



The document is ready for scanning.



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



	Paper cassette	Multi-purpose tray
Size (W x L)	LTR, LGL, A4, B5, A5, Executive, Envelope (COM10 (#10), Monarch, DL, ISO-C5 (6 3/8" x 9" (162 x 229 mm)), Oficio, Brazil-Oficio, Mexico-Oficio, Folio, Government-LTR, Government-LGL, Foolscap, 3" x 5" to 8 1/2" x 14" (76 x 127 to 216 x 356 mm)	
Weight	16 to 43 lb bond (60 to 163 g/m²)	
Quantity	Max. 250 sheets (Height: max. 1" (25 mm))	Max. 1 sheet
Туре	Plain Paper, Plain Paper L, Heavy Paper, Heavy Paper H, Transparency	

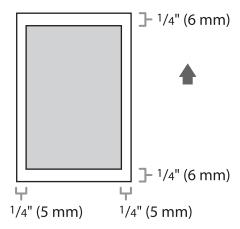


The default paper size is LTR. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Size and Type," on p. 2-15.)

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



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





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

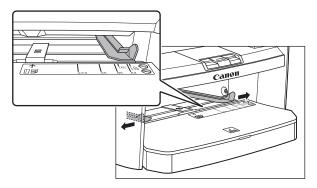
#### **Into the Multi-Purpose Tray**

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

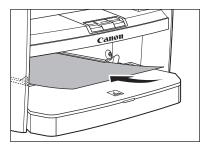


- The paper in the multi-purpose tray is fed prior to the paper in the paper cassette.
- The recommended envelopes are COM10 (#10), MONARCH, DL, and ISO-C5. Using other envelopes may affect the quality of the printout.
- Make sure to set the correct paper size in the printer driver. (See Online Help.)
- When printing received documents or reports, paper can be fed only from the paper cassette. If paper is loaded into the multi-purpose tray, <REMOVE MP PAPER> appears.

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



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

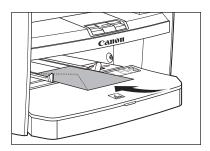




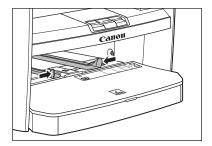
When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose tray.



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



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





If the paper guides do not fit the size of the paper, the print quality may be deteriorated.

4 Specify the size and the type of the paper you load.

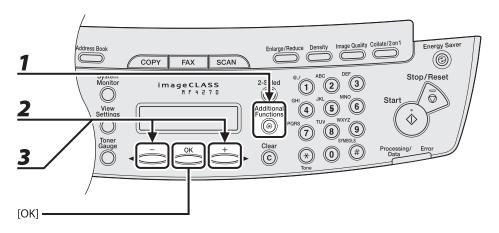
For details on how to specify the paper size and type, see "Setting Paper Size and Type," on p. 2-15.



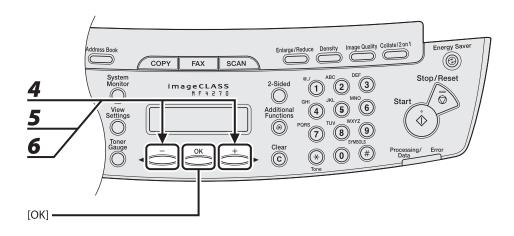
# **Setting Paper Size and Type**

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

The procedure is same for the paper cassette and multi-purpose tray except for selecting the paper cassette or multi-purpose tray in step 3 and 6.



- **1** Press [Additional Functions].
- Press [◄—] or [+▶] to select <PAPER SETTINGS>, then press [OK].
- Press [◄—] or [+▶] to select <CASSETTE> or <MP TRAY>, then press [OK].



- **4** Press [◄-] or [+►] to select <PAPER SIZE>, then press [OK].
- **5** Press [◄–] or [+►] to select the paper size, then press [OK].

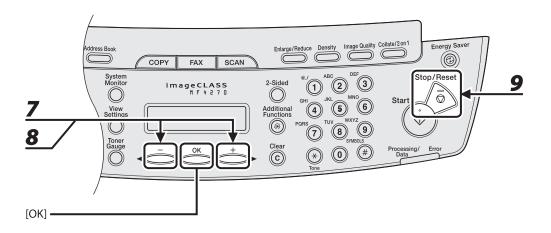
You can select from the following paper sizes:

<LTR>, <LGL>, <A4>, <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL>, <ISO-C5>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>



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

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



**7** Press [◄–] or [+▶] to select <PAPER TYPE>, then press [OK].



If you have selected <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL> or <ISO-C5> for the paper size in step 5, <PAPER TYPE> is not displayed. Skip to step 9.

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

You can select from the following paper types:

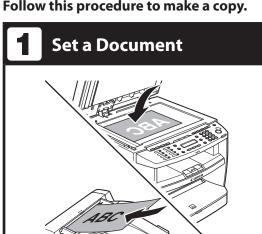
- <PLAIN PAPER> or <PLAIN PAPER L>\*1 for Plain paper (17 lb to 24 lb (64 g/m² to 90 g/m²))
- <HEAVY PAPER> or <HEAVY PAPER H> $^{*2}$  for Heavy paper (Paper cassette: 28 lb to 34 lb (105 g/m² to 128 g/m²), Multi-purpose tray: 28 lb to 43 lb (105 g/m² to 163 g/m²)) or Envelope
- <TRANSPARENCY> for Transparency
- \*1 If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.
- \*2 If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.
- **9** Press [Stop/Reset] to return to the standby mode.

# 3 Copying

3-2
3-4
3-4
3-5
3-7
3-10
3-12
3-14
3-16
3-17
֡֡֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜

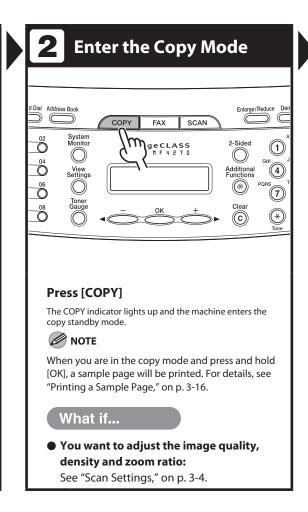
## **Basic Copying Method**

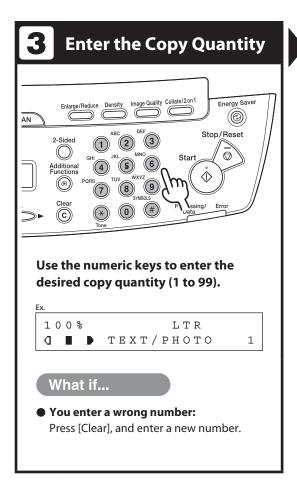
Follow this procedure to make a copy.

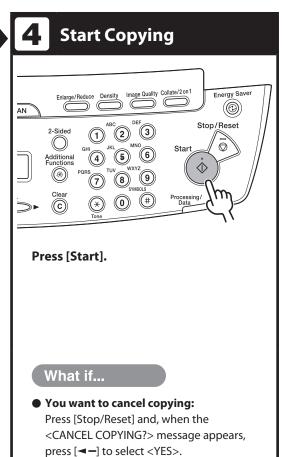


Place the document on the platen glass or load it in the ADF.

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





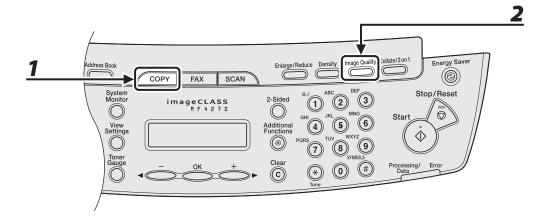




Before pressing [Start] to begin copying, you can adjust the settings to better suit the document to be scanned. These settings return to the default values if the machine remains idle for a certain period of time or if you press [Stop/Reset].

## **Image Quality**

The default setting is <TEXT/PHOTO>.



- Press [COPY].
- **2** Press [Image Quality] repeatedly to select the document type.
  - <TEXT/PHOTO>: For documents that contain text and photos.
  - <TEXT>: For text documents.
  - <PHOTO>: For documents that contain fine text or photos.
  - <TEXT/PHOTO+>: For documents that contain fine text and photos.

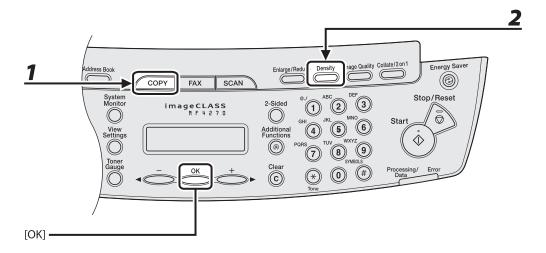


Copy density automatically changes to the manual mode when <TEXT/PHOTO>, <PHOTO> or <TEXT/PHOTO+> is set.

## **Density**

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

### Adjusting Automatically

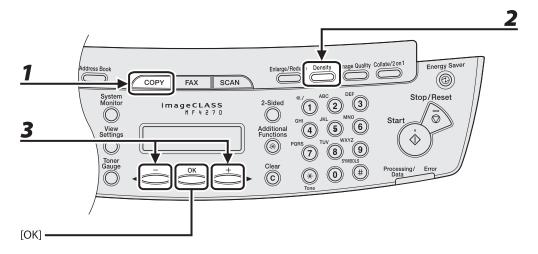


- **1** Press [COPY].
- **2** Press [Density] repeatedly to select <AUTO>, then press [OK].



The image quality is automatically set to <TEXT>.

#### Adjusting Manually



- Press [COPY].
- **2** Press [Density] repeatedly to select the manual mode.
- Press [◄—] or [+▶] to adjust the copy density, then press [OK].



- [◄━]: to make dark documents lighter
- [+►]: to make light documents darker



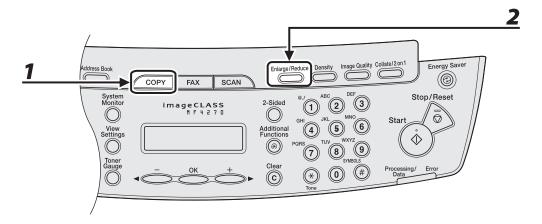
- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, set the density as follows:
   [Additional Functions] → <COPY SETTINGS> → <STANDARD SETTINGS> → <DENSITY> → <MANUAL> (See "STANDARD SETTINGS," on p. 12-9.)

### **Zoom Ratio**

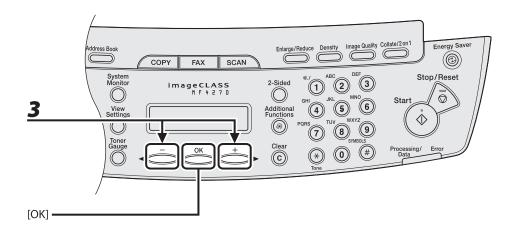
The default setting is <100%>.

#### Preset Zoom

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



- Press [COPY].
- **2** Press [Enlarge/Reduce].



## Press [◄-] or [+►] to select the copy ratio, then press [OK].

- 200% MAX.
- 129% STMT → LTR
- 100%
- 78% LGL → LTR
- 64%
- 50% MIN.



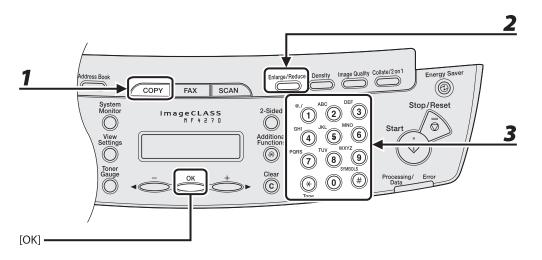
When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <A> or <AB>, the preset copy ratios change as follows:

A: 50%, 70%, 100%, 141%, 200%

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

#### Zoom Designation

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



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



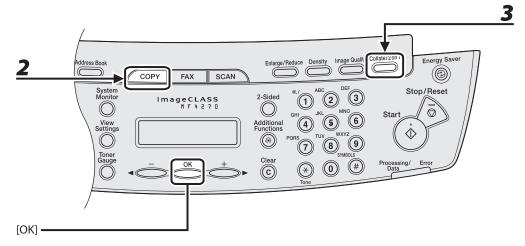
You can also use  $[\blacktriangleleft \lnot]$  or  $[+ \blacktriangleright]$  to adjust the zoom ratio. To increase the zoom ratio, press  $[+ \blacktriangleright]$ . To decrease the zoom ratio, press  $[\blacktriangleleft \lnot]$ .



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

## **Collate Copy**

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



**1** Set documents.

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

**2** Press [COPY].

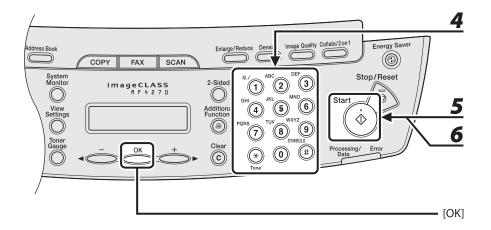


If <AUTO COLLATE> is set to <ON> in <STANDARD SETTINGS> in <COPY SETTINGS>, skip to step 4.

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

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

If you want to use with "Two-Sided Copy" at the same time, go to step 3 on p. 3-14.



- **4** Use the numeric keys to enter the desired copy quantity (1 to 99).
- **Press [Start].**When the documents are loaded in the ADF, collate copying starts and no further operation is required.
- 6 Place the next page of the document on the platen glass, then press [Start].
  Repeat this step to scan all pages.
- **7** Press [OK].

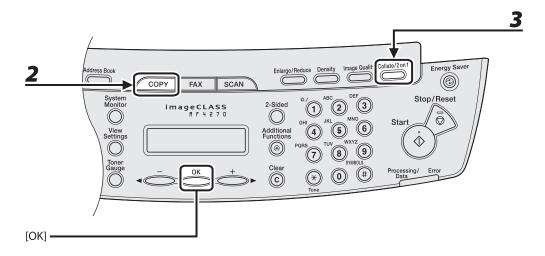
The machine prints the remaining sets of copies.



- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>, see "STANDARD SETTINGS," on p. 12-9.
- When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning
  may be canceled. If this happens, press [OK] to return to the standby mode, and print, send, or delete
  any documents stored in memory.



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



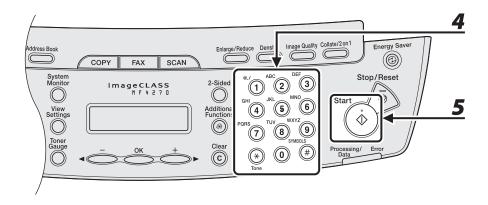
**1** Set documents.

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

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

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

If you want to use with "Two-Sided Copy" at the same time, go to step 3 on p. 3-14.



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

## **5** Press [Start].

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



- If you press [OK] without scanning the second page, only the first page will be printed on the left side of the paper.
- A maximum of 1/8" (4 mm) margin will be produced between the two reduced documents in 2 on 1 combination copying.
- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>, see "STANDARD SETTINGS," on p. 12-9.

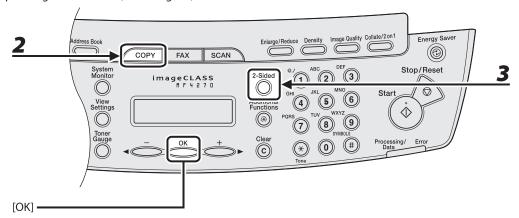
## Two-Sided Copy

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



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

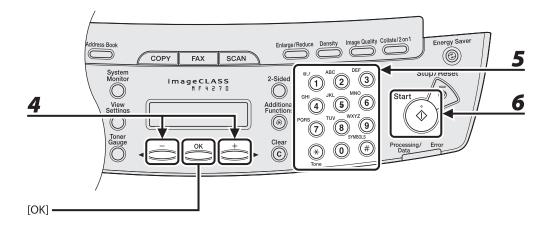
- Paper size: LTR and A4
- Paper weight: 17 to 21 lb (64 to 80 g/m²)



**1** Set documents.

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

- **2** Press [COPY].
- Press [2-Sided] repeatedly to select <ON>, then press [OK].



## Press [◄–] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

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



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

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

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

## **6** Press [Start].

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



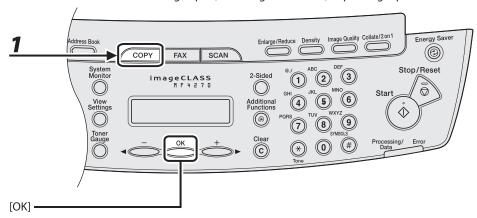
- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>, see "STANDARD SETTINGS," on p. 12-9.
- Instead of performing step 4, you can just press [OK]. In this case, the machine makes <BOOK TYPE>
  copies.

## **Printing a Sample Page**

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



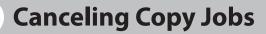
- The paper size must be LTR.
- The paper type must be Plain Paper (17 to 21 lb (64 to 80 g/m<sup>2</sup>)).
- If the paper setting is not appropriate or the paper is not loaded correctly, printing does not start without any error massages.
- You cannot cancel printing a sample page once printing has started.
- You cannot use this function while making copies, scanning documents, or printing reports or lists.



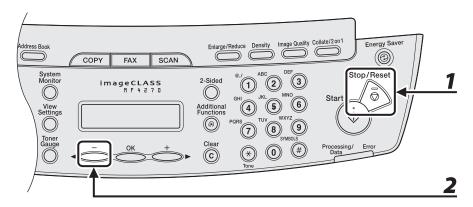
Press [COPY].

**2** Press and hold [OK].

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



Follow the procedures to cancel an outgoing job.



- Press [Stop/Reset].
- When the <CANCEL COPYING?> message appears, press [◄—] to select <YES>.

```
CANCEL COPYING?
```

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



# **Sending Faxes**

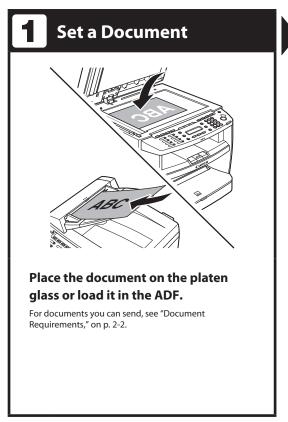
Basic Sending Method ······	4-2
Scan Settings ······	4-4
Image Quality	
Density	
Storing/Editing Address Book	4-6
Storing/Editing One-Touch Speed Dialing Keys/	
Coded Speed Dialing Codes	4-7
Storing/Editing Recipients for Group Dialing	4-13
Specifying Recipients	4-22
Using One-Touch Speed Dialing Keys	
Using Coded Speed Dialing Codes	
Group Dialing	4-26
Using Address Book Key	4-28
Manual Sending	
Canceling TX Jobs	
Checking and Deleting TX Jobs	
Checking Transmission Results	
Checking and Deleting Fax Documents Stored	
in Memory······	4-37

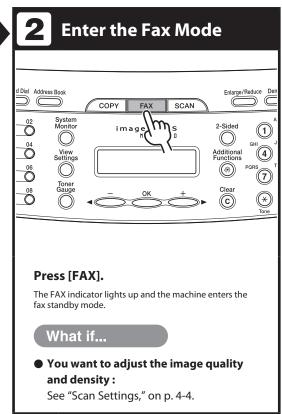


## **Basic Sending Method**

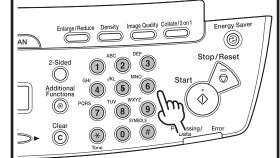
Follow this procedure to send faxes.

For advanced sending features, see Chapter 4, "Sending and Receiving," in the Reference Guide.





## **3** Enter the Fax Number



## Enter the fax number with the numeric keys.

You can also specify the fax number with one-touch speed dialing key, coded speed dialing, or [Address Book] key. (See "Specifying Recipients," on p. 4-22.)

Ex

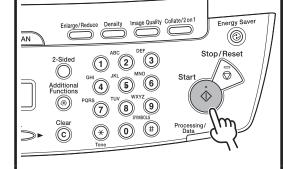
**=** 0 1 2 X X X X X X X \_

#### What if...

You enter a wrong number:

Go back to the wrong digit with  $[ \blacktriangleleft -]$ , then press [Clear] to delete it. Or press and hold [Clear] to delete the entire entry. Then try again.





#### Press [Start].

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

#### What if...

• You want to cancel sending:

Press [Stop/Reset] on the operation panel. When the <CANCEL DURING TX/RX?> message appears, press [◄ —] to select <YES>.

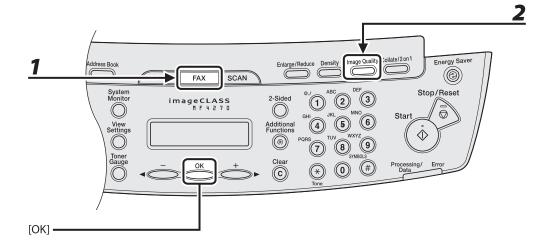


## **Scan Settings**

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

## **Image Quality**

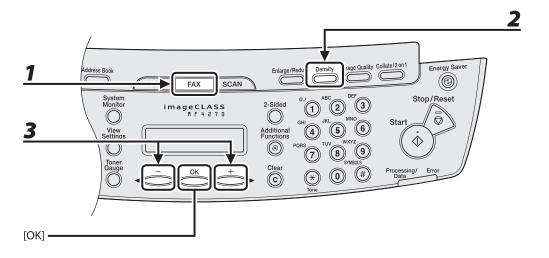
The default setting is <STANDARD>.



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

## **Density**

The default setting is (5).



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

```
EX.

DENSITY
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[◄**-**]: to make dark documents lighter.

[+►]: to make light documents darker.



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

[Additional Functions]  $\rightarrow$  <FAX SETTINGS>  $\rightarrow$  <USER SETTINGS>  $\rightarrow$  <STANDARD SETTINGS>  $\rightarrow$  <Image Quality> or <DENSITY> (See "STANDARD SETTINGS," on p. 12-10.)

## **Storing/Editing Address Book**

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

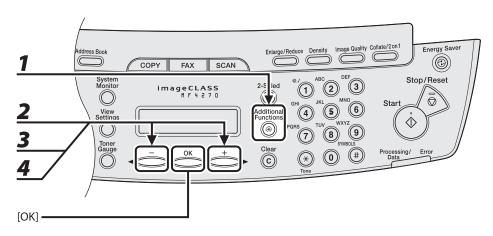
- Using One-Touch Speed Dialing Key (p. 4-22)
   You can specify fax/telephone numbers by pressing one-touch speed dialing keys. You can register up to 8 one-touch speed dialing keys, including group dialing.
- Using Coded Speed Dialing (p. 4-24)
   You can specify fax/telephone numbers by pressing [Coded Dial] followed by two-digit code. You can register up to 100 coded speed dialing codes.
- Using Group Dialing (p. 4-26)
   You can specify groups of fax/telephone numbers registered in one-touch speed dialing keys. You can register up to 50 fax/telephone numbers in a group dialing.
- Using Address Book Key (p. 4-28)
   You can specify fax/telephone numbers by pressing [Address Book] and searching a fax/telephone number from Address Book.

#### **MOTE**

- Recipients stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Chapter 7, "Remote UI," in the Reference Guide
- For easy reference, print out the list of recipients registered in one-touch speed dialing keys or coded speed dialing codes. (See "REPORT SETTINGS," on p. 12-17.)

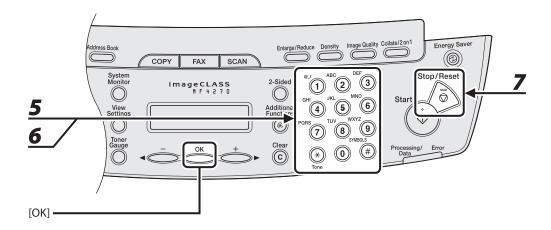
# **Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes**

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



- **1** Press [Additional Functions].
- Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].
- Press [◄—] or [+▶] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].
- Press [◄—] or [+▶] to select a one-touch speed dialing key (01 to 08) or coded speed dialing code (00 to 99) for which you want to register the fax/telephone number, then press [OK].

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



**5** Enter the recipient's name (max. 20 letters, including spaces) with the numeric keys, then press [OK].



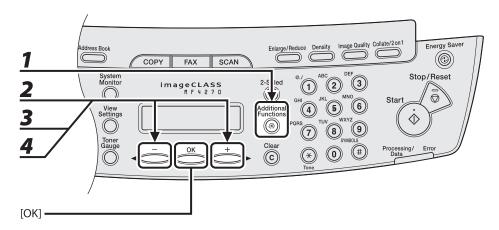
**6** Enter the fax/telephone number you register (max. 50 digits, including spaces and pauses) with the numeric keys, then press [OK].

```
TEL NUMBER ENTRY
012XXXXXX_
```

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

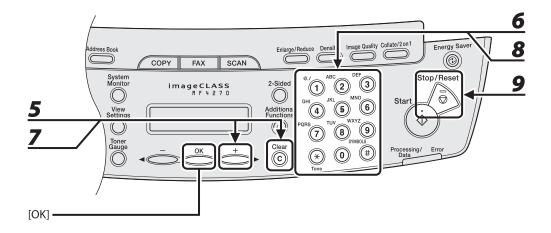
**7** Press [Stop/Reset] to return to the standby mode.

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



- Press [Additional Functions].
- Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].
- Press [◄—] or [+▶] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].
- Press [◄—] or [+▶] to select the one-touch speed dialing key (01 to 08) or coded speed dialing code (00 to 99) you want to edit, then press [OK].

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



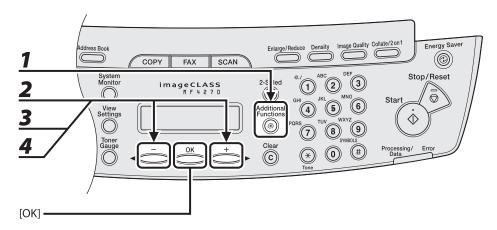
Press [+►] repeatedly to go to the character you want to change, then press [Clear].

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

- **6** Enter a new character with the numeric keys, then press [OK].
- Press [+>] repeatedly to go to the wrong digit, then press [Clear] to delete it.

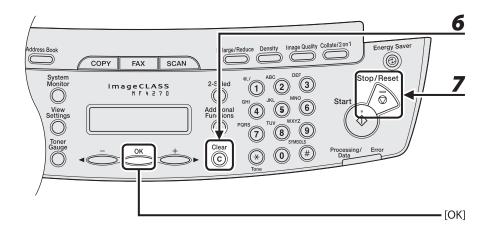
  To delete the entire entry, press and hold [Clear].
- **8** Enter a new number with the numeric keys, then press [OK].
- **9** Press [Stop/Reset] to return to the standby mode.

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



- Press [Additional Functions].
- Press [◄—] or [+▶] to select <ADDRESS BOOK SET.>, then press [OK].
- Press [◄—] or [+▶] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].
- Press [◄—] or [+▶] to select the one-touch speed dialing key (01 to 08) or coded speed dialing code (00 to 99) you want to delete, then press [OK].

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



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

If you delete the fax/telephone number, the registered name is cleared automatically.

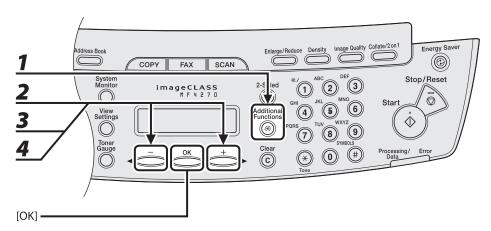
**7** Press [Stop/Reset] to return to the standby mode.

## **Storing/Editing Recipients for Group Dialing**



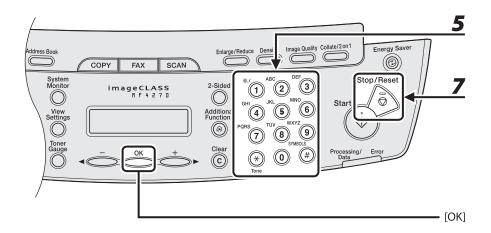
The recipients must be registered in one-touch speed dialing keys or coded speed dialing codes beforehand.

#### Registering Recipients for Group Dialing



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

You can also select a one-touch speed dialing key by pressing the corresponding one-touch speed dialing key.



**5** Enter the group name (max. 20 letters, including spaces) with the numeric keys, then press [OK].

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



**6** Select the recipients you want to register in the group (max. 50 recipients) until all recipients are registered, then press [OK].

To enter a recipient stored under a one-touch speed dialing key, press the desired one-touch speed dialing key.

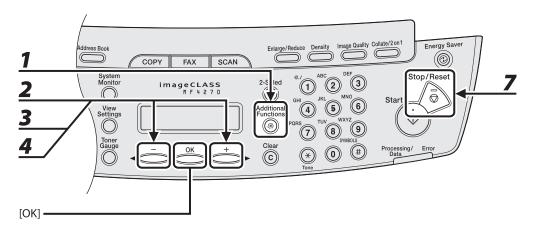
To enter a recipient stored under a coded speed dialing code, press [Coded Dial], then enter the two-digit code with the numeric keys. For multiple entries, press [Coded Dial] between each entry.



You can review the recipients which have been already entered with  $[\blacktriangleleft -]$  or  $[+ \blacktriangleright]$ .

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

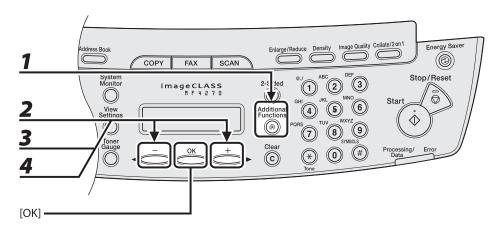
#### Adding New Recipients to Group



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

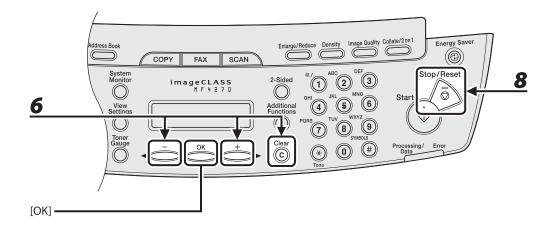
  You can specify a group to edit by pressing the corresponding one-touch speed dialing key.
- **5** Press [OK].
- **Select the recipient you want to add to the group, then press [OK].**For details on specifying a recipient from Address Book, see "Registering Recipients for Group Dialing," on p. 4-13.
- Press [Stop/Reset] to return to the standby mode.

#### Deleting Recipients from Group



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

  You can specify a group to edit by pressing the corresponding one-touch speed dialing key.
- **5** Press [OK].

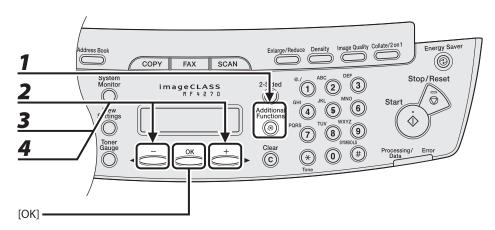


Press [◄–] or [+►] to display the recipient you want to delete from the group, then press [Clear].

Repeat this step if you want to delete another recipient.

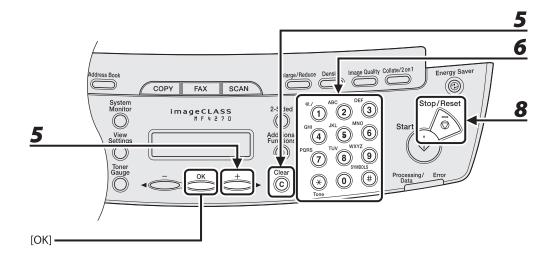
- **7** Press [OK].
- **8** Press [Stop/Reset] to return to the standby mode.

#### Changing Group Name



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

You can specify a group to edit by pressing the corresponding one-touch speed dialing key.

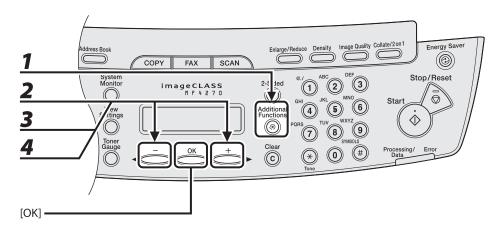


Press [+►] repeatedly to go to the character you want to change, then press [Clear].

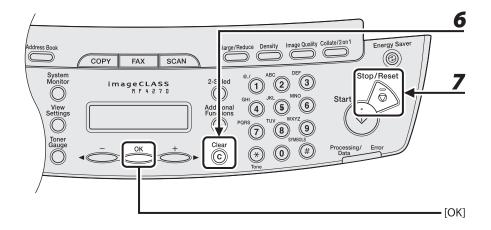
To delete the entire name, press and hold [Clear].

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

#### Deleting Group Dialing



- **1** Press [Additional Functions].
- Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].
- Press [◄–] or [+►] to select <GROUP DIAL>, then press [OK].
- Press [◄-] or [+►] to select a group to delete, then press [OK].
  You can specify a group to delete by pressing the corresponding one-touch speed dialing key.
- **5** Press [OK].



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



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

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



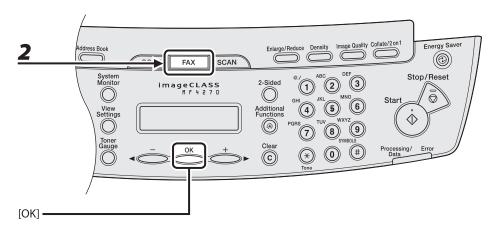
## **Specifying Recipients**

Follow the procedure below to send documents to registered recipients.

#### **Using One-Touch Speed Dialing Keys**



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

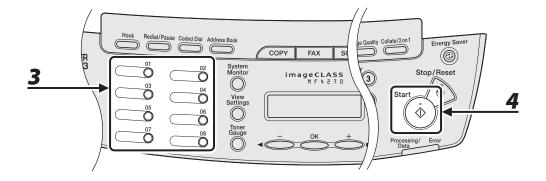


**1** Set documents.

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

**2** Press [FAX].

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



## **3** Press the desired one-touch speed dialing key (01 to 08).

If you pressed a wrong key, press [Stop/Reset] and try again.

## 4 Press [Start].

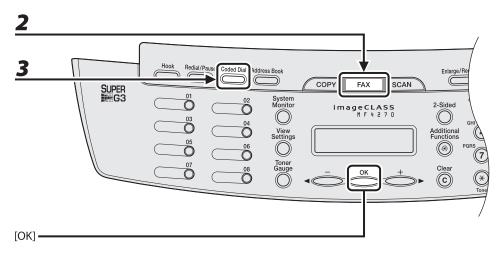
When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start sending.

#### **Using Coded Speed Dialing Codes**

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



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



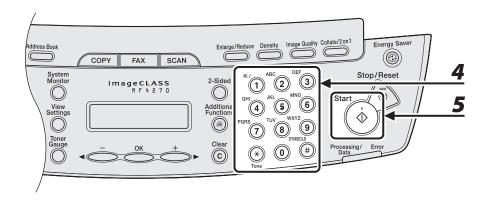
**1** Set documents.

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

**2** Press [FAX].

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

**3** Press [Coded Dial].



4 Enter the desired two-digit code (00 to 99) with the numeric keys.



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

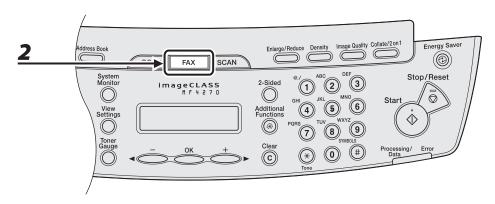
## **5** Press [Start].

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

#### **Group Dialing**



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

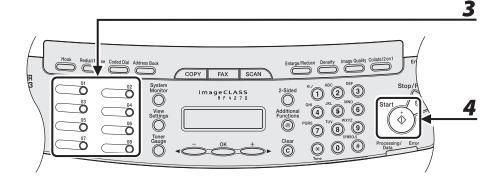


**1** Set documents.

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

**2** Press [FAX].

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



# Press the one-touch speed dialing key under which the desired group dialing is registered.

If you pressed a wrong key, press [Stop/Reset], and perform step 3 again.

#### 4 Press [Start].

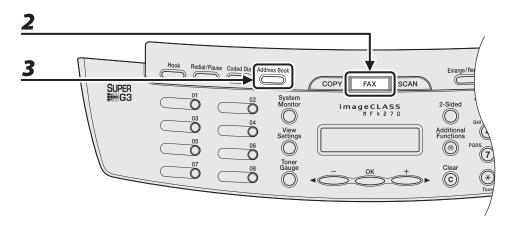
When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start sending.

#### **Using Address Book Key**

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

You can either go through all the recipients registered in the machine (LIST), or look up a particular one by their name (SEARCH).

#### Listing All Recipients



**1** Set documents.

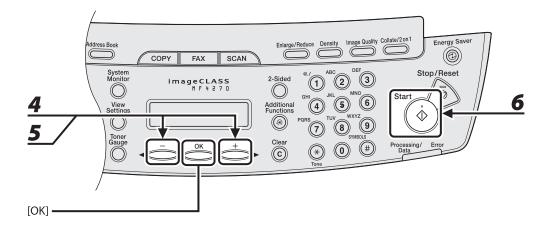
Place the first page on the platen glass if you are not using the ADF.

**2** Press [FAX].

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

Press [Address Book].

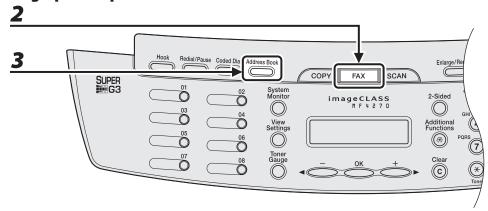
If no recipient is registered for speed dialing, <NOT REGISTERED> is displayed.



- **4** Press [◄–] or [+►] to select <LIST>, then press [OK].
- **5** Press [◄–] or [+►] to find the required recipient.
  - The recipients are listed in the order of one-touch speed dialing keys (01 to 08), and coded speed dialing codes (00 to 99).
  - For a one-touch speed dialing key or coded speed dialing code with no recipient name registered, their fax number is displayed.
- **6** Press [Start].

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

#### **●** Looking Up a Recipient



**1** Set documents.

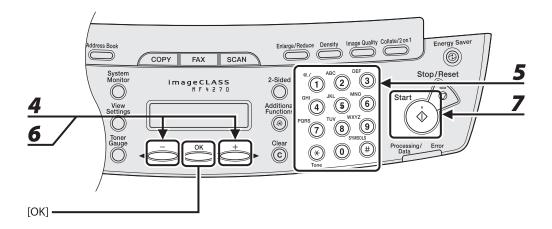
Place the first page on the platen glass if you are not using the ADF.

Press [FAX].

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

**3** Press [Address Book].

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



- **4** Press [◄-] or [+►] to select <SEARCH>, then press [OK].
- Use the numeric keys to enter up to 10 first characters of the recipient's name, then press [OK].

EX.

SEARCH [A]

CANON

- Enter uppercase letters for a recipient registered in uppercase letters and enter lowercase letters for a recipient registered in lowercase letters.
- When the search is complete, the number of recipients that match the characters you entered is displayed in parentheses.
- Press [Clear] to run a new search.
- 6 Press [◄–] or [+►] to find the required recipient.
- **7** Press [Start].

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

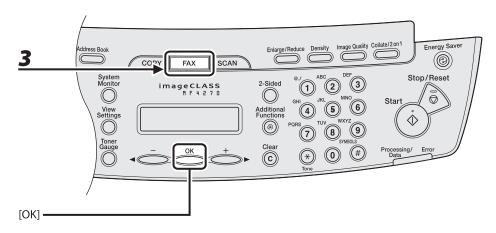


## **Manual Sending**

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



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

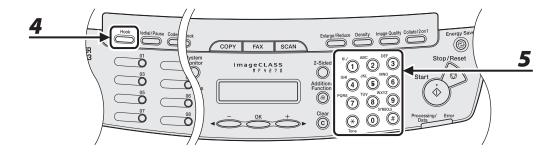


Connect an external telephone to the machine if you want to talk to the recipient before sending a document.

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

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

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



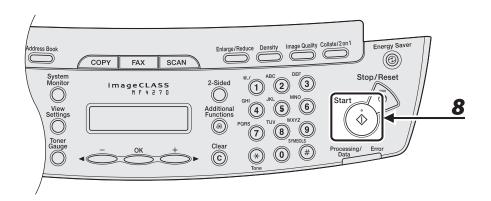
4 Press [Hook] or pick up the handset of your external telephone.

If you press [Hook], you can temporarily adjust the monitor tone volume with  $[\blacktriangleleft -]$  and  $[+ \blacktriangleright]$ .

**5** Dial the recipient's fax/telephone number.



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



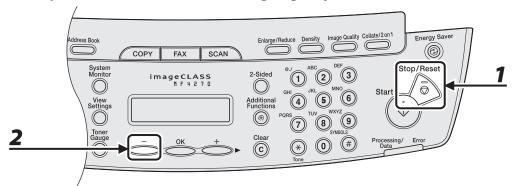
**6** Talk through the handset to the recipient.

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

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

## **Canceling TX Jobs**

Follow the procedure below to cancel an ongoing fax job.



- Press [Stop/Reset].
- When the <CANCEL DURING TX/RX?> message appears, press [◄—] to select <YES>.



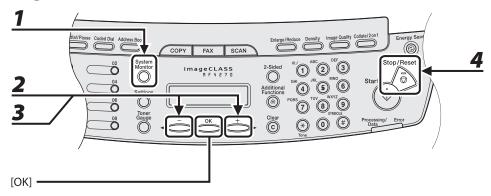


- Remove any unscanned documents from the ADF.
- If you are in the copy or scan standby mode and want to cancel a fax job, press [FAX] to return to the fax mode first.



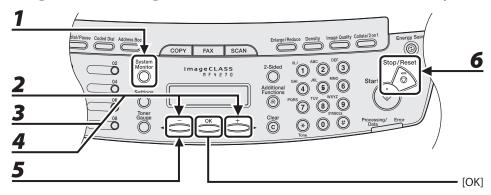
System monitor enables you to view the transmission results, monitor the status of the send jobs currently being processed.

#### **Checking Transmission Results**



- **1** Press [System Monitor].
- Press [◄-] or [+►] to select <TX/RX LOG>, then press [OK].
- Press [◄–] or [+►] to view the required transmission result.
- 4 Press [Stop/Reset] to return to the standby mode.

#### **Checking and Deleting Fax Documents Stored in Memory**



- Press [System Monitor].
- Press [◄–] or [+►] to select <TX STATUS>, then press [OK].
- Press [◄–] or [+►] to scroll through the job list.

  If you want to delete the job, go to step 4. Otherwise, press [Stop/Reset] to return to the standby mode.
- **4** Press [◄–] or [+►] to select the desired job, then press [OK].

**MOTE** 

For <BROADCAST>, all recipients entered for a broadcasting job will be canceled.

**5** Press [◄–] to select <YES>.

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

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



# 5 Receiving Documents

<b>Basic Receiving Metho</b>	d5-2
Canceling RX Jobs	5-4
Checking Reception Re	esults5-5

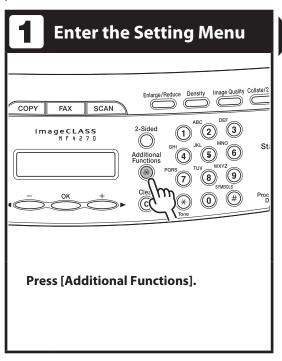


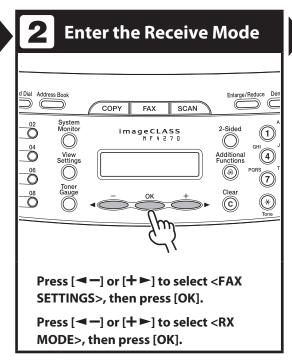
## **Basic Receiving Method**

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

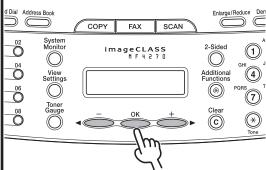


Any data stored in the memory, including received fax documents, will be deleted if you turn off the main power switch of the machine.









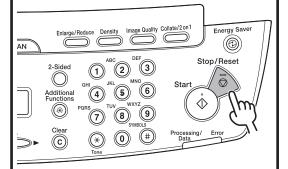
## Press [◄—] or [+▶] to select the receive mode, then press [OK].

- <FaxOnly>: Answers all calls as faxes.
- <AnsMode>: Receives faxes automatically and records voice messages.
- <DRPD>: Distinguishes between fax and voice calls if you want to use an external telephone.
- <FAX/TEL>: Switches between fax and voice calls automatically if an external telephone is connected to the machine.
- <MANUAL>: Does not answer any calls. You have to manually receive faxes.
- For details on these settings, see Chapter 4, "Sending and Receiving," in the Reference Guide.



- For <FAX/TEL> or <MANUAL>, make sure an external telephone is connected to the machine.
- For <AnsMode>, make sure an external telephone with built in answering machine is connected to the machine.
- For <DRPD>, subscription to a DRPD service is required.

## Exit the Setting Menu



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

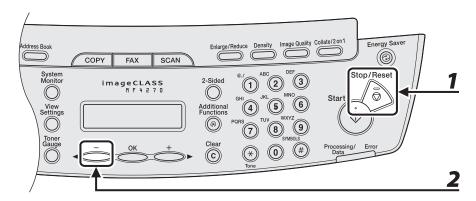
#### What if...

- You press [Stop/Reset] to cancel a job:
   The <CANCEL DURING TX/RX?> message
   appears Press [◄ –] to select <Yes> The
  - appears. Press [◄—] to select <Yes>. The job is canceled, and the display returns to the standby mode.
- The <OUT OF TONER/CHANGE TONER> message appears:

The toner cartridge is almost empty. Replace the toner cartridge or you can continue printing by setting <CONT. PRINTING> to <ON>. For details on this error message, see "Replacing the Toner Cartridge," on p. 10-10.

## **Canceling RX Jobs**

Follow the procedure below to cancel an ongoing receive job.



- Press [Stop/Reset].
- When the <CANCEL DURING TX/RX?> message appears, press [◄—] to select <YES>.

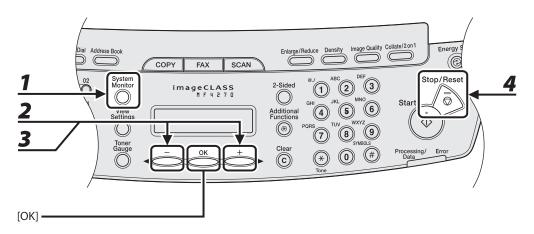




If you are in the copy or scan standby mode and want to cancel a fax job, press [FAX] to return to the fax mode first.



System monitor enables you to view the reception result.



- **1** Press [System Monitor].
- Press [◄-] or [+►] to select <TX/RX LOG>, then press [OK].
- **3** Press [◄–] or [+►] to view the required reception result.
- 4 Press [Stop/Reset] to return to the standby mode.



<b>Printing Documents</b>	s	6-2
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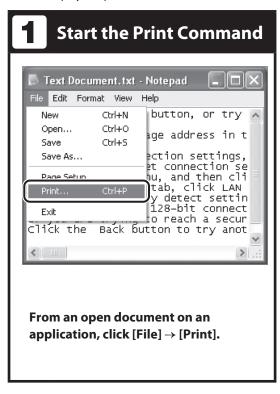
Follow this procedure to print a document from your computer.

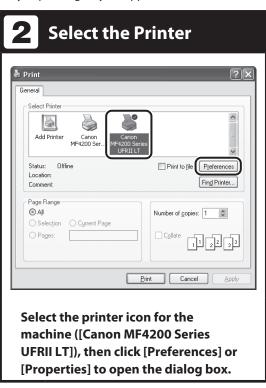
Make sure that the printer driver is installed. To check if the driver is installed, see "Software Settings with Computer," in the Starter Guide.

For details on printer driver settings, see Online Help.

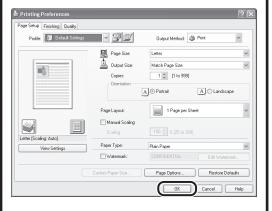


How to display the print screen or items on the screen may vary depending on your application and/or OS.

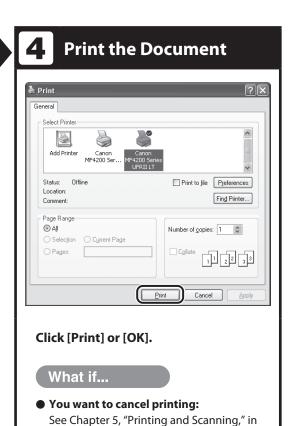




## **3** Adjust Preferences



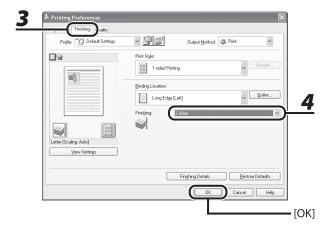
After finished setting, click [OK].



the Reference Guide.

## **Collate Printing**

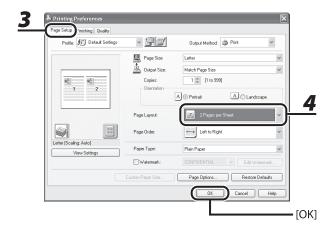
You can print documents collated into sets arranged in page order. For example, when printing multiple copies of a 3-page document, the print order is 1, 2, 3, 1, 2, 3, and so on.



- **1** From an open document on an application, click [File]  $\rightarrow$  [Print].
- 2 Select the printer icon for the machine ([Canon MF4200 Series UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.
- **3** Click the [Finishing] tab.
- **4** For [Finishing], select [Collate], then click [OK].
- **5** On the [Print] dialog box, click [Print] or [OK].

## 2 on 1 Combination

2 on 1 combination automatically reduces two documents to fit on the selected paper size.



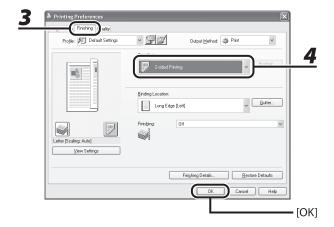
- **1** From an open document on an application, click [File] → [Print].
- 2 Select the printer icon for the machine ([Canon MF4200 Series UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.
- **3** Click the [Page Setup] tab.
- For [Page Layout], select [2 Pages per Sheet], then click [OK].
- **5** On the [Print] dialog box, click [Print] or [OK].



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

## **Two-Sided Printing**

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



- **1** From an open document on an application, click [File]  $\rightarrow$  [Print].
- 2 Select the printer icon for the machine ([Canon MF4200 Series UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.
- **3** Click the [Finishing] tab.
- 4 For [Print Style], select [2-sided Printing], then click [OK].
- **5** On the [Print] dialog box, click [Print] or [OK].

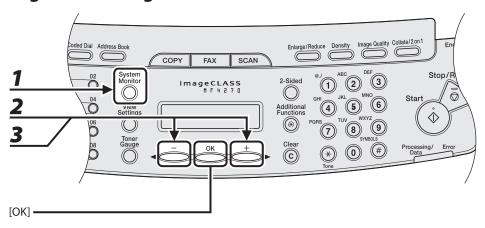


System monitor enables you to monitor the status of the print jobs currently being processed.



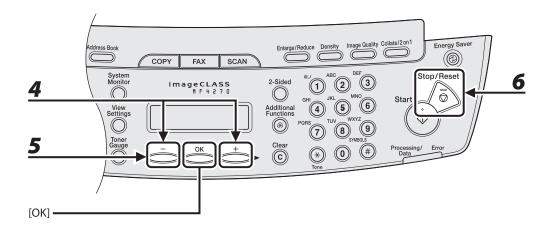
Make sure that the Processing/Data indicator is turned on. When the Processing/Data indicator is turned off, all print jobs are erased from the memory.

#### **Checking and Deleting Print Jobs**



- **1** Press [System Monitor].
- Press [◄—] or [+▶] to select <PRINT STATUS>, then press [OK].
- Press [◄—] or [+▶] to scroll through the job list, and check the status of the print jobs.

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



- **4** Press [◄–] or [+►] to select the desired job, then press [OK].
- Fress [◄-] to select <YES>.
  If you do not want to cancel the job, press [+►] to select <NO>.
- 6 Press [Stop/Reset] to return to the standby mode.

Canceling Scan Jo	os7-4
Canceling Sca	n Jobs to a Computer7-4

Scanning to a Computer (USB connection only) ------7-2

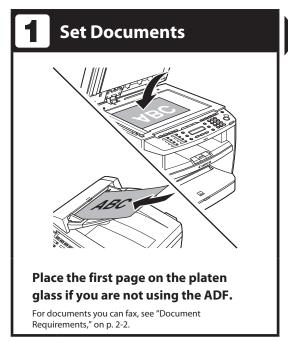


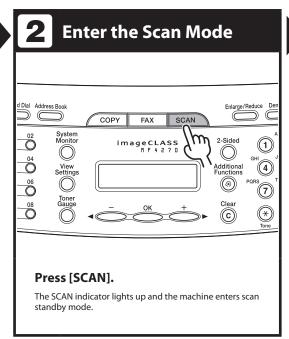
## Scanning to a Computer (USB connection only)

Follow this procedure to scan a document to your computer.

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

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



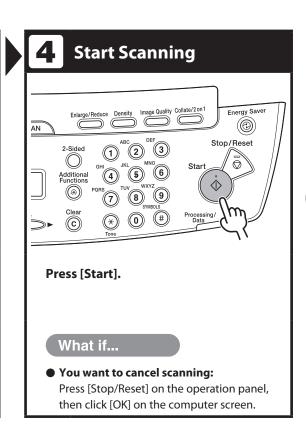






# Start MF Toolbox, then select the scan format.

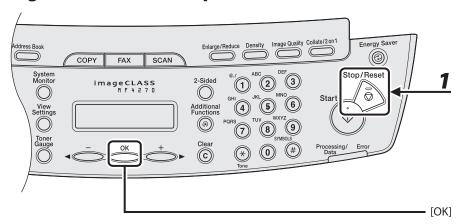
The mark will be displayed above the button you select.





Follow the procedure below to cancel an ongoing scan job.

### **Canceling Scan Jobs to a Computer**



- Press [Stop/Reset].
- **2** Click [OK] on the computer screen.

# 8 PC Faxing

PC	Faxing	8-2	2
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## **PC Faxing**

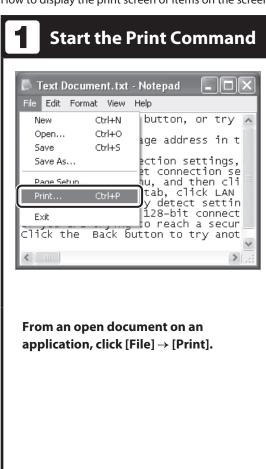
Follow this procedure to send a fax from your computer.

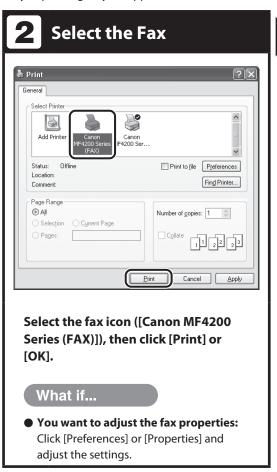
Make sure that the fax driver is installed. To check if the driver is installed, see "Software Settings with Computer," in the Starter Guide.

For details on fax driver settings, see Online Help.

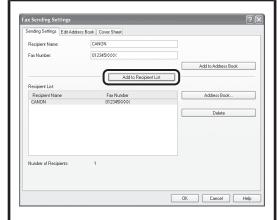


How to display the print screen or items on the screen may vary depending on your application and/or OS.





## **3** Set the Recipient

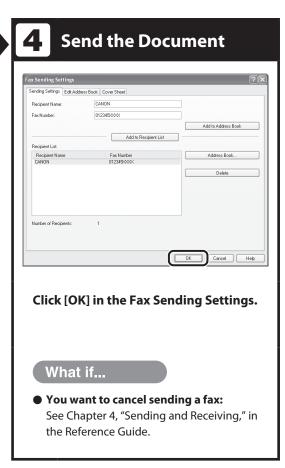


Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].

#### What if...

You want to send a fax with a cover sheet:

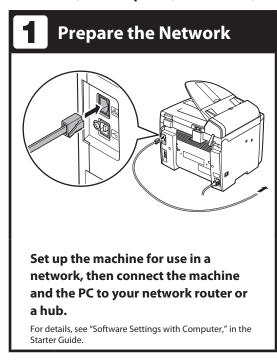
Click the [Cover Sheet] tab and set the format for the cover sheet attachment.



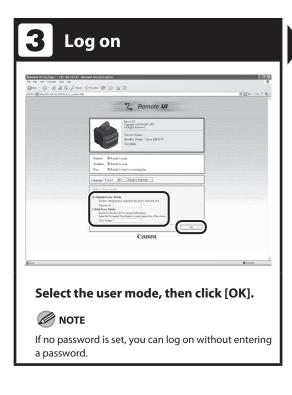
Remote III	9	1-7

# Remote UI

Follow this procedure for Remote UI management.
For details, see Chapter 7, "Remote UI," in the Reference Guide.









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## **Cleaning the Machine**

#### Note the following before cleaning your machine:

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



#### CAUTION

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



When you turn off the main power switch, the documents stored in memory will be erased. To check the jobs stored in memory, see the following:

- "Checking and Deleting Fax Documents Stored in Memory," on p. 4-37
- "Checking and Deleting Print Jobs," on p. 6-7

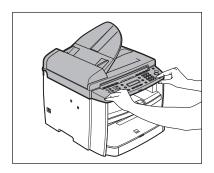
#### **Exterior**

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

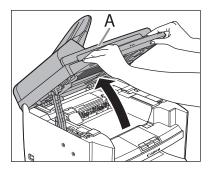
#### **Interior**

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

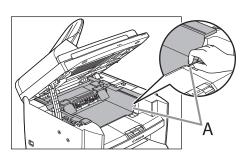
- Turn off the main power switch and disconnect the power cord.
- Hold the front side of the operation panel with your hands.



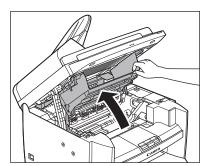
Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



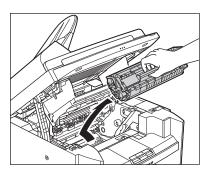
4 Hold the grip (A) on the right front side of the toner cover.



## Open the toner cover.



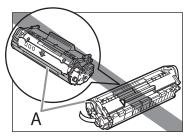
#### 6 Remove the toner cartridge.





#### **CAUTION**

- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.



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



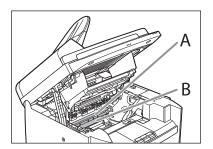
#### **M** NOTE

Always hold the toner cartridge by its handle.

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

#### **CAUTION**

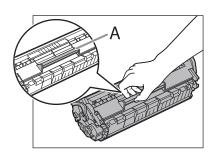
- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.



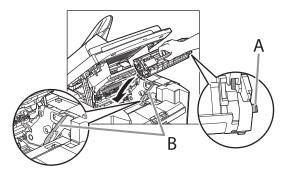
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

## Hold the toner cartridge by its handle (A).

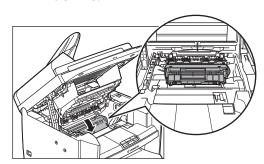
Hold the toner cartridge by its handle (A).



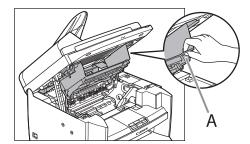
Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



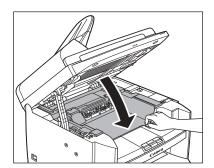
**10** Push the toner cartridge to make sure it is properly set in the machine.



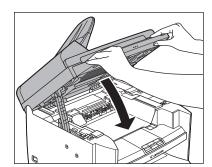
## **11** Hold the grip (A) on the right front side of the toner cover.



## **12** Close the toner cover.



## **13** Lower the scanning platform.



#### **A** CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.
- **14** Reconnect the power cord and turn on the main power switch.

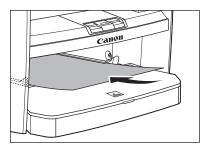
#### **Fuser Roller**

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



- Cleaning the roller takes approximately 130 seconds.
- When some jobs are stored in memory, this function is not available.
- **1** Press [Additional Functions].
- Press [◄-] or [+►] to select <ADJUST./CLEANING>, then press [OK].

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



Press [◄-] or [+►] to select <FIX.</p>
UNIT CLEANING>, then press [OK].

Cleaning starts.



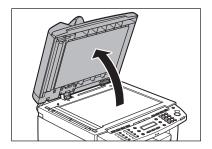
- Use standard paper as the cleaning paper.
- Throw away the cleaning paper after use.

### **Scanning area**

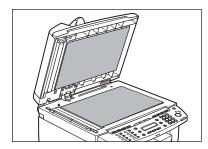
Keep the scanning area clean to avoid dirty copies or faxes to be sent.

### Platen glass

## **1** Open the ADF.



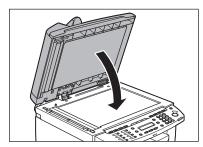
Clean the platen glass and the underside of the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



**NOTE** 

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

## **3** Close the ADF.



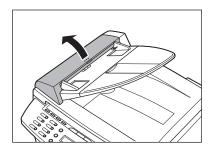
**CAUTION** 

Be careful not to get your fingers caught.

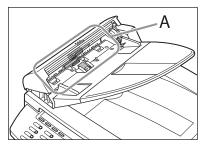
#### ADF

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

- Turn off the main power switch and disconnect the power cord.
- **2** Open the ADF cover.



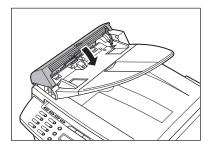
Clean the rollers (A) inside the ADF with a cloth dampened with water.
Then wipe the area with a soft, dry cloth.



**NOTE** 

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

4 Close the ADF cover.



Be careful not to get your fingers caught.

**A** CAUTION

CAUTION

**5** Reconnect the power cord and turn on the main power switch.

## **Replacing the Toner Cartridge**

When the toner is running low, the message <TONER LOW/PREPARE NEW TONER> appears on the LCD. We recommend that you prepare a new toner cartridge for future replacement with ease.

When the message <OUT OF TONER /CHANGE TONER> appears, redistribute toner in the toner cartridge. If the message persists, replace the toner cartridge with a new one.

When toner empty error occurs while receiving fax, printing fax is interrupted and the received data will be stored in the memory. If you set <CONT.

PRINTING> in <PRINTER SETTINGS> in <FAX SETTINGS> to <ON>, you can keep printing fax documents or reports without replacing the toner cartridge. The default setting for <CONT.

PRINTING> is <OFF>. (See "CONT.

PRINTING," on p. 12-13.)



#### CAUTION

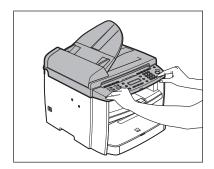
- When <CONT. PRINTING> is set to <ON>, the
  printed documents may be light or blurred because
  of lack of toner. The data is erased when the
  documents are printed out, so you can not print the
  same documents again.
- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid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



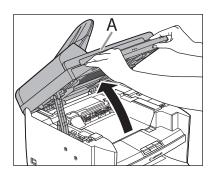
When the toner level is low by pressing [Toner Gauge], replace the toner cartridge.

## **Redistributing Toner**

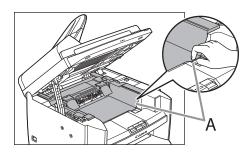
Hold the front side of the operation panel with your hands.



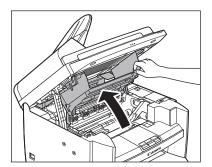
2 Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



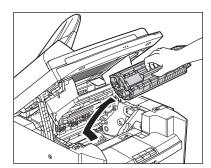
Hold the grip (A) on the right front side of the toner cover.



**4** Open the toner cover.



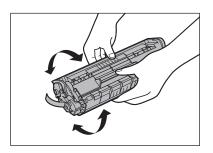
## Remove the toner cartridge.



#### CAUTION

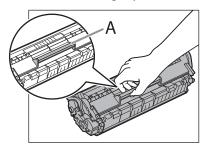
Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

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



## Hold the toner cartridge by its handle (A).

Hold the toner cartridge by its handle (A).



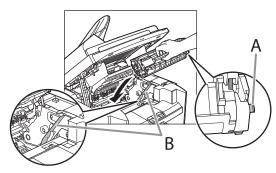
#### **A** CAUTION

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

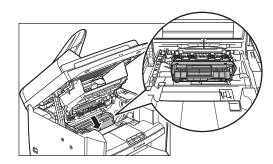


Always hold the toner cartridge by its handle.

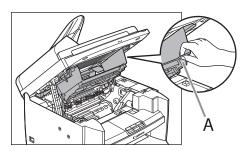
8 Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



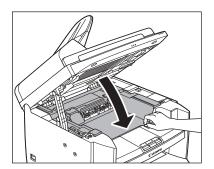
**9** Push the toner cartridge to make sure it is properly set in the machine.



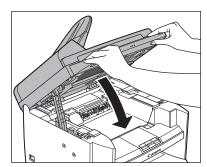
**10** Hold the grip (A) on the right front side of the toner cover.



**11** Close the toner cover.



## **12** Lower the scanning platform.

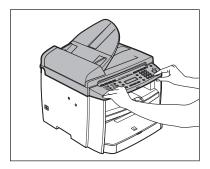


#### **A** CAUTION

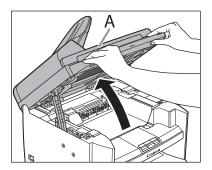
- Be careful not to get your fingers caught.
- If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

## **Replacing the Toner Cartridge** with a New One

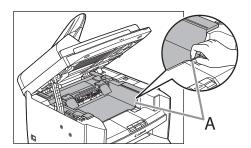
Hold the front side of the operation panel with your hands.



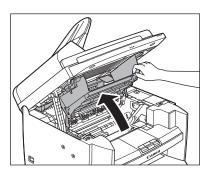
2 Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



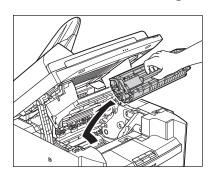
# Hold the grip (A) on the right front side of the toner cover.



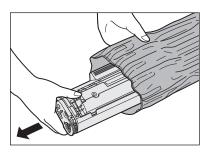
## **4** Open the toner cover.



## **5** Remove the toner cartridge.



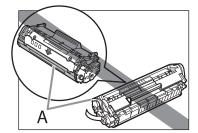
# 6 Remove the new toner cartridge from the protective bag.



**⊘** NOTE

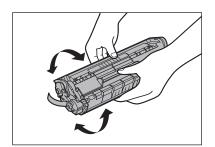
Save the protective bag. You may need it later when you remove the toner cartridge from the machine.

## **A** CAUTION

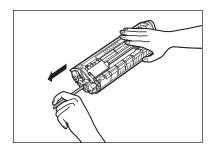


Do not open the drum protective shutter (A).

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



# Place the toner cartridge on a flat surface and pull the seal completely out.

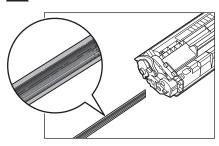


#### **MOTE**

Do not pull the seal out at an angle.



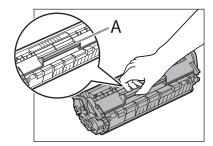
#### CAUTION



- If toner is adhered on the removed seal, be careful that your hands or clothes do not get dirty from touching the toner.
- If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. If you do, the toner may be set permanently.

# **9** Hold the toner cartridge by its handle (A).

Hold the toner cartridge by its handle (A).



## A

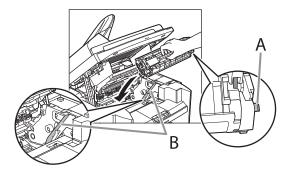
#### CAUTION

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

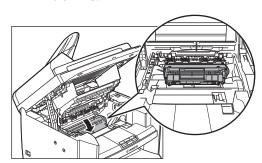


Always hold the toner cartridge by its handle.

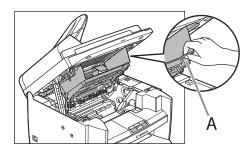
10 Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



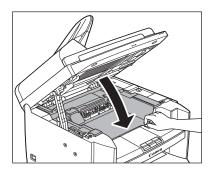
11 Push the toner cartridge to make sure it is properly set in the machine.



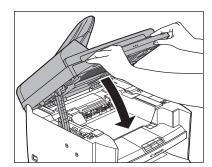
## **12** Hold the grip (A) on the right front side of the toner cover.



## **13** Close the toner cover.



## **14** Lower the scanning platform.



#### **A** CAUTION

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

## **Recycling Used Cartridges**



Canon has instituted a worldwide recycling program for cartridges called "The Clean Earth Campaign". This program preserves precious natural resources by utilizing a variety of materials found in the used cartridges that are of no further use, to remanufacture new cartridges which, at the same time, keeps the environment cleaner by reducing landfill waste. Complete details concerning this program are enclosed in each Cartridge box.

## **The Clean Earth Campaign**

#### **● THE Canon CARTRIDGE RECYCLING PROGRAM**

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

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

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

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

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

We appreciate your support of The Canon Cartridge Recycling Program.

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

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

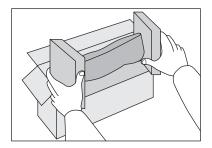


#### **U.S.A. PROGRAM**

### Packaging

#### ■ Option A-1: Single Box Return

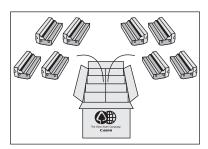
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.



#### **■** Option B: Volume Box Return

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

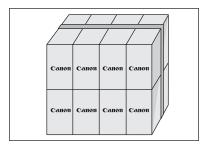
- Place as many cartridges as possible into one box.
   Carefully seal the box with tape;
   or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



#### ■ Option A-2: Multiple Box Return

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

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



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

#### Maximum weight = 70 lb. (31.8 kg)

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

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

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

#### Please Note:

**Do not send** defective cartridges for replacement.

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

#### Shipping

Apply the UPS authorized returning label provided in this guide.

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

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

#### **■** Option: UPS Pick-up

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





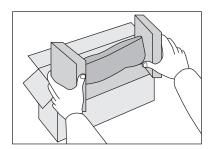
By using either of the above methods of shipment, your used cartridge(s) will be forwarded to the Canon Cartridge Collection Center at no charge to you.

For further information about the Clean Earth Campaign in the United States, please call: **1-800-OK-Canon** 

#### CANADA PROGRAM-CANADA PROGRAMME

#### ■ Option A: Single Box Return

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

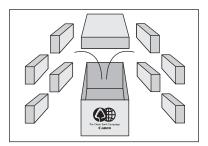


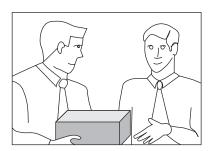
#### ■ Option B: Volume Box Return (eight or more cartridges)

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

- Call 1-800-667-2666 to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.
- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.

- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.





Working to preserve endangered species is a long-standing Canon interest. To this end, for every cartridge collected, Canon Canada donates \$1, shared equally between World Wildlife Fund Canada and the Nature Conservancy of Canada. This donation is utilized in Canada.

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

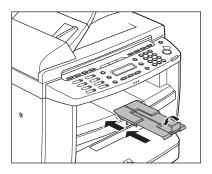
#### 1-800-667-2666

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

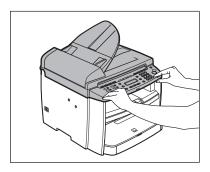
### **Transporting the Machine**

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

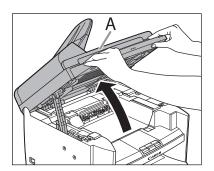
- **1** Turn off the main power switch.
- **2** Disconnect the power cord and all the cables from the back of the machine.
- If you are using the output tray extension, fold the paper stopper, and then push the output tray extension into the machine.



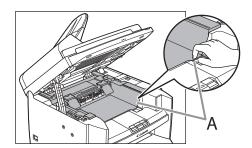
4 Hold the front side of the operation panel with your hands.



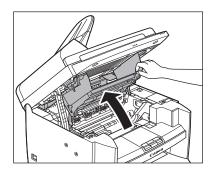
Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



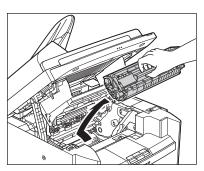
## 6 Hold the grip (A) on the right front side of the toner cover.



### **7** Open the toner cover.



#### Remove the toner cartridge.



#### Λ

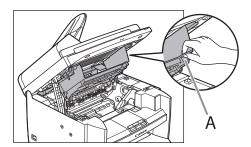
#### **CAUTION**

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

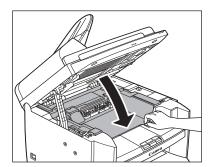


Always hold the toner cartridge by its handle.

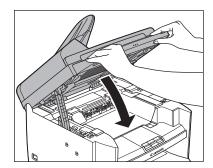
## **9** Hold the grip (A) on the right front side of the toner cover.



### **10** Close the toner cover.



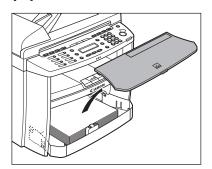
### **11** Lower the scanning platform.



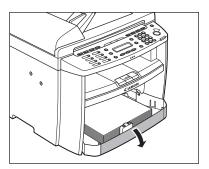
**A** CAUTION

Be careful not to get your fingers caught.

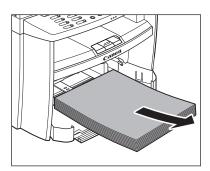
## **12** Remove the dust cover from the paper cassette.



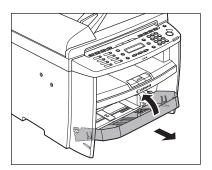
## 13 Open the front panel of the paper cassette.



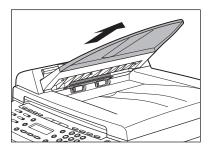
## **14** Remove the paper from the paper cassette.



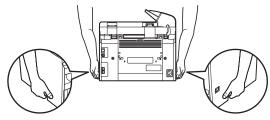
# 15 Remove the paper cassette by lifting up the front-end of the paper cassette and pulling it forward.



## **16** Detach the Document feeder tray.



- **17** Make sure all the covers are closed.
- 18 Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.



#### A

#### CAUTION

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

Clearing Jams------ 11-2

LCD Messages ------- 11-12

Error Codes ------- 11-19

If <LOAD CORRECT PAPER> is displayed ------ 11-21

Re-loading the Paper ------ 11-21 Changing the Paper Size Setting ------ 11-22

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### **Clearing Jams**

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

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



#### CAUTION

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



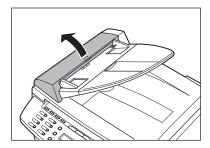
#### **M** NOTE

Do not force a jammed document or paper out of the machine. Contact Canon Customer Care Center if needed.

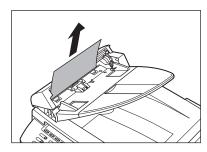
#### **Document Jams**

When <CHECK DOCUMENT> appears on the LCD display, remove a jammed document from the ADF.

**1** Open the ADF cover.



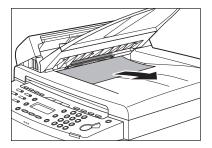
Hold both sides of any jammed documents and gently pull them out straight upward.



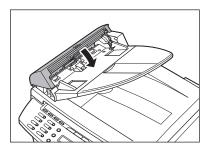
**M** NOTE

Do not pull the document forcefully as it may tear.

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



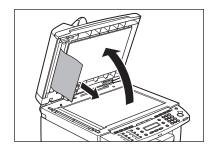
4 Close the ADF cover.



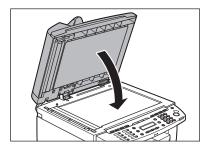
**A** CAUTION

Be careful not to get your fingers caught.

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



#### **6** Close the ADF.



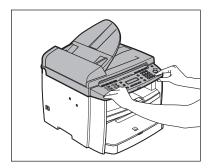
**A** CAUTION

Be careful not to get your fingers caught.

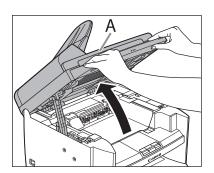
#### **Paper Jams**

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

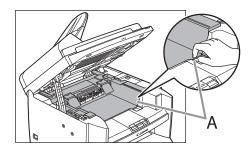
Hold the front side of the operation panel with your hands.



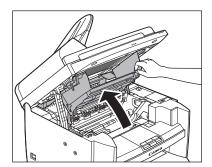
2 Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



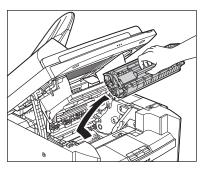
## Hold the grip (A) on the right front side of the toner cover.



### 4 Open the toner cover.



## **5** Remove the toner cartridge from the machine.

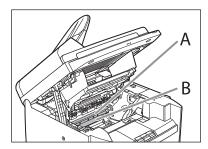


#### **CAUTION**

- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.
- Remove watches and any bracelets or rings when touching the inside of the machine.
   These items might be damaged if they come into contact with the parts inside of the machine.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



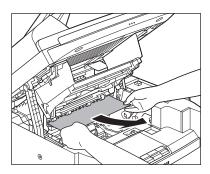
Always hold the toner cartridge by its handle.



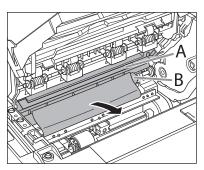
#### **A** CAUTION

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

### Hold both sides of the jammed paper and gently pull it out.



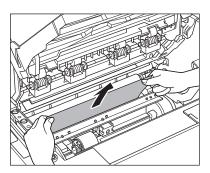
#### Gently pull the jammed paper between the fixing assembly (A) and transfer roller (B) until the leading edge emerges from the machine.



#### CAUTION

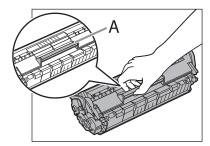
- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.

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



## **9** Hold the toner cartridge by its handle (A).

Hold the toner cartridge by its handle (A).



#### A

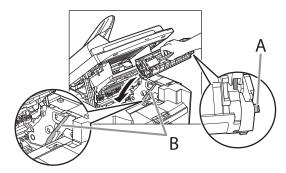
#### CAUTION

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

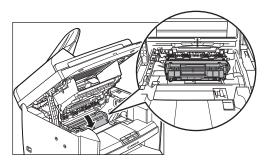


Always hold the toner cartridge by its handle.

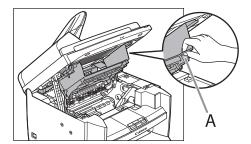
10 Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



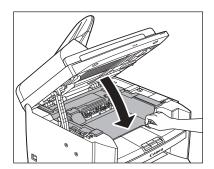
11 Push down the toner cartridge to make sure it is properly set in the machine.



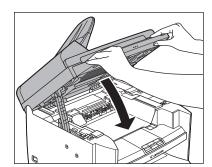
#### **12** Hold the grip (A) on the right front side of the toner cover.



### **13** Close the toner cover.



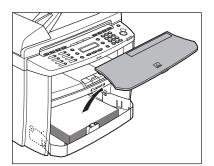
### **14** Lower the scanning platform.



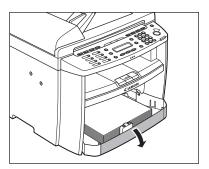
#### **A** CAUTION

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

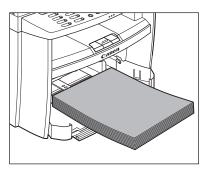
### **15** Remove the dust cover from the paper cassette.



## **16** Open the front panel of the paper cassette.

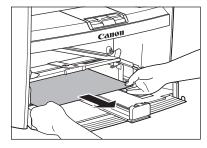


## **17** Remove the paper in the paper cassette.

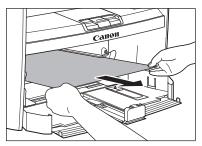


# 18 Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.

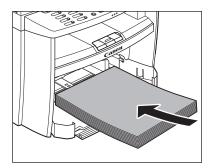
When feeding paper from the paper cassette:



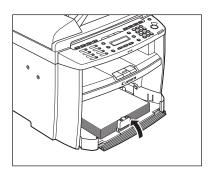
 When feeding paper from the multipurpose tray:



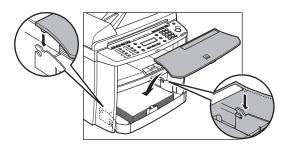
## **19** Load the paper into the paper cassette.



## **20** Close the front panel of the paper cassette.

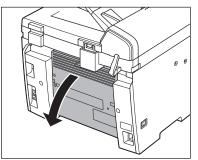


## **21** Set the dust cover on the paper cassette.



### **22** Open the rear cover.

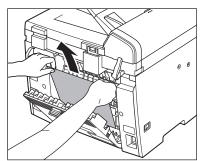
This operation is required only when <OPEN REAR COVER> appears on the LCD display.



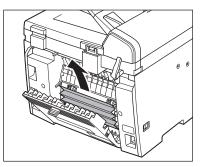
# Troubleshooting

#### **23** Hold both sides of the jammed paper and gently pull it out upward.

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

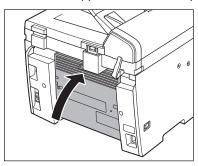


If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out from the machine.



### **24** Close the rear cover.

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





#### **A** CAUTION

Be careful not to get your fingers caught.



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

## **LCD** Messages

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

Message	Description	Action
AVAILABLE MEMORY nn%	This message shows the percentage of the memory currently available.	If you need more space, wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.
CANNOT PRINT RX DATA	The machine temporarily received the fax in memory because an error of some kind has occurred in the machine. This error message appears with one of the messages below.  - <close cover="" toner=""> - <load correct="" paper=""> - <remove mp="" paper=""> - <change paper="" reg'd="" settings="" size="" →=""> - <out change="" of="" toner=""> - <set again="" paper="" set="" toner=""> - <paper jam=""> - <paper cover="" jam="" open="" rear=""> - <load paper=""></load></paper></paper></set></out></change></remove></load></close>	This error message appears with another message. When the error is resolved, the received data will be printed out. For how to solve the problem, see the action for the messages displayed with it.

Message	Description	Action
CHANGE REG'D SIZE →PAPER SETTINGS	The paper size is not appropriate for your print jobs.	<ul> <li>To print reports or received data, set the <cassette> paper size to <ltr>, <lgl>, <a4>, <oficio>, <brazil-oficio>, <folio>, <government-letter>, <government-legal>, or <foolscap>. For details, see "Setting Paper Size and Type," on p. 2-15.</foolscap></government-legal></government-letter></folio></brazil-oficio></oficio></a4></lgl></ltr></cassette></li> <li>To print received data on both sides of paper, set the <cassette> paper size to <ltr> or <a4>. For details, see "Setting Paper Size and Type," on p. 2-15.</a4></ltr></cassette></li> <li>For two-sided copying, set the paper size to <ltr> or <a4>. For details, see "Setting Paper Size and Type," on p. 2-15.</a4></ltr></li> <li>For two-sided copying, set the paper size to <ltr> or <a4>. For details, see "Setting Paper Size and Type," on p. 2-15.</a4></ltr></li> </ul>

Message	Description	Action
CHECK DOCUMENT	A document jam may have occurred in the ADF.	Remove the jammed document.
CLOSE COVER TONER COVER	The toner cover is not closed completely.	Check the toner cover, and make sure that it is completely closed.
HANG UP PHONE	The external telephone is off the hook.	Hang up the external telephone.
LIFT PANEL TO OPEN OPEN TONER COVER	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <set again="" paper="" set="" toner="">).</set>
LOAD CORRECT PAPER	The size of the paper in the paper cassette or multipurpose tray is different from that of the paper specified in <cassette> or <mp tray=""> of the <paper settings=""> menu.</paper></mp></cassette>	Load the correct size paper or change the paper size in <cassette> or <mp tray=""> of the <paper settings=""> menu. For more information, see "If <load correct="" paper=""> is displayed," on p. 11-21.</load></paper></mp></cassette>

Message	Description	Action
LOAD PAPER	<ul> <li>No paper is loaded in the paper cassette or multi- purpose tray when copying or printing.</li> </ul>	Load paper correctly. Then press [OK] when using the paper cassette.
	<ul> <li>No paper is loaded in the paper cassette or multipurpose tray when printing a received document.</li> <li>Or, when printing a report or list, this massage appears if the paper size is not appropriate for printing a report or list even if paper is loaded.</li> <li>This error message appears with one of the messages below.</li> <li><change paper="" reg'd="" settings="" size="" →=""></change></li> <li><cannot data="" print="" rx=""></cannot></li> </ul>	<ul> <li>Load paper correctly. Then press [OK] when using the paper cassette. For report or list, set the paper size to <ltr>, <lgl>, <a4>,</a4></lgl></ltr></li> <li><oficio>, <brazil-oficio>, <mexico-oficio>, <folio>,</folio></mexico-oficio></brazil-oficio></oficio></li> <li><government-letter>,</government-letter></li> <li><government-legal>, or</government-legal></li> <li><foolscap>, and then load paper of the same size.</foolscap></li> </ul>
LOST IMAGE	The machine was turned off when any documents were stored in the machines memory. Please note that any data stored in the memory, including received fax documents, will be deleted if you turn off the main power switch of the machine.	The error is automatically released after two seconds, and the machine automatically prints out the lost report that shows the records still existing in the activity report.



Message	Description	Action
MEMORY FULL	- The machine is full of jobs.	Print, send, or delete any documents stored in memory.
		Divide the document stack     or data into a few parts and     try again one by one.
		Send the document with low resolution.
	- The number of TX/RX jobs that can be stored in memory reached the maximum.	- The machine memory can store up to 256 fax jobs including sending and receiving jobs.  (Based on the condition that the other party sends the fax by the imageCLASS MF4270 with ITU-T Standard Chart No.1, standard mode.) Wait for the machine to send any faxes in memory. Also print or delete any documents in memory.

Message	Description	Action
NOT AVAILABLE	<ul> <li>You pressed the one-touch speed dialing key that has already been registered, when you are registering group dialing.</li> <li>You selected the group dialing that has already been registered, when you are registering a one-touch speed dialing key.</li> </ul>	Register the one-touch speed dialing key that is not used.
NOT REGISTERED	No recipient is registered for the one-touch speed dialing key or coded speed dialing code you pressed.	Register the recipients before using the Address Book function.
OUT OF TONER CHANGE TONER	The toner ran out completely.	Replace the toner cartridge.
PAPER JAM	Paper jams have occurred in the machine. <lift cover="" open="" panel="" to="" toner=""> appears alternately.</lift>	Clear the paper jam (See "Paper Jams," on p. 11-4.) and reload paper in the paper cassette or multipurpose tray. The cover must be opened and closed to resume the current job.
PAPER JAM OPEN REAR COVER	Paper jams have occurred in the machine. <lift cover="" open="" panel="" to="" toner=""> appears alternately.</lift>	Clear the paper jam (See "Paper Jams," on p. 11-4.) and reload paper in the paper cassette or multipurpose tray. The cover must be opened and closed to resume the current job.



Message	Description	Action
PLEASE WAIT	This message appears when turning on the main power switch, or when the machine is not ready for printing.	Wait until the message disappears.
REMOVE MP PAPER	Paper is loaded in the multipurpose tray.	Remove the paper from the multi-purpose tray. The machine will not print faxes, reports, or lists when paper is loaded in the multipurpose tray. They will be stored in memory.
SET PAPER AGAIN SET TONER AGAIN	Paper is not loaded properly, or the toner cartridge is not set.	Load paper properly. (For instructions on how to load paper in the paper cassette, see "Set Up the Machine" in the Starter Guide, and to load paper in the multi-purpose tray, see "Loading Paper," on p. 2-12.) Set the toner cartridge in the machine (see "Set Up the Machine" in the Starter Guide).
SYSTEM ERROR EXXX	A system error has occurred. <xxx> will be a three-digit code that indicates a particular type of error.</xxx>	Turn off the main power switch, wait for more than 5 seconds, then turn it on again. If the message persists, turn off the main power switch, disconnect the power cord, and contact Canon Customer Care Center.
WRONG PASSWORD	The memory lock reception password or system password you entered is incorrect.	Enter the correct password. For details, Chapter 4, "Sending and Receiving," and Chapter 8, "System Manager Settings," in the Reference Guide.



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

12/31/200	7 15:50	1 123XXXXX	X	CANON				P.001
	**************************************							
				*********************				
JOB NO.	I M	ODE	NO.	DESTINATION TEL/ID	START TIME	PAGE		RESULT
0001	TX	G3		CANON USA	12/31 15:50	-	NG	02'21
				34733126				
				00A0 TX CANCEL				

Error Code

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

See the table below for individual error codes.

Error Code	Description	Action
00A0	Transmission was manually canceled on the machine.	Resend the document if necessary.
00A1	There is a document jam.	Clear the document jam.
00FF	All redialing attempts have failed.	Check if the recipient's number is correct or the telephone cable is properly connected, and try again.
0001	The sender may not be using a G3 fax machine.	Make sure the sender's machine is compatible with your machine.
0070	Reception was manually canceled on the machine.	Ask the sender to resend the document if necessary.
0071	The machine's memory is full.	Print, send, or delete any documents stored in memory.

Error Code	Description	Action
0080	The recipient's machine did not respond within 35 seconds.	Resend the document. Ask the other party to check their machine. If you are making an overseas call, add a pause to the number.
008D	The recipient's machine has run out of paper.	Ask the recipient to make sure that paper is loaded in their machine.



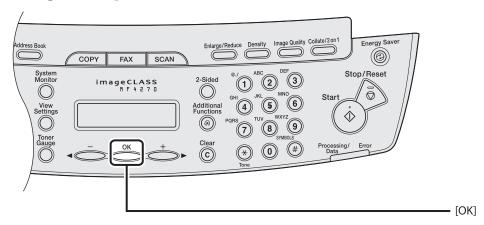
### If <LOAD CORRECT PAPER> is displayed

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



For print jobs, you need to specify the paper size from your computer.

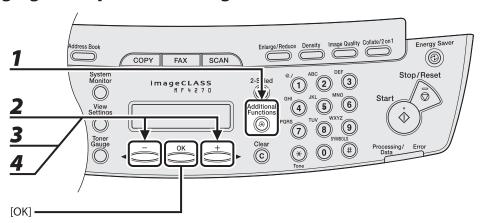
#### **Re-loading the Paper**



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

The machine re-starts printing.

#### **Changing the Paper Size Setting**

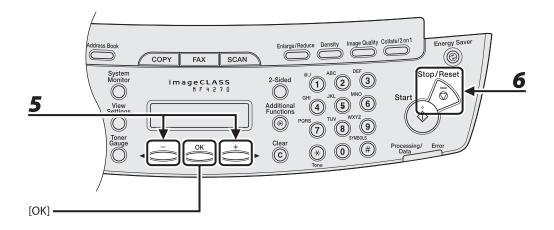


**1** Press [Additional Functions].



If <LOAD CORRECT PAPER> appears during a copy job, you cannot access the paper size setting through [Additional Functions]. In this case, cancel the job first, then press [Additional Functions] and change the paper size setting. For instructions on how to cancel copy jobs, see "Canceling Copy Jobs," on p. 3-17.

- Press [◄–] or [+►] to select <PAPER SETTINGS>, then press [OK].
- **3** Press [◄–] or [+▶] to select <CASSETTE> or <MP TRAY>, then press [OK].
- **4** Press [◄-] or [+►] to select <PAPER SIZE>, then press [OK].



- Press [◄–] or [+►] to select the paper size same as paper loaded into the machine, then press [OK].
- **6** Press [Stop/Reset] to return to the standby mode.

Now ready to copy your document. For a fax job or report printing, go to step 7.

**7** Press [OK] to resume the job.

No further operation is required.

## If a Power Failure Occurs

#### If a power failure occurs, machine functions will be limited as follows:

- Depending on your telephone, you may not be able to make telephone calls.
- You can receive telephone calls from the telephone connected to the machine.
- You cannot send, receive, or copy documents.

If power is suddenly lost due to a power failure or accidental unplugging, the machine may lose any data stored in the memory, including received fax documents. If this happens, the LCD displays <LOST IMAGE> when power is restored and automatically prints a Lost Report (unless the cartridge is empty or there is no paper in the machine) that lists the documents (received in the last 60 transactions) that were lost from memory as a result of the power cut.

## If You Cannot Solve a Problem

#### **Customer Support (U.S.A.)**

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 9:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. On-line support for 24 hours is also available at the website.

http://www.canontechsupport.com/

#### **Customer Support (Canada)**

Canon Canada Inc., offers a full range of customer technical support options\*:

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit http://www.canon.ca/
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- For the location of the authorized service facility nearest you, visit http://www.canon.ca/ or 1-800-652-2666
- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at http://www.canon.ca/
- \* Support program specifics are subject to change without notice.

#### Please have the following information ready when you contact Canon:

- Product name (imageCLASS MF4270)
- Serial number (On the label located at the back of the machine)
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results



If the machine makes strange noises, emits smoke or odd odor, turn off the main power switch immediately, disconnect the power cord, and contact Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.



Attempting to repair the machine yourself may void the limited warranty.

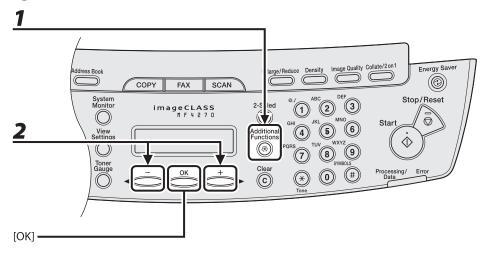
Machine Settings ····	••••••	····· 12-2
Printing USER [	DATA LIST	······12-2
Accessing the S	Setting Menu	······12-4
Setting Menu ······	•••••••	···· 12-6
PAPER SETTING	S	······12-6
<b>VOLUME CONT</b>	ROL	······12-7
BROADCAST ····		······12-7
COMMON SETT	TINGS	······12-8
COPY SETTINGS	S	······12-9
FAX SETTINGS ·		···· 12-10
ADDRESS BOOK	K SET	···· 12-14
PRINTER SETTIN	NGS	···· 12-15
TIMER SETTING	is	···· 12-15
ADJUST./CLEAN	NING	···· 12-16
REPORT SETTIN	IGS	···· 12-17
CVCTEM CETTIN	ICS	12_19



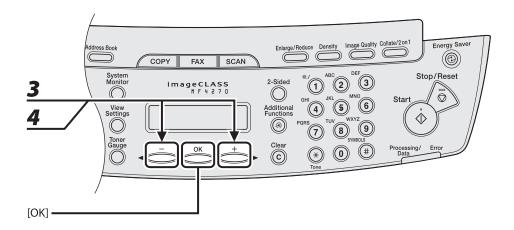
### **Machine Settings**

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

#### **Printing USER DATA LIST**



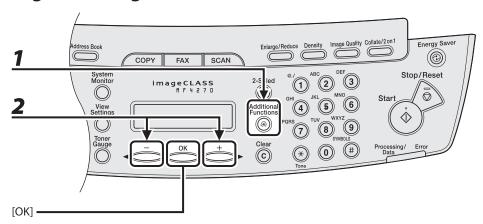
- **1** Press [Additional Functions].
- Press [◄–] or [+►] to select <REPORT SETTINGS>, then press [OK].



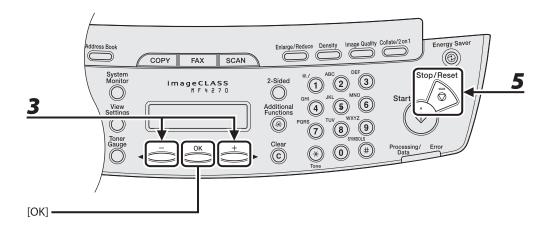
- **3** Press [◄¬] or [+▶] to select <LIST PRINT>, then press [OK].
- **4** Press [◄–] or [+►] to select <USER DATA LIST>, then press [OK].

Printing starts, and the screen automatically returns to the standby mode.

## **Accessing the Setting Menu**



- Press [Additional Functions].
- Press [◄–] or [+►] to select the menu you want to access, then press [OK].
  - <PAPER SETTINGS>
  - <VOLUME CONTROL>
  - <BROADCAST>
  - <COMMON SETTINGS>
  - <COPY SETTINGS>
  - <FAX SETTINGS>
  - <ADDRESS BOOK SET.>
  - <PRINTER SETTINGS>
  - <TIMER SETTINGS>
  - <ADJUST./CLEANING>
  - <REPORT SETTINGS>
  - <SYSTEM SETTINGS>



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



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

- **4** To register the settings or go to a submenu item, press [OK].
- **5** When finished, press [Stop/Reset] to return to standby mode.



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

# **Setting Menu**

## The default settings are indicated in bold text.



Depending on the country of purchase, some settings may not be available.

PAPER SETTINGS	
Setting Item	Description
1. CASSETTE	Sets the paper size and type on the paper cassette. (See "Setting Paper Size and Type," on p. 2-15.)
1. PAPER SIZE	Sets the paper size from the following options:  LTR, LGL, A4, B5, A5, EXECUTIVE, COM10, MONARCH, DL, ISO-C5, OFICIO, BRAZIL-OFICIO, MEXICO-OFICIO, FOLIO, GOVERNMENT- LETTER, GOVERNMENT-LEGAL, and FOOLSCAP
2. PAPER TYPE	Sets the paper type from the following options: <b>PLAIN PAPER</b> , PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, and TRANSPARENCY
2. MP TRAY	Sets the paper size and type on the multi-purpose tray. (See "Setting Paper Size and Type," on p. 2-15.)
1. PAPER SIZE	Sets the paper size from the following options:  LTR, LGL, A4, B5, A5, EXECUTIVE, COM10, MONARCH, DL, ISO-C5, OFICIO, BRAZIL-OFICIO, MEXICO-OFICIO, FOLIO, GOVERNMENT- LETTER, GOVERNMENT-LEGAL, and FOOLSCAP
2. PAPER TYPE	Sets the paper type from the following options: <b>PLAIN PAPER</b> , PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, and TRANSPARENCY

VOLUME CONTROL	
Setting Item	Description
1. MONITOR VOLUME	Sets the volume for monitor tone during the fax transmission. $0-3$ (2)
2. CALLING TONE	Sets the volume of the ring produced when the machine detects a call.  0–3 (2)
3. ENTRY TONE	Beeps when pressing the keys on the operation panel. 0–3 ( <b>2</b> )
4. ERROR TONE	Beeps when an error (e.g., TX error) occurs. 0–3 ( <b>2</b> )

BROADCAST	
Setting Item	Description
1. BROADCAST	Registers recipients for broadcasting. A maximum of 124 recipients can be specified at the same time. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)

COMMON SETTINGS	
Setting Item	Description
1. INITIAL FUNCTION	Selects which standby display appears when turning on the power.  - COPY  - FAX  - SCAN
2. TONER SAVER MODE	Sets whether to reduce toner consumption.  - OFF  - ON  * This function is not effective for print jobs.
3. DISPLAY LANGUAGE	Selects the language on the display. (See "Specifications," on p. 13-2.)  - ENGLISH  - FRENCH  - SPANISH  - PORTUGUESE

COPY SETTINGS	
Setting Item	Description
1. STANDARD SETTINGS	Sets the default setting for copying.
1. IMAGE QUALITY	Sets the document type for copying.  - TEXT/PHOTO  - TEXT  - PHOTO  - TEXT/PHOTO+
2. DENSITY	Sets the density for copying.  - MANUAL (1–9 (5))  - AUTO
3. ZOOM RATIO	Sets the zoom ratio for copying.
PRESET RATIO	Selects the zoom from the preset ratios. (100%, 129% STMT → LTR, 200% MAX., 50% MIN., 64%, 78% LGL → LTR)
MANUAL	Enters the zoom ratio by 1% increments. ((50%–200% ( <b>100%</b> ))
4. AUTO COLLATE	Sets whether to collate the copies automatically.  – OFF  – ON
5. 2-SIDED	Sets whether to make the two-sided copies automatically.  – <b>OFF</b> – ON: CALENDAR TYPE, BOOK TYPE
2. PAPER SIZE GROUP	Selects a paper size group for your machine.  - INCHES  - A  - AB

FAX SETTINGS	
Setting Item	Description
1. RX MODE	Selects the receive mode. (See "Set the Machine for Receiving Faxes," in the Starter Guide.)  - FaxOnly  - AnsMode  - DRPD  - FAX/TEL  - MANUAL
2. USER SETTINGS	Specifies the basic operation settings in the fax mode.
1. UNIT TELEPHONE #	Registers your fax number (max. 20 characters, including spaces). (See "Set the Machine for Sending Faxes," in the Starter Guide.)
2. UNIT NAME	Registers your name/company name (max. 32 characters, including spaces). (See "Set the Machine for Sending Faxes," in the Starter Guide.)
3. TEL LINE TYPE	Selects the telephone line type. (See "Before FAX Setting," in the Starter Guide.)  - TOUCH TONE  - ROTARY PULSE
4. STANDARD SETTINGS	Sets the default setting for faxing.
1. DENSITY	Sets the default density for faxing (1–9 (5)).
2. IMAGE QUALITY	Sets the default image quality for faxing.  - STANDARD  - FINE  - PHOTO  - SUPER FINE

FAX SETTINGS	
3. TX SETTINGS	Sets the transmission features.
1. AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
ON	Customizes the redial operation.
REDIAL TIMES	Sets the number of retries. (1TIMES-10TIMES (2TIMES))
REDIAL INTERVAL	Sets period of time before redialing. (2MIN99MIN. (2MIN.))
OFF	After the first attempt at dialing fails, redialing is not attempted.
2. DIALING LINE CHCK	Sets whether to check the telephone line condition.  – <b>OFF</b> – ON
4. RX SETTINGS	Sets the reception features.
1. FAX/TEL OPT. SET	Sets the optional items in the <fax tel=""> mode. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)</fax>
RING START TIME	Sets the time the machine takes to check whether a call is a fax or a voice call. (4SEC–30SEC ( <b>6SEC</b> ))
F/T RING TIME	Sets the ring length for voice calls. (10SEC-45SEC (22SEC))
F/T SWITCH ACTION	Selects whether the machine switches to the receive mode after the ring time has elapsed, or whether if disconnects the call.  - RECEIVE  - DISCONNECT

FAX SETTINGS	
2. DRPD:SELECT FAX	Selects the ring pattern for fax calls.  NORMAL RING  DOUBLE RING  SHORT-SHORT-LONG  SHORT-LONG-SHORT  OTHER RING TYPE
3. INCOMING RING	Sets whether or not to activate the ring alert of the external telephone if <rx mode=""> is set to <faxonly>.  Selecting <on> allows you to learn the fax reception and answer voice calls if you pick up the external telephone while it is ringing.</on></faxonly></rx>
ON	The external telephone rings.
RING COUNT	Sets the number of incoming rings before the machine answers. (1TIMES–16TIMES (2TIMES))
OFF	The external telephone does not ring. (In the Sleep mode, the external telephone may ring one or two times.)
4. REMOTE RX	Sets whether to use remote receiving. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
ON	The machine enables remote receiving.
REMOTE RX ID	You can dial a code on remote extension to start receiving a document.  A combination of two characters using 0 to 9. (default: 25)
OFF	The machine disables remote receiving.
5. RX PRINT	Sets whether to store all received pages in memory before printing them out or print each page as it is received. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
MEMORY RX	Prints after all the pages of the document are received.
PRINT RX	Prints each page as it is received.

FAX SETTINGS	
6. RX TERMINAL ID	Sets whether to insert the machine's fax number and the sender information on received faxes.  - OFF - ON
7. RX RESTRICTION	You can reject faxes from senders with no fax/telephone number in their sender information. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
OFF	All receptions are conducted.
ON	Receives the fax only from the sending fax machine that sends the TSI signal.
5 PRINTER SETTINGS	Sets the printer functions.
1. RX REDUCTION	Sets whether to reduce or truncate the image when a faxed page is larger than the size of paper loaded. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
ON	Reduces the image to fit on the size of paper loaded.
OFF	Retains the original size of the image.
CUT	The image that is larger than 1-page record area is cut and not recorded.
2. 2-SIDED PRINT	Sets the type of two-sided printing for faxing. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)  OFF ON
3. CONT. PRINTING	Sets whether to continue printing when toner has run out. This function is only for printing fax documents and reports. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)  - OFF  - ON

ADDRESS BOOK SET.	
Setting Item	Description
1. 1-TOUCH SPD DIAL	Registers recipients on one-touch speed dialing keys. Up to 8 recipients can be registered. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 4-7.)
NAME	Registers the recipient's name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient's fax/telephone number (max. 50 digits, including spaces).
2. CODED DIAL	Registers recipients for coded speed dialing codes. Up to 100 recipients can be registered. (See "Storing/Editing One-Touch Speed Dialing Keys/Coded Speed Dialing Codes," on p. 4-7.)
NAME	Registers the recipient's name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient's fax/telephone number (max. 50 digits, including spaces).
3. GROUP DIAL	Registers recipients in group dialing. Up to 8 groups can be registered. (See "Storing/Editing Recipients for Group Dialing," on p. 4-13.)
NAME	Registers the group name (max. 20 characters, including spaces).
NO.0##=	Registers the recipient's fax/telephone numbers stored under the one-touch speed dialing keys or coded speed dialing codes. Up to 50 recipients can be registered in a group.

PRINTER SETTINGS	
Setting Item	Description
1. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	Sets the error time out period. (5SEC–300SEC ( <b>15SEC</b> ))
OFF	The error time out is off.

TIMER SETTINGS	
Setting Item	Description
DATE&TIME SETTING	Sets the current date and time. (See "Set Up the Machine," in the Starter Guide.)
2. DATE TYPE SELECT	Sets the date format.  - MM/DD/YYYY  - DD/MM YYYY  - YYYY MM/DD
3. AUTO SLEEP	Sets the auto Sleep mode when the machine remains idle for a certain period of time. (3MIN.–30MIN. (5MIN.)) (See "Setting the Sleep Mode," on p. 1-16.)  ON OFF
4. DAYLIGHT SV.TIME	Sets the daylight saving time mode. (See "Setting the Daylight Saving Time," on p. 1-18.)
OFF	Deactivates the daylight saving time mode.
ON	Activates the daylight saving time mode.
1. START DATE/TIME	Sets the start date.  - 1. MONTH (MARCH)  - 2. WEEK (SECOND WEEK)  - 3. DAY (SUNDAY)
2. END DATE/TIME	Sets the end date.  - 1. MONTH (NOVEMBER)  - 2. WEEK (FIRST WEEK)  - 3. DAY (SUNDAY)

ADJUST./CLEANING	
Setting Item	Description
1. FIX.UNIT CLEANING	Cleans the fuser roller. (See "Fuser Roller," on p. 10-7.)
2. SPECIAL MODE T	Sets whether to prevent blur from appearing on the printouts for copying, receiving info, and reports.  When this setting is set to <on>, the density of printouts may become light.  OFF ON</on>
3. SPECIAL MODE U	Select to improve print quality in high temperature and high humidity conditions or in low temperature and low humidity conditions.
OFF	Select in normal condition.
MODE1	Select to improve print quality in low temperature and low humidity conditions, or when using thick paper or an envelope.
MODE2	Select to improve print quality in high temperature and high humidity conditions.
4. SPECIAL MODE V	Sets whether to prevent small size paper (B5, A5, EXECUTIVE, etc) from being curled.  - OFF - ON
5. SPECIAL MODE Y	Sets to enhance the fixing characteristics of toner under the conditions of a low temperature environment. When this setting is set to <on>, first copy time and the time to resume from the Sleep mode may take longer.  OFF ON</on>

REPORT SETTINGS	
Setting Item	Description
1. SETTINGS	Sets the report functions. (See Chapter 11, "Appendix," in the Reference Guide.)
1. TX REPORT	Sets whether the transmission report prints out.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.
OUTPUT NO	No report is printed.
OUTPUT YES	Prints a report every time you send a document.
2. RX REPORT	Sets whether the reception report prints out.  - OUTPUT NO  - OUTPUT YES  - PRINT ERROR ONLY
3. ACTIVITY REPORT	Sets whether an activity report is printed automatically every 60 transactions.  - OUTPUT YES  - OUTPUT NO
2. LIST PRINT	Prints reports/lists.
1. TX REPORT	Prints the fax transmission report manually.
2. RX REPORT	Prints the fax reception report manually.
3. ACTIVITY REPORT	Prints the fax transaction report manually.
4. MEMORY DATA LIST	Prints the list of the reserved jobs in memory.
5. MEMORY IMAGE PRNT	Prints the information and image of the first page of the reserved job.
6. 1-TOUCH LIST	Prints the list of fax/telephone numbers and names registered for one-touch speed dialing.
7. CODED DIAL LIST	Prints the list of fax/telephone numbers and names registered for coded speed dialing.
8. GROUP DIAL LIST	Prints the list of groups registered for group dialing.
9. USER DATA LIST	Prints the setting list registered in the menu. (See "Printing USER DATA LIST," on p. 12-2.)

Setting Item	Description
1. SYS. MANAGER INFO	Sets the system manager information to protect the contents of <system settings="">. Once the system password is set, they must be entered every time you access the <system menu.<="" settings:="" td=""></system></system>
SYSTEM PASSWORD	Sets the system manager password (seven digits).
2. NETWORK SETTINGS	Sets the network setting. (See Chapter 6, "Network," in the Reference Guide.)
1. TCP/IP SETTINGS	Sets TCP/IP network.
1. IP ADDRESS AUTO.	Sets whether to automatically set an IP address.
ON	Enables an IP address to the machine automatically.  - 1. DHCP ( <b>ON</b> /OFF)  - 2. BOOTP ( <b>OFF</b> /ON)  - 3. RARP ( <b>OFF</b> /ON)
OFF	Allocates an IP address to the machine manually.
2. IP ADDRESS	Registers a fixed IP address to the machine. (See Chapter 6, "Network," in the Reference Guide.) (000.000.000.000)
3. SUBNET MASK	Registers a fixed subnet mask to the machine. (000.000.000.000)
4. GATEWAY ADDRESS	Registers a fixed gateway address to the machine. (000.000.000.000)
5. LPD PRINT	Sets whether to use LPD as the print application.  ON OFF
6. RAW PRINT	Sets whether to use RAW as the print application.
ON	Enables to use RAW.
OFF	Disables to use RAW.

SYSTEM SETTINGS	
7. USE HTTP	Sets whether to activate HTTP (Hyper Text Transfer Protocol) for the Remote UI.  - ON  - OFF
8. PORT NO. SET.	Sets the port number settings.
1. LPD	0~65535 (default: <b>515</b> )
2. RAW	0~65535 (default: <b>9100</b> )
3. HTTP	0~65535 (default: <b>80</b> )
4. SNMP	0~65535 (default: <b>161</b> )
2. SNMP SETTINGS	Sets detailed information about SNMP.
1. USE SNMP	Sets whether to activate SNMP.  – ON  – OFF
2. COMMUNITY NAME 1	Sets SNMP community name 1 (default: <b>public</b> ).
3. COMMUNITY NAME 2	Sets SNMP community name 2.
4. SNMP WRITABLE 1	Enables computers on the network to access the machine and modify its settings.  - ON  - OFF
5. SNMP WRITABLE 2	Enables computers on the network to access the machine and modify its settings.  - OFF  - ON

SYSTEM SETTINGS	
3. ETHERNET DRIVER	Specifies the type of network connection.
1. AUTO DETECT	Selects the detection method of Ethernet driver.
AUTO	Sets the machine to determine the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX) automatically.
MANUAL	Sets the communication mode and Ethernet type manually.
1. COMMUNICATN MODE	Selects the communication mode.  – FULL DUPLEX  – HALF DUPLEX
2. ETHERNET TYPE	Selects the Ethernet type.  - 100 BASE-TX  - 10 BASE-T
2. MAC ADDRESS	Displays the twelve-digit MAC address of your machine.
4. VIEW IP ADDRESS	Checks the current network settings.
1. IP ADDRESS	Checks the IP address.
2. SUBNET MASK	Checks the subnet mask.
3. GATEWAY ADDRESS	Checks the gateway address.
5. STARTUP TIME SET.	Sets the time period required to delay the startup of network communications for the machine (0SEC–300SEC ( <b>60SEC</b> )).

SYSTEM SETTINGS	
3. COMMUNICATIONS	Specifies the fax settings.
1. MEMORY LOCK	Sets whether to receive and store all documents in memory and not to print automatically. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
OFF	Disables memory lock reception.
ON	Enables memory lock reception.
1. PASSWORD	Registers the password that protects the authority for accessing to memory.
2. MEMORY RX TIME	Sets whether to set a period for memory lock reception.
OFF	Disables setting a period of memory lock reception.
ON	Enables setting a period of memory lock reception.  – MEM RX START TIME  – MEM. RX END TIME
4. ACCESS TO DEST.	Sets restriction of the access to destinations.
1. RESTRICT REDIAL	Sets whether to disable the redial function of the [Redial/Pause] key.  - OFF  - ON
2. CONFIRM FAX NO.	Sets whether to confirm the entered fax numbers each time you send a fax.  - OFF  - ON
5. UPDATE FIRMWARE	This function is used only when the machine firmware needs to be updated.

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# **Specifications**

General	
● Type	Personal Desktop
<ul><li>Power Source</li></ul>	120-127 V, 60 Hz (Power requirements differ depending
	on the country in which you purchased the product.)
<ul><li>Power Consumption</li></ul>	Max: Less than 730 W
■ Warm-up Time	Less than 10.0 sec.* (temperature: 68°F (20°C), humidity:
	65%; from when the main power switch is turned on until
	standby display appears)
	* Warm-up time may differ depending on the condition
	and environment of the machine.
<ul><li>Weight</li></ul>	Approx. 29.1 lb (13.2 kg) (including toner cartridge)
<ul><li>Dimensions</li></ul>	18 5/8 in. (H) x 21 in. (D) x 15 3/8 in. (W)
	(470 mm (H) x 442 mm (D) x 390 mm (W))
	(with the document feeder tray and the paper cassette
	attached)
<ul><li>Installation Space</li></ul>	32 5/8 in. (D) x 23 1/4 in. (W)
	(830 mm (D) x 590 mm (W))

General	
● Environmental	Temperature: 46°F–95°F (7.5°C–35°C)
Conditions	Humidity: 5%–90% RH
Display Languages	ENGLISH/FRENCH/SPANISH/PORTUGUESE
<ul><li>Acceptable Documents</li></ul>	» p. 2-2.
Acceptable Paper Stock	» p. 2-9.
Printable Area	» p. 2-11.
• Scanning Area	» p. 2-4.

Copier	
<ul><li>Scanning Resolution</li></ul>	TEXT/PHOTO mode: 300 dpi x 300 dpi
	TEXT mode, PHOTO mode, TEXT/PHOTO+ mode: 600 dpi x
	600 dpi
<ul><li>Printing Resolution</li></ul>	600 dpi x 600 dpi
<ul><li>Magnification</li></ul>	1:1 ± 1.0%, 1:2.00, 1:1.29, 1:0.78, 1:0.64, 1:0.50
	Zoom 0.50–2.00, 1% increments
● First Copy Time	Platen glass: less than 9.00 sec. (LTR)
● Copy Speed	Direct: LTR 21 cpm
● No. of Copies	Max. 99 copies

Printer	
Printing Method	Indirect electrostatic method (On-demand fixing)
<ul><li>Paper Handling</li></ul>	- Paper cassette: 250 sheets
	(Height: max. 1" (25 mm))
	– Multi-purpose tray: 1 sheet
<ul><li>Paper Delivery</li></ul>	100 sheets (17 to 21 lb bond (64 to 80 g/m²))
● Print Speed	See "Copy Speed," on p. 13-3.
<ul><li>Printing Resolution</li></ul>	600 dpi x 600 dpi
<ul><li>Number of Tones</li></ul>	256
Toner Cartridge	» p. 1-10.

Facsimile	
Applicable Line	Public Switched Telephone Network (PSTN)*1
● Compatibility	G3
<ul><li>Data Compression</li></ul>	MH, MR, MMR
Schemes	
● Modem Speed	33.6 Kbps
	Automatic fallback
● Transmission Speed	Approx. 3 seconds/page*2 at 33.6 Kbps, ECM-MMR,
	transmitting from the memory
● Transmission/Reception	Maximum approx. 256 pages*2
Memory	(total pages of transmission/reception)

Facsimile		
● Fax Resolution	STANDARD: 203 pels/in. x 98 lines/in. (8 pels/mm x 3.85 lines/mm)  FINE: 203 pels/in. x 196 lines/in. (8 pels/mm x 7.7 lines/mm)  PHOTO: 203 pels/in. x 196 lines/in. (8 pels/mm x 7.7 lines/mm)  SUPER FINE: 203 pels/in. x 392 lines/in. (8 pels/mm x 15.4 lines/mm)	
● Dialing	<ul> <li>Speed dialing</li> <li>One-touch speed dialing (8 recipients)</li> <li>Coded speed dialing (100 recipients)</li> <li>Group dialing (8 x 50 recipients)</li> <li>Address Book dialing (with Address Book key)</li> <li>Regular dialing (with numeric keys)</li> <li>Automatic redialing</li> <li>Manual redialing (with Redial/Pause key)</li> <li>Sequential broadcast (124 recipients)</li> <li>Automatic reception</li> <li>Remote reception by telephone (Default ID: 25)</li> <li>ACTIVITY REPORT (after every 60 transactions)</li> <li>TX (Transmission)/RX (Reception) REPORT</li> <li>TTI (Transmit Terminal Identification)</li> </ul>	

Telephone	
● Connection	External telephone/external telephone with
	built in answering machine/data modem

- \*1 The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on telephone line conditions.
- \*2 Based on ITU-T Standard Chart No. 1, MMR standard mode.



Specifications are subject to change without notice.

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