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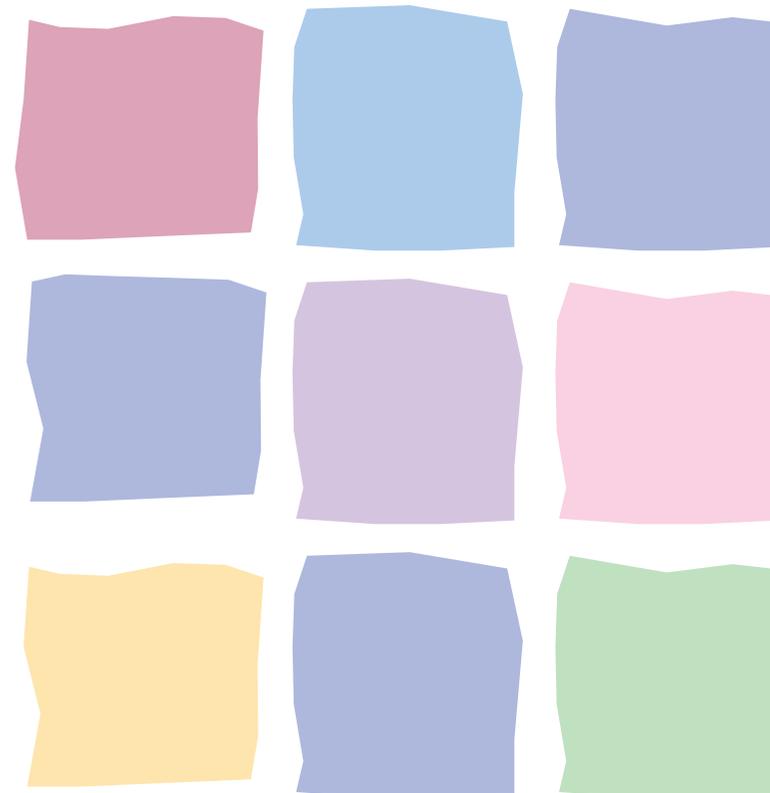
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imageCLASS

MF 4270



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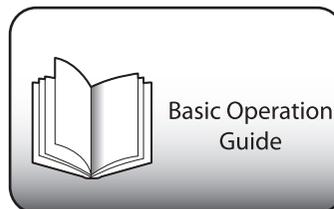
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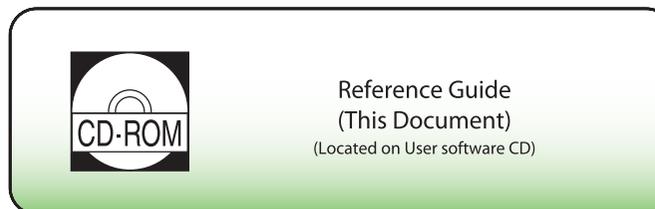
Manuals for the Machine



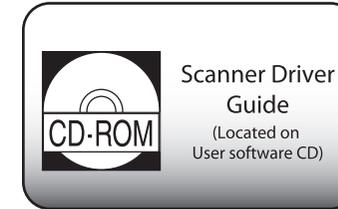
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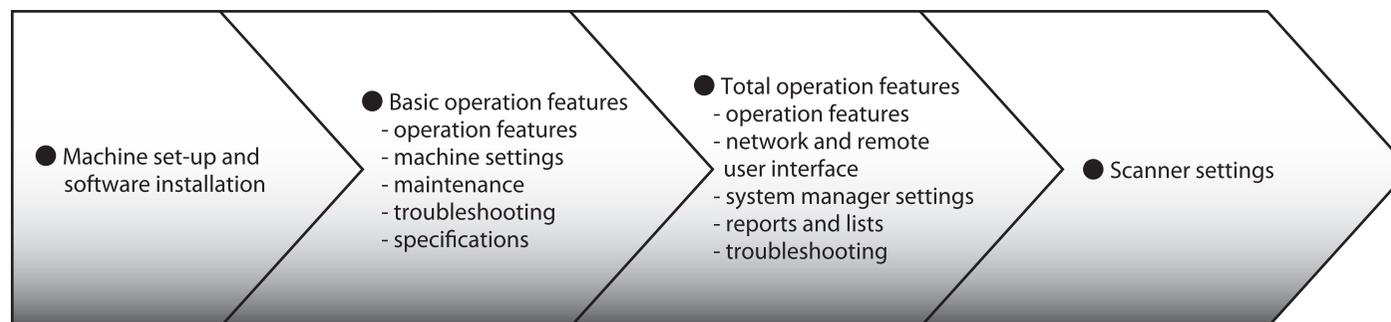
Basic Operation Guide



Reference Guide
(This Document)
(Located on User software CD)



Scanner Driver Guide
(Located on User software CD)



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



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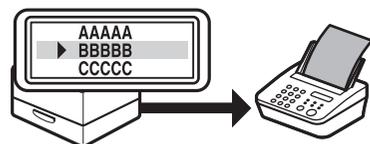
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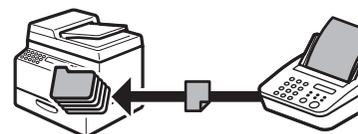
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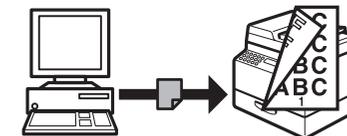
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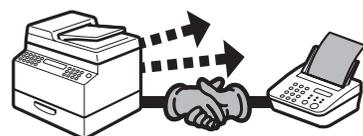
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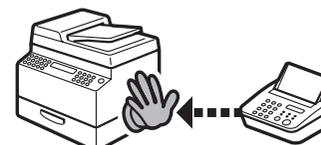
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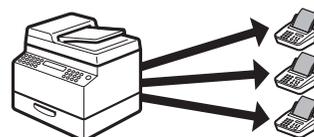
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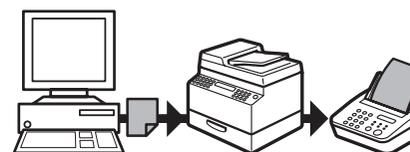
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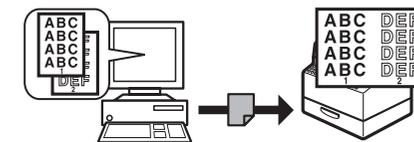
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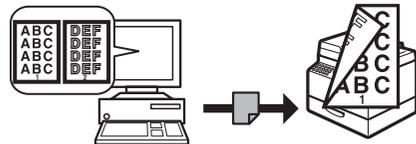
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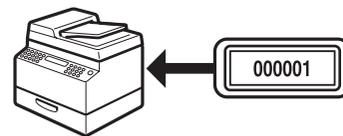
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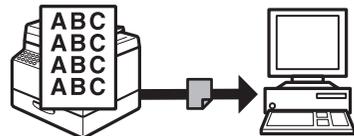
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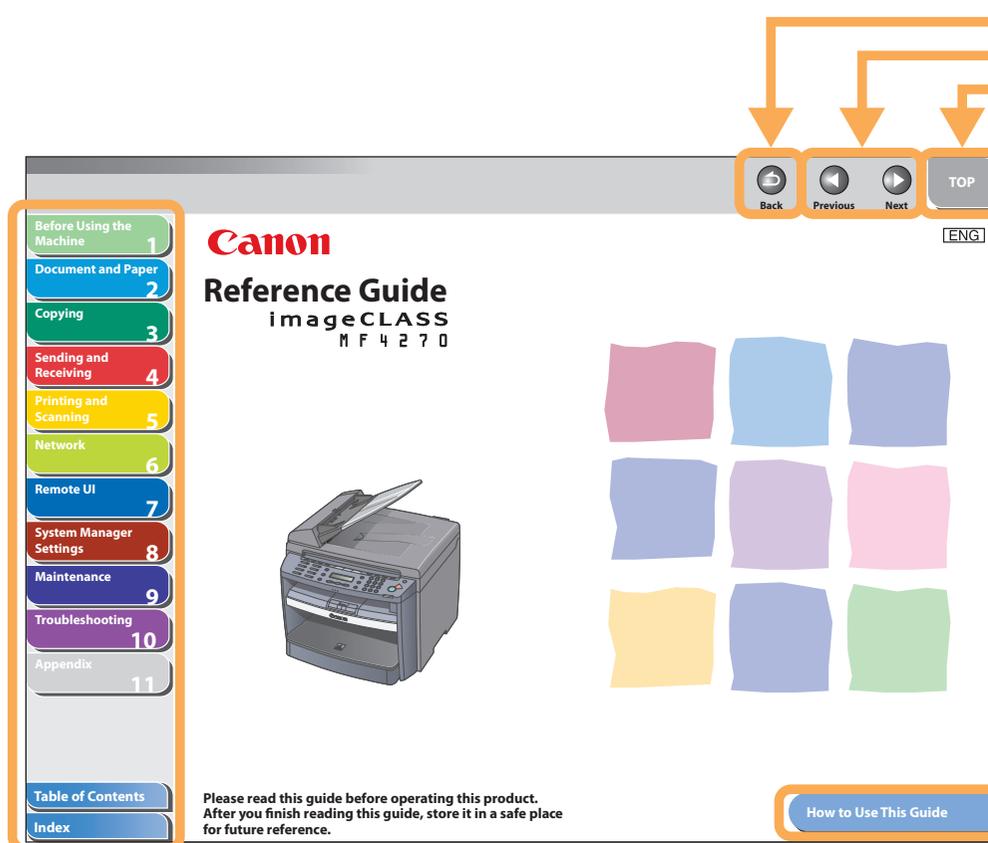
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The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

 **WARNING**

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

 **CAUTION**

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

 **NOTE**

Explains operating restrictions and how to avoid minor difficulties.

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

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



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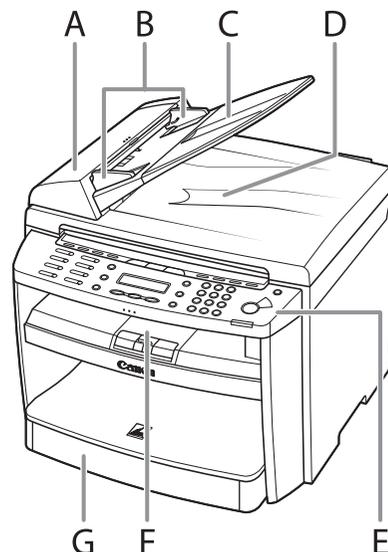
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- D Document delivery tray
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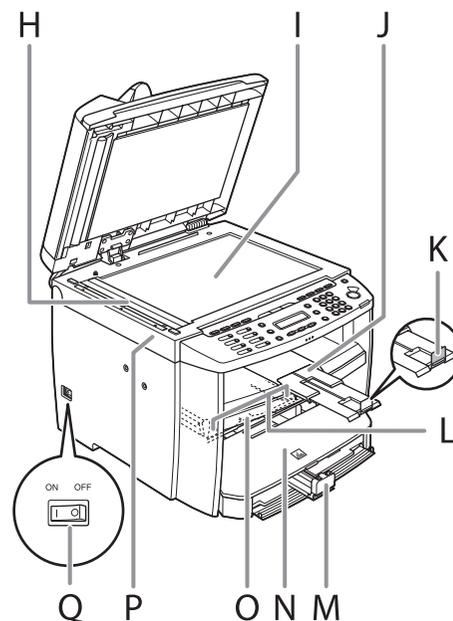
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Prevents the paper from falling off the output tray.
Open the paper stopper from its original position for LTR/A4 paper. For LGL paper, pull out the output tray extension first, and then open the paper stopper.
- L Slide guides for multi-purpose tray
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.



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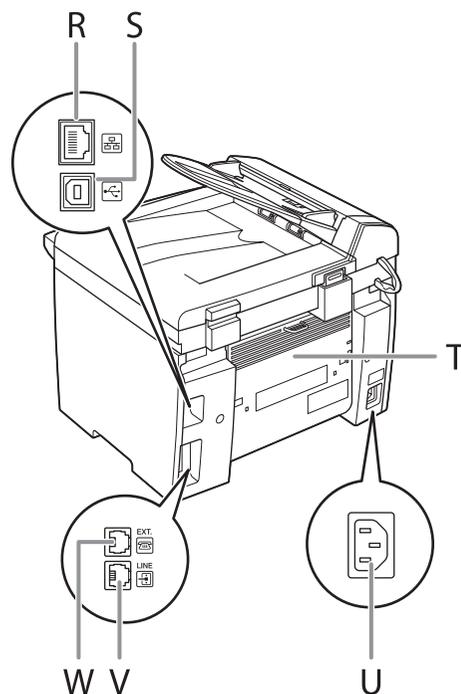
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- R Ethernet port
Connect the network cable.
- S USB port
Connect the USB (Universal Serial Bus) cable.
- T Rear cover
Open this cover when clearing paper jams.
- U Power socket
Connect the power cord.
- V Telephone line jack
Connect the telephone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



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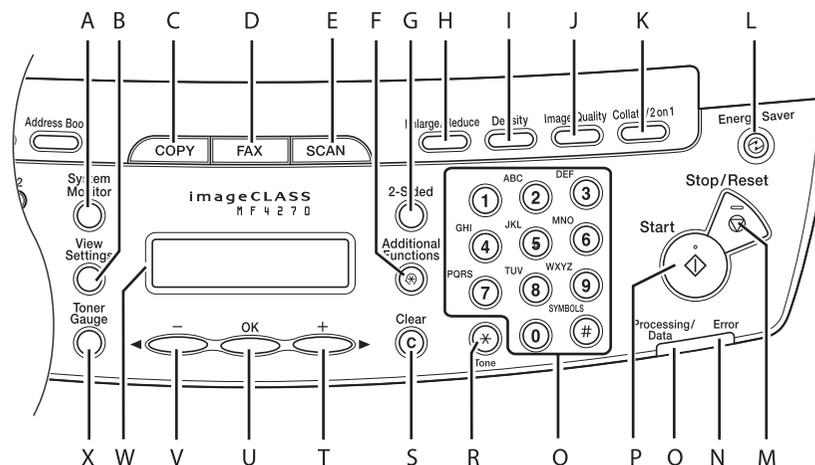


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Operation Panel

■ 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.

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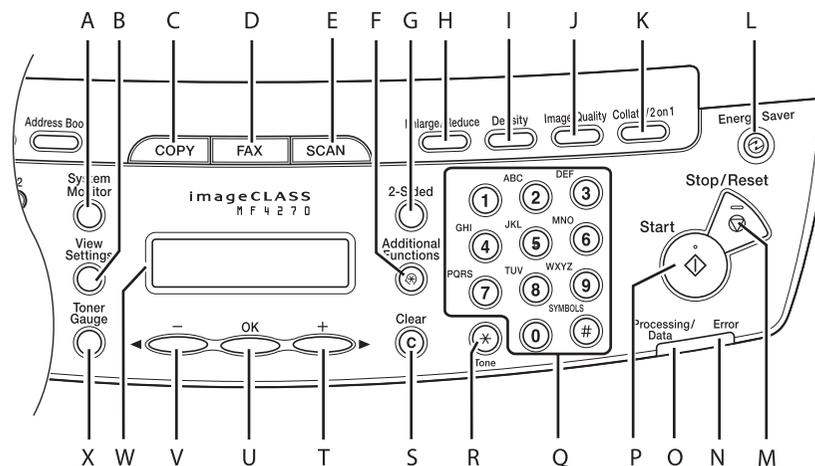
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- H [Enlarge/Reduce] key
Press to enlarge or reduce copy ratio.
- I [Density] key
Press to adjust the density for copy or documents you send.
- J [Image Quality] key
Press to select image quality for copy or fax.
- K [Collate/2 on 1] key
Press to collate copies, or press to set 2 on 1 copying.
- L [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.

NOTE

Any fax documents that have been received and are stored in the memory will be deleted if you turn off the main power switch 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.



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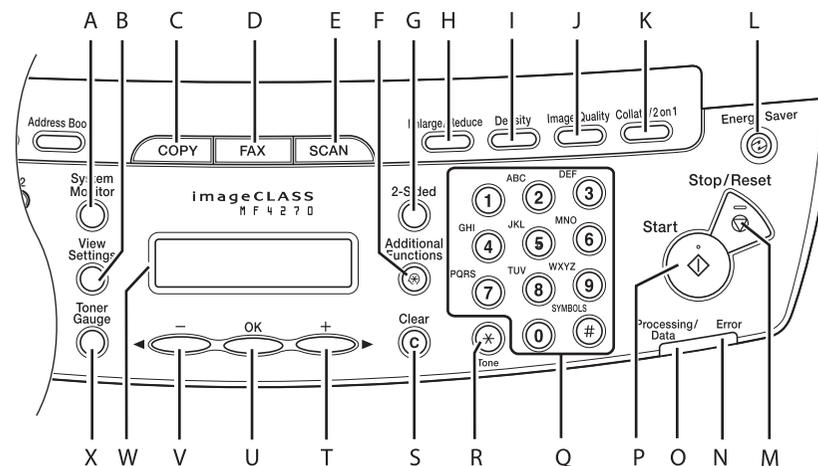
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- R [Tone] key
Press to switch from rotary pulse to tone dialing.
- S [Clear] key
Press to clear entered alphanumeric characters.
- T [+>] key
Press to increase the value for various settings. Also press to see the next item in the menu.
- U [OK] key
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. 3-10.
- 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.



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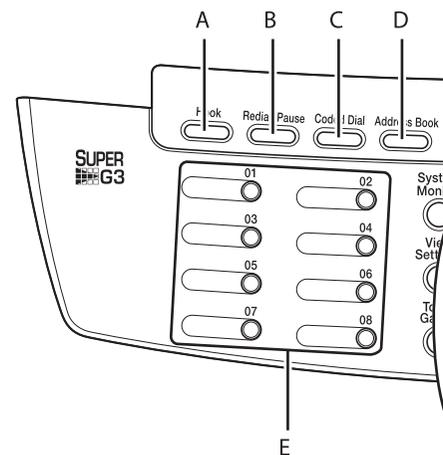


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Fax Operation Panel



- 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.

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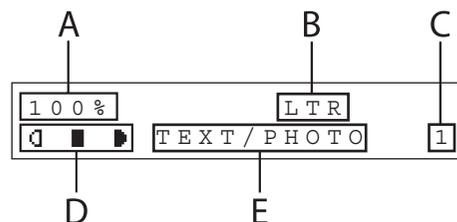
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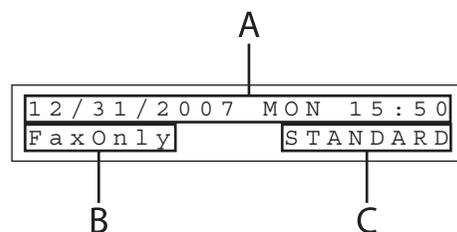
LCD (Standby Mode)

Copy Mode



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

Fax Mode



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

Scan Mode



NOTE

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



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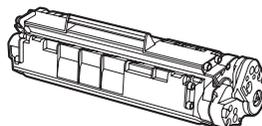
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Toner Cartridge

The lifetime of the Canon genuine starter toner cartridge which comes with the machine is approximately 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	Type	Supported Canon Genuine Cartridge	Print Yield
MF4270	Bundled	Canon Cartridge 104 Starter	Approx. 1,000 pages
	Replacement	Canon Cartridge 104	Approx. 2,000 pages



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■ Maintaining the Toner Cartridge

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

- Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.
- Do not stand the toner cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.
- If there is a toner powder leakage, make sure not to inhale or touch the toner powder. If it comes in contact with your skin, rinse with cold water using soap. If you feel an irritation on your skin or inhale the powder, consult a doctor immediately.
- When removing the toner cartridge from the machine, make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.
- Keep the toner cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the toner cartridge. The toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.

CAUTION

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

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■ Checking the Toner Level

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

If the toner gauge indicates that the toner is empty, it is recommended that the toner cartridge be replaced. (See "Replacing the Toner Cartridge," on p. 9-11.)

Toner full



Toner high



Toner low



Toner empty



NOTE

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



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Telephone Line Setting

■ Setting the Telephone Line Type

The default setting is <TOUCH TONE>.

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <FAX SETTINGS>, then press [OK].
3. Press [◀-] or [+▶] to select <USER SETTINGS>, then press [OK].
4. Press [◀-] or [+▶] to select <TEL LINE TYPE>, then press [OK].

5. Press [◀-] or [+▶] to select the telephone line type, then press [OK].

<TOUCH TONE>: Tone dialing

<ROTARY PULSE>: Pulse dialing



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

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



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Timer Settings

■ Setting the Sleep Mode

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

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <TIMER SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <AUTO SLEEP>, 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 the standby mode.



- NOTE**
- [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

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



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14. Press [**←**] or [**+**] to select <MONTH>, then press [OK].
15. Press [**←**] or [**+**] to select the month, then press [OK].
16. Press [**←**] or [**+**] to select <WEEK>, then press [OK].
17. Press [**←**] or [**+**] to select the week, then press [OK].
18. Press [**←**] or [**+**] to select <DAY>, then press [OK].
19. Press [**←**] or [**+**] to select the day, then press [OK].
20. Press [Stop/Reset] to return to the standby mode.



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Document Requirements

	Platen Glass	ADF
Type	<ul style="list-style-type: none"> - Plain paper - Thick documents - Photographs - Small documents (e.g., index cards) - Special types of paper (e.g., tracing paper*¹, transparencies*¹, etc.) - Book (Height: max. 1" (24 mm)) 	Plain paper (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/m ²)
Quantity	1 sheet	Max. 35 sheets* ² (Max. 10 sheets for LGL documents)

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

*² 21 lb bond (80 g/m²) paper

● **Do not place the document on the platen glass or in the ADF until the glue, ink or correction fluid on the document is completely dry.**

● **To prevent document jams in the ADF, do not use any of the following:**

- Wrinkled or creased paper
- Carbon paper or carbon-backed paper
- Curled or rolled paper
- Coated paper
- Torn paper
- Onion skin or thin paper
- Documents with staples or paper clips attached
- Paper printed with a thermal transfer printer
- Transparencies



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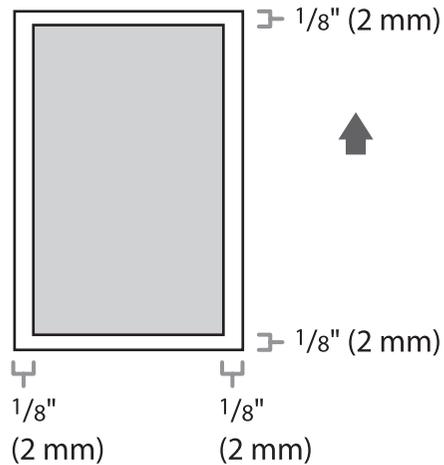
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Scanning Area

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





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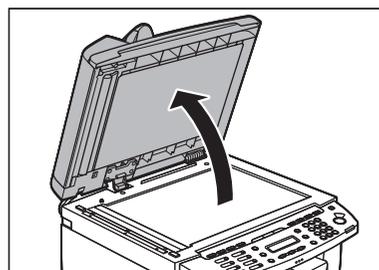
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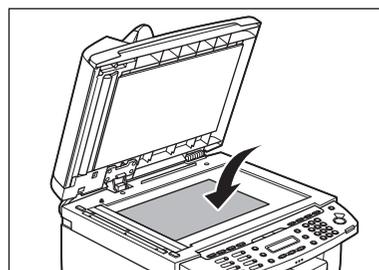
Loading Documents

■ On the Platen Glass

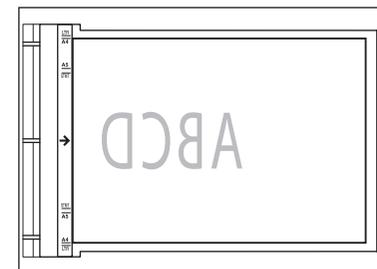
1. Lift up the ADF.



2. Place your document face down.



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



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



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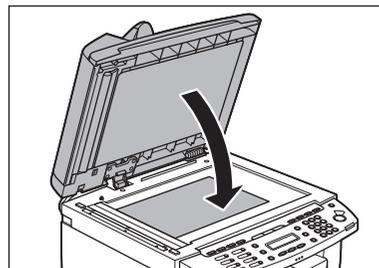
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4. Gently close the ADF.



The document is ready for scanning.

CAUTION

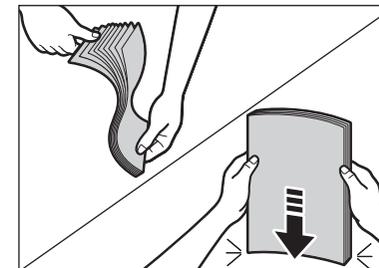
- When closing the ADF, be careful not to get your fingers caught, as this may result in personal injury.
- Do not press down the ADF forcefully, as this may damage the platen glass and cause personal injury.

NOTE

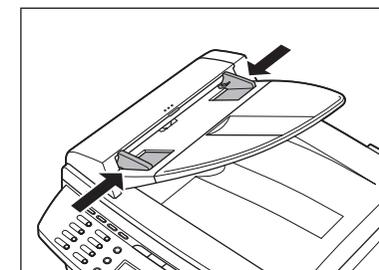
Remove the document from the platen glass when scanning is complete.

In the ADF

1. Fan the document stack and even the edges.



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





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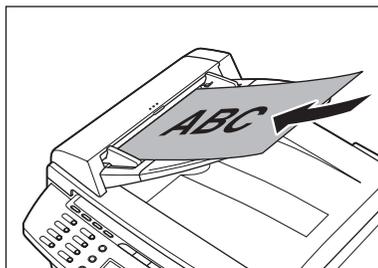
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3. Neatly place the documents face up in the document feeder tray.



The document is ready for scanning.

NOTE

- Do not add or remove documents while they are being scanned.
- When scanning is complete, remove the documents from the document delivery tray to avoid paper jams.
- Avoid using ADF to scan the same document more than 30 times. When scanned repeatedly, documents can become folded or torn, which may cause paper jams.
- If the feeder rollers are soiled from scanning a document written in pencil, clean them. (See "Cleaning the Machine," on p. 9-2.)



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Paper Requirements

	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/m ²)	
Quantity	Max. 250 sheets (Height: max. 1" (25 mm))	Max. 1 sheet
Type	Plain Paper, Plain Paper L, Heavy Paper, Heavy Paper H, Transparency	



NOTE

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

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

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

● The following types of paper do not print well:

- Highly textured paper
- Very smooth paper
- Shiny paper



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



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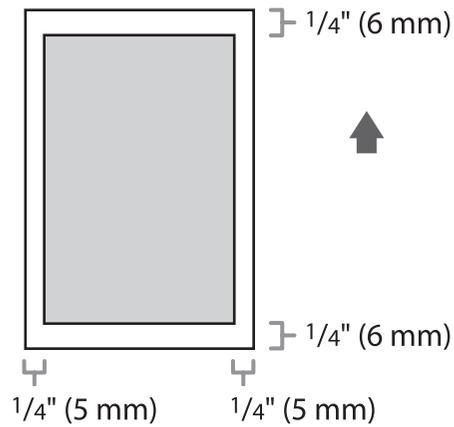
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Printable Area

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





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Loading Paper

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

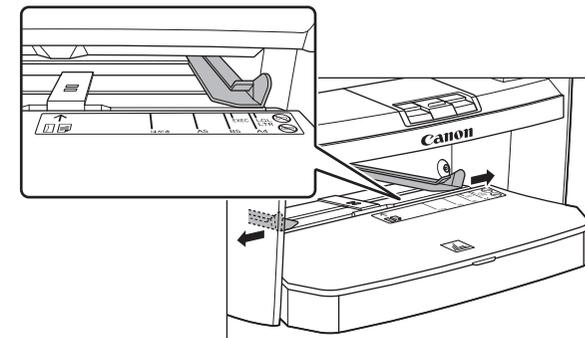
■ Into the Multi-Purpose Tray

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



- 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.





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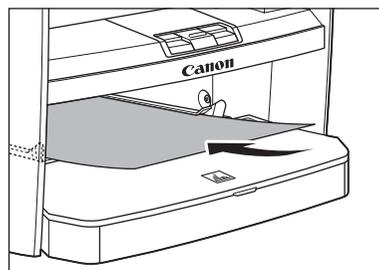
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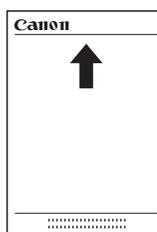
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- When setting paper, gently insert the paper into the multi-purpose tray with the print side up.

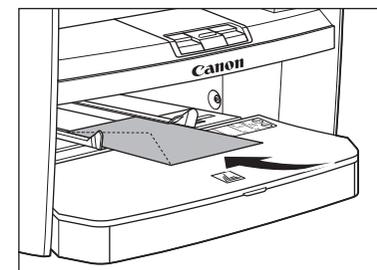


NOTE

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.





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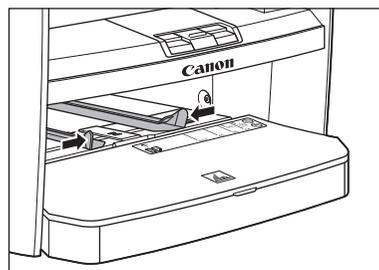
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3. Slide the paper guides so that they fit to both sides of the paper.



 NOTE

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. 2-13.



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Setting Paper Size and Type

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

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

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <PAPER SETTINGS>, then press [OK].
3. Press [◀-] or [+▶] to select <CASSETTE> or <MP TRAY>, then press [OK].
4. Press [◀-] or [+▶] to select <PAPER SIZE>, then press [OK].

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

You can select from the following paper sizes:

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



NOTE

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].



NOTE

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.



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8. 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.



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Basic Copying Method

Follow this procedure to make a copy.

1. Set documents.

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

2. Press [COPY].



NOTE

When you are in the copy mode and press and hold [OK], a sample page will be printed. For details, see "Printing a Sample Page," on p. 3-10.

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

4. Press [Start].



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Scan Settings

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

Image Quality

The default setting is <TEXT/PHOTO>.

1. 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>.



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Adjusting Manually

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

Ex.



[←]: to make dark documents lighter

[→]: to make light documents darker

NOTE

- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [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. 11-8.)

Zoom Ratio

The default setting is <100%>.

Preset Zoom

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

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

NOTE

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



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Zoom Designation

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

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

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



NOTE

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



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Advanced Copy Features

■ Collate Copy

You can copy documents collated into sets arranged in page order. This feature can be used together with both "Two-Sided Copy" (see p. 3-8) and "2 on 1 Combination" (see p. 3-7).

1. Set documents.

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

2. Press [COPY].



NOTE

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

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

If you want to use <COLLATE> with "2 on 1 Combination" (see p. 3-7) 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. 3-8.

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

5. Press [Start].

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

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

Repeat this step to scan all pages.

7. Press [OK].

The machine prints the remaining sets of copies.



NOTE

- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [FAX], all settings will be also canceled. If you want to keep the settings, store the settings in <STANDARD SETTINGS> in <COPY SETTINGS>. (See "STANDARD SETTINGS," on p. 11-8.)
- When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning may be canceled. If this happens, press [OK] to return to standby mode, and print, send, or delete any documents stored in memory.



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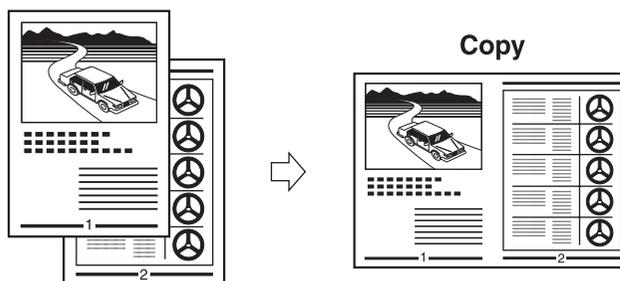
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■ 2 on 1 Combination

2 on 1 combination automatically reduces two-page document to fit on the selected paper size. This feature can be used together with both "Collate Copy" (see p. 3-6) and "Two-Sided Copy" (see p. 3-8).

Originals



1. Set documents.

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

2. Press [COPY].

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

If you want to use <2 ON 1> with "Collate Copy" (see p. 3-6) 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. 3-8.

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].

NOTE

- 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. 11-8.)



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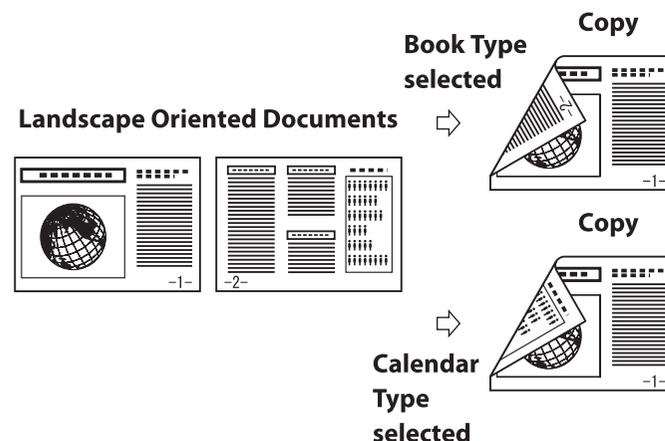
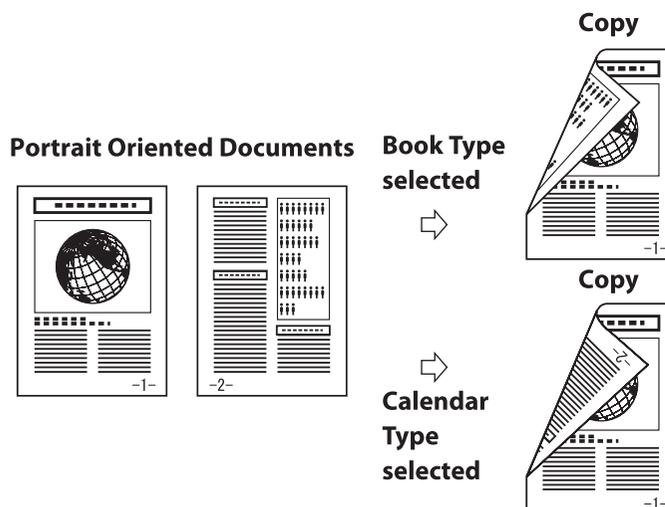


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Two-Sided Copy

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. 3-6) and “2 on 1 Combination” (see p. 3-7).



NOTE

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

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

1. Set documents.

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

2. Press [COPY].

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

4. Press [◀-] or [+▶] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

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

NOTE

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.



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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].



NOTE

- 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. 11-8.)
- Instead of performing step 4, you can just press [OK]. In this case, the machine makes <BOOK TYPE> copies.



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Printing a Sample Page

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

 NOTE

- The paper size must be LTR.
- The paper type must be Plain Paper (17 to 21 lb (64 to 80 g/m²)).
- If the paper setting is not appropriate or the paper is not loaded correctly, printing does not start without any error messages.
- You cannot cancel printing a sample page once printing has started.
- You cannot use this function while making copies, scanning documents, or printing reports or lists.

1. Press [COPY].

2. Press and hold [OK].

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



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Canceling Copy Jobs

Follow this procedure to cancel an outgoing job.

1. Press [Stop/Reset].
2. When the <CANCEL COPYING?> message appears, press [←] to select <YES>.

```
CANCEL  COPYING?  
< YES                NO >
```

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



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Basic Sending Method

Follow this procedure to send faxes.

1. Set documents.

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

2. Press [FAX].

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

3. Enter the fax number with the numeric keys.

You can also specify the fax number with one-touch speed dialing keys, coded speed dialing codes or [Address Book] key. (See "Specifying Recipients," on p. 4-12.)

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 dialing.



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Scan Settings

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

Image Quality

The default setting is <STANDARD>.

1. 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).

1. Press [FAX].
2. Press [Density].
3. Press [◀] or [▶] to adjust the density, then press [OK].

Ex.



[◀]: to make dark documents lighter.
 [▶]: to make light documents darker.

NOTE

These settings return to the default values after all documents are scanned. If you want to keep the settings, set the image quality and/or density as follows:
 [Additional Functions] → <FAX SETTINGS> → <USER SETTINGS> → <STANDARD SETTINGS> → <Image Quality> or <DENSITY> (See "STANDARD SETTINGS," on p. 11-9.)



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Storing/Editing Address Book

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

● Using One-Touch Speed Dialing Key (p. 4-12)

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. 4-13)

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

● Using Group Dialing (p. 4-14)

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. 4-14)

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

NOTE

- Recipients stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Chapter 7, "Remote UI."
- 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. 11-18.)



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■ 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].
2. Press [◀-] or [+▶] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [◀-] or [+▶] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].
4. 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 name (max. 20 letters, including spaces) with the numeric keys, then press [OK].

Ex.

N A M E	[A]
C a n	

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

Ex.

T E L N U M B E R E N T R Y
0 1 2 X X X X X X X X _

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

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



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3. Press [**←**] or [**→**] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].

4. 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.

5. 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].

7. 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

1. Press [Additional Functions].

2. Press [**←**] or [**→**] to select <ADDRESS BOOK SET.>, then press [OK].

3. Press [**←**] or [**→**] to select <1-TOUCH SPD DIAL> or <CODED DIAL>, then press [OK].

4. 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].



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



NOTE

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



NOTE

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].
2. Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [◀] or [▶] to select <GROUP DIAL>, then press [OK].

4. Press [◀] or [▶] to select 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.

Ex.

NAME	[A]
Canon Group	

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.



NOTE

You can review the recipients which have been already entered with [◀] or [▶].



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

Adding New Recipients to Group

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [◀-] or [+▶] to select <GROUP DIAL>, then press [OK].
4. Press [◀-] or [+▶] to select a group to edit, then press [OK].
You can specify a group to edit by pressing the corresponding one-touch speed dialing key.
5. Press [OK].
6. Select the recipient you want to add to the group, then press [OK].
For details on specifying a recipient from Address Book, see "Registering Recipients for Group Dialing," on p. 4-9.
7. Press [Stop/Reset] to return to the standby mode.

Deleting Recipients from Group

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [◀-] or [+▶] to select <GROUP DIAL>, then press [OK].
4. Press [◀-] or [+▶] to select a group to edit, then press [OK].
You can specify a group to edit by pressing the corresponding one-touch speed dialing key.
5. Press [OK].
6. 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.



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Changing Group Name

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [◀-] or [+▶] to select <GROUP DIAL>, then press [OK].
4. Press [◀-] or [+▶] to select a group to edit, then press [OK].
You can specify a group to edit by pressing the corresponding one-touch speed dialing key.
5. 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].
 2. Press [◀-] or [+▶] to select <ADDRESS BOOK SET.>, then press [OK].
 3. Press [◀-] or [+▶] to select <GROUP DIAL>, then press [OK].
 4. Press [◀-] or [+▶] to select a group to 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].
-  **NOTE**
When you delete all recipients, the registered name is cleared automatically.
7. Press [Stop/Reset] to return to the standby mode.



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Specifying Recipients

Follow the procedure below to send documents to registered recipients.

■ Using One-Touch Speed Dialing Keys



NOTE

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. 4-5.

3. Press the desired one-touch speed dialing keys (01 to 08).

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

Ex.

```
☎ = 0 1 2 3 X X X X X X
    [ 0 5 ] C A N O N   U S A
```

4. Press [Start].

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



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■ 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. 4-5.

3. Press [Coded Dial].

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

Ex.

```
☎ = 0 1 2 X X X X X X X X
[ * 0 1 ] C A N O N
```

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.



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■ 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. 4-5.

3. 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 code 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. 4-5.

3. Press [Address Book].

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

4. Press [◀-] or [+▶] to select <LIST>, then press [OK].



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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.

2. Press [FAX].

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

3. Press [Address Book].

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

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

5. Use the numeric keys to enter up to 10 first characters of the recipient's name, then press [OK].

Ex.

S E A R C H	[A]
C A N O N	

- 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.



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Manual Sending

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



NOTE

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

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

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

2. Load the document in the ADF.

3. Press [FAX].

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

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

If you press [Hook], you can temporarily adjust the monitor tone volume with [◀] and [▶].

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



NOTE

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

6. Talk through the handset to the recipient.

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

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

7. Ask the recipient to set their fax machine to receive faxes.

8. When you hear a high-pitched signal, press [Start], then hang up the handset.



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Advanced Sending Features

The machine provides the broadcasting feature as an additional fax mode.

■ Broadcasting

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



- NOTE
- A maximum of 124 recipients can be specified at the same time. (Out of the 124 recipients, 16 numbers can be specified with the numeric keys.) If you specify a group, which is made up of several recipients, each recipient in the group is counted as a separate recipient.
- If you frequently send documents to multiple recipients, it is recommended that you store those recipients as a group.

- 1. Set documents.**
Place the first page on the platen glass if you are not using the ADF.
- 2. Press [Additional Functions].**

- 3. Press [◀-] or [+▶] to select <BROADCAST>, then press [OK].**

- 4. Specify the recipient(s), then press [OK].**

Use the numeric keys, one touch speed dialing keys, coded speed dialing codes or [Address Book] key to specify recipients. Be sure to press [OK] after entering the recipient's number if you use the numeric keys. You can enter up to 16 different fax numbers using the numeric keys.

- 5. Repeat step 4 to enter all required recipients.**

To check all the specified recipients, press [◀-] or [+▶] to scroll the display.

- 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.



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PC Faxing

Follow this procedure to send a fax from your computer. Make sure that the fax driver is installed. To check if the driver is installed, see “Software Settings with Computer,” in the Starter Guide.

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



NOTE

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

1. From an open document on an application, click [File] → [Print].
2. Select the fax icon ([Canon MF4200 Series (FAX)]), then click [Print] or [OK].
3. Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].
4. Click [OK] in the Fax Sending Settings.



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Fax Dialing Features

■ Switching Temporarily to Tone Dialing

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



NOTE

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

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



NOTE

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

3. Use the numeric keys to dial the required information service.
4. When the recorded message of the information service answers, press [Tone] to switch to tone dialing.
5. Use the numeric keys to enter the numbers requested by the information service.
6. If you want to receive faxes, press [Start].
If you are using the external telephone, hang up the handset after pressing [Start].



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■ Redialing

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

Redialing Manually

1. Set documents.

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

2. Press [FAX].

3. Press [Redial/Pause].

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 dialing.



NOTE

When <RESTRICT REDIAL> is set to <ON> in the <ACCESS TO DEST.> of the <SYSTEM SETTINGS> menu, redialing is not available.

Redialing Automatically

The default settings are as follows:

- AUTO REDIAL: <ON>
- REDIAL TIMES: <2TIMES>
- REDIAL INTERVAL: <2MIN.>

1. Press [Additional Functions].

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

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

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

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



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- 6. Press [**←**] or [**→**] to select the number of redials the machine will make, then press [OK].

Ex.

REDIAL TIMES
2 TIMES

You can also enter values with the numeric keys.



Regardless of the number you entered, the machine makes only one redialing attempt if it does not detect a busy signal.

- 7. Press [**←**] or [**→**] to select the time (in minutes) between redials, then press [OK].

Ex.

REDIAL INTERVAL
2 MIN.

You can also enter values with the numeric keys.

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

■ Checking Dialing Line

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

The default setting is <OFF>.

1. Press [Additional Functions].
2. Press [**←**] or [**→**] to select <FAX SETTINGS>, then press [OK].
3. Press [**←**] or [**→**] to select <TX SETTINGS>, then press [OK].
4. Press [**←**] or [**→**] to select <DIALING LINE CHCK>, then press [OK].
5. Press [**←**] or [**→**] to select <ON>, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.



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■ Dialing an Overseas Number (With Pauses)

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

1. Set documents.

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

2. Press [FAX].

3. Use the numeric keys to dial the international access code.

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

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

Ex.

☎ = 1 2 3 P _

- The letter <P> is displayed between the numbers.
- <P> in the fax/telephone number represents 2.5-second pause.
- For a longer pause, press [Redial/Pause] again.

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

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

The letter <P> appears at the end of the fax number.

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 sending.



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Basic Receiving Method

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



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

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <FAX SETTINGS>, then press [OK].
3. Press [◀-] or [+▶] to select <RX MODE>, then press [OK].

4. Press [◀-] or [+▶] to select the receive mode, then press [OK].

<FaxOnly>: Answers all calls as faxes.

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

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

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

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



- 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. Contact your telephone company for availability.

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



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Receiving Features

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

■ FAX/TEL: Optional Settings

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

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <FAX SETTINGS>, then press [OK].
3. Press [◀-] or [+▶] to select <RX SETTINGS>, then press [OK].
4. Press [◀-] or [+▶] to select <FAX/TEL OPT. SET>, then press [OK].

5. For <RING START TIME>, use [◀-], [+▶], or the numeric keys to specify the duration (4 to 30 seconds) for which the machine attempts to detect the fax tone before it starts ringing, then press [OK].

If the machine receives a fax, the machine does not ring and switches to the receive mode automatically.
The default setting is <6SEC>.

6. For <F/T RING TIME>, use [◀-], [+▶], or the numeric keys to specify the duration (10 to 45 seconds) of ringing, then press [OK].

The default setting is <22SEC>.

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

The default setting is <RECEIVE>.

<RECEIVE>: Receives a fax.

<DISCONNECT>: Disconnects the call.

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



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■ DRPD: Optional Settings

When you select <DRPD> in <RX MODE>, select the ring pattern assigned by your telephone company. The default setting is <NORMAL RING>.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <FAX SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <RX SETTINGS>, then press [OK].
4. Press [◀] or [▶] to select <DRPD:SELECT FAX>, then press [OK].
5. Press [◀] or [▶] to select a ring pattern, then press [OK].
 - <NORMAL RING>
 - <DOUBLE RING>
 - <SHORT-SHORT-LONG>
 - <SHORT-LONG-SHORT>
 - <OTHER RING TYPE>
6. Press [Stop/Reset] to return to the standby mode.



NOTE

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

■ Manual Reception

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

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



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■ Memory Reception

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

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

NOTE

- The machine memory can store up to 256 fax jobs or approximately 256 pages.*
- * Based on the condition that the other party sends the fax by the imageCLASS MF4270 with ITU-T Standard Chart No. 1, standard mode. The maximum number of pages that the machine's memory can store differs depending on the other party's machine.
- Once the pages are printed, they are deleted from the memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remaining pages of the fax.

■ Memory Lock Reception

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

The default setting is <OFF>.

1. Press [**Additional Functions**].
2. Press [**←**] or [**+**] to select <SYSTEM SETTINGS>, then press [OK].
If the System Password has been set, enter the System Password using the numeric keys, then press [OK].
3. Press [**←**] or [**+**] to select <COMMUNICATIONS>, then press [OK].
4. Confirm that <MEMORY LOCK> is displayed, then press [OK].

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



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



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

6. If you want to set a password, press [**←**] or [**→**] to select <PASSWORD>, then press [OK].

If you need not set a password, skip to step 8.

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

Ex.

P A S S W O R D
1 2 3 4 5 6 7

8. If you want to specify <MEMORY RX TIME>, press [**←**] or [**→**] to select <MEMORY RX TIME>, then press [OK].

If you need not set the timer for memory lock, skip to step 12.

9. Press [**←**] or [**→**] to select <ON>, then press [OK].

10. For <MEM. RX START TIME>, use the numeric keys to enter the start time (in 24-hour format), then press [OK].

Ex.

M E M . R X S T A R T T I M E
0 0 : 0 0

11. For <MEM. RX END TIME>, use the numeric keys to enter the end time, then press [OK].

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

Printing All Documents Stored in Memory

1. Perform step 1 to 3 in “Memory Lock Reception,” on p. 4-26.



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2. Confirm that <MEMORY LOCK> is displayed, then press [OK].
3. Use the numeric keys to enter the memory lock reception password, then press [OK].
4. Press [◀-] or [+▶] to select <OFF>, then press [OK].
The received documents are printed.
5. Press [Stop/Reset] to return to the standby mode.

■ Remote Reception

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

The default settings are as follows:

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

Registering Remote Reception ID

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

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <FAX SETTINGS>, then press [OK].
3. Press [◀-] or [+▶] to select <RX SETTINGS>, then press [OK].
4. Press [◀-] or [+▶] to select <REMOTE RX>, then press [OK].
5. Press [◀-] or [+▶] to select <ON>, then press [OK].
6. Use the numeric keys to enter a new remote reception ID (a combination of two characters using 0 to 9), then press [OK].
7. Press [Stop/Reset] to return to the standby mode.



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Receiving a Fax Remotely

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



NOTE

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

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

Selecting the Receive Mode for Printing

You can select whether the machine stores all received pages in the memory before printing them out or prints each page as it is received.

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <FAX SETTINGS>, then press [OK].
3. Press [◀-] or [+▶] to select <RX SETTINGS>, then press [OK].
4. Press [◀-] or [+▶] to select <RX PRINT>, then press [OK].
5. Press [◀-] or [+▶] to select desired printing method, then press [OK].
 <MEMORY RX>: Prints after all the pages of the document are received.
 <PRINT RX>: Prints each page as it is received.
6. Press [Stop/Reset] to return to the standby mode.



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■ Reception Restriction

You can reject incoming faxes from the senders who do not transmit their fax numbers to your machine.

The default setting is <OFF>.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <FAX SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <RX SETTINGS>, then press [OK].
4. Press [◀] or [▶] to select <RX RESTRICTION>, then press [OK].
5. Press [◀] or [▶] to select <ON>, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.

■ Printing Received Documents

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

Two-Sided Printing

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



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

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <FAX SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <PRINTER SETTINGS>, then press [OK].
4. Press [◀] or [▶] to select <2-SIDED PRINT>, then press [OK].
5. Press [◀] or [▶] to select <ON>, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.



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Received Image Reduction

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

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <FAX SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <PRINTER SETTINGS>, then press [OK].
4. Press [◀] or [▶] to select <RX REDUCTION>, then press [OK].

5. Press [◀] or [▶] to select desired setting, then press [OK].

<ON>: Reduces the documents automatically depending on the length of the documents.

<OFF>: Prints documents on a paper without reducing the size.

<CUT>: Cuts off the end of a document that does not fit on one page up to 24 mm. When the height of the area to be cut off is more than 24 mm, the document will be printed on the following page without being cut off.

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



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Canceling TX/RX Jobs

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

1. Press [Stop/Reset].
2. When the <CANCEL DURING TX/RX?> message appears, press [←] to select <YES>.

```

CANCEL DURING TX/RX?
< YES                NO >

```



NOTE

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



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Checking and Deleting Jobs

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

■ Checking Transmission/Reception Results

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

■ Checking and Deleting Sending Documents Stored in Memory

1. Press [System Monitor].
2. Press [◀] or [▶] to select <TX STATUS>, then press [OK].
3. 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].



NOTE

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 [▶] to select <NO>.
6. Press [Stop/Reset] to return to the standby mode.



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Printing Documents

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

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

 NOTE

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

1. From an open document on an application, click [File] → [Print].
2. Select the printer icon for the machine ([Canon MF4200 Series UFR II LT]), then click [Preferences] or [Properties] to open the dialog box.
3. After finished setting, click [OK].
4. Click [Print] or [OK].



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Advanced Printing Features

■ Collate Printing

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

1. From an open document on an application, click [File] → [Print].
2. Select the printer icon for the machine ([Canon MF4200 Series UFR II 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].



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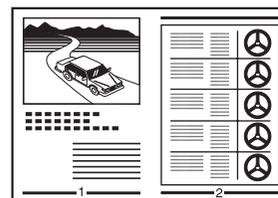
■ 2 on 1 Combination

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

Documents



Printout



- 1. From an open document on an application, click [File] → [Print].**
- 2. Select the printer icon for the machine ([Canon MF4200 Series UFR II LT]), then click [Preferences] or [Properties] to open the dialog box.**

3. Click the [Page Setup] tab.

4. For [Page Layout], select [2 Pages per Sheet], then click [OK].

5. On the [Print] dialog box, click [Print] or [OK].

NOTE

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



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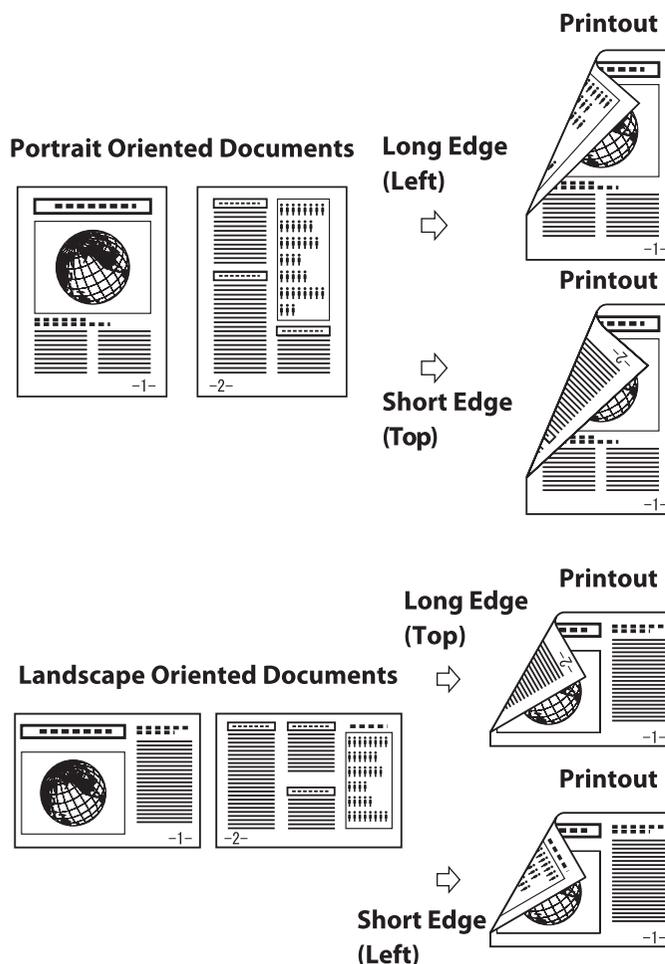
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Two-Sided Printing

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



1. From an open document on an application, click [File] → [Print].
2. Select the printer icon for the machine ([Canon MF4200 Series UFR II 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].



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Scanning to a Computer (USB connection only)

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

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

1. Set documents.
2. Press [SCAN].
3. Start MF Toolbox, then select the scan format.
The mark will be displayed above the button you select.
4. Press [Start].



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Canceling Scan Jobs

Follow the procedure below to cancel an ongoing scan job.

■ Canceling Scan Jobs to a Computer

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



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Checking and Deleting Jobs

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



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

■ Checking and Deleting Print Jobs

1. Press [System Monitor].
2. Press [◀-] or [+>] to select <PRINT STATUS>, then press [OK].
3. Press [◀-] or [+>] to scroll through the job list, and check the status of the print jobs.
If you want to delete the job, go to step 4. Otherwise, press [Stop/Reset] to return to the standby mode.
4. Press [◀-] or [+>] to select the desired job, then press [OK].

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

■ Checking Print and Scan Counts

1. Press [System Monitor].
2. Press [◀-] or [+>] to select <VIEW PAGE TOTALS>, then press [OK].
3. Press [◀-] or [+>] to view the print or scan counts.
4. Press [Stop/Reset] to return to the standby mode.



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System Requirements

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

■ Printing or Sending a Fax from a Computer

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

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

● Computers

- Windows; IBM PC/compatibles

● Protocol

- TCP/IP

NOTE

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

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Basic Network Settings

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

- **Printing or sending a fax from a computer**

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



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

- 1. Network Cable Connection (See “Software Settings with Computer,” in the Starter Guide.)**
Connect the machine to your network using the network cables.
- 2. Preparation for Protocol Settings (See “Software Settings with Computer,” in the Starter Guide.)**
Specify the machine’s IP address so that the machine and the network computer can communicate before making protocol settings. Any of the following can be used to specify the settings.
 - Machine’s operation panel (Additional Functions menu)
 - NetSpot Device Installer (Canon utility software included in the User Software CD)

IP Address Setting

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

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

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



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

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



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4. Press [◀] or [▶] to select <TCP/IP SETTINGS>, then press [OK].

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

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

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

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

Ex.

```
IP ADDRESS
0 0 0 . 0 0 0 . 0 0 0 . 0 0 0
```

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

10. Use the numeric keys to enter the subnet mask, then press [OK].

Ex.

```
SUBNET MASK
0 0 0 . 0 0 0 . 0 0 0 . 0 0 0
```

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

12. Use the numeric keys to enter the gateway address number, then press [OK].

Ex.

```
GATEWAY ADDRESS
0 0 0 . 0 0 0 . 0 0 0 . 0 0 0
```

13. Turn off the main power on the left side of the machine, then turn on the power to restart the machine.



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Interface Settings

Ethernet Driver

You can specify the communication method and Ethernet connection type.

The default setting is <AUTO>.

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <SYSTEM SETTINGS>, then press [OK].
If the System Password has been set, enter the System Password using the numeric keys, then press [OK].
3. Press [◀-] or [+▶] to select <NETWORK SETTINGS>, then press [OK].
4. Press [◀-] or [+▶] to select <ETHERNET DRIVER>, then press [OK].
5. Press [◀-] or [+▶] to select <AUTO DETECT>, then press [OK].

6. Press [◀-] or [+▶] to select the desired detection method, then press [OK].

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

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



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

7. If you have selected <MANUAL> in step 6, press [◀-] or [+▶] to select <COMMUNICATION MODE>, then press [OK].
8. Press [◀-] or [+▶] to select the desired communication method, then press [OK].
<FULL DUPLEX>: Sends and receives simultaneously.
<HALF DUPLEX>: Sends and receives alternately.
9. Press [◀-] or [+▶] to select <ETHERNET TYPE>, then press [OK].



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10. Press [◀] or [▶] to select the desired Ethernet connection type, then press [OK].

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

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

12. Restart the machine.

■ Communication Environment Setup

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

SNMP

SNMP helps monitor the state of the machine and collects information on it. The default setting is <ON>.

The following two items can be set:

<COMMUNITY NAME>:

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

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

<SNMP WRITABLE>:

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

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

1. Press [Additional Functions].

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

If the System Password has been set, enter the System Password using the numeric keys, then press [OK].



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3. Press [**←**] or [**→**] to select **<NETWORK SETTINGS>**, then press [**OK**].

4. Press [**←**] or [**→**] to select **<SNMP SETTINGS>**, then press [**OK**].

5. Press [**←**] or [**→**] to select **<USE SNMP>**, then press [**OK**].

6. Press [**←**] or [**→**] to select **<ON>** or **<OFF>**, then press [**OK**].

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

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



NOTE

If you want to use a Canon printer driver or utility, select **<ON>** for **<USE SNMP>**.

7. Press [**←**] or [**→**] to select **<SNMP SETTINGS>**, then press [**OK**].

8. Press [**←**] or [**→**] to select **<COMMUNITY NAME 1>**, then press [**OK**].

9. Use the numeric keys to enter the desired community name other than "public," then press [**OK**].

10. Press [**←**] or [**→**] to select **<SNMP SETTINGS>**, then press [**OK**].

11. If you need to specify **<COMMUNITY NAME 2>**, press [**←**] or [**→**] to select **<COMMUNITY NAME 2>**, then press [**OK**].

If you need not specify **<COMMUNITY NAME 2>**, skip to step 14.

12. Use the numeric keys to enter the desired community name, then press [**OK**].

13. Press [**←**] or [**→**] to select **<SNMP SETTINGS>**, then press [**OK**].

14. Press [**←**] or [**→**] to select **<SNMP WRITABLE 1>**, then press [**OK**].



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15. Press [**←**] or [**+**] to select **<ON>**, then press [**OK**].

16. If you need to specify **<SNMP WRITABLE 2>**, press [**←**] or [**+**] to select **<SNMP SETTINGS>**, then press [**OK**].

If you need not specify **<SNMP WRITABLE 2>**, skip to step 19.

17. Press [**←**] or [**+**] to select **<SNMP WRITABLE 2>**, then press [**OK**].

18. Press [**←**] or [**+**] to select **<ON>**, then press [**OK**].

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

20. Restart the machine.



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

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



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

1. Network Cable Connection (See “Software Settings with Computer,” in the Starter Guide.)

Connect the machine to your network using the network cables.

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

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

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

3. Basic Network Settings

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

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

■ Settings from the Operation Panel

You can select the printing method over a TCP/IP network. The default setting is <ON> for both LPD PRINT and RAW PRINT.

1. Press [Additional Functions].

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

If the System Password has been set, enter the System Password using the numeric keys, then press [OK].

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

4. Press [◀] or [▶] to select <TCP/IP SETTINGS>, then press [OK].



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5. Press [**←**] or [**+**] to select <LPD PRINT>, then press [OK].

6. Press [**←**] or [**+**] to select <ON> or <OFF>, then press [OK].

<ON>: Uses LPD as the print application.

<OFF>: Does not use LPD.

7. Press [**←**] or [**+**] to select <TCP/IP SETTINGS>, then press [OK].

8. Press [**←**] or [**+**] to select <RAW PRINT>, then press [OK].

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

<ON>: Uses Raw as the print application.

<OFF>: Does not use Raw.

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

Machine Connection Method (LPD/Raw)

Connecting to a TCP/IP Network:

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

Installing the Printer Driver and Specifying the Machine Destination Setting:

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

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

NOTE

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



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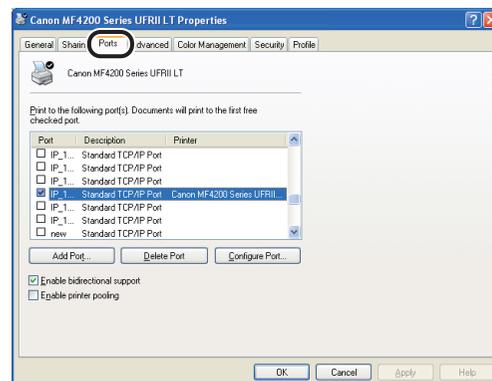
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1. Open the printer properties dialog box.

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

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

3. Display the [Ports] sheet by clicking the [Ports] tab.



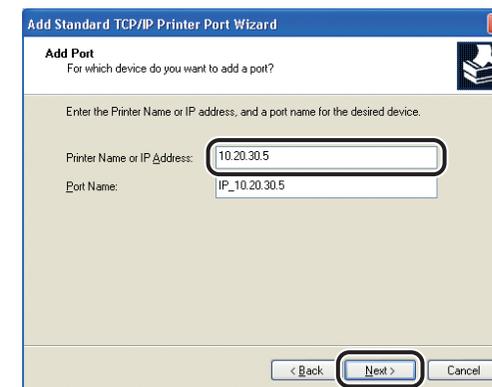
4. Open the [Printer Ports] dialog box by clicking [Add Port].

5. From [Available ports types], select [Standard TCP/IP Port] → click [New Port].

The Add Standard TCP/IP Printer Port Wizard starts.

6. Click [Next].

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



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



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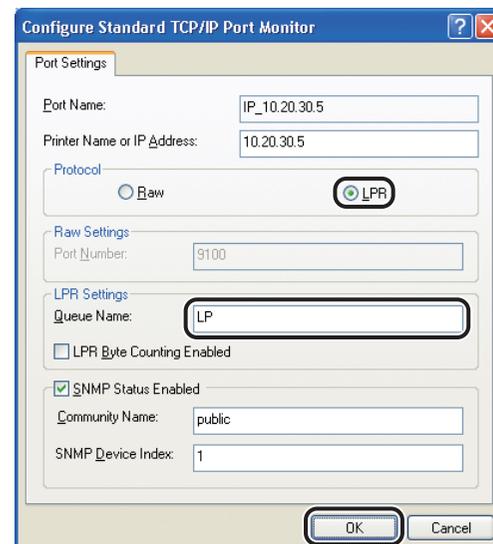
8. Click [Finish].

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

9. Click [Close] to close the [Printer Ports] dialog box.

10. In the printer properties dialog box, click [Configure Port] → Click [LPR] under [Protocol] → enter a print queue in [Queue Name] under [LPR Settings].

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



NOTE

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

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

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

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

11. Click [OK].

12. Click [Close].



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■ Print Server Settings

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

1. Open the printer properties dialog box.

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

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

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

For other operating systems, skip to step 4.



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

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

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

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



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

6. Click [OK].

The shared printer settings are complete.



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Additional Network Settings

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



NOTE

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

TCP/IP Settings

HTTP Settings

You can select whether or not to use HTTP for Remote UI. The default setting is <ON>.

1. Press [Additional Functions].

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

If the System Password has been set, enter the System Password using the numeric keys, then press [OK].

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

4. Press [◀] or [▶] to select <TCP/IP SETTINGS>, then press [OK].

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

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

<ON>: Uses the Remote UI.

<OFF>: Does not use the Remote UI.

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

8. Restart the machine.



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Port Number Settings

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

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].
If the System Password has been set, enter the System Password using the numeric keys, then press [OK].
3. Press [◀] or [▶] to select <NETWORK SETTINGS>, then press [OK].
4. Press [◀] or [▶] to select <TCP/IP SETTINGS>, then press [OK].
5. Press [◀] or [▶] to select <PORT NO. SET.>, then press [OK].
6. Press [◀] or [▶] to select the protocol of which you want to change the port number (LPD, RAW, HTTP, or SNMP), then press [OK].

7. Use the numeric keys to enter the port number, then press [OK].
8. Press [Stop/Reset] to return to the standby mode.
9. Restart the machine.



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■ Startup Time Settings

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

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

The default setting is <60SEC>.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].
If the System Password has been set, enter the System Password using the numeric keys, then press [OK].
3. Press [◀] or [▶] to select <NETWORK SETTINGS>, then press [OK].
4. Press [◀] or [▶] to select <STARTUP TIME SET.>, then press [OK].

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

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

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



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Checking Network Settings

You can check the current network settings as follows.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].
If the System Password has been set, enter the System Password using the numeric keys, then press [OK]. Press [◀] or [▶] to select <NETWORK SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <NETWORK SETTINGS>, then press [OK].
4. Press [◀] or [▶] to select <VIEW IP ADDRESS>, then press [OK].
5. Press [◀] or [▶] to select <IP ADDRESS>, <SUBNET MASK>, or <GATEWAY ADDRESS> for displaying the setting you want to check, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.



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Machine Management

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

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

■ Machine Management Using Web Browser (Remote UI)

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

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

■ Machine Management Using NetSpot Device Installer

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



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System Requirements

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

- OS

- Microsoft Windows 2000 Professional
- Microsoft Windows XP
- Microsoft Windows Vista

- Web Browser

- Microsoft Internet Explorer 5.01 SP4 or later (Internet Explorer 6 or later is recommended.)

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Using the Remote UI

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

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

Starting the Remote UI



Before you start the Remote UI, select <VIEW IP ADDRESS> in <NETWORK SETTINGS> located in the <SYSTEM SETTINGS>, and verify the IP address of the machine. If you do not know the IP address, consult with your network administrator. (See "Checking Network Settings," on p. 6-18.)

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

The Remote UI screen appears.

3. Enter the required information.

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



For details on the System Manager password, see "Specifying the System Manager Settings," on p. 8-2.



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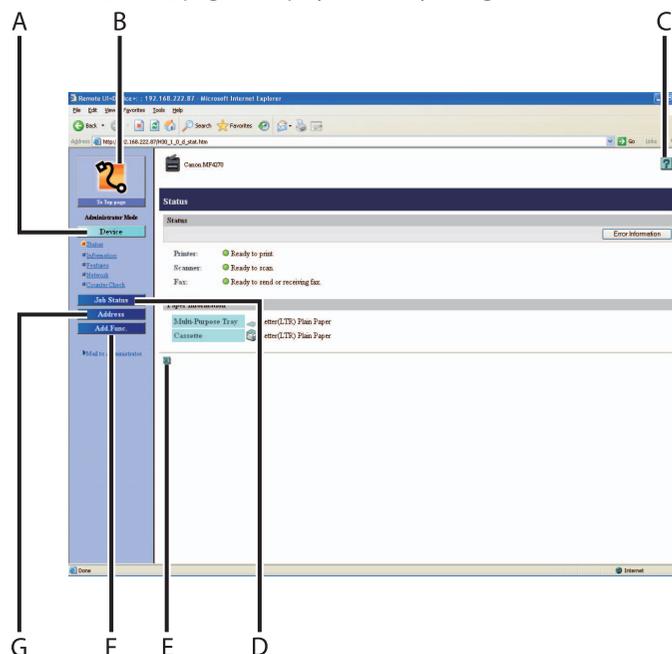
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4. Click [OK].

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



- A  **Device** Displays the current status of the machine, etc.
- B  **To Top Page** Takes you to the Remote UI top page.
- C  Displays the online help for the Remote UI.
- D  **Job Status** Displays the current status of print jobs, etc.
- E  Takes you back to the top of a current page.
- F  **Add Func.** Displays a list of settings for the machine, etc.
- G  **Address** Displays the Address Book data (one-touch speed dialing keys, etc.) registered on the machine.



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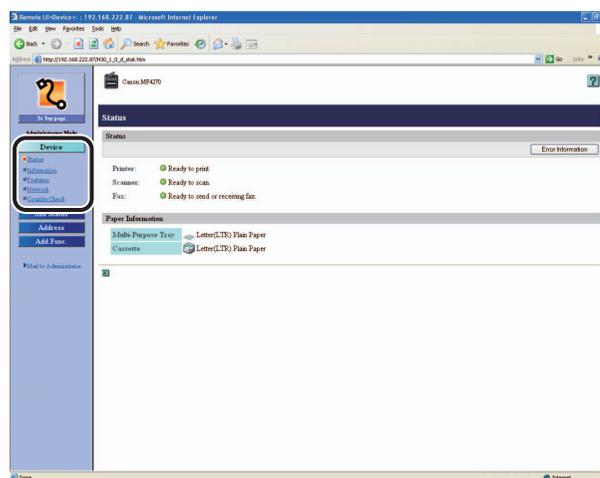
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Displaying Device Status and Information

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

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



[Status]	Displays the current status of the machine and any error messages. To check details of errors, click [Error Information].
[Information]	Displays information related to the machine, such as the system manager's information and the location of the machine.
[Features]	Displays the functions that are available with the current system configuration.
[Network]	Displays information about the network interface and any network protocols that are enabled. If you are using Administrator Mode, you can also adjust these settings.
[Counter Check]	Displays the total number of pages that have been output for printing, copying, and received job printing.

NOTE

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

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Job Management

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

Managing Print Jobs

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

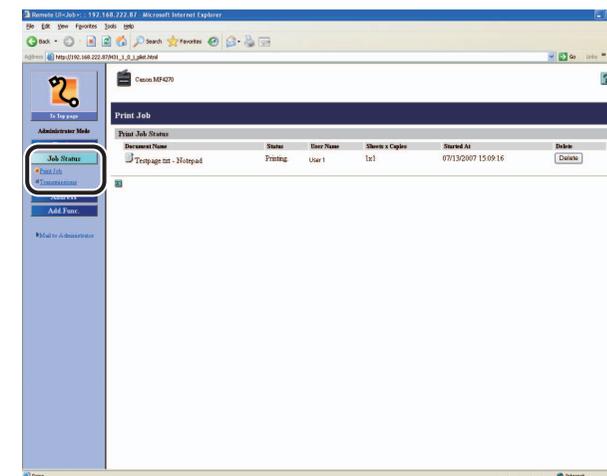


NOTE

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

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

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





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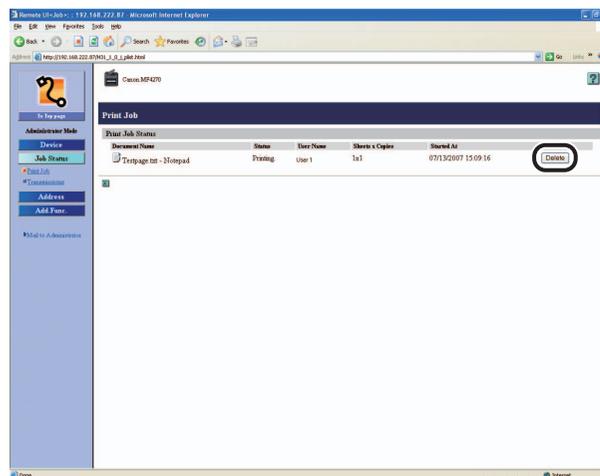


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2. To delete a print job, click [Delete] next to the desired job.



NOTE

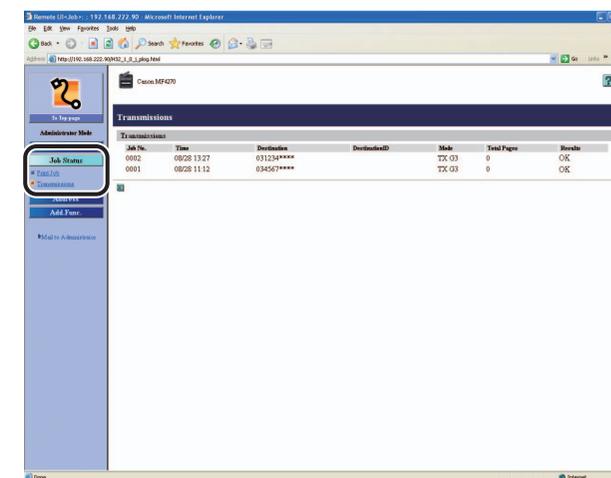
You cannot recover the job once it is deleted.

■ Viewing the Activity Log

The Remote UI enables you to view the [Transmissions] of send jobs. The [Transmissions] shows up to 25 recent transactions.

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

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





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Managing the Address Book

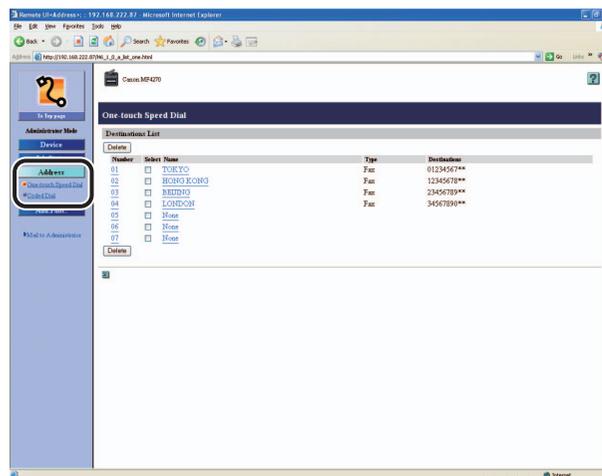
The Remote UI enables you to view and modify the Address Book data.



NOTE

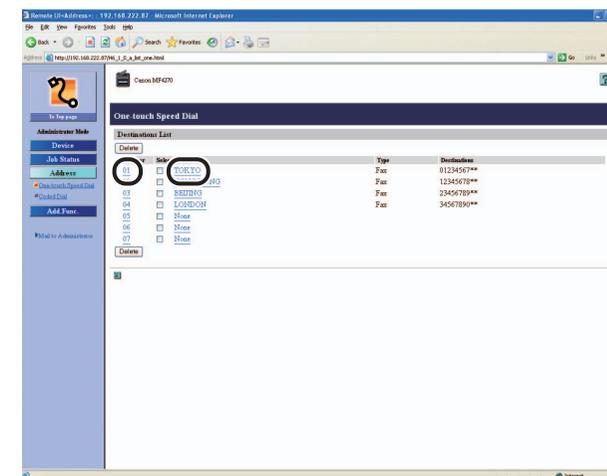
You can also access these setting menus from the operation panel of the machine. For details, see "Machine Settings," on p. 11-3.

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



- To view/edit the registered addresses:

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



NOTE

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



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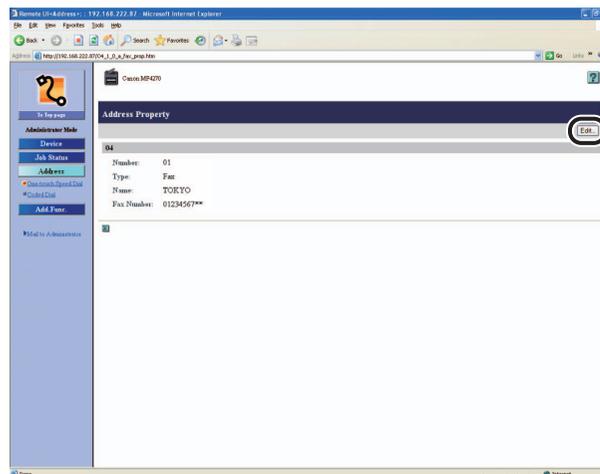
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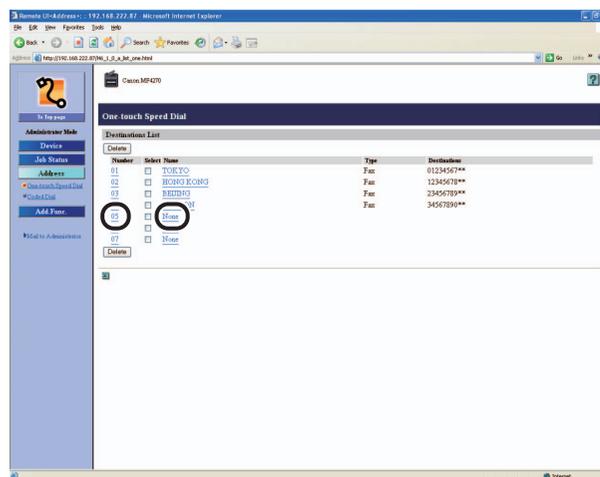
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To edit the information, click [Edit] → make the necessary changes on the Change Address screen → click [OK].

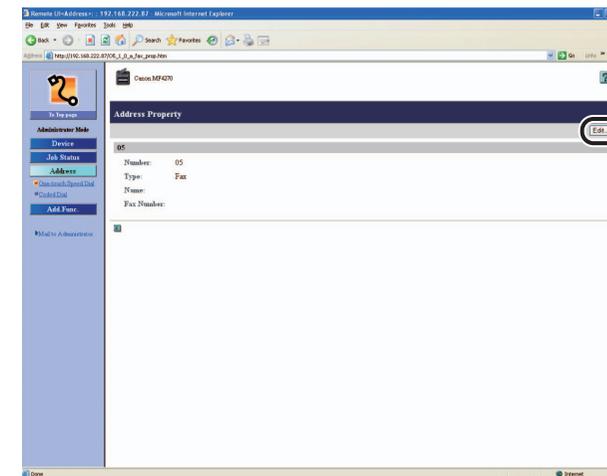


● To register a new address:

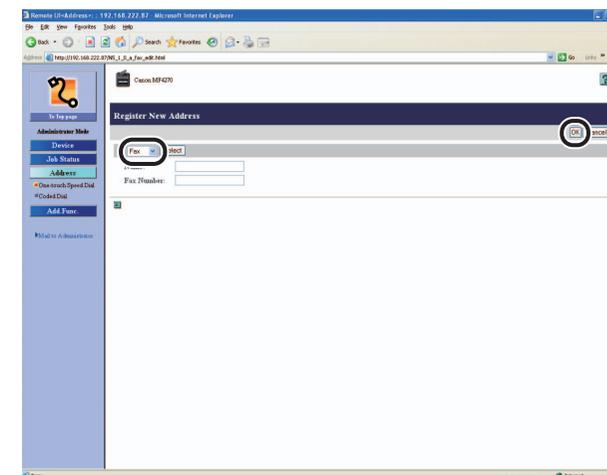
Click [None] or any number for which [None] is displayed as the name.



Click [Edit].



Select [Fax] or [Group] from the drop-down list, press [Select] → enter the necessary information → click [OK].





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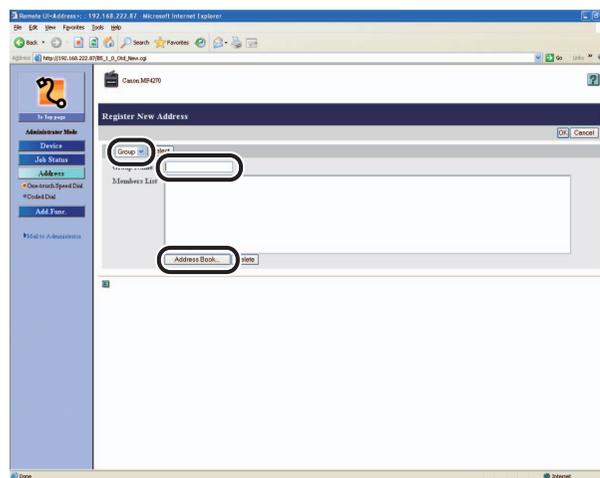
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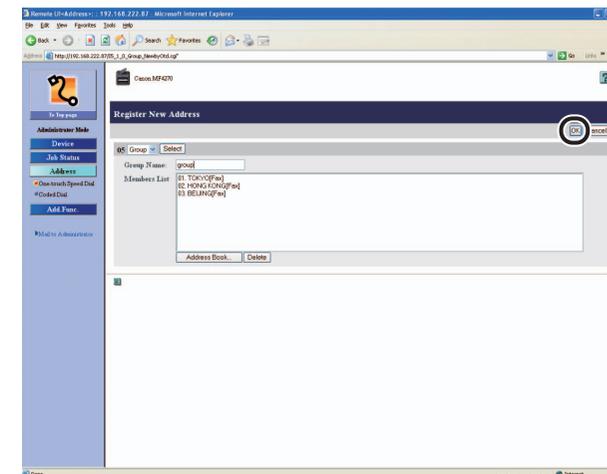
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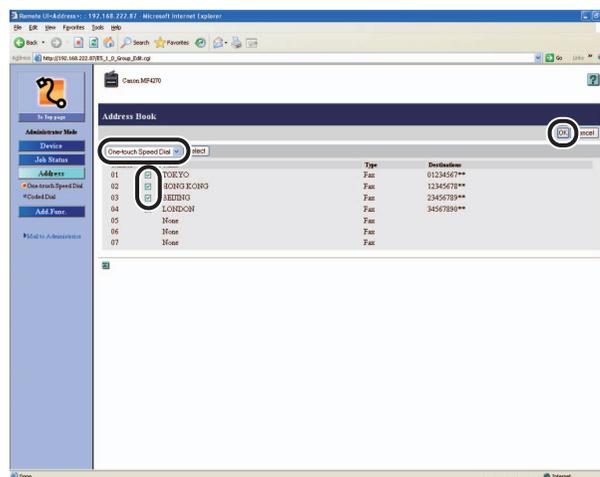
For group dialing, select [Group] from the drop-down list, press [Select] → enter a group name in [Group Name] → click [Address Book] under [Members List].



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



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





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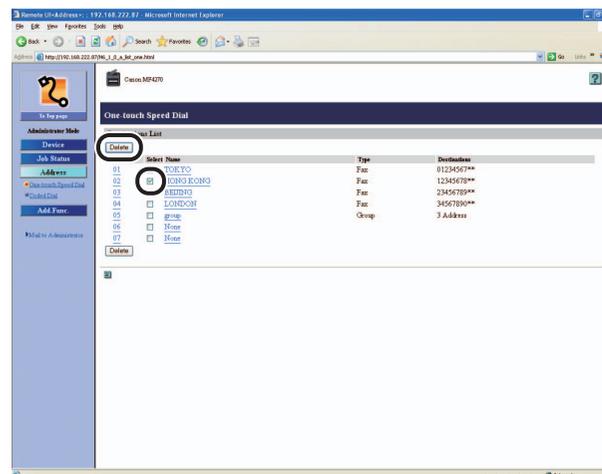
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● To delete the registered addresses:

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



NOTE

You cannot recover the address once it is deleted.



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Customizing System Settings

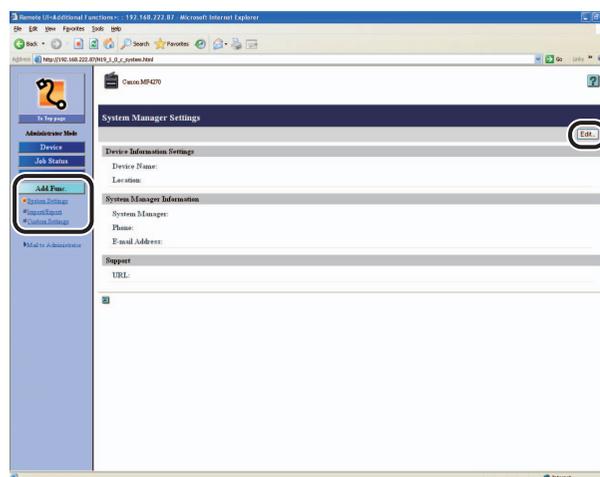
■ Customizing System Information

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

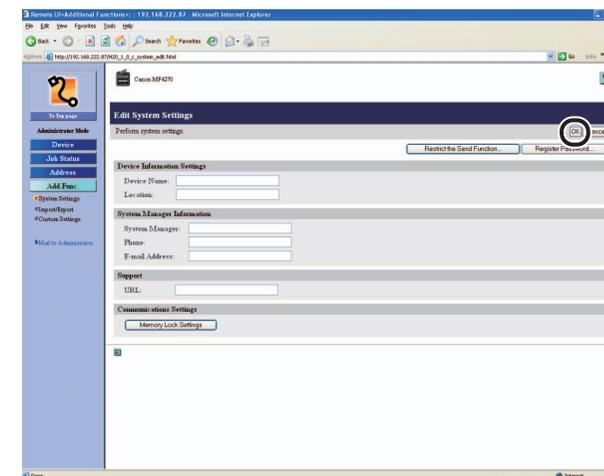


You can also access the system settings from the operation panel of the machine. For details, see "Machine Settings," on p. 11-3.

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



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





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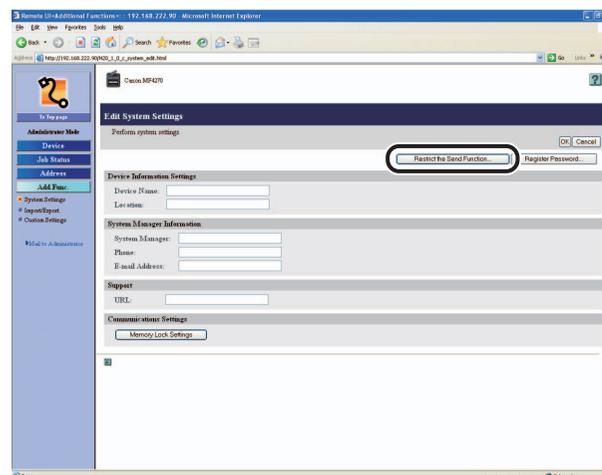
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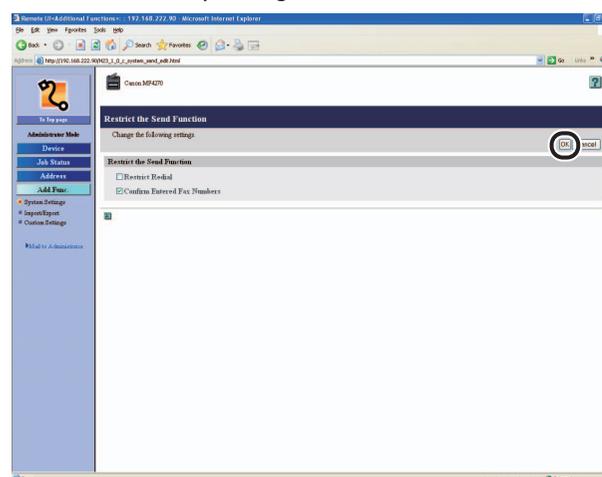
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● To restrict the Send Function:

Click [Restrict the Send Function].

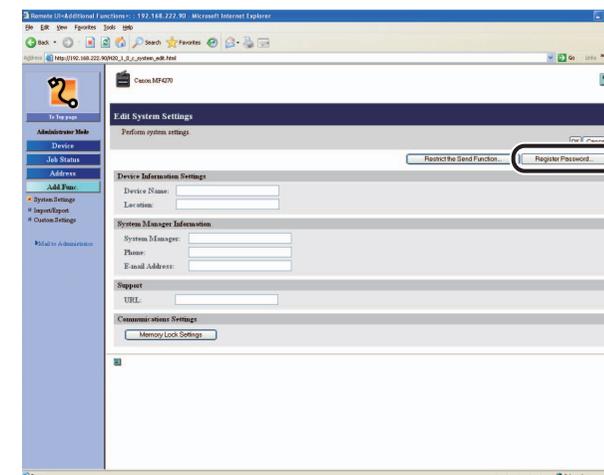


Select the necessary settings → click [OK].

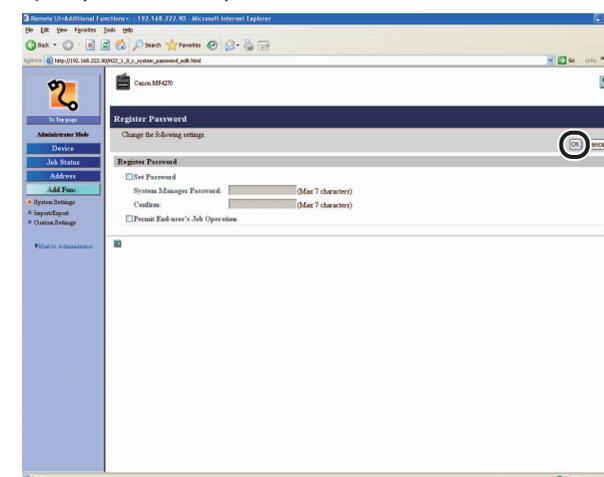


● To set the System Manager password:

Click [Register Password].



Specify the necessary fields → click [OK].





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Set Password:	Select this check box to set the System Manager password.
System Manager Password:	Enter a number (seven digits maximum).
Confirm:	Enter the password again. If the number you enter here is different from the number entered for [System Manager Password], an error dialog box appears.
Permit End-User's Job Operation:	Select this check box to permit deleting print jobs for which you have owner privileges when the machine is in the End-User Mode.



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Import/Export Function

The Remote UI enables you to save the Address Book data in your computer or load address book into the machine from saved files. The Import/Export function is intended for data exchange, and is available only through the Remote UI.

CAUTION

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

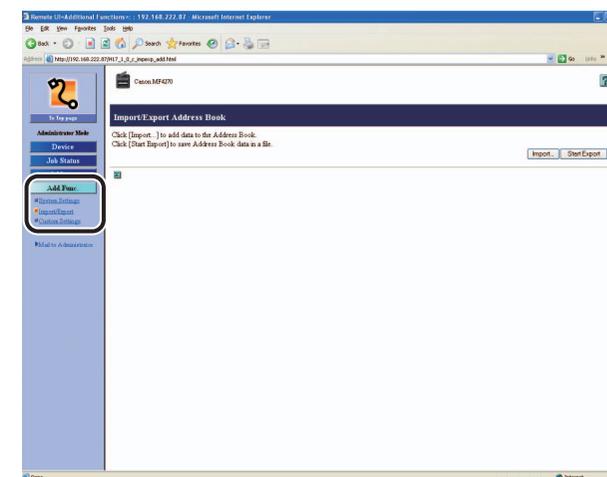
NOTE

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

■ Saving the Address Book

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

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





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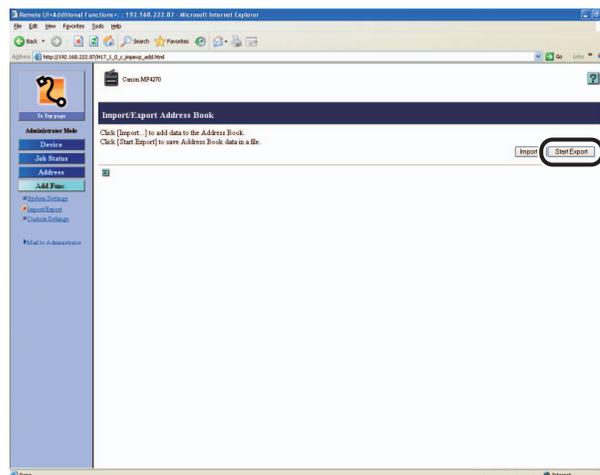


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2. Click [Start Export].



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

The file is saved in the specified location.

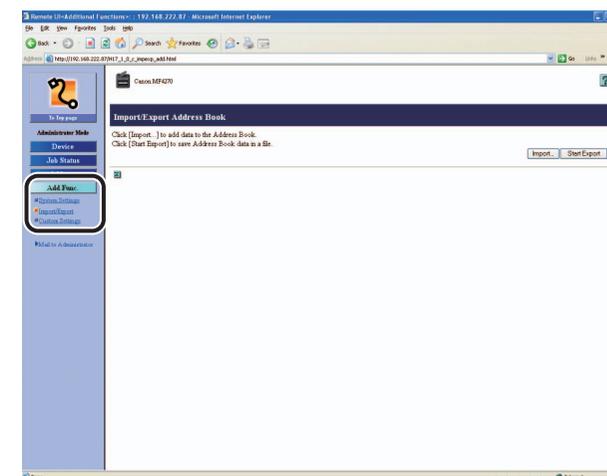
■ Loading an Address Book

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



- When you register the contents of a new file, the currently registered addresses are overwritten by the new address list.
- You can register up to 108 addresses in the Address Book. Each address is treated as a separate item.
- You cannot import the group dialing information which contains another group dialing.

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



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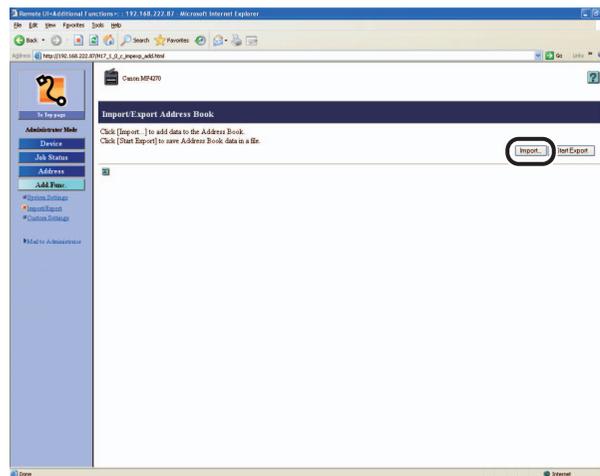
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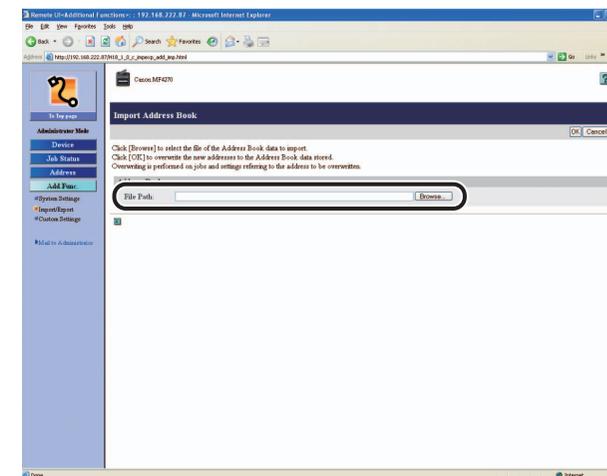
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2. Click [Import...].



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



NOTE

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



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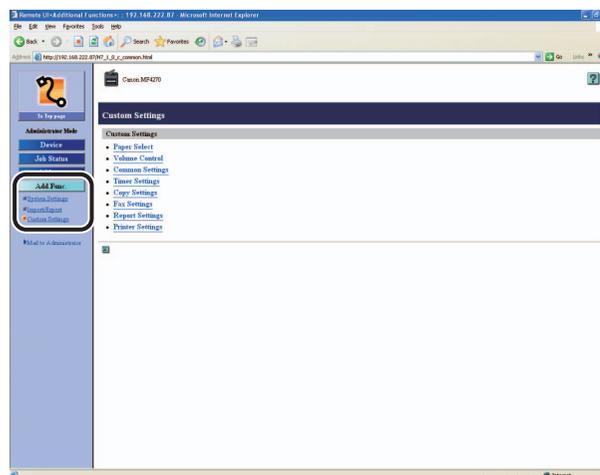
Device Custom Settings

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

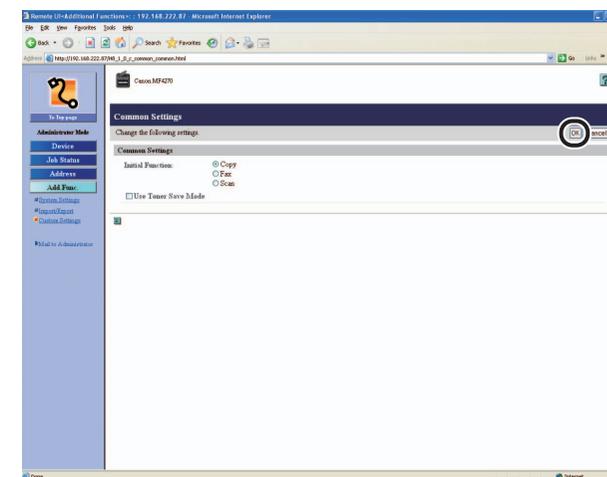


You can also access these setting menus from the Operation Panel of the machine. For details, see "Machine Settings," on p. 11-3.

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



2. Specify all the necessary fields → click [OK].



The above screen shot shows [Custom Settings].



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Specifying the System Manager Settings

You can set a password for the System Manager. Once the System Password is set, restrictions can be placed on storing or changing the System Settings.



NOTE

If you make a mistake when entering a number, press [Clear] to clear the entire number → enter the correct number.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].
If the System Password has been set, enter the System Password using the numeric keys, then press [OK].
3. Press [◀] or [▶] to select <SYS. MANAGER INFO>, then press [OK].
4. Press [◀] or [▶] to select <SYSTEM PASSWORD>, then press [OK].

5. Use the numeric keys to enter a number, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.



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Restricting Access to Destinations

You can set whether to confirm entered fax numbers and restrict the use of [Redial/Pause].

■ Confirming Entered Fax Numbers

You can specify whether or not to confirm the entered fax numbers each time you send a fax.
The default setting is <OFF>.

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <SYSTEM SETTINGS>, then press [OK].
If the System Password has been set, enter the System Password using the numeric keys.
3. Press [◀-] or [+▶] to select <ACCESS TO DEST.>, then press [OK].

4. Press [◀-] or [+▶] to select <CONFIRM FAX NO.>, then press [OK].
5. Press [◀-] or [+▶] to select <ON> or <OFF>, then press [OK].
<OFF>: The confirmation screen does not appear.
<ON>: The confirmation screen appears when you enter a fax number using the numeric keys.
6. Press [Stop/Reset] to return to the standby mode.



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■ Restricting Redial

You can specify whether or not to allow using [Redial/Pause].
The default setting is <OFF>.

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <SYSTEM SETTINGS>, then press [OK].
If the System Password has been set, enter the System Password using the numeric keys.
3. Press [◀-] or [+▶] to select <ACCESS TO DEST.>, then press [OK].
4. Press [◀-] or [+▶] to select <RESTRICT REDIAL>, then press [OK].
5. Press [◀-] or [+▶] to select <ON> or <OFF>, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.



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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.

NOTE

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

- “Checking and Deleting Sending Documents Stored in Memory,” on p. 4-33
- “Checking and Deleting Print Jobs,” on p. 5-8

■ Exterior

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



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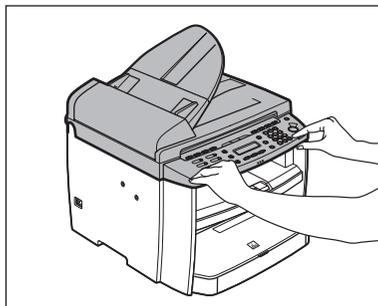
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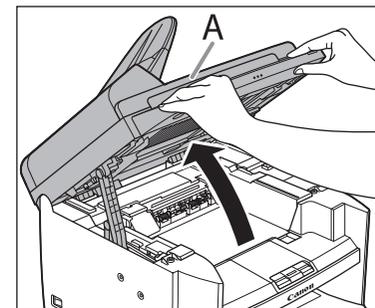
Interior

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

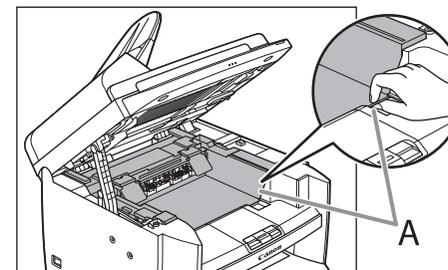
1. Turn off the main power switch and disconnect the power cord.
2. Hold the front side of the operation panel with your hands.



3. 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.





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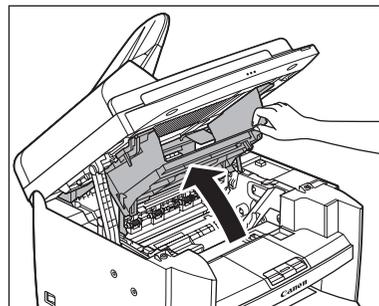
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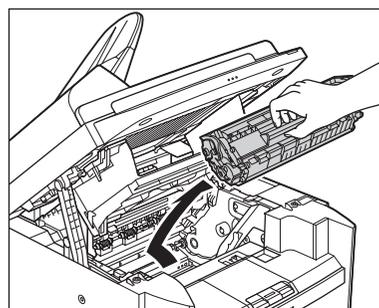
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5. Open the toner cover.

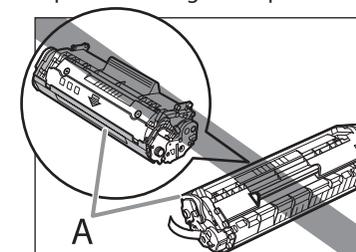


6. Remove the toner cartridge.



CAUTION

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

NOTE

Always hold the toner cartridge by its handle.



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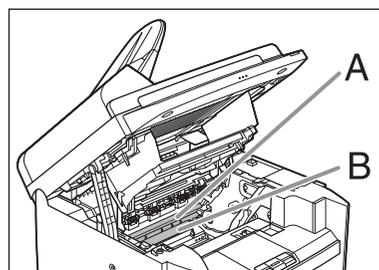
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7. Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the machine's interior.

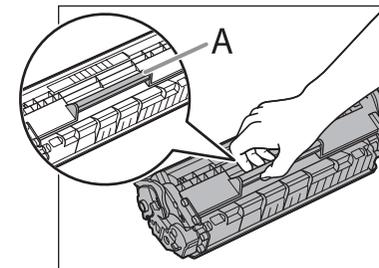
CAUTION

- 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.

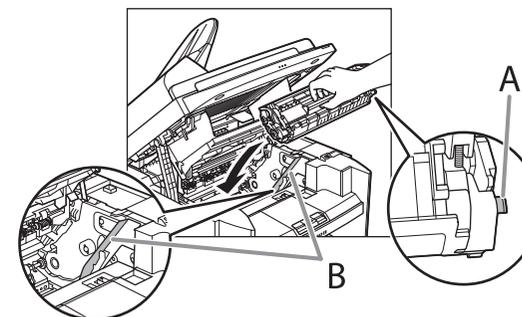


- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

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



9. 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.





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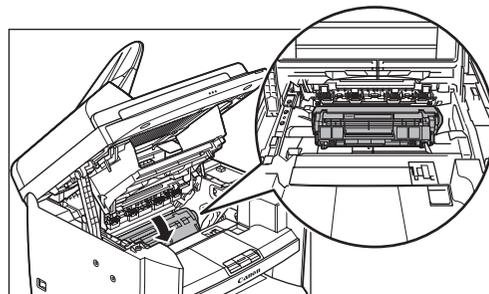
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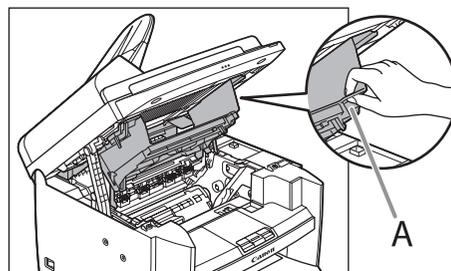
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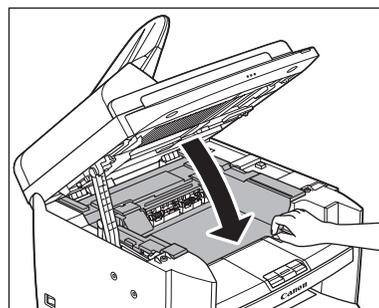
10. Push the toner cartridge to make sure it is properly set in the machine.



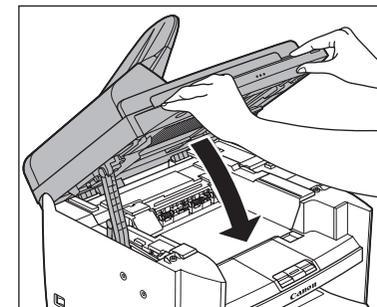
11. Hold the grip (A) on the right front side of the toner cover.



12. Close the toner cover.



13. Lower the scanning platform.



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.



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Fuser Roller

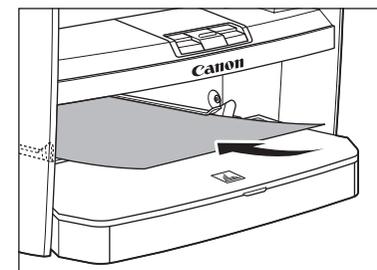
If black streaks appear with printing, the fuser roller in the main unit may be dirty. Should this occur, clean the fusing roller in the following procedure. The roller should also be cleaned each time the toner cartridge is replaced. Load a sheet of blank LTR paper into the multi-purpose tray and start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

NOTE

- Cleaning the roller takes approximately 130 seconds.
- When some jobs are stored in memory, this function is not available.

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <ADJUST./CLEANING>, then press [OK].

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



4. Press [◀-] or [+▶] to select <FIX. UNIT CLEANING>, then press [OK].

Cleaning starts.

NOTE

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



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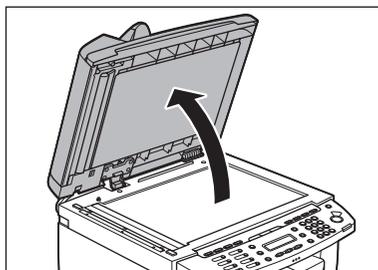
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■ Scanning area

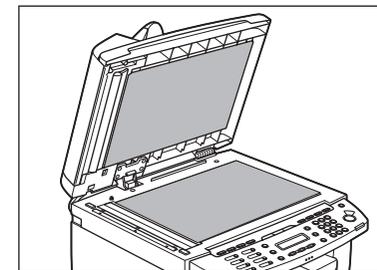
Keep the scanning area clean to avoid dirty copies or faxes to be sent.

Platen glass

1. Open the ADF.



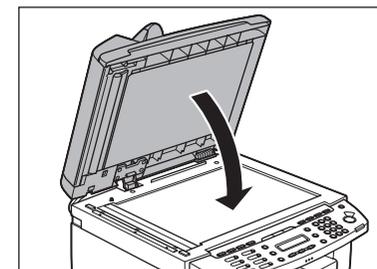
2. Clean the platen glass and the underside of the ADF with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



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.



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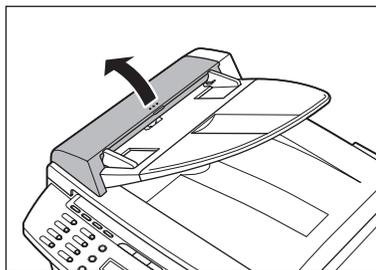
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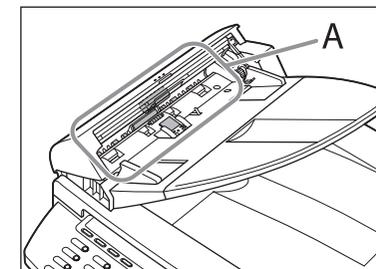
ADF

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

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



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



NOTE

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



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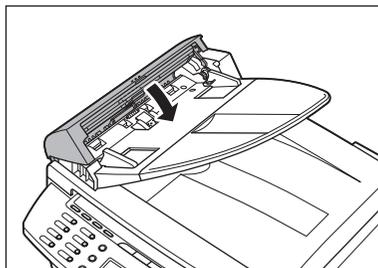
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4. Close the ADF cover.



CAUTION

Be careful not to get your fingers caught.

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



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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. 11-13.)

CAUTION

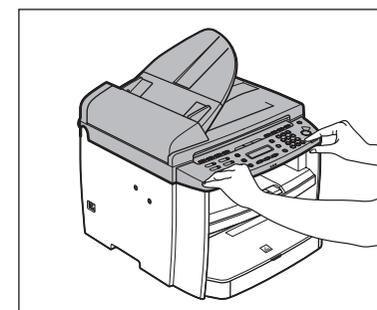
- When <CONT. PRINTING> is set to <ON>, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you can not print the same documents again.
- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact"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

NOTE

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

Redistributing Toner

1. 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.")

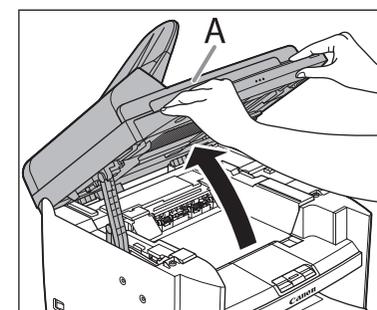


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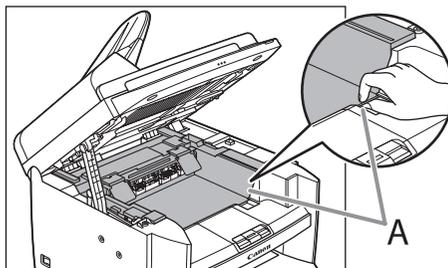
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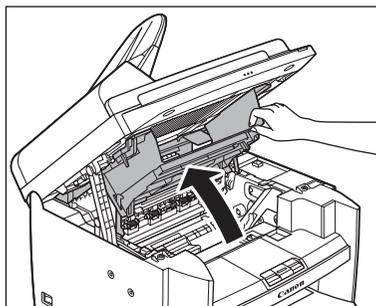
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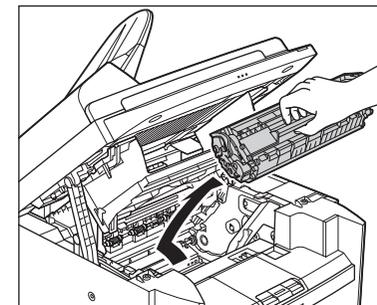
3. Hold the grip (A) on the right front side of the toner cover.



4. Open the toner cover.



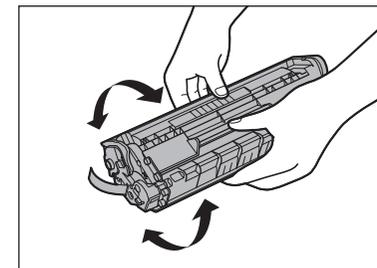
5. Remove the toner cartridge.



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.





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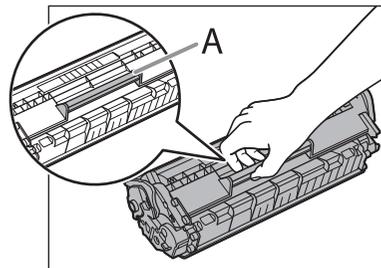
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7. Hold the toner cartridge by its handle (A).



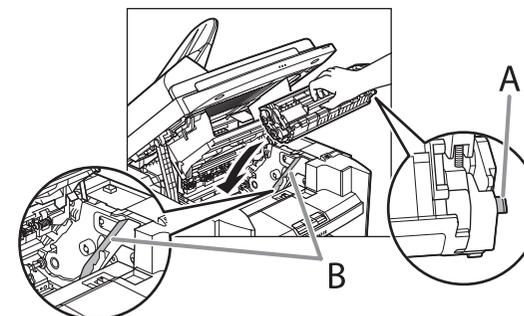
CAUTION

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.

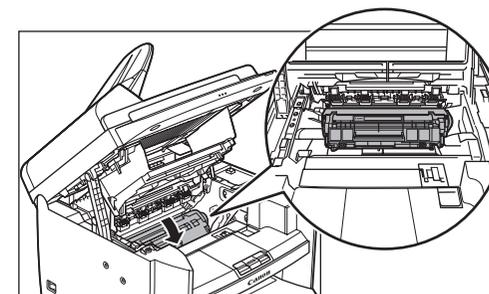
NOTE

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.





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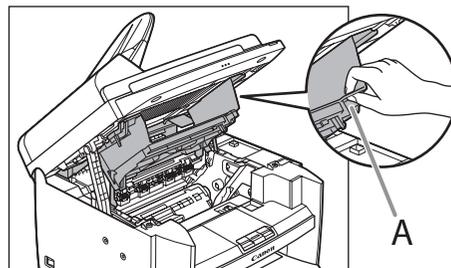
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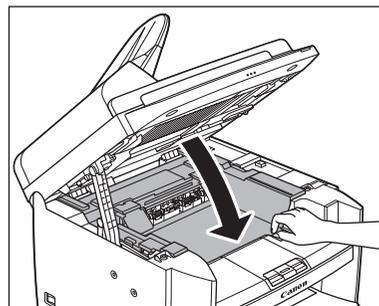
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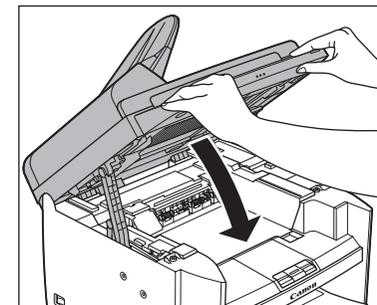
10. Hold the grip (A) on the right front side of the toner cover.



11. Close the toner cover.



12. Lower the scanning platform.



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.



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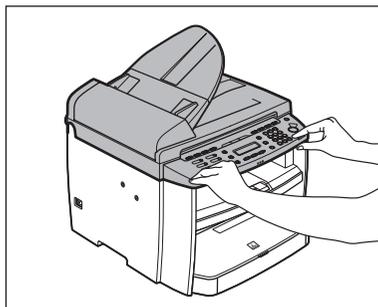
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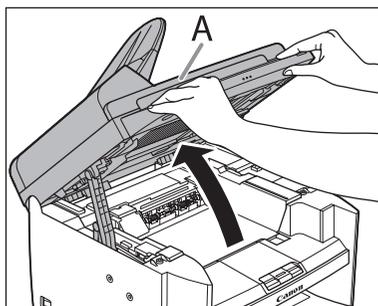
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■ Replacing the Toner Cartridge with a New One

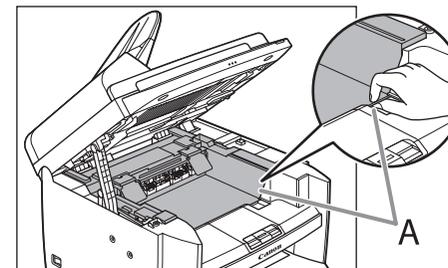
1. Hold the front side of the operation panel with your hands.



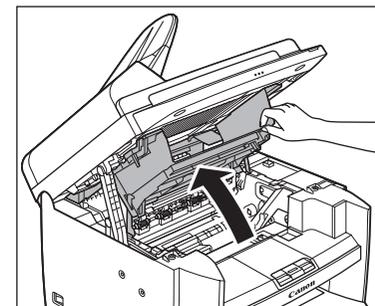
2. Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



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



4. Open the toner cover.





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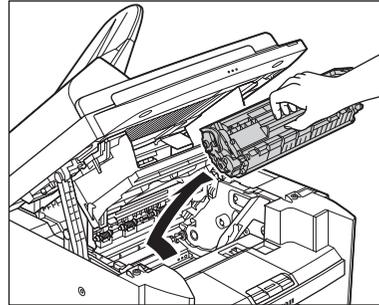
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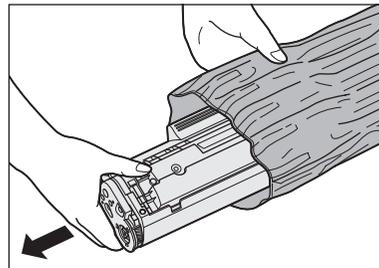
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5. Remove the toner cartridge.



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

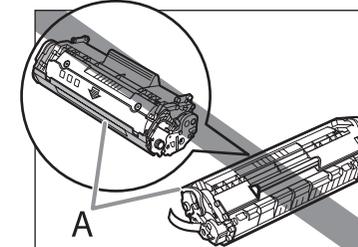


NOTE

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

CAUTION

Do not open the drum protective shutter (A).





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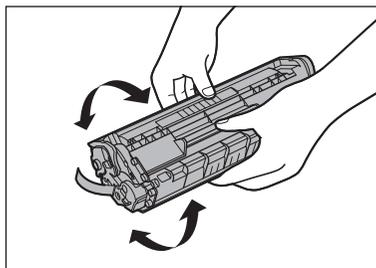
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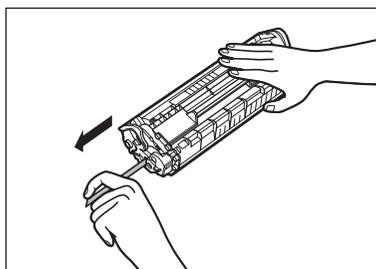
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- 7. Gently rock the toner cartridge several times to evenly distribute toner inside.

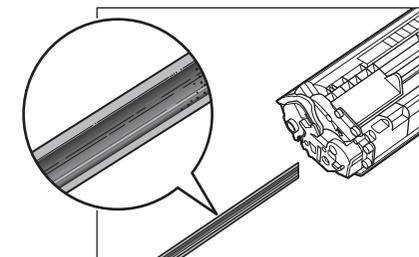


- 8. Place the toner cartridge on a flat surface and pull the seal completely out.



NOTE

Do not pull the seal out at an angle.



- 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.



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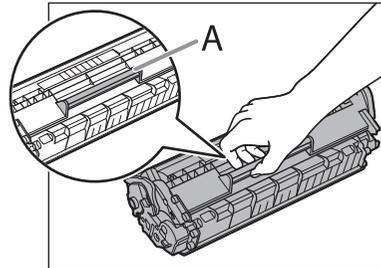
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9. Hold the toner cartridge by its handle (A).



CAUTION

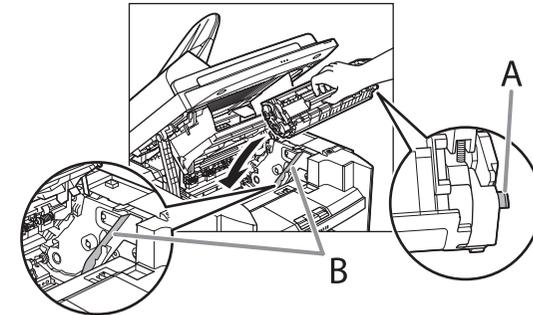
Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



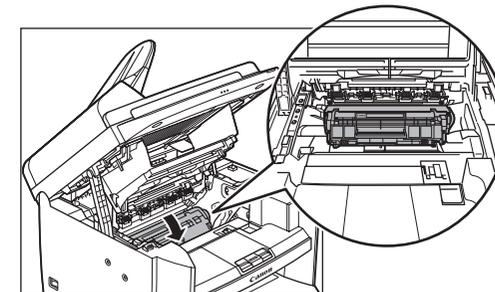
NOTE

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.





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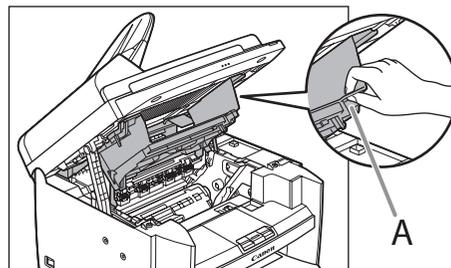


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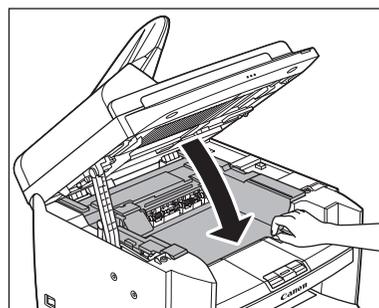
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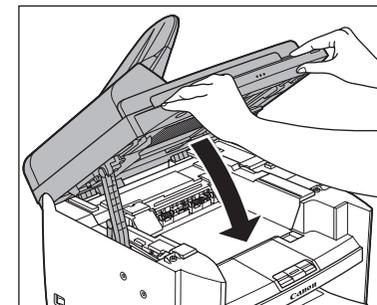
12. Hold the grip (A) on the right front side of the toner cover.



13. Close the toner cover.



14. Lower the scanning platform.



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.

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Recycling Used Cartridges



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

■ The Clean Earth Campaign

THE Canon CARTRIDGE RECYCLING PROGRAM

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

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

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

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

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

We appreciate your support of The Canon Cartridge Recycling Program.

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



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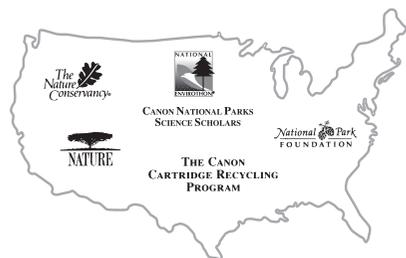
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- Cartridges collected through this program are not refilled.
- You are not entitled to a tax deduction or rebate for the return of empty cartridges.
- This program may be modified or discontinued without notice.

The Clean Earth Campaign

Supporting Environmental Initiatives With

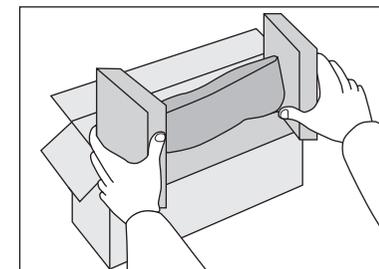


U.S.A. PROGRAM

Packaging

Option A-1: Single Box Return

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



Option B: Volume Box Return

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

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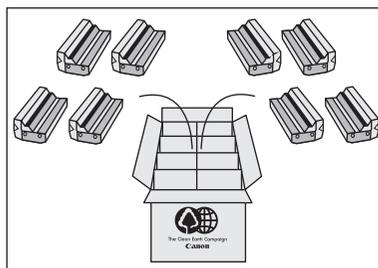
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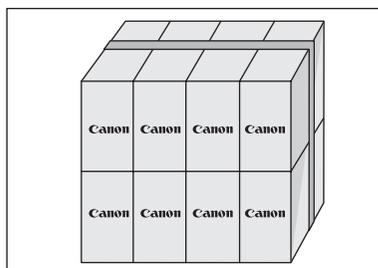
- Place as many cartridges as possible into one box. Carefully seal the box with tape; or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



Option A-2: Multiple Box Return

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

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



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

Maximum weight = 70 lb. (31.8 kg)

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

Maximum girth (length + 2 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.

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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

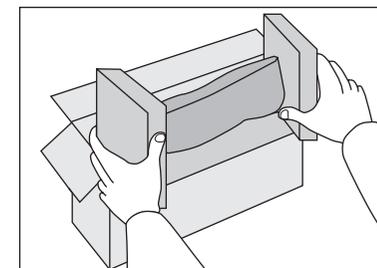
- Take the shipment to your local UPS receiving point.



■ CANADA PROGRAM-CANADA PROGRAMME

Option A: Single Box Return

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





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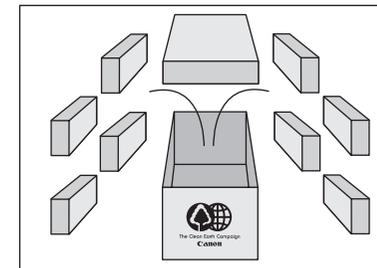
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Option B: Volume Box Return (eight or more cartridges)

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

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



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

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



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

1-800-667-2666

Canon Canada Inc.

Corporate Customer Relations

6390 Dixie Road

Mississauga, ON L5T 1P7



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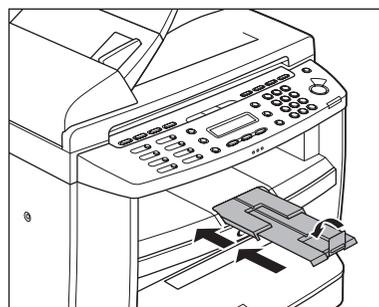
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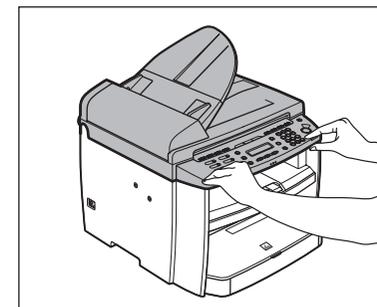
Transporting the Machine

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

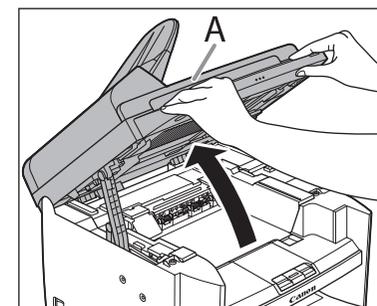
1. Turn off the main power switch.
2. Disconnect the power cord and all the cables from the back of the machine.
3. If you are using the output tray extension, fold the paper stopper, and then push the output tray extension into the machine.



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



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





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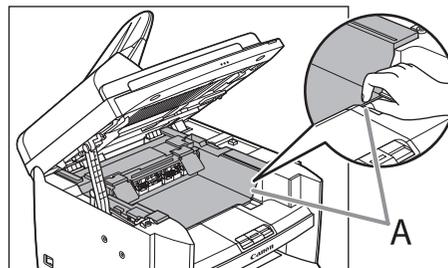
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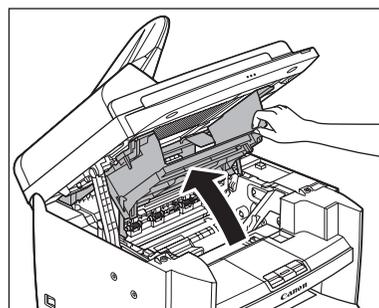
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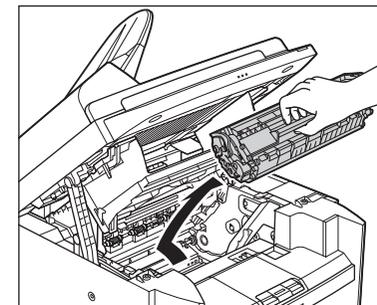
6. Hold the grip (A) on the right front side of the toner cover.



7. Open the toner cover.



8. Remove the toner cartridge.



CAUTION

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

NOTE

Always hold the toner cartridge by its handle.



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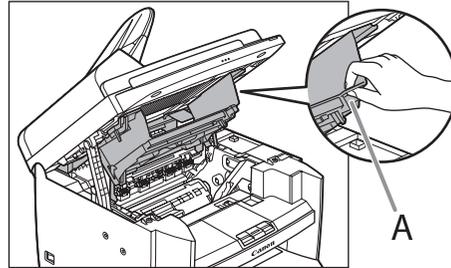
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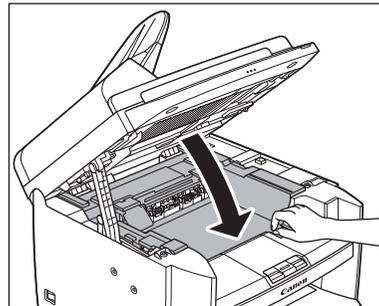
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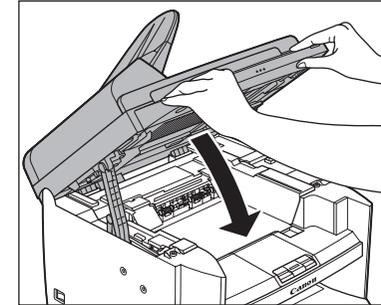
9. Hold the grip (A) on the right front side of the toner cover.



10. Close the toner cover.



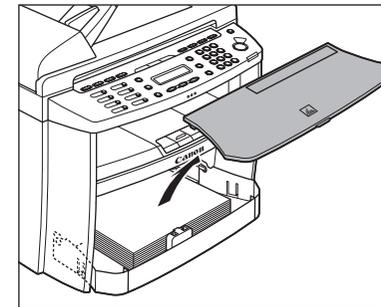
11. Lower the scanning platform.



CAUTION

Be careful not to get your fingers caught.

12. Remove the dust cover from the paper cassette.





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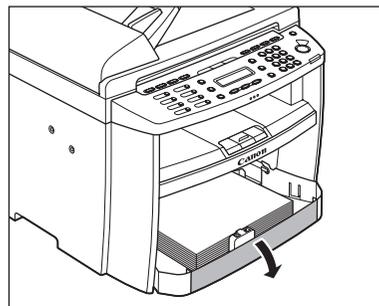
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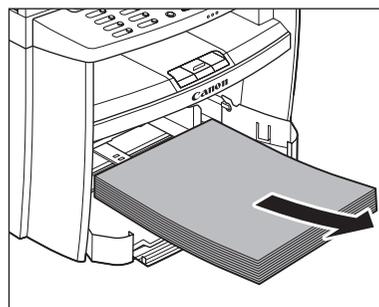
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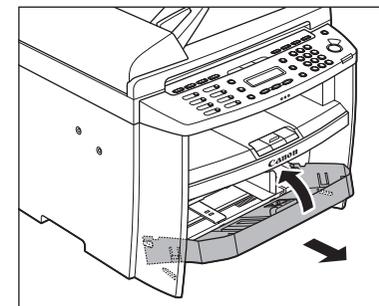
13. Open the front panel of the paper cassette.



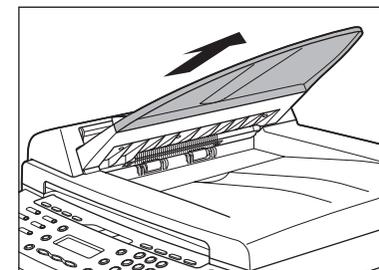
14. Remove the paper from the paper cassette.



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.





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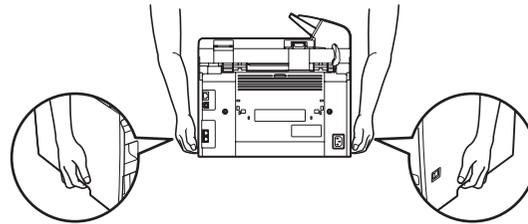
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17. Make sure all the covers are closed.

18. Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.



! CAUTION

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



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Clearing Jams

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. 2-7.)
- Make sure you have removed any scraps of paper from the inside of the machine.

CAUTION

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

NOTE

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



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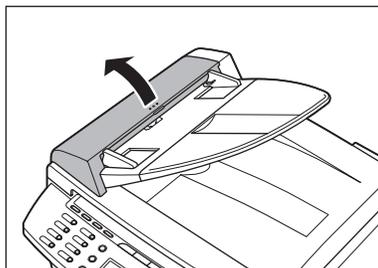
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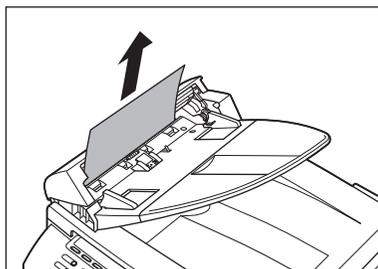
Document Jams

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

1. Open the ADF cover.



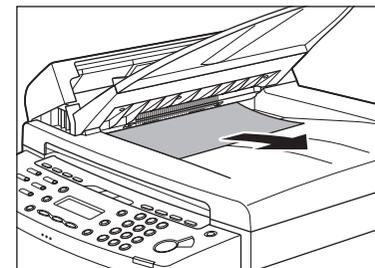
2. Hold both sides of any jammed documents and gently pull them out straight upward.



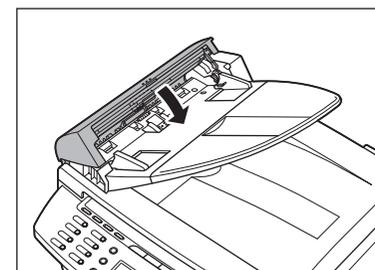
NOTE

Do not pull the document forcefully as it may tear.

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



4. Close the ADF cover.



CAUTION

Be careful not to get your fingers caught.



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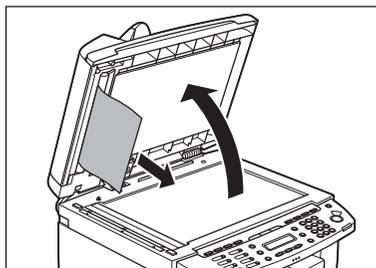
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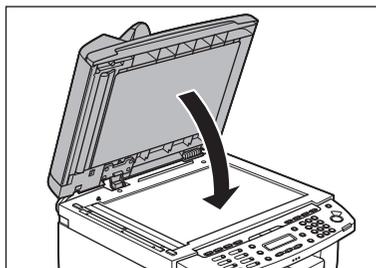
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5. Open the ADF and then hold both sides of any jammed documents and gently pull them out.



6. Close the ADF.



CAUTION
Be careful not to get your fingers caught.



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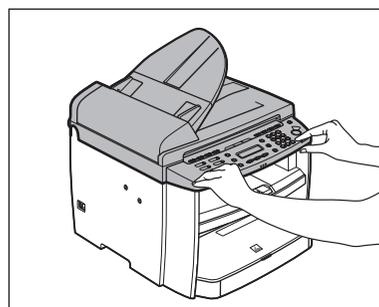
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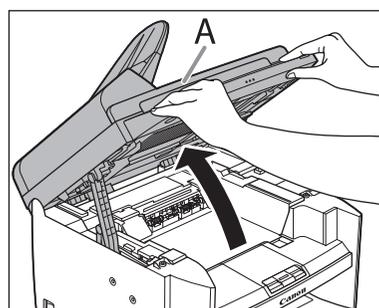
■ Paper Jams

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

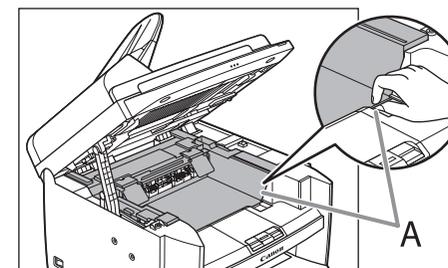
1. Hold the front side of the operation panel with your hands.



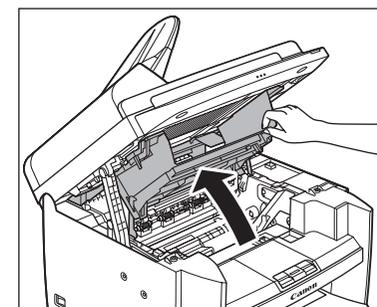
2. Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



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



4. Open the toner cover.



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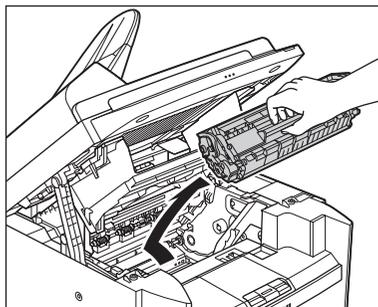
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5. Remove the toner cartridge from the machine.

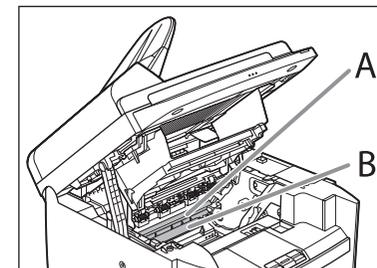


CAUTION

- 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.

NOTE

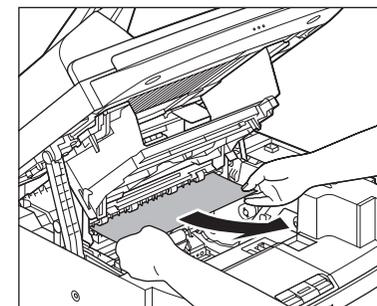
Always hold the toner cartridge by its handle.



CAUTION

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

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





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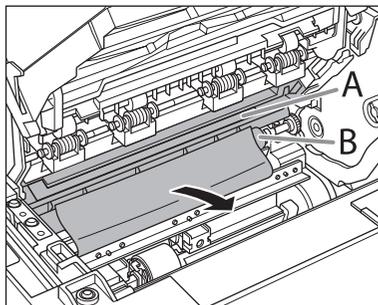
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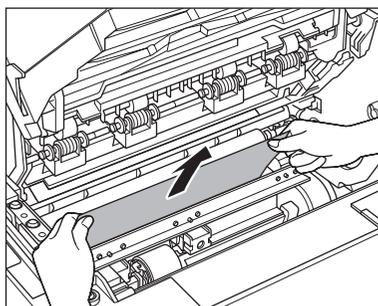
- 7. Gently pull the jammed paper between the fixing assembly (A) and transfer roller (B) until the leading edge emerges from the machine.



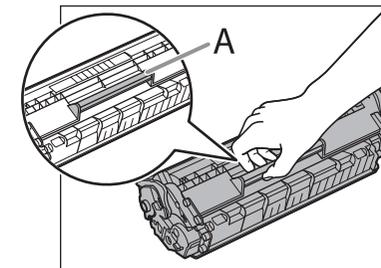
CAUTION

- 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).



CAUTION

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

NOTE

Always hold the toner cartridge by its handle.



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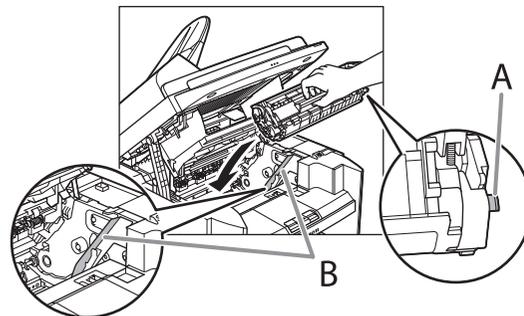
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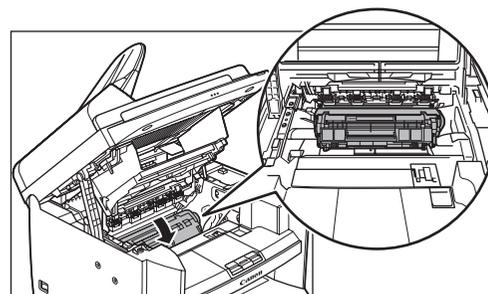
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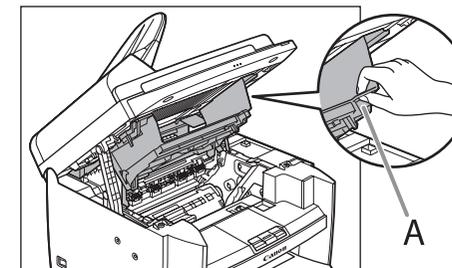
10. Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



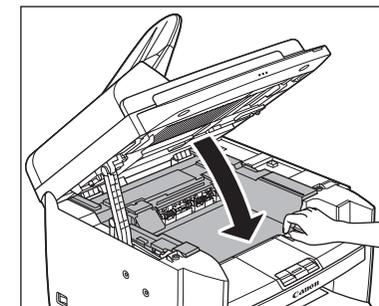
11. Push down the toner cartridge to make sure it is properly set in the machine.



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



13. Close the toner cover.



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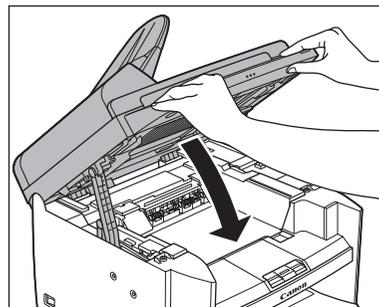
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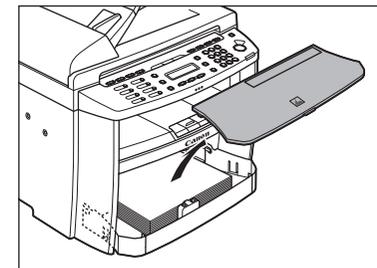
14. Lower the scanning platform.



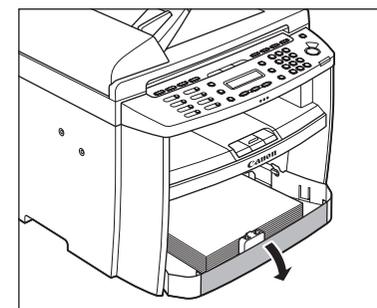
CAUTION

- 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.





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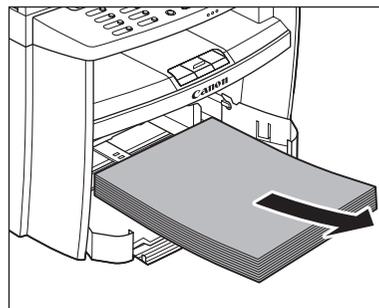
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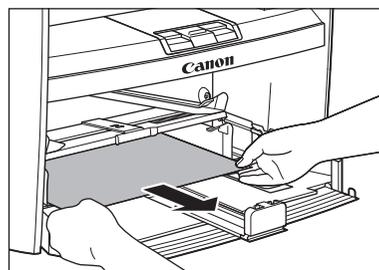
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17. Remove the paper in the paper cassette.

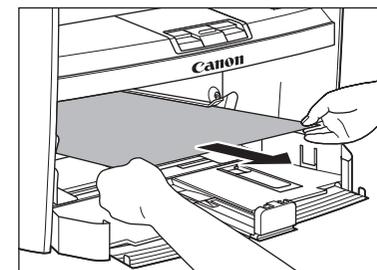


18. Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.

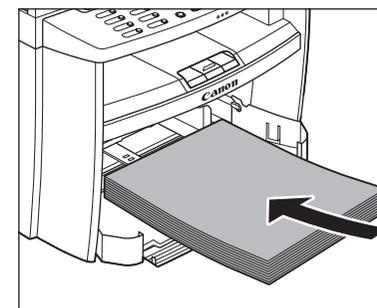
- When feeding paper from the paper cassette:



- When feeding paper from the multi-purpose tray:



19. Load the paper into the paper cassette.





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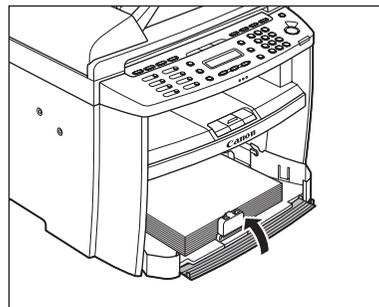
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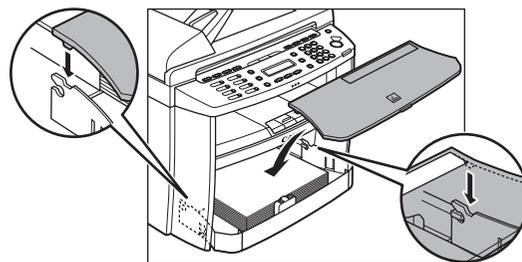
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20. Close the front panel of the paper cassette.

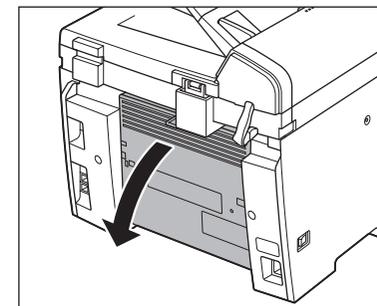


21. Set the dust cover on the paper cassette.



22. Open the rear cover.

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





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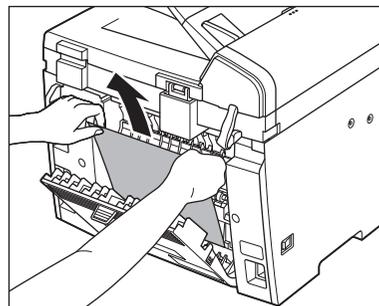
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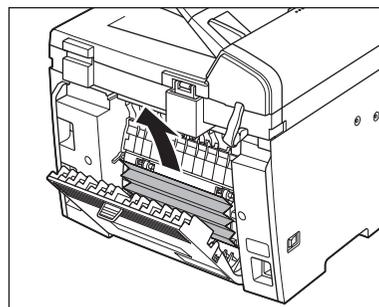
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23. Hold both sides of the jammed paper and gently pull it out upward.

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

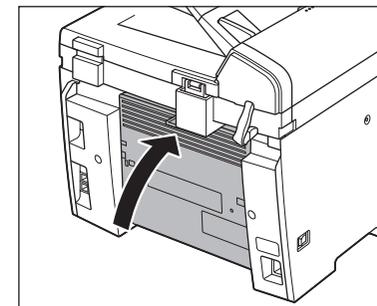


If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out from the machine.



24. Close the rear cover.

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



CAUTION

Be careful not to get your fingers caught.

NOTE

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



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LCD Messages

See the following when the LCD displays error and status messages.

AVAILABLE MEMORY

nn%

Description

This message shows the percentage of the memory currently available.

Action

If you need more space, wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.

CANNOT PRINT RX DATA

Description

The machine temporarily received the fax in memory because an error of some kind has occurred in the machine.

This error message appears with one of the messages below.

- <CLOSE COVER/TONER COVER>
- <LOAD CORRECT PAPER>
- <REMOVE MP PAPER>
- <CHANGE REG'D SIZE/ → PAPER SETTINGS>
- <OUT OF TONER/CHANGE TONER>
- <SET PAPER AGAIN/SET TONER AGAIN>
- <PAPER JAM>
- <PAPER JAM/OPEN REAR COVER>
- <LOAD PAPER>

Action

This error message appears with another message. When the error is resolved, the received data will be printed out. For how to solve the problem, see the action for the messages displayed with it.



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CHANGE REG'D SIZE

→ PAPER SETTINGS

- Description** The paper size is not appropriate for your print jobs.
- Action**
- To print reports or received data, set the <CASSETTE> paper size to <LTR>, <LGL>, <A4>, <OFICIO>, <BRAZIL- OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, or <FOOLSCAP>. For details, see "Setting Paper Size and Type," on p. 2-13.
 - 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. 2-13.
 - For two-sided copying, set the paper size to <LTR> or <A4>. For details, see "Setting Paper Size and Type," on p. 2-13.

CHECK DOCUMENT

- Description** A document jam may have occurred in the ADF.
- Action** Remove the jammed document.

CLOSE COVER TONER COVER

- Description** The toner cover is not closed completely.
- Action** Check the toner cover, and make sure that it is completely closed.

HANG UP PHONE

- Description** The external telephone is off the hook.
- Action** Hang up the external telephone.

LIFT PANEL TO OPEN OPEN TONER COVER

- Description** Appears alternately with other messages.
- Action** Varies by the message that appears. For details, see the explanation for the message (i.e., <SET PAPER AGAIN/SET TONER AGAIN>).



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LOAD CORRECT PAPER

Description The size of the paper in the paper cassette or multi-purpose tray is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.

Action Load the correct size paper or change the paper size in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. For more information, see "If <LOAD CORRECT PAPER> is displayed," on p. 10-22.

LOAD PAPER

Description No paper is loaded in the paper cassette or multi-purpose tray when copying or printing.

Action Load paper correctly. Then press [OK] when using the paper cassette.

Description No paper is loaded in the paper cassette or multi-purpose tray when printing a received document.
Or, when printing a report or list, this message appears if the paper size is not appropriate for printing a report or list even if paper is loaded. This error message appears with one of the messages below.
<CHANGE REG'D SIZE/->PAPER SETTINGS>
<CANNOT PRINT RX DATA>

Action

Load paper correctly. Then press [OK] when using the paper cassette.
For report or list, set the paper size to <LTR>, <LGL>, <A4>, <OFICIO>, <BRAZIL- OFICIO>, <MEXICO- OFICIO>, <FOLIO>, <GOVERNMENT- LETTER>, <GOVERNMENT-LEGAL>, or <FOOLSCAP>, and then load paper of the same size.

LOST IMAGE

Description The machine was turned off with documents stored in the machine's 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.

Action

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.



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MEMORY FULL

Description	The machine is full of jobs.
Action	Print, send, or delete any documents stored in memory.
Action	Divide the document stack or data into a few parts and try again one by one.
Action	Send the document with low resolution.
Description	The number of TX/RX jobs that can be stored in memory reached the maximum.
Action	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.

NOT AVAILABLE

Description	You pressed the one-touch speed dialing key that has already been registered, when you are registering group dialing.
Description	You selected the group dialing that has already been registered, when you are registering a one-touch speed dialing key.
Action	Register the one-touch speed dialing key that is not used.

NOT REGISTERED

Description	No recipient is registered for the one-touch speed dialing key or coded speed dialing code you pressed.
Action	Register the recipients before using the Address Book function.

OUT OF TONER CHANGE TONER

Description	The toner ran out completely.
Action	Replace the toner cartridge.



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PAPER JAM

Description Paper jams have occurred in the machine. <LIFT PANEL TO OPEN/OPEN TONER COVER> appears alternately.

Action Clear the paper jam (See "Paper Jams," on p. 10-6.) and reload paper in the paper cassette or multi-purpose tray. The cover must be opened and closed to resume the current job.

PAPER JAM OPEN REAR COVER

Description Paper jams have occurred in the machine. <LIFT PANEL TO OPEN/OPEN TONER COVER> appears alternately.

Action Clear the paper jam (See "Paper Jams," on p. 10-6.) and reload paper in the paper cassette or multi-purpose tray. The cover must be opened and closed to resume the current job.

PLEASE WAIT

Description This message appears when turning on the main power switch, or when the machine is not ready for printing.

Action Wait until the message disappears.

REMOVE MP PAPER

Description Paper is loaded in the multi-purpose tray.

Action Remove the paper from the multi-purpose tray. The machine will not print faxes, reports, or lists when paper is loaded in the multi-purpose tray. They will be stored in memory.

SET PAPER AGAIN SET TONER AGAIN

Description Paper is not loaded properly, or the toner cartridge is not set.

Action 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. 2-10.)
Set the toner cartridge in the machine (see "Set Up the Machine" in the Starter Guide).

SYSTEM ERROR EXXX

Description A system error has occurred. <XXX> will be a three-digit code that indicates a particular type of error.

Action 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.



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WRONG PASSWORD

Description

The memory lock reception password or system password you entered is incorrect.

Action

Enter the correct password.
For details, see "Memory Lock Reception," on p. 4-26 or "Specifying the System Manager Settings," on p. 8-2.



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00A0

Description Transmission was manually canceled on the machine.

Action Resend the document if necessary.

00A1

Description There is a document jam.

Action Clear the document jam.

00FF

Description All redialing attempts have failed.

Action Check if the recipient's number is correct or the telephone cable is properly connected, and try again.

0001

Description The sender may not be using a G3 fax machine.

Action Make sure the sender's machine is compatible with your machine.

0070

Description Reception was manually canceled on the machine.

Action Ask the sender to resend the document if necessary.

0071

Description The machine's memory is full.

Action Print, send, or delete any documents stored in memory.

0080

Description The recipient's machine did not respond within 35 seconds.

Action 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

Description The recipient's machine has run out of paper.

Action Ask the recipient to make sure that paper is loaded in their machine.



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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 multi-purpose 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.



NOTE

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

■ Re-loading the Paper

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

The machine re-starts printing.

■ Changing the Paper Size Setting

1. Press [Additional Functions].



NOTE

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 how to cancel copy jobs, see "Canceling Copy Jobs," on p. 3-11.

2. Press [◀] or [▶] to select <PAPER SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <CASSETTE> or <MP TRAY>, then press [OK].
4. Press [◀] or [▶] to select <PAPER SIZE>, then press [OK].
5. Press [◀] or [▶] to select the paper size same as paper loaded into the machine, then press [OK].



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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.



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General Problems

The machine has no power.

Q Is the power cord plugged in securely?

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q Is the power cord supplying power?

A Use a different power cord, or test the cord for continuity using a voltmeter.

Q Is the main power switch turned on?

A Turn on the main power switch.

The Error indicator flashes.

Q Does the machine feed paper correctly, or is there paper in the paper cassette or multi-purpose tray?

A Clear the paper jam, or load paper in the paper cassette or multi-purpose tray. (For instructions on clearing paper jam, see "Clearing Jams," on p. 10-3. For instructions on loading paper, see "Set Up the Machine," in the Starter Guide.)

A If the machine has no paper jam, or paper is loaded in the paper cassette or multi-purpose tray, turn off the main power switch and wait for more than 10 seconds, then turn it on again. If the problem is fixed, the Error indicator will turn off, and the LCD will return to the standby mode. If the Error indicator remains flashing, unplug the machine, and contact Canon Authorized Service Facilities or the Canon Customer Care Center.



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Nothing appears in the LCD.

Q Is the power cord plugged in securely?

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q Is the main power switch turned on?

A Turn on the main power switch.

Q Is the machine in the Sleep mode?

A Press [Energy Saver] on the operation panel to cancel the Sleep mode.



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Paper Feeding Problems

Paper does not feed properly.

- Q

Is the paper loaded correctly?
- A

Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)
- Q

Does the machine contain too many sheets?
- A

Make sure you load the correct quantity. (See "Paper Requirements," on p. 2-7.)

Multiple sheets feed together into the machine.

- Q

Is the paper loaded correctly?
- A

Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)
- Q

Does the machine contain too many sheets?
- A

Make sure you load the correct quantity. (See "Paper Requirements," on p. 2-7.)

Q

Are different types of paper loaded in the machine?

- A

Load only one type of paper.
- A

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)
- A

Let the paper run out before refilling the machine. Avoid mixing new stock with paper already loaded.

Repeated paper jams occur.

- Q

Is the correct type of paper loaded in the machine?
- A

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

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Fax Problems

■ Sending Problems

Cannot send a fax.

Q Did you just turn on the main power switch?

A Wait for a while. After turning on the main power switch, the machine cannot scan documents immediately.

Q Is the machine set for the correct telephone line type?

A Make sure the machine is set for the correct telephone line type. (See "Before FAX Setting," in the Starter Guide.)

Q Is your machine in the fax mode?

A Press [FAX] to show the fax standby display.

Q Is the document loaded correctly?

A Make sure the document is correctly loaded. (See "Loading Documents," on p. 2-4.)

A Make sure the scanning platform and rear cover are fully closed. (See "Paper Jams," on p. 10-6.)

Q Is the one-touch speed dialing key or coded speed dialing code you entered registered correctly?

A Check that the Address Book settings are registered correctly. (See "Storing/Editing Address Book," on p. 4-6.)

Q Did you dial the correct number?

A Check that you have the correct number.



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Q

Is the machine in the Sleep mode?

A

The machine does not scan documents if it is in the Sleep mode. To take the machine out of the Sleep mode, press [Energy Saver] on the operation panel.

Q

Is the recipient's machine out of paper?

A

Ask the recipient to make sure paper is loaded in the machine.

Q

Are there other documents being sent from memory?

A

Allow time for the documents to finish sending.

Q

Has an error occurred during transmission?

A

Check the LCD for an error message. (See "LCD Messages," on p. 10-14.)

A

Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 11-28.)

Q

Is the telephone cable connected properly?

A

Make sure the cable is connected properly. (See "Before FAX Setting," in the Starter Guide.)

Q

Is the telephone line working properly?

A

Make sure there is a dial tone when you press [Hook] or when you lift the handset of any external telephone connected to the machine. If there is no dial tone, contact your local telephone company.

Q

Is the recipient's machine a G3 fax machine?

A

Make sure the recipient's machine is compatible with your machine.



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Did the recipient's machine answer within 35 seconds (after all automatic redialing attempts)?

A

Ask the recipient to check the machine. For an overseas call, add pauses to the registered number. (See "Dialing an Overseas Number (With Pauses)," on p. 4-22.)

Q

Is the Processing/Data indicator lit?

A

The external phone is busy. Please wait until the external phone becomes free.

Q

Is the machine overheated?

A

Unplug the machine and let it cool for about 5 minutes. Then plug in the machine and try sending again.

Memory fills up immediately when you try to send.

Q

Are you sending with the resolution set to <SUPER FINE>?

A

If you want to keep your document quality, divide the document into some parts and send them separately.

A

If your document does not contain fine text or photographs, set the resolution to <STANDARD>.

A

If your document contains fine text or photographs, send it directly rather than using a memory transmission.

Q

Is a document stored in memory, leaving little memory available?

A

Print, send, or delete any documents stored in memory.



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Faxes sent from the machine are spotted or dirty.

- Q** **Is the recipient's machine working properly?**

A Check the machine by making a copy. If the copy is clear, the problem may be in the recipient's machine. If the copy is spotted or dirty, clean the scanner components. (See "Scanning Area," on p. 2-3.)
- Q** **Is the document loaded correctly?**

A Make sure the document is correctly loaded. (See "Loading Documents," on p. 2-4.)

The documents you sent are too light.

- Q** **Is the density setting changed to be lighter?**

A Adjust the density for light documents to be darker. (See "Density," on p. 4-5.)
- Q** **Are the scanning components of the machine clean?**

A If the received document is spotted or dirty, clean the scanning components. (See "Scanning area," on p. 9-8.)

Sending of documents is too slow.

- Q** **Is the resolution set to <FINE>, <PHOTO> or <SUPER FINE>?**

A Setting the resolution to <STANDARD> reduces the sending time.

Errors occur frequently while sending.

- Q** **Are the telephone lines in poor condition, or do you have a bad connection?**

A Check if there is a device nearby that interferes with signal transmission (e.g., microwave oven).

Cannot redial with [Redial/Pause].

- Q** **Is <RESTRICT REDIAL> set to <ON>?**

A When <RESTRICT REDIAL> is set to <ON>, Redialing is not available. (See "Restricting Redial," on p. 8-4.)



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Entering the fax number is required again after pressing [Start].

Q Is <CONFIRM FAX NO.> set to <ON>?

A When <CONFIRM FAX NO.> is set to <ON>, you need to enter the fax number again after pressing [Start]. (See "Confirming Entered Fax Numbers," on p. 8-3.)

Receiving Problems

Cannot receive a fax automatically.

Q Is the machine set to receive automatically?

A For the machine to receive faxes automatically, the receive mode must be set to <FaxOnly>, <FAX/TEL>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that an external telephone with built in answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Basic Receiving Method," on p. 4-23.)

Q

Are documents stored in memory, leaving little or no memory available?

A

Print, send, or delete any documents stored in memory.

Q

Has an error occurred during reception?

A

Check the LCD for an error message. (See "LCD Messages," on p. 10-14.)

A

Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 11-28.)

Q

Is paper loaded in the machine?

A

Make sure paper is loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

Q

Is the telephone cable connected properly?

A

Make sure the cable is connected properly. (See "Before FAX Setting," in the Starter Guide.)



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No automatic switching between telephone and fax calls.

Q Is the machine set to switch automatically between telephone and fax calls?

A For the machine to switch between fax and telephone calls automatically, the receive mode must be set to <FAX/TEL>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that external telephone with built in answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Basic Receiving Method," on p. 4-23.)

Q Are documents stored in memory, leaving little or no memory available?

A Print, send, or delete any documents stored in memory.

Q Has an error occurred during reception?

A Check the LCD for an error message. (See "LCD Messages," on p. 10-14.)

A Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 11-28.)

Q Is paper loaded in the machine?

A Make sure paper is loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

Q Can the sender's machine send the CNG signal, which tells your machine that the incoming call is a fax call?

A Some machines cannot send this signal. In such cases, receive the fax manually.

Cannot receive a document manually.

Q Is the machine set to receive manually?

A For the machine to receive faxes manually, the receive mode must be set to <MANUAL>. (See "Basic Receiving Method," on p. 4-23.)



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Q

Did you hang up the external telephone before pressing [Start] or dialing the remote reception ID?

A

Always press [Start] or dial the remote reception ID before hanging up. Otherwise you will disconnect the call.

Q

Are documents set on the ADF?

A

After removing the document from the ADF, please attempt manual receiving again. If you press [Start] when documents are set on the ADF, it automatically switches to manual sending.

Print quality is poor.

Q

Is the toner low or unevenly distributed?

A

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-11.)

Q

Is the correct type of paper loaded in the machine?

A

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Q

Is the sender's machine functioning properly?

A

Ask the sender to check that the scanning components of the machine are clean.

Q

Is the machine in the toner saver mode?

A

Set <TONER SAVER MODE> to <OFF>. (See "COMMON SETTINGS," on p. 11-7.)

Faxes do not print.

Q

Have you removed the plastic seal from the toner cartridge?

A

Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Starter Guide.)



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Q Is the toner cartridge installed properly?

A Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)

Q Is the cartridge out of toner?

A Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-11.)

Q Is the correct size of paper loaded in the machine?

A Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

A Change <PAPER SETTINGS>. (See "Setting Paper Size and Type," on p. 2-13.)

Received faxes print blotched or unevenly.

Q Is the sender's machine functioning properly?

A Ask the sender to check that the scanning components of the machine are clean.

Q Is the toner low or unevenly distributed?

A Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," p. 9-11.)

Part of the document you receive is cut off.

Q Are the slide guides of the paper cassette set to the size of the paper?

A Adjust the guides of the paper cassette to the size of the paper.

Q Have you specified the correct paper size for the paper cassette?

A Specify the correct paper size for the paper cassette.



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Q Is the toner low or unevenly distributed?

A Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-11.)

Q Is the printing method for received documents set to <CUT>?

A If you want to print a received document without cutting off the end, set the printing method to <ON> or <OFF>. (See "Received Image Reduction," on p. 4-31.)

Cannot receive using Error Correction Mode (ECM).

Q Does the sender's machine support ECM?

A If the sender's machine does not support ECM, the document is received in normal mode without error checking.

Receiving of documents is too slow.

Q Is the resolution of the sender's machine set higher?

A Contact to the sender and make sure the resolution of the sender's machine has been set properly.

You cannot get documents from information services.

Q Is your machine set to the tone dialing type of the telephone line?

A Press [Tone] to set the tone dialing.

Q Do you receive messages from the information services such as to press [Start] after the beep to receive?

A When you hear the beep sound, press [Start].



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Errors occur frequently while receiving.

Q Are the telephone lines in poor condition, or do you have a bad connection?

A Check if there is a device nearby that interferes with signal reception (e.g., microwave oven).

Q Is the sender's machine functioning properly?

A Ask the sender to check that the machine is functioning properly.

Cannot print received documents on both sides of the paper.

Q Is <2-SIDED PRINT>, set to <ON>?

A Make sure that <2-SIDED PRINT> is set to <ON>. (See "Two-Sided Printing," on p. 4-30.)



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Copying Problems

Blank paper comes out from the machine.

- Q** Have you removed the plastic seal from the toner cartridge?

A Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Starter Guide.)
- Q** Is the toner cartridge installed properly?

A Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)
- Q** Is the cartridge out of toner?

A Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-11.)
- Q** Does the document meet the requirements for the machine?

A Make sure you load documents that meet the requirements for use. (See "Document Requirements," on p. 2-2.)

Copy is too light or has uneven density.

- Q** Is the toner low or unevenly distributed?

A Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-11.)

Copy has vertical white streaks.

- Q** Is the toner low or unevenly distributed?

A Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-11.)

Copy is spotted or dirty.

- A** If the copy is spotted or dirty, clean the scanning components and machine's interior. (See "Cleaning the Machine," on p. 9-2.)

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Paper jams occur.

A Make sure the scanning platform and rear cover are fully closed. (See "Paper Jams," on p. 10-6.)

Q **Is the paper loaded correctly?**

A Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)

Q **Is the correct type of paper loaded in the machine?**

A Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Copy is skewed.

Q **Is the paper loaded correctly?**

A Make sure the paper is correctly loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

A Make sure the paper delivery slot is free of obstructions.

Copy is not clear.

Q **Is the correct type of paper loaded in the machine?**

A Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Q **Are you copying on the wrong side of the paper?**

A Some papers have a "right" side for copying. If the copy quality is not as clear as you think it should be, try copying on the other side of the paper.

Documents are copied in < CALENDAR TYPE > even if < BOOK TYPE > is selected (or vice versa).

Q **Are you copying the landscape oriented documents?**

A For the landscape oriented documents, the front and back sides of the copy will have the opposite top-bottom orientation when < BOOK TYPE > is selected. When < CALENDAR TYPE > is selected, the front and back side of the copy will have the same top-bottom orientation. (See "Two-Sided Copy," on p. 3-8.)



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The alarm sounds or <MEMORY FULL> appears in the LCD when making copies.

Q

Is the machine's memory full?

A

Check remaining memory. (See "Checking Remaining Memory," on p. 11-30.)



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Printing Problems

Blank paper comes out from the machine.

- Q** Have you removed the plastic seal from the toner cartridge?

A Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Starter Guide.)
- Q** Is the toner cartridge installed properly?

A Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)
- Q** Is the cartridge out of toner?

A Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-11.)

Printout is too light or has uneven density.

- Q** Is the toner low or unevenly distributed?

A Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-11.)

Printout has vertical white streaks.

- Q** Is the toner low or unevenly distributed?

A Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-11.)

Printout is spotted or dirty.

- A** If the copy is spotted or dirty, clean the scanning components and machine's interior. (See "Cleaning the Machine," on p. 9-2.)

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Paper jams occur.

A Make sure the scanning platform and rear cover are fully closed. (See "Paper Jams," on p. 10-6.)

Q **Is the paper loaded correctly?**

A Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)

Q **Is the correct type of paper loaded in the machine?**

A Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Printout is skewed.

Q **Is the paper loaded correctly?**

A Make sure the paper is correctly loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

A Make sure the Output tray is free of obstructions. (See "Machine Components," on p. 1-3.)

Printout is not clear.

Q **Is the correct type of paper loaded in the machine?**

A Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Q **Are you printing on the wrong side of the paper?**

A Some papers have a "right" side for printing. If the printout quality is not as clear as you think it should be, try printing on the other side of the paper

Cannot print two-sided documents

Q **Is the printer driver settings correctly set for two-sided printing?**

A Make sure that the printer driver is correctly set. ([See Online Help.](#))

Cannot print documents from a computer.

Q **Is the printer driver properly installed?**

A Make sure that the printer driver is properly installed.



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Q

Are the printer driver settings (Paper Size, Output Size) correct?

A

Make sure that the printer driver settings (Paper Size, Output Size) are correct. (See [Online Help](#).)

Q

Is the USB cable properly connected to the machine and the computer?

A

Make sure that the USB cable is properly connected to the machine and the computer. Try a different USB cable.

Q

Does the USB port you are using properly work?

A

Restart your computer and the machine. If the computer has other ports, connect the USB cable to others.

Q

Are there any jobs remaining in the print queue?

A

A print job may be stuck in the print queue when it could not be finished due to an expected interruption. When this happens, follow this procedure to delete any remaining print jobs, and then print the documents again.

For Windows 2000/XP/Server 2003/Vista:

1. Double-click the icon of the printer you installed.
 - For Windows Vista
Click [Start] on the Windows task bar → [Control Panel] → [Printer] under [Hardware and Sound].
 - For Windows 2000:
Click [Start] on the Windows task bar → [Settings] → [Printers].
 - For Windows XP Professional/Server 2003:
Click [start] on the Windows task bar → [Printers and Faxes].
 - For Windows XP Home Edition:
Click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].
2. Delete the print job.
 - For deleting all the print jobs:
Click [Printer] → [Cancel All Documents]
 - For the specified job:
Right-click the specified print job → [Cancel]



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Telephone Problems

Cannot dial.

- Q** **Is the telephone cable connected properly?**

A Make sure the cable is connected properly. (See "Before FAX Setting," in the Starter Guide.)
- Q** **Is the power cord plugged in securely?**

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.
- Q** **Is the main power switch turned on?**

A Turn on the main power switch.
- Q** **Is the machine set for the correct telephone line type?**

A Make sure the machine is set for the correct telephone line type. (See "Before FAX Setting," in the Starter Guide.)

Telephone disconnects while you are talking.

- Q** **Is the telephone cable connected properly?**

A Make sure the cable is connected properly. (See "Before FAX Setting," in the Starter Guide.)
- Q** **Is the telephone cable defective?**

A Use another cord.

Calls do not connect, or the wrong number is dialed.

- Q** **Did you confirm the dial tone before entering the telephone number?**

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

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Network Problems

Unable to print from a TCP/IP network.

Q Are the machine and cable properly connected?

A Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Software Settings with Computer," in the Starter Guide.)

Q Is the TCP/IP network properly set up?

A Make sure the IP addresses are properly set up. If the IP addresses are set using DHCP, BOOTP, or RARP, make sure they are operating.

Q Is the computer that is printing properly set up?

A Make sure the proper printer driver is installed. (See "Software Settings with Computer," in the Starter Guide.)

A Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or Print Manager.

Q Is the name of the file being printed too long?

A Rename the file with a shorter name. Normally LPR (or the Microsoft TCP/IP Printer, if you are using Windows 2000/XP/Server 2003/Vista) sends jobs either under the name of the application software used for printing, or the file name. However, a job name longer than 255 bytes cannot be sent to the machine.

The printer port name is not displayed in [Print to the following port (s)].

Q Are the machine and cable properly connected?

A Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Software Settings with Computer," in the Starter Guide.)



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Q

Is the computer that is printing properly set up?

A

Make sure the proper printer driver is installed. (See "Software Settings with Computer," in the Starter Guide.)

A

Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or [Printers].

Detailed information concerning the machine cannot be set or browsed using the Remote UI or utility.

Q

Does the SNMP community name match?

A

If you use an SNMP community name different from the one stored in the machine to access the machine from a utility, the utility will not detect the machine. In this case, check the SNMP community name. (See "SNMP" on p. 6-7.)



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If a Power Failure Occurs

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

- Depending on your telephone, you may not be able to make telephone calls.
- 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.



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If You Cannot Solve a Problem

Customer Support (U.S.A.)

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 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

CAUTION

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

NOTE

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



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Machine Settings

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

■ Printing USER DATA LIST

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

1. Press [Additional Functions].
2. 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>

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3. Press [**←**] or [**→**] to select a submenu, then press [OK].



NOTE

For details on the submenu, see "Setting Menu," on p. 11-5.

4. To register the settings or go to a submenu item, press [OK].

5. When finished, press [Stop/Reset] to return to the standby mode.



NOTE

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



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Setting Menu

The default settings are indicated in bold text.



NOTE

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

PAPER SETTINGS	
Setting Item	Description
1. CASSETTE	Sets the paper size and type on the paper cassette. (See "Setting Paper Size and Type," on p. 2-13.)
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: PLAIN PAPER , PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, and TRANSPARENCY
2. MP TRAY	Sets the paper size and type on the purpose tray. (See "Setting Paper Size and Type," on p. 2-13.)
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: PLAIN PAPER , PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, and TRANSPARENCY

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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 (2))
4. ERROR TONE	Beeps when an error (e.g., TX error) occurs. (0-3 (2))



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BROADCAST	
Setting Item	Description
1. BROADCAST	Registers recipients for broadcasting. A maximum of 124 recipients can be specified at the same time. (See "Broadcasting" on p. 4-17.)

COMMON SETTINGS	
Setting Item	Description
1. INITIAL FUNCTION	Selects which standby display appears when turning on the power. <ul style="list-style-type: none"> - COPY - FAX - SCAN
2. TONER SAVER MODE	Sets whether to reduce toner consumption. <ul style="list-style-type: none"> - OFF - ON <p>* This function is not effective for print jobs.</p>
3. DISPLAY LANGUAGE	Selects the language on the display. (See Chapter 13, "Appendix," in the Basic Operation Guide.) <ul style="list-style-type: none"> - ENGLISH - FRENCH - SPANISH - PORTUGUESE



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COPY SETTINGS	
Setting Item	Description
1. STANDARD SETTINGS	Sets the default setting for copying.
1. IMAGE QUALITY	Sets the document type for copying. <ul style="list-style-type: none"> - TEXT/PHOTO - TEXT - PHOTO - TEXT/PHOTO+
2. DENSITY	Sets the density for copying. <ul style="list-style-type: none"> - MANUAL (1–9 (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% (100%))
4. AUTO COLLATE	Sets whether to collate the copies automatically. <ul style="list-style-type: none"> - OFF - ON
5. 2-SIDED	Sets whether to make the two-sided copies automatically. <ul style="list-style-type: none"> - OFF - ON: CALENDAR TYPE, BOOK TYPE
2. PAPER SIZE GROUP	Selects a paper size group for your machine. <ul style="list-style-type: none"> - INCHES - A - AB



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FAX SETTINGS

Setting Item	Description
1. RX MODE	Selects the receive mode. (See "Set the Machine for Receiving Faxes," in the Starter Guide.) <ul style="list-style-type: none"> - 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.) <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> - STANDARD - FINE - PHOTO - SUPER FINE



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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 "Redialing Automatically," on p. 4-20.)
ON	Customizes the redial operation.
REDIAL TIMES	Sets the number of retries. (1TIMES–10TIMES (2TIMES))
REDIAL INTERVAL	Sets period of time before redialing. (2MIN.–99MIN. (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. <ul style="list-style-type: none"> - OFF - ON



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FAX SETTINGS	
4. RX SETTINGS	Sets the reception features.
1. FAX/TEL OPT. SET	Sets the optional items in the <FAX/TEL> mode. (See "FAX/TEL: Optional Settings," on p. 4-24.)
RING START TIME	Sets the time the machine takes to check whether a call is a fax or a voice call. (4SEC–30SEC (6SEC))
F/T RING TIME	Sets the ring length for voice calls. (10SEC–45SEC (22SEC))
F/T SWITCH ACTION	<p>Selects whether the machine switches to the receive mode after the ring time has elapsed, or whether if disconnects the call.</p> <ul style="list-style-type: none"> – RECEIVE – DISCONNECT
2. DRPD:SELECT FAX	<p>Selects the ring pattern for fax calls.</p> <ul style="list-style-type: none"> – NORMAL RING – DOUBLE RING – SHORT-SHORT-LONG – SHORT-LONG-SHORT – OTHER RING TYPE
3. INCOMING RING	<p>Sets whether or not to activate the ring alert of the external telephone if <RX MODE> is set to <FaxOnly>.</p> <p>Selecting <ON> allows you to learn the fax reception and answer voice calls if you pick up the external telephone while it is ringing.</p>
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.)

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FAX SETTINGS

4. REMOTE RX	Sets whether to use remote receiving. (See "Remote Reception," on p. 4-28.)
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 "Selecting the Receive Mode for Printing," on p. 4-29.)
MEMORY RX	Prints after all the pages of the document are received.
PRINT RX	Prints each page as it is received.
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 "Reception Restriction," on p. 4-30.)
OFF	All receptions are conducted.
ON	Receives the fax only from the sending fax machine that sends the TSI signal.



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FAX SETTINGS

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 "Received Image Reduction," on p. 4-31.)
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 "Two-Sided Printing," on p. 4-30.)
- 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 "Replacing the Toner Cartridge," on p. 9-11.)
- OFF	
- ON	



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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.)
1. NAME	Registers the recipient's name (max. 20 characters, including spaces).
2. 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.)
1. NAME	Registers the recipient's name (max. 20 characters, including spaces).
2. 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. 4-9.)
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.



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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 (15SEC))
OFF	The error time out is off.



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TIMER SETTINGS	
Setting Item	Description
1. DATE&TIME SETTING	Sets the current date and time. (See "Set Up the Machine," in the Starter Guide.)
2. DATE TYPE SELECT	Sets the date format. <ul style="list-style-type: none"> - 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. 1-15.) <ul style="list-style-type: none"> - ON - OFF
4. DAYLIGHT SV.TIME	Sets the daylight saving time mode. (See "Setting the Daylight Saving Time," on p. 1-16.)
OFF	Deactivates the daylight saving time mode.
ON	Activates the daylight saving time mode.
1. START DATE/TIME	Sets the start date. <ul style="list-style-type: none"> - 1. MONTH (MARCH) - 2. WEEK (SECOND WEEK) - 3. DAY (SUNDAY)
2. END DATE/TIME	Sets the end date. <ul style="list-style-type: none"> - 1. MONTH (NOVEMBER) - 2. WEEK (FIRST WEEK) - 3. DAY (SUNDAY)



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ADJUST./CLEANING

Setting Item	Description
1. FIX.UNIT CLEANING	Cleans the fuser roller. (See "Fuser Roller," on p. 9-7.)
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
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



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REPORT SETTINGS

Setting Item	Description
1. SETTINGS	Sets the report functions. (See "Printing Reports Automatically," on p. 11-26.)
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. <ul style="list-style-type: none"> - OUTPUT NO - OUTPUT YES - PRINT ERROR ONLY
3. ACTIVITY REPORT	Sets whether an activity report is printed automatically every 60 transactions. <ul style="list-style-type: none"> - OUTPUT YES - OUTPUT NO



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REPORT SETTINGS	
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. 11-3.)



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SYSTEM SETTINGS

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 SETTINGS> menu.
1. SYSTEM PASSWORD	Sets the system manager password (seven digits).
2. NETWORK SETTINGS	Sets the network setting. (See Chapter 6, "Network.")
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. <ul style="list-style-type: none"> - 1. DHCP (ON/OFF) - 2. BOOTP (OFF/ON) - 3. RARP (OFF/ON)
OFF	Allocates an IP address to the machine manually.
2. IP ADDRESS	Registers a fixed IP address to the machine. (See "IP Address Setting," on p. 6-4.) (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)



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SYSTEM SETTINGS

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.
7. USE HTTP	Sets whether to activate HTTP (HyperText Transfer Protocol) for the Remote UI. - ON - OFF
8. PORT NO. SET.	Sets the port number settings.
1. LPD	0-65535 (default: 515)
2. RAW	0-65535 (default: 9100)
3. HTTP	0-65535 (default: 80)
4. SNMP	0-65535 (default: 161)



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SYSTEM SETTINGS	
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: public).
3. COMMUNITY NAME 2	Sets SNMP community name 2.
4. SNMP WRITABLE 1	Enables computers on the network to access the machine and modify its settings. - ON - OFF
5. SNMP WRITABLE 2	Enables computers on the network to access the machine and modify its settings. - OFF - ON



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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 the 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 (60SEC)).



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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 "Memory Lock Reception," on p. 4-26.)
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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Summary of Reports and Lists

The machine can generate the following reports and lists.

Report/List	Description
1-TOUCH LIST	Lists the names and fax numbers of recipients registered under one-touch speed dialing keys.
CODED DIAL LIST	Lists the names and fax numbers of recipients registered in coded speed dialing codes.
GROUP DIAL LIST	Lists the names and fax numbers of recipients registered in each group dialing group.
USER DATA LIST	Lists all the current settings and registered sender information.
TX REPORT	Shows the transmission result. Can be set to print automatically.
RX REPORT	Shows the reception result. Can be set to print automatically.
ACTIVITY REPORT	Shows the last 60 transactions performed by the machine.
MEMORY DATA LIST	Lists reserved jobs stored in memory.
MEMORY IMAGE PRNT	Shows information and the first page of a reserved job.
LOST REPORT	Lists received documents that were lost from the memory due to power cut. Cannot be manually printed out.



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Printing Reports Automatically

TX REPORT, RX REPORT, and ACTIVITY REPORT can be set to print automatically.

TX REPORT

The default setting is <PRINT ERROR ONLY>.

1. Press [Additional Functions].
2. Press [←] or [→] to select <REPORT SETTINGS>, then press [OK].
3. Press [←] or [→] to select <SETTINGS>, then press [OK].
4. Press [←] or [→] to select <TX REPORT>, then press [OK].
5. Press [←] or [→] to select the setting you want, then press [OK].
 <PRINT ERROR ONLY>: Prints a report only when a transmission error occurs.
 <OUTPUT NO>: Does not print a report.
 <OUTPUT YES>: Prints a report every time you send a document.
6. Press [Stop/Reset] to return to the standby mode.

Report Items

The following items are displayed in the Transmission Report:

- **JOB NO.:** Job number
- **MODE:** Mode of transaction (G3 or ECM)
- **NO.:** Sequence number
- **DESTINATION TEL/ID:** Name and number of recipient
- **START TIME:** Date and time of transaction
- **PAGE:** Number of pages sent
- **RESULT:** Result of transaction
 - OK: Transmission successful
 - NG: Transmission failed
 - STOP: Transmission manually canceled before completion
 - NO ANSWER: Call not answered
 - PAPER JAM: ADF jam occurs during Manual TX
- **Error code:** For descriptions of error codes, see “Error Codes,” on p. 10-20.

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RX REPORT

The default setting is <OUTPUT NO>.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <REPORT SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <SETTINGS>, then press [OK].
4. Press [◀] or [▶] to select <RX REPORT>, then press [OK].
5. Press [◀] or [▶] to select the setting you want, then press [OK].
 <OUTPUT NO>: Does not print a report.
 <OUTPUT YES>: Prints a report every time you receive a document.
 <PRINT ERROR ONLY>: Prints a report only when a reception error occurs.
6. Press [Stop/Reset] to return to the standby mode.

Report Items

The following items are displayed in the Reception Report:

- JOB NO.: Job number
- MODE: Mode of transaction (G3 or ECM)
- NO.: Sequence number
- DESTINATION TEL/ID: Number of the sending machine (displayed only if registered in their machine)
- START TIME: Date and time of transaction
- PAGE: Number of pages received
- RESULT: Result of transaction
 - OK: Reception successful
 - NG: Reception failed
 - STOP: Reception manually canceled before completion
 - MEM.FULL: Memory became full during reception.
- Error code: For descriptions of error codes, see “Error Codes,” on p. 10-20.



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■ ACTIVITY REPORT

The default setting is <OUTPUT YES>.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <REPORT SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <SETTINGS>, then press [OK].
4. Press [◀] or [▶] to select <ACTIVITY REPORT>, then press [OK].
5. Press [◀] or [▶] to select the setting you want, then press [OK].
 <OUTPUT YES>: Prints a report after every 60 transactions.
 <OUTPUT NO>: Does not print a report.
6. Press [Stop/Reset] to return to the standby mode.

Report Items

The following items are displayed in the Activity Report:

- NO.: Transaction number (01 to 60)
- JOB NO.: Job number
- START TIME: Date and time of transaction
- MODE: Mode of transaction (G3 or ECM)
- DESTINATION TEL/ID: Name and number of recipient
- PAGE: Number of pages sent or received
- RESULT: Result of transaction, transaction duration
 - OK: Transaction successful
 - NG: Transaction failed
- Error code: For descriptions of error codes, see "Error Codes," on p. 10-20.



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Printing Reports and Lists Manually

You can print the following reports and lists manually.

- TX REPORT
 - RX REPORT
 - ACTIVITY REPORT
 - MEMORY DATA LIST
 - MEMORY IMAGE PRNT
 - 1-TOUCH LIST
 - CODED DIAL LIST
 - GROUP DIAL LIST
 - USER DATA LIST
- If no relevant data is stored in memory, <NO DATA> is displayed.

NOTE

- For information on each report or list, see "Summary of Reports and Lists," on p. 11-25.
- For information on the supported paper size for printing reports or lists, see "LCD Messages," on p. 10-14.

1. Press [Additional Functions].
2. Press [◀-] or [+▶] to select <REPORT SETTINGS>, then press [OK].
3. Press [◀-] or [+▶] to select <LIST PRINT>, then press [OK].
4. Press [◀-] or [+▶] to select a desired report or list, then press [OK].

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



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Checking Remaining Memory

You can check the remaining memory according to the status of the machine.

1. Press [System Monitor].
2. Press [←] or [→] to select <AVAILABLE MEMORY>, then press [OK] to confirm the remaining memory.

Ex.

A V A I L A B L E M E M O R Y
7 5 %

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



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Glossary

Numeric

10Base-T

The Ethernet standard supporting data transfer rates a maximum of 10 Mbps, which utilizes a twisted-pair cable.

100B-TX

The Ethernet standard supporting data transfer rates a maximum of 100 Mbps, which utilizes two pairs of high grade twisted-pair cables.

A

Activity Report

A journal of the machine's transactions, both sent and received.

Address Book

The Address Book is a feature used for storing recipients. The Address Book is divided into one-touch speed dialing keys and coded speed dialing codes. You can register multiple recipients in a group, and assign a one-touch speed dialing key to this group. Registering a recipient in the Address Book saves you the effort of entering that fax number each time you send a fax.

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

Automatic Document Feeder (ADF)

The device included in the machine that feeds the document being sent or copied, or scanned into the machine.

Automatic redialing

When the recipient's machine is busy or does not answer, or when an error occurs while sending, the machine waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the machine waits the specified time and dials again.

B

bps

Bits per second. Refers to the speed with which a fax machine sends and receives data.

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BOOTP

BOOTstrap Protocol. A protocol that enables a client machine to automatically obtain network setup information from a server over a TCP/IP network. BOOTP enables a client to automatically locate such information as the host name, domain name, and IP address, so that it is not necessary to create these items manually.

Broadcasting

Transmitting documents to more than one location (through the machine's memory).

C

CNG

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded Speed Dialing Codes

A method to specify a recipient registered in Address Book. Press [Coded Dial] and a two-digit code using the numeric keys.

Community Name

An identification keyword for SNMP (Simple Network Management Protocol).

Cookie

A file left on a user's computer when the user visits a web site. A cookie allows the web site to recognize the user on subsequent visits. Cookies are generally used to enable a user to automatically sign on to certain web sites and to customize the features offered by such sites.

Cursor

The underline symbol you see on the LCD when you register numbers and names in the machine.

D

DHCP

Dynamic Host Configuration Protocol. A protocol that automatically specifies the network settings of a client on a TCP/IP network. Many of the settings required to set up TCP/IP, which is the standard protocol of the Internet, can be made automatically.

DNS

Domain Name System. The system that associates the IP address assigned to a computer with the domain name.



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DNS server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www.w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26". This enables clients to connect to a server with a host name rather than a numeric IP address.

Document

The sheet of paper containing the data that you send to, or receive from a machine.

Domain

A management concept that divides large scale networks into groups for identifying individual computers and users. The internet is managed by classifying domains according to geographical location or type (business, organization, educational institution, etc.).

dpi

Dots per inch. A machine of measurement for indicating a machine's resolution.

DRPD

This receive mode allows the machine to distinguish fax and voice calls depending on the distinctive ring patterns assigned to different numbers. Subscription to a DRPD service offered by some telephone companies is required.

E

ECM

Error Correction Mode. The ability of your machine to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

Ethernet

An industry-standard local area network (LAN) system for connecting together multiple computers. Data is sent from one computer to another by breaking it into packets, and a packet reaches its recipient smoothly without any collision with other packets.

Extension

A telephone connected to the machine that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

F

FAX/TEL switching

This option allows you to set the machine to automatically detect whether a call is from a fax or telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the machine rings to let you know, so you can pick up the handset of the external telephone. With this feature, one telephone line can be shared by both the telephone and the fax.



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File formats

File formats are used to save image data (e.g. JPEG, PDF, TIFF).

FINE

The resolution setting for documents with very small characters and lines.

G

G3, Group 3 fax machine

Defined by CCITT/ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR), and Joint Bi-level Image expert Group (JBIG)*.

* This machine does not support JBIG compression.

Gateway Address

The default address of a network or Web site. It provides a single domain name and point of entry to the site.

Group dialing

A method of specifying recipients that enables you to specify multiple recipients registered in Address Book as a group. This means that you can press just a single one-touch speed dialing key or coded speed dialing code to specify recipients when sending the same document to many recipients.

H

HP-GL/2

A graphics language that allows computer applications to draw graphic images using printers. Images in HP-GL/2 are represented as vector graphics. Vector objects describe an image in terms of geometric shapes, such as lines and polygons, and fills. HP-GL/2 is supported by your Canon machine.

HTTP

Hypertext Transfer Protocol. The client-server TCP/IP protocol used on the World Wide Web for the transfer of HTML (Hypertext Markup Language) documents across the Internet.

I

Interface

The connection between two devices that makes it possible for them to communicate with each other. The machine features a USB interface, which makes it compatible with IBM and similar personal computers.

Interface cable

The cable used to create the interface between a printer and a computer.

Interface port

The machine comes with one USB port, located on the back of the machine. You attach the cable that connects your computer and machine to this port.

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Internet Protocol (IP)

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol allows data from one computer to be split into packets to be sent to another computer with a specific IP address.

IP address

Internet Protocol address. A 32-bit numeric address used by IP (internet protocol) to specify a computer on the Internet. The IP address is usually written as four numbers separated by periods. An example is 128.121.4.5.

ITU-T

A committee created to set international standards for telecommunications.

L

LAN

Local Area Network. It is a network system formed by linking a server, workstations, and computers, which are all located in the same building or some other relatively limited area.

Log in

Entering a password as a means of user authentication to start a computer session or access to a service.

LPD

Line Printer Daemon. A daemon is a program that runs, without human intervention, to accomplish a given task. The Line Printer Daemon controls the flow of print jobs to a printer.

LPR

Line Printer Remote. A UNIX command used to print a file via a TCP/IP network.

M

MAC address

Media Access Control address. The hardware address of the network adapter of a computer connected to a local area network.

Manual receiving

A method of receiving faxes in which you answer all incoming calls using the external telephone. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press [Start] to receive the incoming fax.

Modem

A device that converts (MODulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.



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N

NetSpot

Network management software that enables the setup and management of multiple printers connected to a network from one central location. A network manager can monitor conditions of network printers, ascertain online/offline status, error status, the amount of paper in paper cassette, verify information on mounted fonts, and other readings. All the functions that are conventionally conducted through the operation panel of the respective machines can be performed from one location.

Numeric keys

The round, numbered keys on the operation panel marked the same as a standard telephone keypad. Press them to perform regular dialing. You also use the numeric keys to enter characters and numbers during registration, and for entering coded speed dialing codes.

O

One-Touch Speed Dialing keys

The numbered keys on the operation panel that may be registered as single or a group of recipients. Once a number or group is registered, you press one key to dial the entire number or group.

P

Paper feed

Refers to guiding a sheet of paper into the machine's paper path.

Paper feeder

The device in the machine that feeds recording media into the machine for printing copied or sent documents.

Pause

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing [Pause] enters a pause between digits of a telephone number.

PDF

Portable Document Format. The page description language used in Adobe Systems' Acrobat document exchange system, which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

PHOTO

The document setting you use for sending or copying documents with intermediate tones, such as photographs.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP, and TCP/IP.



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Proxy server

A server that provides a cache of files available on remote servers that are slow or expensive to access. The term "proxy server" normally refers to a World Wide Web server that, on receiving a URL, tries to supply the requested file from its cache. If it cannot locate the file there, the proxy server would bring it from the remote server and also save a copy in its cache so that the next request can be obtained locally.

Pulse

See Rotary pulse.

R

RARP

Reverse Address Resolution Protocol. A protocol that associates a network adapter address (MAC address) with an Internet Protocol (IP) address.

Raster

Raster graphics describes an image as a pattern of dots, compared to vector graphics which represents an image as a geometrical formula. Each row of color dots in the mosaic of color dots constitutes one raster graphic. In a printer, a raster graphic is used as the master image from which a page is printed, because the image can be transferred to paper by printing one raster at a time.

Raw

This is a print application used with Windows 2000/XP/Server 2003/ Vista. It can print at higher speeds than LPD.

Receiving

Receiving transmission is also defined as RX or Reception. The machine can be customized to receive fax documents in several ways.

Reception

See Receiving.

Redialing-automatic

See Automatic redialing.

Registering

A process by which you place recipient's information (such as the name, fax number, etc.) in the machine's memory, so that you save time specifying recipients you send documents frequently.

Regular dialing

Pressing the individual numeric keys to dial a fax or telephone number.

Remote reception ID

The two-digit code that enables you to manually activate fax reception using an external telephone.

Remote reception

Activating fax reception by answering an external telephone that is not located near the machine. You need to dial a remote receiving ID number to start remote reception.



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Remote UI

Remote User Interface (UI) allows you to remotely perform machine functions from a computer connected to the network using web browser software. Many functions that are done physically at the Canon machine's operation panel can be done via software at a networked computer using a web browser, such as Microsoft Internet Explorer.

Report

A document printed by the machine and containing information about the documents it has sent or received.

Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 600 x 600 dpi.

RIP (Raster Image Processor)

The hardware and/or software functions of a printer that convert vector graphic descriptions from a computer into raster graphic images that can be printed.

Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. In pulse dialing, you hear clicks. In touch-tone dialing, the most common dialing system, you hear tones. Rotary pulse dialing requires certain setting adjustments.

RX

See Receiving.

S

Sending

Sending documents is also defined as TX or Transmit. The machine can scan and send documents via fax.

Sending speed

The rate at which faxes are transmitted through the phone line. See also bps (bits per seconds).

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SNMP

Simple Network Management Protocol. The network management protocol of TCP/IP.

In SNMP, agents, which can be hardware as well as software, monitor the activity of the various devices on the network and report to the network console workstation.

Spool

Simultaneous Peripheral Operations On-Line. Spooling means putting jobs in a buffer, which is a special area in memory or on a disk. Because devices access data at different rates, the buffer provides a waiting station where the data can wait until the device for which it is meant is ready to access it.

Standby

The mode in which the machine is on and ready to use.



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Subnet

A portion of a network, which may be a physically independent network segment, that shares a network address with other portions of the network, and is distinguished by a subnet number.

For example, all devices with IP addresses that start with 100.100.100. would be part of the same subnet.

Subnet Mask

SUBNETwork mask. The method used to determine which subgroup, or subnet, an IP address belongs to on TCP/IP networks, all devices whose IP addresses have the same prefix would belong to the same subnet. Dividing a network into subnets is useful for both security and performance reasons.

Switching hub

A network connection box to which a number of computers can be connected. The switching hub forwards a data packet from the network to the appropriate computer according to the packet's address. Conventional hubs simply send every packet to every connected computer. Since a switching hub forwards packets only to their intended recipients, it provides greater efficiency.

T

TCP/IP

Acronym for Transmission Control Protocol/Internet Protocol. The protocol used to connect to the Internet and to wide-area networks.

Tone

A key that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

Tone/pulse setting

The ability to set the machine to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

Toner

A black, resin coated powder contained in the toner cartridge. The machine applies the toner to the surface of the photosensitive drum inside the machine via an electrophotographic mechanism.

Toner saver

The feature that extends cartridge life by reducing toner consumption rate at a slight decrease in print quality.

Transmit

See Sending.

TX

See Sending.



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URL

Uniform Resource Locator. A standard way of specifying the location of an object, usually a web page, on the Internet. The URL for a web page would look something like this:

“http://www.w3.org/default.html”. Here, “http:” indicates that a web page is being accessed, “http://www.w3.org” is the address of the server containing the web page, and “default.html” is the file name under which the web page is stored on the server.

V

Vector Graphics

See Raster.

W

WAN

Wide Area Network. A geographically widespread network. A WAN can be one large network, or it can consist of a number of linked LANs (Local Area Networks).



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