



*MF6180dw / MF6140dn*

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## **Important Safety Instructions**

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Please read these "Important Safety Instructions" thoroughly before using the machine.

These instructions are intended to prevent injuries to you and other persons as well as equipment damage. Failure to follow these instructions could result in serious personal injury, product damage, or improper operation.

Please follow the instructions in this manual.

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## Important Safety Instructions

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Please read the following safety warnings and precautions before using the machine.

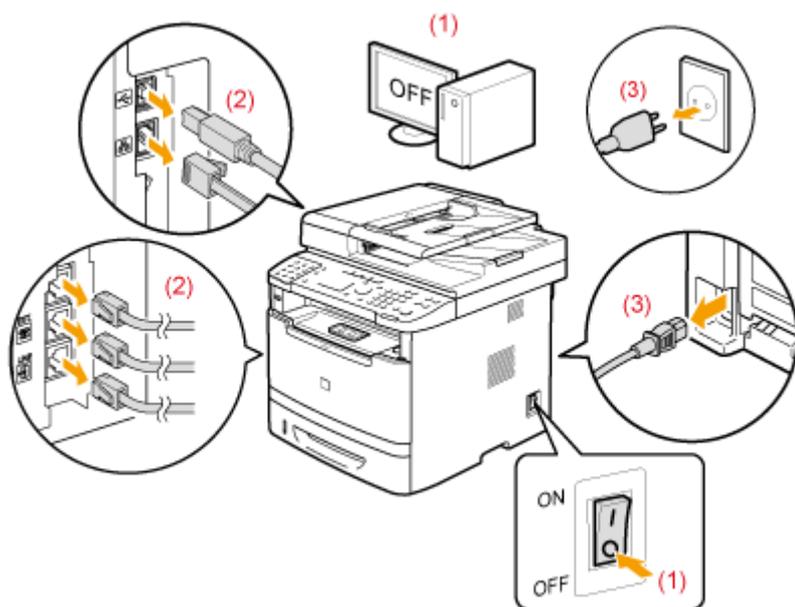
- ❖ "Installation"
  - ❖ "Power Supply"
  - ❖ "Handling"
  - ❖ "Maintenance and Inspections"
  - ❖ "Consumables"
  - ❖ "Others"
-

### **WARNING**

- Do not install the machine in a location near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Do not place the following items on the machine.
  - Necklaces and other metal objects
  - Cups, vases, flowerpots, and other containers filled with water or liquids

If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.

If these items are dropped or spilled inside the machine, immediately turn OFF the power switches of the machine and computer (1) and disconnect the interface cable if it is connected (2). Then, unplug the power plug from the AC power outlet (3) and contact your local authorized Canon dealer.



- Do not use this product near any medical electric equipments. Radiowave emitted from this product may influence those medical electric equipments. This may result in accidents caused by malfunction.

### **CAUTION**

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

- When moving the machine, follow the instructions in this manual to hold it correctly. Failure to do so may cause you to drop the machine, resulting in personal injury.
    - ▣ ["Relocating the Machine"](#)
  - Machines with a hard disk may not operate properly when used at high altitudes of about 3,000 meters above sea level, or higher.
-

### **WARNING**

- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord or pull on or excessively bend it. This can cause electrical damage, resulting in fire or electrical shock.
- Keep the power cord away from all heat sources. Failure to do so can cause the power cord insulation to melt, resulting in a fire or electrical shock.
- The power cord should not be taut, as this may lead to a loose connection and cause overheating, which could result in a fire.
- The power cord may become damaged if it is stepped on, fixed with staples, or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.
- Do not plug or unplug the power plug with wet hands, as this can result in electrical shock.
- Do not plug the power cord into a multiplug power strip, as this can result in a fire or electrical shock.
- Do not bundle up or tie up the power cord in a knot, as this can result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so can result in a fire or electrical shock.
- If excessive stress is applied to the connection part of the power cord, it may damage the power cord or the wires inside the machine may be disconnected. This could result in a fire. Avoid the following situations:
  - Connecting and disconnecting the power cord frequently.
  - Tripping over the power cord.
  - The power cord is bent near the connection part, and continuous stress is being applied to the power outlet or the connection part.
  - Applying a shock to the power connector.
- Do not use power cords other than the one provided, as this can result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock.
- Remove the power plug from the AC power outlet and refrain from using the machine during a thunder storm. Lightening can result in a fire, electrical shock or malfunction.

### **CAUTION**

- Do not use a power supply voltage other than that listed herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when unplugging the power plug. Do not pull on the power cord, as this may expose the core wire of the power cord or damage the cord insulation, causing electricity to leak, resulting in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you may be unable to unplug it in an emergency.

### **WARNING**

- Do not disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- Electrical equipment can be hazardous if not used properly. Do not allow children to touch the power cord, cables, internal gears, or electrical parts.
- If the machine makes an unusual noise or emits smoke, heat, or an unusual smell, immediately turn OFF the power switches of the machine and computer and disconnect the interface cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer. Continued use can result in a fire or electrical shock.
- Do not use flammable sprays near the machine. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Always turn OFF the power switches of the machine and computer, and then unplug the power plug and interface cables before moving the machine. Failure to do so can damage the cables or cords, resulting in a fire or electrical shock.
- Confirm that the power plug or power connector is inserted completely after moving the machine. Failure to do so can result in an overheating and fire.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or other flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the power switches of the machine and computer and disconnect the interface cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer.
- When plugging or unplugging a USB cable when the power plug is plugged into an AC power outlet, do not touch the metal part of the connector, as this can result in electrical shock.

### **CAUTION**

- Do not place heavy objects on the machine. The object or the machine may fall, resulting in personal injury.
- Turn OFF the power switch when the machine will not be used for a long period of time, such as overnight. Turn OFF the machine and unplug the power plug if the machine will not be used for an extended period of time, such as for several days.
- Open or close covers and install or remove drawers gently and carefully. Be careful not to hurt your fingers.
- Keep your hands and clothing away from the roller in the output area. Even if the machine is not printing, the roller may suddenly rotate and catch your hands or clothing, resulting in personal injury.
- The output slot is hot during and immediately after printing. Do not touch the area surrounding the output slot, as this may result in burns.
- Printed paper may be hot immediately after being output. Be careful when removing the paper and aligning the removed paper, especially after continuous printing. Failure to do so may result in burns.
- When performing copy with a thick book placed on the platen glass, do not press the feeder forcefully. This may damage the platen glass and cause personal injury.
- Be careful not to drop a heavy object, such as a dictionary, on the platen glass. This may damage the platen glass and cause personal injury.
- Close the feeder gently so as not to catch your hand. This may result in personal injury.
- The laser beam can be harmful to the human body. The laser beam is confined in the laser scanner unit by a cover, so there is no danger of the laser beam escaping during normal machine operation. Read the following remarks and instructions for safety.
  - Never open covers other than those indicated in this manual.

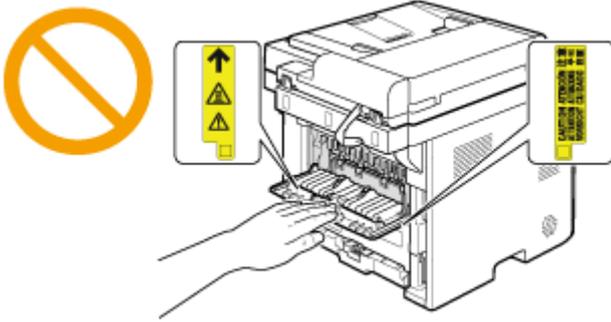


### **WARNING**

- When cleaning the machine, turn off the machine and computer, and unplug the interface cables and power plug. Failure to do so can result in a fire or electrical shock.
- Unplug the power plug from the AC power outlet periodically and clean the area around the base of the power plug's metal pins and the AC power outlet with a dry cloth to remove all dust and grime. In damp, dusty, or smoky locations, dust can build up around the power plug and become damp, which can cause a short circuit, resulting in a fire.
- Clean the machine with a well wrung out cloth dampened with water or mild detergent diluted with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Some areas inside the machine are subject to high voltage. When removing jammed paper or when inspecting inside of the machine, be careful not to allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this can result in burns or electrical shock.
- Do not dispose of used toner cartridges in open flames. This may cause the toner remaining inside the cartridges to ignite, resulting in burns or fire.
- If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation. Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.
- Confirm that the power plug or power connector is inserted completely after cleaning the machine. Failure to do so can result in an overheating and fire.
- Check the power cord and plug regularly. The following conditions may result in fire, so please contact your local authorized Canon dealer or the Canon help line.
  - There are burn marks on the power plug.
  - The blade on the power plug is deformed or broken.
  - The power is turned OFF or ON when bending the power cord.
  - The coating of the power cord is damaged, cracked, or dented.
  - A part of the power cord becomes hot.
- Check regularly that the power cord and plug are not handled in the following manner. Failure to do so can result in a fire or electrical shock.
  - The power connector is loosened.
  - Stress is being applied to the power cord by a heavy object or by fixing it with staples.
  - The power plug is loosened.
  - The power cord is tied in a bundle.
  - A part of the power cord is put in an aisle.
  - The power cord is put in front of the heating appliance.

### **CAUTION**

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



- When removing jammed paper or when inspecting the inside of the machine, do not expose yourself to the heat emitted from the fixing unit and its surroundings for a prolonged period of time. Doing so may result in low temperature burns, even though you did not touch the fixing unit and its surroundings directly, as this may result in burns.
- If paper is jammed, remove the jammed paper so that any pieces of paper do not remain inside the machine according to the displayed message. Also, do not put your hand in an area other than indicated areas, as this may result in personal injuries or burns.
- When removing jammed paper or replacing a toner cartridge, be careful not to get any toner on your hands or clothing, as this will dirty your hands or clothing. If toner comes in contact with your hands or clothing, wash them immediately in cold water. Do not use warm water, as it will set the toner and make it difficult to remove the toner stains.
- When removing jammed paper, be careful not to allow the toner on the paper to scatter. The toner may get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- When loading paper or removing jammed documents or paper, be careful not to cut your hands with the edges of the paper.
- When removing a toner cartridge, remove the toner cartridge carefully so as to prevent the toner from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into direct contact with your skin. If the toner comes into contact with your skin, wash with soap. If the skin becomes irritated or you inhale the toner, consult a physician immediately.

### **WARNING**

- Do not dispose of used toner cartridges in open flames. This may cause the toner to ignite, resulting in burns or fire.
- Do not store toner cartridges or paper in a location exposed to open flames. This may cause the toner or paper to ignite, resulting in burns or fire.
- When disposing of a toner cartridge, place the toner cartridge into a bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.
- If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation.  
Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

### **CAUTION**

- Keep the toner cartridges and other consumables out of the reach of small children. If the toner or other parts are ingested, consult a physician immediately.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into direct contact with your skin. If the toner comes into contact with your skin, wash with soap. If the skin becomes irritated or you inhale the toner, consult a physician immediately.
- Do not pull out the sealing tape forcefully or stop pulling the tape halfway, as this may cause toner to spill out. If you are using the Fax, please note that you can only print the received data once, because the received data is deleted once it is printed.  
If toner gets into your eyes or mouth, flush them immediately with cold water and consult a physician.

 **WARNING**

**If you are using a cardiac pacemaker**

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

## Legal Notices

### Model Names

MF6180dw (F166102)

MF6140dn (F166102)

### R & TTE Directive



This equipment (F166102) conforms with the essential requirements of EC Directive 1999/5/EC and is usable in EU. (Only for models with facsimile functionality.)

(For Europe only)  
Canon Inc. / Canon Europa N.V.

### EMC requirements of EC Directive

This equipment conforms with the essential EMC requirements of EC Directive. We declare that this product conforms with the EMC requirements of EC Directive at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 to 240 V, 50/60 Hz. Use of shielded cable is necessary to comply with the technical EMC requirements of EC Directive.

### Laser Safety Information

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this equipment is hermetically sealed within the protective housing and external cover. No radiation can leak from the machine in the normal operation of the product by the user.

This machine is classified as a Class 1 Laser Product under IEC 60825-1: 2007, EN60825-1: 2007.

### 220 to 240 V Model

The label shown below is attached to the laser scan unit on the machine.



This machine has been classified under IEC 60825-1: 2007, EN60825-1: 2007 and conforms to the following classes:

CLASS 1 LASER PRODUCT

LASER KLASSE 1

APPAREIL À LASER DE CLASSE 1

APPARECCHIO LASER DI CLASSE 1

PRODUCTO LÁSER DE CLASE 1

APARELHO A LASER DE CLASSE 1

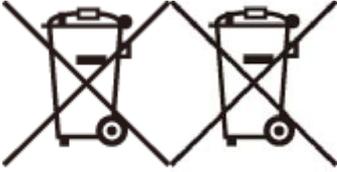
LUOKAN 1 LASER-TUOTE

LASERPRODUKT KLASSE 1



Use of controls, adjustments, or performance of procedures other than those specified in the manuals for the machine may result in hazardous radiation exposure.

## WEEE Directive



Only for European Union and EEA (Norway, Iceland and Liechtenstein)

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU), the Battery Directive (2006/66/EC) and/or national legislation implementing those Directives.

If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.

This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE) and batteries and accumulators. Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.

For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit [www.canon-europe.com/weee](http://www.canon-europe.com/weee), or [www.canon-europe.com/battery](http://www.canon-europe.com/battery).

## International ENERGY STAR Program



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

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

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

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

## IPv6 Ready Logo



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

## Wireless LAN Regulatory Information (MF6180dw Only)

i-SENSYS MF6180dw includes approved Wireless LAN Module (Model name: FM48944).

### Regulatory information

Users in the European Union and other European countries

### R&TTE Declaration of Conformity (Wireless LAN Module)



Česky [Czech]	Společnost CANON INC. tímto prohlašuje, že zařízení FM48944 je v souladu se základními požadavky a dalšími příslušnými ustanoveními směrnice 1999/5/ES.
Dansk [Danish]	Undertegnede CANON INC. erklærer herved, at FM48944 overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF.
Deutsch [German]	Hiermit erklärt CANON INC., dass sich das Gerät FM48944 in Übereinstimmung mit den grundlegenden Anforderungen und den übrigen einschlägigen Bestimmungen der Richtlinie 1999/5/EG befindet.
Eesti [Estonian]	Käesolevaga kinnitab CANON INC. seadme FM48944 vastavust direktiivi 1999/5/EÜ oluliste nõuetele ja muudele asjakohastele sätetele.
English	Hereby, CANON INC., declares that FM48944 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Español [Spanish]	Por medio de la presente CANON INC. declara que el FM48944 cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.
Ελληνική [Greek]	Με την παρούσα, η CANON INC., δηλώνει ότι το μοντέλο FM48944 συμμορφώνεται προς τις ουσιώδεις απαιτήσεις και τις λοιπές σχετικές διατάξεις της Οδηγίας 1999/5/EK.
Français [French]	Par la présente, CANON INC. déclare que l'appareil FM48944 est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE.
Italiano [Italian]	Con la presente CANON INC. dichiara che FM48944 è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.
Latviski [Latvian]	Ar šo CANON INC. deklarē, ka FM48944 atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.
Lietuvių [Lithuanian]	Šiuo bendrovė „CANON INC.“ deklaruoja, kad FM48944 atitinka pagrindinius Direktyvoje 1999/5/EB išdėstytus reikalavimus ir kitas jos nuostatas.
Nederlands [Dutch]	Hierbij verklaart CANON INC. dat FM48944 in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
Malti [Maltese]	Hawnhekk, CANON INC., jiddikjara li l-FM48944 jikkonforma mal-ħtiġijiet essenzjali u ma' dispożizzjonijiet rilevanti oħra tad-Direttiva 1999/5/KE.
Magyar [Hungarian]	Alulírott CANON INC. nyilatkozom, hogy a FM48944 megfelel a vonatkozó alapvető követelményeknek és az 1999/5/EC irányelv egyéb előírásainak.
Polski [Polish]	Niniejszym CANON INC. oświadcza, że model FM48944 jest zgodny z zasadniczymi wymogami oraz pozostałymi stosownymi postanowieniami Dyrektywy 1999/5/EC.
Português [Portuguese]	Por este documento, a CANON INC. declara que o FM48944 está em conformidade com os requisitos essenciais e outras disposições relevantes da Diretiva 1999/5/CE.
Slovenščina [Slovenian]	Družba CANON INC. izjavlja, da je tiskalnik FM48944 skladni z bistvenimi zahtevami in ostalimi relevantnimi določili direktive 1999/5/ES.
Slovensky [Slovak]	CANON INC. týmto vyhlasuje, že FM48944 spĺňa základné požiadavky a všetky príslušné ustanovenia Smernice 1999/5/ES.
Suomi [Finnish]	CANON INC. vakuuttaa täten, että FM48944 -laite on direktiivin 1999/5/ EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.

Svenska [Swedish]	Härmed intygar CANON INC. att denna FM48944 står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.
Română [Romanian]	Prin prezenta, CANON INC., declară faptul că aparatul FM48944 este în conformitate cu cerințele esențiale și cu alte prevederi relevante incluse în Directiva 1999/5/CE.
Български език [Bulgarian]	С настоящето CANON INC. декларира, че FM48944 отговаря на съществените изисквания и другите приложими изисквания на Директива 1999/5/EC.
Íslenska [Icelandic]	Hér með lýsir CANON INC. því yfir að FM48944 sé í samræmi við grunnkröfur og aðrar kröfur, sem gerðar eru í tilskipun 1999/5/EC.
Norsk [Norwegian]	CANON INC. erklærer herved at utstyret FM48944 er i samsvar med de grunnleggende krav og øvrige relevante krav i direktiv 1999/5/EF.
Gaeilge [Irish]	Dearbhaíonn CANON INC. leis seo go gcloíonn FM48944 le ceanglais riachtanacha agus le forálacha ábhartha eile na Treorach 1999/5/CE.



CANON INC. TORIDE PLANT  
5-1 HAKUSAN 7-CHOME TORIDE-SHI IBARAKI-KEN 302-8501 JAPAN  
PHONE: (0292)74-2111

## DECLARATION of CONFORMITY

We, **Canon Inc.**  
5-1, Hakusan 7-chome, Toride-shi, Ibaraki-ken 302-8501, Japan

declare under our sole responsibility that the product:

**Product : Wireless LAN Module**  
**Model/Type : FM48944**

to which this declaration relates is in conformity with the essential requirements and other relevant requirements of the R&TTE Directive (1999/5/EC).  
The product is in conformity with the following standards:

**RADIO : EN 300 328 V1.7.1: 2006-10**  
**EMC : EN 301 489-1 V1.8.1: 2008-04**  
**EN 301 489-17 V2.1.1: 2009-05**  
**SAFETY : EN 60950-1: 2006+Amd.11: 2009**

# CE 1731 !

Date : January 13, 2011

Signature : 

Name : Masayuki Hiraide  
Title : Manager

Česky [Czech]	* Toto zařízení může být provozováno na území AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.* Poznámky týkající se použití tohoto produktu.
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	Francie: Tento produkt nelze používat mimo uzavřené prostory.
Dansk [Danish]	* Dette produkt må anvendes i AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.* Bemærkninger for anvendelse af dette produkt. Frankrig: Dette produkt kan ikke anvendes udendøre.
Deutsch [German]	* Dieses Gerät darf in folgenden Ländern betrieben werden AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.* Hinweise zur Verwendung dieses Produkts. Frankreich: Dieses Produkt darf nicht im Freien verwendet werden.
Eesti [Estonian]	* Seda seadet võib kasutada AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.* Teadaanne selle toote kasutamise kohta.Prantsusmaa: seda toodet saab kasutada vaid siseruumides.
English	* This equipment may be operated in AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.* Notice for use of this product.France : This product cannot be used outdoors.
Español [Spanish]	* Este equipo puede ser utilizado en AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.* Aviso relativo al uso de este producto.Francia: este producto no puede utilizarse en exteriores.
Français [French]	* Cet équipement peut être utilisable en AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Avis concernant l'utilisation de ce produit.France : Ce produit ne peut pas être utilisé à l'extérieur.
Italiano [Italian]	* Questo dispositivo può essere utilizzato in AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Nota per l'uso del prodotto.Francia: il prodotto non può essere utilizzato all'aperto.
Latviski [Latvian]	* Šo aprīkojumu drīkst lietot AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Piezīmes par šī izstrādājuma lietošanu.Frāncija: šo izstrādājumu nedrīkst lietot ārpus telpām.
Lietuvių [Lithuanian]	* Šį įrenginį galima eksploatuoti AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Pastaba apie šio produkto naudojimą.Prancūzija: šio produkto negalima naudoti lauke.
Nederlands [Dutch]	* Deze apparatuur kan worden gebruikt in de volgende landen AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Kennisgeving voor gebruik van dit product.Frankrijk: dit product kan niet buiten worden gebruikt.
Suomi [Finnish]	* Laitetta voidaan käyttää seuraavassa maassa AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Huomautuksia tämän tuotteen käytöstä.Ranska: Tuotetta ei saa käyttää ulkoilmassa.
Malti [Maltese]	* Dan l-apparat jista' jintuza f' AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Avviż għall-użu ta' dan il-prodott.Franza: Dan il-prodott ma jistax jintuza fuq barra.
Magyar [Hungarian]	* Ez a készülék AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK üzemeltethető. * Megjegyzések a termék használatához.Franciaország: A termék csak beltérben használható.
Polski [Polish]	* To urządzenie może być eksploatowane w AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Uwaga dotycząca użytkowania produktu.Franca: produktu nie należy używać na zewnątrz.
Português [Portuguese]	* Este equipamento pode ser utilizado em AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Aviso referente ao uso deste produto.França: Este produto não pode ser usado em áreas externas.
Slovenščina [Slovenian]	* To opremo je dovoljeno uporabljati v AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK. * Obvestilo glede uporabe tega izdelka.Frāncija: Tega izdelka ni mogoče uporabiti na odprtem.

Slovensky [Slovak]	<p>* Toto zariadenie môže byť používané na území AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.</p> <p>* Upozornenie k používaniu tohto výrobku.Francúzsko: Tento výrobok sa nesmie používať vonku.</p>
Ελληνική [Greek]	<p>* Το παρόν προϊόν μπορεί να χρησιμοποιηθεί στην AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.</p> <p>* Σημείωση για τη χρήση αυτού του προϊόντος.Γαλλία: Αυτό το προϊόν δεν μπορεί να χρησιμοποιηθεί σε εξωτερικούς χώρους.</p>
Svenska [Swedish]	<p>* Den här utrustningen kanske fungerar i AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.</p> <p>* Meddelande för användning av denna produkt.Frankrike: Denna produkt får inte användas utomhus.</p>
Română [Romanian]	<p>* Acest echipament poate fi operat în AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.</p> <p>* Notă privind utilizarea acestui produs.Franța: Acest produs nu se va utiliza în exterior.</p>
Български език [Bulgarian]	<p>* Това оборудване може да се използва в AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.</p> <p>* Забележка по използването на този продукт.Франция: Този продукт не може да се използва извън територията на фирмата.</p>
Íslenska [Icelandic]	<p>* Viðgerð á þessu tæki má annast á AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.</p> <p>* Tilkynning vegna notkunar vörunnar.Frakkland : Þessa vöru má ekki nota utan dyra.</p>
Norsk [Norwegian]	<p>* Dette produktet må anvendes i AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.</p> <p>* Merknad for bruk av dette produktet.Frankrike: Produktet kan ikke brukes utendørs.</p>
Gaeilge [Irish]	<p>* Féadfar an trealamh seo a fheidmiú in AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GB, GR, HU, IE, IS, IT, LI, LT, LU, LV, MT, NL, NO, PL, PT, RO, SE, SI, SK.</p> <p>* Fógra maidir le húsáid an táirge seo.An Fhrainc : Ní féidir an táirge seo a úsáid amuigh faoin aer.</p>

### Regulatory information for users in Jordan

Contains Wireless LAN Module approved by TRC/SS/2011/32

### Regulatory information for users in UAE

TRA REGISTERD No: ER0058948/11

DEALER No: DA0058934/11

## Installation and Handling

To make sure safe and trouble-free operation, the following installation requirements must be observed.

Read the instructions carefully before installing the machine.

- ❏ [Temperature and Humidity Conditions](#)
- ❏ [Power Supply Requirements](#)
- ❏ [Installation Requirements](#)
- ❏ [Installation Space](#)
- ❏ [Maintenance and Inspections](#)
- ❏ [Customer Support](#)

### **IMPORTANT**

#### **Important Safety Instructions**

Be sure to read "[Important Safety Instructions](#)" before installing the machine.

## Temperature and Humidity Conditions

- Temperature range: 10 to 30°C
- Humidity range: 20 to 80 % RH (no condensation)

### **IMPORTANT**

#### **Protecting the machine from condensation**

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

#### **When using an ultrasonic humidifier**

When you are using an ultrasonic humidifier, it is therefore recommended that you use purified water or other water that is free of impurities.

If you use tap water or well water, impurities in the water will be dispersed through the air. This can be trapped inside the machine, causing degradation in print quality.

## Power Supply Requirements

220 to 240 V, 50/60 Hz

### **IMPORTANT**

#### **Precautions when connecting the power cord**

- Do not connect the machine to an uninterruptible power source.
- Use an AC power outlet exclusively for the machine. Do not use the other sockets of the AC power outlet.
- Do not plug the power plug into the auxiliary outlet on a computer.  
Do not connect the machine and any of the following devices to the same AC outlet.
  - Copy machine
  - Air conditioner
  - Shredder
  - Equipment that consumes a large amount of electricity
  - Equipment that generates electrical noise
- When unplugging the power cord, keep interval of 5 seconds or more before plugging it again.

## Miscellaneous precautions

- The maximum power consumption of the machine is 1,200 W or less.
- Electrical noise or a dramatic drop in mains voltage may cause the machine or computer to operate incorrectly or lose data.

## Installation Requirements

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

### IMPORTANT

**Do not install the machine in the following locations, as this may result in damage to the machine.**

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

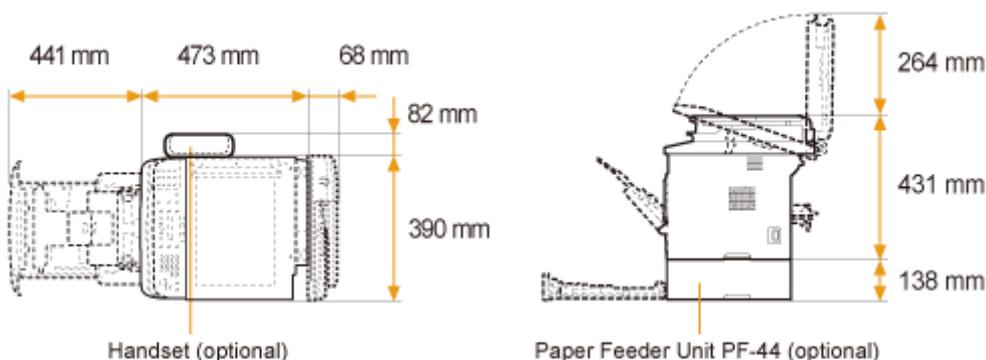
### Notes on wireless LAN

- This product is designed for indoor use 50 m (may vary on the communication speed or environmental condition) or less away from an access point. Keep it at an appropriately close distance.
- Check if masking is found or not. Communications across walls or between floors are generally deteriorated. Arrange appropriate installment.
- Radio wave interference may occur if any radiowave emitting equipment (i.e. microwave) is found near the product and its radiowave is in the same frequency band as the radiowave used by a wireless LAN. Keep the product away from those radio wave interference sources as much as possible.

## Installation Space

Required installation space

↑ Leave at least 100 mm of space around the machine.



## Maintenance and Inspections

### IMPORTANT

- Follow the instructions written on the caution label attached to this machine.
- Avoid shaking or applying a shock to this machine.
- To prevent a paper jam, do not turn the power ON/OFF, open/close the operation panel or cover, and load/unload paper in the middle of printing operation.
- Be sure to remove the toner cartridges from the machine when transporting the machine to a distance.
- To avoid exposing the toner cartridge to light, place it in the protective bag that comes with the machine or wrap it in a thick cloth.
- Clean this machine regularly. If this machine becomes dusty, it may operate improperly.
- Use a modular cable of 3 m or shorter in length.
- Depending on your locale or your telephone connection, you may be unable to perform data communication. In this case, contact your local authorized Canon dealer or the Canon help line.
- The repairing parts and toner cartridges for the machine will be available for at least seven (7) years after production of this machine model has been discontinued.

## Customer Support

If a problem occurs during operation, see "[Troubleshooting](#)." When the problem cannot be resolved after referring to the appropriate trouble shooting section, contact your local authorized Canon dealer or the Canon help line.

## Basic Operation

This chapter describes the features and useful functions of the machine.

The following sections give a brief overview of the machine and instructions on how to use the machine efficiently. Read these sections thoroughly before using the machine.

Learning about available functions	See " <a href="#">Available Features.</a> "
Learning about parts of the machine	See " <a href="#">Parts and Their Functions.</a> "
Navigating the Menu	See " <a href="#">Navigating the Menu.</a> "
Entering text	See " <a href="#">Entering Text.</a> "
Registering destinations in the address book	See " <a href="#">Registering Destinations in the Address Book.</a> "
Checking the toner cartridges	See " <a href="#">Toner Cartridges.</a> "
Placing documents	See " <a href="#">Placing Documents.</a> "
Loading paper	See " <a href="#">Loading Paper.</a> "
Setting the paper size and type	See " <a href="#">Setting the Paper Size and Type.</a> "
Adjusting the volume	See " <a href="#">Adjusting the Volume.</a> "
Setting the current date and time/ customizing timer settings	See " <a href="#">Customizing Timer Settings.</a> "
Customizing display settings	See " <a href="#">Customizing Display Settings.</a> "
Setting a paper source to be used for each function	See " <a href="#">Setting a Paper Source to Be Used for Each Function.</a> "
Selecting the print side	See " <a href="#">Selecting the Print Side.</a> "
Restoring the setup menus to the default value	See " <a href="#">Initializing the Settings.</a> "
Printing the report or list	See " <a href="#">Summary of Reports and Lists.</a> "
Checking the counter	See " <a href="#">Viewing the Counter.</a> "
Operating when the department ID management is set	See " <a href="#">Necessary Operations in Department ID Management.</a> "
Locating the serial number	See " <a href="#">Locating the Serial Number.</a> "

## Available Features

The machine offers the following features.

○ : available

— : not available

	Copy(2-sided)	Print (2-sided)	Fax (PC Fax)	Scan	Send to E-mail / Store to Shared Folder	Remote UI	ADF (2-sided)	Wireless LAN
MF6180dw	○	○	○	○	○	○	○	○
MF6140dn	○	○	○	○	○	○	○	—

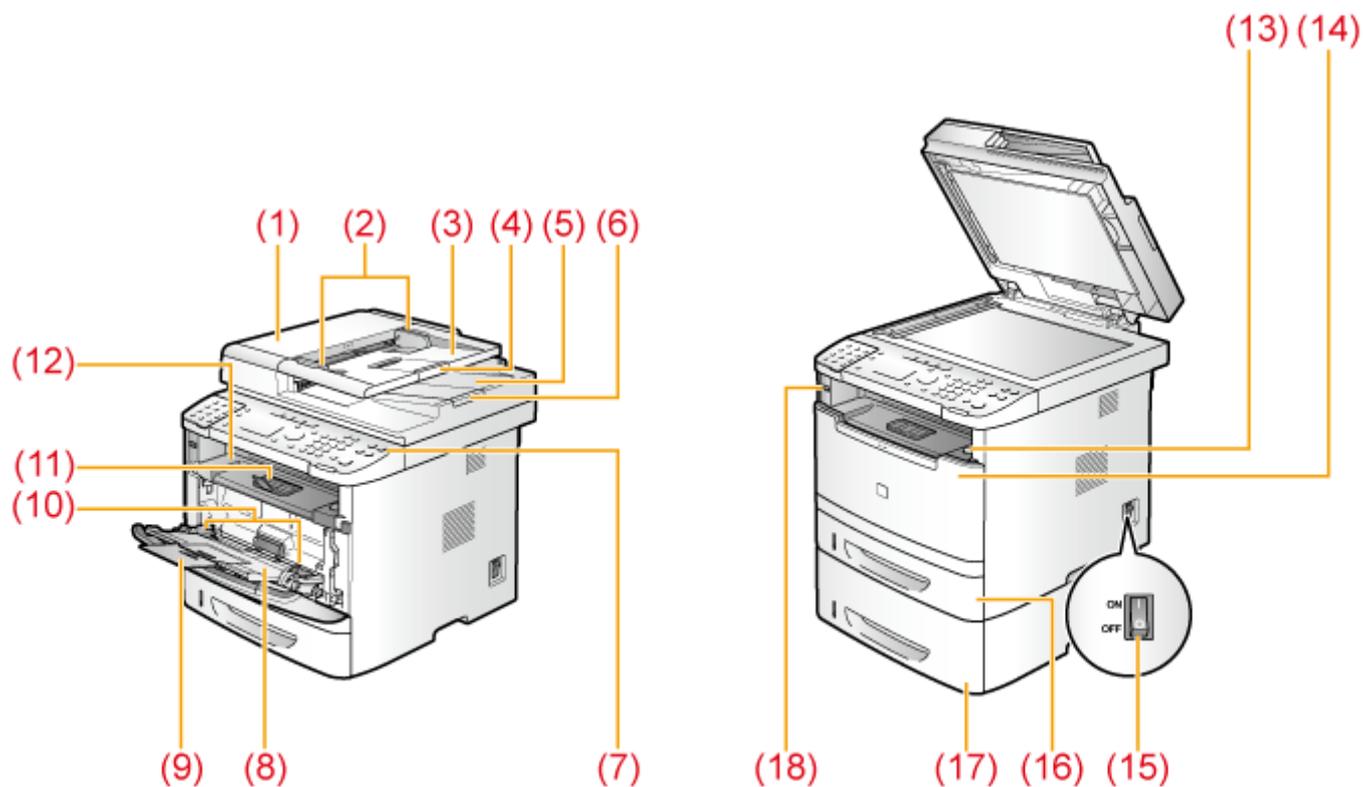
## Parts and Their Functions

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This section describes the parts of the machine and their functions.

- ❖ "Front Side"
  - ❖ "Back Side"
  - ❖ "Interior"
  - ❖ "Operation Panel"
  - ❖ "LCD (Standby Mode)"
-

## Front Side



### (1) Feeder

Used to continuously scan documents automatically.

### (2) Document guides

Adjust these guides to fit the document.

### (3) Document feeder tray

Place your documents on.

### (4) Document feeder tray extension

Pull out to load large size documents.

### (5) Document delivery tray

Used to store documents returned by the feeder.

### (6) Document stopper

Pull out the document stopper to prevent the paper from falling off the document delivery tray.

### (7) Operation panel

Used to perform various tasks.

➤ ["Operation Panel"](#)

### (8) Multi-purpose tray

You can load paper using the multi-purpose tray. Load postcards or envelopes here.

### (9) Auxiliary Tray (Multi-purpose Tray)

Pull it out and load the paper stack.

### (10) Paper Guides (Multi-purpose Tray)

Adjust these guides to fit the document.

### (11) Paper stopper

Prevents paper from falling from the output tray.

### (12) Output tray

Printed paper such as copies, prints and faxes come out from the output tray.

### (13) Open Button

Push to open the front cover.

### (14) Front Cover

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

**(15) Power Switch**

Turns the power ON or OFF.

**(16) Paper drawer**

Load paper here.

**(17) Paper Feeder Unit PF-44 (drawer 2)**

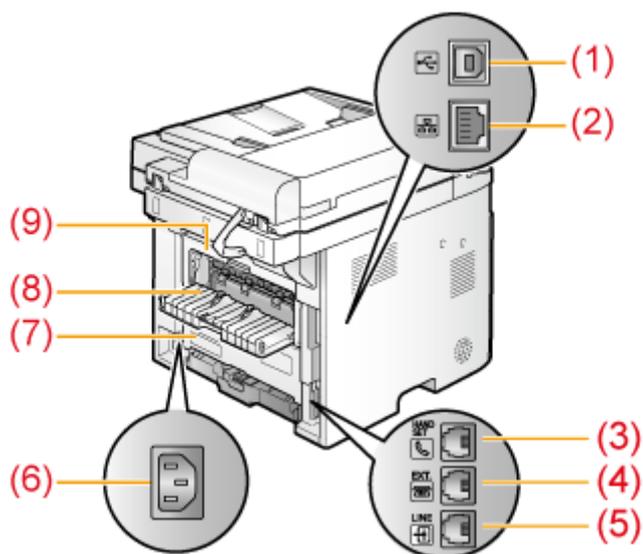
It is an optional paper drawer.

**(18) USB memory port**

Used to save scanned documents in USB memory, and to print files saved in USB memory.

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## Back Side



**(1) USB port**

Connect the USB cable.

**(2) LAN port**

Connect the LAN cable.

**(3) Handset jack**

Connect the handset.

**(4) External telephone line jack**

Connect the external telephone.

**(5) Telephone line jack**

Connect the telephone cable.

**(6) Power socket**

Connect the power cord.

**(7) Lower rear cover**

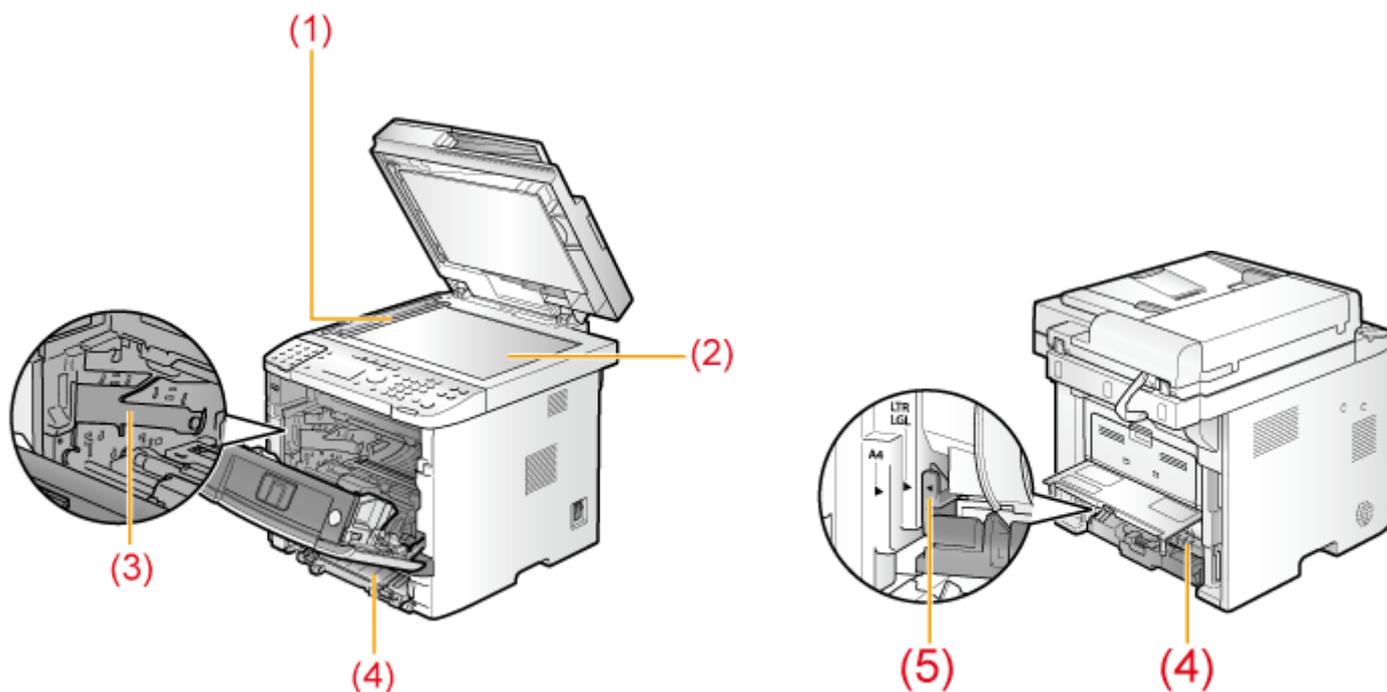
Open this guide to clear paper jams.

**(8) Sub-output tray**

Printed paper is output to the sub-output tray with the printed side facing up. Printed paper is stacked in reverse page order. The sub-output tray is suitable for use when printing transparencies, labels, or envelopes that curl easily, because the printed paper remains flat when output.

**(9) Back cover**

Open this guide to clear paper jams.



**(1) Scanning area**

Used to scan documents from the feeder.

**(2) Platen glass**

Place your documents on.

**(3) Toner guides**

Used to insert the toner cartridge so that the protrusion on the side of the toner cartridge fits into these guides.

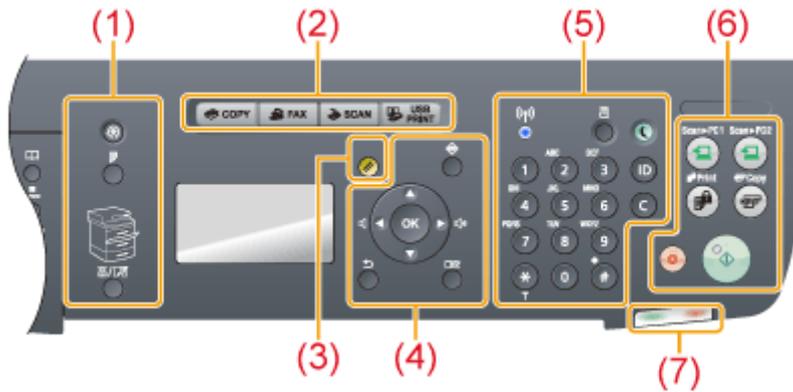
**(4) Duplex unit**

Used for 2-sided printing and copying.

**(5) Paper size switch lever**

Used for 2-sided printing.

## Operation Panel

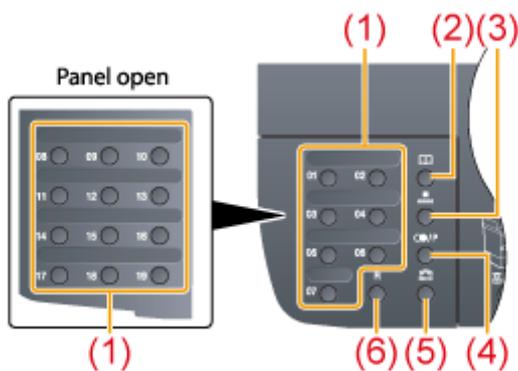


(1)	[Menu] key	Press to specify or register various settings.
	[2-Sided] key	You can set 2-sided printing.
	[Select Paper] indicator	Selected paper source turns on.
	[Select Paper/Settings] key	Press to specify the paper size and type to load in the paper drawer or multi-purpose tray.
(2)	Mode switch keys	Press to switch the mode to copy, fax, scan or USB direct print.
(3)	[Reset] key	Resets the settings. (Resets the copy/scan/fax/USB direct print mode.)
(4)	[Status Monitor/Cancel] key	Press to check the status of jobs or cancel jobs. You can also check the status of the network and machine.
	[▲] Key	Press to scroll up or to increase the value.
	[▼] Key	Press to scroll down or to decrease the value.
	[◀] Key	Press to return to the previous screen or move the cursor to the left. Press to decrease the volume while the fax ring tone sounds.
	[▶] Key	Press to proceed to the next screen or move the cursor to the right. Press to increase the volume while the fax ring tone sounds.
	[OK] Key	Press to confirm an action or setting.
	[Back] key	Press to return to the previous screen.
	[View Settings] key	You can check the settings.
	[Wi-Fi] indicator*	Turns on when the machine is connected to Wireless LAN.
	Numeric keys ([0]-[9])	Enter characters and numbers.
	[*] key	Press to switch the character entry mode, and press to switch between pulse and tone dialing to send a fax.

(5)	[#] key	Press to enter symbols.
	[Report] key	Press to manually print reports and lists. You can also specify whether to print a report automatically.
	[Energy Saver] key	Press to manually set or cancel the Sleep mode. The Energy Saver indicator lights green while in the sleep mode.
	[ID] key	Press to display the Department ID login window.
	[Clear] key	Deletes characters and numbers.
(6)	[Scan > PC1] key/ [Scan > PC2] key	When registering destinations etc., you can send the documents by scanning with one-touch.
	[Secure Print] key	Used for secure print.
	[Paper Save Copy] key	Reduce multiple documents to copy onto one sheet.
	[Stop] key	Press to cancel jobs.
	[Start] key	Press to start copying, scanning, sending a fax or USB direct print.
(7)	[Error] indicator	Blinks when an error occurs.
	[Processing/Data] indicator	Blinks during transmission and turns on when the machine has waiting jobs.

\* MF6180dw only.

## FAX operation panel



(1)	[One-touch Speed Dial] keys	Press to select destinations registered in one-touch keys.
(2)	[Address Book] key	Searches recipients registered under one-touch keys or coded dial codes.
(3)	[Coded Dial] key	Specifies recipients.
(4)	[Recall/Pause] key	Press to insert a pause in the fax number.
(5)	[Hook] key	Press when you want to dial without lifting up the handset of the external telephone.

(6)	[R] key	Press to dial an outside line access number or an extension number when the machine is connected through a switchboard (PBX).
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## LCD (Standby Mode)

This section describes the following modes.

- Copy mode
- Fax mode
- Scan mode
- USB Direct Print Mode

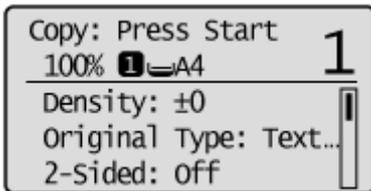
### NOTE

#### To change standby display

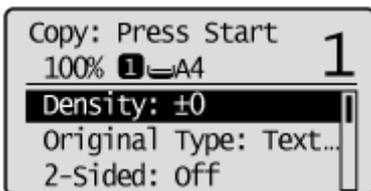
- You can change the standby display that appears when the power switch is turned ON.
  - "Setting the Default Screen"
- When the machine is idle for 2 minutes, the screen returns to the standby display.
  - "Setting the Auto Reset Timer"

## Copy mode

Press [  ] to switch to the copy mode screen.

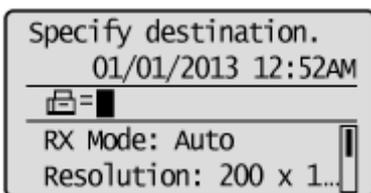


When the copy mode screen is displayed, you can make your selection by using [▲] or [▼]. The currently selected menu item is highlighted. Press [OK] to proceed to the next screen.

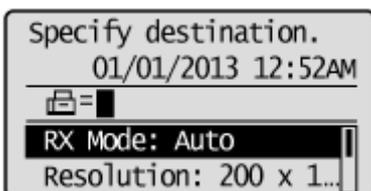


## Fax mode

Press [  ] to switch to fax mode screen.



When the fax mode screen is displayed, you can make your selection by using [▲] or [▼]. The currently selected menu item is highlighted. Press [OK] to proceed to the next screen.

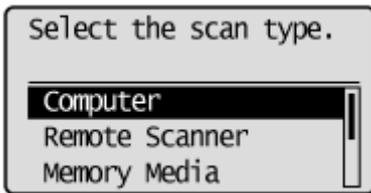


## Scan mode

Press [  ] to switch to the scan mode screen.

When the scan mode screen is displayed, you can make your selection by using [▲] or [▼].

The currently selected menu item is highlighted. Press [OK] to proceed to the next screen.

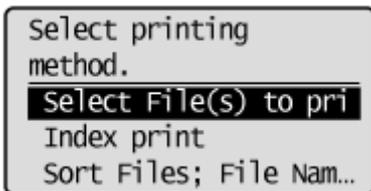


## USB Direct Print Mode

When using the USB direct print function, press [  ] to switch to the mode screen.

When the USB direct print mode screen is displayed, you can make your selection by using [▲] or [▼].

The currently selected menu item is highlighted. Press [OK] to proceed to the next screen.

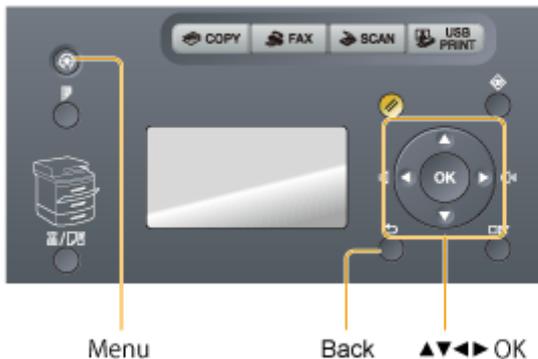


## Navigating the Menu

This section describes how to navigate the menu and configure menu options on the menu screen.

- ❏ Entering the menu screen
- ❏ Scrolling the menu
- ❏ Selecting a menu item
- ❏ Configuring menus using the navigation keys
- ❏ Closing the Menu Screen

Use the following keys to navigate the menu and configure menu options.



### Entering the menu screen

Press [  ] (Menu) to enter the menu screen.

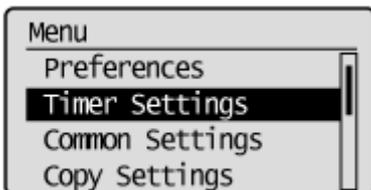


### Scrolling the menu

The scroll bar at the right side of the screen indicates that more items are available in the menu.

To select an item that is not shown on the screen, press [▲] or [▼] to scroll up and down the menu.

The currently selected item is highlighted with a black background.

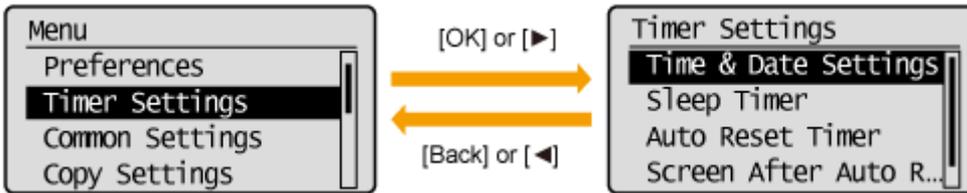


### Selecting a menu item

Press [OK] to select the highlighted menu.

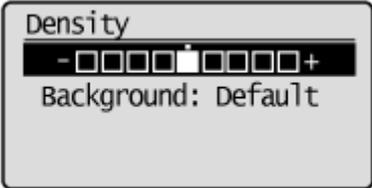
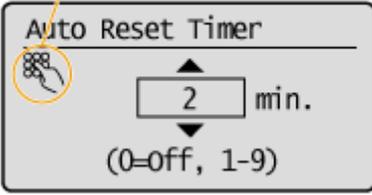
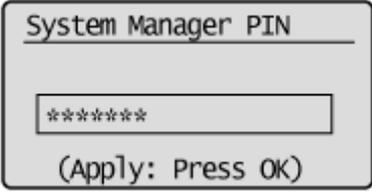
If the menu has a submenu, press [OK] or [▶] to select the item and proceed to the next screen.

To return to the previous screen, press [  ] (Back) or [  ].



## Configuring menus using the navigation keys

### How to configure menus

What you want to do	Screen example	Procedure
Adjust levels such as density on the scale		Press [  ] or [  ] to adjust the level.
Set the timer		Press [  ] or [  ] to specify the value.  <b>NOTE</b> <b>Values that you can specify</b> You can specify any value shown in the parentheses at the bottom of the screen. <b>When the numeric key icon is displayed on the screen</b> You can enter it using the numeric keys. ➤ "Entering Text"
Enter numbers or characters such as a PIN		You can enter numbers or characters using the numeric keys. ➤ "Entering Text"

### Confirming the entry

To confirm the entered number or character:

- Press [OK].
- Select <Apply> displayed on the screen using [  ] or [  ] and press [OK].

## Closing the Menu Screen

Press [  ] (Menu) to close the Menu screen.



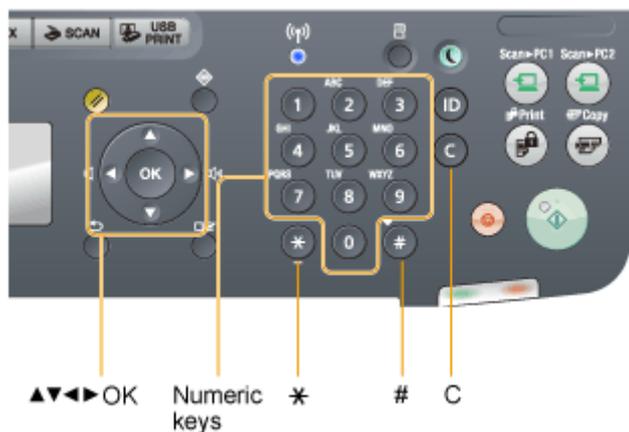
 **NOTE**

**If you press [  ] (Menu) before you press [OK]**

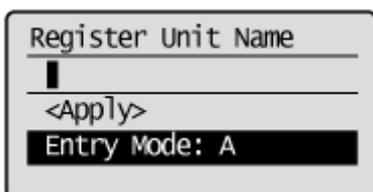
The changes made to the settings are not saved.

## Entering Text

Enter information (text, symbols, and numbers) using the following keys.



### Changing the entry mode



Select <Entry Mode> using [▼] and press [OK].

You can also press [ \* ] (Tone) to change the entry mode.

Entry mode	Text that can be entered
<A>	Alphabet (capital letters) and symbols
<a>	Alphabet (small letters) and symbols
<12>	Numbers

### Entering text, symbols, and numbers

Enter using the numeric keys or [ # ] (Symbols).

Key	Entry mode: <A>	Entry mode: <a>	Entry mode: <12>
1	@ . - _ /		1
2	ABC	abc	2
3	DEF	def	3
4	GHI	ghi	4
5	JKL	jkl	5
6	MNO	mno	6
7	PQRS	pqrs	7
8	TUV	tuv	8

9	WXYZ	wxyz	9
0	(Not available)		0
#	- . * # ! " , ; : ^ ` _ = /   ' ? \$ @ % & + \ ~ ( ) [ ] { } < >		(Not available)

### Moving the cursor (entering a space)

Move the cursor by pressing [◀] or [▶].

To enter a space, move the cursor to the end of the text and press [▶].

### Deleting text, symbols, or numbers

To delete text, numbers, or symbols, press [C] (Clear).

To delete all text, numbers, or symbols, press and hold [C] (Clear).

### Example: Enter <CANON>.

(1) Make sure that the entry mode is set to <A>.

(2) Press [2] until the letter "C" appears on the screen.

Register Unit Name  
C  
<Apply>  
Entry Mode: A

(3) Press [2] until the letter "A" appears on the screen.

Register Unit Name  
CA  
<Apply>  
Entry Mode: A

(4) Press [6] until the letter "N" appears on the screen.

Register Unit Name  
CAN  
<Apply>  
Entry Mode: A

(5) Press [6] until the letter "O" appears on the screen.

Register Unit Name  
CANO  
<Apply>  
Entry Mode: A

(6) Press [6] until the letter "N" appears on the screen.

Register Unit Name  
CANON  
<Apply>  
Entry Mode: A

(7) Select <Apply> using [▲] or [▼] and press [OK].

The entry is complete.

---

## Registering Destinations in the Address Book

Specify a destination by manually entering characters/numbers using the numeric keys or selecting from the address book to fax a document.

You can register frequently used destinations in one-touch keys and coded dial codes.

You can also save one-touch keys and coded dial codes as a group.

You can register destinations from the operation panel or Remote UI.

### One-touch keys

You can register up to 19 destinations in one-touch keys. Once the destinations have been registered, you can press the appropriate one-touch key to select the destination.

➤ ["Registering and Editing One-Touch Keys"](#)

### Coded dial

You can register up to 181 destinations in coded dial codes. Once the destinations have been registered, you can press the appropriate coded dial code to select the destination.

➤ ["Registering and Editing Coded Dial Codes"](#)

### Group dialing

You can specify up to 199 registered destinations as a group address in one-touch keys and coded dial codes. Group addresses need to be registered in unused one-touch keys or coded dial codes. All you need to do is to select a key or code to specify group addresses.

➤ ["Registering and Editing Destinations for Group Dialing"](#)

#### NOTE

##### **Saving/Reading the address book**

The address book can be saved as a file to your computer using the Remote UI. The machine can read the file saved to your computer.

You cannot edit the address book saved as a file.

See the Remote UI Help

##### **Viewing destinations registered in the address book**

You can view destinations by printing destination lists.

➤ ["Printing the Address Book List"](#)

## Registering and Editing One-Touch Keys

You can perform the following tasks.

- Registering one-touch keys
- Editing one-touch keys
- Deleting one-touch keys

### Registering and Editing from the Operation Panel

#### 1

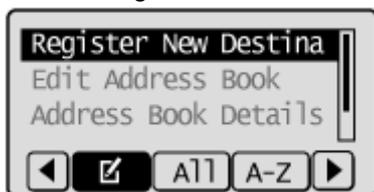
Press [  ] or [  ].

#### 2

Press [  ] (Address Book).

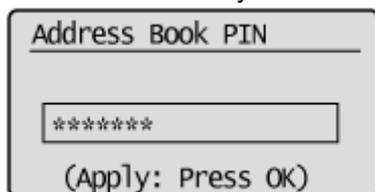
#### To register a new one-touch key

- (1) When destinations are already registered in the one-touch key, press [  ].  
To register a destination for the first time, proceed to Step (2).
- (2) Select <Register New Destination to Address Book> using [  ] or [  ] and press [OK].

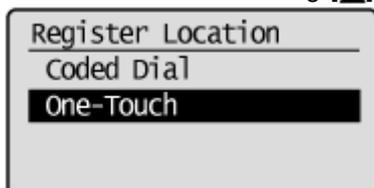


#### When the address book PIN is selected

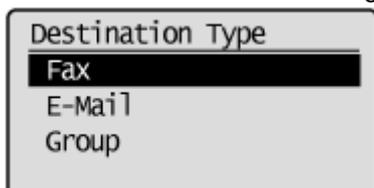
Use the numeric keys to enter the PIN and press [OK].



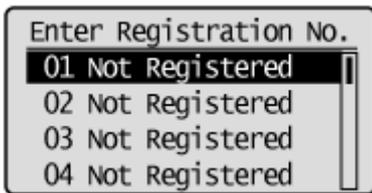
- (3) Select <One-Touch> using [  ] or [  ] and press [OK].



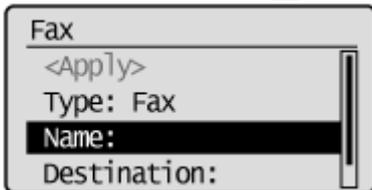
- (4) Select <Fax> or <E-Mail> using [  ] or [  ] and press [OK].



- (5) Select the number to be registered using [  ] or [  ] and press [OK].

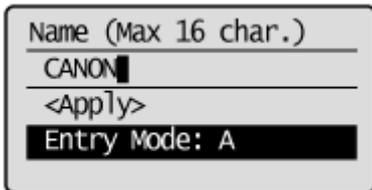


- (6) Select <Name> using [▲] or [▼] and press [OK].

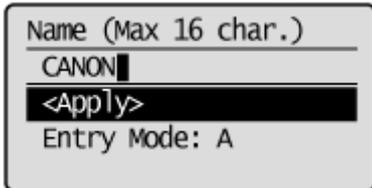


- (7) Use the numeric keys to specify <Name>.

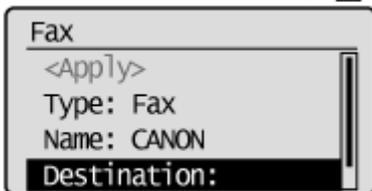
➤ "Entering Text"



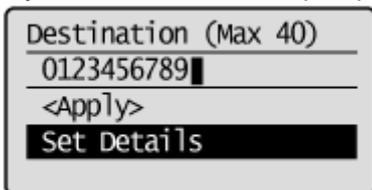
- (8) Select <Apply> using [▲] or [▼] and press [OK].



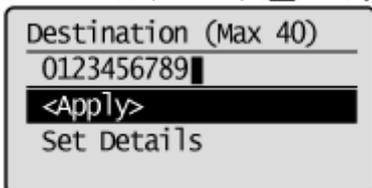
- (9) Select <Destination> using [▲] or [▼] and press [OK].



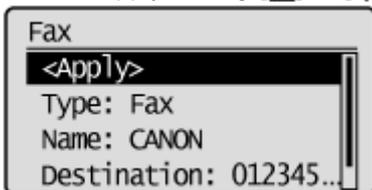
- (10) Use the numeric keys to specify <Destination>.  
If you select <Fax> in Step 4, press [OK] to specify <Set Details> if necessary.



- (11) Select <Apply> using [▲] or [▼] and press [OK].

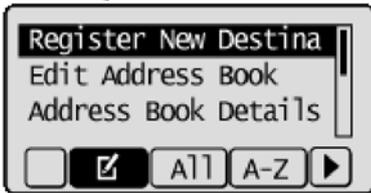


- (12) Select <Apply> using [▲] or [▼] and press [OK].

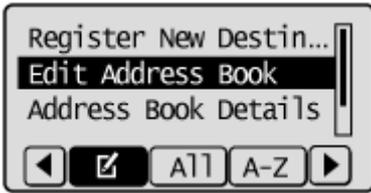


## To edit a one-touch key

(1) Press [◀].

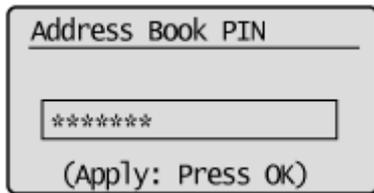


(2) Select <Edit Address Book> using [▲] or [▼] and press [OK].

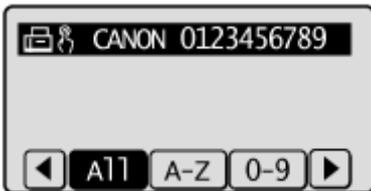


### When the address book PIN is selected

Use the numeric keys to enter the PIN and press [OK].

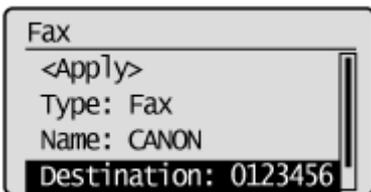


(3) Select the destination that you want to edit using [▼] or [▲] and press [OK].



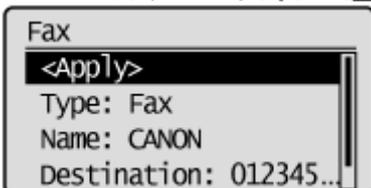
(4) Select the item that you want to edit using [▼] or [▲] and press [OK].

- Type
- Name
- Destination
- One-Touch



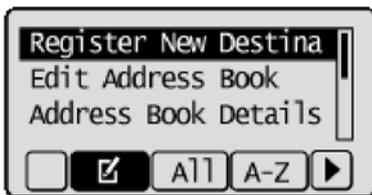
(5) When the edit is complete, select <Apply> using [▼] or [▲] and press [OK].

(6) Select <Apply> using [▼] or [▲] and press [OK].

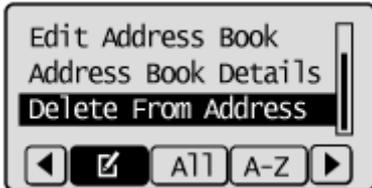


## To delete a one-touch key

(1) Press [◀].

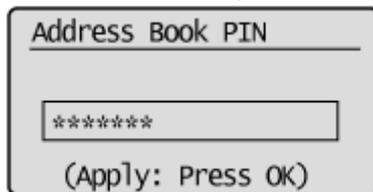


(2) Select <Delete From Address Book> using [▼] or [▲] and press [OK].

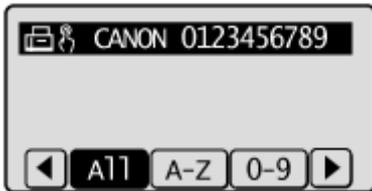


#### When the address book PIN is selected

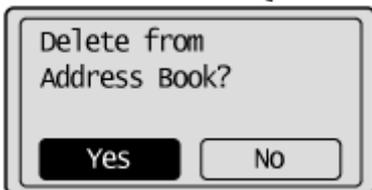
Use the numeric keys to enter the PIN and press [OK].



(3) Select the destination that you want to delete using [▲] or [▼] and press [OK].



(4) Select <Yes> using [◀] and press [OK].



## 3

Press [●] (Back) to close the menu screen.

## Registering and Editing One-Touch Keys using the Remote UI

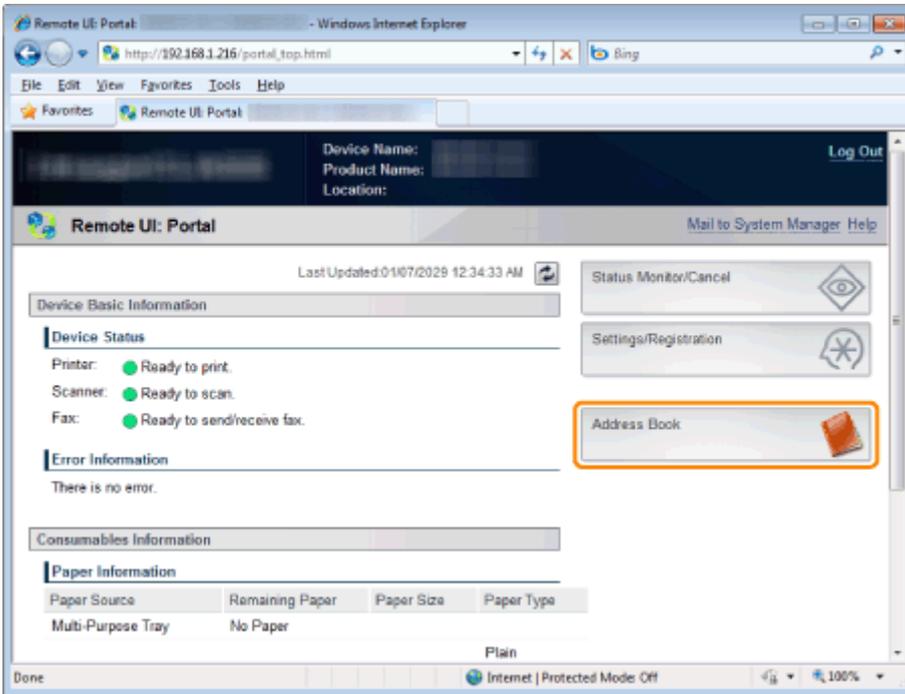
### 1

Start the Remote UI and log on to the system manager mode.

➤ "Starting the Remote UI"

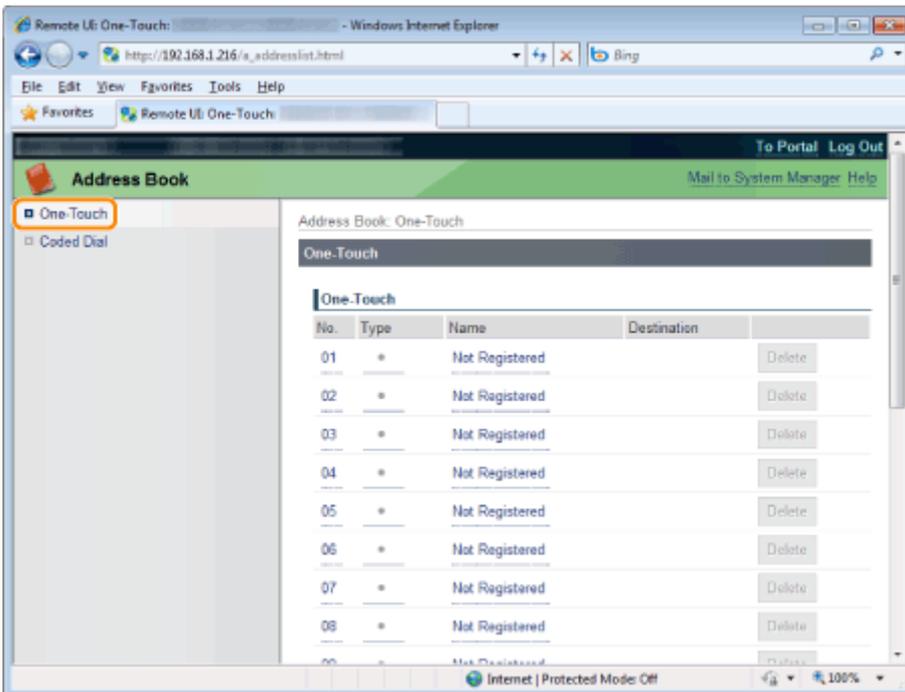
### 2

Click [Address Book].



### 3

Click [One-Touch].



#### To register a one-touch key

Proceed to Step 4.

#### To edit the registered one-touch key

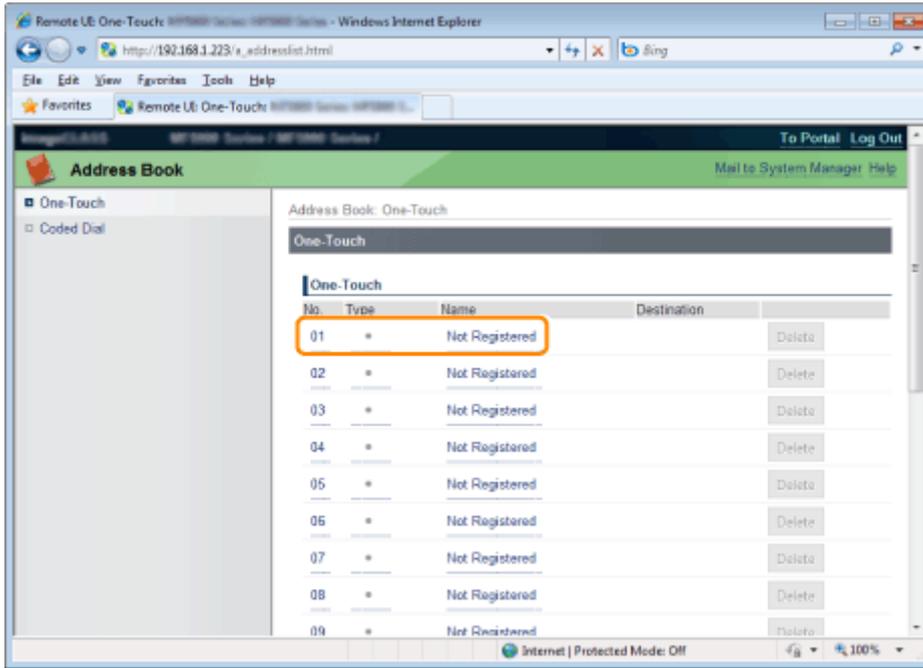
- (1) Click [No.], [Type] or [Name].
- (2) Click [Edit].
- (3) Specify the required settings in the edit screen and click [OK].

#### To delete the registered one-touch key

Click [Delete] of the destination which you want to delete.

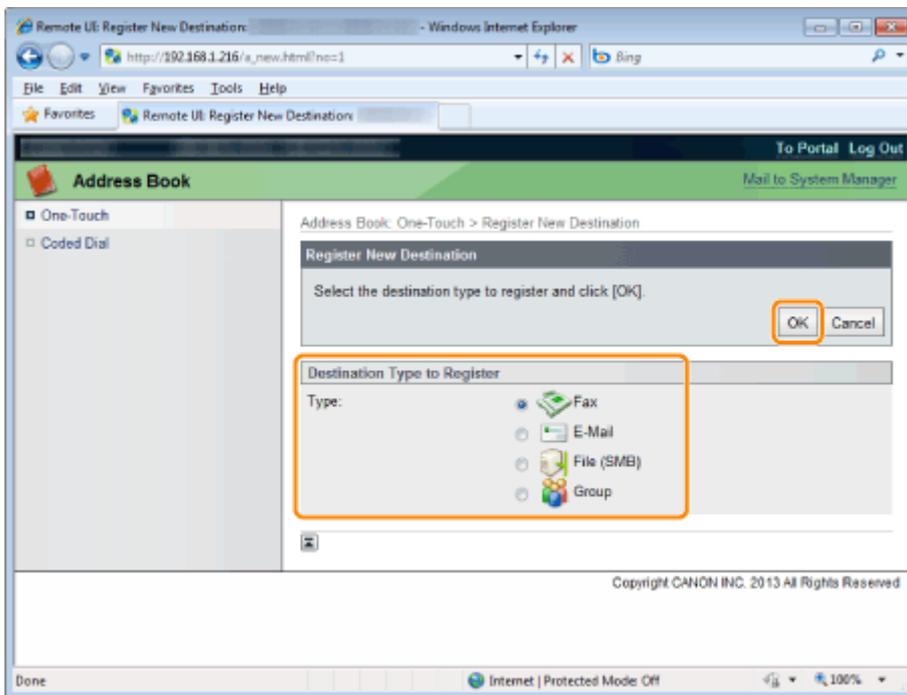
# 4

Click the unregistered [No.], [Type] or [Name].



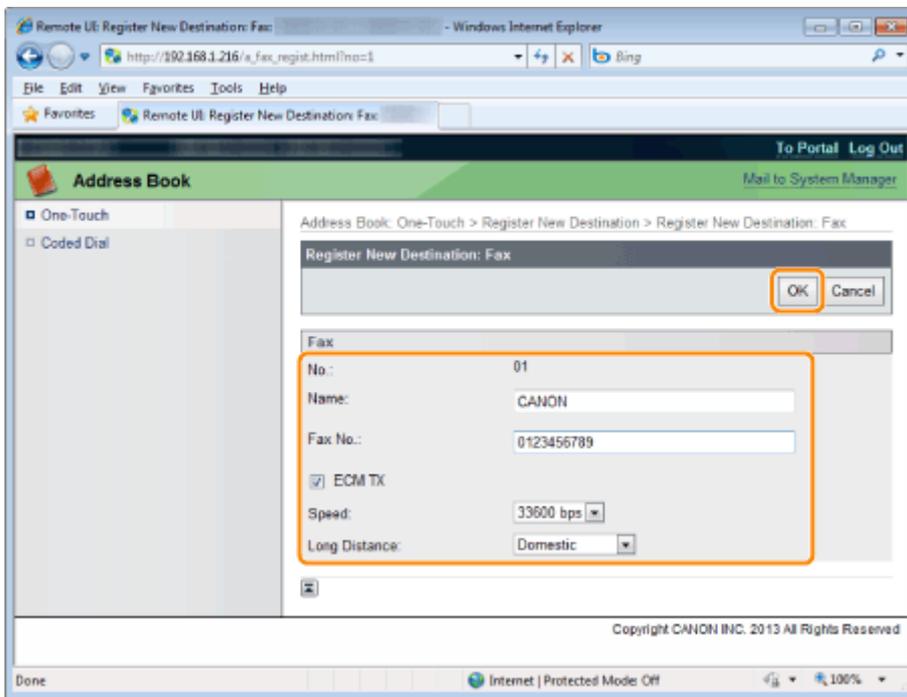
# 5

Select [Destination Type to Register] and click [OK].



# 6

Specify the required settings and click [OK].



## Registering and Editing Coded Dial Codes

You can perform the following tasks.

- Registering coded dial codes
- Editing coded dial codes
- Deleting coded dial codes

### Registering and Editing from the Operation Panel

#### 1

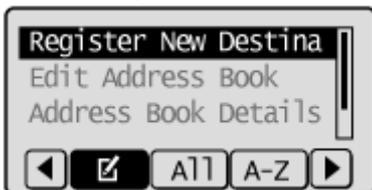
Press [  ] or [  ].

#### 2

Press [  ] (Address Book).

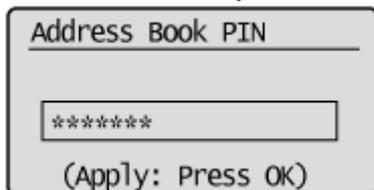
#### To register a new coded dial code

- (1) When destinations are already registered in the coded dial code, press [  ].  
To register a destination for the first time, proceed to Step (2).
- (2) Select <Register New Destination to Address Book> using [  ] or [  ] and press [OK].

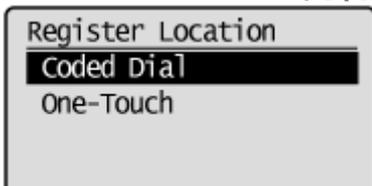


#### When the address book PIN is selected

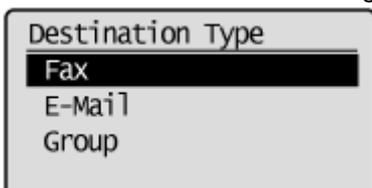
Use the numeric keys to enter the PIN and press [OK].



- (3) Select <Coded Dial> using [  ] or [  ] and press [OK].



- (4) Select <Fax> or <E-Mail> using [  ] or [  ] and press [OK].



- (5) Select <Name> using [  ] or [  ] and press [OK].

- (6) Use the numeric keys to specify <Name>.

↳ "Entering Text"

- (7) Select <Apply> using [▼] or [▲] and press [OK].

- (8) Select <Destination> using [▼] or [▲] and press [OK].

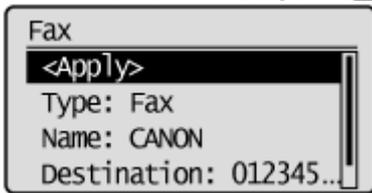
- (9) Use the numeric keys to specify <Destination>. If you selected <Fax> in Step 4, press [OK] to specify <Set Details> if necessary.

- (10) Select <Apply> using [▼] or [▲] and press [OK].

- (11) Select <Coded Dial> using [▼] or [▲] and press [OK].

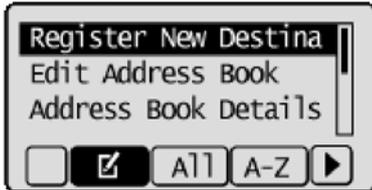
- (12) Select the number to be registered using [▼] or [▲] and press [OK].

(13) Select <Apply> using [▼] or [▲] and press [OK].

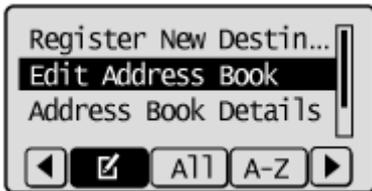


### To edit a coded dial code

(1) Press [◀].

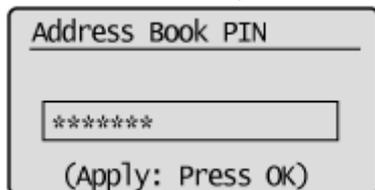


(2) Select <Edit Address Book> using [▼] or [▲] and press [OK].



### When the address book PIN is selected

Use the numeric keys to enter the PIN and press [OK].

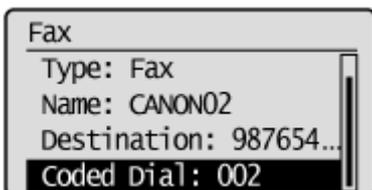


(3) Select the destination that you want to edit using [▲] or [▼] and press [OK].



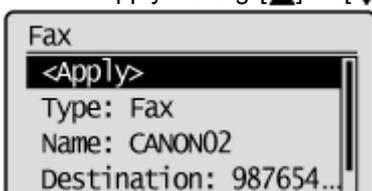
(4) Select the item that you want to edit using [▲] or [▼] and press [OK].

- Type
- Name
- Destination
- Coded Dial



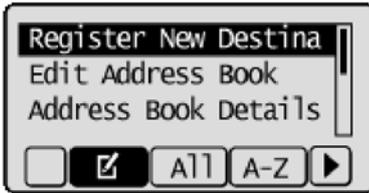
(5) When the edit is complete, select <Apply> using [▲] or [▼] and press [OK].

(6) Select <Apply> using [▲] or [▼] and press [OK].

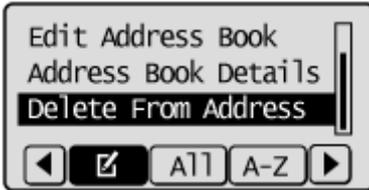


## To delete a coded dial code

(1) Press [].

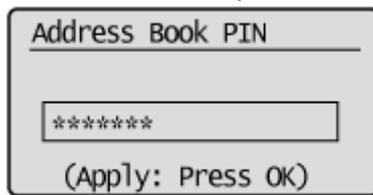


(2) Select <Delete From Address Book> using [] or [] and press [OK].



### When the address book PIN is selected

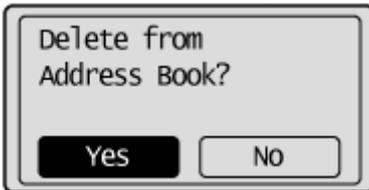
Use the numeric keys to enter the PIN and press [OK].



(3) Select the destination that you want to delete using [] or [] and press [OK].



(4) Select <Yes> using [] and press [OK].



## 3

Press [] (Back) to close the menu screen.

## Registering and Editing a Coded Dial Code Using the Remote UI

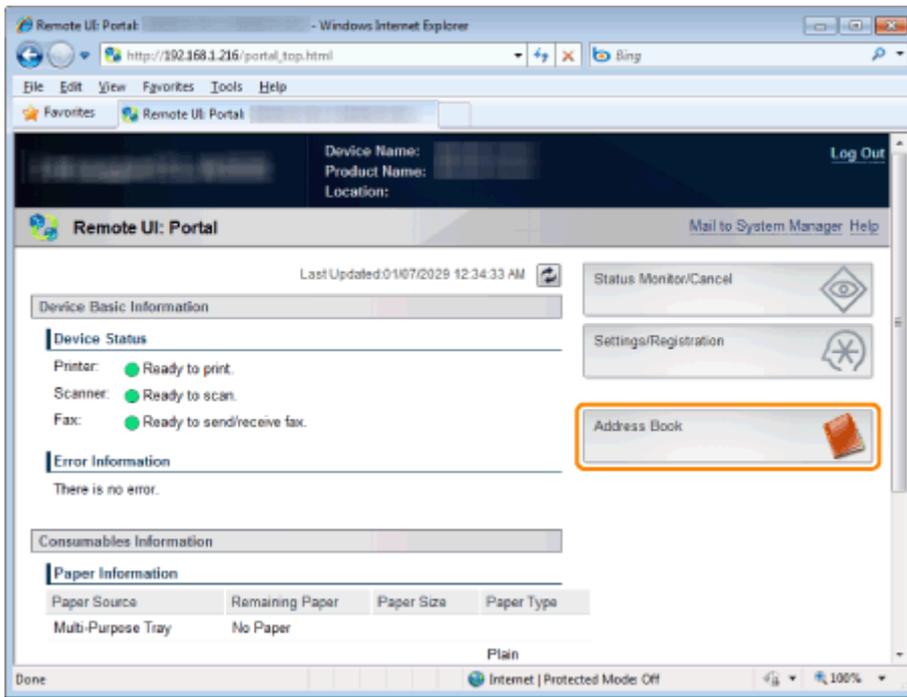
## 1

Start the Remote UI and log on to the system manager mode.

➤ "Starting the Remote UI"

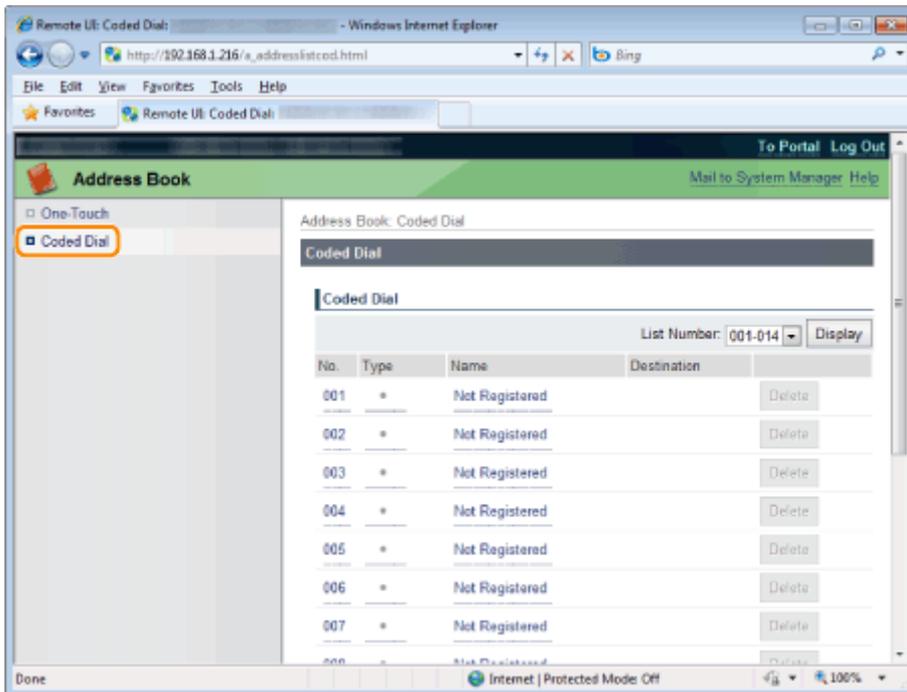
## 2

Click [Address Book].



3

Click [Coded Dial].



### To register a coded dial newly

Proceed to Step 4.

### To edit the registered coded dial

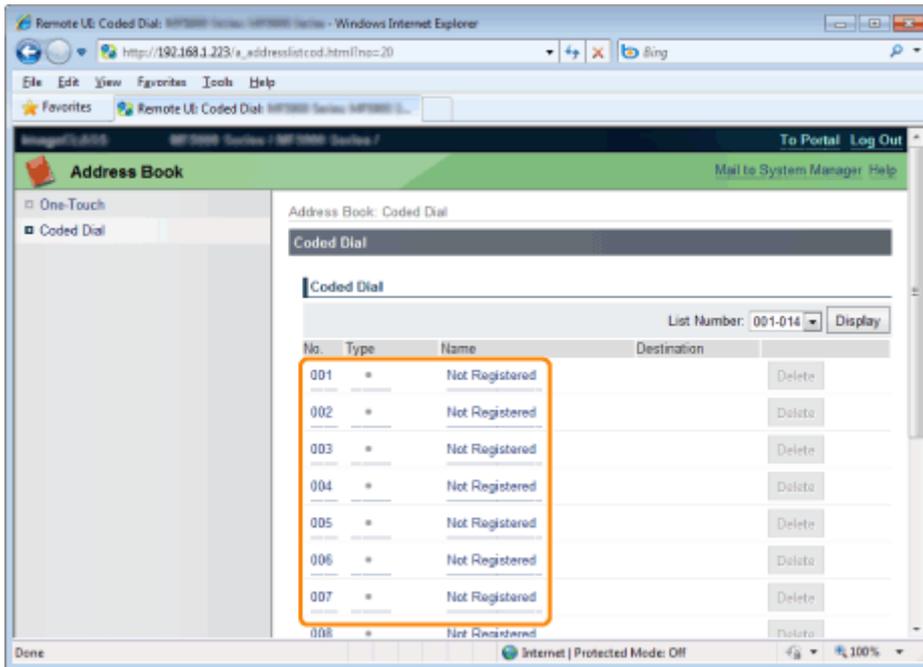
- (1) Click [No.], [Type] or [Name].
- (2) Click [Edit].
- (3) Specify the required settings in the edit screen and click [OK].

### To delete the registered coded dial

Click [Delete] of the destination which you want to delete.

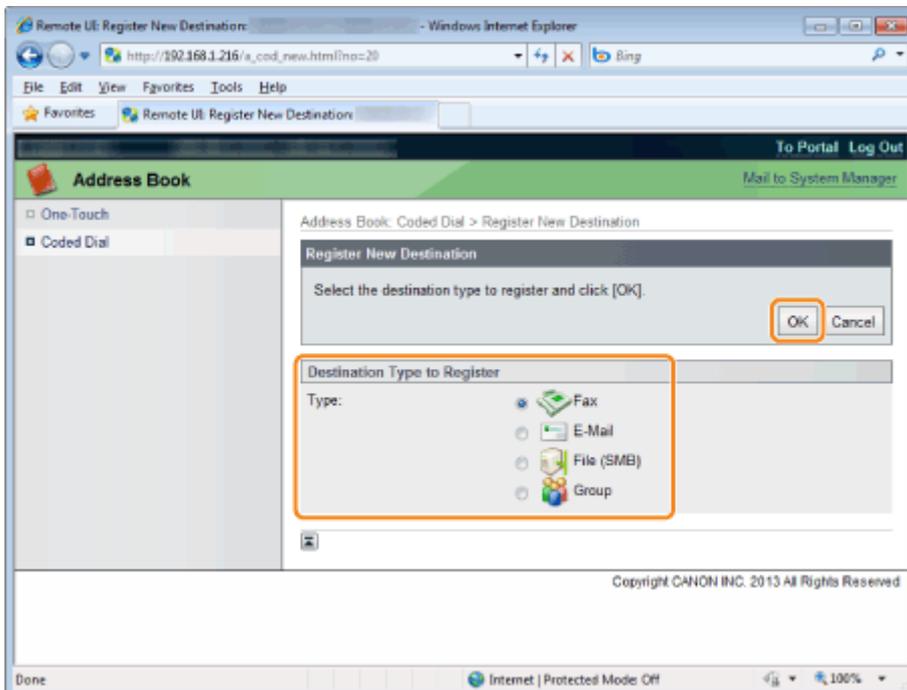
# 4

Click the unregistered [No.], [Type] or [Name].



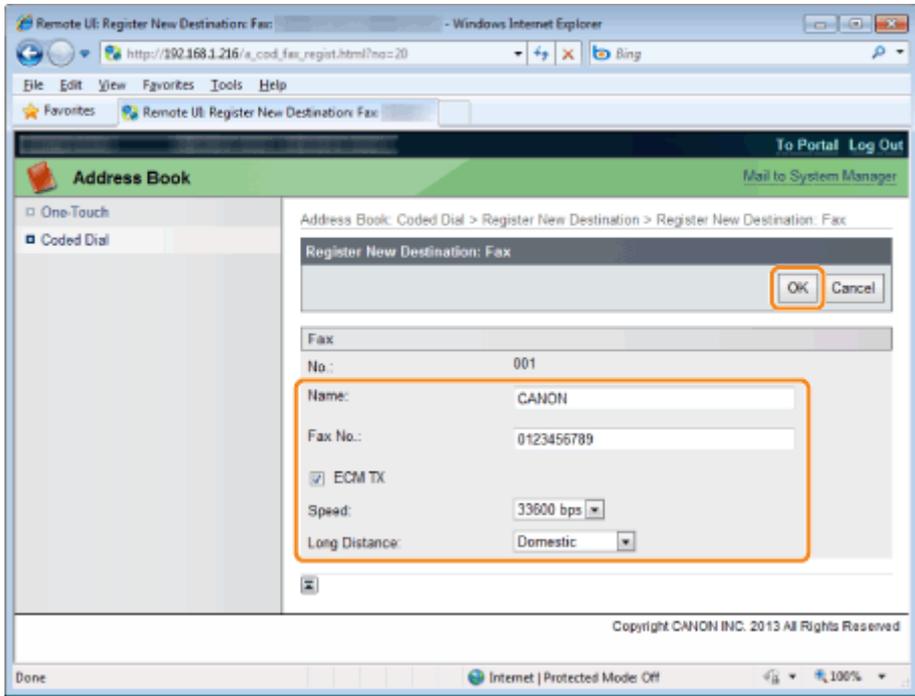
# 5

Select [Destination Type to Register] and click [OK].



# 6

Specify the required settings and click [OK].



# Registering and Editing Destinations for Group Dialing

You can perform the following tasks.

- Registering group addresses
- Adding destinations to a group
- Deleting destination from a group
- Changing the group name
- Deleting group(s)

## IMPORTANT

### Before registering group addresses

- Register group addresses in unused one-touch keys or coded dial codes. Leave some one-touch keys or coded dials unused for group dialing.
- Destinations must be registered in one-touch keys or coded dial codes before they are added to a group.

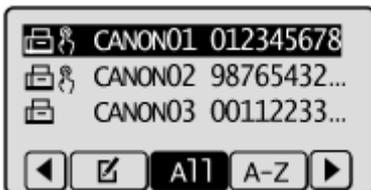
## Registering and Editing a Destination Group from the Operation Panel

### 1

Press [  ] or [  ].

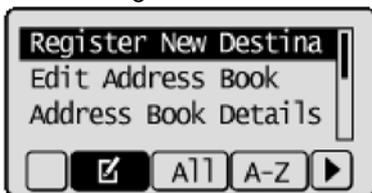
### 2

Press [  ] (Address Book).



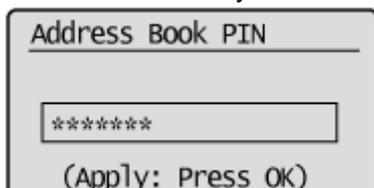
### To register new group addresses

- (1) Press [  ].
- (2) Select <Register New Destination to Address Book> using [  ] or [  ] and press [OK].

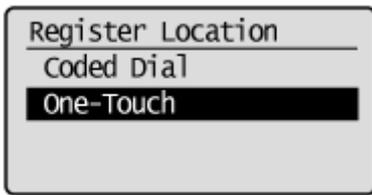


### When the address book PIN is selected

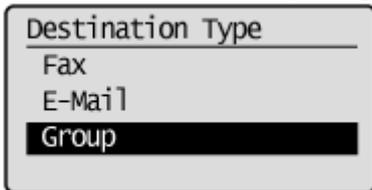
Use the numeric keys to enter the PIN and press [OK].



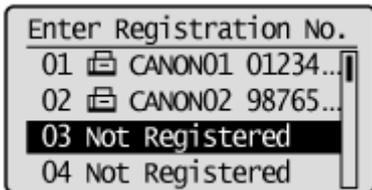
- (3) Select <One-Touch> or <Coded Dial> using [  ] or [  ] and press [OK].



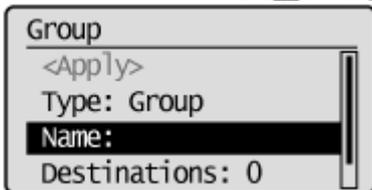
- (4) Select <Group> using [▼] or [▲] and press [OK].



- (5) If you selected <One-Touch> in Step (3), select the number to be registered using [▲] or [▼] and press [OK].

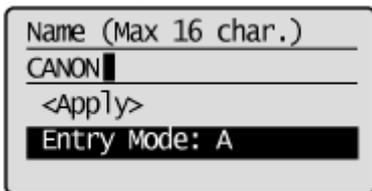


- (6) Select <Name> using [▲] or [▼] and press [OK].

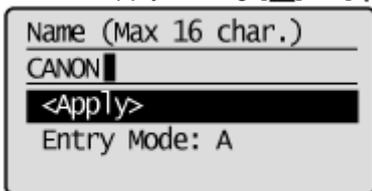


- (7) Use the numeric keys to specify <Name>.

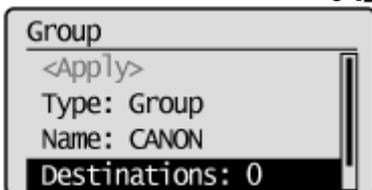
➤ "Entering Text"



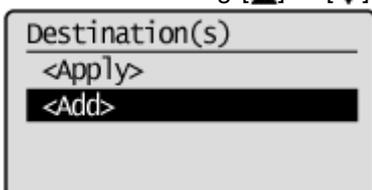
- (8) Select <Apply> using [▲] or [▼] and press [OK].



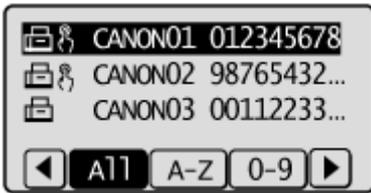
- (9) Select <Destinations: > using [▲] or [▼] and press [OK].



- (10) Select <Add> using [▲] or [▼] and press [OK].

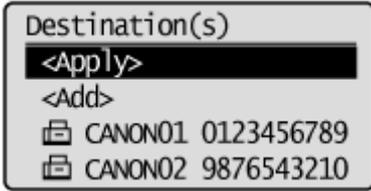


- (11) Select the destination that you want to add using [▲] or [▼] and press [OK].

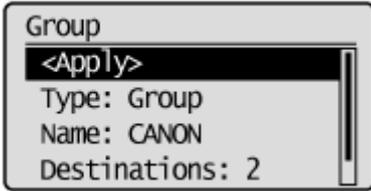


(12) Repeat Steps (10) and (11) to select the destinations to be added.

(13) Select <Apply> using [▲] or [▼] and press [OK].



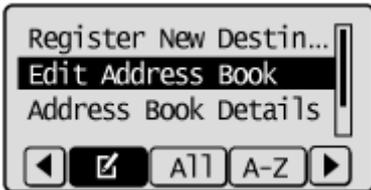
(14) Select <Apply> using [▲] or [▼] and press [OK].



**To add destination(s) to a group**

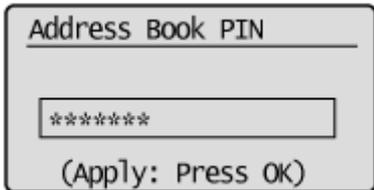
(1) Press [◀].

(2) Select <Edit Address Book> using [▼] or [▲] and press [OK].

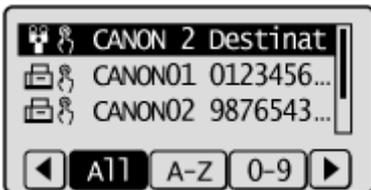


**When the address book PIN is selected**

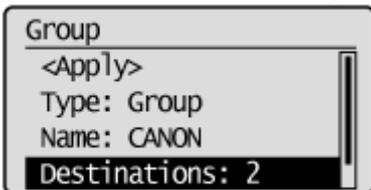
Use the numeric keys to enter the PIN and press [OK].



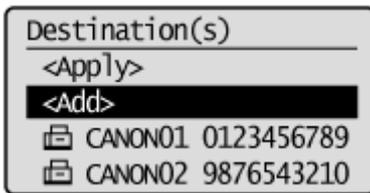
(3) Select the group to be edited using [▲] or [▼] and press [OK].



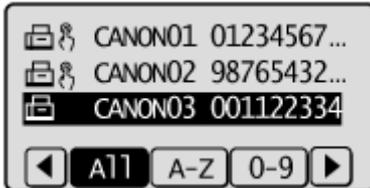
(4) Select <Destinations: > using [▼] or [▲] and press [OK].



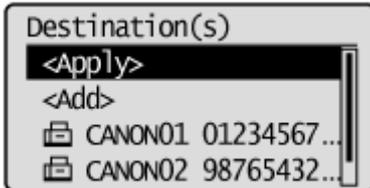
(5) Select <Add> using [▼] or [▲] and press [OK].



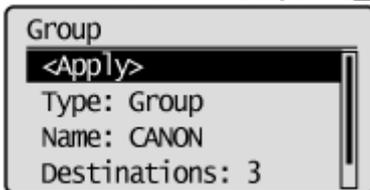
(6) Select the destination to be added using [▲] or [▼] and press [OK].



(7) Select <Apply> using [▼] or [▲] and press [OK].



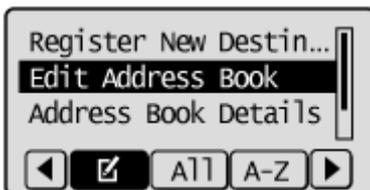
(8) Select <Apply> using [▼] or [▲] and press [OK].



### To delete destination(s) from a group

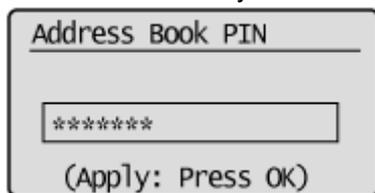
(1) Press [◀].

(2) Select <Edit Address Book> using [▼] or [▲] and press [OK].

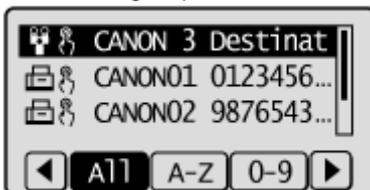


### When the address book PIN is selected

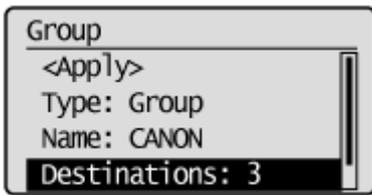
Use the numeric keys to enter the PIN and press [OK].



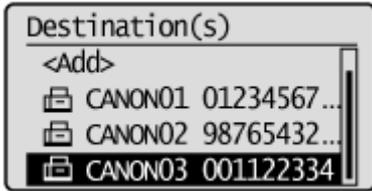
(3) Select the group to be edited using [▲] or [▼] and press [OK].



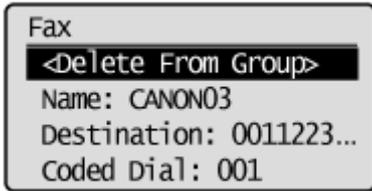
(4) Select <Destinations: > using [▼] or [▲] and press [OK].



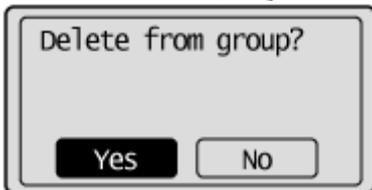
(5) Select the destination to be deleted using [▲] or [▼] and press [OK].



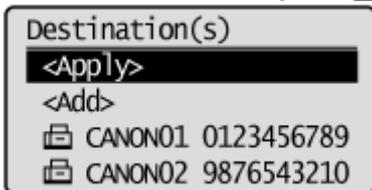
(6) Select <Delete From Group> using [▼] or [▲] and press [OK].



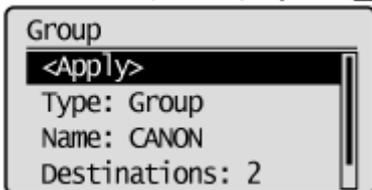
(7) Select <Yes> using [◀] and press [OK].



(8) Select <Apply> using [▼] or [▲] and press [OK].



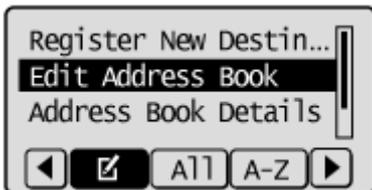
(9) Select <Apply> using [▼] or [▲] and press [OK].



### To change the name of a group

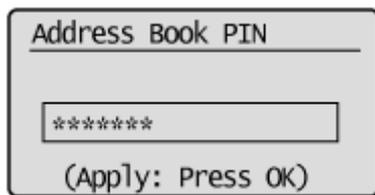
(1) Press [◀].

(2) Select <Edit Address Book> using [▼] or [▲] and press [OK].

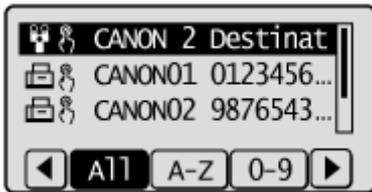


#### When the address book PIN is selected

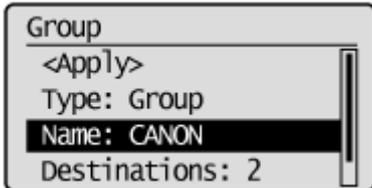
Use the numeric keys to enter the PIN and press [OK].



- (3) Select the group of which name will be changed using [▲] or [▼] and press [OK].

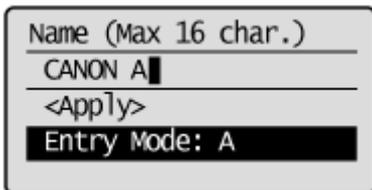


- (4) Select <Name> using [▼] or [▲] and press [OK].

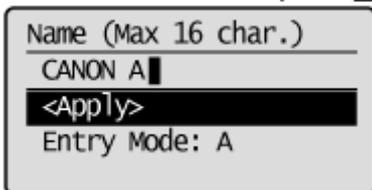


- (5) Change <Name>.

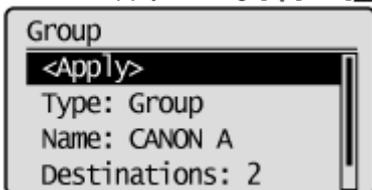
↳ "Entering Text"



- (6) Select <Apply> using [▼] or [▲] and press [OK].

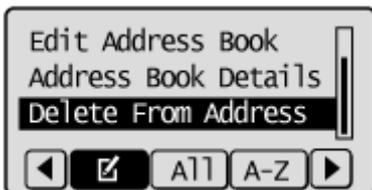


- (7) Select <Apply> using [▼] or [▲] and press [OK].



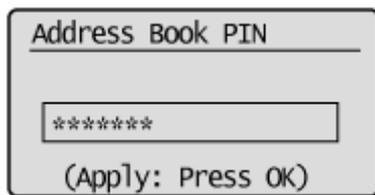
### To delete group(s)

- (1) Press [◀].  
 (2) Select <Delete From Address Book> using [▼] or [▲] and press [OK].

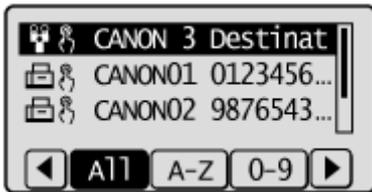


### When the address book PIN is selected

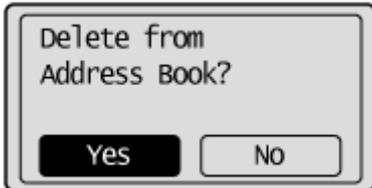
Use the numeric keys to enter the PIN and press [OK].



(3) Select the group that you want to delete using [**▲**] or [**▼**] and press [OK].



(4) Select <Yes> using [**◀**] and press [OK].



### 3

Press [**●**] (**Back**) to close the menu screen.

## Registering and Editing a Destination Group Using the Remote UI

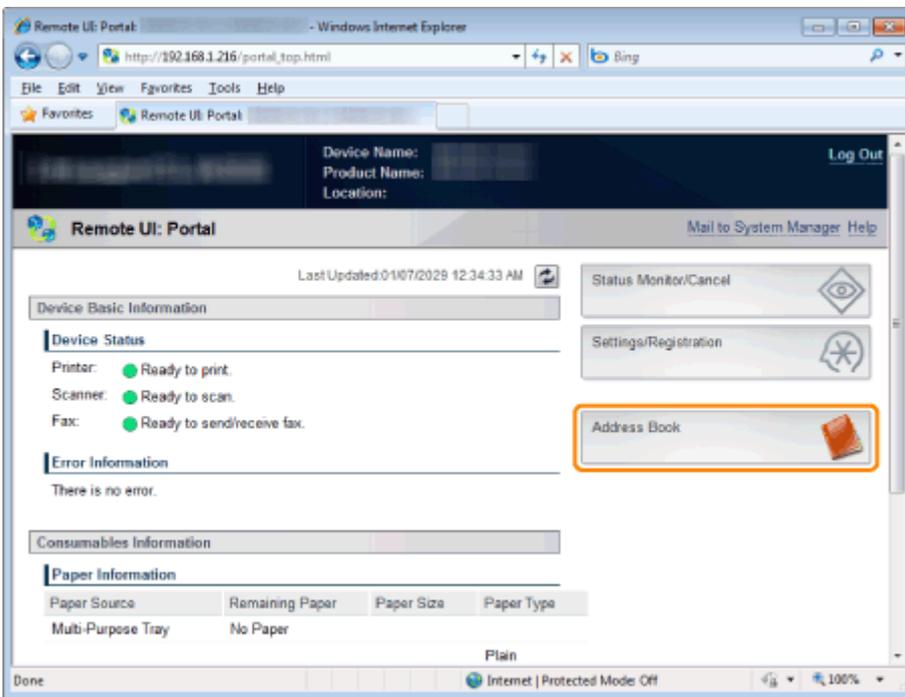
### 1

**Start the Remote UI and log on to the system manager mode.**

➤ "Starting the Remote UI"

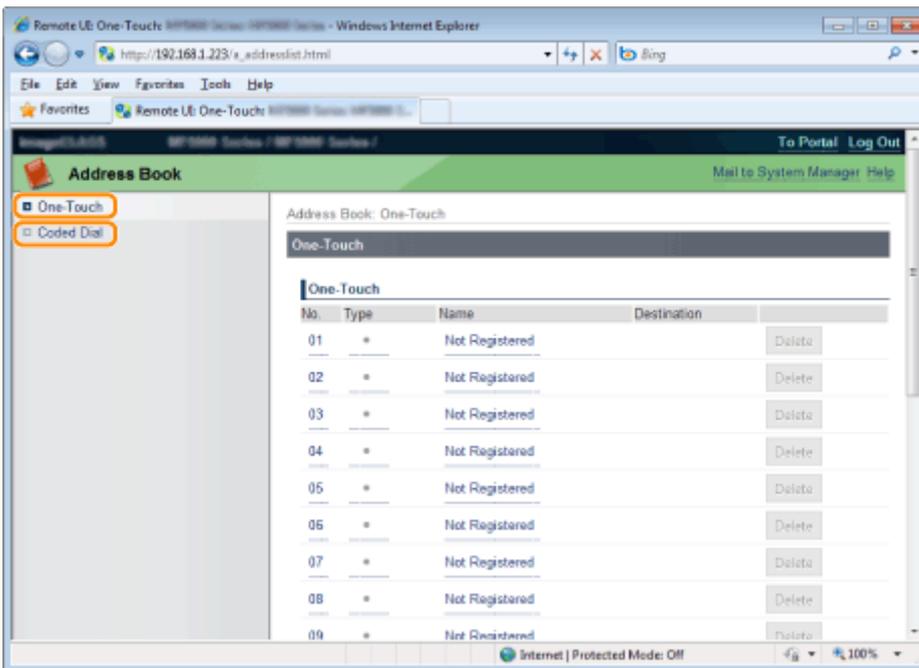
### 2

**Click [Address Book].**



### 3

Click [One-Touch] or [Coded Dial].



#### To register a group dial

Proceed to Step 4.

#### To add destination(s) to the registered group dial

- (1) Click [No.], [Type] or [Name].
- (2) Click [Edit].
- (3) Click [Select from Address Book].
- (4) Click [One-Touch] or [Coded Dial] from the drop-down list and click [Display].
- (5) Select the check box of the destination which you want to add to the group and click [OK].
- (6) Make sure the destination you registered is displayed in [Members List] and click [OK].

#### To delete destination(s) from the registered group dial

- (1) Click [No.], [Type] or [Name].
- (2) Click [Edit].
- (3) Select the destination to be deleted from [Members List] and click [Delete].
- (4) Click [OK].

#### To change the name of the registered group dial

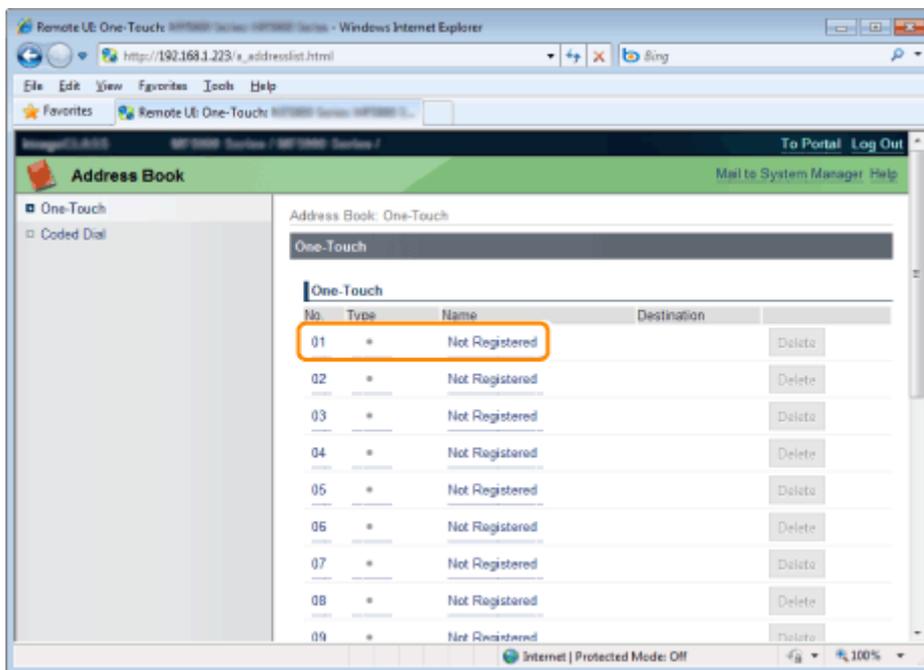
- (1) Click [No.], [Type] or [Name].
- (2) Click [Edit].
- (3) Change the name of [Group Name] and click [OK].

#### To delete the registered group dial

Click [Delete] of the group dial which you want to delete.

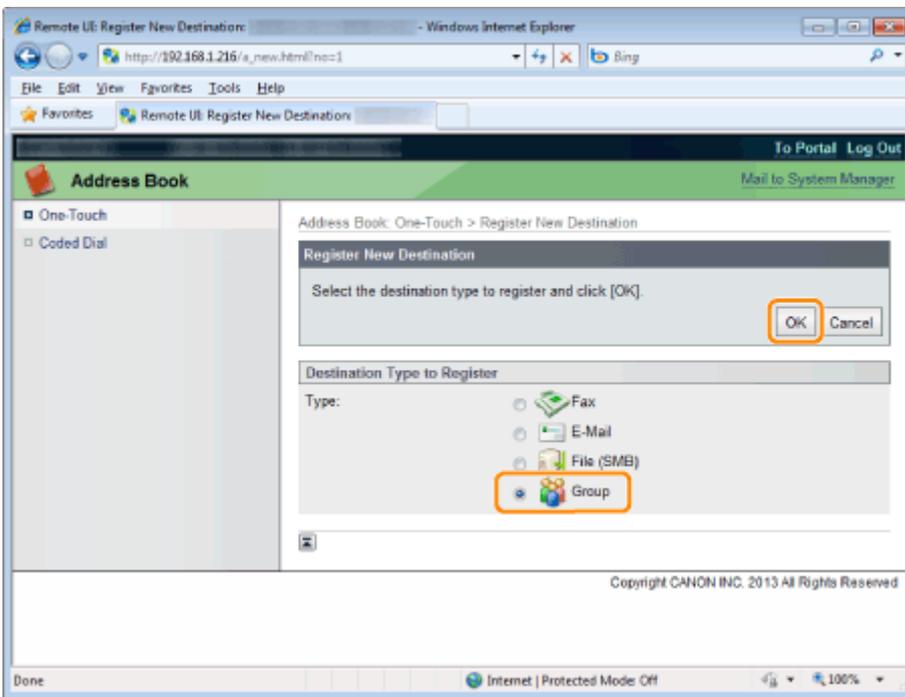
## 4

**Click the unregistered [No.], [Type] or [Name].**



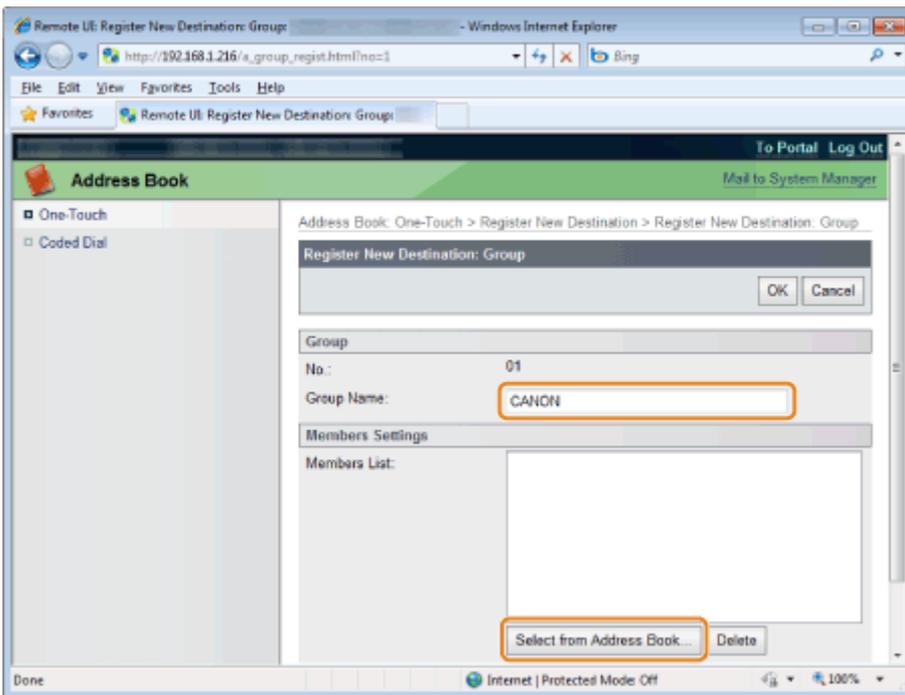
## 5

**Select [Group] in [Destination Type to Register] and click [OK].**



6

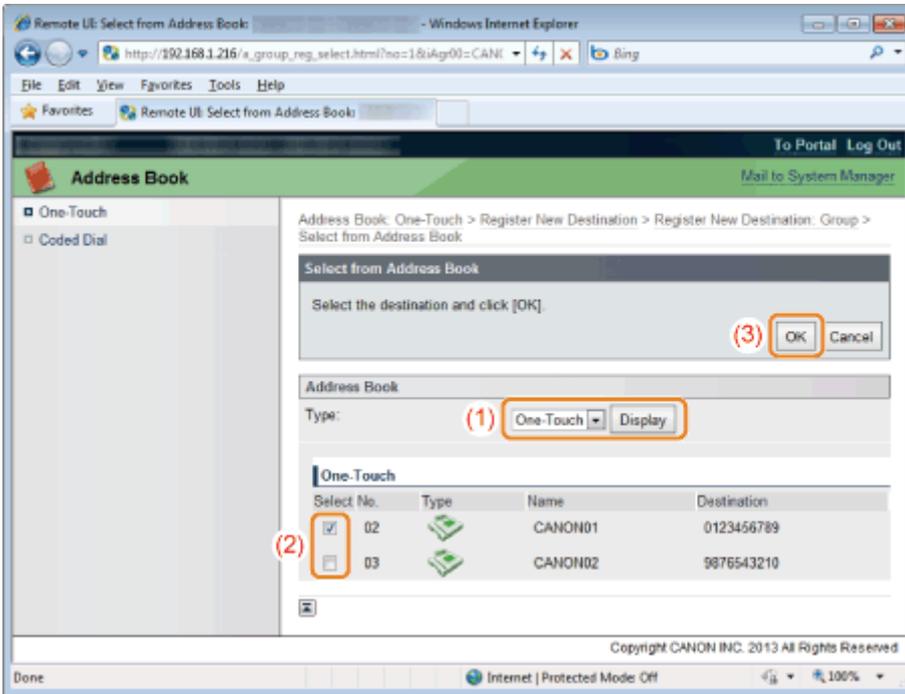
**Enter the group name in [Group Name] and click [Select from Address Book].**



7

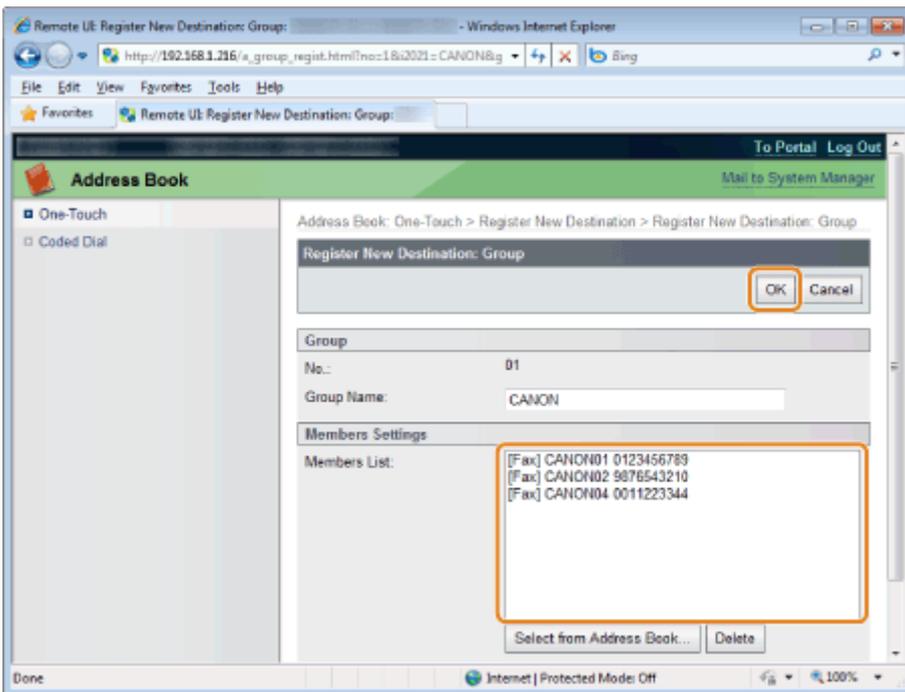
**Select the destination(s) to be registered in this group.**

- (1) Select [One-Touch] or [Coded Dial] from the drop-down list and click [Display].
- (2) Select the check box of the destination which you want to register in the group.
- (3) Click [OK].



## 8

**Make sure that the destination you registered is displayed in [Members List] and click [OK].**



## Toner Cartridges

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For more information on the toner cartridges, see the following sections.

- ❖ ["Supplied Toner Cartridge"](#)
  - ❖ ["About Replacement Toner Cartridges"](#)
  - ❖ ["Handling Toner Cartridges"](#)
  - ❖ ["Storing Toner Cartridges"](#)
  - ❖ ["Using the Toner Saver Mode"](#)
  - ❖ ["Purchasing Consumables"](#)
-

## Supplied Toner Cartridge

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The average yield of the toner cartridge that comes with the machine is as follows.

Canon Cartridge 719	Average yield*1 : 2,100 sheets
------------------------	--------------------------------

\*1 The average yield is on the basis of "ISO/IEC 19752"\*2 when printing A4 size paper with the default print density setting.

\*2 "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 contain printer components" issued by ISO (International Organization for Standardization).

The average yield of the replacement toner cartridge varies from that of the supplied toner cartridge.

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## About Replacement Toner Cartridges

Purchase replacement toner cartridges from your local authorized Canon dealer.

Use the table below as a guide for replacing the toner cartridge. Note that you may need to replace the toner cartridge earlier than the suggested replacement interval, depending on where the machine is installed, what kinds of paper used for printing, and types of documents you are printing.

Canon genuine toner cartridge	Replacement Intervals
Canon Cartridge 719	Average yield* <sup>1</sup> : 2,100 sheets
Canon Cartridge 719 H	Average yield* <sup>1</sup> : 6,400 sheets

\*<sup>1</sup> The average yield is on the basis of "ISO/IEC 19752"\*<sup>2</sup> when printing A4 size paper with the default print density setting.

\*<sup>2</sup> "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 contain printer components" issued by ISO (International Organization for Standardization).

### IMPORTANT

#### About replacement toner cartridges

For optimum print quality, using Canon genuine toner cartridges is recommended.

Model Name	Supported Canon Genuine Toner Cartridge
MF6180dw/MF6140dn	Canon Cartridge 719 Canon Cartridge 719 H

## Handling Toner Cartridges

Note the following when handling the toner cartridge.

### **WARNING**

#### **Do not place the toner cartridge in fire.**

This may cause toner remaining inside the cartridge to ignite and result in burns.

#### **When cleaning up spilled or scattered toner:**

If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation.

Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

### **CAUTION**

#### **If toner leaks from the toner cartridge**

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

#### **When removing a toner cartridge**

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 toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

#### **Keep the toner cartridge away from small children.**

If the toner or other parts are ingested, consult a physician immediately.

#### **Do not disassemble the toner cartridge.**

The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

### **IMPORTANT**

#### **Handling toner cartridges**

- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. They may be damaged by magnet inside the toner cartridge.
- 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.
- Keep the protective bag for the toner cartridge. They are required when transporting the machine.
- 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.
- 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.
- Do not place the toner cartridge in an upright or an upside down position. If the toner is kept upright or upside down, the toner will solidify and may not return to its original condition even if it is shaken.
- When disposing of a used toner cartridge, place the toner container into its protective bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.

#### **Be careful of counterfeit toner cartridges.**

Please be aware that there are counterfeit Canon toner cartridges in the marketplace.

Use of counterfeit toner cartridge may result in poor print quality or machine performance.

Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.  
For more information, see <http://www.canon.com/counterfeit>.

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## Storing Toner Cartridges

Be aware of the following points when storing a new toner cartridge or handling the toner cartridge that was taken out of the machine for maintenance or relocating the machine somewhere.

### IMPORTANT

#### **Precautions when storing toner cartridges**

To use toner cartridges in a safe and trouble-free manner, store them in a place that fulfills the following conditions.

- Do not store toner cartridges in a location exposed to direct sunlight.
- Do not store toner cartridges in a location subject to high temperature or humidity or in a location with dramatic changes in temperature or humidity.
  - Storage temperature range: 0 to 35°C
  - Storage humidity range: 35 to 85% RH (no condensation)
- Do not store toner cartridges in a place where corrosive gases, such as ammonia, are generated, or where a considerable amount of salt is contained in the air, or where there is a lot of dust.
- Keep toner cartridges out of the reach of small children.
- Keep toner cartridges away from products that may be damaged by magnetism, such as a floppy disk or disk drive.

#### **Store toner cartridges in the same orientation as when they are installed in the machine.**

Do not store toner cartridges vertically or upside-down.

#### **When removing the toner cartridge still being used from the machine**

Immediately place the removed toner cartridge into the original protective bag or wrap it with a thick cloth.

#### **About a new toner cartridge**

Do not take a new toner cartridge out of the protective bag until it is ready to be used.

### NOTE

#### **About condensation**

Even within the storable humidity range, water droplets may develop both inside and outside toner cartridge. The formation of water droplets is called condensation.

Condensation adversely affects the quality of toner cartridges.

# Using the Toner Saver Mode

You can specify whether to conserve the amount of toner used for copying and faxing.

## NOTE

### To conserve the amount of toner used for printing

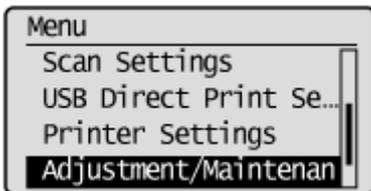
Enable [Toner Save] on the [Quality] tab of the printer driver.

## 1

Press [  ] (Menu).

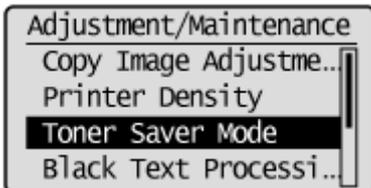
## 2

Select <Adjustment/Maintenance> using [▲] or [▼] and press [OK].



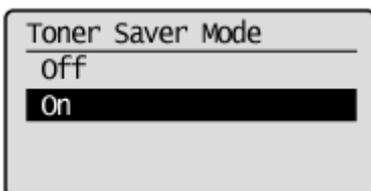
## 3

Select <Toner Saver Mode> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Disable the toner saver mode.
<On>	Enable the toner saver mode.

## NOTE

When the <Toner Saver Mode> is set to <On>

The amount of toner used can be conserved. Note that the output may not be clear, as subtle details such as thin lines and light colors may not be clearly reproduced.

## 5

Press [  ] (Menu) to return to the standby mode.

## **Purchasing Consumables**

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To purchase replacement toner cartridges, contact your local authorized Canon dealer.  
To find a dealer, contact the Canon help line.

---

## Placing Documents

---

This section describes how to place documents on the platen glass or in the feeder.

- ❖ "Placing Documents on the Platen Glass"
  - ❖ "Placing Documents in the Feeder "
-

## Placing Documents on the Platen Glass

Before placing the documents on the platen glass, see "Attention (Placing Documents on the Platen Glass)."

**1**

**Open the feeder.**



**2**

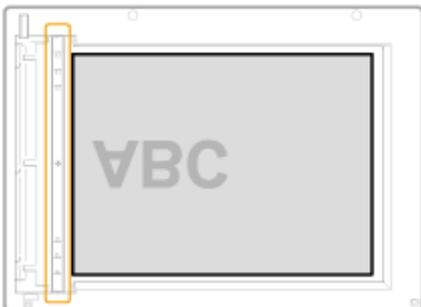
**Place your document face down.**



**3**

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

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



**4**

**Close the feeder.**

---

The machine is ready to scan or copy the document.

When scanning or copying is complete, remove the document from the platen glass.

---

## Attention (Placing Documents on the Platen Glass)

### CAUTION

#### Precautions when closing the feeder

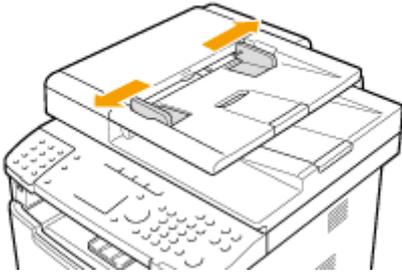
- Be careful not to get your fingers caught. This may cause personal injury.
- Do not press down the feeder forcefully. This may damage the platen glass and cause personal injury.

## Placing Documents in the Feeder

Before placing documents in the feeder, see "Attention (Placing Documents in the Feeder)."

### 1

**Spread the document guides a little wider than the document width.**



### 2

**Fan the document stack and align the edges of the pages.**

Thoroughly fan in  
small batches

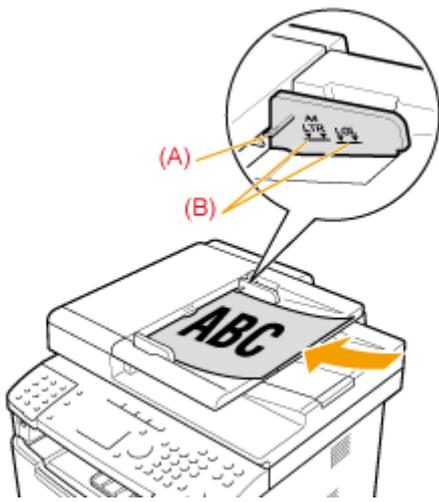
Align the edges on a  
flat surface a few times



### 3

**Neatly place the document face up.**

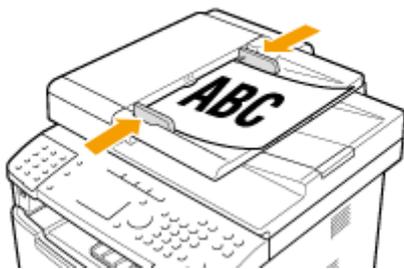
- Place the document under the load limit guides (A).
- Make sure that the paper stack does not exceed the load limit marks (B).



# 4

## Align the document guides to fit the width of the document.

The machine is ready to copy or scan the document.



### IMPORTANT

#### Adjust the document guides to the paper width without space.

If the document guides are loose or tight, this may result in misfeeds or paper jams.



## Attention (Placing Documents in the Feeder)

---

### IMPORTANT

#### **Up to 50 documents can be loaded.**

If more than 51 documents are loaded, paper jams may occur, or the document may not be scanned.

#### **While scanning a document**

Do not add or remove documents.

#### **When scanning is complete**

Remove the document from the document delivery tray to avoid paper jams.

#### **Avoid scanning the same document more than 30 times.**

When scanned repeatedly, the document can become folded or torn, which may cause paper jams.

#### **Adjust the document guides to the paper width without space.**

If the document guides are too loose or too tight, this may result in misfeeds or paper jams.

## Loading Paper

---

This section describes how to load paper in the paper drawer and the multi-purpose tray.

 **NOTE**

**To set your choice of paper size or type**

By default, the paper size is set to <A4>, and the type to <Plain (60-89 g/~m)>. To use a different paper size or type, you need to change the default settings.

➤ "For the Paper Drawer"

➤ "In the Paper Drawer"

➤ "In the Multi-Purpose Tray"

---

## In the Paper Drawer

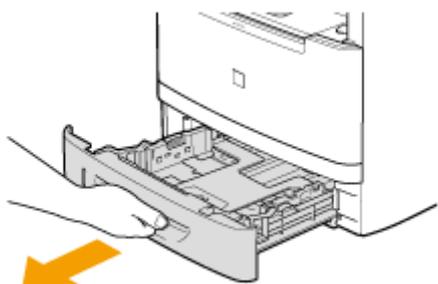
Before loading paper in the paper drawer, see "Attention (Loading Paper)."

### NOTE

How to load the paper in the optional paper drawer (Drawer 2): Same as in Drawer 1.

## 1

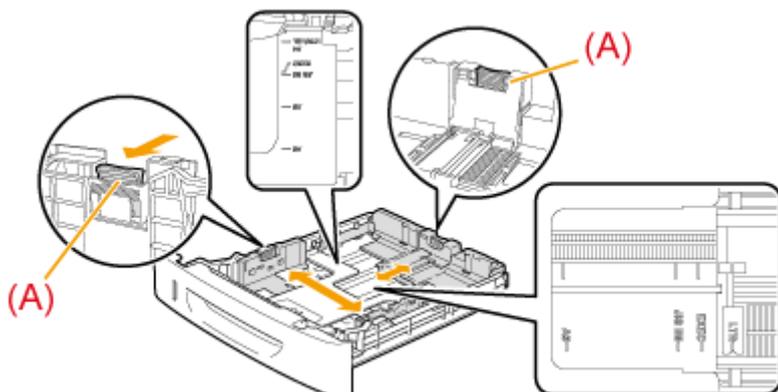
**Pull out the paper drawer.**



## 2

**Slide the paper guides to the size mark for the paper to be loaded.**

While holding the lock release lever (A), adjust the length of the paper guide.

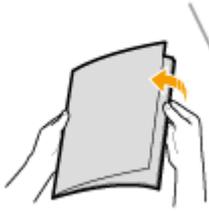


† If you want to change the size of the paper to be loaded, be sure to register the paper size in "[Setting the Paper Size and Type](#)."

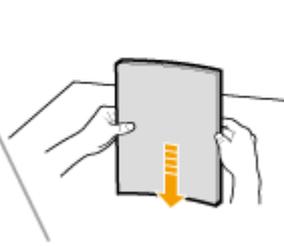
## 3

**Fan the document stack and even the ends.**

Thoroughly fan in  
small batches



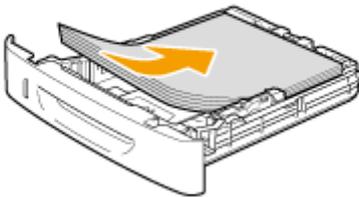
Align the edges on a  
flat surface a few times



## 4

**Load the paper with the printing side down so that it aligns with the rear side of the paper drawer.**

Load the paper in portrait orientation.



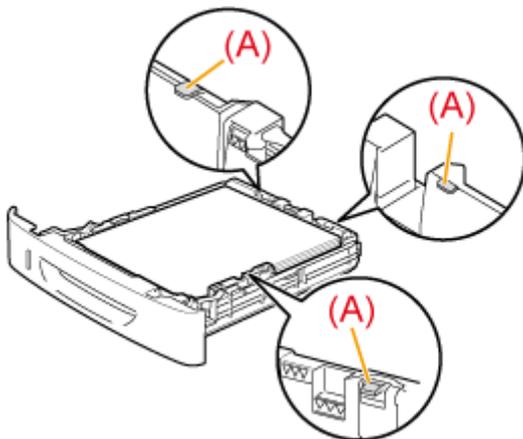
### NOTE

#### **When loading paper with a letterhead or logo**

See "[Paper Loading Orientation](#)," and load the paper in the proper orientation.

## 5

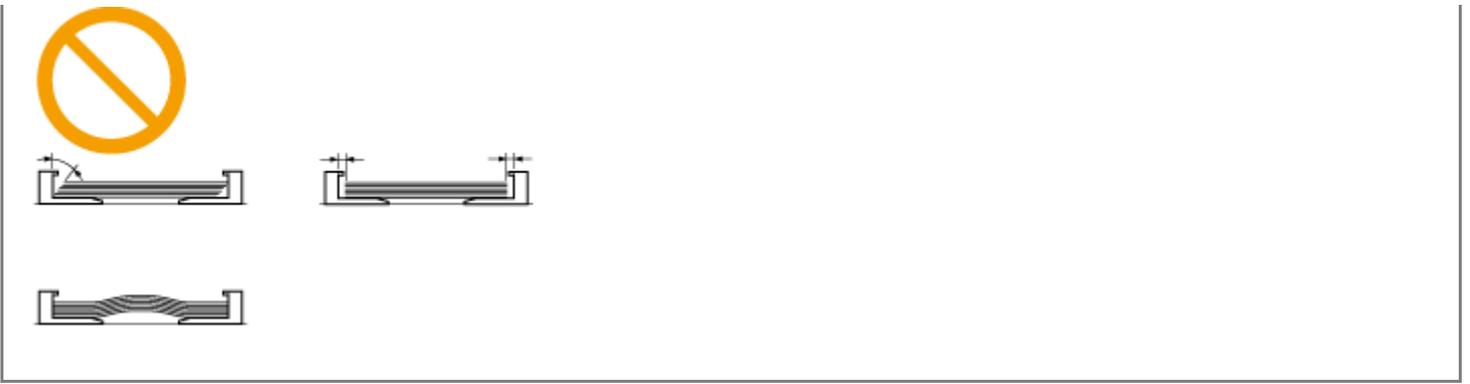
**Hold down the paper, then set it under the hooks (A) on the paper guides.**



### IMPORTANT

#### **Adjust the paper guides to the paper width without space.**

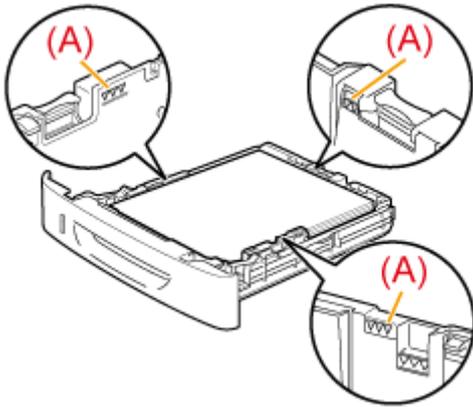
If the paper guides are loose or tight, this may result in misfeeds or paper jams.



## 6

**Make sure that the paper stack does not exceed the line of the load limit mark (A).**

† Make sure that the paper stack does not go over the line of the load limit mark. If the paper stack goes over the load limit mark lines, this may result in misfeeds.



## 7

**Insert the paper drawer into the machine.**

† If <Confirm Paper Settings> is set to <On>, a confirmation screen appears when the paper drawer is set in the machine.

➤ "System Settings"

## 8

**Specify the loaded paper size and type.**

➤ "For the Paper Drawer"

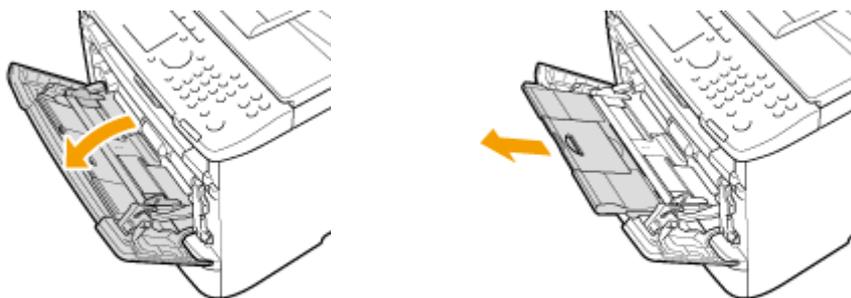
## In the Multi-Purpose Tray

Before loading paper in the multi-purpose tray, see "Attention (Loading Paper)."

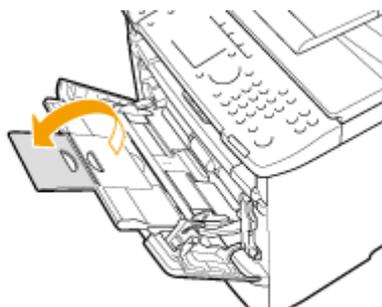
Use the multi-purpose tray when you want to copy or print on a different paper size or type from the one loaded in the paper drawer.

**1**

**Open and pull out the multi-purpose tray.**

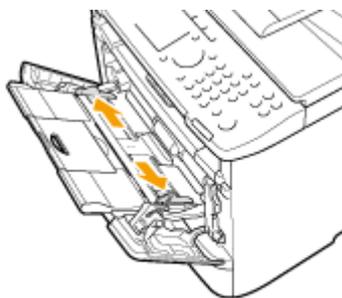


**When loading long-size paper**  
open the auxiliary tray.



**2**

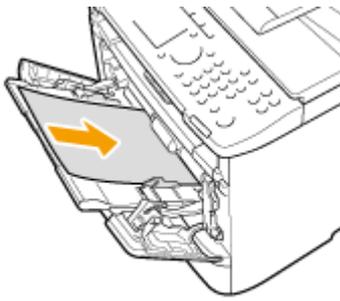
**Spread the paper guides a little wider than the actual paper width.**



**3**

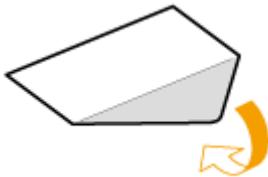
**Gently insert the paper stack into the multi-purpose tray with the print side face up.**

- ❏ "Paper Loading Capacity"
- ❏ "Paper Loading Orientation"

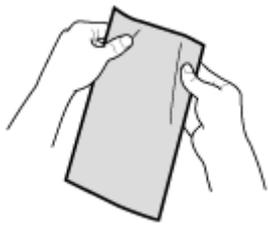


### When loading envelopes

(1) Fold the envelope flap.



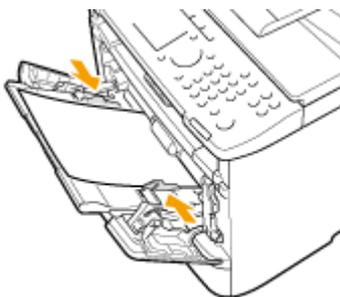
(2) Loosen any stiff corners of the envelope and flatten curls as shown in the figure.



(3) Gently insert the envelope into the multi-purpose tray with the print side face up.

## 4

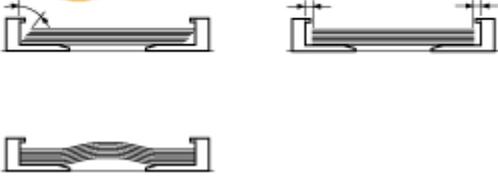
**Adjust the paper guides to the paper width without space.**



### **IMPORTANT**

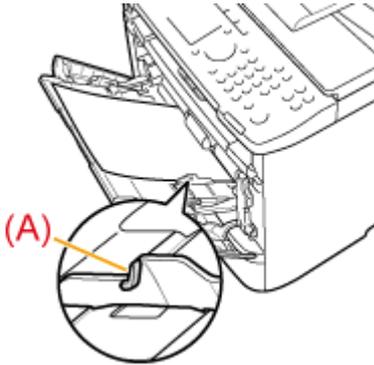
**Adjust the paper guides to the paper width without space.**

If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



## 5

**Be sure that the paper stack is loaded under the load limit guides (A).**



## 6

**Specify the loaded paper size and type.**

➤ ["Setting the Paper Size and Type"](#)

## Attention (Loading Paper)

### CAUTION

#### **Be careful when handling paper.**

Handle paper carefully not to cut your hands with the edges of the paper.

#### **Precautions when inserting the paper drawer**

Be careful not to catch your fingers.

### IMPORTANT

#### **Adjust the paper guides to the paper width without space.**

If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.

#### **When using paper that has been poorly cut**

If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack properly on a hard, flat surface.

#### **Do not exceed the load limit mark when loading paper.**

Make sure that the paper stack does not exceed the loading limit marks. If the paper stack exceeds the loading limit marks, this may result in misfeeds.

#### **When printing on envelopes**

Load envelopes with the front side (non-glued side) facing up. You cannot print on the reverse side of envelopes. Also, be sure to close the flap before loading envelopes.

### NOTE

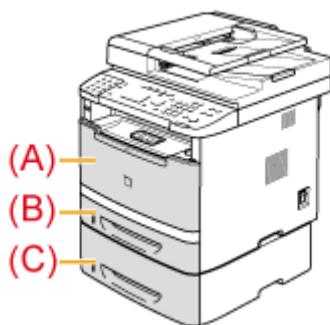
#### **For more information on supported paper types**

[➤ "Supported Paper Types"](#)

#### **Abbreviations on the paper guides inside the paper drawer**

Paper size	Paper guide
Legal	LGL
Letter	LTR
Executive	EXEC

## Paper Loading Capacity



Paper Type	Paper Source		
	(A) Multi-purpose tray	(B) Drawer 1	(C) Drawer 2 (optional)
Plain paper (60 to 89 g/m <sup>2</sup> )	Approx. 50 sheets	Approx. 250 sheets	Approx. 500 sheets
Heavy paper (90 to 128 g/m <sup>2</sup> )	Approx. 40 sheets	Approx. 160 sheets	Approx. 320 sheets
Heavy paper (129 to 163 g/m <sup>2</sup> )	Approx. 25 sheets	—	—
Recycled paper (60 to 89 g/m <sup>2</sup> )	Approx. 50 sheets	Approx. 250 sheets	Approx. 500 sheets
Color paper (60 to 89 g/m <sup>2</sup> )	Approx. 50 sheets	Approx. 250 sheets	Approx. 500 sheets
Transparency	Approx. 15 sheets	—	—
Label	Approx. 20 sheets	—	—
Index Card	Approx. 15 sheets	—	—
Envelope	Approx. 5 sheets	—	—

## Paper Loading Orientation

### NOTE

#### Paper loading orientation when loading in the multi-purpose tray

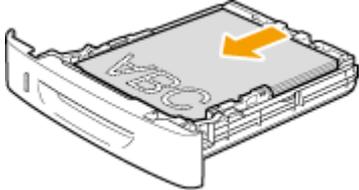
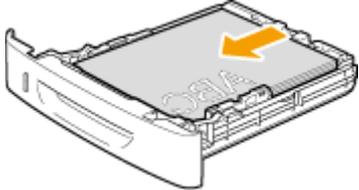
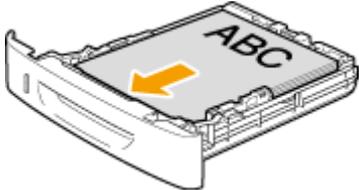
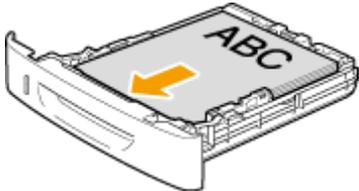
The paper loading orientation for the multi-purpose tray is the same as that for the paper drawer.

### When printing paper with a letterhead or logo (previously printed paper)

Load the paper in the proper orientation as follows.

(→: Feeding direction)

#### Paper drawer

	Portrait layout	Landscape layout
1-sided printing <sup>*1</sup>	 <p>(with the printing side facing down)</p>	 <p>(with the printing side facing down)</p>
1-sided printing <sup>*2</sup>	 <p>(with the printing side facing up)</p>	 <p>(with the printing side facing up)</p>
Automatic 2-sided printing	 <p>(with the front side facing up)</p>	 <p>(with the front side facing up)</p>

\*1 When <Switch Paper Feed Method> is set to <Print Speed Priority> (the default setting)

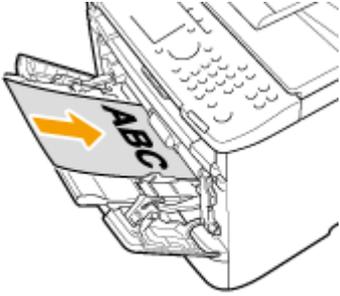
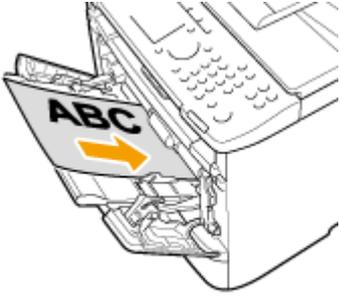
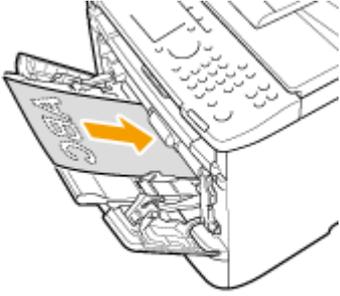
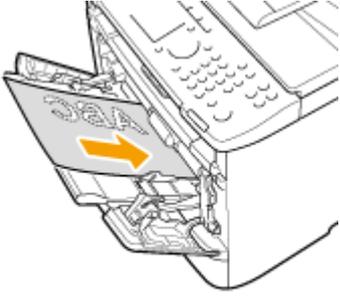
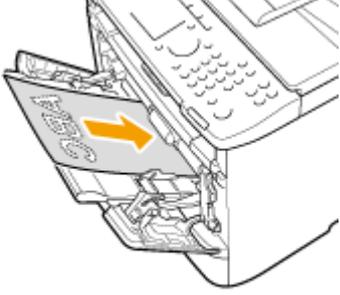
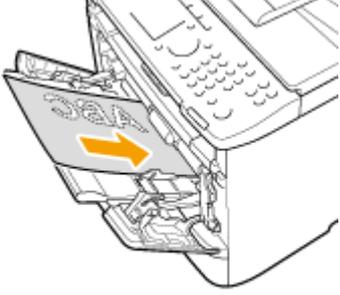
➤ "Selecting the Print Side"

\*2 When <Switch Paper Feed Method> is set to <Print Side Priority>

➤ "Selecting the Print Side"

#### Multi-purpose tray

	Portrait layout	Landscape layout
1-sided printing <sup>*1</sup>		

		
	(with the printing side facing up)	(with the printing side facing up)
1-sided printing* <sup>2</sup>		
	(with the printing side facing down)	(with the printing side facing down)
Automatic 2-sided printing		
	(with the front side facing down)	(with the front side facing down)

\*1 When <Switch Paper Feed Method> is set to <Print Speed Priority> (the default setting)

➤ "Selecting the Print Side"

\*2 When <Switch Paper Feed Method> is set to <Print Side Priority>

➤ "Selecting the Print Side"

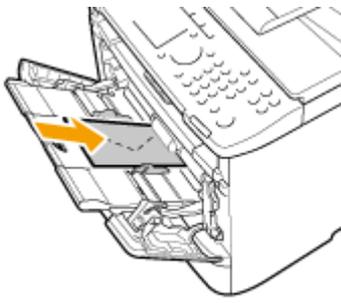
## When printing on envelopes

Load envelopes with the front side (non-glued side) facing up to the Multi-purpose tray as shown below.

(➡: Feeding direction)

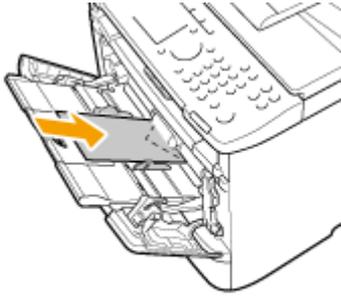
### Envelope No.10, DL, ISO-C5

Load the envelopes so that the flap is toward the left of the machine when it is viewed from the front.



**Envelope ISO-B5**

Load the envelopes so that the flap is toward the back of the machine when it is viewed from the front.



## Setting the Paper Size and Type

---

Whenever you change the paper size and type loaded in the drawer and the tray, follow the procedure in this section to adjust the paper size and type settings.

### **IMPORTANT**

#### **If the setting is different from the size of the loaded paper**

An error message appears, or printing is not performed correctly.

- ❏ "For the Paper Drawer"
  - ❏ "Registering the Default Paper Settings for the Multi-purpose Tray"
  - ❏ "Setting a Custom Paper Size"
-

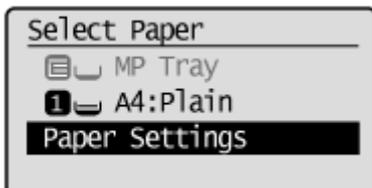
## For the Paper Drawer

1

Press [  ] (Select Paper/Settings).

2

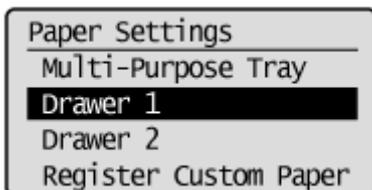
Select <Paper Settings> using [▲] or [▼] and press [OK].



3

Select <Drawer 1> or <Drawer 2> using [▲] or [▼] and press [OK].

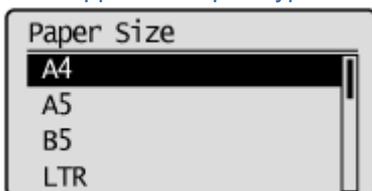
- <Drawer 2> is displayed only when the optional paper drawer (Drawer 2) is installed.



4

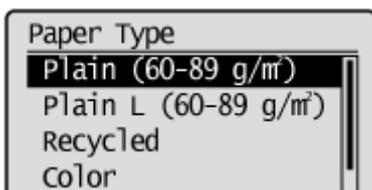
Select a paper size using [▲] or [▼] and press [OK].

❖ "Supported Paper Types"



5

Select the paper type using [▲] or [▼] and press [OK].



**6**

Press [  ] (Select Paper/Settings) to close the <Select Paper> screen.

---

## Registering the Default Paper Settings for the Multi-purpose Tray

If you want to always load the same paper in the multi-purpose tray, register the default paper using the following procedure.

### NOTE

#### **If the default paper is registered**

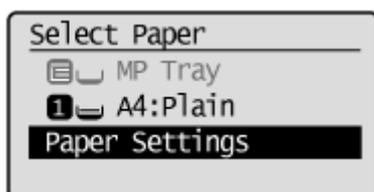
The setting screen is not displayed when paper is loaded.

# 1

Press [  ] (Select Paper/Settings).

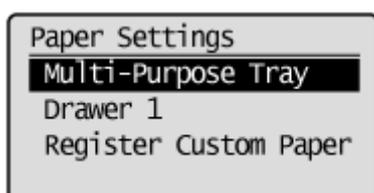
# 2

Select <Paper Settings> using [▲] or [▼] and press [OK].



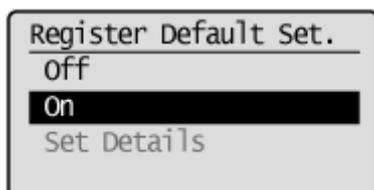
# 3

Select <Multi-Purpose Tray> using [▲] or [▼] and press [OK].



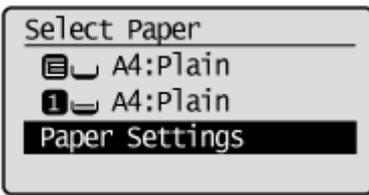
# 4

Select <On> using [▲] or [▼] and press [OK].



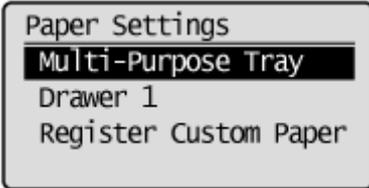
# 5

Select <Paper Settings> using [▲] or [▼] and press [OK].



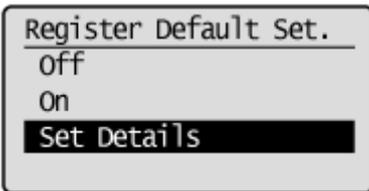
## 6

Select **<Multi-Purpose Tray>** using [▲] or [▼] and press [OK].



## 7

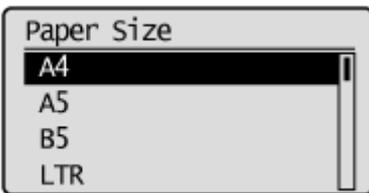
Select **<Set Details>** using [▲] or [▼] and press [OK].



## 8

Select a paper size using [▲] or [▼] and press [OK].

- † To register a custom paper, see "[Setting a Custom Paper Size.](#)"
- † The registered custom paper is listed at the top. Select it with [▲].

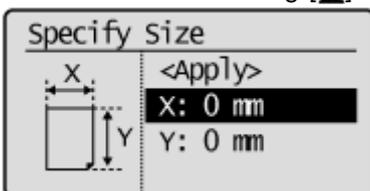


### If you select **<Custom Size>**

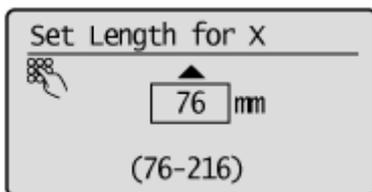
Specifies the size of <X> direction and <Y> direction of the custom paper.

Specify the paper size in portrait orientation (<Y>  $\geq$  <X>) and within the range that can be defined.

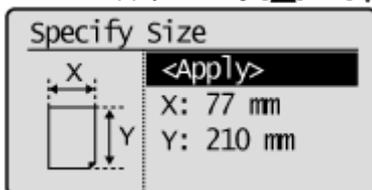
- (1) Select the direction using [▲] or [▼] and press [OK].



- (2) Specify the size using [▲] or [▼] and press [OK].  
You can also enter values using the numeric keys.

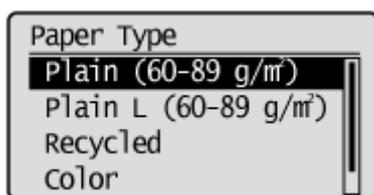


(3) Select <Apply> using [▲] or [▼] and press [OK].



## 9

Select the paper type using [▲] or [▼] and press [OK].



## 10

Press [●] (Select Paper/Settings) to close the <Select Paper> screen.

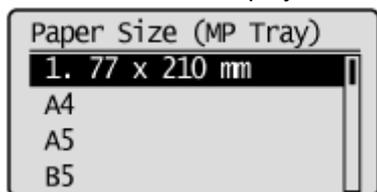
## Setting a Custom Paper Size

You can register sizes and types of frequently used paper.

- **Multi-purpose tray**

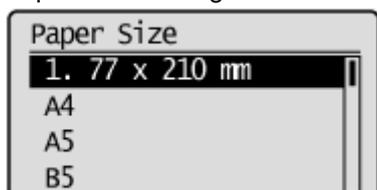
- When <Register Default Set.> is <Off> (default)

The screen to be displayed when paper is loaded in the multi-purpose tray



- When <Register Default Set.> is <On>

Paper Size Setting Screen



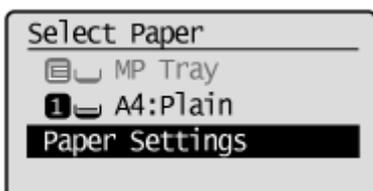
▶ "Registering the Default Paper Settings for the Multi-purpose Tray"

### 1

Press [  ] (Select Paper/Settings).

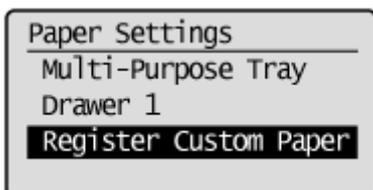
### 2

Select <Paper Settings> using [▲] or [▼] and press [OK].



### 3

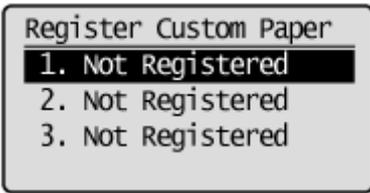
Select <Register Custom Paper> using [▲] or [▼] and press [OK].



### 4

Select <Not Registered> using [▲] or [▼] and press [OK].

When selecting the registered custom paper, you can edit and delete the custom paper.

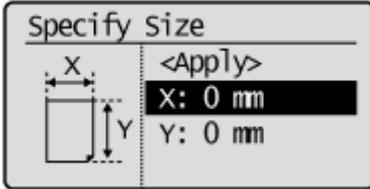


## 5

**Specifies the size of <X> direction and <Y> direction.**

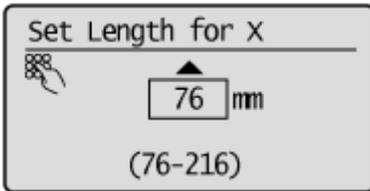
† Specify the paper size in portrait orientation (<Y>  $\geq$  <X>) and within the range that can be defined.

(1) Select the direction using [ $\blacktriangle$ ] or [ $\blacktriangledown$ ] and press [OK].

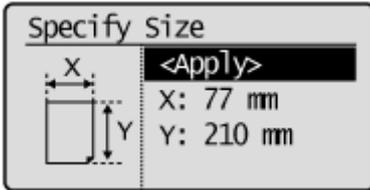


(2) Specify the size using [ $\blacktriangle$ ] or [ $\blacktriangledown$ ] and press [OK].

You can also enter values using the numeric keys.

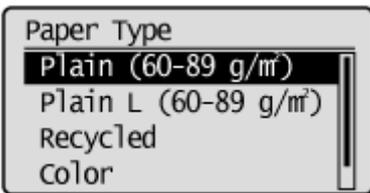


(3) Select <Apply> using [ $\blacktriangle$ ] or [ $\blacktriangledown$ ] and press [OK].



## 6

**Select the paper type using [ $\blacktriangle$ ] or [ $\blacktriangledown$ ] and press [OK].**



## 7

**Press [  ] (Select Paper/Settings) to close the <Select Paper> screen.**

## Adjusting the Volume

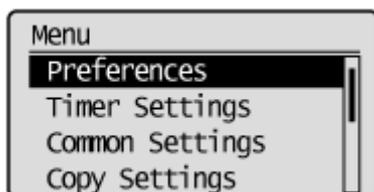
This section describes how to adjust the volume of various sounds of the machine.

1

Press [  ] (Menu).

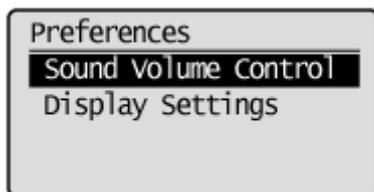
2

Select <Preferences> using [▲] or [▼] and press [OK].



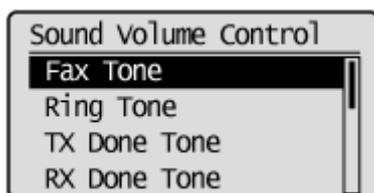
3

Select <Sound Volume Control> using [▲] or [▼] and press [OK].



4

Select the setting item using [▲] or [▼] and press [OK].

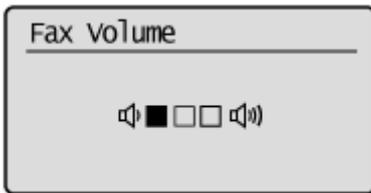


Settings	Purpose	What to do
<Fax Tone>	Adjust the sound volume during a fax transmission.	Select <On> (sound enabled) or <Off> (sound disabled) using [▲] or [▼] and press [OK]. Proceed to Step 5.
<Ring Tone>	Adjusts the ring volume when receiving a fax.	Press [▲] or [▼] to select <On> to activate the ring or <Off> to deactivating the sound, and then press [OK]. Proceed to Step 5.
<TX Done Tone>	Adjust the fax sound volume when sending is complete.	Select <On> (sound enabled) or <Off> (sound disabled) using [▲] or [▼] and

<RX Done Tone>	Adjust the fax-sounds volume when receiving is complete.	press [OK]. When <Only When Error Occurs> is selected, the machine makes a sound only when an error occurs. Proceed to Step 5.
<Scanning Done Tone>	Adjust the fax-sounds volume when scanning is complete.	
<Entry Tone>	Specify whether or not the machine makes a sound when a key on the operation panel is pressed.	Select <On> (sound enabled) or <Off> (sound disabled) using [▲] or [▼] and press [OK]. Proceed to Step 5.
<Invalid Entry Tone>	Specify whether or not the machine makes a sound when an invalid key is pressed.	
<Restock Supplies Tone>	Specify whether or not the machine makes a sound when a toner cartridge is almost empty.	
<Warning Tone>	Specify whether or not the machine makes a sound when unexpected events occur, such as paper jams or improper operations.	
<Job Done Tone>	Specify whether or not the machine makes a sound when a job is complete.	
<Energy Saver Alert>	Specify whether or not the machine makes a sound when the machine enters or cancels the sleep mode.	

## 5

Press [◀] or [▶] to adjust the volume and press [OK].



## 6

Press [⊙] (Menu) to close the menu screen.

## Customizing Timer Settings

---

Set the current date and time, as well as customize timer settings.

- ❖ "Setting the Current Date and Time"
  - ❖ "Setting the Sleep Timer"
  - ❖ "Setting the Auto Reset Timer"
  - ❖ "Specifying the Screen that Is Displayed after Auto Reset Is Performed"
  - ❖ "Setting the Auto Offline Time"
-

## Setting the Current Date and Time

Specify the date and time display formats and set the current date and time.

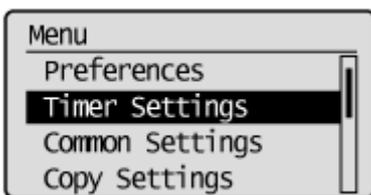
The specified date and time are used for some fax functions and reports.

1

Press [  ] (Menu).

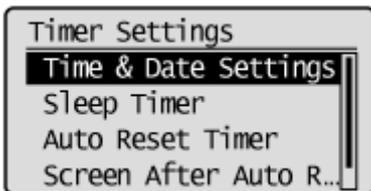
2

Select <Timer Settings> using [▲] or [▼] and press [OK].



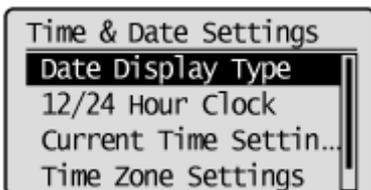
3

Select <Time & Date Settings> using [▲] or [▼] and press [OK].

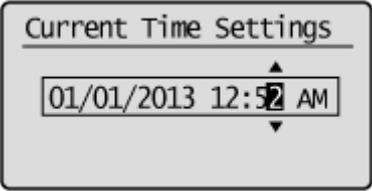


4

Select the setting using [▲] or [▼] and press [OK].



Settings	Purpose	What to do
<Date Display Type>	Specify the date display format.	Select one of the following display formats using [▲] or [▼] and press [OK]. The formats include the following. <ul style="list-style-type: none"><li>• MM/DD/YYYY</li><li>• DD/MM YYYY</li><li>• YYYY MM/DD</li></ul>
<12/24 Hour Clock>	Specify the time display	Select one of the following display formats using [▲] or [▼] and press [OK]. The formats include the following.

	format.	<ul style="list-style-type: none"> <li>• 12 Hour (AM/PM)</li> <li>• 24 Hour</li> </ul>
<Current Time Settings>*	Specify the current time and date.	<p>Use [▲] or [▼] to enter time and date, or to switch between &lt;AM&gt; and &lt;PM&gt;. To move the cursor, press [◀] or [▶].</p> 
<Time Zone Settings>	Specify the time zone.	Select the time zone using [▲] or [▼] and press [OK].
<Daylight Savings>*	Specify whether to use daylight saving time.	<p>To use daylight saving time,</p> <ol style="list-style-type: none"> <li>1. Select &lt;On&gt; using [▲] or [▼] and press [OK].</li> <li>2. Specify the starting date of the daylight saving time. <ul style="list-style-type: none"> <li>• Select &lt;Month&gt; using [▲] or [▼] and press [OK].</li> <li>• Select the starting month and press [OK].</li> <li>• Select &lt;Day&gt; using [▲] or [▼] and press [OK].</li> <li>• Select the starting week and press [OK].</li> <li>• Select the starting day and press [OK].</li> <li>• Select &lt;Apply&gt; using [▲] or [▼] and press [OK].</li> </ul> </li> <li>3. Repeat Step 2 to specify the ending date.</li> </ol>

\* Make sure to configure <Time Zone Settings> before configuring this setting (If you change <Time Zone Settings>, <Current Time Settings> is changed accordingly).

## 5

Press [  ] (Menu) to close the menu screen.

## Setting the Sleep Timer

Before setting the sleep timer, see "Attention (Sleep Timer)."

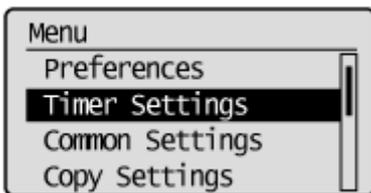
The machine automatically enters the sleep mode after it has been idle for a specified length of time.

1

Press [  ] (Menu).

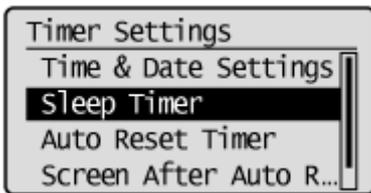
2

Select <Timer Settings> using [▲] or [▼] and press [OK].



3

Select <Sleep Timer> using [▲] or [▼] and press [OK].

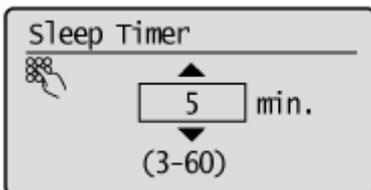


4

Press [▲] or [▼] to specify the time for the Auto Reset timer to activate, and then press [OK].

† You can also enter values using the numeric keys.

† We recommend that you use the default timer setting.



### NOTE

#### To set the auto sleep timer

You can set the auto sleep timer between <3> and <60> minutes, in one minute interval. The default is <5> minutes.

# 5

Press [  ] (Menu) to close the menu screen.

## Attention (Sleep Timer)

### NOTE

#### **When the machine enters the sleep mode**

[  ] (Energy Saver) lights green.

#### **To enter the sleep mode manually**

Press [  ] (Energy Saver).

#### **The machine does not enter the sleep mode when**

- the machine is in the middle of operation
- the Processing/Data indicator lights or is blinking
- a message appears on the screen and the Error indicator is blinking (except when <Output Tray Full> is displayed, or when <No Paper> is displayed when there are no jobs).
- the machine is in the middle of adjustment or cleaning
- a paper jam occurs
- the handset or the handset of the external telephone has been off the hook

#### **The machine returns from sleep mode when**

- [  ] (Energy Saver) is pressed
- the handset or the external telephone is taken off the hook

## Setting the Auto Reset Timer

Set a timer to return to the default screen after copying is completed or when key operation is not performed for a certain period of time.

Specify the screen to display by following the instructions provided in the section,

"[Specifying the Screen that Is Displayed after Auto Reset Is Performed.](#)"

### NOTE

#### **The machine does not return to the default screen when**

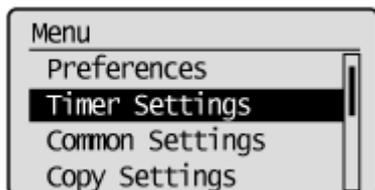
- the menu screen is displayed
- a job is currently processing
- a message appears on the display and the Error indicator is blinking (except for cases in which the job can be continued even when error message appears)

## 1

Press [  ] (Menu).

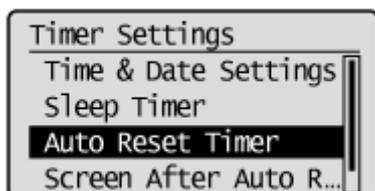
## 2

Select <Timer Settings> using [▲] or [▼] and press [OK].



## 3

Select <Auto Reset Timer> using [▲] or [▼] and press [OK].

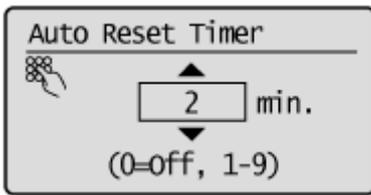


## 4

Specify the time using [▲] or [▼] and press [OK].

The machine does not return to the default screen automatically if you set the timer to <0>.

† You can also enter values using the numeric keys.



## 5

Press [  ] (Menu) to close the menu screen.

## Specifying the Screen that Is Displayed after Auto Reset Is Performed

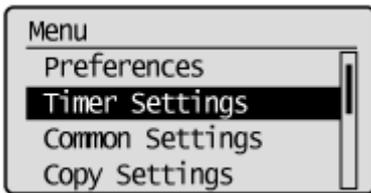
Specify whether to display the default screen selected in "Setting the Default Screen" after auto reset is performed.

1

Press [  ] (Menu).

2

Select <Timer Settings> using [▲] or [▼] and press [OK].



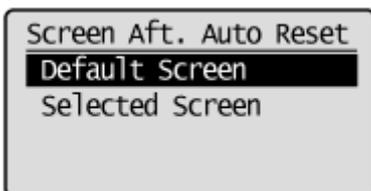
3

Select <Screen After Auto Reset> using [▲] or [▼] and press [OK].



4

Select <Default Screen> or <Selected Screen> using [▲] or [▼] and press [OK].



<Default Screen>	The screen selected in "Setting the Default Screen" is displayed.
<Selected Screen>	The screen displayed prior to auto reset is displayed again.

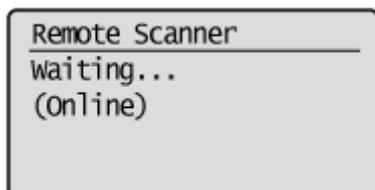
5

Press [  ] (Menu) to close the menu screen.

## Setting the Auto Offline Time

Specify a timer to return to scanner offline mode (to exit the screen below).

Once the timer has been set, the machine automatically returns to offline mode after it has been idle for a specified length of time.

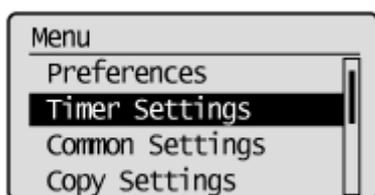


1

Press [  ] (Menu).

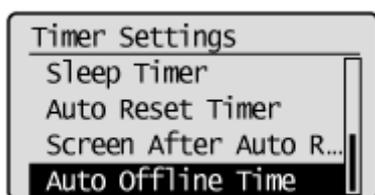
2

Select <Timer Settings> using [▲] or [▼] and press [OK].



3

Select <Auto Offline Time> using [▲] or [▼] and press [OK].

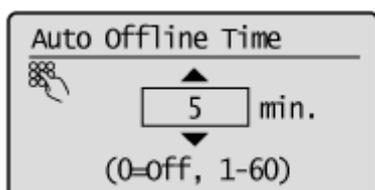


4

Specify the time using [▲] or [▼] and press [OK].

The machine does not return to offline mode automatically if you set the timer to 0.

† You can also enter values using the numeric keys.



# 5

Press [  ] (Menu) to close the menu screen.

## Customizing Display Settings

---

This section describes how to specify the following display settings.

- ❖ "Setting the Default Screen"
  - ❖ "Switching the Display Language (Operation Panel or Remote UI)"
  - ❖ "Adjusting the Display (Brightness, Contrast, and Invert Screen Colors)"
  - ❖ "Changing Units of Measurement "
  - ❖ "Changing Message Display Time"
  - ❖ "Changing Scroll Speed"
  - ❖ "Changing Cursor Movement "
-

# Setting the Default Screen

Specify the screen to display after auto reset is performed or when the machine is turned ON.

## IMPORTANT

### The screen that is displayed after auto reset is performed

The displayed screen varies depending on the <Screen After Auto Reset> setting specified. It has a higher priority than the default screen specified here.

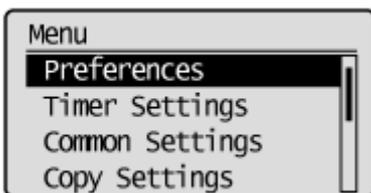
- <Default Screen>: the screen specified here is displayed.
  - <Selected Screen>: the screen that the machine returns to after auto reset.
- ["Specifying the Screen that Is Displayed after Auto Reset Is Performed"](#)

## 1

Press [  ] (Menu).

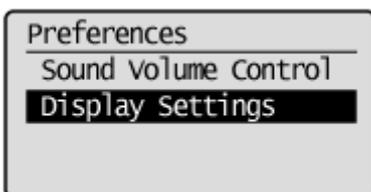
## 2

Select <Preferences> using [▲] or [▼] and press [OK].



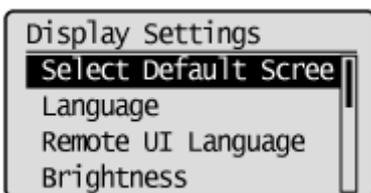
## 3

Select <Display Settings> using [▲] or [▼] and press [OK].



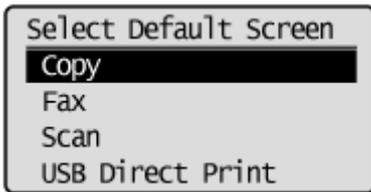
## 4

Select <Select Default Screen> using [▲] or [▼] and press [OK].



## 5

Select the screen using [▲] or [▼] and press [OK].



<Copy>	Display the copy mode screen.
<Fax>	Display the fax mode screen.
<Scan>	Display the scan mode screen.
<USB Direct Print>	Display the USB direct print mode screen.

## 6

Press [  ] (Menu) to close the menu screen.

# Switching the Display Language (Operation Panel or Remote UI)

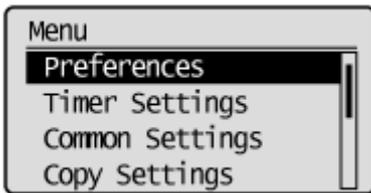
Switch the display language used for the operation panel, report, or the Remote UI.

1

Press [  ] (Menu).

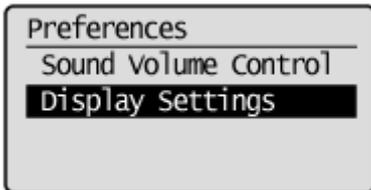
2

Select <Preferences> using [▲] or [▼] and press [OK].



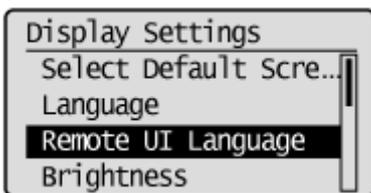
3

Select <Display Settings> using [▲] or [▼] and press [OK].



4

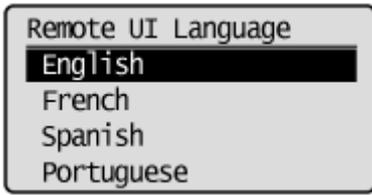
Select <Language> or <Remote UI Language> using [▲] or [▼] and press [OK].



<Language>	Specify the display language used for the operation panel and reports.
<Remote UI Language>	Specify the display language used for the Remote UI.

5

Select the language using [▲] or [▼] and press [OK].



## 6

Press [  ] (Menu) to close the menu screen.

# Adjusting the Display (Brightness, Contrast, and Invert Screen Colors)

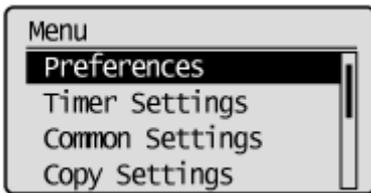
Adjust the display settings if you have difficulty in viewing the display.

1

Press [  ] (Menu).

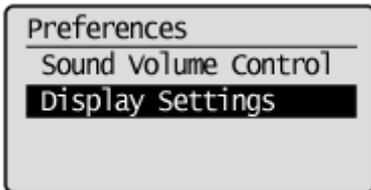
2

Select <Preferences> using [▲] or [▼] and press [OK].



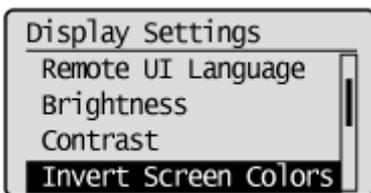
3

Select <Display Settings> using [▲] or [▼] and press [OK].



4

Select the settings you want to change using [▲] or [▼] and press [OK].

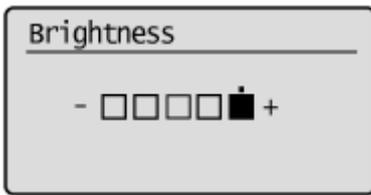


5

Adjust the display.

## For <Brightness>

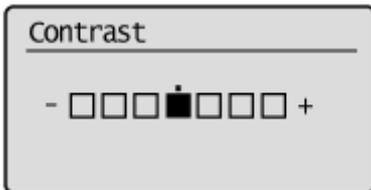
Adjust the brightness using [◀] or [▶], and press [OK].



[◀]	Darker.
[▶]	Brighter.

**For <Contrast>**

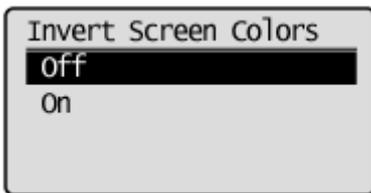
Adjust the contrast using [◀] or [▶] and press [OK].



[◀]	Decrease the contrast.
[▶]	Increase the contrast.

**For <Invert Screen Colors>**

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Use the default display colors.
<On>	Invert the display colors.

**6**

Press [  ] (Menu) to close the menu screen.

## Changing Units of Measurement

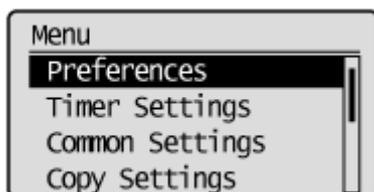
You can change the unit of the value to be entered.

1

Press [  ] (Menu).

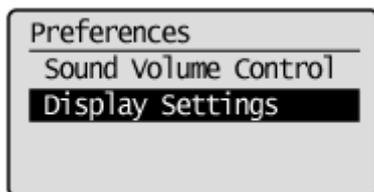
2

Select <Preferences> using [▲] or [▼] and press [OK].



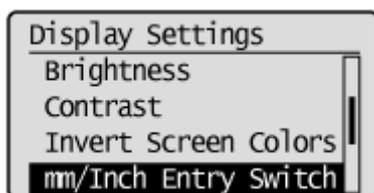
3

Select <Display Settings> using [▲] or [▼] and press [OK].



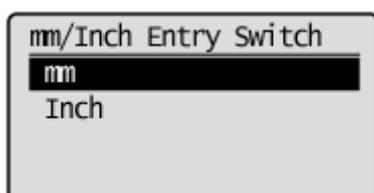
4

Select <mm/Inch Entry Switch> using [▲] or [▼] and press [OK].



5

Select <mm> or <Inch> using [▲] or [▼] and press [OK].



<mm>	Display length in millimeters.
<Inch>	Display length in inches.

## 6

Press [  ] (Menu) to close the menu screen.

---

## Changing Message Display Time

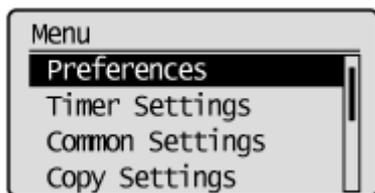
The screen switches at specified intervals to display multiple messages. You can set the duration for the time each message is displayed on the screen. Follow the instructions provided in this section.

1

Press [  ] (Menu).

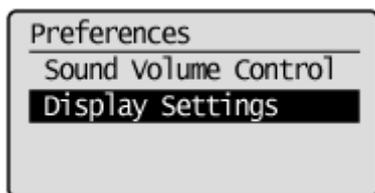
2

Select <Preferences> using [▲] or [▼] and press [OK].



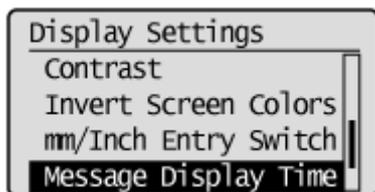
3

Select <Display Settings> using [▲] or [▼] and press [OK].



4

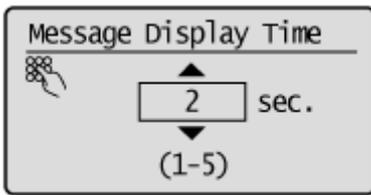
Select <Message Display Time> using [▲] or [▼] and press [OK].



5

Select the display time using [▲] or [▼] and press [OK].

† You can also enter values using the numeric keys.



## 6

Press [  ] (Menu) to close the menu screen.

## Changing Scroll Speed

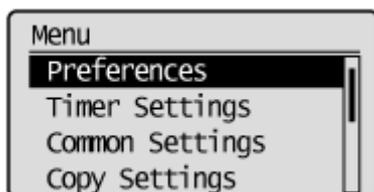
Adjust the menu's scrolling speed if all the menu items cannot be displayed on the screen.

1

Press [  ] (Menu).

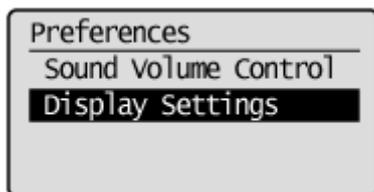
2

Select <Preferences> using [▲] or [▼] and press [OK].



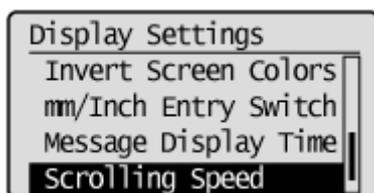
3

Select <Display Settings> using [▲] or [▼] and press [OK].



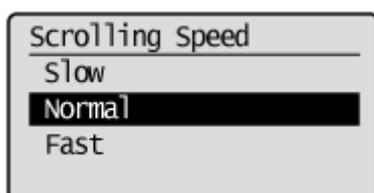
4

Select <Scrolling Speed> using [▲] or [▼] and press [OK].



5

Select the speed using [▲] or [▼] and press [OK].



# 6

Press [  ] (Menu) to close the menu screen.

---

## Changing Cursor Movement

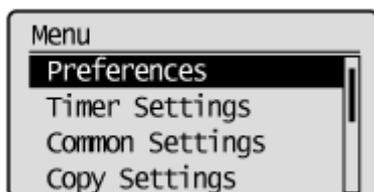
Specify whether to automatically move the cursor forward to the end of a word when entering text.

1

Press [  ] (Menu).

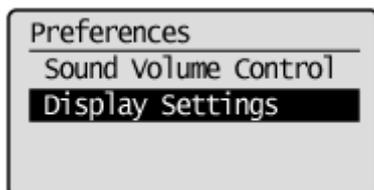
2

Select <Preferences> using [▲] or [▼] and press [OK].



3

Select <Display Settings> using [▲] or [▼] and press [OK].



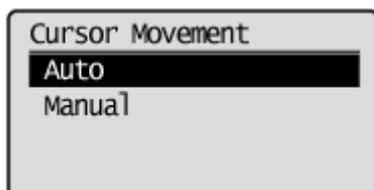
4

Select <Cursor Movement> using [▲] or [▼] and press [OK].



5

Select <Auto> or <Manual> using [▲] or [▼] and press [OK].



<Auto>	The cursor moves forward to the end of a word approximately one second after a character has been entered.
<Manual>	The cursor does not move automatically. To enter the next character, press [▶] to move the cursor forward.

## 6

Press [  ] (Menu) to close the menu screen.

## Setting a Paper Source to Be Used for Each Function

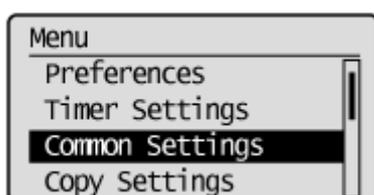
You can specify whether to use the paper drawer or multi-purpose tray as the paper source for each function. Also, if no paper is loaded in the paper drawer when the machine is printing continuously, paper is automatically fed from another drawer that is loaded with the same sized paper.

1

Press [  ] (Menu).

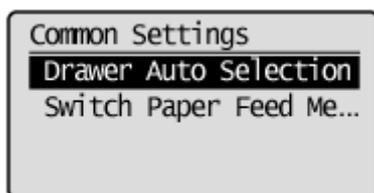
2

Select <Common Settings> using [▲] or [▼] and press [OK].



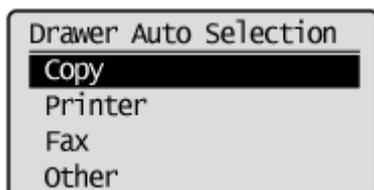
3

Select <Drawer Auto Selection> using [▲] or [▼] and press [OK].



4

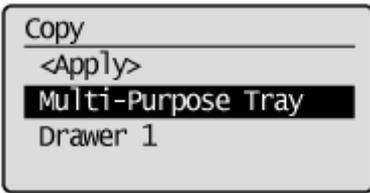
Select the function to specify using [▲] or [▼] and press [OK].



5

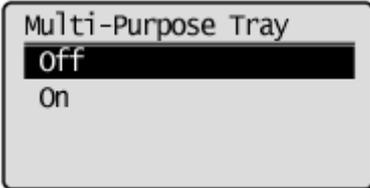
Select the paper source using [▲] or [▼] and press [OK].

- <Drawer 2> is displayed only when the optional paper drawer (Drawer 2) is installed.
- If you select <Printer> in Step 4, <Multi-Purpose Tray> is not displayed. The multi-purpose tray is fixed for auto selection.



## 6

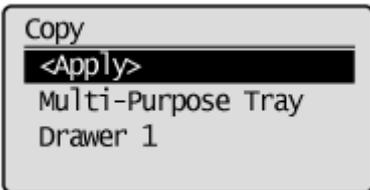
Select whether to specify drawer auto-selection using [▲] or [▼] and press [OK].



<Off>	Does not recognize the paper drawer as auto selection. (Multiple drawers, other than <Multi-Purpose Tray>, cannot be set to <Off> at the same time.)
<On>	Recognizes the paper drawer as auto selection.

## 7

Select <Apply> using [▲] or [▼] and press [OK].



### When <Apply> is grayed out

Specify the settings of <Drawer 1> or <Drawer 2> to <On>.

## 8

Press [  ] (Menu) to close the menu screen.

## Selecting the Print Side

Specify whether to print only on the front side of paper for 1-sided printing so that the odd pages are always printed on the front side for both 1-sided and 2-sided printing.

The print side for 1-sided printing varies depending on the setting specified. To use preprinted paper, read "[Paper Loading Orientation](#)" carefully to place the paper stack in the correct orientation.

### IMPORTANT

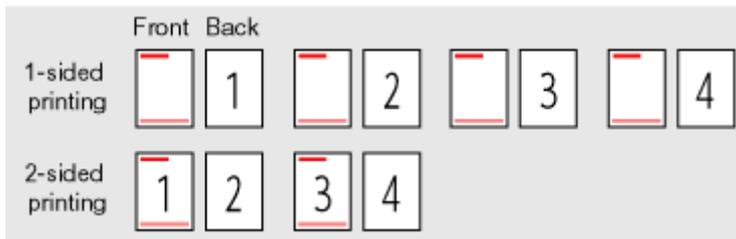
#### Paper Size and Paper Type

If you select unsupported paper size or paper type for 2-sided printing, the settings applied in this section will be invalid.

#### When **<Print Speed Priority>** is selected (the default setting)

All pages (odd and even) are printed on the back side for 1-sided printing while the odd pages are printed on the first side for 2-sided printing, as shown below.

- † Make sure to place the stack correctly to use preprinted paper, as the side to be placed face up varies between 1-sided and 2-sided printing.



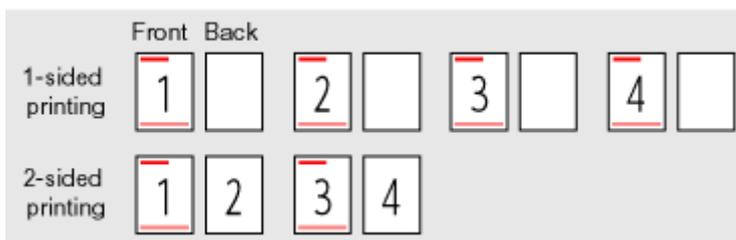
Select this setting when

- using paper types other than preprinted paper
- using preprinted paper only for 1-sided printing

#### When **<Print Side Priority>** is selected

All pages are printed on the first side for 1-sided printing so the odd pages are always printed on the first side for both 1-sided and 2-sided printing, as shown below.

- † The side to be placed face up is the same between 1-sided and 2-sided printing, even when using preprinted paper.



Select this setting when

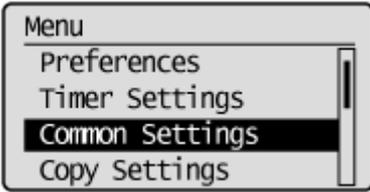
- using preprinted paper for both 1-sided and 2-sided printing

## 1

Press [  ] (Menu).

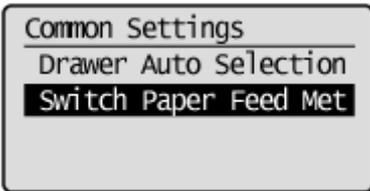
## 2

Select **<Common Settings>** using [▲] or [▼] and press [OK].



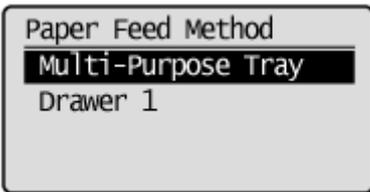
### 3

Select <Switch Paper Feed Method> using [▲] or [▼] and press [OK].



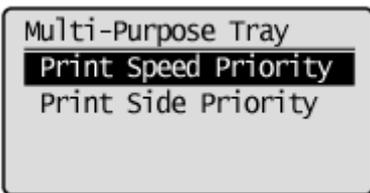
### 4

Select the paper source using [▲] or [▼] and press [OK].



### 5

Select <Print Speed Priority> or <Print Side Priority> using [▲] or [▼] and press [OK].



Place the paper stack as shown below when <Print Speed Priority> is selected.

(→: Feeding direction)

† For details on the procedure for loading paper when using multi-purpose tray or when printing pages of the landscape layout, see "[Paper Loading Orientation](#)."

<Print Speed Priority>

#### For 1-sided printing

Place the stack with the printed side face down.



#### For 2-sided printing

Place the stack with the front side (first page) face up.



<Print Side Priority>

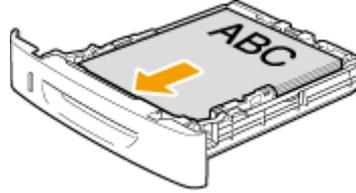
Place the paper stack as shown below when <Print Side Priority> is selected.

(→: Feeding direction)

† For details on the procedure for loading paper when using multi-purpose tray or when printing pages of the landscape layout, see "[Paper Loading Orientation](#)."

The side to be placed face up is the same between 1-sided and 2-sided printing.

- Place the stack with the printed side face up for 1-sided printing.
- Place the stack with the front side (first page) face up for 2-sided printing.



## 6

Press [  ] (Menu) to close the menu screen.

## Initializing the Settings

---

Choose to restore the following to the default settings.

- ❏ "Initializing the Menu"
  - ❏ "Initializing the Network Settings"
  - ❏ "Initializing the Key and Certificate"
  - ❏ "Initializing the Address Book"
  - ❏ "Initializing the System Management Settings"
-

## Initializing the Menu

Restore the following settings to the default settings separately or together.

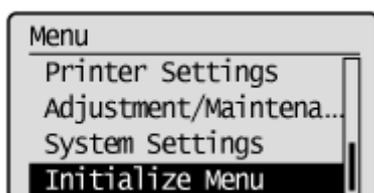
- Preferences
- Timer Settings
- Common Settings
- Copy Settings
- Fax Settings
- Scan Settings
- USB Direct Print Settings
- Printer Settings
- Initialize All

### 1

Press [  ] (Menu).

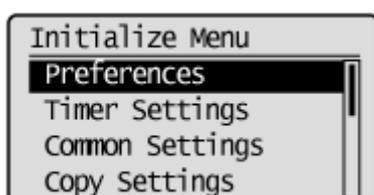
### 2

Select <Initialize Menu> using [▲] or [▼] and press [OK].



### 3

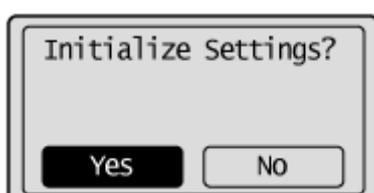
Select the item using [▲] or [▼] and press [OK].



### 4

Select <Yes> using [◀] and press [OK].

Initializing is performed.



# 5

Press [  ] (Menu) to close the menu screen.

---

## Initializing the Network Settings

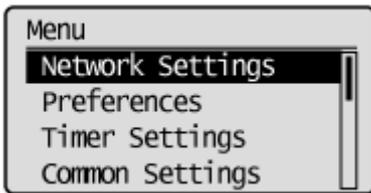
This section describes how to initialize the network settings to its default settings.

1

Press [  ] (Menu).

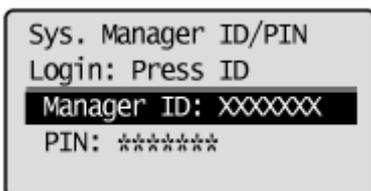
2

Press [▲] or [▼] to highlight <Network Settings>, and then press [OK].



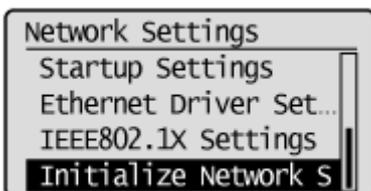
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



3

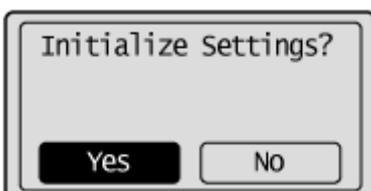
Press [▲] or [▼] to highlight <Initialize Network Settings>, and then press [OK].



4

Press [◀] to highlight <Yes>, and then press [OK].

Initializing is performed.



5

Press [  ] (Menu) to close the Menu screen.

---

# Initializing the Key and Certificate

Resets the key and certificate or CA certificate to the default values.

- Key and certificate: none (all have been deleted)
- CA certificate: 5 (the default preinstalled CA certificate)

## IMPORTANT

### About function settings

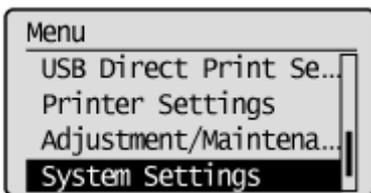
When the key and certificate are initialized, IEEE802.1X TLS certificate and SSL setting are set to "Off."

## 1

Press [  ] (Menu).

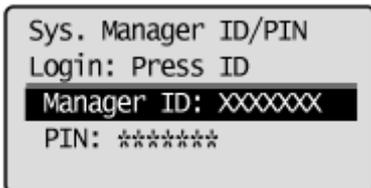
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



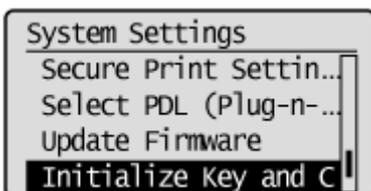
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



## 3

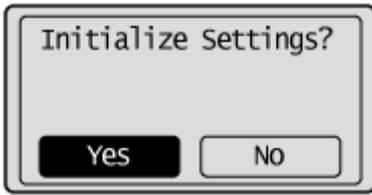
Select <Initialize Key and Certificate> using [▲] and [▼] and press [OK].



## 4

Select <Yes> using [◀] and press [OK].

Initializing is performed.



## 5

Press [  ] (Menu) to close the menu screen.

## Initializing the Address Book

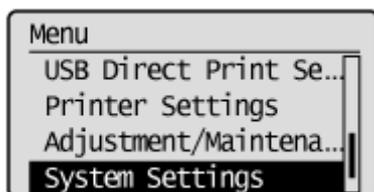
Choose to initialize the address book to the default settings.

1

Press [  ] (Menu).

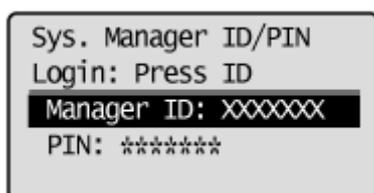
2

Select <System Settings> using [▲] or [▼] and press [OK].



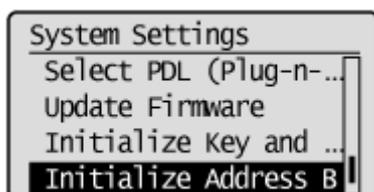
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



3

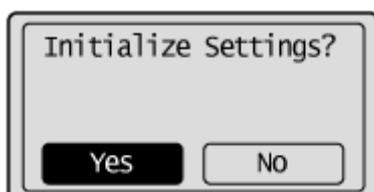
Select <Initialize Address Book> using [▲] or [▼] and press [OK].



4

Select <Yes> using [◀] and press [OK].

Initializing is performed.



# 5

Press [  ] (Menu) to close the menu screen.

---

## Initializing the System Management Settings

Restore the following settings to the default settings separately or together.

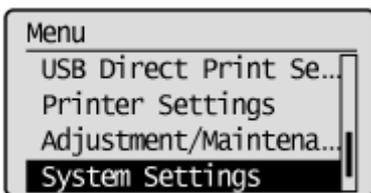
- Network Settings
- System Manager Information Settings
- Device Information Settings
- Dept. ID Management On/Off
- Security Settings
- Communication Management Settings
- Select Country/Region
- Forwarding Settings
- Store/Print When Forwarding
- Remote UI On/Off
- Restrict TX Function
- Register LDAP Server
- Display Job History
- USB Device On/Off
- Memory Media Storage On/Off
- USB Direct Print On/Off
- Product Extended Survey Program On/Off
- Cloud Print Settings
- Confirm Paper Settings
- Secure Print Settings
- Select PDL (Plug-n-Play)
- All settings mentioned above

### 1

Press [  ] (Menu).

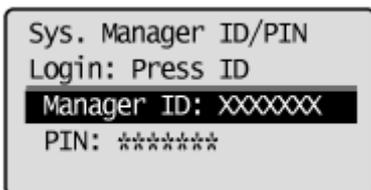
### 2

Select <System Settings> using [▲] or [▼] and press [OK].



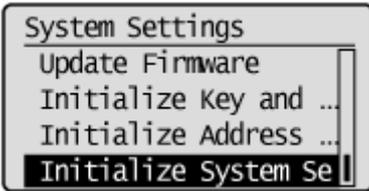
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



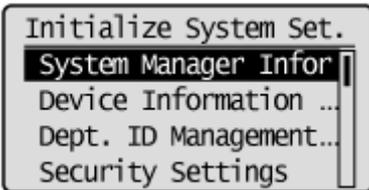
### 3

Select <Initialize System Settings> using [▲] or [▼] and press [OK].



4

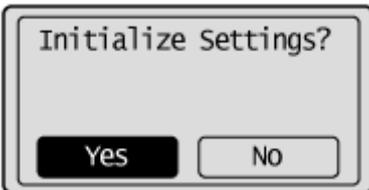
Select the item using [**▲**] or [**▼**] and press [**OK**].



5

Select <Yes> using [**◀**] and press [**OK**].

Initializing is performed.



6

Press [**⌂**] (Menu) to close the menu screen.

## Summary of Reports and Lists

---

You can automatically or manually print the following reports and lists.

### Address book list

Print addresses registered in one-touch keys, coded dial, and group dialing as separate lists.

➤ "Printing the Address Book List"

### User data list

Print the machine information or the list of settings specified in [  ] (Menu).

➤ "Printing the User Data List"

### System Manager Data List

You can print all the information about the machine.

➤ "Printing System Manager Data List"

### Communication management report

Print the log of faxes sent or received.

➤ "Printing a Communication Management Report "

Specify whether to print this report automatically after every 40 transmissions. Sending and receiving reports can be printed in separate formats.

➤ "Communication Management "

### Fax TX Result Report

Specify whether to print this report automatically or only when an error occurs.

➤ "Fax Send Results Report "

### E-Mail/Windows (SMB) TX Result Report

Specify whether to print this report automatically or only when an error occurs.

➤ "E-Mail/Windows (SMB) Send Results Report "

### RX result report

Specify whether to print this report automatically or only when an error occurs.

➤ "Receive Results "

### Dept. ID Management Report

You can print the total output volume for copy, print, and received fax jobs.

➤ "Printing Dept. ID Management Report"

## Printing the Report Automatically

---

Specify whether to print the following reports automatically.

- ❑ "Fax Send Results Report "
  - ❑ "E-Mail/Windows (SMB) Send Results Report "
  - ❑ "Communication Management "
  - ❑ "Receive Results "
-

# Fax Send Results Report

Specify whether to print the send results report automatically.  
The report includes the following.

- Job No.
- Address
- Name
- Start time
- Call length
- Sheets
- Result
  - OK  
Transmission finished successfully.
  - NG  
Transmission failed.

When an error code is displayed, see the following.

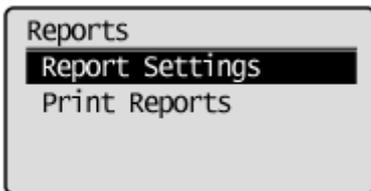
➤ ["Error Codes"](#)

## 1

Press [ ● ] (Report).

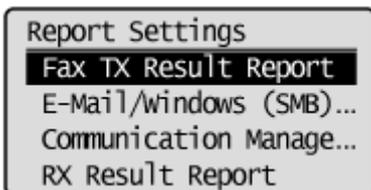
## 2

Select <Report Settings> using [▲] or [▼] and press [OK].



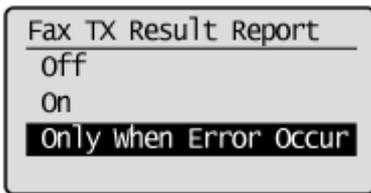
## 3

Select <Fax TX Result Report> using [▲] or [▼] and press [OK].



## 4

Specify how you want the report printed.



#### To choose not to print the report automatically

- (1) Press [**▲**] or [**▼**] to select <Off> and press [OK].
- (2) Proceed to Step 5.

#### To print the report every time you send a document

- (1) Press [**▲**] or [**▼**] to select <On> and press [OK].
- (2) Press [**▲**] or [**▼**] to select whether to include the information of the document that you are sending in the report and press [OK].
- (3) Proceed to Step 5.

#### To print the report only when a send error occurs

- (1) Press [**▲**] or [**▼**] to select <Only When Error Occurs> and press [OK].
- (2) Press [**▲**] or [**▼**] to select whether to include the information of the document that you are sending in the report and press [OK].
- (3) Proceed to Step 5.

## 5

Press [**●**] (Report) to close <Report Settings> screen.

## E-Mail/Windows (SMB) Send Results Report

Specify whether to print the send results report automatically.  
The report includes the following.

- Job No.
- Start time
- Sheets
- Address
- Error

When an error code is displayed, see the following.

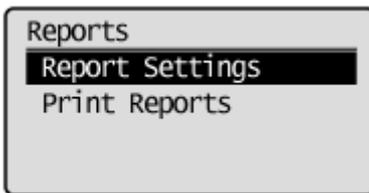
❏ ["Error Codes"](#)

### 1

Press [ ● ] (Report).

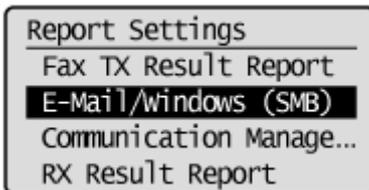
### 2

Select <Report Settings> using [▲] or [▼] and press [OK].



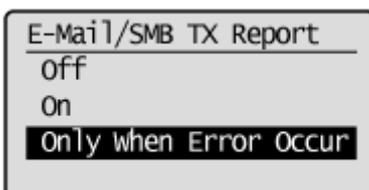
### 3

Select <E-Mail/Windows (SMB) TX Result Report> using [▲] or [▼] and press [OK].



### 4

Specify how you want the report printed.



#### To choose not to print the report automatically

- (1) Press [▲] or [▼] to select <Off> and press [OK].
- (2) Proceed to Step 5.

### **To print the report every time you send a document**

- (1) Press [▲] or [▼] to select <On> and press [OK].
- (2) Press [▲] or [▼] to select whether to include the information of the document that you are sending in the report and press [OK].
- (3) Proceed to Step 5.

### **To print the report only when a send error occurs**

- (1) Press [▲] or [▼] to select <Only When Error Occurs> and press [OK].
- (2) Press [▲] or [▼] to select whether to include the information of the document that you are sending in the report and press [OK].
- (3) Proceed to Step 5.

## **5**

**Press [●] (Report) to close <Report Settings> screen.**

---

# Communication Management

Specify whether to print the communication management report automatically.  
You can also print the report manually.

❖ "Printing a Communication Management Report "

The report includes the following.

- Start time
- Name
- No.
- Mode
- Page
- Result
  - OK  
Transmission finished successfully.
  - NG  
Transmission failed.

When an error code is displayed, see the following.

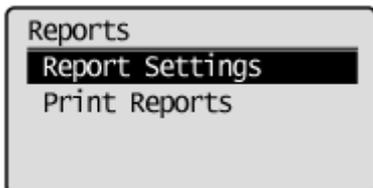
❖ "Error Codes"

## 1

Press [ ● ] (Report).

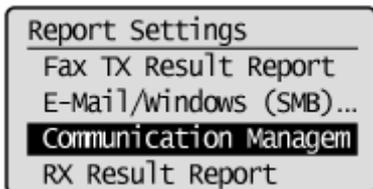
## 2

Select <Report Settings> using [▲] or [▼] and press [OK].



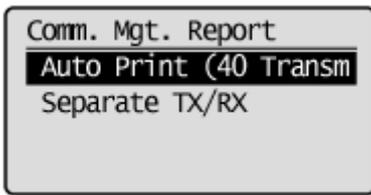
## 3

Select <Communication Management Report> using [▲] or [▼] and press [OK].



## 4

Specify how you want the report printed.



### To choose not to print the report automatically

- (1) Select <Auto Print (40 Transmissions)> using [▲] or [▼] and press [OK].
- (2) Select <Off> using [▲] or [▼] and press [OK].
- (3) Proceed to Step 5.

### To print the report automatically

- (1) Select <Auto Print (40 Transmissions)> using [▲] or [▼] and press [OK].
- (2) Select <On> using [▲] or [▼] and press [OK].
- (3) Proceed to Step 5.

### To print sending and receiving reports separately

- (1) Select <Separate TX/RX> using [▲] or [▼] and press [OK].
- (2) Select <Off> or <On> using [▲] or [▼] and press [OK].
  - <Off>: Print sending and receiving reports in the same format.
  - <On>: Print sending and receiving reports in different formats.
- (3) Proceed to Step 5.

## 5

Press [●] (Report) to close <Report Settings> screen.

## Receive Results

Specify whether to print the receive results report automatically.  
The report includes the following.

- Job No.
- Address
- Name
- Start time
- Call length
- Sheets
- Result
  - OK  
Transmission finished successfully.
  - NG  
Transmission failed.

When an error code is displayed, see the following.

➤ ["Error Codes"](#)

# 1

Press [ ● ] (Report).

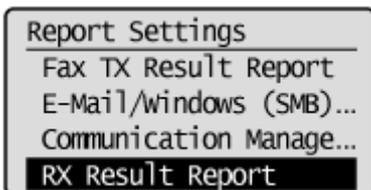
# 2

Select <Report Settings> using [▲] or [▼] and press [OK].



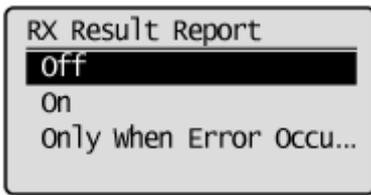
# 3

Select <RX Result Report> using [▲] or [▼] and press [OK].



# 4

Specify how you want the report printed.



**To choose not to print the report automatically**

- (1) Select <Off> using [**▲**] or [**▼**] and press [OK].
- (2) Proceed to Step 5.

**To print the report every time you receive a document**

- (1) Select <On> using [**▲**] or [**▼**] and press [OK].
- (2) Proceed to Step 5.

**To print the report only when a receive error occurs**

- (1) Select <Only When Error Occurs> using [**▲**] or [**▼**] and press [OK].
- (2) Proceed to Step 5.

**5**

**Press [**●**] (Report) to close <Report Settings> screen.**

## Printing List

---

You can manually print the following reports and lists.

- ❖ "Printing the Address Book List"
  - ❖ "Printing the User Data List"
  - ❖ "Printing System Manager Data List"
  - ❖ "Printing a Communication Management Report "
  - ❖ "Printing Dept. ID Management Report"
  - ❖ "Printing the PCL/PS Font List"
-

## Printing the Address Book List

Specify to print the address book list.  
The list includes the following.

### Coded dial

- No. (registered coded number)
- Address
- Name
- Destination Type

### One-touch

- No. (registered one-touch number)
- Address
- Name
- Destination Type

### Group

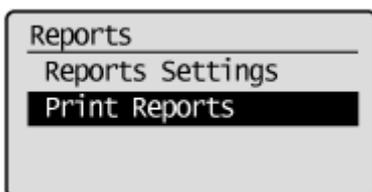
- No. (one-touch numbers or coded numbers registered as a group)
- Group name
- Address
- Name

**1**

Press [ ● ] (Report).

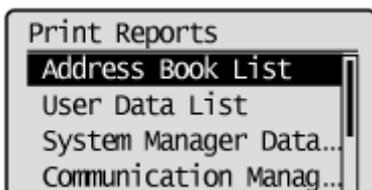
**2**

Select <Print Reports> using [▲] or [▼] and press [OK].



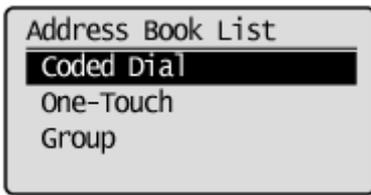
**3**

Select <Address Book List> using [▲] or [▼] and press [OK].



**4**

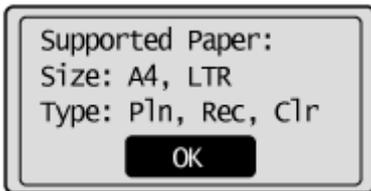
Select the item to print using [▲] or [▼] and press [OK].



## 5

**Make sure that paper is loaded in the paper source and press [OK].**

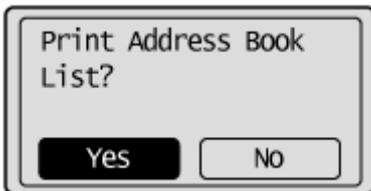
Load the displayed paper size.



## 6

**Select <Yes> using [◀] and press [OK].**

Printing starts.



## 7

**Press [●] (Report) to close <Address Book List> screen.**

## Printing the User Data List

Specify to print the user data list.  
The list includes the following.

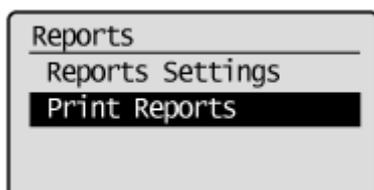
- Preferences
- Timer settings
- Common Settings
- Copy settings
- Fax Settings
- Scan Settings
- USB Direct Print Settings
- Printer Settings
- Adjustment/Maintenance
- Reports
- Paper Settings

### 1

Press [ ● ] (Report).

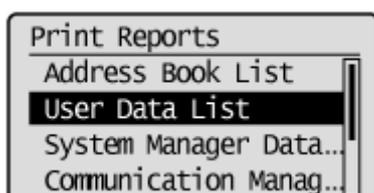
### 2

Select <Print Reports> using [▲] or [▼] and press [OK].



### 3

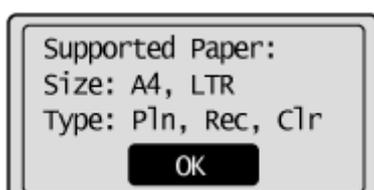
Select <User Data List> using [▲] or [▼] and press [OK].



### 4

Make sure that paper is loaded in the paper source and press [OK].

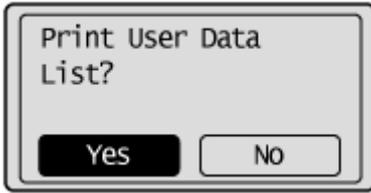
Load the displayed paper size.



## 5

Select <Yes> using [ ◀ ] and press [OK].

Printing starts.



## 6

Press [ ● ] (Report) to close <Print Report> screen.

---

## Printing System Manager Data List

Print the System Manager Data List.

The following items are printed.

- Preferences
- Timer Settings
- Common Settings
- Copy Settings
- Fax Settings
- Scan Settings
- USB Direct Print Settings
- Printer Settings
- Adjustment/Maintenance
- System Settings
- Reports
- Paper Settings

If an error code is displayed, see the following.

➤ ["Error Codes"](#)

### 1

Press [ ● ] (Report).

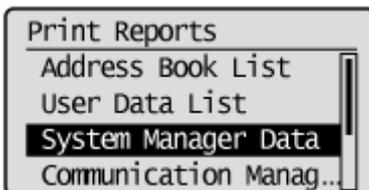
### 2

Select <Print Reports> using [▲] or [▼] and press [OK].



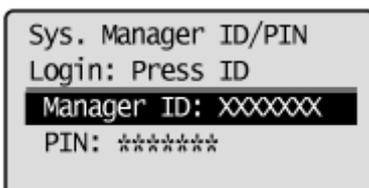
### 3

Select <System Manager Data List> using [▲] or [▼] and press [OK].



### When the system manager ID and system manager PIN are specified

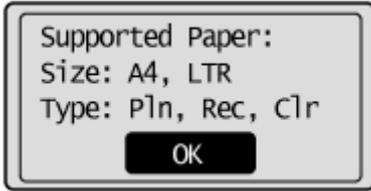
Use the numeric keys to enter the ID and number, and then press [ ID ] (Log In/Out).



## 4

**Make sure that paper is loaded, and then press [OK].**

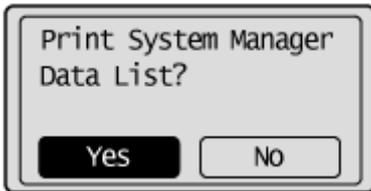
Load paper of the type displayed on the screen.



## 5

**Select <Yes> using [◀] and press [OK].**

Printing begins.



## 6

**Press [●] (Report) to close the <Print Reports> screen.**

# Printing a Communication Management Report

Specify to print the fax activity report.  
You can choose to print the report automatically.

## ❖ "Communication Management "

The list includes the following.

- Start time
- Name/Address
- No.
- Mode
- Page
- Result
  - OK  
Transmission finished successfully.
  - NG  
Transmission failed.

When an error code is displayed, see the following.

## ❖ "Error Codes"

### 1

**Press [ ● ] (Report).**

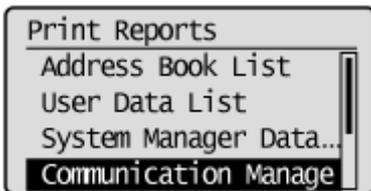
### 2

**Select <Print Reports> using [▲] or [▼] and press [OK].**



### 3

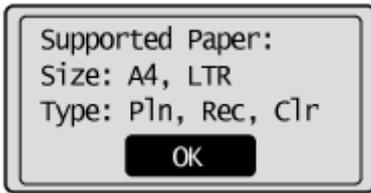
**Select <Communication Management Report> using [▲] or [▼] and press [OK].**



### 4

**Make sure that paper is loaded in the paper source and press [OK].**

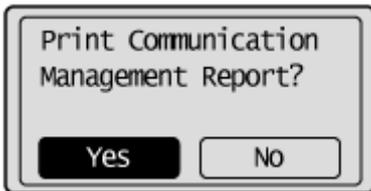
Load the displayed paper size.



## 5

Select <Yes> using [◀] and press [OK].

Printing starts.



## 6

Press [●] (Report) to close the <Print Reports> screen.

---

## Printing Dept. ID Management Report

Print the Dept. ID Management Report.

The following items are printed.

- Dept. ID
- Number of pages copied
- Number of pages printed
- Number of pages scanned (B&W/Color)

### 1

Press [  ] (Report).

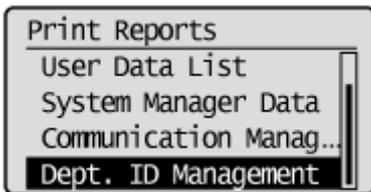
### 2

Select <Print Reports> using [  ] or [  ] and press [OK].



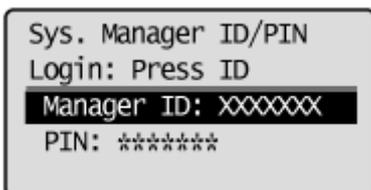
### 3

Select <Dept. ID Management Report> using [  ] or [  ] and press [OK].



#### When the system manager ID and system manager PIN are specified

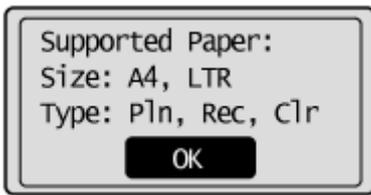
Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



### 4

Make sure that paper is loaded, and then press [OK].

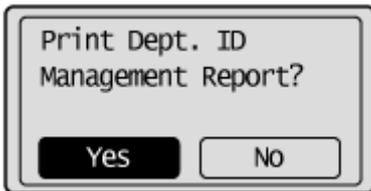
Load paper of the type displayed on the screen.



## 5

Select <Yes> [◀] and press [OK].

Printing begins.



## 6

Press [●] (Report) to close the <Print Reports> screen.

---

# Printing the PCL/PS Font List

Print the list of the PCL or PS fonts resident on the machine.

† MF6140dn supports only the PCL font list.

## IMPORTANT

### Check the Paper Settings first.

The font list can be printed on either A4 or Letter sized paper only. Follow the steps in the procedure below to print the font list:

- (1) Load A4 or Letter sized paper in the paper drawer.
  - "Loading Paper"
- (2) Specify the loaded paper size for <Paper Settings> for the selected paper source.
  - "Registering the Default Paper Settings for the Multi-purpose Tray"
  - "For the Paper Drawer"

† The font list cannot be printed unless the paper size specified for <Paper Settings> for the selected paper source matches the paper size loaded in the paper source.

## 1

Press [ ● ] (Report).

## 2

Select <Print Reports> using [ ▲ ] or [ ▼ ] and press [OK].



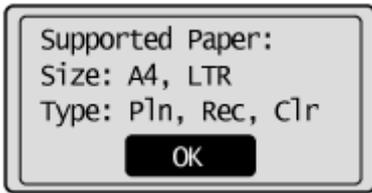
## 3

Select <PCL Font List> or <PS Font List> using [ ▲ ] or [ ▼ ] and press [OK].



## 4

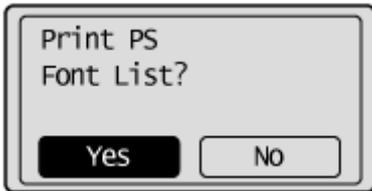
Make sure that paper is loaded in the paper source and press [OK].



## 5

Select <Yes> using [◀] and press [OK].

Printing starts.



## 6

Press [●] (Report) to close <Print Report> screen.

## Viewing the Counter

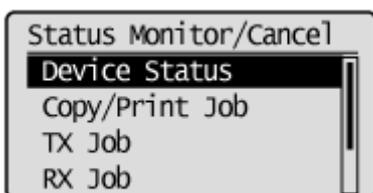
Specify to view the print log that provides total pages printed for print, copy, and received fax jobs.

1

Press [  ] (Status Monitor/Cancel).

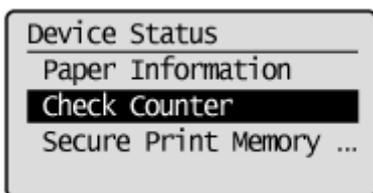
2

Select <Device Status> using [▲] or [▼] and press [OK].

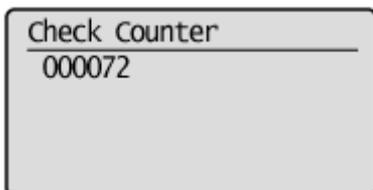


3

Select <Check Counter> using [▲] or [▼] and press [OK].



The counter is displayed.



4

Press [  ] (Status Monitor/Cancel) to close <Check Counter> screen.

# Necessary Operations in Department ID Management

When the department ID management is set, you can use the machine if you enter your registered department ID and PIN.  
For details on the department ID setting, see the following.

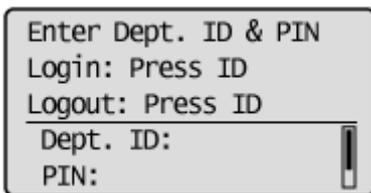
➤ "Specifying the Setting for Department ID Management"

## If the login display of the department ID appears

Enter the department ID and PIN to operate the machine.

**1**

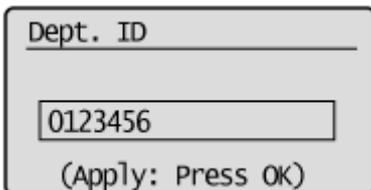
Select <Dept. ID> using [▲] or [▼] and press [OK].



Enter Dept. ID & PIN  
Login: Press ID  
Logout: Press ID  
Dept. ID:   
PIN:

**2**

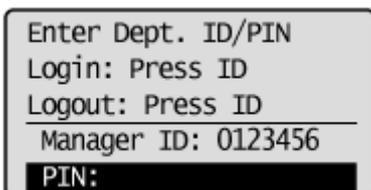
Use numeric keys to enter the department ID, and then press [OK].



Dept. ID  
  
(Apply: Press OK)

**3**

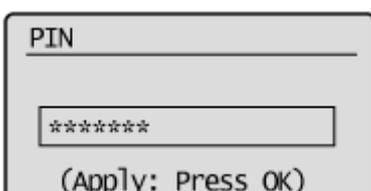
Select <PIN> using [▲] or [▼] and press [OK].



Enter Dept. ID/PIN  
Login: Press ID  
Logout: Press ID  
Manager ID: 0123456  
PIN:

**4**

Use numeric keys to enter the PIN and press [OK].



PIN  
  
(Apply: Press OK)

# 5

Press [ ID ] (Log In/Out).

```
Enter Dept. ID/PIN
Login: Press ID
Logout: Press ID
-----
Manager ID: 0123456
PIN: *****
```

## The operation which is performed after using the machine

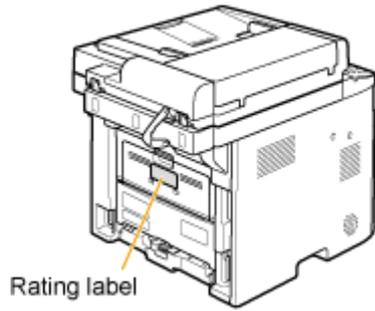
Press [ ID ] (Log In/Out) to open the login display of the department ID.

```
Enter Dept. ID/PIN
Login: Press ID
Logout: Press ID
-----
Manager ID:
PIN:
```

## Locating the Serial Number

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The serial number (a character string of three letters and a 5-digit number) is written on the rating label on the rear side of the machine.



## Specifications

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Note that specifications are subject to change without notice.

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## Machine Specifications

Machine Specifications	
Type	Personal Desktop
Power Supply	220 to 240 V, 50/60 Hz (Power requirements can vary by country. They depend on where you purchased the product.)
Power Consumption	<ul style="list-style-type: none"> <li>▪ Maximum 1,200 W or less</li> <li>▪ Average consumption during standby mode Approx. 9 W</li> <li>▪ Average consumption during sleep mode Approx. 2.2 W Approx. 2.7 W (by Wireless Connections)</li> <li>▪ When the main power switch is turned OFF: 0.1 W or less</li> </ul> <p>* The power consumption may vary, depending on the environment and conditions under which the machine is being used.</p>
Warm-up Time	<p>11 seconds or less*</p> <p>(Temperature: 20 °C, humidity: 65% RH ; from when the machine is turned ON using the main power switch to when the standby screen is displayed)</p> <p>* Warm-up time may vary depending on the conditions of the installation environment.</p>
Weight	Main unit (the toner cartridge included): Approx. 19.1 kg
Environmental Conditions	<p>Temperature: 10 to 30°C</p> <p>Humidity: 20% to 80% RH (no condensation)</p>
Acceptable Documents	<p>➤ <a href="#">"Supported Document Types"</a></p>
Acceptable Paper Stock	<p>➤ <a href="#">"Supported Paper Types"</a></p>
Printable Area	<p>➤ <a href="#">"Printable Area"</a></p>
Scan Area	<p>➤ <a href="#">"Scan Area"</a></p>

## Wireless LAN Specification (MF6180dw Only)

Wireless LAN Specification	
Standard	IEEE802.11g/IEEE802.11b
Transmission Scheme	DS-SS System/OFDM System
Frequency Range	2412 to 2472 MHz
Data Transmission Rate	<ul style="list-style-type: none"><li>IEEE802.11g 6/9/12/18/24/36/48/54 Mbps</li><li>IEEE802.11b 1/2/5.5/11 Mbps</li></ul>
Communication Mode	Infrastructure Mode
Security	WEP, WPA-PSK (TKIP/AES-CCMP), WPA2-PSK (TKIP/AES-CCMP)
Setting Methods	WPS (Wi-Fi Protected Setup), Manually Setting

## Copy Specifications

Copy Specifications	
Scan Resolution	<ul style="list-style-type: none"><li>Text/Photo: 300 dpi x 600 dpi</li><li>Text/Photo (Quality), Photo, Text: 600 dpi x 600 dpi</li></ul>
Output Resolution	600 dpi x 600 dpi
Copy Ratio	<ul style="list-style-type: none"><li>Direct 1:1 ± 1.0 %</li><li>100% 1:1, 400% Max, 200%, 141% A5-&gt;A4, 70% A4-&gt;A5, 50%, 25% Min</li><li>Zoom 0.25 to 4.00, 1 % increments</li></ul>
Copy Speed (A4 Plain Direct)*	33 cpm
Continuous Copying Capacity	Maximum 99 copies
First Copy Time (A4)	8 seconds or less

\* The copy speed on A4 size plain paper on one-side printing is measured during continuous copying. Copy speeds vary depending on the paper type and size, as well as the paper feeding direction. Copy speeds on smaller paper sizes may be slower. Plus, the machine may experience downtime or decrease the copy speed in the middle of a continuous copy run to adjust the temperature inside the machine or maintain the optimal print quality.

## Printer Specification

Printer Specification	
Printing Method	Indirect electrostatic system (On-demand fixing)
Paper Capacity	Multi-purpose tray: Approx. 50 sheets (60 to 89 g/m <sup>2</sup> ) Paper drawer: Approx. 250 sheets (60 to 89 g/m <sup>2</sup> ) Paper Feeder Unit PF-44 (Optional): Approx. 500 sheets (60 to 89 g/m <sup>2</sup> )
Output Tray Capacity (a fresh stack of A4 size paper)	Output tray: Approx. 150 sheets (75 g/m <sup>2</sup> )* <sup>1</sup> Sub Output tray: 1 sheet
Print Speed (A4 Plain Direct)* <sup>2</sup>	33 ppm
First Print Time (A4)	6 seconds or less* <sup>3</sup>
Output Resolution	Equivalent to 1200dpi x 600dpi
Gradation	256 gradations
Toner Cartridges	<a href="#">"Toner Cartridges"</a>

\*<sup>1</sup> The actual paper capacity varies depending on the installation environment and paper type used.

\*<sup>2</sup> The print speed on A4 size plain paper on one-side printing is measured during continuous printing. Print speeds vary depending on the paper type and size, as well as the paper feeding direction. Print speeds on smaller paper sizes may be slower. Plus, the machine may experience downtime or decrease the print speed in the middle of a continuous print run to adjust the temperature inside the machine or maintain the optimal print quality.

\*<sup>3</sup> May vary depending on the output environment.

## Scanner Specifications

Scanner Specifications	
Type	Color scanner
Maximum Scan Size	<ul style="list-style-type: none"><li>Platen glass: up to 216 mm x 297 mm</li><li>Feeder: up to 215.9 mm x 355.6 mm</li></ul>
Scan Resolution	<ul style="list-style-type: none"><li>Optical resolution Platen glass: up to 600 x 600 dpi Feeder: up to 300 x 300 dpi</li><li>Software interpolation resolution 9600 dpi x 9600 dpi</li></ul>
Scan Speed (A4, 300 x 300 dpi)*	Color: 9 sheets/minute Black and White: 28 sheets/minute
Host Interface	<ul style="list-style-type: none"><li>100 Base-TX</li><li>10 Base-T</li><li>Hi-Speed USB</li><li>USB</li></ul>
Operating System	<ul style="list-style-type: none"><li>Windows XP/Vista/7/8</li><li>Mac OS 10.5.8 or later</li></ul>
Driver	<ul style="list-style-type: none"><li>TWAIN</li><li>WIA 1.0 (Windows XP)</li><li>WIA 2.0 (Windows Vista/7/8)</li><li>ICA (Mac OS X 10.6.x)</li></ul>

\* Scan speeds were only measured.

## Fax Specifications

Fax Specifications	
Line Used	Public Switched Telephone Network (PSTN) <sup>*1</sup>
Communication Mode	Super G3, G3
Compression Method	MH, MR, MMR, JBIG
Modem Speed	Super G3: 33.6 Kbps, G3: 14.4 Kbps (Automatic Fallback)
Transmission Speed	Approx. 3 seconds per page <sup>*2</sup> (ECM-JBIG, transmitting from the memory at 33.6 Kbps)
Sending from Memory/Receiving in Memory	Maximum approx. 512 pages <sup>*2</sup> (Total pages of transmission/reception) (Maximum number of fax jobs that can be sent from the memory: 10 jobs/ Maximum number of fax jobs that can be received into the memory: 30 jobs)
Fax Resolution	<ul style="list-style-type: none"> <li>• (Normal): 200 dpi x 100 dpi</li> <li>• (Fine): 200 dpi x 200 dpi</li> <li>• (Photo): 200 dpi x 200 dpi</li> <li>• (Superfine): 200 dpi x 400 dpi</li> <li>• (Ultrafine): 400 dpi x 400 dpi</li> </ul>
Dialing	<ul style="list-style-type: none"> <li>• One-touch keys (19 destinations)</li> <li>• Coded dialing (181 destinations)</li> <li>• Group dialing (199 destinations)</li> <li>• Address book dialing</li> <li>• Regular dialing (with numeric keys)</li> <li>• Automatic redialing</li> <li>• Manual redialing</li> <li>• Sequential broadcast (210 destinations)</li> </ul>
Receiving	<ul style="list-style-type: none"> <li>• Automatic reception</li> <li>• Remote reception by telephone (Default ID: 25)</li> </ul>
Reports	<ul style="list-style-type: none"> <li>• Fax Send Results Report</li> <li>• E-Mail/Windows (SMB) Send Results Report</li> <li>• Transmission management report (Auto output every 40 destinations)</li> <li>• Receive Results</li> </ul>

<sup>\*1</sup> The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower. Note that speeds can vary depending on the telephone line conditions.

<sup>\*2</sup> Based on ITU-T (ITU Telecommunication Standardization Sector) Standard Chart No. 1, JBIG standard mode.

## Telephone Specifications

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Telephone Specifications	
Telephone Type	<ul style="list-style-type: none"><li>▪ Handset (optional)</li><li>▪ External telephone/External telephone with the built-in answer function/Data modem</li></ul>

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## Transmission Specification

Specification for File Server Transmission					
Communication Protocol	SMB (TCP/IP)				
Data Format	<ul style="list-style-type: none"> <li>▪ PDF (Compact)</li> <li>▪ PDF</li> <li>▪ JPEG</li> <li>▪ TIFF</li> </ul>				
Resolution	Resolutions for data formats are;				
		JPEG	TIFF	PDF	PDF (Compact)
	Black and White	300 dpi	300 dpi (MMR Compression)	300 dpi (MMR Compression)	Text: 300 dpi Background: 150 dpi
Color	300 dpi	300 dpi (JPEG Compression)	200 dpi (JPEG Compression)	Text: 300 dpi Background: 150 dpi	
System Environment	<ul style="list-style-type: none"> <li>▪ Windows XP/Vista/7/8/Server 2003/Server 2008/Server 2012</li> <li>▪ Solaris Version 2.6 or later (with Samba 2.2 or later)</li> <li>▪ Mac OS X (Mac OS X 10.7 is not supported.)</li> <li>▪ Red Hat Linux 7.2 or later (with Samba 2.2 or later)</li> </ul>				
Interface	100BASE-TX, 10BASE-T				
Color Mode	Color, Black/White				
Inputted Image	Text, Text/Photo, Photo				
Paper Size	A4/B5/A5				

Specification for E-mail Sending					
Communication Protocol	SMTP*				
Data Format	<ul style="list-style-type: none"> <li>▪ PDF (Compact)</li> <li>▪ PDF</li> <li>▪ JPEG</li> <li>▪ TIFF</li> </ul>				
Resolution	Resolutions for data formats are;				
		JPEG	TIFF	PDF	PDF (Compact)
	Black and White	300 dpi	300 dpi (MMR Compression)	300 dpi (MMR Compression)	Text: 300 dpi Background: 150 dpi
Color	300 dpi	300 dpi (JPEG Compression)	200 dpi (JPEG Compression)	Text: 300 dpi Background: 150 dpi	

System Environment	<ul style="list-style-type: none"><li>• Windows XP/Vista/7/8/Server 2003/Server 2008/Server 2012</li><li>• Solaris Version 2.6 or later (with Samba 2.2 or later)</li><li>• Mac OS X (Mac OS X 10.7 is not supported.)</li><li>• Red Hat Linux 7.2 or later (with Samba 2.2 or later)</li></ul>
Interface	100BASE-TX, 10BASE-T
Color Mode	Color, Black/White
Inputted Image	Text, Text/Photo, Photo
Paper Size	A4/B5/A5

\* POP3 is available to use only when authenticating before sending

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## Optional Drawer

Paper Feeder Unit PF-44	
Paper Capacity	500 sheets (60 to 89 g/m <sup>2</sup> )
Available Paper	<a href="#">"Supported Paper Types"</a>
Power Supply	From main unit
Dimensions (W x L x H)	390 mm x 473 mm x 136 mm
Weight	Approx. 4.1 kg

## Document Type

---

- ❏ "Supported Document Types"
  - ❏ "Scan Area"
-

## Supported Document Types

	Platen Glass	Feeder
Type	<ul style="list-style-type: none"> <li>Plain paper</li> <li>Heavy paper</li> <li>Photograph</li> <li>Small documents (for example, index cards)</li> <li>Special types of paper (for example, tracing paper, transparencies, etc.)<sup>*1</sup></li> <li>Booklet (Up to 20 mm thickness)</li> </ul>	Plain paper (Multi-page documents of the same size, thickness and weight/one-page documents)
Size (W x L)	Up to 216 mm x 297 mm	<ul style="list-style-type: none"> <li>Maximum size: 215.9 mm x 355.6 mm</li> <li>Minimum size: 139.7 mm x 128 mm</li> </ul>
Weight	Up to 2 kg	One-sided scanning (1 page): 50 to 105 g/m <sup>2</sup> Two-sided scanning: 64 to 105 g/m <sup>2</sup>
Paper Capacity	1 sheet	Up to 50 sheets (A4) <sup>*2</sup>

<sup>\*1</sup> To copy transparent documents (for example, tracing paper or transparencies), make sure to place the documents face down on the platen glass and cover them with plain white paper.

<sup>\*2</sup> 80 g/m<sup>2</sup>

### IMPORTANT

#### To place your document

Make sure any glue, ink, or correction fluid on the document is completely dry before placing it on the platen glass or into the feeder.

#### To prevent paper jams in the feeder

Do not use any of the following.

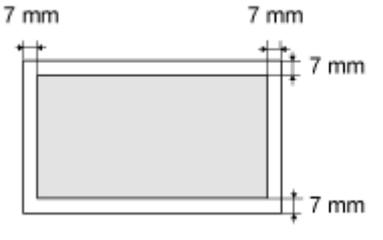
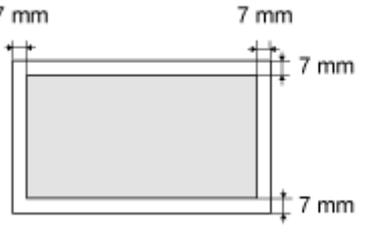
- Wrinkled or creased paper
- Carbon paper or carbon-backed paper
- Curled or rolled paper
- Coated paper
- Torn paper
- Onion skin or thin paper
- Stapled or clipped documents
- Paper printed by a thermal transfer printer
- Transparencies

## Scan Area

Make sure that your scan area fits within the shaded area, as shown in the illustrations on the following page.

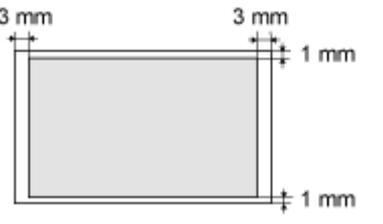
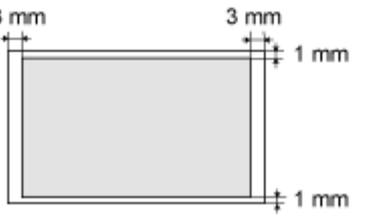
- † Note that the margins indicated in the illustrations are for your reference. Actual margins can vary.
- † Refer to the following document loading orientation.
  - Platen glass: With the document facing down
  - Feeder: With the document loaded in the document feeder tray

### Copy

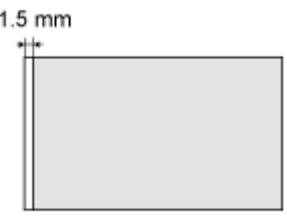
Platen Glass	Feeder
 <p>7 mm 7 mm 7 mm 7 mm</p>	 <p>7 mm 7 mm 7 mm 7 mm</p>

\* See "Printable Area" if you would like to know the practical printable area.

### Fax

Platen Glass	Feeder
 <p>3 mm 3 mm 1 mm 1 mm</p>	 <p>3 mm 3 mm 1 mm 1 mm</p>

### Scan

Platen Glass	Feeder
 <p>1.5 mm</p>	 <p>*The whole document can be scanned without any margins.</p>

## Paper

---

- ❖ "Supported Paper Types"
  - ❖ "Printable Area"
-

## Supported Paper Types

### Paper Size

The following paper sizes are supported.

† When printing a received fax, use A4 or Letter size paper.

If you print a received fax on a different paper size, the images may be cut off or split.

○ : Supported    — : Not supported

Paper Size	Paper Source	
	Paper drawer*1	Multi-purpose tray
A4 (210 mm x 297 mm) <sup>*2*3*4</sup>	○	○
B5 (182 mm x 257 mm)	○	○
A5 (148 mm x 210 mm)	○	○
Legal (215.9 mm x 355.6 mm) <sup>*2</sup>	○	○
Letter (215.9 mm x 279.4 mm) <sup>*2*3*4</sup>	○	○
Statement (139.7 mm x 215.9 mm)	—	○
Executive (184 mm x 266.7 mm)	○	○
Officio (215.9 mm x 317.5 mm)	○	○
B-officio (216 mm x 355 mm)	○	○
M-officio (215.9 mm x 341 mm)	○	○
Government - Letter (203.2 mm x 266.7 mm)	○	○
Government - Legal (203.2 mm x 330.2 mm)	○	○
Foolscap (215.9 mm x 330.2 mm)	○	○
A-foolscap (205.7 mm x 337.8 mm)	○	○
Envelope COM10 (104.7 mm x 241.3 mm) <sup>*5</sup>	—	○
Envelope Monarch (98.4 mm x 190.5 mm) <sup>*5</sup>	—	○

Envelope C5 (162 mm x 229 mm) <sup>*5</sup>	—	○
Envelope B5 (176 mm x 250 mm) <sup>*5</sup>	—	○
Envelope DL (110 mm x 220 mm) <sup>*5</sup>	—	○
Index Card (76 mm x 127 mm)	—	○
Custom Paper Size	—	○ <sup>*6</sup>

\*1 This type of paper can be loaded also in the optional paper drawer (Drawer 2).

\*2 Can be used for automatic 2-sided printing.

\*3 Can be used for printing received faxes.

\*4 Can be used for printing reports or lists.

\*5 Make sure the flap is folded.

\*6 You can set custom paper size of Width: 127 to 356 mm and Length: 76 to 216 mm.

Specify the paper size in portrait orientation (Height  $\geq$  Width) and within the range that can be defined.

#### NOTE

##### Default paper size

The default paper size is A4. To use a different paper size, change the paper size setting.

 ["Setting the Paper Size and Type"](#)

##### Using chlorine-free paper

Chlorine-free paper can be used with this machine.

## Type

The following paper types are supported.

— : Unavailable

Paper Type		Printer Driver Setting	Paper Source/Paper Capacity		
			Paper Drawer 1	Paper Drawer 2 (optional)	Multi-purpose Tray
Plain paper <sup>*1*2</sup>	60 to 89 g/m <sup>2</sup>	[Plain Paper] [Plain Paper L] <sup>*4</sup>	250 sheets	500 sheets	50 sheets
Heavy paper <sup>*3</sup>	90 to 128 g/m <sup>2</sup>	[Heavy Paper 1]	160 sheets	320 sheets	40 sheets
	129 to 163 g/m <sup>2</sup>	[Heavy Paper 2]	—	—	25 sheets
Recycled paper <sup>*1*2</sup>	60 to 89 g/m <sup>2</sup>	[Recycled Paper]	250 sheets	500 sheets	50 sheets
Color paper <sup>*1*2</sup>	60 to 89 g/m <sup>2</sup>	[Color Paper]	250 sheets	500 sheets	50 sheets
Transparency <sup>*5</sup>		[Transparency]	—	—	15 sheets
Label		[Labels]	—	—	20 sheets
Index Card		[Index Card]	—	—	15 sheets
Envelope		[Envelope]	—	—	5 sheets

\*1 Can be used for automatic 2-sided printing.

\*2 Can be used for printing received faxes.

\*3 Automatic 2-sided printing is available for up to 128 g/m<sup>2</sup> of heavy papers.

\*4 To use pre-printed paper, set the paper type to [Plain Paper L] if it is curled. Note that toner may not flow well into the paper.

\*5 Use only the types designed for laser printers.

**To prevent paper jams, do not use the following paper types.**

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

**The following paper types do not print well:**

- Highly textured paper
- Very smooth paper
- Glossy paper

**Make sure that the paper is free of dust, lint, and oil stains.**

**Make sure to test print before purchasing large quantities of copy paper.**

**Keep the paper wrapped in its original package (unopened or opened) and stored in a cool, dry place until ready to use. Make sure to keep it on a flat surface.**

**Store paper stacks in a place where temperatures are somewhere between 18 to 24°C and humidity is somewhere between 40 % to 60 % RH.**

**Avoid rubbing the printed paper with fingers or cloth because it may cause toner stain or toner peeling.**

 **CAUTION**

**To print on damp paper**

The following problems may occur.

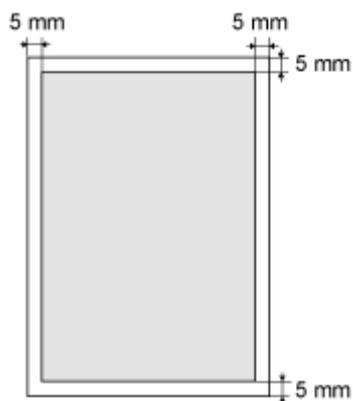
- Steam is emitted from the machine's output area.
- Water droplets form on the back side of the operation panel and in the output area.

Moisture evaporates from damp paper due to the heat generated inside the fixing unit (it is most likely to occur at low room temperatures). This is not a malfunction, but you can prevent this by using a stack of new unopened paper. Should you smell something burning, immediately turn OFF the machine, unplug the power plug from the AC power outlet, and contact your local authorized Canon dealer or the Canon help line. Continued use may lead to a fire or electrical shock.

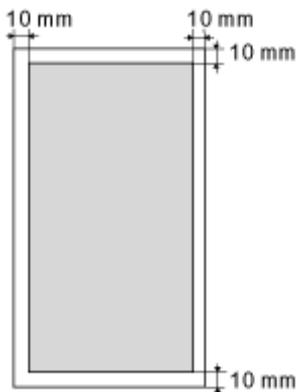
## Printable Area

The shaded area in the illustration on the following page represents the printable area.

Note that the margins indicated in the illustration are for your reference. Actual margins can vary.



\* When an envelope is printed, the margin is 10 mm on top, bottom, right, and left.



### NOTE

#### To enlarge the printable area

Apply the following setting from the printer driver.

1. Click [Advanced Setting] in the [Finishing] tab of printer driver.
2. Set [Enlarge Print Area] to [ON].

\* Depending on the job, the data may not be printed in a part of document edge, or the bottom edge of paper or the following paper may be tainted.

\* This setting is valid only when the job is printed from the printer driver.

# Copy

This chapter describes how to use the copy functions.

You can perform various copying tasks easily, such as reducing, enlarging, or sorting copies.

When the feeder is attached to the machine, you can place multiple documents in the feeder to copy more than one page in a single scan.

## IMPORTANT

### Paper size

You cannot copy documents of different size at a time.

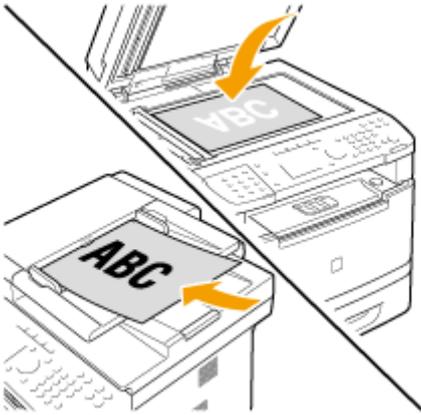
Using the copy functions for the first time	See " <a href="#">Basic Copy Operations.</a> "
Checking and canceling copy jobs/Checking copy job history	See " <a href="#">Checking and Canceling Copy Jobs/Checking Copy Job History.</a> "
Using various copy functions	See the following sections. <ul style="list-style-type: none"><li>• "<a href="#">Selecting Copy Papers</a>"</li><li>• "<a href="#">Adjusting the Density</a>"</li><li>• "<a href="#">Selecting the Document Type</a>"</li><li>• "<a href="#">2-Sided Copying</a>"</li><li>• "<a href="#">Enlarging/Reducing Copies</a>"</li><li>• "<a href="#">Copying Multiple Documents onto One Sheet (N on 1)</a>"</li><li>• "<a href="#">Copying by Saving Paper</a> "</li><li>• "<a href="#">Collating Copies</a>"</li><li>• "<a href="#">Erasing Dark Borders and Frame Lines (Frame Erase)</a>"</li><li>• "<a href="#">Emphasizing the Outline of the Image (Sharpness)</a>"</li><li>• "<a href="#">Registering and Using Combination of Copy Settings (Mode Memory)</a>"</li></ul>
Changing the default values for copy	See " <a href="#">Changing the Default Settings.</a> "

# Basic Copy Operations

## 1

**Place your document.**

- ❖ "Placing Documents"
- ❖ "Supported Document Types"



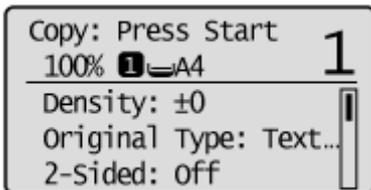
† Up to 50 documents can be loaded into the feeder.

## 2

**Press [ COPY ].**



The copy mode screen appears.



## 3

**Specify the copy settings as needed.**

- ❖ "Selecting Copy Papers"
- ❖ "Adjusting the Density"
- ❖ "Selecting the Document Type"
- ❖ "2-Sided Copying"
- ❖ "Enlarging/Reducing Copies"
- ❖ "Copying Multiple Documents onto One Sheet (N on 1)"
- ❖ "Collating Copies"
- ❖ "Erasing Dark Borders and Frame Lines (Frame Erase)"
- ❖

 **NOTE**

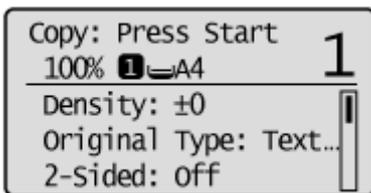
**Copy Settings**

- When you combine multiple settings for use, see "[Attention \(Combination of Copy Settings\)](#)."
- The settings specified here are effective only for the current operation. To make the settings effective for all the copy operations, see "[Changing the Default Settings](#)."
- Register your frequently used settings into the Mode Memory. It is useful. See "[Registering and Using Combination of Copy Settings \(Mode Memory\)](#)."

## 4

**Enter the copy quantity (1 to 99) using numeric keys.**

↑ Press [  ] (Clear) to cancel the entered quantity.



## 5

**Press [  ] (Start).**

Copying starts.

 **When <Incorrect Size/Setting> appears**

Change the <Paper Settings> menu or load the paper size specified in the <Paper Settings> menu.

➤ "[When <Incorrect Size/Setting> Appears](#)"

 **When the message <Memory is full. Scanning canceled. Print?> appears**

Print the pages successfully scanned or cancel the job.

 **IMPORTANT**

**To copy a document without margins**

The image may be partially cut off on the output. See the following section in "Specifications" for more information.

➤ "[Scan Area](#)"

## Attention (Combination of Copy Settings)

You can combine and use various copy settings. This applies to Mode Memory registration and default value settings as well.

However, the following limitation is found in the setting combination.

<No. of Copies>	Nothing special.
<Density>	When <Background> is set to <Auto>, <Original Type> is changed to <Text>.
<Original Type>	If <Original Type> is set other than <Text> when <Background> is set to <Auto>, the <Auto> setting in <Background> will be cancelled.
<2-Sided>	<ul style="list-style-type: none"> <li>▪ Depending on its paper size (selected paper drawer), 2-sided copy is not available.</li> <li>▪ Depending on its paper size or paper type in the selected paper source, 2-sided copy is not available.</li> <li>▪ <a href="#">"Supported Document Types"</a></li> <li>▪ This feature cannot be combined with &lt;ID Card Copy&gt;.</li> </ul>
<Copy Ratio>	<ul style="list-style-type: none"> <li>▪ When you want to copy documents in a reduction ratio different from its default value for &lt;4 on 1&gt;/&lt;2 on 1&gt;, specify the &lt;Copy Ratio&gt; later.</li> <li>▪ &lt;Copy Ratio&gt; is fixed at 100 % for &lt;ID Card Copy&gt;.</li> <li>▪ The frame width specified at &lt;Erase Frame&gt; increases/decreases according to the &lt;Copy Ratio&gt; setting.</li> </ul>
<Paper>	Depending on its document size (selected paper source), 2-sided copy is not available.
<4 on 1>/<2 on 1>	<ul style="list-style-type: none"> <li>▪ If you want to copy a document in a copy ratio different from its default reduction ratio, specify the &lt;Copy Ratio&gt; later.</li> <li>▪ This feature cannot be combined with &lt;Erase Frame&gt;.</li> </ul>
<ID Card Copy>	<ul style="list-style-type: none"> <li>▪ &lt;Copy Ratio&gt; is fixed at 100%.</li> <li>▪ This feature cannot be combined with either 2-Sided Copy or &lt;Erase Frame&gt;.</li> </ul>
<Collate>	Nothing special.
<Erase Frame>	<ul style="list-style-type: none"> <li>▪ This feature cannot be combined with N on 1 (&lt;4 on 1&gt; / &lt;2 on 1&gt;, &lt;ID Card Copy&gt;).</li> <li>▪ The specified erase frame width increases/decreases according to the &lt;Copy Ratio&gt; setting.</li> </ul>
<Sharpness>	Nothing special.

## **Checking and Canceling Copy Jobs/Checking Copy Job History**

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You can check/cancel the job in copying/copy process. In addition, you can check the copy job history.

- ❖ "Checking and Canceling Copy Jobs"
  - ❖ "Checking Copy Job History"
-

## Checking and Canceling Copy Jobs

Check the details of copy jobs. Cancel copy jobs that you decide not to perform while the jobs are processing.

### NOTE

**When the Processing/Data indicator on the operation panel is:**

Turned on/blinking	A job is currently processing.
Turned off	No jobs are waiting in memory.

### Canceling a copy job using [ ] (Stop)

#### 1

Press [  ] (Stop).

† Press [  ] (Stop) twice to cancel the job when the machine holds one job only.

#### 2

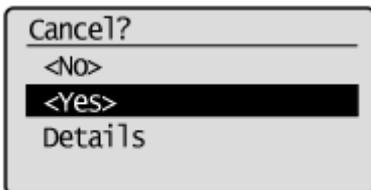
Select the job that you want to cancel when more than one job is processing using [▲] or [▼] and press [OK].

#### 3

Select <Yes> using [▲] or [▼] when <Cancel?> appears and press [OK].

Or, press [  ] (Stop) to cancel the job.

The job is canceled.



† Select <Details> using [▲] or [▼] to check the details of the job that you want to cancel and press [OK].

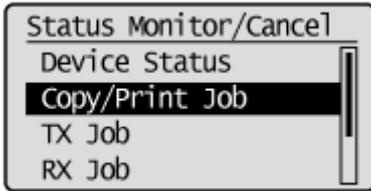
### Checking and canceling a copy job using [ ] (Status Monitor/Cancel)

#### 1

Press [  ] (Status Monitor/Cancel).

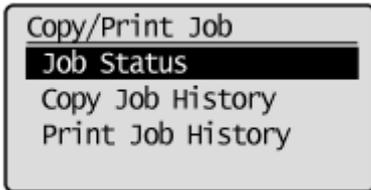
## 2

Select <Copy/Print Job> using [▲] or [▼] and press [OK].



## 3

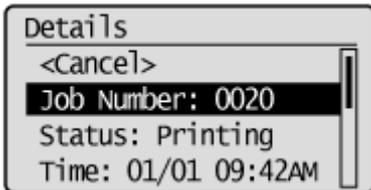
Select <Job Status> using [▲] or [▼] and press [OK].



## 4

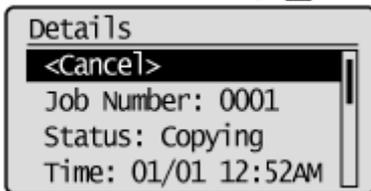
Select a job using [▲] or [▼] and press [OK].

The details of the selected job is displayed.

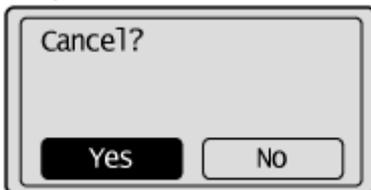


### To cancel the job

- (1) Select <Cancel> using [▲] or [▼] and press [OK].



- (2) Select <Yes> using [◀] and press [OK].  
The job is canceled.



- (3) Press [●] (Status Monitor/Cancel) to close the screen.

### To only check the details of the selected job

Press [●] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.

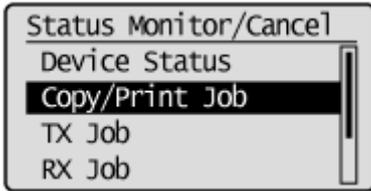
## Checking Copy Job History

1

Press [  ] (Status Monitor/Cancel).

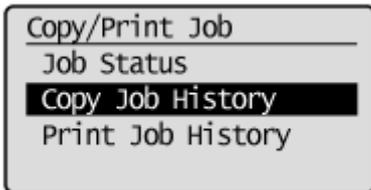
2

Select <Copy/Print Job> using [▲] or [▼] and press [OK].



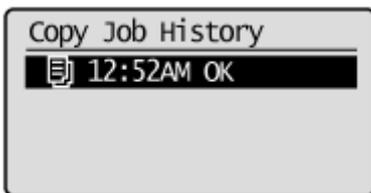
3

Select <Copy Job History> using [▲] or [▼] and press [OK].



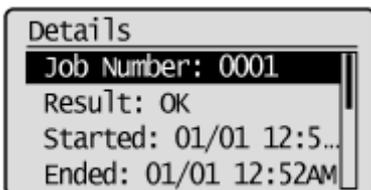
4

Select a job that you want to check using [▲] or [▼] and press [OK].



5

Select an item that you want to check using [▲] or [▼] and press [OK].



6

**Check the details.**

**7**

**Press [  ] (Status Monitor/Cancel) to close the screen.**

---

## Selecting Copy Papers

See "Attention (Changing Print Settings)" before you start copying.

You can select the paper drawer manually.

- Drawer 1
- Drawer 2
- Multi-purpose tray

You need to specify the paper size and type to be loaded beforehand.

➤ "Setting the Paper Size and Type"

### 1

**Place your document.**

- "Placing Documents"
- "Supported Document Types"

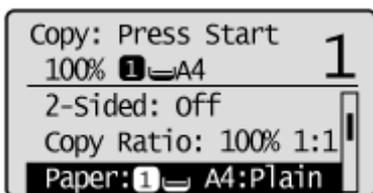
### 2

**Press [  ].**

### 3

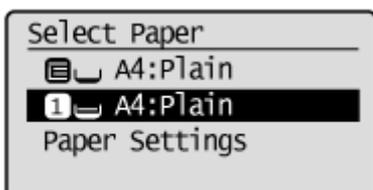
**Press [  ] (Select Paper/Settings).**

You can display the setting screen also by selecting <Paper> in the copy mode screen.



### 4

**Select the paper drawer using [▲] or [▼] and press [OK].**



### 5

**Press [  ] (Start).**

## Adjusting the Density

---

You can adjust the density or the background to the most appropriate level for the document.

- ❏ "Density Adjustment"
  - ❏ "Background"
-

# Density Adjustment

See "Attention (Combination of Copy Settings)" before you start copying.

Adjust the density to the most appropriate level.

## 1

**Place your document.**

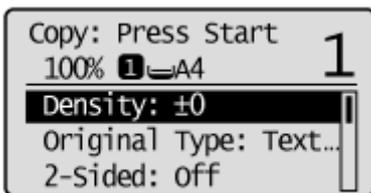
- "Placing Documents"
- "Supported Document Types"

## 2

Press [  ].

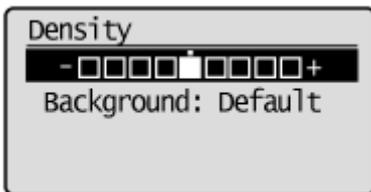
## 3

Select <Density> using [▲] or [▼] and press [OK].



## 4

Adjust the density using [◀] or [▶] and press [OK].



[◀]	Decrease the density.
[▶]	Increase the density.

## 5

Press [  ] (Start).

# Background

See "Attention (Combination of Copy Settings)" before you start copying.

You can adjust the background density of documents.

## 1

**Place your document.**

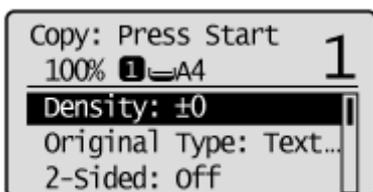
- "Placing Documents"
- "Supported Document Types"

## 2

Press [  ].

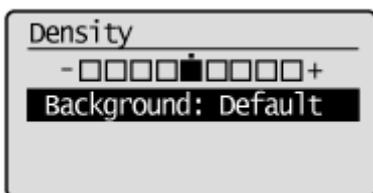
## 3

Select <Density> using [▲] or [▼] and press [OK].



## 4

Select <Background> using [▲] or [▼] and press [OK].

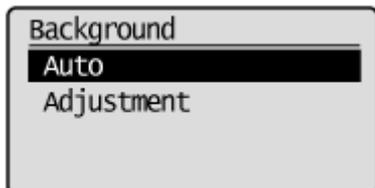


## 5

**Adjust how much background color to be removed.**

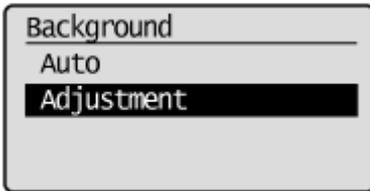
### Automatic adjustment

(1) Select <Auto> using [▲] or [▼] and press [OK].

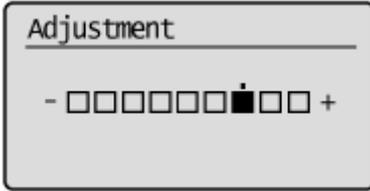


## Manual adjustment

(1) Select <Adjustment> using [▲] or [▼] and press [OK].



(2) Adjust background color with [▲] or [▼] and press [OK].



[◀]	Makes the background density lighter.
[▶]	Makes the background density darker.

## 6

Press [  ] (Start).

# Selecting the Document Type

See "Attention (Combination of Copy Settings)" before you start copying.

Specify the type of documents. It helps to bring optimal image quality to the output.

## 1

**Place your document.**

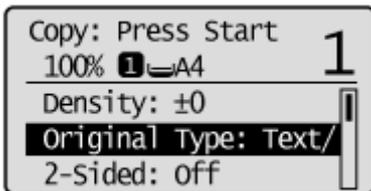
- "Placing Documents"
- "Supported Document Types"

## 2

Press [  ].

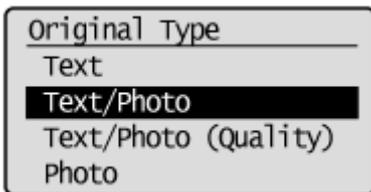
## 3

**Select <Original Type> using [▲] or [▼] and press [OK].**



## 4

**Select the appropriate document type using [▲] or [▼] and press [OK].**

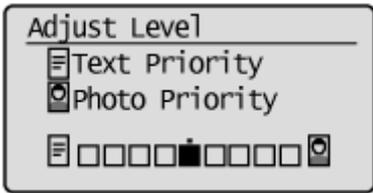


<Text>	Best suited for text-only documents.
<Text/Photo>	Suited for documents that contain text and photos.
<Text/Photo (Quality)>	Suited for documents that contain text and photos. You can set its priority, text or photos.
<Photo>	Suited for documents that contain magazine photos.

### When selecting <Text/Photo (Quality)>

Next, perform the following procedure.

- (1) Adjust priority using [◀] or [▶] and press [OK].



[◀]	Prioritize character readability.
[▶]	Prioritize illustration readability such as photos.

# 5

Press [  ] (Start).

## 2-Sided Copying

---

- ❖ "Copying 1-Sided Document to 2 Sides"
  - ❖ "Copying 2-Sided Document to 2 Sides"
  - ❖ "Copying 2-Sided Document to 1 Side"
-

# Copying 1-Sided Document to 2 Sides

See "Attention (Combination of Copy Settings)" before you start copying.

Copy a 1-sided document onto both sides of the output.

## IMPORTANT

### Precautions on 2-Sided Copying

- Do not touch your document when making 2-sided copying until the process is complete. After copying on the front side is complete, the document is partially output, reserved, and fed into the machine again for copying on the back side.
- Be sure to close the sub-output tray before making 2-sided copying.

### Copying on the back side of a printed document (Manual 2-sided copying)

2-sided copying can be performed manually using a printed document. Place a printed document in the multi-purpose tray to copy on the back side\*.

To copy on the back side of a printed document, smooth out the curling edges of the sheets and place them one by one in the multi-purpose tray.

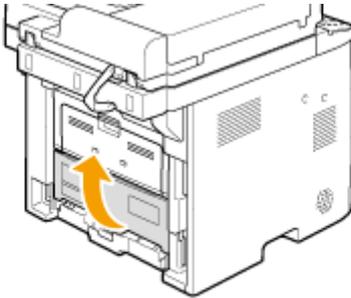
\* This feature is supported only for sheets printed from this machine. You cannot make a copy on the printed side.

# 1

**According to the paper size for 2-sided copying, ensure to set the paper size switch lever accurately.**

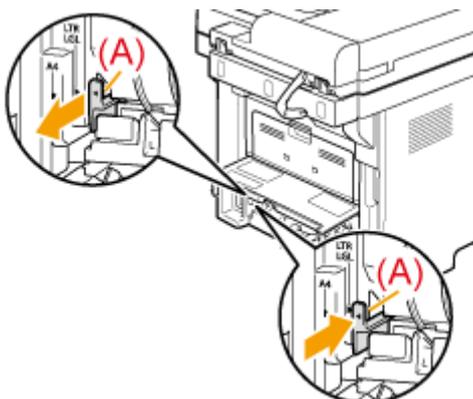
† If not securely attached, documents may not be fed properly, or jammed.

## 1. Open the lower rear cover.



## 2. Securely place the blue color paper size switch lever (A).

- A4: Pull
- Letter, Legal: Push



### 3. Close the lower rear cover.

## 2

Place your document.

- ❏ "Placing Documents"
- ❏ "Supported Document Types"

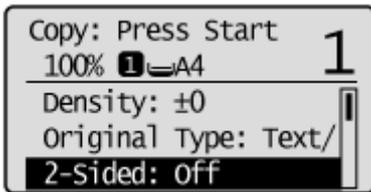
## 3

Press [  ].

## 4

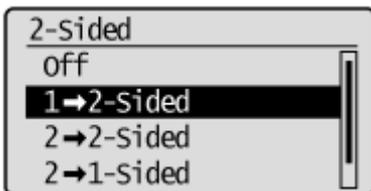
Press [  ] (2-Sided).

You can display the setting screen also by selecting <2-Sided> in the copy mode screen.



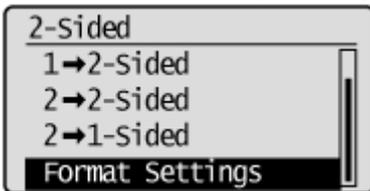
## 5

Select <1->2-Sided> using [▲] or [▼] and press [OK].

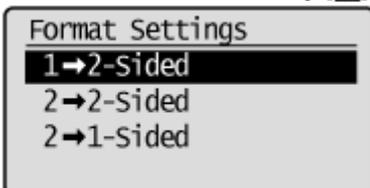


### To specify the 2-Sided copy format

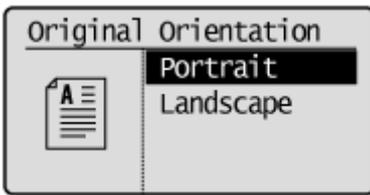
(1) Select <Format Settings> using [▲] or [▼] and press [OK].



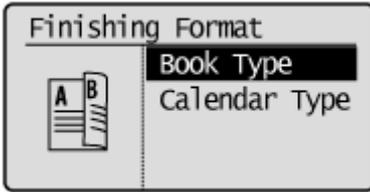
(2) Select <1->2-Sided> using [▲] or [▼] and press [OK].



(3) Select the orientation of the original using [▲] or [▼] and press [OK].



(4) Select the finishing format using [▲] or [▼] and press [OK].



## 6

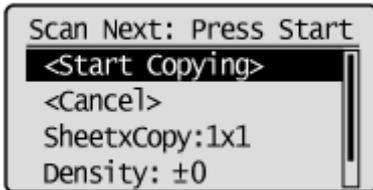
Press [  ] (Start).

### To copy a document by placing on the platen glass

(1) Place the next page and press [  ] (Start).

\* Repeat this step until all pages are scanned.

(2) Select <Start Copying> using [▲] or [▼] and press [OK].



## Copying 2-Sided Document to 2 Sides

See "Attention (Combination of Copy Settings)" before you start copying.

You can make 2-sided copies from 2-sided documents.

### IMPORTANT

#### Precautions on 2-Sided Copying

- Do not touch your document when making 2-sided copying until the process is complete. After copying on the front side is complete, the document is partially output, reserved, and fed into the machine again for copying on the back side.
- Be sure to close the sub-output tray before making 2-sided copying.

#### Copying on the back side of a printed document (Manual 2-sided copying)

Two-sided copying can be performed manually using a printed document. Place a printed document in the multi-purpose tray to copy on the back side\*.

To copy on the back side of a printed document, smooth out the curling edges of the sheets and place them one by one in the multi-purpose tray.

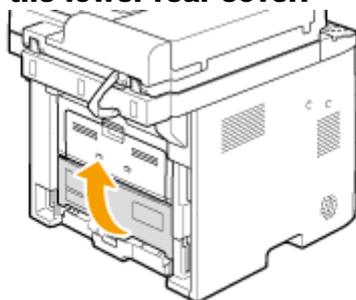
\* This feature is supported only for sheets printed from this machine. You cannot make a copy on the printed side.

## 1

**According to the paper size for 2-sided copying, ensure to set the paper size switch lever accurately.**

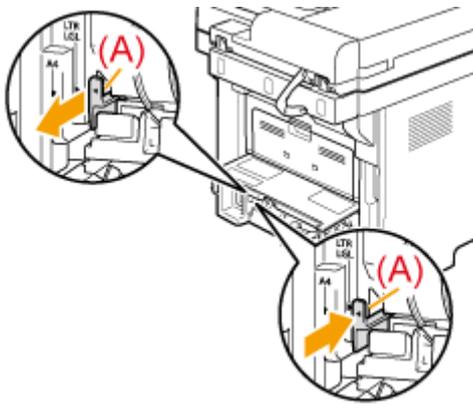
† If not securely attached, documents may not be fed properly, or may result in paper jams.

### 1. Open the lower rear cover.



### 2. Securely place the blue color paper size switch lever (A).

- A4: Pull
- Letter, Legal: Push



**3. Close the lower rear cover.**

## 2

**Place a document in the feeder.**

- "Placing Documents"
- "Supported Document Types"

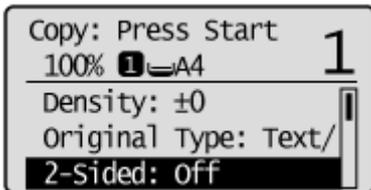
## 3

**Press [  ].**

## 4

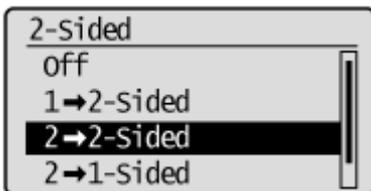
**Press [  ] (2-Sided).**

You can display the setting screen also by selecting <2-Sided> in the copy mode screen.



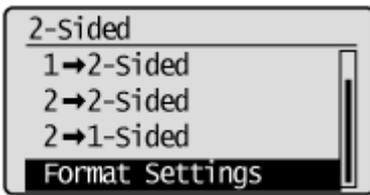
## 5

**Select <2->2-Sided> with [▲] or [▼] and press [OK].**

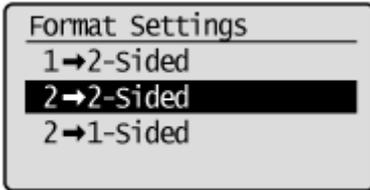


**If you want to specify how to open original or copy**

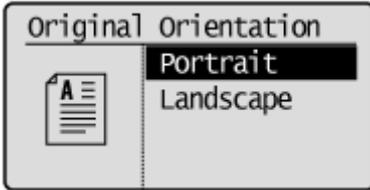
(1) Select <Format Settings> with [▲] or [▼] and press [OK].



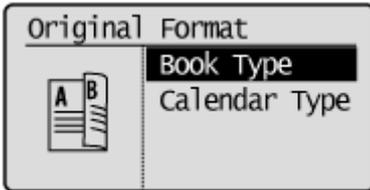
(2) Select <2->2-Sided> with [▲] or [▼] and press [OK].



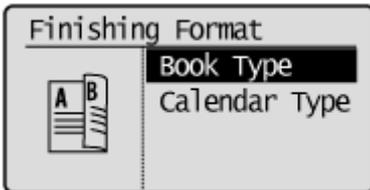
(3) Select the orientation of the original document with [▲] or [▼] and press [OK].



(4) Select how to open the original document with [▲] or [▼] and press [OK].



(5) Select how to open the output with [▲] or [▼] and press [OK].



## 6

Press [  ] (Start).

# Copying 2-Sided Document to 1 Side

See "Attention (Combination of Copy Settings)" before you start copying.

You can make 1-sided copies from 2-sided documents.

## 1

**Place a document in the feeder.**

- "Placing Documents"
- "Supported Document Types"

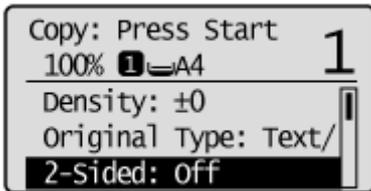
## 2

Press [  ].

## 3

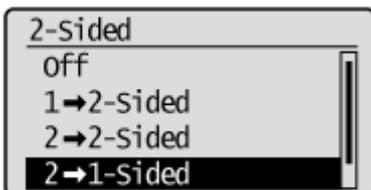
Press [  ] (2-Sided).

You can display the setting screen also by selecting <2-Sided> in the copy mode screen.



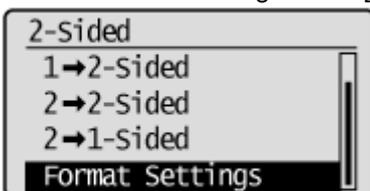
## 4

Select <2->1-Sided> with [▲] or [▼] and press [OK].

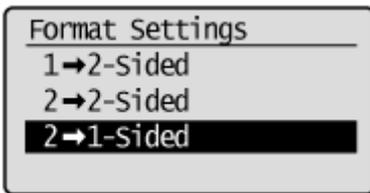


### If you want to set how to open 2-sided original document

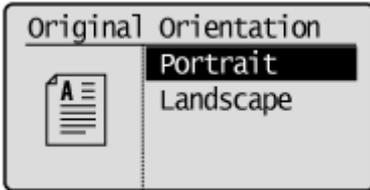
(1) Select <Format Settings> with [▲] or [▼] and press [OK].



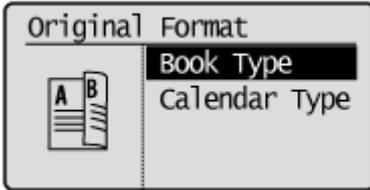
(2) Select <2->1-Sided> with [▲] or [▼] and press [OK].



(3) Select the orientation of the original document with [▲] or [▼] and press [OK].



(4) Select how to open the original document with [▲] or [▼] and press [OK].



## 5

Press [  ] (Start).

# Enlarging/Reducing Copies

See "Attention (Combination of Copy Settings)" before you start copying.

Enlarge or reduce copies using preset copy ratios or custom copy ratios. For example, you can copy A5 to A4 size paper using a preset ratio, or set any copy ratio from 25% to 400% in 1% increments.

## 1

**Place your document.**

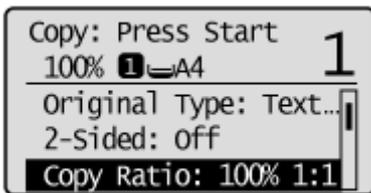
- "Placing Documents"
- "Supported Document Types"

## 2

Press [  ].

## 3

Select <Copy Ratio> using [▲] or [▼] and press [OK].

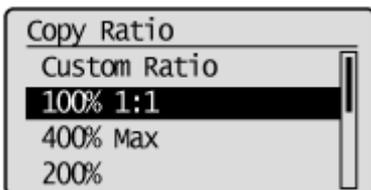


## 4

**Specify the copy ratio.**

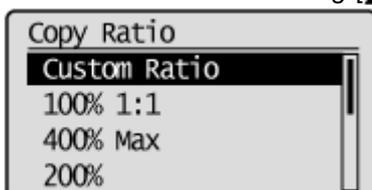
### To select a preset copy ratio

Select the copy ratio using [▲] or [▼] and press [OK].



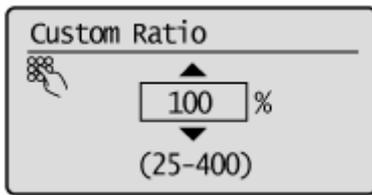
### To set a copy ratio in 1% increments

(1) Select <Custom Ratio> using [▲] or [▼] and press [OK].



(2) Specify the ratio using [▲] or [▼] and press [OK].

You can also enter the copy ratio using the numeric keys .



## 5

**Load the appropriate paper size in the paper source and register the paper size.**

- "Loading Paper"
- "Setting the Paper Size and Type"

## 6

**Press [  ] (Start).**

## Copying Multiple Documents onto One Sheet (N on 1)

---

- ❏ "2 on 1/4 on 1"
  - ❏ "Copying an ID Card"
-

## 2 on 1/4 on 1

See "Attention (Combination of Copy Settings)" before you start copying.

Reduce multiple documents to copy onto one sheet.

### <2 on 1>

Copy two pages onto one sheet.



### <4 on 1>

Copy four pages onto one sheet.



† Select <Select Layout> to change the copy layout.

## 1

Place your document.

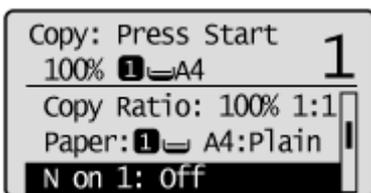
- "Placing Documents"
- "Supported Document Types"

## 2

Press [  ].

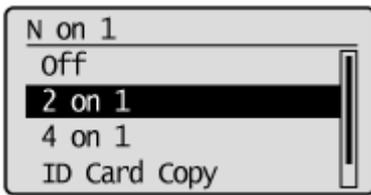
## 3

Select <N on 1> using [▲] or [▼] and press [OK].



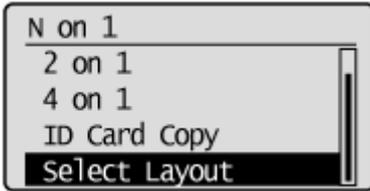
## 4

Select <2 on 1> or <4 on 1> using [▲] or [▼], and press [OK].

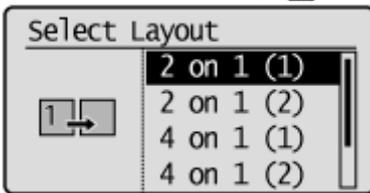


### To specify the layout

(1) Select <Select Layout> using [▲] or [▼] and press [OK].



(2) Select the layout using [▲] or [▼] and press [OK].



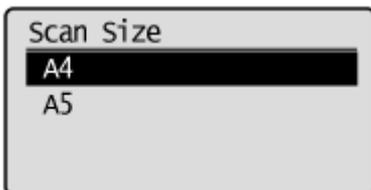
### NOTE

#### About margins on the document

To copy in the N on 1 mode, margins are created on the output.

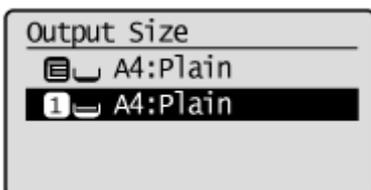
## 5

Select the size of the document using [▲] or [▼] and press [OK].



## 6

Select a output size using [▲] or [▼] and press [OK].



## 7

Press [Start] (Start).

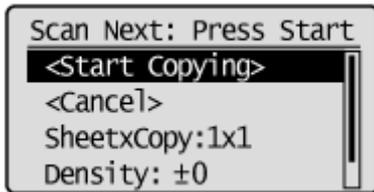
## When your document is placed on the platen glass

(1) Set the next document and press [  ] (Start).

↑ Repeat these steps until all documents are scanned.



(2) Select <Start Copying> using [▲] or [▼] and press [OK].



# Copying an ID Card

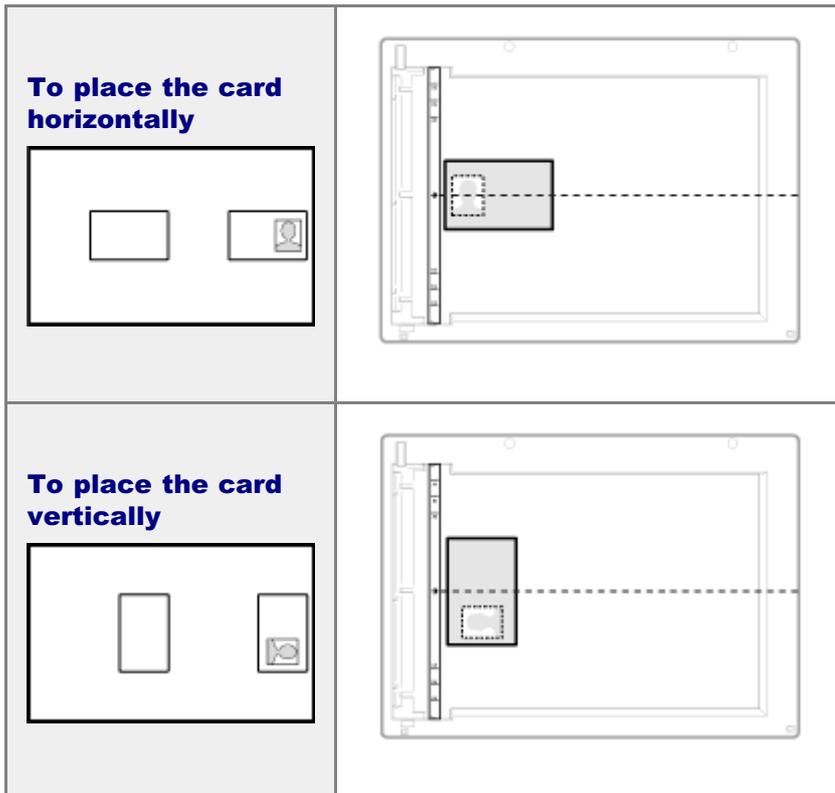
See "Attention (ID Card Copy)" and "Attention (Combination of Copy Settings)" in advance.

Copy a 2-sided card onto one side of paper.

## 1

**Place a card on the platen glass, and then close the feeder.**

Place the card with spacing of 5 mm from the left edge of the platen glass. Align the center of the card with the arrow mark, as shown below.

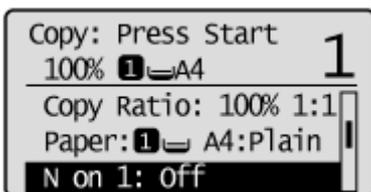


## 2

Press [  COPY ].

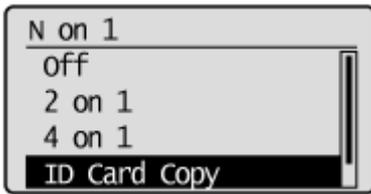
## 3

Select <N on 1> using [▲] or [▼] and press [OK].



## 4

Select <ID Card Copy> using [**▲**] or [**▼**] and press [**OK**].



## 5

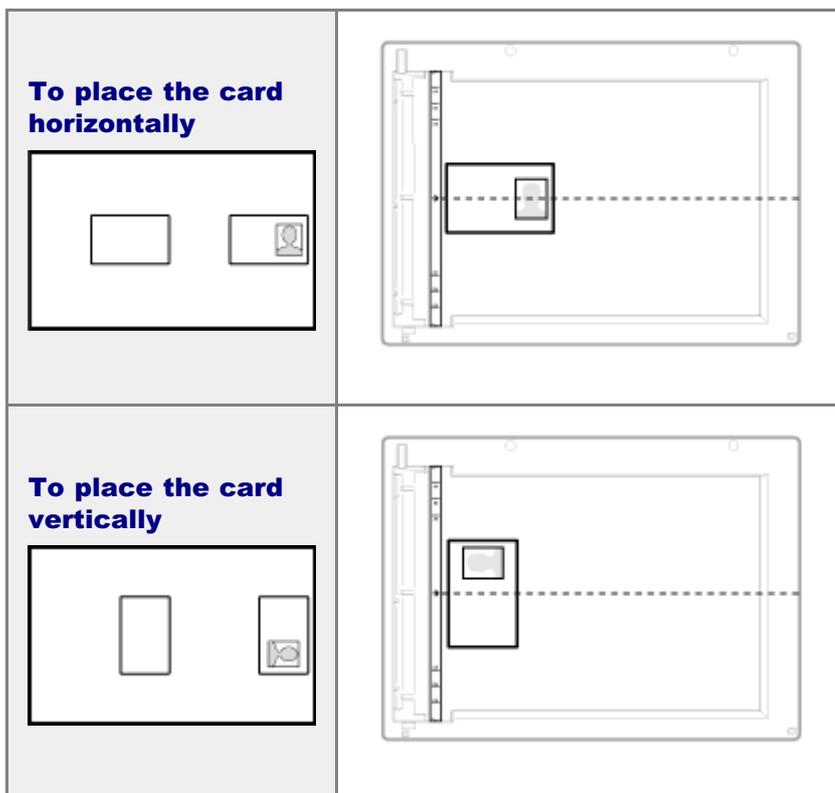
Press [] (**Start**).

Proceed to the next step when the scan is complete.

## 6

**Turn sides.**

Place the card with spacing of 5 mm from the left edge of the platen glass.  
Align the center of the card with the arrow mark, as shown below.



## 7

Press [] (**Start**).

## Attention (ID Card Copy)

---

 **NOTE**

**To place your document (card) on the platen glass**

Place the card on the left half of the platen glass.

**Copy ratio**

The copy ratio is automatically set to <100%>.

**Supported paper sizes**

Sizes larger than A4/Letter

## Copying by Saving Paper

See "Attention (Combination of Copy Settings)" before you start copying.

Press [] (Paper Save Copy) to save paper when making a copy.

Choose one of the following four combinations of 2 on 1/4 on 1 and 2-Sided copy settings, as shown in the table below.

	N on 1	2-Sided		
	Select Layout	Format Settings	Original Orientation	Original Format
2 on 1 1->2-Sided		1->2-Sided	Portrait	Book Type
4 on 1 1->2-Sided		1->2-Sided	Portrait	Book Type
2 on 1 1->1-Sided		OFF		
4 on 1 1->1-Sided		OFF		

### IMPORTANT

#### Precautions on 2-Sided Copying

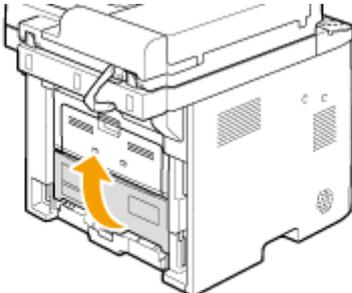
- Do not touch your document when making 2-sided copying until the process is complete. After copying on the front side is complete, the document is partially output, reserved, and fed into the machine again for copying on the back side.
- Be sure to close the sub-output tray before making 2-sided copying.

## 1

**Set the paper switch lever correctly to fit the size of paper used for 2-sided copying.**

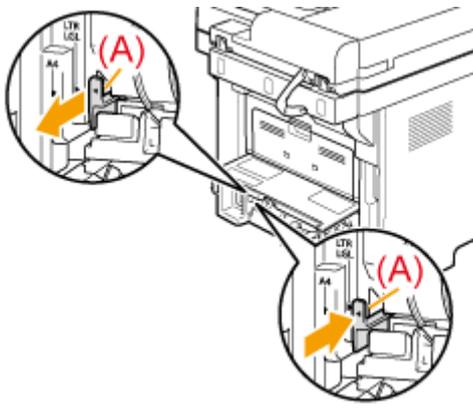
† If the lever is not set correctly, sheets may not be fed properly, or paper jams may occur.

#### 1. Open the lower rear cover.



#### 2. Securely place the blue color paper size switch lever (A).

- A4: Pull
- Letter, Legal: Push



**3. Close the lower rear cover.**

**2**

**Place your document.**

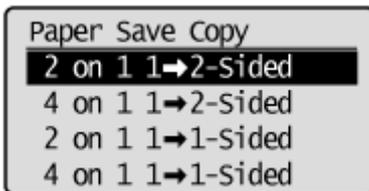
- » "Placing Documents"
- » "Supported Document Types"

**3**

**Press [  ] (Paper Save Copy).**

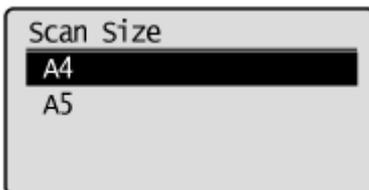
**4**

**Select the combination that you want to use using [▲] or [▼] and press [OK].**



**5**

**Select the document size using [▲] or [▼] and press [OK].**



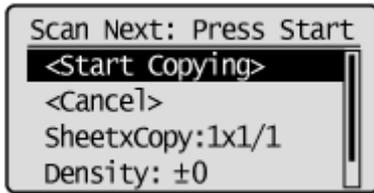
**6**

**Press [  ] (Start).**

**When the document is placed on the platen glass**

(1) Place the next page and press [  ] (Start).

\* Repeat this step until all pages are scanned.



(2) Select <Start Copying> using [▲] or [▼] and press [OK].

---

# Collating Copies

See "Attention (Combination of Copy Settings)" before you start copying.

Collate copies of a complete copy job arranged in page sequential order or by page. This mode is useful when preparing handouts for meetings or presentations.

## <Off>

Printouts of a complete job are grouped.

For example, if you are copying three copies of a three-page document, printouts of a complete job are grouped and arranged in this page order: "1, 1, 1", "2, 2, 2", "3, 3, 3."



## <On>

Printouts of a complete job are collated.

For example, if you are copying three copies of a three-page document, printouts of a complete job are grouped and arranged in this page order: "1, 2, 3", "1, 2, 3", "1, 2, 3."



## 1

Place your document.

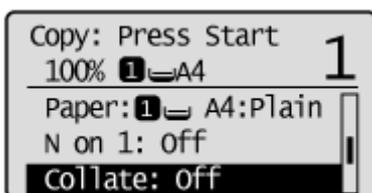
- "Placing Documents"
- "Supported Document Types"

## 2

Press [  ].

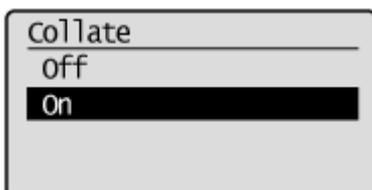
## 3

Select <Collate> using [▲] or [▼] and press [OK].



## 4

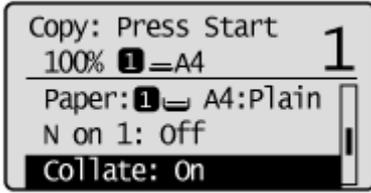
Select <On> using [▲] or [▼] and press [OK].



## 5

Enter the copy quantity (1 to 99) using numeric keys.

↑ Press [  ] (Clear) to cancel the entered quantity.



## 6

Press [  ] (Start).

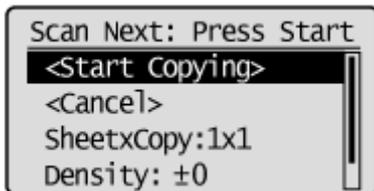
**When your document is placed on the platen glass**

(1) Set the next document and press [  ] (Start).

↑ Repeat these steps until all documents are scanned.



(2) Select <Start Copying> using [▲] or [▼] and press [OK].



# Erasing Dark Borders and Frame Lines (Frame Erase)

See "Attention (Combination of Copy Settings)" before you start copying.

If the document is smaller than the copy paper size, you can erase dark borders and frame lines that appear around the copy paper. Also, you can provide a constant width of margin (white background) around the copy paper.

## 1

Place your document.

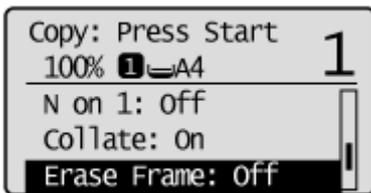
- "Placing Documents"
- "Supported Document Types"

## 2

Press [  ].

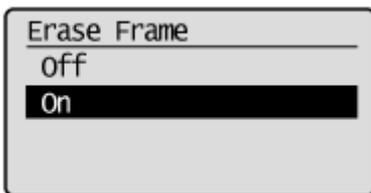
## 3

Select <Erase Frame> using [▲] or [▼] and press [OK].



## 4

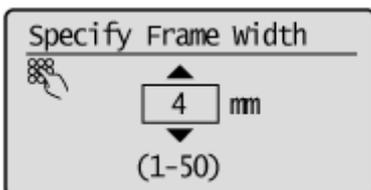
Select <On> using [▲] or [▼] and press [OK].



## 5

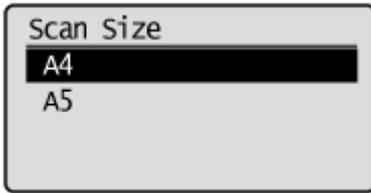
Select the frame width to be erased (1 to 50 mm) using [▲] or [▼] and press [OK].

† You can also enter the frame width to be erased using the numeric keys.



# 6

Select the size of the original document using [▲] or [▼] and press [OK].



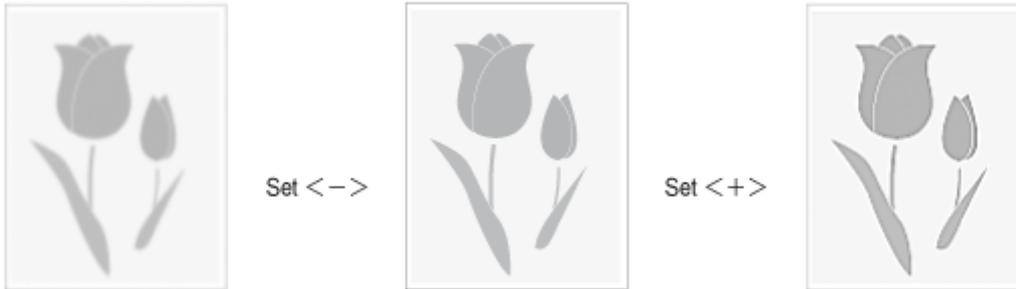
# 7

Press [  ] (Start).

## Emphasizing the Outline of the Image (Sharpness)

Emphasize the outline of the image or decrease the contrast.

Set the contrast higher to clearly capture text or lines, or lower to clearly capture halftone photos.



### 1

**Place your document.**

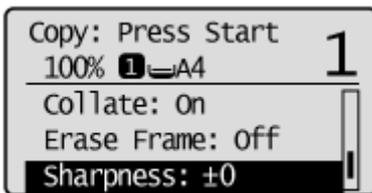
- "Placing Documents"
- "Supported Document Types"

### 2

**Press [  ].**

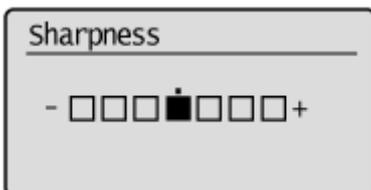
### 3

**Select <Sharpness> using [▲] or [▼] and press [OK].**



### 4

**Adjust the sharpness using [◀] or [▶] and press [OK].**



[◀]	To clearly capture halftone photos, adjust this setting to the appropriate level on the <-> scale. This can counteract the effect of moiré patterns (uneven gradation and striped patterns).
[▶]	To clearly capture text or lines, adjust this setting to the appropriate level on the <+> scale. It is best suited for copying blueprints and very weak pencil manuscripts.

5

Press [  ] (Start).

---

## Registering and Using Combination of Copy Settings (Mode Memory)

You can register up to four combinations of frequently used copy settings to the "Mode memory" in advance.

### IMPORTANT

#### Registered settings of Mode Memory

- Registered settings in the Mode Memory are saved even during power OFF.
- When settings which require optional products are registered in a Mode Memory, the memory becomes unavailable if that optional product is removed, but its settings remain saved.
- When an optional drawer usage is registered in a Mode Memory, the paper feeding setting is changed to Drawer 1 if that optional drawer is removed.

➤ "Registering Mode Memory"

➤ "Deleting Mode Memory"

➤ "Calling and Copying Mode Memory"

## Registering Mode Memory

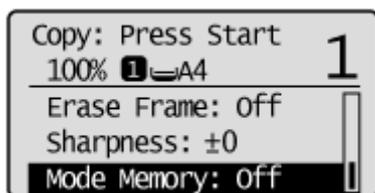
See "Attention (Combination of Copy Settings)" before you start registration.

1

Press [  ].

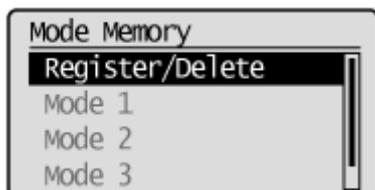
2

Select <Mode Memory> using [▲] or [▼] and press [OK].



3

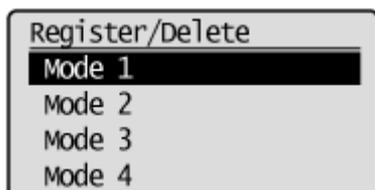
Select <Register/Delete> using [▲] or [▼] and press [OK].



4

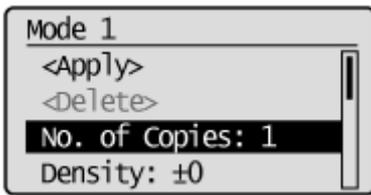
Select the place to register using [▲] or [▼] and press [OK].

† Select any registered place, then you can edit settings.



5

Select items to specify using [▲] or [▼] and press [OK].

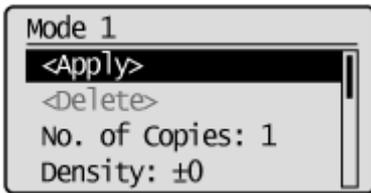


For details on the settings, see the following items.

- ❖ "Selecting Copy Papers"
- ❖ "Adjusting the Density"
- ❖ "Selecting the Document Type"
- ❖ "2-Sided Copying"
- ❖ "Enlarging/Reducing Copies"
- ❖ "Copying Multiple Documents onto One Sheet (N on 1)"
- ❖ "Collating Copies"
- ❖ "Erasing Dark Borders and Frame Lines (Frame Erase)"
- ❖ "Emphasizing the Outline of the Image (Sharpness)"

## 6

Select **<Apply>** using [**▲**] or [**▼**] after you have specified the setting and press [**OK**].



## 7

Select **<Yes>** using [**◀**] and press [**OK**].



† Follow the same steps for overwriting settings as well.

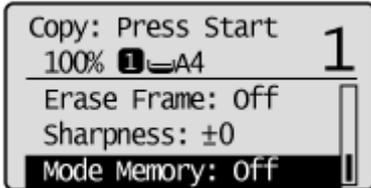
## Deleting Mode Memory

1

Press [  ].

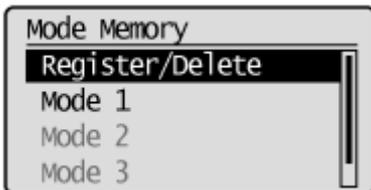
2

Select <Mode Memory> using [▲] or [▼] and press [OK].



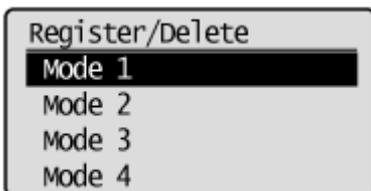
3

Select <Register/Delete> using [▲] or [▼] and press [OK].



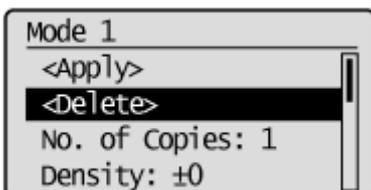
4

Select a Mode Memory to delete using [▲] or [▼] and press [OK].



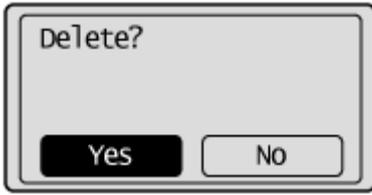
5

Select <Delete> using [▲] or [▼] and press [OK].



6

Select <Yes> using [◀] and press [OK].



# Calling and Copying Mode Memory

## NOTE

### Calling Mode Memory

- When a new Mode Memory is called, all copy settings are replaced with that Mode Memory settings.
- After the Mode Memory is called, you can change and copy the settings as you like.

## 1

Place your document.

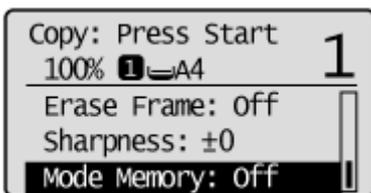
- ↳ "Placing Documents"
- ↳ "Supported Document Types"

## 2

Press [  ].

## 3

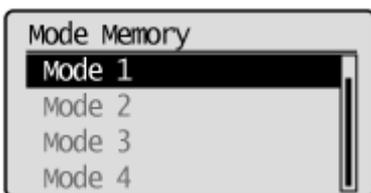
Select <Mode Memory> using [▲] or [▼] and press [OK].



## 4

Select a Mode Memory to call using [▲] or [▼] and press [OK].

† From Mode 1 to Mode 4, you cannot select any Mode Memory which is not registered.



## 5

Press [  ] (Start).

## Changing the Default Settings

See "Attention (Combination of Copy Settings)" before you start configuration.

The default values of the copy are the function which is applied when the machine is turned ON, [  ] (Reset) is pressed, or returned to the default screen after auto reset is performed. You can change the default values to suit your needs.

You can change the following default settings based on your needs:

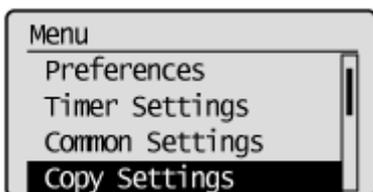
- No. of Copies:
- Density
- Original Type
- 2-Sided
- Copy Ratio
- Paper
- N on 1
- Collate
- Erase Frame
- Sharpness

### 1

Press [  ] (Menu).

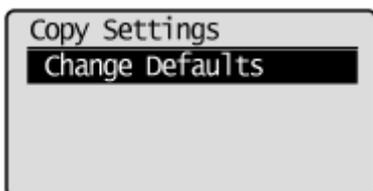
### 2

Select <Copy Settings> using [▲] or [▼] and press [OK].



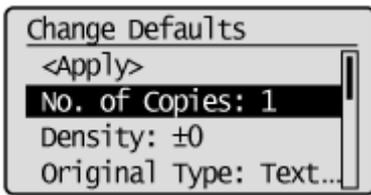
### 3

Select <Change Defaults> using [▲] or [▼] and press [OK].



### 4

Select the item using [▲] or [▼] and press [OK].

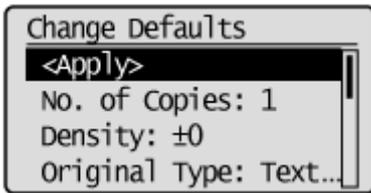


For more information, see the following sections.

- ❏ "Adjusting the Density"
- ❏ "Selecting the Document Type"
- ❏ "2-Sided Copying"
- ❏ "Enlarging/Reducing Copies"
- ❏ "Selecting Copy Papers"
- ❏ "Copying Multiple Documents onto One Sheet (N on 1)"
- ❏ "Collating Copies"
- ❏ "Erasing Dark Borders and Frame Lines (Frame Erase)"
- ❏ "Emphasizing the Outline of the Image (Sharpness)"

## 5

Select **<Apply>** using [**▲**] or [**▼**] after you have specified the setting and press [**OK**].



## 6

Press [  ] (Menu) to close the menu screen.

## Viewing Copy Settings

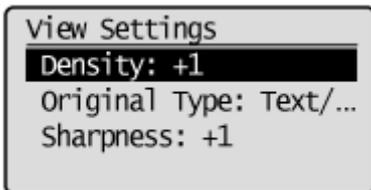
You can confirm the settings of copy function which have been changed from the default setting.

### 1

Press [  ] (**View Settings**).

The current settings in the machine are displayed.

† If you have not changed the default settings, the message <No settings have been changed.> is displayed.



### 2

**Check your settings.**

#### NOTE

**You can change those settings.**

Select items and press [OK] to display a setting screen for those items, where you can change those settings.

### 3

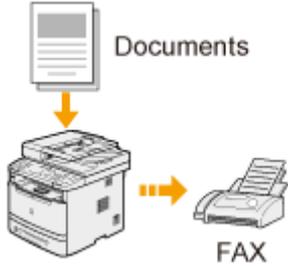
Press [  ] (**Back**) to return to the standby display.

# Fax

This chapter describes how to use the fax functions.

The machine features Super G3 capabilities. If you register destinations to the one-touch keys and dial codes in advance, you do not have to enter the destination each time you send a fax.

You can also send faxes directly from your computer to maximize workflow efficiency.

<p>To send faxes from the machine or to change fax settings</p>	<p>See "<a href="#">Using the Fax Functions.</a>"</p>  <p>The diagram illustrates the process of sending a fax from the machine. It starts with a document icon labeled 'Documents'. A solid arrow points down to a large multi-function printer icon. A dashed arrow points from the printer to a smaller fax machine icon labeled 'FAX'.</p>
<p>To send faxes directly from a computer</p>	<p>See "<a href="#">Using PC Fax.</a>"</p>  <p>The diagram illustrates the process of sending a fax directly from a computer. It starts with a computer icon. A dashed arrow points to a document icon labeled 'Data'. Another dashed arrow points from the 'Data' icon to a large multi-function printer icon. A final dashed arrow points from the printer to a smaller fax machine icon labeled 'FAX'.</p>

## Using the Fax Functions

This section describes how to send faxes from the machine and specify the related settings to send and receive faxes.

### Preparing to send and receive faxes

To configure the fax settings	See <a href="#">"Preparing to Use the Fax Functions."</a>
-------------------------------	---

### Sending faxes

To register a destination in the address book	See <a href="#">"Registering Destinations in the Address Book."</a>
To send faxes	<ul style="list-style-type: none"><li>• Sending faxes for the first time See <a href="#">"Basic Procedures for Sending Faxes."</a></li><li>• Specifying destinations See <a href="#">"Specifying Destinations."</a></li><li>• Changing the image quality or density of the image that you are sending See <a href="#">"Changing the Scan Settings (Fax)."</a></li><li>• To cancel fax sending See <a href="#">"Canceling Fax Jobs."</a></li><li>• Redialing See <a href="#">"Redialing (Manual Redialing)."</a></li></ul>
To use other sending methods	See the following sections. <ul style="list-style-type: none"><li>• <a href="#">"Notifying the Recipient of an Incoming Fax by Telephone (Manual Sending)"</a></li><li>• <a href="#">"Push-button Telephone for Tone Dialing"</a></li><li>• <a href="#">"Sending a Fax Abroad (Adding Pauses)"</a></li><li>• <a href="#">"Sending to Multiple Destinations at a Time (Sequential Broadcast)"</a></li></ul>
To change the default values for fax	See <a href="#">"Changing the Default Fax Settings."</a>
To change the settings for sending faxes	See <a href="#">"Changing Fax Settings (Settings that Can Be Specified Using the [Menu] Button)."</a>

### Receiving faxes

To view or change the receive mode	See <a href="#">"Receiving Faxes."</a>
To forward faxes	See <a href="#">"Forwarding Fax Documents."</a>
To view or manage faxes stored in memory	See the following sections. <ul style="list-style-type: none"><li>• <a href="#">"Checking and Canceling Fax Jobs"</a></li><li>• <a href="#">"Combining and Printing the Received Documents You Saved"</a></li><li>• <a href="#">"Checking and Deleting Received Faxes"</a></li><li>• <a href="#">"Checking the History of Received/Sent Faxes"</a></li></ul>
To change the settings for receiving faxes	See <a href="#">"Changing Fax Settings (Settings that Can Be Specified Using the [Menu] Button)."</a>

## Preparing to Use the Fax Functions

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Specify the following settings before sending or receiving faxes.

<b>Step 1</b>	Set the current date and time.	➤ See the Getting Started.
<b>Step 2</b>	Register your machine's fax number and the sender information.	➤ See the Getting Started.
<b>Step 3</b>	Specify the receive mode.	➤ See the Getting Started.
<b>Step 4</b>	Connect the telephone cable.	➤ See the Getting Started.
<b>Step 5</b>	Select the telephone line.	➤ "Select Line Type"

Specify the initial settings described in Step 1 when you turn ON the machine for the first time.  
See <Fax Setup Guide> to configure the settings described in Steps 2 through 4.

---

## Registering Destinations in the Address Book

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To register a destination in the address book, see the following sections.

- ❖ "Registering Destinations in the Address Book"
  - ❖ "Registering and Editing One-Touch Keys"
  - ❖ "Registering and Editing Coded Dial Codes"
  - ❖ "Registering and Editing Destinations for Group Dialing"
-

## Basic Sending Procedure

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This section describes the basic procedure for sending a fax.

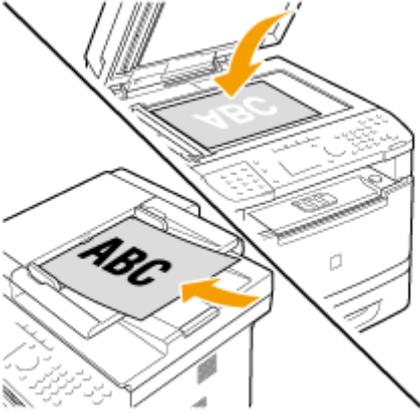
- ❖ "Basic Procedures for Sending Faxes"
  - ❖ "Specifying Destinations"
  - ❖ "Changing the Scan Settings (Fax)"
  - ❖ "Canceling Fax Jobs"
  - ❖ "Redialing (Manual Redialing)"
-

# Basic Procedures for Sending Faxes

## 1

**Place your fax.**

- ❖ "Placing Documents"
- ❖ "Supported Document Types"



## 2

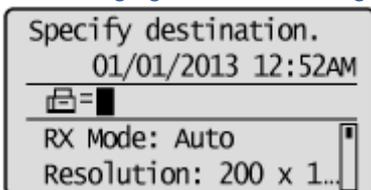
Press [  ]-.



## 3

**Specify the scanning settings as needed.**

- ❖ "Changing the Scan Settings (Fax)"



The settings specified here are effective only for the current sending operation. To make the settings effective for all the fax operations, see ["Changing the Default Fax Settings."](#)

## 4

**Specify the destination.**

- ❖ "Specifying Destinations"

Specify destinations in the following ways.

- by entering the fax number
- by selecting a one-touch key

- by selecting a coded dial code
- by selecting a group address
- from the Address book
- in an LDAP server
- under sequential broadcasting

**When the destination confirmation screen is displayed:**

After confirming details of the destination, press [OK] to proceed to the next step.



† If <One-Touch/Coded Dial TX Confirmation> is set to <On> and the destination is specified by One-Touch keys or Coded dialing codes, the screen is displayed.

## 5

Press [  ] (Start).

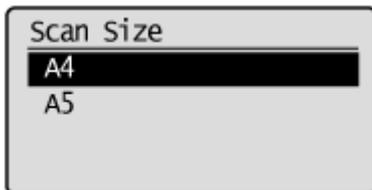
**When your fax is placed in the feeder**

The scan starts. Your fax is sent to the destination when the scan is complete.

**When your fax is placed on the platen glass**

Perform the following procedure.

- (1) Select the size of the original document using [▲] or [▼] and press [OK].



- (2) Place the next page on the platen glass and press [  ] (Start).

Press [  ] (Start) for each page.

- (3) When all documents are scanned completely, select <Start Sending> using [▲] or [▼] and press [OK].  
Your fax is sent to your fax destination.

## Specifying Destinations

This section describes how to specify fax destinations.

See the following sections to specify destinations.

- ❖ [Specifying destinations by entering the fax number](#)
- ❖ [Specifying destinations using one-touch keys](#)
- ❖ [Specifying destinations using coded dial codes](#)
- ❖ [Specifying destinations using group addresses](#)
- ❖ [Specifying destinations using the address book](#)
- ❖ [Specifying Destinations in an LDAP Server \(Fax\)](#)

When you are sending the same fax to multiple destinations simultaneously, see the following.

- ❖ ["Sending to Multiple Destinations at a Time \(Sequential Broadcast\)"](#)

 For the instructions on how to send a fax, see "[Basic Procedures for Sending Faxes.](#)"

### Specifying destinations by entering the fax number

Specify the fax number using the numeric keys, [ \* ] (Tone), and [ # ] (Symbols).

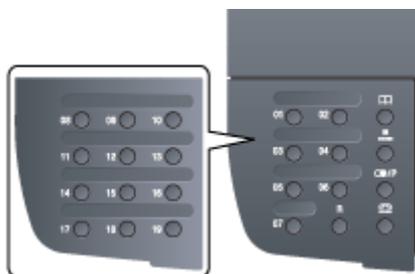


#### To modify destinations

- To cancel the entered destination  
Press and hold [ C ] (Clear).
- To delete the last character of the entered destination  
Press [ C ] (Clear).

### Specifying destinations using one-touch keys

Press the one-touch key (01 to 19) in which the destination is registered.



To select a destination from the one-touch keys, you need to register destinations in these keys in advance.

- ❖ ["Registering and Editing One-Touch Keys"](#)

#### When the wrong key is pressed

- (1) Press [ C ] (Clear).
- (2) Select <Yes> using [ ← ] and press [OK].
  - ↑ To clear all the scan settings specified, press [  ] (Reset).

## Specifying destinations using coded dial codes

Press [  ] (Coded Dial), and then enter the three-digit registration number (001 to 181) with the numeric keys.



To select a destination from the coded dial codes, you need to register destinations in these codes in advance.

➤ ["Registering and Editing Coded Dial Codes"](#)

### When the wrong key is pressed

(1) Press [  ] (Clear).

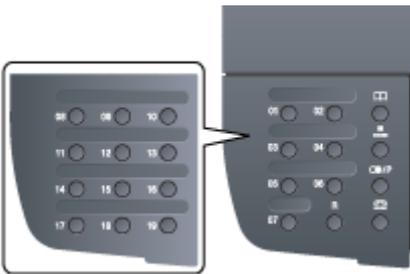
(2) Select <Yes> using [  ] and press [OK].

↑ To clear all the scan settings specified, press [  ] (Reset).

## Specifying destinations using group addresses

### When group addresses are registered in one-touch keys

Press the one-touch key (01 to 19) in which the group address that you want to select is registered.



### When group addresses are registered in coded dial codes

Press [  ] (Coded Dial), and then enter the three-digit registration number (001 to 181) with the numeric keys.



To select a destination from the coded dial codes, you need to register group addresses in these codes in advance.

➤ ["Registering and Editing Destinations for Group Dialing"](#)

### When the wrong key is pressed

(1) Press [  ] (Clear).

(2) Select <Yes> using [  ] and press [OK].

↑ To clear all the scan settings specified, press [  ] (Reset).

## Specifying destinations using the address book

After searching for destinations from the registered address book (one-touch keys, coded dialing, or group dialing), the destinations to be specified appear on the display. You can specify the displayed address as a destination. You can also

search for destinations with the initial of the registered destination name.

To select a destination from the address book, you need to register destinations in the address book in advance.

➤ ["Registering Destinations in the Address Book"](#)

## 1

Press [  ].

## 2

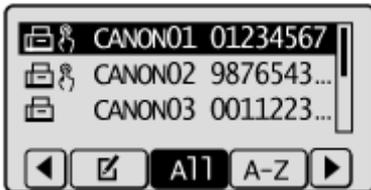
Press [  ] (Address Book).

## 3

Press [  ] or [  ] to search for your destination.

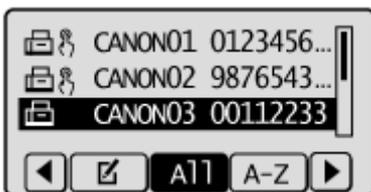
- Select <All> to display all destinations.
- Select  at the bottom of the screen to add or edit destinations.

➤ ["Registering Destinations in the Address Book"](#)



## 4

Select the destination using [  ] or [  ] and press [OK].



### Specifying Destinations in an LDAP Server (Fax)

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

#### NOTE

You need to specify the settings for connecting to an LDAP server beforehand.

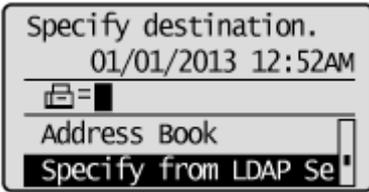
➤ ["Registers LDAP Servers"](#)

## 1

Press [  ].

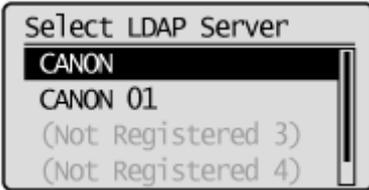
## 2

Select <Specify from LDAP Server> using [▲] or [▼] and press [OK].



### 3

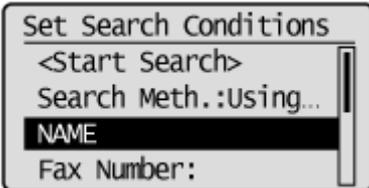
Use [▲] or [▼] to select the LDAP server you are using, and press [OK].



### 4

Use [▲] or [▼] to select the search criteria, and press [OK].

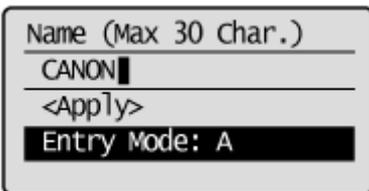
- Personal names, fax numbers, e-mail addresses, organization names, and department names are available criteria for searching destinations.
- Multiple search criteria can be specified at the same time.



### 5

Specify the search criteria using the numeric keys, and select <Apply> using [▲] or [▼] and press [OK].

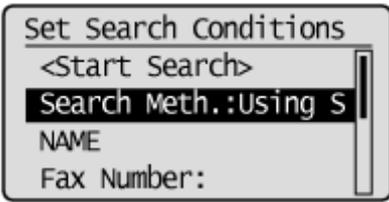
The following screen shows an example for when <Name> is selected in step 4 to search by personal name.



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

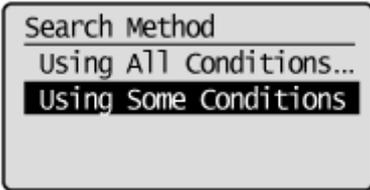
### 6

Select <Search Method> using [▲] or [▼] and press [OK].



## 7

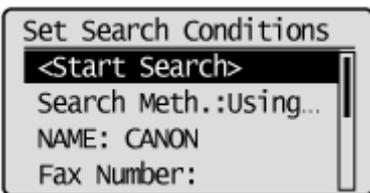
Press [**▲**] or [**▼**] to specify the search method, and press [**OK**].



<Using All Conditions Below>	Searches and displays the destinations that meet all the search criteria specified in steps 4 and 5.
<Using Some Conditions Below>	All destinations meeting any of the search criteria specified in steps 4 and 5 are displayed as search results.

## 8

Select **<Start Search>** using [**▲**] or [**▼**] and press [**OK**].



The destinations meeting your search criteria are displayed.

### NOTE

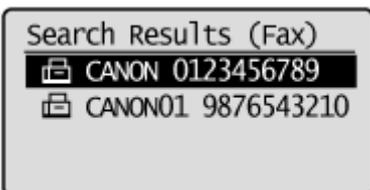
If the authentication screen appears when you click **<Start Search>**, enter the user name of the machine and the password registered in the LDAP server, and press **<Apply>**.

["Registering LDAP Servers"](#)

## 9

Select a destination using [**▲**] or [**▼**] and press [**OK**].

Up to 10 destinations can be specified.



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

### NOTE

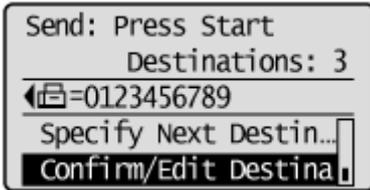
The maximum number of destinations that you can specify when using the numeric keys in combination with an LDAP

server is 10. For example, if seven destinations have been specified using the numeric keys, up to three destinations can be specified using an LDAP server.

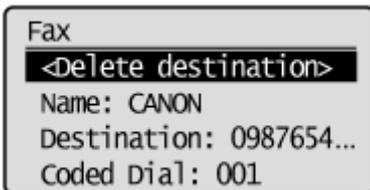
## To delete destinations

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

1. Select <Confirm/Edit Destination> using [▲] or [▼] and press [OK].



2. Select a destination you want to delete, and press [OK].
3. Select <Delete Destination> using [▲] or [▼] and press [OK].



4. Select <Yes> using [◀] and press [OK].

### NOTE

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

Instead of completing the procedure described above, you can press [◀] or [▶] to toggle the destinations you specified. Display a destination you want to delete, and press [C] (Clear).

## Changing the Scan Settings (Fax)

This section describes how to change the following scan settings to send a fax.

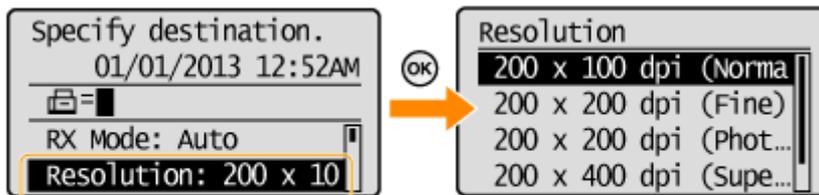
- ❏ Resolution
- ❏ Density
- ❏ 2-Sided Original
- ❏ Sharpness

 For the instructions on how to send a fax, see "[Basic Procedures for Sending Faxes.](#)"

### Resolution

Specify the resolution.

Higher resolutions result in better image quality but require longer transmission times.

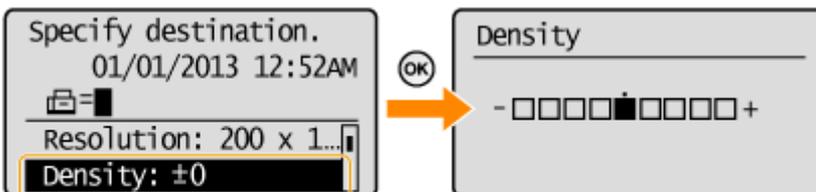


Press [**▲**] or [**▼**] to select <Resolution>.

<200 x 100 dpi (Normal)>	For faxes that contain text
<200 x 200 dpi (Fine)>	For faxes that contain fine text
<200 x 200 dpi (Photo)>	For faxes that contain photographs
<200 x 400 dpi (Superfine)>	Achieves an even finer resolution than (Fine)
<400 x 400 dpi (Ultrafine)>	Achieves an even finer resolution than (Superfine)

### Density

Specify the density.

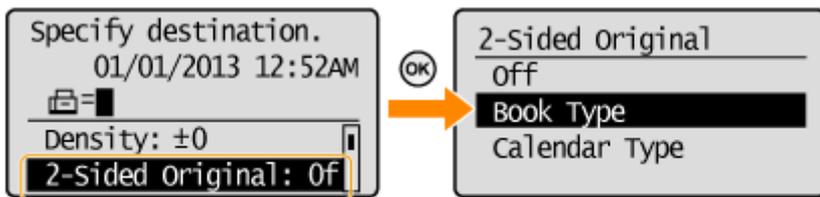


Press [**▲**] or [**▼**] to select <Density>.

[ <b>◀</b> ]	Decrease the density.
[ <b>▶</b> ]	Increase the density.

### 2-Sided Original

Set the scan settings for 2-sided original documents.

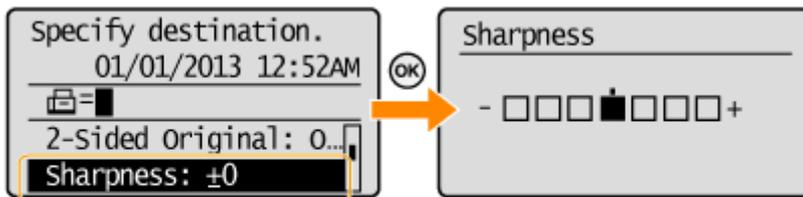


Press [▲] or [▼] to select <2-Sided Original>.

<Off>	The direction of 2-sided original documents are not set.
<Book Type>	Select this setting if the top and bottom of the images are the same on both pages.
<Calendar Type>	Select this setting if the top and bottom of the images on each page are opposite each other.

## Sharpness

Adjust this setting to emphasize the outline of the image or decrease the contrast.



Press [▲] or [▼] to select <Sharpness>.

[◀]	To clearly capture halftone photos, adjust this setting to the appropriate level on the <-> scale. This can counteract the effect of moiré patterns (uneven gradation and striped patterns).
[▶]	To clearly capture text or lines, adjust this setting to the appropriate level on the <+> scale. It is best suited for scanning blueprints and very weak pencil manuscripts.

## Canceling Fax Jobs

Cancel sending the job currently being sent.

### NOTE

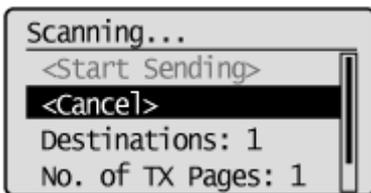
#### How to cancel fax sending

You can also cancel the job with the following procedures.

- To cancel the job in the Status Monitor/Cancel screen.
- ["Checking and Canceling Fax Jobs"](#)
- Press [  ] (Stop) twice (when there is a job processing).

## 1

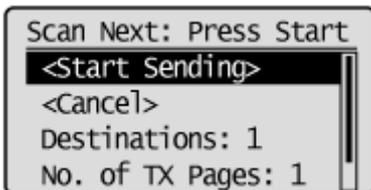
When **<Scanning...>** is displayed after the fax sending starts, select **<Cancel>** using [▲] or [▼] and press [OK].



† You can also cancel the job by pressing [  ] (Stop) twice (when there is a job processing).

#### When a document is loaded on the platen glass

When **<Scan Next: Press Start>** is displayed, follow the same steps as the above.

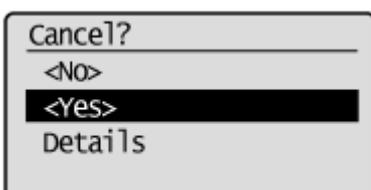


## 2

Select **<Yes>** using [▲] or [▼] when **<Cancel?>** appears on the screen and press [OK].

† You can also cancel the job by pressing [  ] (Stop).

The job is canceled.



## Redialing (Manual Redialing)

See "Attention (Manual Redialing)" in advance.

You can call and redial up to three fax sending history.

### 1

**Place your fax.**

- "Placing Documents"
- "Supported Document Types"

### 2

Press [  ].

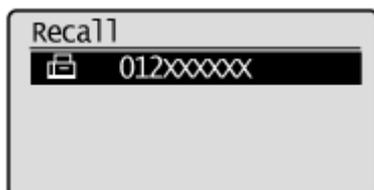
### 3

Press [  ] (Recall).

### 4

**Select history for redial using [▲] or [▼] and press [OK].**

In the history, recipient name and/or telephone number are displayed. For sequential broadcast, only one content is displayed.



### 5

Press [  ] (Start).

## Attention (Manual Redialing)

### NOTE

#### **Contents saved in the fax sending history**

The sequential broadcast destinations are included. The following reading settings are saved as well. You can change them for redialing.

- Resolution
- Density
- 2-Sided Document
- Sharpness

#### **Redial restrictions**

- Manual fax sending is not saved in the history and cannot be redialed.
- ["Notifying the Recipient of an Incoming Fax by Telephone \(Manual Sending\)"](#)
- When fax sending from the history is restricted, redialing feature is not available.
- ["Restrict History TX"](#)
- When <Restrict New Dest.> is set to <On>, the saved fax sending history up to then is deleted for preventing those new destinations in the history from being redialed.
- ["Restrict New Destinations"](#)

#### **When the machine is turned OFF**

Recently dialed numbers are all cleared.

#### **To automatically redial a number**

- ["Auto Redial"](#)

## Useful Features

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- ❖ "Notifying the Recipient of an Incoming Fax by Telephone (Manual Sending)"
  - ❖ "Push-button Telephone for Tone Dialing"
  - ❖ "Sending a Fax Abroad (Adding Pauses)"
  - ❖ "Sending to Multiple Destinations at a Time (Sequential Broadcast)"
-

# Notifying the Recipient of an Incoming Fax by Telephone (Manual Sending)

See "Attention (Manual Sending)" in advance.

Send a fax manually when

- you want to notify the recipient of an incoming fax by telephone
- the receiving fax machine cannot receive faxes automatically

## 1

**Connect an external telephone or the handset to this machine.**

For more information, see the Getting Started.

## 2

**Place faxes in the feeder.**

- ❖ "Placing Documents"
- ❖ "Supported Document Types"

## 3

Press [  ].

## 4

**Specify the scan settings.**

- You cannot scan the 2-sided printing document.
- ❖ "Changing the Scan Settings (Fax)"

## 5

**Check for a dial tone using the handset of the external telephone.**

Check if you hear the dial tone.

## 6

**Dial the recipient's number.**

## 7

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

**When you hear a beep**

Proceed to Step 9.

**8**

**Ask the recipient to set his/her fax machine to receive your fax.**

**9**

**When you hear a beep, press [  ] (Start), and hang up the handset.**

When the scan is complete, the machine is ready to send your faxes.

---

## Attention (Manual Sending)

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### NOTE

#### **Restrictions when sending faxes manually**

When placing documents on the platen glass, only one page can be sent. Furthermore, the group dialing function is not available.

- The 2-sided printing document cannot be scanned. (The 2-sided printing scan setting will be invalid.)

#### **Check for a dial tone before entering the number.**

When the number is entered before checking for a dial tone, your call cannot come through or may be connected to a wrong destination.

## Push-button Telephone for Tone Dialing

See "Attention (Push-button Telephone for Tone Dialing)" in advance.

Some types of push-button telephones require a push-button line (for example, banks, airlines, or hotel reservations). When the machine is connected to a dial-up line, you can receive a fax using tone dialing. Follow the steps in the procedure below.

1

Press [  ].

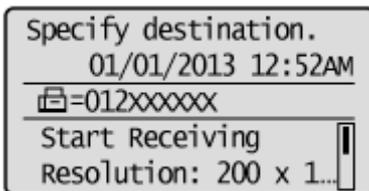
2

Press [  ] (Hook) and check for the dial tone.

Check if you hear the dial tone.

3

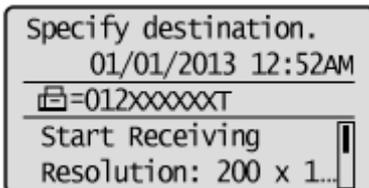
Dial the information service from which you want to receive fax(es) using the numeric keys.



4

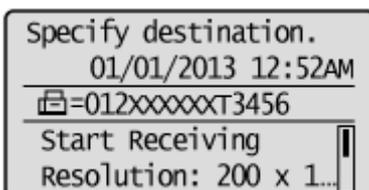
Respond to the prerecorded messages of the information service and press [  ] (Tone).

You can switch to tone dialing.



5

Enter the required numbers using the numeric keys.



# 6

Press [  ] (Start) to receive fax(es).

## Attention (Push-button Telephone for Tone Dialing)

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 **NOTE**

**To make a telephone call**

The external telephone or the handset must be connected to this machine.

**Check for a dial tone before entering the number.**

When the number is entered before checking for a dial tone, your call cannot come through or may be connected to a wrong destination.

## Sending a Fax Abroad (Adding Pauses)

When making an overseas call, you may need to add a pause to the fax number.

Since signals are transmitted over long distances across a complicated channel, your call may not be connected without adding a pause after the country code or in front of the fax number. By adding a pause, enough time elapses before the machine starts dialing the number again.

### 1

**Place your fax.**

- "Placing Documents"
- "Supported Document Types"

### 2

Press [  ]-.

### 3

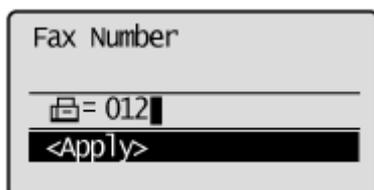
**Specify the scanning settings as needed.**

- "Changing the Scan Settings (Fax)"

### 4

**Enter the international access code using the numeric keys.**

For more information on international access codes, contact your telephone company.



Fax Number

 = 012

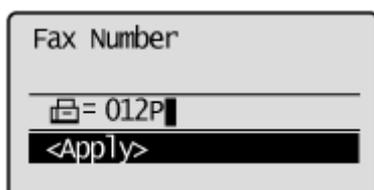
<Apply>

### 5

**Press [ ● ] (R) to enter a pause as needed.**

- The letter <p> is displayed to indicate that a pause is added.
- The default pause length is two seconds\*. To change it, see "Pause Time."
- To add more pauses into the dialing sequence, press [ ● ] (R) again.

\* The default pause length varies depending on the country where you are using the machine.



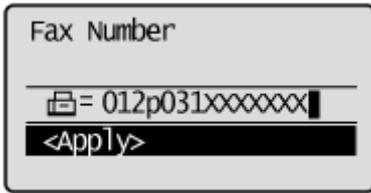
Fax Number

 = 012P

<Apply>

## 6

**Enter the country code, the area code, and the fax/telephone number using the numeric keys.**



Fax Number

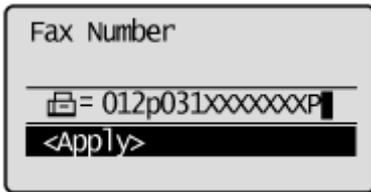
 = 012p031xxxxxxxx

<Apply>

## 7

**Press [  ] (R) to add a pause to the end of the fax/telephone number as needed.**

- The letter <P> is displayed at the end of the fax number.
- A pause added to the end of the number is set to 10 seconds.



Fax Number

 = 012p031xxxxxxxxP

<Apply>

## 8

**Press [  ] (Start).**

# Sending to Multiple Destinations at a Time (Sequential Broadcast)

See "Attention (Sequential Broadcast)" in advance.

You can send the same fax to multiple destinations simultaneously.

## 1

### Place your fax.

- ❏ "Placing Documents"
- ❏ "Supported Document Types"

## 2

Press [  ] (FAX).

## 3

### Specify destination.

- ❏ "Specifying Destinations"

To specify destination, following methods are available.

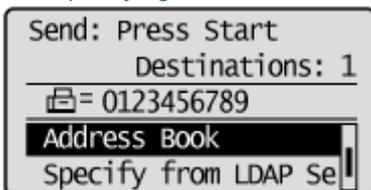
- Specifying destinations by entering the fax number
- Specifying destinations using one-touch keys
- Specifying destinations using coded dial codes
- Specifying destinations using group addresses
- Specifying destinations using the address book
- Specifying Destinations in an LDAP server

## 4

Press [▲] or [▼] to highlight a method for specifying destinations, and then press [OK].

### When specifying destinations from the Address Book, LDAP server, or Coded Dial:

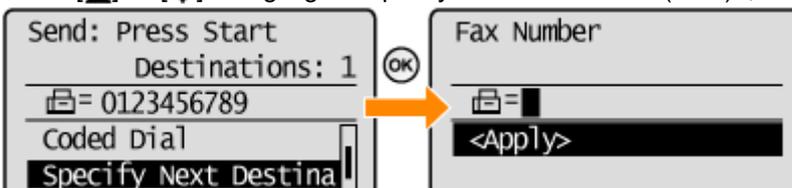
- ❏ "Specifying Destinations"



Send: Press Start  
Destinations: 1  
☎= 0123456789  
Address Book  
Specify from LDAP Se

### When specifying destinations with the numeric keys (Specify Next Destination (New)):

(1) Press [▲] or [▼] to highlight <Specify Next Destination (New)>, and then press [OK].



Send: Press Start  
Destinations: 1  
☎= 0123456789  
Coded Dial  
Specify Next Destina

OK

Fax Number  
☎=   
<Apply>

(2) Specify the next destination with the numeric keys, and then press [OK].

↑ Repeat these steps to enter all the destinations.

**5**

**Repeat Step 4 to enter all the destinations.**

**6**

**Press [  ] (Start).**

## Attention (Sequential Broadcast)

### NOTE

#### The number of destinations that you can specify for a sequential broadcast

- Using the numeric keys: Up to 10 destinations\*
- One-touch keys: Up to 19 destinations
- Coded dial codes: Up to 181 destinations
- Specifying destinations in an LDAP server\*

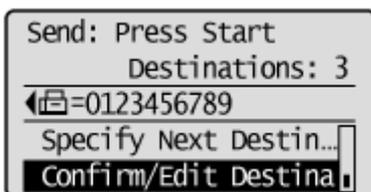
\* A total of 10 destinations can be specified when using the numeric keys in combination with an LDAP server. For example, if seven destinations have been specified using the numeric keys, up to three destinations can be specified using an LDAP server.

#### To specify destinations using the numeric keys

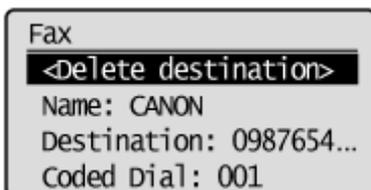
Enter the numbers and press [OK].

#### To delete destinations

- (1) Select <Confirm/Edit Dest.> using [▲] or [▼] and press [OK].



- (2) Select the destination that you want to delete using [▲] or [▼] and press [OK].
- (3) Select <Delete Destination> using [▲] or [▼] and press [OK].



- (4) Select <Yes> using the [◀] and press [OK].

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

Instead of completing the procedure described above, you can press [◀] [▶] to toggle the destinations you specified. Display a destination you want to delete, and press [C] (Clear).

## Changing the Default Fax Settings

The default settings are a set of standard settings predetermined by the machine. These settings become effective when the machine is turned ON, [  ] (Reset) is pressed to revert to the default settings or when returned to the default screen after Auto Reset Timer is performed.

You can change the following default settings based on your needs.

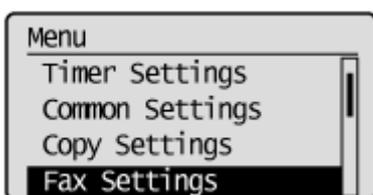
- Resolution
- Density
- 2-Sided Original
- Sharpness

### 1

Press [  ] (Menu).

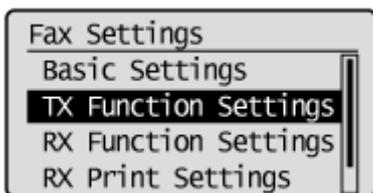
### 2

Select <Fax Settings> using [▲] or [▼] and press [OK].



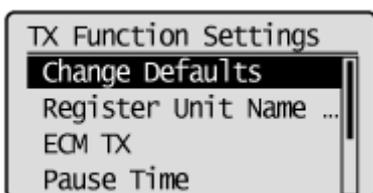
### 3

Select <TX Function Settings> using [▲] or [▼] and press [OK].



### 4

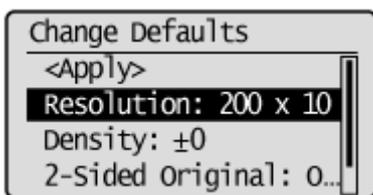
Select <Change Defaults> using [▲] or [▼] and press [OK].



### 5

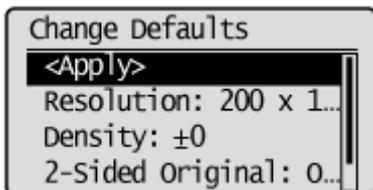
Select the item using [▲] or [▼] and press [OK].

- Resolution/Density/Sharpness  
For more information, see "[Changing the Scan Settings \(Fax\)](#)."



## 6

Select **<Apply>** using [**▲**] or [**▼**] after you have specified the setting and press [**OK**].



## 7

Press [  ] (**Menu**) to close the menu screen.

## Changing Fax Settings (Settings that Can Be Specified Using the [Menu] Button)

---

Configure the following settings to determine how to send faxes.

For the instructions on how to configure these settings, follow the steps in the procedures provided in "Configuring Send Settings" and "Configuring System Settings."

### Basic Settings

---

- ❖ "Register Unit Telephone Number"
- ❖ "Select Line Type"
- ❖ "Off-Hook Alarm"

### TX Function Settings

---

- ❖ "Change Defaults"
- ❖ "Register Unit Name (Fax)"
- ❖ "ECM TX"
- ❖ "Pause Time"
- ❖ "Auto Redial"
- ❖ "Sender ID"
- ❖ "Check Dial Tone Before Sending"

### System settings

---

- ❖ "TX Start Speed"
  - ❖ "Address Book PIN"
  - ❖ "Restrict New Destinations"
  - ❖ "Allow Fax Driver TX"
  - ❖ "Restrict History TX"
  - ❖ "Fax No. Confirmation Re-Entry"
  - ❖ "One-Touch/Coded Dial TX Confirmation"
  - ❖ "Restrict Sequential Broadcast"
-

# Configuring Send Settings

This section describes how to configure the send settings.

See the following for more information.

- [The steps to take for configuring the send settings](#)
- [Options](#)

## The steps to take for configuring the send settings

Follow the steps in the procedure below to configure the send settings.

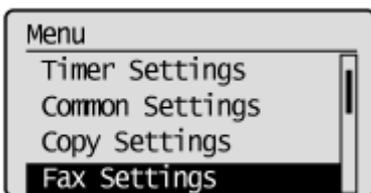
The procedure describes the steps to change the "ECM TX" setting.

1

Press [  ] (Menu).

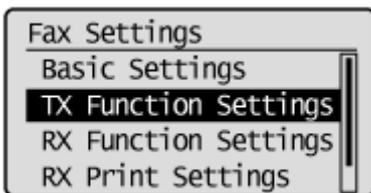
2

Select <Fax Settings> using [▲] or [▼] and press [OK].



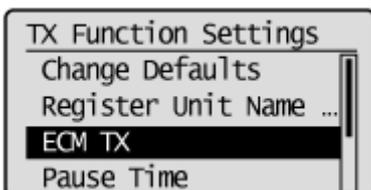
3

Select <TX Function Settings> using [▲] or [▼] and press [OK].



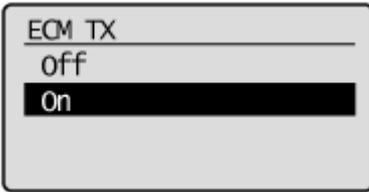
4

Select <ECM TX> using [▲] or [▼] and press [OK].



5

Select <Off> or <On> using [▲] or [▼], and press [OK].



↑ Select <Apply> when <Apply> appears on the screen after you have specified the setting and press [OK].

## 6

Press [  ] (Menu) to close the menu screen.

The procedure is complete.

### Options

Configure the following options to send a fax.

Fax Settings	
Basic Settings	☞ "Register Unit Telephone Number"
	☞ "Select Line Type"
	☞ "Off-Hook Alarm"
TX Function Settings	☞ "Change Defaults"
	☞ "Register Unit Name (Fax)"
	☞ "ECM TX"
	☞ "Pause Time"
	☞ "Auto Redial"
	☞ "Sender ID"
	☞ "Check Dial Tone Before Sending"

## Register Unit Telephone Number

---

Register your machine's fax number.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <Basic Settings> -> <Register Unit Telephone Number>

### How to register the fax number

Enter up to 20 digits using the numeric keys.

You can also enter the [+].

---

## Select Line Type

---

\* This setting may be unavailable depending on the country where you are using the machine.

Change this option when you cannot send a fax.

Contact your local telephone company when you are not sure of the line type that you are using.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <Basic Settings> -> <Select Line Type>

### Settings

(Bold: Default setting)

Pulse	Select this setting when you are using a pulse line.
<b>Tone</b>	Select this setting when you are using a tone line.

---

## Off-Hook Alarm

Specify whether to sound an alarm when the handset or the telephone handset is left unhooked and adjust the volume.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <Basic Settings> -> <Off-Hook Alarm>

### Settings

(Bold: Default setting)

<b>Off</b>		No alarm sounds.
On	Off-Hook Alarm Volume: 1 to 3	The alarm sounds at the specified volume.

## Change Defaults

---

Change the default settings, which become effective when the machine is turned ON, [  ] (Reset) is pressed or when returned to the default screen after Auto Reset Timer is performed.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <TX Function Settings> -> <Change Defaults>

### Settings

See the following section for more information.

➤ ["Changing the Default Fax Settings"](#)

---

## Register Unit Name (Fax)

Register your name or company's name (sender's name).

Once the information has been registered, it is printed at the top of each page that you are sending.

### How to access the option

[  ] (Menu) -> <Fax Settings> -> <TX Function Settings> -> <Register Unit Name (Fax)>

### How to register the sender's name

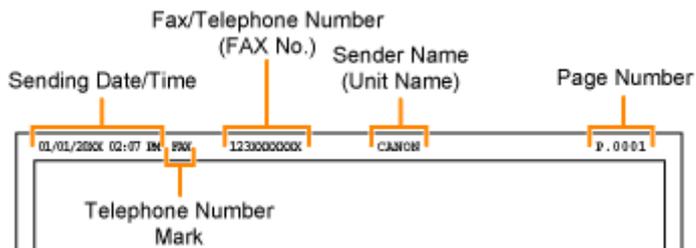
Enter up to 24 alphanumeric characters.

➤ "Entering Text"

#### NOTE

##### Where the sender's name appears on the page

The information is printed at the top of each page that you are sending.



## ECM TX

The ECM (Error Correction Mode) detects and corrects errors that occur during fax transmissions. It helps in minimizing sending errors caused by a poor connection.

### NOTE

#### **Check if the ECM is enabled on the receiving fax machine**

The ECM is effective only when it is enabled on both machines.

#### **An error occurs when the ECM is enabled**

The error may be caused by poor telephone line conditions.

#### **When telephone line conditions are poor**

It may take additional time to send your fax if a problem occurs when sending over the telephone line.

### **How to access the option**

 [  ] (Menu) -> <Fax Settings> -> <TX Function Settings> -> <ECM TX>

### **Settings**

(Bold: Default setting)

Off	Disable the ECM.
<b>On</b>	Enable the ECM.

## Pause Time

---

Press [ ● ] (R) to specify the pause length.

For the instructions on how to enter a pause, see "[Sending a Fax Abroad \(Adding Pauses\)](#)."

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <TX Function Settings> -> <Pause Time>

### Setting

(Bold: Default setting\*)

1 to <b>2</b> to 15*(sec.)
----------------------------

\* The value varies depending on the country where you are using the machine.

---

## Auto Redial

Enable auto redial for automatically redialing the fax number when the line is busy or a sending error occurs. Specify the number of redial attempts and the interval between these attempts.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <TX Function Settings> -> <Auto Redial>

### Settings

(Bold: Default setting\*)

Off		Disable Auto Redial. See " <a href="#">Redialing (Manual Redialing)</a> " to redial the number manually.
<b>On*</b>	Redial Times: 1 to <b>2</b> to 10* (times)	Set the number of redial attempts.
	Redial Interval: <b>2*</b> to 99 (minutes)	Set the interval (in minutes) between redial attempts.
	Redial When Err Occurs: Off, <b>On</b>	Specify whether to redial the number when a sending error occurs.

\* The value varies depending on the country where you are using the machine.

## Sender ID

Specify whether to add the sender ID to the fax that you are sending.

The sender ID is printed at the top of each page that you are sending, along with the fax number and sender's name. This helps the recipient to identify the sender.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <TX Function Settings> -> <Sender ID>

### Settings

(Bold: Default setting)

Off		No sender ID is added.
On	Print Location: On Image, <b>Above Image</b>	Select the location where the sender ID is printed on the page.
	Mark No. as: TEL/FAX: <b>FAX</b> , TEL	Select the symbol to be added in front of the telephone number.

## Check Dial Tone Before Sending

Specify whether to check for a dial tone before dialing.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <TX Function Settings> -> <Check Dial Tone Before Sending>

### Settings

(Bold: Default setting\*)

<b>Off</b>	Do not check for a dial tone.
On	Check for a dial tone before dialing.

\* The value varies depending on the country where you are using the machine.

# Configuring System Settings

This section describes how to configure the system settings.

See the following for more information.

- The steps to take for configuring the system settings
- Options

## The steps to take for configuring the system settings

Follow the steps in the procedure below to configure the system settings.

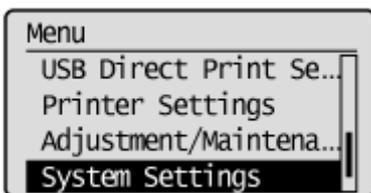
The procedure describes the steps to change the "TX Start Speed" setting.

### 1

Press [  ] (Menu).

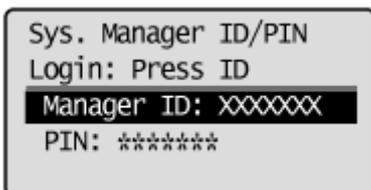
### 2

Select <System Settings> using [▲] or [▼] and press [OK].



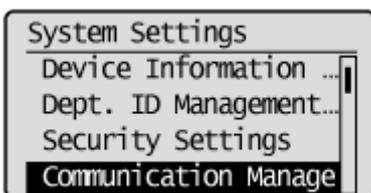
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



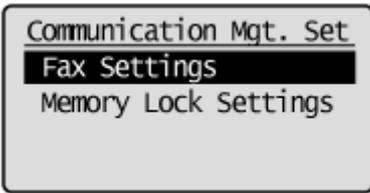
### 3

Select <Communication Management Settings> using [▲] or [▼] and press [OK].



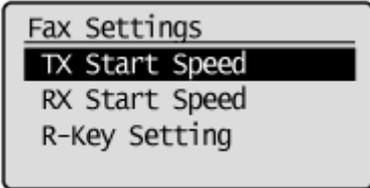
### 4

Select <Fax Settings> using [▲] or [▼] and press [OK].



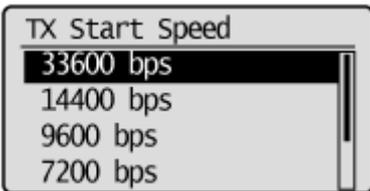
## 5

Select <TX Start Speed> using [▲] or [▼] and press [OK].



## 6

Select the send start speed using [▲] or [▼] and press [OK].



† Select <Apply> when <Apply> appears on the screen after you have specified the setting and press [OK].

## 7

Press [  ] (Menu) to close the menu screen.

The procedure is complete.

### Options

Configure the following options to send a fax.

System Settings		
Communication Management Settings	Fax Settings	▣ "TX Start Speed"
Restrict TX Function	▣ "Address Book PIN"	
	▣ "Restrict New Destinations"	
	▣ "Allow Fax Driver TX"	
	▣ "Restrict History TX"	
	▣ "Fax No. Confirmation Re-Entry"	
	▣ "One-Touch/Coded Dial TX Confirmation"	
	▣ "Restrict Sequential Broadcast"	

## TX Start Speed

---

Change the transmission start speed if you are experiencing a transmission problem.

### How to access the option

 [  ] (Menu) -> <System Settings> -> <Communication Management Settings> -> <Fax Settings> -> <TX Start Speed>

### Settings

(Bold: Default setting)

<p><b>33600 bps</b>, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps</p>
--

## Address Book PIN

---

Set a PIN to protect the address book. You are prompted to enter the correct PIN to register, edit, or delete destinations.

### How to access the option

 [  ] (Menu) -> <System Settings> -> <Restrict TX Function> -> <Address Book PIN>

### How to set a PIN

Enter up to a 7-digit number.

To cancel the entered PIN, clear the numbers and press [OK].

 ["Setting a PIN for the Address Book"](#)

---

## Restrict New Destinations

Restrict destinations that can be specified to already-registered one-touch keys, coded dial codes, and address book entries in an LDAP server. When the restriction function is enabled, the following operations are unavailable.

- Specifying a destination using the numeric keys
- Registering new destinations in the address book, one-touch keys, or coded dial codes
- Editing the destinations registered in the address book, one-touch keys, or coded dial codes
- Registering new destinations in an address book in an LDAP server
- Editing the destinations registered in an address book in an LDAP server

### IMPORTANT

#### Restriction exceptions

Entering new destinations from external telephone is not restricted.

#### When settings are not immediately applied

During fax sending operation including new destinations or manual redialing operation, restriction settings may not be applied immediately.

### NOTE

#### Redial restrictions

When <Restrict New Dest.> is set to <On>, the saved fax sending history up to then is deleted for preventing those new destinations in the history from being redialed.

### How to access the option

 [  ] (Menu) -> <System Settings> -> <Restrict TX Function> -> <Restrict New Destinations>

### Settings

(Bold: Default setting)

<b>Off</b>	No restrictions.
On	Restrictions applied. You can specify destinations from one-touch keys, coded dial codes, and an LDAP server.

## Allow Fax Driver TX

Specify whether to allow sending faxes from the fax driver installed on your computer.

### How to access the option

 [  ] (Menu) -> <System Settings> -> <Restrict TX Function> -> <Allow Fax Driver TX>

### Settings

(Bold: Default setting)

Off	Disallow sending faxes from the fax driver installed on your computer.
<b>On</b>	Allow sending faxes from the fax driver installed on your computer.

# Restrict History TX

Specify whether to restrict sending faxes from the history.

## IMPORTANT

### **When settings are not immediately applied**

During manual redialing operations, for example, restriction settings may not be immediately applied.

### **How to access the option**

 [  ] (Menu) -> <System Settings> -> <Restrict TX Function> -> <Restrict History TX>

### **Settings**

(Bold: Default setting)

<b>Off</b>	Allow sending faxes from the history.
On	Disallow sending faxes from the history.

## Fax No. Confirmation Re-Entry

Specify whether to require confirmation before sending a fax. When this option is enabled, you are prompted to enter the fax number again before sending a fax.

### How to access the option

 [  ] (Menu) -> <System Settings> -> <Restrict TX Function> -> <Fax No. Confirmation Re-Entry>

### Settings

(Bold: Default setting)

<b>Off</b>	Confirmation is not required.
On	You are prompted to enter the fax number for confirmation.

## One-Touch/Coded Dial TX Confirmation

Select whether or not to require confirmation when specifying a destination by the one-touch key or coded dialing code.

### How to access the option:

 [  ] (Menu) -> <System Settings> -> <Restrict TX Function> -> <One-Touch/Coded Dial TX Confirmation>

### Settings:

(Bold: Default setting)

<b>Off</b>	Confirmation is not required.
On	You are required confirmation before specifying a destination.

# Restrict Sequential Broadcast

Specify whether to restrict sending faxes to multiple destinations simultaneously.

## How to access the option

 [  ] (Menu) -> <System Settings> -> <Restrict TX Function> -> <Restrict Sequential Broadcast>

## Settings

(Bold: Default setting)

<b>Off</b>	Allow sending faxes to multiple destinations simultaneously.
Confirm Sequential Broadcast	The confirmation screen is displayed when you are sending faxes to multiple destinations simultaneously.
Reject Sequential Broadcast	Disallow sending faxes to multiple destinations simultaneously.

## Receiving Faxes

---

This section describes how to receive faxes.

- ❖ "RX Mode"
  - ❖ "Changing the Receive Mode"
  - ❖ "Advanced Settings for the Fax/Tel Auto Switch Mode"
-

## RX Mode

The machine allows you to receive faxes automatically or manually in several different ways. See the following flowcharts to select the receive mode that you want to use.

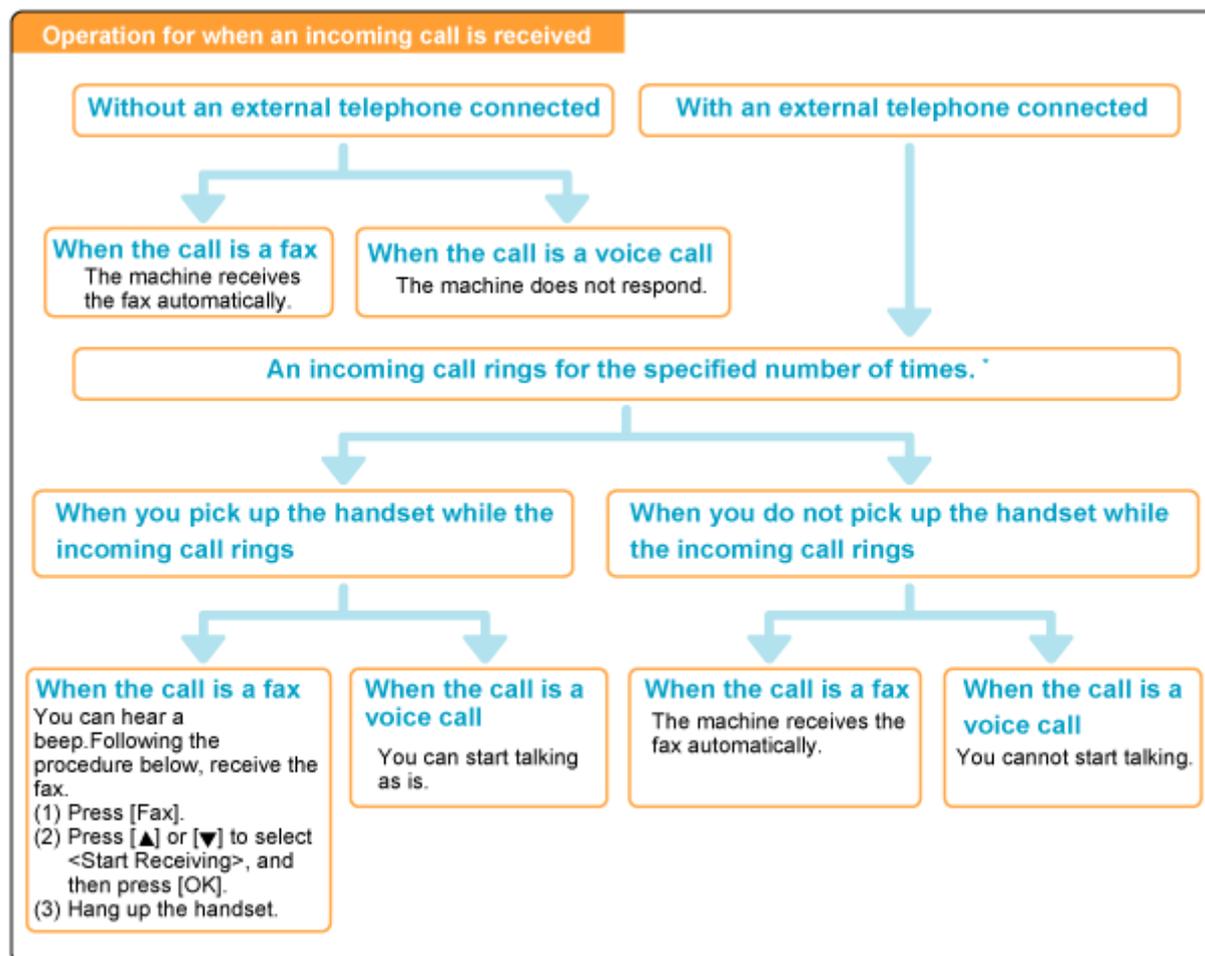
See "Changing the Receive Mode" to change the Receive mode.

The default setting is <Auto>.

### Auto mode

You can receive faxes automatically.

The receiving method depends on whether an external telephone or the handset is connected.

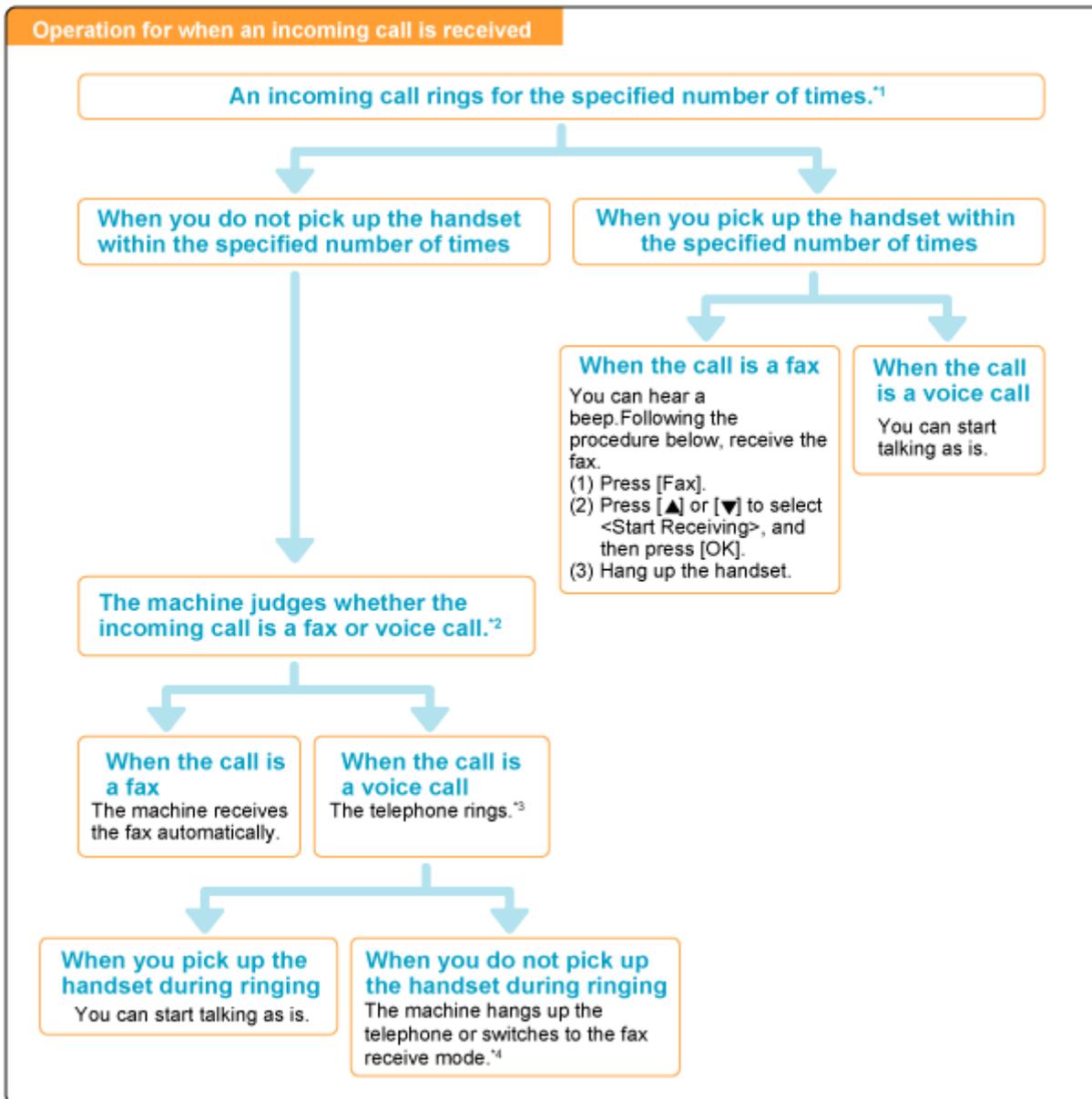


\* You can set the incoming call ring time using "Incoming Ring."

### Fax/Tel mode

You can receive faxes automatically (The telephone rings on an incoming call. To disable audible incoming rings, see "Incoming Ring.")

You can answer incoming calls by picking up the handset.



\*1 You can change the incoming call ring time using "Incoming Ring."

\*2 To set a ring delay before the telephone starts ringing on an incoming call, go to the <Ring Start Time> option.

\*3 To adjust the incoming call ring time, go to the <Incoming Ring Time> option.

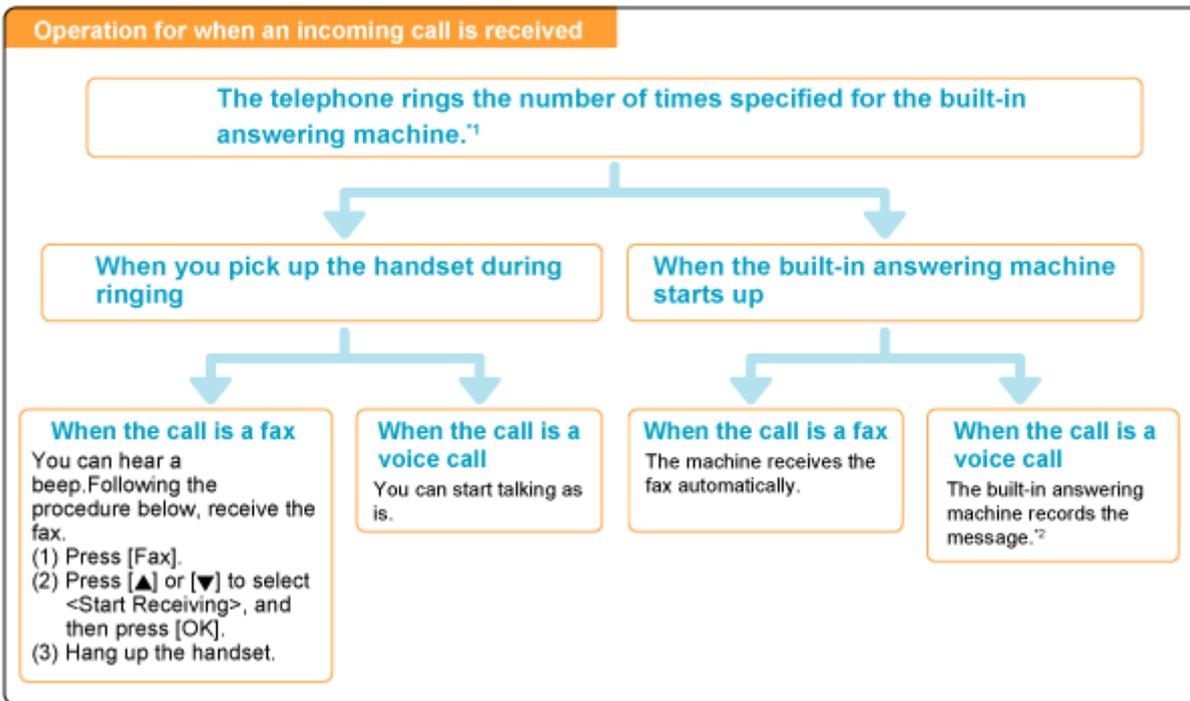
\*4 To specify how the machine behaves when you do not answer an incoming call, go to the <Action After Ring> option.

For more information on these options, see "[Advanced Settings for the Fax/Tel Auto Switch Mode.](#)"

## Answer mode

You can receive faxes automatically.

The telephone's built-in answer function records messages of unanswered calls.



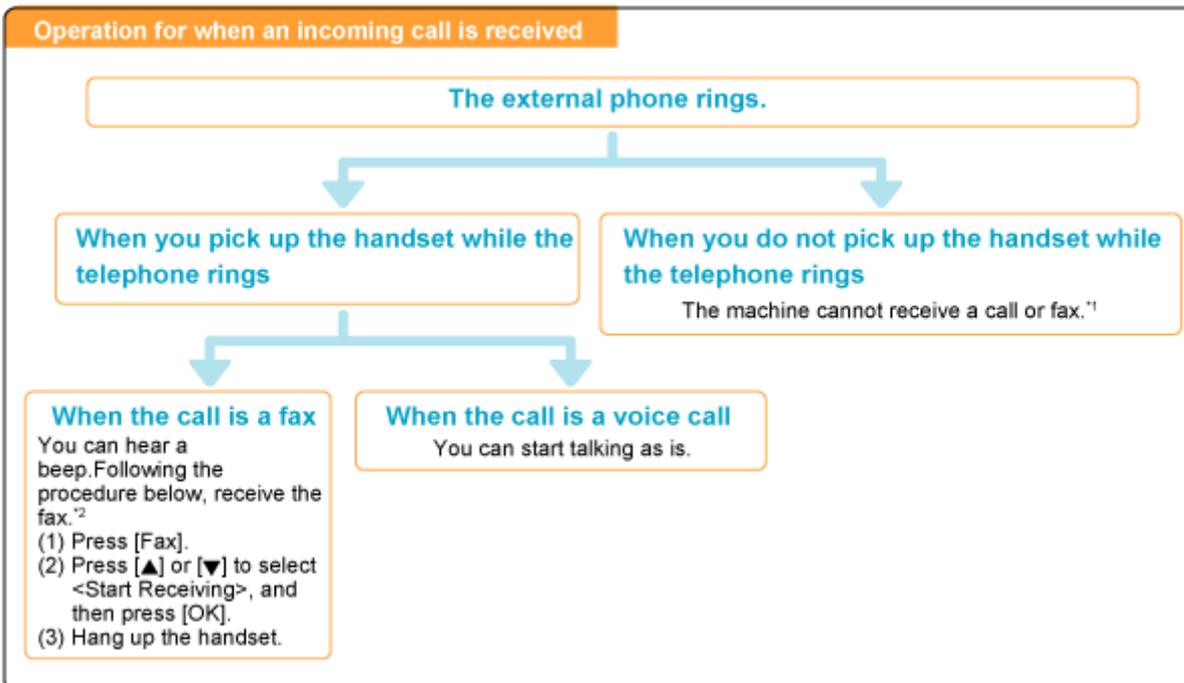
\*1 Set the answer function to answer after a few rings.

\*2 The message is recorded on the answer function (You are advised to add approximately 4 seconds of silence at the beginning of the message or set the maximum recording time to 20 seconds).

## Manual mode

Pick up the handset to answer calls or receive faxes when the machine is set to manual mode.

Set this mode when you expect to receive more incoming telephone calls than faxes or when you receive few faxes.



\*1 When "Auto RX Switch" is set to <On> , the machine automatically starts receiving a fax after several rings.

\*2 When "Remote RX" is set, you can dial the telephone to receive faxes remotely.

## Net Switch mode

In this mode, the machine distinguishes between fax and voice calls. This mode is available for certain countries only and requires subscription to a network switch service.

## Changing the Receive Mode

Select the receive mode that you want to use.

### NOTE

#### About the external telephone

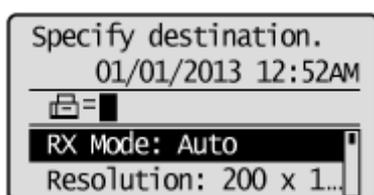
The machine may not be able to send or receive faxes properly, depending on the type of telephone connected to it.

## 1

Press [  ].

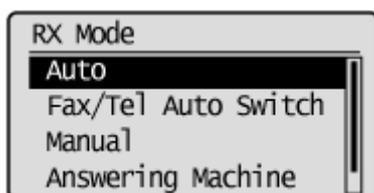
## 2

Select <RX Mode> using [▲] or [▼] and press [OK].



## 3

Select the receive mode using [▲] or [▼] and press [OK].



#### When <Fax/Tel Auto Switch> is selected

Proceed to specify the advanced settings. See "[Advanced Settings for the Fax/Tel Auto Switch Mode.](#)"

## Advanced Settings for the Fax/Tel Auto Switch Mode

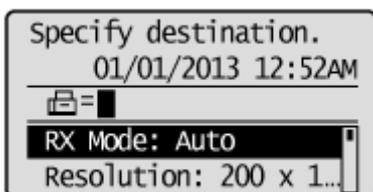
Set the advanced settings for the Fax/Tel Auto Switch mode.

1

Press [  ].

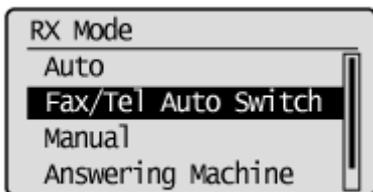
2

Select <RX Mode> using [▲] or [▼] and press [OK].



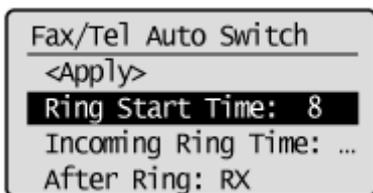
3

Select <Fax/Tel Auto Switch> using [▲] or [▼] and press [OK].



4

Select the option using [▲] or [▼] and press [OK].

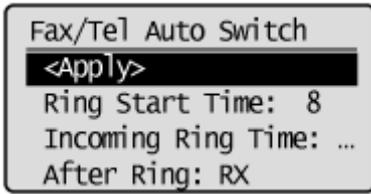


<Ring Start Time>	Set the duration during which the machine tries to detect fax tones before the telephone starts ringing. Set the duration somewhere between 5 to 30 seconds and press [OK].
<Incoming Ring Time>	Set the duration during which the telephone keeps ringing when an incoming call comes. Set the duration somewhere between 15 to 300 seconds and press [OK].
<Action After Ring>	Specify how the machine behaves when an incoming call is not answered. Select <End> or <RX> and press [OK]. <ul style="list-style-type: none"><li>▪ &lt;End&gt;: Disconnect the call.</li><li>▪ &lt;RX&gt;: Receive an incoming fax.</li></ul>

# 5

Select **<Apply>** using [**▲**] or [**▼**] and press [**OK**].

The changes are saved.



# Forwarding Fax Documents

Received fax documents are transferred to a fax, E-mail or a file server.

## NOTE

### **For forwarding to E-mail or a file server**

When a fax document is transferred to an E-mail or a file server, the document is converted to a PDF file.

### **When the destination is deleted from an address book**

When you delete the destination from the address book from when forwarding is configured/executed to when it is received, an destination unknown forwarding error occurs.

### **To learn how to handle transfer errors**

See the following sections.

- ["Configuring Operations for Transfer Errors"](#)
- ["Re-forwarding/Printing/Deleting Documents in Which Transfer Is Failed"](#)

To configure the destination in advance for automatic forwarding	See <a href="#">"Setting Document Transfer (Automatic Forwarding)."</a>
To manually transfer received fax documents	See <a href="#">"Forwarding Received Faxes Stored in Memory to Other Destinations (Manual Forwarding)."</a>

## Setting Document Transfer (Automatic Forwarding)

Specify whether a document is automatically transferred during receiving and where to be transferred.

### NOTE

#### Destinations that can be specified

You can specify the followings as destinations.

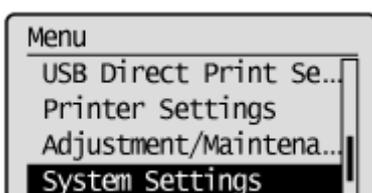
- Fax
- E-mail
- File server
- Group destination

## 1

Press [  ] (Menu).

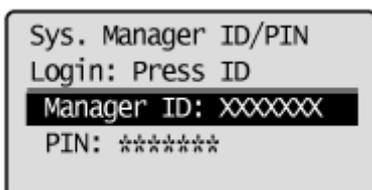
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



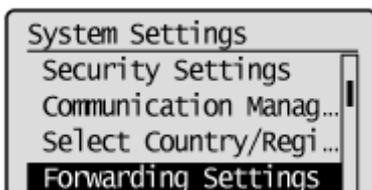
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



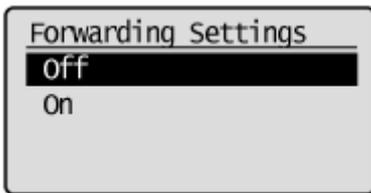
## 3

Select <Forwarding Settings> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].

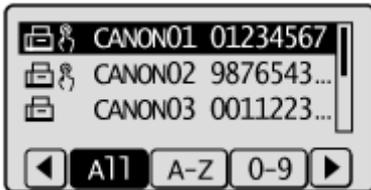


<On>	Starts to transfer received documents. Next, you need to configure transfer destinations.
<Off>	Transfer is not performed.

### When <On> is selected

You can specify where to forward. You can specify only by the following approaches:

- ❖ "Specifying destinations using one-touch keys"
- ❖ "Specifying destinations using coded dial codes"
- ❖ "Specifying destinations using the address book"



## 5

Press [  ] (Menu) to close the menu screen.

# Forwarding Received Faxes Stored in Memory to Other Destinations (Manual Forwarding)

When a fax is stored in memory, you can manually forward it to a specified destination.

## NOTE

### Destinations that can be specified

You can specify the followings as destinations.

- Fax
- E-mail
- File server
- Group destination

### To restore received fax data in memory

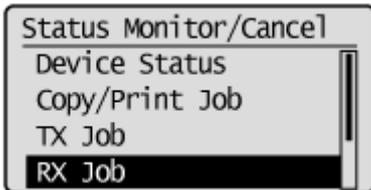
See "[Memory Lock Settings](#)."

## 1

Press [  ] (Status Monitor/Cancel).

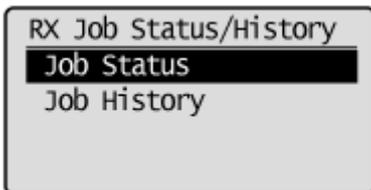
## 2

Select <RX Job> using [▲] or [▼] and press [OK].



## 3

Select <Job Status> using [▲] or [▼] and press [OK].

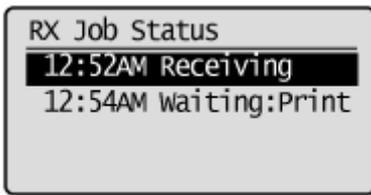


## 4

Select the job that you want to forward using [▲] or [▼] and press [OK].

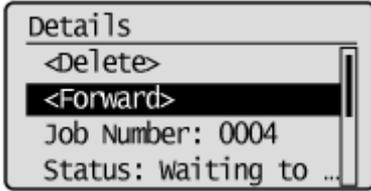
You cannot forward received faxes when

- the machine is in the middle of receiving another fax
- the machine starts printing a job after it has received a fax



## 5

Select <Forward> using [▲] or [▼] and press [OK].

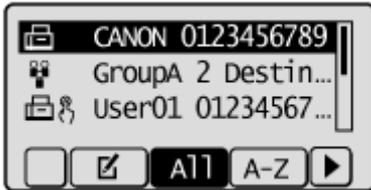


## 6

Specify the forwarding destination.

See the following sections to specify destinations.

- ❏ "Specifying destinations using one-touch keys"
- ❏ "Specifying destinations using coded dial codes"
- ❏ "Specifying destinations using the address book"



# Configuring Operations for Transfer Errors

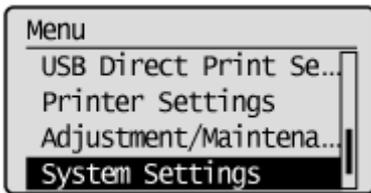
When received documents are transferred or when a transfer error occurs, its details can be saved in a memory or printed.

1

Press [  ] (Menu).

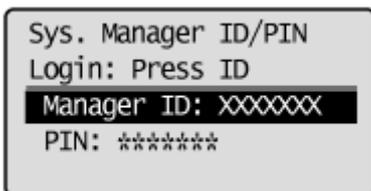
2

Select <System Settings> using [▲] or [▼] and press [OK].



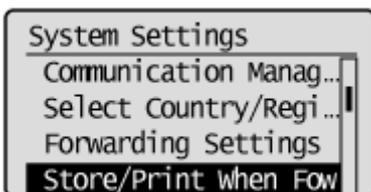
## When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



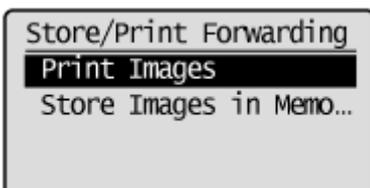
3

Select <Store/Print When Forwarding> using [▲] or [▼] and press [OK].

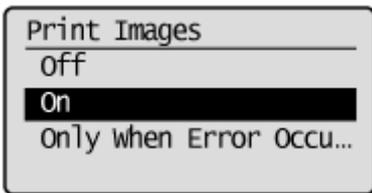


## To print a transferred document

(1) Select <Print Images> using [▲] or [▼] and press [OK].



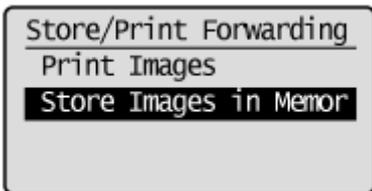
(2) Select settings using [▲] or [▼] and press [OK].



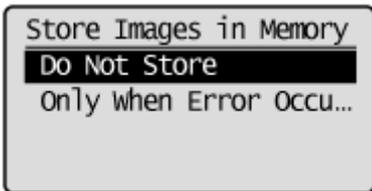
<Off>	When a document is transferred, that document is not printed.
<On>	When a document is transferred, that document is printed.
<Only When Error Occurs>	Only when a transfer error occurs, that document is printed.

### To save a transferred document in a memory

(1) Select <Store Images in Memory> using [▲] or [▼] and press [OK].



(2) Select settings using [▲] or [▼] and press [OK].



<Do Not Store>	When a document is transferred, that document is not saved.
<Only When Error Occurs>	Only when a transfer error occurs, that document is saved in a memory.

## 4

Press [  ] (Menu) to close the menu screen.

# Re-forwarding/Printing/Deleting Documents in Which Transfer Is Failed

## NOTE

### When You Use This Feature

Specify <Only When Error Occurs> to the <Store Images in Memory> of the <Store/Print When Forwarding>.

➤ ["Configuring Operations for Transfer Errors"](#)

### About re-forwarded job

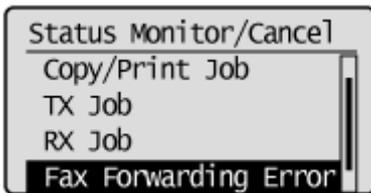
The job which has been re-forwarded successfully is deleted.

## 1

Press [  ] (Status Monitor/Cancel).

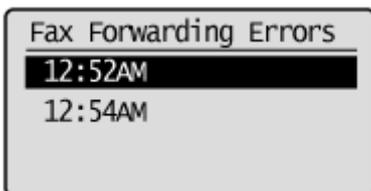
## 2

Select <Fax Forwarding Errors> using [▲] or [▼] and press [OK].



## 3

Select a job using [▲] or [▼] and press [OK].

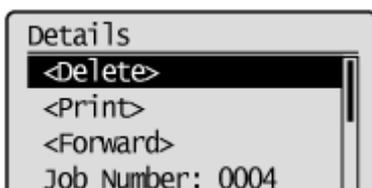


Detailed information of the forwarding error job is displayed.



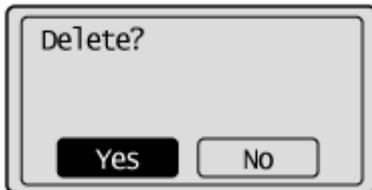
### To delete/print a job

(1) Select <Delete> or <Print> using [▲] or [▼] and press [OK].



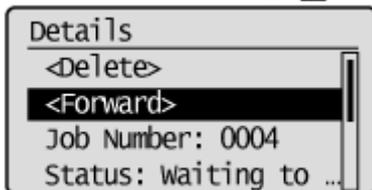
<Delete>	Press to delete jobs.
<Print>	Print the job contents.

(2) Select <Yes> using [◀] or [▶] and press [OK].



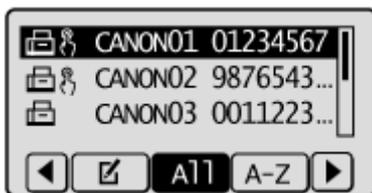
### For job forwarding

(1) Select <Forward> using [▲] or [▼] and press [OK].



(2) You can specify where to forward. You can specify only by the following approaches:

- ❖ "Specifying destinations using one-touch keys"
- ❖ "Specifying destinations using coded dial codes"
- ❖ "Specifying destinations using the address book"



## Managing Faxes Stored in Memory

---

Manage faxes stored in memory.

- ❖ "Checking and Canceling Fax Jobs"
  - ❖ "Combining and Printing the Received Documents You Saved"
  - ❖ "Checking and Deleting Received Faxes"
  - ❖ "Checking the History of Received/Sent Faxes"
-

## Checking and Canceling Fax Jobs

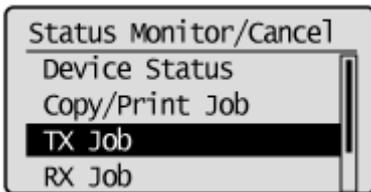
Check the details of the fax currently being sent or waiting to be sent. Cancel faxes that you decide not to send.

1

Press [  ] (Status Monitor/Cancel).

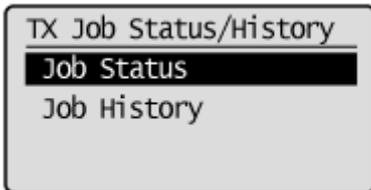
2

Press [▲] or [▼] to select <TX Job> and press [OK].



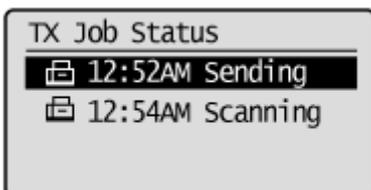
3

Select <Job Status> using [▲] or [▼] and press [OK].

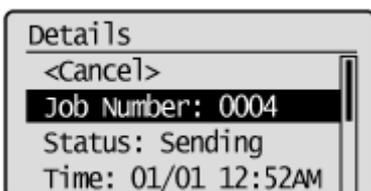


4

Press [▲] or [▼] to select the job that you want to check or cancel and press [OK].

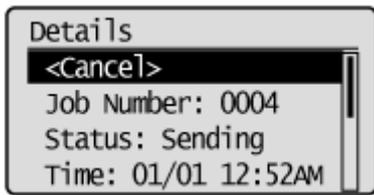


The details of the selected job is displayed.

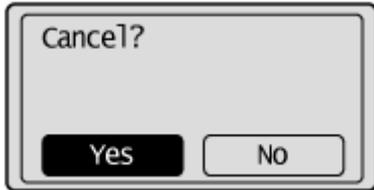


### To cancel the job

(1) Select <Cancel> using [▲] or [▼] and press [OK].



(2) Select <Yes> using [◀] and press [OK].



The sending job is canceled. Fax transmission to all the destinations will be canceled for sequential broadcast.

(3) Press [●] (Status Monitor/Cancel) to close the screen.

**To only check the details of the selected job**

Press [●] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.

---

## Combining and Printing the Received Documents You Saved

Instead of printing at "Memory Lock Settings" during receiving, documents saved in a memory are combined and printed altogether.

### NOTE

#### Printing documents saved in a memory during receiving

You cannot individually choose and print a document. You cannot preview the document content, either.

#### When <Memory Lock Time > is set

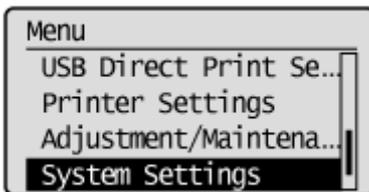
At <Memory Lock End Time>, you can combine and print received documents saved in a memory from the <Memory Lock Start Time> to the <Memory Lock End Time>.

## 1

Press [  ] (Menu).

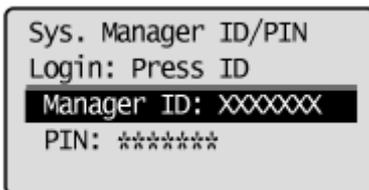
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



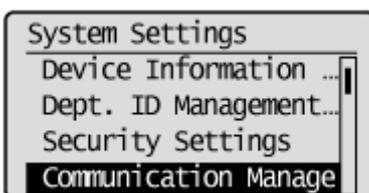
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



## 3

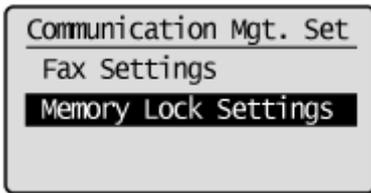
Select <Communication Management Settings> using [▲] or [▼] and press [OK].



## 4

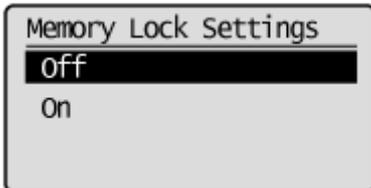
Select <Memory Lock Settings> using [▲] or [▼] and press [OK].

When <Memory Lock PIN> is set, enter the number using the numeric keys and press [OK].



## 5

Select <Off> using [▲] or [▼] and press [OK].



Fax documents saved in the memory are combined and printed.

## 6

Press [  ] (Menu) to close the menu screen.

## Checking and Deleting Received Faxes

Check the details of faxes stored in memory. Delete faxes that you no longer need.

### NOTE

#### About faxes stored in memory

You can specify forwarding destinations.

➤ ["Forwarding Fax Documents"](#)

You can combine and print documents saved in the memory instead of printing during receiving.

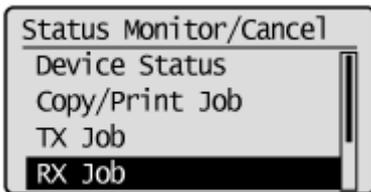
➤ ["Combining and Printing the Received Documents You Saved"](#)

## 1

Press [  ] (Status Monitor/Cancel).

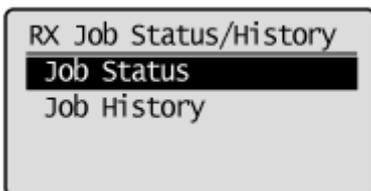
## 2

Select <RX Job> using [▲] or [▼] and press [OK].



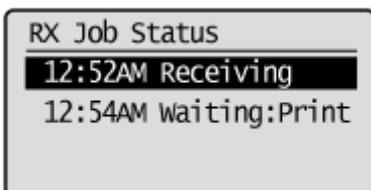
## 3

Select <Job Status> using [▲] or [▼] and press [OK].

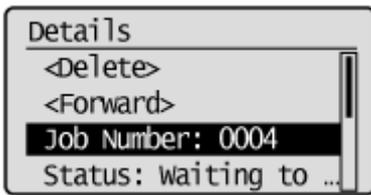


## 4

Select the job that you want to check or delete using [▲] or [▼] and press [OK].

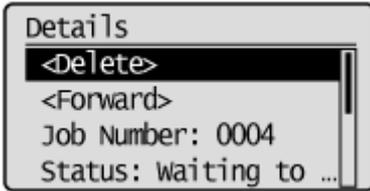


The details of the job is displayed.

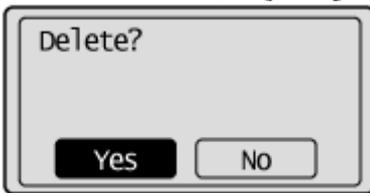


### To delete the job

- (1) Select <Delete> using [**▲**] or [**▼**] and press [OK].



- (2) Select <Yes> using [**◀**] or [**▶**] and press [OK].



The job is deleted.

- (3) Press [**●**] (Status Monitor/Cancel) to close the screen.

### To only check the details of the selected job

Press [**●**] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.

---

## Checking the History of Received/Sent Faxes

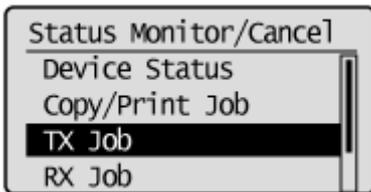
Check the history of received or sent faxes.

1

Press [  ] (Status Monitor/Cancel).

2

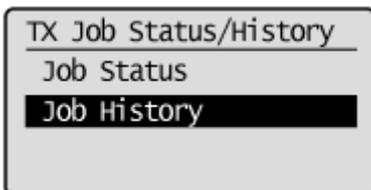
Select <TX Job> or <RX Job> using [▲] or [▼] and press [OK].



<TX Job>	Confirm the sending job history.
<RX Job>	Confirm the received job history.

3

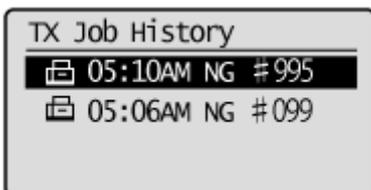
Select <Job History> using [▲] or [▼] and press [OK].



4

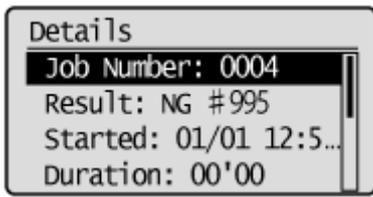
Select the job that you want to check using [▲] or [▼] and press [OK].

The details of the job is displayed.



5

Select the item that you want to check using [▲] or [▼] and press [OK].



**6**

Press [  ] (Status Monitor/Cancel) to close the screen.

# Changing Fax Settings (Settings that Can Be Specified Using the [Menu] Button)

---

Configure the following settings to determine how to receive faxes.

For the instructions on how to configure these settings, follow the steps in the procedures provided in "[Configuring Receiving Settings](#)" and "[Configuring System Settings](#)."

## RX Function settings

---

- ❖ "ECM RX"
- ❖ "Incoming Ring"
- ❖ "Remote RX"
- ❖ "Auto RX Switch"

## Received job printing settings

---

- ❖ "2-Sided Printing"
- ❖ "Reduce RX Size"
- ❖ "RX Page Footer"
- ❖ "Continue Printing When Toner Is Low"

## System settings

---

- ❖ "RX Start Speed"
  - ❖ "Memory Lock Settings"
  - ❖ "R-Key Setting"
  - ❖ "Select Country/Region"
-

## Configuring Receiving Settings

This section describes how to configure the receiving settings.

See the following for more information.

- [The steps to take for configuring the receiving settings](#)
- [Options](#)

### The steps to take for configuring the receiving settings

Follow the steps in the procedure below to configure the fax receiving settings.

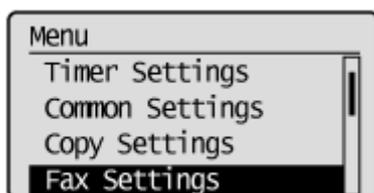
The procedure describes the steps to change the "ECM RX" setting.

1

Press [  ] (Menu).

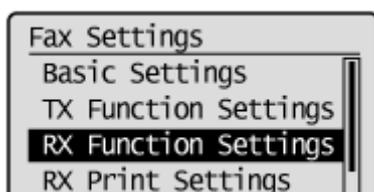
2

Select <Fax Settings> using [▲] or [▼] and press [OK].



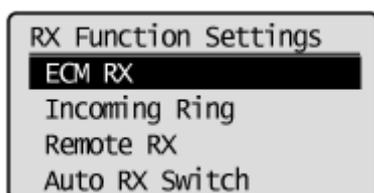
3

Select <RX Function Settings> using [▲] or [▼] and press [OK].



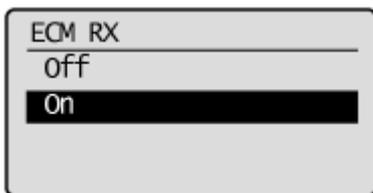
4

Select <ECM RX> using [▲] or [▼] and press [OK].



5

Select <Off> or <On> using [▲] or [▼] and press [OK].



↑ Select <Apply> when <Apply> appears on the screen after you have specified the setting and press [OK].

## 6

Press [  ] (Menu) to close the menu screen.

The procedure is complete.

### Options

Configure the following options to receive a fax.

Fax Settings	
RX Function Settings	❏ "ECM RX"
	❏ "Incoming Ring"
	❏ "Remote RX"
	❏ "Auto RX Switch"
RX Print Settings	❏ "2-Sided Printing"
	❏ "Reduce RX Size"
	❏ "RX Page Footer"
	❏ "Continue Printing When Toner Is Low"

## ECM RX

---

The ECM (Error Correction Mode) detects and corrects errors that occur during fax transmissions. It helps in minimizing sending errors caused by a poor connection.

### NOTE

#### **Check if the ECM is enabled on the receiving fax machine**

The ECM is effective only when it is enabled on both machines.

#### **An error occurs even when the ECM is enabled**

The error may be caused by poor telephone line conditions.

#### **When telephone line conditions are poor**

It may take additional time to receive your fax if a problem occurs when sending over the telephone line.

### **How to access the option**

 [  ] (Menu) -> <Fax Settings> -> <RX Function Settings> -> <ECM RX>

### **Settings**

(Bold: Default setting)

Off	Disable the ECM.
<b>On</b>	Enable the ECM.

## Incoming Ring

Specify whether or not the external telephone or the handset rings on an incoming call when <RX Mode> is set to <Auto> or <Fax/Tel Auto Switch>.

You can set the incoming call ring time.

The machine automatically starts receiving a fax after the external telephone keeps ringing for a specified length of time. The machine's speaker rings on an incoming fax only when <RX Mode> is set to <Fax/Tel Auto Switch>.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <RX Function Settings> -> <Incoming Ring>

### Settings

(Bold: Default setting)

Off		The telephone does not ring on an incoming call.
<b>On</b>	Ring Times: 1 to <b>2</b> to 99* (times)	The telephone rings on an incoming call. You can set the incoming call ring time in rings in <Ring Times>.

\* The value varies depending on the country where you are using the machine.

## Remote RX

Specify whether to receive faxes remotely by dialing the ID number using the push-buttons of the external telephone connected to the machine when an incoming call comes. If you use the pulse line, press [  ] (Tone) and then dial the Remote RX ID.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <RX Function Settings> -> <Remote RX>

### Settings

(Bold: Default setting\*)

Off		Disable remote retrieval.
<b>On</b>	Remote RX ID: 00 to <b>25</b> to 99	Enable remote retrieval. You can specify the ID number in <Remote RX ID>.

\* The value varies depending on the country where you are using the machine.

## Auto RX Switch

Set the incoming call ring time before the machine switches to the fax mode automatically. This option can be enabled when the <RX Mode> is set to <Manual>.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <RX Function Settings> -> <Auto RX Switch>

### Settings

(Bold: Default setting)

<b>Off</b>		Remote receiving is disabled.
On	Incoming Ring Time: 1 to <b>15</b> to 99 (sec.)	Remote receiving is enabled. The machine switches to the fax mode automatically after the specified length of time.

## 2-Sided Printing

Enable this option to print on both sides of paper. This saves excessive paper consumption.

### IMPORTANT

#### Notes on 2-Sided printing

Accurately attach the paper size switch lever. If the paper size switch lever is not securely attached, documents may not be fed properly or jammed.

["Copying 2-Sided Document to 2 Sides"](#)

#### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <RX Print Settings> -> <2-Sided Printing>

#### Settings

(Bold: Default setting)

<b>Off</b>	Print on only one side of paper.
On	Print on both sides of paper.

## Reduce RX Size

Enable this option to scale the image to fit on the selected paper size or reduce the image by a specific percentage when you receive a fax.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <RX Print Settings> -> <Reduce RX Size>

### Settings

(Bold: Default setting)

Off		No image reduction.
On	Reduction Ratio: <b>Auto</b> , 97%, 95%, 90%, 75%	<Auto>: Reduce the image automatically to fit onto the selected paper size. <97%>, <95%>, <90%>, <75%>: Reduce the image by the predetermined ratio.
	Reduction Method: Vertical/Horizontal, <b>Vertical Only</b>	<Vertical/Horizontal>: Reduce the image in vertical and horizontal directions. <Vertical Only>: Reduce the image in the vertical direction only.

## RX Page Footer

---

Specify whether to print the reception date, time, job ID, and page number at the bottom of the page when printing received faxes.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <RX Print Settings> -> <RX Page Footer>

### Settings

(Bold: Default setting)

<b>Off</b>	Do not print the page footer.
On	Print the page footer.

---

## Continue Printing When Toner Is Low

Specify whether to continue printing received faxes when the toner is nearly empty.

### IMPORTANT

#### If <Continue Printing When Toner Is Low> is set to <On>

Note that the output may not be clear, as subtle details such as thin lines and light colors may not be clearly reproduced, due to a small amount of toner remaining inside the toner cartridge. Plus, faxes are deleted once they have been printed.

### How to access the option

 [  ] (Menu) -> <Fax Settings> -> <RX Print Settings> -> <Continue Printing When Toner Is Low>

### Settings

(Bold: Default setting)

<b>Off</b>	The machine does not continue printing received faxes.
On	The machine continues printing received faxes.

# Configuring System Settings

This section describes how to configure the system settings.

See the following sections for more information.

- [The steps to take for configuring the system settings](#)
- [Options](#)

## The steps to take for configuring the system settings

Follow the steps in the procedure below to configure the system settings.

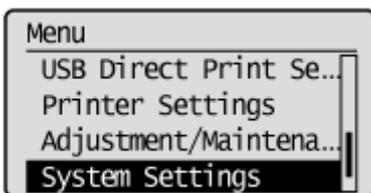
The procedure describes the steps to change the "RX Start Speed" setting.

### 1

Press [  ] (Menu).

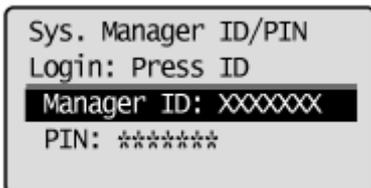
### 2

Select <System Settings> using [▲] or [▼] and press [OK].



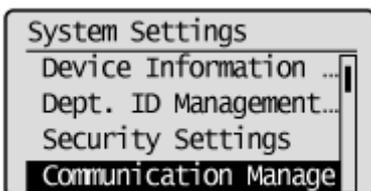
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



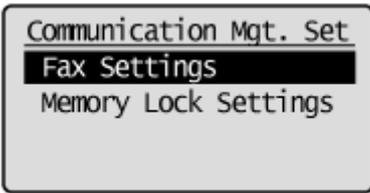
### 3

Select <Communication Management Settings> using [▲] or [▼] and press [OK].



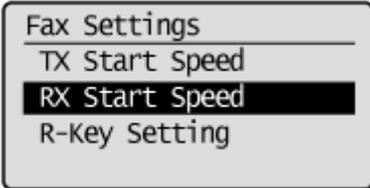
### 4

Select <Fax Settings> using [▲] or [▼] and press [OK].



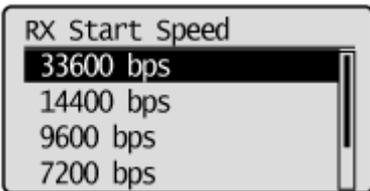
## 5

Select <RX Start Speed> using [▲] or [▼] and press [OK].



## 6

Select the receive start speed using [▲] or [▼] and press [OK].



† Select <Apply> when <Apply> appears on the screen after you have specified the setting and press [OK].

## 7

Press [  ] (Menu) to close the menu screen.

The procedure is complete.

### Options

Configure the following options to receive a fax.

System Settings		
Communication Management Settings	Fax Settings	☒ "RX Start Speed"
		☒ "R-Key Setting"
	☒ "Memory Lock Settings"	
☒ "Select Country/Region"		

## RX Start Speed

---

Change the reception start speed if you are experiencing a problem.

### How to access the option

 [  ] (Menu) -> <System Settings> -> <Communication Management Settings> -> <Fax Settings> -> <RX Start Speed>

### Setting

(Bold: Default setting)

<p><b>33600 bps</b>, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps</p>
--

## Memory Lock Settings

Normally, received documents are immediately printed. However, you can specify whether or not to store received faxes in memory before printing. You can then print the stored faxes at any time or delete them without printing to save paper.

### How to access the option

 [  ] (Menu) -> <System Settings> -> <Communication Management Settings> -> <Memory Lock Settings> (↑)

↑ If <Memory Lock PIN> is specified, use the numeric keys [  ] to [  ] to enter those numbers, and then press [OK].

### Settings

(Boldface: Default setting)

<b>Off</b>		Disable Memory Lock.
On	Memory Lock PIN: Seven-digit number	Once the PIN is set, you are prompted to enter it every time you change or disable the Memory Lock mode settings.
	Print Report: Off, <b>On</b>	Specify whether to print the RX result report when receiving a fax. Activate " <a href="#">Receive Results</a> " to enable this setting.
	Memory Lock Time : <b>Off</b> , On	When <On> is set, received faxes are stored in memory only for a specified length of time. Set <Memory Lock Start Time> and <Memory Lock End Time> respectively.

#### NOTE

##### Memory Lock PIN

- Press [OK] without entering any numbers when you do not want to set the PIN.
- You cannot set a PIN consisting only of <0> (<0000000>).

##### Memory Lock Settings operations

- When memory lock settings are changed from <On> to <Off>, the documents saved in the memory up to then are combined and printed.
- ["Combining and Printing the Received Documents You Saved"](#)
- At <Memory Lock End Time>, you can combine and print received documents saved in the memory from the <Memory Lock Start Time> to the <Memory Lock End Time>.

## Select Country/Region

Specify the country or region where the machine is used.

### **IMPORTANT**

#### **After you have configured the option**

Restart the machine to take effect the changes.

### **How to access the option**

 [  ] (Menu) -> <System Settings> -> <Select Country/Region>

### **Setting**

(Bold: Default setting)

Austria (AT),  
Belarus (BY),  
Belgium (BE),  
Czech Republic  
(CZ), Denmark  
(DK), Egypt (EG),  
Finland (FI), France  
(FR), Germany  
(DE), Greece (GR),  
Hungary (HU),  
Ireland (IE), Italy  
(IT), Jordan (JO),  
Luxembourg (LU),  
Netherlands (NL),  
Norway (NO),  
Poland (PL),  
Portugal (PT),  
Russia (RU), Saudi  
Arabia (SA),  
Slovenia (SI), South  
Africa (ZA), Spain  
(ES), Sweden (SE),  
Switzerland (CH),  
Ukraine (UA),  
**Great Britain  
(GB)**, Other

\* The value varies depending on the country where you are using the machine.

## R-Key Setting

If your machine is connected through a PBX (Private Branch Exchange), it is necessary to set the access method. You can set the PBX type to <Prefix> or <Hooking>. If you register the outside line access number in the R-key, you can easily access the outside line.

### How to display the settings

 [  ] (Menu) -> <System Settings> -> <Communication Management Settings> -> <Fax Settings> -> <R-Key Setting>

### Settings

(Boldface: Default settings\*)

<b>PSTN</b>		Select if your machine is connected to an outside line.
PBX	Prefix, <b>Hooking</b>	Select a type for <PBX>. When <Prefix> is selected, set the prefix code (up to 20 digits) using numeric keys, [  ] (Tone), and [  ] (Symbols), and then enter [  ] (Recall).

\* The value varies depending on the country where you are using the machine.

## Using PC Fax

---

This section describes how to send faxes from your computer.

† If you are a Macintosh user, see the following.

- To install the Fax Driver  
→ "MF Driver Installation Guide" or Canon Fax Driver Guide
- To view how to use each function  
→ Fax Driver's Help

To view how to display Canon Fax Driver Guide or Fax Driver's Help, see "[For Macintosh Users.](#)"

### Preparing to send faxes from your computer

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Specifying the related settings to send faxes from your computer	See " <a href="#">Preparation to Use PC Faxing.</a> "
If a problem occurs when installing or using the driver	See " <a href="#">Where to Find Help (PC Fax).</a> "

### Sending faxes from your computer

---

Learning about ways to send a fax	See the following sections. <ul style="list-style-type: none"><li>• "<a href="#">Faxing (PC Fax)</a>"</li><li>• "<a href="#">Specifying the Default Fax Settings (PC Fax)</a>"</li><li>• "<a href="#">Setting Up the Fax Configuration (PC Fax)</a>"</li><li>• "<a href="#">Viewing the Online Help (PC Fax)</a>"</li></ul>
Learning useful fax functions	See the online help.
Learning how to use the address book	See the online help.

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## Preparation to Use PC Faxing

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Follow the steps in the procedure below to set up PC faxing.

<b>Step 1</b>	Check your system environment.	<a href="#">"System Requirements (PC Fax)"</a>
<b>Step 2</b>	Specify the fax settings.	<a href="#">"Preparing to Use the Fax Functions"</a>
<b>Step 3</b>	Install the fax driver.	Installing the MF Drivers and MF Toolbox. <a href="#">"MF Driver Installation Guide"</a>

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## System Requirements (PC Fax)

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The following system environments are necessary in order to use the fax driver.

### Operating Systems:

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- Windows XP
- Windows Server 2003
- Windows Vista
- Windows Server 2008
- Windows 7
- Windows 8
- Windows Server 2012

### Computer:

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Any computer that runs the above systems

### Memory:

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Any memory with the capacity required to operate the compatible operating systems

 **NOTE**

Supported operating systems may differ according to the fax driver version you are using.

## Where to Find Help (PC Fax)

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If any problem occurs when installing or using the driver, see the following.

### **Readme file**

For details on key points (hints or restrictions) for when installing and using the driver, see the Readme file in the supplied User Software and Manuals DVD-ROM.

### **Online help**

In the Online Help file included with the driver, additional help information is provided. When clicking [Help] in the properties dialog box, additional information about every feature and option of the driver is displayed.

### **Canon Authorized Dealers or Service Providers**

If the Online Help file does not provide the information you need, contact your local authorized Canon dealer or service provider.

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## Faxing Fundamentals (PC Fax)

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This section explains the fundamental operations of the fax driver, such as how to display the fax driver, and how to send a fax from a computer.

- ❖ "Faxing (PC Fax)"
  - ❖ "Specifying the Default Fax Settings (PC Fax)"
  - ❖ "Setting Up the Fax Configuration (PC Fax)"
  - ❖ "Viewing the Online Help (PC Fax)"
-

## Faxing (PC Fax)

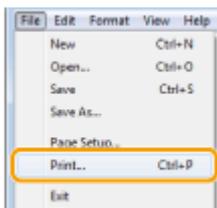
The procedure for faxing a document created in application is as follows.

### NOTE

Faxing methods may differ depending on the application you are using. For details, see the instruction manuals provided with the application.

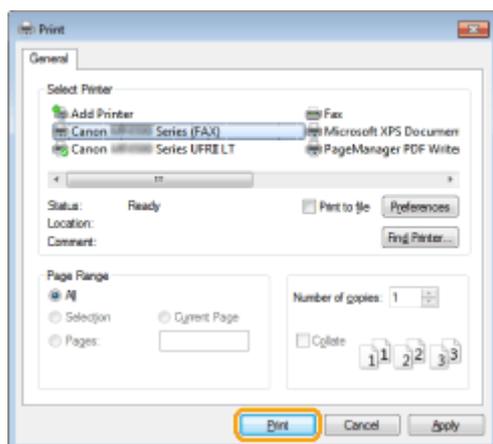
## 1.

Select **[Print]** from the **[File]** menu of the application.



## 2.

Click **[Print]** (or **[OK]**).



### NOTE

In Windows 8/Server 2012, if you want to send a fax from the Windows Store app, display the charm bar to the right of the screen, and tap [ Devices] -> the fax you are using -> [Print]. If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, move to the desktop and proceed to step 3.

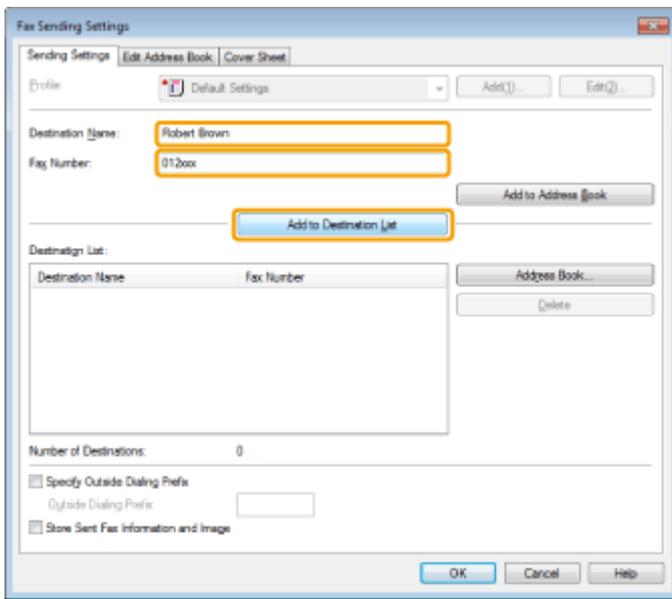
## 3.

Specify the send address in the **[Fax Sending Settings]** dialog box.

- ❖ When entering the destination name and fax number:
- ❖ When setting the destination name from the address book:

**When entering the destination name and fax number:**

- Enter the recipient name and fax number in the **[Sending Settings]** tab -> click **[Add to Destination List]**.

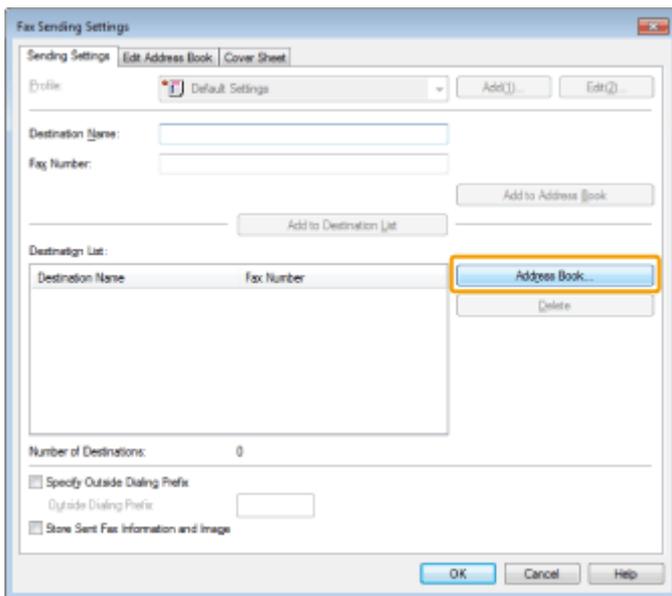


#### NOTE

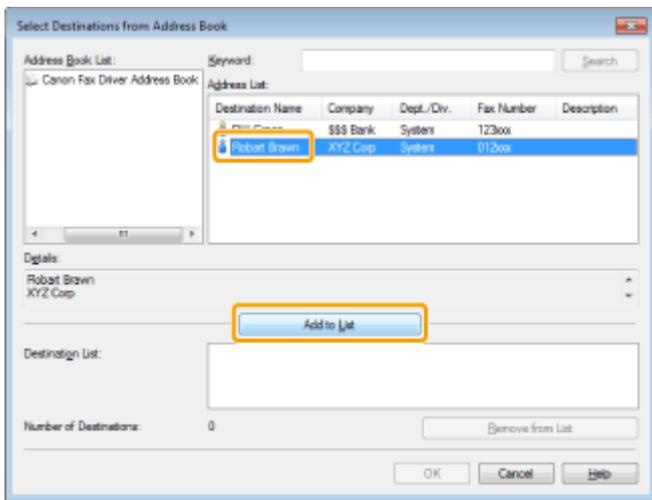
If you have selected [Reenter Fax Number before adding Destination to [Destination List]] in the [Security Settings] dialog box of the [Special] tab, the [Confirm Password] dialog box is displayed when you click [Add to Destination List]. For details, see the online help. (See the "[Viewing the Online Help \(PC Fax\).](#)")

### **When setting the destination name from the address book:**

- Click [Address Book] in the [Sending Settings] tab.**



- Select the recipient -> click [Add to List] -> [OK].**

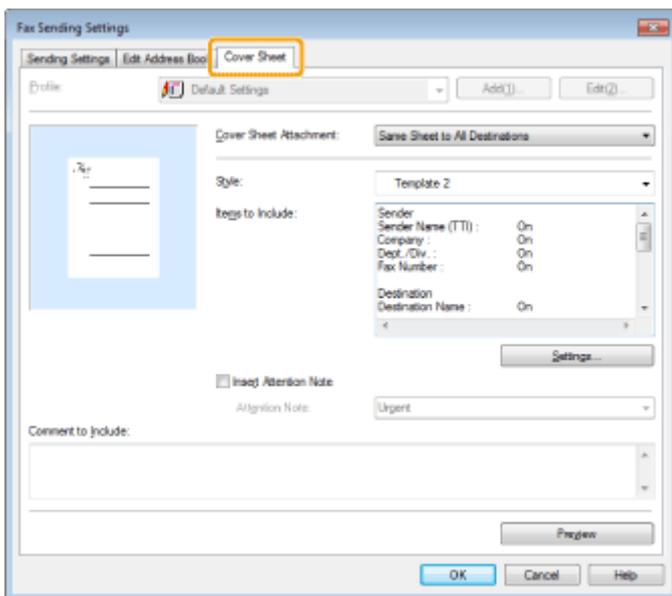


#### NOTE

For details about registering addresses and how to use the address book, view the online help. (See "[Viewing the Online Help \(PC Fax\).](#)")

## 4.

**If you want to attach a cover sheet, click [Cover Sheet] tab -> specify a format for the cover sheet.**

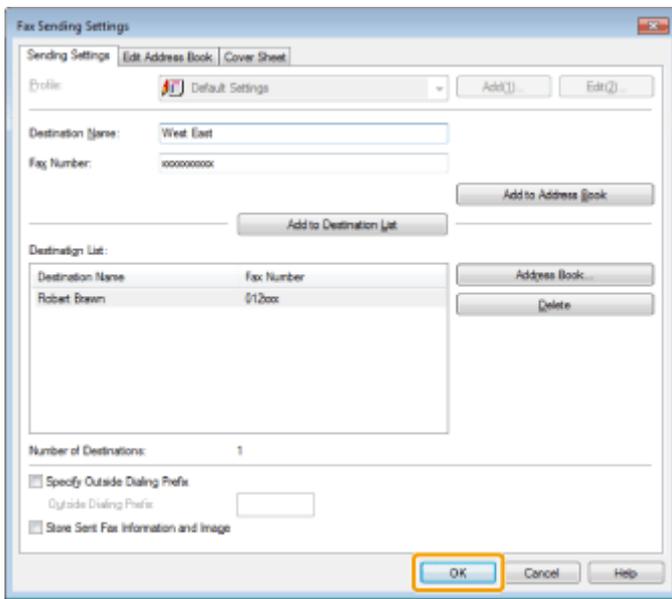


#### NOTE

For details about cover sheet attachment, view the online help. (See "[Viewing the Online Help \(PC Fax\).](#)")

## 5.

**Click [OK].**



Faxing begins.

**NOTE**

- If an error occurs in the machine while sending a fax, send the document once more from the fax driver. The fax job sent from the fax driver for which an error occurred will be erased regardless of whether [Redial When Error Occurs] is turned [On] or [Off] at the machine.
- You cannot access or edit the address book if you do not have access permission to the destination folder of the address book. If this is the case, log on as user having access permission to the folder, or click [Specify a Folder] in the [Edit Address Book] tab, and specify a folder, such as the [My Documents] folder, that you have write permission for as the destination folder of the address book. For details, view the online help. (See "[Viewing the Online Help \(PC Fax\)](#).")
- The number of destinations that you can send to at one time depends on the conditions under which the cover sheet has been attached. For details, view the online help. (See "[Viewing the Online Help \(PC Fax\)](#).")
- The display may differ according to the operating system and system environment.

## Specifying the Default Fax Settings (PC Fax)

This section describes how to access the fax driver screen from the [Control Panel] and how to specify the default fax settings.

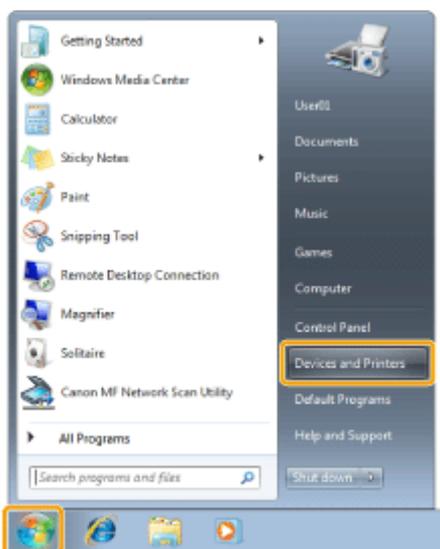
You can edit address books, register cover sheet templates, set page formats, etc.

### IMPORTANT

To change the default fax settings, you must log on to your computer as a member of the Administrators.

## 1.

Click  (Start) -> [Devices and Printers].

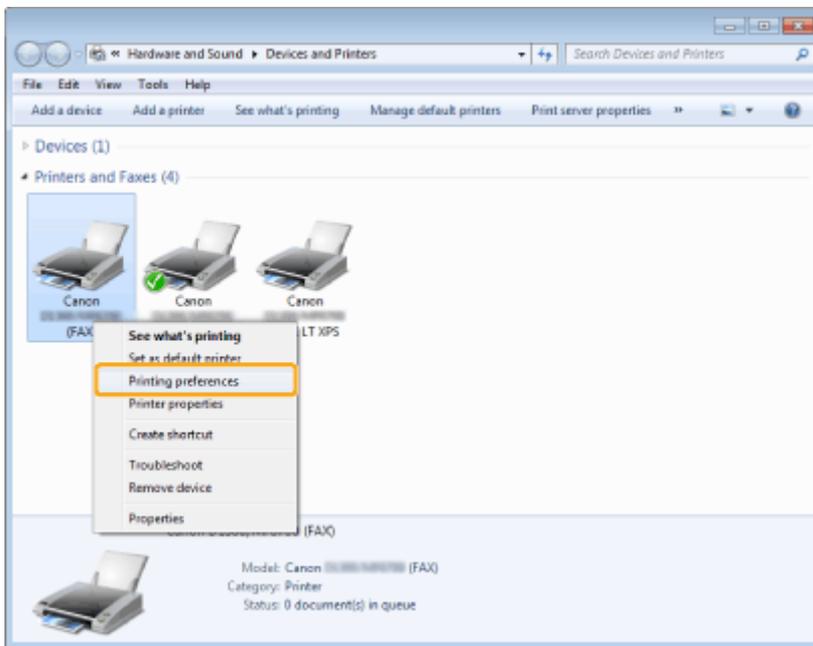


### NOTE

- For Windows 8 and Server 2012: From the desktop, display the charm bar to the right of the screen, and click or tap  [Settings] -> [Control Panel] -> [Devices and printers].
- For Windows Vista, click  (Start) -> [Control Panel] -> [Printers].
- For Windows XP Professional/Server 2003, click [Start] -> [Printers and Faxes].
- For Windows XP Home Edition, click [Start] -> [Control Panel] -> [Printers and Other Hardware] -> [Printers and Faxes].
- For Windows Server 2008, on the [Start] menu, click [Control Panel] and then double-click [Printers].

## 2.

Right-click the icon of the fax whose settings you want to configure -> click [Printing preferences].



### 3.

**Specify the desired settings in the fax driver screen -> click [OK].**

For details about the fax driver settings, view the online help. (See "[Viewing the Online Help \(PC Fax\)](#).")

#### NOTE

- When faxing, you can change the settings you configured beforehand. To change the settings, configure them from the application.
- The display may differ according to the operating system and system environment.

## Setting Up the Fax Configuration (PC Fax)

In order to use this product correctly, be sure to set the options in the fax driver.

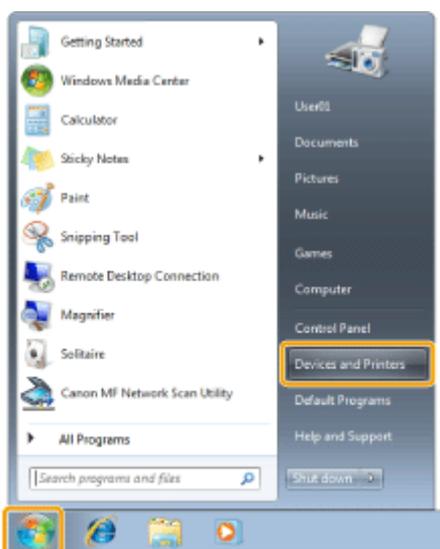
The fax configuration can be set up automatically while installing the driver. If the machine cannot be configured during the installation, follow the procedure below.

### NOTE

- To configure the fax option settings, you must log on to your computer as a member of the Administrators group.
- The display may differ according to the operating system and fax driver version.

## 1.

Click [🌐] (Start) -> [Devices and Printers].

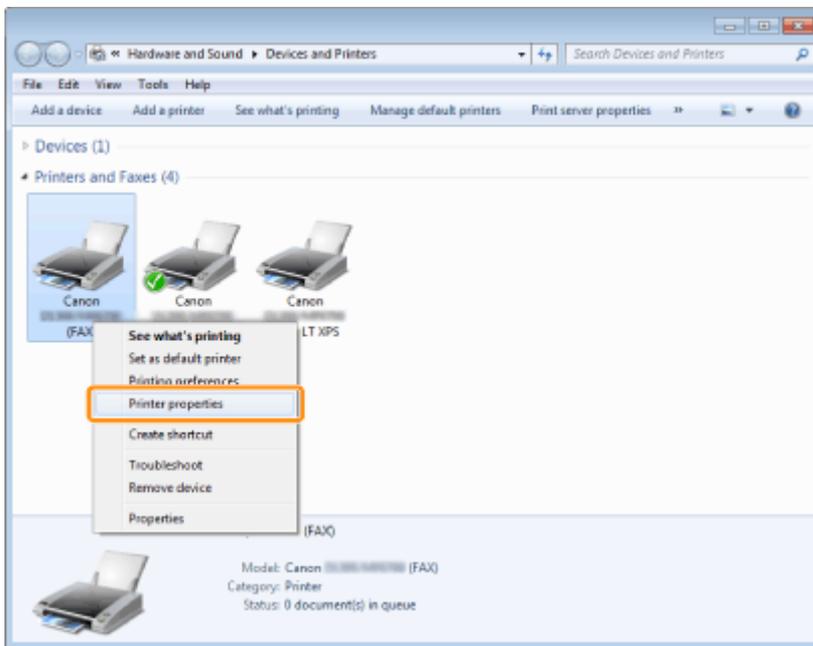


### NOTE

- For Windows 8 and Server 2012: From the desktop, display the charm bar to the right of the screen, and click or tap [⚙️ Settings] -> [Control Panel] -> [Devices and printers].
- For Windows Vista, click [🌐] (Start) -> [Control Panel] -> [Printers].
- For Windows XP Professional/Server 2003, click [Start] -> [Printers and Faxes].
- For Windows XP Home Edition, click [Start] -> [Control Panel] -> [Printers and Other Hardware] -> [Printers and Faxes].
- For Windows Server 2008, on the [Start] menu, click [Control Panel] and then double-click [Printers].

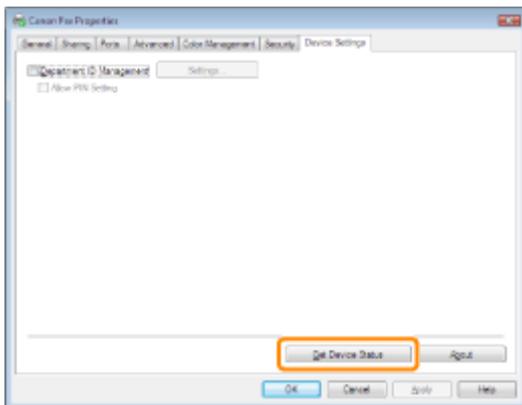
## 2.

Right-click the icon of the fax whose settings you want to configure -> click [Printer properties] (or [Printer properties]) on the displayed menu.



### 3.

Select the [Device Settings] tab -> click [Get Device Status].



#### NOTE

- If you want to share the fax, installing the Canon Driver Information Assist Service in the print server will enable you to use the [Get Device Status] function. To install [Canon Driver Information Assist Service], select [Custom Installation] when installing the driver.
- If the fax and computer are connected via USB or a WSD (Web Services on Devices) port, the [Get Device Status] function is unavailable. You need to configure the settings manually.

### 4.

Confirm the settings -> click [OK].

## Viewing the Online Help (PC Fax)

You can display the online help by clicking [Help] on the printer driver screen.

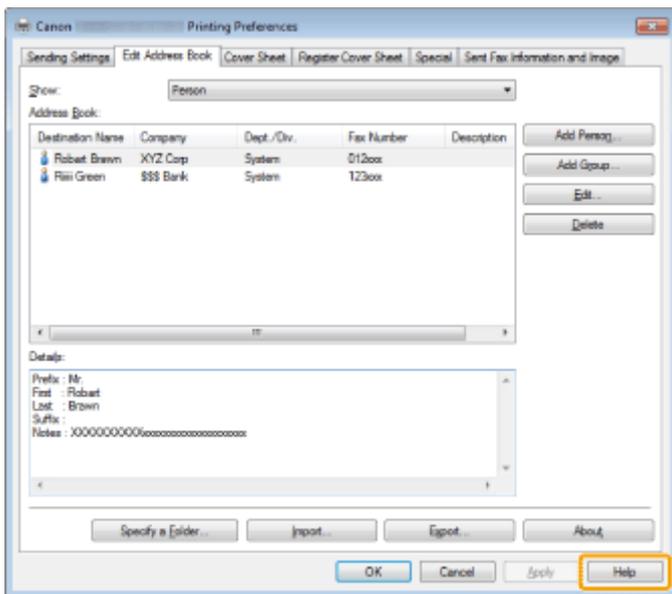
The online help includes additional information about every fax option. If the e-Manual does not provide the information you need, see the online help.

### NOTE

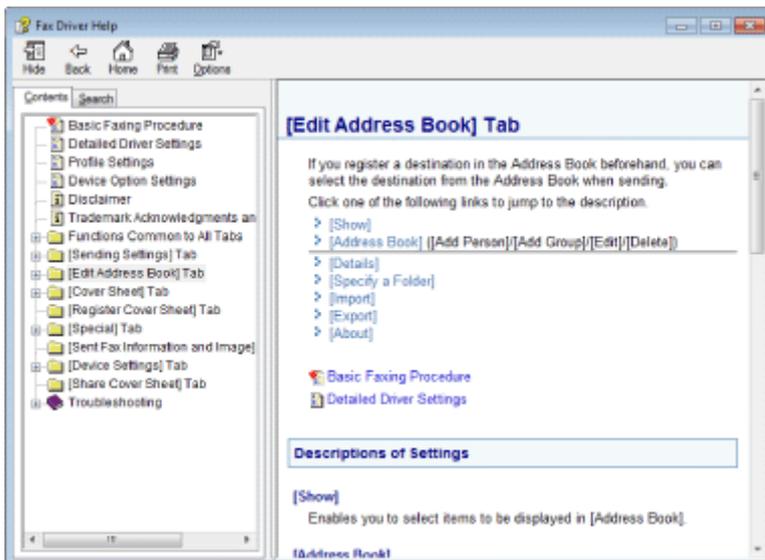
The display may differ according to the operating system, as well as the type and version of the printer driver.

## 1.

### Click [Help].



The online help is displayed.



# Printing

There are many ways to use the machine as a printer. You can print documents on your computer by using the printer driver, print image files from a USB memory device, or print from portable devices using Google Cloud Print™ or AirPrint. Make full use of the print functions to suit your needs.

## Printing documents from a computer

A document is printed by using a printer driver which has been installed to a computer.

The printer driver installed on this product enables outputting at optimal speed by sharing load of print data processing with the computer and the printer. In addition, the printer driver offers various finishing options, such as scaling and gutters.

## Printing documents from a USB memory (Media printing)

You can directly print the data loaded into the USB memory which has been connected to this product.

Since you do not need to configure your computer, you can easily print out data.

## Using Google Cloud Print

You can print without using a printer driver by using applications or services on computers or other portable devices that support Google Cloud Print.

## Using AirPrint

You can print without using a printer driver by sending print data wirelessly from Apple devices.

To print documents from a computer	See " <a href="#">Printing Documents from a Computer.</a> "  <p>The diagram illustrates the process of printing from a computer. It shows a computer on the left, a printer in the middle, and a printed document on the right. An orange arrow labeled 'Data' points from the computer to the printer, and another orange arrow labeled 'Print' points from the printer to the document.</p>
To print documents from a USB memory	See " <a href="#">Printing Documents from a USB Memory (Media Printing).</a> "  <p>The diagram illustrates the process of printing from a USB memory device. It shows a USB memory device on the left, a printer in the middle, and a printed document on the right. An orange arrow labeled 'Data' points from the USB device to the printer, and another orange arrow labeled 'Print' points from the printer to the document.</p>
To print documents using Google Cloud Print	See " <a href="#">Using Google Cloud Print.</a> "  <p>The logo for Google Cloud Print Ready, featuring the Google logo and a printer icon with a cloud above it.</p>
	See " <a href="#">Using AirPrint.</a> "

To print documents using AirPrint



## Printing Documents from a Computer

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This chapter describes how to print from your computer to the machine.

- † If you are a Macintosh user, see the following.
- To view how to install the Printer Driver  
→ "MF Driver Installation Guide" or Printer Driver Guide
  - To view how to use each function  
→ Printer Driver's Help

To view how to display Printer Driver Guide or Help in the Printer Driver, see "[For Macintosh Users.](#)"

Once you have the printer driver installed on your computer, you can print your document files to the machine efficiently. In addition, the printer driver offers various finishing options, such as scaling and gutters.

### Preparing for printing

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Preparing to use the print functions	See " <a href="#">Preparing to Print from Your Computer.</a> "
Setting up printer sharing	See " <a href="#">Setting Up Printer Sharing.</a> "

### Printing

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Learn about ways to print from your computer	See " <a href="#">Printing Fundamentals.</a> "
Learning about print options	See the online help to find what you can configure in each sheet.
Using various print options	See the online help. ➤ " <a href="#">Viewing the Online Help</a> "

### Checking jobs or changing settings using the operation panel

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Checking and Deleting Print Jobs/Checking Print Job History	See " <a href="#">Checking and Canceling Print Jobs.</a> "
To change print functions settings	See " <a href="#">Changing printer settings (Items to Be Specified Using [Menu] Button)</a> "

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## Preparing to Print from Your Computer

To print your documents files from your computer, perform the following steps.

<b>Step 1</b>	Choose between USB and network connections.	See the Getting Started.
<b>Step 2</b>	Install the printer driver.	

### NOTE

#### **To change the port number of the machine**

See the following section.

➤ ["Setting Protocol Port Numbers"](#)

Change printer settings on your computer when changing the port number of the machine.

➤ ["Configuring Printer Settings on Your Computer"](#)

#### **About the printer driver**

The printer driver is software required for printing from an application. The printer driver will convert application software's print data to print data for the printer.

The printer driver for this machine has the following features.

- The printer driver for this machine enables you to output print data at an optimum speed by dividing the workload using a computer and the printer.
- As well as providing faster and more stable printing than conventional models, the printer driver for this machine uses less memory to operate.
- In addition to the conversion of print data, the printer driver for this machine is equipped with the functions capable of spooling print data and configuring the print condition, and various types of print finishing can be set such as scaling or gutter adjustment.

# Configuring Port Settings over a TCP/IP Connection

Configure port settings on your computer to print to the machine.

Configure port settings on your computer when:	Steps to take
Installing the printer driver using [Add Printer].	Note that a different IP address is assigned to the installed printer driver. To use the IP address of the machine, configure port settings on your computer after installation.
Changing the IP address of the machine.	Configure port settings on your computer to use the IP address of the machine.

## NOTE

### **The dialog box that appears on your computer**

The dialog box may vary slightly, depending on the version of your operating system.

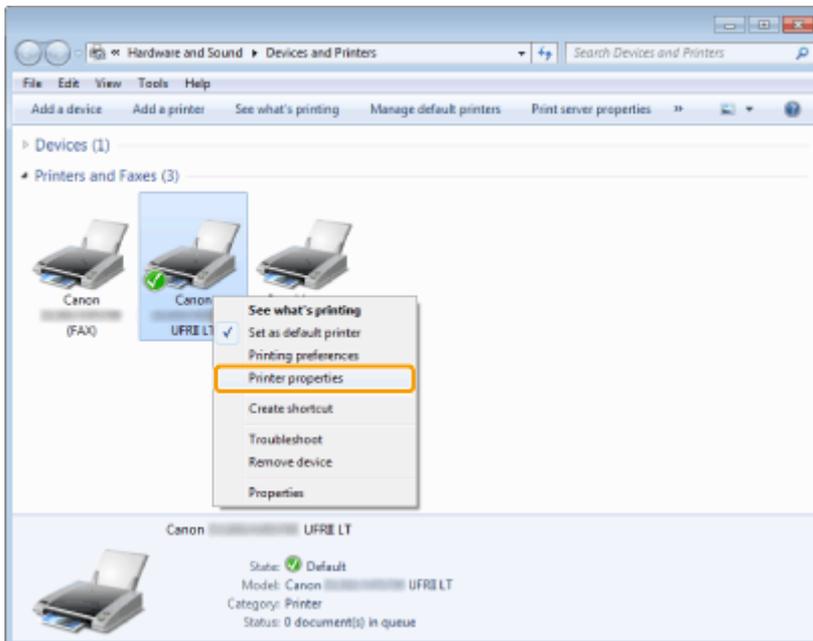
## 1

**Open the printer folder.**

➤ "Basic Windows Operations"

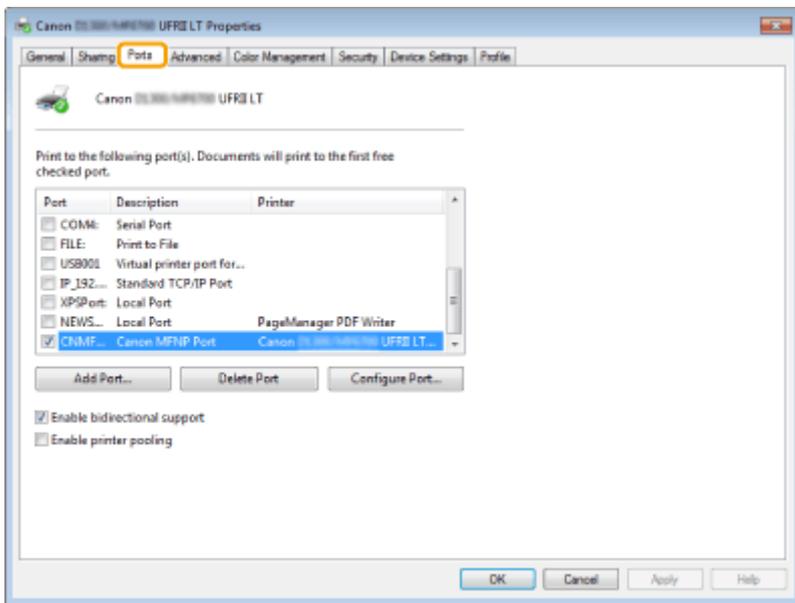
## 2

**Right-click the icon for the machine and select [Printer properties] (or [Properties]).**



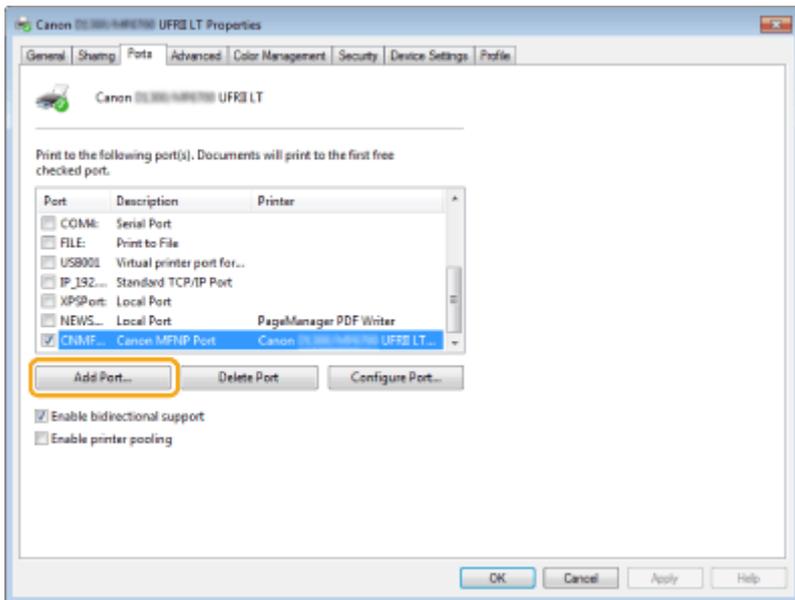
## 3

**Click the [Ports] tab.**



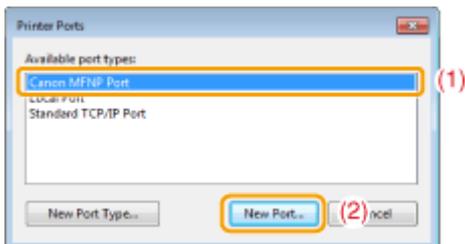
4

Click [Add Port].



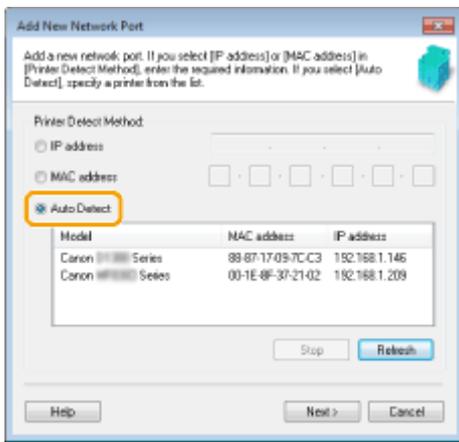
5

Select [Canon MFNP Port] for [Available port types] and click [New Port].



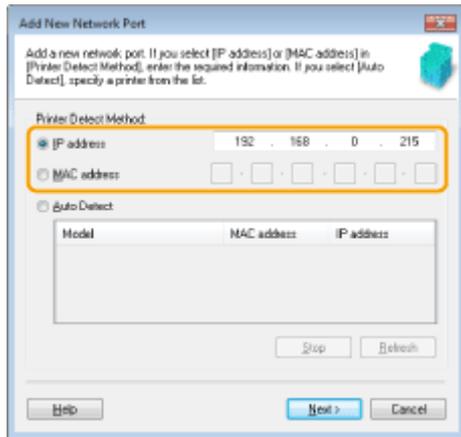
6

Click [Auto Detect].



## When you cannot perform Auto Detect

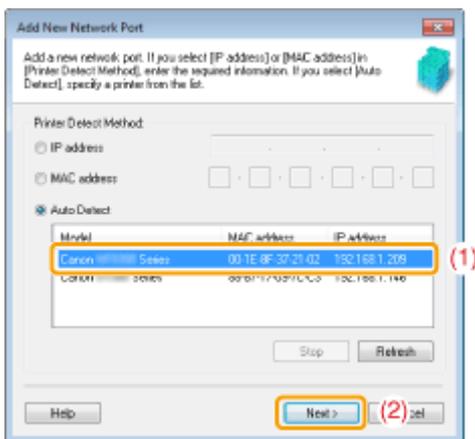
Enter the IP address or MAC address of the machine manually.



- You can check the IP address of the machine in "[Checking IP Address Settings.](#)"
- You can check the MAC address of the machine in "[Checking the MAC Address.](#)"

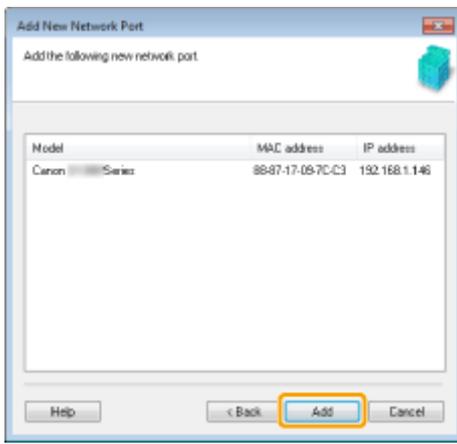
## 7

Select the detected printer and click [Next].



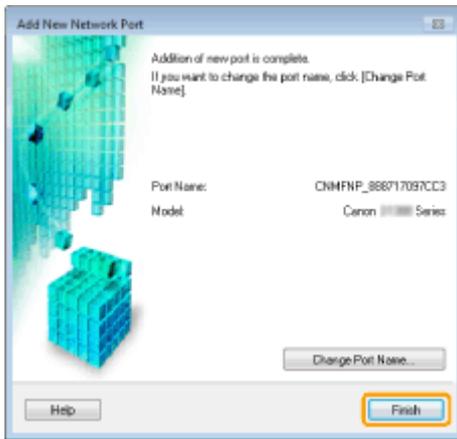
## 8

Click [Add].



9

Click [Finish].



10

Click [Close].

11

Click [Apply].

# Setting Up Printer Sharing

Once you have set up a print server on your network, you can efficiently manage print jobs through the print server. Additionally, you can install the alternate printer driver for the machine on your computer from the network by adding it to the print server.

## IMPORTANT

### Restrictions for setting up a computer running a 64-bit operating system as the print server

To set up a computer running a 64-bit operating system as the print server, the alternate printer driver cannot be downloaded from the network onto computers using the following 32-bit operating systems.

- Windows XP (without service packs or SP1 installed)
- Windows Server 2003 (without service packs installed)

Note that installation may fail if you try to download the driver onto a computer using any of these operating systems. If the download is successfully completed, you may not be able to open the printing preferences dialog box.

### Restrictions for setting up a computer running a 32-bit operating system as the print server

To set up a computer running one of the following 32-bit operating systems as the print server, the alternate printer driver cannot be downloaded from the network onto computers using 64-bit operating systems.

- Windows XP (on which no service pack or SP1 is installed)
- Windows Server 2003 (on which no service pack is installed)

## 1

### Open the printer folder.

 "Basic Windows Operations"

## 2

### Display the [Sharing] tab.

#### For Windows XP/Vista/Server 2003/Server 2008:

Right-click the icon for the machine and select [Sharing] from the pop-up menu.

#### For Windows 7/Server 2008 R2:

1. Right-click the icon for the machine and select [Printer properties] -> a driver you want to share from the pop-up menu.
2. Click the [Sharing].

#### For Windows 8/Server 2012:

1. Right-click the the icon for the machine and select [Printer properties].
2. Click the [Sharing] from the pop-up menu.

## 3

### Select [Share this printer] or [Shared as] and enter the share name of the machine.

#### When [Change sharing options] appears

Click [Change sharing options].

When the [User Account Control] dialog box appears, click [Continue].

 Continue with the steps in the procedure below and install the alternate printer driver on your computer.

- † When one of the following 32-bit operating systems is running on the print server, proceed to Step 6.
  - Windows XP (on which no service pack or SP1 is installed)
  - Windows Server 2003 (on which no service pack is installed)

## 4

**Insert the User Software and Manuals DVD-ROM into the slot on your computer and click [Additional Drivers].**

## 5

**Install the additional printer driver.**

The installation dialog box appears when the additional printer driver is selected and [OK] is clicked. Browse to the folder where the printer driver files are stored and follow onscreen instructions.

## 6

**Click [OK].**

The settings for shared printer is complete.

### NOTE

#### **To install the printer driver on another computer**

1. From the [Start] menu, select [Programs] or [All Programs] -> [Accessories] -> [Windows Explorer].
2. Select the print server from [My Network Places] or [Network].
3. Double-click the shared printer or drag and drop it into the printer folder.
4. Follow the onscreen instructions to install the printer driver.

## Printing Fundamentals

---

This section explains the basic printing method using the printer driver, how to set the printer options, and how to display the online help.

 **NOTE**

To use the printer, you need an appropriate printer driver.  
Refer to "MF Driver Installation Guide" and install the printer driver.

- ❖ ["Printing"](#)
  - ❖ ["Configuring the Default Print Settings"](#)
  - ❖ ["Setting the Printer Options"](#)
  - ❖ ["Viewing the Online Help"](#)
-

# Printing

This section explains the basic printing method using the printer driver.

## NOTE

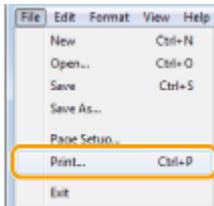
- Printing methods may differ depending on the application you are using. For details, see the instruction manuals provided with the application.
- The display may differ according to the operating system, as well as the type and version of the printer driver.
- The machine may not be able to print data such as color photos if the data size of a single page is too large. If such is the case, reduce the data size by lowering the resolution or by changing the file format.
- If a printer icon is displayed in the task tray at the bottom right of your computer monitor, you can stop printing from your computer. Double-click the printer icon -> click the name of the file you want to stop printing -> click [Document] -> [Cancel].
- In Windows 8/Server 2012, when printing from the Windows Store app, if you have previously selected settings that require input or a procedure when printing such as secure printing, edit + preview, department ID management, etc., the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed. If this happens, move to the desktop and follow the instructions in the displayed dialog box.

## 1.

**Open the document you want to print from the application.**

## 2.

**Select [Print] from the [File] menu.**

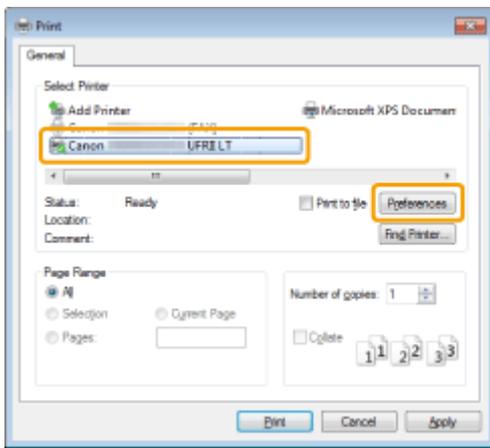


## NOTE

In Windows 8/Server 2012, if you want to print from the Windows Store app, display the charm bar to the right of the screen, and tap [ Devices] → the printer you are using → [Print]. When you print in this way, you can only set some of the print functions.

## 3.

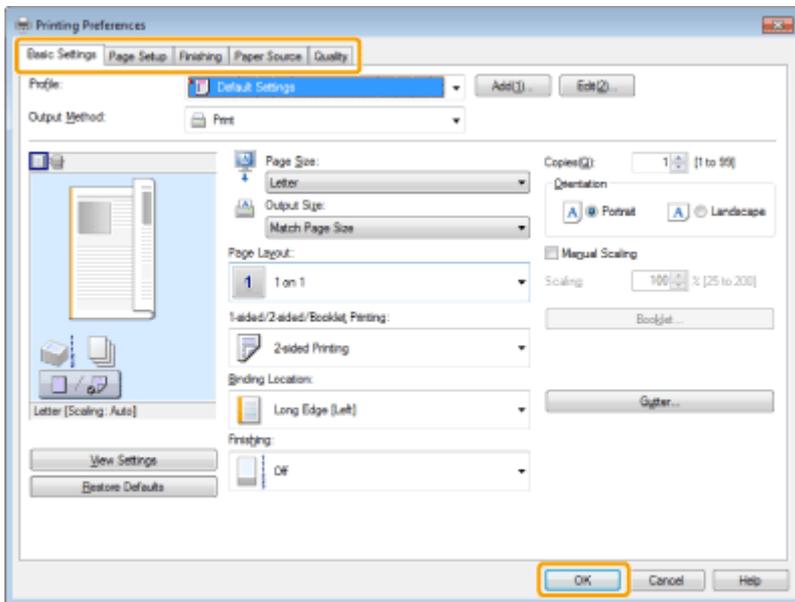
**Select your printer from [Name] -> click [Preferences] (or [Properties]).**



## 4.

**Specify the desired settings in the printer driver screen -> click [OK].**

Click the tabs, and then specify the desired items.

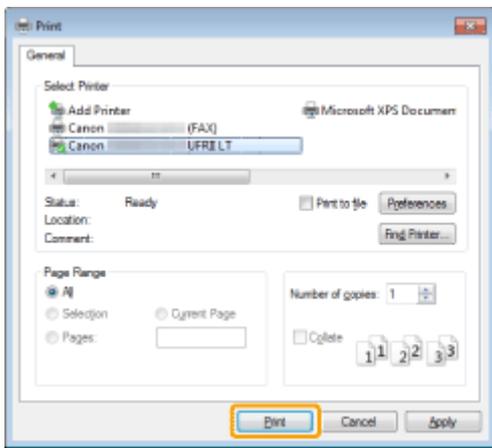


### NOTE

- If the machine you are using supports 2-sided printing, the default setting is 2-sided printing. If you want to print on one side of the paper, see the online help. (See "[Viewing the Online Help.](#)")
- For information on available printing functions, view the online help to find what you can configure in each sheet. (See "[Viewing the Online Help.](#)")

## 5.

**Click [Print] (or [OK]).**



Printing begins.

---

## Configuring the Default Print Settings

This section explains how to access the printer setup screen from the [Control Panel] and how to configure the printing function settings beforehand.

The printer whose settings you have configured will print with those settings every time.

When printing, you can change these settings beforehand whenever required. To change the settings, configure them in the [Print] dialog box from the application (see "Printing").

### IMPORTANT

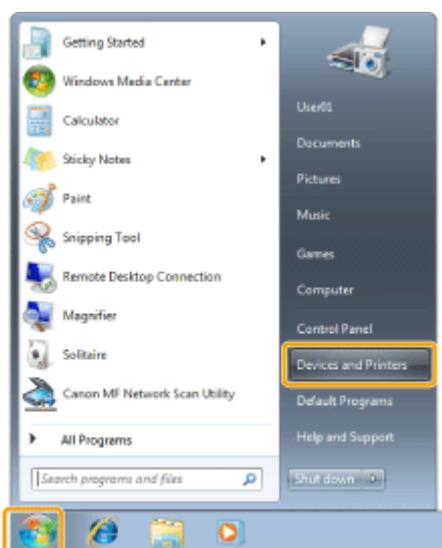
To change the default print settings, you must log on to your computer as a member of the Administrators group.

### NOTE

The display may differ according to the operating system, as well as the type and version of the printer driver.

## 1.

Click  (Start) -> [Devices and Printers].

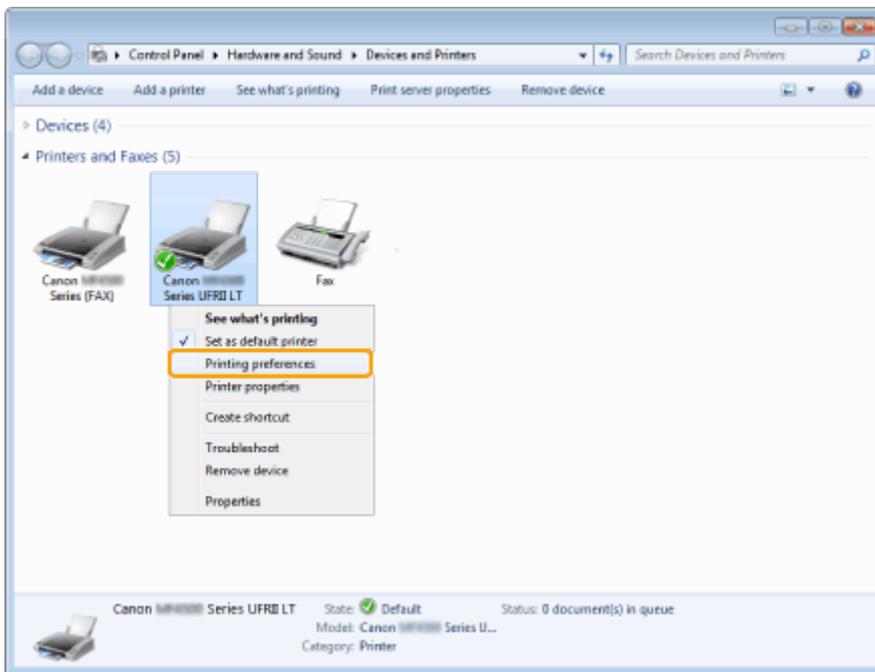


### NOTE

- For Windows 8 and Server 2012: From the desktop, display the charm bar to the right of the screen, and click or tap [Settings] -> [Control Panel] -> [Devices and printers].
- For Windows Vista, click  (Start) -> [Control Panel] -> [Printers].
- For Windows XP Professional/Server 2003, click [Start] -> [Printers and Faxes].
- For Windows XP Home Edition, click [Start] -> [Control Panel] -> [Printers and Other Hardware] -> [Printers and Faxes].
- For Windows Server 2008, on the [Start] menu, click [Control Panel] -> [Printers].

## 2.

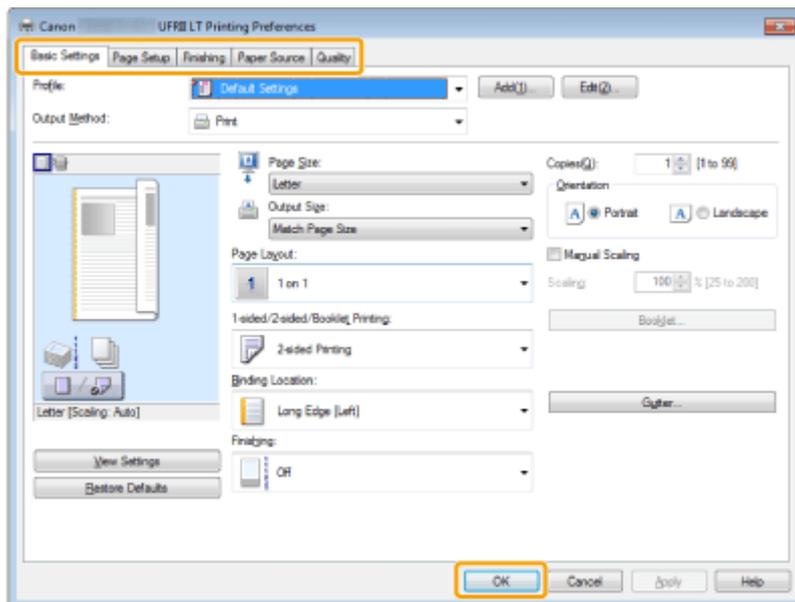
Right-click the icon of the printer whose settings you want to specify -> click [Printing preferences].



### 3.

**Specify the desired settings in the printer driver screen -> click [OK].**

Click each tab and specify the desired items.



#### Note

The [Basic Settings] tab comprises a few of the basic settings of the driver. The settings that you can configure in the [Basic Settings] tab can also be configured in other tabs.

For information on available printing functions, view the online help to find what you can configure in each sheet. (See "[Viewing the Online Help.](#)")

## Setting the Printer Options

Before printing, you need to set up the printer configuration in order to use the functions of printer options (such as paper feed options, paper output options, etc.) attached to and installed in the machine.

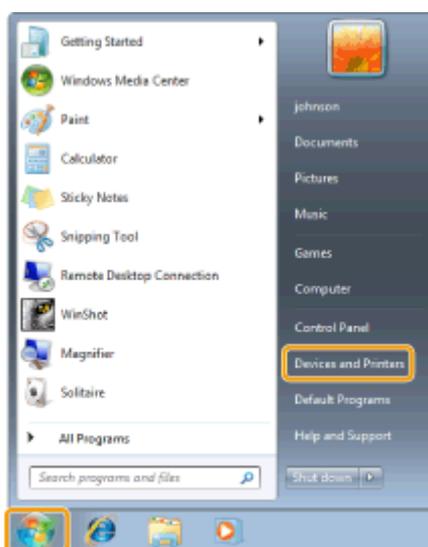
The printer configuration can be set up automatically while installing the driver. If the machine cannot be configured during the installation, follow the procedure below.

### IMPORTANT

To configure the printer option settings, you must log on to your computer as a member of the Administrators group.

## 1.

Click  (Start) → [Devices and Printers].

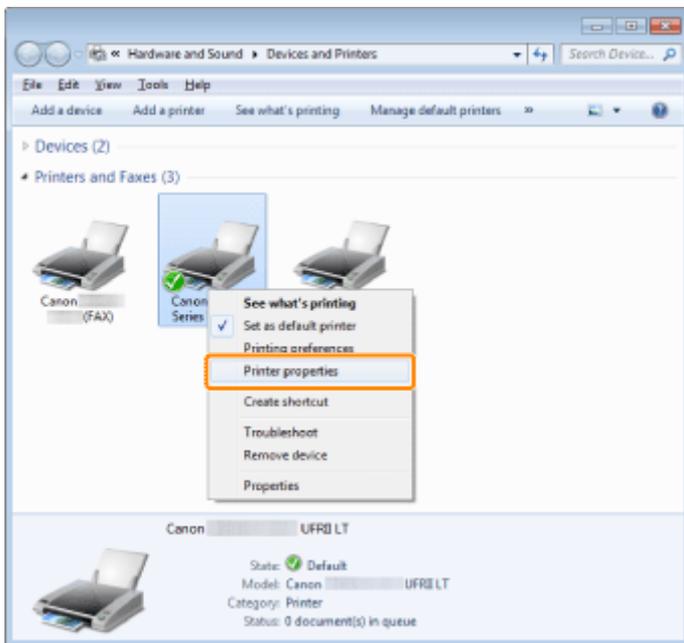


### NOTE

- For Windows 8 and Server 2012: From the desktop, display the charm bar to the right of the screen, and click or tap  [Settings] → [Control Panel] → [Devices and printers].
- For Windows Vista, click  (Start) → [Control Panel] → [Printer].
- For Windows XP Professional/Server 2003, click [Start] → [Printers and Faxes].
- For Windows XP Home Edition, click [Start] → [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].
- For Windows Server 2008, on the [Start] menu, click [Control Panel] and then double-click [Printers].

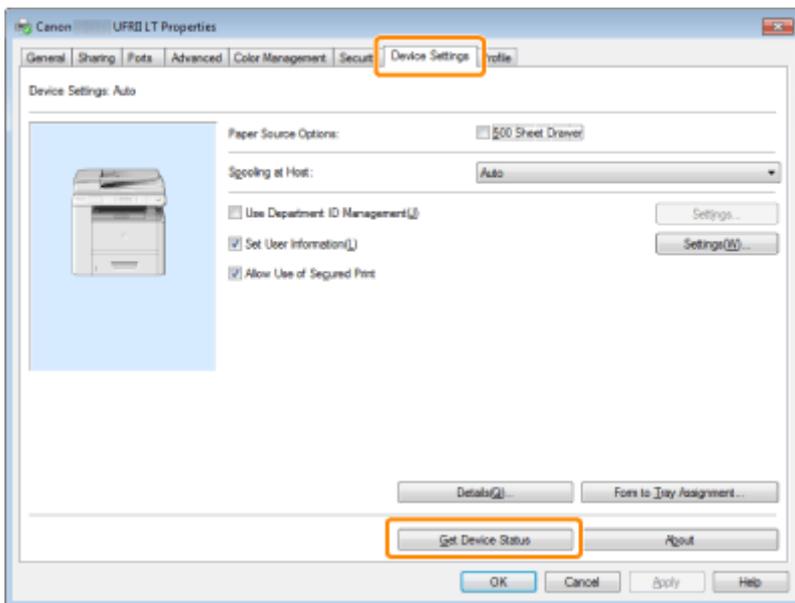
## 2.

Right-click the icon of the printer whose settings you want to specify → click [Printer properties] (or [Properties]).



### 3.

Click [Device Settings] → [Get Device Status].



The driver settings are configured according to the option information obtained from the machine.

### 4.

Confirm the settings such as paper source options and output options → click [OK].

#### NOTE

- If you are using a shared printer, you need to install Canon Driver Information Assist Service in the print server computer in order to use the [Get Device Status] function.
- If the information request returns an error message, you need to configure the settings (such as paper feed options) manually.
- If the printer and computer are connected via USB or a WSD (Web Services on Devices) port, the [Get Device Status] function is unavailable. You need to configure the settings manually.
- The display may vary according to the operating system, as well as the type and version of the printer driver.

# Viewing the Online Help

You can display the online help by clicking [Help] on the printer driver screen.

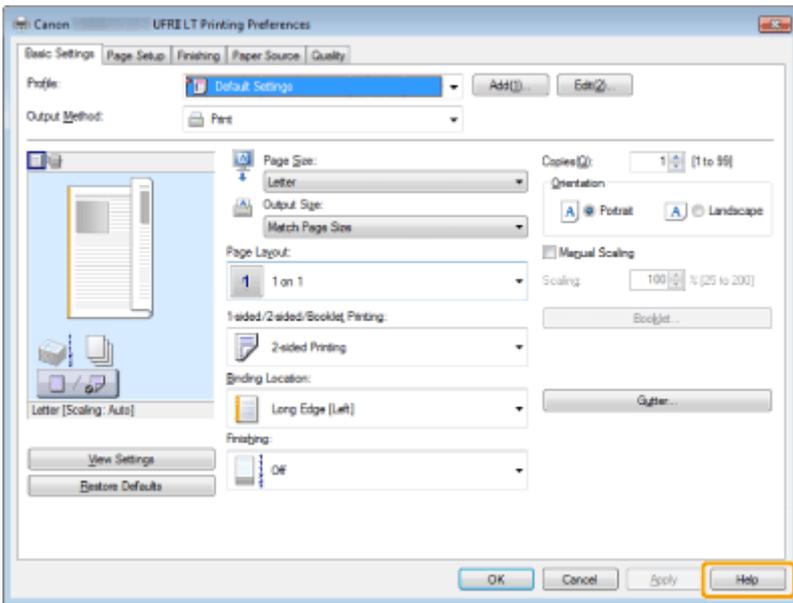
The online help includes additional information about each printing option. If the e-Manual does not provide the information you need, see the online help.

## NOTE

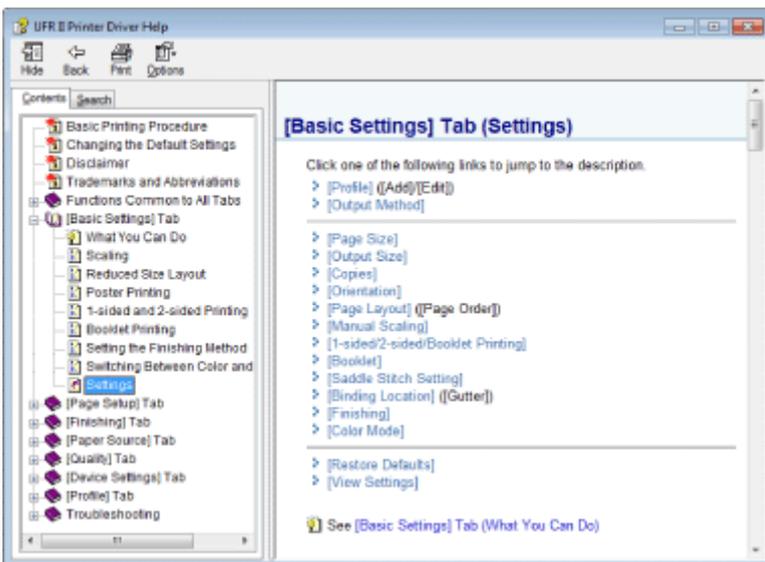
The display may differ according to the operating system, as well as the type and version of the printer driver.

# 1.

Click [Help].



The online help is displayed.



Topic pane (right side)

Displays the description of the information.

Navigation pane (left side)

Click [Contents] / [Search] to search for information.

## Checking and Deleting Print Jobs/Checking Print Job History

You can check/delete the jobs in printing/printing process. In addition, you can also check the print job history.

### NOTE

#### **Document name and user name displayed in the operation panel**

Some file name may be displayed incorrectly depending on the type of the file to be printed.

- "Checking and Canceling Print Jobs"
- "Checking Print Job History"

## Checking and Canceling Print Jobs

You can check detailed information about print jobs or cancel print jobs in the middle of currently printing or waiting.

### NOTE

**If the Processing/Data Indicator on the operation panel is:**

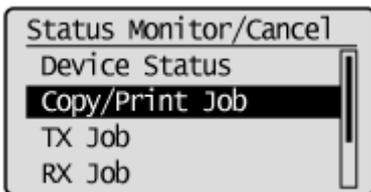
Turned on/blinking	A job is being processed.
Turned off	No jobs are in the memory.

## 1

Press [  ] (Status Monitor/Cancel).

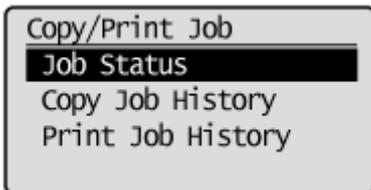
## 2

Select <Copy/Print Job> using [▲] or [▼] and press [OK].



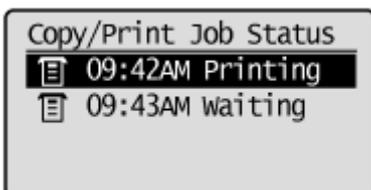
## 3

Select <Job Status> with [▲] or [▼], and the press [OK].

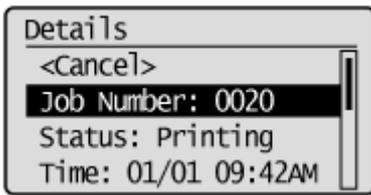


## 4

Select a job to be checked or canceled using [▲] or [▼] and press [OK].

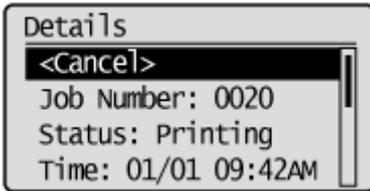


The detailed information is displayed.

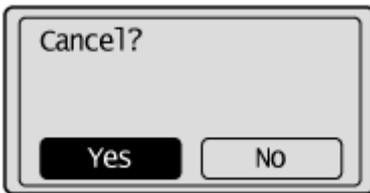


### For canceling

- (1) Select <Cancel> using [▲] or [▼] and press [OK].



- (2) Select <Yes> using [◀] or [▶] and press [OK].  
The print job is canceled.



- (3) Press [●] (Status Monitor/Cancel) to close the screen.

### NOTE

#### Pressing [●] (Stop) can also delete the print jobs

You can delete the print job also by pressing [●] (Stop).

↑ Press [●] (Stop) twice to cancel the job when the machine holds one job only.

### For checking only

Press [●] (Status Monitor/Cancel) to close the screen.

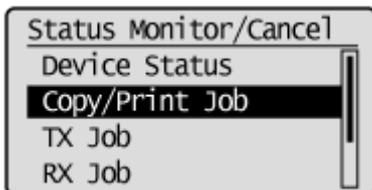
## Checking Print Job History

1

Press [  ] (Status Monitor/Cancel).

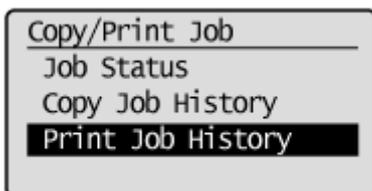
2

Select <Copy/Print Job> using [▲] or [▼] and press [OK].



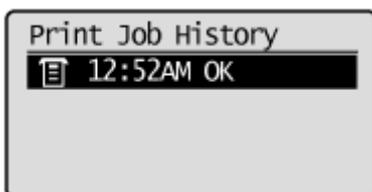
3

Select <Print Job History> with [▲] or [▼] and press [OK].



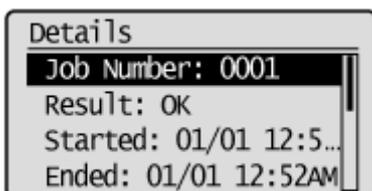
4

Select a job that you want to check using [▲] or [▼] and press [OK].



5

Select an item that you want to check using [▲] or [▼] and press [OK].



6

**Check the details.**

**7**

**Press [  ] (Status Monitor/Cancel) to close the screen.**

---

## Changing printer settings (Items to Be Specified Using [Menu] Button)

Follow the steps in the procedure below to change the printer settings.  
The procedure describes the steps to change the <Paper Size Override> setting.

See the following sections for more information.

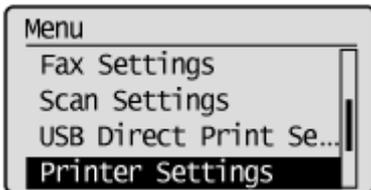
➤ ["Printer Settings"](#)

### 1

Press [  ] (Menu).

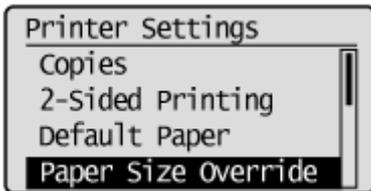
### 2

Select <Printer Settings> using [▲] or [▼] and press [OK].



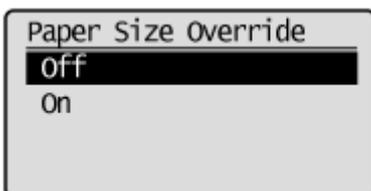
### 3

Make sure that <Paper Size Override> is selected and press [OK].



### 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	An error message appears and the printing pauses without the replacement of a paper size.
<On>	The paper size will be replaced. However, if appropriate paper is not loaded, paper size replacement will not be performed.

### 5

Press [  ] (Menu) to close the menu screen.

The setup is complete.

---

## Printing Documents from a USB Memory (Media Printing)

This section describes how to print a file in a USB memory.

To learn available USB memory media or data format	See " <a href="#">Summary of Media Printing.</a> "
Using media printing features for the first time	See " <a href="#">Printing Fundamentals (USB Memory).</a> "
To learn how to select a file	See " <a href="#">Selecting a file to print.</a> "
To change print settings such as size or quantity	See " <a href="#">Changing Print Settings.</a> "
To print files as a list	See " <a href="#">Printing Files as a List (Index Printing).</a> "
To change file name display format	See " <a href="#">Changing File Name Display Formats.</a> "
To change the default values for media printing	See " <a href="#">Changing the Default Values for Media Printing.</a> "

## Summary of Media Printing

You can print data saved in a USB memory.

The following file formats, data size, and output resolutions can be printed from a USB memory:

- File Format
  - JPEG (DCF/Exif2.21 or lower/JFIF)
  - TIFF (MMR/JPEG image)
- Data Size
  - 50 MB or less per page
- Output resolution
  - 600 dpi (Fixed)

### IMPORTANT

#### **The USB memory media port of this product**

- The port supports USB 1.1.
- Do not insert anything other than USB memory media.

#### **Supported file systems and memory capacity of USB memory**

The following USB memories are supported. You can have your USB memory media formatted on your computer.

- FAT16: up to 2 GB
- FAT32: up to 32GB

† When a USB memory media contains more than one drive, the first detected drive automatically becomes accessible.

Unsupported USB memory media

- Non standards-compliant devices
- Devices that include built-in security features
- Devices that need to be connected on the USB hub
- A USB memory card reader
- Devices that are connected using extension cables

† Other than the above, some images may not be loaded correctly, depending on the type of USB memory media that you are using.

#### **When many files are saved in a folder**

Scanning time will take longer. We recommend that all unnecessary files be removed from the root folder or all the files be moved to a different folder on a computer before saving scanned documents.

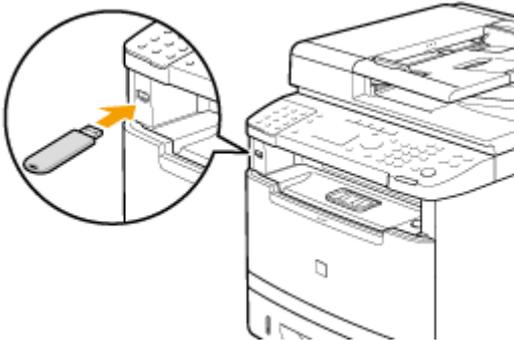
# Printing Fundamentals (USB Memory)

Print the data saved in the USB memory media connected to this product.  
This section describes the basic procedure.

## 1

### Insert a USB memory media into the USB memory port.

The machine will begin to read the device when a USB memory is inserted. Do not touch or remove the device from the port.



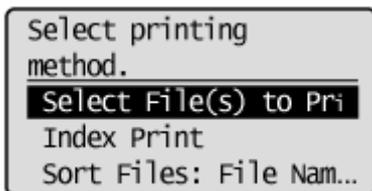
## 2

### Press [ ].



## 3

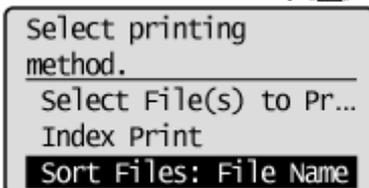
### Select <Select File(s) to Print> using [▲] or [▼] and press [OK].



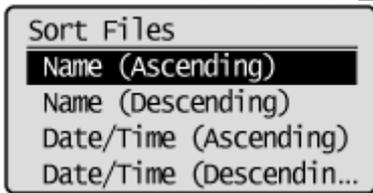
#### NOTE

##### To sort files

1. Select <Sort Files> using [▲] or [▼] and press [OK].



2. Select items to specify using [▲] or [▼] and press [OK].



## 4

### Select a file to print.

➤ "Selecting a file to print"

## 5

### Specify the print settings as needed.

➤ "Changing Print Settings"

The following settings can be changed.

- Quantity
- Paper
- N on 1
- Date Printing
- File name printing
- Document Type
- Brightness

The settings specified here are effective only for the current task. To make the settings effective for all operations, see "Changing the Default Values for Media Printing."

## 6

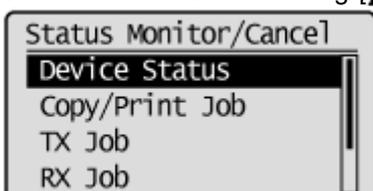
Press [  ] (Start).

Printing begins.

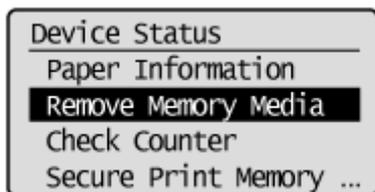
#### NOTE

#### When removing the USB memory media form the port

1. Press [  ] (Reset).
2. Press [  ] (Status Monitor/Cancel).
3. Select <Device Status> using [▲] or [▼] and press [OK].



4. Select <Remove Memory Media> using [▲] or [▼] and press [OK].



5. Remove the USB memory media.

6. Press [  ] (Status Monitor/Cancel) to close the screen.

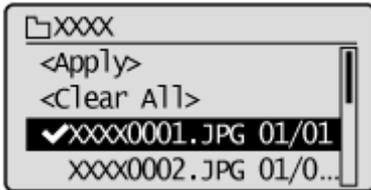
## Selecting a file to print

This section describes how to select a file to print.

### 1

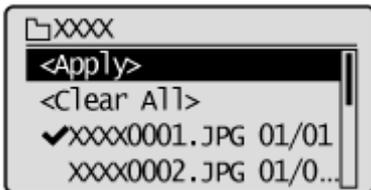
Select a file you want to print using [▲] or [▼] and press [OK].

[✓] at the beginning of the file name is displayed.



### 2

Select <Apply> using [▲] or [▼] and press [OK].



#### NOTE

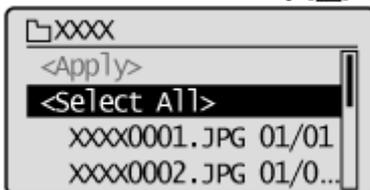
##### To select more than one file

Repeat Step 1 to add [✓] to the beginning of all file names you want to select.

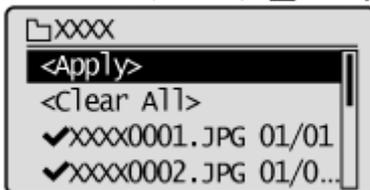
† You can select more than one files if they are in the same folder. Unselected if you move to a different folder.

##### To select all files in the same folder

1. Select <Select All> using [▲] or [▼] and press [OK].

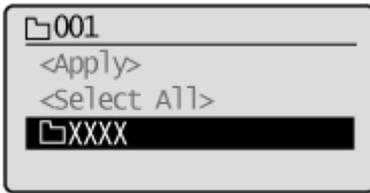


2. Select <Apply> using [▲] or [▼], and then press [OK].

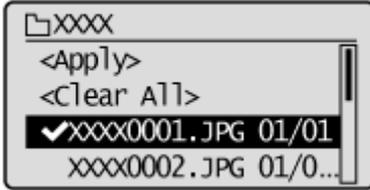


##### To select a file in the folder

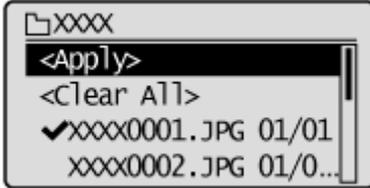
1. Select a folder using [▲] or [▼] and press [OK] or [▶].



2. Select a file you want to print using [▲] or [▼] and press [OK].



3. Select <Apply> using [▲] or [▼] and press [OK].



### To clear the selection

Select a file you selected using [▲] or [▼] and press [OK].

↑ To clear all selected files, select <Clear All> using [▲] or [▼] and press [OK].

## Changing Print Settings

See "Attention (Changing Print Settings)" before you start print settings.

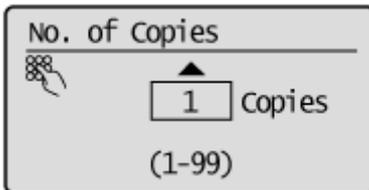
This section describes how to change print settings.

- Quantity Settings
- Paper Size Settings
- N on 1 Settings
- Date Print Settings
- File Name Print Settings
- Document Type
- Brightness Settings

For the instructions on how to print media, see "Printing Fundamentals (USB Memory)."

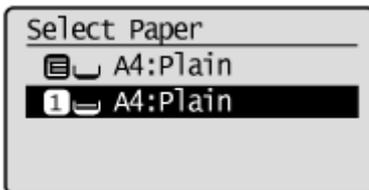
### Quantity Settings

Specify the quantity.



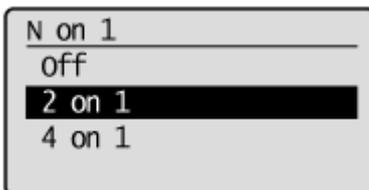
### Paper Size Settings

Specify paper size.



### N on 1 Settings

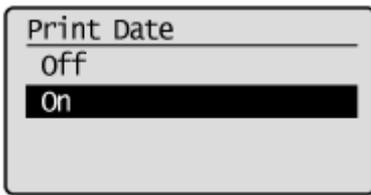
Specify the N on 1. (Multiple documents are printed on one sheet of paper)



<Off>	N on 1 is not performed.
<2 on 1>	Two pages are printed onto one sheet.
<4 on 1>	Four pages are printed onto one sheet.

### Date Print Settings

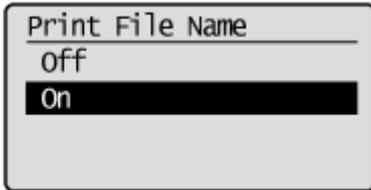
Print a date at the bottom of the document.



<On>	Print a date.
<Off>	Does not print a date.

## File Name Print Settings

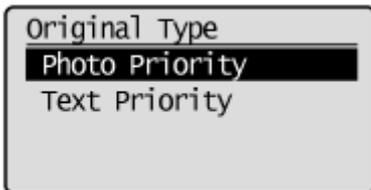
Print a file name at the bottom of the document.



<On>	Print a file name.
<Off>	Does not print a file name.

## Document Type

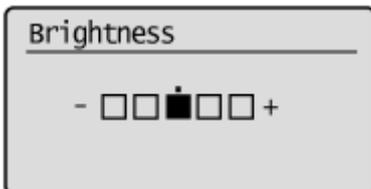
You can specify resolution according to the type of documents. The document can be reproduced more faithfully by selecting the most appropriate original type.



<Photo Priority>	Specify when you print a document including photos.
<Text Priority>	Specify when you print a document including text only.

## Brightness Settings

You can adjust brightness of the printing output.



[◀]	To darken printing outputs, adjust toward the < - > side.
[▶]	To lighten printing outputs, adjust toward the < + > side.

## Attention (Changing Print Settings)

---

 **NOTE**

**<N on 1>**

TIFF (MMR/JPEG Image) format files cannot be printed by <2 on 1> or <4 on 1>.

**<Brightness>**

<Brightness> cannot be specified for TIFF (JPEG Image) format files.

## Printing Files as a List (Index Printing)

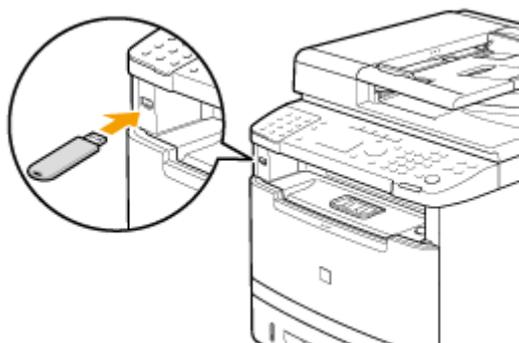
Print the list of files, dates, and file names saved in USB memory.

† TIFF (MMR/JPEG Image) format files does not support index printing.

### 1

**Insert a USB memory media into the USB memory port.**

The machine will begin to read the device when a USB memory is inserted. Do not touch or remove the device from the port.



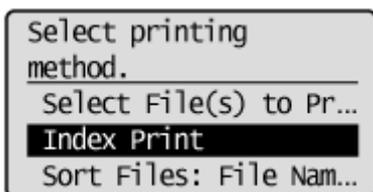
### 2

**Press [  ].**



### 3

**Select <Index Print> using [▲] or [▼] and press [OK].**



### 4

**Select a file to print.**

❖ "Selecting a file to print"

### 5

**Specify the print settings as needed.**

## ❖ "Changing Print Settings"

The following settings can be changed.

- Quantity
- Paper
- Brightness

The settings specified here are effective only for the current task. To make the settings effective for all operations, see "Changing the Default Values for Media Printing."

## 6

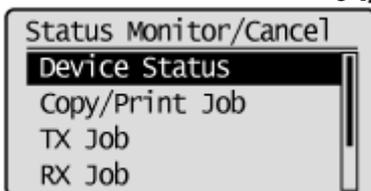
Press [  ] (Start).

Printing begins.

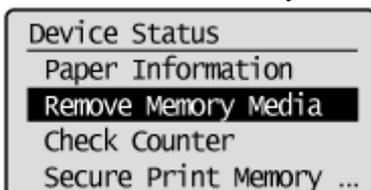
### NOTE

#### When removing the USB memory media form the port

1. Press [  ] (Reset).
2. Press [  ] (Status Monitor/Cancel).
3. Select <Device Status> using [▲] or [▼] and press [OK].



4. Select <Remove Memory Media> using [▲] or [▼] and press [OK].



5. Remove the USB memory media.
6. Press [  ] (Status Monitor/Cancel) to close the screen.

## Changing File Name Display Formats

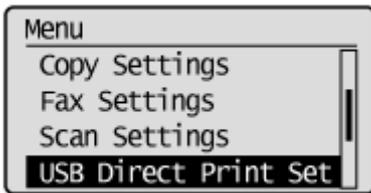
This section describes how to change file name display formats.

1

Press [  ] (Menu).

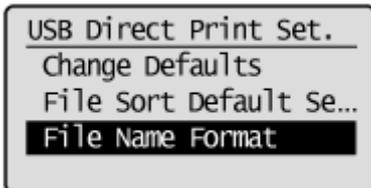
2

Select <USB Direct Print Settings> using [▲] or [▼] and press [OK].



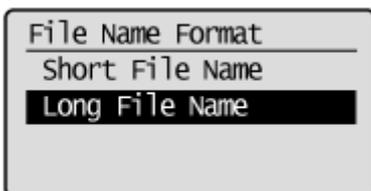
3

Select <File Name Format> using [▲] or [▼] and press [OK].



4

Select a file name display format using [▲] or [▼] and press [OK].



<Short File Name>	A file name is displayed shortly so as to be 8 letters.
<Long File Name>	A file name up to 20 letters is displayed in full.

5

Press [  ] (Menu) to close the menu screen.

## Changing the Default Values for Media Printing

The default values for media printing are the settings that are applied to all tasks when the power is turned ON, [  ] (Reset) is pressed, or after the Auto Reset Timer lapses. You can modify these settings based on your needs.

You can change the following default settings based on your needs.

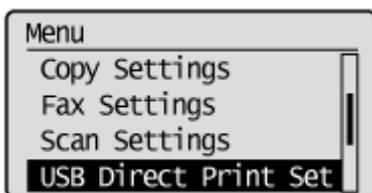
- Quantity
- Paper Selection
- N on 1
- Date Printing
- File name printing
- Document Type
- Brightness
- File Sorting

### 1

Press [  ] (Menu).

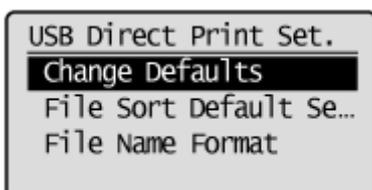
### 2

Select <USB Direct Print Settings> using [▲] or [▼] and press [OK].



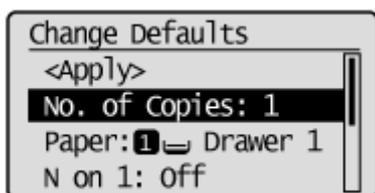
### 3

Select <Change Defaults> or <File Sort Default Settings> using [▲] or [▼] and press [OK].



#### When <Change Defaults> is selected

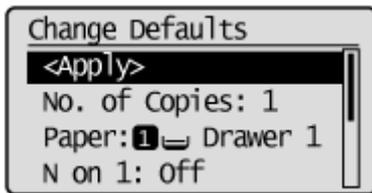
(1) Select the item to specify using [▲] or [▼] and press [OK].



For details on the settings, see the following items.

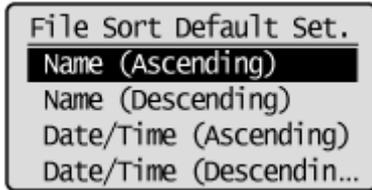
➤ ["Changing Print Settings"](#)

(2) Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].



**When <File Sort Default Settings> is selected**

(1) Select the item to specify using [▲] or [▼] and press [OK].



For details on the settings, see the following items.

➤ ["Printing Fundamentals \(USB Memory\)"](#)

## 4

Press [  ] (Menu) to close the menu screen.

## Using Google Cloud Print

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Google Cloud Print is a service that enables a user who has a Google account to print from applications such as Google Docs™ or Gmail™ via a smartphone, tablet, or computer connected to the Internet. Unlike conventional printing from a computer, Google Cloud Print is a new technology that enables you to print by connecting a printer directly to the Web. For example, if you want to print an e-mail or files that are attached to an e-mail, you can print just by using Gmail for mobile. You will find your printouts when you go to the machine.



- ["Preparing for Using Google Cloud Print"](#)
- ["Printing with Google Cloud Print"](#)

### **IMPORTANT**

- When registering the machine or when using Google Cloud Print to print documents, you must be able to connect the machine to the Internet. You are also responsible for paying all Internet connection fees.
- You may not be able to use this function in some countries or regions.

## Preparing for Using Google Cloud Print

To print with Google Cloud Print, register the machine with Google Cloud Print.

### NOTE

To use Google Cloud Print, a Google account is required. If you do not have a Google account, create an account from the Google website.

- ❏ [Checking the Machine Settings](#)
- ❏ [Enabling Google Cloud Print](#)
- ❏ [Registering the Machine with Google Cloud Print](#)

## Checking the Machine Settings

Before setting up Google Cloud Print, check the following.

- Make sure that the machine is assigned an IPv4 address and connected to a computer over a network.
  - ❏ ["Basic Network Settings"](#)
- Make sure that <Time & Date Settings> and <Time Zone Settings> are correct.
  - ❏ ["Setting the Current Date and Time"](#)
- If the Dept. ID Management is enabled, make sure that the machine is configured to enable printing from a computer even when no <Dept. ID> and <PIN> are entered.
  - ❏ ["Specifying Whether or Not to Receive a Print Job from an Unknown ID"](#)

## Enabling Google Cloud Print

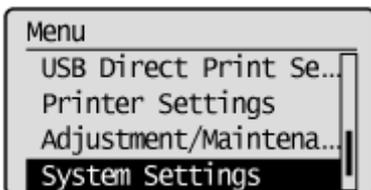
Enable the Google Cloud Print function of the machine.

### 1

Press [  ] (Menu).

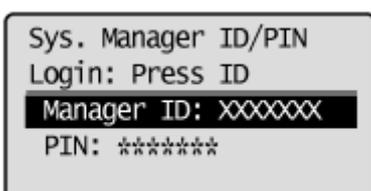
### 2

Select <System Settings> with [▲] or [▼], and then press [OK].



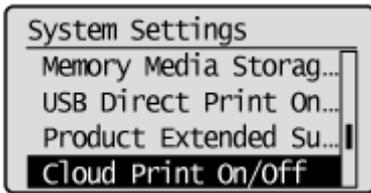
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



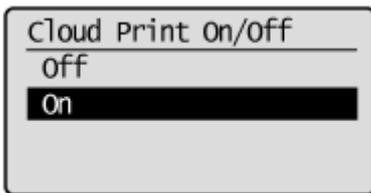
### 3

Select <Cloud Print On/Off> using [**▲**] or [**▼**] and press [**OK**].



### 4

Select <On> using [**▲**] or [**▼**] and press [**OK**].



### 5

**Restart the machine.**

Turn OFF the machine and wait for at least 10 seconds before turning it ON again.

## Registering the Machine with Google Cloud Print

Register the machine with Google Cloud Print.

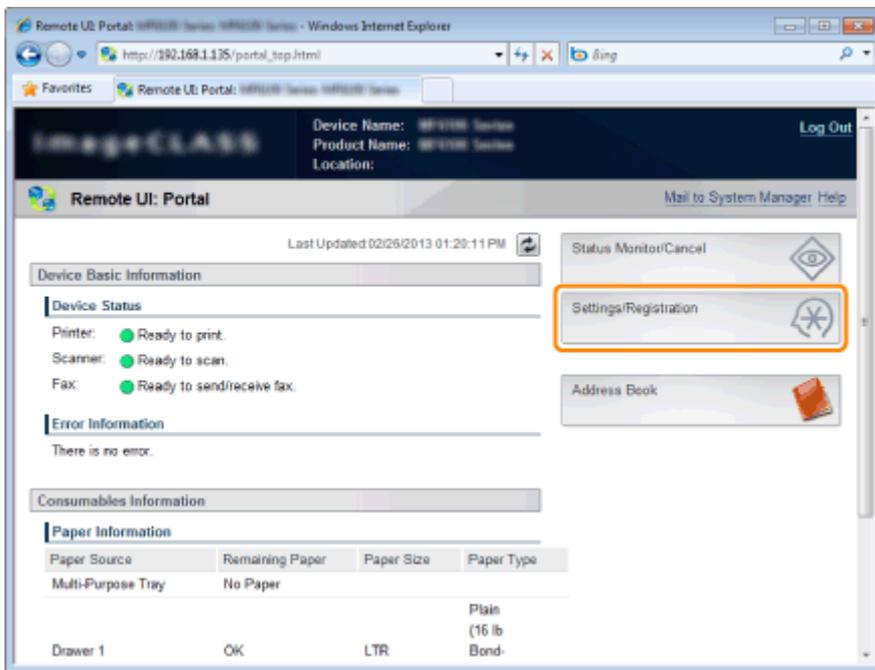
### 1

**Start the Remote UI and log on to the system manager mode.**

➤ "Starting the Remote UI"

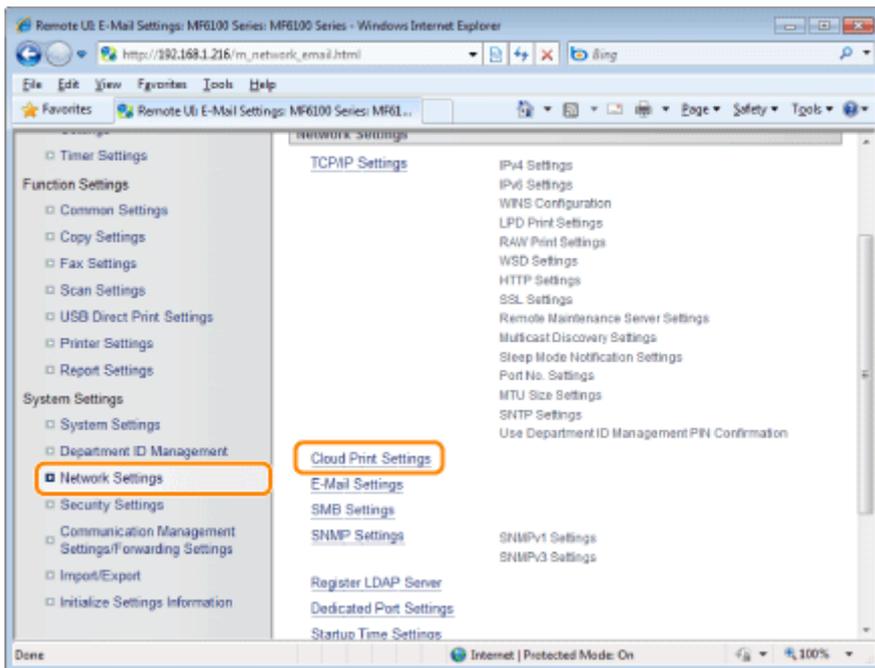
### 2

**Click [Settings/Registration].**



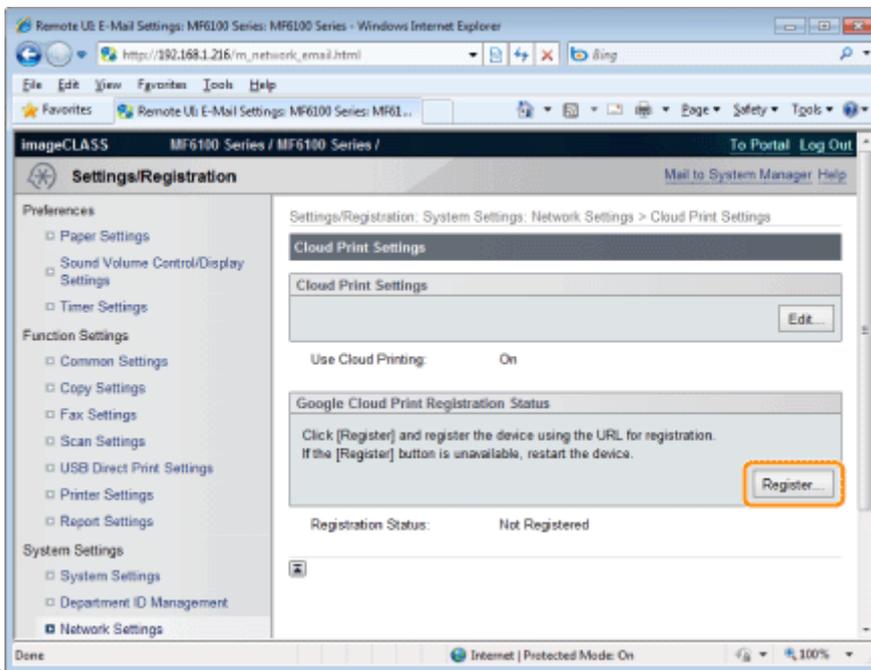
3

Click [Network Settings] and select [Cloud Print Settings].



4

Click [Register] in [Google Cloud Print Registration Status]



## NOTE

### If [Register] is unavailable

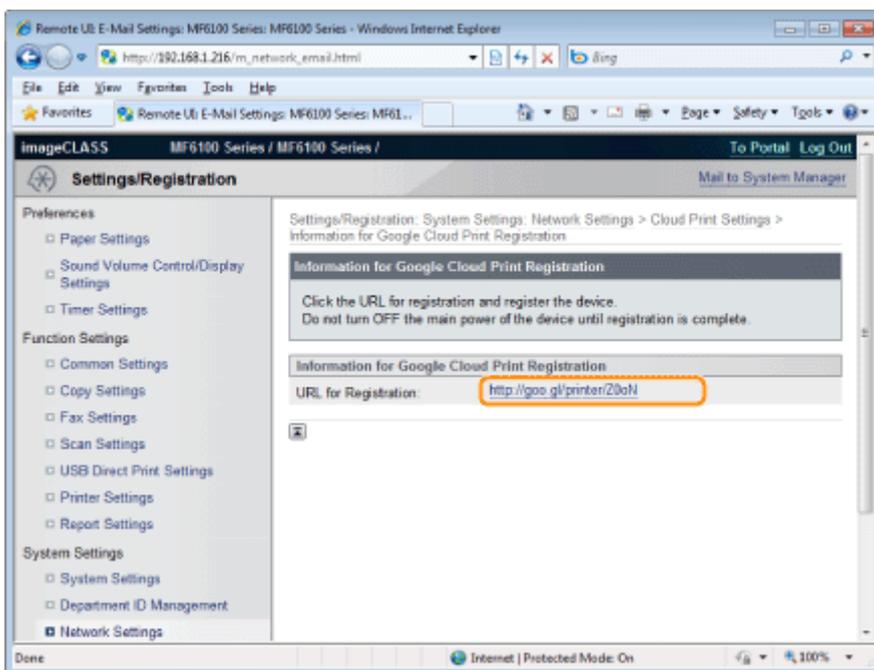
You need to enable Google Cloud Print. Click [Edit], select the [Use Cloud Printing] check box, click [OK], and then restart the machine.

### To register the machine again

If you need to register the machine again, such as if the owner of the machine changes, deregister the machine, then register it again.

## 5

Click the link of the URL displayed for [URL for Registration].



## 6

Follow the on-screen instructions to register the machine.

# Printing with Google Cloud Print

When you send print data from your computer or smartphone by using Google Cloud Print, the machine receives the print data and prints it automatically.

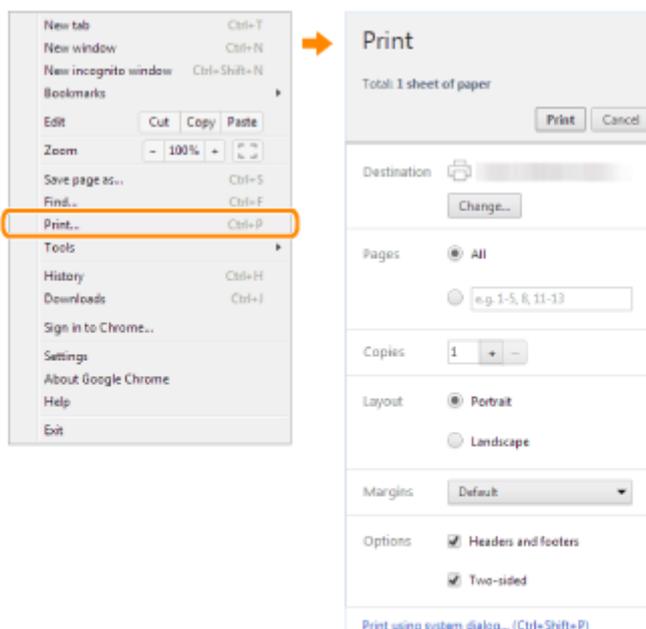
## 1

**Make sure that the machine is turned ON.**

## 2

**Display the print screen from an application on your computer or smartphone.**

Display the print screen from applications such as Google Chrome™, Gmail, or Google Docs that support Google Cloud Print on a computer or mobile devices such as a smartphone. The screens shown below are examples when you print a document from Google Chrome on a computer. The print screen differs for each application.



Access the Google Cloud Print Web site for information on the latest applications that support Google Cloud Print.

## 3

**Specify the print settings as necessary.**

### Copies

Specify the number of copies to print.

### Color mode

Specify the color mode to print in color or in black and white.

### 2-sided

Specify whether to make 2-sided printouts.

### Binding Location

Specify the position to bind the printouts with a binding tool such as a stapler.

 **NOTE**

- Printing procedure and available setting options differ depending on the application you are using.
  - The paper size for printing is automatically selected from either A4 or Letter(LTR). Make sure that either of these sizes of paper is loaded in the paper source of the machine.
- ["Loading Paper"](#)

## 4

### Send the print data.

- Tap or click [Print], depending on the device or application you are using.
  - Printing starts when the machine receives the print data.
  - To cancel printing on the machine
- ["Checking and Canceling Print Jobs"](#)
- For instructions on how to cancel printing from your computer or smartphone, see the instruction manual for the device or application you are using.

 **IMPORTANT**

Depending on the communication traffic, the machine may take a long time to print. The machine may also be unable to receive printing data.

# Using AirPrint



AirPrint enables you to wirelessly print from iPad, iPhone, iPod touch, and Macintosh without needing to install a driver.



- Printing from iPad, iPhone, or iPod touch
- Printing from Macintosh
- Canceling AirPrint Printing
- If Unable to Print
- Changing AirPrint Settings

## System Requirements

To use AirPrint, you need one of the following devices with the latest version of iOS.

- iPad (all models)
- iPhone (3GS or later)
- iPod touch (3rd generation or later)

If you use Macintosh, OS X v10.7 or later is required.

## Network Environment

Apple devices (iPad/iPhone/iPod touch/Macintosh) and the machine must be connected to the same wireless LAN.

## Printing from iPad, iPhone, or iPod touch

### 1

**Make sure that the machine is turned ON and is connected to the local wireless LAN.**

- "Check Wireless LAN Information (MF6180dw Only)"

### 2

**From the application on your Apple device,  tap to display the menu options.**

### 3

**From the drop-down list, tap [Print].**

## 4

### Select this machine from [Printer] in [Printer Options].

The printers connected to the network are displayed. Select this machine in this step.

#### IMPORTANT

[Printer Options] is not displayed on applications that do not support AirPrint. You cannot print by using those applications.

## 5

### Specify the print settings as necessary.

#### [Number of copies]

Tap [+] or [-] on the right side of [1 Copy] to set the number of copies.

#### [Double-sided]

Tap [ON] on the right side of [Double-sided] to specify 2-sided printing.

#### [Range]

Tap [Range] -> [All Pages] or specify the range of the pages to print when printing a document with multiple pages.

#### NOTE

- The available settings on [Printer Options] differ depending on the application you are using.
- Available paper sizes differ depending on the application you are using.

## 6

### Tap [Print].

Printing starts.

#### To cancel printing

➤ [Canceling AirPrint Printing](#)

#### NOTE

#### Checking the print status

During printing, on the Apple device, press the [Home] button twice -> tap [Print].

### Printing from Macintosh

Before printing by following the procedure below, add your machine to your Macintosh from [System Preferences] -> [Print & Scan].

## 1

### Make sure that the machine is turned ON and that it is connected to the local LAN.

➤ ["Check Wireless LAN Information \(MF6180dw Only\)"](#)

## 2

## Open a document in an application and display the print dialog box.

How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

### 3

#### Select this machine in the print dialog box.

The printers connected to your Macintosh are displayed. Select this machine in this step.

### 4

#### Specify the print settings as necessary.

##### [Presets]

Specify the print settings by selecting a preset setting (registered combination of print settings) from the drop-down list.

##### [Copies]

Specify the number of copies.

##### [Two-Sided]

Select the check box to make 2-sided printouts.

##### [Pages]

Specify the range of the pages to print when printing a document with multiple pages.

##### NOTE

The available settings differ depending on the application you are using.

### 5

#### Click [Print].

Printing starts.

##### To cancel printing

 [Canceling AirPrint Printing](#)

#### Canceling AirPrint Printing

You can also cancel printing from the operation panel of the machine.

 ["Checking and Canceling Print Jobs"](#)

#### Canceling from iPad, iPhone, or iPod touch

### 1

#### Press the Home button twice.

### 2

#### Tap [Print Center] to display the list of the documents to be printed.

## 3

Tap the document you want to cancel, and tap [Cancel Printing].

### Canceling from Macintosh

## 1

Click the printer icon that is displayed in the Dock on the desktop.

## 2

Click the document you want to cancel.

## 3

Click [Delete].

### If Unable to Print

#### You cannot print using AirPrint.

- Make sure that the machine is turned ON. If the machine is turned ON, turn OFF the machine, wait 10 seconds, then restart the machine and see if the problem is solved.
- Make sure that the paper is loaded in the machine and the machine has enough toner.
  - "Loading Paper"
  - "Replacing the Toner Cartridge"
- Make sure that no error messages are displayed on the machine.
- Make sure that Apple devices (iPad/iPhone/iPod touch/Macintosh) and the machine are connected to the same wireless LAN. If the machine is turned ON, it may take several minutes before the machine is ready for wireless communication.
- Make sure that Bonjour on Apple devices is enabled.
- Make sure that the machine is configured to enable printing from a computer even when no department ID and password are entered.
  - "Specifying Whether or Not to Receive a Print Job from an Unknown ID"

### Changing AirPrint Settings

You can register information, including the name of the machine and installation location, that is used for identifying the machine. You can also disable the AirPrint function of the machine. Use the Remote UI to change these settings.

## 1

Start the Remote UI and log on to the system manager mode.

- "Starting the Remote UI"

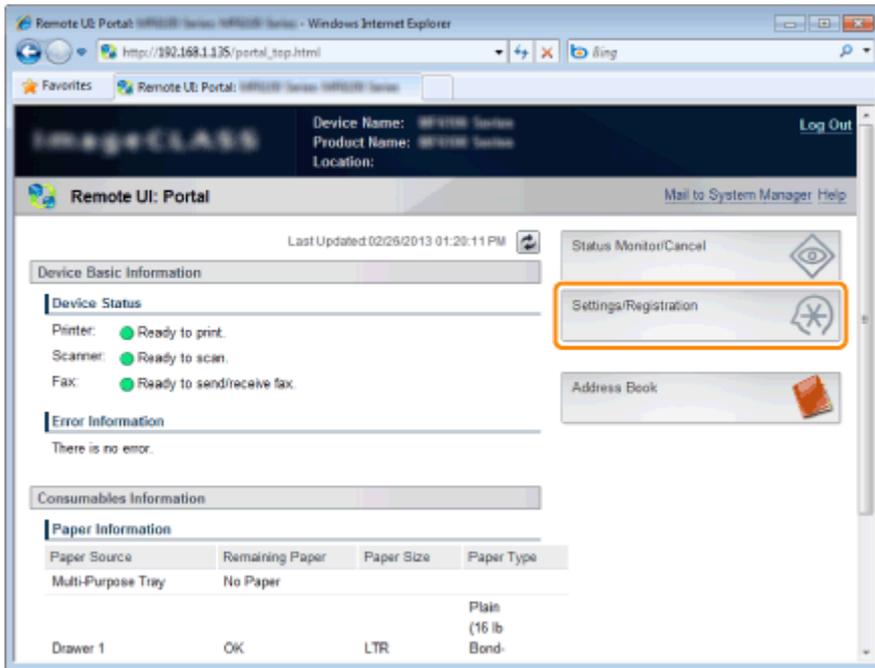
#### NOTE

Depending on your Web browser, the procedure to start the Remote UI may be different. See the instruction manuals for the Web browser you are using.

## 2

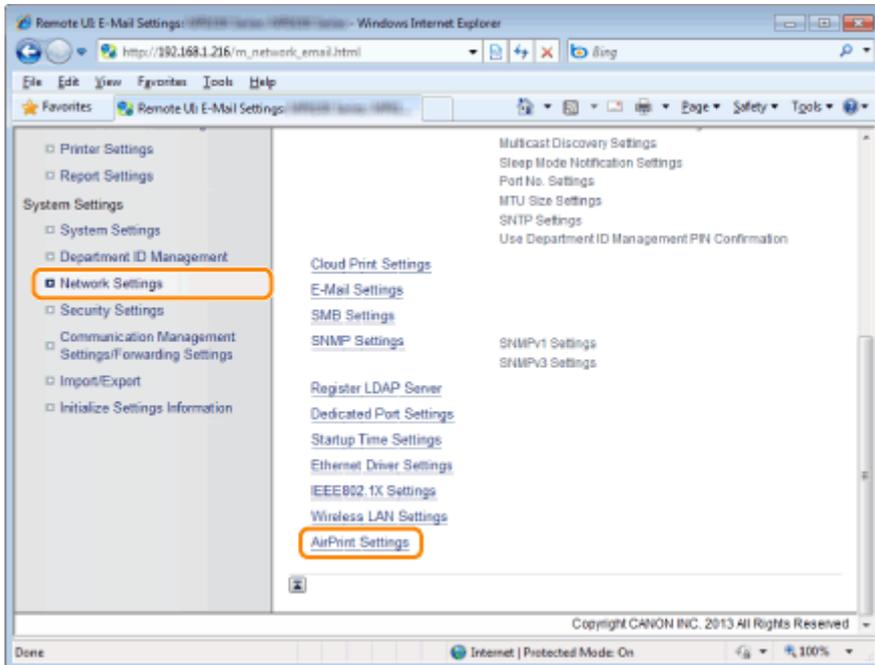
Click [Settings/Registration].

If you are using a mobile device, such as iPad, iPhone, or iPod touch, read "click" as "tap" in this section.



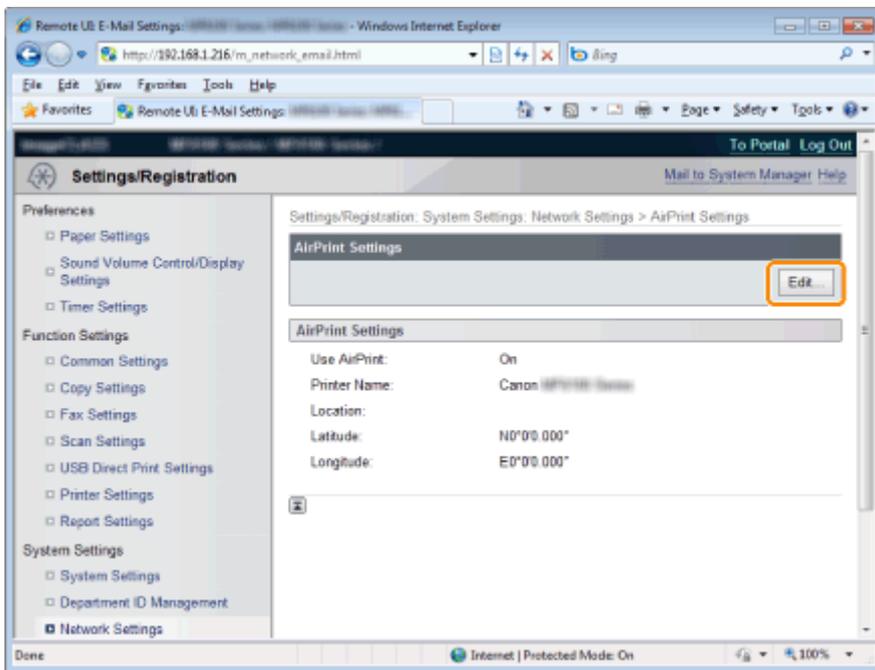
## 3

Click [Network Settings] -> [AirPrint Settings].



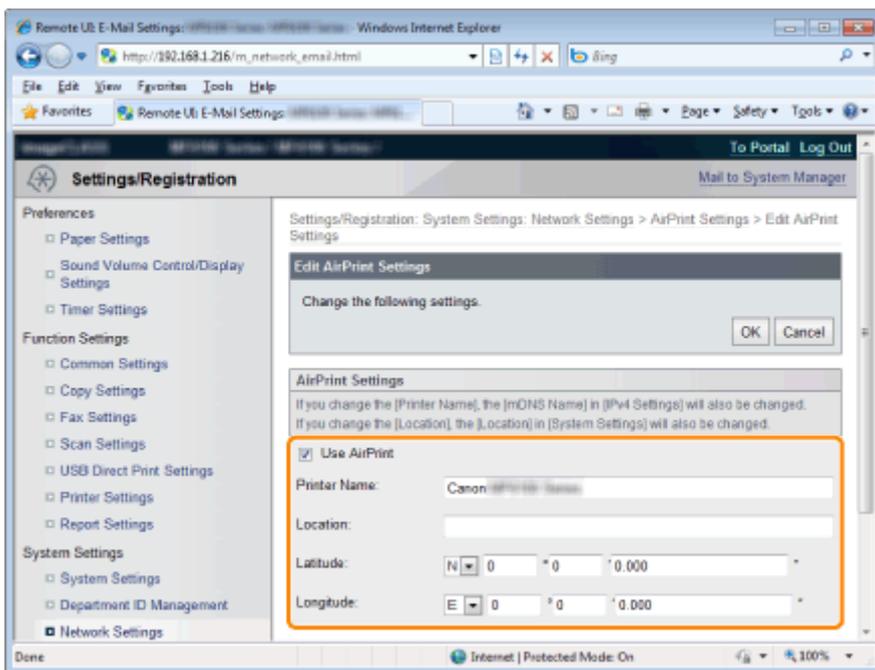
## 4

Click [Edit].



## 5

Specify the required settings, and tap or click [OK].



### [Use AirPrint]

Select the check box to enable printing with AirPrint. To disable AirPrint, clear the check box.

### [Printer Name]/[Location]/[Latitude]/[Longitude]

Enter the name and the installation location information to help you identify this machine when operating your Apple device. This information is useful if you have more than one AirPrint printer.

#### NOTE

#### **If you change [Printer Name]**

If the set [Printer Name] is changed, you may become unable to print from a Macintosh you were using. This occurs because <mDNS Name> for IPv4 is also changed. In this case, add this machine to the Macintosh again.

➤ "Setting IPv4 DNS"

## 6

### Restart the machine.

Turn OFF the machine and wait for at least 10 seconds before turning it ON again.

## Checking Consumables on Macintosh

You can display the screen for AirPrint, on which you can not only access the AirPrint Settings but also view information about consumables, such as paper and toner.

## 1

Click **[System Preferences]** in the Dock on the desktop -> **[Print & Scan]**.

## 2

Select your printer and click **[Options & Supplies]**.

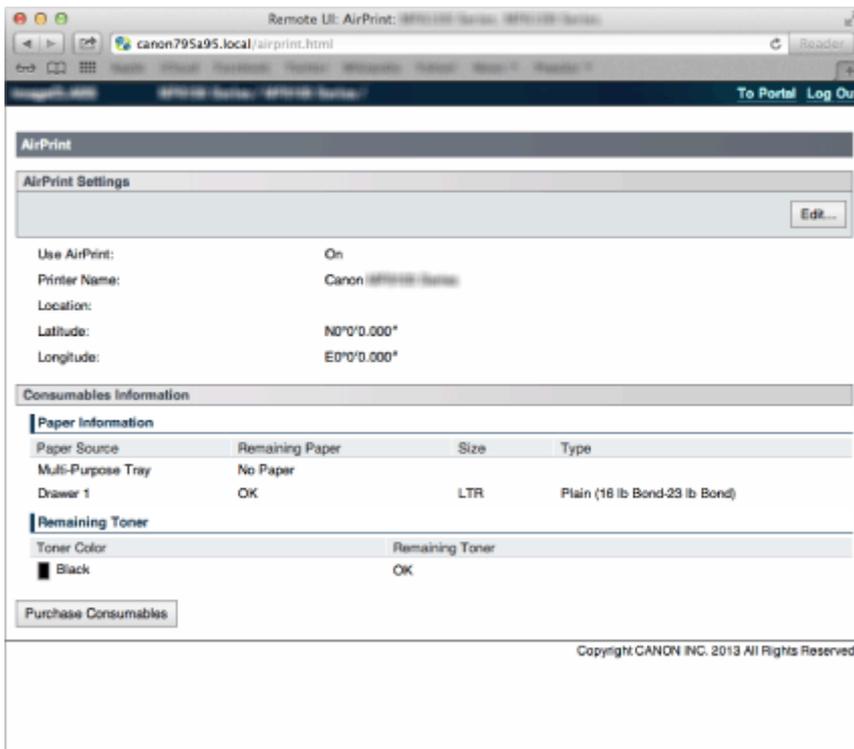
## 3

Click **[Show Printer Webpage]**.

## 4

Start the Remote UI and log on to the system manager mode.

To check the machine status or supplies, you can also log on in End-User Mode.



The screenshot shows a web browser window titled "Remote UI: AirPrint: 192.168.1.100:8080". The address bar shows "canon795a95.local/airprint.html". The page content includes:

- AirPrint Settings** section with an "Edit..." button. Settings include:
  - Use AirPrint: On
  - Printer Name: Canon 795a95 Series
  - Location:
  - Latitude: N0°0'0.000"
  - Longitude: E0°0'0.000"
- Consumables Information** section:
  - Paper Information** table:

Paper Source	Remaining Paper	Size	Type
Multi-Purpose Tray	No Paper		
Drawer 1	OK	LTR	Plain (16 lb Bond-23 lb Bond)
  - Remaining Toner** table:

Toner Color	Remaining Toner
Black	OK
- A "Purchase Consumables" button.
- Copyright notice: Copyright CANON INC. 2013 All Rights Reserved.

# Scanning

This section describes the procedure for saving scanned data in a computer.

You can perform the following four tasks.

## Saving scanned paper documents to a computer

You can easily save scanned paper documents to a computer from the operation panel of the machine.

The machine provides a wide variety of scan settings for you to choose from. You can save a scanned document in the "Searchable PDF" file format, which converts scanned images to searchable text data, without having to specify advanced scan settings.

Plus, you can scan documents using the MF Toolbox available for the machine, or the WIA driver. There are many ways to convert your paper documents into electronic files. All you need to do is to select one based on your scan needs.

## Saving scanned documents to USB memory device

You can save scanned documents to USB memory device inserted in the slot of the machine.

Since you do not need to configure your computer, you can easily convert paper documents into electronic files.

## Emailing scanned documents

You can send scanned documents to your e-mail application.

You can send scanned documents to your e-mail application without installing the software on your computer.

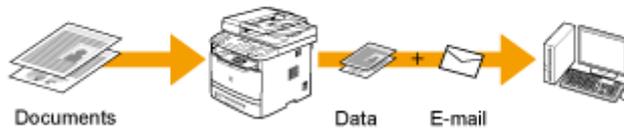
## Sending scanned documents to a file server

You can send scanned documents to a file server.

You can send scanned documents to a file server without installing the software on your computer.

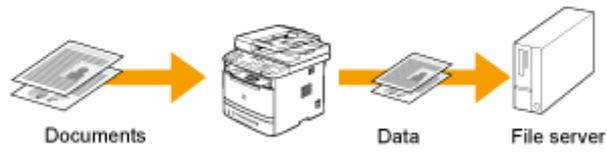
Saving scanned documents to a computer	<p>See <a href="#">"Scanning Paper Documents and Saving Them to a Computer (USB &amp; Network Connection)."</a></p>  <p>The diagram illustrates the process of scanning documents and saving them to a computer. It shows a stack of documents on the left, with an orange arrow pointing to a scanner. From the scanner, another orange arrow points to a document labeled 'Data', which is then shown being sent to a computer monitor and keyboard.</p>
Saving scanned documents to USB memory device	<p>See <a href="#">"Saving Scanned Documents to USB Memory Device."</a></p>  <p>The diagram illustrates the process of scanning documents and saving them to a USB memory device. It shows a stack of documents on the left, with an orange arrow pointing to a scanner. From the scanner, another orange arrow points to a document labeled 'Data', which is then shown being sent to a USB memory device.</p>
	<p>See <a href="#">"E-mailing Scanned Documents ."</a></p>

Emailing scanned documents



See "[Sending Scanned Documents to a File Server .](#)"

Sending scanned documents to a file server



## Scanning Paper Documents and Saving Them to a Computer (USB & Network Connection)

This section describes how to save scanned documents to a computer.

- † If you are using a Macintosh computer, see the Canon Scanner Driver Guide for more information. To view how to display Canon Scanner Driver Guide.  
["For Macintosh Users"](#)

### Preparing for scanning

Configuring the scan functions	See <a href="#">"Preparing to Scan Your Document (Saving to a Computer)."</a>
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### Scanning

Learn about scanning procedures	See <a href="#">"Basic Scan Flow (Saving to a Computer)."</a>
Scanning using the keys on the operation panel without operating a computer	See <a href="#">"Scanning Using Keys on the Operation Panel."</a>
Scanning using the supplied software	See <a href="#">"Scanning with the MF Toolbox."</a>
Scanning from an application	See <a href="#">"Scanning an Image from an Application."</a>

### Making full use of the scan functions

Learn how to use the MF Toolbox	See <a href="#">"Using the MF Toolbox."</a>
Creating one PDF file from two or more documents	See <a href="#">"Creating One PDF File from Two or More Pages."</a>
Checking how to use the ScanGear MF	See <a href="#">"Using the ScanGear MF."</a>

## Preparing to Scan Your Document (Saving to a Computer)

To scan documents, perform the following preparations.

<b>Step 1</b>	Check your operating system.	➤ "System Requirements (Scan)"
<b>Step 2</b>	Install the scanner driver.	➤ "MF Driver Installation Guide"
<b>Step 3</b>	When the machine is connected to a network, register the scanner.	➤ "Registering the Scanner in MF Network Scan Utility"

## System Requirements (Scan)

### Hardware requirements

- IBM or IBM-compatible PC
- A computer connected to LAN, or a computer that is a USB with an installed USB class driver.

### Supported Operating Systems

- Windows XP
- Windows Vista
- Windows 7
- Windows 8

#### NOTE

#### **The scan function is not available in the IPv6 environment.**

Use the USB connection or IPv4 to use the scan function.

#### **The following server operating systems are not available.**

- Windows Server 2003
- Windows Server 2008
- Windows Server 2012

#### **To use Hi-Speed USB**

Your computer needs to meet the following requirements.

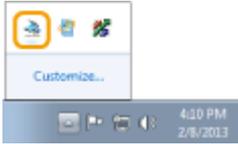
- CPU  
Intel Pentium II or higher
- RAM  
128 MB or higher
- Operating system
  - Windows XP Service Pack 1, or later
  - Windows Vista
  - Windows 7
  - Windows 8
- Driver  
The Hi-Speed USB driver needs to be installed.

# Registering the Scanner in MF Network Scan Utility

To scan documents through a network connection, register the scanner in the MF Network Scan Utility.

## 1

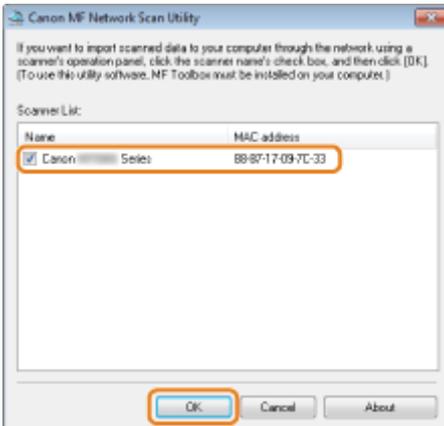
Click [  ] on the task tray.



## 2

Select the check box for the scanner to be used and click [OK].

Up to 10 scanners can be registered.



### IMPORTANT

**Up to ten computers can be connected to the product (scanner) at once via a network.**

You cannot scan and send to an eleventh and subsequent computers.

If you want to scan and send to an additional computer, perform one of the following procedures.

- Display MF Network Scan Utility of another computer and clear the check box for the scanner.
- Turn off another computer.

## Basic Scan Flow (Saving to a Computer)

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### NOTE

#### **For better scanning results**

We recommend to scan documents on the platen glass when using the feeder may not produce the desired amount of clarity.

The following methods are available for scanning.

#### "Scanning Using Keys on the Operation Panel"

Scanning can be performed using keys on the operation panel. This allows you to scan easily using the existing settings.

#### "Scanning with the MF Toolbox"

Scanning can be performed by operating the supplied software. This allows you to scan according to your purpose with the detailed settings.

#### "Scanning an Image from an Application"

Scanning can be performed using your application. This allows you to open the scanned data as is in your application.

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# Scanning Using Keys on the Operation Panel

You can scan a document using the keys on the operation panel.

## NOTE

### To scan using the shortcut keys

When using the shortcut keys which are registered destinations etc., you can send the documents by scanning with one-touch. For details on how to register or send, see "[Performing a Scan Using a Shortcut Key.](#)"

## 1

**Place documents.**

- ❖ "Loading Paper"
- ❖ "Supported Document Types"

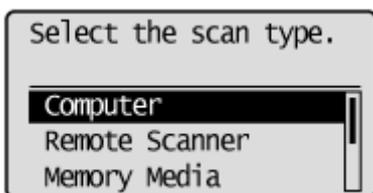
## 2

Press [  ].



## 3

Select <Computer> using [▲] or [▼] and press [OK].

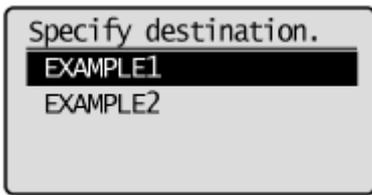


## 4

Specify a destination using [▲] or [▼] and press [OK].

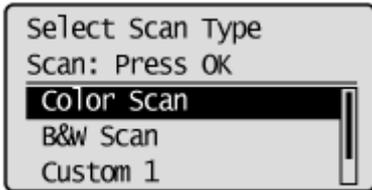
- When multiple computers are connected the computer connected by a USB cable is listed at the top.
- When a computer is connected by a USB cable this screen is not displayed.
- If more than ten computers are connected via a network the eleventh and subsequent computers are not displayed (you cannot scan). Reduce the number of computers connected to this machine via a network.
  - ❖ "[Registering the Scanner in MF Network Scan Utility](#)"

- † You can change the names for the displayed computers.
  - ❖ "[Selecting a scanner and changing names for the computers](#)"



## 5

Specify the scan settings using [▲] or [▼] and press [OK].



The scanner settings are specified by default as follows.

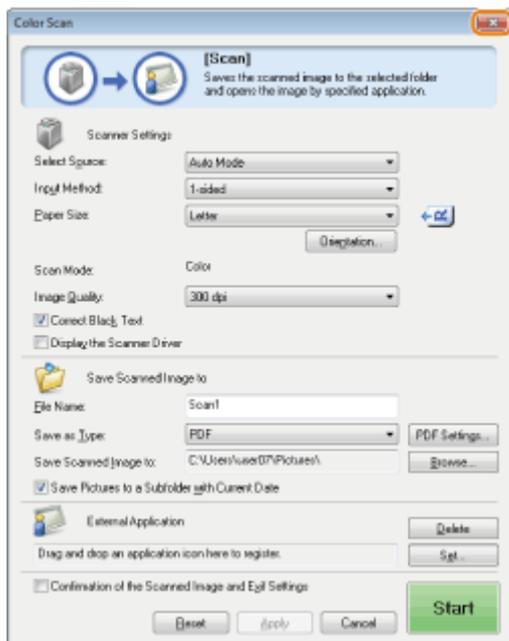
	Scan Mode	Resolution	File Type	PDF Settings
Color Scan	Color	300 dpi	PDF	Searchable/Compact
B&W Scan	Black and White	300 dpi	TIFF	—
Custom 1	Color	300 dpi	JPEG/Exif	—
Custom 2	Color	300 dpi	PDF	Searchable/Standard

Scanning operation starts.

### If you cannot scan

You cannot scan when MF Toolbox setting screen is displayed.

Click to close the screen before starting a scan.



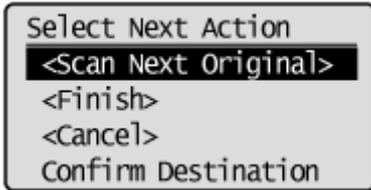
### Scanning from the feeder

After saving the document, the display returns to the basic scanning screen.

### Scanning from the platen glass

## 6

To continuously scan the document, select **<Scan Next Original>** with [▲] or [▼], and then press [OK].



### To Cancel the scan

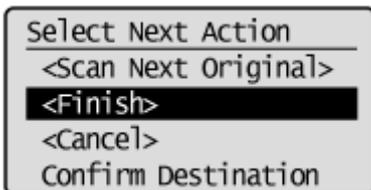
- (1) Select **<Cancel>** with [▲] or [▼], and then press [OK].
- (2) Select **<Yes>** with [▲] or [▼], and then press [OK].

### To confirm the destination

- (1) Select **<Confirm Destination>** with [▲] or [▼], and then press [OK].

## 7

Select **<Finish>** with [▲] or [▼], and then press [OK].



After saving the document, the display returns to the basic scanning screen.

### NOTE

#### The location of saved scanned images

After scanning, the folder where the images have been saved to opens automatically.

By default, the folder for the date when you scanned the data is created in the [Pictures] folder in [My Documents]. (For Windows XP, the folder is created in the [My Pictures] folder.)

#### To change the scanner settings

From your computer you can change the settings for the save location, file format, and image resolution.

For details on the setting procedure, see "[Using the MF Toolbox.](#)"

## Performing a Scan Using a Shortcut Key

Register destinations and frequently used settings in shortcut keys in advance, to perform a scan easily without needing to manually enter a destination and specify required settings.

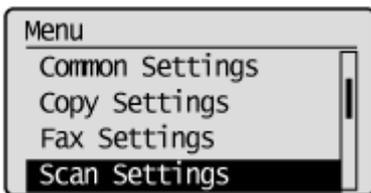
### Registering a Shortcut Key/Confirming the Destination Registered in the Shortcut Key

1

Press [  ] (Menu).

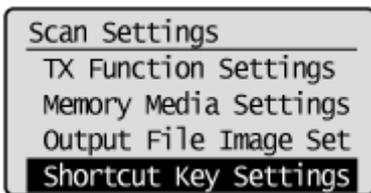
2

Select <Scan Settings> using [▲] or [▼] and press [OK].



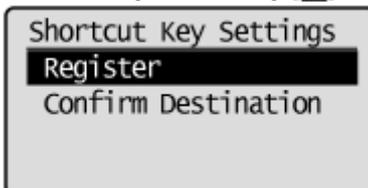
3

Select <Shortcut Key Settings> using [▲] or [▼] and press [OK].

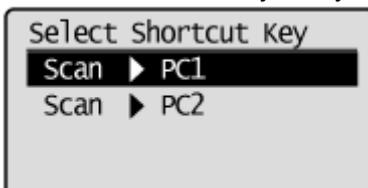


#### To store a new shortcut:

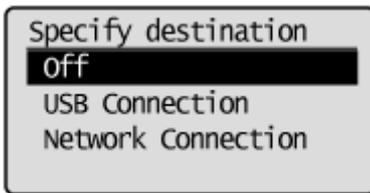
(1) Select <Register> using [▲] or [▼] and press [OK].



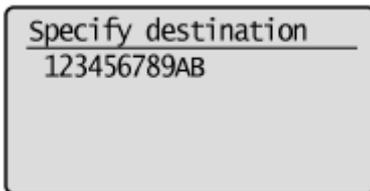
(2) Select the shortcut key that you want to register using [▲] or [▼] and press [OK].



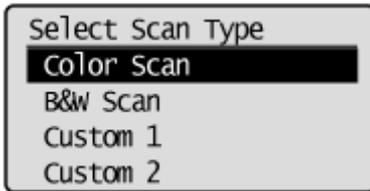
(3) Select the connection method, using [▲] or [▼] and press [OK].



- (4) Select the destination using [▲] or [▼] and press [OK].
- When one computer is connected to the machine via a USB cable:  
This screen is not displayed.
  - When more than ten computers are connected to the machine simultaneously.  
Up to ten computers can be displayed as a list of computers connected to the machine. (Scanning cannot be performed otherwise).  
Reduce the number of computers connected to the machine over the network.
- "Registering the Scanner in MF Network Scan Utility"
- † You can rename the displayed computer names.
- "Using the MF Toolbox"



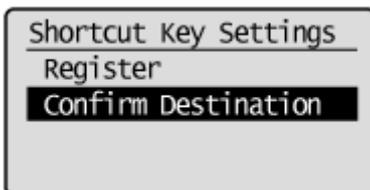
- (5) Specify the scan settings using [▲] or [▼] and press [OK].



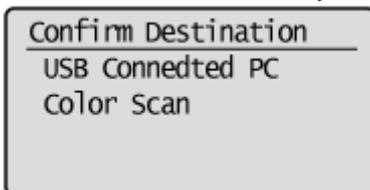
	Scan Mode	Resolution	File Type	PDF Settings
Color Scan	Color	300 dpi	PDF	Searchable/High
B&W Scan	Black and white	300 dpi	TIFF	—
Custom 1	Color	300 dpi	JPEG/Exif	—
Custom 2	Color	300 dpi	PDF	Searchable/Standard

**To confirm the destination registered in the shortcut key:**

- (1) Select <Confirm Destination> using [▲] or [▼] and press [OK].



- (2) Select the destination that you want to confirm using [▲] or [▼] and press [OK].



**4**

Press [  ] (Menu) to close the menu screen.

## Performing a Scan Using a Shortcut Key

### 1

Place your document.

- "Loading Paper"
- "Supported Document Types"

#### NOTE

##### **When scanning from the operation panel**

You cannot scan more than one document at a time.

### 2

Press [  ].



### 3

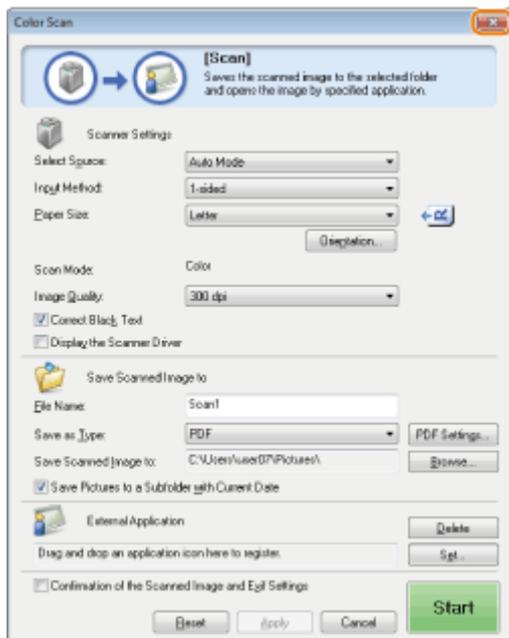
Press [  ] (Scan > PC1, Scan > PC2) into which the destination that you want to select is registered.

Scanning starts. When scanning is complete, the screen returns to the scan mode screen after the scanned document is saved.

#### **When scanning cannot be performed**

You cannot perform a scan while the MF Toolbox setup screen is displayed.

Click  to close the screen before starting a scan.



 **NOTE**

**To specify a location where the scanned images are saved:**

Once scanning is complete, a folder is automatically displayed to which the scanned images are saved. By default, a folder bearing the scanning date is created inside the [My Pictures] folder in [My Documents]. (On Windows Vista/Windows 7, the folder is created in the [Pictures] folder.)

**To change the scan settings:**

You can re-specify the save location, file format, resolution, and other settings from a computer.

See "[Using the MF Toolbox](#)" for more information.

# Scanning with the MF Toolbox

## 1

**Place documents.**

- ❏ "Loading Paper"
- ❏ "Supported Document Types"

### NOTE

#### When scanning from the platen glass

You can scan multiple documents only when

- Selecting [PDF] or [PDF (Multiple Pages)] in [Save as Type].
  - ❏ "Creating One PDF File from Two or More Pages"
- [Paper Size] in the step 6 is set to "Fit the image."

## 2

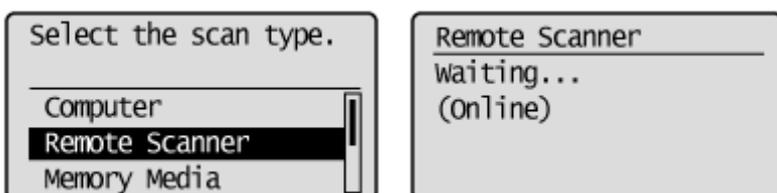
**Press [SCAN].**



## 3

**Select <Remote Scanner> using [▲] or [▼] and press [OK].**

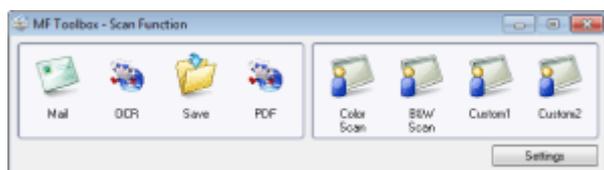
The machine is now waiting to be scanned.



## 4

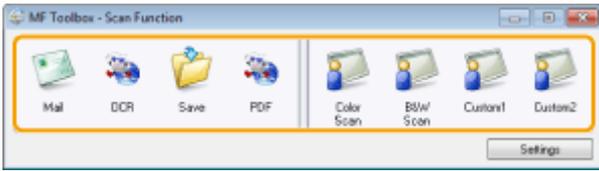
**Double-click the [Canon MF Toolbox 4.9] icon on the desktop.**

The MF Toolbox starts.



## 5

**Click an applicable MF Toolbox button.**



[Mail]	The document will be scanned and attached to an e-mail message in your e-mail application.
[OCR]	The document will be scanned and read by the OCR software.
[Save]	The document will be scanned and saved.
[PDF]	The document will be scanned and saved as a PDF file.
[Color Scan] [B&W Scan] [Custom 1] [Custom 2]	The document will be scanned and displayed in the registered application. A dialog box appears for each of the buttons.

**NOTE**

**Applications that can be registered in the MF Toolbox buttons**

The following applications can be registered in the MF Toolbox buttons if they are installed.

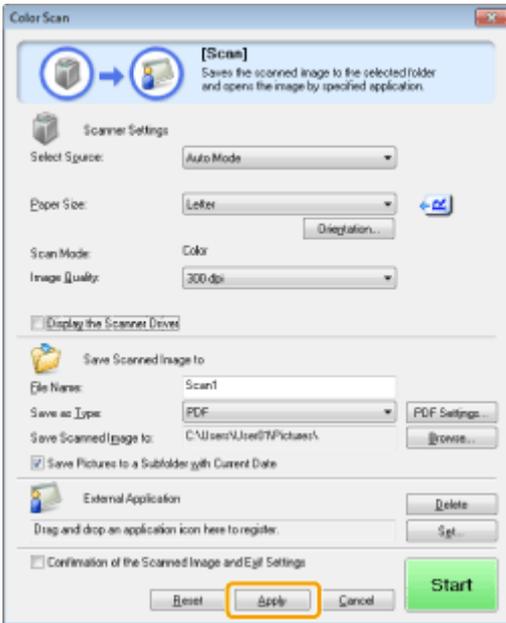
- [OCR]: Presto! PageManager
- [PDF]: Presto! PageManager

**6**

**Specify the scanner settings as needed.**

Clicking [Apply] saves the settings.

For details, see "[Using the MF Toolbox.](#)"



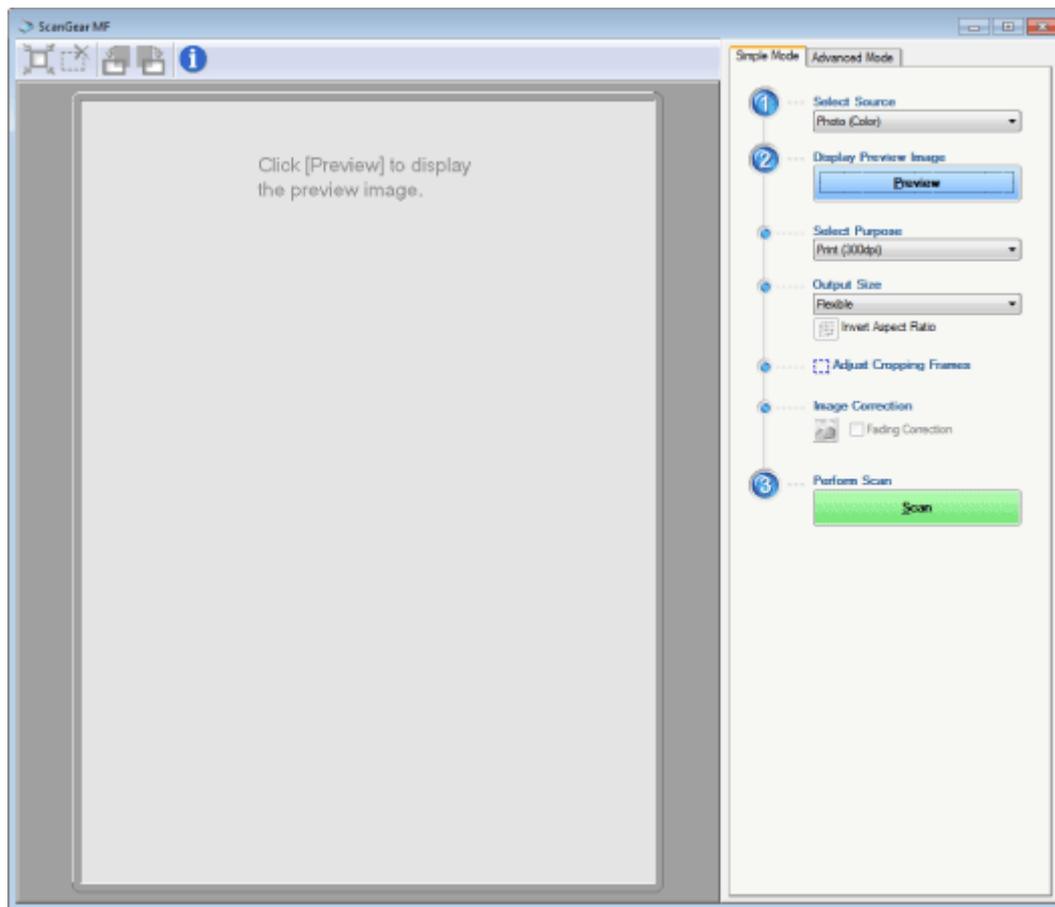
**7**

**Click [Start].**

Scanning starts.

**If you selected the [Display the Scanner Driver] check box in Step 6**

The [ScanGear MF] dialog box will appear.



- (1) Specify the settings as needed.  
For details, see "[Using the ScanGear MF.](#)"
- (2) Click [Scan].  
Scanning starts.

# Scanning an Image from an Application

You can scan an image from a TWAIN- or WIA- (Windows XP/Vista/7/8 only) compliant application and use the image in that application. The procedure varies depending on the application. This section shows an example.

## 1

### Place documents.

- ❏ "Loading Paper"
- ❏ "Supported Document Types"

#### NOTE

##### **When scanning from the platen glass**

Scanning multiple pages is not available when scanning from the platen glass.

##### **Applications that do not support scanning multiple documents**

Scanning multiple documents is not available for the following applications.

- "Paint" on Windows XP/Vista/7/8
- Microsoft Office XP  
(Word 2002, Excel 2002, PowerPoint 2002, etc.)
- Microsoft Office 2000  
(Word 2000, Excel 2000, PowerPoint 2000, etc.)

If you are using the applications mentioned above, scan only one page at a time.

Place only one document in the feeder, as the following problems may occur if multiple documents are placed.

- The second and subsequent sheet documents are not scanned.
- After all documents are scanned, <An error has occurred.> appears in the display.
- The next scanning cannot be performed.

## 2

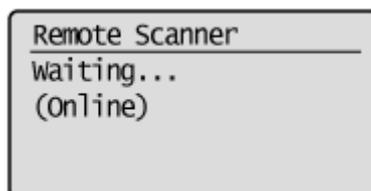
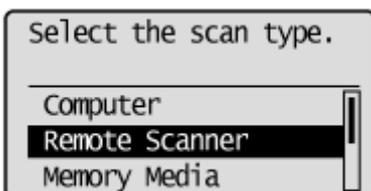
Press [  ].



## 3

Select <Remote Scanner> using [▲] or [▼] and press [OK].

The machine is now waiting to be scanned.



## 4

**Start the application to be used.**

**5**

**Select a scanning command.**

**6**

**Select a scanner driver.**

The ScanGear MF or WIA driver can be used on Windows XP/Vista/7/8.

**7**

**Specify the scanner settings as needed -> click [Scan].**

Scanning starts.

For details, see the following.

➤ ["Using the ScanGear MF"](#)

## Using the MF Toolbox

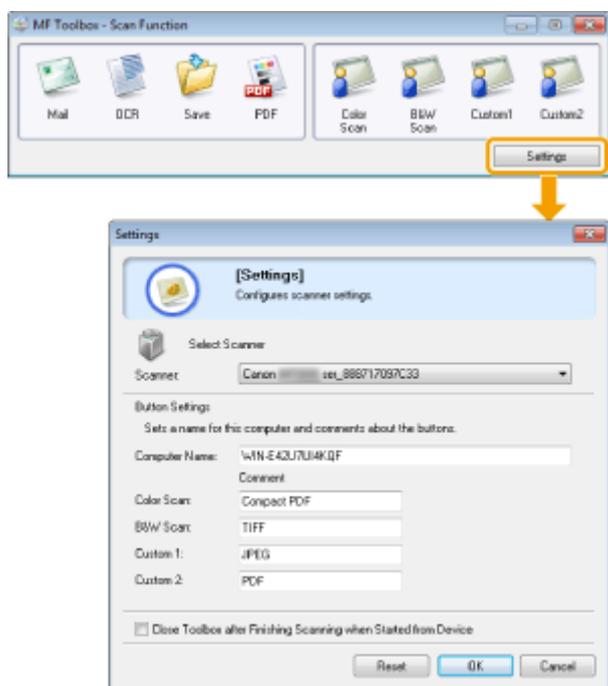
You can specify the following settings in the MF Toolbox.

- ❖ Selecting a scanner and changing names for the computers
- ❖ Scanner settings
- ❖ Saving locations for scanned images
- ❖ External program (e-mail program)
- ❖ Confirmation for scanned images and Exif settings (Confirming the scanned image)

† Some functions of the Macintosh version MF Toolbox differs that of Windows version.  
 For details, see the Canon Scanner Driver Guide.  
 To view how to display Canon Scanner Driver Guide.  
 "For Macintosh Users"

### Selecting a scanner and changing names for the computers

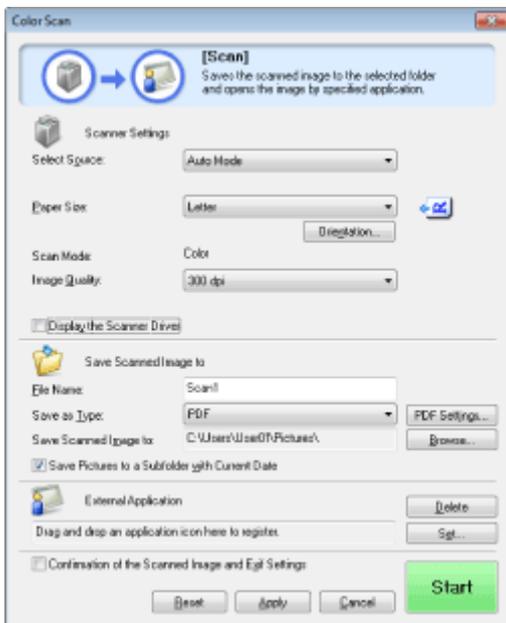
You can select a scanner or change names for the computers.



[Select Scanner]	Select a scanner.
[Computer Name]	Specify a computer name that will appear as a destination in the machine's display.
[Color Scan] [B&W Scan] [Custom 1] [Custom 2]	Change comments for buttons. You can enter up to 12 characters.
[Close Toolbox after Finishing Scanning when Started from Device]	If the check box is selected, the MF Toolbox screen closes when scanning with keys on the operation panel is finished.

### Scanner settings

You can specify a scan mode, scanning resolution, document size, and file size for scanned images.

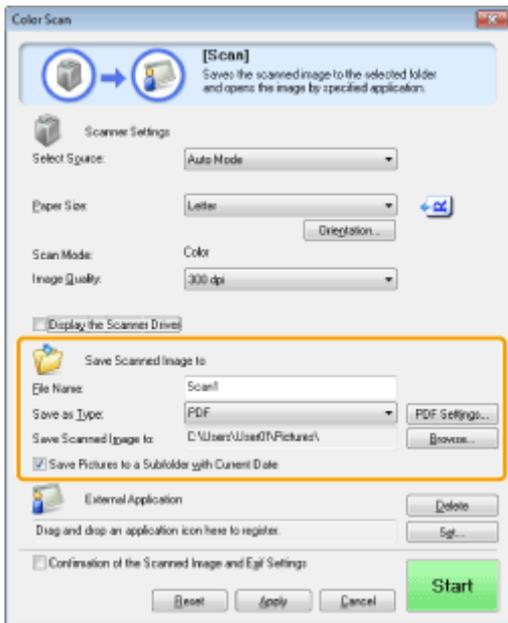


<p>[Select Source]</p>	<p>Select the document source. If you select [Auto Mode], the document in the feeder is scanned first. When no document is loaded in the feeder, the document on the platen glass is scanned.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p> <b>IMPORTANT</b></p> <p><b>When scanning using the operation panel</b></p> <p>This setting will be invalid. The machine operates in [Auto Mode].</p> </div>
<p>[Input Method]</p>	<p>Select a scanning side option, between [1-sided] and [2-sided].</p>
<p>[Paper Size]</p>	<p>Select a size for the document to be scanned. When [Custom] is selected, the [Paper Size Settings] dialog box appears, enabling you to specify a custom size.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p> <b>IMPORTANT</b></p> <p><b>When scanning using the operation panel</b></p> <p>You cannot use the "Stitch-assist" function.</p> </div>
<p>[Orientation]</p>	<p>Specify a layout orientation for the document. If you selected [2-sided] from [Input Method], you can also specify [Binding Location]. This button is disabled when [Platen Glass] is selected in [Select Source].</p>
<p>[Scan Mode]</p>	<p>Select a scan mode. The scan modes you can select differ depending on the MF Toolbox button you clicked.</p> <ul style="list-style-type: none"> <li>▪ [Black and White] Scans a document as a black and white image.</li> <li>▪ [Black and White (OCR)] Scans a document as a black and white image for OCR software.</li> <li>▪ [Grayscale] Scans a document as a grayscale image. Grayscale can be used for scanning photographs.</li> <li>▪ [Color] Scans a document as a color image.</li> <li>▪ [Color (Magazine)] Scans a document in color using the descreen function. You can reduce the distortion patterns (moire) when scanning printouts. When this function is used, scanning time will take longer.</li> </ul>
	<p>Select a scanning resolution. Available resolution varies depending on the [Select Source] or [Save as Type] settings.</p>

		BMP	JPEG/Exif	TIFF	PDF	PDF (single page)	PDF (multiple pages)	PDF (Add page)
[Image Quality]	[Platen Glass]	75 dpi to 600 dpi			75 dpi to 400 dpi			
	[ADF] or [Auto Mode]	75 dpi to 300 dpi						
	<p>↑ If you selected [Mail], available resolution differ depending on [Upper Limit of Attached File].</p>							
[Black Text Correction]	If the check box is selected, emphasizes the outline of black text.							
[Display the Scanner Driver]	<p>When this check box is selected, the settings other than [Black Text Correction] for [Scanner Settings] are unselectable.</p> <p>When [Start] is clicked, the [ScanGear MF] dialog box appears and enables you to make advanced settings for scanning.</p> <p>This check box is not available when scanning using the [OCR] button.</p>							

## Saving locations for scanned images

You can specify a file name, file type, and saving location for the scanned image.



[File Name]	<p>Enter a file name for the scanned image.</p> <p>If you save a different file with the same name, four digits starting from 0001 will be attached after the file name.</p>
	<p>Specifies the file type to save the scanned image.</p> <ul style="list-style-type: none"> <li>• [BMP] Bitmap format</li> <li>• [JPEG/Exif] JPEG/Exif format (This option is available when [Grayscale], [Color] or [Color (Magazine)] is selected in [Scan Mode].)</li> <li>• [TIFF] TIFF format</li> <li>• [PDF] PDF format (multiple pages or single page)</li> <li>• [PDF (Single Page)] Creates a single-page PDF file.</li> <li>• [PDF (Multiple Pages)]</li> </ul>

You can scan two or more documents create one PDF file.

➤ ["Creating One PDF File from Two or More Pages"](#)

- [PDF (Add Page)]

Adds the scanned image to the last page of an existing PDF file that was created with the MF Toolbox.

 **NOTE**

**The type of file which can be saved with each button**

	BMP	JPEG/ Exif *	TIFF	PDF	PDF (Single Page)	PDF (Multiple Pages)	PDF (Add Page)
[Mail]	.	●	.	.	●	●	●
[OCR]	●	●	●	.	.	.	.
[Save]	●	●	●	.	●	●	●
[PDF]	.	.	.	.	●	●	●
[Color Scan]	●	●	●	●	.	.	.
[B&W Scan]	●	.	●	●	.	.	.
[Custom 1]	●	●	●	●	.	.	.
[Custom 2]	●	●	●	●	.	.	.

\* You can select the option when [Scan Mode] is set to [Grayscale], [Color], or [Color (Magazine)].

**When [PDF], [PDF (Single Page)], [PDF (Multiple Pages)] or [PDF (Add Page)] is selected**

The error message [Image size is too large to create File.] may appear. In this case, reduce the value for [Output Size] or [Image Quality] to reduce the data size of the scanned image.

[Save as Type]

[PDF Settings]

When [PDF], [PDF (Single Page)], [PDF (Multiple Pages)] or [PDF (Add Page)] is selected in [Save as Type], you can specify the detailed settings for the PDF file.

[Save Scanned Image to]

Shows the location to save the scanned images when a setting other than [PDF (Add Page)] is selected in [Save as Type]. To change the location, click [Browse], select a folder and click [OK].

[Add Scanned Image to]

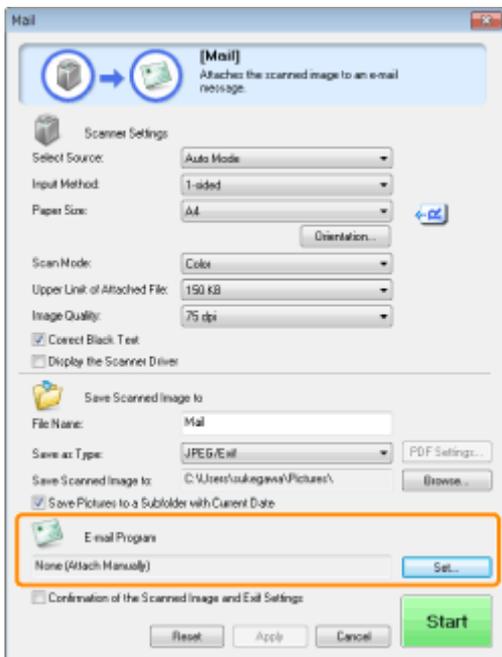
When this item appears instead of [Save Scanned Image to], when [PDF (Add Page)] is selected in [Save as Type], you can select a PDF file to be added to the scanned image. However, you may only add scanned images to PDF files that have been created using MF Toolbox. You may not add scanned images to PDF files that have been created using other applications.

[Save Pictures to a Subfolder with Current Date]

Creates a folder with current date in the specified location and saves the scanned images in this folder.

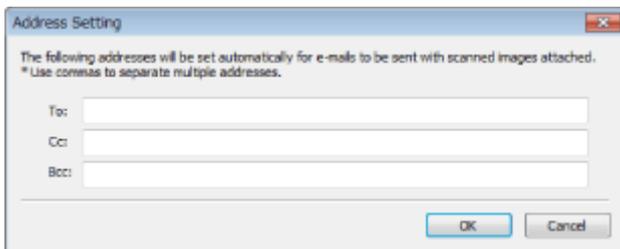
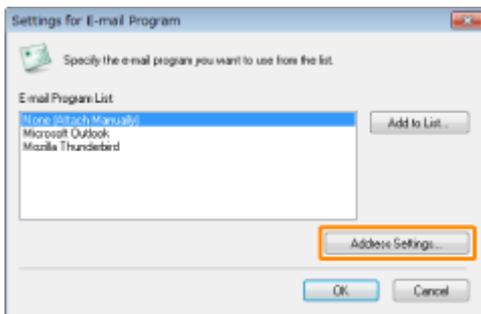
**External program (e-mail program)**

You can specify an application which displays the scanned image.



Click [Set], select an e-mail program to be used and click [OK]. (You can specify an application other than e-mail programs by dragging and dropping the application icon directly onto the dialog box.)

For [Settings for E-mail Program], you can enter an e-mail address by clicking [Address Settings].



#### NOTE

##### **When scanning using [Mail]**

The MF Toolbox supports the following e-mail applications.

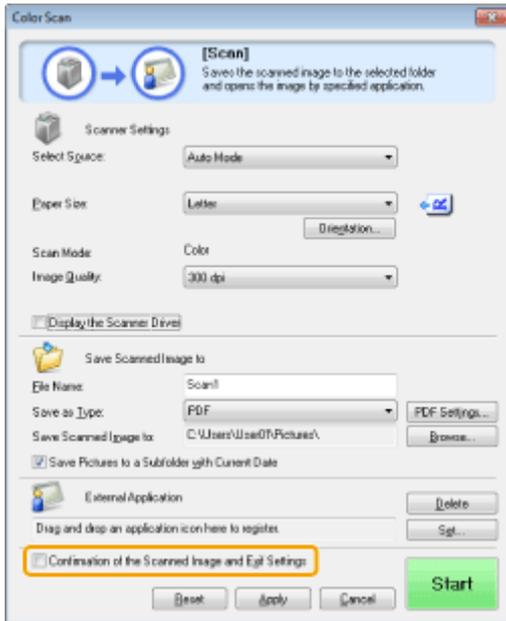
- Microsoft Outlook Express
- Microsoft Outlook
- Microsoft Exchange
- EUDORA
- Netscape Messenger
- Windows Mail
- Becky! Ver.2
- Mozilla Thunderbird

#### **Confirmation for scanned images and Exif settings (Confirming the scanned image)**

Follow the procedures below to preview the scanned images as thumbnail images, and specify the file type and location to

save them.

- (1) Select the [Confirmation of the Scanned Image and Exif Settings] ([Confirm the Scanned Image] for the [PDF] button) check box.



- (2) Press [Start].  
The scanned image is displayed in the [Scanned Image] dialog box. Refer to the following items to specify a file type and location to be saved.

**NOTE**

**When scanning using [OCR]**

This check box is not available.

**When scanning using [PDF]**

You can only confirm the scanned image and specify the location to save the image.

[Save as Type]	Specifies the file type for saving the scanned image.
[Exif Settings]	<p>Opens the [Exif Settings] dialog box which enables you to set the Exif information when [JPEG/Exif] is selected in [Save as Type]. You can attach extra information, such as the description of the image, the date when the image was scanned, etc., to the JPEG files. Select a scanned image from the drop-down list to display the image and add information.</p> <ul style="list-style-type: none"> <li>• [Basic Information] Displays the information automatically obtained when the image is scanned.</li> <li>• [Advanced Information] Displays the entered and added information.</li> <li>• [Apply the Same Setting of Input Items Automatically] If the check box is selected, the same settings as those for the last time are specified for scanning.</li> </ul>
[PDF Settings]	When [PDF], [PDF (Single Page)], [PDF (Multiple Pages)] or [PDF (Add Page)] is selected for [Save as Type], you can specify advanced file settings.
[Save Scanned Image to]	Specifies the saving location to save the scanned image.
[Add Scanned Image to]	When this item appears instead of [Save Scanned Image to], when [PDF (Add Page)] is selected in [Save as Type], you can select a PDF file to be added to the scanned image. However, you may only add scanned images to PDF files that have been created using MF Toolbox. You may not add scanned images to PDF files that have been created using other applications.
[Save Pictures to a Subfolder with Current Date]	<p>Creates a folder with current date in the specified location and saves the scanned images in this folder.</p> <p>This option cannot be specified when [Save as Type] is set to [PDF (Add Page)].</p>

[Save]	Saves the scanned image in the specified location.
[Forward]	This button appears instead of [Save] when an application is specified in the [E-mail Program] or the [External Application] setting. You can forward the scanned images to the application.
[Cancel]	Cancels the operation and returns to the previous screen. All the scanned images are deleted.

---

# Creating One PDF File from Two or More Pages

## 1

Place documents on.

- ❏ "Loading Paper"
- ❏ "Supported Document Types"

## 2

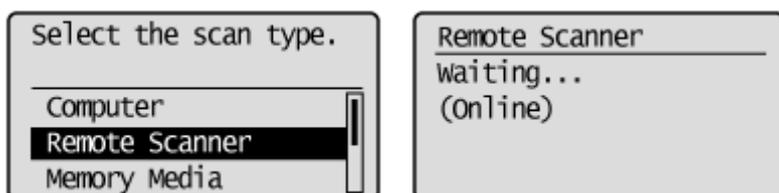
Press [  ].



## 3

Select <Remote Scanner> using [▲] or [▼] and press [OK].

The machine is now waiting to be scanned.



## 4

Double-click the [Canon MF Toolbox 4.9] icon on the desktop.

The MF Toolbox starts.

## 5

Press the button other than [OCR].

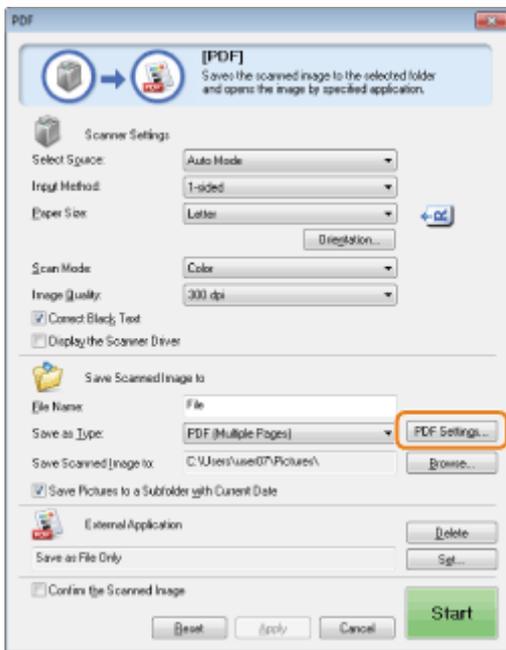
## 6

Select [PDF] or [PDF (Multiple Pages)] in [Save as Type].

## 7

Specify the required settings as needed and click [PDF Settings].

The [PDF Settings] dialog box appears.



## 8

**Specify the required settings as needed and click [OK].**

[Create Searchable PDF]	Converts the characters in the document to text data and makes the PDF document searchable with keywords.
[Text Language]	Select the language of the text to be scanned. The characters may be recognized more accurately if you select [English] from the drop-down list and set [Image Quality] to [300 dpi] or higher in [Scanner Settings].
[PDF Compression]	Select [High] for color images such as photos or illustrations to reduce file sizes.

## 9

**Click [Start].**

### **When setting documents on the platen glass**

- (1) Place the next page and click [Next].
- (2) When scanning is complete, click [Finish].

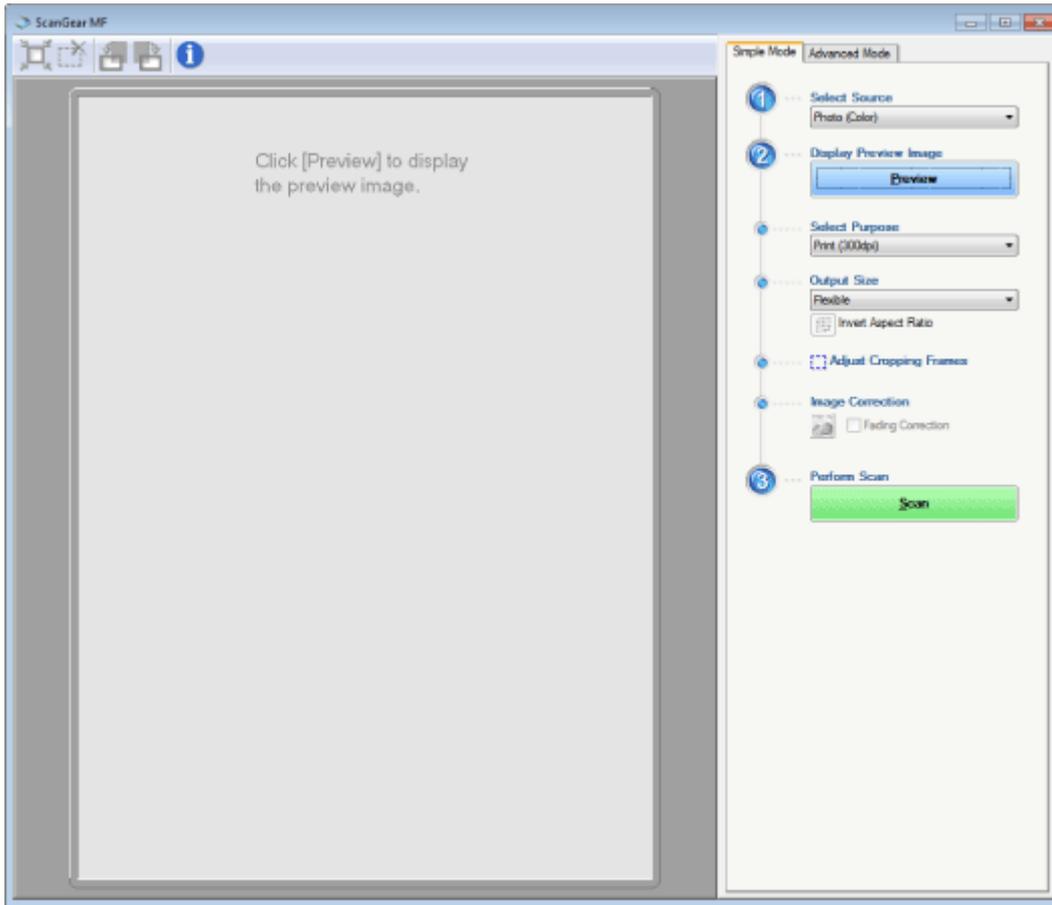
## Using the ScanGear MF

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The ScanGear MF enables you to preview the image to be scanned and specify detailed scanning settings.

- ❖ "Using the Simple Mode"
  - ❖ "Using the Advanced Mode"
  - ❖ "Creating a Cropping Frame"
  - ❖ "Determining Resolution"
-

## Using the Simple Mode



- Scanning using the simple mode
- Simple mode toolbar
- Adding/Deleting the output size

### Scanning using the simple mode

## 1

#### Display the ScanGear MF.

Start the ScanGear MF using one of the following methods.

- Selecting [Display the Scanner Driver] in the MF Toolbox
- Starting from an application

## 2

#### Select a document type in [Select Source].

If you select [Document (Color) ADF] or [Document (Grayscale) ADF], proceed to Step 4.

When selecting a document type other than [Newspaper (B&W)], the automatic color correction function is activated. For details on how to cancel the function, see "[Using the Advanced Mode.](#)"

[Photo (Color)]	Select when scanning color photos.
[Magazine (Color)]	Select when scanning color magazines. (with the Descreen function)

[Newspaper (B&W)]	Select when scanning text and line drawings.
[Document (Grayscale)]	Select when scanning color photos or text in monochrome. It is appropriate for scanning high-resolution monochrome images.
[Document (Color) ADF]	Select when scanning color documents on the feeder.
[Document (Grayscale) ADF]	Select when scanning grayscale documents on the feeder.

### 3

**Click [Preview].**

The preview image is displayed.

† The document loaded in the feeder cannot be previewed.

### 4

**Select a purpose for the scanned image in [Select Purpose].**

- [Print (300dpi)]
- [Image Display (150dpi)]
- [OCR (300dpi)]
- ["Determining Resolution"](#)

### 5

**Select an output size of the scanned image.**

The options you can select vary depending on what you selected in Step 4.

Click [

### 6

**Adjust the cropping frames as needed.**

• ["Creating a Cropping Frame"](#)

### 7

**Select [Fading Correction] as needed.**

- [Fading Correction] can be selected only when color documents are scanned.
- [Fading Correction] cannot be specified when the preview image is not displayed.

### 8

**Click [Scan].**

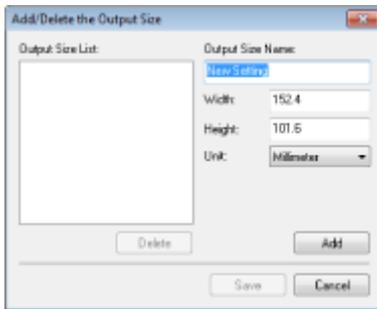
**Simple mode toolbar**



[  ] (Auto Crop)	Specifies the cropping area of the image automatically. For details, see the following. <a href="#">➤ "Creating a Cropping Frame"</a>
[  ] (Remove Cropping Frame)	Deletes the selected cropping frames.
[  ] (Left Rotate)	Rotates the image 90 degrees in the left.
[  ] (Right Rotate)	Rotates the image 90 degrees in the right.
[  ] (Information)	Displays the information of the scanned image.

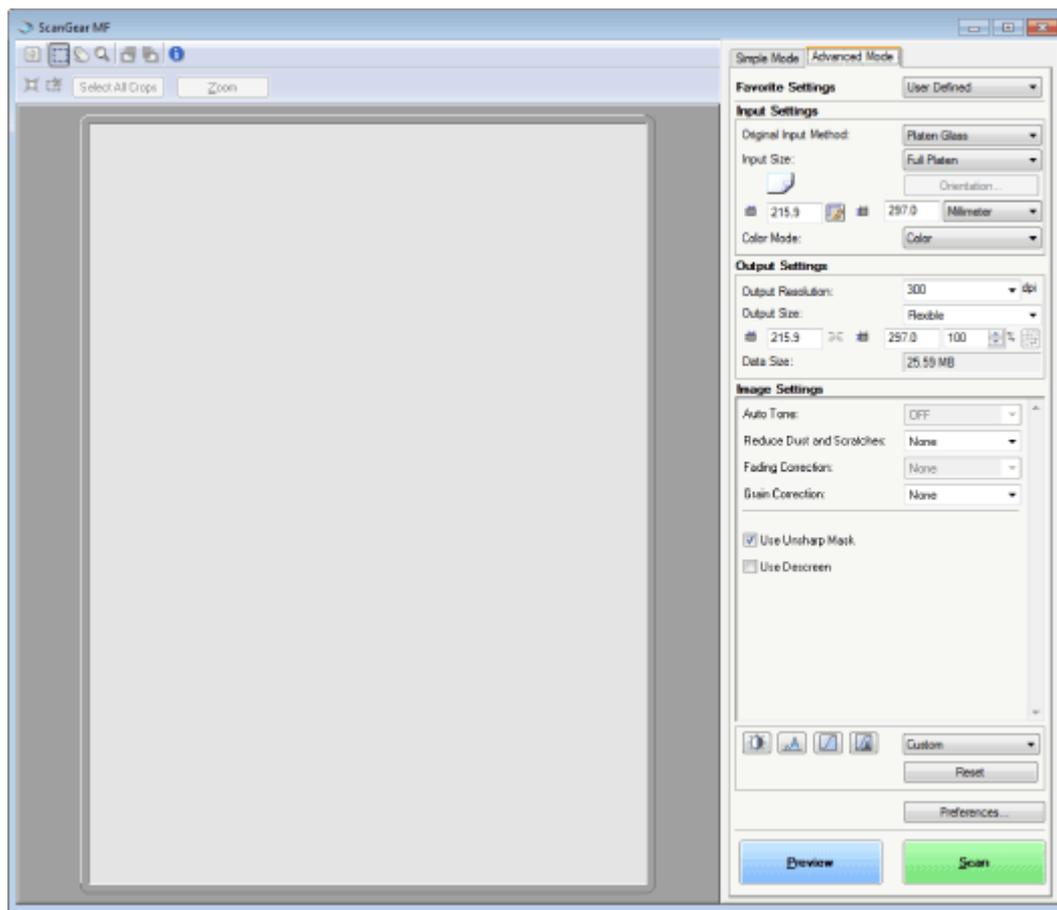
### Adding/Deleting the output size

Selecting [Add/Delete] in [Output Size] displays the [Add/Delete the Output Size] dialog box. This dialog box enables you to add and delete the custom output size.



[Output Size List]	Displays the registered output size name.
[Output Size Name]	Enter the output size name you want to register.
[Width]	Specifies the width of the output size.
[Height]	Specifies the height of the output size.
[Unit]	Selects the unit of measurement for the output size.
[Add]	Adds the specified output size to [Output Size List].
[Delete]	Deletes the selected output size from [Output Size List].
[Save]	Saves the registered settings.

## Using the Advanced Mode



- Scanning using the advanced mode
- Advanced mode toolbar
- Various settings of the advanced mode

### Scanning using the advanced mode

## 1

### Display the ScanGear MF.

Start the ScanGear MF using one of the following methods.

- Selecting [Display the Scanner Driver] in the MF Toolbox
- Starting from an application

## 2

### Click [Advanced Mode].

## 3

### Configure various settings.

- Favorite Settings
- Input Settings

- Output Settings
- Image Settings
- Color Settings
- Preferences

## 4

Click [Preview].

The preview image is displayed.

† The document loaded in the feeder cannot be previewed.

## 5

You can specify the scan area of a document by creating a cropping frame.

- "Creating a Cropping Frame"

## 6

Click [Scan].

### Advanced mode toolbar



† To perform all the operations on the toolbar, the preview image is required.

[  ] (Clear)	Deletes the preview image. The settings for the toolbar and color are reset.
[  ] (Crop)	Specify the scanning area.
[  ] (Move)	Moves the enlarged image.
[  ] (Zoom)	Enlarges or reduces the preview image. <ul style="list-style-type: none"> <li>▪ Left-clicking Enlarges the image.</li> <li>▪ Right-clicking Reduces the image.</li> </ul>
[  ] (Left Rotate)	Rotates the image 90 degrees in the left.
[  ] (Right Rotate)	Rotates the image 90 degrees in the right.
[  ] (Information)	Displays the information of the scanned image.
[  ] (Auto Crop)	Selects the cropping area of the image automatically. ➤ "Creating a Cropping Frame"
[  ] (Remove Cropping Frame)	Deletes the selected cropping frames.
[Select All Crops]	All the cropping frames reflect the settings made on the [Advanced Mode] tab.

[Zoom]	Rescan the focal cropping area of the preview image at a higher level of magnification. Once clicked, this button changes to [Undo].
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## Various settings of the advanced mode

### Favorite Settings

You can register the input settings, output settings, image settings, color settings, and detailed settings as a set of favorite settings. The registered favorite settings can be applied to the overall preview image or the scanning area.

#### IMPORTANT

##### Items that cannot be registered in favorite settings

- Values of width and height in [Input Settings] and [Output Settings]
- Activation of the  (maintaining the proportion of width and height) button in [Input Settings]
- Value of [%] (Scale) in [Output Settings]

[User Defined]	Enter and specify each setting value.
[Default]	Resets the current setting to the default value. The preview image is deleted.
[Add/Delete]	Displays the [Add/Delete Favorite Settings] dialog box. You can name and register the current preview image settings. This item is not displayed when there is no preview image.

### Input Settings

[Original Input Method]	<p>Selects an input method from the following settings.</p> <ul style="list-style-type: none"> <li>• [Platen Glass]</li> <li>• [ADF (1-sided)]</li> <li>• [ADF (2-sided)]</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> <b>NOTE</b></p> <p><b>If you change this setting after previewing</b></p> <p>The preview image is deleted.</p> </div>
[Input Size]	<p>Select a size of the document to be scanned.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> <b>NOTE</b></p> <p><b>If you change this setting after previewing</b></p> <p>The preview image is deleted.</p> </div> <p>If you selected [Platen Glass] or [ADF (1-sided)] from [Original Input Method], you can also enter values to specify the size.</p> <ul style="list-style-type: none"> <li>•  (Width): Specifies the width of the input size.</li> <li>•  (Height): Specifies the height of the output size.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> <b>NOTE</b></p> <p><b>To change the units of measure</b></p> <p>Select any of [Pixel], [Inch], and [Millimeter] from the drop-down list on the right.</p> <p><b>Image data scanning limitations</b></p> <p>The amount of image data that can be scanned depends on the application being used. If the scanning setting value exceeds 21,000 x 30,000 pixels, the image cannot be</p> </div>

	<p>scanned.</p> <p><b>The minimum setting values for images</b></p> <p>The minimum setting values are 4 x 4 pixels. (It can be specified when [Output Resolution] is set to 25 dpi.)</p> <p><b>To maintain the current width and height proportions of the image</b></p> <p>Click .</p>
 (Original Orientation)	<p>Shows the direction of scanning paper.</p> <p>The icon to be displayed varies depending on the settings for [Original Input Method], [Input Size], and [Orientation].</p>
[Orientation]	<p>Click to specify the orientation of the document.</p> <p>If you selected [ADF (2-sided)] from [Original Input Method], you can also specify [Binding Location].</p> <p>If you selected [Platen Glass] from [Original Input Method], this setting is unavailable.</p>
[Color Mode]	<p>Selects the type of document and the way in which it is scanned.</p> <ul style="list-style-type: none"> <li>▪ [Black and White] To output documents in monochrome. The image color is divided into white and black at a certain level (threshold), and the image is expressed in 2 colors. See "Color Settings" for the instruction on how to specify a threshold value.</li> <li>▪ [Grayscale] Select when scanning black and white photos or monochrome images. The image is expressed in a 0 to 255 scale of black and white.</li> <li>▪ [Color] Select when scanning color photos. The image is expressed in 256 levels (8-bit) of R(ed), G(reen), and B(lue).</li> <li>▪ [Text Enhanced] Scans text clearly. Select when scanning text using OCR software. The image is expressed in 2 colors of black and white.</li> </ul>

## Output Settings

[Output Resolution]	<p>Select the scanning resolution from the drop-down list or enter any value between 25 and 9600 dpi to specify the scanning resolution. If you want to use the feeder or the platen glass cover, enter any value between 25 and 600 dpi.</p> <p>➤ <a href="#">"Determining Resolution"</a></p>
[Output Size]	<p>Select the output size of the scanned image.</p> <ul style="list-style-type: none"> <li>▪ If you select [Add/Delete] The [Add/Delete the Output Size] dialog box will appear, and you can add and delete the custom output size.</li> <li>➤ <a href="#">"Using the Simple Mode"</a></li> <li>▪ If you select [Flexible] Enter values for width, height, or [%] (Scale). The ratio of width and height is proportionate to the width and height in [Input Settings]. The actual scanning resolution varies depending on a value specified in [%]. You can enter the value for [%] between 25 and 38,400, but the upper limit varies depending on the value of [Output Resolution].</li> </ul> <p>Click  to change the layout orientation (landscape or portrait). When selecting [Flexible], you cannot use this button.</p>
[Data Size]	<p>Displays the data size of the image scanned using the specified settings.</p>

## Image Settings

	<p>If [On] is specified, the color tone for the image is adjusted automatically. You can apply this setting when the preview image is displayed.</p> <p></p>
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[Auto Tone]	<p> <b>NOTE</b></p> <p><b>Condition to specify the setting</b></p> <p>This setting is available when [Color] or [Grayscale] is selected in [Color Mode].</p> <p><a href="#">Preferences</a></p>
[Reduce Dust and Scratches]	<p>Reduces dust and scratch marks on photos.</p> <ul style="list-style-type: none"> <li>▪ [None] No reduction of dust and scratch marks will be made.</li> <li>▪ [Low] Reduces only small dust and scratch marks.</li> <li>▪ [Medium] Normally this setting is recommended.</li> <li>▪ [High] Reduces large dust and scratch marks. This may remove delicate parts of the image.</li> </ul> <p> <b>NOTE</b></p> <p><b>Condition to specify the setting</b></p> <p>This setting is available when [Color] or [Grayscale] is selected in [Color Mode].</p>
[Fading Correction]	<p>Corrects faded images. Selecting this option enhances the saturation of faded documents, making the image vivid. You can apply this setting when the preview image is displayed.</p> <ul style="list-style-type: none"> <li>▪ [None] No fading correction will be made.</li> <li>▪ [Low] Corrects faded images slightly.</li> <li>▪ [Medium] Normally this setting is recommended.</li> <li>▪ [High] Corrects faded images highly. This may change the tone of the image.</li> </ul> <p> <b>NOTE</b></p> <p><b>Condition to specify the setting</b></p> <p>This setting is available when [Color] is selected in [Color Mode] and when [Color Correction] in the [Preferences] dialog box is set to [Recommended].</p> <p><a href="#">Preferences</a></p>
[Grain Correction]	<p>Smooths out the film grain of the image recorded on fast film. The result is smoother tones and higher overall quality.</p> <ul style="list-style-type: none"> <li>▪ [None] No grain correction will be made.</li> <li>▪ [Low] Select this setting when the grain in the picture is not so notable.</li> <li>▪ [Medium] This setting is recommended.</li> <li>▪ [High] Smooths out even very notable grain in the picture. This may lower the image sharpness and tonal quality.</li> </ul> <p> <b>NOTE</b></p> <p><b>Condition to specify the setting</b></p> <p>This setting is available when [Color] or [Grayscale] is selected in [Color Mode].</p> <p><b>Preview display</b></p> <p>This setting is not reflected.</p>
	<p>If this option is selected, outline of the image is emphasized, making it sharp. It is effective for</p>

[Use Unsharp Mask]	scanning photos etc., which have a soft focus. <div style="border: 1px solid black; padding: 5px;"> <p> <b>NOTE</b></p> <p><b>Condition to specify the setting</b></p> <p>This setting is available when [Color] or [Grayscale] is selected in [Color Mode].</p> </div>
[Use Descreen]	Select to reduce the distorted pattern (moire) when scanning printed photographs and pictures. <div style="border: 1px solid black; padding: 5px;"> <p> <b>NOTE</b></p> <p><b>Condition to specify the setting</b></p> <p>This setting is available when [Color] or [Grayscale] is selected in [Color Mode].</p> <p><b>If [Use Unsharp Mask] is selected</b></p> <p>Even if [Use Descreen] is selected, some moire effect may remain. In this case, deselect [Use Unsharp Mask].</p> <p><b>To apply new setting</b></p> <p>Scan the document again.</p> </div>
[Black Text Correction]	If the check box is selected, emphasizes the outline of black text.

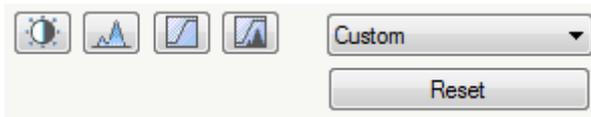
## Color Settings

Using Color Settings buttons, you can adjust the brightness and contrast of the whole image, specify highlights and shadows, and adjust the contrast and balance in an image.

The color setting buttons to be displayed vary depending on the selected [Color Mode]. When [Text Enhanced] is selected, no Color Settings button is displayed.

When a Color Settings button is clicked, the dialog box appears to specify the corresponding option. Clicking [Reset] resets all the color settings to the default values.

- When [Color] or [Grayscale] is selected in [Color Mode]:



- When [Black and White] is selected in [Color Mode]:

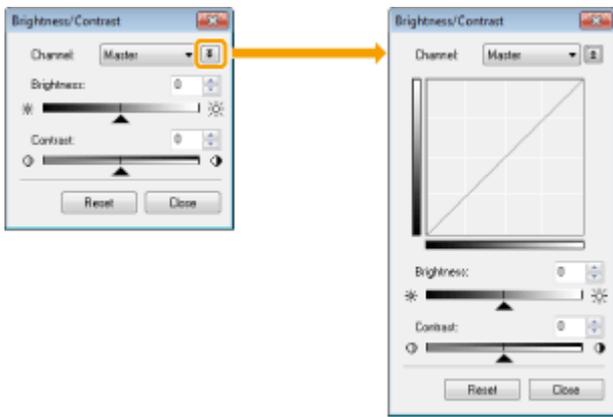


If you select [Add/Delete] from the drop-down menu, a set of color settings can be registered. For details, see "[Tone curve/threshold drop-down list.](#)"

## Brightness/Contrast

This dialog box enables you to adjust the levels of brightness and contrast of the image.

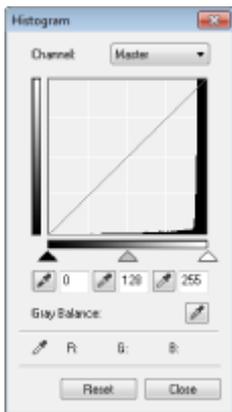
Click [] to adjust the brightness and contrast diagrammatically.



[Channel]	Select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust all three colors together when [Color] is selected in [Color Mode]. When [Grayscale] is selected in [Color Mode], adjust gray color.
[Brightness]	Adjust the brightness by moving [▲] on the slider or manually entering values from -127 up to 127.
[Contrast]	Adjust the contrast by moving [▲] on the slider or manually entering values from -127 up to 127.
[Reset]	Resets all the current settings to their default values.

## Histogram

You can check how much data clusters at which level of the brightness. You can specify the darkest and brightest levels within an image, cut the levels and expand the middle of the tonal range of the image.



[Channel]	Select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust all three colors together when [Color] is selected in [Color Mode]. When [Grayscale] is selected in [Color Mode], adjust gray color.
 (Black-point eyedropper tool)	Click this button and specify an area which you want to darken the most by clicking in the preview image (or the selected cropping area). You can also manually enter a value from 0 up to 245 or move [▲] on the slider.
 (Mid-point eyedropper tool)	Click this button and specify an area where you want to make halftone by clicking in the preview image (or the selected cropping area). You can also manually enter a value from 5 up to 250 or move [▲] on the slider.
 (White-point eyedropper tool)	Click this button and specify an area which you want to lighten the most by clicking in the preview image (or the selected cropping area). You can also manually enter a value from 10 up to 255 or move [▲] on the slider.
 (Gray Balance eyedropper tool)	To adjust color images, click this button and specify a point at which gray balance is adjusted by clicking in the preview image (or the selected cropping area). The gray color in the scanned image becomes halftone, and other colors are reproduced in their original colors.
[Reset]	Resets all the current settings to their default values.

## Tone Curve Settings

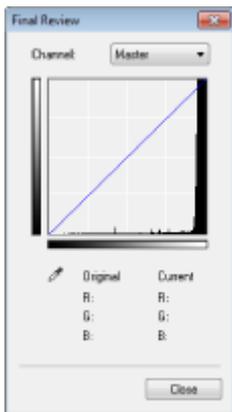
This dialog box enables you to adjust the brightness of a specific area of an image by selecting the type of the tone curve.



[Channel]	Select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust all three colors together when [Color] is selected in [Color Mode]. When [Grayscale] is selected in [Color Mode], adjust gray color.
[Select Tone Curve]	Select a tone curve type from [No Correction], [Over Exposure], [Under Exposure], [High Contrast], and [Invert the Negative/Positive Image].
[Reset]	Resets all the current settings to their default values.

## Final Review

This dialog box enables you to confirm the color settings.



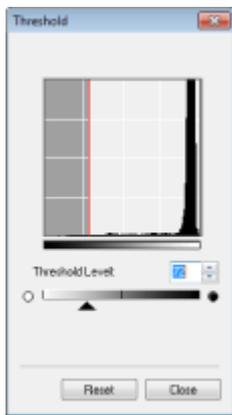
## Threshold

You can adjust the threshold setting. By adjusting the threshold, you can sharpen characters in a text document and reduce back-printing such as in newspapers.

### NOTE

#### Threshold

Brightness of color and gray images is expressed by a value between 0 and 255, while brightness of black and white images is expressed by white or black, including colors between black and white. The boundary to divide colors into white and black is called "Threshold."



[Threshold Level]	Adjust the threshold level by moving [▲] on the slider or manually entering a value from 0 up to 255.
[Reset]	Resets the current setting to the default value.

### Tone curve/threshold drop-down list

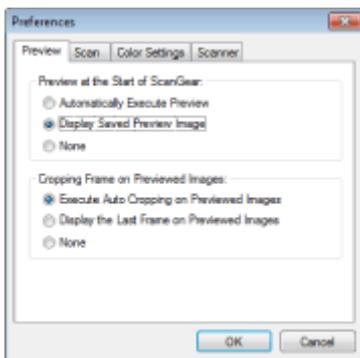
You can save color settings in a cropping frame. If there are no cropping frames, settings for the whole preview area is saved. You can also read the saved settings to apply them to the selected cropping frame.

[Custom]	You can specify each setting value. The settings can be changed even after applying them.
[Add/Delete]	Opens the [Add/Delete Tone Curve Settings] dialog box ([Add/Delete Threshold Settings] dialog box for when [Black and White] is selected in [Color Mode]). This dialog box enables you to name and register a set of color settings.

### Preferences

Clicking [Preferences] in the [Advanced Mode] tab displays the [Preferences] dialog box. You can change the settings for scanning and previewing.

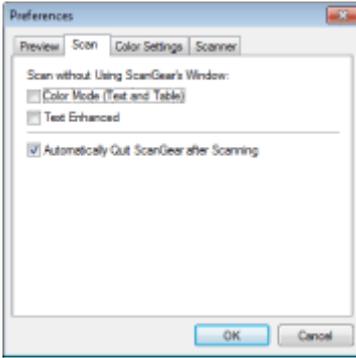
#### [Preview] tab



[Preview at the Start of ScanGear]	<p>Selects the preview operation when you open the ScanGear MF.</p> <ul style="list-style-type: none"> <li>▪ [Automatically Execute Preview] The preview starts automatically when you open the ScanGear MF.</li> <li>▪ [Display Saved Preview Image] Displays the image last previewed.</li> <li>▪ [None] The preview image is not displayed.</li> </ul>
[Cropping Frame on Previewed Images]	<p>Sets how the cropping frame is displayed when you preview images.</p> <ul style="list-style-type: none"> <li>▪ [Execute Auto Cropping on Previewed Images] The image will be automatically cropped to match the document size.</li> <li>▪ [Display the Last Frame on Previewed Images] Displays the last frame.</li> <li>▪ [None]</li> </ul>

No frame is displayed.

## [Scan] tab



[Scan without Using ScanGear's Window]

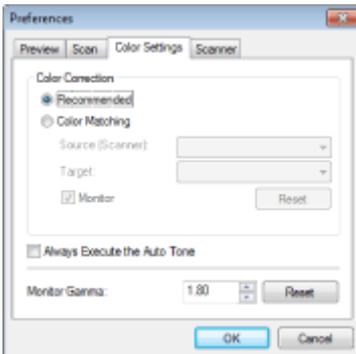
If you are using an application such as OCR software that does not display the ScanGear MF window when scanning, documents are scanned with the application settings. If you want to scan in a specific color mode without using the application settings, specify the setting in this option.

- [Text Enhanced]  
The document is scanned in a mode equivalent to [Text Enhanced] of [Color Mode], regardless of the application settings.

[Automatically Quit ScanGear after Scanning]

If this item is selected, the [ScanGear MF] dialog box closes automatically after scanning. Depending on the application, the ScanGear MF closes automatically after scanning, regardless of this setting.

## [Color Settings] tab



[Color Correction]

Selects the type of color correction.

- [Recommended]  
Vividly reproduces the tone of a document on the screen.
- [Color Matching]  
Adjusts color to that of the scanner, monitor, and color printer. If this item is selected, the color setting buttons in the [Advanced Mode] tab are disabled. This setting is available when [Color] is selected in [Color Mode].

[Always Execute the Auto Tone]

Always corrects the image color automatically. This setting is available when [Color] or [Grayscale] is selected in [Color Mode].

[Monitor Gamma]

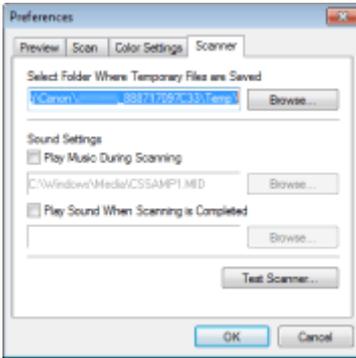
Adjusts the gamma. You can specify the gamma value (0.10 to 10.00) of the monitor which displays the scanned image. This setting is not reflected in the scanning result when [Black and White] is selected in [Color Mode].

**NOTE**

**When [Color Matching] is selected in [Color Correction]**

The value for [Monitor Gamma] is fixed at 1.80.

## [Scanner] tab



[Select Folder Where Temporary Files are Saved]	Specifies the folder to save images temporarily. Click [Browse] to specify a folder to save the file.
[Sound Settings]	Sets the scanner to play music during scanning or play a sound when scanning is complete. <ul style="list-style-type: none"><li>• [Play Music During Scanning] Music is played during scanning. Click [Browse] and specify a sound file.</li><li>• [Play Sound When Scanning is Completed] Music is played when scanning is completed. Click [Browse] and specify a sound file.</li></ul> You can specify the following files: <ul style="list-style-type: none"><li>• MIDI files (*.mid, *.rmi, *.midi)</li><li>• Audio files (*.wav, *.aif, *.aiff)</li><li>• MP3 file (*.mp3)</li></ul>
[Test Scanner]	You can check if the scanner is functioning properly. The [Scanner Diagnostics] dialog box is opened. Click [Start].

## Creating a Cropping Frame

You can create or delete scan areas (cropping areas) for images shown in the preview area.

- ✦ Selecting the cropping area automatically
- ✦ Creating a cropping frame
- ✦ Creating multiple cropping frames (only when using the platen glass)
- ✦ Deleting cropping frames

### Selecting the cropping area automatically

#### 1

**Display the preview.**

#### 2

**Click  (Auto Crop) on the toolbar.**

Clicking this button enables you to gradually crop off the image outside the borders detected in the preview image.

### Creating a cropping frame

#### 1

**Display the preview.**

#### 2

**Click  (Crop) on the toolbar.**

#### 3

**Click on the preview image and drag over the areas you wish to select.**

- If you want to adjust the selected area  
Drag the corner or edge of the selected frame or enter the desired values for width and height in [Input Settings] on the [Advanced Mode] tab.
- If you want to move the scanning area  
Click the inside of the scanning area and drag it.

#### NOTE

##### **To maintain the width and height proportions of the original image**

Click  in [Input Settings].

##### **If you are using the feeder**

- Creating a new cropping frame will erase an existing one.
- If [ADF (2-sided)] is selected, you may not use the cropping frame.

## Creating multiple cropping frames (only when using the platen glass)

You can create multiple cropping frames.

**1**

**Display the preview.**

**2**

**Click  (Crop) on the toolbar.**

**3**

**Click on the preview image and drag over the areas you wish to select.**

**4**

**Click the outside of the existing cropping frames and drag over the area you wish to add.**

### NOTE

#### **The number of cropping frames that can be specified**

Up to 10 cropping frames can be specified.

**5**

**Adjust the cropping frames as needed.**

Click to select the cropping frames you want to adjust.

## Deleting cropping frames

To delete a cropping frame, select the frame, and perform any one of the following.

- Click [Delete] on the keyboard.
- Click  (Remove Cropping Frame) on the toolbar.
- Right-click on the cropped area and select [Delete].
- Hold down [Ctrl] on the keyboard, right-click outside the cropped area, and select [Delete].

## Determining Resolution

Data of the scanned image consists of dots which have information about brightness and color. The density of these dots is called "resolution", and "dpi" (dots per inch) refers to the number of dots in one inch.

Specify the resolution in the following options.

 MF Toolbox -> [Image Quality]

 ScanGear MF -> [Advanced Mode] tab -> [Output Resolution]

### When displaying on the monitor

Images for display on a monitor should usually be scanned at a resolution of 75 dpi.

### When printing with the printer

Scan the document according to the resolution of the printer.

#### IMPORTANT

##### When enlarging/reducing a printing image

When printing an image with the length and width doubled, the actual resolution becomes half. In this case, you can print in sufficient quality by scanning the document in double resolution. Conversely, when printing an image with the length and width halved, you can print properly in half resolution.

##### Resolution and data size

When resolution is doubled, the amount of the scanned image data is quadrupled. If the data is too large, this may slow the processing speed substantially, resulting in failure such as insufficient memory. Specify the minimum resolution according to your purpose.

#### NOTE

##### When printing with a color printer

Specifying the resolution at half the resolution of the printer should be fine because inks of several colors are mixed in color printing.

##### About the scanning resolution

The maximum resolution is as follow.

	Optical resolution	Software enhanced resolution
Platen glass	600 dpi	9600 dpi
Feeder	300 dpi	

## Saving Scanned Documents to USB Memory Device

This section describes how to save scanned documents to USB memory device.

What you should know about using USB memory device	See " <a href="#">Before Using USB Memory Device.</a> "
Using the scan functions for the first time	See " <a href="#">Basic Scan Flow (Saving to USB Memory Device).</a> "
Changing the scanner settings such as the size, density, and image quality	See " <a href="#">Changing the Scan Settings (Saving to USB Memory Device).</a> "
Changing the default scan settings	See " <a href="#">Changing the Default Scan Settings for Saving to USB Memory Device.</a> "

## Before Using USB Memory Device

The machine allows saving scanned documents to USB memory device inserted in the USB port.

Supported file types and resolutions include the following.

- File type
  - PDF(High)
  - PDF
  - JPEG
  - TIFF

- Resolution

Refer to the following chart.

	JPEG	TIFF	PDF	PDF (High)
Black and white	300 dpi	300 dpi (MMR image)	300 dpi (MMR image)	Text:300 dpi Background:150 dpi
Color	300 dpi	300 dpi (JPEG image)	200 dpi (JPEG image)	Text:300 dpi Background:150 dpi

### IMPORTANT

#### The USB memory device port on the machine

- The port supports USB 1.1.
- Do not insert anything other than USB memory device.

#### Supported file systems and memory capacity

Supported file systems and memory capacity include the following. You can have your USB memory device formatted with one of the following file systems on your computer.

- FAT16: up to 2 GB
- FAT32: up to 32GB

† The number of files and folders that can be saved in a USB memory device is compliant with the FAT file system specification.

† When a USB memory device contains more than one drive, the first detected drive automatically becomes accessible.

Unsupported USB memory device

- Devices that do not meet USB standards
- Devices that have security functions installed
- Devices that are connected to USB hub
- USB memory card readers
- Devices that are connected using extension cables

† Scanned images may not be saved to USB memory device, depending on the type of USB memory device that you are using.

#### Clean and organize files stored in the USB memory device

Saving scanned images can take a long time. We recommend that all unnecessary files be removed from the root folder or all the files be moved to a different folder on a computer before saving scanned documents.

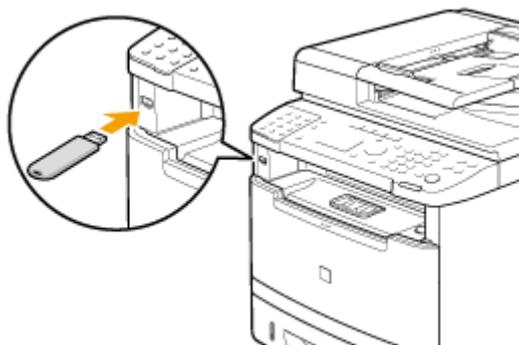
## Basic Scan Flow (Saving to USB Memory Device)

You can save scanned documents to USB memory device inserted in the USB port.  
This section describes the basic procedure.

### 1

#### Insert a USB memory device to the USB port.

The machine will begin to read the device when USB memory is inserted. Do not touch or remove the device from the port.



### 2

#### Place documents.

- "Loading Paper"
- "Supported Document Types"

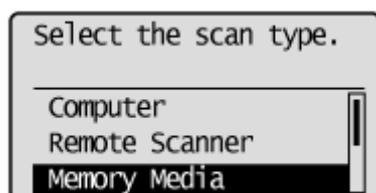
### 3

#### Press [ SCAN ] .



### 4

#### Select <Memory Media> using [▲] or [▼] and press [OK].



### 5

#### Specify the scan settings based on your purpose of the scan.

## ❖ "Changing the Scan Settings (Saving to USB Memory Device)"

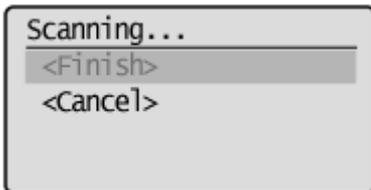
The following settings can be changed.

- Scan size
- Color Mode
- File Format
- Density
- Original orientation
- Original Type
- 2-Sided Original
- Sharpness
- Data Size

The settings specified here are effective only for the current task. To apply these settings to all tasks, see "[Changing the Default Scan Settings for Saving to USB Memory Device.](#)"

## 6

Press [  ] (Start).



Scanning starts.

### **When scanning from the feeder, or set the <File Format> to <JPEG>**

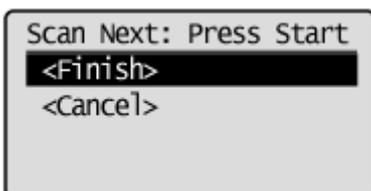
- After scanning the document, the scanned data is sent to the USB memory.

### **When scanning from the platen glass, or set <File Format> to other than <JPEG>**

- Proceed to Step 7

## 7

To continuously scan the document, press [  ] (Start) .

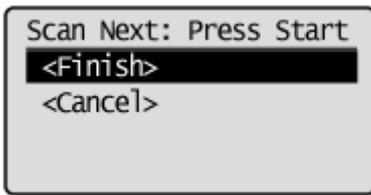


### **To Cancel the scan**

- (1) Select <Cancel> with [▲] or [▼], and then press [OK] .
- (2) Select <Yes> with [▲] or [▼], and then press [OK] .

## 8

Select <Finish> with [▲] or [▼], and then press [OK] .



The scanned data is sent to the USB memory.

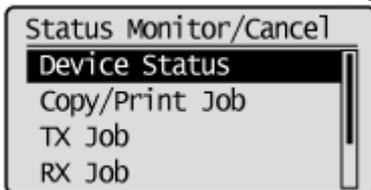
### Folder and file names that can be saved

Folder name	<p>The "SCAN_00" folder is created in the top level directory (root folder) in the USB memory device. Scanned document files are saved in this folder.</p> <p>When the "SCAN_00" folder reaches limit, the "SCAN_01" folder is automatically created. Folders up to "SCAN_99" are automatically created when the current working folder becomes full.</p>
File name	<p>File names between "SCAN0001.XXX" and "SCAN9999.XXX" are provided. ("XXX" is the extension for the file format.)</p> <p>The two-digit folder number is provided in the fifth and sixth characters from the left.</p> <p>A maximum of 100 files can be saved in a folder.</p>

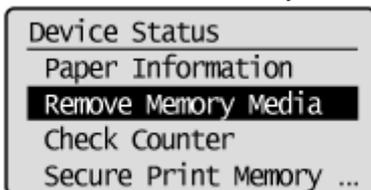
#### NOTE

#### When removing the USB memory device form the port

1. Press [ ] (Reset).
2. Press [ ] (Status Monitor/Cancel).
3. Select <Device Status> using [▲] or [▼] and press [OK].



4. Select <Remove Memory Media> using [▲] or [▼] and press [OK].



5. Remove the USB memory device.
6. Press [ ] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.

## Changing the Scan Settings (Saving to USB Memory Device)

Before changing the scan settings, see "Attention (Changing the Scan Settings (Saving to USB Memory Device))."

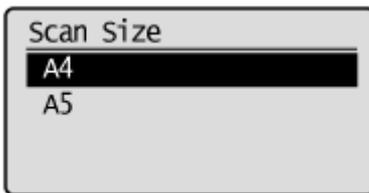
This section describes how to change the following scan settings.

- Scan Size
- Setting Color Mode
- Setting the File Format
- Density
- Original Orientation
- Original Type
- Booklet settings for 2-sided documents
- Sharpness
- Setting the Data Size
- Setting Output File Images

 For instructions on how to save scanned documents to USB memory device, see "Basic Scan Flow (Saving to USB Memory Device)."

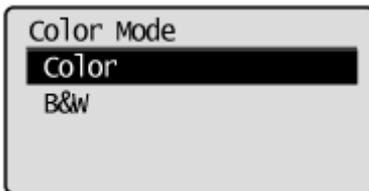
### Scan Size

Specify the scan size that matches the document size.



### Setting Color Mode

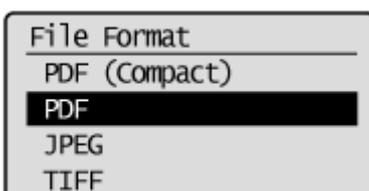
Specify color mode.



<Color>	Select when scanning documents in color.
<B&W>	Select when scanning documents in black and white.

### Setting the File Format

Select a file format.



<PDF (Compact)>	Saves the file in PDF format. Color images such as photos or illustrations are compressed more than in <PDF>, reducing the file size.
-----------------	---

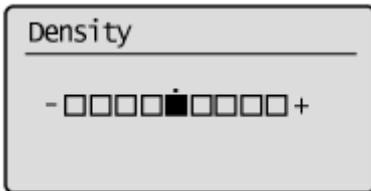
<PDF>	Saves the file in PDF format.
<JPEG>	Saves the file in JPEG format.
<TIFF>	Saves the file in TIFF format.

**NOTE**

By selecting <PDF (Compact)>, images such as photos or illustrations are compressed more than in <PDF>, reducing the file size. However, depending on the original type, image quality may be affected, or the number of original sheets that can be scanned at a time may be reduced.

## Density

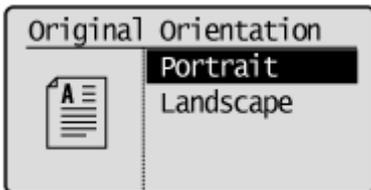
Specify the density.



[◀]	Decrease the density.
[▶]	Increase the density.

## Original Orientation

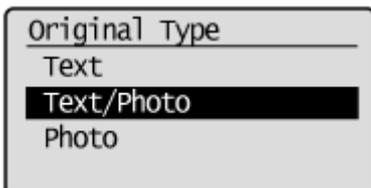
Specify the orientation of the document.



<Portrait>	Specify when the document is in portrait orientation.
<Landscape>	Specify when the document is in landscape orientation.

## Original Type

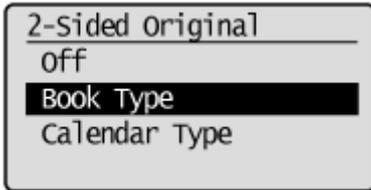
You can fine tune the image quality based on the type of document. The document can be reproduced more faithfully by selecting the most appropriate original type.



<Text>	Best suited for scanning documents that contain text only or handwritten text and drawings. Blueprints and very weak pencil manuscripts can be clearly captured.
<Text/Photo>	Best suited for scanning documents that contain text, drawings, and photos.
<Photo>	Best suited for scanning documents that contain printed halftone photos.

## Booklet settings for 2-sided documents

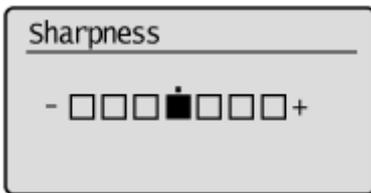
Select the settings for scanning 2-sided documents.



<Off>	Booklet setting for 2-sided documents is not set.
<Book Type>	Select when the orientation (top-to-bottom) of the images on the front and back sides is the same.
<Calendar Type>	Select when the orientation (top-to-bottom) of the images on the front and back sides is different.

## Sharpness

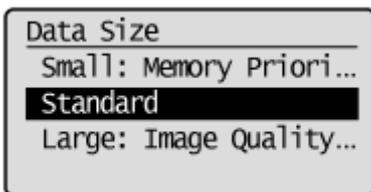
Adjust this setting to emphasize the outline of the image or decrease the contrast.



[◀]	To clearly capture halftone photos, adjust this setting to the appropriate level on the <-> scale. This can counteract the effect of moiré patterns (uneven gradation and striped patterns).
[▶]	To clearly capture text or lines, adjust this setting to the appropriate level on the <+> scale. It is best suited for scanning blueprints and very weak pencil manuscripts.

## Setting the Data Size

You can specify the data size for when sending scanned images.



<Small: Memory Priority>	Only a small amount of memory is required, but low-quality scans are produced.
<Standard>	The amount of memory required and resultant scan quality are somewhere in the middle between <Small: Memory Priority> and <Large: Image Quality Priority>.
<Large: Image Quality Priority>	A large amount of memory is required, but high-quality scans are produced.

## Setting Output File Images

You can adjust the image quality level of the gamma value and PDF (Compact) for color transmission.

- [Color Transmission Gamma Value](#)
- [PDF \(Compact\) Image Level](#)

## Color Transmission Gamma Value

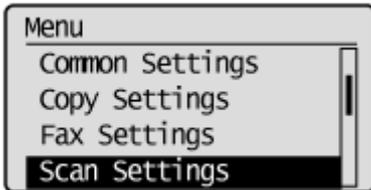
When saving scanned images to USB memory, you can specify the gamma value when the images that were scanned in RGB are converted to YCbCr. When sending the images, optimal image quality can be displayed by setting a gamma value that matches the receiving side.

1

Press [  ] (Menu).

2

Select <Scan Settings> using [▲] or [▼] and press [OK].



3

Select <Output File Image Settings> using [▲] or [▼] and press [OK].



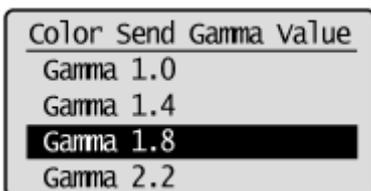
4

Select <Color Send Gamma Value> using [▲] or [▼] and press [OK].



5

Select gamma value using [▲] or [▼] and press [OK].



6

Press [  ] (Menu) to close the menu screen.

## PDF (Compact) Image Level

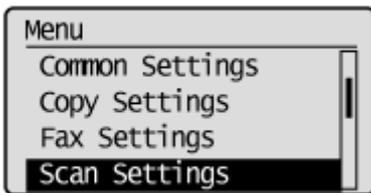
Select the image level when PDF (Compact) is selected as the file format.

1

Press [  ] (Menu).

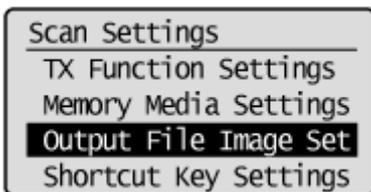
2

Select <Scan Settings> using [▲] or [▼] and press [OK].



3

Select <Output File Image Settings> using [▲] or [▼] and press [OK].



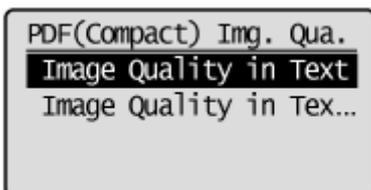
4

Select <PDF (Compact) Image Level> using [▲] or [▼] and press [OK].



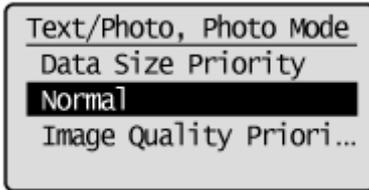
5

Select the set mode using [▲] or [▼] and press [OK].



## 6

Select image level using [**▲**] or [**▼**] and press [**OK**].



<Data Size Priority>	Only a small amount of memory is required, but low-quality scans are produced.
<Normal>	The amount of memory required and resultant scan quality are somewhere in the middle between <Data Size Priority> and <Image Quality Priority>.
<Image Quality Priority>	A large amount of memory is required, but high-quality scans are produced.

## 7

Press [  ] (Menu) to close the menu screen.

## Attention (Changing the Scan Settings (Saving to USB Memory Device))

### NOTE

#### **When scanning printed photos (halftone photos)**

Moire patterns (uneven gradation and striped patterns) may be generated. If this happens, minimize these patterns by adjusting the sharpness level.

- ["Changing the Scan Settings \(Saving to USB Memory Device\)"](#)

#### **When scanning a transparency**

Specify the image quality and adjust the density to the most appropriate level.

## Changing the Default Scan Settings for Saving to USB Memory Device

Default settings are the settings that are automatically applied to all tasks when the power is turned ON, [  ] (Reset) is pressed, or after the Auto Reset Timer lapses. You can modify these settings based on your needs.

You can change the following default settings based on your needs.

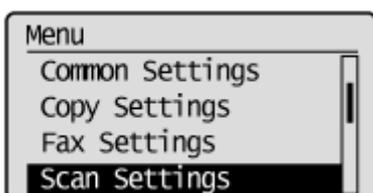
- Scan size
- Color Mode
- File Format
- Density
- Original orientation
- Original Type
- 2-Sided Original
- Sharpness
- Data Size

### 1

Press [  ] (Menu).

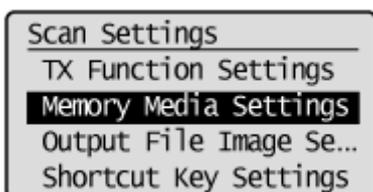
### 2

Select <Scan Settings> using [▲] or [▼] and press [OK].



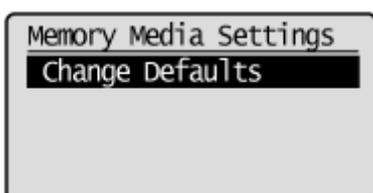
### 3

Select <Memory Media Settings> using [▲] or [▼] and press [OK].



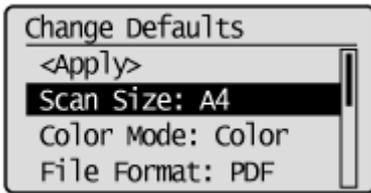
### 4

Make sure that <Change Defaults> is selected and press [OK].



## 5

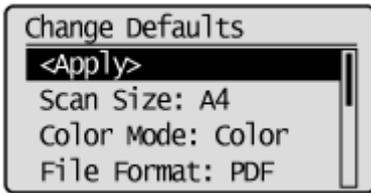
Select the item using [▲] or [▼] and press [OK].



For details about settings, see "[Changing the Scan Settings \(Saving to USB Memory Device\)](#)."

## 6

Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].



## 7

Press [  ] (Menu) to close the menu screen.

## E-mailing Scanned Documents

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This section describes how to e-mail scanned documents.

### Preparing for e-mailing

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Configuring e-mail	See " <a href="#">Preparing to Use the E-mail Functions.</a> "
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### E-mailing scanned documents

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Learn about scanning/sending methods	See " <a href="#">Scanning Fundamentals (E-mail).</a> "
Specifying the destination	See " <a href="#">Specifying Destinations (E-mail).</a> "
Changing the scanner settings such as the size, density, and image quality	See " <a href="#">Changing the Scan Settings (E-mail).</a> "
Configuring e-mail settings such as "Subject" and "Reply-to:"	See " <a href="#">E-mail Settings.</a> "
Checking/Canceling send data	See " <a href="#">Checking/Canceling Send Data (E-mail).</a> "
Registering sender names	See " <a href="#">Registering the E-mail Sender Name.</a> "
Changing the default scan settings	See " <a href="#">Changing the Default Scan Settings for Sending to E-mail.</a> "

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## Preparing to Use the E-mail Functions

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You can send scanned documents to your e-mail application. You can convert scanned documents into PDF files and send them to the destination (e-mail application) as e-mail attachments.

Please read "[Setting the Machine to Be Able To Send Scanned Documents](#) " and configure your e-mail settings before using the e-mail function.

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## Scanning Fundamentals (E-mail)

Attach scanned documents to e-mails and send them to a specified destination.

This section describes the basic procedure.

### 1

#### Place documents.

- "Loading Paper"
- "Supported Document Types"

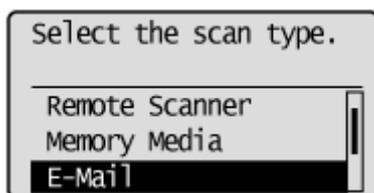
### 2

Press [  SCAN ] .



### 3

Select <E-Mail> using [▲] or [▼] and press [OK].



### 4

#### Specify the destination.

- "Specifying Destinations (E-mail)"

Specify destinations in the following ways.

- input directly
- by selecting a one-touch key
- by selecting a coded dial code
- from the Address book
- in an LDAP server
- under sequential broadcasting

### 5

#### Specify the scan settings based on your purpose of the scan.

- "Changing the Scan Settings (E-mail)"

The following settings can be changed.

- Scan size
- Color Mode
- File Format
- Density
- Original orientation
- Original Type
- 2-Sided Original
- Sharpness
- Data Size

The settings specified here are effective only for the current task. To make the settings effective for all e-mail send operations, see "[Changing the Default Scan Settings for Sending to E-mail.](#)"

## 6

### Specify the e-mail settings as needed.

#### ❏ "E-mail Settings"

The following settings can be changed.

- Subject/Body
- Reply-to
- Priority

The settings specified here are effective only for the current task. To make the settings effective for all e-mail send operations, see "[Changing the Default Scan Settings for Sending to E-mail.](#)"

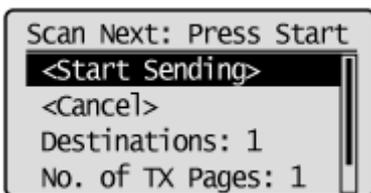
## 7

Press [  ] (Start).

Scanning starts.

## 8

To continuously scan the document, press [  ] (Start).



#### To Cancel the scan

- (1) Select <Cancel> with [▲] or [▼], and then press [OK] .
- (2) Select <Yes> with [▲] or [▼], and then press [OK] .

#### To confirm the destination

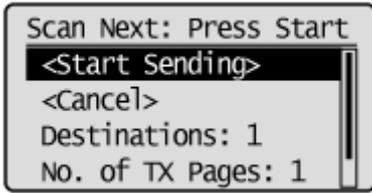
- (1) Select <Destinations: > with [▲] or [▼], and then press [OK].

#### To confirm the number of transferred pages

- (1) Select <No. of TX Pages> with [▲] or [▼], and then press [OK].

# 9

Select <Start Sending> with [▲] or [▼], and then press [OK].



The E-mail is sent.

---

## Specifying Destinations (E-mail)

This section describes how to specify e-mail destinations.

See the following sections to specify destinations.

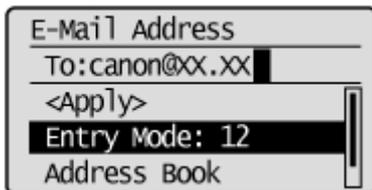
- ❖ Specifying destinations by entering the e-mail address
- ❖ Specifying destinations using one-touch keys
- ❖ Specifying destinations using coded dial codes
- ❖ Specifying destinations using group addresses
- ❖ Specifying destinations using the address book
- ❖ Specifying Destinations in an LDAP Server (E-mail)

 For instructions on how to send e-mail, see "Scanning Fundamentals (E-mail)."

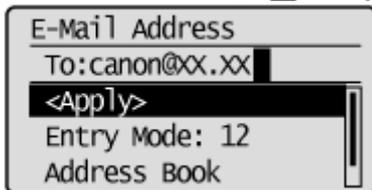
### Specifying destinations by entering the e-mail address

(1) Use the numeric keys to enter the destination e-mail address.

- ❖ "Registering Destinations in the Address Book"



(2) Select <Apply> using [▲] or [▼] and press [OK].



### When the wrong key is pressed

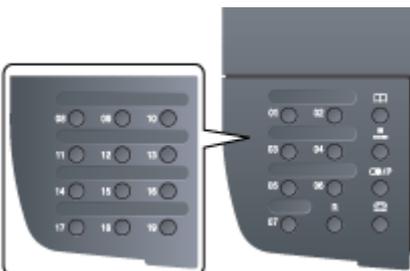
(1) Press [C] (Clear).

(2) Select <Yes> using [◀] and press [OK].

↑ To clear all the scan settings specified, press [⌂] (Reset).

### Specifying destinations using one-touch keys

Press the one-touch key (01 to 19) of the destination.



To select a destination from the one-touch keys, you need to register destinations in these keys in advance.

- ❖ "About Replacement Toner Cartridges"

### When the wrong key is pressed

- (1) Press [  ] (Clear).
- (2) Select <Yes> using [  ] and press [OK].
  - ↑ To clear all the scan settings specified, press [  ] (Reset).

### Specifying destinations using coded dial codes

Press [  ] (Coded Dial) and enter the three-digit registration number (001 to 181) with the numeric keys.



To select a destination from the coded dial codes, you need to register destinations in these codes in advance.

➤ ["Handling Toner Cartridges"](#)

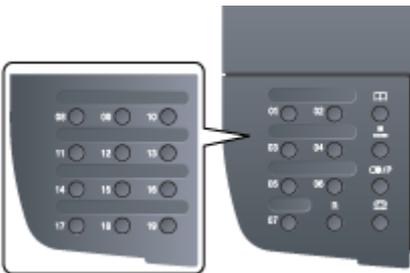
### When the wrong key is pressed

- (1) Press [  ] (Clear).
- (2) Select <Yes> using [  ] and press [OK].
  - ↑ To clear all the scan settings specified, press [  ] (Reset).

### Specifying destinations using group addresses

#### When group addresses are registered in one-touch keys

Press the one-touch key (01 to 19) in which destination groups are registered.



#### When group addresses are registered in coded dial codes

Press [  ] (Coded Dial) and enter the three-digit registration number (001 to 181) with the numeric keys.



To select a group address from the coded dial codes, you need to register group addresses in these codes in advance.

➤ ["Registering and Editing Destinations for Group Dialing"](#)

### When the wrong key is pressed

- (1) Press [  ] (Clear).

(2) Select <Yes> using [◀] and press [OK].

↑ To clear all the scan settings specified, press [🗑️] (Reset).

## Specifying destinations using the address book

When you type an alphanumeric character from the operation panel or search for an alphanumeric character in the address book screen, fax numbers with the matched letter or number are displayed. You can select your destination from the displayed numbers.

To select a destination from the address book, you need to register destinations in the address book in advance.

➤ ["Registering Destinations in the Address Book"](#)

### 1

Press [📖] (Address Book).

### 2

Press [◀] or [▶] to search for your destination.

- Select <All> to display all destinations.
- Select <✍️> to add or edit destinations.

➤ ["Registering Destinations in the Address Book"](#)



### 3

Select the destination using [▲] or [▼] and press [OK].



## Specifying Destinations in an LDAP Server (E-mail)

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

### NOTE

You need to specify the settings for connecting to an LDAP server beforehand.

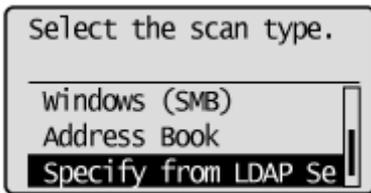
➤ ["Registering LDAP Servers"](#)

### 1

Press [🔍] (SCAN).

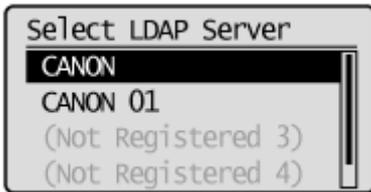
## 2

Select **<Specify from LDAP Server>** using [▲] or [▼] and press [OK].



## 3

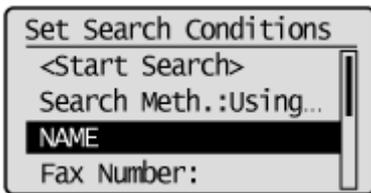
Use [▲] or [▼] to select the LDAP server you are using, and press [OK].



## 4

Use [▲] or [▼] to select the search criteria, and press [OK].

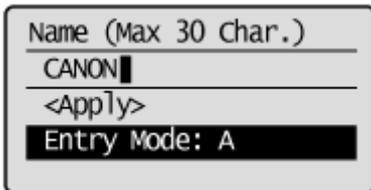
Personal names, fax numbers, e-mail addresses, organization names, and department names are available criteria for searching destinations. Multiple search criteria can be specified at the same time.



## 5

Specify the search criteria using the numeric keys, then use [▲] or [▼] to select **<Apply>**, and press [OK].

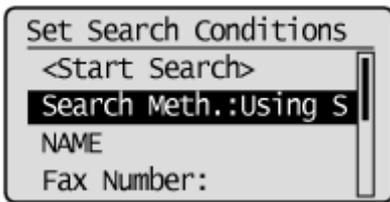
The following screen shows an example for when **<Name>** is selected in step 4 to search by personal name.



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

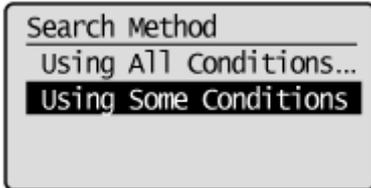
## 6

Select **<Search Method>** using [▲] or [▼] and press [OK].



## 7

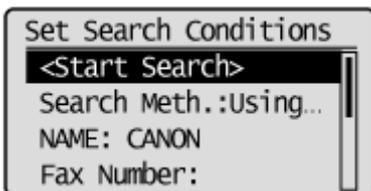
Press [**▲**] or [**▼**] to specify the search method, and press [**OK**].



<Using All Conditions Below>	Searches and displays the destinations that meet all the search criteria specified in steps 4 and 5.
<Using Some Conditions Below>	All destinations meeting any of the search criteria specified in steps 4 and 5 are displayed as search results.

## 8

Select <Start Search> using [**▲**] or [**▼**] and press [**OK**].



The destinations meeting your search criteria are displayed.

### NOTE

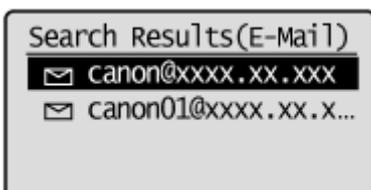
If the authentication screen appears when you click <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and press <Apply>.

["Registering LDAP Servers"](#)

## 9

Select <Apply> using [**▲**] or [**▼**] and press [**OK**].

Up to 10 destinations can be specified.



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

### NOTE

- If you have already specified a destination using the numeric keys, up to nine destinations can be specified using

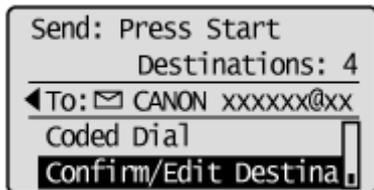
an LDAP server.

- You cannot specify the selected destinations as Cc or Bcc addresses.

### To delete destinations

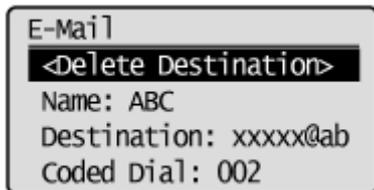
If you specified multiple destinations, you can delete destinations as necessary.

- (1) Select <Confirm/Edit Destination> using [▲] or [▼] and press [OK].



- (2) Select the destination that you want to delete using [▲] or [▼] and press [OK].

- (3) Select <Delete Destination> using [▲] or [▼] and press [OK].



- (4) Select <Yes> using [◀] and press [OK].

#### NOTE

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

Instead of completing the procedure described above, you can press [◀] [▶] to toggle the destinations you specified. Display a destination you want to delete, and press [C] (Clear).

## Changing the Scan Settings (E-mail)

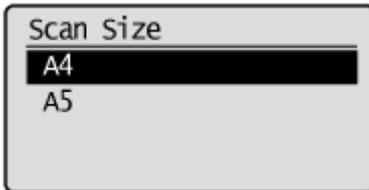
This section describes how to change the following scan settings.

- Scan Size
- Setting Color Mode
- Setting the File Format
- Density
- Original Orientation
- Original Type
- Booklet settings for 2-sided documents
- Sharpness
- Setting the Data Size
- Setting Output File Images

 For instructions on how to send e-mail, see "[Scanning Fundamentals \(E-mail\)](#)."

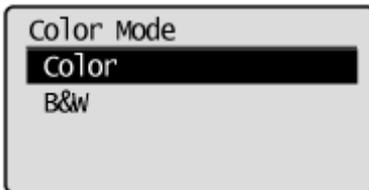
### Scan Size

Specify the scan size that matches the document size.



### Setting Color Mode

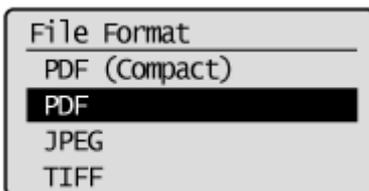
Specify color mode.



<Color>	Select when scanning documents in color.
<B&W>	Select when scanning documents in black and white.

### Setting the File Format

Select a file format.



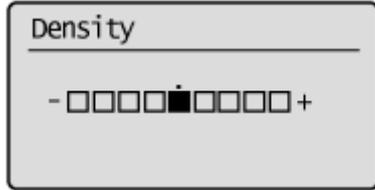
<PDF (Compact)>	Saves the file in PDF format. Color images such as photos or illustrations are compressed more than in <PDF>, reducing the file size.
<PDF>	Saves the file in PDF format.
<JPEG>	Save the file in the JPEG format.

<TIFF>	Save the file in the TIFF format.
--------	-----------------------------------

**NOTE**  
 By selecting <PDF (Compact)>, images such as photos or illustrations are compressed more than in <PDF>, reducing the file size.  
 However, depending on the original type, image quality may be affected, or the number of original sheets that can be scanned at a time may be reduced.

### Density

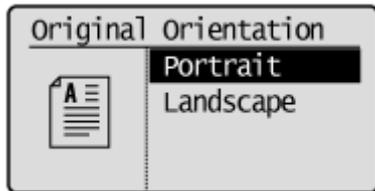
Specify the density.



[◀]	Decrease the density.
[▶]	Increase the density.

### Original Orientation

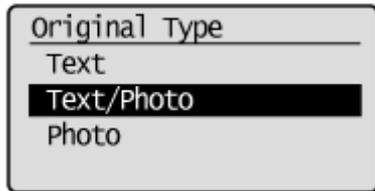
Specify the orientation of the document.



<Portrait>	Specify when the document is in portrait orientation.
<Landscape>	Specify when the document is in landscape orientation.

### Original Type

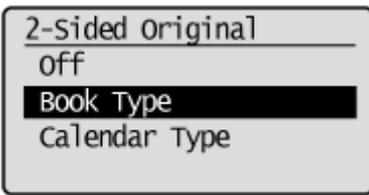
You can fine tune the image quality based on the type of document. The document can be reproduced more faithfully by selecting the most appropriate original type.



<Text>	Best suited for scanning documents that contain text only or handwritten text and drawings. Blueprints and very weak pencil manuscripts can be clearly captured.
<Text/Photo>	Best suited for scanning documents that contain text, drawings, and photos.
<Photo>	Best suited for scanning documents that contain printed halftone photos.

### Booklet settings for 2-sided documents

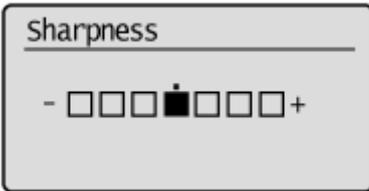
Select the settings for scanning 2-sided documents.



<Off>	Booklet setting for 2-sided documents is not set.
<Book Type>	Select when the orientation (top-to-bottom) of the images on the front and back sides is the same.
<Calendar Type>	Select when the orientation (top-to-bottom) of the images on the front and back sides is different.

## Sharpness

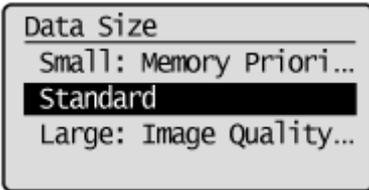
Adjust this setting to emphasize the outline of the image or decrease the contrast.



[◀]	To clearly capture halftone photos, adjust this setting to the appropriate level on the <-> scale. This can counteract the effect of moiré patterns (uneven gradation and striped patterns).
[▶]	To clearly capture text or lines, adjust this setting to the appropriate level on the <+> scale. It is best suited for scanning blueprints and very weak pencil manuscripts.

## Setting the Data Size

You can specify the data size for when sending scanned images.



<Small: Memory Priority>	Only a small amount of memory is required, but low-quality scans are produced.
<Standard>	The amount of memory required and resultant scan quality are somewhere in the middle between <Small: Memory Priority> and <Large: Image Quality Priority>.
<Large: Image Quality Priority>	A large amount of memory is required, but high-quality scans are produced.

## Setting Output File Images

You can adjust the image quality level of the gamma value and PDF (Compact) for color transmission.

- ❖ [Color Transmission Gamma Value](#)
- ❖ [PDF \(Compact\) Image Level](#)

## Color Transmission Gamma Value

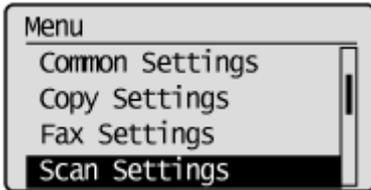
When sending scanned images to e-mail, you can specify the gamma value when the images that were scanned in RGB are converted to YCbCr. When sending the images, optimal image quality can be displayed by setting a gamma value that matches the receiving side.

1

Press [  ] (Menu).

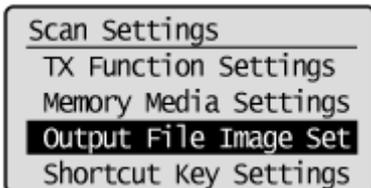
2

Select <Scan Settings> using [▲] or [▼] and press [OK].



3

Select <Output File Image Settings> using [▲] or [▼] and press [OK].



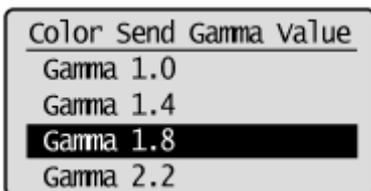
4

Select <Color Send Gamma Value> using [▲] or [▼] and press [OK].



5

Select gamma value using [▲] or [▼] and press [OK].



6

Press [  ] (Menu) to close the menu screen.

## PDF (Compact) Image Level

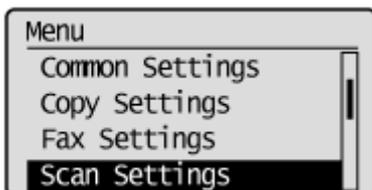
Select the image level when PDF (Compact) is selected as the file format.

1

Press [  ] (Menu).

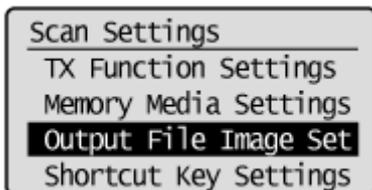
2

Select <Scan Settings> using [▲] or [▼] and press [OK].



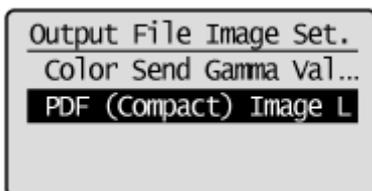
3

Select <Output File Image Settings> using [▲] or [▼] and press [OK].



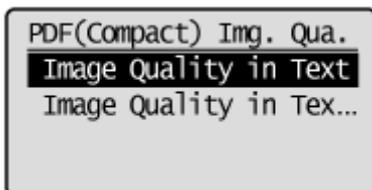
4

Select <PDF (Compact) Image Level> using [▲] or [▼] and press [OK].



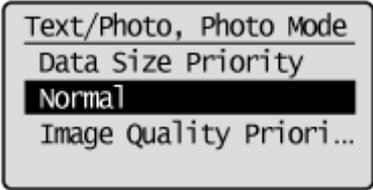
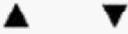
5

Select the set mode using [▲] or [▼] and press [OK].



6

Select image level using [ ] or [ ] and press [OK].



<Data Size Priority>	Only a small amount of memory is required, but low-quality scans are produced.
<Normal>	The amount of memory required and resultant scan quality are somewhere in the middle between <Data Size Priority> and <Image Quality Priority>.
<Image Quality Priority>	A large amount of memory is required, but high-quality scans are produced.

## 7

Press [  ] (Menu) to close the menu screen.

## E-mail Settings

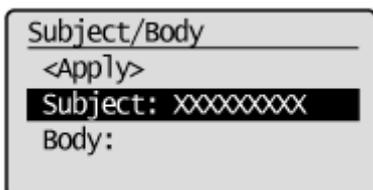
This section describes how to specify e-mail settings.

- Entering the Subject/Body
- Enter the "Reply to."
- Setting Priority

 For instructions on how to send e-mail, see "Scanning Fundamentals (E-mail)."

### Entering the Subject/Body

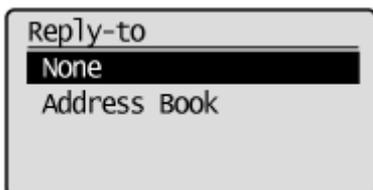
Enter the e-mail subject and body.



<Subject: >	Enter the e-mail subject. ➤ "Registering Destinations in the Address Book"
<Body: >	Enter the body of the e-mail. ➤ "Registering Destinations in the Address Book"

### Enter the "Reply to."

Enter the "Reply to."



<None>	The "Reply to" is not specified.
<Address Book>	<p>Specify the "Reply to."</p> <p><b>Specifying the "Reply to"</b></p> <p>(1) Press [◀] or [▶] to search for your destination.</p> <ul style="list-style-type: none"><li>• Select &lt;All&gt; to display all destinations.</li></ul>  <p>(2) Select the destination using [▲] or [▼] and press [OK].</p> 

---

## Setting Priority

Set the priority of the e-mail.

Priority

Low

**Standard**

High

<Low>	The e-mail is sent with low priority.
<Standard>	The e-mail is sent with standard priority.
<High>	The e-mail is sent with high priority.

---

## Checking/Canceling Send Data (E-mail)

You can check the details of the send data. You can also cancel send while it is sending.

### NOTE

**If the Processing/Data Indicator on the operation panel is:**

Lit or Blinking	It is sending.
Off	No jobs are sending.

**You can cancel the job by pressing [  ](Stop).**

## 1

**Press [  ] (Stop).**

† When only one job is being processed, press [  ] (Stop) twice to cancel the job.

## 2

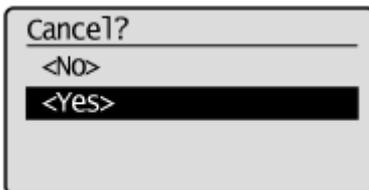
**When multiple jobs are being processed, select the jobs to be canceled using [▲] or [▼] and press [OK].**

## 3

**Select <Yes> using [▲] or [▼] when <Cancel?> appears on the screen and press [OK].**

You can also cancel the job by pressing [  ] (Stop).

The job is canceled.



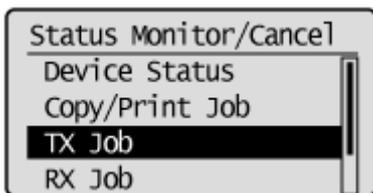
**Check with [  ] (Status Monitor/Cancel).**

## 1

**Press [  ] (Status Monitor/Cancel).**

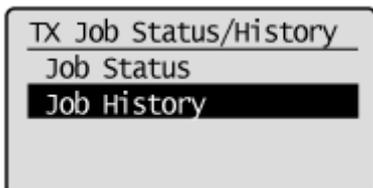
## 2

Select <TX Job> using [▲] or [▼] and press [OK].



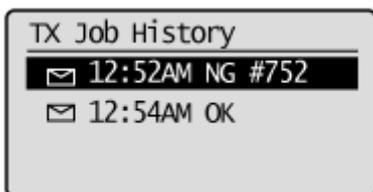
3

Select <Job History> using [▲] or [▼] and press [OK].



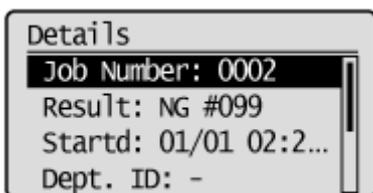
4

Select the jobs to be checked using [▲] or [▼] and press [OK].



5

Press [●] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.



## Registering the E-mail Sender Name

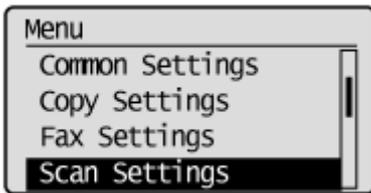
This section describes how to register sender names.

1

Press [  ] (Menu).

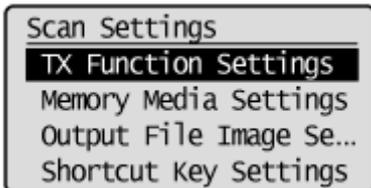
2

Select <Scan Settings> using [▲] or [▼] and press [OK].



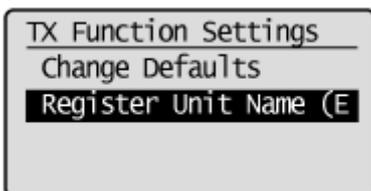
3

Select <TX Function Settings> using [▲] or [▼] and press [OK].



4

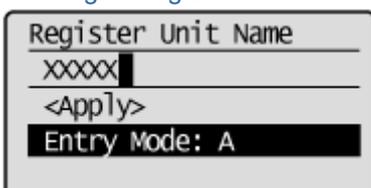
Select <Register Unit Name (E-Mail)> using [▲] or [▼] and press [OK].



5

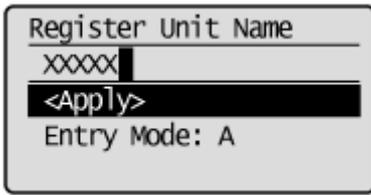
Enter the sender's name and press [OK].

↳ "Registering Destinations in the Address Book"



## 6

Select **<Apply>** using [**▲**] or [**▼**] and press [**OK**].



Register Unit Name  
XXXXX  
**<Apply>**  
Entry Mode: A

## 7

Press [  ] (Menu) to close the menu screen.

## Changing the Default Scan Settings for Sending to E-mail

E-mail transmission default settings are the settings that are automatically applied to all tasks when the power is turned ON, [  ] (Reset) is pressed, or after the Auto Reset Timer lapses.

You can change the following default settings based on your needs.

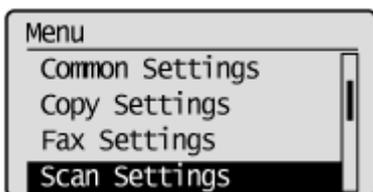
- Scan size
- Color Mode
- File Format
- Density
- Original orientation
- Original Type
- 2-Sided Original
- Sharpness
- Data Size
- Subject/Body
- Reply-to
- Priority

### 1

Press [  ] (Menu).

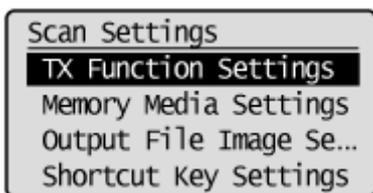
### 2

Select <Scan Settings> using [▲] or [▼] and press [OK].



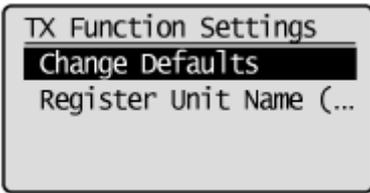
### 3

Select <TX Function Settings> using [▲] or [▼] and press [OK].



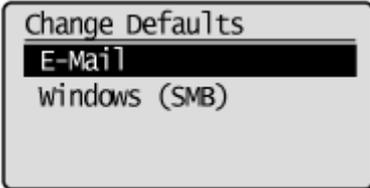
### 4

Select <Change Defaults> using [▲] or [▼] and press [OK].



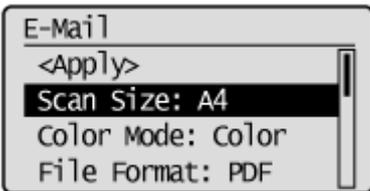
## 5

Select <E-Mail> using [▲] or [▼] and press [OK].



## 6

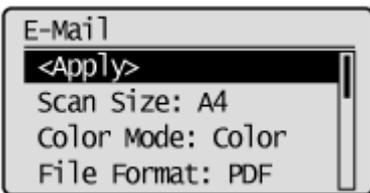
Select the item using [▲] or [▼] and press [OK].



For details about settings, see "[Changing the Scan Settings \(E-mail\)](#)" or "[E-mail Settings.](#)"

## 7

Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].



## 8

Press [  ] (Menu) to close the menu screen.

## Sending Scanned Documents to a File Server

---

This section describes how to send scanned documents to a file server.

### Preparing to send scanned document to a file server

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Preparing to send scanned document to a file server	See " <a href="#">Preparation for Scanning (File Server)</a> ."
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### Sending scanned documents to a file server

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Learn about scanning/sending methods	See " <a href="#">Scanning Fundamentals (File Server)</a> ."
Specifying the destination	See " <a href="#">Specifying the Destination (File Server)</a> ."
Changing the scanner settings such as the size, density, and image quality	See " <a href="#">Changing the Scan Settings (File Server)</a> ."
Checking/canceling send data	See " <a href="#">Checking/Canceling Send Data (File Server)</a> ."
Changing the default scan settings	See " <a href="#">Changing the Default Settings for Sending to a File Server</a> ."

---

## Preparation for Scanning (File Server)

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You can send scanned documents to a file server. You can convert scanned documents into TIFF files and send them a file server.

Before sending to a file server, see "[Setting the Machine to Be Able To Send Scanned Documents](#) " and configure the send settings.

---

## Scanning Fundamentals (File Server)

Sending scanned documents to a file server.

This section describes the basic procedure.

### 1

#### Place documents.

- "Loading Paper"
- "Supported Document Types"

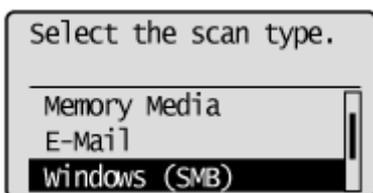
### 2

Press [  SCAN ] .



### 3

Select <Windows (SMB)> using [▲] or [▼] and press [OK].



### 4

#### Specify the destination.

- "Specifying the Destination (File Server)"

Specify destinations in the following ways.

- by selecting a one-touch key
- by selecting a coded dial code
- from the Address book

### 5

#### Specify the scan settings based on your purpose of the scan.

- "Changing the Scan Settings (File Server)"

The following settings can be changed.

- Scan size
- Color Mode
- File Format

- Density
- Original orientation
- Original Type
- 2-Sided Original
- Sharpness
- Data Size

The settings specified here are effective only for the current task. To make the settings effective for all send operations, see "Changing the Default Settings for Sending to a File Server."

## 6

Press [  ] (Start).

Scanning starts.

### When scanning from the feeder, or set the <File Format> to <JPEG>

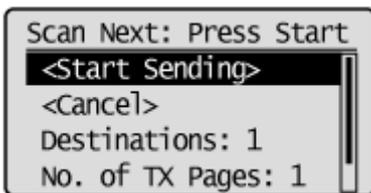
 After scanning the document, the scanned data is sent to the USB memory.

### When scanning from the platen glass, or set the <File Format> to other than <JPEG>

 Proceed to Step 7.

## 7

To continuously scan the document, press [  ] (Start).



### To Cancel the scan

- (1) Select <Cancel> with [▲] or [▼], and then press [OK] .
- (2) Select <Yes> with [▲] or [▼], and then press [OK] .

### To confirm the destination

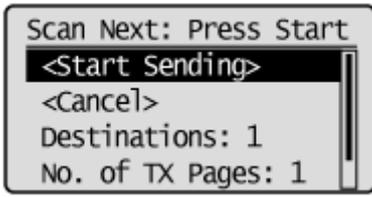
- (1) Select <Destinations: > with [▲] or [▼], and then press [OK].

### To confirm the number of transferred pages

- (1) Select <No. of TX Pages> with [▲] or [▼], and then press [OK].

## 8

Select <Start Sending> with [▲] or [▼], and then press [OK].



The scanned file is sent.

---

## Specifying the Destination (File Server)

This section describes how to specify destinations.

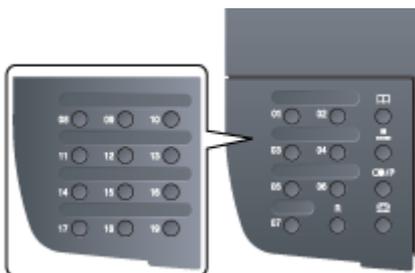
See the following sections to specify destinations.

- [Specifying destinations using one-touch keys](#)
- [Specifying destinations using coded dial codes](#)
- [Specifying destinations using the address book](#)

 For instructions on sending, see "[Scanning Fundamentals \(File Server\)](#)."

### Specifying destinations using one-touch keys

Press the one-touch key (01 to 19) of the destination.



To select a destination from the one-touch keys, you need to register destinations in these keys in advance. (File server destinations can be registered only from the Remote UI.)

- ["Registering and Editing One-Touch Keys using the Remote UI"](#)

#### When the wrong key is pressed

- (1) Press [  ] (Clear).
- (2) Select <Yes> using [  ] and press [OK].
  - ↑ To clear all the scan settings specified, press [  ] (Reset).

### Specifying destinations using coded dial codes

Press [  ] (Coded Dial) and enter the three-digit registration number (001 to 181) with the numeric keys.



To select a destination from the coded dial codes, you need to register destinations in these codes in advance. (File server destinations can be registered only from the Remote UI.)

- ["Registering and Editing a Coded Dial Code Using the Remote UI"](#)

#### When the wrong key is pressed

- (1) Press [  ] (Clear).
- (2) Press [  ] to select <Yes> and press [OK].
  - ↑ To clear all the scan settings specified, press [  ] (Reset).

## Specifying destinations using the address book

When you type an alphanumeric character from the operation panel or search for an alphanumeric character in the address book screen, fax numbers with the matched letter or number are displayed. You can select your destination from the displayed numbers.

To select a destination from the address book, you need to register destinations in the address book in advance. (File server destinations can be registered only from the Remote UI.)

➤ ["Registering Destinations in the Address Book"](#)

### 1

Press [ ● ] (Address Book).

### 2

Press [ ◀ ] or [ ▶ ] to search for your destination.

Select <All> to display all destinations.

➤ ["Registering Destinations in the Address Book"](#)



### 3

Select the destination using [ ▲ ] or [ ▼ ] and press [OK].



## Changing the Scan Settings (File Server)

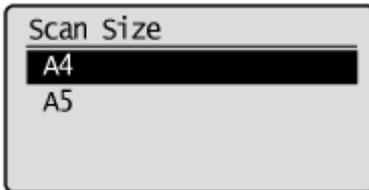
This section describes how to change the scan settings.

- Scan Size
- Setting Color Mode
- Setting the File Format
- Density
- Original Orientation
- Original Type
- Booklet settings for 2-sided documents
- Sharpness
- Setting the Data Size
- Setting Output File Images

 For instructions on sending, see "[Scanning Fundamentals \(File Server\)](#)."

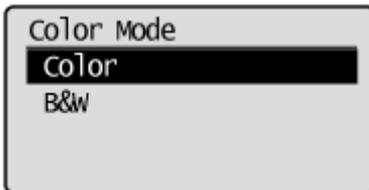
### Scan Size

Specify the scan size that matches the document size.



### Setting Color Mode

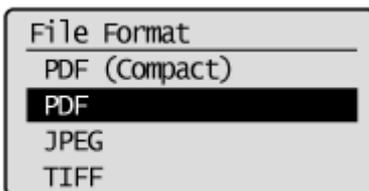
Specify color mode.



<Color>	Select when scanning documents in color.
<B&W>	Select when scanning documents in black and white.

### Setting the File Format

Select a file format.



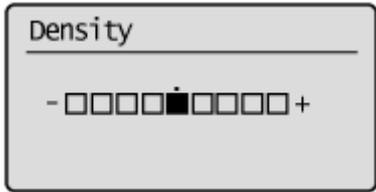
<PDF (Compact)>	Saves the file in PDF format. Color images such as photos or illustrations are compressed more than in <PDF>, reducing the file size.
<PDF>	Saves the file in PDF format.
<JPEG>	Save the file in the JPEG format.

<TIFF>	Save the file in the TIFF format.
--------	-----------------------------------

**NOTE**  
 By selecting <PDF (Compact)>, images such as photos or illustrations are compressed more than in <PDF>, reducing the file size.  
 However, depending on the original type, image quality may be affected, or the number of original sheets that can be scanned at a time may be reduced.

### Density

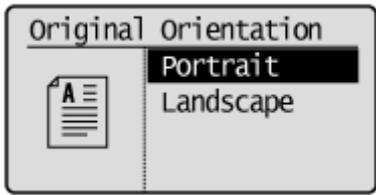
Specify the density.



[◀]	Decrease the density.
[▶]	Increase the density.

### Original Orientation

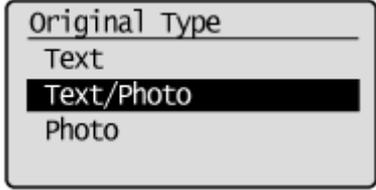
Specify the orientation of the document.



<Portrait>	Specify when the document is in portrait orientation.
<Landscape>	Specify when the document is in landscape orientation.

### Original Type

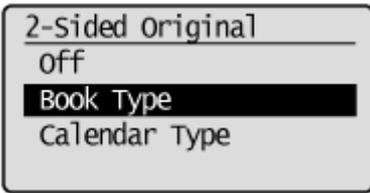
You can fine tune the image quality based on the type of document. The document can be reproduced more faithfully by selecting the most appropriate original type.



<Text>	Best suited for scanning documents that contain text only or handwritten text and drawings. Blueprints and very weak pencil manuscripts can be clearly captured.
<Text/Photo>	Best suited for scanning documents that contain text, drawings, and photos.
<Photo>	Best suited for scanning documents that contain printed halftone photos.

### Booklet settings for 2-sided documents

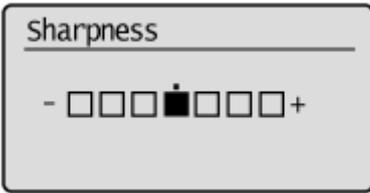
Select the settings for scanning 2-sided documents.



<Off>	Booklet setting for 2-sided documents is not set.
<Book Type>	Select when the orientation (top-to-bottom) of the images on the front and back sides is the same.
<Calendar Type>	Select when the orientation (top-to-bottom) of the images on the front and back sides is different.

## Sharpness

Adjust this setting to emphasize the outline of the image or decrease the contrast.



[◀]	To clearly capture halftone photos, adjust this setting to the appropriate level on the <-> scale. This can counteract the effect of moiré patterns (uneven gradation and striped patterns).
[▶]	To clearly capture text or lines, adjust this setting to the appropriate level on the <+> scale. It is best suited for scanning blueprints and very weak pencil manuscripts.

## Setting the Data Size

You can specify the data size for when sending scanned images.



<Small: Memory Priority>	Only a small amount of memory is required, but low-quality scans are produced.
<Standard>	The amount of memory required and resultant scan quality are somewhere in the middle between <Small: Memory Priority> and <Large: Image Quality Priority>.
<Large: Image Quality Priority>	A large amount of memory is required, but high-quality scans are produced.

## Setting Output File Images

You can adjust the image quality level of the gamma value and PDF (Compact) for color transmission.

- ❖ [Color Transmission Gamma Value](#)
- ❖ [PDF \(Compact\) Image Level](#)

### Color Transmission Gamma Value

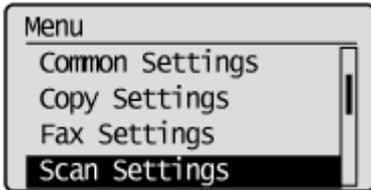
When sending scanned images to a file server, you can specify the gamma value when the images that were scanned in RGB are converted to YCbCr. When sending the images, optimal image quality can be displayed by setting a gamma value that matches the receiving side.

1

Press [  ] (Menu).

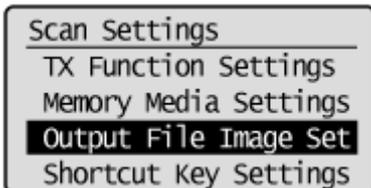
2

Select <Scan Settings> using [▲] or [▼] and press [OK].



3

Select <Output File Image Settings> using [▲] or [▼] and press [OK].



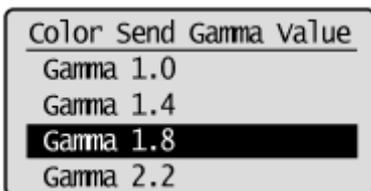
4

Select <Color Send Gamma Value> using [▲] or [▼] and press [OK].



5

Select gamma value using [▲] or [▼] and press [OK].



6

Press [  ] (Menu) to close the menu screen.

## PDF (Compact) Image Level

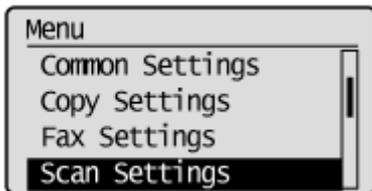
Select the image level when PDF (Compact) is selected as the file format.

1

Press [  ] (Menu).

2

Select <Scan Settings> using [▲] or [▼] and press [OK].



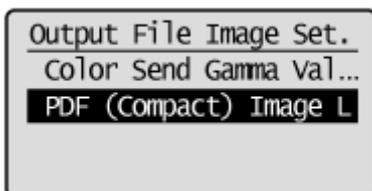
3

Select <Output File Image Settings> using [▲] or [▼] and press [OK].



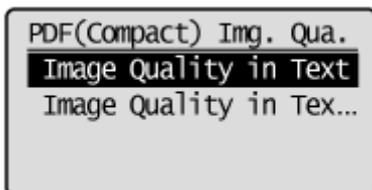
4

Select <PDF (Compact) Image Level> using [▲] or [▼] and press [OK].



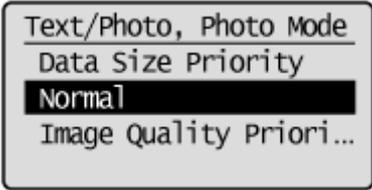
5

Select the set mode using [▲] or [▼] and press [OK].



6

Select image level using [ ] or [ ] and press [OK].



<Data Size Priority>	Only a small amount of memory is required, but low-quality scans are produced.
<Normal>	The amount of memory required and resultant scan quality are somewhere in the middle between <Data Size Priority> and <Image Quality Priority>.
<Image Quality Priority>	A large amount of memory is required, but high-quality scans are produced.

## 7

Press [  ] (Menu) to close the menu screen.

## Checking/Canceling Send Data (File Server)

You can check the details of the send data. You can also cancel send while it is sending.

### NOTE

**If the Processing/Data Indicator on the operation panel is:**

Lit or Blinking	It is sending.
Off	No jobs are sending.

**You can cancel the job by pressing [  ] (Stop).**

## 1

**Press [  ] (Stop).**

† When only one job is being processed, press [  ] (Stop) twice to cancel the job.

## 2

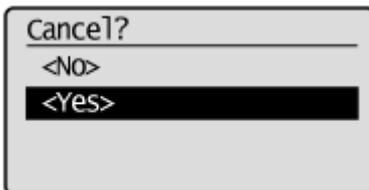
**When multiple jobs are being processed, select the jobs to be canceled using [▲] or [▼] and press [OK].**

## 3

**Select <Yes> using [▲] or [▼] when <Cancel?> appears on the screen and press [OK].**

You can also cancel the job by pressing [  ] (Stop).

The job is canceled.



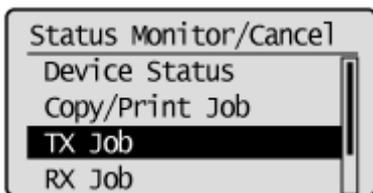
**Check with [  ] (Status Monitor/Cancel).**

## 1

**Press [  ] (Status Monitor/Cancel).**

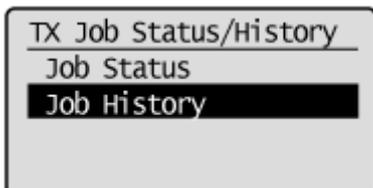
## 2

Select <TX Job> using [▲] or [▼] and press [OK].



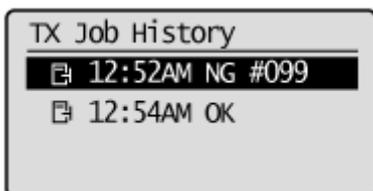
3

Select <Job History> using [▲] or [▼] and press [OK].



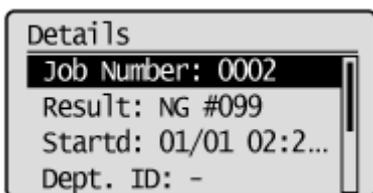
4

Select the jobs to be checked using [▲] or [▼] and press [OK].



5

Press [●] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.



## Changing the Default Settings for Sending to a File Server

Default settings for sending to file servers are the settings that are automatically applied to all tasks when the power is turned ON, [  ] (Reset) is pressed, or after the Auto Reset Timer lapses.

You can change the following default settings based on your needs.

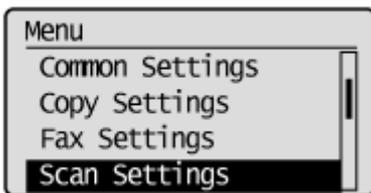
- Scan size
- Color Mode
- File Format
- Density
- Original orientation
- Original Type
- 2-Sided Original
- Sharpness
- Data Size

### 1

Press [  ] (Menu).

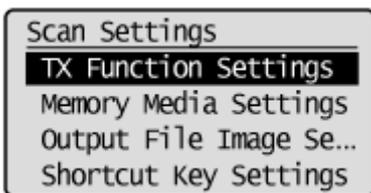
### 2

Select <Scan Settings> using [▲] or [▼] and press [OK].



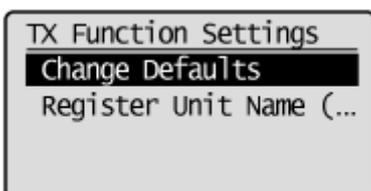
### 3

Select <TX Function Settings> using [▲] or [▼] and press [OK].



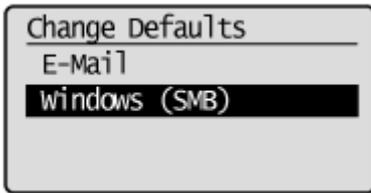
### 4

Select <Change Defaults> using [▲] or [▼] and press [OK].



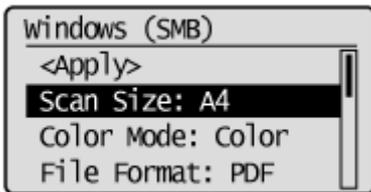
## 5

Select <Windows (SMB)> using [▲] or [▼] and press [OK].



## 6

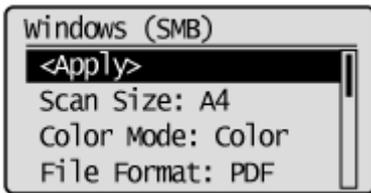
Select the item using [▲] or [▼] and press [OK].



For details about settings, see "[Changing the Scan Settings \(File Server\)](#)."

## 7

Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].



## 8

Press [  ] (Menu) to close the menu screen.

## Network Settings

This chapter describes how to configure the network settings on the machine.

You can configure the machine to obtain an IP address automatically, without needing to specify any network settings to establish a network connection. Note that you may need to specify these settings, depending on your network type.

Network Settings, such as IP Address, LPD, RAW and WSD (other than IEEE802.1X settings) are the same for both wired LAN and wireless LAN.

Configuring a network	<ul style="list-style-type: none"> <li>• To learn about connecting and settings, see <a href="#">"Basic Network Settings."</a></li> <li>• For switching between wired LAN and wireless LAN, see <a href="#">"Switching the Connection Method to Wireless LAN or Wired LAN (MF6180dw Only)."</a></li> <li>• For connecting to a network, see <a href="#">"Connecting to Wired LAN"</a> or <a href="#">"Connecting to Wireless LAN (MF6180dw Only)."</a></li> <li>• For setting IP addresses, see <a href="#">"Setting the IPv4 Address"</a> or <a href="#">"Setting the IPv6 Address."</a></li> <li>• For checking connections, see <a href="#">"Checking the Network Connection."</a></li> </ul>
Setting Scan TX Function Settings	<ul style="list-style-type: none"> <li>• To learn about setting options, see <a href="#">"Setting the Machine to Be Able To Send Scanned Documents ."</a></li> <li>• To learn about activating the Send Setup Utility, see <a href="#">"Activating the Send Setting Utility."</a></li> <li>• To learn how to send scanned documents by e-mail, see <a href="#">"Configuring E-Mail Send Settings."</a></li> <li>• To learn how to specify detailed e-mail settings (pre-send POP authentication, SSL encryption, etc.) see <a href="#">"Configuring Advanced E-mail Settings"</a>.</li> <li>• To learn how to send scanned documents to a file server, see <a href="#">"How to Save to a File Server (A Shared File Server)."</a></li> </ul>
Specifying the settings for printing/sending faxes from a computer	<ul style="list-style-type: none"> <li>• To learn about the operating environment, see <a href="#">"Setting Up Your Computer to Print and Send Faxes (Windows Only)."</a></li> <li>• To learn how to specify LPD, RAW and WSD settings on the machine, see <a href="#">"Selecting the Connection Method (LPD/RAW/WSD)."</a></li> <li>• To learn how to specify LPD and RAW settings (on the computer), see <a href="#">"Configuring Printer Settings on Your Computer."</a></li> </ul>
Specifying additional network settings	<p>See the following sections.</p> <ul style="list-style-type: none"> <li>• <a href="#">"Setting the Speed and Duplex"</a></li> <li>• <a href="#">"Specifying a Delay Before Establishing the Network Connection"</a></li> <li>• <a href="#">"Setting IPv4 DNS"</a></li> <li>• <a href="#">"Setting IPv6 DNS"</a></li> <li>• <a href="#">"Setting the WINS Server"</a></li> <li>• <a href="#">"Setting the SMB"</a></li> <li>• <a href="#">"Registering LDAP Servers "</a></li> <li>• <a href="#">"Setting MTU Size"</a></li> <li>• <a href="#">"Configuring Sntp"</a></li> <li>• <a href="#">"Configuring SLP Communication with imageWARE"</a></li> </ul>
Managing the machine with a Web browser	See <a href="#">"Managing the Machine."</a>
Checking Wireless LAN Information (MF6180dw only)	See <a href="#">"Check Wireless LAN Information (MF6180dw Only)."</a>
Checking the address of this machine	See <a href="#">"Checking IP Address Settings."</a>

Checking the MAC  
address of the  
machine

See "[Checking the MAC Address.](#)"

---

## Basic Network Settings

The computer and network device setup should be completed.

Otherwise, you are unable to use the machine in a network, even if you perform the following procedure.

- The structure of your computer or networked device, the existence of router functions, setting methods and security settings vary depending on your environment.  
For more information, see the instruction manual provided with the network device you are using, or contact the manufacturer.
- Consult your network administrator in advance to use the machine in your office.

After confirmation, connect the machine to LAN according to the following procedures.

You can connect the machine to wireless LAN or wired LAN according to your environment and devices.

<b>Step 1</b>	Switch its connection method to either wired LAN or wireless LAN.	➤ "Switching the Connection Method to Wireless LAN or Wired LAN (MF6180dw Only)"
<b>Step 2</b>	Connect the machine to either wired LAN or wireless LAN.	➤ "Connecting to Wired LAN"
		➤ "Connecting to Wireless LAN (MF6180dw Only)"
<b>Step 3</b>	Check automatically obtained IP addresses.	➤ "Checking IP Address Settings"
<b>Step 4</b>	Check the operation by displaying the Remote UI of the machine.	➤ "Checking the Network Connection"

# Switching the Connection Method to Wireless LAN or Wired LAN (MF6180dw Only)

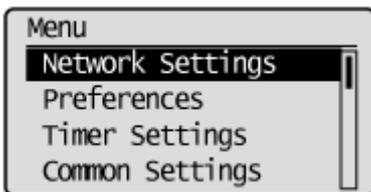
Switch the connection method to either wireless LAN or wired LAN according to your environments and devices.  
The default setting is "Wired LAN."

1

Press [  ] (Menu).

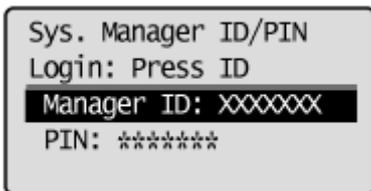
2

Select <Network Settings> with [▲] or [▼], and then press [OK].



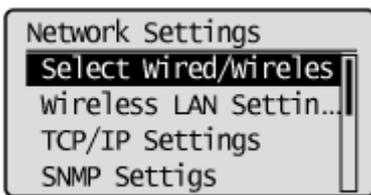
## When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



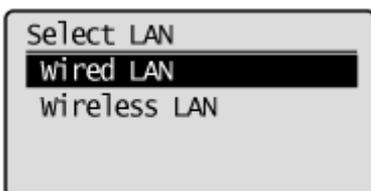
3

When you need to switch, select <Select Wired/Wireless LAN> using [▲] or [▼], and then press [OK].



4

Select <Wired LAN> or <Wireless LAN> using [▲] or [▼], and then press [OK].



 **IMPORTANT**

**When switched to wired LAN connection or wireless LAN connection**

After you finish connecting the wireless LAN or wired LAN, uninstall the MF driver.

Once uninstallation is complete, reinstall the MF driver.

 ["MF Driver Installation Guide"](#)

## Connecting to Wired LAN

Before connecting to Wired LAN, see "Attention (Connecting to a Wired LAN)."

### NOTE

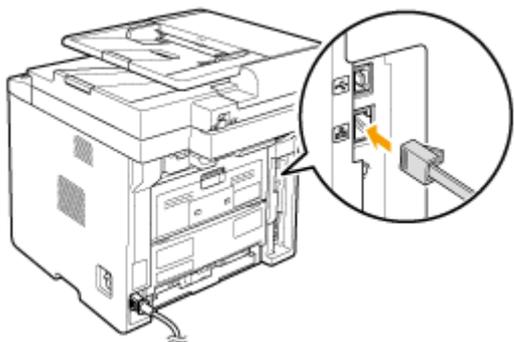
**You cannot use wired LAN and wireless LAN at the same time**

The machine's default connect method is "Wired LAN."

➤ "Switching the Connection Method to Wireless LAN or Wired LAN (MF6180dw Only)"

## 1

**Connect the machine to a router or a hub via LAN cable.**



## 2

**Wait until the machine sets the IP address automatically (approx. 2 min).**

If you want to set the IP address manually, see the following.

- "Setting the IPv4 Address"
- "Setting the IPv6 Address"

## Attention (Connecting to a Wired LAN)

### IMPORTANT

#### Network security

If the machine is connected to an unsecured network, your personal information might be disclosed to a third party. Take care to protect your personal data.

### NOTE

#### Network Tasks/Settings

Consult your network administrator to use the machine in your office.

#### IP Address

- Even if the product's IP address is changed, the connection is maintained if the machine and the computer belong to the same subnet.
- You may not be able to use the scan function if an IPv6 connection is used.

#### Device necessary for wired LAN connection

- The machine does not come with a LAN cable, a router or a hub. Have cables or a hub ready as needed.
- The machine supports 10BASE-T and 100BASE-TX connections. If you want to connect the machine to a 100BASE-TX Ethernet network, all the devices connected to the LAN (router, hub, LAN cable, and network board for computer) must support 100BASE-TX.

For details, refer to your instruction manual of those devices or contact the manufacturers.

#### When the machine is connected to a switching hub

The machine may not be able to connect to a network even if your network settings are configured correctly. When this occurs, set a longer startup time.

- ["Specifying a Delay Before Establishing the Network Connection"](#)

## Connecting to Wireless LAN (MF6180dw Only)

Before connecting to wireless LAN, see ["Attention \(Connecting to a Wireless LAN\)."](#)

Two methods are provided for connecting to the wireless LAN or access point, connecting using WPS (Wi-Fi Protected Setup) function or connecting manually.

- [Configuring with WPS Features](#)
- [Configuring Manually](#)

### NOTE

#### **You cannot use wired LAN and wireless LAN at the same time**

- The machine's default connect method is "Wired LAN." When using a wireless LAN connection, it is necessary to switch the connection method to "Wireless LAN."
- ["Switching the Connection Method to Wireless LAN or Wired LAN \(MF6180dw Only\)"](#)
- You can connect the machine to wireless LANs or wired LANs, but you cannot use both at the same time. When using a wireless LAN connection, do not connect a LAN cable to the machine. This may cause malfunctions.

## Configuring with WPS Features

When your wireless LAN routers and/or access points support WPS (Wi-Fi Protected Setup) features, you can connect to the machine by using push button system or PIN code system.

### NOTE

#### **Checking WPS Functions**

Check whether the box or body of the wireless LAN router or access points that you are using supports the WPS function.

As an example, a symbol such as shown below can be seen on the shipping box or machine.



- This supports WPS (Wi-Fi Protected Setup).

If you are still not sure, contact the wireless LAN router or access point manufacturer.

#### **Other setting method**

Refer to the following to set "WPS PIN code method" and/or security settings.

- [Configuring with WPS Features](#)
- [Configuring Manually](#)

## Push Button System

Press the WPS button on your wireless LAN routers and/or access points for connection.

- ["Setting the Machine Using WPS \(Push Button Mode\)"](#)

## PIN Code System

Enter the PIN code generated by the machine to wireless LAN routers and/or access points for connection.

- ["Setting the Machine Using WPS \(PIN Code Mode\)"](#)

## Configuring Manually

If your wireless LAN routers and/or access points do not support WPS, enter the wireless LAN router and/or access point information to the machine for connection.

## Select Access Point

---

From the list of access points searched by the machine, select a wireless LAN router or an access point to be connected and enter a network key for connection.

➤ ["Setting by Manually Selecting an Access Point"](#)

## Manual Entry

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Enter manually the SSID and/or security information (encryption type/authentication method or encryption method/network key) of wireless LAN routers and access points to be connected to the machine.

➤ ["Setting by Manually Entering SSID"](#)

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## Attention (Security when using a wireless LAN product)

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Wireless LAN is a network that connects multiple devices via RF (radio frequency) wireless without using cables. In general, it is connected via a relay device called a wireless LAN router or access point. This gives users the mobility to move around within a local coverage area and still be connected to the network.

On the other hand, because the wireless signal is broadcast so everybody nearby can share it, the following security breaches may occur if adequate security precautions are not taken.

- **Eavesdropping on the content of communications**

Third parties with malicious intent intentionally may sniff wireless signals in order to:

steal your personal information such as your ID, password, credit card, and e-mail transactions.

- **Unauthorized access**

Third parties with malicious intent may gain access to personal or intranet networks without permission in order to:

steal your personal information or confidential information (information deterrent)

impersonate a particular person to communicate and spread false information (impersonation)

falsify the eavesdropped content of communications (falsification)

destroy data or network systems by spreading computer viruses (destruction)

Most wireless LAN cards and access points have security features available to fight off these security concerns. By enabling these features, you can minimize potential security threats.

We recommend that you take into full consideration potential problems that might occur if security features were not properly configured on the wireless LAN product that you are using and configure security features according to your own judgment and at your own responsibility.

---

## Setting the Machine Using WPS (Push Button Mode)

Press the WPS button on your wireless LAN routers and/or access points for connection.

1

**Switch the connection method to wireless LAN.**

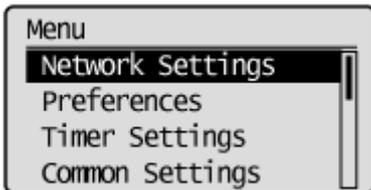
➤ "Switching the Connection Method to Wireless LAN or Wired LAN (MF6180dw Only)"

2

Press [  ] (Menu).

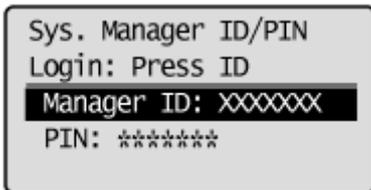
3

**Select <Network Settings> using [▲] or [▼], and then press [OK].**



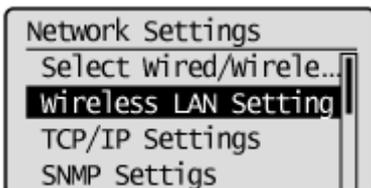
**When the system manager ID and system manager PIN are specified**

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



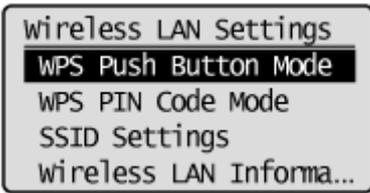
4

**Select <Wireless LAN Settings> using [▲] or [▼], and then press [OK].**



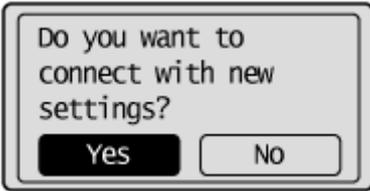
5

**Select <WPS Push Button Mode> using [▲] or [▼], and then press [OK].**



## 6

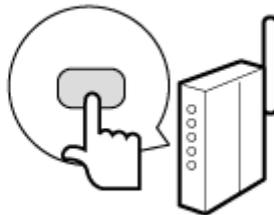
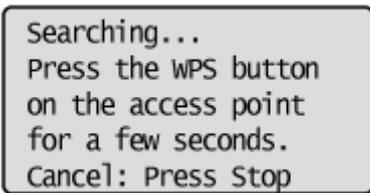
Select <Yes> using [**Left Arrow**], and then press [**OK**].



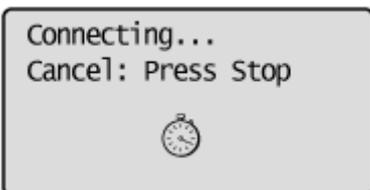
## 7

**Within 2 minutes, press and hold the WPS button on the wireless LAN router and/or access point.**

† The amount of time you must hold down the WPS button will depend on the model you are using. Please refer to the instruction manual for your wireless LAN routers and/or access points.



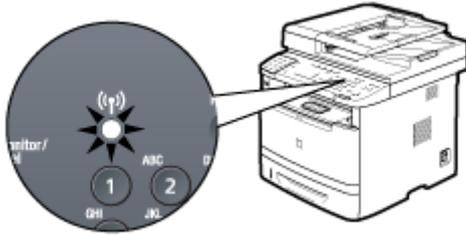
† If "Cannot find Access Point" appears, press [**OK**] to close the screen, and follow the procedure from Step 5 again.



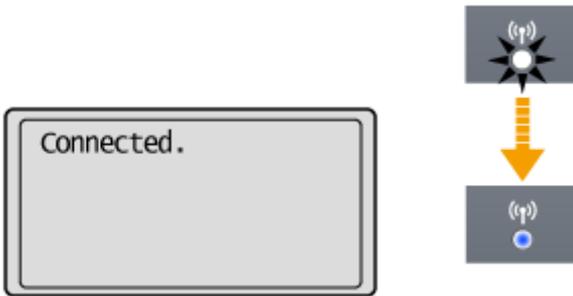
## 8

**Make sure the Wi-Fi indicator blinks.**

When the wireless LAN router or access point is detected, the Wi-Fi indicator blinks.



The next screen is displayed for approximately 2 seconds, and then the Wi-Fi indicator lights.



- † When the message appears, press [OK] to close the screen and start the procedure again from Step 5.  
If you cannot detect the access point after retrying, see the following:
  - ❖ ["Onscreen Messages"](#)

## 9

**Wait until the machine sets the IP address automatically (approx. 2 min).**

If you want to set the IP address manually, see the following.

- ❖ ["Setting the IPv4 Address"](#)
- ❖ ["Setting the IPv6 Address"](#)

## Setting the Machine Using WPS (PIN Code Mode)

Enter the PIN code generated by the machine to wireless LAN routers and/or access points for connection.

1

**Switch the connection method to wireless LAN.**

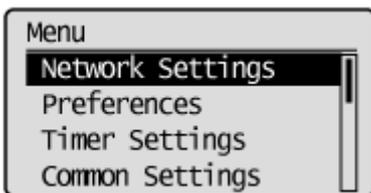
➤ "Switching the Connection Method to Wireless LAN or Wired LAN (MF6180dw Only)"

2

Press [  ] (Menu).

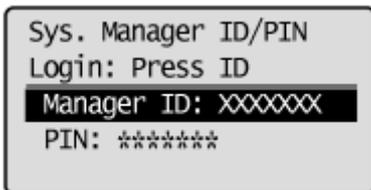
3

**Select <Network Settings> using [▲] or [▼], and then press [OK].**



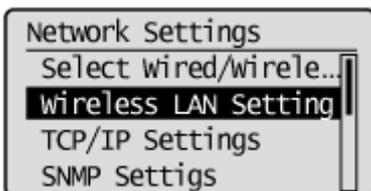
**When the system manager ID and system manager PIN are specified**

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



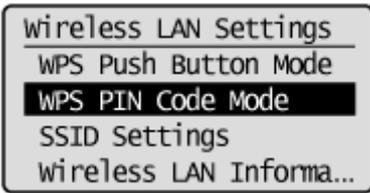
4

**Select <Wireless LAN Settings> using [▲] or [▼], and then press [OK].**



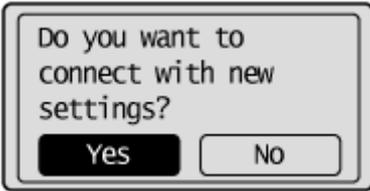
5

**Select <WPS PIN Code Mode> using [▲] or [▼], and then press [OK].**



## 6

Select <Yes> using [**Left Arrow**], and then press [**OK**].

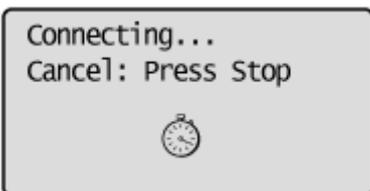
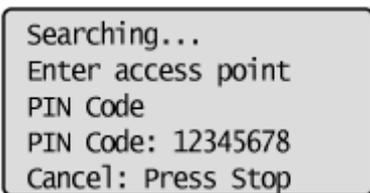


## 7

**Within 10 minutes, use the computer to enter the PIN code displayed on the screen into the wireless LAN router or access point.**

➤ ["Entering the PIN Code in the Wireless LAN Router/Access Point"](#)

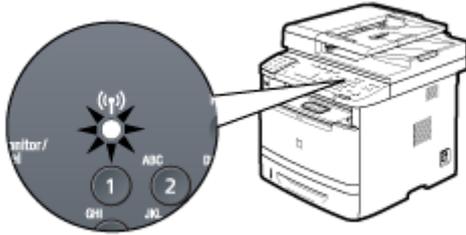
- † For details on PIN code entry methods, see the instruction manual provided with the wireless LAN router or access point you are using.
- † If "Cannot find Access Point" appears, press [OK] to close the screen, and follow the procedure from Step 5 again.



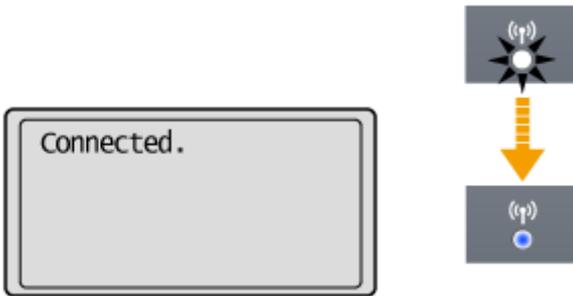
## 8

**Make sure the Wi-Fi indicator blinks.**

When the wireless LAN router or access point is detected, the Wi-Fi indicator blinks.



The next screen is displayed for approximately 2 seconds, and then the Wi-Fi indicator lights.



- † When the message appears, press [OK] to close the screen and follow the procedure again from Step 5.  
If you cannot detect the access point after retrying, see the following:
- ❖ ["Onscreen Messages"](#)

## 9

**Wait until the machine sets the IP address automatically (approx. 2 min).**

If you want to set the IP address manually, see the following.

- ❖ ["Setting the IPv4 Address"](#)
- ❖ ["Setting the IPv6 Address"](#)

## Entering the PIN Code in the Wireless LAN Router/Access Point

Information of the wireless LAN router or access point can be set from a computer connected to the wireless LAN router or access point.

The contents described in this chapter are only examples. When setting up, be sure to read the instruction manual of the wireless LAN or access point you are using.

### 1

**Start the Web browser by using the computer connected to the wireless LAN router or access point.**

### 2

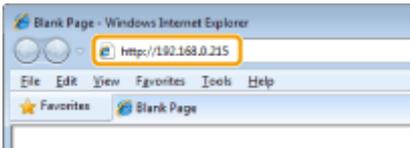
**Enter "http://<IP address of the Wireless LAN Router/Access Point>/" in the address field and press the [ENTER] key on the keyboard.**

#### **If the IP address on the wireless LAN router or access point are not changed**

See the instruction manual of the wireless LAN router or access point, or contact the manufacturer.

#### **If the IP address on the wireless LAN router or access point are changed**

Enter the changed IP address.



### 3

**When the authentication screen is displayed, enter a user name and a password.**

#### **If the user name and password are not changed**

See the instruction manual of the wireless LAN router or access point, or contact the manufacturer.

#### **If the user name and password are changed**

Enter the changed user name and a password.



If authentication is successful, the settings screen for the wireless LAN router or access point is displayed.

### 4

**Enter the PIN code on the settings screen.**

## Setting by Manually Selecting an Access Point

From the list of access points searched by the machine, select a wireless LAN router or an access point to be connected and enter a network key for connection.

### NOTE

#### Selecting Access Point

For selecting access points, WEP 802.11 authentication system is set to <Open System>, while WPA/WPA2 encryption method is set to <Auto> (either AES-CCMP or TKIP).

If you want to set 802.11 authentication system to <Shared Key> or the WPA/WPA2 encryption method to <AES-CCMP>, manually enter the value.

[➤ "Setting by Manually Entering SSID"](#)

## 1

**Switch the connection method to wireless LAN.**

[➤ "Switching the Connection Method to Wireless LAN or Wired LAN \(MF6180dw Only\)"](#)

## 2

**Write down the following information required for the settings.  
The information is needed in steps 8 through 10.**

↑ For more information on how to check, refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.

### SSID

↑ It may be indicated as access point name or network name.

Write down all if there is multiple SSID.

It is used when selecting an access point in Step 8.

### Network Key

↑ It may be indicated as encryption key, WEP key, WPA/WPA2 passphrase, PSK or pre-shared key.

You write down here is the network key that is currently specified for the wireless LAN router or access point.

It is used when selecting an access point in Step 9.

### NOTE

#### Checking for SSID and Network Keys

There are cases when the defaults are written on the body of the wireless LAN router or access point.

If the settings for the wireless LAN router or access point have changed, are not described or if you are not sure of the settings, see the following.

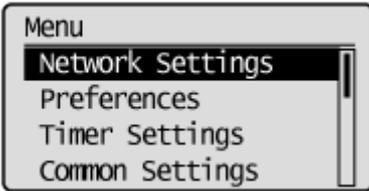
[➤ "Checking the SSID or Network Key of the Wireless LAN Router/Access Point"](#)

## 3

Press [  ] (Menu).

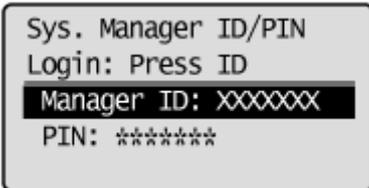
## 4

Select <Network Settings> using [▲] or [▼] and press [OK].



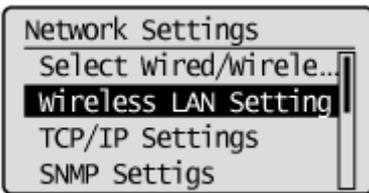
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [ID] (Log In/Out).



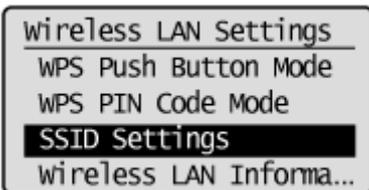
## 5

Select <Wireless LAN Settings> using [▲] or [▼] and press [OK].



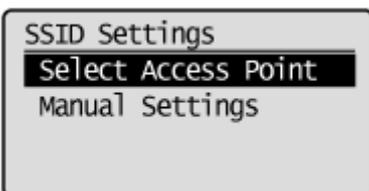
## 6

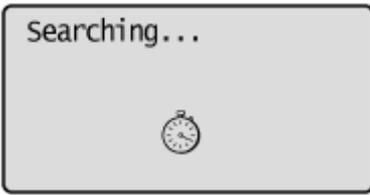
Select <SSID Settings> using [▲] or [▼] and press [OK].



## 7

Select <Select Access Point> using [▲] or [▼] and press [OK].



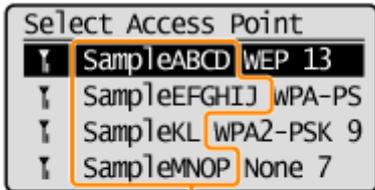


- ↑ See the following when the <Cannot find access point.> is displayed.
  - "Onscreen Messages"

## 8

Select the matched SSID that you have written down in step 2 using [▲] or [▼], and then press [OK].

If the multiple matched SSID are displayed, select the one that is displayed at the top (a stronger signal).



SSID

SSID is displayed in front of "WEP" "WPA" "None".

Ex.) SampleNOP WPA2-PSK 9

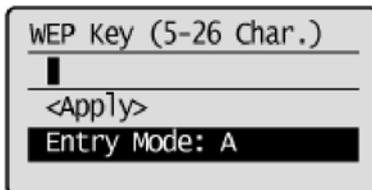
- ↑: Signal strength (Strong)
- SampleNOP:** SSID
- WPA2-PSK:** Types of encryption
- 9:** Channel

- ↑ See the following when you cannot find an access point you want to connect.
  - "Checking the SSID or Network Key of the Wireless LAN Router/Access Point"

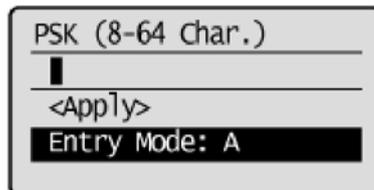
## 9

Enter the network key that you have written down in step 2.

**When WEP is selected:**



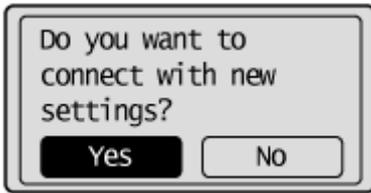
**When WPA/WPA2-PSK is selected:**



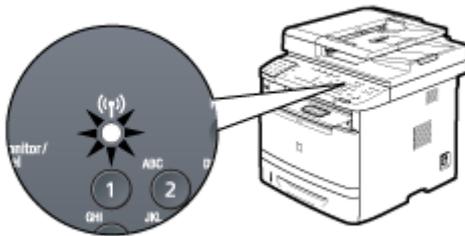
- (1) Use the numeric keys to enter the network key.
  - "Entering Text"
- (2) Press [▲] or [▼] to highlight <Apply>, and then press [OK].

## 10

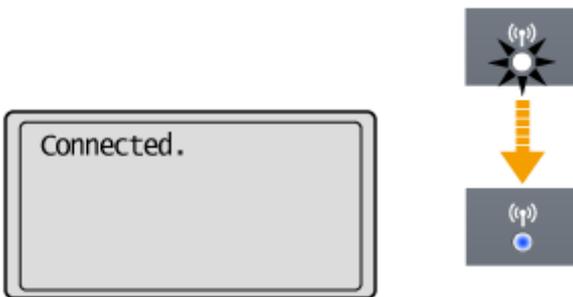
Select <Yes> using [◀] and press [OK].



The Wi-Fi indicator blinks.



The next screen is displayed for approximately 2 seconds, and then the Wi-Fi indicator lights.



† When the message appears, press [OK] to close the screen and start the procedure again from Step 5.

If after retrying the access point it cannot be connected, see the following:

➤ ["Onscreen Messages"](#)

# 11

**Wait until the machine sets the IP address automatically (approx. 2 min).**

If you want to set the IP address manually, see the following.

➤ ["Setting the IPv4 Address"](#)

➤ ["Setting the IPv6 Address"](#)

## Setting by Manually Entering SSID

Enter manually the access point name and/or security information (encryption type/authentication method or encryption method/network key) of wireless LAN routers and/or access points to be connected to the machine.

### Connecting

# 1

## Switch the connection method to wireless LAN.

➤ ["Switching the Connection Method to Wireless LAN or Wired LAN \(MF6180dw Only\)"](#)

# 2

## Write down the important information for the settings.

↑ For more information on how to check, refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.

### SSID

↑ It may be indicated as access point name or network name.

Write down all if there is multiple SSID.

It is used when entering the SSID in Step 8.

### Type of Encryption

You write down here is the network key that is currently specified for the wireless LAN router or access point.

The machine supports WEP or WPA/WPA2-PSK.

It is used when selecting the encryption type in Step 9.

- WEP Authentication Method (802.11 Authentication)

Open System or Shared Key

It is used when selecting the WPA authentication method in Step 10.

- WPA/WPA2-PSK Encryption Method

Automatic (AES-CCMP or TKIP) or AES-CCMP

It is used for selecting the WPA/WPA2-PSK encryption method in Step 10.

### Network Key

↑ It may be indicated as encryption key, WEP key, WPA/WPA2 passphrase, PSK or pre-shared key.

You write down here is the network key that is currently specified for the wireless LAN router or access point.

It is used when entering an network key in Step 11.

- WEP key number used for encryption (1 to 4)

It is needed only when the encryption type is WEP.

### NOTE

#### Checking for SSID and Network Keys

If the settings for the wireless LAN router or access point have changed, are not described or if you are not sure of the settings, see the following.

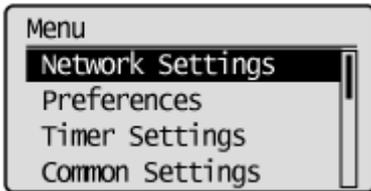
➤ ["Checking the SSID or Network Key of the Wireless LAN Router/Access Point"](#)

### 3

Press [  ] (Menu).

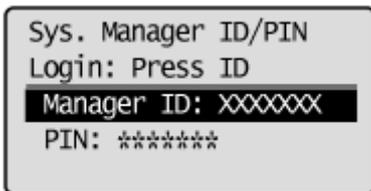
### 4

Select <Network Settings> using [▲] or [▼], and then press [OK].



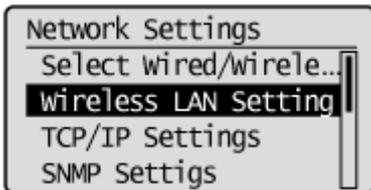
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



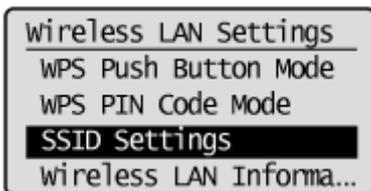
### 5

Select <Wireless LAN Settings> using [▲] or [▼], and then press [OK].



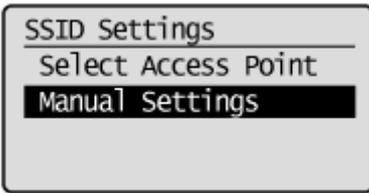
### 6

Select <SSID Settings> using [▲] or [▼], and then press [OK].



### 7

Select <Manual Settings> using [▲] or [▼], and then press [OK].

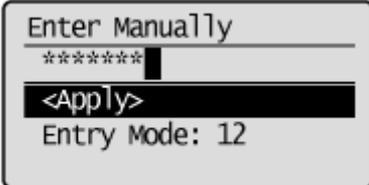


## 8

**Enter SSID that you write down.**

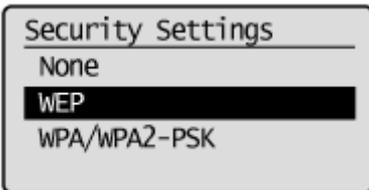
### ❖ "Entering Text"

After entering it, select <Apply> using [▲] or [▼], and then press [OK].



## 9

**Select the encryption types that you write down using [▲] or [▼], and then press [OK].**



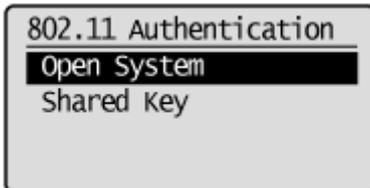
In case of <None>, go to Step 12.

## 10

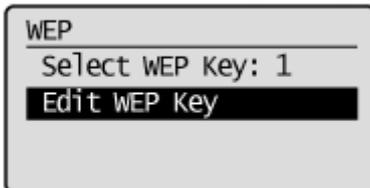
**Select the authentication method or encryption type that you write down using [▲] or [▼], and then press [OK].**

### When the type of encryption is WEP

(1) Select the authentication method with [▲] or [▼], and then press [OK].

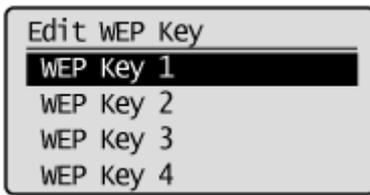


(2) Select <Edit WEP Key> using [▲] or [▼], and then press [OK].



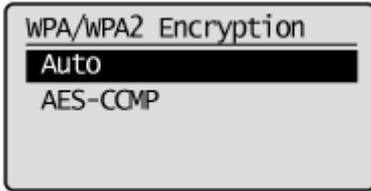
(3) Select a WEP key using [▲] or [▼], and then press [OK].

† Select the key number to be used for encryption which you wrote down in Step 2.



### When the type of encryption is WPA/WPA2-PSK

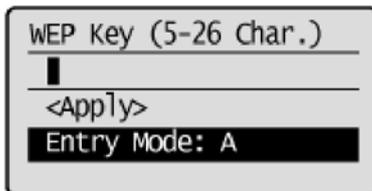
Select the encryption method using [**▲**] or [**▼**] and press [OK].



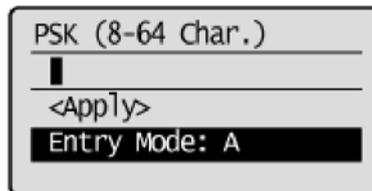
## 11

**Enter the network key that you write down.**

### When WEP is selected:



### When WPA/WPA2-PSK is selected:



(1) Use the numeric keys to enter the network key.

➤ "Entering Text"

(2) Press [**▲**] or [**▼**] to highlight <Apply>, and then press [OK].

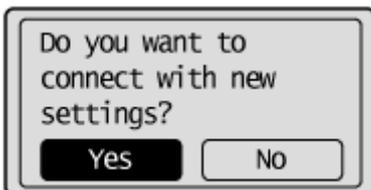
- When WEP is the encryption type  
Select WEP keys (1 to 4) for encryption.

(1) Press [**▲**] or [**▼**], to highlight <Select WEP Key>, and then press [OK].

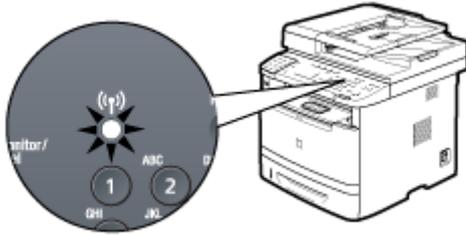
(2) Press [**▲**] or [**▼**], to highlight the WEP key edited in Step 10, and then press [OK].

## 12

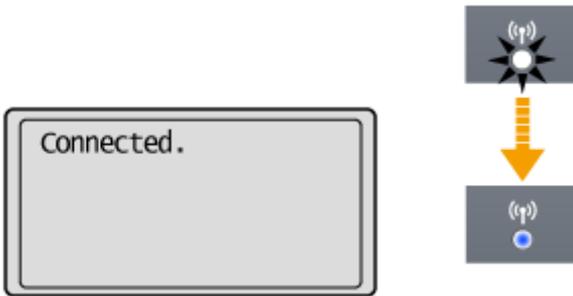
**Select <Yes> using [**◀**], and then press [OK].**



The Wi-Fi indicator blinks.



The next screen is displayed for approximately 2 seconds, and then the Wi-Fi indicator lights.



† When the following message appears, press [OK] to close the screen and check to make sure that the type of encryption, the authentication method or encryption method, the network key are correctly entered. If not, enter the network key again.

If you cannot detect the access point after retrying, see the following:

❏ ["Onscreen Messages"](#)

## 13

**Wait until the machine sets the IP address automatically (approx. 2 min).**

If you want to set the IP address manually, see the following.

❏ ["Setting the IPv4 Address"](#)

❏ ["Setting the IPv6 Address"](#)

## Checking the SSID or Network Key of the Wireless LAN Router/Access Point

If the SSID and network key are not indicated on the body of the wireless LAN router or access point or if you are not sure because they are changed, you can check using Canon MF/LBP Wireless Setup Assistant.

† Canon MF/LBP Wireless Setup Assistant is included in the supplied User Software and Manuals DVD-ROM in the machine.

### † If you use Macintosh computers

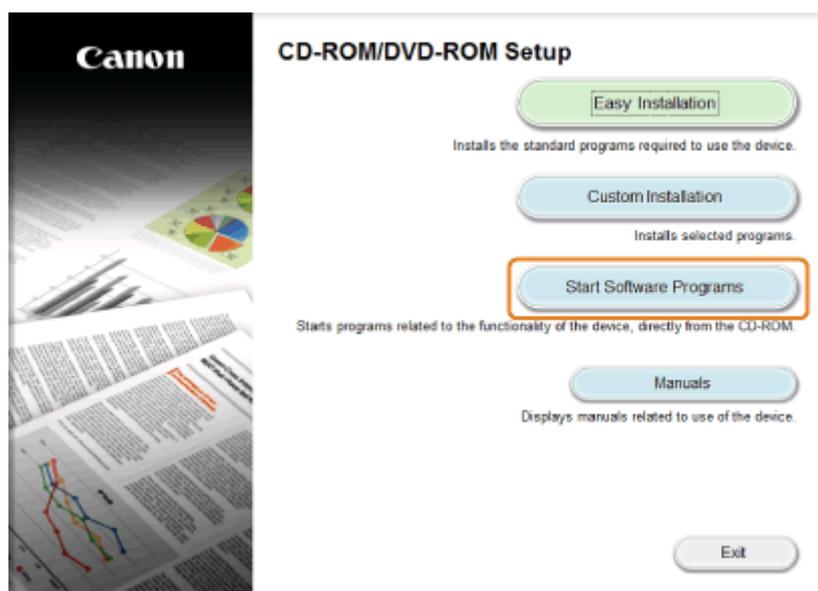
The User Software and Manuals DVD-ROM that comes with this products does not contain “Canon MF/LBP Wireless Setup Assistant” for Macintosh.

## 1

Insert the User Software and Manuals DVD-ROM into the slot on your computer.

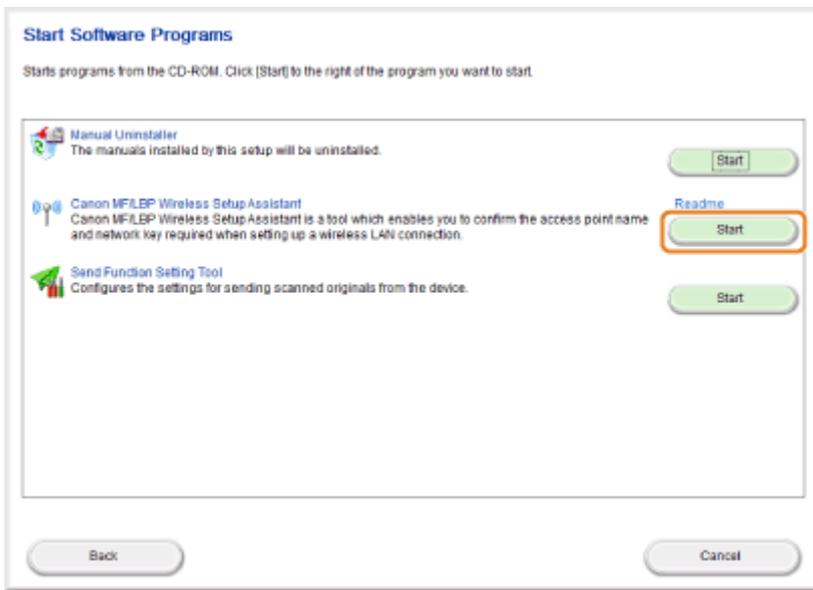
## 2

Click [Start Software Programs].



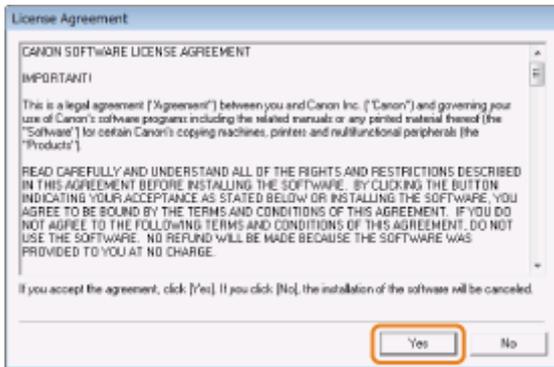
## 3

Click [Start] for [Canon MF/LBP Wireless Setup Assistant].



## 4

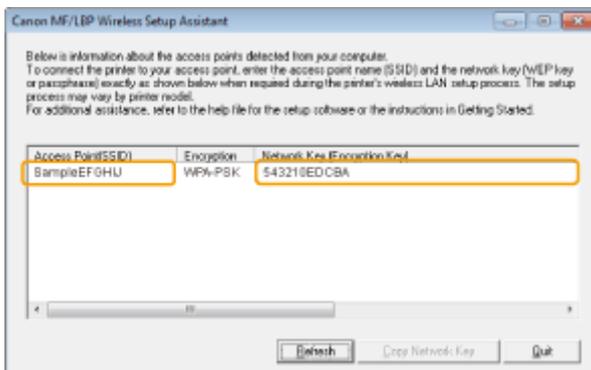
**Read the License Agreement. If you agree click [Yes].**



## 5

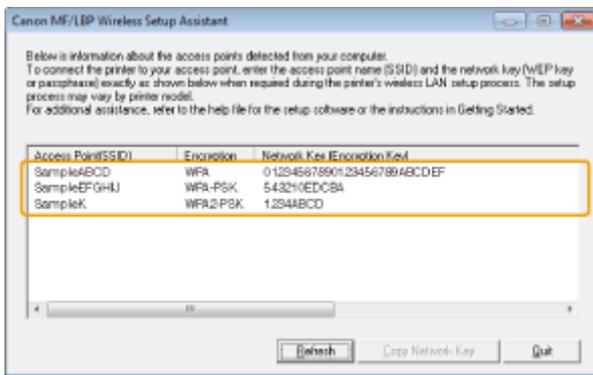
**The information for the wireless LAN router or access point is displayed.**

Write down the information outlined in orange.



**If a multiple access point appears**

Write down all of the displayed SSIDs.



### **When wireless LAN router or access point are not displayed**

Press the [Refresh] button.

When information is not displayed even after pressing the [Refresh] button, check that the settings for the computer and wireless LAN or access point are complete.

## Attention (Connecting to a Wireless LAN)

### IMPORTANT

#### Security

- If the machine is connected to an unsecured network, your personal information might be disclosed to a third party. Take care to protect your personal data.
- The machine supports the following security. See the manual or contact the manufacturers for security information of your wireless LAN router or access point.
  - 128(104)/64(40) bit WEP
  - WPA-PSK (TKIP/AES-CCMP)
  - WPA2-PSK (TKIP/AES-CCMP)

#### Signal Strength

Since wireless LAN uses radiowave, it may have to detect wireless routers and/or access points nearby.

When more than one wireless LAN routers and/or access points which correspond to the access point name (SSID) and/or security information you specified, connect to the wireless LAN routers and/or access points with the strongest radiowave (RSSI).

### NOTE

#### Network Tasks/Settings

Consult your network administrator to use the machine in your office.

#### IP Address

- Even if the product's IP address is changed, the connection is maintained if the machine and the computer belong to the same subnet.
- You may not be able to use the scan function if an IPv6 connection is used.

#### Device necessary for wireless LAN connection

- The machine does not come with a LAN cable, or any access points. Have cables or a hub ready as needed.
- In order to use the machine in the wireless LAN environment, you need the 2.4 GHz LAN routers and/or access points which are compliant with IEEE802.11 (b or g).  
For details, refer to your instruction manual of those devices or contact your manufacture.

#### When the machine is connected to a switching hub

The machine may not be able to connect to a network even if your network settings are configured correctly. When this occurs, set a longer startup time.

- ["Specifying a Delay Before Establishing the Network Connection"](#)

## Setting the IP Address

---

You can configure the machine to obtain an IP address automatically, without needing to specify any network settings to establish a network connection. Note that you may need to specify these settings, depending on your network type.

- ["Setting the IPv4 Address"](#)
- ["Setting the IPv6 Address"](#)

After configuring the IP address settings, make sure that the network settings are correctly specified.

- ["Checking IP Address Settings"](#)
-

## Setting the IPv4 Address

Before setting the IP address, see "Attention (Setting the IPv4 Address)."

By default, the IPv4 address is obtained automatically.

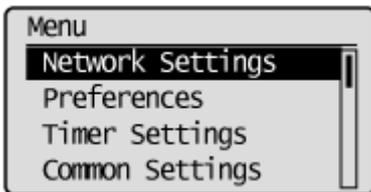
Follow the steps in the procedure below to change the IP address setting.

1

Press [  ] (Menu).

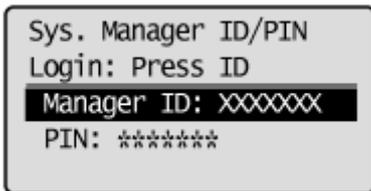
2

Select <Network Settings> using [▲] or [▼], and then press [OK].



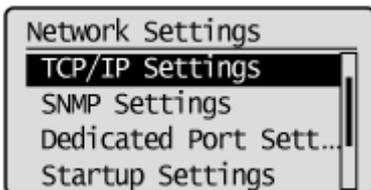
**When the system manager ID and system manager PIN are specified**

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



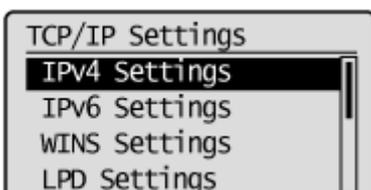
3

Select <TCP/IP Settings> using [▲] or [▼], and then press [OK].



4

Select <IPv4 Settings> using [▲] or [▼], and then press [OK].



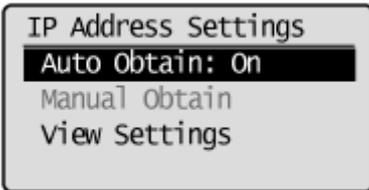
## 5

Select **<IP Address Settings>** using [**▲**] or [**▼**], and then press [**OK**].



## 6

Select the method for setting the IP address using [**▲**] or [**▼**].



<Auto Obtain>	Set the IP address using DHCP, BOOTP, RARP, or Auto IP.
<Manual Obtain>	Manually assign an IP address for the machine. This setting can be specified only when <Select Protocol> and <Auto IP> in <Auto Obtain> are set to <Off>.

## 7

**Change the IP address settings.**

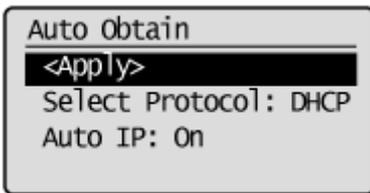
- When <Auto Obtain> is selected
- When <Manual Obtain> is selected

### When <Auto Obtain> is selected

(1) Change <Auto Obtain> settings.

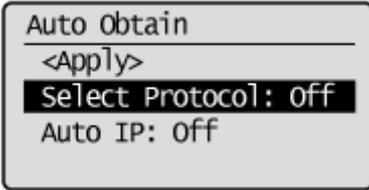
- <Select Protocol>
  - <Off>  
Do not obtain an IP address automatically.
  - <DHCP>  
Obtain an IP address automatically using DHCP. (The DHCP server needs to be running.)
  - <BOOTP>  
Obtain an IP address automatically using BOOTP. (The BOOTP daemon needs to be running.)
  - <RARP>  
Obtain an IP address automatically using RARP. (The RARP daemon needs to be running.)
- <Auto IP>
  - <Off>  
Do not obtain an IP address automatically.
  - <On>  
Obtain an IP address automatically.

(2) Select <Apply> using [**▲**] or [**▼**], and then press [**OK**].



### When **<Manual Obtain>** is selected

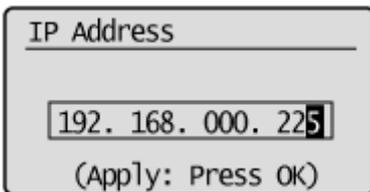
This setting can be specified only when **<Select Protocol>** and **<Auto IP>** in **<Auto Obtain>** are set to **<Off>**.



- (1) Enter the IP address.

➤ "Entering Text"

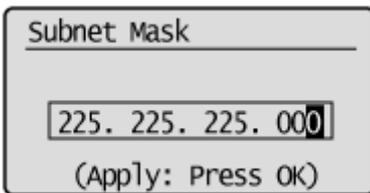
After it has been entered, press [OK].



- (2) Enter the subnet mask.

➤ "Entering Text"

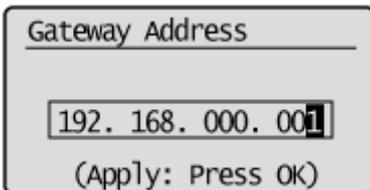
After it has been entered, press [OK].



- (3) Enter the gateway address.

➤ "Entering Text"

After it has been entered, press [OK].



## 8

Press [  ] (Menu) to close the menu screen.

## 9

**Restart the machine.**

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Attention (Setting the IPv4 Address)

### NOTE

#### **Before changing settings**

Make sure the machine is turned ON and connected to a network.

#### **To use DHCP, BOOTP, or RARP**

- One of the following can be used: DHCP, BOOTP, or RARP.
- When the machine is restarted, the IP address obtained using DHCP, BOOTP and RARP is displayed. (The IP address obtained using DHCP, BOOTP, or RARP overwrites the current IP address.)
- It takes approximately two minutes to confirm that DHCP, BOOTP, or RARP can be used. We recommend that unused protocols be disabled.

#### **To use DHCP**

You may not be able to print after turning the power OFF and ON to restart the machine. This is because a new IP address has been assigned.

When using DHCP, consult your network administrator and perform one of the following:

- Set the DNS dynamic update function
  - ["Setting IPv4 DNS"](#)
- Set the machine so that it uses the same IP address every time it starts up

#### **The IP address obtained using DHCP, BOOTP, or RARP**

The IP address has higher priority when <Auto IP> is set to <On>.

## Setting the IPv6 Address

Before setting the IP address, see "Attention (Setting the IPv6 Address)."

Specify IPv6 settings using the Remote UI after you have specified the IPv4 settings.

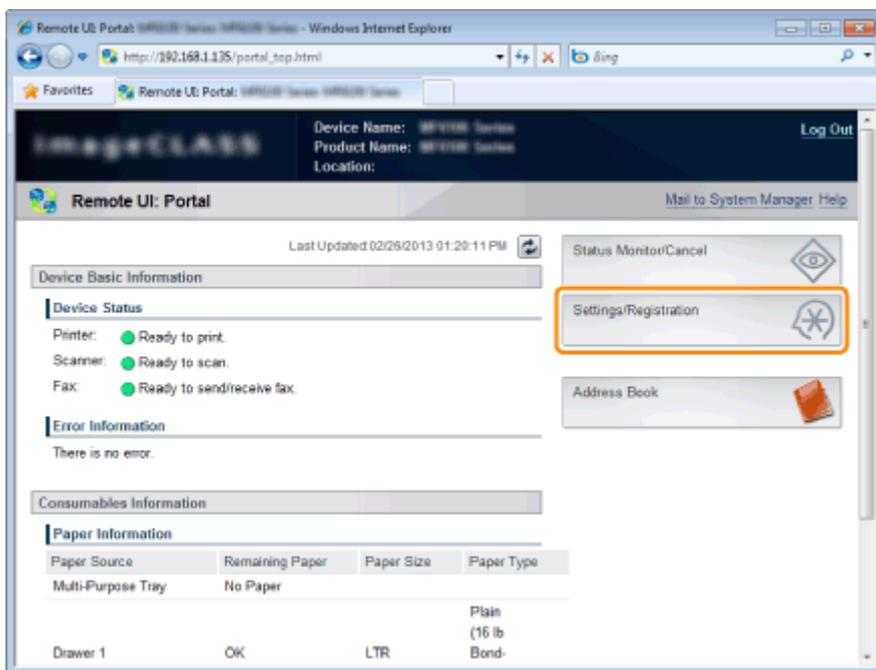
### 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

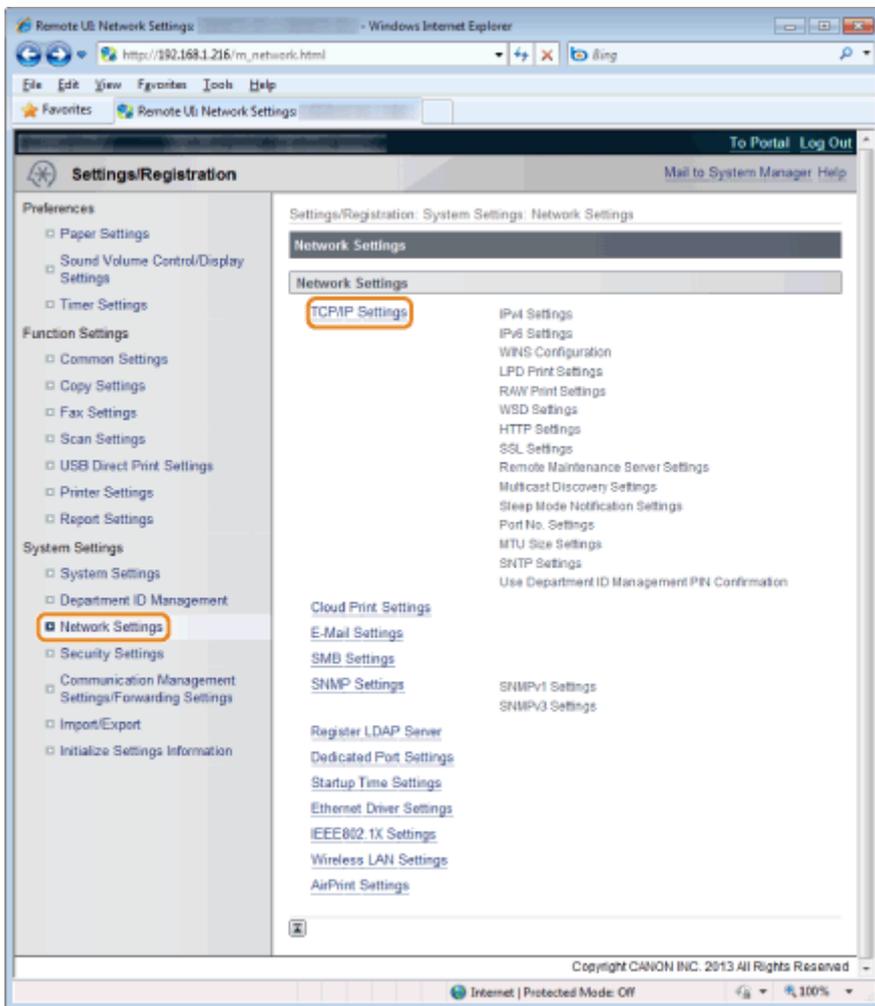
### 2

**Click [Settings/Registration].**



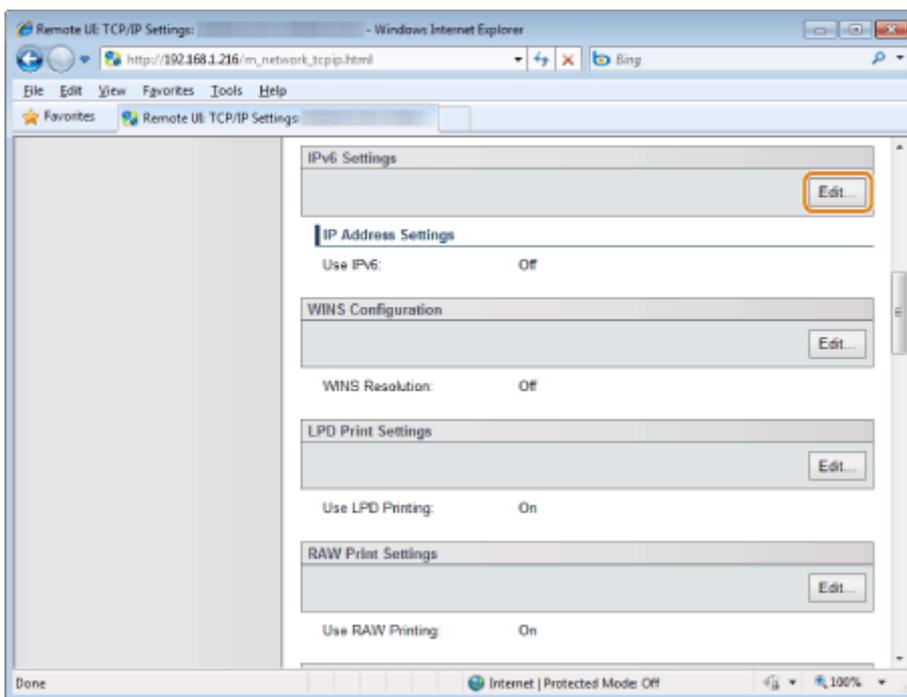
### 3

**Click [Network Settings] -> [TCP/IP Settings].**



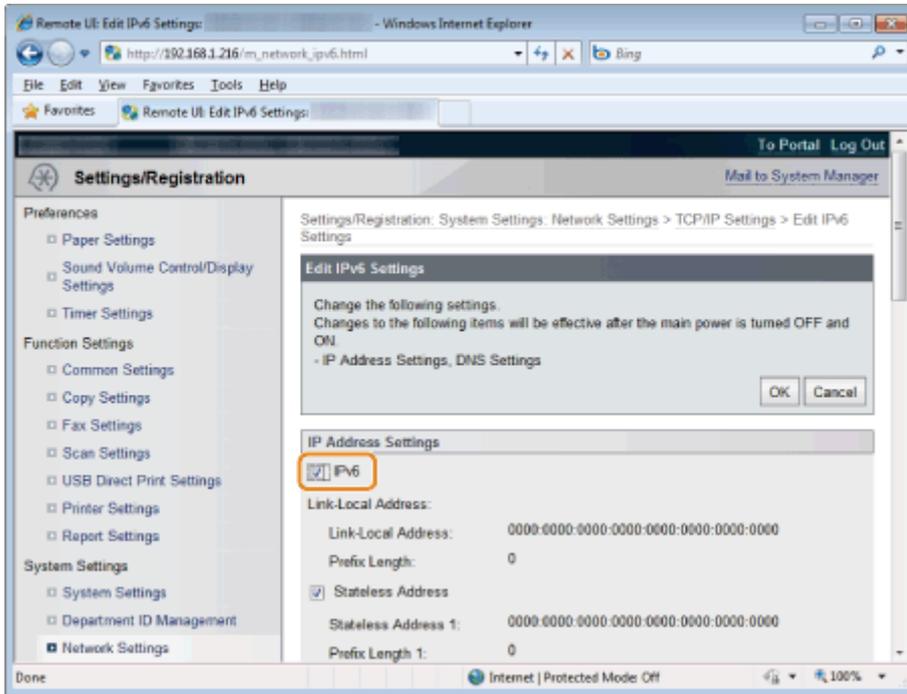
4

Click [Edit] in [IPv6 Settings].



5

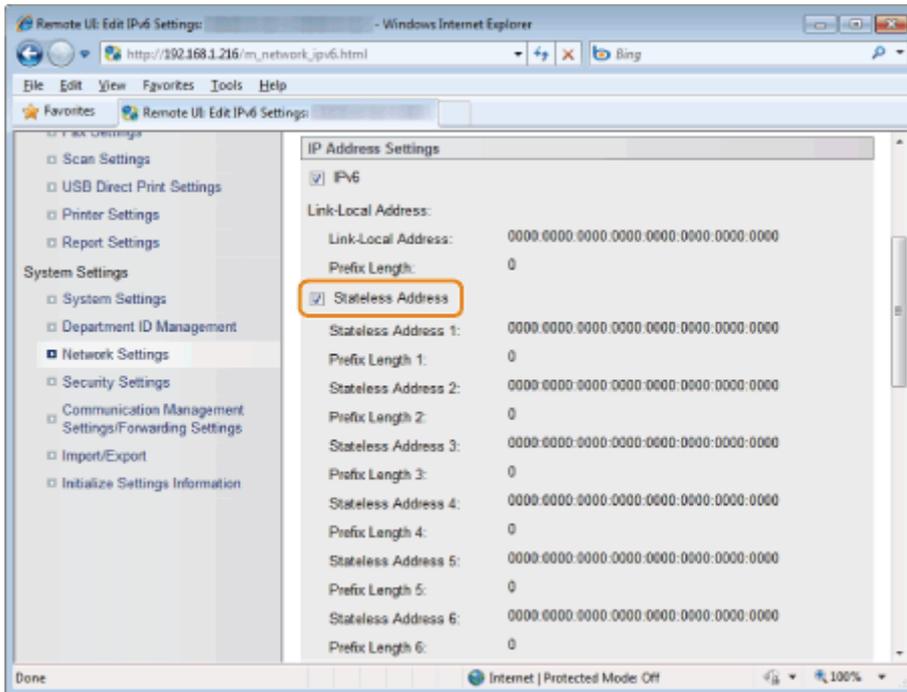
Select the [IPv6] check box.



## 6

### Specify the stateless address.

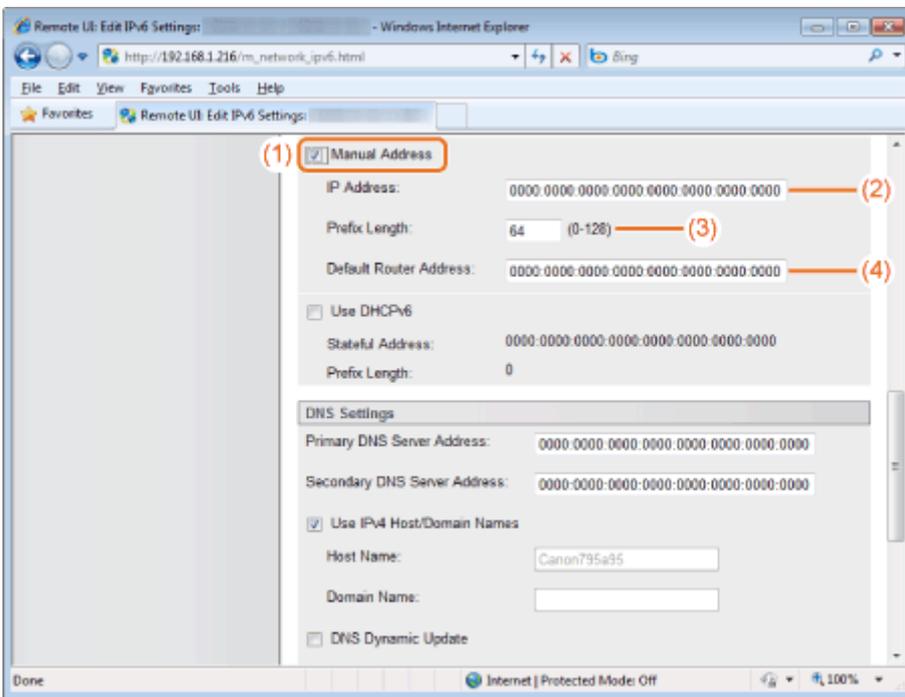
Clear the [Stateless Address] check box when not using a stateless address.



## 7

### Follow the steps in the procedure below to use a manual address.

Proceed to Step 8 when not using a manual address.

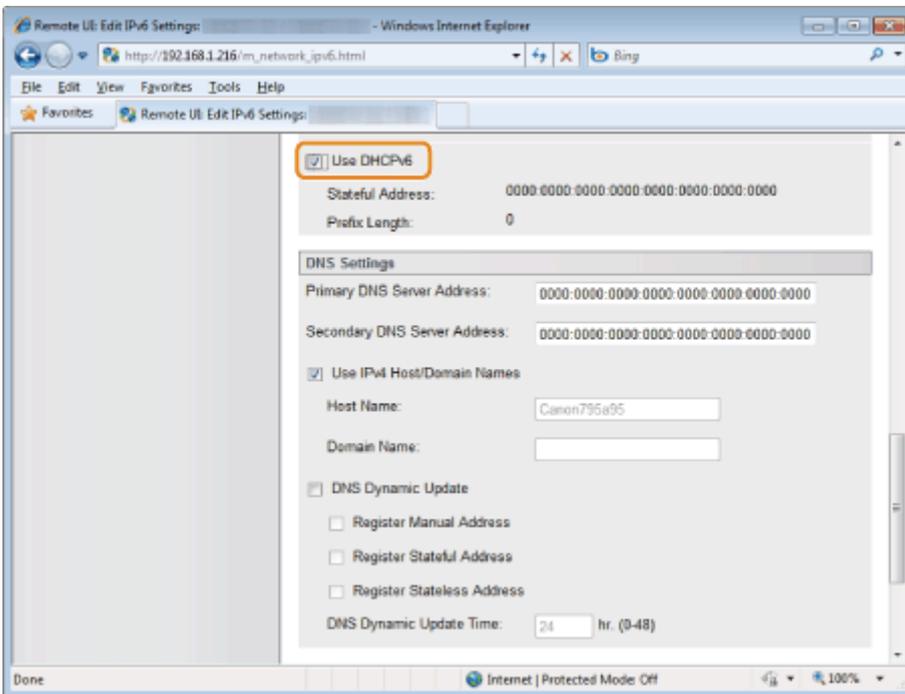


- (1) Select the [Manual Address] check box.
- (2) Enter [IP Address].
- (3) Enter [Prefix Length].
- (4) Enter [Default Router Address] if necessary.

## 8

### Set DHCPv6.

Select the [Use DHCPv6] check box to use stateful DHCPv6.



## 9

Click [OK].



## Attention (Setting the IPv6 Address)

### IMPORTANT

#### IPv6

- IPv4 must be specified to use IPv6.
- IPSec encryption (Security Architecture for Internet Protocol) is not supported.

#### Addresses that cannot be entered in [IP Address] and [Default Router Address]

- Addresses that start with "ff" (Multicast Address)
- Address that consists of all zeros.

### NOTE

#### IPv6 address

The machine can store up to the following nine IPv6 addresses (One address can only be registered manually). In IPv6 communications, multiple IPv6 addresses can be used at the same time.

Type	Addresses that can be registered	Description
Link-Local Address	1	A link local address is automatically set using the specific prefix (information indicating to which network the machine belongs) "fe80:." and an interface identifier generated from the MAC address of the machine. Because a link local address is valid only within the same prefix, it cannot traverse the router. When the machine is using IPv6, one link local address is always set.
Manual Address	0 or 1	A fixed address entered manually. To set the IP address manually, specify the prefix length or the default router address.
Stateless Address	0 to 6	A stateless address is automatically set using the machine's MAC address and the prefix (information indicating to which network the machine belongs) included in the RA (Router Advertisement) notified by the router.
Stateful Address	0 or 1	A stateful address can be obtained from a DHCP server using DHCPv6.

#### Stateless Address

The stateless address is erased when the machine is restarted (when the power is turned ON).

## Checking IP Address Settings

Before checking the network connection, see "Attention (Confirming IP Address Settings)."

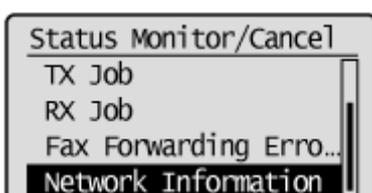
### Checking IPv4 address settings

1

Press [  ] (Status Monitor/Cancel).

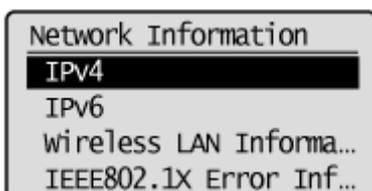
2

Select <Network Information> using [▲] or [▼], and then press [OK].



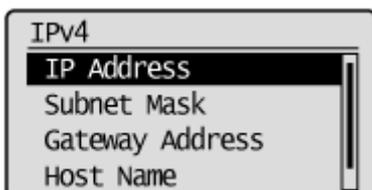
3

Select <IPv4> using [▲] or [▼], and then press [OK].



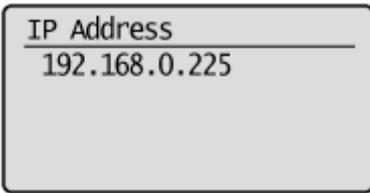
4

Select the setting to check using [▲] or [▼], and then press [OK].



5

Check the information.



## 6

Press [  ] (Status Monitor/Cancel) to close the screen.

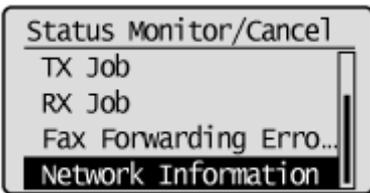
### Checking IPv6 address settings

## 1

Press [  ] (Status Monitor/Cancel).

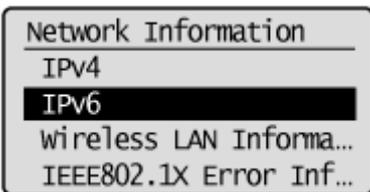
## 2

Select <Network Information> using [▲] or [▼], and then press [OK].



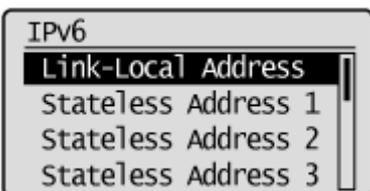
## 3

Select <IPv6> using [▲] or [▼], and then press [OK].



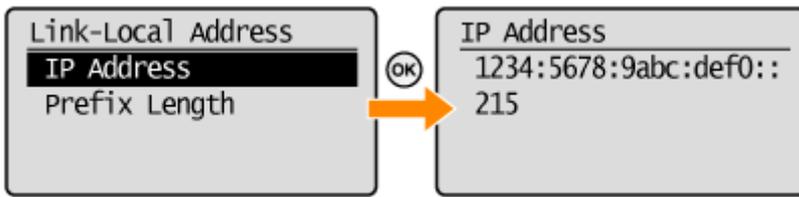
## 4

Select the setting to check using [▲] or [▼], and then press [OK].



## 5

**Check the information.**



**6**

Press [ ● ] (Status Monitor/Cancel) to close the screen.

## Attention (Confirming IP Address Settings)

---

### NOTE

#### **When the machine is not connected to the network properly**

The IP address does not appear.

#### **When specifying a delay before establishing the network connection**

The IP address, subnet mask, and gateway address appear after a specified length of time has elapsed.

➤ ["Specifying a Delay Before Establishing the Network Connection"](#)

#### **When the machine is connected to a switching hub**

The machine may not be able to connect to a network if your network settings are configured correctly. When this occurs, set a delay before establishing the network connection.

➤ ["Specifying a Delay Before Establishing the Network Connection"](#)

## Checking the Network Connection

Before checking the network connection, see "Attention (Checking the Network Connection)."

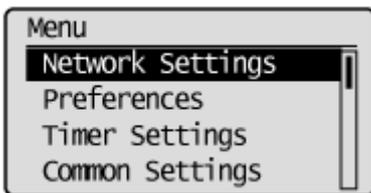
Make sure that the network settings are correctly specified.

1

Press [  ] (Menu).

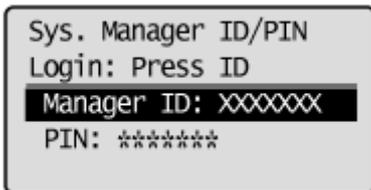
2

Select <Network Settings> using [▲] or [▼], and then press [OK].



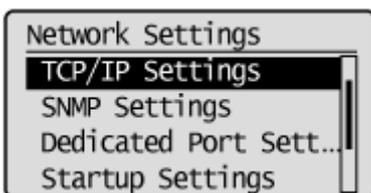
**When the system manager ID and system manager PIN are specified**

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



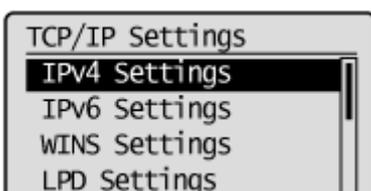
3

Select <TCP/IP Settings> using [▲] or [▼], and then press [OK].



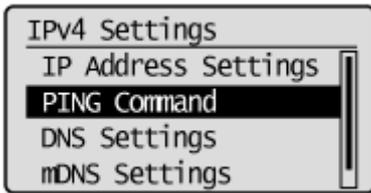
4

Select <IPv4 Settings> using [▲] or [▼], and then press [OK].



## 5

Select <PING Command> using [**▲**] or [**▼**], and then press [**OK**].

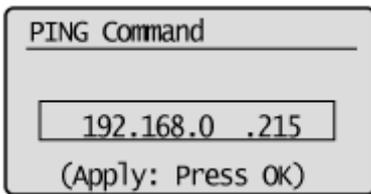


## 6

Enter an arbitrary IPv4 address existing on the network.

### ↳ "Entering Text"

After it has been entered, press [OK].



## 7

Check the response.

### When the network connection is confirmed

<Received response from host.> is displayed.

### When the network connection is not confirmed

<No response from host.> is displayed. Recheck your network settings.

## 8

Press [  ] (Menu) to close the menu screen.

## Attention (Checking the Network Connection)

---

### IMPORTANT

#### **When the network startup time is set**

After the machine is turned ON, wait until the time specified in. <Startup Settings> has elapsed to execute a ping command.

- ["Specifying a Delay Before Establishing the Network Connection"](#)

#### **When the machine is connected to a switching hub**

The machine may not be able to connect to a network if your network settings are configured correctly. When this occurs, set a longer startup time.

- ["Specifying a Delay Before Establishing the Network Connection"](#)

## Setting Up Your Computer to Print and Send Faxes (Windows Only)

This section describes how to set up a computer to print and send faxes.

### Operating Environment

Supported operating systems, computers, and protocols include the following.

- **Operating system**
  - Windows XP
  - Windows Vista
  - Windows 7
  - Windows 8
  - Windows Server 2003
  - Windows Server 2008
  - Windows Server 2012
- **Computer**
  - Windows / IBM PC compatibles
- **Protocol**
  - TCP/IP

#### NOTE

##### **To print or send faxes from your computer**

You need to configure the following settings. We recommend that these settings be performed by the network administrator.

- ["Selecting the Connection Method \(LPD/RAW/WSD\)"](#)
- ["Configuring Printer Settings on Your Computer"](#)
- ["Setting Up Printer Sharing"](#)

# Selecting the Connection Method (LPD/RAW/WSD)

Select one of the following printing methods over a TCP/IP network.

- LPD
- RAW
- WSD

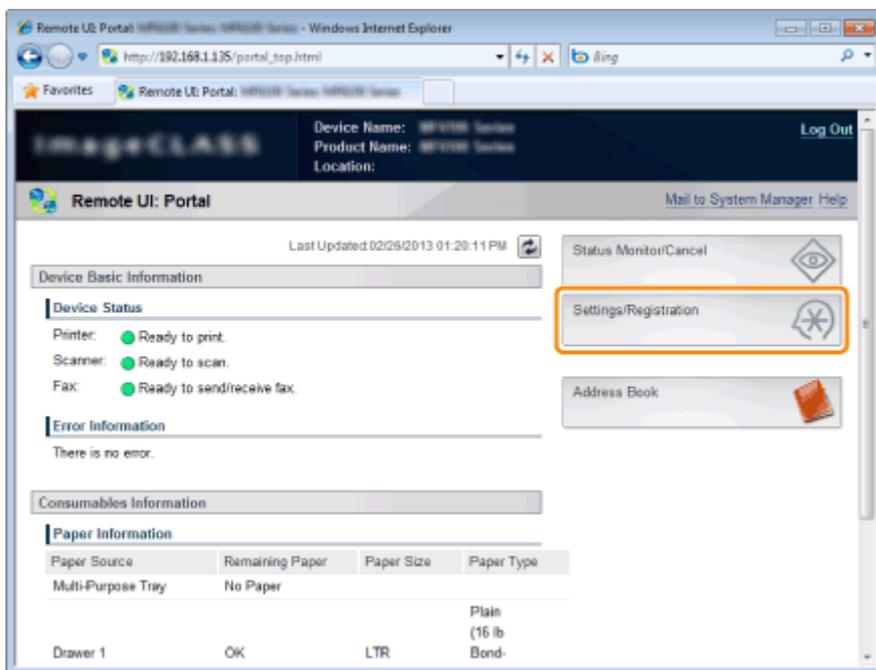
## 1

**Start the Remote UI and log on in system manager mode.**

❖ "Starting the Remote UI"

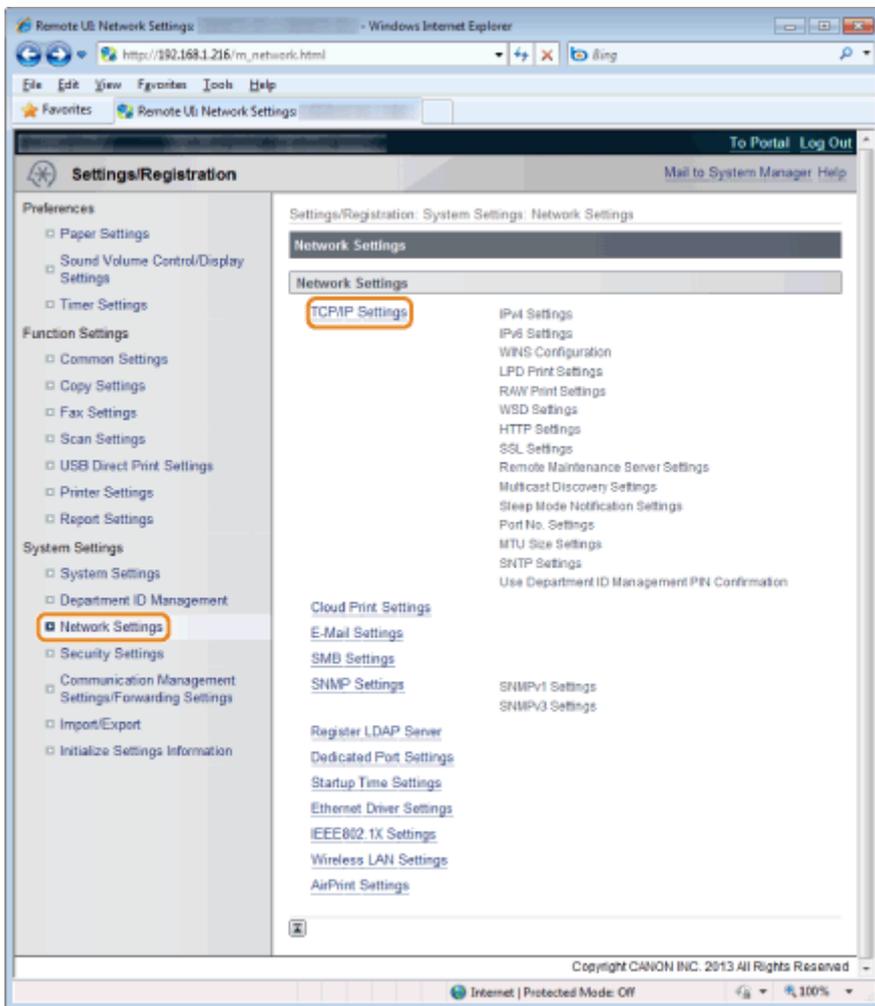
## 2

**Click [Settings/Registration].**



## 3

**Click [Network Settings] -> [TCP/IP Settings].**



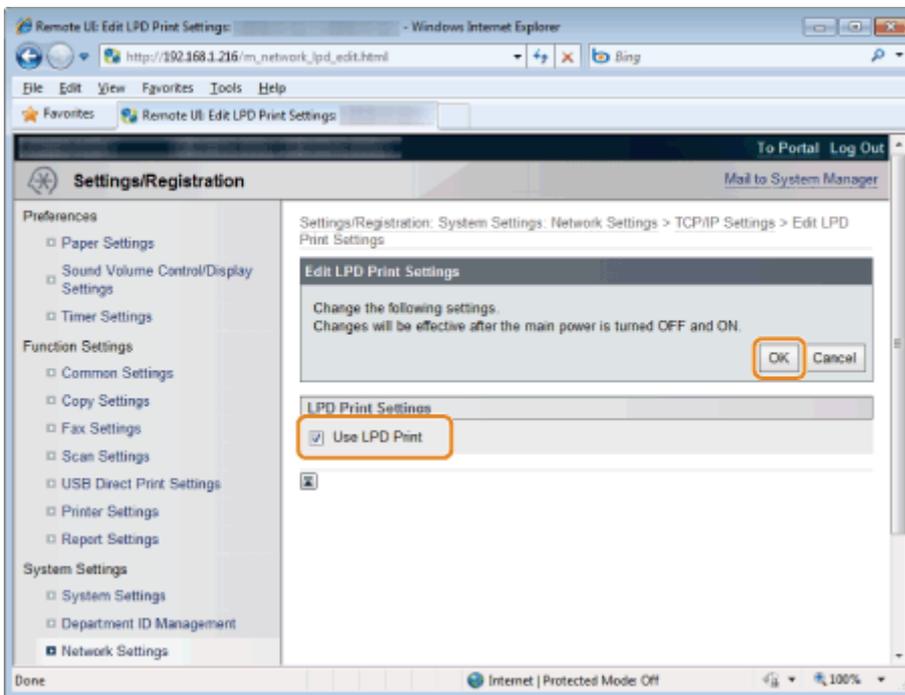
## 4

### Configure the protocol settings.

- ❖ To set up LPD printing
- ❖ To set up RAW printing
- ❖ To set up WSD Printing

#### To set up LPD printing

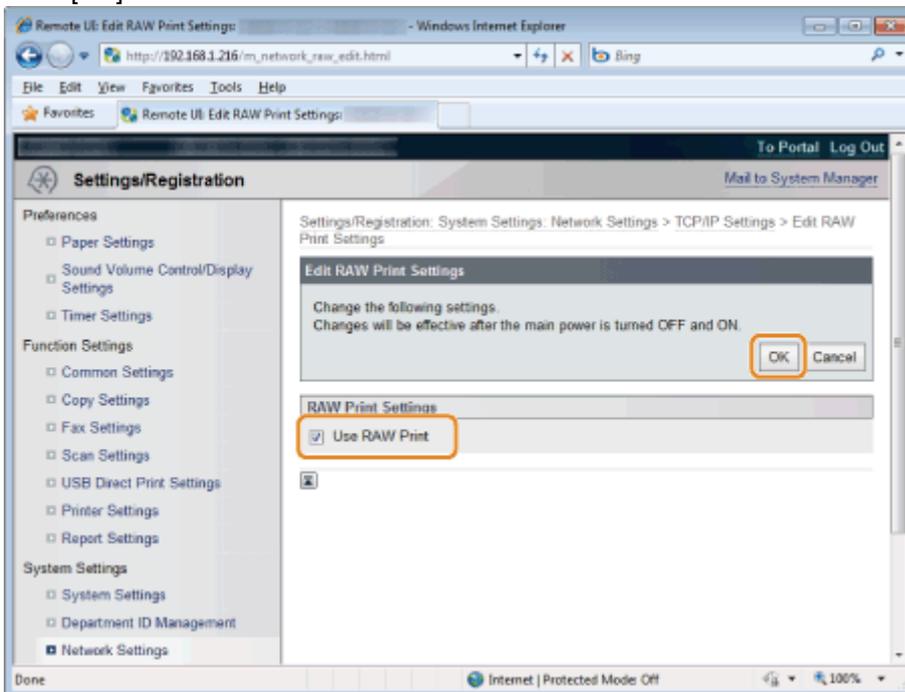
- (1) Click [Edit] in [LPD Print Settings].
- (2)
  - **When using LPD printing**  
Select the [Use LPD Print] check box.
  - **When not using LPD printing**  
Clear the [Use LPD Print] check box.
- (3) Click [OK].



(4) Proceed to Step 5 .

### To set up RAW printing

- (1) Click [Edit] in [RAW Print Settings].
- (2)
  - **When using RAW printing**  
Select the [Use RAW Print] check box.
  - **When not using RAW printing**  
Clear the [Use RAW Print] check box.
- (3) Click [OK].



(4) Proceed to Step 5 .

### To set up WSD Printing

- (1) Click [Edit] in [WSD Settings].
- (2)
  - **When Use WSD Printing**  
Select the [Use WSD Printing] check box.
  - **When Not Using WSD Printing**

Clear the [Use WSD Printing] check box.

(3) Select the [Use WSD Browsing] check box to obtain information about the machine using the WSD port. (Once the [Use WSD Printing] check box is selected, it cannot be cleared.)

(4) **When Use WSD Scanning**

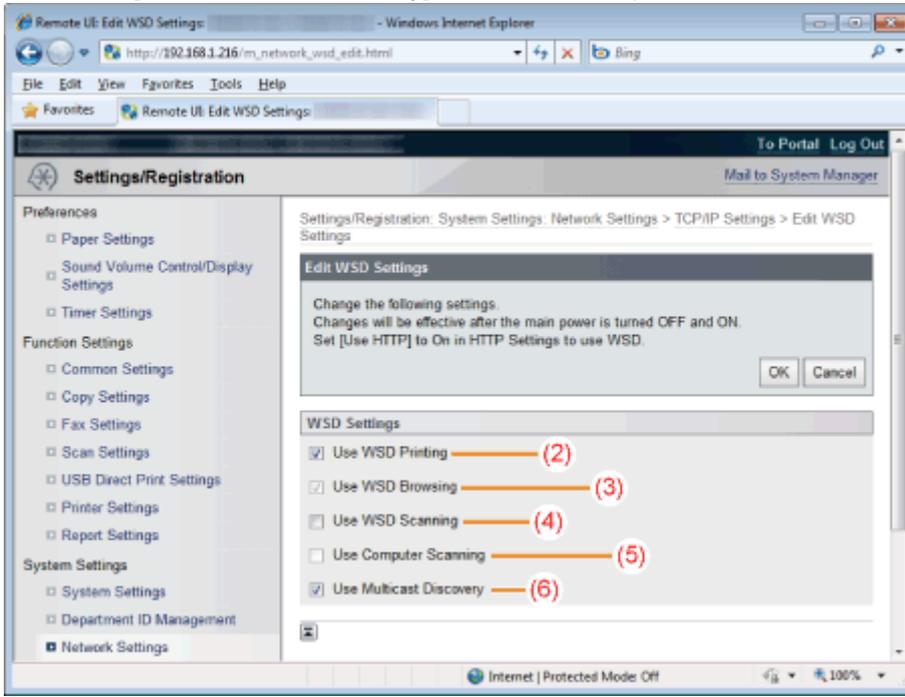
Select the [Use WSD Scanning] check box.

**When Not Using WSD Scanning**

Clear the [Use WSD Scanning] check box.

(5) Select the [Use Computer Scanning] check box to use a computer scanner. (Once the [Use WSD Scanning] check box is selected, it cannot be cleared.)

(6) Select the [Use Multicast Discovery] check box to respond to a multicast search request.



(7) Click [OK].

(8) Proceed to Step 5 .

## 5

### Restart the machine.

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

# Configuring Printer Settings on Your Computer

Before changing the computer settings, see "Attention (Configuring Printer Settings on Your Computer)."

## To connect to a TCP/IP Network

All computers connected to the machine need to have a TCP/IP client software installed to connect a TCP/IP network. For more information, see the manual of the operating system.

## To install the printer driver and connect to the machine

You need to have the printer driver installed on your computer and connect your computer to the machine. The connection method varies, depending on your choice of protocol. Refer to the information below to choose the protocol and configure printer settings on your computer.

LPD	A protocol generally used over TCP/IP.
RAW	A protocol used on Windows XP / Vista / 7 / 8 / Server 2003 / Server 2008 / Server 2012. It can print faster than LPD.

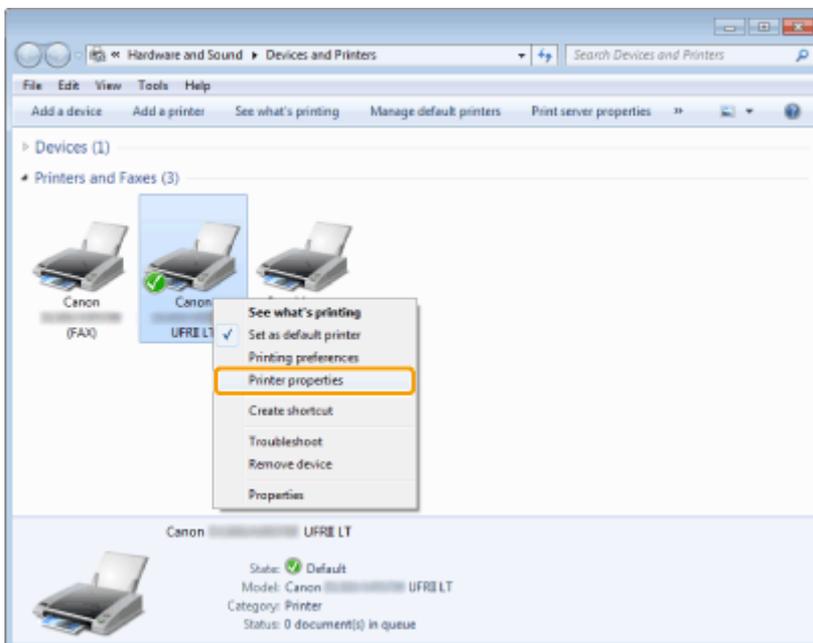
## 1

Open the printer folder.

➤ "Basic Windows Operations"

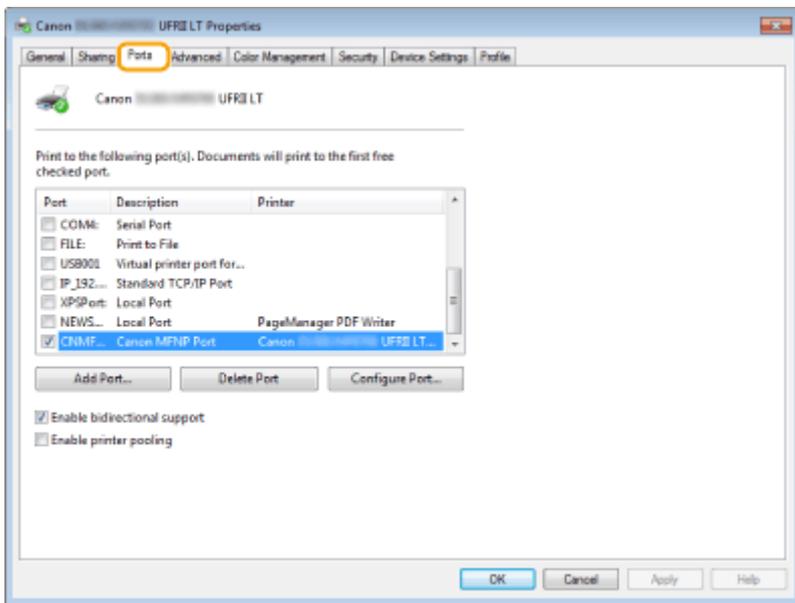
## 2

Right-click the icon for the machine and select [Printer properties] (or [Properties]).



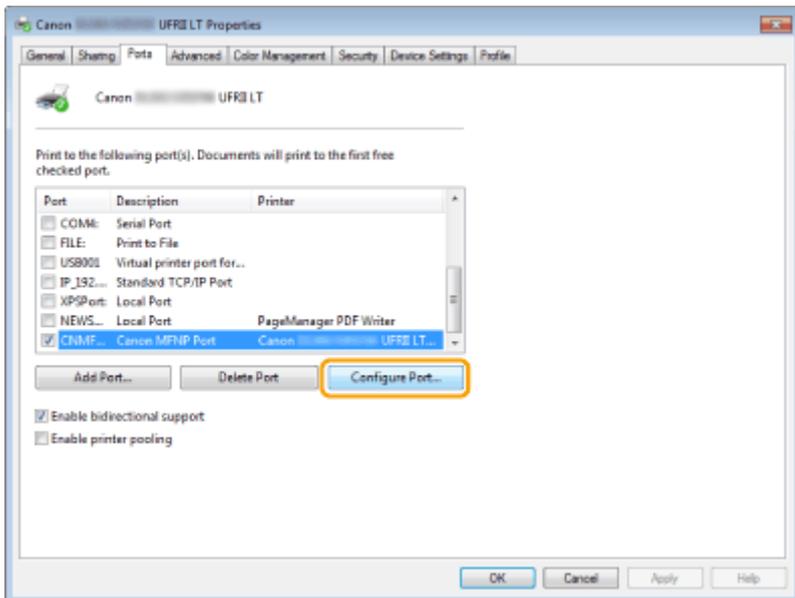
## 3

Click the [Ports] tab.



4

Click [Configure Port].



5

Specify the settings for the LPR or RAW protocol.

- (1) Select [LPR] or [RAW] under [Protocol Type].
- (2) Change [Port Number] to use a different port number.



**6**

**Click [OK].**

**7**

**Click [Close].**

---

## Attention (Configuring Printer Settings on Your Computer)

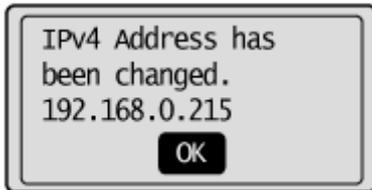
### NOTE

#### **The screen to be displayed**

It may vary slightly, depending on the version of your operating system, as well as the type and version of the scanner driver.

#### **To restart the machine when <Auto Obtain> is set to <On> for the IP address settings**

The IP Address may change with displaying the following screen. When this occurs, configure printer settings on your computer using this option. Otherwise, you may not be able to print to the machine from it.



## Setting the Machine to Be Able To Send Scanned Documents

The machine can send scanned documents to e-mail destinations specified on the operation panel, and/or to file servers. The Send Setup Utility helps you configure e-mail send settings required to send scanned documents to e-mail destinations and/or to a shared folder, using the Send functions.

### NOTE

#### Network settings are required

- to configure settings to send scanned documents.
- ["Setting the IP Address"](#)
- We recommend that network settings and settings to send scanned documents be performed by the network administrator.

## Preparing the Send Setup Utility

Activating the Send Setting Utility	See <a href="#">"Activating the Send Setting Utility."</a>
-------------------------------------	--

## Settings for Sending to E-Mail Destinations or File Servers

To learn how to send scanned documents to e-mail destinations	See <a href="#">"Configuring E-Mail Send Settings."</a>
To learn how to specify detailed e-mail settings (pre-send POP authentication, SSL encryption, etc.)	See <a href="#">"Configuring Advanced E-mail Settings."</a>
To learn how to send and save scanned documents to a file server	See <a href="#">"How to Save to a File Server (A Shared File Server)."</a>

## Activating the Send Setting Utility

Prepare to use the Send Setting Utility.

This section describes how to activate the Send Setting Utility.

You can use one of the following activation methods.

- [Activating via the \[Send Setup Tool\]](#)
- [Activating from a Web browser](#)

### IMPORTANT

#### **Before using the Send Setting Utility**

Check the IP address of the machine.

- ["Checking IP Address Settings"](#)

Ask your network administrator when you are not sure of the IP address of the machine.

## System Requirements

### Windows

#### Operating System

- Windows XP
- Windows Vista
- Windows 7
- Windows 8

#### Web browser

- Microsoft Internet Explorer 7.0 or later

## Activating via the [Send Setup Tool]

Activate the Send Setup Utility using the Send Setup Tool provided on the User Software and Manuals DVD-ROM.

### The Send Setup Tool

The Send Setup Tool supports the following system environments.

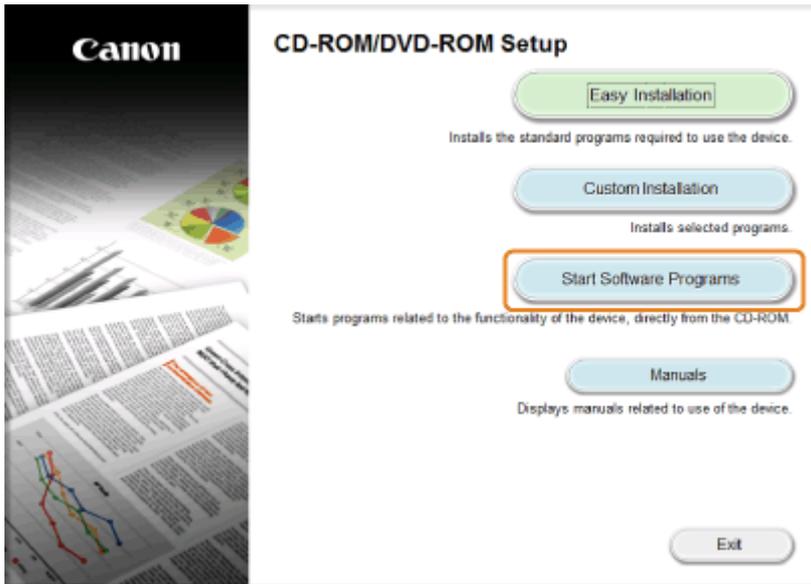
- Operating system
  - Windows XP
  - Windows Vista
  - Windows 7
  - Windows 8
  - Windows Server 2003
  - Windows Server 2008
  - Windows Server 2012
- Display
  - SVGA Monitor that supports at least 256 colors
  - Screen resolution set to at least 800 x 600 pixels

# 1

**Insert the User Software and Manuals DVD-ROM into the slot on your computer.**

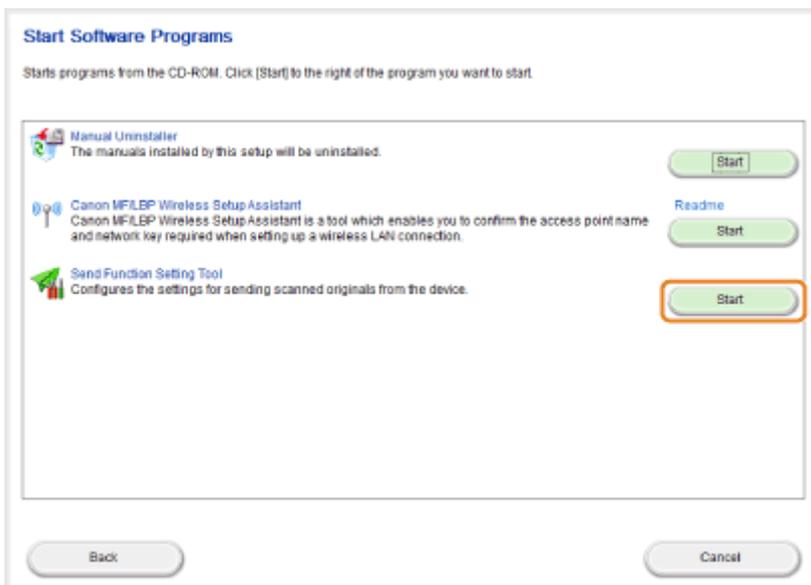
## 2

Click **[Start Software Programs]**.



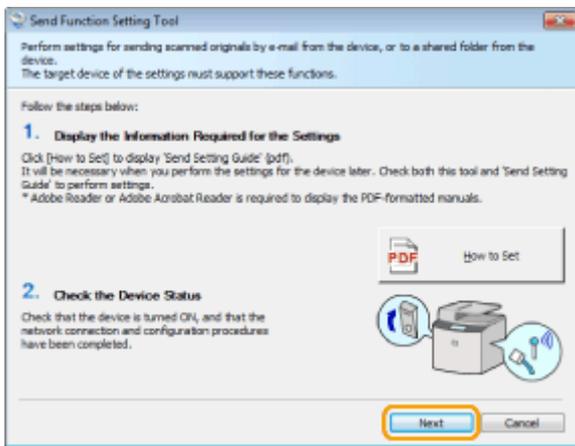
## 3

Click **[Start]** for **[Send Function Setting Tool]**.



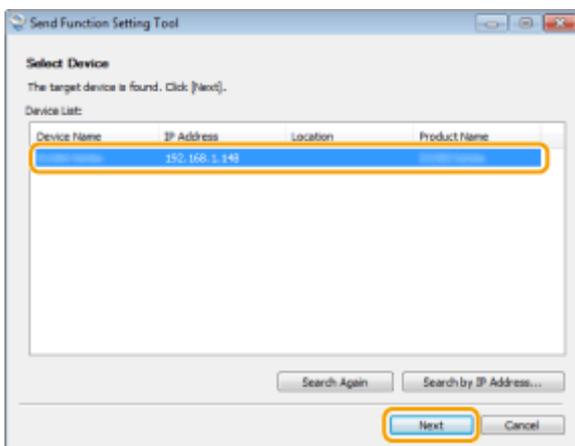
## 4

Click **[Next]**.



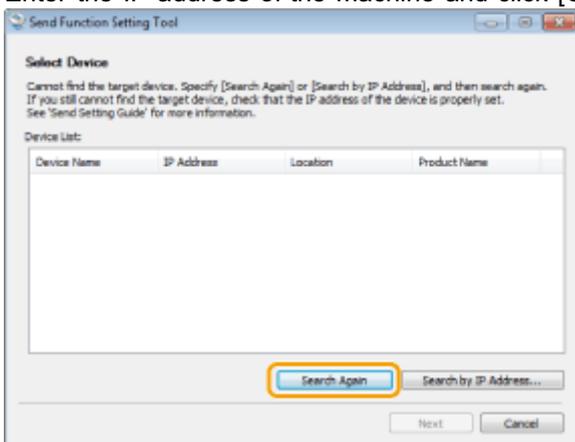
## 5

**Check that the device list is displayed on the machine and click [Next].**



**If the device list is not displayed on the machine:**

- (1) Click [Search Again] or [Search by IP Address].  
When you click [Search Again], proceed to (3).
- (2) Enter the IP address of the machine and click [OK].



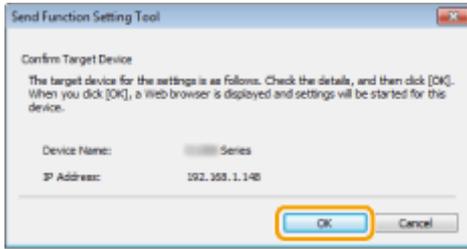
- (3) Check that the device list is displayed on the machine and click [Next].

**If multiple devices are displayed in the list:**

- (1) Select the machine from the device list and click [OK].

## 6

**Make sure the settings and then click [OK].**



## Activating from a Web browser

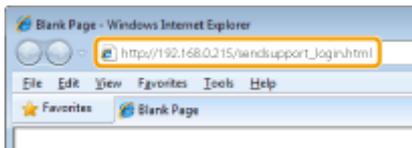
1

**Start a Web browser.**

2

**Enter "http://<IP address of the machine>/sendsupport\_login.html" in the address field, and press the [ENTER] key on the keyboard.**

Input Example: [http://192.168.0.215/sendsupport\\_login.html](http://192.168.0.215/sendsupport_login.html)



# Configuring E-Mail Send Settings

Set the e-mail send settings using the Send Function Setting Tool. The settings are registered in one-touch keys.

## NOTE

### Use the Remote UI to specify detailed settings.

By specifying settings with the Remote UI, you can specify more detailed settings than with [Send Function Setting Tool].

➤ "Configuring Advanced E-mail Settings"

### Note that the settings are registered in one-touch keys.

The settings are registered in one-touch keys. Check that there is an unregistered one-touch key before specifying the settings.

➤ "Registering and Editing One-Touch Keys"

### Check mail server settings.

The SMTP server name, whether authentication is set, and user name/password for authentication are required information.

For mail server settings, consult your provider or network administrator.

## 1

### Activate the Send Function Setting Tool.

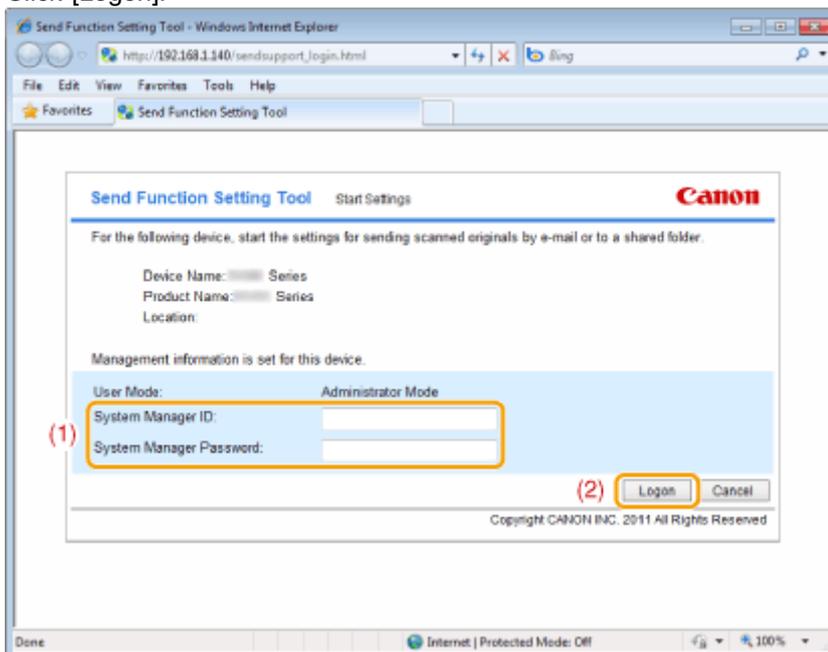
➤ "Activating the Send Setting Utility"

## 2

### Click [Start].

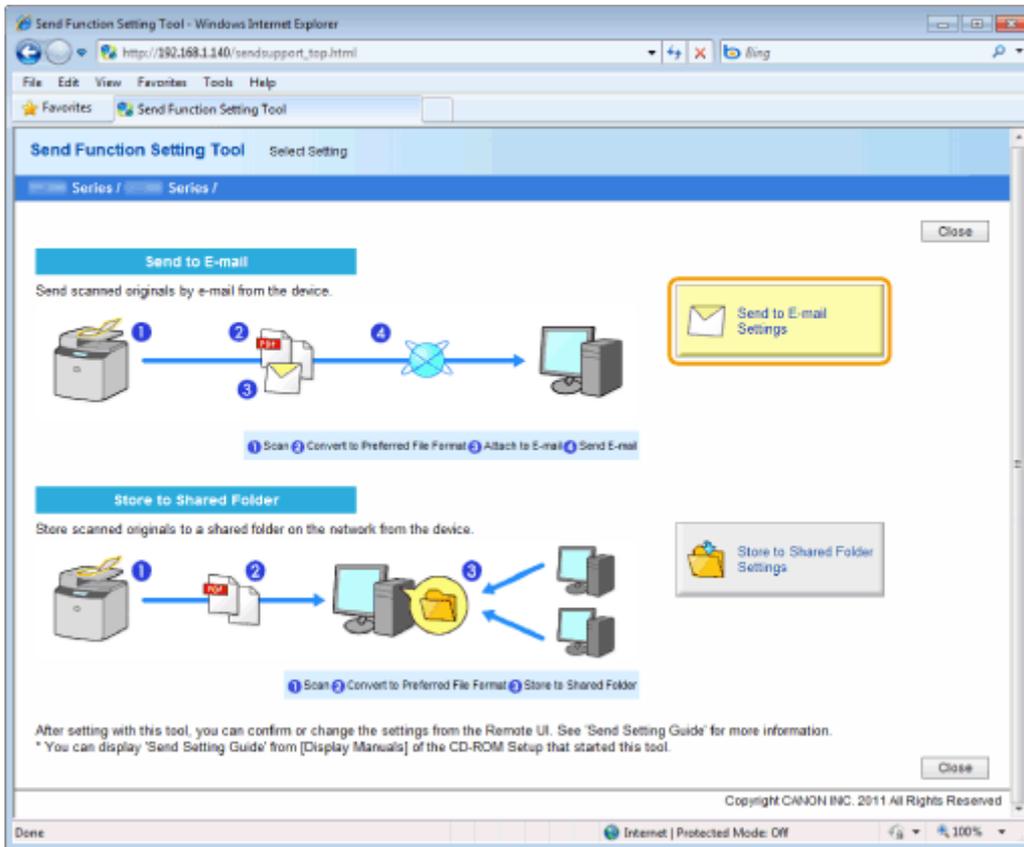
(1) Enter [System Manager ID] and [System Manager Password].

(2) Click [Logon].



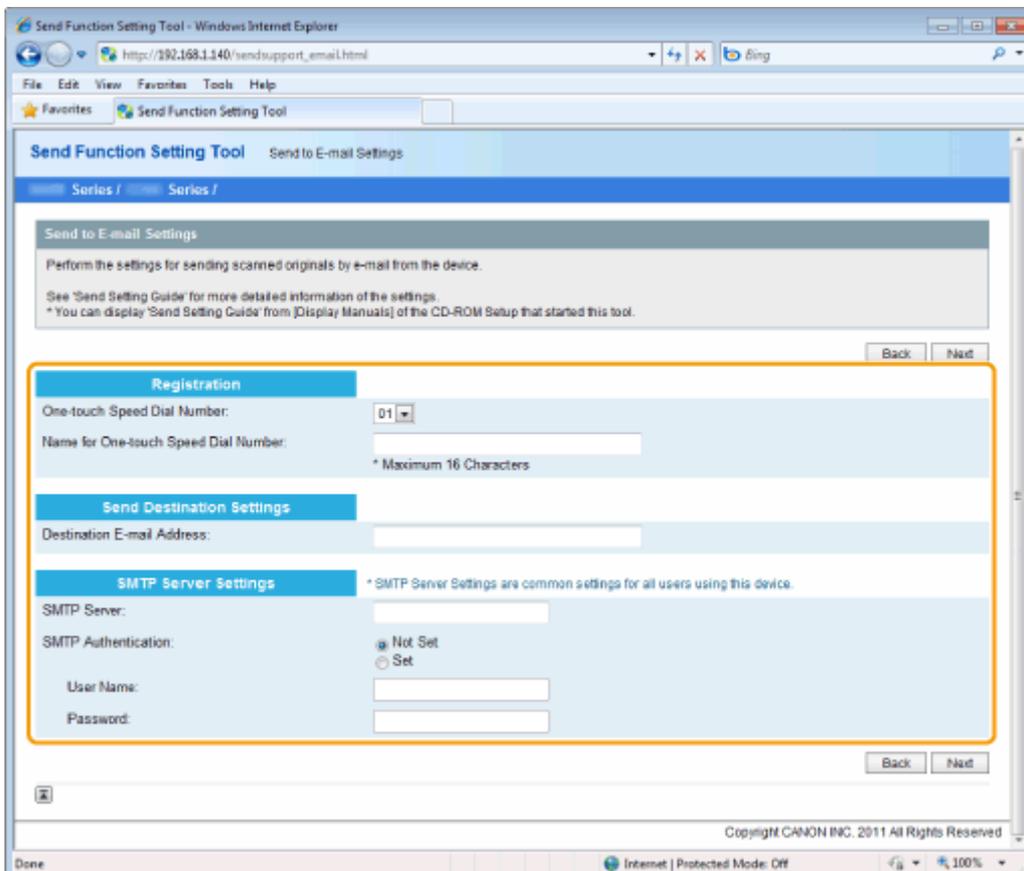
## 3

### Click [Send to E-mail Settings].



# 4

**Register the TX mail server that you use.**



[One-touch Speed

From the drop-down list, select the One-touch Speed Dial number you want to register.

Dial Number]	↑ The already registered One-touch Speed Dial does not appear.
[Name for One-touch Speed Dial Number]	Enter the registered name of the one-touch key.
[Destination E-mail Address]	Enter the e-mail address used for the machine.
[SMTP Server]	Enter the name of the SMTP server.
[SMTP Authentication]	Select the [Set] or [Not Set] check box based on the authentication settings of the SMTP server.
[User Name]	When [Set] is selected for [SMTP Authentication], enter the user name.
[Password]	When [Set] is selected for [SMTP Authentication], enter the password.

## 5

**Click [Next].**

Send Function Setting Tool - Windows Internet Explorer  
 http://192.168.1.140/sendsupport\_email.html

Send Function Setting Tool Send to E-mail Settings

Send to E-mail Settings  
 Perform the settings for sending scanned originals by e-mail from the device.  
 See 'Send Setting Guide' for more detailed information of the settings.  
 \* You can display 'Send Setting Guide' from [Display Manuals] of the CD-ROM Setup that started this tool.

Back Next

**Registration**  
 One-touch Speed Dial Number: 01  
 Name for One-touch Speed Dial Number: \* Maximum 16 Characters

**Send Destination Settings**  
 Destination E-mail Address:

**SMTP Server Settings** \* SMTP Server Settings are common settings for all users using this device.  
 SMTP Server:  
 SMTP Authentication:  Not Set  Set  
 User Name:  
 Password:

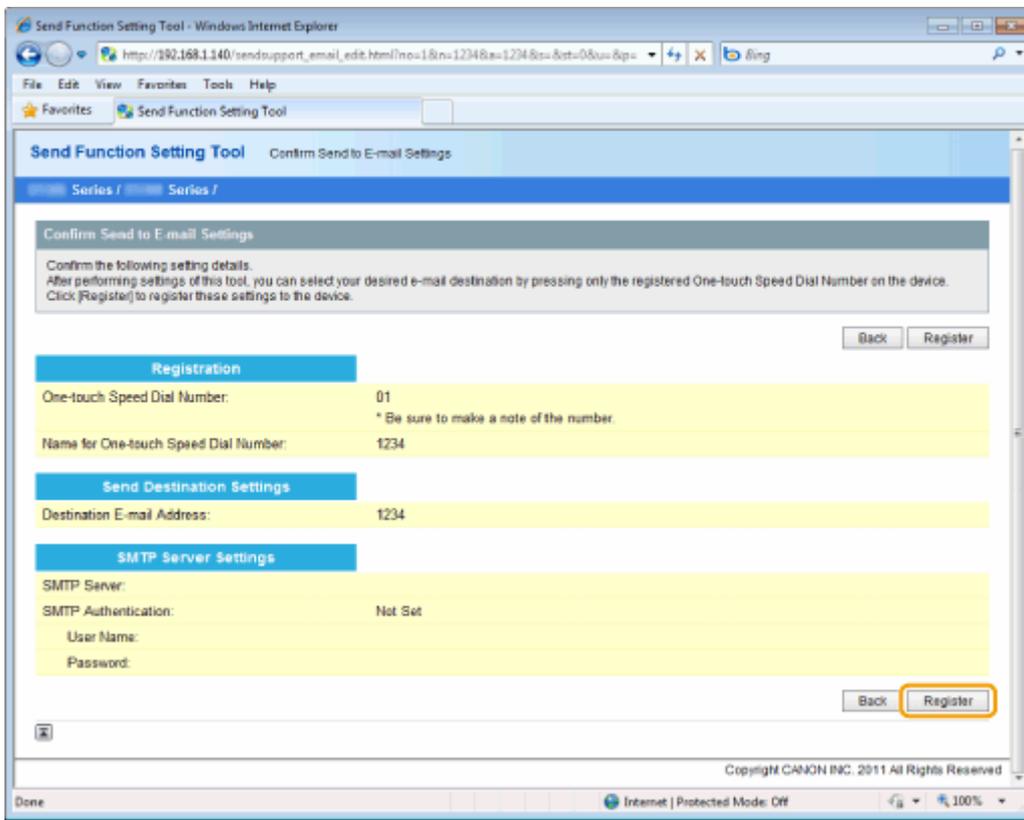
Back **Next**

Copyright CANON INC. 2011 All Rights Reserved

Done Internet | Protected Mode: Off 100%

## 6

**Make sure the settings and click [Register].**



# Configuring Advanced E-mail Settings

Use the Remote UI to configure detailed e-mail settings, such as POP before SMTP authentication and SSL encryption. For more information on the required settings, contact your Internet service provider or network administrator.

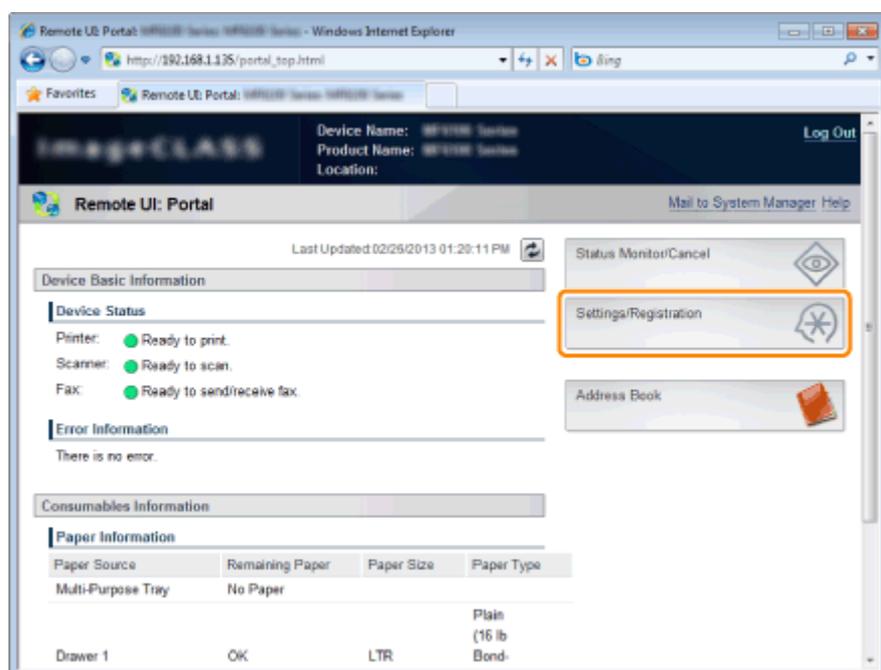
## 1

**Start the Remote UI and log on to the system manager mode.**

➤ "Starting the Remote UI"

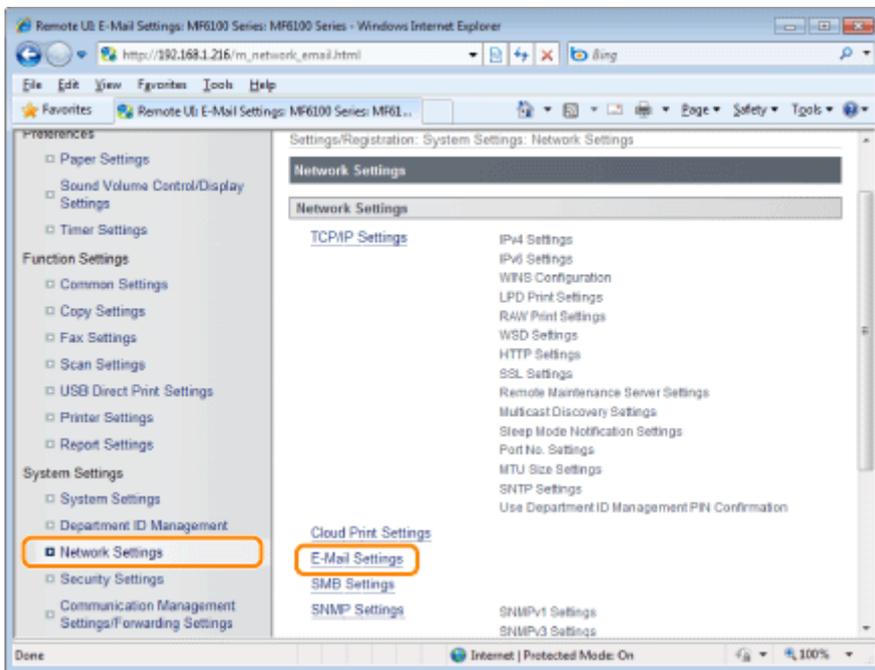
## 2

**Click [Settings/Registration].**



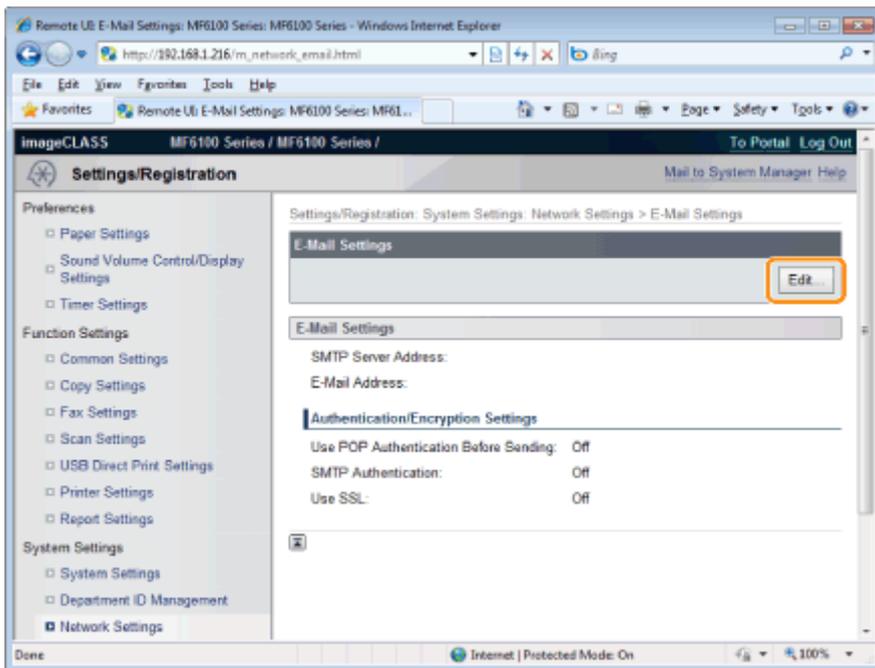
## 3

**Click [Network Settings] -> [E-Mail Settings].**



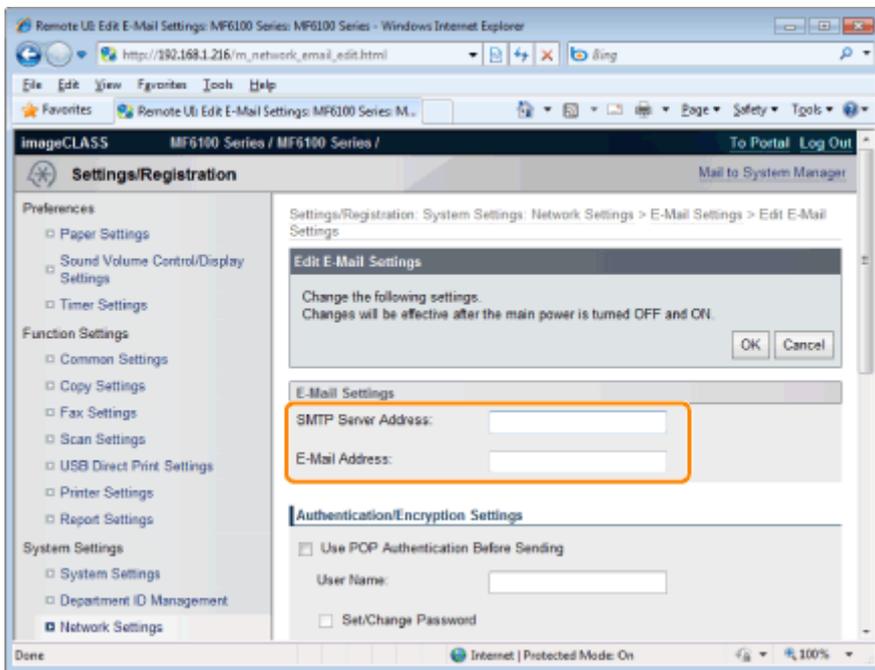
4

Click [Edit].



5

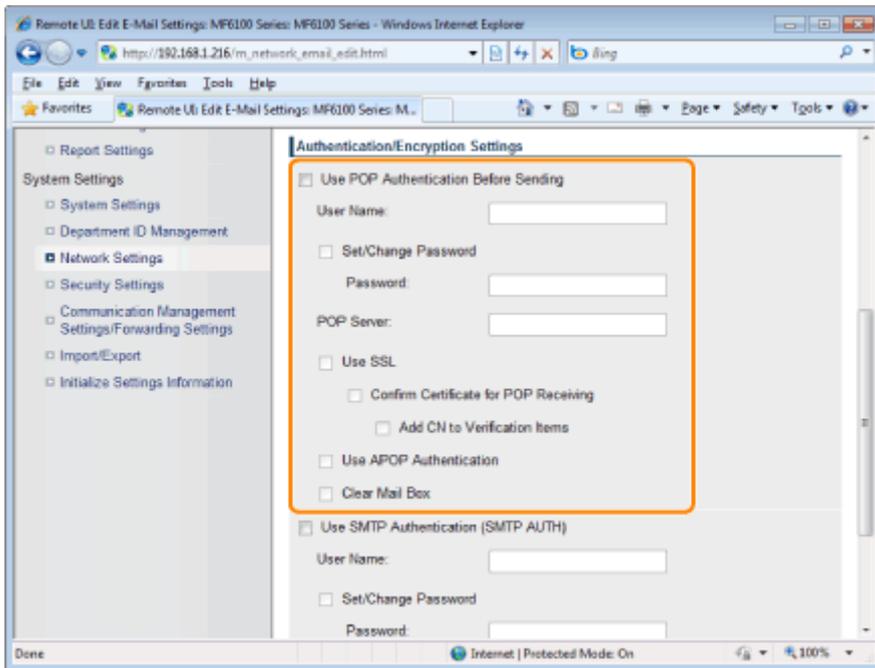
Specify the required settings as needed and click [OK].



[SMTP Server Address]	Enter up to 48 characters for the SMTP server name/address.
[E-Mail Address]	Enter up to 120 characters for the e-mail address that you want to use for the machine.

### Setting up POP before SMTP and encrypted communication with the POP server

POP before SMTP authentication prevents unauthorized users from using e-mail by performing user authentication on the POP server. Communication with the POP server can be encrypted if it supports SSL.



[Use POP Authentication Before Sending]	To enable authentication on the POP3 server, select the check box and enter up to 64 characters in the [User Name] text box.
[Set/Change Password]	To specify or change the password, enter up to 32 characters in the [Password] text box.
[POP Server]	Enter up to 48 characters for the POP3 server name/address.
[Use SSL]	Select the check box to use SSL for encrypting communication with the POP3 server. Select the check box for [Confirm Certificate for POP Receiving] or [Add CN to Verification Items] depending on your needs.

[Use APOP Authentication]	Select the check box to use APOP to encrypt the password during the authentication process.
[Clear Mail Box]	When a transmission error occurs, an error notification may be sent to the address specified in [E-mail Address]. If you do not delete these error notifications, they may eventually fill your mail box to its capacity. Select the check box if you want to automatically clear the mail box.

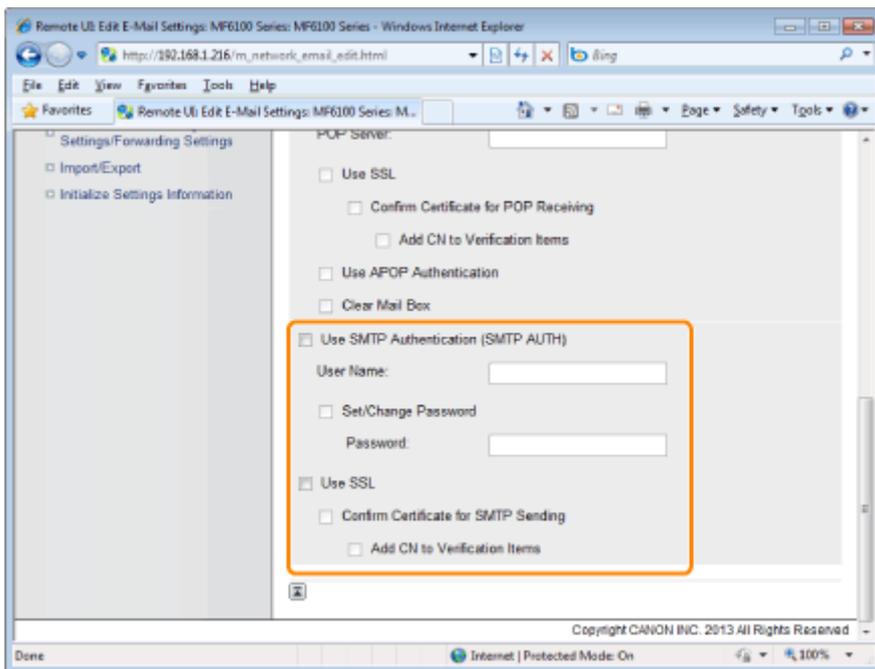
**IMPORTANT**

**If the [Clear Mail Box] check box is selected**

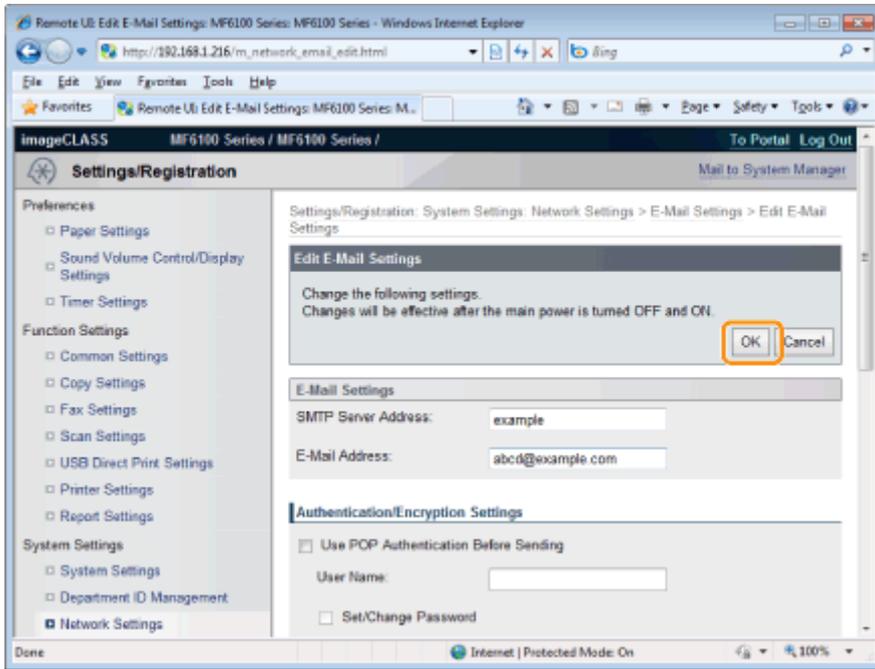
All the e-mails on the server are deleted as soon as the POP authentication is complete. If an e-mail address for everyday use is specified in [E-Mail Address], clear the check box to avoid deleting unread e-mails. When selecting this check box, use an e-mail account exclusively for the machine.

**Setting up SMTP authentication or encrypted communication with the SMTP server**

SMTP authentication (SMTP AUTH) uses a user name and password to authorize users to send e-mails. Communication with the SMTP server can be encrypted if it supports SSL.



[Use SMTP Authentication (SMTP AUTH)]	To enable authentication on the SMTP server, select the check box and enter up to 64 characters in the [User Name] text box.
[Set/Change Password]	To specify or change the password, enter up to 32 characters in the [Password] text box.
[Use SSL]	Select the check box to use SSL for encrypting communication with the SMTP server. Select the check box for [Confirm Certificate for SMTP Sending] or [Add CN to Verification Items] depending on your needs.



## 6

### Restart the machine.

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## How to Save to a File Server (A Shared File Server)

Specify how to save documents to a file server using the Send Function Setting Tool. The settings are registered in one-touch keys.

### IMPORTANT

#### If a Shared Folder Has Not Been Set

In order to send data to shared folders on the network from the machine, it is necessary to set up shared folders on the computer (file server) side where the data will be sent, not just using settings on the machine side. See the Send Setting Guide for shared folder settings.

### NOTE

#### Note that the settings are registered in one-touch keys.

The settings are registered in one-touch keys. Check that there is an unregistered one-touch key before specifying the settings.

➤ ["Registering and Editing One-Touch Keys"](#)

#### Check the following information.

The name of the computer with shared folders and the paths and folder names of shared folders are required. If access restrictions are set, the user name and password that were used are also required.

## 1

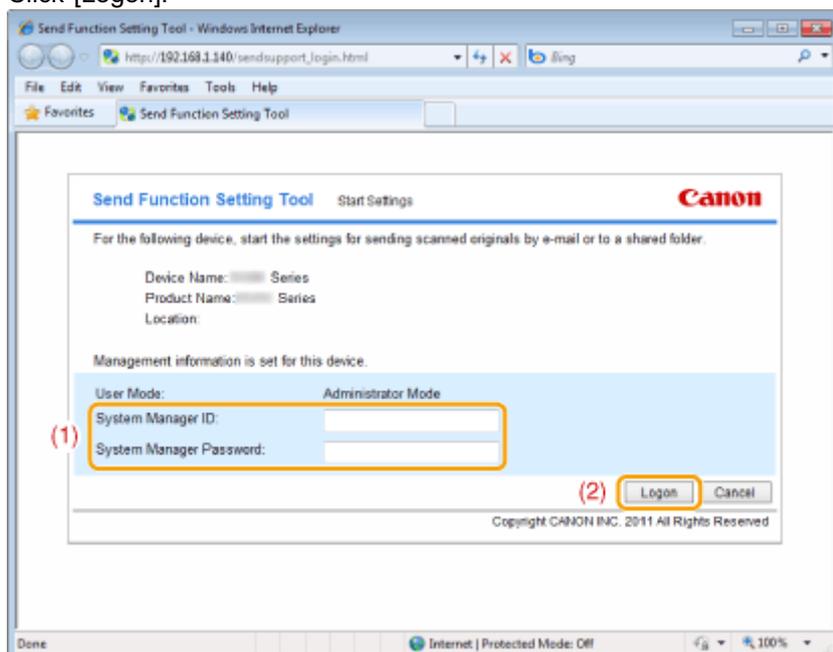
### Activate the Send Function Setting Tool.

➤ ["Activating the Send Setting Utility"](#)

## 2

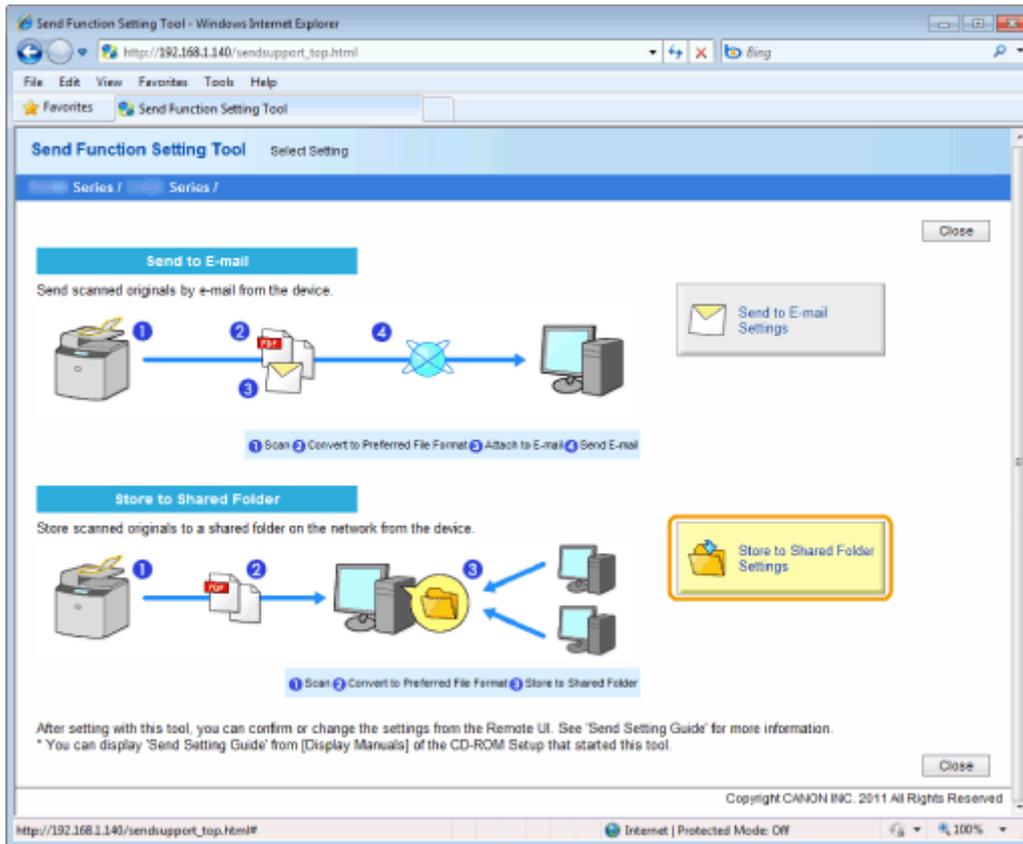
### Log on to the Send Setup Utility.

- (1) Enter [System Manager ID] and [System Manager Password].
- (2) Click [Logon].



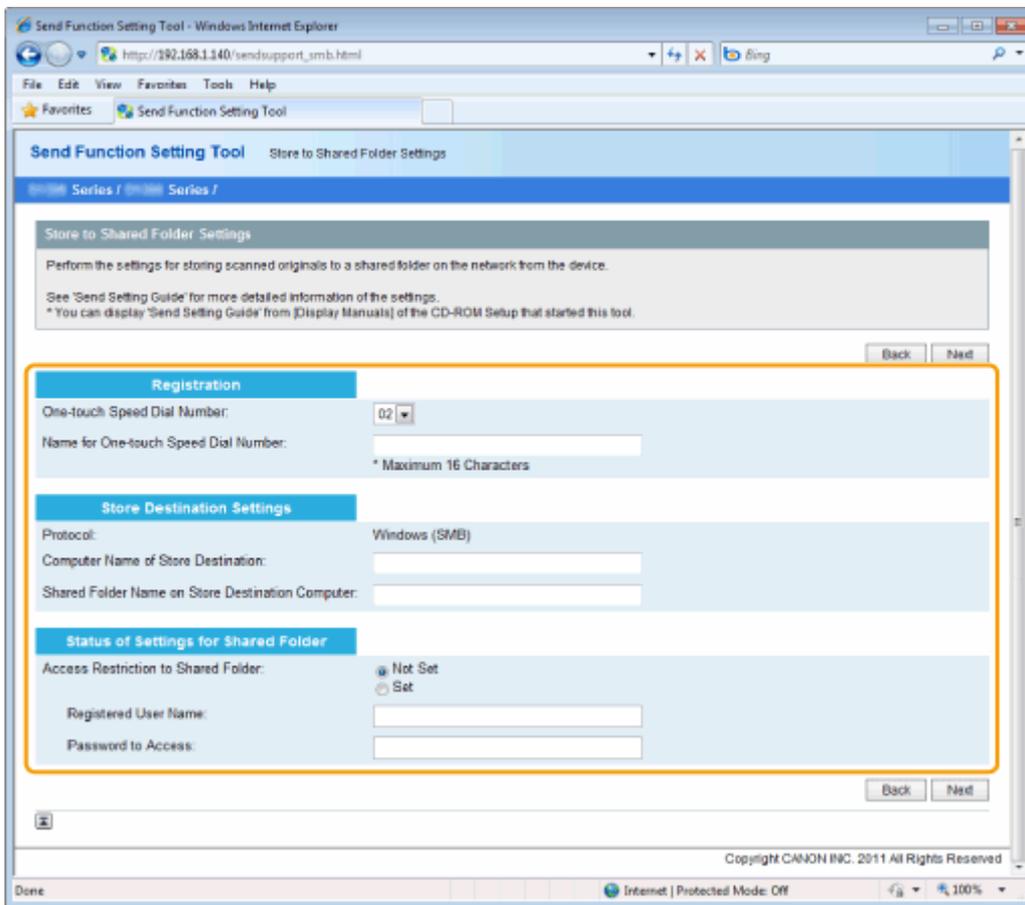
### 3

Click [Store to Shared Folder Settings].



### 4

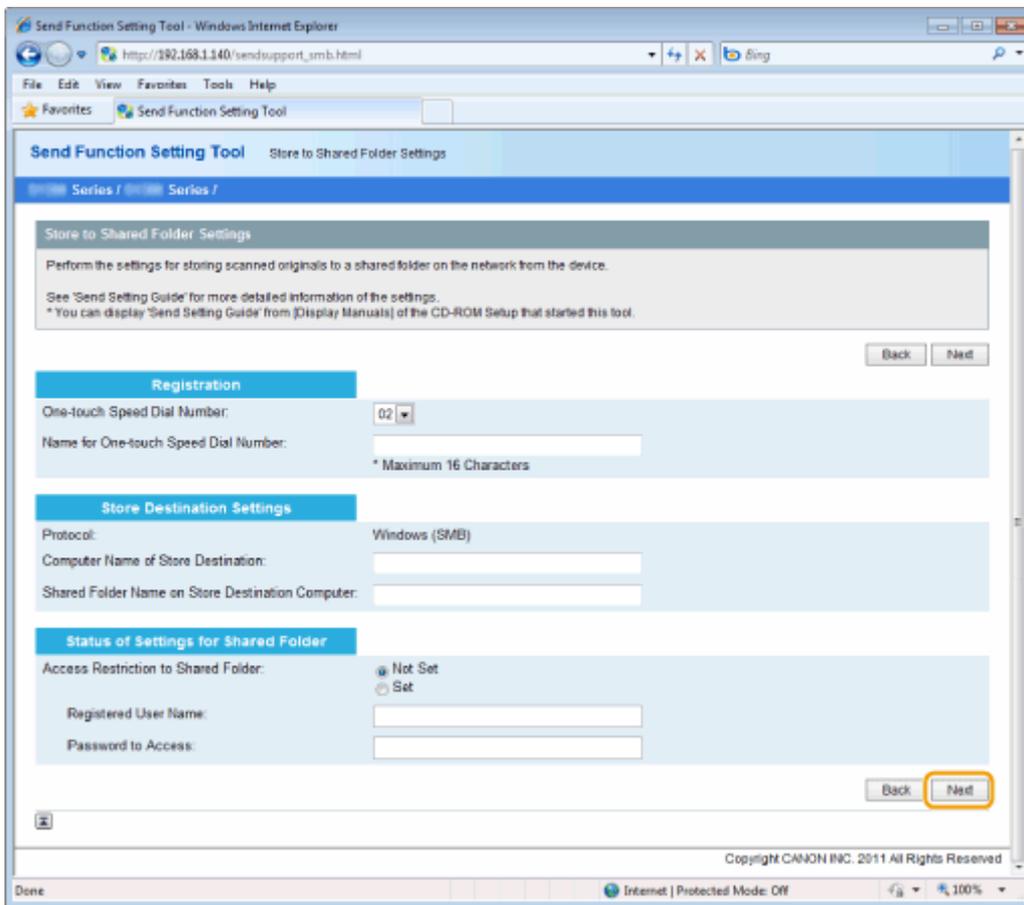
Register the file server that you use.



[One-touch Speed Dial Number]	From the drop-down list, select the One-touch Speed Dial number you want to register. ↑ The already registered One-touch Speed Dial does not appear.
[Name for One-touch Speed Dial Number]	Enter the registered name of the one-touch key.
[Computer Name of Store Destination]	Enter the name or the IP address of the computer where the shared folder is located.
[Shared Folder Name on Store Destination Computer]	Enter the shared name.
[Access Restriction to Shared Folder]	Select the [Set] or [Not Set] check box based on the access restrictions of the shared folder.
[Registered User Name]	When [Set] is selected for [Access Restriction to Shared Folder], enter the user name.
[Password to Access]	When [Set] is selected for [Access Restriction to Shared Folder], enter the password.

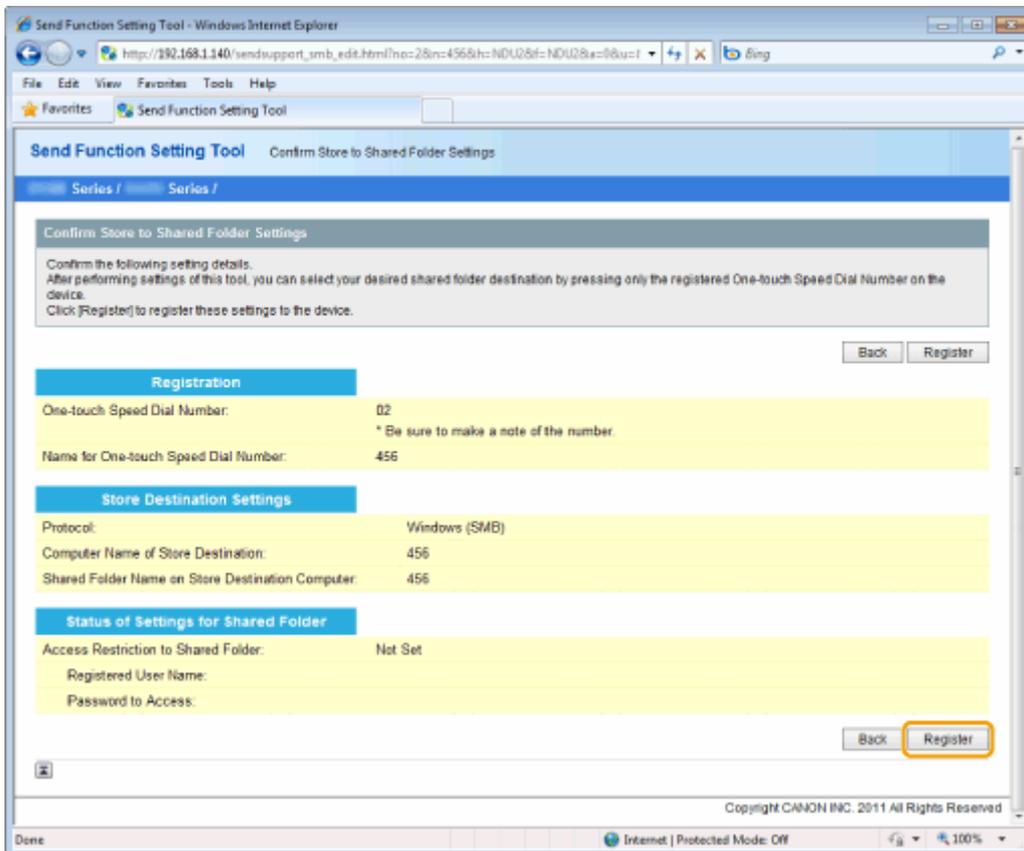
## 5

**Click [Next].**



## 6

**Make sure the settings and click [Register].**



## Additional Network Settings

Additional network settings may be required, depending on your network environment and applications that you are using.

### NOTE

#### **Various setting operations**

We recommend that network settings be performed by the network administrator.

- "Setting the Speed and Duplex"
- "Specifying a Delay Before Establishing the Network Connection"
- "Setting IPv4 DNS"
- "Setting IPv6 DNS"
- "Setting the WINS Server"
- "Setting the SMB"
- "Registering LDAP Servers "
- "Setting MTU Size"
- "Configuring SNTP"
- "Configuring SLP Communication with imageWARE"

## Setting the Speed and Duplex

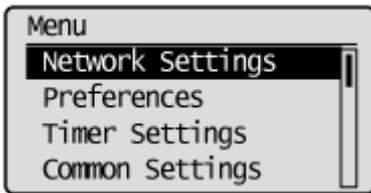
Select the communication method and Ethernet connection type.

1

Press [  ] (Menu).

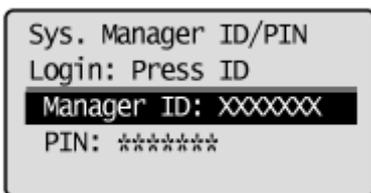
2

Select <Network Settings> using [▲] or [▼], and then press [OK].



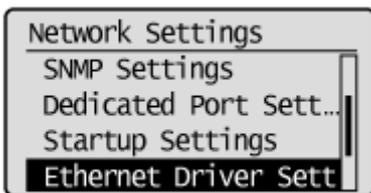
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



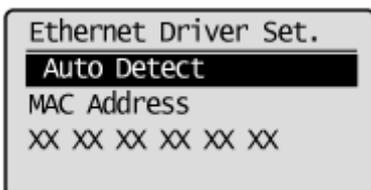
3

Select <Ethernet Driver Settings> using [▲] or [▼], and then press [OK].



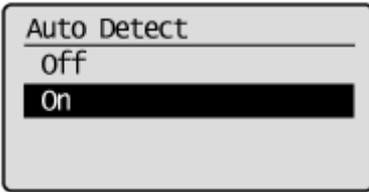
4

Select <Auto Detect> using [▲] or [▼], and then press [OK].



5

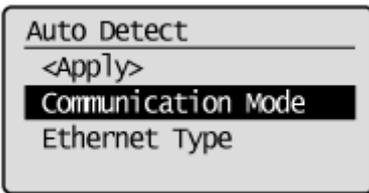
Select the auto detect using [▲] or [▼], and then press [OK].



<Off>	Select the communication mode and Ethernet type manually. Proceed to Step 6.
<On>	Select the communication mode (Half duplex/Full duplex) and Ethernet type (100Base-TX/10Base-T) automatically. Proceed to Step 11.

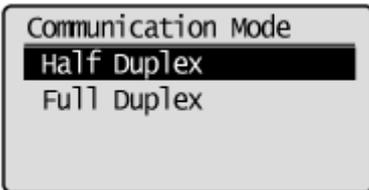
## 6

Select <Communication Mode> using [▲] or [▼], and then press [OK].



## 7

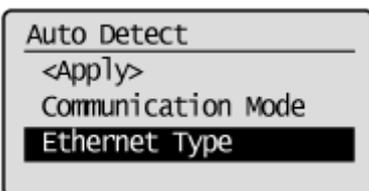
Select the communication mode using [▲] or [▼], and then press [OK].



<Half Duplex>	Send and receive data in both directions, but not at the same time.
<Full Duplex>	Send and receive data in both directions simultaneously.

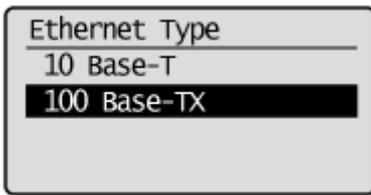
## 8

Select <Ethernet Type> using [▲] or [▼] and press [OK].



## 9

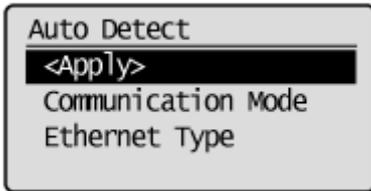
Select the Ethernet type using [▲] or [▼], and then press [OK].



<10 Base-T>	Establish 10Base-T connections.
<100 Base-TX>	Establish 100Base-TX connections.

## 10

Select **<Apply>** using [**▲**] or [**▼**], and then press [**OK**].



## 11

Press [  ] (Menu) to close the menu screen.

## 12

**Restart the machine.**

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Specifying a Delay Before Establishing the Network Connection

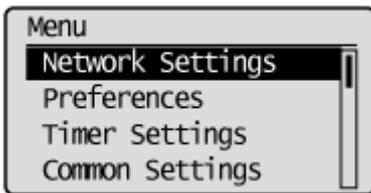
The machine may not be able to connect to a network when connected to a switching hub, if your network settings are configured correctly. An instantaneous connection between the machine and the switching hub is disallowed. When this occurs, set a longer startup time.

1

Press [  ] (Menu).

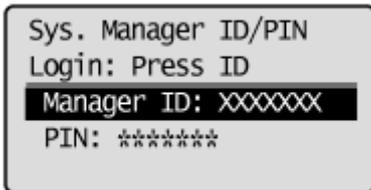
2

Select <Network Settings> using [▲] or [▼], and then press [OK].



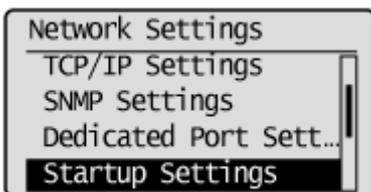
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



3

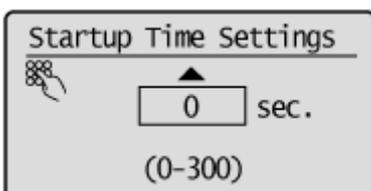
Select <Startup Settings> using [▲] or [▼], and then press [OK].



4

Select the time delay before starting network communication using [▲] or [▼], and then press [OK].

† You can also enter values using the numeric keys.



## 5

Press [  ] (Menu) to close the menu screen.

## 6

**Restart the machine.**

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

# Setting IPv4 DNS

Before specifying the DNS settings, see "Attention (DNS Settings)."

DNS (Domain Name Service) is a service used for associating a host name (a name of a computer or a printer on a TCP/IP network) with an IP address.

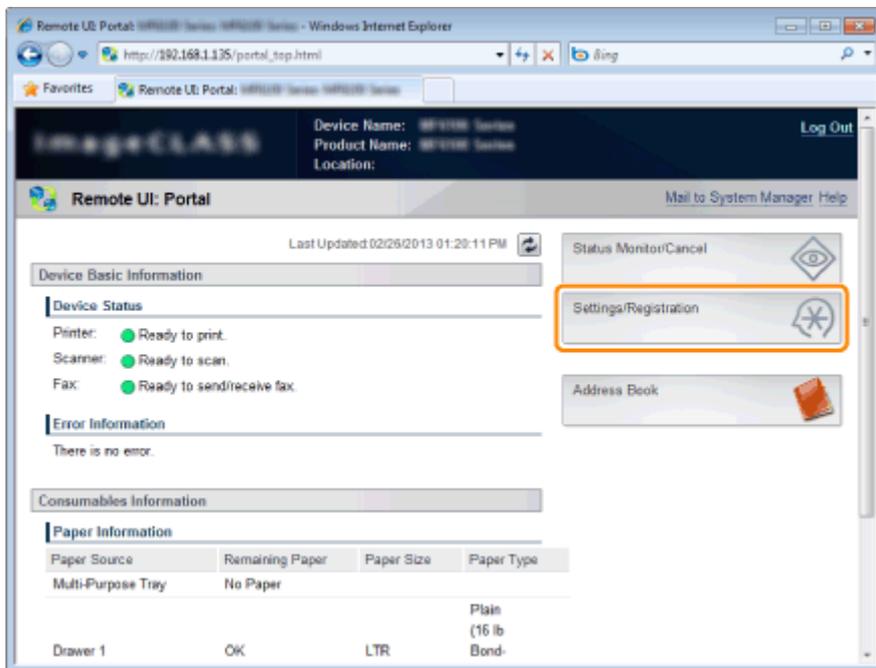
## 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

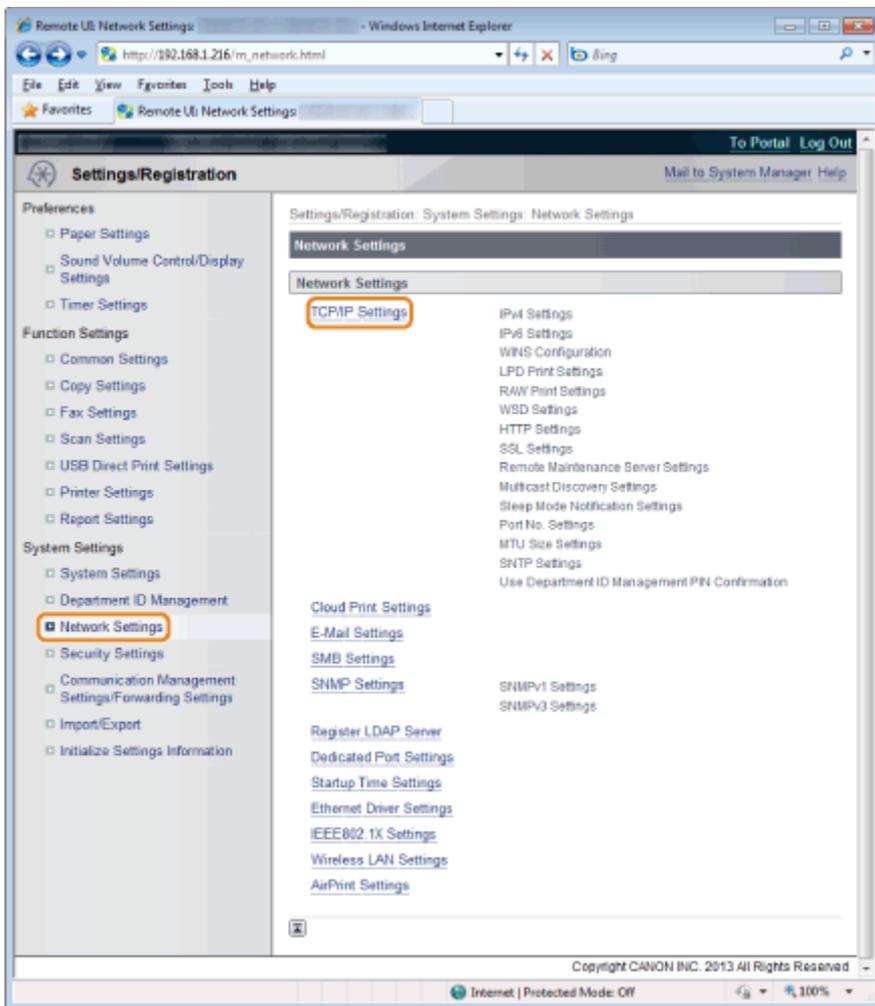
## 2

**Click [Settings/Registration].**



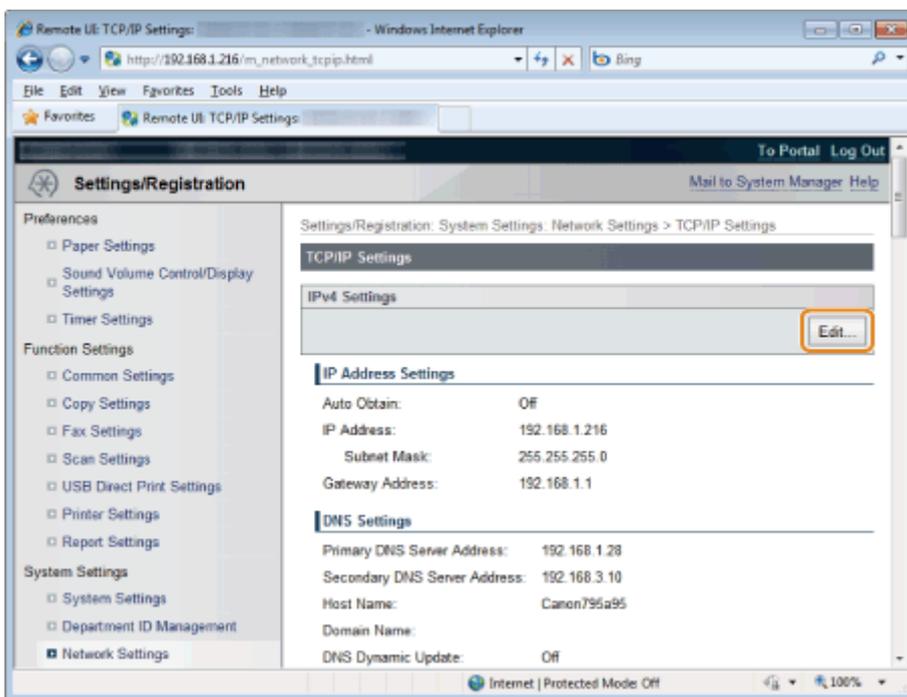
## 3

**Click [Network Settings] -> [TCP/IP Settings].**



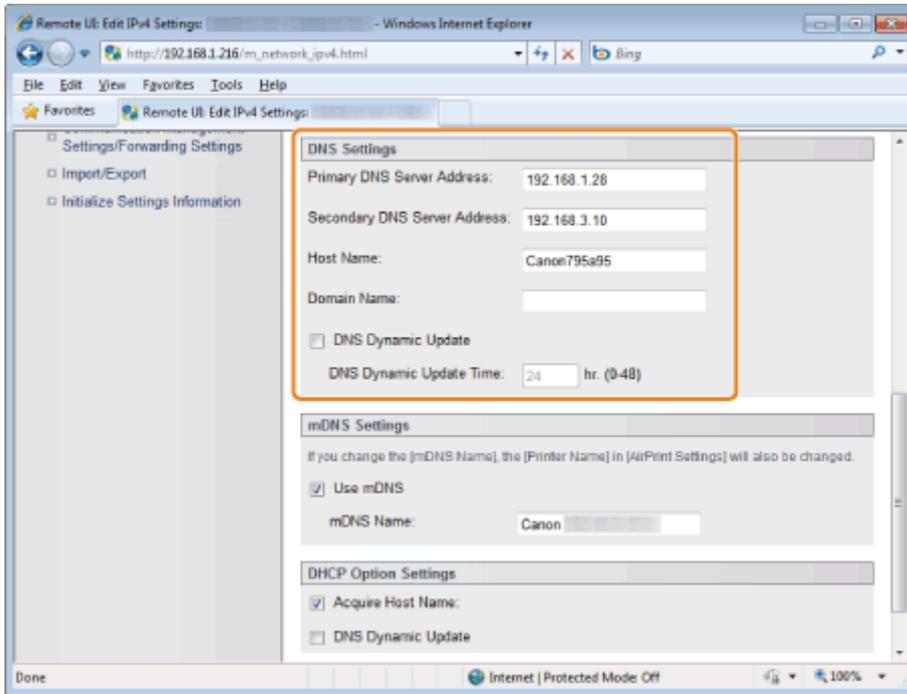
4

Click [Edit] in [IPv4 Settings].



5

Specify DNS settings.

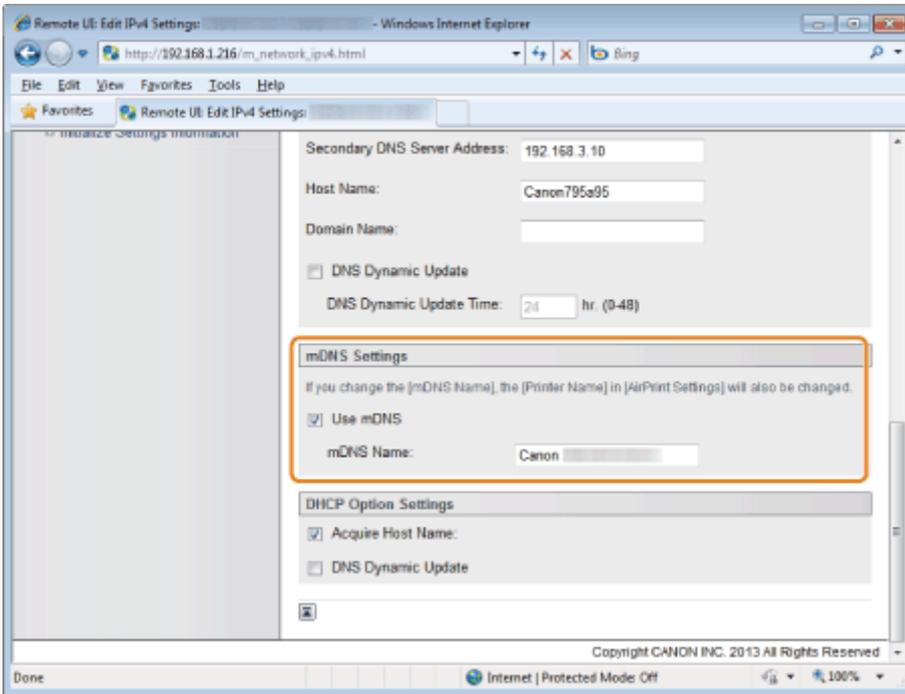


[Primary DNS Server Address]	Enter the IP address of the primary DNS server.
[Secondary DNS Server Address]	Enter the IP address of the secondary DNS server.
[Host Name]	Enter the host name to be added to the DNS server. Up to 47 characters can be entered.
[Domain Name]	Enter the name of the domain to which the machine belongs. Up to 47 characters can be entered. * For example, "example.com"
[DNS Dynamic Update]	Select this check box to use DNS Dynamic Update. Once the check box is selected, you do not need to refresh the IP address of the machine or specify [Host Name] and [Domain Name].
[DNS Dynamic Update Time]	Set the dynamic update interval (from 0 to 48 hours).

## 6

### Specify mDNS settings.

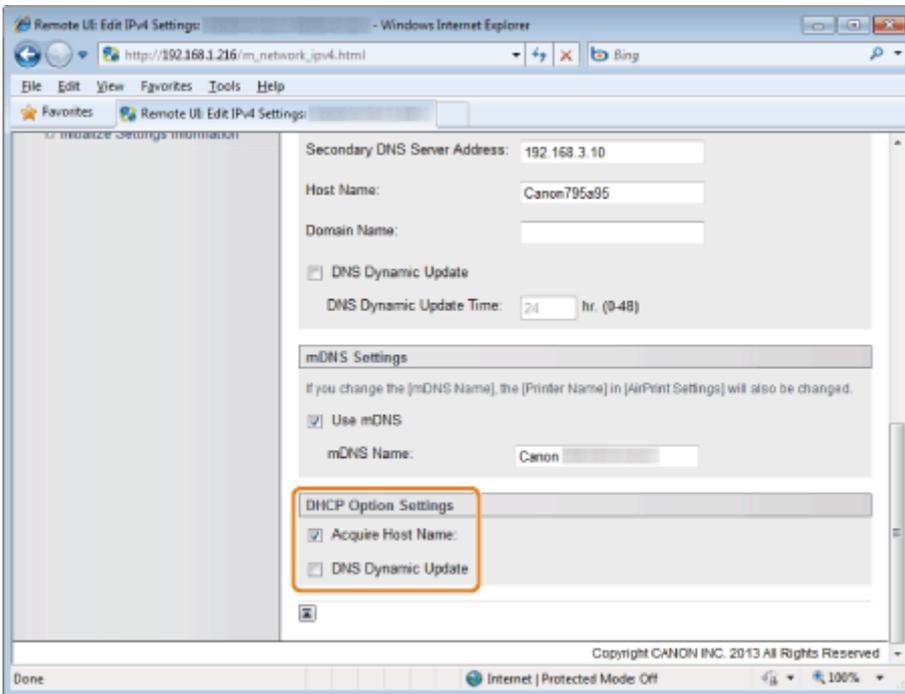
Proceed to Step 8 when not using mDNS.



[Use mDNS]	Select the check box to use the mDNS.
[mDNS Name]	Enter an mDNS name.

## 7

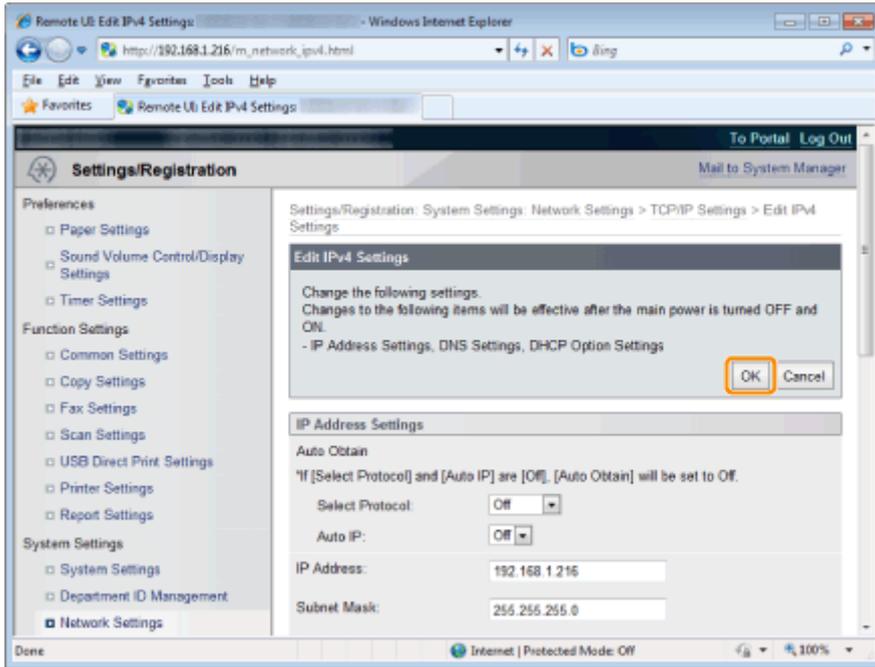
### Set DHCP option settings.



[Acquire Host Name:]	Select the check box to acquire the host name from the DHCP server.
[DNS Dynamic Update]	Select the check box to update the host name dynamically from the DHCP server.

† Restart the machine after changes have been made to the DHCP option settings.

Click [OK].



# Setting IPv6 DNS

Before specifying the DNS settings, see "Attention (DNS Settings)."

DNS (Domain Name Service) is a service used for associating a host name (a name of a computer or a printer on a TCP/IP network) with an IP address.

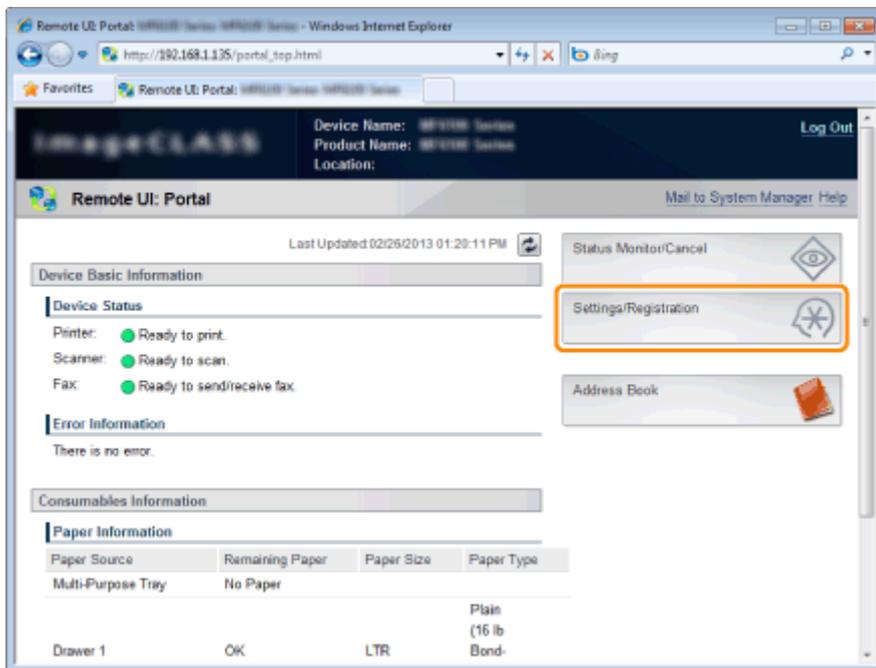
## 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

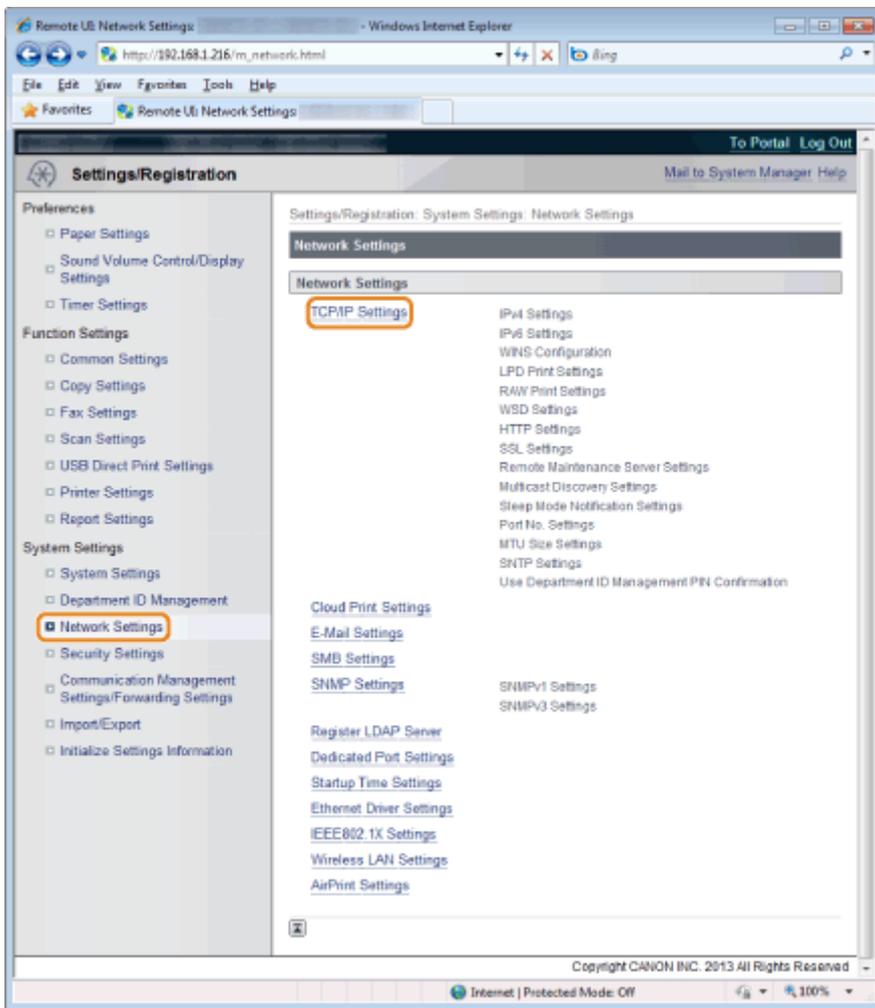
## 2

**Click [Settings/Registration].**



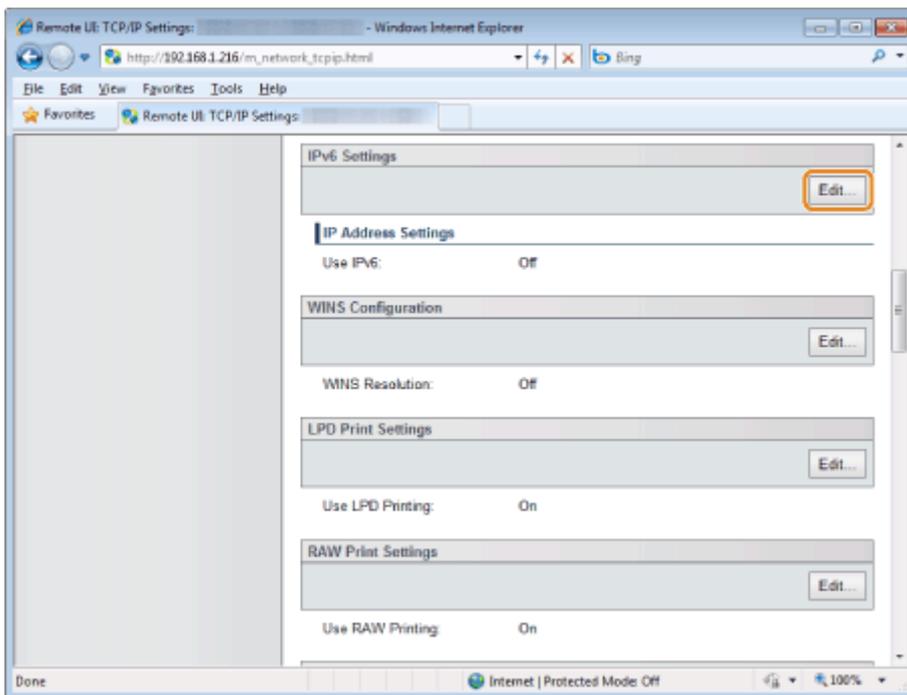
## 3

**Click [Network Settings] -> [TCP/IP Settings].**



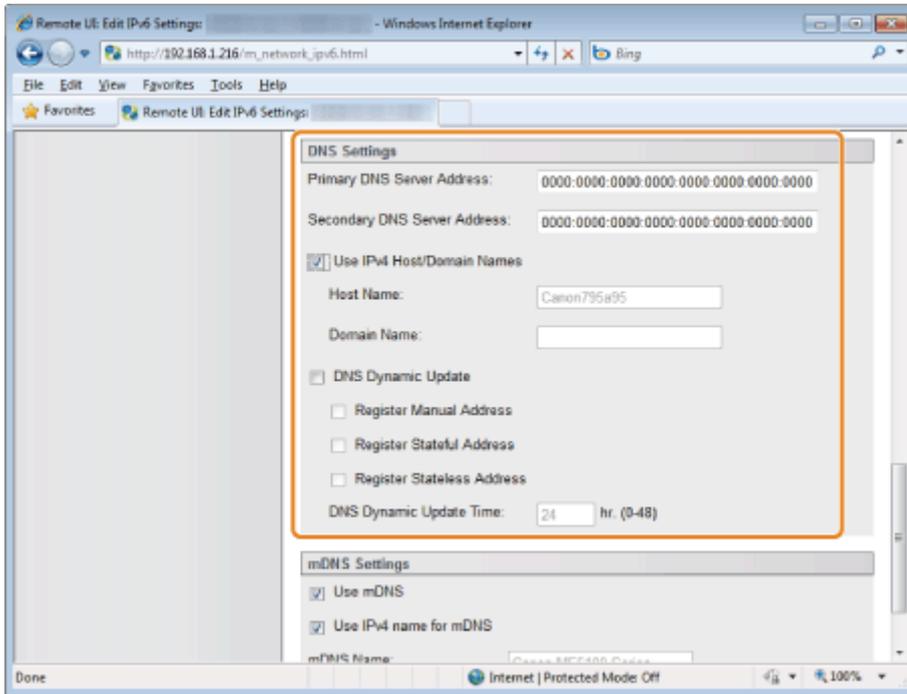
4

Click [Edit] in [IPv6 Settings].



5

Specify DNS settings.

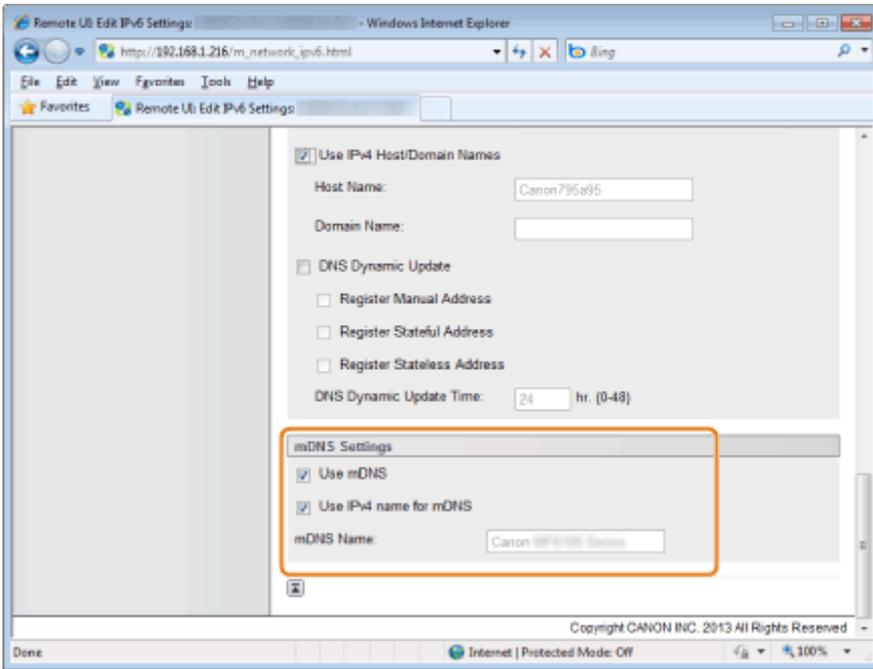


[Primary DNS Server Address]	Enter the IP address of the primary DNS server.								
[Secondary DNS Server Address]	Enter the IP address of the secondary DNS server.								
[Use IPv4 Host/Domain Names]	Select the check box to use the same name as IPv4.								
[Host Name]	Enter the host name to be added to the DNS server. Up to 47 characters can be entered.								
[Domain Name]	Enter the name of the domain to which the machine belongs. Up to 47 characters can be entered. * For example, "example.com"								
[DNS Dynamic Update]	<p>Select this check box to use DNS Dynamic Update. Once the check box is selected, you do not need to refresh the IP address of the machine or specify [Host Name] and [Domain Name] for LPR printing.</p> <table border="1"> <tr> <td>[Register Manual Address]</td> <td>Select this check box to register a manual address to the DNS server.</td> </tr> <tr> <td>[Register Stateful Address]</td> <td>Select this check box to register a stateful address to the DNS server.</td> </tr> <tr> <td>[Register Stateless Address]</td> <td>Select this check box to register a stateless address to the DNS server.</td> </tr> <tr> <td>[DNS Dynamic Update Time]</td> <td>Set the dynamic update interval (from 0 to 48 hours).</td> </tr> </table>	[Register Manual Address]	Select this check box to register a manual address to the DNS server.	[Register Stateful Address]	Select this check box to register a stateful address to the DNS server.	[Register Stateless Address]	Select this check box to register a stateless address to the DNS server.	[DNS Dynamic Update Time]	Set the dynamic update interval (from 0 to 48 hours).
[Register Manual Address]	Select this check box to register a manual address to the DNS server.								
[Register Stateful Address]	Select this check box to register a stateful address to the DNS server.								
[Register Stateless Address]	Select this check box to register a stateless address to the DNS server.								
[DNS Dynamic Update Time]	Set the dynamic update interval (from 0 to 48 hours).								

## 6

### Specify mDNS settings.

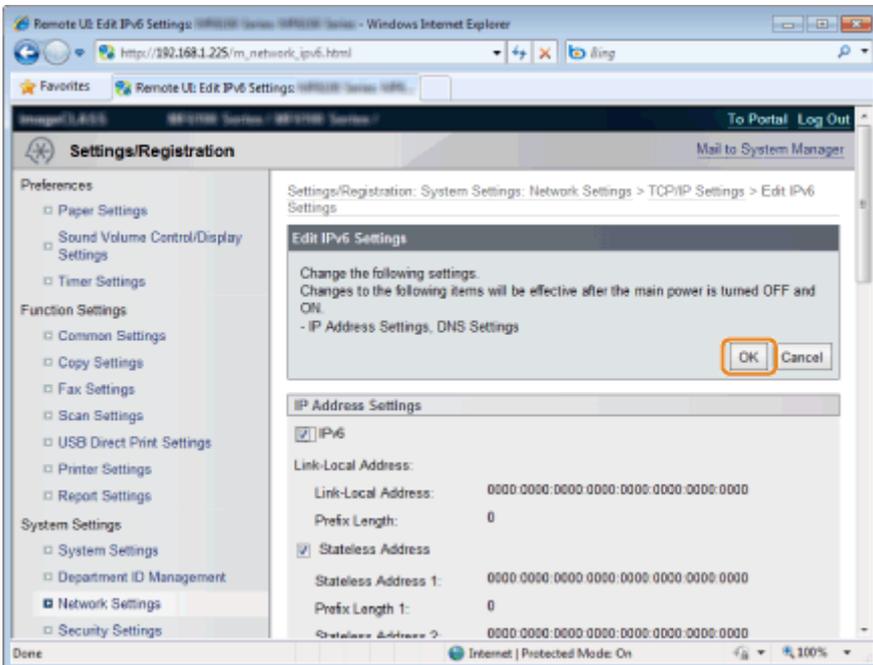
Proceed to Step 7 when not using mDNS.



[Use mDNS]	Select the check box to use the mDNS.
[Use IPv4 name for mDNS]	Select the check box to use the same name as IPv4.
[mDNS Name]	Enter the mDNS name when the [Use IPv4 name for mDNS] check box is not selected.

## 7

**Click [OK].**



## Attention (DNS Settings)

---

 **IMPORTANT**

**DNS Dynamic Update**

DNS Dynamic Update is a function that automatically adds the IP address of the device and host and domain names specified to the DNS server automatically.

This function is available in an environment where there is a dynamic DNS server.

**To use DNS Dynamic Update**

You need to set the IP address, host name, and domain name of the DNS server.

## Setting the WINS Server

WINS (Windows Internet Name Service) is a service used for associating a NetBIOS name (a name of a computer or a printer on a SMB network) with an IP address. You need a WINS server to use WINS.

### NOTE

#### **When using the IP address settings specified by DHCP**

When you obtain the WINS server IP address from the DHCP server, the IP address obtained from the DHCP server is overwritten.

#### **The scan function is not available in the IPv6 environment.**

Use it in the IPv4 environment.

## Setting from the Remote UI

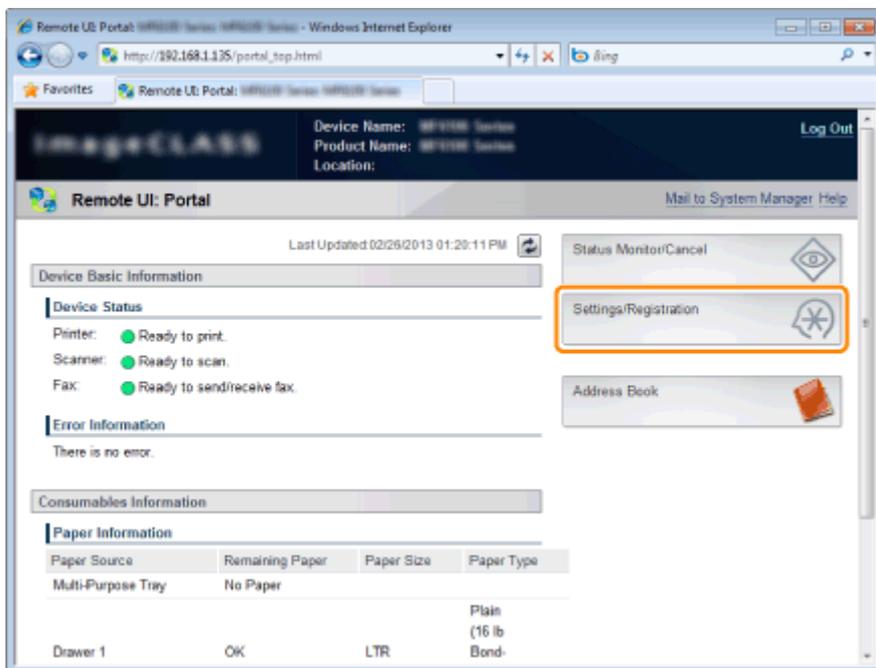
### 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

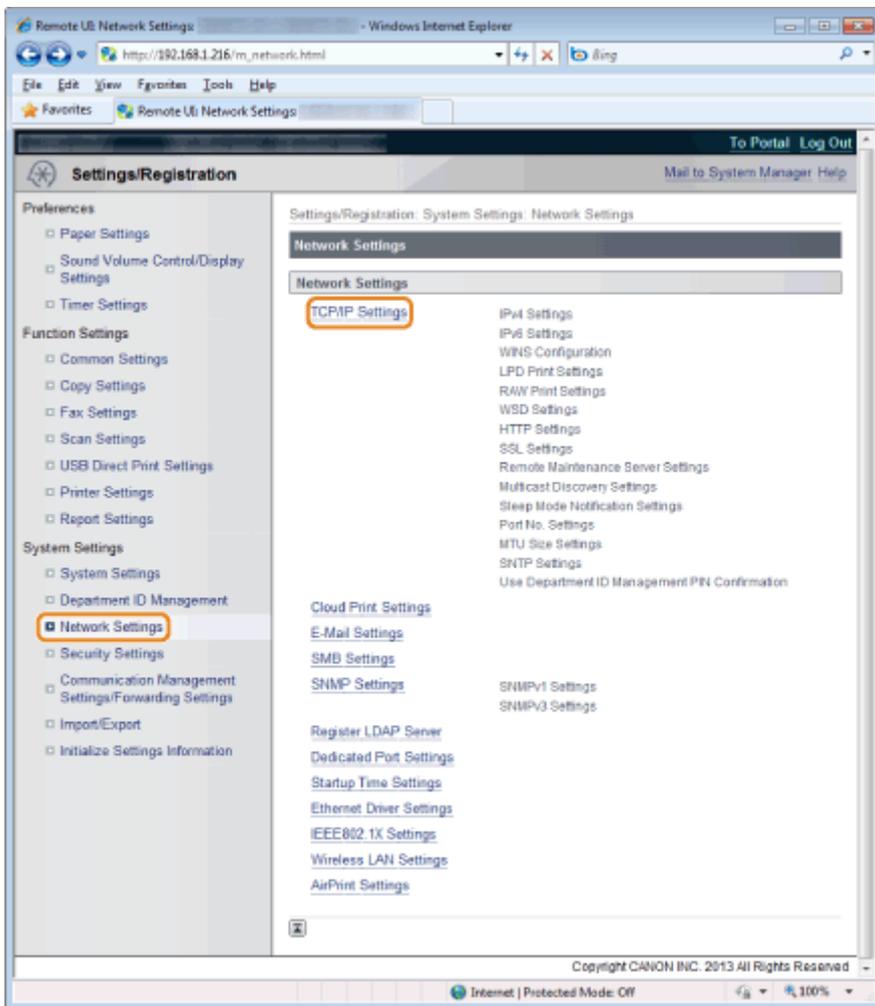
### 2

**Click [Settings/Registration].**



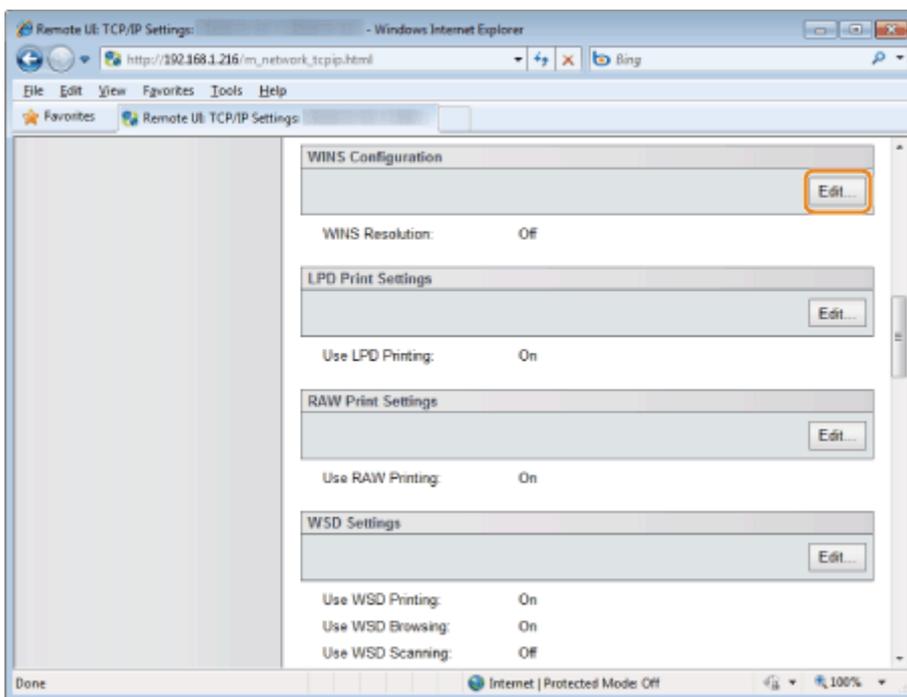
### 3

**Click [Network Settings] -> [TCP/IP Settings].**



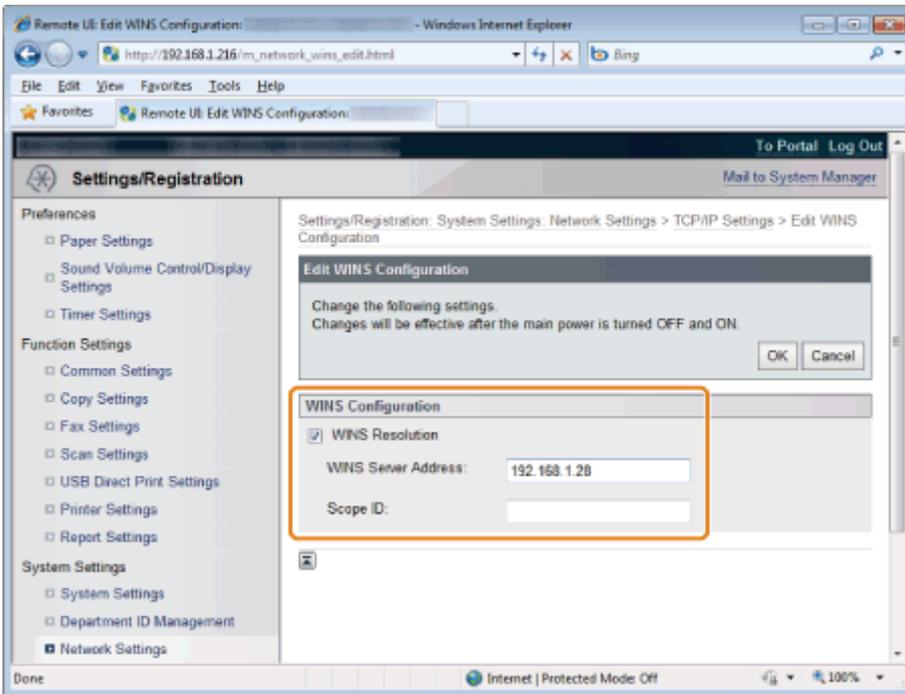
4

Click [Edit] in [WINS Configuration].



5

Specify the WINS settings.

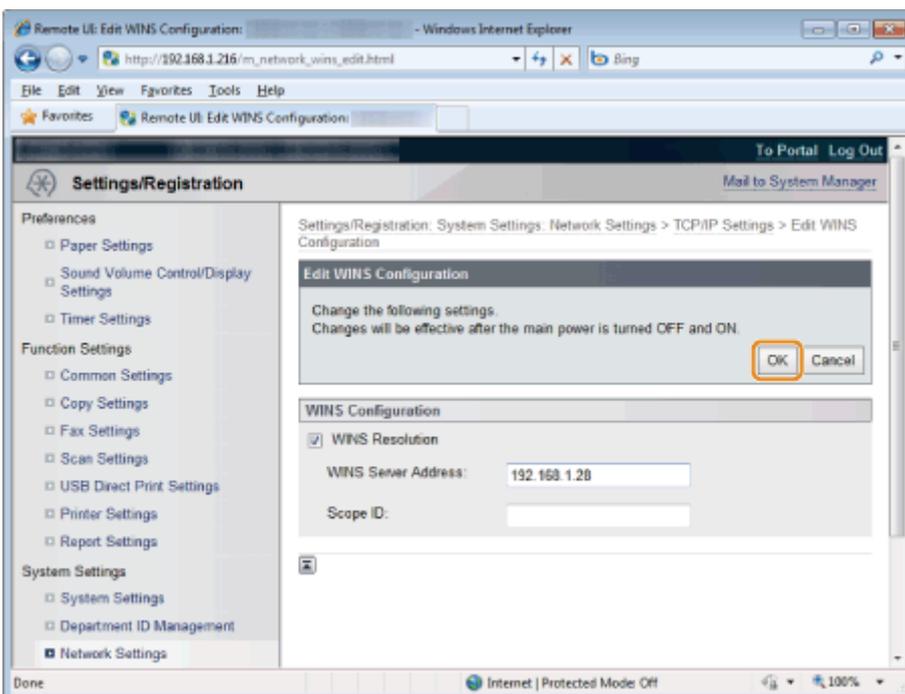


[WINS Resolution]	Select the check box to use WINS for its name resolution.
[WINS Server Address]	Enter the IP address of the WINS server.
[Scope ID]	The scope ID determines the range of IP addresses that can be assigned to devices and computers. It can be used regardless of the WINS resolution settings. When a scope ID is not specified on the computer in your network environment, leave the [Scope ID] field blank.

† To register a printer on WINS server, you need to set [NetBIOS Name] and [Workgroup Name]. To set [NetBIOS Name] and [Workgroup Name], see "[Setting the SMB.](#)"

## 6

**Click [OK].**



# Setting the SMB

Setting [NetBIOS Name] and [Workgroup Name]

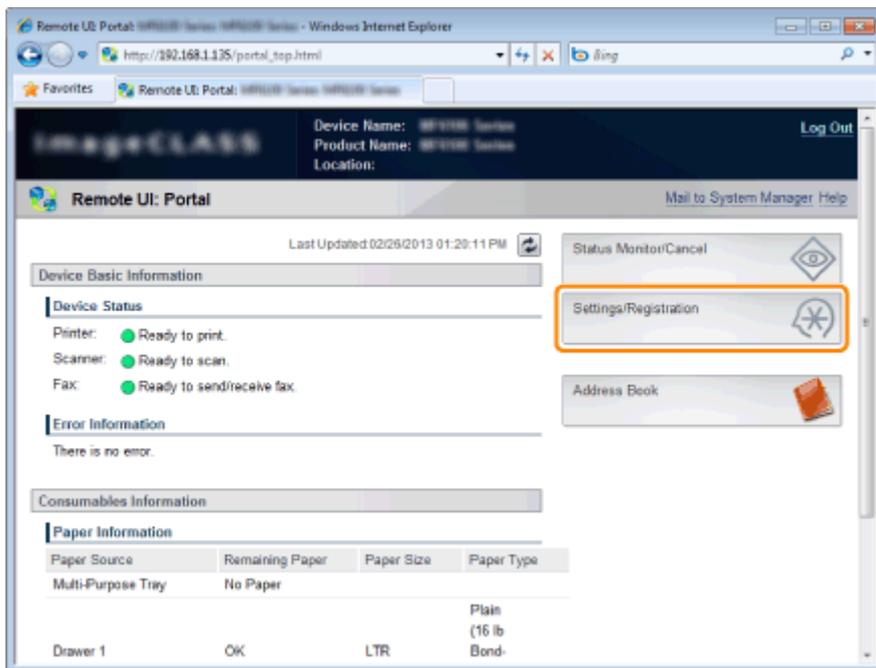
1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

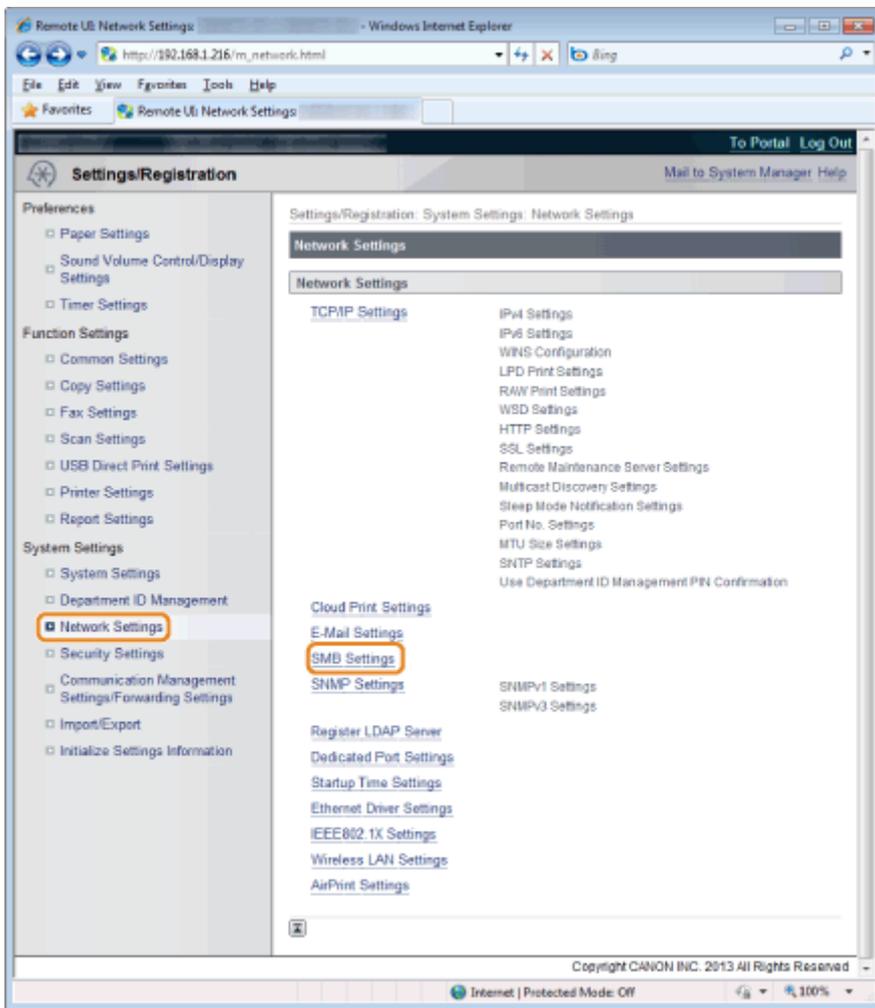
2

**Click [Settings/Registration].**



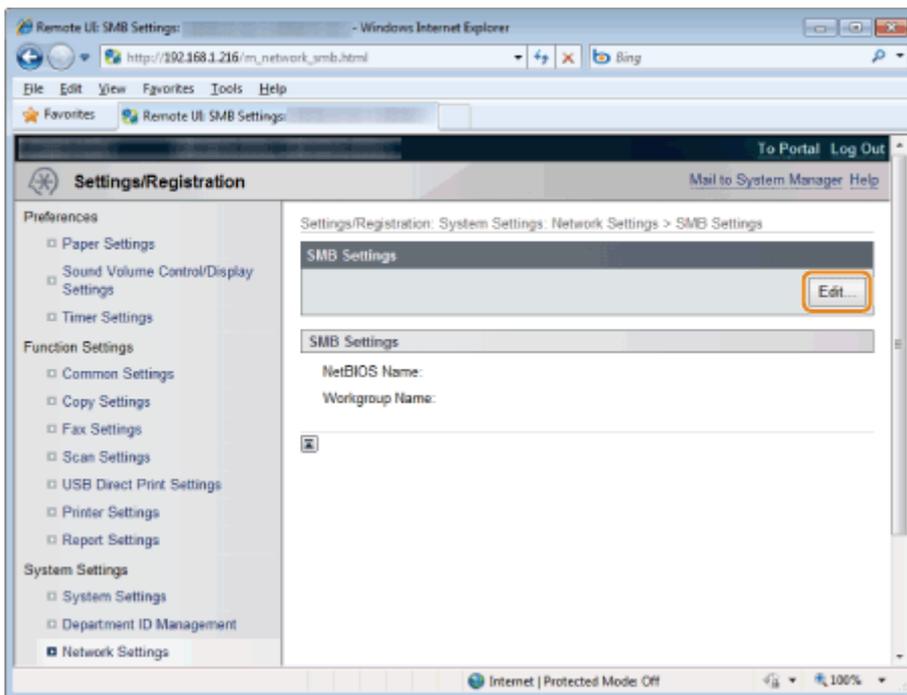
3

**Click [Network Settings] -> [SMB Settings].**



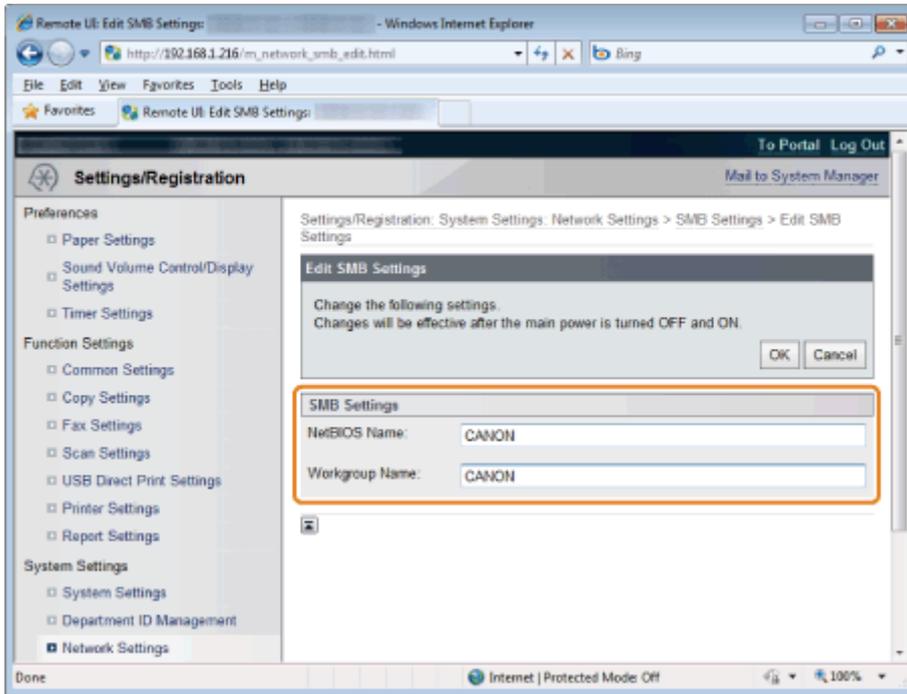
4

Click [Edit] in [SMB Settings].



5

Set [NetBIOS Name] and [Workgroup Name].



[NetBIOS Name]	Enter the NetBIOS name of the machine.
[Workgroup Name]	Enter the name of the workgroup to which the machine belongs.

## 6

**Click [OK].**

# Registering LDAP Servers

If an LDAP server is implemented in the network, you can register fax numbers and e-mail addresses to the server so that they can be searched for and specified as fax or e-mail destinations, or copied into the Address Book. You can register a maximum of five LDAP servers to the machine.

Register LDAP servers via the Remote UI.

## NOTE

### System requirements

- LDAP servers that are supported by the machine are Windows Server 2003/Server 2008/Server 2012 Active Directory.
- The machine communicates with LDAP servers using LDAPv3.
- UTF-8 is the supported character encoding used when the text data is transmitted between the machine and an LDAP server.

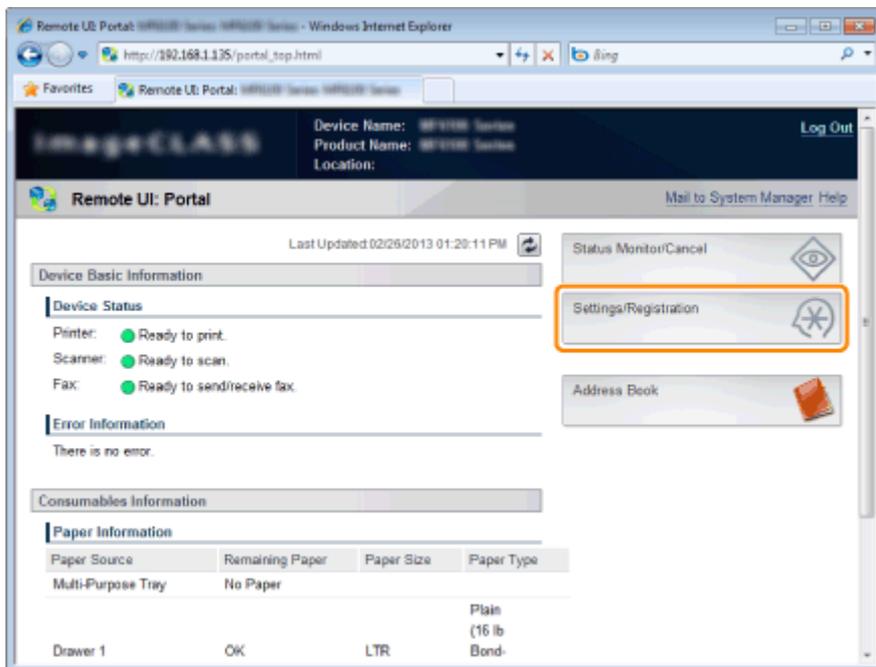
## 1

**Start the Remote UI and log on to the system manager mode.**

➤ "Starting the Remote UI"

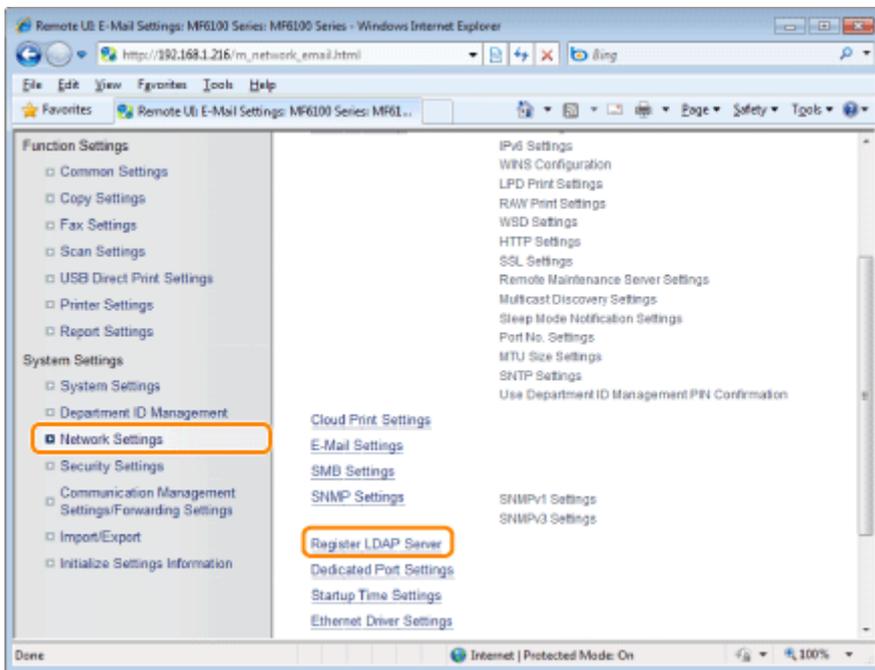
## 2

**Click [Settings/Registration].**



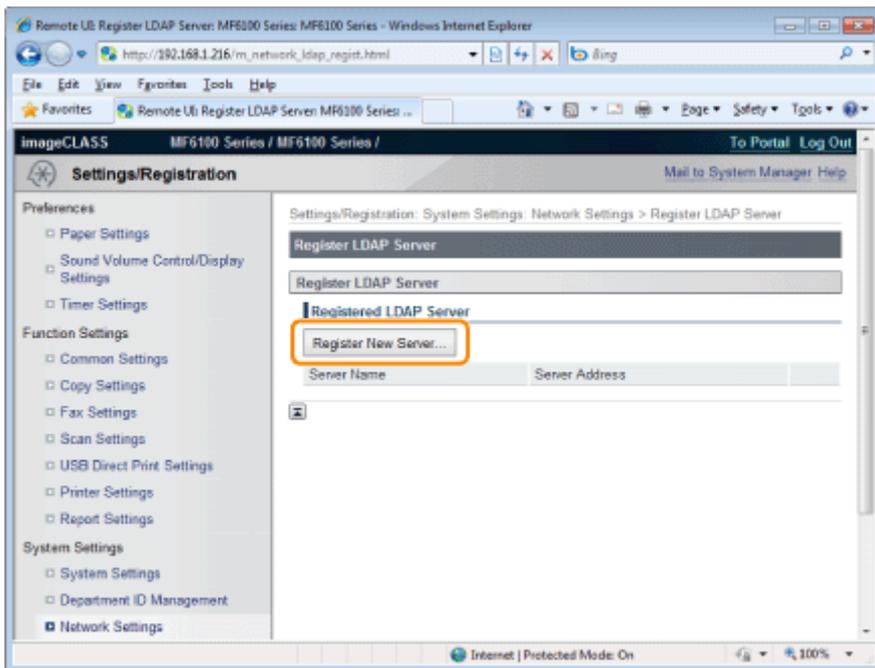
## 3

**Click [Network Settings] -> [Register LDAP Server].**



4

Click [Register New Server].



**NOTE**

**To edit registered server information**

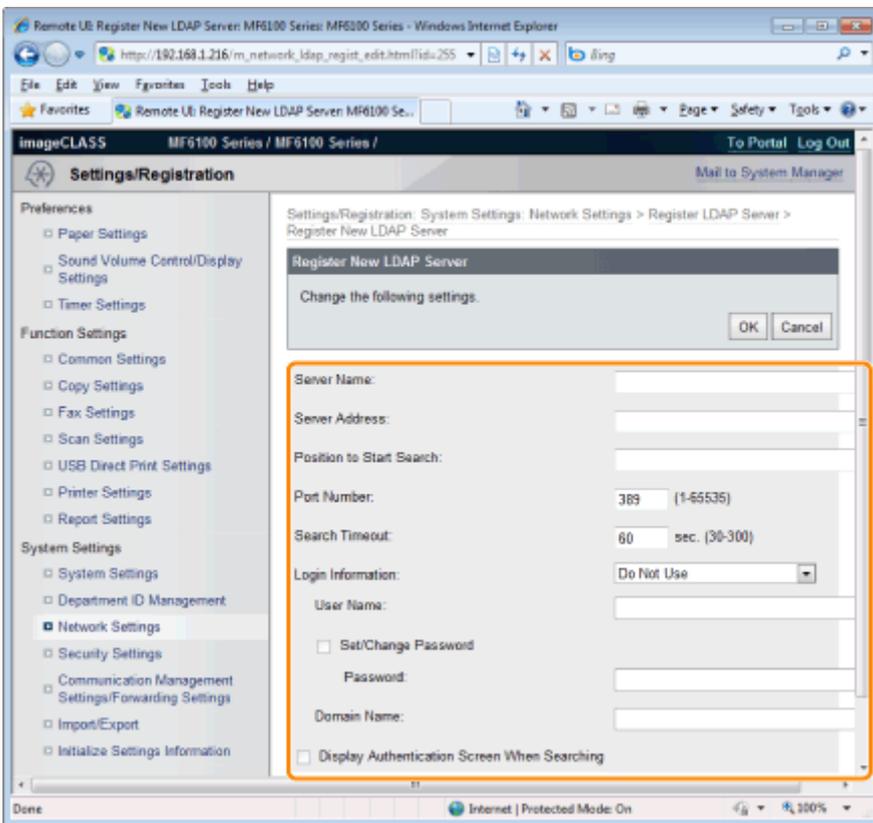
Click links in the [Server Name] list.

**To delete registered server information**

Click [Delete] on the right to the server name you want to delete.

5

Specify the required settings as needed and click [OK].



[Server Name]	Enter up to 24 alphanumeric characters for identifying the LDAP server.
[Server Address]	Enter up to 47 alphanumeric characters for the IP address or the host name of the LDAP server.

## IMPORTANT

### [Server Address] and DNS

To prevent errors from occurring when searching for destinations, make sure to check the following:

- If the host name is entered for [Server Address], make sure that a DNS server is available in the network.
- If the IP address is entered for [Server Address], check whether the DNS server supports only forward lookup. If the server supports only forward lookup, select [Do Not Use] or [Use] for [Login Information]. Before you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Position to Start Search]	<p>Specify the node in the directory information tree (DIT) that you want to start search from. Leaving the text box blank sets the machine to start search from an arbitrary node selected automatically.</p> <ul style="list-style-type: none"> <li>• Depending on the type of characters used, up to 120 characters can be entered.</li> <li>• When specifying the node, enter "DC=", followed by a host name (a dotdelimited character string in the Active Directory domain name), and separate each of the entries with a comma. If the domain name is "john.example.com", for example, enter "DC=john,DC=example,DC=com".</li> </ul> 		
[Port Number]	Enter the port number used for communicating with the LDAP server.		
[Search Timeout]	Specify how long the machine searches. Enter between 30 and 300 seconds.		
[Login Information]	<p>Select [Do Not Use], [Use], or [Use (Security Authentication)] depending on the type of authentication implemented by the LDAP server. When [Use] or [Use (Security Authentication)] is selected, the user name and password must be specified.</p> <table border="1" data-bbox="430 2033 1508 2134"> <tr> <td>[Do Not Use]</td> <td>Select not to authenticate the machine using the login information.</td> </tr> </table>	[Do Not Use]	Select not to authenticate the machine using the login information.
[Do Not Use]	Select not to authenticate the machine using the login information.		

	<table border="1"> <tr> <td>[Use]</td> <td>Select to authenticate the machine using the login information.</td> </tr> <tr> <td>[Use (Security Authentication)]</td> <td>Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.</td> </tr> </table>	[Use]	Select to authenticate the machine using the login information.	[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.
[Use]	Select to authenticate the machine using the login information.				
[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.				
[User Name]	<p>Enter the user name of the machine that was registered to the LDAP server. Depending on the type of characters used, up to 120 characters can be entered.</p> <ul style="list-style-type: none"> <li>When [Use] is selected for [Login Information], enter the user name in the form "(domain name)\(user name)".</li> <li>When [Use (Security Authentication)] is selected, enter the user name only (example: user1).</li> </ul>				
[Set/Change Password]	To specify or change the password, select the check box and enter up to 24 characters in the [Password] text box.				
[Domain Name]	When [Use (Security Authentication)] is selected for [Login Information], enter up to 120 alphanumeric characters for the directory tree name in Active Directory (example: example.com).				
[Display Authentication Screen When Searching]	Select the check box to require the user to enter the user name and password when a search is requested. If the check box is cleared, entries in the [User Name] and the [Password] text boxes are used for authentication.				

## Setting MTU Size

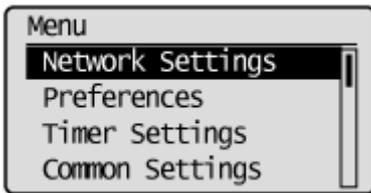
Specify the MTU size.

1

Press [  ] (Menu).

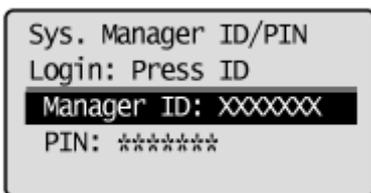
2

Select <Network Settings> using [▲] or [▼], and then press [OK].



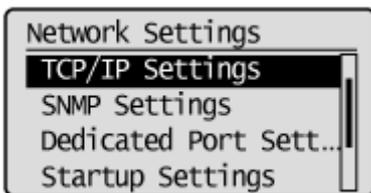
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



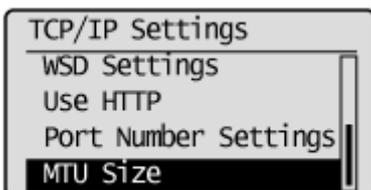
3

Select <TCP/IP Settings> using [▲] or [▼], and then press [OK].



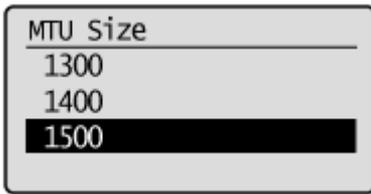
4

Select <MTU Size> using [▲] or [▼], and then press [OK].



5

Select MTU Size using [▲] or [▼], and then press [OK].



6

Press [  ] (Menu) to close the menu screen.

# Configuring SNTP

Simple Network Time Protocol (SNTP) enables you to adjust the system clock by using the time server on the network. The protocol is typically used for synchronizing the machine and a server, such as when the machine needs to access an LDAP server with security authentication. The time is adjusted based on Coordinated Universal Time (UTC), so specify the time zone setting before configuring SNTP.

➤ "Setting the Current Date and Time"

SNTP settings can be specified via the Remote UI.

## NOTE

The SNTP of the machine supports both NTP (version 3) and SNTP (versions 3 and 4) servers.

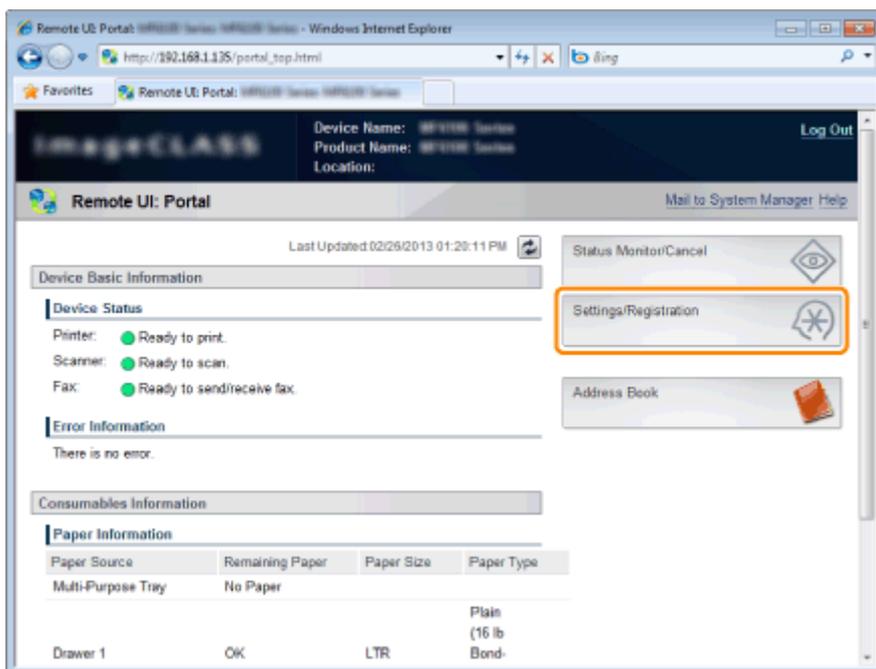
## 1

**Start the Remote UI and log on in the system manager mode.**

➤ "Starting the Remote UI"

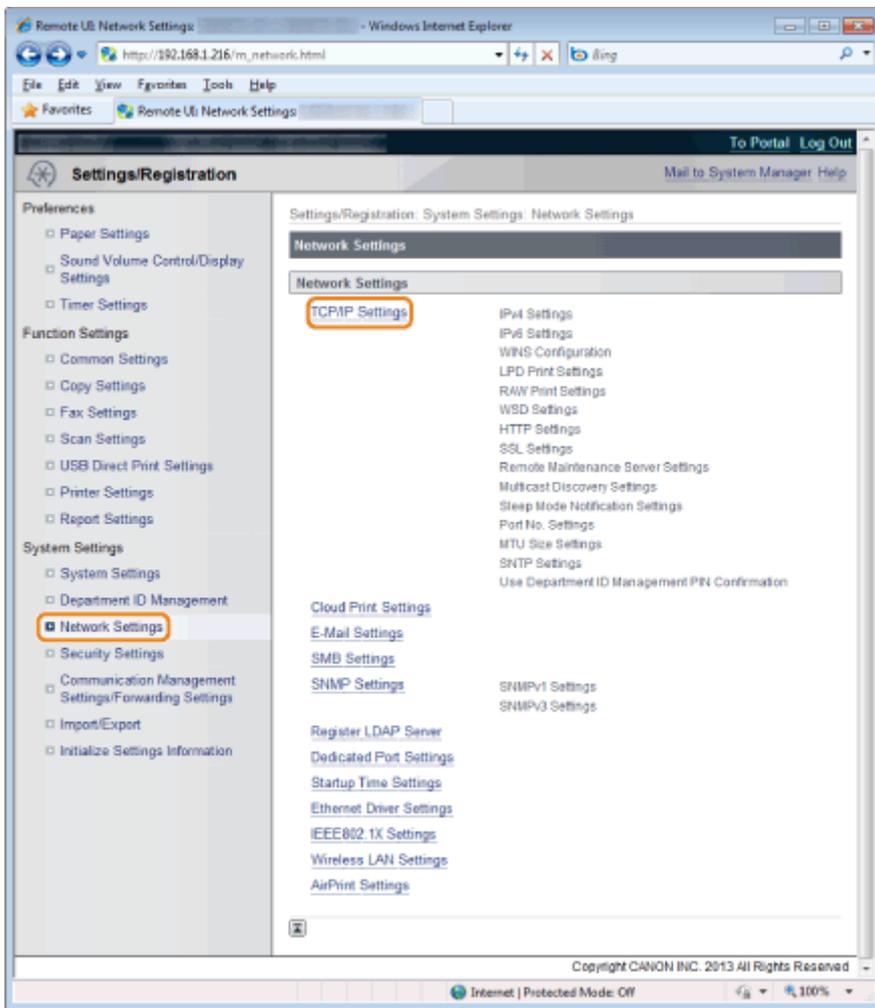
## 2

**Click [Settings/Registration].**



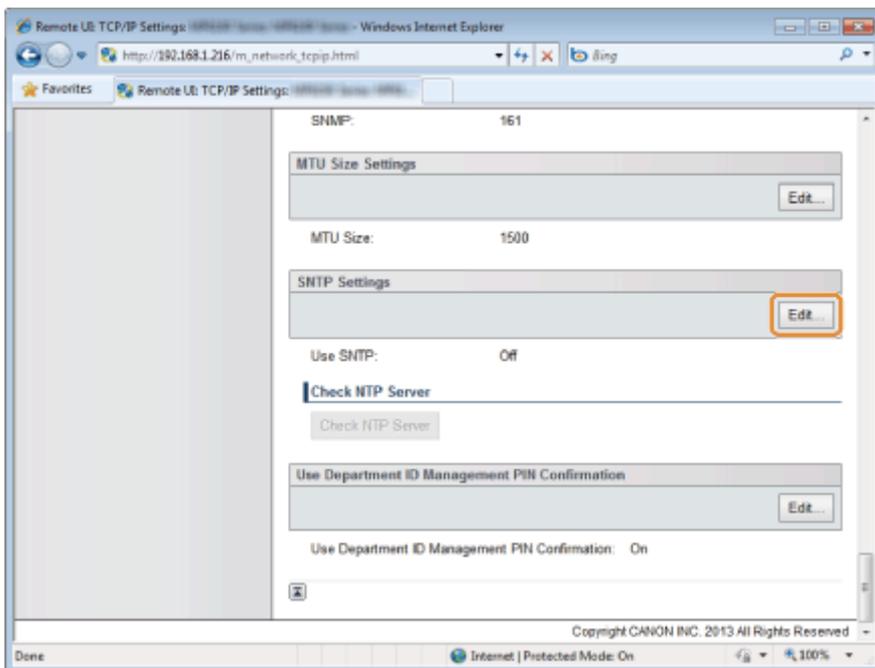
## 3

**Click [Network Settings] -> [TCP/IP Settings].**



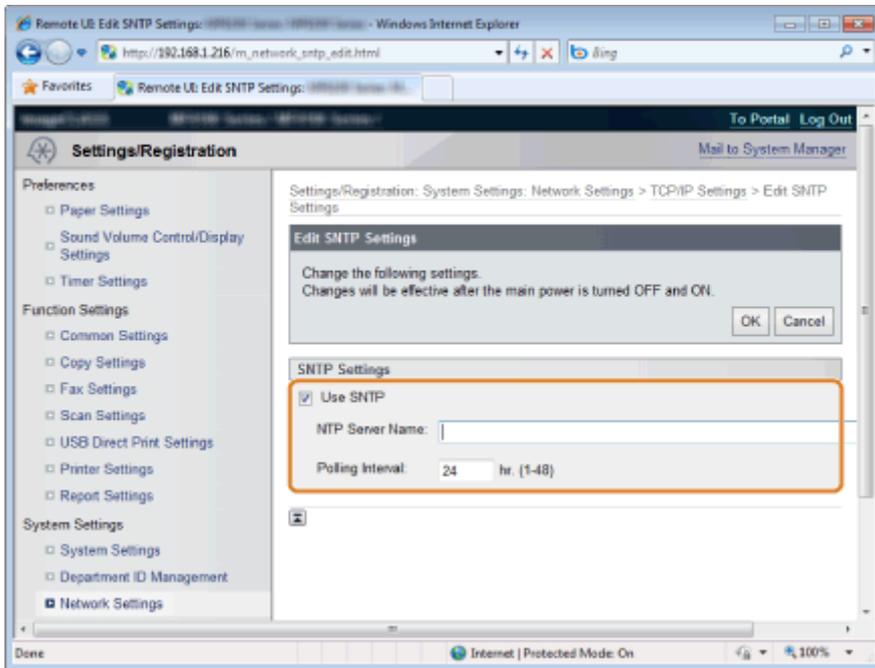
4

Click [Edit] in [SNTP Settings].



5

Select the [Use SNTP] check box and specify the required settings.



[Use SNTP]	Select the check box to use SNTP for synchronization. If you do not want to use SNTP, clear the check box.
[NTP Server Name]	Enter the IP address of the NTP or the SNTP server. If DNS is available on the network, you can enter a host name (or a fully qualified domain name (FQDN)) instead (example: ntp.example.com).
[Polling Interval]	Specify the interval between one synchronization and the next. Specify an interval from 1 to 48 hours.

## 6

Click **[OK]**.

## 7

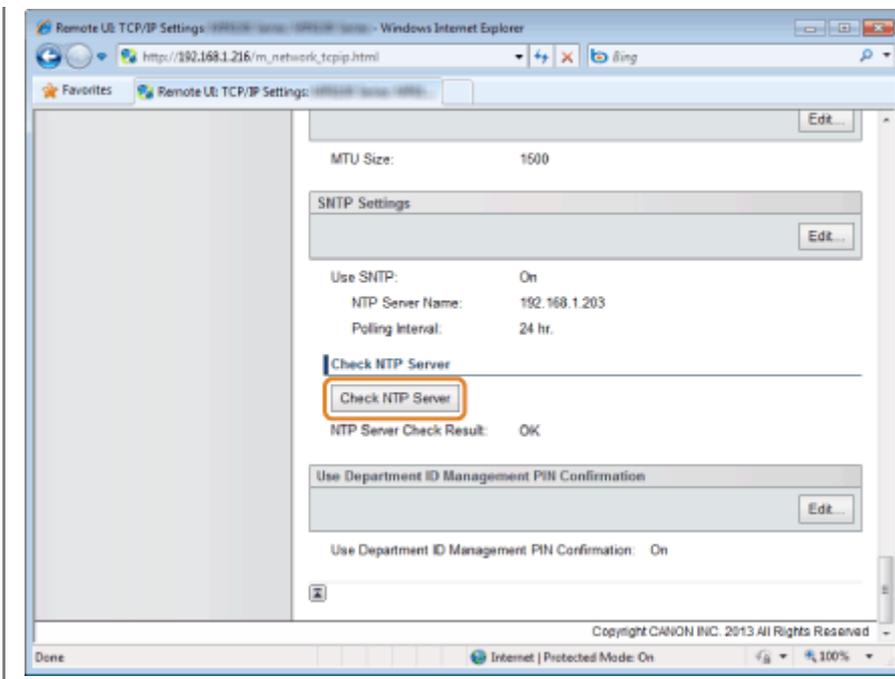
**Restart the machine.**

Turn OFF the machine and wait for at least 10 seconds before turning it ON again.

### NOTE

#### **Testing communication with the NTP/SNTP server**

You can test whether the machine is communicating with the registered time server via SNTP. Go to [Settings/Registration] [Network Settings] [TCP/IP Settings] and click [Check NTP Server] in [SNTP Settings]. If a proper connection has been established, the result is displayed as shown below. Note that this operation only tests communication, and does not adjust the system clock.



# Configuring SLP Communication with imageWARE

You can facilitate the collection and management of various information about networked devices by implementing device management software, such as imageWARE Enterprise Management Console \*, into the network. Information such as device settings, Address Books, and error logs is retrieved and distributed via the server computer. If the machine is connected to such a network, imageWARE searches the network for the machine by using protocols such as Service Location Protocol (SLP) to gather information from the machine, including the power status. SLP settings can be specified via the Remote UI.

\* For more information on imageWARE, contact your local authorized Canon dealer.

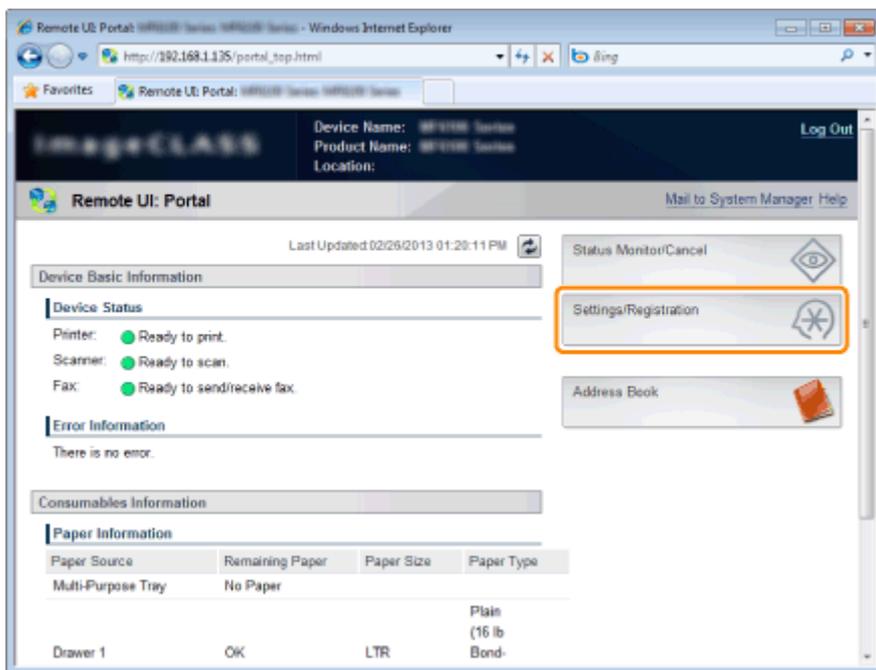
## 1

**Start the Remote UI and log on in the system manager mode.**

➤ "Starting the Remote UI"

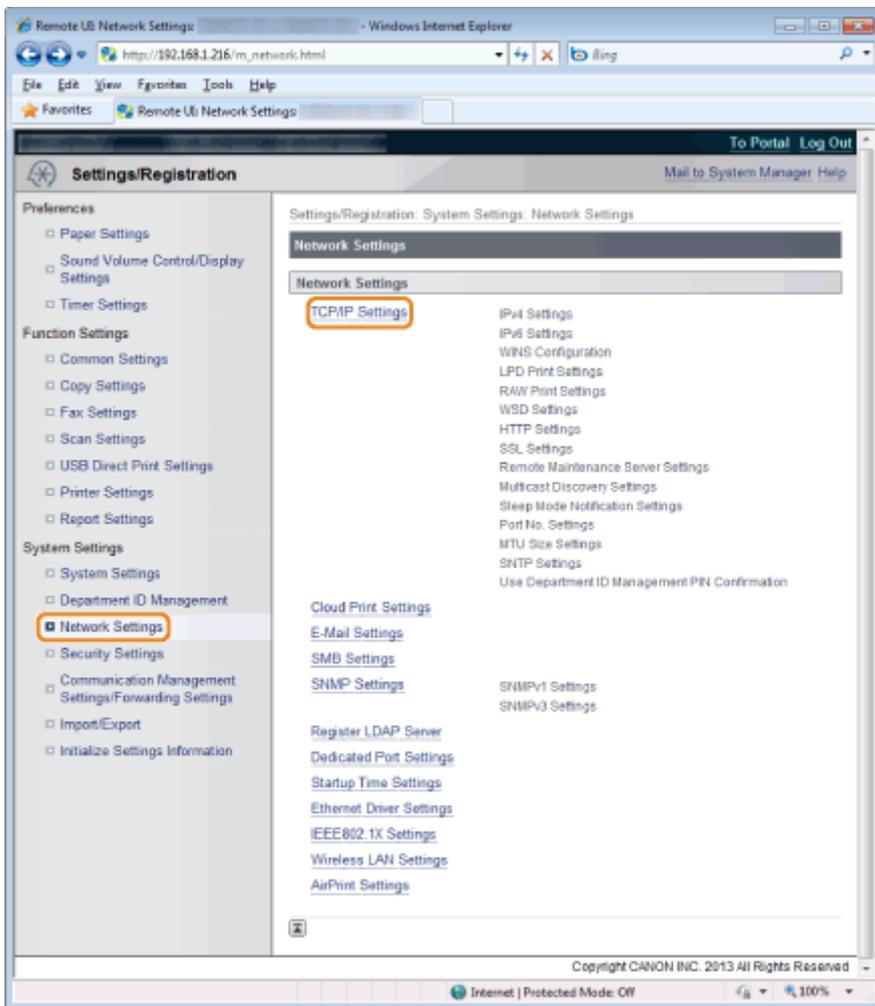
## 2

**Click [Settings/Registration].**



## 3

**Click [Network Settings] -> [TCP/IP Settings].**

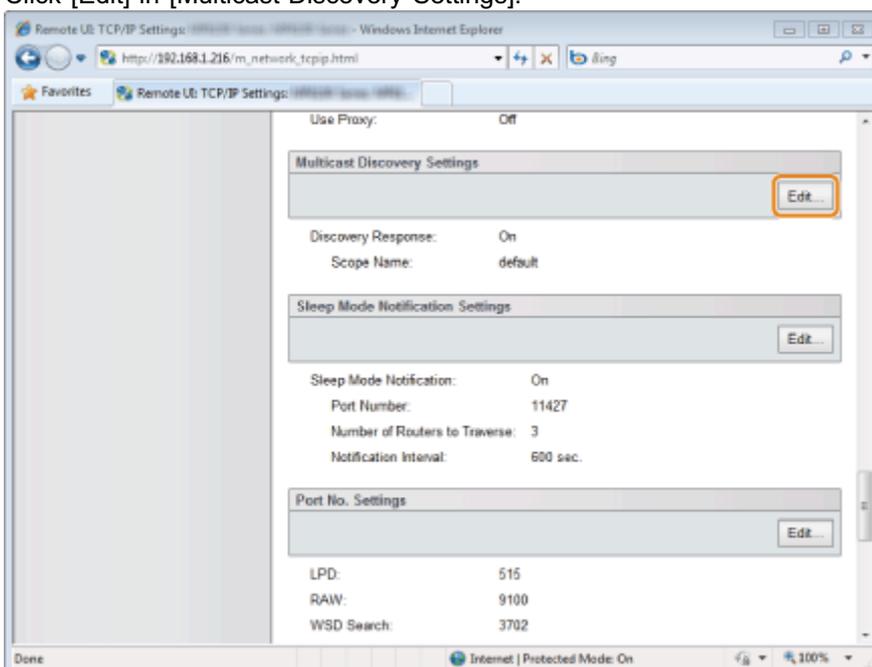


## 4

### Specify SLP settings.

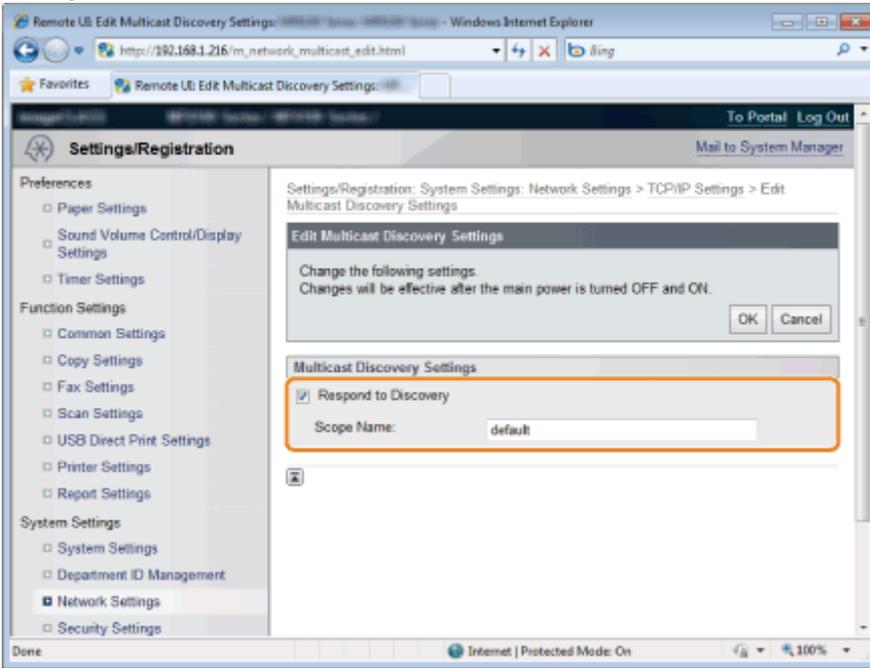
#### Specifying multicast device discovery

- (1) Click [Edit] in [Multicast Discovery Settings].



- (2) Select the [Respond to Discovery] check box and specify the required

settings.

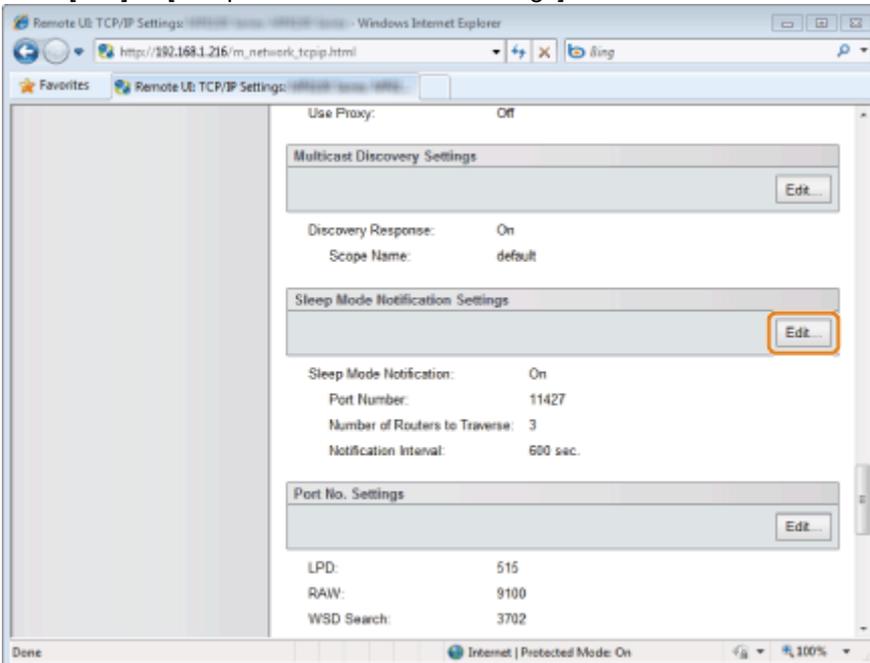


[Respond to Discovery]	Select the check box to set the machine to respond to imageWARE multicast discovery packets and enable monitoring by imageWARE.
[Scope Name]	To include the machine in a specific scope, enter up to 32 alphanumeric characters for the scope name.

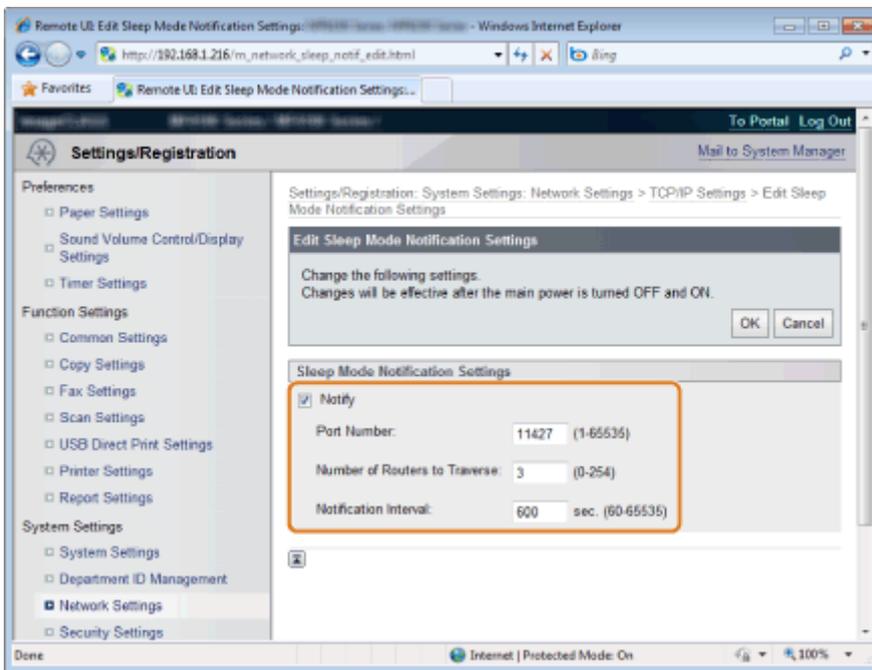
(3) Click [OK].

### Notifying imageWARE of the power status of the machine

(1) Click [Edit] in [Sleep Mode Notification Settings].



(2) Select the [Notify] check box and specify the required settings.



[Notify]	Select the check box to notify imageWARE of the power status of the machine. When [Notify] is selected, you can expect benefits such as the machine reducing unnecessary communication during sleep mode and reducing the total power consumption.
[Port Number]	Enter the port number used for SLP communication with management software.
[Number of Routers to Traverse]	Specify how many routers the SLP communication packets can pass. Enter a number from 0 to 254.
[Notification Interval]	Specify how often the machine notifies imageWARE of its power status. Enter a number in seconds from 60 to 65535.

(3) Click [OK].

## 5

### Restart the machine.

Turn OFF the machine and wait for at least 10 seconds before turning it ON again.

## Managing the Machine

---

Manage the machine using the Remote UI, a native application of the machine, which can be accessed through a Web browser.

For more information, see the following section.

➤ ["Using the Remote UI"](#)

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## Check Wireless LAN Information (MF6180dw Only)

You can check the following information about the wireless LAN:

MAC Address	The MAC address of the machine
Wireless LAN Status *	Wireless LAN status and signal strength
Latest Error Information *	Latest authentication failure error information
Channel	Current transmission channel
SSID Settings	Current SSID settings of the access point
Security Settings	Details of current security settings

\* You can also check wireless LAN status and latest error information in the Status/Monitor screen.

➤ [Checking Wireless LAN Information \(Wireless LAN Status/Latest Error Information Only\)](#)

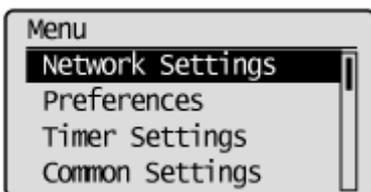
### Checking Wireless LAN Information

1

Press [  ] (Menu).

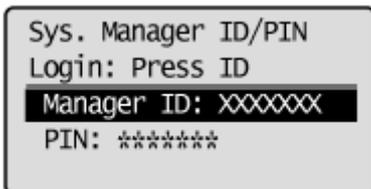
2

Select <Network Settings> using [▲] or [▼], and then press [OK].



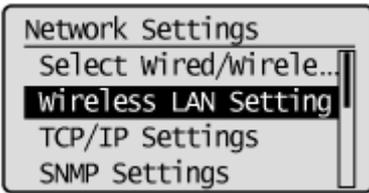
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



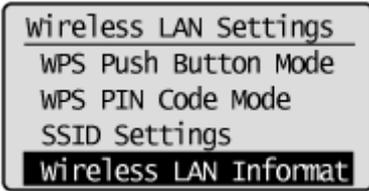
3

Select <Wireless LAN Settings> using [▲] or [▼], and then press [OK].



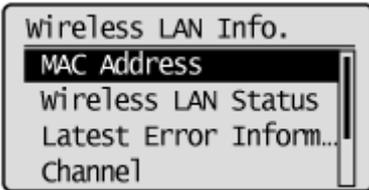
## 4

Select <Wireless LAN Information> using [▲] or [▼], and then press [OK].



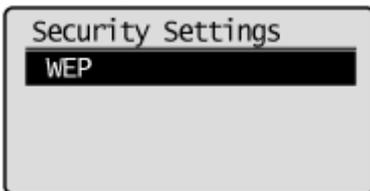
## 5

Select the setting to check using [▲] or [▼], and then press [OK].

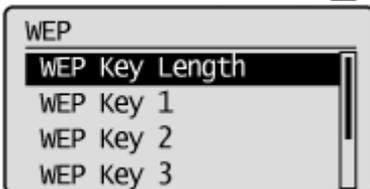


### When WEP is selected:

(1) Press [OK].

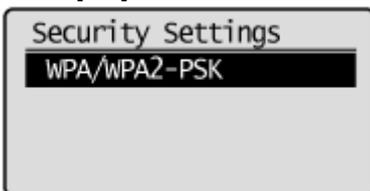


(2) Select WEP settings using [▲] or [▼], and then press [OK].

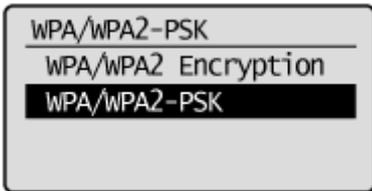


### When WPA/WPA2-PSK is selected:

(1) Press [OK].

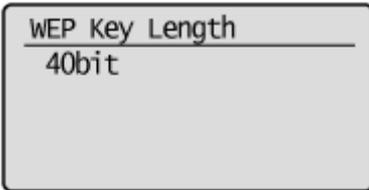


(2) Select WPA/WPA2-PSK settings using [▲] or [▼], and then press [OK].



## 6

**Check the information.**



## 7

Press [  ] (Menu) to close the menu screen.

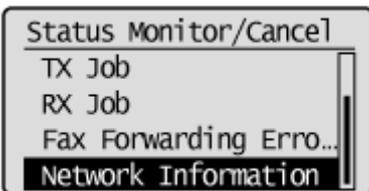
### Checking Wireless LAN Information (Wireless LAN Status/Latest Error Information Only)

## 1

Press [  ] (Status Monitor/Cancel).

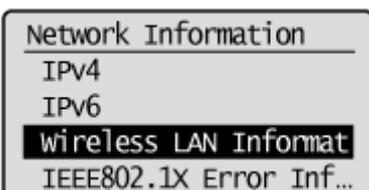
## 2

Select <Network Information> using [▲] or [▼], and then press [OK].



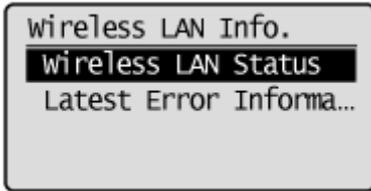
## 3

Select <Wireless LAN Information> using [▲] or [▼], and then press [OK].



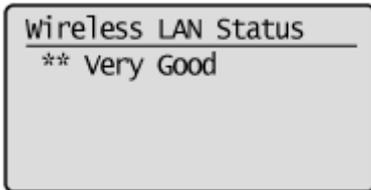
## 4

Select the setting to check using [**▲**] or [**▼**], and then press [**OK**].



## 5

Check the information.



## 6

Press [**●**] (**Status Monitor/Cancel**) to close the screen.

## Checking the MAC Address

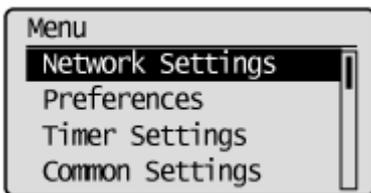
Follow the steps in the procedure below to view the MAC address of the machine.

1

Press [  ] (Menu).

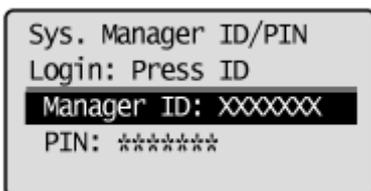
2

Select <Network Settings> using [▲] or [▼], and then press [OK].



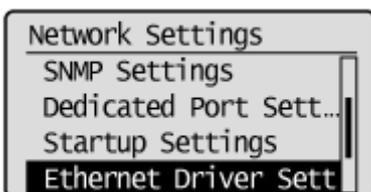
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



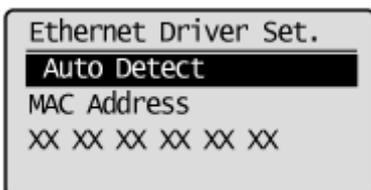
3

Select <Ethernet Driver Settings> using [▲] or [▼], and then press [OK].



4

The characters/numbers displayed below <MAC Address> is the MAC address of the machine.



5

Press [  ] (Menu) to close the menu screen.

---

## Security

This chapter describes how to configure various security settings and restrictions.

Set the manager information first to specify security settings. Then, specify restrictions.

Specifying system manager settings	See " <a href="#">Setting the System Manager Information.</a> "
Specifying the machine name and location	See " <a href="#">Registering the Name of the Machine and Location .</a> "
Specifying the setting for department ID management	See " <a href="#">Specifying the Setting for Department ID Management.</a> "
Specifying keys and certificates	See " <a href="#">Specifying Keys and Certificates/CA Certificates.</a> "
Specifying SSL	See " <a href="#">Specifying SSL.</a> "
Using IEEE802.1X Authentication	See " <a href="#">Setting IEEE802.1X Authentication.</a> "
Using Secure Printing	See " <a href="#">Entering PIN for Printing (Secure Printing) .</a> "
Setting restrictions on the Remote UI	See " <a href="#">Configuring the Remote UI.</a> "
Restricting Network Connections	See the following sections. <ul style="list-style-type: none"><li>• "<a href="#">Restricting Sending/Receiving to/from Specific IP Addresses</a>"</li><li>• "<a href="#">Restricting Sending/Receiving to/from Specific MAC Addresses</a>"</li><li>• "<a href="#">Monitoring/Controlling Devices by SNMP (SNMP Setting)</a>"</li><li>• "<a href="#">Setting the Permission for HTTP Communications</a>"</li><li>• "<a href="#">Setting Protocol Port Numbers</a>"</li><li>• "<a href="#">Setting the Dedicated Port</a>"</li><li>• "<a href="#">Setting a Proxy</a>"</li></ul>
Restricting to specify destinations and use the sending functions	See the following sections. <ul style="list-style-type: none"><li>• "<a href="#">Setting a PIN for the Address Book</a>"</li><li>• "<a href="#">Restricting Destinations that Can Be Specified</a>"</li><li>• "<a href="#">Restricting to Send Faxes from Your Computer "</a></li><li>• "<a href="#">Restricting Sending from Job History</a>"</li><li>• "<a href="#">Confirming the Entered Fax Number "</a></li><li>• "<a href="#">Confirming Destinations for One-Touch/Coded Dial TX</a>"</li><li>• "<a href="#">Restricting Sequential Broadcasts</a>"</li><li>• "<a href="#">Specifying Display Settings for the Job History</a>"</li></ul>
Restricting USB Port or USB Memory Usage	See " <a href="#">Restricting USB Port or USB Memory Usage.</a> "

# Setting the System Manager Information

Before setting the system manager information, see "Attention (Specifying the System Manager Information)."

Specify the system manager information for the machine. You can set the following information:

- System Manager ID
- System Manager PIN
- System Manager Name

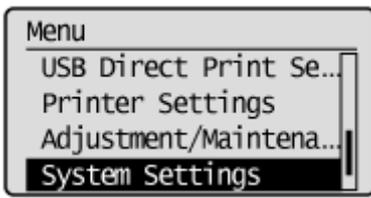
If you set the system manager ID and PIN, you can operate the <System Settings> menu only when you enter the ID and PIN.

## 1

Press [  ] (Menu).

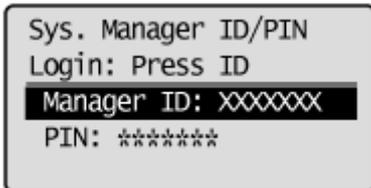
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



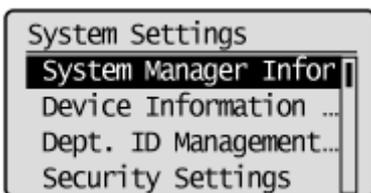
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



## 3

Select <System Manager Information Settings> using [▲] or [▼] and press [OK].

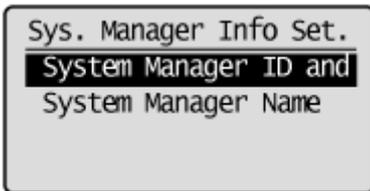


## 4

Specify the system manager information.

If you specify <System Manager ID and PIN>

- (1) Select <System Manager ID and PIN> using [▲] or [▼] and press [OK].

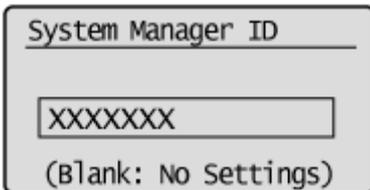


- (2) Enter the system manager ID.

The PIN can be up to 7 digits.

➤ "Entering Text"

Press [OK] after you have entered.

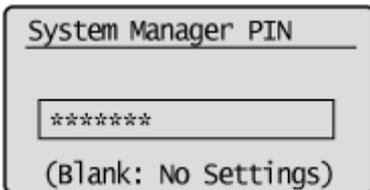


- (3) Enter the system manager PIN.

The PIN can be up to 7 digits long.

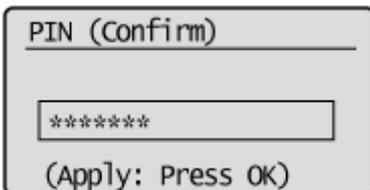
➤ "Entering Text"

Press [OK] after you have entered.



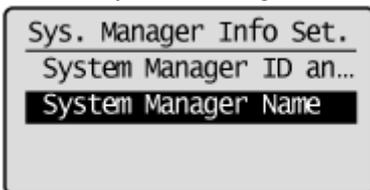
- (4) Enter the PIN entered in Step 3 again.

Press [OK] after you have entered.



### If you specify <System Manager Name>

- (1) Select <System Manager Name> using [▲] or [▼] and press [OK].

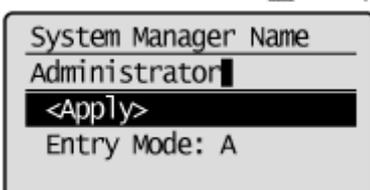


- (2) Specify the system manager name.

The name can be up to 32 characters long.

➤ "Entering Text"

Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].



# 5

Press [  ] (Menu) to close the menu screen.

## Attention (Specifying the System Manager Information)

### IMPORTANT

#### **If you use department ID management**

You need to specify both the system manager ID and PIN to restrict the operation of <System Settings> in the operation panel or the operation of Remote UI. Otherwise, all users are recognized as the administration user, and every user can use <System Settings> on the operation panel and the Remote UI without restriction.

### NOTE

#### **Specifying the system manager ID and system manager PIN**

A number up to 7 digits can be specified.

- If the number is less than 7 digits  
Example: when you enter <321>, the number is specified as <0000321>.
- If you register numbers that start from <0>  
Example: when you enter <02> <002>, the number is specified as <0000002>.
- You cannot register numbers that consist of only <0> consecutively such as <00>.

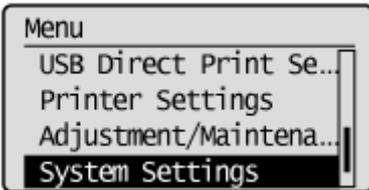
## Registering the Name of the Machine and Location

1

Press [  ] (Menu).

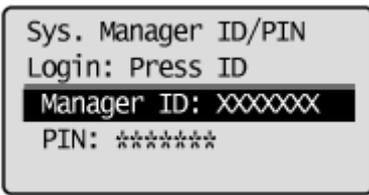
2

Select <System Settings> using [▲] or [▼] and press [OK].



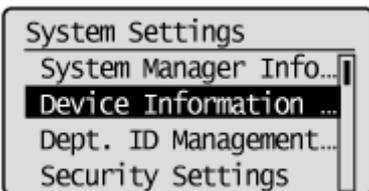
**When the system manager ID and system manager PIN are specified**

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



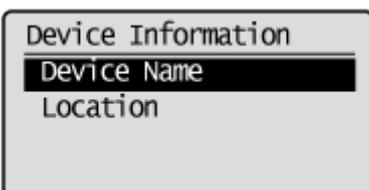
3

Select <Device Information Settings> using [▲] or [▼] and press [OK].



4

Select <Device Name> using [▲] or [▼] and press [OK].

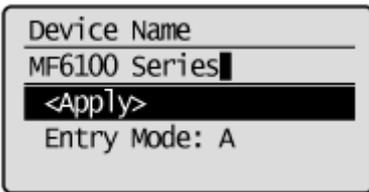


5

Enter the name of the machine.

### ↳ "Entering Text"

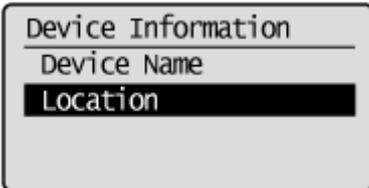
Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].



Device Name  
MF6100 Series  
<Apply>  
Entry Mode: A

## 6

Select <Location> using [▲] or [▼] and press [OK].



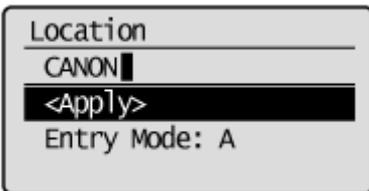
Device Information  
Device Name  
Location

## 7

Enter the location of the machine.

### ↳ "Entering Text"

Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].



Location  
CANON  
<Apply>  
Entry Mode: A

## 8

Press [  ] (Menu) to close the menu screen.

## Specifying the Setting for Department ID Management

If you register the department ID and PIN for each department, you can use the machine only when you enter the ID and the PIN. This function is called the department ID management. You can also check information for number of sheets (count information) for each department.

- "Registering Departments"
- "Editing Departments"
- "Activating the Department ID Management"
- "Specifying Whether or Not to Receive a Print Job from an Unknown ID"
- "Checking or Clearing the Count Information"
- "Printing Dept. ID Management Report"

Refer below for more details about the operation method when the department ID management is set.

- "Necessary Operations in Department ID Management"

### **IMPORTANT**

#### **If you use the department ID management**

You need to specify both the system manager ID and PIN to restrict the operation of <System Settings> in the operation panel or the operation of Remote UI. Otherwise, all users are recognized as the administration user, and every user can use <System Settings> on the operation panel and the Remote UI without restriction.

- "Setting the System Manager Information"

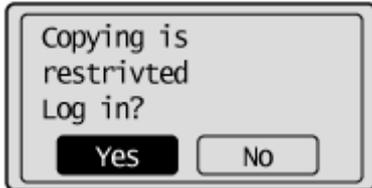
## Registering Departments

Register department ID and/or PIN. You can register one system management department and up to 300 other departments. You can also restrict copying/printing/scanning/faxing according to departments.

### NOTE

#### Use features with limit functions

When you try to use any features of which functions are restricted, the following screen is displayed.



A department where the feature is not restricted can select <Yes> and then enter its department ID and PIN to use this product.

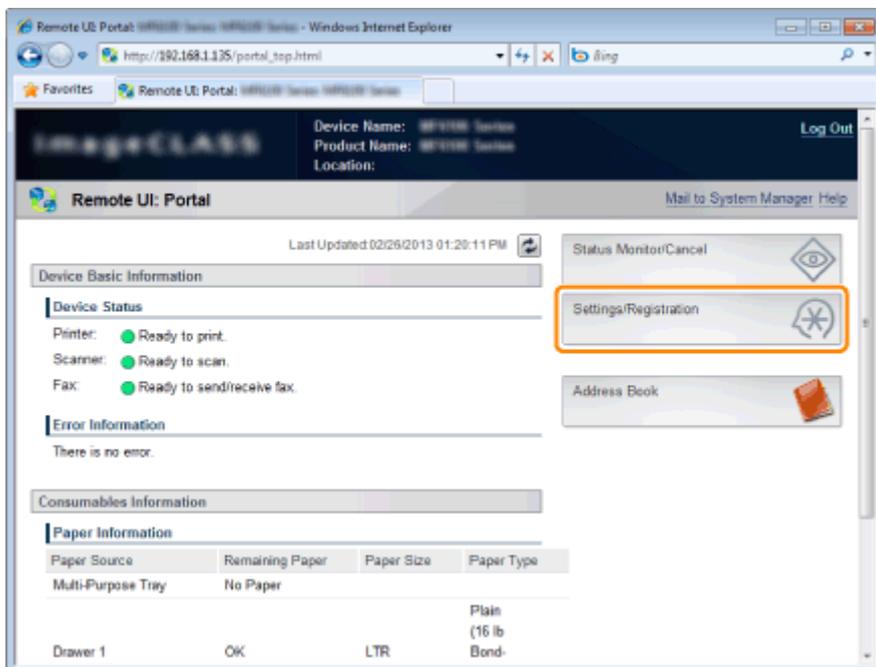
## 1

**Start the Remote UI and log on in system manager mode.**

 "Starting the Remote UI"

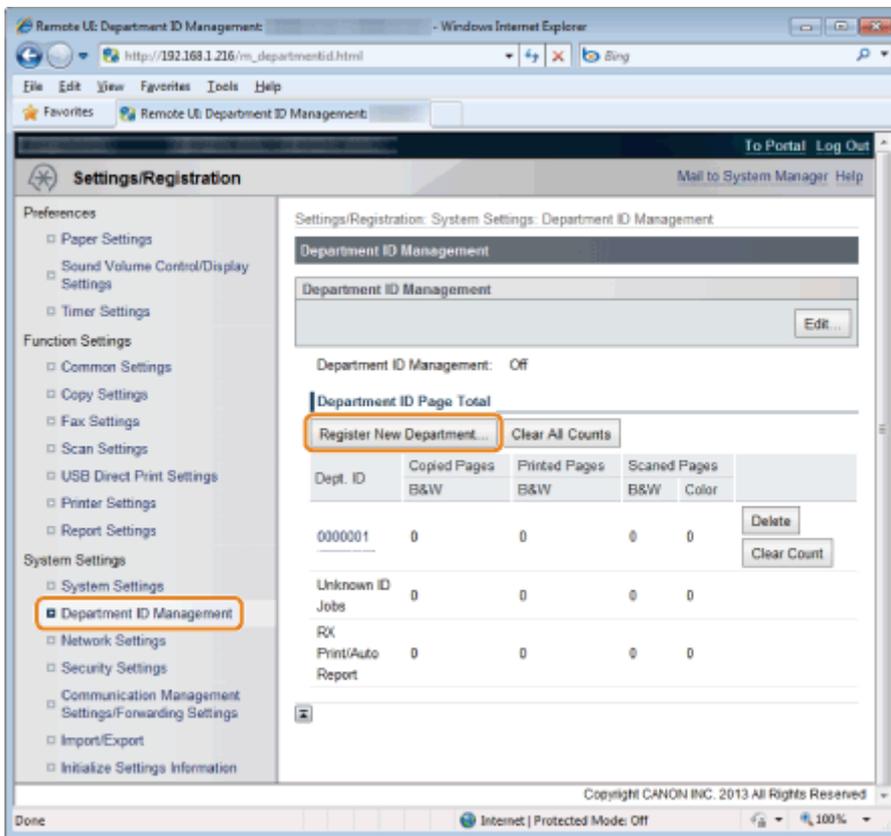
## 2

**Click [Settings/Registration].**



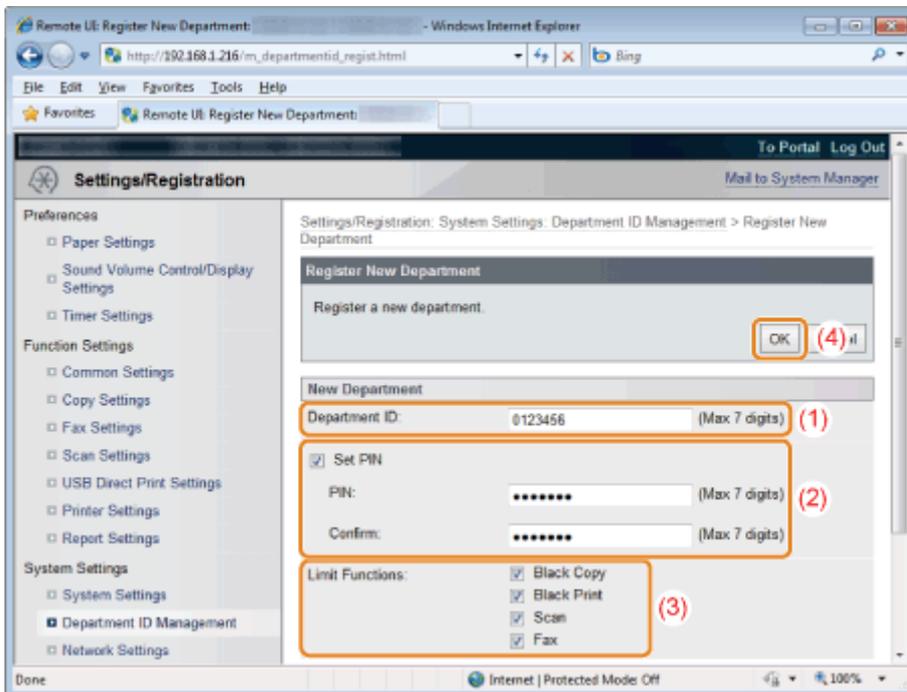
## 3

**Click [Department ID Management] -> [Register New Department].**



## 4

### Specify the departments.



- (1) Specify the department ID.  
Enter a number up to 7 digits for [Department ID].
- (2) Set the PIN.
  - Select the [Set PIN] check box.
  - Enter a number up to 7 digits for [PIN] and [Confirm].
- (3) Specify the limit functions.  
Select the check box of the functions of which you restrict the usage.
- (4) Click [OK].

## Editing Departments

Change the PIN and the function restrictions which are registered in a department. You cannot change the department ID; however, you can delete it.

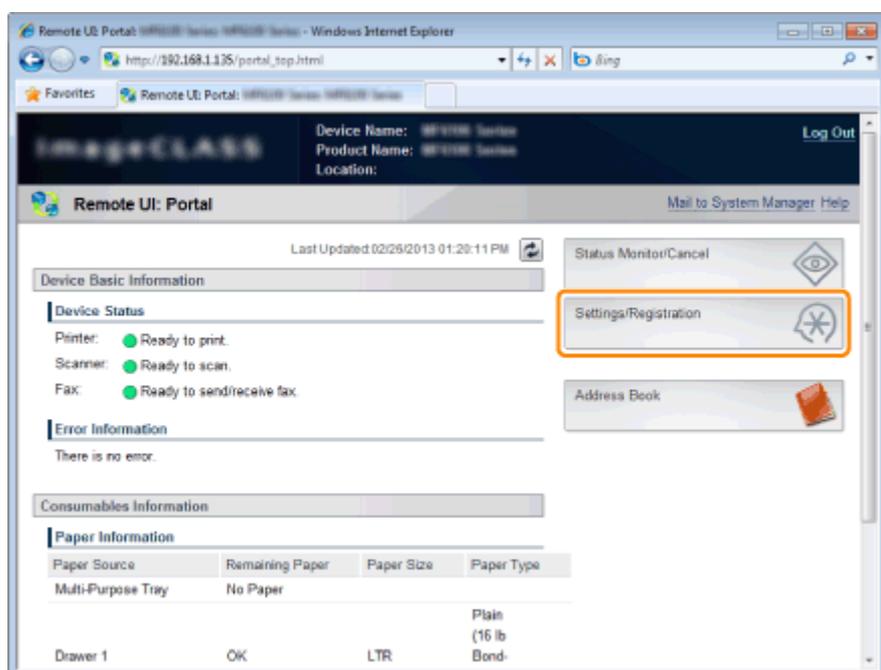
### 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

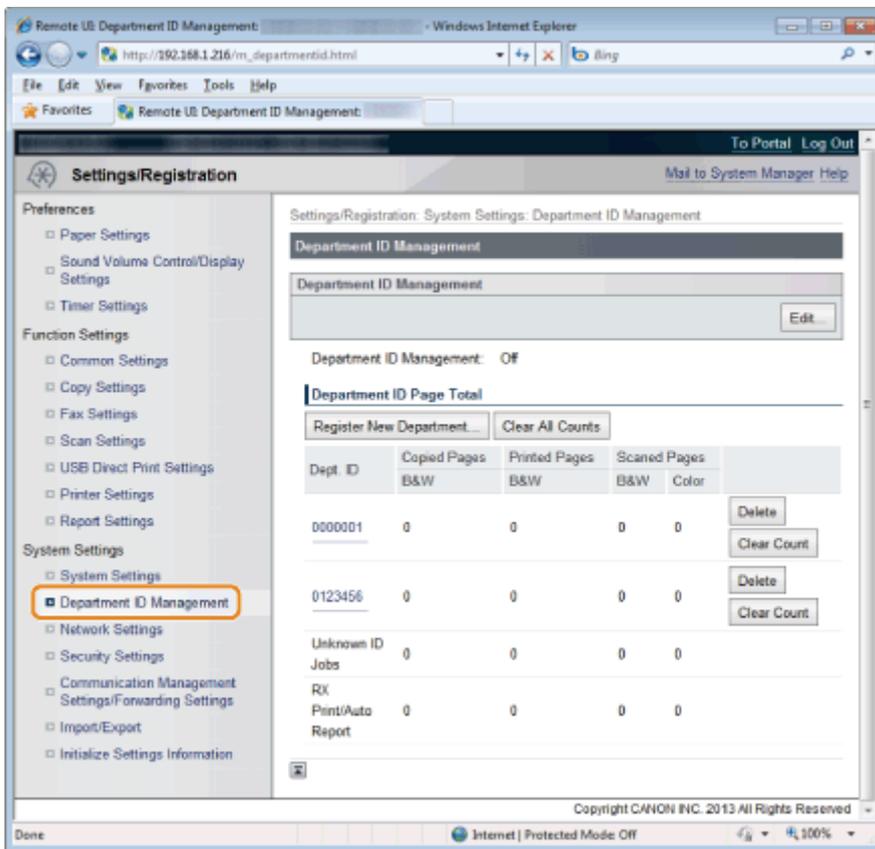
### 2

**Click [Settings/Registration].**



### 3

**Click [Department ID Management].**



## 4

### Edit departments.

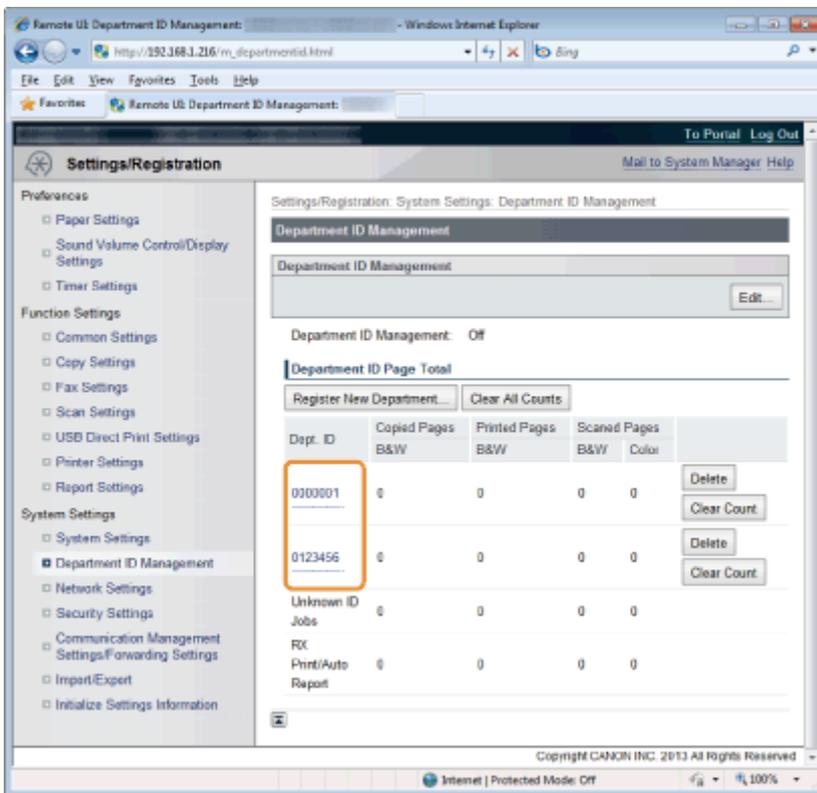
#### If you delete the department ID

- (1) Click [Delete] of the department IDs which you want to delete.
- (2) Click [OK].



#### If you change the department ID

- (1) Click the department ID which you want to change.



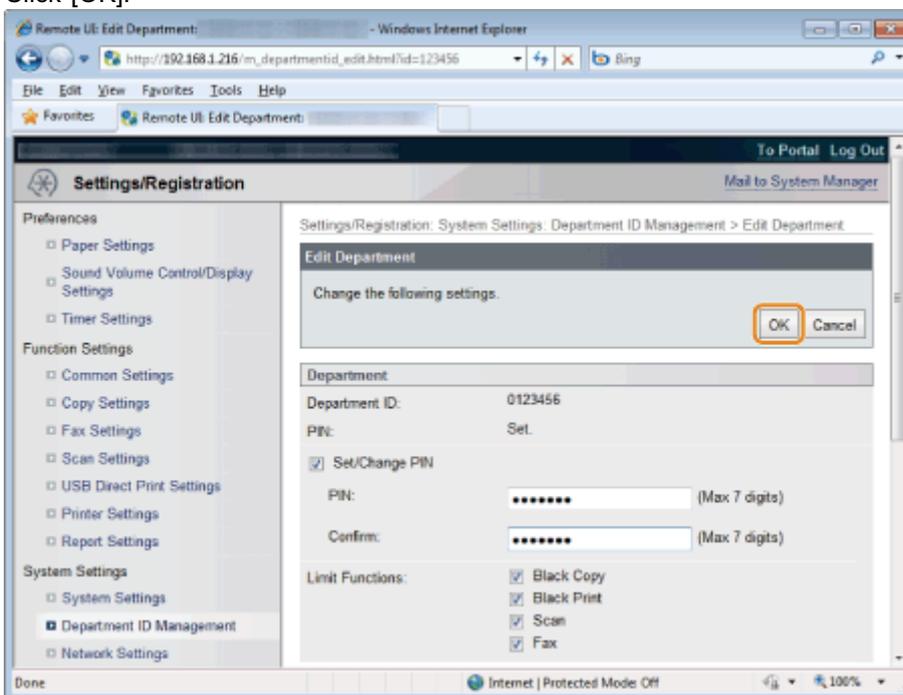
(2) Change the PIN as needed.

- Select the [Set/Change PIN] check box.
- Enter a number up to 7 digits for [PIN] and [Confirm].

(3) Change the limit functions as needed.

Select the check box of the functions of which you restrict the usage.

(4) Click [OK].



# Activating the Department ID Management

When using the department ID management, activate the setting after registering the department ID and PIN in the following procedure.

## Registering from the Remote UI

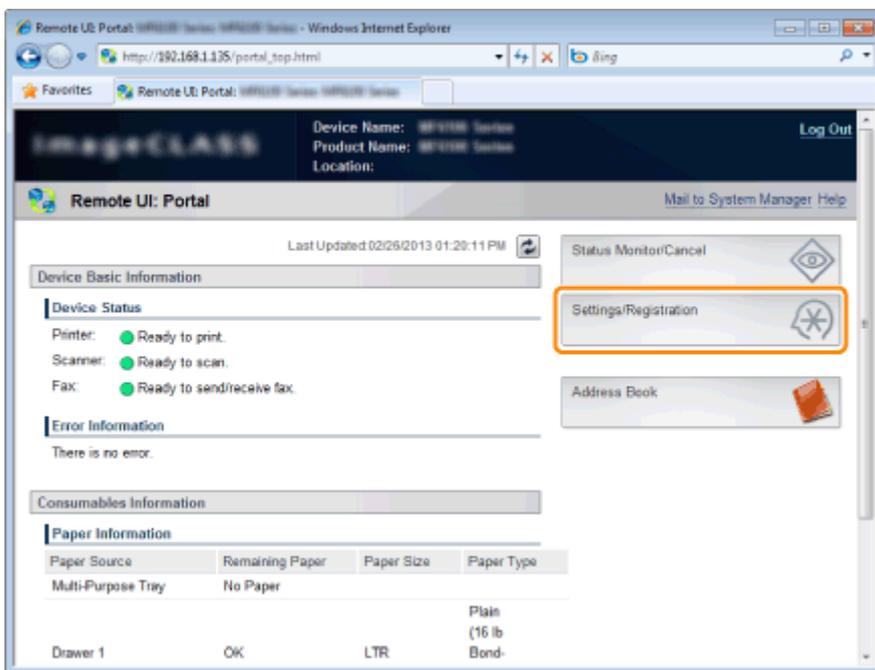
1

Start the Remote UI and log on in system manager mode.

☛ "Starting the Remote UI"

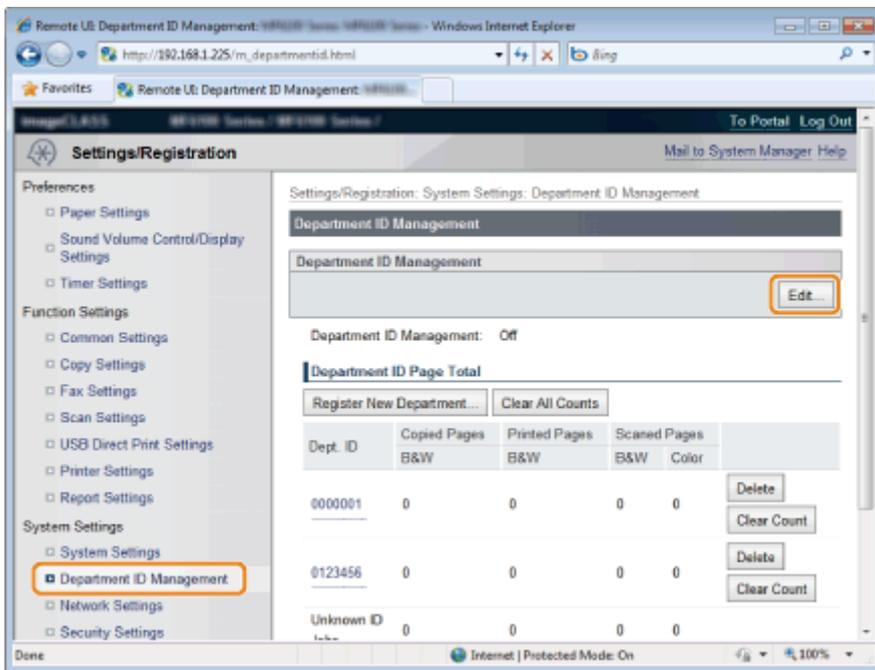
2

Click [Settings/Registration].



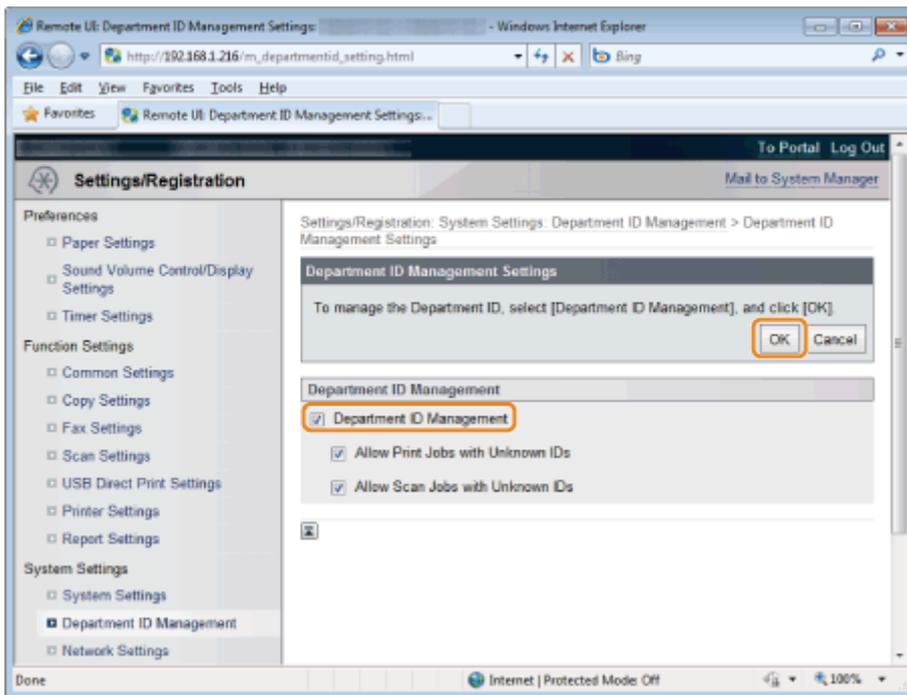
3

Click [Department ID Management] -> [Edit].



4

Select the [Department ID Management] check box, and then click [OK].



### Registering from the operation panel

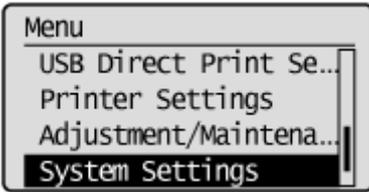
You can switch On/Off of the department ID management on the operation panel.

1

Press [  ] (Menu).

2

Select <System Settings> using [▲] or [▼] and press [OK].



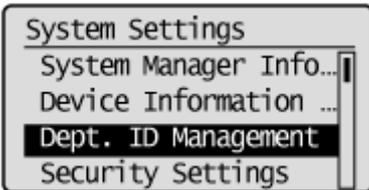
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



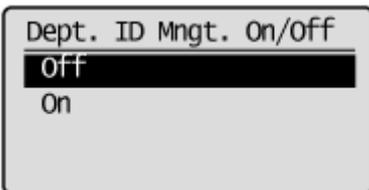
## 3

Select <Dept. ID Management On/Off> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Departmental ID Management is not available.
<On>	Departmental ID Management is available.

## 5

Press [  ] (Menu) to close the menu screen.

# Specifying Whether or Not to Receive a Print Job from an Unknown ID

Specify whether a print job can be accepted from an unknown ID while the department ID management is active.

The following jobs are handled as a job with unknown ID.

- Printing from a printer driver for which the department ID is not registered
- A job in which a document is scanned and is sent to a computer

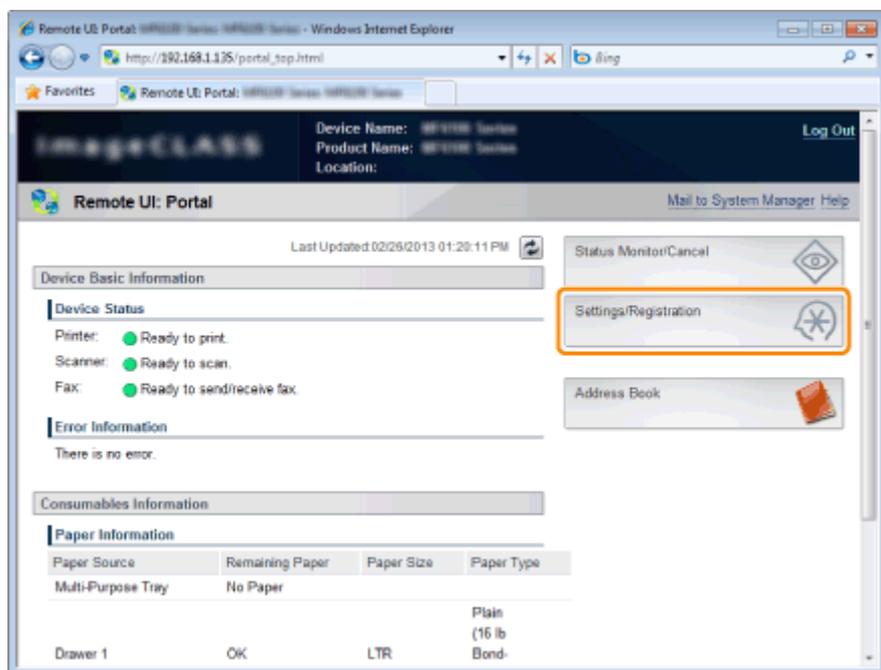
## 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

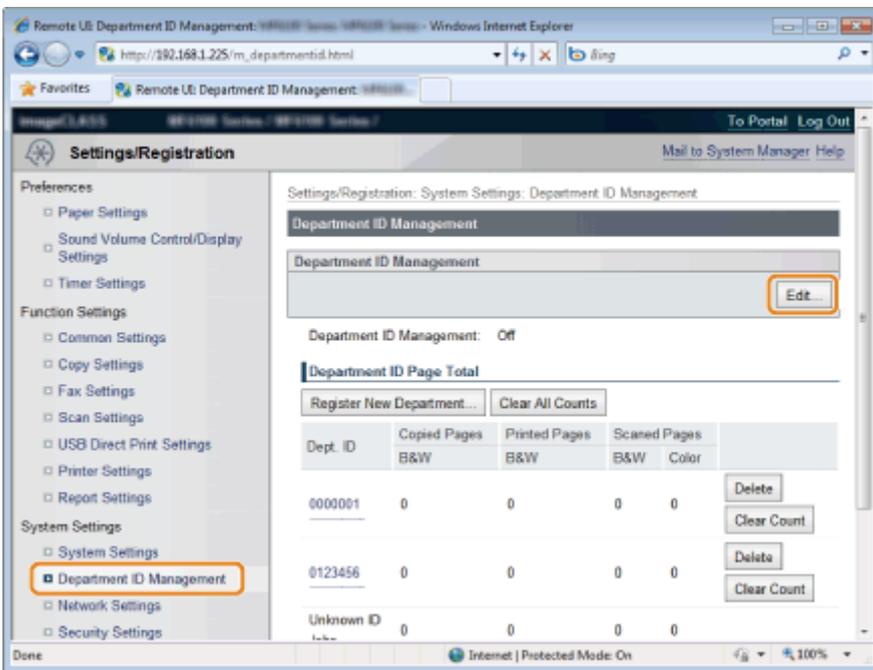
## 2

**Click [Settings/Registration].**



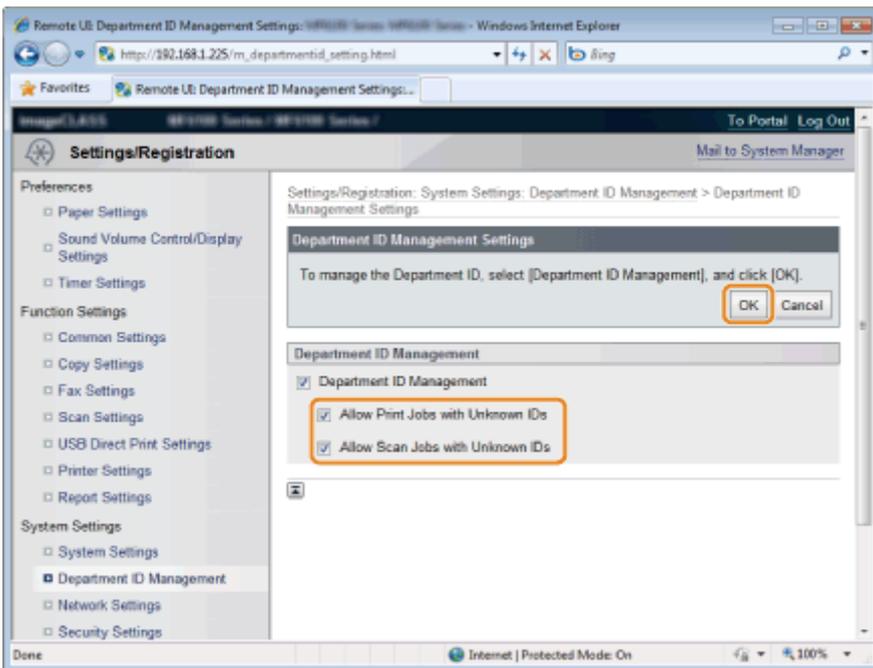
## 3

**Click [Department ID Management] -> [Edit].**



## 4

Select the [Department ID Management] check box, change settings, and then click [OK].



### For [Allow Print Jobs with Unknown IDs]

If the check box is selected	Print jobs are received from a printer driver for which the department ID is not registered.
If the check box is not selected	Print jobs are not received from a printer driver for which the department ID is not registered.

### For [Allow Scan Jobs with Unknown IDs]

If the check box is selected	Scan jobs with unknown IDs are received.
If the check box is not selected	Scan jobs with unknown IDs are not received.

## Checking or Clearing the Count Information

You can check the number of pages printed per each function in each department. Also, you can clear the number of printed pages that have been counted.

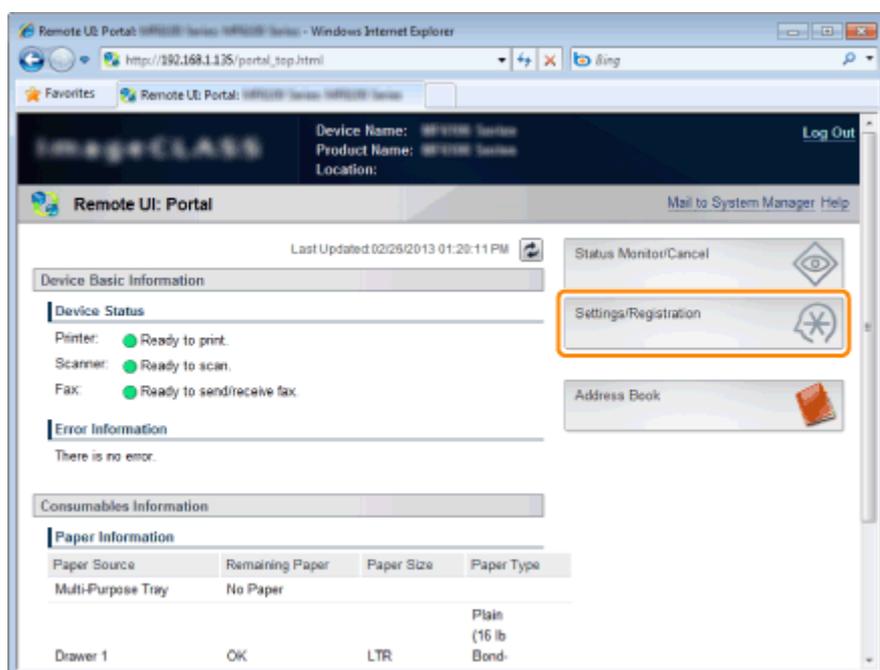
1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

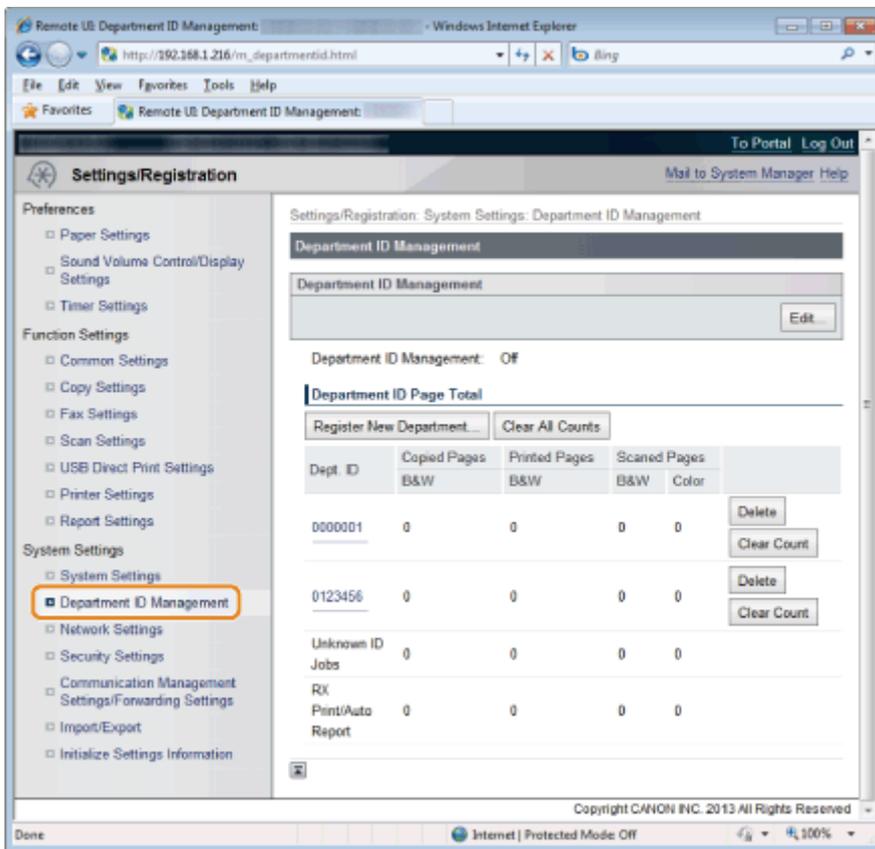
2

**Click [Settings/Registration].**



3

**Click [Department ID Management].**

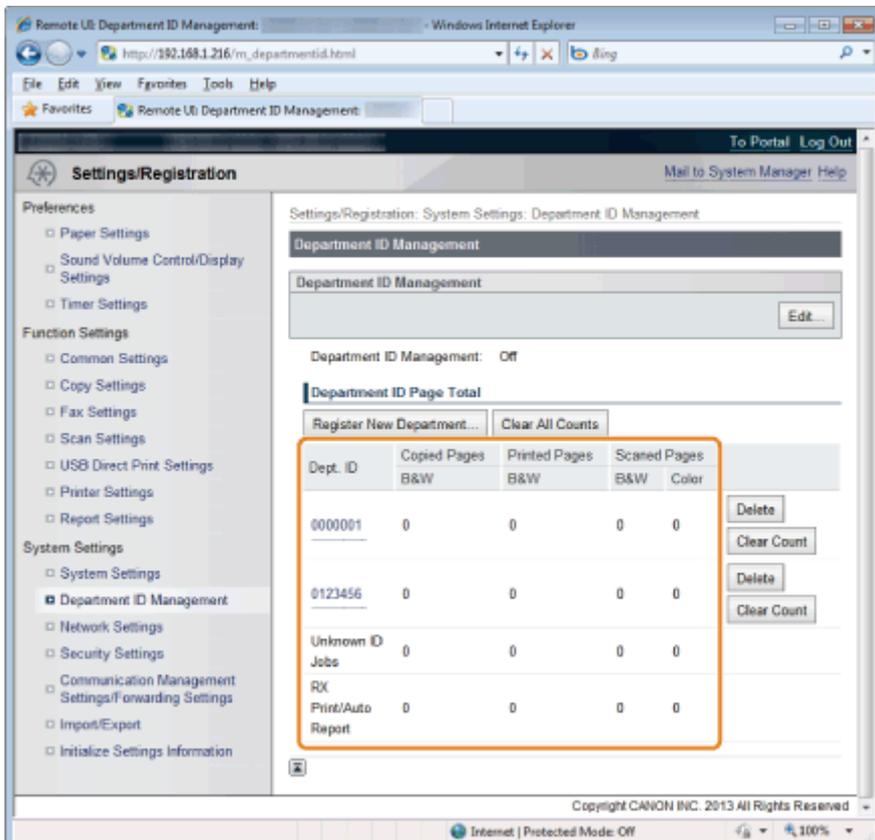


## 4

### Check or clear the count information.

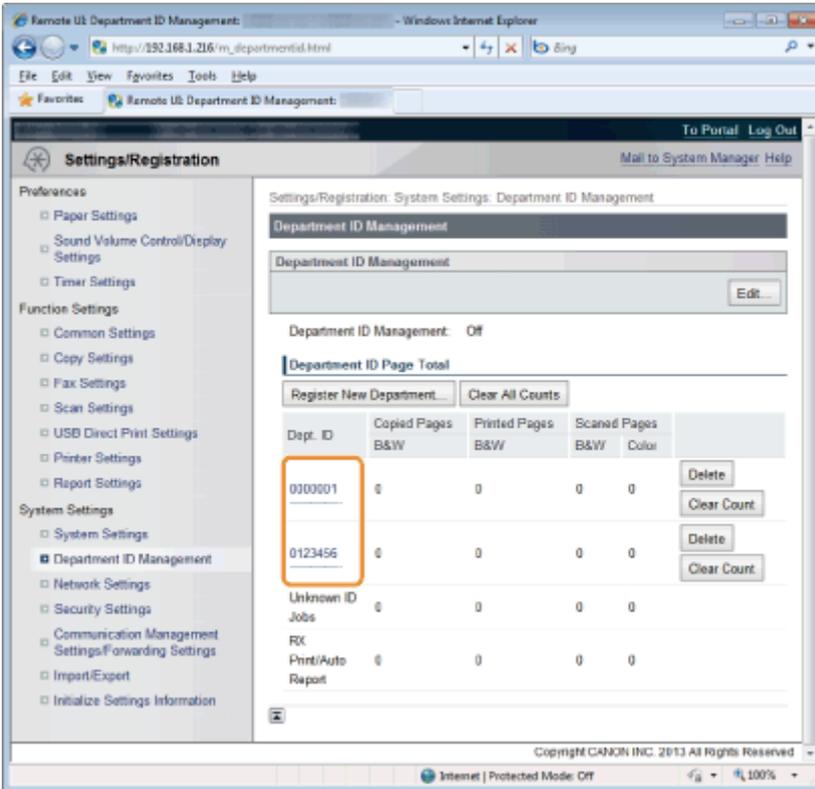
#### If you check the count information for each department

The count information is displayed on the right side of the department ID.

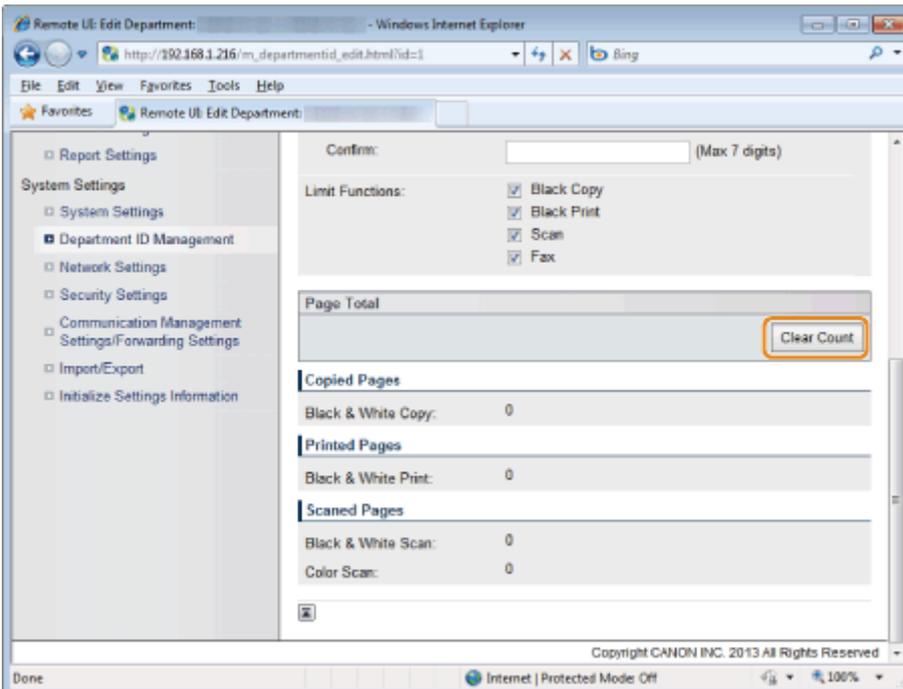


#### If you clear the count information for each department

(1) Click the department ID for which you want to clear the count.



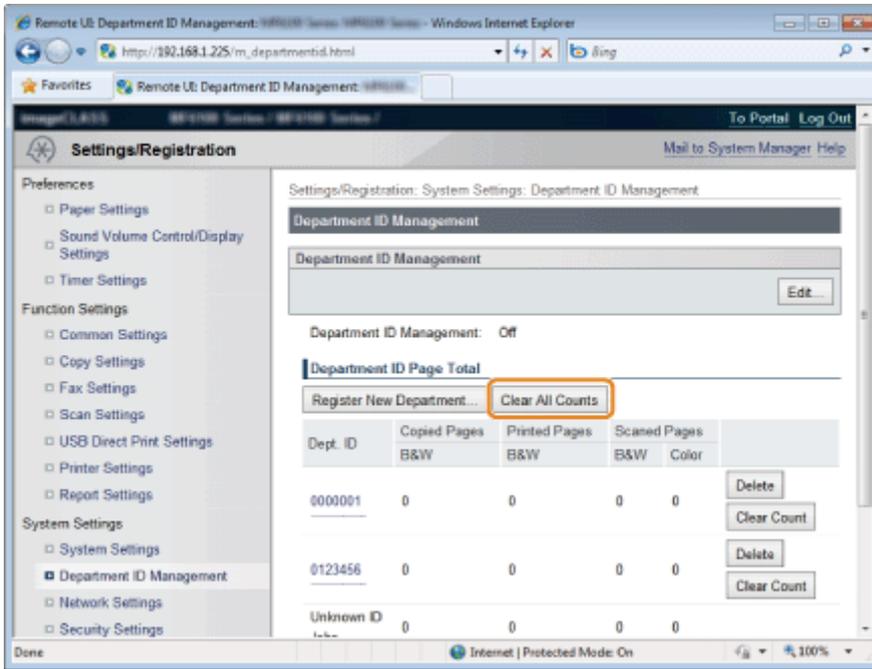
(2) Click [Clear Count].



(3) Click [OK].

### If you clear the count information for all departments

(1) Click [Clear All Counts].



(2) Click [OK].



## Specifying Keys and Certificates/CA Certificates

---

Specify keys, server certificates (Self-Signed Certificate) and/or CA certificates.

You can specify the following.

- ❖ "Generating Keys and Certificates"
  - ❖ "Installing Keys and Certificates/CA Certificates"
  - ❖ "Verifying Keys and Certificates/CA Certificates"
  - ❖ "Registering Keys and Certificates/CA Certificates"
  - ❖ "Deleting Keys and Certificates/CA Certificates"
-

# Generating Keys and Certificates

Generate keys and server certificates (self-signed certificate) with this product.  
It takes 10 to 15 minutes to generate keys and certificates.

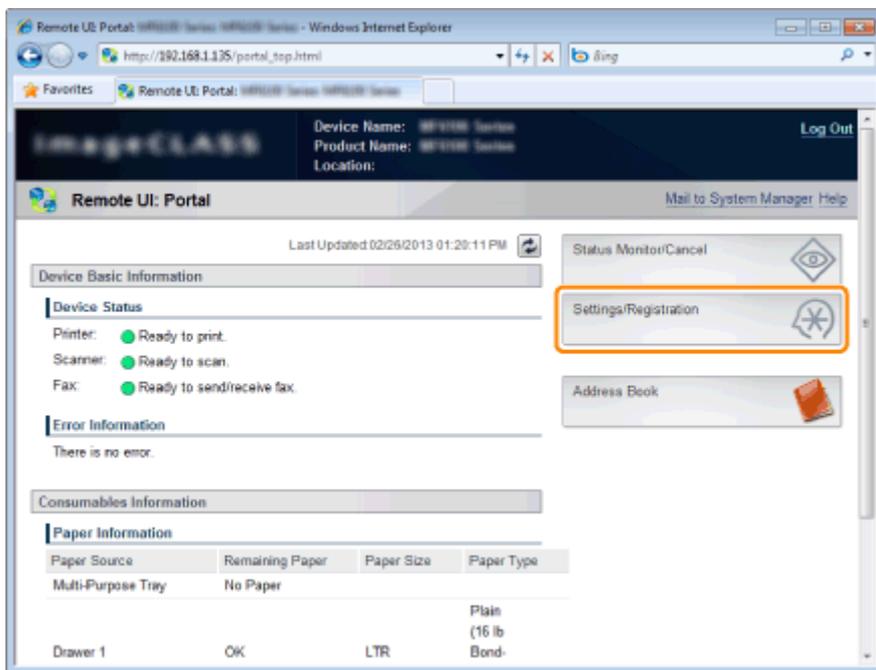
## 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

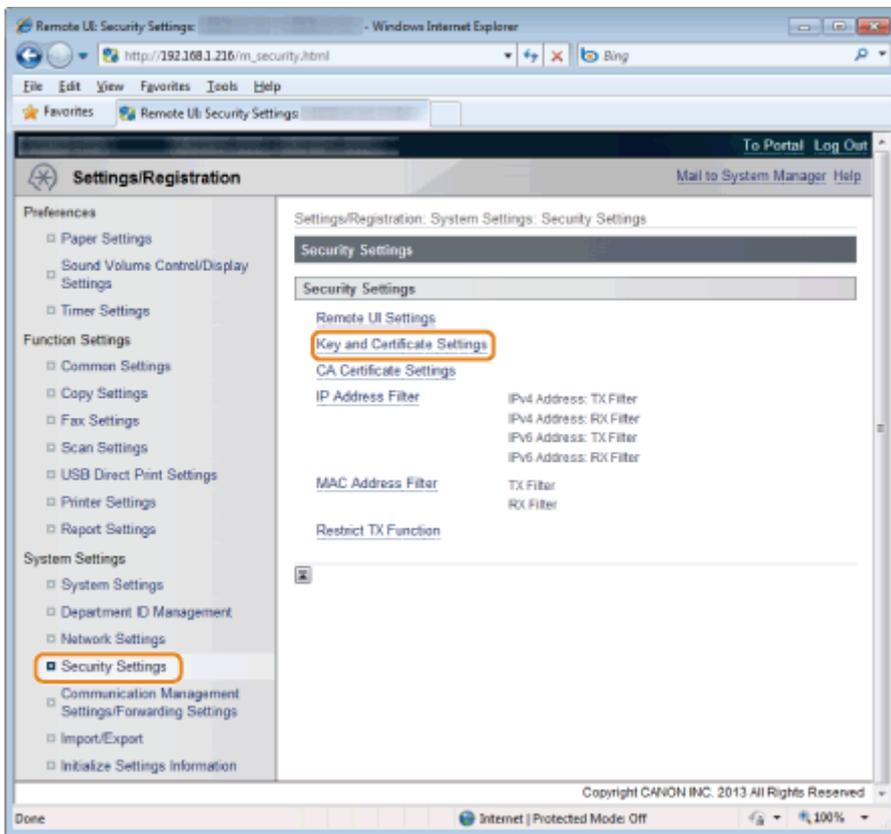
## 2

**Click [Settings/Registration].**



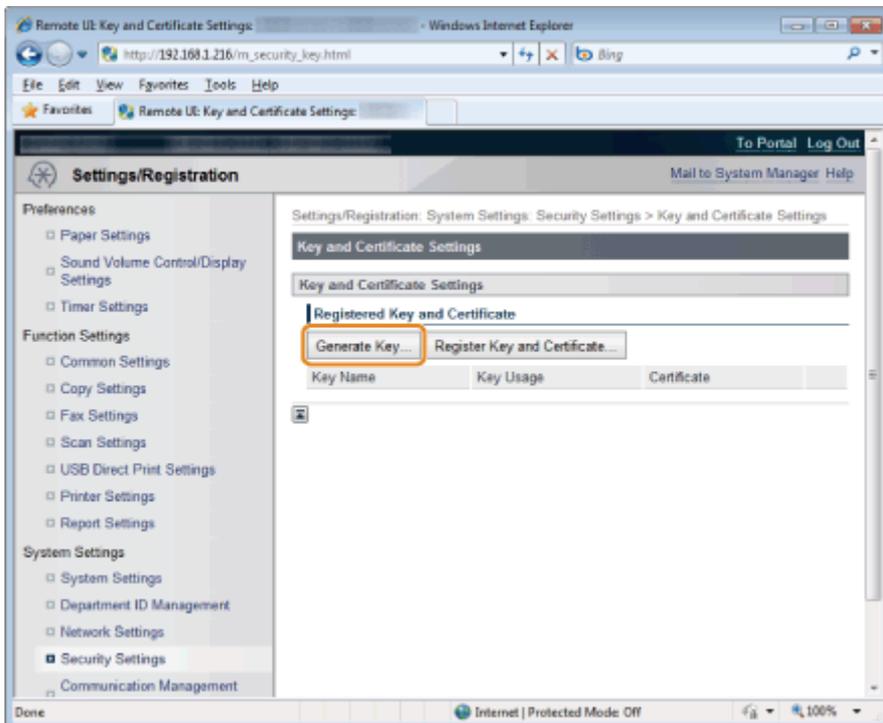
## 3

**Click [Security Settings] -> [Key and Certificate Settings].**



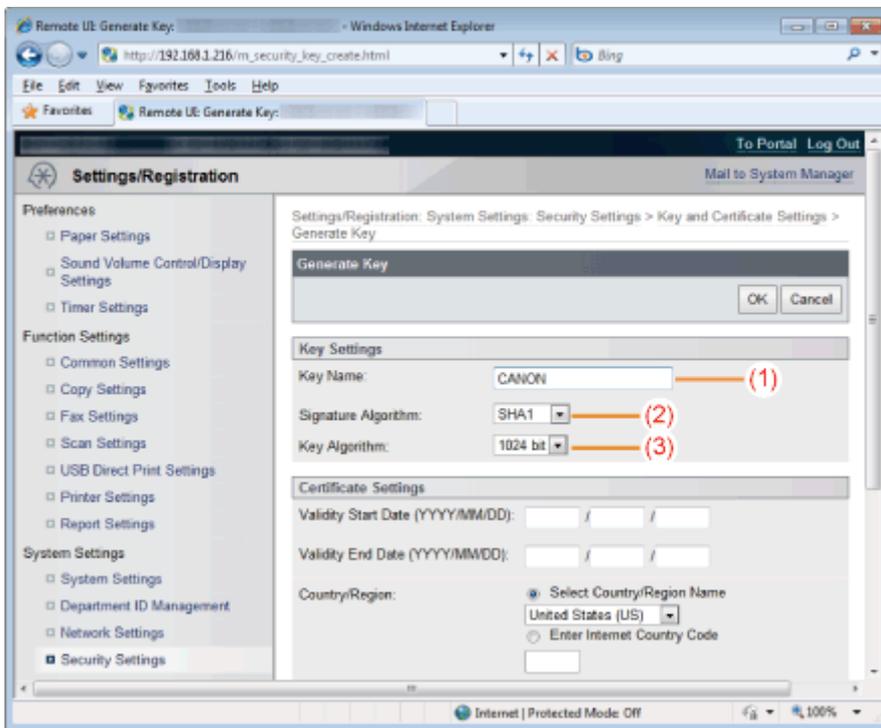
4

Click **[Generate Key]**.



5

Specify the keys.



(1) Select an encryption key name.

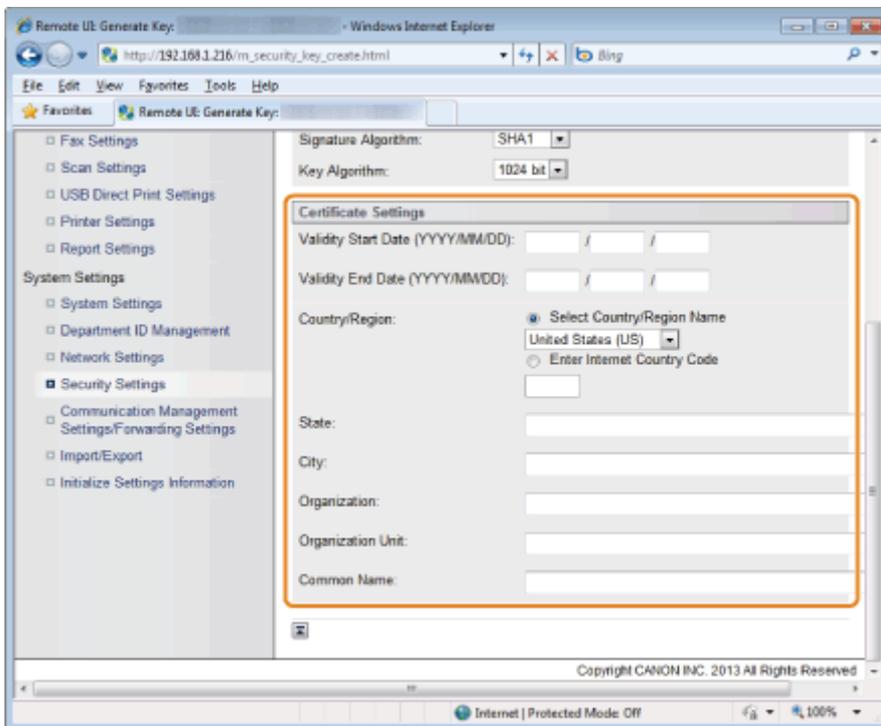
You can enter up to 24 alphanumeric characters for [Key Name].

(2) Select the authentication algorithm to be used: [SHA1], [SHA256], [SHA384] or [SHA512].

(3) Select the key algorithm to be used: [512bit], [1024bit], [2048bit] or [4096bit].

## 6

### Set the certificate.



(1) Set the expiration date for certificate.

Enter dates (January 1, 2000 to December 31, 2037) to [Validity Start Date] and [Validity End Date].

(2) Specify Country/Region.

Select the [Select Country/Region Name] check box and for the country/region name, or select [Enter Internet Country Code] to enter the country code.

(3) Specify a location.

You can enter up to 24 alphanumeric characters for [State] and [City].

(4) Specify an organization.

You can enter up to 24 alphanumeric characters for [Organization] and [Organization Unit].

(5) Specify a common name. You can enter up to 48 alphanumeric characters for the [Common Name].

**7**

**Click [OK].**

---

# Installing Keys and Certificates/CA Certificates

Install keys and certificates (PKCS#12 format) saved in a computer and/or CA Certificates (X.509 format) to this product. One CA certificate is pre-installed by default.

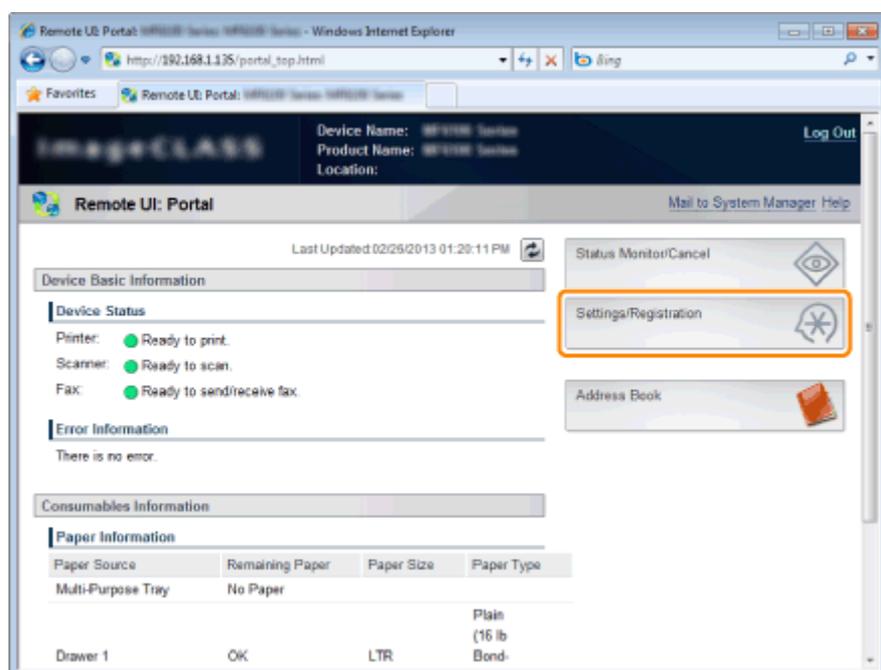
## 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

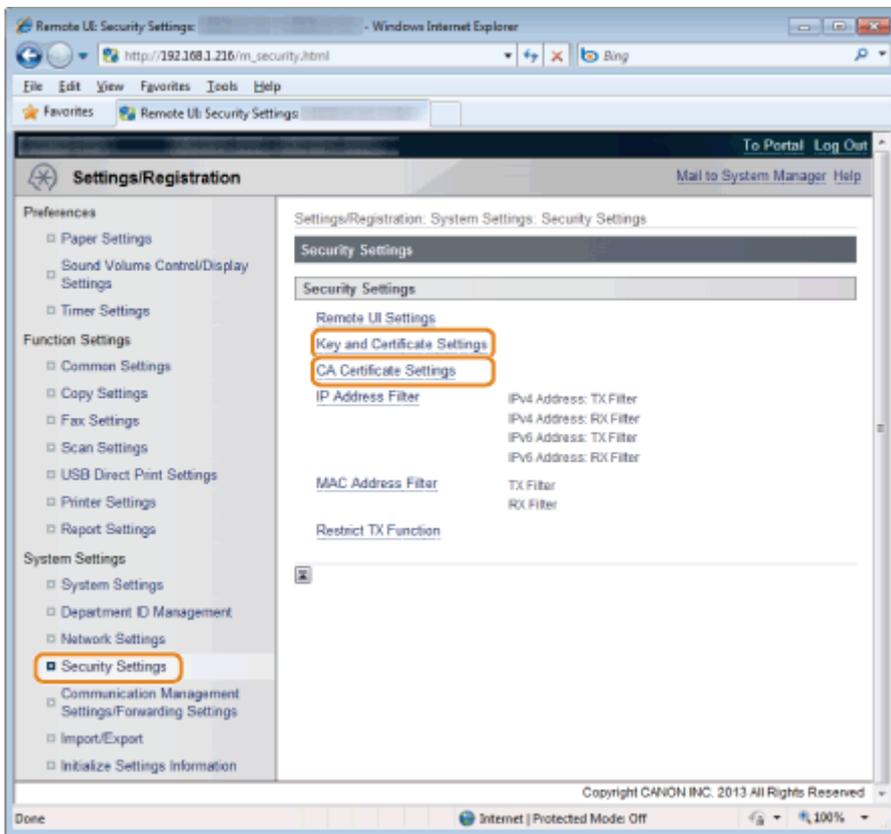
## 2

**Click [Settings/Registration].**

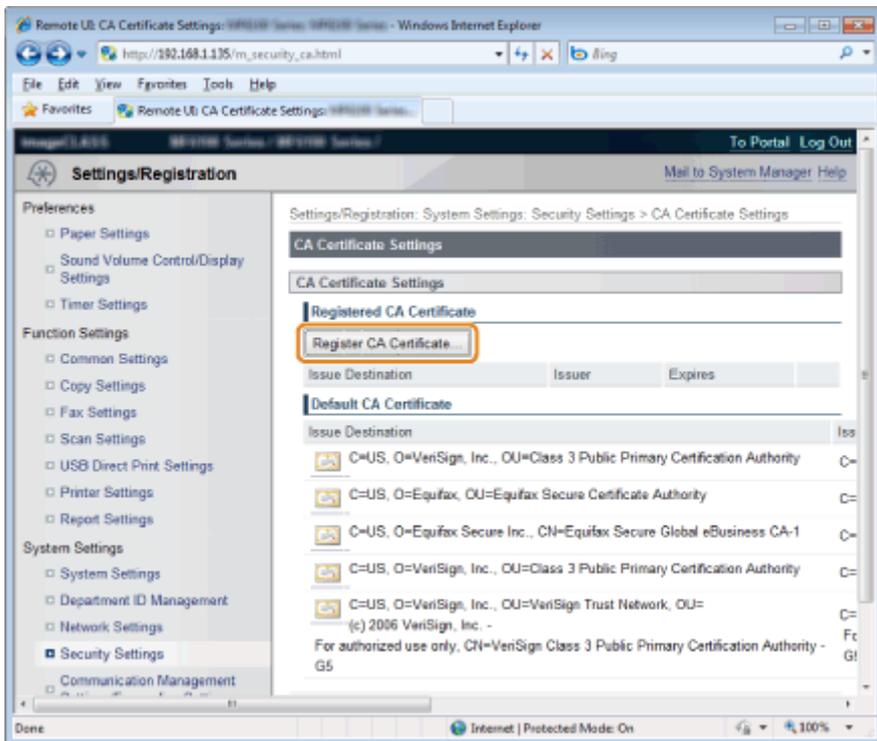


## 3

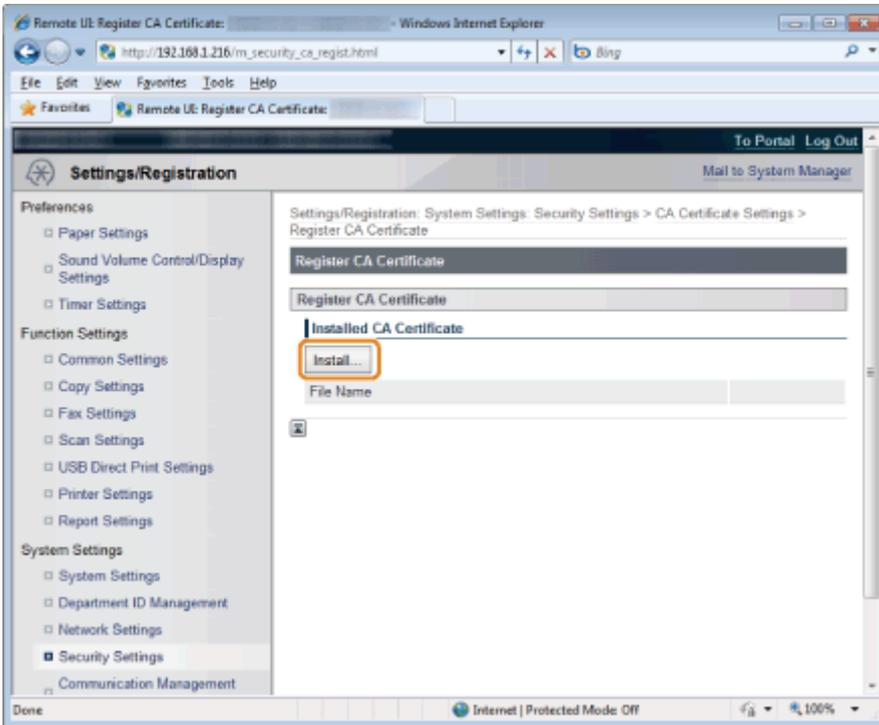
**[Security Settings] -> Click [Key and Certificate Settings] or [CA Certificate Settings].**



**4**  
Click **[Register Key and Certificate]** or **[Register CA Certificate]**.

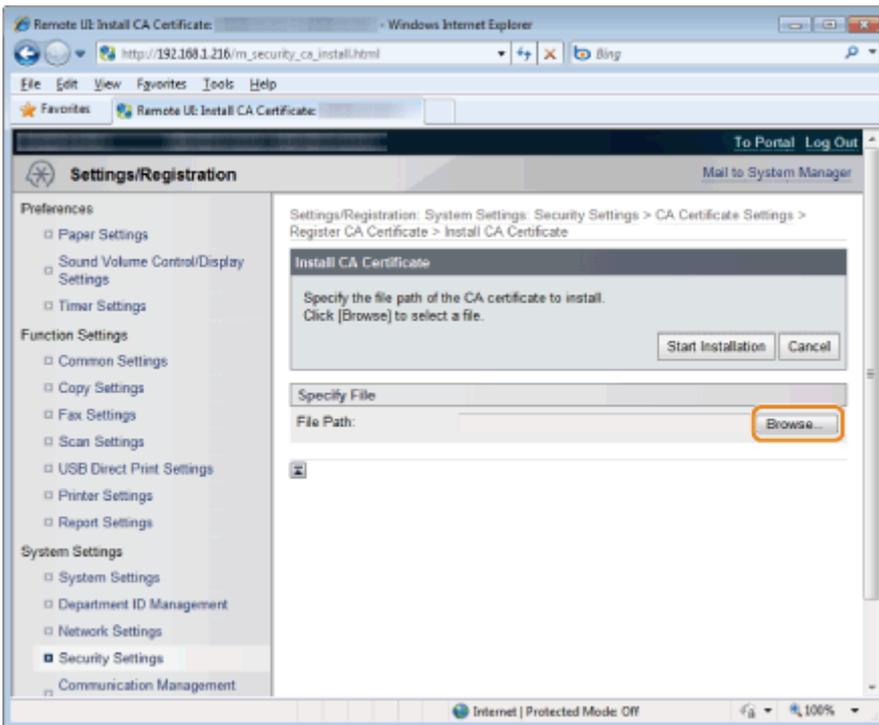


**5**  
Click **[Install]**.



6

Click **[Browse]**, and then specify a file to install.



7

Click **[Start Installation]**.

# Verifying Keys and Certificates/CA Certificates

You can check detailed information of saved keys and certificates as well as CA certificates and verify its expiration date and/or signatures.

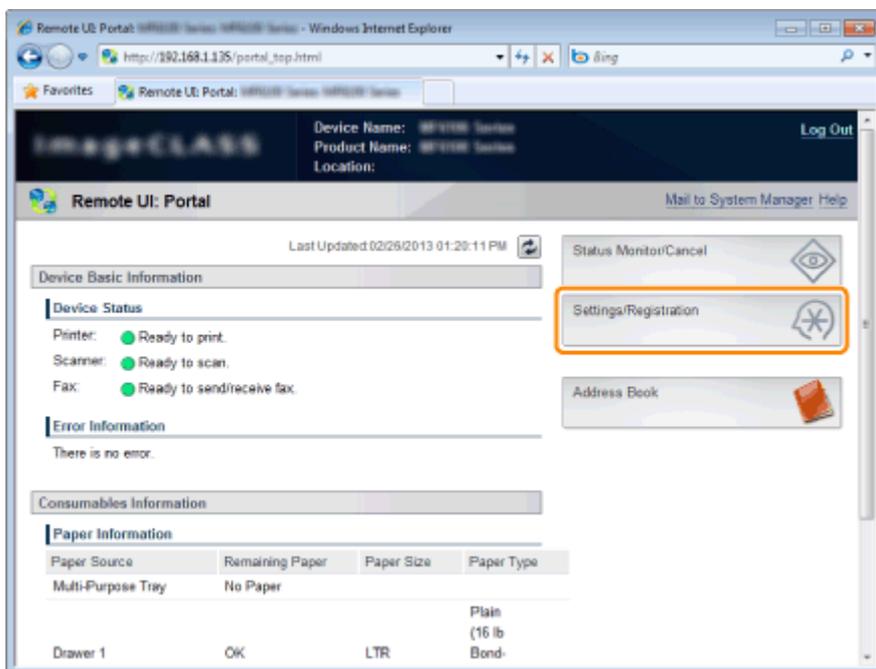
1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

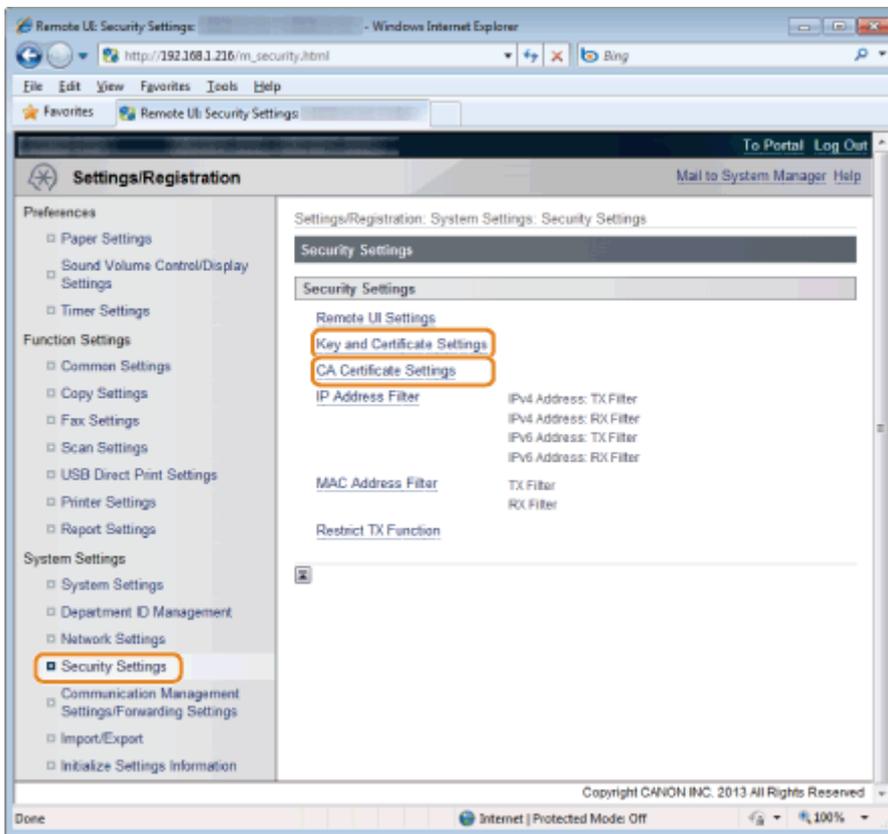
2

**Click [Settings/Registration].**



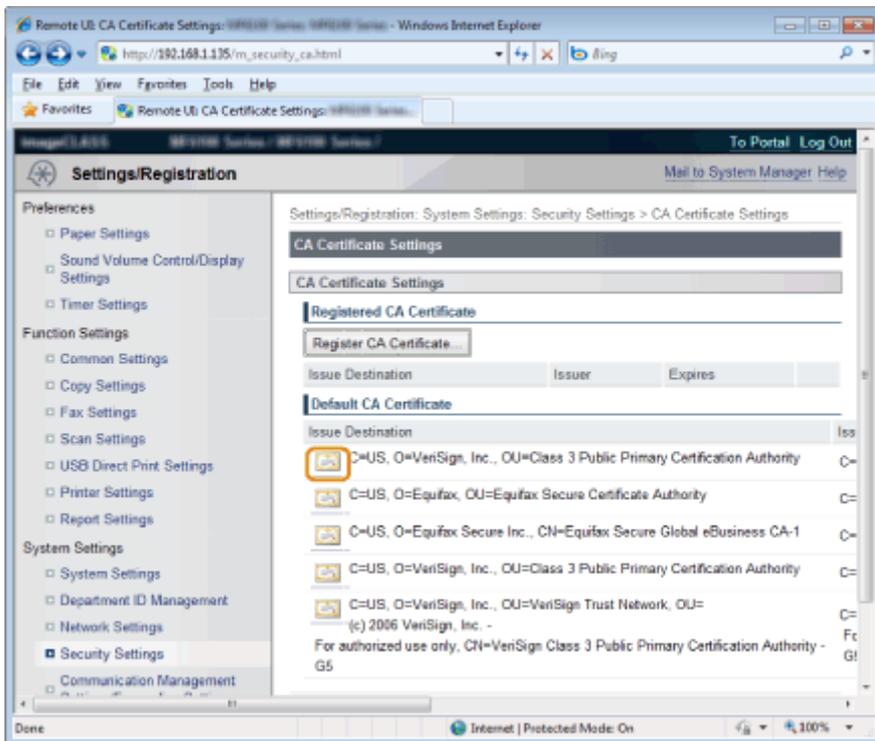
3

**[Security Settings] -> Click [Key and Certificate Settings] or [CA Certificate Settings].**



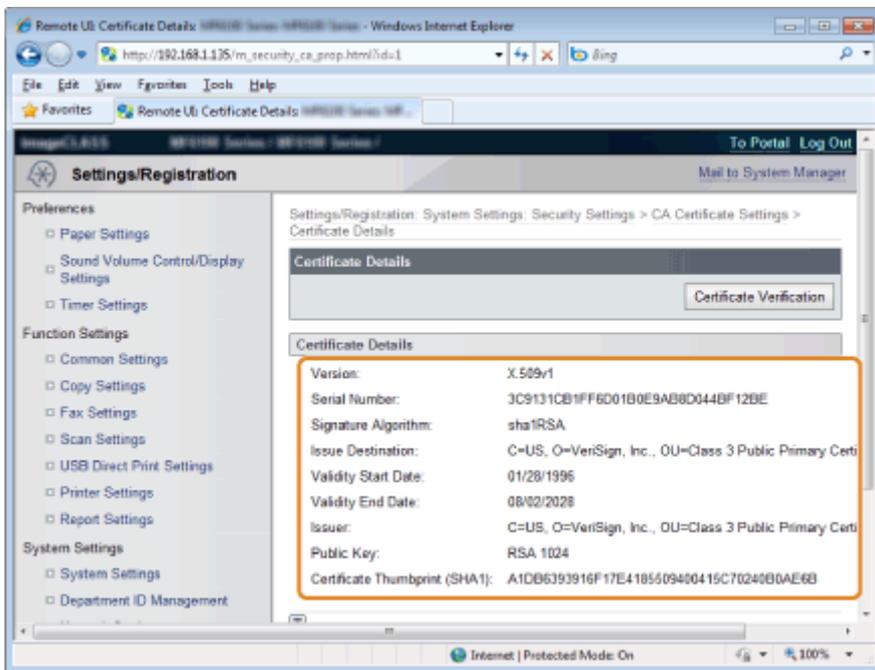
4

Click an icon for keys or certificates you want to verify.



5

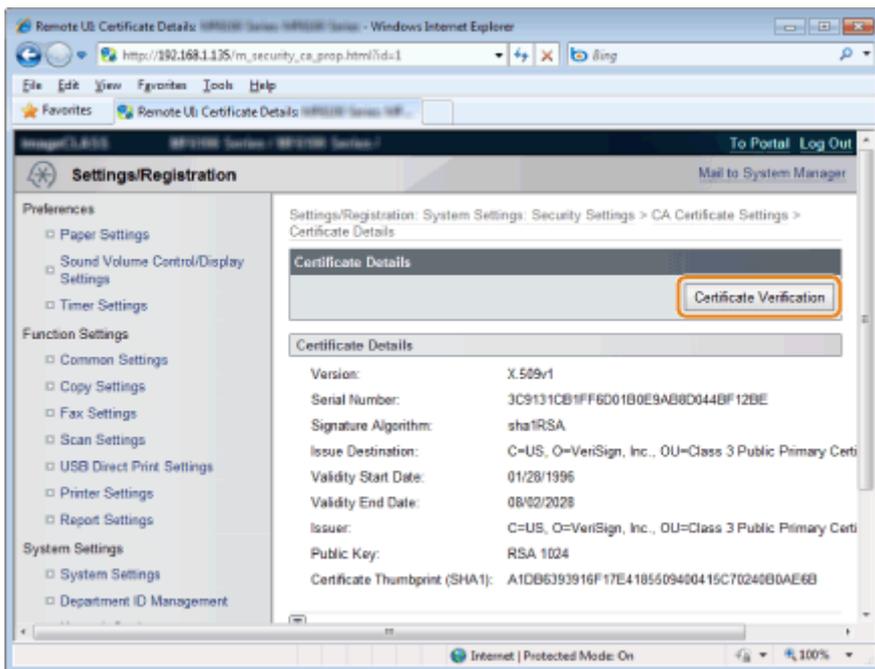
Checks detailed information of the certificates.



## 6

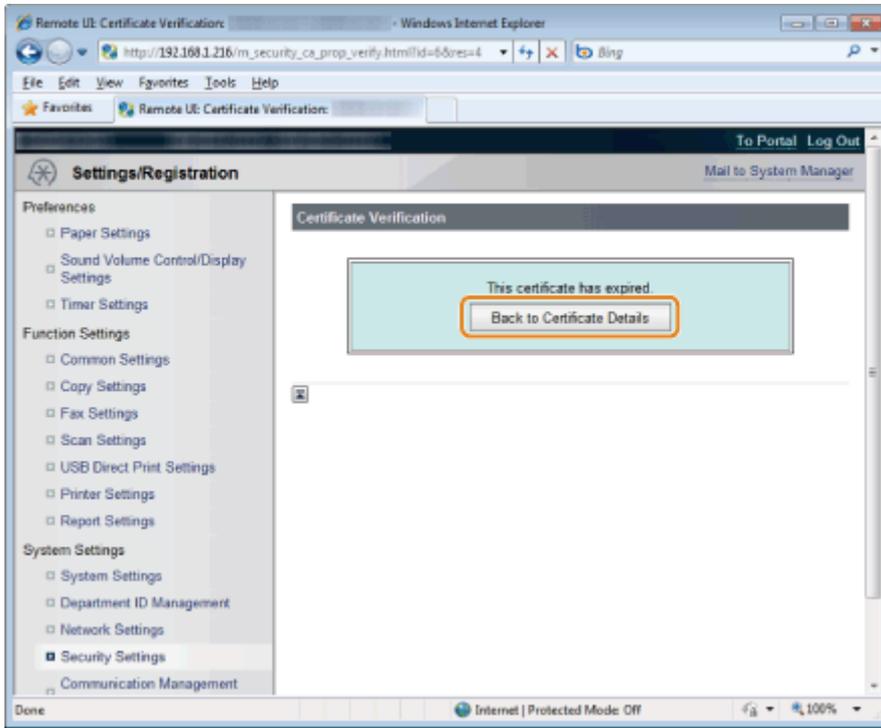
Click **[Certificate Verification]**.

A verification result is displayed.



## 7

After checking the verification results, click **[Back to Certificate Details]**.



# Registering Keys and Certificates/CA Certificates

Register keys and certificates to be used for IEEE802.1X TLS authentication or SSL features as well as CA certificates.

- ❏ Registering Keys and Certificates
- ❏ Registering CA certificates

## NOTE

### Registering Keys and Certificates/CA Certificates

You can register one key/certificate and/or CA certificate respectively.

## Registering Keys and Certificates

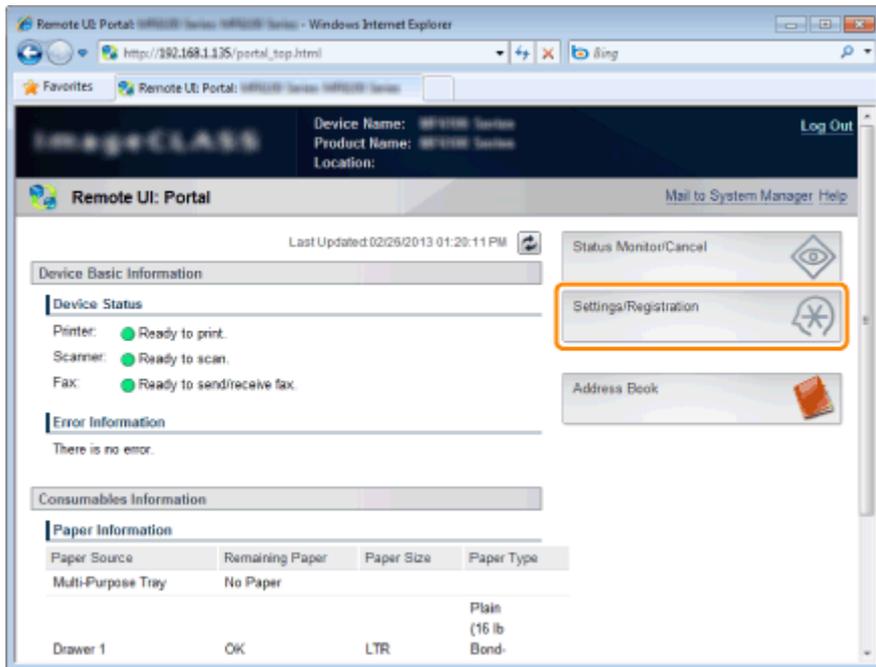
### 1

Start the Remote UI and log on in system manager mode.

- ❏ "Starting the Remote UI"

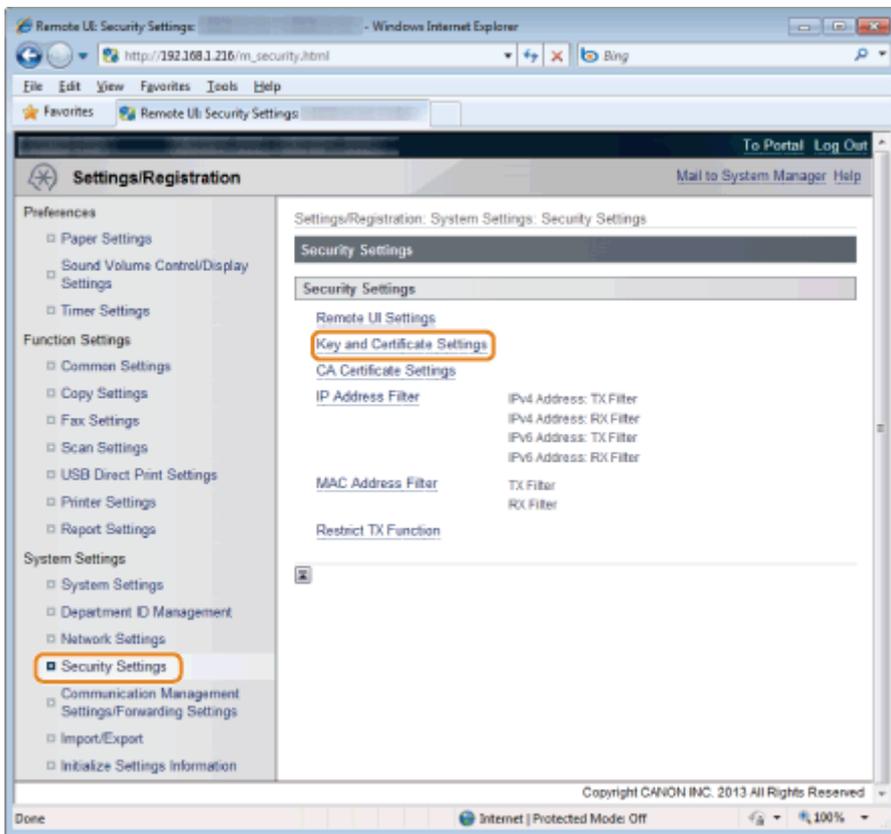
### 2

Click [Settings/Registration].



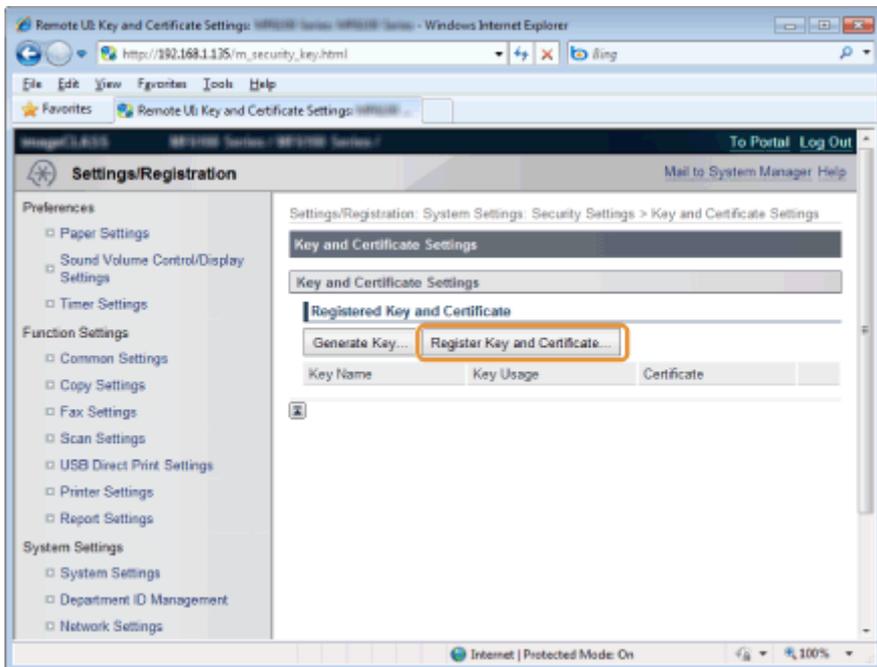
### 3

Click [Security Settings] -> [Key and Certificate Settings].



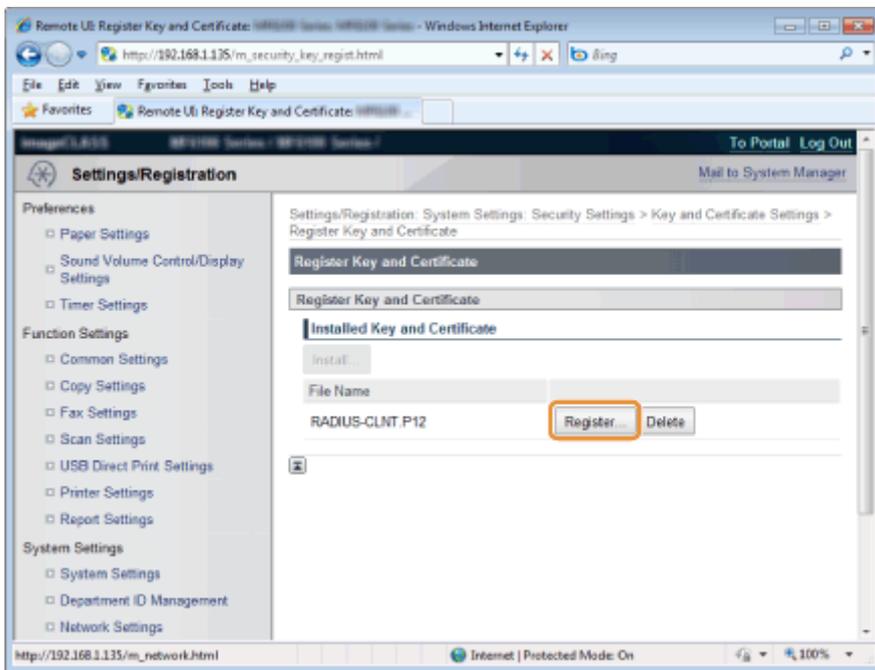
4

Click [Register Key and Certificate].



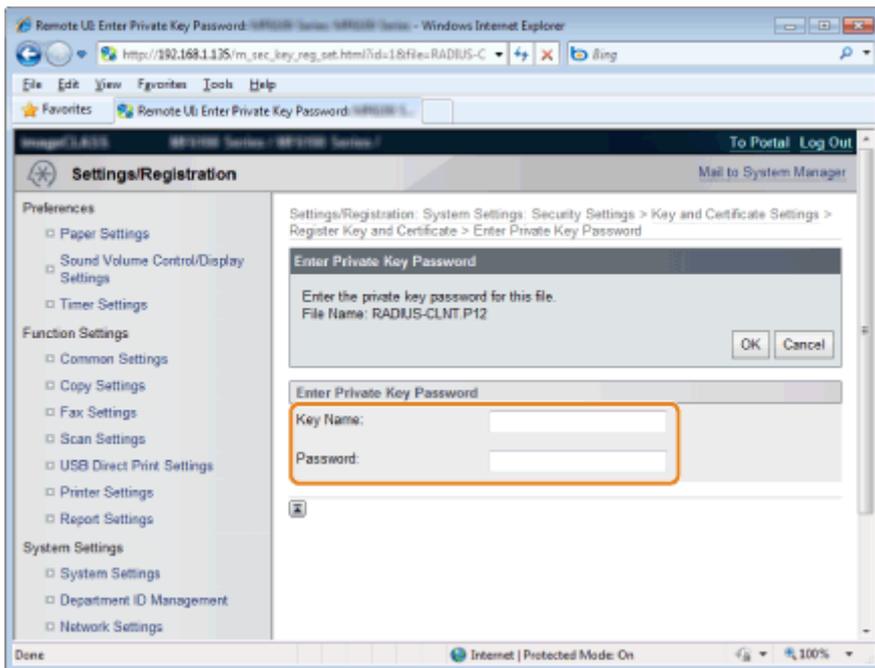
5

Click [Register].



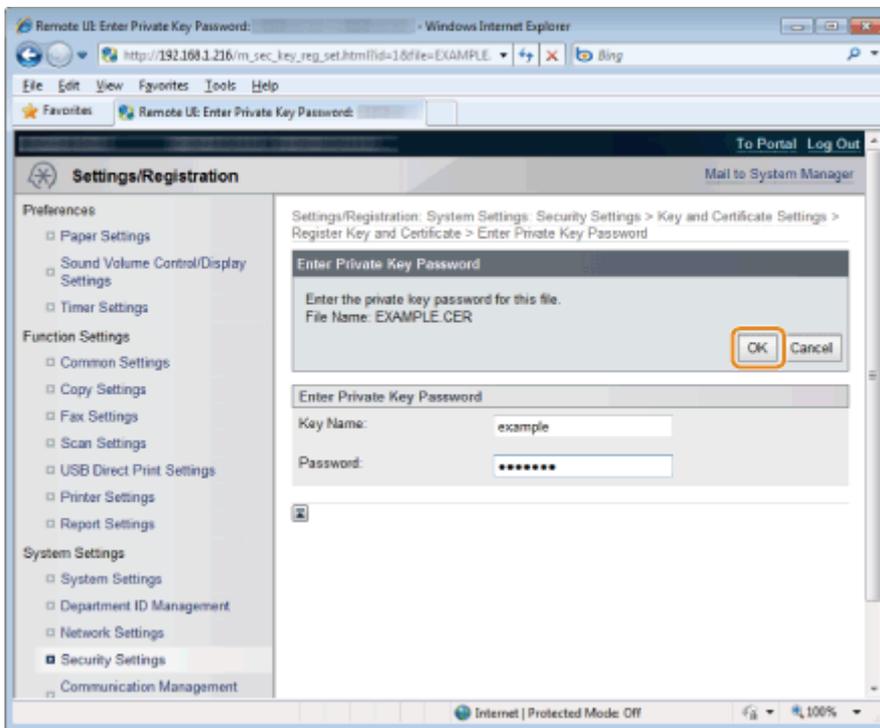
## 6

Enter a key name and a password.



## 7

Click [OK].



## Registering CA certificates

Register CA certificates for verifying authentication servers.

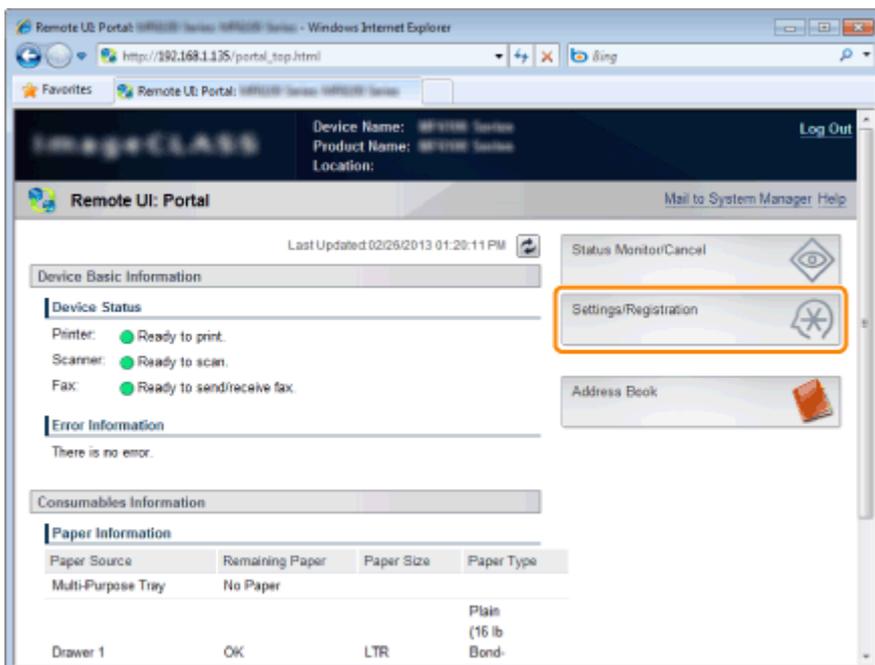
### 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

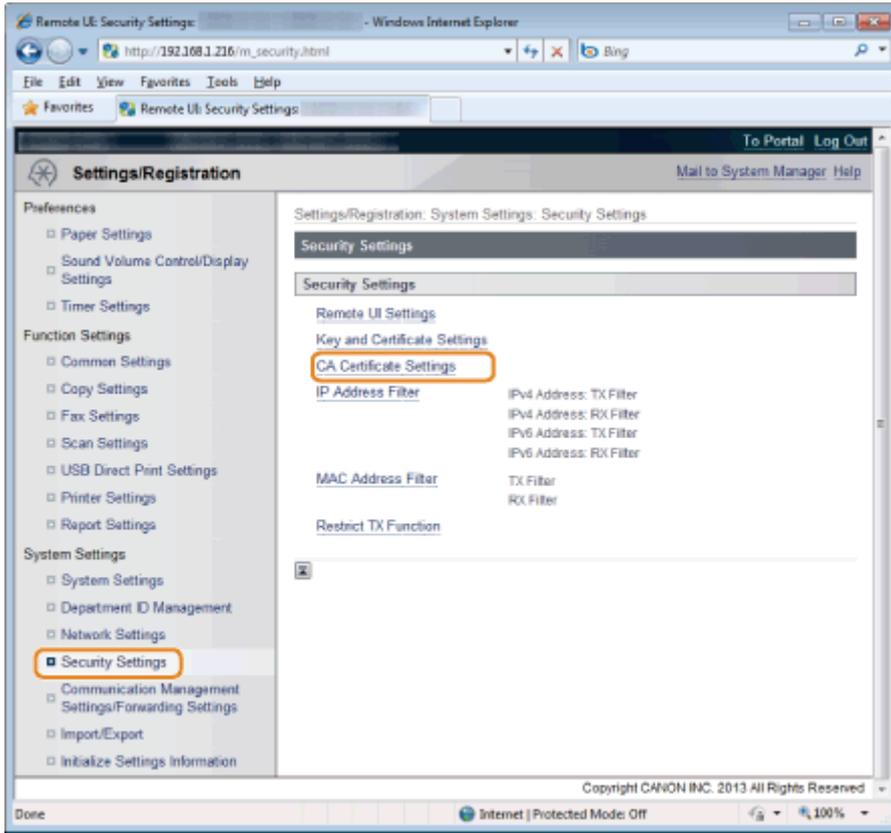
### 2

**Click [Settings/Registration].**



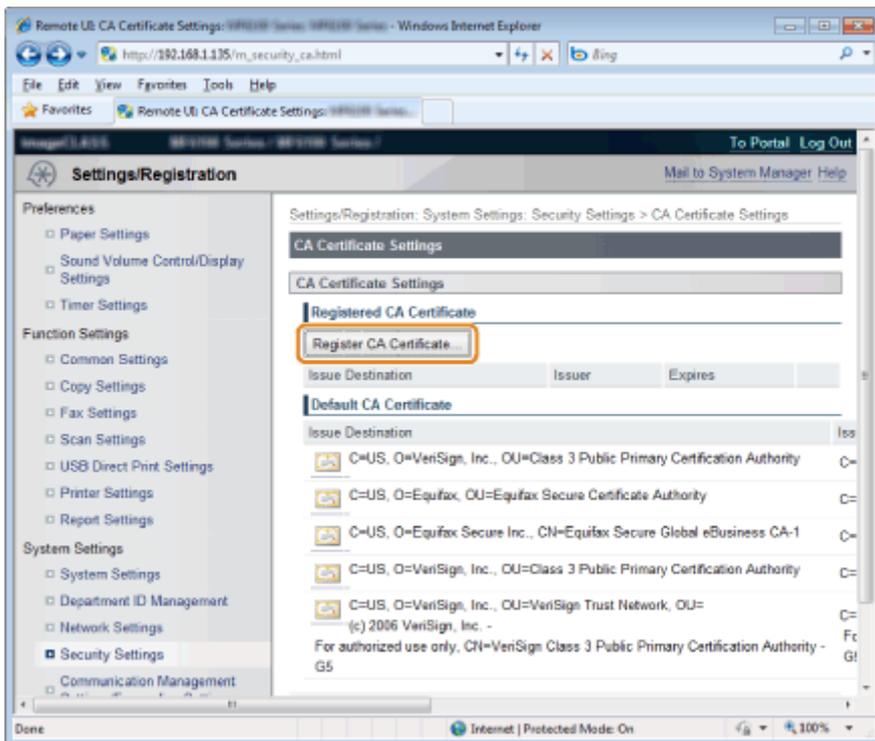
3

Click [Security Settings] -> [CA Certificate Settings].



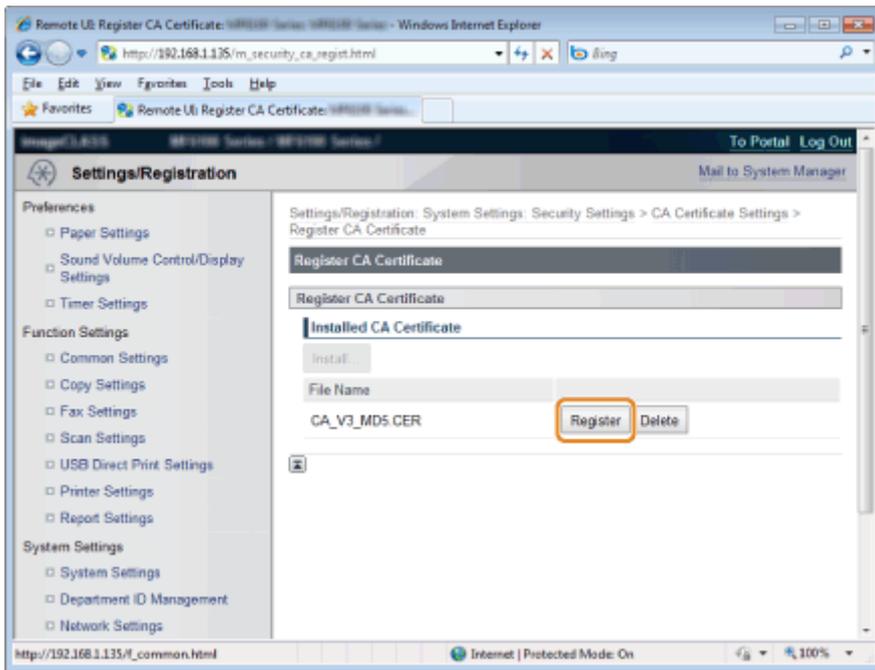
4

Click [Register CA Certificate].



5

Click [Register].



# Deleting Keys and Certificates/CA Certificates

Delete Keys and Certificates as well as CA Certificates.

## NOTE

### Initializing Keys and Certificates

You can return the Keys and Certificates as well as CA Certificates to their default settings.

➤ "Initializing the Key and Certificate"

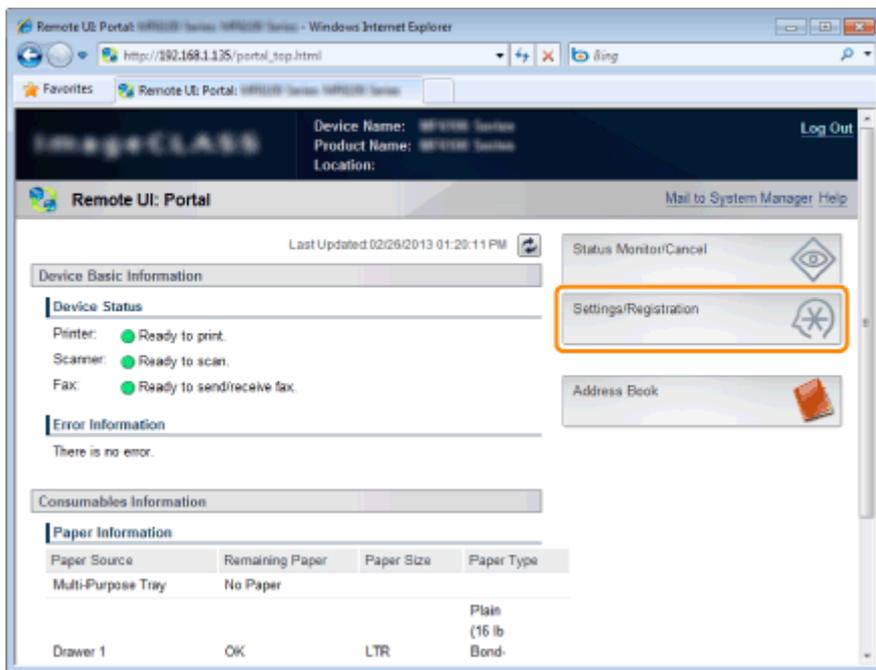
## 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

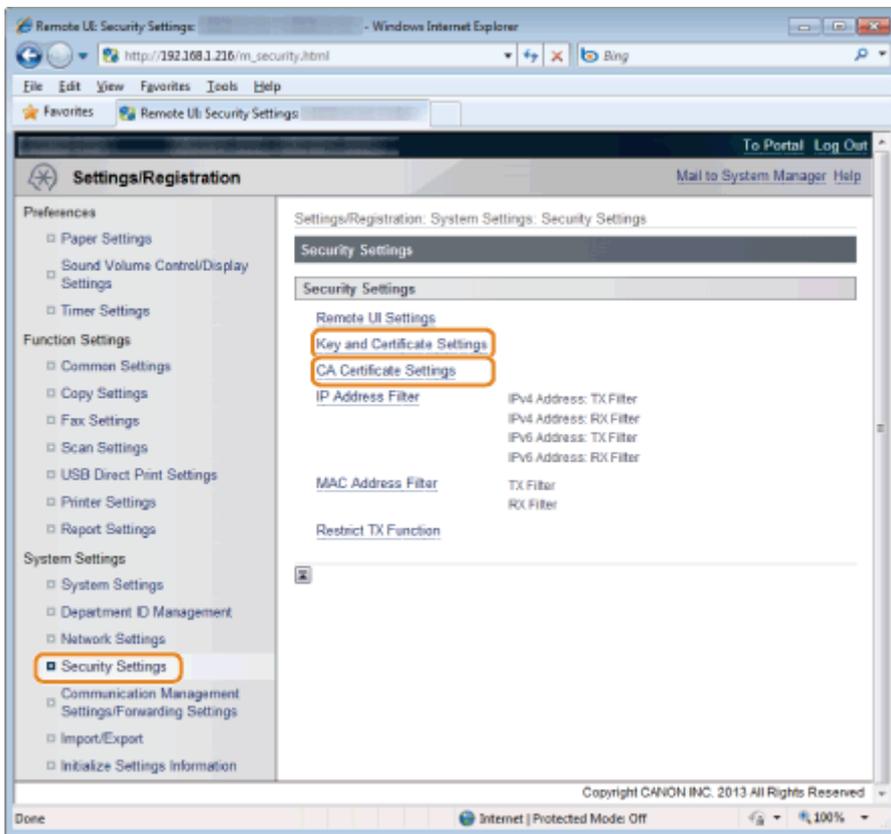
## 2

**Click [Settings/Registration].**



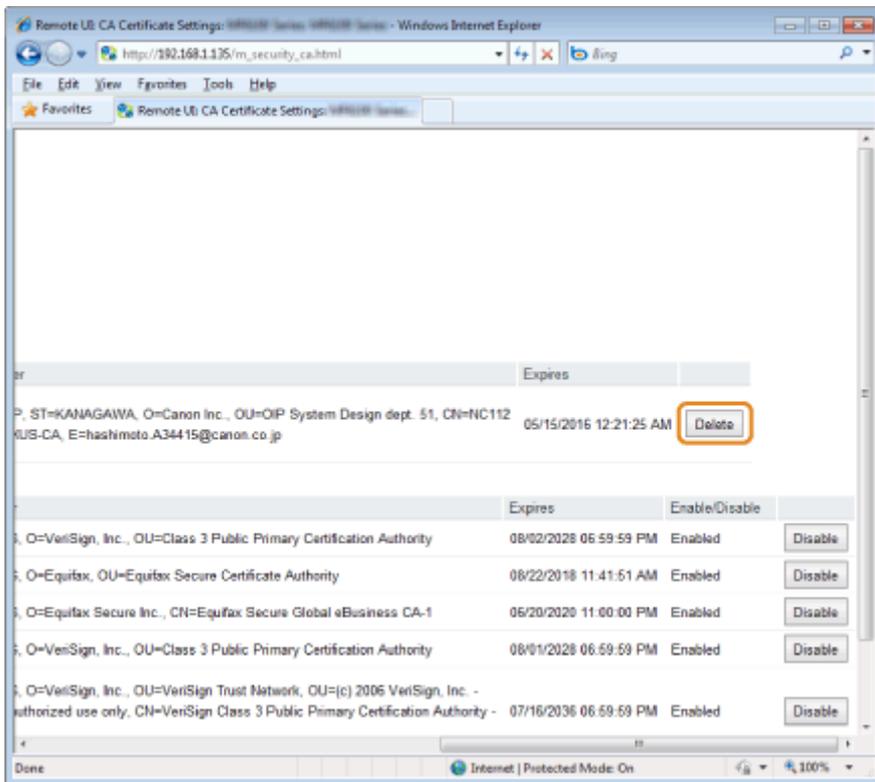
## 3

**[Security Settings] -> Click [Key and Certificate Settings] or [CA Certificate Settings].**



## 4

Click [Delete].



† In the keys and/or certificates used for authentication, [IEEE802.1X], etc. is displayed.

## 5

Click [OK].

# Specifying SSL

Specify keys and certificates to be used for SSL encrypted communication necessary for communication between this product and remote UI and for IEEE802.1X authentication.

## Registering from the Remote UI

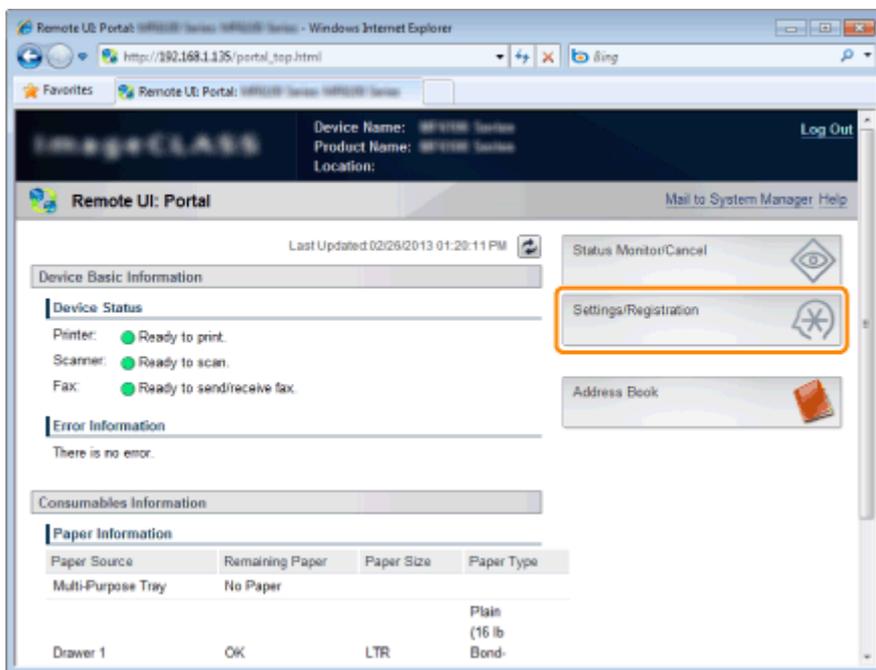
### 1

**Start the Remote UI and log on in system manager mode.**

☛ "Starting the Remote UI"

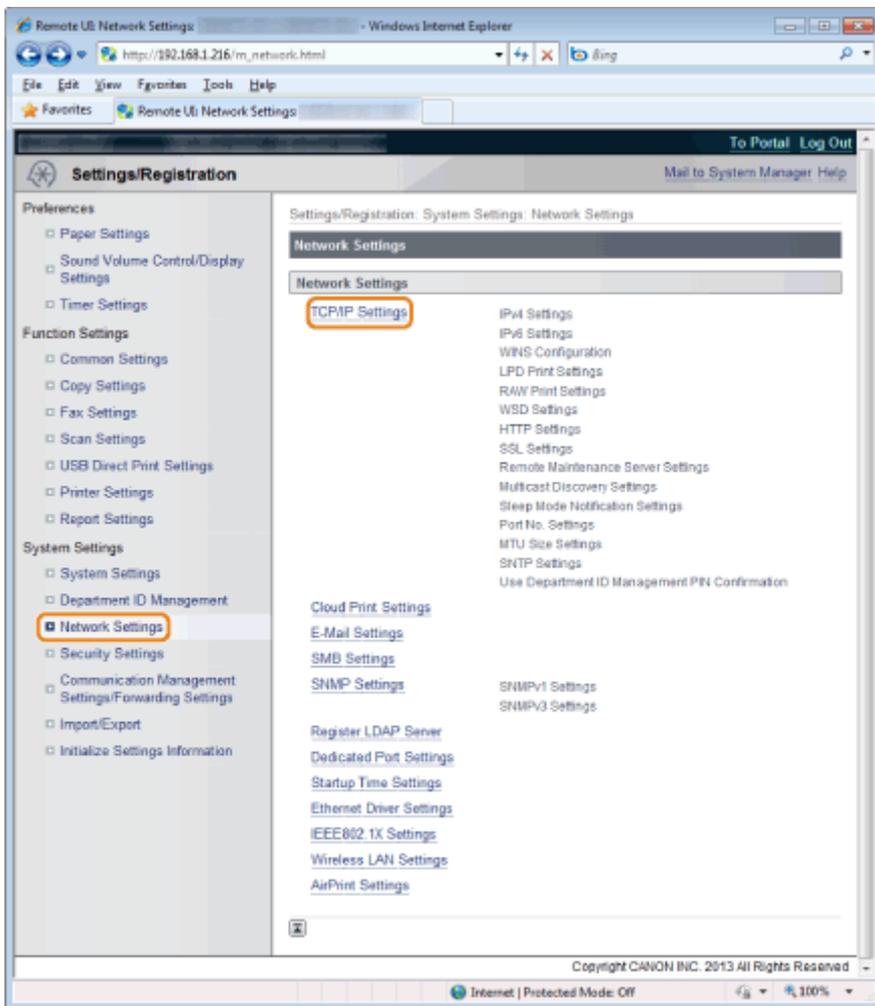
### 2

**Click [Settings/Registration].**



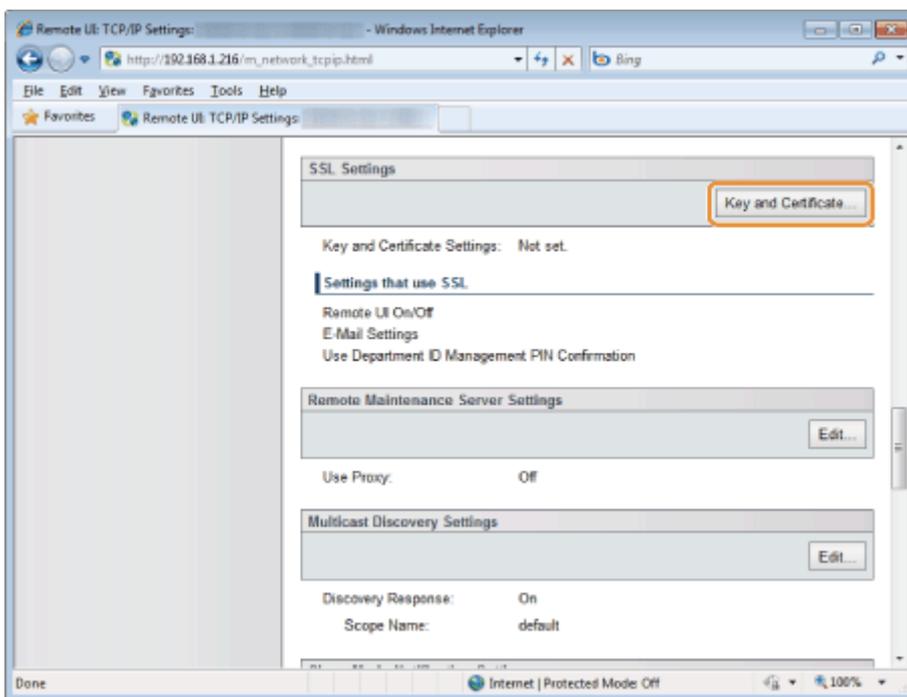
### 3

**Click [Network Settings] -> [TCP/IP Settings].**



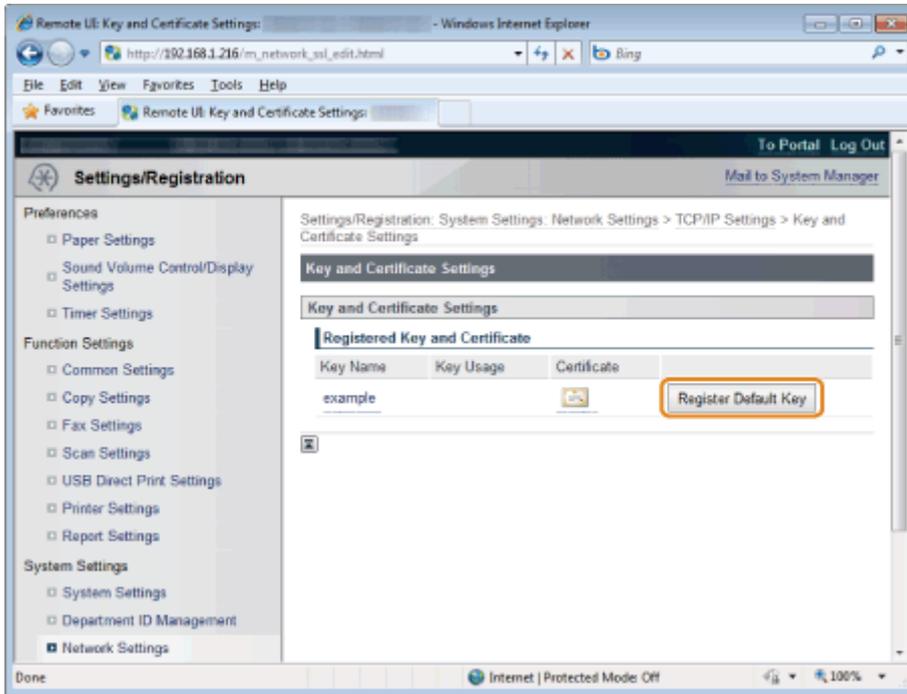
4

Click **[Key and Certificate]** under **[SSL Settings]**.



5

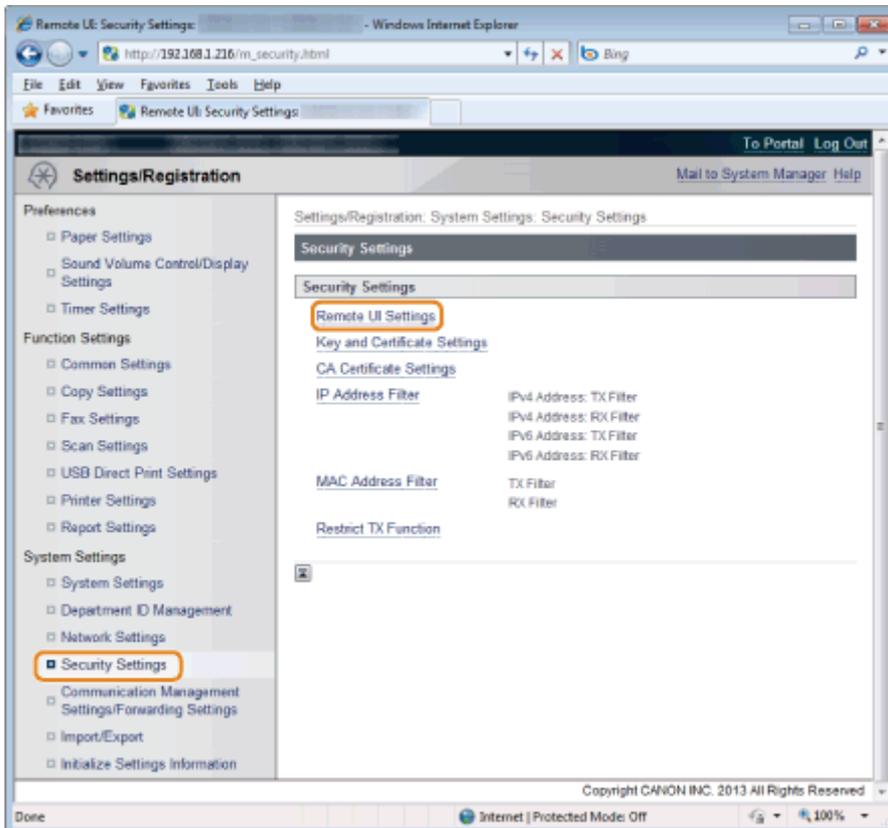
Click **[Register Default Key]** for a key to specify from a list of keys and certificates.



- † Click an icon for keys (or certificates), you can check and verify detailed information of certificates.
  - ❖ "Verifying Keys and Certificates/CA Certificates"

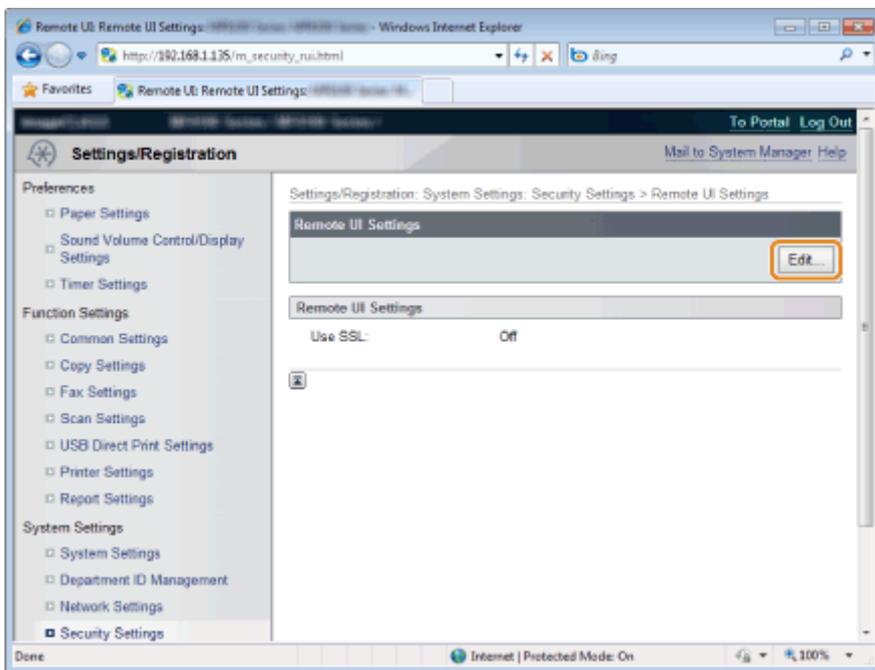
## 6

Click [Security Settings] -> [Remote UI Settings].



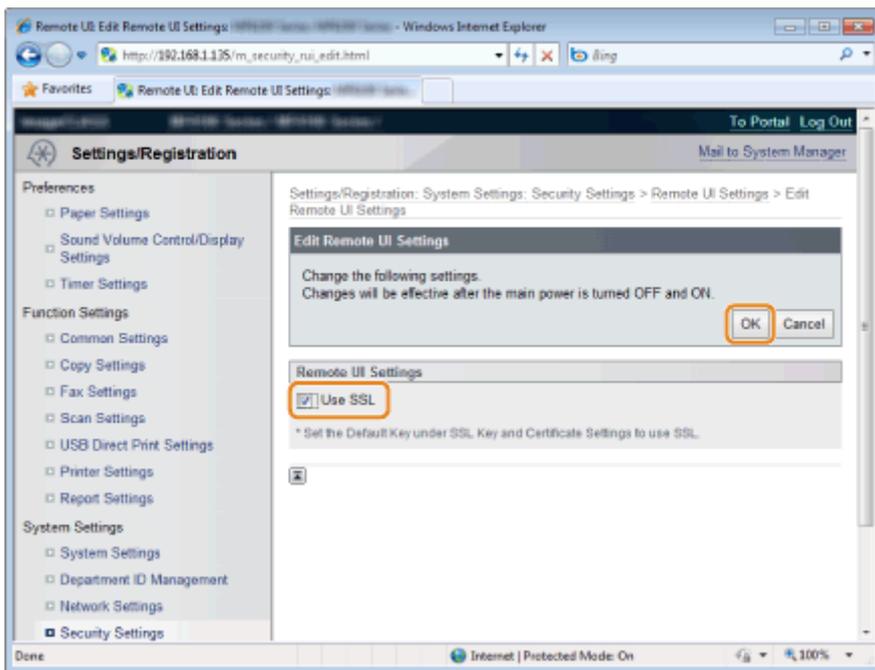
## 7

Click [Edit].



## 8

Select the [Use SSL] check box, and then click [OK].



## 9

Restart the machine.

 The settings become effective after restarting the machine.

### Switch On/Off on the operation panel

You can switch On/Off of SSL features on the operation panel.



**IMPORTANT**

### When the setup is complete

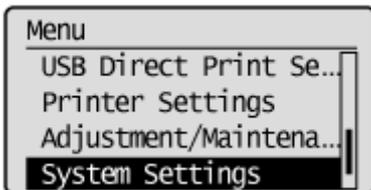
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

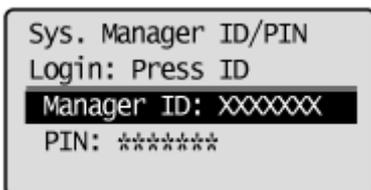
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



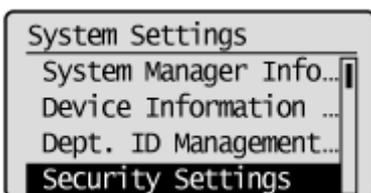
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



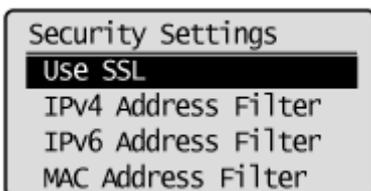
## 3

Select <Security Settings> using [▲] or [▼] and press [OK].



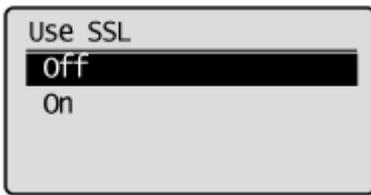
## 4

Select <Use SSL> using [▲] or [▼] and press [OK].



## 5

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	SSL encrypted communication is not available.
<On>	SSL encrypted communication is available.

## 6

Press [  ] (Menu) to close the menu screen.

## 7

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

## Setting IEEE802.1X Authentication

---

Before setting the IEEE802.1X authentication, see ["Attention \(IEEE802.1X Authentication\)."](#)

Specify various protocols for IEEE802.1X authentication (TLS, TTLS, PEAP).

You can specify the following.

- ❖ "Setting TLS Authentication Information"
  - ❖ "Setting TTLS/PEAP Authentication Information"
  - ❖ "Switching On/Off for IEEE802.1X Authentication"
  - ❖ "Checking Error Information for IEEE802.1X Authentication"
-

# Setting TLS Authentication Information

Specify authentication information for using TLS during IEEE802.1X authentication.

Certificates for both the authentication server and this product are used for authentication between them.

## IMPORTANT

### To specify TLS authentication

You need to register the keys and certificates or CA certificates to be used for authentication to this product.

➤ ["Specifying Keys and Certificates/CA Certificates"](#)

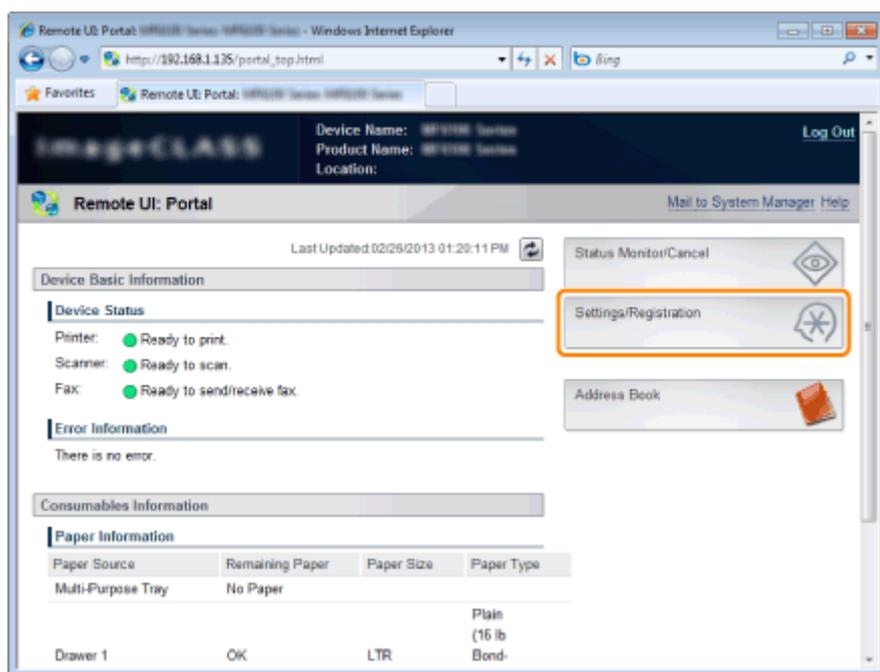
## 1

**Start the Remote UI and log on in system manager mode.**

➤ ["Starting the Remote UI"](#)

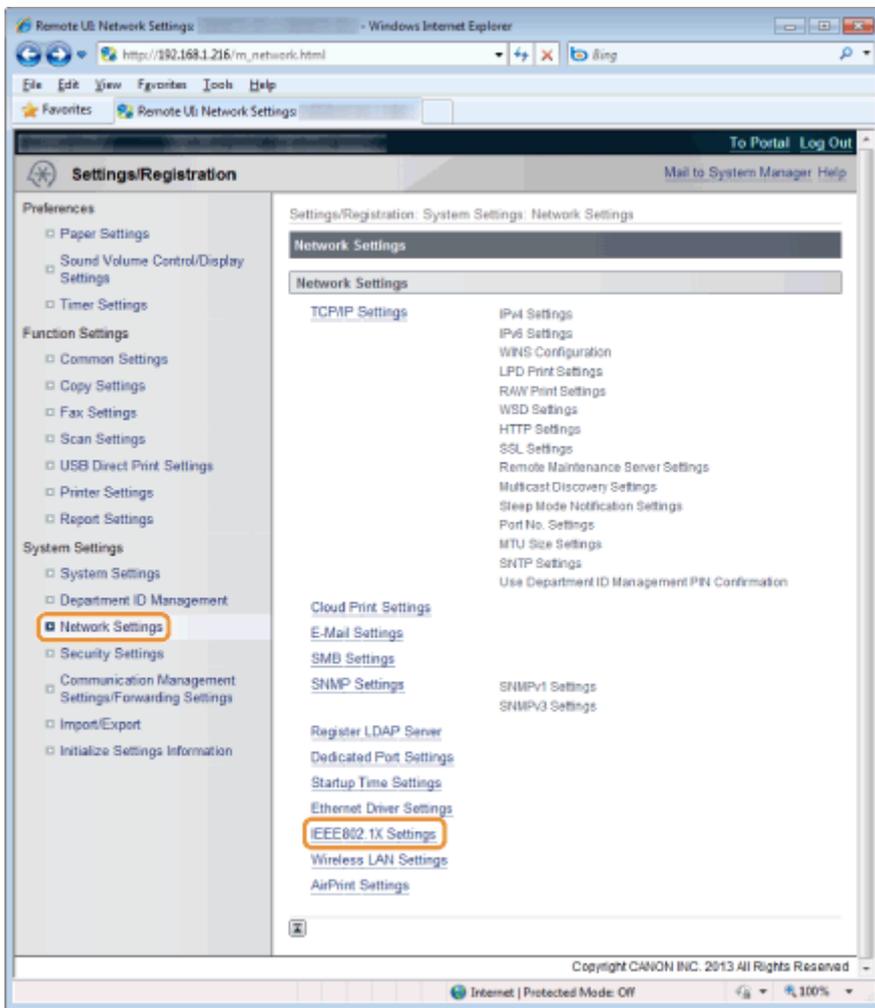
## 2

**Click [Settings/Registration].**



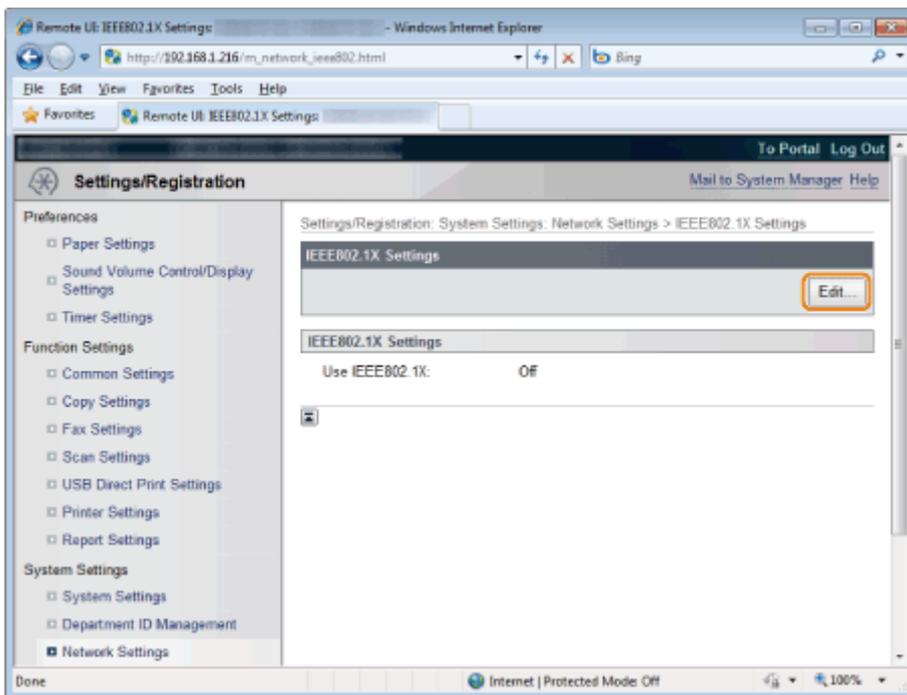
## 3

**Click [Network Settings] -> [IEEE802.1X Settings].**



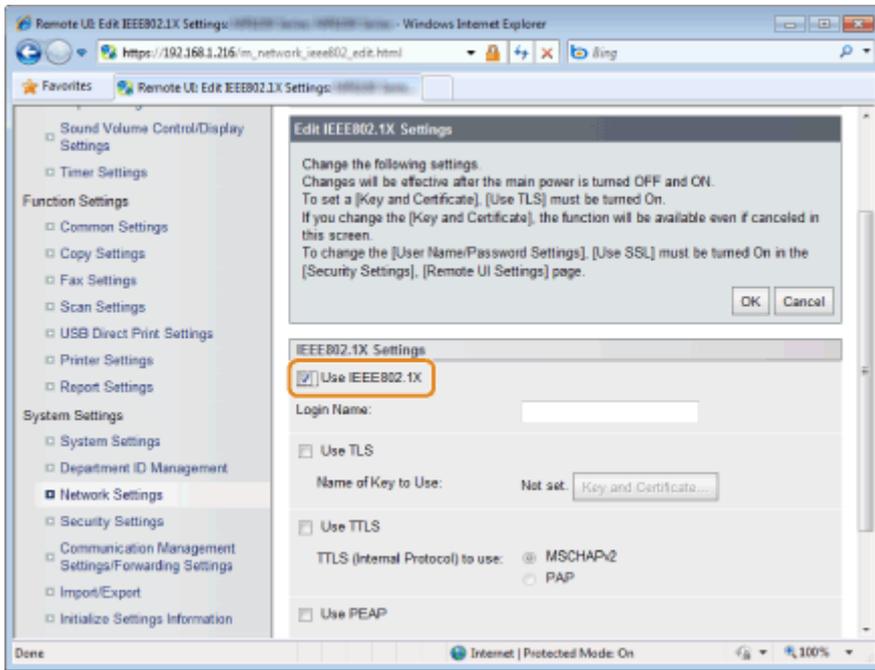
4

Click [Edit].



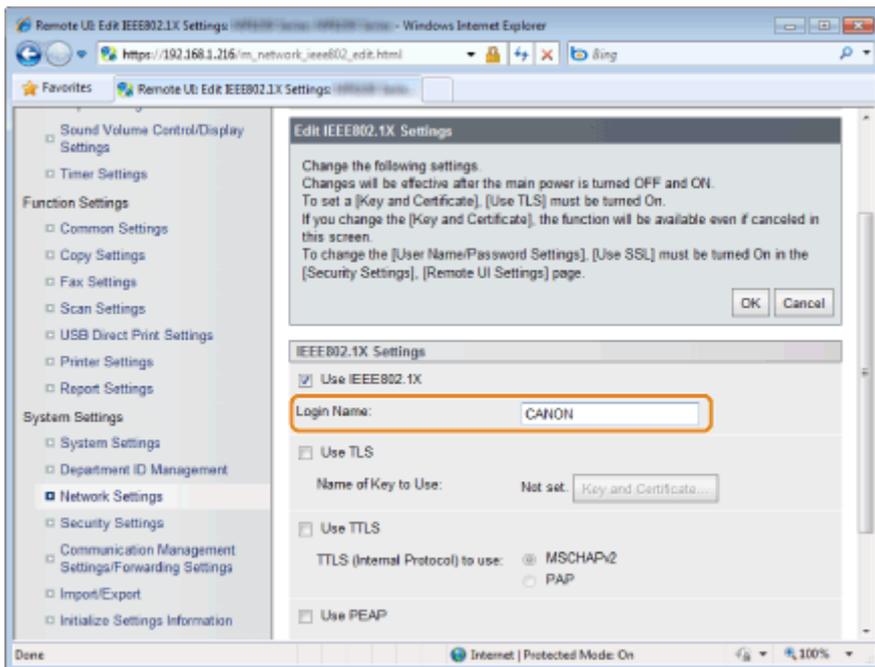
5

Select the [Use IEEE802.1X] check box.



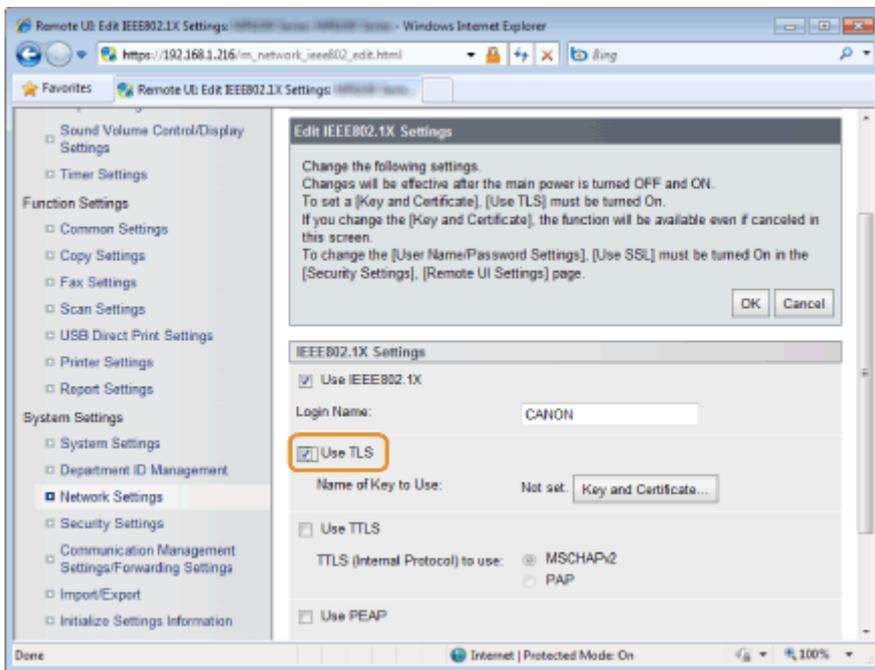
6

Enter a login name.



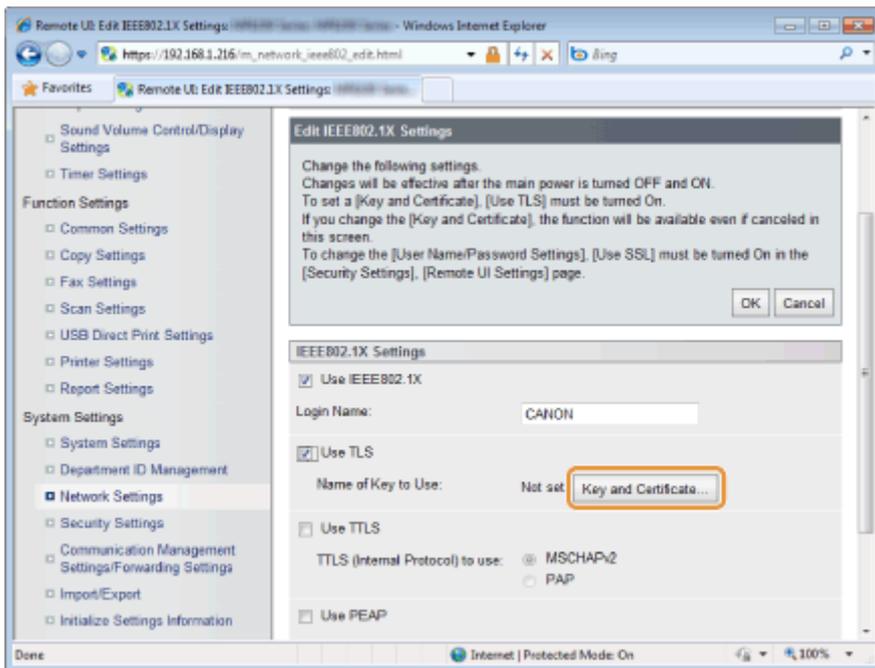
7

Select the [Use TLS] check box.



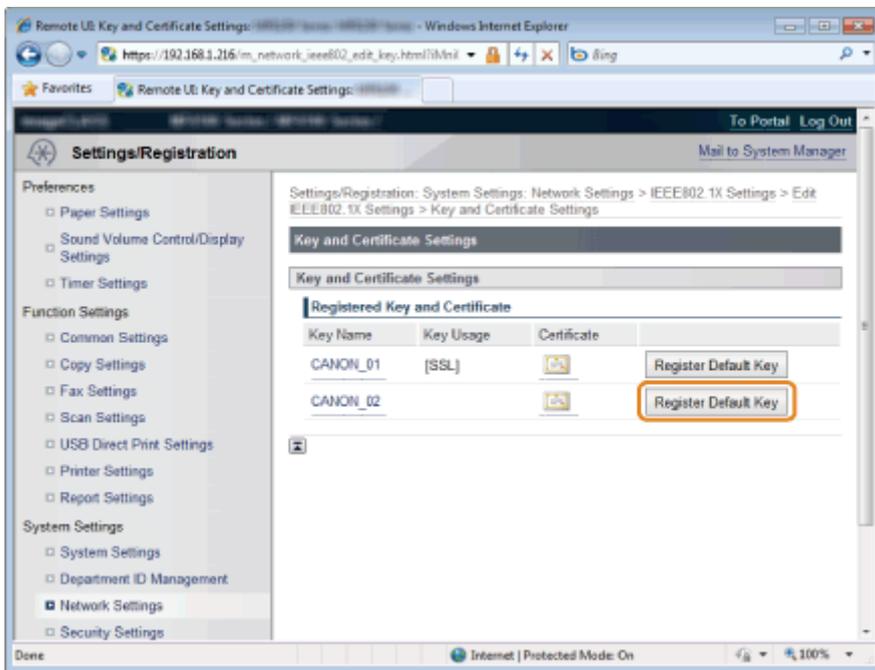
8

Click [Key and Certificate].



9

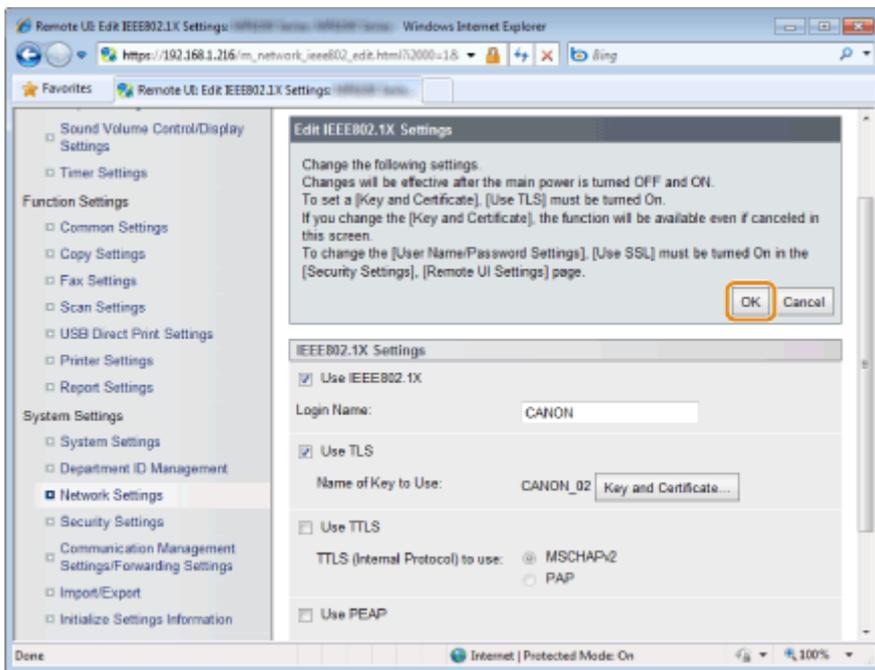
Click [Register Default Key] for a key to specify from a list of keys and certificates.



- † Click an icon for keys, you can check and verify detailed information of certificates.
  - ❖ "Verifying Keys and Certificates/CA Certificates"

## 10

Click [OK].



## 11

Restart the machine.

It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

# Setting TTLS/PEAP Authentication Information

Specify authentication information for using TTLS or PEAP during IEEE802.1X authentication.

Certificates for the authentication server and the user name and password specified for this product are used for cross-authentication.

## IMPORTANT

### To specify TTLS/PEAP authentication

You need to configure SSL in advance.

➤ "Registering from the Remote UI"

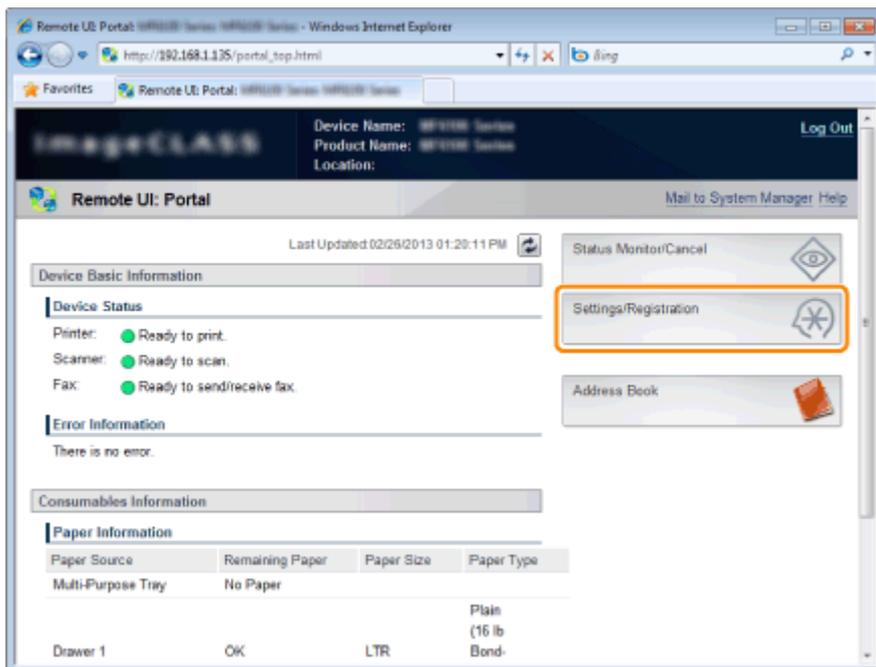
## 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

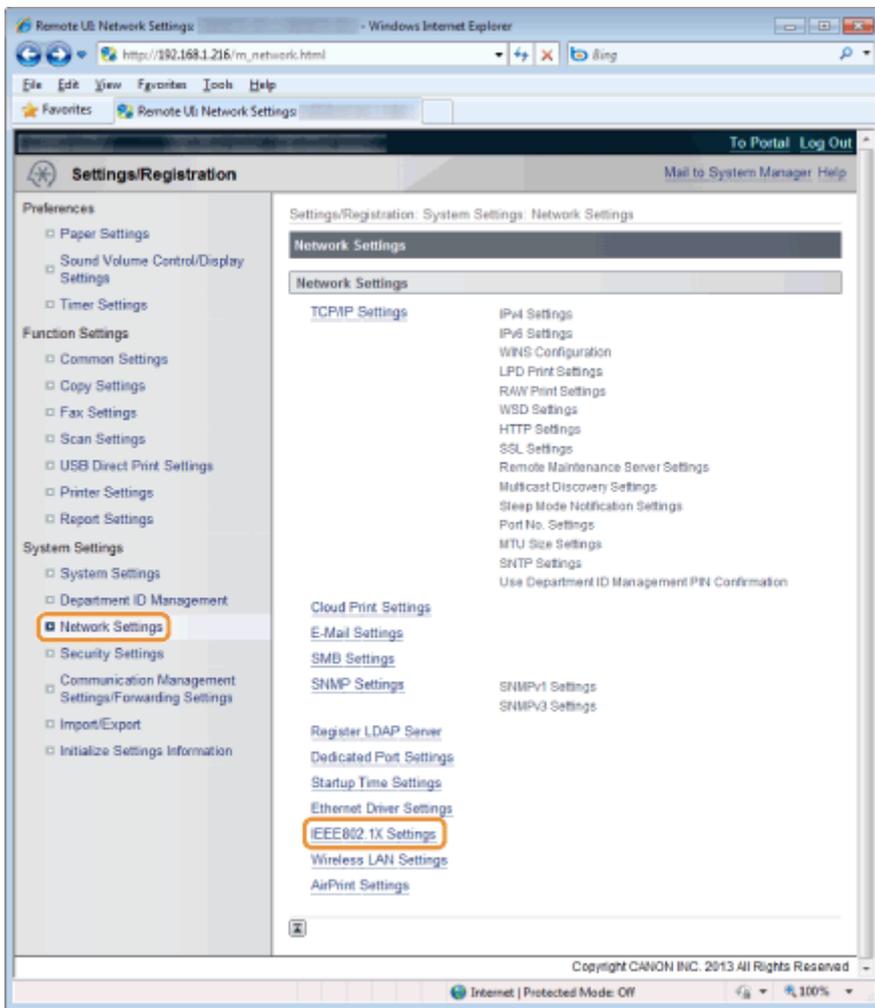
## 2

**Click [Settings/Registration].**



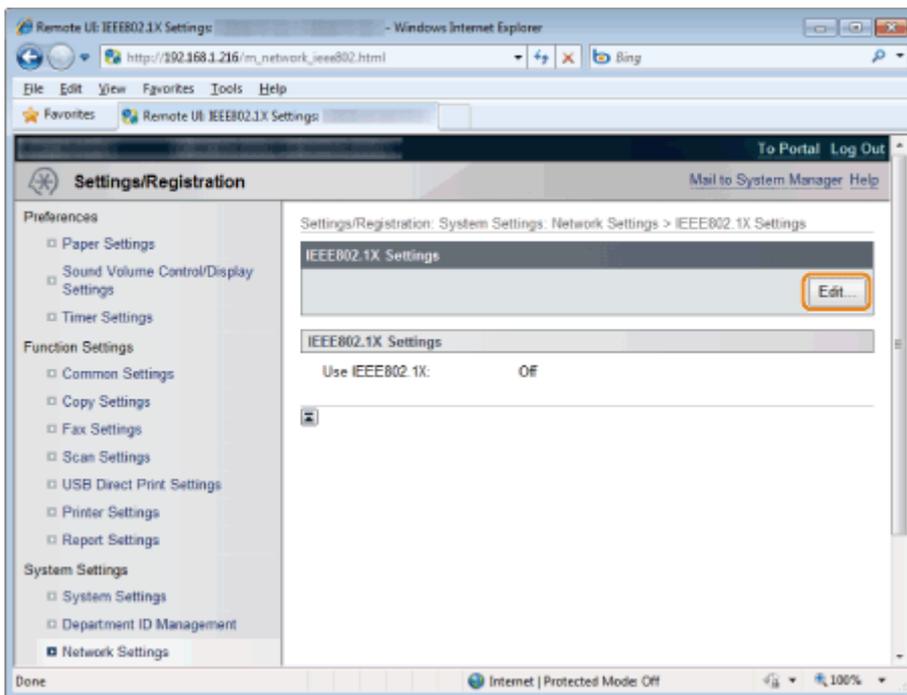
## 3

**Click [Network Settings] -> [IEEE802.1X Settings].**



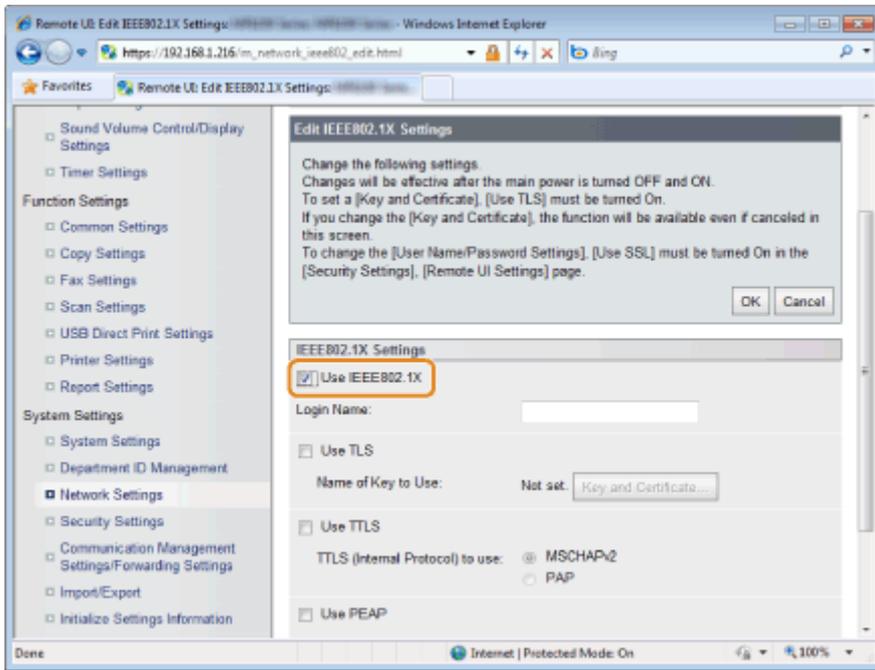
4

Click [Edit].



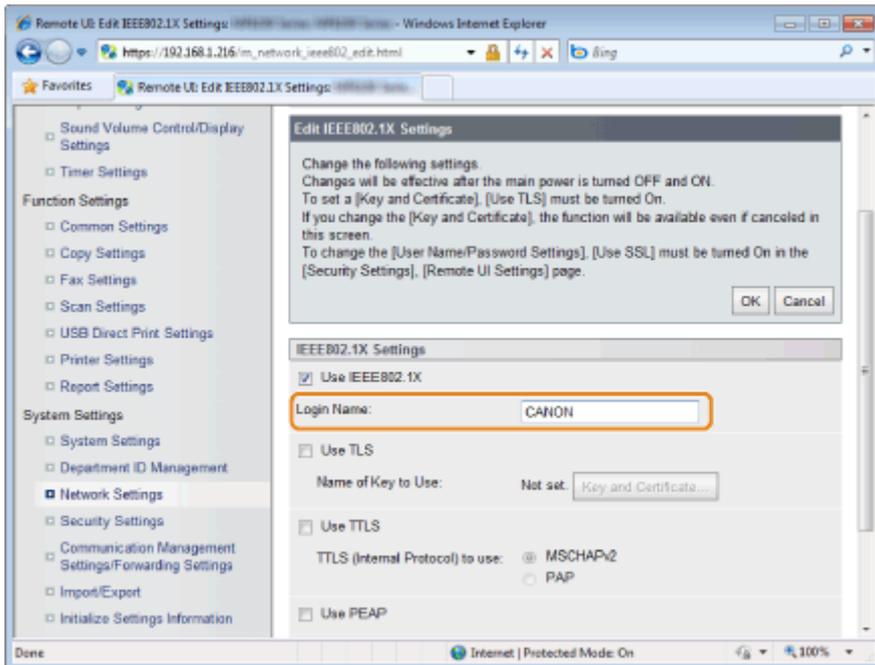
5

Select the [Use IEEE802.1X] check box.



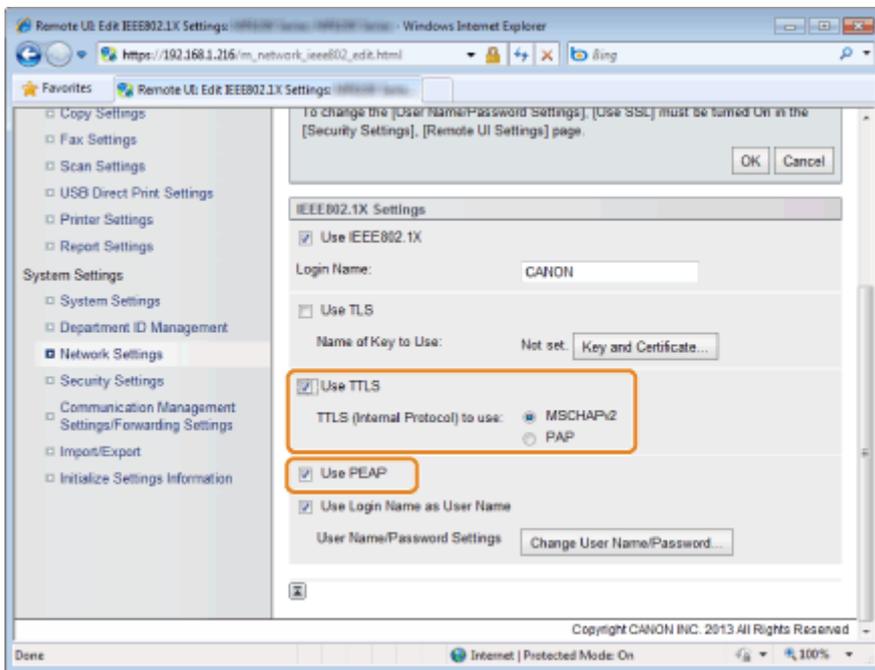
## 6

Enter a login name.



## 7

Select either the [Use TTLS] or the [Use PEAP] check box.

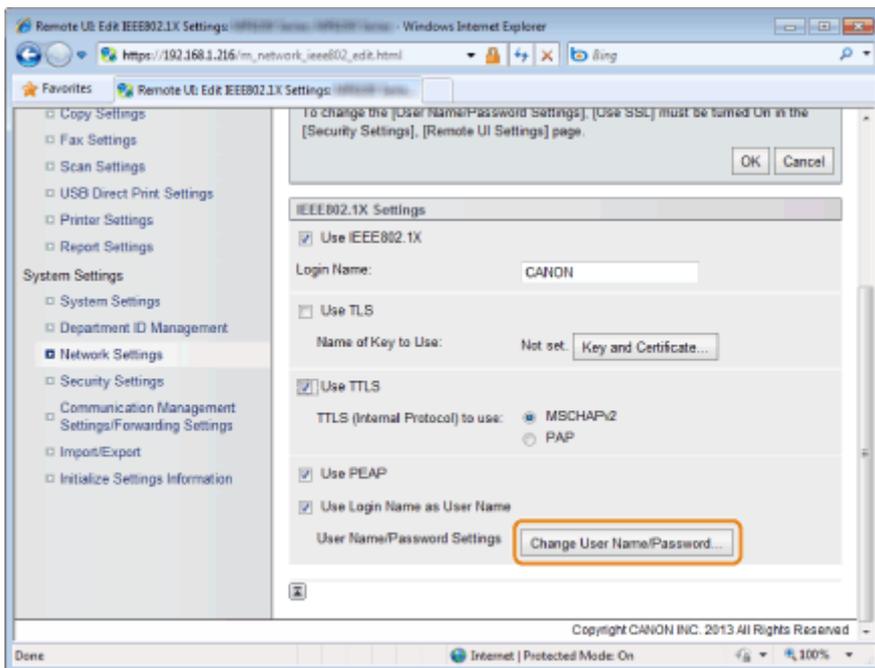


### When using TTLS

Select either the [MSCHAPv2] or the [PAP] check box.

## 8

Click [Change User Name/Password].

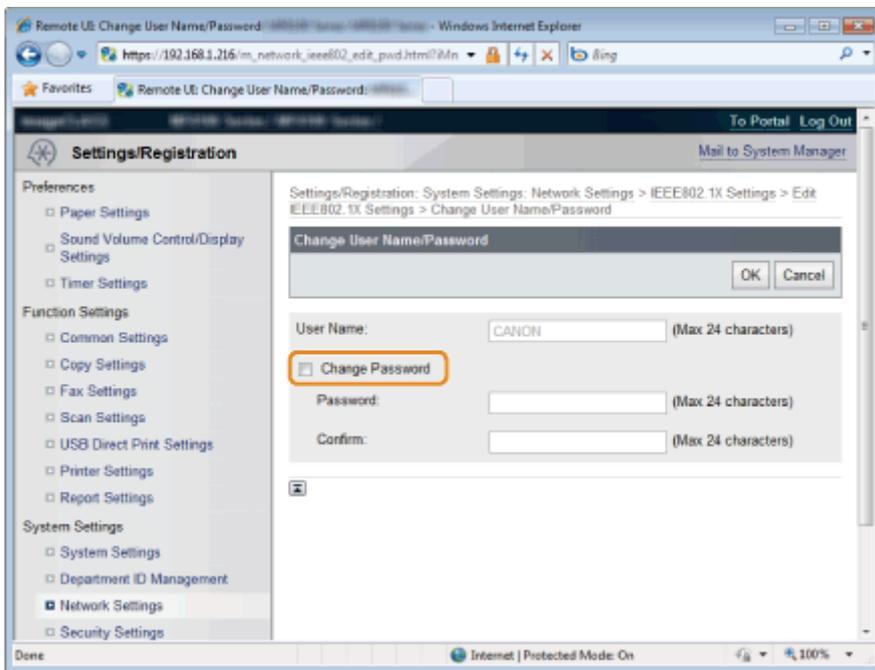


### To use the login name entered to the user name at Step 6

Select the [Use Login Name as User Name] check box.

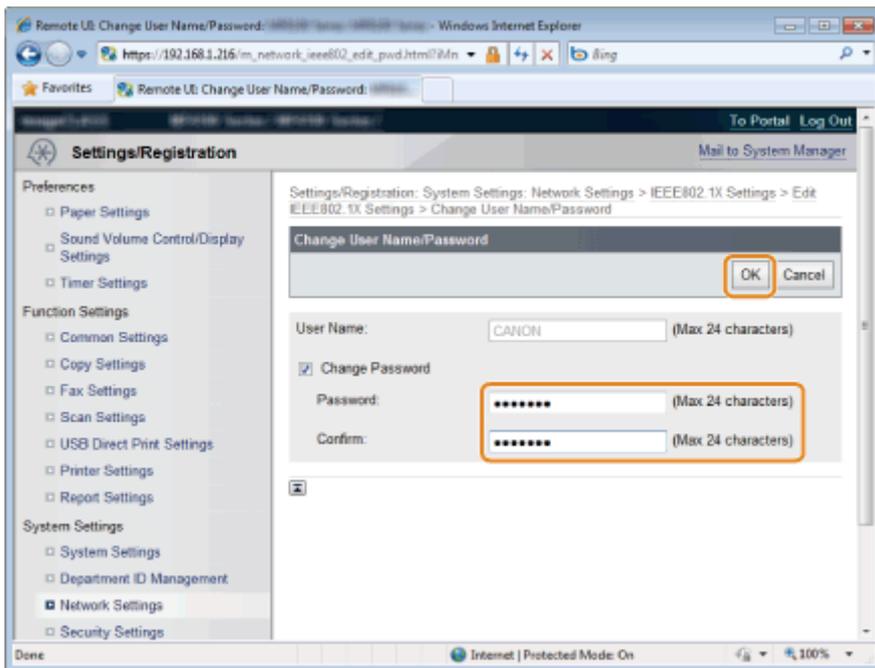
## 9

Select the [Change Password] check box.



## 10

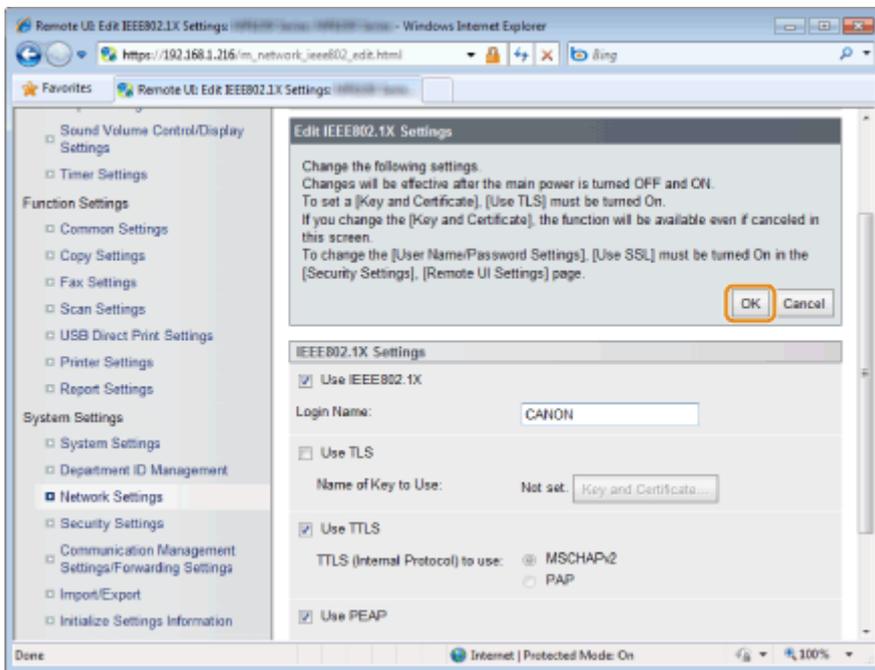
Enter a user name and a password, and then click [OK].



↑ The user name needs to be entered only when the [Use Login Name as User Name] check box is deselected in step 8.

## 11

Click [OK].



## 12

### Restart the machine.

It is necessary to restart the machine to take effect the settings.

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Switching On/Off for IEEE802.1X Authentication

You can switch On/Off of IEEE802.1X authentication on the operation panel as well.

### IMPORTANT

#### When the setup is complete

Restart the machine to take effect the settings.

#### To use IEEE802.1X authentication

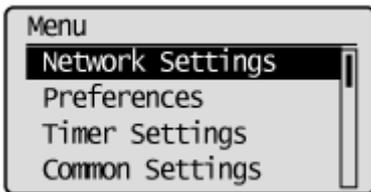
You need to specify its authentication information via Remote UI in advance.

## 1

Press [  ] (Menu).

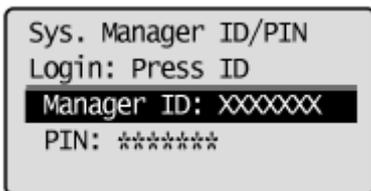
## 2

Select <Network Settings> using [▲] or [▼] and press [OK].



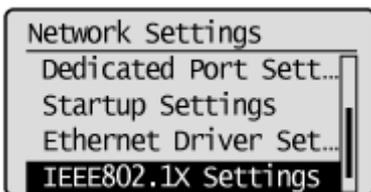
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



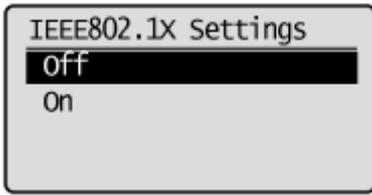
## 3

Select <IEEE802.1X Settings> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	IEEE802.1X authentication is not available.
<On>	IEEE802.1X authentication is available.

## 5

Press [  ] (Menu) to close the menu screen.

## 6

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

## Checking Error Information for IEEE802.1X Authentication

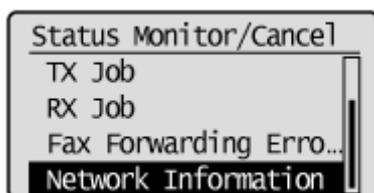
You can check error information about IEEE802.1X authentication.

1

Press [  ] (Status Monitor/Cancel).

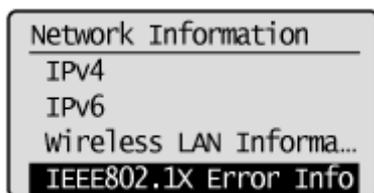
2

Select <Network Information> using [▲] or [▼] and press [OK].



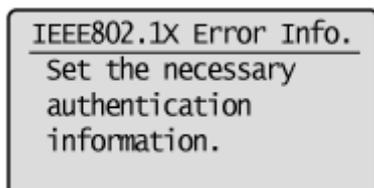
3

Select <IEEE802.1X Error Information> using [▲] or [▼] and press [OK].



4

Check the information.



5

Press [  ] (Status Monitor/Cancel) to close the screen.

## Attention (IEEE802.1X Authentication)

### IMPORTANT

#### Conditions for Using IEEE802.1X Authentication

- In this product, IEEE802.1X authentication is available only in wired LAN environments.
- In order to use IEEE802.1X authentication, you need an authentication server (RADIUS Server).

### NOTE

#### IEEE802.1X authentication protocol

- This product supports TLS, TTLS and PEAP for IEEE802.1X authentication.
- TLS implements cross certification between a certificate sent from an authentication server and a certificate specified for this product.
- TLS and PEAP implement cross certification between a certificate sent from an authentication server and a user name and password specified for this product.

#### Setting IEEE802.1X Authentication

We recommend that network settings be performed by the network administrator.

## Entering PIN for Printing (Secure Printing)

You can specify so as to enter a PIN for sending a print job from a computer and to block printing until a correct PIN is entered on the operation panel. This blocks information leak by leaving output paper uncontrolled, etc.



① Sending a secure print job.



② Select a document (job) using the operation panel for authentication.



③ A document (job) is printed.

- "Setting Secure Printing"
- "Printing by Secure Printing"

### IMPORTANT

#### **When the secure print document job is saved in the device**

If the secure print document is saved in the device, other print jobs may not be printed. In this case, print the secure print job. If you still cannot print the job, print the job again from the computer.

# Setting Secure Printing

## Registering from the operation panel

### IMPORTANT

#### When the setup is complete

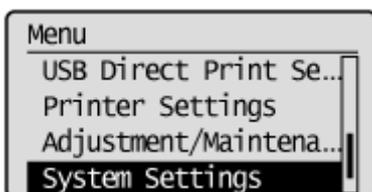
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

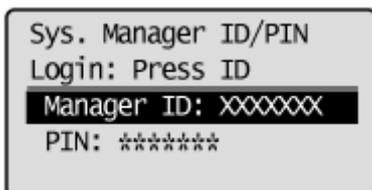
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



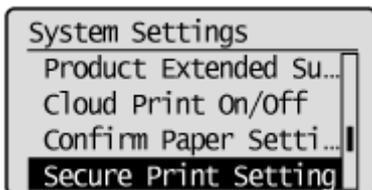
#### When the system manager ID and/or the system manager PIN are specified

Enter ID and the number by using [ 0 ] - [ 9 ] (numeric keys), and then press [  ] (Log In/Out).



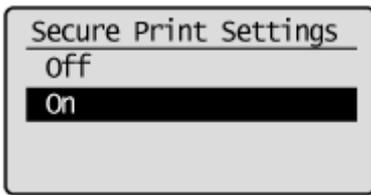
## 3

Select <Secure Print Settings> using [▲] or [▼] and press [OK].



## 4

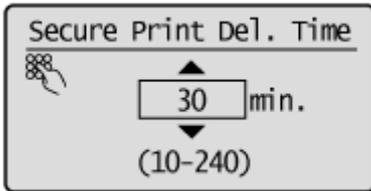
Select <On> using [▲] or [▼] and press [OK].



<Off>	Secure Printing is not available.
<On>	Secure Printing is available.

## 5

Select secure print delete time using [▲] or [▼] and press [OK].



† Specify a time range for erasing a secure print job waiting for security password input. You can specify a value between 10 minutes to 240 minutes by the minute.

## 6

Press [  ] (Menu) to close the menu screen.

## 7

Restart the machine.

 It is necessary to restart the machine to take effect the settings. Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Printing by Secure Printing

This section describes sending a secure print job from a computer, select the job on the operation panel, and then enter PIN to finish printing.

- Sending a secure print job
- Entering PIN for printing

### IMPORTANT

#### When the secure print document job is saved in the device

If the secure print document is saved in the device, other print jobs may not be printed. In this case, print the secure print job. If you still cannot print the job, print the job again from the computer.

### NOTE

#### Printer driver screen

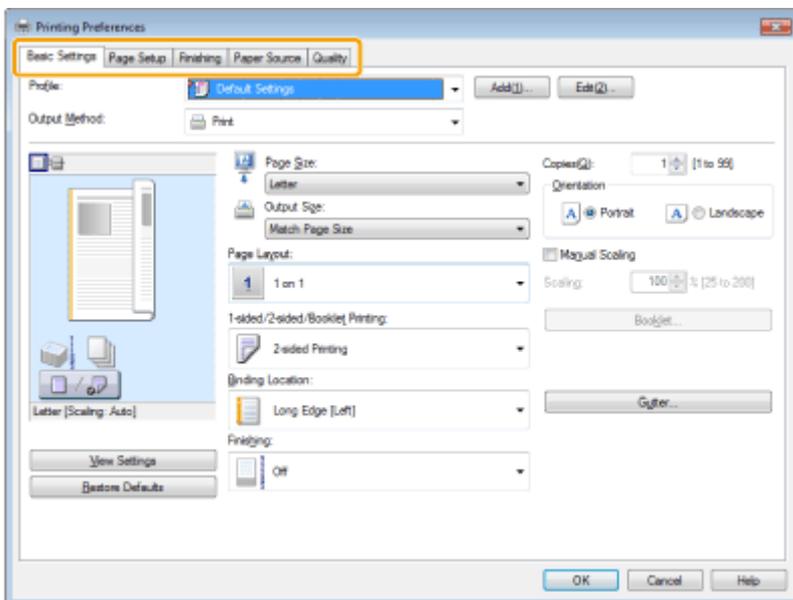
For details on displaying the printer driver, see the following.

- "Printing"
- "Configuring the Default Print Settings"

## Sending a secure print job

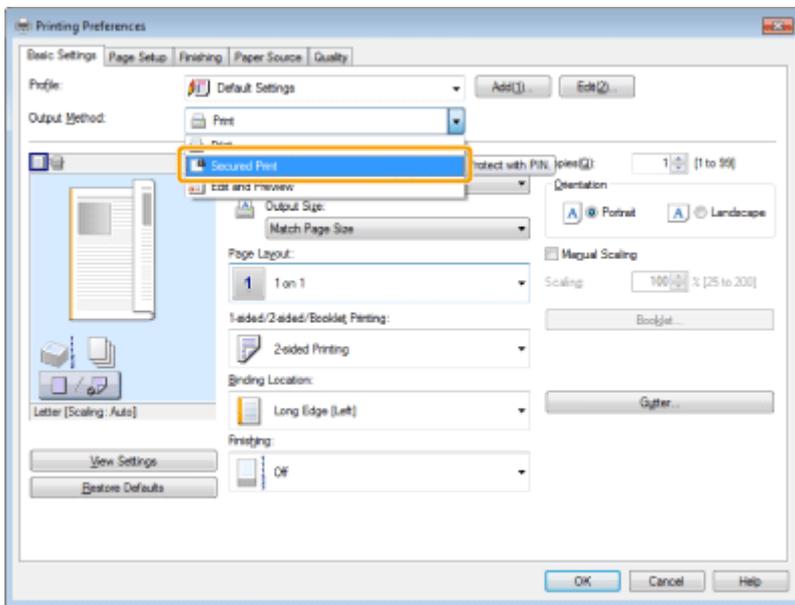
# 1

Click any of **[Basic Settings]**, **[Page Setup]**, **[Finishing]**, **[Paper Source]**, **[Quality]** at the printer driver screen.



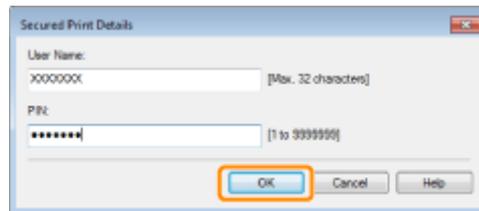
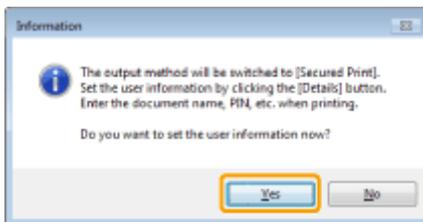
# 2

Select **[Secured Print]** from **[Output Method]**.



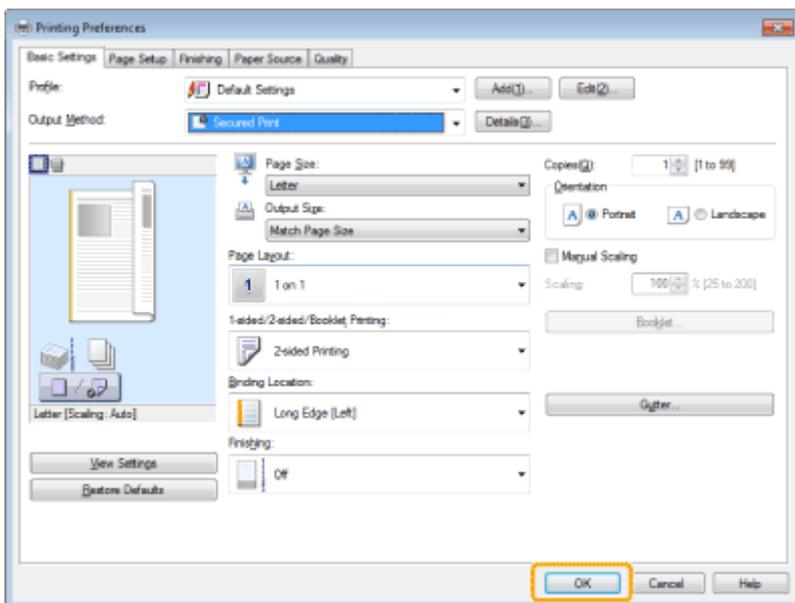
3

Select [OK], enter a user name and PIN, and then click [OK].



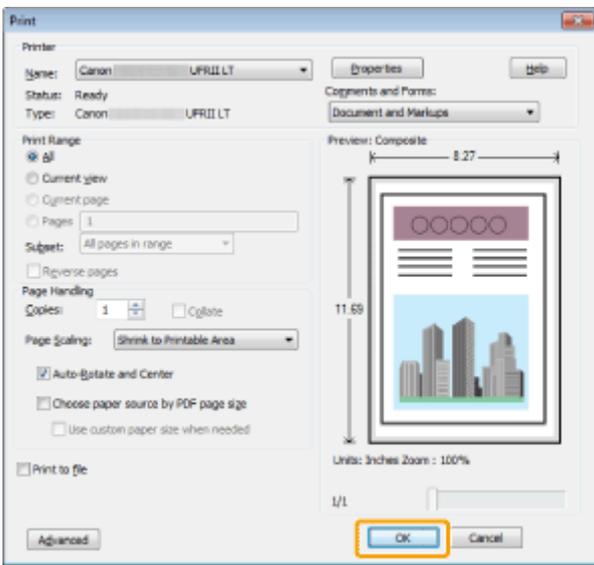
4

Click [OK].



5

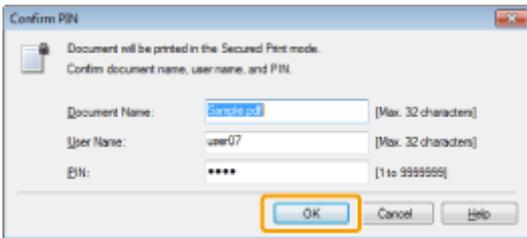
Click [OK] (or [Print]).



## 6

**Specify the desired settings for the secure print job and click [OK].**

 A secure print job is sent.



[Document Name] Enter up to 32 alphanumeric characters.

[User Name]

[PIN] Enter the numbers up to 7 digits.

## Entering PIN for printing

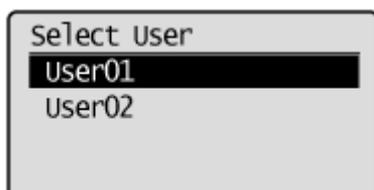
### 1

**Press [  ] (Secure Print).**

You cannot perform the secure print while waiting to scan (while <Remote Scanner> is selected for the scan type on the basic scan screen). Click [  ] (Back) before you perform the secure print.

### 2

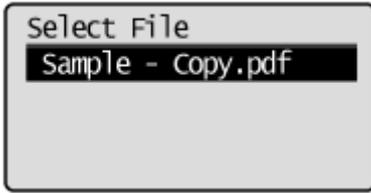
**Select a user using [▲] or [▼] and press [OK].**



If you do not have any secure print job sent from other users, proceed to Step 3.

### 3

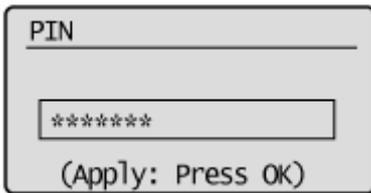
Select a document to print using [▲] or [▼] and press [OK].



### 4

Enter PIN and press [OK].

Start printing.



### 5

Press [●] (Status Monitor/Cancel) to close the Copy/Print Job screen.

# Configuring the Remote UI

Specify whether to use the Remote UI. The Remote UI allows you to change the device settings remotely from your computer.

## IMPORTANT

### When the setup is complete

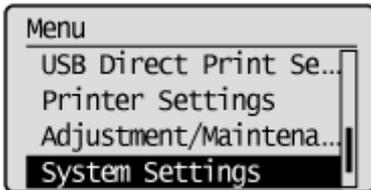
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

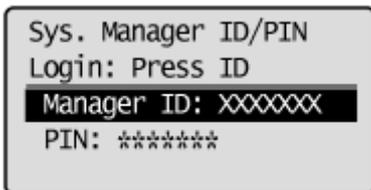
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



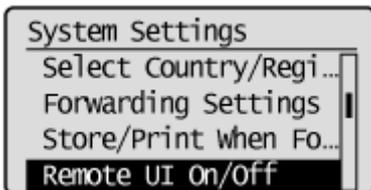
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



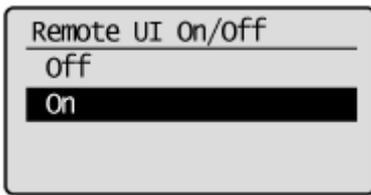
## 3

Select <Remote UI On/Off> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Disable the Remote UI.
<On>	Enable the Remote UI.

## 5

Press [  ] (Menu) to close the menu screen.

## 6

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

## Restricting Network Connections

---

Restrict access to the machine, as well as to configure the machine.

### **IMPORTANT**

#### **When the setup is complete**

Restart the machine to take effect the settings.

### **NOTE**

#### **Setup procedures**

We recommend that network settings be performed by the network administrator.

- ❖ "Restricting Sending/Receiving to/from Specific IP Addresses"
  - ❖ "Restricting Sending/Receiving to/from Specific MAC Addresses"
  - ❖ "Monitoring/Controlling Devices by SNMP (SNMP Setting)"
  - ❖ "Setting the Permission for HTTP Communications"
  - ❖ "Setting Protocol Port Numbers"
  - ❖ "Setting the Dedicated Port"
  - ❖ "Setting a Proxy"
-

## Restricting Sending/Receiving to/from Specific IP Addresses

Select [Reject] or [Allow] for sending/receiving data to/from this product. You can specify the exception IP address for [Reject] and [Allow] respectively.

Specify IP addresses using the Remote UI. You can only choose to enable or disable this feature from the operation panel.

### NOTE

#### Setting the IPv4 address

Single Address	Specify a single exception address at a time.
Multiple Addresses	Specify the range of exception addresses. This setting is useful when you want to specify a series of addresses, such as 192.168.0.1 to 192.168.0.20, at a time.
Prefix Address	Specify a prefix (0 to 32) of exception addresses. This setting is useful when you want to specify addresses having the same prefix.

↑ Up to sixteen addresses (or sixteen ranges of addresses) can be specified for Single Address, Multiple Addresses, and Prefix Addresses combined.

↑ An address consisting of all zeros cannot be specified.

#### Setting the IPv6 address

Single Address	Specify a single exception address at a time.
Multiple Addresses	Specify the range of exception addresses. This setting is useful when you want to specify a series of addresses, such as fe80::10 to fe80::20, at a time.
Prefix Address	Specify a prefix (0 to 128) of exception addresses. This setting is useful when you want to specify addresses having the same prefix.

↑ Up to sixteen addresses (or sixteen ranges of addresses) can be specified for Single Address, Multiple Addresses, and Prefix Addresses combined.

↑ An address consisting of all zeros cannot be specified.

## Registering from the Remote UI

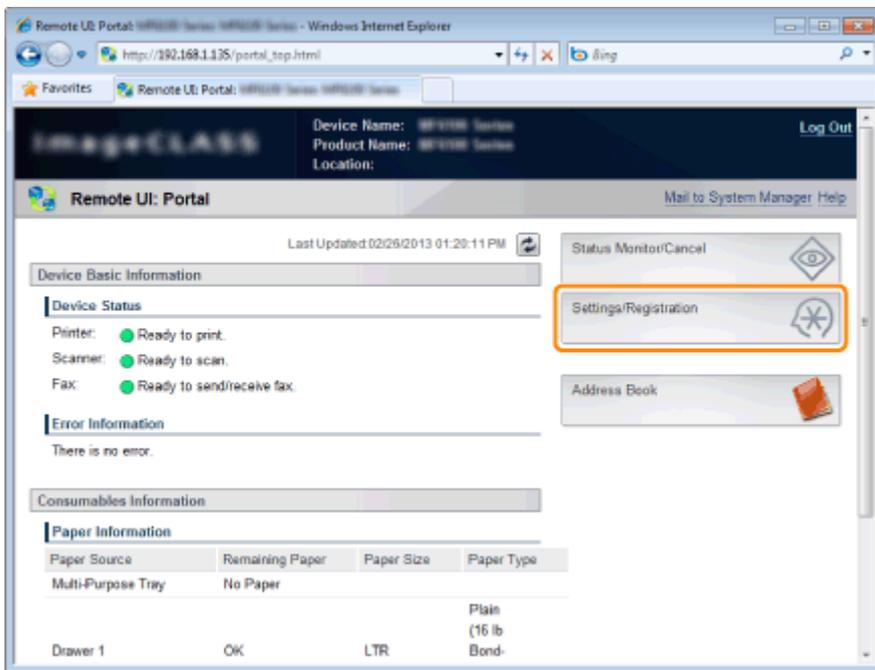
### 1

**Start the Remote UI and log on in the system manager mode.**

 "Starting the Remote UI"

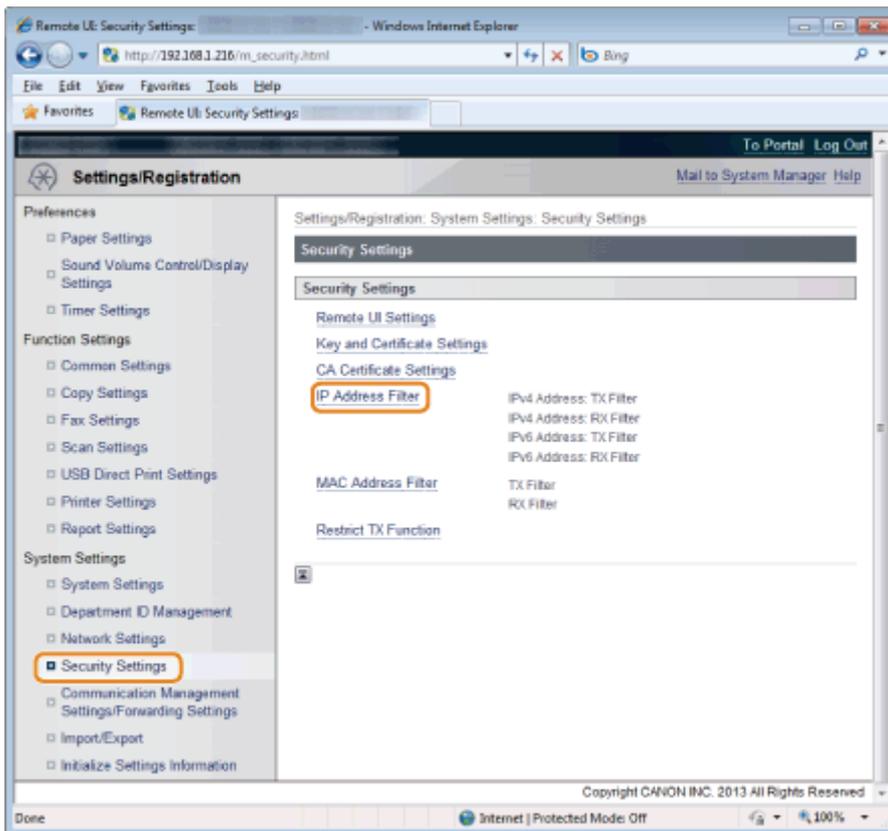
### 2

**Click [Settings/Registration].**



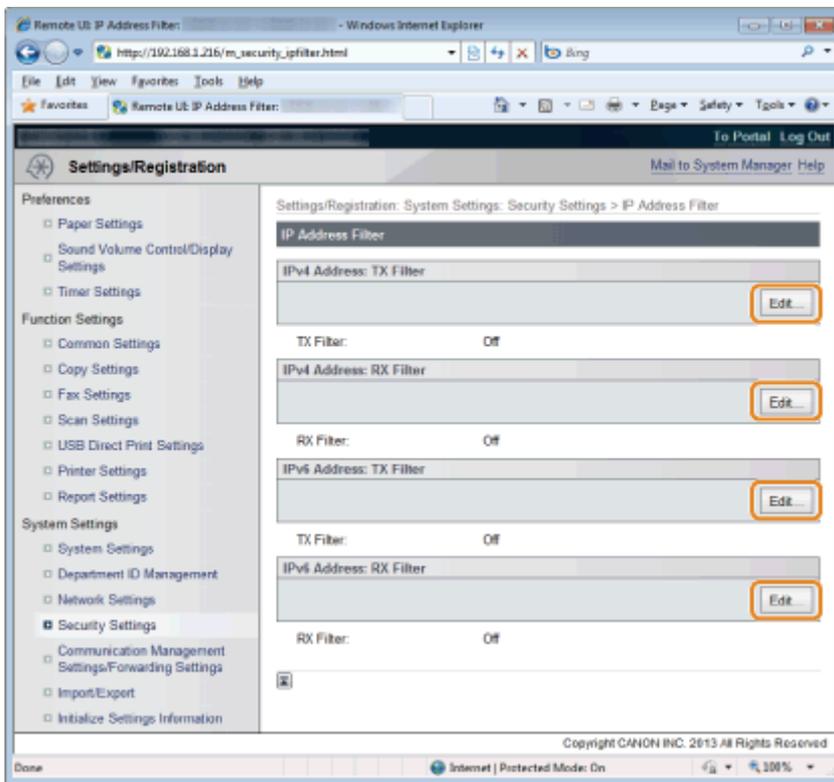
3

Click [Security Settings] -> [IP Address Filter].



4

Click [Edit] in the filter which you want to specify.

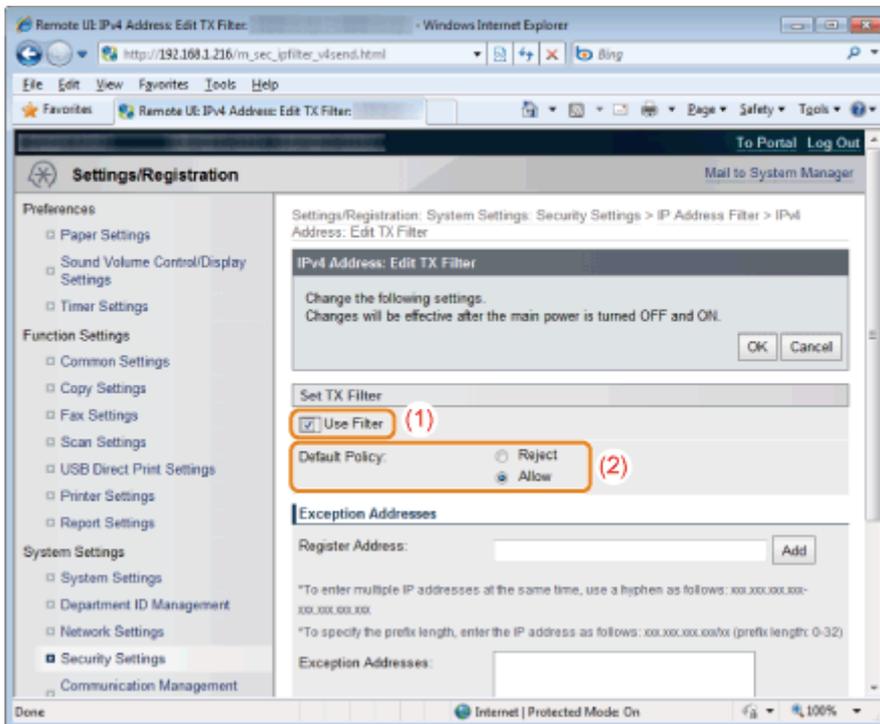


## 5

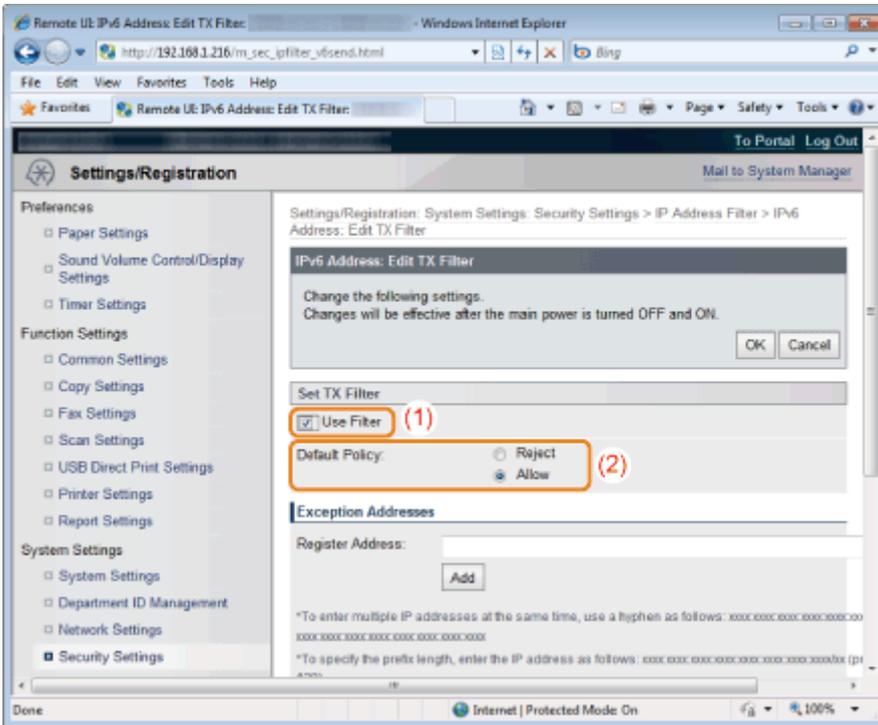
### Set the filter.

- (1) Select the [Use Filter] check box.
- (2) Select the [Reject] or [Allow] check box.

#### For IPv4 addresses



#### For IPv6 addresses



[Reject]	Allow accessing only from computers of which addresses specified in [Exception Addresses].
[Allow]	Reject accessing from computers of which addresses specified in [Exception Addresses].

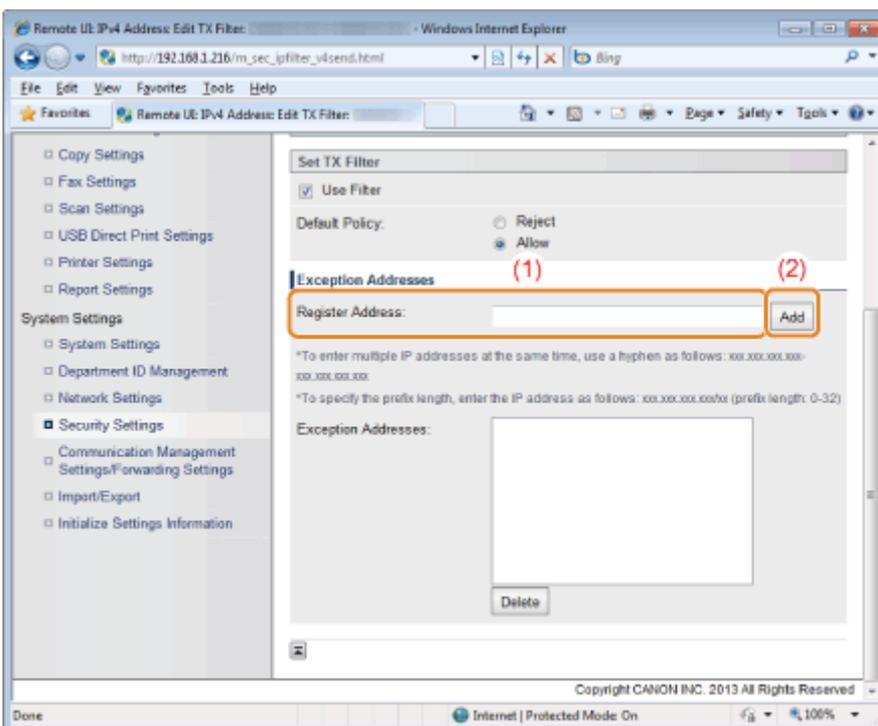
## 6

### Specify IP addresses.

- ❖ To specify IPv4 addresses:
- ❖ To specify IPv6 addresses:

#### To specify IPv4 addresses:

- (1) Enter the IP address to be excepted.
- (2) Click [Add].

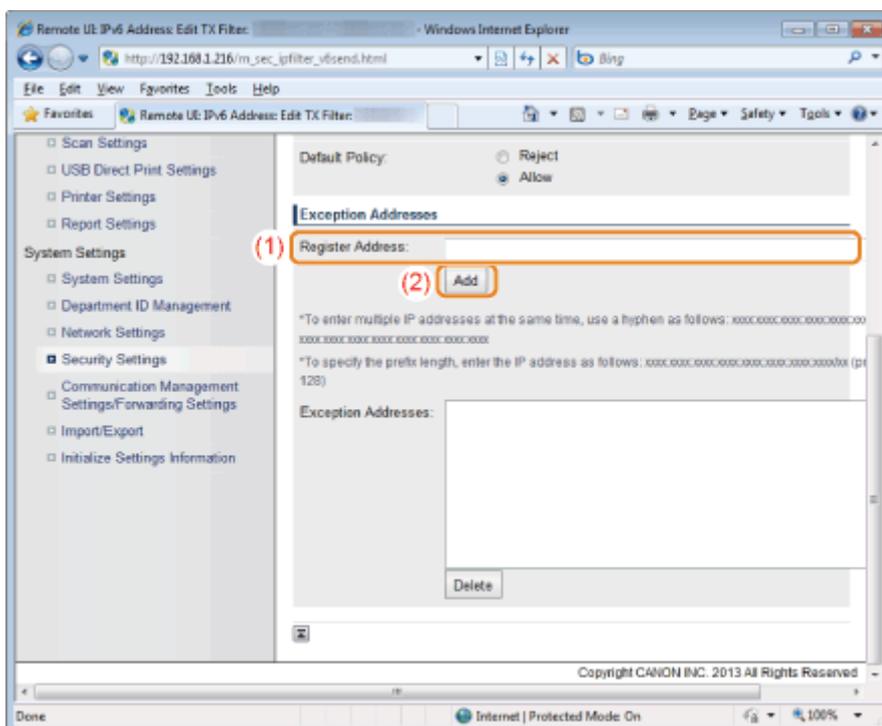


Refer to the following table to enter IPv4 addresses.

	Input Method
Single Address	Enter the IP address by adding periods between the numbers. <ul style="list-style-type: none"> <li>For example, "192.168.0.10"</li> </ul>
Multiple Addresses	Enter multiple addresses sequentially by adding hyphens between the addresses. This specifies the range of IP Addresses to be excepted. <ul style="list-style-type: none"> <li>For example, "192.168.0.10-192.168.0.20"</li> </ul>
Prefix Address	Add a slash after Prefix Address and put Prefix Length after the slash to specify an IPv4 address prefix. This specifies the prefix to be excepted. <ul style="list-style-type: none"> <li>For example, "192.168.0.10/24"</li> </ul>

**To specify IPv6 addresses:**

- Enter the IP address to be excepted.
- Click [Add].



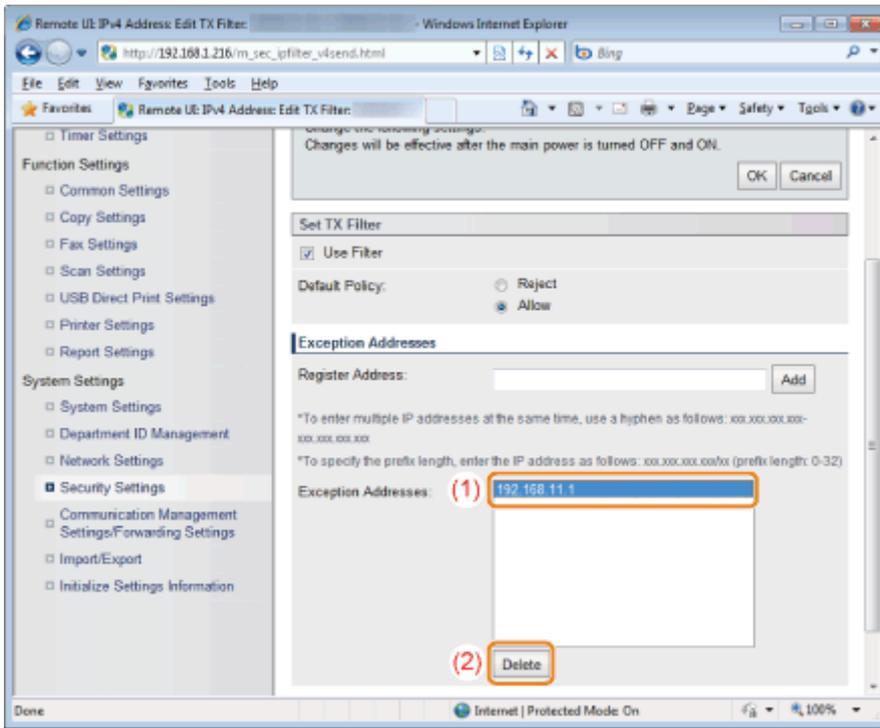
Refer to the following table to enter IPv6 addresses.

	Input Method
Single Address	Enter the IP address by adding colons between the groups. <ul style="list-style-type: none"> <li>For example, "fe80::10"</li> </ul>
Multiple Addresses	Enter multiple addresses sequentially by adding hyphens between the addresses. This specifies the range of IP Addresses to be excepted. <ul style="list-style-type: none"> <li>For example, "fe80::10-fe80::20"</li> </ul>
Prefix Address	Add a slash after Prefix Address and put Prefix Length after the slash to specify an IPv6 address prefix. This specifies the prefix to be excepted. <ul style="list-style-type: none"> <li>For example, "fe80::10/64"</li> </ul>

**NOTE**

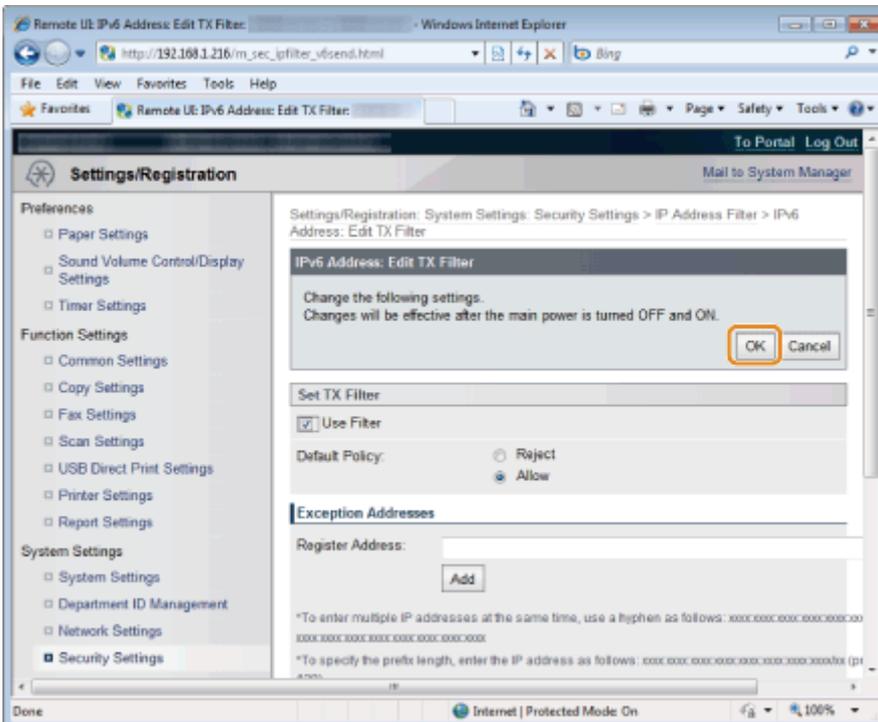
**To delete registered IP addresses**

- (1) Select IP address to delete.
- (2) Click [Delete].



## 7

Click [OK].



## 8

Restart the machine.

- It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Registering from the operation panel

### IMPORTANT

#### When the setup is complete

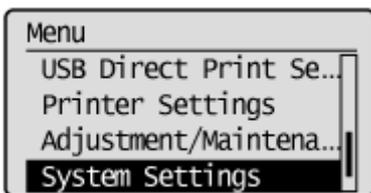
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

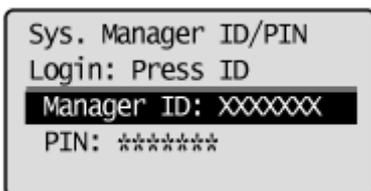
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



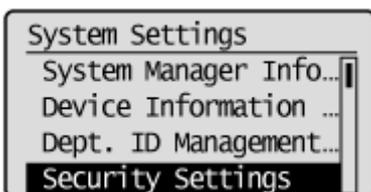
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



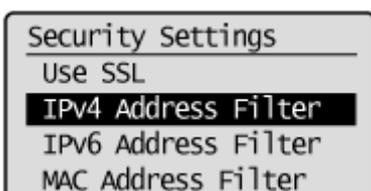
## 3

Select <Security Settings> using [▲] or [▼] and press [OK].



## 4

Select <IPv4 Address Filter> or <IPv6 Address Filter> using [▲] or [▼] and press [OK].



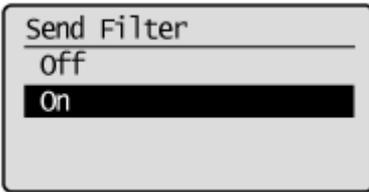
## 5

Select <Send Filter> or <Receive Filter> using [**▲**] or [**▼**] and press [OK].



## 6

Select <Off> or <On> using [**▲**] or [**▼**] and press [OK].



<Off>	IP Address filter is not available.
<On>	IP Address filter is available.

## 7

Press [  ] (Menu) to close the menu screen.

## 8

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Restricting Sending/Receiving to/from Specific MAC Addresses

Select [Reject] or [Allow] for sending/receiving data to/from this product. You can specify the exception MAC address for [Reject] and [Allow] respectively.

Specify MAC addresses using the Remote UI. You can only choose to enable or disable this feature from the operation panel.

### NOTE

**When <Wireless LAN> is selected in <Select Wired/Wireless LAN>:**

The setting in this section is disabled.

**A number of MAC addresses that can be specified**

Up to 32 MAC addresses can be specified.

## Registering from the Remote UI

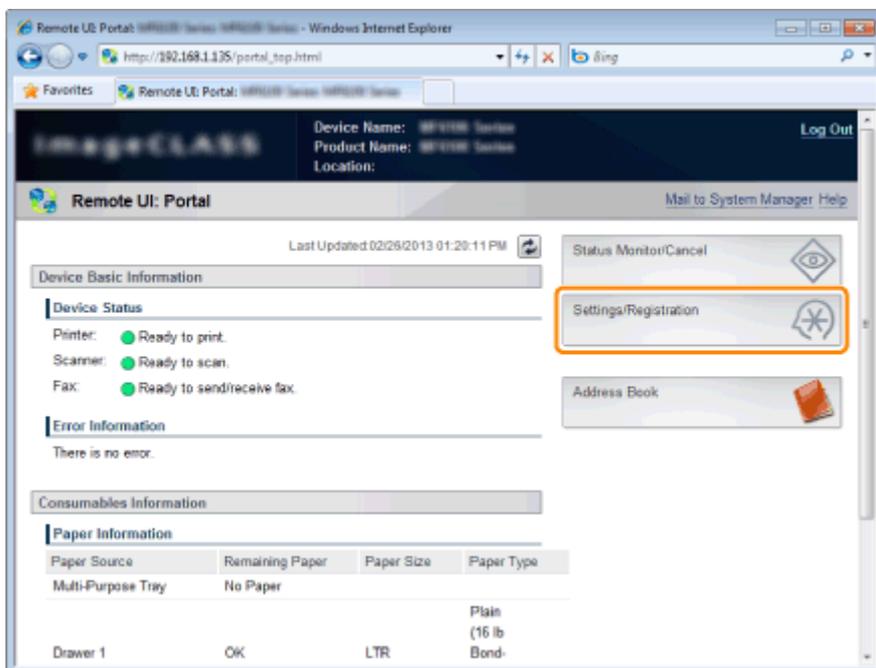
### 1

**Start the Remote UI and log on in system manager mode.**

➤ "Starting the Remote UI"

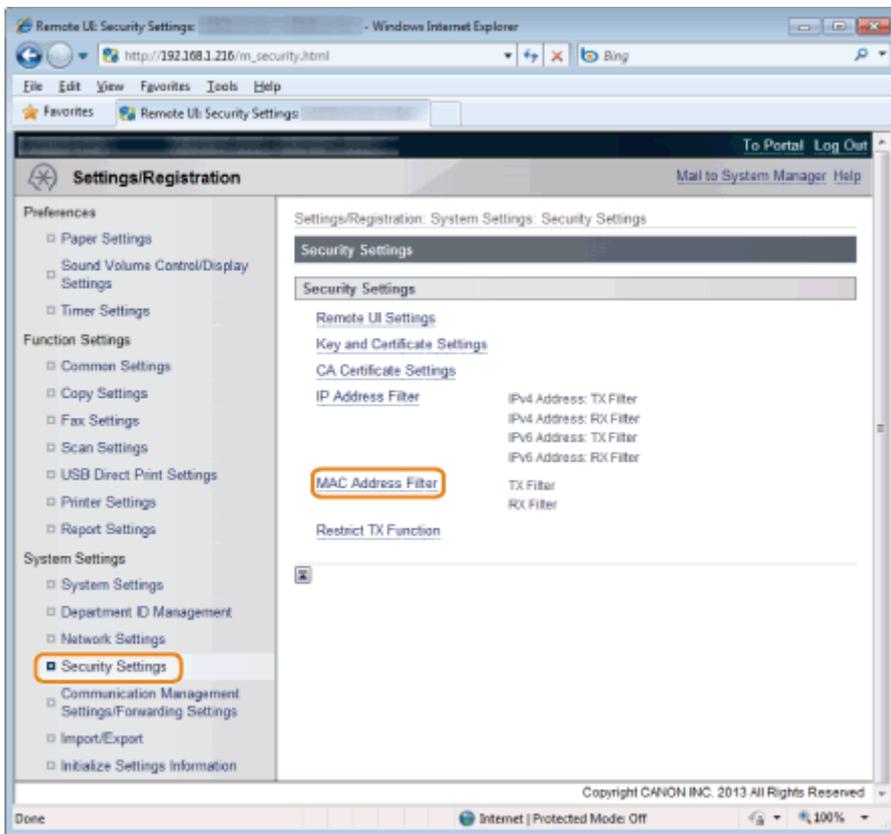
### 2

**Click [Settings/Registration].**



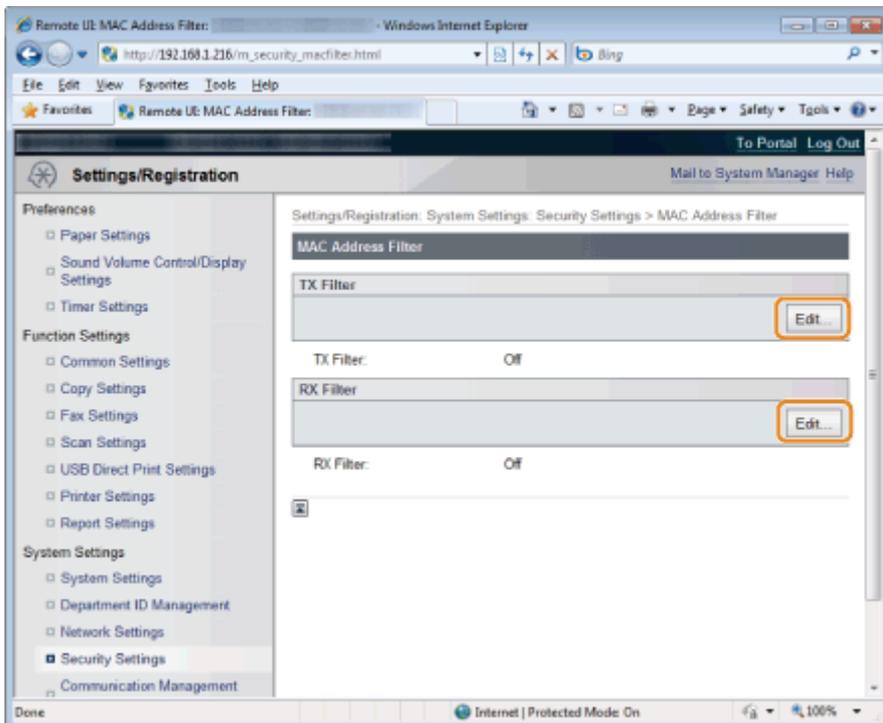
### 3

**Click [Security Settings] -> [MAC Address Filter].**



## 4

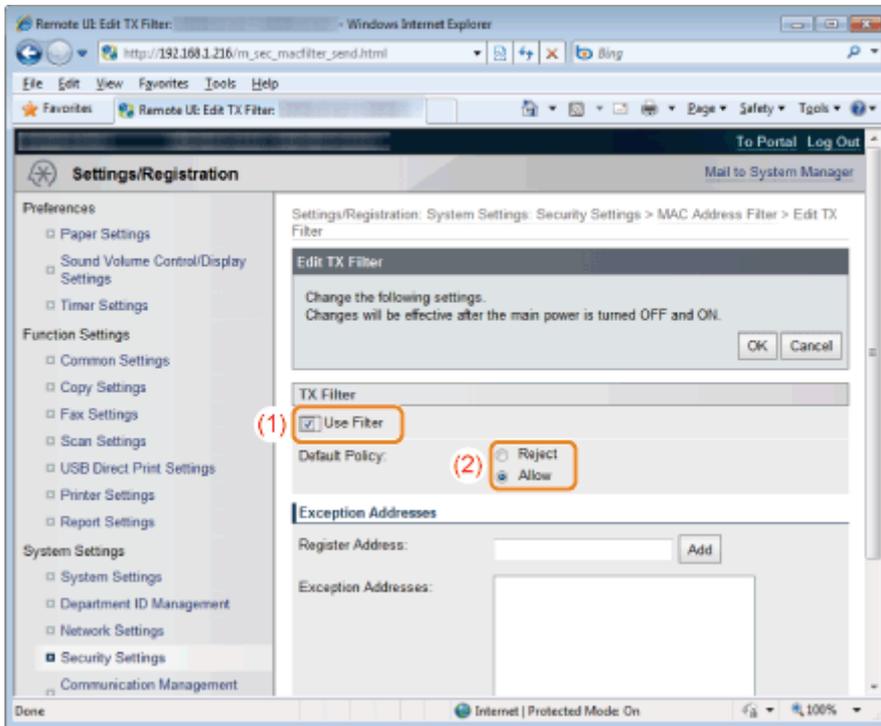
Click [Edit] in the filter which you want to specify.



## 5

Set the filter.

- (1) Select the [Use Filter] check box.
- (2) Select the [Reject] or [Allow] check box.



[Reject]	Allow accessing only from computers of which addresses specified in [Exception Addresses].
[Allow]	Reject accessing from computers of which addresses specified in [Exception Addresses].

## IMPORTANT

### When the [Use Filter] check box is selected:

You cannot access from the following MAC addresses. Make sure to enter the correct MAC address.

- MAC addresses not specified for [Exception Addresses] in [Reject]
- MAC addresses specified for [Exception Addresses] in [Allow]

† The machine cannot access the network when the specified MAC address does not exist. When this occurs, initialize security settings to regain access to the network.

➤ ["Initializing the System Management Settings"](#)

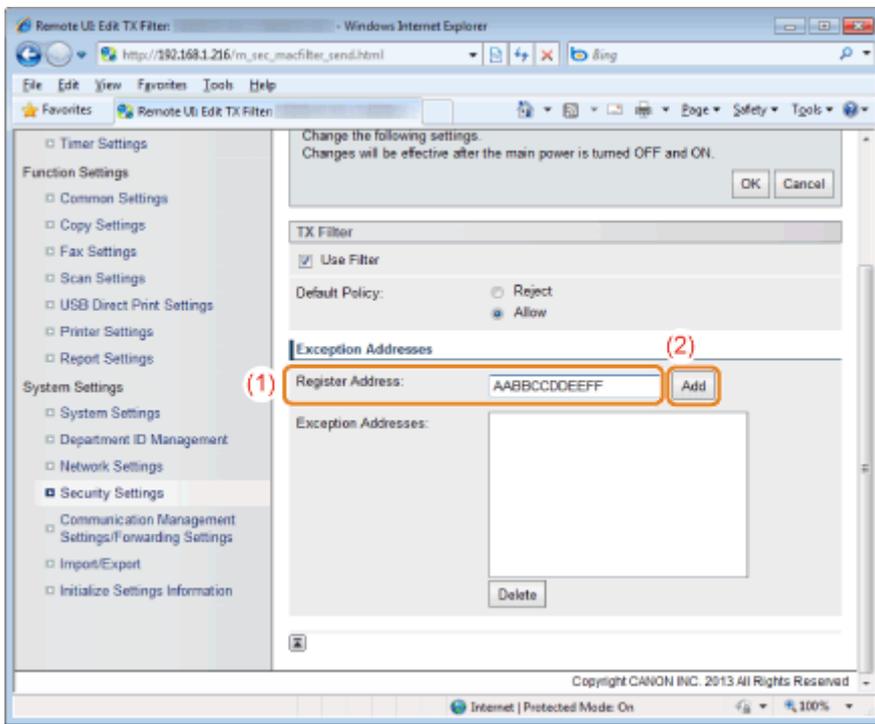
## 6

### Specify the MAC address.

(1) Enter the MAC address.

† Enter the MAC address in the format of AABBCCDDEEFF without hyphens.

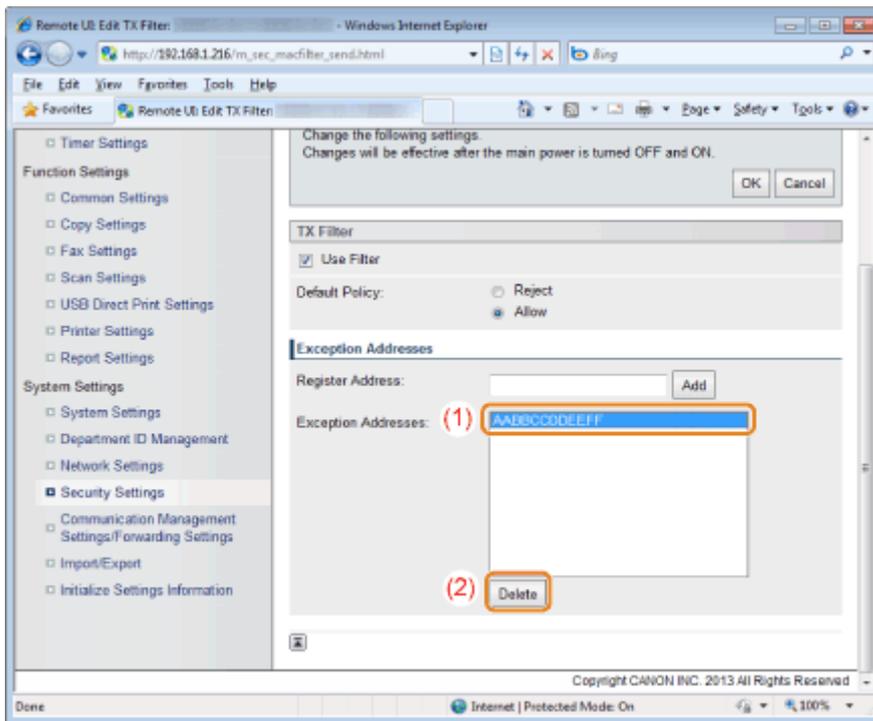
(2) Click [Add].



## NOTE

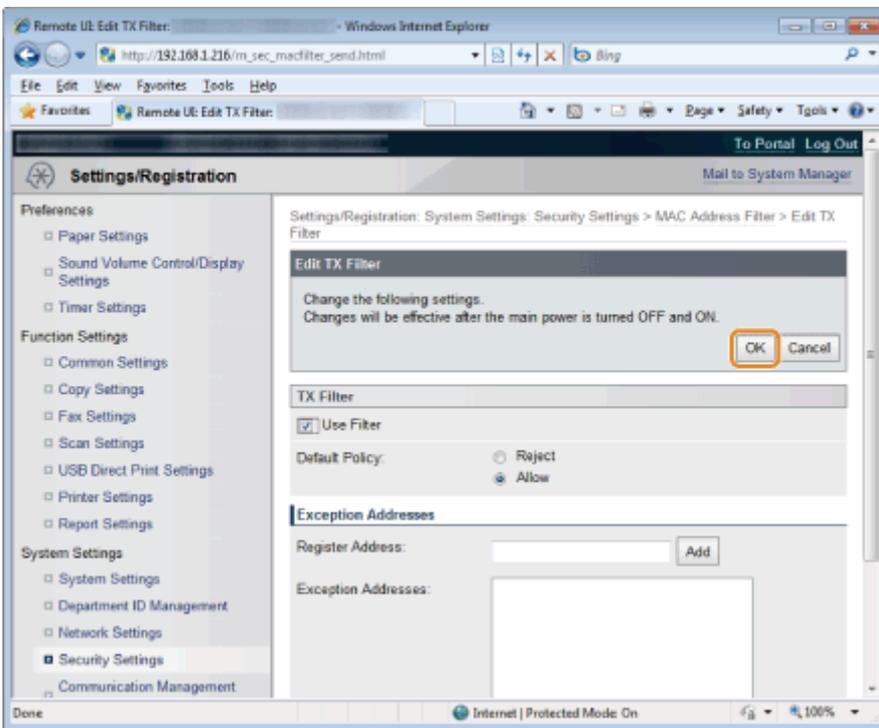
### To delete registered MAC addresses

- (1) Select the MAC address to delete.
- (2) Click [Delete].



## 7

Click [OK].



## 8

### Restart the machine.

- It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Registering from the operation panel

### IMPORTANT

#### When the setup is complete

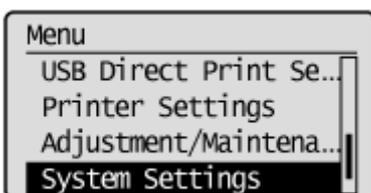
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

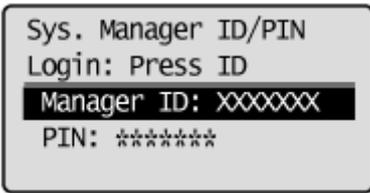
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



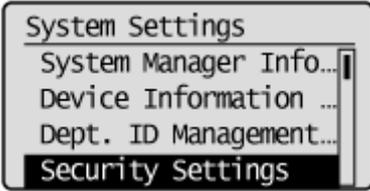
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



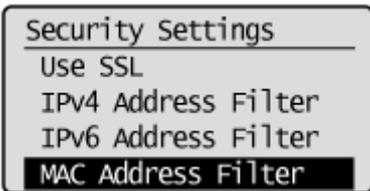
### 3

Select <Security Settings> using [▲] or [▼] and press [OK].



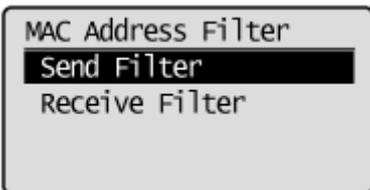
### 4

Select <MAC Address Filter> using [▲] or [▼] and press [OK].



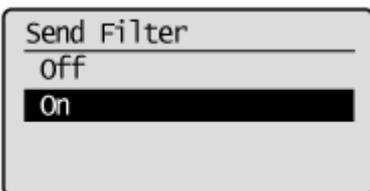
### 5

Select <Send Filter> or <Receive Filter> using [▲] or [▼] and press [OK].



### 6

Select <On> using [▲] or [▼] and press [OK].



<Off>	MAC address filter is not available.
<On>	MAC address filter is available.

### 7

Press [  ] (Menu) to close the menu screen.

## 8

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

## Monitoring/Controlling Devices by SNMP (SNMP Setting)

You can monitor and/or control this product by using SNMP support devices such as computers connected to networks. This product supports SNMPv1, and SNMPv3 with enhanced security and authentication features.

### IMPORTANT

#### **When the setup is complete**

Restart the machine to take effect the settings.

#### **When <SNMPv1 Settings> and <SNMPv3 Settings> are set to <Off>**

You are disallowed monitoring and modifying the settings configured for the machine or obtaining its information using the SNMP protocol. Consult your network administrator before specifying the settings.

### NOTE

#### **SNMP setting**

- You can set <On> to both <SNMPv1 Settings> and <SNMPv3 Settings>.
- You can specify port numbers used by SNMP in the following.
  - "Setting Protocol Port Numbers"

➤ "Setting SNMPv1"

➤ "Setting SNMPv3"

➤ "Obtaining Printer Management Information from Host"

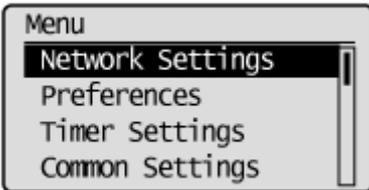
# Setting SNMPv1

1

Press [  ] (Menu).

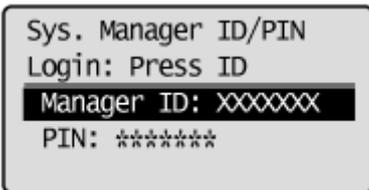
2

Select <Network Settings> using [▲] or [▼] and press [OK].



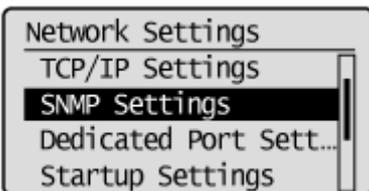
## When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



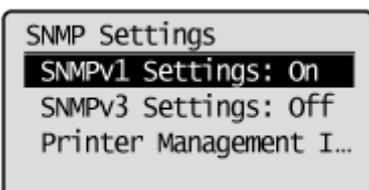
3

Select <SNMP Settings> using [▲] or [▼] and press [OK].



4

Select <SNMPv1 Settings> using [▲] or [▼] and press [OK].

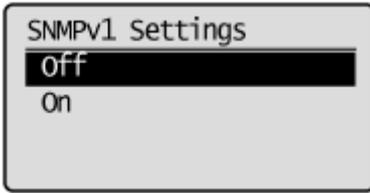


5

Specify the SNMP protocol.

## When you do not use the SNMPv1 protocol

- (1) Select <Off> using [**▲**] or [**▼**] and press [OK].



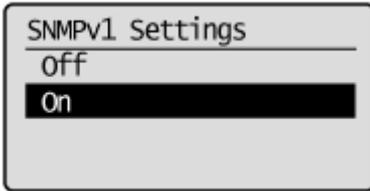
- (2) Press [  ] (Menu) to close the menu screen.

- (3) Restart the machine.

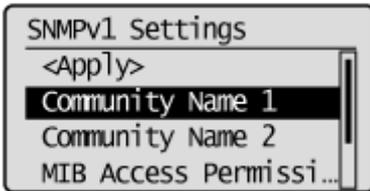
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## When you use the SNMPv1 protocol

- (1) Select <On> using [**▲**] or [**▼**] and press [OK].



- (2) Select the item to specify using [**▲**] or [**▼**] and press [OK].



- (3) Specify the SNMP protocol.

<Community Name 1>	Enter the community name 1. (Default Value: public)						
<Community Name 2>	Enter the community name 2.						
<MIB Access Permission 1>	Specify MIB access authority of the community name 1. <table border="1" data-bbox="539 1406 1337 1514"> <tbody> <tr> <td>&lt;Read Only&gt;</td> <td>Reading only is permitted.</td> </tr> <tr> <td>&lt;Read/Write&gt;</td> <td>Both reading and writing are permitted.*</td> </tr> </tbody> </table>	<Read Only>	Reading only is permitted.	<Read/Write>	Both reading and writing are permitted.*		
<Read Only>	Reading only is permitted.						
<Read/Write>	Both reading and writing are permitted.*						
<MIB Access Permission 2>	Specify MIB access authority of the community name 2. <table border="1" data-bbox="539 1608 1337 1715"> <tbody> <tr> <td>&lt;Read Only&gt;</td> <td>Reading only is permitted.</td> </tr> <tr> <td>&lt;Read/Write&gt;</td> <td>Both reading and writing are permitted.*</td> </tr> </tbody> </table>	<Read Only>	Reading only is permitted.	<Read/Write>	Both reading and writing are permitted.*		
<Read Only>	Reading only is permitted.						
<Read/Write>	Both reading and writing are permitted.*						
<Dedicated Community Settings>	Specify On/Off and MIB access authority for dedicated communities. <table border="1" data-bbox="539 1805 1337 1962"> <tbody> <tr> <td>&lt;Off&gt;</td> <td>Dedicated community is deactivated.</td> </tr> <tr> <td>&lt;Read/Write&gt;</td> <td>Both reading and writing are permitted.*</td> </tr> <tr> <td>&lt;Read Only&gt;</td> <td>Reading only is permitted.</td> </tr> </tbody> </table>	<Off>	Dedicated community is deactivated.	<Read/Write>	Both reading and writing are permitted.*	<Read Only>	Reading only is permitted.
<Off>	Dedicated community is deactivated.						
<Read/Write>	Both reading and writing are permitted.*						
<Read Only>	Reading only is permitted.						

\* When reading/writing is permitted, a user can access this product from a computer on the network and change settings.

(4) Press [  ] (Menu) to close the menu screen.

(5) Restart the machine.

 It is necessary to restart the machine to take effect the settings.

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

# Setting SNMPv3

## IMPORTANT

### To set SNMPv3

You need to activate SSL features in advance.

➤ "Registering from the Remote UI"

## NOTE

### SNMPv3 settings

<SNMPv3 Settings> Details can be set only via Remote UI.

## Registering from the Remote UI

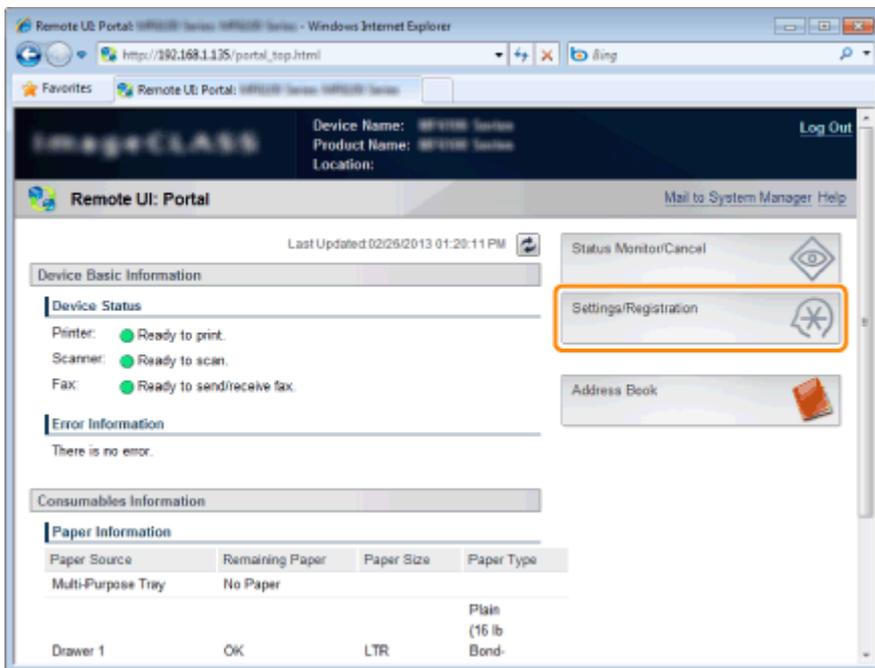
# 1

Start the Remote UI and log on in system manager mode.

➤ "Starting the Remote UI"

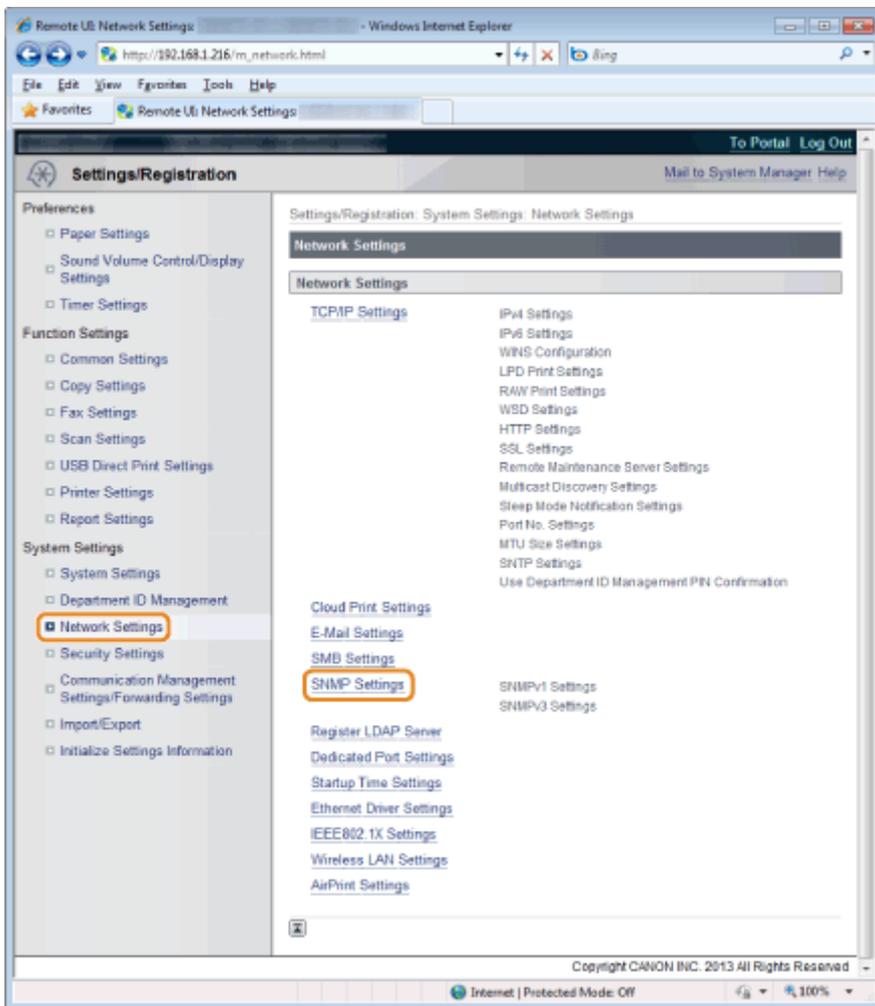
# 2

Click [Settings/Registration].



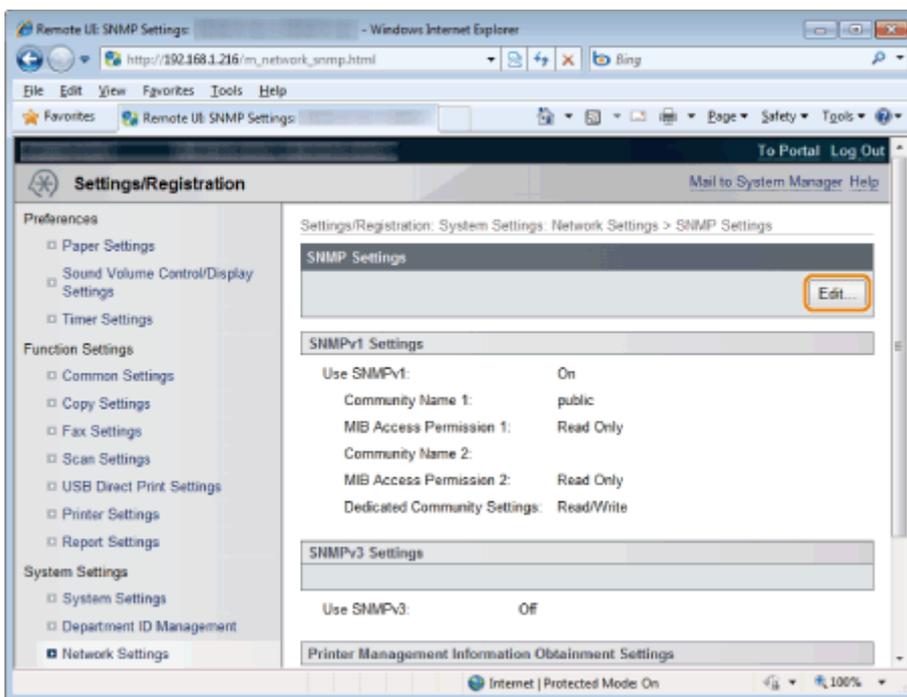
# 3

Click [Network Settings] -> [SNMP Settings].



4

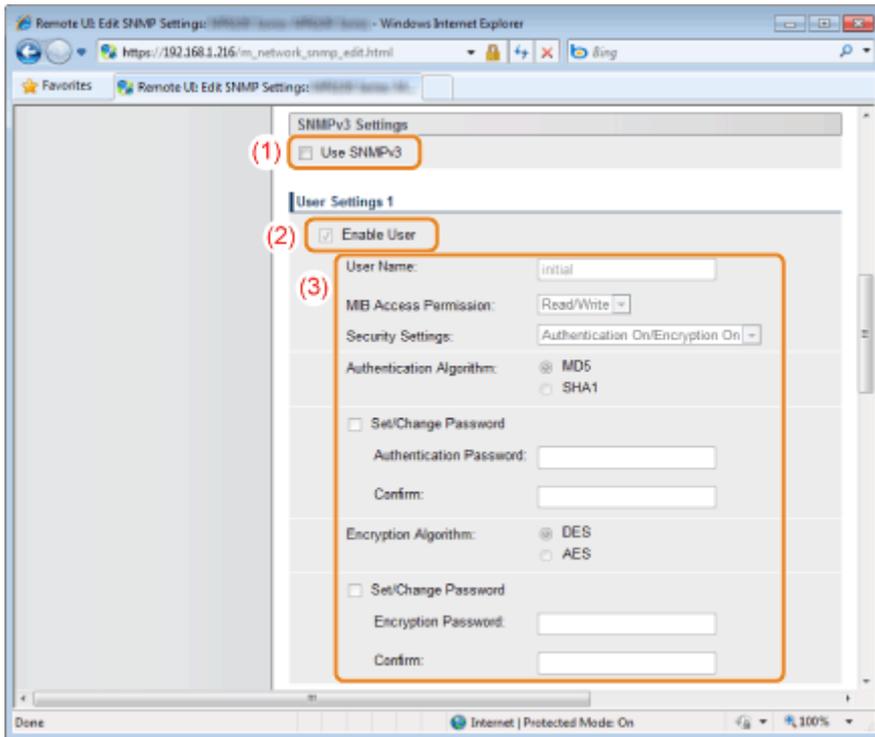
Click [Edit].



5

Specify SNMPv3.

- (1) Select the [Use SNMPv3] check box.
- (2) Select the [Enable User] check box.
- (3) Specify the SNMPv3 protocol.



[Use SNMPv3]	When the check box is selected, you can use SNMPv3 protocol.						
[User Name]	Enter a user name.						
[MIB Access Permission]	Specify MIB access authority. When both reading and writing is permitted, a user can access this product from a computer on the network and change settings. <table border="1" style="margin-left: 40px;"> <tr> <td>[Read/Write]</td> <td>Both reading and writing are permitted.</td> </tr> <tr> <td>[Read Only]</td> <td>Reading only is permitted.</td> </tr> </table>	[Read/Write]	Both reading and writing are permitted.	[Read Only]	Reading only is permitted.		
[Read/Write]	Both reading and writing are permitted.						
[Read Only]	Reading only is permitted.						
[Security Settings]	Specify securities. <table border="1" style="margin-left: 40px;"> <tr> <td>[Authentication On/Encryption On]</td> <td>Both authentication and encryption are adopted.</td> </tr> <tr> <td>[Authentication On/Encryption Off]</td> <td>Only authentication is adopted.</td> </tr> <tr> <td>[Authentication Off/Encryption Off]</td> <td>Neither authentication nor encryption is adopted.</td> </tr> </table>	[Authentication On/Encryption On]	Both authentication and encryption are adopted.	[Authentication On/Encryption Off]	Only authentication is adopted.	[Authentication Off/Encryption Off]	Neither authentication nor encryption is adopted.
[Authentication On/Encryption On]	Both authentication and encryption are adopted.						
[Authentication On/Encryption Off]	Only authentication is adopted.						
[Authentication Off/Encryption Off]	Neither authentication nor encryption is adopted.						
[Authentication Algorithm]	Select an algorithm to be used for authentication. <table border="1" style="margin-left: 40px;"> <tr> <td>[MD5]</td> <td>Use MD5.</td> </tr> <tr> <td>[SHA1]</td> <td>Use SHA1.</td> </tr> </table> <p>To set or change the password, select the [Set/Change Password] check box and enter 6 to 16 alphanumeric characters in [Authentication Password] and [Confirm].</p>	[MD5]	Use MD5.	[SHA1]	Use SHA1.		
[MD5]	Use MD5.						
[SHA1]	Use SHA1.						
[Encryption Algorithm]	Select an algorithm to be used for encryption. <table border="1" style="margin-left: 40px;"> <tr> <td>[DES]</td> <td>DES is used.</td> </tr> <tr> <td>[AES]</td> <td>AES DES is used.</td> </tr> </table>	[DES]	DES is used.	[AES]	AES DES is used.		
[DES]	DES is used.						
[AES]	AES DES is used.						

To set or change the password, select the [Set/Change Password] check box and enter 6 to 16 alphanumeric characters in [Encryption Password] and [Confirm].

## 6

### Restart the machine.

- It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Registering from the operation panel

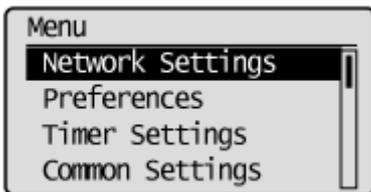
You can switch On/Off of SNMPv3 settings on the operation panel.

## 1

Press [  ] (Menu).

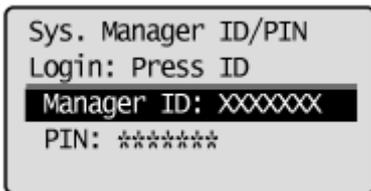
## 2

Select <Network Settings> using [▲] or [▼] and press [OK].



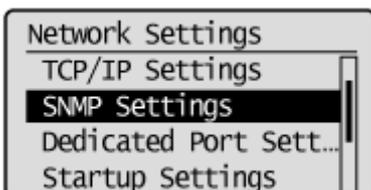
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



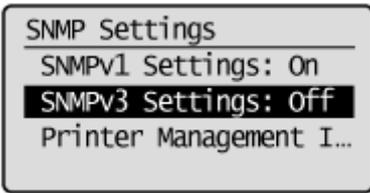
## 3

Select <SNMP Settings> using [▲] or [▼] and press [OK].



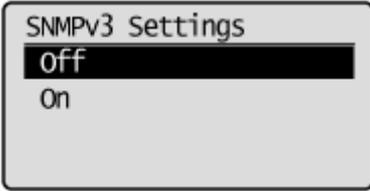
## 4

Select <SNMPv3 Settings> using [▲] or [▼] and press [OK].



## 5

Select <On> or <Off> using [▲] or [▼] and press [OK].



<Off>	SNMPv3 protocol is not available.
<On>	SNMPv3 protocol is available.

## 6

Press [  ] (Menu) to close the menu screen.

## 7

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Obtaining Printer Management Information from Host

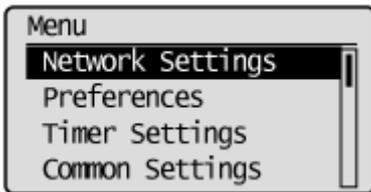
By using SNMP, periodically obtain printer management information such as print applications, ports, etc., from host computers on the network.

1

Press [  ] (Menu).

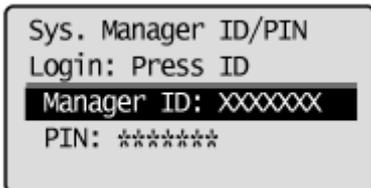
2

Select <Network Settings> using [▲] or [▼] and press [OK].



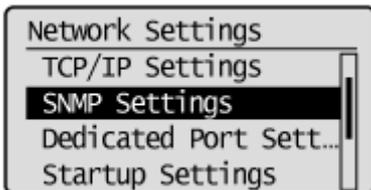
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



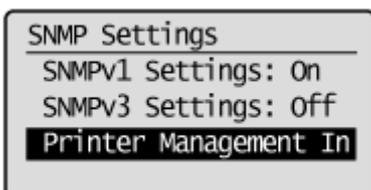
3

Select <SNMP Settings> using [▲] or [▼] and press [OK].



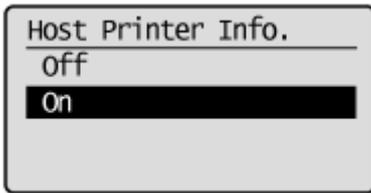
4

Select <Printer Management Information From Host> using [▲] or [▼] and press [OK].



## 5

Select <Off> or <On> using [**▲**] or [**▼**] and press [**OK**].



<Off>	Printer Management Information from Host is not automatically obtained.
<On>	Printer Management Information from Host is automatically obtained.

## 6

Press [  ] (Menu) to close the menu screen.

## 7

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Setting the Permission for HTTP Communications

HTTP is used such as when you access the machine via the Remote UI. If you are using a USB connection or are otherwise not using HTTP, you can disable HTTP to reduce the risk of malicious third-party intrusions via the unused HTTP port.

### IMPORTANT

Disabling HTTP disables some of the network capabilities, such as the Remote UI and WSD printing.

#### **When the setup is complete**

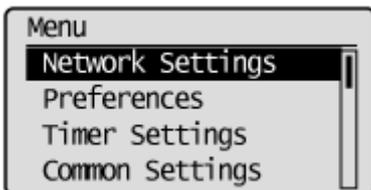
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

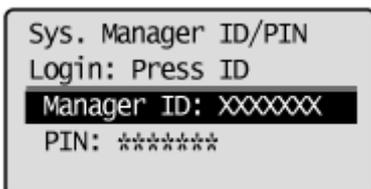
## 2

Select <Network Settings> using [▲] or [▼] and press [OK].



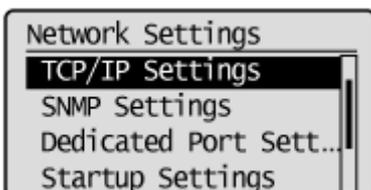
#### **When the system manager ID and system manager PIN are specified**

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



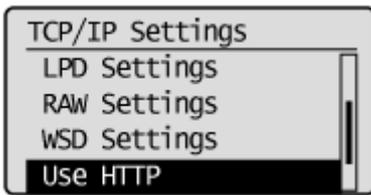
## 3

Select <TCP/IP Settings> using [▲] or [▼] and press [OK].



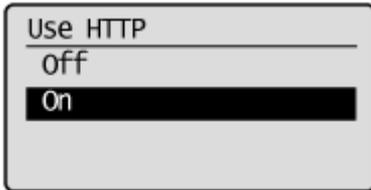
## 4

Select <Use HTTP> using [▲] or [▼] and press [OK].



## 5

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Disallow HTTP communications.
<On>	Allow HTTP communications.

## 6

Press [  ] (Menu) to close the menu screen.

## 7

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

# Setting Protocol Port Numbers

Configure the port number and protocol for the printer connection to work with your network.

## IMPORTANT

### When the setup is complete

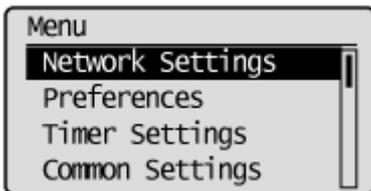
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

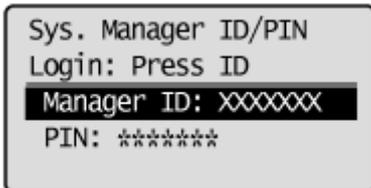
## 2

Select <Network Settings> using [▲] or [▼] and press [OK].



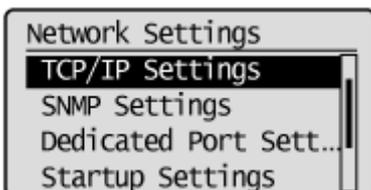
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



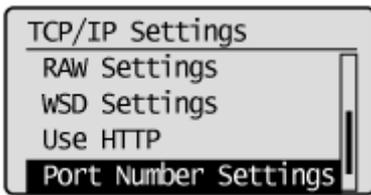
## 3

Select <TCP/IP Settings> using [▲] or [▼] and press [OK].



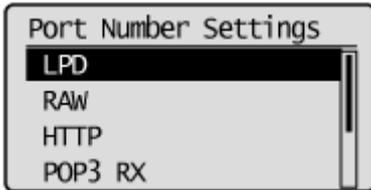
## 4

Select <Port Number Settings> using [▲] or [▼] and press [OK].



## 5

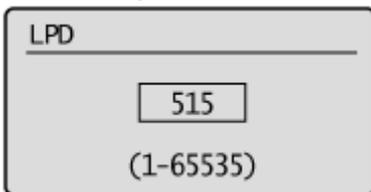
Select the protocol that uses the port number you want to change using [▲] or [▼] and press [OK].



## 6

Enter a port number and press [OK].

✎ "Entering Text"



## 7

Press [  ] (Menu) to close the menu screen.

## 8

Restart the machine.

It is necessary to restart the machine to take effect the settings.

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Setting the Dedicated Port

Enable or disable the dedicated port settings.

If the dedicated port is set to be disabled, you cannot scan/print, or configure/check the settings for this product when using the printer driver or the MF Toolbox by connecting the network.

### IMPORTANT

#### When the setup is complete

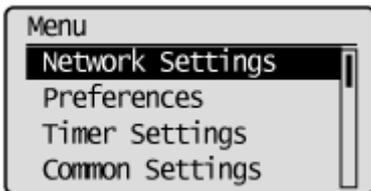
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

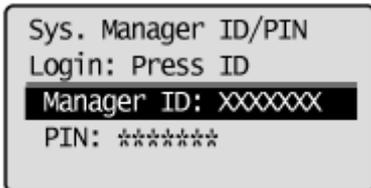
## 2

Select <Network Settings> using [▲] or [▼] and press [OK].



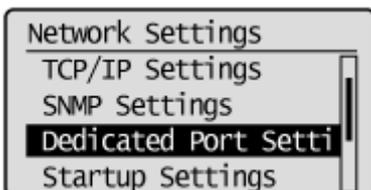
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



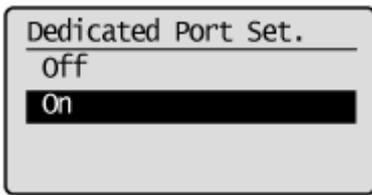
## 3

Select <Dedicated Port Settings> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Do not use a dedicated port.
<On>	Use a dedicated port.

## 5

Press [  ] (Menu) to close the menu screen.

## 6

**Restart the machine.**

It is necessary to restart the machine to take effect the settings.

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Setting a Proxy

A proxy (or HTTP proxy server) refers to a computer or software that carries out HTTP communication for other devices, especially when communicating with resources outside the network, such as when browsing Web sites. The client devices connect to the outside network through the proxy server, and do not communicate directly to the resources outside. Setting a proxy not only facilitates management of traffic between in-house and outside networks but also blocks unauthorized access and consolidates antivirus protection for enhanced security. When setting a proxy, make sure that you have the necessary proxy information, including the IP address, port number, and a user name and password for authentication.

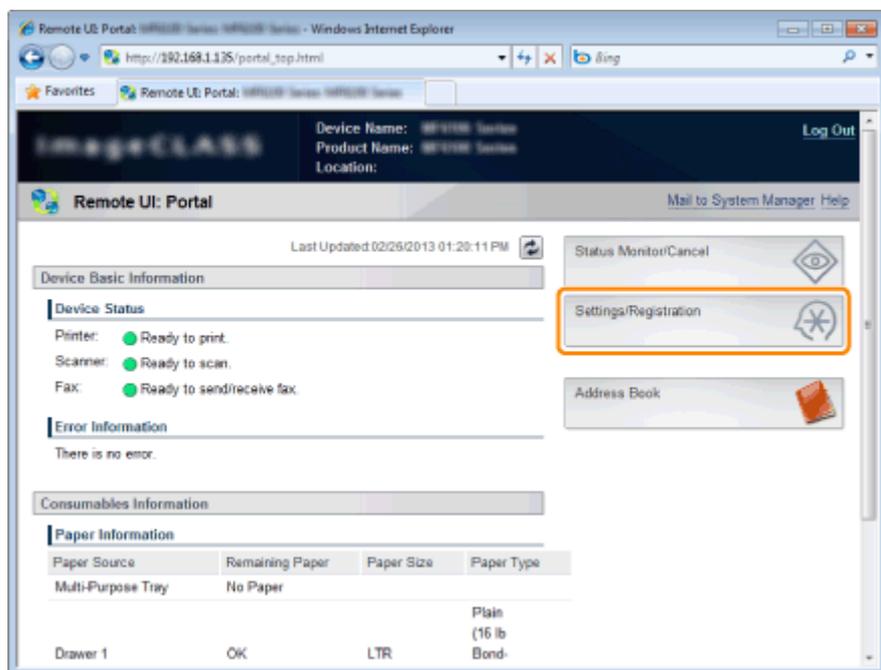
### 1

**Start the Remote UI and log on in the system manager mode.**

➤ "Starting the Remote UI"

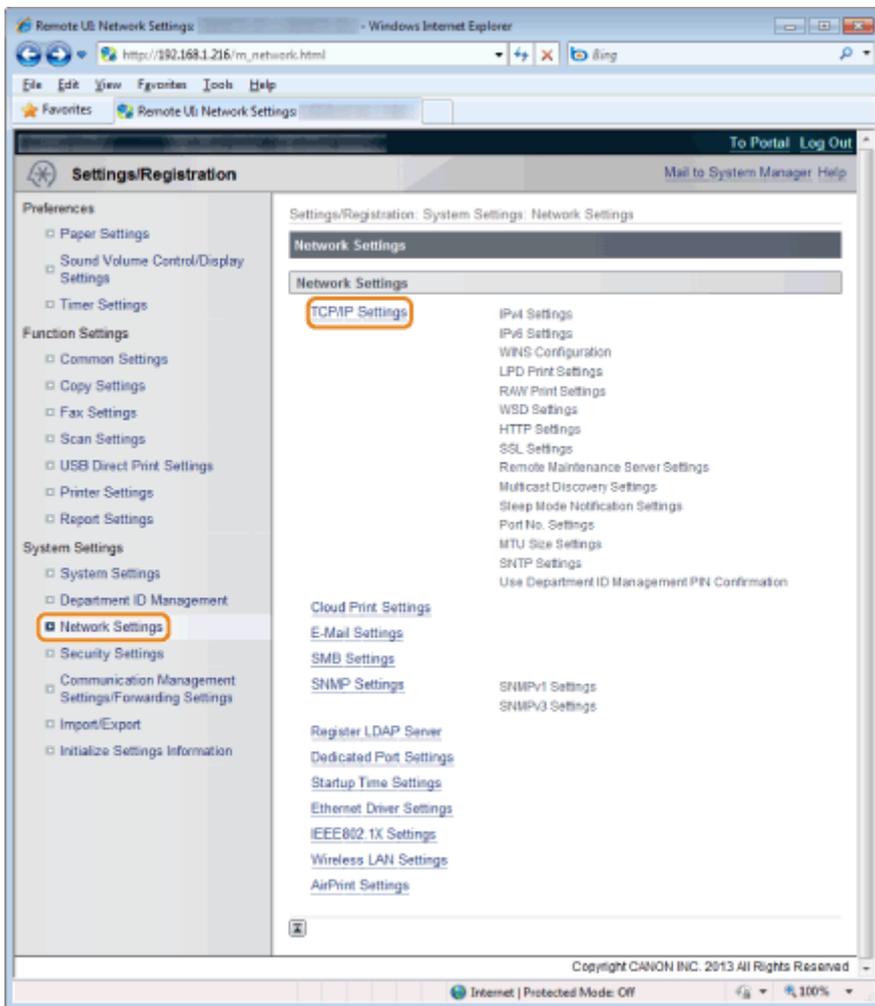
### 2

**Click [Settings/Registration].**



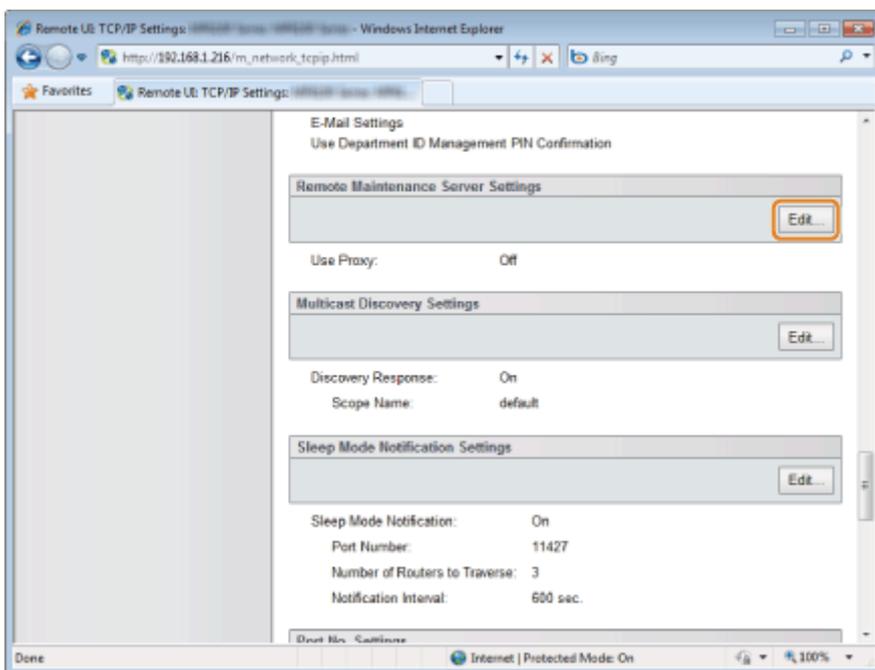
### 3

**Click [Network Settings] -> [TCP/IP Settings].**



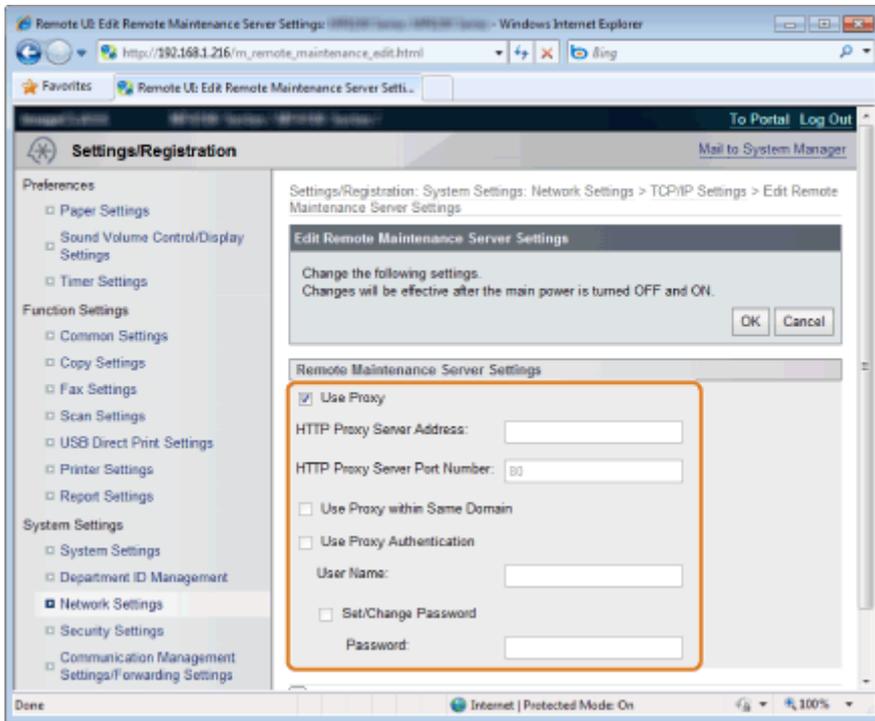
4

Click [Edit] in [Remote Maintenance Server Settings].



5

Select the [Use Proxy] check box and specify the required settings.



[Use Proxy]	Select the check box to use the specified proxy server for HTTP communication with the machine.
[HTTP Proxy Server Address]	Enter the address of the proxy server. Specify the IP address, host name, etc. depending on the environment.
[HTTP Proxy Server Port Number]	Enter a port number between 1 and 65535.
[Use Proxy Authentication]	To enable authentication by the proxy server, select the check box and enter up to 24 alphanumeric characters for the user name in the [User Name] text box.
[Set/Change Password]	To set or change the password for the proxy authentication, when it is enabled, select the check box and enter up to 24 alphanumeric characters for the new password in the [Password] text box.

## 6

**Click [OK].**

## 7

**Restart the machine.**

Turn OFF the machine and wait for at least 10 seconds before turning it ON again.

## Restricting to Specify Destinations and Use the Sending Functions

---

Specify whether to restrict to specify destinations and use the sending functions. You can specify the following.

- ❖ "Setting a PIN for the Address Book"
  - ❖ "Restricting Destinations that Can Be Specified"
  - ❖ "Restricting to Send Faxes from Your Computer "
  - ❖ "Restricting Sending from Job History"
  - ❖ "Confirming the Entered Fax Number "
  - ❖ "Confirming Destinations for One-Touch/Coded Dial TX"
  - ❖ "Restricting Sequential Broadcasts"
  - ❖ "Specifying Display Settings for the Job History"
-

## Setting a PIN for the Address Book

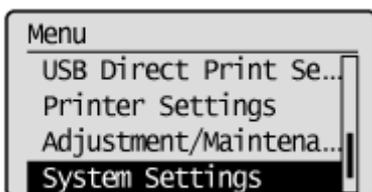
Set a PIN for the address book. Once the PIN is set, you need to enter it to register, edit, or delete destinations.

1

Press [  ] (Menu).

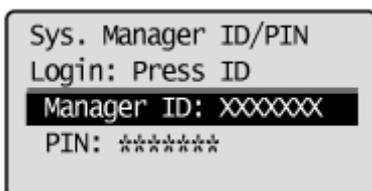
2

Select <System Settings> using [▲] or [▼] and press [OK].



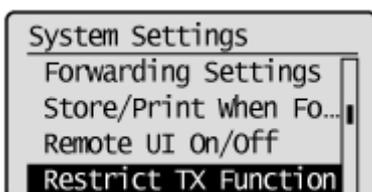
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



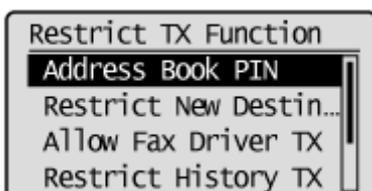
3

Select <Restrict TX Function> using [▲] or [▼] and press [OK].



4

Select <Address Book PIN> using [▲] or [▼] and press [OK].



5

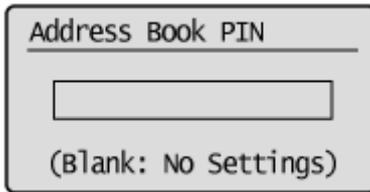
## Enter the PIN using the numeric keys and press [OK].

The PIN can be up to 7 digits.

Press [OK] to display the confirmation screen. When the screen appears, enter the PIN again and press [OK].

### To clear the entered PIN

Press [  ] (Clear) to delete the PIN, and then press [OK].



## 6

Press [  ] (Menu) to close the menu screen.

## Restricting Destinations that Can Be Specified

Specify whether to restrict to register new destinations or edit the destinations registered in the address book, one-touch keys, or coded dial codes. You are restricted to do the following when this setting is enabled.

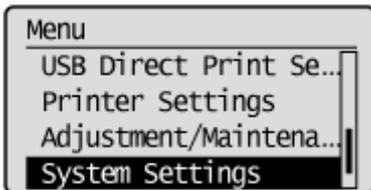
- Specify a destination using the numeric keys.
- Register new destinations in the address book, one-touch keys, and coded dial codes.
- Edit the destinations that are registered in the address book, one-touch keys, and coded dial codes.

### 1

Press [  ] (Menu).

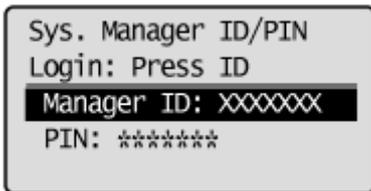
### 2

Select <System Settings> using [▲] or [▼] and press [OK].



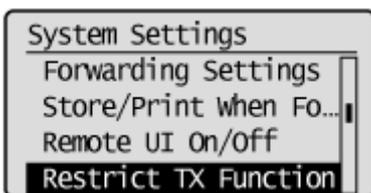
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



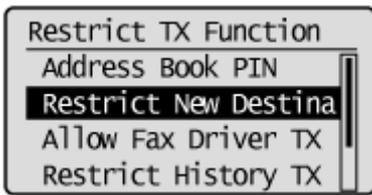
### 3

Select <Restrict TX Function> using [▲] or [▼] and press [OK].



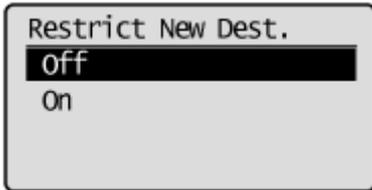
### 4

Select <Restrict New Destinations> using [▲] or [▼] and press [OK].



## 5

Select <Off> or <On> using [**▲**] or [**▼**] and press [**OK**].



<Off>	Disable the restriction.
<On>	Enable the restriction. You need to specify destinations using one-touch keys or coded dial codes.

## 6

Press [  ] (Menu) to close the menu screen.

## Restricting to Send Faxes from Your Computer

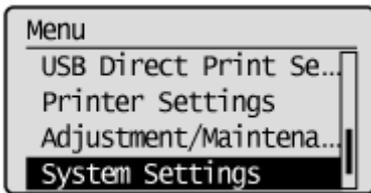
Specify whether to restrict to send faxes from your computer using the fax driver.

1

Press [  ] (Menu).

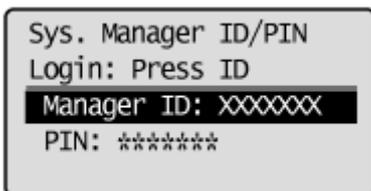
2

Select <System Settings> using [▲] or [▼] and press [OK].



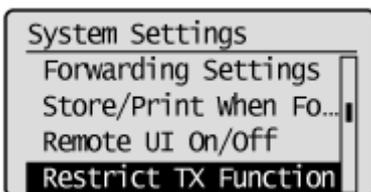
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



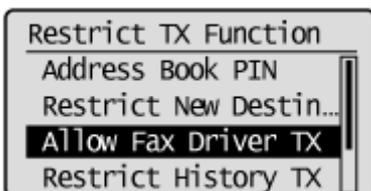
3

Select <Restrict TX Function> using [▲] or [▼] and press [OK].



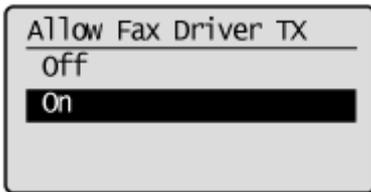
4

Select <Allow Fax Driver TX> using [▲] or [▼] and press [OK].



5

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Disallow sending faxes from the fax driver.
<On>	Allow sending faxes from the fax driver.

## 6

Press [  ] (Menu) to close the menu screen.

## Restricting Sending from Job History

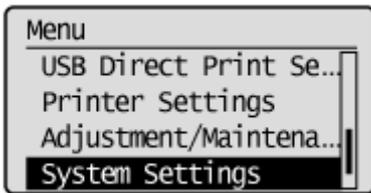
Specify whether to restrict to send faxes from the job history.

1

Press [  ] (Menu).

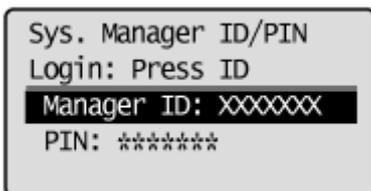
2

Select <System Settings> using [▲] or [▼] and press [OK].



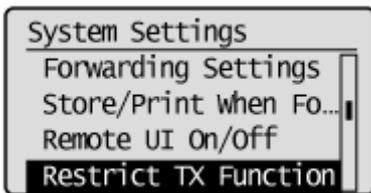
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



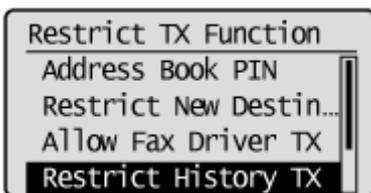
3

Select <Restrict TX Function> using [▲] or [▼] and press [OK].



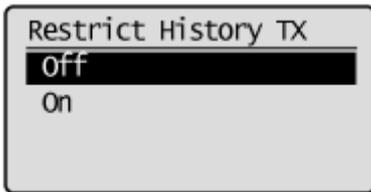
4

Select <Restrict History TX> using [▲] or [▼] and press [OK].



5

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Allow sending faxes from the job history.
<On>	Disallow sending faxes from the job history.

## 6

Press [  ] (Menu) to close the menu screen.

## Confirming the Entered Fax Number

Specify whether to require confirmation before sending a fax. When this option is enabled, you are prompted to enter the fax number again before sending a fax.

### NOTE

#### **The fax number confirmation screen**

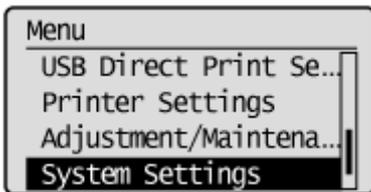
The screen appears only when specifying a destination using the numeric keys.

## 1

Press [  ] (Menu).

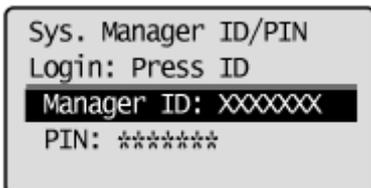
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



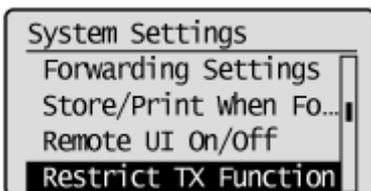
#### **When the system manager ID and system manager PIN are specified**

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



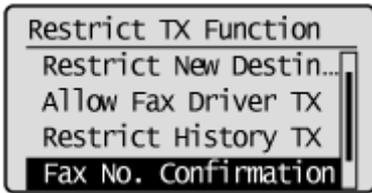
## 3

Select <Restrict TX Function> using [▲] or [▼] and press [OK].



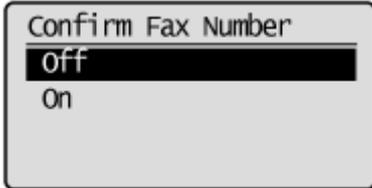
## 4

Select <Fax No. Confirmation Re-Entry> using [▲] or [▼] and press [OK].



## 5

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Do not display the screen.
<On>	Display the screen.

## 6

Press [  ] (Menu) to close the menu screen.

## Confirming Destinations for One-Touch/Coded Dial TX

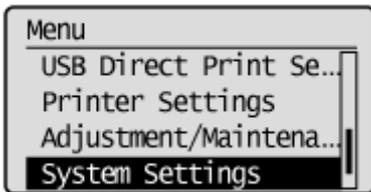
Select whether or not to require confirmation when specifying a destination by the one-touch key or coded dialing code. When this option is enabled, you are required to confirm details of the destination on the displayed screen.

1

Press [  ] (Menu).

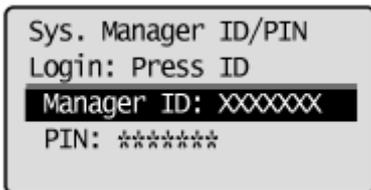
2

Press [▲] or [▼] to highlight <System Settings>, and then press [OK].



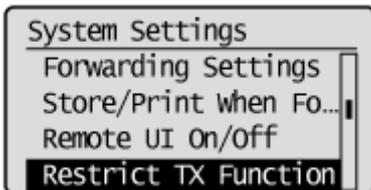
### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



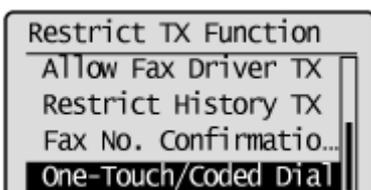
3

Press [▲] or [▼] to highlight <Restrict TX Function>, and then press [OK].



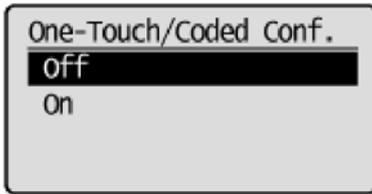
4

Press [▲] or [▼] to highlight <One-Touch/Coded Dial TX Confirmation>, and then press [OK].



5

Press [▲] or [▼] to highlight <Off> or <On>, and then press [OK].



<Off>	Confirmation is not required.
<On>	Confirmation is required.

## 6

Press [  ] (Menu) to close the Menu screen.

# Restricting Sequential Broadcasts

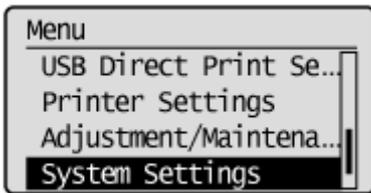
Specify whether to restrict to send a fax to multiple destinations simultaneously.

1

Press [  ] (Menu).

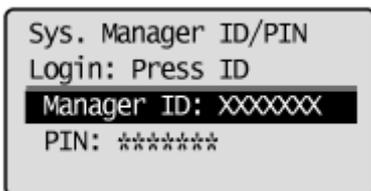
2

Select <System Settings> using [▲] or [▼] and press [OK].



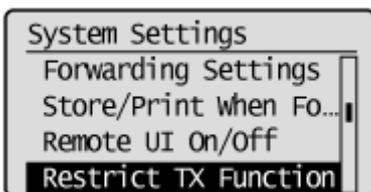
## When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



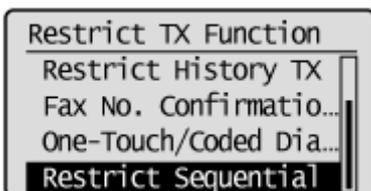
3

Select <Restrict TX Function> using [▲] or [▼] and press [OK].



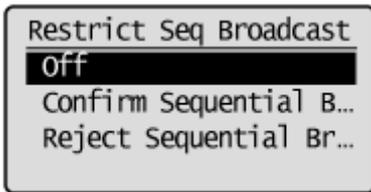
4

Select <Restrict Sequential Broadcast> using [▲] or [▼] and press [OK].



5

Select whether to restrict sequential broadcasts or not using [▲] or [▼] and press [OK].



<Off>	Allow sending a fax to multiple destinations.
<Confirm Sequential Broadcast>	Display the confirmation screen before sending a fax to multiple destinations.
<Reject Sequential Broadcast>	Disallow sending a fax to multiple destinations.

## 6

Press [  ] (Menu) to close the menu screen.

## Specifying Display Settings for the Job History

Specify whether to display the fax job history.

### IMPORTANT

#### When the setup is complete

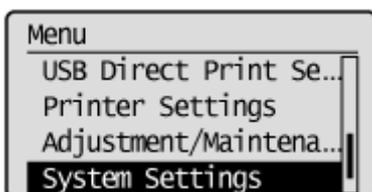
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

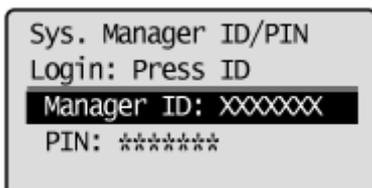
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



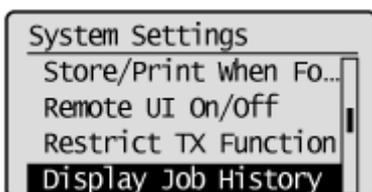
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



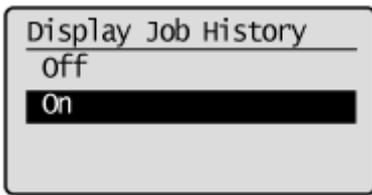
## 3

Select <Display Job History> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Do not display the job history on the status monitor/cancel screen, or do not include it with the activity report. In addition, the activity report is not printed automatically.
<On>	Display the job history on the status monitor/cancel screen.

## 5

Press [  ] (Menu) to close the menu screen.

## 6

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

## Restricting USB Port or USB Memory Usage

---

Restrict use of USB ports on the back of this product and/or memory media connected to those USB ports.

- ❖ "Restricting External Device Connections via USB"
  - ❖ "Restricting Storing of Data in Memory Media"
  - ❖ "Restricting Printing of Data in Memory Media"
-

## Restricting External Device Connections via USB

Specify whether to use USB devices connected to the machine.

Once this setting is enabled, the USB port on the back of the machine is disabled.

### IMPORTANT

#### When the setup is complete

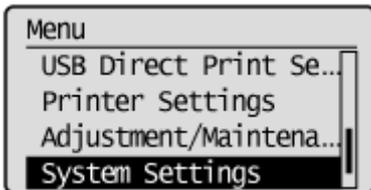
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

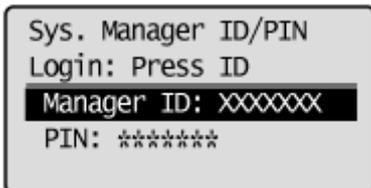
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



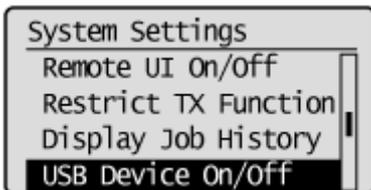
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



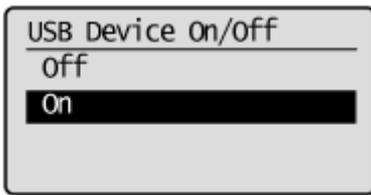
## 3

Select <USB Device On/Off> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Do not use USB devices connected to the machine.
<On>	Use USB devices connected to the machine.

## 5

Press [  ] (Menu) to close the menu screen.

## 6

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

## Restricting Storing of Data in Memory Media

Specifies whether to store scanned documents in memory media.

For details on the storing data in the memory media, see the followings.

➤ "Saving Scanned Documents to USB Memory Device"

### IMPORTANT

#### When the setup is complete

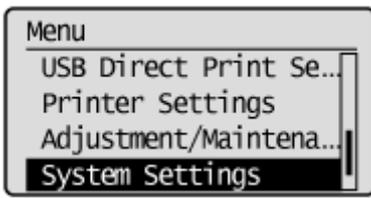
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

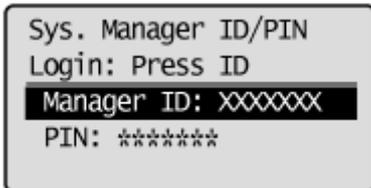
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



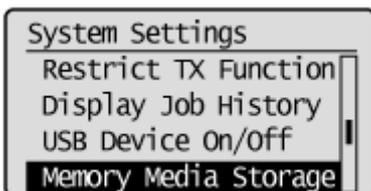
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



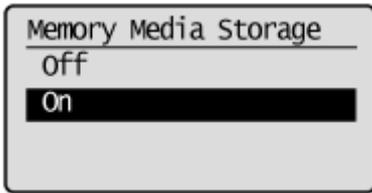
## 3

Select <Memory Media Storage On/Off> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	You cannot store data in memory media.
<On>	You can store data in memory media.

## 5

Press [  ] (Menu) to close the menu screen.

## 6

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

## Restricting Printing of Data in Memory Media

Specify whether to print the data stored in the memory media.

For details on printing data in the memory media, see the followings.

➤ "Printing Documents from a USB Memory (Media Printing)"

### IMPORTANT

#### When the setup is complete

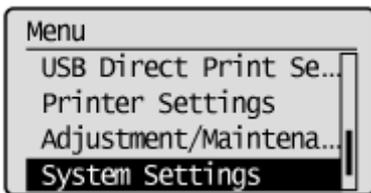
Restart the machine to take effect the settings.

## 1

Press [  ] (Menu).

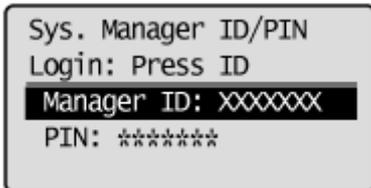
## 2

Select <System Settings> using [▲] or [▼] and press [OK].



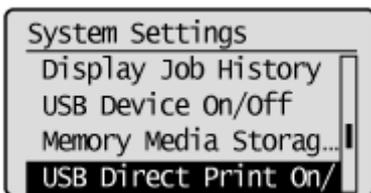
#### When the system manager ID and system manager PIN are specified

Use the numeric keys to enter the ID and number, and then press [  ] (Log In/Out).



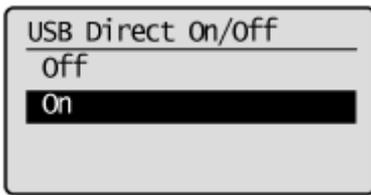
## 3

Select <USB Direct Print On/Off> using [▲] or [▼] and press [OK].



## 4

Select <Off> or <On> using [▲] or [▼] and press [OK].



<Off>	Cannot be printed from memory media.
<On>	Can be printed from memory media.

## 5

Press [  ] (Menu) to close the menu screen.

## 6

**Restart the machine.**

 It is necessary to restart the machine to take effect the settings.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

## Setting and Managing from Computer

---

This chapter describes how to use the Remote UI.

The machine allows you to manage jobs and specify various settings from your computer using the Remote UI. Start the Remote UI in a Web browser to access the machine over the network.

Using the Remote UI	See <a href="#">"Using the Remote UI."</a>
Learning the functions of the Remote UI	See the Help of the Remote UI. ➤ <a href="#">"Screen Layout of the Remote UI"</a>

---

## Using the Remote UI

This section describes the system requirements for using the Remote UI, start up procedure, and displayed icons.

- ❏ "Operating Environment"
- ❏ "Starting the Remote UI"
- ❏ "Screen Layout of the Remote UI"

### IMPORTANT

#### Settings that cannot be imported or exported

The following settings cannot be imported or exported.

- [Timer Settings] -> [Time & Date Settings] -> [Current Time Settings]
- [Fax Settings] -> [Fax Setup Guide]
- [Scan Settings] -> [Shortcut Key Settings]
- [Settings/Registration] -> [Network Settings] -> [SNMP Settings] -> [SNMPv3 Settings] -> [User Settings]\*
- [Settings/Registration] -> [Network Settings] -> [SNMP Settings] -> [SNMPv3 Settings] -> [Context Settings]\*
- [Settings/Registration] -> [System Settings] -> [Department ID Management] -> [Department ID Page Total]\*
- [Settings/Registration] -> [Security Settings] -> [Key and Certificate Settings]\*
- [Settings/Registration] -> [Security Settings] -> [CA Certificate Settings]\*
- [System Settings] -> [Select Country/Region]
- [System Settings] -> [Forwarding Settings]
- [System Settings] -> [Remote UI On/Off]

\* Configurable only from the Remote UI

# Operating Environment

---

Supported operating systems and Web browsers include the following.

## Windows

### Operating system

---

- Windows XP
- Windows Vista
- Windows 7
- Windows 8

### Web browser

---

- Internet Explorer 7.0 or later

## Macintosh

### Operating system

---

- Mac OS 10.5.8 or later (except for Classic environment)

### Web browser

---

- Safari 3.2.1 or later
-

# Starting the Remote UI

## IMPORTANT

### Before using the Remote UI

Check the IP address of the machine.

➤ ["Checking IP Address Settings"](#)

Ask your network administrator when you are not sure of the IP address of the machine.

## 1

### Configure a network connection.

See the Getting Started.

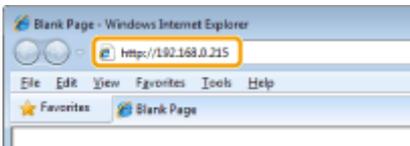
## 2

### Start the Web browser.

## 3

Enter "**http://IP address of the machine/**" in the address field and press the [ENTER] key on the keyboard.

Input Example: http://192.168.0.215/

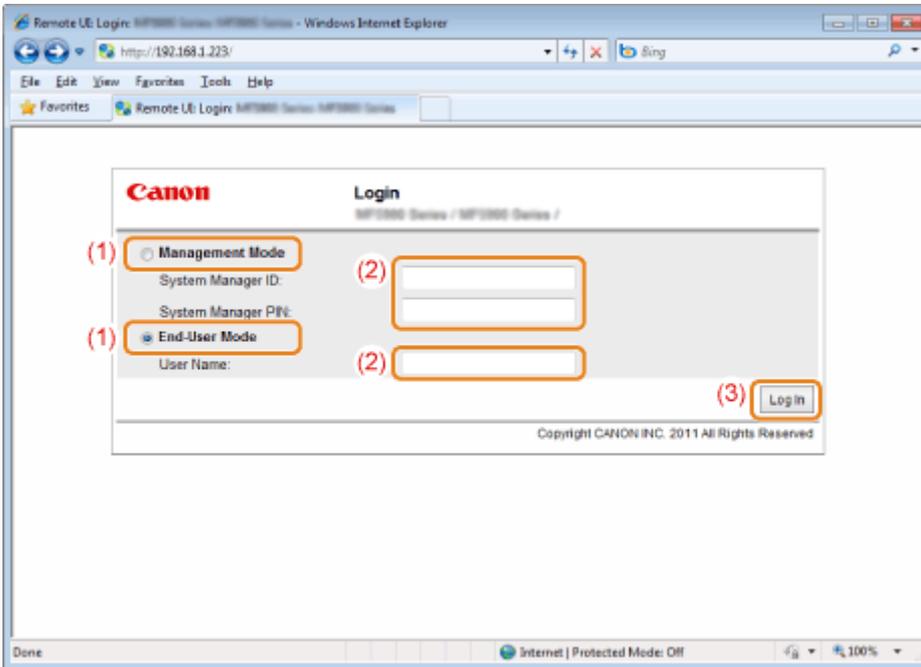


## 4

### Log on to the Remote UI.

#### When the department ID management is not set

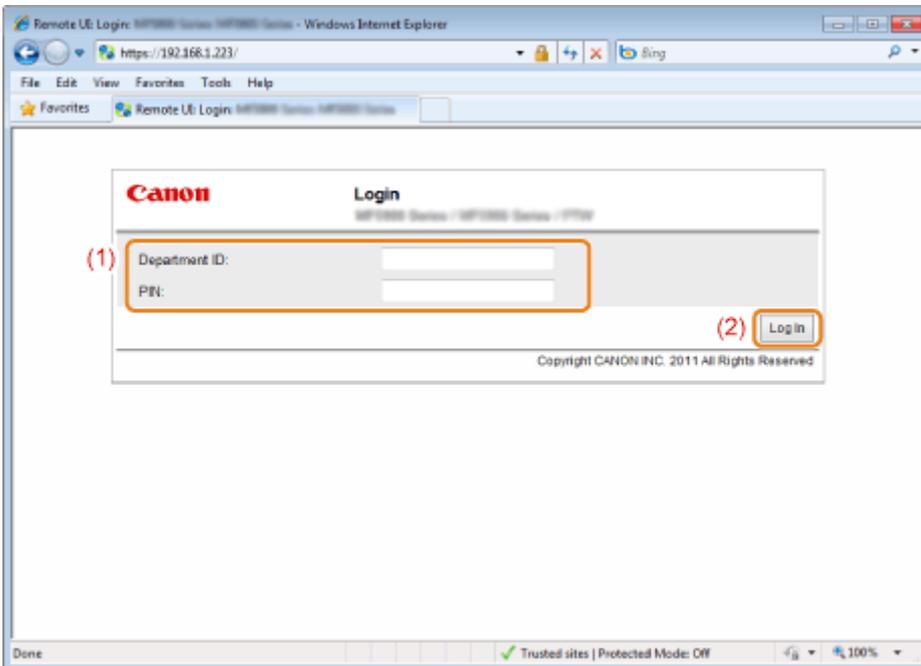
- (1) Select [Management Mode] or [End-User Mode].
- (2)
  - [Management Mode]:  
Enter [System Manager ID] and [System Manager PIN].
  - [End-User Mode]:  
Enter [User Name].
- (3) Click [Log In].



[Management Mode]	You can perform all the operations and settings of the Remote UI.
[End-User Mode]	Allow checking the device status, confirming settings, and viewing jobs. You can also handle the jobs queued by your user name that you enter upon logon.

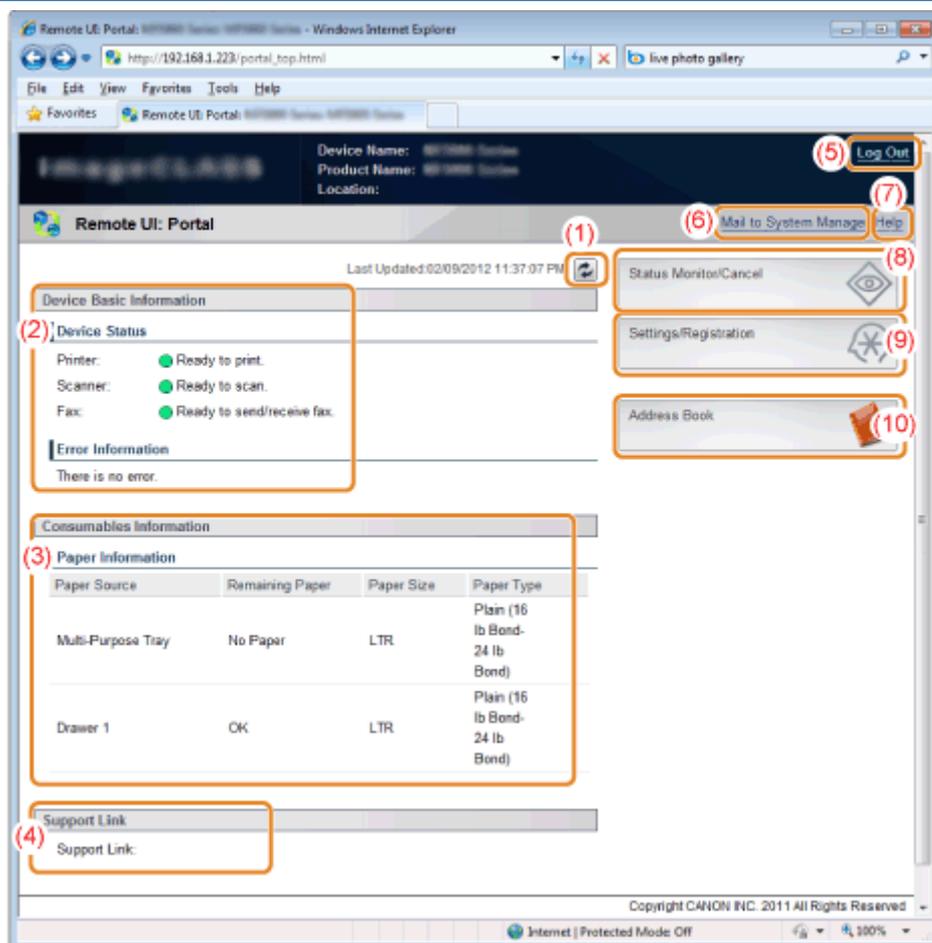
### When the department ID management is set

- (1) Enter [Department ID] and [PIN].
- (2) Click [Log In].



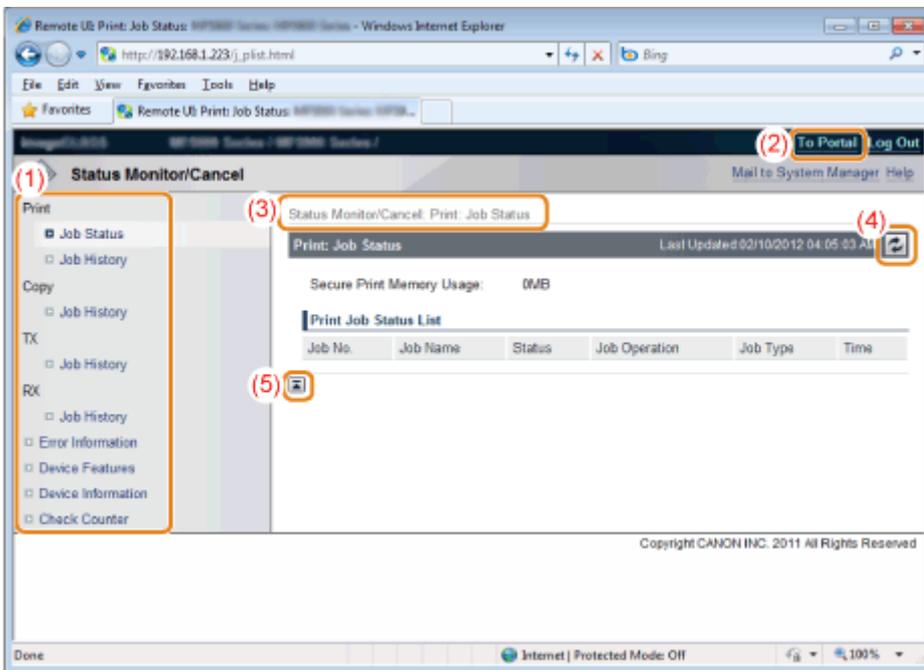
# Screen Layout of the Remote UI

## Portal Page



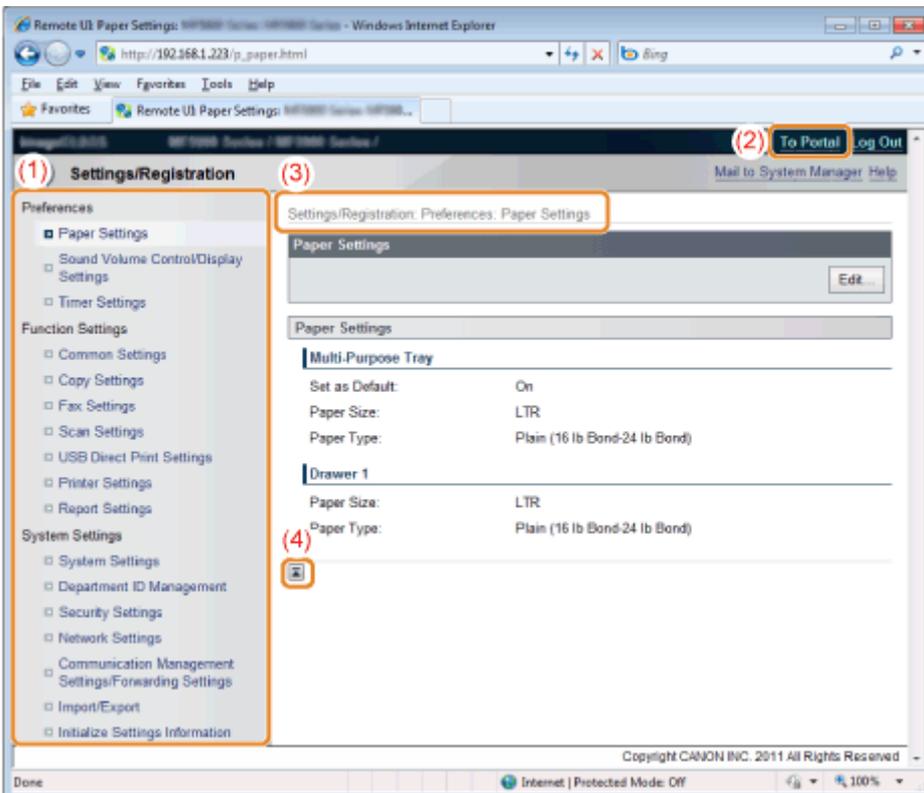
- (1) Refresh the currently displayed page.
- (2) Display the current status and error information of the machine.  
When the error occurs, the link to the error information is displayed.
- (3) Display the names of paper feeding parts and the paper information.
- (4) Display the support link specified on [Settings/Registration] page.
- (5) Display the Remote UI top page (log-in screen) when the machine is in log-out status.
- (6) Create an E-mail to the system manager specified in [System Manager Information].
- (7) Display Help for the currently displayed page in a separate window.
- (8) Display the current job status and history, etc.
- (9) Display the settings/registration items of the machine.
- (10) Display the coded dial codes and one-touch keys registered in the address book.

## [Status Monitor/Cancel] Page



- (1) Display the list of device settings.
- (2) Display the portal page of Remote UI.
- (3) Display the hierarchy of the currently displayed page.
- (4) Refresh the currently displayed page.
- (5) Move the scroll box up to the top of the page.

## [Settings/Registration] Page



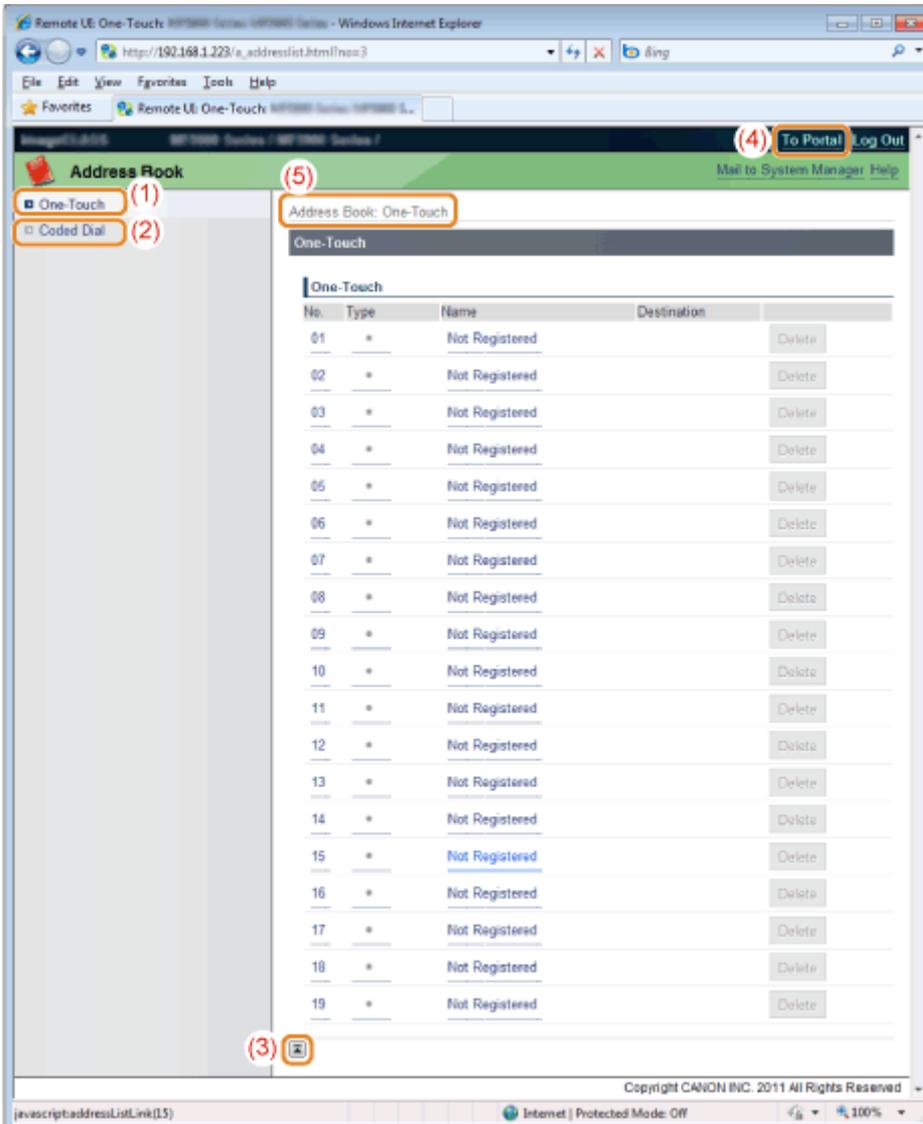
- (1) Display the list of device settings.
- (2) Display the portal page of Remote UI.
- (3) Display the hierarchy of the currently displayed page. By clicking this, the relevant page is displayed.
- (4) Move the scroll box up to the top of the page.

### NOTE

## About the change of System Management Settings

- You can only view [System Settings] if you log on in End-User Mode.
- You can change the settings if you log on in Management Mode.

## [Address Book] Page



- (1) Display the list of one-touch keys.
- (2) Display the list of coded dial codes.
- (3) Move the scroll box up to the top of the page.
- (4) Display the portal page of Remote UI.
- (5) Display the hierarchy of the currently displayed page. By clicking this, the relevant page is displayed.
- (6) Display the address of the number selected by [List Number] (for [Coded Dial] page only).

### NOTE

#### About the change of Address Book

You can change the address book only if you log on in Management Mode.

## Setting Menu List

---

This chapter provides a brief overview of the menu options for the machine functions and describes how to set up these options.

You can configure and/or change these options based on your needs.

Printing and viewing current settings	See " <a href="#">Printing and Viewing the Current Settings.</a> "
Setting up the menu options	See " <a href="#">Setting Up the Menu Options.</a> "
A brief overview of the menu options and checking how to configure these options	See the following sections. <ul style="list-style-type: none"><li>• "<a href="#">Network Settings</a>"</li><li>• "<a href="#">Preferences</a>"</li><li>• "<a href="#">Timer Settings</a>"</li><li>• "<a href="#">Common Settings</a>"</li><li>• "<a href="#">Copy Settings</a>"</li><li>• "<a href="#">Fax Settings</a>"</li><li>• "<a href="#">Scan Settings</a>"</li><li>• "<a href="#">USB Direct Print Settings</a>"</li><li>• "<a href="#">Printer Settings</a>"</li><li>• "<a href="#">Adjustment/Maintenance</a>"</li><li>• "<a href="#">System Settings</a>"</li><li>• "<a href="#">Initialize Menu</a>"</li></ul>

---

## Printing and Viewing the Current Settings

---

To view the current settings, print the user data list.

❏ "Printing the User Data List"

---

## Setting Up the Menu Options

This section describes how to configure and/or change the menu options for the machine functions.

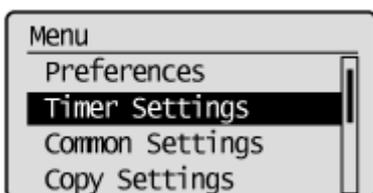
### 1

Press [  ] (Menu).

### 2

Press [▲] or [▼] to select the menu you want to access, then press [OK].

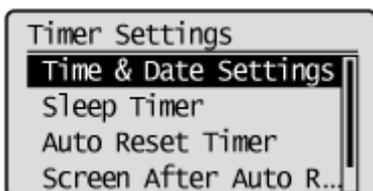
- Network Settings
- Preferences
- Timer Settings
- Common Settings
- Copy Settings
- Fax Settings
- Scan Settings
- USB Direct Print Settings
- Printer Settings
- Adjustment/Maintenance
- System Settings
- Initialize Menu



### 3

Press [▲] or [▼] to select a submenu and press [OK].

For details on the submenus, see "[Contents of the Menu Options.](#)"



### 4

Press [OK] to save the changes to the selected menu or select another submenu option.

† Select <Apply> when <Apply> appears on the screen and press [OK] to apply the setting.

### 5

Press [  ] (Menu) to close the menu screen.

 **NOTE**

**To display the previous screen**

Press [  ] (Back).

**When [  ] (Menu) is pressed before pressing [OK]**

Changes will not be saved.

## Contents of the Menu Options

---

You can configure the following menu options.

- ❖ "Network Settings"
  - ❖ "Preferences"
  - ❖ "Timer Settings"
  - ❖ "Common Settings"
  - ❖ "Copy Settings"
  - ❖ "Fax Settings "
  - ❖ "Scan Settings"
  - ❖ "USB Direct Print Settings"
  - ❖ "Printer Settings"
  - ❖ "Adjustment/Maintenance"
  - ❖ "System Settings"
  - ❖ "Initialize Menu"
-

# Network Settings

## NOTE

### About the menu options in the following chart

- Default settings are highlighted in bold.
- The settings marked with "\*" are only for MF6180dw.

## Select Wired/Wireless LAN\*

Select wireless LAN or wired LAN.

**Wired LAN**, Wireless LAN

- "Connecting to Wireless LAN (MF6180dw Only)"
- "Switching the Connection Method to Wireless LAN or Wired LAN (MF6180dw Only)"

## Wireless LAN Settings\*

Specify the wireless LAN settings.

- "Connecting to Wireless LAN (MF6180dw Only)"

Settings	Descriptions
WPS Push Button Mode	Use the access point WPS button to connect wirelessly using WPS. ➤ "Setting the Machine Using WPS (Push Button Mode)"
WPS PIN Code Mode	Send a PIN code to the access point to connect wirelessly using WPS. ➤ "Setting the Machine Using WPS (PIN Code Mode)"
SSID Settings	Enter the WEP key or PSK needed to connect with the access point. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Select Access Point, Manual Settings</div> ➤ "Connecting to Wireless LAN (MF6180dw Only)" ➤ "Setting by Manually Entering SSID"
Wireless LAN Information	It displays information about the current wireless LAN connection. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">MAC Address, Wireless LAN Status, Latest Error Information, Channel, SSID Settings, Security Settings</div> ➤ "Check Wireless LAN Information (MF6180dw Only)"

## TCP/IP Settings

Specify the TCP/IP Settings.

Settings	Descriptions
IPv4 Settings	Specify IP address (IPv4). ➤ "Setting the IPv4 Address"
IP Address Settings	Enter the IP address. An IP address is a number to identify the communication devices (computers, printers, etc.) connected to a network which uses the TCP/IP protocol. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"><ul style="list-style-type: none"><li>• <b>Auto Obtain:</b><ul style="list-style-type: none"><li>- Select Protocol: Off, <b>DHCP</b>, BOOTP, RARP</li><li>- Auto IP: Off, <b>On</b></li></ul></li><li>• Manual Obtain:</li></ul></div>

- IP Address: 0.0.0.0
- Subnet Mask: 0.0.0.0
- Gateway Address: 0.0.0.0
- View Settings:
  - Auto Obtain
  - IP Address
  - Subnet Mask
  - Gateway Address

["Setting the IPv4 Address"](#)

PING Command	<p>Program for diagnosing TCP/IP network.          You can check whether the machine connects to the computer or not.</p> <p><a href="#">"Checking the Network Connection"</a></p>
DNS Settings	<p>DNS is a system which assigns a name (domain name) to a server on a network to correspond with the IP address of the server.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> <li>• DNS Server Settings:           <ul style="list-style-type: none"> <li>- Primary DNS Server: 0.0.0.0</li> <li>- Secondary DNS Server: 0.0.0.0</li> </ul> </li> <li>• DNS Host Name/Domain Name Settings:           <ul style="list-style-type: none"> <li>- Host Name</li> <li>- Domain Name</li> </ul> </li> <li>• DNS Dynamic Update Settings:           <ul style="list-style-type: none"> <li>- <b>Off</b></li> <li>- On</li> <li>DNS Dynamic Updt. Time: 0 to <b>24</b> to 48 (hr.)</li> </ul> </li> </ul> </div> <p><a href="#">"Setting IPv4 DNS"</a></p>
mDNS Settings	<p>Enables DNS functionality without a specific server such as DNS.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> <li>• Off</li> <li>• <b>On:</b> <ul style="list-style-type: none"> <li>- mDNS Name</li> </ul> </li> </ul> </div> <p><a href="#">"Setting IPv4 DNS"</a></p>
DHCP Option Settings	<p>Specify whether to acquire the Host Name and whether to perform DNS Dynamic Update.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> <li>• Acquire Host Name: Off, <b>On</b></li> <li>• DNS Dynamic Update: <b>Off</b>, On</li> </ul> </div> <p><a href="#">"Setting IPv4 DNS"</a></p>
IPv6 Settings	<p>IPv6 is a communication protocol equivalent to an advanced version (Version 6) of the Internet Protocol (IP).</p> <p><a href="#">"Setting the IPv6 Address"</a></p>
Use IPv6	<p>Specify IP address (IPv6).</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>Off</b>, On, View Settings</p> </div> <p><a href="#">"Setting the IPv6 Address"</a></p>
Stateless Address Settings	<p>Specify whether to use the stateless address.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Off, <b>On</b>, View Settings</p> </div> <p><a href="#">"Setting the IPv6 Address"</a></p>
Use DHCPv6	<p>Specify whether to use DHCPv6 (stateless address).</p> <div style="border: 1px solid black; height: 20px; margin: 5px 0;"></div>

Off, On, View Settings

➤ "Setting the IPv6 Address"

DNS Settings

DNS is a system which assigns a name (domain name) to a server on a network to correspond with the IP address of the server.

- DNS Host Name/Domain Name Settings:
  - Use IPv4 Host/Domain: Off (Host Name, Domain Name), **On**
- DNS Dynamic Update Settings:
  - **Off**
  - On:
    - Register Manual Address: **Off**, On
    - Register Stateful Address: **Off**, On
    - Register Stateless Address: **Off**, On
    - DNS Dynamic Update Time: 0 to **24** to 48 (hr.)

➤ "Setting IPv6 DNS"

mDNS Settings

Enables DNS functionality without a specific server such as DNS.

- Off
- **On:**
  - Use IPv4 Name for mDNS: Off (mDNS Name), **On**

➤ "Setting IPv6 DNS"

WINS Settings

WINS is a service for associating the NetBIOS names (names of computers and printers on a network) with the IP address.

- WINS Resolution: **Off**, On (WINS Server Address: 0.0.0.0)
- Scope ID

➤ "Setting the WINS Server"

LPD Settings

LPD is a print application available in Windows, Mac OS X, UNIX, and Linux. This is generally used in a TCP/IP protocol network environment.

Off, **On**

➤ "Selecting the Connection Method (LPD/RAW/WSD)"

RAW Settings

RAW is a print application available in Windows. When using RAW, printing speed is faster than when using LPD.

Off, **On**

➤ "Selecting the Connection Method (LPD/RAW/WSD)"

WSD Settings

WSD is a print application available in Windows Vista/7/8/Server 2008/Server 2012. Use WSD protocol to search printers automatically and obtain information for jobs or printers.

- WSD Print Settings:
  - Use WSD Print: Off, **On**
  - Use WSD Browsing: Off, **On**
- WSD Scan Settings:
  - Use WSD Scan: **Off**, On
  - Use Computer Scan: **Off**, On
- Use Multicast Discovery: Off, **On**

➤ "Selecting the Connection Method (LPD/RAW/WSD)"

Use HTTP

Specify whether to use HTTP communication (Remote UI via Web browser).

	<input type="text" value="Off, On"/> <p><a href="#">"Setting the Permission for HTTP Communications"</a></p>
Port Number Settings	<p>Depending on your network environment, you can change the port number for each protocol.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• LPD: 1 to <b>515</b> to 65535</li> <li>• RAW: 1 to <b>9100</b> to 65535</li> <li>• HTTP: 1 to <b>80</b> to 65535</li> <li>• POP3 RX: 1 to <b>110</b> to 65535</li> <li>• SMTP TX: 1 to <b>25</b> to 65535</li> <li>• SNMP: 1 to <b>161</b> to 65535</li> <li>• WSD Search: 1 to <b>3702</b> to 65535</li> <li>• Multicast Discovery : 1 to <b>427</b> to 65535</li> </ul> </div> <p><a href="#">"Setting Protocol Port Numbers"</a></p>
MTU Size	<p>Select MTU.</p> <input type="text" value="1300, 1400, 1500"/>

## SNMP Settings

You can monitor and control the machine using an SNMP-enabled device.

["Monitoring/Controlling Devices by SNMP \(SNMP Setting\)"](#)

Settings	Descriptions
SNMPv1 Settings	<p>Specify whether to use SNMPv1, and set the Community Name and access rights used by SNMP.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• Off</li> <li>• <b>On</b> <ul style="list-style-type: none"> <li>– Community Name 1: <b>Public</b></li> <li>– Community Name 2: Not Set</li> <li>– MIB Access Permission 1: <b>Read Only</b>, Read/Write</li> <li>– MIB Access Permission 2: <b>Read Only</b>, Read/Write</li> <li>– Dedicated Community Settings: Off, Read/Write, <b>Read Only</b></li> </ul> </li> </ul> </div> <p><a href="#">"Setting SNMPv1"</a></p>
SNMPv3 Settings	<p>Specify whether to use SNMPv3.</p> <input type="text" value="Off, On"/> <p><a href="#">"Setting SNMPv3"</a></p>
Printer Management Information From Host	<p>Specify whether to acquire printer management information periodically from host.</p> <input type="text" value="Off, On"/> <p><a href="#">"Obtaining Printer Management Information from Host"</a></p>

## Dedicated Port Settings

Set to enable or disable the dedicated port.

If the dedicated port is set to be disabled, you cannot scan/print, or configure/check the settings for this product when using the printer driver or the MF Toolbox by connecting the network.

["Setting the Dedicated Port"](#)

## Startup Settings

---

Specifies the waiting time until the network connection is setup.

**0** to 300 (sec.)

➤ ["Specifying a Delay Before Establishing the Network Connection"](#)

## Ethernet Driver Settings

---

Select the communication method and Ethernet connection type.

➤ ["Setting the Speed and Duplex"](#)

Settings	Descriptions
Auto Detect	<p>Specify whether to search automatically.</p> <ul style="list-style-type: none"><li>• <b>Off</b>:<ul style="list-style-type: none"><li>- Communication Mode: <b>Half Duplex</b>, Full Duplex</li><li>- Ethernet Type: <b>10 Base-T</b>, 100 Base-TX</li></ul></li><li>• <b>On</b></li></ul>
MAC Address	<p>A MAC address is a particular number assigned to each communication device (computers, printers, etc.) connected to a network.</p>

➤ ["Setting the Speed and Duplex"](#)

➤ ["Checking the MAC Address"](#)

## IEEE802.1X Settings

---

Uses IEEE802.1X to assigns authentication for the machine.

**Off**, On

➤ ["Switching On/Off for IEEE802.1X Authentication"](#)

## Initialize Network Settings

---

Reset the network settings and restore the settings back to their default settings. Follow the onscreen instructions.

➤ ["Initializing the Network Settings"](#)

---

## Preferences

### NOTE

#### About the menu options in the following chart

- Default settings are highlighted in bold.
- For values with "\*" mark, the default value varies depending on the country where you are using the machine.

## Sound Volume Control

Settings	Descriptions
Fax Tone	<p>Adjust the sound volume during a fax transmission.</p> <ul style="list-style-type: none"><li>• Off</li><li>• <b>On:</b><ul style="list-style-type: none"><li>- Fax Volume: <b>1</b> to 3</li></ul></li></ul> <p><a href="#">"Adjusting the Volume"</a></p>
Ring Tone	<p>Adjust the ring volume when receiving a fax.</p> <ul style="list-style-type: none"><li>• Off</li><li>• <b>On:</b><ul style="list-style-type: none"><li>- Ring Tone Volume: <b>1</b> to 3</li></ul></li></ul> <p><a href="#">"Adjusting the Volume"</a></p>
TX Done Tone	<p>Adjust the fax sound volume when sending is complete.</p> <ul style="list-style-type: none"><li>• Off</li><li>• <b>On:</b><ul style="list-style-type: none"><li>- TX Done Volume: <b>1</b> to 3</li></ul></li><li>• Only When Error Occurs:<ul style="list-style-type: none"><li>- TX Done Volume: <b>1</b> to 3</li></ul></li></ul> <p><a href="#">"Adjusting the Volume"</a></p>
RX Done Tone	<p>Adjust the fax sound volume when receiving is complete.</p> <ul style="list-style-type: none"><li>• Off</li><li>• <b>On:</b><ul style="list-style-type: none"><li>- RX Done Volume: <b>1</b> to 3</li></ul></li><li>• Only When Error Occurs:<ul style="list-style-type: none"><li>- RX Done Volume: <b>1</b> to 3</li></ul></li></ul> <p><a href="#">"Adjusting the Volume"</a></p>
Scanning Done Tone	<p>Adjust the fax sound volume when scanning is complete.</p> <ul style="list-style-type: none"><li>• Off</li><li>• <b>On</b><ul style="list-style-type: none"><li>- Scanning Done Volume: <b>1</b> to 3</li></ul></li><li>• Only When Error Occurs:<ul style="list-style-type: none"><li>- Scanning Done Volume: <b>1</b> to 3</li></ul></li></ul> <p><a href="#">"Adjusting the Volume"</a></p>
Entry Tone	<p>Specify whether or not the machine makes a sound when a key on the operation panel is pressed.</p>

	<ul style="list-style-type: none"> <li>• Off</li> <li>• <b>On</b></li> </ul> <p>➤ "Adjusting the Volume"</p>
Invalid Entry Tone	<p>Specify whether or not the machine makes a sound when an invalid key is pressed.</p> <ul style="list-style-type: none"> <li>• <b>Off</b></li> <li>• On</li> </ul> <p>➤ "Adjusting the Volume"</p>
Restock Supplies Tone	<p>Specifies whether or not the machine makes a sound when a toner cartridge is almost empty.</p> <ul style="list-style-type: none"> <li>• <b>Off</b></li> <li>• On</li> </ul> <p>➤ "Adjusting the Volume"</p>
Warning Tone	<p>Specify whether or not the machine makes a sound when unexpected events occur, such as paper jams or improper operations.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• <b>On</b></li> </ul> <p>➤ "Adjusting the Volume"</p>
Job Done Tone	<p>Specifies whether the machine makes a sound when a job other than faxing is completed. Specify the job done tone in &lt;TX Done Tone&gt; and &lt;RX Done Tone&gt;.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• <b>On</b></li> </ul> <p>➤ "Adjusting the Volume"</p>
Energy Saver Alert	<p>Specifies whether the machine makes a sound it is in Energy Saver mode.</p> <ul style="list-style-type: none"> <li>• <b>Off</b></li> <li>• On</li> </ul> <p>➤ "Adjusting the Volume"</p>

## Display Settings

Settings	Descriptions
Select Default Screen	<p>Select the default screen displayed when the machine is turned ON or after auto reset is performed.</p> <p><b>Copy</b>, Fax, Scan, USB Direct Print</p> <p>➤ "Setting the Default Screen"</p>
Language	<p>Select the display language for the machine.</p> <p><b>English</b><sup>*1</sup>, French, Spanish, German, Italian, Dutch, Finnish, Portuguese, Norwegian, Swedish, Danish, Slovene, Czech, Hungarian, Russian, Turkish, Greek, Estonian, Romanian, Slovak, Croatian, Bulgarian, Polish</p> <p>➤ "Switching the Display Language (Operation Panel or Remote UI)"</p>
Remote UI Language	<p>Select the display language for the Remote UI:</p> <p><b>English</b><sup>*1</sup>, French, Spanish, German, Italian, Dutch, Finnish, Portuguese, Norwegian, Swedish, Danish, Danish, Czech, Hungarian, Russian, Turkish, Greek, Estonian,</p>

	<p>Romanian, Slovak, Croatian, Bulgarian, Polish</p> <p>➤ <a href="#">"Switching the Display Language (Operation Panel or Remote UI)"</a></p>
Brightness	<p>Adjusts the brightness of the display.</p> <p>-4 to <b>0</b></p> <p>➤ <a href="#">"Adjusting the Display (Brightness, Contrast, and Invert Screen Colors)"</a></p>
Contrast	<p>Adjust the display contrast:</p> <p>-3 to <b>0</b> to +3</p> <p>➤ <a href="#">"Adjusting the Display (Brightness, Contrast, and Invert Screen Colors)"</a></p>
Invert Screen Colors	<p>When &lt;On&gt; is selected, the colors of the display are inverted. Select &lt;On&gt; in case you have difficulty viewing the display.</p> <p><b>Off</b>, On</p> <p>➤ <a href="#">"Adjusting the Display (Brightness, Contrast, and Invert Screen Colors)"</a></p>
mm/Inch Entry Switch	<p>Set the unit of measurement for the paper size.</p> <p><b>mm</b>, Inch</p> <p>➤ <a href="#">"Changing Units of Measurement "</a></p>
Message Display Time	<p>Set the duration during which each message is displayed on the screen.</p> <p>1 to <b>2</b> to 5 (seconds)</p> <p>➤ <a href="#">"Changing Message Display Time"</a></p>
Scrolling Speed	<p>Adjust the speed to scroll the menu when all the menu items cannot be shown on the screen.</p> <p>Slow, <b>Normal</b>, Fast</p> <p>➤ <a href="#">"Changing Scroll Speed"</a></p>
Cursor Movement	<p>When entering characters, specifies whether to move the cursor to automatically to the next field.</p> <p><b>Auto</b>, Manual</p> <p>➤ <a href="#">"Changing Cursor Movement "</a></p>

## Timer Settings

### NOTE

#### About the menu options in the following chart

- Default settings are highlighted in bold.
- The settings marked with <sup>\*A</sup> cannot be imported or exported via the Remote UI.
- For values with <sup>\*1</sup> mark, the default value varies depending on the country where you are using the machine.
- For settings or values with <sup>\*2</sup> mark, the setting or value may be unavailable or vary depending on the country where you are using the machine.

## Time & Date Settings

Settings	Descriptions
Date Display Type	Select the date display format. <div style="border: 1px solid black; padding: 5px; display: inline-block;">YYYY MM/DD, MM/DD/YYYY, <b>DD/MM YYYY</b></div> <a href="#">"Setting the Current Date and Time"</a>
12/24 Hour Clock	Select the time display format. <div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>12 Hour (AM/PM)</b>, 24 Hour</div> <a href="#">"Setting the Current Date and Time"</a>
Current Time Settings <sup>*A</sup>	Specifies the current time and date. <a href="#">"Setting the Current Date and Time"</a>
Time Zone Settings	Set the time zone. <div style="border: 1px solid black; padding: 5px; display: inline-block;">GMT-12:00 to <b>GMT 0:00</b> to GMT+12:00</div> <a href="#">"Setting the Current Date and Time"</a>
Daylight Savings <sup>*2</sup>	Set the daylight savings time option. <div style="border: 1px solid black; padding: 5px; display: inline-block;"><ul style="list-style-type: none"><li>• <b>Off</b><sup>*1</sup></li><li>• On: Start (M/W/D), End (M/W/D)</li></ul></div> <a href="#">"Setting the Current Date and Time"</a>

## Sleep Timer

Set a timer to enter the sleep mode after the machine has been idle for a specified length of time.

† We recommend that the default settings be used for this feature.

3 to **5** to 60 (min.)

["Setting the Sleep Timer"](#)

## Auto Reset Timer

Set a timer to return to the default screen after copying is completed or when key operation is not performed for a certain period of time.

0 (Off), 1 to **2** to 9 (min.)

➤ "Setting the Auto Reset Timer"

## Screen After Auto Reset

---

Specify whether to display the default screen selected in "Setting the Default Screen" after auto reset is performed.

**Default Screen**, Selected Screen

➤ "Specifying the Screen that Is Displayed after Auto Reset Is Performed"

## Auto Offline Time

---

Specify a timer to return to the scanner offline mode after the machine has been idle for a specified length of time.

0 (Off), 1 to **5** to 60 (min.)

➤ "Setting the Auto Offline Time"

---

## Common Settings

### NOTE

#### About the menu options in the following chart

- Default settings are highlighted in bold.
- Settings or values with a "\*" mark may not appear depending on the availability of the optional accessories.

## Drawer Auto Selection

Specifies whether to recognize the paper source for auto selection. You can specify the settings for each function.

### Copy

- Multi-Purpose Tray: **Off**, On
- Drawer 1: Off, **On**
- Drawer 2\*: Off, **On**

### Printer

- Drawer 1: Off, **On**
- Drawer 2\*: Off, **On**

### Fax

- Multi-Purpose Tray: **Off**, On
- Drawer 1: Off, **On**
- Drawer 2\*: Off, **On**

### Other

- Multi-Purpose Tray: **Off**, On
- Drawer 1: Off, **On**
- Drawer 2\*: Off, **On**

 ["Setting a Paper Source to Be Used for Each Function"](#)

## Switch Paper Feed Method

When you print on paper with a preprinted logo, you can print so the position of the logo is correctly adjusted without needing to replace paper in the drawer, for either 1-sided or 2-sided printing. You can specify the settings for each paper source.

- Multi-Purpose Tray: **Print Speed Priority**, Print Side Priority
- Drawer 1: **Print Speed Priority**, Print Side Priority
- Drawer 2\* : **Print Speed Priority**, Print Side Priority

 ["Selecting the Print Side"](#)

# Copy Settings

---

## Change Defaults

---

Register new copy settings.

➤ ["Changing the Default Settings"](#)

---

## Fax Settings

### NOTE

#### About the menu options in the following chart

- Default settings are highlighted in bold.
- The settings marked with "\*A" cannot be imported or exported via the Remote UI.
- For settings or values with "\*1" mark, the setting or value may be unavailable or vary depending on the country where you are using the machine.

## Basic Settings

Settings	Descriptions
Register Unit Telephone Number	You can register the fax number of the machine. ➤ "Register Unit Telephone Number" See the Getting Started.
Select Line Type* <sup>1</sup>	Select a line type. <div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none"><li>• Pulse, <b>Tone</b></li></ul></div> ➤ "Select Line Type"
Off-Hook Alarm	Specify whether to sound an alarm when the handset or the telephone handset is left unhooked and adjust the volume. <div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none"><li>• <b>Off</b></li><li>• On: – Off-Hook Alarm Volume: <b>1</b> to 3</li></ul></div> ➤ "Off-Hook Alarm"

## TX Function Settings

Settings	Descriptions
Change Defaults	You can register scan settings for documents. ➤ "Change Defaults"
Register Unit Name (Fax)	Register your name or company's name (sender's name). ➤ "Register Unit Name (Fax)" See the Getting Started.
ECM TX	You can specify whether to use ECM. <div style="border: 1px solid black; padding: 5px;">Off, <b>On</b></div> ➤ "ECM TX"
Pause Time	You can specify the number of seconds for the pause time. <div style="border: 1px solid black; padding: 5px;">1 to <b>4</b><sup>*1</sup> to 15<sup>*1</sup> (seconds)</div> ➤ "Pause Time"
Auto Redial	You can specify whether to redial when fax documents cannot be sent. <div style="border: 1px solid black; padding: 5px;">Off, <b>On</b><sup>*1</sup></div> ➤ "Auto Redial"

Redial Times	<p>You can specify the number of times to redial.</p> <p>1 to <b>2</b> to 10 (times)</p> <p>↳ "Auto Redial"</p>
Redial Interval	<p>You can specify the interval between redials.</p> <p><b>2</b><sup>*1</sup> to 99 (minutes)</p> <p>↳ "Auto Redial"</p>
Redial When Err Occurs	<p>You can specify whether to redial when a send error occurs.</p> <p>Off, <b>On</b></p> <p>↳ "Auto Redial"</p>
Sender ID	<p>The sender ID is printed at the top of each page that you are sending, along with the fax number and sender's name. This helps the recipient to identify the sender.</p> <p>Off, <b>On</b></p> <p>↳ "Sender ID"</p>
Print Location	<p>Select the location where the Sender ID is printed.</p> <p>On Image, <b>Above Image</b></p> <p>↳ "Sender ID"</p>
Mark No. as: TEL/FAX	<p>Select the text to add in front of the number.</p> <p><b>FAX</b>, TEL</p> <p>↳ "Sender ID"</p>
Check Dial Tone Before Sending	<p>You can specify whether to dial after checking the dial tone when sending fax documents.</p> <p><b>Off</b><sup>*1</sup>, On</p> <p>↳ "Check Dial Tone Before Sending"</p>

## RX Function Settings

Settings	Descriptions
ECM RX	<p>You can specify whether to use ECM.</p> <p>Off, <b>On</b></p> <p>↳ "ECM RX"</p>
Incoming Ring	<p>Set whether or not to ring the handset or the external telephone when &lt;RX Mode&gt; is set to &lt;Auto&gt; or &lt;Fax/Tel Auto Switch&gt;.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• <b>On:</b> <ul style="list-style-type: none"> <li>- Ring Times: 1 to <b>2</b> to 99<sup>*1</sup> (times)</li> </ul> </li> </ul> <p>↳ "Incoming Ring"</p>
Remote RX	<p>You can specify whether to use the "remote receiving function" enabling you to receive fax documents by dialing an ID number even in the middle of a telephone call.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• -</li> </ul>

- **On**\*1:  
– Remote RX ID: 00 to **25** to 99

➤ "Remote RX"

#### Auto RX Switch

Set the incoming call ring time before the machine switches to the fax mode automatically. This option can be enabled when the <RX Mode> is set to <Manual>.

- **Off**
- **On**:  
– Incoming Ring Time: 1 to **15** to 99 (seconds)

➤ "Auto RX Switch"

## RX Print Settings

Settings	Descriptions
2-Sided Printing	<p>Enable this option to print on both sides of paper. This saves excessive paper consumption.</p> <p><b>Off, On</b></p> <p>➤ "2-Sided Printing"</p>
Reduce RX Size	<p>You can reduce the size of received documents and print them.</p> <ul style="list-style-type: none"> <li>▪ <b>Off</b></li> <li>▪ <b>On</b>: – Ratio: <b>Auto</b>, 97, 95, 90, 75 (%) – Direction: Vertical/Horizontal, <b>Vertical Only</b></li> </ul> <p>➤ "Reduce RX Size"</p>
RX Page Footer	<p>You can specify whether to print information such as reception date when printing received documents.</p> <p><b>Off, On</b></p> <p>➤ "RX Page Footer"</p>
Continue Printing When Toner Is Low	<p>Specify whether to continue printing received documents when the toner is nearly empty.</p> <p><b>Off, On</b></p> <p>➤ "Continue Printing When Toner Is Low"</p>

## Fax Setup Guide \*A

Specify initial fax settings and connect the telephone cable.

See the Getting Started.

## Scan Settings

### NOTE

#### About the menu options in the following chart

- Default settings are highlighted in bold.
- The settings marked with "\*A" cannot be imported or exported via the Remote UI.

### TX Function Settings

Settings	Descriptions
Change Defaults	You can register scan settings for documents.
E-Mail	You can register scan settings for sending in e-mails and e-mail settings. ❖ "Changing the Default Scan Settings for Sending to E-mail"
Windows (SMB)	You can register scan settings for sending to file servers. ❖ "Changing the Default Settings for Sending to a File Server"
Register Unit Name (E-Mail)	Registering the e-mail sender name. ❖ "Registering the E-mail Sender Name"

### Memory Media Settings

Settings	Descriptions
Change Defaults	You can register scan settings for documents. ❖ "Changing the Default Scan Settings for Saving to USB Memory Device"

### Output File Image Settings

Settings	Descriptions
Color Send Gamma Value	When sending scanned images you can specify the gamma value when the images that were scanned in RGB are converted to YCbCr. When sending the images, optimal image quality can be displayed by setting a gamma value that matches the receiving side. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">Gamma 1.0, Gamma 1.4, <b>Gamma 1.8</b>, Gamma 2.2</div> ❖ "Changing the Scan Settings (Fax)" ❖ "Changing the Scan Settings (Saving to USB Memory Device)" ❖ "Changing the Scan Settings (E-mail)" ❖ "Changing the Scan Settings (File Server)"
PDF (Compact) Image Level	Set the PDF (Compact) image level. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><ul style="list-style-type: none"><li>• Image Quality in Text/Photo, Photo Mode: Data Size Priority, <b>Normal</b>, Image Quality Priority</li><li>• Image Quality in Text Mode: Data Size Priority, <b>Normal</b>, Image Quality Priority</li></ul></div> ❖ "Changing the Scan Settings (Saving to USB Memory Device)" ❖ "Changing the Scan Settings (E-mail)" ❖ "Changing the Scan Settings (File Server)"

### Shortcut Key Settings\*<sup>A</sup>

Register shortcut keys.

- ❖ "Performing a Scan Using a Shortcut Key"

# USB Direct Print Settings

---

## NOTE

### **About the menu options in the following chart**

Default settings are highlighted in bold.

## Change Defaults

---

You can register media print settings.

➤ ["Changing the Default Values for Media Printing"](#)

## File Sort Default Settings

---

You can register file sort order.

**Name (Ascending)**, Name (Descending), Date/Time (Ascending), Date/Time (Descending)

➤ ["Changing the Default Values for Media Printing"](#)

## File Name Format

---

You can change the file name format later.

Short File Name, **Long File Name**

➤ ["Changing File Name Display Formats"](#)

---

# Printer Settings

## NOTE

### About the menu options in the following chart

- Default settings are highlighted in bold.
- The settings marked with "\*" are only for MF6180dw.

## Copies

Set the number of copies to print.  
The machine prints the number of copies specified.

**1** to 99 (Copies)

☞ "Changing printer settings (Items to Be Specified Using [Menu] Button)"

## 2-Sided Printing

Specify whether the machine performs one-side or 2-sided printing.

**Off**, On

☞ "Changing printer settings (Items to Be Specified Using [Menu] Button)"

## Default Paper Size

The paper size cannot be set when printing from operating systems such as DOS and UNIX. Select the paper size from this menu.

LTR, LGL, STMT, EXEC, No. 10 (COM10), Monarch, DL, ISO-C5, ISO-B5, **A4**, A5, B5

☞ "Changing printer settings (Items to Be Specified Using [Menu] Button)"

## Paper Size Override

When no paper size defined within the job is loaded in the machine, the paper size in the document is automatically converted to the default paper size specified in the printer driver, as shown in the table below.

Paper size defined within the document		Paper size specified in the printer driver
Letter	→	A4
A4	→	Letter

**Off**, On

☞ "Changing printer settings (Items to Be Specified Using [Menu] Button)"

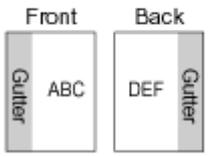
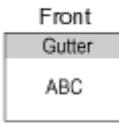
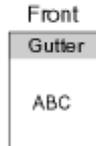
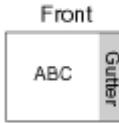
## Print Quality

Settings	Descriptions
Density	Set the print density. As the value gets bigger, the density becomes darker. <p>-4 to <b>0</b> to 4</p>

☞ "Changing printer settings (Items to Be Specified Using [Menu] Button)"

Toner Save	Specify whether to save toner. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Off, On</div> <p><a href="#">"Changing printer settings (Items to Be Specified Using [Menu] Button)"</a></p>
Image Refinement	Specify whether to smooth jagged edges on text and graphics. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Off, On</div> <p><a href="#">"Changing printer settings (Items to Be Specified Using [Menu] Button)"</a></p>

## Layout

Settings	Descriptions
Binding Location	<p>Choose between short edge binding and long edge binding. For 2-sided printing, the machine automatically chooses the binding method based on the page orientation.</p> <ul style="list-style-type: none"> <li>When [Long Edge] is selected, the job is bound on the long edge.           <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>When loading paper in portrait orientation and performing 2-sided printing</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Front</p>  </div> <div style="text-align: center;"> <p>Back</p>  </div> </div> </div> <div style="text-align: center;"> <p>When loading paper in landscape orientation and performing 2-sided printing</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Front</p>  </div> <div style="text-align: center;"> <p>Back</p>  </div> </div> </div> </div> </li> <li>When [Short Edge] is selected, the job is bound on the short edge.           <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>When loading paper in portrait orientation and performing 2-sided printing</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Front</p>  </div> <div style="text-align: center;"> <p>Back</p>  </div> </div> </div> <div style="text-align: center;"> <p>When loading paper in landscape orientation and performing 2-sided printing</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Front</p>  </div> <div style="text-align: center;"> <p>Back</p>  </div> </div> </div> </div> </li> </ul> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Long Edge, Short Edge</div> <p><a href="#">"Changing printer settings (Items to Be Specified Using [Menu] Button)"</a></p>
Gutter	<p>Specify gutter, or the amount of space between adjacent pages, to adjust for binding. Specify a positive value (+) to increase the amount of blank space between adjacent pages, or a negative value (-) to decrease the amount of blank space between adjacent pages.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">-50.0 to <b>0.0</b> to 50.0 (mm)</div> <p><a href="#">"Changing printer settings (Items to Be Specified Using [Menu] Button)"</a></p>
Offset Short Edge (Front)	<p>Specify a value to increase or decrease the amount of blank space along the short edge on the front side of the paper.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">-50.0 to <b>0.0</b> to 50.0 (mm)</div> <p><a href="#">"Changing printer settings (Items to Be Specified Using [Menu] Button)"</a></p>
Offset Long Edge (Front)	<p>Specify a value to increase or decrease the amount of blank space along the long edge on the front side of the paper.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">-50.0 to <b>0.0</b> to 50.0 (mm)</div> <p><a href="#">"Changing printer settings (Items to Be Specified Using [Menu] Button)"</a></p>

Offset Short Edge (Back)	<p>Specify a value to increase or decrease the amount of blank space along the short edge on the back side of the paper.</p> <p style="text-align: center;">-50.0 to <b>0.0</b> to 50.0 (mm)</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Offset Long Edge (Back)	<p>Specify a value to increase or decrease the amount of blank space along the long edge on the back side of the paper.</p> <p style="text-align: center;">-50.0 to <b>0.0</b> to 50.0 (mm)</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>

## Auto Error Skip

Specify whether to enable the Error Skip function, to automatically skip errors and continue with the next job if an error occurs in the middle of the current job.

**Off**, On

➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"

## Timeout

Specify a timeout period so the next job in the queue can start after a specified time period has elapsed.

5 to **15** to 300 (Second)

➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"

## Personality\*

Select the machine's personality to handle a job printed from a non device-specific printer driver. The text may be garbled on the output if the personality is not configured appropriately on the machine.

**Auto**, PS, PCL

➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"

## PCL

Settings	Descriptions
Paper Save	<p>Specify whether to output a blank page between the printed pages, which results from Form Feed characters (page breaks) inserted in the document.</p> <p style="text-align: center;"><b>Off</b>, On</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Orientation	<p>Specify the page orientation.</p> <p style="text-align: center;"><b>Portrait</b>, Landscape</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Font Number	<p>Specify the font with a font's ID number from 0 to 56.</p> <p style="text-align: center;"><b>0</b> to 56</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Point Size	<p>This option can be selectable in the &lt;PCL&gt; menu, when a proportionally-spaced scalable font</p>

	<p>is selected for &lt;Font Number&gt;. Specify the font size in points, adjustable in 0.25 increments.</p> <p style="border: 1px solid black; padding: 2px;">4.00 to <b>012.00</b> to 999.75 (point)</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Pitch	<p>This option can be selectable in the &lt;PCL&gt; menu, when a fixed-pitch scalable font is selected for &lt;Font Number&gt;. Specify the pitch, or cpi (characters per inch), adjustable in 0.01 increments.</p> <p style="border: 1px solid black; padding: 2px;">0.44 to <b>10.00</b> to 99.99 (cpi)</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Form Lines	<p>Specify the number of lines printed per page, from 5 to 128.</p> <p style="border: 1px solid black; padding: 2px;">5 to <b>64</b> to 128 (lines)</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Symbol Set	<p>Select the appropriate symbol set for use on the host computer.</p> <p style="border: 1px solid black; padding: 2px;"><b>PC8</b>, PC850, PC852, PC8DN, PC8TK, PIFONT, PSMATH, PSTEXT, ROMAN8, VNINTL, VNMATH, VNUS, WIN30, WINBALT, WINL1, WINL2, WINL5, DESKTOP, ISO11, ISO15, ISO17, ISO21, ISO4, ISO6, ISO60, ISO69, ISOL1, ISOL2, ISOL5, ISOL6, LEGAL, MATH8, MCTEXT, MSPUBL, PC1004, PC775</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Custom Paper	<p>Specify a custom paper size. Select &lt;On&gt; to enter the page dimensions.</p> <p style="border: 1px solid black; padding: 2px;"><b>Off</b>, On</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Unit of Measure	<p>Specify the unit of measurement for the custom paper.</p> <p style="border: 1px solid black; padding: 2px;"><b>Millimeters</b>, Inches</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
X dimension	<p>Set the X dimension of the custom paper.</p> <p style="border: 1px solid black; padding: 2px;">76.0 to <b>216.0</b> (mm)</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Y dimension	<p>Specify the Y dimension of the custom paper.</p> <p style="border: 1px solid black; padding: 2px;">127.0 to <b>356.0</b> (mm)</p> <p>➤ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Append CR to LF	<p>Specify whether to append a carriage return (CR) to each line feed (LF) encountered.</p> <div style="text-align: center;"> </div> <p style="border: 1px solid black; padding: 2px;">Yes, <b>No</b></p>

Enlarge A4 Print Width	<p>☛ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p> <p>Specify whether to enlarge the width of A4-sized paper to fit into the width of letter-sized paper.</p> <p><b>Off</b>, On</p> <p>☛ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Halftones	<p>Specify a halftone screening method (dot patterns) for the following objects within a document.</p> <ul style="list-style-type: none"> <li>▪ Text</li> <li>▪ Graphics</li> <li>▪ Images (e.g. photographic images)</li> </ul> <p>For more information, see the Help of the printer driver.</p> <p> <ul style="list-style-type: none"> <li>▪ Text: Color Tone, <b>Resolution</b>, Gradation, High Resolution</li> <li>▪ Graphics: <b>Color Tone</b>, Resolution, Gradation, High Resolution</li> <li>▪ Image: <b>Color Tone</b>, Resolution, Gradation, High Resolution</li> </ul> </p> <p>☛ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>

**PS\***

Settings	Descriptions
Job Timeout	<p>Specify a timeout period so the next job in the queue can start after a specified time period has elapsed. By default, the timeout is set to "0."</p> <p>0 to 3600 (Second)</p> <p>☛ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Print PS Errors	<p>Specify whether to print an error report when a PostScript error occurs.</p> <p><b>Off</b>, On</p> <p>☛ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>
Halftones	<p>Specify a halftone screening method (dot patterns) for the following objects within a document.</p> <ul style="list-style-type: none"> <li>▪ Text</li> <li>▪ Graphics</li> <li>▪ Images (e.g. photographic images)</li> </ul> <p>For more information, see the Help of the printer driver.</p> <p> <ul style="list-style-type: none"> <li>▪ Text: <b>Resolution</b>, Gradation, High Resolution</li> <li>▪ Graphics: <b>Resolution</b>, Gradation, High Resolution</li> <li>▪ Image: <b>Resolution</b>, Gradation, High Resolution</li> </ul> </p> <p>☛ "Changing printer settings (Items to Be Specified Using [Menu] Button)"</p>

## Adjustment/Maintenance

### NOTE

#### About the menu options in the following chart

Default settings are highlighted in bold.

### Copy Image Adjustment

You can adjust copy images.

➤ "Correcting Copy Images"

### Printer Density

You can adjust the density when making copies, printing incoming faxes, printing from memory devices or printing reports.

-4 to **0** to +4

➤ "Adjusting the Density"

### Toner Saver Mode

Specify whether to conserve the amount of toner used for copying and faxing.

**Off**, On

➤ "Using the Toner Saver Mode"

### Black Text Processing for Color

Adjusts the value for determining whether to output black text on color documents as B&W or color.

- Feeder: -3 to **0** to +3
- Platen Glass: -3 to **0** to +3

➤ "Adjusting Black Text in Color Documents (Black Text Processing Adjustment in Color Documents)"

### Special Processing

Settings	Descriptions
Special Mode U	<p>Due to the paper type (e.g. heavy paper) or usage conditions (e.g. dry conditions), toner smudges and spatters appear on the output. When this occurs, set the setting to ON.</p> <p><b>Off</b>, On</p> <p>➤ "Special Mode"</p>
Special Mode V	<p>Paper (the printed side) curls when damp paper is used to print. When this occurs, change the setting.</p> <p><b>Off</b>, Mode 1, Mode 2</p> <p>➤ "Special Mode"</p>
Special Mode X (only for media printing and printing from PS/PCL printer driver)	<p>Toner smudges and spatters appear on the output, due to the paper type or usage conditions. When this occurs, change the setting.</p> <p>Off, <b>Mode 1</b>, Mode 2, Mode 3</p> <p>➤ "Special Mode"</p>

Special Mode Z (only for copying)	<p>Toner smudges and spatters appear on the output, due to the paper type or usage conditions. When this occurs, change the setting.</p> <div data-bbox="450 152 1519 210" style="border: 1px solid black; padding: 2px;">Off, <b>Mode 1</b>, Mode 2, Mode 3</div> <p>➤ "Special Mode"</p>
Special Mode B	<p>Toner smudges and spatters appear on the output, when the toner cartridge was replaced recently, or the machine has not printed anything for an extended period of time. When this occurs, change the setting.</p> <div data-bbox="450 398 1519 456" style="border: 1px solid black; padding: 2px;"><b>Off</b>, Mode 1, Mode 2, Mode 3</div> <p>➤ "Special Mode"</p>
Special Mode C (only for printing received fax and report printing)	<p>Toner smudges and spatters appear on the output, due to the paper type or usage conditions. When this occurs, set the setting to ON. In addition, the machine runs more quietly in the middle of a print run when this setting is set to ON.</p> <div data-bbox="450 645 1519 703" style="border: 1px solid black; padding: 2px;"><b>Off</b>, On</div> <p>➤ "Special Mode"</p>
Special Mode D	<p>Toner smudges and spatters appear on the output, due to the paper type or usage conditions. When this occurs, set the setting to ON. In addition, the machine runs more quietly in the middle of a print run when this setting is set to ON.</p> <div data-bbox="450 891 1519 949" style="border: 1px solid black; padding: 2px;"><b>Off</b>, On</div> <p>➤ "Special Mode"</p>

### Clean Fixing Unit

If black streaks appear on printed paper, clean the fixing unit when replacing toner cartridges.

➤ "Cleaning the Fixing Unit"

### Clean Feeder

If your documents have black streaks or appear dirty due to pencil lead on the roller, clean the feeder.

➤ "Cleaning the Feeder Automatically "

# System Settings

## NOTE

### About the menu options in the following chart

- Default settings are highlighted in bold.
- The settings marked with "\*A" cannot be imported or exported via the Remote UI.
- The settings marked with "\*1" are only for MF6180dw.
- For values with "\*2" mark, the default value varies depending on the country where you are using the machine.

## Network Settings

["Network Settings"](#)

## System Manager Information Settings

Register the system manager information for the machine.

- System Manager ID and PIN
  - System Manager ID: Up to seven digits
  - System Manager PIN: Up to seven digits
- System Manager Name: Up to 32 characters

["Setting the System Manager Information"](#)

## Device Information Settings

Register the machine name and installation site.

- Device Name: Up to 32 characters
- Location: Up to 32 characters

["Registering the Name of the Machine and Location "](#)

## Dept. ID Management On/Off

Settings	Descriptions
Dept. ID Mngt. On/Off	Specify whether to use Dept. ID Management. <div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>Off</b>, On</div> <a href="#">"Activating the Department ID Management"</a>

## Security Settings

Settings	Descriptions
Use SSL	Set whether to use SSL encryption whenever the machine exchanges data with a Remote UI. <div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>Off</b>, On</div> <a href="#">"Specifying SSL"</a>
IPv4 Address Filter	It rejects or allows transmissions with specific IP addresses on the IPv4 network. <div style="border: 1px solid black; padding: 5px; display: inline-block;"><ul style="list-style-type: none"><li>• Send Filter: <b>Off</b>, On</li><li>• Receive Filter: <b>Off</b>, On</li></ul></div> <a href="#">"Restricting Sending/Receiving to/from Specific IP Addresses"</a>

IPv6 Address Filter	<p>It rejects or allows transmissions with specific IP addresses on the IPv6 network.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• Send Filter: <b>Off</b>, On</li> <li>• Receive Filter: <b>Off</b>, On</li> </ul> </div> <p>➤ <a href="#">"Restricting Sending/Receiving to/from Specific IP Addresses"</a></p>
MAC Address Filter	<p>It rejects or allows transmissions with specific MAC addresses on the network.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• Send Filter: <b>Off</b>, On</li> <li>• Receive Filter: <b>Off</b>, On</li> </ul> </div> <p>➤ <a href="#">"Restricting Sending/Receiving to/from Specific MAC Addresses"</a></p>

## Communication Management Settings

Settings	Descriptions
Fax Settings	<p>Set the fax settings.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• TX Start Speed: <b>33600 bps</b>, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps</li> <li>• RX Start Speed: <b>33600 bps</b>, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps</li> <li>• R-Key Setting: <ul style="list-style-type: none"> <li>- PSTN</li> <li>- PBX: Prefix, <b>Hooking</b><sup>*2</sup></li> </ul> </li> </ul> </div> <p>➤ <a href="#">"TX Start Speed"</a>  ➤ <a href="#">"RX Start Speed"</a>  ➤ <a href="#">"R-Key Setting"</a></p>
Memory Lock Settings	<p>Specifies whether to save received documents in memory without printing them out.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Off</b>, On</p> </div> <p>➤ <a href="#">"Memory Lock Settings"</a></p>
Memory Lock PIN	<p>Specifies a PIN number (seven digits) necessary for changing Memory Lock Settings.</p> <p>➤ <a href="#">"Memory Lock Settings"</a></p>
Print Report	<p>Specifies whether to print Receive Results information.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Off, <b>On</b></p> </div> <p>➤ <a href="#">"Memory Lock Settings"</a></p>
Memory Lock Time	<p>Specifies whether to receive documents only within a specified time.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• <b>Off</b></li> <li>• On: <ul style="list-style-type: none"> <li>- Memory Lock Start Time</li> <li>- Memory Lock End Time</li> </ul> </li> </ul> </div> <p>➤ <a href="#">"Memory Lock Settings"</a></p>

## Select Country/Region<sup>\*A</sup>

Set your country or region:

Austria (AT), Belarus (BY), Belgium (BE), Czech Republic (CZ), Denmark (DK), Egypt (EG), Finland (FI), France (FR), Germany (DE), Greece (GR), Hungary (HU), Ireland (IE), Italy (IT), Jordan (JO), Luxembourg (LU), Netherlands (NL), Norway (NO), Poland (PL), Portugal (PT), Russia (RU), Saudi Arabia (SA), Slovenia (SI), South Africa (ZA), Spain (ES), Sweden (SE), Switzerland (CH), Ukraine (UA), **Great Britain (GB)**<sup>\*2</sup>, Other

## Forwarding Settings<sup>\*A</sup>

Specifies whether to forward faxes and e-mails to other addresses.

You can forward to fax numbers, e-mail addresses, SMB and groups that are registered in the address book.

**Off**, On

## Store/Print When Forwarding

Settings	Descriptions
Print Images	Set whether to print forwarded items. <b>Off</b> , <b>On</b> , Only When Error Occurs <a href="#">"Configuring Operations for Transfer Errors"</a>
Store Images in Memory	Set whether to store forwarded items in image memory. <b>Do Not Store</b> , Only When Error Occurs <a href="#">"Configuring Operations for Transfer Errors"</a>

## Remote UI On/Off<sup>\*A</sup>

Specifies whether to use the Remote UI.

The Remote UI enables you to specify machine settings, etc. from a computer on a network.

Off, **On**

["Configuring the Remote UI"](#)

## Restrict TX Function

Settings	Descriptions
Address Book PIN	Set a PIN to protect the address book. When you specify a PIN, you need to enter the registered PIN before registering destinations. <a href="#">"Setting a PIN for the Address Book"</a>
Restrict New Destinations	Specifies whether to permit specifying of destinations using the numeric keys. <b>Off</b> , On <a href="#">"Restricting Destinations that Can Be Specified"</a>
Allow Fax Driver TX	You can specify permission to send faxes from computers using the fax driver. Off, <b>On</b> <a href="#">"Restricting to Send Faxes from Your Computer "</a>
Restrict History TX	Specifies whether to permit specifying of destinations from the history. <b>Off</b> , On <a href="#">"Restricting Sending from Job History"</a>
Fax No. Confirmation Re-Entry	Specifies whether to display a screen for re-entering a fax number when entering the fax number using the numeric keys. <b>Off</b> , On

<p>One-Touch/Coded Dial TX Confirmation</p>	<p>➤ "Confirming the Entered Fax Number "</p> <p>Set whether or not to display a screen for confirming details of the destination specified by the one-touch key or coded dialing code:</p> <div data-bbox="448 203 1517 259" style="border: 1px solid black; padding: 2px;"> <p><b>Off</b>, On</p> </div> <p>➤ "Confirming Destinations for One-Touch/Coded Dial TX"</p>
<p>Restrict Sequential Broadcast</p>	<p>Specifies whether to permit sending of a fax to multiple recipients. Also, you can specify a confirmation notice when sending a fax to multiple recipients.</p> <div data-bbox="448 427 1517 483" style="border: 1px solid black; padding: 2px;"> <p><b>Off</b>, Confirm Sequential Broadcast, Reject Sequential Broadcast</p> </div> <p>➤ "Restricting Sequential Broadcasts"</p>

### Display Job History

Specifies whether to display the job history information for a fax or print job etc.

Off, **On**

➤ "Specifying Display Settings for the Job History"

### USB Device On/Off

Specifies whether to use the USB port on the rear side of the machine.

Off, **On**

➤ "Restricting External Device Connections via USB"

### Memory Media Storage On/Off

Specify whether to save scan data to a USB memory device.

Off, **On**

➤ "Restricting Storing of Data in Memory Media"

### USB Direct Print On/Off

Specifies whether to allow printing from USB memory.

Off, **On**

➤ "Restricting Printing of Data in Memory Media"

### Product Extended Survey Program On/Off

Enable or disable the Product Extended Survey Program (a program for the machine usage survey).

Off, **On**

### Cloud Print On/Off

Enable or disable Google Cloud Print.

**Off**, On

### Confirm Paper Settings

Specify whether to display a confirmation screen when the paper drawer is set in the machine.

Off, **On**

➤ "In the Paper Drawer"

## Secure Print Settings

Specify whether to print securely.

- Off
- **On**
  - Secure Print Del. Time: 10 to **30** to 240 (min.)

➤ "Setting Secure Printing"

## Select PDL (Plug-n-Play)

Settings	Descriptions
Network	It sets the Page Description Language that will be selected when a PnP device on the network is connected. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">FAX, <b>UFR II LT</b>, UFR II LT (XPS), PCL5, PCL6, PS*<sup>1</sup></div>
USB	It sets the Page Description Language that will be selected when a PnP device is connected using USB. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><b>UFR II LT</b>, UFR II LT (XPS), PCL5, PCL6, PS*<sup>1</sup></div>

## Update Firmware

Updates the firmware. Follow the onscreen instructions.

Via PC, Via Internet

## Initialize Key and Certificate

Resets to default status by initializing the key and certificate. Follow the onscreen instructions.

➤ "Initializing the Key and Certificate"

## Initialize Address Book

Resets the address book to its default status. Follow the onscreen instructions.

➤ "Initializing the Address Book"

## Initialize System Settings

Resets the system settings to the default values.

- Network Settings
- System Manager Information Settings
- Device Information Settings
- Dept. ID Management On/Off
- Security Settings
- Communication Management Settings
- Forwarding Settings
- Store/Print When Forwarding
- Remote UI On/Off
- Restrict TX Function
- Register LDAP Server
- Display Job History
- USB Device On/Off
-

- Memory Media Storage On/Off
- USB Direct Print On/Off
- Product Extended Survey Program On/Off
- Cloud Print Settings
- Confirm Paper Settings
- Secure Print Settings
- Select PDL (Plug-n-Play)
- Initialize All

➤ ["Initializing the System Management Settings"](#)

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## Initialize Menu

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Resets the menu settings to the default values.

- Preferences
- Timer Settings
- Common Settings
- Copy Settings
- Fax Settings
- Scan Settings
- USB Direct Print Settings
- Printer Settings
- Initialize All

➤ ["Initializing the Menu"](#)

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## Troubleshooting

This chapter describes how to handle paper jams and error messages.

When an error code (a 3-digit code) appears or is printed	See " <a href="#">Error Codes.</a> "
When a power failure occurs	See " <a href="#">When a Power Failure Occurs.</a> "
Clearing jams	See " <a href="#">Clearing Jams.</a> "
When a message appears on the screen	See " <a href="#">Onscreen Messages.</a> "
When a problem has occurred (Read this section before requesting service.)	See " <a href="#">Troubleshooting.</a> "
When print quality is not good	See " <a href="#">Printing Results Are Not Good.</a> "
When you want to uninstall the software	See " <a href="#">MF Driver Installation Guide.</a> "
When the problem cannot be resolved after referring to the appropriate troubleshooting section	See " <a href="#">When a Problem Cannot Be Resolved.</a> "

## Error Codes

An error code is a 3-digit code recorded in the error log when an error occurs.

You can view the code in the following reports and log:

Error codes	<ul style="list-style-type: none"> <li>▪ Error send report</li> <li>▪ Error receive report</li> <li>▪ Job history displayed on the system status screen</li> </ul>
-------------	--

```

01/01/2001 02:07 AM FAX 1230000000 CANON P.001
*****
*** Error Report (Send) ***
*****
Send job resulted in error.

Job No.          0123
Address          0123456789
Name            name
Start Time      01/01 02:07 AM
Call Length     01'15
Sheets          1
Result          NO
                #018 Busy/No Signal
    
```

Error code

For more information on the reports, refer to the following.

➤ ["Printing the Report Automatically "](#)

What follows is a list of error code descriptions and corresponding remedies.

#001	#801
#003	#802
#005	#804
#012	#806
#018	#810
#022	#812
#037	#813
#099	#822
#401	#839
#404	#841
#406	#844
#408	#846
#701	#852
#703	#853
#752	#861
#753	#863
#755	#995

### #001

<b>Problem</b>	A document jams in the feeder.
<b>Action</b>	Remove the jammed document. ➤ <a href="#">"Document Jams in the Feeder "</a>

### #003

<b>Problem</b>	A fax could not be sent or received due to its large data size.
<b>Action</b>	When sending a fax: Reduce the resolution, and scan the document. <a href="#">❏ "Changing the Scan Settings (Fax)"</a> When receiving a fax: Ask the sender to divide the document into multiple sections or reduce the resolution before sending.

## #005

<b>Problem</b>	A fax could not be sent because the recipient's machine did not respond within the time limit.
<b>Action</b>	When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status, or wait for a while and send the fax again. When sending the fax overseas, insert pauses in the fax number. <a href="#">❏ "Sending a Fax Abroad (Adding Pauses)"</a>

## #012

<b>Problem</b>	A fax could not be sent because the recipient's machine ran out of paper.
<b>Action</b>	Ask the recipient to reload paper.

## #018

<b>Problem</b>	A fax could not be sent since the recipient's machine did not respond because the line was busy or for other reasons.
<b>Action</b>	When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status, or wait for a while and send the fax again. When sending the fax overseas, insert pauses in the fax number. <a href="#">❏ "Sending a Fax Abroad (Adding Pauses)"</a>

## #022

<b>Problem 1</b>	Sending of a fax from a computer is disabled.
<b>Action</b>	To send a fax from a computer, you need to set <Allow Fax Driver TX> to <On>. For more information, contact your administrator. <a href="#">❏ "Restricting to Send Faxes from Your Computer "</a>
<b>Problem 2</b>	A fax could not be forwarded because the specified destination was deleted from the Address Book.
<b>Action</b>	Register the forwarding destination again. If the document not forwarded with an error is still in memory, you can send it again. <a href="#">❏ "Registering Destinations in the Address Book"</a> <a href="#">❏ "Forwarding Fax Documents"</a>

## #037

<b>Problem</b>	The machine memory is full.
<b>Action 1</b>	If a sending or printing job is queued, wait until the job is completed.
<b>Action 2</b>	If a received document is stored to memory, print or delete it. <a href="#">❏ "Managing Faxes Stored in Memory"</a>
<b>Action 3</b>	If sending a document with many pages, divide it into multiple sections.

<b>Action 4</b>	If sending a fax, reduce the resolution to scan the document. <a href="#">➤ "Changing the Scan Settings (Fax)"</a>
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**#099**

<b>Problem</b>	Printing, sending, or receiving was canceled.
<b>Action</b>	When you cancel an operation, this error code is displayed, but this is not abnormal. Print, send, or receive documents again as necessary.

**#401**

<b>Problem</b>	A scanned document could not be stored to a USB memory device due to insufficient memory space.
<b>Action</b>	Delete unnecessary data to free space in the USB memory device or connect a different USB memory device.

**#404**

<b>Problem</b>	Tried to save a document to USB memory, but writing to the USB memory is restricted.
<b>Action</b>	USB memory with a security function cannot be used. If the USB memory setting does not allow writing, cancel the setting and try to save the document again.

**#406**

<b>Problem</b>	A scanned document could not be stored to a USB memory device due to an error.
<b>Action 1</b>	Remove the USB memory device, and insert it again. <a href="#">➤ "Basic Scan Flow (Saving to USB Memory Device)"</a>
<b>Action 2</b>	Reduce the number of pages in the scan original.
<b>Action 3</b>	Make sure that USB memory is formatted with a file system that is supported by the machine (FAT16 or FAT32).

**#408**

<b>Problem 1</b>	USB memory was disconnected while being read from, and reading failed.
<b>Action</b>	Check if USB memory is disconnected, and try reading again. <a href="#">➤ "Printing Fundamentals (USB Memory)"</a>
<b>Problem 2</b>	An error occurs when reading or accessing images on USB memory, and images cannot be read normally.
<b>Action</b>	Check USB memory status, and then repeat the operation.
<b>Problem 3</b>	The connected USB memory is formatted with an unsupported file system.
<b>Action</b>	Make sure that the USB memory is formatted with a file system that is supported by the machine (FAT16 or FAT32).

**#701**

<b>Problem 1</b>	Authentication failed because an incorrect Department ID or PIN was entered when the Department ID Management was activated.

<b>Action</b>	Enter the correct Department ID and PIN. <a href="#">❏ "Necessary Operations in Department ID Management"</a>
<b>Problem 2</b>	Continuing operating without entering a Department ID was attempted even though unknown-ID jobs were disabled.
<b>Action</b>	Operate again after enabling “functions that permit operations without a Department ID” (unknown-ID jobs) in System Manager Mode in Remote UI. <a href="#">❏ "Specifying Whether or Not to Receive a Print Job from an Unknown ID"</a>

### #703

<b>Problem</b>	Data could not be written because the memory space that was allocated for images was full when sending an e-mail or storing to a shared folder.
<b>Action 1</b>	If another sending document is queued, wait for a while until it is completed, and send again.
<b>Action 2</b>	When sending a document with many pages, divide the document before sending.
<b>Action 3</b>	Delete the documents that are stored in memory.
<b>Action 4</b>	Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

### #752

<b>Problem 1</b>	An e-mail could not be sent because an incorrect SMTP server name was set.
<b>Action</b>	Check the SMTP server name, and correct the setting. <a href="#">❏ "Configuring E-Mail Send Settings"</a>
<b>Problem 2</b>	An e-mail could not be sent because an incorrect domain name was set.
<b>Action</b>	Check the domain name, and correct the setting. <a href="#">❏ "Setting IPv4 DNS"</a> <a href="#">❏ "Setting IPv6 DNS"</a>
<b>Problem 3</b>	An e-mail could not be sent because the machine was not connected to a network correctly.
<b>Action</b>	Check whether the machine is properly installed and correctly connected to the network. <a href="#">❏ "Connecting to Wired LAN"</a> <a href="#">❏ "Connecting to Wireless LAN (MF6180dw Only)"</a>

### #753

<b>Problem</b>	Scanned data could not be e-mailed or stored to the shared folder due to a TCP/IP error (such as a Socket or Select error).
<b>Action</b>	Check whether the LAN cable is connected correctly.

### #755

<b>Problem 1</b>	Scanned data could not be e-mailed or stored to the shared folder because TCP/IP was not working correctly.
<b>Action</b>	Check <TCP/IP Settings>, and set correctly. <a href="#">❏ "Network Settings"</a>
<b>Problem 2</b>	An IP address is not set.

<b>Action</b>	Set the IP address correctly. <a href="#">❏ "Setting the IP Address"</a>
<b>Problem 3</b>	The machine cannot communicate with devices on a network immediately after the machine starts up because the waiting time for the start of the communication is set.
<b>Action</b>	Wait until the set time for <Startup Settings> passes after turning ON the machine, and send again. <a href="#">❏ "Specifying a Delay Before Establishing the Network Connection"</a>

## #801

<b>Problem 1</b>	When communicating with an SMTP server to send an e-mail, a timeout error occurred from the server.
<b>Action 1</b>	Check whether SMTP is running on the network correctly.
<b>Action 2</b>	Check whether the machine is properly installed and correctly connected to the network. <a href="#">❏ "Connecting to Wired LAN"</a> <a href="#">❏ "Connecting to Wireless LAN (MF6180dw Only)"</a>
<b>Problem 2</b>	When communicating to the SMTP server, an error returned from the server.
<b>Action</b>	Check whether the SMTP server is set correctly.
<b>Problem 3</b>	A destination is not set correctly.
<b>Action</b>	Check the destination setting.
<b>Problem 4</b>	When storing a scanned document into the shared folder, an error occurred from the folder.
<b>Action</b>	Check whether the shared folder and the computer that has the shared folder are running correctly.

## #802

<b>Problem</b>	The SMTP server name is not set correctly.
<b>Action</b>	Set the SMTP server name correctly. <a href="#">❏ "Configuring E-Mail Send Settings"</a>

## #804

<b>Problem</b>	No access privileges to access the shared folder are granted.
<b>Action</b>	Check whether the user name and password that are registered to the destination are consistent with the user account (user name and password) that is registered to the shared folder. For more information about shared folders, see Send Setting Guide (included with the User Software and Manuals DVD-ROM). <a href="#">❏ "How to Save to a File Server (A Shared File Server)"</a> <a href="#">❏ "Registering Destinations in the Address Book"</a>

## #806

<b>Problem 1</b>	When storing data to a shared folder, an incorrect user name or password was specified.
<b>Action</b>	Check the user account (user name and password) that is registered to a computer to access, and register the correct user name and password to the destination in the Address Book. <a href="#">❏ "How to Save to a File Server (A Shared File Server)"</a>
<b>Problem 2</b>	When sending an e-mail, an incorrect destination was specified.

<b>Action</b>	If the destination was specified using the numeric keys, enter the correct e-mail address, and send the message again. If the destination that was registered in the Address Book was used, register the correct e-mail address. <a href="#">➤ "Registering Destinations in the Address Book"</a>
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## #810

<b>Problem</b>	When communicating to the POP server to send an e-mail, an error returned from the server.
<b>Action 1</b>	Check whether the POP server is set correctly.
<b>Action 2</b>	Check whether your mail server and network are running correctly. For more information, contact your network administrator.

## #812

<b>Problem</b>	The password that is used for POP authentication is not set correctly.
<b>Action</b>	Enter the password that is used for POP authentication correctly. If you are unsure of the POP password, check the documents about the settings that are provided by your Internet service provider, or contact your network administrator. <a href="#">➤ "Configuring Advanced E-mail Settings"</a>

## #813

<b>Problem</b>	The logon name that is used for POP authentication is not set correctly.
<b>Action</b>	Enter the logon name that is used for POP authentication correctly.

## #822

<b>Problem</b>	An image file in a USB memory device could not be printed because the format of the image file is not supported.
<b>Action</b>	Store the image in a supported file format, so that you may be able to print it. <a href="#">➤ "Summary of Media Printing"</a>

## #839

<b>Problem</b>	A user name and password that are used for SMTP authentication are not set correctly.
<b>Action</b>	Set the user name and password correctly. <a href="#">➤ "Configuring E-Mail Send Settings"</a>

## #841

<b>Problem</b>	When sending an e-mail, an encryption algorithm that is common to the mail server is not present.
<b>Action 1</b>	Clear the [Use SSL] check box for both SMTP and POP servers. <a href="#">➤ "Configuring Advanced E-mail Settings"</a>
<b>Action 2</b>	Add the common encryption algorithm to the mail server settings.

## #844

<b>Problem 1</b>	SSL encrypted communication to a POP server failed when sending an e-mail with POP before SMTP.
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<b>Action 1</b>	Check the SSL encrypted communication settings in the POP server. <a href="#">❏ "Configuring Advanced E-mail Settings"</a>
<b>Action 2</b>	Clear the [Use SSL] check box for the POP server. If the problem persists, clear the [Use POP Authentication Before Sending] check box, and set the communication setting to a setting other than POP before SMTP. <a href="#">❏ "Configuring Advanced E-mail Settings"</a>
<b>Problem 2</b>	When verifying an SSL server certificate to communicate to the POP server, a verification error occurred.
<b>Action 1</b>	Check that the CA certificate that signed the SSL server certificate on the POP server side is registered to the machine by using the Remote UI. <a href="#">❏ "Specifying Keys and Certificates/CA Certificates"</a>
<b>Action 2</b>	Check that the SSL server certificate on the POP server side is valid.
<b>Action 3</b>	Check that the SSL server certificate is not a self-signed certificate.

## #846

<b>Problem</b>	An e-mail could not be sent due to a POP authentication failure.
<b>Action</b>	Check the setting, and try again. <a href="#">❏ "Configuring E-Mail Send Settings"</a>

## #852

<b>Problem</b>	The machine turns OFF for some reason.
<b>Action</b>	Check whether the power plug is inserted into an outlet firmly.

## #853

<b>Problem 1</b>	A document could not be printed because its data size exceeded the machine's upper processing capability.
<b>Action</b>	The machine may not be able to print documents with many pages. Reduce the number of pages per printing, or print again when no print job is queued or no document is being printed. If you are still unable to print, check the document data for any defects.
<b>Problem 2</b>	Printing was canceled from the computer.
<b>Action</b>	If you cancel an operation from the printer driver when the print data is being sent to the machine from a computer, this error code is displayed, but this is not abnormal. Print again as necessary.
<b>Problem 3</b>	A secured document that was left unprinted was deleted.
<b>Action</b>	If the secured document is not printed within a specific period of time (30 minutes by default), it is deleted from memory. Send the secured document again, and print it within the period. <a href="#">❏ "Entering PIN for Printing (Secure Printing)"</a>
<b>Problem 4</b>	Printing using Secure Print was attempted when Secure Print was restricted.
<b>Action 1</b>	When <Secure Print Settings> is set to <Off>, you cannot use Secure Print. Set the setting to <On>. <a href="#">❏ "Setting Secure Printing"</a>
<b>Action 2</b>	Print without using the Secure Print.

## #861

<b>Problem 1</b>	A document could not be printed because a printer driver that was not intended for this machine was used.
<b>Action</b>	Print again by using the printer driver for this machine.
<b>Problem 2</b>	A document could not be printed due to a defect in its data.
<b>Action</b>	Check the document data for any defects.

## #863

<b>Problem</b>	An error occurred when printing from a computer.
<b>Action</b>	Turn OFF the machine, wait for at least 10 seconds, and turn it back ON. After the restart is complete, try printing again.

## #995

<b>Problem</b>	A document waiting to be sent was canceled.
<b>Action</b>	Send the document again as necessary.

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## When a Power Failure Occurs

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The machine cannot be used while the power supply is cut off.

### **When there is a power failure, you can or cannot perform the following fax operations.**

- You cannot send or receive faxes.
- You may not be able to make a call using the external telephone, depending on your telephone system.
- You may be able to answer a call using the external telephone, depending on your telephone system.

#### **IMPORTANT**

#### **To save documents in memory when the power supply is cut off**

If the power is lost due to a power failure or the power cord is accidentally unplugged, data can be stored in memory for approximately 5 minutes so you can back it up. To store document in the memory requires the machine's built-in battery must be charged for more than 16 hours. (The machine's power switch is turned ON for more than 16 hours.)

## Clearing Jams

Before removing the jammed paper, see "Maintenance and Inspections" in "Important Safety Instructions."

When <Paper jam.> appears on the screen, a paper jam has occurred in the feeder or somewhere inside the machine. To remove the jammed document or paper, follow the onscreen instructions.

- ❏ "Document Jams in the Feeder "
- ❏ "Paper Jams in the Output Area"
- ❏ "Paper Jams in the Multi-Purpose Tray"
- ❏ "Paper Jams in the Paper Drawer (Drawer 1 or 2)"
- ❏ "Paper Jams in the Back Cover and Duplex Unit"
- ❏ "Paper Jams in the Front Cover"
- ❏ "Paper Jams in the 2-sided Transport Guide"

### IMPORTANT

#### **Perform the operation while the machine is still ON**

If it is turned OFF, the data that is printing will be erased.

#### **If the jammed paper is torn**

Remove all torn pieces of paper to avoid further jams.

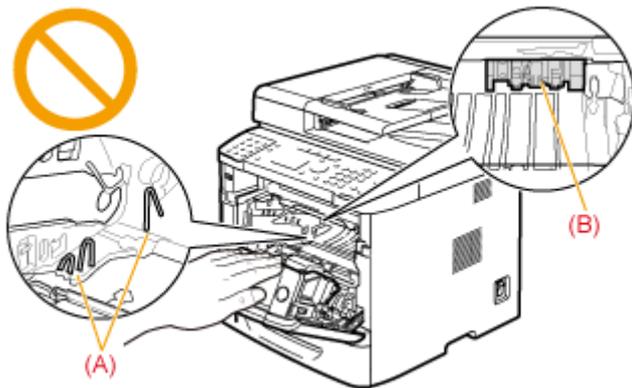
#### **If paper jams occur repeatedly**

Check the followings.

- Fan the paper stack and tap the edge on a flat surface to align the paper before loading it into the machine.
- Make sure that the paper you are using meets the requirements for use.
  - ❏ "Supported Paper Types"
- Make sure that you have removed all scraps of paper from the inside of the machine.

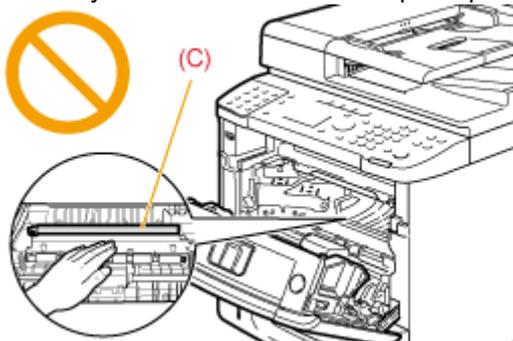
#### **Do not touch the high-voltage contacts (A) or the electrical contacts (B)**

This may result in damage to the machine.



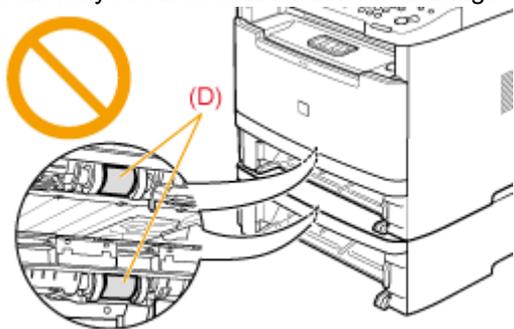
#### **Do not touch the transfer roller (C)**

This may result in deterioration of print quality.



#### **Do not touch the feeder roller (D)**

This may result in malfunctions or damage to the machine.



 **NOTE**

**Do not force the jammed document or paper out of the machine.**

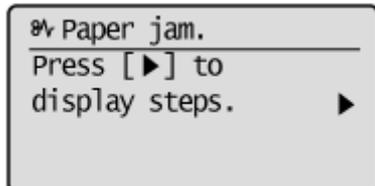
Contact your local authorized Canon dealer or the Canon help line for assistance, if needed.

## Document Jams in the Feeder

Follow onscreen instructions as well as the ones provided in this section to remove jammed documents.

**1**

Press [▶].

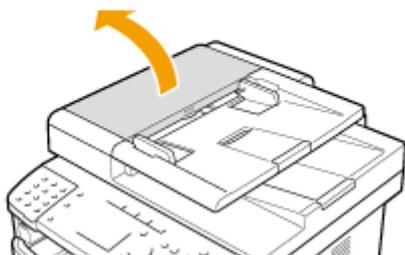


**2**

Remove the document loaded in the feeder.

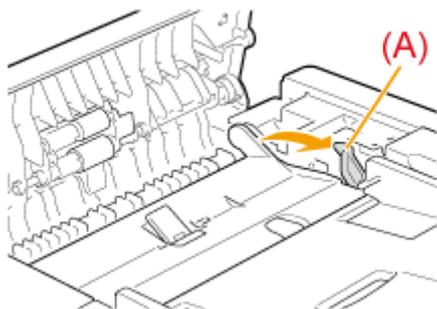
**3**

Open the feeder cover.



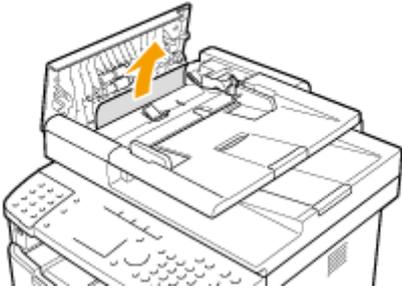
**4**

Move the release lever (A) to the position shown in the figure.



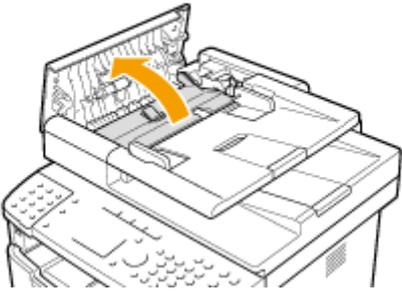
**5**

Remove the jammed document by pulling it gently.



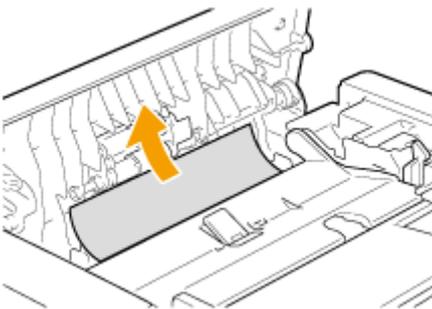
**6**

**Open the inner cover.**



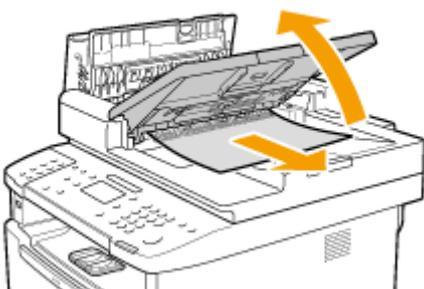
**7**

**Remove the jammed document by pulling it gently.**



**8**

**Lift the document feeder tray and remove the document by pulling it gently.**



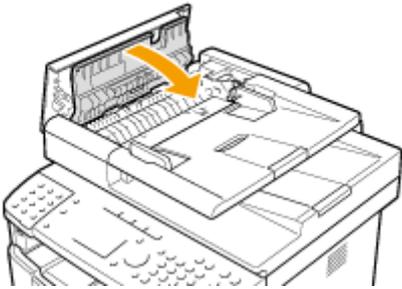
**9**

**Put the document feeder tray back into place.**



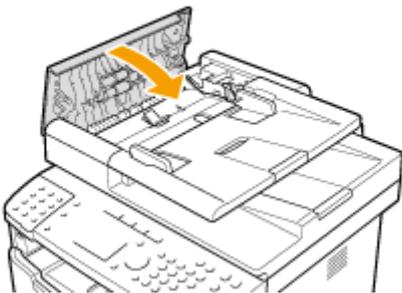
**10**

**Close inner cover.**



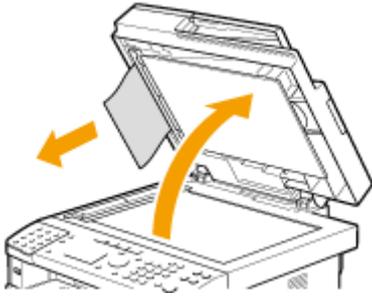
**11**

**Close the feeder cover.**



**12**

**Open the feeder or the platen glass cover and remove the document by pulling it gently.**



## 13

**Close the feeder or the platen glass cover gently.**

## 14

**Place documents in the feeder.**

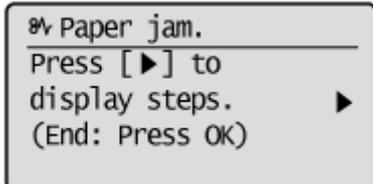
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## Paper Jams in the Output Area

Referring to the procedure on the display, follow the steps below to remove jammed paper.

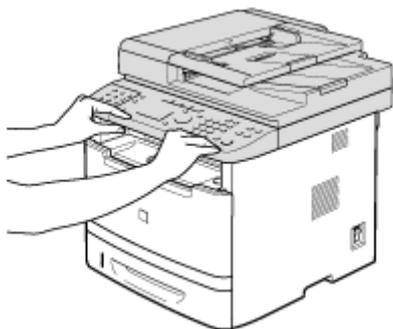
**1**

**Press [▶].**



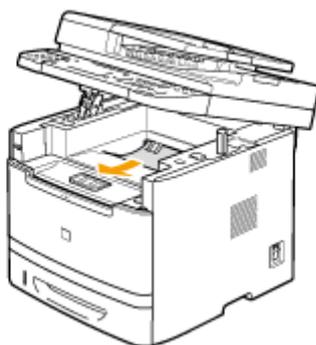
**2**

**Lift the scanning platform.**



**3**

**Remove the jammed paper by pulling it out gently.**



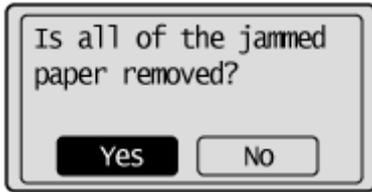
**4**

**Lower the scanning platform.**

**5**

**When the following screen appears, select <Yes> using [◀] and press [OK].**

The machine is ready to print.

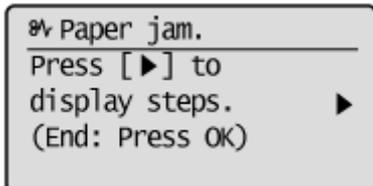


## Paper Jams in the Multi-Purpose Tray

Referring to the procedure on the display, follow the steps below to remove jammed paper.

### 1

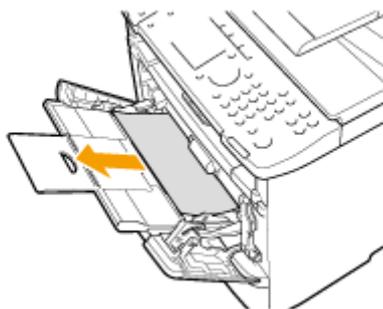
Press [▶].



### 2

Remove the jammed paper by pulling it out gently.

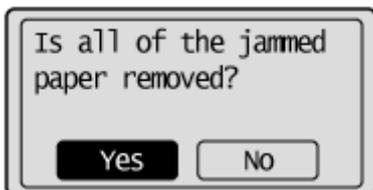
If it cannot be removed easily, do not pull it out forcibly. Perform the procedure at the position that is indicated on the message display.



### 3

When the following screen appears, select <Yes> using [◀] and press [OK].

The machine is ready to print.

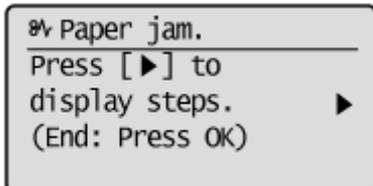


## Paper Jams in the Paper Drawer (Drawer 1 or 2)

Referring to the procedure on the display, follow the steps below to remove jammed paper.

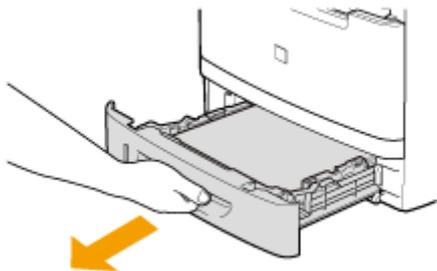
**1**

**Press [▶].**



**2**

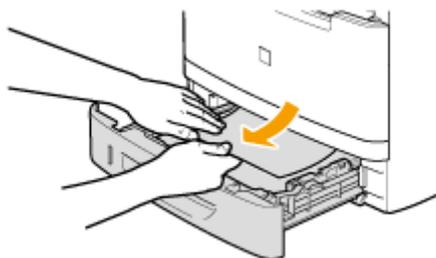
**Pull out the paper drawer halfway.**



If paper is jammed in the optional paper drawer (Drawer 2), also pull out this drawer halfway.

**3**

**Remove the jammed paper by pulling it out gently.**



**4**

**Set the paper drawer.**

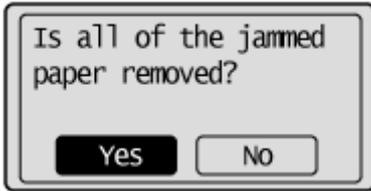
If the optional paper drawer (Drawer 2) is installed, close the optional paper drawer also.

† If <Confirm Paper Settings> is set to <On>, a confirmation screen appears when the paper drawer is set in the machine.

## 5

**When the following screen appears, select <Yes> using [◀] and press [OK].**

The machine is ready to print.

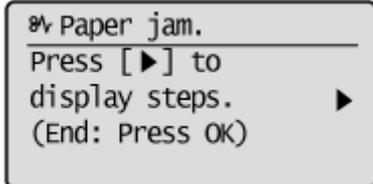


## Paper Jams in the Back Cover and Duplex Unit

Referring to the procedure on the display, follow the steps below to remove jammed paper.

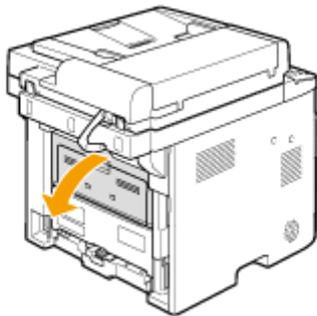
**1**

Press [▶].



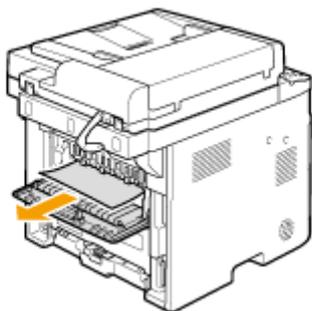
**2**

Open the back cover.



**3**

Remove the jammed paper by pulling it out gently.

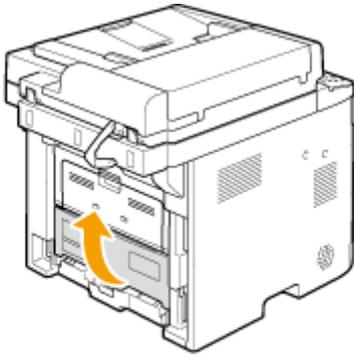


**4**

Close the back cover.

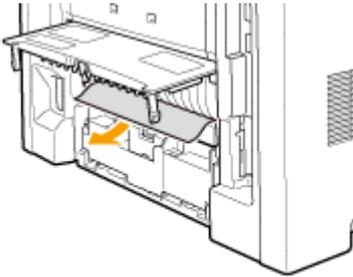
**5**

Open the lower rear cover.



**6**

**Remove the jammed paper by pulling it out gently.**



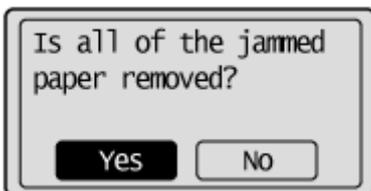
**7**

**Close the lower rear cover.**

**8**

**When the following screen appears, select <Yes> using [◀] and press [OK].**

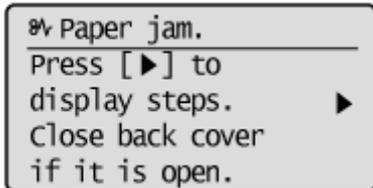
The machine is ready to print.



## Paper Jams in the Front Cover

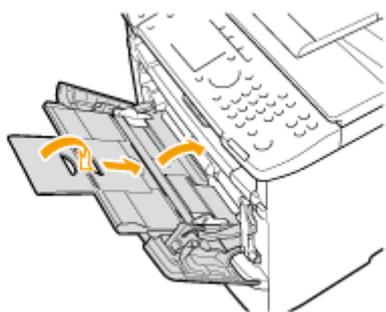
1

Press [▶].



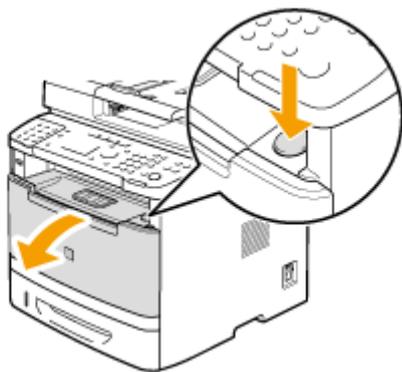
2

If you are using the multi-purpose tray, close it.



3

Open the front cover while holding down the open button.



4

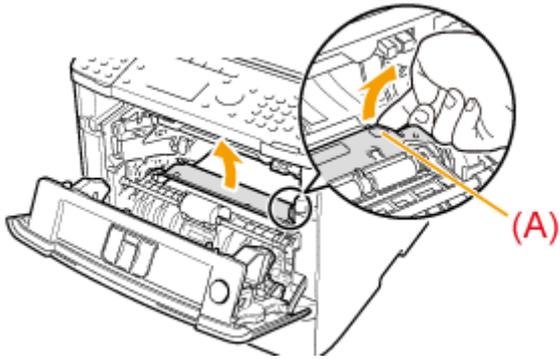
Remove the toner cartridge.

Immediately place the toner cartridge into the original protective bag or wrap it with a thick cloth.

5

Hold the green tabs (A), and push the transport guide forward and down.

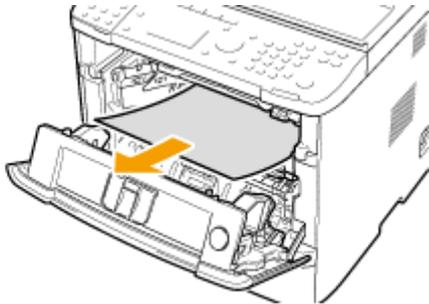
Do not take your hands off the transport guide until it has reached the original position in Step 7.



**6**

**Remove the jammed paper by pulling it out gently.**

Remove it as horizontally as possible so that loose toner does not spill out.

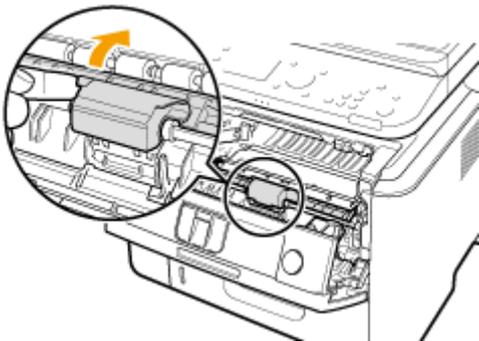


**7**

**Slowly move the transport guide to its original position.**

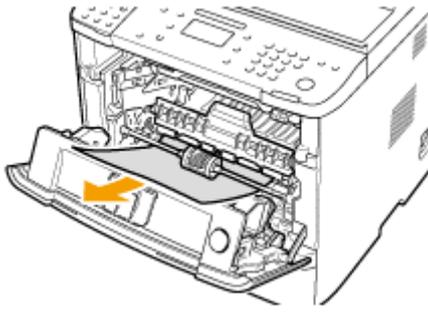
**8**

**Hold the part where the green seal is attached and open the roller cover.**



**9**

**Remove the document by pulling it gently.**



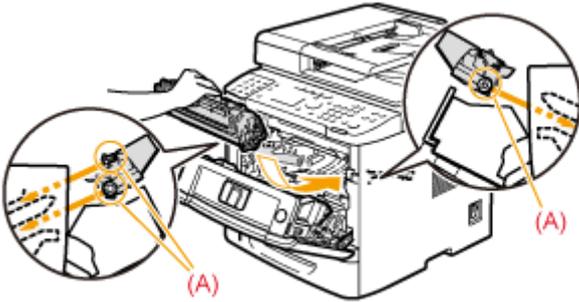
## 10

**Put the roller cover back in place gently.**

## 11

**Insert the toner cartridge.**

Fit (A) on both sides of the toner cartridge into the guides located on both sides of the machine and slide the toner cartridge into the machine until the toner cartridge comes to rest and is held against the back of the machine.



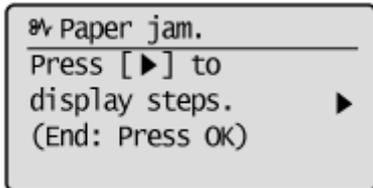
## 12

**Close the front cover.**

## Paper Jams in the 2-sided Transport Guide

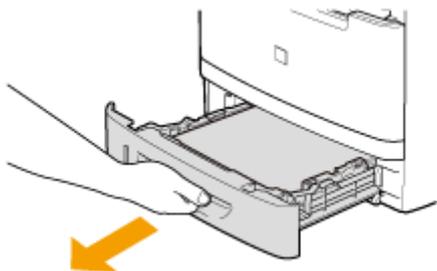
1

Press [▶].



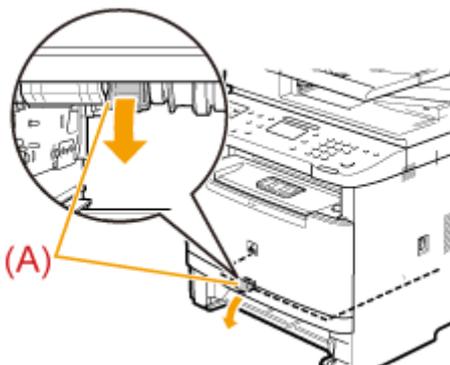
2

Pull out the paper drawer.



3

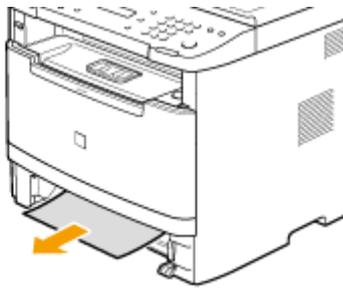
Holding the green tabs (A), open the 2-sided transport guide.



4

Remove the jammed paper by pulling it out gently.

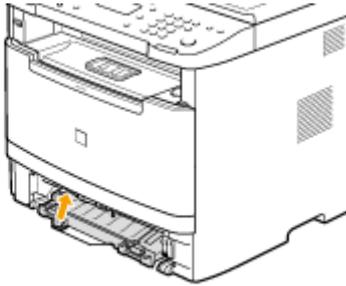
If it cannot be removed easily, do not pull it forcibly. Proceed to Step 5.



## 5

**Holding the green tabs, close the 2-sided transport guide securely.**

Make sure that both ends of the paper exit guide are closed.



## 6

**Set the paper drawer.**

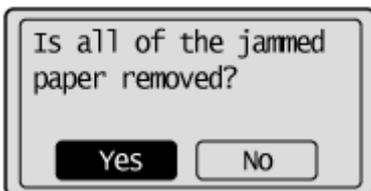
† If <Confirm Paper Settings> is set to <On>, a confirmation screen appears when the paper drawer is set in the machine.

➤ ["System Settings"](#)

## 7

**When the following screen appears, select <Yes> using [◀] and press [OK].**

The machine is ready to print.



## When <Incorrect Size/Setting> Appears

This message appears when the paper size loaded in the paper drawer or multi-purpose tray does not match the size specified in <Drawer 1>, <Drawer 2>, or <Multi-Purpose Tray> in the <Paper Settings> menu. When this message appears, follow the steps in the procedure below.

### NOTE

#### **Ignore the message and proceed to print**

You can print on paper currently set in the paper drawer or multi-purpose tray if you press [OK] to ignore the message. Note that this may cause unexpected print results, for example, a part of the image may not be printed at all.

### **Changing the paper size in the <Paper Settings> menu to match the size loaded in the paper drawer or multi-purpose tray**

Cancel the job and refer to "[Setting the Paper Size and Type](#)", to change the paper size in <Paper Settings> menu.

### IMPORTANT

#### **When printing from the printer driver**

Make sure that the paper size specified in the printer driver also matches the size loaded in the paper drawer or multi-purpose tray.

### **Loading the paper size specified in the <Paper Settings> menu**

See "[Loading Paper](#)" and load the size specified in the <Paper Settings> menu.

## Onscreen Messages

What follows is a list of onscreen message descriptions and corresponding remedies.

<<XXXX>\* is restricted. Log in?>  
<Adjustment failed.>  
<Can not perform. The address has been edited or deleted.>  
<Cannot change destination type if registered to a group.>  
<Cannot print RX data.>  
<Cannot find access point.>  
<Cannot send because more than one destination is set.>  
<Cannot specify a group.>  
<Cannot use Cloud print (Server auth. failed.)>  
<Cannot use Cloud print (Server comm. error.)>  
<Cannot use Cloud print Check from Remote UI.>  
<Cannot use USB hub. Check hub.>  
<Cannot write.>  
<Cleaning failed.>  
<Close front cover.>  
<Computer is restricted.>  
<Connect computer.>  
<Connect the memory media.>  
<Could not connect. Check PSK settings.>  
<Could not connect. Check security settings.>  
<Could not connect. More than one access point was detected.>  
<Dept. ID is not set. Register from Remote UI.>  
<Incorrect number of characters/invalid characters entered.>  
<Incorrect Size/Setting>  
<Insert toner cartridge.>  
<Memory is full.>  
<Memory is full. Enter original type settings again.>  
<Memory is full. Scanning canceled. Print?>  
<Memory full. Process secure print jobs.>  
<Memory Media is restricted.>  
<New destinations are restricted. >  
<No Paper>  
<No registered destinations.>  
<No response from host.>  
<No response.>  
<Number is incorrect. Enter again.>  
<Numbers do not match. Enter the numbers again.>  
<Open authentication failed. Check WEP settings.>  
<Paper jam.>  
<Prepare toner cartridge.>  
<Printer Memory Full: Status Monitor/Cancel>  
<Remote scanning is restricted.>  
<Remove paper from output tray.>  
<Select paper larger than A4/LTR.>  
<Sending from History is restricted.>

<Set encryption to Auto.>

<Shared Key auth. failed. Check WEP settings.>

<Turn the main power ON. If problem persists contact dealer or service rep.>

<Unsupported USB device is connected. Check USB device.>

<WEP key is not set correctly. Check WEP settings.>

<Wireless connection failed.>

<WPS connection failed.>

<You can only forward to destinations registered in the address book.>

### <<XXXX>\* is restricted. Log in?>

\* The following are displayed for <XXXX>.

- Copying
- Printing
- Faxing
- Scanning

<b>Problem</b>	Usable functions are limited due to management of Department ID.
<b>Action</b>	Department ID Management settings must be changed. Contact your administrator for more information.

### <Adjustment failed.>

<b>Problem 1</b>	Appropriate paper that is required for correction is not loaded in a paper drawer.
<b>Action</b>	Load plain or recycled A4 or Letter size paper in the paper drawer. ❏ "Loading Paper" ❏ "Setting the Paper Size and Type"
<b>Problem 2</b>	An adjustment image that is required for correction is not placed on the platen glass correctly.
<b>Action</b>	Place the adjustment image on the platen glass with the print side face down and the black stripe toward the left side of the machine. ❏ "Correcting Copy Images"
<b>Problem 3</b>	Paper jammed during correction.
<b>Action</b>	Remove the jammed paper, and perform correction again. ❏ "Clearing Jams" ❏ "Loading Paper"
<b>Problem 4</b>	The amount of toner required for correction is insufficient.
<b>Action</b>	Replace with a new toner cartridge. ❏ "Replacing Toner Cartridges"

### <Can not perform. The address has been edited or deleted.>

<b>Problem</b>	Tried to edit or delete a destination from the machine, but it was already edited or deleted from Remote UI.
<b>Action</b>	Confirm destination again.

### <Cannot change destination type if registered to a group.>

<b>Problem</b>	A selected destination could not be edited because it was registered to Group Dial.

<b>Action</b>	To change the type of destination that is registered to Group Dial, first delete the registered destination from Group Dial. Next, change the destination type, and then register the destination to Group Dial again. <a href="#">❏ "Registering and Editing Destinations for Group Dialing"</a>
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### <Cannot print RX data.>

<b>Problem</b>	Printing the receive fax data is not available due to the following reasons: <ul style="list-style-type: none"> <li>▪ Toner cartridge needs to be replaced soon.</li> <li>▪ Toner cover is open.</li> <li>▪ Toner cartridge is not installed.</li> <li>▪ No paper</li> <li>▪ Paper is jammed.</li> <li>▪ Printing is not available due to any kind of error.</li> <li>▪ Other printing job is running.</li> </ul>
<b>Action</b>	If an error message is shown, follow the onscreen instructions.

### <Cannot find access point.>

<b>Problem 1</b>	When setting up using the WPS function, the machine could not detect wireless LAN router or access points.
<b>Action</b>	Repeat the setup again using the WPS function. <ul style="list-style-type: none"> <li>▪ Push Button Mode: Press the WPS button within two minutes from the start of the search for an access point.  <a href="#">❏ "Setting the Machine Using WPS (Push Button Mode)"</a></li> <li>▪ PIN code mode: Enter the PIN code from a computer to the wireless LAN router or access point within 10 minutes of the start of the search for an access point.  <a href="#">❏ "Setting the Machine Using WPS (PIN Code Mode)"</a>  <a href="#">❏ "Entering the PIN Code in the Wireless LAN Router/Access Point"</a></li> </ul> <p>† For details on how to push the WPS button or to enter PIN code, refer to the instruction manual for your wireless LAN routers and/or access points or contact their manufactures.</p>
<b>Problem 2</b>	The connection method was not selected correctly.
<b>Action</b>	Select the correct method and connect again. <a href="#">❏ "Checking the SSID or Network Key of the Wireless LAN Router/Access Point"</a> <a href="#">❏ "Setting by Manually Entering SSID"</a>
<b>Problem 3</b>	The SSID of the wireless LAN router or access point was not entered correctly using the manual input settings.
<b>Action</b>	Enter the SSID and network key again correctly. <ul style="list-style-type: none"> <li>* The SSID and network key may be located on your wireless LAN router. For details, refer to the instruction manual for your wireless LAN routers, or contact their manufactures.</li> </ul>
<b>Problem 4</b>	Network problems are preventing the machine from detecting the wireless LAN router or access point.
<b>Action</b>	Check network connection. <a href="#">❏ "Checking Network Connection (Wireless LAN)"</a> If the access point cannot be determined even after checking the network connection, check the security settings on the wireless LAN router or access point. <a href="#">❏ "When security settings on the wireless LAN router/access point are changed"</a>

### <Cannot send because more than one destination is set.>

<b>Problem</b>	You are restricted to send a fax to multiple destinations simultaneously.
<b>Action</b>	You need to disable the restriction. Contact your administrator for more information. <a href="#">➤ "Restricting Sequential Broadcasts"</a>

**<Cannot specify a group.>**

<b>Problem</b>	A group was specified as the destination after the Hook key has been pressed.
<b>Action</b>	Do not press the Hook key when specifying a group destination. <a href="#">➤ "Basic Procedures for Sending Faxes"</a>

**<Cannot use Cloud print (Server auth. failed.)>**

<b>Problem</b>	Cloud Print is unavailable due to server authentication failure.
<b>Action 1</b>	Check whether the date and time settings are correctly specified. <a href="#">➤ "Setting the Current Date and Time"</a>
<b>Action 2</b>	Check whether the CA certificate has expired. If expired, log on to the Remote UI in System Manager Mode and install a CA certificate. <a href="#">➤ "Specifying Keys and Certificates/CA Certificates"</a>

**<Cannot use Cloud print (Server comm. error.)>**

<b>Problem</b>	Cloud Print is unavailable due to an error.
<b>Action 1</b>	Check whether the machine is properly installed and correctly connected to the network. <a href="#">➤ "Connecting to Wired LAN"</a> <a href="#">➤ "Connecting to Wireless LAN (MF6180dw Only)"</a>
<b>Action 2</b>	A port that is used for Cloud Print may be blocked by a firewall or other protection. Check whether port 5222 is available with your computer.
<b>Action 3</b>	If using a proxy server on the network, check whether the proxy settings for the proxy server and this machine are correct. Contact your network administrator for more information.

**<Cannot use Cloud print Check from Remote UI.>**

<b>Problem</b>	Cloud Print is unavailable due to an error.
<b>Action 1</b>	Check whether you are using a valid Google account.
<b>Action 2</b>	Check whether the machine is properly registered to Google Cloud Print from Remote UI. <a href="#">➤ "Preparing for Using Google Cloud Print"</a>

**<Cannot use USB hub. Check hub.>**

<b>Problem</b>	USB memory is connected via a USB hub.
<b>Action</b>	Connect supported USB memory directly to this machine. <a href="#">➤ "Before Using USB Memory Device"</a>

**<Cannot write.>**

<b>Problem 1</b>	The memory media was disconnected while it was being written to, and writing failed.
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<b>Action</b>	Check to see if the memory media was disconnected, and try writing again.
<b>Problem 2</b>	An error occurs when transferring images to memory media, and images cannot be transferred normally. (It is possible that the connected memory media is formatted with an unsupported file system.)
<b>Action</b>	Check the status of the memory media and whether it is formatted with a file system that is supported by the machine (FAT16 or FAT32). After checking, try again.

#### <Cleaning failed.>

<b>Problem 1</b>	A paper jam occurred while the fixing unit was being cleaned.
<b>Action</b>	Clear the paper jam and reload paper. <a href="#">❏ "Clearing Jams"</a> <a href="#">❏ "Loading Paper"</a>
<b>Problem 2</b>	The toner became nearly empty while the fixing unit was being cleaned.
<b>Action</b>	See the following to check how to fix the problem. <a href="#">❏ "Replacing the Toner Cartridge"</a>

#### <Close front cover.>

<b>Problem</b>	The front cover is not completely closed.
<b>Action</b>	Check to make sure that the front cover is completely closed.

#### <Computer is restricted.>

<b>Problem</b>	Scanning that is operated by using a computer is disabled in the Department ID Management.
<b>Action</b>	Log on to the Remote UI in System Manager Mode, display the edit screen of the corresponding Department ID, and select the [Allow Scan Jobs with Unknown IDs] check box. <a href="#">❏ "Specifying Whether or Not to Receive a Print Job from an Unknown ID"</a>

#### <Connect computer.>

<b>Problem 1</b>	Your computer is not connected to the machine when you try to scan a document from it.
<b>Action</b>	Connect the computer.
<b>Problem 2</b>	The scanner is not registered in MF Network Scan Utility.
<b>Action</b>	Register the scanner. <a href="#">❏ "Registering the Scanner in MF Network Scan Utility"</a>
<b>Problem 3</b>	The scanner driver is not installed correctly.
<b>Action</b>	Uninstall the scanner driver and install it again. <a href="#">❏ "MF Driver Installation Guide"</a>

#### <Connect the memory media.>

<b>Problem</b>	Cannot save scanned data to USB memory. USB memory is not connected.
<b>Action</b>	Connect a supported USB memory. <a href="#">❏ "Before Using USB Memory Device"</a>

### <Could not connect. Check PSK settings.>

<b>Problem</b>	The network key (PSK) for the wireless LAN router or access point is not setup in the machine correctly.
<b>Action1</b>	Check the wireless LAN or access point you are using, enter the correct network key (PSK) and repeat the setup again. <a href="#">❏ "Setting by Manually Selecting an Access Point"</a> <a href="#">❏ "Setting by Manually Entering SSID"</a>  ↑ For information on how to check the network key (PSK), refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.
<b>Action2</b>	If the network key (PSK) is correct, check the network connection. <a href="#">❏ "Checking Network Connection (Wireless LAN)"</a>

### <Could not connect. Check security settings.>

<b>Problem</b>	Connection failed because settings for your wireless LAN routers and/or access points are different from security settings of the machine.
<b>Action</b>	Check the security settings of the wireless LAN router or access point, and repeat the setup again. <a href="#">❏ "Setting by Manually Entering SSID"</a>

### <Could not connect. More than one access point was detected.>

<b>Problem</b>	Other wireless LAN routers or access points within connection range were detected. Multiple wireless LAN routers and/or access points cannot be connected simultaneously by holding down their respective WPS buttons.
<b>Action</b>	Wait for a while and try again. <a href="#">❏ "Setting the Machine Using WPS (Push Button Mode)"</a>

### <Dept. ID is not set. Register from Remote UI.>

<b>Problem</b>	Attempted to enable <Dept. ID Management On/Off>, but no department IDs are registered.
<b>Action</b>	Register the Dept. ID from the Remote UI. <a href="#">❏ "Specifying the Setting for Department ID Management"</a>

### <Incorrect number of characters/invalid characters entered.>

<b>Problem</b>	The network key (WPA/WPA2-PSK, WEP key) for the wireless LAN router or access point is not setup in the machine correctly.
<b>Action 1</b>	Check the wireless LAN or access point you are using, enter the correct network key(WPA/WPA2-PSK, WEP key) and repeat the setup again. <a href="#">❏ "Setting by Manually Selecting an Access Point"</a> <a href="#">❏ "Setting by Manually Entering SSID"</a>  ↑ For information on how to check the network key (WPA/WPA2-PSK, WEP key), refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.
<b>Action 2</b>	Check the network connection. <a href="#">❏ "Checking Network Connection (Wireless LAN)"</a>

### <Incorrect Size/Setting>

<b>Problem</b>	The correct paper size is not specified.
<b>Action</b>	See the following to check how to fix the problem. <a href="#">❏ "When &lt;Incorrect Size/Setting&gt; Appears"</a>

### <Insert toner cartridge.>

<b>Problem</b>	The toner cartridge is not set correctly, or the toner cartridge may be faulty.
<b>Action</b>	Set the toner cartridge again. If the message still appears, the toner cartridge may be faulty. Contact your local authorized Canon dealer or the Canon help line. <a href="#">❏ "Replacing the Toner Cartridge"</a>

### <Memory is full.>

<b>Problem 1</b>	A fax could not be sent or received, or a document could not be scanned due to insufficient memory space.
<b>Action 1</b>	If there are jobs waiting to be sent or printed, wait for all these jobs to be completed.
<b>Action 2</b>	Print, send, or delete jobs stored in memory. <a href="#">❏ "Managing Faxes Stored in Memory"</a>
<b>Action 3</b>	If sending a document with many pages, divide it into multiple sections.
<b>Action 4</b>	If sending a fax, reduce the resolution to scan the document. <a href="#">❏ "Changing the Scan Settings (Fax)"</a>
<b>Action 5</b>	If scanning, change the file format to reduce its file size. <a href="#">❏ "Changing the Scan Settings (Saving to USB Memory Device)"</a>
<b>Problem 2</b>	A scanned document could not be stored to a USB memory device due to insufficient memory space.
<b>Action</b>	Delete unnecessary data to free space in the USB memory device, or connect a different USB memory device.

### <Memory is full. Enter original type settings again.>

<b>Problem</b>	You cannot copy your document as memory became full in the middle of processing it.
<b>Action</b>	Set <Original Type> to <Text/Photo> before you make a copy. <a href="#">❏ "Selecting the Document Type"</a>

### <Memory is full. Scanning canceled. Print?>

<b>Problem 1</b>	Failed to scan the documents because of the shortage of memory capacity.
<b>Action 1</b>	Print the pages successfully scanned or cancel the job.
<b>Action 2</b>	Split the job into smaller subsets before you copy.
<b>Problem 2</b>	Your copy job is collated so all the pages cannot be scanned.
<b>Action 1</b>	Print the pages successfully scanned or cancel the job.
<b>Action 2</b>	Split the job into smaller subsets or set <Original Type> to <Text/Photo> before you make a copy. <a href="#">❏ "Selecting the Document Type"</a>

### <Memory full. Process secure print jobs.>

<b>Problem</b>	Memory has become full with unprinted secure print jobs.
<b>Action</b>	Print secure print documents stored in memory. ➤ "Entering PIN for Printing (Secure Printing) "

### <Memory Media is restricted.>

<b>Problem 1</b>	Saving scanned data to USB memory is restricted.
<b>Action</b>	The setting needs to be changed in order to save to USB memory. Contact your administrator for more information. ➤ "Restricting Storing of Data in Memory Media"
<b>Problem 2</b>	The function that prints files in a USB memory device is disabled.
<b>Action</b>	Set <USB Direct Print On/Off> to <On>. ➤ "Restricting Printing of Data in Memory Media"

### <New destinations are restricted. >

<b>Problem 1</b>	The current settings do not allow you to specify new destinations.
<b>Action</b>	If you want to specify new destinations, you need to disable the setting. Contact your administrator for more information. ➤ "Restricting Destinations that Can Be Specified"
<b>Problem 2</b>	The current settings do not allow you to register new destinations or edit the destinations registered in the address book or one-touch keys.
<b>Action</b>	If you want to register new destinations or edit the registered destinations, you need to change the setting. Contact your administrator for more information. ➤ "Restricting Destinations that Can Be Specified"

### <No Paper>

<b>Problem 1</b>	There is no paper in the paper drawer or multi-purpose tray.
<b>Action</b>	Load paper. ➤ "Loading Paper"
<b>Problem 2</b>	The paper size specified to print a report or list is not appropriate.
<b>Action</b>	Set the paper size to <A4> or <LTR> to print a report or list and load the paper size specified into the paper drawer or multi-purpose tray. ➤ "Loading Paper" ➤ "Setting the Paper Size and Type"
<b>Problem 3</b>	When receiving a fax, the appropriate paper size is not specified.
<b>Action</b>	Set the appropriate paper size and type to print a received document. The following paper sizes and types are available for printing a received document. Available paper size: A4, LTR Available paper type: Plain, Plain L, Recycled paper, Color paper

### <No registered destinations.>

<b>Problem</b>	No destination is registered in the one-touch key or coded dial code that you pressed.
<b>Action</b>	Register a destination. <ul style="list-style-type: none"> <li>➤ <a href="#">"Registering and Editing One-Touch Keys"</a></li> <li>➤ <a href="#">"Registering and Editing Coded Dial Codes"</a></li> </ul>

**<No response from host.>**

<b>Problem</b>	The machine was found unconnected to the network when checking.
<b>Action</b>	Connect the machine to the network and properly configure the connection. See the Getting Started.

**<No response.>**

<b>Problem</b>	The recipient's machine did not respond within 35 seconds.
<b>Action</b>	Contact the recipient and ask them to send the fax again. After you confirm the beep, select <Start Receiving> and press [OK].

**<Number is incorrect. Enter again.>**

<b>Problem</b>	You entered an incorrect Department ID and PIN.
<b>Action</b>	Enter the correct numbers. For details, see the following. <ul style="list-style-type: none"> <li>➤ <a href="#">"Specifying the Setting for Department ID Management"</a></li> </ul>

**<Numbers do not match. Enter the numbers again.>**

<b>Problem</b>	The number that you entered for confirmation does not match the number that you first entered. This message appears when <Fax No. Confirmation Re-Entry> in <Restrict TX Function> in <System Settings> is set to <On>.
<b>Action</b>	Make sure to enter the same number.

**<Open authentication failed. Check WEP settings.>**

<b>Problem 1</b>	Connection failed because the machine uses "open system" authentication while the wireless LAN router or access point used is set to "Shared Key" authentication.
<b>Action</b>	<ul style="list-style-type: none"> <li>▪ Change the WEP authentication method on the machine to &lt;Shared Key&gt; accordingly and configure the settings manually.</li> <li>➤ <a href="#">"Setting by Manually Entering SSID"</a></li> <li>↑ For information on how to check the network key (WEP key), refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.</li> </ul>
<b>Problem 2</b>	The connection failed because the machine restricted the MAC address and the MAC address filtering was set with the wireless LAN router or access point you are using.
<b>Action</b>	<p>Change the MAC address for the machine and the computer you are using to the allowed settings.</p> <ul style="list-style-type: none"> <li>↑ For information on how to set MAC address filtering, refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.</li> </ul>

**<Paper jam.>**

<b>Problem</b>	Paper is jammed somewhere inside the machine.
<b>Action</b>	Clear the paper jam and load paper and the document again. <ul style="list-style-type: none"> <li>❖ "Clearing Jams"</li> <li>❖ "Loading Paper"</li> <li>❖ "Placing Documents"</li> </ul>

### <Prepare toner cartridge.>

<b>Problem</b>	The toner cartridge needs a replacement soon.
<b>Action</b>	Shake the toner cartridge to evenly distribute the toner inside the cartridge. <ul style="list-style-type: none"> <li>❖ "Before Replacing the Toner Cartridge"</li> </ul> Prepare a new toner cartridge for the impending replacement. We recommend that the toner cartridge be replaced when printing high-volume documents. <ul style="list-style-type: none"> <li>❖ "Replacing the Toner Cartridge"</li> </ul>

### <Printer Memory Full: Status Monitor/Cancel>

<b>Problem</b>	The memory became full of print data that could not be printed due to errors.
<b>Action</b>	Cancel printing of the documents with errors or print the documents by selecting <Skip Error>.

### <Remote scanning is restricted.>

<b>Problem</b>	Scanning that is operated by using a computer is disabled in the Department ID Management.
<b>Action</b>	Log on to the Remote UI in System Manager Mode, display the edit screen of the corresponding Department ID, and select the [Allow Scan Jobs with Unknown IDs] check box. <ul style="list-style-type: none"> <li>❖ "Specifying Whether or Not to Receive a Print Job from an Unknown ID"</li> </ul>

### <Remove paper from output tray.>

<b>Problem</b>	The output paper is backed up in the output tray.
<b>Action</b>	Remove output paper from output tray.

### <Select paper larger than A4/LTR.>

<b>Problem</b>	A paper size smaller than A4/LTR is selected to copy ID cards.
<b>Action</b>	Specify A4 or LTR sized paper. <ul style="list-style-type: none"> <li>❖ "For the Paper Drawer"</li> </ul>

### <Sending from History is restricted.>

<b>Problem</b>	You are restricted to use the auto redial function.
<b>Action 1</b>	Redial the number manually.
<b>Action 2</b>	If you want to use the auto redial function, you need to change the setting. Contact your administrator for more information. <ul style="list-style-type: none"> <li>❖ "Restricting Sending from Job History"</li> </ul>

### <Set encryption to Auto.>

<b>Problem</b>	Connection failed because the machine uses "AES-CCMP" authentication while the wireless LAN router or access point used is set to "TKIP" authentication.
<b>Action</b>	<ul style="list-style-type: none"> <li>▪ Change so that the WPA/WPA2-PSK encryption on the wireless LAN router or access point will become "AES-CCMP", and repeat setup again.</li> <li>➤ <a href="#">"Setting by Manually Selecting an Access Point"</a></li> <li>➤ <a href="#">"Setting by Manually Entering SSID"</a></li> </ul> <p>† For information on how to change encryption method, refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.</p> <ul style="list-style-type: none"> <li>▪ If you do not change the wireless LAN routers or access points setup, change WPA/WPA2-PSK encryption method for the machine to &lt;Auto&gt; (TKIP or AES-CCMP) and reconfigure them.</li> <li>➤ <a href="#">"Setting by Manually Entering SSID"</a></li> </ul>

**<Shared Key auth. failed. Check WEP settings.>**

<b>Problem 1</b>	The network key (WEP key) for the wireless LAN router is not set up in the machine correctly.
<b>Action</b>	<ul style="list-style-type: none"> <li>▪ Check the network key (the WEP key) of the wireless router, and set it to the machine again.</li> <li>➤ <a href="#">"Checking the SSID or Network Key of the Wireless LAN Router/Access Point"</a></li> <li>▪ Connect again by selecting a wireless router or by manually changing the WEP authentication method to &lt;Open System&gt;.</li> <li>➤ <a href="#">"Setting by Manually Entering SSID"</a></li> </ul>
<b>Problem 2</b>	The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System".
<b>Action</b>	<p>Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.</p> <ul style="list-style-type: none"> <li>➤ <a href="#">"Setting by Manually Selecting an Access Point"</a></li> <li>➤ <a href="#">"Setting by Manually Entering SSID"</a></li> </ul>

**<Turn the main power ON. If problem persists contact dealer or service rep.>**

<b>Problem</b>	An error has occurred with the machine.
<b>Action</b>	<p>Turn OFF the power switch, wait 10 seconds, and turn it back ON. If the problem persists, turn OFF the power switch, disconnect the power cord, and contact your local authorized Canon dealer or the Canon help line.</p> <p>Be sure to provide the displayed &lt;Ennn-nnnn&gt;.</p>

**<Unsupported USB device is connected. Check USB device.>**

<b>Problem</b>	Unsupported USB memory or other USB device is connected.
<b>Action</b>	<p>Connect a supported USB memory.</p> <ul style="list-style-type: none"> <li>➤ <a href="#">"Summary of Media Printing"</a></li> <li>➤ <a href="#">"Before Using USB Memory Device"</a></li> </ul>

**<WEP key is not set correctly. Check WEP settings.>**

<b>Problem 1</b>	The network key (WEP key) for the wireless LAN router or access point is not setup in the machine correctly.
<b>Action</b>	<p>Check the wireless LAN or access point you are using, enter the correct network key (WEP key) and repeat the setup again.</p> <ul style="list-style-type: none"> <li>➤ <a href="#">"Setting by Manually Entering SSID"</a></li> </ul>

<b>Action</b>	<ul style="list-style-type: none"> <li>† For information on how to check the network key (WEP key), refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.</li> </ul>
<b>Problem 2</b>	Connection failed because the machine uses <Shared Key> authentication while the wireless LAN router or access point used is set to "Open System" authentication.
<b>Action</b>	<ul style="list-style-type: none"> <li>▪ Change the WEP authentication method on the wireless LAN router or access point to "Shared Key" and configure the settings again. <ul style="list-style-type: none"> <li>➤ <a href="#">"Setting by Manually Selecting an Access Point"</a></li> <li>➤ <a href="#">"Setting by Manually Entering SSID"</a></li> </ul> </li> <li>† For information on how to change authentication method, refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.</li> <li>▪ If you do not change the wireless LAN routers or access points setup, change the WEP authentication method on the machine to &lt;Open System&gt; and repeat the setup again. <ul style="list-style-type: none"> <li>➤ <a href="#">"Setting by Manually Entering SSID"</a></li> </ul> </li> </ul>

### <Wireless connection failed.>

<b>Problem</b>	An error occurred with the machine during setup resulting in communication failure.
<b>Action 1</b>	Turn OFF the machine and turn it back ON, and then repeat the setup again.
<b>Action 2</b>	<p>Check network connection.</p> <ul style="list-style-type: none"> <li>➤ <a href="#">"Wireless LAN Troubles (MF6180dw Only)"</a></li> </ul> <p>If the access point cannot be determined even after checking the network connection, check the security settings on the wireless LAN router or access point.</p> <ul style="list-style-type: none"> <li>➤ <a href="#">"When security settings on the wireless LAN router/access point are changed"</a></li> </ul>

### <WPS connection failed.>

<b>Problem</b>	An error occurred while performing setup using the WPS function resulting in failure to connect.
<b>Action</b>	<p>Wait for a while, and set again. If you still cannot connect, check whether the wireless LAN router that you are using supports WPS function.</p> <ul style="list-style-type: none"> <li>- WPS supported Check whether you can connect to the network. <ul style="list-style-type: none"> <li>➤ <a href="#">"Check Wireless LAN Information (MF6180dw Only)"</a></li> </ul> </li> <li>- WPS not supported Set up the machine manually. <ul style="list-style-type: none"> <li>➤ <a href="#">"Setting by Manually Selecting an Access Point"</a></li> </ul> </li> </ul>

### <You can only forward to destinations registered in the address book.>

<b>Problem</b>	You attempted to forward the document stored in memory to a destination that is not registered in the address book.
<b>Action</b>	<p>Register a destination in the address book.</p> <ul style="list-style-type: none"> <li>➤ <a href="#">"Registering Destinations in the Address Book"</a></li> </ul>

## Troubleshooting

If a problem occurs while the machine is in use, try the actions suggested in this section before contacting technical support.

### Check the following first.

- ❏ Is the power switched ON?
- ❏ Has the power switch been just turned ON?
- ❏ Is the machine in the sleep mode?
- ❏ Are the settings properly configured?
- ❏ Is the Error indicator on or blinking?
- ❏ Does a message appear on the screen?
- ❏ Is the telephone line connected or configured properly?

### Is the power switched ON?

Make sure that the power cord is securely plugged into the machine and into the wall outlet.  
See the Getting Started.

Make sure that electricity is supplied from the power cord.  
Use another power cord or check to see if the cord is broken using a voltmeter.

Turn ON the power switch.  
See the Getting Started.

If this works, proceed to "[Has the power switch been just turned ON?](#)"

### Has the power switch been just turned ON?

Wait a few moments until the machine starts and warms up.

If this works, proceed to "[Is the machine in the sleep mode?](#)"

### Is the machine in the sleep mode?

Press [  ] (Energy Saver) on the operation panel to return from the sleep mode.

If this works, proceed to "[Is the Error indicator on or blinking?](#)"

### Are the settings properly configured?

If the machine makes the error sound and does not start operating even after [  ] (Start) has been pressed, the settings may not have been configured properly. Check the configured settings.

### Is the Error indicator on or blinking?

Make sure that paper is loaded properly in the paper drawer or multi-purpose tray.  
❏ "[Loading Paper](#)"

Check to see if there is a jam somewhere inside the machine.

➤ ["Clearing Jams"](#)

Turn OFF the power switch, wait 10 seconds, and turn it back ON.

See the Getting Started.

After the problem has been solved, the Error indicator goes out and the screen returns to the standby mode. If the Error indicator keeps blinking, unplug the power cord and contact your local authorized Canon dealer or the Canon help line.

If this works, proceed to ["Does a message appear on the screen?"](#)

### **Does a message appear on the screen?**

If an error message appears on the screen, see the following section and try the appropriate action.

➤ ["Onscreen Messages"](#)

Print the transmission management report to see if the report shows any errors.

➤ ["Printing a Communication Management Report "](#)

If this works, proceed to ["Is the telephone line connected or configured properly? "](#)

### **Is the telephone line connected or configured properly?**

Make sure that the telephone cable is properly connected. Make sure that the cables for the telephone line port and external device port on the back of the machine are not connected inversely. See the Getting Started.

Make sure that the line type (dial or push) specified in the menu matches the type of line connected to the machine.

➤ ["Select Line Type"](#)

Make sure that the telephone line is not receiving interference from nearby devices such as a microwave oven. This may affect the status of the telephone line.

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If you continue to experience problems after trying the actions suggested in this section, see the following sections to solve the problems.

➤ ["Paper Feeding Problems"](#)

➤ ["Fax Problems "](#)

    ➤ ["Sending Problems"](#)

    ➤ ["Receiving Problems"](#)

➤ ["Copying Problems"](#)

➤ ["Printing Problems"](#)

➤ ["Scanning Problems"](#)

➤ ["Telephone Problems "](#)

➤ ["Network Problems"](#)

➤ ["Installation and Uninstallation Problems"](#)

➤ ["Miscellaneous Problems"](#)

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## Paper Feeding Problems

- ❏ Paper is not fed at all, or more than one sheet is fed simultaneously (multi-feeds).
- ❏ Paper jams occur repeatedly.

### Paper is not fed at all, or more than one sheet is fed simultaneously (multi-feeds).

Make sure that the paper is properly loaded.

- ❏ ["Loading Paper"](#)

Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications.

- ❏ ["Supported Paper Types"](#)

Make sure to load the same size and type of paper into the paper drawer or multi-purpose tray.

### Paper jams occur repeatedly.

Make sure that the paper is properly loaded.

- ❏ ["Loading Paper"](#)

Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications.

- ❏ ["Supported Paper Types"](#)

Make sure that the scanning platform and back cover are fully closed.

## Fax Problems

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- ❖ "Sending Problems"
  - ❖ "Receiving Problems"
-

## Sending Problems

### Check the following first.

Make sure that the telephone line settings are properly configured.

- "Select Line Type"

### Then, see the following sections.

- Cannot send a fax
- Unable to redial a number from the history
- Fax number confirmation is required when specifying a destination.
- Unable to send a fax over the optical line.
- Memory is insufficient to send a fax.
- Transmission speed is too slow.
- Errors occur frequently during sending.
- Sent faxes print poorly at the receiving fax machine (spotting, size reductions, or contrast problems).

### Cannot send a fax

See the following section:

- "Cannot Send a Fax"

### Unable to redial a number from the history

Check the setting set for <Restrict History TX>.

- "Restricting Sending from Job History"

### Fax number confirmation is required when specifying a destination.

Check the setting set for <Fax No. Confirmation Re-Entry>.

- "Confirming the Entered Fax Number "

### Unable to send a fax over the optical line.

Use of the optical line is not guaranteed.

### Memory is insufficient to send a fax.

High-volume documents or sending documents in high image quality may exceed the maximum memory capacity. Set the appropriate image quality and send the document again.

- To maintain the quality of a high-volume document, split the document into smaller subsets and send one subset at a time.
  - If the document contains fine text or photographs, send it directly instead of using a memory transmission.
  - If the document does not contain fine text or photographs, set the resolution to <200 x 100 dpi (Normal)>.
- "Changing the Scan Settings (Fax)"

Print, send, or delete jobs stored in memory.

### Transmission speed is too slow.

Set a lower image quality. The transmission time can be shortened by setting the resolution to <200 x 100 dpi (Normal)>.

➤ ["Changing the Scan Settings \(Fax\)"](#)

### **Errors occur frequently during sending.**

Make sure that the telephone line is not receiving interference from nearby devices such as a microwave oven.

### **Sent faxes print poorly at the receiving fax machine (spotting, size reductions, or contrast problems).**

#### **When a fax printed out by the receiving fax machine has spots**

- Make a copy on a blank sheet and check to see if there are any spots on the platen glass or feeder's scanning area. Clean the platen glass or feeder's scanning area to remove the spots if necessary. If the sheet has no spots, the receiving fax machine may be the cause of dirty prints.

➤ ["Cleaning the Platen Glass"](#)

➤ ["Cleaning the Feeder Automatically "](#)

➤ ["Cleaning the Feeder "](#)

- Make sure that the document is properly placed.

➤ ["Placing Documents"](#)

#### **When a fax printed out by the receiving fax machine is smaller than its actual size**

Make sure that the appropriate paper size is loaded in the receiving fax machine's paper tray.

#### **When the contrast of the printed fax is too light or too dark**

- Adjust the density setting.

➤ ["Changing the Scan Settings \(Fax\)"](#)

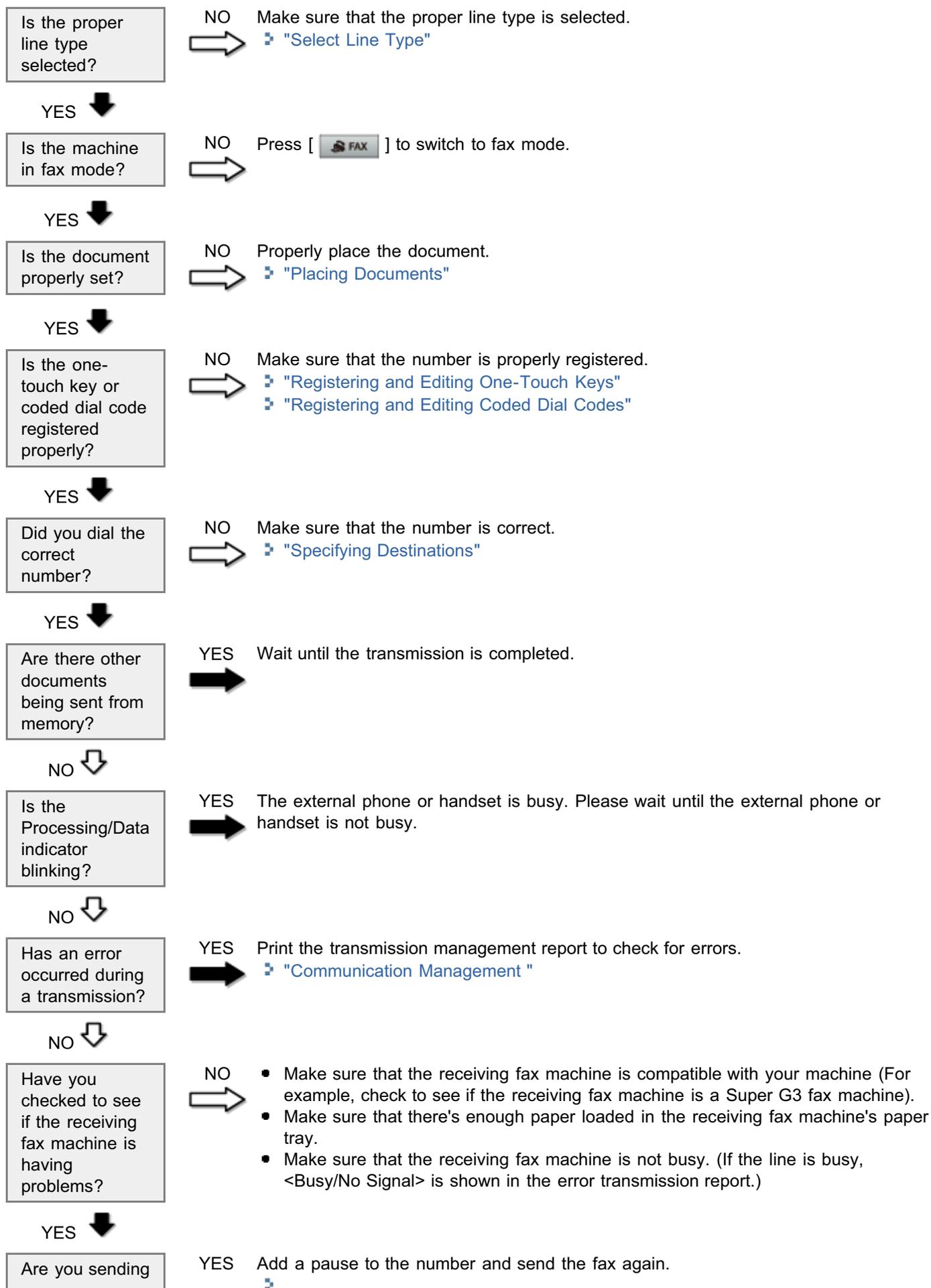
- Make sure that the platen glass or feeder's scanning area is clean.

➤ ["Cleaning the Platen Glass"](#)

➤ ["Cleaning the Feeder Automatically "](#)

➤ ["Cleaning the Feeder "](#)

## Cannot Send a Fax



a fax to an international destination?



"Sending a Fax Abroad (Adding Pauses)"  
Change the initial sending speed.  
➤ "TX Start Speed"

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## Receiving Problems

### See the following sections.

- ❏ Cannot receive a fax automatically.
- ❏ Modes cannot switch automatically between telephone and fax.
- ❏ Cannot receive a fax manually.
- ❏ Cannot receive a fax via the optical line.
- ❏ Faxes cannot be printed, or the images on printouts are spotted or distorted.
- ❏ A received fax is partially cut off.
- ❏ The reception speed is too slow.
- ❏ Cannot obtain documents from information services.
- ❏ Errors occur frequently while receiving faxes.
- ❏ Cannot print received faxes on both sides of paper.

### Cannot receive a fax automatically.

Set the receive mode to one of the following.

- <Fax/Tel Auto Switch>
- <Auto>
- <Answering Machine>
- ❏ "RX Mode"
- ❏ "Changing the Receive Mode"

When <Answering Machine> is set, make sure that an external telephone with the built-in answer function is connected to the machine. Also make sure that it is always turned on and the recorded answering message can be heard anytime.

Print, send, or delete jobs stored in memory.

### Modes cannot switch automatically between telephone and fax.

See the following section:

- ❏ "Modes Cannot Switch Automatically between Telephone and Fax"

### Cannot receive a fax manually.

Make sure the machine is set to receive faxes manually.

- ❏ "Changing the Receive Mode"

Select <Start Receiving> and press [OK]. Then, return the handset to its cradle or enter the remote receive ID. Otherwise, the call will be disconnected.

Remove the document from the feeder and receive the fax manually.

If [  ] (Start) is pressed when a document is set in the feeder, the document will be sent.

### Cannot receive a fax via the optical line.

Use of the optical line is not guaranteed.

### Faxes cannot be printed, or the images on printouts are spotted or distorted.

See the following section:

➤ ["Faxes Cannot Be Printed, or the Images on Printouts Are Spotted or Distorted"](#)

### **A received fax is partially cut off.**

Adjust the paper guides of the paper drawer to fit the paper size.

Specify the correct paper size to load into the paper drawer.

Set <Reduce RX Size> to <On> before adjusting.

➤ ["Reduce RX Size"](#)

### **The reception speed is too slow.**

Contact the sender and verify that the resolution of the sender's machine has been set properly.

### **Cannot obtain documents from information services.**

Make sure to set the telephone line type to tone dialing. If the type is set to the rotary pulse, press [ \* ] (Tone) to switch to tone dialing.

Follow the instructions provided from information services.

### **Errors occur frequently while receiving faxes.**

Ask the sender to check his/her fax machine.

### **Cannot print received faxes on both sides of paper.**

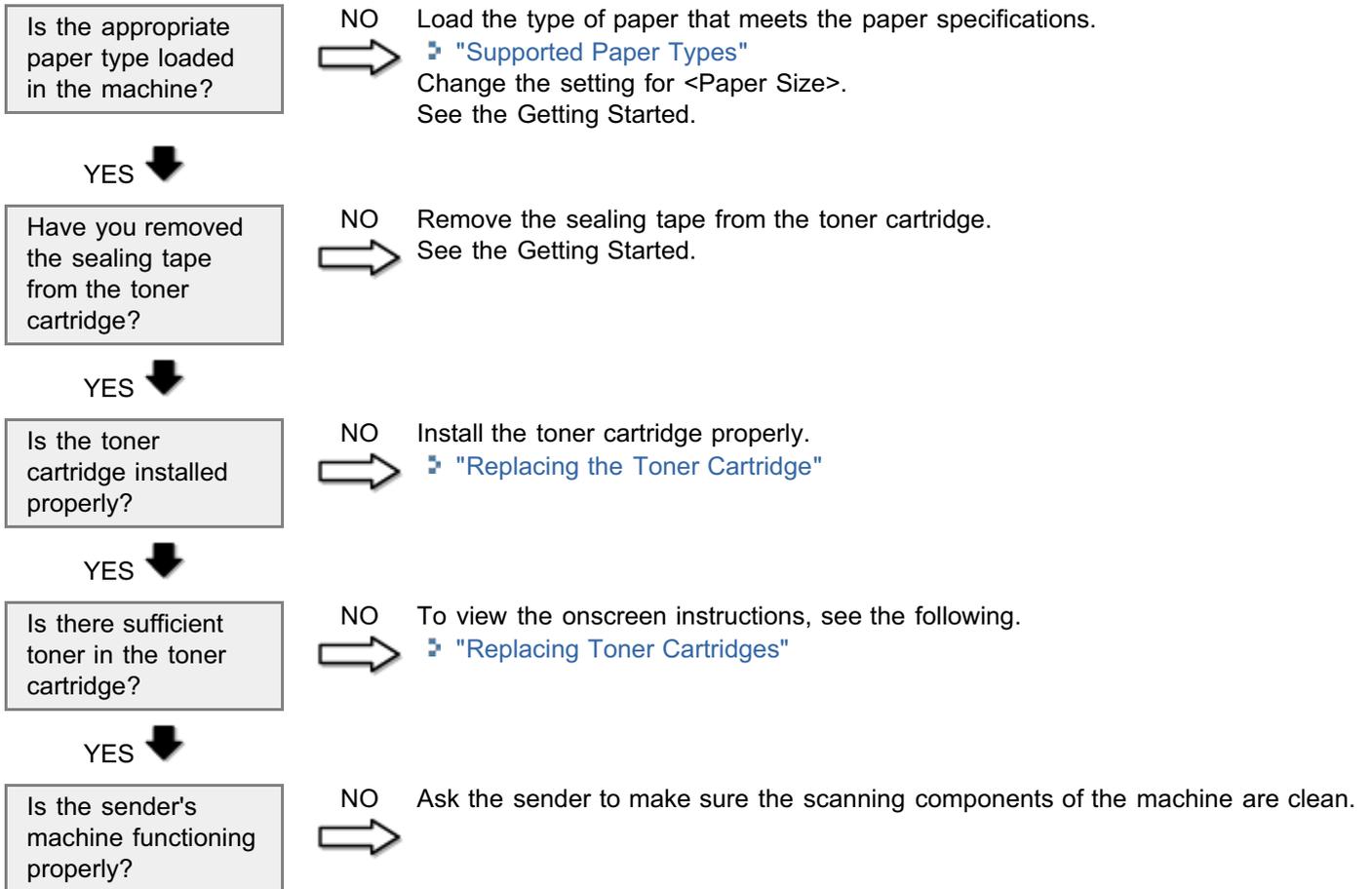
Check the settings specified for 2-sided printing.

➤ ["2-Sided Printing"](#)

## Modes Cannot Switch Automatically between Telephone and Fax



## Faxes Cannot Be Printed, or the Images on Printouts Are Spotted or Distorted



## Copying Problems

### See the following sections.

- ❏ The copy output is hardly readable and copied poorly.
- ❏ Documents are copied with the <Calendar Type> setting if the <Book Type> setting is selected (or vice-versa).
- ❏ The copy output is askew.
- ❏ The alarm sounds or <Memory is full. Scanning canceled. Print?> appears on the screen.
- ❏ Cannot scan highlighted marks
- ❏ Color reproduction is not improved even after Image adjustment
- ❏ Documents cannot be scanned

### The copy output is hardly readable and copied poorly.

- The copy output is too light or has uneven density.
- Vertical white streaks appear on the copy output.
- The copy output has spots and is dirty.
- The copy output is askew.
- Toner does not fix onto paper well.

See the following section.

- ❏ "The Copy Output Is Hardly Readable and Copied Poorly"

### Documents are copied with the <Calendar Type> setting if the <Book Type> setting is selected (or vice-versa).

For a landscape document, one side is copied top-to-bottom and the reverse side bottom-to-top when <Book Type> is selected. When <Calendar Type> is selected, both sides are copied top-to-bottom.

- ❏ "2-Sided Copying"

### The copy output is askew.

Adjust the document guides to fit the document.

- ❏ "Placing Documents in the Feeder "

Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications.

- ❏ "Supported Paper Types"

Adjust the paper guides to the paper size. If the problem persists, load paper with the other side face up, or in an opposite orientation.

- ❏ "Loading Paper"

Make sure that the document return tray or output tray is not full.

### The alarm sounds or <Memory is full. Scanning canceled. Print?> appears on the screen.

Follow the onscreen instructions and solve the problem.

Split the document into smaller subsets or set <Original Type> to <Text/Photo> before you make a copy.

- ❏ "Selecting the Document Type"

### **Cannot scan highlighted marks**

You may be able to improve the problem by setting <Background> to <Off>.

However, back-printing may occur.

➤ "Background"

### **Color reproduction is not improved even after Image adjustment**

Perform <Copy Image Adjustment> again.

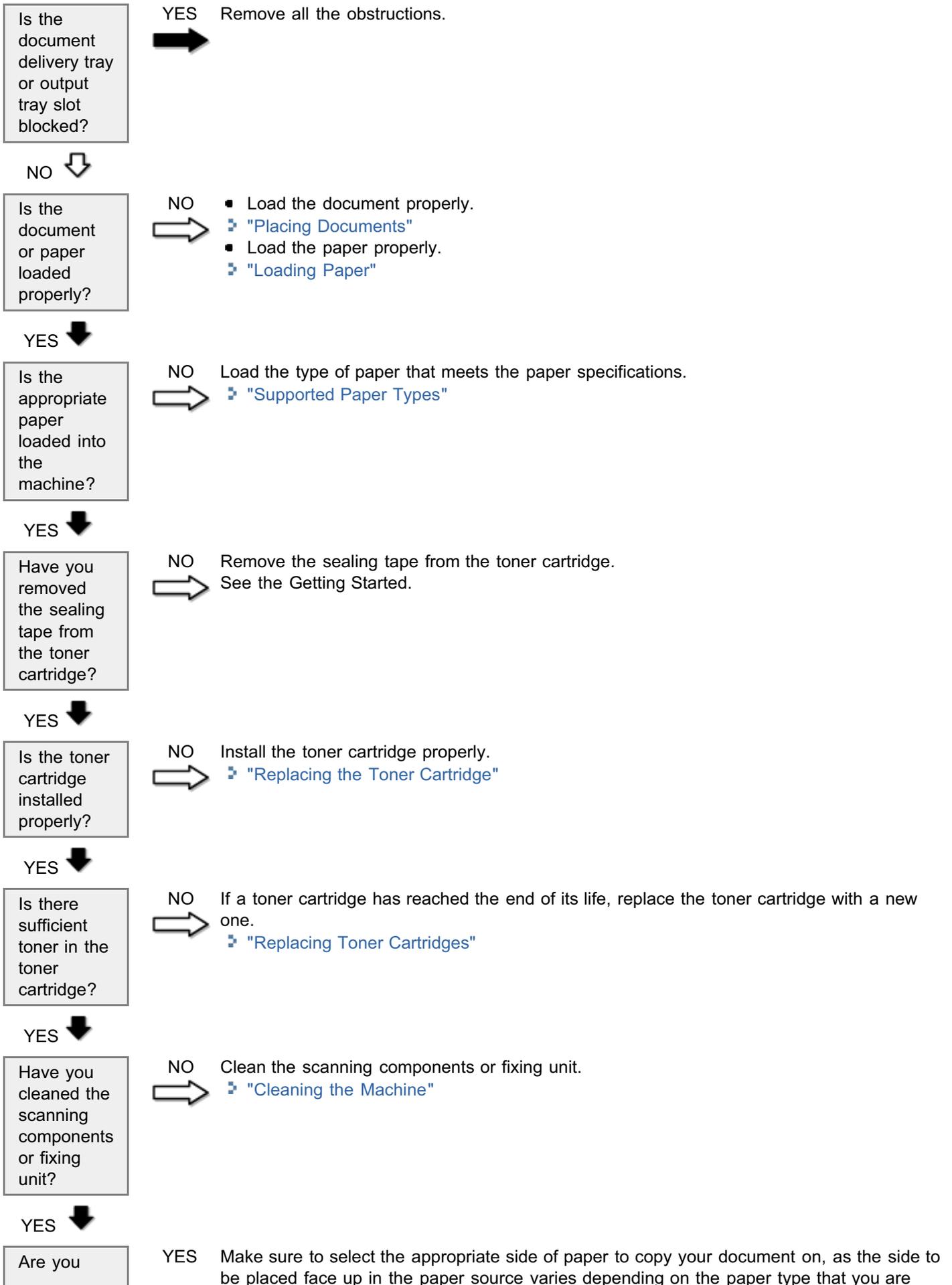
Before doing so, place ten sheets of blank paper on the test chart placed on the platen glass.

➤ "Correcting Copy Images"

### **Documents cannot be scanned**

Up to fifty documents can be loaded in the feeder. The fifty-first and subsequent documents are not scanned.

## The Copy Output Is Hardly Readable and Copied Poorly



copying on  
the correct  
side of the  
paper?



using. If the copy result is not satisfactory, try to copy your document on the other side.

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## Printing Problems

### See the following sections.

- ❏ The printout is hardly readable and printed poorly.
- ❏ Cannot print 2-sided documents.
- ❏ The printout is printed askew.
- ❏ Cannot print documents from a computer.
- ❏ Cannot print over a TCP/IP network.

### The printout is hardly readable and printed poorly.

- The printout is too light or has uneven density.
- Vertical white streaks appear on the printout.
- The printout has spots and is dirty.
- The printout is askew.
- The toner does not flow well into the paper.

See the following section:

- ❏ "The Copy Output Is Hardly Readable and Copied Poorly"

### Cannot print 2-sided documents.

Specify the 2-sided printing options in the printer driver.

- ❏ [See the Online help.](#)

### The printout is printed askew.

Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications.

- ❏ ["Supported Paper Types"](#)

Adjust the paper guides to the paper size. If the problem persists, load paper with the other side face up, or in an opposite orientation.

- ❏ ["Loading Paper"](#)

Make sure that the document return tray or output tray is not full.

### Cannot print documents from a computer.

See the following section:

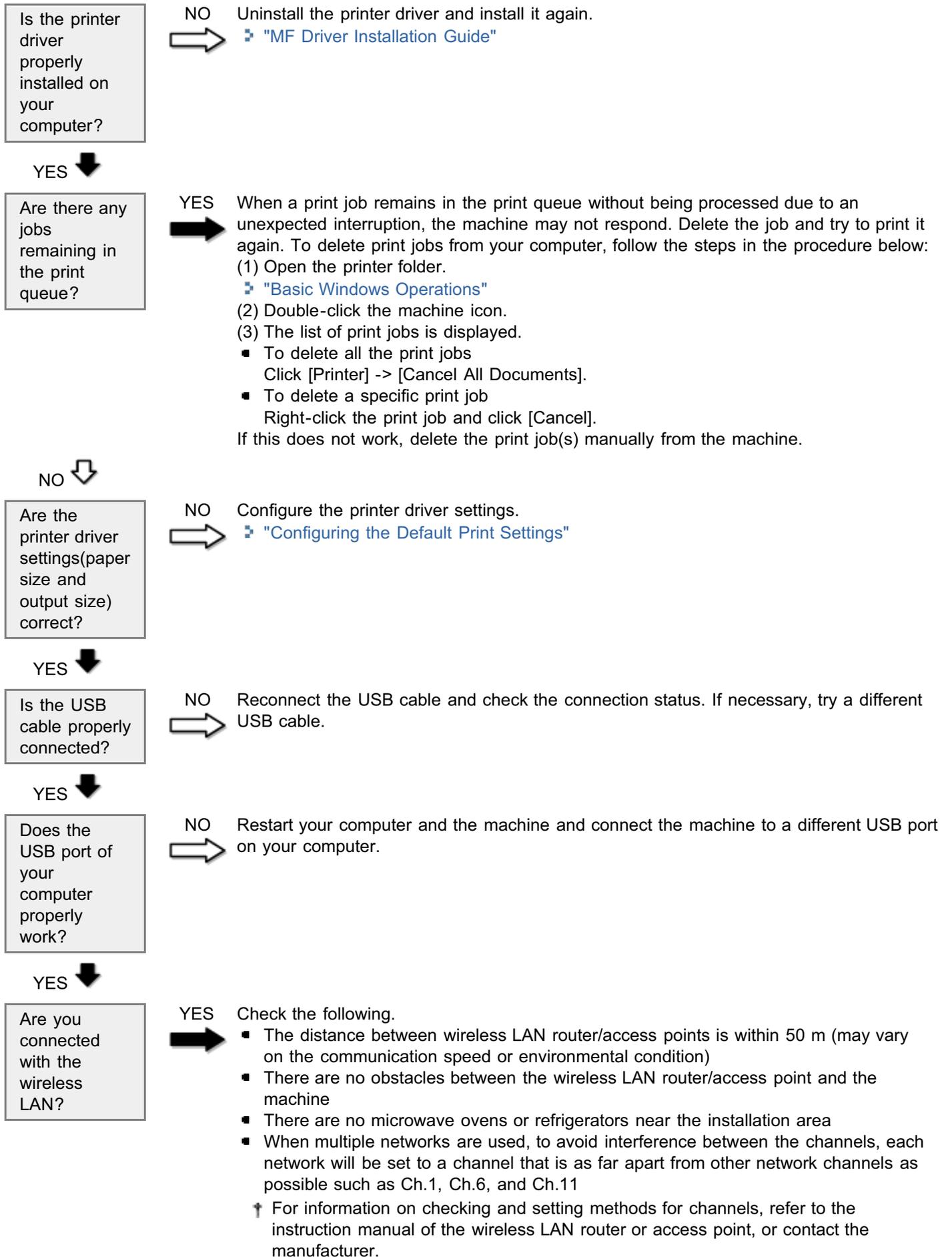
- ❏ ["Cannot Print Documents from a Computer"](#)

### Cannot print over a TCP/IP network.

See the following section:

- ❏ ["Cannot Print over a TCP/IP Network"](#)

## Cannot Print Documents from a Computer

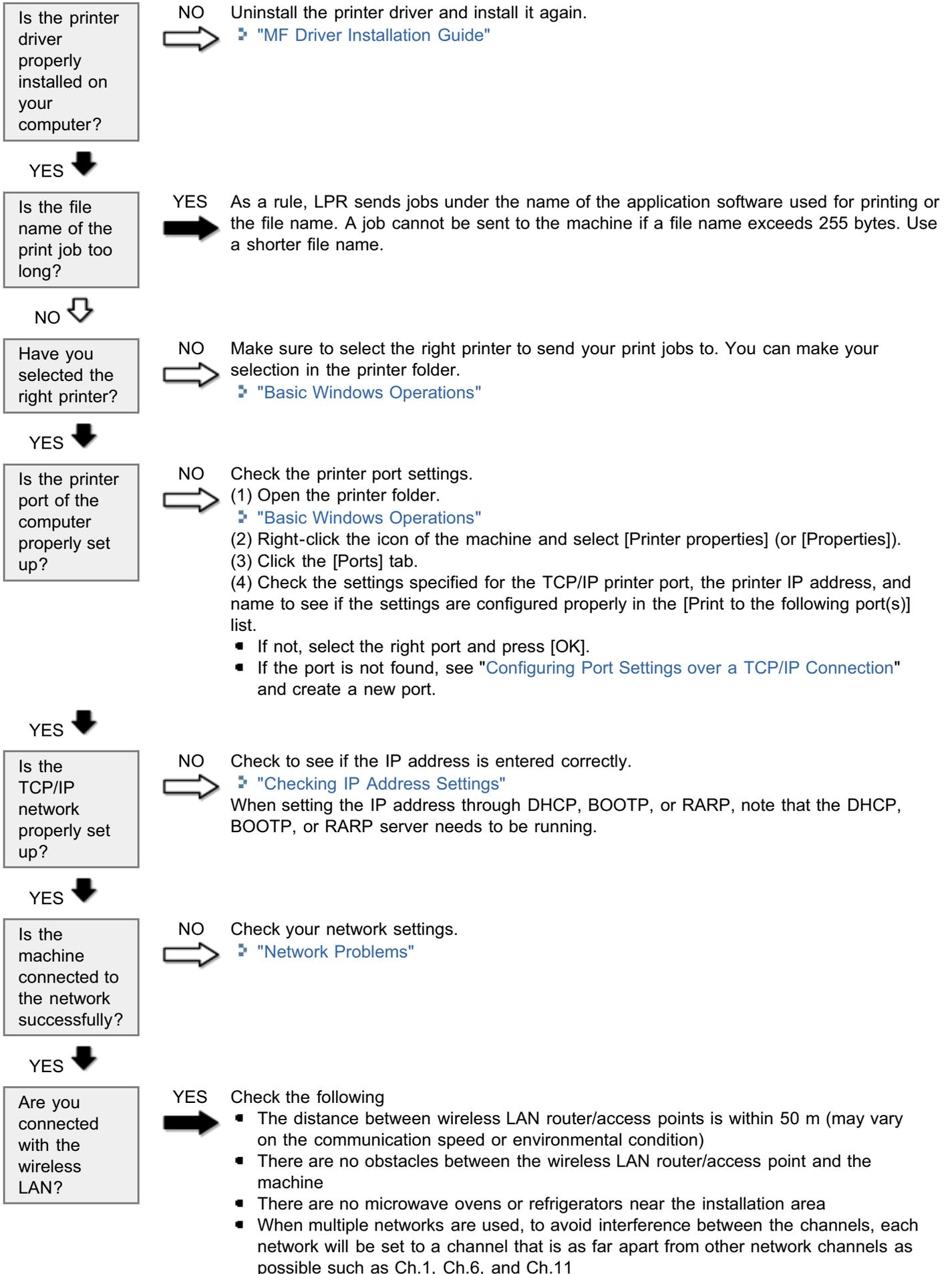


**If there is no improvement**

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

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## Cannot Print over a TCP/IP Network



† For information on checking and setting methods for channels, refer to the instruction manual of the wireless LAN router/access point, or contact the manufacturer.

**If there is no improvement**

Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

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## Scanning Problems

### See the following sections.

- ❏ Cannot scan a document.
- ❏ The scan is too slow.
- ❏ Cannot scan multiple documents to create a combined multi-page PDF file.
- ❏ <An error has occurred.> appears on the operation panel. (When scanning from the operation panel)
- ❏ During scanning, a computer connected to the machine freezes or is disconnected.
- ❏ In the event that applications installed from the User Software and Manuals DVD-ROM that comes with the machine are not properly registered in the MF Toolbox.
- ❏ A different application opens when you want to scan a document.
- ❏ Scanned images are spotted or distorted.
- ❏ A scanned image is displayed larger (or smaller) than its actual size on the computer screen.
- ❏ Cannot scan highlighting marks.

### Cannot scan a document.

Refer to the following section:

- ❏ "Cannot Scan a Document"

### The scan is too slow.

When connecting the wireless LAN router or access point, check the following.

- The distance between wireless LAN router and access points is within 50 m (may vary on the communication speed or environmental condition).
  - There are no obstacles between the wireless LAN router or access point and the machine.
  - There are no microwave ovens or refrigerators near the installation area.
  - When multiple networks are used, to avoid interference between the channels, each network will be set to a channel that is as far apart from other network channels as possible such as Ch.1, Ch.6, and Ch.11.
- † For information on checking and setting methods for channels, refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.

If the scan is still slow, turn OFF the machine and wait for at least 10 seconds before turning it back ON.

### Cannot scan multiple documents to create a combined multi-page PDF file.

Start ScanGear MF, access the Preferences dialog box, and clear the check box next to [Automatically Quit ScanGear after Scanning] before you perform a scan. When this check box is selected, you can only perform a scan from the platen glass.

### <An error has occurred.> appears on the operation panel. (When scanning from the operation panel)

Close the MF Toolbox and scan the document again.

### During scanning, a computer connected to the machine freezes or is disconnected.

Quit all running applications to increase the memory usage.

Make sure that the machine has sufficient free hard disk space when scanning documents at a high resolution. To scan

an A4-sized document at a resolution of 600 dpi in full color, for example, a minimum of 300 MB of free space is required.

If an error occurs while scanning a specific image for Photoshop, access the [Edit] menu, select [Preferences], and click [Memory & Image Cache]. Set [Memory Usage] somewhere between 50 and 60 %.

The scanner driver may not be installed properly. Uninstall the software and install it again.

➤ ["MF Driver Installation Guide"](#)

### **In the event that applications installed from the User Software and Manuals DVD-ROM that comes with the machine are not properly registered in the MF Toolbox.**

Applications are automatically registered to the MF Toolbox once they have been installed. They are not, however, if installed while the MF Toolbox is open. To access these applications from the toolbox, you need to manually register them to the toolbox.

➤ ["Using the MF Toolbox"](#)

### **A different application opens when you want to scan a document.**

Register the appropriate application in the MF Toolbox.

➤ ["Using the MF Toolbox"](#)

### **Scanned images are spotted or distorted.**

Clean the platen glass and feeder's scanning area.

Scanned images cannot be displayed correctly if displayed smaller than the actual size, depending on the application. Scale the images to 100 %.

Set the display colors to "High Color (16-bit or 24-bit)" or higher in [Display Properties].

### **A scanned image is displayed larger (or smaller) than its actual size on the computer screen.**

Try one of the following to set the appropriate resolution.

- Enlarge or reduce the image size in the application that you are using. In an application such as MS Paint or Imaging, an image may be displayed larger than its actual size and cannot be scaled down.
- To solve this problem, scan the image again at a different resolution. If scanned at a higher resolution, the image is displayed larger than its actual size, and vice versa.

➤ ["Determining Resolution"](#)

### **Cannot scan highlighting marks.**

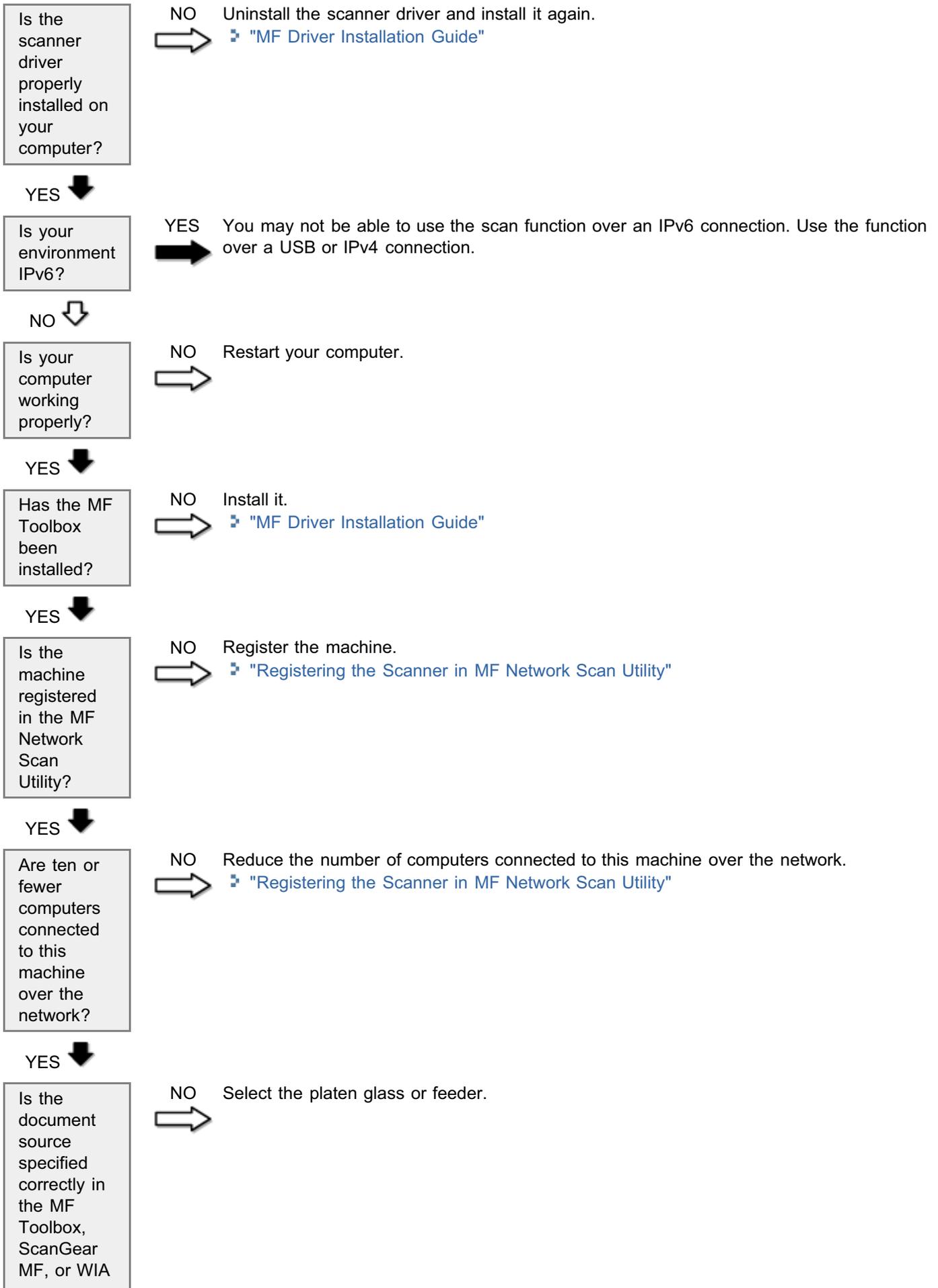
- Specify [Scan Mode] of MF Toolbox to [Color (Magazine)]. If you cannot change [Scan Mode] of MF Toolbox, specify [Select Source] in the Simple Mode of ScanGear MF to [Magazine (Color)].

➤ ["Using the Simple Mode"](#)

- If the condition does not get improved, clear [Use Unsharp Mask] check box in the Advanced Mode of ScanGear MF.

➤ ["Using the Advanced Mode"](#)

## Cannot Scan a Document



driver?

YES ↓

Is your USB hub or repeater working properly?

NO →

Connect the USB cable directly to a computer and scan your document to see if it works properly. If the scan completes successfully, make sure that your USB hub or repeater works properly.

YES ↓

Are you using a USB 2.0-compatible USB hub?

YES →

Follow the steps in the procedure below:

- Connect a USB cable directly to the computer.
- If your computer has two or more USB ports, connect the machine to another USB port.

If the problem still persists, follow the steps in the procedure below to modify the INI file. We recommend that a backup copy of the file be created before modifying the file.

(1) Open the following files in Notepad or a text editor application.

- Windows XP/Vista/7/8  
windows\system32\CNCMFP46.INI

(2) In the [ScanSize] section, change "Read512Bytes=0" to "Read512Bytes=1" and save the file. Do not modify any other parts.

NO ↓

After installing the software that comes with this machine, did you install a TWAIN-compatible application?

YES →

There is a possibility that TWAIN may have been replaced by a wrong one. If this happens, you are unable to perform a scan. To solve the problem, uninstall the software and install it again.

- ["MF Driver Installation Guide"](#)

NO ↓

Is the machine recognized in [Scanners and Cameras] in Windows?

NO →

Make sure the machine is recognized.

(1) Open the [Scanners and Cameras] folder or [Scanners and Cameras Properties] folder.

- ["Basic Windows Operations"](#)

(2) The machine is recognized when the driver for the machine is displayed. If not, uninstall the software and install it again.

- ["MF Driver Installation Guide"](#)

## Telephone Problems

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### See the following sections.

- ❖ Calls do not connect or the wrong number is dialed.

### **Calls do not connect or the wrong number is dialed.**

When you hear the dial tone, enter the number where you want your calls. If you enter the number before you hear the dial tone, the call may not connect, or you may inadvertently dial the wrong number.

## Network Problems

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- ❏ "Wired LAN Troubles"
  - ❏ "Wireless LAN Troubles (MF6180dw Only)"
-

## Wired LAN Troubles

### Check the following sections.

- Remote UI is not displayed.
- The printer port name is not displayed in [Print to the following port(s)]
- The machine automatically connects to the wrong destination via the dial-up connection (when using a dial-up router)

### Remote UI is not displayed.

Check network connection.

- "Checking Network Connection (Wired LAN)"

Check whether the IP address of the machine matches the subnetwork address of the computer's IP address. The machine's default settings have <DHCP> and <Auto IP> enabled, so it obtains an IP address automatically. If the subnetwork addresses of the machine and the computer do not match, set the IP address of each device manually to have the same subnetwork address.

- "Setting the IP Address"

You can check IP address of the machine:

- "Checking IP Address Settings"

#### How to recognize general network addresses

When the subnet mask is set as "255.255.255.0", it is the same as the value which the rightmost IP address separated by a period is replaced with a "0".

- Ex.:
  - IP Address: 192.168.127.123
  - Subnet Mask: 255.255.255.0
  - Subnetwork address of the above example: 192.168.127.0

† You cannot configure connection beyond routers. Use it within the same segment (an environment which does not go beyond a router).

Make sure that <IPv4 Address Filter>, <IPv6 Address Filter> or <MAC Address Filter> is not specified for the machine. If it is specified, change the setting so that IP address and MAC address of your computer can be permitted.

- "Restricting Sending/Receiving to/from Specific IP Addresses"
- "Restricting Sending/Receiving to/from Specific MAC Addresses"

Check to see if <SNMPv1 Settings> or <SNMPv3 Settings> is set to <Off> for the machine.

You may not be able to specify and browse each item of the machine from utility software that uses the SNMP protocol to obtain the information. Change <SNMPv1 Settings> or <SNMPv3 Settings> to <On>.

- † You can set <On> to both <SNMPv1 Settings> and <SNMPv3 Settings>.
- † When <SNMPv1 Settings> is set to <On>, the machine cannot be recognized when accessed from the utility software with a community name different from the machine setting. If it cannot be recognized, check your community name.

- "Monitoring/Controlling Devices by SNMP (SNMP Setting)"

Make sure that <Dedicated Port Settings> is <On>.

- "Setting the Dedicated Port"

### The printer port name is not displayed in [Print to the following port(s)]

Make sure that the correct printer driver is installed to your computer.

When switched to wired LAN connection from the other method (USB connection or wireless LAN connection), uninstall the MF driver.

Once uninstallation is complete, reinstall the MF driver.

["MF Driver Installation Guide"](#)

Check the printer folder to make sure that the printing destination of the computer is set to the machine.

### **The machine automatically connects to the wrong destination via the dial-up connection (when using a dial-up router)**

If the broadcast does not need to traverse the dial-up router, configure the dial-up router so that the broadcast does not traverse it. If the broadcast needs to traverse the dial-up router, run a check the dial-up router settings.

When a DNS server exists in the external network, specify the destination IP address instead of the host name. This also applies when the device to which you want to connect the machine and the machine exist on the same network.

When a DNS server and the machine exist on the same network and the device registered on the DNS server exists in the external network, run a check the settings.

## Checking Network Connection (Wired LAN)

Can you connect your computer to the internet?



No Connect the power cable for the router, etc., the network cables and so forth. If the power to the router and other devices is turned off, turn it on.  
**When you cannot connect to the internet even after checking** Restart each device. Wait a short while and then check whether the computer can connect to the internet.  
↑ For the restart procedure, the network connection method and so forth, see the instruction manual provided with each device, or contact the manufacturer.

YES ↓

Is the machine's power turned ON?



No Turn ON the machine.  
**If the machine is already ON** Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

YES ↓

Is the machine connected to the router or hub using the correct LAN cable?



No Use a Category 5 or higher twisted pair cable for the LAN.

YES ↓

### When using the router

Is the LAN cable for the machine and computer connected to the router LAN port?



No If the cable is connected to the WAN port of the router (or the internet port), connect it to the LAN port.  
If the LAN cable is loose, connect it properly.  
↑ For instructions on how to connect, refer to the instruction manual of the router you are using, or contact the manufacturer.

YES ↓

Is the wired LAN set to the wired/wireless LAN machine?



No Select <Wired LAN> under <Select Wired/Wireless LAN> > in Network Settings.  
➤ ["Switching the Connection Method to Wireless LAN or Wired LAN \(MF6180dw Only\)"](#)

## Wireless LAN Troubles (MF6180dw Only)

### See the following sections.

- The SSID of the wireless LAN router/access point is not displayed in the list of access points
- The Remote UI is not displayed
- Do not know the SSID or network key for the wireless LAN router/access point
- The connection is bad (Slow or unavailable connection)
- Unable to communicate after turning the power OFF and ON to restart the machine
- The printer port name is not displayed in [Print to the following port(s)]
- The machine automatically connects to the wrong destination via the dial-up connection (when using a dial-up router)
- When security settings on the wireless LAN router/access point are changed

### The SSID of the wireless LAN router/access point is not displayed in the list of access points

Check the SSID of the wireless LAN router or access point using Canon MF/LBP Wireless Setup Assistant, and repeat the setup again.

- "Checking the SSID or Network Key of the Wireless LAN Router/Access Point"
- "Setting by Manually Selecting an Access Point"

Check network connection.

- "Checking Network Connection (Wireless LAN)"

If the access point cannot be determined even after checking the network connection, check the security settings of the wireless LAN router or access point, and repeat the setup again.

- "When security settings on the wireless LAN router/access point are changed"

### The Remote UI is not displayed

Check the DHCP function of the wireless LAN router or access point network key.

At factory shipment, the machine's default settings have <DHCP> and <Auto IP> enabled so it obtains an IP address automatically.

Enable the DHCP function on the wireless LAN router or access point and repeat the setup again.

- † DHCP function: A function that automatically assigns an IP address and other necessary information to each device connected to a network or a computer that is connected to a network. For information on checking and setting methods, refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.

Check whether the IP address of the machine matches the subnetwork address of the computer's IP address. If the subnetwork addresses do not match, change each of the machine's IP address so they match.

- "Setting the IP Address"

To view the IP address of the machine, follow the steps below.

- "Checking IP Address Settings"

#### General Network Address Determination Method

When the subnet mask is set as "255.255.255.0", it is the same value as the IP address with the part that is furthest to the right replaced by a "0".

- Ex.:
  - IP Address: 192.168.127.123
  - Subnet Mask: 255.255.255.0
  - Subnetwork address of the above example: 192.168.127.0

- † A connection cannot be made across a router. Use within the same segment (in an environment that does not cross a router).

Check whether you have selected the wrong SSID.

Check the SSID of the wireless LAN router or access point using Canon MF/LBP Wireless Setup Assistant, and repeat the setup again.

- ["Checking the SSID or Network Key of the Wireless LAN Router/Access Point"](#)
- ["Setting by Manually Selecting an Access Point"](#)

Check the wireless LAN router or access point network key (WEP key.)

Enter the correct network key (WEP key) and repeat the setup again.

- ↑ For information on how to check the network key (WEP key), refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.

Make sure that <IPv4 Address Filter>, <IPv6 Address Filter> or <MAC Address Filter> is not specified for the machine. If it is specified, change the setting so that IP address and MAC address of your computer can be permitted.

- ["Restricting Sending/Receiving to/from Specific IP Addresses"](#)
- ["Restricting Sending/Receiving to/from Specific MAC Addresses"](#)

Check to see if <SNMPv1 Settings> or <SNMPv3 Settings> is set to <Off> for the machine.

You may not be able to specify and browse each item of the machine from utility software that uses the SNMP protocol to obtain the information.

Change <SNMPv1 Settings> or <SNMPv3 Settings> to <On> when it is set to <Off>.

- ↑ You can set <On> to both <SNMPv1 Settings> and <SNMPv3 Settings>.
- ↑ When <SNMPv1 Settings> is set to <On>, the machine cannot be recognized when accessed from the utility software with a community name different from the machine setting. If it cannot be recognized, check your community name.

- ["Monitoring/Controlling Devices by SNMP \(SNMP Setting\)"](#)

Make sure that <Dedicated Port Settings> is <On>.

- ["Setting the Dedicated Port"](#)

## **Do not know the SSID or network key for the wireless LAN router/access point**

Check the SSID of the wireless LAN router or access point using the Canon MF/LBP Wireless Setup Assistant.

- ["Checking the SSID or Network Key of the Wireless LAN Router/Access Point"](#)

## **The connection is bad (Slow or unavailable connection)**

Check network connection. See the Getting Started.

### **When multiple networks are used**

Check whether each communication channel of the wireless LAN router or access point is spaced five or more channels apart.

Not setting the channels far enough away from one another may cause interference. Set the channel as far apart from other network channels as possible such as Ch.1, Ch.6, and Ch.11.

- ↑ For information on checking and setting methods for channels, refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.

## **Unable to communicate after turning the power OFF and ON to restart the machine**

If the machine's power is turned OFF and ON it is because a new IP address has been assigned. When using DHCP, consult your network administrator and perform one of the following:

- Setting the DNS Dynamic Update function
  - ["Setting IPv4 DNS"](#)
- Setting the machine so that it uses the same IP address every time it starts up

### **The printer port name is not displayed in [Print to the following port(s)]**

Make sure that the correct printer driver is installed to your computer.

When switched to wireless LAN connection from the other method (USB connection or wired LAN connection), uninstall the MF driver.

Once uninstallation is complete, reinstall the MF driver.

- ["MF Driver Installation Guide"](#)

Check the printer folder to make sure that the printing destination of the computer is set to the machine.

### **The machine automatically connects to the wrong destination via the dial-up connection (when using a dial-up router)**

If the broadcast does not need to traverse the dial-up router, configure the dial-up router so that the broadcast does not traverse it. If the broadcast needs to traverse the dial-up router, run a check the dial-up router settings.

When a DNS server exists in the external network, specify the destination IP address instead of the host name. This also applies when the device to which you want to connect the machine and the machine exist on the same network.

When a DNS server and the machine exist on the same network and the device registered on the DNS server exists in the external network, run a check the settings.

### **When security settings on the wireless LAN router/access point are changed**

Certain settings on the wireless LAN router or access point will not allow connection/communication with the machine. Connection/communication with the machine is not possible under the following settings.

- † For information on wireless LAN router or access point settings, refer to the instruction manual of the wireless LAN router or access point, or contact the manufacturer.

#### **The machine is not able to find the wireless LAN router/access point for the following**

- Stealth function: Enabled
  - A function that prevents a wireless LAN router or access point from displaying its SSID on other devices.
    - † To connect without disabling the stealth function, enter the settings manually.
      - ["Setting by Manually Entering SSID"](#)
- Deny ANY: Enabled
  - A function on a wireless LAN router or access point that denies connection with a device whose SSID is set to "Any" or is left empty.
    - † To connect without disabling Deny ANY, enter the settings manually.
      - ["Setting by Manually Entering SSID"](#)

#### **The machine cannot connect with the wireless LAN router/access point**

- MAC address filtering: The MAC addresses of the machine or certain computers are denied access.
  - A function on the wireless LAN router or access point that denies communication with all devices other than those whose MAC addresses (a unique identifier number given to each device) are registered in the wireless LAN router

or access point.

**The Remote UI is not displayed because the machine cannot communicate with the wireless LAN router/access point**

- WEP key number that you are using: Set from 2 to 4
  - † To communicate without changing the settings of the wireless LAN router/access point, input the settings manually.
- ↳ "Setting by Manually Entering SSID"
  - Automatically generated WEP key on wireless LAN router or access point (Hexadecimal)
    - † To communicate without changing the settings of the wireless LAN router/access point, input the settings manually.

## Checking Network Connection (Wireless LAN)

Can you connect your computer to the internet?



- NO Complete the computer and wireless LAN router or access point settings. Connect the wireless LAN router or access point power cables, network key and so forth properly. If the power to the wireless LAN router or access point is turned off, turn it on.
- When you cannot connect to the internet even after checking** Restart each device. Wait a short while and then check whether the computer can connect to the internet.
- † For the restart procedure, the network connection method and so forth, see the instruction manual provided with each device, or contact the manufacturer.

YES ↓

Is the machine's power turned ON?



- NO Turn ON the machine.
- If the machine is already ON** Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

YES ↓

Does the installation area of the wireless LAN router or access point and machine conform to the following?



- NO Install the machine and wireless LAN router or access point in an area that meets the installation conditions on the left.
- ❖ "Installation and Handling"

- The distance between access points is within 50 m (may vary on the communication speed or environmental condition)
- There are no obstacles between the access point and the machine
- No microwave ovens or refrigerators in the vicinity

YES ↓

After the above have been checked, perform the setup operation again.

- ❖ "Setting the Machine Using WPS (Push Button Mode)"
- ❖ "Setting the Machine Using WPS (PIN Code Mode)"
- ❖ "Setting by Manually Selecting an Access Point"
- ❖ "Setting by Manually Entering SSID"

## Installation and Uninstallation Problems

### See the following sections.

- ❏ Cannot install the software.
- ❏ It takes too long to uninstall the drivers (Windows XP).
- ❏ The [Canon] folder remains in the Start menu after the software has been uninstalled.
- ❏ Cannot use the software after the operating system on your computer has been upgraded to Windows XP/Vista/7/8.

### Cannot install the software.

When you are in an IPv6 environment, the DVD-ROM setup screen may not appear, and you cannot install the MF drivers. Install the drivers using the WSD port.

❏ ["MF Driver Installation Guide"](#)

† You may not be able to use the scan function over an IPv6 connection.

Follow the onscreen instructions to install the software. If an error occurs during the installation, uninstall the software, restart your computer, and install it again.

❏ ["MF Driver Installation Guide"](#)

Quit all running applications and install the software again.

### It takes too long to uninstall the drivers (Windows XP).

Quit all running applications (including anti-virus software) before uninstalling the software.

### The [Canon] folder remains in the Start menu after the software has been uninstalled.

Uninstall the MF Toolbox first before uninstalling the MF drivers. If you uninstall the MF drivers first, the [Canon] folder may remain after the MF Toolbox has been uninstalled.

Follow the steps in the procedure below to remove the folder:

- **For Windows XP**  
Right-click the [Start] menu and open Windows Explorer. From [All Users], select [Start Menu] -> [Programs] and delete the [Canon] folder.
- **For Windows Vista**  
Right-click the [Start] menu and select [Explore All Users]. From [Programs] in [Start Menu], delete the [Canon] folder.
- **For Windows 7**  
Delete the [Canon] folder in [All Programs] under the [Start] menu.

### Cannot use the software after the operating system on your computer has been upgraded to Windows XP/Vista/7/8.

Uninstall the software for this machine before upgrading the operating system on your computer. Once the upgrade has been complete, reinstall the software.

❏ ["MF Driver Installation Guide"](#)

## Miscellaneous Problems

### See the following sections.

- ❖ Steam is emitted from the machine's output area.
- ❖ Water droplets form on the back side of the operation panel and in the output area.
- ❖ The machine makes a clicking sound.
- ❖ The settings that you specified are not enabled or saved.

### Steam is emitted from the machine's output area.

Use only dry paper in the machine. Moisture evaporates from damp paper due to the heat generated inside the fixing unit (it is most likely to occur at low room temperatures). This is not a malfunction, but you can prevent this by using a stack of new unopened paper.

Should you smell something burning, immediately turn OFF the machine, unplug the power plug from the AC power outlet, and contact your local authorized Canon dealer or the Canon help line. Continued use may lead to a fire or electrical shock.

### Water droplets form on the back side of the operation panel and in the output area.

Use only dry paper in the machine. Moisture evaporates from damp paper due to the heat generated inside the fixing unit (it is most likely to occur at low room temperatures). This is not a malfunction, but you can prevent this by using a stack of new unopened paper.

Should you smell something burning, immediately turn OFF the machine, unplug the power plug from the AC power outlet, and contact your local authorized Canon dealer or the Canon help line. Continued use may lead to a fire or electrical shock.

### The machine makes a clicking sound.

Make sure that the telephone cable is correctly connected. Check to see if the telephone cable is connected to the external device port and the device cable is connected to the telephone line port mistakenly.

See the Getting Started.

### The settings that you specified are not enabled or saved.

If the machine is turned OFF immediately after changes have been made to the settings from the operation panel or the Remote UI, the changes may not be saved on the machine.

Wait for approximately five seconds after changes have been made to the settings and turn OFF the machine.

## Printing Results Are Not Good

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### **Paper curls or creases.**

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- ❖ "Paper Curls"
- ❖ "Paper Creases"



### **Lines, unevenness or smudge marks appear.**

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- ❖ "Vertical Lines Not in the Original Appear"
- ❖ "Vertical Streaks Appear on the Output"
- ❖ "Toner Smudges and Spatters Appear around Text and Images"
- ❖ "The Bottom Edge of Paper or Following Paper Has Smudge Marks"



### **Printout is missing or has unneeded space.**

---

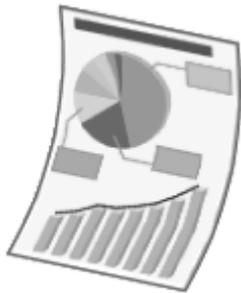
- ❖ "A Portion of the Page Is Not Printed"

#### **NOTE**

#### **To contact your local authorized Canon dealer**

When a problem occurs that is not suggested in the e-Manual, or a problem persists if you follow the instructions, or you cannot determine the nature of the problem, contact your local authorized Canon dealer.

## Paper Curls



Try one of the following to solve the problem.

### <Cause 1> Damp paper is used.

<b>Solution 1</b>	Replace the paper stack with new unopened one. ➤ <a href="#">"Supported Paper Types"</a>										
<b>Solution 2</b>	Follow the steps in the procedure below when plain paper (60 to 89 g/m <sup>2</sup> ) is loaded. <ol style="list-style-type: none"><li>1. Access the [Page Setup] tab.</li><li>2. Set [Paper Type] to [Plain Paper L].</li></ol>										
<b>Solution 3</b>	Change the <Special Mode V> setting from the operation panel. ➤ <a href="#">"Special Mode"</a> The effect becomes greater as the number goes up. <table><tr><td>&lt;Off&gt;</td><td>-&gt;</td><td>&lt;Mode 1&gt;</td><td>-&gt;</td><td>&lt;Mode 2&gt;</td></tr><tr><td>(low)</td><td></td><td></td><td></td><td>(high)</td></tr></table> <ul style="list-style-type: none"><li>† Paper curls and creases can be minimized by changing the paper type and usage conditions, without needing to change the setting.</li><li>† The more effective the setting becomes, the slower the print speed.</li></ul>	<Off>	->	<Mode 1>	->	<Mode 2>	(low)				(high)
<Off>	->	<Mode 1>	->	<Mode 2>							
(low)				(high)							

### <Cause 2> The paper type loaded is not appropriate.

<b>Solution</b>	Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications. ➤ <a href="#">"Supported Paper Types"</a>
-----------------	---

## Paper Creases



Try one of the following to solve the problem.

### <Cause 1> The paper stack is not loaded correctly.

#### Solution

Load the paper stack correctly.  
➤ ["Loading Paper"](#)

### <Cause 2> Damp paper is used.

#### Solution

Replace the paper stack with new unopened one.  
➤ ["Supported Paper Types"](#)

### <Cause 3> The paper type loaded is not appropriate.

#### Solution

Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications.  
➤ ["Supported Paper Types"](#)

### <Cause 4> There is a foreign object inside the machine.

#### Solution

Remove the foreign object from the machine.

### <Cause 5> Paper creases due to the paper type used or usage conditions of the machine.

#### Solution

Change the <Special Mode V> setting from the operation panel.

➤ ["Special Mode"](#)

The effect becomes greater as the number goes up.

<Off> -> <Mode 1> -> <Mode 2>

(low)

(high)

† Paper curls and creases can be minimized by changing the paper type and usage conditions, without needing to change the setting.

† The more effective the setting becomes, the slower the print speed.

## Vertical Lines Not in the Original Appear

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Perform one of the following solutions according to the cause.

### <Cause> The scanning portion is dirty.

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Solution	Clean the scanning portion. ➤ "Cleaning the Feeder "
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## Vertical Streaks Appear on the Output



Try one of the following to solve the problem.

### <Cause 1> Due to the paper type or usage conditions, vertical streaks appear on the output.

<b>Solution 1</b>	Replace the paper stack with new unopened one. ❖ "Supported Paper Types"
<b>Solution 2</b>	<p><b>To copy</b> Change the &lt;Special Mode Z&gt; setting from the operation panel.</p> <p><b>To print from USB Direct Print or a computer</b> For USB Direct Print, change the &lt;Special Mode X&gt; setting in the operation panel. To print from a computer, change the [Special Print Adjustment] setting in the print driver. ❖ "Special Mode"</p> <p>The effect becomes greater as the number goes up.</p> <p>&lt;Off&gt; -&gt; &lt;Mode 1&gt; -&gt; &lt;Mode 2&gt; -&gt; &lt;Mode 3&gt; (low) (high)</p> <ul style="list-style-type: none"><li>↑ Streaks can be minimized by changing the paper type or usage conditions, without needing to change the setting.</li><li>↑ The more effective the setting, the lower the density becomes. Additionally, the outline of text and images may be reproduced less clearly, and images may appear slightly jagged.</li><li>↑ If you cannot solve the problem even setting &lt;Special Mode X&gt;, set &lt;Special Mode D&gt; to &lt;On&gt;.</li></ul>
<b>Solution 3</b>	<p><b>To print received faxes or the print report</b> Change the &lt;Special Mode C&gt; setting to &lt;On&gt; from the operation panel.</p> <p><b>To apply the solutions to all the jobs</b> Change the &lt;Special Mode D&gt; setting to &lt;On&gt; in the print driver. ❖ "Special Mode"</p> <ul style="list-style-type: none"><li>↑ Streaks can be minimized by changing the paper type or usage conditions, without needing to change the setting.</li><li>↑ If you set this option to &lt;On&gt;, the printing speed will be slow.</li></ul>

### <Cause 2> The toner cartridge was replaced recently, or the machine has not printed anything for an extended period of time.

	Change the setting of <Special Mode B> from the operation panel. ❖ "Special Mode"
--	--

**Solution**

The effect becomes greater as the number goes up.

<Off> -> <Mode 1> -> <Mode 2> -> <Mode 3>

(low)

(high)

- † Streaks can be minimized by changing the paper type or usage conditions, without needing to change the setting.
  - † If you set this option to <On>, the printing speed will be slow.
-

## Toner Smudges and Spatters Appear around Text and Images



Try one of the following to solve the problem.

### <Cause 1> The paper type loaded is not appropriate.

#### **Solution**

Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications.  
➤ ["Supported Paper Types"](#)

### <Cause 2> Due to the paper type (for example, heavy paper) or usage conditions (for example, dry conditions), toner smudges and spatters appear on the output.

#### **Solution**

Change the <Special Mode U> setting to <On> from the operation panel.

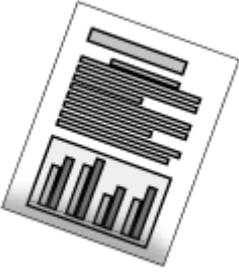
➤ ["Special Mode"](#)

† Set this setting to <Off> unless the above mentioned problem occurs.

† The print quality may become lower when this setting is enabled, depending on the paper type used (for example, thin paper) or usage conditions (humid conditions).

## The Bottom Edge of Paper or Following Paper Has Smudge Marks

---



Perform following procedure.

### <Cause> A document with no margins was printed.

---

<b>Solution 1</b>	Data is printed with a margin of 5 mm (10 mm for envelopes). Provide a margin around the data. <a href="#">▶ "Printable Area"</a>
<b>Solution 2</b>	Perform the following procedure in the printer driver. <ol style="list-style-type: none"><li>1. Display the [Finishing] tab.</li><li>2. Click [Advanced Settings].</li><li>3. Set [Enlarge Print Area] to [Off].</li></ol>

---

## A Portion of the Page Is Not Printed

---



Perform one of the following solutions according to the cause.

### <Cause> A document with no margins was printed.

---

<b>Solution 1</b>	Data is printed with a margin of 5 mm (10 mm for envelopes). Provide a margin around the data. ➤ <a href="#">"Printable Area"</a>
<b>Solution 2</b>	Perform the following procedure in the printer driver. <ol style="list-style-type: none"><li>1. Display the [Finishing] tab.</li><li>2. Click [Advanced Settings].</li><li>3. Set [Enlarge Print Area] to [Off].</li></ol>

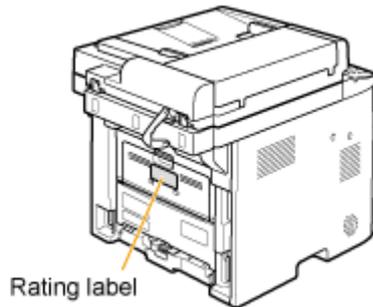
---

## When a Problem Cannot Be Resolved

If you cannot solve the problem after having referred to the information in this chapter, contact your local authorized Canon dealer or the Canon help line.

### Please have the following information ready when contacting the Canon Customer Care Center:

- Product name (MF6180dw/MF6140dn)
- Serial number (a character string of 3 letters and a 5-digit number; located on the rating label on the rear side of the machine or on the label on inside of the machine's front cover)



- Place of purchase
- Nature of the problem
- Steps you have taken to solve the problem and the results

### **WARNING**

#### **If the machine makes strange noises or emits smoke or an odd odor**

Turn OFF the power switch immediately, disconnect the power cord, and contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

### **IMPORTANT**

#### **If you attempt to fix the machine yourself**

It may void the limited warranty.

## Maintenance

This chapter describes how to clean the machine, replace toner cartridges, make adjustments, and transport the machine.

Cleaning the machine	<ul style="list-style-type: none"><li>▪ When the machine is dirty See "<a href="#">Cleaning the Exterior.</a>"</li><li>▪ When black streaks appear on the output See "<a href="#">Cleaning the Fixing Unit.</a>"</li><li>▪ When the platen glass is dirty See "<a href="#">Cleaning the Platen Glass.</a>"</li><li>▪ When the feeder is dirty See "<a href="#">Cleaning the Feeder</a> ", "<a href="#">Cleaning the Feeder Automatically</a> ."</li></ul>
Replacing the toner cartridge	See " <a href="#">Replacing Toner Cartridges.</a> "
Adjusting the Machine	<ul style="list-style-type: none"><li>▪ Correcting Copy Images See "<a href="#">Correcting Copy Images.</a>"</li><li>▪ To adjust the density See "<a href="#">Adjusting the Density.</a>"</li><li>▪ To adjust whether to scan black text on color documents as B&amp;W or color See "<a href="#">Adjusting Black Text in Color Documents (Black Text Processing Adjustment in Color Documents).</a>"</li></ul>
Solving Print Quality Issues	See " <a href="#">Special Mode.</a> "
Relocating the machine	See " <a href="#">Relocating the Machine.</a> "

## Cleaning the Machine

---

See following sections to clean the components of the machine.

- ❖ "Cleaning the Exterior"
  - ❖ "Cleaning the Fixing Unit"
  - ❖ "Cleaning the Platen Glass"
  - ❖ "Cleaning the Feeder "
  - ❖ "Cleaning the Feeder Automatically "
-

## Cleaning the Exterior

See "Attention (Cleaning the Machine)" in advance.

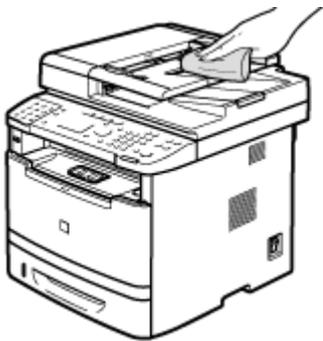
Clean the exterior of the machine and ventilation slots.

**1**

**Turn OFF the power switch and disconnect the power cord.**

**2**

**Clean the exterior of the machine with a soft, well wrung out cloth dampened with water or a mild detergent diluted with water.**



**3**

**Wait for the machine to dry completely before reconnecting the power cord and turn ON the power.**

## Cleaning the Fixing Unit

The fixing unit may be dirty under the following conditions. In such case, clean the fixing unit.

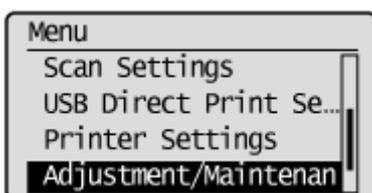
- When black streaks appear on the output
- When the toner cartridge is replaced

1

Press [  ] (Menu).

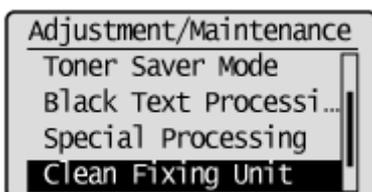
2

Select <Adjustment/Maintenance> using [▲] or [▼] and press [OK].



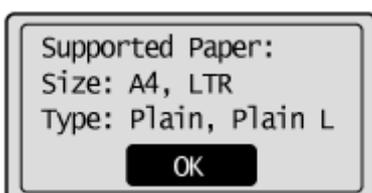
3

Select <Clean Fixing Unit> using [▲] or [▼] and press [OK].



4

Check if the supported paper is set in the paper drawer, and press [OK].



5

Check the procedure shown in the display, and press [OK].

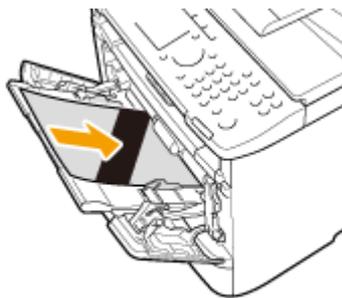
Steps (Stare:Press OK)

1. Print Clean. Sheet
2. Start Cleaning

† The cleaning paper will be printed.

## 6

**Load the cleaning paper to the multi-purpose tray with the black band side up.**



## 7

**Check the screen and press [OK].**

The cleaning begins. It takes approximately 80 seconds to complete the process.

Place the cleaning sheet with the print face up in the multi-purpose tray, and press OK.

† We recommend that plain paper be loaded when cleaning the fixing unit.

### **When the cleaning does not start**

You cannot use this function when jobs are stored in memory.

## 8

**Press [  ] (Menu) to close the menu screen.**

## Cleaning the Platen Glass

See "Attention (Cleaning the Machine)" in advance.

Follow this procedure to clean the platen glass and the under surface of the feeder.

**1**

**Turn OFF the power switch and disconnect the power cord.**

**2**

**Open the feeder.**



**3**

**Clean the platen glass and the under surface of the feeder.**

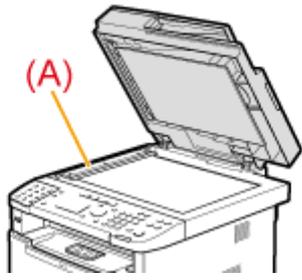
- (1) Clean the areas with a cloth dampened with water.
- (2) Wipe the areas with a soft, dry cloth.



### **IMPORTANT**

#### **Precaution when cleaning the platen glass**

Take care not to bend the clear sheet (A) at the left edge of the platen glass.



**4**

**Close the feeder.**

**5**

**Connect the power cord and turn ON the power switch.**

## Cleaning the Feeder

See "Attention (Cleaning the Machine)" in advance.

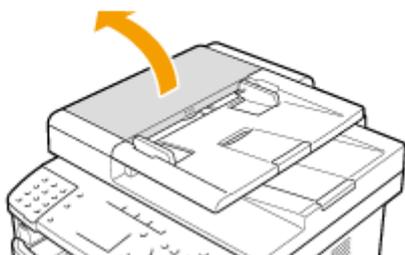
If your document has black streaks or appears dirty after it has been scanned from the feeder, the rollers inside the feeder may be dirty. Clean the feeder's scanning area and rollers.

**1**

**Turn OFF the power switch and disconnect the power cord.**

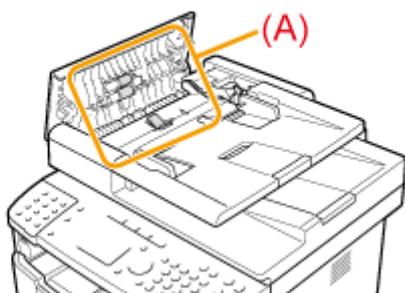
**2**

**Open the feeder cover.**



**3**

**Clean the rollers (A) inside the feeder with a well wrung out cloth dampened with water and wipe them with a soft, dry cloth.**



**4**

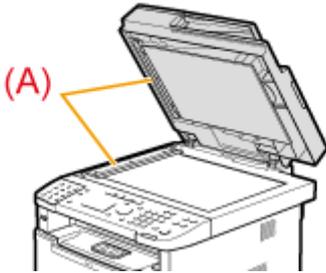
**Close the feeder cover.**



## 5

### Wipe the scanning area (A) of the platen glass.

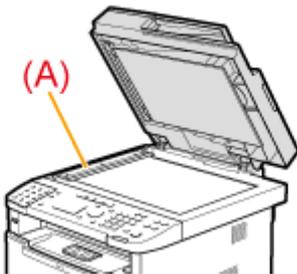
- (1) Wipe with a well wrung out cloth dampened with water.
- (2) Wipe with a soft, dry cloth.



#### IMPORTANT

##### Precaution when cleaning the platen glass

Take care not to bend the clear sheet (A) at the left edge of the platen glass.



## 6

### Close the feeder.

## 7

### Connect the power cord and turn ON the power switch.

## Cleaning the Feeder Automatically

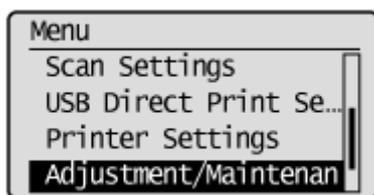
If your document has black streaks or appears dirty after it has been scanned from the feeder, the rollers inside the feeder may be dirty. Clean the roller using blank paper.

1

Press [  ] (Menu).

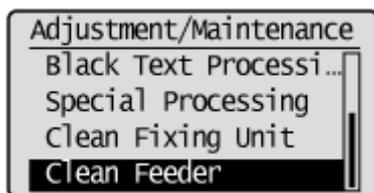
2

Select <Adjustment/Maintenance> using [▲] or [▼] and press [OK].



3

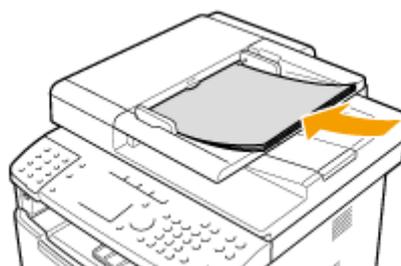
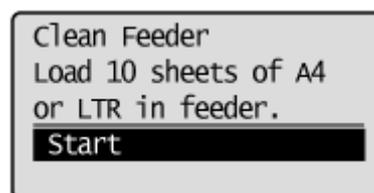
Select <Clean Feeder> using [▲] or [▼] and press [OK].



4

Load 10 sheets of A4 or Letter size plain paper in the feeder, and then press [OK].

The cleaning begins. It takes approximately 44 seconds to complete the process.



5

Press [  ] (Menu) to close the menu screen.

## Attention (Cleaning the Machine)

See ["Maintenance and Inspections"](#) in ["Important Safety Instructions."](#)

Before cleaning the machine, note the following.

- Make sure that no jobs are stored in memory before turning OFF the power switch and disconnecting the power cord.
- Use a soft cloth to avoid scratching the components.
- Do not clean the machine components with tissue paper, paper towels, or similar materials. These materials tend to stick to the components or generate static charges.

### CAUTION

#### **Precautions to take when cleaning the feeder**

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

#### **Precautions to take when closing the feeder**

Be careful not to get your fingers caught.

#### **Precautions to take when you get toner onto your hands or into clothing**

If toner comes in contact with your hands or clothing, wash them immediately in cold water. Do not use warm water, as it will set the toner and make it difficult to remove the toner stains.

### NOTE

#### **About sending or receiving faxes**

When the power plug is unplugged, the machine cannot send or receive faxes.

#### **When a job is waiting to be printed**

The job is deleted when you turn OFF the power switch.

#### **About jobs stored in memory**

Jobs can be stored in memory for approximately an hour after the power plug has been unplugged. To view jobs stored in memory, see the following.

- ["Managing Faxes Stored in Memory"](#)

# Replacing Toner Cartridges

Toner cartridges are consumables. When the toner becomes nearly empty or has run out completely in the middle of a job run, a message appears on the screen, or the following problems may occur. Take the appropriate action accordingly.

- **A message appears on the screen**
  - [When a Message Appears](#)
- **White streaks appear on the output, or the output is partially faded.**
  - [When White Streaks Appear on the Output or the Output Is Partially Faded](#)

## IMPORTANT

### About toner cartridges

For more information on toner cartridges, see the following sections.

- ["Supplied Toner Cartridge"](#)
- ["About Replacement Toner Cartridges"](#)
- ["Handling Toner Cartridges"](#)
- ["Storing Toner Cartridges"](#)
- ["Using the Toner Saver Mode"](#)
- ["Purchasing Consumables"](#)

† The average yield of replacement toner cartridges varies from that of the supplied toner cartridge.

## When a Message Appears

When the toner becomes nearly empty in the middle of a job run, a message appears on the screen.

Message	When the message is displayed on the screen	Description and Solutions
<Prepare toner cartridge.>	When the toner cartridge needs a replacement soon.	Shake the toner cartridge to evenly distribute the toner inside the cartridge <ul style="list-style-type: none"><li>➤ <a href="#">"Before Replacing the Toner Cartridge"</a></li></ul> We recommend that the toner cartridge be replaced before printing high-volume documents. <ul style="list-style-type: none"><li>➤ <a href="#">"Replacing the Toner Cartridge"</a></li></ul>

## IMPORTANT

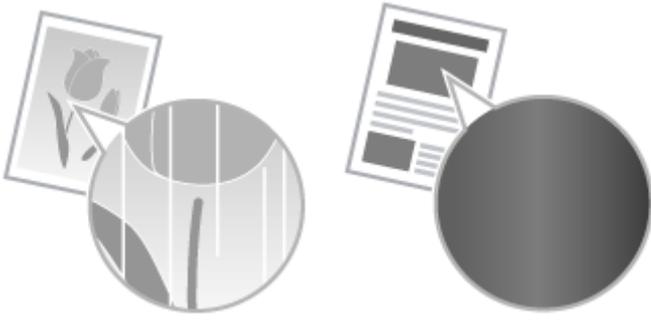
### When white streaks appear on the output, or the output is partially faded

When white streaks appear on the output or the output is partially faded, the toner cartridge has almost reached the end of its life, even if no message appears on the screen. When the print quality becomes unacceptable, see the following to fix the problem.

- [When White Streaks Appear on the Output or the Output Is Partially Faded](#)

## When White Streaks Appear on the Output or the Output Is Partially Faded

When the toner nearly runs out, white streaks appear on the output, or the output is partially faded.



- † No message appears on the screen, if the toner nearly runs out. Replace the toner cartridge when white streaks appear on the output, or the output is partially faded.
- † Do not perform <Copy Image Adjustment> in such situations above. Even you try to adjust using this function, the condition may not be improved.

#### ▼ When this problem occurs

Follow the steps in the procedure below before replacing the toner cartridge. The machine continues printing until the toner runs out completely.

➤ ["Before Replacing the Toner Cartridge"](#)

#### ▼ When the print quality is still unacceptable

If the problem persists after you have followed the steps in the procedure below, replace the toner cartridge.

➤ ["Replacing the Toner Cartridge"](#)

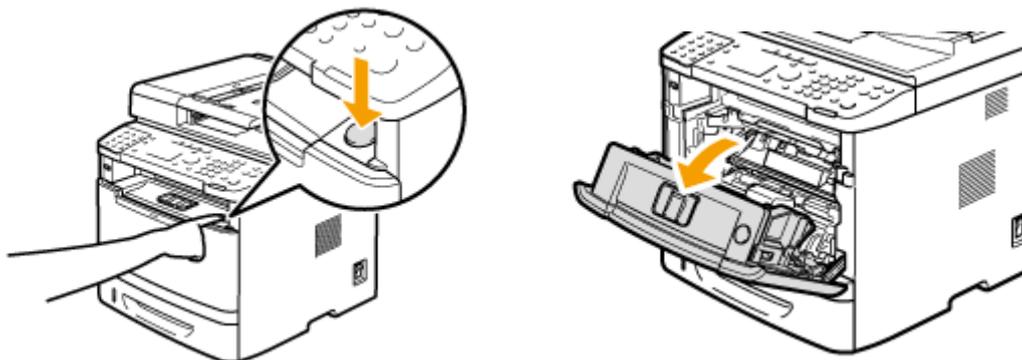
## Before Replacing the Toner Cartridge

See "Attention (Replacing the Toner Cartridge)" in advance.

When the toner nearly runs out, follow the steps in the procedure below before replacing the toner cartridge. The machine continues printing until the toner runs out completely.

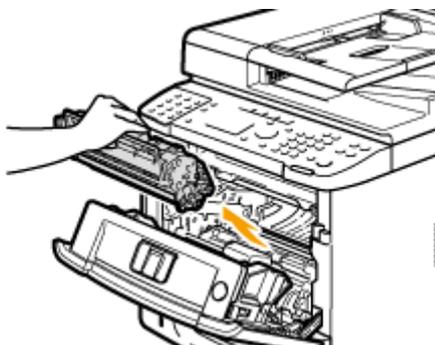
**1**

**Open the front cover while holding down the open button.**



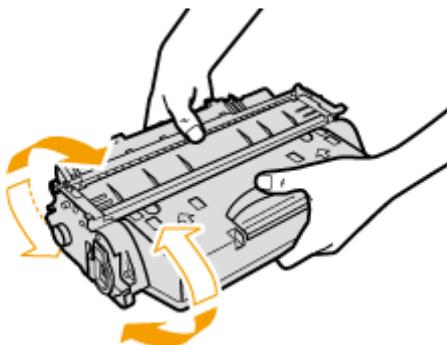
**2**

**Remove the toner cartridge.**



**3**

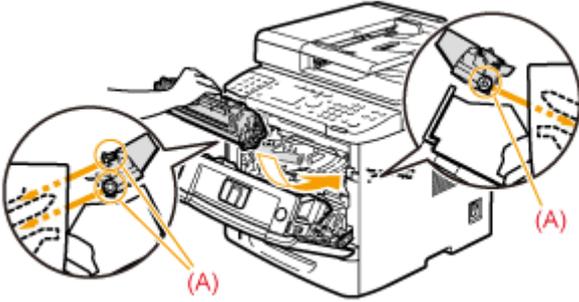
**Gently shake the toner cartridge five or six times to evenly distribute the toner inside the cartridge.**



# 4

## Insert the toner cartridge.

Fit (A) on both sides of the toner cartridge into the guides located on both sides of the machine and slide the toner cartridge into the machine until the toner cartridge comes to rest and is held against the back of the machine.



# 5

## Close the front cover.

### If you cannot close the front cover

Make sure that the toner cartridge is installed correctly. Do not try to forcefully close the toner cover, as this may damage the machine.

 If there are white lines in the print result or it is blurred or distorted even though the above operations have been performed, replace the toner cartridge with a new one.

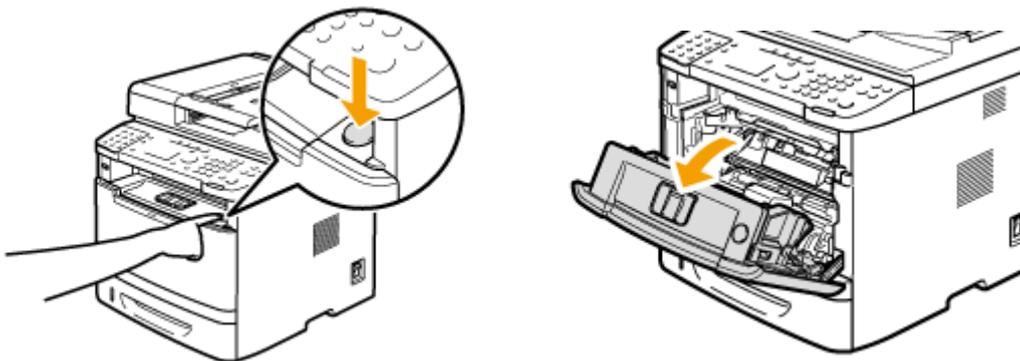
 ["Replacing the Toner Cartridge"](#)

# Replacing the Toner Cartridge

See "Attention (Replacing the Toner Cartridge)" in advance.

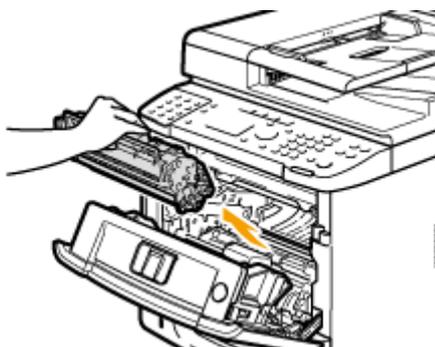
**1**

**Open the front cover while holding down the open button.**



**2**

**Remove the toner cartridge.**

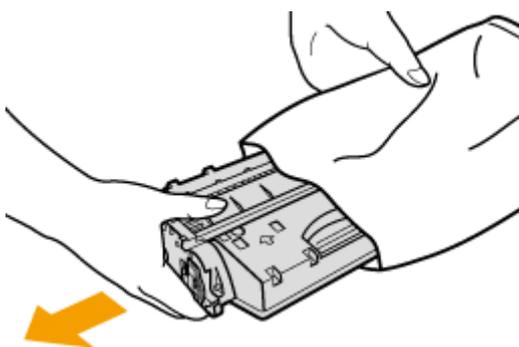


**3**

**Take out the new toner cartridge from the protective bag.**

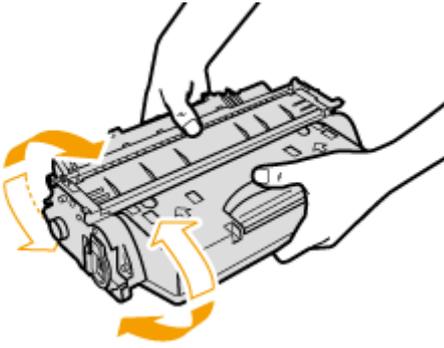
You can open the protective bag with your hands from the notch.

† Store the protective bag. It is required when you remove the toner cartridge for the machine maintenance or other purposes.



# 4

**Gently shake the toner cartridge five or six times to evenly distribute the toner inside the cartridge.**

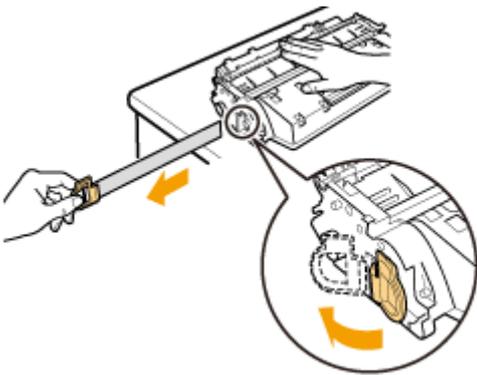


# 5

**Place the toner cartridge on a flat surface.**

# 6

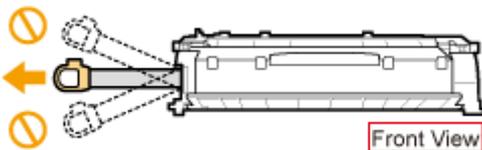
**Fold the tab, and then pull out the sealing tapes (approximately 50 cm).**



## **IMPORTANT**

### **Precautions when pulling out the sealing tape**

- Do not pull the sealing tape at an angle or up and down. If the tape breaks, it may not be pulled out completely.

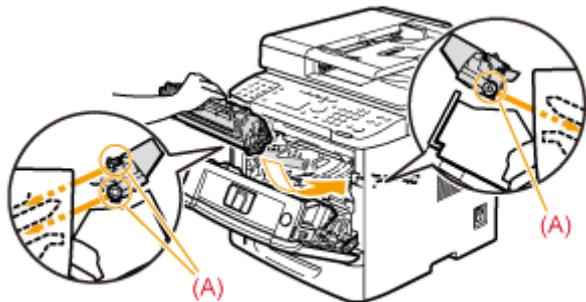


- If the sealing tape is still hanging outside the toner cartridge, pull it out completely. If the tape remains inside the toner cartridge, it may cause poor print quality. If you are using the Fax, please note that you can only print the received data once, because the received data is deleted once it is printed.
- Dispose of the sealing tape according to local regulations.

# 7

## Insert the toner cartridge.

Fit (A) on both sides of the toner cartridge into the guides located on both sides of the machine and slide the toner cartridge into the machine until the toner cartridge comes to rest and is held against the back of the machine.



## 8

### Close the front cover.

#### If you cannot close the front cover

Make sure that the toner cartridge is installed correctly. Do not try to forcefully close the toner cover, as this may damage the machine.

## Attention (Replacing the Toner Cartridge)

See "Maintenance and Inspections" in "Important Safety Instructions."

### **WARNING**

#### **Do not dispose of a used toner cartridge in an open flame.**

This may ignite the toner remaining inside the cartridge, resulting in burns or fire.

#### **When cleaning up spilled or scattered toner:**

If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation.

Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

### **CAUTION**

#### **Precautions to take when you get toner onto your hands or clothing**

If toner comes in contact with your hands or clothing, wash them immediately in cold water. Do not use warm water, as it will set the toner and make it difficult to remove the toner stains.

#### **Do not allow the toner to scatter.**

Do not pull out the sealing tape forcefully or stop pulling the tape halfway, as this may cause toner to spill out. If you are using the Fax, please note that you can only print the received data once, because the received data is deleted once it is printed.

If toner gets into your eyes or mouth, flush them immediately with cold water and consult a physician.

### **IMPORTANT**

#### **About replacement toner cartridges**

For optimum print quality, using Canon genuine toner cartridges is recommended.

Model Name	Supported Canon Genuine Toner Cartridge
MF6180dw/MF6140dn	Canon Cartridge 719 Canon Cartridge 719 H

#### **Be careful of counterfeit toner cartridges.**

Please be aware that there are counterfeit Canon toner cartridges in the marketplace.

Use of counterfeit toner cartridge may result in poor print quality or machine performance.

Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.

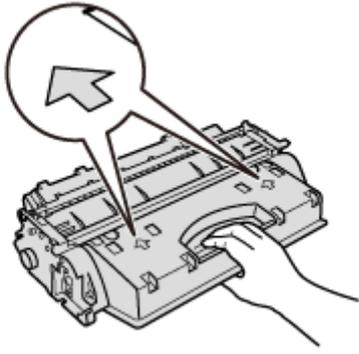
For more information, see <http://www.canon.com/counterfeit>.

#### **Shake the toner cartridge before replacement.**

If the toner is not distributed evenly inside the cartridge, this may cause poor print quality.

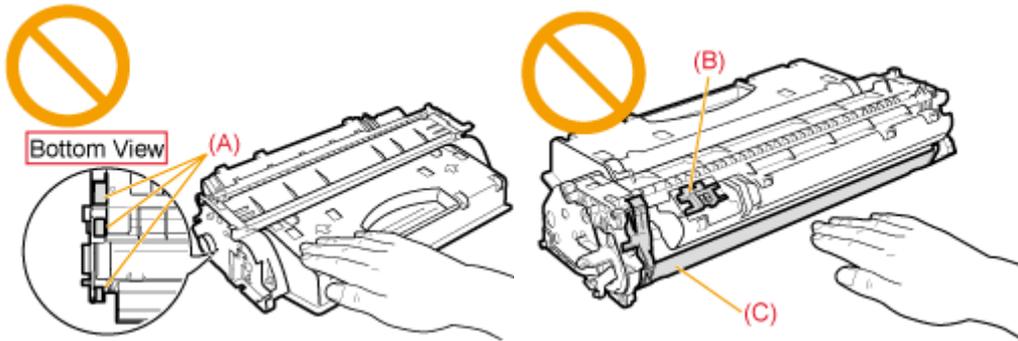
#### **Hold the toner cartridges properly.**

When handling the toner cartridge, hold it properly, as shown in the illustration below. Do not stand it vertically or hold it upside down.



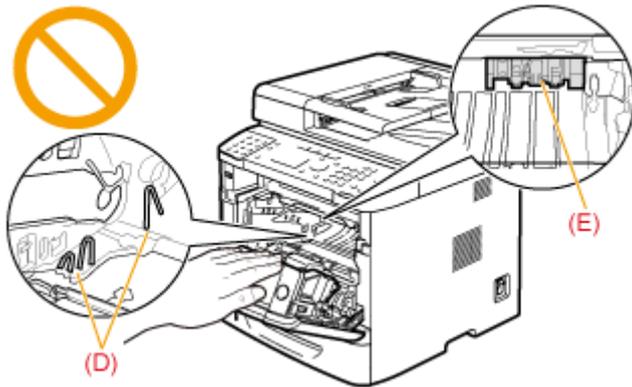
**Do not touch the electrical contacts (A) or the toner cartridge memory (B), and do not open the drum protective cover (C).**

Touching the electrical contacts (A) or the toner cartridge memory (B) may result in damage to the machine. Print quality may deteriorate if you touch or damage the photoconductor drum. Never touch it or open the drum protective cover (C).



**Do not touch the high-voltage contacts (D) or the electrical contacts (E).**

This may result in damage to the cartridge.



### Miscellaneous precautions

- Do not expose the toner cartridge to direct sunlight or strong light.
- Never disassemble or modify it.
- Condensation may form in and on the toner cartridge if it is brought into an environment that exposes it to sudden changes in temperature and/or humidity.  
If you move the toner cartridge to a location that is warmer or has higher humidity, leave the cartridge in the new location for 2 hours or longer without opening the protective bag to allow it to adjust to the new temperature.
- Do not leave the front cover open for a long time with the toner cartridges installed.
- Keep the toner cartridge away from equipment that generates magnetic fields, such as LCD displays and computers.
- A toner cartridge is a magnetic product. Keep the toner cartridge away from products that may be damaged by magnetism, such as a floppy disk or disk drive. This may lead to damage to data.

### NOTE

#### About the packing materials

The packing materials are subject to change in form or placement, or may be added or removed without notice.

**When <Continue Printing When Toner Is Low> is set to <On>**

The machine continues printing the received fax if the toner cartridge is not replaced. Note that the output may not be clear, as subtle details such as thin lines and light colors may not be clearly reproduced, due to a small amount of toner remaining inside the toner cartridge. Plus, the data is deleted once it has been printed.

➤ ["Continue Printing When Toner Is Low"](#)

## Adjusting the Machine

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You can adjust the print settings in detail.

- ❖ "Correcting Copy Images"
  - ❖ "Adjusting the Density"
  - ❖ "Adjusting Black Text in Color Documents (Black Text Processing Adjustment in Color Documents)"
-

# Correcting Copy Images

Before correcting copy images, see "Attention (Correcting Copy Images)."

You do not need to correct (adjust) copy image normally.

Perform this function in case the gradation or density of the output is extremely different from those of the original document.

## IMPORTANT

### When copy image correction can be performed

- The following messages are not appeared in the display.
  - <End of Cart. Life.>
  - <Prepare toner cartridge.>
- There are no jobs which use the scanner functions and printer functions.
- The following paper is loaded in the paper drawer.
  - Paper Size: A4 or Letter
  - Paper Type: Plain paper or Recycled paper
  - Sheets of paper: 1 sheets or more

### If you execute copy image adjustment with running out toner

Even you try to perform the adjustment; the image may not be improved.

Change the toner cartridge and redo the adjustment.

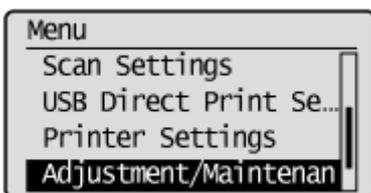
 "Replacing Toner Cartridges"

## 1

Press [  ] (Menu).

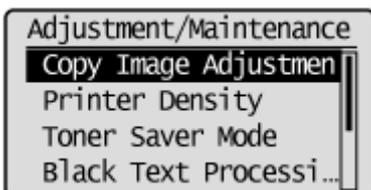
## 2

Select <Adjustment/Maintenance> using [▲] or [▼] and press [OK].



## 3

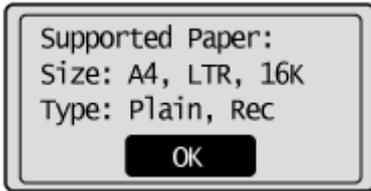
Select <Copy Image Adjustment> using [▲] or [▼] and press [OK].



## 4

**Make sure that paper is loaded, and then press [OK].**

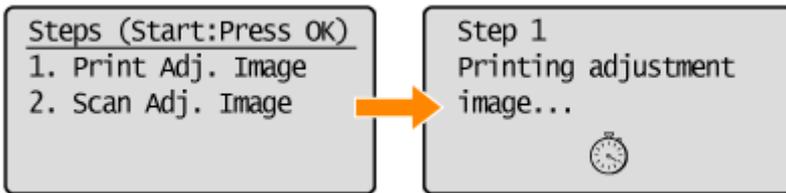
Load paper displayed on the screen.



## 5

**Make sure the procedures for the copy image adjustment, and then press [OK].**

To perform the auto gradation adjustment, follow the two procedures (print -> scan) displayed on the screen.



↑ A test chart (adj. image 1) is printed.

## 6

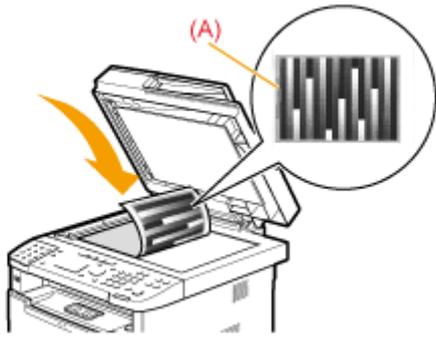
**Open the feeder when the screen displayed during the printing disappears.**



## 7

**Place the printed paper on the platen glass with the print side face down.**

Set the black stripe (A) on the left side.



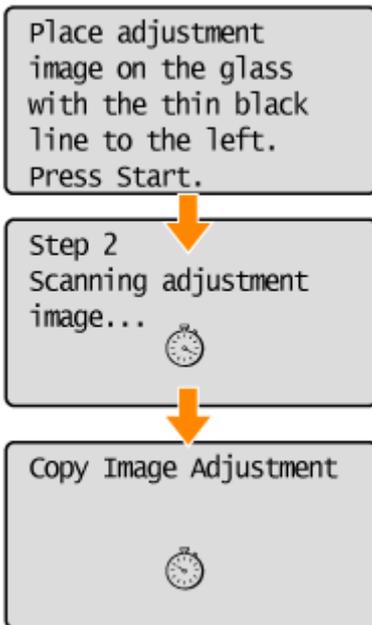
## 8

**Close the feeder gently.**

## 9

**Press [  ] (Start).**

Scanning of the test chart starts.



### NOTE

#### **Check the temperature of the installation site**

If the room temperature is too low, correction may not be performed properly.

#### If **<Adjustment failed.>** appears

- Is the paper loaded correctly?
  - Load plain paper or recycled paper of A4/Letter size in the paper drawer.
- Is the test chart placed on the platen glass correctly?
  - Place the test chart on the platen glass with the printing side face down and Set the black stripe on the left side.

- Has a paper jam occurred?  
→ Remove the jammed paper.

## 10

**When the correction is complete, the screen in Step 3 reappears. Press [  ] (Menu) to close the menu screen.**

## 11

**Remove the test chart (adjusted image 1) placed on the platen glass in Step 7.**

## Attention (Correcting Copy Images)

---

### **IMPORTANT**

#### **Load the test chart properly**

If the test print is not scanned properly, correction cannot be performed properly.

#### **Check the temperature of the installation site**

If the room temperature is too low, correction may not be performed properly.

### **NOTE**

#### **Copy image correction time**

Approximately 40 seconds

## Adjusting the Density

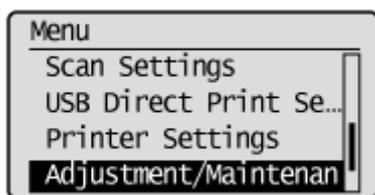
Adjust the density to the most appropriate levels for copying, printing received faxes, printing from memory media or printing reports.

1

Press [  ] (Menu).

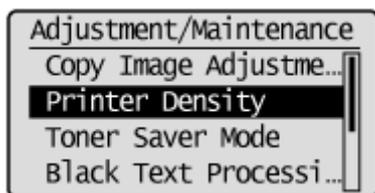
2

Select <Adjustment/Maintenance> using [▲] or [▼] and press [OK].



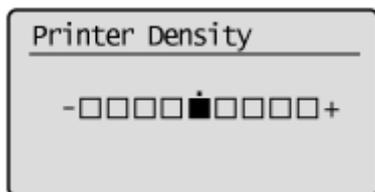
3

Select <Printer Density> using [▲] or [▼] and press [OK].



4

Adjust the density using [◀] or [▶] and press [OK].



[◀]	Makes the density lighter.
-----	----------------------------

[▶]	Makes the density darker.
-----	---------------------------

5

Press [  ] (Menu) to close the menu screen.

# Adjusting Black Text in Color Documents (Black Text Processing Adjustment in Color Documents)

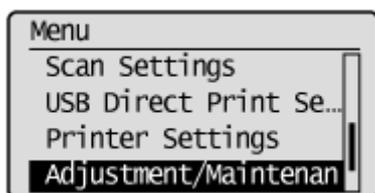
Adjusts the value for determining whether to scan black text on color documents as black and white or color.

1

Press [  ] (Menu).

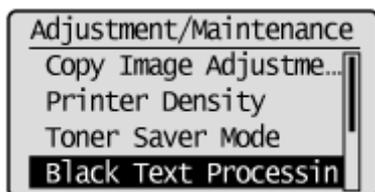
2

Select <Adjustment/Maintenance> using [▲] or [▼] and press [OK].



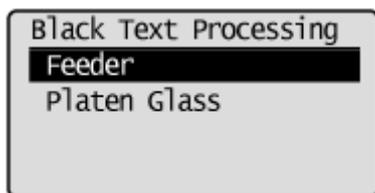
3

Select <Black Text Processing for Color> using [▲] or [▼] and press [OK].



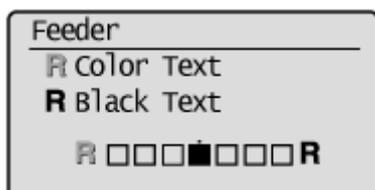
4

Select a scanning area to be adjusted using [▲] or [▼] and press [OK].



5

Adjust using [◀] or [▶] and press [OK].



[◀]	Text more easily detected as color.
[▶]	Text more easily detected as black and white.

## 6

Press [  ] (Menu) to close the menu screen.

## Special Mode

Use the Special Mode settings to fix print quality problems.

Read the following carefully before changing the settings.

### IMPORTANT

#### Use default settings in normal operation

Change the settings only when the problems noted below occur.

### Settings That Can Be Specified From the Operation Panel

#### Settings

† Default settings are highlighted in bold.

\* You may use this function in the MF6180dw only.

Special mode	Options	Details
Special Mode U	<b>Off</b> , On	<p>Due to the paper type (for example, heavy paper) or usage conditions (for example, dry conditions), toner smudges and spatters appear on the output. When this occurs, set this setting to &lt;On&gt;.</p> <p>† The print quality may become lower when this setting is enabled, depending on the paper type used (for example, thin paper) or usage conditions (humid conditions).</p>
Special Mode V	<b>Off</b> , Mode 1, Mode 2	<p>If damp paper is used to print, the ejected paper may curl up (the printed side may curl up). In this case, change this setting. The improvement effect is increased in the following order.</p> <p>&lt;Off&gt; -&gt; &lt;Mode 1&gt; -&gt; &lt;Mode 2&gt; (low) (high)</p> <p>† Paper curls and creases can be minimized by changing the paper type and usage conditions, without needing to change the setting.</p> <p>† The more effective the setting becomes, the slower the print speed.</p>
Special Mode X (only for media printing and printing from PS*/PCL printer driver)	Off, <b>Mode 1</b> , Mode 2, Mode 3	<p>Depending on the paper type or the usage environment, liner ink stains may appear on the printed document. If it happens, change the setting of this item. The improvement effect is increased in the following order.</p> <p>&lt;Off&gt; -&gt; &lt;Mode 1&gt; -&gt; &lt;Mode 2&gt; -&gt; &lt;Mode 3&gt; (Effect: Weak) (Effect: Strong)</p> <p>† If you change the paper type or the printing environment, liner stains may not appear on the printed paper without any setting.</p> <p>† The stronger you make the improvement effect, the lower the print density is. It may cause to blur the outlines or enhance the roughness.</p> <p>† If you cannot solve the problem even setting this item, try to set the &lt;Special Mode D&gt; to &lt;On&gt;.</p>
		Due to the paper type or usage conditions, vertical streaks appear on the

Special Mode Z (only for copying)	Off, <b>Mode 1</b> , Mode 2, Mode 3, Mode 4	<p>output. When this occurs, change this setting. The improvement effect is increased in the following order.</p> <p style="text-align: center;">&lt;Off&gt; -&gt; &lt;Mode 1&gt; -&gt; &lt;Mode 2&gt; -&gt; &lt;Mode 3&gt; (low) <span style="float: right;">(high)</span></p> <ul style="list-style-type: none"> <li>† Streaks can be minimized by changing the paper type or usage conditions, without needing to change the setting.</li> <li>† The more effective the setting, the lower the density becomes. Additionally, the outline of text and images may be reproduced less clearly, and images may appear slightly jagged.</li> <li>† If you cannot solve the problem even setting this item, try to set the &lt;Special Mode D&gt; to &lt;On&gt;.</li> </ul>
Special Mode B	<b>Off</b> , Mode 1, Mode 2, Mode 3, On	<p>Vertical streaks appear on the output after the toner cartridge was replaced recently, or the machine has not printed anything for an extended period of time. When this occurs, change this setting. The effect becomes greater as the number goes up.</p> <p style="text-align: center;">&lt;Off&gt; -&gt; &lt;Mode 1&gt; -&gt; &lt;Mode 2&gt; -&gt; &lt;Mode 3&gt; (low) <span style="float: right;">(high)</span></p> <ul style="list-style-type: none"> <li>† If you change the paper type or the printing environment, liner stains may not appear on the printed paper without any setting.</li> <li>† If you turn &lt;On&gt; this item, the printing speed will be reduced.</li> </ul>
Special Mode C (only for printing received fax and report printing)	<b>Off</b> , On	<p>Due to the paper type or usage conditions, vertical streaks appear on the output. When this occurs, set one of the following settings to &lt;On&gt;. Noise can also be minimized.</p> <ul style="list-style-type: none"> <li>† Streaks can be minimized by changing the paper type or usage conditions, without needing to change the setting.</li> <li>† If you turn &lt;On&gt; this item, the printing speed will be reduced.</li> </ul>
Special Mode D	<b>Off</b> , On	
Special Mode G	<b>Off</b> , On	<p>Depending on the paper type (rough-textured paper, especially 16K size), the output capacity may deteriorate. When this occurs, change the setting to &lt;On&gt;.</p> <ul style="list-style-type: none"> <li>† When &lt;On&gt; is set, the printing speed may decrease during continuous printing.</li> <li>† The paper transfer is carried out in the maximum speed, therefore the operation noise will be louder.</li> <li>† If you set &lt;On&gt; to any of &lt;Special Mode V&gt;, &lt;Special Mode C&gt;, or &lt;Special Mode D&gt;, this option setting will be invalid.</li> </ul>

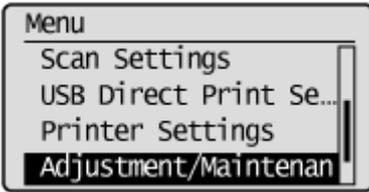
## Specifying Special Mode Settings From the Operation Panel

1

Press [  ] (Menu).

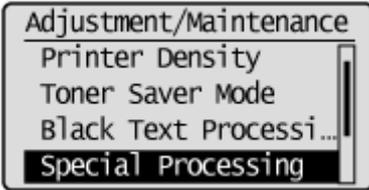
2

Press [▲] or [▼] to select <Adjustment/Maintenance> and press [OK].



### 3

Press [▲] or [▼] to select <Special Processing> and press [OK].



## Settings That Can Be Specified In the Printer Driver

### Settings

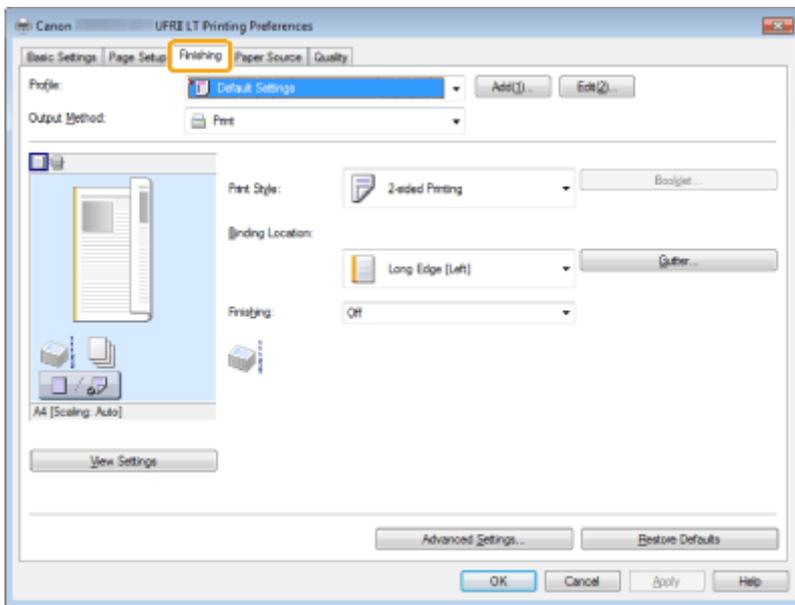
† Default settings are highlighted in bold.

Special mode	Setting options	Details
Special Print Adjustment	Off, <b>Mode 1</b> , Mode 2, Mode 3	<p>Due to the paper type or usage conditions, vertical streaks appear on the output. When this occurs, change this setting. The effect becomes greater as the number goes up.</p> <p>[Off] -&gt; [Mode 1] -&gt; [Mode 2] -&gt; [Mode 3] (low) (high)</p> <p>† Streaks can be minimized by changing the paper type or usage conditions, without needing to change the setting.</p> <p>† The more effective the setting becomes, the lower the density. Additionally, the outline of text and images may be reproduced less clearly, and images may appear slightly jagged.</p>

## Specifying Special Mode Settings In the Printer Driver

### 1

Click the [Finishing] tab.

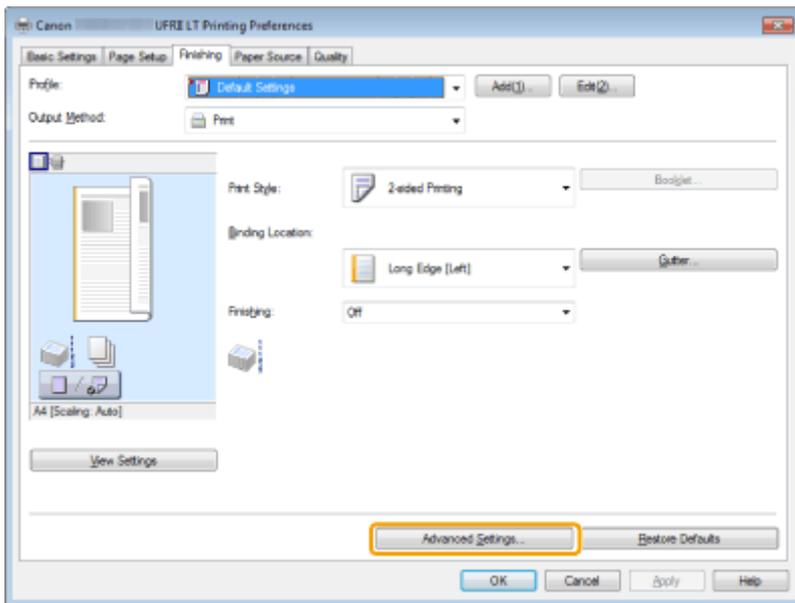


**NOTE**

For the instructions on how to access the printer driver screen, see "Printing" and "Configuring the Default Print Settings."

## 2

**Click [Advanced Settings].**



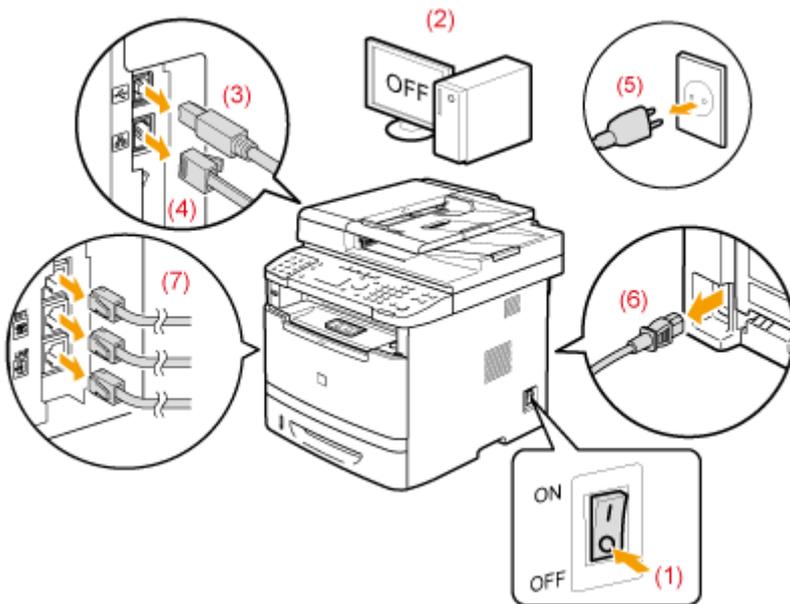
## Relocating the Machine

See "Attention (Relocating the Machine)" in advance.

Follow the steps in the procedure below to relocate the machine somewhere else for maintenance and other purposes.

### 1

**Turn the power OFF, then disconnect the cables and cord from the machine.**



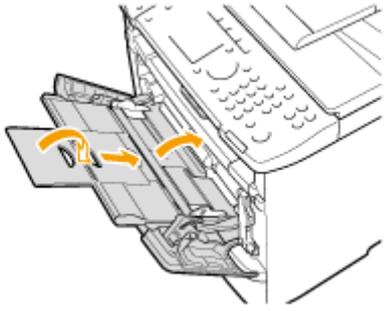
#### <How to remove the cables and cord>

USB cable*	(2) Turn the computer off. (3) Remove it from the machine.
LAN cable*	(4) Remove it from the machine.
Power cord	(5) Unplug the power plug from the AC power outlet. (6) Remove it from the machine.
Telephone cables*	(7) Remove it from the machine.

\* Whether the cable is connected or not varies depending on your environment.

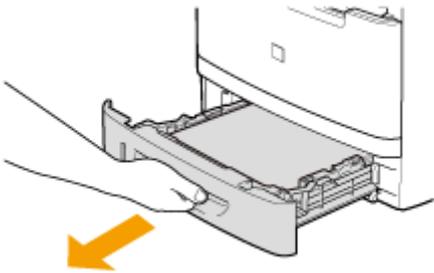
### 2

**If you are using the multi-purpose tray, close it.**



**3**

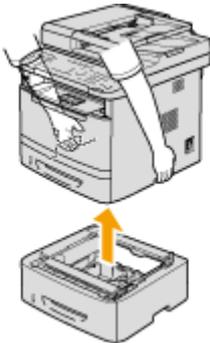
**Pull out the paper drawer.**



**4**

**Carry the machine to the new installation site.**

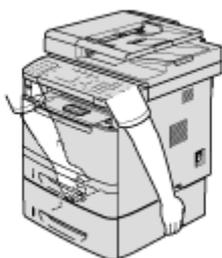
After making sure that the cover and tray are closed, hold the handle on the front to lift and transport the machine. Check the weight of the machine so it can be carried safely.



**When the optional paper feeder is installed**

Remove the paper feeder from the machine, install it in the new installation site, then transport the machine.

† Do not carry the machine with the paper feeder installed. If you do so, the paper feeder may drop, resulting in personal injury.



# 5

**Put the machine down carefully at the new installation site.**

## NOTE

### **Installation procedures**

See the Getting Started that came with the machine.

## **When transporting the machine long distance**

To prevent damage to the machine during transport, perform the following.

- **Remove the toner cartridges**

- ↑ See also "[Storing Toner Cartridges.](#)"

- **Securely pack the machine in the original box with packing materials**

- ↑ If the original box and packing materials are not available, find an appropriate box along with packing materials and pack the machine and the parts appropriately.

---

## Attention (Relocating the Machine)

### **WARNING**

#### **When relocating the machine**

Be sure to turn OFF the power switch on the machine and your computer, and unplug the power plug and interface cables.

Failure to do so can damage the cables or cords, resulting in a fire or electrical shock.

### **CAUTION**

#### **Set the machine down slowly and carefully.**

Be careful not to hurt your hands or fingers.

### **IMPORTANT**

#### **Do not carry the machine with the covers or trays open.**

Make sure that the scanning platform and paper drawer are closed before lifting, carrying, and relocating the machine.

## Appendix

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- ❏ "Basic Windows Operations"
  - ❏ "For Macintosh Users"
-

## Basic Windows Operations

- How to Open the Printer Folder
- How to Display the [Scanners and Cameras] or [Scanners and Cameras Properties] Screen
- How to Display [Windows Fax & Scan] Screen
- How to Display the Top Screen of CD-ROM
- How to Check the Windows Vista/7/8/Server 2008 R2/Server 2012 Processor Version

### How to Open the Printer Folder

#### Windows XP Professional, and Server 2003

From the [Start] menu, select [Printers and Faxes].

#### Windows XP Home Edition

From the [Start] menu, select [Control Panel], click [Printers and Other Hardware] and [Printers and Faxes].

#### Windows Vista

From the [Start] menu, select [Control Panel] and click [Printer].

#### Windows 7, and Server 2008 R2

From the [Start] menu, select [Devices and Printers].

#### Windows Server 2008

From the [Start] menu, select [Control Panel], and then double-click [Printers].

#### Windows 8, and Server 2012

Right-click the lower-left corner of the screen, select [Control Panel], and then click [View devices and printers].

### How to Display the [Scanners and Cameras] or [Scanners and Cameras Properties] Screen

#### Windows XP

From the [Start] menu, select [Control Panel] and click [Printers and Other Hardware] -> [Scanners and Cameras].

#### Windows Vista

From the [Start] menu, select [Control Panel] and click [Hardware and Sound] -> [Scanners and Cameras].

#### Windows 7

1. Enter "scanner" in [Search programs and files] under the [Start] menu.
2. Click [View scanners and cameras].

#### Windows 8

1. Right-click the lower-left corner of the screen and click [Control Panel].
2. Enter "scanner" in [Search Control Panel] on the upper-right corner of the window.
3. Click [View scanners and cameras].

### How to Display [Windows Fax & Scan] Screen

#### Windows Vista

From the [Start] menu, select [Control Panel] -> [Hardware and Sound] -> [Scan a document or picture] in [Scanners and

Cameras].

## Windows 7

From the [Start] menu, select [All Programs] -> [Windows Fax and Scan].

## Windows 8

1. Right-click the lower-left corner of the screen and select [Search].
2. Enter "scan" and click [Windows Fax & Scan].

## How to Display the Top Screen of CD-ROM

If you cannot display the top screen when setting CD-ROM, perform the following operations.

- † The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.

## Windows XP, and Server 2003

1. From the [Start] menu, select [Run].
2. Enter "D:\Minst.exe", and then click [OK].

## Windows Vista, 7, and Server 2008

1. Enter "D:\Minst.exe" in [Search programs and files] (or [Start Search]) under the [Start] menu.
2. Press the [ENTER] key on the keyboard.

## Windows 8, and Server 2012

1. Right-click the lower-left corner of the screen and select [Run].
2. Enter "D:\Minst.exe", and then click [OK].

## How to Check the Windows Vista/7/8/Server 2008 R2/Server 2012 Processor Version

### 1

**Open [Control Panel].**

#### Windows Vista/Windows 7/Server 2008

Select [Control Panel] from [Start] menu.

#### Windows 8/Server 2012

Right-click the lower-left corner of the screen and select [Control Panel].

### 2

**Display [System].**

#### Windows Vista/Windows 7/Windows 8/Windows Server 2008 R2/Windows Server 2012

Click [System and Maintenance] or [System and Security] -> [System].

#### Windows Server 2008

Click [System].

# 3

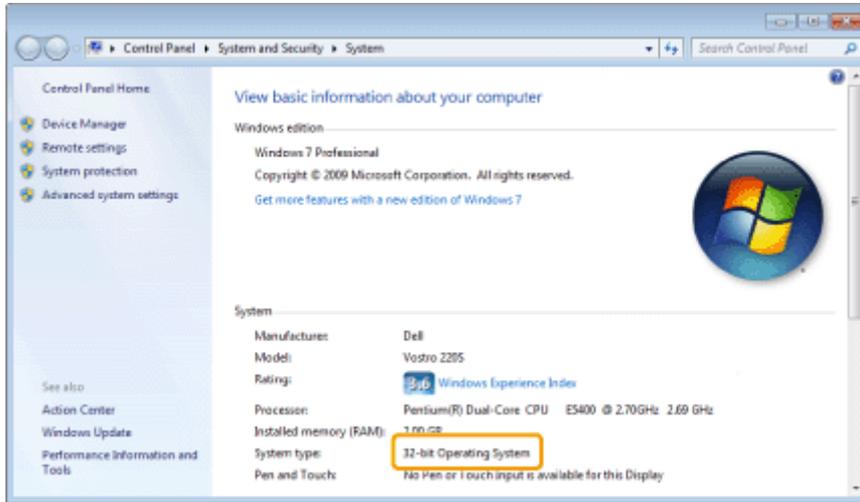
## Check the Processor Version.

### For 32-bit versions

[32-bit Operating System] is displayed.

### For 64-bit versions

[64-bit Operating System] is displayed.



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## For Macintosh Users

In the e-Manual and the MF Driver Installation Guide, methods to operate in the Windows environment are explained as examples. To view how to use printer drivers or utilities for Macintosh, see the following driver guides (HTML files) or driver help systems.

Function	Object	Reference
Print function	Installing the Printer Driver	<ul style="list-style-type: none"><li>■ "MF Driver Installation Guide"</li><li>■ Printer Driver Guide</li></ul>
	Printing	<ul style="list-style-type: none"><li>■ Printer Driver Guide</li></ul>
	Using each feature	<ul style="list-style-type: none"><li>■ Printer Driver Guide</li></ul>
Fax function	Installing the Fax Driver	<ul style="list-style-type: none"><li>■ "MF Driver Installation Guide"</li><li>■ Canon Fax Driver Guide</li></ul>
	Sending a fax	<ul style="list-style-type: none"><li>■ Canon Fax Driver Guide</li></ul>
	Using each feature	<ul style="list-style-type: none"><li>■ Canon Fax Driver Guide</li></ul>
Scan function	Installing the Scanner Driver	<ul style="list-style-type: none"><li>■ "MF Driver Installation Guide"</li><li>■ Canon Scanner Driver Guide</li></ul>
	Scanning (Setting the MF Toolbox or ScanGear MF)	<ul style="list-style-type: none"><li>■ Canon Scanner Driver Guide</li></ul>

### Displaying Driver Guides

Double-click the following HTML files from the [Documents] folder on the provided CD-ROM.

- Canon MF Printer Driver Guide** → [Documents]-[Print]-[XXXXXX]\*-[Guide]-[index.html]
- Canon PS Printer Driver Guide** → [Documents]-[Print(PS)]-[XXXXXX]\*-[Guide]-[index.html]
- Canon Fax Driver Guide** → [Documents]-[FAX]-[XXXXXX]\*-[Guide]-[index.html]
- Canon Scanner Driver Guide** → [Documents]-[Scan]-[XXXXXX]\*-[Guide]-[index.html]

\* Select the language you want to view for [XXXXXX].

### Displaying a Driver's Help System

You can use drivers' help systems after you install each driver.

#### Printer Driver's Help

For details about every feature and option in the driver, refer to the Help.

After installing the driver, you can display the Help by clicking [  ] in the [Print] dialog box.

#### Fax Driver's Help

For details about every feature and option in the driver, refer to the Help.

After installing the driver, you can display the Help by clicking [  ] in the [Print] dialog box.

### Content of the e-Manual and the MF Driver Installation Guide about Features that Are Unavailable on the Macintosh

Among the features explained in the e-Manual and the MF Driver Installation Guide, the followings are unavailable on the Macintosh.

## Installing or uninstalling the e-Manual

Reference in MF Driver Installation Guide	<ul style="list-style-type: none"><li>• "Installing the MF Drivers and MF Toolbox"</li><li>• "Uninstalling the e-Manual"</li><li>➤ <a href="#">"MF Driver Installation Guide"</a></li></ul>
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## Accessory software

- Presto! PageManager

Reference in MF Driver Installation Guide	<ul style="list-style-type: none"><li>• "About the Drivers and Software"</li><li>➤ <a href="#">"MF Driver Installation Guide"</a></li></ul>
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## Using WSD network

Reference in MF Driver Installation Guide	<ul style="list-style-type: none"><li>• "Installing the MF Drivers on the WSD Network"</li><li>➤ <a href="#">"MF Driver Installation Guide"</a></li></ul>
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## Some print features

<Examples>

- Operating in the print server environment
- Watermark printing
- PageComposer (Combining and printing multiple files)

For information on the features that are available on the Macintosh, see the Printer Driver Guide.

Reference in the e-Manual	➤ <a href="#">"Printing Documents from a Computer"</a>
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## Some scan features

<Examples>

- Creating a "Searchable PDF"
- Combine multiple data into a single PDF file.

For information on the features that are available on the Macintosh, see the Canon Scanner Driver Guide.

Reference in the e-Manual	➤ <a href="#">"Scanning"</a>
---------------------------	------------------------------

## Product Extended Survey Program

Reference in the e-Manual	➤ <a href="#">"Product Extended Survey Program On/Off"</a>
---------------------------	--

## Using the e-Manual

---

This chapter describes how to use the e-Manual.

You can view the content of the e-Manual anytime once you have it installed on your computer, without needing to keep the DVD-ROM handy. See "[MF Driver Installation Guide](#)."

The e-Manual provides several search tools for you to quickly find the right information, allowing for fast access.

### To find information you are looking for

- **Searching from the categories**

You can search the desired description by clicking the category icon on the top page.

➤ "[Top Page](#)"

- **Searching from the table of contents**

The contents page shows the table of contents. Click the content that you want to display.

➤ "[Site map Page](#)"

- **Full text search function**

The function provides keyword searching. Type in a keyword or phrase in the keyword/text field or search box. Search results to match your query are displayed. This function supports AND search.

➤ "[Search Method](#)"

\* For the latest version of the e-Manual, see the Canon website.

## How to Use the e-Manual

---

Click the following links to see the system requirements and learn how to use the e-Manual.

[System Requirements](#)

[Starting the e-Manual](#)

---

## System Requirements

---

You can view the e-Manual in a Web browser. Supported (tested) browsers include the following.

### Windows:

- Internet Explorer 6.0/7.0/8.0/9.0/10.0
- Firefox 2.x/3.x/4.x/5.x/6.x/7.x/8.x/9.x/10.x/11.x/12.x/13.x/14.x/15.x/16.x/17.x/18.x/19.x

### Mac OS:

- Safari 3.x/4.x/5.0/5.1/6.0
- Firefox 2.x/3.x/4.x/5.x/6.x/7.x/8.x/9.x/10.x/11.x/12.x/13.x/14.x/15.x/16.x/17.x/18.x/19.x

#### NOTE

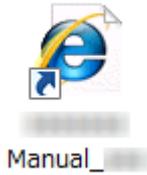
#### **Java scripting**

Enable Java scripting in your browser before using the e-Manual.

---

## Starting the e-Manual

Double-click the [MF6180dw MF6140dn Manual\_eng] on the desktop.



### When a security warning message appears

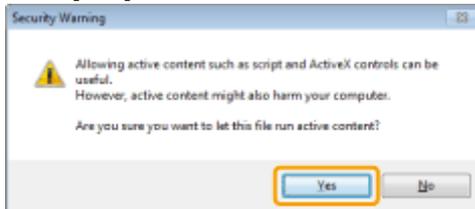
To help protect your security, Internet Explorer has restricted this webpage from running scripts or ActiveX controls that could access your computer.  [Click here for options...](#)

Perform the following procedure.

1. Click the information bar and select [Allow Blocked Content] from the pop-up menu.



2. Click [Yes].



### NOTE

#### To view the e-Manual Directly from the DVD-ROM

You can also display the e-Manual directly from the DVD-ROM without installing it in the computer you are using.

1. Insert the User Software and Manuals DVD-ROM into the slot on your computer.
2. Click [Manuals].
3. Click [e-Manual].

† Depending on the operating system you are using, a security protection message appears. Allow the contents to be displayed.

## Screen Layout of the e-Manual

---

This section describes the screen layout of the e-Manual.

The "Top Page" is the default home page that appears when the e-Manual is started. The "Topic Page" is the page displayed the main contents.

The "Site map Page" is the page that you can access by clicking "Site map" in the upper right side of each page. Search can be performed with the search panel.

The screen layout varies across the page. For more information, click the following links.

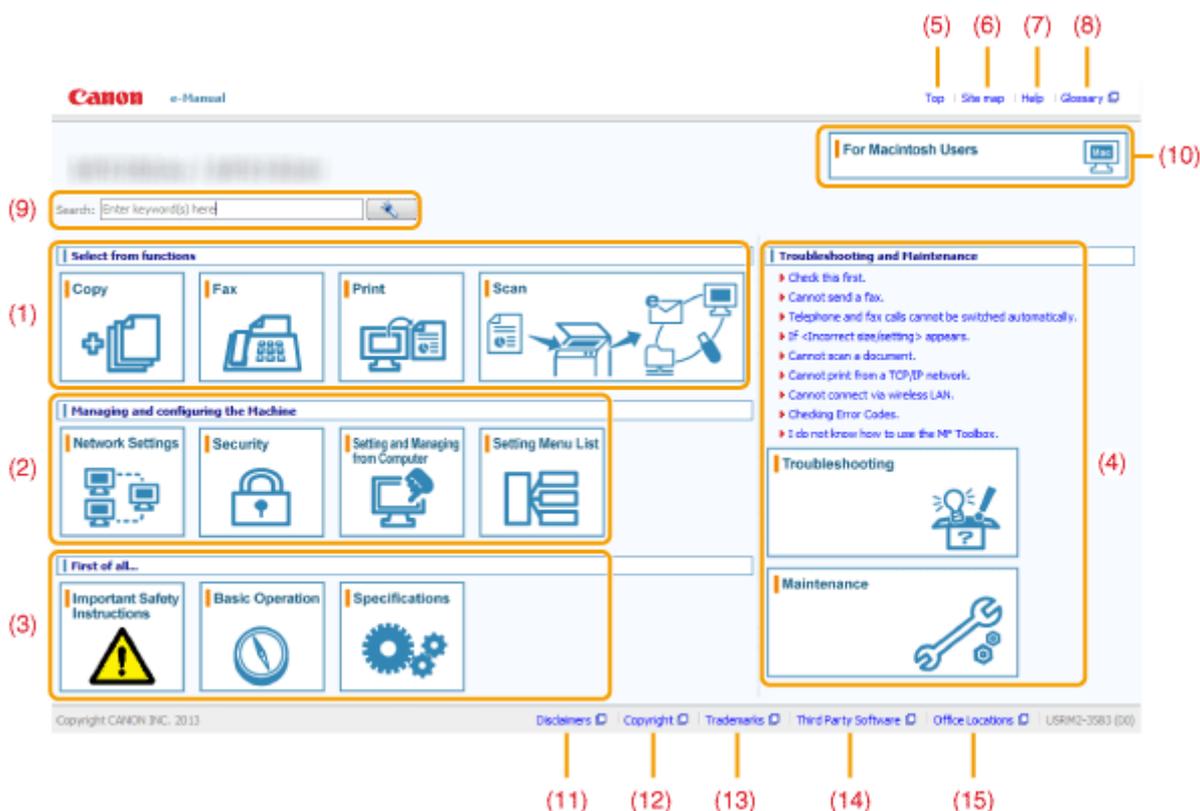
[\*\*➤ Top Page\*\*](#)

[\*\*➤ Topic Page\*\*](#)

[\*\*➤ Site map Page\*\*](#)

[\*\*➤ Search Method\*\*](#)

---



## (1) Select from functions

Provide a link to the selected content, to let you learn how to use the functions of the machine.

## (2) Managing and configuring the Machine

Provide a link to the selected content, which is intended for administrators, to describe how to manage and configure the machine, etc.

## (3) First of all...

Provide a link to the selected content, to describe the safety instructions, features of the machine, and how to configure and use the machine efficiently (for example, loading paper and using the sleep mode.)

## (4) Troubleshooting and Maintenance

Provide a link to the selected content, to describe how to troubleshoot problems and maintain the machine.

## (5) [Top]

Return to the Top page.

## (6) [Site map]

Provide the link to the Contents page, to show the table of contents.

## (7) [Help]

Provide tips to use the e-Manual efficiently.

## (8) [Glossary]

Display the glossary of terms used in the e-Manual.

## (9) [Search]

Enter a keyword in this field and click . The search box appears. For more information, see "Search Method."

## (10) [For Macintosh Users]

Precautions when using Macintosh are explained.

## (11) [Disclaimers]

Display the disclaimers.

## (12) [Copyright]

Display the copyright information.

## (13) [Trademarks]

Display the trademarks.

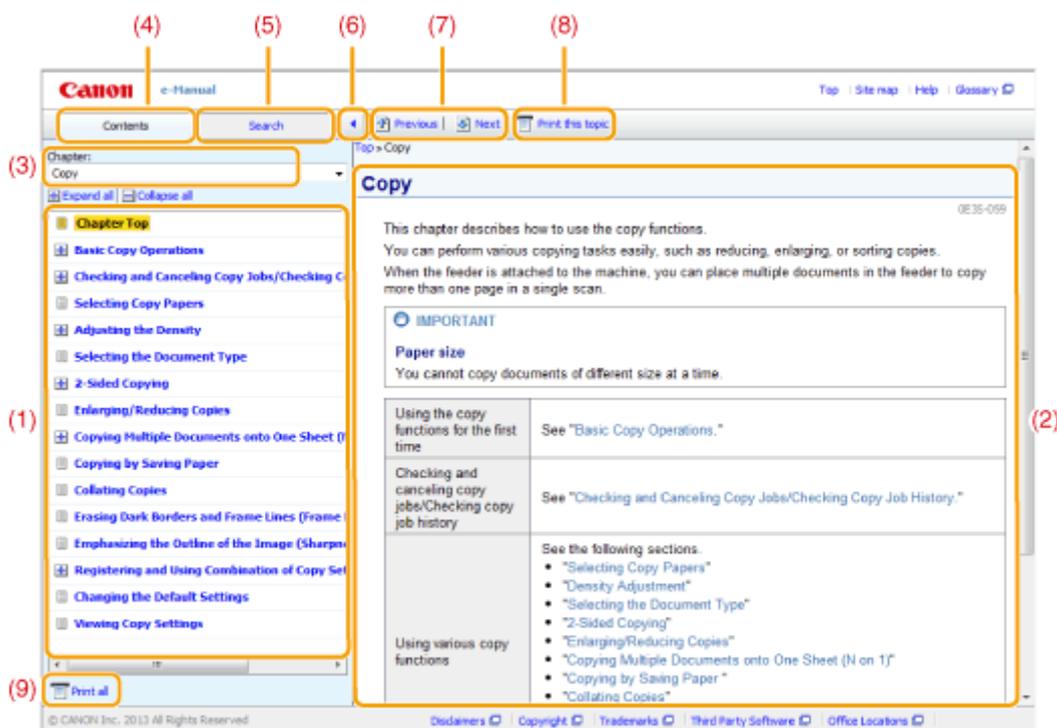
## (14) [Third Party Software]

The information about the third party software is displayed.

**(15) [Office Locations]**

Display the contact information for inquiries.

---



## (1) Category contents

Display the contents of the selected category. Click an item to display its description in the topic page. Clicking opens the menu and clicking closes the menu.

And clicking Expand all] opens all menus and clicking Collapse all] closes all menus.

## (2) Topic page

Display the explanation of the selected content.

On the upper left corner of the "Topic page", the current location of the displayed topic appears. Clicking on the link moves you to the upper level.

## (3) [Chapter] menu

Select different chapters from the drop-down menu.

## (4) [Contents]

Select different categories from the drop-down menu.

## (5) [Search]

Click to search the desired information with the keywords. For more information, see "[Search Method](#)."

## (6) [

Click to fold the [Contents] and [Search] panel.

## (7) [ Previous]/[ Next]

Click to move to the previous or next category.

## (8) [Print this topic]

Click to print only the content currently displayed in the Topic page.

## (9) [Print all]

Click to print full content of the current category.

# Site map Page

Canon e-Manual Top | Site map | Help | Glossary

Site map

(1) **First of all...** [Important Safety Instructions](#) [Basic Operation](#) [Specifications](#)

**Select from functions** [Copy](#) [Fax](#) [Printing](#) [Scanning](#)

**Managing and configuring the Machine** [Network Settings](#) [Security](#) [Setting and Managing from Computer](#) [Setting Menu List](#)

**Troubleshooting and Maintenance** [Troubleshooting](#) [Maintenance](#)

**Others** [Appendix](#) [Using the e-Manual](#)

(2) **First of all...**

**Important Safety Instructions** [Next](#) [Go to top of page](#)

**Important Safety Instructions**

- Installation
- Power Supply
- Handling
- Maintenance and Inspections
- Consumables
- Others

**Legal Notices**

- Wireless LAN Regulatory Information (MF6180dw Only)
- Installation and Handling

**Basic Operation** [Previous](#) [Next](#) [Go to top of page](#)

**Available Features**

- Parts and Their Functions**
  - Front Side
  - Back Side

© CANON Inc. 2013 All Rights Reserved. [Disclaimers](#) [Copyright](#) [Trademarks](#) [Third Party Software](#) [Office Locations](#) | USR42-3583 (00)

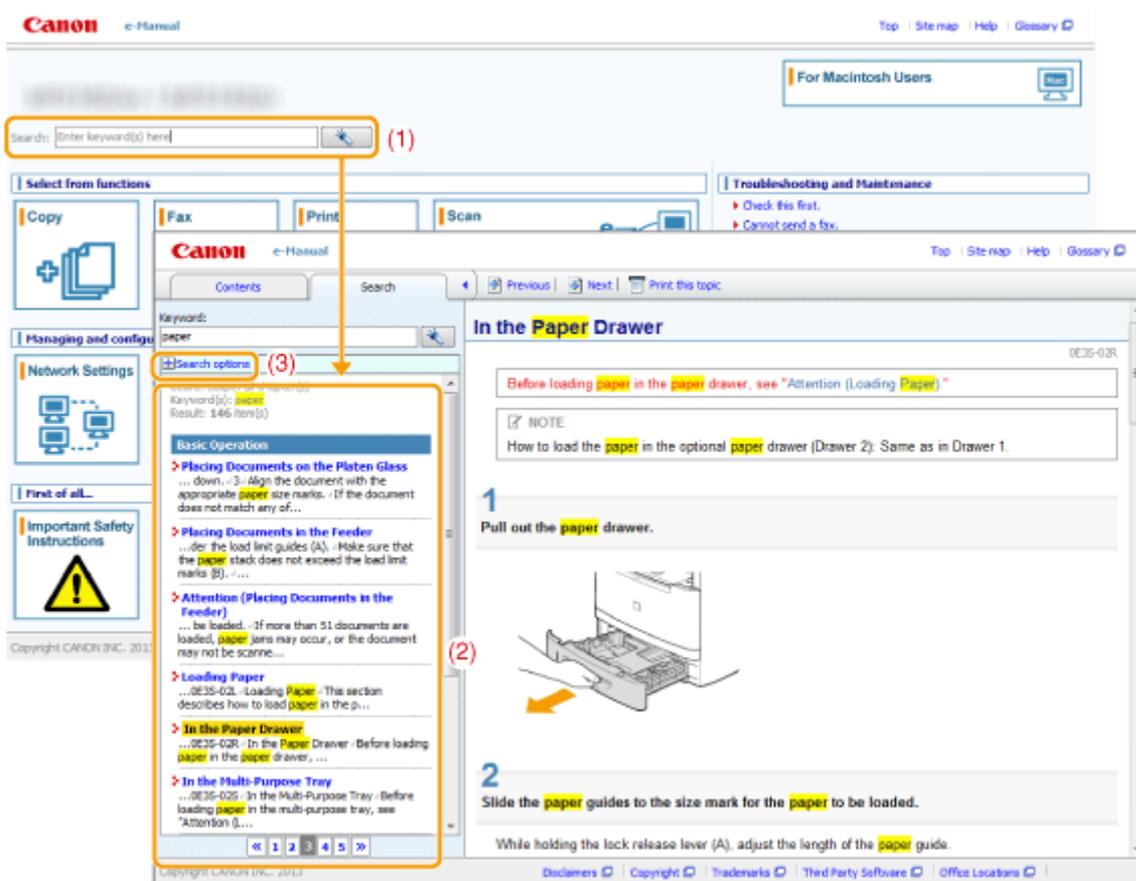
## (1) Categories

Show the topic categories in the e-Manual. Click a category to view the list of topics.

## (2) Whole contents

Show all contents in the e-Manual. Click a heading to view the topic.

# Search Method



## (1) [Search]

Enter a keyword in the keyword/text field located on the upper right hand corner of the "Top" or "Topic page", and click [🔍]. The search box appears.

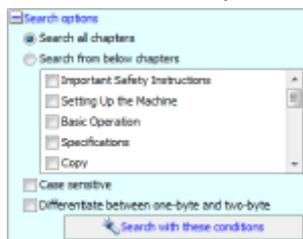
You can also enter your query in the search box. To search for multiple keywords, separate the keywords with a space (for example "Toner Message" will return topics that contain the keywords "toner" and "message").

## (2) Search result

Display search results. Click [⏪], [⏩], or the page number at the bottom of the page to move through search results when your search produces more than 10 results.

## (3) [Search options]

Click here to limit your search to a specific category.



Specify the search conditions such as, chapter scope to search, case sensitive or differentiation between one-byte and two-byte.

To search with specified conditions, click [Search with these conditions].

## Viewing the e-Manual

### Symbols Used in This Manual

The following is a list of warnings and cautions provided in the e-Manual, to explain handling restrictions, precautions, and instructions that should be observed for your safety.

#### **WARNING**

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

#### **CAUTION**

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

#### **IMPORTANT**

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

#### **NOTE**

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



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

### Keys and Buttons Used in This Manual

The e-Manual uses the following keys and buttons.

Type	Description style used in the manual	Example
Operation panel keys	[Key icon] + (Key name)	[  ] (Stop)
Operation panel display	<Names of buttons and setting values> <Message>	<Timer Settings> <Specify destination.>
Buttons displayed on the computer and so on	[Button name and so on]	[Preferences]

### Screen Layout of the e-Manual

The screen layout of the e-Manual is predefined.  
It may vary depending on the operating system that you are using.

↑ The functions of the driver or software are subject to change due to upgrades.

### Abbreviations Used in the e-Manual

#### Abbreviations of operating systems

The following abbreviations are used to refer to the operating systems described in the e-Manual.

Microsoft Windows XP	Windows XP
Microsoft Windows Vista operating system	Windows Vista
Microsoft Windows 7 operating system	Windows 7
Microsoft Windows 8 operating system	Windows 8
Microsoft Windows Server 2003	Windows Server 2003
Microsoft Windows Server 2008	Windows Server 2008
Microsoft Windows Server 2012	Windows Server 2012
Microsoft Windows operating system	Windows

---



*MF6180dw / MF6140dn*

## **MF Driver Installation Guide**

<a href="#">Before Using the Driver</a>	3
<a href="#">About the Drivers and Software</a>	4
<a href="#">Supported Operating Systems</a>	5
<a href="#">Selecting the Driver to Be Installed</a>	6
<a href="#">Installing the MF Drivers and MF Toolbox</a>	8
<a href="#">Installing Using [Easy Installation] (For Windows)</a>	9
<a href="#">Installing Using [Custom Installation] (For Windows)</a>	17
<a href="#">Installing the Software (For Macintosh)</a>	28
<a href="#">USB Cable Connection (Only when Connecting with USB)</a>	32
<a href="#">Checking the Installation Results (For Windows)</a>	33
<a href="#">Registering the Printer and Fax (For Macintosh)</a>	34
<a href="#">Installing the Drivers Downloaded from the Canon Homepage</a>	41
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<a href="#">Uninstalling the Printer/Fax/Scanner Driver (For Windows)</a>	53
<a href="#">Uninstalling the MF Toolbox (For Windows)</a>	55
<a href="#">Uninstalling the Drivers for the WSD Device (For Windows)</a>	57
<a href="#">Uninstalling the Product Extended Survey Program (For Windows)</a>	60
<a href="#">Uninstalling the Software (For Macintosh)</a>	61
<a href="#">Uninstalling the e-Manual (For Windows)</a>	63
<a href="#">Troubleshooting</a>	65
<a href="#">How to Use the Online Help</a>	68
<a href="#">Confirming IP Address Settings</a>	70
<a href="#">How to Check the Bit Architecture (For Windows)</a>	73
<a href="#">Disclaimers</a>	74
<a href="#">Copyright</a>	75
<a href="#">Trademarks</a>	76

# Before Using the Driver

Read this chapter before installing the software such as the MF Drivers.

- ❖ "About the Drivers and Software"
  - ❖ "Supported Operating Systems"
  - ❖ "Selecting the Driver to Be Installed"
-

## About the Drivers and Software

<b>MF Drivers</b>	
Printer driver	You can print from an application to the machine once you have the printer driver installed on your computer.
Fax driver <sup>*1</sup>	If you install the fax driver on your computer, you can select "Print" from an application, select the Canon fax driver as a printer, and specify the output destination and options. The fax driver converts the data into an image that conforms to standard fax protocols so that the data can be printed or saved using the recipient's fax machine.
Scanner driver	You can use the machine as a scanner once you have the scanner driver installed on your computer.
Network Scan Utility	You need this utility software to use the machine as a network scanner. It is automatically installed along with the scanner driver.
MF Toolbox <sup>*2</sup>	The MF Toolbox provides a group of commands for you to open a scanned image in an application, send it as an e-mail attachment file, store it on the hard disk, etc.
<b>Additional Software Program</b>	
Canon MF/LBP Wireless Setup Assistant	You can check the SSID, the network key, etc. when connecting to a wireless LAN using "Canon MF/LBP Wireless Setup Assistant."
Presto! PageManager <sup>*3</sup>	You can handle scanned images in many ways using this software.

<sup>\*1</sup> Fax driver may not be supplied depending on the model you are using.

<sup>\*2</sup> Some features of the MF Toolbox for Macintosh may differ from those of the MF Toolbox for Windows. For details, see the Canon Scanner Driver Guide.

<sup>\*3</sup> This software may not be supplied depending on your model or your country or region.

### **NOTE**

Depending on the operating system you are using, some functions of the driver software included in the CD-ROM (or DVD-ROM) may not be usable. The newest software is posted on the Canon web site. Please verify the operating environment etc. and download the appropriate software if required.

## Supported Operating Systems

○ : Supported

— : Not supported

	Windows XP	Windows Vista/7/8	Windows Server 2003	Windows Server 2008	Windows Server 2008 R2/Server 2012	Mac OS X (version 10.5.8 or later) <sup>*3</sup>
Printer driver (UFR II LT)	○	○	○ <sup>*1</sup>	○ <sup>*1</sup>	○ <sup>*1</sup>	○
Printer driver (UFR II LT (XPS))	—	○	—	○ <sup>*1</sup>	○ <sup>*1</sup>	—
Printer driver (PCL5) <sup>*3</sup>	○	○	○ <sup>*1</sup>	○ <sup>*1</sup>	○ <sup>*1</sup>	—
Printer driver (PCL6) <sup>*3</sup>	○	○	○ <sup>*1</sup>	○ <sup>*1</sup>	○ <sup>*1</sup>	—
Printer driver (PS) <sup>*3</sup>	○	○	○ <sup>*1</sup>	○ <sup>*1</sup>	○ <sup>*1</sup>	○
Fax driver <sup>*3</sup>	○	○	○ <sup>*1</sup>	○ <sup>*1</sup>	○ <sup>*1</sup>	○
Scanner driver	○	○	—	—	—	○
Network Scan Utility	○ <sup>*1</sup>	○ <sup>*1</sup>	—	—	—	—
MF Toolbox	○	○	—	—	—	○
Canon MF/LBP Wireless Setup Assistant <sup>*3</sup>	○ <sup>*2</sup>	○ <sup>*2</sup>	○ <sup>*2</sup>	○ <sup>*2</sup>	○ <sup>*2</sup>	—
Presto! PageManager <sup>*3</sup>	○	○	—	—	—	—

<sup>\*1</sup> Supported only over network connection.

<sup>\*2</sup> Supported only over wireless LAN connection.

<sup>\*3</sup> These software may not be supplied depending on your model or your country or region.

## Selecting the Driver to Be Installed

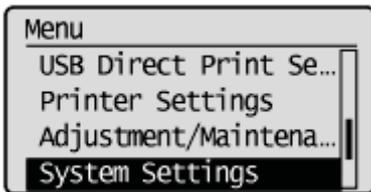
After selecting the connection method between the machine and a computer, select the driver to be installed.

1

Press  .

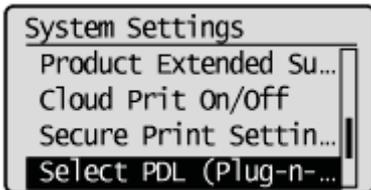
2

Press [**▲**] or [**▼**] to highlight <System Settings>, and then press [**OK**].



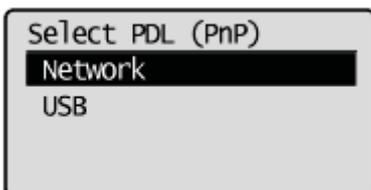
3

Press [**▲**] or [**▼**] to highlight <Select PDL (Plug-n-Play)>, and then press [**OK**].



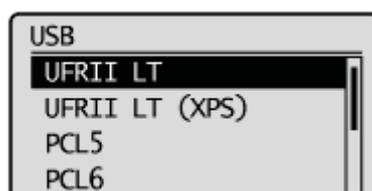
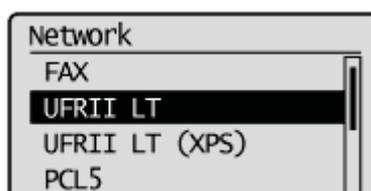
4

Press [**▲**] or [**▼**] to highlight <Network > or <USB>, and then press [**OK**].



5

Press [**▲**] or [**▼**] to highlight the printer driver you are using, and then press [**OK**].



## Selectable page description language

Network	FAX UFR II LT UFR II LT (XPS) PCL5 PCL6 PS
USB	UFR II LT UFR II LT (XPS) PCL5 PCL6 PS

\* The options to be displayed differ depending on your country or region.

## 6

### **Restart the machine.**

 It is necessary to restart the machine for the settings to take effect.  
Turn OFF the machine and wait for at least 10 seconds before turning it back ON.

---

# Installing the MF Drivers and MF Toolbox

Install the software to use the machine.

- ["Installing Using \[Easy Installation\] \(For Windows\)"](#)
- ["Installing Using \[Custom Installation\] \(For Windows\)"](#)
- ["Installing the Software \(For Macintosh\)"](#)
- ["USB Cable Connection \(Only when Connecting with USB\)"](#)
- ["Checking the Installation Results \(For Windows\)"](#)
- ["Registering the Printer and Fax \(For Macintosh\)"](#)
- ["Installing the Drivers Downloaded from the Canon Homepage"](#)

The method of installation varies depending on the connection method or environment.

\* If the User Manual CD-ROM is supplied with the machine, install the e-Manual from the User Manual CD-ROM.

OS	Connection method	Installation method
Windows	USB connection	<ul style="list-style-type: none"> <li>➤ <a href="#">"Installing Using [Easy Installation] (For Windows)"</a>*</li> <li>➤ <a href="#">"Installing Using [Custom Installation] (For Windows)"</a></li> </ul>
	Network connection (IPv4 environment)	
	Network connection (IPv6 environment)*	<ul style="list-style-type: none"> <li>➤ <a href="#">"Installing the MF Drivers on the WSD Network (For Windows)"</a></li> </ul>
Macintosh	USB connection	<ul style="list-style-type: none"> <li>➤ <a href="#">"Installing the Software (For Macintosh)"</a></li> </ul>
	Network connection	
When installing downloaded drivers		<ul style="list-style-type: none"> <li>➤ <a href="#">"Installing the Drivers Downloaded from the Canon Homepage"</a></li> </ul>

- Connect the USB cable after installing the MF drivers. If you connected the USB cable before installing the MF drivers, refer to ["The USB cable was connected before installing the MF drivers."](#)
- Presto! PageManager is not installed by selecting [Easy Installation]. To install the software, select [Custom Installation].
- If you are operating in the IPv6 environment, you cannot install the drivers or software following procedures below. Refer to ["Installing the MF Drivers on the WSD Network \(For Windows\)"](#) to install MF Drivers.
- You may not be able to use the scan function in the IPv6 environment.

## IMPORTANT

### User rights for logging on to Windows

Log on as a user with administrative rights.

### When installing via USB connection

Connect the USB cable after the software installation.

Make sure that the power of the machine is turned ON when connecting the USB cable.

### When installing via network connection

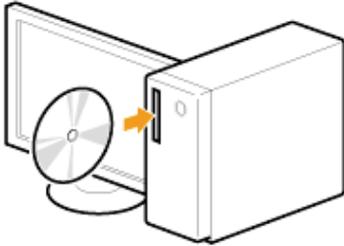
Before starting the installation, check the following.

- The computer and machine are connected via the network.
- The power of the machine is turned ON.
- The IP addresses are properly set up.

# Installing Using [Easy Installation] (For Windows)

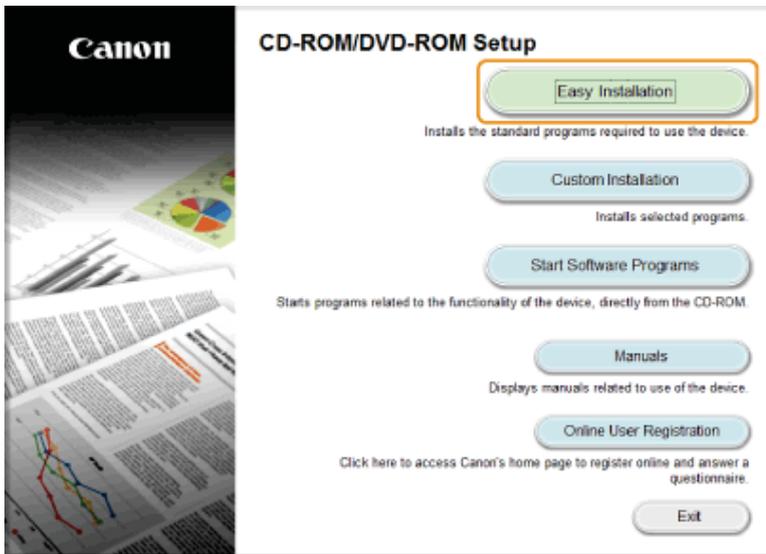
## 1

Insert the User Software and Manuals CD-ROM (or DVD-ROM) into the slot on your computer.



## 2

Click [Easy Installation].



The options to be displayed differ depending on your country or region.

### **?** If the above CD-ROM/DVD-ROM Setup screen does not appear:

#### **Windows XP and Server 2003**

1. From the [Start] menu, select [Run].
2. Enter "D:\MInst.exe", and then click [OK].

#### **Windows Vista, 7, and Server 2008**

1. Enter "D:\MInst.exe" in [Start Search] or [Search programs and files] under the [Start] menu.
2. Press the [ENTER] key on the keyboard.

#### **Windows 8 and Server 2012**

1. Right-click the lower-left corner of the screen and select [Run].
2. Enter "D:\MInst.exe", and then click [OK].

\* The CD-ROM (or DVD-ROM) drive name is indicated as "D:" in this manual. The CD-ROM (or DVD-ROM) drive name may differ depending on the computer you are using.

**?** If the language selection screen is displayed before the CD-ROM/DVD-ROM setup screen appears:

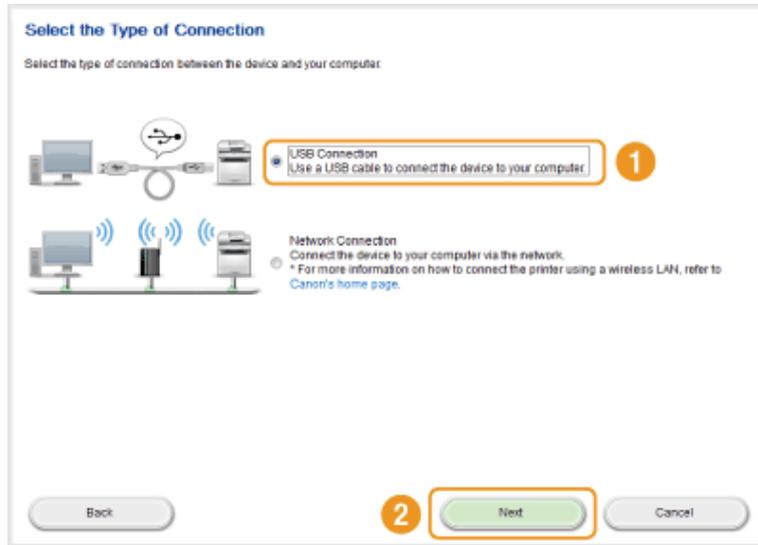
Select the language and click [OK].

### 3

**When the following screen appears, select the connection to a computer.**

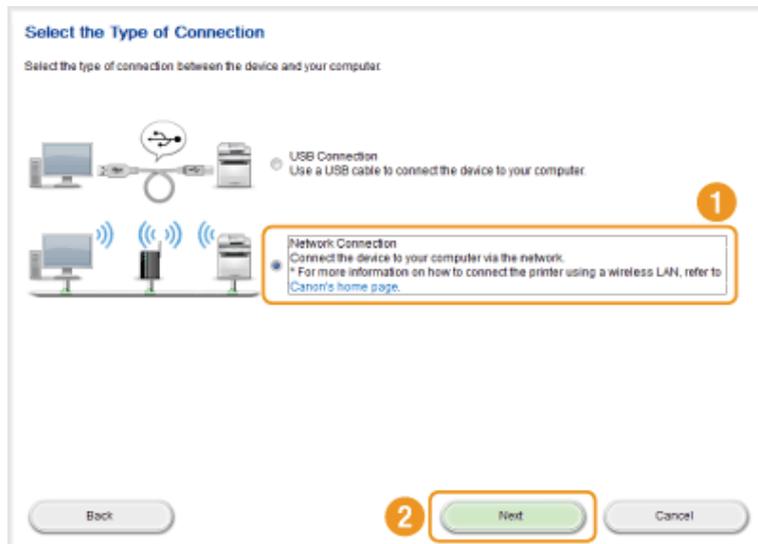
#### **For USB Connection:**

Select [USB Connection], and click [Next].



#### **For Network Connection:**

Select [Network Connection], and click [Next].



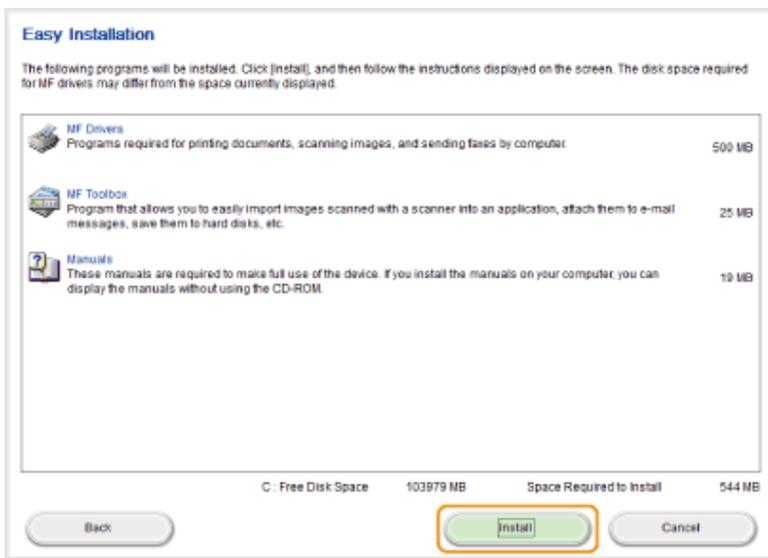
#### **NOTE**

#### **Windows Server 2003/Server 2008/Server 2012**

This screen is not displayed. Proceed to the following procedure.

### 4

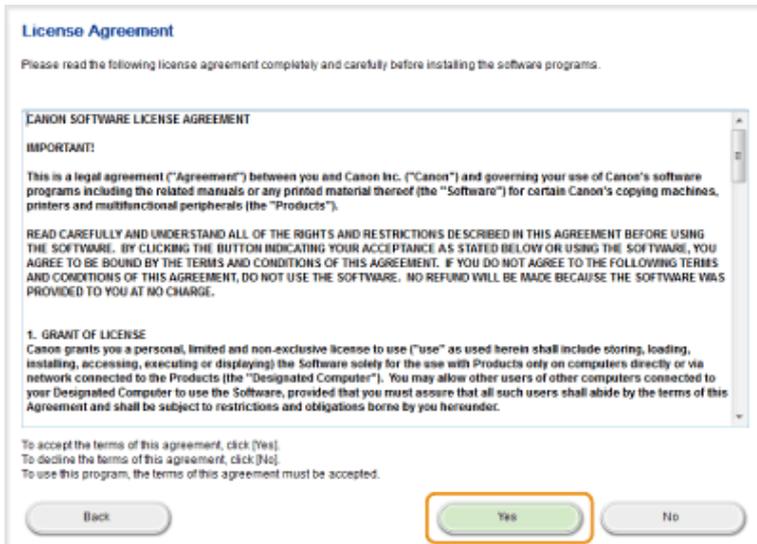
**Click [Install].**



The options to be displayed differ depending on your country or region.

## 5

**Read the License Agreement and click [Yes].**

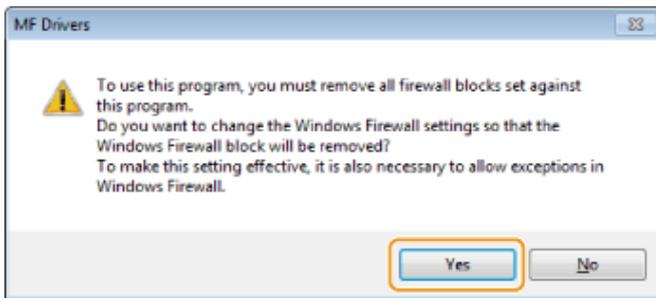


## 6

**Click [Next].**



The following screen appears. Click [Yes].



#### For USB Connection:

Proceed to step 9.

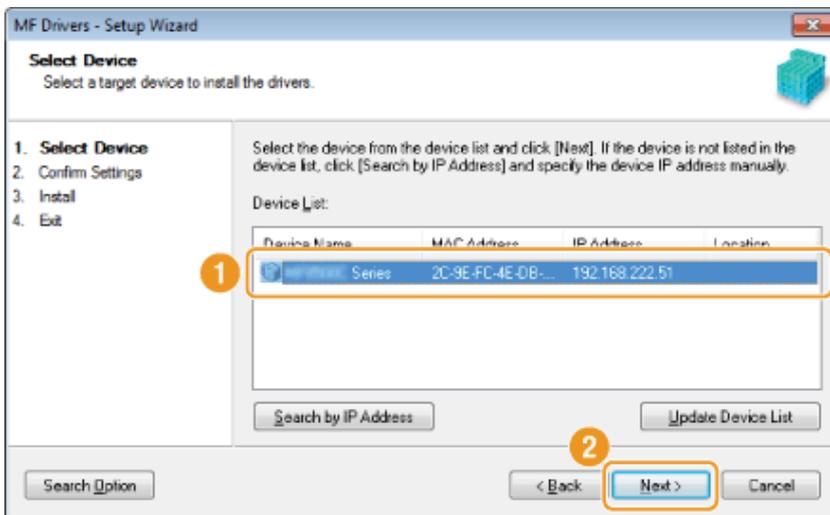
#### For Network Connection:

Proceed to step 7.

## 7

### Select the machine to be installed.

- (1) Select the machine.
- (2) Click [Next].



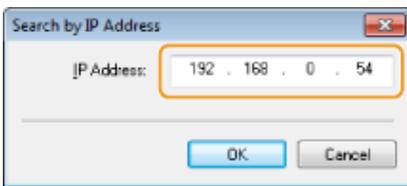
#### If no machines are displayed in [Device List]:

Perform the following procedure.

1. Check the following.
  - The computer and machine are connected via the network.
  - The machine is turned on.
  - The IP address is set correctly.
  - The computer and machine are on the same subnet.
  - Security software has been exited.
2. Click [Update Device List].

If any machines are not displayed by performing the above procedure, perform the following procedure.

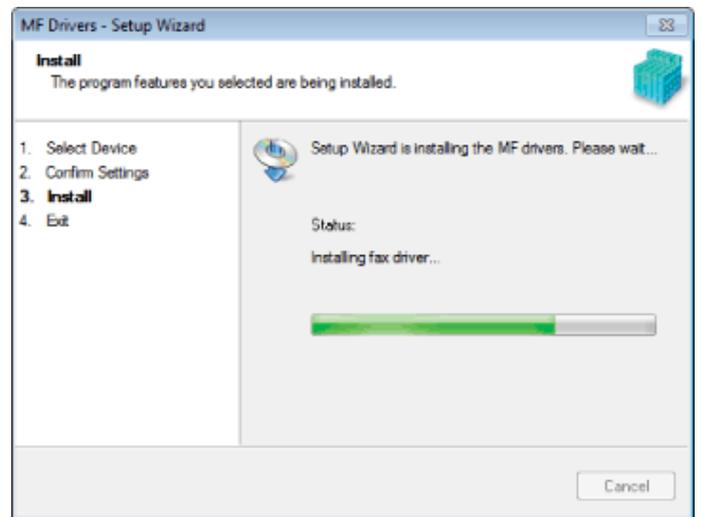
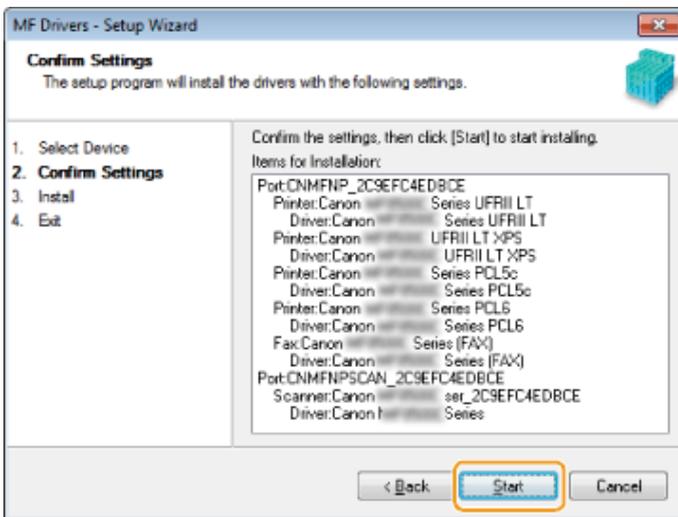
1. Click [Search by IP Address].
2. Enter the IP address of the machine to be installed.
  - ❖ "Confirming IP Address Settings"
    - If the IP address of the machine is between "169.254.1.0 and 169.254.254.255", the IP address is the one assigned by the AutoIP function.  
If an IP address other than link-local addresses is set for the computer, set an IP address in the same subnet as the computer (other than link-local addresses) also for this machine manually.  
This enables the installer to search for this machine.
    - ❖ e-Manual -> "Setting the IPv4 Address"



3. Click [OK].

## 8

**Check the displayed information, and click [Start] to start installation.**

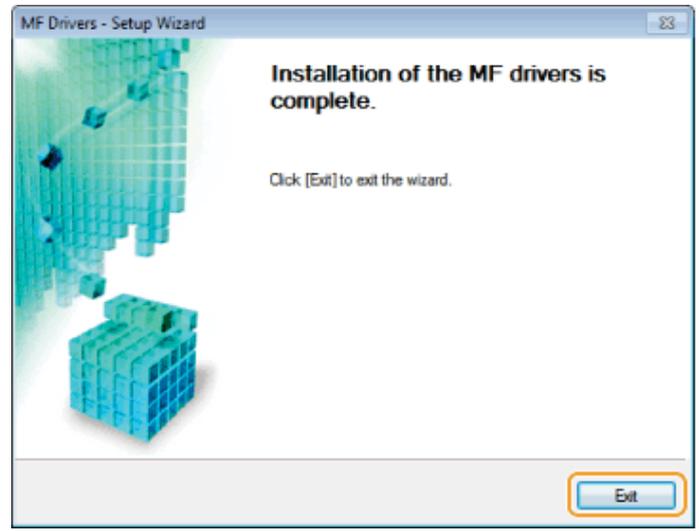
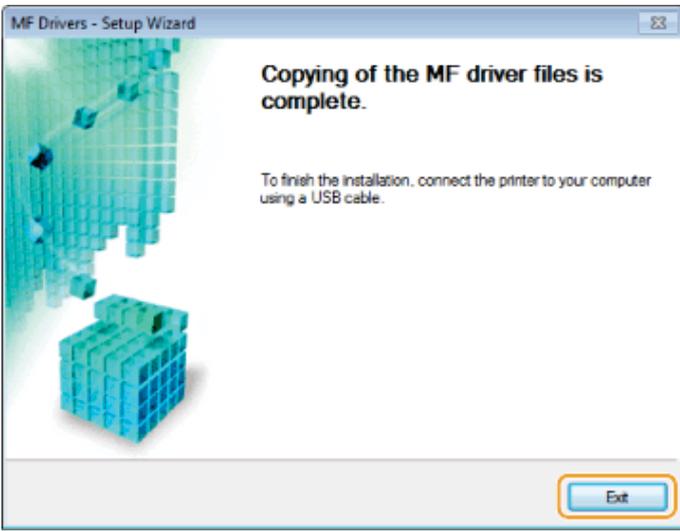


## 9

**Click [Exit].**

**For USB Connection:**

**For Network Connection:**

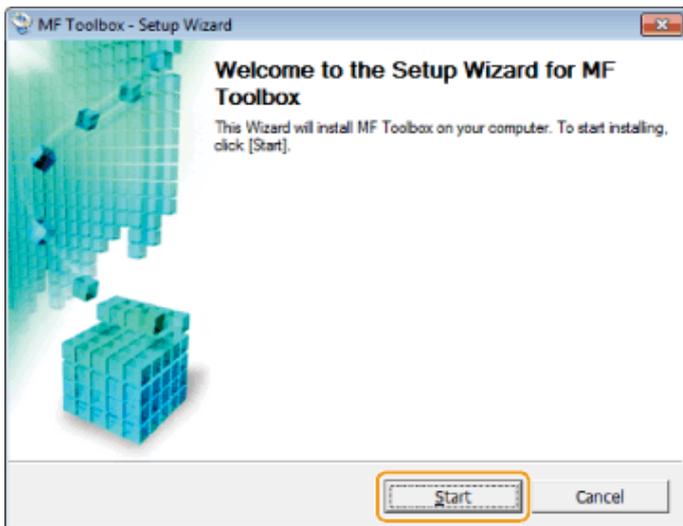


Next, installation of MF Toolbox starts.

In Windows Server 2003/Server 2008/Server 2012, MF Toolbox is not installed. Proceed to step 12.

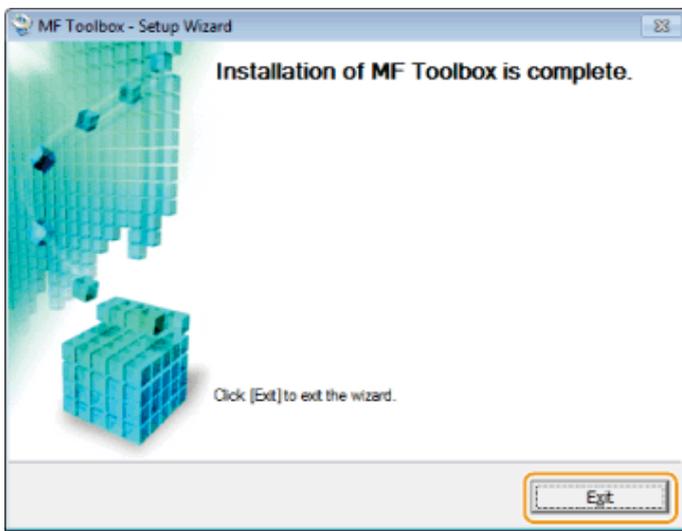
## 10

Click [Start].



## 11

Click [Exit].



If you are using the iR1133 Series, the manuals and Product Extended Survey Program are not installed. Proceed to step 14.

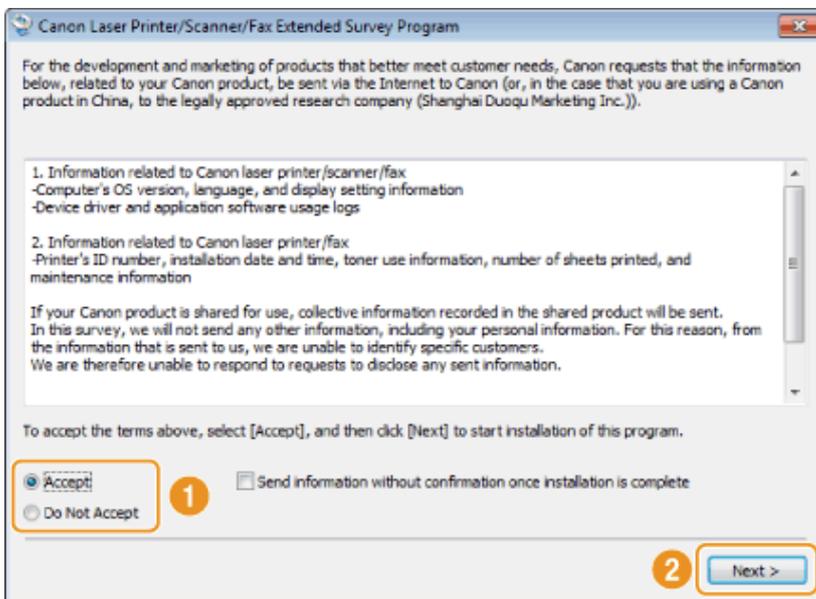
## 12

Follow on-screen instructions to install the manual.

## 13

When the following screen appears, read the displayed information, click [Accept] or [Do Not Accept], and then click [Next].

This screen may not be displayed depending on your environment.



### If you select [Accept]:

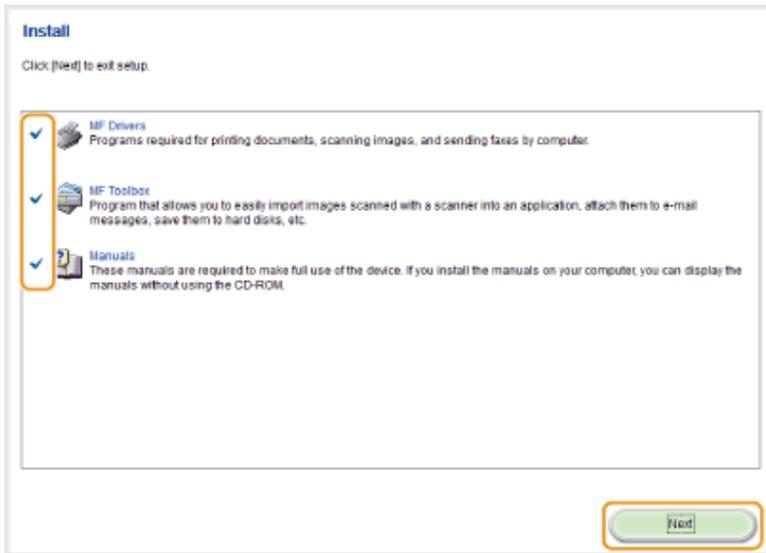
The Product Extended Survey Program (the program to investigate the state of usage) will be installed.

The Product Extended Survey Program is the program to send the information related to the usage of this machine to Canon every month for ten years. Any other information including your personal information is not sent.

- You can also uninstall the Product Extended Survey Program.
- ["Uninstalling the Product Extended Survey Program \(For Windows\)"](#)

## 14

Confirm that the application is selected [✓] under [Install] and click [Next].



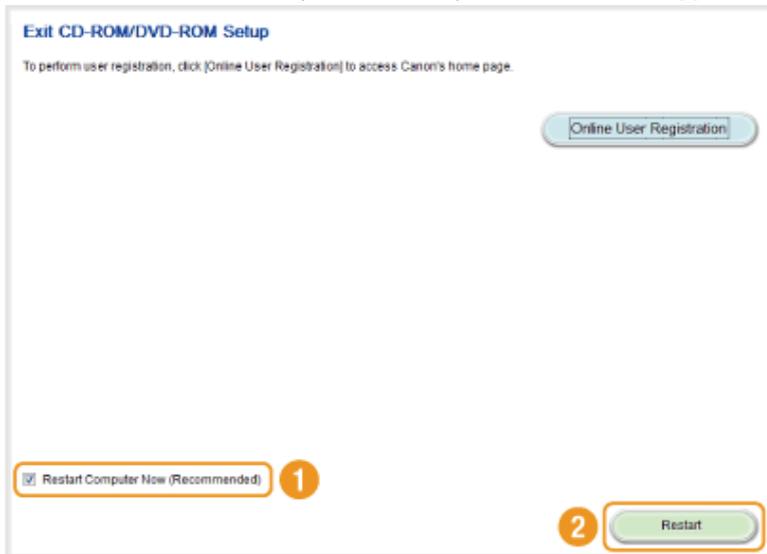
The options to be displayed differ depending on your country or region.

## 15

### Restart your computer.

- (1) Select the [Restart Computer Now (Recommended)] check box.
- (2) Click [Restart].

- Remove the CD-ROM (or DVD-ROM) once this screen appears.



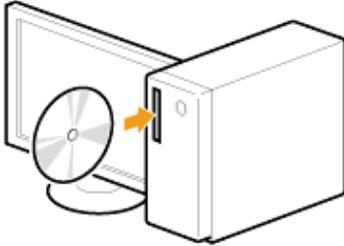
The options to be displayed differ depending on your country or region.

- ☞ In the case of USB connection, wait until your computer is restarted.
  - ❖ "USB Cable Connection (Only when Connecting with USB)"
- ☞ In the case of network connection, check the installation results.
  - ❖ "Checking the Installation Results (For Windows)"

# Installing Using [Custom Installation] (For Windows)

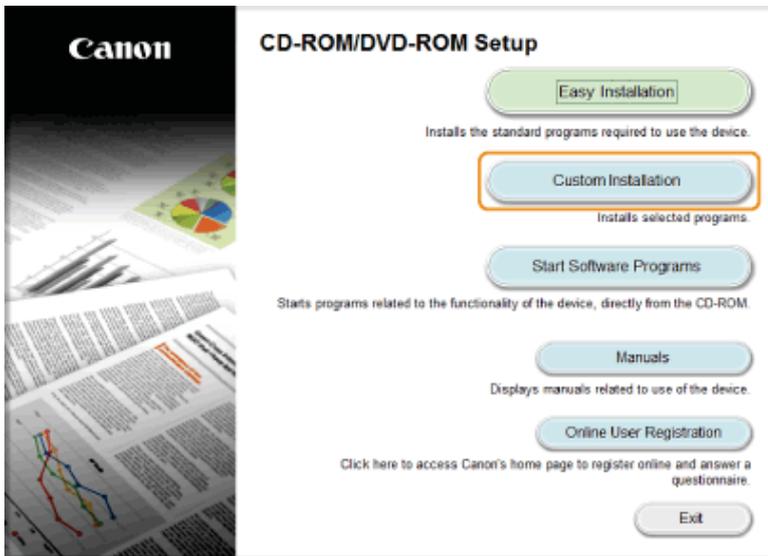
## 1

Insert the User Software and Manuals CD-ROM (or DVD-ROM) into the slot on your computer.



## 2

Click [Custom Installation].



The options to be displayed differ depending on your country or region.

### If the above CD-ROM/DVD-ROM Setup screen does not appear:

#### Windows XP and Server 2003

1. From the [Start] menu, select [Run].
2. Enter "D:\MInst.exe", and then click [OK].

#### Windows Vista, 7, and Server 2008

1. Enter "D:\MInst.exe" in [Start Search] or [Search programs and files] under the [Start] menu.
2. Press the [ENTER] key on the keyboard.

#### Windows 8 and Server 2012

1. Right-click the lower-left corner of the screen and select [Run].
2. Enter "D:\MInst.exe", and then click [OK].

\* The CD-ROM(or DVD-ROM) drive name is indicated as "D:" in this manual. The CD-ROM(or DVD-ROM) drive name may differ depending on the computer you are using.

**?** If the language selection screen is displayed before the CD-ROM/DVD-ROM setup screen appears:

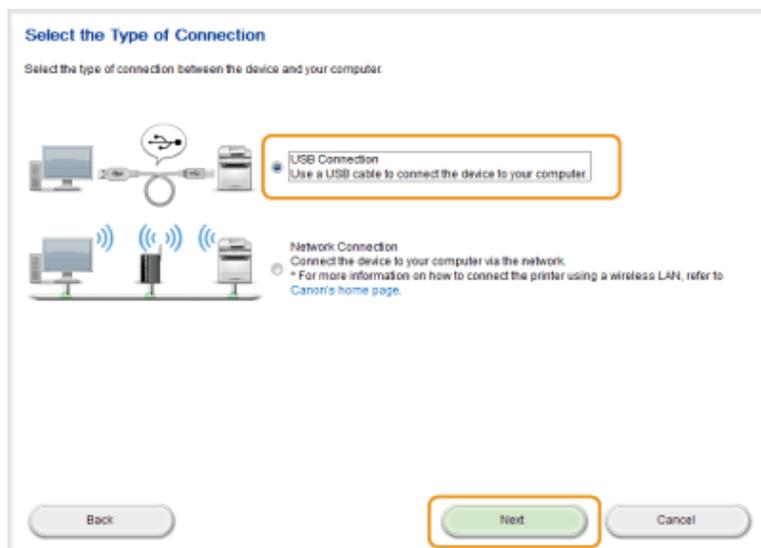
Select the language and click [OK].

### 3

**When the following screen appears, select the connection method to a computer.**

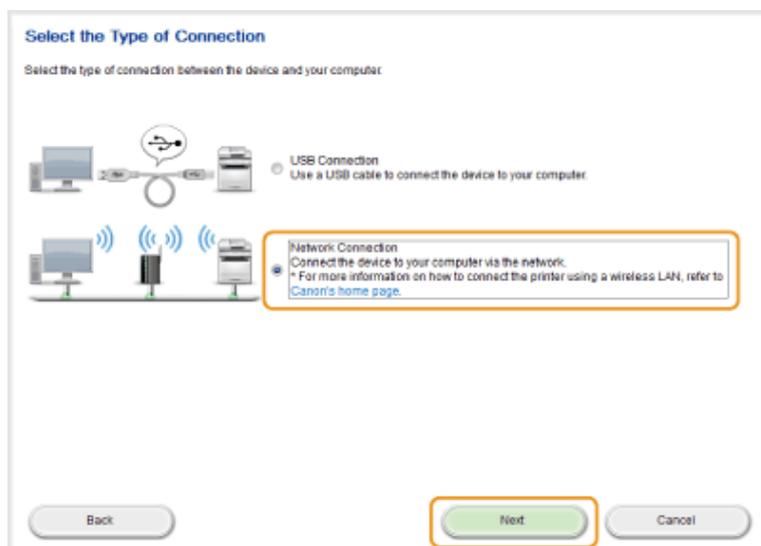
#### **For USB Connection:**

Select [USB Connection], and click [Next].



#### **For Network Connection:**

Select [Network Connection], and click [Next].



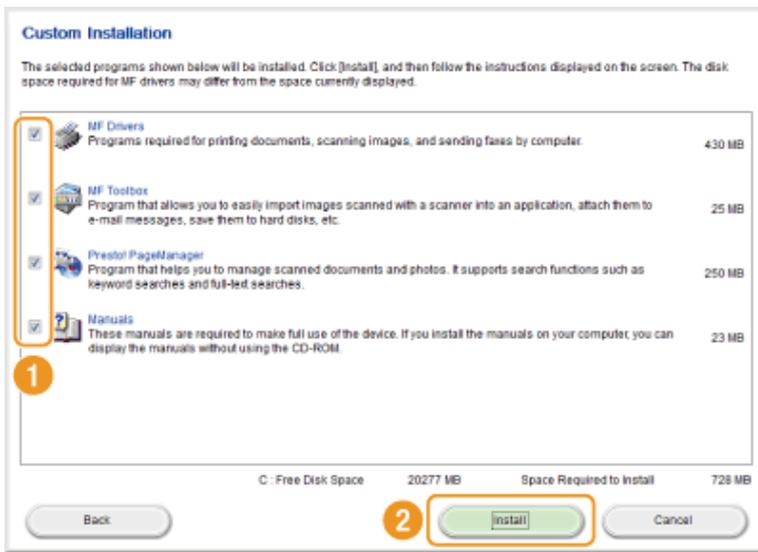
#### **NOTE**

#### **Windows Server 2003/Server 2008/Server 2012:**

This screen is not displayed. Proceed to the following procedure.

### 4

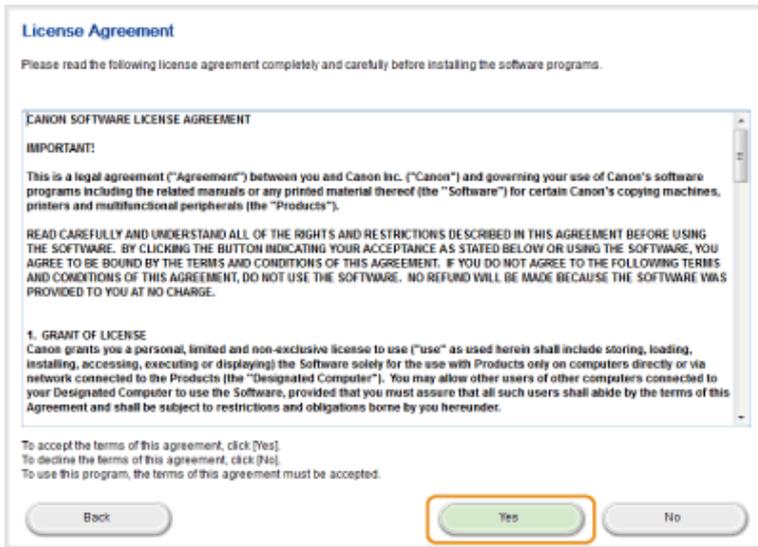
**Select the check box next to the application you want to install and click [Install].**



The options to be displayed differ depending on your country or region.

## 5

**Read the License Agreement and click [Yes].**

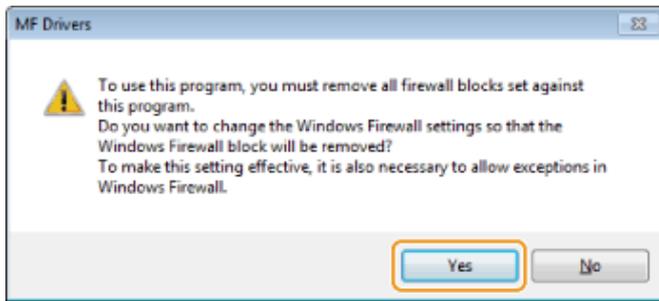


## 6

**Click [Next].**



The following screen appears. Click [Yes].



**For USB Connection:**

Proceed to step 13.

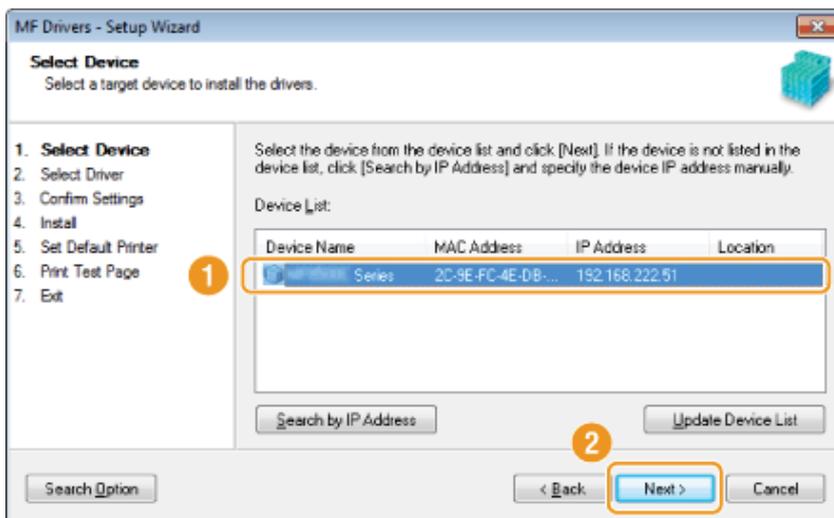
**For Network Connection:**

Proceed to step 7.

# 7

## Select the machine to be installed.

- (1) Select the machine.
- (2) Click [Next].



**If no machines are displayed in [Device List]:**

Perform the following procedure.

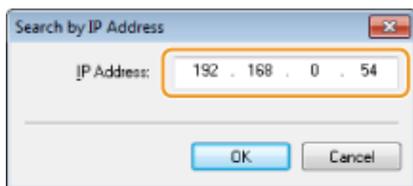
1. Check the following.
  - The computer and machine are connected via the network.
  - The machine is turned on.
  - The IP address is set correctly.
  - The computer and machine are on the same subnet.
  - Security software has been exited.
2. Click [Update Device List].

If any machines are not displayed by performing the above procedure, perform the following procedure.

1. Click [Search by IP Address].
2. Enter the IP address of the machine to be installed.
  - "Confirming IP Address Settings"
    - If the IP address of the machine is between "169.254.1.0 and 169.254.254.255", the IP address is the one assigned by the AutoIP function.
    - If an IP address other than link-local addresses is set for the computer, set an IP address in the same subnet

as the computer (other than link-local addresses) also for this machine manually. This enables the installer to search for this machine.

➤ e-Manual -> "Setting the IPv4 Address"

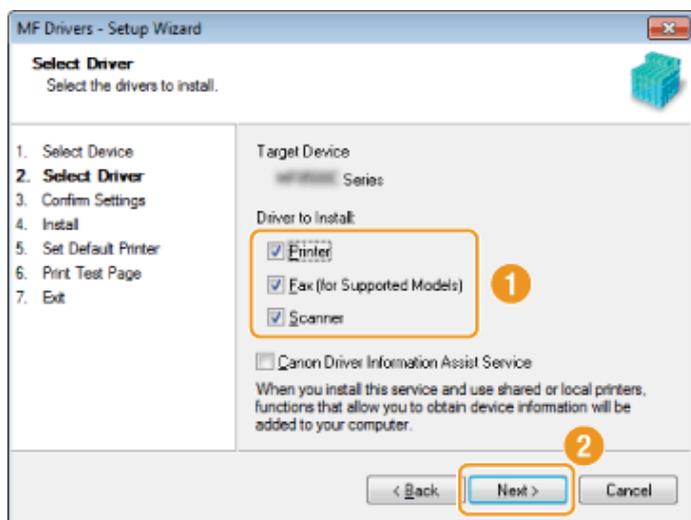


3. Click [OK].

## 8

### Select the function you want to use.

- (1) Select the function you want to use (driver to be installed).
- (2) Click [Next].



[Printer]	Select when using the print function.
[Fax (for Supported Models)]	Select when using the PC fax function. (This function sends documents or images that were created on a computer directly as a fax transmission.)
[Scanner]	Select when using the scan function.

If another Select Driver screen is displayed, repeat this step until the Confirm Settings screen is displayed.

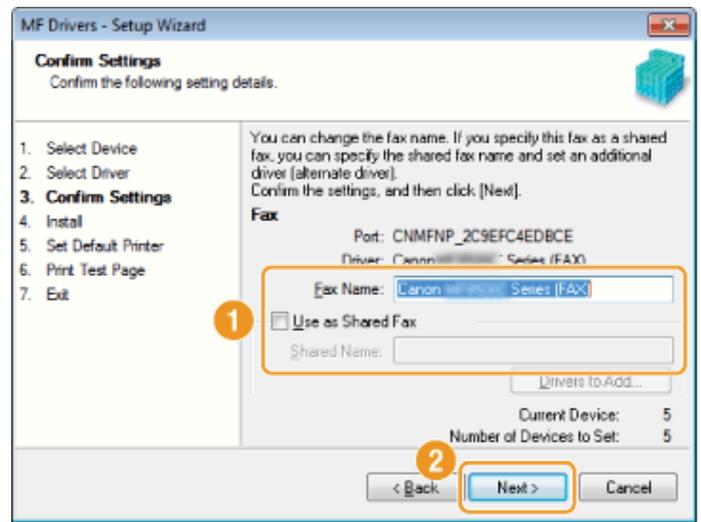
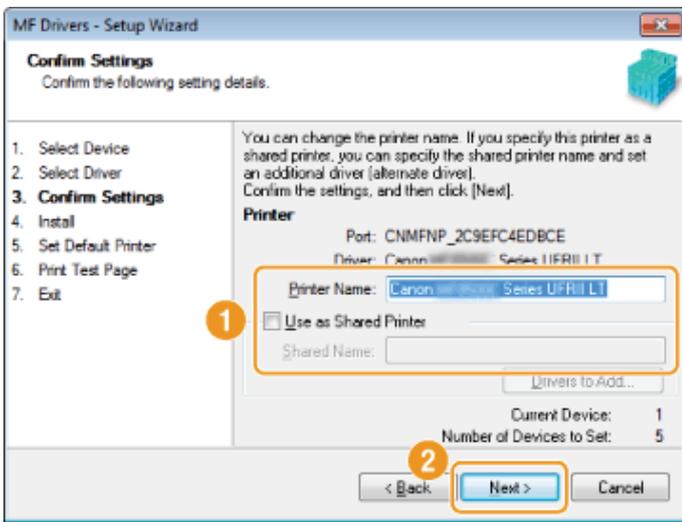
## 9

### Set the printer or fax information.

- (1) Specify the settings for each option as needed.
- (2) Click [Next].

**Printer information** \*1

**Fax information** \*2



\*1 Appears if you selected [Printer] in step 8.

\*2 Appears if you selected [Fax (for Supported Models)] in step 8.

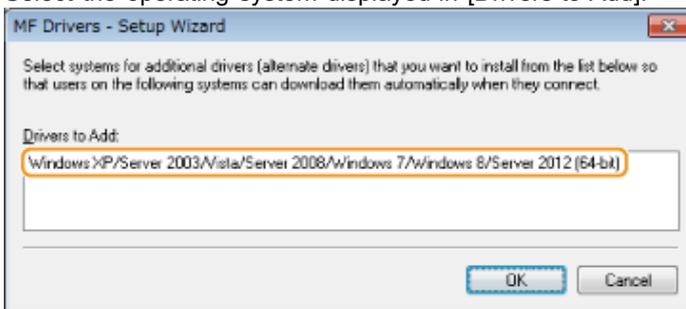
[Printer Name]	Enter a new name if you want to change the printer or fax name.
[Fax Name]	
[Use as Shared Printer]	Select the check box to share the printer or fax.
[Use as Shared Fax]	
[Shared Name]	Change the shared name as needed.

**NOTE**

**If you selected the [Use as Shared Printer] or [Use as Shared Fax] check box:**

Install the additional driver as follows.

1. Click [Drivers to Add].
2. Select the operating system displayed in [Drivers to Add].



3. Click [OK].

- If a 64-bit operating system is running on a computer on which the installation is being performed, the download installation (installation from a network) for a client computer on which any of the following 32-bit operating systems is running is not supported due to a Windows restriction.
  - Windows XP (on which no service pack or SP1 is installed)
  - Windows Server 2003 (on which no service pack is installed)

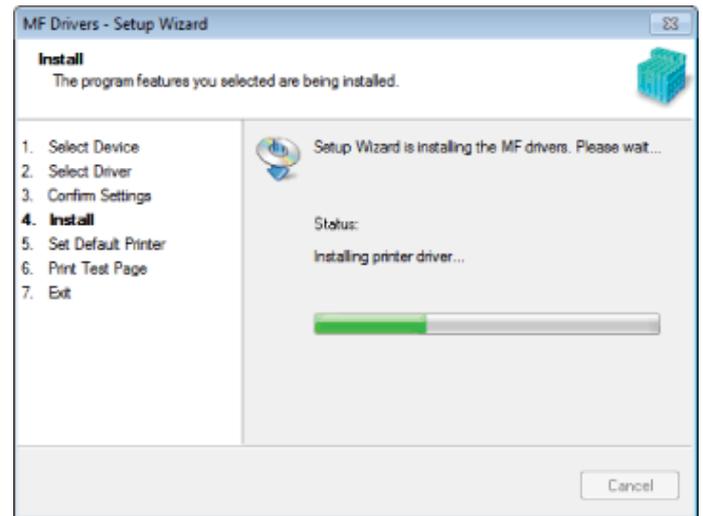
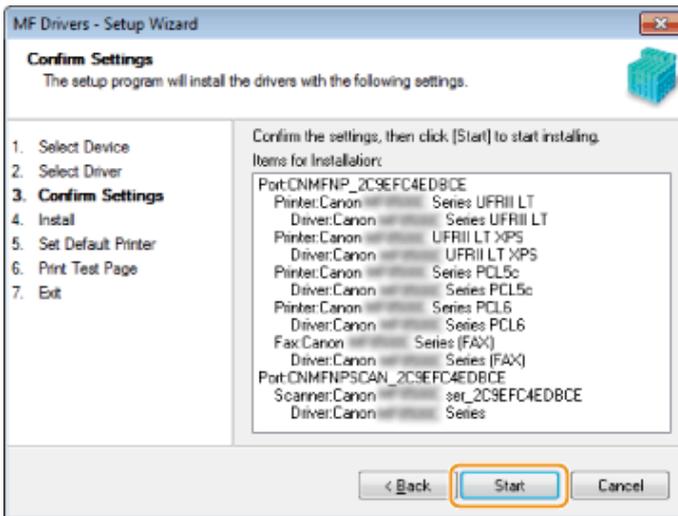
If you download and install the software on any of the above 32-bit operating systems, you may fail to install the software.

- If any of the following 32-bit operating systems is running on a computer on which the installation is being performed, the additional driver for a 64-bit operating system cannot be installed.
  - Windows XP (on which no service pack or SP1 is installed)
  - Windows Server 2003 (on which no service pack is installed)

If you download and install the software on any of the above 64-bit operating systems, you may fail to install the software.

# 10

Check the displayed information, and click [Start] to start installation.

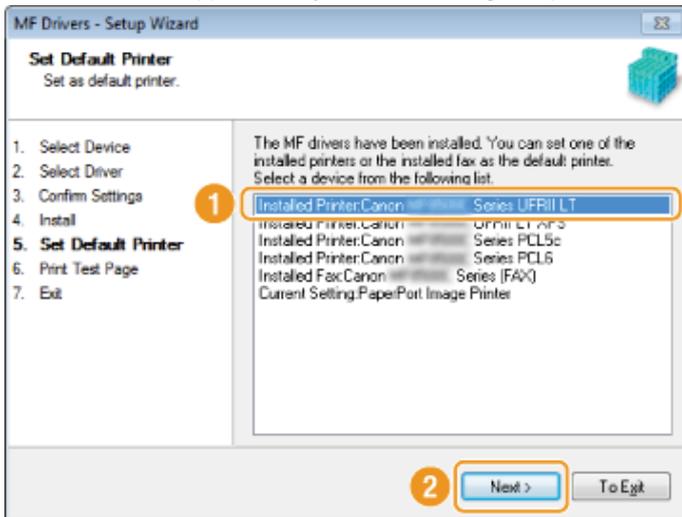


# 11

Select the machine you would like to make your default printer.

- (1) Select the machine you would like to make your default printer.
- (2) Click [Next].

- This screen appears only when installing the printer driver and fax driver.

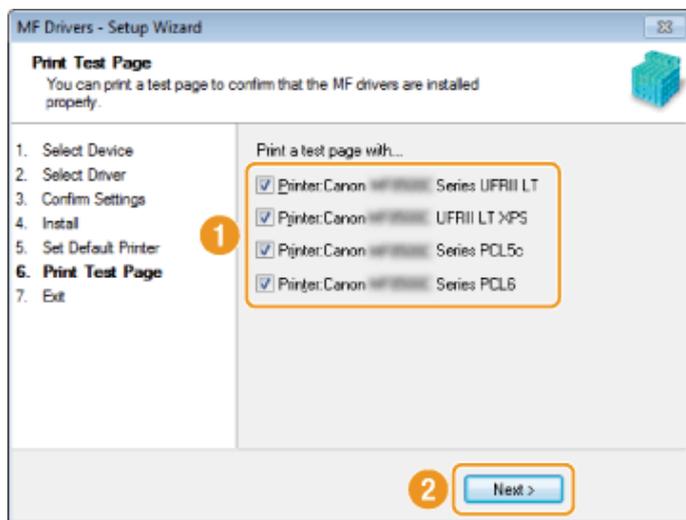


# 12

Select to print a test page.

- (1) Select the check box to print a test page.
- (2) Click [Next].

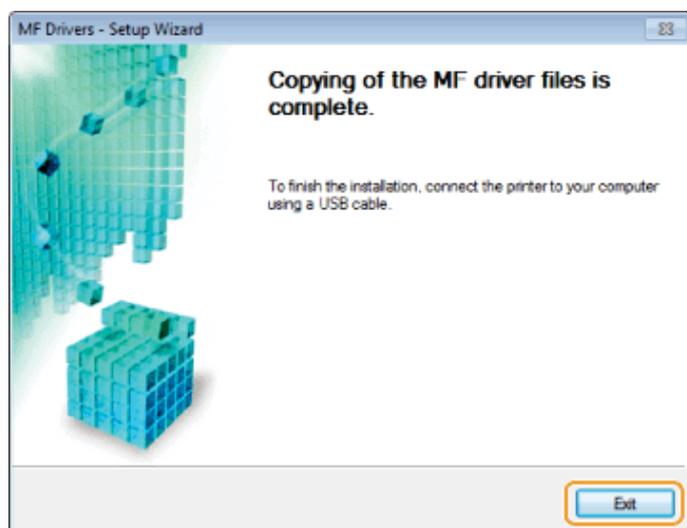
- This screen appears only when installing the printer driver and fax driver.



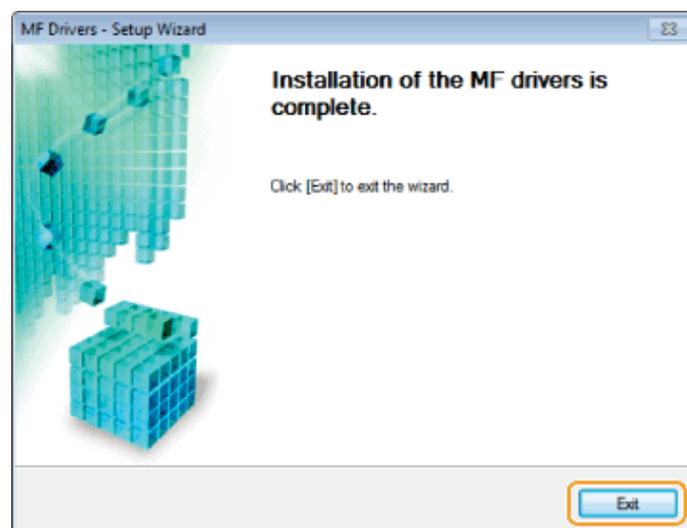
## 13

Click [Exit].

### For USB Connection:



### For Network Connection:



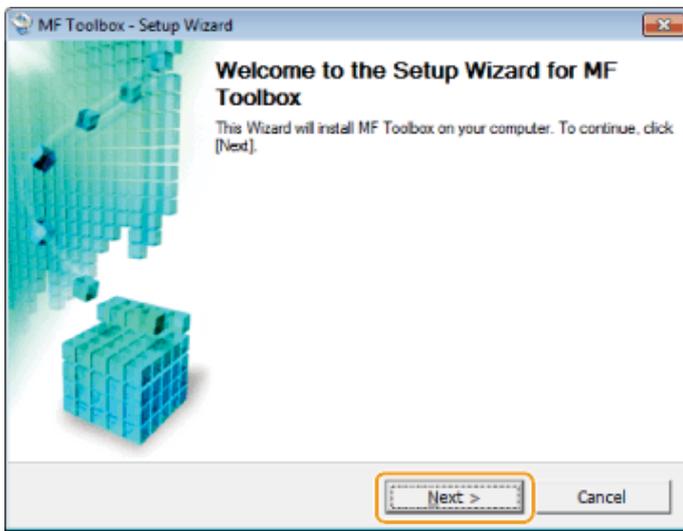
Next, installation of MF Toolbox starts.

In any of the following cases, MF Toolbox is not installed.

- If you are using Windows Server 2003/Server 2008/Server 2012. Proceed to step 18.
- If you did not select the [MF Toolbox] check box in step 4. Proceed to step 16.

## 14

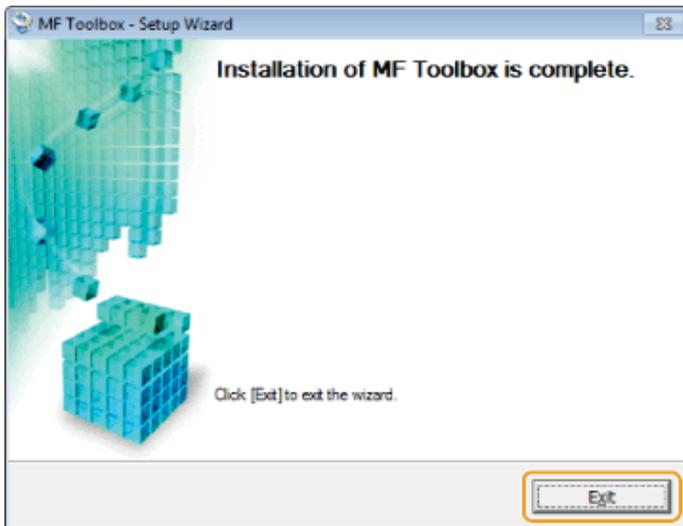
Click [Next].



The screens for specifying a location in which the MF Toolbox is installed and position to which the start menu is added appear. Specify the settings in the respective screens, and then click [Next]. Click [Start] in the displayed screen.

## 15

**Click [Exit].**



- The software for which the check box was selected in step 4 is installed. Follow the on-screen instructions.
- If you are using the iR1133 Series, the manuals and Product Extended Survey Program are not installed. Proceed to step 18.

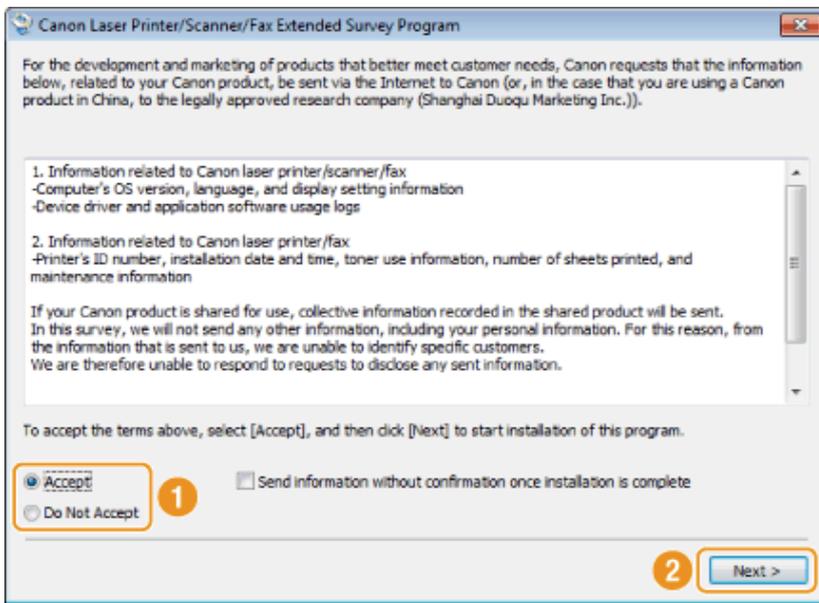
## 16

**If you selected Manuals in step 4, installation of the manuals starts.**

Follow on-screen instructions to install the manual.

## 17

**When the following screen appears, read the displayed information, click [Accept] or [Do Not Accept], and then click [Next].**



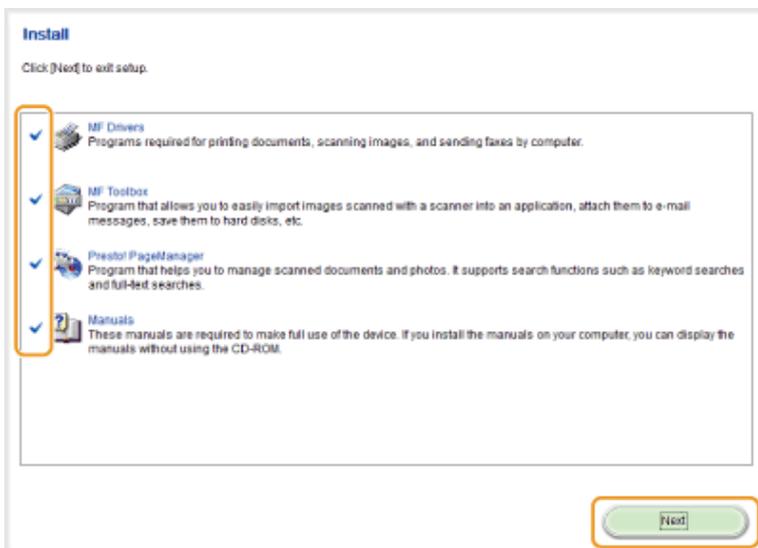
### If you select [Accept]:

The Product Extended Survey Program (the program to investigate the state of usage) will be installed. The Product Extended Survey Program is the program to send the information related to the usage of this machine to Canon every month for ten years. Any other information including your personal information is not sent.

- You can also uninstall the Product Extended Survey Program.
- ["Uninstalling the Product Extended Survey Program \(For Windows\)"](#)

## 18

**Confirm that the applications are selected  under [Install] and click [Next].**



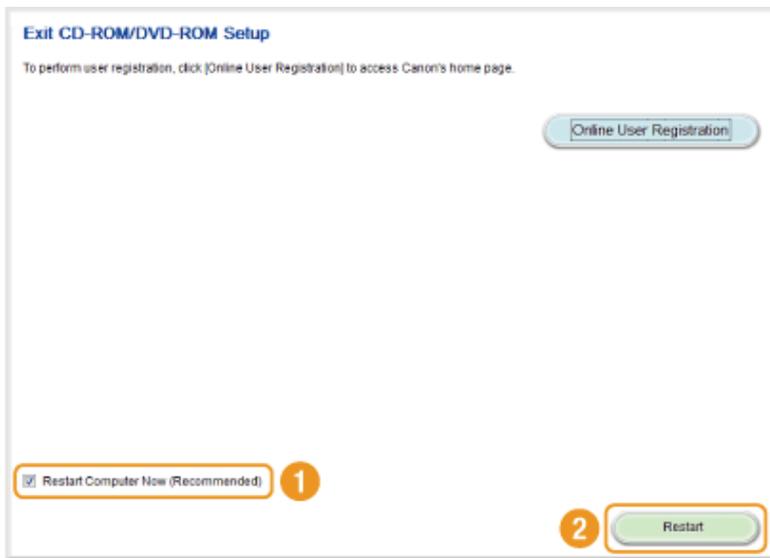
The options to be displayed differ depending on your country or region.

## 19

**Restart your computer.**

- (1) Select the [Restart Computer Now (Recommended)] check box.
- (2) Click [Restart].

Remove the CD-ROM (or DVD-ROM) once this screen appears.



The options to be displayed differ depending on your country or region.

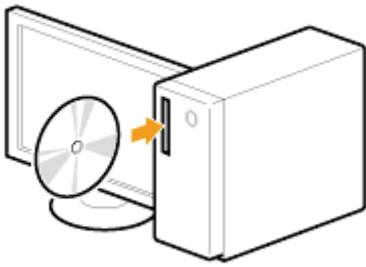
-  In the case of USB connection, wait until your computer is restarted.
  -  ["USB Cable Connection \(Only when Connecting with USB\)"](#)
-  In the case of network connection, check the installation results.
  -  ["Checking the Installation Results \(For Windows\)"](#)

## Installing the Software (For Macintosh)

- To connect with USB, connect the USB cable after installing the software.
- After completing the procedures described in this section, proceed to the procedures in "[Registering the Printer and Fax \(For Macintosh\)](#)."
- The installation screen varies depending on the version of Mac OS X.
- Be sure to close all applications that are running.

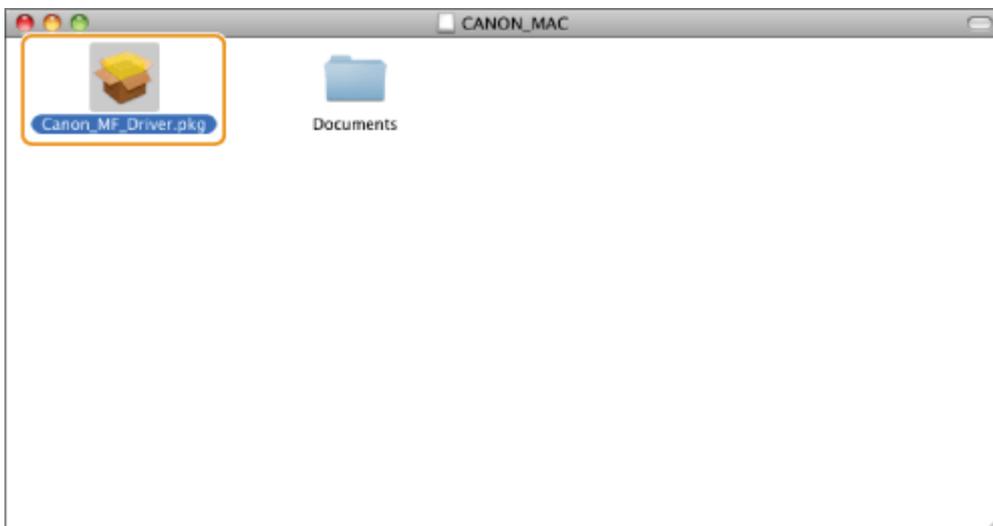
### 1

**Insert the User Software CD-ROM into the slot on your computer.**



### 2

**Double-click the CD-ROM icon, and then double-click the [Canon\_MF\_Driver.pkg] icon.**



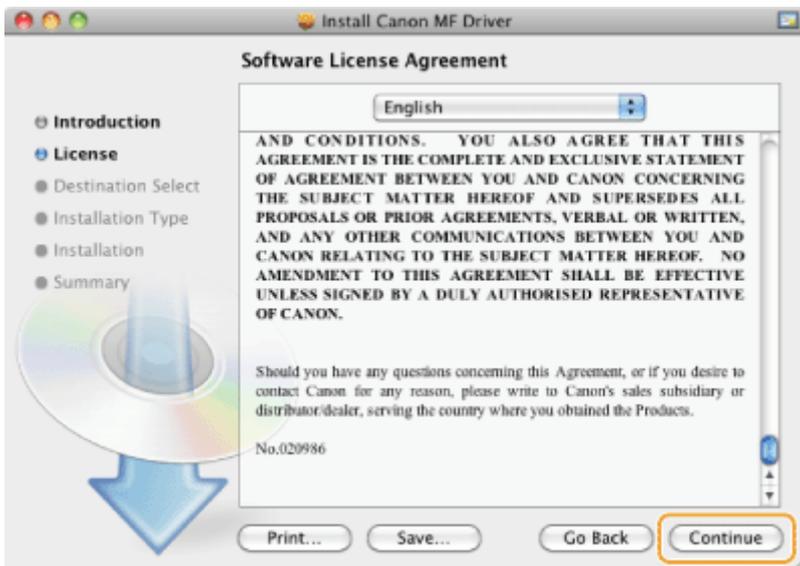
### 3

**Click [Continue].**



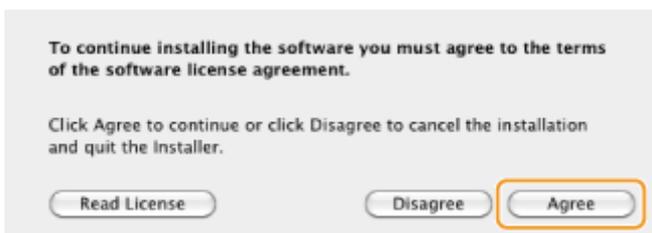
4

**Read the License Agreement and click [Continue].**



5

**Click [Agree].**



6

**When the following screen appears, click [Continue].**



- You cannot change the installation location.

## 7

**Click [Install].**



- The [Change Install Location] button may appear, but you cannot change the installation location.

## 8

**Enter your [Name] and [Password], and click [OK].**

- If you are using Mac OS X 10.7.x or later, click [Install Software].



When the following screen appears, click [Close].



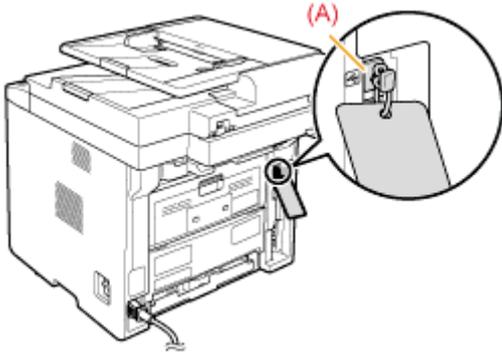
- In the case of USB connection, proceed to "[USB Cable Connection \(Only when Connecting with USB\).](#)"
- In the case of network connection, proceed to "[Registering the Printer and Fax \(For Macintosh\).](#)"

## USB Cable Connection (Only when Connecting with USB)

### 1

**Remove the cap that covers the USB port on the back side of the machine.**

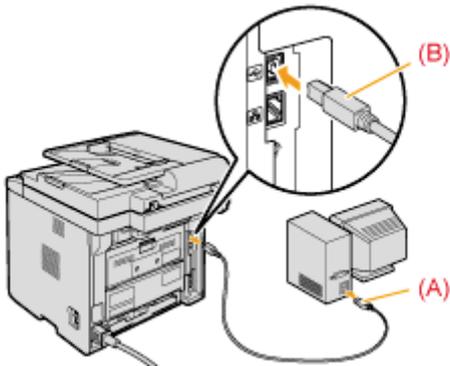
Pull the string forward to remove the cap, as shown below.



### 2

**Connect the USB cable.**

- Connect the flat end (a) to the USB port on the computer.
- Connect the square end (b) to the USB port on the machine.



#### **?** If a dialog box is displayed:

Follow the on-screen instructions and complete installation.

 In the case of Windows, check the installation results.

➤ ["Checking the Installation Results \(For Windows\)"](#)

 In the case of Macintosh, registering the machine is required.

➤ ["Registering the Printer and Fax \(For Macintosh\)"](#)

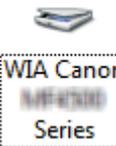
## Checking the Installation Results (For Windows)

Check if the MF drivers, MF Toolbox, and e-Manual are installed correctly.  
Check if the following icons are displayed for the installed applications.

### NOTE

#### About Icons That Are Displayed:

Icons for each driver may be displayed separately or only representative icon may be displayed depending on the operating system.

Software	Location	Icon
Printer driver	[Printers and Faxes], [Printers], or [Devices and Printers] folder	 Canon MF4000 Series UFR II LT
Fax driver	[Printers and Faxes], [Printers], or [Devices and Printers] folder	 Canon MF4000 Series (FAX)
Scanner driver	[Scanners and Cameras] or [Scanners and Cameras Properties] folder	<b>For network connection</b>  WIA Canon MF4000 ser_2C9EFC1 E7BF1
		<b>For USB connection</b>  WIA Canon MF4000 Series
MF Toolbox	Desktop	 Canon MF Toolbox 4.9
Network Scan Utility	Taskbar	
e-Manual	Desktop	 Manual_

## Registering the Printer and Fax (For Macintosh)

To print or send faxes from a Macintosh, you need to register this machine in the Macintosh. The registration method varies depending on the connection method. Select a method according to your environment.

- To use the scanning function via a network connection, you need to register the scanner to the MF Toolbox. For details, see the Canon Scanner Driver Guide.

Connection method	Registration method
Auto IP (Bonjour)	➤ "Bonjour Connection"
TCP/IP connection	➤ "TCP/IP Connection"
USB connection	➤ "USB Connection"

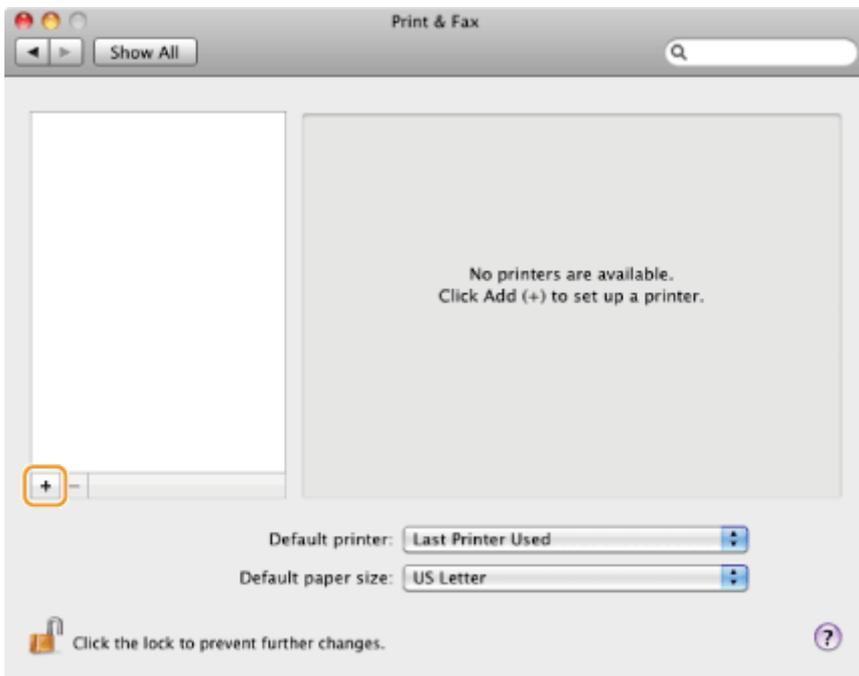
### Bonjour Connection

#### 1

Open [System Preferences], and click [Printer & Fax] or [Print & Scan].

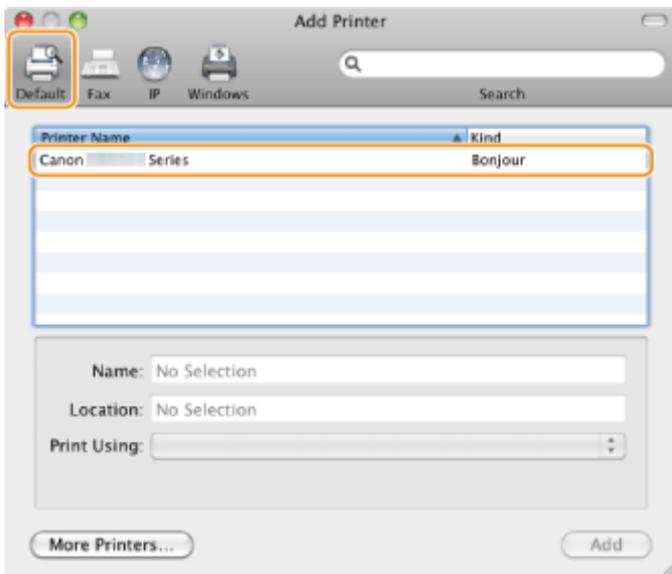
#### 2

Click the [+] icon.



#### 3

Click [Default], and then select a printer name for which [Bonjour] is displayed in the [Kind] or [Connection] column.



4

Select [Select Printer Software] from [Print Using].

5

Select a driver that is capable for this machine from the driver list, and then click [OK].

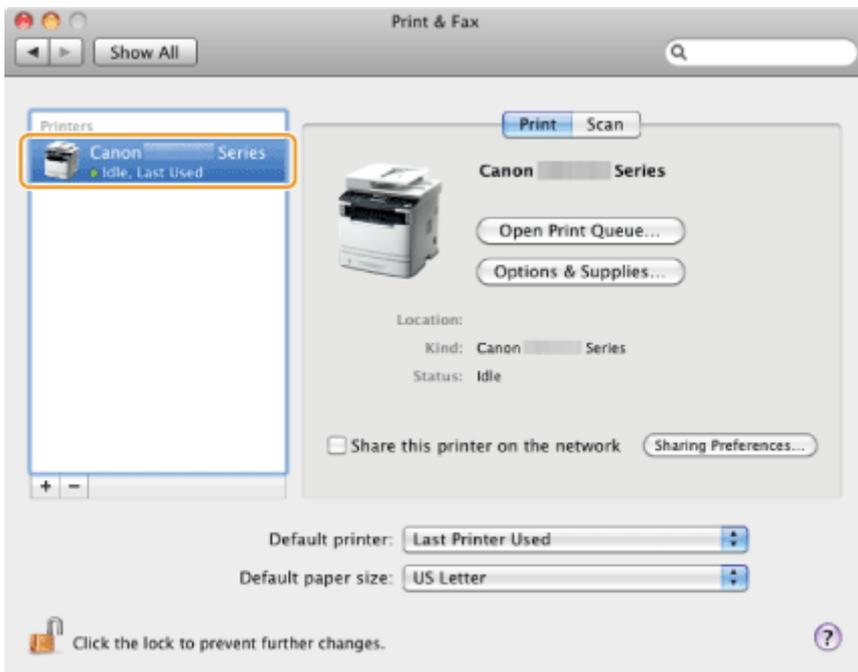
If you are using Mac OS X 10.5.x, clicking [OK] is not required.

6

Click [Add].

7

Check that this machine is added to the [Printer & Fax] or [Print & Scan] dialog box.



# 8

**Close the dialog box.**

## TCP/IP Connection

Register the printer and fax respectively following the procedure below.

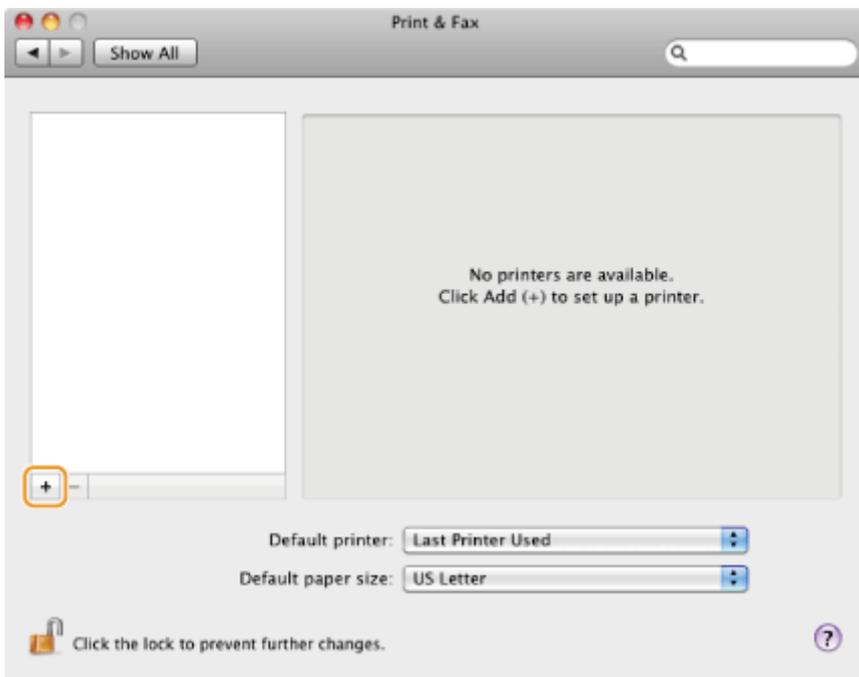
- The fax driver cannot be used in an IPv6 environment.

# 1

**Open [System Preferences], and click [Printer & Fax] or [Print & Scan].**

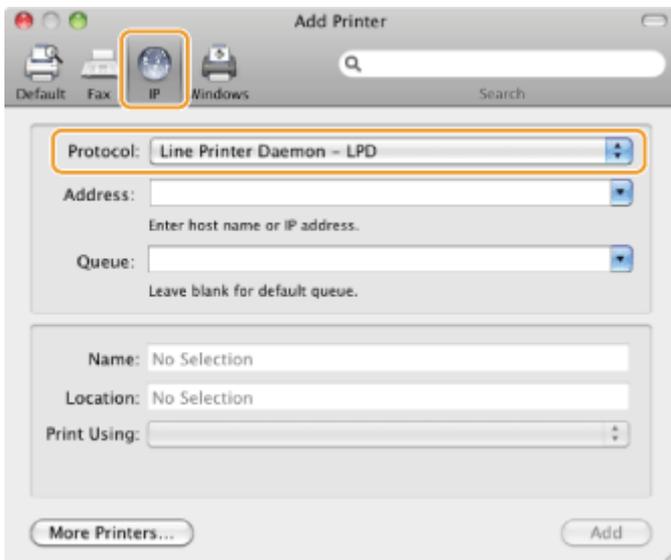
# 2

**Click the [+] icon.**



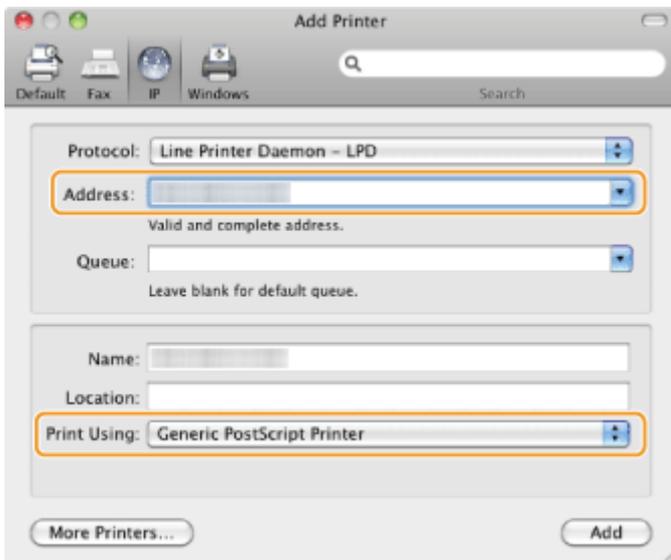
# 3

**Click [IP], and then select a print protocol from [Protocol].**



4

**Enter the IP address of the machine to [Address], and then select [Select Printer Software] from [Print Using].**



5

**Select a driver that is capable for this machine from the driver list, and then click [OK].**

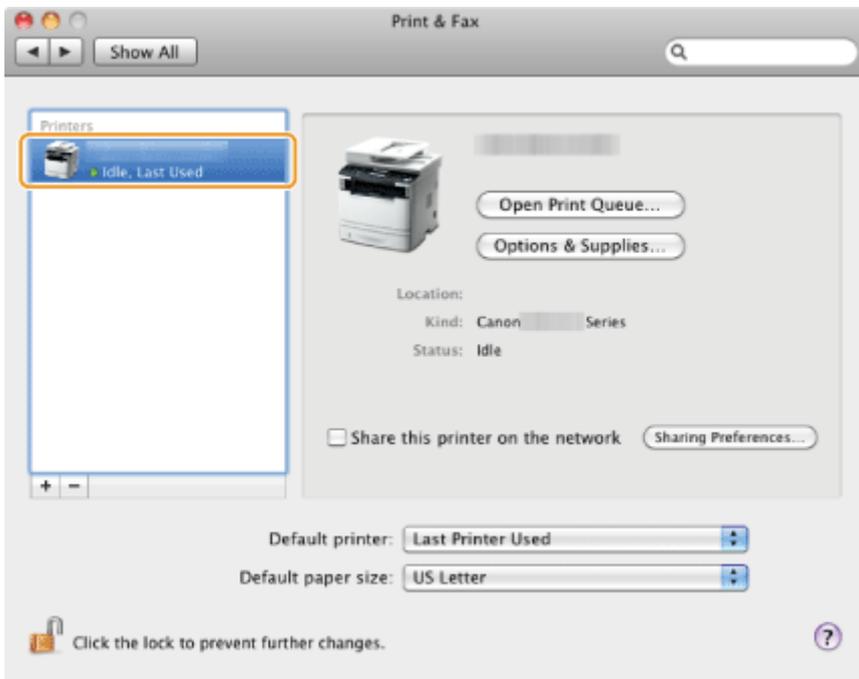
If you are using Mac OS X 10.5.x, clicking [OK] is not required.

6

**Click [Add].**

7

**Check that this machine is added to the [Printer & Fax] or [Print & Scan] dialog box.**



## 8

Close the dialog box.

## USB Connection

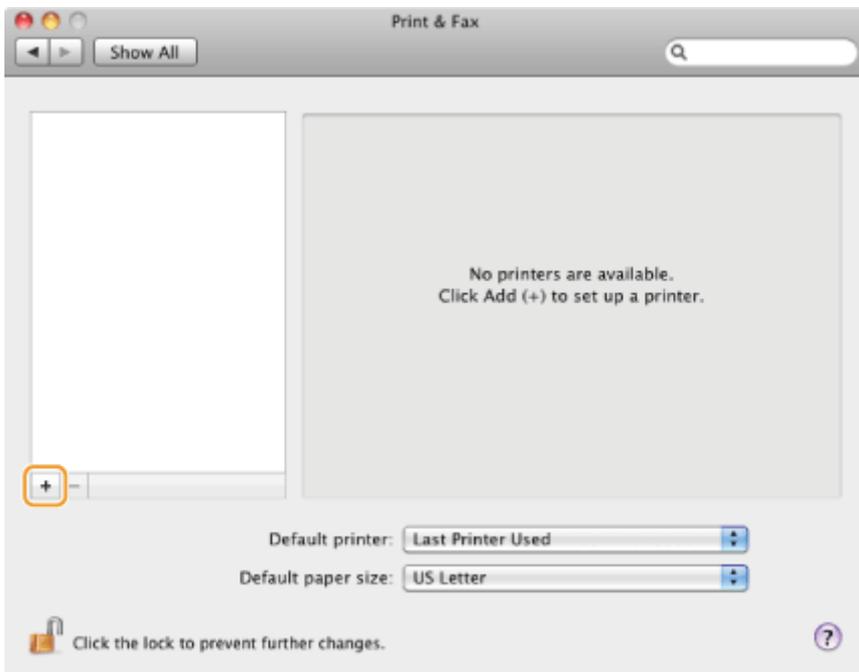
Register the printer and fax respectively following the procedure below.

## 1

Open [System Preferences], and click [Printer & Fax] or [Print & Scan].

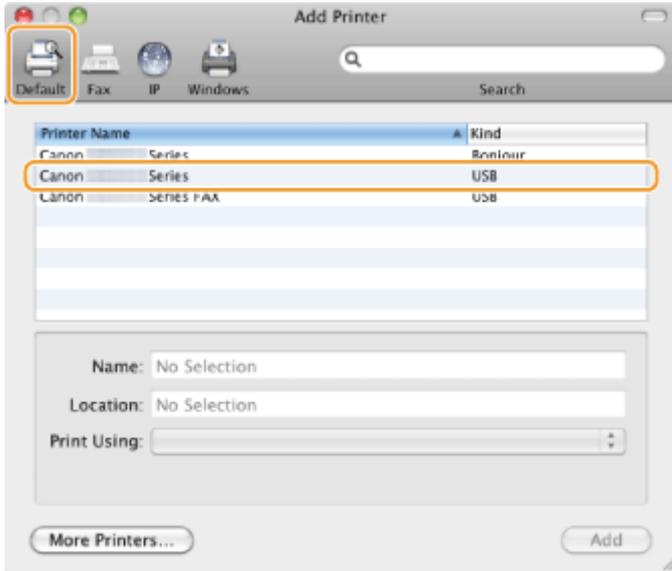
## 2

Click the [+] icon.



### 3

Click **[Default]**, and then select a printer name for which **[USB]** is displayed in the **[Kind]** or **[Connection]** column.



### 4

Select **[Select Printer Software]** from **[Print Using]**.

### 5

Select a driver that is capable for this machine from the driver list, and then click **[OK]**.

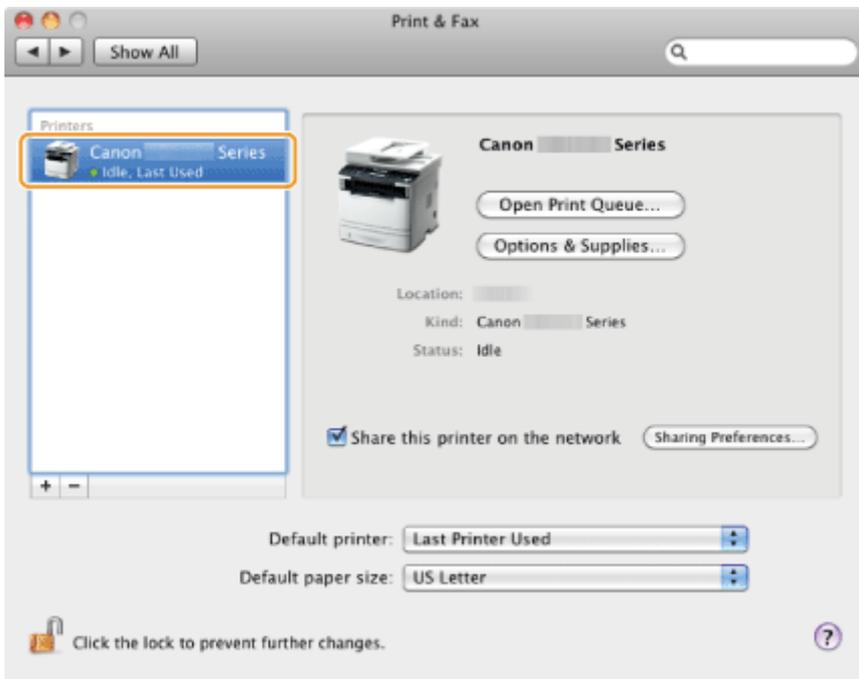
If you are using Mac OS X 10.5.x, clicking **[OK]** is not required.

### 6

Click **[Add]**.

### 7

Check that this machine is added to the **[Printer & Fax]** or **[Print & Scan]** dialog box.



## 8

**Close the dialog box.**

# Installing the Drivers Downloaded from the Canon Homepage

This section describes the outline of the procedure to install the drivers/software downloaded from the Canon homepage. For the procedure to download drivers/software, refer to the download site of the Canon homepage.

## 1

**Decompress the downloaded file.**

## 2

**Open the [DRIVERS] folder, and then double-click [Setup] or [Setup.exe]**

If the [User Account Control] screen appears, click [Yes] or [Continue].

## 3

**Follow the on-screen instructions.**

After the installation completes, perform the following procedure.

 In the case of Windows:

- "USB Cable Connection (Only when Connecting with USB)"
- "Checking the Installation Results (For Windows)"

 In the case of Macintosh:

- "Registering the Printer and Fax (For Macintosh)"

# Installing the MF Drivers on the WSD Network (For Windows)

You can print from a Windows Vista/7/8/Server 2008/Server 2012 computer using the WSD (Web Services on Devices) protocol.

To use WSD, follow the procedures in both "[Installing the MF Drivers](#)" and "[Setting WSD](#)"

## **IMPORTANT**

### **To enable or disable WSD:**

Use the operation panel on the machine.

 [e-Manual](#) -> "[Selecting the Connection Method \(LPD/RAW/WSD\)](#)"

# Installing the MF Drivers

## 1

**Open the printer folder.**

### **For Windows Vista:**

From the [Start] menu, select [Control Panel], and then click [Printer].

### **For Windows 7/Server 2008**

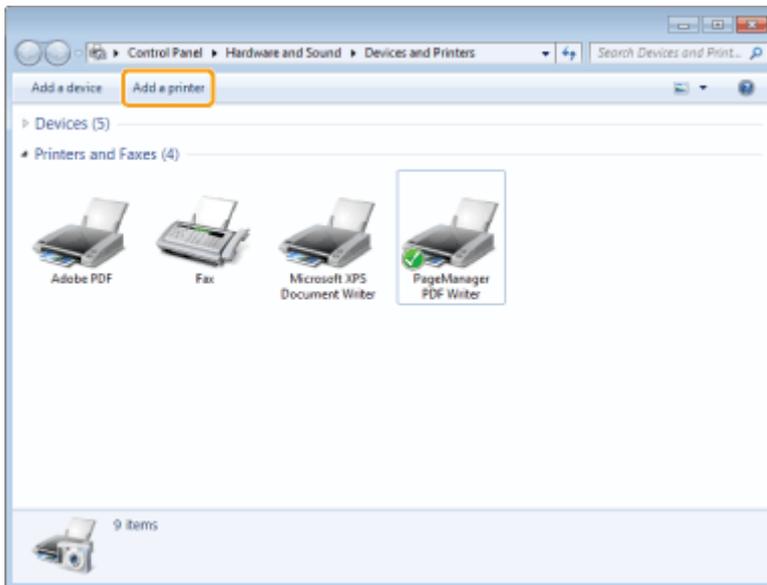
From the [Start] menu, select [Devices and Printers].

### **For Windows 8/Server 2012**

Right-click the lower-left corner of the screen, select [Control Panel], and then click [View devices and printers].

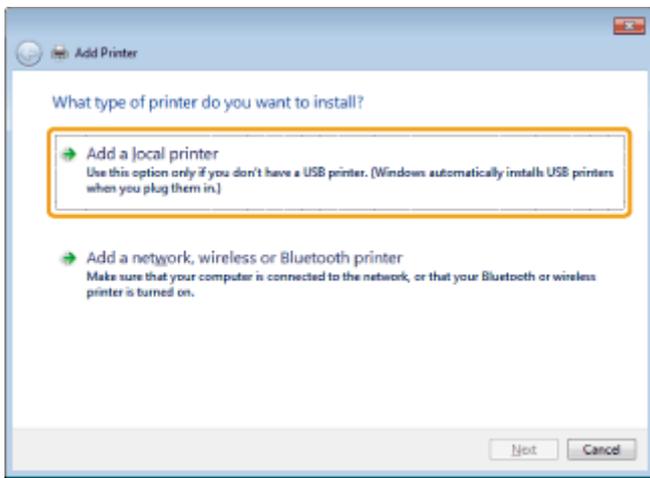
## 2

**Click [Add a printer].**



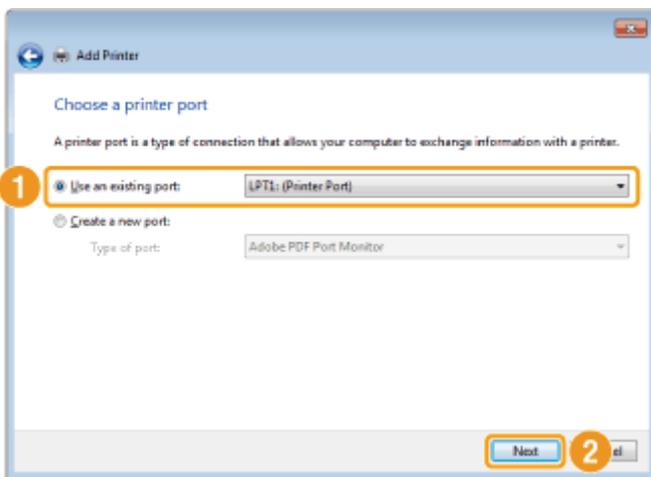
## 3

**Click [Add a local printer].**



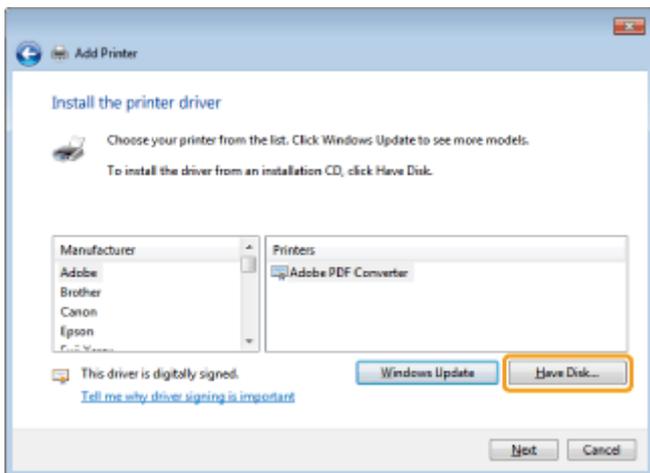
4

Confirm that [LPT1: (Printer Port)] is displayed for [Use an existing port] and click [Next].



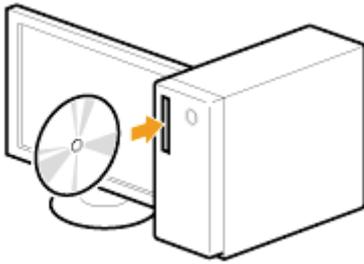
5

Click [Have Disk].

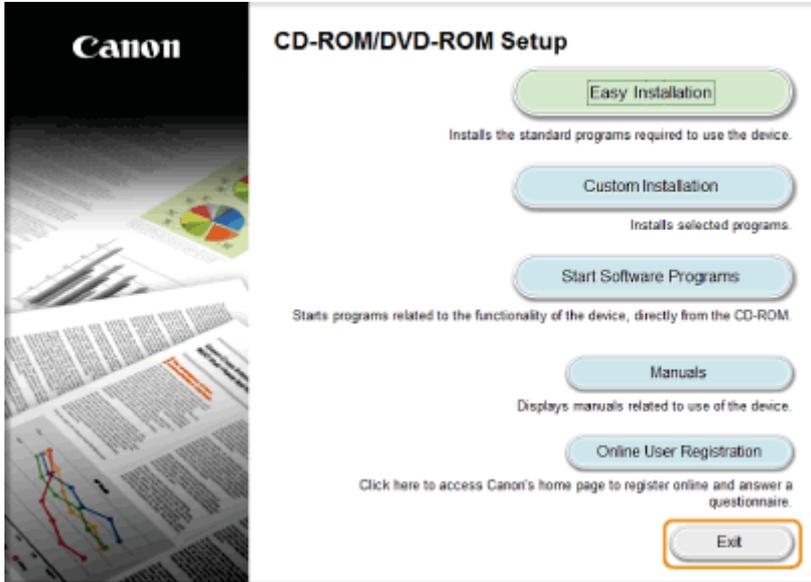


6

Insert the User Software and Manuals CD-ROM (or DVD-ROM) into the slot on your computer.



When the following screen appears, click [Exit].



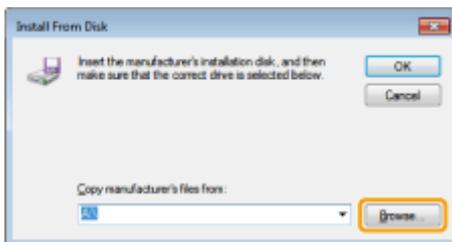
The options to be displayed differ depending on your country or region.

### **When [AutoPlay] is displayed:**

Click  to close the dialog box.

## 7

**Click [Browse].**



## 8

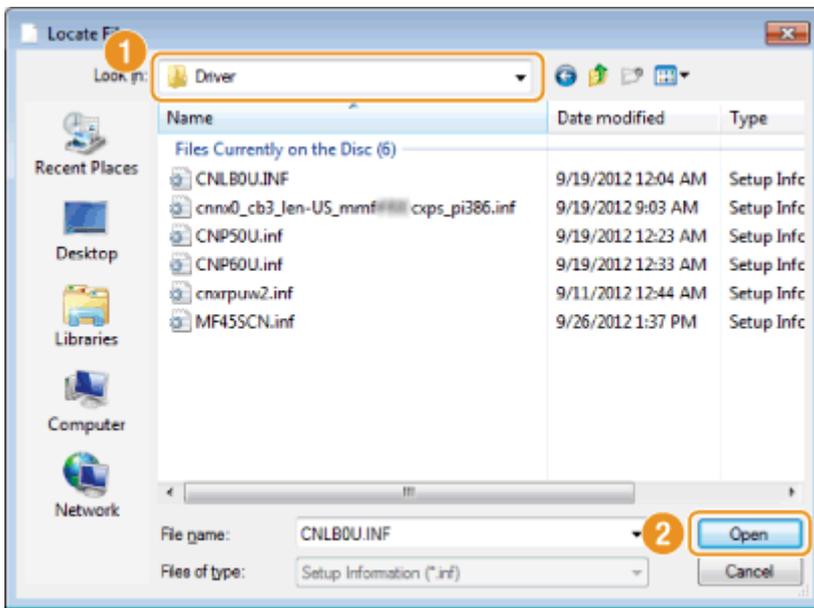
**Open the folder where the printer driver files are stored.**

### **For 32-bit versions:**

Open [DRIVERS] -> [us\_eng] or [uk\_eng] -> [32bit] -> [Driver] on the CD-ROM (or DVD-ROM) and click [Open].

### **For 64-bit versions:**

Open [DRIVERS] -> [us\_eng] or [uk\_eng] -> [x64] -> [Driver] on the CD-ROM (or DVD-ROM) and click [Open].



**?** When you are not sure which operating system that you are using on your computer:  
➤ "How to Check the Bit Architecture (For Windows)"

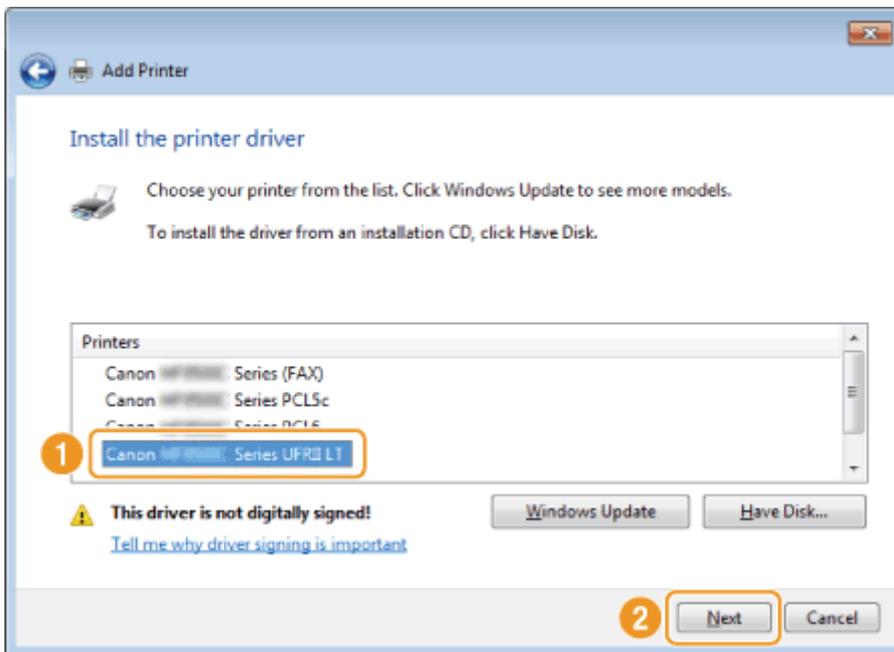
## 9

Click [OK].



## 10

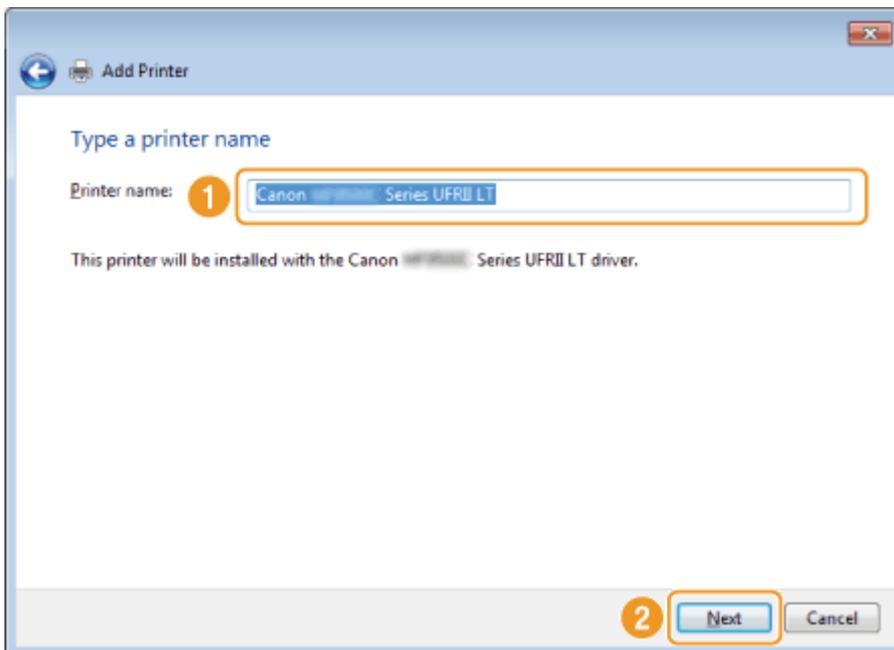
Select the printer driver you are using, and then click [Next].



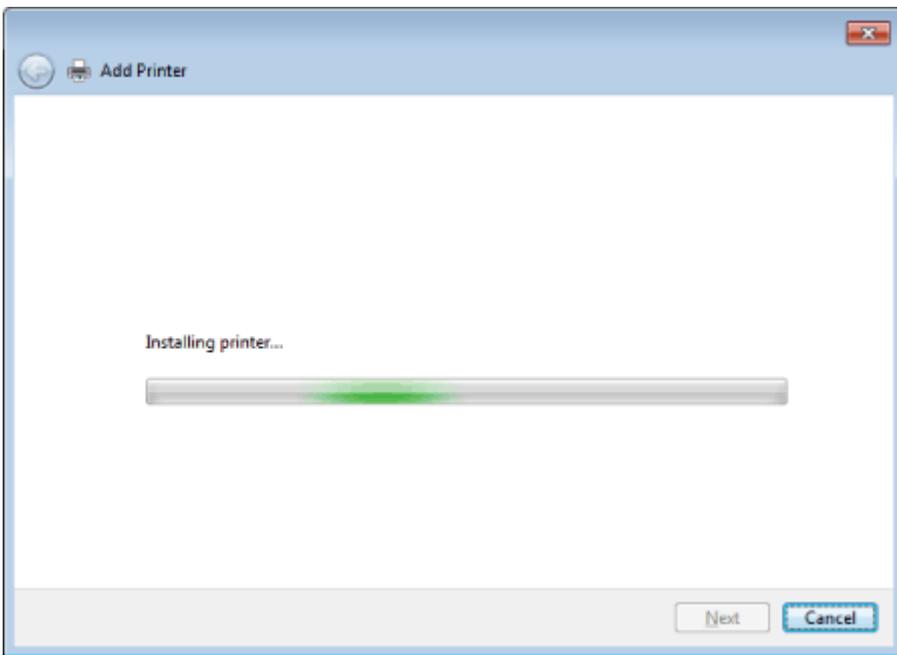
# 11

## Specify the printer name.

- (1) Enter a different name to change the default printer name.  
When [Set as default printer] is displayed, specify whether to choose the machine as the default printer (Windows Vista/Server 2008).
- (2) Click [Next].



Installation begins. Wait until the following screen closes.



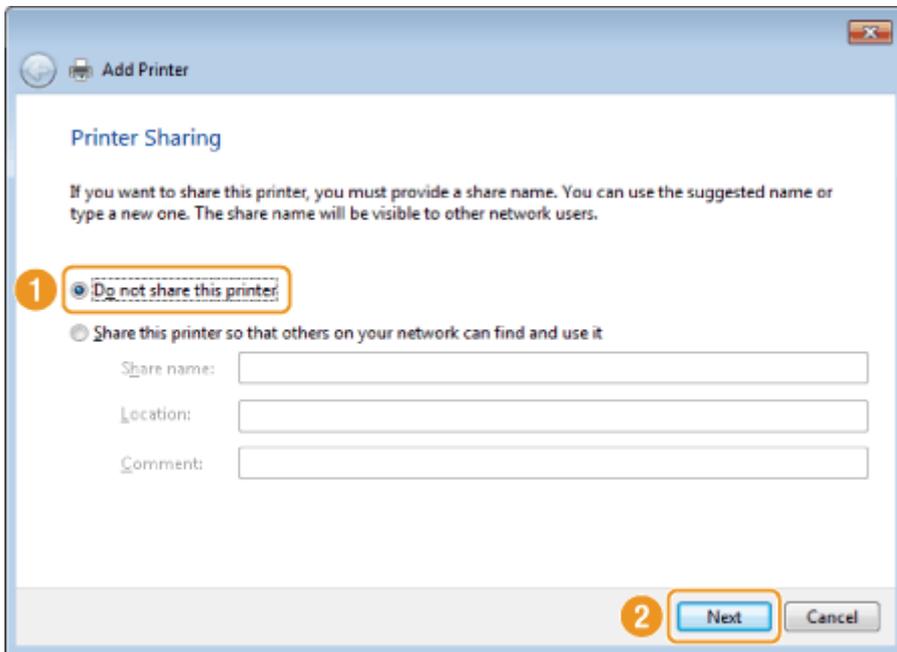
**When [User Account Control] appears:**

Click [Yes] or [Continue].

## 12

Select **[Do not share this printer]** and click **[Next]**.

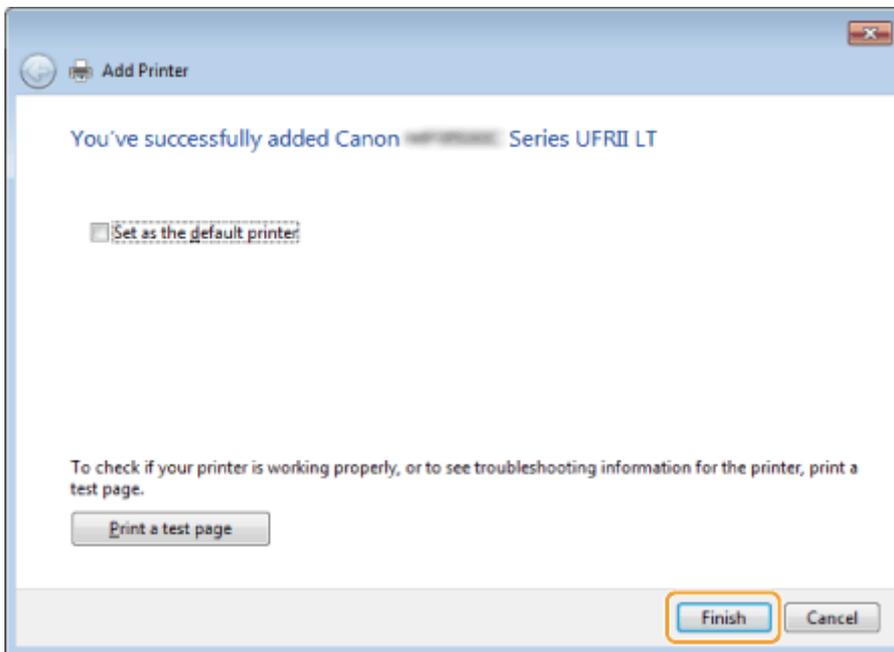
To set the machine as a shared printer, configure the related settings after you have performed the procedure provided in "Setting WSD."



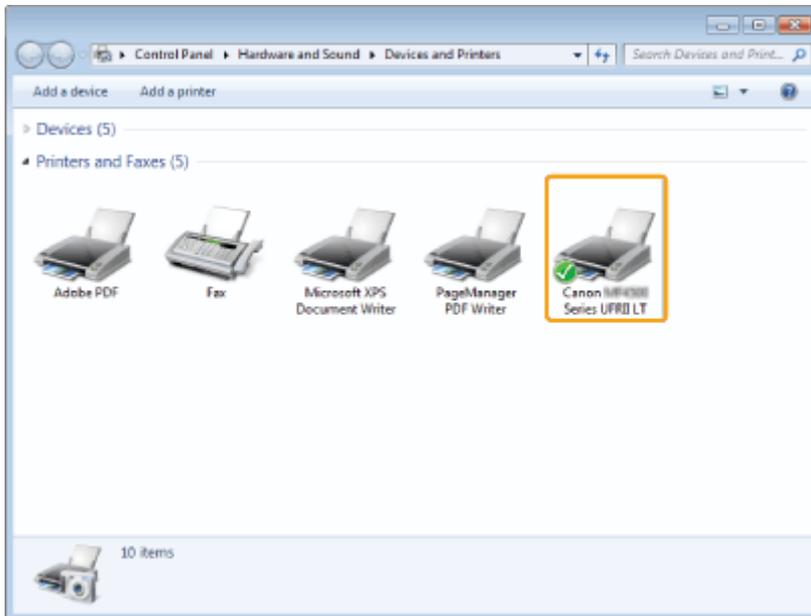
## 13

Click **[Finish]**.

- When [Set as the default printer] is displayed, specify whether to choose the machine as the default printer (Windows 7/8/Server 2008 R2/Server 2012).
- Eject the CD-ROM (or DVD-ROM) when the following screen appears.



The icon is added to the printer folder.



# Setting WSD

## 1

**Open the network folder.**

### **For Windows Vista/Server 2008:**

Select [Network] from the [Start] menu.

### **For Windows 7/Server 2008 R2:**

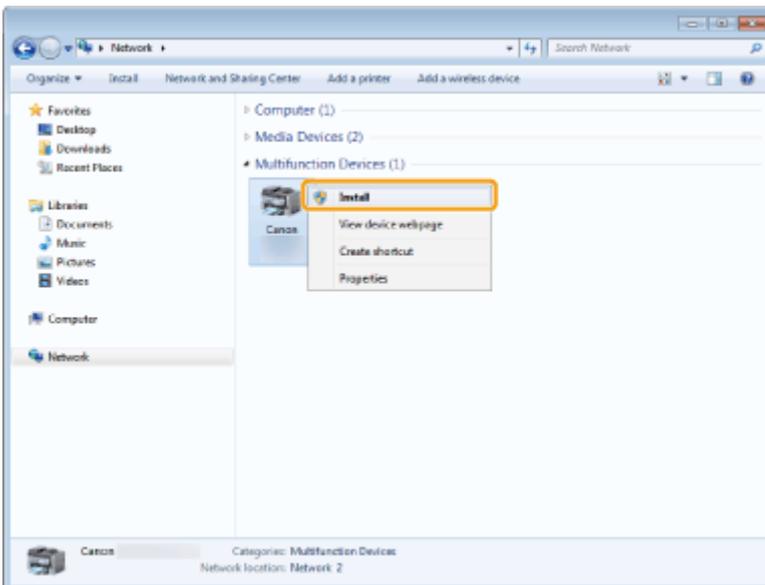
Select [Computer] from the [Start] menu and click [Network].

### **For Windows 8/Server 2012**

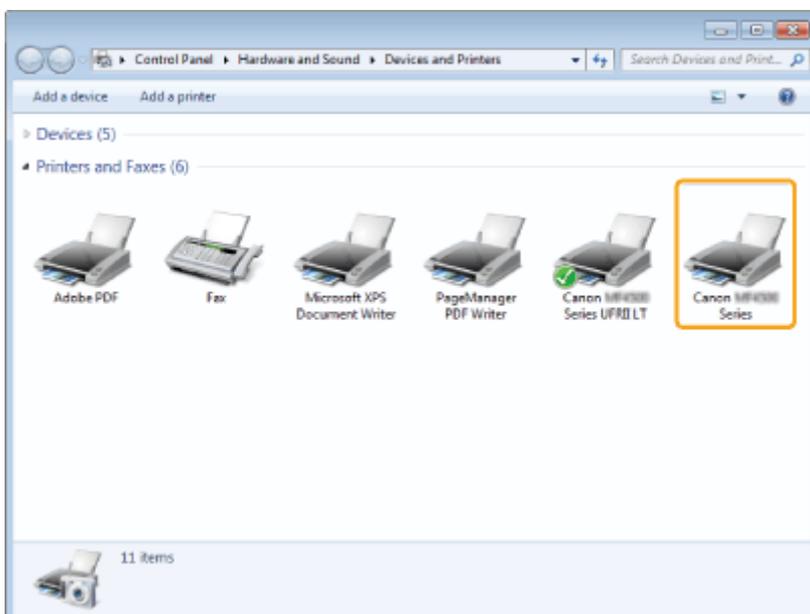
Right-click the lower-left corner of the screen, select [File Explore], and then click [Network].

## 2

**Right-click the machine icon and select [Install] from the pop-up menu.**



The icon is add to the printer folder. Installation is complete.



 **When [User Account Control] appears:**

Click [Yes] or [Continue].

Follow the steps in the procedure below to delete the icon added in step 13 of "[Installing the MF Drivers](#)," if you do not need it.

- (1) Right-click the icon and select [Remove device] or [Delete] from the pop-up menu.
  - (2) Click [Yes].
  - (3) When [User Account Control] appears, click [Yes] or [Continue].
-

# Uninstalling the Software

If you do not need the drivers or applications, you can uninstall them with the following procedure.

- ❖ ["Uninstalling the Printer/Fax/Scanner Driver \(For Windows\)"](#)
- ❖ ["Uninstalling the MF Toolbox \(For Windows\)"](#)
- ❖ ["Uninstalling the Drivers for the WSD Device \(For Windows\)"](#)
- ❖ ["Uninstalling the Product Extended Survey Program \(For Windows\)"](#)
- ❖ ["Uninstalling the Software \(For Macintosh\)"](#)
- ❖ ["Uninstalling the e-Manual \(For Windows\)"](#)

## IMPORTANT

Confirm the following before uninstalling the software:

- You must have administrative privileges on the computer.
- You should have the installation software (in case you want to re-install the drivers).
- You have closed all applications on your computer desktop.

## NOTE

If you are using the iR1133 Series, see the following for uninstalling the e-manual.

- ❖ [e-manual -> "Uninstalling the e-Manual"](#)

# Uninstalling the Printer/Fax/Scanner Driver (For Windows)

## 1

Open [Programs and Features].

### For Windows XP:

From the [Start] menu, select [Control Panel], and then double-click [Add or Remove Programs].

### For Windows Vista/7/Server 2003/Server 2008:

1. From the [Start] menu, select [Control Panel].
2. Click [Uninstall a Program] or double-click [Programs and Features].

### For Windows 8/Server 2012:

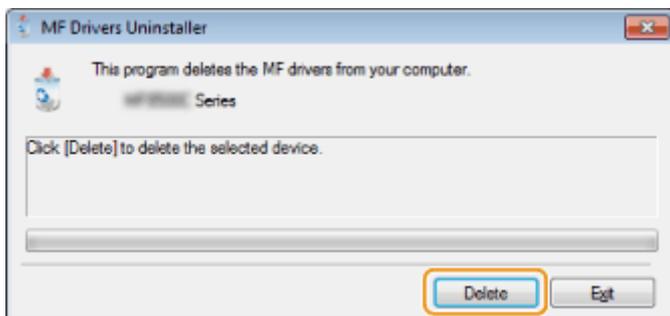
Right-click the lower-left corner of the screen and select [Programs and Features].

## 2

Select [Canon MF6100 Series] (or [Canon iR1133 Series]), and then click [Uninstall].

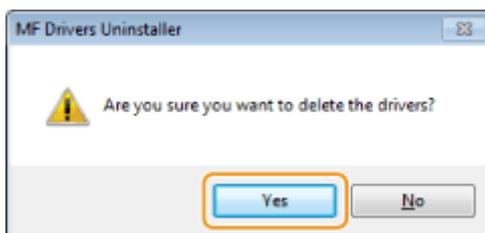
## 3

Click [Delete].



## 4

Click [Yes] to confirm the uninstallation.



## 5

Click [Exit] (or [Restart]).



# Uninstalling the MF Toolbox (For Windows)

## 1

Open [Programs and Features].

### For Windows XP:

From the [Start] menu, select [Control Panel], and then double-click [Add or Remove Programs].

### For Windows Vista/7/Server 2003/Server 2008:

1. From the [Start] menu, select [Control Panel].
2. Click [Uninstall a Program] or double-click [Programs and Features].

### For Windows 8/Server 2012:

Right-click the lower-left corner of the screen and select [Programs and Features].

## 2

Select [Canon MF Toolbox 4.9], and then click [Uninstall].

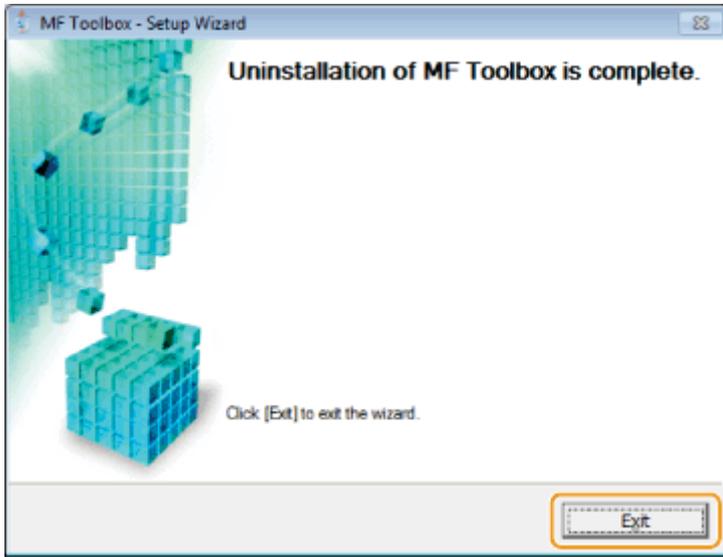
## 3

Click [Remove].



## 4

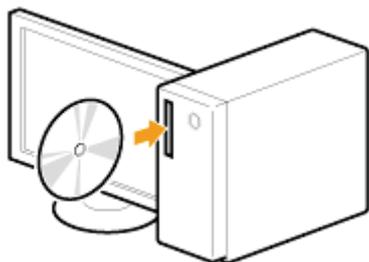
Click [Exit].



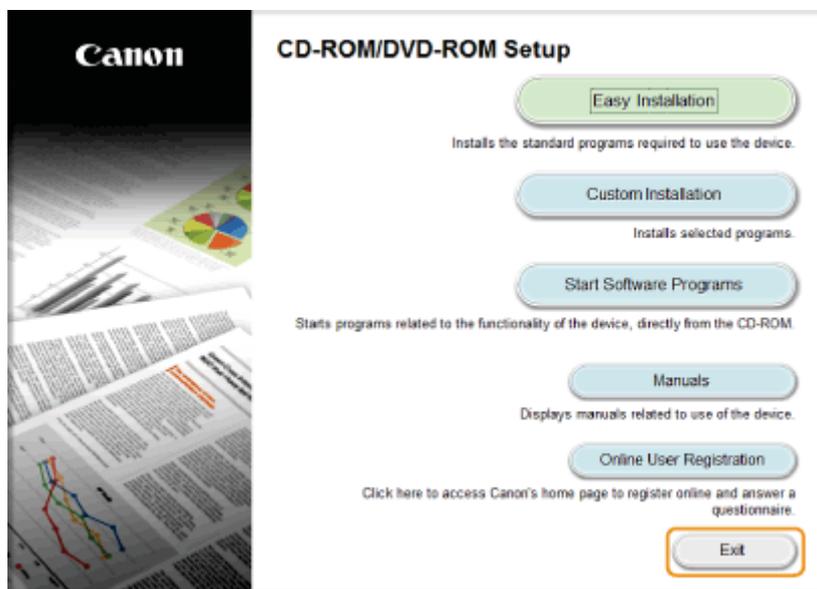
# Uninstalling the Drivers for the WSD Device (For Windows)

## 1

**Insert the User Software and Manuals CD-ROM (or DVD-ROM).**



When the following screen appears, click [Exit].



The options to be displayed differ depending on your country or region.

**?** If [AutoPlay] is displayed:

click  to close the dialog box.

## 2

**Open the folder that contains the uninstaller on the CD-ROM (or DVD-ROM).**

**For 32-bit:**

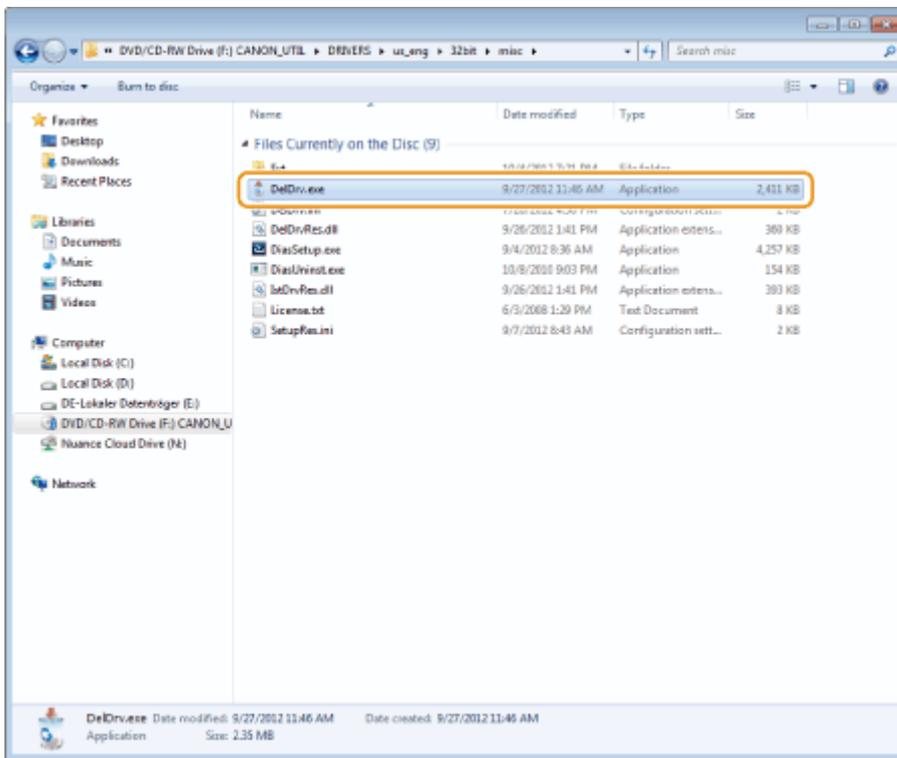
\DRIVERS\us\_eng (or uk\_eng)\32bit\misc\

**For 64-bit:**

\DRIVERS\us\_eng (or uk\_eng)\x64\misc\

## 3

**Double-click [DelDrv.exe].**



### When [User Account Control] appears

Click [Yes] or [Continue].

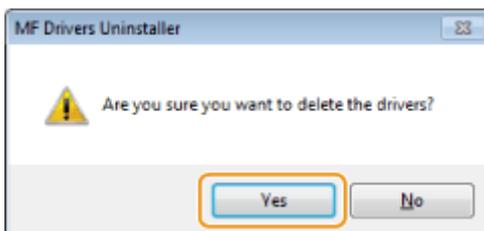
4

Click [Delete].



5

Click [Yes].



6

Click [Exit].

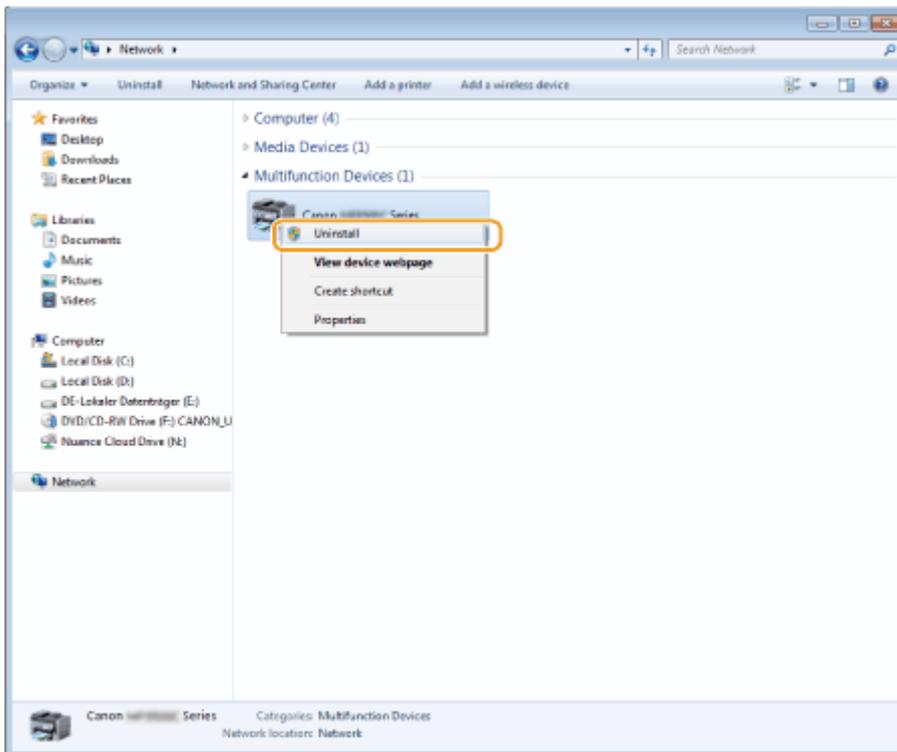


**7**

**Open the Explorer, and click [Network].**

**8**

**Right-click the machine icon and select [Uninstall] from the pop-up menu.**



**When [User Account Control] appears**

Click [Yes] or [Continue].

The machine icon is deleted from the printer folder, and uninstall is completed.

# Uninstalling the Product Extended Survey Program (For Windows)

---

## 1

**Open [Programs and Features].**

**For Windows XP:**

From the [Start] menu, select [Control Panel], and then double-click [Add or Remove Programs].

**For Windows Vista/7:**

1. From the [Start] menu, select [Control Panel].
2. Click [Uninstall a program] or double-click [Programs and Features].

**For Windows 8:**

Right-click the lower-left corner of the screen and select [Programs and Features].

## 2

**Select [Canon Laser Printer/Scanner/Fax Extended Survey Program], and then click [Uninstall].**

## 3

**Follow the on-screen instructions.**

---

# Uninstalling the Software (For Macintosh)

## 1

If the machine is connected to a computer with a USB cable, disconnect the USB cable.

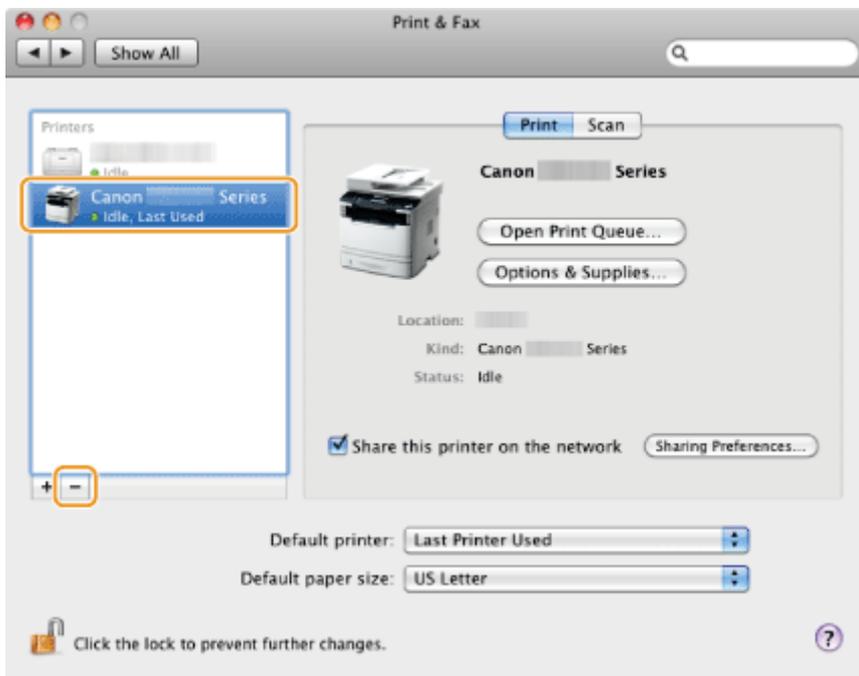
If you want to delete the scanner driver or MF Toolbox, proceed to Step 4.

## 2

Open [System Preferences], and click [Printer & Fax] or [Print & Scan].

## 3

Select the machine, and click the [-] icon.



## 4

From the menu bar, click [Go] -> [Go to Folder].

## 5

Delete the files or folders below that correspond to the driver you want to uninstall.

Drag files or folders to [Trash] icon on the Dock to delete.

- If [Authenticate] dialog box appears, enter the administrator's name and password, and then click [OK].

Software	Location of the folder to enter	Name of the file or folder to delete
Printer driver	/Library/Printers/Canon/	CUPS_MF_Printer
	/Library/Printers/PPDs/Contents/Resources/	CNPZBxxxZB.ppd.gz

		(xxx may differ depending on the model.)
Fax driver	/Library/Printers/Canon/	CUPS FAX
	/Library/Printers/PPDs/Contents/Resources/	CNMCxxxFB.ppd.gz (xxx may differ depending on the model.)
Scanner driver/MF Toolbox	/Applications/	Canon MF Utilities
	/Library/Application Support/Canon/	ScanGear MF
	/Library/Application Support/Canon/	WMCLibrary.framework
	/Library/Application Support/Canon/	WMCReb.plist
	/Library/Image Capture/Devices/*	Canon MFScannerxxx.app* (xxx may differ depending on the model.)
	/Library/Image Capture/TWAIN Data Sources/	Canon xxx.ds Canon xxx USB.ds (xxx may differ depending on the model.)
	/Library/Printers/Canon/	MFScanner
/Library/LaunchAgents	jp.co.canon.ScanGearMF.appl.Canon-MF-Scan-Agent.plist	

\* Max OS X 10.6 or later.

## 6

**Close all windows open.**

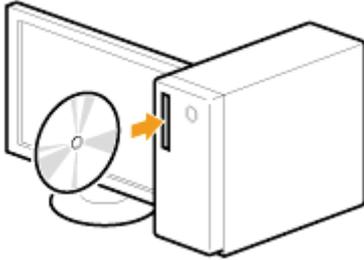
## 7

**Restart the computer.**

# Uninstalling the e-Manual (For Windows)

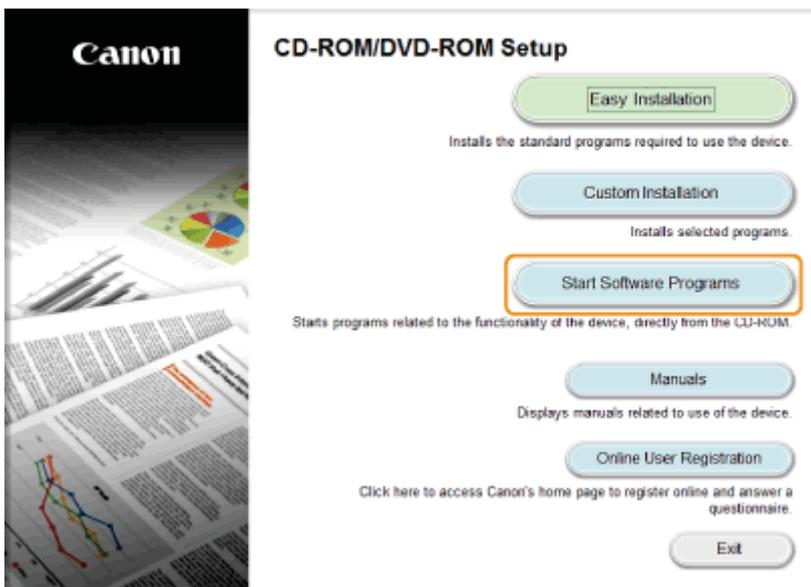
## 1

Insert the User Software and Manuals CD-ROM (or DVD-ROM) into the slot on your computer.



## 2

Click [Start Software Programs].



The options to be displayed differ depending on your country or region.

**?** If the above CD-ROM/DVD-ROM Setup screen does not appear:

### Windows XP and Server 2003

1. From the [Start] menu, select [Run].
2. Enter "D:\MInst.exe", and then click [OK].

### Windows Vista, 7, and Server 2008

1. Enter "D:\MInst.exe" in [Start Search] or [Search programs and files] under the [Start] menu.
2. Press the [ENTER] key on the keyboard.

### Windows 8 and Server 2012

1. Right-click the lower-left corner of the screen and select [Run].
2. Enter "D:\MInst.exe", and then click [OK].

\* The CD-ROM (or DVD-ROM) drive name is indicated as "D:" in this manual. The CD-ROM (or DVD-

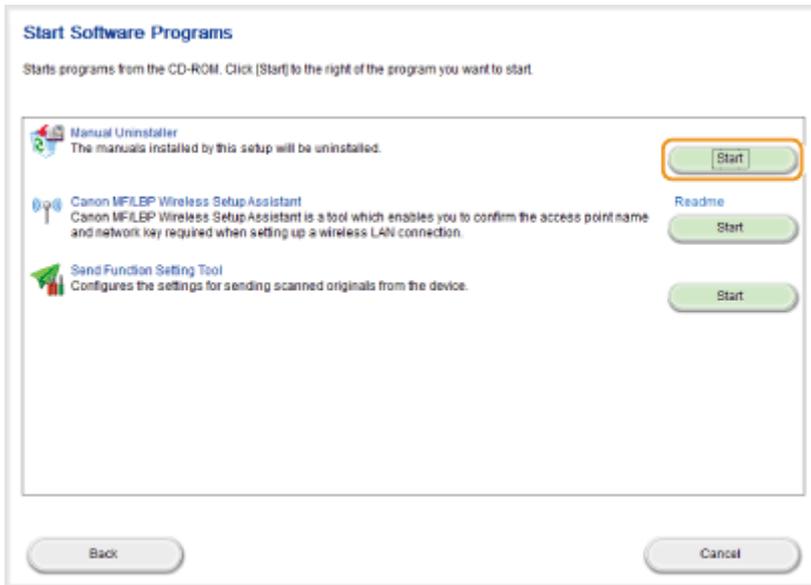
ROM) drive name may differ depending on the computer you are using.

**?** If the language selection screen is displayed before the CD-ROM/DVD-ROM setup screen appears:

Select the language and click [OK].

### 3

**Click [Start] for [Manual Uninstaller].**



### 4

**Follow on-screen instructions.**

## Troubleshooting

### See the following sections:

- ❖ ["Cannot Install the Software."](#)
- ❖ ["Applications Installed from the User Software and Manuals CD-ROM \(or DVD-ROM\) Supplied with the Machine Are Not Properly Registered in the MF Toolbox."](#)
- ❖ ["It Takes Too Long to Uninstall the Drivers \(Windows XP\)."](#)
- ❖ ["The \[Canon\] Folder Remains in the Start Menu After the Software Has Been Uninstalled."](#)
- ❖ ["Cannot Use the Software After Upgrading the Operating System."](#)
- ❖ ["The USB cable was connected before installing the MF drivers."](#)

### Cannot Install the Software.

When you are in an IPv6 environment, the CD-ROM/DVD-ROM setup screen may not appear, and you cannot install the MF drivers. Install the drivers using the WSD port.

- ❖ ["Installing the MF Drivers on the WSD Network \(For Windows\)"](#)
- † You may not be able to use the scan function over an IPv6 connection.

Follow the on-screen instructions to install the software. If an error occurs during the installation, uninstall the software, restart your computer, and install it again.

- ❖ ["Uninstalling the Software"](#)
- ❖ ["Installing the MF Drivers and MF Toolbox"](#)

Quit all running applications and install the software again.

### Applications Installed from the User Software and Manuals CD-ROM (or DVD-ROM) Supplied with the Machine Are Not Properly Registered in the MF Toolbox.

Applications are automatically registered to the MF Toolbox once they have been installed. They are not, however, if installed while the MF Toolbox is open. To access these applications from the toolbox, you need to manually register them to the toolbox.

- ❖ [e-Manual -> "Using the MF Toolbox"](#)

### It Takes Too Long to Uninstall the Drivers (Windows XP).

Quit all running applications (including anti-virus applications) before uninstalling the software.

### The [Canon] Folder Remains in the Start Menu After the Software Has Been Uninstalled.

Uninstall the MF Toolbox first before uninstalling the MF drivers. If you uninstall the MF drivers first, the [Canon] folder may remain after the MF Toolbox has been uninstalled.

Follow the steps in the procedure below to remove the folder.

#### • For Windows XP

Right-click the [Start] menu and open Windows Explorer. From [All Users], select [Start Menu] -> [Programs] and delete the [Canon] folder.

#### • For Windows Vista

Right-click the [Start] menu and select [Explore All Users]. From [Programs] in [Start Menu], delete the [Canon] folder.

#### • For Windows 7

Delete the [Canon] folder in [All Programs] under the [Start] menu.

## Cannot Use the Software After Upgrading the Operating System.

Uninstall the software for this machine before upgrading the operating system on your computer. Once the upgrade has been complete, reinstall the software.

- ❖ "Uninstalling the Software"
- ❖ "Installing the MF Drivers and MF Toolbox"
- ❖ "Installing the MF Drivers on the WSD Network (For Windows)"

## The USB cable was connected before installing the MF drivers.

### For Windows 8 (MF6180dw/MF6160dw/MF6150dw/MF6140dn)

The driver included with the OS (inbox driver) is installed.

If you installed it unintentionally, follow the steps below to delete it, and install the MF drivers.

1. Right-click the lower-left corner of the screen, select [Control Panel], and click [View devices and printers].
2. Right-click the icon for the machine.
3. Click [Remove device].
4. Remove the USB cable from the computer.
5. Install the MF drivers.
  - ❖ "Installing the MF Drivers and MF Toolbox"

### For Windows 7/8

1. Remove the USB cable from the computer.
2. Install the MF drivers.
  - ❖ "Installing the MF Drivers and MF Toolbox"

### For Windows XP/Vista

1. When the following screen appears, remove the USB cable from the computer.

For Windows XP:



For Windows Vista:



2. Click [Cancel].

If the dialog box closed after you removed the USB cable, proceed to the next step.
3. Install the MF drivers.



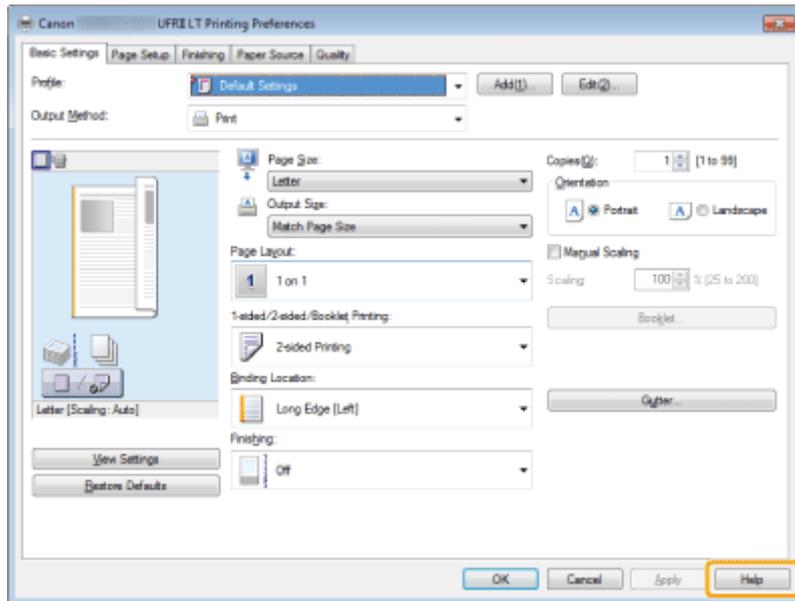
## How to Use the Online Help

In the Online Help, all the functions of the driver software and information about options are included. If you want to know descriptions of the functions and settings immediately when using the driver software, make use of the Online Help.

### For Windows:

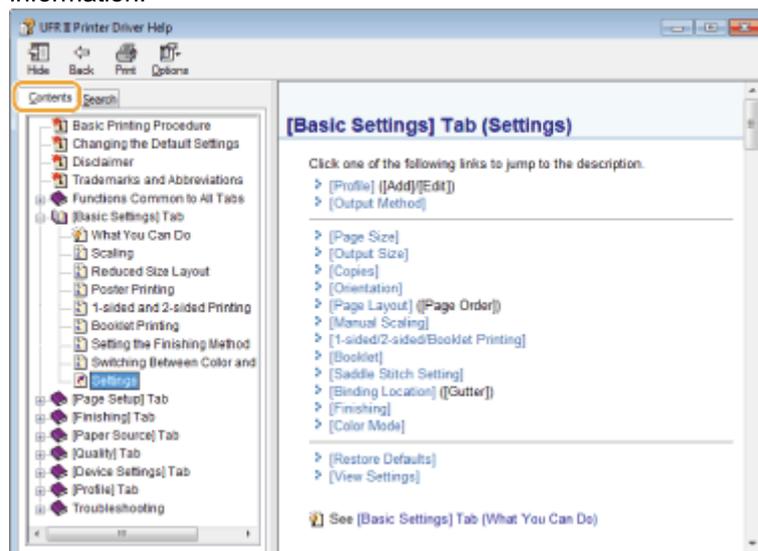
How to display the Help screen

- (1) Select [File] -> [Print] from the menu bar in the application.
- (2) Select the printer in [Select Printer] or [Name] in the [Print] dialog box.
- (3) Click [Preferences] or [Properties].
- (4) Click [Help].



Click [Contents] in the Help screen, and then double-click the desired title to display the information.

Searching from Contents



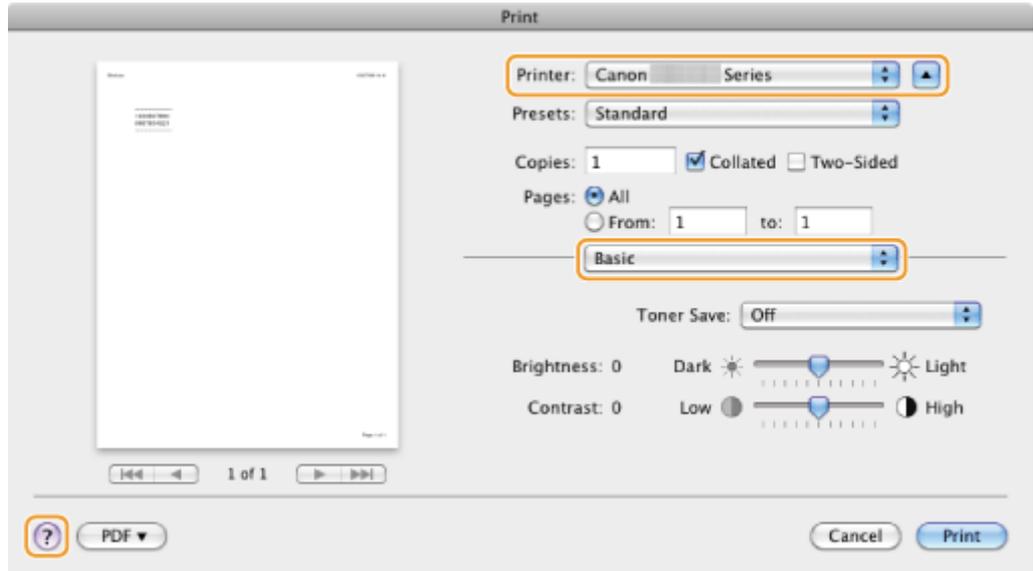
### For Macintosh:

- (1) Select [File] -> [Print] from the menu bar in the application.
- (2) Select the printer in [Printer].
- (3) Change the content displayed in lower pane of the dialog to [Layout], [Basic],

[Summary], etc.

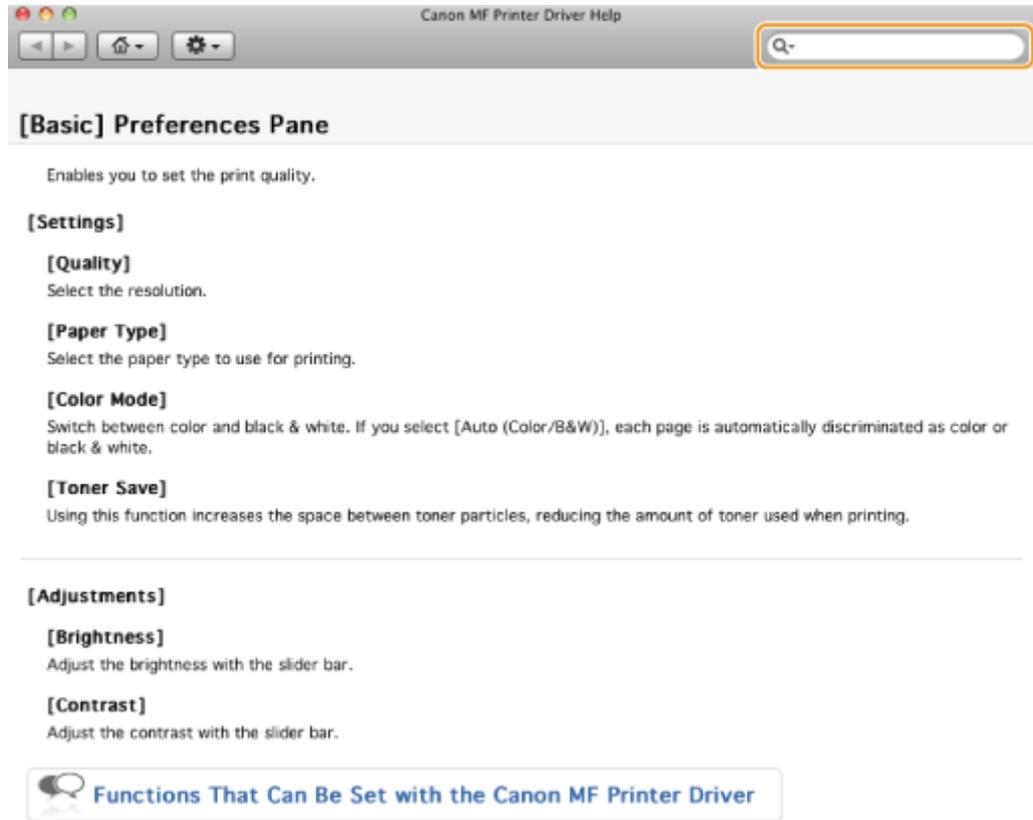
(4) Click .

How to display the Help screen



You can search a content by entering a keyword.

Searching from Contents



## Confirming IP Address Settings

### NOTE

#### **If the machine is not connected to the network properly:**

The IP address is displayed as "0.0.0.0".

#### **When the startup time setting is specified:**

The IP address, subnet mask, and gateway address will be displayed when the specified time has elapsed.

[e-Manual -> "Specifying a Delay Before Establishing the Network Connection"](#)

#### **When the machine is connected to a switching hub:**

The machine may not be able to connect to a network even if your network settings are appropriate. In this case, the startup time of the machine needs to be set to a waiting state.

[e-Manual -> "Specifying a Delay Before Establishing the Network Connection"](#)

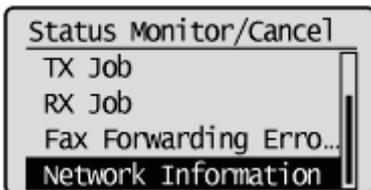
## Confirming IPv4 address settings

# 1

Press  (Status Monitor/Cancel).

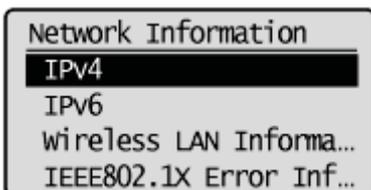
# 2

Press [**▲**] or [**▼**] to highlight <Network Information>, and then press [OK].



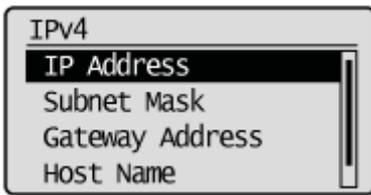
# 3

Press [**▲**] or [**▼**] to highlight <IPv4>, and then press [OK].



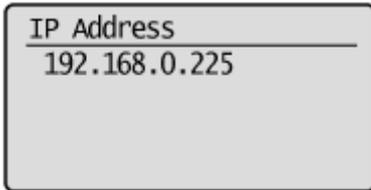
# 4

Press [**▲**] or [**▼**] to highlight the option you want to confirm, and then press [OK].



5

View the information.



6

Press  (Status Monitor/Cancel) to close the screen.

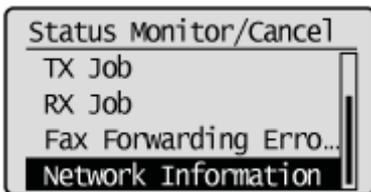
### Confirming IPv6 address settings

1

Press  (Status Monitor/Cancel).

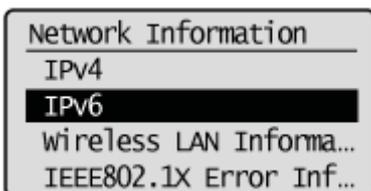
2

Press [**▲**] or [**▼**] to highlight <Network Information>, and then press [OK].



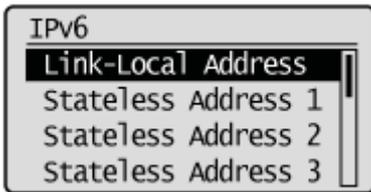
3

Press [**▲**] or [**▼**] to highlight <IPv6>, and then press [OK].



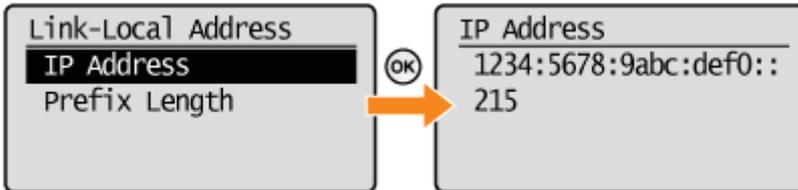
4

Press [▲] or [▼] to highlight the option you want to confirm, and then press [OK].



## 5

View the information.



## 6

Press  (Status Monitor/Cancel) to close the screen.

# How to Check the Bit Architecture (For Windows)

## 1

**Open [Control Panel].**

### **Windows Vista/7/Server 2008:**

Select [Control Panel] from [Start] menu.

### **Windows 8/Server 2012:**

Right-click the lower-left corner of the screen and select [Control Panel].

## 2

**Display [System].**

### **Windows Vista/7/8/Server 2008 R2/Server 2012:**

Click [System and Maintenance] or [System and Security], and then click [System].

### **Windows Server 2008:**

Click [System].

## 3

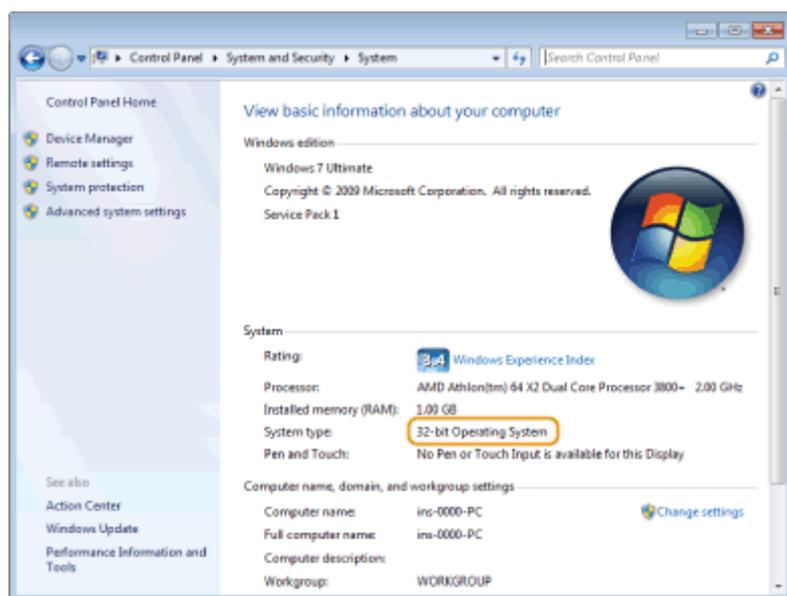
**Check the bit architecture.**

### **For 32-bit versions:**

[32-bit Operating System] is displayed.

### **For 64-bit versions:**

[64-bit Operating System] is displayed.



## Disclaimers

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