imageRUNNER

2206iF / 2206N

User's Guide

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Basic Operations

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Basic Operations

36WC-000

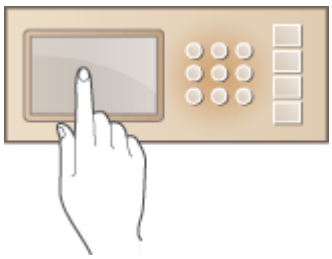
This chapter describes basic operations, such as how to use the control panel or how to load the paper and documents, that are frequently performed to use the functions of the machine.

■ Parts and Their Functions

This section describes the exterior and interior parts of the machine and their functions, as well as how to use the keys on the control panel and how to view the display. **Parts and Their Functions(P. 4)**

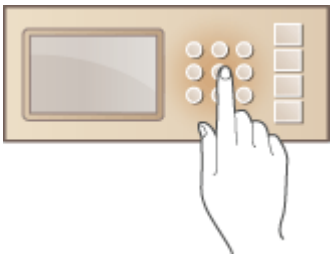
■ Using the Display

This section describes how to toggle the display and select items. **Using the Display(P. 21)**



■ Entering Text

This section describes how to enter characters and numbers for registering destinations to the Address Book, sending faxes, etc. **Entering Text(P. 24)**

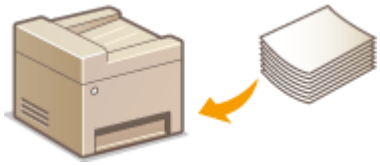


■ Placing Documents

This section describes how to place documents on the platen glass and in the feeder. **Placing Documents(P. 26)**

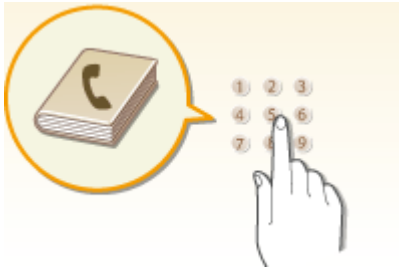
■Loading Paper

This section describes how to load the paper into the paper drawer and multi-purpose tray. **Loading Paper(P. 30)**



■Registering in the Address Book

This section describes how to register destinations for sending faxes or scanned documents. **Registering in the Address Book(P. 49)**



■Adjusting the Volume

This section describes how to adjust the volume of various machine sounds, such as those produced when fax sending is complete or when an error occurs. **Adjusting the Volume(P. 63)**

■Entering Sleep Mode

This section describes how to set the sleep mode. **Entering Sleep Mode(P. 66)**

Parts and Their Functions

36WC-001

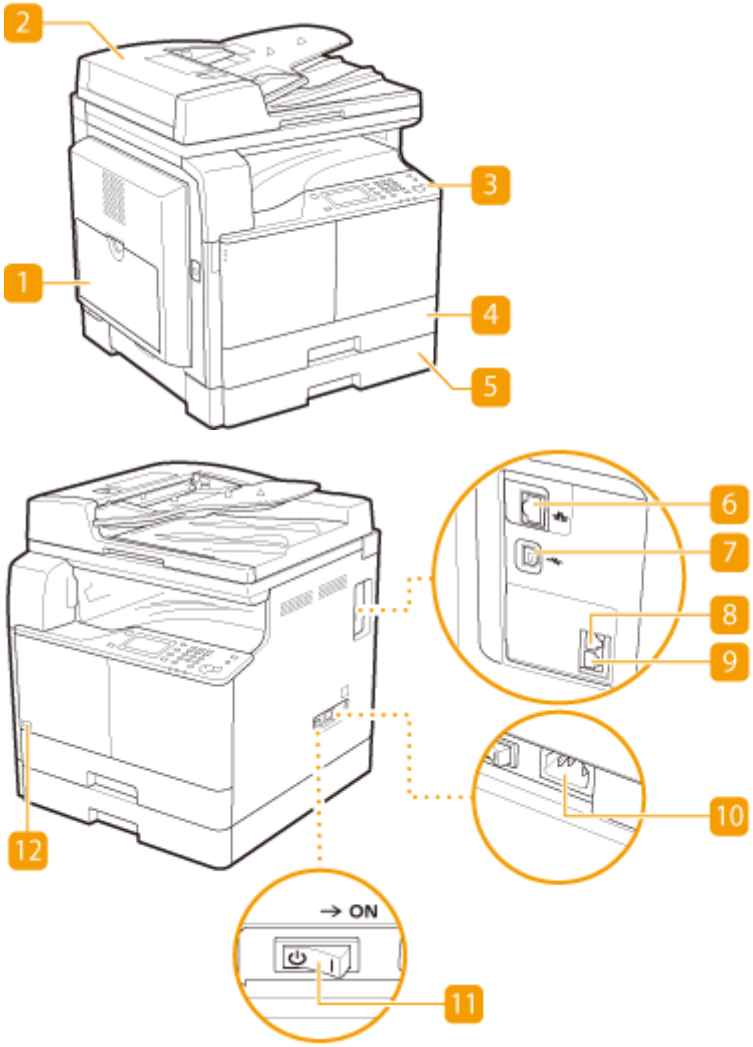
This section describes the parts of the machine (exterior, front and back side, and interior) and how they function. In addition to describing the parts of the machine used for such basic operations as placing documents, loading paper, and replacing the toner cartridges, this section also describes the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

External View(P. 5)
Internal View(P. 7)
Control Panel(P. 9)

External View

36WC-002

When the DADF-AY and Cassette Feeding Module-AD are attached:



NOTE

- Parts marked with "*1" are optional for the imageRUNNER 2206N.
- Parts marked with "*2" are optional for all models.
- Parts marked with "*3" are available only for the imageRUNNER 2206iF.

1 Multi-purpose tray

Load the paper into the multi-purpose tray when you want to temporarily use a type of paper different from that which is loaded in the paper drawer. **Loading Paper in the Multi-Purpose Tray(P. 36)**

2 Feeder *1

Automatically feeds documents into the machine for scanning. When two or more sheets are loaded in the feeder, documents can be scanned continuously. **Placing Documents(P. 26)**

3 Control panel

The control panel consists of keys such as the numeric keys and [Start] key, a display, and status indicators. You can perform all the operations and specify settings from the control panel. **Control Panel(P. 9)** **Display(P. 12)**

4 Paper drawer 1

Load the type of paper you frequently use into the paper drawer. **Loading Paper in the Paper Drawer(P. 32)**

5 Paper drawer 2 *2

Load the type of paper you frequently use into the paper drawer. **Loading Paper in the Paper Drawer(P. 32)**

6 LAN port

Connect a LAN cable when connecting the machine to a wired LAN router, etc. **Connecting to a Wired LAN(P. 258)**

7 USB port

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

8 External telephone jack *3

Connect an external telephone or the optional handset.

9 Telephone line jack *3

Connect a telephone cable when connecting the machine to a telephone line.

10 Power socket

Connect the power cord.

11 Power switch

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

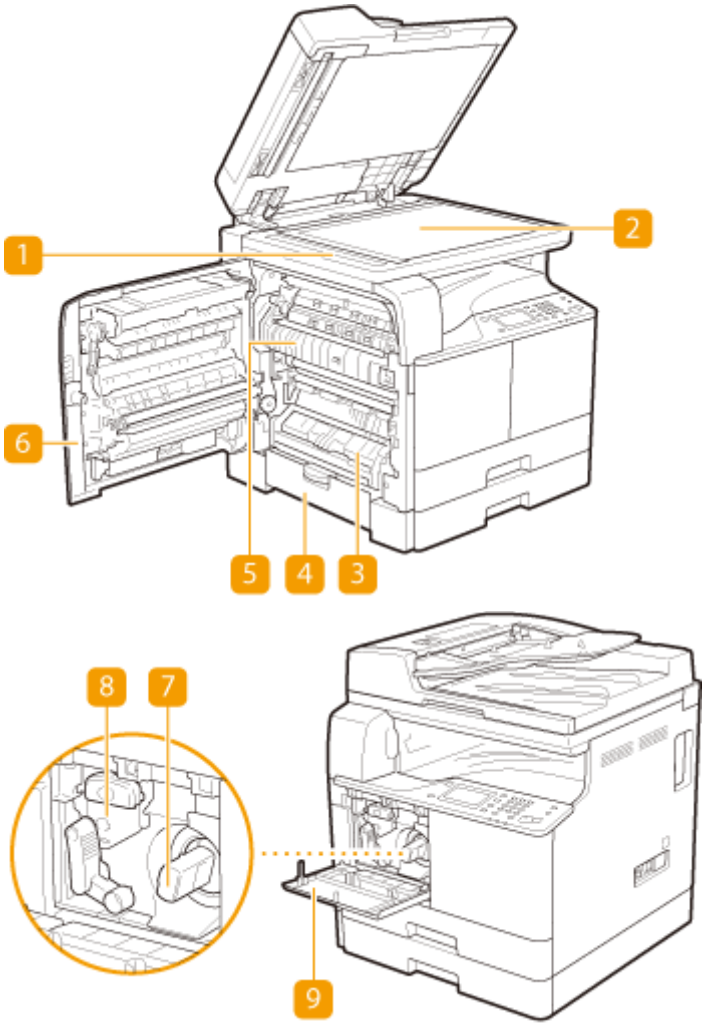
12 Toner Code

This code indicates the type of genuine toner that can be used with the machine. Use toner with a code that includes the same letters as the code on the front cover of the machine.

Internal View

36WC-003

When the DADF-AY and Cassette Feeding Module-AD are attached:



1 Document feed scanning area

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

2 Platen glass

Place documents to scan on the platen glass. Also, use the platen glass to place thick or bound documents such as books when they cannot be loaded in the feeder. **Placing Documents(P. 26)**

3 Drawer 1 left cover

Open this cover when clearing a paper jam in paper drawer 1. **Clearing Jams(P. 504)**

4 Drawer 2 left cover (Cover of the Optional Cassette Feeding Module-AD)

Open this cover when clearing a paper jam in paper drawer 2. **Clearing Jams(P. 504)**

5 Fixing assembly

When a paper jam occurs around the fixing assembly, clear the paper jam from here. **Clearing Jams(P. 504)**

6 Left cover

Open this cover to clear a paper jam inside the main unit. **Clearing Jams(P. 504)**

7 Toner cartridge

Replace the toner cartridge when the toner runs out. **How to Replace the Toner Cartridges(P. 578)**

8 Drum unit

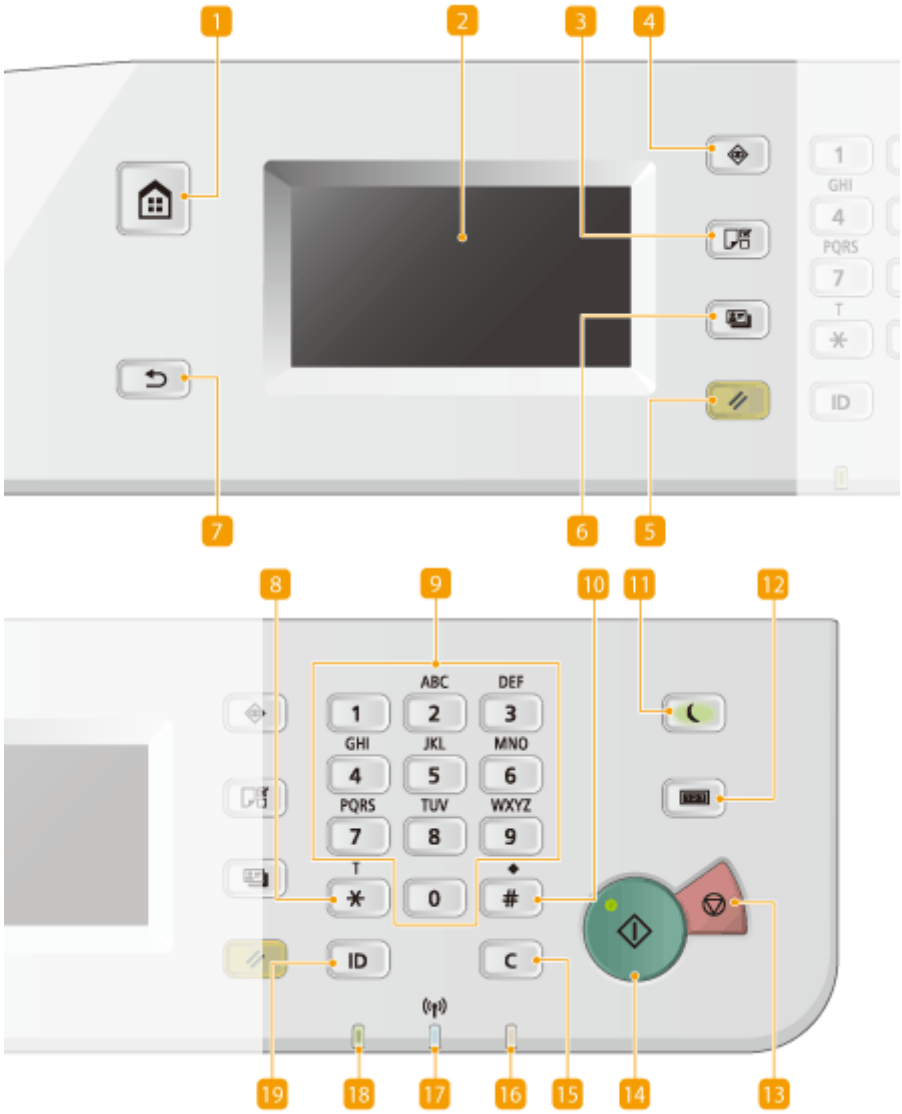
Replace the drum unit before the usage period expires. **How to Replace the Drum Unit(P. 581)**

9 Front cover

Open this cover to replace the toner cartridge or drum unit. **How to Replace the Toner Cartridges(P. 578)**

Control Panel

36WC-004



1 [Home] key

Press to display the <Home> screen. **Customizing the <Home> Screen(P. 16)**

2 Display

You can view the progress of copy and other jobs and error statuses. The display is a touch panel, allowing you to operate the screen by touch to specify settings. **Display(P. 12)** **Using the Display(P. 21)**

3 [Paper Settings] key

Press to select a paper source, such as a paper drawer or multi-purpose tray, and register paper size and type.

4 [Status Monitor] key

Press to check the status of printing, to view the usage history, or to view the network settings such as the IP address of the machine. You can also check the status of the machine, such as the remaining amounts of paper and toner, or whether any errors occurred. **Display(P. 12)**

5 [Reset] key

Press to reset the settings.

6 [ID Card Copy] key

Press to copy a card-size original, such as an ID card and driver's license. **Copying Both Sides of an ID Card onto One Page(P. 86)**

7 [Back] key

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

8 [*] key

- Press to switch the type of text that is entered.
- Press to use tone dialing such as when receiving fax information services. **Receiving Fax Information Services(P. 147)**

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

Press to enter numbers and text. **Entering Text(P. 24)**

10 [#] key

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

11 [Energy Saver] key

Press to put the machine into sleep mode. The key lights up green when the machine is in sleep mode. Press the key again to exit sleep mode. **Entering Sleep Mode(P. 66)**

12 [Counter Check] key

Press to display the total number of pages used for operations such as copying or printing on the touch panel display. You can also check the serial number of the machine (three letters and five numbers).

13 [Stop] key

Press to cancel copying, faxing, and other operations.

14 [Start] key

Press to scan or copy documents.

15 [Clear] key

Press to delete the entered numbers and texts.

16 [Error] indicator

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

17 Wi-Fi indicator

Lights up when the machine is connected to wireless LAN.

18 [Processing/Data] indicator

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

19 [Log In/Out] key

Press to log in/out when Department ID Management has been set.

LINKS

Using the Display(P. 21)

Display

36WC-005

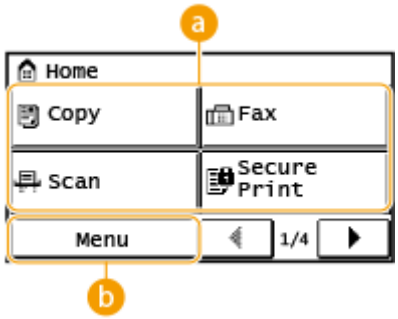
The <Home> screen for initiating operations and screens for specifying settings appear in the display. You can also view job progress and messages here. Touch the display to operate it.

<Home> Screen

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

NOTE

- For imageRUNNER 2206N, functions marked with "*" can only be used when the optional Color Send Kit is attached.

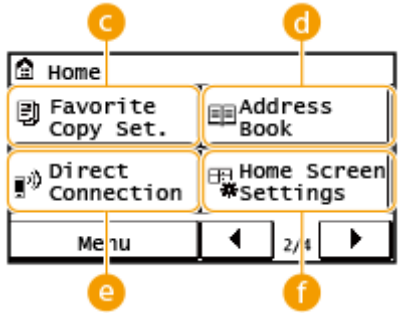


a Toggle functions

Switch to copy, fax, secure print, or scan functions. **Copying(P. 69)** **Faxing (imageRUNNER 2206iF)(P. 98)** **Printing a Document Secured by a PIN (Secure Print)(P. 163)** **Using the Machine as a Scanner(P. 173)**

b <Menu>

<Timer Settings>, <Preferences>, and many other machine settings start from this button. **Setting Menu List(P. 431)**



c <Favorite Copy Set.>

You can register frequently used combinations of copy settings, and recall them easily when needed. **Registering Frequently Used Copy Settings(P. 96)**

d <Address Book>*

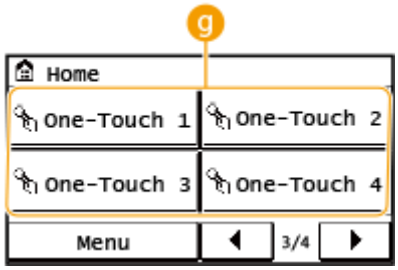
Display destinations registered in the Address Book. Also use when registering/editing destinations in the Address Book. **Registering in the Address Book(P. 49)**

e <Direct Connection>

Use this to establish a direct wireless connection to a mobile device. **Connecting Directly (Access Point Mode)(P. 233)**

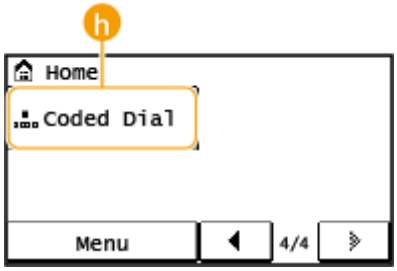
f <Home Screen Settings>

Allows you to change the order that the <Home> screen buttons are displayed in. **Customizing the <Home> Screen(P. 16)**



g <One-Touch 1> to <One-Touch 4>*

If you register destinations beforehand as One-Touch Dial numbers, they can be quickly displayed. **Specifying Destinations with the One-Touch Buttons(P. 116)**



h <Coded Dial>*

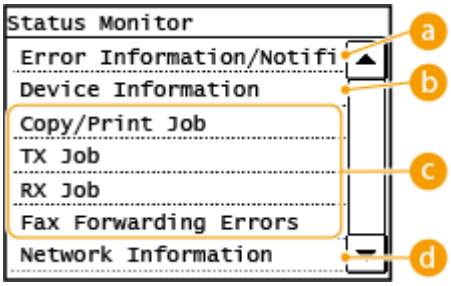
If you register destinations beforehand as coded dial numbers, they can be quickly displayed by simply entering a three-digit number. **Registering in the Address Book(P. 49)**

<Status Monitor> Screen

When you press , a screen is displayed that enables you to check the status of documents that are being printed, sent, or received, as well as the status of the machine such as the toner level or the network setting information such as the IP address of the machine.

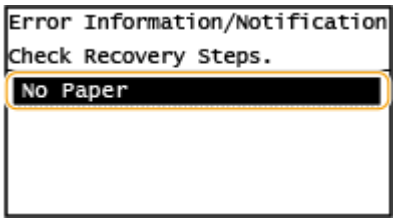
NOTE

- For imageRUNNER 2206N, functions marked with "*1" can only be used when the optional Color Send Kit is attached.
- Functions marked with "*2" are available only for the imageRUNNER 2206iF.



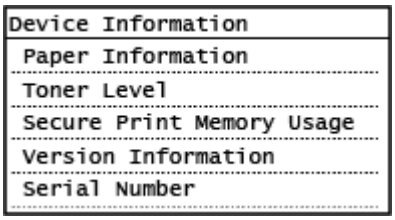
a <Error Information/Notification>

Displays the details of any errors that occurred. **Countermeasures for Each Message(P. 519)**



b <Device Information>

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



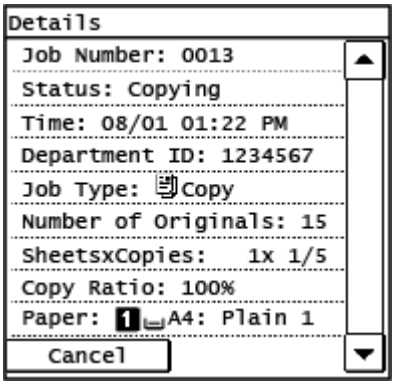
<Paper Information>
Displays whether paper is loaded in each paper source.

<Toner Level>
Displays the amount of toner remaining. Depending on the environment in which your machine is located, other internal parts may reach the end of their lifetime before the toner runs out.

< Secure Print Memory Usage>
Displays the amount of memory currently used for storing secured document data. **Printing a Document Secured by a PIN (Secure Print)(P. 163)**

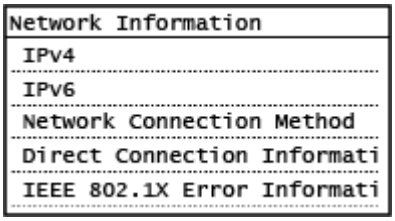
c Status of copy/print/send*1/receive*2 jobs

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



<Network Information>

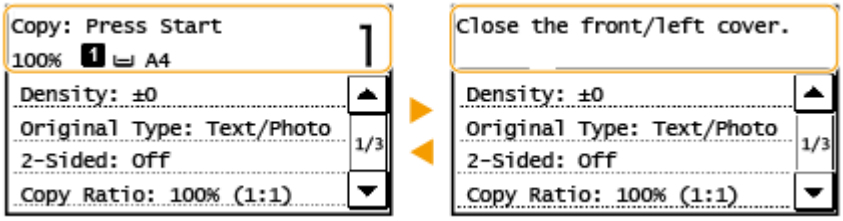
Displays the network settings such as the IP address of the machine and status such as the condition of wireless LAN communications.



Viewing Network Settings(P. 282)

When a Message Is Displayed

Messages are displayed at the top of the screen in situations such as when toner level is low or when a cover is left open. The display alternates between showing the normal screen and the message.

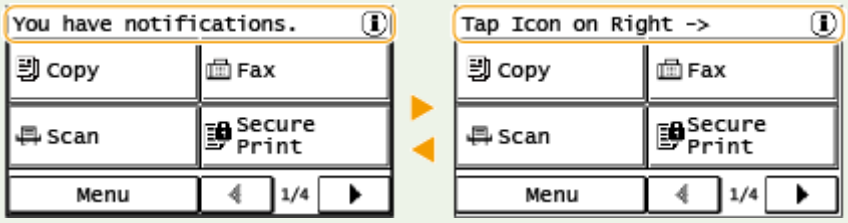


Countermeasures for Each Message(P. 519)

NOTE

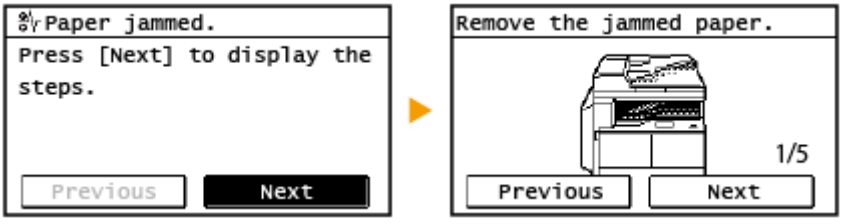
When <You have notifications.> or <Tap Icon on Right ->> Is Displayed

Tap (i) to view the notification.



When an Error Occurs

In some cases when an error occurs, instructions on how to respond to the error are displayed. Follow the on-screen instructions to solve the problem. The screen displayed when a paper jam occurs is shown below as an example (**Countermeasures for Each Message(P. 519)**).



LINKS

Customizing the <Home> Screen(P. 16)
Using the Display(P. 21)

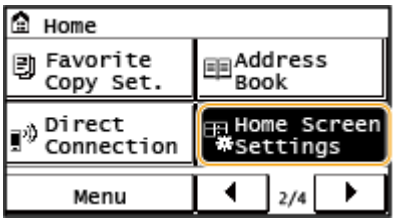
Customizing the <Home> Screen

36WC-006

You can change the order that buttons in the <Home> screen are displayed in according to your application or a preferred arrangement.

■ Changing the Home Screen Button Display Order

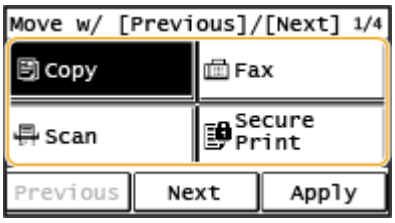
1 Press and tap <Home Screen Settings>.



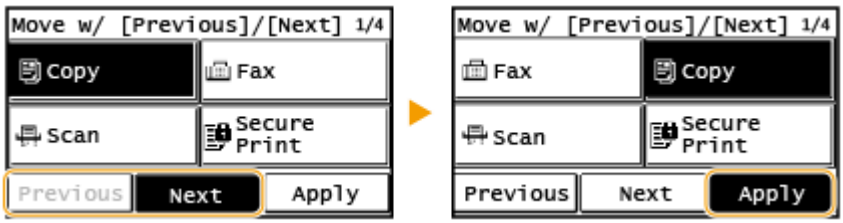
- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press (ID). **Setting the System Manager ID(P. 343)**

2 Tap <Set Display Order>.

3 Tap the button to move.



4 Tap <Previous> or <Next> to move the button, and tap <Apply>.

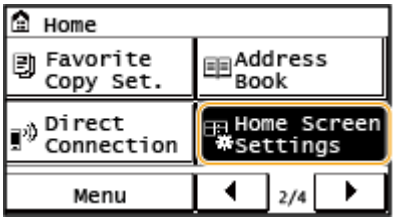


5 Repeat steps 3 and 4 to move all buttons you want to move.

6 Tap <End>.

■To Insert Blanks in <Home> Screen

1 Press and tap <Home Screen Settings>.

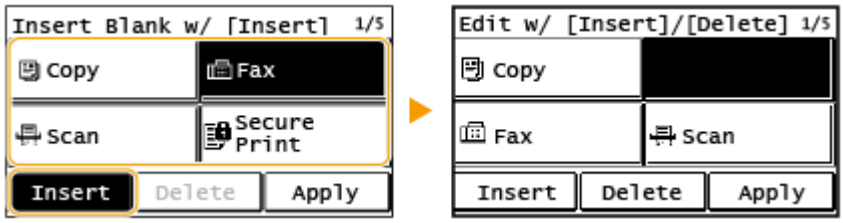


- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press (ID). **Setting the System Manager ID(P. 343)**

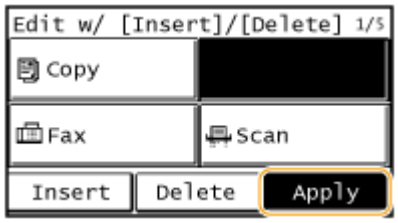
2 Tap <Insert and Delete Blank>.

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

- To delete an inserted blank, select the blank, tap <Delete>, and proceed to step 5.



4 Tap <Apply>.



5 Tap <End>.

LINKS

Display(P. 12)

Logging on to the Machine

36WC-007

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

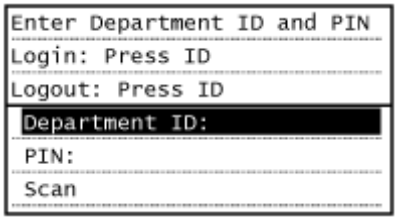
NOTE

The System Manager ID and PIN are set to "7654321" at the factory. It is recommended that you change this setting for higher security.

Department ID Management Login(P. 18)
Logging in to Authorized Send (P. 19)

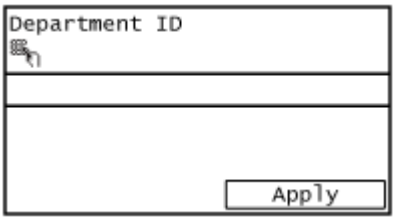
Department ID Management Login

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



1 Tap <Department ID> (or <System Manager ID>).

2 Enter a number of up to seven digits using the numeric keys, and tap <Apply>.



- If no PIN is registered, proceed to step 5.

3 Select <PIN>.

4 Enter a number of up to seven digits using the numeric keys, and tap <Apply>.

- When <PIN (Confirm)> is displayed, enter the PIN once again to confirm.

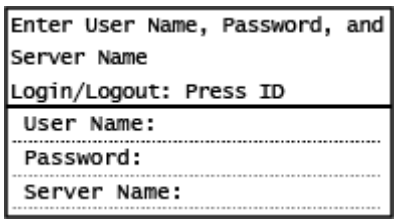
5 Press ID.

- The logon screen will be changed to the main screen.

- After you finish using the machine, press ID again to display the logon screen.

Logging in to Authorized Send

If the Send function authorization setting (**LDAP Server Authentication(P. 354)**) is enabled, the Authorized Send login screen appears when the fax or scan function is used.

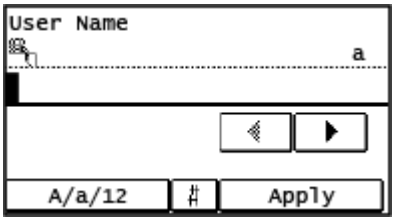


NOTE

- For imageRUNNER 2206N, these functions can only be used when the optional Color Send Kit is attached.

1 Tap <User Name>.

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



3 Tap <Password>.

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

5 Tap <Server Name> and select the server for your authentication.

6 Press ID

➡ The logon screen will be changed to the main screen.

- After you finish using the machine, press ID again to display the logon screen.

NOTE:

If the <Select Logout Type> screen appears

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

Send (fax or scan function) while remaining logged in to Department ID Management, select <Log Out from Authenticated Sending>. In any other cases, select <Log Out from All Authenticated Functions>.

LINKS

Setting the Department ID Management(P. 345)
Setting the System Manager ID(P. 343)
LDAP Server Authentication(P. 354)

Using the Display

36WC-008

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

IMPORTANT

Avoid the following actions.

The display may misfunction or be damaged.

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

Tap

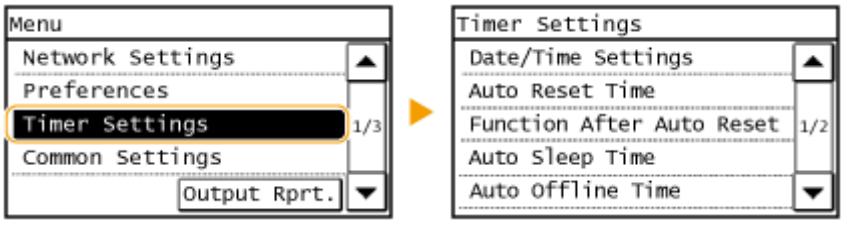
Touch the screen lightly and quickly. Use for selecting or finalizing items.

Long Touch

Keep finger held on the screen. When text cannot be completely displayed on one line ("..." appears), touch and hold the line to scroll all of the text. Also continuously increases/decreases the copy magnification.

■ Selecting items

Tap an item name or button to make a selection.



NOTE

If an item is mistakenly touched

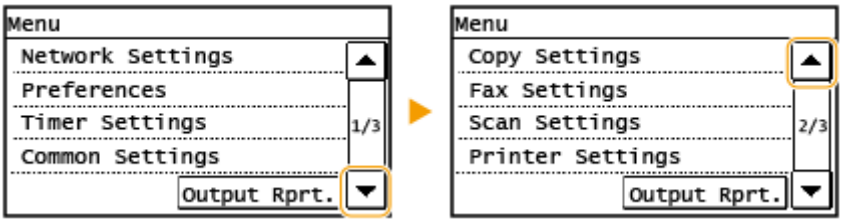
Slide your finger away then release it from the screen to cancel the selection.

To return to the previous screen

Press [↩] to return to the previous screen.

■ Scrolling the screen

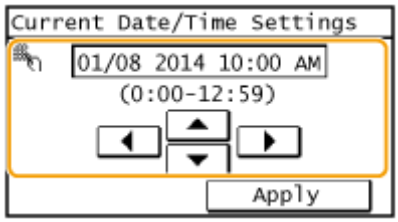
The scroll bar is displayed on the screen when there is still information that is undisplayed. If the scroll bar is displayed, tap ▲ / ▼ to scroll the screen. The screen changes page by page, and the page number is displayed in the scroll bar.



■ Changing values and settings

Changing values

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



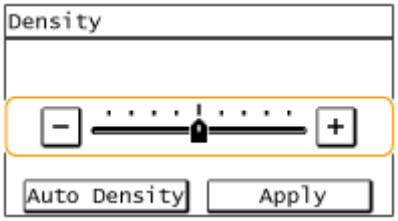
NOTE

To move the cursor

When ◀ / ▶ is displayed, tap to move the cursor.

Changing setting values

To adjust a value on a scale, tap <-> / <+>.



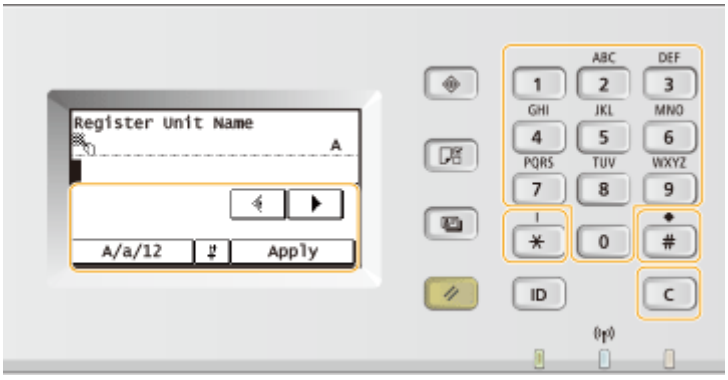
TIPS

- You can change a variety of display-related settings, such as the scrolling speed or display language:
  Display Settings(P. 445)
- To change the screen that is automatically displayed when the machine remains idle for a specified length of time:
  Function After Auto Reset(P. 451)

Entering Text

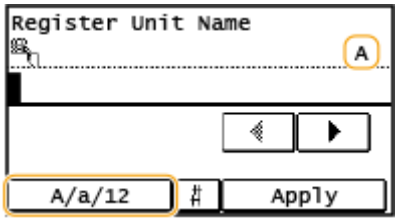
36WC-009

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



Switching the Type of Text

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



NOTE

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

Types of Text That Can Be Entered

Enter text with the numeric keys and the display. Text that can be entered is listed below.

Key	A	a	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
#	(space) - . * # ! " , ; : ^ ` _ = / | ' ? $ @ % & + \ ~ ( ) [ ] { } < >		(Not available)

NOTE

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

Deleting Text

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

Moving the Cursor (Entering a Space)

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

Example of Entering Text and Numbers

Example: "Canon-1"

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

Placing Documents

36WC-00A

Place documents on the platen glass or in the feeder. Use the platen glass when scanning thick or bound documents such as books. You can load two or more sheets of documents in the feeder so that they can be scanned continuously. For information about the types of documents that can be placed on the platen glass or in the feeder, and information about the scannable area of a document, see **Main Unit(P. 623)** or **Feeder (DADF-AY)(P. 626)** .

Placing Documents on the Platen Glass(P. 26)
Placing Documents in the Feeder (P. 27)

IMPORTANT

Use documents that are completely dry

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

To avoid paper jams

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

- Wrinkled or creased paper
- Carbon paper 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

NOTE

To scan documents more accurately

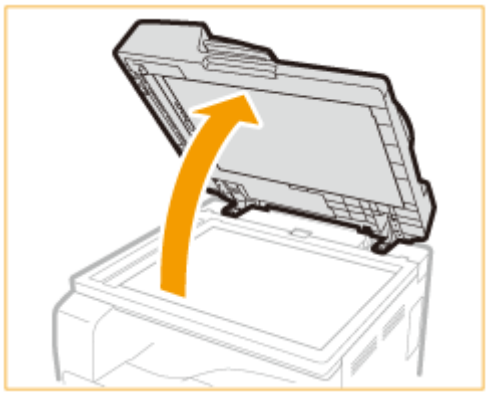
Documents placed in the feeder are scanned while being fed into the machine. On the other hand, documents placed on the platen glass remain in a fixed position while they are scanned. To ensure more accurate scanning results, placing documents on the platen glass is recommended.

To scan tracing paper or transparencies

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

Placing Documents on the Platen Glass

1 **Open the feeder/platen cover.**



2 Place the document face down on the platen glass.

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

NOTE:

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

3 Gently close the feeder/platen cover.

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

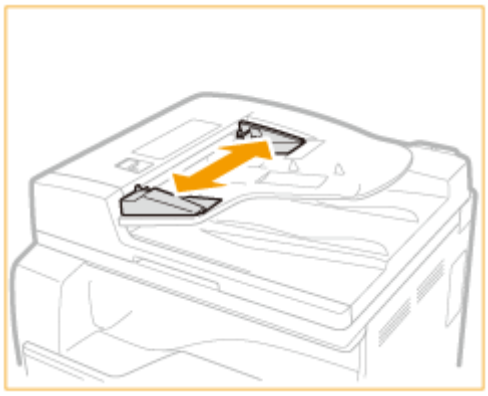
Placing Documents in the Feeder

NOTE

- For imageRUNNER 2206N, these functions can only be used when the optional DADF-AY is attached.

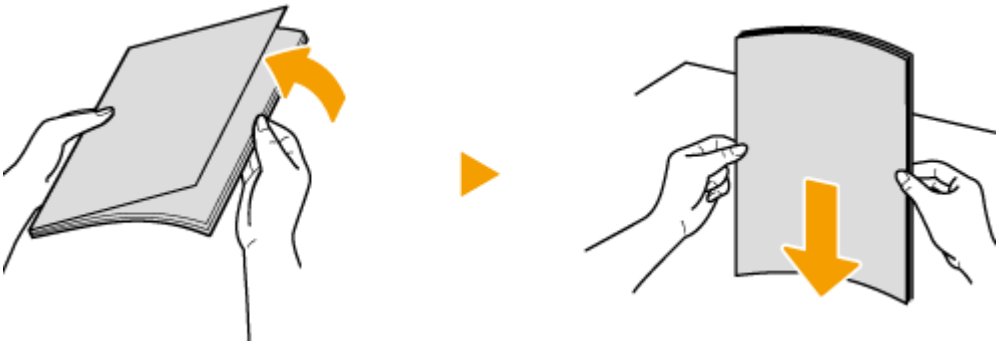
1 Spread the document guides apart.

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

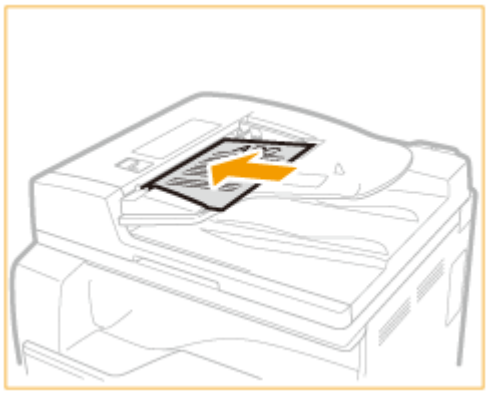


2 Fan the document stack and align the edges.

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



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

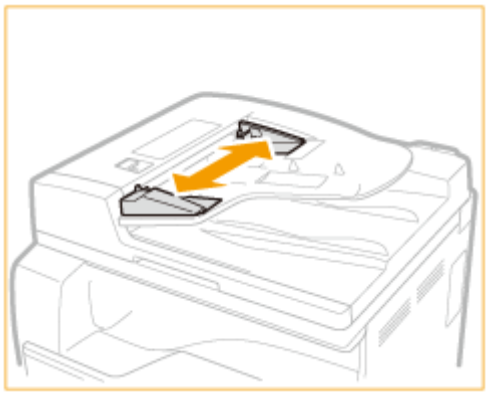


IMPORTANT:

- Up to 50 sheets can be loaded at a time. If 50 or more sheets are loaded, scanning may stop or a paper jam may occur.

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

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



- The machine is ready to scan the document.

IMPORTANT:

Align the document guides securely against the edges of the document

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

While documents are being scanned

Do not add or remove documents.

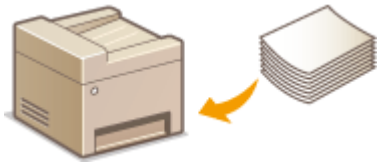
When scanning is complete

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

Loading Paper

36WC-00C

You can load the paper into the paper drawer or multi-purpose tray. Load the paper you usually use into the paper drawer. The paper drawer is convenient when using large amounts of paper. Use the multi-purpose tray when you temporarily use size or type of paper that is not loaded in the paper drawer. See **Available Paper(P. 627)** for available paper sizes.



Paper Type and Setting for the Machine

See the table below to specify the paper settings according to the type and weight of the paper to load into the paper source. For more information about how to specify the paper settings on the machine, see **Specifying Paper Size and Type(P. 45)** . For the amount of paper that can be loaded in each paper source, see **Available Paper(P. 627)** .

Paper Type	Paper Weight	Paper Setting on the Machine
Plain paper	64 to 75 g/m²	<Plain 1 (64-75 g/m²)>
	76 to 90 g/m²	<Plain 2 (76-90 g/m²)>
Recycled paper	64 to 80 g/m²	<Recycled (64-80 g/m²)>
Color paper	64 to 80 g/m²	<Color (64-80 g/m²)>
Heavy paper	91 to 105 g/m²	<Heavy 1 (91-105 g/m²)>
	106 to 128 g/m²	<Heavy 2 (106-128 g/m²)>
Bond paper	75 to 90 g/m²	<Bond>
Envelope	—	<Envelope>
Pre-punched	75 to 80 g/m²	<Pre-Punched>
Transparency	—	<Transparency>
Label	—	<Labels>

IMPORTANT

Do not use the following types of paper:

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

- Highly textured paper
- Glossy paper

Paper handling and storage

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

NOTE

When printing on paper that has absorbed moisture

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

LINKS

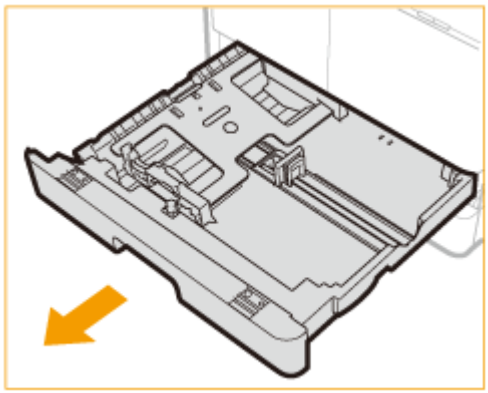
Registering a Custom Paper Size(P. 47)

Loading Paper in the Paper Drawer

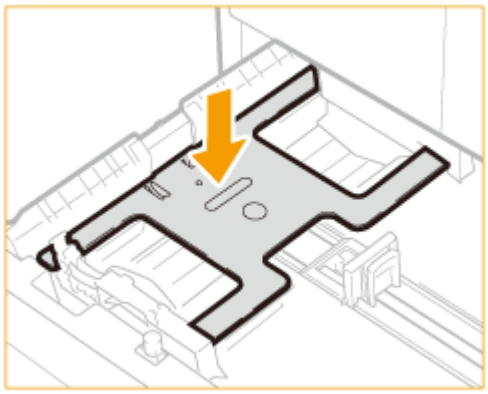
36WC-00E

Load the paper that you usually use in the paper drawer. When you want to print on paper that is not loaded in the paper drawer, load the paper in the multi-purpose tray. **Loading Paper in the Multi-Purpose Tray(P. 36)**

1 Hold the handle of the paper drawer and pull it out until it stops.

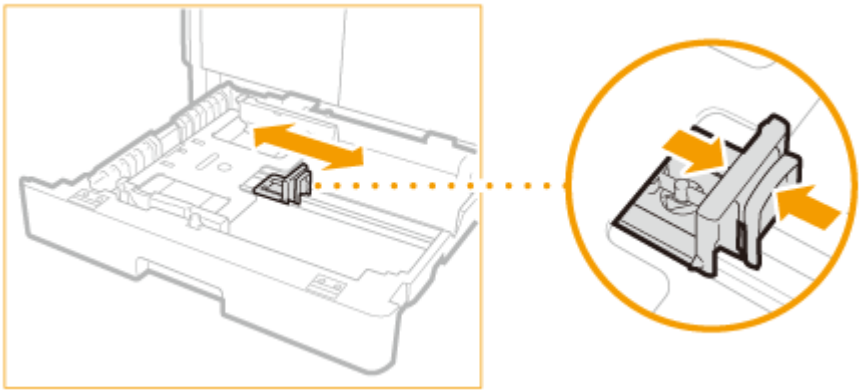


2 Push down the metal plate to lock it.

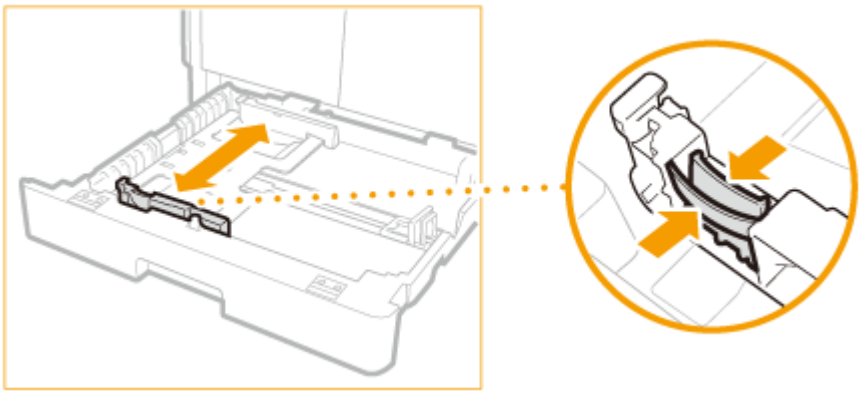


3 Adjust the position of the paper guides.

When loading paper in the paper drawer 1

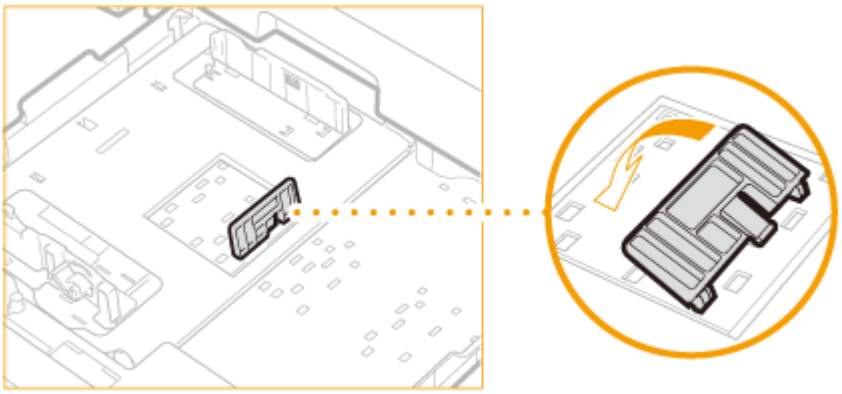


1 While squeezing the top part of the right guide, slide it to align with the size indicator for the paper to be loaded.

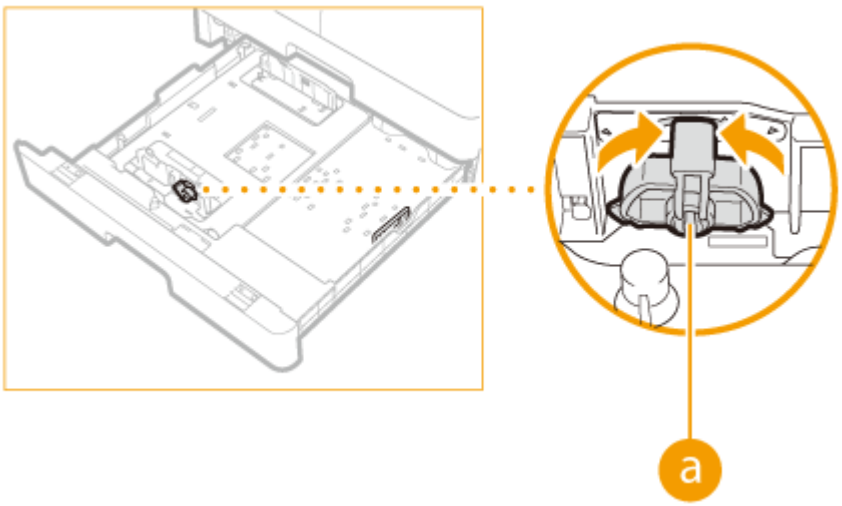


2 While squeezing the top part of the front guide, slide it to align with the size indicator for the paper to be loaded.

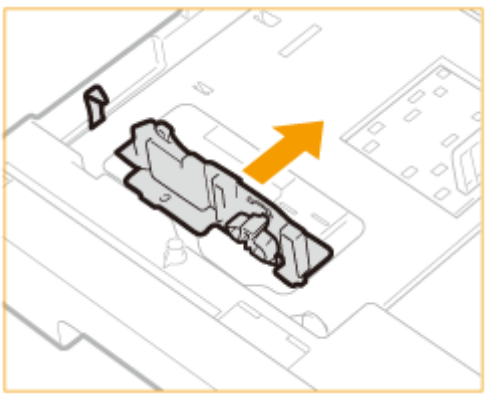
When loading paper in the paper drawer 2

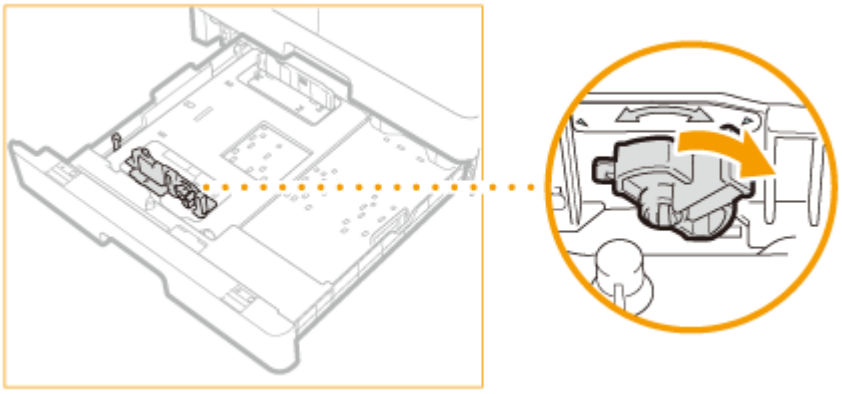


1 Detach the end guide and reattach it to the slots aligned with the mark indicating the desired paper size.



2 Lift up the lock lever on the front slide guide, and slide it backwards or forwards to align it with the groove marked with the desired paper size.





3 Lower the lock lever to lock the front slide guide into place.

4 Prepare paper.

- Fan the paper stack well, and tap it on a flat surface to align the edges.

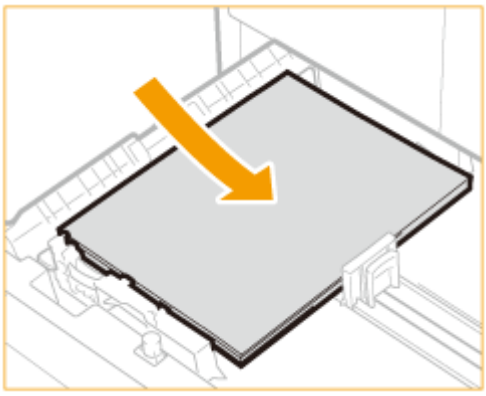
NOTE:

Size abbreviations on the paper guides

The abbreviations on the paper guides in the paper drawer indicate paper sizes as follows:

- LGL: Legal
- LTR: Letter
- STMT: Statement

5 Insert the paper into the paper drawer.



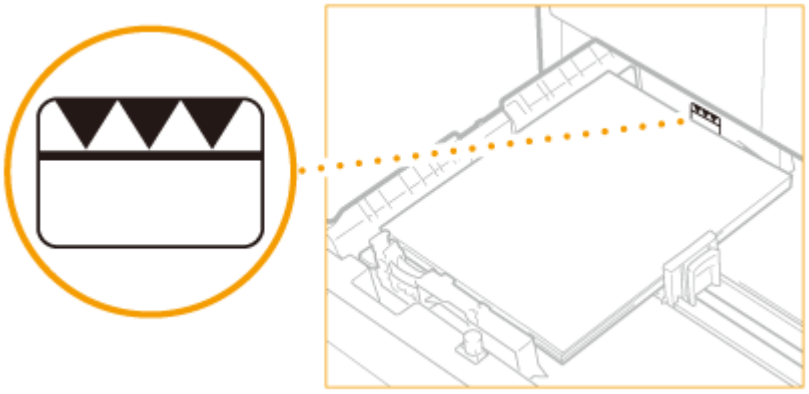
1 Make sure that the paper size setting of the paper drawer matches the size of the paper to load in the paper drawer.

2 Load the paper stack with the print side face up, and against the left guide of the paper drawer.

IMPORTANT:

Do not exceed the load limit mark when loading paper

Make sure that the paper stack does not exceed the load limit mark. Loading too much paper can cause paper jams.



NOTE:

When loading envelopes or paper with a logo, see **Loading Envelopes in the Multi-Purpose Tray(P. 39)** or **Loading Preprinted Paper(P. 42)** .

6 Gently insert the paper drawer into the machine.

» Continue to Specifying Paper Size and Type(P. 45)

IMPORTANT:

When changing the paper size or type

If you load a different size or type of paper into the machine, make sure to change the settings. If you do not change the settings, the machine cannot print properly.

LINKS

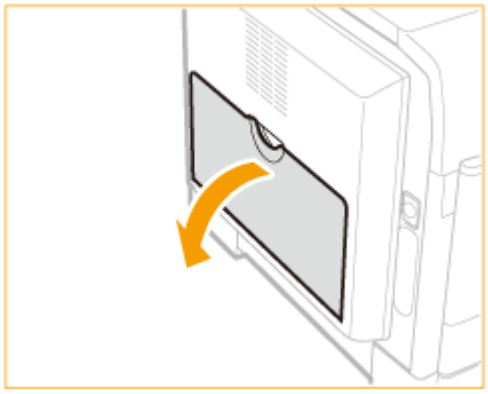
Available Paper(P. 627)

Loading Paper in the Multi-Purpose Tray

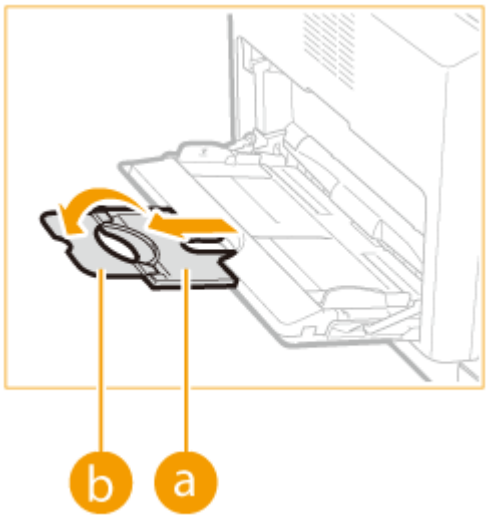
36WC-00F

When you want to print on paper that is not loaded in the paper drawer, load the paper in the multi-purpose tray.
Load the paper that you usually use in the paper drawer. **Loading Paper in the Paper Drawer(P. 32)**

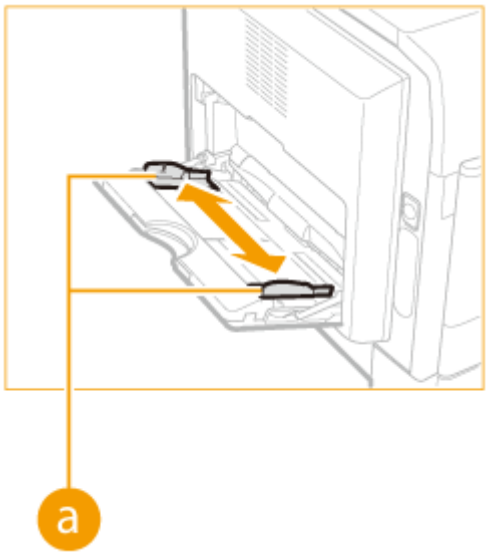
1 Open the multi-purpose tray.



- Pull out the auxiliary tray (a), and extend the tray extension (b) when loading large-sized paper.

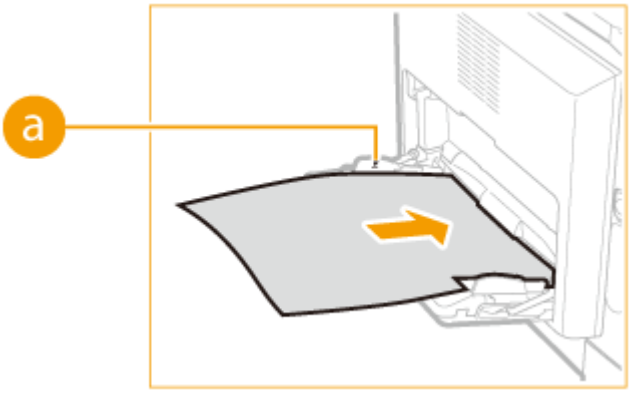


2 Adjust the slide guides (a) to match the size of the paper.



3 Insert the paper into the multi-purpose tray until the paper stops.

- Load the paper with the print side face down.
- Fan the paper stack well, and tap it on a flat surface to align the edges.



IMPORTANT:

Do not exceed the load limit mark when loading paper

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

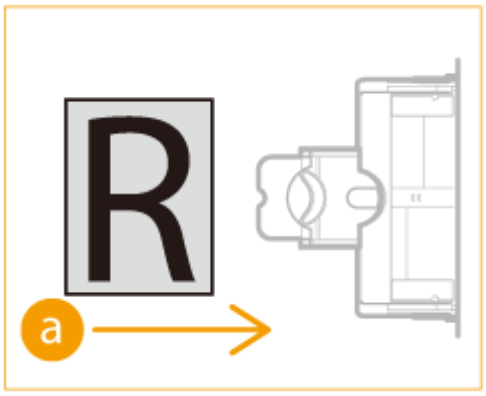
NOTE:

When loading envelopes or paper with a logo, see **Loading Envelopes in the Multi-Purpose Tray(P. 39)** or **Loading Preprinted Paper(P. 42)** .

Continue to Specifying Paper Size and Type(P. 45)

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

You can print on the back side of printed paper. Flatten any curls on the printed paper and insert it into the multi-purpose tray in the orientation indicated below (a), with the side to print face down (previously printed side face up).



- You can use only the paper printed with this machine.

Loading Envelopes in the Multi-Purpose Tray

36WC-00H

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

Before Loading Envelopes(P. 39)
Loaded Orientation(P. 40)

NOTE

This section describes how to load envelopes in the orientation you want, as well as procedures that you need to complete before loading envelopes. For a description of the general procedure for loading paper in the paper drawer or multi-purpose tray, see **Loading Paper in the Paper Drawer(P. 32)** or **Loading Paper in the Multi-Purpose Tray(P. 36)** .

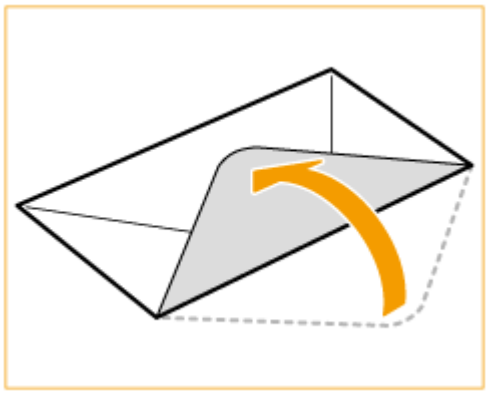
Before Loading Envelopes

Follow the procedure below to prepare the envelopes before loading.

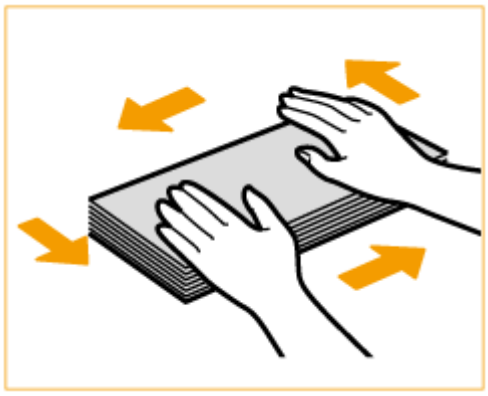
NOTE

10 envelope at a time can be loaded in the multi-purpose tray. Follow steps 1 to 4 in the procedure below to prepare the envelope for loading.

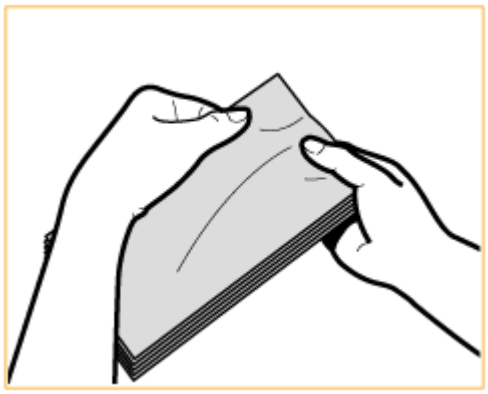
1 Close the flap of each envelope.



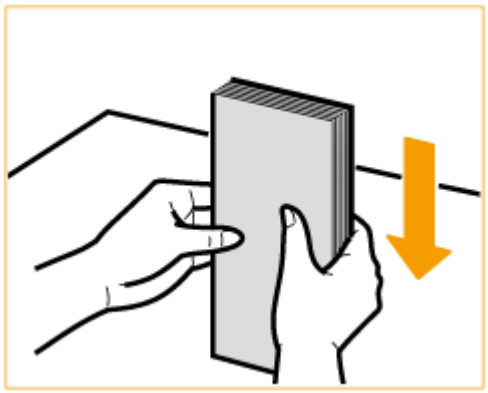
2 Flatten them to release any remaining air, and make sure that the edges are pressed tightly.



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



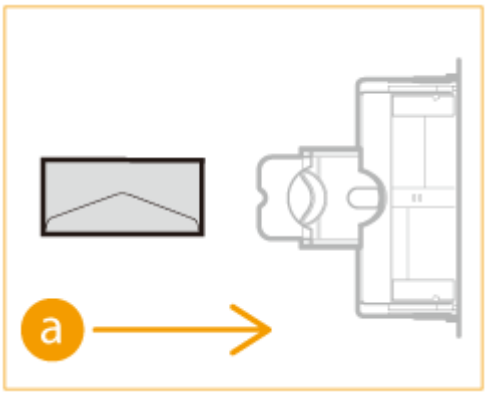
4 **Align the edges of the envelope on a flat surface.**



Loaded Orientation

Load the envelopes in portrait orientation, short edge first, with the non-glued side (front side) face up.

Load the envelopes, as shown in the illustrated bellow (: feeding direction).


a

Loading Preprinted Paper

36WC-00J

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

Loading Paper with Logos in Portrait Orientation(P. 42)
Loading Paper with Logos in Landscape Orientation(P. 43)

NOTE

- This section describes how to load preprinted paper with the proper orientation. For a description of the general procedure for loading paper in the paper drawer or multi-purpose tray, see **Loading Paper in the Paper Drawer(P. 32)** or **Loading Paper in the Multi-Purpose Tray(P. 36)** .
- The orientation of the paper may vary depending on the settings in <Switch Paper Feed Method>.

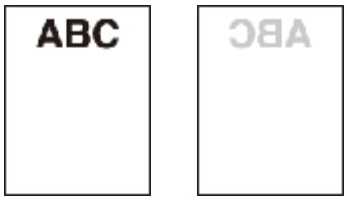
Loading Paper with Logos in Portrait Orientation

The loading method varies depending on the size of the paper with the logo and the paper source that is used.

When Loading A4-size Paper with Logos

Load the paper so that the logo faces up in the paper drawer and faces down in the multi-purpose tray, as shown in the illustrations below.

Paper drawer Multi-purpose tray



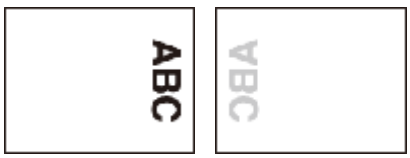
Pay attention to the orientation when placing a document. Place as follows, with the document facing up in the feeder and facing down on the platen glass.

Feeder Platen glass

When Loading A3-size Paper with Logos

Load the paper so that the logo faces up in the paper drawer and faces down in the multi-purpose tray, as shown in the illustrations below.

Paper drawer Multi-purpose tray



Pay attention to the orientation when placing a document. Place as follows, with the document facing up in the feeder and facing down on the platen glass.

Feeder Platen glass

Loading Paper with Logos in Landscape Orientation

The loading method varies depending on the size of the paper with the logo and the paper source that is used.

When Loading A4-size Paper with Logos

Load the paper so that the logo faces up in the paper drawer and faces down in the multi-purpose tray, as shown in the illustrations below.

Paper drawer Multi-purpose tray

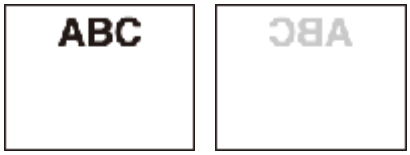
Pay attention to the orientation when placing a document. Place as follows, with the document facing up in the feeder and facing down on the platen glass.

Feeder Platen glass

When Loading A3-size Paper with Logos

Load the paper so that the logo faces up in the paper drawer and faces down in the multi-purpose tray, as shown in the illustrations below.

Paper drawer Multi-purpose tray



Pay attention to the orientation when placing a document. Place as follows, with the document facing up in the feeder and facing down on the platen glass.

Feeder Platen glass

Specifying Paper Size and Type

36WC-00K

You must specify the paper size and type settings to match the paper that is loaded. Make sure to change the paper settings when you load the paper that is different from the previously loaded paper. You can also register a default paper size and paper type for the multi-purpose tray, which is convenient if you always load paper of the same size and type.

IMPORTANT

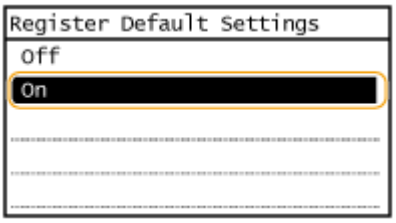
If the setting does not match the size and type of loaded paper, a paper jam or printing error may occur.

1 Press .

2 Select the paper source.

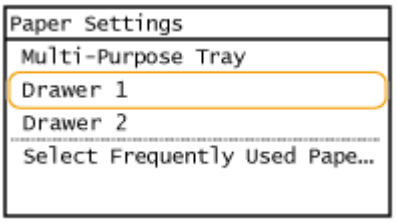
■If the same size/type of paper is always set in the Multi-Purpose Tray

Tap <Multi-Purpose Tray> ▶ <On>.



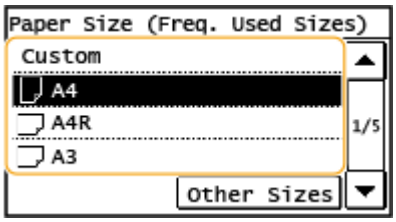
■If you want to register the paper in paper drawer 1 or paper drawer 2

Tap <Drawer 1> or <Drawer 2>.

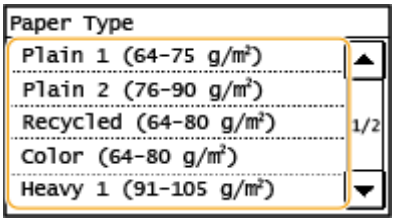


3 Select the loaded paper size.

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



4 Select the loaded paper type.

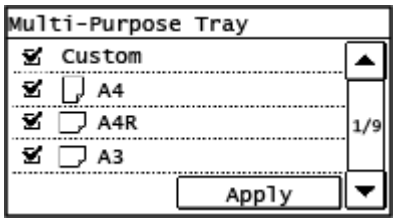


TIPS

When a frequently used paper size is known

You can set the machine to display only frequently used paper sizes in the selection screen.

1. Press .
2. Tap <Select Frequently Used Paper Sizes>.
3. Select the paper source.
4. Select the frequently used paper sizes.



NOTE:

The paper sizes without check mark are displayed in the <Paper Size (Other Sizes)> screen.

5. Tap <Apply>.

LINKS

Loading Paper in the Paper Drawer(P. 32)
Available Paper(P. 627)

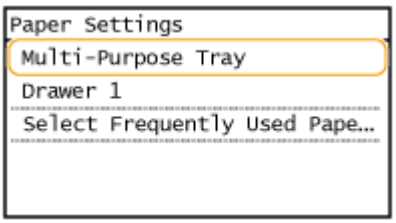
Registering a Custom Paper Size

36WC-00L

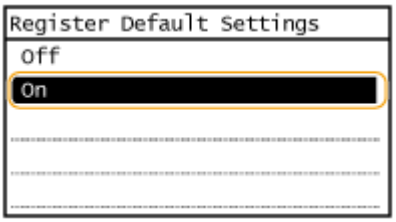
You can register a custom paper size and type to load in the multi-purpose tray.

1 Press .

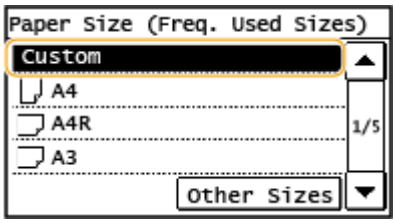
2 Tap <Multi-Purpose Tray>.



3 Tap <On>.



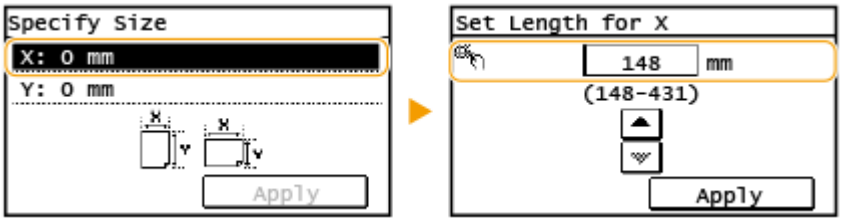
4 Tap <Custom>.



5 Specify the paper size.

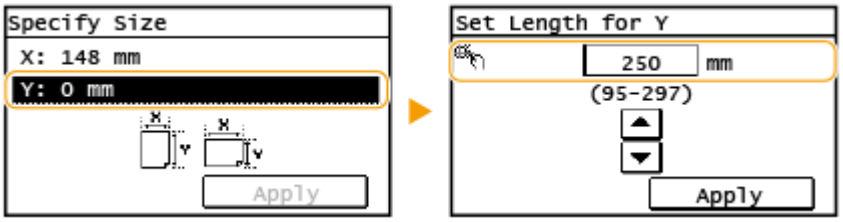
1 Specify the length of the <X> side.

- Tap <X>.
- Input the length of the <X> side using ▲ / ▼, with ◀ / ▶ to move the cursor between the digits for inputting whole numbers and fractions, and tap <Apply>.

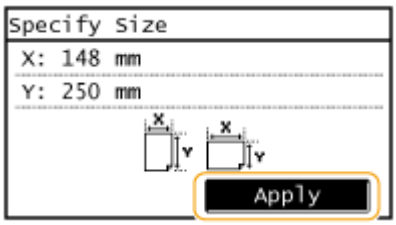


2 Specify the length of the <Y> side.

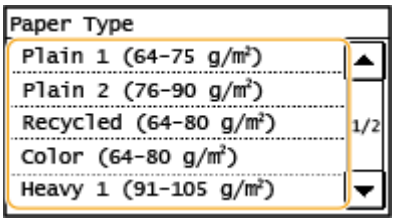
- Tap <Y>.
- Input the length of the <Y> side, and tap <Apply>.



3 Tap <Apply>.



6 Select the paper type.



LINKS

Loading Paper in the Paper Drawer(P. 32)
Loading Paper in the Multi-Purpose Tray(P. 36)

Registering in the Address Book

36WC-00R

You can register destinations to the Address Book or One-Touch Dial. You can register frequently used fax/scan destinations in the Address Book and easily select them when needed. You can register up to 104 destinations in the Address Book. Destinations can be searched alphabetically, from lists in the Address Book, or by entering three-digit numbers (coded dial numbers) (**Registering Destinations in the Address Book(P. 50)**). You can also specify destinations more quickly by using the following features.

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.
- Fax numbers can be registered as destinations on the imageRUNNER 2206iF only.

■ One-Touch Dial

Registering a lot of addresses in the Address Book makes it difficult to find the destination you need. To avoid this situation, register frequently used destinations as One-Touch Dial numbers. This allows them to be displayed by the One-Touch buttons in the <Home> screen. You can register up to 4 destinations for One-Touch Dial. **Registering Destinations for One-Touch Dial(P. 55)**

■ Group Dial

You can select multiple destinations that have already been registered and register them together as a group. You can send faxes or e-mails to multiple destinations at the same time. You can register up to 50 destinations for a group. Groups can also be registered in One-Touch Dial. **Registering Multiple Destinations for Group Dial(P. 60)**

NOTE

- Use the computer to register a shared folder as the destination for scans. **Setting a Shared Folder as a Save Location(P. 307)** **Registering Address Book from Remote UI(P. 426)**
- You can save the Address Book as a file on your computer (although you cannot use the computer to edit the Address Book). You can also import a saved Address Book from the computer to the machine. **Saving/Loading Address Book from Remote UI(P. 422)**
- You can print a list of destinations registered in the Address Book.

  Address Book List(P. 593)
- If your office has an LDAP server installed, you can make search to find user information on the server and register it in the Address Book. You need to specify the settings for connecting to an LDAP server beforehand. **Registering LDAP Servers(P. 323)**

LINKS

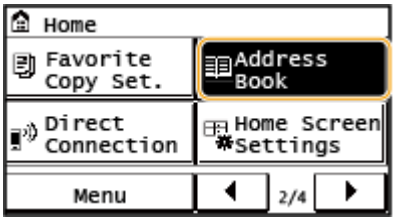
Specifying from Address Book(P. 110)

Registering Destinations in the Address Book

36WC-00S

You can register up to 100 destinations for Coded Dial in the Address Book. You can edit or delete destinations that you have registered.

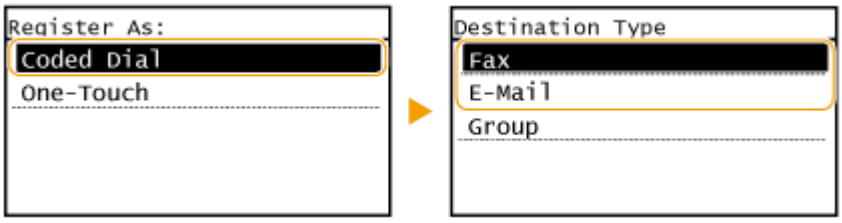
1 Press and tap <Address Book>.



2 Tap <Regist Dest.>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book (P. 373)**

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



- According to the address being registered, tap <Fax>/<E-Mail>.

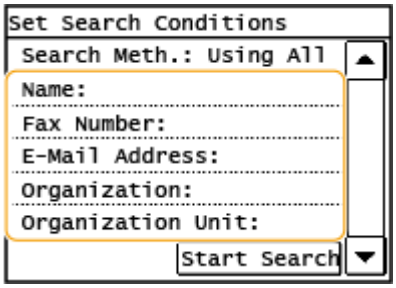
■Registering destinations with the LDAP server

If your office has an LDAP server installed, you can make search to find user information on the server and register it in the Address Book.

NOTE:

- To make registration from the LDAP server, you need to specify the settings for connecting to the LDAP server beforehand. **Registering LDAP Servers(P. 323)**

1. Tap <LDAP Server>.
2. Select the LDAP server you are using.
3. Select conditions for user information to be searched.
   - Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.

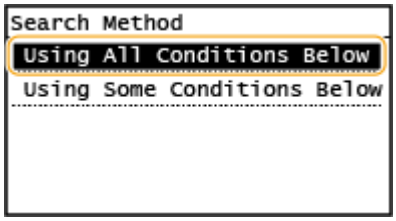


4 Enter the search target character string, and select <Apply>.

- On how to enter text, see **Entering Text(P. 24)** .
- To specify multiple search criteria, repeat steps 3 and 4.

5 Tap <Search Method>.

6 Select conditions to display the search result.



<Using All Conditions Below>
Searches and displays the users that meet all the search criteria specified in steps 3 and 4.

<Using Some Conditions Below>
If users that meet even one of the criteria specified in steps 3 and 4 are found, displays all those users.

7 Tap <Start Search>.

➡ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. **Registering LDAP Servers(P. 323)**

8 Select a user you want to register in the Address Book.

9 Tap <Apply>.

➡ The user name and the fax number or e-mail address registered on the LDAP server of the selected user are registered in the Address Book.

4 Tap <Name>.

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

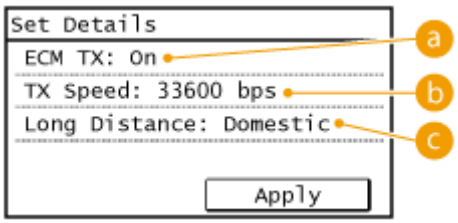
5 Enter the name using the numeric keys, and tap <Apply>.

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

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

■Making detailed settings (only when registered for fax)

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



a <ECM TX>

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

b <TX Speed>

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

c <Long Distance>

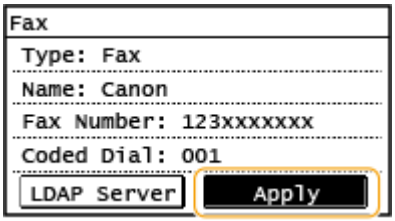
Specify <International (1)> to <International (3)> according to the transmission conditions when registering overseas fax numbers.

NOTE

You can also make detailed settings for destinations from <Menu> ▶ <Fax Settings>. However, settings made from <Address Book> are enabled for the detailed settings of destinations registered in the Address Book.

8 Tap <Apply>.

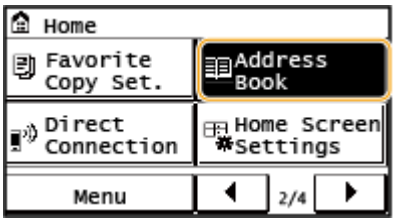
- A three-digit number is automatically set to destinations. The number can be edited after it has been registered.



■Editing the Content of Registered Destinations

After registering destinations, you can change the content of registered information. For example, you can change the fax number or name of a registered destination, change the type from fax number to e-mail, change the coded dial number, and so on.

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



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

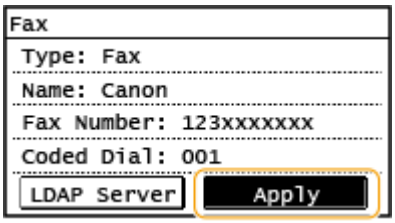
3 **Use ◀ / ▶ to select the tab containing the destination you want to edit, and tap the destination.**

4 **Tap <Edit>.**

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book (P. 373)**

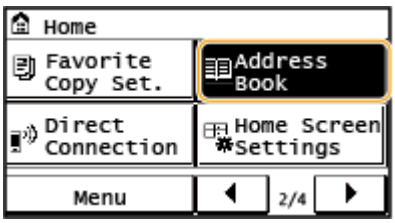
5 **Select the item you want to edit, perform editing, and then tap <Apply>.**

6 **Tap <Apply>.**



■Deleting a Registered Destination

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



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

3 Use ◀ / ▶ to select the tab containing the destination you want to delete, and tap the destination.

4 Tap <Delete>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book (P. 373)**

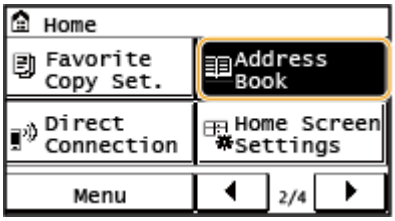
5 Tap <Yes>.

Registering Destinations for One-Touch Dial

36WC-00U

You can conveniently register frequently used destinations for One-Touch Dial. Destinations can be quickly displayed by tapping One-Touch buttons in the <Home> screen. You can edit or delete destinations that you have registered. You can register up to 4 destinations for One-Touch Dial.

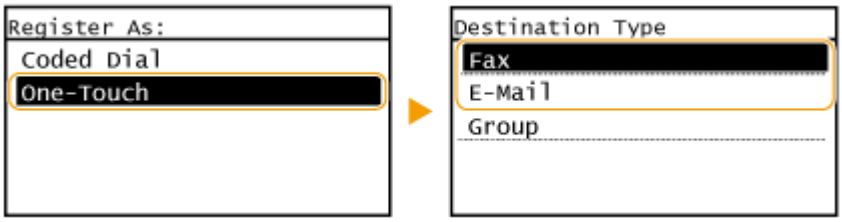
1 Press and tap <Address Book>.



2 Tap <Regist Dest.>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book (P. 373)**

3 Select <One-Touch> ▸ Select type of address to register.



- According to the address being registered, tap <Fax>/<E-Mail>.

4 Tap the number to register.

- You can change this number to another number later.

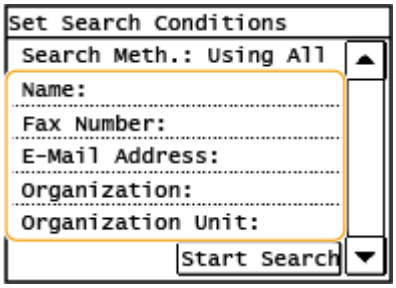
■Registering destinations with the LDAP server

If your office has an LDAP server installed, you can make search to find user information on the server and register it in the Address Book.

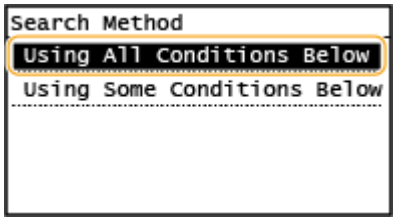
NOTE:

- To make registration from the LDAP server, you need to specify the settings for connecting to the LDAP server beforehand. **Registering LDAP Servers(P. 323)**

1. Tap <LDAP Server>.
2. Select the LDAP server you are using.
3. Select conditions for user information to be searched.
   - Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.



4. Enter the search target character string, and tap <Apply>.
   - On how to enter text, see **Entering Text(P. 24)** .
   - To specify multiple search criteria, repeat steps 3 and 4.
5. Tap <Search Method>.
6. Select conditions to display the search result.



<Using All Conditions Below>
Searches and displays the users that meet all the search criteria specified in steps 3 and 4.

<Using Some Conditions Below>
If users that meet even one of the criteria specified in steps 3 and 4 are found, displays all those users.

7. Tap <Start Search>.
   - The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. **Registering LDAP Servers(P. 323)**

8. Select a user you want to register in the Address Book.
9. Tap <Apply>.
   - The user name and the fax number or e-mail address registered on the LDAP server of the selected user are registered in the Address Book.

5 Tap <Name>.

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

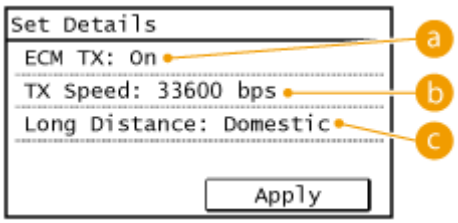
6 Enter the name using the numeric keys and tap <Apply>.

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

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

■Making detailed settings (only when registered for fax)

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



a <ECM TX>

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

b <TX Speed>

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

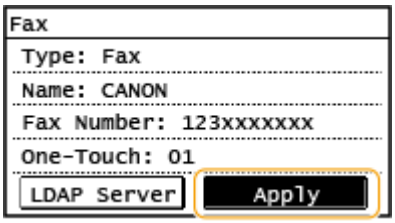
c <Long Distance>

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

NOTE

You can also make detailed settings for destinations from <Menu> ▶ <Fax Settings>. However, settings made from <Address Book> are enabled for the detailed settings of destinations registered in the Address Book.

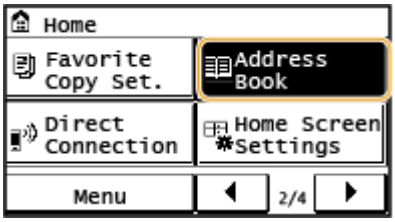
9 Tap <Apply>.



■Editing the Content of Registered Destinations in One-Touch Dial

You can make changes to set information, such as changing numbers or names you have registered or changing numbers registered to One-Touch Dial.

1 Press and tap <Address Book>.



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

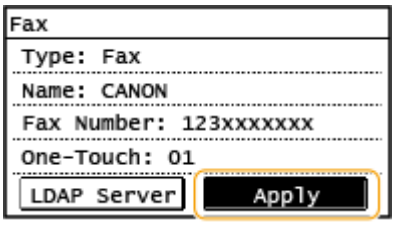
3 **Select < > using ◀ / ▶, and tap the destination you want to change.**

4 **Tap <Edit>.**

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book (P. 373)**

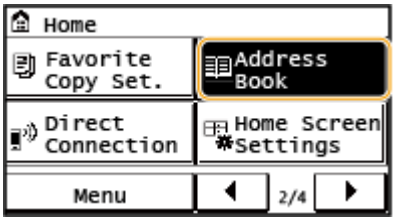
5 **Tap the item you want to edit, perform editing, and then tap <Apply>.**

6 **Tap <Apply>.**



■ Deleting a Registered Destination

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



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

3 **Select < > using ◀ / ▶, and tap the destination you want to delete.**

4 **Tap <Delete>.**

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book (P. 373)**

5 Tap <Yes>.

Registering Multiple Destinations for Group Dial

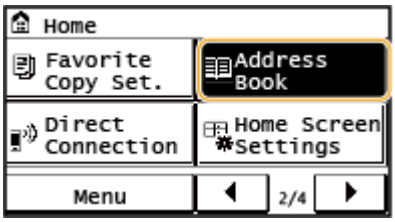
36WC-00W

Multiple destinations can be combined into groups. After a group is registered, you can add or delete destinations.

NOTE

- Only destinations of the same type of address can be registered in the same group.
- Shared folders cannot be registered in a group as destinations.

1 Press and tap <Address Book>.



2 Tap <Regist Dest.>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book (P. 373)**

3 Tap <Coded Dial>.

- Groups can also be registered in One-Touch Dial. Select <One-Touch> to register the group as a One-Touch Dial number.

4 Tap <Group>.

5 Tap <Name>.

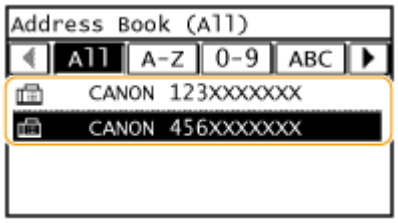
- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

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

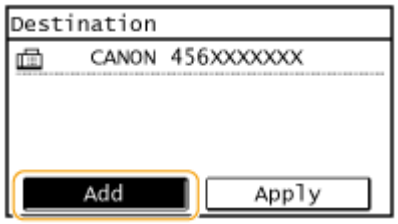
7 Tap <Number of Destinations>.

8 Tap <Add>.

9 **Use ◀ / ▶ to select the tab and tap a destination you want to register.**

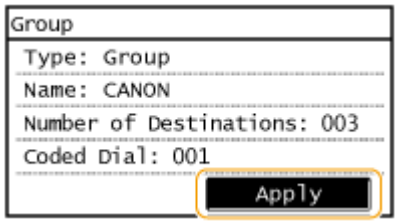


10 **Tap <Add>.**



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

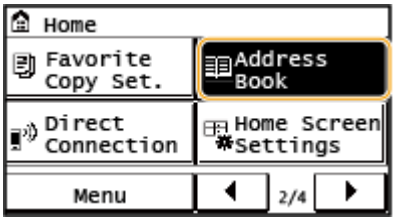
12 **Tap <Apply>.**



■ Editing the Content of Registered Groups

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

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



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

3 **Select <> using ◀ / ▶, and tap the destination you want to change.**

4 **Tap <Edit>.**

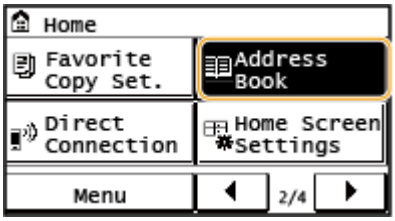
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book (P. 373)**

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

6 **Tap <Apply>.**

■Deleting a Group

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



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

3 **Select <> using ◀ / ▶, and tap the group you want to delete.**

4 **Tap <Delete>.**

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book (P. 373)**

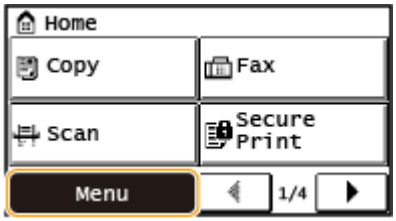
5 **Tap <Yes>.**

Adjusting the Volume

36WC-00X

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

1 Press and tap <Menu>.



2 Tap <Preferences>.

3 Tap <Volume Settings>.

4 Select a setting.

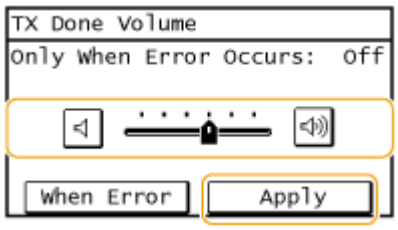
Setting	Description	Procedure
<Fax Tone>*	Sound produced during a fax transmission	• Go to step 5.
<Ring Tone>*	Sound produced when an incoming fax is received	
<TX Done Tone>*	Sound produced when fax sending is complete	• Go to step 5.
<RX Done Tone>*	Sound produced when fax receiving is complete	
<Scanning Done Tone>*	Sound produced when fax document scanning is complete	
<Entry Tone>	Confirmation sound each time a key on the control panel or button on the display is pressed	• Select <On> (produce a tone) or <Off> (not produce a tone).
<Invalid Entry Tone>	Sound produced when an invalid key operation is performed, such as when you enter a number outside the valid setting range	
<Warning Tone>	Sound produced when a paper jam or other error occurs	
<Job Done Tone>	Sound produced when an operation such as copying or scanning is complete	

<Energy Saver Alert>	Sound produced when the machine enters or exits sleep mode
<Original in Feeder Detection Tone>*	Sound produced when an original is loaded in the feeder

NOTE:

Settings marked with "*" may not be displayed depending on the model you are using, or options.

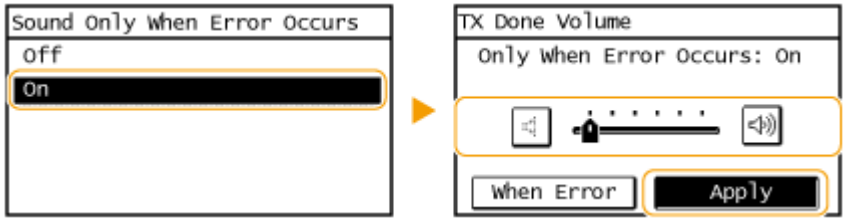
5 Use [◁]/[◁)] to set volume, tap <Apply>.



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

■End sound only for error

- Tap <When Error> ▶ <On> ▶ <Apply>.



Setting Auto Shutdown Time

36WC-00Y

By enabling this setting, you can set the machine to automatically shut down. The machine automatically turns OFF after the specified period of idle time has elapsed since entering the sleep mode. You can cut electric power consumption at night and on holidays if you forget to turn OFF the machine.
This setting is available when a telephone line cable is not connected to the machine.

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

IMPORTANT

Before setting <Auto Shutdown Time>

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

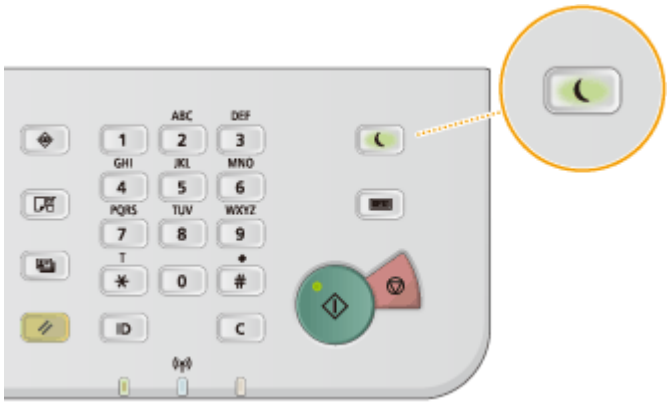
NOTE

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

Entering Sleep Mode

36WC-010

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



NOTE

When in sleep mode

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

Situations in which the machine does not enter sleep mode

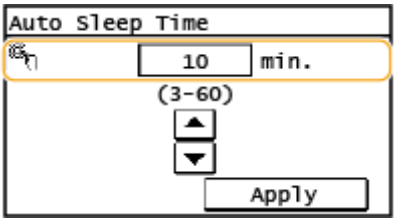
- When the machine is in operation
- When the [Processing/Data] indicator is lit up or blinking
- When the machine is performing an operation such as adjustment or cleaning
- When a paper jam occurs
- When the receiver of the optional handset or an external telephone is off the hook
- When the menu screen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

When You Want to Set the Auto Sleep Timer

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

- 10 minutes (setting range is 3 to 60 minutes)

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



Exiting Sleep Mode

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

NOTE

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

Copying

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Copying

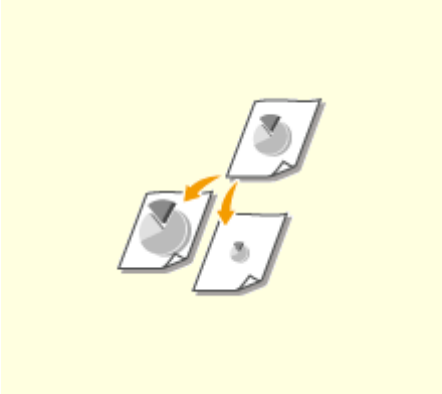
36WC-011

This chapter describes basic copy operations and various other useful functions.

■Using Basic Operations

Basic Copy Operations(P. 71)
Selecting Copy Paper(P. 73)
Canceling Copies(P. 74)

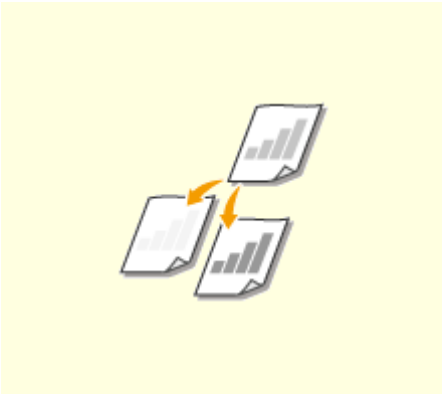
■Using Copy Settings to Suit Your Needs



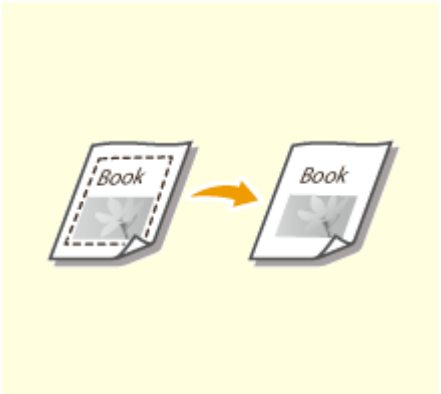
Enlarging or Reducing(P. 78)

Collating Copies by Page(P. 89)

Selecting Document Type(P. 79)



Adjusting Density(P. 80)



Erasing Dark Borders and Frame Lines (Erase Frame)(P. 87)

Copying Both Sides of an ID Card onto One Page(P. 86)

Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)(P. 84)

Splitting Facing Page Documents into Separate Pages for Copying(P. 91)

2-Sided Copying(P. 81)

Copying Different Size Documents Together (Different Size Originals)(P. 92)

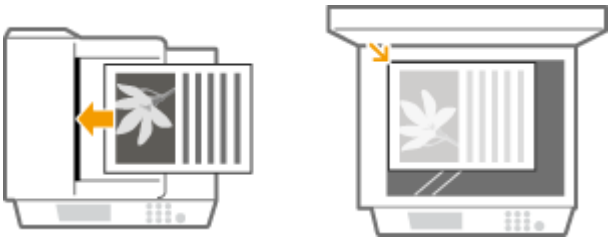
■Simplifying Your Frequent Copy Operations

Changing Default Settings(P. 95)
Registering Frequently Used Copy Settings(P. 96)

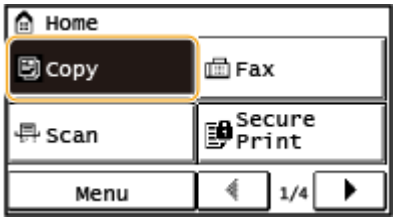
Basic Copy Operations

36WC-012

1 Place the document(s). Placing Documents(P. 26)

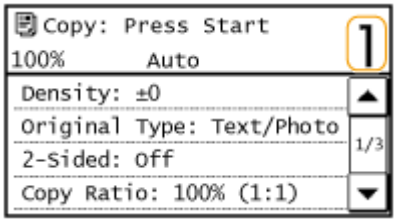


2 Press and tap <Copy>.



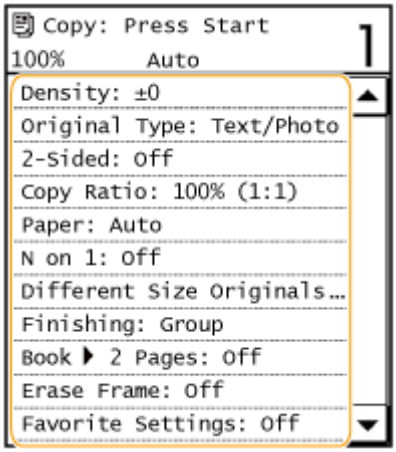
3 Enter the number of copies using the numeric keys.

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



4 Specify the copy settings as necessary.

- Select the settings. Various Copy Settings(P. 76)



5 Press .

- Copying starts.
- If you want to cancel copying, tap <Cancel> ▶ <Yes>. **Canceling Copies(P. 74)**

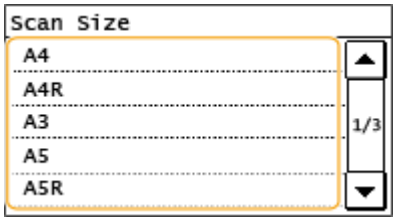
■When placing documents in the feeder in step 1

The document is automatically scanned.

■When placing documents on the platen glass in step 1

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

1 Select the document size.



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

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

3 Tap <Start Copy>.

NOTE:

- When the <Paper Size & Settings Mismatch> message appears.
  Countermeasures for Each Message(P. 519)

IMPORTANT

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

The edges of the document might not be copied. For more information about the scan margins, see **Main Unit(P. 623)** .

TIPS

- If you always want to make copies with the same settings:
  Changing Default Settings(P. 95)
  Registering Frequently Used Copy Settings(P. 96)

Selecting Copy Paper

36WC-013

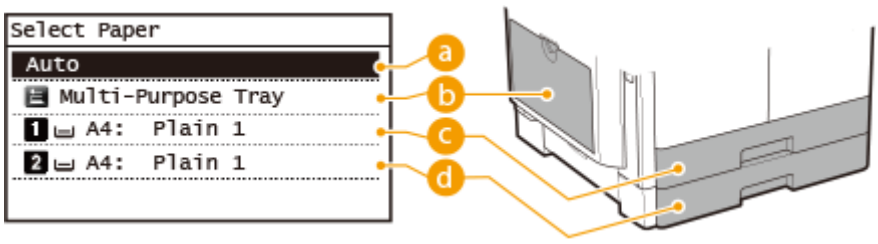
Specify the paper source that contains the paper to use for printing out copies.

NOTE

- <Auto> cannot be selected when <N on 1> is set, or when <Rotate + Group> or <Rotate + Collate> is set for <Finishing Type>.
- You must first specify the size and type of paper that is loaded in the paper source.

Specifying Paper Size and Type(P. 45)
Loading Paper(P. 30)

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



a <Auto>

If the optional feeder is attached, the machine automatically selects the paper loaded in the multi-purpose tray or the paper drawer.

b <Multi-Purpose Tray>

Selects the paper loaded in the multi-purpose tray.

c <1>

Selects the paper loaded in the paper drawer.

d <2>

Selects the paper loaded in the optional paper drawer.

LINKS

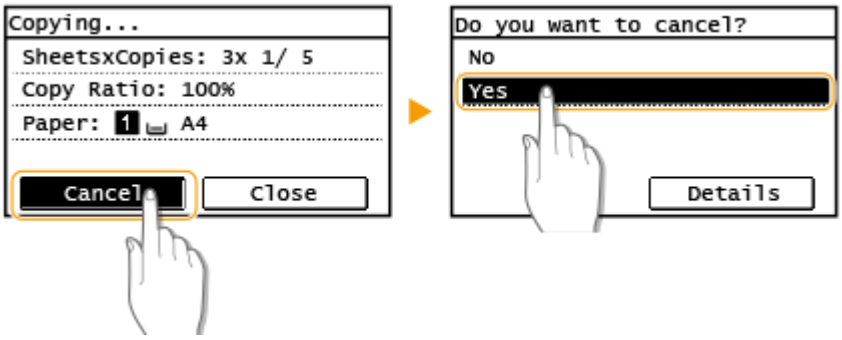
Basic Copy Operations(P. 71)

Canceling Copies

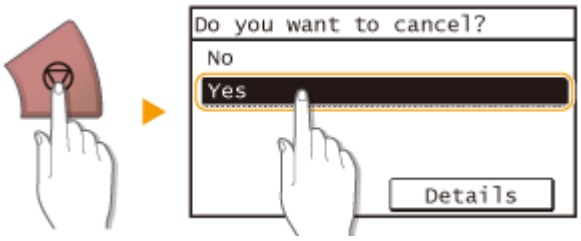
36WC-014

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

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

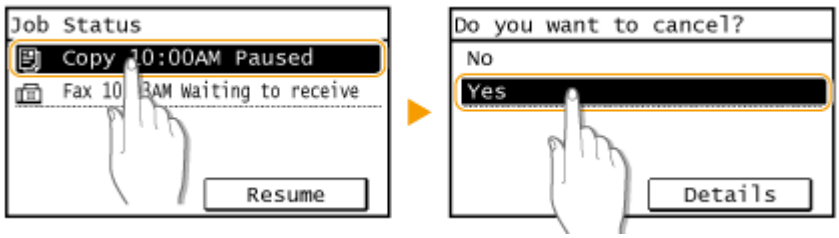


■Press to Cancel



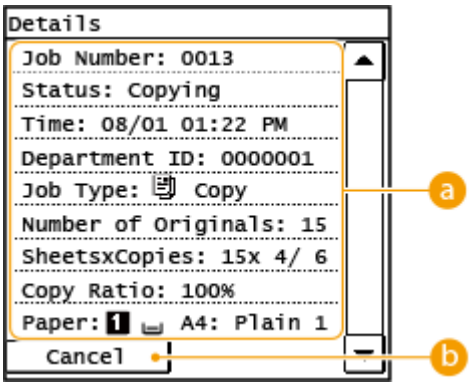
If the Screen Displays a List of Documents When is Pressed

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



■Use to Cancel

<Copy/Print Job> ▶ <Job Status> ▶ Select the desired job ▶ <Cancel> ▶ <Yes>



a Copy details

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

b <Cancel>

Cancels copying.

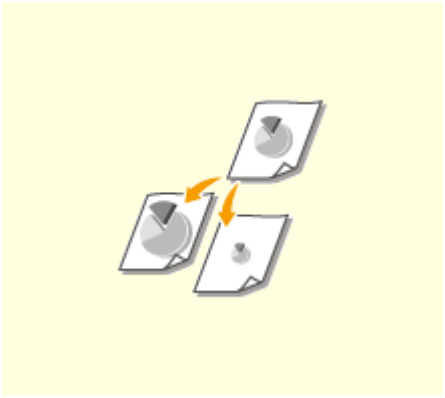
LINKS

Basic Copy Operations(P. 71)

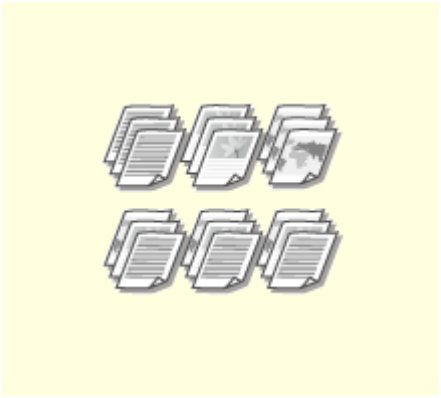
Various Copy Settings

36WC-015

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

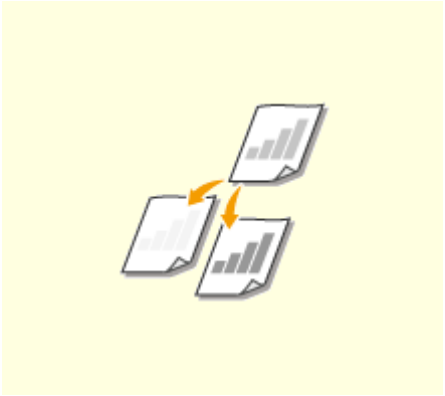


Enlarging or Reducing(P. 78)

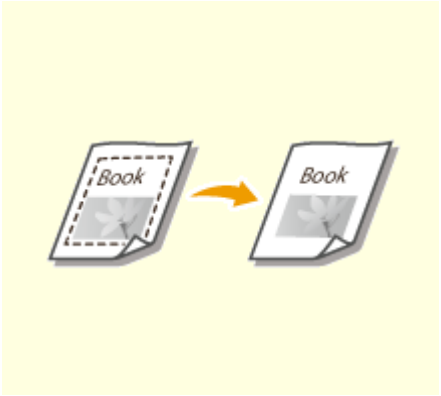


Collating Copies by Page(P. 89)

Selecting Document Type(P. 79)



Adjusting Density(P. 80)



Erasing Dark Borders and Frame Lines (Erase Frame)(P. 87)

Copying Both Sides of an ID Card onto One Page(P. 86)

Copying Multiple Documents onto One Sheet (2 on 1/4 on 1) (P. 84)

Splitting Facing Page Documents into Separate Pages for Copying(P. 91)

2-Sided Copying(P. 81)

Copying Different Size Documents Together (Different Size Originals)(P. 92)

Enlarging or Reducing

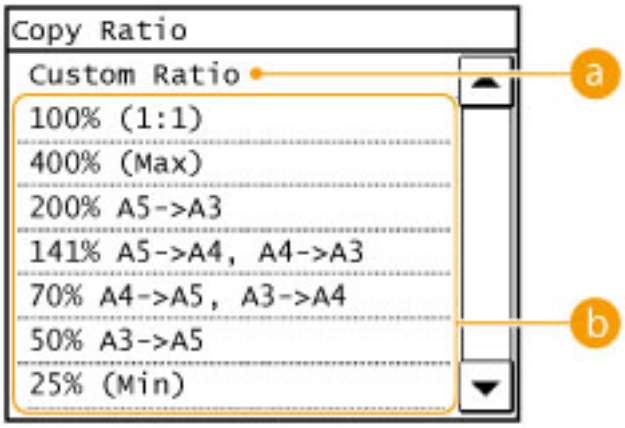
36WC-016

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

NOTE

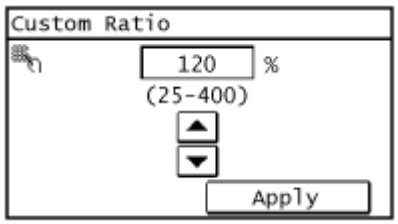
<Copy Ratio> is not available when using <ID Card Copy>.

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



a <Custom Ratio>

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



b Preset copy ratio

Select a copy ratio.

LINKS

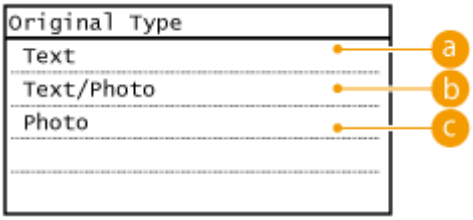
Basic Copy Operations(P. 71)

Selecting Document Type

36WC-017

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

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



a <Text>

Suitable when copying documents that only contain text.

b <Text/Photo>

Suitable when copying documents that contain both text and photos.

c <Photo>

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

NOTE

Even if <Density> is set to <Auto Density>, when <Original Type> is set to <Text/Photo> or <Photo>, <Auto Density> is canceled.

LINKS

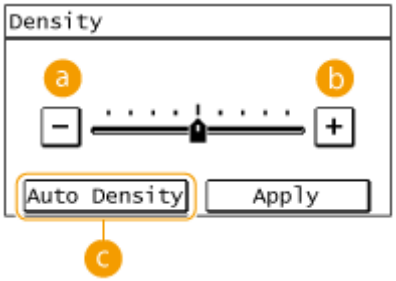
Basic Copy Operations(P. 71)

Adjusting Density

36WC-018

You can adjust the density of the copy if the text or images in a document are too light or dark. You can also automatically set an optimal density for a document.

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



a <->

Decreases the density.

b <+>

Increases the density.

c <Auto Density>

An optimal density for the document is automatically set.

<Original Type> is automatically set to <Text>. (**Selecting Document Type(P. 79)**)

LINKS

Basic Copy Operations(P. 71)
Auto Recognize Original Orientation (P. 459)

2-Sided Copying

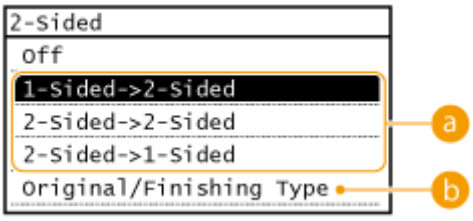
36WC-019

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

NOTE

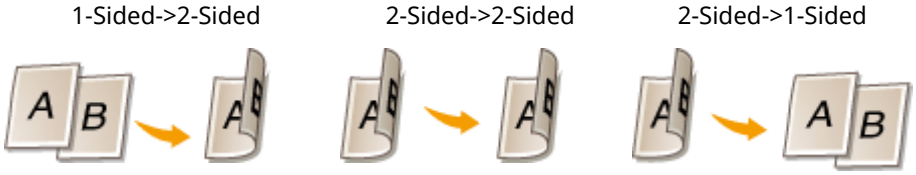
- <2-Sided> may not be available with some sizes and types of paper.
- <2-Sided> is not available when using <Book->2 Pages> or <ID Card Copy>.

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



a Types of 2-sided copying

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



b <Original/Finishing Type>

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

■1-Sided->2-Sided

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Duplex Unit-C is attached.

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

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

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

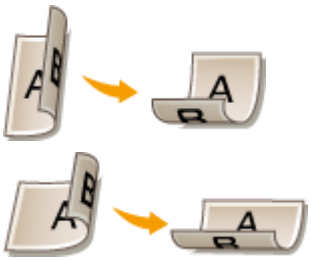
<Original/Finishing Type> ▶ <1-Sided->2-Sided> ▶ <Book Type>

■2-Sided->2-Sided

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Duplex Unit-C and the optional DADF-AY are attached.

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



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

■2-Sided->1-Sided

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

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional DADF-AY is attached.

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

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

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

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

LINKS

Basic Copy Operations(P. 71)
Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)(P. 84)

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

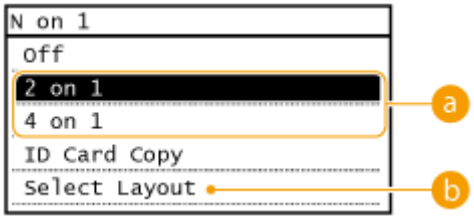
36WC-01A

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

NOTE

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

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

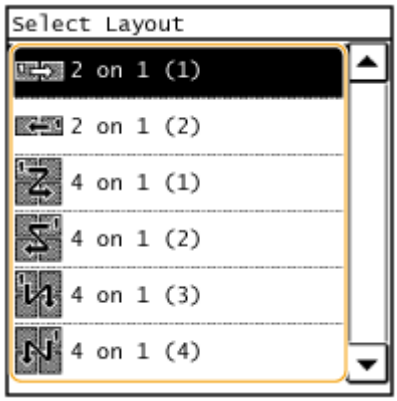


a <2 on 1>/<4 on 1>

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

b <Select Layout>

Specify how to arrange the documents on the page.



LINKS

Basic Copy Operations(P. 71)
2-Sided Copying(P. 81)

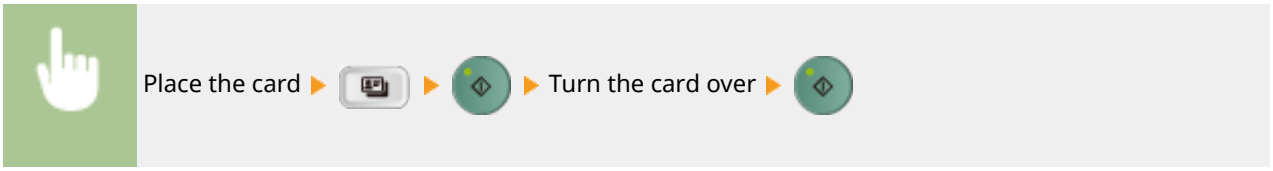
Copying Both Sides of an ID Card onto One Page

36WC-01C

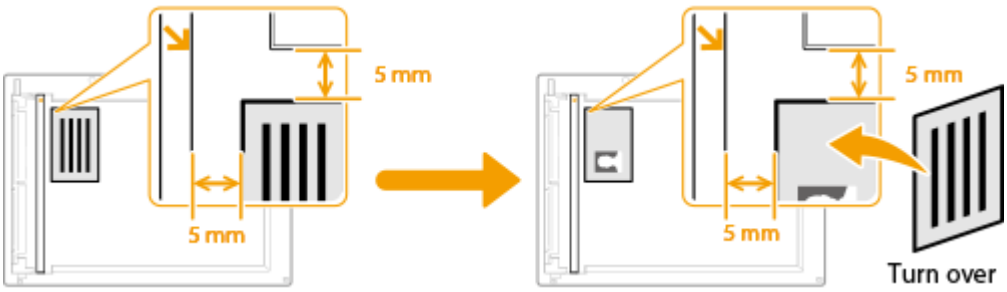
You can use <ID Card Copy> to copy the front and back sides of a card onto the same side of a page. This function is useful when copying a driver's license or ID card.

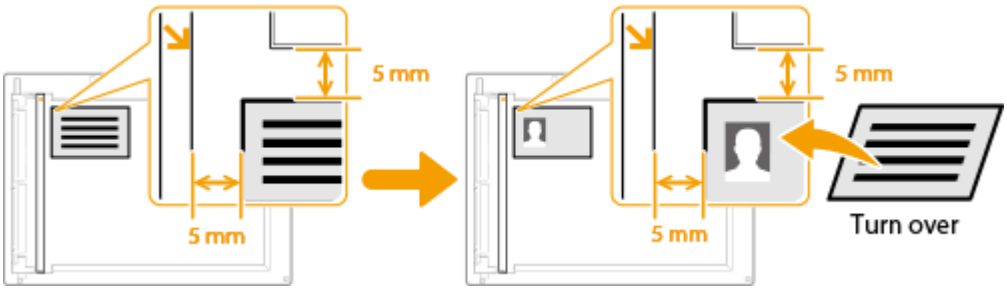
NOTE

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



■How to place the card





NOTE:

- When the <Paper Size & Settings Mismatch> message appears.
  Countermeasures for Each Message(P. 519)

LINKS

Basic Copy Operations(P. 71)

Erasing Dark Borders and Frame Lines (Erase Frame)

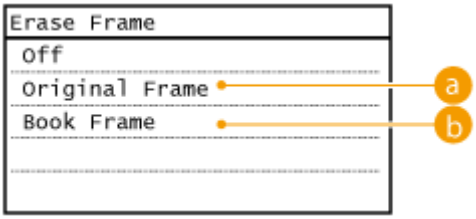
36WC-01E

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

NOTE

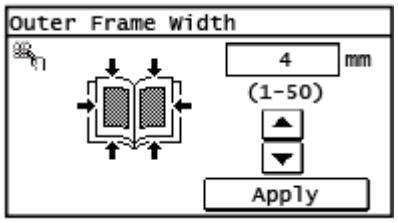
- The width of the frame to erase is increased or decreased relative to the <Copy Ratio> setting.
- <Erase Frame> is not available when using <Different Size Originals>, <2 on 1>/<4 on 1> or <ID Card Copy>.

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



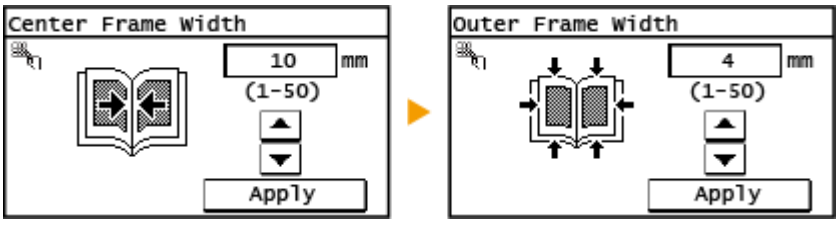
a Original Frame

Specify <Outer Frame Width> to erase the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.



b Book Frame

Specify <Center Frame Width> and <Outer Frame Width> to erase the dark borders, as well as center and contour lines that appear if you are copying facing pages in a bound original onto a single sheet of paper.



LINKS

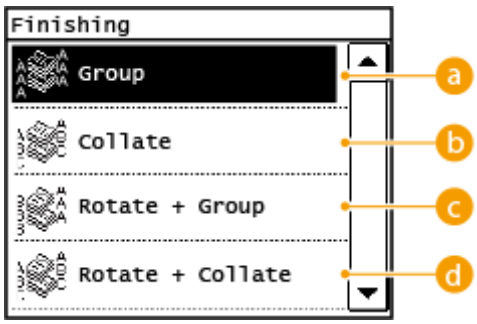
Basic Copy Operations(P. 71)

Collating Copies by Page

36WC-01F

When preparing multiple copies of multi-page documents, you can select <Group>, <Collate>, <Rotate + Group>, or <Rotate + Collate> for the order of copied papers. This function is useful when preparing handouts for meetings or presentations.

<Copy> ▶ <Finishing> ▶ Select page order



a <Group>

The copies are grouped by page. For example, if you are making three copies of a five-page document, the printouts will be arranged in the following order.

b <Collate>

The copies are collated by sequential page order.

For example, if you are making three copies of a five-page document, the printouts will be arranged in the following order.

c <Rotate + Group>

The copies are grouped by page, and each group is rotated 90 degrees.

For example, if you are making three copies of a five-page document, the printouts will be arranged in the following order.

<Rotate + Collate>

The copies are collated by sequential page order, and each group is rotated 90 degrees.

For example, if you are making three copies of a five-page document, the printouts will be arranged in the following order.

LINKS

Basic Copy Operations(P. 71)

Splitting Facing Page Documents into Separate Pages for Copying

36WC-01H

You can copy documents with two facing pages such as books and magazines into separate pages, dividing the left and right pages.

NOTE

- When scanning a facing page document, place it on the platen glass. Place the document face down with its corner aligned with the top-left corner of the platen glass, as shown below.

- <Book->2 Pages> is not available when using <2-Sided>, <2 on 1>/<4 on 1>, <ID Card Copy>, or <Different Size Originals>.

<Copy> ▶ <Book->2 Pages>

a <Off>

Does not set this function.

b <On>

Sets this function.

Copying Different Size Documents Together (Different Size Originals)

36WC-01J

You can place different size originals in the feeder and scan them at one time. You can eliminate the need to select paper and place the original again.

IMPORTANT

- You are limited to certain combinations of document sizes for scanning. Scanning with an improper combination may cause damage to the documents or paper jams.
- Do not place the documents together that are of different weights or paper types, as this may cause damage to the documents or paper jams.

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional DADF-AY is attached.
- <Different Size Originals> is not available when using <2 on 1>/<4 on 1>, <ID Card Copy>, <Erase Frame>, or <Book->2 Pages>.

<Copy> ▶ <Different Size Originals>

a <Off>

Does not set this function.

b <On>

Sets this function.

NOTE

When the documents with different widths are scanned together, the images of the smaller size documents may be slanted because the documents cannot be fixed with the document guides.

Basic Copy Operations(P. 71)

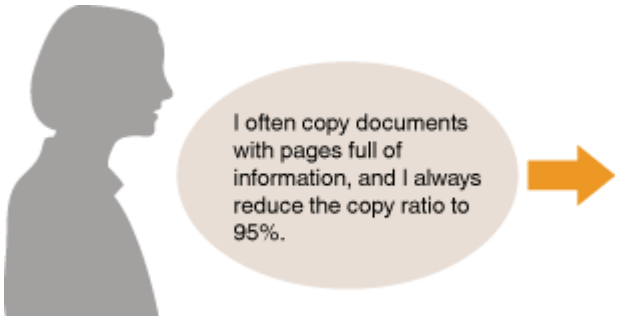
Configuring Copy Settings to Your Needs

36WC-01K

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

NOTE

The machine comes pre-configured with factory default settings (**Setting Menu List(P. 431)**). You can change and register the default settings according to your needs.



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

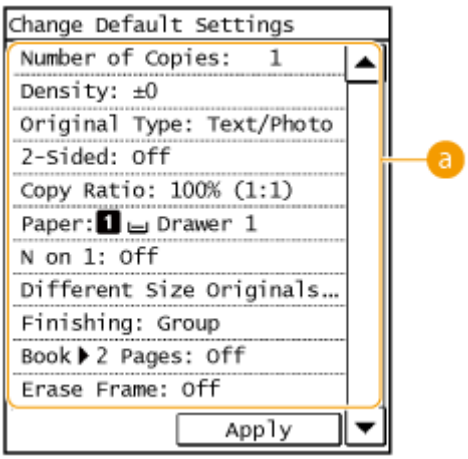
Go to <Favorite Settings> and register the combination of <Number of Copies> and <Finishing Type> turned <Collate>. You can then easily use this setting combination whenever you need it. **Registering Frequently Used Copy Settings(P. 96)**

Changing Default Settings

36WC-01L

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

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



a Settings

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

LINKS

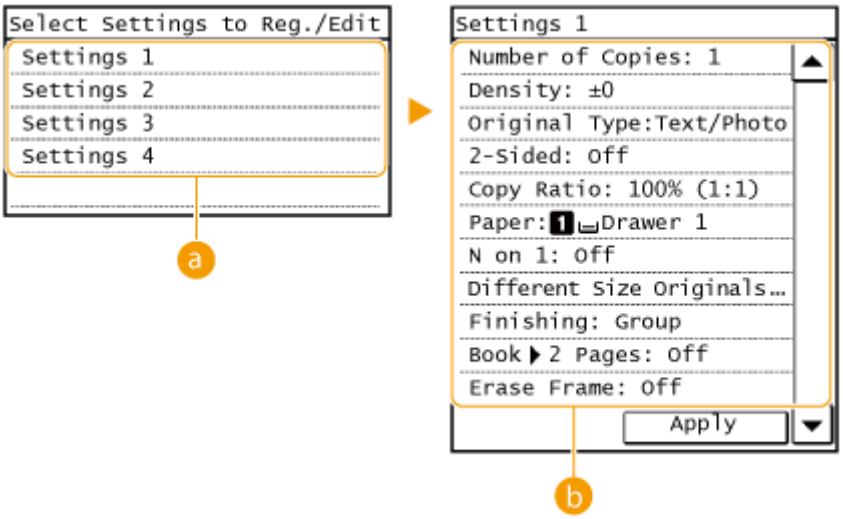
Basic Copy Operations(P. 71)
Various Copy Settings(P. 76)
Copy Settings(P. 458)

Registering Frequently Used Copy Settings

36WC-01R

You can register up to four frequently used combinations of copy settings. By simply selecting a registered setting combination when it is needed, you can eliminate the need to configure the same settings every time you make copies, such as if you frequently set the number of copies to 5, set <Erase Frame> to <On>, and increase the sharpness when copying. You can register the setting combinations as <Settings 1> to <Settings 4>.

<Copy> ▶ <Favorite Settings> ▶ <Regist./Edit> ▶ Select <Settings 1> to <Settings 4> ▶ Select each setting and set the value ▶ <Apply> ▶ <Yes>



a <Settings 1> to <Settings 4>

Register frequently used combinations of copy settings as one of the modes. To edit the settings for a mode that has already been registered, select that mode, and tap <Regist./Edit> again.

b Settings

Configure your frequently used settings. **Various Copy Settings(P. 76)**

NOTE

- If you want to delete a registered setting, tap <Copy> ▶ <Favorite Settings> ▶ <Delete> ▶ select the setting ▶ <Yes>.
- If you want to use a registered setting, tap <Copy> ▶ <Favorite Settings> ▶ select the setting.
- Registered settings are saved even when the machine is turned OFF.
- You can change the settings of a mode after it is activated.

LINKS

Basic Copy Operations(P. 71)

Faxing (imageRUNNER 2206iF)

Faxing (imageRUNNER 2206iF) 98
Sending Faxes 101
Canceling Sending Faxes 107
Sending from Registered Destinations 109
Specifying from Address Book 110
Selecting Destinations Directly by Entering Coded Dial Numbers 113
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Scanning 2-Sided Documents 127
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Sending and Receiving Faxes According to Your Purposes 133
Making a Call before Sending Faxes (Manual Sending) 134
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Forwarding Received Faxes 140
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Faxing (imageRUNNER 2206iF)

36WC-01S

This chapter describes fax settings, basic operations and various other useful functions to suit your needs, such as PC Fax to send documents directly from computers, and Address Book to specify destinations easily.

NOTE

- You need to register destinations in the Address Book before using this feature. **Registering in the Address Book(P. 49)**

■ Using Basic Operations

Sending Faxes(P. 101)
Canceling Sending Faxes(P. 107)
Receiving Faxes(P. 129)

■ Specifying Scanning Settings

Adjusting Resolution(P. 125)

Adjusting Density(P. 126)

Scanning 2-Sided Documents(P. 127)

■ Specifying Destinations Simply and Quickly

Specifying from Address Book(P. 110)

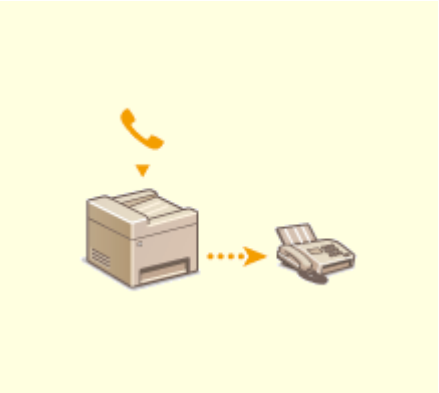
Selecting Destinations Directly by Entering Coded Dial Numbers(P. 113)

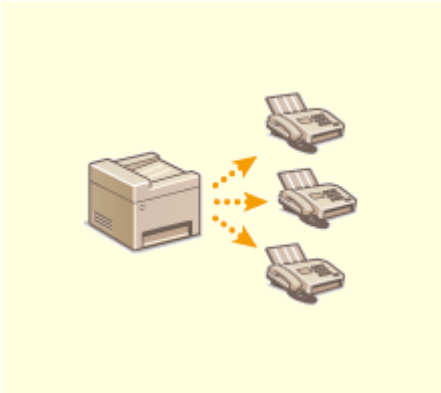
Specifying Destinations with the One-Touch Buttons(P. 116)

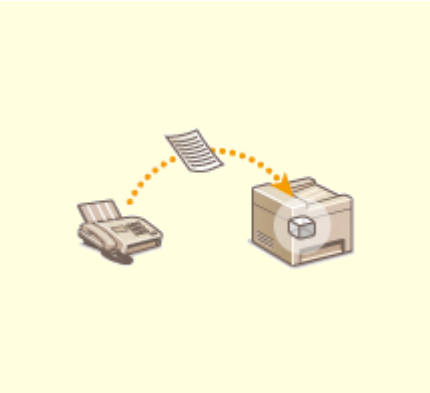
Specifying Previously Used Destinations(P. 118)

Specifying Destinations in an LDAP Server(P. 121)

■Sending and Receiving According to Your Purposes



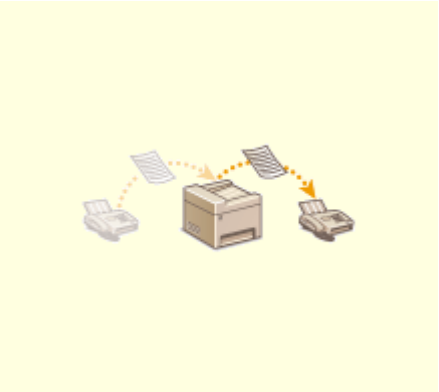


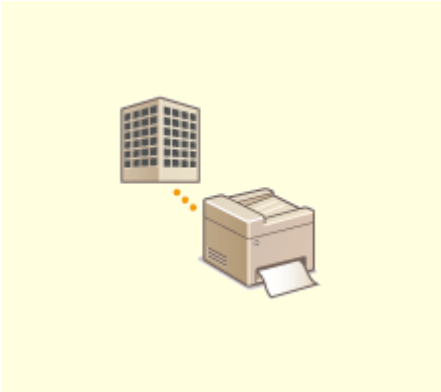


Making a Call before Sending Faxes (Manual Sending)(P. 134)

Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 135)

Storing Received Faxes into Memory (Memory Reception) (P. 137)





Forwarding Received Faxes(P. 140)

Receiving Fax Information Services(P. 147)

■Sending Faxes Directly from Your Computer

Sending Faxes from Your Computer (PC Fax)(P. 151)

Sending Faxes

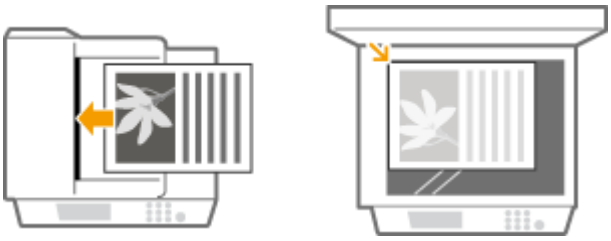
36WC-01U

IMPORTANT

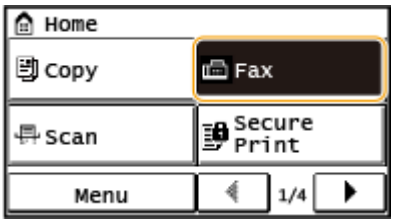
To prevent missending of a fax, always press [ ] first.

*Destinations set by the previous user may remain.

1 Place the document(s). Placing Documents(P. 26)



2 Press [ ] and tap <Fax>.



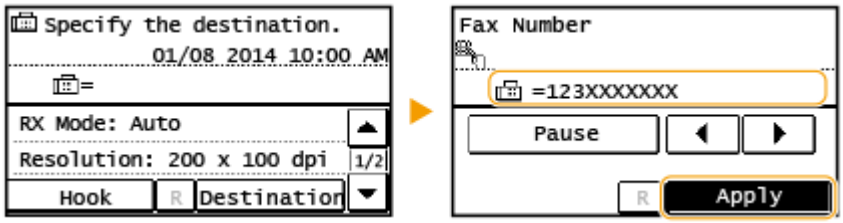
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press [ID]. **Logging on to the Machine(P. 18)**

3 Specify a destination.

■Specifying destinations using the numeric keys

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

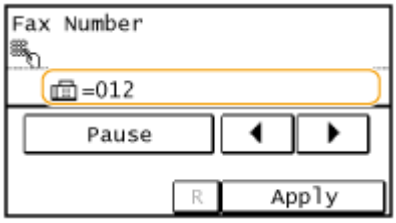
- If your machine is connected to a PBX (Private Branch Exchange), tap <R> before entering the destination. If <R> is not available, you need to register the R-key settings. **R-Key Setting (P. 463)**
- If you enter the wrong characters, press [C]. (Press to delete each character one by one; press and hold to delete all the input characters at once.)



To send overseas

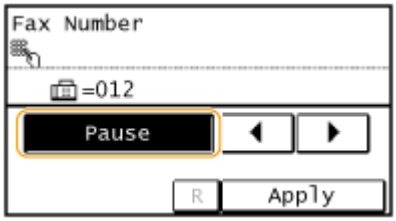
Enter the international access code, the country code, the area code, and the fax number to specify the destination.

1 Enter the international access code.



2 Tap <Pause>.

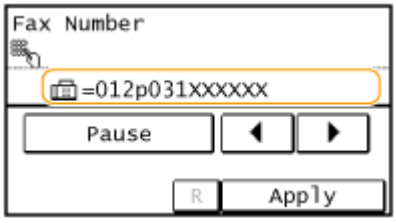
- <p> (pause) is inserted between numbers. In this case, 012 will be dialed first, then 4 seconds later, the next number will be dialed.



NOTE:

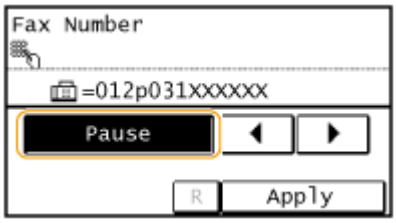
- Inputting pauses is optional; however, consecutive numbers that are input without pauses may not be recognized correctly.
- Pauses can be inserted continuously.
- One pause inserts 4 seconds of waiting time. This time can be changed as necessary. **Set Pause Time(P. 465)**

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

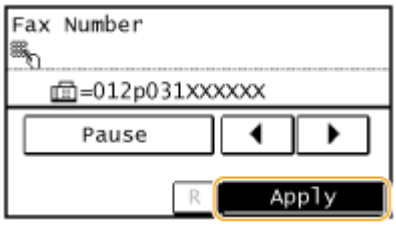


4 Tap <Pause> to insert a pause at the end of the fax number as necessary.

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

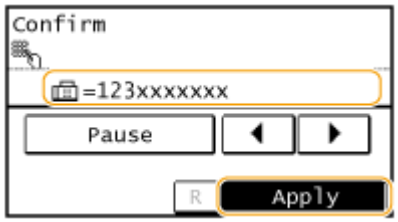


5 Tap <Apply>.



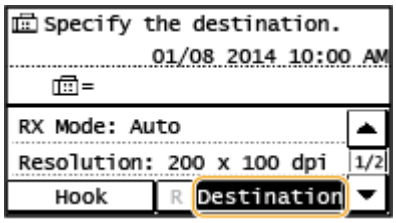
NOTE:

When <Confirm Entered Fax Number> is set to <On>, a screen appears that prompts you to enter the destination again (**Checking Destinations before Sending Documents (imageRUNNER 2206iF)(P. 377)**). Enter the same destination again for confirmation.

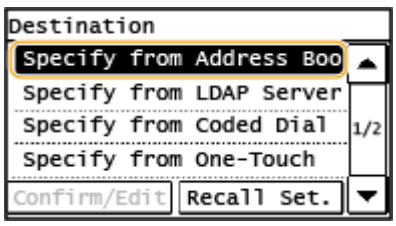


■Specifying Destinations from Address Book

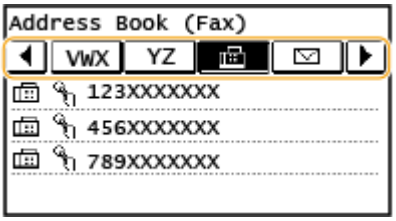
1 Tap <Destination>.



2 Tap <Specify from Address Book>.



3 Use ◀ / ▶ to select tab.



<All>

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

< >

Only destinations for one-touch dialing are displayed.

<A-Z>/<0-9>/<ABC> to <YZ>

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

< >

Displays destinations for faxes.

< >

Displays destinations for sending e-mail. Do not use in this procedure.

Specifying from Address Book(P. 110)

< >

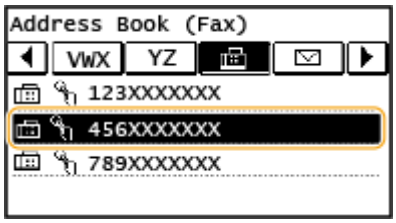
Displays destinations for shared folders. Do not use in this procedure.

Specifying from Address Book(P. 110)

< >

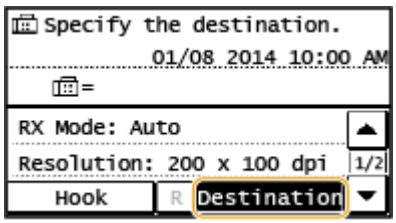
Displays a list of destinations registered in Group Dial.

4 Select a destination.

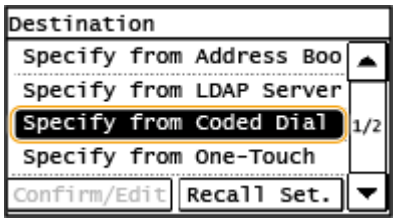


■Specifying Destinations Entering Coded Dial Numbers Directly

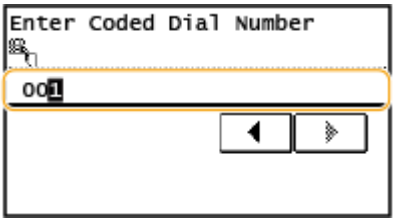
1 Tap <Destination>.



2 Tap <Specify from Coded Dial>.

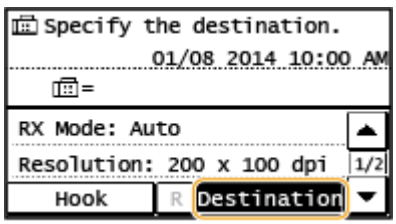


3 Use the numeric keys to enter a three-digit number (001 to 100).

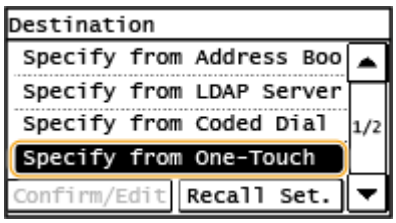


■Specifying Destinations from One-Touch

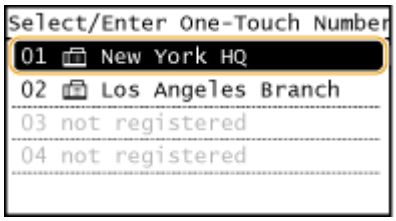
1 Tap <Destination>.



2 Tap <Specify from One-Touch>.

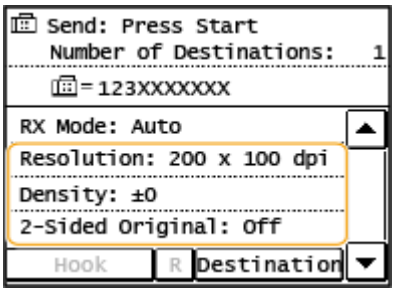


3 Select a destination.



4 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings(P. 124)**



5 Press to start sending.

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

■When placing documents in the feeder in step 1

When scanning is complete, the faxes are sent.

■When placing documents on the platen glass in step 1

Follow the procedures below.

1 Select the document size.

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

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

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

3 Tap <Start TX>.

- The faxes are sent.

TIPS

- If you always want to send faxes with the same settings:
  Changing Default Settings(P. 128)
- If you want to sound an alarm when the handset is off the hook:
  Off-Hook Alarm (P. 462)

LINKS

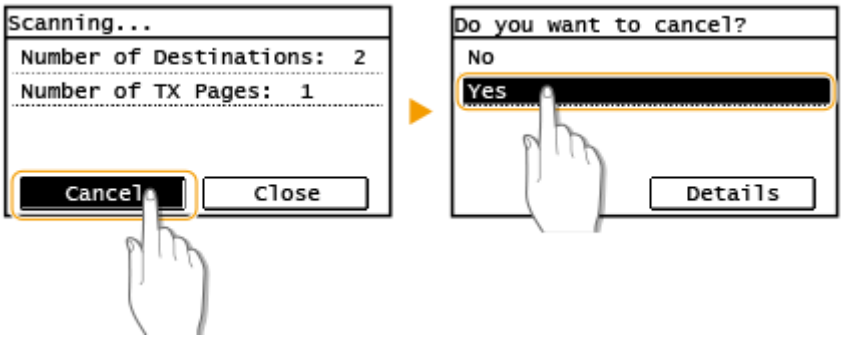
- **Canceling Sending Faxes(P. 107)**
- **Sending and Receiving Faxes According to Your Purposes(P. 133)**
- **Checking Status and Log for Sent and Received Documents(P. 149)**
- **Specifying from Address Book(P. 110)**
- **Selecting Destinations Directly by Entering Coded Dial Numbers(P. 113)**
- **Specifying Destinations with the One-Touch Buttons(P. 116)**
- **Specifying Destinations in an LDAP Server(P. 121)**

Canceling Sending Faxes

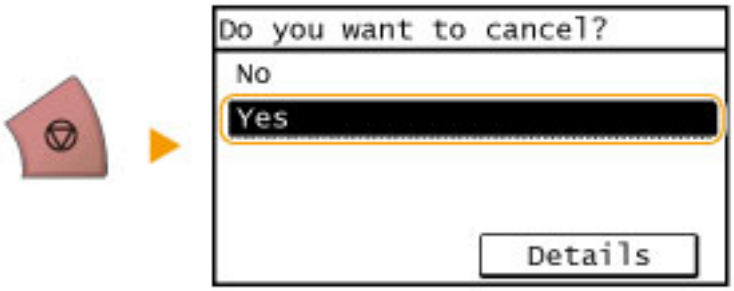
36WC-01W

If you want to cancel sending faxes immediately after pressing , tap <Cancel> on the display or press . You can also cancel sending faxes after checking the fax status.

■Use <Cancel> to cancel

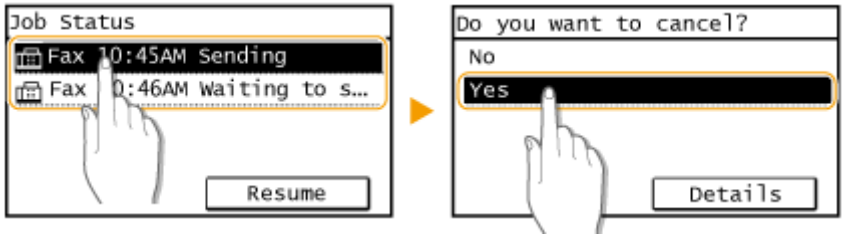


■Press to cancel



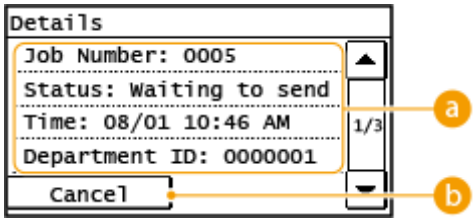
If the screen displays a list of documents when is pressed

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



■Use to cancel

▶ <TX Job> ▶ <Job Status> ▶ Select the document ▶ <Cancel> ▶ <Yes>



a Fax details

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

b <Cancel>

Cancels sending.

LINKS

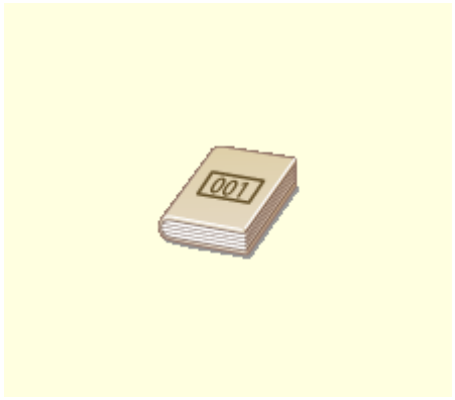
Sending Faxes(P. 101)
Checking Status and Log for Sent and Received Documents(P. 149)

Sending from Registered Destinations

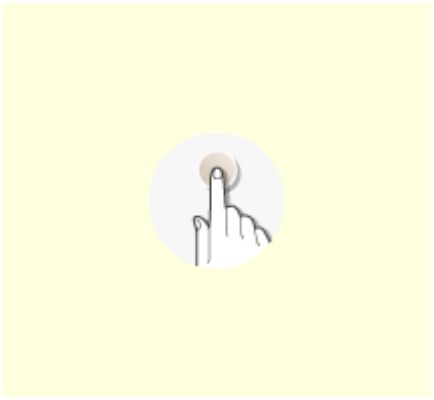
36WC-01X

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

Specifying from Address Book(P. 110)



Selecting Destinations Directly by Entering Coded Dial Numbers(P. 113)



Specifying Destinations with the One-Touch Buttons(P. 116)

Specifying Previously Used Destinations(P. 118)

Specifying Destinations in an LDAP Server(P. 121)

TIPS for Enhancing Security

- If you want to limit available destinations to ones from the Address Book or previously specified ones:
  Limiting Available Destinations(P. 374)
- If you want to disable specifying previously used destinations:
  Disabling Use of Previously Used Destinations (P. 376)

LINKS

Sending Faxes(P. 101)
Registering in the Address Book(P. 49)

Specifying from Address Book

36WC-01Y

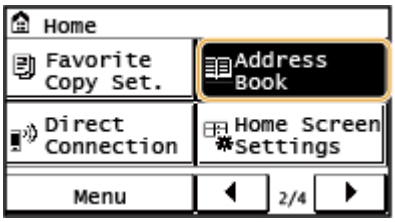
The Address Book enables you to specify a destination by selecting from a list of registered destinations or by searching by name for destinations with recipient names.

NOTE

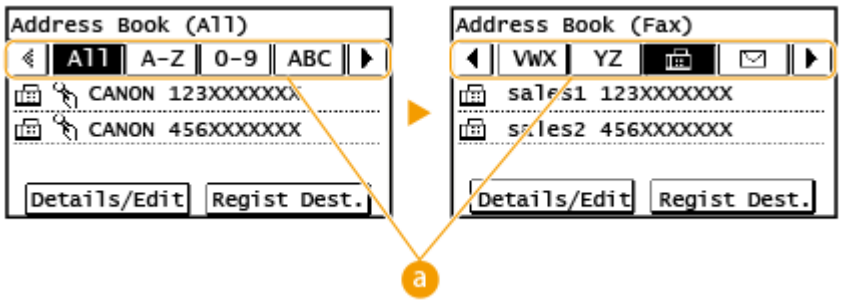
You need to register destinations in the Address Book before using this feature.

Registering in the Address Book(P. 49)

1 Press and tap <Address Book>.



2 Use ◀/▶ to select a tab.



a <All>

Displays all the destinations registered in the Address Book.

<>

Only destinations for one-touch dialing are displayed.

<A-Z>/<0-9>/<ABC> to **<YZ>**

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

<>

Displays destinations for faxes.

<>

Displays destinations for sending e-mail. Do not use in this procedure.

Specifying from Address Book(P. 110)

<>

Displays destinations for shared folders. Do not use in this procedure.

Specifying from Address Book(P. 110)

<👥>

Displays a list of destinations registered in Group Dial.

3 Select a destination.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

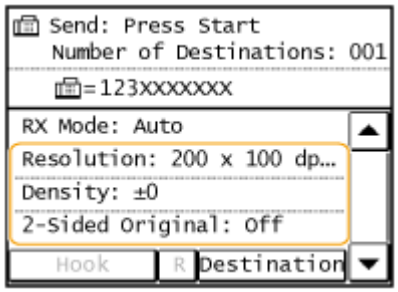
NOTE:

If you want to specify multiple destinations

- Repeat the following steps. You can specify up to 104 destinations.
  <Destination> ▶ <Specify from Address Book> ▶ Select a tab ▶ Select a destination.
- To specify any additional destinations with the numeric keys, tap <Destination> ▶ <Specify Using Numeric Keys>.

4 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings(P. 124)**



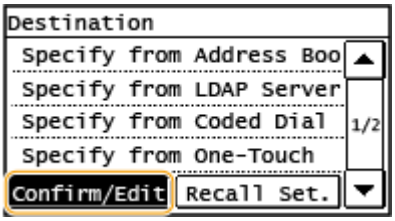
5 Press to start sending.

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

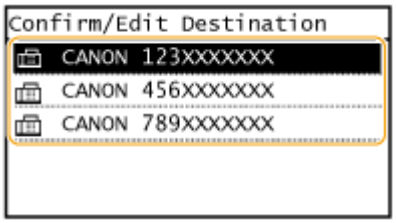
■To delete destinations

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

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

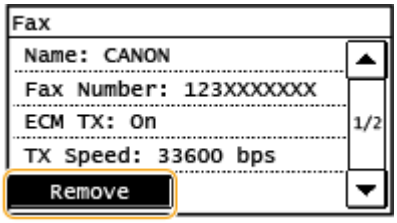


2 Select a destination you want to delete.



3 Tap <Remove> ▶ <Yes>.

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



NOTE

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

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

LINKS

Sending Faxes(P. 101)
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 135)

Selecting Destinations Directly by Entering Coded Dial Numbers

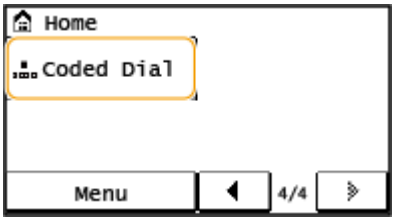
36WC-020

You can directly enter the three-digit number (coded dial number) for a destination to send a fax.

NOTE

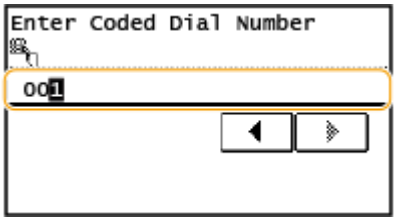
You need to register destinations in the coded dial numbers before using this feature.
Registering Destinations in the Address Book(P. 50)

1 Press and tap <Coded Dial>.



2 Use the numeric keys to enter a three-digit number (001 to 100).

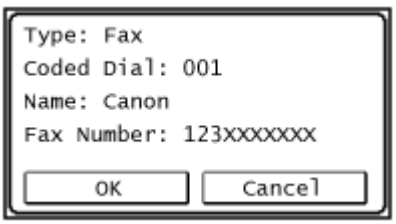
- If you enter the wrong characters, press C. (Press to delete each character one by one; press and hold to delete all the input characters at once.)



NOTE:

If a confirmation screen appears

When <Confirm One-Touch/Coded Dial TX> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the destination name and the number of destinations are shown.) Check the contents and if everything is correct, and tap <OK>. If you have difficulty, tap <Cancel> and re-enter the three-digit coded dial number. **Displaying Destinations in Address Book(P. 377)**



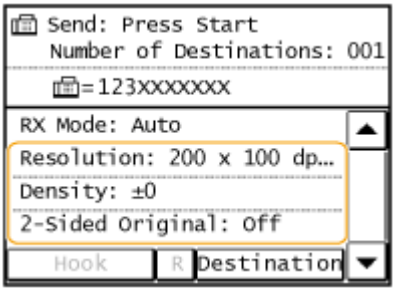
If you want to specify multiple destinations

- Repeat the following steps. You can specify up to 100 destinations.
  <Destination> ▶ <Specify from Coded Dial> ▶ Enter a number.

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

3 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings(P. 124)**



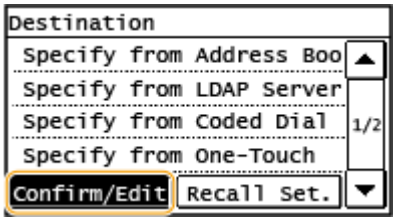
4 Press to start sending.

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

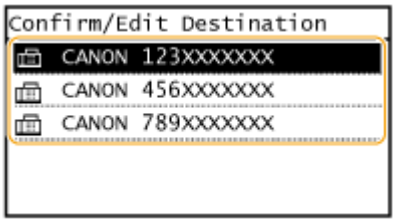
■To delete destinations

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

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

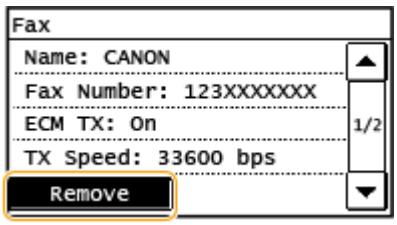


2 Select a destination you want to delete.



3 Tap <Remove> ▶ <Yes>.

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



NOTE

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

Before tapping <Destination> in step 1, you can press ◀ / ▶ to toggle the destinations you specified.

Display a destination you want to delete, and press C.

LINKS

Sending Faxes(P. 101)
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 135)

Specifying Destinations with the One-Touch Buttons

36WC-021

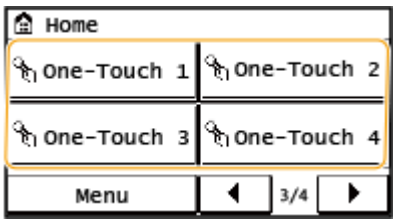
Tap one-touch buttons in the <Home> screen to specify destinations.

NOTE

You need to register destinations before using one-touch dialing.

Registering Destinations in the Address Book(P. 50)

1 Press and tap any one of <One-Touch 1> to <One-Touch 4>.



NOTE:

If a confirmation screen appears

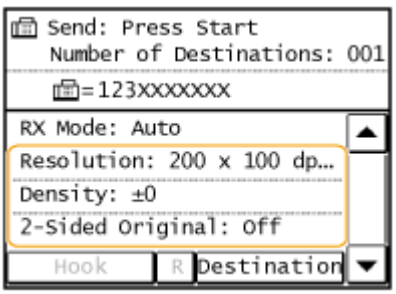
If <Confirm One-Touch/Coded Dial TX> is set to <On>, a confirmation screen appears with the destination and destination name registered to the one-touch button (if a destination registered for Group Dial, the group name and number of destinations appears). Confirm the destinations are correct, and tap <OK>. If destinations are incorrect, tap <Cancel> and tap the one-touch buttons again. **Checking Destinations before Sending Documents (imageRUNNER 2206iF)(P. 377)**

Selecting several destinations

Destinations can be added from the Address Book, coded dial numbers, and numeric keys. Tap <Destination>.

2 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings(P. 124)**



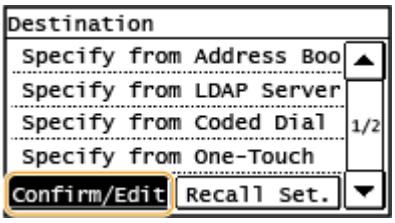
3 Press to start sending.

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

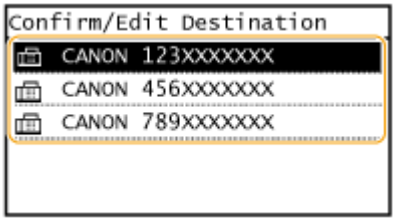
■To delete destinations

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

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

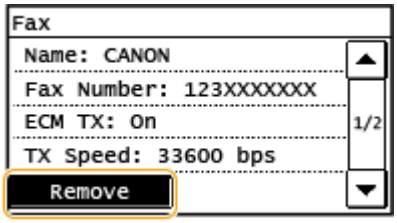


2 Select a destination you want to delete.



3 <Remove> ▶ Tap <Yes>.

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



NOTE

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

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

LINKS

Sending Faxes(P. 101)
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 135)

Specifying Previously Used Destinations

36WC-022

You can select a destination from among the past three destinations.

IMPORTANT

- When <Restrict Resending from Log> is set to <On>, you cannot use this feature. **Disabling Use of Previously Used Destinations (P. 376)**
- Turning OFF the machine or setting <Restrict New Destinations> to <On> deletes the past destinations, and disables this feature. **Limiting Available Destinations(P. 374)**
- Destinations from a fax for which several destinations were specified, as well as the destinations in Manual Sending are not available for this feature. **Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 135)** **Making a Call before Sending Faxes (Manual Sending)(P. 134)**

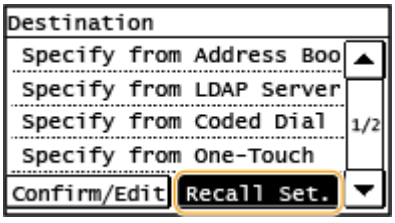
NOTE

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

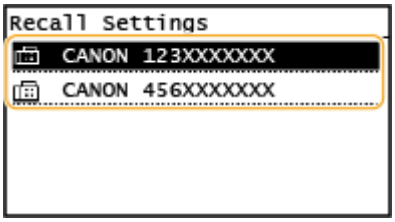
1 Press and tap <Fax>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

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

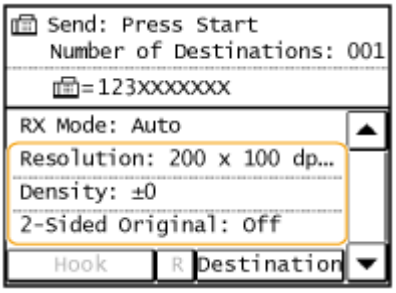


3 Select a destination.



4 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings(P. 124)**



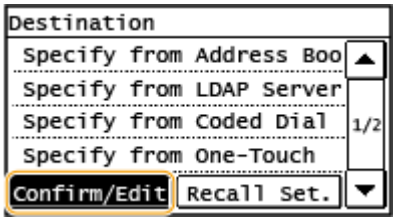
5 Press to start sending.

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

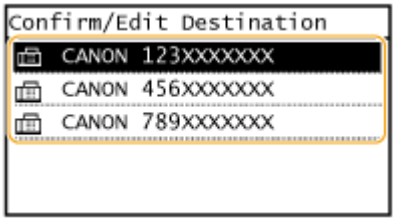
■To delete destinations

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

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

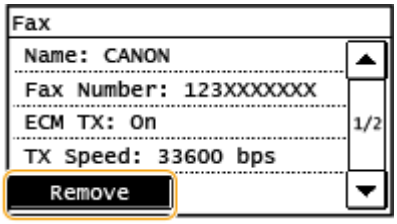


2 Select a destination you want to delete.



3 Tap <Remove> ▶ <Yes>.

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



NOTE

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

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

LINKS

Sending Faxes(P. 101)

Specifying Destinations in an LDAP Server

36WC-023

If your office has an LDAP server installed, you can specify a destination using user information in the server. Access the LDAP server via the machine to search for the appropriate user information and specify it as destination.

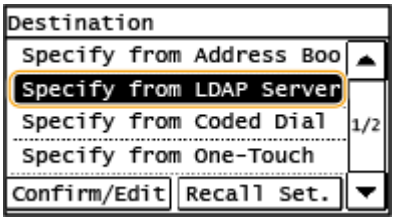
NOTE

- You need to specify the settings for connecting to an LDAP server beforehand. **Registering LDAP Servers(P. 323)**

1 Press and tap <Fax>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

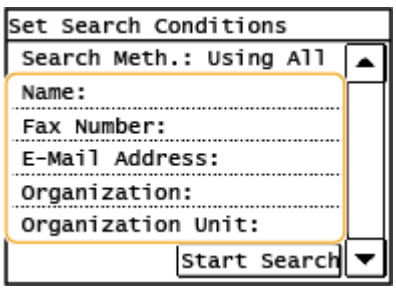
2 Select <Destination> <Specify from LDAP Server>.



3 Select the LDAP server you are using.

4 Select conditions for user information to be searched.

- Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.

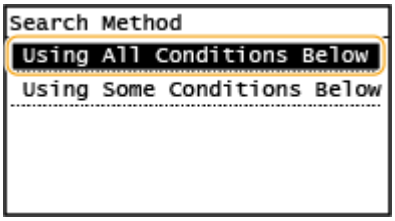


5 Enter the search target character string and tap <Apply>.

- On how to enter text, see **Entering Text(P. 24)** .
- To specify multiple search criteria, repeat steps 4 and 5.

6 Tap <Search Method>.

7 Select conditions to display the search result.



<Using All Conditions Below>

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

<Using Some Conditions Below>

If users that meet even one of the criteria specified in steps 4 and 5 are found, displays all those users.

8 Tap <Start Search>.

➠ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. **Registering LDAP Servers(P. 323)**

9 Select the check box for the user that you want to specify as destination.

- Up to 10 destinations can be specified from an LDAP server.

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 three destinations have been specified using the numeric keys, up to seven destinations can be specified using an LDAP server.

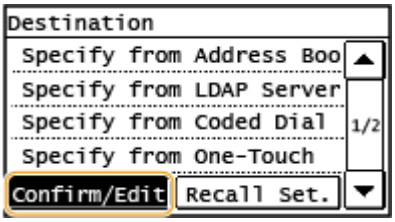
10 Tap <Apply>.

- When searching for destinations using a different set of search conditions, repeat steps 2 to 10.

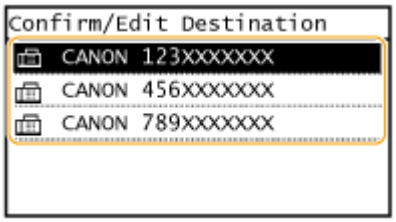
■To delete destinations

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

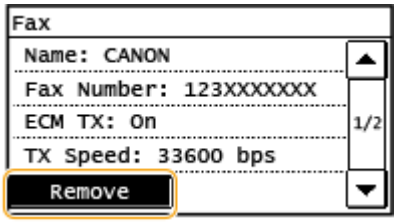
1 Select <Destination> ▶ <Confirm/Edit>.



2 Select a destination you want to delete.



3 Tap <Remove> ▶ <Yes>.



NOTE

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

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

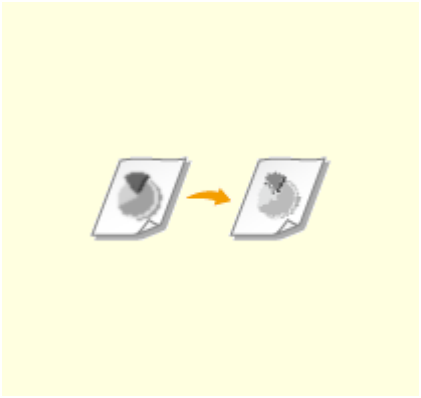
LINKS

Sending Faxes(P. 101)
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 135)

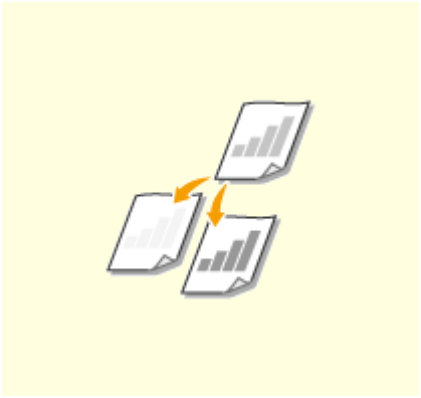
Various Fax Settings

36WC-024

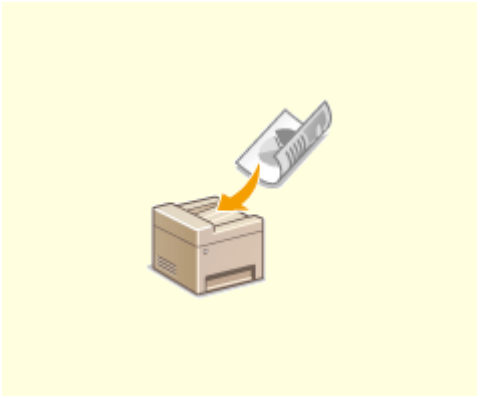
A variety of settings are available to suit your needs, for example, when you want to adjust density or enhance the clarity of an image.



Adjusting Resolution(P. 125)



Adjusting Density(P. 126)



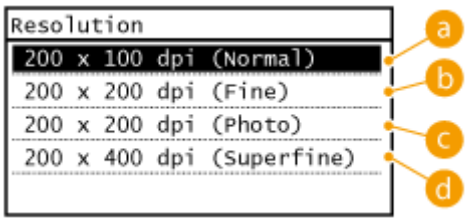
Scanning 2-Sided Documents(P. 127)

Adjusting Resolution

36WC-025

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

<Fax> ▶ <Resolution> ▶ Select the resolution



a <200 x 100 dpi (Normal)>

Suitable for documents that contain text only.

b <200 x 200 dpi (Fine)>

Suitable for documents that contain fine text.

c <200 x 200 dpi (Photo)>

Suitable for documents that contain photographs.

d <200 x 400 dpi (Superfine)>

Achieves an even finer resolution than Fine.

LINKS

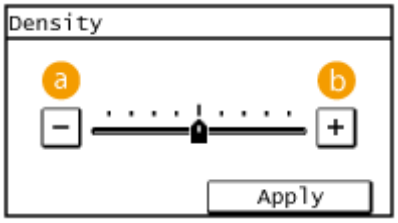
Sending Faxes(P. 101)

Adjusting Density

36WC-026

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

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



a <–>

Decreases the density.

b <+>

Increases the density.

LINKS

Sending Faxes(P. 101)

Scanning 2-Sided Documents

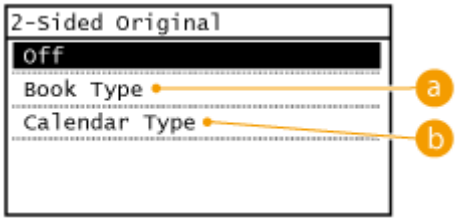
36WC-027

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

IMPORTANT

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

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



a <Book Type>

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

b <Calendar Type>

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

LINKS

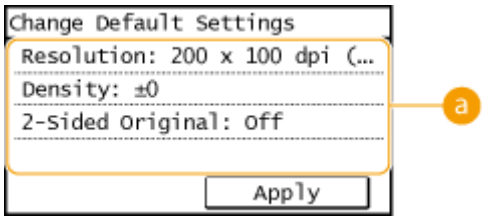
Sending Faxes(P. 101)
Making a Call before Sending Faxes (Manual Sending)(P. 134)

Changing Default Settings

36WC-028

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

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



a Settings

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

NOTE

The default settings can be initialized (**Initialize Default Settings (P. 460)** .)

LINKS

Sending Faxes(P. 101)
Various Fax Settings(P. 124)
Fax Settings (imageRUNNER 2206iF)(P. 461)

Receiving Faxes

36WC-029

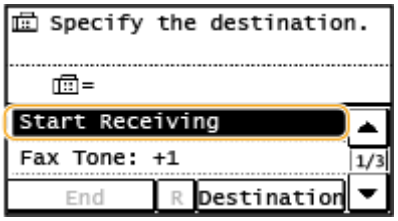
This section describes the methods for receiving faxes and how to set up the machine to receive faxes. You need to complete some procedures for using fax functions before specifying the receiving settings.

NOTE

An incoming fax is printed on the same size of paper as the document size received. If received fax documents are printed on other paper sizes, a portion of the page may not be printed or a page may be printed on two separate sheets of paper.

■ Methods for Receiving Faxes

The machine provides the following receiving methods. Select the method that best suits your needs and then set it up by following the procedures in **Setting Up the Machine to Receive Faxes(P. 130)** .

<Auto>	**Dedicated to receiving faxes** The machine receives faxes automatically. Even if someone makes a call to you, you cannot talk to the caller.
<Fax/Tel (Auto Switch)>	**When the call is a fax** The machine receives the fax automatically. **When the call is a telephone call** An incoming call rings. Pick up the handset to answer the call. **NOTE:** You need to connect your telephone or the optional handset to the machine beforehand.
<Answering Machine>	**When the call is a fax** After an incoming call rings, the machine receives the fax automatically. **When the call is a telephone call** The answering machine activates, enabling the caller to leave a message. If you pick up the handset before the answering machine starts recording a message, you can talk with the caller. **NOTE:** • You need to connect your answering machine to the machine beforehand. • Set the answering machine to answer after a few rings. • We recommend that you add approximately 4 seconds of silence at the beginning of the message or set the maximum recording time to 20 seconds.
<Manual>	**When the call is a fax** An incoming call rings. Pick up the handset. If you hear a beep, tap <Start Receiving> to receive faxes.  **When the call is a telephone call** An incoming call rings. Pick up the handset. If you do not hear a beep, start your conversation.

	NOTE: • You need to connect your telephone or the optional handset to the machine beforehand. • You can set the machine to automatically receive faxes when an incoming call rings within a specified timeframe. **Switch to Auto RX(P. 469)**
<Net Switch>	The machine distinguishes between fax and telephone calls. This mode is only available for certain countries and requires subscription to a network switch service. **NOTE:** You need to connect your telephone or the optional handset to the machine beforehand.

NOTE

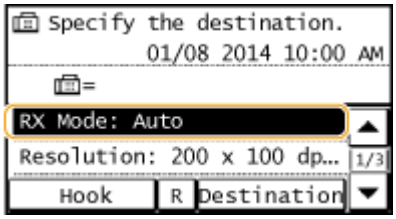
- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.
- If you are connecting an external telephone with fax functions, set the telephone to not receive faxes automatically.
- If you pick up the handset and hear a beep, the call is a fax. You can receive the fax just by using the telephone to enter a specific ID number.
  Using a Telephone to Receive Faxes (Remote Reception)(P. 131)

■Setting Up the Machine to Receive Faxes

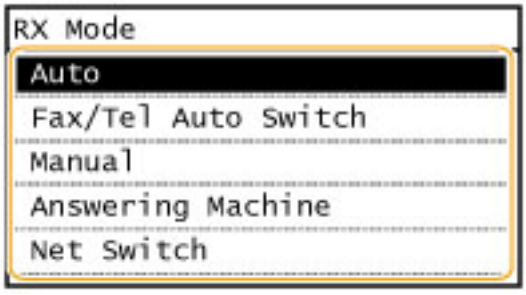
1 Press and tap <Fax>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

2 Tap <RX Mode>.

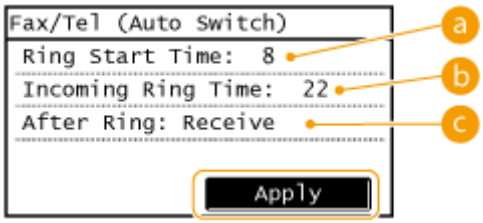


3 Select the receiving method.



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

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



a <Ring Start Time>

Enables you to specify the duration during which the machine determines whether an incoming call is a fax or a telephone call. (Setting values: 4 to 30 seconds; default setting: 8 seconds)

b <Incoming Ring Time>

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

c <After Ring>

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

TIPS

- If you want to print received documents on both sides of paper: **Print on Both Sides(P. 470)**
- If you want to print information, such as reception date and time, at the bottom of received documents: **RX Page Footer (P. 471)**

■Using a Telephone to Receive Faxes (Remote Reception)

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

NOTE

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

1 When an incoming call rings, pick up the handset.

2 If you hear a beep, enter the ID number for Remote Reception with the telephone.

- The ID number is set to 25 by default. You can change this number as necessary. **Remote RX(P. 469)**

3 Hang up the handset.

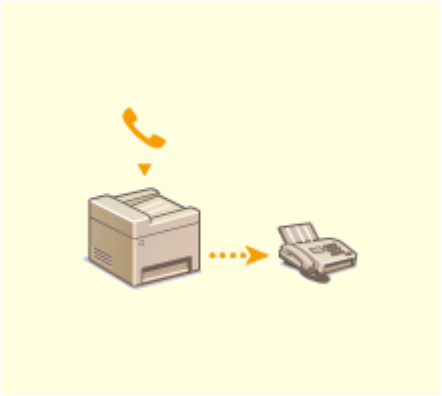
LINKS

Sending and Receiving Faxes According to Your Purposes(P. 133)
Checking Status and Log for Sent and Received Documents(P. 149)

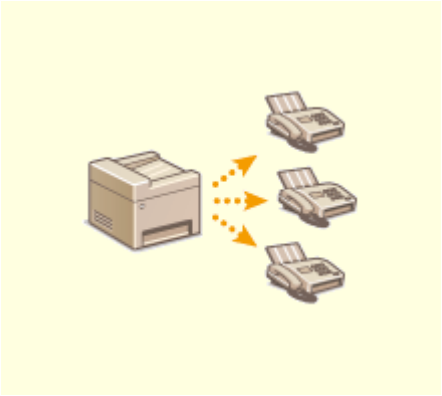
Sending and Receiving Faxes According to Your Purposes

36WC-02A

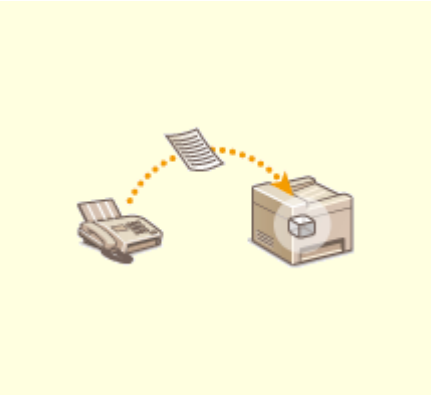
In addition to the basic sending and receiving methods, there are a variety of other methods to suit your purposes.



Making a Call before Sending Faxes (Manual Sending)(P. 134)

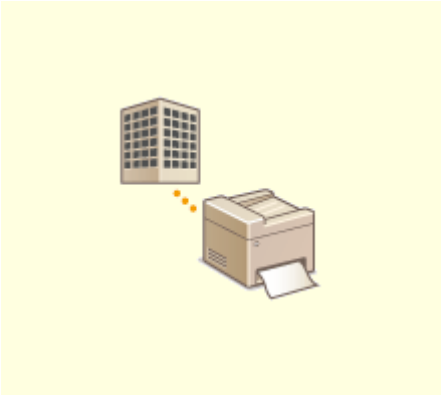


Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 135)



Storing Received Faxes into Memory (Memory Reception) (P. 137)

Forwarding Received Faxes(P. 140)



Receiving Fax Information Services(P. 147)

LINKS

Sending Faxes(P. 101)
Receiving Faxes(P. 129)
Checking Status and Log for Sent and Received Documents(P. 149)

Making a Call before Sending Faxes (Manual Sending)

36WC-02C

You can send faxes manually at the end of a phone conversation. When you hear a beep over the phone, it means the recipient is trying to receive your faxes. Press to send your faxes.

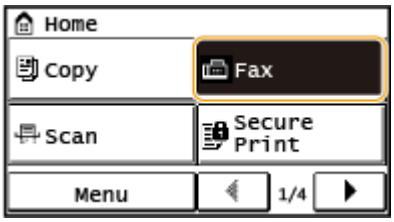
NOTE

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

1 Place the document(s). Placing Documents(P. 26)

- Place the documents in the feeder. Documents cannot be scanned from the platen glass.
- The machine cannot automatically scan both sides of the documents in Manual Sending.

2 Press and tap <Fax>.



- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. Logging on to the Machine(P. 18)

3 Specify the scanning settings as necessary. Various Fax Settings(P. 124)

4 Dial the recipient's fax number.

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

- If you hear a beep, proceed to step 6.

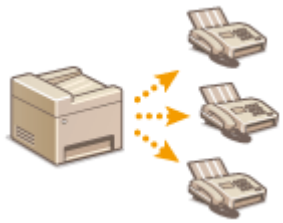
6 Press , and hang up the handset.

LINKS

Sending Faxes(P. 101)
Canceling Sending Faxes(P. 107)
Checking Status and Log for Sent and Received Documents(P. 149)

Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)

36WC-02E



You can send faxes to up to 114 destinations at once. Use the numeric keys, the Address Book, coded dial numbers, or one-touch buttons to specify destinations.

IMPORTANT

When <Restrict Sequential Broadcast> is set to <Reject Sequential Broadcast>, you cannot use this feature.

Prohibiting Sequential Broadcasting (imageRUNNER 2206iF)(P. 379)

NOTE

You need to register destinations in the Address Book or one-touch buttons before using this feature.

Registering in the Address Book(P. 49)
Specifying Destinations with the One-Touch Buttons(P. 116)

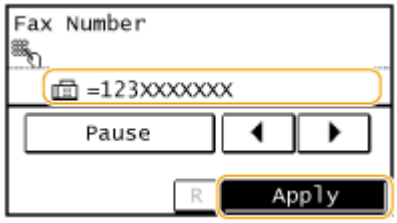
1 Place the document(s). Placing Documents(P. 26)

2 Press and tap <Fax>.

- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

3 Specify the destination.

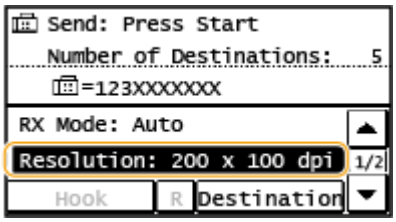
- To specify with the numeric keys, enter the fax number, and tap <Apply>. To specify any additional destinations, select <Destination> ▶ <Specify Using Numeric Keys> before repeating the same procedure.



- To specify from the Address Book **Specifying from Address Book(P. 110)**

4 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings(P. 124)**



5 Press to start sending.

LINKS

Sending Faxes(P. 101)
Canceling Sending Faxes(P. 107)
Checking Status and Log for Sent and Received Documents(P. 149)

Storing Received Faxes into Memory (Memory Reception)

36WC-02F

You can store received faxes into memory without printing them as soon as you receive them. The documents in memory can be printed at any time. This feature is helpful when printing confidential documents; you can print them whenever it is convenient for you and prevent unauthorized persons from seeing them unintentionally.

Storing Documents into Memory(P. 137)
Printing Documents in Memory(P. 138)
Checking/Deleting Documents in Memory(P. 138)

NOTE

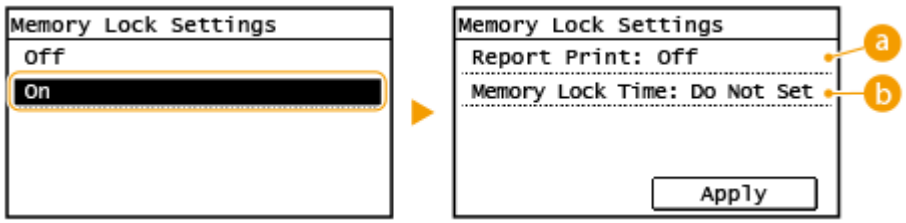
The documents in memory can be also forwarded to a destination. **Forwarding Received Faxes(P. 140)**

Storing Documents into Memory

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

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

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**



a <Report Print>

Enables you to print RX Result reports every time documents are stored into memory. To print reports, tap <On>. You also need to set <RX Result Report> to <On>. **RX Result Report (imageRUNNER 2206iF)(P. 592)**

b <Memory Lock Time>

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

Printing Documents in Memory

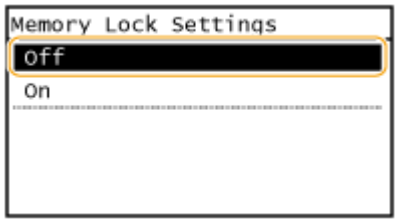
To print received documents in memory, set <Memory Lock Settings> to <Off>. All the documents in memory are printed.

NOTE

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

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

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

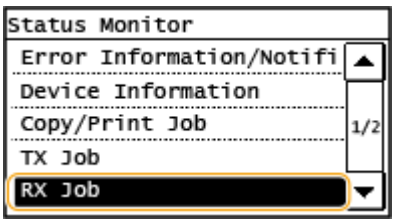


Checking/Deleting Documents in Memory

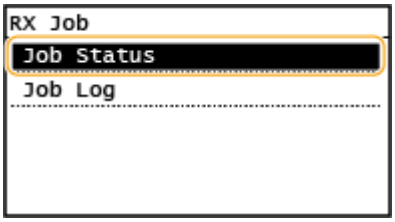
You can check detailed information about the documents stored in memory, including sender fax numbers and number of pages sent, and then delete unnecessary documents.

1 Press .

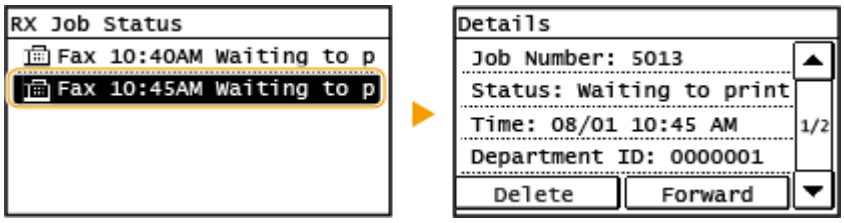
2 Tap <RX Job>.



3 Tap <Job Status>.

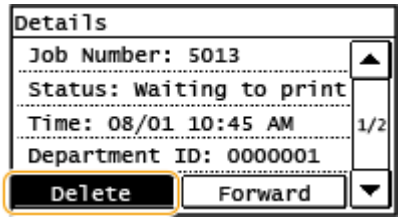


4 **Select the document you want to check.**

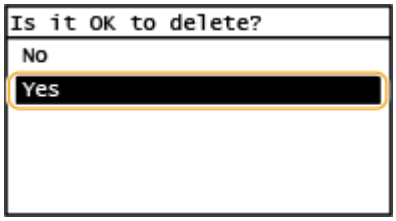


■To delete the checked document

1 Tap <Delete>.



2 Tap <Yes>.



LINKS

Receiving Faxes(P. 129)
Checking Status and Log for Sent and Received Documents(P. 149)

Forwarding Received Faxes

36WC-02H

You can forward received documents to other destinations. You can select a document from among all the documents received in memory for forwarding, or set the machine to automatically forward every received document to specified destinations.

NOTE

- Available destinations for forwarding are limited to the destinations registered in the Address Book. If no destinations are registered, register destinations in the Address Book before using this feature. **Registering in the Address Book(P. 49)**

LINKS

Selecting a Document to Forward(P. 141)
Forwarding All the Received Documents Automatically (P. 143)

Selecting a Document to Forward

36WC-02J

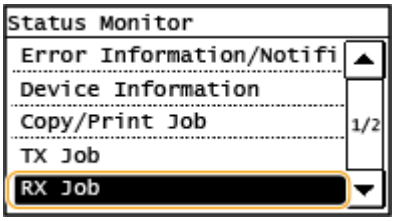
The machine forwards the document that you select from among all the documents received in memory. To use this feature, first activate the Memory Reception feature. **Storing Received Faxes into Memory (Memory Reception) (P. 137)**

NOTE

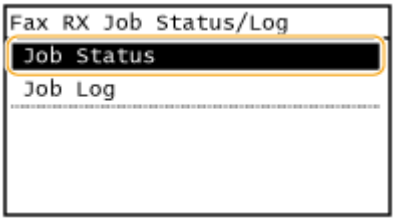
- As long as the Memory Reception feature is not deactivated, the documents in memory are not deleted even after they are forwarded; the same documents can be forwarded multiple times.
- Only fax numbers can be specified for forwarding destinations.

1 **Press** .

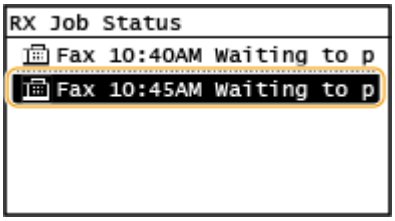
2 **Tap <RX Job>.**



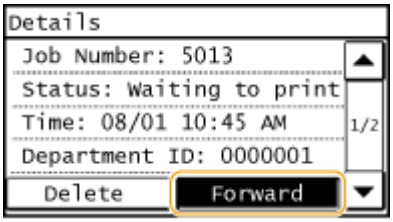
3 **Tap <Job Status>.**



4 **Select the document you want to forward.**

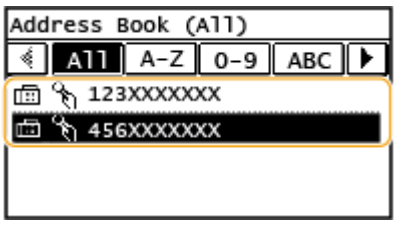


5 **Tap <Forward>.**



6 Select the forwarding destination from the Address Book.

- For instructions on how to use the Address Book, see **Specifying from Address Book(P. 110)** .



➡ The document is forwarded to the specified destination.

Forwarding All the Received Documents Automatically

36WC-02K

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

Specifying Settings for Documents to be Forwarded Automatically(P. 143)
Printing Documents to be Forwarded(P. 143)
Printing/Resending/Deleting Documents that Failed to be Forwarded(P. 144)

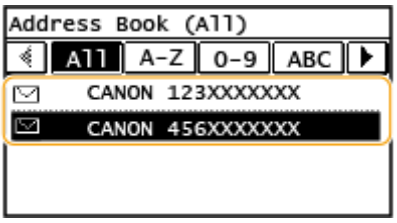
NOTE

- Only e-mail addresses and shared folders can be specified for forwarding destinations.
- Received documents are converted and sent as PDF files.

Specifying Settings for Documents to be Forwarded Automatically

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

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



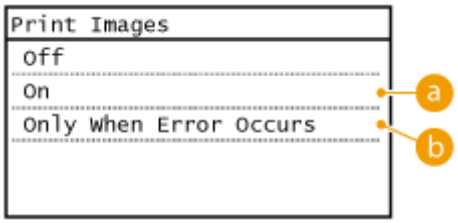
NOTE

- For instructions on how to use the Address Book, see **Specifying from Address Book(P. 110)** .

Printing Documents to be Forwarded

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

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



a <On>

Prints all the documents to be forwarded.

b <Only When Error Occurs>

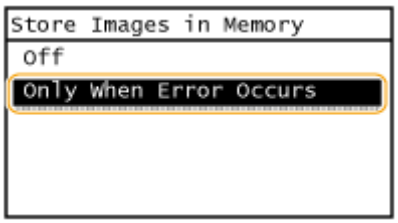
Prints only the documents that failed to be forwarded.

Printing/Resending/Deleting Documents that Failed to be Forwarded

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

■Storing Documents that Failed to be Forwarded in Memory

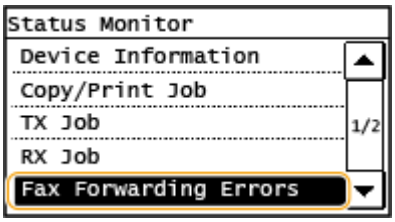
<Menu> ▶ <Fax Settings> ▶ <Forwarding Settings> ▶ <Store Images in Memory> ▶ <Only When Error Occurs> ▶



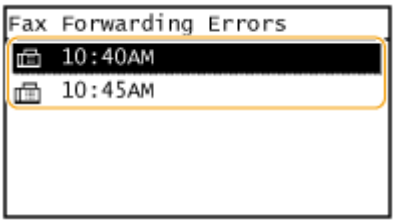
■Printing/Resending/Deleting Documents Stored in Memory

1 Press .

2 Tap <Fax Forwarding Errors>.

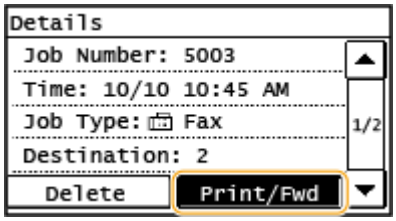


3 Select the document you want to check.

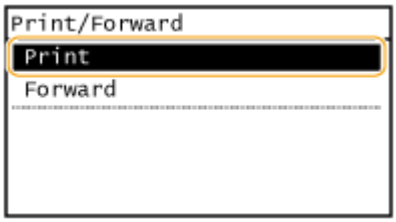


■To print the checked document

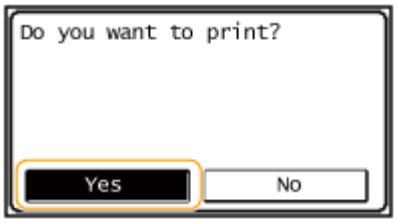
1 Tap <Print/Fwd>.



2 Tap <Print>.

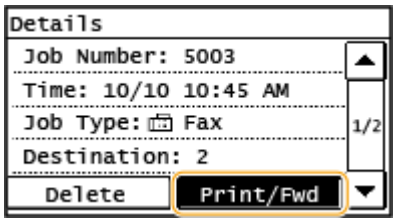


3 Tap <Yes>.

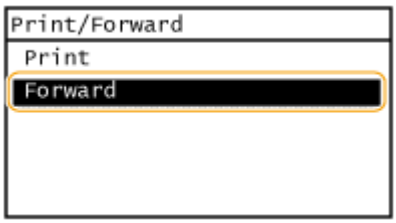


■To resend the checked document

1 Tap <Print/Fwd>.

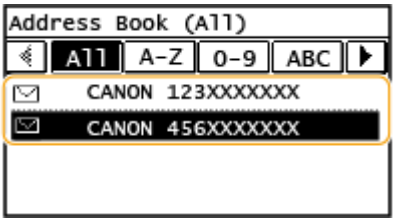


2 Tap <Forward>.



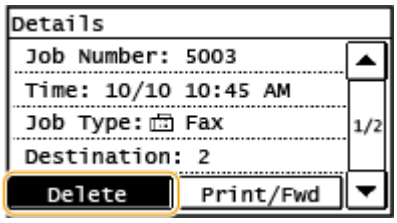
3 Select the forwarding destination from the Address Book.

- For instructions on how to use the Address Book, see **Specifying from Address Book(P. 110)** .

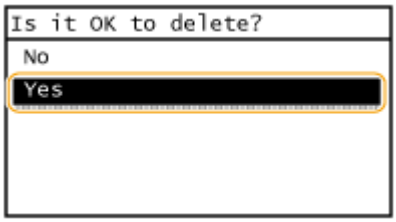


■To delete the checked document

1 Tap <Delete>.



2 Tap <Yes>.



LINKS

Receiving Faxes(P. 129)
Checking Status and Log for Sent and Received Documents(P. 149)

Receiving Fax Information Services

36WC-02L

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

NOTE

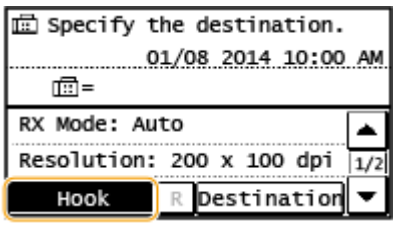
Depending on the service, actual procedures may differ from the ones described below. Follow the procedures for the service you are using.

1 Press and tap <Fax>.

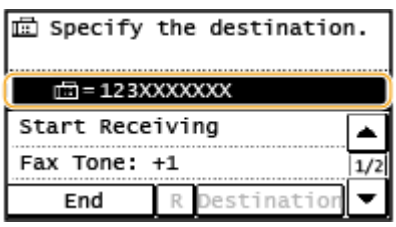
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

2 Tap <Hook>.

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

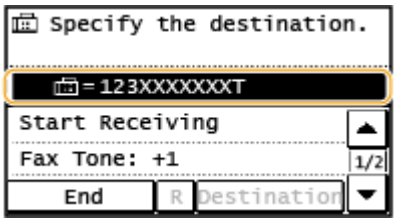


3 When you hear a dial tone, dial the information service.



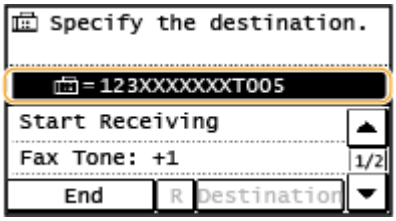
4 When the recorded message of the information service answers, press [*].

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



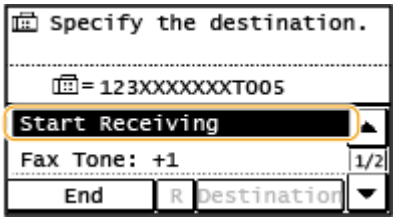
5 Use the numeric keys to enter the service number assigned for the information you want to receive.

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



6 Tap <Start Receiving>.

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



LINKS

Receiving Faxes(P. 129)

Checking Status and Log for Sent and Received Documents

36WC-02R

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

IMPORTANT

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

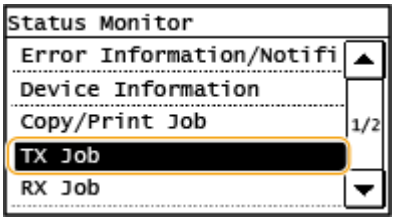
Display Job Log (P. 497)

NOTE

The destinations in Manual Sending cannot be checked because they are not displayed.

1 **Press** .

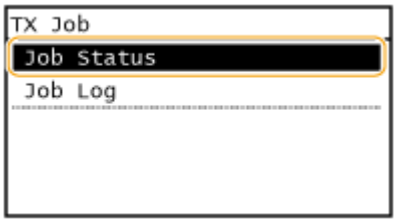
2 **Tap <TX Job> or <RX Job>.**



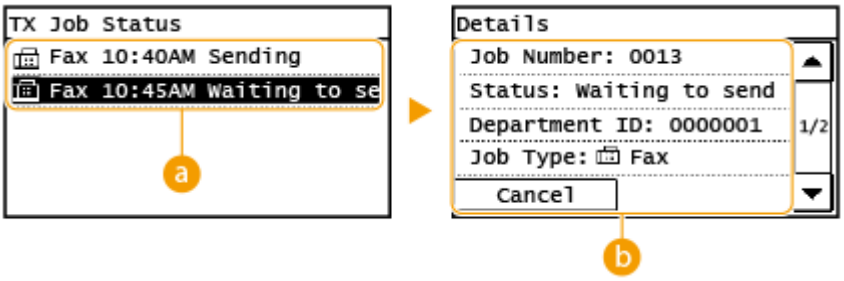
3 **Check the statuses and communication logs for sent and received documents.**

■To check the statuses for sent and received documents

1 Tap <Job Status>.



2 Select the document whose status you want to check.



a <TX Job Status>/<RX Job Status>

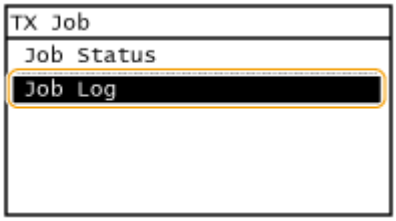
Displays a list of the documents that are being sent and received or are waiting to be processed.

b <Details>

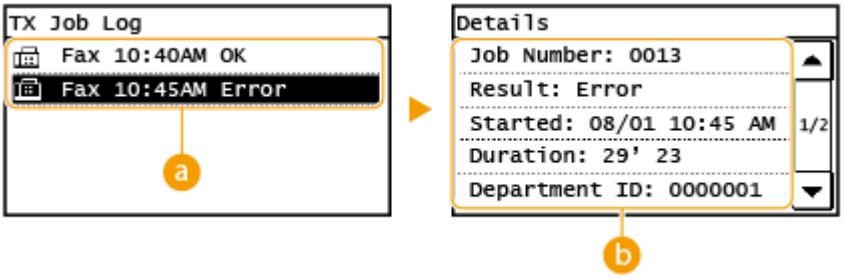
Displays detailed information about the document selected from the list. If you specified multiple destinations, the number of specified destinations is displayed on the screen. To check the details of specified multiple destinations, tap <Number of Destinations>. If you find an unnecessary document, press <Cancel> or <Delete>, and tap <Yes>.

■To check the communication logs for sent and received documents

1 Tap <Job Log>.



2 Select the document whose log you want to check.



a <TX Job Log>/<RX Job Log>

Displays a list of the documents that were sent and received. <OK> is displayed when a document was sent or received successfully, and <Error> is displayed when a document failed to be sent or received because it was canceled or there was some error.

b <Details>

Displays detailed information about the document selected from the list.

NOTE:

If the <Result> column shows a three-digit number

This number represents an error code. **Countermeasures for Each Error Code(P. 530)**

LINKS

Fax TX Result Report (imageRUNNER 2206iF)(P. 586)
Communication Management Report(P. 590)
RX Result Report (imageRUNNER 2206iF)(P. 592)

Sending Faxes from Your Computer (PC Fax)

36WC-0EH

You can send fax documents created on your computer application directly from your computer. This feature eliminates the need to print documents for faxing and saves paper. You need to complete some procedures, such as specifying the basic fax settings and installing the fax driver on your computer, before using this feature.

Sending PC Faxes(P. 152)

About the Fax Driver Help

Clicking [Help] on the fax driver screen displays the Help screen. On this screen you can see information that is not in the User's Guide, including information about driver features such as registering frequently used settings and how to set up those features.

NOTE

- Depending on the operating system and the version of the fax driver you are using, the fax driver screens in this manual may differ from your screens.

Sending PC Faxes

36WC-0EJ

IMPORTANT

- When <Allow Fax Driver TX> is set to <Off> on the machine, you cannot send faxes from computers. **Prohibiting PC Faxing (imageRUNNER 2206iF)(P. 375)**
- You need to enable Department ID Management on the fax driver you are using if Department ID Management is enabled on the machine. For more information, click [Help] on the fax driver screen. **Setting the Department ID Management(P. 345)**

1 Open a document in an application and display the print dialog box.

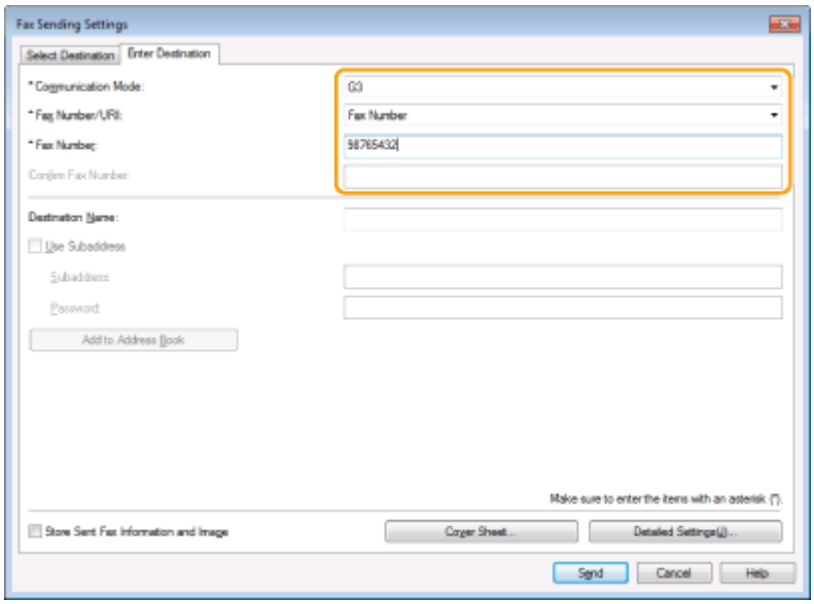
- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select your fax driver, and click [Print].

3 Specify the destination.

■Specifying one destination

1. Click the [Enter Destination] tab.
2. Specify [Communication Mode]/[Fax Number/URI]/[Fax Number].



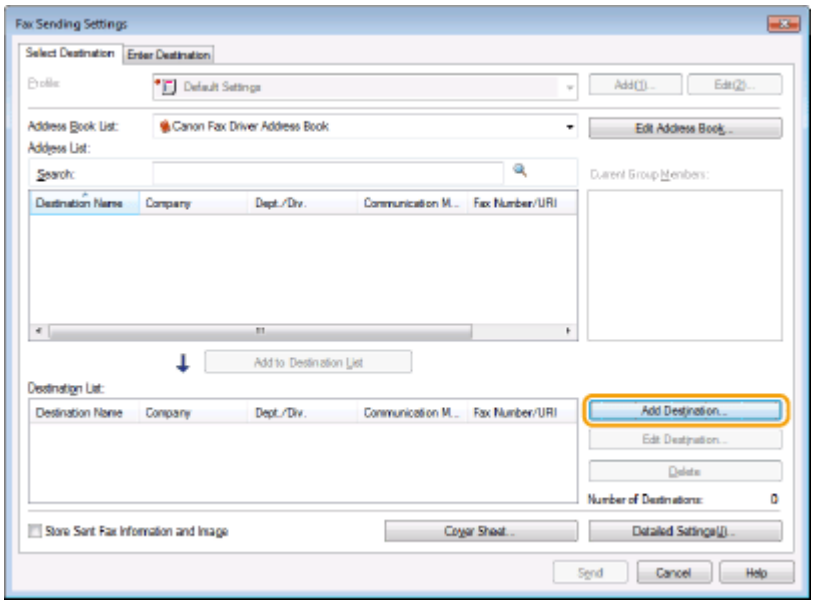
NOTE:

Only one destination can be entered in the [Enter Destination] tab. To send faxes to several destinations at the same time, use the [Select Destination] tab.

■Specifying several destinations

1 Click the [Select Destination] tab.

2 Click [Add Destination].



3 Specify [Destination Name]/[Communication Mode]/[Fax Number/URI]/[Fax Number], and click [OK].

4 Repeat steps 2 and 3 to add concurrent destinations.

- You can also add a destination by clicking [Add Next Destination] in step 3.

- If you need to specify a number to dial an outside line, select [Detailed Settings] ▶ [Add Outside Dialing Prefix to G3/IP Fax Number] and enter the number. The specified number is added to the beginning of the fax number when the machine dials.
- To make it easier to specify destinations using the Address Book.
- Selecting [Store Sent Fax Information and Image] enables you to store the logs for sending documents and check detailed information of a sent document along with its image, including destinations and number of pages. For more information, click [Help] on the fax driver screen.

NOTE:

If you have selected [Confirm Fax Number/URI when Setting Destination] in the dialog box that is displayed when [Security Settings] of the [Special] tab is clicked, also enter a number in [Confirm Fax Number]. For more information, click [Help] on the fax driver screen.

4 Click [Send] to send the document.

Using the Machine as a Printer

Using the Machine as a Printer 155
Printing from a Computer 156
Canceling Prints 158
Checking the Printing Status 161
Printing a Document Secured by a PIN (Secure Print) 163
Printing via Secure Print 164
Configuring Print Settings to Your Needs 167
Registering Combinations of Frequently Used Print Settings 168
Changing Default Settings 170

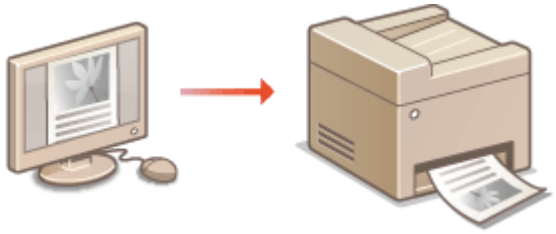
Using the Machine as a Printer

36WC-02S

There are many ways to use the machine as a printer. You can print documents on your computer by using the printer driver, or print from portable devices. Make full use of the print functions to suit your needs.

■ Printing from a Computer

You can print a document made on your computer by using the printer driver. **Printing from a Computer(P. 156)**



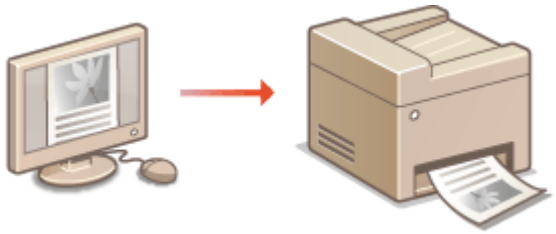
Printing from Mobile Devices

- Linking mobile devices such as smartphones or tablets to this machine provides a quick and easy way to print photos and web pages. The machine also supports Google Cloud Print™.
  Linking with Mobile Devices(P. 230)
  Using Google Cloud Print(P. 249)

Printing from a Computer

36WC-02U

You can print a document made with an application on your computer by using the printer driver. There are useful settings on the printer driver, such as enlarging/reducing and 2-sided printing, that enable you to print your documents in various ways. Before you can use this function, you need to complete some procedures, such as installing the printer driver on your computer. For more information, see the manuals for the relevant drivers on the online manual website.



About the Printer Driver Help(P. 156)
To Use the Optional Items(P. 156)
Basic Printing Operations(P. 156)

About the Printer Driver Help

Clicking [Help] on the printer driver screen displays the Help screen. On this screen, you can see the detailed descriptions that are not in the User's Guide.

To Use the Optional Items

If the optional Cassette Feeding Module-AD or the optional Duplex Unit-C is attached to the machine, perform the following operation on the printer driver.

IMPORTANT

- To perform the following procedure, log in to your computer with an administrator account.

Open the printer folder (**Displaying the Printer Folder(P. 652)**) ▶ Right-click the printer driver icon for this machine ▶ [Printer properties] or [Properties] ▶ [Device Settings] tab ▶ Select the check box for attached optional equipment ▶ [OK]

Basic Printing Operations

This section describes how to print a document on your computer by using the printer driver.

NOTE

Paper settings on the machine

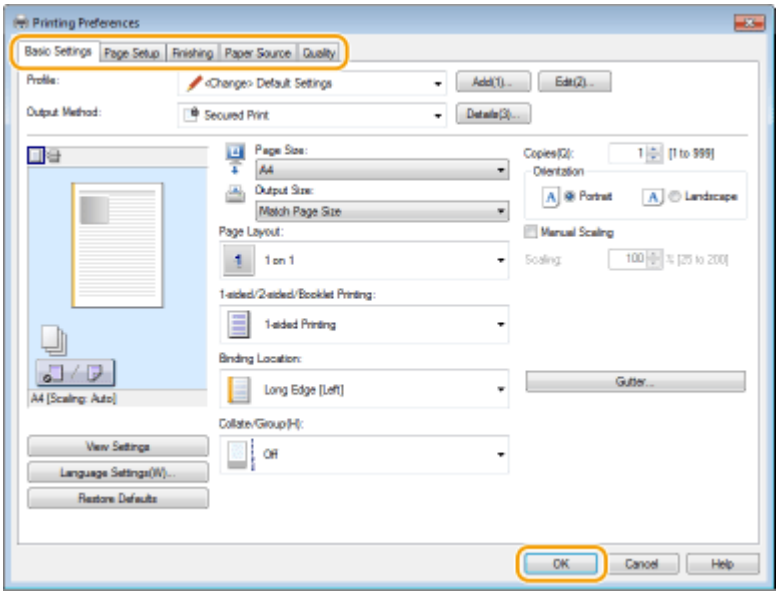
- Normally, it is necessary to specify the paper size and type for the paper loaded in each paper source before proceeding to printing.

1 Open a document in an application and display the print dialog box.

2 Select the printer driver for this machine, and click [Preferences] or [Properties].

3 Specify the print settings as necessary, and click [OK].

- Switch the tab according to the settings.



4 Click [Print] or [OK].

➡ Printing starts.

- If you want to cancel printing, see **Canceling Prints(P. 158)** .

LINKS

Checking the Printing Status(P. 161)

Canceling Prints

36WC-02X

You can cancel printing from your computer or on the control panel of the machine.

From a Computer(P. 158)
From the Control Panel(P. 159)

From a Computer

You can cancel printing from the printer icon displayed on the system tray on the desktop.

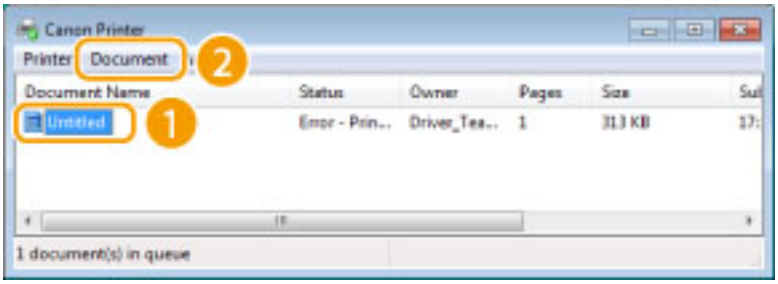
1 Double-click the printer icon.

NOTE:

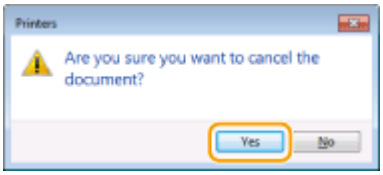
When the printer icon is not displayed

Open the printer folder (**Displaying the Printer Folder(P. 652)**), right-click your printer icon, and click [See what's printing] (or double-click the icon of the printer driver for the machine).

2 Select the document you want to cancel, and click [Document] ▶ [Cancel].



3 Click [Yes].



- Printing of the selected document is canceled.

NOTE

Several pages may be output after you cancel printing.

TIPS

Canceling from the Remote UI

You can cancel printing from the [Print: Job Status] page on the Remote UI: **Checking Current Status of Print Documents(P. 415)**

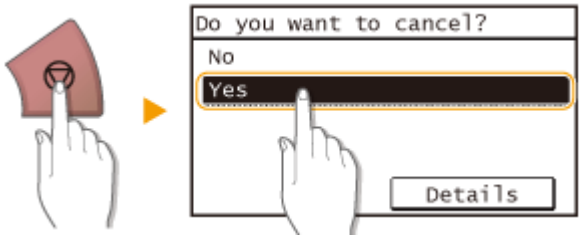
Canceling from an application

On some applications, a screen like shown below appears. You can cancel printing by clicking [Cancel].

From the Control Panel

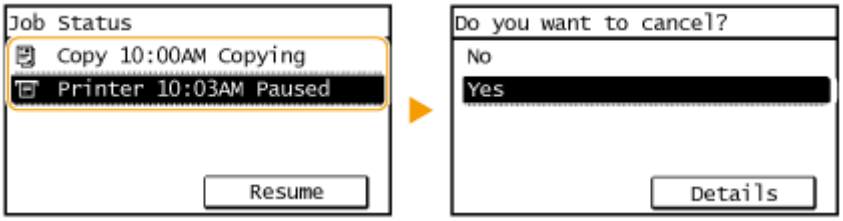
Cancel printing using or .

■ Press to Cancel



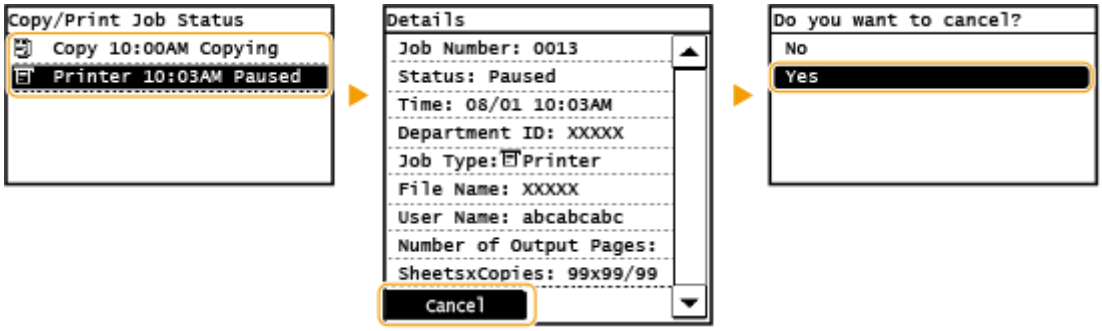
If the Screen Displays a List of Documents When is Pressed

Tap the document to cancel.



■ Use to Cancel

▶ <Copy/Print Job> ▶ <Job Status> ▶ Select the document on the <Copy/Print Job Status> screen ▶ <Cancel> ▶ <Yes>



NOTE

Several pages may be output after you cancel printing.

LINKS

Basic Printing Operations(P. 156)
Checking the Printing Status(P. 161)

Checking the Printing Status

36WC-02Y

You can check the current print statuses.

IMPORTANT

- When <Display Job Log> is set to <Off>, you cannot check the print logs. **Display Job Log(P. 497)**

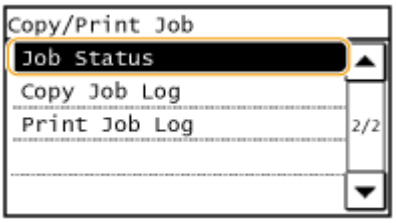
Useful in the Following Cases

- When your documents are not printed for a long time, you may want to see the waiting list of the documents waiting to be printed.
- When you cannot find your printouts that you thought had been printed, you may want to see whether an error has occurred.

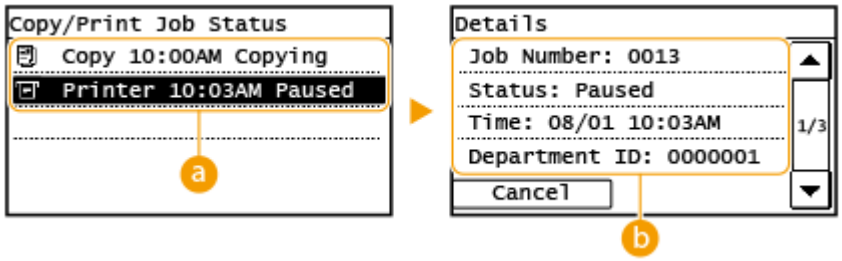
1 **Press** .

2 **Tap <Copy/Print Job>.**

3 **Tap <Job Status>.**



4 **Select the document to check.**



a <Copy/Print Job Status>

Displays a list of the documents that are being processed or are waiting to be processed.

b <Details>

Displays detailed information about the document selected from the list.

LINKS

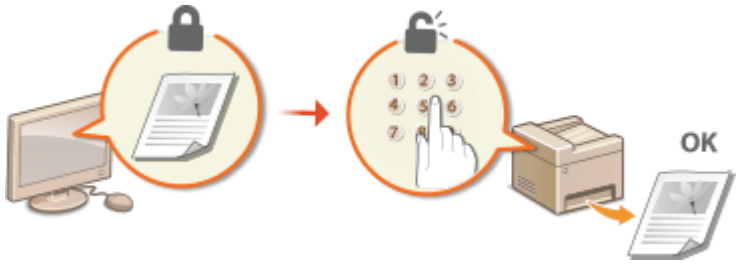
Basic Printing Operations(P. 156)

Canceling Prints(P. 158)

Printing a Document Secured by a PIN (Secure Print)

36WC-03R

By setting a PIN to a document when printing from a computer, the document is held in the memory of the machine, and is not printed until the correct PIN is entered on the control panel of the machine. This function is called "Secure Print," and the document that is protected by a PIN is called a "secured document." Using Secure Print keeps printouts of confidential documents from being left unattended.



Printing via Secure Print(P. 164)

Printing via Secure Print

36WC-03S

This section describes how to print a document from an application as a secured document. The first part of this section describes how to send a secured document to the machine, and the second part of this section describes how to print the secured document on the machine.

Sending a Secured Document from a Computer to the Machine(P. 164)
Printing Out Secured Documents(P. 165)
Changing the Valid Time Period for Secured Documents(P. 165)

Sending a Secured Document from a Computer to the Machine

1 Open a document in an application and display the print dialog box.

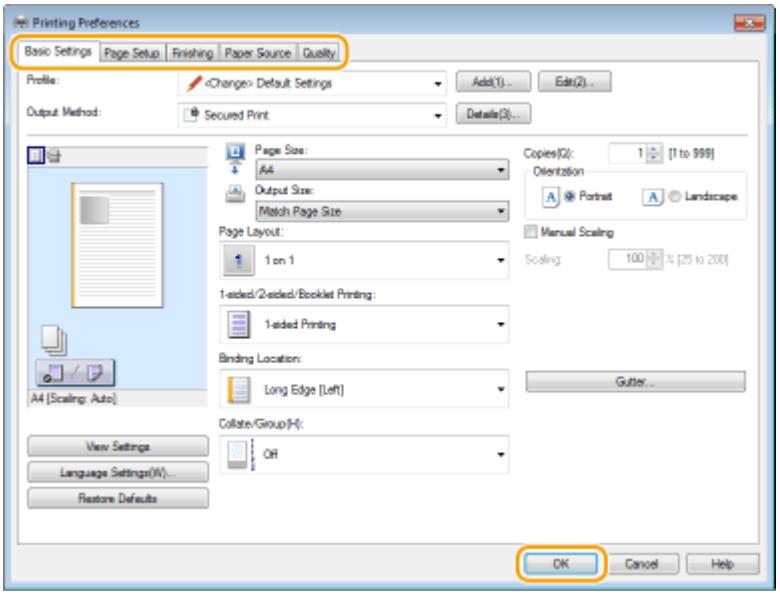
2 Select the printer driver for this machine, and click [Preferences] or [Properties].

3 Select [Secured Print] in [Output Method].

➡ The [Information] pop-up screen is displayed. Check the message, and click [Yes] or [No].

4 Specify the print settings as necessary, and click [OK].

- Switch the tab according to the settings.



5 Click [Print] or [OK].

➡ After the secured document is sent to the machine, it is held in the memory of the machine waiting to be printed.

Printing Out Secured Documents

Prints secured documents sent to the machine. After a valid time period (**Changing the Valid Time Period for Secured Documents(P. 165)**) has elapsed, the secured document will be deleted from the memory of the machine and can no longer be printed.

NOTE

- If secured documents are left unprinted, they occupy the memory and may prevent the machine from printing even ordinary (not secured) documents. Make sure that you print your secured documents as soon as you can.
- You can check how much memory is being used for secured documents.
  ▶ <Device Information> ▶ <Secure Print Memory Usage>

1 Tap <Secure Print> in the <Home> screen.

2 Select the secured document to print.

NOTE:

If a screen to select a user is displayed

- If secured documents from two or more users are stored in memory, the screen for user selection is displayed prior to the screen for file selection. Select your user name.

Deleting a secured document

- You can delete documents. Tap <Delete> ▶ select the secured document to delete ▶ <Yes>.

3 Enter the PIN, and tap <Apply>.

➠ Printing starts.

- If you want to cancel printing, tap <Cancel> ▶ <Yes>.

Changing the Valid Time Period for Secured Documents

You can change the valid time period from the time secured document data is sent to the machine until the time it is deleted within a certain period of time.

1 Tap <Menu> in the <Home> screen.

2 Tap <System Management Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press . **Logging on to the Machine(P. 18)**

3 Select <Secure Print Settings> ▶ <Secure Print Deletion Time>.

NOTE:

When <Secure Print Deletion Time> cannot be selected

- Set <Use Secure Print> to <On>.

Disabling Secure Print

- Set <Use Secure Print> to <Off>.

4 Specify how long the machine holds secured documents, and tap <Apply>.

- The secured document is deleted from the memory of the machine unless it is printed before the time specified here elapses.

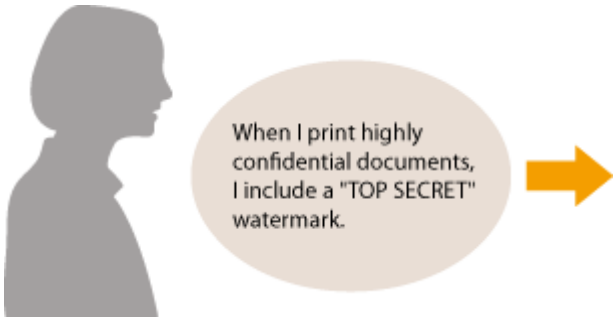
LINKS

Checking the Printing Status(P. 161)
Restricting Printing from a Computer(P. 380)

Configuring Print Settings to Your Needs

36WC-03J

You can register combinations of settings as "profiles" to suit your different printing objectives. Also, you can register the settings that you frequently use as the default settings. Once the default settings are registered, they are displayed automatically in the printer driver screen, and you can skip the operations to specify them and proceed to printing immediately.



Set "TOP SECRET" as a watermark and register it in "profiles." You can then select this watermark from profiles whenever you need it. **Registering Combinations of Frequently Used Print Settings(P. 168)**

Set [2 on 1] as a default setting in the printer driver. From the next print job, every printout page will show 2 pages from the document. **Changing Default Settings(P. 170)**

Registering Combinations of Frequently Used Print Settings

36WC-03K

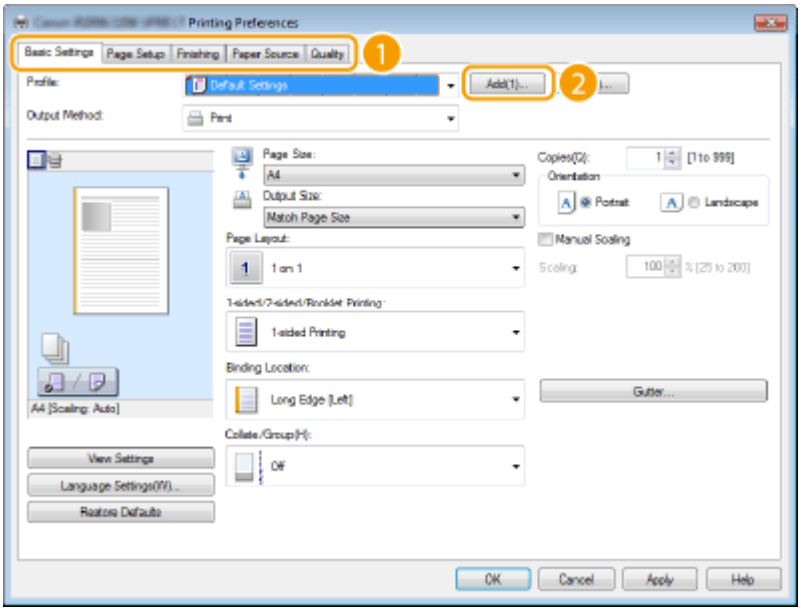
Specifying combinations of settings such as "1-sided landscape orientation on A4 size paper in save toner mode" every time you print is time consuming. If you register your frequently used combinations of print settings as "profiles," you can specify print settings simply by selecting one of the profiles from the list. This section explains how to register profiles and how to print using profiles.

Registering a Profile(P. 168)
Selecting a Profile(P. 169)

Registering a Profile

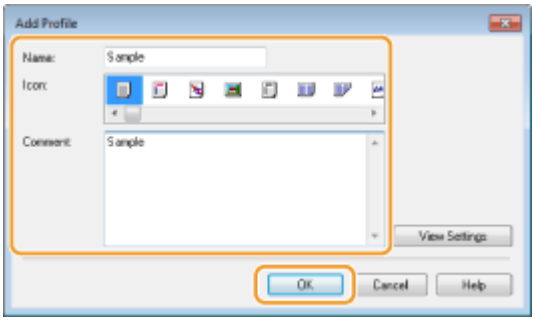
1 Change the settings that you want to register as a profile, and click [Add].

- Make print settings as required on the [Basic Settings], [Page Setup], [Finishing], and [Quality] tabs.



2 Enter a profile name in [Name], select an icon, and then click [OK].

- As necessary, enter comments about the profile in [Comment].
- Click [View Settings] to see the settings that will be registered.



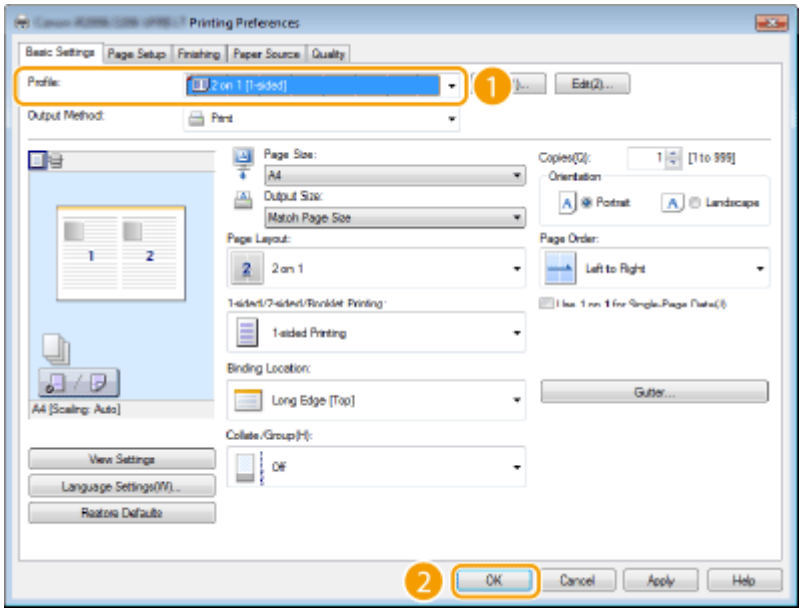
NOTE

Editing a profile

By clicking [Edit] on the right side of [Profile] on the screen shown in step 1, you can change the name, icon, or comment of the profiles you have previously registered. However, you cannot edit the pre-registered profiles.

Selecting a Profile

Simply select the profile that suits your objective, and click [OK].



NOTE

Changing the settings of the currently selected profile

You can change the settings of the currently selected profile. In addition, the changed settings can be registered as another profile.

LINKS

Basic Printing Operations(P. 156)
Changing Default Settings(P. 170)

Changing Default Settings

36WC-03L

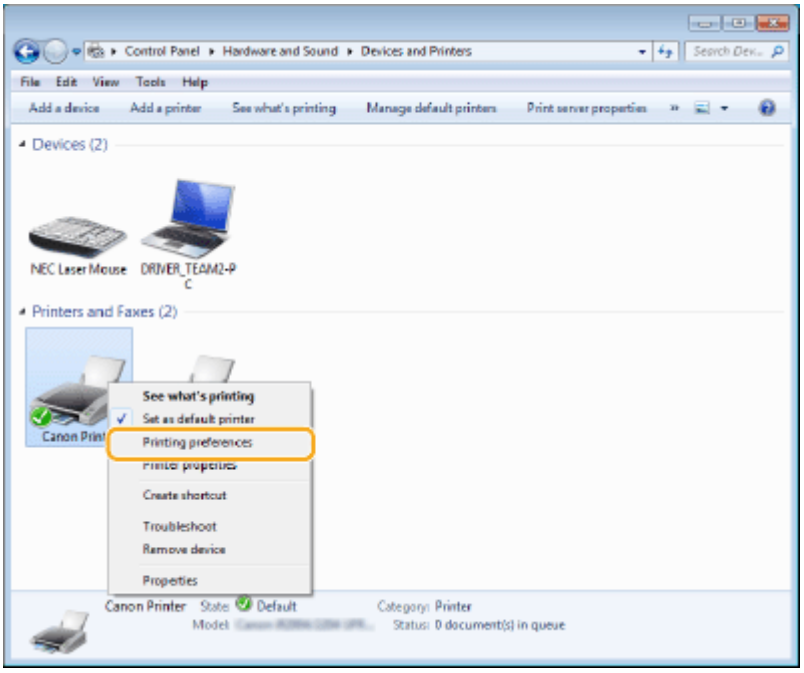
The default settings are the settings that are first displayed whenever you open the print settings screen of the printer driver. You can change these settings to the settings that you use most often. For example, if you always want to print 2 document pages on each printout page, set [2 on 1] as the default page layout setting. From the next time that you open the printer driver screen, the setting will always be [2 on 1], eliminating the need to change this setting every time you make prints.

IMPORTANT

To perform the following procedure, log on to your computer with an administrator account.

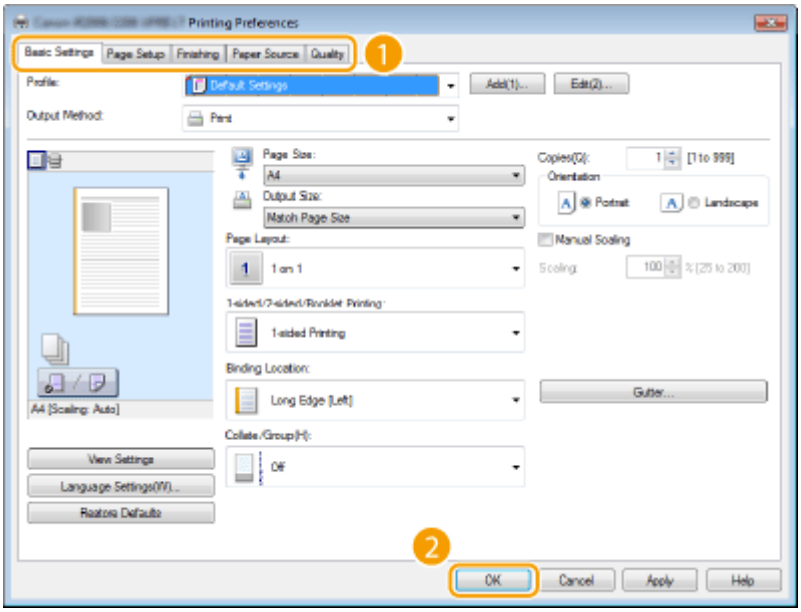
1 Open the printer folder. Displaying the Printer Folder(P. 652)

2 Right-click the icon of the machine and then click [Printing preferences].



3 Change the settings on the printing preferences screen, and click [OK].

- Make print settings as required on the [Basic Settings], [Page Setup], [Finishing], and [Quality] tabs.



LINKS

Basic Printing Operations(P. 156)
Registering Combinations of Frequently Used Print Settings(P. 168)

Using the Machine as a Scanner

Using the Machine as a Scanner 173
Preparing to Use the Machine as a Scanner 174
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Configuring Scan Settings in ScanGear MF 181
Using WSD 182
Convenient Scanning with a Machine-Based Operation 186
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Canceling Sending Documents (E-Mail/Shared Folder) 197
Specifying Detailed Settings 199
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Checking Status and Log for Sent Documents (E-Mail/Shared Folder) 227

Using the Machine as a Scanner

36WC-03U

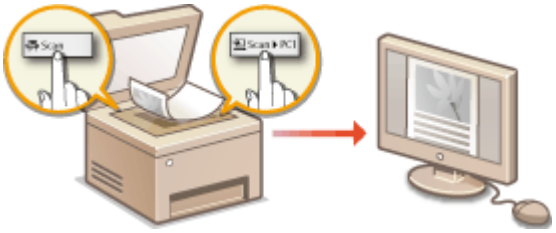
You can scan original documents by using the control panel of the machine or an application on a computer. Whichever way you use, the scanned documents are converted into electronic file formats such as PDFs. Use the scan function to convert large-volume paper documents into files so that you can organize them easily.

NOTE

- To use this machine as a scanner, you must complete preparations in advance, including installation of software to a computer. For more information, see the manuals for the relevant drivers or software on the online manual website. To connect the machine to your computer via a network, you must register the machine to the installed software. **Preparing to Use the Machine as a Scanner(P. 174)**
- Depending on the operating system and the version of the scanner driver or applications you are using, the screens in this manual may differ from your screens.

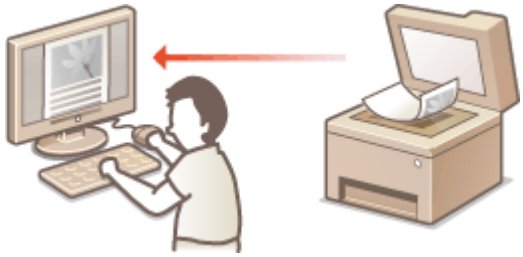
■Scanning from the Machine

You can scan and save documents to your computer by using the control panel of the machine. You can also send documents as e-mail attachments.
Scanning from the Machine(P. 175)
Convenient Scanning with a Machine-Based Operation(P. 186)



■Scanning from a Computer

You can scan documents placed on the machine from a computer. The scanned documents are saved to the computer. You can scan using MF Scan Utility (included with the machine), or with other applications such as an image-processing or word-processing application. **Scanning from a Computer(P. 178)**



Scanning from Mobile Devices

- Linking mobile devices such as smartphones or tablets to this machine provides a quick and easy way to scan originals set on this machine. **Linking with Mobile Devices(P. 230)**

Preparing to Use the Machine as a Scanner

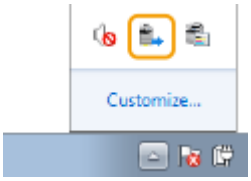
36WC-03W

To use this machine as a scanner, you must complete preparations in advance, including installation of software to a computer. For more information, see the manuals for the relevant drivers on the online manual website. In Windows, when connecting this machine to a computer via a wireless or wired LAN, you need to register this machine in "MF Network Scanner Selector" using the following procedure. This procedure is not required if the machine and your computer are connected via USB.

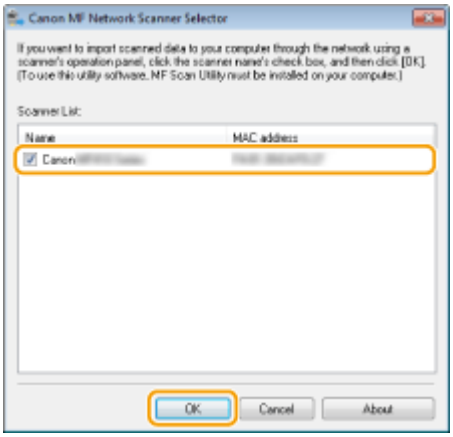
IMPORTANT

- The scan function is not available if the machine and your computer are connected in an IPv6 environment. Use IPv4 or a USB connection.
- When using the machine with a USB connection, exit sleep mode before scanning. **Entering Sleep Mode(P. 66)**

1 Click in the system tray.



2 Select the check box for the machine, and click [OK].



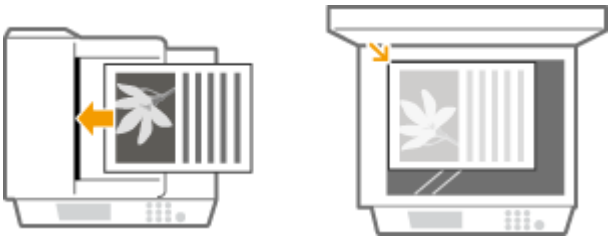
- Up to ten computers can be connected at a time on a network to one product (scanner).

Scanning from the Machine

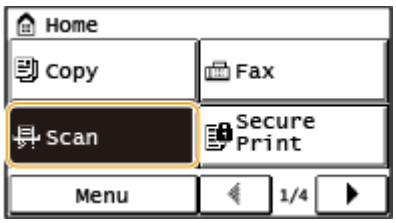
36WC-03X

The sequence of "scanning a document and saving it to a computer" can only be done when scanning from the machine. Scan while specifying what computer documents will be saved to; whether to scan documents in color or black and white; whether to save documents as PDFs or JPEGs; and other settings.

1 Place the document(s). Placing Documents(P. 26)

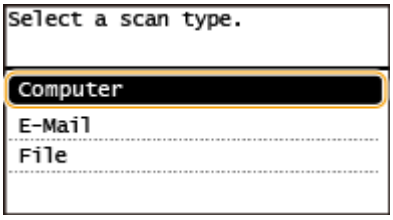


2 Press and tap <Scan>.



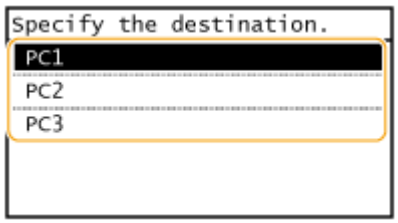
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. Logging on to the Machine(P. 18)

3 Tap <Computer>.

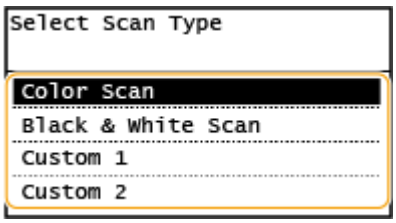


4 Select the destination computer.

- This screen is not displayed if only a computer is connected to the machine via USB.



5 Select the scan type.



Scan type	Color	Resolution	File format
<Color Scan>	Color	300 dpi	JPEG (Exif)
<Black & White Scan>	Black and white*1	300 dpi	PDF (searchable*2)
<Custom 1>	Color	300 dpi	JPEG (Exif)
<Custom 2>	Color	300 dpi	JPEG (Exif)

*1 Documents are scanned in black and white only, with no intermediate shades of gray.

*2 A PDF format where characters on the document are scanned as text data and the text can be searched using a computer.

NOTE:

To change settings

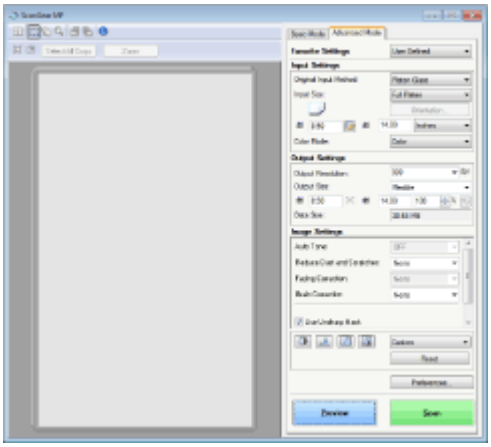
- The settings in the table above are all factory default settings. You can change settings from MF Scan Utility. For more information, click [Instructions] on MF Scan Utility.
- If you are a macOS user, see the manuals for the relevant drivers or software on the online manual website.

6 Press .

- Scanning starts.
- To cancel, tap <Cancel> ▶ <Yes>.

IMPORTANT:

You cannot scan while the ScanGear MF is displayed. Close the screen before scanning.



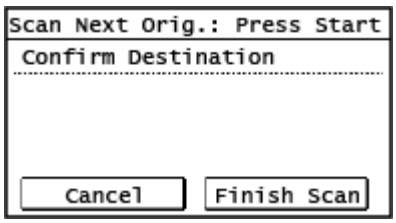
■When placing documents in the feeder in step 1

When scanning is complete, the save destination folder is displayed on the computer.

■When placing documents on the platen glass in step 1

When scanning is complete, follow the procedure below (when file format is PDF).

1. If there are additional pages of documents to be scanned, place the next document on the platen glass, and press .



- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2. Tap <Finish Scan>.
   - The save destination folder is displayed on the computer.

NOTE

About the save destination folder

- By default, the scanned data is saved to the [My Documents] folder. A subfolder named with the scanning date is created, and the data is saved to that folder.
- You can change the save destination from the MF Scan Utility. For more information, click [Instructions] on MF Scan Utility.

TIPS

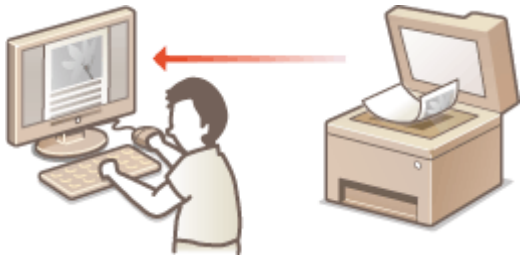
Other useful scanning functions

- You can send scanned documents by e-mail. The documents can also be saved to shared folders. You can accomplish these functions directly from the machine.
  Sending Documents as E-Mails Directly from the Machine(P. 187)
  Saving Documents Directly in Shared Folder(P. 194)

Scanning from a Computer

36WC-03Y

There are three ways to scan from a computer: using MF Scan Utility, using an application such as an image-processing or word-processing application, and using WSD.



Scanning Using MF Scan Utility

MF Scan Utility is an application included with the machine that enables you to scan documents or images to a computer. You can forward the scanned data to a specified application, or attach it to an e-mail message. For more information, click [Instructions] on MF Scan Utility.

NOTE

- If you are a macOS user, see the manuals for the relevant drivers or software on the online manual website.

Scanning Using an Application

You can scan images by using an application such as a word-processing or image-processing application, and load the images directly into the application. You do not need to start another application to scan.

Using WSD to Scan

Even if you do not have a dedicated scanner driver, you can scan a document easily from a computer using the WSD function available for Windows. **Using WSD(P. 182)**

Scanning Using an Application

36WC-042

You can scan originals from applications such as image-processing or word-processing software. The scanned image is directly loaded in the application, allowing you to edit or process the image immediately. The following procedure varies depending on the application.

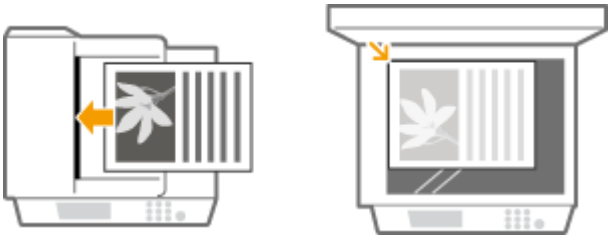
IMPORTANT

- The application must be compatible with TWAIN or WIA*. For more information, see the instruction manual for your application.

* TWAIN is a standard for connecting image input devices, such as scanners, with computers. WIA is a function that is an integrated standard in Windows.

- When using the machine with a USB connection, exit sleep mode before scanning. **Entering Sleep Mode(P. 66)**

1 Place the document(s). Placing Documents(P. 26)



IMPORTANT:

- The second or subsequent documents may not be scanned, or an error message may be displayed depending on the application. In such a case, place and scan one document at a time.
- When <Auto Online for Remote Scan> is set to <Off>, you must tap <Scan> ▶ <Remote Scanner> in the <Home> screen to bring the machine online. **Auto Online for Remote Scan(P. 496)**

2 From the application, select the start scan command.

- The procedure for selecting the start scan command varies depending on the application. For more information, see the instruction manual for your application.

3 Select the scanner driver for the machine.

- Select ScanGear MF or WIA. If you select ScanGear MF, you can configure advanced scan settings.

4 Configure the scan settings as necessary.

5 Click [Scan].

- Scanning starts.
- When scanning is complete, the scanned image is forwarded to an application.

LINKS

Configuring Scan Settings in ScanGear MF(P. 181)

Configuring Scan Settings in ScanGear MF

36WC-043

You can use ScanGear MF to configure advanced scan settings when you scan. The way of starting ScanGear MF differs depending of the way of scanning from the computer.

Starting from MF Scan Utility

When scanning from MF Scan Utility, click [ScanGear] to start ScanGear MF. For more information, click [Instructions] on MF Scan Utility.

NOTE

- If you are a macOS user, see the manuals for the relevant drivers or software on the online manual website.

Starting from an application

To scan from applications such as image-processing or word-processing software, select ScanGear MF as scanner driver. **Scanning Using an Application(P. 179)**

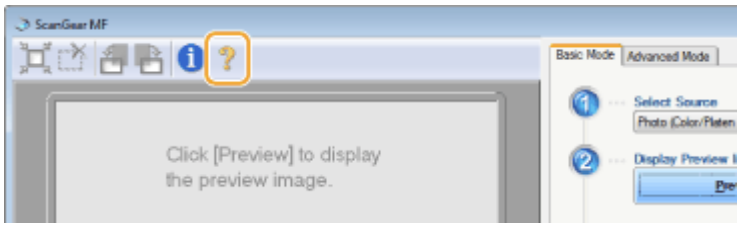
TIPS

Operations available with ScanGear MF

- Previewing the image before scanning
- Specifying the scanning area
- Finely adjusting the image quality

How to use ScanGear MF

- Click ? for ScanGear MF, and see help.



Using WSD

36WC-046

"WSD (Web Services on Devices)" is a function to search devices located on the network. Using WSD enables you to automatically find the machine on the network from a computer, and start scanning the document on the machine. This function is called "WSD Scan." You need to complete some procedures before using WSD Scan.

■ Preparing for WSD Scan

From the control panel

1 **Tap <Menu> in the <Home> screen.**

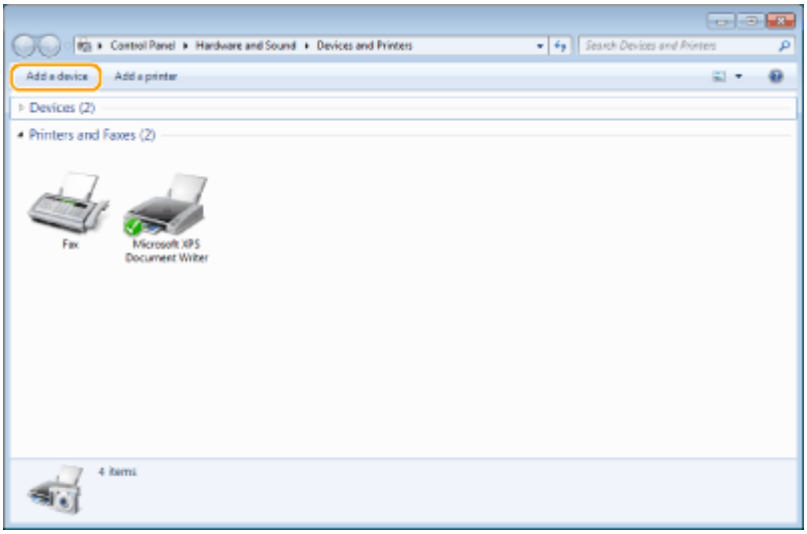
2 **Tap <Network Settings> ▶ <TCP/IP Settings> ▶ <WSD Settings> ▶ <WSD Scan Settings>.**

3 **Select <On> in <Use WSD Scan> and then select <On> in <Use Computer Scan>.**

From a computer

4 **Click [Start] ▶ [Devices and Printers].**

5 **Click [Add a device].**



6 **Select this machine and click [Next].**

- Follow the on-screen instructions to operate.

NOTE:

- If this machine is not displayed, a Firewall setting problem may exist. For more information, see the instruction manual of the computer.

■Scanning Originals Using WSD (WSD Scan)

From the control panel

NOTE

Whe n <Auto Online for Remote Scan> is set to Off

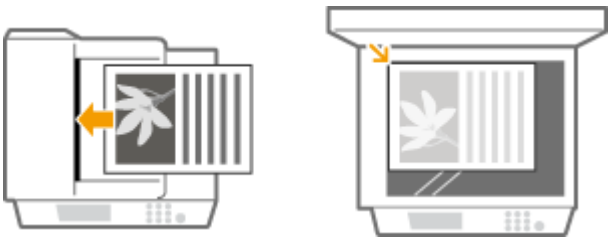
Tap <Scan> ▶ <Remote Scanner> in the <Home> screen to bring the machine online before operating the machine. **System Management Settings(P. 492)**

Scanning is not possible in the following instances.

- During printing, copying, faxing, etc.
- When importing/exporting the Address Book
- When cleaning the fixing assembly
- When paper is jammed in the feeder
- When the front cover is open
- When the machine is waiting for a wireless LAN connection or Direct Connection

Scan after these operations are completed or remedying the error.

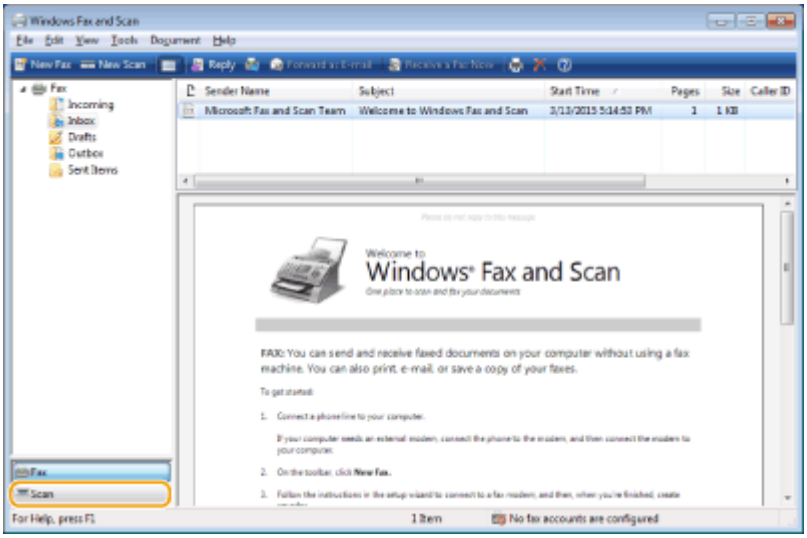
1 Place the document. Placing Documents(P. 26)



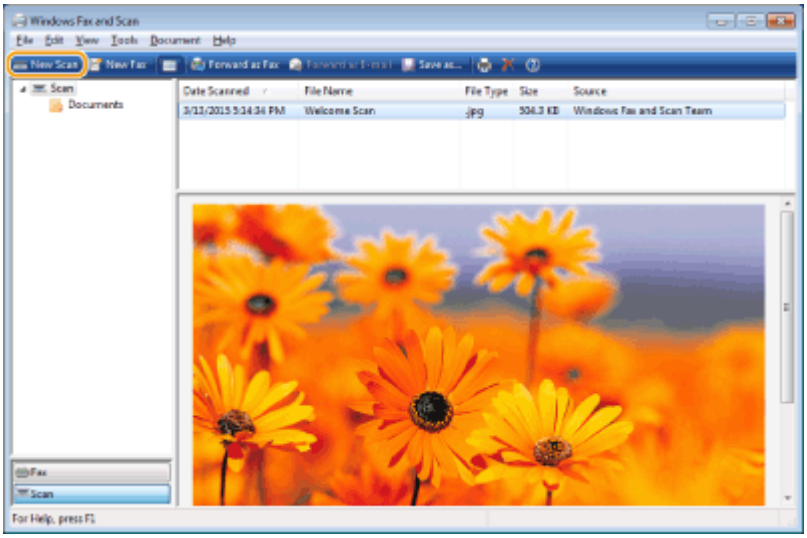
From a computer

2 Click [Start] ▶ [All Programs] ▶ [Windows Fax and Scan].

3 Click [Scan].



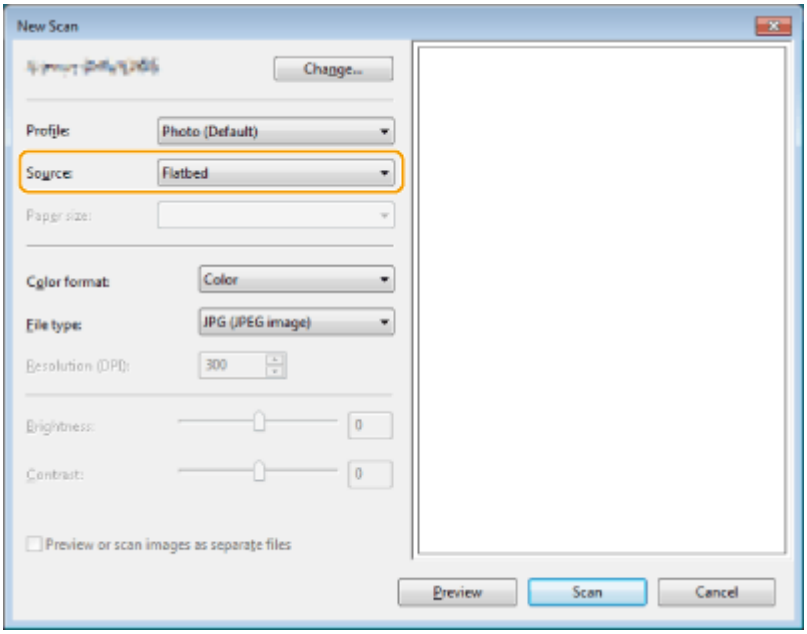
4 Click [New Scan].



- When the [Select Device] dialog box is displayed, select the machine and click [OK].

5 From the [Source] drop-down list, select the location where the document is placed.

- When placing the document on the platen glass, select [Flatbed]. When placing in the feeder, select [Feeder (Scan one side)] or [Feeder (Scan both sides)].



6 Specify the scan settings as necessary.

- Selecting the type of document from the [Profile] drop-down list enables you to make adjustments for the optimal image quality. For documents mainly consisting of text, select [Document]. For documents consisting of photographs only, select [Photo (Default)].
- From the [File type] drop-down list, select the file format for the document to be scanned and saved.
- To check the document image with the specified settings reflected, click [Preview].

7 Click [Scan].

➠ Scanning a document starts.

- When scanning is complete, the scanned document is displayed in the list of files on the [Windows Fax and Scan] screen and saved in the [Scanned Documents] folder of [Documents].

NOTE

Registering frequently used scan settings

- If you always scan with the same settings, follow the procedures below to register the settings. You can easily and conveniently recall them when scanning.
  Select [Add profile] from the [Profile] drop-down list ▶ Specify the scan settings you want to register ▶ Enter a name in the [Profile name] text box ▶ Click [Save Profile]

Sending the document to a computer using WSD

- You can also send the scanned document to computers on the network that support WSD. In this case, tap <Scan> on the <Home> screen ▶ select the computer you want to send to ▶ tap . The [Windows Fax and Scan] screen and the folder open in the computer, and the scanned document is displayed.

Convenient Scanning with a Machine-Based Operation

36WC-047

The machine can convert original documents into electronic file formats such as PDF without using a computer. There are many advantages to digitizing documents. A variety of useful settings are available to suit your needs.

NOTE

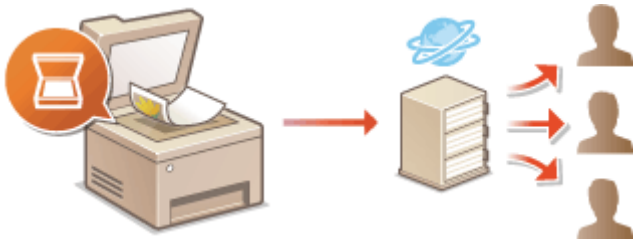
- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

Sending Documents as E-Mails Directly from the Machine

You can save scanned documents as JPEG images, PDF files or in other digital file formats and send them directly from the machine as e-mail attachments. You can work more efficiently because this feature eliminates the need to use your computer to send scanned documents. **Sending Documents as E-Mails Directly from the Machine(P. 187)**

Saving Documents Directly in Shared Folder

You can save scanned documents as JPEG images, PDF files or in other digital file formats and store them in shared folders on computers. This feature is helpful when digitalizing paper documents for sharing. **Saving Documents Directly in Shared Folder(P. 194)**



Sending Documents as E-Mails Directly from the Machine

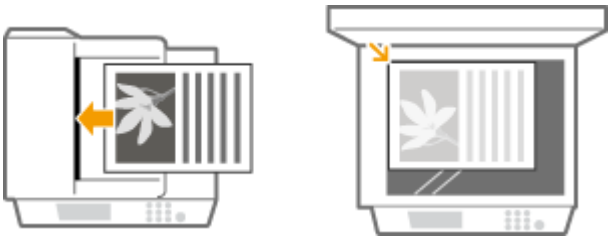
36WC-048

This section describes how to scan documents and send them as e-mails directly from the machine. Scanned documents are sent as e-mail attachments in JPEG, PDF, or other digital file formats. You can specify multiple destinations, including Cc/Bcc destinations, just like you can when sending normal e-mails.

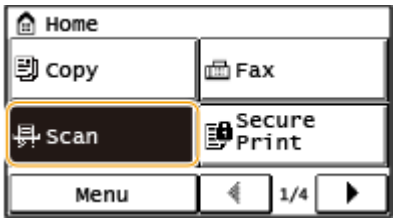
NOTE

- To send e-mails directly from the machine, you must complete preparations in advance, including specification of mail server settings. **Configuring Scan Settings (Sending E-Mail)(P. 297)**
- When you specify multiple destinations, the second and following destinations must be ones registered in the Address Book. As for Cc and Bcc, you can only specify destinations registered in the Address Book. To use the Address Book, you must complete the necessary registration procedure in advance. **Registering in the Address Book(P. 49)**

1 Place the document(s). Placing Documents(P. 26)

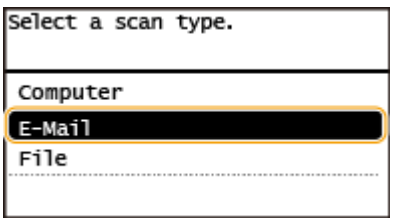


2 Press and tap <Scan>.



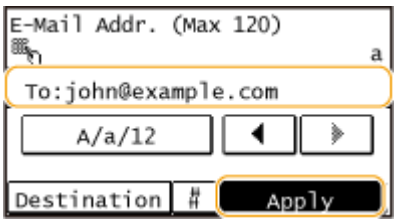
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

3 Tap <E-Mail>.



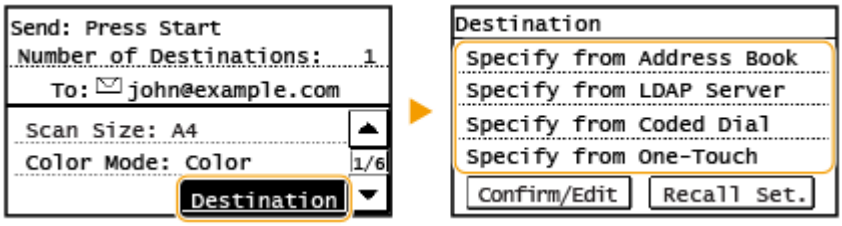
4 Enter the destination using the numeric keys, and tap <Apply>.

- On how to enter text, see **Entering Text(P. 24)** .
- To use the Address Book to quickly specify destinations: **Sending Using Registered Destinations (E-Mail/ Shared Folder)(P. 209)**



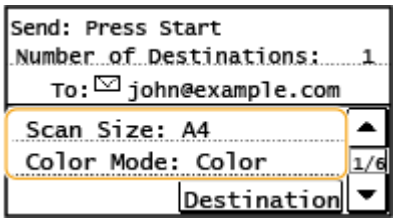
5 Specify multiple destinations, including Cc/Bcc destinations, as necessary.

- Tap <Destination>, and select the method for specifying destinations.



6 Specify the scanning settings as necessary.

- Tap the settings. **Specifying Detailed Settings(P. 199)**



NOTE:

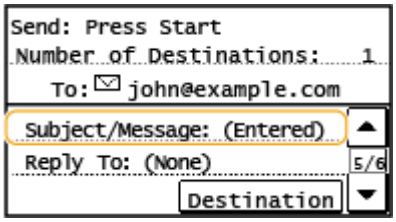
- The file name of a scanned document is automatically assigned based on the following format: "communication management number (four digits)_sent date and time_document number (three digits).file extension."

  Example of file names: If a one-page document is converted into a PDF file and sent on October 17, 2015 at 07:00:05 P.M.

  "0045_151017190005_001.pdf"
- You cannot specify file names yourself.

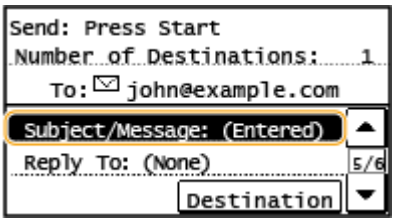
7 Specify the subject, body, reply-to address, and priority for the e-mail as necessary.

- The subject and the priority are set to "Attached Image" and "Standard" respectively by default.
- The body is not set by default. Enter it as necessary. Without the body text, only scanned documents are sent.
- The reply-to address is not set by default. If you want to display the reply-to address differently from that of the machine, specify the address from among those registered in the Address Book. If no destination is registered in the Address Book, see **Registering in the Address Book(P. 49)** .

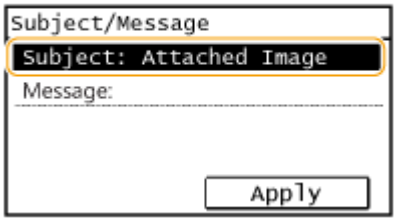


■To specify subject/body

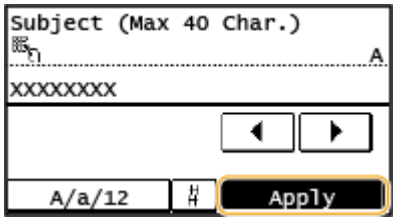
1 Tap <Subject/Message>.



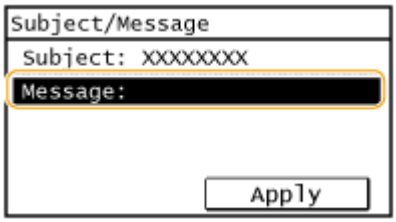
2 Tap <Subject>.



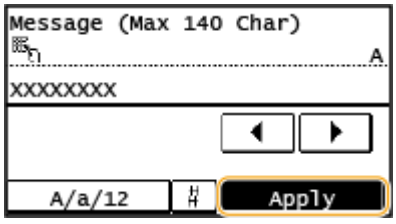
3 Enter the subject using the numeric keys, and tap <Apply>.



4 Tap <Message>.



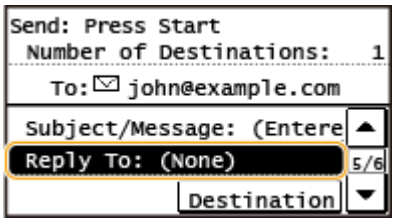
5 Enter the body using the numeric keys, and tap <Apply>.



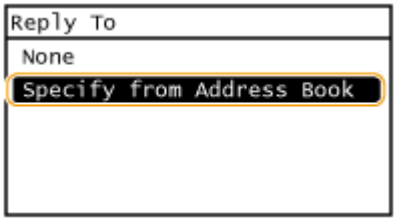
6 Tap <Apply>.

■To specify reply-to address

1 Tap <Reply To>.

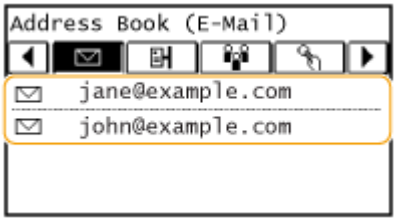


2 Tap <Specify from Address Book>.



3 Select a reply-to address from the Address Book.

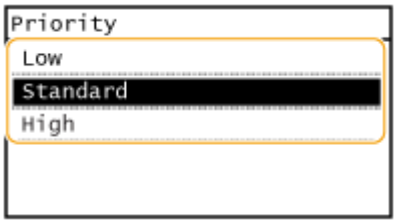
- For instructions on how to use the Address Book, see **Specifying from Address Book(P. 210)** .



■To specify priority

1 Tap <Priority>.

2 Select a priority level.



8 Press to start sending.

➡ Scanning of the document starts.

- To cancel sending, tap <Cancel> ▶ <Yes>. **Canceling Sending Documents (E-Mail/Shared Folder) (P. 197)**

■When placing documents in the feeder in step 1

When scanning is complete, the e-mail is sent.

■When placing documents on the platen glass in step 1

When scanning is complete, follow the procedures below (except if you selected JPEG as a file format in step 6).

1. If there are additional pages of documents to be scanned, place the next document on the platen glass, and press .
   - Repeat this step until you finish scanning all of the pages.
   - When there is only one page to be scanned, proceed to the next step.
2. Tap <Start TX>.

   ➡ The e-mail is sent.

If a Send Error Occurs

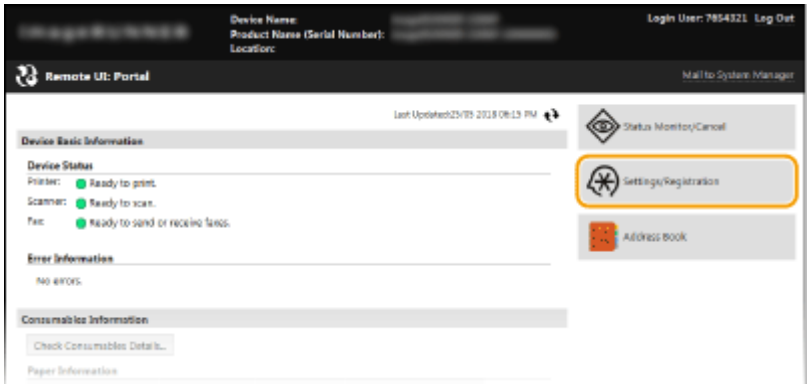
Error notifications are sometimes sent to the e-mail address set to the machine. If you leave it as-is, it may result in an insufficient remaining capacity of mailbox depending on your mail server. It is recommended that you clear the mailbox periodically.

■To clear the mailbox

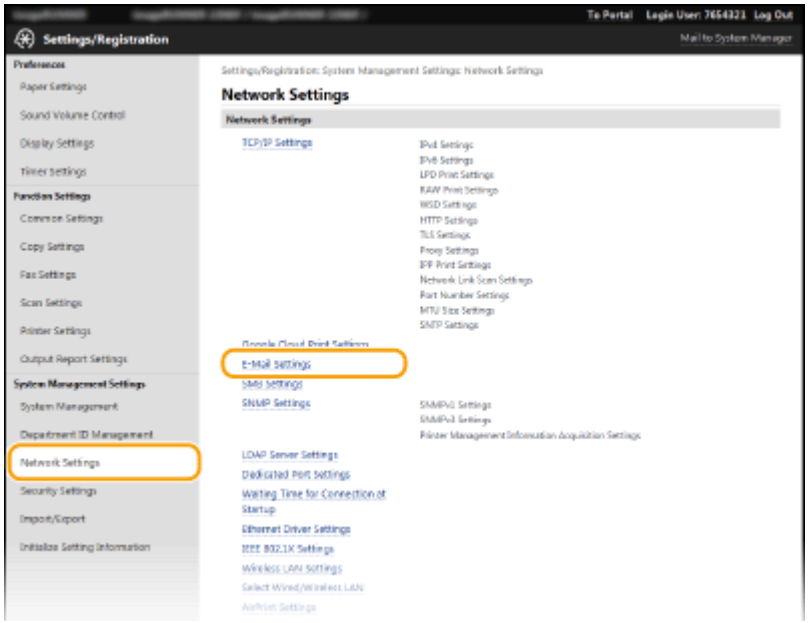
IMPORTANT:

- When the mailbox is cleared, all e-mail in the server mailbox is deleted. When you specify the e-mail account that you use usually, you should first check whether any e-mail in the mailbox needs to be kept.

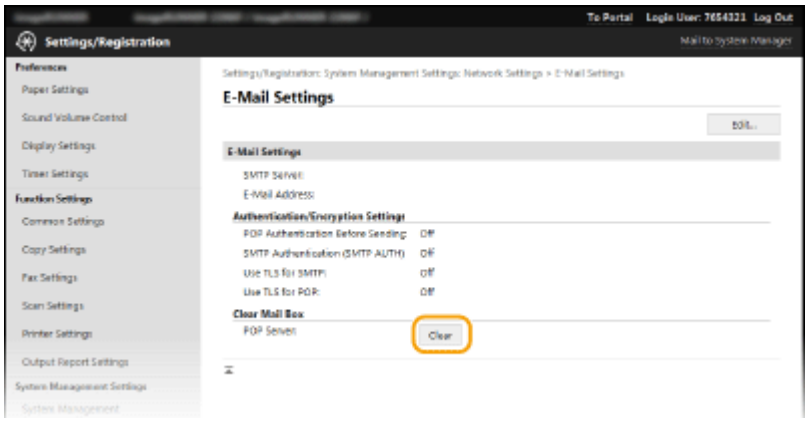
1. Start the Remote UI and log on in System Manager Mode. **Starting Remote UI(P. 409)**
2. Click [Settings/Registration].



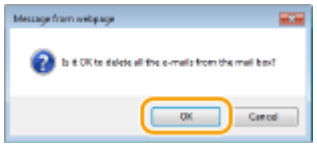
3 Click [Network Settings] ▶ [E-Mail Settings].



4 Click [Clear] in [Clear Mail Box].



5 Read the message that is displayed, and click [OK].



➠ E-mail is deleted from the mailbox.

TIPS

- If you always want to scan with the same settings: **Changing Default Settings(P. 225)**

- If you want to specify the e-mail sender name: **Register Unit Name (E-Mail)(P. 476)**

LINKS

Checking Status and Log for Sent Documents (E-Mail/Shared Folder)(P. 227)

Saving Documents Directly in Shared Folder

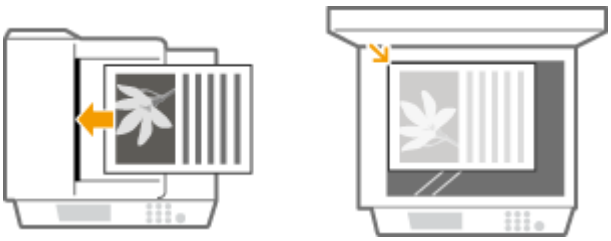
36WC-049

This section describes how to scan documents and save them to a shared folder directly from the machine. Scanned documents are saved as JPEG images, PDF files or in other digital file formats.

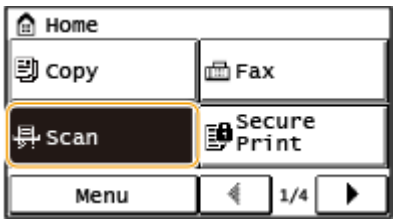
NOTE

- To save documents directly to a shared folder, you must complete preparations in advance, including specification of the save destination.
  Configuring the Machine for Scanning to Shared Folders(P. 306)
- Available destinations for shared folders are limited to the destinations registered in the Address Book. To specify a destination using the Address Book, it is necessary to register the destinations for shared folders beforehand.
  Setting a Shared Folder as a Save Location(P. 307)
  Registering Address Book from Remote UI(P. 426)
- You can only specify one destination at a time.

1 Place the document(s). Placing Documents(P. 26)

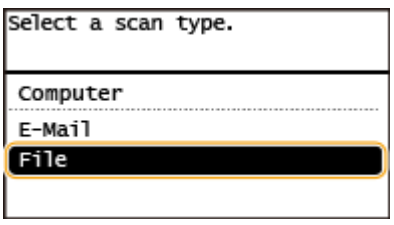


2 Press and tap <Scan>.



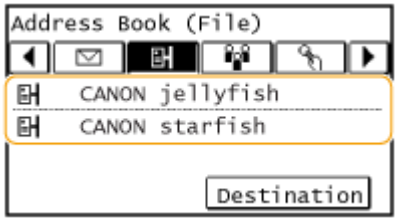
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

3 Tap <File>.



4 Select a destination from the Address Book.

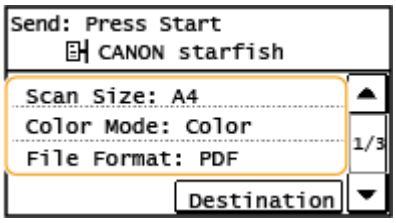
- For instructions on how to use the Address Book, see **Specifying from Address Book(P. 210)** .



- Selecting destinations directly by entering coded dial numbers. You can also specify previously used destinations.
  Selecting Destinations Directly by Entering Coded Dial Numbers(P. 213)
  Specifying Previously Used Destinations(P. 218)

5 Specify the scanning settings as necessary.

- Tap the settings. **Specifying Detailed Settings(P. 199)**



NOTE:

- The file name of a scanned document is automatically assigned based on the following format: "communication management number (four digits)_sent date and time_document number (three digits).file extension name."

  Example of file names: If a one-page document is converted into a PDF file and sent on October 17, 2015 at 07:00:05 P.M.

  "0045_151017190005_001.pdf"

- You cannot specify file names yourself.

6 Press to start scanning.

➡ Scanning of the document starts.

- To cancel scanning, tap <Cancel> ▶ <Yes>. **Canceling Sending Documents (E-Mail/Shared Folder) (P. 197)**

■When placing documents in the feeder in step 1

When scanning is complete, the documents are scanned to the shared folder.

■When placing documents on the platen glass in step 1

When scanning is complete, follow the procedures below (except if you selected JPEG as a file format in step 5).

1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press .

- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 Tap <Start TX>.

➠ The documents are scanned to the shared folder.

TIPS

- If you always want to scan with the same settings: **Changing Default Settings(P. 225)**

LINKS

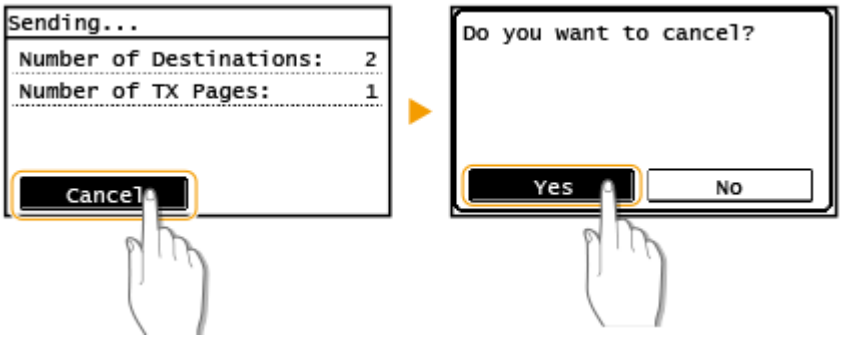
Checking Status and Log for Sent Documents (E-Mail/Shared Folder)(P. 227)

Canceling Sending Documents (E-Mail/Shared Folder)

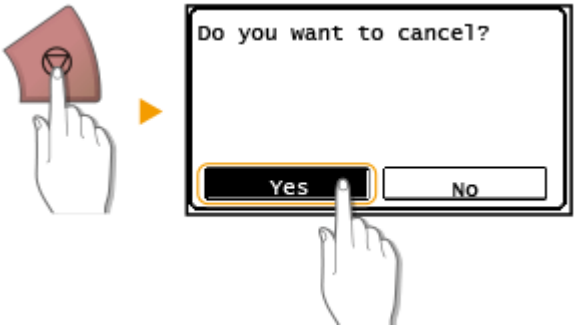
36WC-04A

If you want to cancel sending documents immediately after pressing , tap <Cancel> on the display or press . You can also cancel sending documents after checking the sending status.

■Use <Cancel> to Cancel

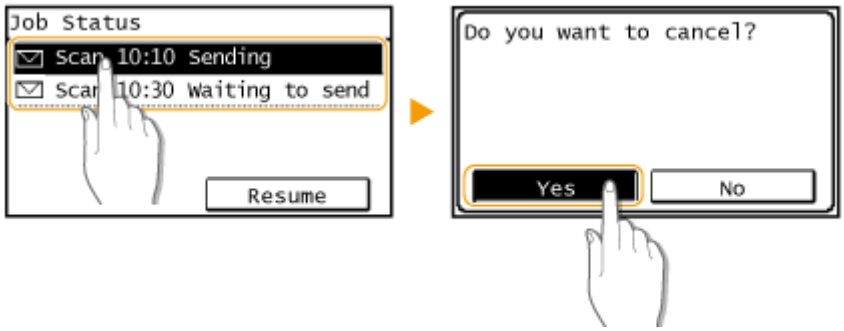


■Press to Cancel

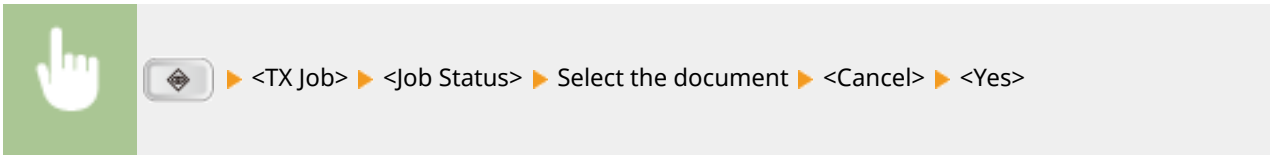


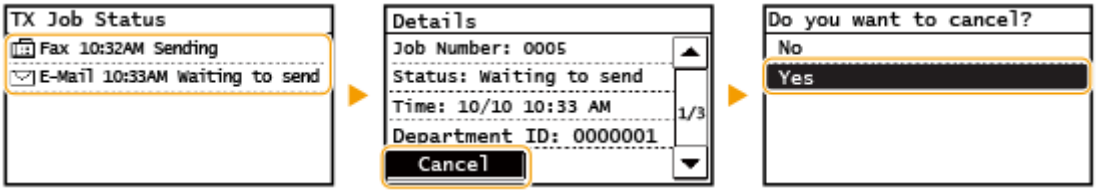
If the Screen Displays a List of Documents When Is Pressed

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



■Check the Transmission Status before Canceling





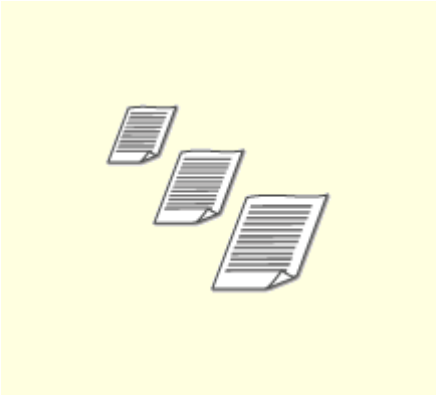
LINKS

- **Sending Documents as E-Mails Directly from the Machine(P. 187)**
- **Saving Documents Directly in Shared Folder(P. 194)**
- **Checking Status and Log for Sent Documents (E-Mail/Shared Folder)(P. 227)**

Specifying Detailed Settings

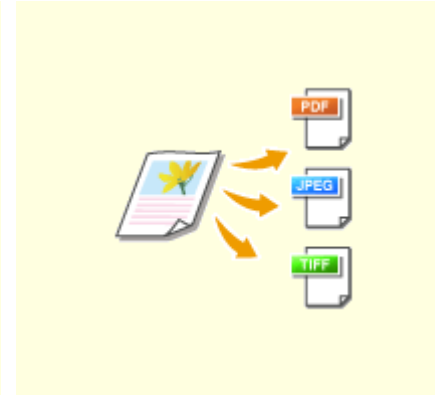
36WC-04C

This section describes the settings available when scanning documents. These settings include specifying the file format into which documents are converted and adjusting density to improve the appearance of scanned documents as well as the basic settings such as specifying the document orientation or scanning size.

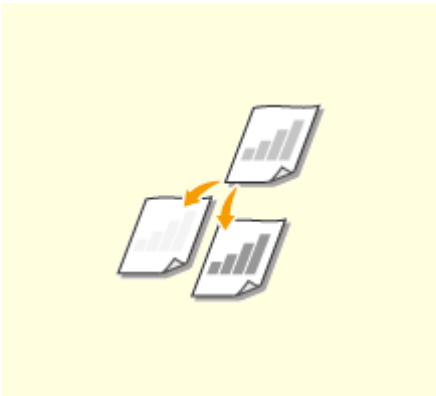


Specifying a Scanning Size(P. 200)

Setting Color Mode(P. 201)

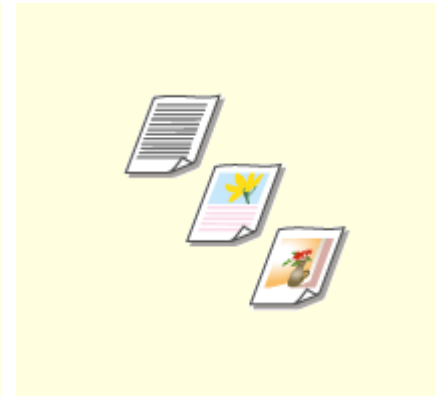


Selecting a File Format(P. 202)

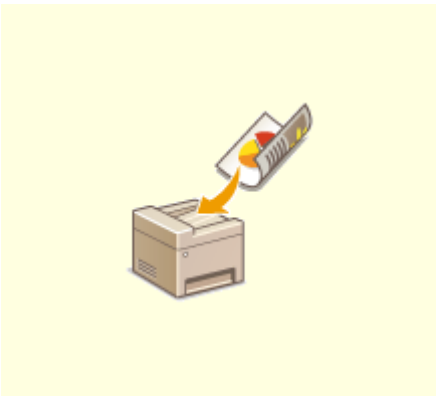


Adjusting Density(P. 203)

Specifying Orientation of Your Document(P. 204)

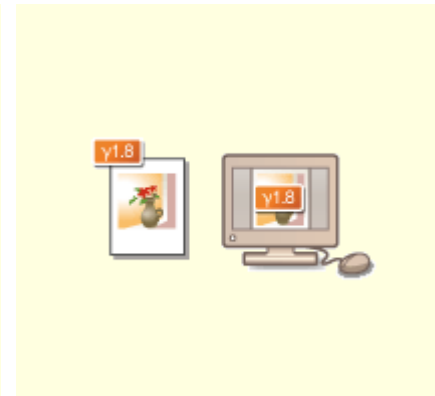


Selecting Document Type(P. 205)



Scanning 2-Sided Documents (P. 206)

Adjusting Balance between File Size and Image Quality(P. 207)



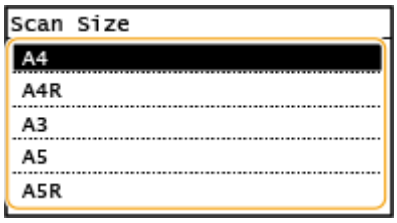
Setting Gamma Values(P. 208)

Specifying a Scanning Size

36WC-04E

You can specify the scanning size of your documents.

<Scan> ▶ Specify a destination with <E-Mail>/<File> ▶ <Scan Size> ▶ Select the document size



LINKS

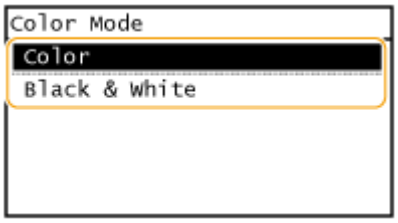
Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Setting Color Mode

36WC-04F

You can specify whether to scan documents in color or black and white.

<Scan> ▶ Specify a destination with <E-Mail>/<File> ▶ <Color Mode> ▶ Select the color mode



LINKS

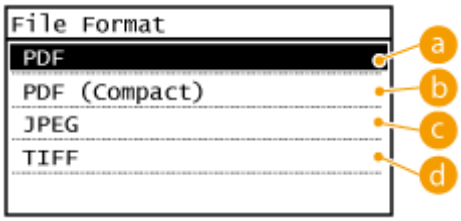
Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Selecting a File Format

36WC-04H

You can select the file format to which documents are scanned, from PDF/JPEG/TIFF. For PDF, you can select a highly compressed PDF file with a reduced file size.

<Scan> ▶ Specify a destination with <E-Mail>/<File> ▶ <File Format> ▶ Select a file format



a <PDF>

Converts a scanned document into a PDF file with no file size reduction.

b <PDF (Compact)>

Converts a scanned document into a PDF file with a reduced file size than that of <PDF>.

c <JPEG>

The scanned document is converted into a JPEG file.

d <TIFF>

The scanned document is converted into a TIFF file.

NOTE

- If you select JPEG in <File Format> and try to scan a document from the platen glass, you can only scan one page. To scan a multiple-page document all at once, use the feeder. Each page of the document is saved as a separate file. If you select TIFF or PDF, you can scan multiple-page documents either from the platen glass or from the feeder and the whole of the scanned document is saved as one file.
- <PDF (Compact)> compresses photos and illustrations on documents more than <PDF>. The file will be smaller, but the image quality of some documents or the number of documents that can be scanned at once may be lower.

LINKS

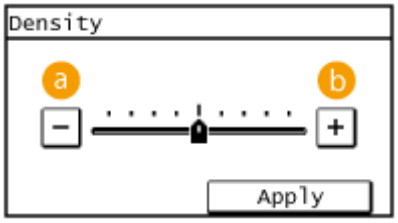
Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Adjusting Density

36WC-04J

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

<Scan> ▶ Specify a destination with <E-Mail>/<File> ▶ <Density> ▶ Adjust the density ▶ <Apply>



a <->

Decreases the density.

b <+>

Increases the density.

LINKS

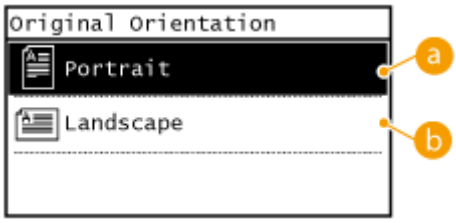
Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Specifying Orientation of Your Document

36WC-04K

You can specify portrait or landscape orientation.

<Scan> ▶ Specify a destination with <E-Mail>/<File> ▶ <Original Orientation> ▶ Select the document type



a <Portrait>

Select for documents with portrait orientation.

b <Landscape>

Select for documents with landscape orientation.

LINKS

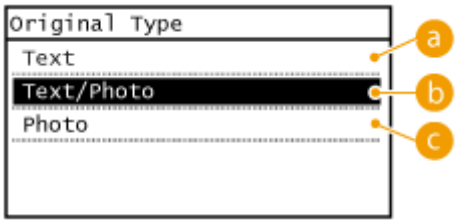
Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Selecting Document Type

36WC-04L

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

<Scan> ▶ Specify a destination with <E-Mail>/<File> ▶ <Original Type> ▶ Select the document type



a <Text>

Suitable when scanning documents that only contain text.

b <Text/Photo>

Suitable when scanning documents that contain both text and photos.

c <Photo>

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

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Scanning 2-Sided Documents

36WC-04R

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

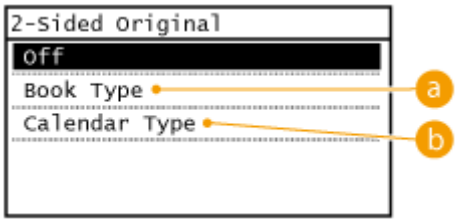
IMPORTANT

- The machine cannot scan both sides of documents automatically when the documents are placed on the platen glass.
- When using the machine with a USB connection, exit sleep mode before scanning. **Entering Sleep Mode(P. 66)**

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional DADF-AY is attached.

<Scan> ▶ Specify a destination with <E-Mail>/<File> ▶ <2-Sided Original> ▶ Select <Book Type> or <Calendar Type>



a <Book Type>

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

b <Calendar Type>

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

LINKS

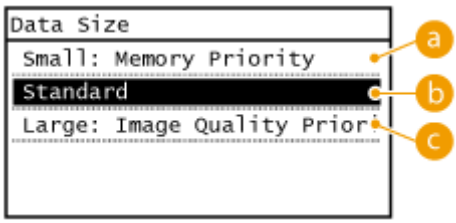
Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Adjusting Balance between File Size and Image Quality

36WC-04S

You can specify the file compression ratio when converting scanned documents into the JPEG format. <Small: Memory Priority> makes the compression ratio higher than normal to create smaller files with lower image quality. On the other hand, <Large: Image Quality Priority> makes the compression ratio lower than normal larger files with higher image quality.

<Scan> ▶ Specify a destination with <E-Mail>/<File> ▶ <Data Size> ▶ Specify the setting



a <Small: Memory Priority>

The data size is highly compressed and reduced, but the image quality becomes low.

b <Standard>

The compression ratio and the image quality are adjusted to an intermediate setting between <Small: Memory Priority> and <Large: Image Quality Priority>.

c <Large: Image Quality Priority>

The image quality improves, but the data compression ratio decreased and data size becomes large.

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)
Selecting a File Format(P. 202)

Setting Gamma Values

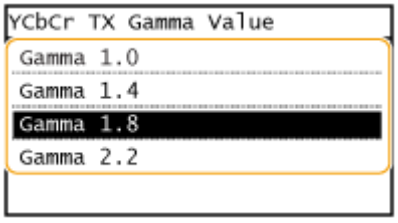
36WC-04U

The scanned documents are converted into the specified file formats. At that time, you can specify the gamma values to apply to the documents. You can specify the same gamma value as that of the monitor which is to be used for viewing the converted files so the files are displayed with brightness true to the original documents.

NOTE

- For the gamma value of a monitor display, see the instruction manual included with the display.

<Menu> ▶ <Scan Settings> ▶ <Output File Image Settings> ▶ <YCbCr TX Gamma Value> ▶ Select the gamma value



LINKS

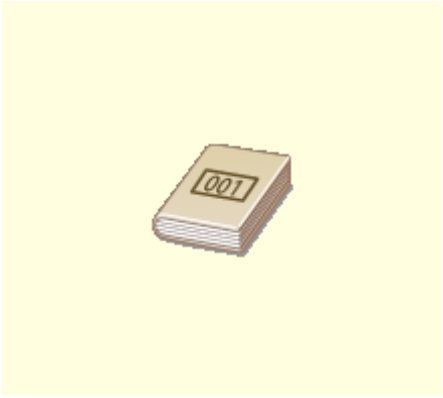
Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)
Selecting a File Format(P. 202)

Sending Using Registered Destinations (E-Mail/Shared Folder)

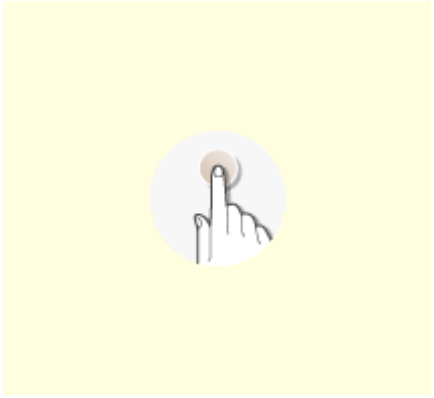
36WC-04W

You can specify destinations by selecting from the Address Book as well as by using the numeric keys. To use the Address Book, you need to register destinations in the Address Book beforehand. You can also specify previously used destinations.

Specifying from Address Book(P. 210)

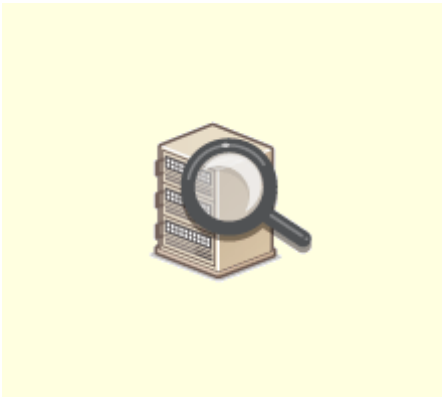


Selecting Destinations Directly by Entering Coded Dial Numbers(P. 213)



Specifying Destinations with the One-Touch Buttons(P. 216)

Specifying Previously Used Destinations(P. 218)



Specifying Destinations in an LDAP Server (E-Mail)(P. 221)

TIPS for Enhancing Security

- If you want to limit available destinations to ones from the Address Book, ones in an LDAP server, or previously specified ones: **Limiting Available Destinations(P. 374)**
- If you want to disable specifying previously used destinations: **Disabling Use of Previously Used Destinations (P. 376)**

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)
Registering in the Address Book(P. 49)

Specifying from Address Book

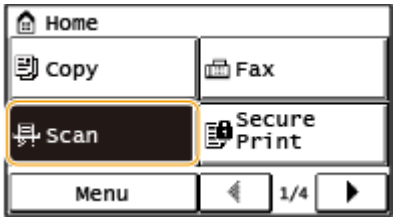
36WC-04X

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

NOTE

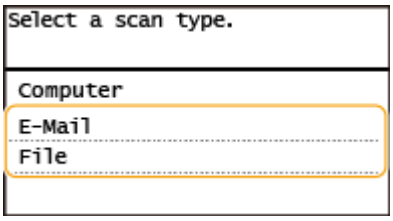
- You need to register destinations in the Address Book before using this feature. **Registering in the Address Book(P. 49)**
- To register shared folders as destinations, you need to perform the registration procedure from the computer.
  Setting a Shared Folder as a Save Location(P. 307)
  Registering Address Book from Remote UI(P. 426)

1 Press and tap <Scan>.



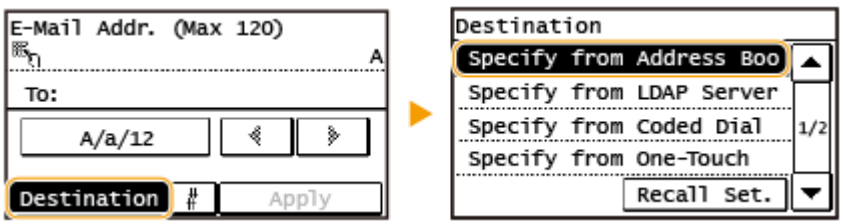
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

2 Tap <E-Mail> or <File>.



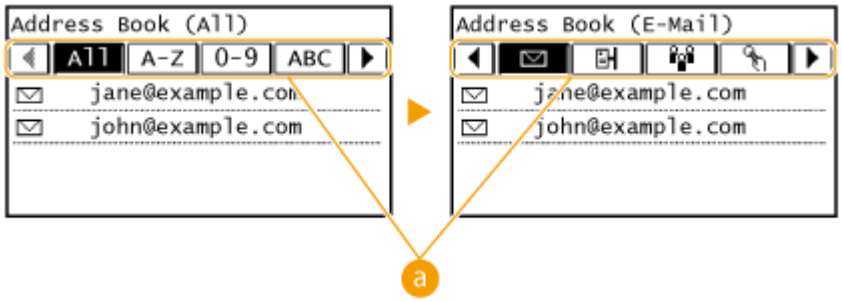
- If you select <File>, proceed to step 4.

3 Select <Destination> ▶ <Specify from Address Book>.



- If the <Type> screen appears, select <To>, <Cc>, or <Bcc> as a destination type.

4 Select a tab using ◀ / ▶.



a **<All>**

Displays all the destinations registered in the Address Book.

<🔧>

Only destinations for one-touch dialing are displayed.

<A-Z>/<0-9>/<ABC> to **<YZ>**

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

<📠>

Displays destinations for faxes. Do not use in this procedure. To specify destinations using this tab, see **Specifying from Address Book(P. 110)** .

<✉>

Displays destinations for e-mails.

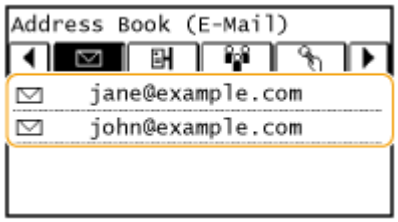
<🖧>

Displays destinations for shared folders.

<👥>

Displays a list of destinations registered in Group Dial. This feature is not available when scanning documents to shared folders.

5 Select a destination.



NOTE:

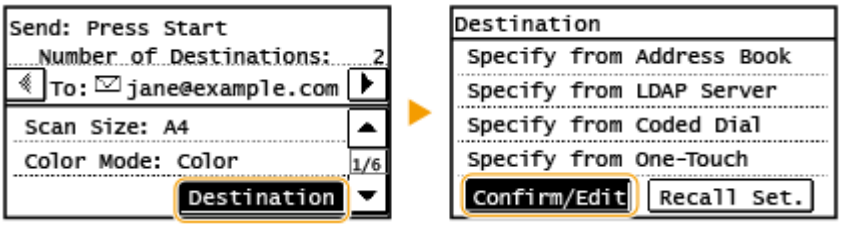
If you want to specify multiple destinations (e-mail)

- Repeat steps 3 to 5. Up to 50 destinations can be specified.

■To delete destinations (e-mail)

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

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



2 Select a destination you want to delete.

3 Tap <Remove>.

- If you select Group Dial in step 2, <Number of Destinations> is displayed. Tapping this item displays destinations registered in the group.

4 Tap <Yes>.

NOTE

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

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

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Selecting Destinations Directly by Entering Coded Dial Numbers

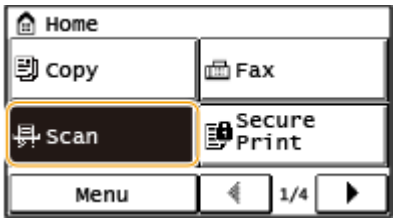
36WC-04Y

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

NOTE

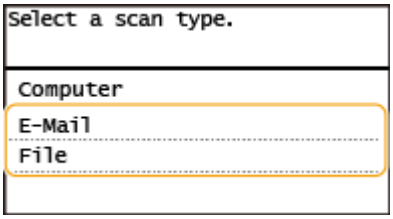
- To use coded dial numbers, the destination must be registered in the Address Book beforehand. **Registering Destinations in the Address Book(P. 50)**
- To register shared folders as destinations, you need to perform the registration procedure from the computer.
  Setting a Shared Folder as a Save Location(P. 307)
  Registering Address Book from Remote UI(P. 426)

1 Press and tap <Scan>.



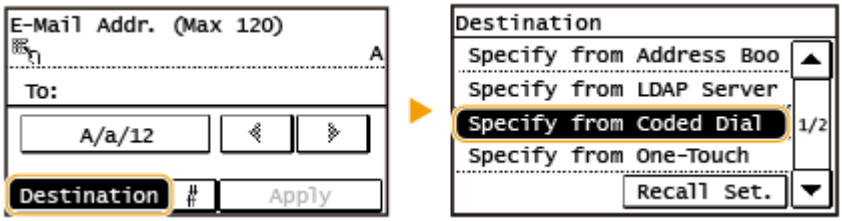
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

2 Tap <E-Mail> or <File>.



3 Select <Destination> ▶ <Specify from Coded Dial>.

■If <E-Mail> is selected at step 2

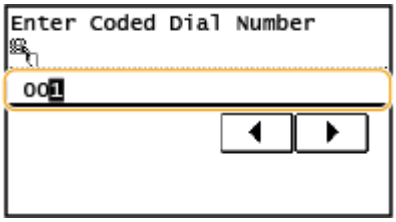


- If the <Type> screen appears, select <To>, <Cc>, or <Bcc> as a destination type.

■If <File> is selected at step 2

4 Use the numeric keys to enter a three-digit number (001 to 100).

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



NOTE:

If a confirmation screen appears

- When <Confirm One-Touch/Coded Dial TX> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the group name and the number of destinations are shown.) Check the contents and if everything is correct, tap <OK>. To specify a different destination, tap <Cancel> and then re-enter the three-digit coded dial number. **Displaying Destinations in Address Book(P. 377)**

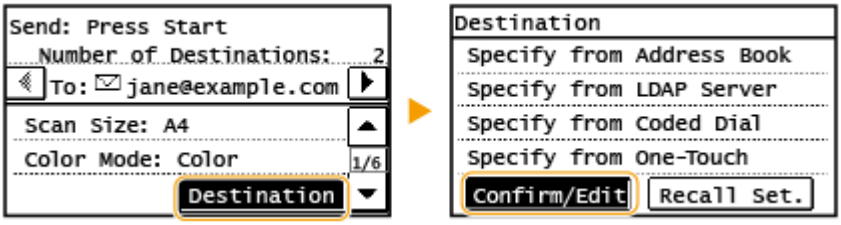
If you want to specify multiple destinations (e-mail)

- Repeat steps 2 and 3. Up to 50 destinations can be specified.

■To delete destinations (e-mail)

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

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



2 Select a destination you want to delete.

3 Tap <Remove>.

- If you select Group Dial in step 2, <Number of Destinations> is displayed. Tapping this item displays destinations registered in the group.

4 Tap <Yes>.

NOTE

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

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

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Specifying Destinations with the One-Touch Buttons

36WC-050

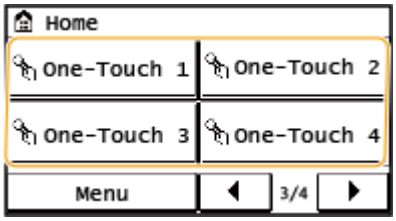
Tap one-touch buttons in the <Home> screen to specify destinations.

NOTE

You need to register destinations before using one-touch dialing.

Registering Destinations for One-Touch Dial(P. 55)

1 Press and tap any one of <One-Touch 1> to <One-Touch 4>.



NOTE:

If a confirmation screen appears

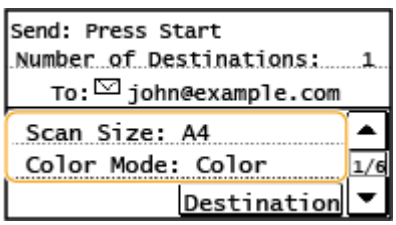
If <Confirm One-Touch/Coded Dial TX> is set to <On>, a confirmation screen appears with the destination and destination name registered to the one-touch button (if a destination registered for Group Dial, the group name and number of destinations appears). Confirm the destinations are correct, and tap <OK>. If destinations are incorrect, tap <Cancel> and tap the one-touch buttons again. **Checking Destinations before Sending Documents (imageRUNNER 2206iF)(P. 377)**

Selecting several destinations (e-mail)

Destinations can be added from the Address Book, coded dial numbers, One-Touch, and Recall Settings. Tap <Destination>.

2 Specify the scanning settings as necessary.

- Select the settings. **Specifying Detailed Settings(P. 199)**



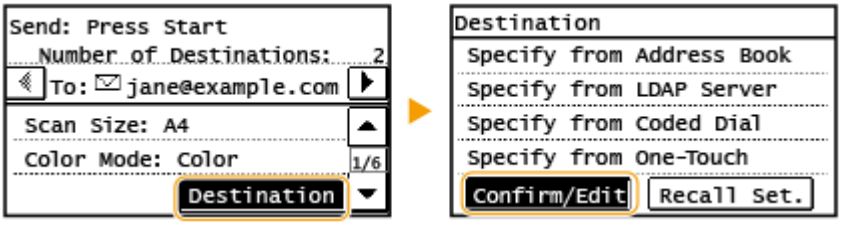
3 Press to start sending.

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

■To delete destinations (e-mail)

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

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



2 Select a destination you want to delete.

3 Tap <Remove> ▶ <Yes>.

- If you specified Group Dial in step 2, <Number of Destinations> is displayed. Tapping this item displays destinations registered in the group.

NOTE

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

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

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Specifying Previously Used Destinations

36WC-051

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

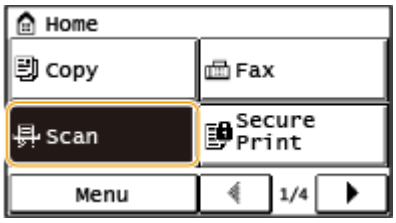
IMPORTANT

- When <Restrict Resending from Log> is set to <On>, you cannot use this feature. **Disabling Use of Previously Used Destinations (P. 376)**
- Turning OFF the machine or setting <Restrict New Destinations> to <On> deletes the past destinations, and disables this feature. **Limiting Available Destinations(P. 374)**
- When using the machine with a USB connection, exit sleep mode before scanning. **Entering Sleep Mode(P. 66)**

NOTE

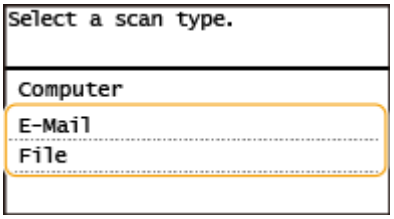
- When you specify a destination using this feature, any destinations that you have already specified are deleted.

1 Press and tap <Scan>.



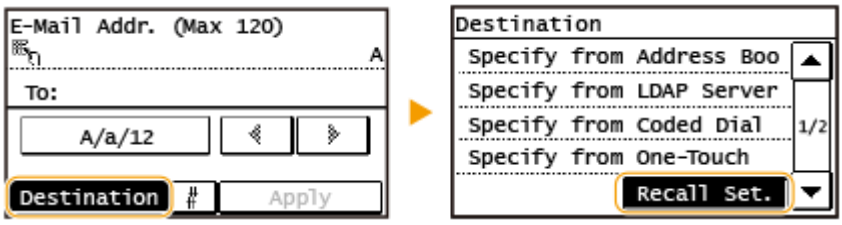
- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

2 Tap <E-Mail> or <File>.



3 Select <Destination> ▸ <Recall Set.>.

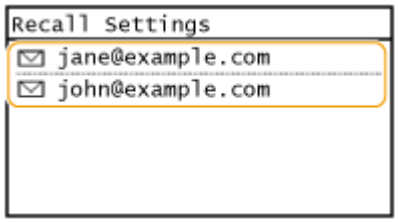
■If <E-Mail> is selected at step 2



■If <File> is selected at step 2

4 Select a destination.

- When you transmit to multiple destinations, only the address specified for the first transmission is displayed in the log, but all the destinations are specified.

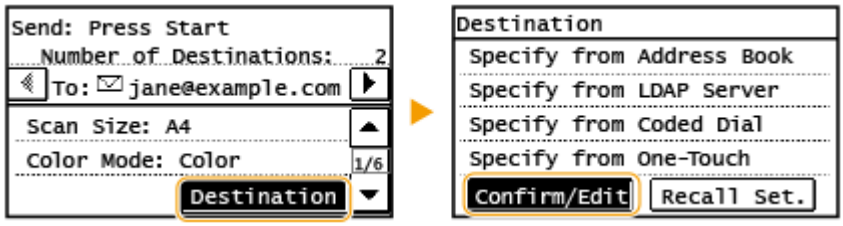


➠ The selected destination and its scan settings are specified. You can also change the settings before sending.

■To delete destinations (e-mail)

When you transmitted to multiple destinations, you can delete destinations as necessary.

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



2 Select a destination you want to delete.

3 Tap <Remove>.

- If you select Group Dial in step 2, <Number of Destinations> is displayed. Tapping this item displays destinations registered in the group.

4 Tap <Yes>.

NOTE

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

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

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)

Specifying Destinations in an LDAP Server (E-Mail)

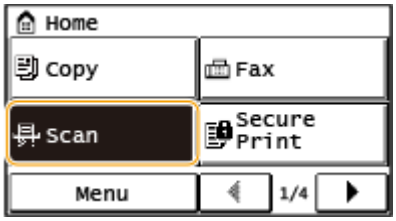
36WC-054

If your office has an LDAP server installed, you can specify a destination using user information in the server. Access the LDAP server via the machine to search for the appropriate user information and specify it as destination.

NOTE

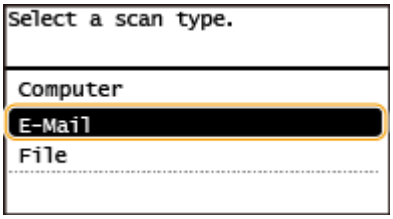
- You need to specify the settings for connecting to an LDAP server beforehand. **Registering LDAP Servers(P. 323)**

1 Press and tap <Scan>.

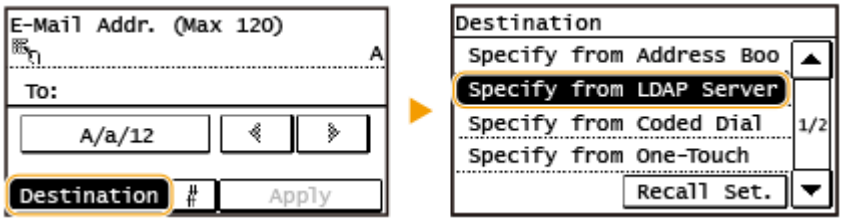


- When the logon screen appears, use the numeric keys to enter the user name and password. Then select the authentication server and press ID. **Logging on to the Machine(P. 18)**

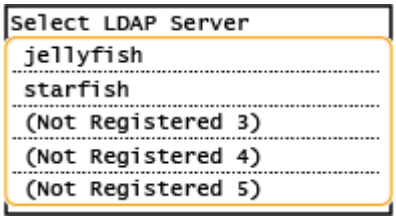
2 Tap <E-Mail>.



3 Select <Destination> ▶ <Specify from LDAP Server>.

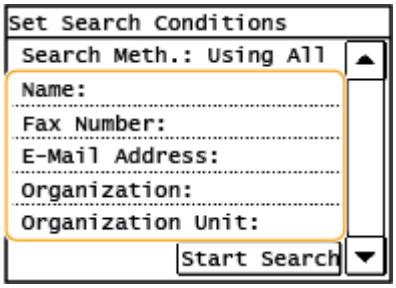


4 Select the LDAP server you are using.



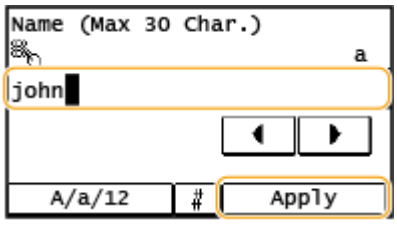
5 Select the search criteria.

- Personal names, fax numbers, e-mail addresses, organization names, and Organization Unit names are available criteria for searching destinations.



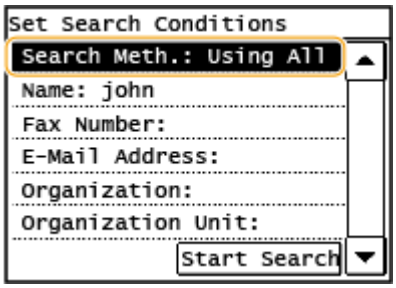
6 Enter the search target character string using the numeric keys, and tap <Apply>.

- On how to enter text, see **Entering Text(P. 24)** .

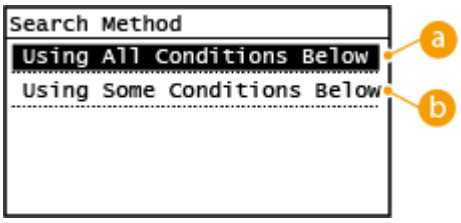


- To specify multiple search criteria, repeat steps 5 and 6.

7 Tap <Search Meth.>.



8 Specify the search method.



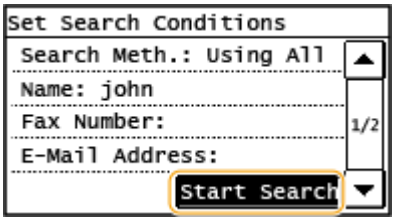
a **<Using All Conditions Below>**

Searches and displays the users that meet all the search criteria specified in steps 5 and 6.

<Using Some Conditions Below>

If users that meet even one of the criteria specified in steps 5 and 6 are found, displays all those users.

9 Tap <Start Search>.



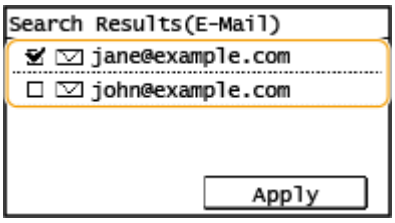
➠ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you tap <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and tap <Apply>. **Registering LDAP Servers(P. 323)**

10 Select the check box for the user that you want to specify as destination.

- Up to 10 destinations can be specified from an LDAP server.



- To cancel selection, tap a selected ☑ user.

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.

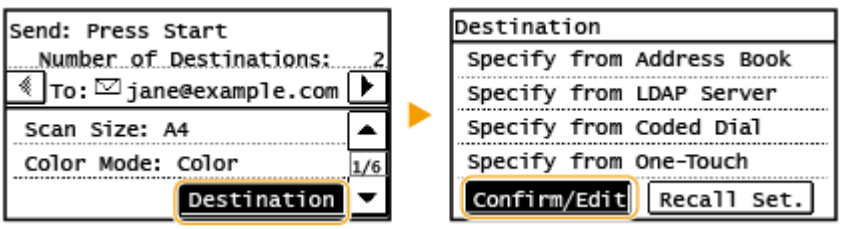
11 Tap <Apply>.

- When searching for destinations using a different set of search conditions, repeat steps 3 to 11.

■To delete destinations

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

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



2 Select a destination you want to delete.

3 Tap <Remove>.

- If you select Group Dial in step 2, <Number of Destinations> is displayed. Tapping this item displays destinations registered in the group.

4 Tap <Yes>.

NOTE

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

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

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)

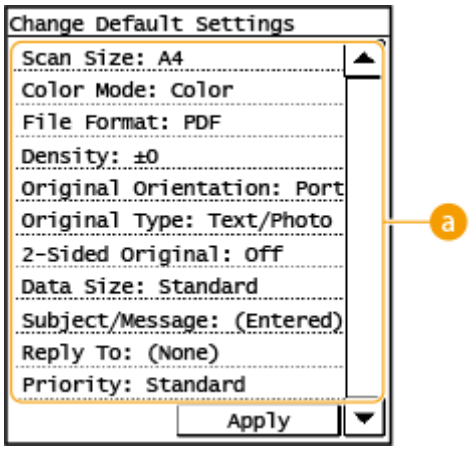
Changing Default Settings

36WC-052

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

■E-Mail

<Menu> ▶ <Scan Settings> ▶ <E-Mail Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶

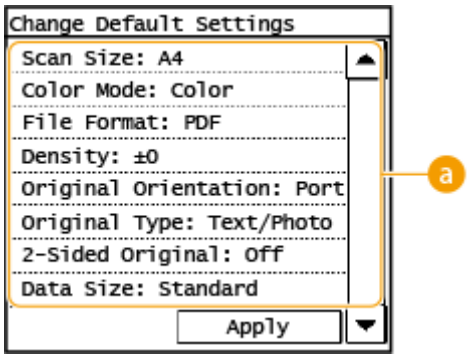


a Settings

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

■Shared Folder

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



Settings

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

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)
Specifying Detailed Settings(P. 199)
Scan Settings(P. 473)

Checking Status and Log for Sent Documents (E-Mail/ Shared Folder)

36WC-053

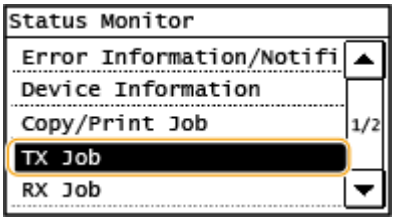
You can check the status and log for scanned documents sent directly from the machine.

IMPORTANT

- When <Display Job Log> is set to <Off>, you cannot check the logs for sent documents. **Display Job Log (P. 497)**
- When using the machine with a USB connection, exit sleep mode before scanning. **Entering Sleep Mode(P. 66)**

1 Press .

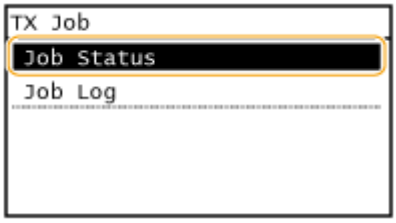
2 Tap <TX Job>.



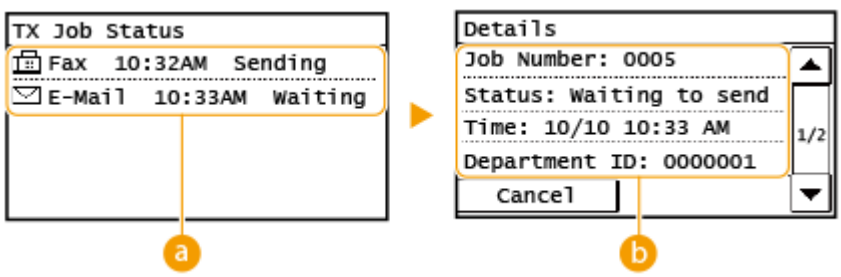
3 Check the statuses and logs for sent documents.

■To check the statuses for sent documents

1 Tap <Job Status>.



2 Select the document whose status you want to check.



a <TX Job Status>

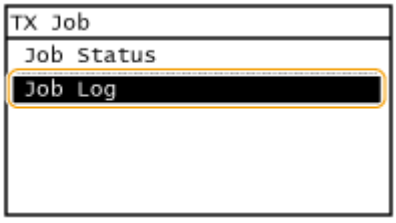
Displays a list of the documents that are being sent or are waiting to be processed.

b <Details>

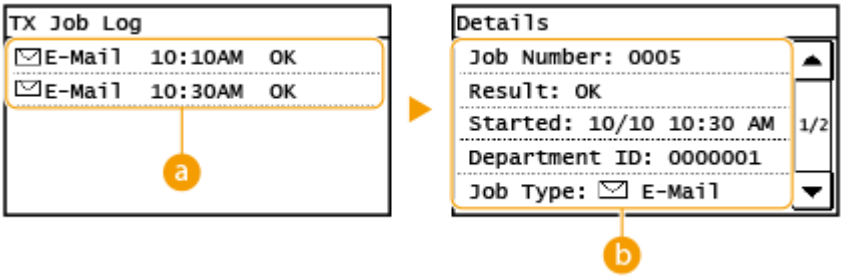
Displays detailed information about the document selected from the list. If you specified multiple destinations, the number of specified destinations is displayed on the screen. To check the details of specified multiple destinations, tap <Number of Destinations>.

■To check the logs for sent documents

1 Tap <Job Log>.



2 Select the document whose log you want to check.



a <TX Job Log>

Displays a list of the documents that were sent. <OK> is displayed when a document was sent successfully, and <Error> is displayed when a document failed to be sent because it was canceled or there was some error.

b <Details>

Displays detailed information about the document selected from the list.

NOTE:

When a three-digit number is shown in the case of <Error>

- This number represents an error code. **Countermeasures for Each Error Code(P. 530)**

LINKS

Sending Documents as E-Mails Directly from the Machine(P. 187)
Saving Documents Directly in Shared Folder(P. 194)
Canceling Sending Documents (E-Mail/Shared Folder)(P. 197)
Fax TX Result Report (imageRUNNER 2206iF)(P. 586)
Communication Management Report(P. 590)

Linking with Mobile Devices

Linking with Mobile Devices 230
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Printing with AirPrint 241
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Faxing with AirPrint (imageRUNNER 2206iF) 246
If AirPrint Cannot Be Used 248
Using Google Cloud Print 249
Managing the Machine by the Remote Control 251

Linking with Mobile Devices

36WC-055

Linking the machine with mobile devices such as smart phones and tablets enables you to use an appropriate application to perform printing, or other operation with ease. In addition, you can operate the machine from mobile devices via remote control to confirm printing status and change the settings of the machine.

Connecting with Mobile Devices(P. 231)
Connecting Directly (Access Point Mode)(P. 233)
Utilizing the Machine through Applications(P. 235)
Using AirPrint(P. 236)
Using Google Cloud Print(P. 249)
Managing the Machine by the Remote Control(P. 251)

IMPORTANT

- Depending on your mobile device, the machine may not operate correctly.

Connecting with Mobile Devices

36WC-056

There are two methods used to connect a mobile device with the machine: connecting via a wireless LAN router, and communicating wirelessly and directly with the machine. Select a connection method in accordance with the communication environment and the device you are using.

■ Connecting via a Wireless LAN Router

Just as connecting a computer to the machine, connect a mobile device to the machine via a wireless LAN router. **Connecting via a Wireless LAN Router (LAN Connection)(P. 232)**

■ Connecting Directly

Directly connect a mobile device to the machine wirelessly without using wireless LAN. It is possible to immediately connect to the machine wirelessly even outside of a wireless LAN environment. **Connecting Directly (Access Point Mode)(P. 233)**

Connecting via a Wireless LAN Router (LAN Connection)

36WC-05U

If a wireless LAN router is connected to the network connected to the machine, you can establish a communication with a mobile device via the wireless LAN router in the same way for a computer. For information about how to connect a mobile device to your wireless LAN router, see the instruction manuals for your networking devices or contact your manufacturer. Connect the machine to a router via the wired or wireless LAN. **Connecting to a Network(P. 255)**

NOTE

- If your mobile devices do not support IPv6, use the IPv4 address. **Setting IPv4 Address(P. 275)**

1 **Press** .

2 **Select <Network Information>.**

3 **Display the IP address of the machine.**

■IPv4

- Select <IPv4> ▶ <IP Address>.

■IPv6

- Select <IPv6> ▶ <Link-Local Address> ▶ <IP Address>.

4 **Connect from the mobile device to the IP address that appears on the screen.**

Connecting Directly (Access Point Mode)

36WC-05W

Even in an environment without a wireless LAN router, using "Access Point Mode," which can directly connect a mobile device to the machine wirelessly, enables you to connect the mobile device on hand to the machine without difficult settings.

Preparing for Direct Connection (Access Point Mode)(P. 233)
Connecting Directly(P. 233)

Preparing for Direct Connection (Access Point Mode)

Establish a connection by using Access Point Mode in the following order (only for IPv4 environment).

Preparing the mobile device

- Configure settings to connect the mobile device to Wi-Fi.

Put the machine into the connection standby status.

- <Menu> ▶ <Network Settings> ▶ <Direct Connection Settings> ▶ set <Use Direct Connection> to <On>.

NOTE

Specifying the value for time until auto termination

- You can specify the time to automatically establish a disconnection when the direct connection is enabled. **Time Until Direct Connection Termination (P. 434)**

Connecting multiple mobile devices at the same time

- Configure the machine's SSID and network key arbitrarily. The network key can be left blank. **Access Point Mode Settings (P. 434)**

Connecting Directly

IMPORTANT

- It may take time until a connection of the machine and the mobile device is established.

1 Select <Direct Connection> in the <Home> screen. <Home> Screen(P. 12)

- If a message appears, continue by following the instructions on the screen.

2 Configure the Wi-Fi settings from the mobile device using the SSID and network key information that appear on the display.

3 When the target operation is completed, select <Disconnect>.

IMPORTANT

- While connecting via direct connection, you may not be able to connect to the Internet depending on the mobile device you are using.
- If a wireless connection from the mobile device is not performed within 5 minutes while the SSID and network key are displayed, the connection waiting state terminates.
- If the status without data transmission between the mobile device and the machine continues during communication by direct connection, the communication may end.
- Power saving performance of sleep mode degrades while connecting via direct connection.
- If the machine is used with a wireless LAN, you need to keep the machine connected to the wireless LAN when using direct connection. When the machine is not connected to a wireless LAN or the connection process is not complete yet, the direct connection process cannot begin. If the connection between the machine and the wireless LAN is lost during communication through direct connection, the communication may end.
- When you finish the desired operation, be sure to terminate the connection between the machine and the mobile device. If they remain connected, power saving performance of sleep mode degrades.
- If you use the direct connection, do not set the IP address manually on the mobile device. Doing so may prevent proper communication after using the direct connection.

Utilizing the Machine through Applications

36WC-05X

Perform printing and other operations from the mobile device connected to the machine using applications. Various applications including those exclusive to Canon are supported. Use properly in accordance with your device, the application, and the situation.

■ Using Canon PRINT Business

This application is used to perform printing and other operations from mobile devices that support iOS/Android. When printing, it is not necessary to perform operations on the machine. For more information on supported operating systems, detailed setting methods, and operations, see the application's Help or the Canon website (http://www.canon.com/gomp/).

IMPORTANT

- You can download Canon PRINT Business for free, but you will be charged the Internet connection fee.

■ Printing with Canon Print Service

You can easily print from the menu of applications that support the Android print subsystem. For more information on supported operating systems and detailed settings and procedures, see the Canon website (http://www.canon.com/).

■ Printing by Mopria®

The machine also supports Mopria®. Using Mopria® enables you to print from mobile devices that support Android using common operations and settings, even if manufacturers and models differ. For example, if you are using printers supporting Mopria® made by multiple manufacturers or a printer supporting Mopria® that is located in a place you are visiting, you can print without installing an application exclusive for each manufacturer or model. For more information on supporting models or operation environments, see http://www.mopria.org.

■ Printing with Google Cloud Print

You can use applications and services which support Google Cloud Print to print from a computer or mobile device without using a printer driver. **Using Google Cloud Print(P. 249)**

Using AirPrint

36WC-058

This section describes the settings required to use AirPrint and the procedures to be performed using Apple devices.

AirPrint Settings

Configuring AirPrint Settings(P. 236)
Displaying the Screen for AirPrint(P. 239)

Functions of the AirPrint

Printing with AirPrint(P. 241)
Scanning with AirPrint(P. 244)
Faxing with AirPrint (imageRUNNER 2206iF)(P. 246)

Troubleshooting

If AirPrint Cannot Be Used(P. 248)

Configuring AirPrint Settings

You can register information, including the name of the machine and installation location, that is used for identifying the machine. You can also disable the AirPrint function of the machine. Use the Remote UI to change these settings.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see **Setting Up Menu Options from Remote UI(P. 420)** .

1 **Start the Remote UI and log in to System Manager Mode. Starting Remote UI(P. 409)**

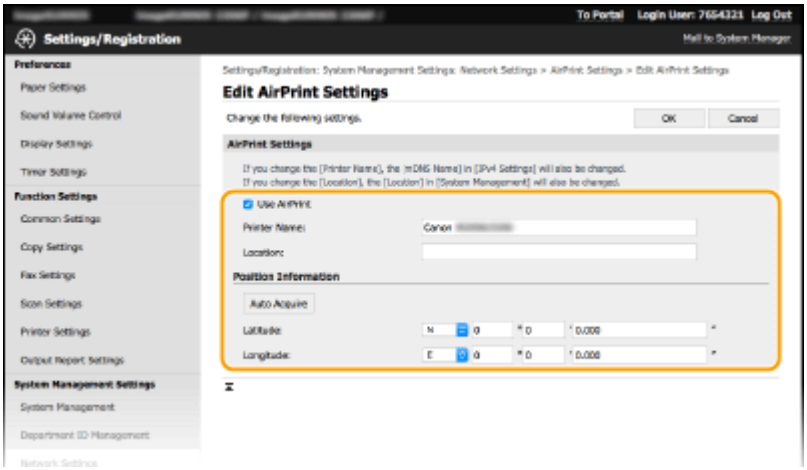
2 **Click [Settings/Registration] on the Portal page. Remote UI Screens(P. 411)**

- If you are using a mobile device, such as an iPad, iPhone, or iPod touch, read "click" as "tap" in this section.

3 **Select [Network Settings] ▶ [AirPrint Settings].**

4 **Click [Edit].**

5 Specify the required settings.



[Use AirPrint]
Select the check box to enable AirPrint. To disable AirPrint, clear the check box.

[Printer Name]
Enter the name of the machine. If an mDNS name has already been registered in [mDNS Settings] (**Configuring DNS(P. 316)**), the registered name is displayed.

[Location]
Enter the location of the machine. If a location has already been registered in [Device Information] ([System Management] in [System Management Settings] (Settings/Registration)), the registered name is displayed.

[Latitude]
Enter the latitude of the location where the machine is installed.

[Longitude]
Enter the longitude of the location where the machine is installed.

6 Click [OK].

IMPORTANT

If you select [Use AirPrint], the following settings are set to on.

- <Use HTTP>
- [IPP Print Settings]
- <mDNS Settings> (IPv4 Settings)
- <mDNS Settings> (IPv6 Settings)
- <Network Link Scan Settings>

NOTE

- If you change [Printer Name] that you have once specified, you may be unable to print any more from the Mac that has been able to be used for printing so far. This phenomenon occurs because <mDNS Name> (**Configuring DNS(P. 316)**) of IPv4 is also changed automatically. In this case, add the machine to the Mac again.
- Entering the printer name makes it easier to identify multiple printers that support AirPrint.

■Changing the Setting of Functions Available with AirPrint

If you want to disable functions that you are not going to use with AirPrint or encrypt communications, configure the necessary setting using the control panel or Remote UI.

Changing Print and Fax Settings

To perform printing or fax sending with AirPrint, IPP protocol is used.

Turning the Function On/Off

You can specify whether to perform printing and fax sending with AirPrint. The factory default setting is [On].

Log in to the Remote UI in System Manager Mode (**Starting Remote UI(P. 409)**) ▶ [Settings/Registration] ▶ [Network Settings] ▶ [TCP/IP Settings] ▶ [Edit] in [IPP Print Settings] ▶ Clear or select the [Use IPP Printing] check box ▶ [OK]

Changing the TLS Setting

You can specify whether to encrypt communications using TLS when performing printing or sending faxes with AirPrint. The factory default setting is [On].

Log in to the Remote UI in System Manager Mode (**Starting Remote UI(P. 409)**) ▶ [Settings/Registration] ▶ [Network Settings] ▶ [TCP/IP Settings] ▶ [Edit] in [IPP Print Settings] ▶ Clear or select the [Use TLS] check box ▶ [OK]

Changing the Scan Setting

Configure the scan setting using AirPrint.

Setting the Function to Enable or Disable

You can turn on/off the scan function available with AirPrint. The factory default setting is <On>.

<Menu> ▶ <Network Settings> ▶ <TCP/IP Settings> ▶ <Network Link Scan Settings> ▶ Set <Use Network Link Scan> to <Off> or <On>

Changing TLS Setting

You can specify whether or not to encrypt TLS communications when scanning data using AirPrint. The factory default setting is <On>.

<Menu> ▶ <Network Settings> ▶ <TCP/IP Settings> ▶ <Network Link Scan Settings> ▶ Set <Use TLS> to <Off> or <On>

Displaying the Screen for AirPrint

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 cartridge, etc. Further, you can configure security function settings (**Enabling TLS Encrypted Communication for the Remote UI(P. 385)**).

1 Select [System Preferences] ▶ [Printers & Scanners], then add the machine to the Mac you are using.

- If the machine has already been added, this operation is not required.

2 Select this machine from the list of printers in [Printers & Scanners].

3 Click [Options & Supplies].

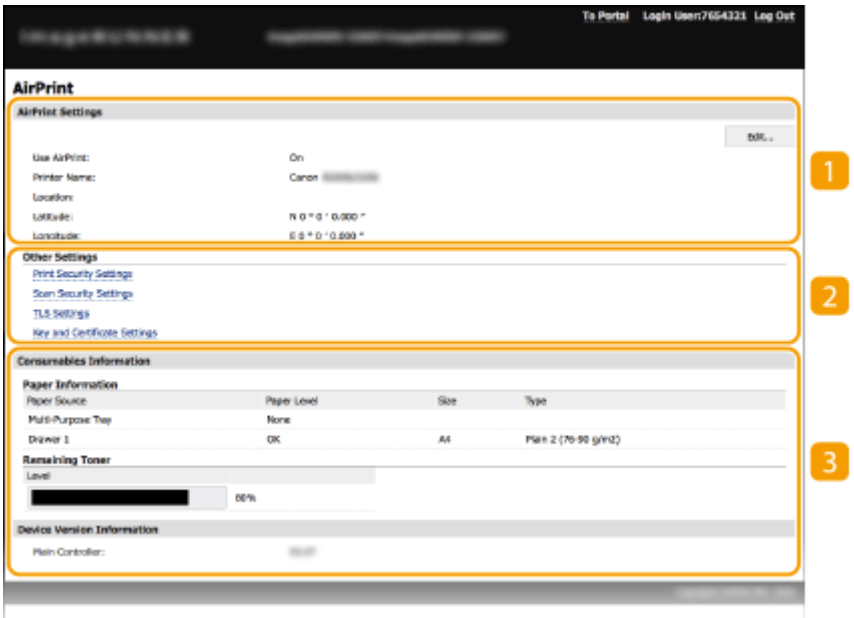
4 Click [Show Printer Webpage].

5 Log in to the Remote UI.

- To change the AirPrint settings, it is necessary to log in as an administrator.

■AirPrint-Dedicated Page

When you log in with administrator privileges, the AirPrint-dedicated page is displayed as shown below.



1 [AirPrint Settings]

Enables you to check the values entered in the AirPrint settings, such as the name and location of the machine. You can click [Edit] to change the settings.

2 [Other Settings]

[Print Security Settings]

Configure the print security settings using TLS or authentication.

[Scan Security Settings]

Configure the scan security settings using TLS.

[TLS Settings]

Enables you to change the key and certificate used for TLS. **Enabling TLS Encrypted Communication for the Remote UI(P. 385)**

[Key and Certificate Settings]

Enables you to generate and install a key and certificate, or request a certificate to be issued. **Enabling TLS Encrypted Communication for the Remote UI(P. 385)**

3 [Consumables Information]

Enables you to check the information of a paper source and consumables of the machine and the device version.

Trademarks

Apple, Bonjour, iPad, iPhone, iPod touch, Mac, macOS, OS X and Safari are trademarks of Apple Inc., registered in the U.S. and other countries. AirPrint and the AirPrint logo are trademarks of Apple Inc.

Printing with AirPrint

36WC-059

You can print from an iPad, iPhone, iPod touch, or Mac without using a printer driver.

Printing from an iPad, iPhone, or iPod touch(P. 241)
Printing from a Mac(P. 242)

System Requirements

One of the following Apple devices is required to print with AirPrint.

- iPad (all models)
- iPhone (3GS or later)
- iPod touch (3rd generation or later)
- Mac (Mac OS X 10.7 or later)*

*OS X v10.9 or later when using a USB connection

Network Environment

One of the following environments is required.

- An environment where an Apple device and the machine are connected to the same LAN
- An environment where an Apple device and the machine are connected directly
- An environment where a Mac is connected to the machine via USB

IMPORTANT

- For printing, it is required to set [Use IPP Printing] to [On]. **Changing the Setting of Functions Available with AirPrint(P. 238)**

Printing from an iPad, iPhone, or iPod touch

1 Make sure that the machine is turned ON and connected to the Apple device.

- For how to make sure of this, see **Connecting to a Network(P. 255)** .
- For information on the Direct Connection, see **Connecting Directly (Access Point Mode)(P. 233)** .

2 From the application on your Apple device, tap to display the menu options.

3 Tap [Print].

4 Select this machine from [Printer].

- The printers connected to the network are displayed here. Select this machine in this step.

IMPORTANT:

- The screen for selecting this machine in [Printer] is not displayed on applications that do not support AirPrint. You cannot print by using those applications.

5 Specify the print settings as necessary.

NOTE:

- The available settings and paper sizes differ depending on the application you are using.

6 Tap [Print].

➠ Printing starts.

NOTE:

Checking the print status

- During printing, press the Home button of the Apple device twice ▶ tap [Print].

Printing from a Mac

1 Make sure that the machine is turned ON and connected to the Mac.

- For how to make sure of this, see **Connecting to a Network(P. 255)** .

2 Add the machine to the Mac from [System Preferences] ▶ [Printers & Scanners].

- If the machine has already been added, this operation is not required.

3 Open a document in an application and display the print dialog box.

- How to display the print dialog box differs for each application. For more information, see the instruction manual or Help for the application you are using.

4 Select the machine in the print dialog box.

- The printers connected to the Mac are displayed. Select this machine in this step.

5 Specify the print settings as necessary.

NOTE:

- The available settings and paper sizes differ depending on the application you are using.

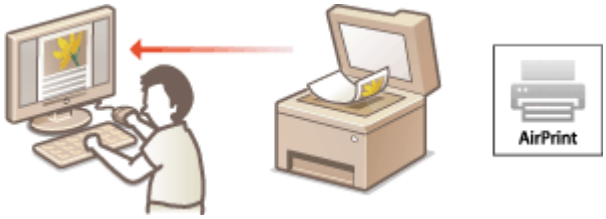
6 **Click [Print].**

➠ Printing starts.

Scanning with AirPrint

36WC-05A

You can use AirPrint to transfer the data scanned by the machine directly to a Mac.



System Requirements

To scan with AirPrint, you need a Mac with OS X 10.9 or later installed. To scan using TLS, you need a Mac with OS X 10.11 or later installed.

Network Environment

One of the following environments is required.

- An environment where an Apple device and the machine are connected to the same LAN
- An environment where a Mac is connected to the machine via USB

IMPORTANT

- For scanning, it is required to set <Use Network Link Scan> to <On>. **Changing the Setting of Functions Available with AirPrint(P. 238)**
- Before scanning, it is required to put the machine into online state. When the auto online function (<Auto Online for Remote Scan>) is set to <Off>, first put the machine into online state by selecting <Scan> ▶ <Remote Scanner>, then start the procedure for scanning.
- You cannot scan while settings for operations are being made, or while the machine is performing any operation whatsoever.

Scanning from a Mac

1 Make sure that the machine is turned ON and connected to the Mac.

- For how to make sure of this, see **Connecting to a Network(P. 255)** .

2 Add the machine to the Mac from [System Preferences] ▶ [Printers & Scanners].

- If the machine has already been added, this operation is not required.

3 Select this machine from the list of printers in [Printers & Scanners].

4 Click [Scan].

5 **Click [Open Scanner].**

➠ The [Scanner] screen is displayed.

6 **Configure the scan settings as necessary.**

7 **Click [Scan].**

➠ The original is scanned, and the image is displayed.

Faxing with AirPrint (imageRUNNER 2206iF)

36WC-05C

You can send faxes from a Mac in almost the same way as when you print from a Mac.

System Requirements

To send faxes with AirPrint, you need a Mac with OS X 10.9 or later installed.

Network Environment

One of the following environments is required.

- An environment where an Apple device and the machine are connected to the same LAN
- An environment where a Mac is connected to the machine via USB

IMPORTANT

- For faxing, it is required to set [Use IPP Printing] to [On]. **Changing the Setting of Functions Available with AirPrint(P. 238)**

Faxing from a Mac

1 Make sure that the machine is turned ON and connected to the Mac.

- For how to make sure of this, see **Connecting to a Network(P. 255)** .

2 Add the machine to the Mac from [System Preferences] ▶ [Printers & Scanners].

- If the machine has already been added, this operation is not required.

3 Open a document in an application and display the print dialog box.

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

4 Select this machine in the print dialog box.

➠ The printers connected to the Mac are displayed. Select the fax driver of this machine in this step.

5 Specify the destination.

6 **Click [Fax].**

➠ Fax sending starts.

If AirPrint Cannot Be Used

36WC-05L

If AirPrint cannot be used, try taking the following solutions.

- Make sure that the machine is turned ON. If the machine is turned ON, first turn it OFF, then wait for at least 10 seconds and then turn it back ON to check if the problem is solved.
- Make sure that no error messages are displayed on the machine.
- Make sure that Apple devices and the machine are connected to the same LAN. If the machine is turned ON, it may take several minutes before the machine is ready for communication.
- Make sure that Bonjour on your Apple device is enabled.
- Make sure that the machine is configured to enable execution of jobs from a computer even when no department ID and password are entered. **Blocking Jobs When Department ID Is Unknown(P. 350)**
- For printing, make sure that the paper is loaded in the machine and that the machine contains a sufficient amount remaining in the toner cartridge and the drum unit. **Displaying the Screen for AirPrint(P. 239)**
- For scanning, make sure that the machine's setting for Network Link Scan is <On>. **Changing the Setting of Functions Available with AirPrint(P. 238)**

Using Google Cloud Print

36WC-05R

Google Cloud Print is a service that enables a user with a Google account to print from a smartphone, tablet, or computer connected to the Internet using applications compatible with Google Cloud Print. Unlike conventional printing from a computer, it does not require a printer driver.

Checking the Settings of the Machine(P. 249)
Registering the Machine with Google Cloud Print(P. 249)

IMPORTANT

- An environment in which you can connect to the internet is required when registering the machine and when printing using Google Cloud Print. In addition, the customer is responsible for any fees regarding internet connection.
- Google Cloud Print may not be available, depending on your country or region.

NOTE

- A Google account is required to use Google Cloud Print. If you do not have a Google account, create one on the Google website.

Checking the Settings of the Machine

Check the following before configuring cloud printing.

- Make sure that the IPv4 address or IPv6 address is specified for the machine, and that the machine is able to communicate with computers on a network.
  Connecting to a Wired LAN(P. 258)
  Connecting to a Wireless LAN(P. 259)
- Check whether the date and time of the machine are specified correctly. **Date/Time Settings(P. 449)**
- If Department ID Management is set, make sure that you can print from a computer without entering a Department ID or PIN. **Blocking Jobs When Department ID Is Unknown(P. 350)**

Registering the Machine with Google Cloud Print

Registering the machine with Google Cloud Print enables you to print from anywhere using the service.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see **Setting Up Menu Options from Remote UI(P. 420)** .

1 **Start the Remote UI and log in as an administrator.** **Starting Remote UI(P. 409)**

2 **Click [Settings/Registration] on the Portal page.** **Remote UI Screens(P. 411)**

3 **Select [Network Settings] ▶ [Google Cloud Print Settings].**

4 **Click [Edit] for [Basic Settings].**

5 **Select the [Use Google Cloud Print] check box ▶ [OK].**

6 **Click [Register] in [Registration Status].**

NOTE:

Re-Registering the Machine

- To re-register the machine, delete its registration before registering it again.

7 **Click the URL link displayed for [URL for Registration].**

8 **Follow the instructions on the screen to register the machine.**

➠ Printing can now be performed from applications that support Google Cloud Print, such as Google Chrome™.

NOTE:

- For information on the latest applications that support Google Cloud Print, check the Google Cloud Print home page.

NOTE

Configuring Settings on the Control Panel

- You can also enable or disable the Cloud Print function from the <Menu> screen. **Google Cloud Print Settings(P. 497)**

Registering from a Mobile Device or Google Chrome

- You can register the machine from a mobile device or Google Chrome. The machine's display shows the confirmation screen before completion of the registration. Select <Yes> to complete the registration.
- For information on registration methods, see the manual of your device or the Google Cloud Print website.

Managing the Machine by the Remote Control

36WC-05S

You can use the Remote UI from a smart phone or tablet Web browser. You can confirm the machine status or perform various settings from a mobile device.

Supported Web Browsers

Web browsers supporting the Remote UI for mobile devices are the following.

Android OS

- Chrome

iOS

- Safari

Starting the Remote UI from Mobile Devices

Enter the IP address of the machine on the Web browser to start the Remote UI. Prior to operation, confirm the IP address set for the machine (**Viewing Network Settings(P. 282)**). If it is unknown, ask your network administrator.

1 Start the Web browser of the mobile device.

2 Enter "http://<the IP address of the machine>/" in the address entry column.

- If you want to use an IPv6 address, enclose the IPv6 address with brackets.
  Example: http://[fe80::2e9e:fcff:fe4e:dbce]/

LINKS

Using Remote UI(P. 408)

Network

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Connecting to a Wireless LAN 259
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Setting Up Connection Using WPS PIN Code Mode 263
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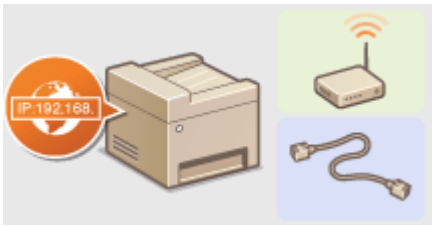
Network

36WC-060

The machine has been designed for flexibility of use across a variety of environments, and it includes advanced technologies in addition to basic network features. Do not worry if you are not a network expert, because the machine has also been designed for convenience and ease of use. Relax and proceed with the network setup one step at a time.

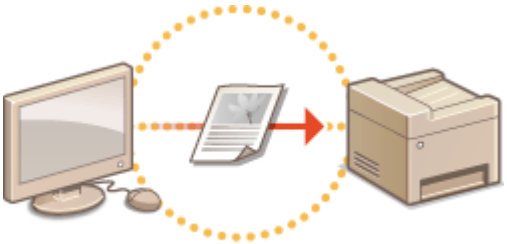
■Connecting to a Computer/Viewing the Machine's Network Settings



Connecting to a Network(P. 255)

Viewing Network Settings(P. 282)

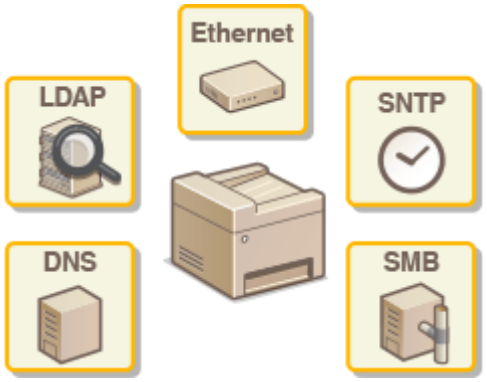
■Configuring or Preparing for Print/PC Fax/Scan Functions



Configuring the Machine for Printing or Faxing from a Computer(P. 286)

Configuring Scan Settings (E-Mail/Shared Folders) (P. 296)

■Customizing the Machine for More Convenient Network Experience



Configuring the Machine for Your Network Environment(P. 311)

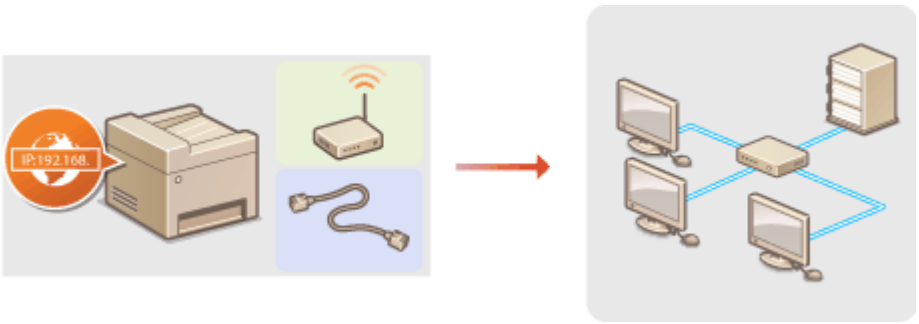
Direct Connection to a mobile device

You can directly communicate with the machine from your mobile device without the need to configure difficult network settings. **Connecting Directly (Access Point Mode)(P. 233)**

Connecting to a Network

36WC-061

When connecting the machine to a wired or wireless local area network (LAN), you need to set an IP address unique to the selected network. Select "wired" or "wireless" depending on your communication environment and networking devices. For specific IP address settings, contact your Internet service provider or Network Administrator.



IMPORTANT

If the machine is connected to an unsecured network, your personal information might be leaked to a third party.

NOTE

- The machine cannot connect to both wired and wireless LANs at the same time.
- The machine does not come with a LAN cable or router. Have them ready as necessary.
- For more information about your networking devices, see the instruction manuals for the devices or contact your manufacturer.

■ Before You Start

Follow these steps to connect the machine to a network.

1

Check your computer settings.

- Make sure that the computer is correctly connected to the network. For more information, see the instruction manuals for the devices you are using, or contact the device manufacturers.
- Make sure that the network settings have been completed on the computer. If the network has not been set up properly, you will not be able to use the machine on the network, even if you perform the rest of the procedure below.

NOTE:

- Depending on the network, you may need to change settings for the communication method (half-duplex/full-duplex) or the Ethernet type (10BASE-T/100BASE-TX) (**Configuring Ethernet Settings(P. 312)**). For more information, contact your Internet service provider or Network Administrator.
- To check the MAC address of the machine.
  Viewing the MAC Address for Wired LAN(P. 283)
  Viewing the MAC Address and Information for Wireless LAN(P. 283)

- To connect to an IEEE 802.1X network, see **Configuring IEEE 802.1X Authentication(P. 389)** .

2

Select wired or wireless LAN.

Selecting Wired LAN or Wireless LAN (P. 257)

3

Connect to a wired or wireless LAN.

- Proceed to the section that corresponds to the setting you selected in step 2.

Connecting to a Wired LAN(P. 258)

Connecting to a Wireless LAN(P. 259)

4

Set the IP address as necessary.

- This step is required when you want to assign a specific IP address to the machine or change the dynamic IP addressing protocol from the default DHCP.

Setting IP Addresses(P. 274)

Selecting Wired LAN or Wireless LAN

36WC-062

After you decide on wired or wireless LAN to connect the machine to the computer, select wired LAN or wireless LAN using the control panel. Note that if you change the setting from <Wired LAN> to <Wireless LAN> or vice versa, you will need to uninstall the drivers installed on your computer and then reinstall them. For more information, see the manuals for the relevant drivers on the online manual website.

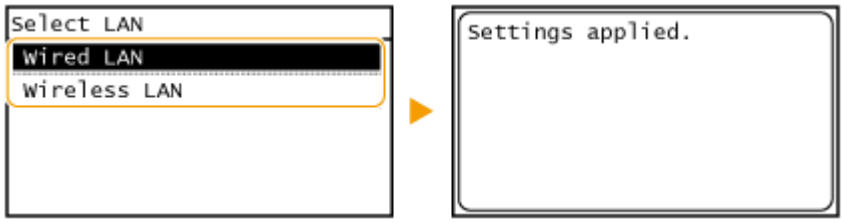
1 Tap <Menu> in the <Home> screen.

2 Tap <Network Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Tap <Select Wired/Wireless LAN>.

4 Tap <Wired LAN> or <Wireless LAN>.



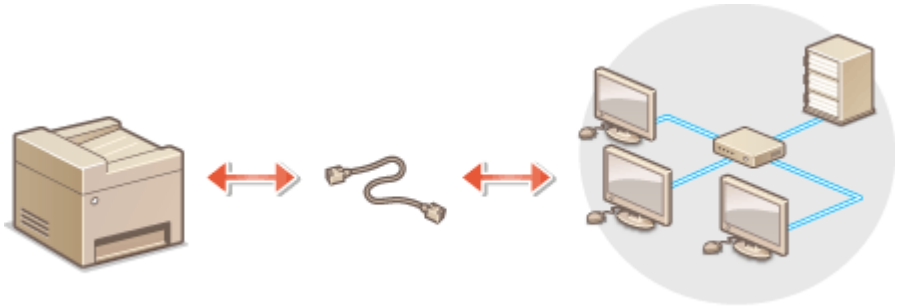
LINKS

Connecting to a Network(P. 255)
Connecting to a Wired LAN(P. 258)
Connecting to a Wireless LAN(P. 259)

Connecting to a Wired LAN

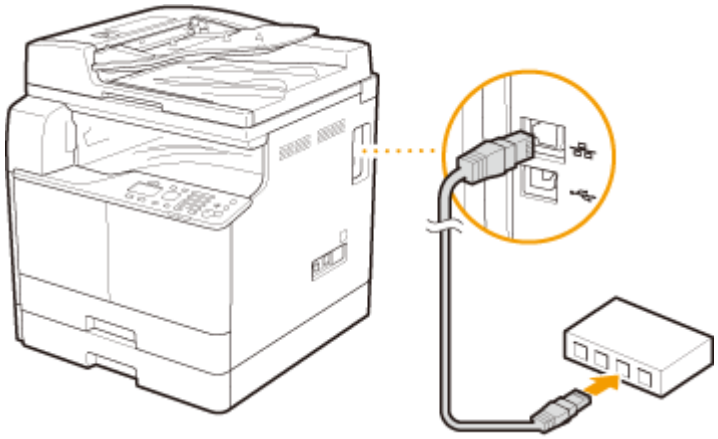
36WC-063

Connect the machine to a computer via a router. Use a LAN cable to connect the machine to the router.



1 Connect a LAN cable.

- Connect the machine to a router by using a LAN cable.
- Push the connector in until it clicks into place.



2 Wait approximately 2 minutes.

- While you wait, the IP address is set automatically.

NOTE:
You can set the IP address manually. **Setting IP Addresses(P. 274)**

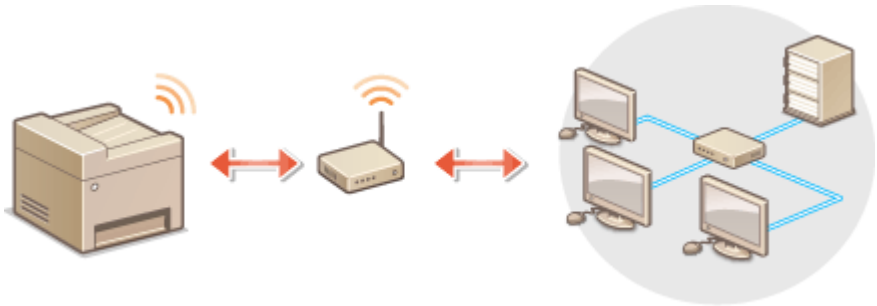
LINKS

Connecting to a Network(P. 255)

Connecting to a Wireless LAN

36WC-064

Wireless routers (or access points) connect the machine to a computer via radio waves. If your wireless router is equipped with Wi-Fi Protected Setup (WPS), configuring your network is automatic and easy. If your networking devices do not support automatic configuration, or if you want to specify authentication and encryption settings in detail, you need to manually set up the connection. Make sure that your computer is correctly connected to the network.



Setting Up Connection Using WPS(P. 259)
Manually Setting Up Connection(P. 260)

IMPORTANT

Risk of information leak

Use wireless LAN connection at your own discretion and at your own risk. If the machine is connected to an unsecured network, your personal information might be leaked to a third party because radio waves used in wireless communication can go anywhere nearby, even beyond walls.

Wireless LAN security

The wireless LAN security that is supported by the machine is listed below. For the wireless security compatibility of your wireless router, see the instruction manuals for your networking devices or contact your manufacturer.

- 128 (104)/64 (40) bit WEP
- WPA-PSK (TKIP/AES-CCMP)
- WPA2-PSK (TKIP/AES-CCMP)

NOTE

Required devices for wireless LAN connection

- The machine does not come with a wireless router. Have the router ready as necessary.
- The wireless router must conform to IEEE 802.11b/g/n and be able to communicate in 2.4 GHz frequency band. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

Setting Up Connection Using WPS

When using WPS, two modes are available: push button mode and PIN code mode.

■ Push Button Mode

Find the WPS mark shown below on the package of your wireless router. Also make sure that there is a WPS button on your networking device. **Setting Up Connection Using WPS Push Button Mode(P. 261)**

■ PIN Code Mode

Some WPS routers do not support the push button mode. If WPS PIN code mode is mentioned on the package or in the instruction manuals of your networking device, set up the connection by entering the PIN code. **Setting Up Connection Using WPS PIN Code Mode(P. 263)**

NOTE

If the wireless router is set to use WEP authentication, you may not be able to set up connection using WPS.

Manually Setting Up Connection

When manually setting up a wireless connection, you can either select a wireless router or manually enter the required information. Regardless of the method, make sure that you have the required setup information, including the SSID and network key (**Checking the SSID and Network Key(P. 273)**).

■ Selecting a Wireless Router

Select this setup option if you need to manually set up the connection but want to complete the setup as easily as possible. **Setting Up Connection by Selecting a Wireless Router(P. 266)**

■ Manually Entering the Setup Information

If you want to specify security settings in detail, such as authentication and encryption settings, manually enter the SSID and network key to set up the connection. **Setting Up Connection by Specifying Detailed Settings(P. 269)**

LINKS

Connecting to a Network(P. 255)
Selecting Wired LAN or Wireless LAN (P. 257)

Setting Up Connection Using WPS Push Button Mode

36WC-065

If your wireless router supports WPS push button mode, you can easily set up a connection with a WPS button.

IMPORTANT

How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

1 Tap <Menu> in the <Home> screen.

2 Tap <Network Settings>.

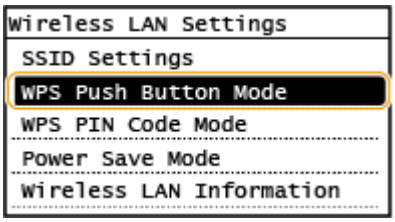
- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Tap <Wireless LAN Settings>.

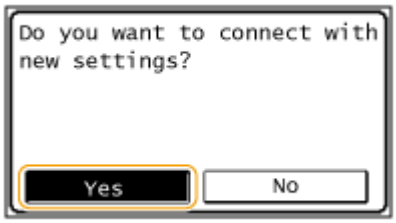
- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.
- If the <Direct Connection will be terminated. Is it OK?> message is displayed, tap <Yes>.

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

5 Tap <WPS Push Button Mode>.



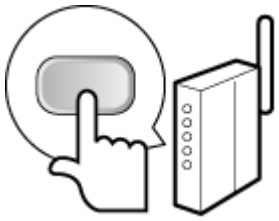
6 Tap <Yes>.



7 Press and hold the WPS button on the wireless router.

The button must be pressed within 2 minutes after tapping <Yes> in step 6.

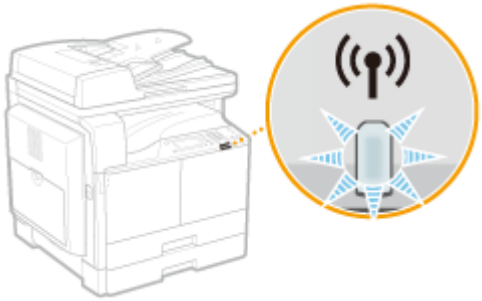
- Depending on the networking device, you may need to press and hold the button for 2 seconds or longer. See the instruction manuals for your networking device for help.



NOTE:
If an error message is displayed during setup
Tap <Close> and return to step 5.

8 Check that the Wi-Fi indicator is blinking on the control panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.

- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:
Signal strength
When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption
You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **Power Save Mode (P. 433)**

If the IP address of the machine has changed
In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN(P. 259)

Setting Up Connection Using WPS PIN Code Mode

36WC-066

If your wireless router supports WPS PIN code mode, generate a PIN code with the machine and register the code to the networking device.

IMPORTANT

How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

From a Computer

1 Access your wireless router from a computer and display the screen for entering a WPS PIN code.

- For more information, see the instruction manuals for your networking device.

From the Control Panel

2 Tap <Menu> in the <Home> screen.

3 Tap <Network Settings>.

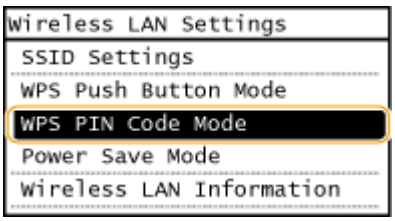
- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

4 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.
- If the <Direct Connection will be terminated. Is it OK?> message is displayed, tap <Yes>.

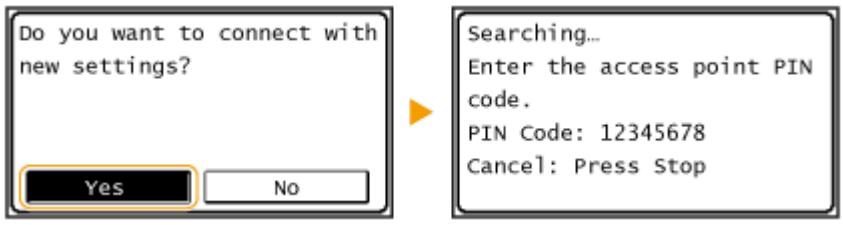
5 Read the message that is displayed, and tap <OK>.

6 Tap <WPS PIN Code Mode>.



7 Tap <Yes>.

- A PIN code is generated.



From a Computer

8 Register the generated PIN code to the wireless router.

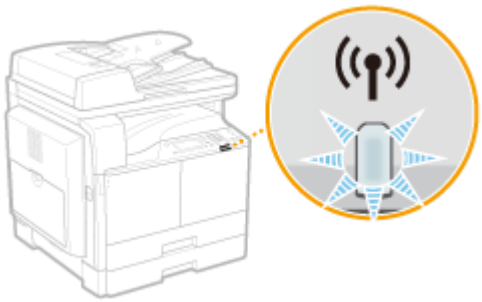
- Register the PIN code on the setup screen displayed in step 1.
- The PIN code must be registered within 10 minutes after tapping <Yes> in step 7.

NOTE:
If an error message is displayed during setup
Tap <Close> and return to step 6.

From the Control Panel

9 Check that the Wi-Fi indicator is blinking on the control panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.

- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:
Signal strength
When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router.
Power Save Mode (P. 433)

If the IP address of the machine has changed

In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN(P. 259)

Setting Up Connection by Selecting a Wireless Router

36WC-067

You can search the wireless routers (or access points) available for connection and select one from the display of the machine. For the network key, enter a WEP key or TKIP. Before selecting a wireless router, check and write down the required setup information, including the SSID and network key (**Checking the SSID and Network Key(P. 273)**).

NOTE

Security settings

If the wireless connection is set up by selecting a wireless router, the WEP authentication method is set to <Open System> or the WPA/WPA2 encryption method is set to <Auto> (AES-CCMP or TKIP). If you want to select <Shared Key> for WEP authentication or <AES-CCMP> for WPA/WPA2 encryption, you need to set up the connection using the manual entry method (**Setting Up Connection by Specifying Detailed Settings(P. 269)**).

1 Tap <Menu> in the <Home> screen.

2 Tap <Network Settings>.

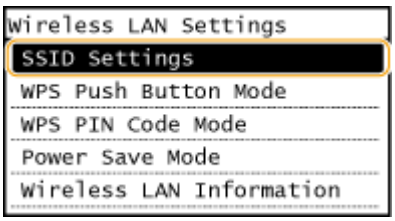
- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.
- If the <Direct Connection will be terminated. Is it OK?> message is displayed, tap <Yes>.

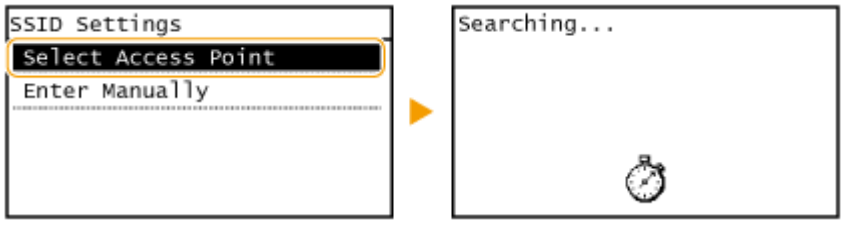
4 Read the message that is displayed, and tap <OK>.

5 Tap <SSID Settings>.



6 Tap <Select Access Point>.

- The machine starts searching for available wireless routers.



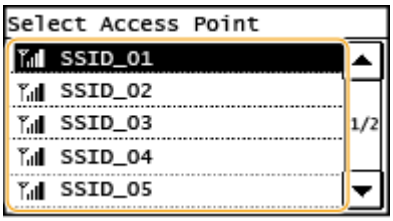
NOTE:

If <Cannot find the access point.> is displayed

See **Countermeasures for Each Message(P. 519)** .

7 Select a wireless LAN router.

- Select the router whose SSID matches the one that you have written down.



NOTE:

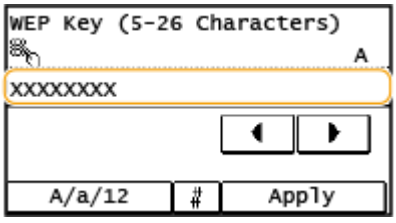
If your wireless router is not found

Check whether the machine is properly installed and ready to connect to the network. **Installation/ Settings Problems(P. 539)**

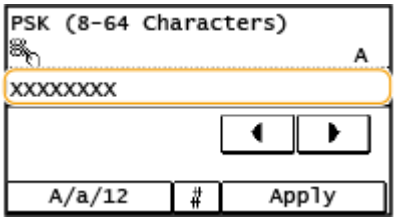
8 Enter the network key that you have written down.

- Enter the network key using the numeric keys, and tap <Apply>.
  Entering Text(P. 24)

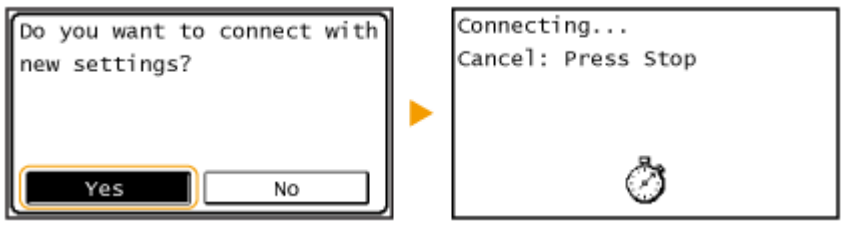
WEP



WPA-PSK or WPA2-PSK



9 Tap <Yes>.



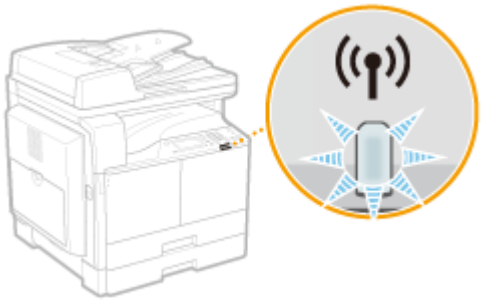
NOTE:

If an error message is displayed during setup

Tap <Close>, check whether the network key is correct, and return to step 5.

10 Check that the Wi-Fi indicator is blinking on the control panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.

- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:
Signal strength

When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **Power Save Mode (P. 433)**

If the IP address of the machine has changed

In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN(P. 259)

Setting Up Connection by Specifying Detailed Settings

36WC-068

If you want to specify the security settings in detail or cannot establish the wireless connection using the other procedures, manually enter all the required information for the wireless LAN connection. Before specifying detailed settings, check and write down the required information, including the SSID, network key, and wireless security protocols (**Checking the SSID and Network Key(P. 273)**).

1 Tap <Menu> in the <Home> screen.

2 Tap <Network Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID . **Setting the System Manager ID(P. 343)**

3 Tap <Wireless LAN Settings>.

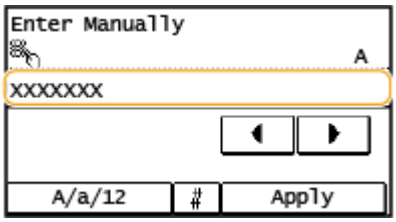
- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.
- If the <Direct Connection will be terminated. Is it OK?> message is displayed, tap <Yes>.

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

5 Select <SSID Settings> ▶ <Enter Manually>.

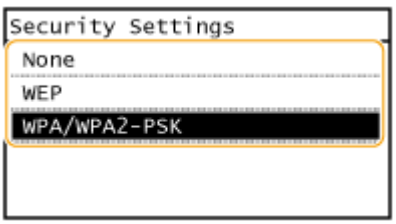
6 Enter the SSID that you have written down.

- Enter the SSID using the numeric keys, and tap <Apply>. **Entering Text(P. 24)**



7 Specify the security settings based on the information that you have written down.

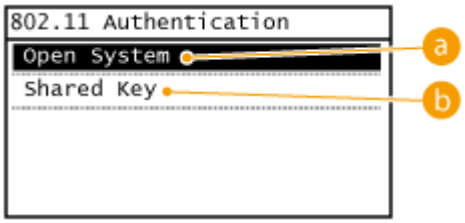
- If you do not need to specify the security settings, tap <None>.



■Using WEP

1 Tap <WEP>.

2 Select an authentication method.



a <Open System>

Sets open system authentication, which is also called "open authentication."

b <Shared Key>

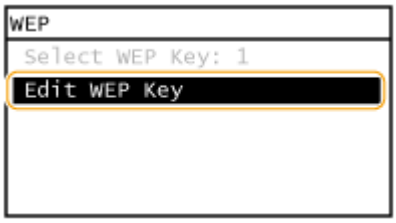
Uses the WEP key as a password.

NOTE:

When <Open System> is selected

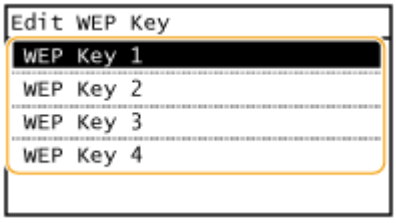
When connecting to a wireless LAN, the machine experiences an authentication error if the shared key authentication is set on the wireless router. If this happens, the machine automatically changes the setting to <Shared Key> and retries the connection.

3 Tap <Edit WEP Key>.



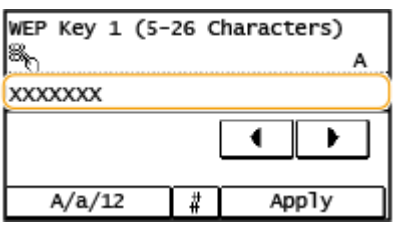
4 Select the WEP key(1 to 4) you want to edit.

- Up to four WEP keys can be registered.



5 Enter the network key that you have written down.

- Enter the network key using the numeric keys, and tap <Apply>. **Entering Text(P. 24)**



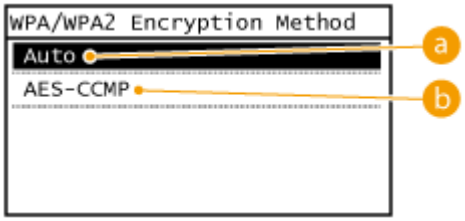
6 Tap <Select WEP Key>.

7 Tap the WEP key you have edited.

■Using WPA-PSK or WPA2-PSK

1 Tap <WPA/WPA2-PSK>.

2 Select an encryption method.



a <Auto>

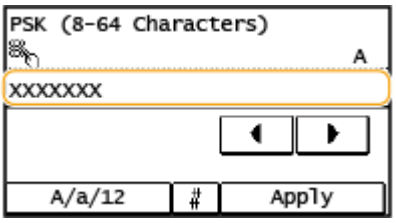
Sets the machine to automatically select AES-CCMP or TKIP to match the setting of the wireless router.

b <AES-CCMP>

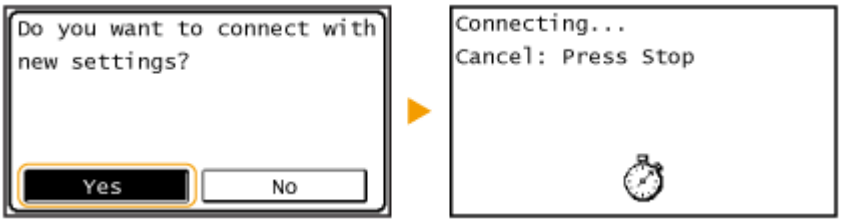
Sets AES-CCMP as the encryption method.

3 Enter the network key that you have written down.

- Enter the network key using the numeric keys, and tap <Apply>. **Entering Text(P. 24)**



8 Tap <Yes>.



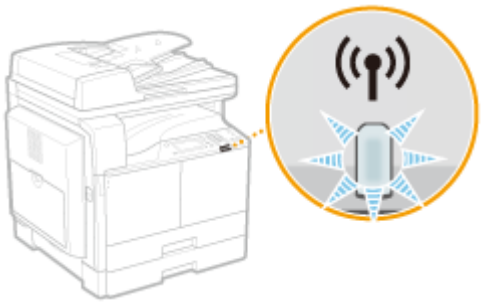
NOTE:

If an error message is displayed during setup

Tap <Close>, check whether the specified settings are correct, and return to step 5.

9 Check that the Wi-Fi indicator is blinking on the control panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.

- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:

Signal strength

When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **Power Save Mode (P. 433)**

If the IP address of the machine has changed

In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN(P. 259)

Checking the SSID and Network Key

36WC-069

When manually setting up a wireless connection, you need to specify the SSID and network key of your wireless router. The SSID and network key may be indicated on these networking devices. Check your devices and write down the necessary information before setting up the connection. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

SSID	A name given for identifying a specific wireless LAN. Some other terms used for SSID include "access point name" and "network name."
Network Key	A keyword or password used for encrypting data or authenticating a network. Some other terms used for network key include "encryption key," "WEP key," "WPA/WPA2 passphrase," and "preshared key (PSK)."
Wireless Security Protocols (Authentication/ Encryption)	When manually setting up a wireless connection by specifying detailed settings, you need to specify security settings. Check the following information: • Security types (WEP/WPA-PSK/WPA2-PSK) • Authentication method (Open System/Shared Key) • Encryption method (TKIP/AES-CCMP)

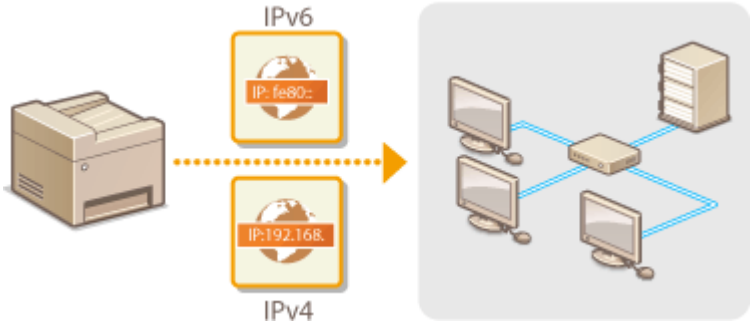
LINKS

Connecting to a Wireless LAN(P. 259)
Setting Up Connection by Selecting a Wireless Router(P. 266)
Setting Up Connection by Specifying Detailed Settings(P. 269)

Setting IP Addresses

36WC-06A

Connecting the machine to a network requires a unique network IP address. Two versions of IP addresses are available: IPv4 and IPv6. Configure these settings depending on the network environment. To use IPv6 addresses, you need to properly configure the IPv4 address settings.



Setting IPv4 Address

36WC-06C

The machine's IPv4 address can be either assigned automatically by a dynamic IP addressing protocol, such as DHCP, or entered manually. When connecting the machine to a wired LAN, make sure that the connectors of the LAN cable are firmly inserted into the ports (**Connecting to a Wired LAN(P. 258)**). You can test the network connection if necessary.

Setting IPv4 Address(P. 275)
Testing the Network Connection(P. 277)

Setting IPv4 Address

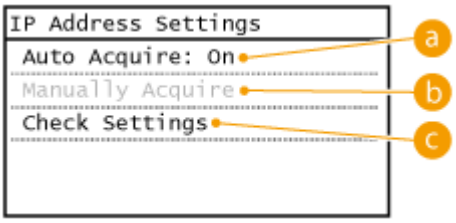
1 Tap <Menu> in the <Home> screen.

2 Tap <Network Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Select <TCP/IP Settings> ▶ <IPv4 Settings> ▶ <IP Address Settings>.

4 Configure IP address settings.



a <Auto Acquire>

Select to automatically assign an IP address via a protocol such as DHCP. When <Auto Acquire: On> is displayed, automatic addressing is enabled.

b <Manually Acquire>

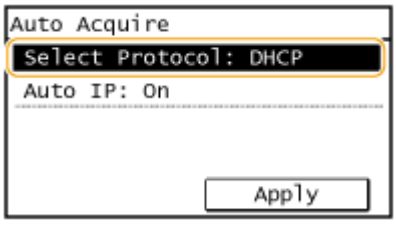
Select to configure the IP address settings by manually entering an IP address. In order to select this option, <Auto Acquire> must be set to <Off>.

c <Check Settings>

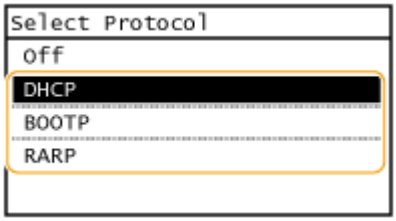
Select when you want to view the current IP address settings.

■Automatically assigning an IP address

1 Select <Auto Acquire> ▶ <Select Protocol>.



2 Tap <DHCP>, <BOOTP>, or <RARP>.



NOTE:

If you do not want to use DHCP/BOOTP/RARP to assign an IP address

Select <Off>. If you select <DHCP>, <BOOTP>, or <RARP> when these services are unavailable, the machine will waste time and communications resources searching the network for these services.

3 Check that <Auto IP> is set to <On>.

- If <Off> is selected, change the setting to <On>.

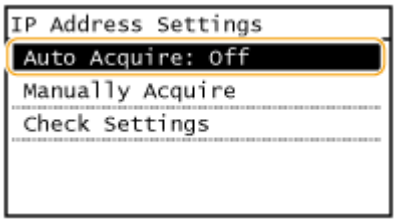
4 Tap <Apply>.

NOTE:

IP addresses assigned via DHCP/BOOTP/RARP override the address obtained via Auto IP.

■Manually entering an IP address

1 Check that <Auto Acquire> is set to <Off>.

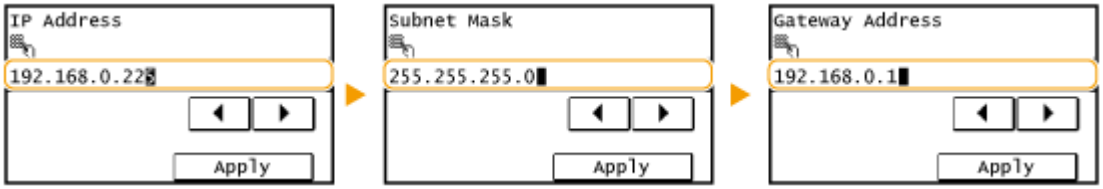


- If <On> is displayed, tap <Auto Acquire>, and set both <Select Protocol> and <Auto IP> to <Off>.

2 Tap <Manually Acquire>.

3 Specify the IP address, subnet mask, and gateway address (or default gateway).

- Specify the settings in the following order: <IP Address> ▶ <Subnet Mask> ▶ <Gateway Address>.
- Enter each setting using the numeric keys, and tap <Apply>.



NOTE

Checking whether the settings are correct

Make sure that the Remote UI screen can be displayed with your computer (**Starting Remote UI(P. 409)**). If a computer is not available, you can check the connection by using the control panel (**Testing the Network Connection(P. 277)**).

When you have changed the IP address after installing the printer driver

When the MFNP port is used, the connection is maintained as long as the machine and the computer belong to the same subnet; therefore, you do not need to add a new port. When the standard TCP/IP port is used, you need to add a new port. **Configuring Printer Ports(P. 290)**

*If you do not know which port is used, see **Checking the Printer Port(P. 657)** .

Testing the Network Connection

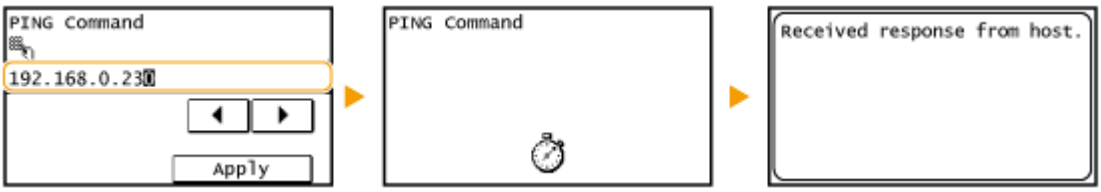
1 **Tap <Menu> in the <Home> screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID . **Setting the System Manager ID(P. 343)**

3 **Select <TCP/IP Settings> ▶ <IPv4 Settings> ▶ <PING Command>.**

4 **Enter the IPv4 address of another device on the network, and tap <Apply>.**



- If a proper connection has been established, the result is displayed as shown above.

LINKS

Setting IPv6 Addresses(P. 278)
Viewing Network Settings(P. 282)

Setting IPv6 Addresses

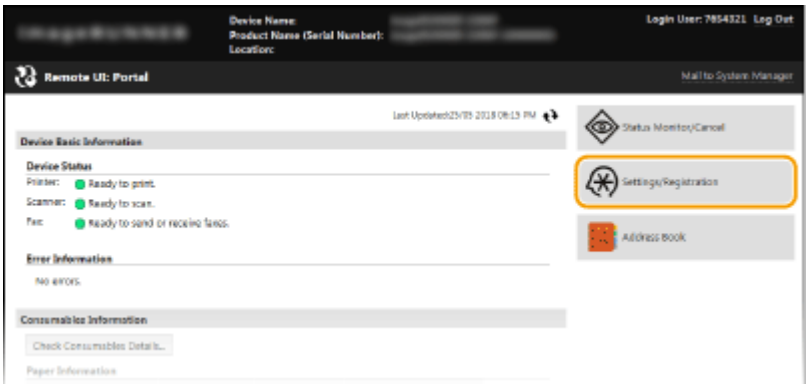
36WC-06E

The IPv6 addresses of the machine can be configured via the Remote UI. Before setting IPv6 addresses, check the IPv4 address settings (**Viewing IPv4 Settings(P. 282)**). You need to set the correct IPv4 settings to use IPv6 addresses. Note that the scan function that uses the scanner driver or MF Scan Utility is not available in an IPv6 environment. The machine can use up to nine of the following IPv6 addresses:

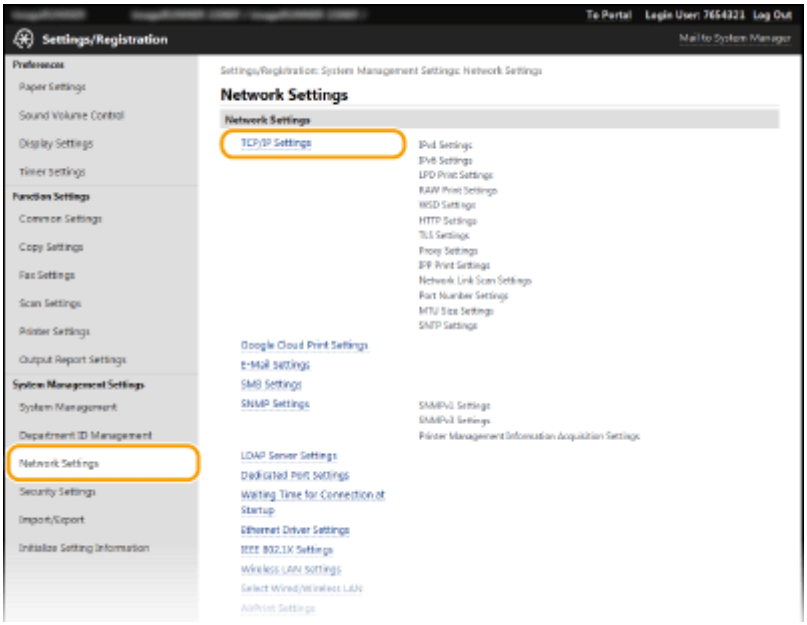
Type	Maximum number available	Description
Link-local address	1	An address that is only valid within a subnet or link and cannot be used to communicate with devices beyond a router. A link-local address is automatically set when the IPv6 function of the machine is enabled.
Manual address	1	An address that is entered manually. When using this address, specify the prefix length and default router address.
Stateless address	6	An address that is generated automatically using the MAC address of the machine and the network prefix that is advertised by the router. Stateless addresses are discarded when the machine is restarted (or turned ON).
Stateful address	1	An address obtained from a DHCP server using DHCPv6.

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

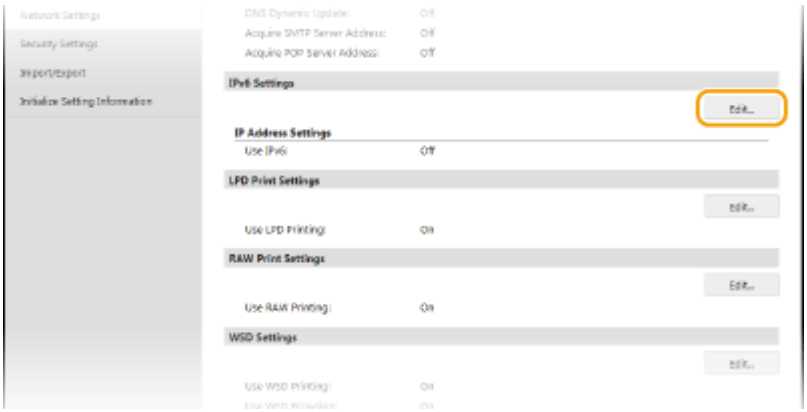
2 **Click [Settings/Registration].**



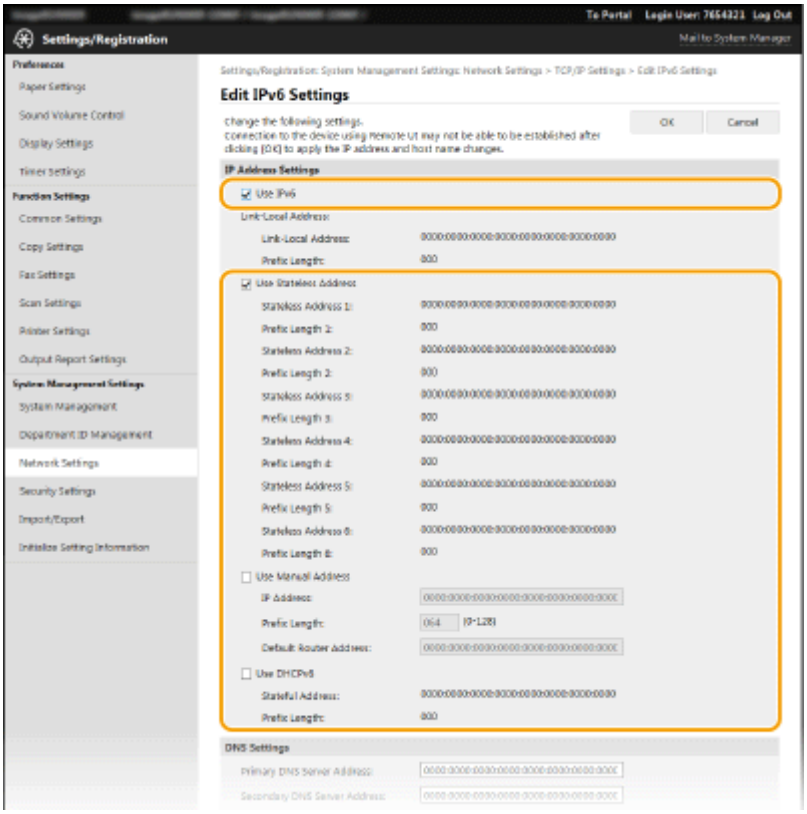
3 **Click [Network Settings] ▶ [TCP/IP Settings].**



4 **Click [Edit] in [IPv6 Settings].**



5 **Select the [Use IPv6] check box and configure the required settings.**



[Use IPv6]
Select the check box to enable IPv6 on the machine. When not using IPv6, clear the check box.

[Use Stateless Address]
Select the check box when using a stateless address. When not using a stateless address, clear the check box.

[Use Manual Address]
When you want to manually enter an IPv6 address, select the check box and enter the IP address, prefix length, and default router address in the corresponding text boxes.

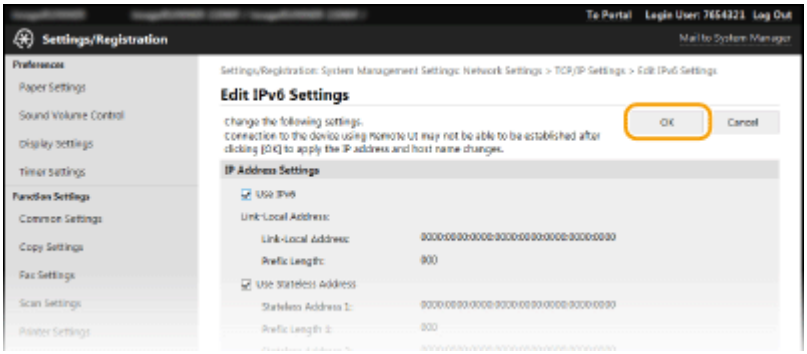
[IP Address]
Enter an IPv6 address. Addresses that start with "ff" (or multicast address) cannot be entered.

[Prefix Length]
Enter a number that indicates how many bits are available for the network address.

[Default Router Address]
Specify the IPv6 address of the default router as necessary. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use DHCPv6]
Select the check box when using a stateful address. When not using DHCPv6, clear the check box.

6 Click [OK].



NOTE

Checking whether the settings are correct

Make sure that the Remote UI screen can be displayed with your computer by using the IPv6 address of the machine. **Starting Remote UI(P. 409)**

Using the control panel

IPv6 settings can also be accessed from <Menu> in the <Home> screen. **IPv6 Settings(P. 437)**

LINKS

Setting IPv4 Address(P. 275)
Viewing Network Settings(P. 282)

Viewing Network Settings

36WC-06F

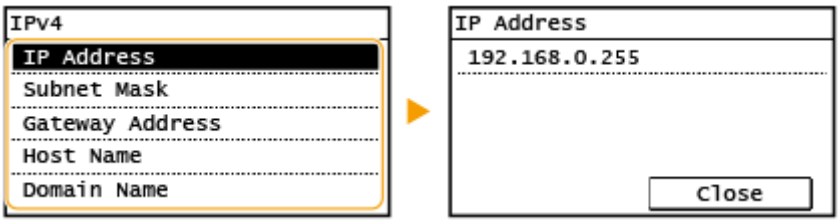
Viewing IPv4 Settings(P. 282)
Viewing IPv6 Settings(P. 282)
Viewing Direct Connection Information(P. 283)
Viewing the MAC Address for Wired LAN(P. 283)
Viewing the MAC Address and Information for Wireless LAN(P. 283)

NOTE

- The IP address is not correctly configured if it is displayed as "0.0.0.0".
- Connecting the machine to a switching hub or bridge may result in a connection failure even when the IP address is correctly configured. This problem can be solved by setting a certain interval before the machine starts communicating. **Setting a Wait Time for Connecting to a Network(P. 315)**
- You can print a list of the current network settings. **User Data List/System Manager Data List(P. 595)**

Viewing IPv4 Settings

<Network Information> ▶ <IPv4> ▶ Select the setting to view ▶ Check the settings

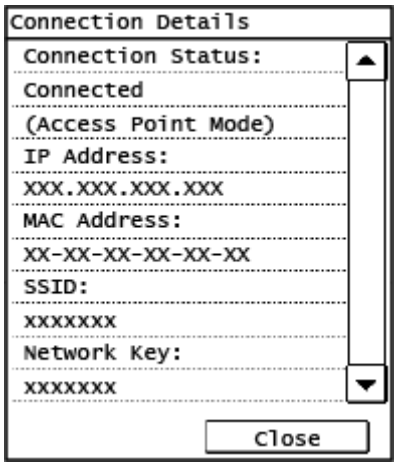


Viewing IPv6 Settings

<Network Information> ▶ <IPv6> ▶ Select the setting to view ▶ Check the settings

Viewing Direct Connection Information

▶ <Network Information> ▶ <Direct Connection Information> ▶ <Connection Details> ▶ Check the settings



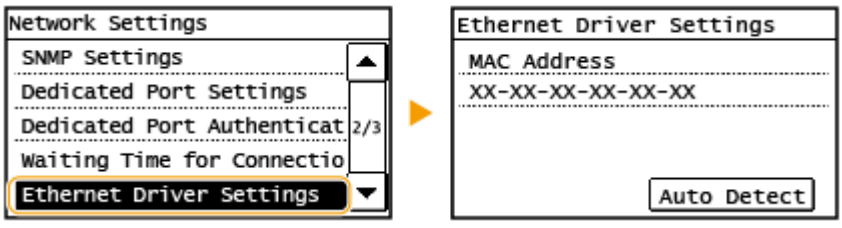
Viewing the MAC Address for Wired LAN

1 **Tap <Menu> in the <Home> screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 **Tap <Ethernet Driver Settings>.**



Viewing the MAC Address and Information for Wireless LAN

1 **Tap <Menu> in the <Home> screen.**

2 Tap <Network Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

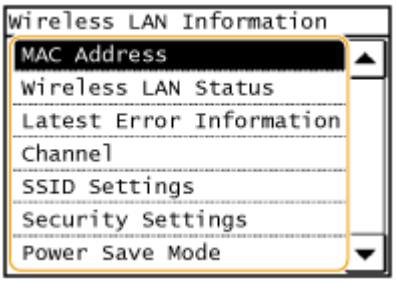
3 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.
- If the <Direct Connection will be terminated. Is it OK?> message is displayed, tap <Yes>.

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

5 Tap <Wireless LAN Information>.

6 Select the setting to view.



■Viewing WEP and WPA/WPA2-PSK information

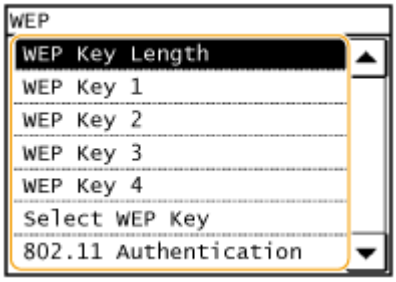
1 Tap <Security Settings>.

2 Confirm and tap the current security setting.

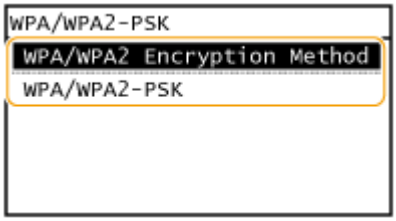
- If the security settings are not configured, <None> is displayed.

3 Select the setting to view.

WEP



WPA/WPA2-PSK



NOTE:

<Wireless LAN Status> and <Latest Error Information> can be viewed from . Press ▶ <Network Information> ▶ <Network Connection Method> ▶ <Conn. Info> and select the setting to view.

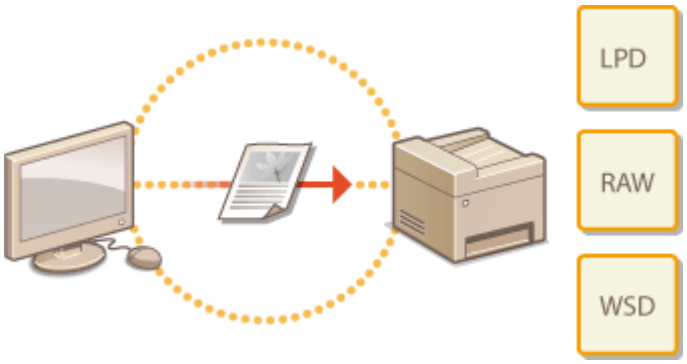
LINKS

Connecting to a Wireless LAN(P. 259)
Setting IPv4 Address(P. 275)
Setting IPv6 Addresses(P. 278)
Configuring DNS(P. 316)

Configuring the Machine for Printing or Faxing from a Computer

36WC-06H

When using the machine as a network printer or a PC-to-fax machine, you can configure the protocols and ports used for printing and create a print server for the machine. Before configuring the machine for printing or faxing from a computer, perform the basic setup procedures, including the printer driver installation.



NOTE

- Printing protocols are rules for delivering document data created on a computer to the machine, and can be selected according to the printing purpose or the network environment.
- Ports are gateways for passing document data from a computer to the printer. Incorrect port settings are often the cause when documents cannot be printed from a network computer.

Configuring Printing Protocols and WSD Functions

36WC-06J

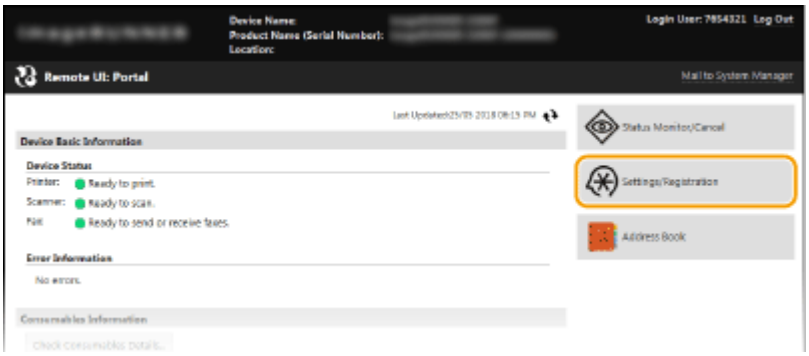
Configure the protocols that are used for printing documents from a networked computer. The protocols supported by the machine include LPD, RAW, and WSD (Web Services on Devices).

NOTE

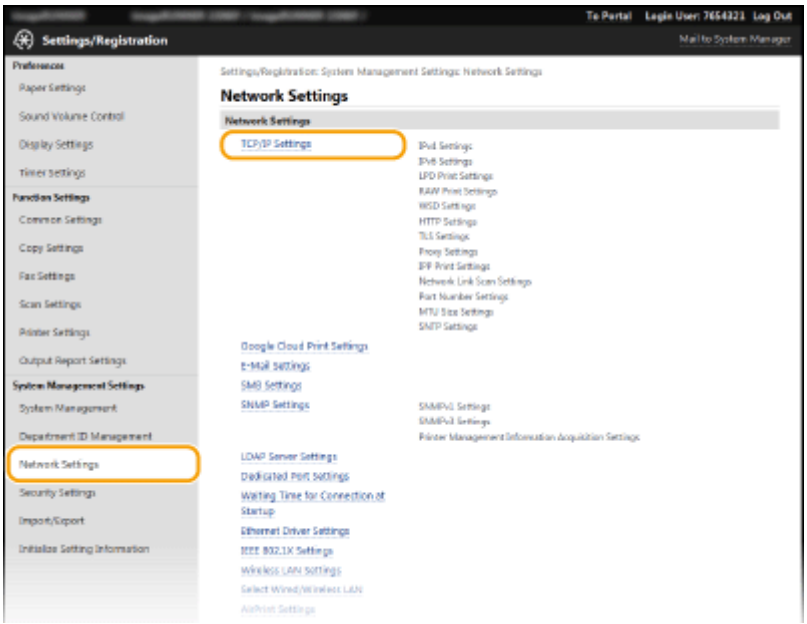
To change protocols' port numbers, see **Changing Port Numbers(P. 367)** .

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI(P. 409)**

2 **Click [Settings/Registration].**



3 **Click [Network Settings] ▶ [TCP/IP Settings].**

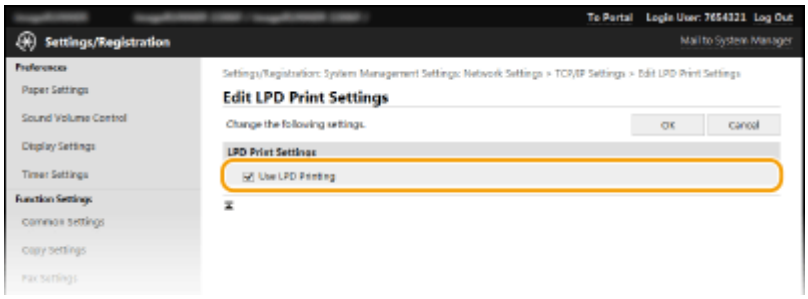


4 **Configure printing protocols.**

■Configuring LPD or RAW

1 Click [Edit] in [LPD Print Settings] or [RAW Print Settings].

2 Configure the settings as necessary.



[Use LPD Printing]
Select the check box to print via LPD. When not using LPD printing, clear the check box.

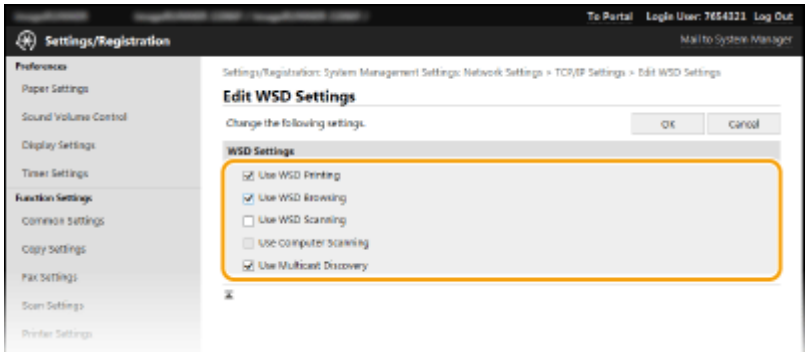
[Use RAW Printing]
Select the check box to print via RAW. When not using RAW printing, clear the check box.

3 Click [OK].

■Configuring WSD

1 Click [Edit] in [WSD Settings].

2 Configure the settings as necessary.



[Use WSD Printing]
Select the check box to print via WSD. When not using WSD printing, clear the check box.

[Use WSD Browsing]
Select the check box to obtain information about the machine from a computer via WSD. This check box is automatically selected when the [Use WSD Printing] check box is selected.

[Use WSD Scanning]
WSD scanning enables you to scan documents to a computer without installing the scanner driver. Select the check box to scan documents via WSD. When not using WSD scanning, clear the check box.

[Use Computer Scanning]
Select the check box to use WSD scanning by operating the machine with the control panel. This check box can only be selected when the [Use WSD Scanning] check box is selected. To perform scanning, tap <Scan> and specify a WSD-connected computer as a scan destination. (**Scanning from the Machine(P. 175)**).

[Use Multicast Discovery]
Select the check box to set the machine to reply to multicast discovery messages. If the check box is cleared, the machine stays in sleep mode even when multicast discovery messages are flowing on the network.

3 Click [OK].

NOTE

Using the control panel

LPD, RAW, and WSD settings can also be accessed from <Menu> in the <Home> screen.

- **LPD Print Settings(P. 438)**
- **RAW Print Settings(P. 438)**
- **WSD Settings(P. 438)**

Setting up WSD network devices

The WSD printer and scanner can be added from the printer folder. Open the printer folder (**Displaying the Printer Folder(P. 652)**) ▶ click [Add a device] or [Add a printer] and follow the on-screen instructions. For more information about how to install the driver for the WSD network, see the manuals for the relevant drivers on the online manual website.

LINKS

Configuring Printer Ports(P. 290)

Configuring Printer Ports

36WC-06K

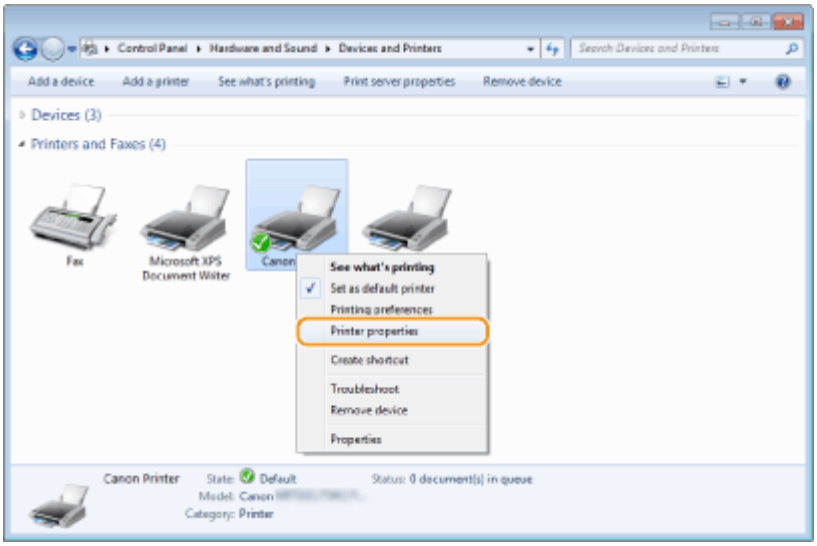
Printing errors can occur when the IP address of the machine has been changed, or when a printer has been added via the Windows printer folder. These errors are typically caused by incorrect printer port settings. For example, an incorrect port number or port type may have been specified. In such situations, your attempt to print fails because the document data cannot reach the machine. To fix this type of problem, configure the printer port settings on the computer.

IMPORTANT

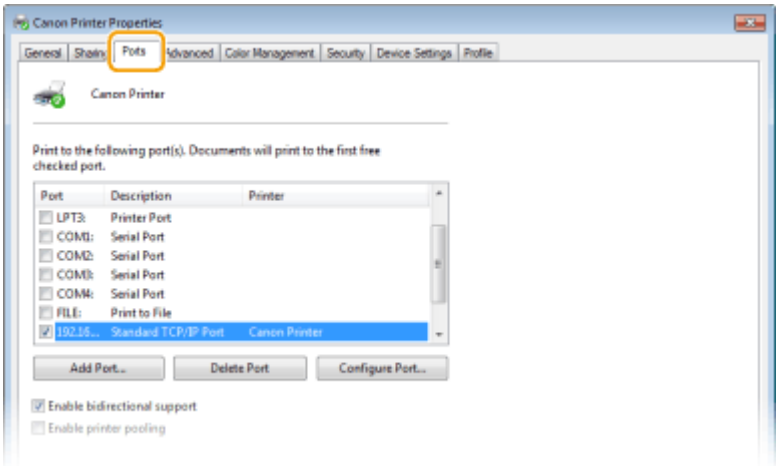
To perform the following procedure, log on to your computer with an administrator account.

1 **Open the printer folder.** **Displaying the Printer Folder(P. 652)**

2 **Right-click your printer icon and click [Printer properties] (or [Properties]).**



3 **Click the [Ports] tab and configure the required settings.**

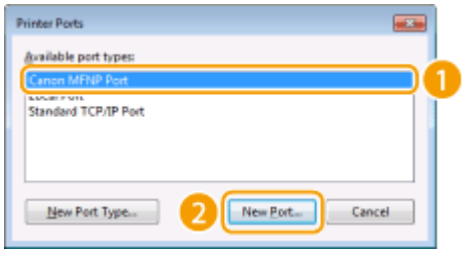


■Adding a port

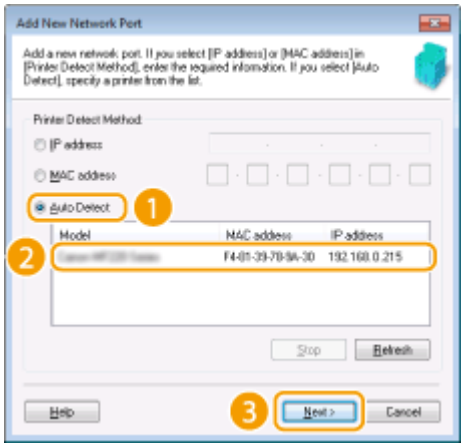
If the IP address of the machine has been changed, add a new port. Adding a port is also an effective solution when an incorrect port type was selected in the Windows printer folder during the printer driver installation.

1 Click [Add Port].

2 Select [Canon MFNP Port] in [Available port types] and click [New Port].



3 Click [Auto Detect], select the machine when it is detected, and click [Next].



NOTE:

If the machine is not detected

Click [Refresh]. If the problem persists, click [IP address] or [MAC address], enter the IP address or MAC address of the machine **Viewing Network Settings(P. 282)** , and then click [Next].

4 Click [Add] ▶ [Finish].

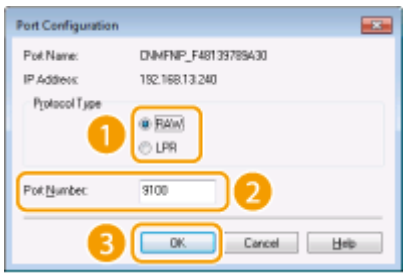
5 Click [Close].

■Changing the port type or number

If the printing protocols (**Configuring Printing Protocols and WSD Functions(P. 287)**) or port numbers (**Changing Port Numbers(P. 367)**) have been changed on the machine, the corresponding settings on the computer must also be configured. This change is only available for LPR or RAW ports.

1 Click [Configure Port].

2 Click the [LPR] or [RAW] radio button in [Protocol Type], change the number in the [Port Number] text box as necessary, and then click [OK].



4 Click [Close].

LINKS

Setting Up Print Server(P. 293)

Setting Up Print Server

36WC-06L

With a print server, you can reduce the load on the computer that you print from. The print server also enables each computer to install the drivers over the network, which saves you the trouble of installing the drivers on each computer by using the provided CD-ROM/DVD-ROM. To set up a computer on the network as a print server, configure the settings for sharing the printer.

IMPORTANT

- To perform the following procedure, log on to your computer with an administrator account.
- You may be unable to install drivers over the network depending on the operating system and the bit architecture (32-bit or 64-bit) of the print server and client computers.
- When implementing a print server in a domain environment, consult your Network Administrator.

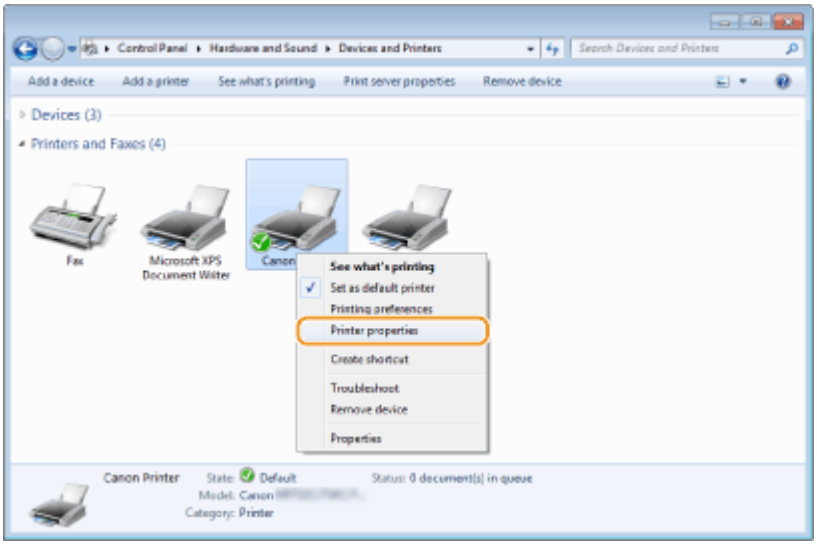
NOTE

To obtain device information when using a print server

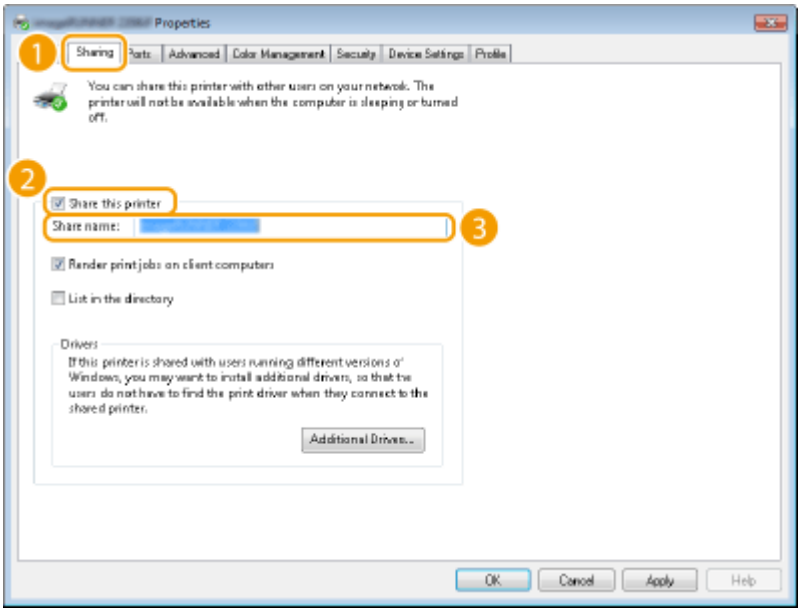
"Canon Driver Information Assist Service" must be added during the printer driver installation. For more information, see the manuals for the relevant drivers on the online manual website.

1 **Open the printer folder.** **Displaying the Printer Folder(P. 652)**

2 **Right-click your printer icon and click [Printer properties] (or [Properties]).**



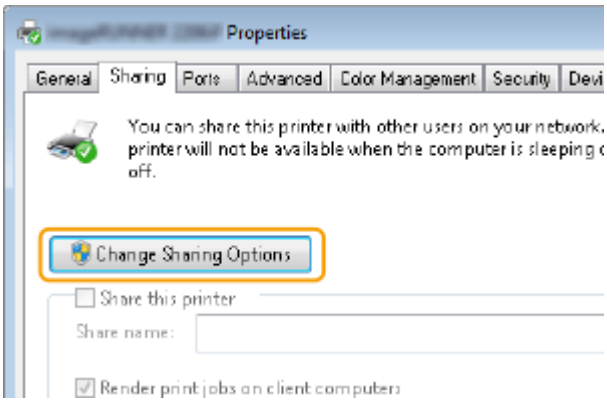
3 **Click the [Sharing] tab, select [Share this printer], and enter the share name of the machine.**



NOTE:

When [Change Sharing Options] is displayed

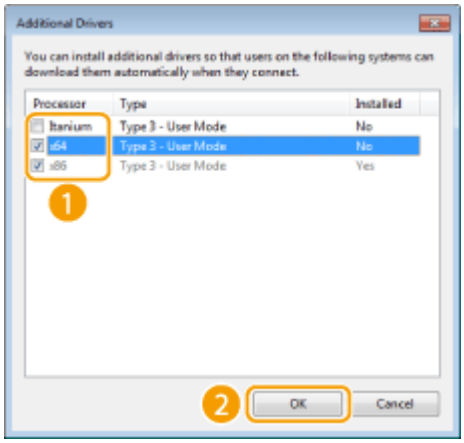
Click [Change Sharing Options]. If the [User Account Control] dialog box appears, click [Yes] (or [Continue]).



4 Install additional drivers as necessary.

- This operation is required if you want to install the drivers in other computers running a different bit architecture via the print server.

1. Click [Additional Drivers].
2. Select the check box for the bit architecture that other computers are running, and click [OK].



- Select additional drivers from the following, according to the operating system of the print server.

Print server	Select the check box for
32-bit operating systems	[x64]
64-bit operating systems	[x86]

NOTE:

If you do not know whether your Windows 7/8.1/10/Server 2008/Server 2012/Server 2016 is a 32-bit or 64-bit operating system, see **Checking the Bit Architecture(P. 655)** .

3 Insert the provided CD-ROM/DVD-ROM into the drive on the computer, click [Browse] to specify the folder that contains the drivers, and then click [OK].

- If the print server runs a 32-bit operating system, select [intdrv] ▶ [UFRII] ▶ [x64] ▶ [Driver] folders on the provided CD-ROM/DVD-ROM.
- If the print server runs a 64-bit operating system, select [intdrv] ▶ [UFRII] ▶ [32BIT] ▶ [Driver] folders on the provided CD-ROM/DVD-ROM.

4 Follow the on-screen instructions to install the drivers.

5 Click [OK].

■Installing the Drivers on a Computer via the Print Server

1 Locate the shared printer in the print server. Displaying Shared Printers in the Print Server(P. 653)

2 Double-click the shared printer.

3 Follow the on-screen instructions to install the drivers.

LINKS

Printing from a Computer(P. 156)

Configuring Scan Settings (E-Mail/Shared Folders)

36WC-070

To send scanned originals directly by e-mail or save them to shared folders, you need to configure the network. The Send Function Setting Tool, an application that is included with the machine, will assist you with the required setup. Set the necessary configuration depending on your purpose and network environment.

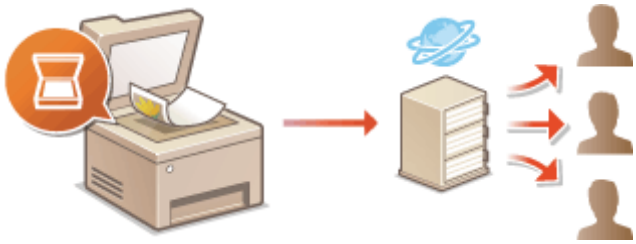
NOTE

For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

Scanning to E-Mail

Configuring Scan Settings (Sending E-Mail)(P. 297)

Scanning to Shared Folders



Configuring the Machine for Scanning to Shared Folders(P. 306)

LINKS

System Environment(P. 637)
Scan Function(P. 633)

Configuring Scan Settings (Sending E-Mail)

36WC-071

Before configuring the machine for scanning to e-mail, check the setup flow shown below.

1

Make sure that the machine and the computer are correctly connected.

Connecting to a Wireless LAN(P. 259)

Connecting to a Wired LAN(P. 258)

2

Make sure that you have the following information:

- The IP address of the machine. **Viewing Network Settings(P. 282)**
- An e-mail address to be registered as a destination.
- Information about the e-mail server, including the SMTP server name, port numbers, whether authentication is required, and the user name and password for authentication.

NOTE:

- For more information about the e-mail server settings, contact your Internet service provider or Network Administrator.

3

Make sure that the computer meets the following system requirements for the Send Function Setting Tool (sending e-mail):

- System requirements for the Send Function Setting Tool **System Environment(P. 637)**

NOTE:

- Also make sure that <Use HTTP> and <Use Remote UI> are set to <On>.
  Disabling HTTP Communication(P. 382)
  Disabling Remote UI(P. 383)

4

Set the machine configuration.

- Configuring Basic E-Mail Settings **Configuring Basic E-Mail Settings(P. 298)**
- Configuring E-Mail Communication Settings **Configuring E-Mail Communication Settings(P. 302)**
- Configuring Detailed E-Mail Communication Settings (Authentication, Encryption, etc.) **Configuring E-Mail Communication Settings(P. 302)**

Configuring Basic E-Mail Settings

36WC-072

This section describes how to configure the e-mail settings by using the Send Function Setting Tool. With the Send Function Setting Tool, you can also register e-mail addresses to the Address Book.

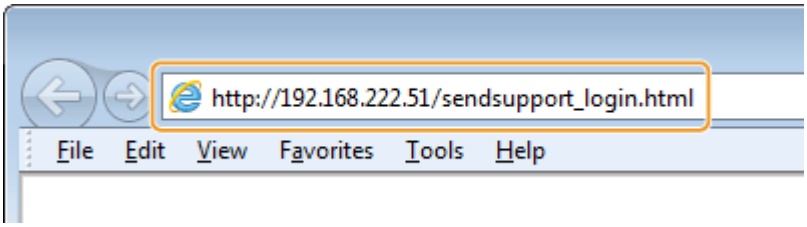
NOTE

- The Send Function Setting Tool helps you configure the basic settings for sending e-mails. Instead of the Send Function Setting Tool, you can use the Remote UI to configure more detailed settings such as the settings for POP authentication before sending or for encrypted communication. **Configuring E-Mail Communication Settings(P. 302)**

1 Start the Send Function Setting Tool.

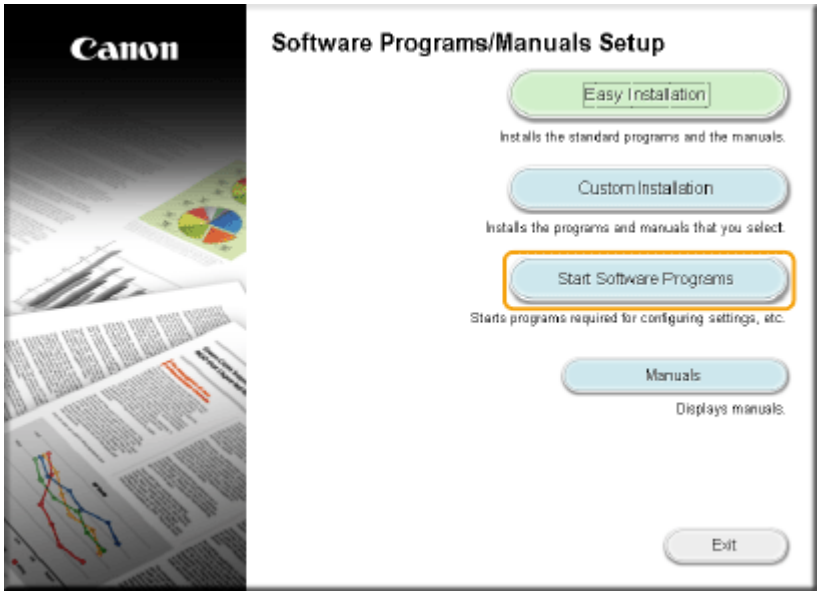
■Using a Web browser

Enter "http://<the IP address of the machine>/sendsupport_login.html" in the address field of a Web browser, and press the [ENTER] key.



■Using the provided CD-ROM/DVD-ROM

1. Insert the provided CD-ROM/DVD-ROM into the drive on the computer.
   - Select a language and click [OK] if you are prompted to do so.
2. Click [Start Software Programs].



NOTE:

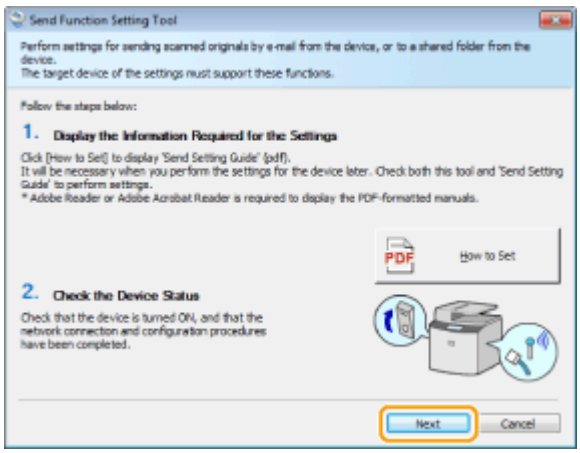
- If the above screen is not displayed, see **Displaying the [Software Programs/Manuals Setup] Screen(P. 654)** .

- If [AutoPlay] is displayed, click [Run MInst.exe].

3 Click [Start] for [Send Function Setting Tool].

4 Click [Next].

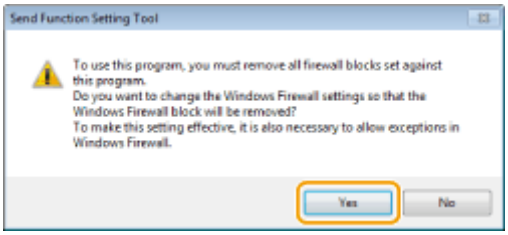
- If you want to view "Send Setting Guide," click [How to Set].



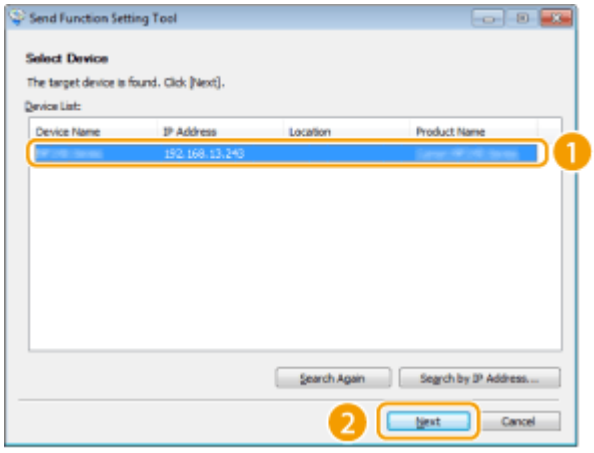
NOTE:

If the screen below appears

- Click [Yes].



5 Select the machine from [Device List] and click [Next].



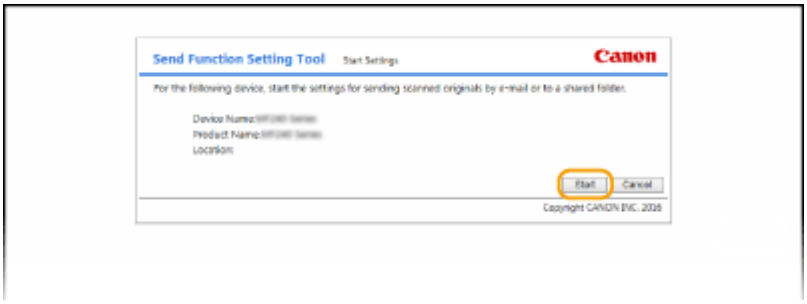
NOTE:

If the machine is not displayed in [Device List]

- Click [Search Again]. If the problem persists, click [Search by IP Address], enter the IP address of the machine, and then click [OK].

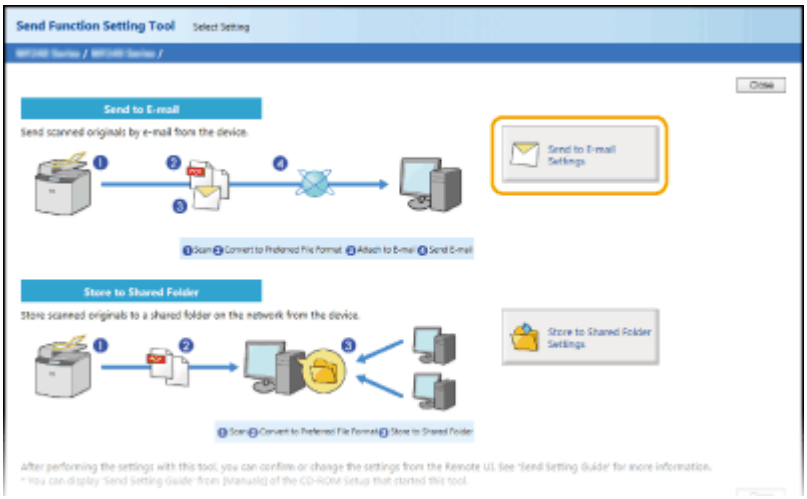
6 Confirm the settings and click [OK].

2 Click [Start].



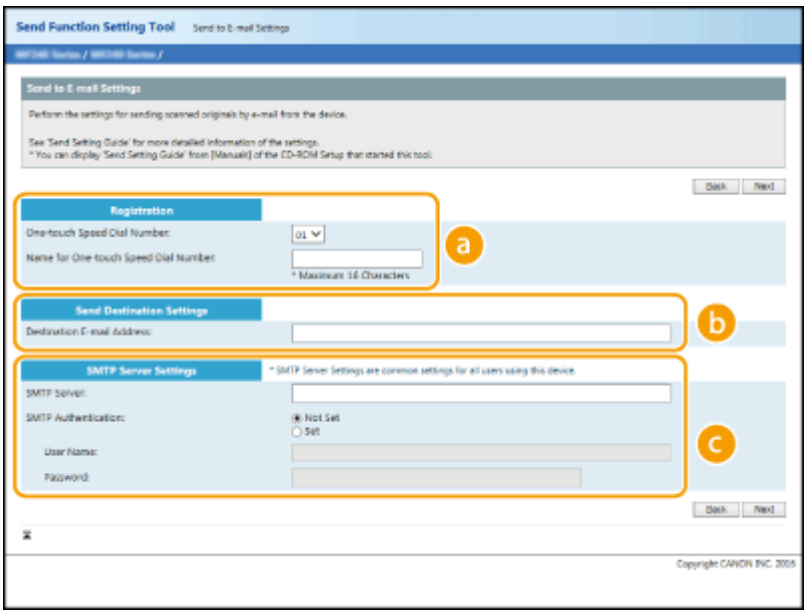
- If the logon screen is displayed, enter the appropriate ID and PIN in the corresponding text boxes, and click [Logon].

3 Click [Send to E-mail Settings].



- If the screen prompting you to enter the Address Book PIN is displayed, enter the PIN for the Address Book, and click [OK]. **Setting a PIN for Address Book (P. 373)**

4 Specify the required settings.



a [Registration]

[One-touch Speed Dial Number]
With the Send Function Setting Tool, you can register an e-mail address into <One-Touch> in the Address Book. Select a number from the drop-down list.

[Name for One-touch Speed Dial Number]
Enter the name for identifying the destination to be registered. Set a name that will be easy for you to find later in the Address Book.

[Send Destination Settings]

[Destination E-mail Address]
Enter the e-mail address that you want to send your scanned documents to.

[SMTP Server Settings]

[SMTP Server]
Enter the SMTP server name.

[SMTP Authentication]
Click the [Not Set] or [Set] radio button to match the authentication settings of the SMTP server. When [Set] is selected, enter the user name in the [User Name] text box and password in the [Password] text box.

NOTE:

Authentication methods for sending e-mails

- To prevent e-mail transmissions by unauthorized users, the machine supports SMTP authentication (SMTP AUTH) and POP before SMTP. For more information about the required authentication method, contact your Internet service provider or Network Administrator.
- POP before SMTP authentication can only be configured by using the Remote UI. **Configuring E-Mail Communication Settings(P. 302)**

5 Click [Next].

6 Confirm the settings and click [Register].

7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

IMPORTANT

Additional settings may be required depending on the network you are using. For more information, contact your Internet service provider or Network Administrator.

- To enable TLS for e-mailing, see **Configuring E-Mail Communication Settings(P. 302)** .
- To change port numbers, see **Changing Port Numbers(P. 367)** .

LINKS

Configuring Scan Settings (Sending E-Mail)(P. 297)
Sending Documents as E-Mails Directly from the Machine(P. 187)
Registering in the Address Book(P. 49)

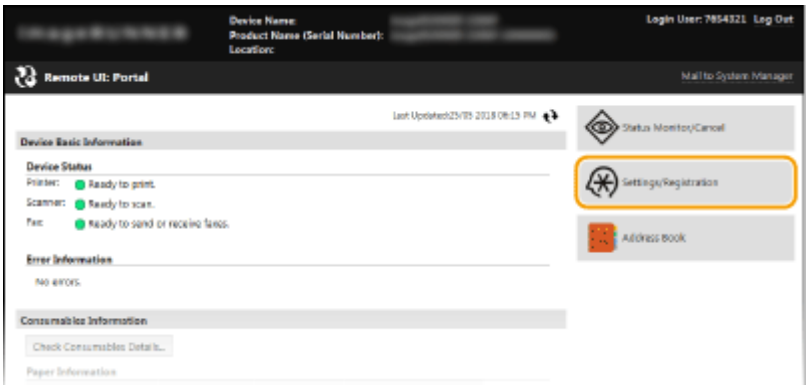
Configuring E-Mail Communication Settings

36WC-073

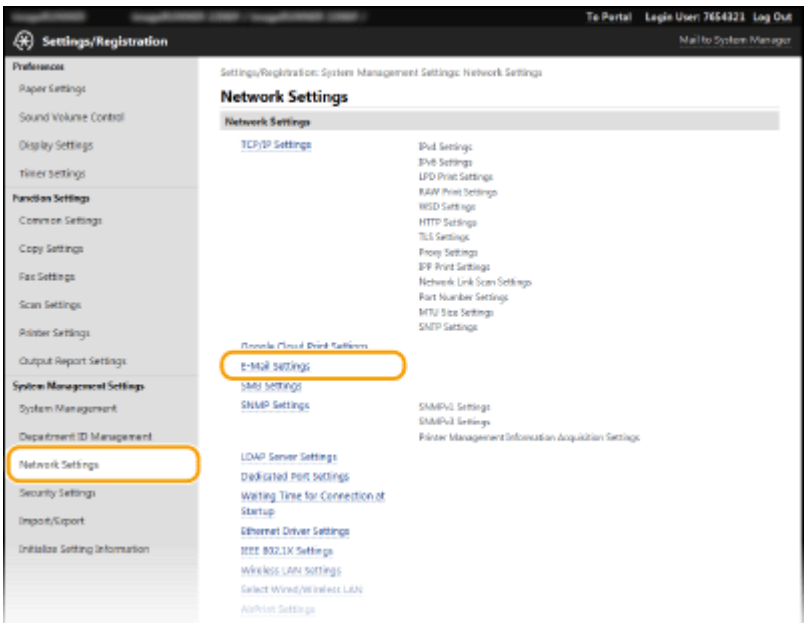
Use the Remote UI to configure the detailed send settings, such as the settings for POP authentication and encryption of communication before you send e-mail. Contact your provider or network administrator for the required settings.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI(P. 409)**

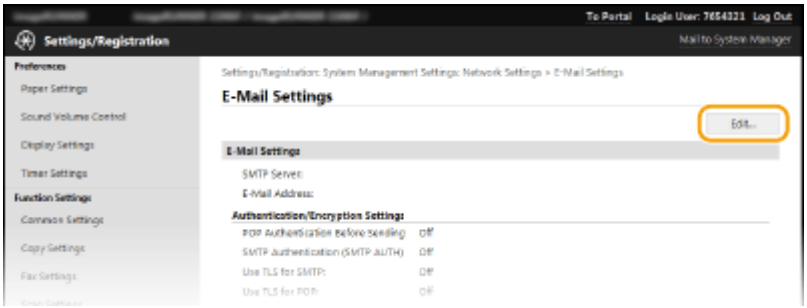
2 **Click [Settings/Registration].**



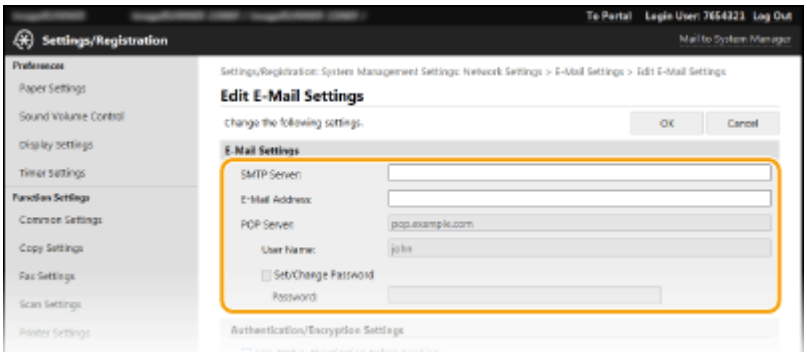
3 **Click [Network Settings] ▶ [E-Mail Settings].**



4 **Click [Edit].**



5 Specify the required settings.



[SMTP Server]
Enter up to 48 alphanumeric characters as the SMTP server name (or IP address) for sending e-mail.

[E-Mail Address]
Enter up to 120 characters for the e-mail address that you want to use for the machine.

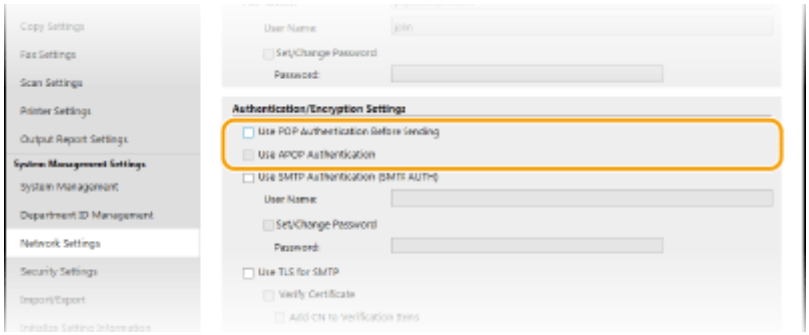
[POP Server]
Enter up to 48 alphanumeric characters as the POP3 server name or IP address for sending e-mail.

[User Name]
Enter up to 64 alphanumeric characters as the user name for the specified e-mail account when a POP3 server is used.

[Set/Change Password]
To set or change the password when a POP3 server is used, select this check box and enter up to 32 alphanumeric characters in [Password].

■Configuring Pop Authentication before Sending

POP before SMTP authentication prevents unauthorized users from using e-mail by performing user authentication on the POP3 server.

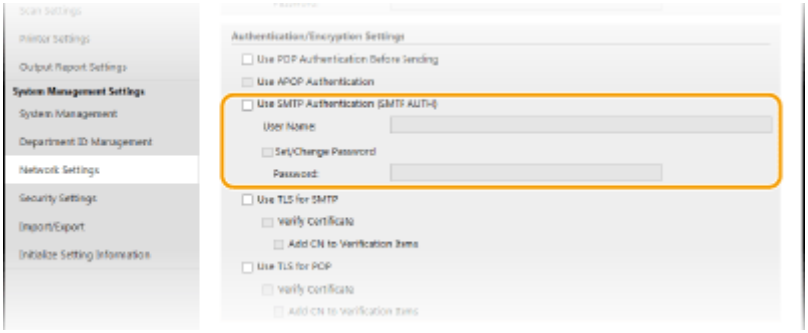


[Use POP Authentication Before Sending]
To use the POP3 server for authentication before you send e-mail, select the check box.

[Use APOP Authentication]
Select the check box to use APOP to encrypt the password during the authentication process.

■Configuring SMTP authentication

If you configure SMTP authentication (SMTP AUTH), user identification by user name and password is performed at the time of sending e-mail.

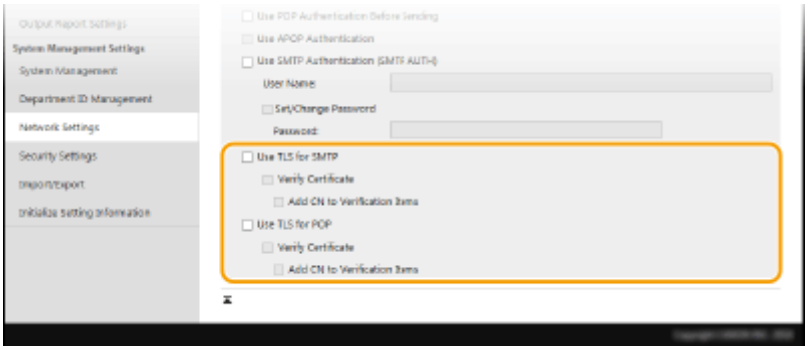


[Use SMTP Authentication (SMTP AUTH)]
To enable authentication on the SMTP server, select the check box and enter up to 64 characters in the [User Name] text box.

[Set/Change Password]
To specify or change the password, select the check box and enter up to 32 characters in the [Password] text box.

■Configuring encrypted communication

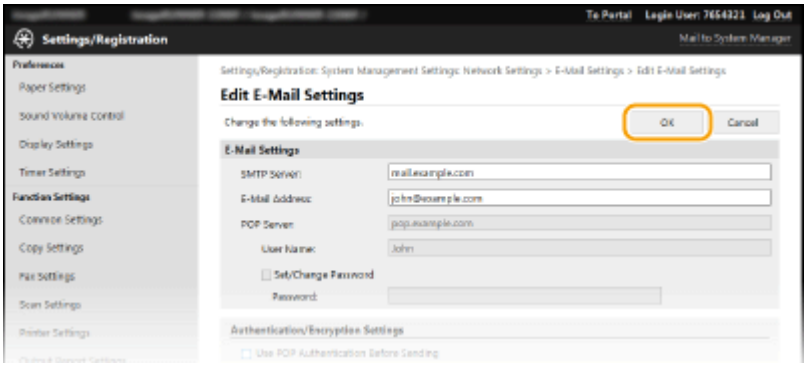
You can configure encryption of communication with an SMTP or POP3 server.



[Use TLS for SMTP]
Select the check box to use TLS for encrypting communication with the SMTP server. Select the check box for [Verify Certificate] or [Add CN to Verification Items] depending on your needs.

[Use TLS for POP]
Select the check box to encrypt communication with the POP3 server using TLS. Select the [Verify Certificate] and [Add CN to Verification Items] check boxes as required.

6 Click [OK].



IMPORTANT

- Depending on the network you are using, you may need to change the SMTP or POP3 port setting (**Changing Port Numbers(P. 367)**). For more information, contact your Internet service provider or Network Administrator.

LINKS

Configuring Scan Settings (Sending E-Mail)(P. 297)
Configuring Basic E-Mail Settings(P. 298)
Sending Documents as E-Mails Directly from the Machine(P. 187)

Configuring the Machine for Scanning to Shared Folders

36WC-074

Before configuring the machine for scanning to shared folders, check the setup flow shown below.

1

Make sure that the machine and the computer are correctly connected.
Connecting to a Wireless LAN(P. 259)
Connecting to a Wired LAN(P. 258)

2

Make sure that you have the following information:

- The IP address of the machine. **Viewing Network Settings(P. 282)**
- The name of the computer where the shared folder is located. **Checking the Computer Name(P. 656)**
- Path to and the name of the shared folder (If access restrictions are set to the folder, the user name and password information is also needed).

NOTE:

- For instructions on how to create a new shared folder, see "Send Setting Guide."

3

Make sure that the computer meets the following system requirements for the Send Function Setting Tool:

- System requirements for the Send Function Setting Tool **System Environment(P. 637)**

NOTE:

- Also make sure that <Use HTTP> and <Use Remote UI> are set to <On>.
  Disabling HTTP Communication(P. 382)
  Disabling Remote UI(P. 383)

4

Set the machine configuration. **Setting a Shared Folder as a Save Location(P. 307)**

Setting a Shared Folder as a Save Location

36WC-075

The feature of scanning to shared folders is also called "Scan to SMB" because the feature uses Server Message Block (SMB), a Windows-specific technology. SMB is a protocol for sharing resources, such as files and printers, with more than one device in a network (**Configuring SMB(P. 321)**). To configure the machine for saving your scanned documents into a shared folder in the network via SMB, specify the location of the shared folder from a computer in advance. This section describes how to specify the save location by using the Send Function Setting Tool.

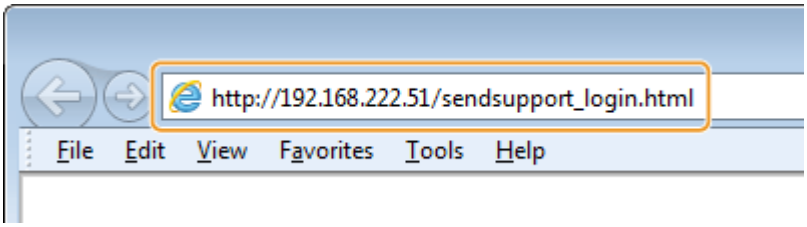
NOTE

- You can also use the Remote UI to specify the location of the shared folder as save destination by registering the folder to the Address Book. **Registering Address Book from Remote UI(P. 426)**

1 Start the Send Function Setting Tool.

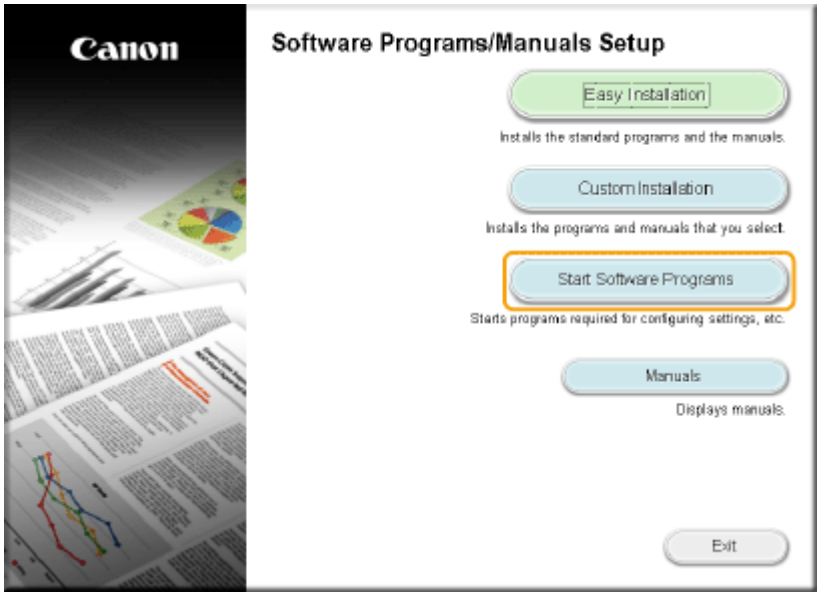
■Using a Web browser

Enter "http://<the IP address of the machine>/sendsupport_login.html" in the address field of a Web browser, and press the [ENTER] key.



■Using the provided CD-ROM/DVD-ROM

1. Insert the provided CD-ROM/DVD-ROM into the drive on the computer.
   - Select a language and click [OK] if you are prompted to do so.
2. Click [Start Software Programs].



NOTE:

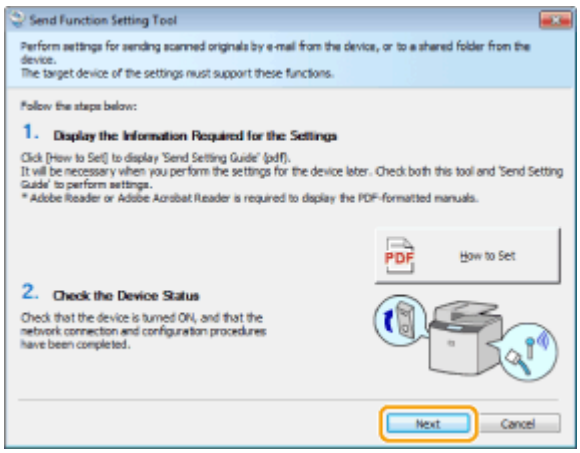
- If the above screen is not displayed, see **Displaying the [Software Programs/Manuals Setup] Screen(P. 654)** .

- If [AutoPlay] is displayed, click [Run MInst.exe].

3 Click [Start] for [Send Function Setting Tool].

4 Click [Next].

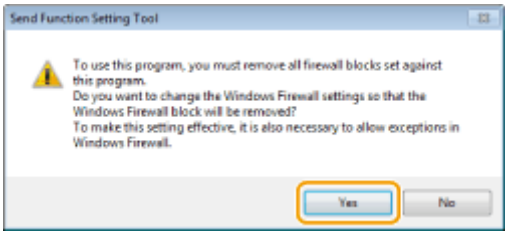
- If you want to view "Send Setting Guide," click [How to Set].



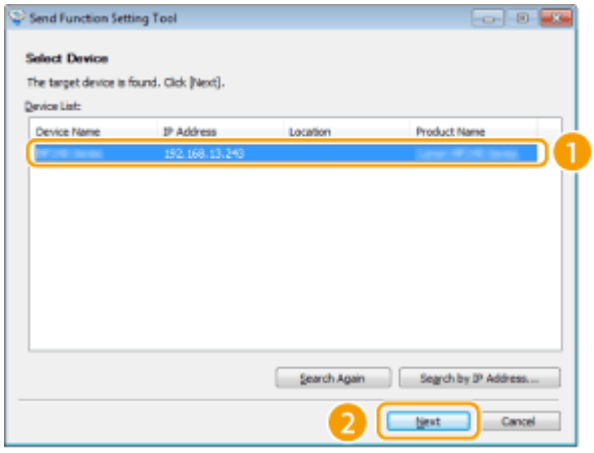
NOTE:

If the screen below appears

- Click [Yes].



5 Select the machine from [Device List] and click [Next].



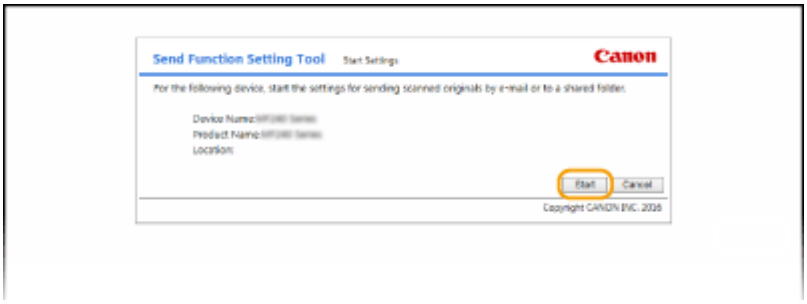
NOTE:

If the machine is not displayed in [Device List]

- Click [Search Again]. If the problem persists, click [Search by IP Address], enter the IP address of the machine, and then click [OK].

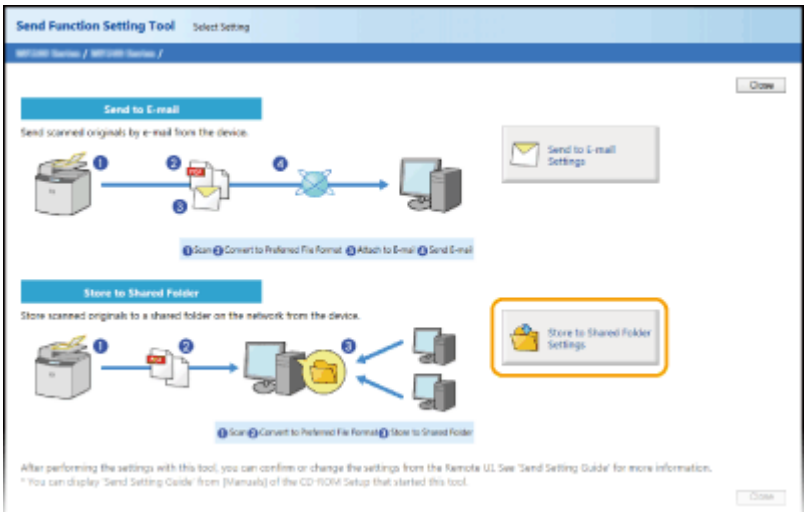
6 Confirm the settings and click [OK].

2 Click [Start].



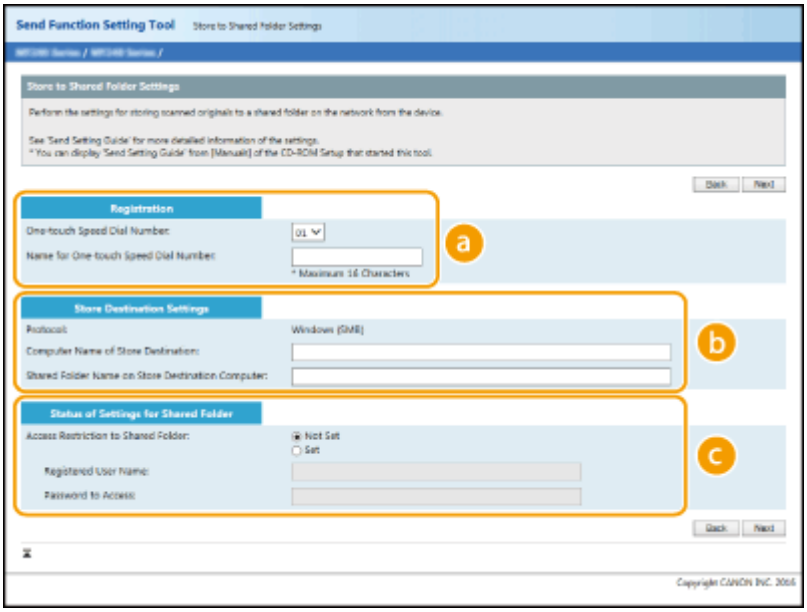
- If the logon screen is displayed, enter the appropriate ID and PIN in the corresponding text boxes, and click [Logon].

3 Click [Store to Shared Folder Settings].



- If the screen prompting you to enter the Address Book PIN is displayed, enter the PIN for the Address Book, and click [OK]. **Setting a PIN for Address Book (P. 373)**

4 Specify the required settings.



a [Registration]

[One-touch Speed Dial Number]

With the Send Function Setting Tool, you can register a shared folder for saving scanned documents into <One-Touch> in the Address Book. Select a number from the drop-down list.

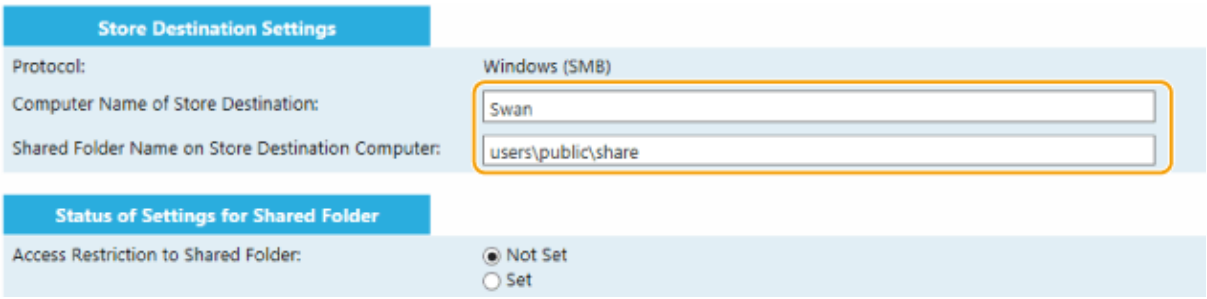
[Name for One-touch Speed Dial Number]
Enter the name for identifying the destination to be registered. Set a name that will be easy for you to find later in the Address Book.

[Store Destination Settings]

[Protocol]
The protocol that is used for sending scanned documents to a shared folder is displayed.

[Computer Name of Store Destination]
Enter the name or the IP address of the computer where the shared folder is located.

[Shared Folder Name on Store Destination Computer]
Enter the name of (or path to) the shared folder. For example, if the shared folder is a subfolder named "share" and is contained in the [Public] folder in drive C (path: C:\users\public\share), enter "users\public\share."



[Status of Settings for Shared Folder]

[Access Restriction to Shared Folder]
Click the [Not Set] or [Set] radio button to match the access restrictions set to the shared folder. When [Set] is selected, enter the user name in the [Registered User Name] text box and password in the [Password to Access] text box.

5 Click [Next].

6 Confirm the settings and click [Register].

7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

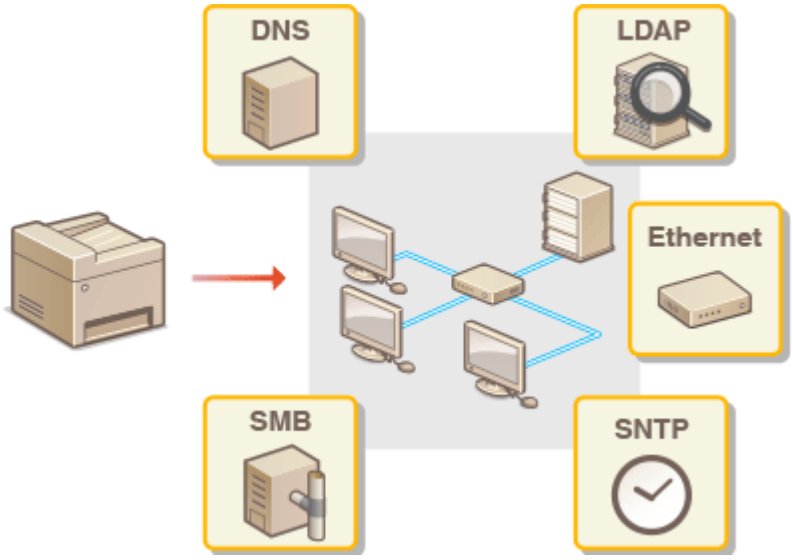
LINKS

Configuring the Machine for Scanning to Shared Folders(P. 306)
Saving Documents Directly in Shared Folder(P. 194)

Configuring the Machine for Your Network Environment

36WC-06R

The configuration of a network varies depending on the purpose of the network. Specify the settings necessary to suit your network environment.



Configuring Ethernet Settings

36WC-06S

Ethernet is a standard for communicating data in a local area network (LAN). You can set the communication mode (half-duplex/full-duplex) and the Ethernet type (10BASE-T/100BASE-TX). In general, the machine can be used without changing the defaults (**Ethernet Driver Settings(P. 442)**), but you can change these settings to suit your network environment.

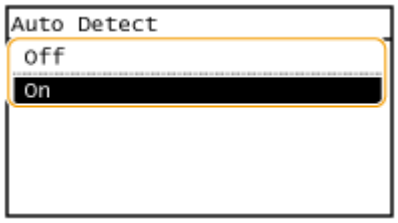
1 Tap <Menu> in the <Home> screen.

2 Tap <Network Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID . **Setting the System Manager ID(P. 343)**

3 Select <Ethernet Driver Settings> ▶ <Auto Detect>.

4 Select whether to configure Ethernet settings automatically or manually.



■Configuring Ethernet settings automatically

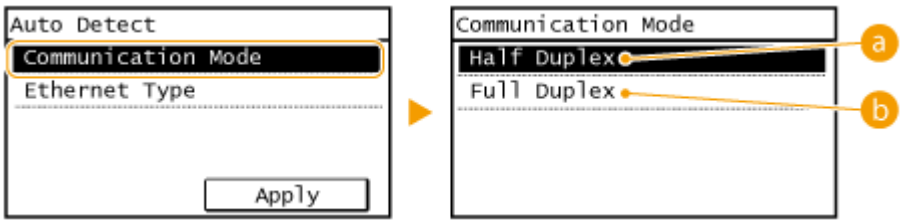
Tap <On>. The machine detects and automatically sets the communication mode and the Ethernet type that can be used.

■Configuring Ethernet settings manually

1 Tap <Off>.

2 Select the communication mode.

- Tap <Communication Mode> ▶ tap <Half Duplex> or <Full Duplex>.



a <Half Duplex>

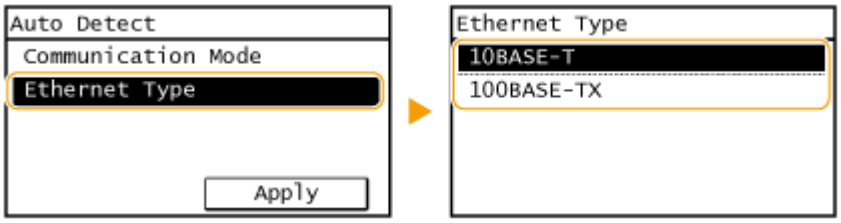
Alternately sends and receives communication data. Select when the machine is connected to a networking device using half duplex.

b <Full Duplex>

Simultaneously sends and receives communication data. Use this setting for most environments.

3 Select the Ethernet type.

- Tap <Ethernet Type> ▶ tap <10BASE-T> or <100BASE-TX>.



4 Tap <Apply>.

LINKS

Changing the Maximum Transmission Unit(P. 314)
Setting a Wait Time for Connecting to a Network(P. 315)

Changing the Maximum Transmission Unit

36WC-06U

In most Ethernet networks, the maximum size of a packet that can be sent is 1500 bytes. A packet refers to a chunk of data into which the original data is divided before being sent. The maximum transmission unit (MTU) may vary on each network. Change the settings of the machine as necessary. For more information, contact your Network Administrator.

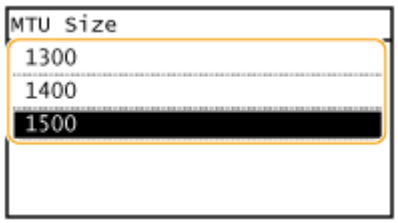
1 Tap <Menu> in the <Home> screen.

2 Tap <Network Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Select <TCP/IP Settings> ▶ <MTU Size>.

4 Select the MTU.



LINKS

Configuring Ethernet Settings(P. 312)
Setting a Wait Time for Connecting to a Network(P. 315)

Setting a Wait Time for Connecting to a Network

36WC-06W

When a network is designed to enjoy redundant connectivity with multiple switching hubs or bridges, it must have a mechanism to prevent packets from looping. One effective solution is to define the role of each switch port. However, communication may still be disrupted for several tens of seconds immediately after you change the way that network devices are connected, or if you add a new device. If this type of problem occurs, set a wait time for connecting to the network.

1 Tap <Menu> in the <Home> screen.

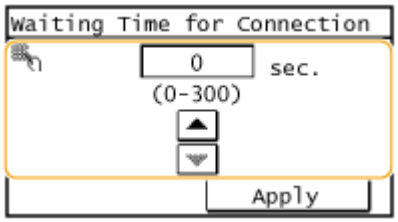
2 Tap <Network Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Tap <Waiting Time for Connection at Startup>.

4 Enter the wait time in seconds, and tap <Apply>.

- Use ▲ / ▼ or the numeric keys to enter the time.



LINKS

Configuring Ethernet Settings(P. 312)
Changing the Maximum Transmission Unit(P. 314)

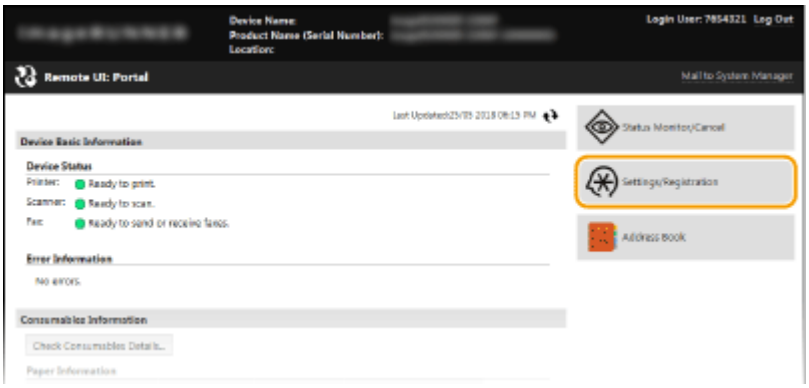
Configuring DNS

36WC-06X

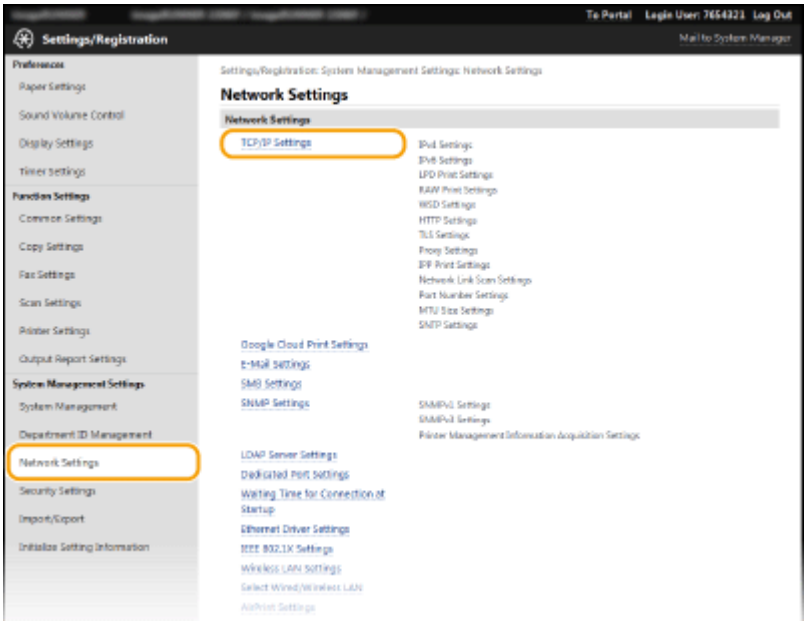
DNS (Domain Name System) provides a service for name resolution that associates a host (or domain) name with an IP address. Configure the DNS, mDNS, or DHCP option settings as necessary. Note that the procedures for configuring DNS are different for IPv4 and IPv6.

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

2 **Click [Settings/Registration].**



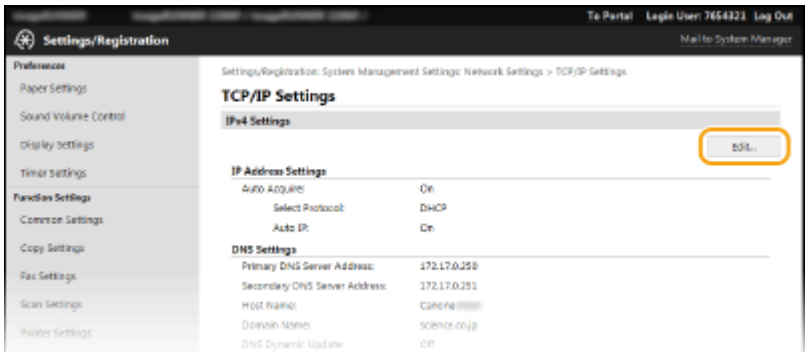
3 **Click [Network Settings] ▶ [TCP/IP Settings].**



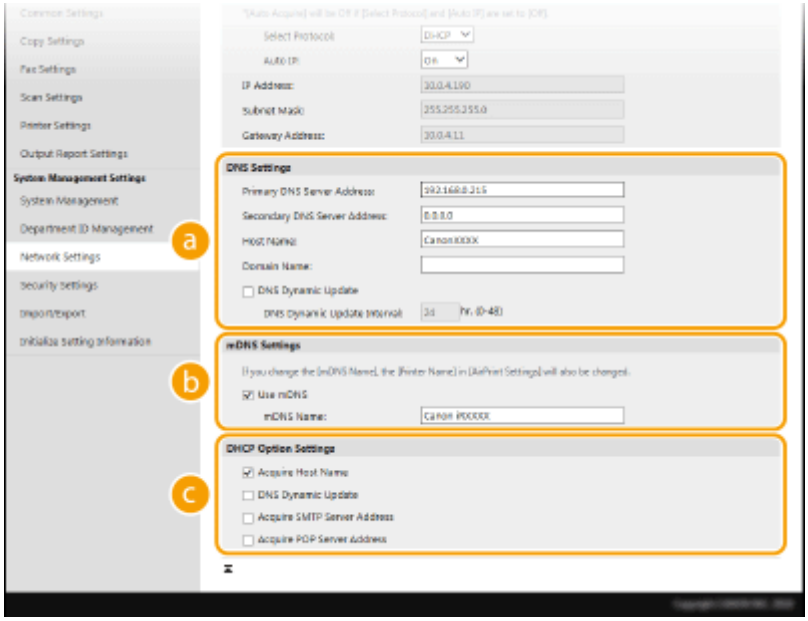
4 **Configure DNS settings.**

■Configuring IPv4 DNS

1 Click [Edit] in [IPv4 Settings].



2 Configure IPv4 DNS settings.



a [DNS Settings]

[Primary DNS Server Address]
Enter the IP address of a DNS server.

[Secondary DNS Server Address]
Enter the IP address of a secondary DNS server, if any.

[Host Name]
Enter up to 47 alphanumeric characters for the host name of the machine that is to be registered to the DNS server.

[Domain Name]
Enter up to 47 alphanumeric characters for the name of the domain the machine belongs to, such as "example.com."

[DNS Dynamic Update]
Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. When specifying the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

b [mDNS Settings]

[Use mDNS]
Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS and enter the mDNS name in the [mDNS Name] text box.

[DHCP Option Settings]

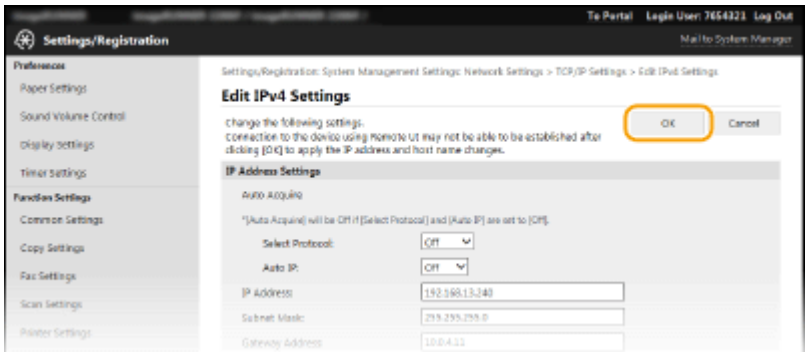
[Acquire Host Name]
Select the check box to enable Option 12 to obtain the host name from the DHCP server.

[DNS Dynamic Update]
Select the check box to enable Option 81 to dynamically update the DNS records through the DHCP server.

[Acquire SMTP Server Address] *
Select the check box to enable Option 69 to obtain an SMTP server address from the DHCP server.
*Optional for the imageRUNNER 2206N

[Acquire POP Server Address] *
Select the check box to enable Option 70 to obtain a POP3 server address from the DHCP server.
*Optional for the imageRUNNER 2206N

3 Click [OK].

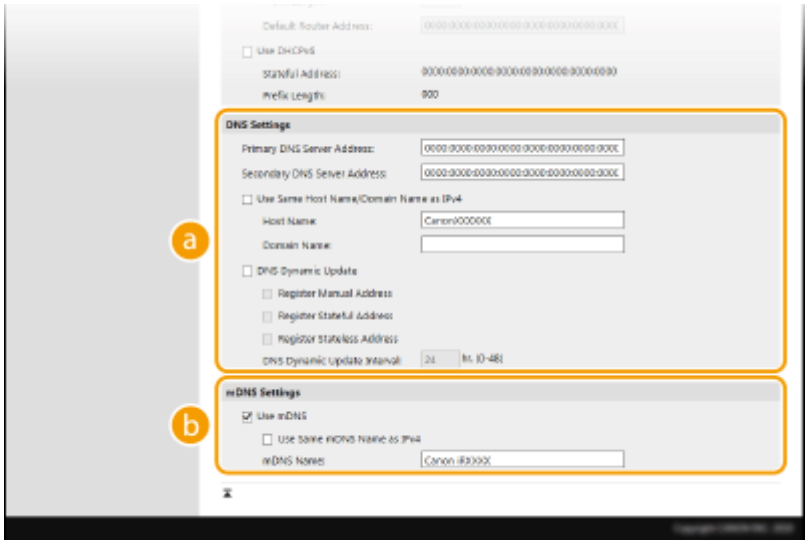


■Configuring IPv6 DNS

1 Click [Edit] in [IPv6 Settings].

2 Configure IPv6 DNS settings.

- The [Use IPv6] check box must be selected to configure the settings. **Setting IPv6 Addresses(P. 278)**



a [DNS Settings]

[Primary DNS Server Address]
Enter the IP address of a DNS server. Addresses that start with "ff" (or multicast address) cannot be entered.

[Secondary DNS Server Address]
Enter the IP address of a secondary DNS server, if any. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use Same Host Name/Domain Name as IPv4]
Select the check box to use the same host and domain names as in IPv4.

[Host Name]
Enter up to 47 alphanumeric characters for the host name of the machine that is to be registered to the DNS server.

[Domain Name]
Enter up to 47 alphanumeric characters for the name of the domain the machine belongs to, such as "example.com."

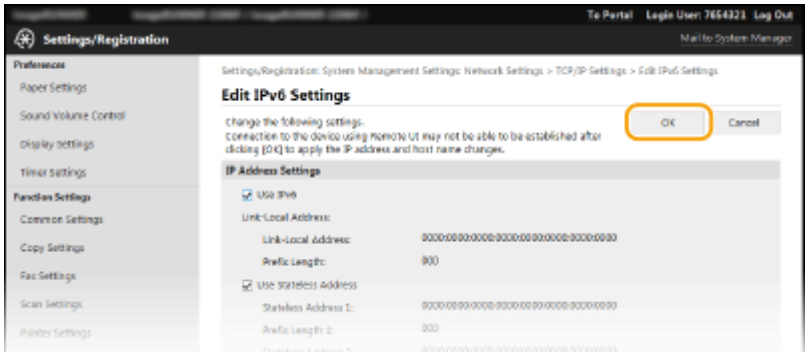
[DNS Dynamic Update]
Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. To specify the type(s) of addresses you want to register to the DNS server, select the check box for [Register Manual Address], [Register Stateful Address], or [Register Stateless Address]. To specify the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

b [mDNS Settings]

[Use mDNS]
Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS.

[Use Same mDNS Name as IPv4]
Select the check box to use the same mDNS name as in IPv4. To set a different name, clear the check box and enter the mDNS name in the [mDNS Name] text box.

3 Click [OK].



NOTE

Using the control panel

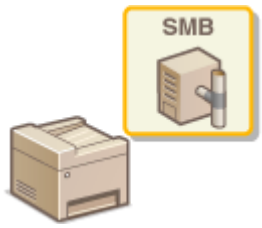
DNS settings can also be accessed from <Menu> in the <Home> screen. **IPv4 Settings(P. 435)** **IPv6 Settings(P. 437)**

LINKS

Setting IPv4 Address(P. 275)
Setting IPv6 Addresses(P. 278)
Viewing Network Settings(P. 282)

Configuring SMB

36WC-076



Server Message Block (SMB) is a protocol for sharing resources, such as files and printers, with more than one device in a network. The machine uses SMB to store scanned documents into a shared folder. Depending on your network, you may have to set the NetBIOS name and workgroup name.

NOTE

For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

NetBIOS Name

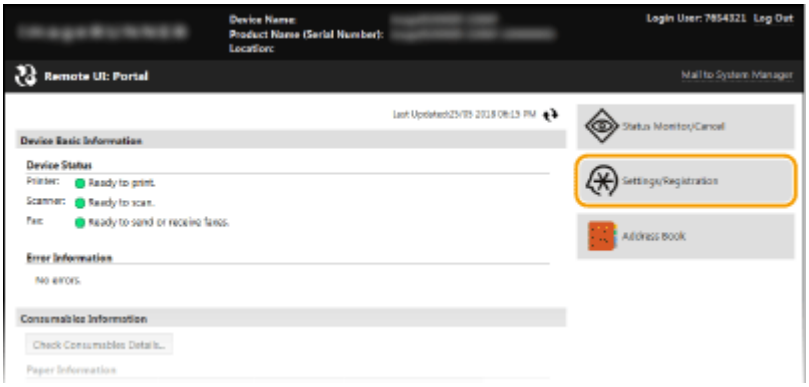
In a Windows network that uses NetBIOS, NetBIOS names are used for identifying network-connected computers as well as for file sharing and other network services. Most computers use the computer name as the NetBIOS name.

Workgroup Name

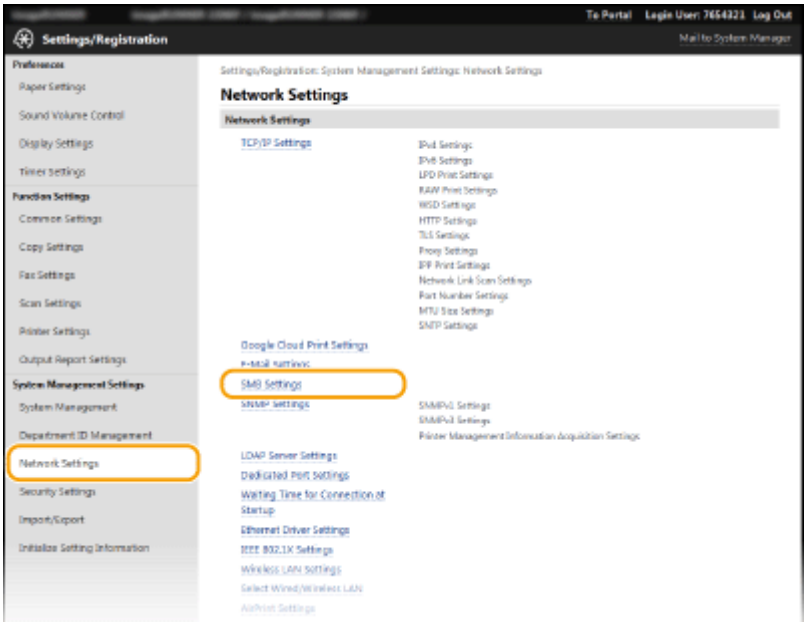
Workgroup name is a name for grouping multiple computers so that basic network functions, such as file sharing, become available in a Windows network. Specify the workgroup name to identify the group that the machine belongs to.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

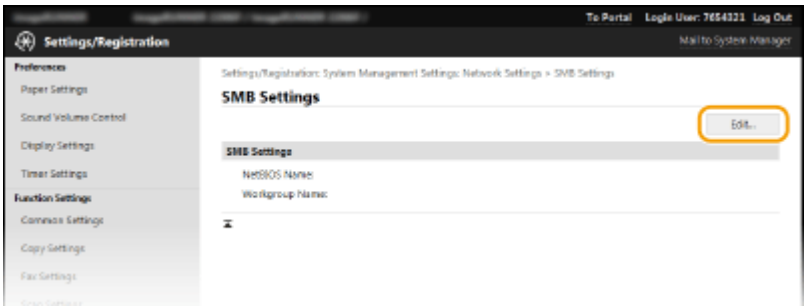
2 Click [Settings/Registration].



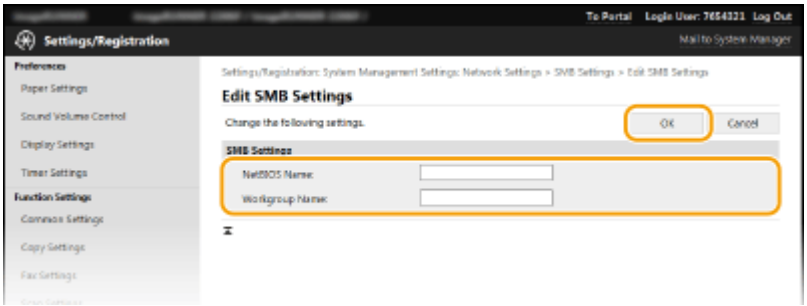
3 Click [Network Settings] ▶ [SMB Settings].



4 Click [Edit].



5 Specify the required settings and click [OK].



[NetBIOS Name]
Enter up to 15 alphanumeric characters for the NetBIOS name of the machine.

[Workgroup Name]
Enter up to 15 alphanumeric characters for the name of the workgroup that the machine belongs to.

Registering LDAP Servers

36WC-078

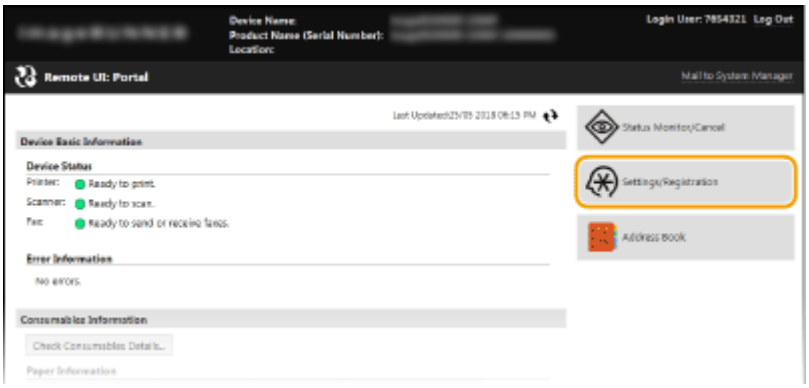
If an LDAP server is implemented in the network, you can search the server for fax numbers or e-mail addresses, and then specify them as destinations or register them in the Address Book. Note also that if send function authentication (**LDAP Server Authentication(P. 354)**) is enabled, you must register the server used for authentication. You can register a maximum of five LDAP servers each for searching and for authentication to the machine. Register LDAP servers via the Remote UI.

NOTE

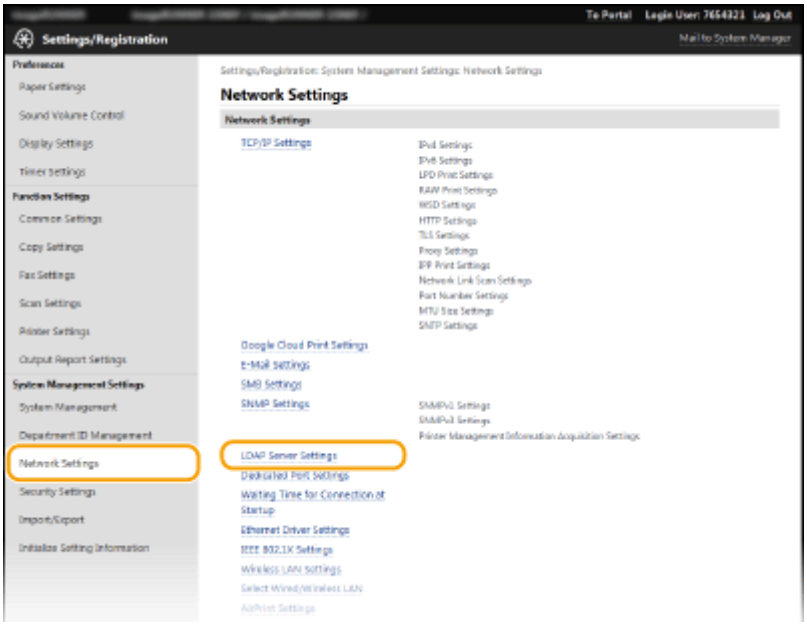
- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.
- For information about LDAP servers that are supported by the machine, see **Management Functions(P. 636)** and **System Environment(P. 637)** .

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

2 Click [Settings/Registration].

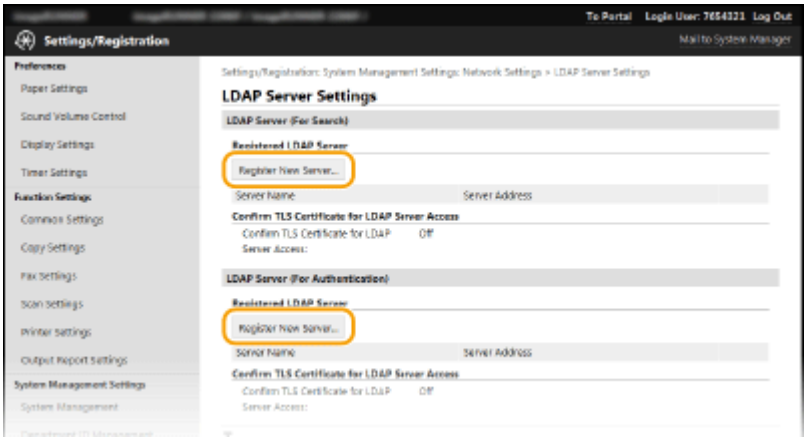


3 Click [Network Settings] ▶ [LDAP Server Settings].



4 Click [Register New Server] for [LDAP Server (For Search)] or [LDAP Server (For Authentication)].

- LDAP server registration is separated, with registration either for searching or for authentication. To use an LDAP server for searching for fax and e-mail destinations, register it for searching, and to use it for authenticating sending of faxes or scans, register it for authenticating.



NOTE:

To edit registered server information

- Click a text link under [Server Name] for the edit screen.

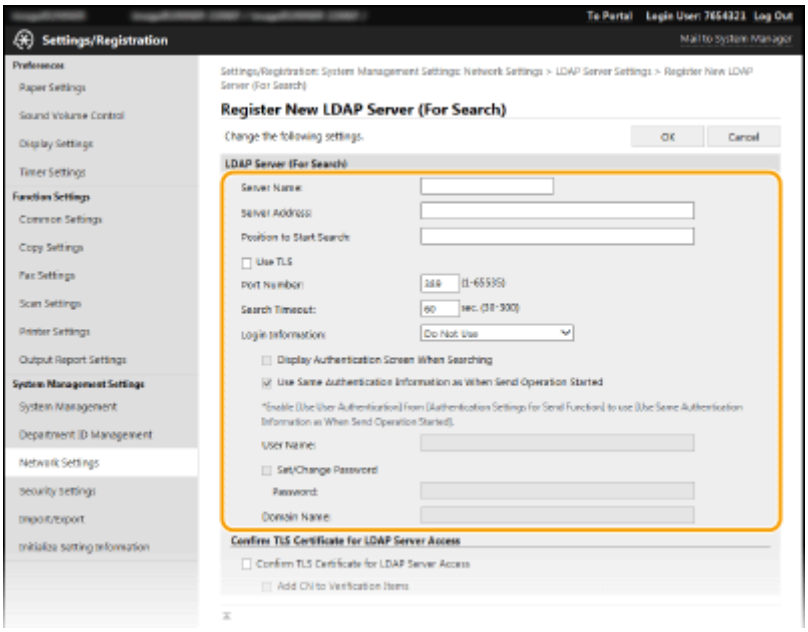
To delete registered server information

- Click [Delete] on the right of the server name you want to delete ▶ click [OK].

5 Register the LDAP server.

■Register the server used for searches

Register the server for searching for fax, e-mail destinations.



[Server Name]
Enter up to 24 characters for identifying the LDAP server.

[Server Address]
Enter the IP address of the LDAP server or enter up to 47 alphanumeric characters for the host name of the server (example: ldap.example.com).

IMPORTANT:

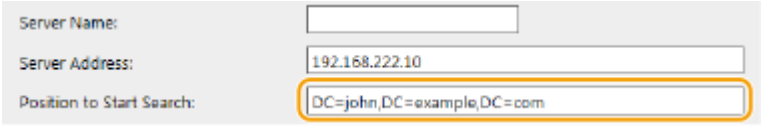
[Server Address] and DNS

To prevent errors from occurring when searching for destinations, make sure to check the following:

- If the host name is entered for [Server Address], make sure that a DNS server is available in the network.
- If the IP address is entered for [Server Address], check whether the DNS server supports only forward lookup. If the server supports only forward lookup, select [Do Not Use] or [Use] for [Login Information]. If you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Position to Start Search]
Specify the node in the directory information tree (DIT) that you want to start search from. Leaving the text box blank sets the machine to start search from an arbitrary node selected automatically.

- Depending on the type of characters used, up to 120 characters can be entered.
- When specifying the node, enter "DC=", followed by a host name (a dot-delimited character string in the Active Directory domain name), and separate each of the entries with a comma. If the domain name is "john.example.com", for example, enter "DC=john,DC=example,DC=com."



[Use TLS]
Select the check box to encrypt communication with the LDAP server using TLS.

NOTE:

- This is enabled only when [Use] or [Use (Security Authentication)] is selected in [Login Information].

[Port Number]
Enter the port number used for communicating with the LDAP server.

[Search Timeout]
Specify how long the machine searches. Enter between 30 and 300 seconds.

[Login Information]
Select [Do Not Use], [Use], or [Use (Security Authentication)] depending on the type of authentication implemented by the LDAP server. When [Use] or [Use (Security Authentication)] is selected, the user name and password must be specified.

[Do Not Use]	Select not to authenticate the machine using the login information.
[Use]	Select to authenticate the machine using the login information.
[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.

[Display Authentication Screen When Searching]
Select the check box to require the user to enter the user name and password when a search is requested. If the [Use Same Authentication Information as When Send Operation Started] check box is selected, the user name and password used for authentication when sending faxes or scans are also used here. If the check box is cleared, authentication is carried out using the information entered in [User Name] and [Password].

[Use Same Authentication Information as When Send Operation Started]
Set whether the authentication information when the fax or scan function was used is also used when searching. This check box is normally displayed selected; however, it is only valid when the [Display Authentication Screen When Searching] check box is selected.

[User Name]
Enter the user name of the machine that was registered to the LDAP server. Depending on the type of characters used, up to 120 characters can be entered.

- When [Use] is selected for [Login Information], enter the user name in the form "(domain name)\(user name)" (example: domain1\user1).
- When [Use (Security Authentication)] is selected, enter the user name only (example: user1).

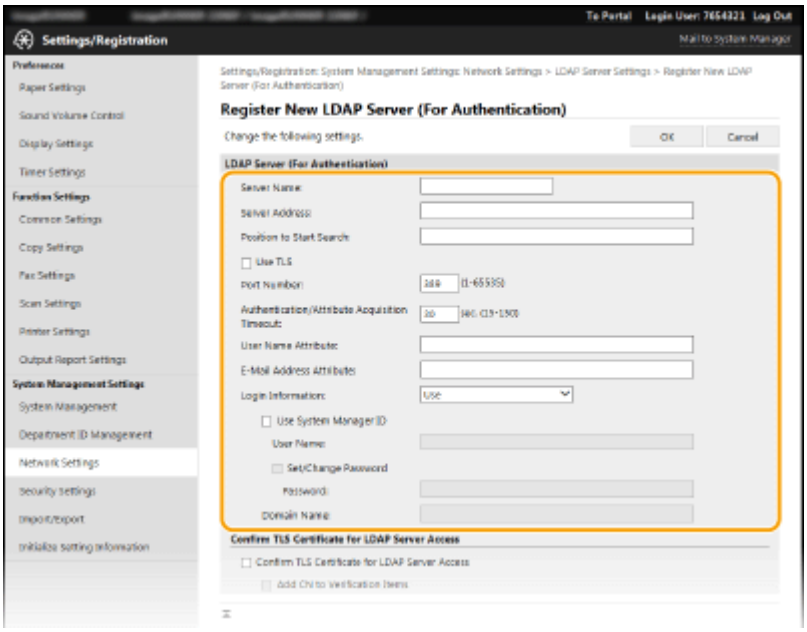
[Set/Change Password]
To specify or change the password, select the check box and enter up to 24 alphanumeric characters in the [Password] text box.

[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).

[Confirm TLS Certificate for LDAP Server Access]
Select the check box to verify the certificate when encrypting communication with the LDAP server using TLS. Also, select the [Add CN to Verification Items] check box as necessary.

Registering the authentication server

If the use of the fax and scan functions is restricted, register the server used for authentication.



[Server Name]
Enter up to 24 characters for identifying the LDAP server.

[Server Address]
Enter the IP address of the LDAP server or enter up to 47 alphanumeric characters for the host name of the server (example: ldap.example.com).

IMPORTANT:

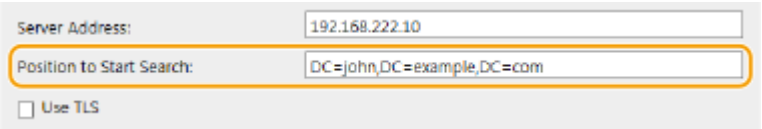
[Server Address] and DNS

To prevent errors from occurring when searching for destinations, make sure to check the following:

- If the host name is entered for [Server Address], make sure that a DNS server is available in the network.
- If the IP address is entered for [Server Address], check whether the DNS server supports only forward lookup. If the server supports only forward lookup, select [Use] for [Login Information]. If you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Position to Start Search]
Specify the node in the directory information tree (DIT) that you want to start search from. Leaving the text box blank sets the machine to start search from an arbitrary node selected automatically.

- Depending on the type of characters used, up to 120 characters can be entered.
- When specifying the node, enter "DC=", followed by a host name (a dot-delimited character string in the Active Directory domain name), and separate each of the entries with a comma. If the domain name is "john.example.com", for example, enter "DC=john,DC=example,DC=com."



[Use TLS]
Select the check box to encrypt communication with the LDAP server using TLS.

NOTE:

- This is enabled only when [Use] is selected in [Login Information].

[Port Number]

Enter the port number used for communicating with the LDAP server.

[Authentication/Attribute Acquisition Timeout]
Specify how long authentication and attribute acquisition can continue in a range from 15 to 150 seconds.

[User Name Attribute]
Enter the attribute name, to be compared with a user name entered during authentication, of up to 64 alphanumeric characters (Example: "sAMAccountName").

NOTE:

- No entry is required when [Use (Security Authentication)] is selected in [Login Information].

[E-Mail Address Attribute]
Enter the attribute name, to be used for obtaining an e-mail address from the authentication server, of up to 64 alphanumeric characters (Example: "mail").

[Login Information]
Select [Use] or [Use (Security Authentication)] depending on the type of authentication implemented by the LDAP server.

[Use]	Select to authenticate the machine using the System Manager ID.
[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.

[Use System Manager ID]
If [Use] is selected in [Login Information], this specifies whether authentication using the system manager ID is used. To use the system manager ID, select the check box and specify the user name and password for used for authentication. If you deselect this check box, login is anonymous (no user name).

[User Name]
Enter the user name of the machine that was registered to the LDAP server in the form "(domain name)\(user name)" (example: domain1\user1). Depending on the type of characters used, up to 120 characters can be entered.

[Set/Change Password]
To specify or change the password, select the check box and enter up to 24 alphanumeric 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).

[Confirm TLS Certificate for LDAP Server Access]
Select the check box to verify the certificate when encrypting communication with the LDAP server using TLS. Also, select the [Add CN to Verification Items] check box as necessary.

6 Click [OK].

LINKS

Specifying Destinations in an LDAP Server(P. 121)
Specifying Destinations in an LDAP Server (E-Mail)(P. 221)
Configuring SNTP(P. 329)
LDAP Server Authentication(P. 354)

Configuring SNTP

36WC-077

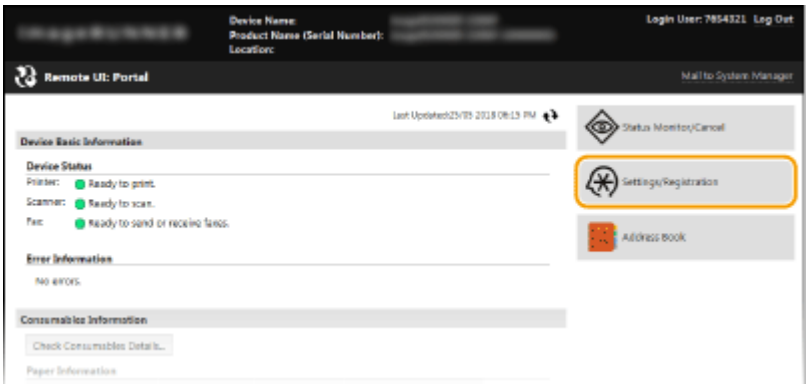
Simple Network Time Protocol (SNTP) enables you to adjust the system clock by using the time server on the network. The protocol is typically used for synchronizing the machine and a server, such as when the machine needs to access an LDAP server with the security authentication that was enabled. The time is adjusted based on Coordinated Universal Time (UTC), so specify the time zone setting before configuring SNTP (**Date/Time Settings(P. 449)**). SNTP settings can be specified via the Remote UI.

NOTE

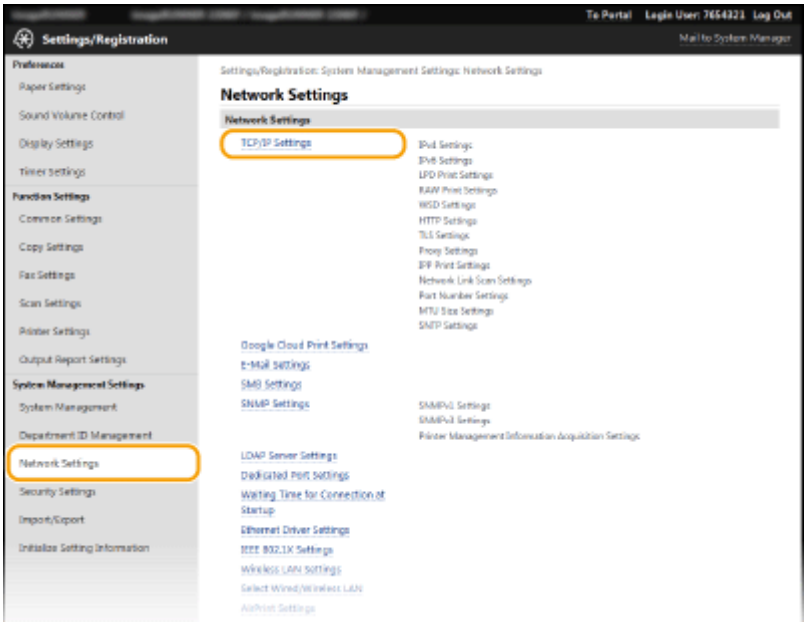
- The SNTP of the machine supports both NTP (version 3) and SNTP (versions 3 and 4) servers.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

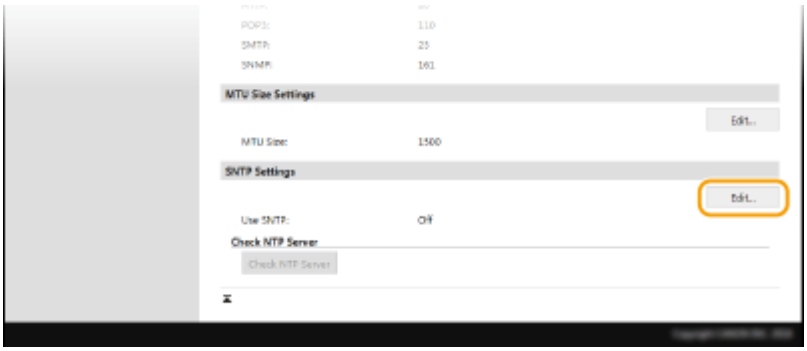
2 Click [Settings/Registration].



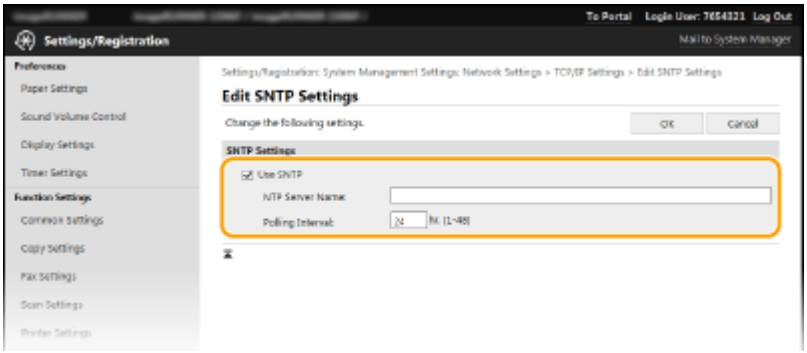
3 Click [Network Settings] ▶ [TCP/IP Settings].



4 Click [Edit] in [SNTP Settings].



5 Select the [Use SNTP] check box and specify the required settings.



[Use SNTP]
Select the check box to use SNTP for synchronization. If you do not want to use SNTP, clear the check box.

[NTP Server Name]
Enter the IP address of the NTP or the SNTP server. If DNS is available on the network, you can enter a host name (or FQDN) of up to 255 alphanumeric characters instead (example: ntp.example.com).

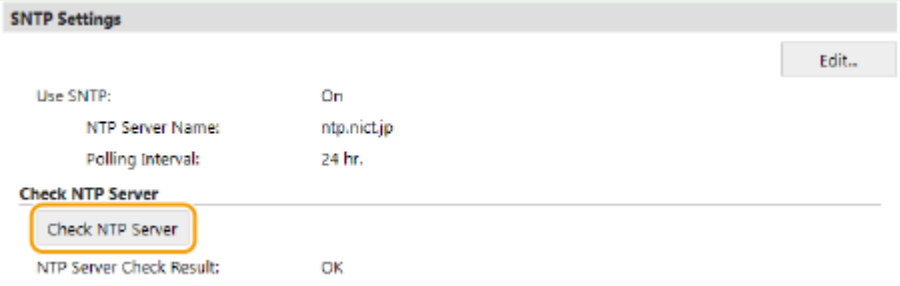
[Polling Interval]
Specify the interval between one synchronization and the next. Specify an interval from 1 to 48 hours.

6 Click [OK].

NOTE

Testing communication with the NTP/SNTP server

- You can view communication status with the registered server by clicking [Settings/Registration] ▶ [Network Settings] ▶ [TCP/IP Settings] and then clicking [Check NTP Server] in [SNTP Settings] that appears. If a proper connection has been established, the result is displayed as shown below. Note that this operation does not adjust the system clock.



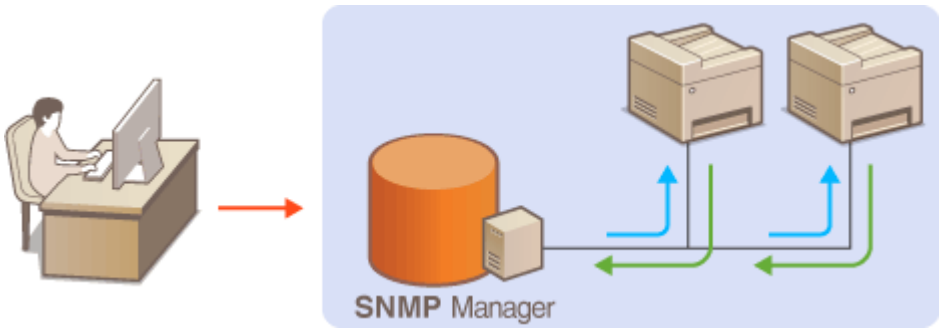
LINKS

Registering LDAP Servers(P. 323)

Monitoring and Controlling the Machine with SNMP

36WC-06Y

Simple Network Management Protocol (SNMP) is a protocol for monitoring and controlling communication devices in a network by using Management Information Base (MIB). The machine supports SNMPv1 and security-enhanced SNMPv3. You can check the status of the machine from a computer when you print documents or use the Remote UI. You can enable either SNMPv1 or SNMPv3, or both at the same time. Specify the settings for each version to suit your network environment and the purpose of use.



SNMPv1

SNMPv1 uses information called "community" to define the scope of SNMP communication. Because this information is exposed to the network in plain text, your network will be vulnerable to attacks. If you want to ensure network security, disable SNMPv1 and use SNMPv3.

SNMPv3

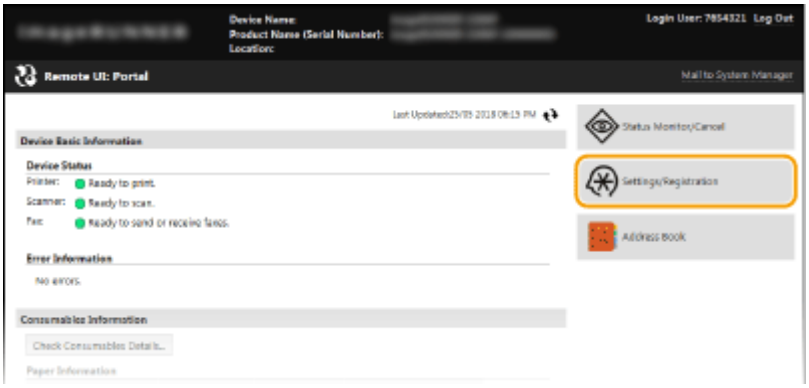
With SNMPv3, you can implement network device management that is protected by robust security features. Note that TLS must be enabled for the Remote UI before configuring SNMPv3 (**Enabling TLS Encrypted Communication for the Remote UI(P. 385)**).

NOTE

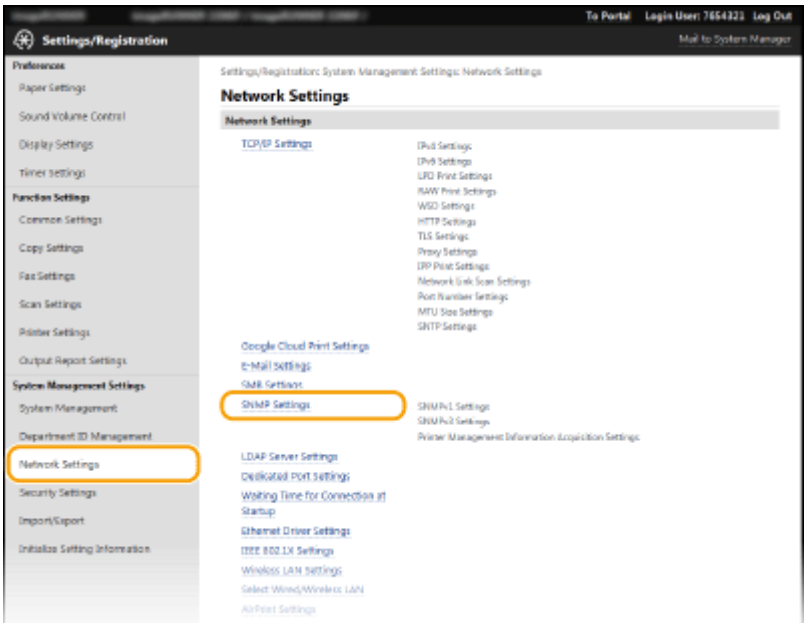
- The machine does not support the trap notification feature of SNMP.
- To change the port number of SNMP, see **Changing Port Numbers(P. 367)** .
- SNMP management software, when installed on a computer on the network, enables you to configure, monitor, and control the machine remotely from the computer. For more information, see the instruction manuals for your management software.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

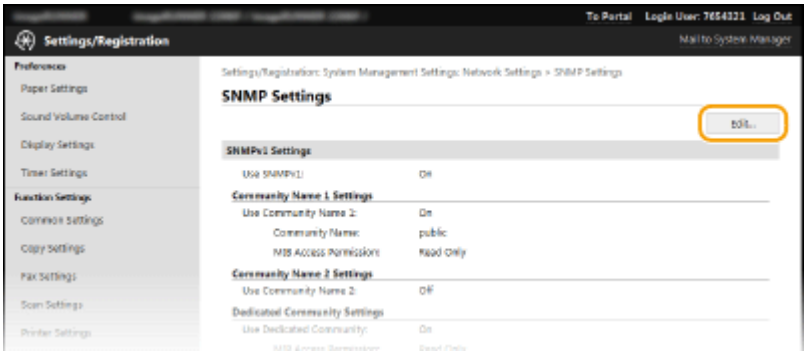
2 Click [Settings/Registration].



3 Click [Network Settings] ▶ [SNMP Settings].

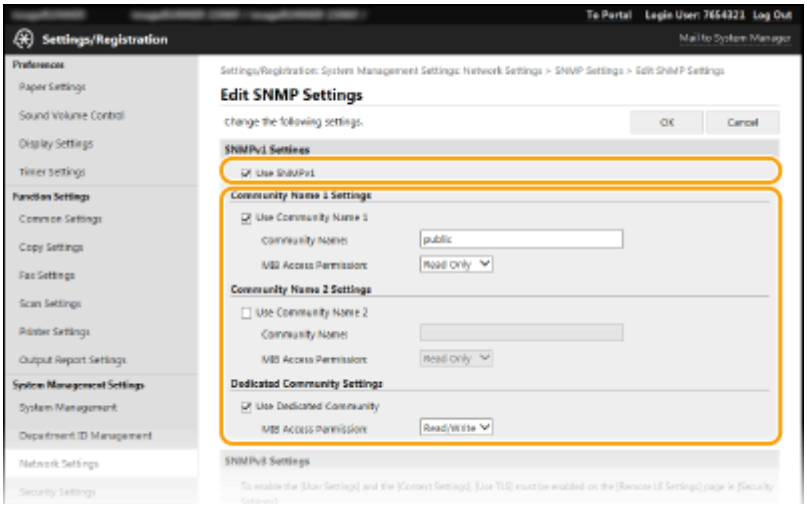


4 Click [Edit].



5 Specify SNMPv1 settings.

- If you do not need to change SNMPv1 settings, proceed to the next step.



[Use SNMPv1]
Select the check box to enable SNMPv1. You can specify the rest of SNMPv1 settings only when this check box is selected.

[Use Community Name 1]/[Use Community Name 2]
Select the check box to specify a community name. If you do not need to specify a community name, clear the check box.

[Community Name]
Enter up to 32 alphanumeric characters for the name of the community.

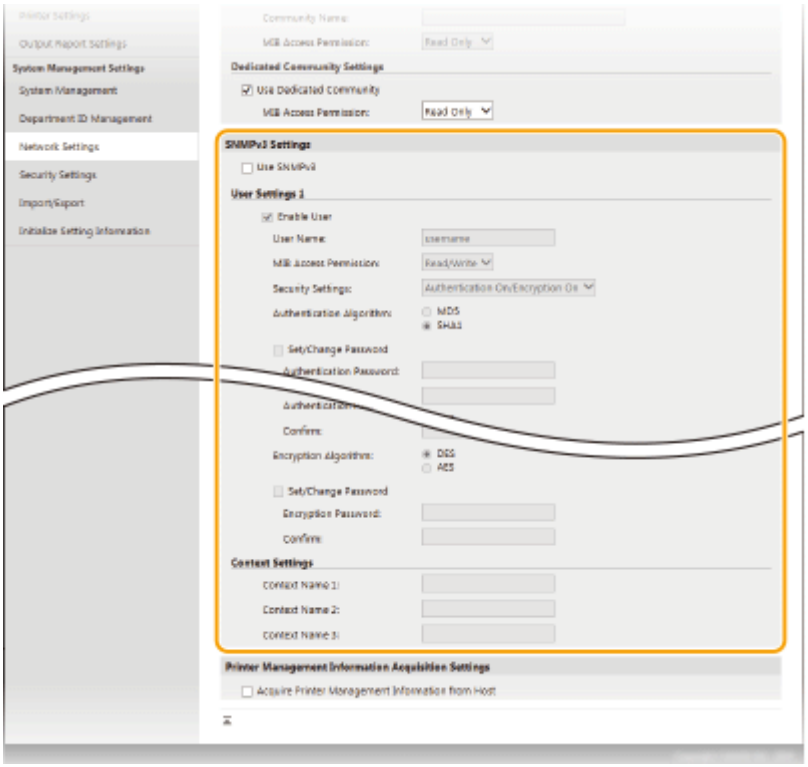
[MIB Access Permission]
For each community, select [Read/Write] or [Read Only] for the access privileges to MIB objects.

[Read/Write]	Permits both viewing and changing the values of MIB objects.
[Read Only]	Permits only viewing the values of MIB objects.

[Use Dedicated Community]
Dedicated Community is a preset community, intended exclusively for Administrators using Canon software. Select the check box to use Dedicated Community. If you do not need to use Dedicated Community, clear the check box.

6 Specify SNMPv3 settings.

- If you do not need to change SNMPv3 settings, proceed to the next step.



[Use SNMPv3]
Select the check box to enable SNMPv3. You can specify the rest of SNMPv3 settings only when this check box is selected.

[Enable User]
Select the check box to enable [User Settings 1]/[User Settings 2]/[User Settings 3]. To disable user settings, clear the corresponding check box.

[User Name]
Enter up to 32 alphanumeric characters for the user name.

[MIB Access Permission]
Select [Read/Write] or [Read Only] for the access privileges to MIB objects.

[Read/Write]	Permits both viewing and changing the values of MIB objects.
[Read Only]	Permits only viewing the values of MIB objects.

[Security Settings]
Select [Authentication On/Encryption On], [Authentication On/Encryption Off], or [Authentication Off/Encryption Off] for the desired combination of authentication and encryption settings.

[Authentication Algorithm]
If you selected [Authentication On/Encryption On] or [Authentication On/Encryption Off] for [Security Settings], select the algorithm that corresponds to your environment.

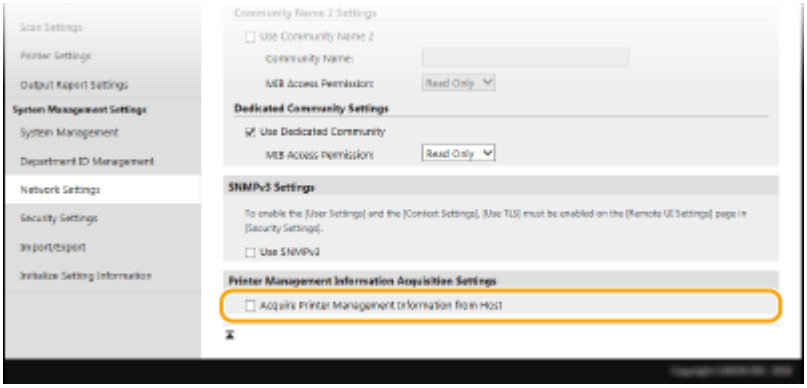
[Encryption Algorithm]
If you selected [Authentication On/Encryption On] for [Security Settings], select the algorithm that corresponds to your environment.

[Set/Change Password]
To set or change the password, select the check box and enter between 6 and 16 alphanumeric characters for the password in the [Authentication Password] or [Encryption Password] text box. For confirmation, enter the same password in the [Confirm] text box. Passwords can be set independently for authentication and encryption algorithms.

[Context Name 1]/[Context Name 2]/[Context Name 3]
Enter up to 32 alphanumeric characters for the context name. Up to three context names can be registered.

7 Specify Printer Management Information Acquisition Settings.

- With SNMP, the printer management information, such as printing protocols and printer ports, can be monitored and obtained regularly from a computer on the network.



[Acquire Printer Management Information from Host]
Select the check box to enable monitoring of the printer management information of the machine via SNMP. To disable monitoring of the printer management information, clear the check box.

8 Click [OK].

NOTE

Disabling SNMPv1

Some of the functions of the machine become unavailable, such as obtaining machine information via the printer driver.

Using the control panel

You can also specify SNMPv1 settings and enable/disable SNMPv3 settings from the <Menu> in the <Home> screen. **SNMP Settings(P. 440)**

Enabling Both SNMPv1 and SNMPv3

If both versions of SNMP are enabled, it is recommended that MIB access permission in SNMPv1 be set to [Read Only]. MIB access permission can be set independently in SNMPv1 and SNMPv3 (and for each user in SNMPv3). Selecting [Read/Write] (full access permission) in SNMPv1 negates the robust security features that characterize SNMPv3 because most of the machine settings can then be controlled with SNMPv1.

LINKS

Enabling TLS Encrypted Communication for the Remote UI(P. 385)

Security

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Security

36WC-079

Confidential information is handled by information devices everywhere, including computers and printers, and any of these devices may become a target for malicious third parties at anytime. Attackers may directly gain unauthorized access to your devices, or indirectly take advantage of negligence or improper use. Either way, you may incur unanticipated losses when your confidential information is leaked. To counter these risks, the machine is equipped with a variety of security functions. Set the necessary configuration depending on your environment.

NOTE

- You can configure the best security system by building an environment that inhibits access to printers on your in-house network via the Internet and using such environment together with the machine's security features. **Preventing Unauthorized Access(P. 340)**

■ Establishing the Basics of Information Security

Protecting the Machine from Unauthorized Access(P. 339)

■ Preparing for Risks from Negligence or Misuse

Restricting the Machine's Functions(P. 371)

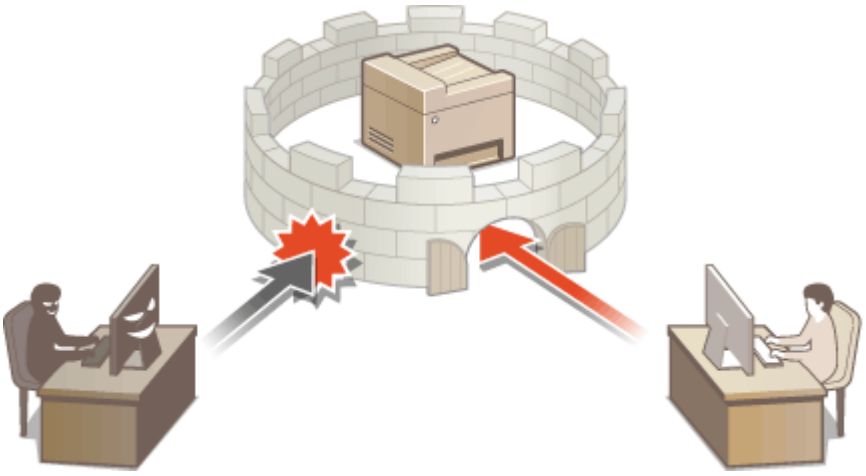
■ Implementing Robust Security Features

Implementing Robust Security Features(P. 384)

Protecting the Machine from Unauthorized Access

36WC-07A

Prevent unauthorized third parties from accessing and using the machine. You can implement multiple security measures, such as using firewalls and changing port numbers.



Preventing Unauthorized Access

36WC-07C

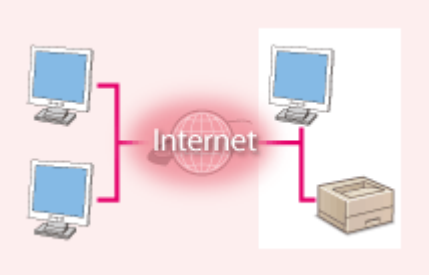
This section describes the security measures on how to prevent unauthorized access from the external network. This is a must-read for all users and administrators before using this machine, other printers, and multifunction machines connected to the network. In recent years, a printer/multifunction machine connected to the network can offer you a variety of useful functions, such as printing from a computer, operating from a computer using the remote function, and sending scanned documents via the Internet. On the other hand, it is essential to take security measures to reduce the security risk for information leakage, as a printer/multifunction machine has become more exposed to threats, such as unauthorized access and theft, when it is connected to the network. This section explains necessary settings you need to specify to prevent unauthorized access before using a printer/multifunction machine connected to the network.

Security Measures to Prevent Unauthorized Access from the External Network

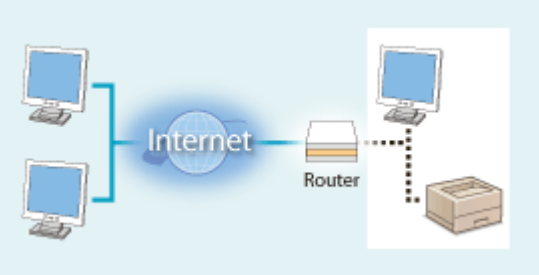
Assigning a Private IP Address(P. 340)
Using Firewall to Restrict Transmission(P. 341)
Specifying the TLS Encrypted Communication (P. 341)
Setting PIN to Manage Information Stored in the Multifunction Machine(P. 341)

Assigning a Private IP Address

An IP address is a numerical label assigned to each device participating in a computer network. A "global IP address" is used for the communication connecting to the Internet, and a "private IP address" is used for the communication within a local area network, such as a LAN in the company. If a global IP address is assigned, your printer/multifunction machine is open to the public and can be accessed via the Internet. Thus, the risk of information leakage due to unauthorized access from external network increases. On the other hand, if a private IP address is assigned, your printer/multifunction machine is closed to a local area network and can be accessed by only users on your local area network, such as a LAN in the company.



Global IP Address
Can be accessed from the users within a local area network



Private IP Address
Can be accessed from the users within a local area network

Basically, assign a private IP address to your printer/multifunction machine. Make sure to confirm the IP address, assigned to the printer/multifunction machine you are using, is a private IP address or not. A private IP address is found in one of the following ranges.

■Ranges for Private IP addresses

- From 10.0.0.0 to 10.255.255.255
- From 172.16.0.0 to 172.31.255.255
- From 192.168.0.0 to 192.168.255.255

For information on how to confirm the IP address, see **Setting IPv4 Address(P. 275)** .

NOTE

- If a global IP address is assigned to a printer/multifunction machine, you can create a network environment to reduce the risk of unauthorized access by installing security software, such as a firewall that prevents

access from the external networks. If you want to assign a global IP address to and use a printer/multifunction machine, contact your network administrator.

Using Firewall to Restrict Transmission

A firewall is a system that prevents unauthorized access from the external networks and protects against attacks/intrusions to a local area network. You can use a firewall on your network environment to block access from the external network that appears to be dangerous, by restricting communication from specified IP address of the external network. The function installed to a Canon printer/multifunction machine enables you to set up the IP address filter. For information on how to set up an IP address filter, see **Specifying IP Addresses for Firewall Rules(P. 360)** .

Specifying the TLS Encrypted Communication

For information on the TLS Encrypted Communication, see **Enabling TLS Encrypted Communication for the Remote UI(P. 385)** .

Setting PIN to Manage Information Stored in the Multifunction Machine

If a malicious third party attempts to gain unauthorized access to a printer/multifunction machine, setting PIN to information stored in the machine will reduce the risk of information leakage. Canon printer/multifunction machine enables you to protect various type of information by setting PIN.

■Setting PIN to Each Function

- Setting PIN for Using Remote UI
  For more information, see **Setting a Remote UI PIN(P. 352)** .
- Setting PIN for the System Manager Settings
  For more information, see **Setting the System Manager ID(P. 343)** .
- Address Book PIN
  For more information on setting a PIN, see **Setting a PIN for Address Book (P. 373)** .

Listed above are some examples of security measures for preventing unauthorized access. For more information on the other security measures, see **Security(P. 338)** and take necessary security measures for preventing unauthorized access to suit your environment.

Setting Access Privileges

36WC-07E

Protect the machine from unauthorized access by only allowing users with access privileges to use the machine. Access privileges are set separately for each account, or "ID." A PIN can be set for each ID. If a user tries to operate the machine when IDs are enabled, a logon screen is displayed, and the user must enter a correct ID and PIN to use the machine.

IDs are divided into two types: System Manager ID, which is intended exclusively for Administrators, and Department ID for general users. System Manager ID is an account with full access privileges. With System Manager ID, you can restrict the use of functions, such as printing and copying, for each ID. If these two types of IDs are used at the same time, two different privilege levels are set, which makes it possible to flexibly manage the machine and enhance security.

System Manager ID

System Manager ID is an account with full access privileges. If you specify a System Manager ID, you need to log on to the machine using the System Manager ID information in order to access <Network Settings> or <System Management Settings>. Set the System Manager ID when you need different access privilege levels for Administrators and general users. Only one System Manager ID can be registered.

Setting the System Manager ID(P. 343)

Department ID (Department ID Management)

You can specify access privileges for a user (or group of users) by registering a Department ID. You can register multiple Department IDs. If a user tries to operate the machine when Department IDs are enabled, a logon screen is displayed, and the user must enter their own Department ID and PIN to use the machine. Information for each Department ID can be viewed, such as how many pages have been copied, printed, or scanned.

Setting the Department ID Management(P. 345)

Remote UI PIN (Remote UI Access PIN)

This is a PIN for using the Remote UI. Only users who know the PIN can access the Remote UI.

Setting a Remote UI PIN(P. 352)

Setting the System Manager ID

36WC-07F

Register the System Manager ID, an ID that is intended exclusively for Administrators. You can also set a PIN for the System Manager ID. If this ID is enabled, you can access <Network Settings> and <System Management Settings> only when the System Manager ID and PIN have been entered correctly. The ID and PIN are both set to "7654321" as default. Change them for security purposes. The System Manager ID settings information is critical to the security of the machine, so make sure that only Administrators know the System Manager ID and PIN.

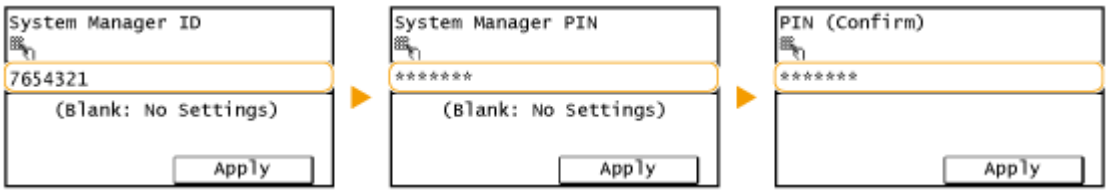
1 Tap <Menu> in the <Home> screen.

2 Tap <System Management Settings>.

3 Select <System Manager Information Settings> ▶ <System Manager ID and PIN>.

4 Specify the System Manager PIN.

- Specify the<System Manager ID>, and then specify the <System Manager PIN>.
- Enter a number of up to seven digits, and tap <Apply>.
- When <PIN (Confirm)> is displayed, enter the PIN once again to confirm.

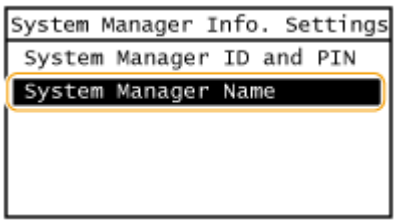


NOTE:

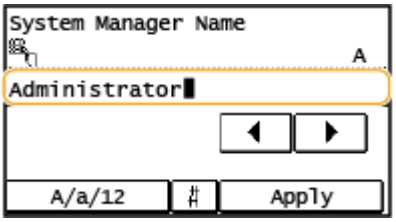
- You cannot set a PIN that consists only of zeros, such as "00" or "0000000".
- To disable the PIN, press C to erase the PIN (leave the text box blank), and tap <Apply>.

■Setting the System Manager Name

1 Tap <System Manager Name>.



2 Enter up to 32 characters for the System Manager Name, and tap <Apply>. **Entering Text(P. 24)**



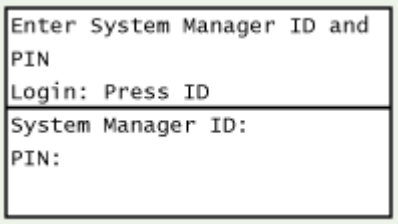
NOTE

Configuring settings via the Remote UI

- Start the Remote UI and log on in System Manager Mode. Click [Settings/Registration] ▶ [System Management] ▶ [Edit] and specify the necessary settings on the displayed screen.
- By using the Remote UI, you can register a variety of information, including contact information, Administrator comments, the installation location of the machine, as well as to the settings that you can register by using the control panel. The registered information can be viewed on the [Device Information] page of the Remote UI. **Checking System Manager Information(P. 418)**

Logging on to the machine

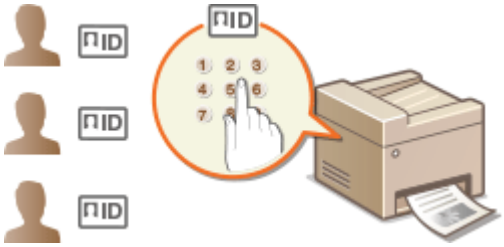
- If you try to access <Network Settings> or <System Management Settings> when only the System Manager ID is enabled, the following logon screen is displayed:



Setting the Department ID Management

36WC-07H

You can control access to the machine by using multiple IDs for multiple users or groups. If a user tries to operate the machine when Department ID Management is enabled, a logon screen is displayed, and the user must enter their own Department ID and PIN to use the machine. When Department ID Management is enabled, usage of functions, such as copying and scanning, is recorded for each Department ID. To configure Department ID Management, register department IDs as necessary and then enable Department ID Management function. Additional settings are required if you want to enable Department ID Management for operations from a computer, such as printing.



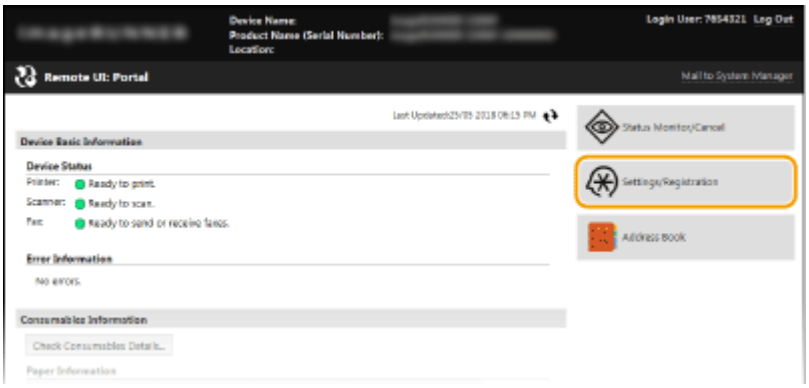
Registering/Editing Department ID and PIN(P. 345)
Enabling the Department ID Management(P. 347)
Setting the Department ID Management for Printing or Faxing from the Computer(P. 349)
Blocking Jobs When Department ID Is Unknown(P. 350)

Registering/Editing Department ID and PIN

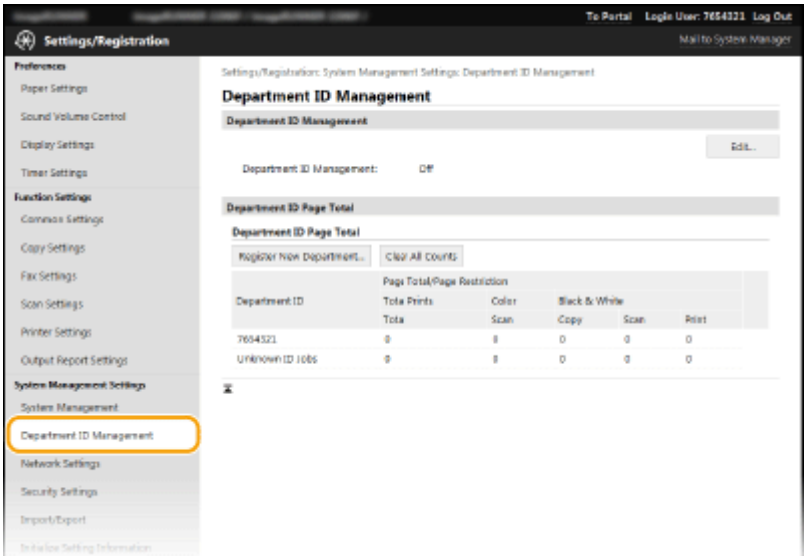
Register a Department ID and set a PIN for it. You can also disable functions, such as black and white copying and printing, for each Department ID. Up to 100 Department IDs can be registered.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

2 Click [Settings/Registration].

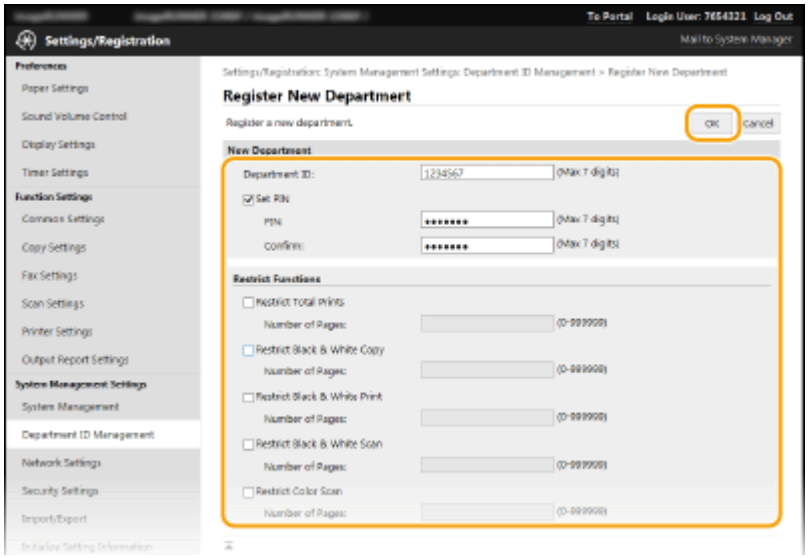


3 Click [Department ID Management] and register (or edit) Department IDs.



■ Registering a Department ID

1. Click [Register New Department].
2. Specify the required settings and click [OK].



[Department ID]
Enter a number of up to seven digits for the Department ID.

[Set PIN]
To set a PIN, select the check box and enter a number of up to seven digits both in the [PIN] and [Confirm] text boxes.

[Restrict Functions]
Select the check boxes of the items you want to set, and then enter the maximum number of pages that can be copied/printed/scanned for those departments.

NOTE:

Total Prints is the combined number of copies, prints, and scans that are allowed.

■Editing the settings of the registered Department ID

1. Click the corresponding text link under [Department ID] to edit.
2. Change the settings as necessary and click [OK].

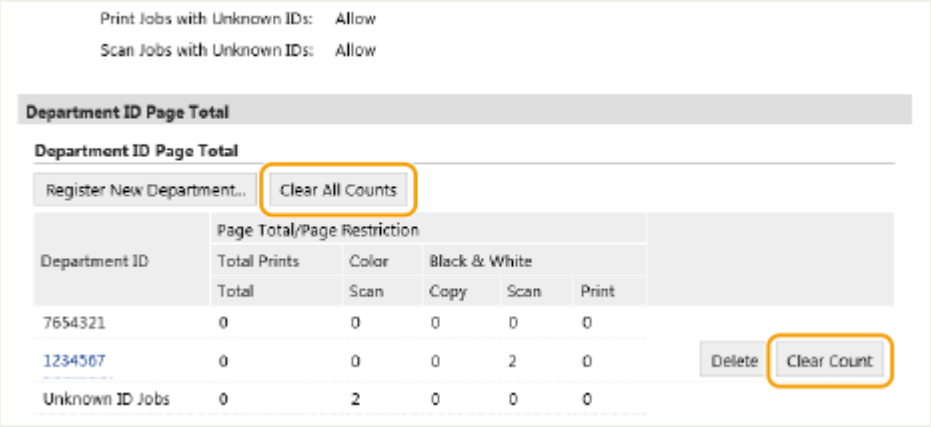
NOTE:
Deleting a Department ID

Click [Delete] on the right of the Department ID you want to delete ▶ click [OK].

NOTE

[Department ID Page Total]

- You can check the total numbers of pages copied, printed, scanned, or faxed for each Department ID.
- If you want to return the counts to zero, click the corresponding text link under [Department ID] and click [Clear Count] ▶ [OK]. If you want to return the counts of all Department IDs to zero, click [Clear All Counts] ▶ [OK].

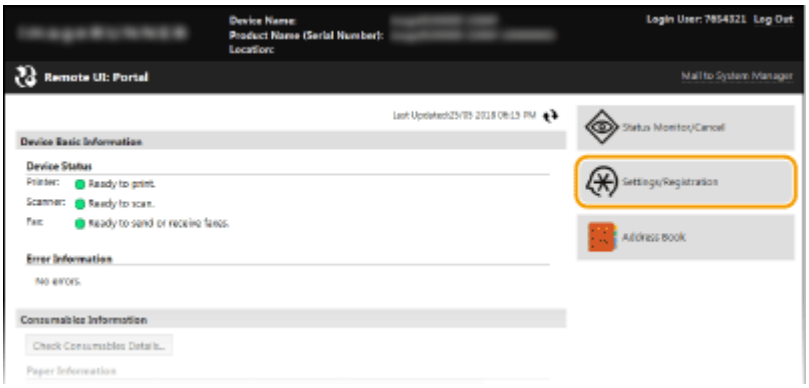


Enabling the Department ID Management

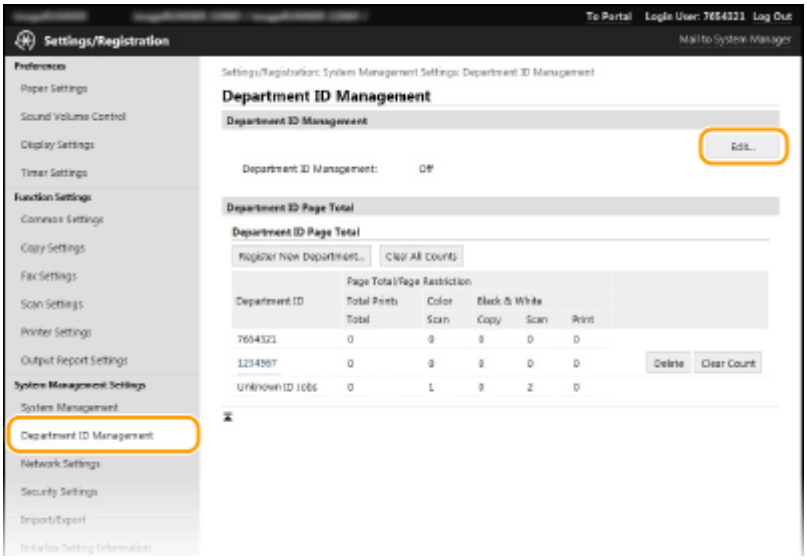
After you register as many Department IDs as necessary, enable Department ID Management.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

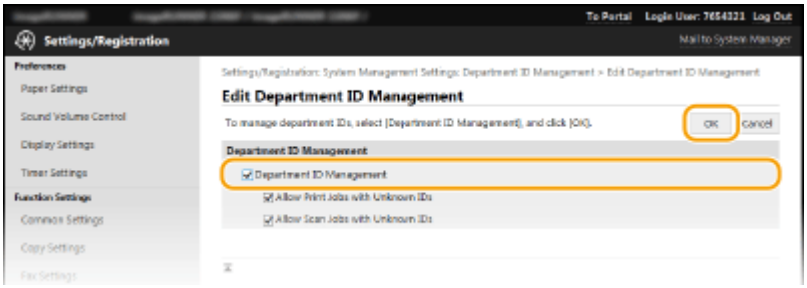
2 Click [Settings/Registration].



3 Click [Department ID Management] ▶ [Edit].



4 Select the [Department ID Management] check box and click [OK].



[Department ID Management]
Select the check box to enable Department ID Management. If you do not want to use Department ID Management, clear the check box.

NOTE:

For information on the [Allow Print Jobs with Unknown IDs]/[Allow Scan Jobs with Unknown IDs] check boxes, see **Blocking Jobs When Department ID Is Unknown(P. 350)** .

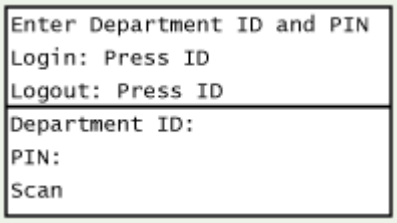
NOTE

Using the control panel

If you only want to enable or disable the settings, you can use <Menu> in the <Home> screen. **Department ID Management On/Off(P. 493)**

Logging on to the machine

When you try to operate the machine when Department ID Management is enabled, the following logon screen is displayed:



Setting the Department ID Management for Printing or Faxing from the Computer

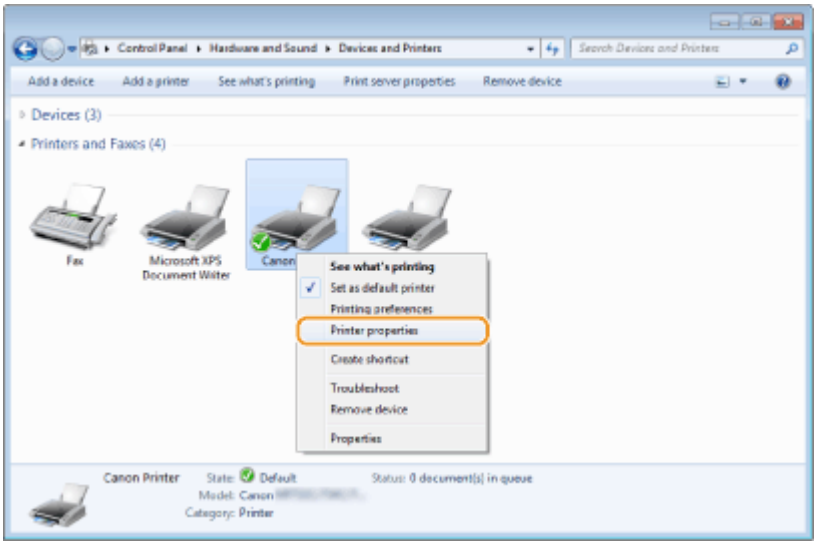
If you want to enable Department ID Management for printing and faxing from a computer, you need to specify settings by using the drivers you already installed on the computer. Specify the Department ID and PIN as necessary.

IMPORTANT

To perform the following procedure, log on to your computer with an administrator account.

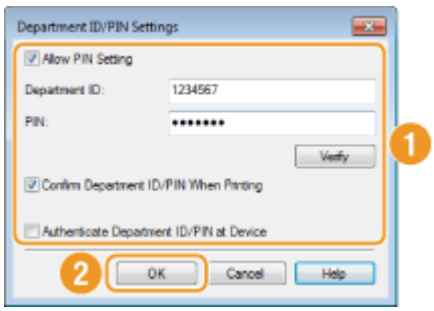
1 Open the printer folder. Displaying the Printer Folder(P. 652)

2 Right-click your printer or fax icon and click [Printer properties] (or [Properties]).



3 Click the [Device Settings] tab and specify the required settings.

1. Select the [Use Department ID Management] check box and click [Settings] on the right of it.
   - For the fax driver, select [Department ID Management] in [User Management], click [Settings], and then select the [Allow PIN Settings] check box to enable the PIN setting.
2. Specify the settings as necessary and click [OK].



[Allow PIN Settings]
Select the check box to enable the PIN setting.

[Department ID]
Enter a number of up to seven digits for the Department ID.

[PIN]
Enter a number of up to seven digits for the PIN if it is set for the Department ID.

[Verify]
Click to verify that the correct ID and PIN are entered. This function is not available if the machine and the computer are connected via a USB or WSD (Web Services on Devices) port.

[Confirm Department ID/PIN When Printing]/[Confirm Department ID/PIN When Sending Faxes]
Select the check box to display the [Confirm Department ID/PIN] pop-up screen each time you print or fax from a computer.

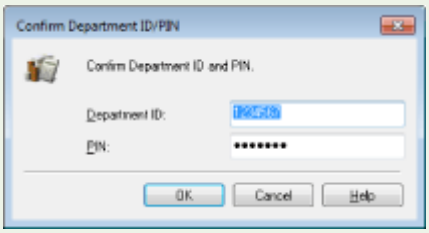
[Authenticate Department ID/PIN at Device]
Select the check box if the machine and the computer are connected via a USB or WSD port.

3 Click [OK].

NOTE

Logging on to the machine

When you try to print or fax from a computer when Department ID Management is enabled, the following pop-up screen is displayed (unless the [Confirm Department ID/PIN When Printing]/[Confirm Department ID/PIN When Sending Faxes] check box is cleared):

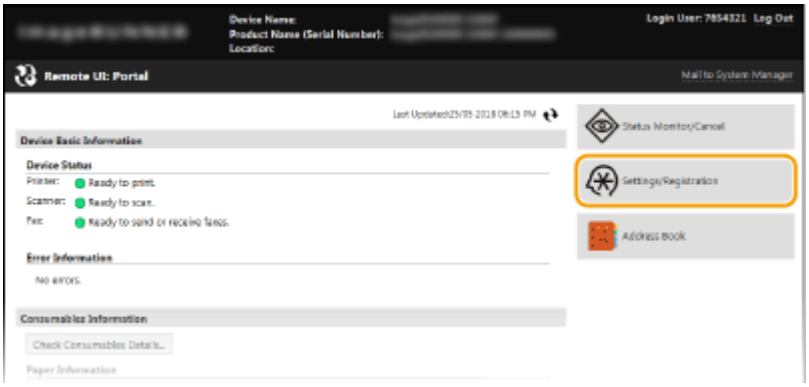


Blocking Jobs When Department ID Is Unknown

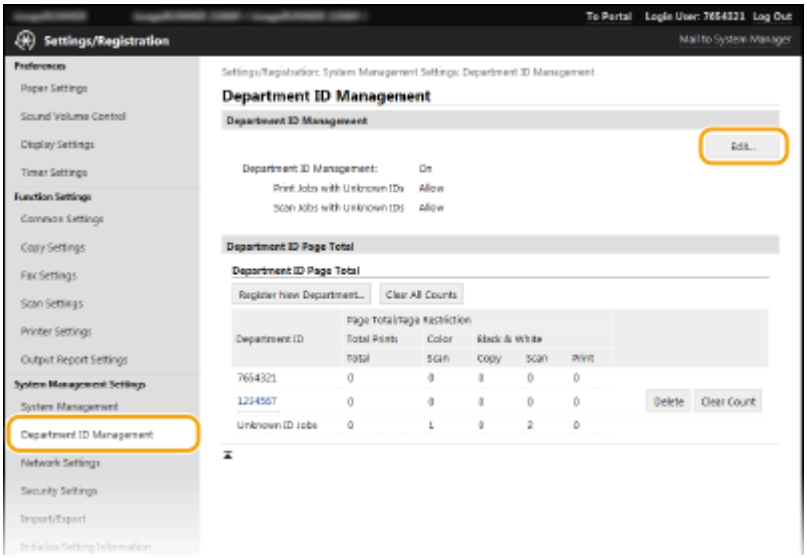
If you do not change the default settings, any user can print from a computer or scan without entering an ID and PIN even when Department ID Management is enabled for the machine. You can change the default settings so that the machine cannot be used for these functions without a correct ID and PIN.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

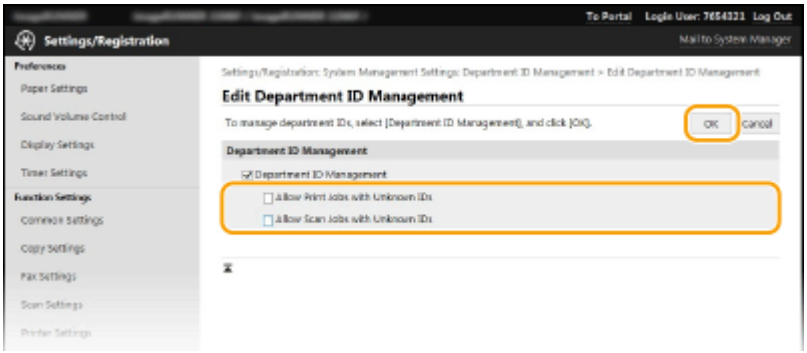
2 Click [Settings/Registration].



3 Click [Department ID Management] ▶ [Edit].



4 Clear the check boxes as necessary and click [OK].



[Allow Print Jobs with Unknown IDs]
In order to print from a computer when Department ID Management is enabled, you need to enter the correct ID and PIN on the printer driver (**Setting the Department ID Management for Printing or Faxing from the Computer(P. 349)**). However if the check box is selected for this setting, you can print from a computer without entering the ID and PIN. Clear the check box to require entering an ID and PIN.

[Allow Scan Jobs with Unknown IDs]
If the check box is selected, you can select <Scan> on the <Home> screen and scan documents to a computer anytime. Clear the check box to disable the selection of <Scan> when Department ID Management is enabled.

LINKS

Setting Access Privileges(P. 342)
Setting the System Manager ID(P. 343)

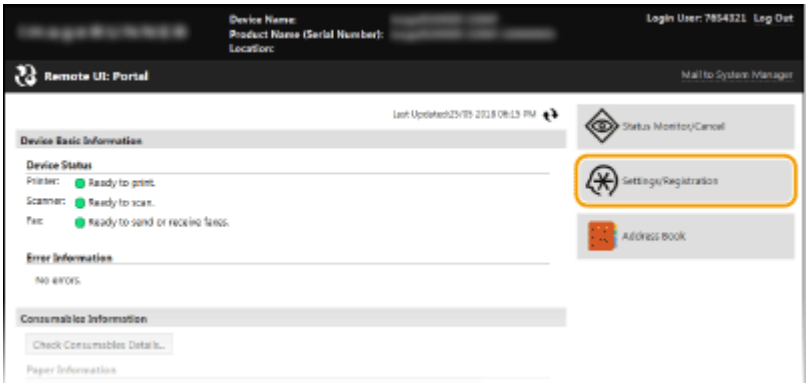
Setting a Remote UI PIN

36WC-07J

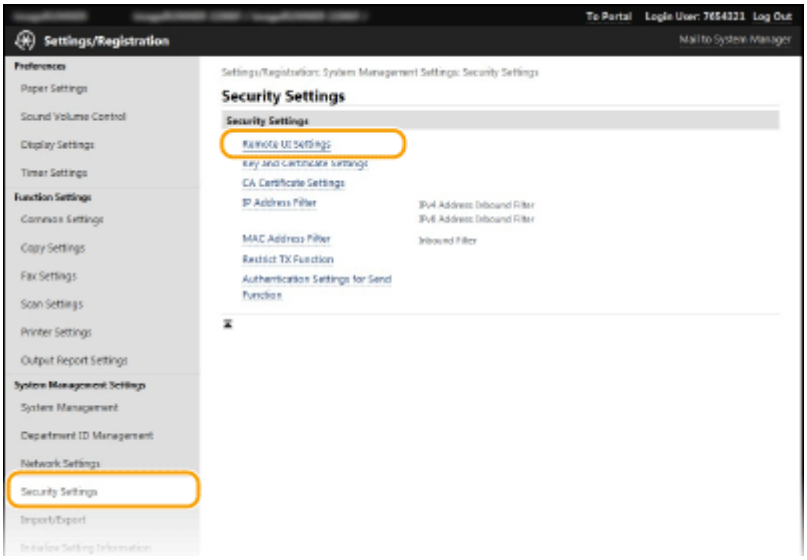
You can set a PIN for access to the Remote UI. All users use a common PIN.

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

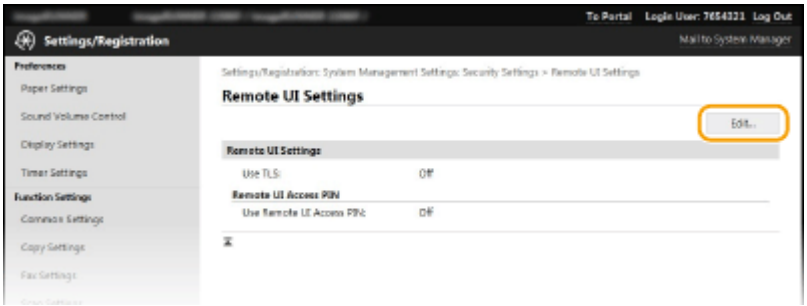
2 **Click [Settings/Registration].**



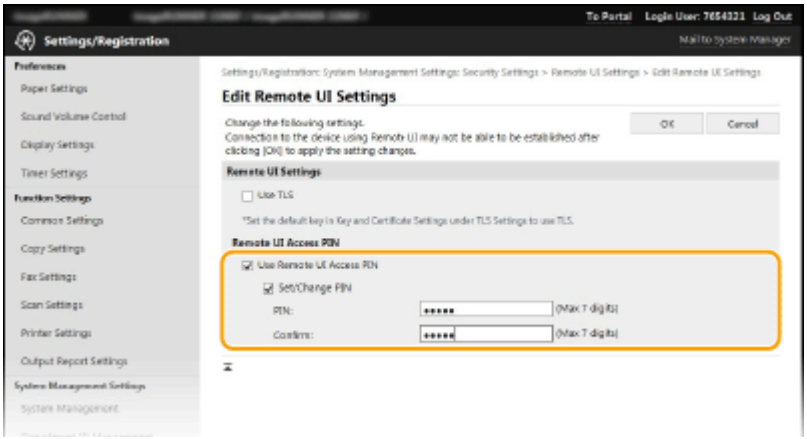
3 **Click [Security Settings] ▶ [Remote UI Settings].**



4 **Click [Edit].**



5 Select the [Use Remote UI Access PIN] check box and set the PIN.



[Use Remote UI Access PIN]

If you select this check box, you must enter a PIN to access the Remote UI.

[Set/Change PIN]

To set a PIN, select the check box and enter a number of up to seven digits both in the [PIN] and [Confirm] text boxes.

6 Click [OK].

NOTE

If PIN is forgotten

- Set a new Remote UI Access PIN in the settings menu on the control panel. **Remote UI Settings(P. 495)**

If Remote UI settings are initialized

- The Remote UI Access PIN is also initialized. After an initialization, reset the PIN. **Initializing Menu(P. 603)**

LINKS

Setting Access Privileges(P. 342)
Setting the System Manager ID(P. 343)

LDAP Server Authentication

36WC-08J

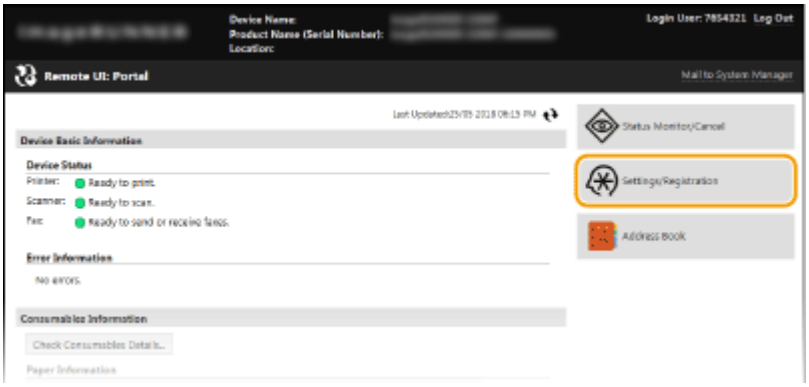
If your system has an LDAP server installed, you can ensure that LDAP server authentication is carried out when the send function is used. This enables you to prevent unauthorized use by third parties and information disclosure. Once the authorization settings are enabled, the Authorized Send screen appears when the fax or scan function is used and operation can only continue if it is correctly authorized by the LDAP server. Use the settings described here to configure LDAP server authentication. For more information on registering the server to be used for authentication, see **Registering LDAP Servers(P. 323)** .

NOTE

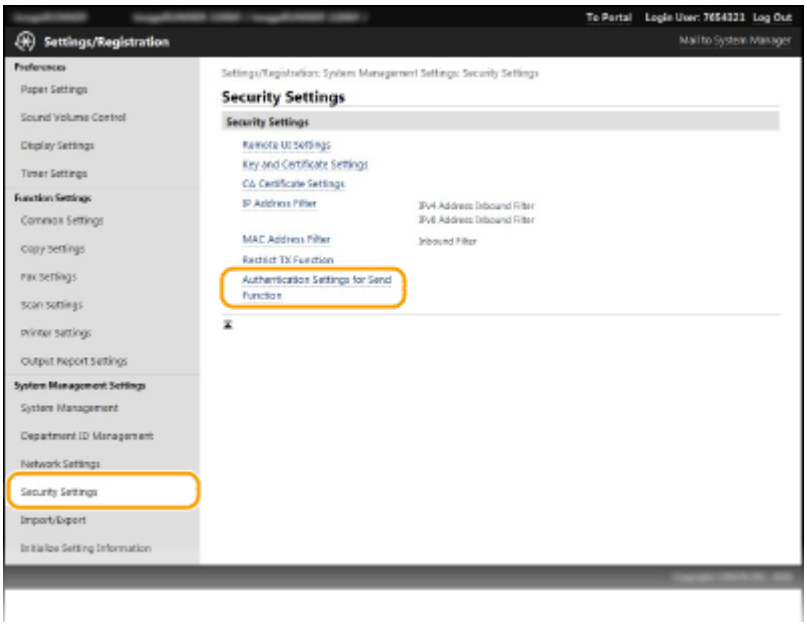
For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

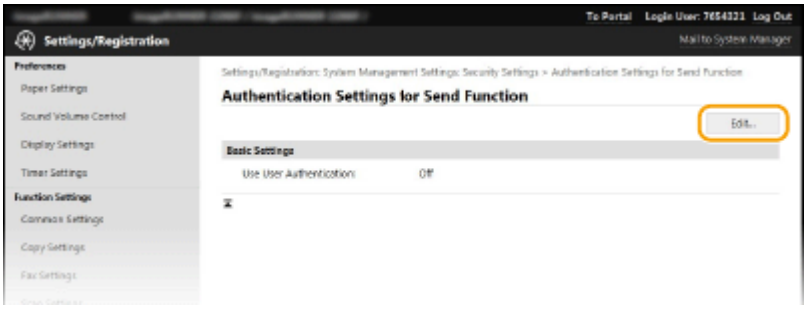
2 **Click [Settings/Registration].**



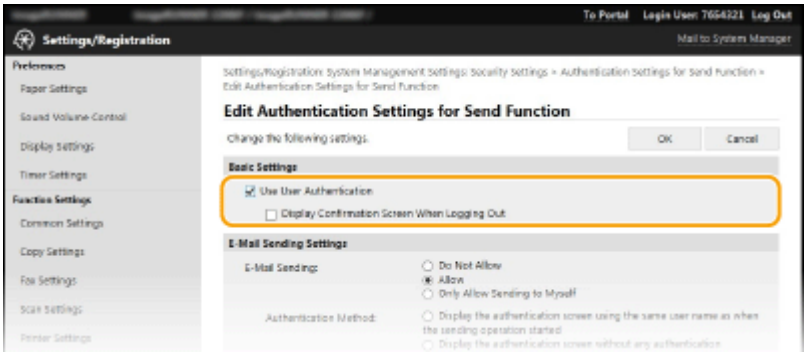
3 **Click [Security Settings] ▶ [Authentication Settings for Send Function].**



4 Click [Edit].



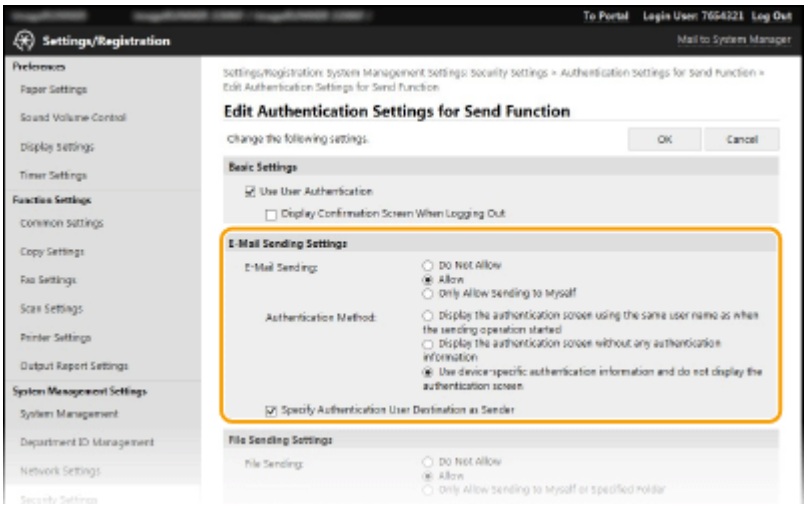
5 Select the [Use User Authentication] check box and select whether a confirmation screen is displayed at logout.



[Use User Authentication]
Select the check box to display the Authorized Send logon screen when the fax or scan function is used (LDAP server authentication).

[Display Confirmation Screen When Logging Out]
Select the check box to display a screen that allows you to selectively log out when you are logged on for both Authorized Send and Department ID Management. If you clear this check box, no selection screen is displayed when you log out and you are logged out from both Authorized Send and Department ID Management.

6 Configure the settings for sending e-mail.



[E-Mail Sending]
Select whether to allow sending e-mail.

[Do Not Allow]	Blocks sending e-mail. <E-Mail> in the scan function can no longer be used.

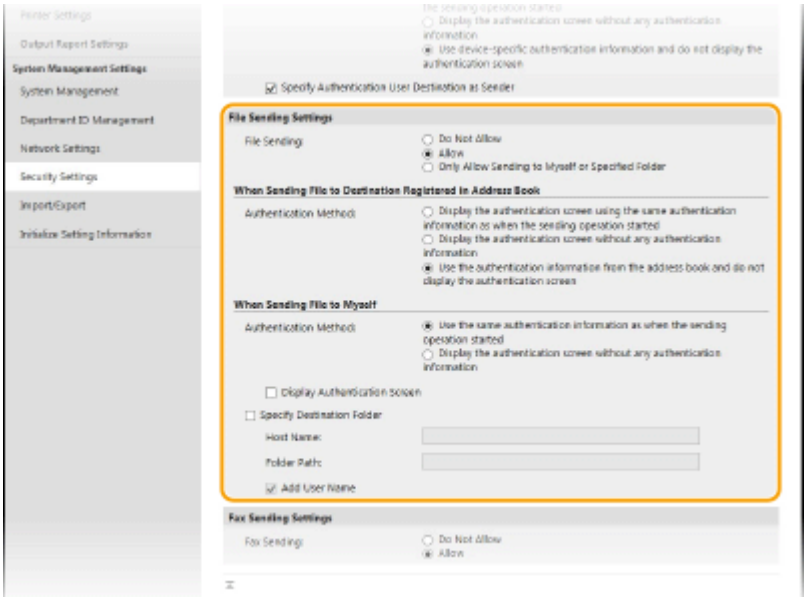
[Allow]	Sending e-mail is not blocked.
[Only Allow Sending to Myself]	Blocks all sending e-mail other than those to users with authorized e-mail addresses. The e-mail addresses of authorized users must be registered on the LDAP server.

[Authentication Method]
When [Allow] or [Only Allow Sending to Myself] is selected in [E-Mail Sending], this allows you to specify whether an authentication screen is shown on the SMTP server when e-mail is sent.

[Display the authentication screen using the same user name as when the sending operation started]	Displays the authentication screen showing the same user name and password entered in the Authorized Send logon screen.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.
[Use device-specific authentication information and do not display the authentication screen]	No authentication screen is displayed when e-mail is sent. Authorization on the SMTP server is carried out using the user name and password set in [E-Mail Settings] **Configuring E-Mail Communication Settings(P. 302)** .

[Specify Authentication User Destination as Sender]
Select the check box when the e-mail address of an authorized user will be set as the sender. The e-mail addresses of authorized users must be registered on the LDAP server. If you clear this check box, the e-mail address set in the [E-Mail Settings] is set as the sender.

7 Configure the file transfer settings (for saving to shared folders).



[File Sending]
Select whether to allow saving to shared folders.

[Do Not Allow]	Blocks saving to shared folders. <File> in the scan function can no longer be used.
[Allow]	Saving to shared folders is not blocked.
[Only Allow Sending to Myself or Specified Folder]	Blocks all saving to shared folders other than specified folders. The data is saved to folders registered on the LDAP server or to the folder specified in [Specify Destination Folder].

■When [Allow] is specified in [File Sending]

[Authentication Method]
Allows you to specify whether an authentication screen is shown on the server when sending.

[Display the authentication screen using the same authentication information as when the sending operation started]	Displays the authentication screen showing the same user name and password entered in the Authorized Send logon screen.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.
[Use the authentication information from the address book and do not display the authentication screen]	No authentication screen is displayed when sending. Authentication is carried out on the server using the user name and password set in the Address Book.

■When [Only Allow Sending to Myself or Specified Folder] is specified in [File Sending]

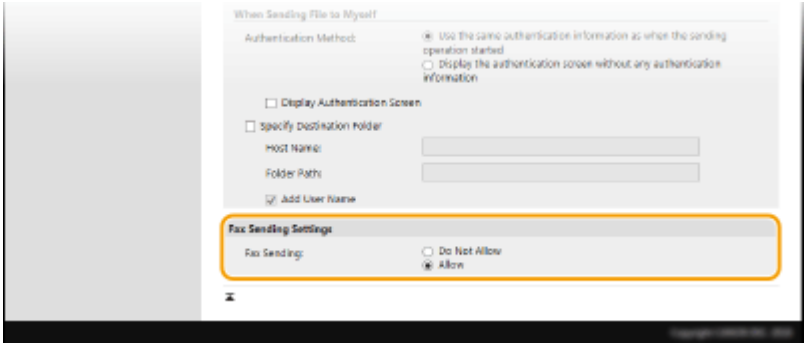
[Authentication Method]
Allows you to specify whether an authentication screen is shown on the server when sending.

[Use the same authentication information as when the sending operation started]	Carries out authorization on the server using the user name and password entered in the Authorized Send logon screen. Selecting the [Display Authentication Screen] check box displays the authentication screen with this user name and password already entered when you send the data.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.

[Specify Destination Folder]
Selecting this check box allows you to specify the folder where the data is saved. If the check box is not selected, the save destination is set based on authorized user information registered on the LDAP server.

[Host Name]	Enter a host name for the shared folder up to 120 characters in length.
[Folder Path]	Enter a path name for the save destination folder up to 120 characters in length (excluding the host name). When the [Add User Name] check box is selected, the user name and path used for LDAP authentication are added.

8 Configure the settings for sending faxes. (imageRUNNER 2206iF)



[Fax Sending]
Select whether to allow sending faxes.

[Do Not Allow]	Blocks sending faxes. The fax function can no longer be used.
[Allow]	Sending faxes is not blocked.

9 **Click [OK].**

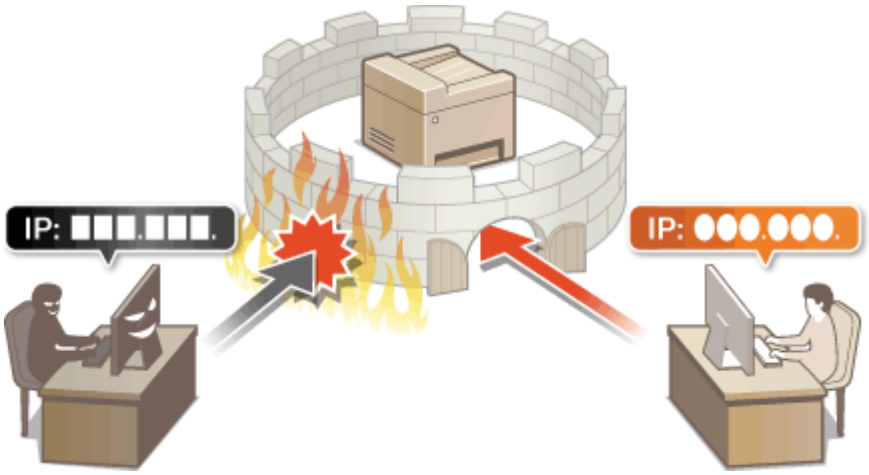
LINKS

Registering LDAP Servers(P. 323)

Restricting Communication by Using Firewalls

36WC-07K

Without proper security, unauthorized third parties can access computers and other communication devices that are connected to a network. To prevent this unauthorized access, specify the settings for packet filter, a feature that restricts communication to devices with specified IP addresses or MAC addresses.



Specifying IP Addresses for Firewall Rules

36WC-07L

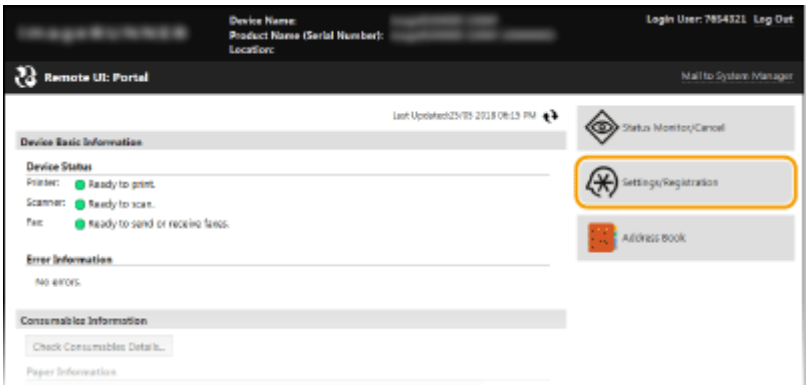
You can either limit communication to only devices with specified IP addresses, or block devices with specified IP addresses but permit other communications. You can specify a single IP address or a range of IP addresses.

NOTE

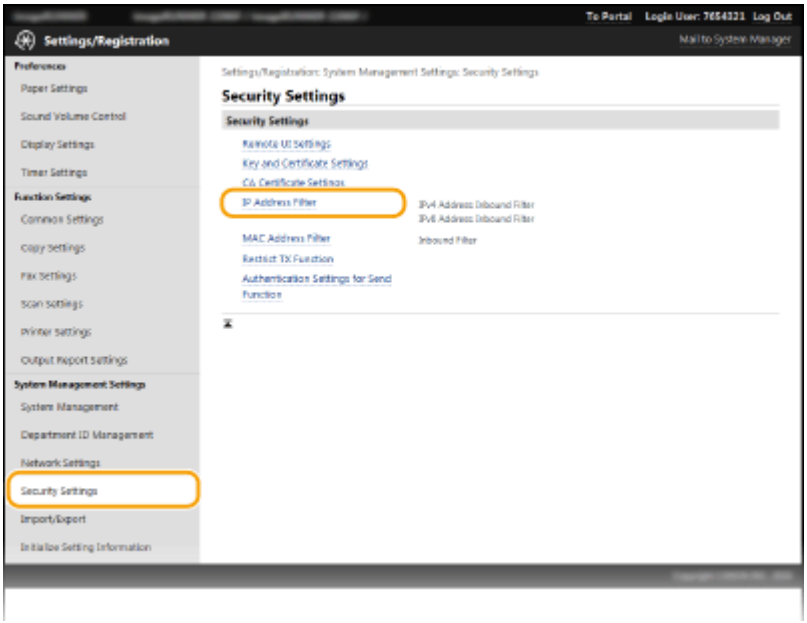
- Up to 4 IP addresses (or ranges of IP addresses) can be specified for both IPv4 and IPv6.
- The packet filters described in this section control communications over TCP, UDP, and ICMP.

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

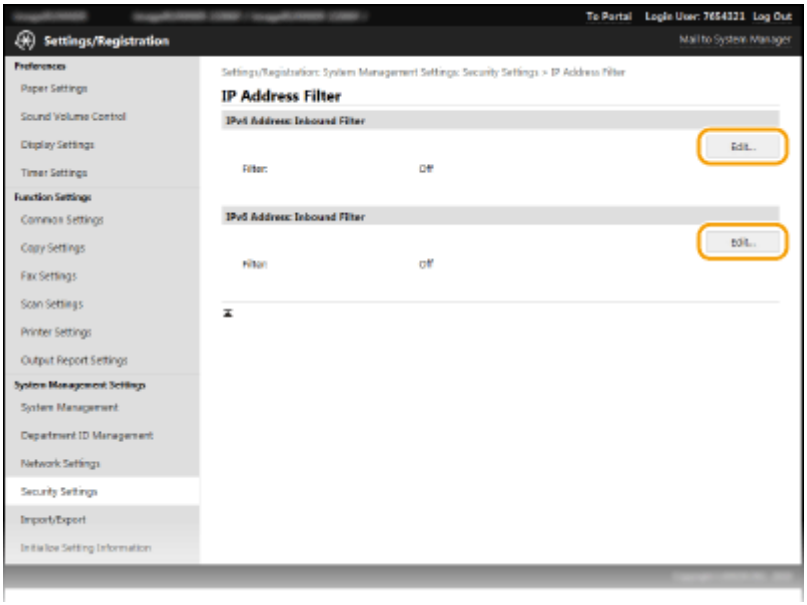
2 **Click [Settings/Registration].**



3 **Click [Security Settings] ▶ [IP Address Filter].**



4 **Click [Edit] for the filter type that you want to use.**



[IPv4 Address: Inbound Filter]
Specify IPv4 addresses to restrict receiving data by the machine.

[IPv6 Address: Inbound Filter]
Specify IPv6 addresses to restrict receiving data by the machine.

5 Specify the settings for packet filtering.

a [Blocked Addresses]

Register addresses to be blocked, as well as check or delete registered blocked addresses.

b [Allowed Addresses]

Register addresses to be allowed, as well as check or delete registered allowed addresses.

1 Select the [Use Filter] check box.

- Select the check box to restrict communication. Clear the check box to disable the restriction.

2 Specify the address.

- Enter the IP address (or the range of IP addresses) in the [Address to Register] text box and click [Add].

Registered address	Result
[Blocked Addresses]	Restricts communication (received) with devices having their IP addresses entered for [Address to Register]. Communication is allowed with devices with any other IP addresses.
[Allowed Addresses]	Allows communication (received) only with devices having their IP addresses entered for [Address to Register], and restricts communication with devices with any other IP addresses.
Registered as both	Allows communication (received) only with devices having their IP addresses registered in [Allowed Addresses], and restricts communication with devices with any other IP addresses. However, communication is restricted for IP addresses also registered in [Blocked Addresses].

IMPORTANT:

Check for entry errors

If IP addresses are incorrectly entered, you may be unable to access the machine from the Remote UI, in which case you need to set <IPv4 Address Filter> or <IPv6 Address Filter> to <Off>. **IPv4 Address Filter (P. 494)** **IPv6 Address Filter (P. 494)**

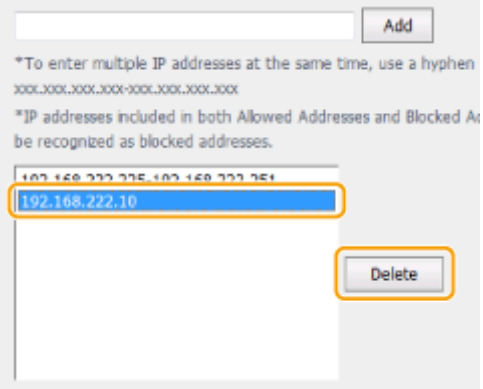
NOTE:

Entry form for IP addresses

	Description	Example
Entering a single address	**IPv4:** Delimit numbers with periods.	192.168.0.10
	IPv6: Delimit alphanumeric characters with colons.	fe80::10
Specifying a range of addresses	Insert a hyphen between the addresses.	IPv4: 192.168.0.10-192.168.0.20
		IPv6: fe80::10-fe80::20
Specifying a range of addresses with a prefix (IPv6 only)	Enter the address, followed by a slash and a number indicating the prefix length.	fe80::1234/64

Deleting an IP address from exceptions

Select an IP address and click [Delete].



3 Click [OK].

NOTE

You can enable or disable the IP Address Filter settings from <Menu> in the <Home> screen. **IPv4 Address Filter (P. 494)** **IPv6 Address Filter (P. 494)**

LINKS

Specifying MAC Addresses for Firewall Rules(P. 364)

Specifying MAC Addresses for Firewall Rules

36WC-07R

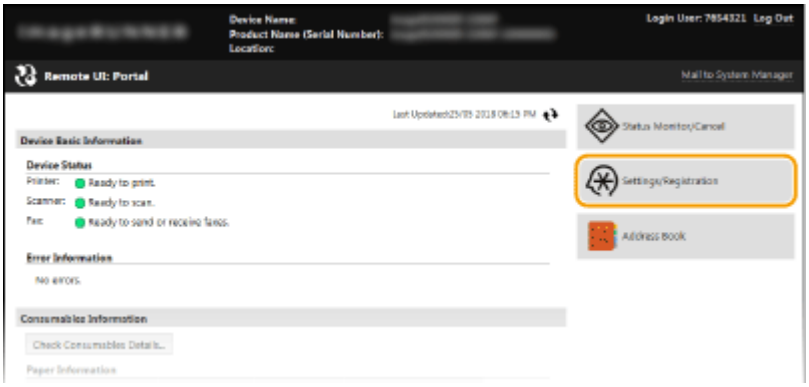
You can limit communication to only devices with specified MAC addresses, or block devices with specified MAC addresses but permit other communications. Up to 10 MAC addresses can be specified.

IMPORTANT

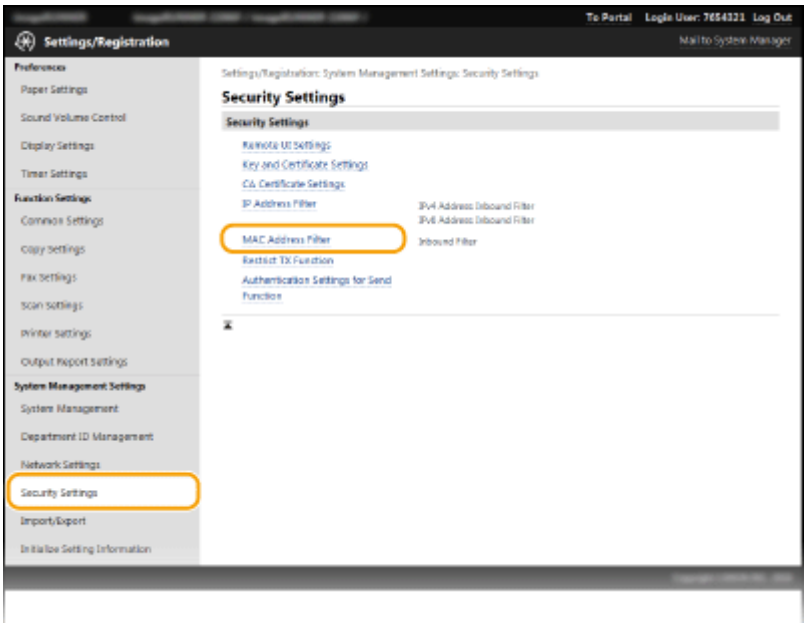
This function is unavailable when the machine is connected to a wireless LAN.

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

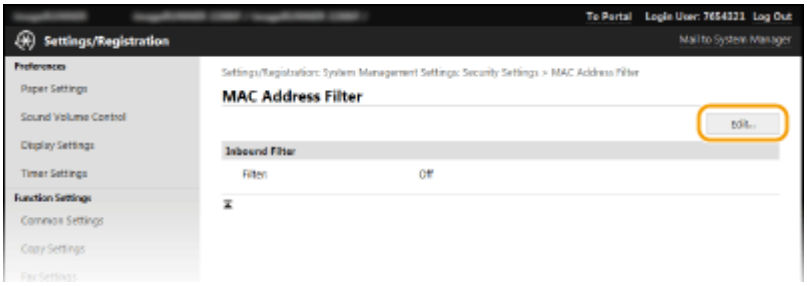
2 **Click [Settings/Registration].**



3 **Click [Security Settings] ▶ [MAC Address Filter].**

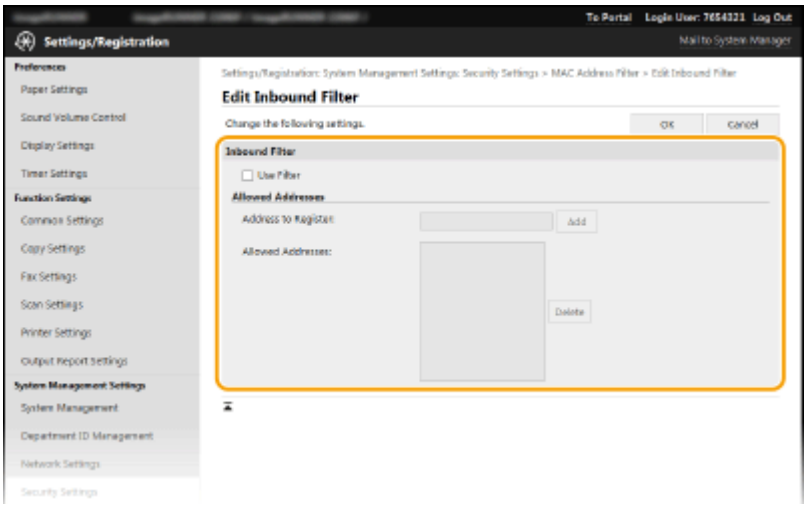


4 **Click [Edit].**



[Inbound Filter]
Select to restrict receiving data from the machine to a computer by specifying MAC addresses.

5 Specify the settings for packet filtering.



1 Select the [Use Filter] check box.

- Select the check box to restrict communication. Clear the check box to disable the restriction.

2 Specify the address.

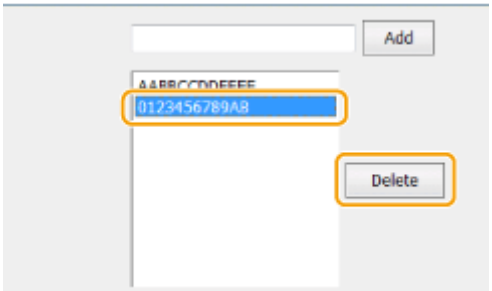
- Enter the MAC address in the [Address to Register] text box and click [Add]. Allows communication (received) only with devices having registered MAC addresses, and restricts communication with devices with any other MAC addresses.
- You do not need to delimit the address with hyphens or colons.

IMPORTANT:
Check for entry errors

If MAC addresses are incorrectly entered, you may become unable to access the machine from the Remote UI, in which case you need to set <MAC Address Filter> to <Off>. **MAC Address Filter (P. 494)**

NOTE:
Deleting a MAC address from exceptions

Select a MAC address and click [Delete].



3 Click [OK].

NOTE

You can enable or disable the MAC Address Filter settings from <Menu> in the <Home> screen. **MAC Address Filter (P. 494)**

LINKS

Specifying IP Addresses for Firewall Rules(P. 360)

Changing Port Numbers

36WC-07S

Ports serve as endpoints for communicating with other devices. Typically, conventional port numbers are used for major protocols, but devices that use these port numbers are vulnerable to attacks because these port numbers are well-known. To enhance security, your Network Administrator may change the port numbers. When a port number has been changed, the new number must be shared with the communicating devices, such as computers and servers. Specify the port number settings depending on the network environment.

NOTE

- To change the port number for proxy server, **Setting a Proxy(P. 369)** .
- To change the port number for LDAP server, see **Registering LDAP Servers(P. 323)** .

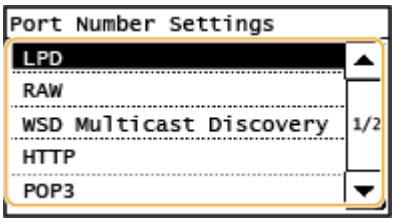
1 Tap <Menu> in the <Home> screen.

2 Tap <Network Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press . **Setting the System Manager ID(P. 343)**

3 Select <TCP/IP Settings> ▶ <Port Number Settings>.

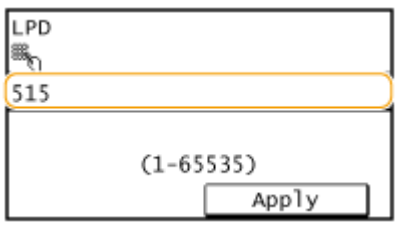
4 Tap the port to change.



NOTE:
Learning more about the ports

- <LPD>/<RAW>/<WSD Multicast Discovery> **Configuring Printing Protocols and WSD Functions(P. 287)**
- <HTTP> **Disabling HTTP Communication(P. 382)**
- <POP3>/<SMTP> **Configuring E-Mail Communication Settings(P. 302)**
- <SNMP> **Monitoring and Controlling the Machine with SNMP(P. 332)**

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



LINKS

Configuring Printer Ports(P. 290)

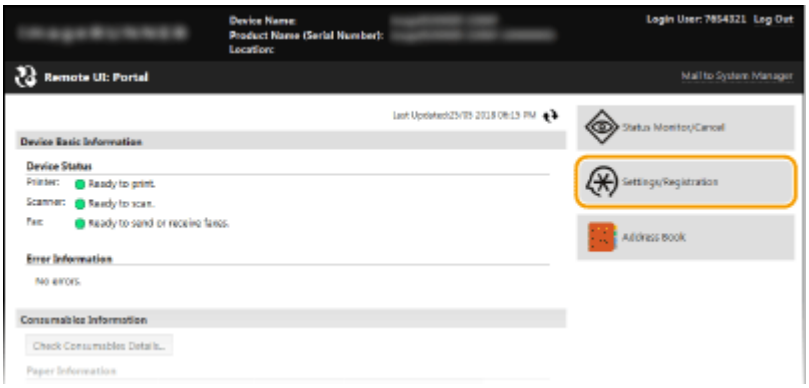
Setting a Proxy

36WC-07U

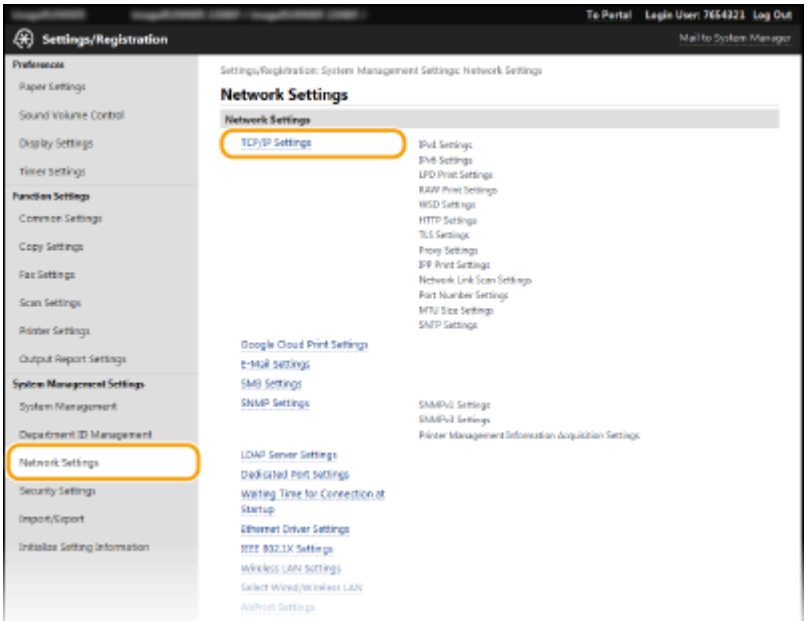
A proxy (or HTTP proxy server) refers to a computer or software that carries out HTTP communication for other devices, especially when communicating with resources outside the network, such as when browsing Web sites. The client devices connect to the outside network through the proxy server, and do not communicate directly to the resources outside. Setting a proxy not only facilitates management of traffic between in-house and outside networks but also blocks unauthorized access and consolidates anti-virus protection for enhanced security. When you use Google Cloud Print to print over the Internet, you can enhance security by setting a proxy. When setting a proxy, make sure that you have the necessary proxy information, including the IP address, port number, and a user name and password for authentication.

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

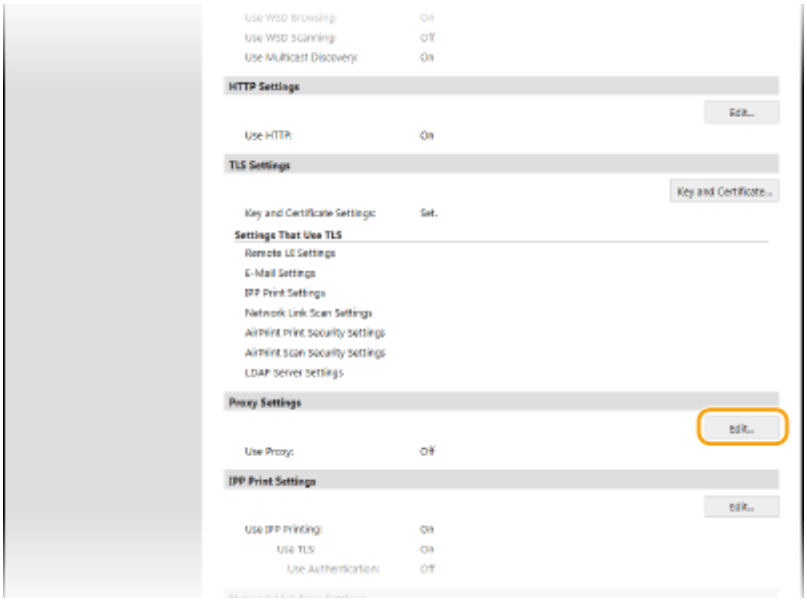
2 **Click [Settings/Registration].**



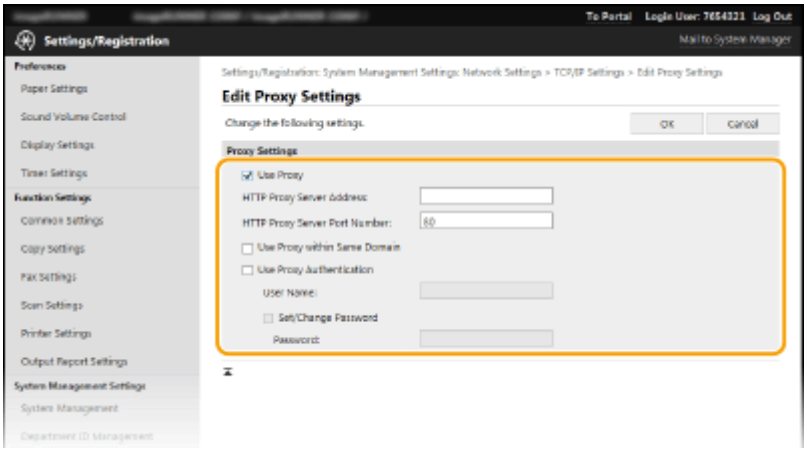
3 **Click [Network Settings] ▶ [TCP/IP Settings].**



4 **Click [Edit] in [Proxy Settings].**



5 Select the [Use Proxy] check box and specify the required settings.



[Use Proxy]
Select the check box to use the specified proxy server when communicating with an HTTP server.

[HTTP Proxy Server Address]
Enter the address of the proxy server. Specify the IP address or host name depending on the environment.

[HTTP Proxy Server Port Number]
Change the port number as necessary. Enter a number between 1 and 65535.

[Use Proxy within Same Domain]
Select the check box to use a proxy server specified in the same domain.

[Use Proxy Authentication]
To enable authentication by the proxy server, select the check box and enter up to 24 alphanumeric characters for the user name in the [User Name] text box.

[Set/Change Password]
To set or change the password for the proxy authentication, when it is enabled, select the check box and enter up to 24 alphanumeric characters for the new password in the [Password] text box.

6 Click [OK].

Restricting the Machine's Functions

36WC-07W

Some of the functions of the machine may rarely be used or provide opportunities for misuse. For security purposes, the machine can be set to limit its capabilities by partially or completely disabling these functions.

Restricting Access to Address Book and Sending Functions

Restricting Access to Address Book and Sending Functions (P. 372)

Restricting Printing from a Computer

You can limit "printing from computer" only to secure documents so that no print jobs can be executed unless the PIN is entered on the machine side. **Restricting Printing from a Computer(P. 380)**

Restricting USB Functions

Restricting USB Functions(P. 381)

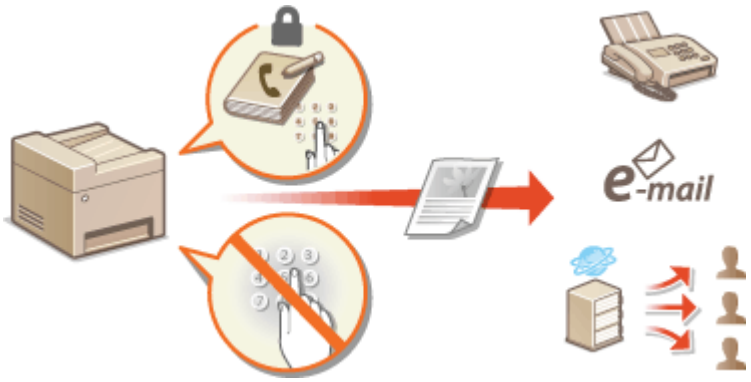
Disabling HTTP Communication and Remote Management

Disabling HTTP Communication(P. 382)
Disabling Remote UI(P. 383)

Restricting Access to Address Book and Sending Functions

36WC-07X

Some cases of information leakage can be prevented by limiting the available fax and e-mail destinations to those registered in the Address Book or LDAP servers, or by setting a PIN for the Address Book so that unauthorized users cannot add or edit Address Book entries. You can also avoid sending documents to unintended recipients if the machine is set to ask you to enter the fax number twice for confirmation.



NOTE

For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

Setting a PIN for Address Book

36WC-07Y

The Address Book can be set to require users to enter a PIN in order to add new entries to the Address Book or edit existing entries. Setting a PIN to the Address Book can reduce the risk of documents being sent to unintended recipients because changes to the Address Book can only be made by users who know the PIN.

1 Tap <Menu> in the <Home> screen.

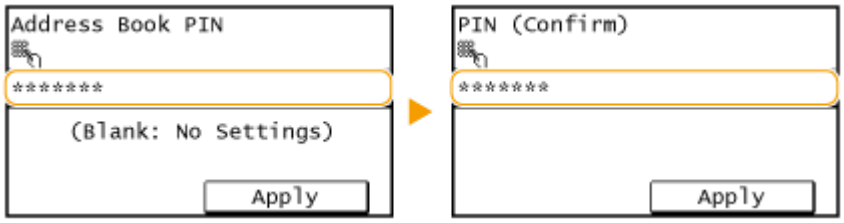
2 Tap <System Management Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Select <Restrict TX Function> ▶ <Address Book PIN>.

4 Set the PIN for editing the Address Book.

- Enter a number of up to seven digits using numeric keys, and tap <Apply>.
- When <PIN (Confirm)> is displayed, enter the PIN once again to confirm.



NOTE:

- You cannot set a PIN that consists only of zeros, such as "00" or "0000000".
- To disable the PIN, press C to erase the PIN (leave the text box blank), and tap <Apply>.

NOTE

In addition to setting the Address Book PIN, you can further enhance security by performing the following operations:

- Restricting the addition of new destinations **Limiting Available Destinations(P. 374)**
- Disabling the PC fax function **Prohibiting PC Faxing (imageRUNNER 2206iF)(P. 375)**

LINKS

Registering in the Address Book(P. 49)
Registering Address Book from Remote UI(P. 426)

Limiting Available Destinations

36WC-080

By limiting fax numbers and e-mail addresses that can be specified when sending documents to those already registered in the Address Book, those previously used, or those searchable from the LDAP servers, you can reduce the possibility of specifying incorrect destinations and prevent users from leaking information. When this function is enabled, the machine prohibits users from entering destinations using the numeric keys, adding new entries to the Address Book, and editing the existing Address Book entries.

1 Tap <Menu> in the <Home> screen.

2 Tap <System Management Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Select <Restrict TX Function> ▶ <Restrict New Destinations>.

4 Tap <On>.

a <Off>

Cancels the restriction on new destinations. Fax numbers and e-mail addresses can be specified by using any method.

b <On>

Restricts input so that the only addresses that can be specified are those registered in the Address Book, those previously used, or those that can be found on the LDAP server.

IMPORTANT

This function does not limit the available destinations for PC faxing.

Prohibiting PC Faxing (imageRUNNER 2206iF)(P. 375)

LINKS

Setting a PIN for Address Book (P. 373)
Disabling Use of Previously Used Destinations (P. 376)
Prohibiting Sequential Broadcasting (imageRUNNER 2206iF)(P. 379)

Prohibiting PC Faxing (imageRUNNER 2206iF)

36WC-081

You can prohibit users from PC faxing (faxing from a computer).

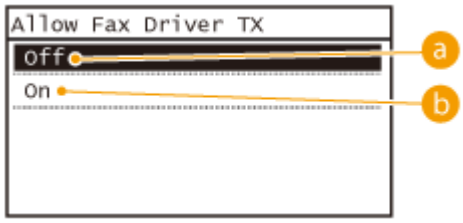
1 Tap <Menu> in the <Home> screen.

2 Tap <Fax Settings>.

3 Select <TX Function Settings> ▶ <Allow Fax Driver TX>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

4 Tap <Off>.



a <Off>

Disables PC faxing.

b <On>

Enables PC faxing.

LINKS

Sending Faxes from Your Computer (PC Fax)(P. 151)
Setting a PIN for Address Book (P. 373)
Limiting Available Destinations(P. 374)

Disabling Use of Previously Used Destinations

36WC-082

Prohibits the specification of destinations from the transmission records. Using this restriction prevents destinations being selected from the transmission records for "Send Fax", "Scan and Send as E-Mail" and "Scan and Save to Shared Folder".

NOTE

- For imageRUNNER 2206N, these functions can only be used when the optional Color Send Kit is attached.

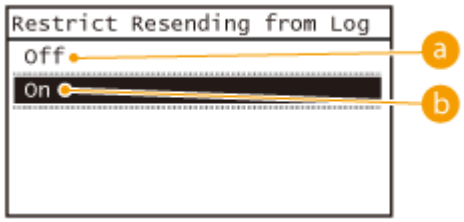
1 Tap <Menu> in the <Home> screen.

2 Tap <System Management Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Select <Restrict TX Function> ▶ <Restrict Resending from Log>.

4 Tap <On>.



a <Off>

Enables use of previously used destinations.

b <On>

Disables use of previously used destinations.

LINKS

Limiting Available Destinations(P. 374)
Prohibiting Sequential Broadcasting (imageRUNNER 2206iF)(P. 379)
Specifying Previously Used Destinations(P. 118)

Checking Destinations before Sending Documents (imageRUNNER 2206iF)

36WC-083

By entering the fax number twice, you can reduce the risk of faxing to the wrong number due to input mistakes. Use features described in this section if you send confidential documents.

Displaying the Screen for Confirming the Fax Number(P. 377)
Displaying Destinations in Address Book(P. 377)

Displaying the Screen for Confirming the Fax Number

You can set the machine to ask users to enter the fax number twice when it is entered by using the numeric keys. This way, you can reduce the risk of faxing to the wrong number due to input mistakes.

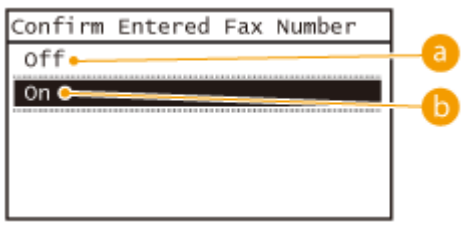
1 Tap <Menu> in the <Home> screen.

2 Tap <Fax Settings>.

3 Select <TX Function Settings> ▶ <Confirm Entered Fax Number>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

4 Tap <On>.



a <Off>

Does not display the screen for confirming the fax number.

b <On>

Displays the screen for confirming the fax number.

Displaying Destinations in Address Book

When using One-Touch buttons or coded dial numbers to specify destinations, you need to remember whose destination (or what group) is registered in what coded dial number. If you do not remember all these numbers perfectly, you may send your documents to unintended destinations. You can avoid sending data to unintended recipients by configuring the machine to display the details of the One-Touch button or coded dial number you selected/entered as a sending destination before you send documents to that destination.

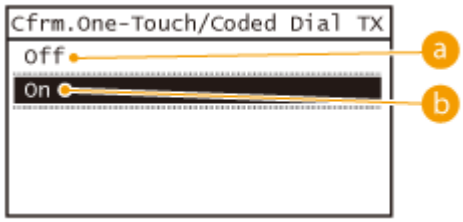
1 Tap <Menu> in the <Home> screen.

2 Tap <System Management Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press [ID]. **Setting the System Manager ID(P. 343)**

3 Select <Restrict TX Function> ▶ <Confirm One-Touch/Coded Dial TX>.

4 Tap <On>.



a <Off>

Does not display the details of the selected/entered One-Touch button or coded dial number.

b <On>

Displays the details of the selected/entered One-Touch button or coded dial number.

LINKS

Registering in the Address Book(P. 49)
Specifying from Address Book(P. 110)
Registering Address Book from Remote UI(P. 426)

Prohibiting Sequential Broadcasting (imageRUNNER 2206iF)

36WC-084

Sequential broadcasting is a feature that sends faxes to multiple recipients in succession. This feature can be disabled if preferred.

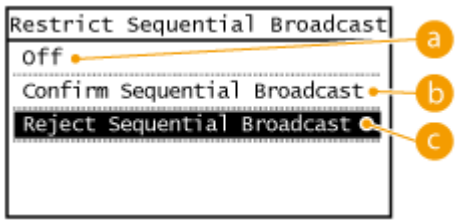
1 Tap <Menu> in the <Home> screen.

2 Tap <Fax Settings>.

3 Select <TX Function Settings> ▶ <Restrict Sequential Broadcast>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

4 Select <Confirm Sequential Broadcast> or <Reject Sequential Broadcast>.



a <Off>

Enables sequential broadcasting.

b <Confirm Sequential Broadcast>

Displays the confirmation screen when sending a fax via sequential broadcasting.

c <Reject Sequential Broadcast>

Disables sequential broadcasting.

LINKS

Limiting Available Destinations(P. 374)
Disabling Use of Previously Used Destinations (P. 376)
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)(P. 135)

Restricting Printing from a Computer

36WC-0EK

You can drastically reduce information leakage risks by limiting the documents printable from a computer to the Secure-Print documents (**Printing a Document Secured by a PIN (Secure Print)(P. 163)**).

<Menu> ▶ <System Management Settings> ▶ <Secure Print Settings> ▶ <Restrict Printer Jobs> ▶ <On>

Restricting USB Functions

36WC-085

You can disable the USB port located on the right side of the machine. If this port is disabled, the machine cannot communicate with a computer via USB.

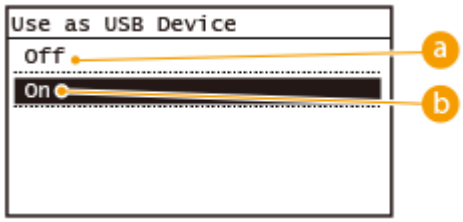
1 Tap <Menu> in the <Home> screen.

2 Tap <System Management Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Select <Use as USB Device>.

4 Select <Off>.



a <Off>

Disables the USB port located on the back side of the machine.

b <On>

Enables the USB port located on the back side of the machine.

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Disabling HTTP Communication

36WC-086

HTTP is used for communications over the network, such as when you access the machine via the Remote UI. If you are using a USB connection or are otherwise not using HTTP, you can disable HTTP to block malicious third-party intrusions via the unused HTTP port.

IMPORTANT

Disabling HTTP disables some of the network capabilities, such as the Remote UI, WSD printing, and printing with Google Cloud Print.

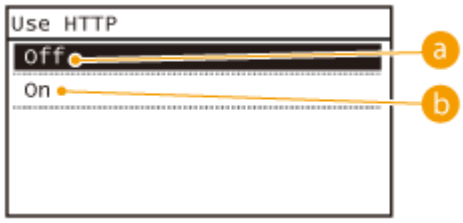
1 Tap <Menu> in the <Home> screen.

2 Tap <Network Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press [ID]. **Setting the System Manager ID(P. 343)**

3 Select <TCP/IP Settings> ▶ <Use HTTP>.

4 Tap <Off>.



a <Off>

Disables HTTP communication.

b <On>

Enables HTTP communication.

LINKS

Using Remote UI(P. 408)
Changing Port Numbers(P. 367)
Configuring Printing Protocols and WSD Functions(P. 287)

Disabling Remote UI

36WC-087

The Remote UI is useful because the machine settings can be specified by using a Web browser on a computer. To use the Remote UI, the machine must be connected to a computer over the network. If you do not need to use the Remote UI, you might want to disable the Remote UI to reduce the risk of having your machine controlled remotely over the network by malicious third parties.

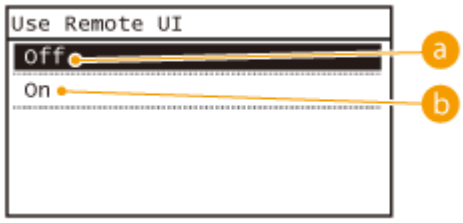
1 Tap <Menu> in the <Home> screen.

2 Tap <System Management Settings>.

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

3 Tap <Remote UI Settings> ▶ <Use Remote UI>.

4 Tap <Off>.



a <Off>

Disables the Remote UI.

b <On>

Enables the Remote UI.

LINKS

Using Remote UI(P. 408)
Disabling HTTP Communication(P. 382)

Implementing Robust Security Features

36WC-088

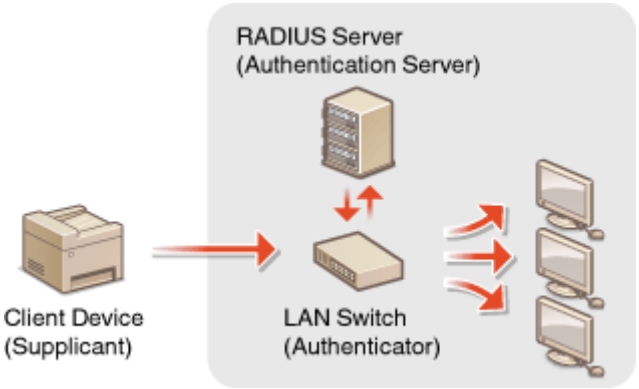
Authorized users may incur unanticipated losses from attacks by malicious third parties, such as sniffing, spoofing, and tampering of data as it flows over a network. To protect your important and valuable information from these attacks, the machine supports the following features to enhance security and secrecy.

TLS Encrypted Communication

TLS is a protocol for encryption for data sent over a network and is often used for communication via a Web browser or an e-mail application. TLS enables secure network communication when you access the machine from a computer via the Remote UI. **Enabling TLS Encrypted Communication for the Remote UI(P. 385)**

IEEE 802.1X Authentication

IEEE 802.1X is a standard and mechanism for blocking unauthorized access to the network by collectively managing user authentication information. If a device tries to connect to the 802.1X network, the device must go through user authentication in order to prove that the connection is made by an authorized user. Authentication information is sent to and checked by a RADIUS server, which permits or rejects communication to the network depending on the authentication result. If authentication fails, a LAN switch (or an access point) blocks access from the outside of the network. The machine can connect to an 802.1X network as a client device. **Configuring IEEE 802.1X Authentication(P. 389)**



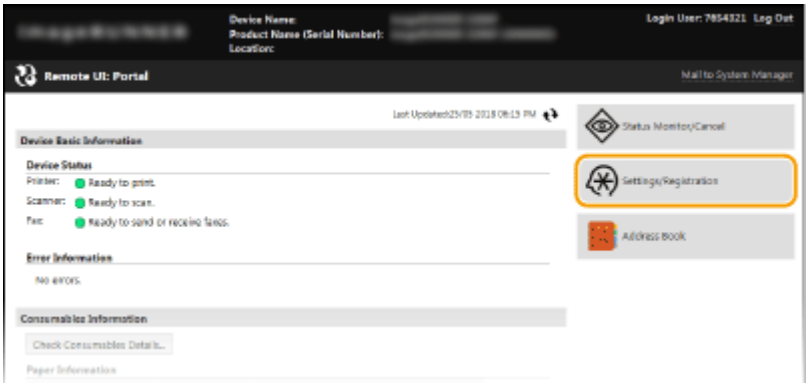
Enabling TLS Encrypted Communication for the Remote UI

36WC-089

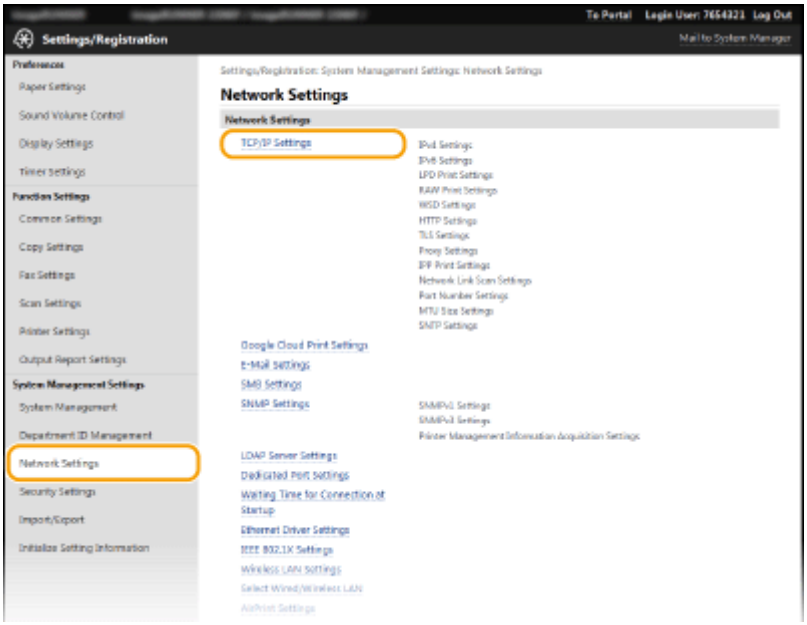
You can encrypt communication between the machine and a Web browser on the computer by using Transport Layer Security (TLS). TLS is a mechanism for encrypting data sent or received over the network. TLS must be enabled when the Remote UI is used for specifying settings for IEEE 802.1X authentication (TTLS/PEAP) or SNMPv3. To use TLS for the Remote UI, you need to set a key pair and enable the TLS function. Generate or install the key pair for TLS before enabling TLS (**Configuring Settings for Key Pairs and Digital Certificates(P. 394)**).

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

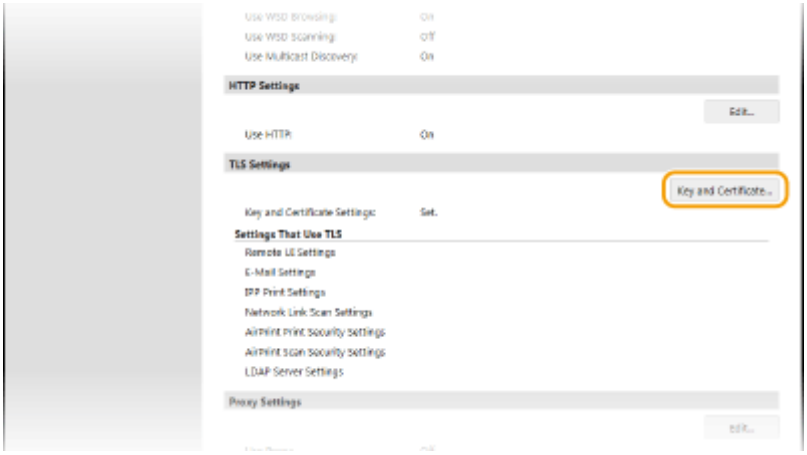
2 **Click [Settings/Registration].**



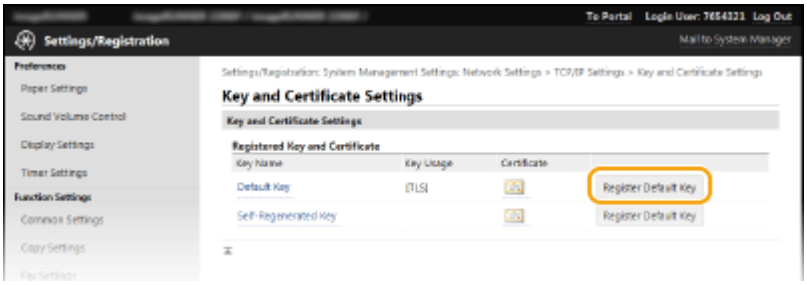
3 **Click [Network Settings] ▶ [TCP/IP Settings].**



4 Click [Key and Certificate] in [TLS Settings].



5 Click [Register Default Key] on the right of the key pair you want to use.



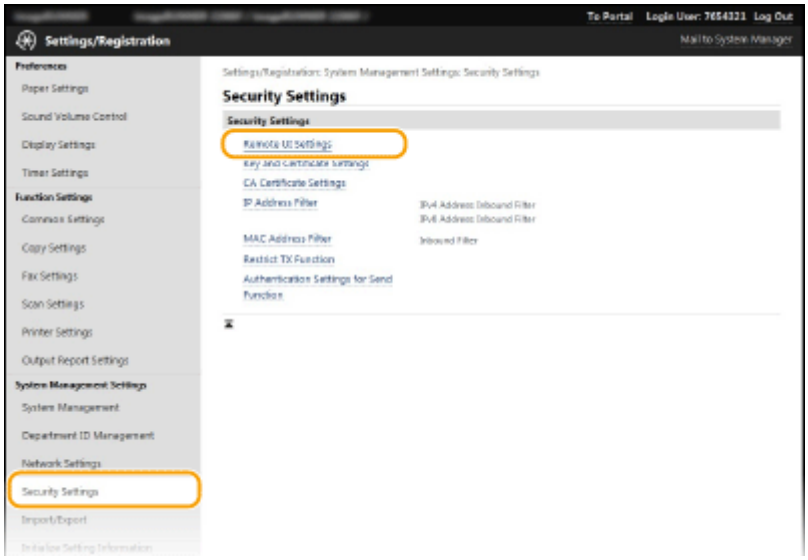
NOTE:

Viewing details of a certificate

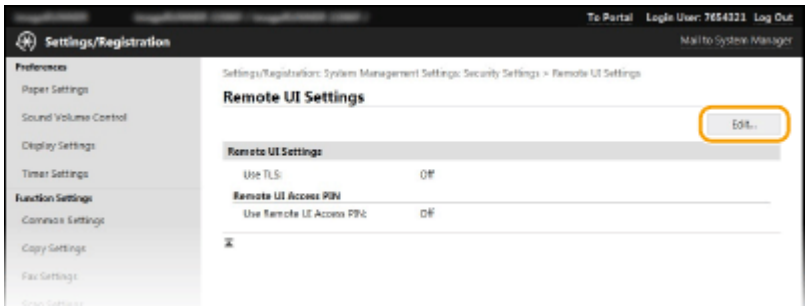
- You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon. **Verifying Key Pairs and Digital Certificates(P. 405)**

6 Enable TLS for the Remote UI.

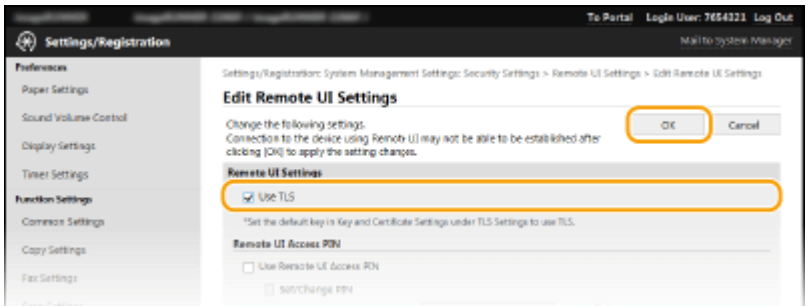
1 Click [Security Settings] ▶ [Remote UI Settings].



2 Click [Edit].



3 Select the [Use TLS] check box and click [OK].



NOTE

Using the Control Panel

- You can also enable or disable TLS encrypted communication from <Menu> in the <Home> screen. **Use TLS(P. 494)**

Starting the Remote UI with TLS

- If you try to start the Remote UI when TLS is enabled, a security alert may be displayed regarding the security certificate. In this case, check that the correct URL is entered in the address field, and then proceed to display the Remote UI screen. **Starting Remote UI(P. 409)**

Enabling TLS for e-mailing

- If the SMTP server and the POP3 server support TLS, you can enable TLS for communication with these servers (**Configuring E-Mail Communication Settings(P. 302)**). For more information about the SMTP server and the POP3 server, contact your Internet service provider or Network Administrator.

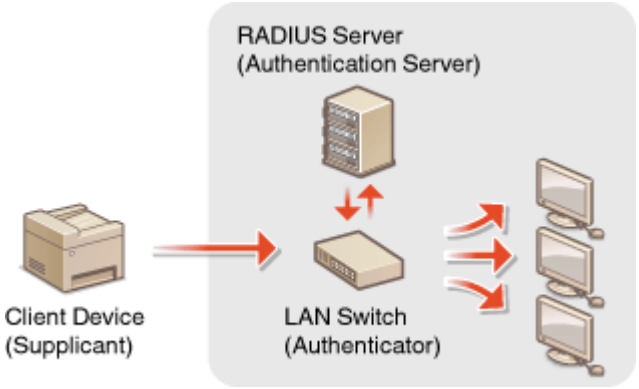
LINKS

Generating Key Pairs(P. 395)
Using CA-issued Key Pairs and Digital Certificates(P. 402)
Configuring IEEE 802.1X Authentication(P. 389)
Monitoring and Controlling the Machine with SNMP(P. 332)

Configuring IEEE 802.1X Authentication

36WC-08A

The machine can connect to an 802.1X network as a client device. A typical 802.1X network consists of a RADIUS server (authentication server), LAN switch (authenticator), and client devices with authentication software (supplicants). If a device tries to connect to the 802.1X network, the device must go through user authentication in order to prove that the connection is made by an authorized user. Authentication information is sent to and checked by a RADIUS server, which permits or rejects communication to the network depending on the authentication result. If authentication fails, a LAN switch (or an access point) blocks access from the outside of the network.



Select the authentication method from the options below. If necessary, install or register a key pair or CA certificate before configuring IEEE 802.1X authentication (**Using CA-issued Key Pairs and Digital Certificates(P. 402)**).

TLS

The machine and the authentication server authenticate each other by mutually verifying their certificates. A key pair issued by a certification authority (CA) is required for the client authentication (when authenticating the machine). For the server authentication, a CA certificate installed via the Remote UI can be used in addition to a CA certificate preinstalled in the machine.

TTLS

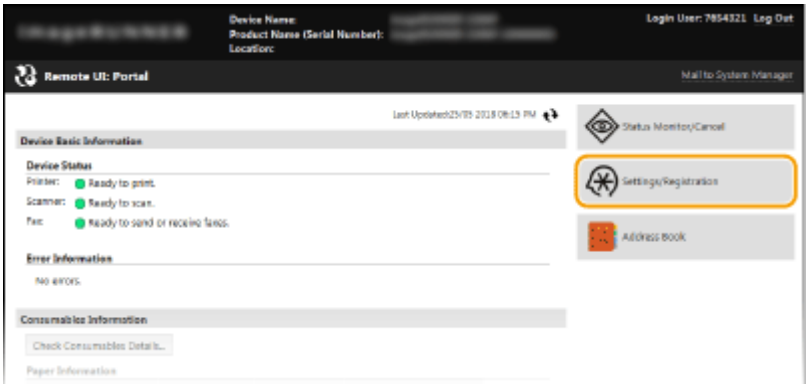
This authentication method uses a user name and password for the client authentication and a CA certificate for the server authentication. MSCHAPv2 or PAP can be selected as the internal protocol. TTLS can be used with PEAP at the same time. Enable TLS for the Remote UI before configuring this authentication method (**Enabling TLS Encrypted Communication for the Remote UI(P. 385)**).

PEAP

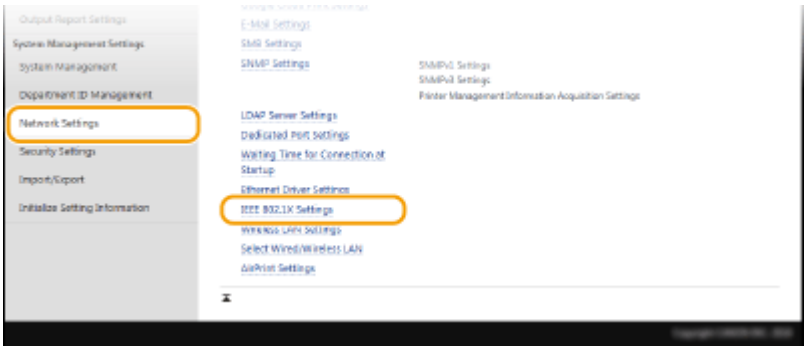
The required settings are almost the same as those of TTLS. MS-CHAPv2 is used as the internal protocol. Enable TLS for the Remote UI before configuring this authentication method (**Enabling TLS Encrypted Communication for the Remote UI(P. 385)**).

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

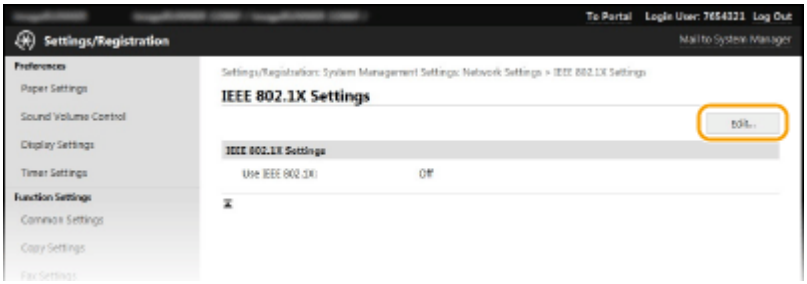
2 Click [Settings/Registration].



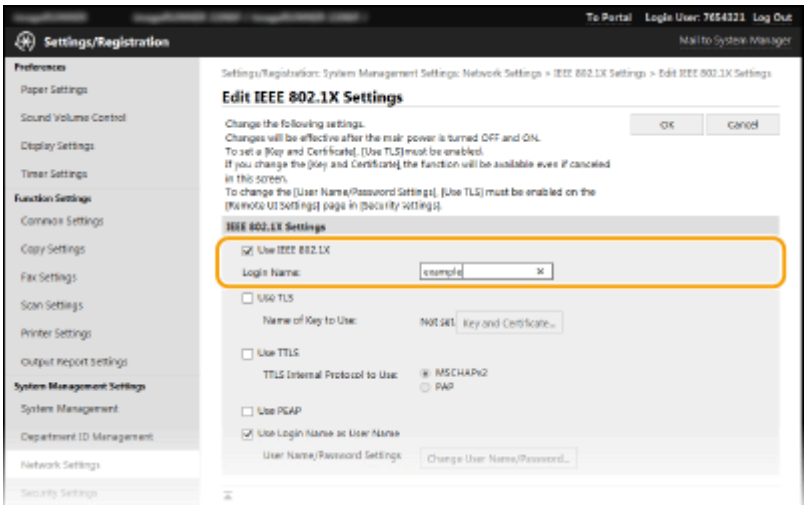
3 **Click [Network Settings] ▶ [IEEE 802.1X Settings].**



4 **Click [Edit].**



5 **Select the [Use IEEE 802.1X] check box, enter the login name in the [Login Name] text box, and specify the required settings.**



[Use IEEE 802.1X]

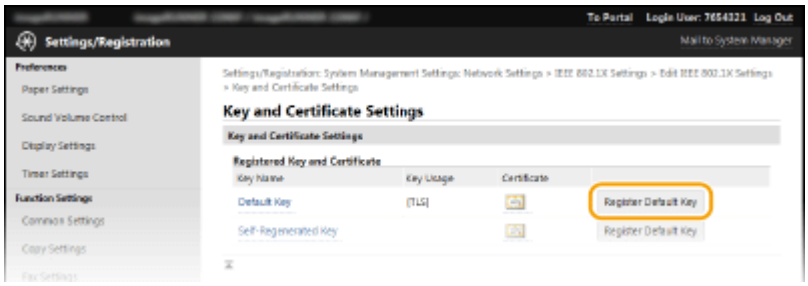
Select the check box to enable IEEE 802.1X authentication.

[Login Name]
Enter up to 24 alphanumeric characters for a name (EAP identity) that is used for identifying the user.

■Setting TLS

1 Select the [Use TLS] check box and click [Key and Certificate].

2 Click [Register Default Key] on the right of the key pair you want to use for the client authentication.



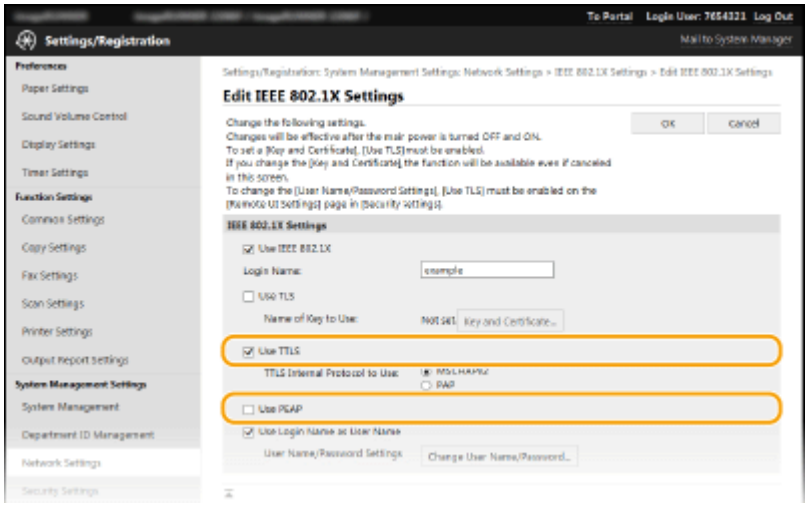
NOTE:

Viewing details of a key pair or certificate

- You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon. **Verifying Key Pairs and Digital Certificates(P. 405)**

■Setting TTLS/PEAP

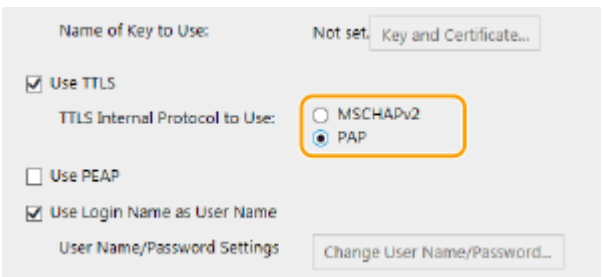
1 Select the [Use TTLS] or [Use PEAP] check box.



NOTE:

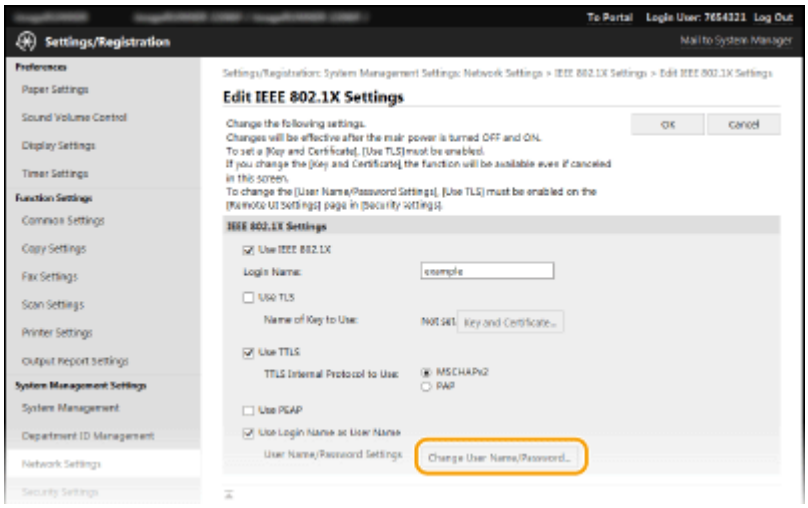
Internal protocol for TTLS

- You can select MSCHAPv2 or PAP. If you want to use PAP, click the [PAP] radio button.

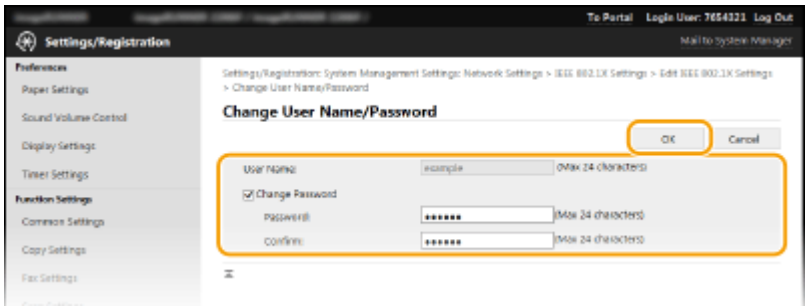


2 Click [Change User Name/Password].

- To specify a user name other than the login name, clear the [Use Login Name as User Name] check box. Select the check box if you want to use the login name as the user name.



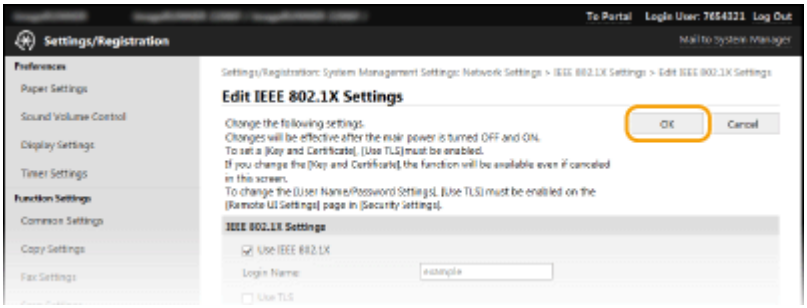
3 Set the user name/password and click [OK].



[User Name]
Enter up to 24 alphanumeric characters for the user name.

[Change Password]
To set or change the password, select the check box and enter up to 24 alphanumeric characters for the new password both in the [Password] and [Confirm] text boxes.

6 Click [OK].



7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the Control Panel

- You can also enable or disable IEEE 802.1X authentication from <Menu> in the <Home> screen. **IEEE 802.1X Settings(P. 442)**

LINKS

Configuring Settings for Key Pairs and Digital Certificates(P. 394)

Configuring Settings for Key Pairs and Digital Certificates

36WC-08C

In order to encrypt communication with a remote device, an encryption key must be sent and received over an unsecured network beforehand. This problem is solved by public-key cryptography. Public-key cryptography ensures secure communication by protecting important and valuable information from attacks, such as sniffing, spoofing, and tampering of data as it flows over a network.

Key Pair

A key pair consists of a public key and a secret key, both of which are required for encrypting or decrypting data. Because data that has been encrypted with one of the key pair cannot be returned to its original data form without the other, public-key cryptography ensures secure communication of data over the network. A key pair is used for TLS encrypted communication or TLS of the IEEE 802.1X authentication. Up to five key pairs (including the preinstalled pairs) can be generated to the machine (**Using CA-issued Key Pairs and Digital Certificates(P. 402)**). A key pair can be generated with the machine (**Generating Key Pairs(P. 395)**).

CA Certificate

Digital certificates including CA certificates are similar to other forms of identification, such as driver's licenses. A digital certificate contains a digital signature, which enables the machine to detect any spoofing or tampering of data. It is extremely difficult for third parties to abuse digital certificates. A digital certificate that contains a public key of a certification authority (CA) is referred to as a CA certificate. CA certificates are used for verifying the device the machine is communicating with for features such as printing with Google Cloud Print or IEEE 802.1X authentication. Up to 72 CA certificates can be registered, including the 67 certificates that are preinstalled in the machine (**Using CA-issued Key Pairs and Digital Certificates(P. 402)**).

Generating Key Pairs

36WC-08E

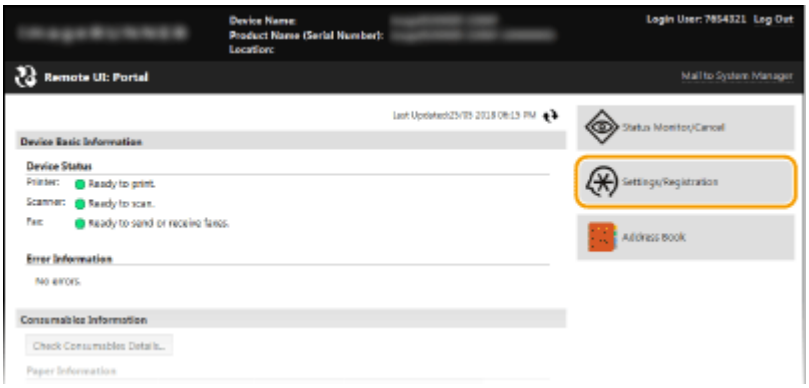
A key pair can be generated with the machine when it is required for encrypted communication via Transport Layer Security (TLS). You can use TLS when accessing the machine via the Remote UI. Up to five key pairs (including the preinstalled pairs) can be generated to the machine. Self-signed certificates are used with key pairs generated in "Network Communication". With a "Key and Certificate Signing Request (CSR)", you can apply for a CA-issued digital certificate for the key pair generated by the machine.

Generate Network Communication Key(P. 395)
Generate Key and Certificate Signing Request (CSR)(P. 397)

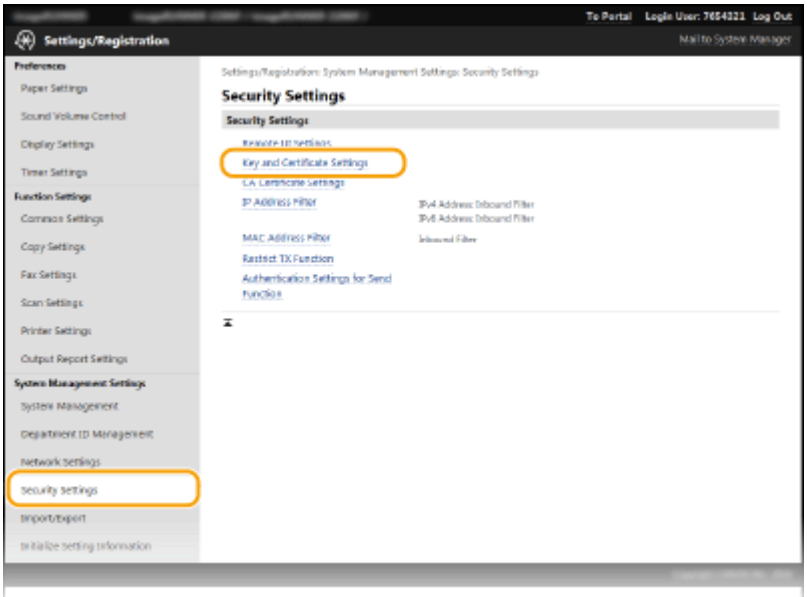
Generate Network Communication Key

1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

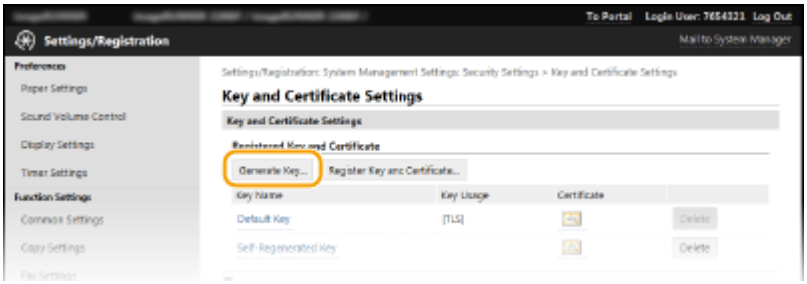
2 **Click [Settings/Registration].**



3 **Click [Security Settings] ▶ [Key and Certificate Settings].**



4 Click [Generate Key].

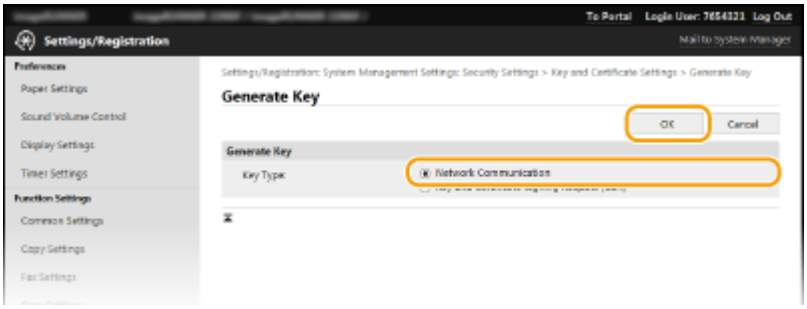


NOTE:

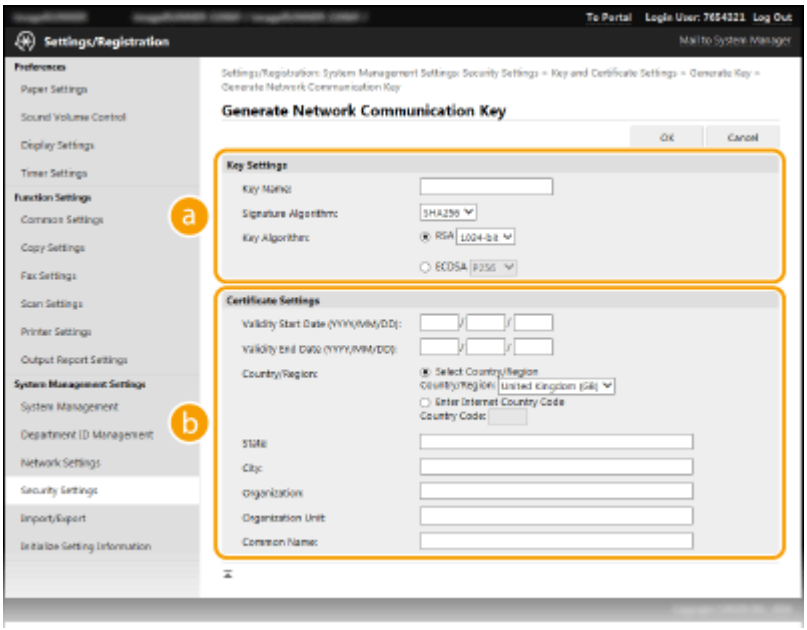
Deleting a registered key pair

- Click [Delete] on the right of the key pair you want to delete ▶ click [OK].
- A key pair cannot be deleted if it is currently used for some purpose, such as when "[TLS]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key pair before deleting it.

5 Select [Network Communication] and click [OK].



6 Specify settings for the key and certificate.



a [Key Settings]

[Key Name]

Enter up to 24 alphanumeric characters for naming the key pair. Set a name that will be easy for you to find later in a list.

[Signature Algorithm]
Select the signature algorithm from the drop-down list.

[Key Algorithm]
RSA is used for generating a key pair. Select the key length from the drop-down list. The larger the number for the key length, the slower the communication. However, the security is tighter.

NOTE:

- [512-bit] cannot be selected for the key length, if [SHA384] or [SHA512] is selected for [Signature Algorithm].

[Certificate Settings]

[Validity Start Date (YYYY/MM/DD)]
Enter the validity start date of the certificate in the range between 01/01/2000 and 31/12/2099, in the order of: year, month, day.

[Validity End Date (YYYY/MM/DD)]
Enter the validity end date of the certificate in the range between 01/01/2000 and 31/12/2099, in the order of: year, month, day. A date earlier than [Validity Start Date (YYYY/MM/DD)] cannot be set.

[Country/Region]
Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.

[State]/[City]
Enter up to 24 alphanumeric characters for the location as necessary.

[Organization]/[Organization Unit]
Enter up to 24 alphanumeric characters for the organization name as necessary.

[Common Name]
Enter up to 48 alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

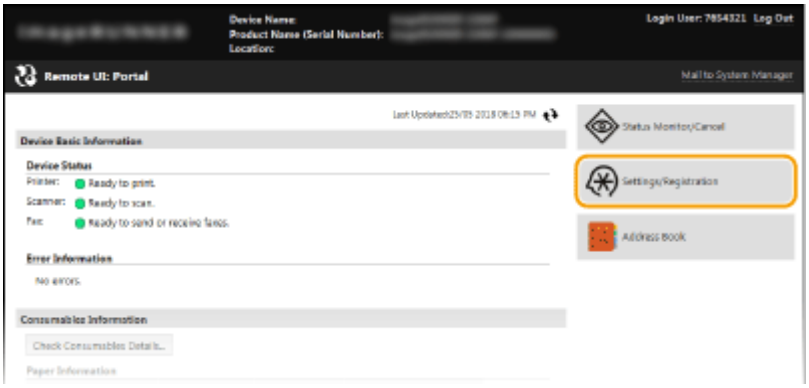
7 Click [OK].

- Keys for network communication may take approximately 10 to 15 minutes to generate.
- After a key pair is generated, it is automatically registered to the machine.

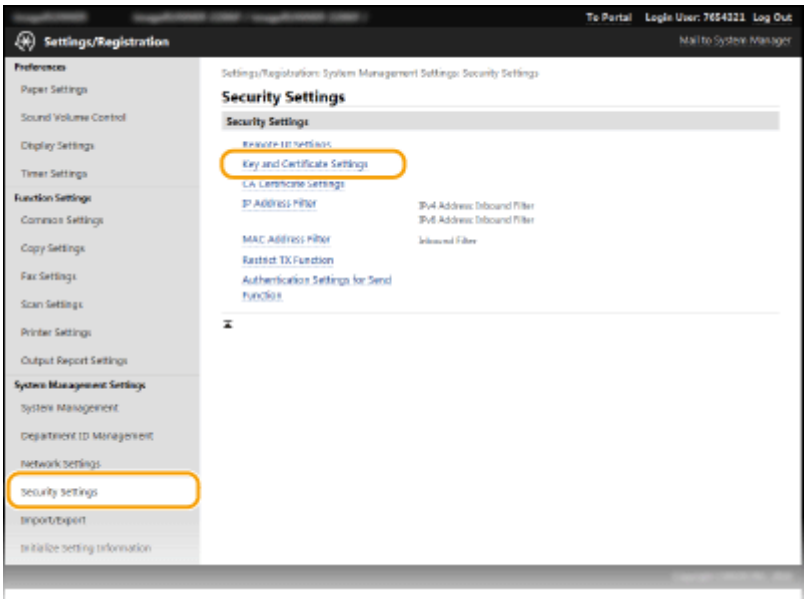
Generate Key and Certificate Signing Request (CSR)

1 Start the Remote UI and log on in System Manager Mode.
Starting Remote UI(P. 409)

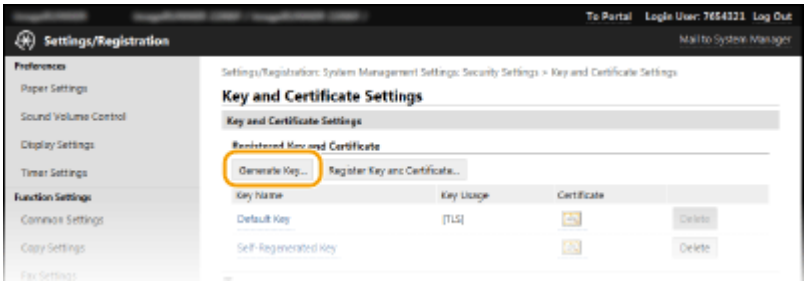
2 Click [Settings/Registration].



3 Click [Security Settings] ▶ [Key and Certificate Settings].



4 Click [Generate Key].

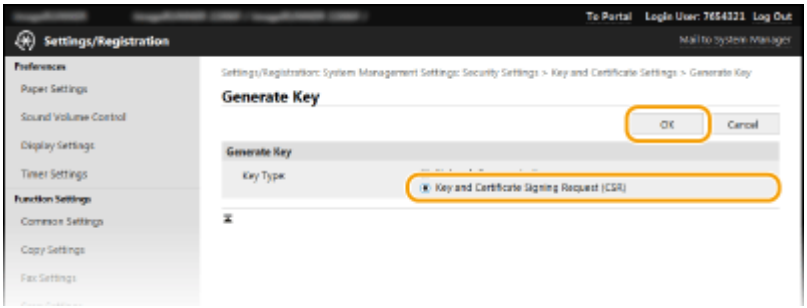


NOTE:

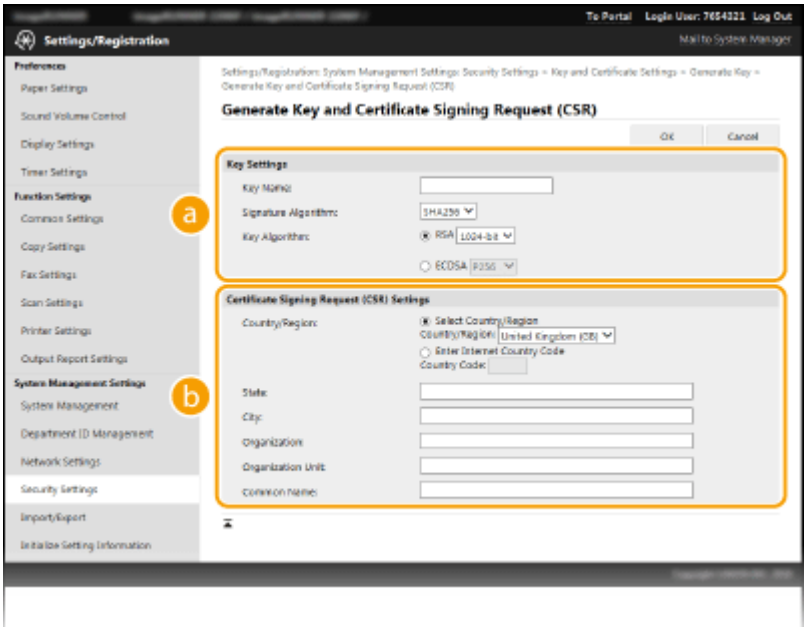
Deleting a registered key pair

- Click [Delete] on the right of the key pair you want to delete ▶ click [OK].
- A key pair cannot be deleted if it is currently used for some purpose, such as when "[TLS]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key pair before deleting it.

5 Select [Key and Certificate Signing Request (CSR)] and click [OK].



6 Specify settings for the key and certificate.



a [Key Settings]

[Key Name]
Enter up to 24 alphanumeric characters for naming the key pair. Set a name that will be easy for you to find later in a list.

[Signature Algorithm]
Select the signature algorithm from the drop-down list.

[Key Algorithm]
RSA is used for generating a key pair. Select the key length from the drop-down list. The larger the number for the key length, the slower the communication. However, the security is tighter.

NOTE:

- [512-bit] cannot be selected for the key length, if [SHA384] or [SHA512] is selected for [Signature Algorithm].

b [Certificate Signing Request (CSR) Settings]

[Country/Region]
Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.

[State]/[City]
Enter up to 24 alphanumeric characters for the location as necessary.

[Organization]/[Organization Unit]
Enter up to 24 alphanumeric characters for the organization name as necessary.

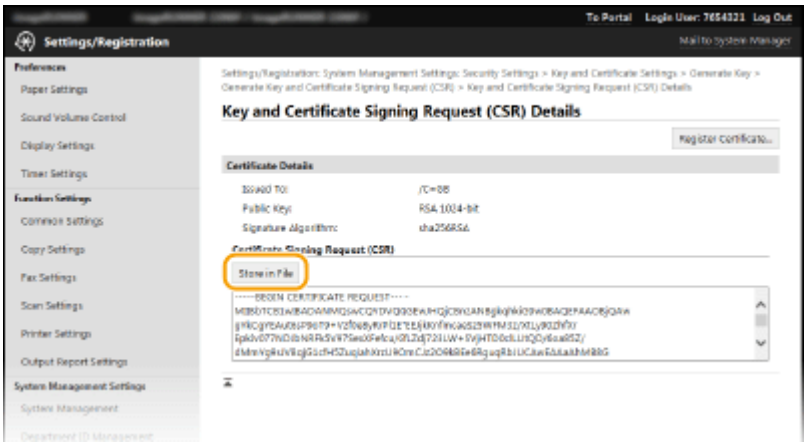
[Common Name]
Enter up to 48 alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

7 Click [OK].

- Key and Certificate Signing Request (CSR) may take approximately 10 to 15 minutes to generate.

8 Click [Store in File].

- A dialog box for storing the file appears. Choose where to store the file and click [Save].



➠ The Key and Certificate Signing Request (CSR) file is stored on the computer.

9 Attach the stored file and submit the application to the certification authority.

■ Registering the CA-issued Digital Certificate

You cannot use the key pair generated by the Certificate Signing Request (CSR) until the certificate is registered. Once the certification authority has issued the digital certificate, register it using the procedure below.

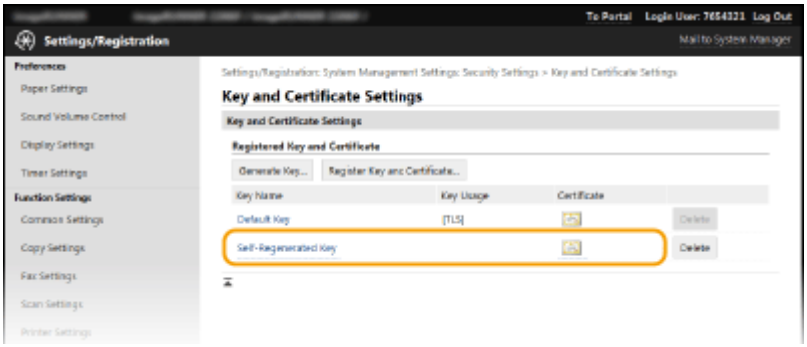
1 Start the Remote UI and log on in Administrator mode.

Starting Remote UI(P. 409)

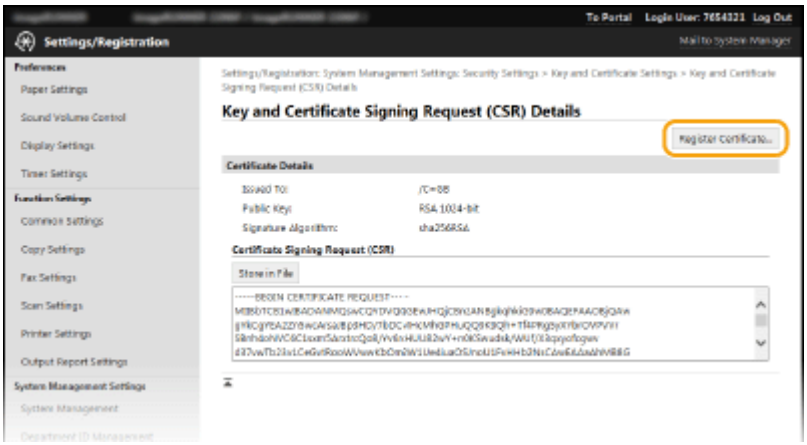
2 Click [Settings/Registration].

3 Click [Security Settings] ▶ [Key and Certificate Settings].

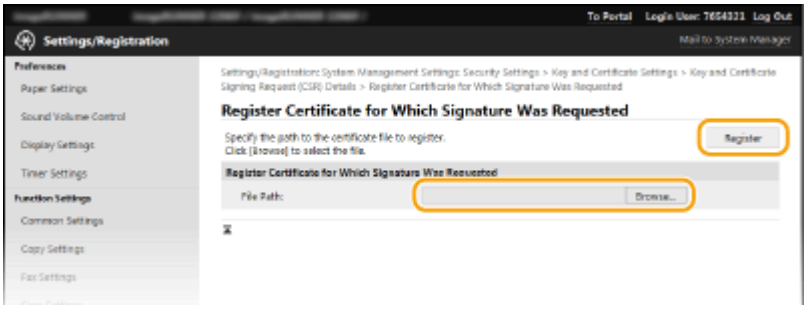
4 Click [Key Name] or [Certificate] for the certificate to be registered.



5 Click [Register Certificate].



6 Click [Browse], specify the file for the certificate signing request, and click [Register].



LINKS

Using CA-issued Key Pairs and Digital Certificates(P. 402)
Verifying Key Pairs and Digital Certificates(P. 405)
Enabling TLS Encrypted Communication for the Remote UI(P. 385)

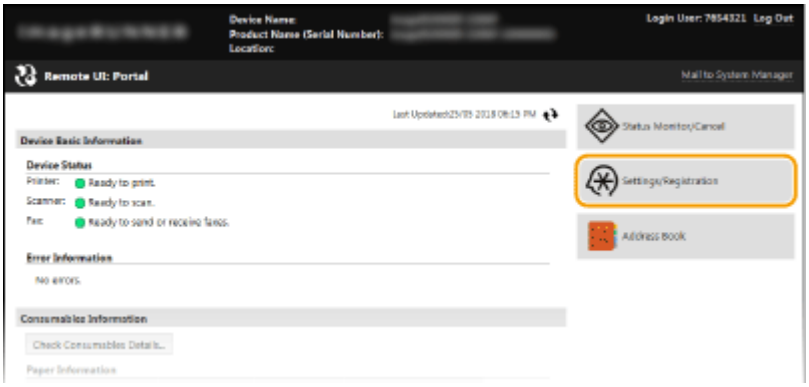
Using CA-issued Key Pairs and Digital Certificates

36WC-08F

Key pairs and digital certificates can be obtained from a certification authority (CA) for use with the machine. You can store and then register these files by using the Remote UI. Make sure that the key pair and the certificate satisfy the requirements of the machine (**Management Functions(P. 636)**). Up to five key pairs (including the preinstalled key pairs) and up to 72 CA certificates (including the 67 preinstalled certificates) can be registered.

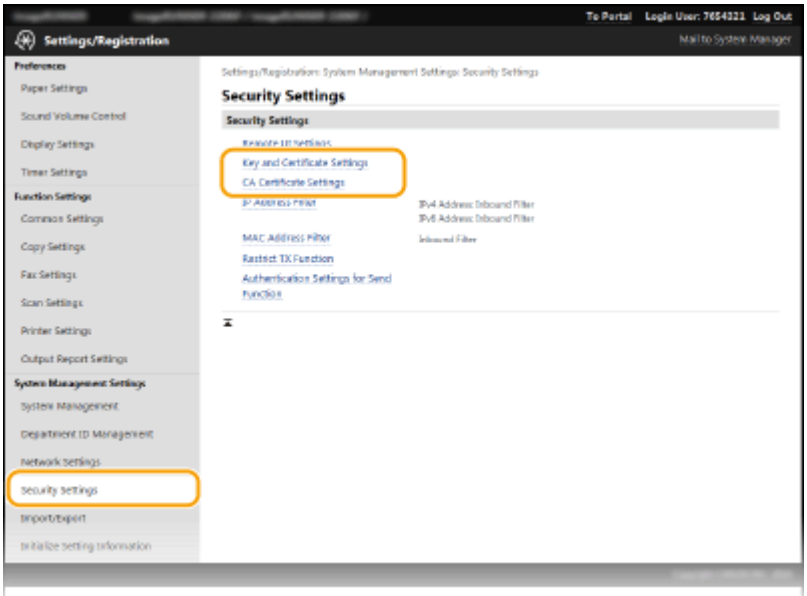
1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

2 Click [Settings/Registration].

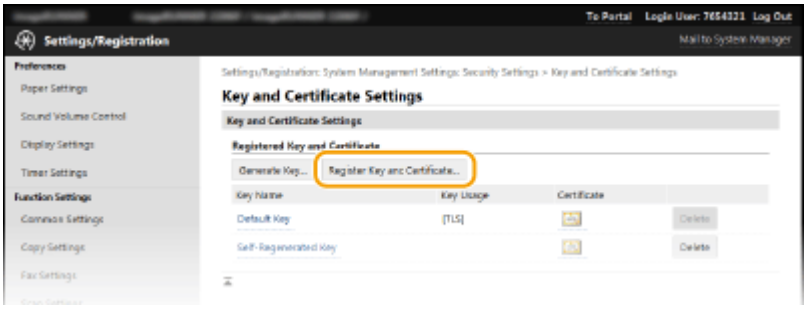


3 Click [Security Settings] ▶ [Key and Certificate Settings] or [CA Certificate Settings].

- Click [Key and Certificate Settings] to install a key pair, or [CA Certificate Settings] to install a CA certificate.



4 Click [Register Key and Certificate] or [Register CA Certificate].



NOTE:

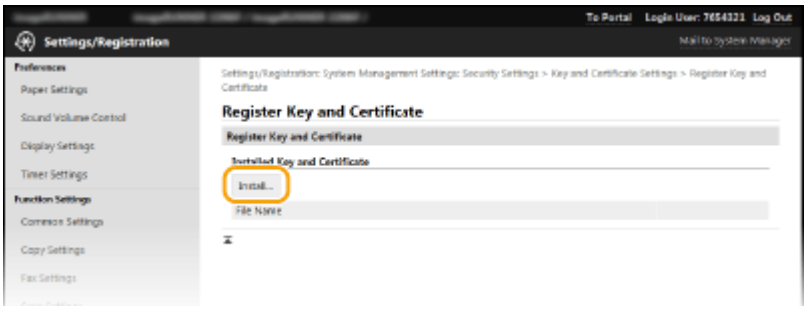
Deleting a registered key pair or CA certificate

- Click [Delete] on the right of the key pair or CA certificate you want to delete ▶ click [OK]. You cannot delete the preinstalled CA certificates.
- A key pair cannot be deleted if it is currently used for some purpose, such as when "[TLS]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key pair before deleting it. The preinstalled CA certificate cannot be deleted.

Disabling or enabling the preinstalled CA certificates

- Click [Disable] on the right of the preinstalled CA certificate you want to disable. To enable the certificate again, click [Enable] on the right of the certificate.

5 Click [Install].

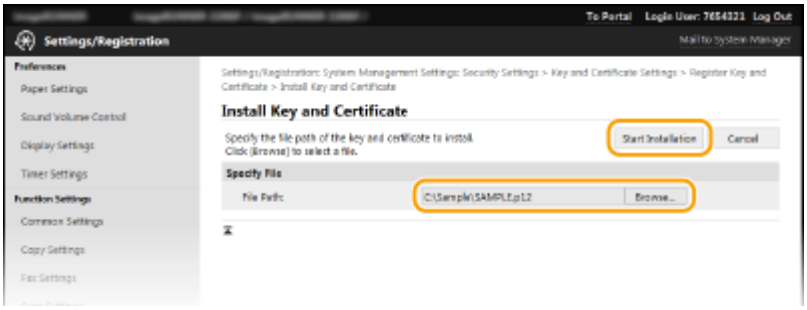


NOTE:

Deleting a key pair or CA certificate file

- Click [Delete] on the right of the file you want to delete ▶ click [OK].

6 Click [Browse], specify the file to install, and click [Start Installation].



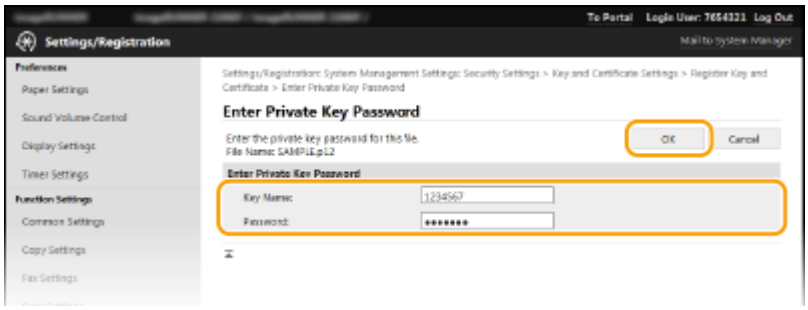
➠ The key pair or CA certificate is installed in the machine.

7 Register the key pair or CA certificate.

■Registering a key pair

1 Click [Register] on the right of the key pair you want to register.

2 Enter the name of the key pair and password, and then click [OK].

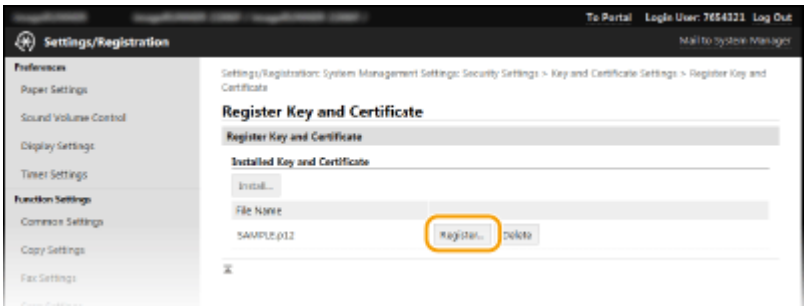


[Key Name]
Enter up to 24 alphanumeric characters for the name of the key pair to be registered.

[Password]
Enter up to 24 alphanumeric characters for the password of the private key set for the file to be registered.

■Registering a CA certificate

Click [Register] on the right of the CA certificate you want to register.



LINKS

- **Generating Key Pairs(P. 395)**
- **Verifying Key Pairs and Digital Certificates(P. 405)**
- **Enabling TLS Encrypted Communication for the Remote UI(P. 385)**
- **Configuring IEEE 802.1X Authentication(P. 389)**

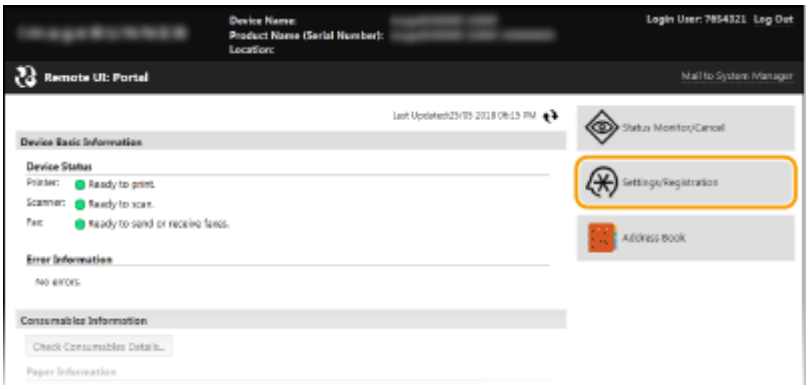
Verifying Key Pairs and Digital Certificates

36WC-08H

Once key pairs and CA certificates are registered, you can view their detailed information or verify them for validity and signature.

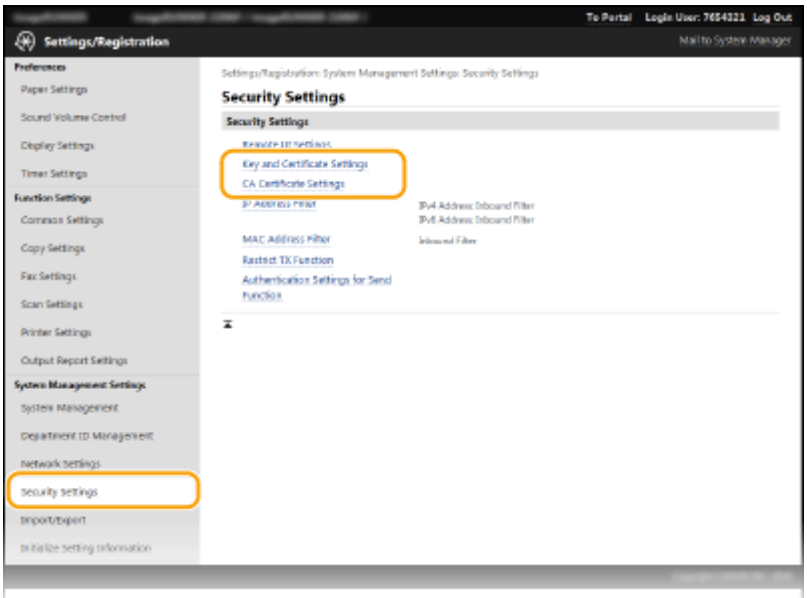
1 **Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)**

2 **Click [Settings/Registration].**

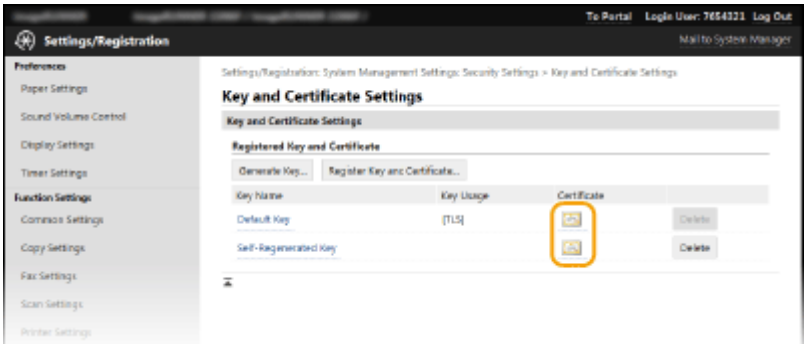


3 **Click [Security Settings] [Key and Certificate Settings] or [CA Certificate Settings].**

- Click [Key and Certificate Settings] to verify a key pair, or [CA Certificate Settings] to verify a CA certificate.

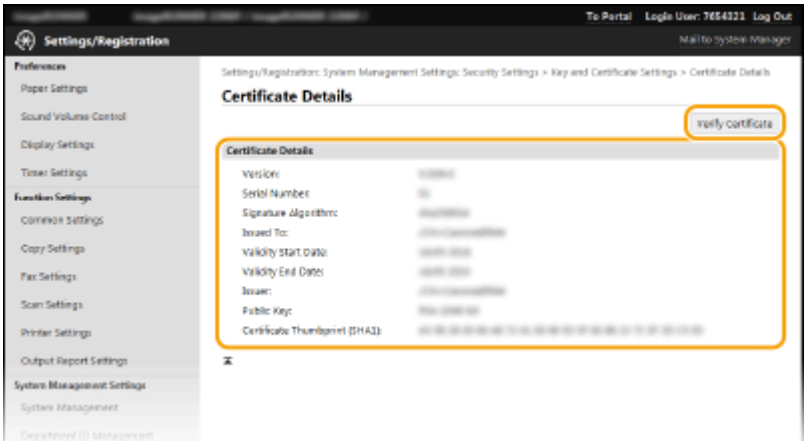


4 **Click the icon for the key pair or certificate that you want to verify.**

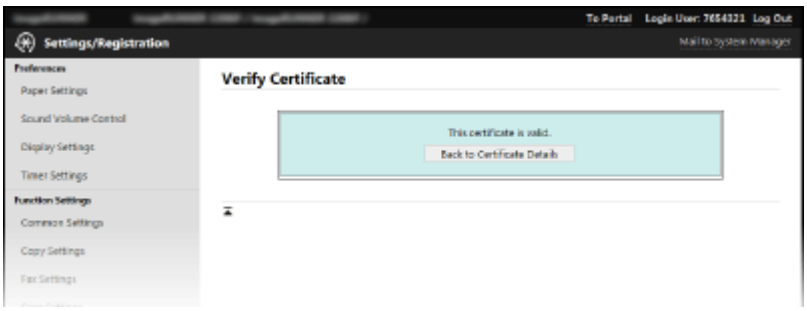


Certificate details can be viewed on this screen.

5 Check the details of the certificate, and click [Verify Certificate].



The result from verifying the certificate is displayed as shown below.



LINKS

Generating Key Pairs(P. 395)
Using CA-issued Key Pairs and Digital Certificates(P. 402)

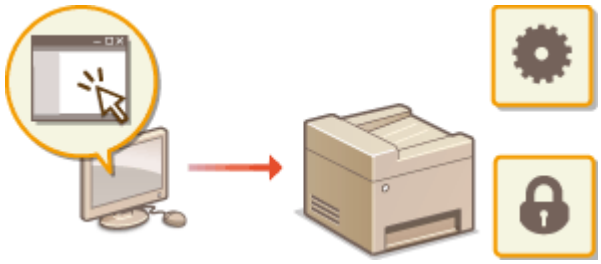
Using Remote UI

Using Remote UI 408
Starting Remote UI 409
Remote UI Screens 411
Managing Documents and Checking the Machine Status 415
Setting Up Menu Options from Remote UI 420
Saving/Loading Address Book from Remote UI 422
Registering Address Book from Remote UI 426

Using Remote UI

36WC-08K

Using a Web browser to operate the machine remotely, you can check the documents waiting to be printed or the status of the machine. You can also make some settings such as registering the Address Book. You can do this without leaving your desk, making system management easier. For more information about the system requirements for the Remote UI, see **System Environment(P. 637)** .



Functions of the Remote UI

Managing Documents and Checking the Machine Status(P. 415)
Setting Up Menu Options from Remote UI(P. 420)
Saving/Loading Address Book from Remote UI(P. 422)
Registering Address Book from Remote UI(P. 426)

Basics of the Remote UI

Starting Remote UI(P. 409)
Remote UI Screens(P. 411)

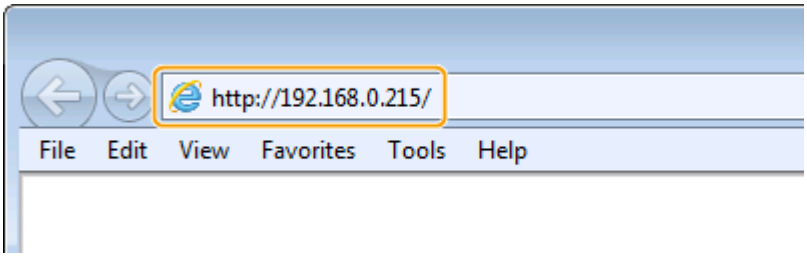
Starting Remote UI

36WC-08L

To operate remotely, you need to input the IP address of the machine into a Web browser and start the Remote UI. Check the IP address set to the machine in advance (**Viewing Network Settings(P. 282)**). If you have any questions, ask your Network Administrator.

1 Start the Web browser.

2 Enter "http://(the IP address of the machine)/" in the address field, and press the [ENTER] key.



- If you want to use an IPv6 address, enclose the IPv6 address with brackets (example: http://[fe80::2e9e:fcff:fe4e:dbce]/).

NOTE:

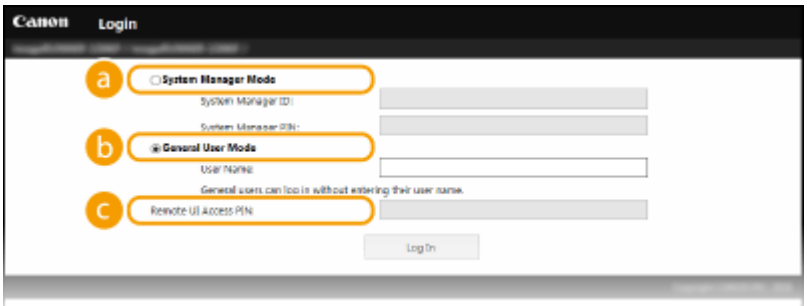
If a security alert is displayed

A security alert may be displayed when the Remote UI communication is encrypted (**Enabling TLS Encrypted Communication for the Remote UI(P. 385)**). When certificate settings or TLS settings have no errors, continue browsing the website.

3 Log on to the Remote UI.

■When Department ID Management is disabled

Select [System Manager Mode] or [General User Mode].



a [System Manager Mode]

You can perform all the Remote UI operations and configure all the settings. Enter the appropriate ID in [System Manager ID] and PIN in [System Manager PIN] (**Setting the System Manager ID(P. 343)**).

b [General User Mode]

You can check the status of documents or the machine, and you can also change some of the settings. If you wish to delete your print documents, enter the user name of the documents in [User Name]. The user name is automatically set to print documents based on information such as your computer name or computer logon name.

c [Remote UI Access PIN]

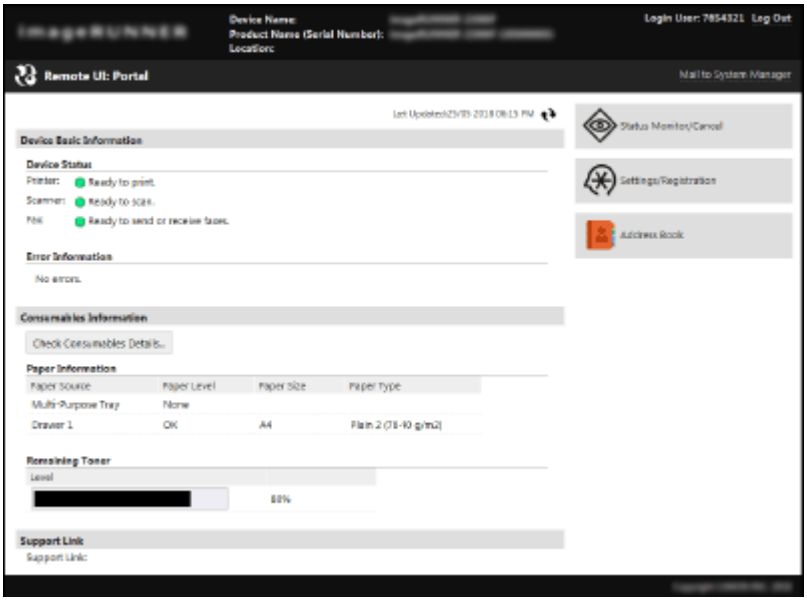
If [Remote UI Access PIN] is set, enter the PIN. (**Setting a Remote UI PIN(P. 352)**)

■When Department ID Management is enabled

Enter the appropriate ID in [Department ID] and PIN in [PIN] (**Setting the Department ID Management(P. 345)**)

4 Click [Log In].

- Portal Page (main page) will be displayed. **Remote UI Screens(P. 411)**



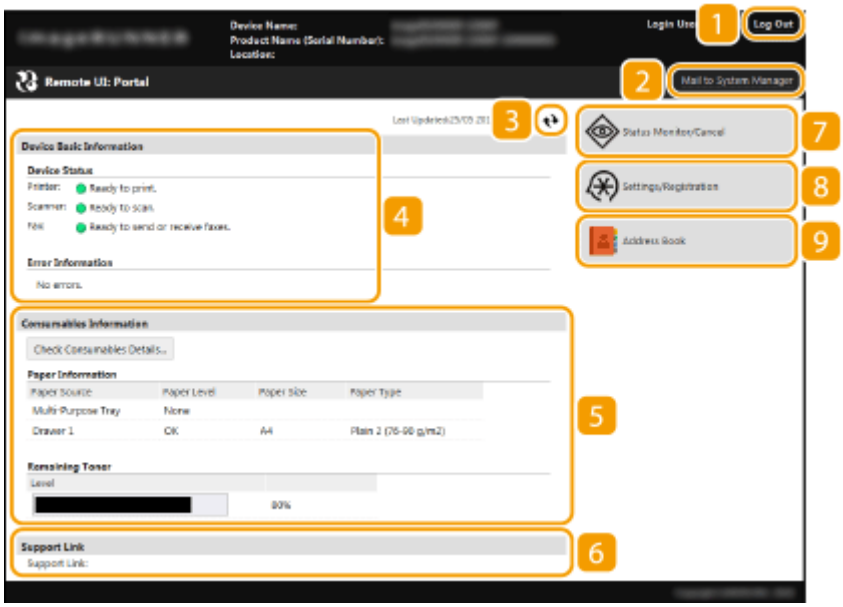
Remote UI Screens

36WC-08R

This section describes the typical screens of the Remote UI.

Portal Page (Main Page)(P. 411)
[Status Monitor/Cancel] Page(P. 412)
[Settings/Registration] Page(P. 413)
[Address Book] Page (P. 414)

Portal Page (Main Page)



1 [Log Out]

Logs off from the Remote UI. The Login page will be displayed.

2 [Mail to System Manager]

Displays a window for creating an e-mail to the system manager specified in [System Manager Information] under [System Management].

3 Refresh Icon

Refreshes the currently displayed page.

4 [Device Basic Information]

Displays the current status of the machine and error information. If an error has occurred, the link to the Error Information page will be displayed.

5 [Consumables Information]

Displays paper information and the remaining amount of toner.
Click [Check Consumables Details] to display the screen for checking consumables. **Checking Consumables(P. 417)**

6 [Support Link]

Displays the support link specified in [Device Information] under [System Management].

7 [Status Monitor/Cancel]

Displays the [Status Monitor/Cancel] page. For any of the waiting documents, you can check the status/history or cancel the processing.

8 [Settings/Registration]

Displays [Settings/Registration] page. When you have logged on in System Manager Mode, you can change the settings items and save/load the registered data. **Setting Up Menu Options from Remote UI(P. 420)**

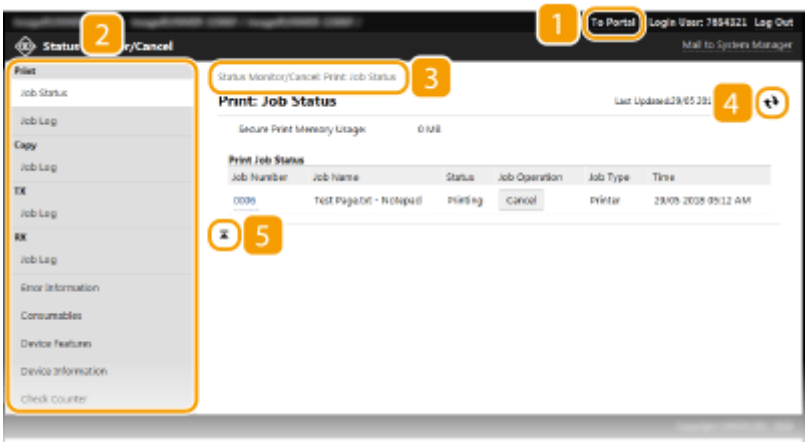
9 [Address Book]*

Displays the coded dial numbers list registered in the Address Book. You can also register or edit the Address Book when you have logged on in System Manager Mode.

* Optional for imageRUNNER 2206N

Registering Address Book from Remote UI(P. 426)

[Status Monitor/Cancel] Page



1 [To Portal]

Returns to Portal Page (main page).

2 Menu

Click an item, and the content is displayed in the right page. **Managing Documents and Checking the Machine Status(P. 415)**

3 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

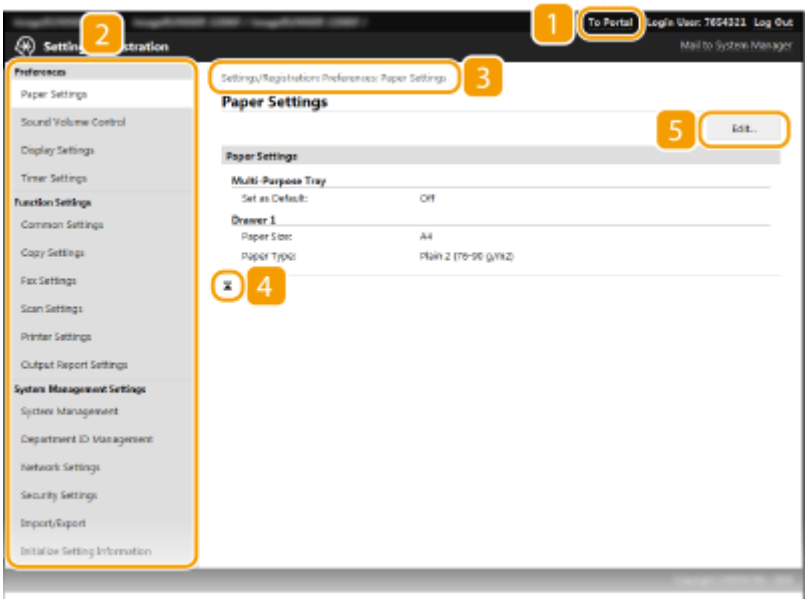
4 Refresh Icon

Refreshes the currently displayed page.

5 Top Icon

Moves the scroll box up to the top of the page when the page is scrolled down.

[Settings/Registration] Page



1 [To Portal]

Returns to Portal Page (main page).

2 Menu

Click an item, the content is displayed in the right page. **Setting Up Menu Options from Remote UI(P. 420)**

3 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

4 Top Icon

Moves the scroll box up to the top of the page when the page is scrolled down.

5 [Edit]

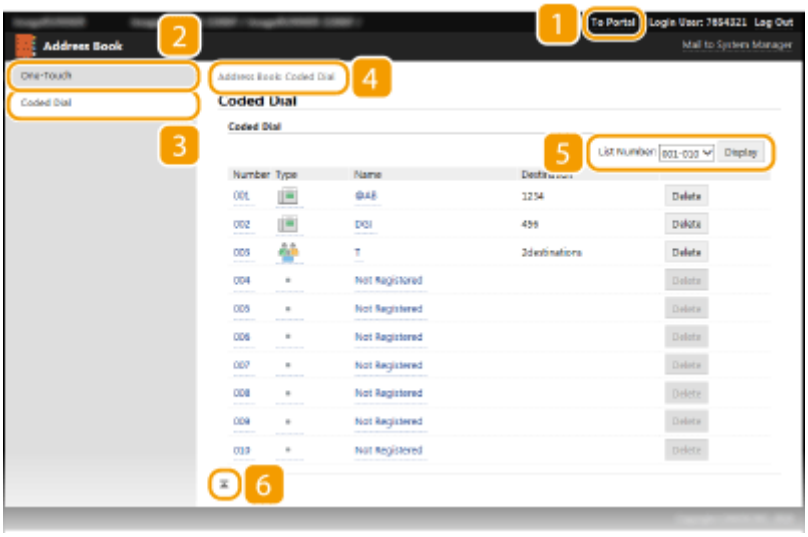
Allows you to register or change machine settings. **Setting Up Menu Options from Remote UI(P. 420)**

NOTE

System Management Settings

- You can only set [System Management Settings] when you have logged on in System Manager Mode.
- When you have logged on in General User Mode, only [System Management] will be displayed.

[Address Book] Page



1 [To Portal]

Displays Portal Page (main page).

2 [One-Touch]

Displays the list of the One-Touch. **Registering in the Address Book(P. 49)**

3 [Coded Dial]

Displays the list of the coded dial numbers. **Registering in the Address Book(P. 49)**

4 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

5 List Number

Specifies the range of coded dial numbers displayed on the page.

6 Top Icon

Moves the scroll box up to the top of the page when the page is scrolled down.

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.
- You can register or edit the Address Book when you have logged on in System Manager Mode.

Managing Documents and Checking the Machine Status

36WC-08S

- **Checking Current Status of Print Documents(P. 415)**
- **Checking History of Documents(P. 416)**
- **Checking Error Information(P. 416)**
- **Checking Consumables(P. 417)**
- **Checking Device Specifications(P. 417)**
- **Checking System Manager Information(P. 418)**
- **Checking Print Total Counter(P. 418)**

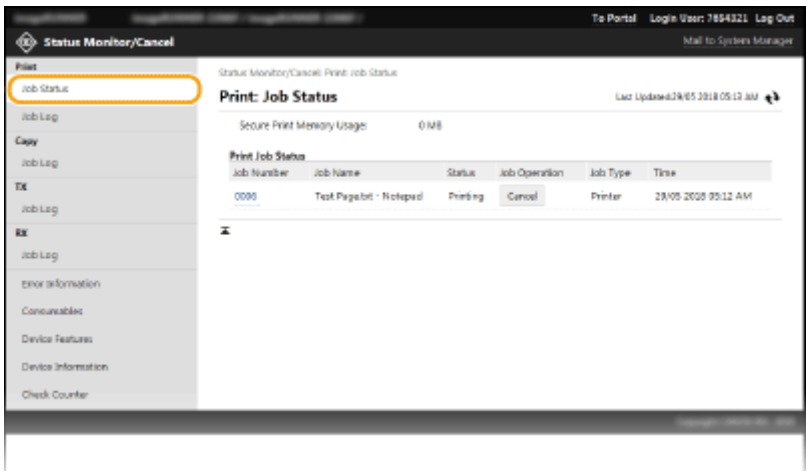
NOTE

A file name of a document may not be displayed in full. The printed application name may be added to the file name.

Checking Current Status of Print Documents

The list of the documents currently printing or waiting to be printed is displayed.

Log on to the Remote UI (**Starting Remote UI(P. 409)**) ▶ [Status Monitor/Cancel] ▶ [Job Status]



You can delete a document job by clicking [Cancel].

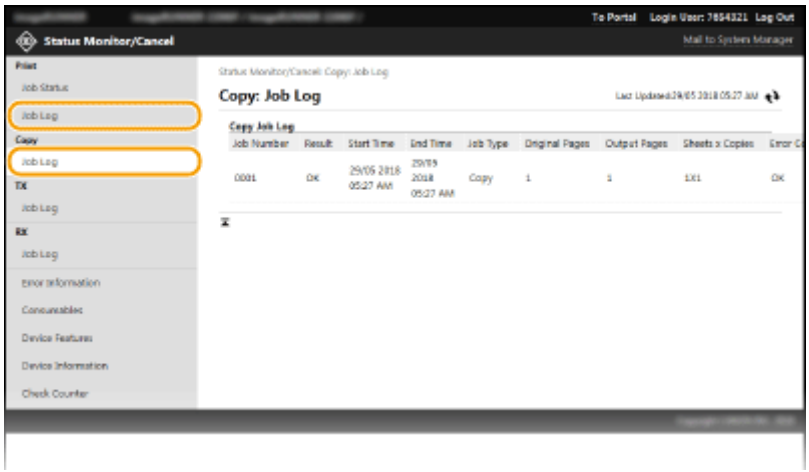
NOTE

- If you logged on in System Manager Mode, all the print documents currently printing and waiting to be printed will be listed.
- If you entered your user name when you logged on in General User Mode, your user name will only be displayed on the documents that you printed.
- Click [Job Number] on the paused documents to display detailed information. You can check the user name and the page count of the printed document.

Checking History of Documents

The history of print, copy, sending faxes/e-mails (TX), or receiving faxes (RX) is displayed.

Log on to the Remote UI (**Starting Remote UI(P. 409)**) ▶ [Status Monitor/Cancel] ▶ [Job Log]



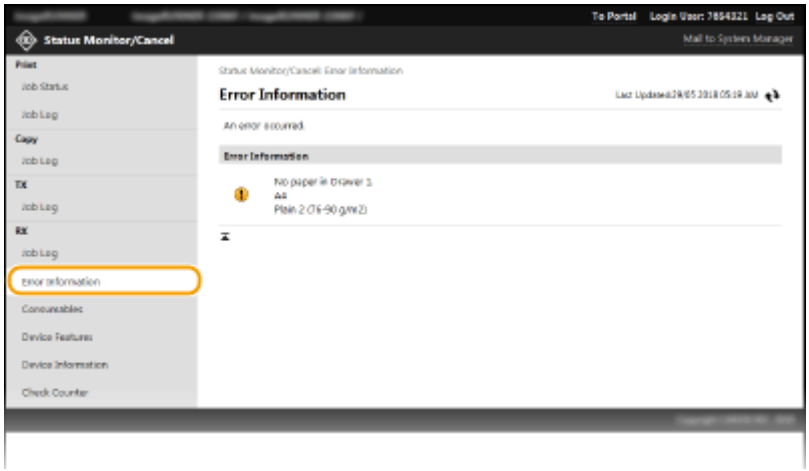
NOTE

- Fax function is available only for imageRUNNER 2206iF.
- For imageRUNNER 2206N, sending e-mails can only be used when the optional Color Send Kit is attached.

Checking Error Information

When an error occurs, this page will be displayed by clicking the message displayed under [Error Information] on Portal Page (main page). **Portal Page (Main Page)(P. 411)**

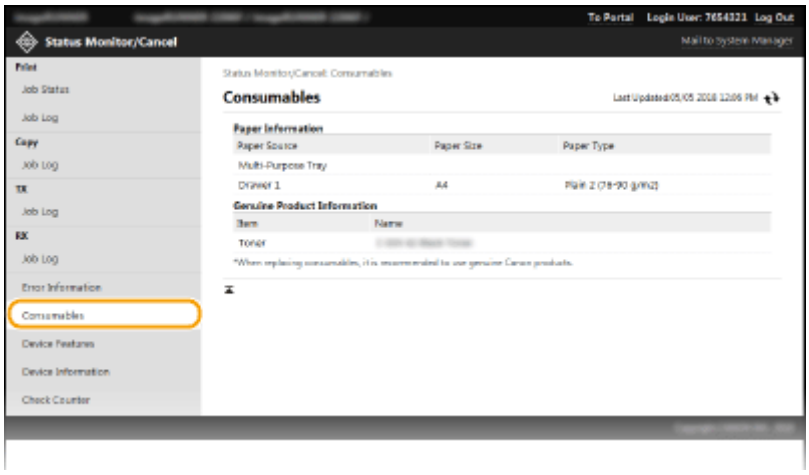
Log on to the Remote UI (**Starting Remote UI(P. 409)**) ▶ [Status Monitor/Cancel] ▶ [Error Information]



Checking Consumables

Paper size and type for the paper source, serial number for the toner cartridge, and other information is displayed. You can also click [Check Consumables Details] in Portal Page (main page) to display the screen for checking consumables.

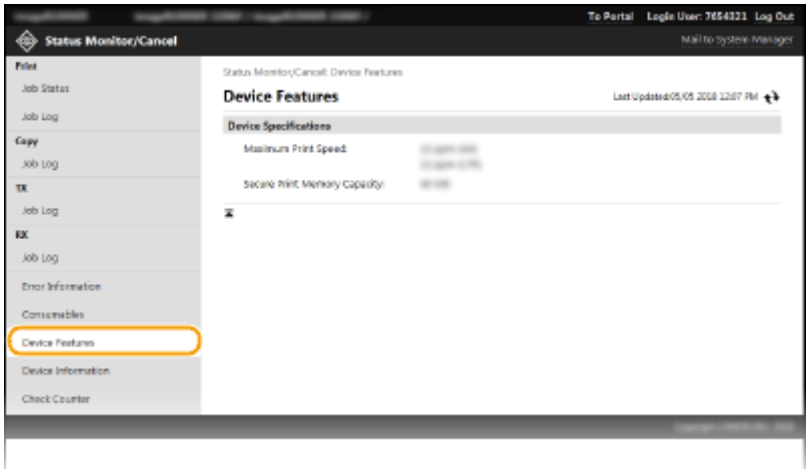
Log on to the Remote UI (**Starting Remote UI(P. 409)**) ▶ [Status Monitor/Cancel] ▶ [Consumables]



Checking Device Specifications

The maximum print speed and machine features are displayed.

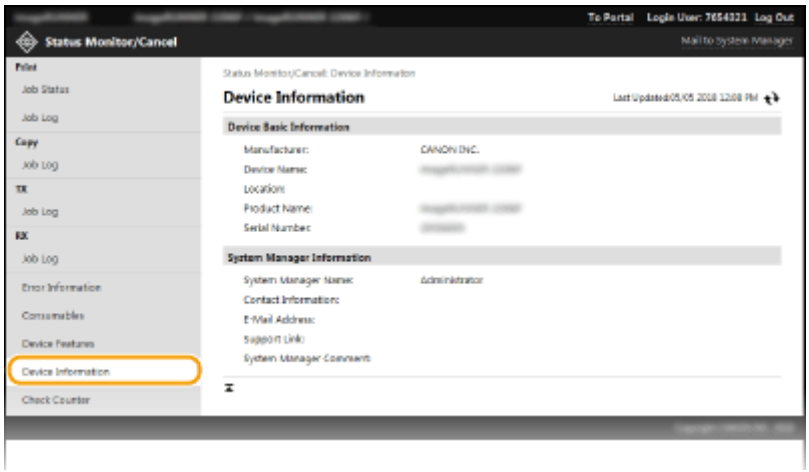
Log on to the Remote UI (**Starting Remote UI(P. 409)**) ▶ [Status Monitor/Cancel] ▶ [Device Features]



Checking System Manager Information

Information about the machine and the system manager is displayed. This information is set in [System Management] on the [Settings/Registration] page.

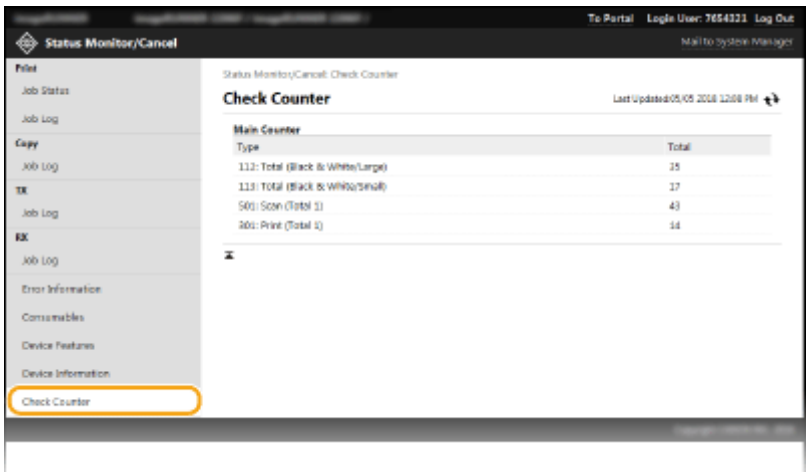
Log on to the Remote UI (**Starting Remote UI(P. 409)**) ▶ [Status Monitor/Cancel] ▶ [Device Information]



Checking Print Total Counter

The total number of pages that have been printed by the copy, print, and fax functions is displayed.

Log on to the Remote UI (**Starting Remote UI(P. 409)**) ▶ [Status Monitor/Cancel] ▶ [Check Counter]



NOTE

- Fax function is available only for imageRUNNER 2206iF.

LINKS

Remote UI Screens(P. 411)

Setting Up Menu Options from Remote UI

36WC-08U

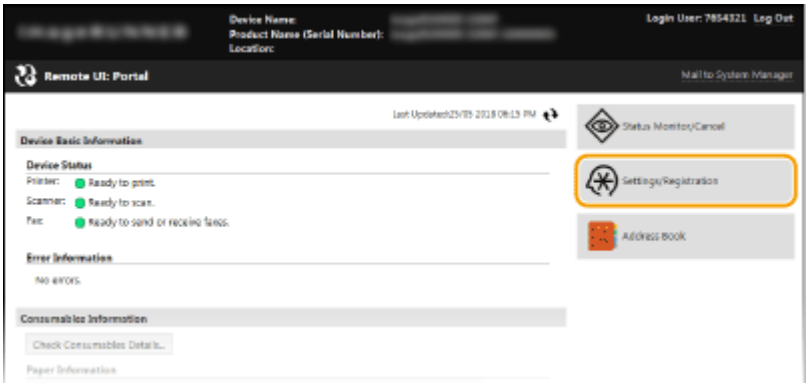
You can change the various machine settings by using the Remote UI. Most of the settings can be set also on the machine, but some settings can only be set using the Remote UI.

NOTE

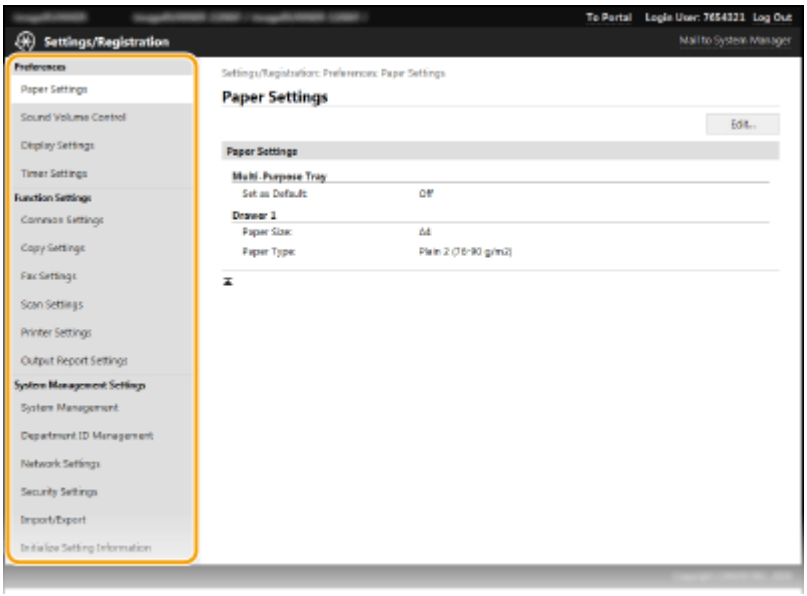
Some settings require you to first log on in System Manager Mode before you can change them.

1 **Start the Remote UI.** Starting Remote UI(P. 409)

2 **Click [Settings/Registration].**



3 **Click the menu item you want to set.**



- For more information about the settings menu, see each item below

Menu items	**Referents**
Preferences	

Menu items	Referents
Paper Settings	**Specifying Paper Size and Type(P. 45)**
Sound Volume Control/Display Settings	**Preferences(P. 443)**
Timer Settings	**Timer Settings(P. 449)**
Function Settings	
Common Settings	**Common Settings (P. 454)**
Copy Settings	**Copy Settings(P. 458)**
Fax Settings	**Fax Settings (imageRUNNER 2206iF)(P. 461)**
Scan Settings	**Scan Settings(P. 473)**
Printer Settings	**Printer Settings(P. 477)**
Output Report Settings	**Printing Reports and Lists(P. 585)**
System Management Settings	
System Management	**System Management Settings(P. 492)**
Department ID Management	**Setting the Department ID Management(P. 345)**
Network Settings	**Network(P. 253)**
Security Settings	**Security(P. 338)**
Import/Export	**Saving/Loading Address Book from Remote UI(P. 422)**
Initialize Setting Information	**Initialize Menu(P. 499)**

LINKS

Remote UI Screens(P. 411)

Saving/Loading Address Book from Remote UI

36WC-08W

Address Book data in the machine can be saved in your computer (export). Data that is saved on your computer can also be registered in the machine (import). You can easily copy the destinations in the Address Book to multiple machines.* To use these features, it is required that you have logged on in System Manager Mode.

* Depending on the model, you cannot import the Address Book that exported from the machine.

Exporting Address Book Data(P. 422)
Loading Address Book Data(P. 423)

IMPORTANT

Do not turn OFF the machine until the import or export process is complete
It may take a few minutes to complete the process. If the machine is turned OFF during the process, it may result in damage to data or the machine.

Do not operate the machine during the export/import process
Before exporting/importing, check that no operation such as printing documents is currently processing.

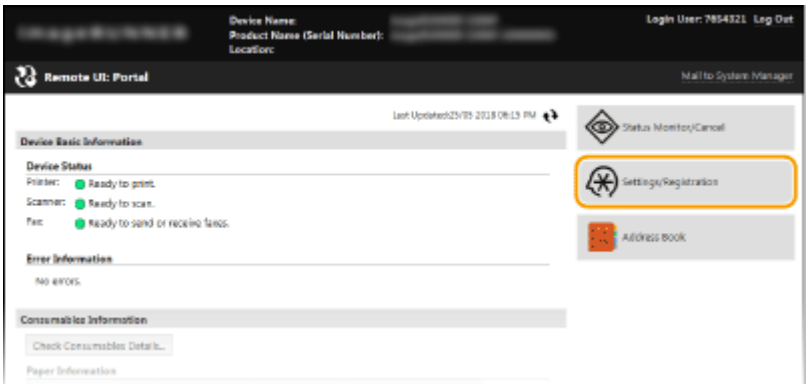
NOTE

For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

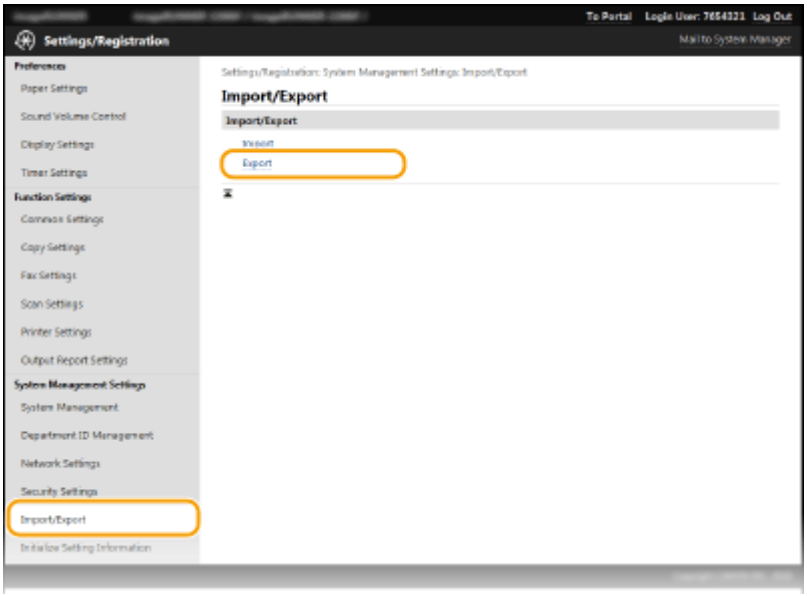
Exporting Address Book Data

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

2 Click [Settings/Registration].

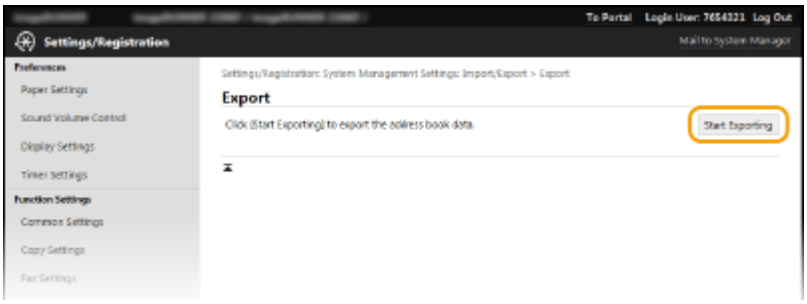


3 Click [Import/Export] ▶ [Export].



- If the screen prompting you to enter the Address Book PIN is displayed, enter the [PIN] and click [OK]. **Setting a PIN for Address Book (P. 373)**

4 Click [Start Exporting].



5 Follow the on-screen instructions to specify the location where the exported Address Book is saved.

- The Address Book will be saved.

IMPORTANT

Do not operate until the process is complete.

The screen remains the same during the export process. Do not operate the Remote UI until the message [The (file name) download has completed.] is displayed at the bottom of the screen.

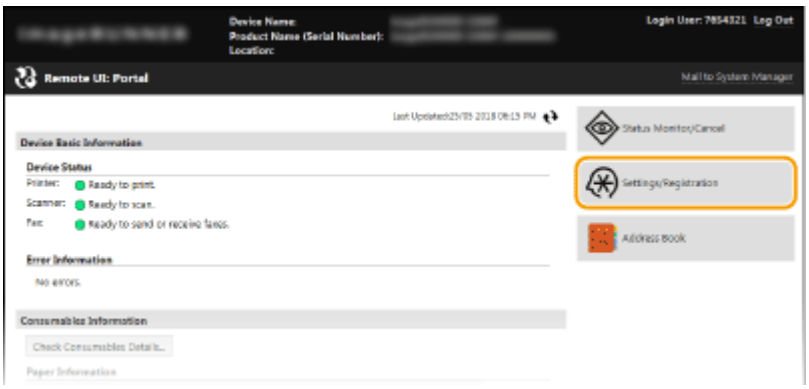
Loading Address Book Data

IMPORTANT

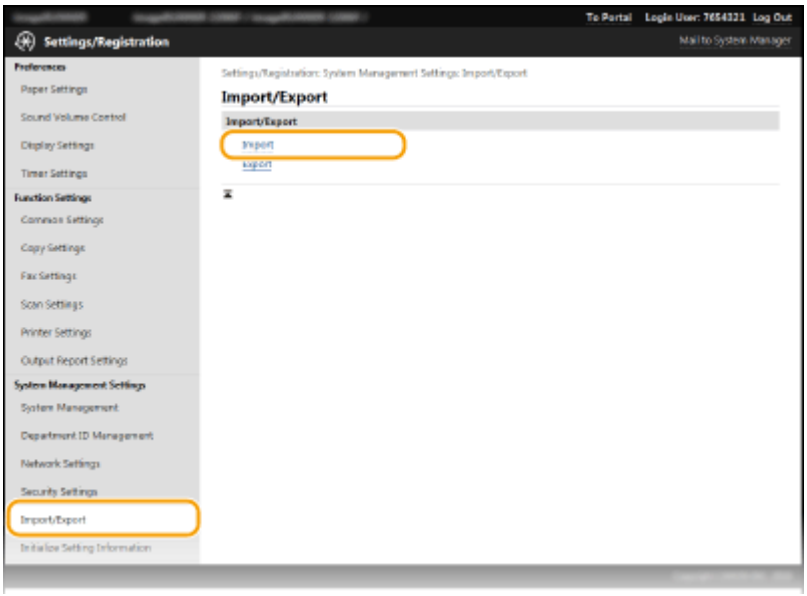
The Address Book data currently registered is overwritten when you load the Address Book data.

1 Start the Remote UI and log on in System Manager Mode. Starting Remote UI(P. 409)

2 Click [Settings/Registration].



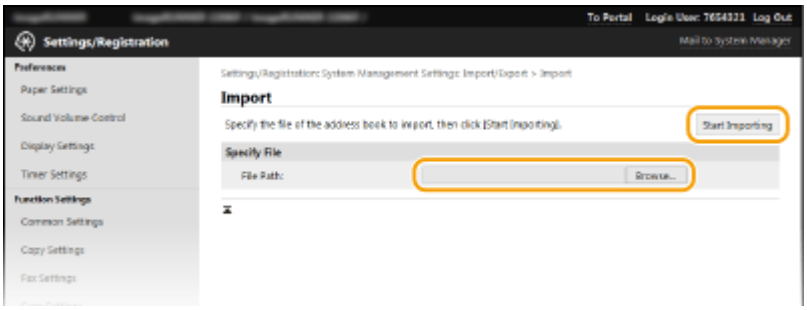
3 Click [Import/Export] ▶ [Import].



- If the screen prompting you to enter the Address Book PIN is displayed, enter the [PIN] and click [OK]. **Setting a PIN for Address Book (P. 373)**

4 Specify the Address Book file to be imported, and click [Start Importing].

- To specify the file to be imported, click [Browse] and select the file, or enter the path to the file in [File Path] (the file name with the location where the file is saved).



5 Click [OK].

- The specified Address Book data will be imported into the machine.

LINKS

Remote UI Screens(P. 411)
Registering Address Book from Remote UI(P. 426)
Registering in the Address Book(P. 49)
Address Book List(P. 593)

Registering Address Book from Remote UI

36WC-08X

You can register or edit the Address Book of the machine by using the computer. Specify the shared folder destination here.

NOTE

- You can change the settings only when you have logged on in System Manager Mode.
- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

1 Start the Remote UI. Starting Remote UI(P. 409)

2 Click [Address Book].

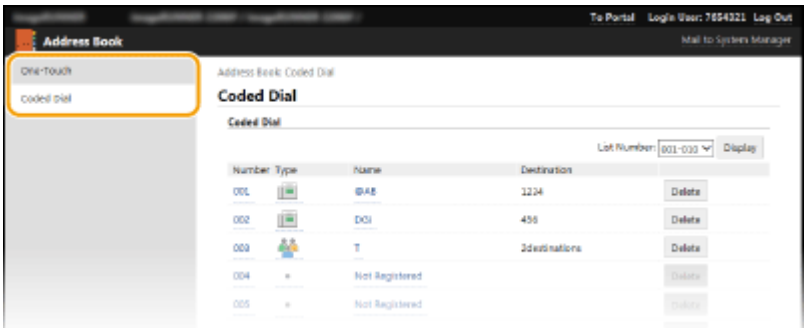
NOTE:

If the enter PIN page is displayed

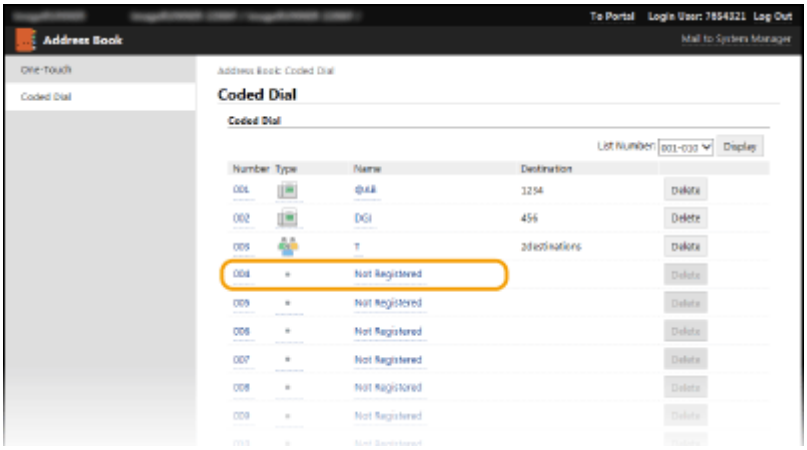
The Address Book is protected by a PIN. Enter the [PIN] and click [OK].

3 Click [Coded Dial].

- You can also register destinations in One-Touch. In this case, click [One-Touch] instead of [Coded Dial]. **Registering in the Address Book(P. 49)**



4 Click the text link under [Number], [Type], or [Name] for an item named "Not Registered."

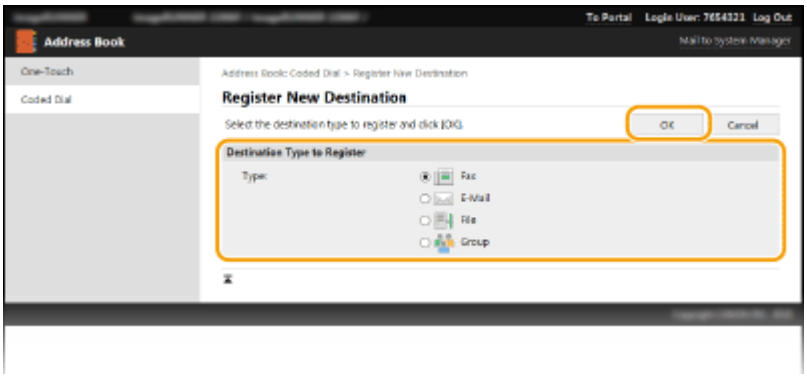


NOTE:

- You can edit a registered item by clicking the corresponding text link under [Number], [Type] or [Name].
- You can delete a registered item by clicking the corresponding [Delete] button.

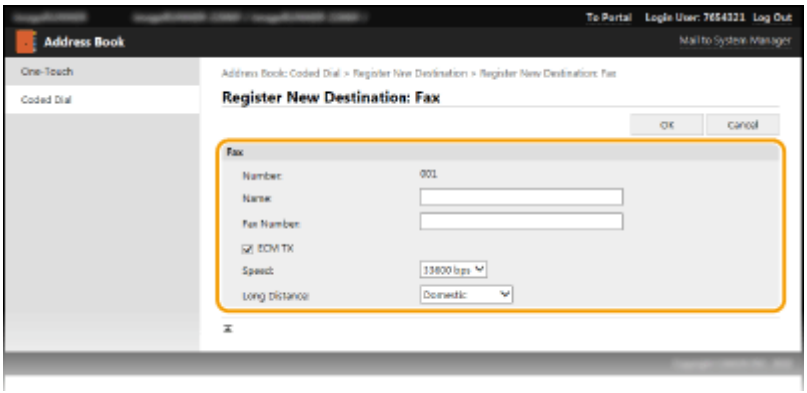
5 Select [Destination Type to Register] and click [OK].

- To register the shared folder destination, select [File].



6 Specify the destination.

■To register the fax destination (imageRUNNER 2206iF)



[Name]

Enter the name of the destination.

[Fax Number]

Enter the fax number of the destination.

[ECM TX]

Select the check box to make the following possible: if an error occurs in an image that is being sent, the error is checked and corrected to prevent an improper image from being sent.

[Speed]

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

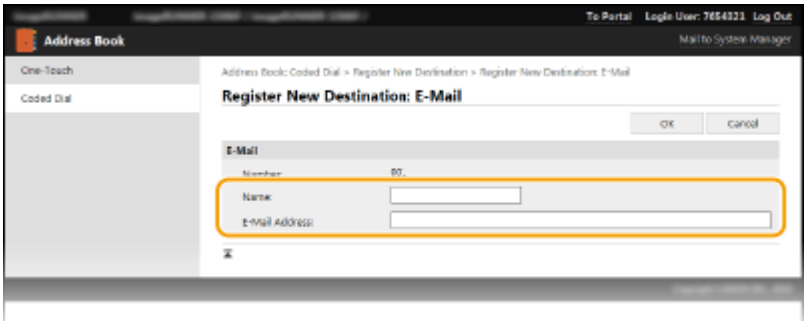
[Long Distance]

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

NOTE:

- You can also specify [ECM TX] and [Speed] from <Fax Settings> (**Fax Settings (imageRUNNER 2206iF) (P. 461)**) on the control panel. However, settings made from <Address Book> are enabled for the detailed settings of destinations registered in the Address Book.

■To register the e-mail destination



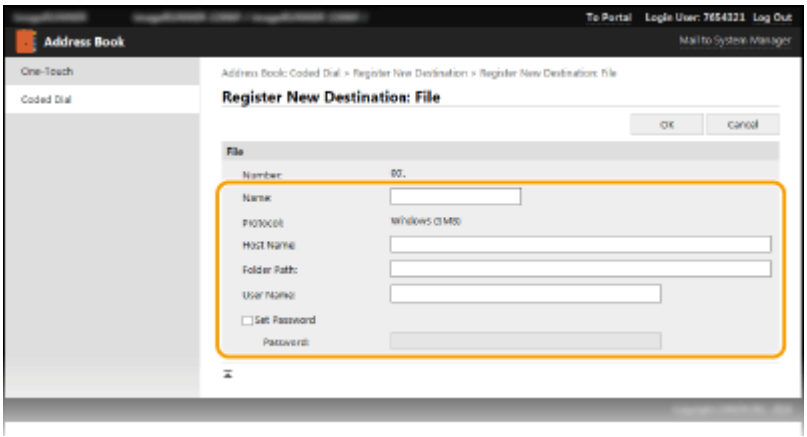
[Name]

Enter the name of the destination.

[E-Mail Address]

Enter the e-mail address of the destination.

■To register the shared folder destination



[Name]

Enter the name for the destination.

[Host Name]

Enter the computer name or IP address using up to 120 characters. You can include a path to the shared folder with the computer name or IP address (e.g. "\\swan\share" or "\\192.168.2.100\share").

NOTE:

Using a DNS server

- You can also enter the host name (or FQDN) instead of the computer name or IP address (e.g. for a shared folder: "\\swan.organization.company.com\share").

[Folder Path]

Enter the location of the folder to which the data will be sent (up to 120 characters).

Use "\" as a separator. Specify the level that follows the path specified in [Host Name].

[User Name]

Enter the user name set for the shared folder (up to 32 characters).

[Set Password]

To set a password for the shared folder, select this check box and enter a [Password] of up to 32 characters.

IMPORTANT

Ensure that the same display language is selected on both the computer and the Remote UI.

- [Host Name] and [Folder Path] may not be displayed correctly or may not be referenceable.

7 Click [OK].

LINKS

Remote UI Screens(P. 411)
Saving/Loading Address Book from Remote UI(P. 422)
Address Book List(P. 593)

Setting Menu List

Setting Menu List 431
- **Network Settings** 432
- **Preferences** 443
- **Timer Settings** 449
- **Common Settings** 454
- **Copy Settings** 458
- **Fax Settings (imageRUNNER 2206iF)** 461
- **Scan Settings** 473
- **Printer Settings** 477
- **Adjustment/Maintenance** 487
- **System Management Settings** 492

Setting Menu List

36WC-08Y

There are various settings in this machine. You can adjust each of the settings in detail. Access these settings by tapping <Menu> in the <Home> screen.

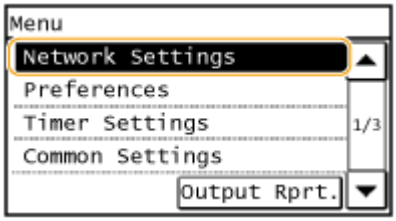
TIPS

You can print the setting menu in list form to check the current settings:

User Data List/System Manager Data List(P. 595)

Network Settings

36WC-090



All the settings about the network are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

If a screen for entering the System Manager ID and PIN is displayed

Enter the System Manager ID and PIN, tap <Apply>, and press [ID]. **Setting the System Manager ID(P. 343)**

Asterisks (*)

Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.

Select Wired/Wireless LAN(P. 432)
Wireless LAN Settings(P. 432)
Direct Connection Settings(P. 434)
Easy Connection via PC(P. 435)
TCP/IP Settings(P. 435)
SNMP Settings(P. 440)
Dedicated Port Settings(P. 441)
Dedicated Port Authentication Method(P. 441)
Waiting Time for Connection at Startup(P. 442)
Ethernet Driver Settings(P. 442)
IEEE 802.1X Settings(P. 442)
Initialize Network Settings(P. 442)

Select Wired/Wireless LAN

When switching the machine from Wireless LAN to Wired LAN, you need to specify the setting. Conversely, when switching the machine from Wired LAN to Wireless LAN, you do not need to specify this setting (You can switch using the following <Wireless LAN Settings>). **Selecting Wired LAN or Wireless LAN (P. 257)**

Wired LAN †
Wireless LAN

Wireless LAN Settings

Specify settings for connecting the machine to a wireless LAN. You can also view the current settings or specify the setting for saving power consumption.

SSID Settings

Select to configure a wireless connection by specifying information including an SSID or a network key by inputting manually from the control panel.

Select Access Point

Wireless LAN routers that can access the machine are automatically located, so you can select from the list. You must manually enter a network key, such as a WEP key or a PSK. **Setting Up Connection by Selecting a Wireless Router(P. 266)**

Enter Manually

Select to configure a wireless connection by manually entering an SSID. By using this method, you can specify authentication and encryption settings in detail. **Setting Up Connection by Specifying Detailed Settings(P. 269)**

Security Settings
- None
- WEP
  - Open System †
    - Select WEP Key: 1/2/3/4
    - Edit WEP Key
  - Shared Key
    - Select WEP Key: 1/2/3/4
    - Edit WEP Key
- WPA/WPA2-PSK †
  - Auto †
  - AES-CCMP

WPS Push Button Mode

Select to automatically configure a wireless connection by using the button on a WPS wireless router. **Setting Up Connection Using WPS Push Button Mode(P. 261)**

WPS PIN Code Mode

Select to configure a wireless connection by entering a PIN code for a WPS wireless router. **Setting Up Connection Using WPS PIN Code Mode(P. 263)**

Power Save Mode

Select whether or not the machine enters Power Save Mode based on signals emitted from the wireless router.

- Off †
- On

<Menu> ▶ <Network Settings> ▶ <Wireless LAN Settings> ▶ Read the displayed message ▶ <Power Save Mode> ▶ Select <Off> or <On> ▶

Wireless LAN Information

Select to view the current wireless LAN settings. **Viewing Network Settings(P. 282)**

- MAC Address
- Wireless LAN Status
- Latest Error Information
- Channel
- SSID Settings
- Security Settings

Power Save Mode

Direct Connection Settings

Configure settings for Direct Connection. After configuring settings, you can connect to the machine directly and wirelessly from a mobile device even without an access point or wireless LAN router.

Use Direct Connection

Select whether to use Direct Connection. **Connecting Directly (Access Point Mode)(P. 233)**

Off †
On

Time Until Direct Connection Termination

Specify the time to automatically disconnect after Direct Connection is established.

0 (Do not terminate session automatically)
1 to 10 † to 60 (min.)

<Menu> ▶ <Network Settings> ▶ <Direct Connection Settings> ▶ <Time Until Direct Connection Termination> ▶ Enter the time ▶ <Apply> ▶

Access Point Mode Settings

Configure the SSID/network key arbitrarily. If you want to connect multiple mobile devices to the machine at the same time, you need to configure both SSID and network key arbitrarily.

Use Custom SSID
Off †
On
SSID (1-20 Characters)

Use Custom Network Key
Off †
On
Network Key (10 Char.)

<Menu> ▶ <Network Settings> ▶ <Direct Connection Settings> ▶ <Access Point Mode Settings> ▶ <Use Custom SSID> or <Use Custom Network Key> ▶ <On> ▶ Enter the SSID/network key ▶ <Apply> ▶

IP Address Settings for Direct Conn.

Specify an IP address for using Direct Connection.

<Menu> ▶ <Network Settings> ▶ <Direct Connection Settings> ▶ <IP Address Settings for Direct Conn.> ▶ Enter the IP address ▶ <Apply> ▶

NOTE

- Do not use the same number as the IP addresses for direct connection and for the machine's wired LAN/ wireless LAN connection. If you set the same number, then a direct connection cannot be initiated.

Easy Connection via PC

Start Easy Connection via PC (cableless setup mode). This allows you to use Canon Laser NW Device Setup Utility on your PC to configure network settings.

<Menu> ▶ <Network Settings> ▶ <Easy Connection via PC> ▶ Start connecting

NOTE

- "Canon Laser NW Device Setup Utility" is available on the Canon website (http://www.canon.com/).

TCP/IP Settings

Specify settings for using the machine in a TCP/IP network, such as IP address settings.

IPv4 Settings

Specify settings for using the machine in an IPv4 network.

IP Address Settings

Configure the IP address, which is used for identifying devices, such as computers and printers, on a TCP/IP network. **Setting IPv4 Address(P. 275)**

Auto Acquire †
- Select Protocol
  - Off
  - DHCP †
  - BOOTP
  - RARP
- Auto IP
  - Off
  - On †

Manually Acquire
- IP Address: 0.0.0.0

Subnet Mask: 0.0.0.0
Gateway Address: 0.0.0.0

Check Settings
Auto Acquire*1

IP Address
Subnet Mask
Gateway Address

PING Command

Select to check that the machine is connected to a computer over a network. **Testing the Network Connection(P. 277)**

DNS Settings

Specify settings for Domain Name System (DNS), which provides a host name for IP address resolutions. **Configuring DNS(P. 316)**

DNS Server Settings
Primary DNS Server: 0.0.0.0
Secondary DNS Server: 0.0.0.0

DNS Host Name/Domain Name Settings
Host Name
Domain Name

DNS Dynamic Update Settings
Off†

On

DNS Dynamic Update Interval

0 to 24† to 48 (hr.)

mDNS Settings

Specify settings for using DNS functions without DNS servers. **Configuring DNS(P. 316)**

Off

On†
mDNS Name

DHCP Option Settings

Select whether to acquire the host name and whether to use the dynamic update function via the DHCP options when DHCP is enabled. **Configuring DNS(P. 316)**

Acquire Host Name
Off

On†

DNS Dynamic Update
Off†

On

Acquire SMTP Server Address *1
Off†

On

Acquire POP Server Address *1
Off †
On

IPv6 Settings

Specify settings for using the machine in an IPv6 network.

Use IPv6

Enable or disable IPv6 in the machine. You can also view the current settings. **Setting IPv6 Addresses(P. 278)**

Off †

On

Check Settings
Link-Local Address
Prefix Length

Stateless Address Settings

Enable or disable stateless addresses. **Setting IPv6 Addresses(P. 278)**

Off

On †

Check Settings
Stateless Address
Prefix Length

Use DHCPv6

Enable or disable the stateful address that is acquired via DHCPv6. **Setting IPv6 Addresses(P. 278)**

Off †

On

Check Settings
Stateful Address
Prefix Length

DNS Settings

Specify settings for Domain Name System (DNS), which provides a host name for IP address resolutions. **Configuring DNS(P. 316)**

DNS Host Name/Domain Name Settings
Use IPv4 Host/Domain
Off
Host Name
Domain Name
On †

DNS Dynamic Update Settings
Off †

On
Register Manual Address
Off †
On
Register Stateful Address
Off †
On
Register Stateless Address
Off †
On
DNS Dynamic Update Interval
0 to 24 † to 48 (hr.)

mDNS Settings

Specify settings for using DNS functions without DNS servers. **Configuring DNS(P. 316)**

Off

On †
Use Same mDNS Name as IPv4
Off
mDNS Name
On †

LPD Print Settings

Enable or disable LPD, a printing protocol that can be used on any hardware platform or operating system. **Configuring Printing Protocols and WSD Functions(P. 287)**

Off
On †

RAW Print Settings

Enable or disable RAW, a Windows specific printing protocol. **Configuring Printing Protocols and WSD Functions(P. 287)**

Off
On †

WSD Settings

Enable or disable automatic browsing and acquiring information for the printer by using the WSD protocol. **Configuring Printing Protocols and WSD Functions(P. 287)**

WSD Print Settings
Use WSD Print
Off
On †
Use WSD Browsing
Off
On †

WSD Scan Settings

Use WSD Scan
Off †
On
Use Computer Scan
Off †
On

Use Multicast Discovery
Off
On †

Use HTTP

Enable or disable HTTP, which is required for communications with a computer, such as when using the Remote UI, WSD printing, or printing with Google Cloud Print. **Disabling HTTP Communication(P. 382)**

Off
On †

Port Number Settings

Change port numbers for protocols according to the network environment. **Changing Port Numbers(P. 367)**

LPD
1 to 515 † to 65535

RAW
1 to 9100 † to 65535

WSD Multicast Discovery
1 to 3702 † to 65535

HTTP
1 to 80 † to 65535

POP3 *1
1 to 110 † to 65535

SMTP *1
1 to 25 † to 65535

SNMP
1 to 161 † to 65535

MTU Size

Select the maximum size of packets the machine sends or receives. **Changing the Maximum Transmission Unit(P. 314)**

1300
1400
1500 †

SNMP Settings

Specify the settings for monitoring and controlling the machine from a computer running SNMP-compatible software.
Monitoring and Controlling the Machine with SNMP(P. 332)

SNMPv1 Settings

Enable or disable SNMPv1. When enabling SNMPv1, specify a community name and access privileges to Management Information Base(MIB) objects.

Off

On †
- Community Name 1 Settings
  - Off
  - On †
    - Community Name
    - MIB Access Permission
- Community Name 2 Settings
  - Off †
  - On
    - Community Name
    - MIB Access Permission
- Dedicated Community Settings
  - Off
  - On †

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <SNMPv1 Settings> ▶ Select <Off> or <On> ▶ Specify settings if <On> is selected ▶

SNMPv3 Settings

Enable or disable SNMPv3. Use the Remote UI to specify detailed settings that are applied when SNMPv3 is enabled.

Off †
On

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <SNMPv3 Settings> ▶ Select <Off> or <On> ▶

Acquire Printer Management Information from Host

Enable or disable the monitoring of printer management information from a networked computer running SNMP-compatible software.

Off †
On

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <Acquire Printer Management Information from Host> ▶ Select <Off> or <On> ▶

Dedicated Port Settings

Enable or disable the dedicated port. The dedicated port is used when printing, faxing, or scanning uses MF Scan Utility and when browsing or specifying the machine settings over the network.

Off
On †

<Menu> ▶ <Network Settings> ▶ <Dedicated Port Settings> ▶ Select <Off> or <On> ▶

Dedicated Port Authentication Method

Specify whether to limit the authentication method specifically to the secure one when using the dedicated port. If <Mode 2> is selected, the authentication method is limited specifically to the secure one.

Mode 1 †
Mode 2

<Menu> ▶ <Network Settings> ▶ <Dedicated Port Authentication Method> ▶ Select <Mode 1> or <Mode 2> ▶

IMPORTANT

If <Mode 2> is selected, you cannot establish a connection from the device management software or driver in some cases.

Waiting Time for Connection at Startup

Specify a wait time for connecting to a network. Select the setting depending on the network environment. **Setting a Wait Time for Connecting to a Network(P. 315)**

0† to 300 (sec.)

Ethernet Driver Settings

Select the communication mode of Ethernet (half-duplex/full-duplex) and the Ethernet type (10BASE-T/100BASE-TX). You can also view the MAC address of the machine.

Auto Detect

Select whether to automatically detect or manually select the communication mode and the Ethernet type. **Configuring Ethernet Settings(P. 312)**

Off
- Communication Mode
  - Half Duplex†
  - Full Duplex
- Ethernet Type
  - 10BASE-T†
  - 100BASE-TX

On†

MAC Address

Check the MAC address of the machine, which is a number unique to each communication device. **Viewing the MAC Address for Wired LAN(P. 283)**

IEEE 802.1X Settings

Enable or disable IEEE 802.1X authentication. **Configuring IEEE 802.1X Authentication(P. 389)**

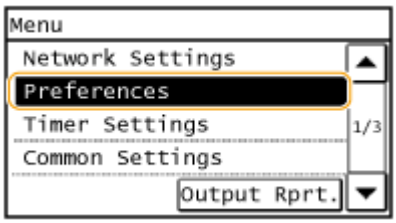
Off†
On

Initialize Network Settings

Select to return the Network Settings to the factory defaults. **Initialize Menu(P. 499)**

Preferences

36WC-091



All the settings about the sound volume and display are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

If a screen for entering the System Manager ID and PIN is displayed

Enter the System Manager ID and PIN, tap <Apply>, and press [ID]. **Setting the System Manager ID(P. 343)**

Asterisks (*)

- Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.
- Settings marked with "*2" may be unavailable or vary or have different defaults depending on your country or region.

Volume Settings(P. 443)
Display Settings(P. 445)

Volume Settings

Adjust volume at which the machine beeps when a key is pressed on the control panel or when a paper jam occurs. **Adjusting the Volume(P. 63)**

Fax Tone *1

Select whether to make a dial tone while a fax is being sent. You can also adjust the volume.

0 to 1† to 5

Ring Tone *1

Select whether the machine beeps when a fax is received. You can also adjust the volume.

0 to 1† to 5

TX Done Tone *1

Select whether the machine beeps when a fax is sent. You can also adjust the volume.

0 to 1† to 5 **Sound Only When Error Occurs** Off† On

RX Done Tone *1

Select whether the machine beeps when a fax is received. You can also adjust the volume.

0 to 1† to 5

Sound Only When Error Occurs
Off†
On

Scanning Done Tone *1

Select whether the machine beeps when scanning fax documents is complete. You can also adjust the volume.

0 to 1† to 5

Sound Only When Error Occurs
Off†
On

Entry Tone

Select whether the machine beeps when a key is pressed on the control panel.

Off
On†

Invalid Entry Tone

Select whether the machine beeps when an invalid settings value is entered, such as when a user is trying to enter a number unavailable for a setting.

Off†
On

Warning Tone

Select whether the machine beeps when problem such as a paper jam or an operation mistake occurs.

Off
On†

Job Done Tone

Select whether the machine beeps when copying or scanning is complete.

Off
On†

Energy Saver Alert

Select whether the machine beeps when the machine enters or wakes from sleep mode.

Off†
On

Original in Feeder Detection Tone *1

Select whether the machine beeps when an original is loaded in the feeder.

Off
On †

Display Settings

Default Screen after Startup/Restoration

By default, the <Home> screen is displayed immediately after the machine is turned ON or when the Auto Reset function is performed. Specify the setting to change the default screen and display the main screen of a different function.

Home †
Copy
Fax*1
Scan
Secure Print

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Default Screen after Startup/Restoration> ▶ Select a function to display the desired screen ▶

Home Screen Button Display Settings

Change the order in which the <Home> screen buttons are displayed. **Customizing the <Home> Screen(P. 16)**

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Home Screen Button Display Settings> ▶ Select <Set Display Order> or <Insert and Delete Blank> ▶ Change display settings ▶

Contrast

Adjust the brightness of the display to suit the installation location of the machine.

Five Levels

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Contrast> ▶ Use <->/<+> to adjust the brightness ▶ <Apply> ▶

Invert Screen Colors

Select <On> to invert the display colors. Select <On> if the display is hard to view even after the brightness was adjusted in <Contrast>.

Off †
On

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Invert Screen Colors> ▶ Select <On> or <Off> ▶

Millimeter/Inch Entry Switch

Select the unit of measurement.

Millimeter †
Inch

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Millimeter/Inch Entry Switch> ▶ Select <Millimeter> or <Inch> ▶

Notify to Check Paper Settings

You can set the machine so that, after you load the paper in the paper drawer, a pop-up screen is displayed prompting you to confirm the paper loaded in the paper drawer is the same as the paper registered in the paper settings.

Off
On †

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Notify to Check Paper Settings> ▶ Select <On> or <Off> ▶

Notify to Clean Original Scanning Area *1

When set to <On>, a message is displayed for dirt or soiling on the original scanning area.

Off
On †

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Notify to Clean Original Scanning Area> ▶ Select <On> or <Off> ▶

Message Display Time

Specify the interval in seconds at which two different messages are alternately displayed.

1 to 2† to 5 (sec.)

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Message Display Time> ▶ Set a number for the interval ▶ <Apply> ▶

Scrolling Speed

Adjust the speed for scrolling the screen by selecting from three levels.

Slow
Standard†
Fast

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Scrolling Speed> ▶ Select the speed ▶

Cursor Movement Type

Configure how the cursor moves after a character is entered on the screen. Select <Auto> to automatically move the cursor to the right of the entered character. Select <Manual> to manually move the cursor to the right of the entered character.

Auto†
Manual

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Cursor Movement Type> ▶ Select <Auto> or <Manual> ▶

Language *2

Select the display language used for the display, reports, and lists.

Arabic, Bulgarian, Catalan, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, English †, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Slovene, Spanish, Swedish, Turkish

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Language> ▶ Select a language ▶

Remote UI Language *2

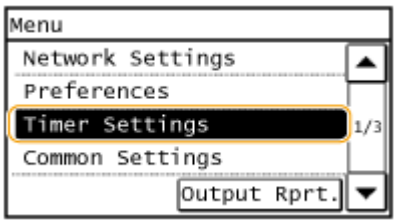
Select the display language used for the Remote UI screens.

Chinese (Simplified), Chinese (Traditional), Czech, Danish, Dutch, English †, Finnish, French, German, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish, Turkish

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Remote UI Language> ▶ Select a language ▶

Timer Settings

36WC-092



All the settings about the timer are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

Settings marked with "*1" may be unavailable or vary or have different defaults depending on your country or region.

- **Date/Time Settings(P. 449)**
- **Auto Reset Time(P. 451)**
- **Function After Auto Reset(P. 451)**
- **Auto Sleep Time(P. 452)**
- **Auto Offline Time(P. 452)**
- **Auto Shutdown Time (P. 452)**

Date/Time Settings

Specify date and time settings, including the date format and the 12- or 24-hour clock display setting. The date and time that are printed on each fax document, report, and list are determined by these settings.

Date Format *1

Select the date format (order of year, month, and day).

YYYY MM/DD
MM/DD/YYYY
DD/MM YYYY†

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Date Format> ▶ Select the date format ▶

Time Format

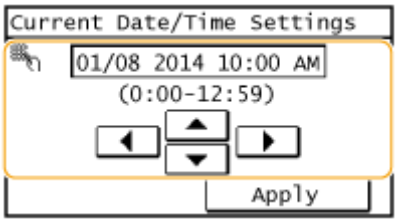
Select the 12- or 24-hour clock display setting.

12 Hour (AM/PM)†
24 Hour

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Time Format> ▶ Select the display setting ▶

Current Date/Time Settings

Set the current date and time. Use ◀ / ▶ to move the cursor, and ▲ / ▼ to specify the date and time or switch between <AM>/<PM>.



<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Current Date/Time Settings> ▶ Set the date and time ▶ <Apply> ▶

NOTE

The current date and time cannot be changed for 1 hour after daylight saving time is in effect.

Time Zone *1

Select the time zone. If the time zone setting is changed, the values set in <Current Date/Time Settings> are also changed accordingly.

(UTC-12:00) International Date Line West to (UTC) Coordinated Universal Time † to (UTC+14:00) Kiritimati Island

NOTE

UTC

Coordinated Universal Time (UTC) is the primary time standard by which the world regulates clocks and time. The correct UTC time zone setting is required for Internet communications.

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Time Zone> ▶ Select a time zone ▶

Daylight Saving Time Settings *1

Enable or disable daylight saving time. If daylight saving time is enabled, specify the dates from which and to which daylight saving time is in effect.

Off **On** † Start: Month, Week, Day End: Month, Week, Day

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Daylight Saving Time Settings> ▶ Select a month and day ▶ <Apply> ▶

Auto Reset Time

If a key is not pressed for a specified period of time, the screen and the settings are initialized to display the default screen (Auto Reset). Specify the interval at which the Auto Reset is performed. Select <0> to disable the Auto Reset function. The Auto Reset is not performed in the following cases:

- The setting menu is displayed.
- The machine is processing data, such as when printing documents.
- An error message is displayed and the [Error] indicator is blinking (However, Auto Reset is performed when the error does not prevent the user from continuing to use a function.)

0 (Auto Reset is disabled.) 1 to 2 † to 9 (min.)

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

NOTE

The screen displayed after the Auto Reset is performed can be selected in <Function After Auto Reset>.

Function After Auto Reset

Select whether to return the display to the default screen after the Auto Reset is performed. If <Default Function> is selected, the main screen of the function selected in <Default Screen after Startup/Restoration> is displayed (**Default Screen after Startup/Restoration(P. 445)**). If <Selected Function> is selected, the display returns to the main screen of the function that was selected.

Default Function † Selected Function

<Menu> ▶ <Timer Settings> ▶ <Function After Auto Reset> ▶ Select <Default Function> or <Selected Function> ▶

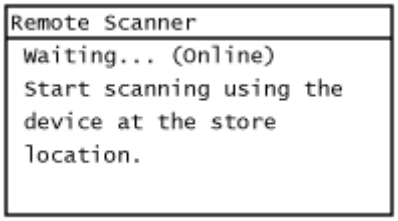
Auto Sleep Time

If the machine has not been operated or has had no data to process for a specified period of time, the machine enters sleep mode to save energy consumption (Auto Sleep). Specify the period of time after which auto sleep is performed. Auto Sleep is not performed when the setting menu is displayed. We recommend using the factory default settings to save the most power. **Entering Sleep Mode(P. 66)**

3 to 10† to 60 (min.)

Auto Offline Time

If a key has not been pressed for a specified period of time after the screen below is displayed (the machine is set online for scanning), the machine automatically becomes offline. Specify the time period at which the machine becomes offline. You can also set the machine to remain online.



0 (The machine remains online.) 1 to 5† to 60 (min.)

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

Auto Shutdown Time

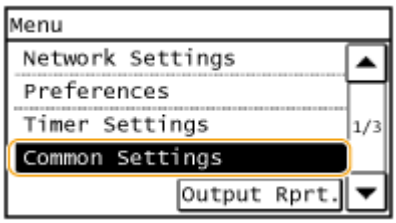
Set a timer to automatically shut down the machine after the specified period of idle time has elapsed since the machine entered sleep mode. **Setting Auto Shutdown Time(P. 65)**

0 (Auto Shutdown is disabled.) 1 to 4† to 8 (hr.)

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

Common Settings

36WC-093



All the settings about the operation of the paper drawer and the paper feed method are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.

Paper Source Auto Selection (P. 454)
Switch Paper Feed Method(P. 456)

Paper Source Auto Selection

Enable or disable the automatic drawer selection feature for the paper sources. If automatic drawer selection is set to <On> when printing documents the machine automatically selects a paper source that is loaded with the appropriate paper size. Also, when the paper runs out, this setting enables continuous printing by switching from one paper source to another that is loaded with the same paper size. You can select a function, such as copy or print, to enable this feature.

Copy
- Multi-Purpose Tray
  - Off †
  - On
- Drawer 1
  - Off
  - On †
- Drawer 2*1
  - Off
  - On †

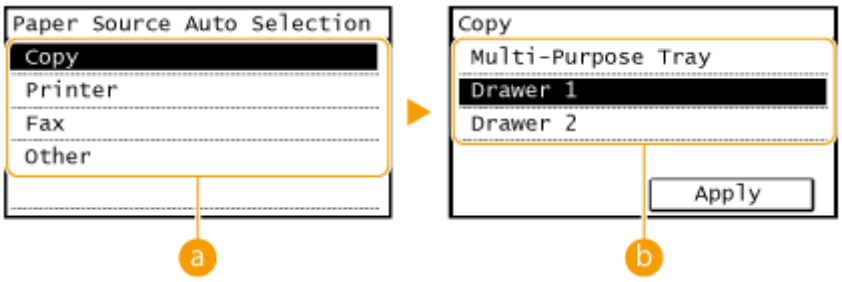
Printer
- Drawer 1
  - Off
  - On †
- Drawer 2*1
  - Off
  - On †

Fax *1
- Multi-Purpose Tray

Off †
On
Drawer 1
Off
On †
Drawer 2*1
Off
On †

Other
Multi-Purpose Tray
Off †
On
Drawer 1
Off
On †
Drawer 2*1
Off
On †

<Menu> ▶ <Common Settings> ▶ <Paper Source Auto Selection> ▶ Select the function ▶ Select the paper source ▶ Select <Off> or <On> ▶



a Functions

Select the function for which you want to configure automatic drawer selection.

NOTE:

Select <Other> for functions such as printing reports and lists.

b Paper Sources

Select the paper source for which you want to enable.

NOTE:

<Multi-Purpose Tray> is not displayed if <Printer> was selected on the previous screen (a). Automatic drawer selection is always enabled for printing on paper fed from the multi-purpose tray.

Switch Paper Feed Method *1

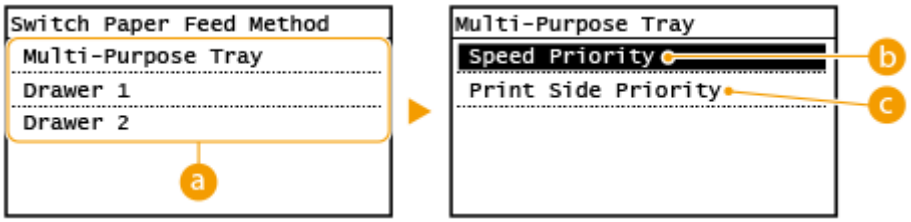
Specify this setting when you print a document on paper with logos. To print on paper with logos, you need to change how the paper loaded in the paper source is facing depending on whether you are performing 1- or 2-sided printing. However, if you change the setting to <Print Side Priority>, you can just load the paper face down for both 1- and 2-sided printing. For more information, see **Loading Preprinted Paper(P. 42)** .

Multi-Purpose Tray
Speed Priority †
Print Side Priority

Drawer 1
Speed Priority †
Print Side Priority

Drawer 2 *1
Speed Priority †
Print Side Priority

<Menu> ▶ <Common Settings> ▶ <Switch Paper Feed Method> ▶ Select the paper source ▶ Select <Speed Priority> or <Print Side Priority> ▶



a Paper Sources

Select the paper source that you want to change the setting for.

b <Speed Priority>

When using paper that has been preprinted with a logo, you need to change how it is facing when you perform 1-sided and 2-sided printing.

NOTE:

We recommend selecting <Speed Priority> if you do not need to consider which side to print on.

c <Print Side Priority>

To print on a specific side of paper, you do not need to flip over paper in the paper source whether 1- or 2-sided printing is selected.

NOTE:

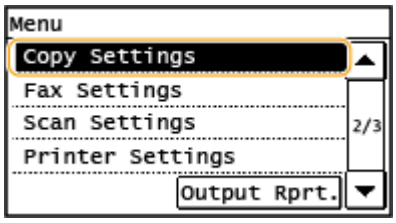
- If <Print Side Priority> is set for a paper source that is loaded with paper you cannot use for 2-sided printing (**Available Paper(P. 627)**), <Speed Priority> is applied to the paper source instead. In this case,

you need to load the paper in the same way as when <Speed Priority> is selected (**Loading Preprinted Paper(P. 42)**).

- 1-sided printing speed may be slower when <Print Side Priority> is selected.

Copy Settings

36WC-094



All the settings about the copy are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

Settings marked with "*1" may not be displayed or have different defaults depending on the model you are using, options, or other setting items.

Change Default Settings (P. 458)
Auto Recognize Original Orientation (P. 459)
Initialize Default Settings (P. 460)

Change Default Settings

You can change the factory default settings about copy. The selected settings are used as the default settings of the copy function. **Changing Default Settings(P. 95)**

Number of Copies
1 † to 999

Density
-4 to 0 † to +4
Auto Density

Original Type
Text
Text/Photo †
Photo

2-Sided *1
Off †
1-Sided->2-Sided*1
2-Sided->2-Sided*1
2-Sided->1-Sided*1
Original/Finishing Type

Copy Ratio
Custom Ratio
100% (1:1) †
400% (Max)
200% A5->A3

141% A5->A4, A4->A3

70% A4->A5, A3->A4

50% A3->A5

25% (Min)

Paper *1

Auto † *1

Multi-Purpose Tray

Drawer 1

Drawer 2*1

N on 1

Off †

2 on 1

4 on 1

ID Card Copy

Select Layout

Different Size Originals *1

Off †

On

Finishing

Group

Collate †

Rotate + Group

Rotate + Collate

Book->2 Pages

Off †

On

Erase Frame

Off †

Original Frame

Book Frame

Auto Recognize Original Orientation

Automatically rotate images by calculating original size/copy ratio/etc, and print them on paper loaded in the paper source.

Off

On †

<Menu> ▶ <Copy Settings> ▶ <Auto Recognize Original Orientation> ▶ Select <On> or <Off> ▶

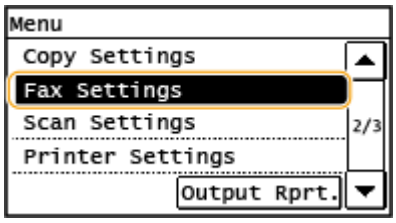
Initialize Default Settings

Select to restore the copy settings that you specified in <Change Default Settings> to the factory defaults.

<Menu> ▶ <Copy Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶

Fax Settings (imageRUNNER 2206iF)

36WC-095



All the settings about the fax are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

If a screen for entering the System Manager ID and PIN is displayed

Enter the System Manager ID and PIN, tap <Apply>, and press . **Setting the System Manager ID(P. 343)**

Asterisks (*)

Settings marked with "*1" may be unavailable or vary or have different defaults depending on your country or region.

Basic Settings(P. 461)
TX Function Settings(P. 464)
RX Function Settings(P. 468)
RX Print Settings(P. 470)
Forwarding Settings(P. 471)
Fax Setup Guide(P. 472)

Basic Settings

Specify the basic settings for using the machine as a fax device.

Register Unit Telephone Number

Register the fax number for the machine.

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Register Unit Telephone Number> ▶ Register the fax number ▶ <Apply> ▶

Select Line Type *1

Select the telephone line type used for fax transmission.

Pulse Tone †

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Select Line Type> ▶ Select line type ▶

Select Public Line Connection Type

When the fax receive mode is <Fax/Tel (Auto Switch)>, an external telephone may not ring or a call may not be dialable. In this instance, specify <Adapter 1> or <Adapter 2>.

Direct †
Adapter 1
Adapter 2

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Select Public Line Connection Type> ▶ Select connection type ▶

Off-Hook Alarm

Select whether the machine makes an alert sound when the handset of a telephone or the optional handset connected to the machine is not properly set on the cradle. You can also adjust the volume of the alert sound.

0 † to 5

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Off-Hook Alarm> ▶ Select the volume of the alert sound ▶ <Apply> ▶

Communication Management Settings

Specify the communication start speed settings and the R-key settings.

TX Start Speed

Adjust the communication start speed in descending order from "33600 bps." This adjustment should be made when it takes a long time to start sending a fax due to a poor telephone line connection.

33600 bps †
14400 bps
9600 bps
7200 bps
4800 bps
2400 bps

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <TX Start Speed> ▶ Select a communication start speed ▶

RX Start Speed

Adjust the communication start speed in descending order from "33600 bps." This adjustment should be made when it takes a long time to start receiving a fax due to a poor telephone line connection.

33600 bps †
14400 bps
9600 bps
7200 bps
4800 bps
2400 bps

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <RX Start Speed> ▶ Select a communication start speed ▶

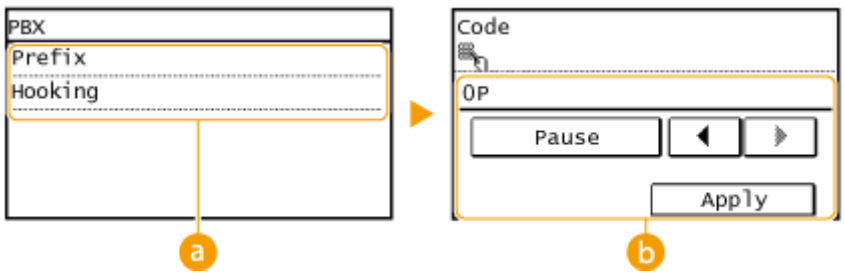
R-Key Setting

If your machine is connected through a PBX (Private Branch Exchange), it is necessary to set the access method. You can set the PBX type to <Prefix> or <Hooking>. If you register the outside line access number to the R-key, you can easily access the outside line.

PSTN †

PBX *1
Prefix
Hooking †

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <R-Key Setting> ▶ <PBX> ▶ Select <Prefix> or <Hooking> ▶ Enter the outside line access number if you select <Prefix> ▶ <Apply> ▶



a **<PBX>**

Select the type of PBX you are using. If you select <Prefix>, register the prefix code on the next screen.

<Code>

Enter the prefix code using the numeric keys, tap <Pause>, and then tap <Apply>. If you do not insert a pause, the prefix code is not registered.

TX Function Settings

Specify settings for sending faxes.

Change Default Settings

Specify settings used for sending faxes. The selected settings are used as the default settings when scanning documents. **Changing Default Settings(P. 128)**

Resolution
200 x 100 dpi (Normal) †
200 x 200 dpi (Fine)
200 x 200 dpi (Photo)
200 x 400 dpi (Superfine)

Density
Nine Levels

2-Sided Original
Off †
Book Type
Calendar Type

Register Unit Name

Register the name of a company or person.

The registered name is sent as sender information to the destination. **TX Terminal ID(P. 466)**

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Register Unit Name> ▶ Register the name of a company or person ▶ <Apply> ▶

ECM TX

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on received faxes, see **ECM RX(P. 468)** .

Off
On †

NOTE

- ECM must be enabled on both the machine and the other fax device because error checks are performed on both the sending and receiving devices.
- Even when ECM is enabled, errors may occur due to telephone line conditions.

- It may take a longer time than usual to process data when ECM is enabled because the error checks and corrections are performed while the data is transmitted.

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <ECM TX> ▶ <On> ▶

Set Pause Time *1

For example, when you make calls by dialing "0 - (pause) - (telephone number)", 0 is dialed first and then a few seconds later, the telephone number. When sending faxes overseas, you need to specify destinations by dialing "(international access code) - (country code) - (area code) - (fax number)" but consecutive numbers that are input without pauses may not be recognized correctly. In this case, try adding a pause after the international access code or the fax number. If the code or the number is still not recognized correctly, change the duration of the pause. For instructions on how to enter a pause, see step 3 on **Sending Faxes(P. 101)** .

1 to 4† to 15 (sec.)

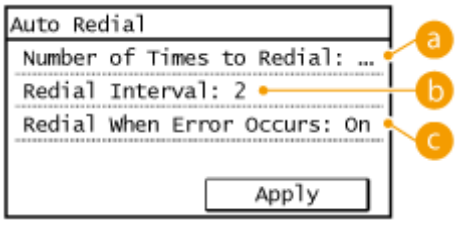
<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Set Pause Time> ▶ Specify the duration of pause ▶ <Apply> ▶

Auto Redial *1

Specify settings for Auto Redial, a function that automatically redials the fax number after several minutes if the first attempt fails because the line is busy. You can specify how many times the machine redials and the interval between redials.

Off
On†
Number of Times to Redial
1 to 2† to 10 (times)
Redial Interval*1
2† to 99 (min.)
Redial When Error Occurs
Off
On†

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Auto Redial> ▶ <On> ▶ Specify the settings ▶ <Apply> ▶



a <Number of Times to Redial>

Specifies how many times the machine redials. Use ▲ / ▼ or the numeric keys to enter a number, and tap <Apply>.

b <Redial Interval>

Specifies the interval between redials. Use ▲ / ▼ or the numeric keys to enter a number for the interval, and tap <Apply>.

c <Redial When Error Occurs>

Specifies whether to redial when a transmission error occurs. Select <Off> or <On>.

TX Terminal ID

Specify settings for adding the sender information, including the fax number and the name of the machine, to the fax header. The recipient can check who sent the fax by looking at the added information.

Off

On †

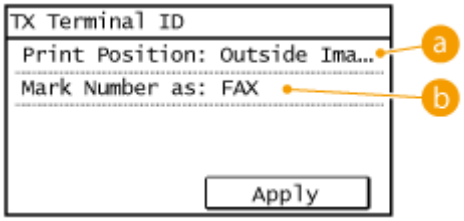
Print Position

Inside Image Area
Outside Image Area †

Mark Number as: TEL/FAX

FAX †
TEL

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <TX Terminal ID> ▶ <On> ▶ Specify the settings ▶ <Apply> ▶



a <Print Position>

Specifies the position to print the terminal ID information in the sent fax. Select <Inside Image Area> to print the information inside the image area, or <Outside Image Area> to print the information outside the image area.

<Mark Number as: TEL/FAX>

Adds the "FAX" or "TEL" mark in front of the fax number registered for the machine. Select <TEL> to indicate that the notified number is a telephone number.

Check Dial Tone Before Sending *1

Select whether to check the dial tone before a fax number is dialed.

Off †
On

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Check Dial Tone Before Sending> ▶ Select <On> or <Off> ▶

Allow Fax Driver TX

Enable or disable PC faxing (sending faxes from a computer). **Prohibiting PC Faxing (imageRUNNER 2206iF) (P. 375)**

Off
On †

Confirm Entered Fax Number

Select whether to require users to enter the fax number twice when it is entered by using the numeric keys. **Displaying the Screen for Confirming the Fax Number(P. 377)**

Off †
On

Restrict Sequential Broadcast

This enables you to help prevent sending a fax to an incorrect number by restricting the sending of faxes to multiple destinations.

Off †
Confirm Sequential Broadcast
Reject Sequential Broadcast

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Restrict Sequential Broadcast> ▶ Select <Off>, <Confirm Sequential Broadcast>, or <Reject Sequential Broadcast> ▶

Initialize Default Settings

Select to restore the fax settings that you specified in <Change Default Settings> to the factory defaults.

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶

RX Function Settings

Specify settings for receiving faxes.

ECM RX

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on sent faxes, see **ECM TX(P. 464)** .

Off
On †

NOTE

- ECM must be enabled on both the machine and the other fax device because error check is performed on both the sending and receiving devices.
- Even when ECM is enabled, errors may occur due to telephone line conditions.
- It may take a longer time than usual to process data when ECM is enabled because the error check and corrections are performed while the data is transmitted.

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <ECM RX> ▶ <On> ▶

Incoming Ring

Specify settings for sounding a ring to notify you of incoming faxes. This feature is only available when <Auto> or <Fax/Tel (Auto Switch)> is selected for the receive mode. Specify how many times the incoming call rings when the machine receives a fax call. You can also disable the settings to prevent the incoming call from ringing.

Off

On †
1 to 2 † to 99 (times)*1

NOTE

If you use this feature in the <Auto> mode, you need to connect your telephone to the machine beforehand.

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Incoming Ring> ▶ <On> ▶ Specify how many times the incoming call rings ▶ <Apply> ▶

Remote RX *1

Specify settings for receiving a fax by operating a telephone that is connected to the machine (Remote Reception). When a fax is sent to the machine, you can receive it just by picking up the handset of the telephone and entering a specific ID number by using the telephone. This feature can save you the trouble of going all the way to the machine. For instructions on how to use Remote Reception, see **Using a Telephone to Receive Faxes (Remote Reception)(P. 131)** .

Off

On †
00 to 25 † to 99

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Remote RX> ▶ <On> ▶ Specify the ID number for receiving a fax ▶ <Apply> ▶

Switch to Auto RX

Specify settings for automatically receiving a fax after the machine has rung for a specified time period. This feature is only available when <Manual> is selected for the receive mode. By using this feature, faxes can be received even when no one is available to pick up the handset.

Off †

On
1 to 15 † to 99 (sec.)

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Switch to Auto RX> ▶ <On> ▶ Specify how long the incoming call rings ▶ <Apply> ▶

Memory Lock Settings

Select whether to store received faxes without immediately printing them. Stored fax documents can be printed at any time by changing the setting to <Off>. **Storing Received Faxes into Memory (Memory Reception) (P. 137)**

Off †

On
Report Print
Off

On †

Memory Lock Time

Off †

On

Memory Lock Start Time

Memory Lock End Time

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

RX Print Settings

Specify settings for printing received faxes.

Print on Both Sides

Specify settings for printing received faxes on both sides of paper.

Off †

On

<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <Print on Both Sides> ▶ <On> ▶

Reduce RX Size

Specify settings for reducing the image size of a received document. You can select an automatic reduction ratio that reduces the received document to size of the loaded paper. You can also select a ratio from a list.

Off

On †

Reduction Ratio

Auto †

97%

95%

90%

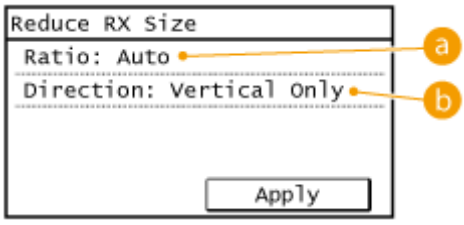
75%

Reduction Direction

Vertical/Horizontal

Vertical Only †

<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <Reduce RX Size> ▶ <On> ▶ Specify the settings ▶ <Apply> ▶



a <Reduction Ratio>

<Auto> reduces the image by a ratio that is based on the size of the loaded paper. <97%>, <95%>, <90%>, or <75%> reduce the image by the corresponding ratio.

b <Reduction Direction>

Select <Vertical/Horizontal> to reduce the image both vertically and horizontally. Select <Vertical Only> to reduce only vertically.

RX Page Footer

Select whether to print information, including date and time of reception and page numbers, on the bottom of received faxes.

Off †
On

<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <RX Page Footer> ▶ <On> ▶

Forwarding Settings

Specify settings for forwarding faxes.

Enable Forwarding Settings

Select whether to forward all the received fax documents to a specified destination. You can specify an e-mail address or a shared folder in a computer as the forwarding destination. **Forwarding All the Received Documents Automatically (P. 143)**

Off †
On

Print Images

Select whether to print forwarded fax documents. You can set the machine to print forwarded documents only when an error occurs. **Printing Documents to be Forwarded(P. 143)**

Off
On †
Only When Error Occurs

Store Images in Memory

Select whether to store fax documents in memory when they are not successfully forwarded. You can resend or print the documents later as necessary. **Printing/Resending/Deleting Documents that Failed to be Forwarded(P. 144)**

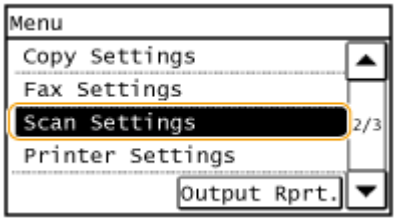
Off †
Only When Error Occurs

Fax Setup Guide

Select to display on-screen instructions for specifying settings, including the fax number and the telephone line type. For more information, contact your authorized Canon dealer.

Scan Settings

36WC-099



All the settings about the scan are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

For the imageRUNNER 2206N

This function can only be used when the optional Color Send Kit is attached.

Asterisks (*)

Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.

E-Mail Settings(P. 473)
File Settings(P. 474)
Register Unit Name (E-Mail)(P. 476)
Output File Image Settings(P. 476)

E-Mail Settings

Specify settings used for scanning documents to send as e-mails.

Change Default Settings

Specify settings used for scanning documents to send as e-mails. The selected settings are used as the default settings when scanning documents. **Changing Default Settings(P. 225)**

Scan Size
A4†
A4R
A3
A5
A5R

Color Mode
Color†
Black & White

File Format
PDF†
PDF (Compact)
JPEG
TIFF

Density
Nine Levels

Original Orientation
Portrait †
Landscape

Original Type
Text
Text/Photo †
Photo

2-Sided Original *1
Off †
Book Type
Calendar Type

Data Size
Small: Memory Priority
Standard †
Large: Image Quality Priority

Subject/Message
Subject
Message

Reply To
None †
Specify from Address Book

Priority
Low
Standard †
High

Initialize Default Settings

Select this option to restore the default e-mail transmission settings.

<Menu> ▶ <Scan Settings> ▶ <E-Mail Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶

File Settings

You can change and register the settings used when documents are saved to a shared folder.

Change Default Settings

You can change the default settings used when documents are saved to a shared folder. The selected settings are used as the default settings when scanning. **Changing Default Settings(P. 225)**

Scan Size

A4 †
A4R
A3
A5
A5R

Color Mode
Color †
Black & White

File Format
PDF †
PDF (Compact)
JPEG
TIFF

Density
Nine Levels

Original Orientation
Portrait †
Landscape

Original Type
Text
Text/Photo †
Photo

2-Sided Original *1
Off †
Book Type
Calendar Type

Data Size
Small: Memory Priority
Standard †
Large: Image Quality Priority

Initialize Default Settings

You can change and register the settings used when documents are saved to a shared folder.

<Menu> ▶ <Scan Settings> ▶ <File Settings> ▶ <Initialize Default Settings> ▶ <Yes> ▶

Register Unit Name (E-Mail)

Register the sender name for e-mails. The registered name is displayed in e-mails, along with the e-mail address. If the sender name is not registered, only the e-mail address is displayed.

<Menu> ▶ <Scan Settings> ▶ <Register Unit Name (E-Mail)> ▶ Enter the sender name ▶ <Apply> ▶

Output File Image Settings

Specify settings for the gamma value for converting scanned documents into files.

YCbCr TX Gamma Value

Select the gamma value used when converting scanned color documents into the specified file format. You can specify the same gamma value as that of the monitor which is to be used for viewing the converted files. The files are displayed with brightness that is true to the original documents. **Setting Gamma Values(P. 208)**

Gamma 1.0
Gamma 1.4
Gamma 1.8†
Gamma 2.2

Printer Settings

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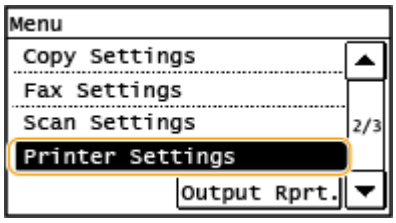


All the settings about the printer are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.

Paper Size Override (P. 477)
Mobile Print Halftones (P. 477)
Speed/Quality Priority for Mobile Print(P. 478)
Copies(P. 478)
2-Sided Printing(P. 478)
Default Paper(P. 479)
Print Quality(P. 479)
Layout(P. 480)
Timeout(P. 480)
PCL(P. 481)

Paper Size Override

Select whether to switch between printing on A4 and Letter size paper if one of these paper sizes is loaded but the other is not. For example, if you are printing a Letter size document but only A4 paper is loaded in the machine, the machine will print your document on A4 paper.

Off†
On

<Menu> ▶ <Printer Settings> ▶ <Paper Size Override> ▶ Select <Off> or <On> ▶

Mobile Print Halftones

Select the image processing when printing from a mobile device. Select <Gradation> for photos and illustrations, and <Error Diffusion> for mostly text documents for more attractive printouts.

Gradation†
Error Diffusion

<Menu> ▶ <Printer Settings> ▶ <Mobile Print Halftones> ▶ Select <Gradation> or <Error Diffusion> ▶

Speed/Quality Priority for Mobile Print

Select whether to give priority to print speed or to print quality when printing from a mobile device.

Speed Priority
Image Quality Priority †

<Menu> ▶ <Printer Settings> ▶ <Speed/Quality Priority for Mobile Print> ▶ Select <Speed Priority> or <Image Quality Priority> ▶

Copies

Set the number of copies to print.

1 † to 999

<Menu> ▶ <Printer Settings> ▶ <Copies> ▶ Set the number of copies to print ▶ <Apply> ▶

2-Sided Printing *1

Select whether to make 2-sided printouts.

Off †
On

<Menu> ▶ <Printer Settings> ▶ <2-Sided Printing> ▶ Select <Off> or <On> ▶

Default Paper

Use this item to specify the paper size. **Available Paper(P. 627)**

<Menu> ▶ <Printer Settings> ▶ <Default Paper> ▶ Select the paper size ▶

Print Quality

You can change settings related to print quality.

Density

Adjust the toner density.

17 Levels
Fine Adjust/Density (Fine Adjust)
High
17 Levels
Medium
17 Levels
Low
17 Levels

NOTE

- The settings specified for <Density> are disabled when <Toner Save> is enabled.

<Menu> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Density> ▶ Adjust the density ▶ <Apply> ▶

Toner Save

You can save toner consumption when printing from a mobile device. Select <On> when you want to check the layout or other appearance characteristics before proceeding to final printing of a large job.

Off †
On

<Menu> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Toner Save> ▶ Select <Off> or <On> ▶

Layout

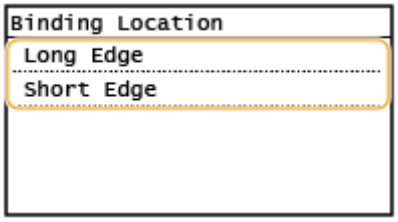
Specify the page layout settings such as binding position.

Binding Location

If you are binding the printouts with a binding tool such as a stapler, use this item to specify whether to bind on the long or short edge.

Long Edge †
Short Edge

<Menu> ▶ <Printer Settings> ▶ <Layout> ▶ <Binding Location> ▶ Select <Long Edge> or <Short Edge> ▶



<Long Edge>
Specify this to bind on the long edge of paper.

<Short Edge>
Specify this to bind on the short edge of paper.

Timeout

Set the time period after which the current print job is automatically canceled in the case of a print data reception interruption.

5 to 15 † to 300 (sec.)

<Menu> ▶ <Printer Settings> ▶ <Timeout> ▶ Set the time period ▶ <Apply> ▶

PCL

Specify the PCL printing settings such as page layout and print quality.

Paper Save

Select whether to save paper by not outputting blank pages in documents. By selecting <On>, the machine will not output blank pages. To output all your document data when printing, including any blank pages that you have inserted in your document, select <Off>.

Off †
On

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Paper Save> ▶ Select <Off> or <On> ▶

Orientation

Select <Portrait> (vertical orientation) or <Landscape> (horizontal orientation) for the page orientation.

Portrait †
Landscape

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Orientation> ▶ Select <Portrait> or <Landscape> ▶

Font Number

Specify the font to use by selecting a corresponding font ID number. You can print the PCL font list with font samples from the control panel. **PCL Font List(P. 597)**

0 † to 54

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Font Number> ▶ Select the font number ▶ <Apply> ▶

Point Size

Set the font size in points, adjustable in 0.25 increments. You can specify this setting only when a proportionally-spaced scalable font is selected in <Font Number>.

4.00 to 12.00 † to 999.75 (point)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Point Size> ▶ Specify the point size ▶ <Apply> ▶

Pitch

Set the font pitch, or cpi (characters per inch), adjustable in 0.01 increments. You can specify this setting only when a fixed-pitch scalable font or a bitmap font is selected in <Font Number>.

0.44 to 10.00 † to 99.99 (cpi)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Pitch> ▶ Specify the pitch value ▶ <Apply> ▶

Form Lines

Set the number of lines printed on one page from 5 to 128. This setting is automatically changed according to the settings specified in <Default Paper Size> and <Orientation>.

5 to 64 † to 128 (lines)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Form Lines> ▶ Specify the number of lines ▶ <Apply> ▶

Character Code

Select the character code that is most suited for the computer you send print data from. The specified setting is ignored when the character code is controlled by the font specified in <Font Number>.

DESKTOP	PC8 †
ISO4	PC850
ISO6	PC852
ISO11	PC8DN
ISO15	PC8TK
ISO17	PC1004
ISO21	PIFONT
ISO60	PSMATH
ISO69	PSTEXT
ISOL1	ROMAN8
ISOL2	

ISOL5	VNINTL
ISOL6	VNMATH
LEGAL	VNUS
MATH8	WIN30
MCTEXT	WINBALT
MSPUBL	WINL1
PC775	WINL2
	WINL5

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Character Code> ▶ Select the character code ▶

Custom Paper

Select whether to set a custom paper size. Select <On> to set the dimensions of the paper in <X dimension> and <Y dimension>.

Off †
On

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Custom Paper> ▶ Select <Off> or <On> ▶

Unit of Measure

Select the unit of measurement to use to set a custom paper size.

Millimeters †
Inches

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Unit of Measure> ▶ Select <Millimeters> or <Inches> ▶

X dimension

Specify the horizontal dimension (short edge) of the custom paper.

148 to 431 † (mm)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <X dimension> ▶ Specify the dimension ▶ <Apply> ▶

Y dimension

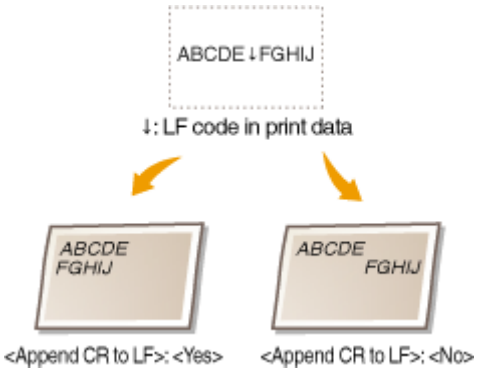
Specify the vertical dimension (long edge) of the custom paper.

95 to 297† (mm)

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Y dimension> ▶ Specify the dimension ▶ <Apply> ▶

Append CR to LF

Select whether to append a carriage return (CR) when the machine receives a line feed code (LF). If <Yes> is selected, the print position moves to the beginning of the next line when the machine receives an LF code. If <No> is selected, the print position moves to the next line, just under the received LF code.



Yes
No†

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Append CR to LF> ▶ Select <Yes> or <No> ▶

Enlarge A4 Print Width

Select whether to expand the width of the printable area of A4 size paper in portrait orientation to that of LTR size.

Off†
On

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Enlarge A4 Print Width> ▶ Select <Off> or <On> ▶

Halftones

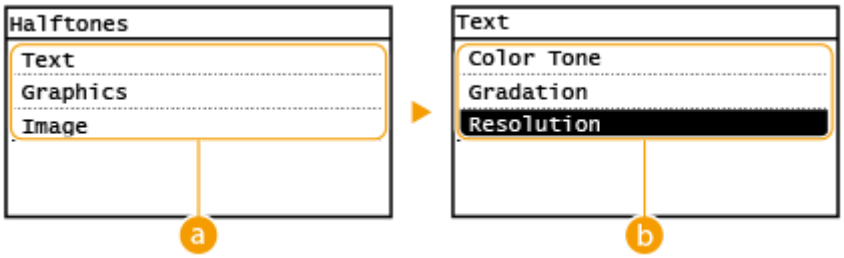
You can select the printing method to reproduce halftones (the intermediate range between the lighter and darker areas of an image) for optimal image quality. For each document, you can make settings by type of image.

Text
- Color Tone
- Gradation
- Resolution †

Graphics
- Color Tone †
- Gradation
- Resolution

Image
- Color Tone †
- Gradation
- Resolution

<Menu> ▶ <Printer Settings> ▶ <PCL> ▶ <Halftones> ▶ Select the type of image ▶ Select the halftone reproduction method ▶



a Type of image

Select the object for which to change the setting. <Text> represents letters and characters, <Graphics> represents lines and figures, and <Image> represents photos and images.

b Setting value

<Color Tone>
Produces a sharp print with strong contrast of lightness and darkness. It is suitable for printing image data such as photo image data.

<Gradation>

Produces a print with smooth gradation or smooth edges. It is suitable for printing figures or graphs containing gradation areas.

<Resolution>
Produces a fine print with clear edges of text. It is suitable for printing characters and fine lines.

Adjustment/Maintenance

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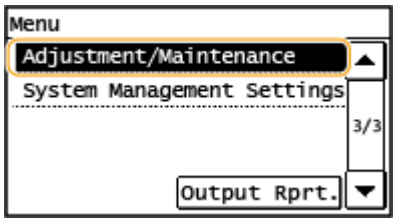

All the settings about adjustment and maintenance are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.

Printer Density (P. 487)
Toner Save (P. 487)
Auto Correct for Dirt on Scanning Area(P. 488)
Speed/Image Quality Priority for Rotate + Collate (P. 488)
Special Processing(P. 488)
Clean Transfer Roller(P. 491)
Clean Drum Unit(P. 491)
Clean Fixing Assembly (P. 491)
Clean Feeder(P. 491)

Printer Density

Adjust the density to the most appropriate levels for copying, printing received faxes, and printing reports and lists.

Nine Levels

<Menu> ▶ <Adjustment/Maintenance> ▶ <Printer Density> ▶ Adjust the density ▶ <Apply> ▶

Toner Save

Select whether to reduce toner consumption when copying.

Copy
Off †
Save Mode (Low Saving)
Save Mode (High Saving)

<Menu> ▶ <Adjustment/Maintenance> ▶ <Toner Save> ▶ <Copy> ▶ Select <Off>, <Save Mode (Low Saving)>, or <Save Mode (High Saving)> ▶

Auto Correct for Dirt on Scanning Area *1

When dirt on the scanning area causes output paper to have streaks, you can automatically correct this.

Off
On †

<Menu> ▶ <Adjustment/Maintenance> ▶ <Auto Correct for Dirt on Scanning Area> ▶ <On> ▶

Speed/Image Quality Priority for Rotate + Collate

When <Rotate + Collate> is set, you can specify either <Speed Priority> or <Image Quality Priority>.

Speed Priority †
Image Quality Priority

<Menu> ▶ <Adjustment/Maintenance> ▶ <Speed/Image Quality Priority for Rotate + Collate> ▶ Select <Speed Priority> or <Image Quality Priority> ▶

Special Processing

If the print results are not satisfactory due to the paper type or usage environment, you may use the settings below to improve the quality of the printouts.

Special Printing Mode O

Paper jams may frequently occur when using the multi-purpose tray to copy/print on the reverse side of paper that has already been copied/printed on. <Off> should normally be specified for this setting. Only change this setting if the above symptom occurs.

Off †
Mode 1
Mode 2

IMPORTANT

Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Printing on such paper may result in frequent paper jams.

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode O> ▶ Select the mode ▶

Special Printing Mode M

Change the <Special Printing Mode M> setting if there is a degradation in print quality or irregularity in print density. This mode enables you to select one of five levels for the machine's transfer output. Select a higher mode number if you want to print on paper to which toner does not adhere well, such as index cards. Select a lower mode number when printing on paper that has been stored at high temperature and high humidity for a long time.

Mode 1
Mode 2
Mode 3†
Mode 4
Mode 5

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode M> ▶ Select the mode ▶

Special Printing Mode N

Change the <Special Printing Mode N> setting if paper curls or jams when printing on paper that has absorbed moisture. If <Mode 3> is set, the effect of this setting is maximized, but it may take the machine longer to print.

Off†
Mode 1
Mode 2
Mode 3

IMPORTANT

Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Printing on such paper may result in frequent paper jams.

NOTE

If both <Special Printing Mode P> and <Special Printing Mode N> are enabled when printing on a lightweight paper, <Special Printing Mode P> overrides <Special Printing Mode N>.

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode N> ▶ Select the mode ▶

Special Printing Mode S

If you switch to a larger size of paper than previously used, it may take a long time for the machine to resume printing. In this case, set the <Special Printing Mode S> setting to <Mode 1> or <Mode 2> to reduce the waiting time for the next print. If <Mode 1> is set, waiting time is minimized.

Off †
Mode 1
Mode 2

NOTE

If this mode is enabled, the previously printed image may re-appear faintly on the next output.

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode S> ▶ Select the mode ▶

Special Printing Mode P

Set the <Special Printing Mode P> setting to <On> if paper curls when printing on a lightweight paper.

Off †
On

NOTE

If both <Special Printing Mode P> and <Special Printing Mode N> are enabled, <Special Printing Mode P> overrides <Special Printing Mode N>.

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode P> ▶ <On> ▶

Special Printing Mode F

Uneven images may appear on the printed paper. In this case, change this setting. If <Mode 3> is set, the effect of this setting is maximized.

Off †
Mode 1
Mode 2

Mode 3

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Printing Mode F> ▶ Select the mode ▶

Clean Transfer Roller

Clean the transfer roller if print quality deteriorates or dots appear on printouts. **Transfer Roller(P. 570)**

Clean Drum Unit

Clean the drum unit if print quality deteriorates. **Drum(P. 571)**

Clean Fixing Assembly

Clean the fixing assembly after a toner cartridge is replaced or if black streaks appear on printouts. **Fixing Assembly(P. 572)**

Clean Feeder *1

Clean the feeder rollers if documents become dirty after being fed through the feeder. **Feeder(P. 566)**

System Management Settings

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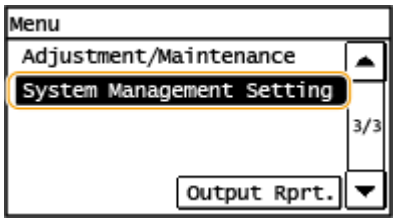


All the settings about System Management Settings are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

If a screen for entering the System Manager ID and PIN is displayed

Enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

Asterisks (*)

- Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.
- Settings marked with "*2" may be unavailable or vary or have different defaults depending on your country or region.

Network Settings(P. 492)
System Manager Information Settings(P. 492)
Device Information Settings(P. 493)
Department ID Management On/Off (P. 493)
Security Settings (P. 493)
Select Country/Region(P. 495)
Remote UI Settings(P. 495)
Auto Online for Remote Scan(P. 496)
Restrict TX Function(P. 496)
Display Job Log(P. 497)
Use as USB Device(P. 497)
Google Cloud Print Settings(P. 497)
Secure Print Settings(P. 497)
PDL Selection (Plug and Play)(P. 498)
Register License(P. 499)
Update Firmware(P. 499)
Initialize Address Book(P. 499)
Initialize Menu(P. 499)
Initialize All Data/Settings(P. 500)

Network Settings

See **Network Settings(P. 432)** .

System Manager Information Settings

Specify the ID or PIN exclusively for Administrators who have access privileges to <Network Settings> and <System Management Settings>. ID is <System Manager ID> and PIN is <System Manager PIN>. You can also register the name of an Administrator. **Setting the System Manager ID(P. 343)**

System Manager ID and PIN

Enter a number of up to seven digits for the System Manager ID and PIN.

System Manager Name

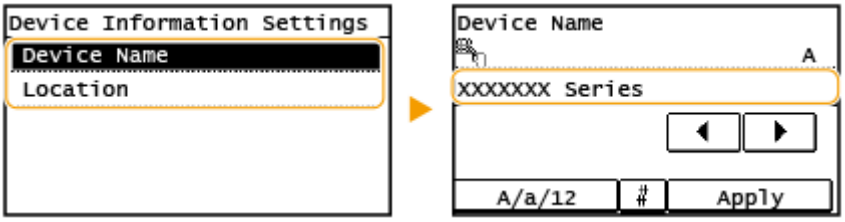
Enter up to 32 alphanumeric characters for the name of an Administrator.

Device Information Settings

Enter up to 32 alphanumeric characters for the name and the installation location to identify the machine.

Device Name Location

<Menu> ▶ <System Management Settings> ▶ <Device Information Settings> ▶ Select <Device Name> or <Location> ▶ Enter <Device Name> or <Location> (**Entering Text(P. 24)**) ▶ <Apply> ▶



Department ID Management On/Off

Select whether to use the Department ID Management, a feature that uses IDs as user accounts to specify access privileges and maintain information on how the machine is used. **Setting the Department ID Management(P. 345)**

Off † On

<Menu> ▶ <System Management Settings> ▶ <Department ID Management On/Off> ▶ Select <Off> or <On> ▶

Security Settings

Enable or disable settings for IP address or MAC address packet filtering.

Use TLS

Select whether to use the TLS encrypted communication. **Enabling TLS Encrypted Communication for the Remote UI(P. 385)**

Off †
On

IPv4 Address Filter

Enable or disable settings for filtering packets received from devices with specified IPv4 addresses. **Specifying IP Addresses for Firewall Rules(P. 360)**

Inbound Filter
Off †
On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <IPv4 Address Filter> ▶ <Inbound Filter> ▶ Select <Off> or <On> ▶

IPv6 Address Filter

Enable or disable settings for filtering packets received from devices with specified IPv6 addresses. **Specifying IP Addresses for Firewall Rules(P. 360)**

Inbound Filter
Off †
On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <IPv6 Address Filter> ▶ <Inbound Filter> ▶ Select <Off> or <On> ▶

MAC Address Filter

Enable or disable settings for filtering packets received from devices with specified MAC addresses. **Specifying MAC Addresses for Firewall Rules(P. 364)**

Inbound Filter
Off †
On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <MAC Address Filter> ▶ <Inbound Filter> ▶ Select <Off> or <On> ▶

Select Country/Region *2

Specify the country or region where the machine is used. The default setting may vary depending on the setting selected at initial power-on.

Austria (AT)	Netherlands (NL)
Belarus (BY)	Norway (NO)
Belgium (BE)	Poland (PL)
Czech Republic (CZ)	Portugal (PT)
Denmark (DK)	Russia (RU)
Egypt (EG)	Saudi Arabia (SA)
Finland (FI)	Slovenia (SI)
France (FR)	South Africa (ZA)
Germany (DE)	Spain (ES)
Greece (GR)	Sweden (SE)
Hungary (HU)	Switzerland (CH)
Ireland (IE)	Ukraine (UA)
Italy (IT)	Great Britain (GB) †
Jordan (JO)	Other
Luxembourg (LU)	

<Menu> ▶ <System Management Settings> ▶ <Select Country/Region> ▶ Select a country or region ▶

Remote UI Settings

Configure settings for using the Remote UI. Using the Remote UI allows you to configure machine settings from a Web browser.

Use Remote UI

Select whether to use the Remote UI. Using the Remote UI allows you to configure machine settings from a Web browser. **Disabling Remote UI(P. 383)**

Off
On †

Remote UI Access Security Settings

Set whether a PIN is required for accessing the Remote UI. Set a PIN of up to 7 digits. All users use a common PIN. **Setting a Remote UI PIN(P. 352)**

Off †

On
Remote UI Access PIN

<Menu> ▶ <System Management Settings> ▶ <Remote UI Settings> ▶ <Remote UI Access Security Settings> ▶ <On> ▶ Enter PIN ▶ PIN (Confirm) ▶ <Apply> ▶

Auto Online for Remote Scan

Select whether to use this feature to go online for remote scanning, even without using the control panel.

Off
On †

<Menu> ▶ <System Management Settings> ▶ <Auto Online for Remote Scan> ▶ Select <On> or <Off> ▶

Restrict TX Function *1

Specify settings for restricting access to sending functions for selected destinations.

Address Book PIN

Specify a PIN and require entering it to add new entries to or edit existing entries in the Address Book. **Setting a PIN for Address Book (P. 373)**

Restrict New Destinations

Select whether to limit the fax numbers and e-mail addresses that can be specified as destinations to those already registered in the Address Book. **Limiting Available Destinations(P. 374)**

Off †
On

Restrict Resending from Log

Select whether to prevent a destination from being selected from the sent job logs. **Disabling Use of Previously Used Destinations (P. 376)**

Off †
On

Confirm One-Touch/Coded Dial TX

Select whether to display the details of an entered coded dial number when it is selected as a destination. **Displaying Destinations in Address Book(P. 377)**

Off †
On

Display Job Log

Select whether to display the copying, printing, faxing, and scanning logs on the display of the machine and in the Communication Management Report.

Off
On †

<Menu> ▶ <System Management Settings> ▶ <Display Job Log> ▶ Select <Off> or <On> ▶

Use as USB Device

Enable or disable the USB port that is used for connecting the machine to a computer.

Off
On †

<Menu> ▶ <System Management Settings> ▶ <Use as USB Device> ▶ Select <Off> or <On> ▶ Restart the machine

Google Cloud Print Settings

Enable or disable Google Cloud Print. **Using Google Cloud Print(P. 249)**

Enable Google Cloud Print
Off
On †

Google Cloud Print Registration Status

Secure Print Settings

Specify whether to enable or disable Secure Print. **Printing via Secure Print(P. 164)**

Use Secure Print
Off
On †

Restrict Printer Jobs
Off †
On

Secure Print Deletion Time
10 to 30† to 240 (min.)

PDL Selection (Plug and Play)

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer by using Plug and Play.

Network

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is detected over the network.

FAX*1
UFRII LT†
UFRII LT (V4)
PCL6
PCL6 (V4)

USB

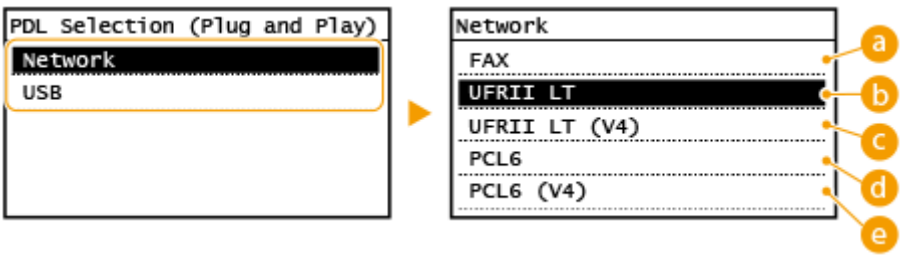
Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer via USB.

UFRII LT†
UFRII LT (V4)
PCL6
PCL6 (V4)

NOTE:

Any setting change is enabled the next time the main power is turned ON.

<Menu> ▶ <System Management Settings> ▶ <PDL Selection (Plug and Play)> ▶ Select <Network> or <USB> ▶ Select a page description language ▶



a <Fax>

Detects and connects the machine as a fax device.

b <UFRII LT>

Detects and connects the machine as a UFRII LT printer.

<UFRII LT (V4)>

Detects and connects the machine as a UFRII LT printer that is compatible with XML Paper Specification (XPS).

<PCL6>

Detects and connects the machine as a PCL6 printer.

<PCL6 (V4)>

Detects and connects the machine as a PCL6 printer.

Register License *1

Enter the license key for a system option that can be used on the machine.

<Menu> ▶ <System Management Settings> ▶ <Register License> ▶ <OK> ▶ Enter Register License Code ▶ <Apply> ▶ <Close> ▶ Restart the machine

Update Firmware

Select how to install the firmware update according to the environment of the machine.

- <Via PC>

  Select to manually install the firmware update available on the Canon Web site yourself. For instructions on how to install the update, see the instruction manual available on the Web site. When the machine uses a wireless LAN, update with <Via Internet> below or use a USB cable to connect.

- <Via Internet>

  Select to automatically install the firmware update without using a computer. Follow the on-screen instructions to perform the update. The machine must be connected to the Internet.

- <Version Information>

  Select to check details for the current firmware.

Via PC
Via Internet
Version Information

Initialize Address Book *1

Select to restore the Address Book settings to the factory defaults. **Initializing Address Book (P. 602)**

Initialize Menu

Select to restore the settings listed below to the factory defaults. You can restore all the settings listed below at once, or you can restore individual settings separately. **Initializing Menu(P. 603)** **Initializing System Management Settings(P. 604)**

Preferences
Timer Settings
Common Settings
Copy Settings
Fax Settings*1
Scan Settings*1
Printer Settings
Adjustment/Maintenance
System Management Settings
Initialize All

Initialize All Data/Settings

Delete all data on the machine and return it to its factory default settings.

<Menu> ▶ <System Management Settings> ▶ <Initialize All Data/Settings> ▶ <Yes> ▶ <Yes> ▶ Restart the machine

Troubleshooting

Troubleshooting 502
Clearing Jams 504
Countermeasures for Each Message 519
Countermeasures for Each Error Code 530
Common Problems 537
Installation/Settings Problems 539
Copy/Printing Problems 543
Faxing/Telephone Problems 546
Miscellaneous Problems 548
When You Cannot Print Properly 549
Printing Results Are Not Satisfactory 551
Paper Creases or Curls 555
Paper Is Fed Incorrectly 557
When a Problem Cannot Be Solved 559

Troubleshooting

36WC-09A

When a problem occurs, check this chapter to find out solutions before contacting Canon.

■Paper Jams

If a document or paper jams, see **Clearing Jams(P. 504)** to remove the jammed paper.

■A Message or Error Code Appears

If the screen displays a message or error code (three digits), see the following sections.

Countermeasures for Each Message(P. 519)
Countermeasures for Each Error Code(P. 530)

■Common Problems

If you suspect that the machine is malfunctioning, see the following sections before contacting Canon.

Common Problems(P. 537)
Installation/Settings Problems(P. 539)
Copy/Printing Problems(P. 543)
Faxing/Telephone Problems(P. 546)
Miscellaneous Problems(P. 548)

■Printing Results are Not Satisfactory

If printing results are not satisfactory, see **When You Cannot Print Properly(P. 549)** .

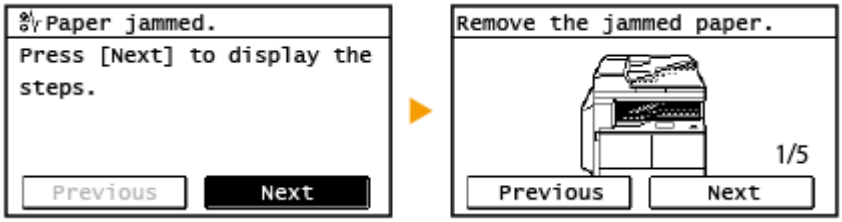
■When a Problem Cannot Be Solved

If a problem persists, see **When a Problem Cannot Be Solved(P. 559)** to find out where to contact.

Clearing Jams

36WC-09C

If a paper jams, <Paper jammed.> is displayed on the screen. Press <Next> to display simple solutions. If it is difficult to understand the procedures on the display, see the following sections to clear jams.



Document Jams in the Feeder (DADF-AY)(P. 504)
Paper Jams in the Paper Drawer 1(P. 505)
Paper Jams in the Cassette Feeding Module-AD(P. 508)
Paper Jams around the Output Area(P. 511)
Paper Jams in the Duplex Unit-C(P. 513)
Paper Jams around the Fixing Assembly(P. 515)
Paper Jams in the Multi-Purpose Tray(P. 516)

IMPORTANT

When removing the jammed paper, do not turn OFF the machine

Turning OFF the machine deletes the data that is being printed. Be especially careful when receiving fax documents.

If paper tears

Remove all the paper fragments to prevent them from becoming jammed.

If paper jams repeatedly

- Tap the paper stack on a flat surface to even the edges of the paper before loading it into the machine.
- Check that the paper is appropriate for the machine.

Available Paper(P. 627)

- Check that no jammed paper fragments remain in the machine.

Do not forcibly remove the jammed document or paper from the machine

Forcibly removing the paper may damage parts. If you are not able to remove the paper, contact your local authorized Canon dealer.

When a Problem Cannot Be Solved(P. 559)

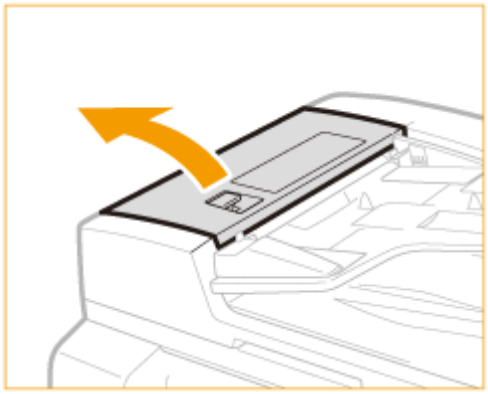
Document Jams in the Feeder (DADF-AY)

If there are documents placed in the feeder, remove them first. Then, follow the procedure below.

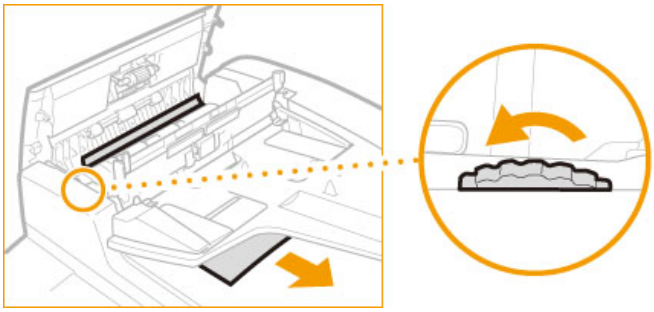
NOTE

For imageRUNNER 2206N, this procedure is necessary only when the optional DADF-AY is attached.

1 Open the feeder cover.



2 **Turn the dial in the direction of the arrow, and remove the jammed paper from the output tray.**



3 **Gently close the feeder cover.**

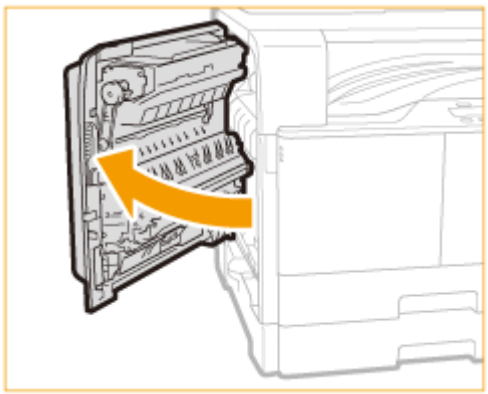
4 **Lift the feeder, and remove the jammed document.**

5 **Gently close the feeder.**

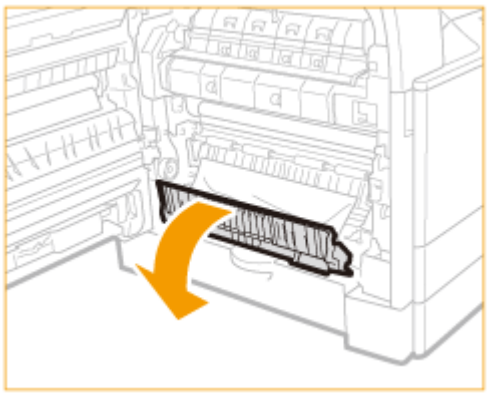
Paper Jams in the Paper Drawer 1

1 **Remove the jammed paper from the output tray.**

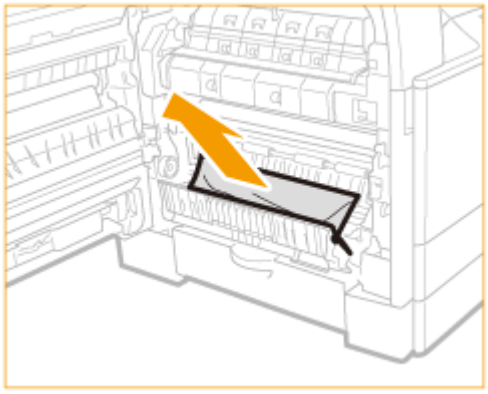
2 **Press the button on the left cover of the main unit, and open the left cover.**



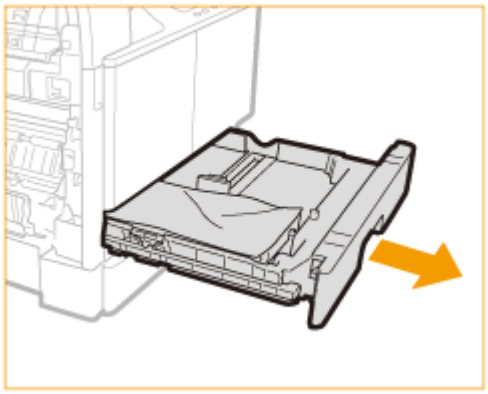
3 **Open the drawer 1 left cover.**



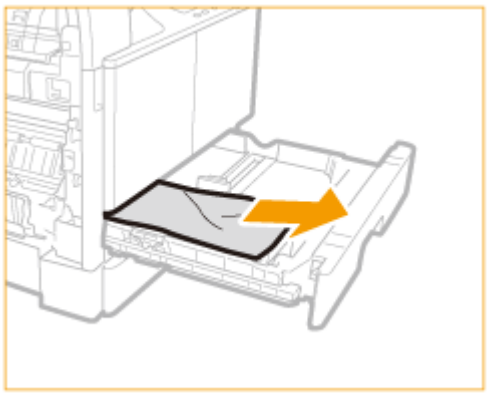
4 **Remove the jammed paper.**



5 **Grip the handle, and pull out the paper drawer 1 until it stops.**



6 **Remove the jammed paper.**



7 **Gently push the paper drawer 1 back into the machine until it clicks.**

8 **Close the drawer 1 left cover.**

9 **Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.**

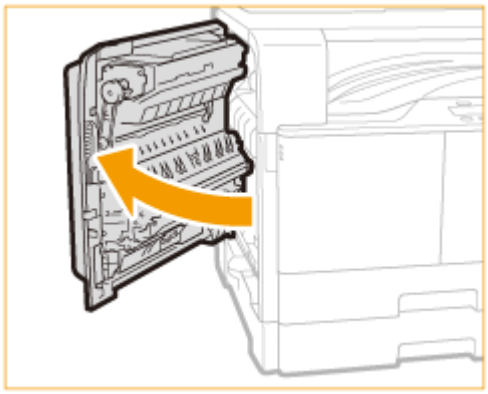
Paper Jams in the Cassette Feeding Module-AD

NOTE

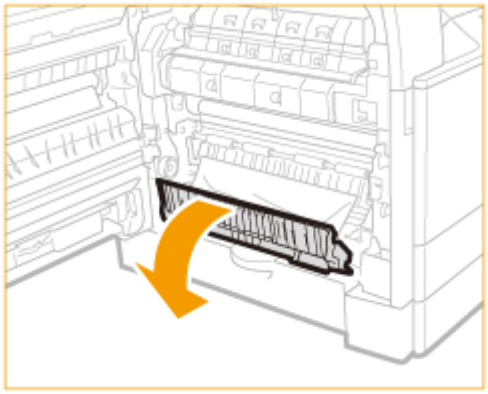
This procedure is necessary only when the optional Cassette Feeding Module-AD is attached.

1 **Remove the jammed paper from the output tray.**

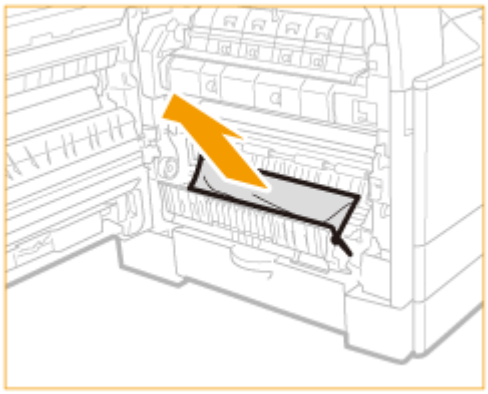
2 **Press the button on the left cover of the main unit, and open the left cover.**



3 **Open the drawer 1 left cover.**

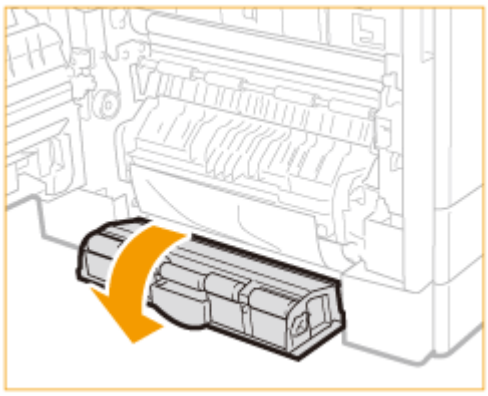


4 **Remove the jammed paper.**

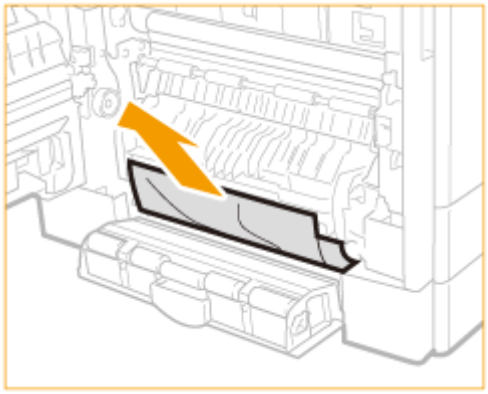


5 **Close the drawer 1 left cover.**

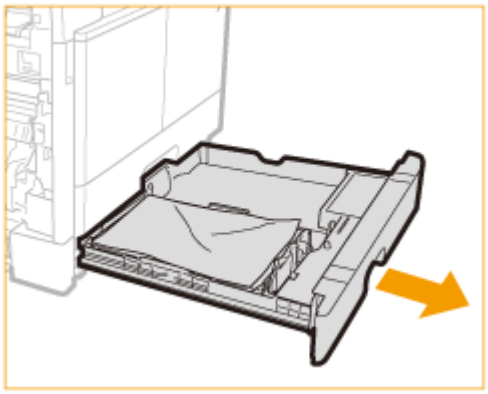
6 **Open the drawer 2 left cover.**



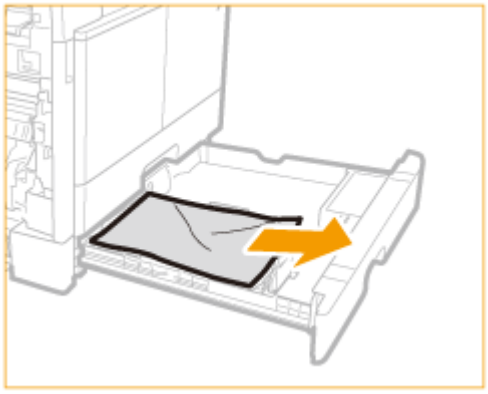
7 **Remove the jammed paper.**



8 **Grip the handle, and pull out the paper drawer 2 until it stops.**



9 **Remove the jammed paper.**



10 **Gently push the paper drawer 2 back into the machine until it clicks.**

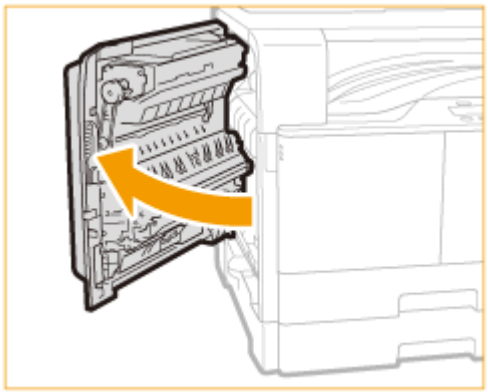
11 **Close the drawer 2 left cover.**

12 **Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.**

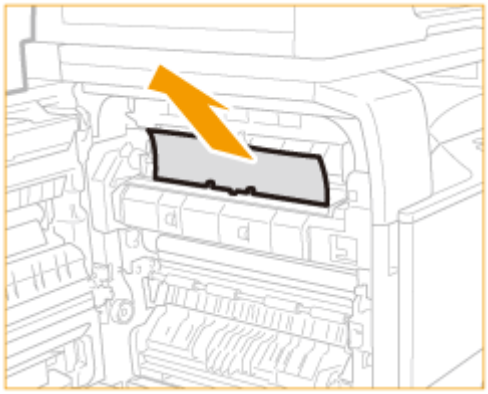
Paper Jams around the Output Area

1 **Remove the jammed paper from the output tray.**

2 **Press the button on the left cover of the main unit, and open the left cover.**



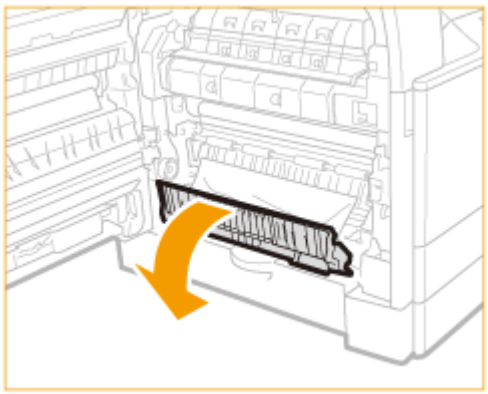
3 **Remove the jammed paper.**



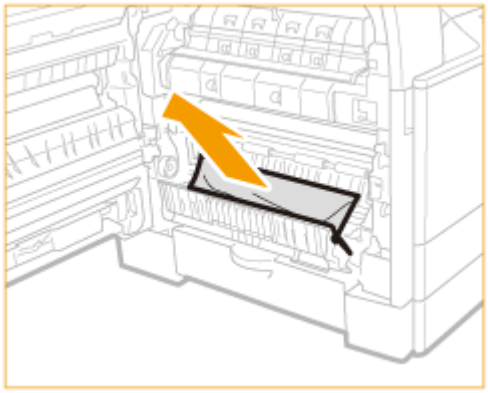
CAUTION

The fixing assembly and its surroundings inside the printer are hot during use. Make sure the fixing assembly is completely cool before removing the jammed paper. Touching the fixing assembly when it is still hot may result in burns.

4 **Open the drawer 1 left cover.**



5 **Remove the jammed paper.**



6 **Close the drawer 1 left cover.**

7 **Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.**

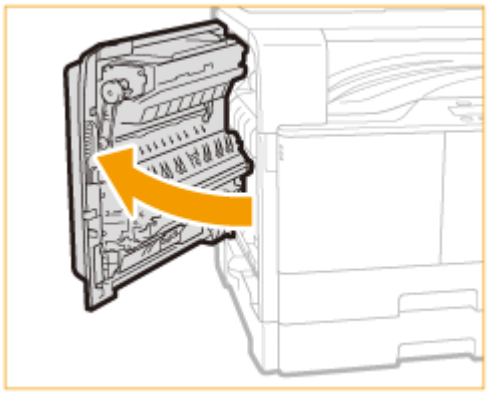
Paper Jams in the Duplex Unit-C

NOTE

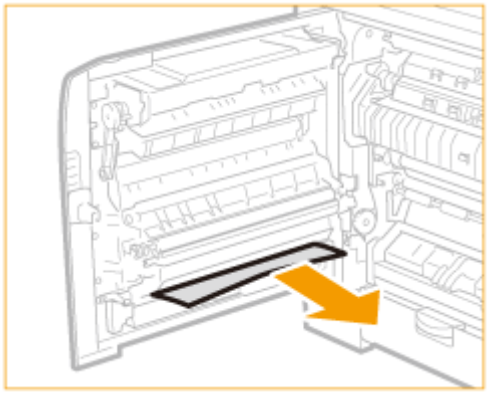
For imageRUNNER 2206N, this procedure is necessary only when the optional Duplex Unit-C is attached.

1 **Remove the jammed paper from the output tray.**

2 **Press the button on the left cover of the main unit, and open the left cover.**



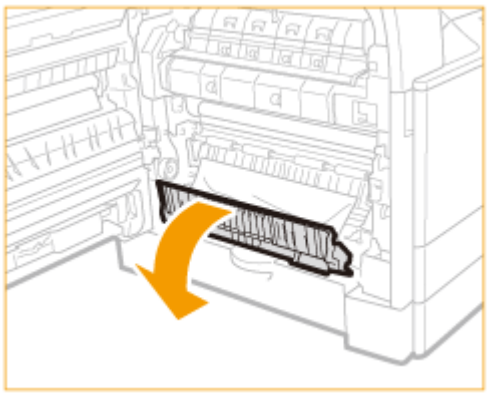
3 **Remove any jammed paper that is protruding from the upper and lower parts of the duplex unit.**



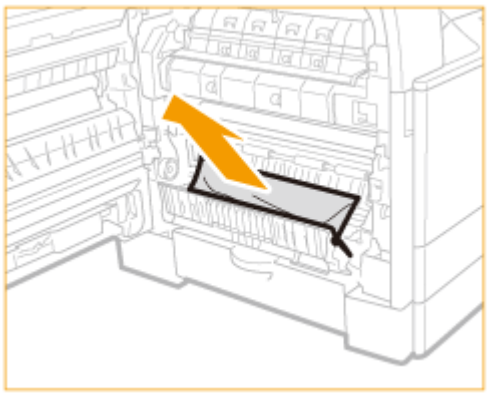
CAUTION

Some parts of the Duplex Unit-C are subject to high temperatures. When removing jammed paper, take care not to touch anything in this unit.

4 **Open the drawer 1 left cover.**



5 **Remove the jammed paper.**



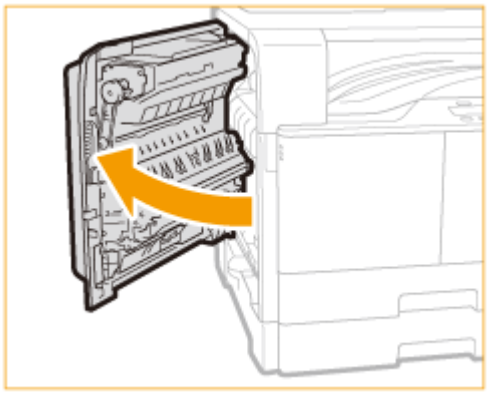
6 **Close the drawer 1 left cover.**

7 **Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.**

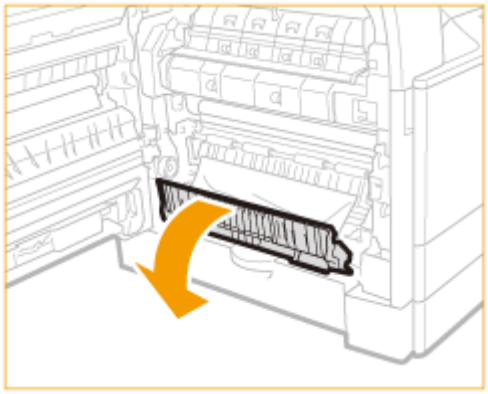
Paper Jams around the Fixing Assembly

1 **Remove the jammed paper from the output tray.**

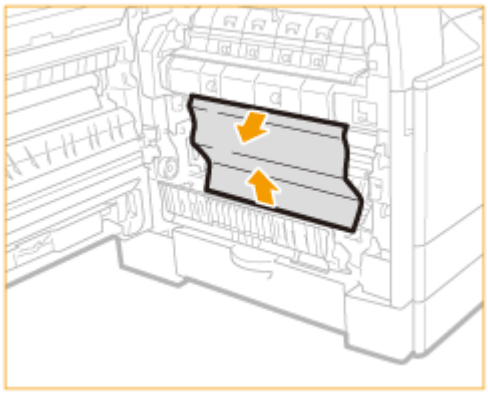
2 **Press the button on the left cover of the main unit, and open the left cover.**



3 **Open the drawer 1 left cover.**



4 **Remove the jammed paper.**



CAUTION

The fixing assembly and its surroundings inside the printer are hot during use. Make sure the fixing assembly is completely cool before removing the jammed paper. Touching the fixing assembly when it is still hot may result in burns.

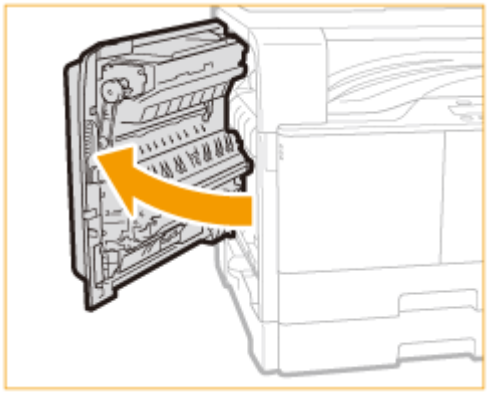
5 **Close the drawer 1 left cover.**

6 **Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.**

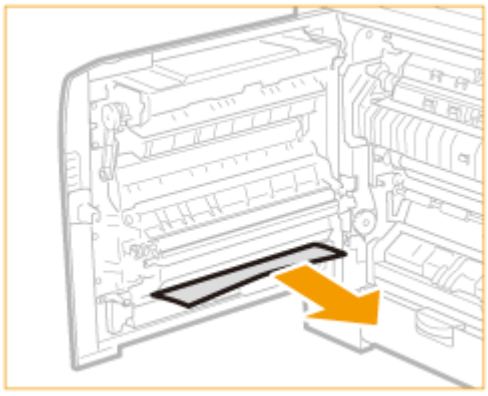
Paper Jams in the Multi-Purpose Tray

1 **If paper is loaded in the multi-purpose tray, remove the paper.**

2 **Press the button on the left cover of the main unit, and open the left cover.**



3 **Remove any jammed paper.**



4 **Place your hand where the hand symbol is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.**

Countermeasures for Each Message

36WC-0F9

If you cannot send a fax or the memory is full, or you encounter operation problems, a message appears on the display. Find out more information about messages in the following list.

Cannot change the destination type of any destination that is registered to a group.

A selected destination could not be edited because it was registered to Group Dial.

- To change the type of destination that is registered to Group Dial, first delete the registered destination from Group Dial. Next, change the destination type, and then register the destination to Group Dial again.

Cannot connect using Direct Connection.

An error has occurred while starting Access Point Mode.

- Set an IP address other than "192.168.22.xx". If you still cannot connect, check the subnet mask setting. For details, contact your Network Administrator.
  Setting IPv4 Address(P. 275)

Cannot connect using Direct Connection. Check the network connection.

Access Point Mode was started without the device being connected to the access point.

- Start Access Point Mode after connecting the device with the access point.

Cannot find the access point.

When automatic setting with WPS was attempted, a wireless router could not be detected within a specific period of time.

- Connect again paying attention to the time limit.
  Setting Up Connection Using WPS Push Button Mode(P. 261)
  Setting Up Connection Using WPS PIN Code Mode(P. 263)

An SSID of a wireless router was entered, but the entry was incorrect.

- Check the SSID and enter the correct one again.
  Checking the SSID and Network Key(P. 273)
  Setting Up Connection by Specifying Detailed Settings(P. 269)

A wireless router could not be detected due to setting problems of the network to be connected.

- Check whether the machine is properly installed and ready to connect to the network.
  Installation/Settings Problems(P. 539)
- If the problem persists, check the security settings of the wireless router.

Cannot print RX data.

A received document cannot be printed due to the following:

- Replacement period of the toner cartridge is near.
- A cover is opened.
- The toner cartridge is not set.
- Paper is not set.
- An original or paper jams.
- An error has occurred.
- Check whether the problems above are occurring. If messages including causes and solutions appear on the display, check the contents.

Cannot receive the fax. Make sure the fax was sent correctly by the sender.

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

- Ask the sender to send the fax again. If you hear a beep, tap <Start Receiving> to receive the fax.
Receiving Faxes(P. 129)

Cannot send because more than one destination is specified.

Sending a fax to multiple destinations is disabled.

- To specify multiple destinations, you need to set <Restrict Sequential Broadcast> to <Off> or <Confirm Sequential Broadcast>. For more information, contact your Administrator.
Prohibiting Sequential Broadcasting (imageRUNNER 2206iF)(P. 379)

Cannot specify a group.

Group Dial was specified as a destination after tapping <Hook>.

- Once you tap <Hook>, you cannot specify destinations in Group Dial. Tap <End> on the <Specify the destination.> screen, and specify destinations to send fax documents without selecting <Hook>.

Cannot use Google Cloud Print. Server authentication failed.

Cloud Print could not perform server authentication, or could not acquire information for registration.

- Check whether the date and time settings are correctly specified.
Date/Time Settings(P. 449)

Cannot use Google Cloud Print. Server communication error.

Cloud Print is unavailable due to an error.

- Check whether the machine is correctly connected to a wired LAN or a wireless LAN.
  Connecting to a Wired LAN(P. 258)
  Connecting to a Wireless LAN(P. 259)
- A port that is used for Cloud Print may be blocked by a firewall or other protection. Check whether the 5222 port is available with your computer.
- If a proxy server is used on the network, check whether the proxy settings on the machine and the server are correct. For details, contact your Network Administrator.
  Setting a Proxy(P. 369)

Cannot use these settings. Sending to the specified destination is restricted.

Sending to the specified destination is restricted.

- Change the send restrictions.
  LDAP Server Authentication(P. 354)

Check the authentication settings.

The authentication method set on the machine does not match the authentication method set on the RADIUS server.

- Check that the same authentication method is set on this machine and the RADIUS server, and set the correct authentication method.
  Configuring IEEE 802.1X Authentication(P. 389)

Copying is restricted.

Copying is disabled in the Department ID Management.

- Log in with a Department ID for which copying is not disabled. For the Department ID and PIN, contact your Administrator.
  Setting the Department ID Management(P. 345)

Could not connect.

For Access Point Mode connection

Connection in Access Point Mode failed due to an error.

- Wait a few moments and try again. If you still cannot connect, turn OFF the machine, and then turn it back on again.
  Connecting Directly (Access Point Mode)(P. 233)

Could not connect.

For Easy Connection via PC connection

An error has occurred while starting Easy Connection via PC (cableless setup mode).

- Press [↩] to return to the previous screen, and then try <Easy Connection via PC> again.
- If the same message still appears after retrying <Easy Connection via PC>, turn OFF the machine, and then turn it back on again.

Could not connect. Check the PSK settings.

The network key (PSK) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (PSK) of the wireless router, and set it to the machine again.
  Checking the SSID and Network Key(P. 273)
  Setting Up Connection by Selecting a Wireless Router(P. 266)
  Setting Up Connection by Specifying Detailed Settings(P. 269)
- If the problem persists even after checking the network key, check whether the machine is properly installed and ready to connect to the network.
  Installation/Settings Problems(P. 539)

Could not connect using the wireless LAN. Turn the main power OFF and ON, then configure the settings again.

A connection failed due to an error while setting wireless LAN connection.

- Restart the machine and set again.
- If the problem persists even after restarting the machine, check whether the machine is properly installed and ready to connect to the network.
  Installation/Settings Problems(P. 539)
- If the problem persists even after checking the wireless LAN connection, check the security settings of the wireless router.

Could not connect using WPS. Wait a moment, then configure the settings again.

When automatic setting with WPS was attempted, the connection failed due to an error.

- Wait for a while, and set again. If the problem persists, check whether the wireless router supports WPS.

If WPS is supported:

Check whether the machine is properly installed and ready to connect to the network.
Installation/Settings Problems(P. 539)

If WPS is not supported:

Set using another connecting method.
Connecting to a Wireless LAN(P. 259)

Could not detect any connections from wireless devices.

It was not possible to detect any mobile device within the predetermined length of time.

- Connect again paying attention to the time limit.
  Connecting Directly (Access Point Mode)(P. 233)

Could not perform cleaning.

Paper jammed during cleaning.

- Remove the jammed paper, set paper correctly, and perform cleaning again.
  Clearing Jams(P. 504)

The amount of toner required for cleaning the fixing assembly is insufficient.

- Cleaning requires toner. Replace the toner cartridge, and perform the cleaning again.
  Replacing the Toner Cartridges(P. 574)

Could not perform Open System authentication. Check the WEP settings.

The authentication method of the machine is set to <Open System>, but that of a wireless router is set to "Shared Key."

- Connect again by manually changing the WEP authentication method to <Shared Key>.
  Setting Up Connection by Specifying Detailed Settings(P. 269)

The MAC address of the machine is rejected because the MAC address filter is set at a wireless router.

- Set the wireless router to permit the MAC address of the machine and your computer. For more information about how to set, see the instruction manuals for your networking devices or contact your manufacturer. To check the MAC address of the machine, select <Menu> ▶ <Network Settings> ▶ <Wireless LAN Settings> ▶ <Wireless LAN Information>.
  Viewing the MAC Address for Wired LAN(P. 283)

Could not perform Shared Key authentication. Check the WEP settings.

The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (the WEP key) of the wireless router, and set it to the machine again.
  Checking the SSID and Network Key(P. 273)
  Setting Up Connection by Specifying Detailed Settings(P. 269)
- Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.
  Setting Up Connection by Selecting a Wireless Router(P. 266)
  Setting Up Connection by Specifying Detailed Settings(P. 269)

The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.

Direct Connection terminated.

Connection with the mobile device was interrupted.

- Establish Direct Connection again.
  Connecting Directly (Access Point Mode)(P. 233)

Direct Connection terminated. Check the network connection.

Connection with the mobile device was interrupted.

- Establish Direct Connection again.
  Connecting Directly (Access Point Mode)(P. 233)

Easy Connection via PC ended because the session timed out.

A connection to the computer has not been established for 30 minutes since Easy Connection via PC (cableless setup mode) started.

- Press to return to the previous screen, and then try <Easy Connection via PC> again.

Faxing is restricted.

Faxing is disabled in the Department ID Management.

- Log in with a Department ID for which faxing is not disabled. For the Department ID and PIN, contact your Administrator.
  Setting the Department ID Management(P. 345)

Insert the drum unit.

The drum unit is not inserted.

- Insert the drum unit.
  How to Replace the Drum Unit(P. 581)

Maximum number of wireless devices connected using Direct Connection has been reached. To connect other devices, terminate some of the current connections.

The number of directly connected mobile devices is at a maximum.

- To connect other devices by Direct Connection, disconnect current device(s) and try connecting again.
  Connecting Directly (Access Point Mode)(P. 233)

No Paper: XXXX*

* <Drawer 1> or <Multi-Purpose Tray> is displayed for XXXX.

Paper is not loaded in the paper drawer or the multi-purpose tray.

- Load the paper.
  Loading Paper(P. 30)

Paper on which reports or lists can be printed is not loaded.

- Reports or lists can be printed on A4 or Letter size paper. Load A4 or Letter size paper and set its size.
  Loading Paper(P. 30)
  Specifying Paper Size and Type(P. 45)

Paper on which received documents can be printed is not loaded.

- Received documents can be printed on A4 or Letter size paper. Load A4 or Letter size paper and set its size. Also, set the paper type to <Plain 1 (64-75 g/m²)>, <Plain 2 (76-90 g/m²)>, or <Recycled (64-80 g/m²)> depending on the loaded paper.
  Loading Paper(P. 30)
  Specifying Paper Size and Type(P. 45)

NOTE:

If you print received documents on paper other than A4 or Letter size, some portions of the image may be missing or the image may be divided and printed onto several sheets.

No reply from the destination.

A network cable may be disconnected, or there may be a problem in a switch.

- Check the status of the network cables and switches.

No response from the host.

The machine is not connected to a network correctly.

- Check the machine and network settings, and connect again.
  Connecting to a Network(P. 255)

Paper jammed.

Paper jams.

- Remove the jammed paper, and print again (Printing may resume automatically).
Clearing Jams(P. 504)

Paper Size & Settings Mismatch

The paper size setting on the control panel does not match the loaded paper size.

- Match the paper size setting specified in <Paper Settings> and the size of the paper that is actually loaded.

To use the loaded paper

Change the setting of <Paper Settings> to match the loaded paper size.
Specifying Paper Size and Type(P. 45)

NOTE:

If printing from a computer, check whether the paper size setting in the printer driver matches the loaded paper size.

To load paper without changing the settings

Load the paper with the size that is set to <Paper Settings>.
Loading Paper(P. 30)

Prepare the toner cartridge.

The toner cartridge needs to be replaced soon.

- It is recommended to replace the toner cartridge when printing a large volume of documents.
Replacing the Toner Cartridges(P. 574)

Remote scanning is restricted.

Scanning that is operated by using a computer is disabled in the Department ID Management.

- Log in to the Remote UI in System Manager Mode, display the edit screen of Department ID Management, and select the [Allow Scan Jobs with Unknown IDs] check box.
Setting the Department ID Management(P. 345)

Replace the toner cartridge.

The toner cartridge has reached the end of its lifetime.

- Replace the toner cartridge with a new one.
Replacing the Toner Cartridges(P. 574)

Scanning is restricted.

Scanning is disabled in the Department ID Management.

- Log in with a Department ID for which scanning is not disabled. For the Department ID and PIN, contact your Administrator.
  Setting the Department ID Management(P. 345)

Set the correct authentication information.

The client authentication information (key and certificate, user name and password, or CA certificate) is not set correctly.

- Check the specified authentication method and authentication information (key and certificate, user name and password, and CA certificate).
  Configuring IEEE 802.1X Authentication(P. 389)

Specifying and registering new destinations is restricted.

Only destinations that are registered in the Address Book can be specified to send a fax or e-mail.

- To enter a new destination with the control panel, or add or edit it in the Address Book, you need to set <Restrict New Destinations> to <Off>. For more information, contact your Administrator.
  Limiting Available Destinations(P. 374)

The computer is restricted.

Scanning that is operated on the control panel is disabled in the Department ID Management.

- Log in 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.
  Setting the Department ID Management(P. 345)

The connection with the PC has been lost. Check the connection.

The connection to the computer was lost during a scan.

- Check the connection between the machine and the computer.
  Preparing to Use the Machine as a Scanner(P. 174)

The memory is full.

A fax could not be sent or received, or an original could not be scanned due to insufficient memory space.

- If a sending or printing job is queued, wait until the job is completed.

- If a received document is stored to memory, print or delete it.
  Storing Received Faxes into Memory (Memory Reception)(P. 137)
- If sending an original with many pages, divide it into multiple sections.
- If sending a fax, reduce the resolution to scan the original.
  Adjusting Resolution(P. 125)
- If scanning, change the file format to reduce its file size.
  Scanning from the Machine(P. 175)

The memory is full. Process secure print jobs.

Memory became full of secured documents that were not printed.

- Print the secured documents that are stored in memory.
  Printing via Secure Print(P. 164)

The memory is full. Scanning will be canceled. Do you want to print?

The document being printed contains a page with a very large amount of data.

- Select whether to print as far as the portion scanned into memory or to cancel the job.
- Copy the document in two or more parts.

The number of entered characters is incorrect or invalid characters are used.

The network key (the WPA/WPA2-PSK or WEP key) of a wireless router is not entered correctly.

- Check the network key (the WPA/WPA2-PSK or WEP key) of the wireless router, and set it to the machine again. For more information about how to check the network key, see the instruction manuals for your networking devices or contact your manufacturer.
  Checking the SSID and Network Key(P. 273)
  Setting Up Connection by Selecting a Wireless Router(P. 266)
  Setting Up Connection by Specifying Detailed Settings(P. 269)

The WEP key is not set correctly. Check the WEP settings.

The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (the WEP key) of the wireless router, and set it to the machine again.
  Checking the SSID and Network Key(P. 273)
  Setting Up Connection by Selecting a Wireless Router(P. 266)
  Setting Up Connection by Specifying Detailed Settings(P. 269)

The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.
  Setting Up Connection by Selecting a Wireless Router(P. 266)
  Setting Up Connection by Specifying Detailed Settings(P. 269)

- 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.

Turn the main power OFF and ON. If the device does not recover, contact your dealer or service representative.

An error has occurred with the machine.

- 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. Be sure to provide the displayed <Ennn-nnnn>.

Turn the main power OFF and ON. If the problem persists, change the drum unit.

The drum unit has reached the end of its lifetime.

- Replace the drum unit.
How to Replace the Drum Unit(P. 581)

Use Remote UI to set the information necessary for authentication.

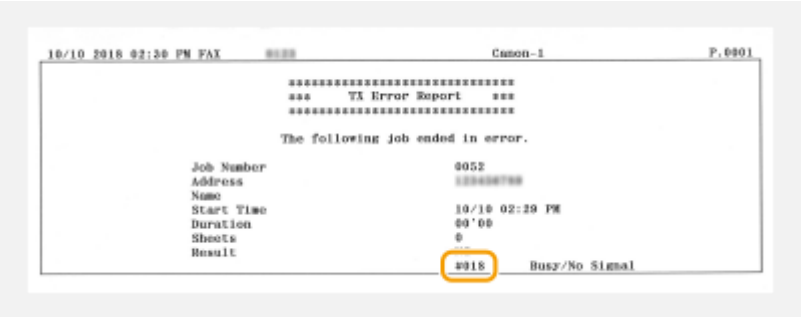
The IEEE 802.1X settings are incorrect.

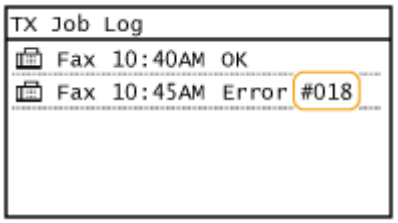
- Check whether [Login Name] is set correctly.
- Check whether the [Use TLS], [Use TTLS], or [Use PEAP] check box is selected.
- If using TLS, check whether a "key and certificate" is registered.
- If using TTLS or PEAP, check whether a user name and password are set correctly.
Configuring IEEE 802.1X Authentication(P. 389)

Countermeasures for Each Error Code

36WC-0FA

If printing is not successful or you cannot send or receive a fax or scanned document, or another error occurs, that error appears on a report or a message on the <Status Monitor> screen as a three-digit number (error code). Check the following to find out causes and solutions for each error code. For how to print an error report and information in the report, see **Printing Reports and Lists(P. 585)** .





#001

An original jams in the feeder.

- Remove the jammed original.
  Document Jams in the Feeder (DADF-AY)(P. 504)

#003

A fax could not be sent or received due to its large data size.

- When sending a fax: Reduce the resolution, and scan the original a portion at a time.
  Adjusting Resolution(P. 125)
- When receiving a fax: Ask the sender to divide the original into multiple sections or reduce the resolution before sending.

#005

A fax could not be sent because the recipient's machine did not respond within 35 seconds.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
  Sending Faxes(P. 101)

#012

A fax could not be sent because the recipient's machine ran out of paper.

- Ask the recipient to reload the paper.

#018

A fax could not be sent since the recipient's machine did not respond because the line was busy or for other reasons.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
Sending Faxes(P. 101)

#022

Sending of a fax from a computer is disabled.

- To send a fax from a computer, you need to set <Allow Fax Driver TX> to <On>. For more information, contact your Administrator.
Prohibiting PC Faxing (imageRUNNER 2206iF)(P. 375)

A fax could not be forwarded because the specified destination was deleted from the Address Book.

- Register the forwarding destination again. If the documents that failed to be forwarded remain in memory, you can forward it again.
Registering in the Address Book(P. 49)
Printing/Resending/Deleting Documents that Failed to be Forwarded(P. 144)

#037

Memory is full.

- If a sending or printing job is queued, wait until the job is completed.
- If a received document is stored to memory, print or delete it.
Storing Received Faxes into Memory (Memory Reception)(P. 137)
- If sending a document with many pages, divide it into multiple sections.
- If sending a fax, reduce the resolution to scan the document.
Sending Faxes(P. 101)
- If several destinations are specified in the fax driver, specify only one destination.

#099

An operation that caused a job to be canceled has been performed.

- When you cancel a job, this error code is displayed, but this is not abnormal. Print, send, or receive documents again as necessary.

#701

Authentication failed because an incorrect Department ID or PIN was entered when the Department ID Management was activated.

- Enter the correct Department ID and PIN.

Continuing operating without entering a Department ID was attempted even though unknown-ID jobs (functions that permit operations without a Department ID and PIN) were disabled in the Department ID Management.

- Enable unknown-ID jobs in System Manager Mode in Remote UI.
  Blocking Jobs When Department ID Is Unknown(P. 350)

#752

E-mail sending was impossible because an incorrect SMTP server name was set.

- Check the SMTP server name, and correct the setting.
  Configuring Basic E-Mail Settings(P. 298)
  Configuring E-Mail Communication Settings(P. 302)

E-mail sending was impossible because an incorrect domain name was set.

- Check the domain name, and correct the setting.
  Configuring DNS(P. 316)

E-mail sending was impossible because the machine was not connected to a network correctly.

- Check whether the machine is properly installed and correctly connected to the network.
  Installation/Settings Problems(P. 539)

#753

Scanned data could not be sent as e-mail or stored in the shared folder because the LAN cable is disconnected.

- Check whether the LAN cable is connected correctly.
  Connecting to a Wired LAN(P. 258)

#755

Scanned data could not be sent as e-mail or stored in the shared folder because TCP/IP was not working correctly.

- Check <TCP/IP Settings>, and set correctly.
  Network Settings(P. 432)

An IP address is not set.

- Set the IP address correctly.
  Setting IP Addresses(P. 274)

The machine cannot communicate with devices on a network immediately after the machine starts up because the waiting time for the start of the communication is set.

- The machine cannot start communicating immediately after it is turned ON. Wait until the set time for <Waiting Time for Connection at Startup> passes after turning ON the machine, and send again.
  Setting a Wait Time for Connecting to a Network(P. 315)

#801

When communicating with an SMTP server to send an e-mail, a timeout error occurred from the server.

- Check whether SMTP is running on the network correctly.
- Check whether the machine is properly installed and correctly connected to the network.
  Installation/Settings Problems(P. 539)

When communicating with the SMTP server, an error returned from the server.

- Check whether the SMTP server is set correctly.

A destination is not set correctly.

- Check whether the destination is set correctly.

When storing a scanned original into the shared folder, an error occurred from the folder.

- Check whether the shared folder and the computer that has the shared folder are running correctly.

The incorrect folder name or password was specified when storing to the shared folder.

- Check the destination settings.

#802

The SMTP/POP3 server name is not set correctly.

- Set the SMTP/POP3 server name correctly.
  Configuring Basic E-Mail Settings(P. 298)
  Configuring E-Mail Communication Settings(P. 302)

#804

No access privileges to access the shared folder are granted.

- Assign the privilege for writing data to the storage folder to the sender (user name registered in the destination). For details, contact your Network Administrator.

The incorrect folder name was specified when storing to the shared folder.

- Check the destination settings.

#806

When storing data to a shared folder, an incorrect user name or password was specified.

- The same user name and password as those registered in a shared folder must be registered in the Address Book.
  Setting a Shared Folder as a Save Location(P. 307)
  Registering Address Book from Remote UI(P. 426)

When sending an e-mail, an incorrect destination was specified.

- Enter the correct e-mail address, and send the message again. If the destination that was registered in the Address Book was used, check whether the e-mail address is correct.
  Registering in the Address Book(P. 49)

#810

An error has been returned from the POP3 server when sending an e-mail.

- Check whether the POP3 server is set correctly.
- Check whether your mail server and network are running correctly. For more information, contact your Network Administrator.

#813

The login name or the password that is used on the POP3 server is not set correctly.

- Correctly enter login name or the password that is used on the POP3 server.

#816

The number of print pages has reached the upper limit specified for the department.

- To reset the print page count, click [Clear Count] on the [Department ID Management] page of Remote UI.
  Registering/Editing Department ID and PIN(P. 345)

#839

A user name and password that are used for SMTP authentication are not set correctly.

- Set the user name and password correctly.
  Configuring Basic E-Mail Settings(P. 298)
  Configuring E-Mail Communication Settings(P. 302)

#841

When sending an e-mail, an encryption algorithm that is common to the mail server is not present.

- Clear the [Use TLS for SMTP] /[Use TLS for POP] check box.
  Configuring E-Mail Communication Settings(P. 302)
- Add the common encryption algorithm to the mail server settings.

A TLS server certificate verification error has occurred during communication with the SMTP server.

- Check that the CA certificate that signed the TLS server certificate on the SMTP server side is registered to the machine by using the Remote UI.
- Check that the TLS server certificate on the SMTP server side is valid.
- Check that the TLS server certificate is not a self-signed certificate.

#844

TLS encrypted communication to a POP3 server failed when sending an e-mail with POP before SMTP.

- Check the TLS encrypted communication settings in the POP3 server.
- Clear the [Use TLS for POP] check box for the POP3 server. If the problem persists, clear the [Use POP Authentication Before Sending] check box, and set the communication setting to a setting other than POP before SMTP.
  Configuring E-Mail Communication Settings(P. 302)

When verifying a TLS server certificate to communicate to the POP3 server, a verification error occurred.

- Check that the CA certificate that signed the TLS server certificate on the POP3 server side is registered to the machine by using the Remote UI.
- Check that the TLS server certificate on the POP3 server side is valid.
- Check that the TLS server certificate is not a self-signed certificate.

#846

An e-mail could not be sent due to a POP authentication failure.

- Check the setting, and try again.
  Configuring E-Mail Communication Settings(P. 302)

#852

The machine turns OFF for some reason.

- Check whether the power plug is inserted into an outlet firmly.

#853

A document could not be printed because its data size exceeded the machine's upper processing capability.

- The machine may not be able to print documents with many pages. Reduce the number of pages per printing, or print when no print job is queued or no document is being printed. If you are still unable to print, check the document data for any defects.

Printing was canceled from the computer.

- If you cancel an operation when the print data is being sent to the machine from a computer, this error code is displayed, but this is not abnormal. Print again as necessary.

A secured document that was left unprinted was deleted.

- If the secured document is not printed within a specific period of time (30 minutes by default), it is deleted from memory. Send the secured document again, and print it within the period.
  Printing via Secure Print(P. 164)

Printing using Secure Print was attempted when Secure Print was restricted.

- When <Use Secure Print> is set to <Off>, you cannot use Secure Print. Set the setting to <On> and print again.
  Printing via Secure Print(P. 164)
- Print without using Secure Print.
  Basic Printing Operations(P. 156)

You tried to print a file that is either corrupted or not supported.

- Check the file and try again.
  Basic Printing Operations(P. 156)

A PC fax was sent after setting a resolution not guaranteed on the machine.

- Reduce the resolution setting in the fax driver.

#865

Authentication failed because the secured authentication method is selected for the dedicated port on this machine.

- Check the settings of the sender device and send the data again. For details, contact your network administrator.
  Dedicated Port Authentication Method(P. 441)

#995

A document waiting to be sent was canceled.

- Send the document again as necessary.

Common Problems

36WC-09H

If you encounter problems when using the machine, check the items in this section before contacting us. If the problems persist, contact your local authorized Canon dealer.

Check the Following

Is the machine turned ON? Is the power cord connected?

- If the machine is turned ON but does not respond, turn it OFF, check whether the power cord is connected correctly, and turn it back ON.

Are the phone cord, LAN cable and USB cable connected correctly?

- Check whether these cables are connected correctly. Use care not to mistake the phone cord's port for the other cables' ports.

  Parts and Their Functions(P. 4)

Is sleep mode activated?

- If you leave the machine unattended for a specific period of time, it enters sleep mode for power conservation, not allowing you to operate it.

  To cancel sleep mode, press .

Is any message displayed on the screen?

- If a problem occurs, a message is displayed.

  When a Problem Cannot Be Solved(P. 559)

Has the Power Switch Been Just Turned ON?

- Wait a few moments until the machine starts and warms up.

Are the Settings Properly Configured?

- If the machine does not start operating even after 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(P. 30)

- Check if paper is jammed.

  Clearing Jams(P. 504)

- Turn OFF the power switch, wait 10 seconds, and turn it ON again. If the problem is solved, the [Error] indicator will turn off and the display will return to standby mode. If the [Error] indicator keeps blinking, unplug the power cord and contact your local authorized Canon dealer.

  When a Problem Cannot Be Solved(P. 559)

Paper Is Not Fed, or Multiple Sheets of Paper Are Fed at a Time.

- Make sure that the paper is properly loaded.

  Loading Paper(P. 30)
- Make sure that the number of paper you have loaded or paper to be used meets the paper requirements.

  Loading Paper(P. 30)
- 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(P. 30)
- Make sure that the number of paper you have loaded or paper to be used meets the paper requirements.

  Loading Paper(P. 30)

If a problem persists even after checking

Click the link that corresponds to the problem.

Installation/Settings Problems(P. 539)
Copy/Printing Problems(P. 543)
Faxing/Telephone Problems(P. 546)
Miscellaneous Problems(P. 548)

Installation/Settings Problems

36WC-09J

See **Common Problems(P. 537)** also.

NOTE

Icons in the description

Problem with the wireless LAN connection

Problem with the wired LAN connection

Problem with the USB connection

The machine cannot be connected to a computer via a wireless LAN, a wired LAN and a USB cable at the same time.

- All three connection types cannot be used at the same time. The following can be used at the same time: a USB cable and a wired LAN, or a USB cable and a wireless LAN.

Remote UI is not displayed.

- Are <Use HTTP> and <Use Remote UI> set to <On>?
  - **Disabling HTTP Communication(P. 382)**
  - **Disabling Remote UI(P. 383)**
- If the machine is connected to a wired LAN, check that the cable is connected firmly and the IP address is set correctly, and then start the Remote UI again.
  - **Connecting to a Wired LAN(P. 258)**
  - **Viewing Network Settings(P. 282)**
- If the machine is connected to a wireless LAN, check that the Wi-Fi indicator is lit and the IP address is set correctly, and then start the Remote UI again.
  - **Control Panel(P. 9)**
  - **Viewing Network Settings(P. 282)**
- Are you using a proxy server? If so, add the machine's IP address to the [Exceptions] list (addresses that do not use the proxy server) in the Web browser's proxy settings dialog.
- Is communication not limited by the firewall on your computer? If IP addresses are or an MAC address is incorrectly entered, the Remote UI cannot be displayed. In that case, you need to use the control panel to set <IPv4 Address Filter>, <IPv6 Address Filter>, or <MAC Address Filter> to <Off>.
  - **Restricting Communication by Using Firewalls(P. 359)**
  - **IPv4 Address Filter(P. 494)**
  - **IPv6 Address Filter(P. 494)**
  - **MAC Address Filter(P. 494)**

A connection to a network cannot be established.

- The IP address may not be set correctly. Set the IP address again.
  - **Setting IP Addresses(P. 274)**

- When you connect the machine to a computer via wireless LAN, check whether the machine is properly installed and ready to connect to the network.

When the machine cannot connect to the wireless LAN(P. 541)

You are unsure of the set IP address.

Viewing Network Settings(P. 282)

The connection method cannot be switched between a wired LAN and a wireless LAN.

- Did you select a wired LAN or a wireless LAN on the control panel on the machine as well? This selection is required to have the machine switch to your selection.

Selecting Wired LAN or Wireless LAN (P. 257)

A fax cannot be sent or received on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

You are unsure of the SSID or the network key of the wireless router to be connected. The SSID is not displayed on the screen.

- Check whether the SSID can be found on the wireless router or package box.
- Check the SSID or the network key of the wireless router.

Checking the SSID and Network Key(P. 273)

The SSID of the wireless router to be connected is not displayed in the access point list.

- Check whether the SSID is correct.

Checking the SSID and Network Key(P. 273)

- If the SSID of the wireless router is hidden (using a stealth mode*), set the SSID to be visible on the wireless router.

* A mode that disables the SSID auto-detection of other devices.

- Check whether the machine is properly installed and ready to connect to the network.

When the machine cannot connect to the wireless LAN(P. 541)

The machine dials up to an unintended connection destination (if a dialup router is connected to a network).

- If a dialup router does not need to pass broadcast packets, set the dialup router so that the broadcast packets will not pass. If the dialup router needs to pass broadcast packets, check whether the settings are correct.
- If a DNS server is located in an external network, set the IP address to be connected, not the host name, even if connecting to the devices that are on the network that is connected to the machine.

- If a DNS server is located on a network that is connected to the machine and the information about the devices that are connected to an external network is registered to the DNS server, check whether the settings are correct.

When the machine cannot connect to the wireless LAN

1

Check the status of your computer.

- Have the settings of the computer and the wireless router been completed?
- Are the cables of the wireless router (including the power cord and LAN cable) correctly plugged in?
- Is the wireless router turned on?

If the problem persists even after checking the above:

- Turn off the devices, and then turn them on again.
- Wait for a while, and try again to connect to the network.

2

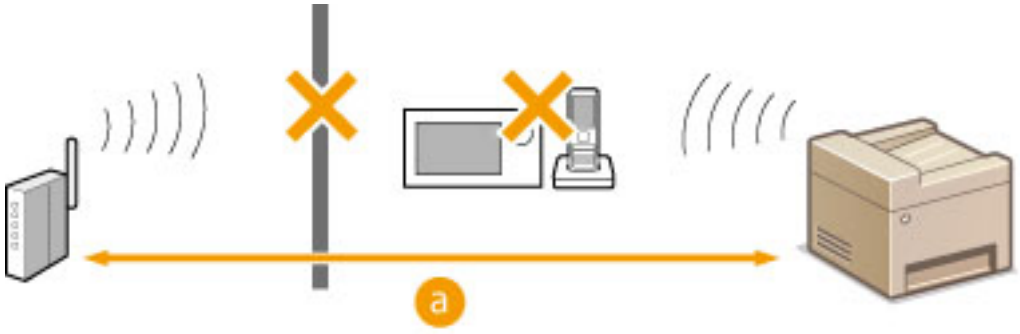
Check whether the machine is turned ON.

- If the machine is turned ON, turn it OFF, and then turn it back ON.

3

Check the installation site of the machine and the wireless router.

- Is the machine too far from the wireless router?
- Are there any obstacles such as walls between the machine and the wireless router?
- Are there any appliances such as microwave ovens or digital cordless phones that emit radio waves near the machine?



a : 50 m or less

4

Perform one of the following settings again.

- **Setting Up Connection Using WPS Push Button Mode(P. 261)**
- **Setting Up Connection Using WPS PIN Code Mode(P. 263)**
- **Setting Up Connection by Selecting a Wireless Router(P. 266)**
- **Setting Up Connection by Specifying Detailed Settings(P. 269)**

NOTE

When you need to manually set up the connection

If the wireless router is set as described below, manually enter all the required information for the wireless LAN connection (**Setting Up Connection by Specifying Detailed Settings(P. 269)**).

- ANY connection refusal* is activated.
- The WEP key that was automatically generated (hexadecimal) is selected.
- The stealth mode is activated.

* A function in which the wireless router refuses the connection if the SSID on the device to be connected is set to "ANY" or is blank.

When you need to change the settings of the wireless router

If the wireless router is set as described below, change the settings of the router.

- The MAC address packet filtering is set.
- When only IEEE 802.11n is used for the wireless communication, WEP is selected or the WPA/WPA2 encryption method is set to TKIP.

Problem with the USB Connection

Cannot communicate.

- Change the USB cable. If you are using a long USB cable, replace it with a short one.
- If you are using a USB hub, connect the machine directly to your computer using a USB cable.

Problem with the Print Server

You cannot find the print server to connect to.

- Are the print server and computer connected correctly?
- Is the print server running?
- Do you have user rights to connect to the print server? If you are not sure, contact the server administrator.
- Is [Network discovery] enabled?

  Enabling [Network discovery](P. 652)

You cannot connect to a shared printer.

- On the network, does the machine appear among the printers of the print server? If it is not displayed, contact the network or server administrator.

  Displaying Shared Printers in the Print Server(P. 653)

Copy/Printing Problems

36WC-09K

See **Common Problems(P. 537)** also.

Printing/copy results are not satisfactory. Paper creases or curls.

When You Cannot Print Properly(P. 549)

You cannot print.

- Can you print a Windows test page? If you can print a Windows test page, there is no problem with the machine or the printer driver. Check the print settings of your application.

  Printing a Test Page in Windows(P. 654)

  If you cannot print a test page, check the following according to your environment.

  ■ Wireless LAN connection

- Check the connection status (signal strength) of the wireless LAN.

  Viewing Network Settings(P. 282)

NOTE:

If the connection is poor, try the following.

- Change the channel of your wireless LAN router. If you have more than one router, set the channels to be at least five channels apart.
- If you can change the radio output power of your wireless LAN router, raise the output power.

- If your computer is connected to a wireless LAN, are the computer and this machine using the same wireless LAN router SSID? If they are different, reset the wireless LAN connection settings of this machine.

  Viewing Network Settings(P. 282)
  Checking the SSID to Which Your Computer is Connected(P. 659)
  Connecting to a Wireless LAN(P. 259)

NOTE:

When you reset wireless LAN connection settings

- As the wireless LAN router, select the one with the SSID to which the computer is connected.

- Have you selected the correct port? If there is no port to use, create a port.

  Checking the Printer Port(P. 657)
  Configuring Printer Ports(P. 290)

- Is communication not limited by the firewall on your computer? If IP addresses are incorrectly entered, you will be not able to access the machine. In that case, you need to use the control panel to set <IPv4 Address Filter> or <IPv6 Address Filter> to <Off>.

  Restricting Communication by Using Firewalls(P. 359)
  IPv4 Address Filter (P. 494)
  IPv6 Address Filter (P. 494)

- Disable security software and other resident software.
- Reinstall the printer driver. For more information, see the manuals for the relevant drivers on the online manual website.

- Can you print from other computers on the network? If you also cannot print from other computers, contact your local authorized Canon dealer or the Canon help line.

■ Wired LAN connection

- Have you selected the correct port? If there is no port to use, create a port.

Checking the Printer Port(P. 657)
Configuring Printer Ports(P. 290)

- Is communication not limited by the firewall on your computer? If IP addresses are or an MAC address is incorrectly entered, you will be not able to access the machine. In that case, you need to use the control panel to set <IPv4 Address Filter>, <IPv6 Address Filter>, or <MAC Address Filter> to <Off>.

Restricting Communication by Using Firewalls(P. 359)
IPv4 Address Filter (P. 494)
IPv6 Address Filter (P. 494)
MAC Address Filter (P. 494)

- Disable security software and other resident software.
- Reinstall the printer driver. For more information, see the manuals for the relevant drivers on the online manual website.
- Can you print from other computers on the network? If you also cannot print from other computers, contact your local authorized Canon dealer or the Canon help line.

■ USB connection

- Have you selected the correct port? If there is no port to use or you are not sure, reinstall the printer driver. When you reinstall the printer driver, the correct port is created automatically. For more information, see the manuals for the relevant drivers on the online manual website.

Checking the Printer Port(P. 657)

- Is bidirectional communication enabled? Enable bidirectional communication, and restart the computer.

Checking Bidirectional Communication(P. 658)

- Disable security software and other resident software.
- Connect to another USB port on the computer.
- Can you print from a USB connection to another computer? If you also cannot print from other computers, contact your local authorized Canon dealer or the Canon help line.

■ Via print server

- Can you print from the print server? If you can print from the print server, check the connection between the print server and your computer.

Problem with the Print Server(P. 542)

- Disable security software and other resident software.
- Reinstall the printer driver. For more information, see the manuals for the relevant drivers on the online manual website.
- Can you print from other computers via the print server? If you also cannot print from other computers, contact your local authorized Canon dealer or the Canon help line.

Printing seems to be slow. *

- Print or delete data in memory.

Printing Documents in Memory(P. 138)
Checking/Deleting Documents in Memory(P. 138)

* When the free space in memory is running low, the processing speed of the machine becomes slow, just as a computer does. There is nothing abnormal.

You cannot print with Google Cloud Print.

Using Google Cloud Print(P. 249)

It takes a long time before printing starts.

- Did you print to narrow width paper? After you print to narrow width paper, the machine may cool itself to maintain the print quality. As a result, it may take some time before the next job is printed. Wait until the machine is ready to print. Printing will resume when the temperature inside the machine has fallen.

A blank sheet is output (nothing is printed).

- Did you pull the sealing tape out when loading the toner cartridge? If you did not pull it out, remove the toner cartridge, pull the sealing tape out, and reload the toner cartridge.

How to Replace the Toner Cartridges(P. 578)

Faxing/Telephone Problems

36WC-09S

See **Common Problems(P. 537)** also.

Sending Problems

A fax cannot be sent.

- Is an external phone line busy? Wait until the line becomes free.
- Has an error occurred? Print and check a Communication Management Report.

  Communication Management Report(P. 590)
- Is a telephone line set correctly?
- When sending the fax overseas, insert pauses in the fax number.

  Sending Faxes(P. 101)

A fax cannot be sent with a destination in the history specified.

- Did you turn OFF the machine? If so, the stored history was deleted.
- Did you set <Restrict New Destinations> to <On>? If so, the history before you set was deleted.
- Did you set <Restrict Resending from Log> to <On>? If so, the destinations in the history cannot be specified.

A fax cannot be sent on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

The results of a sent fax are not satisfactory.

- Clean the platen glass or feeder. If cleaning does not improve the results, the recipient's fax machine may be a cause.

  Platen Glass(P. 564)
  Feeder(P. 566)

Receiving Problems

The results of received fax are not satisfactory. Paper creases or curls.

When You Cannot Print Properly(P. 549)

Telephone and fax cannot be switched automatically.

- Check that the receive mode is set to <Fax/Tel (Auto Switch)>, <Answering Machine>, or <Net Switch>.
- Free space in memory may be running low. Print or delete data in memory.

Checking/Deleting Documents in Memory(P. 138)
Printing Documents in Memory(P. 138)

A fax cannot be received automatically.

- Check that the receive mode is set to <Fax/Tel (Auto Switch)>, <Auto>, <Answering Machine>, or <Net Switch>.
- Free space in memory may be running low. Print or delete data in memory.

Checking/Deleting Documents in Memory(P. 138)
Printing Documents in Memory(P. 138)

A fax cannot be received on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

Miscellaneous Problems

36WC-09U

See **Common Problems(P. 537)** also.

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 assembly (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. However, if 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. Continued use may lead to a fire or electrical shock.

Water Droplets From in the Output Area.

- Use only dry paper in the machine. Moisture evaporates from damp paper due to the heat generated inside the fixing assembly (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. However, if 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. Continued use may lead to a fire or electrical shock.

The Settings That You Specified Are Not Enabled or Saved.

- If you turn OFF the machine immediately after changing settings via the control panel, the settings may not be stored in the machine. After changing the settings, wait for approximately five seconds before turning OFF the machine.

When You Cannot Print Properly

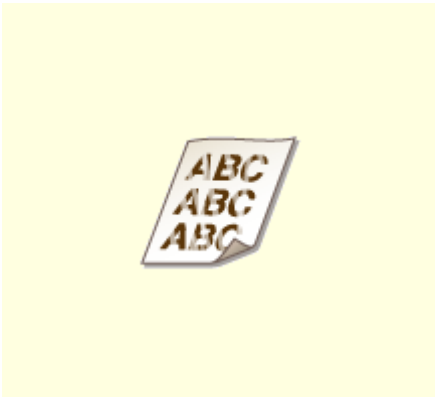
36WC-09W

If printing results are not satisfactory, or paper creases or curls, try the following solutions. If the problems persist, contact your local authorized Canon dealer.

Streaks Appear on Printouts(P. 551)

White Streaks Appear(P. 551)

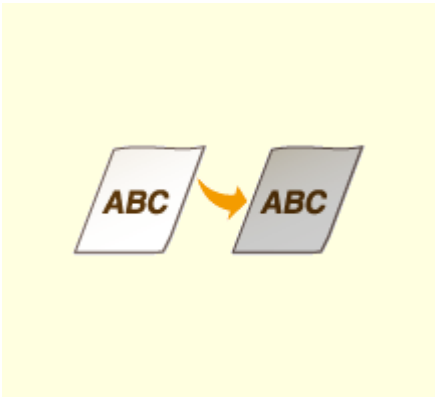
Toner Smudges and Splatters Appear(P. 551)



Printouts Are Faded(P. 552)

Printed Pages Have White Specks(P. 552)

Print Density Is Uneven(P. 553)



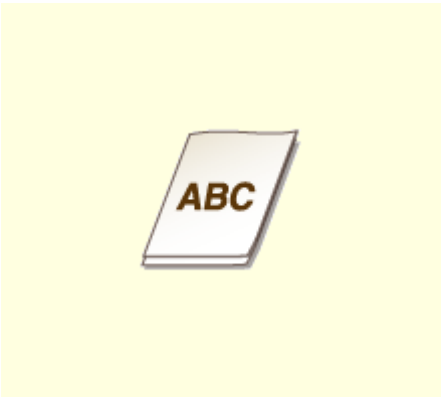
Printouts Are Grayish(P. 553)

The Toner Adheres to the Hand(P. 554)

Paper Creases(P. 555)

Paper Curls(P. 555)

Printouts Are Skewed(P. 557)



Paper Is Not Fed/Two or More Sheets Are Fed Together(P. 557)

Printing Results Are Not Satisfactory

36WC-09X

Dirt inside the machine may affect printing results. Perform care and cleaning to the machine first.
Cleaning the Machine(P. 562)

Streaks Appear on Printouts

→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.

Available Paper(P. 627)
Loading Paper(P. 30)

White Streaks Appear

→ Is toner running low?

- Check how much toner is left, and replace the toner cartridges as necessary.

Replacing the Toner Cartridges(P. 574)

Toner Smudges and Splatters Appear

→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.

Available Paper(P. 627)
Loading Paper(P. 30)

→ Is toner running low?

- Check how much toner is left, and replace the toner cartridges as necessary.

Replacing the Toner Cartridges(P. 574)

Printouts Are Faded

→ Is toner running low?

- Check how much toner is left, and replace the toner cartridges as necessary.

Replacing the Toner Cartridges(P. 574)

→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper. Also, specify the paper size and type settings properly.

Available Paper(P. 627)
Loading Paper(P. 30)
Specifying Paper Size and Type(P. 45)

Printed Pages Have White Specks

→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.

Available Paper(P. 627)
Loading Paper(P. 30)

Is the drum in the toner cartridge deteriorated?

- Replace the toner cartridge with a new one.

Replacing the Toner Cartridges(P. 574)

Print Density Is Uneven

Is toner running low?

- Check how much toner is left, and replace the toner cartridges as necessary.

Replacing the Toner Cartridges(P. 574)

Printouts Are Grayish

Is <Density> in <Copy Settings> set too dark?

- Adjust the setting so that density is lighter.

Setting Menu List(P. 431)

Is the printer installed where it is subject to direct sunlight or strong light?

- Install the printer in an appropriate location.

Was the toner cartridge been left in direct sunlight for a long period of time?

- Store the toner cartridge in an appropriate location for two to three hours, then try printing again. This may solve the problem. If the problem persists, replace the toner cartridge.

Replacing the Toner Cartridges(P. 574)

The Toner Adheres to the Hand

→ The paper type setting specified is not appropriate.

- Select the appropriate paper type setting. **Loading Paper(P. 30)**

→ The paper type loaded is not appropriate.

- Make sure that the number and type of the paper loaded in the paper drawer meets the paper requirements. **Available Paper(P. 627)**

Paper Creases or Curls

36WC-09Y

Paper Creases

Is paper loaded correctly?

- If paper is not loaded below the load limit mark or is loaded obliquely, it may crease.

Loading Paper(P. 30)

Are you using paper that has absorbed moisture?

- Replace with appropriate paper.

Loading Paper(P. 30)

Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.

Available Paper(P. 627)

Paper Curls

Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper. Also, specify the paper size and type settings properly.

Available Paper(P. 627)
Loading Paper(P. 30)
Specifying Paper Size and Type(P. 45)

- Change the setting of <Paper Type> to a setting for thinner paper. For example, if the current setting is <Plain 2 (76-90 g/m²)>, change it to <Plain 1 (64-75 g/m²)>.

Specifying Paper Size and Type(P. 45)
Available Paper(P. 627)

Paper Is Fed Incorrectly

36WC-0A0

Printouts Are Skewed

→ Do the paper guides align with the edges of the paper?

- If the paper guides are too loose or too tight, the printouts are skewed.

Loading Paper(P. 30)

→ Is the paper source the multi-purpose tray?

- Load the paper into the paper drawer.

Loading Paper in the Paper Drawer(P. 32)

→ Are you printing on curled envelopes?

- Uncurl the envelopes, and print again.

Loading Envelopes in the Multi-Purpose Tray(P. 39)

Paper Is Not Fed/Two or More Sheets Are Fed Together

→ Is paper loaded correctly?

- Fan the paper stack thoroughly so that paper is not stuck together.
- Check whether paper is loaded correctly.

Loading Paper(P. 30)

- Check whether the number of sheets of paper loaded is appropriate and whether the appropriate paper is used.

Available Paper(P. 627)

Loading Paper(P. 30)

- Check whether mixed sizes and types of paper are loaded together.

When a Problem Cannot Be Solved

36WC-0A1

If you have read this chapter and a problem is yet to be resolved, contact your authorized Canon dealer.

IMPORTANT

Do not disassemble or repair the machine yourself

- If you disassemble or repair the machine yourself, it may not be covered by the warranty.

■Information To Prepare Before When Contacting Canon

When contacting us, have the following information ready:

- Product name (imageRUNNER 2206iF / 2206N)
- Dealer where you purchased the machine
- Problem details (performed operations and the results, phenomena, etc.)
- The error code displayed on the touch panel display

Maintenance

Maintenance 561
Cleaning the Machine 562
Exterior 563
Platen Glass 564
Feeder 566
Transfer Roller 570
Drum 571
Fixing Assembly 572
Replacing the Toner Cartridges 574
Configuring Purchase Information for Consumables 576
How to Replace the Toner Cartridges 578
How to Replace the Drum Unit 581
Printing Reports and Lists 585
Fax TX Result Report (imageRUNNER 2206iF) 586
E-Mail/File TX Result Report 588
Communication Management Report 590
RX Result Report (imageRUNNER 2206iF) 592
Address Book List 593
User Data List/System Manager Data List 595
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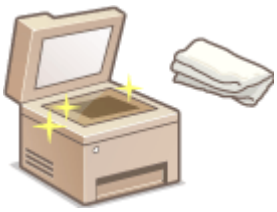
Copy/Print Charge Log Report 598
Viewing the Counter Value 599
Initializing Settings 601
Initializing Address Book 602
Initializing Menu 603
Initializing System Management Settings 604
Initializing All Data/Settings 605
Replacement Parts 606

Maintenance

36WC-0A2

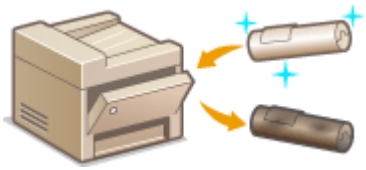
This chapter describes upkeep of the machine, including how to clean the machine and initialize settings.

■ Basic Cleaning **Cleaning the Machine(P. 562)**



- The machine becomes dirty **Exterior(P. 563)**
- Smudge marks appear on originals or printouts **Platen Glass(P. 564)** **Feeder(P. 566)**
- Streaks appear on printouts **Fixing Assembly(P. 572)**

■ Replacing Toner Cartridges



- If you want to check the remaining toner level **Replacing the Toner Cartridges(P. 574)**
- How to replace toner cartridges **How to Replace the Toner Cartridges(P. 578)**

■ Printing Reports and Lists

- Print out reports describing transmission results, or a list of Address Book information **Printing Reports and Lists(P. 585)**

■ Checking the Total Pages Printed by the Machine

If you want to check the total page number of printouts **Viewing the Counter Value(P. 599)**

■ Initializing Settings

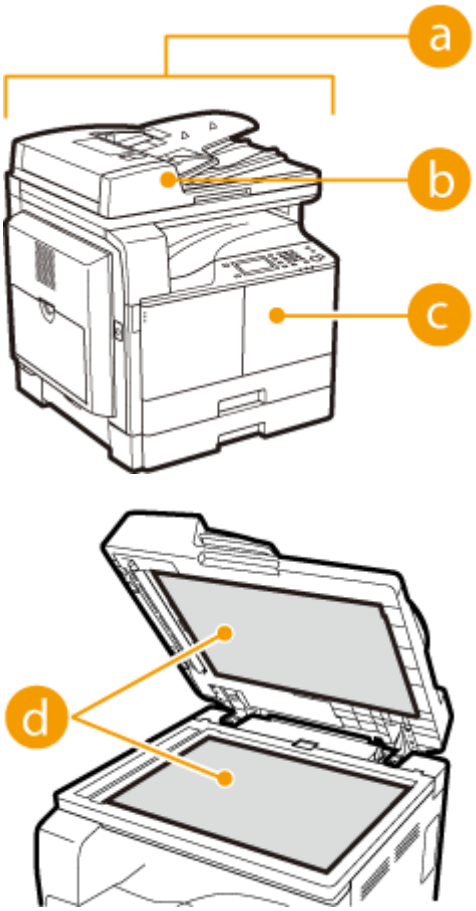
If you want to restore the settings **Initializing Settings(P. 601)**

Cleaning the Machine

36WC-0A3

Regularly clean the machine to prevent deterioration in printing quality and to ensure that you use it safely and easily.

Where to Clean



a Exterior of the machine and ventilation slots
Exterior(P. 563)

b Rollers inside the feeder **Feeder(P. 566)**

c Interior of the machine and fixing assembly
Fixing Assembly(P. 572)

d Platen glass and the underside of the feeder/platen cover **Platen Glass(P. 564)**

Exterior

36WC-0A4

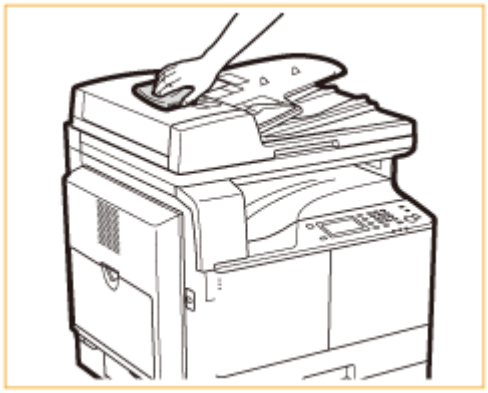
Regularly wipe the exterior of the machine, especially around the ventilation slots, to keep the machine in good condition.

1 Turn OFF the machine, and unplug the power cord from the AC power outlet.

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 Clean the exterior of the machine and the ventilation slots.

- Use a soft, well-wrung-out cloth dampened with water or a mild detergent diluted with water.
- To locate the ventilation slots, see **External View(P. 5)** .



3 Wait for the exterior of machine to dry completely.

4 Reconnect the power cord and turn ON the machine.

Platen Glass

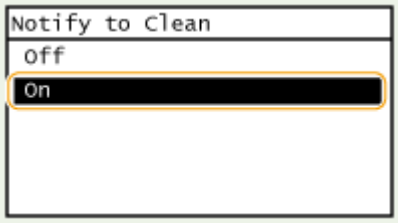
36WC-0A5

Regularly wipe off the dust from the platen glass and the underside of the feeder/platen cover to prevent smudges to be printed on documents or printouts.

NOTE

Scanning area cleaning

To display a message when soiling is detected on the scanning area, set <Notify to Clean> to <On>.



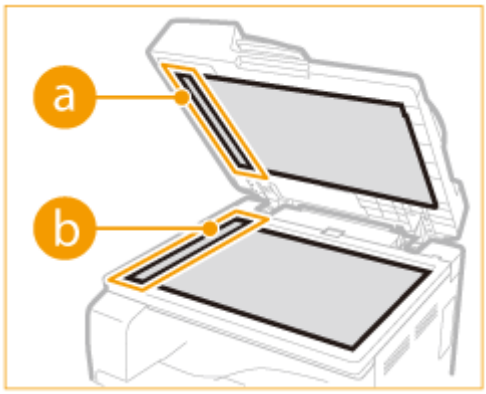
1 Turn OFF the machine, and unplug the power cord from the AC power outlet.

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 Open the feeder/platen cover.

3 Clean the platen glass and the underside of the feeder/platen cover.

- Clean the areas with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.
- In addition to the platen glass and underside of the feeder/platen cover, make sure to clean and wipe the white strip of plate (a) and the document feed scanning area (b) too.



4 **Wait for the cleaned area to dry completely.**

5 **Gently close the feeder/platen cover.**

6 **Reconnect the power cord and turn ON the machine.**

Feeder

36WC-0A6

Dust and graphite powder may adhere to the roller inside the feeder and cause smudges to appear on printouts. To clean the feeder, perform the following procedure.

NOTE

For imageRUNNER 2206N, this procedure is necessary only when the optional DADF-AY is attached.

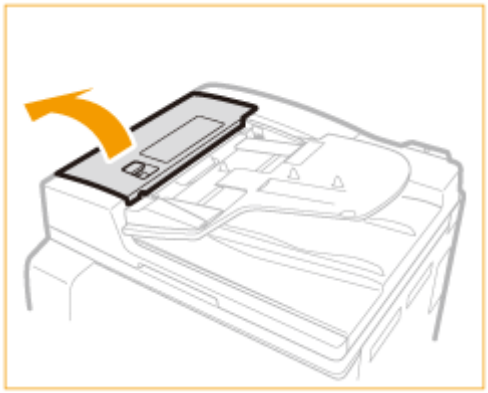
Cleaning the Feeder Manually

Clean the areas with a well-wrung-out cloth dampened with water. Then, wipe the area with a soft, dry cloth.

1 Turn OFF the machine, and unplug the power cord from the AC power outlet.

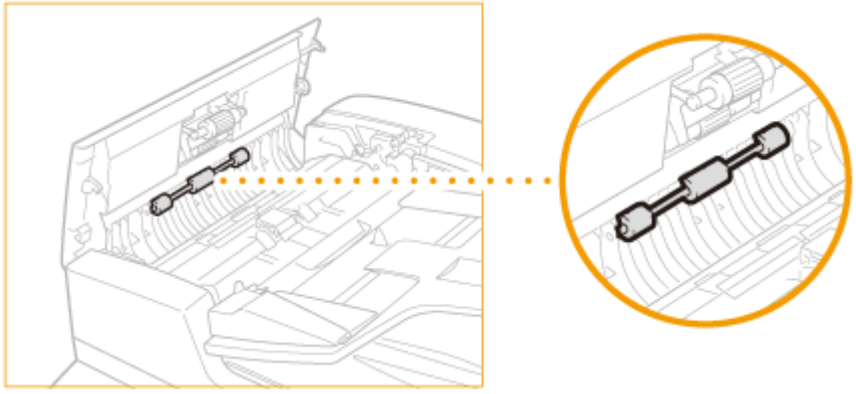
- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 Open the feeder cover.

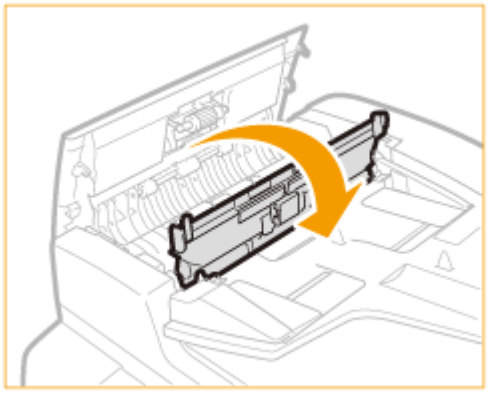


3 Wipe rollers inside the feeder.

- Clean the rollers with a well-wrung-out cloth dampened with water. Then, wipe the area with a soft, dry cloth.

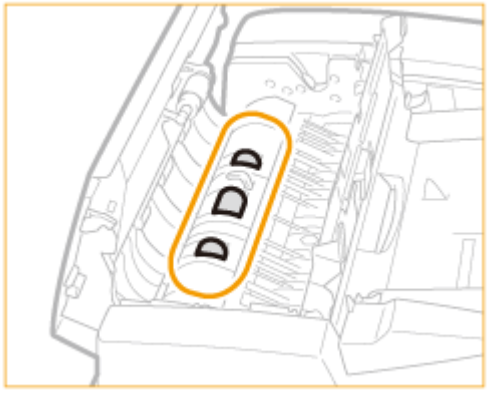


4 Open the inner cover, holding it by its front tab.



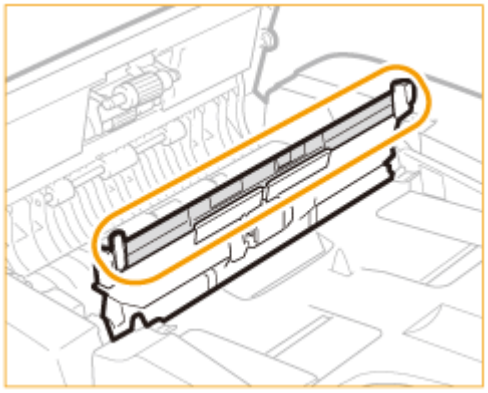
5 Wipe rollers inside the inner cover.

- Clean the areas with a well-wrung-out cloth dampened with water. Then, wipe the area with a soft, dry cloth.



6 Clean the transparent plastic part of the inner cover.

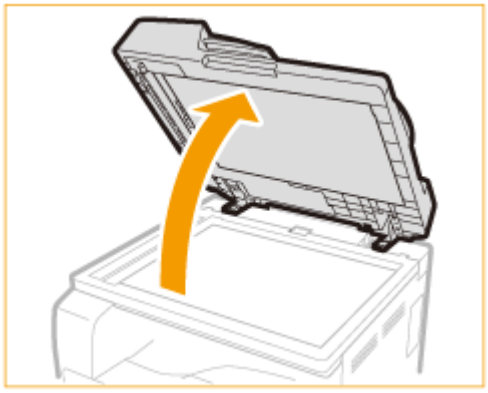
- Clean the areas with a well-wrung-out cloth dampened with water. Then, wipe the area with a soft, dry cloth.



7 Gently close the inner cover.

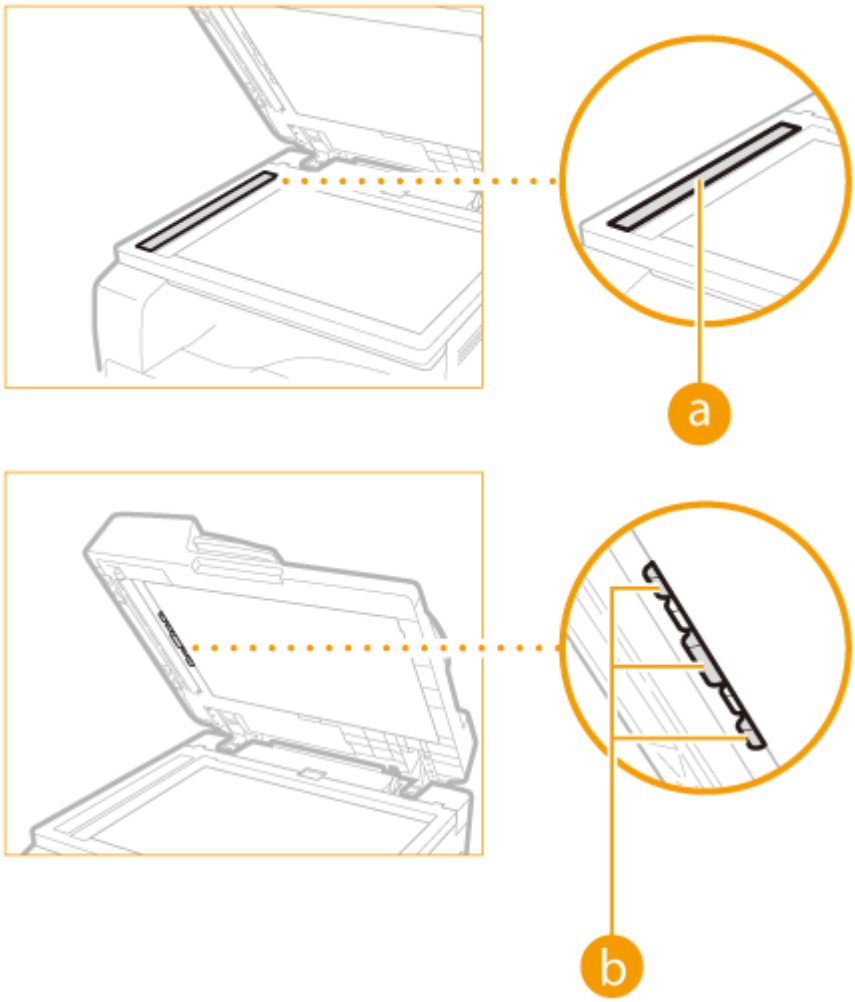
8 Gently close the feeder cover.

9 **Lift the feeder.**



10 **Wipe the document feed scanning area (a) and the document feeding roller (b).**

- Clean the areas with a well-wrung-out cloth dampened with water. Then, wipe the area with a soft, dry cloth.



11 **Gently close the feeder.**

12 **Reconnect the power cord and turn ON the machine.**

Cleaning the Feeder Automatically

Before you start cleaning, load ten sheets of plain A4 or Letter size paper in the feeder (**Placing Documents(P. 26)**). Then follow the procedure below.

1 **Press and tap <Menu> <Adjustment/Maintenance>.**

2 **Tap <Clean Feeder>.**

> **NOTE**
>
> You cannot use this function when jobs are stored in memory.

3 **Tap <Start>.**

- Cleaning starts. When the <Finished.> message is displayed approximately 30 seconds later, press to return to the <Home> screen.

Transfer Roller

36WC-0A7

When the transfer roller inside the machine becomes dirty, print quality may deteriorate or dots may appear on printouts. If this happens, follow the procedure below to clean the transfer roller. Note that you cannot clean the transfer roller when the machine has documents waiting to be printed.

1 Press and tap <Menu>.

2 Tap <Adjustment/Maintenance>.

3 Tap <Clean Transfer Roller>.

4 Tap <Start>.

- Cleaning starts. When the <Finished.> message is displayed approximately 30 seconds later, press to return to the <Home> screen.

Drum

36WC-0A8

When the drum unit inside the machine becomes dirty, print quality may deteriorate. If this happens, follow the procedure below to clean the drum unit. Note that you cannot clean the drum unit when the machine has documents waiting to be printed.

1 Press and tap <Menu>.

2 Tap <Adjustment/Maintenance>.

3 Tap <Clean Drum Unit>.

4 Tap <Start>.

- Cleaning starts. When the <Finished.> message is displayed approximately 30 seconds later, press to return to the <Home> screen.

Fixing Assembly

36WC-0A9

Dirt may adhere to the fixing assembly inside the machine and cause black streaks to appear on printouts. To clean the fixing assembly, perform the following procedure. Note that you cannot clean the fixing assembly when the machine has documents waiting to be printed. To clean the fixing assembly, you need A4 or Letter size paper. Set the paper in the paper drawer or multi-purpose tray before performing the following procedure.

NOTE

- Cleaning requires toner. Make sure that there is sufficient toner remaining beforehand.
- It takes approximately 90 seconds to clean the fixing assembly.

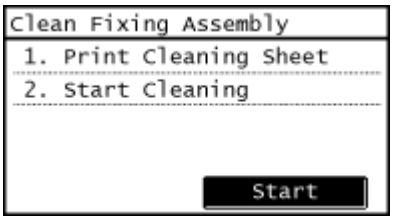
Checking Toner Level(P. 575)
Loading Paper in the Multi-Purpose Tray(P. 36)

1 **Press and tap <Menu>.**

2 **Tap <Adjustment/Maintenance>.**

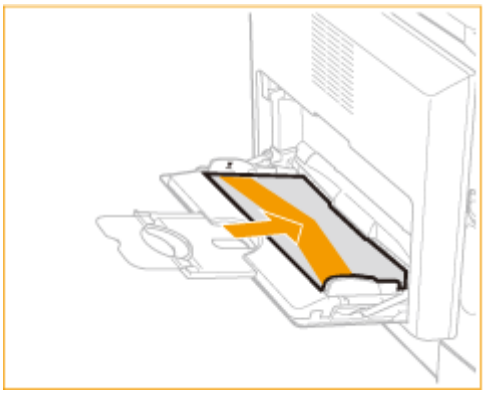
3 **Tap <Clean Fixing Assembly>.**

4 **Load paper (A4 or LTR) in the multi-purpose tray, and tap <OK> ▶ <Start>.**



- A sheet for cleaning the fixing assembly is printed.

  Follow the instructions on the screen to place the sheet for cleaning with the side to be printed face up in the multi-purpose tray, and then press <OK>.



- After cleaning is completed and the message <Finished.> appears, press to return to the <Home> screen.

Replacing the Toner Cartridges

36WC-0AA

The machine will display a message when a toner cartridge is nearly empty. Note that the print quality becomes poor if you continue printing without taking any action. You can check the remaining toner level on the display.

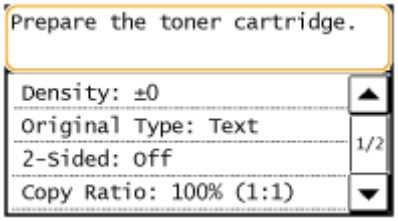
When a Message Appear(P. 574)
If Printouts Are Poor in Quality(P. 574)
Checking Toner Level(P. 575)

■When a Message Appear

The message that is displayed depends on the amount of remaining toner. Depending on which message is displayed, you will need to make sure that you have a replacement toner cartridge ready or replace the toner cartridge. **How to Replace the Toner Cartridges(P. 578)** **Replacement Parts(P. 606)**

<Prepare the toner cartridge.>

This message notifies you that a toner cartridge needs to be replaced soon. Shake the toner cartridge to evenly distribute the toner inside the cartridge. Replace the toner cartridge if you see this message before you start to print a large job.



IMPORTANT

- If this message is displayed, the incoming fax will be stored in the memory without being printed. Also, reports are not printed, even if they are set to be printed automatically.
- You can continue printing when this message is displayed, but the print quality may deteriorate.

NOTE:

When a message is displayed

- If the message is displayed when the machine is receiving a fax or automatic report output is set, received faxes and reports will be stored in the machine so that they do not appear faded after they are printed.

■If Printouts Are Poor in Quality

If your printouts begin to show any of the following features, your toner cartridge is nearly empty. Replace the nearly empty toner cartridge even if no message is displayed.

How to Replace the Toner Cartridges(P. 578)

White streaks appear

Partially faded

Uneven density

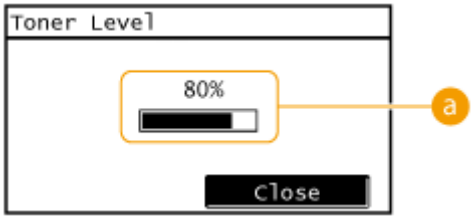
Toner smudges and splatters appear

Blank space of originals becomes grayish in printouts

■ Checking Toner Level

You can check the level of remaining toner according to the following, whenever you want to. It is recommended that you check the level before you start to print a large job.

▶ <Device Information> ▶ <Toner Level> ▶ Check the toner level



a Toner Level

Displays the amount of remaining toner.

NOTE

- The toner level value that is displayed is an approximation, and may differ from the actual value.

LINKS

Replacement Parts(P. 606)

Configuring Purchase Information for Consumables

36WC-0AC

You can scan and register the documentation of your local authorized Canon dealer (business card, information, etc.). You can print their contact information when you run out of consumables.

Registering/Editing Purchase Information(P. 576)
Printing Purchase Information(P. 576)
Deleting Purchase Information(P. 577)

Registering/Editing Purchase Information

You can scan and register/edit the documentation of your local authorized Canon dealer (business card, information, etc.).

1 Press and tap <Menu> ▶ <Output Rprt.> ▶ <Purchase Information for Consumables>.

2 Tap <Register/Edit Purchase Information> ▶ <Yes>.

3 Place the document. (Placing Documents(P. 26)) ▶ press ▶ .

- If the documentation is already registered, a confirmation screen for overwriting the existing data is displayed.

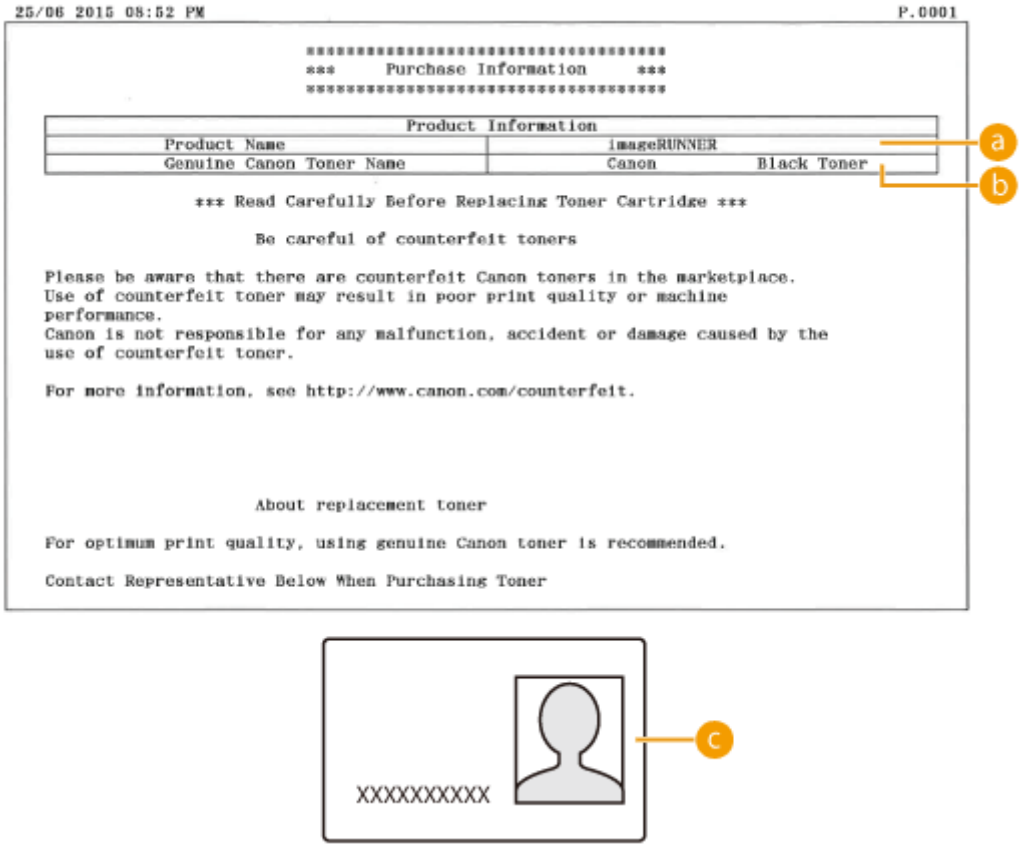
Printing Purchase Information

Specify to print purchase information for consumables. The following items are printed:

a Product Name

b Genuine Canon Toner Name

c Documentation data for your local authorized Canon dealer



1 **Press and tap <Menu> ▶ <Output Rprt.> ▶ <Purchase Information for Consumables>.**

2 **Tap <Print> ▶ <OK> ▶ press .**

Deleting Purchase Information

Delete purchase information that you no longer need.

1 **Press and tap <Menu> ▶ <Output Rprt.> ▶ <Purchase Information for Consumables>.**

2 **Tap <Delete Purchase Information> ▶ <Yes>.**

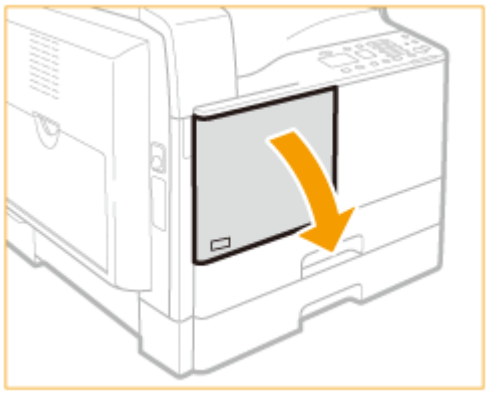
3 **Press .**

How to Replace the Toner Cartridges

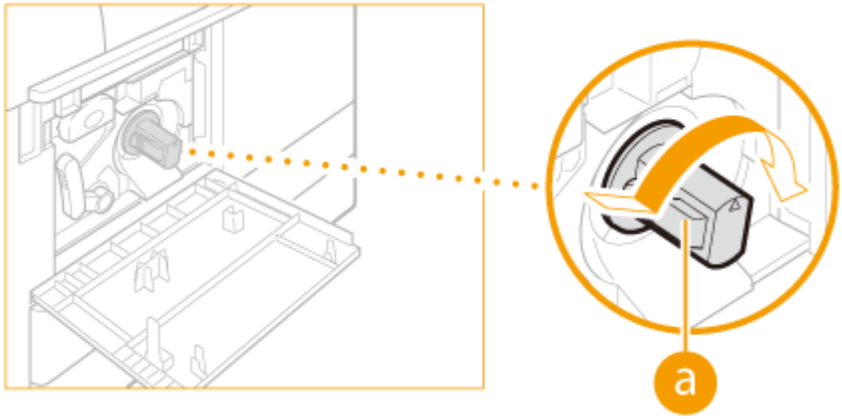
36WC-0AE

When replacing the toner cartridge, the procedure is also displayed on the screen. Check the information displayed on the screen in addition to the following procedure.

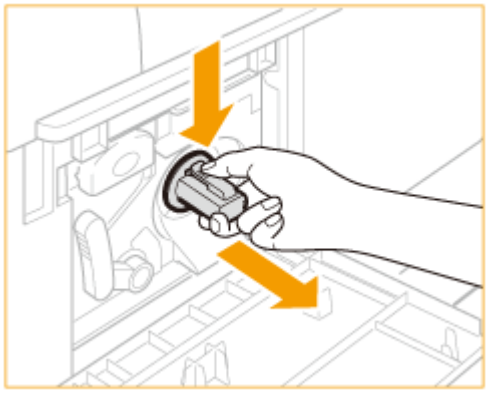
1 **Open the front cover.**



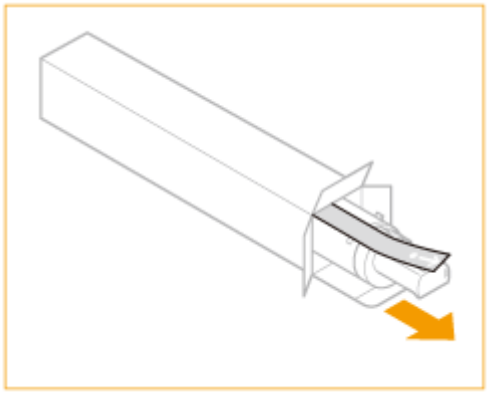
2 **While pressing the unlock tab on the grip (a), turn the toner cartridge in the direction of the arrow (clockwise).**



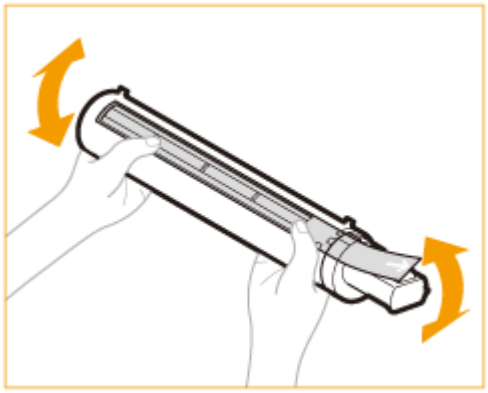
3 **Pressing the unlock tab, pull out the toner cartridge.**



4 **Remove a new toner cartridge from the box.**

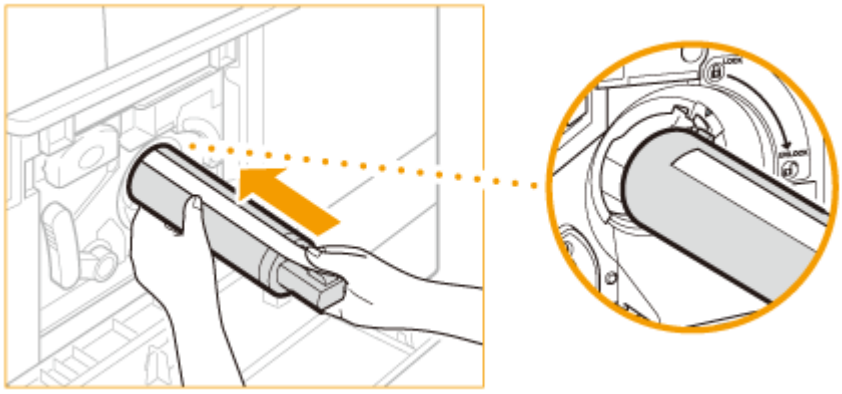


5 Shake the new toner cartridge 5 or 6 times as shown below to evenly distribute the toner inside the cartridge.

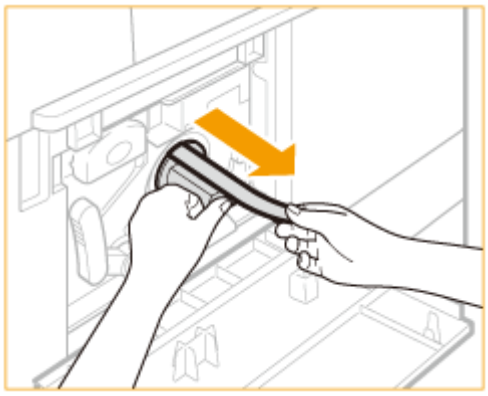


6 Install the toner cartridge.

- Make sure that the side of the cartridge with the label is facing up, and push the toner cartridge into the machine as far as it will go.
- Support the new toner cartridge with one hand from underneath, while pushing it into the machine with the other hand.



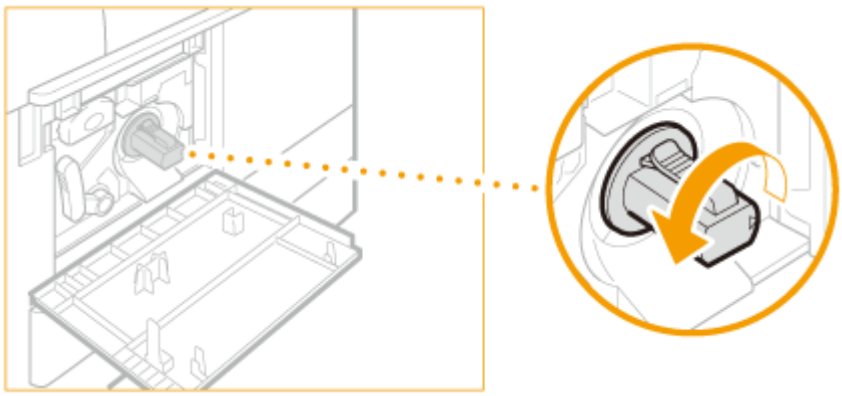
7 Hold the toner cartridge in place with one hand, and then remove the protective seal by pulling it straight out with the other hand.



IMPORTANT

- Pull out the seal slowly, otherwise the toner may scatter and soil your clothes or skin.
- Make sure that you pull out the seal completely, otherwise print errors may occur.
- Make sure that you pull the seal straight out. Pulling the seal upwards or downwards may break the seal. If the seal breaks inside the toner cartridge and cannot be removed completely, the toner cartridge cannot be used.
- Throw away the seal after removing it from the toner cartridge.

8 Turn the toner cartridge in the direction of the arrow (counterclockwise).



IMPORTANT

Turn the toner cartridge fully until it locks into place.

9 Close the front cover.

NOTE:

If you cannot close the front cover

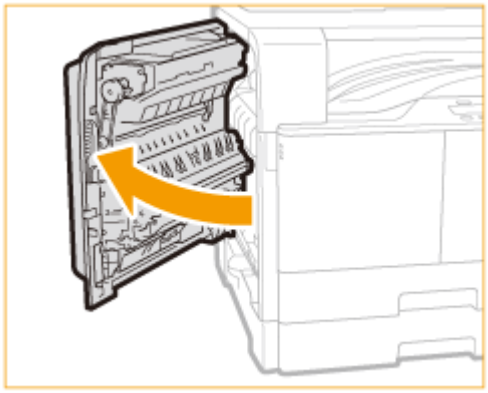
Make sure that the toner cartridge is inserted properly. Forcing it closed may cause damage.

How to Replace the Drum Unit

36WC-0AF

When the drum unit needs to be replaced, a message appears on the display. Follow the procedure below to replace the drum unit.

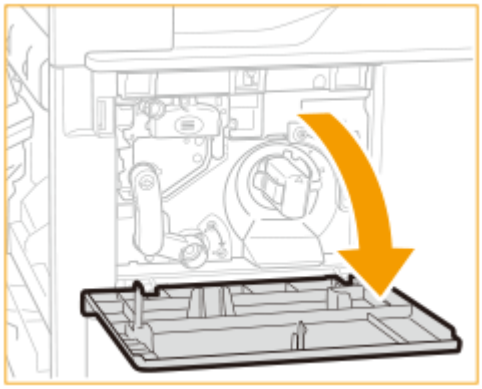
1 Press the button on the left cover, and open the left cover.



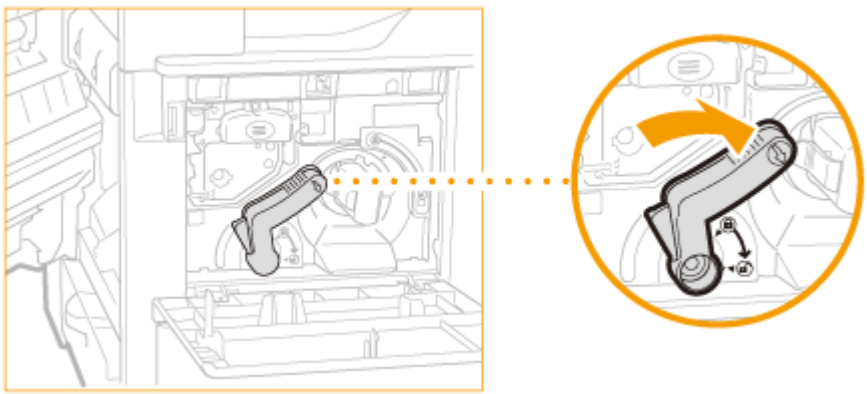
IMPORTANT

To avoid damage to the drum unit, always open the left cover wider than 50 mm.

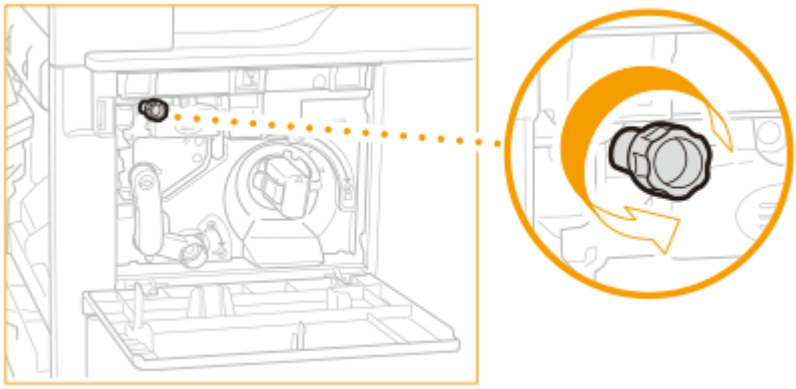
2 Open the front cover.



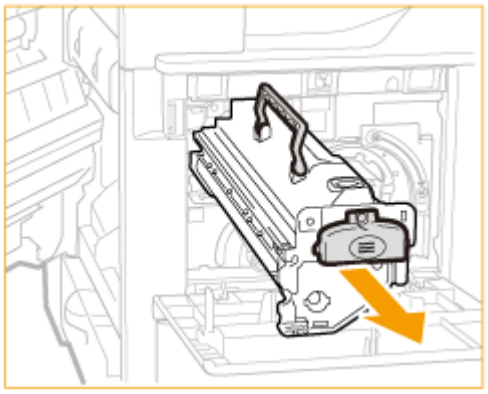
3 Turn the unlock lever.



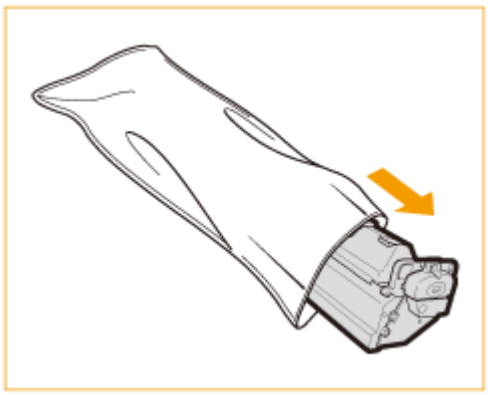
4 **Turn a screw and remove it.**



5 **While gripping the handle of the drum unit, pull the unit out slightly upward.**



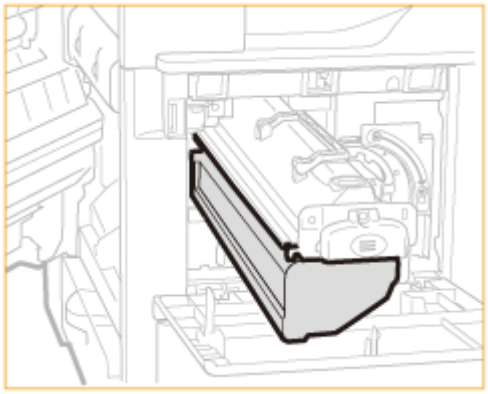
6 **Remove a new drum unit from the package.**



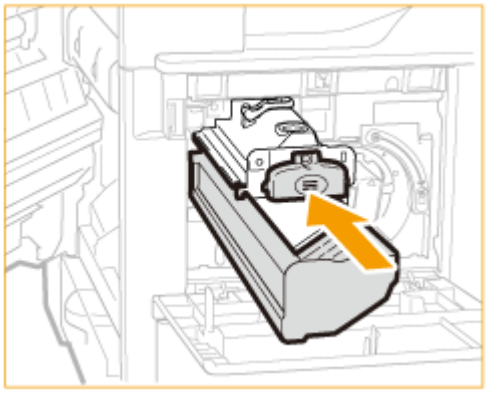
IMPORTANT

Do not remove the protective cover before attaching the drum unit to the machine.

7 **Hold the protective cover of the drum unit, and align it with the slots inside the main unit.**



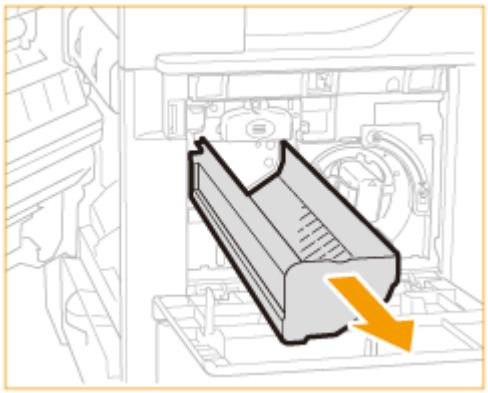
8 **While holding the protective cover, insert the drum unit.**



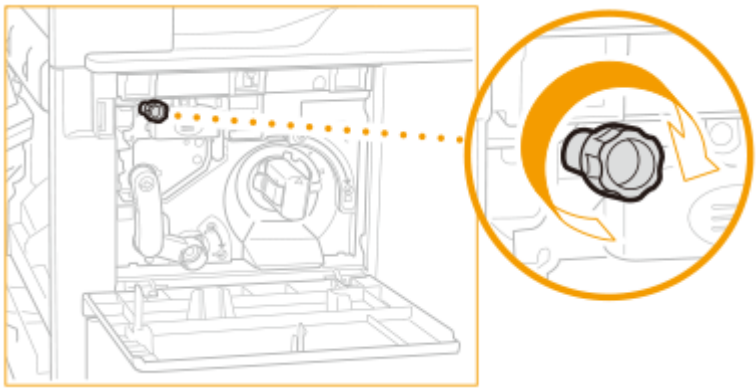
IMPORTANT

Be careful not to touch the blue-green part of the drum.

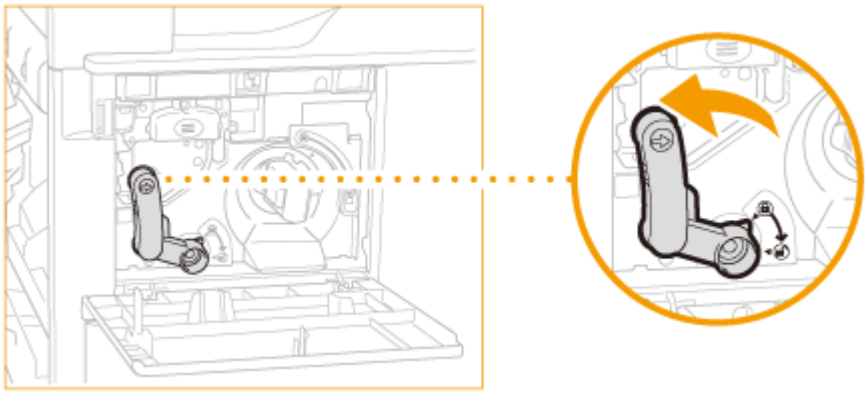
9 **Remove the protective cover of the drum unit.**



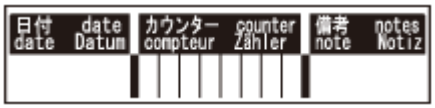
10 **Turn a screw and attach it.**



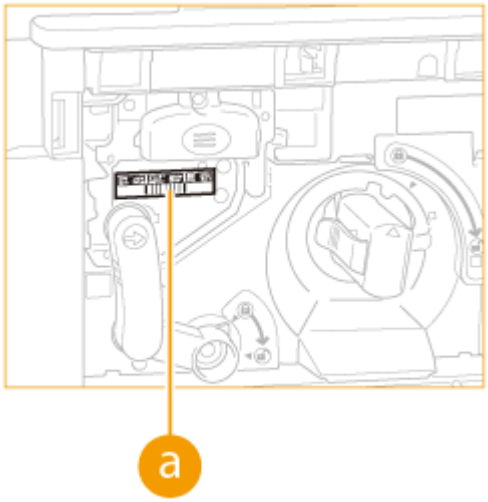
11 **Turn the unlock lever to its vertical position.**



12 **Check the counter ▶ enter the date and counter value in the drum counter label.**



13 **Affix the counter label (a) on the drum unit.**



14 **Close the front cover and left cover.**

Printing Reports and Lists

36WC-0AH

You can check fax results and the machine settings by printing reports and lists.

Fax TX Result Report

You can check the communication result of sending faxes. **Fax TX Result Report (imageRUNNER 2206iF) (P. 586)**

E-Mail/File TX Result Report

You can check the communication results of sending e-mails and saving documents to the shared folder. **E-Mail/File TX Result Report(P. 588)**

Communication Management Report

You can check the logs of sent and received documents. **Communication Management Report(P. 590)**

RX Result Report

You can check the logs of received fax documents. **RX Result Report (imageRUNNER 2206iF)(P. 592)**

Address Book List

You can check the list of destinations registered in the Address Book. **Address Book List(P. 593)**

User Data List/System Manager Data List

You can check the list of the settings (**Setting Menu List(P. 431)**) as well as the content that has been registered in the machine. **User Data List/System Manager Data List(P. 595)**

Department ID Management Report

Print the page total and page restriction for copies/scans/prints/total prints. If Department ID Management is set, the department ID is also printed. **Department ID Management Report(P. 596)**

PCL Font List

You can check the list of available fonts for the machine. **PCL Font List(P. 597)**

Copy/Print Charge Log Report

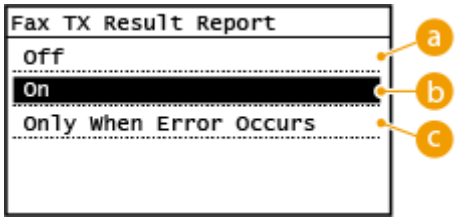
You can check the counter information. **Copy/Print Charge Log Report(P. 598)**

Fax TX Result Report (imageRUNNER 2206iF)

36WC-0AJ

You can check the communication result of sending faxes by printing a Fax TX Result Report. The report can be printed either every time a transmission is completed or only when a sending error occurs.

<Menu> ▶ <Output Rprt.> ▶ <Report Settings> ▶ <Fax TX Result Report> ▶ Select the print setting



a <Off>

Select if you do not want to print Fax TX Result Reports.

b <On>

Select to print a Fax TX Result Report every time you send a document.

c <Only When Error Occurs>

Select to print a Fax TX Result Report only when a sending error occurs.

Example:

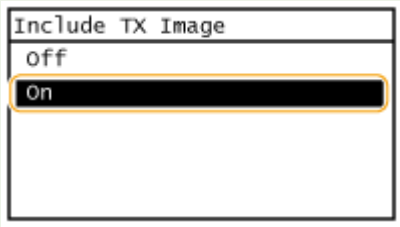
a Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (**Countermeasures for Each Error Code(P. 530)**).

NOTE

To print a part of a fax document on the report

When you select <On> or <Only When Error Occurs>, a part of a fax document can be included in the report. Tap <Include TX Image> to <On>. However, Send jobs originating from the fax driver are omitted from this report.



E-Mail/File TX Result Report

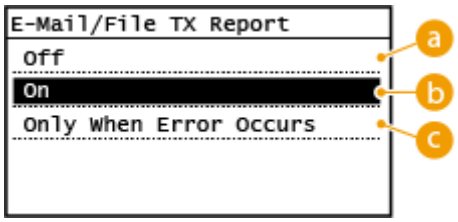
36WC-0C5

You can check the communication results of sending e-mails and saving documents to the shared folder by printing an E-Mail/File TX Result Report. The report can be printed either every time a transmission is completed or only when a sending error occurs.

NOTE

For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

<Menu> ▶ <Output Rprt.> ▶ <Report Settings> ▶ <E-Mail/File TX Result Report> ▶ Select the print setting



a <Off>

Select if you do not want to print E-Mail/File TX Result Reports.

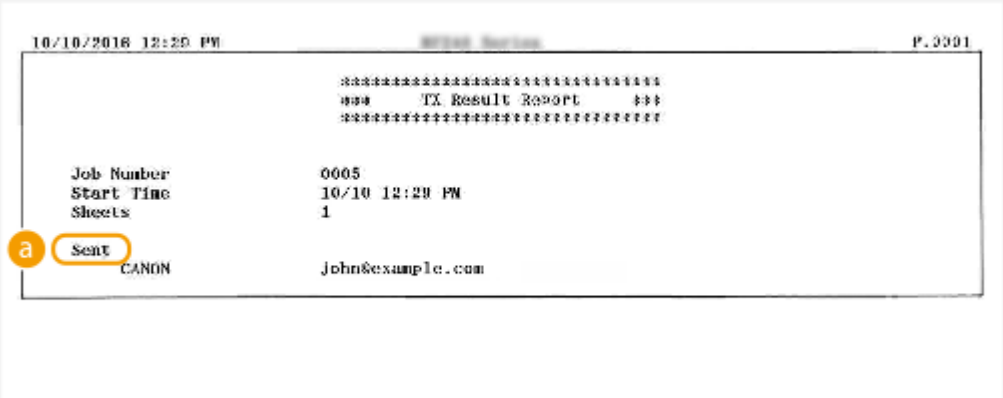
b <On>

Select to print an E-Mail/File TX Result Report every time you send a document.

c <Only When Error Occurs>

Select to print an E-Mail/File TX Result Report only when a sending error occurs.

Example:



Sent/Error

For e-mail, E-Mail/File TX Result Reports indicate the transmission result between the machine and the mail server, not between the machine and the destination address. Even if the transmission fails, a three-digit error code will not be printed. To check the error code, print a Communication Management Report (**Communication Management Report(P. 590)**).

Communication Management Report

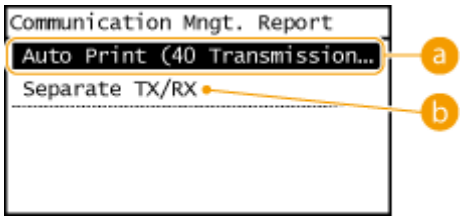
36WC-0AK

You can check the fax and e-mail logs of sent and received documents by printing a Communication Management Report. The report can be printed automatically after every 40 transmissions, or you can print it manually.

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.
- You cannot select <Communication Management Report> if <Off> is set for <Display Job Log> in <System Management Settings>.

<Menu> ▶ <Output Rprt.> ▶ <Report Settings> ▶ <Communication Management Report> ▶ Select the print setting



a <Auto Print (40 Transmissions)>

Tap <On> to print the report automatically after every 40 transmissions, or <Off> if you do not want to print the report automatically.

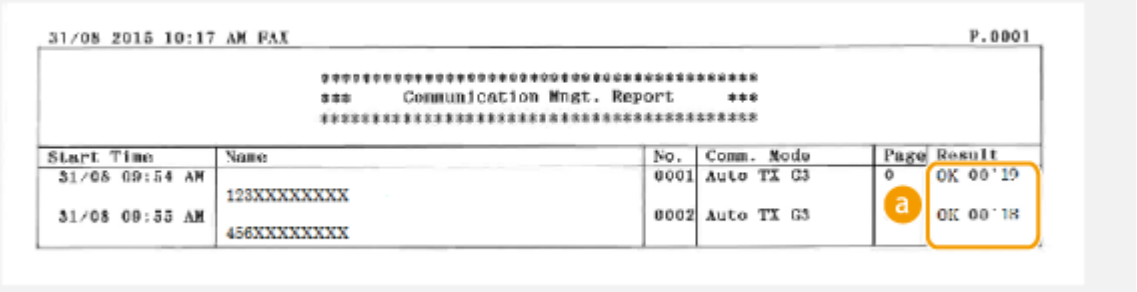
b <Separate TX/RX> (imageRUNNER 2206iF)

Tap <On> to print sent and received reports separately, or <Off> to print both reports on one sheet.

Print the Report Manually

<Menu> ▶ <Output Rprt.> ▶ <Print List> ▶ <Communication Management Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes>

Example:



Result

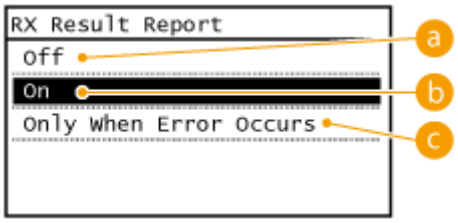
"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (**Countermeasures for Each Error Code(P. 530)**). For e-mail, Communication Management Reports indicate the transmission result between the machine and the mail server, not between the machine and the destination address.

RX Result Report (imageRUNNER 2206iF)

36WC-0AL

You can check the logs of received fax documents by printing an RX Result Report. The report can be printed either every time a transmission is completed or only when a receiving error occurs.

<Menu> ▶ <Output Rprt.> ▶ <Report Settings> ▶ <RX Result Report> ▶ Select the print setting



a <Off>

Select if you do not want to print RX Result Reports.

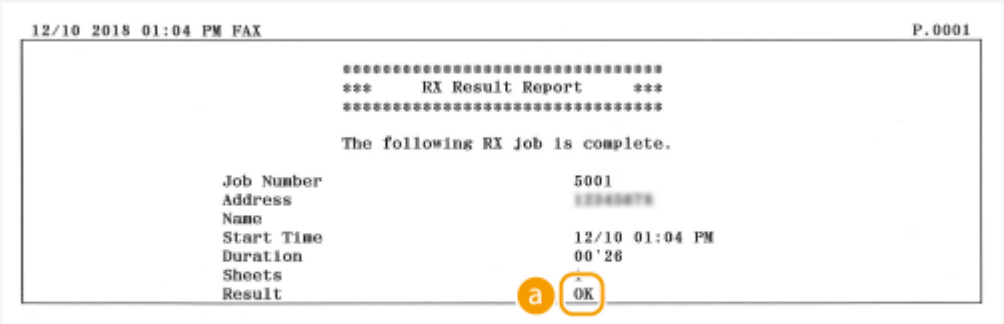
b <On>

Select to print an RX Result Report every time you receive a document.

c <Only When Error Occurs>

Select to print an RX Result Report only when a receiving error occurs.

Example:



a Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (**Countermeasures for Each Error Code(P. 530)**).

Address Book List

36WC-0AR

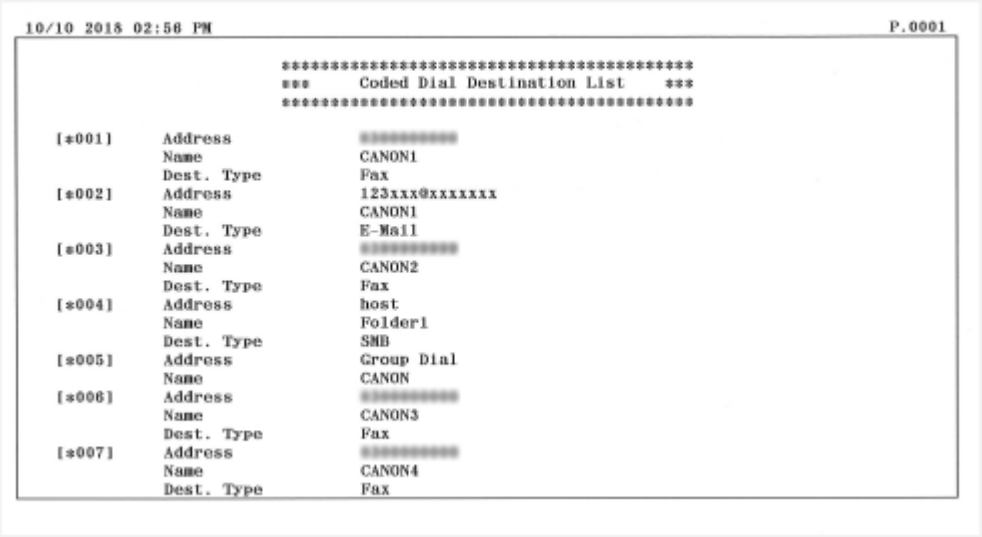
You can check the list of destinations registered in the Address Book as <Coded Dial>, <One-Touch>, and <Group> by printing an Address Book List.

NOTE

For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

<Menu> ▶ <Output Rprt.> ▶ <Print List> ▶ <Address Book List> ▶ Select the registration type that you want to print ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes>

Example: <Coded Dial>

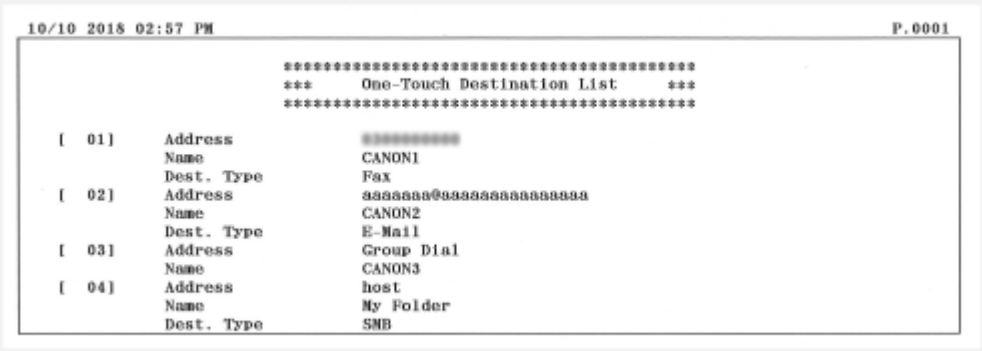


```
10/10 2018 02:56 PM                                                    P.0001

                        ******************************************
                        ***     Coded Dial Destination List    ***
                        ******************************************

  [*001]    Address          [redacted]
            Name             CANON1
            Dest. Type       Fax
  [*002]    Address          123xxx@xxxxxxx
            Name             CANON1
            Dest. Type       E-Mail
  [*003]    Address          [redacted]
            Name             CANON2
            Dest. Type       Fax
  [*004]    Address          host
            Name             Folder1
            Dest. Type       SMB
  [*005]    Address          Group Dial
            Name             CANON
  [*006]    Address          [redacted]
            Name             CANON3
            Dest. Type       Fax
  [*007]    Address          [redacted]
            Name             CANON4
            Dest. Type       Fax
```

Example: <One-Touch>

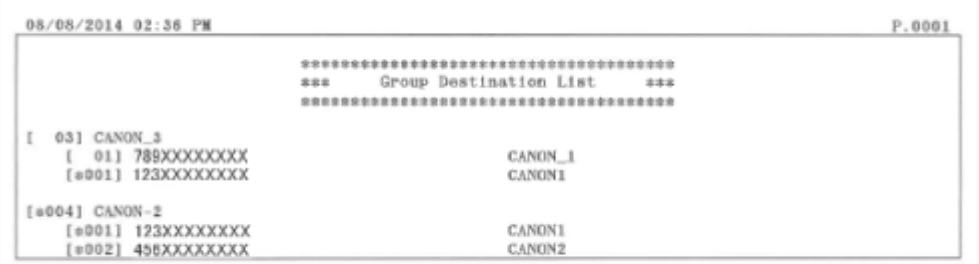


```
10/10 2018 02:57 PM                                                    P.0001

                        ******************************************
                        ***     One-Touch Destination List     ***
                        ******************************************

  [  01]    Address          [redacted]
            Name             CANON1
            Dest. Type       Fax
  [  02]    Address          aaaaaaa@aaaaaaaaaaaaaaa
            Name             CANON2
            Dest. Type       E-Mail
  [  03]    Address          Group Dial
            Name             CANON3
  [  04]    Address          host
            Name             My Folder
            Dest. Type       SMB
```

Example: <Group>



08/08/2014 02:36 PM P.0001

****
*** Group Destination List ***
****

[03] CANON_3
[01] 789XXXXXXXX CANON_1
[*001] 123XXXXXXXX CANON1

[*004] CANON-2
[*001] 123XXXXXXXX CANON1
[*002] 456XXXXXXXX CANON2

LINKS

Registering in the Address Book(P. 49)
Registering Address Book from Remote UI(P. 426)

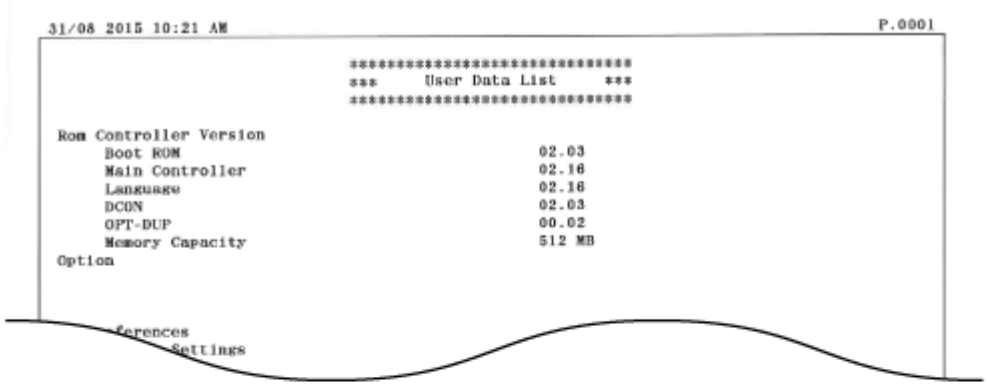
User Data List/System Manager Data List

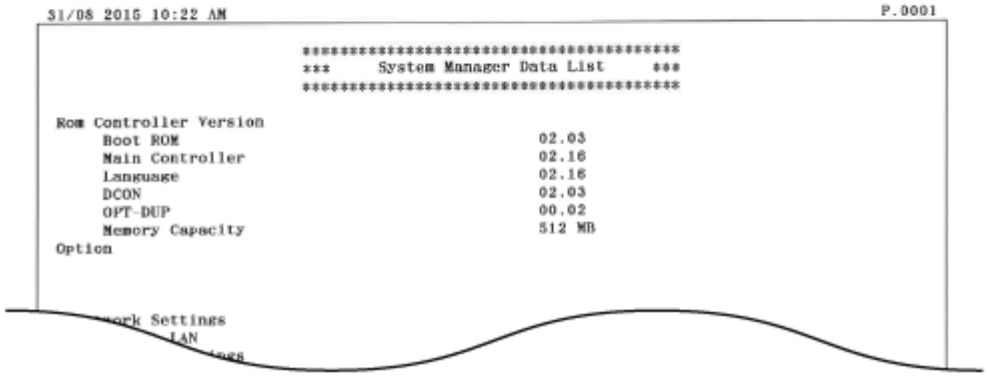
36WC-0AS

You can check the list of setting items (**Setting Menu List(P. 431)**) and current settings registered in the machine. This list includes the paper size and type registered in the machine, the print settings of <Fax TX Result Report>, <E-Mail/File TX Result Report>, <Communication Management Report>, and <RX Result Report>.

<Menu> ▶ <Output Rprt.> ▶ <Print List> ▶ <User Data List> or <System Manager Data List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes>

Example:





NOTE

The User Data List does not include the setting information for <Network Settings> and <System Management Settings>. To check all setting items, print the System Manager Data List.

LINKS

- **Fax TX Result Report (imageRUNNER 2206iF)(P. 586)**
- **E-Mail/File TX Result Report(P. 588)**
- **Communication Management Report(P. 590)**
- **RX Result Report (imageRUNNER 2206iF)(P. 592)**
- **Loading Paper(P. 30)**

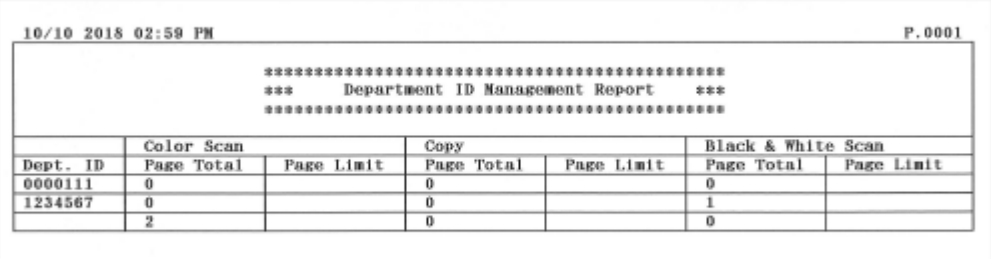
Department ID Management Report

36WC-0AU

When Department ID Management is enabled, you can print a report to check the total number of pages that were copied, printed, and scanned for each Department ID. The report enables you to monitor usage and improve management.

<Menu> ▶ <Output Rprt.> ▶ <Print List> ▶ <Department ID Management Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes>

Example:



10/10 2018 02:59 PM P.0001

***

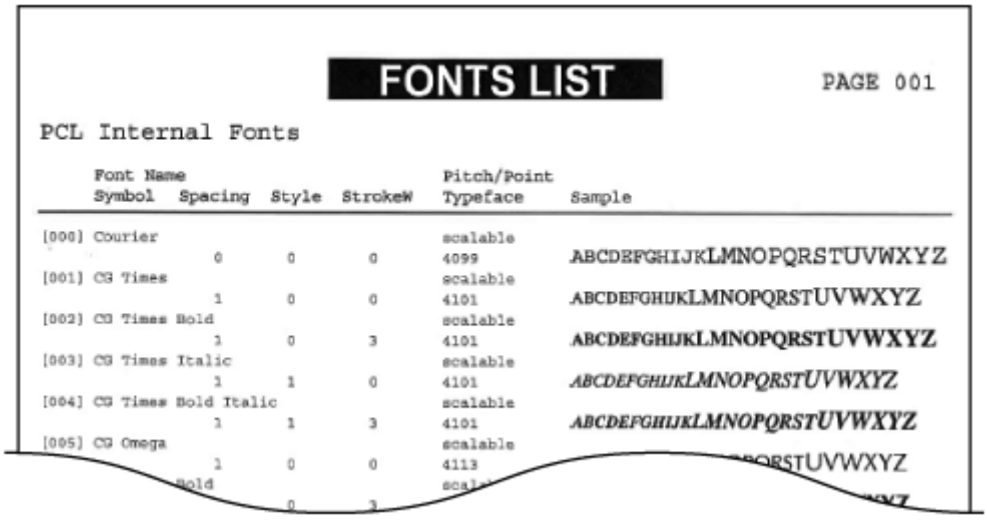
PCL Font List

36WC-0C4

You can check the list of available fonts for the machine.

<Menu> ▶ <Output Rprt.> ▶ <Print List> ▶ <PCL Font List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes>

Example:



FONTS LIST

PAGE 001

PCL Internal Fonts

	Font Name	Spacing	Style	StrokeW	Pitch/Point	Typeface	Sample
[000]	Courier				scalable		
		0	0	0	4099		ABCDEFGHIJKLMNOPQRSTUVWXYZ
[001]	CG Times				scalable		
		1	0	0	4101		ABCDEFGHIJKLMNOPQRSTUVWXYZ
[002]	CG Times Bold				scalable		
		1	0	3	4101		ABCDEFGHIJKLMNOPQRSTUVWXYZ
[003]	CG Times Italic				scalable		
		1	1	0	4101		ABCDEFGHIJKLMNOPQRSTUVWXYZ
[004]	CG Times Bold Italic				scalable		
		1	1	3	4101		ABCDEFGHIJKLMNOPQRSTUVWXYZ
[005]	CG Omega				scalable		
		1	0	0	4113		QRSTUVWXYZ
	Bold				scal		
		0	1				

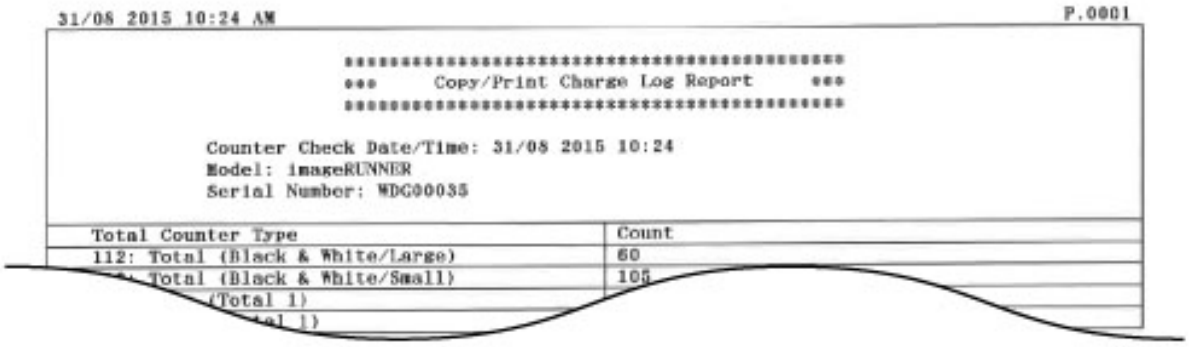
Copy/Print Charge Log Report

36WC-0AW

You can check the counter numbers which are used for the total counter (charge counter).

<Menu> ▶ <Output Rprt.> ▶ <Print List> ▶ <Copy/Print Charge Log Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes>

Example:



31/08 2015 10:24 AM P.0001

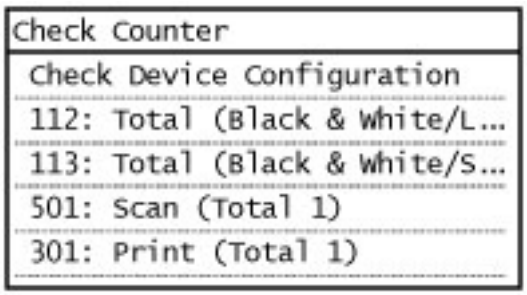
***

Viewing the Counter Value

36WC-0AX

You can check total for the number of pages used for printouts. This total includes faxes, reports, and lists, in addition to copies and printouts of data from computers.

Select the item you want to check.



NOTE

- Each item of the counter is counted under the following conditions.
- Depending on the settings performed by the local authorized Canon dealer, the following counter may not be displayed or counter not listed below may be displayed.

Number	Counter Name	Counted Items	Counted Number per One Printed/Scanned Sheet *1			
		Job Type	Size		Number of Printed/ Scanned Sides	
			Large *2	Small *3	One-Sided	Two-Sided
101	Total 1	All Print Jobs	1	1	1	2
102	Total 2	All Print Jobs	2	1	1	2
103	Total (Large)	All Print Jobs	1	0	1	2
112	Total (Black & White/Large)	All Print Jobs	1	0	1	2
113	Total (Black & White/Small)	All Print Jobs	0	1	1	2
201	Copy (Total 1)	Copy Jobs	1	1	1	2
202	Copy (Total 2)	Copy Jobs	2	1	1	2
203	Copy (Large)	Copy Jobs	1	0	1	2
301	Print (Total 1)	All Print Jobs (Except Copy and Receive Print Jobs)	1	1	1	2
501	Scan (Total 1)	All Scan	1	1	1	2

Number	Counter Name	Counted Items	Counted Number per One Printed/Scanned Sheet *1			
		Job Type	Size		Number of Printed/ Scanned Sides	
			Large *2	Small *3	One-Sided	Two-Sided
		Jobs				

*1 The counted number per one printed/scanned sheet for each item on the counter is as follows:

"number in the Size (Large or Small) column" × "number in the Number of Printed/Scanned Sides (One-Sided or Two-Sided) column"

Example: For large, double-sided print, the number added to <102: Total 2> is 2 × 2 = 4.

*2 Large: Standard size larger than A3/11" x 17".

*3 Small: Standard size smaller than B4/LGL.

Initializing Settings

36WC-0AY

You can restore the following settings:

Initializing Address Book (P. 602)
Initializing Menu(P. 603)
Initializing System Management Settings(P. 604)
Initializing All Data/Settings(P. 605)

Initializing Address Book

36WC-0C0

You can restore the settings of the Address Book. Note that all the information registered in the Address Book will be deleted after initializing.

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.
- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

<Menu> ▶ <System Management Settings> ▶ <Initialize Address Book> ▶ <Yes>

LINKS

Registering in the Address Book(P. 49)
Registering Address Book from Remote UI(P. 426)

Initializing Menu

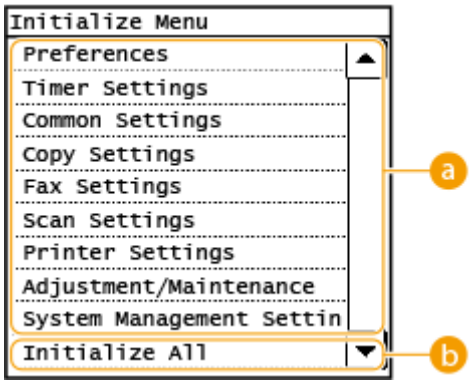
36WC-0C1

You can restore the settings of the machine (**Setting Menu List(P. 431)**).

NOTE

- To initialize the settings of <Network Settings> and <System Management Settings>, see **Initializing System Management Settings(P. 604)** .
- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID . **Setting the System Manager ID(P. 343)**

<Menu> ▶ <System Management Settings> ▶ <Initialize Menu> ▶ Select the item you want to initialize ▶ <Yes>



a Items for initializing

Select the setting you want to initialize.

b <Initialize All>

Initializes all the settings.

Initializing System Management Settings

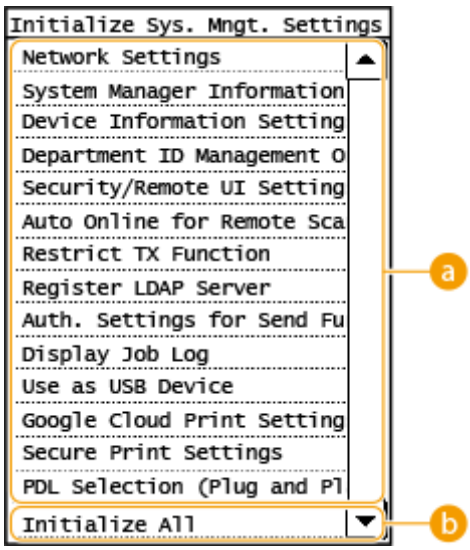
36WC-0C2

You can restore the settings of the machine (**Setting Menu List(P. 431)**). Some settings require restarting the machine to be initialized.

NOTE

If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID. **Setting the System Manager ID(P. 343)**

<Menu> ▶ <System Management Settings> ▶ <Initialize Menu> ▶ <System Management Settings> ▶ Select the item that you want to initialize ▶ <Yes> ▶ Restart the machine if necessary.



a Items for initializing

Select the setting you want to initialize.

b <Initialize All>

Initializes all the settings.

NOTE

To initialize the settings in <Network Settings>, you can also tap <Menu> ▶ <Network Settings> ▶ <Initialize Network Settings> ▶ <Yes>.

Initializing All Data/Settings

36WC-0C3

To make changes to registered data and settings all at once such as when changing the installation location of the machine, you can delete registered data and initialize all settings (**Setting Menu List(P. 431)**) together at the same time. You are required to restart the machine after initializing all data/settings.

NOTE

- If a screen for entering a System Manager ID and PIN is displayed, enter the System Manager ID and PIN, tap <Apply>, and press ID . **Setting the System Manager ID(P. 343)**

<Menu> ▶ <System Management Settings> ▶ <Initialize All Data/Settings> ▶ <Yes> ▶ <Yes> and restart the machine.

Replacement Parts

36WC-0EL

This section describes the replacement parts (consumables/consumable parts) used by the machine. Purchase the replacement parts from the authorized Canon dealer that you purchased the machine from. Follow the precautions when handling and storing the replacement parts.

Genuine Consumables

Canon continuously develops technology innovations in Canon manufactured Toner, Cartridge, and Parts, specifically designed for use in Canon Multi-Functional machines. Experience the benefits of optimal print performance, print volume and high quality outputs, achieved through Canon's new advanced technologies. Therefore, the use of Canon genuine consumables is recommended for your Canon Multi-Functional machines.

NOTE

- For information on handling and storing the replacement parts, follow the precautions indicated in the Getting Started included with the machine.
- You can check the level of remaining toner.
  Checking Toner Level(P. 575)

■Toner Cartridge for Replacement

C-EXV

Confirm that the code on the front cover of the machine and the one on the package of the genuine toner are the same.

Model name	Genuine Canon toner
imageRUNNER 2206iF / 2206N	• Canon C-EXV 42 Black Toner

IMPORTANT

Be careful of counterfeit toners

- Please be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner 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. For more information, see global.canon/ctc.

■Drum Unit

Product Name	Model Number
imageRUNNER 2206iF / 2206N	• Canon C-EXV 42 Drum Unit

Appendix

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Appendix

36WC-0C6

This chapter contains technical specifications of this machine, instructions on how to use the User's Guide, disclaimers, copyright information, and other important information for customers.

Third Party Software

36WC-0EF

For information related to third-party software, click the following icon(s).

Feature Highlights

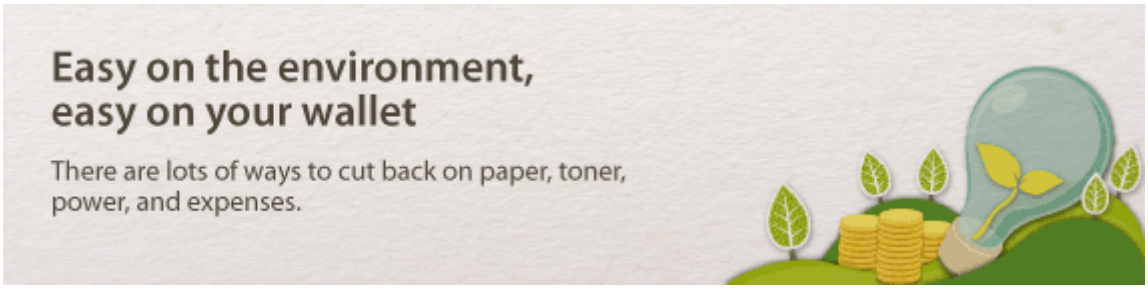
36WC-0C7

This section describes tips for leveraging the features of the machine by category. You can make use of the features according to your intended purposes and operating environment.

Going Green and Saving Money(P. 611)
Improving Efficiency(P. 614)
Going Digital(P. 616)
So Much More(P. 619)

Going Green and Saving Money

36WC-0C8



01 2-Sided Printing

You can use 2-sided printing for copies, print jobs sent from your computer, and even incoming faxes. Because you'll only be using half the paper you would otherwise, you can cut your paper costs in half.

To make 2-sided copies: **2-Sided Copying(P. 81)**
To print 2-sided documents from your computer: **Printing from a Computer(P. 156)**
To print 2-Sided incoming faxes: **Print on Both Sides(P. 470)**

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Duplex Unit-C is attached.

02 Print Multiple Pages on a Single Sheet

To really start saving paper, shrink multiple pages onto a single sheet - 2 or 4 pages for copies, and up to 16 pages for print jobs sent from your computer.

To copy multiple pages of a document onto one sheet: **Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)(P. 84)**
To print multiple pages of a document onto one sheet: **Printing from a Computer(P. 156)**

03 Sleep Mode

For saving energy and money, a sleep mode that powers down a machine when nobody is using it has become an essential feature. This machine will enter sleep mode automatically, and can also be put to sleep whenever you want. Press once to put the machine to sleep. Press it again to instantly wake the machine back into action.

For more information about this function, see **Entering Sleep Mode(P. 66)** .

04 Save Toner

Got multi-page documents or drafts that don't need presentation-quality printing?
There's a setting that uses less toner. Give it a try and save toner and money.

For more information about this function, see **Printing from a Computer(P. 156)** .

05 Send Faxes Directly From Your Computer (imageRUNNER 2206iF)

Fax documents directly from your computer. Why bother printing and then faxing? It just wastes paper and costs you money. You can save yourself this trouble and cut costs with paperless faxing.

For more information about this function, see **Sending Faxes from Your Computer (PC Fax)(P. 151)** .

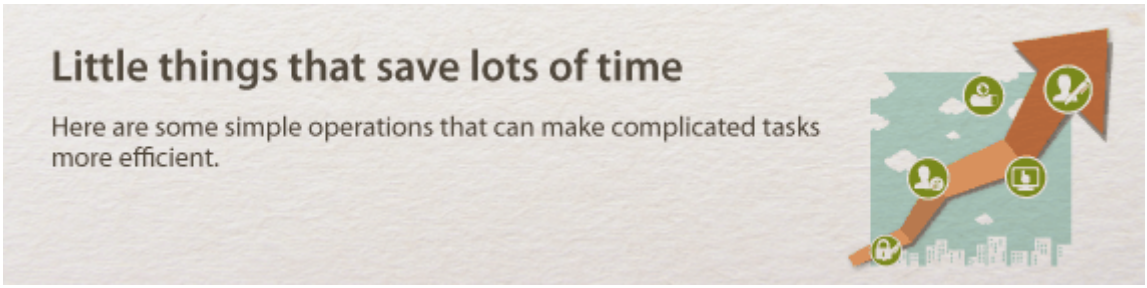
06 Screen Your Faxes (imageRUNNER 2206iF)

You can have incoming faxes held in memory and then check them yourself before they're printed. Just print what you need and delete the rest, saving paper and toner.

For more information about this function, see **Storing Received Faxes into Memory (Memory Reception) (P. 137)** .

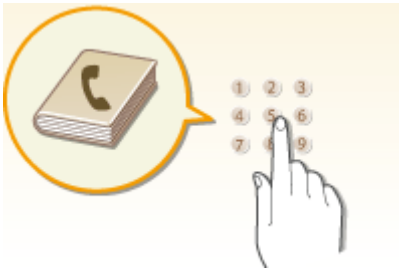
Improving Efficiency

36WC-0C9



01 Address Book

Entering fax and e-mail addresses in the Address Book saves you the inconvenience of entering them number-by-number, letter-by-letter every time you have something to send. By registering destinations that you frequently send to <One-Touch>, you can quickly display them anytime. You can save your Address Book data on your computer and feel secure knowing that your important contact information is backed up.



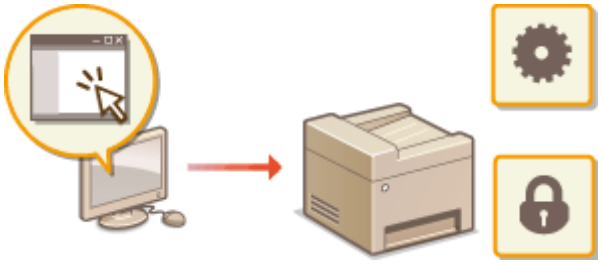
To use the machine to enter addresses in the Address Book: **Registering in the Address Book(P. 49)**
To use your computer to enter addresses in the Address Book: **Registering Address Book from Remote UI(P. 426)**
To select an Address Book address as a fax destination: **Specifying from Address Book(P. 110)**
To select an Address Book address as an e-mail destination: **Specifying from Address Book(P. 210)**
To save Address Book addresses on your computer or to export Address Book addresses from your computer to the machine, using the Remote UI: **Saving/Loading Address Book from Remote UI(P. 422)**

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

02 Remote Management with Remote UI

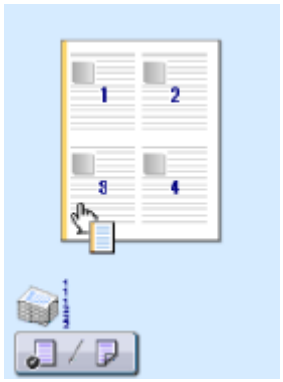
Remote UI lets you manage a lot from your computer, all without having to go over to the machine. Configure settings and keep an eye on the machine's status with an intuitive, easy-to-understand Web browser interface that you'll master immediately. Save your time and energy for things other than taking care of the machine.



For more information about this function, see **Using Remote UI(P. 408)** .

03 Make Print Settings Quickly with Intuitive Operation

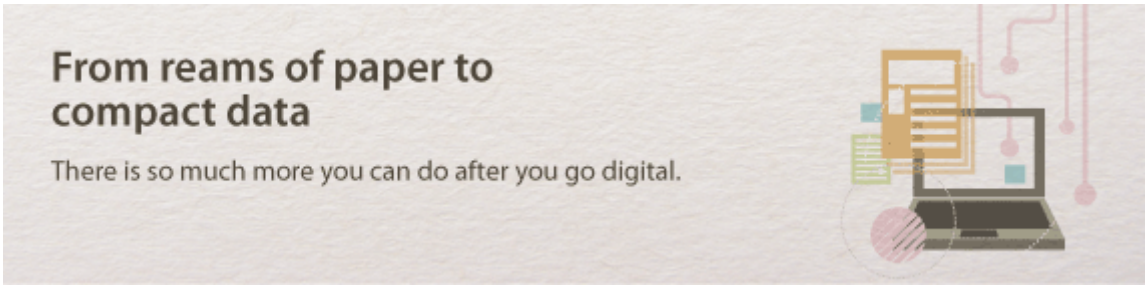
You can easily specify the page layout as well as binding position, switching between 1-sided and 2-sided printing, etc. intuitively on the preview image in the printer driver. The simple click-operation allows you to conveniently make settings while viewing how settings are applied.



For more information, see **Printing from a Computer(P. 156)** .

Going Digital

36WC-0CA



01 Scan and E-Mail

E-mail scanned documents without even turning on your computer. Just convert your scanned document into an e-mail attachment right from the machine. If you're one of those people who'd rather send a fax than mess around with a computer, this feature is for you.

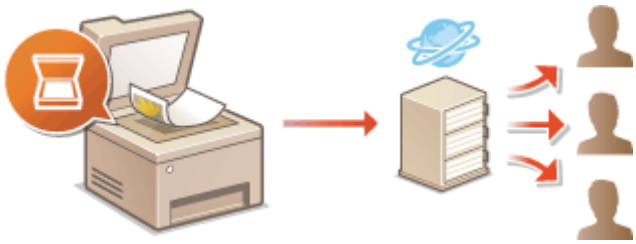
For more information about this function, see **Sending Documents as E-Mails Directly from the Machine(P. 187)** .

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

02 Scan and Share

Say you've got a paper copy of a report for a company-wide meeting. Scan it, convert it, and now everyone can see it. It's saved directly in a shared folder on your network, so there's no need to print out copies and pass them out. Once you start talking about hundreds of pages of documents that everyone needs, there's just no other way to go.



For more information about this function, see **Saving Documents Directly in Shared Folder(P. 194)** .

NOTE

- For imageRUNNER 2206N, this function can only be used when the optional Color Send Kit is attached.

03 Scan Only What You Need

What if you're scanning a whole page of a newspaper but all you're really interested in is a headline and a photo? Use ScanGear MF. You can select what you want from a preview, and then have the scanner disregard the rest. Otherwise you'll have to use an editing program to crop out everything you don't need.

IMPORTANT

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

For more information about this function, see **Configuring Scan Settings in ScanGear MF(P. 181)** .

04 Searchable PDFs

Searching of text in a PDF can be done with a "searchable PDF*". By scanning an original with both text and images, text portions are converted by OCR into text data. In addition to being able to search for text information, you can also copy required portions into an Excel spreadsheet or Word document in Microsoft Office. Eliminate the need to type in customer data, addresses, etc. from scratch.

* You cannot create a searchable PDF in the macOS environment.

For more information about this function, see **Scanning from a Computer(P. 178)** .

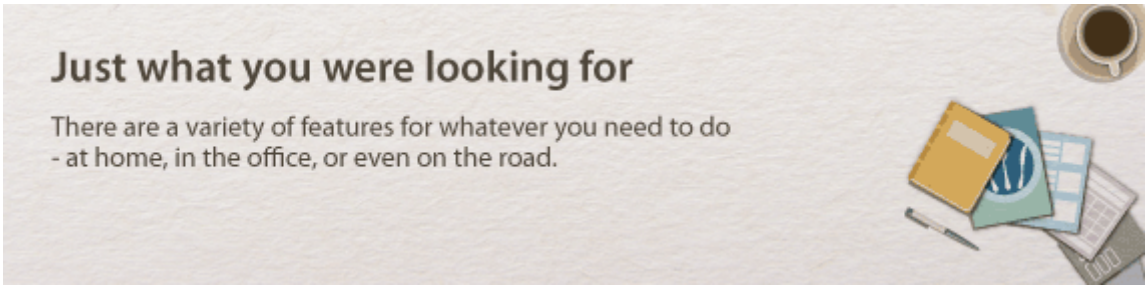
05 Add Images to a Work in Progress

Some applications work with the machine to let you easily import scanned images directly into documents you're working on. This way you can skip the steps of opening a separate application just for receiving the scanned images and then exporting them to the application you're really using.

For more information about this function, see **Scanning Using an Application(P. 179)** .

So Much More

36WC-0CC



01 Using a smartphone/tablet

At times such as when you want to quickly print out a proposal you completed on a tablet while travelling to a business destination, or scan materials handed out at a meeting using a smartphone, Canon PRINT Business or Canon Print Service comes in handy. Even in environments without a wireless LAN router, you can connect to the machine with a mobile device wirelessly and directly.

PCless, quick, and easy! An even broader range of possibilities for work/play with functionality made for this age of speed.

For more information, see **Linking with Mobile Devices(P. 230)** .

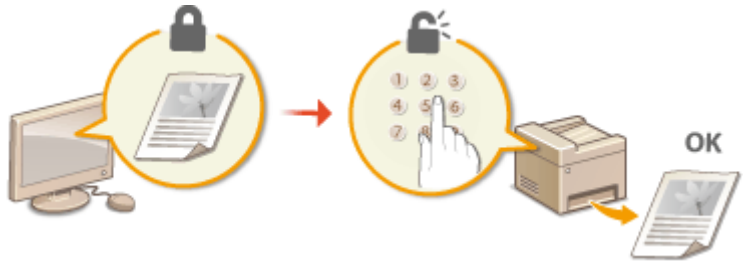
02 Easy Printing with Google Cloud Print

Hook up to Google Cloud Print with your laptop or cell phone, send your data, and out come your printed documents. With this machine, Google Cloud Print, and your mobile device, print whenever you want from wherever you want.

For more information about this function, see **Linking with Mobile Devices(P. 230)** .

03 Keep Your Printouts Private

Normally, when you print something from your computer, it comes out of the printer right away. However, if you have sensitive documents, this may not be what you want. Just use secure printing and no one will be able to print your documents without entering your password on the machine's control panel. Don't let your confidential documents lie exposed on the tray for everyone to see.



For more information about this function, see **Printing a Document Secured by a PIN (Secure Print) (P. 163)** .

04 Go Wireless

No cables, easy installation, simple maintenance. If you've got a WPS wireless LAN router, bypass the settings process altogether and be ready to go before you know it. Enjoy the kind of clutter-free and easy to use document system that you can only get from wireless. Compatible with IEEE 802.11b/g/n for stress-free wireless, and also supports WEP and WPA/WPA2-PSK (TKIP/AES-CCMP) for tighter security.

For more information about this function, see **Connecting to a Wireless LAN(P. 259)** .

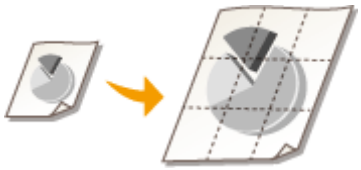
05 Get Faxes Wherever You Go (imageRUNNER 2206iF)

Never worry about missing a fax when you're out of the office. Set a forwarding destination and any fax that comes in on the machine will go right to you. Better yet, make the forwarding destination the e-mail address for your tablet or mobile.

For more information about this function, see **Forwarding Received Faxes(P. 140)** .

06 Make Posters

Blow up a regular one-sheet printout and make an exceptionally large poster. A large poster will be printed out on nine sheets. Put them together in a 3x3 grid, and voila!



For more information about this function, see **Printing from a Computer(P. 156)** .

07 Make Booklets

Sometimes your documents deserve better presentation than a staple in the upper-left corner. Making booklets is easy. The print driver will take care of the page positioning for you. All you have to do is fold the pages and staple them along the middle.

For more information about this function, see **Printing from a Computer(P. 156)** .

Specifications

36WC-0ER

Specifications are subject to change without notice for product improvement or future release.

■ Machine Specifications

Main Unit(P. 623)
Feeder (DADF-AY)(P. 626)
Available Paper(P. 627)

■ Specifications of Optional Equipment

Cassette Feeding Module-AD(P. 630)
Duplex Unit-C(P. 631)

■ Functional Specifications

Fax Function (imageRUNNER 2206iF)(P. 632)
Scan Function(P. 633)
Printer Functions(P. 634)
Management Functions(P. 636)

■ Environment To Use the Machine

System Environment(P. 637)
Network Environment(P. 639)

Main Unit

36WC-0ES

NOTE

- For information on paper sizes and types for each paper source, see " **Available Paper(P. 627)** ."

Name	Canon imageRUNNER 2206iF / 2206N
Type	Desktop
Color Supported	Black and White
Resolution for Reading	600 dpi x 600 dpi
Resolution for Writing	600 dpi x 600 dpi
Number of Tones	256
Acceptable Originals	Up to 297.0 mm x 431.8 mm
Copy Size/Copy Paper	**Paper Sizes** • **Max (Paper drawer) :** 11" x 17" • **Min (Paper drawer) :** A5R • **Max (Multi-purpose tray):** 297.0 mm x 431.8 mm • **Min (Multi-purpose tray):** 95.0 mm x 148.0 mm **Margin** **TOP:** • When copying via the platen glass 3.0 mm ± 1.5 mm • When copying via the feeder 3.0 mm ± 2.0 mm **Left:** • 3.0 mm ± 2.0 mm **Paper Weight** • **Paper drawer:** 64 g/m² to 90 g/m² • **Multi-purpose tray:** 64 g/m² to 128 g/m²
Paper Type	**Available Paper(P. 627)**
Warm-Up Time *1	**After Powering ON** 13 seconds **Returning from the Sleep mode** 4.3 seconds

First Copy Time (A4)	7.4 seconds
Copy Speed *2 (A4)	22 sheets/minute
Scanning Speed (A4)	• **Full Color:** 3.42 seconds • **Black and White:** 1.71 seconds
Magnification	25 % to 400 % (in 1 % increments)
Paper Feeding System/Capacity *3	**Paper drawer** 300 sheets (64 g/m²)/250 sheets (80 g/m²) x 1 **Multi-purpose tray** • A4, A4R, B5, B5R, A5, A5R, Letter, LetterR, Statement, StatementR 100 sheets (64 g/m²)/80 sheets (80 g/m²) • A3, B4, 11" x 17", Legal 50 sheets (64 g/m²)/50 sheets (80 g/m²) • Transparency 50 sheets • Label 1 sheet • Envelope 10 sheets
Paper Output System/Capacity *3	• A4, B5, Letter 250 sheets (64 to 80 g/m²) • Other sizes 100 sheets (64 to 80 g/m²)
Multiple Copies	999 sheets
Power Source	AC 220 V - 240 V, 2.7 A, 50/60 Hz
Power Consumption *1	**Maximum Power Consumption** 1.5 kW **During Sleep Mode** 2.0 W **With the Main Power Turned OFF** 0.1 W
Dimensions (W x D x H)	**When the platen cover is attached (one paper drawer attached)** 622 mm x 589 mm x 499 mm **When the Feeder (DADF-AY) is attached (one paper drawer attached)** 622 mm x 606 mm x 600 mm
Weight	**When the platen cover is attached (one paper drawer attached)** Approx. 28.7 kg*4

	When the Feeder (DADF-AY) is attached (one paper drawer attached) Approx. 35.5 kg[*4]
Installation Space	See "Getting Started". **Manuals and Their Contents(P. 646)**
Memory Capacity	**RAM**: 512 MB

[*1]May vary depending on the environment and conditions under which the machine is being used.

[*2]Copy/print speeds are measured based on internal testing using A4 size paper copied/printed with 100% copy/print ratio to original on one-sided paper. Internal testing involved continuously copying/printing the same one page of content on plain paper (copy speed is tested by copying on the platen glass). Copy/print speeds may vary depending on paper type, paper size or paper feeding direction.
The device may automatically pause or slow down in order to adjust printer condition such as controlling temperature of a certain unit or limiting impact to image quality during continuous copying/printing.

[*3]May vary depending on the installation environment and paper to use.

[*4]The toner cartridge is included.

Feeder (DADF-AY)

36WC-0EU

NOTE

- For imageRUNNER 2206iF, the feeder (DADF-AY) is standard equipment.
- For imageRUNNER 2206N, the feeder (DADF-AY) is optional.

Original Feeding Mechanism	Automatic 2-Sided Document Feeder
Original Size /Type	**Size of Originals** • **Max :** 297.0 mm x 431.8 mm • **Min :** 148.0 mm x 128.0 mm **Weight of Originals** • **Continuously scanning** **1-Sided Originals / 2-Sided Originals:** 52 to 105 g/m² • **Scanning a single original** **1-Sided Originals:** 37 to 128 g/m² **2-Sided Originals:** 52 to 128 g/m²
Original Tray Capacity (A4)	50 sheets (80 g/m²)
Original Scanning Speed	**Copying (600 dpi x 600 dpi, A4)** **1-Sided Scanning:** 22 pages/minute **2-Sided Scanning:** 8 pages/minute **Scanning** * **1-Sided Scanning:** 13.6 pages/minute **2-Sided Scanning:** 6.8 pages/minute
Dimensions (W x D x H)	565 mm x 521 mm x 125 mm
Weight	Approx. 7.0 kg

*May vary depending on the environment and conditions under which the machine is being used.

Available Paper

36WC-0EW

The paper types that can be used with this machine are shown in the following table.

■Supported Paper Sizes

✓: Available —: Unavailable

Paper Sizes	Multi-Purpose tray	Paper Drawer 1	Cassette Feeding Module-AD (Optional)	Automatic 2-Sided Printing *1
A3 *2	✓	✓	✓	✓
B4 *2	✓	✓	✓	✓
A4 *2	✓	✓	✓	✓
A4R	✓	✓	✓	✓
B5	✓	✓	✓	✓
B5R	✓	✓	✓	✓
A5	✓	—	✓	—
A5R	✓	✓	—	✓
11" x 17" *2	✓	✓	✓	✓
Legal *2	✓	✓	✓	✓
Letter *2	✓	✓	✓	✓
LetterR	✓	✓	✓	✓
Statement	✓	—	✓	—
StatementR	✓	✓	—	✓
Executive	✓	—	—	✓
Oficio	✓	✓	—	✓
Oficio (Ecuador)	✓	✓	—	✓

Paper Sizes	Multi-Purpose tray	Paper Drawer 1	Cassette Feeding Module-AD (Optional)	Automatic 2-Sided Printing *1
Oficio (Brazil)	✓	✓	—	✓
Oficio (Mexico)	✓	✓	—	✓
Oficio (Argentina)	✓	✓	—	✓
Letter (Argentina)	✓	✓	—	✓
LetterR (Argentina)	✓	✓	—	✓
Letter (Government)	✓	✓	—	✓
LetterR (Government)	✓	✓	—	✓
Legal (Government)	✓	✓	—	✓
Foolscap (Australia)	✓	✓	—	✓
Foolscap	✓	✓	—	✓
8K	✓	✓	✓	✓
16K	✓	✓	✓	✓
16KR	✓	✓	✓	✓
F4A	✓	✓	—	✓
Legal (India)	✓	✓	—	✓
Custom *3	✓	—	—	—
Envelope No.10 (COM10) *4	✓	—	—	—
Envelope Monarch *4	✓	—	—	—
Envelope ISO-C5 *4	✓	—	—	—
Envelope DL *4	✓	—	—	—

*1 Automatic 2-sided printing is available without replacing paper. The Duplex Unit-C is necessary depending on the model you are using.

*2 Can be used for printing reports or lists.

*3Custom paper size of 95.0 to 297.0 mm in width and 148.0 to 431.8 mm in length can be loaded in the multi-purpose tray.

*4Make sure the flap is folded.

■ Supported Paper Types

Chlorine-free paper can be used with this machine.

✓: Available —: Unavailable

Paper Type	Multi-Purpose tray	Paper Drawer 1	Cassette Feeding Module-AD (Optional)	Automatic 2-Sided Printing *1
Plain 1	✓	✓	✓	✓
Plain 2	✓	✓	✓	✓
Heavy 1	✓	—	—	—
Heavy 2	✓	—	—	—
Recycled	✓	✓	✓	✓
Color	✓	✓	✓	✓
Pre-Punched *2	✓	✓	✓	✓
Bond	✓	—	—	—
Transparency	✓	—	—	—
Labels	✓	—	—	—
Envelope	✓	—	—	—

*1Automatic 2-sided printing is available without replacing paper. The Duplex Unit-C is necessary depending on the model you are using.

*2Usable paper sizes are A4, A4R, Letter, LetterR.

Cassette Feeding Module-AD

36WC-0F4

Paper Sizes	• Max: 11" x 17" • Min: A5
Paper Weight	64 g/m² to 90 g/m²
Paper Drawers Capacity *	300 sheets (64 g/m²)/250 sheets (80 g/m²)
Dimensions (W x D x H)	580 mm x 575 mm x 116.8 mm
Weight	Approx. 5.75 kg

*May vary depending on the installation environment and paper to use.

Duplex Unit-C

36WC-0FC

NOTE

- For imageRUNNER 2206iF, the Duplex Unit-C is standard equipment.
- For imageRUNNER 2206N, the Duplex Unit-C is optional.

Paper Sizes	A3, B4, A4, A4R, B5, B5R, A5R, 11" x 17", Legal, Letter, LetterR, StatementR, Executive, Oficio, Oficio (Ecuador), Oficio (Brazil), Oficio (Mexico), Oficio (Argentina), Letter (Argentina), LetterR (Argentina), Letter (Government), LetterR (Government), Legal (Government), Foolscap (Australia), Foolscap, 8K, 16K, 16KR, F4A, Legal (India)
Paper Weight	64 g/m² to 90 g/m²*
Dimensions (W x D x H)	381 mm x 118 mm x 218 mm
Weight	Approx. 1.25 kg

*Depending on the conditions of use, these values may differ.

Fax Function (imageRUNNER 2206iF)

36WC-0EX

Telephone Line Used *1	Public Switched Telephone Network (PSTN)
Scan Line Density	**Normal** **G3:** 8 pels*2/mm x 3.85 line/mm **Fine** **G3:** 8 pels*2/mm x 7.7 line/mm **Superfine** **G3:** 8 pels*2/mm x 15.4 line/mm
Transmission Speed *3	**Super G3:** 33.6 kbps **G3:** 14.4 kbps
Compression Method	MH, MR, MMR
Transmission Type	Super G3, G3
Sending Original Sizes	A3, B4, A4, A4R, B5*4, B5R*5, A5*5, A5R*5
Receiving Paper Sizes	A3, B4, A4, B5, A5, 11" x 17", Legal, Letter, Statement
Transmission Times	Approx. 3.0 seconds/page*6

*1Depending 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.

*2Pels stands for picture elements (pixels).

*3With the Automatic Fallback function.

*4Sent as B4.

*5Sent as A4.

*6Based on ITU-T (ITU Telecommunication Standardization Sector) Standard Chart No. 1, JBIG standard mode.

Scan Function

36WC-0EY

Type	Color Scanner
Original Scanning Size (Max)	**Scanning on Platen Glass** Same as "Acceptable Originals" in "Main Unit" **Main Unit(P. 623)** **Scanning from Feeder** Same as "Size of Originals" in "Feeder" **Feeder (DADF-AY)(P. 626)**
Resolution (Max)	600 dpi x 600 dpi
Scanning Speed	**Scanning on Platen Glass** Same as "Scanning Speed" in "Main Unit" **Main Unit(P. 623)** **Scanning from Feeder** Same as "Original Scanning Speed" in "Feeder" **Feeder (DADF-AY)(P. 626)**
Interface	**USB** USB 1.1 Full-Speed, USB 2.0 Hi-Speed **Wired LAN** 10BASE-T, 100BASE-TX (IEEE 802.3 compliant) **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n
Protocol Supported *	SMB (TCP/IP), SMTP, TCP/IP, USB
Output Format (Push Scan)	TIFF (MMR), JPEG (Single-Page), PDF

* Some formats are not supported depending on the function.

Printer Functions

36WC-0F0

■ UFR II-LT Printer Function

Type	Internal
Print Size	**Available Paper(P. 627)**
Print Speed	Same as "Copy Speed" in "Main Unit" **Main Unit(P. 623)**
Resolution	**Data Processing** 600 dpi x 600 dpi
Page Description Language (PDL)	UFR II-LT
Protocol Supported	**TCP/IP:** LPD, Port9100, IPP, IPPS, WSD
Resident Fonts	None
Interface	**USB** USB 1.1 Full-Speed, USB 2.0 Hi-Speed **Wired LAN** 10BASE-T, 100BASE-TX (IEEE 802.3 compliant) **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n

■ PCL Printer Function

Type	Internal
Print Size	**Available Paper(P. 627)**
Print Speed	Same as "Copy Speed" in "Main Unit" **Main Unit(P. 623)**
Resolution	**Data Processing** 600 dpi x 600 dpi
Page Description Language (PDL)	PCL6, PCL5e

Protocol Supported	**TCP/IP:** LPD, Port9100, IPP, IPPS, WSD
Resident Fonts	45 Roman
Interface	**USB** USB 1.1 Full-Speed, USB 2.0 Hi-Speed **Wired LAN** 10BASE-T, 100BASE-TX (IEEE 802.3 compliant) **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n

Management Functions

36WC-0F1

■ Authentication Functions

- 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.

■ Firewall Settings

- Up to 4 IP addresses (or ranges of IP addresses) can be specified for both IPv4 and IPv6.
- Up to 10 MAC addresses can be specified.

■ Registration of Keys and Certificates

- If you install a key or CA certificate from a computer, make sure that they meet the following requirements:

Format	• Key: PKCS#12*1 • CA certificate: X.509 DER/PEM
File extension	• Key: ".p12", ".pfx" • CA certificate: ".cer"
Public key algorithm (and key length)	• RSA (512 bits*2, 1024 bits, 2048 bits, 4096 bits) • ECDSA (P256, P384, P521)
Certificate signature algorithm	• RSA: SHA1*3, SHA256, SHA384*4, SHA512*4, MD2*5, MD5*5 • ECDSA: SHA1*3, SHA256, SHA384, SHA512

*1Requirements for the certificate contained in a key are pursuant to CA certificates.

*2The signature algorithm is available only for SHA1-RSA or SHA256-RSA.

*3Available only for a generated key and certificate signature request (CSR) or installation from the Remote UI.

*4Available only when the key algorithm is 1024 bits or more.

*5Available only for installation from the Remote UI.

NOTE

- The machine does not support use of a certificate revocation list (CRL).

System Environment

36WC-0F2

System Environment for WSD Scan	• Windows Vista • Windows 7 • Windows 8 • Windows 10
System Requirements for the Remote UI *1	**Windows** • Windows Vista / 7 / 8.1 / 10: Internet Explorer 11 or later • Windows 10: Edge **macOS** • Mac OS X 10.6 and later • Safari 3.2.1 and later **iOS** • Safari **Android** • Chrome
File Servers Available as Destinations for File Transmission	**SMB** • Windows Vista SP2 / 7 / 8 / 8.1 / 10 • Windows Server 2008 / Server 2012 • Solaris Version 2.6 and later • Red Hat Linux 7.2 and later • Mac OS X 10.6 and later **SMTP** • Sendmail 8.12.5 and later • Sendmail 8.13.x • Sendmail 8.14.x • Exchange Server 2003 / 2007 / 2010 • Lotus Domino 6.x / 7.x / 8.x
Types of LDAP servers	• Windows Server 2003 R2 SP2 with Active Directory • Windows Server 2008 SP2 with Active Directory • Windows Server 2012 with Active Directory • Windows Server 2012 R2 with Active Directory • eDirectory V8.8 SP7 or later • Lotus Domino R8.5 or later
System Requirements for the Send Function Setting Tool	• Windows 7 / 8.1 / 10 / Server 2003 / Server 2008: Internet Explorer 7 or later • Windows 10: Edge
System Requirements for the User's Guide	**Windows** • Internet Explorer 9 and later • Microsoft Edge • Firefox • Firefox ESR

	• Chrome[*2] **macOS** • Safari • Firefox • Chrome[*2] **Linux** • Firefox **iOS** • Safari[*2] **Android** • Chrome[*2]

[*1]Before changing the settings of the machine, set your Web browser to enable all cookies and use JavaScript.

[*2]Only when viewing manuals on the Internet.

Network Environment

36WC-0F3

■ Common Specifications

Protocol Supported	**TCP/IP** • **Frame type:** Ethernet II • **Print applications:** LPD, Raw, IPP, IPPS, WSD, Mopria, Google Cloud Print, AirPrint, Windows10 Mobile Print

■ Wired LAN Specifications

Interface	10BASE-T, 100BASE-TX (RJ-45)

■ Wireless LAN Specifications

Standard	IEEE 802.11b, IEEE 802.11g, IEEE 802.11n
Transmission Scheme	IEEE 802.11b (Modulation system: DS-SS) IEEE 802.11g (Modulation system: OFDM method) IEEE 802.11n (Modulation system: OFDM method)
Frequency Range	2.412 GHz to 2.472 GHz
Maximum Radio-Frequency Power Transmitte	15.9 dBm
Communication Mode	• Infrastructure Mode • Access Point Mode
Security (encryption method)	**Infrastructure Mode** • 128 (104)/64 (40) bit WEP • WPA-PSK (TKIP/AES-CCMP) • WPA2-PSK (TKIP/AES-CCMP) **Access Point Mode** WPA2-PSK (AES-CCMP)
Connection Method	WPS (Wi-Fi Protected Setup), Manual setup

Options

36WC-0F5

Installing options on the machine enables you to use more features.

■ Knowing What Types of Options are Available

Optional Equipment(P. 641)
System Options(P. 644)

■ Looking for Optional Equipment by Purpose

Loading multiple sheets of original

Feeder (DADF-AY)(P. 641)

Adding a Paper Drawer / Paper drawers that can be installed to the machine

Optional Paper Drawer(P. 641)

Sending Faxes Manually, Making or Receiving Phone Calls

Handset (imageRUNNER 2206iF)(P. 642)

Printing 2-sided documents

Duplex Unit-C(P. 642)

Optional Equipment

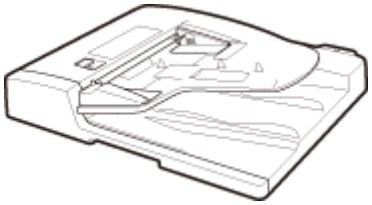
36WC-0E0

The functionality of the machine can be expanded by installing optional equipment to the machine. Install the optional equipment to meet your needs such as by loading a large amount of paper.

- **Feeder (DADF-AY)(P. 641)**
- **Optional Paper Drawer(P. 641)**
- **Handset (imageRUNNER 2206iF)(P. 642)**
- **Duplex Unit-C(P. 642)**

Feeder (DADF-AY)

The Feeder can be attached to the imageRUNNER 2206N in place of the platen cover. Automatically feeds documents into the machine for scanning. When two or more sheets are loaded in the feeder, documents can be scanned continuously.



NOTE

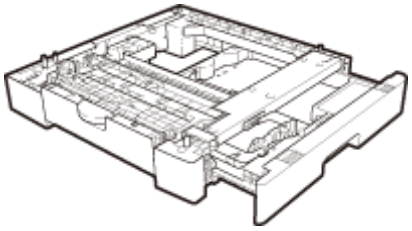
- For imageRUNNER 2206iF, the feeder (DADF-AY) is standard equipment.
- For imageRUNNER 2206N, the feeder (DADF-AY) is optional.

Optional Paper Drawer

You can install the optional paper drawer to the machine.

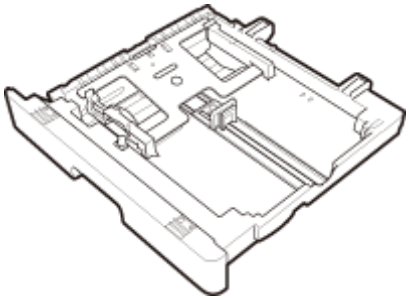
■ Cassette Feeding Module-AD

In addition to the provided standard paper drawer and multi-purpose tray, you can install the optional paper drawer to the machine. The optional paper drawer can hold up to 250 sheets (80 g/m²).



■ FL Cassette-BB

You can replace the standard paper drawer of the machine with the optional paper drawer. The optional paper drawer cannot be attached to the optional Cassette Feeding Module-AD.



NOTE

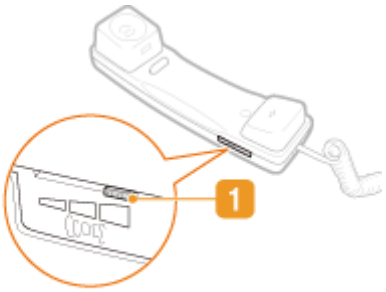
- For how to load paper into the paper drawer, see **Loading Paper(P. 30)** .
- For available paper sizes, see **Available Paper(P. 627)** .

Handset (imageRUNNER 2206iF)

By connecting the Handset to the machine, you can make and receive calls the same way as an ordinary telephone. For instructions on how to configure the FAX/TEL function, see **Receiving Faxes(P. 129)** .

NOTE

- The design of the Handset may differ.
- If the Handset emits howling, turn off the alarm sounds and reduce the volume of fax communication sounds. **Adjusting the Volume(P. 63)**



1 Ring volume switch

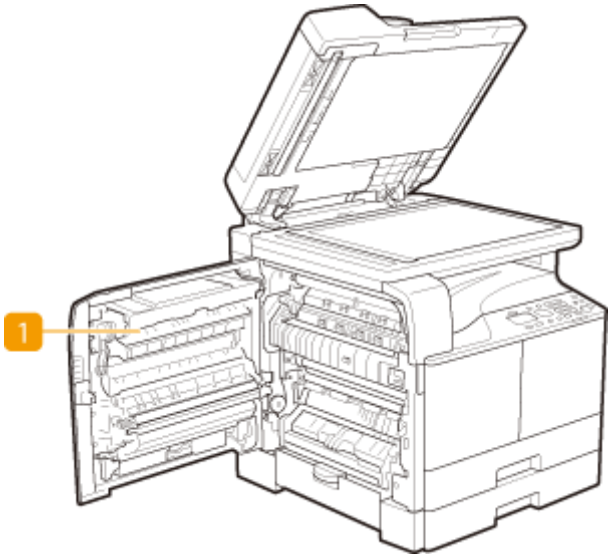
You can set the volume of the telephone ring to high, low, or off.

■ Making a Telephone Call

When making a telephone call, pick up the handset and tap <Fax>, then dial the telephone number. After using the handset, put the handset back on the cradle.

Duplex Unit-C

The Duplex Unit-C (1) enables you to use the 2-sided mode for copying or printing.



NOTE

- For imageRUNNER 2206iF, the Duplex Unit-C is standard equipment.
- For imageRUNNER 2206N, the Duplex Unit-C is optional.

System Options

36WC-0F6

The machine performance can be enhanced even more by installing system options.

Color Send Kit

This option enables you to scan documents and send them directly from the machine as e-mail attachments. You can also scan documents and store them in folders on computers for sharing. For more information about the function, see **Convenient Scanning with a Machine-Based Operation(P. 186)** .

NOTE

- For imageRUNNER 2206iF, the Color Send Kit is standard equipment.
- For imageRUNNER 2206N, the Color Send Kit is optional.

License Registration

To activate certain system options, you need to obtain a license key and register the key to the machine.

■ Obtaining a License Key

You can obtain a license key by using a web browser. Access the License Management System (http://www.canon.com/lms/license) and follow the procedure. As a part of the procedure, you are required to enter the following numbers.

License Access Number

Check the license access number provided on the License Access Number Certificate that is included in the package of the option.

Serial Number of the Machine

Check the serial number of the machine from the control panel.

<Status Monitor> ▶ <Device Information> ▶ <Serial Number>

■ Registering a License Key

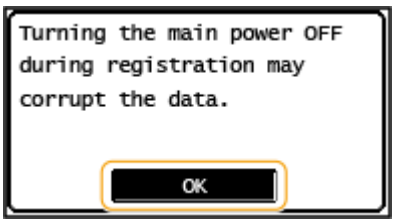
1 Select <Menu> in the <Home> screen. **<Home> Screen(P. 12)**

2 Select <System Management Settings>.

- If the login screen appears, enter the correct ID and PIN. **Logging on to the Machine(P. 18)**

3 Select <Register License>.

4 Confirm the message on the screen, and select <OK>.



5 Enter the license key using the numeric keys, and select <Apply>.

➠ Registration starts. Wait until the <Installation complete. Effective after the main power is turned OFF and ON.> message is displayed.

6 Select <Close>.

7 Restart the machine.

Manuals and Their Contents

36WC-0E1

The manuals listed below are included with the machine. Refer to them as necessary.

Getting Started		Read this manual first. It describes the flow of settings to perform before using this machine.
User's Guide (This Manual)		This manual describes all the functions of the machine in a manual that is viewed using a Web browser. You can browse information by category or enter a keyword to search for pages on a specific topic. **Using User's Guide(P. 647)**
Send Setting Guide		This manual describes how to configure settings and prepare for sending scanned images by e-mail and saving scanned images to shared folders.

Using User's Guide

36WC-0F7

The User's Guide is a manual that can be viewed on your computer or mobile device and it describes all of the functions of the machine. You can search from your intended use or enter a keyword to quickly find the page you are looking for. The section describes the screen layout of the User's Guide and how to read the Guide. You can specify how the appearance of the User's Guide looks.

■Screen Layout of User's Guide

This section describes the screens configuring the User's Guide and how to use the on-screen buttons. **Screen Layout of User's Guide(P. 648)**

■Viewing User's Guide

This section describes the meaning of the marks used in the User's Guide, how the keys on the control panel and the buttons on the computer display are represented, and other matters that help you understand the information contained in the User's Guide. **Viewing User's Guide(P. 651)**

■Specifying How the Appearance of the User's Guide Looks

You can change the character size used in the User's Guide, and switch the screen layout to fit to the device you use to view the User's Guide.

NOTE

- If you do not have access to Adobe Reader to view the manuals in PDF format, try other programs such as PDF Preview developed by Vivid Document Imaging Technologies.

How to Find the Topic You Are Looking for

Search the contents

- You can find the page you are looking for by selecting the topic from the "Contents" on the left side of the screen.

Search by keyword

- Perform a search by entering a keyword, such as "envelope" or "toner cartridge," and the pages containing the keyword are displayed. You can find the page you are looking for from those results. You can also enter phrases such as "connecting to a network." The keyword search also supports the AND Boolean to search for multiple keywords. For the organization of the search screen and how to operate the search screen, see **Search(P. 649)** .

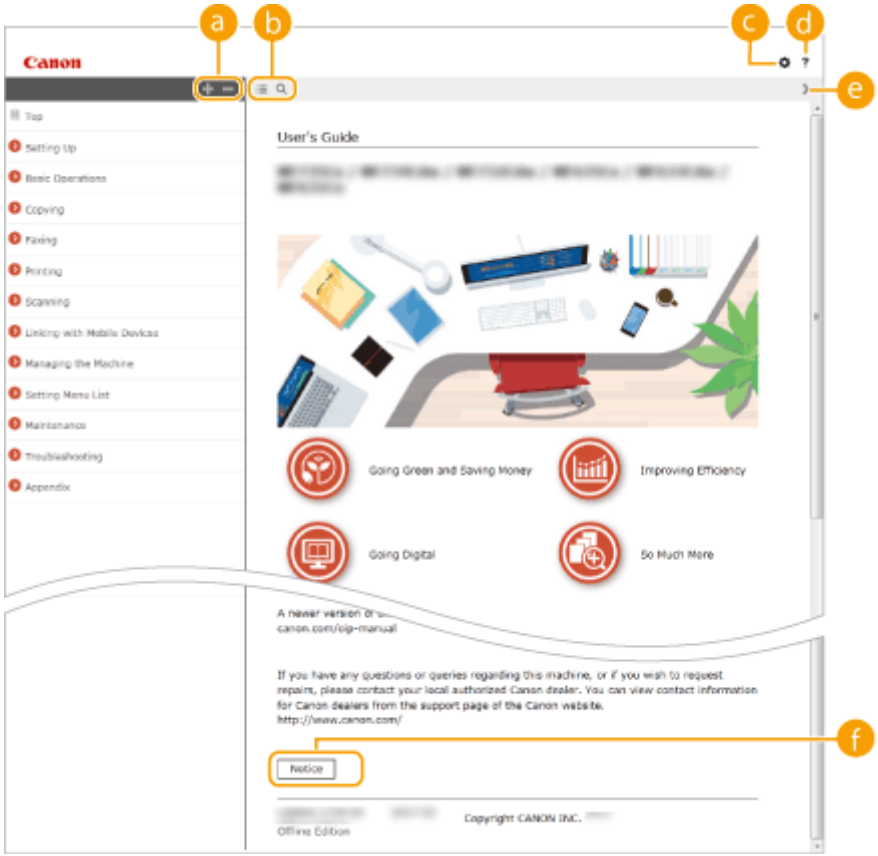
Screen Layout of User's Guide

36WC-0F8

The User's Guide is divided into different screens, and the content of each screen varies.

Top Page

Appears when User's Guide is started.



a /

Click to also display all of the sections under the chapters. Click to return to the previous display.

b /

Click to toggle the display between the contents and search. When the table of contents is displayed, each click on switches between hiding and showing the display. When the search display is shown, each click on switches between hiding and showing the display.

c

Click to set parameters to determine how the User's Guide is displayed, such as character size or layout.

d ?

Click to display information on how to view the User's Guide, how to perform a search, and other information.

e /

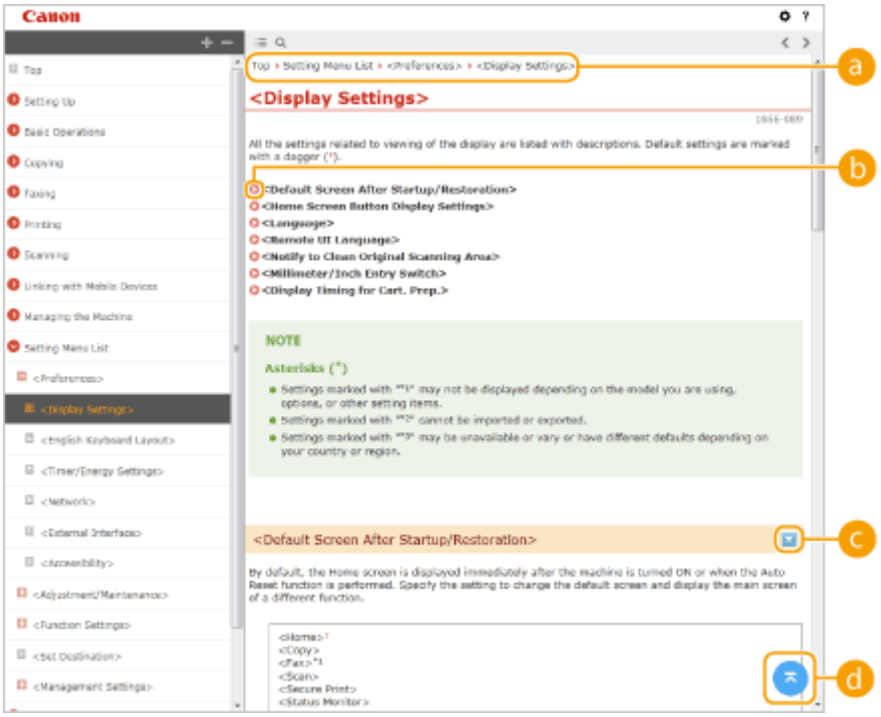
Click to display the previous or following topic.

f **[Notice]**

Click to view important information you should know when using the machine.

Topic Page

Contains information about how to configure and use the machine.



a Navigation

See what chapter topic you are currently viewing.

b

Click to jump to the corresponding page. To return to the previous page, click "Back" on your Web browser.

c /

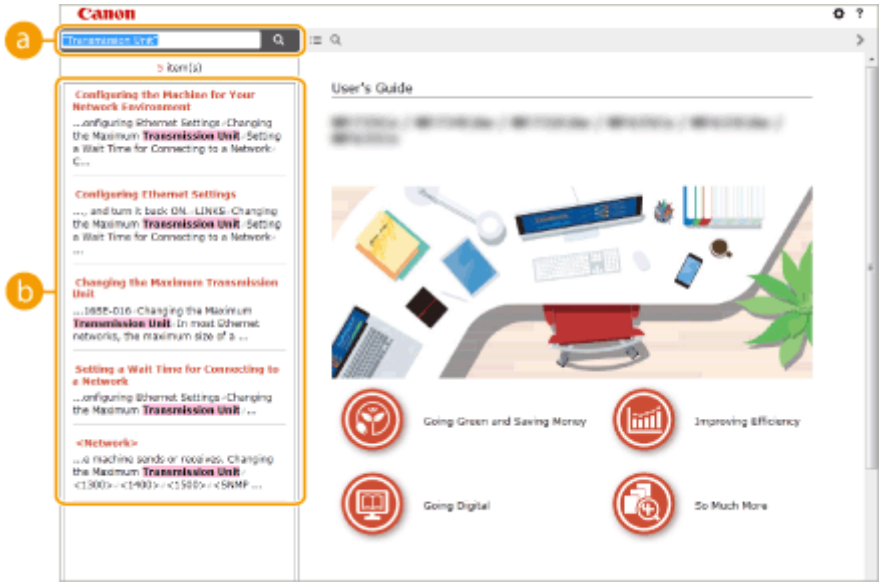
Click to display the hidden detailed descriptions. Click to close the detailed descriptions.

d

Click to return to the page top.

Search

Click to display the search window. Contains a text box to perform a search by keyword and find the page you are looking for.



a [Enter keyword(s) here]

Enter a keyword or keywords and click to display the search results. You can search for pages containing all the keywords by separating the keywords by a space (blank). Also you can only search for pages containing an exact phrase by enclosing the keywords in double quotation marks.

b Search result

Displays the search results of the pages that contain the specified keywords. From the results, locate the page you are looking for and click the topic title of the page.

NOTE:

- The specified keyword(s) are shown in bold in the search results.

Viewing User's Guide

36WC-0E6

This section describes the marks, buttons, screens, and other items used in the User's Guide. The warnings are also given in the "Important Safety Instructions" in the "Getting Started" included with the machine. See also these instructions.

Marks

Cautions regarding safety, restrictions and cautions regarding the handling of the machine, useful tips, and other information are indicated using the marks below.

	Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.
	Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure.
TIPS	Indicates useful functions or tips for using the machine.

Keys and Buttons Used in this Manual

Keys on the control panel and buttons on the computer display appear in the following notation:

Type	Example
Keys on the control panel	
Settings displayed on the control panel	<Timer Settings> <Paper jammed.>
Buttons and other text interfaces displayed on the computer display	[Preferences]

Computer Screens Used in This Manual

Unless otherwise noted, displays used in the User's Guide are those for the imageRUNNER 2206iF. Depending on the model or operating system you are using, the appearance of the displays used in this manual may slightly differ from the actual displays. Also, the appearance of drivers and software may differ depending on their version.

Illustrations Used in This Manual

Unless otherwise noted, illustrations used in the User's Guide are those for the imageRUNNER 2206iF. When differences are significant, multiple illustrations are used with the model names, such as "imageRUNNER XXXX."

Basic Windows Operations

36WC-0E9

- Displaying the Printer Folder(P. 652)
- Enabling [Network discovery](P. 652)
- Displaying Shared Printers in the Print Server(P. 653)
- Displaying the [Software Programs/Manuals Setup] Screen(P. 654)
- Printing a Test Page in Windows(P. 654)
- Checking the Bit Architecture(P. 655)
- Checking the Computer Name(P. 656)
- Checking the Printer Port(P. 657)
- Checking Bidirectional Communication(P. 658)
- Checking the SSID to Which Your Computer is Connected(P. 659)
- When Printing or Sending from the Windows Store App(P. 659)

NOTE

- Depending on the computer that you use, the operation may differ.

■ Displaying the Printer Folder

Windows 7/Server 2008 R2
[Start] ▶ select [Devices and Printers].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View devices and printers].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel] ▶ [View devices and printers].

Windows 10
[ ] ▶ select [Windows System] ▶ [Control Panel] ▶ [Hardware and Sound] ▶ [Devices and Printers].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Printers].

Windows Server 2016
Right-click [ ] ▶ select [Control Panel] ▶ [Hardware] ▶ [Devices and Printers].

■ Enabling [Network discovery]

Enable [Network discovery] to view the computers on your network.

Windows 7/Server 2008 R2
[Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ select [Turn on network discovery] under [Network discovery].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ select [Turn on network discovery] under [Network discovery].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ select [Turn on network discovery] under [Network discovery].

Windows 10

[ ] ▶ select [Windows System] ▶ [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ select [Turn on network discovery] under [Network discovery].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Network and Sharing Center] ▶ select [Turn on network discovery] under [Network discovery].

Windows Server 2016
Right-click [ ] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ select [Turn on network discovery] under [Network discovery].

■ Displaying Shared Printers in the Print Server

1 Open Windows Explorer.

Windows 7/Server 2008
[Start] ▶ select [All Programs] or [Programs] ▶ [Accessories] ▶ [Windows Explorer].

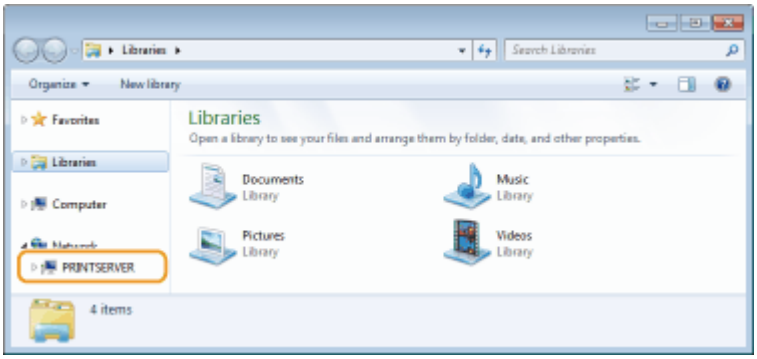
Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [File Explorer].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [File Explorer].

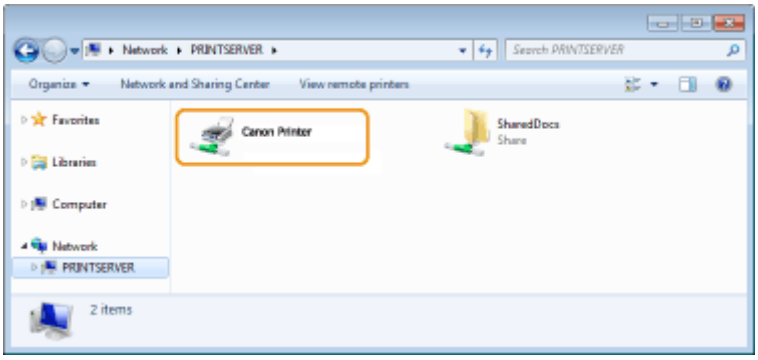
Windows 10/Server 2016
Right-click [ ] ▶ select [File Explorer].

2 Select the printer server in [Network] or [My Network Places].

- To view computers on the network, you may need to turn on network discovery or search the network for computers.



➠ Shared printers are displayed.



1

■Displaying the [Software Programs/Manuals Setup] Screen

If your computer does not display the [Software Programs/Manuals Setup] screen after inserting the provided CD-ROM/DVD-ROM, follow the procedure below. The CD-ROM/DVD-ROM drive name is indicated as "D:" in this manual. The CD-ROM/DVD-ROM drive name may differ depending on the computer you are using.

Windows 7/Server 2008

[Start] ▶ enter "D:\MInst.exe" in [Search programs and files] or [Start Search] ▶ press the [ENTER] key.

Windows 8/Server 2012

Right-click the lower-left corner of the screen ▶ [Run] ▶ enter "D:\MInst.exe" ▶ click [OK].

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ [Run] ▶ enter "D:\MInst.exe" ▶ click [OK].

Windows 10

Enter "D:\MInst.exe" in the search box ▶ click [D:\MInst.exe] displayed as the search result.

Windows Server 2016

Click [ ] ▶ enter "D:\MInst.exe" ▶ click [D:\MInst.exe] displayed as the search result.

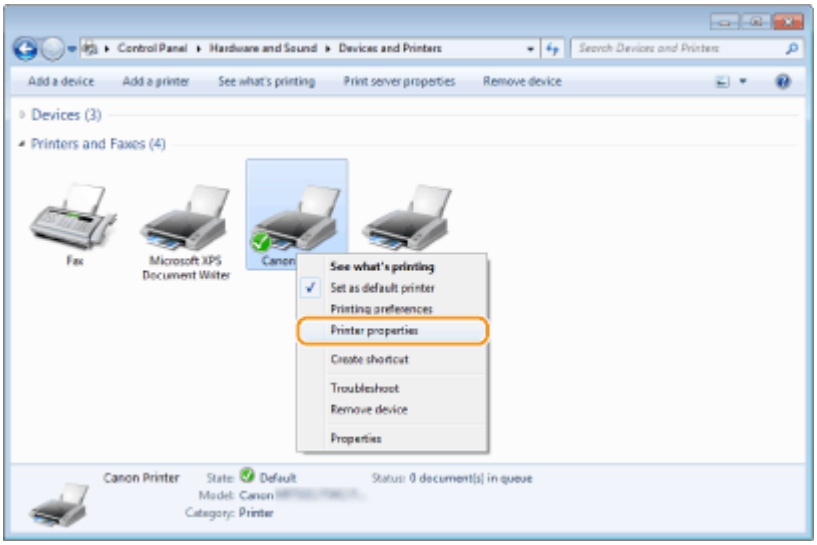
■Printing a Test Page in Windows

You can check whether the printer driver is operational by printing a test page in Windows.

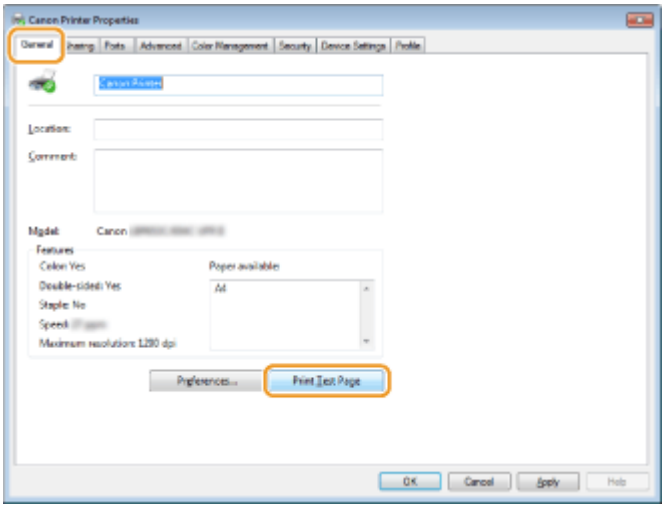
1 Load A4 size paper in the paper drawer. Loading Paper in the Paper Drawer(P. 32)

2 Open the printer folder. Displaying the Printer Folder(P. 652)

3 Right-click the printer driver icon for this machine, and click [Printer properties] or [Properties].



4 Click [Print Test Page] in [General] tab.



➠ The test page is printed.

■ Checking the Bit Architecture

If you are not sure whether your computer is running 32-bit or 64-bit Windows follow the procedure below.

1 Display [Control Panel].

Windows 7/Server 2008
[Start] ▶ select [Control Panel].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel].

Windows 10/Server 2016
Proceed to step 2.

2 Display [System].

Windows 7/8/Server 2008 R2/Server 2012
Click [System and Maintenance] or [System and Security] ▶ [System].

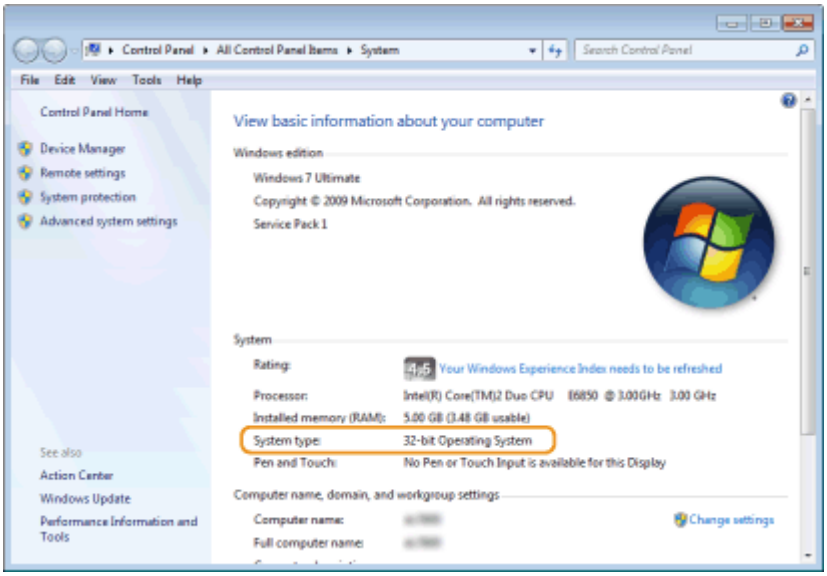
Windows 10/Server 2016
Click [ ] ▶ [Settings] ▶ [System] ▶ select [About].

Windows Server 2008
Double-click [System].

3 Check the bit architecture.

For 32-bit versions
[32-bit Operating System] is displayed.

For 64-bit versions
[64-bit Operating System] is displayed.



■ Checking the Computer Name

1 Display [Control Panel].

Windows 7/Server 2008
[Start] ▶ select [Control Panel].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel].

Windows 10
Click [ ] ▶ select [Windows System] ▶ [Control Panel].

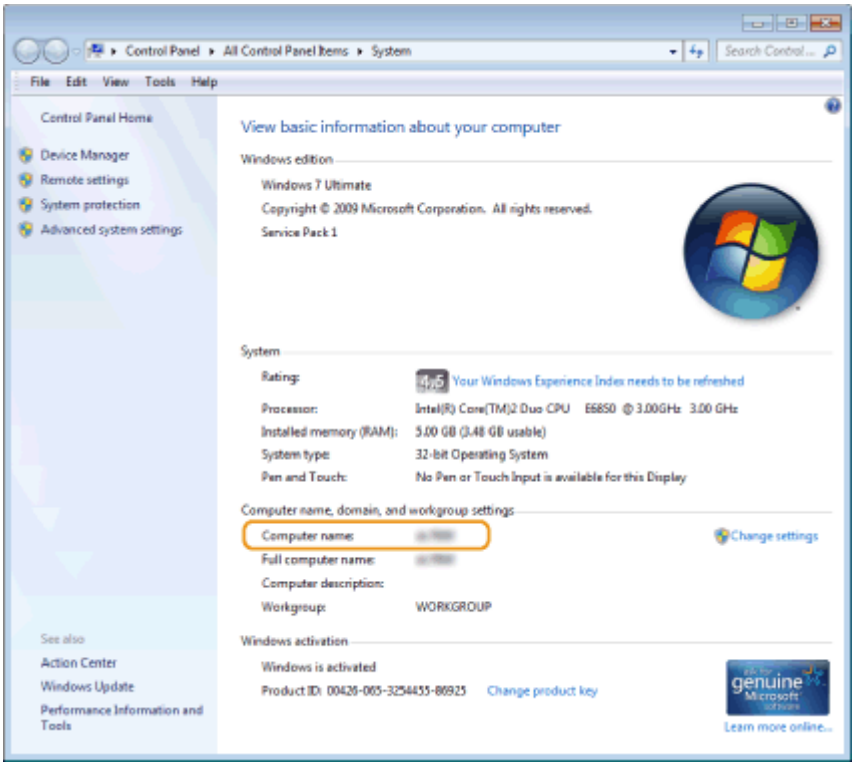
Windows Server 2016
Right-click [ ] ▶ select [Control Panel].

2 Display [System].

Windows 7/8/10/Server 2008 R2/Server 2012/Server 2016
Click [System and Maintenance] or [System and Security] ▶ [System].

Windows Server 2008
Double-click [System].

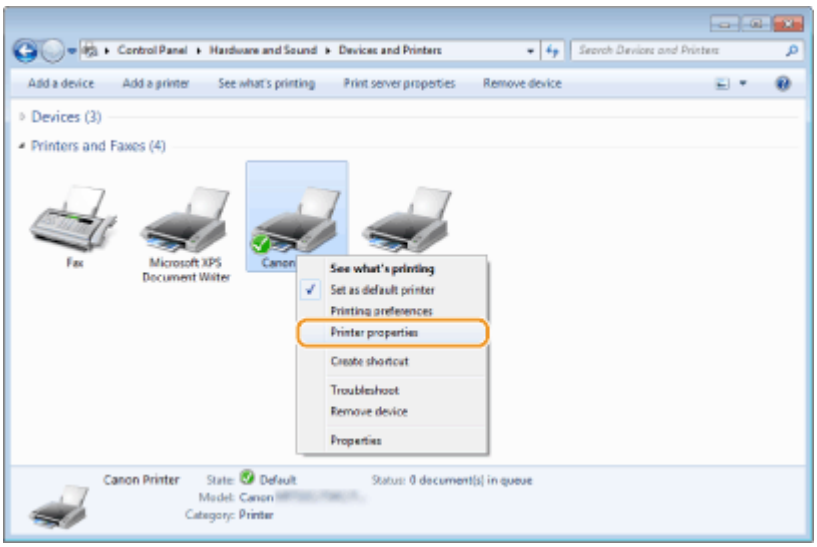
3 Check the computer name.



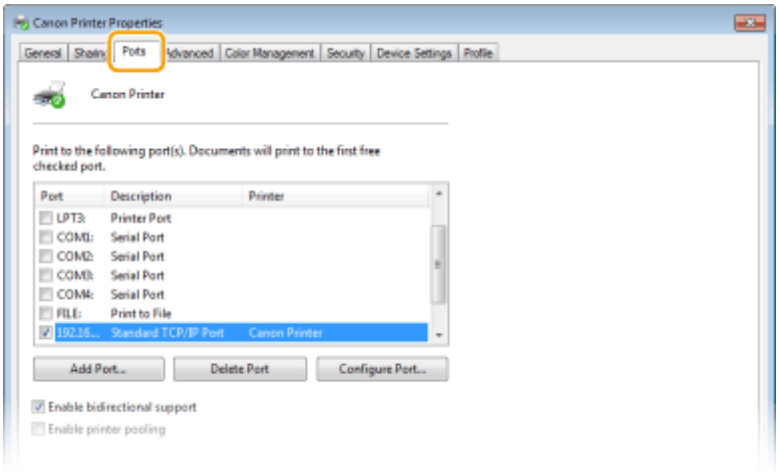
■Checking the Printer Port

1 **Open the printer folder.** **Displaying the Printer Folder(P. 652)**

2 **Right-click the printer driver icon for this machine, and click [Printer properties] or [Properties].**



3 **In the [Ports] tab, check that the port is selected correctly.**



NOTE

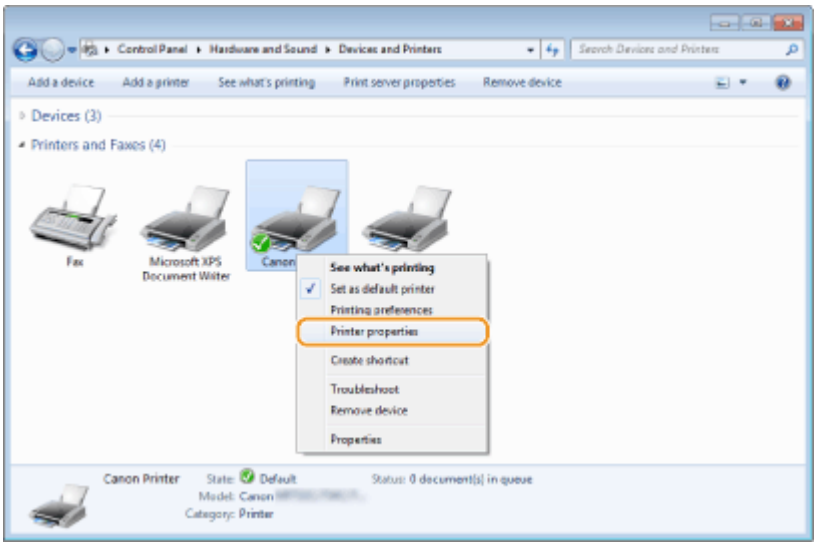
If you are using a network connection and have changed the machine's IP address

- If [Description] for the selected port is [Canon MFNP Port], and the machine and the computer are on the same subnet, then the connection will be maintained. You do not need to add a new port. If it is [Standard TCP/IP Port], you need to add a new port. **Configuring Printer Ports(P. 290)**

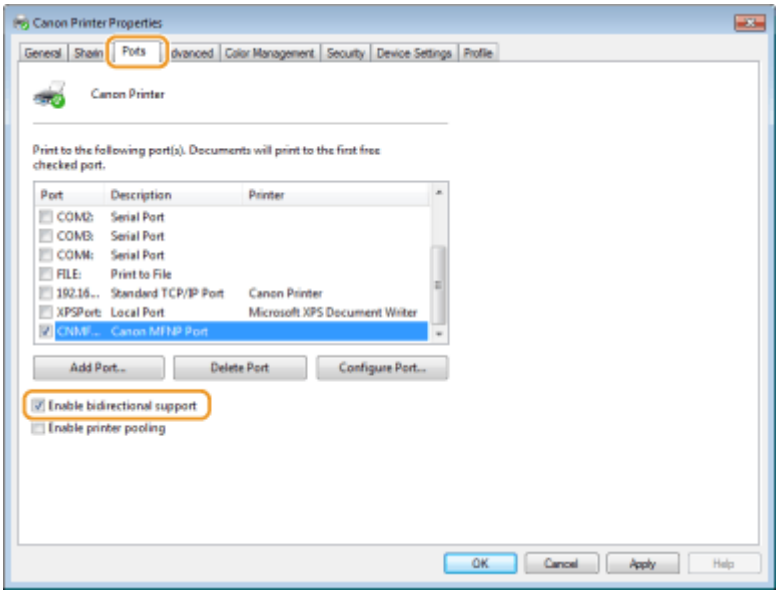
■Checking Bidirectional Communication

1 **Open the printer folder.** **Displaying the Printer Folder(P. 652)**

2 **Right-click the printer driver icon for this machine, and click [Printer properties] or [Properties].**



3 **In the [Ports] tab, make sure that the [Enable bidirectional support] check box is selected.**



■Checking the SSID to Which Your Computer is Connected

If your computer is connected to a wireless LAN network, click , , , or in the system tray to display the SSID of the connected wireless LAN router.

■When Printing or Sending from the Windows Store App

Windows 8/Server 2012
Display the charms on the right side of the screen ▶ Tap or click [Devices] ▶ The driver that you use ▶ [Print].

Windows 8.1/Server 2012 R2
Display the charms on the right side of the screen ▶ Tap or click [Devices] ▶ [Print] ▶ The driver that you use ▶ [Print].

Windows 10
Tap or click [Print] on the application ▶ The driver that you use ▶ [Print].

NOTE

- If you print a document or send a fax using this method, only a limited number of functions are available.
- If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, go to the desktop and perform the required operations. This message appears when the machine is set to display the user name when printing documents, sending faxes or similar instances.

Notice

36WC-0EC

■IPv6 Ready Logo

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

■Product Information required by COMMISSION REGULATION (EU) No 801/2013 amending Regulation (EC) No 1275/2008

Power consumption of the product in networked standby if wired network ports are connected and all wireless network ports are activated (if they are available at the same time).

Model Name	Power consumption of the product in networked standby
imageRUNNER 2206iF / 2206N	3.0 w or less

NOTE

- The above value(s) are the actual values for single machine, chosen arbitrarily, and may therefore vary from the value of the machine in use. Optional network ports are not connected and/or activated in the measurement.

■WEEE and Battery Directives

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

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU), the Battery Directive (2006/66/EC) and/or national legislation implementing those Directives. If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.
This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE) and batteries and accumulators. Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.
For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit www.canon-europe.com/weee, or www.canon-europe.com/battery.

■ Environmental Information

Reducing your environmental impact while saving money

Power Consumption and Activation Time
The amount of electricity a device consumes depends on the way the device is used. This product is designed and set in a way to allow you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a time, the device switches to its Power Save Mode. The devices consume less power (Watt) in these modes.
If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all. Canon does not recommend extending the Activation Times from the optimum ones set as default.

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Paper types
This product can be used to print on both recycled and virgin paper (certified to an environmental stewardship scheme), which complies with EN12281 or a similar quality standard. In addition it can support printing on media down to a weight of 64g/m².
Lighter paper means less resources used and a lower environmental footprint for your printing needs.

Duplex printing (Standard duplex printing products only)
Duplex printing capability enables you to print on both sides automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption.
The duplex function has been auto enabled during the set up and driver installation and Canon strongly recommends that you do not disable this function. You should continue to use the duplex function to reduce the environmental impact of your work with this product at all times.

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snmp

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xpm

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