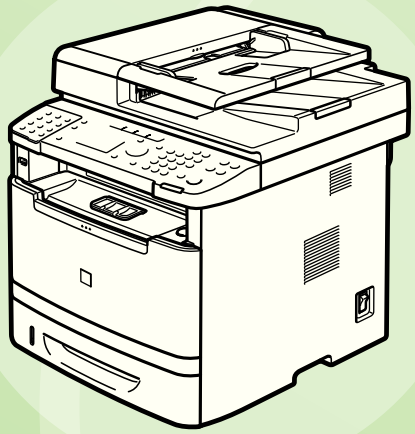
Canon

imageCLASS
MF5960dn / MF5950dw

Basic Operation Guide



Quick View- Perform Useful Tasks — Next Page

1 Before Using the Machine — P.1-1

2 Document and Paper Handling — P.2-1

3 Copying — P.3-1

4 Printing from a Computer — P.4-1

5 Registering Destinations in the Address Book — P.5-1

6 Using the Fax Functions — P.6-1

7 Using the Scan Functions — P.7-1

8 Maintenance — P.8-1

9 Troubleshooting — P.9-1

10 Registering/ Setting the Various Functions — P.10-1

11 Appendix — P.11-1

- Network Setting Procedure
- Security Functions
- Searching in Detail

See the e-Manual.
User Software CD-ROM

- Searching the Installation and Connection Procedure

See the Starter Guide.

Be sure to read the manual before using the machine.
Keep the manual for future reference.

Quick View- Perform Useful Tasks

There are a variety of copy functions that are explained in later pages of this manual as well as in the e-Manual. You can enlarge or reduce copies as well as copy multiple documents onto one sheet. Additionally, you can erase the background of the document or adjust the density and image quality before copying.

Below is a quick overview of highlighted copy features that you can utilize in your everyday use.

Adjusting the Image Quality According to the Document

For details, see "Copying" from p. 3-1.

Image Quality Adjustment

You can adjust the image quality according to the types of documents.
A correct selection is necessary for the optimal reproduction of the document.

<Text/Photo> <Photo> <Text>

Sharpness Adjustment

You can emphasize the outline of the image in the document or decrease the contrast.

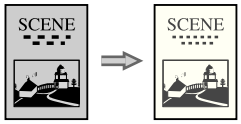
Density Adjustment

You can adjust the density of copies according to the document.

<Light> <Dark>

Background Adjustment

You can copy with the background color of the document erased.
You can also adjust the background for each color.

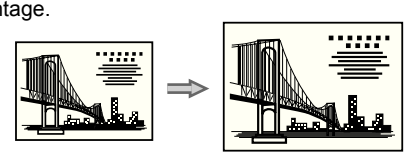


Various Copy Functions

For details, see "Copying" from p. 3-1.

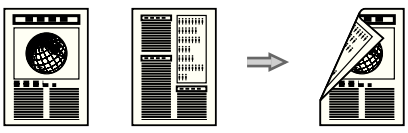
Enlarged/Reduced Copies

You can enlarge or reduce standard size documents to copy on standard size paper or specify the copy ratio in percentage.



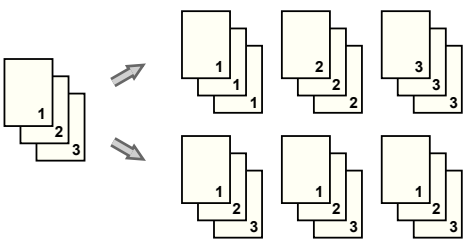
2-Sided Copying

You can copy 1-sided documents on both sides of paper.



Collating

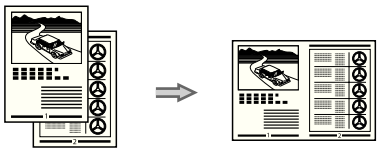
You can sort copies into sets arranged in page order.



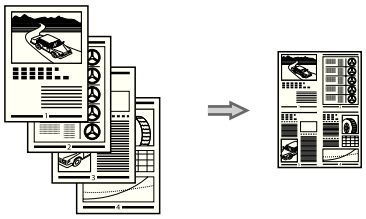
Reduced Layout

You can reduce multiple documents to copy them onto one sheet.

2 on 1

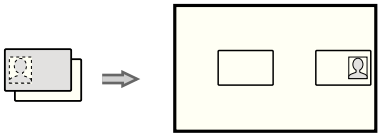


4 on 1



Copying ID Card

You can make a copy of a 2-sided card onto one side of paper.



There are a variety of print functions that are explained in later pages of this manual as well as in the e-Manual. You can enlarge or reduce documents, print multiple-page data onto one sheet, and perform 2-sided printing. Also you can print from a USB memory connected to the machine as well as from a computer.

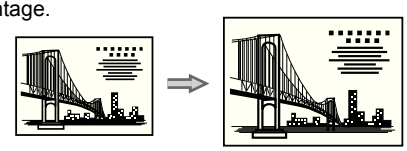
Below is a quick overview of highlighted print features that you can utilize in your everyday use.

Printing documents from a computer • • • • For details, see "Printing from a Computer" from p. 4-1.

Various Printing Functions

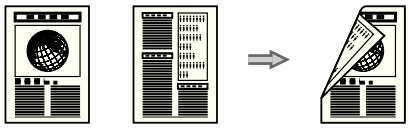
Enlarged/Reduced Printing

You can enlarge or reduce standard size documents to copy on standard size paper or specify the copy ratio in percentage.



2-Sided Printing

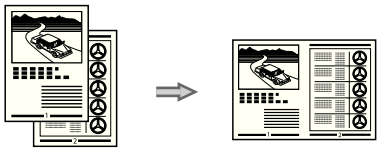
You can print on both sides of paper.



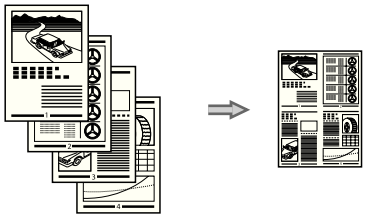
Reduced Layout

You can reduce multiple documents to print them onto one sheet.

2 on 1



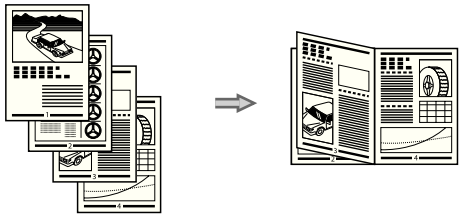
4 on 1



Miscellaneous Printing Functions

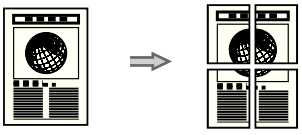
Booklet Printing

Booklet printing allows you to make a booklet by folding printouts in half.



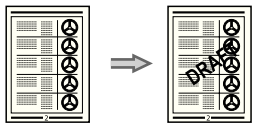
Poster Printing

You can magnify and divide a single page image to print it out on multiple sheets of paper. You can make one large poster by joining these printouts together.



Watermark Printing

You can superimpose watermarks (such as [COPY] and [DRAFT]) over the documents created by an application.



Displaying a Preview before Printing

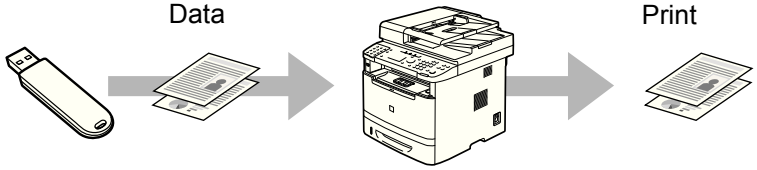
You can check the printout result on a computer display.

Selecting a "Profile"

Some printer driver settings are provided as "Profiles" beforehand.
You can perform printing which suits your needs only by selecting a "Profile."

Printing documents from a USB memory (Media printing) • For details, see "Printing" in the e-Manual.

You can directly print the data loaded into the USB memory which has been connected to the machine.



Quick View- Perform Useful Tasks

There are a variety of fax functions that are explained in later pages of this manual as well as in the e-Manual. The machine is also equipped with the PC Fax function which can send a document from a computer directly, which reduces paper costs.

Below is a quick overview of highlighted fax features that you can utilize in your everyday use.

Sending a Document Directly from a Computer (PC Fax) ● ● ● For details, see "Fax" in the e-Manual.

You can send a document or image created in an application as a fax directly using the fax driver from a computer on a network. Because you do not need to print the document, you can reduce the paper cost as well as send a clear document which has little dirt or blur.

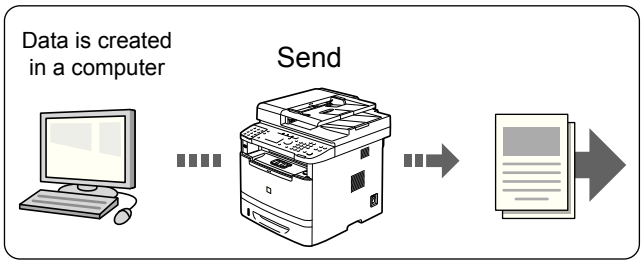
You can import the address book using the fax driver, enabling you to send a fax to a destination easily without mistakes.
You can also create a cover sheet for when sending a fax.

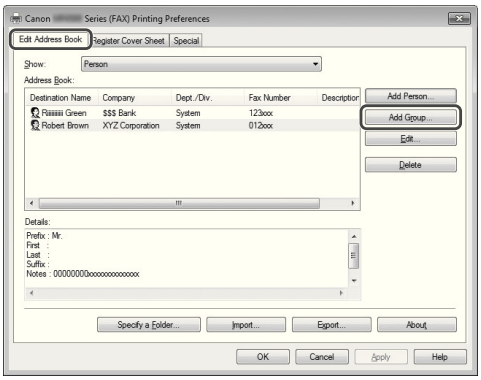
* You need to install the fax driver in a computer.

* If you are a Macintosh user, see the following.

- To install the Fax Driver
  → Starter Guide or Fax Driver Installation Guide
- To view how to use each function
  → Fax Driver's Help

To view how to display the Fax Driver Installation Guide or Fax Driver's Help, see "For Macintosh Users" (→P. 11-4)

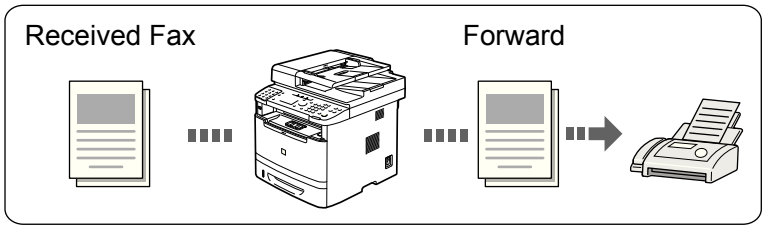




▲ Fax driver screen

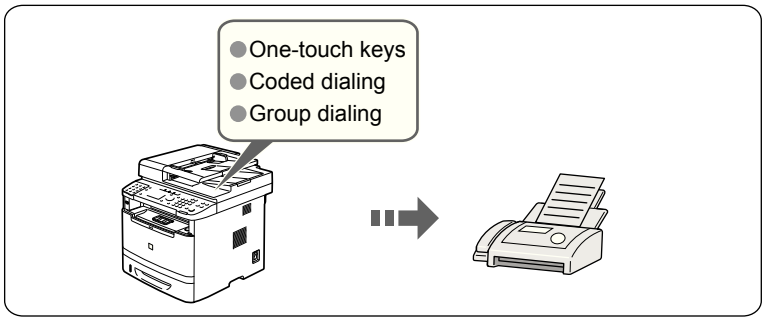
Forwarding the Received Fax ● ● ● ● ● For details, see "Using the Fax Functions" from p. 6-1.

You can forward received faxes stored in the memory to a specified destination.



Registering Destinations in the Address Book ● ● For details, see "Registering Destinations in the Address Book" from p. 5-1.

By registering destinations for sending faxes beforehand, you can save many steps to enter the destinations when sending the documents.



Various Sending/Receiving Functions

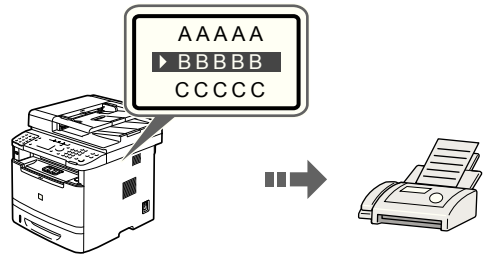
● ● ● For details, see "Using the Fax Functions" from p. 6-1.

Various Sending Functions

Various Methods for Specifying a Destination

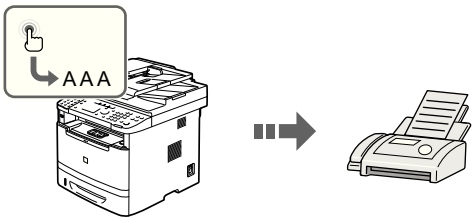
You can register fax destinations in the address book. You can specify the destinations using various methods, enabling you to send documents quickly and easily.

Destination search



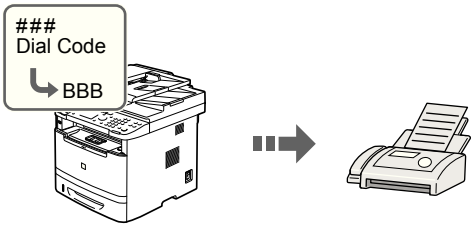
One-touch keys

By registering destinations in one-touch keys, you can specify a destination in one step.
You can register up to 4 destinations in one-touch keys.



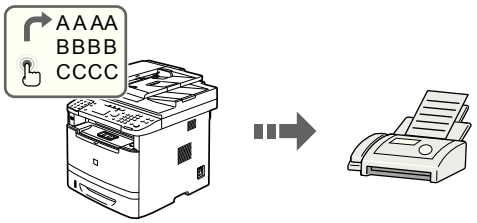
Coded dialing

Because you can register up to 100 destinations under coded dial codes, you can register destinations which cannot be registered under one-touch keys.
If you forget the coded dial codes, you can specify the destination by searching it in the address book.

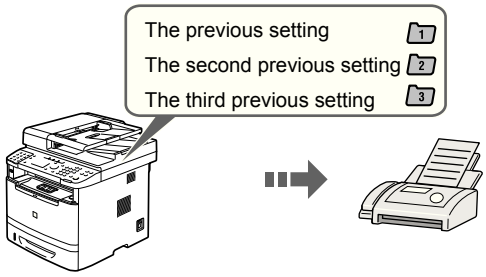


Destination Group

You can combine multiple destinations and register them as a group.
Up to 50 destinations can be combined.

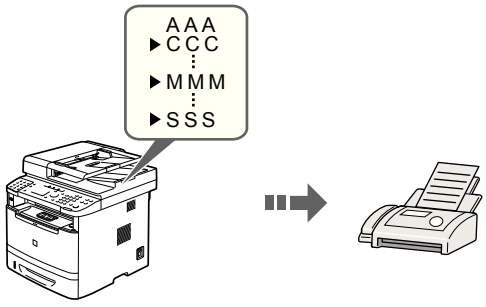


Specifying from the sending history



Sequential broadcast

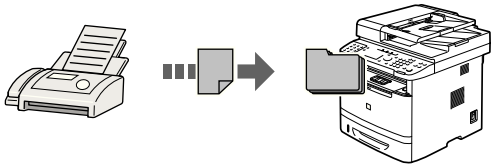
By scanning a document once, you can send the same document to multiple destinations.



Various Receiving Functions

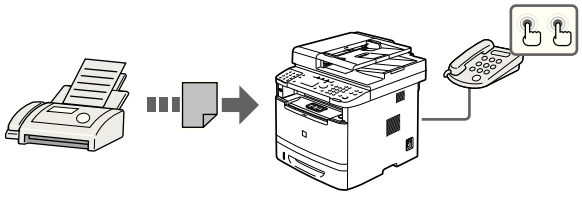
Receiving in the Memory

Received documents are normally printed immediately. However, you can store the documents temporarily in the memory without printing.
You can print the stored documents at any time. If you do not need them, you can delete them, saving paper to be used.



Remote Receiving

If an external telephone is connected, you can switch to the fax receiving mode immediately by dialing the ID number for fax receiving using the dial buttons of the telephone during a phone call.



Quick View- Perform Useful Tasks

There are a variety of scan functions that are explained in later pages of this manual as well as in the e-Manual. You can easily save scanned documents into your computer or a USB memory, and also send them to your e-mail application or a file server directly from the machine.

Below is a quick overview of highlighted scan features that you can utilize in your everyday use.

Saving in a Computer

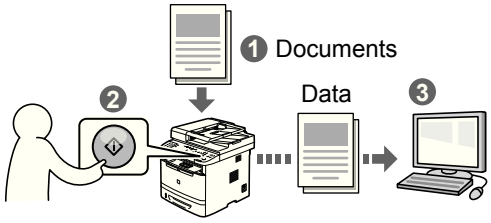
There are two methods for saving scanned documents in a computer.

Saving the Documents Using the Operation Panel of the Machine

For details, see "Using the Scan Functions" from p. 7-1.

You can easily save scanned documents in a computer only by operating the operation panel of the machine.
Various scanning settings have been prepared for your purposes.
Therefore, you can create a "Searchable PDF*" file, which can be used for text retrieval or as text data, without specifying special settings.

* If you are using Macintosh, you may not create "Searchable PDF."



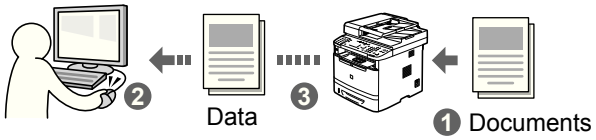
Saving the Documents Using Operations from a Computer

For details, see "Scan" in the e-Manual.

Scanning with the MF Toolbox*

Scanning is performed by operating the software supplied with the machine.

* MF Toolbox for Macintosh and MF Toolbox for Windows may be different in some features.
For details, see the Scanner Driver Guide.



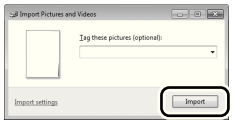
Scanning from an Application

Scanning is performed using your application.
This allows you to open the scanned data as is in your application.

Scanning with the WIA Driver (Windows XP/Vista/7 Only)

Scanning is performed using the driver system supplied with Windows operating systems.
There are various scanning methods.

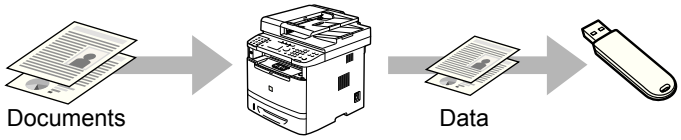
- Scanning from the [Scanner and Camera Wizard] dialog box
- Scanning from the [Windows Fax and Scan] dialog box
- Scanning from Windows Photo Gallery
- Scanning from an Application



Saving in a USB Memory

For details, see "Using the Scan Functions" from p. 7-1.

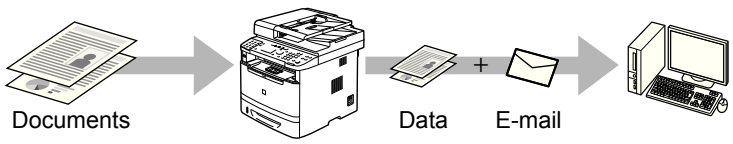
You can save scanned documents in a USB memory connected to the machine.



Emailing scanned documents

For details, see "Using the Scan Functions" from p. 7-1.

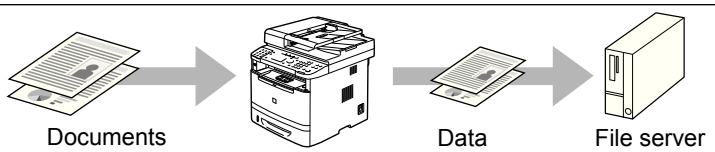
You can send scanned documents to your e-mail application.



Sending scanned documents to a file server

For details, see "Using the Scan Functions" from p. 7-1.

You can send scanned documents to a file server.



There are a variety of network settings that are explained in the e-Manual. Since the machine has a built-in network board, you can print, fax, and scan from a computer via a network. You can also perform efficient management by configuring the machine using the Remote UI. If you use the MF5950dw, you can connect to the network using the wireless LAN.

Below is a quick overview of highlighted network settings that you can utilize in your everyday use.

Various Network Settings ● ● ● For details, see "Network Settings" in the e-Manual.

Basic Network Settings

- Setting the IP address (IPv4)
  - IP address
  - Subnet mask
  - Gateway address

  ▼ As needed
- Setting the IP address (IPv6)

Configuration for communicating with a computer

- Configuring the machine
  - LPD, RAW, WSD

  ▼ As needed
- Configuring a computer
  - Port settings
  - Sharing settings for the printer

Miscellaneous Settings

- Communication mode/ Communication speed
- Waiting time for connection
- DNS
- WINS server

Security Settings ● ● ● ● ● ● ● ● ● ● ● ● ● For details, see "Security" in the e-Manual.

Administration Settings

- System administrator settings
  - Manager ID/PIN
- Device information
  - Device name/Installation site
- Dept. ID management
  - Department ID/PIN/ Function restriction
  - Unknown ID job management
- Remote UI On/Off

Restricting Connection to a Network or Computer

- IP address filtering
- MAC address filtering
- SNMP settings
- Allowing the HTTP communication
- Setting a port number
- Dedicated port settings
- Restricting USB connection
- Restricting job operations

Printing Functions/Restricting Destination Operations/Sending Functions

- Secure printing
- Address book PIN
- Restricting new destinations
- Restricting the PC fax
- Restricting sending from history
- Fax number confirmation re-entry
- Restricting sequential broadcast
- Restricting displaying the job history

Configuring Using the Remote UI ● ● ● For details, see "Setting and Managing from Computer" in the e-Manual.

Remote UI Functions

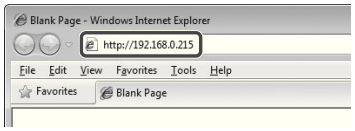
- Checking the status and information of the machine
- Job Management
- Preferences
- Function settings
- System settings
- Address book management

How to start the Remote UI

☞e-Manual → Starting the Remote UI

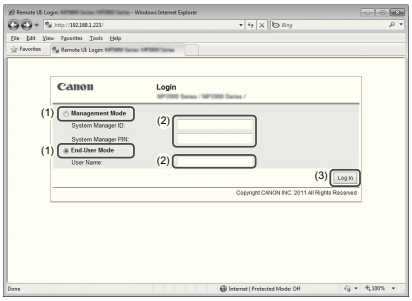
1 Start the web browser.

2 Enter "http://<the IP address of the machine>/" in the address field, and then press the [ENTER] key on your keyboard.



3 Log on to the Remote UI.

(1) Select [Management Mode] or [End-User Mode].
(2) For [Management Mode], enter [System Manager ID] and [System Manager PIN].
For [End-User Mode], enter [User Name].
(3) Click [Log in].



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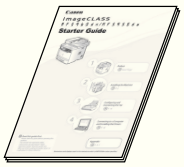
Manuals for the Machine

Read this manual first.
This manual describes the settings for setting up the machine and installing the software. Be sure to read this manual before using the machine.

Starter Guide



- Preface
- Installing the Machine
- Configuring and Connecting the Fax
- Connecting to a Computer and Installing the Drivers
- Appendix

Read this manual with Starter Guide.
This manual describes Wireless LAN setup procedures and causes and countermeasures for troubles you might face during the setup. Be sure to read this manual before using the machine.

Wireless LAN Setting Guide (MF5950dw only)

- Setting the wireless LAN
- Troubleshooting
- Appendix

Read this manual next.
This manual describes the basic use of the machine.

Basic Operation Guide — This manual

- Before Using the Machine
- Document and Paper Handling
- Copying
- Printing from a Computer
- Registering Destinations in the Address Book
- Using the Fax Functions
- Using the Scan Functions
- Maintenance
- Troubleshooting
- Registering/Setting
- Functions
- Appendix

Read this manual for how to set Send features.
This manual describes setting for sending scanned data to E-mail and/or file servers.

Send Setting Guide

* The e-Manual is included in the User Software CD-ROM.

- Send to E-mail Function
- Store to Shared Folder Function

Read the desired chapter to suit your needs.
The e-Manual is categorized by subject to find desired information easily.

e-Manual

* The e-Manual is included in the User Software CD-ROM.

- Basic Operation
- Copy*1
- Fax*1
- Print*1
- Scan
- Network Settings
- Security
- Setting and Managing from Computer
- Troubleshooting
- Maintenance
- Setting Menu List
- Specifications

*1 If you are using Macintosh, see the following Driver Guides or Help for more details on these functions.
You can find the driver guides in the following locations on the User Software CD-ROM.
- Printer Driver Installation Guide (UFR II) → [Documents] - [Print] - [Guide] - [index.html]
- Printer Driver Installation Guide (PS) → [Documents] - [Print(PS)] - [Guide] - [index.html]
- Fax Driver Installation Guide → [Documents] - [FAX] - [Guide] - [index.html]
- Scanner Driver Guide → [Documents] - [Scan] - [Guide] - [index.html]

Available Features

The machine offers the following features.

○ : available
— : not available

	Copy	Print (2-sided)	Print (PS)	Print (PCL)	Fax (PC Fax)	Scan	Send to Email / Store to Shared Folder	Remote UI	ADF (2-sided)	Wireless LAN
MF5960dn	○	○	○	○	○	○	○	○	○	—
MF5950dw	○	○	—	—	○	○	○	○	○	○

How to Use This Manual

Symbols Used in This Manual

WARNING Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.

CAUTION Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.

IMPORTANT Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

NOTE Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.

Keys and Buttons Used in This Manual

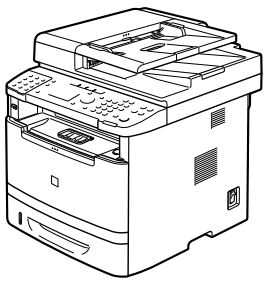
The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual.

- Operation panel keys: [Key icon] + (Key name)
  Example: [(Stop)] (Stop)
- Display: <Specify destination.>
- Buttons and items on the computer display: [Preferences]

Illustrations Used in This Manual

Illustrations used in this manual

Illustrations of the model MF5950dw are used in this manual. When there is any difference among the machines, it is clearly indicated in the text, e.g., "MF5960dn."
For information on the standard features for each model, see the followings.
"Available Features" (→P. xii)



Displays used in this manual

The display used in this manual is the factory preset display for the MF5950dw. Depending on the system configuration and product purchased, the appearance of the display may differ.

Important Safety Instructions

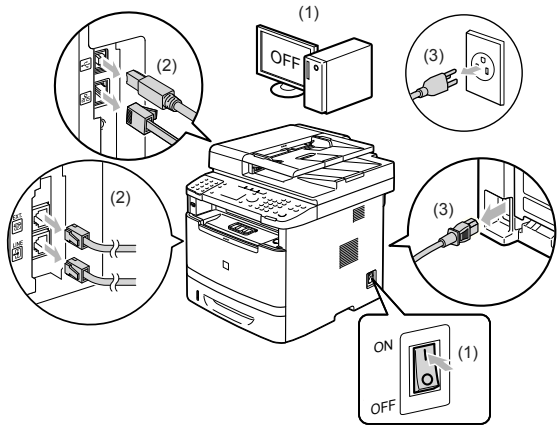
Please read these "Important Safety Instructions" thoroughly before operating the machine.
As these instructions are intended to prevent injury to the user and other persons or to prevent destruction of property, always pay attention to these instructions and operational requirements.
Also, as it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual.

Installation

WARNING

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

  If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn off the power switches of the machine and computer (1) and disconnect the interface cable if it is connected (2). Then, unplug the power plug from the AC power outlet (3) and contact your local authorized Canon dealer.



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

CAUTION

- Do not install the machine in unstable locations, such as on unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- The ventilation slots are provided for proper ventilation of working parts inside the machine. Never place the machine on a soft surface, such as a bed, sofa, or rug. Blocking the slots can cause the machine to overheat, resulting in a fire.
- Do not install the machine in the following locations, as this may result in a fire or electrical shock.
  - A damp or dusty location
  - A location exposed to smoke and steam, such as near a cookery or humidifier
  - A location exposed to rain or snow
  - A location near a water faucet or water
  - A location exposed to direct sunlight
  - A location subject to high temperatures
  - A location near open flames
- When installing the machine, gently lower the machine to the installation site so as not to catch your hands between the machine and the floor or between the machine and other equipment, as this may result in personal injury.
- When connecting the interface cable, connect it properly by following the instructions in this manual. If not connected properly, this may result in malfunction or electrical shock.
- When moving the machine, follow the instructions in this manual to hold it correctly. Failure to do so may cause you to drop the machine, resulting in personal injury.
  "Relocating the Machine" (→P. 8-14)

Power Supply

WARNING

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

- The power cord is bent near the connection part, and continuous stress is being applied to the power outlet or the connection part.
- Applying a shock to the power connector.

- Do not use power cords other than the one provided, as this can result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock.
- Remove the power plug from the AC power outlet and refrain from using the machine during a thunder storm. Lightening can result in a fire, electrical shock or malfunction.

CAUTION

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

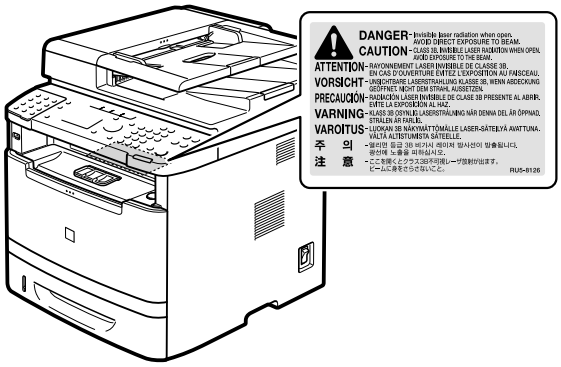
Handling

WARNING

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

CAUTION

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



  - If the laser beam should escape and enter your eyes, exposure may cause damage to your eyes.
- If you operate this machine in manners other than the control, adjustment, and operating procedures prescribed in this manual, this may result in hazardous radiation exposure.
- This machine is confirmed as the class 1 laser product in IEC60825-1:2007.

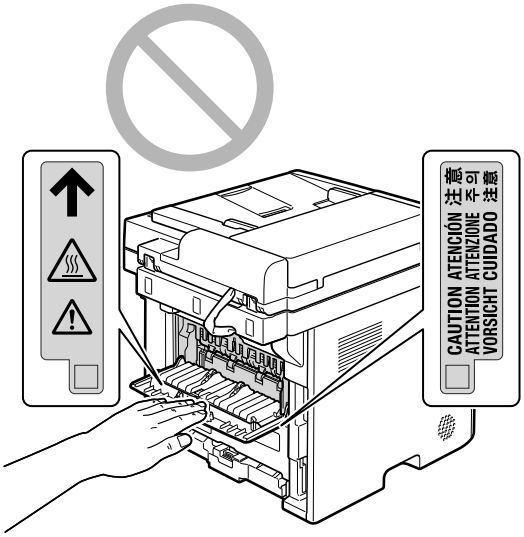
Maintenance and Inspections

WARNING

- When cleaning the machine, turn off the machine and computer, and unplug the interface cables and power plug. Failure to do so can result in a fire or electrical shock.
- Unplug the power plug from the AC power outlet periodically and clean the area around the base of the power plug's metal pins and the AC power outlet with a dry cloth to remove all dust and grime. In damp, dusty, or smoky locations, dust can build up around the power plug and become damp, which can cause a short circuit, resulting in a fire.
- Clean the machine with a well wrung out cloth dampened with water or mild detergent diluted with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Some areas inside the machine are subject to high voltage. When removing jammed paper or when inspecting inside of the machine, be careful not to allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this can result in burns or electrical shock.
- Do not dispose of used toner cartridges in open flames. This may cause the toner remaining inside the cartridges to ignite, resulting in burns or fire.
- Confirm that the power plug or power connector is inserted completely after cleaning the machine. Failure to do so can result in an overheating and fire.
- Check the power cord and plug regularly. The following conditions may result in fire, so please contact your local authorized Canon dealer or the Canon help line.
  - There are burn marks on the power plug.
  - The blade on the power plug is deformed or broken.
  - The power is turned OFF or ON when bending the power cord.
  - The coating of the power cord is damaged, cracked, or dented.
  - A part of the power cord becomes hot.
- Check regularly that the power cord and plug are not handled in the following manner. Failure to do so can result in a fire or electrical shock.
  - The power connector is loosened.
  - Stress is being applied to the power cord by a heavy object or by fixing it with staples.
  - The power plug is loosened.
  - The power cord is tied in a bundle.
  - A part of the power cord is put in an aisle.
  - The power cord is put in front of the heating appliance.

CAUTION

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



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

Consumables

WARNING

- Do not dispose of used toner cartridges in open flames. This may cause the toner to ignite, resulting in burns or fire.
- Do not store toner cartridges or paper in a location exposed to open flames. This may cause the toner or paper to ignite, resulting in burns or fire.
- When disposing of a toner cartridge, place the toner cartridge into a bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.

CAUTION

- Keep the toner cartridges and other consumables out of the reach of small children. If the toner or other parts are ingested, consult a physician immediately.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into direct contact with your skin. If the toner comes into contact with your skin, wash with soap. If the skin becomes irritated or you inhale the toner, consult a physician immediately.
- Do not pull out the sealing tape forcefully or stop at midpoint, as this may cause toner to spill out. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

Others

WARNING

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

Telephone Equipment

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

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

Installation Requirements and Handling

In order to use this machine in a safe and trouble-free manner, install the machine in a place that fulfills the following conditions. Also, read the remarks carefully.

Temperature and Humidity Conditions

- Temperature range: 50 to 86°F (10 to 30°C)
- Humidity range: 20 to 80 % RH (no condensation)

IMPORTANT

Protecting the machine from condensation

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

When using an ultrasonic humidifier

When you are using an ultrasonic humidifier, it is therefore recommended that you use purified water or other water that is free of impurities.
If you use tap water or well water, impurities in the water will be dispersed through the air. This can be trapped inside the machine, causing degradation in print quality.

Power Supply Requirements

120 to 127 V, 60 Hz

IMPORTANT

Precautions when connecting the power cord

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

Miscellaneous precautions

- The maximum power consumption of the machine is 1,100 W or less.
- Electrical noise or a dramatic drop in supplied voltage may cause the machine or computer to operate incorrectly or lose data.

Installation Requirements

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

IMPORTANT

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

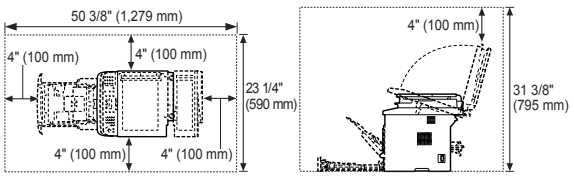
- A location subject to dramatic changes in temperature or humidity
- A location subject to condensation
- A poorly ventilated location
  (If you use the machine for a long time or to perform a large amount of printing in a poorly ventilated room, the ozone or other odors generated by the machine may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

Notes on wireless LAN

- This product is designed for indoor use 164' /50 m (may vary on the communication speed or environmental condition) or less away from an access point. Keep it at an appropriately close distance.
- Check if masking is found or not. Communications across walls or between floors are generally deteriorated. Arrange appropriate installment.
- Radio wave interference may occur if any radiowave emitting equipment (i.e. microwave) is found near the product and its radiowave is in the same frequency band as the radiowave used by a wireless LAN. Keep the product away from those radio wave interference sources as much as possible.

Installation Space

Required installation space



Maintenance and Inspections

IMPORTANT

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

Customer Support

Customer Support (U.S.A.)

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

Customer Support (Canada)

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

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit http://www.canon.ca/
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-OK-CANON
- For the location of the authorized service facility nearest you, visit http://www.canon.ca/ or 1-800-OK-CANON
- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at http://www.canon.ca/

* Support program specifics are subject to change without notice.

Legal Notices

International ENERGY STAR Program

As an ENERGY STAR® Partner, Canon U.S.A., Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.
The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.
The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.
The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

IPv6 Ready Logo

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

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For CA, USA only

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

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

FCC (Federal Communications Commission)

imageCLASS MF5960dn: F161302
imageCLASS MF5950dw: F161302
Contains Transmitter Module FCC ID: AZDFM48944

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

(1) This device may not cause harmful interference, and

(2) This device must accept any interference received, including interference that may cause undesired operation.

FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

- Properly shielded and grounded cables and connectors must be used for connection to host computers and / or peripherals in order to meet FCC emission limits.
- AC adaptor with ferrite core must be used for RF interference suppression.

NOTE

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

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

This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.
This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles). Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules. Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

Canon U.S.A., Inc.

One Canon Plaza, Lake Success, NY 11042, U.S.A.

TEL No. 1-800-OK-CANON

Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 11, "Appendix," for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile operation is not possible.
3. Order a normal business line from your telephone

company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

DDD (Direct Distance Dial) line
-or-
IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

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

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.
The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0).
To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).
An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.
This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subjected to state tariffs.

In Case of Equipment Malfunction

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

Rights of the Telephone Company

If this equipment (imageCLASS MF5960dn/MF5950dw) causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.
However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

WARNING

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.
(The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

NOTE

In order to program this information into your machine, you should complete the procedure for registering your name, unit's telephone number, time, and date in the Starter Guide.

Users in Canada

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 11, "Appendix," for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order a CA11A modular jack, which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

   DDD (Direct Distance Dial) line
   -or-
   IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent

from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

- This product meets the applicable Industry Canada technical specifications.
- The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.
- The REN of this product is 1.0.
- Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.
- Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.
- Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION

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

NOTE

This equipment complies with the Canadian ICES-003 Class B limits.

Utilisation au Canada

Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

A. Emplacement

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le chapitre 11, Annexe (Appendix), pour les indications de poids et dimensions).

B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée.
2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.
3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil.

   Ligne automatique interurbaine
   ou
   Ligne automatique internationale (si vous communiquez avec les pays étrangers)

NOTE

Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir:
ligne téléphonique 2,500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à poussoirs car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat. L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.
- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique).
- L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.
- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.
- Le nombre d'équivalents sonnerie (REN) de ce produit est 1,0.
- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.
- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales

CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

NOTE

Respecte les limites de la classe B de la NMB-003 du Canada.

Laser Safety

This machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the machine does not produce hazardous radiation.
Since radiation emitted inside the machine is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

CDRH Regulations

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

CAUTION

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

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

Chapter 1

Before Using the Machine

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

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- Front Side 1-2
- Back Side 1-3
- Interior 1-3
- Operation Panel 1-4
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- LCD (Standby Mode) 1-6
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- Entering the Menu Screen 1-7
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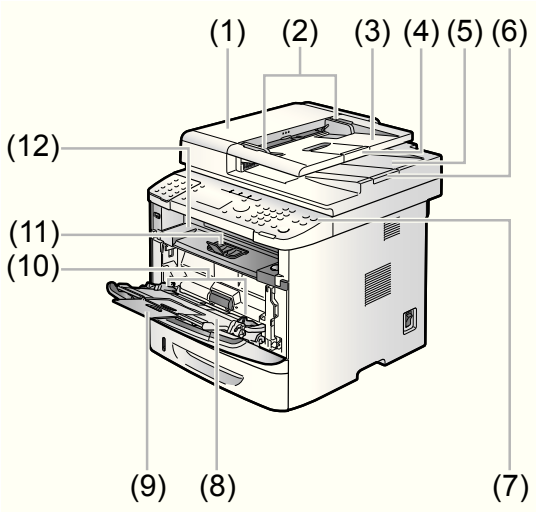
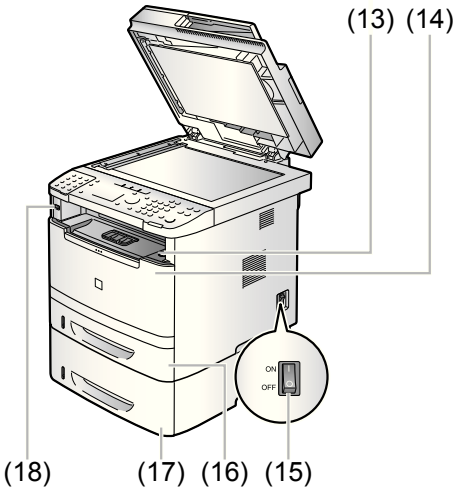
Setting the Current Date and Time 1-12

Names and Functions on Each Part of the Machine

This section describes the parts and functions of the machine.

Front Side





(1) Feeder
Used to continuously scan documents automatically.

(2) Document guides
Adjust these guides to fit the document.

(3) Document feeder tray
Place your documents on.

(4) Document feeder tray extention
Pull out to load large size documents.

(5) Document delivery tray
Used to store documents returned by the feeder.

(6) Document stopper
Pull out the document stopper to prevent the paper from falling off the document delivery tray.

(7) Operation panel
Used to perform various tasks.
"Operation Panel" (→P. 1-4)

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

(9) Auxiliary Tray (Multi-purpose Tray)
Pull it out and load the paper stack.

(10) Paper Guides (Multi-purpose Tray)
Adjust these guides to fit the document.

(11) Paper stopper
Prevents paper from falling from the output tray.

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

(13) Open Button
Push to open the front cover.

(14) Front Cover
Open this cover to replace the toner cartridge or clear paper jams.

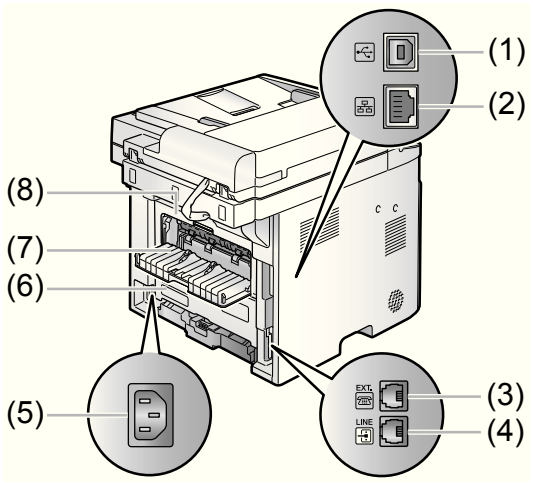
(15) Power Switch
Turns the power ON or OFF.

(16) Paper drawer
Load paper here.

(17) Paper Feeder Unit PF-44 (drawer 2)
It is an optional paper drawer.

(18) USB memory port
Used to save scanned documents in a USB memory, and to print files saved in USB memory.

Back Side



(1) USB port
Connect the USB cable.

(2) LAN port
Connect the LAN cable.

(3) External telephone line jack
Connect the external telephone.

(4) Telephone line jack
Connect the telephone cable.

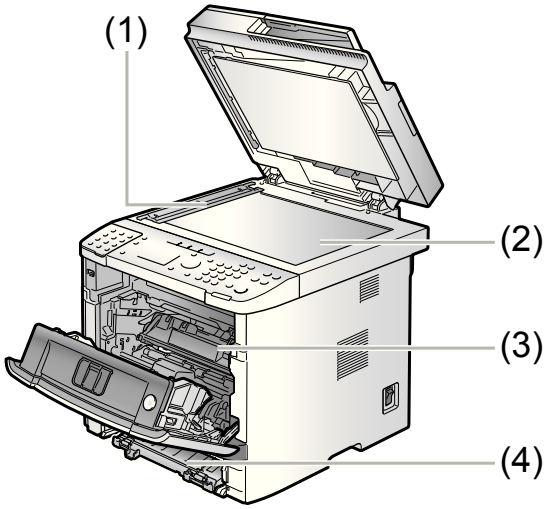
(5) Power socket
Connect the power cord.

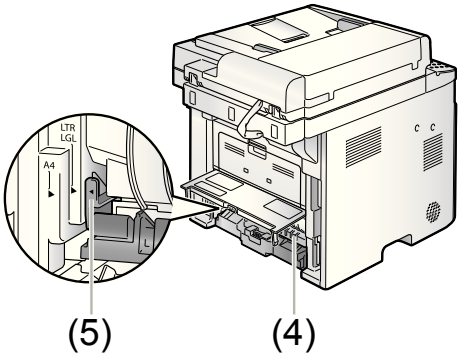
(6) Duplex unit cover
Open this guide to clear paper jams.

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

(8) Back cover
Open this guide to clear paper jams.

Interior





(1) Scanning area
Used to scan documents from the feeder.

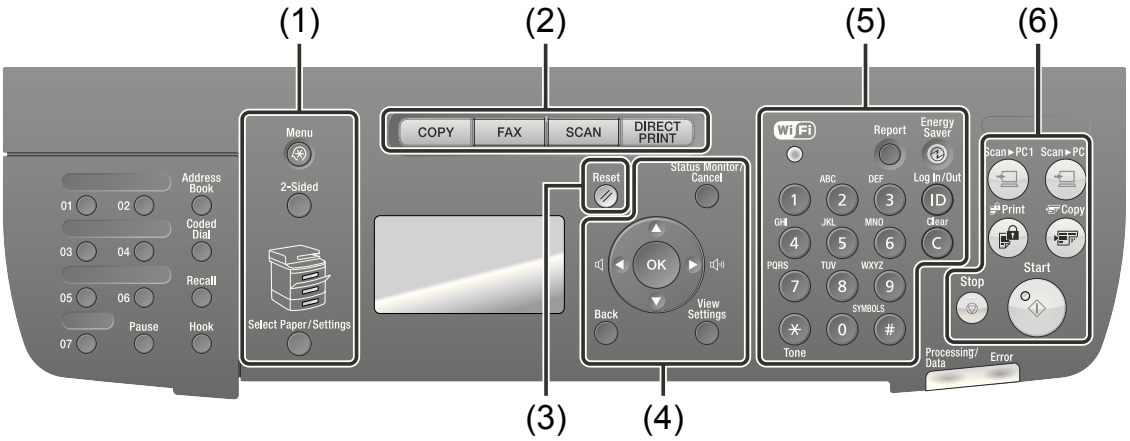
(2) Platen glass
Place your documents on.

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

(4) Duplex unit
Used for 2-sided printing and copying.

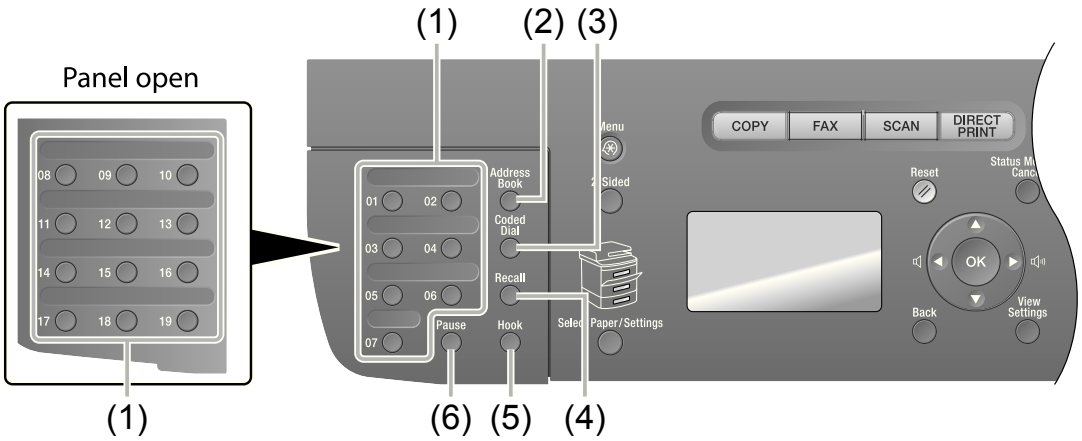
(5) Paper size switch lever
Used for 2-sided printing.

Operation Panel



(1)	**[Menu] key**	Press to specify or register various settings.
	[2-Sided] key	You can set 2-sided printing.
	[Select Paper/Settings] key	Press to specify the paper size and type to load in the paper drawer or multi-purpose tray.
(2)	**Mode switch keys**	Press to switch the mode to copy, fax, scan or USB direct print.
(3)	**[Reset] key**	Resets the settings. (Resets the copy/scan/fax/USB direct print mode.)
(4)	**[Status Monitor/Cancel] key**	Press to check the status of jobs or cancel jobs. You can also check the status of the network and machine.
	[▲] Key	Press to scroll up or to increase the value.
	[▼] Key	Press to scroll down or to decrease the value.
	[◀] Key	Press to return to the previous screen or move the cursor to the left. Press to decrease the volume when the fax ring tone is too loud.
	[▶] Key	Press to proceed to the next screen or move the cursor to the right. Press to increase the volume when the fax ring tone is too small.
	[OK] key	Press to confirm an action or setting.
	[Back] key	Press to return to the previous screen.
	[View Settings] key	You can check the settings.
(5)	**[Wi-Fi] indicator**	Turns on when the machine is connected to Wireless LAN.
	Numeric keys ([0]-[9] keys)	Enter characters and numbers.
	[*] key	Press to switch the character entry mode. Press to switch between pulse and tone dialing to send a fax.
	[#] key	Press to enter symbols.
	[Report] key	Press to manually print reports and lists. You can also specify whether to print a report automatically.
	[Energy Saver] key	Press to manually set or cancel the Sleep mode. The Energy Saver indicator lights green while in the sleep mode.
	[ID] key	Press to display the Department ID login window.
	[Clear] key	Deletes characters and numbers entered.
(6)	**[Scan > PC1] key/[Scan > PC2] key**	When registering destinations etc., you can send the documents by scanning with one-touch.
	[Secure Print] key	Used for secure print.
	[Paper Save Copy] key	Reduce multiple documents to copy onto one sheet.
	[Stop] key	Press to cancel jobs.
	[Start] key	Press to start copying, scanning, sending a fax or USB direct print.

FAX operation panel



(1)	**[One-touch Speed Dial] keys**	Press to select destinations registered in one-touch keys.
(2)	**[Address Book] key**	Searches recipients registered under one-touch keys or coded dial codes.
(3)	**[Coded Dial] key**	Specifies recipients registered under coded dial codes.
(4)	**[Recall] key**	Redial the last number called. (Only enabled when the mode screens for fax, e-mail or file server operations are displayed.)
(5)	**[Hook] key**	Press when you want to dial without lifting up the handset of the external telephone.
(6)	**[Pause] key**	Press to insert a pause in the fax number.

LCD (Standby Mode)

This section describes the following screens.

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

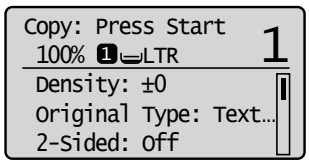
NOTE

To change standby display

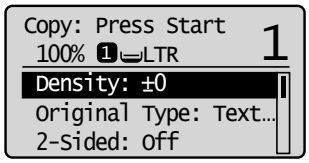
- You can change the standby display which appears when the power switch is turned ON.
  ☞ e-Manual → Basic Operation → Customizing Display Settings → Setting the Default Screen
- When the machine is idle for 2 minutes, the display returns to standby mode.
  ☞ e-Manual → Basic Operation → Customizing Timer Settings → Specifying the Auto Reset Timer

Copy Mode

Press [COPY] to switch to the copy mode screen.

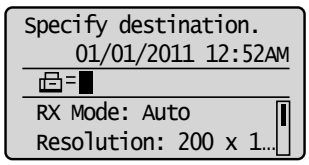


When the copy mode screen is displayed, you can make your selection by using [▲] or [▼].
The currently selected menu item is highlighted. Press [OK] to proceed to the next screen.

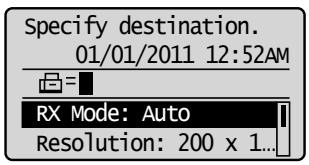


Fax Mode

Press [FAX] to switch to the fax mode screen.

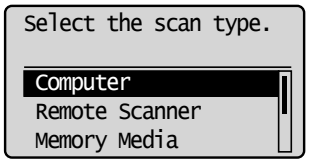


When the fax mode screen is displayed, you can make your selection by using [▲] or [▼].
The currently selected menu item is highlighted. Press [OK] to proceed to the next screen.



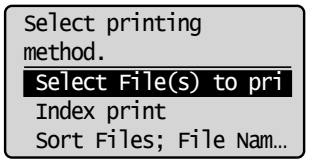
Scan Mode

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



USB Direct Print Mode

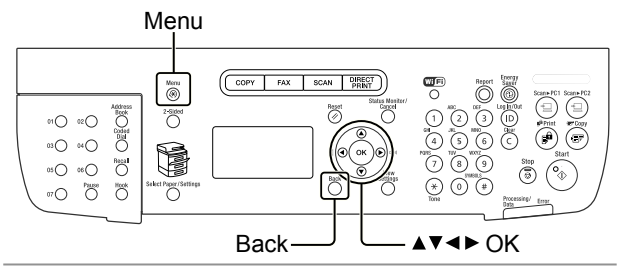
When using the USB direct print function, press [DIRECT PRINT] to switch to the mode screen.
When the USB direct print mode screen is displayed, you can make your selection by using [▲] or [▼].
The currently selected menu item is highlighted. Press [OK] to proceed to the next screen.



Navigating the Menu

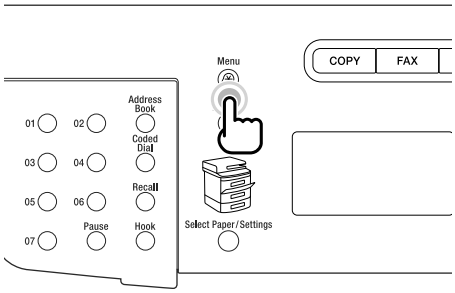
This section describes how to navigate the menu and specify values on the menu screen.

Keys to be used for this operation



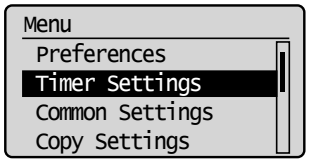
Entering the Menu Screen

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



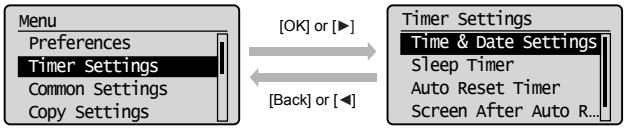
Scrolling Through Menu Items

The scrollbar at the right side of the screen indicates that more items are available in the menu.
To select an item that is not shown on the screen, press [▲] or [▼] to scroll up and down the menu.
The currently selected item is highlighted.



Selecting a Menu Item

Press [OK] to select the highlighted menu.
When the menu has a submenu, you can press [▶] to select the item and proceed to the next screen.
You can return to the previous screen by pressing [◯] (Back) or [◀].



Configuring menus using the navigation keys

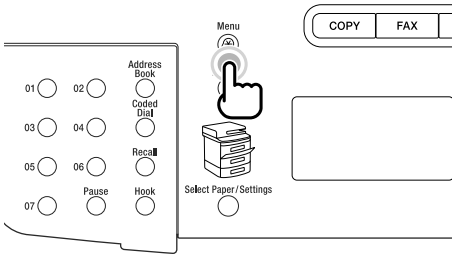
How to configure menus

What you want to do	Screen example	Procedure
Adjust levels such as density on the scale	Density -□□□□□■□□□□+ Background: Default	Press [◀] or [▶] to adjust the level.
Set the timer	Numeric key icon Auto Reset Timer 2 min. (0=Off, 1-9)	Press [▲] or [▼] to specify the value. **NOTE** **Values that you can specify** You can specify any value shown in the parentheses at the bottom of the screen. **When the numeric key icon is displayed on the screen** You can enter it using the numeric keys. "Text Input Method" (→P. 1-9)
Enter numbers or characters such as a PIN.	System Manager PIN ******* (Apply: Press OK)	You can enter numbers or characters using the numeric keys. "Text Input Method" (→P. 1-9)

Confirming the entry
To confirm the entered number or character:
- Press [OK].
- Select <Apply> displayed on the screen using [▲] or [▼] and press [OK].

Returning to the Default Screen

Press [ ] (Menu) to exit the menu screen and return to the default screen.



NOTE

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

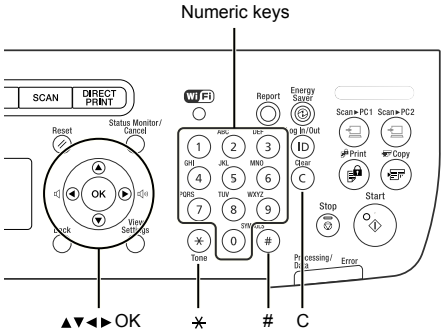
The changes made to the settings will not be saved.

Text Input Method

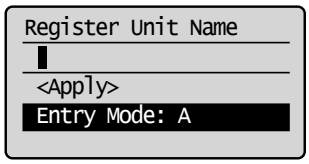
Entering Text Except for IP Address

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

Keys to be used for this operation



Changing the Entry Mode



Select <Entry Mode> using [▼] and press [OK].
You can also press [✳] (Tone) to change the entry mode.

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

Entering Text, Symbols, and Numbers

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

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

Moving the Cursor (Entering a Space)

Move the cursor by pressing [◀] or [▶].
To enter a space, move the cursor to the end of the text and press [▶].

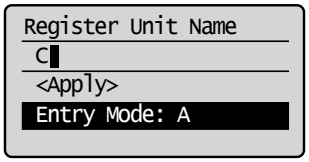
Deleting text, symbols, or numbers

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

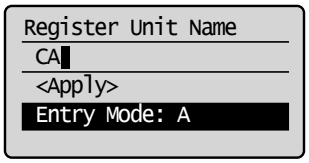
Example: Enter <CANON>.

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

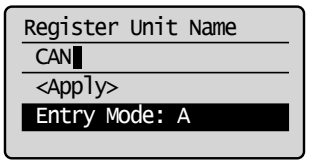
2 **Press [2] until the letter "C" appears on the screen.**



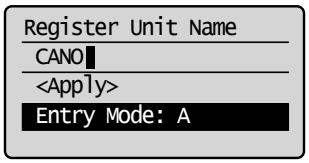
3 **Press [2] until the letter "A" appears on the screen.**



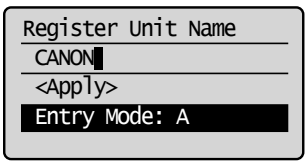
4 **Press [6] until the letter "N" appears on the screen.**



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



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



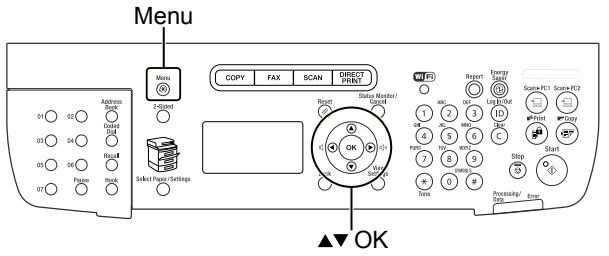
7 **Select <Apply> using [▲] or [▼] and press [OK].**

The entry is complete.

Setting the Sleep Timer

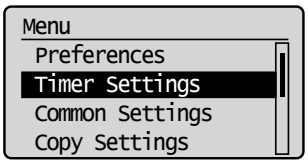
The machine returns to sleep mode automatically when it is idle for a specified length of time.

Keys to be used for this operation

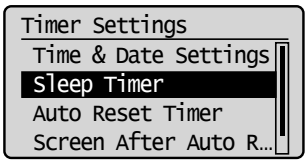


1 **Press [ ] (Menu).**

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



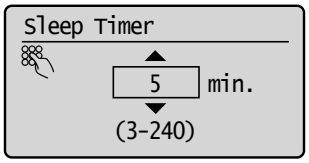
3 **Select <Sleep Timer> using [▲] or [▼] and press [OK].**



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

* You can also enter values using the numeric keys.

* We recommend that you use the default timer setting.



NOTE

To set the auto sleep timer

You can set the auto sleep timer between <3> and <240> minutes, in one minute interval. The default is <5> minutes.

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

NOTE

When the machine enters the sleep mode

[ ] (Energy Saver) lights green.

To enter the sleep mode manually

Press [ ] (Energy Saver).

The machine does not enter the sleep mode when

- the machine is in the middle of operation
- the Processing/Data indicator lights or is blinking
- a message appears on the screen and the Error indicator is blinking (except when <Prepare toner cartridge.> is displayed)
- the machine is in the middle of adjustment or cleaning
- a paper jam occurs
- the handset of the external telephone is left unhooked

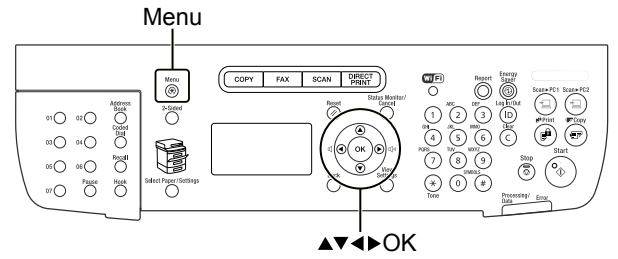
The machine returns from sleep mode when

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

Setting the Current Date and Time

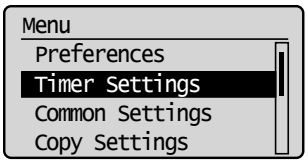
Specify a display format for the date and time and set the current date and time.
The specified date and time are used for some fax functions and reports.

Keys to be used for this operation

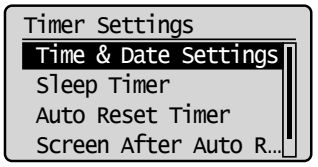


1 **Press [ ] (Menu).**

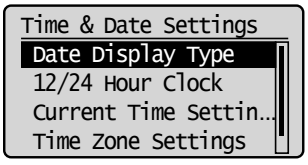
2 **Select <Timer Settings> using [▲] or [▼] and press [OK].**



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



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



Settings	Purpose	What to do
<Date Display Type>	Specify the date display format.	Select one of the following display formats using [▲] or [▼] and press [OK]. The formats include the following. • MM/DD/YYYY • DD/MM YYYY • YYYY MM/DD
<12/24 Hour Clock>	Specify the time display format.	Select one of the following display formats using [▲] or [▼] and press [OK]. The formats include the following. • 12 Hour (AM/PM) • 24 Hour
<Current Time Settings>*	Specify the current time and date.	Use [▲] or [▼] to enter time and date, or to switch between <AM> and <PM>. To move the cursor, press [◀] or [▶]. Current Time Settings 01/01/2011 12:52 AM
<Time Zone Settings>	Specify the time zone.	Select the time zone using [▲] or [▼] and press [OK].
<Daylight Savings>	Specify whether to use the daylight saving time.	To use daylight saving time, 1. Select <On> using [▲] or [▼] and press [OK]. 2. Specify the starting date of the daylight saving time. - Select <Month> using [▲] or [▼] and press [OK]. - Select the starting month and press [OK]. - Select <Day> using [▲] or [▼] and press [OK]. - Select the starting week and press [OK]. - Select the starting day and press [OK]. - Select <Apply> using [▲] or [▼] and press [OK]. 3. Repeat Step 2 to specify the ending date.

* Make sure to configure <Time Zone Settings> before setting in this section (If you change <Time Zone Settings>, <Current Time Settings> will be changed accordingly).

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

Chapter 2

Document and Paper Handling

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Document Type

Supported Document Types

	Platen Glass	Feeder
Type	• Plain paper • Heavy paper • Photograph • Small documents (for example, index cards) • Special types of paper (for example, tracing paper, transparencies, etc.)*1 • Booklet (Up to 3/4" (20 mm) thickness)	Plain paper (Multi-page documents of the same size, thickness and weight/one-page documents)
Size (W x L)	Up to 8 1/2" x 11 3/4" (216 mm x 297 mm)	Maximum size: 8 1/2" x 14" (215.9 mm x 355.6 mm) Minimum size: 5 1/2" x 5" (139.7 mm x 128 mm)
Weight	Up to 4.4 lb (2 kg)	1-sided scanning (1 page): 13 to 28 lb Bond (50 to 105g/m^2) 2-sided scanning: 17 to 28 lb Bond (64 to 105 g/m^2)
Paper Capacity	1 sheet	Up to 50 sheets (Letter) Up to 30 sheets (Legal)*2

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

*2 22 lb Bond (80 g/m^2)

IMPORTANT

To place your document

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

To prevent paper jams in the feeder

Do not use any of the following.

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

Scan Area

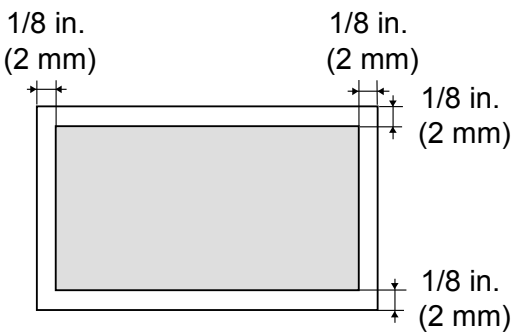
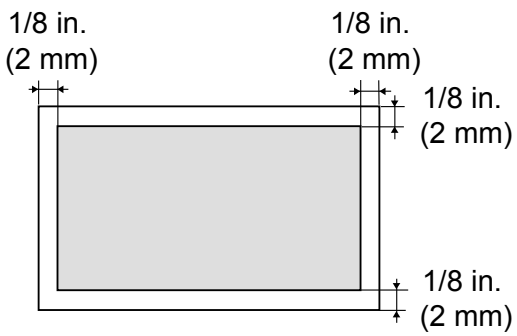
Make sure that your scan area fits within the shaded area, as shown in the illustrations on the following page.

* Note that the margins indicated in the illustrations are for your reference. Actual margins can vary.

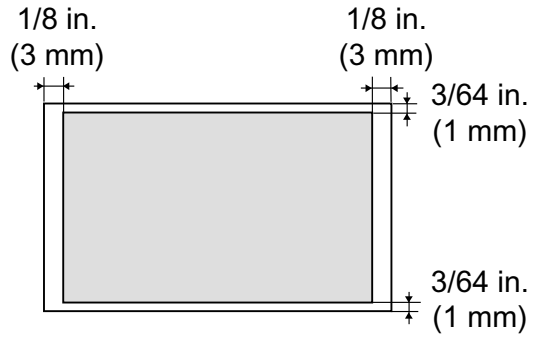
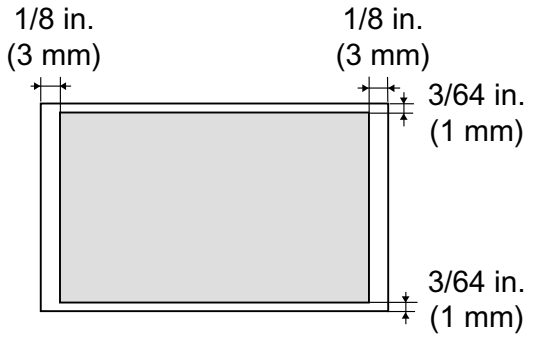
* Refer to the following document loading orientation.

- Platen glass: Place the document face down
- Feeder: Place the document in the document feeder tray

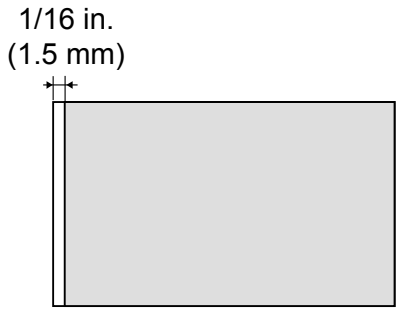
Copy

Platen Glass	Feeder
	

FAX

Platen Glass	Feeder
	

Scan

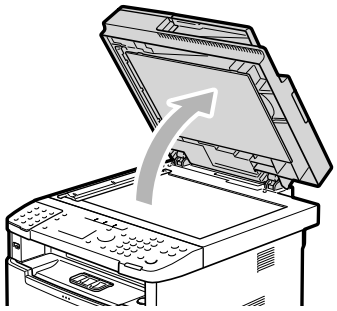
Platen Glass	Feeder
	

Placing Documents

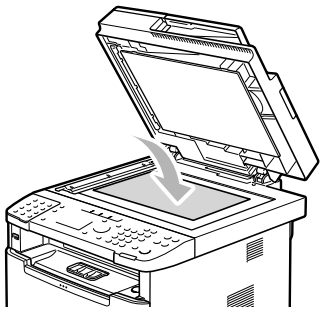
This section describes placing the documents on the platen glass or loading them in the feeder.

Placing Documents on the Platen Glass

1 **Open the feeder.**

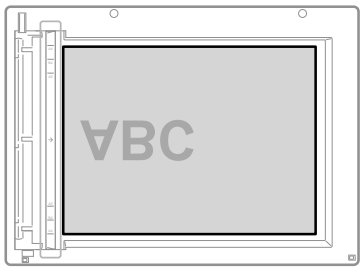


2 **Place your document face down.**



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

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



4 **Close the feeder.**

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

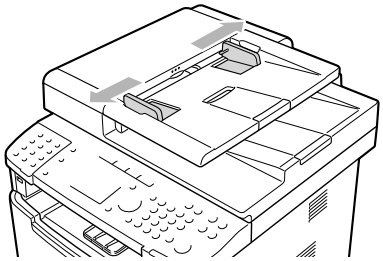
CAUTION

Precautions when closing the feeder

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

Loading Document in the Feeder

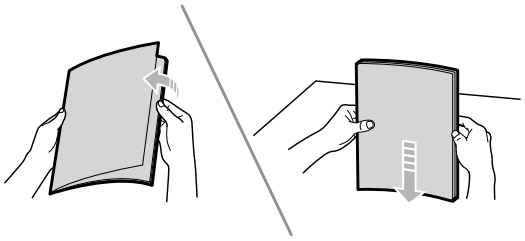
1 **Spread the document guides a little wider than the document width.**



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

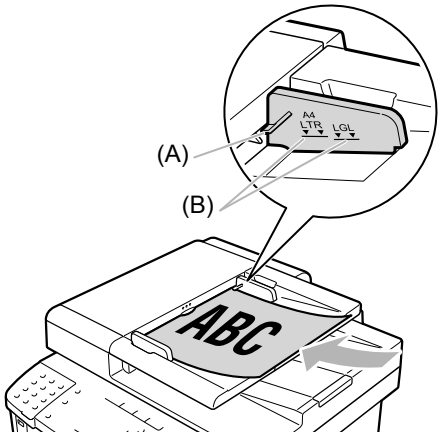
Thoroughly fan in small batches

Align the edges on a flat surface a few times



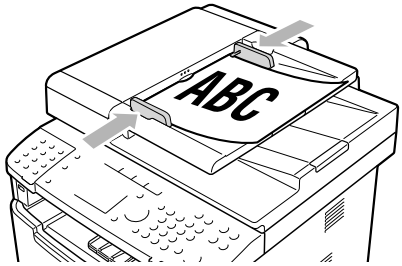
3 **Neatly place the documents face up.**

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



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

The machine is ready to copy or scan the document.



IMPORTANT

Up to 50 documents can be loaded.

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

While scanning a document

Do not add or remove documents.

When scanning is complete

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

Avoid scanning the same document more than 30 times.

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

Be sure to align the document guides with the width of the paper.

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

Paper Requirements

Paper Size

The available paper sizes are as follows.

○ : Supported — : Not available

Paper size	Paper Source	
	Paper drawer*1	Multi-purpose tray
A4 (8 1/4" x 11 3/4" (210 mm x 297 mm))*2*3	○	○
B5 (7 1/8" x 10 1/8" (182 mm x 257 mm))	○	○
A5 (5 7/8" x 8 1/4" (148 mm x 210 mm))	○	○
Legal (8 1/2" x 14" (215.9 mm x 355.6 mm))*2	○	○
Letter (8 1/2" x 11" (215.9 mm x 279.4 mm))*2*3	○	○
Statement (5 1/2" x 8 1/2" (139.7 mm x 215.9 mm))	—	○
Executive (7 1/4" x 10 1/2" (184 mm x 266.7 mm))	○	○
Officio (8 1/2" x 12 1/2" (215.9 mm x 317.5 mm))	○	○
B-officio (8 1/2" x 14" (216 mm x 355 mm))	○	○
M-officio (8 1/2" x 13 3/8" (215.9 mm x 341 mm))	○	○
Government - Letter (8" x 10 1/2" (203.2 mm x 266.7 mm))	○	○
Government - Legal (8" x 13" (203.2 mm x 330.2 mm))	○	○
Foolscap (8 1/2" x 13" (215.9 mm x 330.2 mm)	○	○
A-foolscap (8 1/8" x 13 3/8" (205.7 mm x 337.8 mm))	○	○
Envelope COM10 (4 1/8" x 9 1/2" (104.7 mm x 241.3 mm))*4	—	○
Envelope Monarch (3 7/8" x 7 1/2"(98.4 mm x 190.5 mm))*4	—	○
Envelope C5 (6 3/8" x 9" (162 mm x 229 mm))*4	—	○
Envelope B5 (6 7/8" x 9 7/8" (176 mm x 250 mm))*4	—	○
Envelope DL (4 3/8" x 8 5/8" (110 mm x 220 mm))*4	—	○
Index Card (3" x 5" (76 mm x 127 mm))	—	○
Custom Paper Size	—	○*5

*1 This type of paper can be loaded also in the optional paper drawer (Drawer 2).
*2 Can be used for automatic 2-sided printing.
*3 Can be used for printing received faxes, reports, or lists.
*4 Make sure the flap is folded.
*5 You can set custom paper size of Width: 5" to 14" (127 to 356 mm) and Length: 3" to 8 1/2" (76 to 216 mm).

NOTE

Default paper size

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

"Setting a Paper Size and Type" (→P. 2-14)

Paper Type

The available paper types are as follows.

— : Unavailable

Paper Type		Printer Driver Setting	Paper Source/Paper Capacity		
			Paper Drawer 1	Paper Drawer 2 (optional)	Multi-purpose Tray
Plain paper*1	16 to 23 lb Bond (60 to 89 g/m²)	[Plain Paper] [Plain Paper L]*3	250 sheets	500 sheets	50 sheet
Heavy paper*2	24 to 34 lb Bond (90 to 128 g/m²)	[Heavy Paper 1]	160 sheets	320 sheets	40 sheet
	35 lb Bond to 60 lb Cover (129 to 163 g/m²)	[Heavy Paper 2]	—	—	25 sheet
Recycled paper*1	16 to 23 lb Bond (60 to 89 g/m²)	[Recycled Paper]	250 sheets	500 sheets	50 sheet
Color paper*1	16 to 23 lb Bond (60 to 89 g/m²)	[Color Paper]	250 sheets	500 sheets	50 sheet
Transparency*4		[Transparency]	—	—	15 sheet
Label		[Labels]	—	—	20 sheet
Index Card		[Index Card]	—	—	15 sheet
Envelope		[Envelope]	—	—	5 sheets

*1 Can be used for automatic 2-sided printing.
*2 Automatic 2-sided printing is available for up to 34 lb Bond (128 g/m²) of heavy papers.
*3 To use pre-printed paper, set the paper type to [Plain Paper L] if it is curled. Note that toner may not flow well into the paper.
*4 Use only the types designed for laser printers.

To prevent paper jams, do not use the following paper types.

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

The following paper types do not print well:

- Highly textured paper
- Very smooth paper
- Glossy paper

Make sure that the paper is free of dust, lint, and oil stains.

Make sure to test print before purchasing large quantities of copy paper.

Keep the paper wrapped in its original package (unopened or opened) and stored in a cool, dry place until ready to use. Make sure to keep it on a flat surface.

Store paper stacks in a place where temperatures are somewhere between 64.4 to 75.2°F (18 to 24°C) and humidity is somewhere between 40 % to 60 % RH.

CAUTION

To print on damp paper

The following problems may occur.

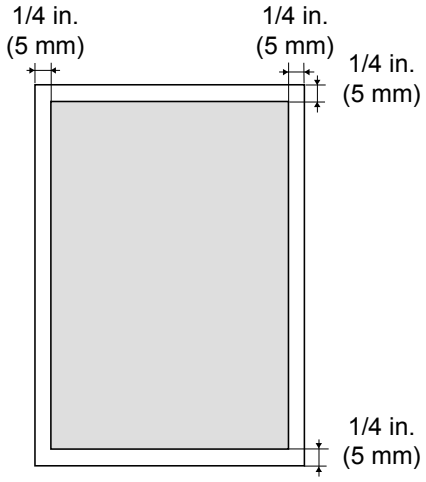
- Steam is emitted from the machine's output area.
- Water droplets form on the back side of the operation panel and in the output area.

Moisture evaporates from damp paper due to the heat generated inside the fixing unit (it is most likely to occur at low room temperatures). This is not a malfunction, but you can prevent this by using a stack of new unopened paper.

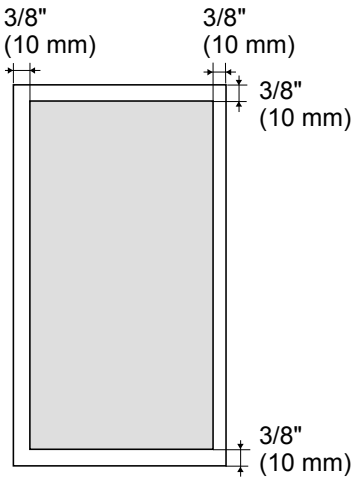
Should you smell something burning, immediately turn OFF the machine, unplug the power plug from the AC power outlet, and contact your local authorized Canon dealer or the Canon help line. Continued use may lead to a fire or electrical shock.

Printable Area

The shaded area in the illustration on the following page represents the printable area.
Note that the margins indicated in the illustration are for your reference. Actual margins can vary.



* When an envelope is printed, the margin is 3/8" (10 mm) on top, bottom, right, and left.



NOTE

To enlarge the printable area

Apply the following setting from the printer driver.

1. Click [Advanced Setting] in the [Finishing] page of printer driver.
2. Set [Enlarge Print Area] to [ON].

* Depending on the job, the data may not be printed in a part of document edge, or the bottom edge of paper or the following paper may be tainted.

* This setting is valid only when the job is printed from the printer driver.

Loading Paper

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

NOTE

To set your choice of paper size or type

By default, the paper size is set to <Letter>, and the type to <Plain (16 lb Bond-23 lb Bond)>. To use a different paper size or type, you need to change the default settings.

"Setting a Paper Size and Type" (→P. 2-14)

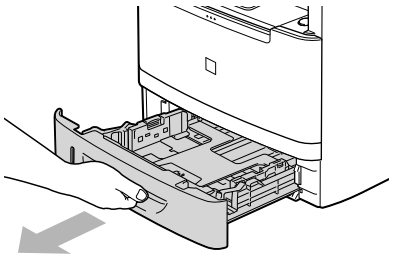
In the Paper Drawer

Before loading paper in the paper drawer, see "Precautions when Loading Paper" (→P. 2-12).

NOTE

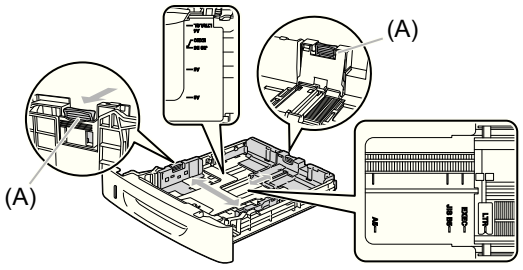
How to load the paper in the optional paper drawer (Drawer 2): Same as in Drawer 1.

1 Pull out the paper drawer.



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

While holding the lock release lever (A), adjust the paper guides.

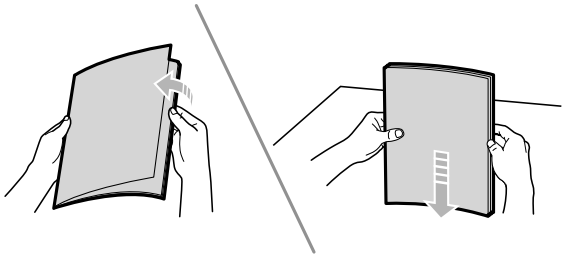


* If you want to change the size of the paper to be loaded, be sure to register the paper size in "Setting a Paper Size and Type" (→P. 2-14).

3 Fan the document stack and even the ends.

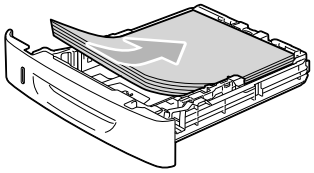
Thoroughly fan in small batches

Align the edges on a flat surface a few times



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

Load the paper in portrait orientation.

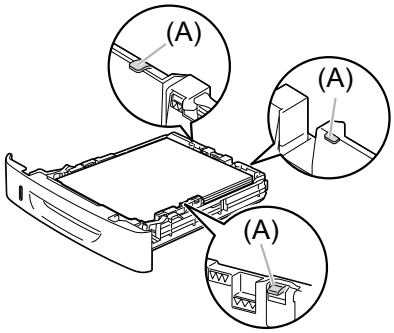


NOTE

When loading paper with a letterhead or logo

See, "Paper Loading Orientation" (→P. 2-13), and load the paper in the proper orientation.s.

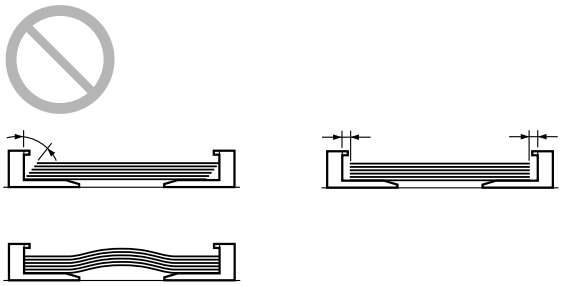
5 Hold down the paper, then set it under the hooks (A) on the paper guides.



IMPORTANT

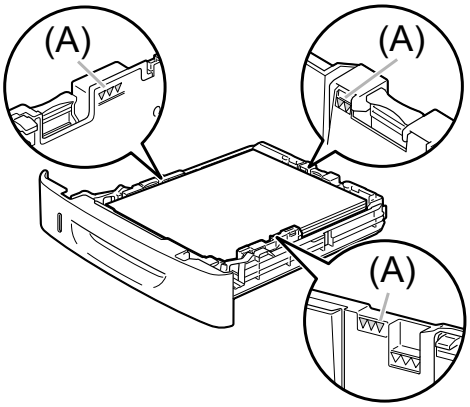
Be sure to align the paper guides with the paper

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



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

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



7 Specify the loaded paper size and type.

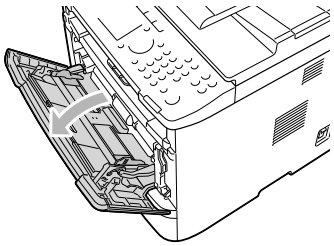
"Setting a Paper Size and Type" (→P. 2-14)

In the Multi-Purpose Tray

Before loading paper in the multi-purpose tray, see "Precautions when Loading Paper" (→P. 2-12).

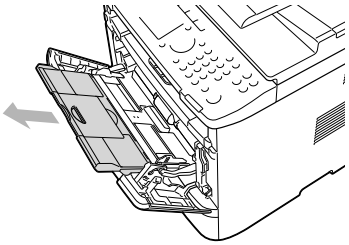
Use the multi-purpose tray when you want to copy or print on a different paper size or type from the one loaded in the paper drawer.

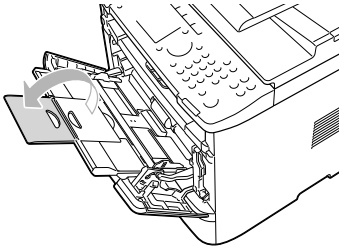
1 Open the multi-purpose tray and pull out the auxiliary tray.



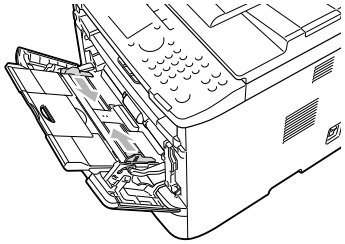
When loading long-size paper

open the tray extension.





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

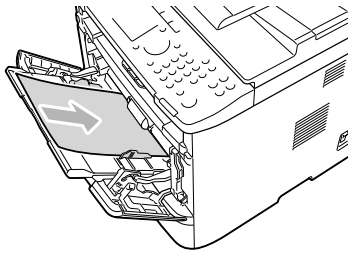


3 Gently insert the paper stack into the multi-purpose tray with the print side face up.

Make sure that the paper stack does not exceed the load limit guides (A).

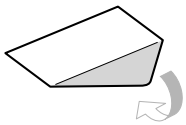
"Paper Loading Capacity" (→P. 2-12)
"Paper Loading Orientation" (→P. 2-13)

Load the paper under the load limit guides (A).

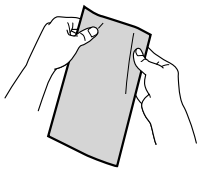


When loading envelopes

(1) Fold the envelope flap.

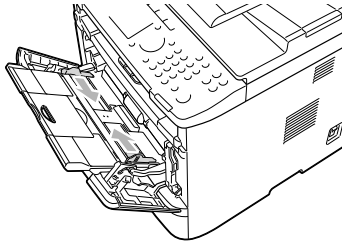


(2) Loosen any stiff corners of the envelope and flatten curls as shown in the figure.



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

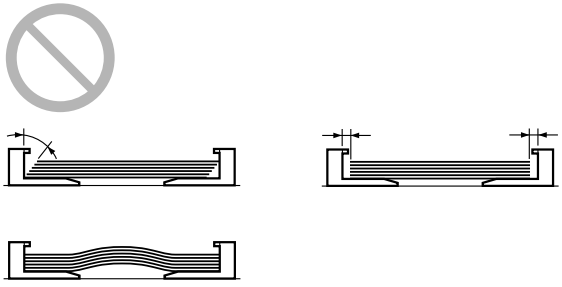
4 Adjust the paper guides to fit the paper size.



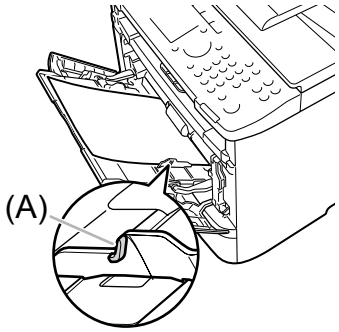
IMPORTANT

Be sure to align the paper guides with the width of the paper.

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



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



6 Specify the loaded paper size and type.

"Setting a Paper Size and Type" (→P. 2-14)

Precautions when Loading Paper

CAUTION

Be careful when handling paper.

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

Precautions when inserting the paper drawer

Be careful not to catch your fingers.

IMPORTANT

Be sure to align the paper guides with the width of the paper.

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

When using paper that has been poorly cut

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

Do not exceed the load limit mark when loading paper.

Make sure that the paper stack does not exceed the line of the load limit mark. If the paper stack exceeds the load limit mark lines, this may result in misfeeds.

When printing on envelopes

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

NOTE

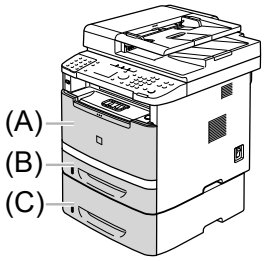
For more information on supported paper types

"Paper Requirements" (→P. 2-6)

Abbreviations on the paper guides inside the paper drawer

Paper size	Paper guide
Legal	LGL
Letter	LTR
Executive	EXEC

Paper Loading Capacity



Paper Type		Paper Source		
		(A) Multipurpose tray	(B) Paper Drawer 1	(C) Drawer 2 (optional)
Plain paper	16 to 23 lb Bond (60 to 89 g/m^2)	50 sheets	250 sheets	500 sheets
Heavy paper	24 to 34 lb Bond (90 to 128 g/m^2)	40 sheets	160 sheets	320 sheets
	35 lb Bond to 60 lb Cover (129 to 163 g/m^2)	25 sheets	-	-
Recycled paper	16 to 23 lb Bond (60 to 89 g/m^2)	50 sheets	250 sheets	500 sheets
Color paper	16 to 23 lb Bond (60 to 89 g/m^2)	50 sheets	250 sheets	500 sheets
Transparency		15 sheets	-	-
Label		20 sheets	-	-
Index Card		15 sheets	-	-
Envelope		5 sheets	-	-

Paper Loading Orientation

NOTE

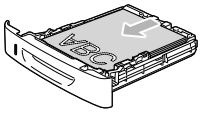
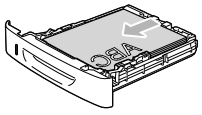
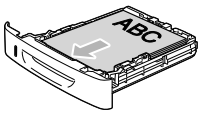
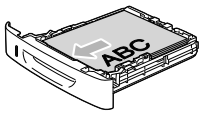
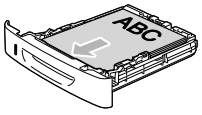
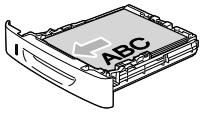
Paper loading orientation when loading in the multi-purpose tray

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

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

Load the paper in the proper orientation as follows.
(➡: Feeding direction)

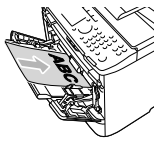
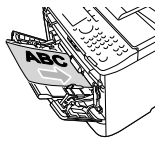
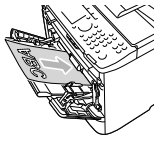
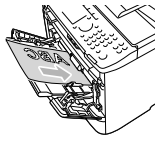
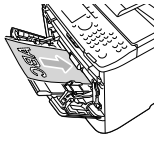
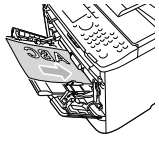
Paper drawer

	Portrait layout	Landscape layout
1-sided printing*1	 (with the printing side facing down)	 (with the printing side facing down)
1-sided printing*2	 (with the printing side facing up)	 (with the printing side facing up)
Automatic 2-sided printing	 (with the front side facing up)	 (with the front side facing up)

*1 When <Switch Paper Feed Method> is set to <Print Speed Priority> (the default setting)
"Selecting Print Side" (→P. 2-17)

*2 When <Switch Paper Feed Method> us set to <Print Side Priority>
"Selecting Print Side" (→P. 2-17)

Multi-purpose tray

	Portrait layout	Landscape layout
1-sided printing*1	 (with the printing side facing up)	 (with the printing side facing up)
1-sided printing*2	 (with the printing side facing down)	 (with the printing side facing down)
Automatic 2-sided printing	 (with the front side facing down)	 (with the front side facing down)

*1 When <Switch Paper Feed Method> us set to <Print Speed Priority> (the default setting)
"Selecting Print Side" (→P. 2-17)

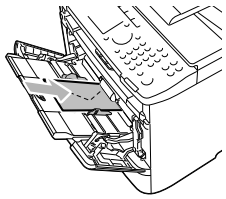
*2 When <Switch Paper Feed Method> us set to <Print Side Priority>
"Selecting Print Side" (→P. 2-17)

When printing on envelopes

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

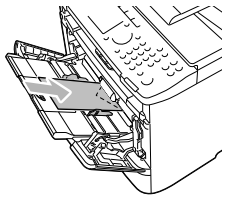
Envelope No.10, DL, ISO-C5

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



Envelope ISO-B5

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



Setting a Paper Size and Type

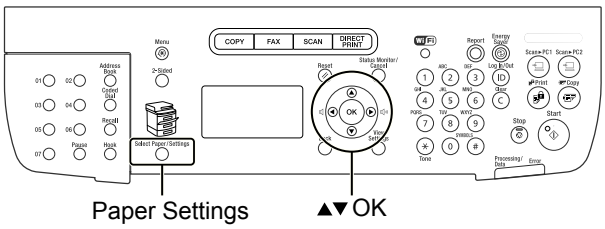
Whenever you change the paper size and type loaded in the drawer or tray, follow the procedure in this section to adjust the paper size and type settings.

IMPORTANT

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

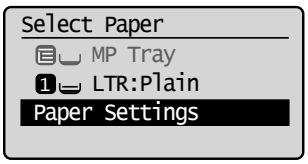
An error message appears, or printing is not performed correctly.

Keys to be used for this operation

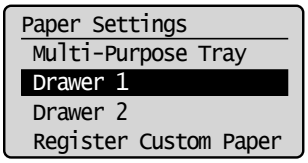


1 **Press [◯] (Select Paper/Settings).**

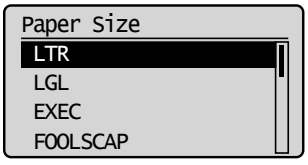
2 **Select <Paper Settings> using [▲] or [▼] and press [OK].**



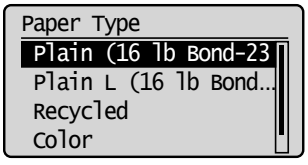
3 **Select < Drawer 1> or < Drawer 2> using [▲] or [▼] and press [OK].**



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



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



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

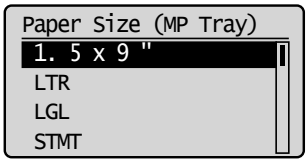
Setting a Custom Paper Size

You can register sizes and types of frequently used paper.

Multi-purpose tray

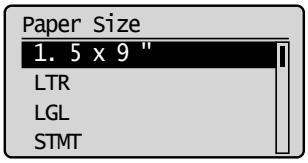
When <Register Default Set.> is <Off> (default)

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



When <Register Default Set.> is <ON>

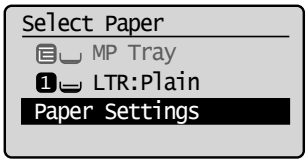
Paper Size Setting Screen



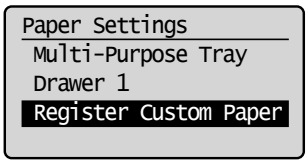
"Registering the Default Paper Settings for the Multi-purpose Tray" (→P. 2-15)

1 **Press [◯] (Select Paper/Settings).**

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

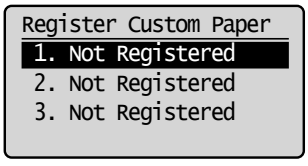


3 **Select <Register Custom Paper> using [▲] or [▼] and press [OK].**



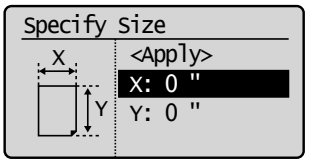
4 **Select <Not Registered> using [▲] or [▼] and press [OK].**

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

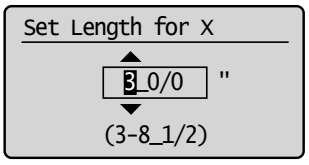


5 **Specifies the size of <X: "> direction and <Y: "> direction.**

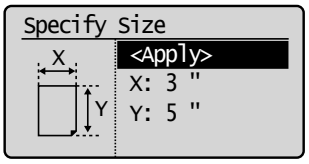
(1) Select the direction using [▲] or [▼] and press [OK].



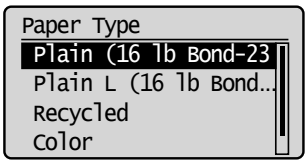
(2) Specify the size using [▲] or [▼] and press [OK].
You can also enter values using the numeric keys.



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



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



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

Registering the Default Paper Settings for the Multi-purpose Tray

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

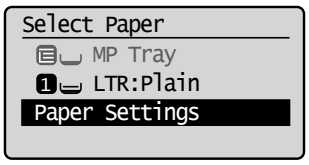
NOTE

If the default paper is registered

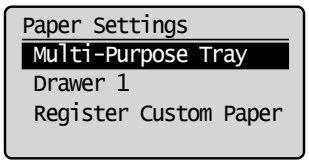
The setting screen is not displayed when paper is loaded.

1 **Press [◯] (Select Paper/Settings).**

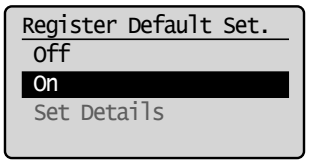
2 **Select <Paper Settings> using [▲] or [▼] and press [OK].**



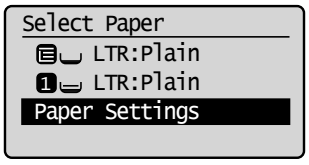
3 **Select <Multi-Purpose Tray> using [▲] or [▼] and press [OK].**



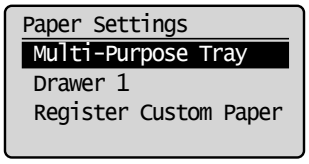
4 **Select <On> using [▲] or [▼] and press [OK].**



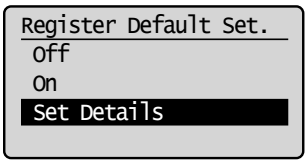
5 **Select <Paper Settings> using [▲] or [▼] and press [OK].**



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



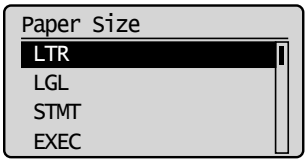
7 **Select <Set Details> using [▲] or [▼] and press[OK].**



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

* When registering the custom paper, see "Setting a Custom Paper Size" (→P. 2-14)

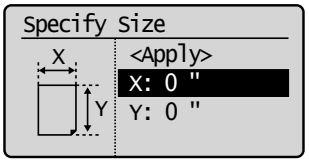
* The registered custom paper is listed at the top. Select it with [▲].



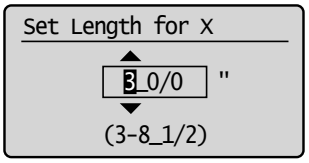
If you select <Custom Size>

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

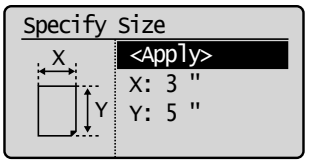
(1) Select the direction using [▲] or [▼] and press [OK].



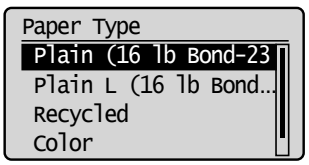
(2) Specify the size using [▲] or [▼] and press [OK]. You can also enter values using the numeric keys.



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



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



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

Selecting Print Side

Specify whether to print only on the front side of paper for 1-sided printing so that the odd pages are always printed on the front side for both 1-sided and 2-sided printing. The print side for 1-sided printing varies depending on the setting specified. To use preprinted paper, read "Paper Loading Orientation" (→P. 2-13) carefully to place the paper stack in the correct orientation.

IMPORTANT

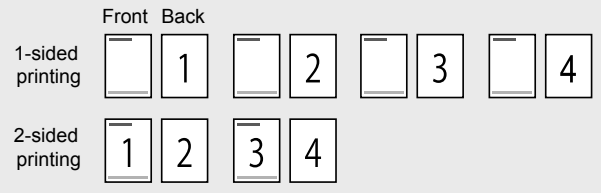
Paper Size and Paper Type

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

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

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

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



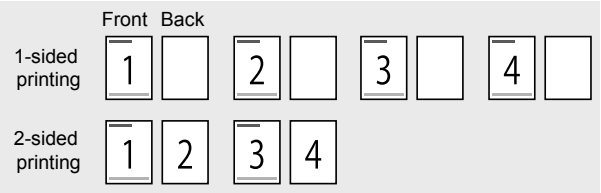
Select this setting when

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

When <Print Side Priority> is selected

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

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

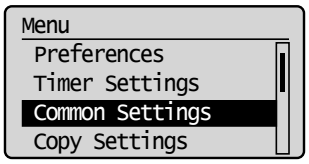


Select this setting when

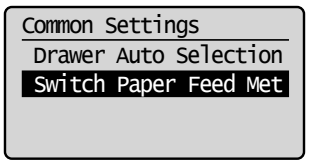
- using preprinted paper for both 1-sided and 2-sided printing

1 **Press [ ] (Menu).**

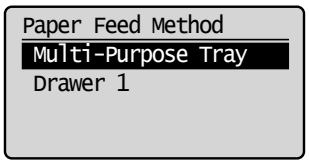
2 **Select <Common Settings> using [▲] or [▼] and press [OK].**



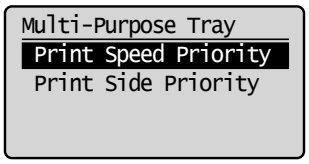
3 **Select <Switch Paper Feed Method> using [▲] or [▼] and press [OK].**

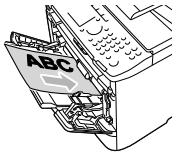
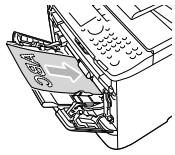
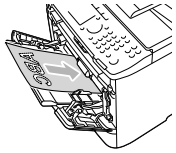


4 **Select the paper source using [▲] or [▼] and press [OK].**



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



<table>
<tr>
<td><Print Speed Priority></td>
<td>Place the paper stack as shown below when <Print Speed Priority> is selected.
(➡: Feeding direction)
* For more information on how to place the paper stack in the landscape orientation, see "Paper Loading Orientation" (→P. 2-13).
<table>
<tr><th>For 1-sided printing</th><th>For 2-sided printing</th></tr>
<tr>
<td>Place the stack with the printed side face up.
  </td>
<td>Place the stack with the front side (first page) face down.
  </td>
</tr>
</table>
</td>
</tr>
<tr>
<td><Print Side Priority></td>
<td>Place the paper stack as shown below when <Print Side Priority> is selected.
(➡: Feeding direction)
* For more information on how to place the paper stack in the landscape orientation, see "Paper Loading Orientation" (→P. 2-13).
<table>
<tr>
<td>The side to be placed face up is the same between 1-sided and 2-sided printing.
• Place the stack with the printed side face down for 1-sided printing.
• Place the stack with the front side (first page) face down for 2-sided printing.
  </td>
</tr>
</table>
</td>
</tr>
</table>

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

Chapter 3

Copying

This chapter describes the copying features.

Basic Copying Method 3-2

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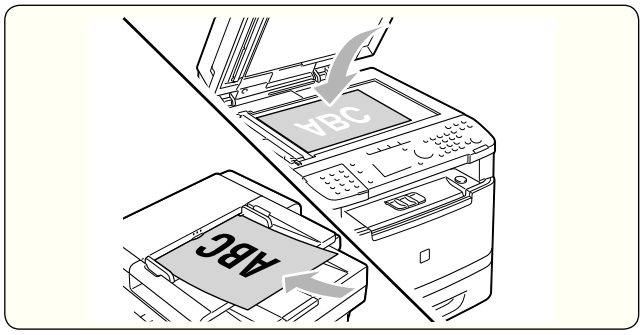
Basic Copying Method

This section describes the basic procedure for copying.

1 Place your documents.

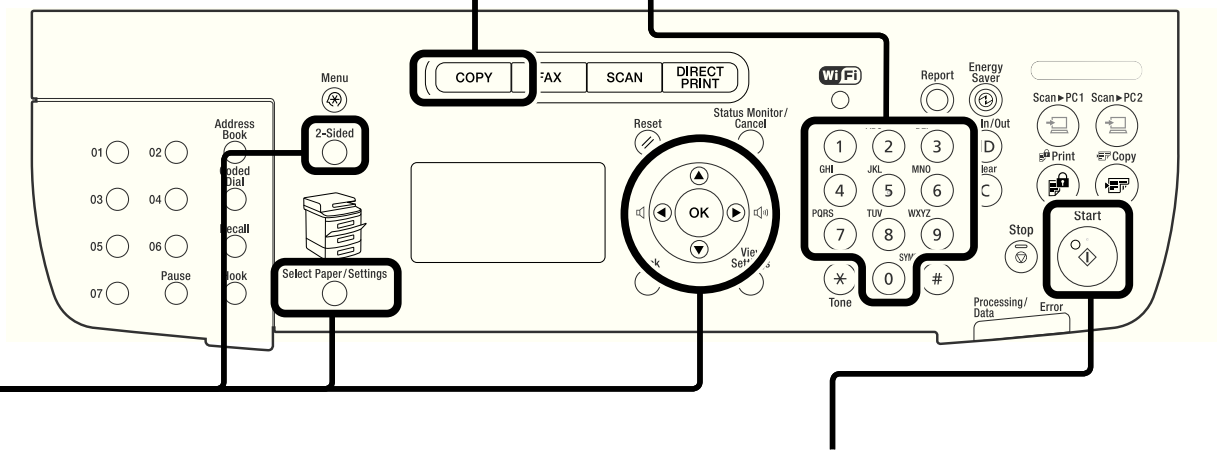
"Placing Documents" (→P. 2-4)
"Supported Document Types" (→P. 2-2)
Up to 50 documents can be loaded into the feeder.



2 Press [COPY].

4 Enter the copy quantity (1 to 99) using numeric keys.

* Press [C] (Clear) to cancel the entered quantity.



3 Specify the copy settings as needed.

You can specify up to 9 items.
(for details, see P.3-4 to P.3-8.)

1. Paper select
2. Density
3. Image quality
4. 2-Sided
5. Enlarging/Reducing
6. N on 1
7. Collating
8. Frame erase
9. Sharpness

5 Press [◇] (Start).

NOTE

- When you combine multiple settings for use, see "Combination of Copy Settings" (→P. 3-4).
- The settings specified here are effective only for the current operation. To make the settings effective for all the copy operations, see "Changing the Default Values" (→P. 3-13).
- Register your frequently used settings into the Mode Memory. It is useful. See "Registering and Using Combination of Copy Settings (Mode Memory)" (→P. 3-11).

Checking and Canceling Copy Jobs

Check the details of copy jobs. Cancel copy jobs that you decide not to perform while the jobs are processing.

NOTE

When the processing/Data indicator on the operation panel is:

Turned on/blinking	A job is currently processing.
Turned off	No jobs are waiting in memory.

Canceling a copy job using [▽] (Stop)

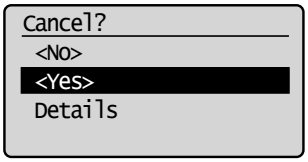
1 Press [▽] (Stop).

Press [▽] (Stop) twice to cancel the job when the machine holds one job only.

2 Select the job that you want to cancel when more than one job is processing using [▲] or [▼] and press [OK].

3 Select <Yes> using [▲] or [▼] when <Cancel?> appears and press [OK].

Or, press [▽] (Stop) to cancel the job.
The job is canceled.

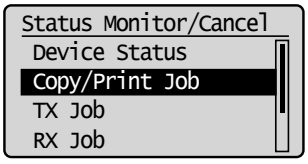


* Select <Details> using [▲] or [▼] to check the details of the job that you want to cancel and press [OK].

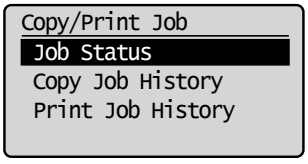
Checking and canceling a copy job using [◯] (Status Monitor/Cancel)

1 Press [◯] (Status Monitor/Cancel).

2 Select <Copy/Print Job> using [▲] or [▼] and press [OK].

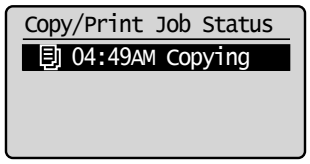


3 Select <Job Status> using [▲] or [▼] and press [OK].



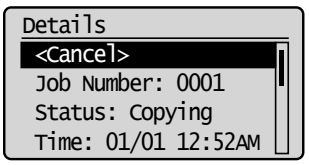
4 Select a job using [▲] or [▼] and press [OK].

The details of the selected job is displayed.

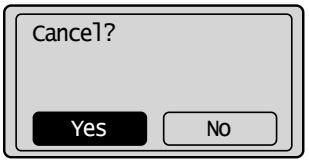


To cancel the job

(1) Select <Cancel> using [▲] or [▼] and press [OK].



(2) Select <Yes> using [◀] and press [OK].
The job is canceled.



(3) Press [◯] (Status Monitor/Cancel) to close the screen.

To only check the details of the selected job

Press [◯] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.

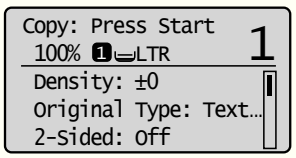
Combination of Copy Settings

You can combine and use various copy settings.
This applies to Mode Memory registration and default value settings (→P. 3-13) as well.
However, the following limitation is found in the setting combination.

<No. of Copies>	Nothing special.
<Density>	When <Background> is set to <Auto>, <Original Type> is changed to <Text>.
<Original Type>	If <Original Type> is set other than <Text> when <Background> is set to <Auto>, the <Auto> setting in <Background> will be cancelled.
<2-Sided>	• Depending on its paper size (selected paper drawer), 2-sided copy is not available. • Depending on its paper size or paper type in the selected paper casette, 2-sided copy is not available. ☞"e-Manual → Specifications → Paper → Supported Paper Types" • This feature cannot be combined with <ID Card Copy>.
<Copy Ratio>	• When you want to copy documents in a reduction ratio different from its default value for <4 on 1>/<2 on 1>, secify the <Copy Ratio> later. • <Copy Ratio> is fixed at 100 % for <ID Card Copy>. • The frame width specified at <Erase Frame> increases/decreases according to the <Copy Ratio> setting.
<Paper>	Depending on its document size (selected paper source), 2-sided copy is not available.
<4 on 1>/ <2 on 1>	• If you want to copy a document in a copy ratio different from its default reduction ratio, specify the <Copy Ratio> later. • This feature cannot be combined with <Erase Frame>.
<ID Card Copy>	• <Copy Ratio> is fixed at 100%. • This feature cannot be combined with either 2-Sided Copy or <Erase Frame>.
<Collate>	Nothing special.
<Erase Frame>	• This feature cannot be combined with N on 1 (<4 on 1> / <2 on 1>, <ID Card Copy>). • The specified erase frame width increases/decreases according to the <Copy Ratio> setting.
<Sharpness>	Nothing special.

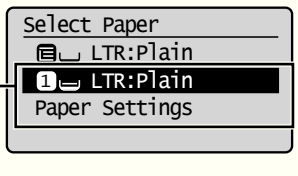
1 Selecting Copy Papers

Copy mode screen



Select Paper/ Setting

Setting screen*



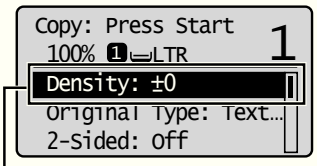
* You can display the setting screen also by selecting <Paper> in the copy mode screen.

Select the paper drawer using [▲] or [▼] → [OK]

Copy Settings

2 Adjusting the Density

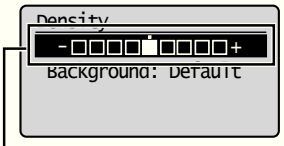
Copy mode screen



Select <Density> using [▲] or [▼] → [OK]

● Density adjustment

Setting screen

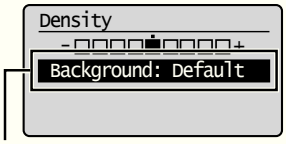


[◀]	Decrease the density.
[▶]	Increase the density.

Adjust the density using [◀] or [▶] → [OK]

● Background Adjustment

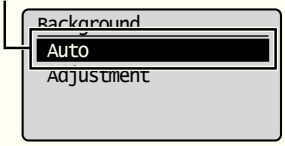
Setting screen



Select <Background> using [▲] or [▼] → [OK]

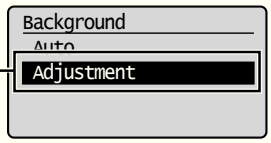
Automatic adjustment

Select <Auto> using [▲] or [▼] → [OK]

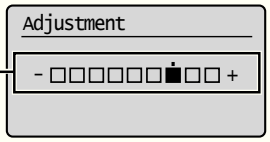


Manual adjustment

(1) Select <Adjustment> using [▲] or [▼] → [OK]



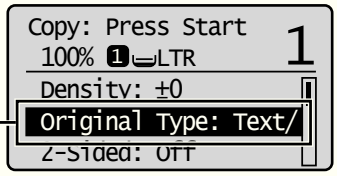
(2) Adjust background color using[◀] or [▶] → [OK]



[◀]	Makes the background density lighter.
[▶]	Makes the background density darker.

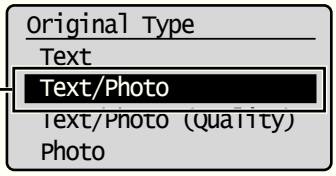
3 Selecting Image Quality (Copy)

Copy mode screen



Select <Original Type> using [▲] or [▼] → [OK]

Setting screen

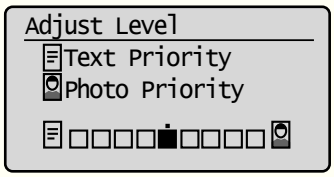


Select the appropriate document type using [▲] or [▼]→[OK]

<Text>	Best suited for text-only documents.
<Text/Photo>	Suited for documents that contain text and photos.
<Text/Photo (Quality)>	Suited for documents that contain text and photos. You can set its priority, text or photos.
<Photo>	Suited for documents that contain magazine photos.

When selecting <Text/Photo (Quality)>

Adjust priority using [◀] or [▶]→[OK]

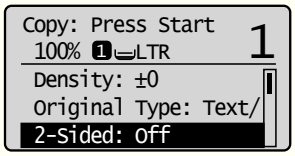


[◀]	Prioritize character readability.
[▶]	Prioritize illustration readability such as photos.

4 2-Sided Copying

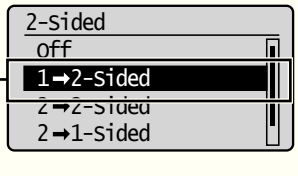
* You can display the setting screen also by selecting <2-Sided> in the copy mode screen.

Copy mode screen



2-Sided

Setting screen*

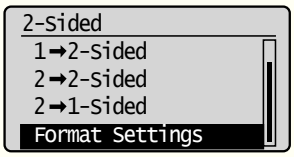


Press [▲] or [▼] to select the 2-Sided copy format → [OK]

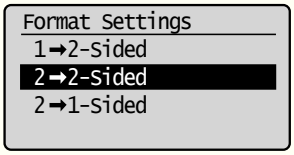
<1→2-sided>	Copy a 1-sided document onto both sides of the output.
<2→2-sided>	You can make 2-sided copies from 2-sided documents.
<2→1-sided>	You can make 1-sided copies from 2-sided documents.

If you want to specify how to open original or copy

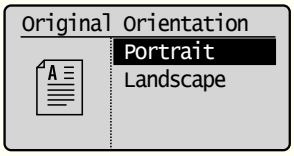
(1) Select <Format Settings> with [▲] or [▼] and press [OK].



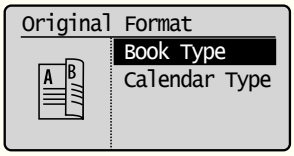
(2) Select <2->2-Sided> with [▲] or [▼] and press [OK].



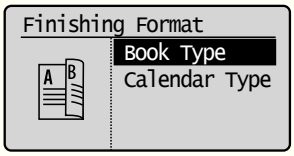
(3) Select the orientation of the original document with [▲] or [▼] and press [OK].



(4) When the next screen is displayed, select how to open the original document with [▲] or [▼] and press [OK].



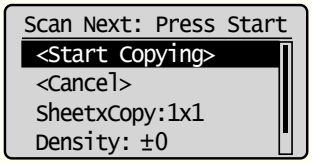
(5) When the next screen is displayed, select how to open the original document with [▲] or [▼] and press [OK].



To copy a document by placing on the platen glass

(1) Place the next page and press [ ] (Start).

* Repeat this step until all pages are scanned.



(2) Select <Start Copying> using [▲] or [▼] and press [OK].

Notes on 2-Sided copying

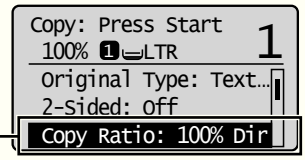
Accurately attach the paper size switch lever. If the paper size switch lever is not securely attached, documents may not be fed properly or jammed.

"Copying by Saving Paper" (→P. 3-10)

5 Enlarging/Reducing Copies

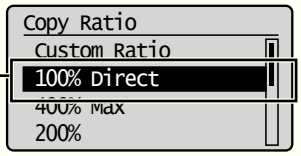
Enlarge or reduce copies using preset copy ratios or custom copy ratios. For example, you can copy a Statement size document on Letter size paper using a preset ratio, or set any copy ratio from 25% to 400% in 1% increments.

Copy mode screen



Select <Copy Ratio> using [▲] or [▼] →[OK]

Setting screen



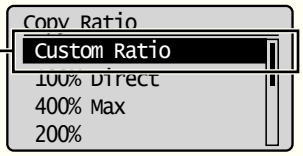
Select the copy ratio using [▲] or [▼] →[OK]

"Loading Paper" (→P. 2-9)

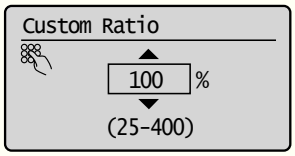
"Setting a Paper Size and Type" (→P. 2-14)

To set a copy ratio in 1% increments

(1) Select <Custom Ratio> using **[▲] or [▼] →[OK]**

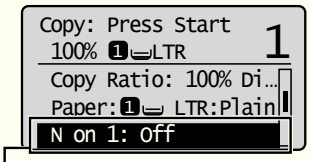


(2) Specify the ratio using **[▲] or [▼] →[OK]**
You can also enter the copy ratio using the numeric keys.



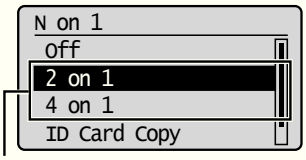
6 Multiple Documents onto One Sheet (N on 1)

Copy mode screen



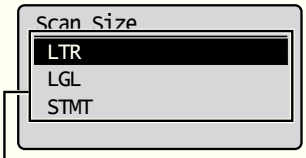
Select <N on 1> using [▲] or [▼]→[OK]

Setting screen

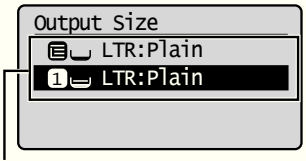


<2 on 1>	Copy two pages onto one sheet.
<4 on 1>	Copy four pages onto one sheet.

Select <2 on 1> or <4 on 1> using [▲] or [▼]→[OK]



Select the size of the document using [▲] or [▼]→[OK]



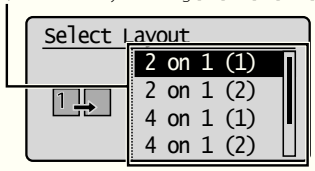
Select a output size using [▲] or [▼]→[OK]

About margins on the document
To copy in the N on 1 mode, margins are created on the output.

To specify the layout

(1) Select <Select Layout> using [▲] or [▼] → [OK]

(2) Select the layout using [▲] or [▼] → [OK]



When your document is placed on the platen glass

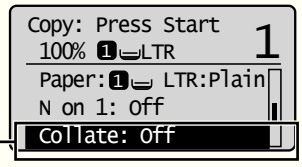
(1) Set the next document and press [Start].

(2) Select <Start Copying> using [▲] or [▼] and press [OK].

* Repeat these steps until all documents are scanned.

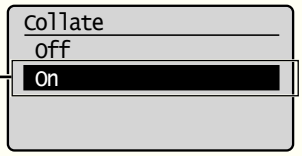
7 Collating Copies

Copy mode screen

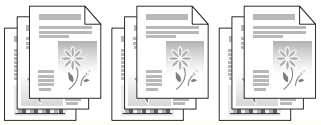


Select <Collate> using [▲] or [▼] →[OK]

Setting screen

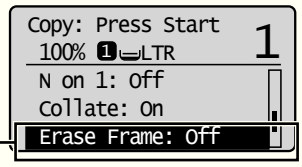


Select <On> using [▲] or [▼] →[OK]

<Off>	Printouts of a complete job are grouped. For example, if you are copying three copies of a three-page document, printouts of a complete job are grouped and arranged in this page order: "1, 1, 1", "2, 2, 2", "3, 3, 3."	
<On>	Printouts of a complete job are collated. For example, if you are copying three copies of a three-page document, printouts of a complete job are grouped and arranged in this page order: "1, 2, 3", "1, 2, 3", "1, 2, 3."	

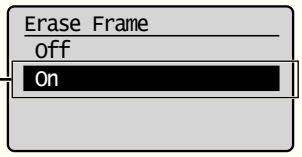
8 Erase Dark Borders and Frame Lines (Frame Erase)

Copy mode screen

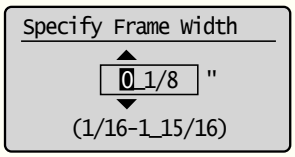


Select <Erase Frame> using [▲] or [▼] →[OK]

Setting screen

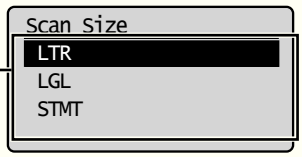


Select <On> using [▲] or [▼] →[OK]



Select the frame width to be erased using [▲] or [▼] →[OK].

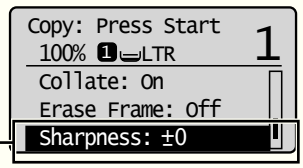
*** You can also enter the frame width to be erased using the numeric keys.**



Select the size of the original document using [▲] or [▼] →[OK]

9 Emphasize the Outline of an Image (Sharpness)

Copy mode screen



Select <Sharpness> using [▲] or [▼] →[OK]

Setting screen

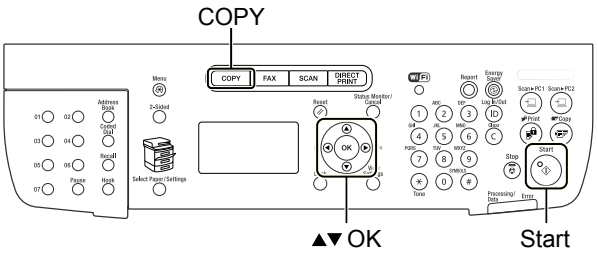
Adjust the sharpness using [◀] or [▶]→[OK]

[◀]	Reduces distorted pattern (moire). It is appropriate for documents that contain halftone such as printed photos.
[▶]	Raise the sharpness and emphasize the outline of text or lines. It is appropriate for documents which are blueprints or thinly penciled.

Copying an ID Card

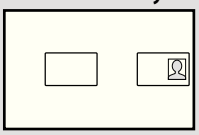
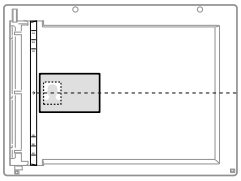
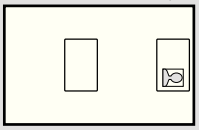
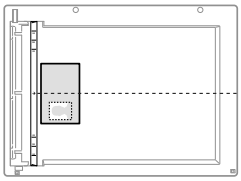
Copy a 2-sided card onto one side of paper.

Keys to be used for this operation



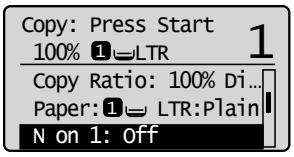
1 Place the card on the platen glass, and close the feeder.

Place the card with spacing of 1/4" (5 mm) from the left edge of the platen glass.
Align the center of the card with the arrow mark, as shown below.

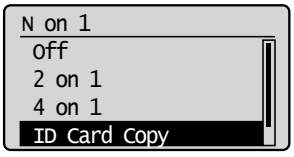
To place the card horizontally 	
If you want to arrange the cards vertically 	

2 Press [COPY].

3 Select <N on 1> using [▲] or [▼] and press [OK].



4 Select <ID Card Copy> using [▲] or [▼] and press [OK].

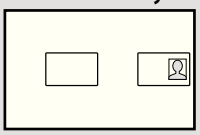
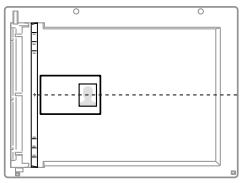
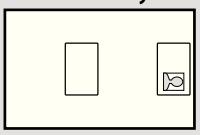
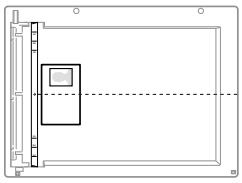


5 Press [ ] (Start).

Proceed to the next step when the scan is complete.

6 Turn sides.

Place the card with spacing of 1/4" (5 mm) from the left edge of the platen glass.
Align the center of the card with the arrow mark, as shown below.

To place the card horizontally 	
To place the card vertically 	

7 Press [ ] (Start).

NOTE

To place your document (card) on the platen glass
Place the card on the left half of the platen glass.

Copy ratio
The copy ratio is automatically set to <100%>.

Supported paper sizes
Sizes larger than A4/Letter.

Copying by Saving Paper

Press [ ] (Paper Save Copy) to save paper when making a copy.
Choose one of the following four combinations of 2 on 1/4 on 1 and 2-Sided copy settings, as shown in the table below.

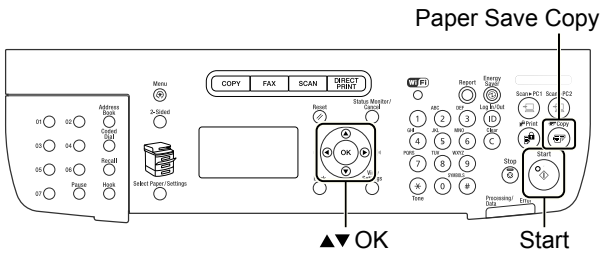
	N on 1	2-Sided		
	Select Layout	Format Settings	Original Orientation	Original Format
2 on 1 1->2-Sided		1->2-Sided	Portrait	Book Type
4 on 1 1->2-Sided		1->2-Sided	Portrait	Book Type
2 on 1 1->1-Sided		OFF		
4 on 1 1->1-Sided		OFF		

IMPORTANT

Precautions on 2-Sided Copying

- Do not touch your document when making 2-sided copying until the process is complete. After copying on the front side is complete, the document is partially output, reserved, and fed into the machine again for copying on the back side.
- Be sure to close the paper switch cover before making 2-sided copying.

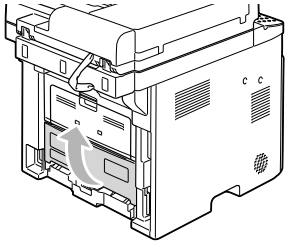
Keys to be used for this operation



1 Set the paper switch lever correctly to fit the size of paper used for 2-sided copying.

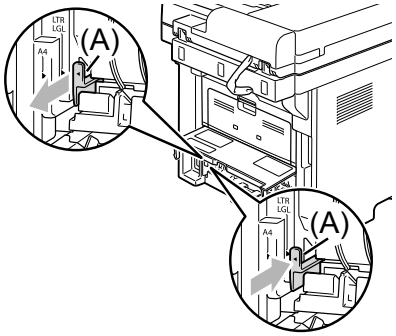
* If the lever is not set correctly, sheets may not be fed properly, or paper jams may occur.

(1) Open the Duplex unit cover.



(2) Set the blue-colored paper size switch lever (A) correctly.

- A4: Pull forward
- Letter and legal: Push towards the far end



2 Place your document.

"Placing Documents" (→P. 2-4)
"Supported Document Types" (→P. 2-2)

3 Press [ ] (Paper Save Copy).

4 Select the combination that you want to use using [▲] or [▼] and press [OK].

```
Paper Save Copy
 2 on 1 1➡2-Sided
 4 on 1 1➡2-Sided
 2 on 1 1➡1-Sided
 4 on 1 1➡1-Sided
```

5 Select the document size using [▲] or [▼] and press [OK].

```
Scan Size
 LTR
 LGL
 STMT
```

6 Press [ ] (Start).

When the document is placed on the platen glass

(1) Place the next page and press [ ] (Start).

* Repeat this step until all pages are scanned.

```
Scan Next: Press Start
 <Start Copying>
 <Cancel>
 SheetxCopy:1x1/1
 Density: ±0
```

(2) Select <Start Copying> using [▲] or [▼] and press [OK].

Registering and Using Combination of Copy Settings (Mode Memory)

You can register up to four combinations of frequently used copy settings to the "Mode memory" in advance.

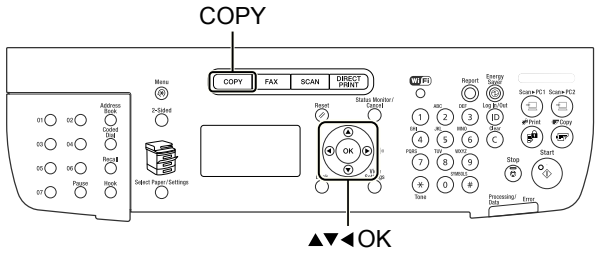
IMPORTANT

Registered settings of Mode Memory

- Registered settings in the Mode Memory are saved even during power OFF.
- When settings which require optional products are registered in a Mode Memory, the memory becomes unavailable if that optional product is removed, but its settings remain saved.
- When an optional drawer usage is registered in a Mode Memory, the paper feeding setting is changed to Drawer 1 if that optional drawer is removed.

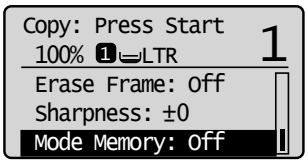
Registering Mode Memory

Keys to be used for this operation

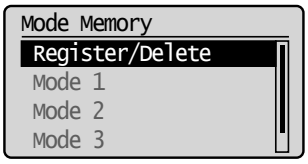


1 **Press [COPY].**

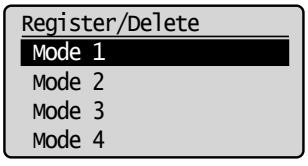
2 **Select <Mode Memory> using [▲] or [▼] and press [OK].**



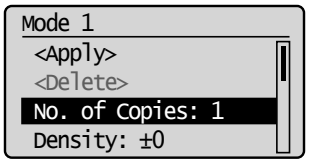
3 **Select <Register/Delete> using [▲] or [▼] and press [OK].**



4 **Select the place to register using [▲] or [▼] and press [OK].**

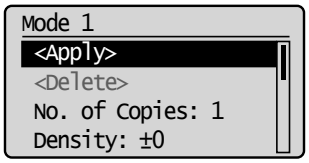


5 **Select items to specify using [▲] or [▼] and press [OK].**

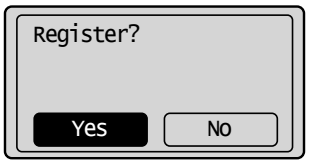


For details on the settings, see "Copy Settings" (→P. 3-4).

6 **Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].**



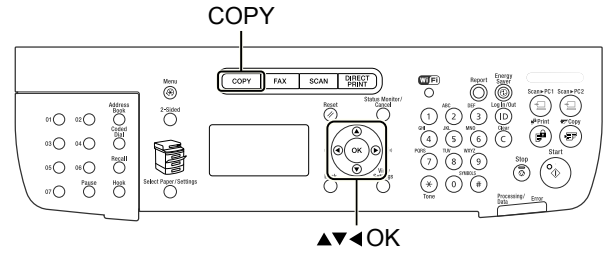
7 **Select <Yes> using [◀] and press [OK].**



* Follow the same steps for overwriting settings as well.

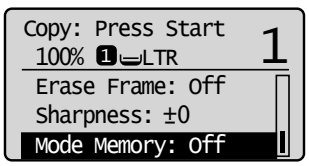
Deleting Mode Memory

Keys to be used for this operation

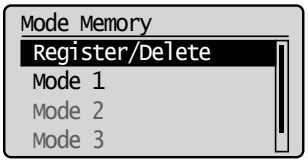


1 **Press [COPY].**

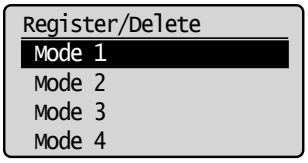
2 **Select <Mode Memory> using [▲] or [▼] and press [OK].**



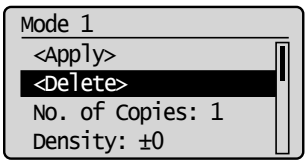
3 Select <Register/Delete> using [▲] or [▼] and press [OK].



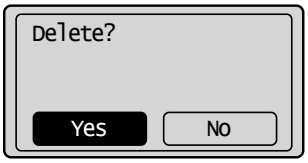
4 Select a Mode Memory to delete using [▲] or [▼] and press [OK].



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



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



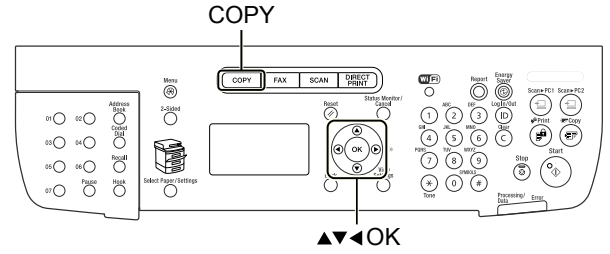
Calling and Copying Mode Memory

NOTE

Calling Mode Memory

- When a new Mode Memory is called, all copy settings are replaced with that Mode Memory settings.
- After the Mode Memory is called, you can change and copy the settings as you like.

Keys to be used for this operation

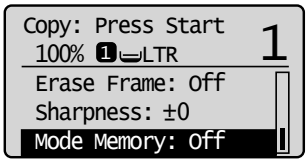


1 Place your documents.

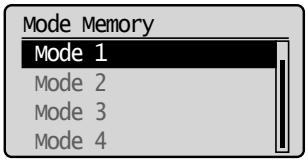
"Placing Documents" (→P. 2-4)
"Supported Document Types" (→P. 2-2)

2 Press [COPY].

3 Select <Mode Memory> using [▲] or [▼] and press [OK].



4 Select a Mode Memory to call using [▲] or [▼] and press [OK].

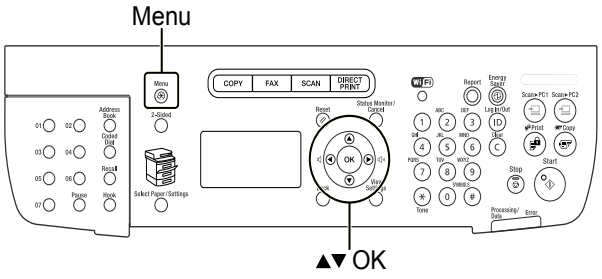


5 Press [ ] (Start).

Changing the Default Values

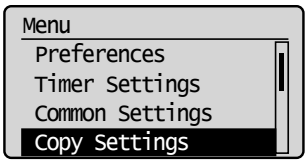
The default settings are a set of standard settings predetermined by the machine. These settings become effective when the machine is turned OFF and ON, or when [⟋] (Reset) is pressed to revert to the default settings. You can change the following default settings based on your needs.

Keys to be used for this operation

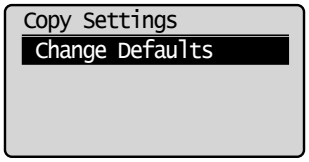


1 **Press [⊛] (Menu).**

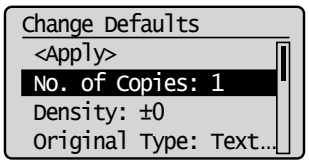
2 **Select <Copy Settings> using [▲] or [▼] and press [OK].**



3 **Select <Change Defaults> using [▲] or [▼] and press [OK].**

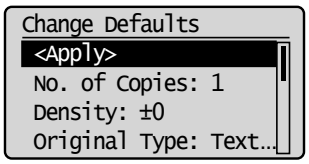


4 **Select the item using [▲] or [▼] and press [OK].**



For more information, see "Copy Settings" (→P. 3-4).

5 **Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].**

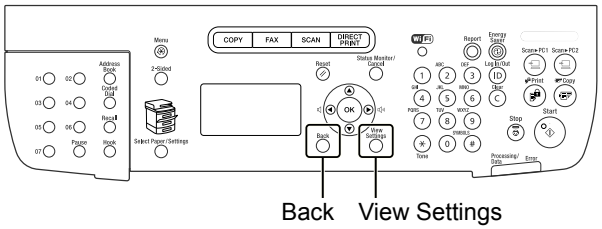


6 **Press [⊛] (Menu) to close the menu screen.**

Viewing Copy Settings

You can confirm the settings of copy function which have been changed from the default setting.

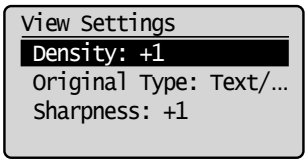
Keys to be used for this operation



1 **Press [◯] (View Settings).**

The current settings in the machine are displayed.

* If you have not changed the default settings, the message <No settings have been changed.> is displayed.



2 **Check your settings.**

NOTE

You can change those settings

Select items and press [OK] to display a setting screen for those items, where you can change those settings.

3 **Press [◯] (Back) to return to the standby display.**

Chapter 4

Printing from a Computer

This chapter describes how to print from computers.

* If you are a Macintosh user, see the following.
  - To install the Print Driver
    → Starter Guide or Printer Driver Installation Guide
  - To view how to use each function
    → Print Driver's Help

  To view how to display the Printer Driver Installation Guide or Print Driver's Help, see "For Macintosh Users" (→P. 11-4).

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Printing from a Computer 4-3

Scaling Documents 4-3
Printing Multiple Pages on One Sheet 4-3
1-sided Printing and 2-sided Printing 4-4
Checking and Canceling Print Jobs 4-5

Preparing to Print from Your Computer

To print your documents files from your computer, perform the following steps.

Step 1	Choose between USB and network connections.	☞ Starter Guide → 4 Connecting to a Computer and Installing the Drivers
Step 2	Install the printer driver.	

NOTE

To change the port number of the machine

See the following section.

☞ e-Manual→Security→Restricting Network Connections→Setting Protocol Port Numbers

Change printer settings on your computer when changing the port number of the machine.

☞ e-Manual→Network Settings→Setting Up Your Computer to Print and Send Faxes→Configuring Printer Settings on Your Computer

About the printer driver

The printer driver is software required for printing from an application. The printer driver will convert application software's print data to print data for the printer.

The printer driver for this machine has the following features.

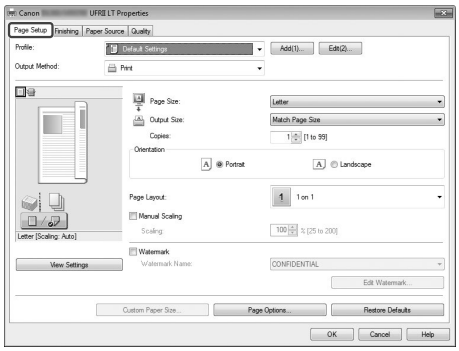
- The printer driver for this machine enables you to output print data at an optimum speed by dividing the workload using a computer and the printer.
- As well as providing faster and more stable printing than conventional models, the printer driver for this machine uses less memory to operate.
- In addition to the conversion of print data, the printer driver for this machine is equipped with the functions capable of spooling print data and configuring the print condition, and various types of print finishing can be set such as scaling or gutter adjustment.

Scaling Documents

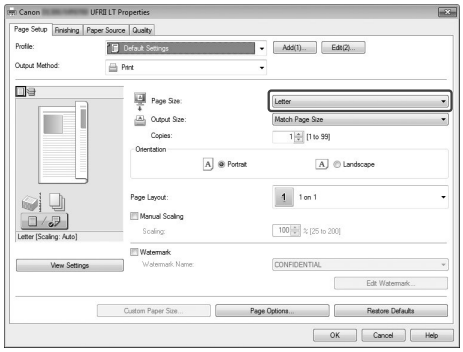
You can enlarge or reduce documents to match the output paper size.
There are two methods for scaling a document: select the output size of the document to scale it automatically, or specify the scaling value manually.

1 Click [Page Setup].

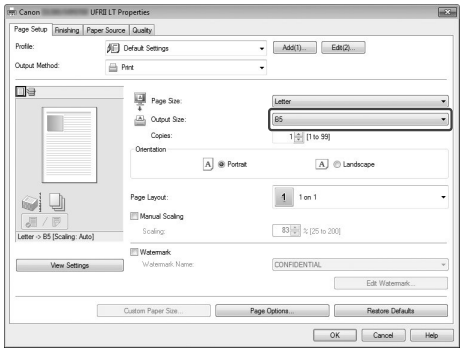
For instructions on how to display the printer driver screen, see "Printing" or "Configuring the Default Print Settings" in the e-Manual.



2 Select paper size of the document you created in the application from [Page Size].

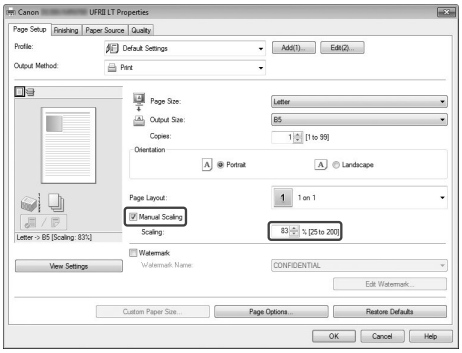


3 Select output size of the document from [Output Size].



The document is scaled automatically according to the settings made in [Page Size] and [Output Size].

4 If you want to increase or decrease the magnification manually, select [Manual Scaling] → specify the scaling ratio for [Scaling].



5 Click [OK].

NOTE

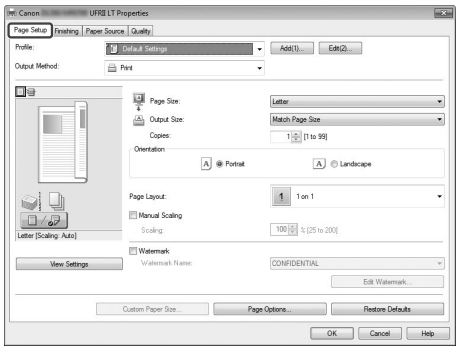
- Depending on the selected page size and printer model you are using, you may not be able to magnify the document.
- Depending on the printer model you are using, you may not be able to magnify the document to the optimum ratio for the selected page size.
- The display may differ according to the operating system, as well as the type and version of the printer driver.

Printing Multiple Pages on One Sheet

Multiple pages can be printed on one sheet of paper.
You can reduce and print multiple pages on a single sheet of paper. You can place 2, 4, 6, 8, 9, and 16 pages of documents on a single sheet of paper. Using this feature, you can make materials that are easy to view. Also, this feature helps you to save paper, and save space when storing.

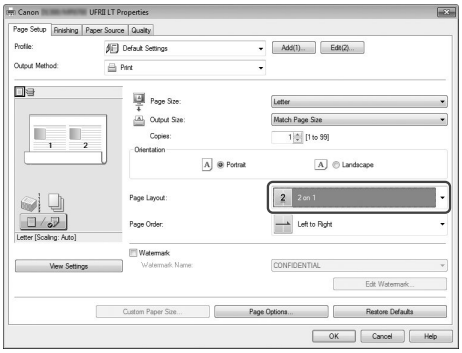
1 Click [Page Setup].

For instructions on how to display the printer driver screen, see "Printing" or "Configuring the Default Print Settings" in the e-Manual.

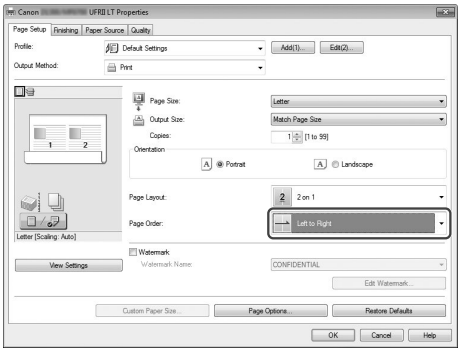


2 Select [N on 1] from [Page Layout] (where "N" is the number of pages you want to print on the sheet).

If you cannot select the options for [Page Layout], display the [Device Settings] sheet, and then select [Auto] or [Enabled] from [Spooling at Host]. For instructions on how to display the [Device Settings] sheet, see "Setting the Printer Options"in the e-Manual.



3 Select the page order from [Page Order].



The output image is displayed in the preview area.

4 Click [OK].

NOTE

- You cannot enlarge and reduce manually when using this function.
- Although there may be a function for printing multiple copies depending on the application you are using, do not use it together with this function. If you do, printing may not be executed correctly.
- The display may differ according to the operating system, as well as the type and version of the printer driver.

1-sided Printing and 2-sided Printing

You can select whether to print on one side or both sides of each sheet of paper. If the machine you are using supports 2-sided printing, the default setting is 2-sided printing.

IMPORTANT

Notes on 2-Sided Printing

- Do not touch a document during 2-sided printing until the document is completely released. After its front side printing, the document is slightly released, and then re-fed again for back-side printing.
- For 2-sided printing, do not forget to close the sub-output tray.

Printing to the back side of printed document (Manual 2-sided printing)

Manual 2-sided printing is available even for a document which is not available for 2-sided printing by using a multipurpose tray for the back side* of the printed document.

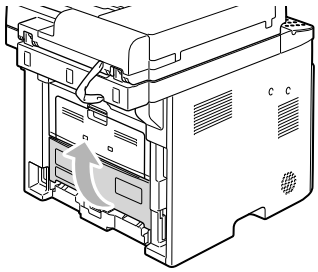
When you want to print the back side of the printed document, stretch ends of the document and then set the document to the multi-purpose tray one by one.

* This feature is available only for papers which were printed with this product. You cannot print on the same side of the document which was printed.

1 According to the paper size for 2-sided printing, ensure to set the paper size switch lever accurately.

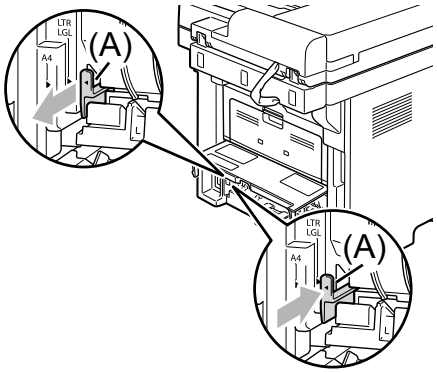
* If not securely attached, documents may not be fed properly, or jammed.

(1) Open the Duplex unit cover.



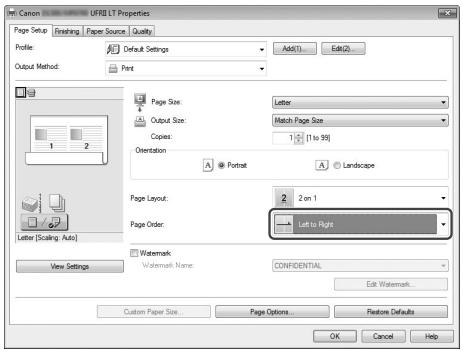
(2) Securely place the blue color paper size switch lever (A).

- A4: Pull
- Letter, Legal: Push



(3) Close the Duplex unit cover.

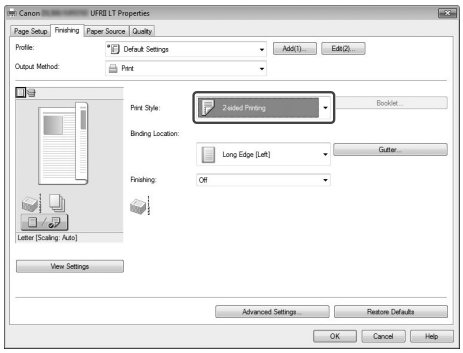
2 **Click [Finishing].**



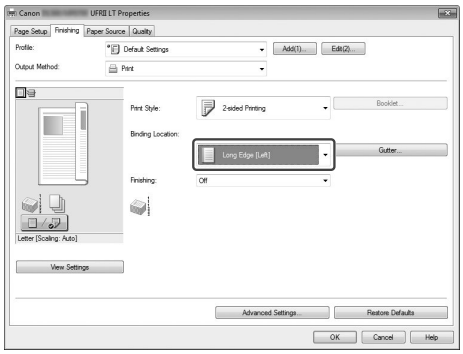
NOTE

- For instructions on how to display the printer driver screen, see "Printing" or "Configuring the Default Print Settings" in the e-Manual.

3 **Select [2-sided Printing] from [Print Style].**



4 **Select the binding edge from [Binding Location].**



5 **Click [OK].**

NOTE

- The page sizes for which 2-sided printing is available differ according to printer model. For details, view the online help.
- The display may differ according to the operating system, as well as the type and version of the printer driver.

Checking and Canceling Print Jobs

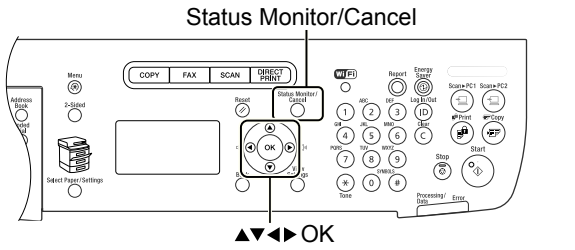
You can check detailed information about print jobs in the middle of currently printing or waiting.

NOTE

If the Processing/Data Indicator on the operation panel is:

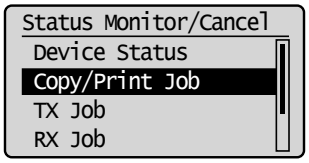
Turned on/blinking	A job is being processed.
Turned off	No jobs are in the memory.

Keys to be used for this operation

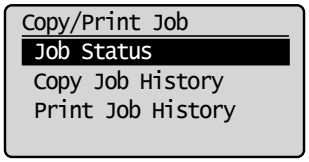


1 **Press [◯] (Status Monitor/Cancel).**

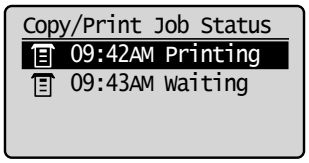
2 **Select <Copy/Print Job> using [▲] or [▼] and press [OK].**



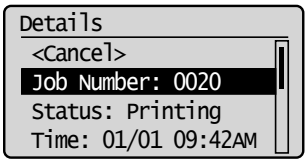
3 **Select <Job Status> with [▲] or [▼] and the press [OK].**



4 **Select a job to be checked or canceled using [▲] or [▼] and press [OK].**

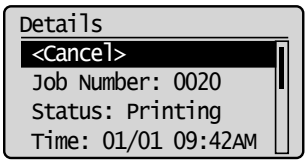


The detailed information is displayed.

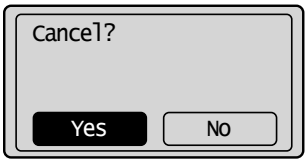


● **For canceling**

(1) Select <Cancel> using [▲] or [▼] and press [OK].



(2) Select <Yes> using [◀] or [▶] and press [OK].
The print job is canceled.



(3) Press [◯] (Status Monitor/Cancel) to close the screen.

NOTE

Pressing [ⓥ] (Stop) can also delete the print jobs

You can delete the print job also by pressing [ⓥ] (Stop).

* Press [ⓥ] (Stop) twice to cancel the job when the machine holds one job only.

For checking only

Press [◯] (Status Monitor/Cancel) to close the screen.

Chapter 5

Registering Destinations in the Address Book

This chapter describes the procedures for registering destinations in the address book and changing or deleting the registered settings.

Registering Destinations in the Address Book 5-2

One-touch keys 5-2
Coded dial 5-2
Group dialing 5-2

Registering and Editing One-Touch Keys 5-3

Registering and Editing from the Operation Panel 5-3
Registering and Editing One-Touch Keys using the Remote UI 5-5

Registering and Editing Coded Dial Codes 5-6

Registering and Editing from the Operation Panel 5-6
Registering and Editing a Coded Dial Code Using the Remote UI 5-8

Registering and Editing Destinations for Group Dialing 5-9

Registering and Editing a Destination Group from the Operation Panel 5-9
Registering and Editing a Destination Group Using the Remote UI 5-12

Registering Destinations in the Address Book

Specify a destination by manually entering characters/numbers using the numeric keys or selecting from the address book to fax a document.
You can register frequently used destinations in one-touch keys and coded dial codes.
You can also save one-touch keys and coded dial codes as a group.
You can register destinations from the operation panel or Remote UI.

One-touch keys

You can register up to 19 destinations in one-touch keys. Once the destinations have been registered, you can press the appropriate one-touch key to select the destination.
"Registering and Editing One-Touch Keys" (→P. 5-3)

Coded dial

You can register up to 181 destinations in coded dial codes. Once the destinations have been registered, you can press the appropriate coded dial code to select the destination.
"Registering and Editing Coded Dial Codes" (→P. 5-6)

Group dialing

You can specify up to 199 registered destinations as a group address in one-touch keys and coded dial codes. Group addresses need to be registered in unused one-touch keys or coded dial codes. All you need to do is to select a key or code to specify group addresses.
"Registering and Editing Destinations for Group Dialing" (→P. 5-9)

NOTE

Saving/Reading the address book

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

☞ e-Manual→Setting and Managing from Computer→Import/Export the Settings

You cannot edit the address book saved as a file.

Viewing destinations registered in the address book

You can view destinations by printing destination lists.

☞ e-Manual→Basic Operation→Printing the List→Printing the Address Book List

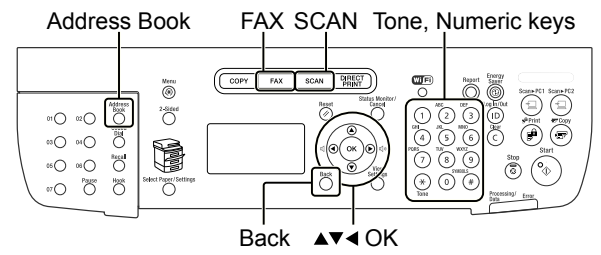
Registering and Editing One-Touch Keys

You can perform the following tasks.

- Storing one-touch keys
- Editing one-touch keys
- Deleting one-touch keys

Registering and Editing from the Operation Panel

Keys to be used for this operation



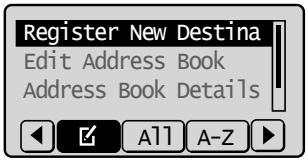
1 **Press [FAX] or [SCAN].**

2 **Press [◯] (Address Book).**

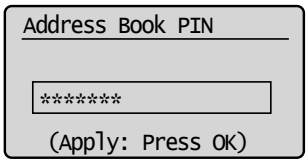
● To store a new one-touch key

(1) When destinations are already registered in the one-touch key, press [◀].
To register a destination for the first time, proceed to Step (2).

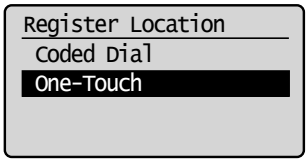
(2) Select <Register New Destination to Address Book> using [▲] or [▼] and press [OK].



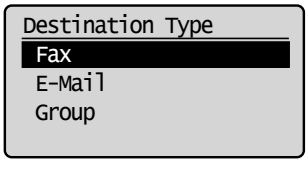
When the address book PIN is selected
Use the numeric keys to enter the PIN and press [OK].



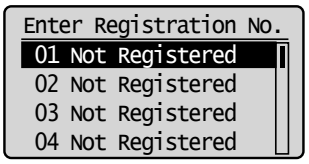
(3) Select <One-Touch> using [▲] or [▼] and press [OK].



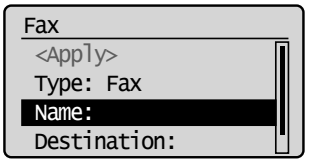
(4) Select <Fax> using [▲] or [▼] and press [OK].



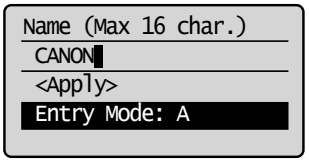
(5) Select the number to be registered using [▲] or [▼] and press [OK].



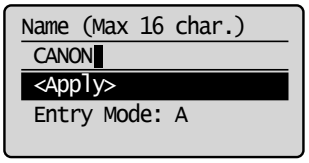
(6) Select <Name> using [▲] or [▼] and press [OK].



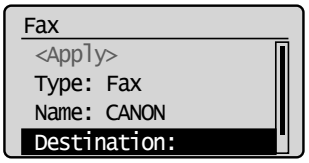
(7) Use the numeric keys to specify <Name>.
"Text Input Method" (→P. 1-9)



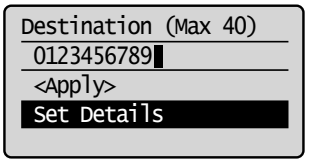
(8) Select <Apply> using [▲] or [▼] and press [OK].



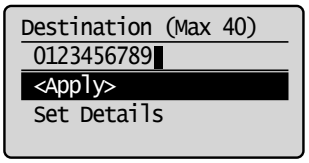
(9) Select <Destination> using [▲] or [▼] and press [OK].



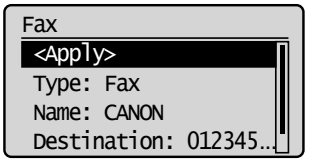
(10) Use the numeric keys to specify <Destination>.
Press [OK] to specify <Set Details> if necessary.



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

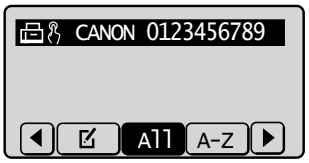


(12) Select <Apply> using [▲] or [▼] and press [OK].

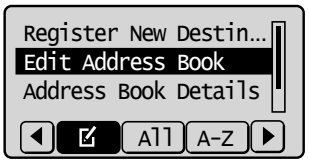


● **To edit a one-touch key**

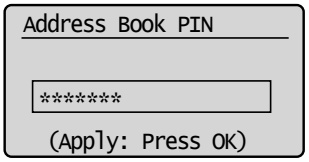
(1) Press [◀].



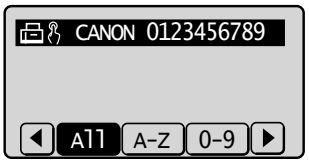
(2) Select <Edit Address Book> using [▲] or [▼] and press [OK].



When the address book PIN is selected
Use the numeric keys to enter the PIN and press [OK].

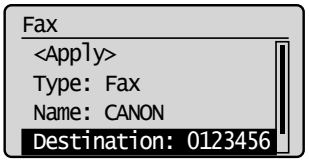


(3) Select the destination that you want to edit using [▲] or [▼] and press [OK].



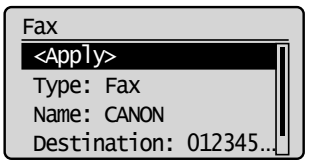
(4) Select the item that you want to edit using [▲] or [▼] and press [OK].

- Type
- Name
- Destination
- One-Touch



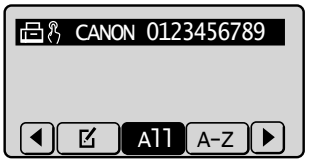
(5) When the edit is complete, select <Apply> using [▲] or [▼] and press [OK].

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

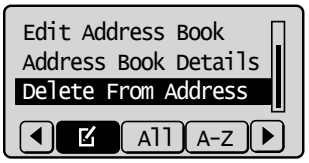


● **To delete a one-touch key**

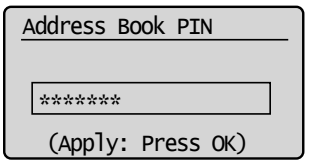
(1) Press [◀].



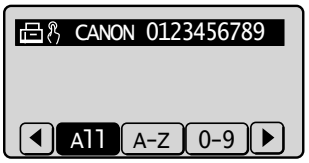
(2) Select <Delete From Address Book> using [▲] or [▼] and press [OK].



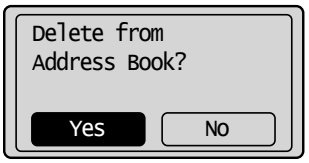
When the address book PIN is selected
Use the numeric keys to enter the PIN and press [OK].



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



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



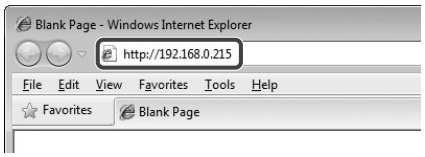
3 **Press [◯] (Back) to close the menu screen.**

Registering and Editing One-Touch Keys using the Remote UI

1 **Start the Web browser.**

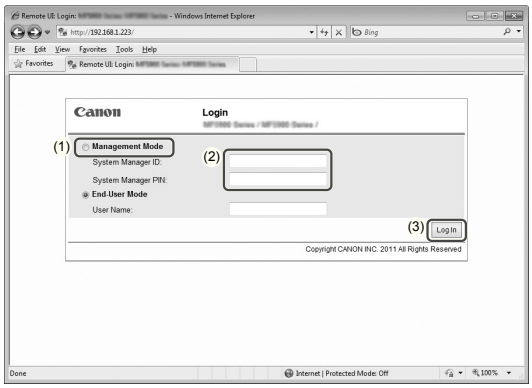
2 **Enter "http://<the IP address of the machine>/" in the address field and press the [ENTER] key on your keyboard.**

Input Example: "http://192.168.0.215/"

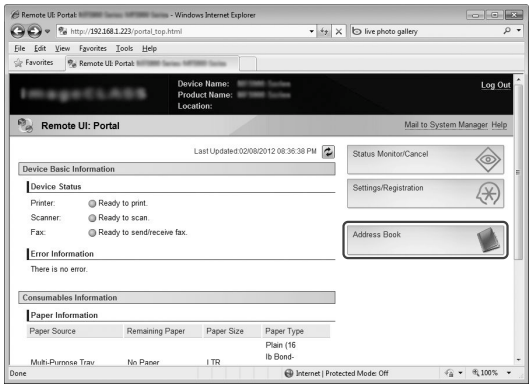


3 **Log on to the Remote UI.**

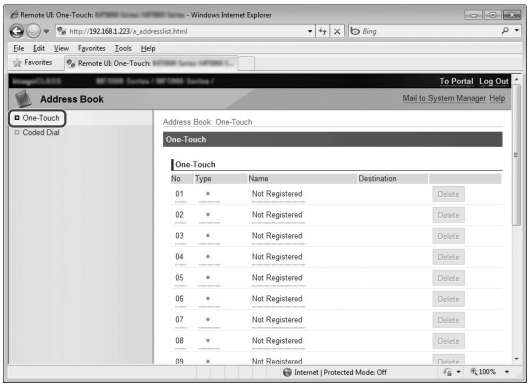
(1) Select [Management Mode].
(2) Enter [System Manager ID] and [System Manager PIN].
(3) Click [Log In].



4 **Click [Address Book].**



5 **Click [One-Touch].**



To register a one-touch key newly

Proceed to Step 6.

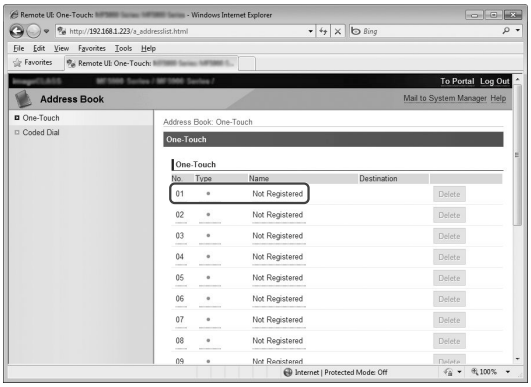
To edit the registered one-touch key

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

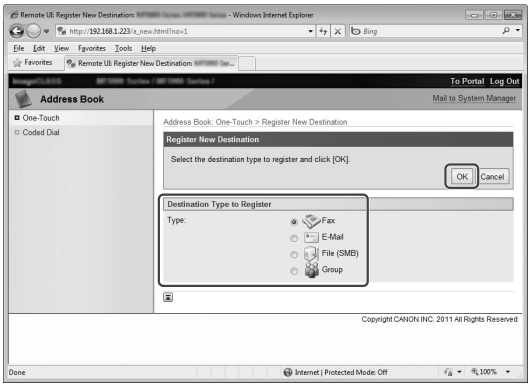
To delete the registered one-touch key

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

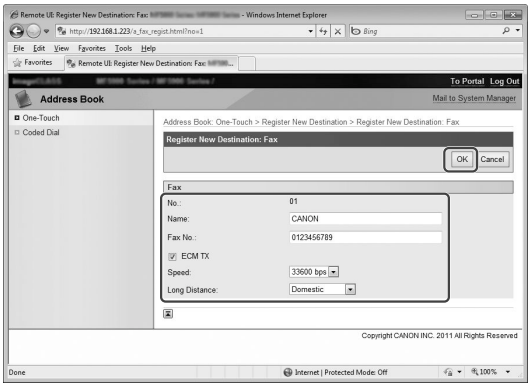
6 **Click the unregistered [No.], [Type] or [Name].**



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



8 **Specify the required settings and click [OK].**



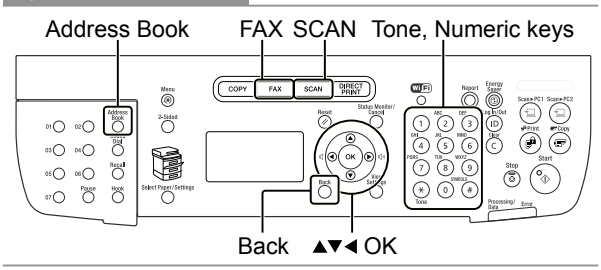
Registering and Editing Coded Dial Codes

You can perform the following tasks.

- Storing coded dial codes
- Editing coded dial codes
- Deleting coded dial codes

Registering and Editing from the Operation Panel

Keys to be used for this operation



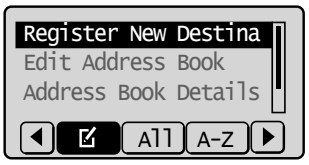
1 **Press [FAX] or [SCAN].**

2 **Press [◯] (Address Book).**

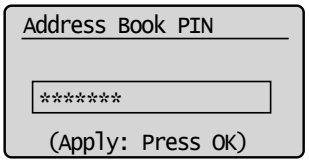
● To store a new coded dial code

(1) When destinations are already registered in the coded dial code, press [◀].
To register a destination for the first time, proceed to Step (2).

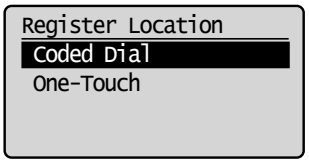
(2) Select <Register New Destination to Address Book> using [▲] or [▼] and press [OK].



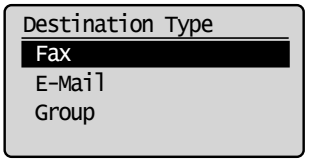
When the address book PIN is selected
Use the numeric keys to enter the PIN and press [OK].



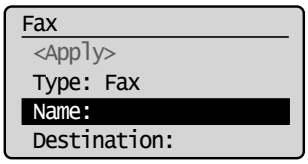
(3) Select <Coded Dial> using [▲] or [▼] and press [OK].



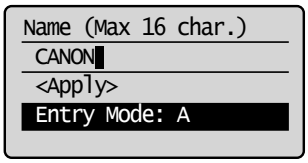
(4) Select <Fax> using [▲] or [▼] and press [OK].



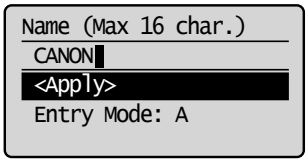
(5) Select <Name> using [▲] or [▼] and press [OK].



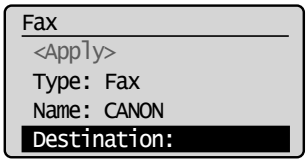
(6) Use the numeric keys to specify <Name>.
"Text Input Method" (→P. 1-9)



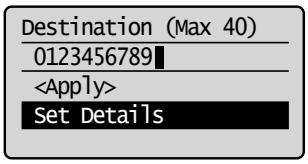
(7) Select <Apply> using [▲] or [▼] and press [OK].



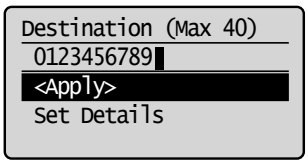
(8) Select <Destination> using [▲] or [▼] and press [OK].



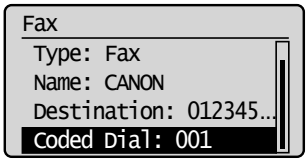
(9) Use the numeric keys to specify <Destination>.
Press [OK] to specify <Set Details> if necessary.



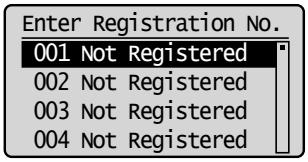
(10) Select <Apply> using [▲] or [▼] and press [OK].



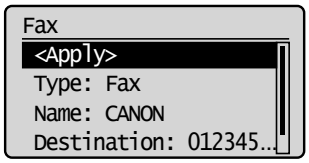
(11) Select <Coded Dial> using [▲] or [▼] and press [OK].



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

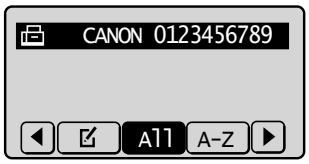


(13) Select <Apply> using [▲] or [▼] and press [OK].

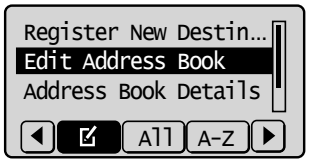


● To edit a coded dial code

(1) Press [◀].

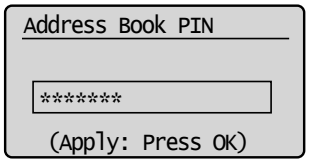


(2) Select <Edit Address Book> using [▲] or [▼] and press [OK].

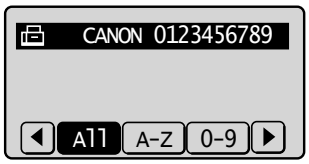


When the address book PIN is selected

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

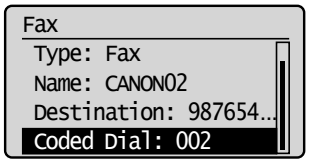


(3) Select the destination that you want to edit using [▲] or [▼] and press [OK].



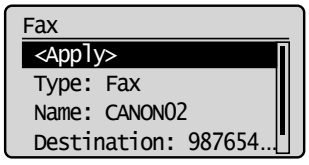
(4) Select the item that you want to edit using [▲] or [▼] and press [OK].

- Type
- Name
- Destination
- Coded Dial



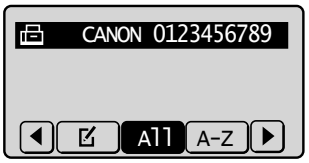
(5) When the edit is complete, select <Apply> using [▲] or [▼] and press [OK].

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

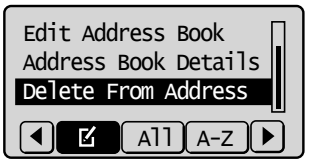


● To delete a coded dial code

(1) Press [◀].

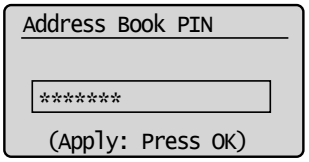


(2) Select <Delete From Address Book> using [▲] or [▼] and press [OK].

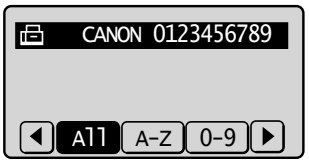


When the address book PIN is selected

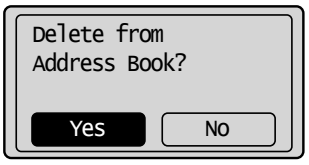
Use the numeric keys to enter the PIN and press [OK].



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



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



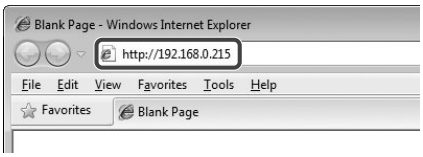
3 Press [◯](Back) to close the menu screen.

Registering and Editing a Coded Dial Code Using the Remote UI

1 Start the Web browser.

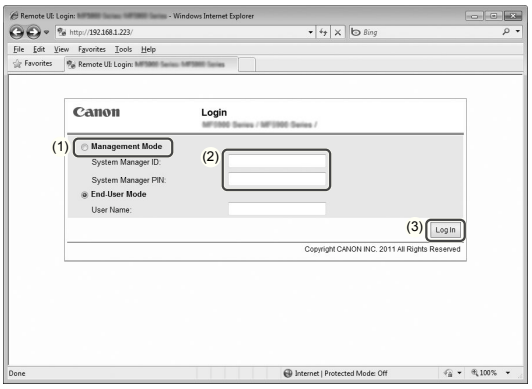
2 Enter "http://<the IP address of the machine>/" in the address field and press the [ENTER] key on your keyboard.

Input Example: "http://192.168.0.215/"

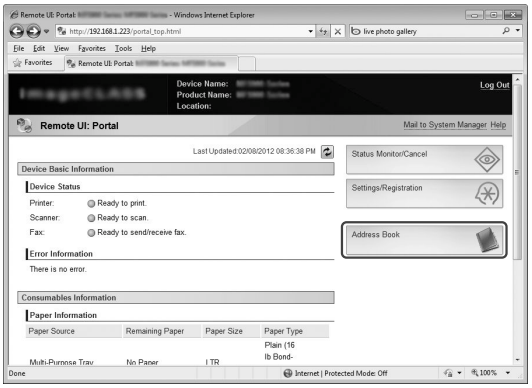


3 Log on to the Remote UI.

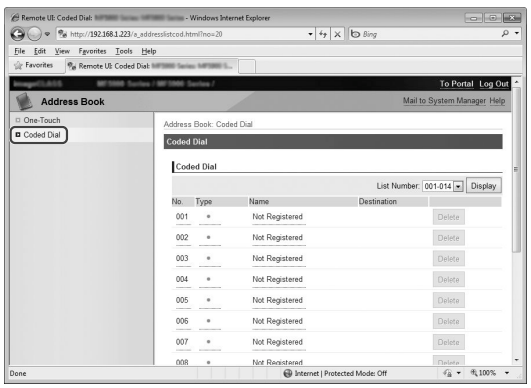
(1) Select [Management Mode].
(2) Enter [System Manager ID] and [System Manager PIN].
(3) Click [Log In].



4 Click [Address Book].



5 Click [Coded Dial].



To register a coded dial newly

Proceed to Step 6.

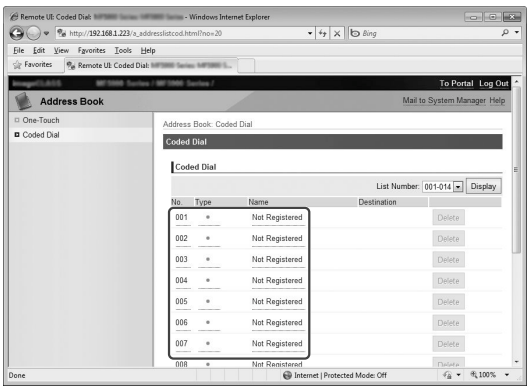
To edit the registered coded dial

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

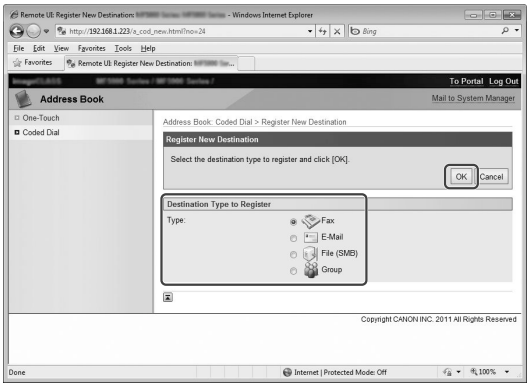
To delete the registered coded dial

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

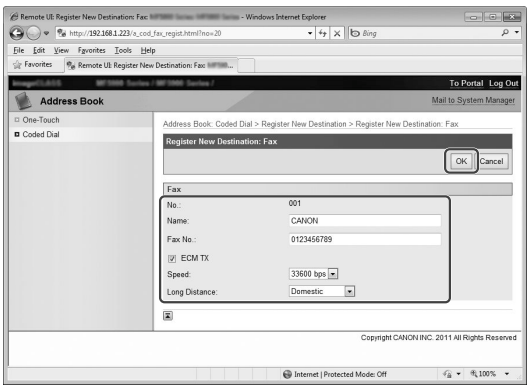
6 Click the unregistered [No.], [Type] or [Name].



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



8 Specify the required settings and click [OK].



Registering and Editing Destinations for Group Dialing

You can perform the following tasks.

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

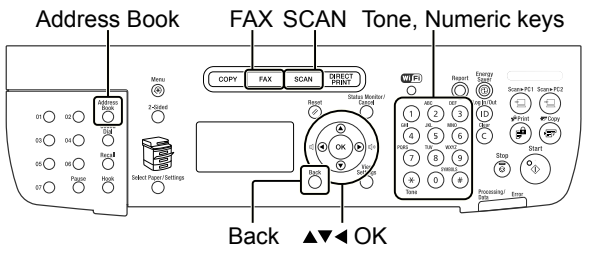
IMPORTANT

Before registering group addresses

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

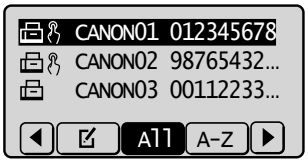
Registering and Editing a Destination Group from the Operation Panel

Keys to be used for this operation



1 **Press [FAX] or [SCAN].**

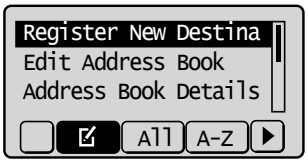
2 **Press [◯] (Address Book).**



● To register new group addresses

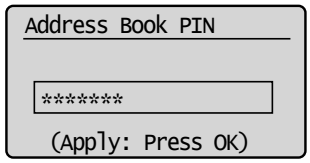
(1) Press [◀].

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

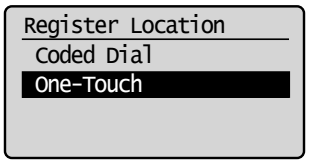


When the address book PIN is selected

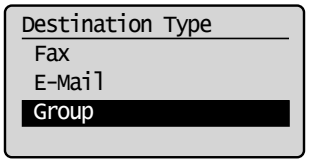
Use the numeric keys to enter the PIN and press [OK].



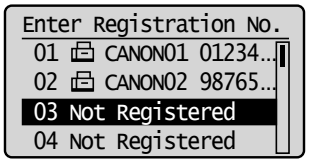
(3) Select <One-Touch> or <Coded Dial> using [▲] or [▼] and press [OK].



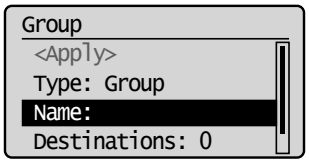
(4) Select <Group> using [▲] or [▼] and press [OK].



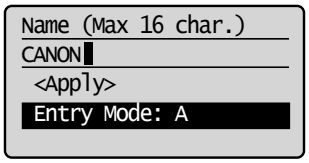
(5) If you selected <One-Touch> in Step (3), select the number to be registered using [▲] or [▼] and press [OK].



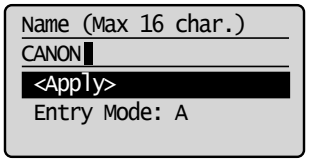
(6) Select <Name> using [▲] or [▼] and press [OK].



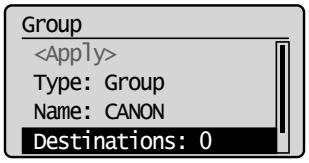
(7) Use the numeric keys to specify <Name>.
"Text Input Method" (→P. 1-9)



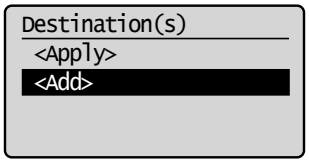
(8) Select <Apply> using [▲] or [▼] and press [OK].



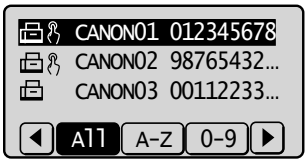
(9) Select <Destinations> using [▲] or [▼] and press [OK].



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

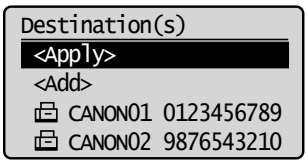


(11) Select the destination that you want to add using [▲] or [▼] and press [OK].

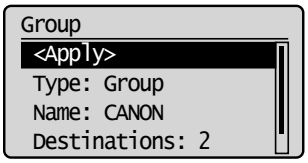


(12) Repeat Steps (10) and (11) to select the destinations to be added.

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



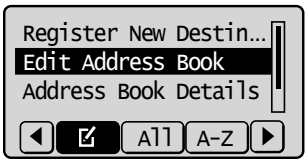
(14) Select <Apply> using [▲] or [▼] and press [OK].



● To add destination(s) to a group

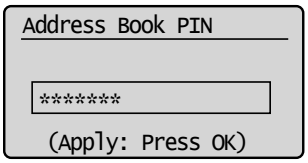
(1) Press [◀].

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

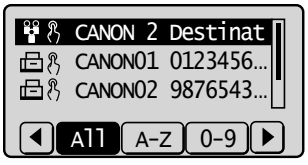


When the address book PIN is selected

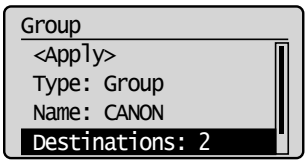
Use the numeric keys to enter the PIN and press [OK].



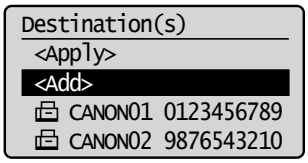
(3) Select the group to which destinations are added using [▲] or [▼] and press [OK].



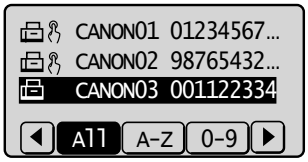
(4) Select <Destinations> using [▲] or [▼] and press [OK].



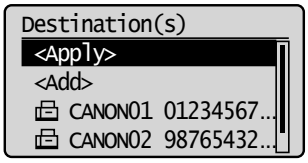
(5) Select <Add> using [▲] or [▼] and press [OK].



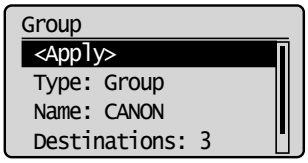
(6) Select the destination to be added using [▲] or [▼] and press [OK].



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



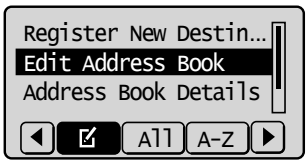
(8) Select <Apply> using [▲] or [▼] and press [OK].



● To delete destination(s) from a group

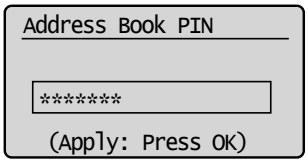
(1) Press [◀].

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

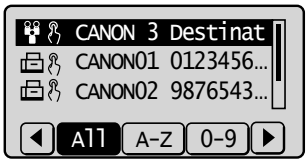


When the address book PIN is selected

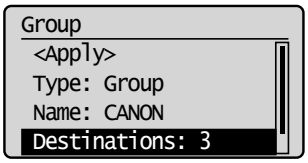
Use the numeric keys to enter the PIN and press [OK].



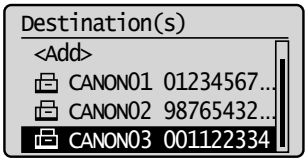
(3) Select the group from which destinations are deleted using [▲] or [▼] and press [OK].



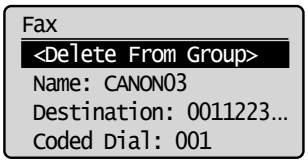
(4) Select <Destinations> using [▲] or [▼] and press [OK].



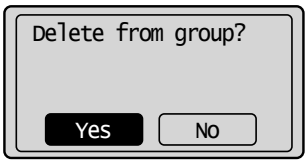
(5) Select the destination to be deleted using [▲] or [▼] and press [OK].



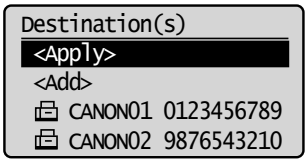
(6) Select <Delete From Group> using [▲] or [▼] and press [OK].



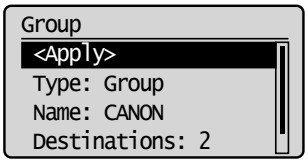
(7) Select <Yes> using [◀] and press [OK].



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



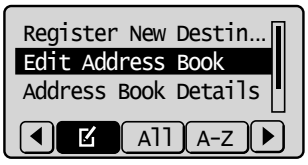
(9) Select <Apply> using [▲] or [▼]and press [OK].



● To change the name of a group

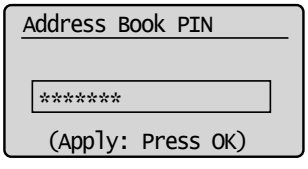
(1) Press [◀].

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

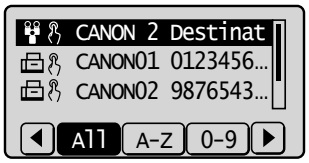


When the address book PIN is selected

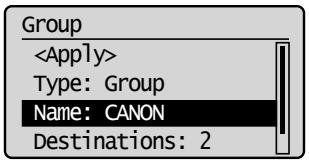
Use the numeric keys to enter the PIN and press [OK].



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

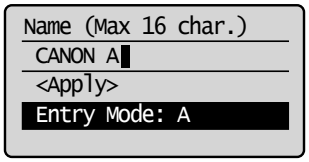


(4) Select <Name> using [▲] or [▼] and press [OK].

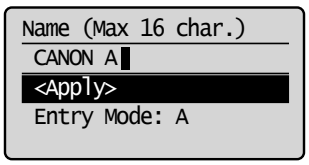


(5) Change <Name>.

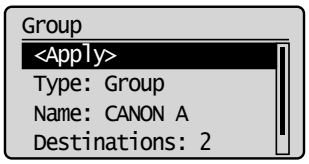
"Text Input Method" (→P. 1-9)



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



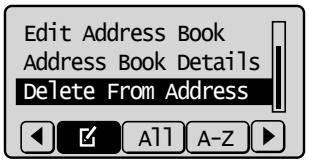
(7) Select <Apply> using [▲] or [▼] and press [OK].



● To delete group(s)

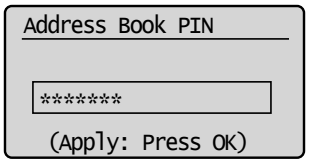
(1) Press [◀].

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

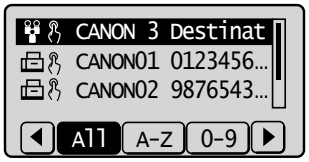


When the address book PIN is selected

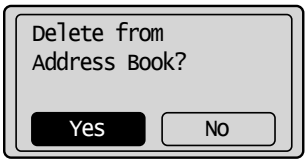
Use the numeric keys to enter the PIN and press [OK].



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



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



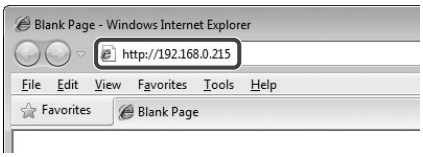
3 **Press [◯] (Back) to close the menu screen.**

Registering and Editing a Destination Group Using the Remote UI

1 **Start the Web browser.**

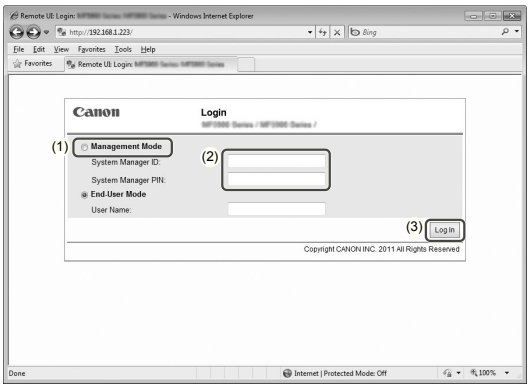
2 **Enter "http://<the IP address of the machine>/" in the address field and press the [ENTER] key on your keyboard.**

Input Example: "http://192.168.0.215/"

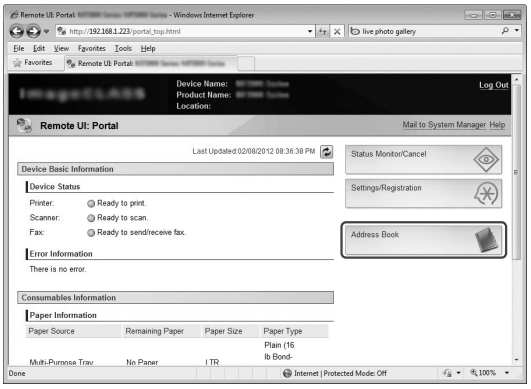


3 **Log on to the Remote UI.**

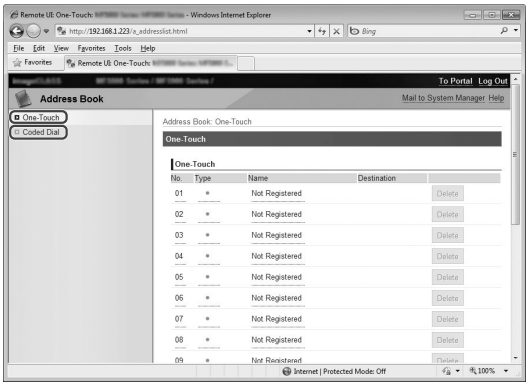
(1) Select [Management Mode].
(2) Enter [System Manager ID] and [System Manager PIN].
(3) Click [Log In].



4 **Click [Address Book].**



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



● **To register a group dial newly**

Proceed to Step 6.

● **To add destination(s) to the registered group dial**

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

● **To delete destination(s) from the registered group dial**

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

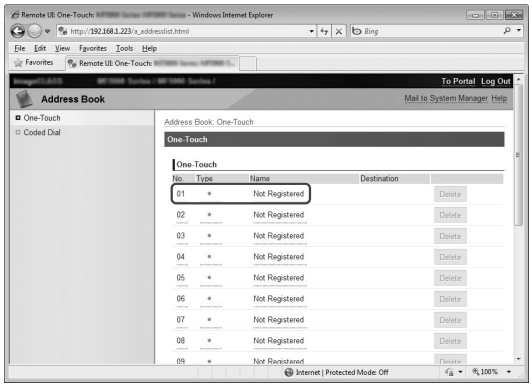
● **To change the name of the registered group dial**

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

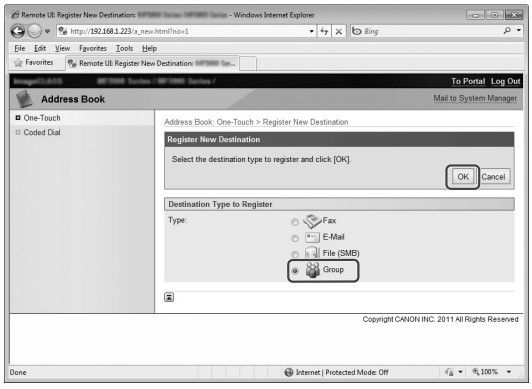
● **To delete the registered group dial**

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

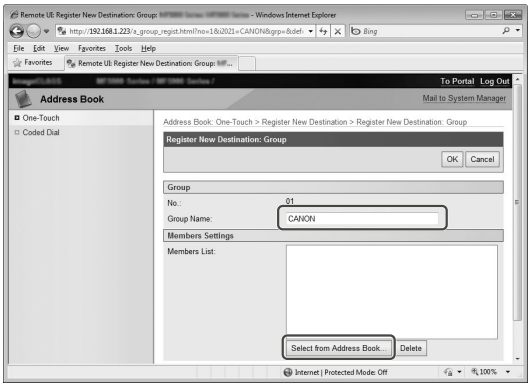
6 Click the unregistered [No.], [Type] or [Name].



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

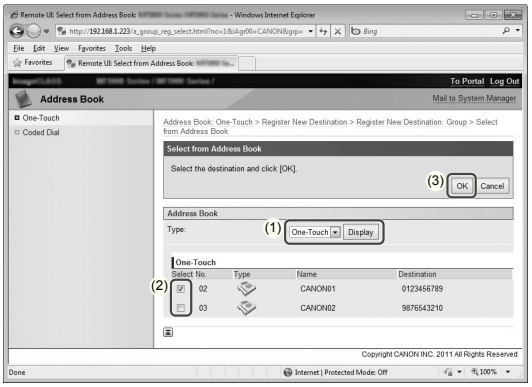


8 Enter the group name in [Group Name] and click [Select from Address Book].

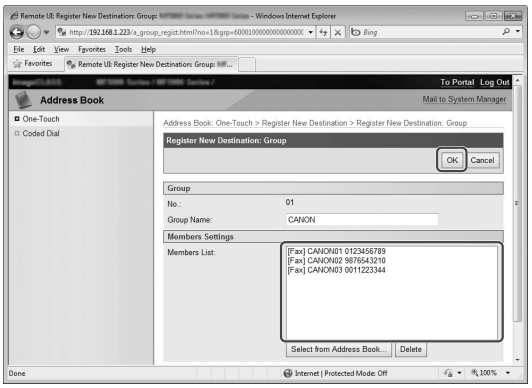


9 Select the destination(s) to be registered in this group.

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



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



Chapter 6

Using the Fax Functions

This chapter describes the procedure for using the fax functions.

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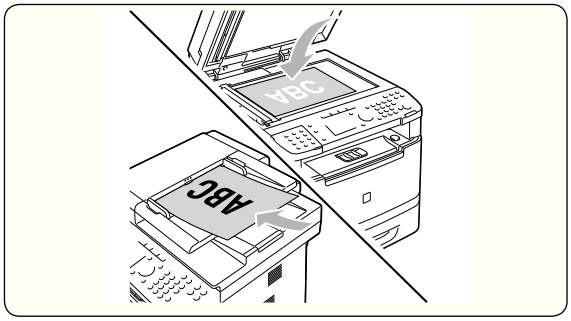
Basic Procedures for Sending Faxes

This section describes the basic procedure for sending a fax.

1 Place your documents.

"Placing Documents" (→P. 2-4)
"Supported Document Types" (→P. 2-2)

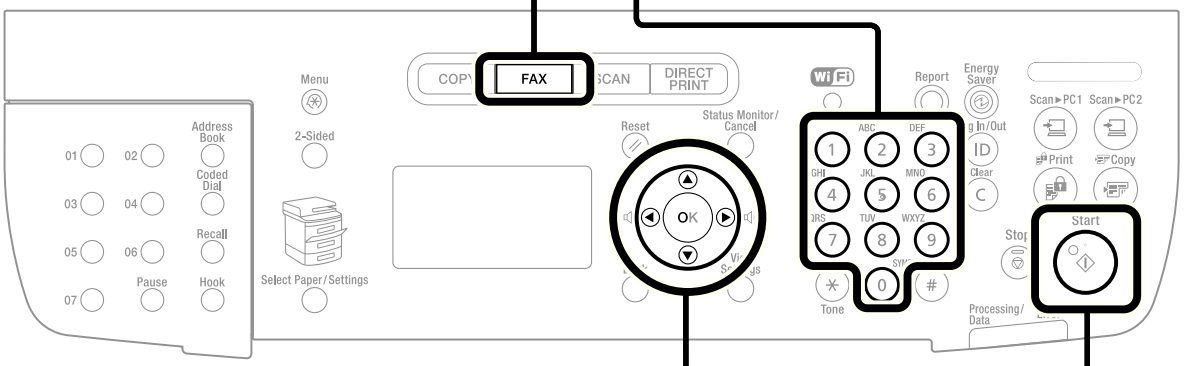


2 Press [FAX].

4 Specify the destination.

These are the following methods to specify a destination.
(For details, see P.6-4 to 6-5.)

1. Entering the fax number
2. One-touch keys
3. Coded dial codes
4. Group dialing
5. Address book
   - Sequential broadcast (→P.6-10)



3 Specify the scanning settings as needed.

There are the three items you can specify.
(For details, see P.6-3.)

1. Resolution Settings
2. Density Settings
3. Sharpness Settings

> The settings specified here are effective only for the current sending operation. To make the settings effective for all the fax operations, see "Changing the Default Fax Settings" (→P. 6-21).

5 Press [ ] (Start).

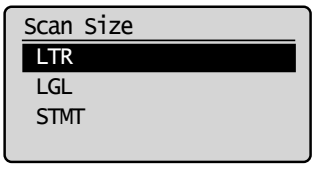
When your document is placed in the feeder

The scan starts. Your fax is sent to the destination when the scan is complete.

When your document is placed on the platen glass

Perform the following procedure.

(1) Select the size of the original document using [▲] or [▼] and press [OK].



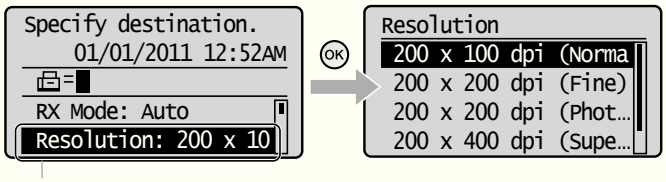
(2) Place the next page on the platen glass and press [ ] (Start). Press [ ] (Start) for each page.

(3) When all documents are scanned completely, select <Start Sending> using [▲] or [▼] and press [OK].
Your fax is sent to your fax destination.

Changing the Scan Settings (Fax)

1 Resolution Settings

Fax mode screen **Setting screen**



Specify the resolution.

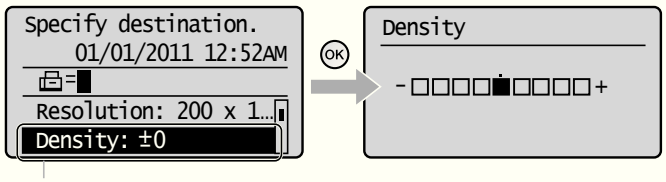
Higher resolutions result in better image quality but require longer transmission times.

Select <Resolution> using [▲] or [▼] → [OK]

<200 x 100 dpi (Normal)>	For faxes that contain text
<200 x 200 dpi (Fine)>	For faxes that contain fine text
<200 x 200 dpi (Photo)>	For faxes that contain photographs
<200 x 400 dpi (Superfine)>	For faxes that contain fine text
<400 x 400 dpi (Ultrafine)>	For faxes that contain photographs

2 Density Settings

Fax mode screen **Setting screen**



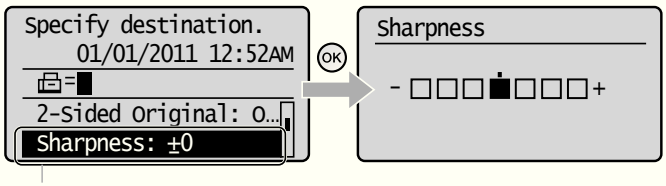
Specify the density.

Select <Density> using [▲] or [▼] → [OK]

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

3 Sharpness Settings

Fax mode screen **Setting screen**



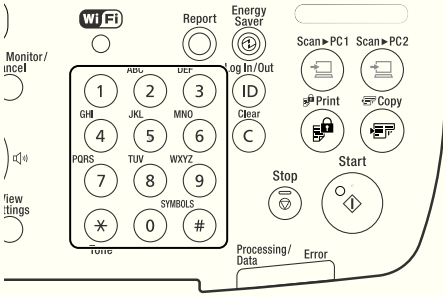
Adjust this setting to emphasize the outline of the image or decrease the contrast.

Select <Sharpness> using [▲] or [▼] → [OK]

[◀]	To clearly capture halftone photos, adjust this setting to the appropriate level on the <-> scale. This can counteract the effect of moiré patterns (uneven gradation and striped patterns).
[▶]	To clearly capture text or lines, adjust this setting to the appropriate level on the <+> scale. It is best suited for scanning blueprints and very weak pencil manuscripts.

Specifying Destinations

1 Specifying destinations by entering the fax number

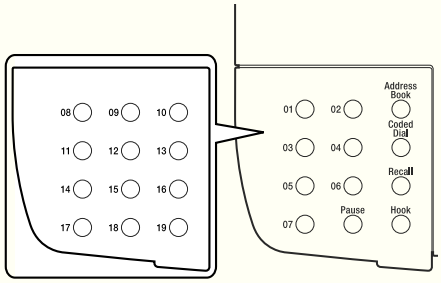


Specify the fax number using the numeric keys, [✳] (Tone), and [#] (SYMBOLS).

To modify destinations

- To cancel the entered destination
  Press and hold [C] (Clear).
- To delete the last character of the entered destination
  Press [C] (Clear).

2 Specifying destinations using one-touch keys

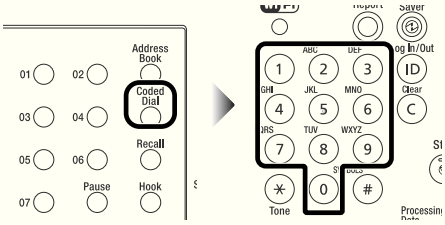


Press the one-touch key (01 to 19) in which the destination is registered.
To select a destination from the one-touch keys, you need to register destinations in these keys in advance.
"Registering and Editing One-Touch Keys" (→P. 5-3)

When the wrong key is pressed

(1) Press [C] (Clear).
(2) Select <Yes> using [◀] and press [OK].
* To clear all the scan settings specified, press [//] (Reset).

3 Specifying destinations using coded dial codes

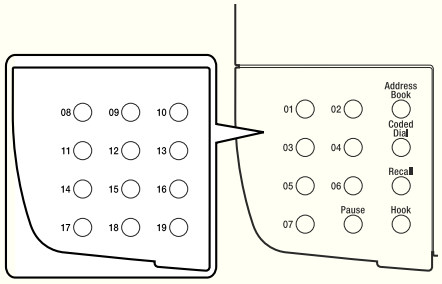


Press [◯] (Coded Dial), and then enter the three-digit registration number (001 to 181) with the numeric keys.
To select a destination from the coded dial codes, you need to register destinations in these codes in advance.
"Registering and Editing Coded Dial Codes" (→P. 5-6)

When the wrong key is pressed

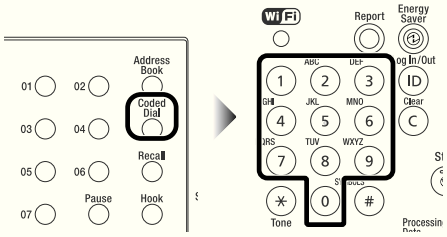
(1) Press [C] (Clear).
(2) Select <Yes> using [◀] and press [OK].
* To clear all the scan settings specified, press [//] (Reset).

4 Specifying destinations using group addresses



When group addresses are registered in one-touch keys
Press the one-touch key (01 to 19) in which the group address that you want to select is registered.

When group addresses are registered in coded dial codes
Press [◯] (Coded Dial), and then enter the three-digit registration number (001 to 181) with the numeric keys.



To select a destination from the coded dial codes, you need to register group addresses in these codes in advance.
"Registering and Editing Destinations for Group Dialing" (→P. 5-9)

When the wrong key is pressed
(1) Press [Ⓒ] (Clear).
(2) Select <Yes> using [◀] and press [OK].
* To clear all the scan settings specified, press [⊘] (Reset).

5 Specifying destinations using the address book

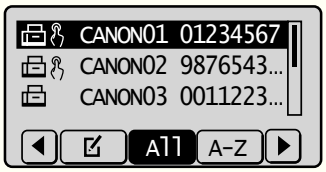
When you type an alphanumeric character from the operation panel or search for an alphanumeric character in the address book screen, fax numbers with the matched letter or number are displayed. You can select your destination from the displayed numbers.

To select a destination from the address book, you need to register destinations in the address book in advance.
"Registering Destinations in the Address Book" (→P. 5-2)

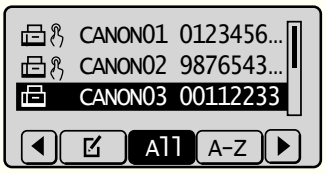
1 Press [◯] (Address Book).

2 Press [◀] or [▶] to search for your destination.

- Select <All> to display all destinations.
- Select < ☑ > at the bottom of the screen to add or edit destinations.
  "Registering Destinations in the Address Book" (→P. 5-2)



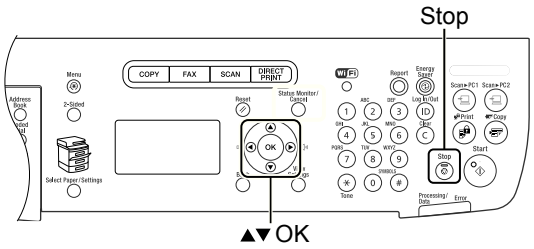
3 Select the destination using [▲] or [▼] and press [OK].



Canceling Fax Jobs

Cancel sending the job currently being sent.

Keys to be used for this operation



NOTE

How to cancel fax sending

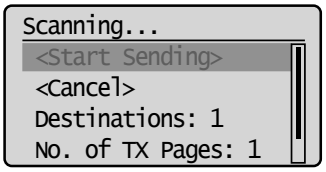
You can also cancel the job with the following procedures.

- To cancel the job in the Status Monitor/Cancel screen.

"Checking and Canceling Fax Jobs" (→P. 6-18)

- Press [ ] (Stop) twice.

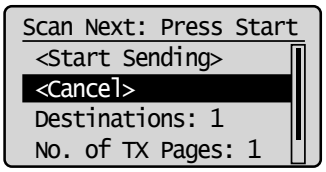
1 When <Scanning...> is displayed after the fax sending starts, select <Cancel> using [▲] or [▼] and press [OK].



* You can also cancel the job by pressing [ ] (Stop).

When a document is loaded on the platen glass

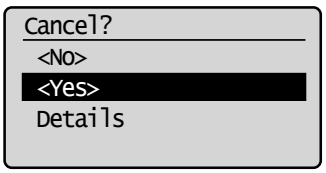
When <Scan Next: Press Start> is displayed, follow the same steps as the above.



2 Select <Yes> using [▲] or [▼] when <Cancel?> appears on the screen and press [OK].

* You can also cancel the job by pressing [ ] (Stop).

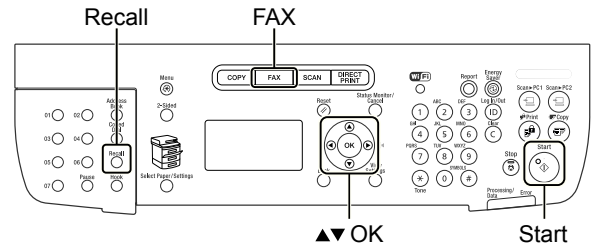
The job is canceled.



Redialing (Manual Redialing)

You can call and redial up to three fax sending history.

Keys to be used for this operation



1 **Place your documents.**

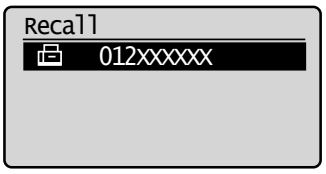
"Placing Documents" (→P. 2-4)
"Supported Document Types" (→P. 2-2)

2 **Press [FAX].**

3 **Press [◯] (Recall).**

4 **Select history for redial using [▲] or [▼] and press [OK].**

In the history, recipient name and/or telephone number are displayed. For sequential broadcast, only one content is displayed.



5 **Press [◇] (Start).**

NOTE

Contents saved in the fax sending history

The sequential broadcast destinations are included. The following reading settings are saved as well. You can chage them for redialing.

- Resolution
- Density
- 2-Sided Document
- Sharpness

Redial restrictions

- Manual fax sending is not saved in the history and cannot be redialed.

"Notifying the Recipient of an Incoming Fax by Telephone (Manual Sending)" (→P. 6-8)

- When fax sending from the history is restricted, redialing feature is not available.

"Restrict History TX" (→P. 6-28)

- When <Restrict New Dest.> is set to <On>, the saved fax sending history up to then is deleted for preventing those new destinations in the history from being redialed.

"Restrict New Destinations" (→P. 6-28)

When the machine is turned OFF

Recently dialed numbers are all cleared.

To automatically redial a number

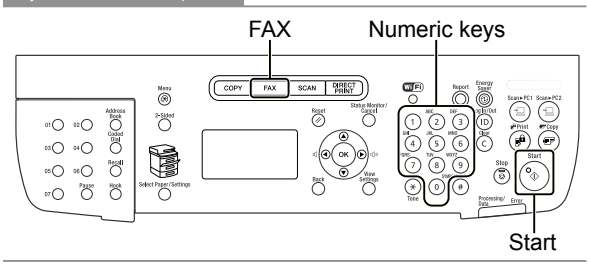
"Auto Redial" (→P. 6-24)

Notifying the Recipient of an Incoming Fax by Telephone (Manual Sending)

Send a fax manually when

- You want to notify the recipient of an incoming fax by telephone
- The receiving fax machine cannot receive faxes automatically

Keys to be used for this operation



1 Connect an external telephone to the machine.

For more information, see the following.
☞ e-Manual → Setting Up the Machine → Specifying Initial Settings for the Fax Functions and Connecting the Telephone Cable → Connecting the Telephone Line

2 Place your documents in the feeder.

"Placing Documents" (→P. 2-4)
"Supported Document Types" (→P. 2-2)

3 Press [FAX].

4 Specify the scan settings.

- You cannot scan the 2-sided printing document.

"Changing the Scan Settings (Fax)" (→P. 6-3)

5 Check for a dial tone via the handset of the external telephone.

Check if you hear the dial tone.

6 Dial the recipient's number.

7 Talk to the recipient through the handset.

When you hear a beep
Proceed to Step 9.

8 Ask the recipient to set his/her fax machine to receive your fax.

9 When you hear a beep, press [ ] (Start), and hang up the handset.

When the scan is complete, the machine is ready to send your faxes.

NOTE

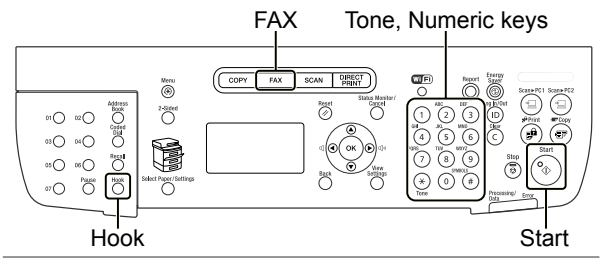
Restrictions when sending faxes manually
When placing documents on the platen glass, only one page can be sent. Furthermore, the group dialing function is not available.
- The 2-sided printing document cannot be scanned. (The 2-sided printing scan setting will be invalid.)

Check for a dial tone before entering the number.
When the number is entered before checking for a dial tone, your call cannot come through or may be connected to a wrong destination.

Push-button Telephone for Tone Dialing

Some types of push-button telephones require a push-button line (for example, banks, airlines, or hotel reservations). When the machine is connected to a dial-up line, you can receive a fax using tone dialing. Follow the steps in the procedure below.

Keys to be used for this operation

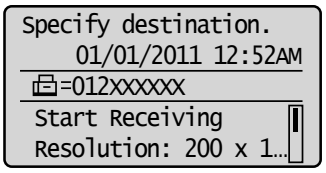


1 Press [FAX].

2 Press [ ] (Hook) and check for the dial tone.

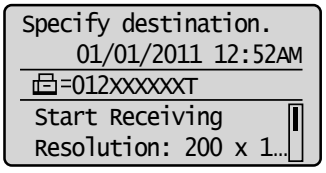
Check if you hear the dial tone.

3 Dial the information service from which you want to receive fax(es) using the numeric keys.

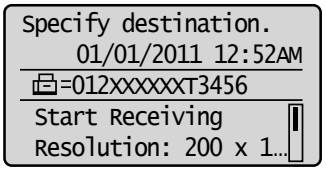


4 Respond to the prerecorded messages of the information service and press [ ] (Tone).

You can switch to tone dialing.



5 Enter the required numbers using the numeric keys.



6 Press [ ] (Start) to receive fax(es).

NOTE

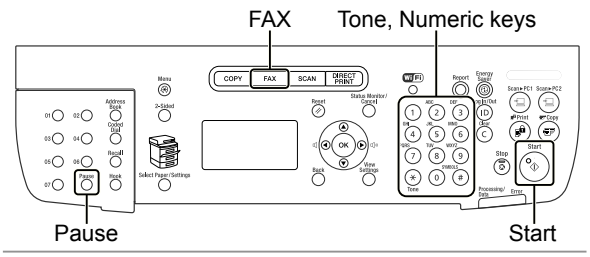
To make a telephone call
An external telephone must be connected to the machine.

Check for a dial tone before entering the number.
When the number is entered before checking for a dial tone, your call cannot come through or may be connected to a wrong destination.

Sending a Fax Abroad (Adding Pauses)

When making an overseas call, you may need to add a pause to the fax number.
Since signals are transmitted over long distances across a complicated channel, your call may not be connected without adding a pause after the country code or in front of the fax number. By adding a pause, enough time elapses before the machine starts dialing the number again.

Keys to be used for this operation



1 Place your documents.

"Placing Documents" (→P. 2-4)
"Supported Document Types" (→P. 2-2)

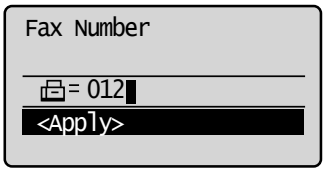
2 Press [FAX].

3 Specify the scanning settings as needed.

"Changing the Scan Settings (Fax)" (→P. 6-3)

4 Enter the international access code using the numeric keys.

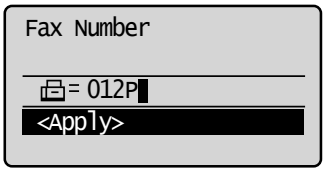
For more information on international access codes, contact your telephone company.



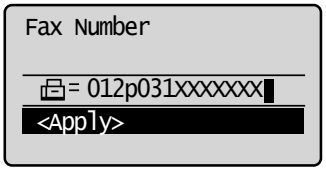
5 Press [◯] (Pause) to enter a pause as needed.

- The letter <p> is displayed to indicate that a pause is added.
- The default pause length is two seconds*. To change it, see "Pause Time" (→P. 6-23)
- To add more pauses into the dialing sequence, press [◯] (Pause) again.

* The default pause length varies depending on the country where you are using the machine.

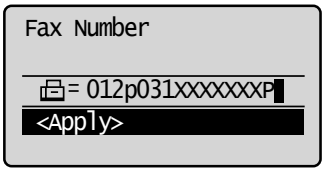


6 Enter the country code, the area code, and the fax/telephone number using the numeric keys.



7 Press [◯] (Pause) to add a pause to the end of the fax/telephone number as needed.

- The letter <P> is displayed at the end of the fax number.
- A pause added to the end of the number is set to 10 seconds.

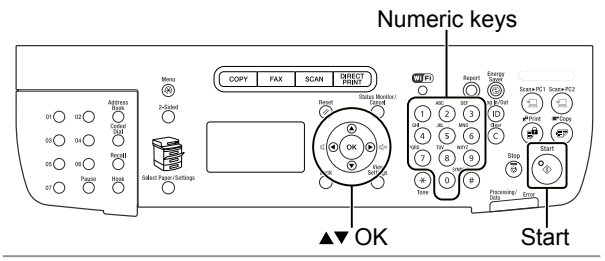


8 Press [◇] (Start).

Sending to Multiple Destinations at a Time (Sequential Broadcast)

You can send the same fax to multiple destinations simultaneously.

Keys to be used for this operation



1 Place your documents.

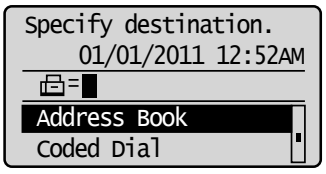
"Placing Documents" (→P. 2-4)
"Supported Document Types" (→P. 2-2)

2 Specify destination.

"Specifying Destinations" (→P. 6-4)

To specify destination, following methods are available.

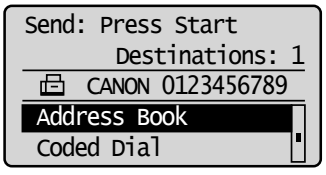
- Specifying destinations by entering the fax number
- Specifying destinations using one-touch keys
- Specifying destinations using coded dial codes
- Specifying destinations using group addresses
- Specifying destinations using the address book



3 Select how to specify destinations that you want to add using [▲] or [▼] and press [OK].

- Address Book
- Coded Dial
- Specify Next Destination (New)

"Specifying Destinations" (→P. 6-4)



4 Repeat Step 2 and 3 to enter all the destinations.

5 Press [ ] (Start).

NOTE

The number of destinations that you can specify for a sequential broadcast

- Using the numeric keys: Up to 10 destinations
- One-touch keys: Up to 19 destinations
- Coded dial codes: Up to 181 destinations

To specify destinations using the numeric keys

Enter the numbers and press [OK].

For confirming/deleting/editing the specified destinations

(1) Select <Confirm/Edit Dest.> using [▲] or [▼] and press [OK].

(2) Select the destination using [▲] or [▼] and press [OK].
Details of the destination are displayed.

(3) In order to delete the destintion, select <Delete Destination> using [▲] or [▼] and press [OK].
For editing destinations being entered using numeric keys
Edit the destinations using numeric keys and select <Apply> using [▲] or [▼] and press [OK].

RX Mode

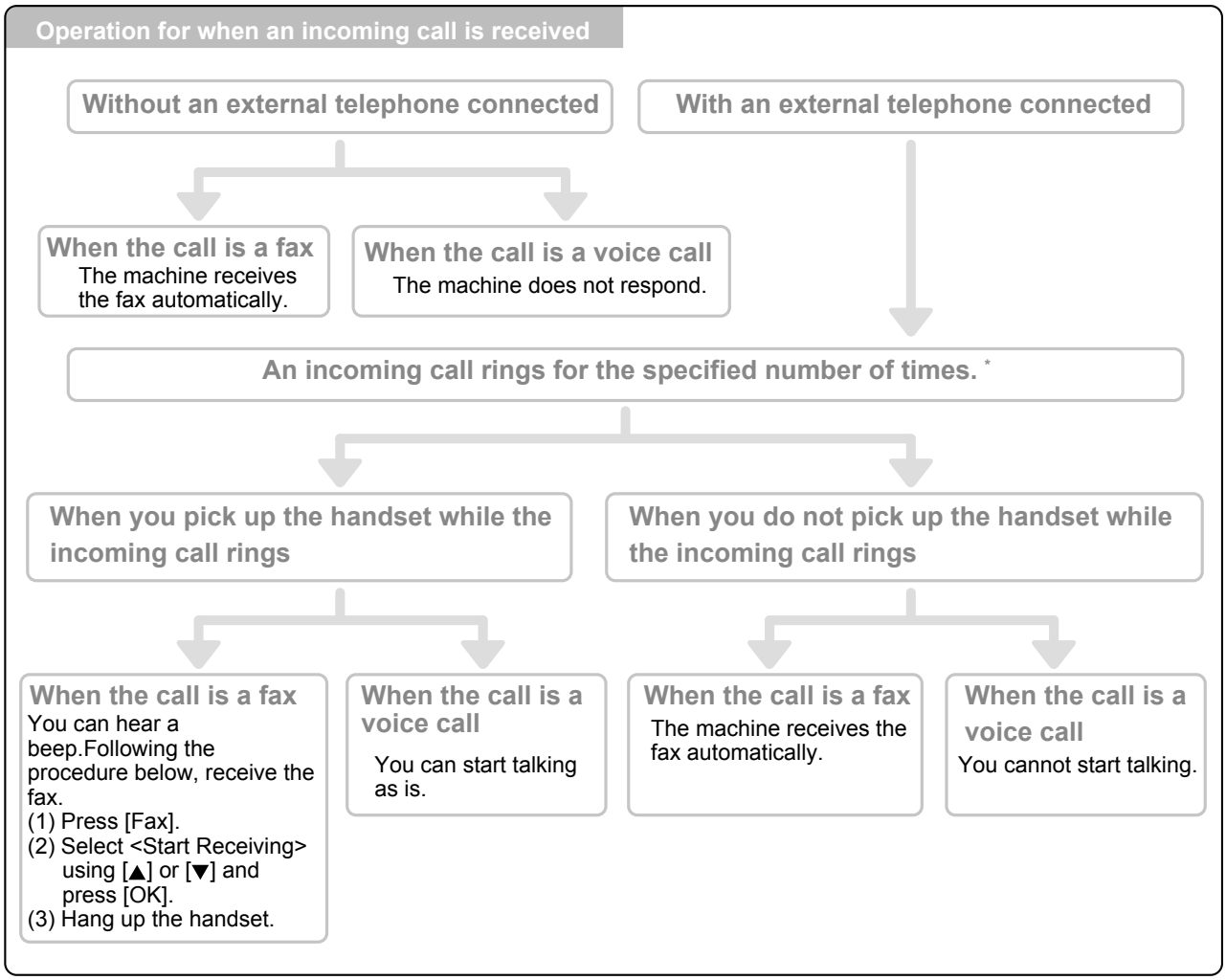
This section describes the procedure for receiving faxes.

RX Mode

The machine allows you to receive faxes automatically or manually in several different ways.
See the following flowcharts to select the receive mode that you want to use.
The default setting is <Auto>.

Auto mode

You can receive faxes automatically.
The receive mode varies depending on whether an external telephone is connected to the machine or not.

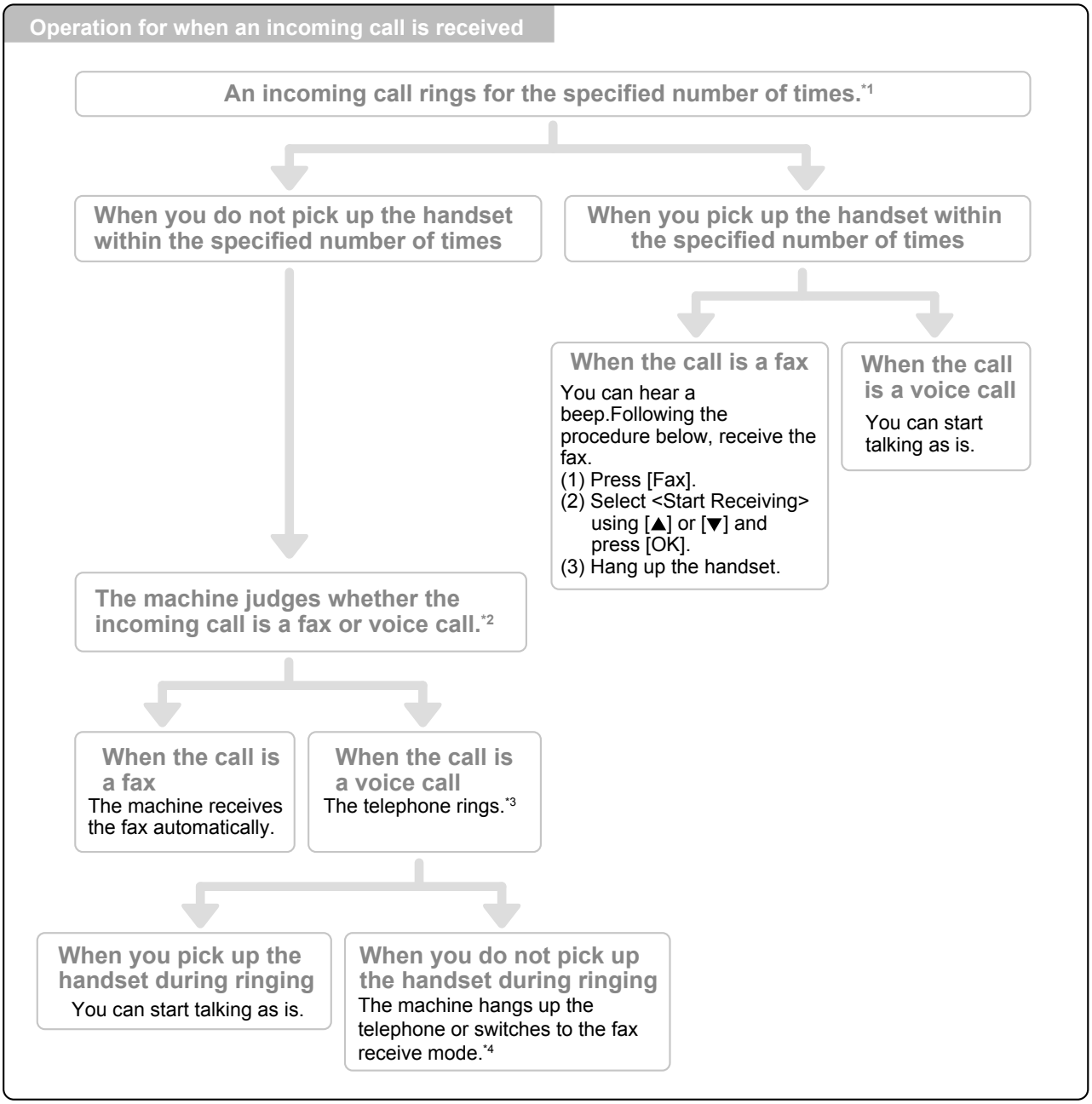


* You can the incoming call ring time using "Incoming Ring."

Fax/Tel mode

You can receive faxes automatically (The telephone rings on an incoming call). To disable audible incoming rings, see "Incoming Ring" (→P. 6-25)
You can answer incoming calls by picking up the handset.

Operation for when an incoming call is received

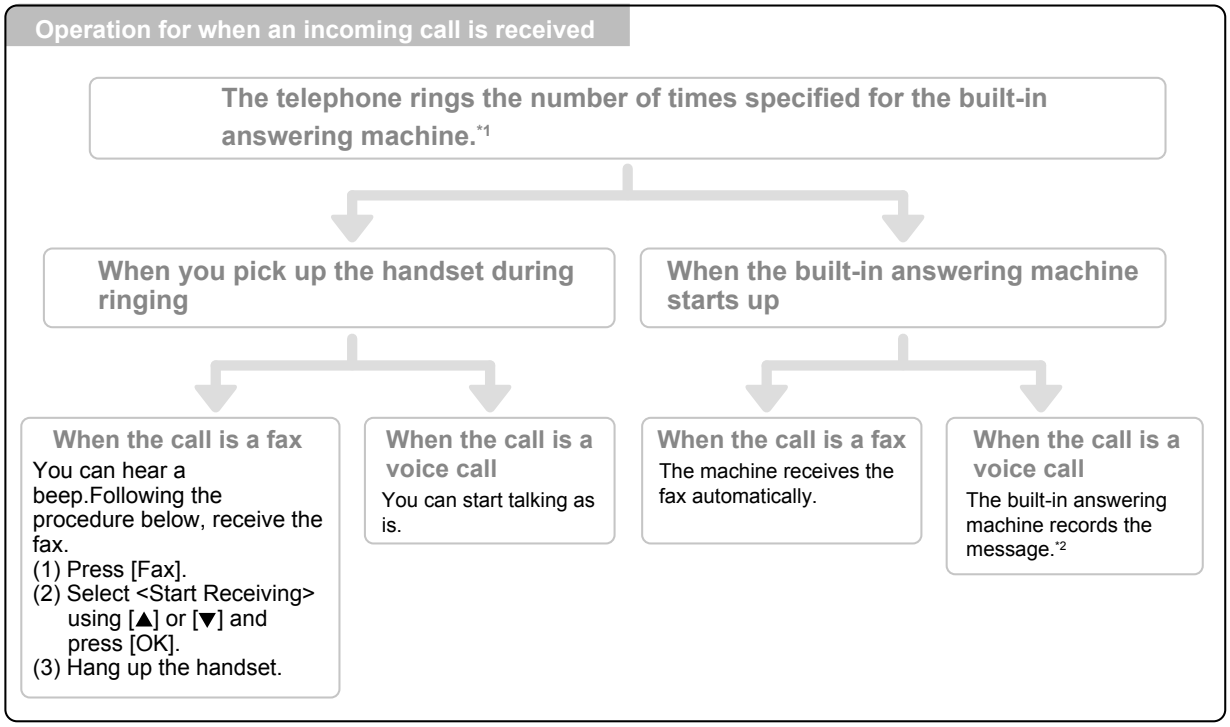


*1 You can change the incoming call ring time using "Incoming Ring" (→P. 6-25)
*2 To set a ring delay before the telephone starts ringing on an incoming call, go to the <Ring Start Time> option.
*3 To adjust the incoming call ring time, go to the <Incoming Ring Time> option.
*4 To specify how the machine behaves when you do not answer an incoming call, go to the <Action After Ring> option.

For more information on these options, see "Advanced Settings for the Fax/Tel Auto Switch Mode" (→P. 6-14)

Answer mode

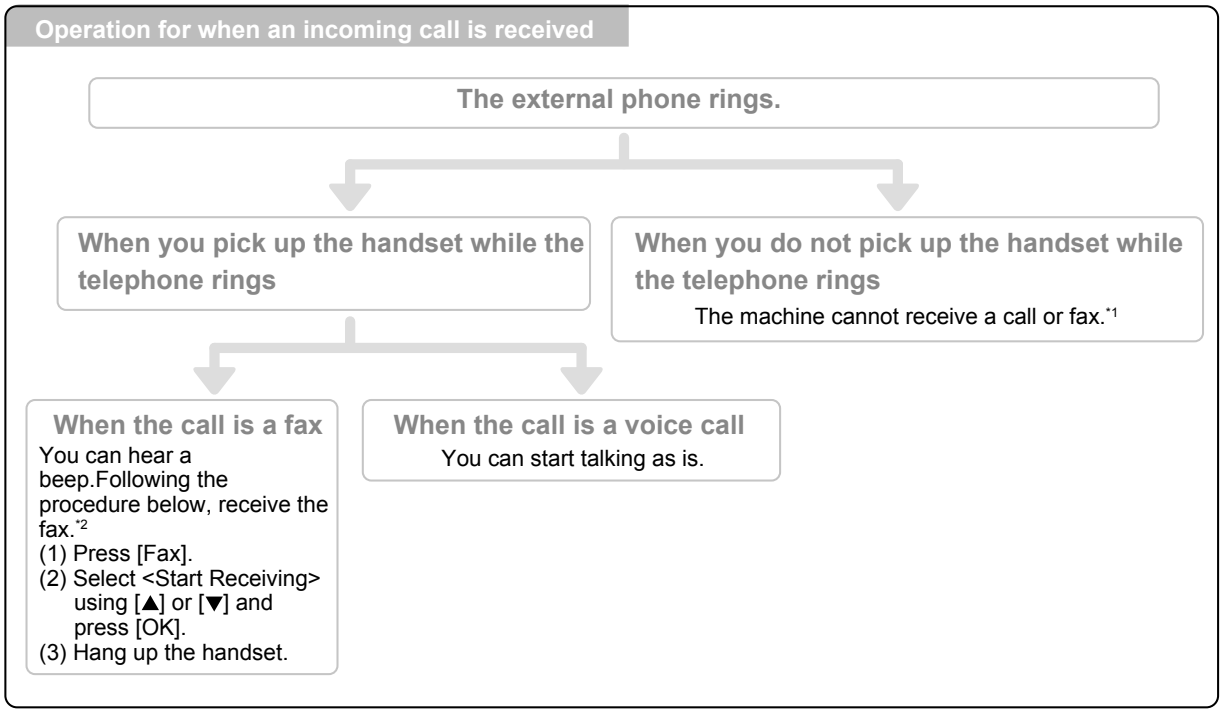
You can receive faxes automatically.
The telephone's built-in answer function records messages of unanswered calls.



*1 Set the answer function to answer after a few rings.
*2 The message is recorded on the answer function (You are advised to add approximately 4 seconds of silence at the beginning of the message or set the maximum recording time to 20 seconds).

Manual mode

Pick up the handset to answer calls or receive faxes when the machine is set to manual mode.
Set this mode when you expect to receive more incoming telephone calls than faxes or when you receive few faxes.



*1 When "Auto RX Switch" (→P. 6-25) is set to <On> , the machine automatically starts receiving a fax after several rings.
*2 When "Remote RX" (→P. 6-25) is set, you can dial the telephone to receive faxes remotely.

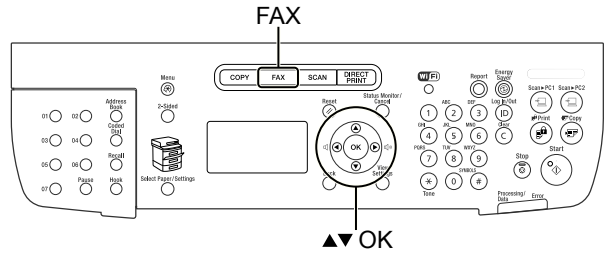
DRPD (Distinctive Ring Pattern Detection) mode

This mode assigns distinctive ring patterns to up to two phone numbers per telephone line. The machine automatically identifies incoming calls based on the ring pattern and sorts out whether an incoming call is a fax or voice call. Set the fax ring pattern that matches the ring pattern of your telephone company. Contact your telephone company for more information.

Changing the Receive Mode

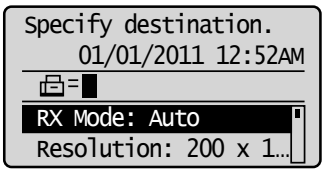
Select the receive mode that you want to use.

Keys to be used for this operation

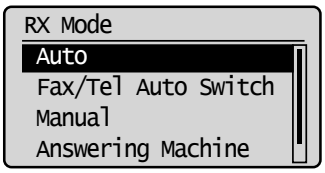


1 **Press [FAX].**

2 **Select <RX Mode> using [▲] or [▼] and press [OK].**



3 **Select the receive mode using [▲] or [▼] and press [OK].**



When <Fax/Tel Auto Switch> is selected

Proceed to specify the advanced settings. See "Advanced Settings for the Fax/Tel Auto Switch Mode" (→P. 6-14)

If you select <DRPD: Select Fax>

Select a ring pattern using [▲] or [▼] and press [OK].

NOTE

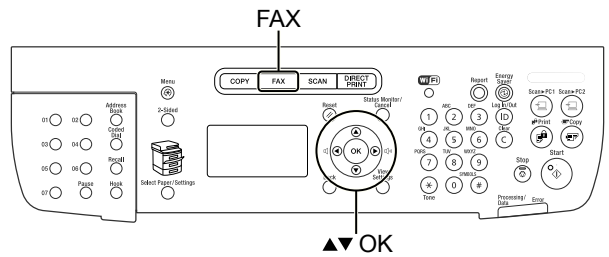
About the external telephone

The machine may not be able to send or receive faxes properly depending on the type of telephone connected to it.

Advanced Settings for the Fax/Tel Auto Switch Mode

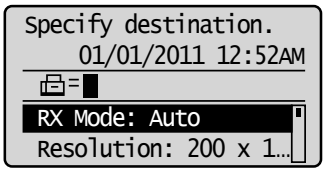
Set the advanced settings for the Fax/Tel Auto Switch mode.

Keys to be used for this operation

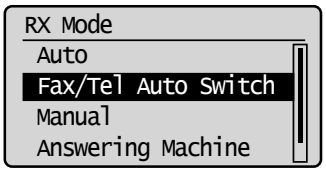


1 **Press [FAX].**

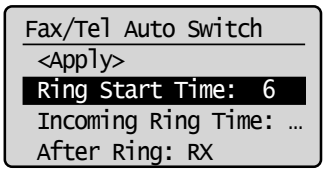
2 **Select <RX Mode> using [▲] or [▼] and press [OK].**



3 **Select <Fax/Tel Auto Switch> using [▲] or [▼] and press [OK].**



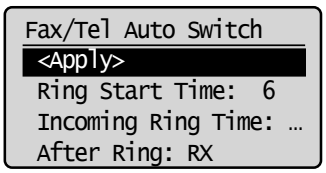
4 **Select the option using [▲] or [▼] and press [OK].**



<Ring Start Time>	Set the duration during which the machine tries to detect fax tones before the telephone starts ringing. Set the duration somewhere between 5 to 30 seconds and press [OK].
<Incoming Ring Time>	Set the duration during which the telephone keeps ringing when an incoming call comes. Set the duration somewhere between 15 to 300 seconds and press [OK].
<After Ring>	Specify how the machine behaves when an incoming call is not answered. Select <End> or <RX> and press [OK]. - <End>: Disconnect the call. - <RX>: Receive an incoming fax.

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

The changes are saved.



Forwarding Fax Documents

Received fax documents are transferred to a fax, E-mail or a file server.

NOTE

Destinations that can be specified

You can specify followings as destinations.

- Fax
- E-mail
- File server
- Group destination

For forwarding to E-mail or a file server

When a fax document is transferred to an E-mail or a file server, the document is converted to a PDF file.

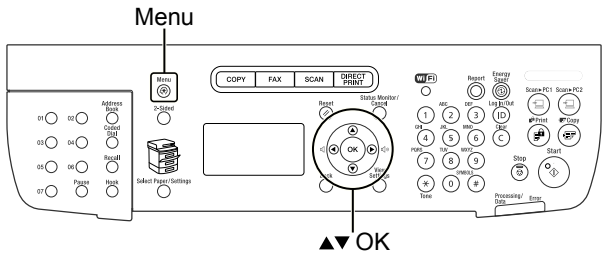
When the destination is deleted from an address book

When you delete the destination from the address book from when forwarding is configured/executed to when it is received, an destination unknown forwarding error occurs.

Setting Document Transfer (Automatic Forwarding)

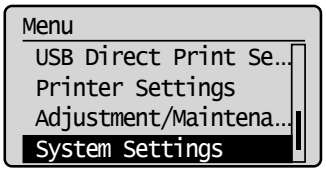
Specify whether a document is automatically transferred during receiving and where to be transferred.

Keys to be used for this operation

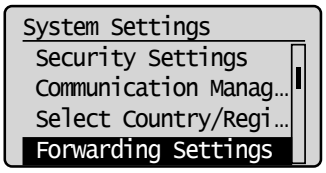


1 **Press [ ] (Menu).**

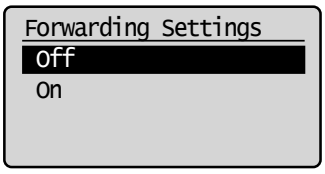
2 **Select <System Settings> using [▲] or [▼] and press [OK].**



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



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

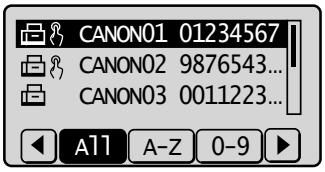


<On>	Starts to transfer received documents. Next, you need to configure transfer destinations.
<Off>	Transfer is not performed.

When <On> is selected

You can specify where to forward. You can specify only by the following approaches:

- "Specifying destinations using one-touch keys" (→P. 6-4)
- "Specifying destinations using coded dial codes" (→P. 6-4)
- "Specifying destinations using the address book" (→P. 6-5)

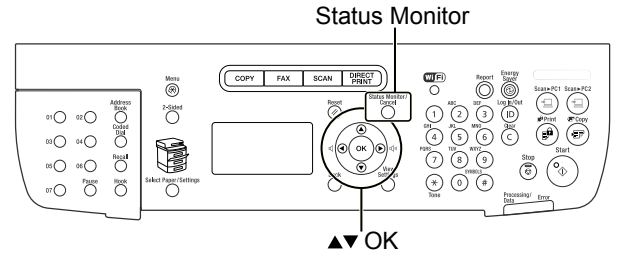


5 **Press [ ] (Menu) to close the menu screen.**

Forwarding Received Faxes Stored in Memory to Other Destinations (Manual Forwarding)

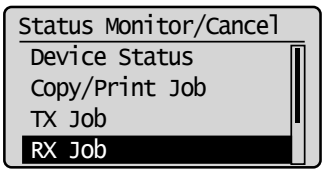
When a fax is stored in memory, you can manually forward it to a specified destination.

Keys to be used for this operation

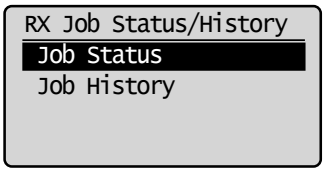


1 **Press [ ] (Status Monitor/Cancel).**

2 **Select <RX Job> using [▲] or [▼] and press [OK].**



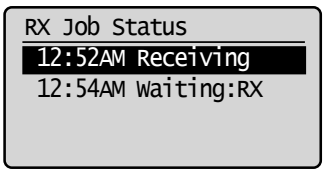
3 **Select <Job Status> using [▲] or [▼] and press [OK].**



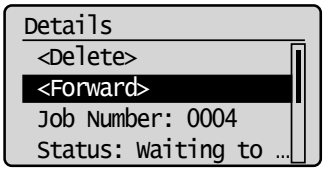
4 **Select the job that you want to forward using [▲] or [▼] and press [OK].**

You cannot forward received faxes when

- The machine is in the middle of receiving another fax
- The machine starts printing a job after it has received a fax



5 **Select <Forward> using [▲] or [▼] and press [OK].**



6 **Specify the forwarding destination.**

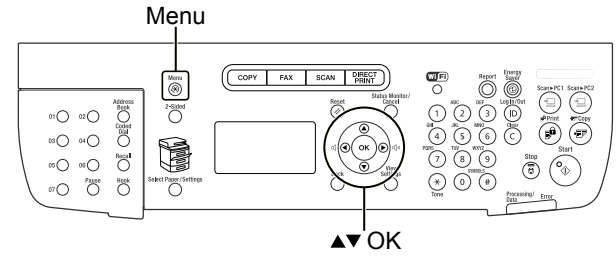
See the following sections to specify destinations.

"Specifying destinations using one-touch keys" (→P. 6-4)
"Specifying destinations using coded dial codes" (→P. 6-4)
"Specifying destinations using the address book" (→P. 6-5)

Configurating Operations for Transfer Errors

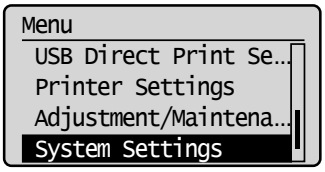
When received documents are transferred or when a transfer error occurs, its details can be saved in a memory or printed.

Keys to be used for this operation

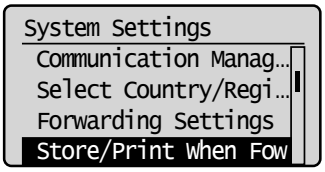


1 **Press [ ] (Menu).**

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

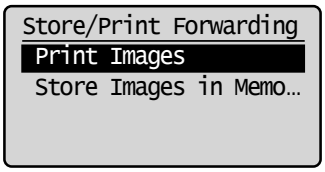


3 **Select <Store/Print when Fowarding> using [▲] or [▼] and press [OK].**

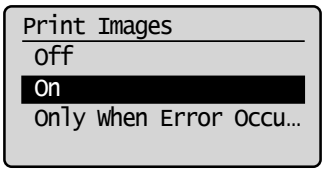


To print a transferred document

(1) Select <Print Images> using [▲] or [▼] and press [OK].



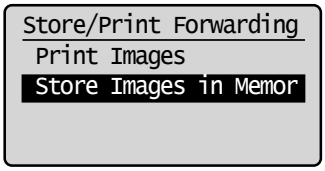
(2) Select settings using [▲] or [▼] and press [OK].



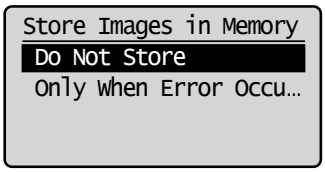
<Off>	When a document is transferred, that document is not printed.
<On>	When a document is transferred, that document is printed.
<Only when Error Occurs>	Only when a transfer error occurs, that document is printed.

To save a transferred document in a memory

(1) Select <Store Images in Memory> using [▲] or [▼] and press [OK].



(2) Select settings using [▲] or [▼] and press [OK].



<Do Not Store>	When a document is transferred, that document is not saved.
<Only when Error Occurs>	Only when a transfer error occurs, that document is saved in a memory.

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

Re-fowarding/Printing/Deleting Documents in Which Transfer Is Failed

NOTE

When You Use This Feature

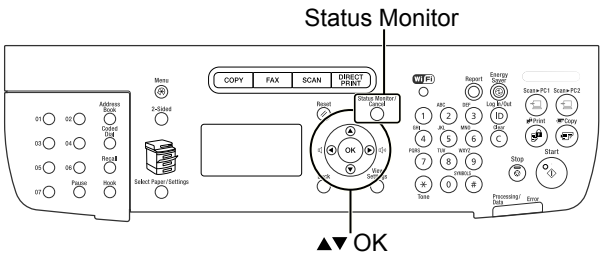
Specify <Only when Error Occurs> to the <Store Images in Memory> of the <Store/Print When Fowarding>.

"Configurating Operations for Transfer Errors" (→P. 6-16)

About re-forwarded job

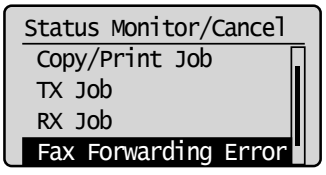
The job which has been reforwarded successfully is deleted.

Keys to be used for this operation

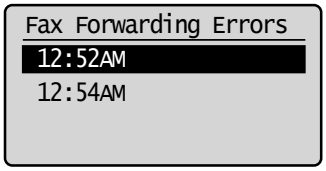


1 Press [ ] (Status Monitor/Cancel).

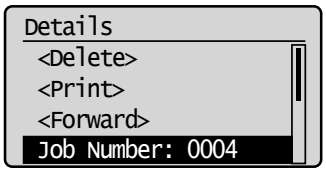
2 Select <Fax Forwarding Errors> using [▲] or [▼] and press [OK].



3 Select a job using [▲] or [▼] and press [OK].

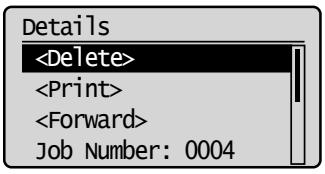


Detailed information of the forwarding error job is displayed.



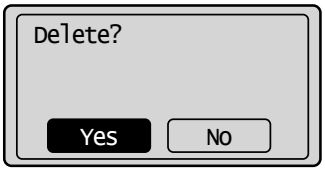
To delete/print a job

(1) Select <Delete> or <Print> using [▲] or [▼] and press [OK].



<Delete>	Press to delete jobs.
<Print>	Print the job contents.

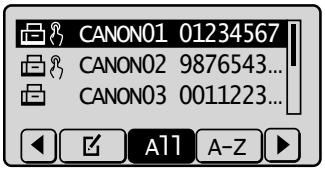
(2) Select <Yes> using [▲] or [▼] and press [OK].



For job forwarding

(1) You can specify where to forward. You can specify only by the following approaches:

"Specifying destinations using one-touch keys" (→P. 6-4)
"Specifying destinations using coded dial codes" (→P. 6-4)
"Specifying destinations using the address book" (→P. 6-5)



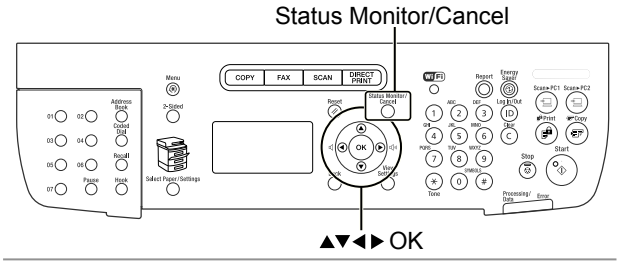
Managing Faxes Stored in Memory

Manage faxes stored in memory.

Checking and Canceling Fax Jobs

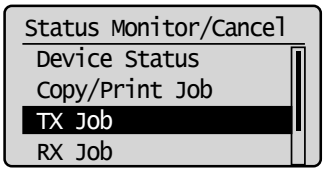
Check the details of the fax currently being sent or waiting to be sent. Cancel faxes that you decide not to send.

Keys to be used for this operation

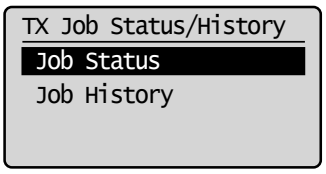


1 **Press [◯] (Status Monitor/Cancel).**

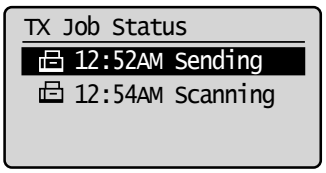
2 **Press [▲] or [▼] to select <TX Job> and press [OK].**



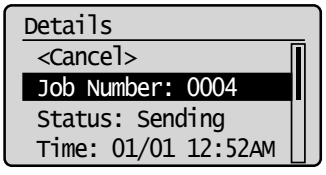
3 **Select <Job Status> using [▲] or [▼] and press [OK].**



4 **Press [▲] or [▼] to select the job that you want to check or cancel and press [OK].**

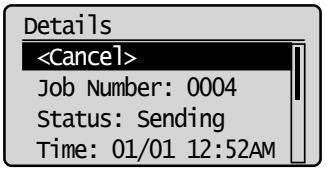


The details of the selected job is displayed.

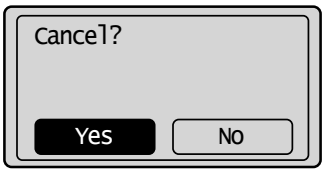


To cancel the job

(1) Select <Cancel> using [▲] or [▼] and press [OK].



(2) Select <Yes> using [◀] or [▶] and press [OK].



The sending job is canceled. Fax transmission to all the destinations will be canceled for sequential broadcast.

(3) Press [◯] (Status Monitor/Cancel) to close the screen.

To only check the details of the selected job

Press [◯] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.

Combining and Printing the Received Documents You Saved

In stead of printing at "Memory Lock Settings" (→P. 6-27) during receiving, documents saved in a memory are combined and printed altogether.

NOTE

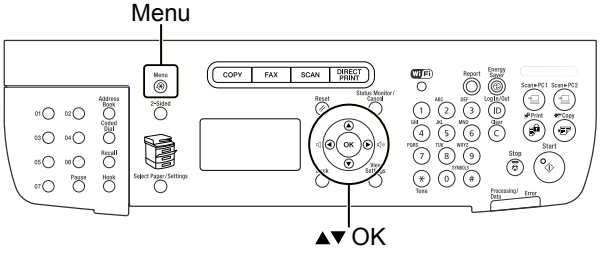
Printing documents saved in a memory during receiving

You cannot individually choose and print a document. You cannot preview the document content, either.

When <Memory Lock Time > is set

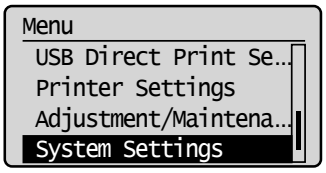
At <Memory Lock End Time>, you can combine and print received documents saved in a memory from the <Memory Lock Start Time> to the <Memory Lock End Time>.

Keys to be used for this operation

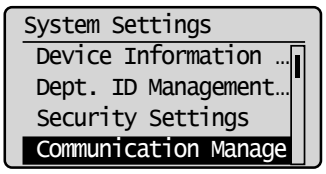


1 **Press [ ] (Menu).**

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

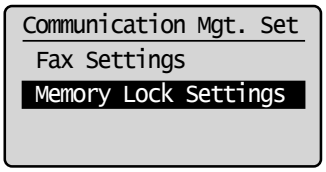


3 **Select <Communication Management Settings> using [▲] or [▼] and press [OK].**

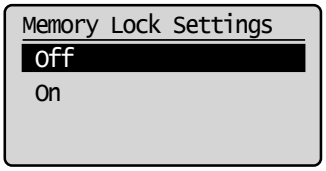


4 **Select <Memory Lock Settings> using [▲] or [▼] and press [OK].**

When <Memory Lock PIN> is set, enter the number using the numeric keys and press [OK].



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



Fax documents saved in the memory are combined and printed.

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

Checking and Deleting Received Faxes

Check the details of faxes stored in memory. Delete faxes that you no longer need.

NOTE

About faxes stored in memory

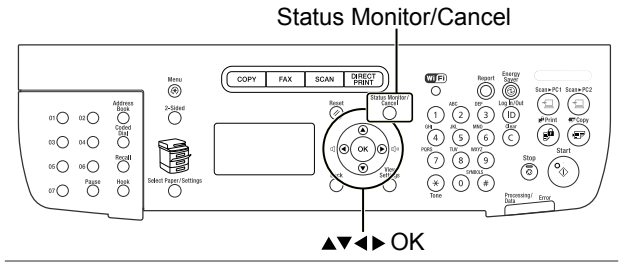
You can specify forwarding destinations.

"Forwarding Fax Documents" (→P. 6-15)

You can combine and print documents saved in the memory in stead of printing during receiving.

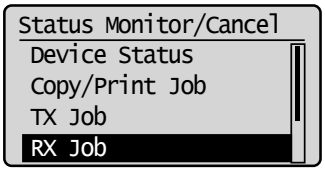
"Combining and Printing the Received Documents You Saved" (→P. 6-18)

Keys to be used for this operation

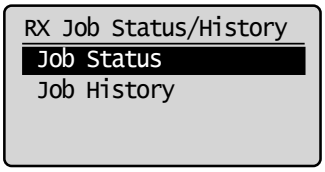


1 **Press [ ] (Status Monitor/Cancel).**

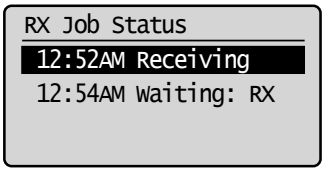
2 **Select <RX Job> using [▲] or [▼] and press [OK].**



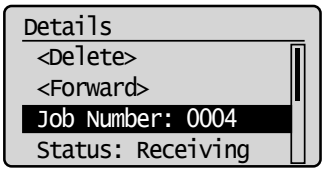
3 **Select <Job Status> using [▲] or [▼] and press [OK].**



4 **Select the job that you want to check or delete using [▲] or [▼] and press [OK].**

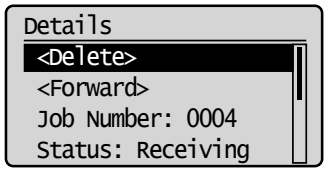


The details of the job is displayed.

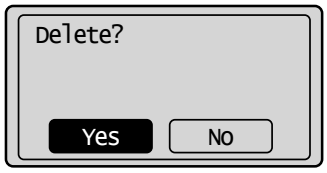


To delete the job

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



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



The job is deleted.

(3) Press [◯] (Status Monitor/Cancel) to close the screen.

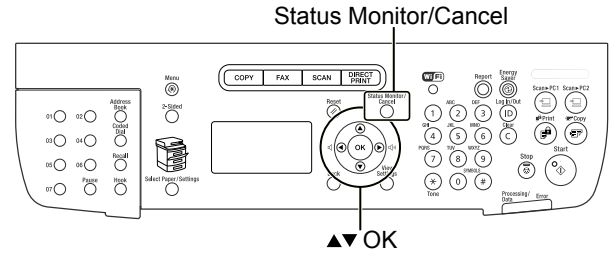
To only check the details of the selected job

Press [◯] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.

Checking the History of Received/Sent Faxes

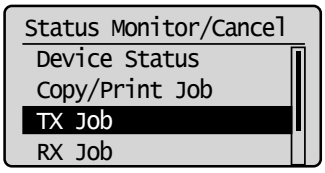
Check the history of received or sent faxes.

Keys to be used for this operation



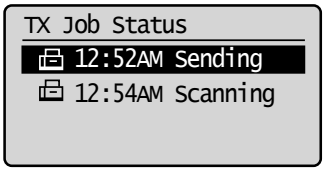
1 Press [◯] (Status Monitor/Cancel).

2 Select <TX Job> or <RX Job> using [▲] or [▼] and press [OK].



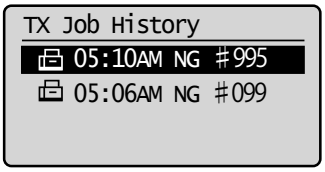
<TX Job>	Confirm the sending job history.
<RX Job>	Confirm the received job history.

3 Select <Job History> using [▲] or [▼] and press [OK].

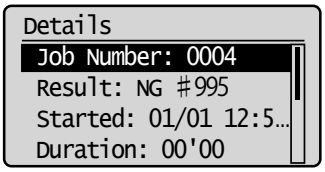


4 Select the job that you want to check using [▲] or [▼] and press [OK].

The details of the job is displayed.



5 Select the item that you want to check using [▲] or [▼] and press [OK].



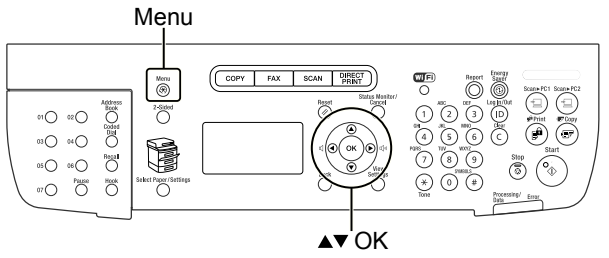
6 Press [◯] (Status Monitor/Cancel) to close the screen.

Changing the Default Fax Settings

The default settings are a set of standard settings predetermined by the machine. These settings become effective when the machine is turned ON and OFF, or when [ ] (Reset) is pressed to revert to the default settings. You can change the following default settings based on your needs.

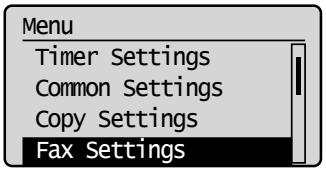
- Resolution
- Density
- Sharpness

Keys to be used for this operation

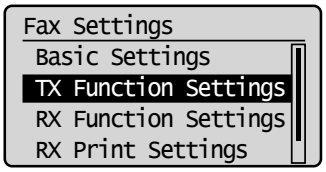


1 **Press [ ] (Menu).**

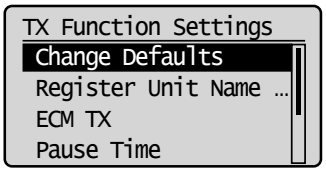
2 **Select <Fax Settings> using [▲] or [▼] and press [OK].**



3 **Select <TX Function Settings> using [▲] or [▼] and press [OK].**

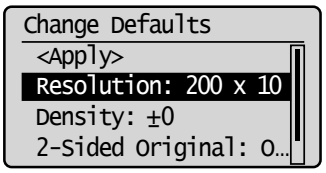


4 **Select <Change Defaults> using [▲] or [▼] and press [OK].**

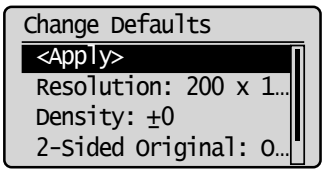


5 **Select the item using [▲] or [▼] and press [OK].**

- Resolution/Density/Sharpness
  For more information, see "Changing the Scan Settings (Fax)" (→P. 6-3)



6 **Select <Apply> using [▲] or [▼] after you have specified the setting and press [OK].**



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

Changing Fax Settings (Settings that Can Be Specified Using the [Menu] Button)

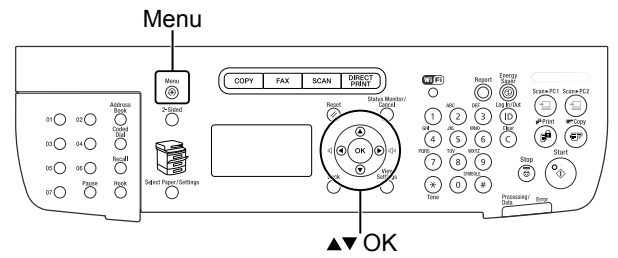
Change the settings for sending and receiving faxes.
For details on the procedure for setting specifications or the setting items, see the next items.

- "The steps to take for configuring the send settings" (→P. 6-22)
- "Options" (→P. 6-22)
- "The steps to take for configuring the receiving settings" (→P. 6-24)
- "Options" (→P. 6-22)
- "The steps to take for configuring the system settings" (→P. 6-26)
- "Options" (→P. 6-22)

The steps to take for configuring the send settings

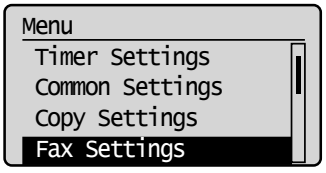
Follow the steps in the procedure below to configure the send settings.
The procedure describes the steps to change the "ECM TX" setting.

Keys to be used for this operation

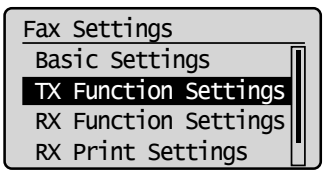


1 **Press [ ] (Menu).**

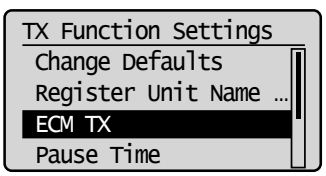
2 **Select <Fax Settings> using [▲] or [▼] and press [OK].**



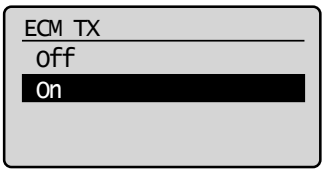
3 **Select <TX Function Settings> using [▲] or [▼] and press [OK].**



4 **Select <ECM TX> using [▲] or [▼] and press [OK].**



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



* Select <Apply> when <Apply> appears on the screen after you have specified the setting and press [OK].

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

The procedure is complete.

Options

Configure the following options to send a fax.

Fax Settings	
Basic Settings	"Register Unit Telephone Number" (→P. 6-23)
	"Select Line Type" (→P. 6-23)
	"Off-Hook Alarm" (→P. 6-23)
TX Function Settings	"Change Defaults" (→P. 6-23)
	"Register Unit Name (Fax)" (→P. 6-23)
	"ECM TX" (→P. 6-23)
	"Pause Time" (→P. 6-23)
	"Auto Redial" (→P. 6-24)
	"Sender ID" (→P. 6-24)
	"Check Dial Tone Before Sending" (→P. 6-24)

Register Unit Telephone Number

Register your machine's fax number.

How to access the option

☞ [(Menu)] (Menu) → <Fax Settings> → <Basic Settings> → <Register Unit Telephone Number>

How to register the fax number

Enter up to 20 digits using the numeric keys.

Select Line Type

Change this option when you cannot send a fax. Contact your local telephone company when you are not sure of the line type that you are using.

How to access the option

☞ [(Menu)] (Menu) → <Fax Settings> → <Basic Settings> → <Select Line Type>

Settings

(Bold: Default setting)

Pulse	Select this setting when you are using a pulse line.
Tone	Select this setting when you are using a tone line.

Off-Hook Alarm

Specify whether to sound an alarm when the telephone handset is left unhooked and adjust the volume.

How to access the option

☞ [(Menu)] (Menu) → <Fax Settings>→ <Basic Settings> → <Off-Hook Alarm>

Settings

(Bold: Default setting)

Off		No alarm sounds.
Tone	Off-Hook Alarm Volume: 1 to 3	The alarm sounds at the specified volume.

Change Defaults

Change the default settings, which become effective when the machine is turned ON and OFF or [(Reset)] is pressed.

How to access the option

☞ [(Menu)] (Menu)→ <Fax Settings> → <TX Function Settings> → <Change Defaults>

Settings

See the following section for more information.

"Changing the Default Fax Settings" (→P. 6-21)

Register Unit Name (Fax)

Register your name or company's name (sender's name). Once the information has been registered, it is printed at the top of each page that you are sending.

How to access the option

☞ [(Menu)] (Menu) → <Fax Settings> → <TX Function Settings> → <Register Unit Name (Fax)>

How to register the sender's name

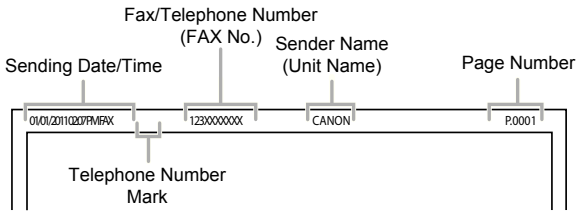
Enter up to 24 alphanumeric characters.
You can also use "+" or space.

"Text Input Method" (→P. 1-9)

NOTE

Where the sender's name appears on the page

The information is printed at the top of each page that you are sending.



ECM TX

The ECM (Error Correction Mode) detects and corrects errors that occur during fax transmissions. It helps in minimizing sending errors caused by a poor connection.

NOTE

Check if the ECM is enabled on the receiving fax machine

The ECM is effective only when it is enabled on both machines.

An error occurs when the ECM is enabled

The error may be caused by poor telephone line conditions.

When telephone line conditions are poor

It may take additional time to send your fax if a problem occurs when sending over the telephone line.

How to access the option

☞ [(Menu)] (Menu) → <Fax Settings> → <TX Function Settings> → <ECM TX>

Settings

(Bold: Default setting)

Off	Disable the ECM.
On	Enable the ECM.

Pause Time

Press [◯] (Pause) to specify the pause length.
For the instructions on how to enter a pause, see "Sending a Fax Abroad (Adding Pauses)" (→P. 6-9)

How to access the option

☞ [(Menu)] (Menu) → <Fax Settings> → <TX Function Settings> → <Pause Time>

Setting

(Bold: Default setting)

1 to **2** to 15 (seconds)

Auto Redial

Enable auto redial for automatically redialing the fax number when the line is busy or a sending error occurs. Specify the number of redial attempts and the interval between these attempts.

How to access the option

☞ [ ] (Menu) → <Fax Settings> → <TX Function Settings> → <Auto Redial>

Settings

(Bold: Default setting)

Off		Disable Auto Redial See "Redialing (Manual Redialing)" (→P. 6-7) to redial the number manually.
On	Redial Times: 1 to **2** to 15 (times)	Set the number of redial attempts.
	Redial Interval: **2** to 99 (minutes)	Set the interval (in minutes) between redial attempts.
	Redial When Err Occurs: Off, **On**	Specify whether to redial the number when a sending error occurs.

Sender ID

Specify whether to add the sender ID to the fax that you are sending.

The sender ID is printed at the top of each page that you are sending, along with the fax number and sender's name. This helps the recipient to identify the sender.

How to access the option

☞ [ ] (Menu) → <Fax Settings> → <TX Function Settings> → <Sender ID>

Settings

(Bold: Default setting)

Off		No sender ID is added.
On	Print Location: On Image, **Above Image**	Select the location where the sender ID is printed on the page.
	Mark No. as: TEL/FAX: **FAX**, TEL	Select the symbol to be added in front of the telephone number.

Check Dial Tone Before Sending

Specify whether to check for a dial tone before dialing.

How to access the option

☞ [ ] (Menu) → <Fax Settings> → <TX Function Settings> → <Check Dial Tone Before Sending>

Settings

(Bold: Default setting)

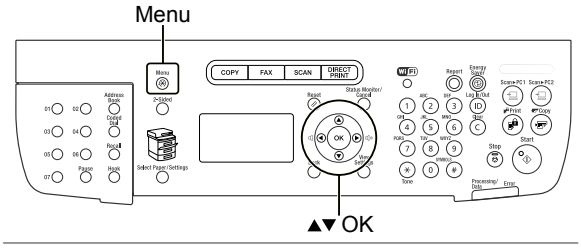
Off	Do not check for a dial tone.
On	Check for a dial tone before dialing.

The steps to take for configuring the receiving settings

Follow the steps in the procedure below to configure the fax receiving settings.

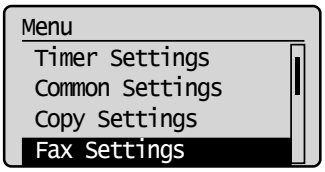
The procedure describes the steps to change the "ECM RX" setting.

Keys to be used for this operation

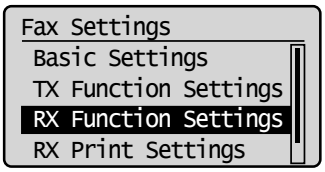


1 **Press [ ] (Menu).**

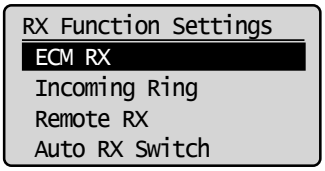
2 **Select <Fax Settings> using [▲] or [▼] and press [OK].**



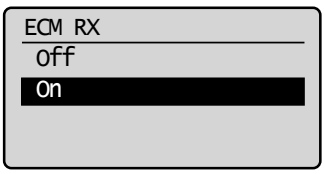
3 **Select <RX Function Settings> using [▲] or [▼] and press [OK].**



4 **Select <ECM RX> using [▲] or [▼] and press [OK].**



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



* Select <Apply> when <Apply> appears on the screen after you have specified the setting and press [OK].

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

The procedure is complete.

Options

Configure the following options to receive a fax.

Fax Settings	
RX Function Settings	"ECM RX" (→P. 6-25)
	"Incoming Ring" (→P. 6-25)
	"Remote RX" (→P. 6-25)
	"Auto RX Switch" (→P. 6-25)
RX Print Settings	"2-Sided Printing" (→P. 6-25)
	"Reduce RX Size" (→P. 6-26)
	"RX Page Footer" (→P. 6-26)
	"Continue Printing When Toner Is Low" (→P. 6-26)

ECM RX

The ECM (Error Correction Mode) detects and corrects errors that occur during fax transmissions. It helps in minimizing sending errors caused by a poor connection.

NOTE

Check if the ECM is enabled on the receiving fax machine

The ECM is effective only when it is enabled on both machines.

An error occurs when the ECM is enabled

The error may be caused by poor telephone line conditions.

When telephone line conditions are poor

It may take additional time to send your fax if a problem occurs when sending over the telephone line.

How to access the option

☞ [ ] (Menu) → <Fax Settings>→ <RX Function Settings> → <ECM RX>

Settings

(Bold: Default setting)

Off	Disable the ECM.
On	Enable the ECM.

Incoming Ring

Specify whether or not the external telephone or the handset rings on an incoming call when <RX Mode> is set to <Auto> or <Fax/Tel Auto Switch>.
You can set the incoming call ring time.
The machine automatically starts receiving a fax after the external telephone keeps ringing for a specified length of time.
The machine's speaker rings on an incoming fax only when <RX Mode> is set to <Fax/Tel Auto Switch>.

How to access the option

☞ [ ] (Menu) → <Fax Settings> → <RX Function Settings> → <Incoming Ring>

Settings

(Bold: Default setting)

Off		The telephone does not ring on an incoming call.
On	Ring Times: 1 to **2** to 99 (times)	The telephone rings on an incoming call. You can set the incoming call ring time in rings in <Ring Times>.

Remote RX

Specify whether to receive faxes remotely by dialing the ID number using the push-buttons of the external telephone connected to the machine when an incoming call comes. If you use the pulse line, press "*" (tone) and then dial the Remote RX ID.

How to access the option

☞ [ ] (Menu) → <Fax Settings> → <RX Function Settings> → <Remote RX>

Settings

(Bold: Default setting)

Off		Disable remote retrieval.
On	Remote RX ID: 00 to **25** to 99	Eable remote retrieval. You can specify the ID number in <Remote RX ID>.

Auto RX Switch

Set the incoming call ring time before the machine switches to the fax mode automatically. This option can be enabled when the <RX Mode> is set to <Manual>.

How to access the option

☞ [ ] (Menu) → <Fax Settings> → <RX Function Settings> → <Auto RX Switch>

Settings

(Bold: Default setting)

Off		The machine does not switch to the fax mode automatically.
On	Incoming Ring Time: 1 to **15** to 99 (seconds)	The machine switches to the fax mode automatically after the specified length of time.

2-Sided Printing

Enable this option to print on both sides of paper. This saves excessive paper consumption.

IMPORTANT

Notes on 2-Sided printing

Accurately attach the paper size switch lever. If the paper size switch lever is not securely attached, documents may not be fed properly or jammed.

"1-sided Printing and 2-sided Printing" (→P. 4-4)

How to access the option

☞ [ ] (Menu) → <Fax Settings> → <RX Print Settings> → <2-Sided Printing>

Settings

(Bold: Default setting)

Off	Print on only one side of paper.
On	Print on both sides of paper.

Reduce RX Size

Enable this option to scale the image to fit on the selected paper size or reduce the image by a specific percentage when you receive a fax.

How to access the option

☞ [ ] (Menu) → <Fax Settings> →<RX Print Settings> → <Reduce RX Size>

Settings

(Bold: Default setting)

Off		No image reduction.
On	Reduction Ratio: **Auto**, 97%, 95%, 90%, 75%	<Auto>: Reduce the image automatically to fit onto the selected paper size. <97%>, <95%>, <90%>, <75%>: Reduce the image by the predetermined ratio.
	Reduction Method: Vertical/Horizontal, **Vertical Only**	<Vertical/Horizontal>: Reduce the image in vertical and horizontal directions. <Vertical Only>: Reduce the image in the vertical direction only.

RX Page Footer

Specify whether to print the reception date, time, job ID, and page number at the bottom of the page when printing received faxes.

How to access the option

☞ [ ](Menu) → <Fax Settings> → <RX Print Settings> → <RX Page Footer>

Settings

(Bold: Default setting)

Off	Do not print the page footer.
On	Print the page footer.

Continue Printing When Toner Is Low

Specify whether to continue printing received faxes when the toner is nearly empty.

IMPORTANT

If <Continue Printing When Toner Is Low> is set to <On>

Note that the output may not be clear, as subtle details such as thin lines and light colors may not be clearly reproduced, due to a small amount of toner remaining inside the toner cartridge. Plus, faxes are deleted once they have been printed.

How to access the option

☞ [ ] (Menu) → <Fax Settings> → <RX Print Settings> → <Continue Printing When Toner Is Low>

Settings

(Bold: Default setting)

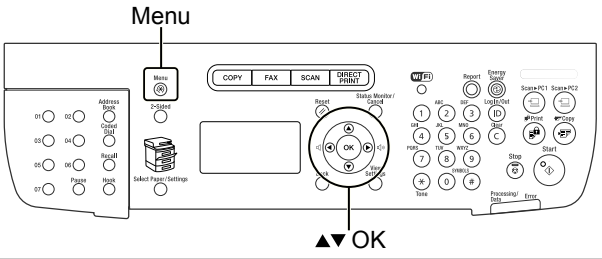
Off	The machine does not continue printing received faxes.
On	The machine continues printing received faxes.

The steps to take for configuring the system settings

Follow the steps in the procedure below to configure the system settings.

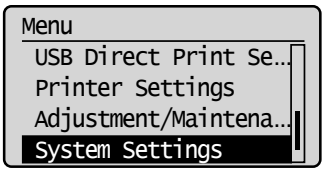
The procedure describes the steps to change the "TX Start Speed"setting.

Keys to be used for this operation

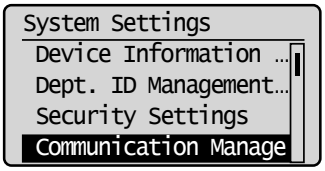


1 **Press [ ] (Menu).**

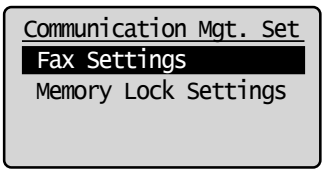
2 **Select <System Settings> using [▲] or [▼] and press [OK].**



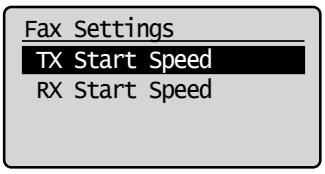
3 **Select <Communication Management Settings> using [▲] or [▼] and press [OK].**



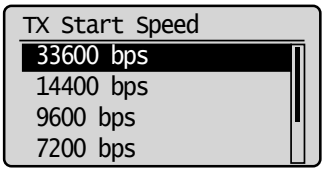
4 **Select <Fax Settings> using [▲] or [▼] and press [OK].**



5 **Select <TX Start Speed> using [▲] or [▼] and press [OK].**



6 **Select the send start speed using [▲] or [▼] and press [OK].**



* Select <Apply> when <Apply> appears on the screen after you have specified the setting and press [OK].

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

The procedure is complete.

Options

The following system management settings are available.

System Settings		
Communication Management Settings	Fax Settings	"TX Start Speed" (→P. 6-27) "RX Start Speed" (→P. 6-27)
	"Memory Lock Settings" (→P. 6-27)	
"Select Country/Region" (→P. 6-27)		
Restrict TX Function	"Address Book PIN" (→P. 6-27)	
	"Restrict New Destinations" (→P. 6-28)	
	"Allow Fax Driver TX" (→P. 6-28)	
	"Restrict History TX" (→P. 6-28)	
	"Fax No. Confirmation Re-Entry" (→P. 6-28)	
	"Restrict Sequential Broadcast" (→P. 6-28)	

TX Start Speed

Change the transmission start speed if you are experiencing a transmission problem.

How to access the option

☞ [ ](Menu) → <System Settings> → <Communication Management Settings> → <Fax Settings> → <TX Start Speed>

Settings

(Bold: Default setting)

33600 bps, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps

RX Start Speed

Change the reception start speed if you are experiencing a problem.

How to access the option

☞ [ ] (Menu) → <System Settings> → <Communication Management Settings> → <Fax Settings> → <RX Start Speed>

Setting

(Bold: Default setting)

33600 bps, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps

Memory Lock Settings

Normally, received documents are immediately printed. However, you can specify whether or not to store received faxes in memory before printing. You can then print the stored faxes at any time or delete them without printing to save paper.

How to access the option

☞ [ ] (Menu) → <System Settings> → <Communication Management Settings> → <Memory Lock Settings> (*)

* If <Memory Lock PIN> is specified, use the numeric keys [0] to [9] to enter those numbers, and then press [OK].

Settings

(Boldface: Default setting)

Off		Disable Memory Lock.
On	Memory Lock PIN: Seven-digit number	Once the PIN is set, you are prompted to enter it every time you change or disable the Memory Lock mode settings.
	Print Report: Off, **On**	Specify whether to print the RX result report when receiving a fax. Enable "Receive Results" to enable this setting.
	Memory Lock Time : **Off**, On	When <On> is set, received faxes are stored in memory only for a specified length of time. Set <Memory Lock Start Time> and <Memory Lock End Time> respectively.

NOTE

Memory Lock PIN

- Press [OK] without entering any numbers when you do not want to set the PIN.
- You cannot set a PIN consisting only of <0> (<0000000>).
- When you set a PIN starting with <0>, the PIN is set in the following manner.
  Example: When you enter <02> or <002>, the PIN is set as <0000002>.

Memory Lock Settings operations

- When memory lock settings are changed from <On> to <Off>, the documents saved in the memory up to then are combined and printed.
  "Combining and Printing the Received Documents You Saved" (→P. 6-18)
- At <Memory Lock End Time>, you can combine and print received documents saved in the memory from the <Memory Lock Start Time> to the <Memory Lock End Time>.

Select Country/Region

Specify the country or region where the machine is used.

IMPORTANT

After you have configured the option

Restart the machine to take effect the changes.

How to access the option

☞ [ ] (Menu) → <System Settings> → <Select Country/Region>

Setting

(Bold: Default setting)

United States (US), Canada (CA), Brazil (BR), Mexico (MX), Other

Address Book PIN

Set a PIN to protect the address book. You are prompted to enter the correct PIN to register, edit, or delete destinations.

How to access the option

☞ [ ] (Menu) → <System Settings> → <Restrict TX Function> → <Address Book PIN>

How to set a PIN

Enter up to a 7-digit number.
To cancel the entered PIN, clear the numbers and press [OK].

Restrict New Destinations

Enable this option to restrict registering new destinations in one-touch keys or coded dial codes. When this option is enabled, you are restricted to do the following.

- Specifying a destination using the numeric keys
- Registering new destinations in the address book, one-touch keys, or coded dial codes
- Editing the destinations registered in the address book, one-touch keys, or coded dial codes

IMPORTANT

Restriction exceptions

Entering new destinations from external telephone is not restricted.

When settings are not immediately applied

During fax sending operation including new destinations or manual redialing operation, restriction settings may not be applied immediately.

NOTE

Redial restrictions

When <Restrict New Dest.> is set to <On>, the saved fax sending history up to then is deleted for preventing those new destinations in the history from being redialed.

How to access the option

☞ [ ] (Menu) → <System Settings> → <Restrict TX Function> → <Restrict New Destinations>

Settings

(Bold: Default setting)

Off	No restrictions.
On	You are restricted to register new destinations or edit the destinations registered in one-touch keys or coded dial codes.

Allow Fax Driver TX

Specify whether to allow sending faxes from the fax driver installed on your computer.

How to access the option

☞ [ ] (Menu) → <System Settings> → <Restrict TX Function> → <Allow Fax Driver TX>

Settings

(Bold: Default setting)

Off	Disallow sending faxes from the fax driver installed on your computer.
On	Allow sending faxes from the fax driver installed on your computer.

Restrict History TX

Specify whether to restrict sending faxes from the history.

IMPORTANT

When settings are not immediately applied

During manual redialing operations, for example, restriction settings may not be immediately applied.

How to access the option

☞ [ ] (Menu) → <System Settings> → <Restrict TX Function> → <Restrict History TX>

Settings

(Bold: Default setting)

Off	Allow sending faxes from the history.
On	Disallow sending faxes from the history.

Fax No. Confirmation Re-Entry

Specify whether to require confirmation before sending a fax. When this option is enabled, you are prompted to enter the fax number again before sending a fax.

How to access the option

☞ [ ] (Menu) → <System Settings> → <Restrict TX Function> → <Fax No. Confirmation Re-Entry>

Settings

(Bold: Default setting)

Off	Confirmation is not required.
On	You are prompted to enter the fax number for confirmation.

Restrict Sequential Broadcast

Specify whether to restrict sending faxes to multiple destinations simultaneously.

How to access the option

☞ [ ] (Menu) → <System Settings> → <Restrict TX Function> → <Restrict Sequential Broadcast>

Settings

(Bold: Default setting)

Off	Allow sending faxes to multiple destinations simultaneously.
Confirm Sequential Broadcast	The confirmation screen is displayed when you are sending faxes to multiple destinations simultaneously.
Reject Sequential Broadcast	Disallow sending faxes to multiple destinations simultaneously.

Chapter 7

Using the Scan Functions

The documents scanned by the machine can be stored in a computer or a USB memory device. You can also send scanned documents to your e-mail application or a file server.

* If you are a Macintosh user, see the Scanner Driver Guide.
  To view how to display the Scanner Driver Guide, see "For Macintosh Users" (→P. 11-4).

Basic Operation Methods for Scanning 7-2

Scanning Using Keys on the Operation Panel 7-2
Performing a Scan Using a Shortcut Key 7-3
Registering a Shortcut Key/Confirming the Destination Registered in the Shortcut Key 7-3
Performing a Scan Using a Shortcut Key 7-4
Saving Scanned Documents to USB Memory Device 7-5
E-mailing Scanned Documents 7-7
Sending Scanned Documents to a File Server 7-8

Basic Operation Methods for Scanning

Scanning Using Keys on the Operation Panel

You can scan a document using the keys on the operation panel.

NOTE

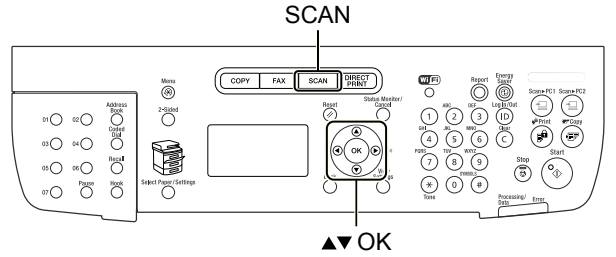
To scan using the shortcut keys

When using the shortcut keys which are registered destinations etc., you can send the documents by scanning with one-touch. See "Scanning" in the e-Manual.

To scan documents by operating a computer

See "Scan" in the e-Manual.

Keys to be used for this operation

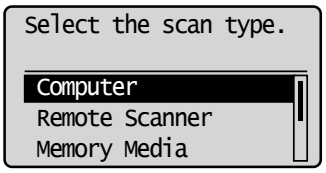


1 **Place your documents.**

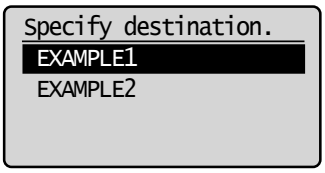
"Loading Paper" (→P. 2-9)
"Supported Document Types" (→P. 2-2)

2 **Press [SCAN].**

3 **Select <Computer> using [▲] or [▼] and press [OK].**



4 **Specify a destination using [▲] or [▼] and press [OK].**



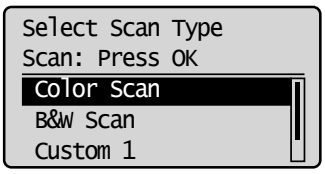
- When multiple computers are connected the computer connected by a USB cable is listed at the top.
- When a computer is connected by a USB cable this screen is not displayed.
- If more than ten computers are connected via a network the eleventh and subsequent computers are not displayed (you cannot scan). Reduce the number of computers connected to this machine via a network.

  ☞ e-Manual→Scanning→Scanning Paper Documents and Saving Them to a Computer (USB & Network Connection)→Registering the Scanner in MF Network Scan Utility

* You can change the names for the displayed computers.

☞ e-Manual→Scanning→Scanning Paper Documents and Saving Them to a Computer (USB & Network Connection)→Using the MF Toolbox

5 **Specify the scan settings using [▲] or [▼] and press [OK].**



Scanning operation starts.

The scanner settings are specified by default as follows.

	Scan Mode	Resolution	File Type	PDF Settings
Color Scan	Color	300 dpi	PDF	Searchable/ Compact
B&W Scan	Black and White	300 dpi	TIFF	-
Custom 1	Color	300 dpi	JPEG/ Exif	-
Custom 2	Color	300 dpi	PDF	Searchable/ Standard

Scanning from the feeder

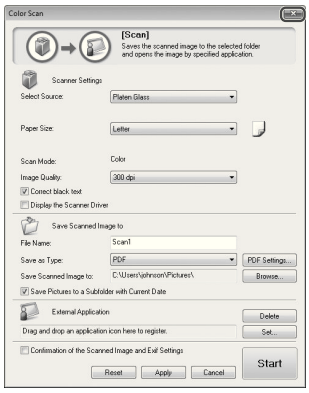
After saving the document, the display returns to the basic scanning screen.

Scanning from the platen glass

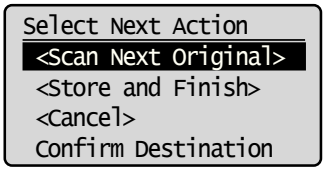
Proceed to Step 6

If you cannot scan

You cannot scan when MF Toolbox setting screen is displayed. Click [ ] to close the screen before starting a scan.



6 **To continuously scan the document, select <Scan Next Original> with [▲] or [▼], and then press [OK].**



To Cancel the scan

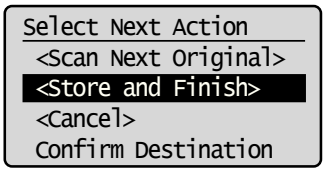
(1) Select <Cancel> with [▲] or [▼], and then press [OK].

(2) Select <Yes> with [▲] or [▼], and then press [OK].

To confirm the destination

Select <Confirm Destination> with [▲] or [▼], and then press [OK].

7 **Select <Store and Finish> with [▲] or [▼], and then press [OK].**



After saving the document, the display returns to the basic scanning screen.

Note

The location of saved scanned images

After scanning, the folder where the images have been saved to opens automatically.

To change the scanner settings

From your computer you can change the settings for the save location, file format, and image resolution.

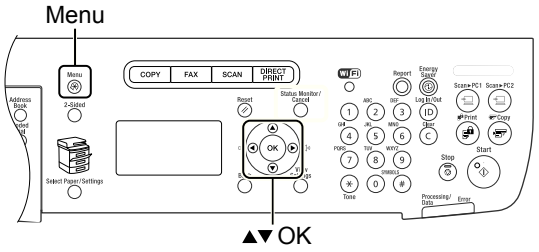
☞ e-Manual→Scanning→Scanning Paper Documents and Saving Them to a Computer (USB & Network Connection)→Using the MF Toolbox

Performing a Scan Using a Shortcut Key

Register destinations and frequently used settings in shortcut keys in advance, to perform a scan easily without needing to manually enter a destination and specify required settings.

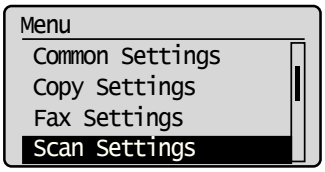
Registering a Shortcut Key/Confirming the Destination Registered in the Shortcut Key

Keys to be used for this operation

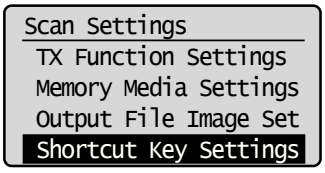


1 **Press [ ] (Menu).**

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

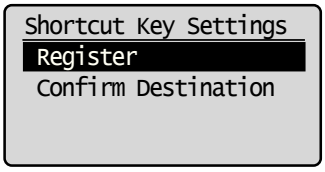


3 **Select <Shortcut Key Settings> using [▲] or [▼] and press [OK].**

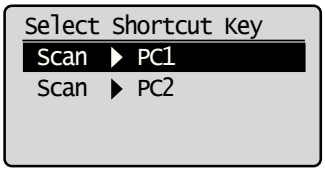


To store a new shortcut:

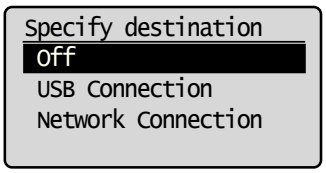
(1) Select <Register> using [▲] or [▼] and press [OK].



(2) Select the shortcut key that you want to register using [▲] or [▼] and press [OK].



(3) Select the connection method using [▲] or [▼] and press [OK].



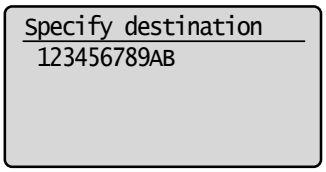
(4) Select the destination using [▲] or [▼] and press [OK].

- When one computer is connected to the machine via a USB cable:
  This screen is not displayed.
- When more than ten computers are connected to the machine simultaneously.
  Up to ten computers can be displayed as a list of computers connected to the machine. (Scanning cannot be performed otherwise).
  Reduce the number of computers connected to the machine over the network.

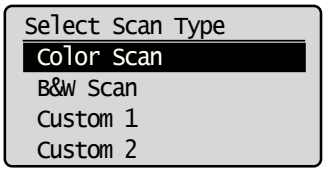
☞ e-Manual→Scanning→Scanning Paper Documents and Saving Them to a Computer (USB & Network Connection)→Registering the Scanner in MF Network Scan Utility

* You can rename the displayed computer names.

☞ e-Manual→Scanning→Scanning Paper Documents and Saving Them to a Computer (USB & Network Connection)→Using the MF Toolbox



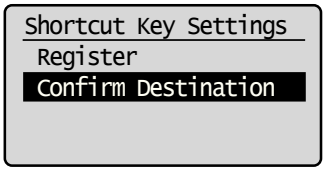
(5) Specify the scan settings using [▲] or [▼] and press [OK].



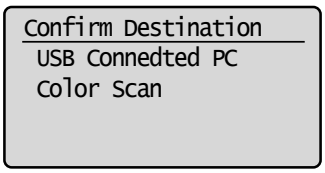
	Scan Mode	Resolution	Fie Type	PDF Settings
Color scan	Color	300 dpi	PDF	Searchable/ High
BW scan	Black and white	300 dpi	TIFF	–
Custom1	Color	300 dpi	JPEG/Exif	–
Custom2	Color	300 dpi	PDF	Searchable/ Standard

To confirm the destination registered in the shortcut key:

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



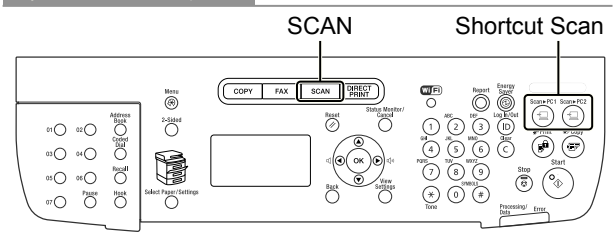
(2) Select the destination that you want to confirm using [▲] or [▼] and press [OK].



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

Performing a Scan Using a Shortcut Key

Keys to be used for this operation



1 Place your documents.

"Loading Paper" (→P. 2-9)
"Supported Document Types" (→P. 2-2)

Note

When scanning from the operation panel

You cannot scan more than one document at a time.

2 Press [SCAN].

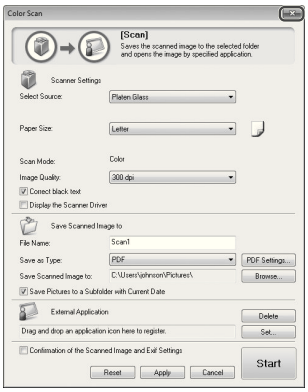
3 Press [ ] (Shortcut Scan) into which the destination that you want to select is registered.

Scanning starts. When scanning is complete, the screen returns to the scan mode screen after the scanned document is saved.

When scanning cannot be performed

You cannot perform a scan while the MF Toolbox setup screen is displayed.

Click [ ] to close the screen before starting a scan.



Note

To specify a location where the scanned images are saved:

Once scanning is complete, a folder is automatically displayed to which the scanned images are saved. By default, a folder bearing the scanning date is created inside the [My Pictures] folder in [My Documents]. (On Windows Vista/Windows 7, the folder is created in the [Pictures] folder.)

To change the scan settings:

You can re-specify the save location, file format, resolution, and other settings from a computer.

☞ e-Manual→Scanning→Scanning Paper Documents and Saving Them to a Computer (USB & Network Connection)→Using the MF Toolbox

Saving Scanned Documents to USB Memory Device

You can save scanned documents to USB memory device inserted in the USB port.
This section describes the basic procedure.

IMPORTANT

The USB memory device port on the machine

- The port supports USB 1.1.
- Do not insert anything other than USB memory device.

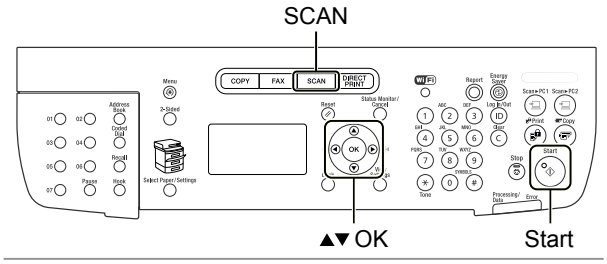
Supported file systems and memory capacity

Supported file systems and memory capacity include the following. You can have your USB memory device formatted with one of the following file systems on your computer.

- FAT16: up to 2 GB
- FAT32: up to 32GB

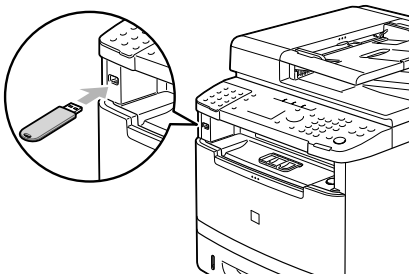
For details, see "Scanning" in the e-Manual.

Keys to be used for this operation



1 **Insert a USB memory device to the USB port.**

The machine will begin to read the device when USB memory is inserted. Do not touch or remove the device from the port.

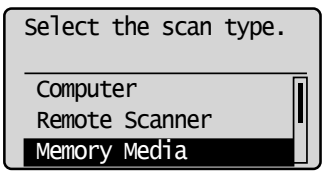


2 **Place your documents.**

"Loading Paper" (→P. 2-9)
"Supported Document Types" (→P. 2-2)

3 **Press [SCAN].**

4 **Select <Memory Media> using [▲] or [▼] and press [OK].**



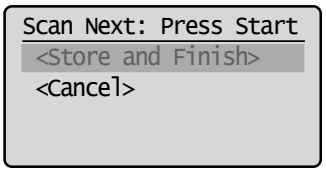
5 Specify the scan settings based on your purpose of the scan.

The following settings can be changed.
For details on the setting procedure, see "Scanning" in the e-Manual.

- Scan size
- Color Mode
- File Format
- Density
- Original orientation
- Original Type
- 2-Sided Original
- Sharpness
- Data Size

The settings specified here are effective only for the current task. To apply these settings to all tasks, see "Scanning" in the e-Manual.

6 Press [ ] (Start).



Scanning starts.

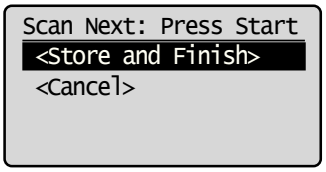
When scanning from the feeder, or set the <File Format> to <JPEG>

After scanning the document, the scanned data is sent to the USB memory.

When scanning from the platen glass, or set the <File Format> to other than <JPEG>

Proceed to Step 7

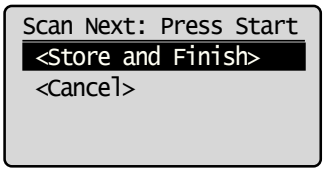
7 To continuously scan the document, press [ ] (Start).



To Cancel the scan

(1) Select <Cancel> with [▲] or [▼], and then press [OK].
(2) Select <Yes> with [▲] or [▼], and then press [OK].

8 Select <Store and Finish> with [▲] or [▼], and then press [OK].



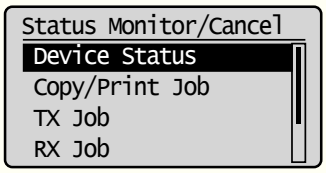
The scanned data is sent to the USB memory.

Folder and file names that can be saved

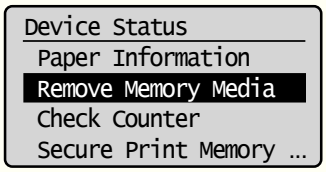
Folder name	The "SCAN_00" folder is created in the top level directory (root folder) in the USB memory device. Scanned document files are saved in this folder. When the "SCAN_00" folder reaches limit, the "SCAN_01" folder is automatically created. Folders up to "SCAN_99" are automatically created when the current working folder becomes full.
File name	File names between "SCAN0001.XXX" and "SCAN9999.XXX" are provided. ("XXX" is the extension for the file format.) The two-digit folder number is provided in the fifth and sixth characters from the left. A maximum of 100 files can be saved in a folder.

When removing the USB memory device form the port

(1) Press[ ] (Reset).
(2) Press [◯] (Status Monitor/Cancel).
(3) Select <Device Status> using [▲] or [▼] and press [OK].



(4) Select <Remove Memory Media> using [▲] or [▼] and press [OK].



(5) Remove the USB memory device.
(6) Press [◯] (Status Monitor/Cancel) after you have checked the details of the selected job to close the screen.

E-mailing Scanned Documents

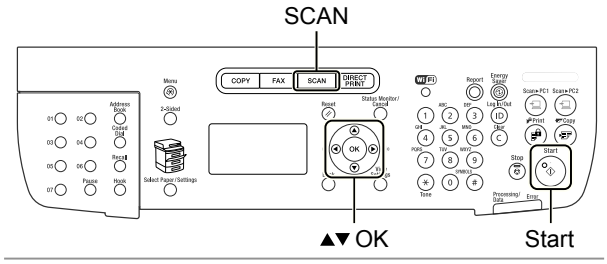
Attach scanned documents to e-mails and send them to a specified destination.
This section describes the basic procedure.

NOTE

Preparing to Use the E-mail Functions

You can send scanned documents to your e-mail application. You can convert scanned documents into TIFF files and send them to the destination (e-mail application) as e-mail attachments.
Please read "Network Settings" in the e-Manual and configure your e-mail settings before using the e-mail function.

Keys to be used for this operation

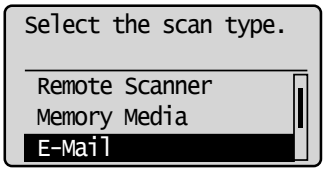


1 Place your documents.

"Loading Paper" (→P. 2-9)
"Supported Document Types" (→P. 2-2)

2 Press [SCAN].

3 Select <E-Mail> using [▲] or [▼] and press [OK].



4 Specify the destination.

Specify destinations in the following ways.
For details on the setting procedure, see "Scanning" in the e-Manual.

- input directly
- by selecting a one-touch key
- by selecting a coded dial code
- from the Address book
- under sequential broadcasting

5 Specify the scan settings based on your purpose of the scan.

The following settings can be changed.
For details on the setting procedure, see "Scanning" in the e-Manual.

- Scan size
- Color Mode
- File Format
- Density
- Original orientation
- Original Type
- 2-Sided Original
- Sharpness
- Data Size

The settings specified here are effective only for the current task. To make the settings effective for all e-mail send operations, see "Scanning" in the e-Manual.

6 Specify the e-mail settings as needed.

The following settings can be changed.
For details on the setting procedure, see "Scanning" in the e-Manual.

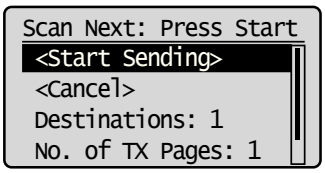
- Subject/Body
- Reply-to
- Priority

The settings specified here are effective only for the current task.
To make the settings effective for all e-mail send operations, see "Scanning" in the e-Manual.

7 Press [ ] (Start).

Scanning starts.

8 To continuously scan the document, press [ ] (Start).



To Cancel the scan

(1) Select <Cancel> with [▲] or [▼], and then press [OK].
(2) Select <Yes> with [▲] or [▼], and then press [OK].

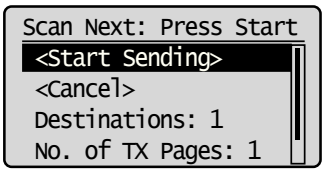
To confirm the destination

Select <Destinations: > with [▲] or [▼], and then press [OK].

To confirm the number of transferred pages

Select <No. of TX Pages> with [▲] or [▼], and then press [OK].

9 Select <Start Sending> with [▲] or [▼], and then press [OK].



The E-mail is sent.

Sending Scanned Documents to a File Server

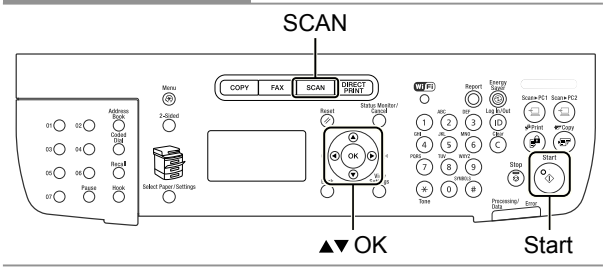
Sending scanned documents to a file server.
This section describes the basic procedure.

NOTE

Preparation for Scanning (File Server)

You can send scanned documents to a file server. You can convert scanned documents into TIFF files and send them a file server. Before sending to a file server, see "Network Settings" in the e-Manual and configure the send settings.

Keys to be used for this operation

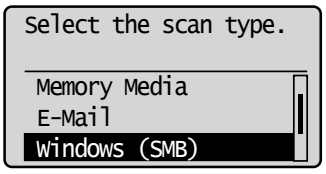


1 Place your documents.

"Loading Paper" (→P. 2-9)
"Supported Document Types" (→P. 2-2)

2 Press [SCAN].

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



4 Specify the destination.

Specify destinations in the following ways.
For details on the setting procedure, see "Scanning" in the e-Manual.

- by selecting a one-touch key
- by selecting a coded dial code
- from the Address book

5 Specify the scan settings based on your purpose of the scan.

The following settings can be changed.
For details on the setting procedure, see "Scanning" in the e-Manual.

- Scan size
- Color Mode
- File Format
- Density
- Original orientation
- Original Type
- 2-Sided Original
- Sharpness
- Data Size

The settings specified here are effective only for the current task. To make the settings effective for all send operations, see "Scanning" in the e-Manual.

6 Press [ ] (Start).

Scanning starts.

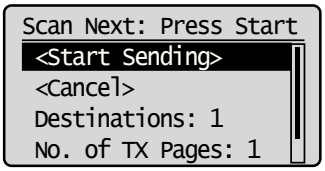
When scanning from the feeder, or set the <File Format> to <JPEG>

After scanning the document, the scanned data is sent to the USB memory.

When scanning from the platen glass, or set the <File Format> to other than <JPEG>

Proceed to Step 7.

7 To continuously scan the document, press [ ] (Start).



To Cancel the scan

(1) Select <Cancel> with [▲] or [▼], and then press [OK].
(2) Select <Yes> with [▲] or [▼], and then press [OK].

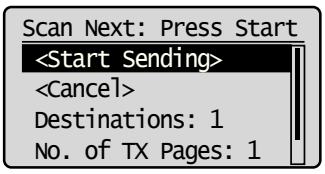
To confirm the destination

Select <Destinations: > with [▲] or [▼], and then press [OK].

To confirm the number of transferred pages

Select <No. of TX Pages> with [▲] or [▼], and then press [OK].

8 Select <Start Sending> with [▲] or [▼], and then press [OK].



The scanned file is sent.

Chapter 8

Maintenance

This chapter describes the maintenance of this machine, replacement of the toner cartridges, and so on.

Cleaning the Machine 8-2

Cleaning the Exterior 8-2
Cleaning the Fixing Unit 8-2
Cleaning the Platen Glass 8-3
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Precautions When Relocating the Machine 8-15

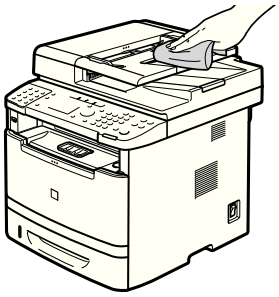
Cleaning the Machine

Cleaning the Exterior

Clean the exterior of the machine and ventilation slots.

1 **Turn OFF the power switch and disconnect the power cord.**

2 **Clean the exterior of the machine with a soft, well wrung out cloth dampened with water or mild detergent diluted with water.**



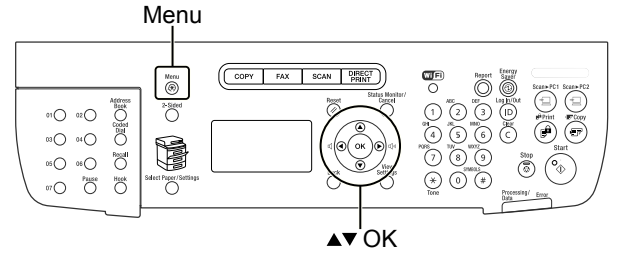
3 **Wait for the machine to dry completely before reconnecting the power cord, and then turn ON the power.**

Cleaning the Fixing Unit

The fixing unit may be dirty under the following conditions. In such case, clean the fixing unit.

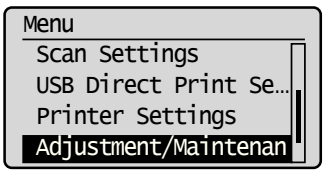
- When black streaks appear on the output
- When a toner cartridge is replaced

Keys to be used for this operation

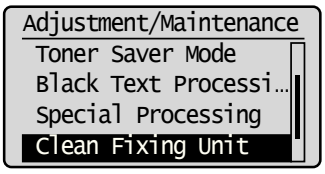


1 **Press [ ] (Menu).**

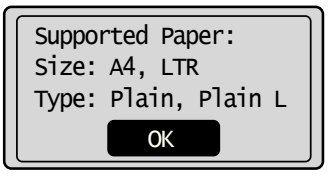
2 **Select <Adjustment/Maintenance> using [▲] or [▼] and press [OK].**



3 **Select <Clean Fixing Unit> using [▲] or [▼] and press [OK].**

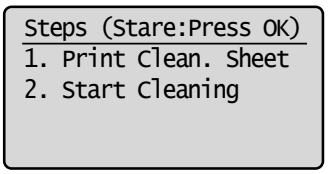


4 **Check if the supported paper is set in the paper drawer, and press [OK].**

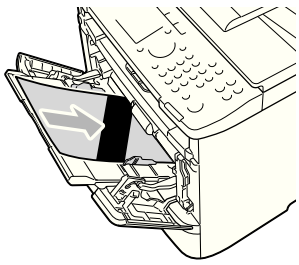


5 **Check the procedure shown in the display, and press [OK].**

* The cleaning paper will be printed.

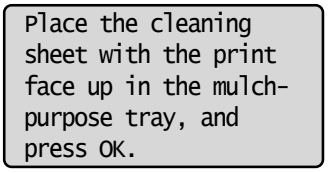


6 **Load the cleaning paper to the multi-purpose tray with the black band side up.**



7 **Check the screen and press [OK].**

The cleaning begins. It takes approximately 80 seconds to complete the process.



* We recommend that plain paper be loaded when cleaning the fixing unit.

When the cleaning does not start

You cannot use this function when jobs are stored in memory.

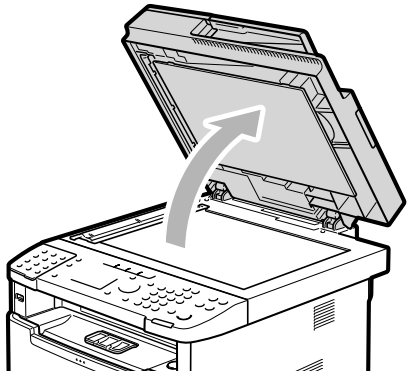
8 **Press [ ] (Menu) to close the menu screen.**

Cleaning the Platen Glass

Follow this procedure to clean the platen glass and under surface of the feeder.

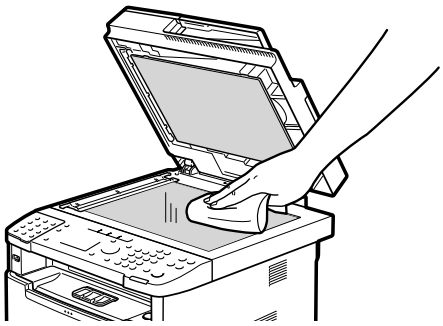
1 **Turn OFF the power switch and disconnect the power cord.**

2 **Open the feeder.**



3 **Clean the platen glass and the under surface of the feeder.**

(1) Clean the areas with a cloth dampened with water.
(2) Wipe the areas with a soft, dry cloth.



4 **Close the feeder.**

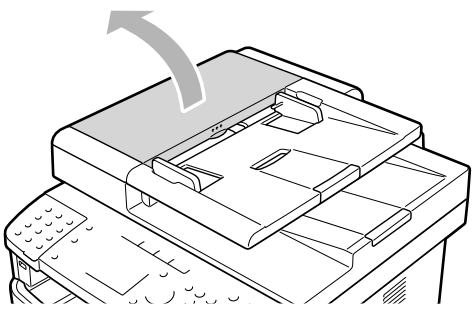
5 **Connect the power cord and turn ON the power switch.**

Cleaning the Feeder

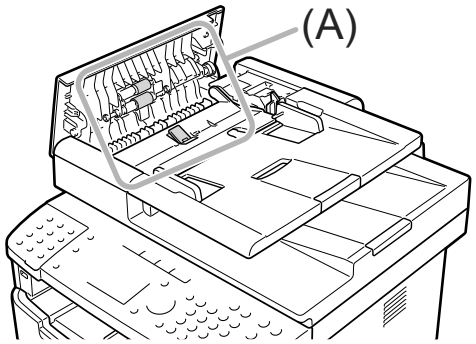
If your documents have black streaks or appear dirty after it has been scanned from the feeder, the roller inside the feeder may be dirty. Clean the feeder scanning area and rollers.

1 **Turn OFF the power switch and disconnect the power cord.**

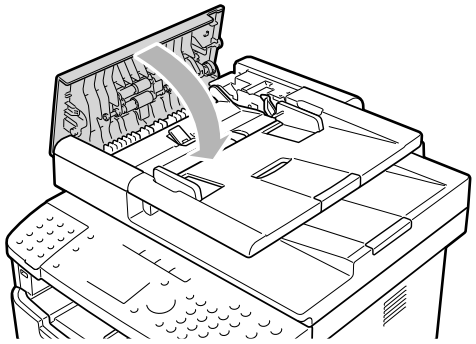
2 **Open the feeder cover.**



3 **Clean the rollers (A) inside the feeder with a well wrung out cloth dampened with water and wipe them with a soft, dry cloth.**



4 **Close the feeder cover.**

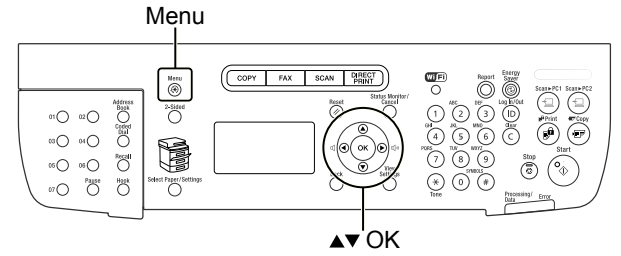


5 **Connect the power cord and turn ON the power switch.**

Cleaning the Feeder Automatically

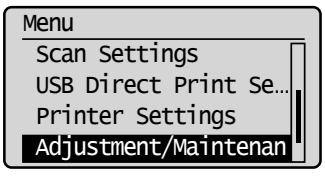
If your document has black streaks or appears dirty after it has been scanned from the feeder, the rollers inside the feeder may be dirty. Clean the roller using blank paper.

Keys to be used for this operation

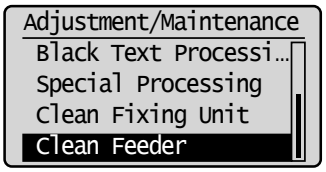


1 **Press [ ] (Menu).**

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

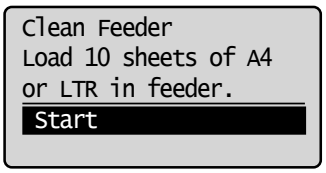


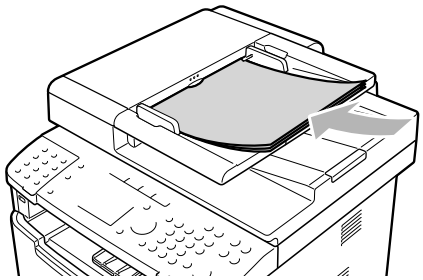
3 **Select <Clean Feeder> using [▲] or [▼] and press [OK].**



4 **Load 10 sheets of A4 or Letter size plain paper in the feeder, and then press [OK].**

The cleaning begins. It takes approximately 44 seconds to complete the process.





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

Precautions When Cleaning the Machine

Before cleaning the machine, note the following.

- Make sure that no jobs are stored in memory before turning OFF the power switch and disconnecting the power cord.
- Use a soft cloth to avoid scratching the components.
- Do not clean the machine components with tissue paper, paper towels, or similar materials. These materials tend to stick to the components or generate static charges.

CAUTION

Precautions to take when cleaning the feeder

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

Precautions to take when closing the feeder

Be careful not to get your fingers caught.

Precautions to take when you get toner onto your hands or into clothing

If toner gets on your hands or clothing, wash them immediately with cold water.
The toner sets onto hands or into clothing if you try to wash it with warm water. Once it is set, you can hardly remove the toner stains.

NOTE

About sending or receiving faxes

When the power plug is unplugged, the machine cannot send or receive faxes.

When a job is waiting to be printed

The job is deleted when you turn OFF the power switch.

About jobs stored in memory

Jobs can be stored in memory for approximately an hour after the power plug has been unplugged. To view jobs stored in memory, see the following.

"Managing Faxes Stored in Memory" (→P. 6-18)

Replacing Toner Cartridges

Toner cartridges are consumables. When the toner becomes nearly empty or has run out completely in the middle of a job run, a message appears on the screen, or the following problems may occur. Take the appropriate action accordingly.

● **A message appears on the screen**
"When a Message Appears" (→P. 8-5)

● **White streaks appear on the output, or the output is partially faded.**
"When White Streaks Appear on the Output or the Output Is Partially Faded" (→P. 8-5)

IMPORTANT

About toner cartridges

For more information on toner cartridges, see the following sections.
"About the Supplied Toner Cartridge" (→P. 8-6)
"About Replacement Toner Cartridge" (→P. 8-6)
"Handling Toner Cartridge" (→P. 8-6)
"Storing Toner Cartridges" (→P. 8-7)
"Using the Toner Saver Mode" (→P. 8-7)
"Purchasing Consumables" (→P. 8-7)

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

When a Message Appears

When the toner becomes nearly empty in the middle of a job run, a message appears on the screen.

Message	When the message is displayed on the screen	Descriptions and Solutions
<Prepare toner cartridge.>	When the toner cartridge needs a replacement soon.	Shake the toner cartridge to evenly distribute the toner inside the cartridge. "Before Replacing the Toner Cartridge" (→P. 8-8) We recommend that the toner cartridge be replaced before printing high-volume documents. "Replacing the Toner Cartridge" (→P. 8-8)

IMPORTANT

When white streaks appear on the output, or the output is partially faded

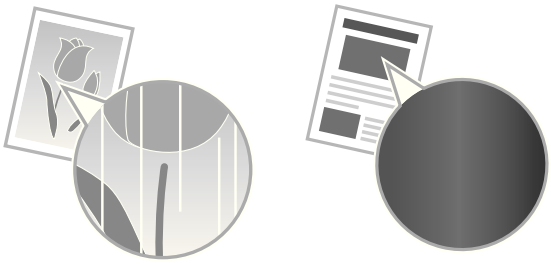
When white streaks appear on the output or the output is partially faded, the toner cartridge has almost reached the end of its life, even if no message appears on the screen. When the print quality becomes unacceptable, see the following to fix the problem.
"When White Streaks Appear on the Output or the Output Is Partially Faded" (→P. 8-5)

Printing a fax or a report

If this message is displayed, the incoming fax will be stored in the memory without being printed. Also, report is not printed even if they are set to be printed automatically.
If <Continue Printing When Toner Is Low> in <RX Function Settings> is set to <ON>, printing will be continued, however, white streaks or smudges may appear on printouts.
☞ e-Manual → Basic Operation → Printing the Report Automatically
"Continue Printing When Toner Is Low" (→P. 6-26)

When White Streaks Appear on the Output or the Output Is Partially Faded

When the toner nearly runs out, white streaks appear on the output, or the output is partially faded.



* No message appears on the screen, if the toner nearly runs out. Replace the toner cartridge when white streaks appear on the output, or the output is partially faded.
* Do not perform <Copy Image Adjustment> in such situations above. Even you try to adjust using this function, the condition may not be improved.

When this problem occurs

Follow the steps in the procedure below before replacing the toner cartridge. The machine continues printing until the toner runs out completely.
"Before Replacing the Toner Cartridge" (→P. 8-8)

When the print quality is still unacceptable

If the problem persists after you have followed the steps in the procedure below, replace the toner cartridge.
"Replacing the Toner Cartridge" (→P. 8-8)

About the Supplied Toner Cartridge

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

Canon Cartridge 119	Average yield*1 : 2,100 sheets

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

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

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

About Replacement Toner Cartridge

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

Canon genuine toner cartridge	Replacement Intervals
Canon Cartridge 119	Average yield*1: 2,100 sheets
Canon Cartridge 119 II	Average yield*1: 6,400 sheets

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

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

IMPORTANT

About replacement toner cartridges

For optimum print quality, when you replace the toner cartridge, using Canon genuine one is recommended.

Model name	Supported Canon Genuine Toner Cartridge
MF5960dn/ MF5950dw	Canon Cartridge 119
	Canon Cartridge 119 II

Handling Toner Cartridge

Note the following when handling the toner cartridge.

WARNING

Do not place the toner cartridge in fire.

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

CAUTION

If toner leaks from the toner cartridge

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

When removing a toner cartridge

Make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

Keep the toner cartridge away from small children.

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

Do not disassemble the toner cartridge.

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

IMPORTANT

Handling toner cartridges

- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. They may be damaged by magnet which is in inside of the toner cartridge.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.
- Keep the protective bag for the toner cartridge. They are required when transporting the machine such as during relocation.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the machine unnecessarily.
- Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridge by its handle to avoid touching the drum.
- Do not place the toner cartridge in an upright or an upside down position. If the toner is kept upright or upside down, the toner will solidify and may not return to its original condition even if it is shaken.
- When disposing of a used toner cartridge, place the toner container into its protective bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.

Be careful of counterfeit toner cartridges.

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

Storing Toner Cartridges

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

IMPORTANT

Precautions when storing toner cartridges

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

- Do not store toner cartridges in a location exposed to direct sunlight.
- Do not store toner cartridges in a location subject to high temperature or humidity or in a location with dramatic changes in temperature or humidity.
  - Storage temperature range: 32 to 95°F (0 to 35°C)
  - Storage humidity range: 35 to 85% RH (no condensation)
- Do not store toner cartridges in a place where corrosive gases, such as ammonia, are generated, or where a considerable amount of salt is contained in the air, or where there is a lot of dust.
- Keep toner cartridges out of the reach of small children.
- Keep toner cartridges away from products that may be damaged by magnetism, such as a floppy disk or disk drive.

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

Do not store toner cartridges vertically or upside-down.

When removing the toner cartridge which is being used from the machine

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

About a new toner cartridge

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

NOTE

About condensation

Even within the storable humidity range, water droplets may develop both inside and outside toner cartridges. The formation of water droplets is called condensation.
Condensation will adversely affect the quality of toner cartridges.

Using the Toner Saver Mode

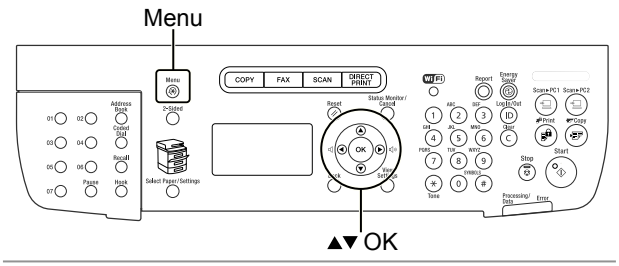
You can choose to specify whether to conserve the amount of toner used for copying and faxing.

NOTE

To conserve the amount of toner used for printing

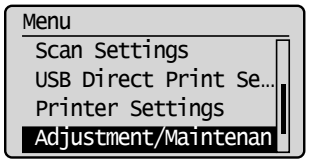
Enable [Toner Save] on the [Quality] tab of the printer driver.

Keys to be used for this operation

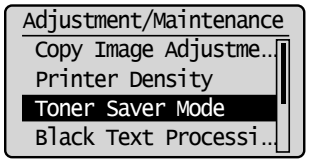


1 **Press [ ] (Menu).**

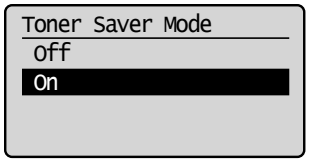
2 **Select <Adjustment/Maintenance> using [▲] or [▼] and press [OK].**



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



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



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

NOTE

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

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

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

Purchasing Consumables

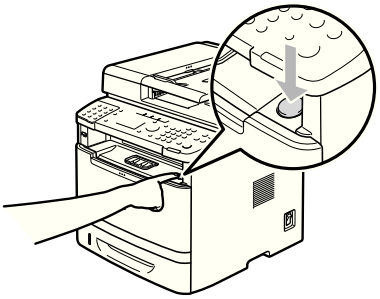
To purchase replacement toner cartridges, contact your local authorized Canon dealer.
To find a dealer near, contact the Canon help line.

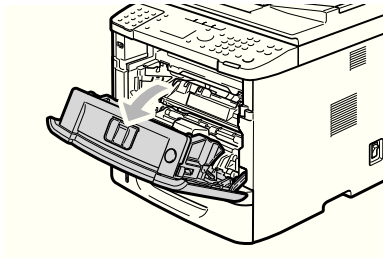
Before Replacing the Toner Cartridge

Before replacing the toner cartridge, see "Replacing the Toner Cartridge" (→P. 8-8)

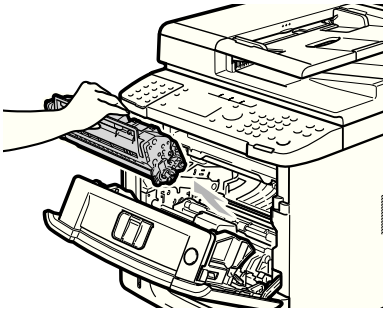
When the toner nearly runs out, follow the steps in the procedure below before replacing the toner cartridge. The machine continues printing until the toner runs out completely.

1 **Open the front cover while holding down the open button.**

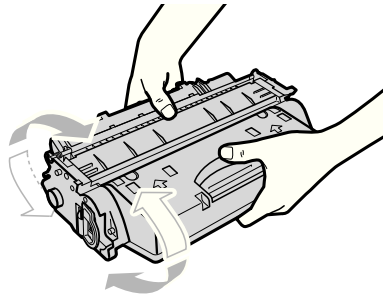




2 **Remove the toner cartridge.**

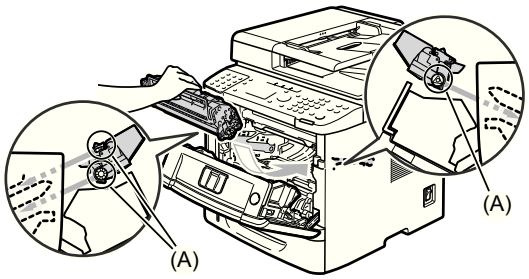


3 **Gently shake the toner cartridge five or six times to evenly distribute the toner inside the cartridge.**



4 **Insert the toner cartridge.**

Fit (A) on both sides of the toner cartridge into the guides located on both sides of the machine and slide the toner cartridge into the machine until the toner cartridge comes to rest and is held against the back of the machine.



5 **Close the front cover.**

If you cannot close the front cover

Make sure that the toner cartridge is installed correctly. Do not try to forcefully close the toner cover, as this may damage the machine.

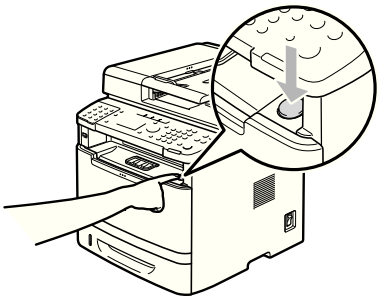
If there are white lines in the print result or it is blurred or distorted even though the above operations have been performed, replace the toner cartridge with a new one.

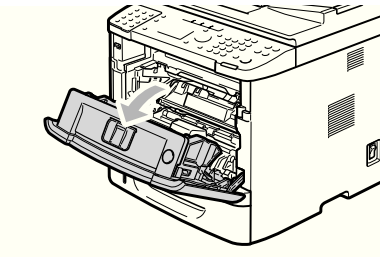
"Replacing the Toner Cartridge" (→P. 8-8)

Replacing the Toner Cartridge

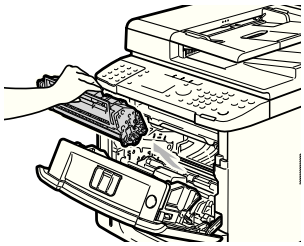
Before replacing toner cartridges, see "Precautions When Replacing Toner Cartridge" (→P. 8-9)

1 **Open the front cover while holding down the open button.**





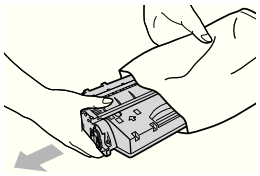
2 Remove the toner cartridge.



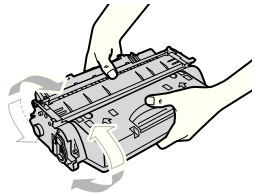
3 Take out the new toner cartridge from the protective bag.

You can open the protective bag with your hands from the notch.

* Keep the protective bag. You will need them when you remove the toner cartridge for printer maintenance or other purposes.

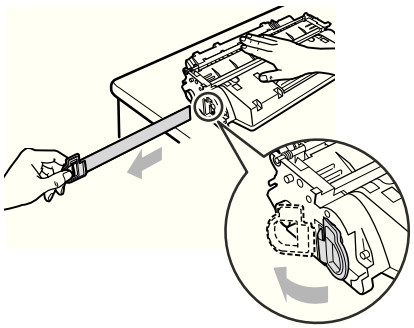


4 Gently shake the toner cartridge five or six times to evenly distribute the toner inside the cartridge.



5 Place the toner cartridge on a flat surface.

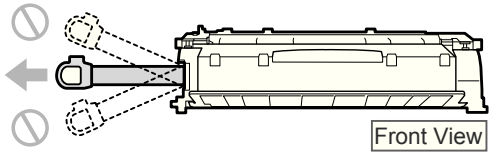
6 Fold the tab, and the pull out the sealing tapes (approximately 20" (50 cm)).



IMPORTANT

Precautions when pulling out the sealing tape

Do not pull the sealing tape at an angle or up and down. If the tape breaks, it may not be pulled out completely.

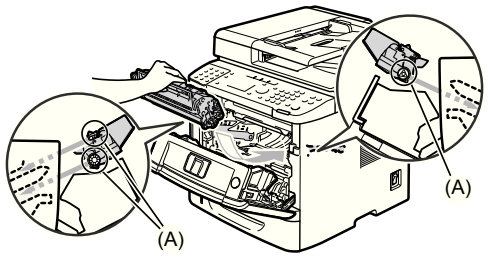


If the sealing tape is still hanging outside the toner cartridge, pull it out completely. If the tape remains inside the toner cartridge, it may cause poor print quality.

Dispose of the sealing tape according to local regulations.

7 Insert the toner cartridge.

Fit (A) on both sides of the toner cartridge into the guides located on both sides of the machine and slidethe toner cartridge into the machine until the toner cartridge comes to rest and is held against the back of the machine.



8 Close the front cover.

If you cannot close the front cover

Make sure that the toner cartridge is installed correctly. Do not try to forcefully close the toner cover, as this may damage the machine.

Precautions When Replacing Toner Cartridge

See "Maintenance and Inspections" (→P. xv) in "Important Safety Instructions" as well.

WARNING

Do not dispose of a used toner cartridge in an open flame.

This may ignite the toner remaining inside the cartridge, resulting in burns or fire.

CAUTION

Precautions to take when you get toner onto your hands or clothing

If toner gets on your hands or clothing, wash them immediately with cold water.

The toner sets onto hands or into clothing if you try to wash it with warm water. Once it is set, you can hardly remove the toner stains.

Be careful not to scatter the toner.

Do not pull out the sealing tape forcefully or stop pulling the tape halfway, as this may cause toner to spill out.

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

IMPORTANT

About replacement toner cartridges

For optimum print quality, when you replace the toner cartridge, using Canon genuine one is recommended.

Model Name	Supported Canon Genuine Toner Cartridge
MF5960dn/ MF5950dw	Canon Cartridge 119
	Canon Cartridge 119 II

Be Careful of Counterfeit Toner Cartridges.

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

Use of counterfeit toner cartridges 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 cartridges.

For more information, see the following Web site.

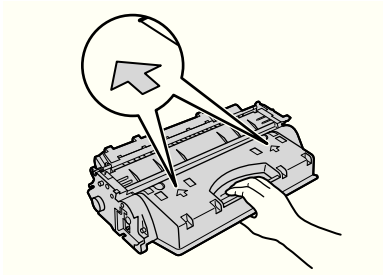
http://www.canon.com/counterfeit

Shake the toner cartridge before replacement.

If the toner is not distributed evenly inside the cartridge, this may cause poor print quality.

Hold the toner cartridges properly.

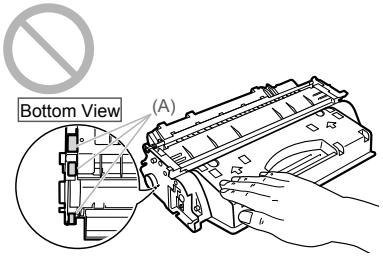
When handling the toner cartridge, hold it properly, as shown in the illustration below. Do not stand it vertically or hold it upside down.

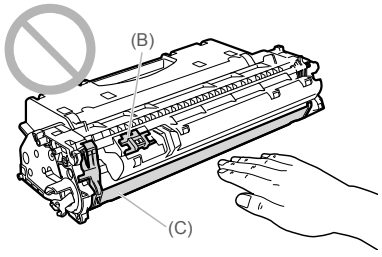


Do not touch the electrical contacts (A) or the toner cartridge memory (B), and do not open the drum protective cover (C).

Touching the electrical contacts (A) or the toner cartridge memory (B) may result in damage to the machine.

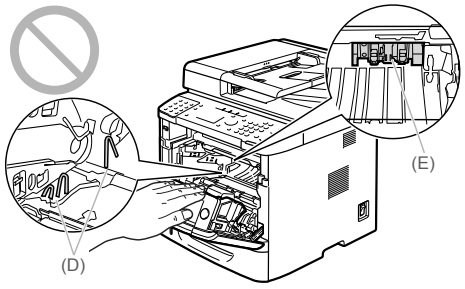
Print quality may deteriorate if you touch or damage the photoconductor drum. Never touch it or open the drum protective cover (C).





Do not touch the high-voltage contacts (D) or the electrical contacts (E).

This may result in damage to the cartridge.



Miscellaneous precautions

Do not expose the toner cartridge to direct sunlight or strong light.

Never disassemble or modify it.

Condensation may form in and on the toner cartridge if it is brought into an environment that exposes it to sudden changes in temperature and/or humidity.

If you move the toner cartridge to a location that is warmer or has higher humidity, leave the cartridge in the new location for 2 hours or longer without opening the protective bag to allow it to adjust to the new temperature.

Do not leave the front cover open for a long time with the toner cartridges installed.

Keep the toner cartridge away from equipment that generates magnetic fields, such as LCD displays and computers.

A toner cartridge is a magnetic product. Keep the toner cartridge away from products that may be damaged by magnetism, such as a floppy disk or disk drive. This may lead to damage to data.

NOTE

About the packing materials

The packing materials are subject to change in form or placement, or may be added or removed without notice.

When <Continue Printing When Toner Is Low> is set to <On>

The machine continues printing the received fax if the toner cartridge is not replaced. Note that the output may not be clear, as subtle details such as thin lines and light colors may not be clearly reproduced, due to a small amount of toner remaining inside the toner cartridge. Plus, the data is deleted once it has been printed.

"Continue Printing When Toner Is Low" (→P. 6-26)

Recycling Used Cartridges

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

The Clean Earth Campaign

● THE Canon CARTRIDGE RECYCLING PROGRAM

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

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

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

Since its inception, The Canon Cartridge Recycling Program has collected huge amount of cartridges that otherwise would have been discarded into landfills or similar facilities.
Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources.
Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.
We appreciate your support of The Canon Cartridge Recycling Program.
Working together we can make a significant contribution to a cleaner planet.

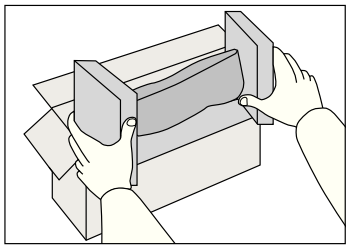
- Cartridges collected through this program are not refilled.
- You are not entitled to a tax deduction or rebate for the return of empty cartridges.
- This program may be modified or discontinued without notice.

U.S.A. PROGRAM

Packaging

● Option A-1: Single Box Return

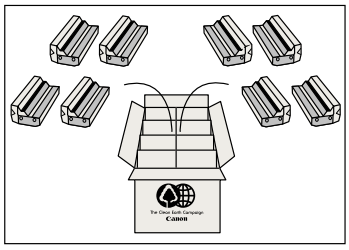
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.



● **Option B: Volume Box Return**

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

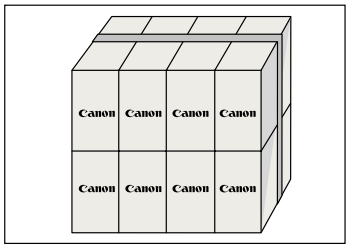
- Place as many cartridges as possible into one box.
  Carefully seal the box with tape;
  or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



● **Option A-2: Multiple Box Return**

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

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



Please be sure that the shipment does not exceed UPS specifications.
Maximum weight = 70 lb. (31.8 kg)
Maximum length = 108" (2,743 mm)
Maximum girth (length + 2 x width + 2 x height) = 130" (3,302 mm)
If your shipment exceeds the above limits, please call 1-800-OK-Canon for special shipping information.

Please Note:
Do not send defective cartridges for replacement.
Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

Shipping

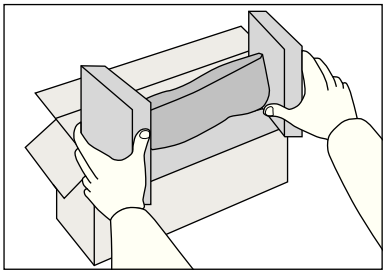
Apply the UPS authorized returning label provided in this guide.
Residents of Alaska and Hawaii: Do not use the UPS authorized returning label. For Alaska and Hawaii Canon set up alternative mail service with the U.S. Postal Service.
Please call 1-800-OK-Canon to receive U.S. Postal Service merchandise returning label.

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

CANADA PROGRAM-CANADA PROGRAMME

● **Option A: Single Box Return**

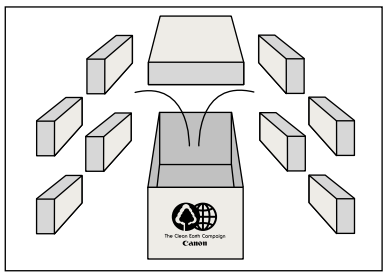
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that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

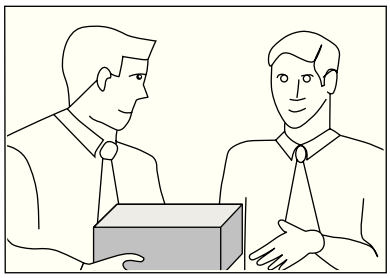


● **Option B: Volume Box Return (eight or more cartridges)**

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

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





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

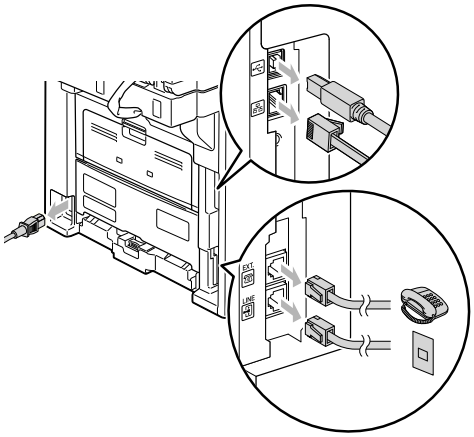
- For further information about The Clean Earth Campaign in Canada, please call or write to Canon.
  1-800-667-2666
  Canon Canada Inc.
  Corporate Customer Relations
  6390 Dixie Road
  Mississauga, ON L5T 1P7

Relocating the Machine

Before transporting the machine, see "Precautions When Relocating the Machine" (→P. 8-15)

Follow the steps in the procedure below to relocate the machine somewhere else for maintenance and other purposes.

1 Turn the power OFF, then disconnect the cables and cord from the machine.



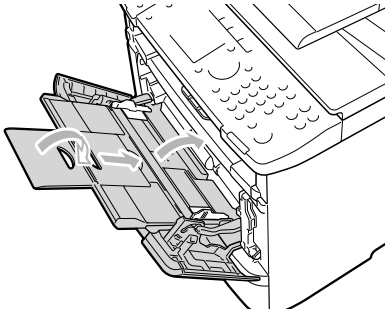
<How to remove the cables and cord>

USB cable*	(1) Turn the computer off. (2) Remove it from the machine.
LAN cable*	(3) Remove it from the machine.
Power cord	(4) Unplug the power plug from the AC power outlet. (5) Remove it from the machine.
Telephone cables*	(6) Remove it from the machine.

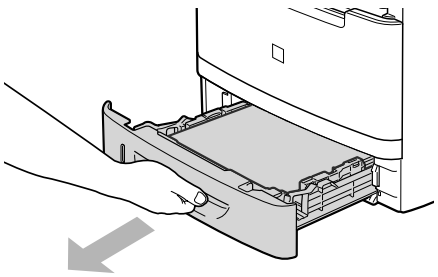
"Storing Toner Cartridges" (→P. 8-7)

* Whether the cable is connected or not varies depending on your environment.

2 If you are using the multi-purpose tray, close it.

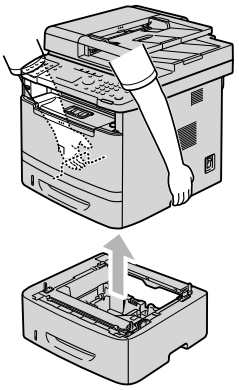


3 Pull out the paper drawer.



4 Carry the machine to the new installation site.

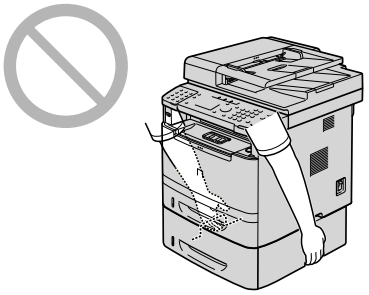
After making sure that the cover and tray are closed, hold the handle on the front to lift and transport the machine. Check the weight of the machine so it can be carried safely.



When the optional paper feeder is installed

Remove the paper feeder from the machine, install it in the new installation site, then transport the machine.

* Do not carry the machine with the paper feeder installed. If you do so, the paper feeder may drop, resulting in personal injury.



5 Put the machine down carefully at the new installation site.

NOTE

Installation procedures

See the Startup Guide that came with the machine.

When transporting the machine long distance

To prevent damage to the machine during transport, perform the following.

- Remove the toner cartridges
  * "Storing Toner Cartridges" (→P. 8-7)
- Securely pack the printer in the original box with packing materials
  * If the original box and packing materials are not available, find an appropriate box along with

Precautions When Relocating the Machine

WARNING

When relocating the machine

Be sure to turn off the power switches of the machine and your computer, and unplug the power plug and interface cables.

Failure to do so can damage the cables or cords, resulting in a fire or electrical shock.

CAUTION

Set the machine down slowly and carefully.

Be careful not to hurt your hands or fingers.

IMPORTANT

Do not carry the machine with the covers or trays open.

Make sure that the scanning platform and paper drawer are closed before lifting, carrying, and relocating the machine.

Chapter 9

Troubleshooting

This chapter describes solutions for cases such as paper jam and when problems are not solved.

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When <Incorrect Size/Setting> Appears 9-11

Troubleshooting 9-12

Check the Following First 9-12
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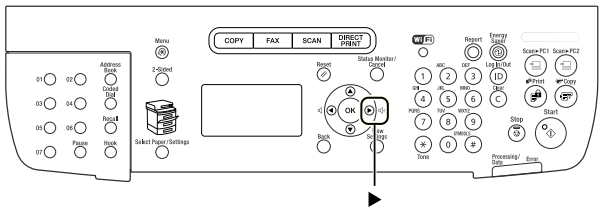
Clearing Jams

Keys to be used for this operation



When <Paper jam.> appears on the display, a paper jam has occurred in the feeder or inside the machine. To remove the jammed document or paper, follow the instructions on the display.

"Document Jams in the Feeder" (→P. 9-2)
"Paper Jams in the Output Area" (→P. 9-4)
"Paper Jams in the Multi-Purpose Tray" (→P. 9-4)
"Paper Jams in the Paper Drawer (Drawer 1 or 2)" (→P. 9-4)
"Paper Jams in the Back Cover and Duplex Unit" (→P. 9-5)
"Paper Jams in the Front Cover" (→P. 9-5)
"Paper Jams in the 2-sided Transport Guide" (→P. 9-6)

IMPORTANT

Perform the operation while the machine is still ON

If it is turned OFF, the data that is printing will be erased.

If the jammed paper is torn

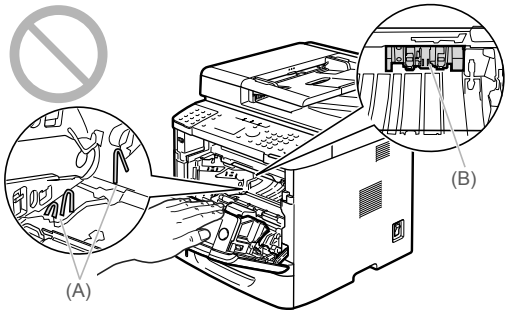
Remove all torn pieces of paper to avoid further jams.

If paper jams occur repeatedly

- Check the followings.
- Fan the paper stack and tap the edge on a flat surface to align the paper before loading it into the machine.
- Make sure that the paper you are using meets the requirements for use.
- ☞ e-Manual → Specifications → Paper → Supported Paper Types
- Make sure that you have removed all scraps of paper from the inside of the machine.

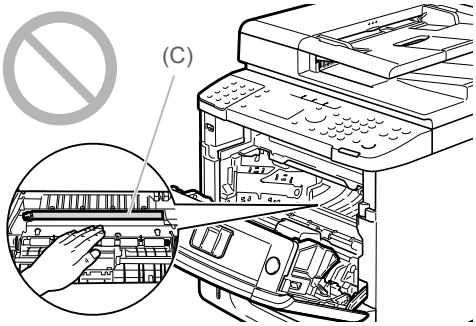
Do not touch the high-voltage contacts (A) or the electrical contacts (B)

This may result in damage to the machine.



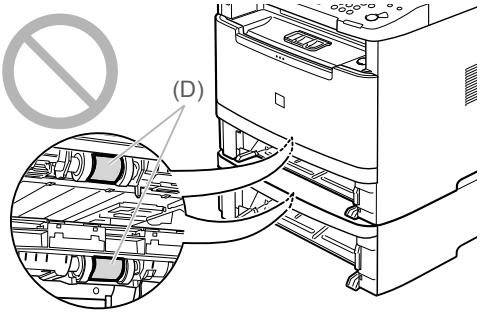
Do not touch the transfer roller (C)

This may result in deterioration of print quality.



Do not touch the feeder roller (D)

This may result in malfunctions or damage to the machine.



NOTE

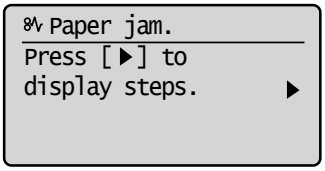
Do not force the jammed document or paper out of the machine.

Contact your local authorized Canon dealer or the Canon help line for assistance, if needed.

Document Jams in the Feeder

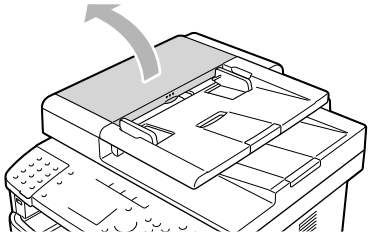
Referring to the procedure on the display, follow the steps below to remove jammed documents.

1 **Press [▶].**



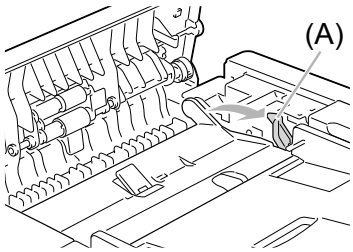
2 **Remove the document loaded in the feeder.**

3 **Open the feeder cover.**

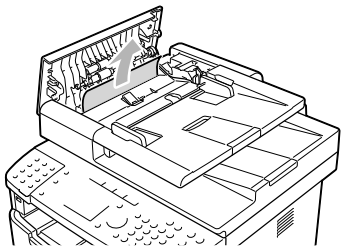


Troubleshooting

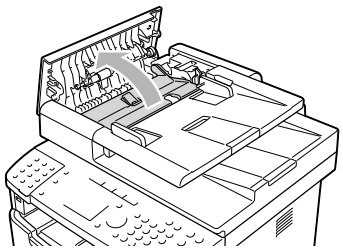
4 **Move the release lever (A) to the position shown in the figure.**



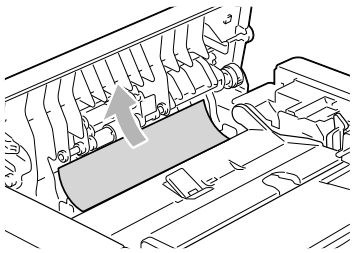
5 **Remove the jammed document by pulling it gently.**



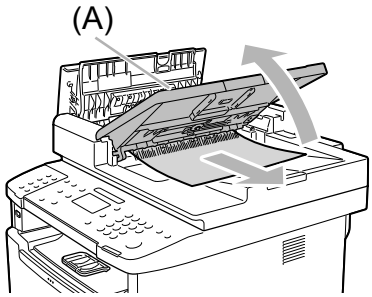
6 **Open the inner cover.**



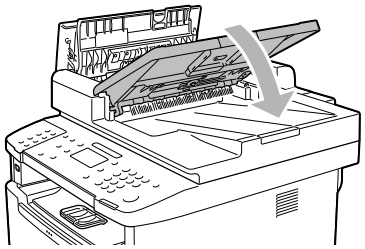
7 **Remove the jammed document by pulling it gently.**



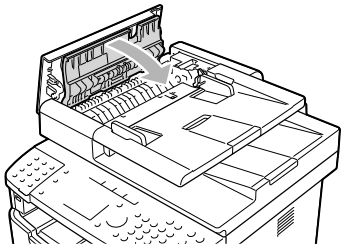
8 **Lift the document feeder tray and remove the document by pulling it gently.**



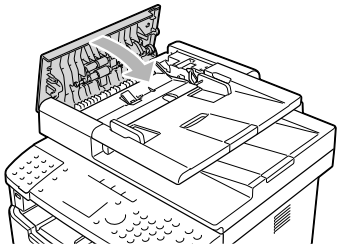
9 **Put the document feeder tray back into place.**



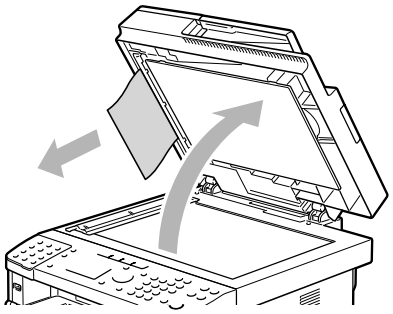
10 **Close inner cover.**



11 **Close the feeder cover.**



12 **Open the feeder or the platen glass cover and remove the document by pulling it gently.**



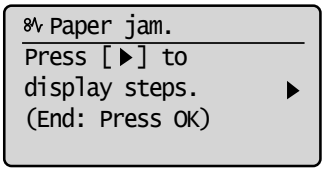
13 **Close the feeder or the platen glass cover gently.**

14 **Place documents in the feeder.**

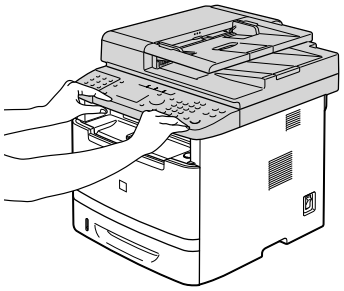
Paper Jams in the Output Area

Referring to the procedure on the display, follow the steps below to remove jammed paper.

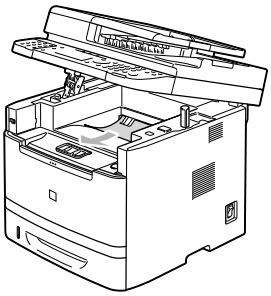
1 **Press [▶].**



2 **Lift the scanning platform.**



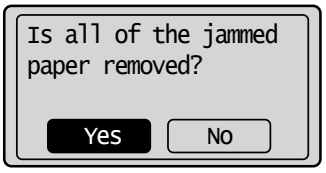
3 **Remove the jammed paper by pulling it out gently.**



4 **Lower the scanning platform.**

5 **When the following screen appears, select <Yes> using [◀] and press [OK].**

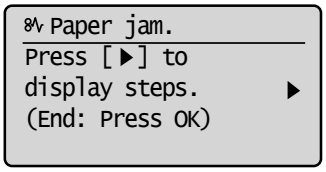
The machine is ready to print.



Paper Jams in the Multi-Purpose Tray

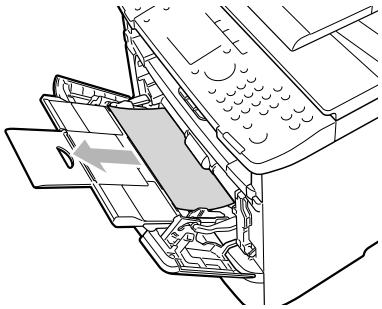
Referring to the procedure on the display, follow the steps below to remove jammed paper.

1 **Press [▶].**



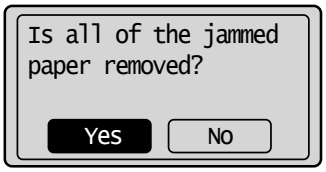
2 **Remove the jammed paper by pulling it out gently.**

If it cannot be removed easily, do not pull it out forcibly. Perform the procedure at the position that is indicated on the message display.



3 **When the following screen appears, select <Yes> using [◀] and press [OK].**

The machine is ready to print.

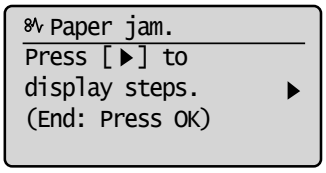


Paper Jams in the Paper Drawer (Drawer 1 or 2)

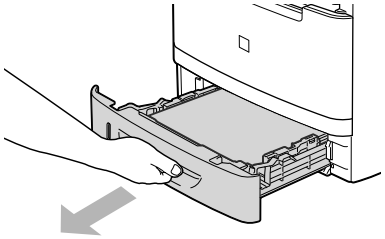
Referring to the procedure on the display, follow the steps below to remove jammed paper.

1 **Press [▶].**

Press [OK] to exit the operation screen.

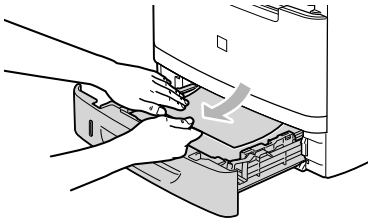


2 **Pull out the paper drawer halfway.**



If paper is jammed in the optional paper drawer (Drawer 2), also pull out this drawer halfway.

3 Remove the jammed paper by pulling it out gently.

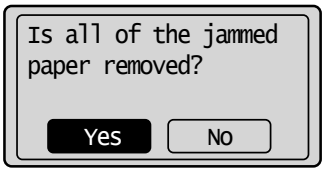


4 Set the paper drawer.

If the optional paper drawer (Drawer 2) is installed, close the optional paper drawer also.

5 When the following screen appears, select <Yes> using [◀] and press [OK].

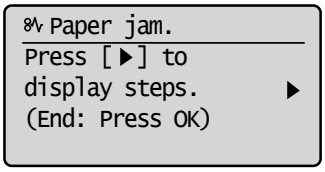
The machine is ready to print.



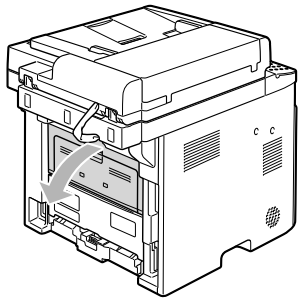
Paper Jams in the Back Cover and Duplex Unit

Referring to the procedure on the display, follow the steps below to remove jammed paper.

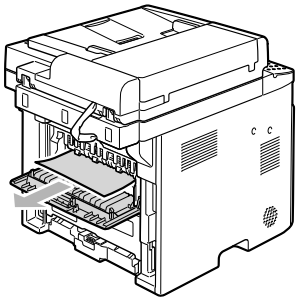
1 Press [▶].



2 Open the back cover.

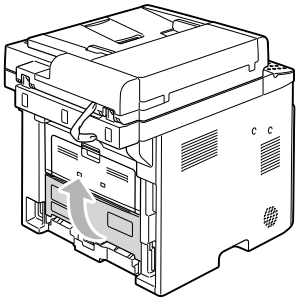


3 Remove the jammed paper by pulling it out gently.

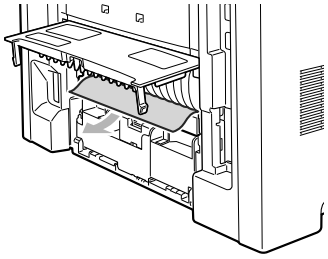


4 Close the back cover.

5 Open the duplex unit cover.



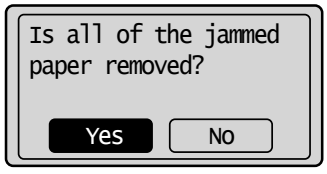
6 Remove the jammed paper by pulling it out gently.



7 Close the duplex unit cover.

8 When the following screen appears, select <Yes> using [◀] and press [OK].

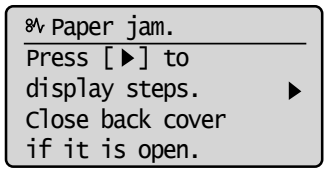
The machine is ready to print.



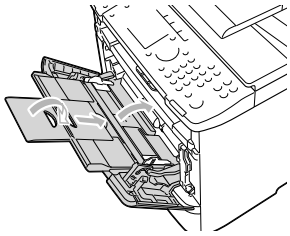
Paper Jams in the Front Cover

1 Press [▶].

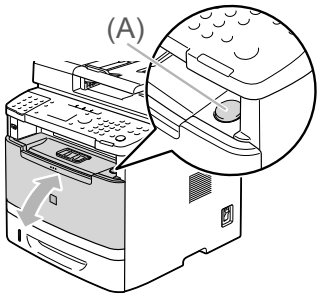
Press [OK] to exit the operation screen.



2 **If you are using the multi-purpose tray, close it.**



3 **Open the front cover while holding down the open button.**

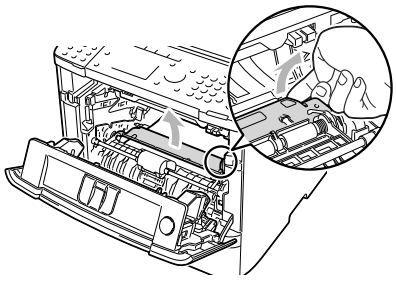


4 **Remove the toner cartridge.**

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

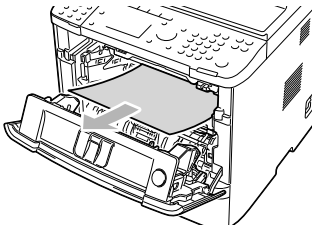
5 **Hold the green tabs (A), and push the transport guide forward and down.**

Do not take your hands off the transport guide until it has reached the original position in Step 7.



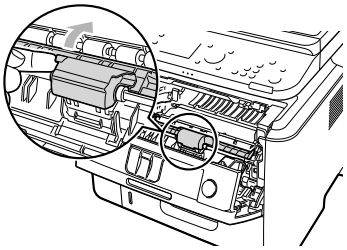
6 **Remove the jammed paper by pulling it out gently.**

Remove it as horizontally as possible so that loose toner does not spill out.

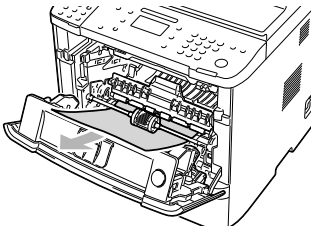


7 **Slowly move the transport guide to its original position.**

8 **Hold the part where the green seal is attached and open the roller cover.**



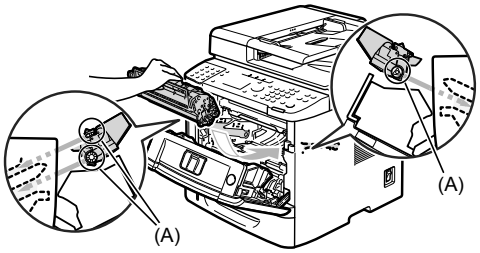
9 **Remove the document by pulling it gently.**



10 **Put the roller cover back in place gently.**

11 **Insert the toner cartridge.**

Fit (A) on both sides of the toner cartridge into the guides located on both sides of the machine and slide the toner cartridge into the machine until the toner cartridge comes to rest and is held against the back of the machine.

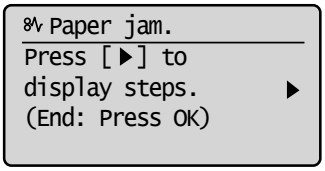


12 **Close the front cover.**

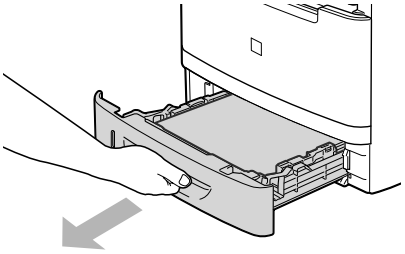
Paper Jams in the 2-sided Transport Guide

1 **Press [▶].**

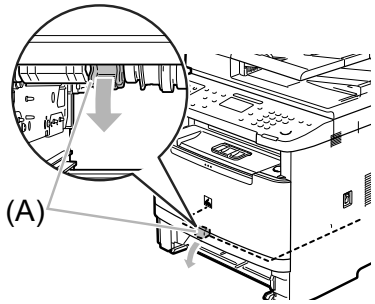
Press [OK] to exit the operation screen.



2 **Pull out the paper drawer.**

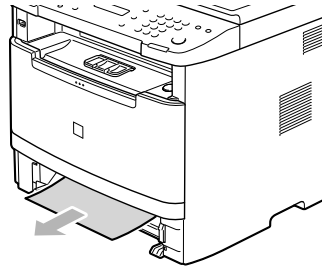


3 **Holding the green tabs (A), open the 2-sided transport guide.**



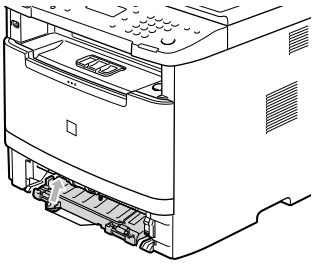
4 **Remove the jammed paper by pulling it out gently.**

If it cannot be removed easily, do not put it forcibly. Proceed to Step 5.



5 **Holding the green tabs, close the 2-sided transport guide securely.**

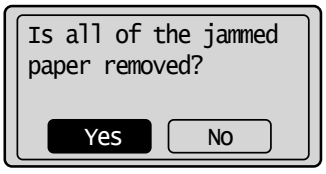
Make sure that both ends of the paper exit guide are closed.



6 **Set the paper drawer.**

7 **When the following screen appears, select <Yes> using [◀] and press [OK].**

The machine is ready to print.



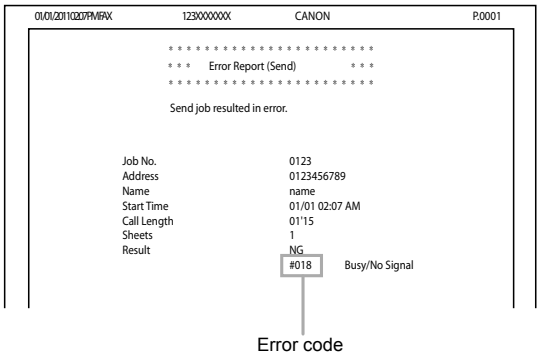
Onscreen Message

If messages appear, see the following and solve the problem.
☞ e-Manual → Troubleshooting → Onscreen Messages

Error Codes

An error code is a 3-digit code recorded as an error log when an error occurs.
You can view the code in the following reports and log:

Error codes for fax jobs	• Error send report • Error receive report • Job history displayed on the system status screen



For details on the reports, refer to the following.
☞ e-Manual → Basic Operation → Printing the Report Automatically

For details on the error code, see the following.

#001	Problem	A document jam has occurred.
	Action	Remove the jammed document.
#003	Problem	The machine is taking considerable time to send high-volume data.
	Action 1	Reduce the scan resolution and try to send the document again.
	Action 2	Reduce the scan resolution or ask the sender to split the document into smaller subsets and send one subset at a time.
#005	Problem 1	The receiving fax machine did not respond within 35 seconds.
	Action	Repeat the sending procedure from the beginning. Additionally, ask the recipient to check the fax machine. When making an overseas call, add a pause to the fax number.
	Problem 2	The receiving fax machine may not be a G3 fax machine.
	Action	Make sure the receiving fax machine is a G3 fax machine. If it is a G3 fax machine, send the document again. Otherwise, switch to the communication mode supported by the receiving fax machine and send the document again.
#012	Problem	The receiving fax machine is out of paper.
	Action	Make sure that there is enough paper loaded in the receiving fax machine's paper tray.
#018	Problem 1	No response is obtained after redialing the number. The line may be busy or disconnected.
	Action	Wait a few seconds before trying to dial the number again. Make sure that the receiving fax machine is ready to receive a document if you still cannot send a fax. Wait a few more seconds before trying to dial the number again if the line is still busy.
	Problem 2	You cannot send a fax because the line is busy or disconnected.
	Action	Make sure that the receiving fax machine is ready to receive a document and try to dial the number again.
	Problem 3	The settings configured on the receiving fax machine may not be the same with your fax machine.
	Action	Make sure that the receiving fax machine is ready to receive a document and try to dial the number again.
	Problem 4	No pause was added to the fax number when sending a fax overseas.
	Action	Add a pause after the country code or in front of the fax number and dial the number again. When sending a fax to a destination registered in a one-touch key, switch to the overseas transmission mode on the detailed setup screen.

#022	Problem	You are restricted to send faxes from your computer.
	Action	You need to disable the restriction. Contact your administrator for more information. ☞ e-Manual → Security → Restricting to Specify Destinations and Use the Sending Functions → Restricting to Send Faxes from Your Computer
#037	Problem 1	The machine memory is full.
	Action	Print, send, or delete any documents stored in memory.
	Problem 2	The data size exceeds the machine's memory capacity.
	Action	Reduce the data resolution or change the file format to reduce the data size.
	Problem 3	The memory is full when using the secure printing.
	Action	Print the documents in several batches or send the job without using the secure printing. ☞ e-Manual → Security → Entering PIN for Printing (Secure Printing) → Setting Secure Printing
#054	Problem 1	An abbreviation of the sender's name or sender's fax number is not registered when the sender sends a fax from a computer.
	Action	Register an abbreviation of the sender's name as well as the sender's fax number.
	Problem 2	The destination number is more than 40 digits long when sending a fax from a computer or importing from the address book.
	Action	Reduce the number of digits to less than 40.
#099	Problem	A job currently being processed has been canceled manually.
	Action	Try to send or receive the document again.
#408	Problem 1	The memory media was disconnected while it was being written to, and writing failed.
	Action	Check to see if the memory media was disconnected, and try writing again.
	Problem 2	An error occurs when transferring images to memory media, and images cannot be transferred normally.
	Action	Check the memory media status, and then repeat the operation.
	Problem 3	The connected memory media is formatted with an unsupported file system.
	Action	Make sure that the memory media is formatted with a file system that is supported by the machine (FAT16 or FAT32).
#701	Problem 1	Failed the authentication of ID or PIN in the Departmental ID Management.
	Action	Specify the correct dept. ID or PIN and redo the authentication.
	Problem 2	The jobs with unknown IDs are restricted.
	Action	Need to deactivate the restriction. Contact the system manager (administrator) for the details ☞ e-Manual → Security → Specifying the Setting for Department ID Management → Specifying Whether or Not to Receive a Print Job from an Unknown ID
#703	Problem	The image region in the memory is full. Cannot write.
	Action 1	Wait until other TX jobs are completed before resending.
	Action 2	Delete the documents saved in the memory. If it still does not work, please turn the machine OFF and then ON again.
	Action 3	Split the document into smaller subsets and send it.
#752	Problem 1	The SMTP server name setting is incorrect.
	Action	Select the appropriate SMTP server name. ☞ e-Manual → Network Settings → Setting the Machine to Be Able To Send Scanned Documents → Configuring E-Mail Send Settings
	Problem 2	The domain name setting is incorrect.
	Action	Select the appropriate domain name. ☞ e-Manual → Network Settings → Additional Network Settings → Setting IPv4 DNS ☞ e-Manual → Network Settings → Additional Network Settings → Setting IPv6 DNS
	Problem 3	The network is not connected.
	Action	Check with your network administrator to make sure that the network is operating normally.
#753	Problem	TCP/IP errors occur when sending files or e-mails. (socket and select errors, etc.)
	Action	Make sure that the network cable connector between the machine and the computer is plugged in securely.
#755	Problem 1	Cannot send becauseTCP/IP is not running properly.
	Action	Check <TCP/IP Settings>. ☞ e-Manual → Network Settings
	Problem 2	The IP address is not set.
	Action	Enter the IP address. ☞ e-Manual → Network Settings → Setting the IP Address
	Problem 3	When the machine was started up, IP addresses were not assigned by either DHCP, RARP or BOOTP.
	Action	After the machine is turned ON, the machine cannot communicate with the network until the time specified in <Startup Settings> has elapsed. Wait a few seconds before resending. ☞ e-Manual → Network Settings → Additional Network Settings → Specifying a Delay Before Establishing the Network Connection

#801	Problem 1	Whenever it communicates with the SMTP server in order to send e-mail, a timeout
	Action	Check to make sure the STMP is operating normally. Check the network status.
	Problem 2	During SMTP connection, an error is returned from the SMTP server.
	Action	Recheck your SMTP server settings.
	Problem 3	The destination setting is not correct.
	Action	Check the destination settings.
	Problem 4	When sending to a file server, an error caused by the server side occurs.
	Action	Check to make sure the file server is operating normally.
#802	Problem	The SMTP server name setting is incorrect.
	Action	Select the appropriate SMTP server name. ☞ e-Manual → Network Settings → Setting the Machine to Be Able To Send Scanned Documents → Configuring E-Mail Send Settings
#804	Problem	No access privileges to folder.
	Action	Make sure that the user name and password that is registered for the destination matches the user account (user name and password) that is registered in the computer (file server).
#806	Problem 1	When sending to a file server, the specified user name and password are incorrect.
	Action	Make sure that the user name and password that is registered for the destination matches the user account (user name and password) that is registered in the computer (file server).
	Problem 2	When sending e-mail, the specified destination is incorrect.
	Action	Check the registered e-mail destination settings.
#810	Problem	While connecting to the POP server, an error is returned from the POP server.
	Action 1	Check to see if the POP server address is entered correctly.
	Action 2	Check with your network administrator to make sure that the mail server is operating normally and that the network is operating normally.
#812	Problem	The POP password setting is incorrect.
	Action	Enter the correct POP password. Check the POP password in the settings notification documentation, etc. issued by the contracted provider, or ask the network administrator.
#813	Problem	The POP login name setting is incorrect.
	Action	Recheck your POP login name setting.
#822	Problem	The job cannot be printed due to incorrect image format.
	Action	Repeat the operation.
#839	Problem	The user name and password setting used for SMTP authentication is incorrect.
	Action	Set the user name and password correctly. ☞ e-Manual → Network Settings → Setting the Machine to Be Able To Send Scanned Documents → Configuring E-Mail Send Settings
#846	Problem	The error has occurred during the POP authentication.
	Action	Recheck the setting and redo the operation. ☞ e-Manual → Network Settings → Setting the Machine to Be Able To Send Scanned Documents → Configuring E-Mail Send Settings
#852	Problem	The error has occurred by shutting down the power switch while processing jobs.
	Action	Recheck the setting and redo the operation.
#853	Problem 1	The job was not able to be processed due to the reason why it was canceled from an application or operating system while the print data was being sent to this machine from a computer etc.
	Action	Check the settings, and then repeat the operation.
	Problem 2	While performing the secure printing, the job has been canceled for running out of time to process.
	Action	Start over the job as necessary.
	Problem 3	The job using the secure printing has been sent when <Secure Print Settings> is turned <Off>.
	Action	Set <Secure Print Settings> to <On>. Or send the job without the secure printing. ☞ e-Manual → Security → Entering PIN for Printing (Secure Printing) → Setting Secure Printing
#995	Problem	A document waiting to be sent or received has been canceled.
	Action	Try to send or receive the document again.

When <Incorrect Size/Setting> Appears

This message appears when the paper size loaded in the paper drawer or multi-purpose tray does not match the size specified in <Drawer 1>, <Drawer 2>, or <Multi-Purpose Tray> in the <Paper Settings> menu. When this message appears, follow the steps in the procedure below.

NOTE

Ignore the message and proceed to print on paper currently set in the paper drawer or multi-purpose tray and press [OK]. Note that this may cause unexpected print results, for example, a part of the image may not be printed at all.

Changing the paper size in the <Paper Settings> menu to match the size loaded in thepaper drawer or multi-purpose tray

Cancel the job and refer to ☞ e-Manual → Basic Operation → Setting the Paper Size and Type → For the Paper Drawer, to change the paper size in <Paper Settings> menu.

IMPORTANT

When printing using the printer driver

Make sure that the paper size specified in the printer driver also matches the size loaded in the paper drawer or multi-purpose tray.

Loading the paper size specified in the <Paper Settings> menu

See "Loading Paper" (→P. 2-9) and load the size specified in the <Paper Settings> menu.

Troubleshooting

If a problem occurs while the machine is in use, try the actions suggested in this section before contacting technical support

Check the Following First

Is the power switched ON?

Make sure that the power cord is securely plugged into the machine and into the wall outlet.

Make sure that electricity is supplied from the power cord.
Use another power cord or check to see if the cord is broken using a voltmeter.

Turn OFF and ON the power switch.

If this works

Has the power switch been just turned ON?

Wait a few seconds until the machine starts and warms up.

If this works

Is the machine in the sleep mode?

Press [ ] (Energy Saver) on the operation panel to return from the sleep mode.

If this works

Are the settings properly configured?

If the machine makes the error sound and does not start operating even after [ ] (Start) has been pressed, the settings may not have been configured properly. Check the configured settings.

Is the Error indicator on or blinking?

Ensure that paper is loaded properly in the paper drawer or multi-purpose tray.
"Loading Paper" (→P. 2-9)

Check to see if there is a jam somewhere inside the machine.
"Clearing Jams" (→P. 9-2)

Turn OFF the power switch, wait 10 seconds, and turn it back ON.
After the problem has been solved, the Error indicator goes out and the screen returns to the standby mode. If the Error indicator keeps blinking, unplug the power cord and contact your local authorized Canon dealer or the Canon help line.

If this works

Does a message appear on the screen?

If an error message appears on the screen, see the following section and try the appropriate action.
"Onscreen Message" (→P. 9-8)
Print the transmission management report to see if the report shows any errors.
☞ e-Manual → Basic Operation → Printing the List → Printing a Communication Management Report

If this works

Is the telephone line connected or configured properly?

Make sure that the telephone cable is properly connected. Make sure that the telephone cable is connected to the external device port and the device cable is connected to the telephone line port mistakenly.
☞ e-Manual → Setting Up the Machine → Specifying Initial Settings for the Fax Functions and Connecting the Telephone Cable

Make sure that the line type (dial or push) specified in the menu matches the type of line connected to the machine.
"Select Line Type" (→P. 6-23)

Make sure that the telephone line is not receiving interference from nearby devices such as a microwave oven. This may affect the status of the telephone line.

If You Cannot Solve a Problem

See "Troubleshooting" in the e-Manual, then solve the problem.

When a Power Failure Occurs

The machine cannot be used while the power supply is cut off.

When there is a power failure, you can or cannot perform the following fax operations.

- You cannot send or receive faxes.
- You may not be able to make a call using the external telephone, depending on your telephone system.
- You may be able to answer a call using the external telephone, depending on your telephone system.

IMPORTANT

To save documents in memory when the power supply is cut off

If the power is lost due to a power failure or the power cord is accidentally unplugged, data can be stored in memory for approximately 5 minutes so you can back it up. To store document in the memory requires the printer's built-in battery must be charged for more than 6 hours. (The printer's power switch is turned ON for more than 6 hours.)

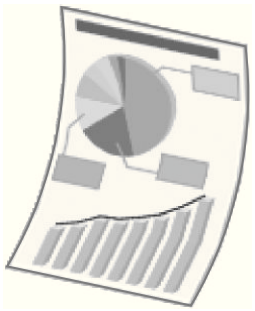
Printing Results Are Not Good

NOTE

To contact your local authorized Canon dealer

When a problem occurs that is not suggested in the e-Manual, or a problem persists if you follow the instructions, or you cannot determine the nature of the problem, contact your local authorized Canon dealer

Paper Curls



Try one of the following to solve the problem.

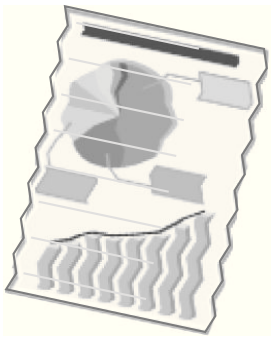
<Cause 1> Damp paper is used.

Solution 1	Replace the paper stack with new unopened one. ☞ e-Manual → Specifications → Paper → Supported Paper Types
Solution 2	Follow the steps in the procedure below when plain paper 16 to 23 lb Bond (60 to 89 g/m^2))is loaded. 1. Access the [Page Setup] tab. 2. Set [Paper Type] to [Plain Paper L].
Solution 3	Change the <Special Mode V> setting from the operation panel. ☞ e-Manual → Maintenance → Special Mode The effect becomes greater as the number goes up. <Off> → <Mode 1> → <Mode 2> (low) (high) * Paper curls and creases can be minimized by changing the paper type and usage conditions, without needing to change the setting. * The more effective the setting becomes, the slower the print speed.

<Cause 2> The paper type loaded is not appropriate.

Solution	Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications. ☞ e-Manual → Specifications → Paper → Supported Paper Types

Paper Creases



Try one of the following solutions according to the cause.

<Cause 1> The paper stack is not loaded correctly.

Solution	Load the paper stack is not loaded correctly. "Loading Paper" (→P. 2-9)

<Cause 2> Damp paper is used.

Solution	Replace the paper stack with new unopened one. ☞ e-Manual → Specifications → Paper → Supported Paper Types

<Cause 3> The paper type loaded is not appropriate.

Solution	Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications. ☞ e-Manual → Specifications → Paper → Supported Paper Types

<Cause 4> There is a foreign object inside the machine.

Solution	Remove the foreign object from the machine.

<Cause 5> Paper creases due to the paper type used or usage conditions of the machine.

Solution	Change the <Special Mode V> setting from the operation panel. ☞ e-Manual → Maintenance → Special Mode The effect becomes greater as the number goes up. <Off> → <Mode 1> → <Mode 2> (low) (high) * Paper curls and creases can be minimized by changing the paper type and usage conditions, without needing to change the setting. * The more effective the setting becomes, the slower the print speed.

Vertical Streaks Appear on the Output

Try one of the following to solve the problem.

<Cause 1> Due to the paper type or usage conditions, vertical streaks appear on the output.

Solution 1	Replace the paper stack with new unopened one. ☞ e-Manual → Specifications → Paper → Supported Paper Types
Solution 2	**To copy** Change the <Special Mode Z> setting from the operation panel. **To print from USB Direct Print or a computer** For USB Direct Print, change the <Special Mode X> setting in the operation panel. To print from a computer, change the [Special Print Adjustment] setting in the print driver. ☞ e-Manual → Maintenance → Special Mode The effect becomes greater as the number goes up. <Off> → <Mode 1> → <Mode 2> → <Mode 3> (low) (high) * Streaks can be minimized by changing the paper type or usage conditions, without needing to change the setting. * The more effective the setting, the lower the density becomes. Additionally, the outline of text and images may be reproduced less clearly, and images may appear slightly jagged. * If you cannot solve the problem even setting <Special Mode X>, set <Special Mode D> to <On>.
Solution 3	**To print received faxes or the print report** Change the <Special Mode C> setting to <On> from the operation panel. **To apply the solutions to all the jobs** Change the <Special Mode D> setting to <On> in the print driver. ☞ e-Manual → Maintenance → Special Mode * Streaks can be minimized by changing the paper type or usage conditions, without needing to change the setting. * If you set this option to <On>, the printing speed will be slow.

<Cause 2> The toner cartridge was replaced recently, or the machine has not printed anything for an extended period of time.

Solution	Change the setting of <Special Mode B> from the operation panel. ☞ e-Manual → Maintenance → Special Mode The effect becomes greater as the number goes up. <Off> → <Mode 1> → <Mode 2> → <Mode 3> (low) (high) * Streaks can be minimized by changing the paper type or usage conditions, without needing to change the setting. * If you set this option to <On>, the printing speed will be slow.

Toner Smudges and Spatters Appear around Text and Images

Try one of the following to solve the problem.

<Cause 1> The paper type loaded is not appropriate.

Solution	Make sure that the number of sheets or the paper type loaded in the paper drawer or multi-purpose tray meets the paper specifications. ☞ e-Manual → Specifications → Paper → Supported Paper Types

<Cause 2> Due to the paper type (for example, heavy paper) or usage conditions (for example, dry conditions), toner smudges and spatters appear on the output.

Solution	Change the <Special Mode U> setting to <On> from the operation panel. ☞ e-Manual → Maintenance → Special Mode * Set this setting to <Off> unless the above mentioned problem occurs. * The print quality may become lower when this setting is enabled, depending on the paper type used (for example, thin paper) or usage conditions (humid conditions).

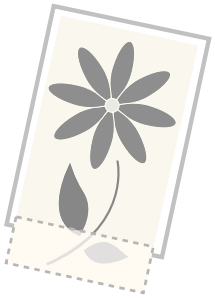
The Bottom Edge of Paper or Following Paper Has Smudge Marks

Perform following procedure.

<Cause> A document with no margins was printed.

Solution 1	Data is printed with a margin of 5 mm (10 mm for envelopes). Provide a margin around the data. "Printable Area" (→P. 2-8)
Solution 2	Perform the following procedure in the printer driver. 1. Display the [Finishing] sheet. 2. Click [Advanced Setting]. 3. Set [Enlarge Print Area] to [Off].

A Portion of the Page Is Not Printed



Perform one of the following solutions according to the cause.

<Cause> A document with no margins was printed.

Solution 1	Data is printed with a margin of 5 mm (10 mm for envelopes). Provide a margin around the data. "Printable Area" (→P. 2-8)
Solution 2	Perform the following procedure in the printer driver. 1. Display the [Finishing] sheet. 2. Click [Advanced Setting]. 3. Set [Enlarge Print Area] to [Off].

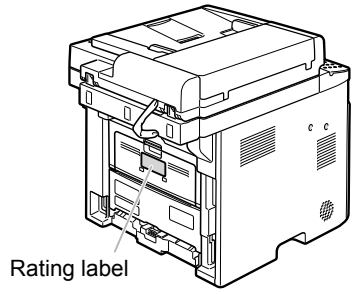
When a Problem Cannot Be Resolved

Customer Support (U.S.A.)

If you cannot solve a problem by referring to the information in this chapter, contact the Canon Customer Care Center at 1-800-OK-CANON, Monday through Friday, between 8:00 A.M. and 8:00 P.M. EST. On-line support is available 24 hours a day at http://www.canontechsupport.com.

Please have the following information ready when contacting the Canon Customer Care Center:

- Product name (imageCLASS MF5960dn/MF5950dw)
- Serial number (a character string of 3 letters and a 5-digit number; located on the rating label on the rear side of the machine or on the label on inside of the machine's front cover)



- Place of purchase
- Nature of the problem
- Steps you have taken to solve the problem and the results

WARNING

If the machine makes strange noises or emits smoke or an odd odor

Turn OFF the power switch immediately, disconnect the power cord, and contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

IMPORTANT

If you attempt to fix the machine yourself

It may void the limited warranty.

Customer Support (Canada)

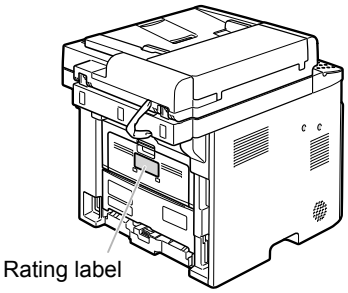
Canon Canada Inc., offers a full range of customer technical support options*:

* Available support options are subject to change without notice.

- To perform step-by-step troubleshooting, send e-mail to technical support, download drivers or support documents, or view answers to frequently asked questions, visit http://www.canon.ca/
- Free live technical support is available from 9 A.M. to 8 P.M. EST, Monday through Friday (excluding holidays), for products still under warranty 1-800-OK-CANON
- To find the location of the authorized service facility nearest you, visit http://www.canon.ca/ or call 1- 800-OK-CANON.
- If the problem cannot be corrected via these technical support options, repair options are available from the technical support personnel via the website at http://www.canon.ca/

Please have the following information ready when contacting the Canon Customer Care Center:

- Product name (imageCLASS MF5960dn/MF5950dw)
- Serial number (a character string of 3 letters and a 5-digit number; located on the rating label on the rear side of the machine or on the label on inside of the machine's front cover)



- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

WARNING

If the machine makes strange noises or emits smoke or an odd odor

Turn OFF the power switch immediately, disconnect the power cord, and contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

IMPORTANT

If you attempt to fix the machine yourself

It may void the limited warranty.

Chapter 10

Registering/Setting the Various Functions

You can set or change machine functions from the setting menu according to your purpose.

Setting Menu List **10-2**

Printing a User Data List 10-2

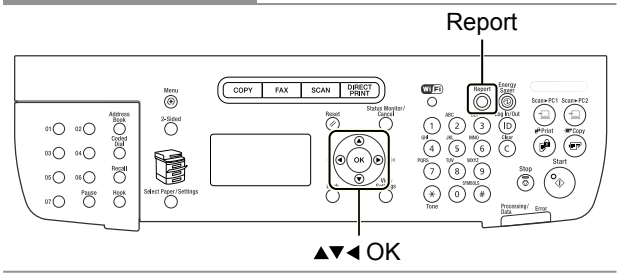
Contents of the Setting Menu 10-2

Setting Menu List

Printing a User Data List

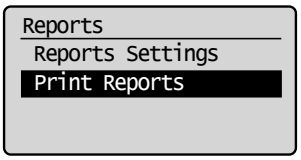
To see the contents of current settings, print out user's data list.

Keys to be used for this operation

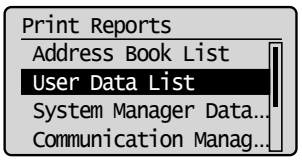


1 **Press [◯] (Report).**

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

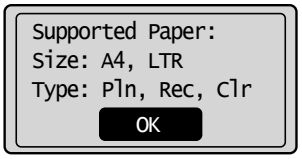


3 **Select <User Data List> using [▲] or [▼] and press [OK].**



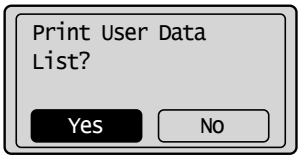
4 **Make sure that paper is loaded in the paper source and press [OK].**

Load the displayed paper size.



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

Printing starts.



6 **Press [◯] (Report) to close <Print Report> screen.**

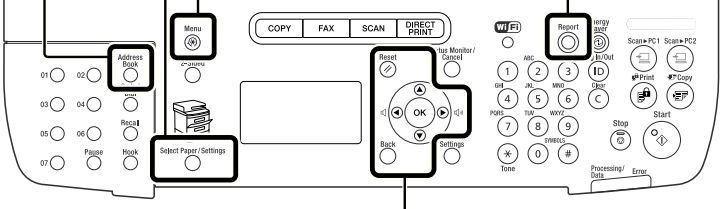
Contents of the Setting Menu

[Address Book] key
Register the following types of destination.
- One-touch keys
- Coded dialing
- Group dialing

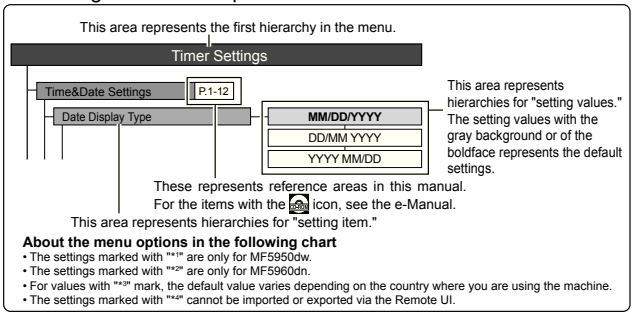
[Select Paper/Settings] key
Register the size and type of the paper to be used.
You can also register a custom paper size.

[Menu] key
Configure the machine settings.
You can perform adjustment and cleaning.

[Report] key
You can specify the settings for various report output conditions and output a report.



Viewing the Route Map



About the menu options in the following chart
- The settings marked with "*1" are only for MF5950dw.
- The settings marked with "*2" are only for MF5960dn.
- For values with "*3" mark, the default value varies depending on the country where you are using the machine.
- The settings marked with "*4" cannot be imported or exported via the Remote UI.

Menu Operations

◀	Returns to the previous hierarchy.
▶	Proceeds to the next hierarchy.
▲	Selects an upper item/setting value.
▼	Selects a lower item/setting value.
OK	Proceeds to the next hierarchy. Also, a setting value is determined, and an operation is performed. * When <Apply> appears in the screen, you need to select <Apply> and press [OK] after specifying the setting.
Back ◯	Returns to the previous hierarchy.
Reset ⊘	Resets the settings. (Resets the copy/scan/fax/USB direct print mode.)

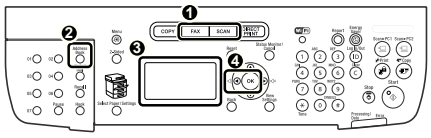
Press [(Menu)] to exit the menu screen and return to the default screen.

Address Book

<How to display>

❶ Press [FAX] or [SCAN].
❷ Press [Address Book].
❸ The address book is displayed.
❹ Press [◀] to select [ ], and then press [OK].

Keys to be used for this operation



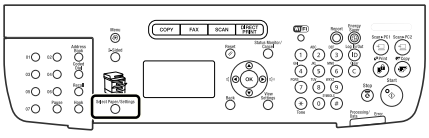
- Coded Dial — P.5-6
  - Fax
    - Name — Max 16 characters
    - Destination — Max 120
    - Settings
      - ECM TX — Off / **On**
      - Speed — **33600 bps** / 14400 bps / 9600 bps / 4800 bps
      - Long Distance — **Domestic** / International (1) / International (2) / International (3)
    - Coded Dial:Registration No.
  - E-Mail
    - Name — Max 16 characters
    - Destination — Max 120 characters
    - Coded Dial:Registration No.
  - Group
    - Name — Max 16 characters
    - Destination — Select Coded Dial/One-Touch Dial
    - Coded Dial:Registration No.
- One-Touch Dial — P.5-3
  - Fax
    - Enter Registration No.
    - Name — Max 16 characters
    - Destination — Max 120
    - Settings
      - ECM TX — Off / **On**
      - Speed — **33600 bps** / 14400 bps / 9600 bps / 4800 bps
      - Long Distance — **Domestic** / International (1) / International (2) / International (3)
    - One-Touch Dial:Registration No.
  - E-Mail
    - Name — Max 16 characters
    - Destination — Max 120 characters
    - One-Touch Dial:Registration No.
  - Group
    - Enter Registration No.
    - Name — Max 16 characters
    - Destination — Select Coded Dial/One-Touch Dial
    - One-Touch Dial: Registration No.

Paper Settings

<How to display>

Press [Select Paper/Settings].

Keys to be used for this operation



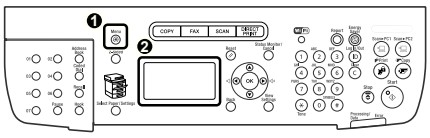
"Setting a Paper Size and Type" (→P. 2-14)

Menu

<How to display>

❶ Press [Menu].
❷ The setting menu is displayed.

Keys to be used for this operation



Network Setting

- Select Wired/Wireless LAN*1 — **Wired LAN** / Wireless LAN
- Wireless LAN Settings*1
  - WPS Push Button Mode
  - WPS PIN Code Mode
  - SSID Settings — Select Access Point, Manual Settings
  - Wireless LAN Information (MF5950dw only) — MAC Address, Wireless LAN Status, Latest Error Information, Channel, SSID Settings, Security Settings
- TCP/IP Settings
  - IPv4 Settings
    - IP Address Settings
      - Auto Obtain
        - Select Protocol — Off / **DHCP** / BOOTP / RARP
        - Auto IP — Off / **On**
      - Manual Obtain
        - IP Address — 0.0.0.0
        - Subnet Mask — 0.0.0.0
        - Gateway Address — 0.0.0.0
      - View Settings
        - Auto Obtain
        - IP Address
        - Subnet Mask
        - Gateway Address
    - PING Command — 0.0.0.0
    - DNS Settings
      - DNS Server Settings
        - Primary DNS Server — 0.0.0.0
        - Secondary DNS Server — 0.0.0.0
      - DNS Host Name/Domain Name Settings*1
        - Host Name
        - Domain Name
      - DNS Dynamic Update Settings
        - **Off**
        - On DNS Dynamic Updt. Time:0 to **24** to 48(hr.)
    - mDNS Settings*1
      - Off
      - **On** — mDNS Name
    - DHCP Option Settings
      - Acquire Host Name: Off, **On**
      - DNS Dynamic Update:**Off**, On
  - IPv6 Settings
    - Use IPv6 — **Off** / On / View Settings
    - Stateless Address Settings — Off / **On** / View Settings
    - Use DHCPv6 — **Off** / On / View Settings

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- DNS Settings
  - DNS Host Name/Domain Name Settings*1
    - Use IPv4 Host/Domain
      - Off
      - **On**
        - Host Name
        - Domain Name
    - DNS Dynamic Update Settings
      - **Off**
      - On
        - Register Manual Address: **Off**, On
        - Register Stateful Address: **Off**,On
        - Register Stateless Address: **Off**, On
        - DNS Dynamic Update Time: 0 to **24** to 48 (hr.)
  - mDNS Settings
    - Off
    - **On**
      - Use IPv4 Name for mDNS: Off, **On**
- WINS Settings
  - WINS Resolution: **Off**, On (WINS Server Address: 0.0.0.0)
  - Scope ID
- LPD Settings
  - Off
  - **On**
- RAW Settings
  - Off
  - **On**
- WSD Settings
  - 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
  - Off
  - **On**
- Port Number Settings
  - LPD: 1 to **515** to 65535
  - RAW: 1 to **9100** to 65535
  - HTTP: 1 to **80** to 65535
  - POP3 RX: 1 to**110** to 65535
  - SMTP TX: 1 to **25** to 65535
  - SNMP: 1 to **161** to 65535
  - WSD Search: 1 to **3702** to 65535
- MTU Size
  - 1300, 1400, **1500**
- SNMP Settings*1
  - SNMPv1 Settings
    - Off
    - **On**
      - Community Name 1: **Public**
      - Community Name 2: Not Set
      - MIB Access Permission 1: **Read Only**, Read/Write
      - MIB Access Permission 2: **Read Only**, Read/Write
      - Dedicated Community Settings: Off, **Read/Write**, Read Only
  - SNMPv3 Settings
    - **Off**
    - On
  - Printer Management Information From Host
    - **Off**
    - On
- Dedicated Port Settings
  - Off
  - **On**
- Startup Settings
  - **0** to 300 (sec.)
- Ethernet Driver Settings
  - Auto Detect
    - Off
    - **On**
      - Communication Mode: Half Duplex, **Full Duplex**
      - Ethernet Type:**10 Base-T**, 100 Base-TX
  - MAC Address
- IEEE802.1X Settings
  - **Off**
  - On

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Preferences

- Sound Volume Control
  - Fax Tone
    - Off
    - **On**
      - Fax Volume: **1** to 3
  - Ring Tone
    - Off
    - **On**
      - Ring Tone Volume: **1** to 3
  - TX Done Tone
    - Off
    - **On**
      - TX Done Volume: **1** to 3
    - Only When Error Occurs
      - TX Done Volume: **1** to 3
  - RX Done Tone
    - Off
    - **On**
      - RX Done Volume: **1** to 3
    - Only When Error Occurs
      - RX Done Volume: **1** to 3
  - Scanning Done Tone
    - Off
    - **On**
      - Scanning Done Volume: **1** to 3
    - Only When Error Occurs
      - Scanning Done Volume: **1** to 3
  - Entry Tone
    - Off
    - **On**
  - Invalid Entry Tone
    - **Off**
    - On
  - Restock Supplies Tone
    - **Off**
    - On
  - Warning Tone
    - Off
    - **On**
  - Job Done Tone
    - Off
    - **On**
  - Energy Saver Alert
    - **Off**
    - On
- Display Settings
  - Select Default Screen
    - **Copy**
    - Fax
    - Scan
    - USB Direct Print
  - Language
    - **English**
    - French
    - Spanish
    - Portuguese
  - Remote UI Language
    - **English**
    - French
    - Spanish
    - Portuguese
  - Brightness
    - -4 to **0**
  - Contrast
    - -3 to **0** to +3
  - Invert Screen Colors
    - **Off**
    - On
  - mm/Inch Entry Switch
    - mm
    - **Inch**
  - Gram/Pound Switch
    - Gram
    - **Pound**
  - Message Display Time
    - 1 to **2** to 5 (seconds)
  - Scrolling Speed
    - Slow
    - **Normal**
    - Fast
  - Cursor Movement*3
    - **Auto**
    - Manual

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Timer Settings

- Time & Date Settings (P.1-12)
  - Date Display Type: **MM/DD/YYYY**, DD/MM YYYY, YYYY MM/DD
  - 12/24 Hour Clock: **12 Hour (AM/PM)**, 24 Hour
  - Current Time Settings*4
  - Time Zone Settings: GMT-12:00 to **GMT-5:00** to GMT+12:00
  - Daylight Savings: **Off**, On
    - Start (M/W/D)
    - End (M/W/D)
- Sleep Timer (P.1-11): 3 to **5** to 240 (minutes)
- Auto Reset Timer: (0=Off, 1-9), 1 to **2** to 9 (minutes)
- Screen After Auto Reset: **Default Screen**, Selected Screen
- Auto Offline Time: (0=Off, 1-60), 1 to **5** to 60 (minutes)

Common Settings

Settings or values with a "*" mark may not appear depending on the availability of the optional accessories.

- Drawer Auto Selection
  - Copy: Multi-Purpose Tray: **Off**, On; Drawer 1:Off, **On**; Drawer 2*:Off, **On**
  - Printer: Drawer 1:Off, **On**; Drawer 2*:Off, **On**
  - Fax: Multi-Purpose Tray: **Off**, On; Drawer 1:Off, **On**; Drawer 2*:Off, **On**
  - Other: Multi-Purpose Tray: **Off**, On; Drawer 1:Off, **On**; Drawer 2*:Off, **On**
- Switch Paper Feed Method: Multi-Purpose Tray: **Print Speed Priority**, Print Side Priority; Drawer 1: **Print Speed Priority**, Print Side Priority; Drawer 2* : **Print Speed Priority**, Print Side Priority

Copy Settings

- Change Defaults (P.3-13)

Fax Settings

- Basic Settings
  - Register Unit Telephone Number
  - Select Line Type: Pulse, **Tone**
  - Off-Hook Alarm: **Off**, On
    - Off-Hook Alarm Volume: **1** to 3
- TX Function Settings
  - Change Defaults
  - Register Unit Name (Fax)
  - ECM TX: Off, **On**
  - **Pause Time**: 1 to **2** to 15 (seconds)
  - Auto Redial: Off, **On**
    - Redial Times: 1 to **2** to 10 (seconds)
    - Redial Interval: **2** to 99 (minutes)
    - Redial When Err Occurs: Off, **On**
  - Sender ID: Off, **On**
    - Print Location: On Image, **Above Image**
    - Mark No. as: TEL/FAX: **FAX**, TEL
  - Check Dial Tone Before Sending: **Off**, On

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- RX Function Settings
  - ECM RX: Off, **On**
  - Incoming Ring: Off, **On** (- Ring Times: 1 to **2** to 99 (times))
  - Remote RX: Off, **On** (- Remote RX ID: 00 to **25** to 99)
  - Auto RX Switch: **Off**, On (- Incoming Ring Time: 1 to **15** to 99 (seconds))
- RX Print Settings
  - 2-Sided Printing: **Off**, On
  - Reduce RX Size: Off, **On** (- Reduction Ratio: **Auto**, 97, 95, 90, 75 (%) - Reduction Method: Vertical/Horizontal, **Vertical Only**)
  - RX Page Footer: **Off**, On
  - Continue Printing When Toner Is Low: **Off**, On
- Fax Setup Guide*4

Scan Settings

- TX Function Settings
  - Change Defaults
    - E-Mail
    - Windows (SMB)
  - Register Unit Name (E-Mail)
- Memory Media Settings
  - Change Defaults
- Output File Image Settings
  - Color Send Gamma Value: Gamma 1.0, Gamma 1.4, **Gamma 1.8**, Gamma 2.2
  - PDF (Compact) Image Level: - Image Quality in Text/Photo, Photo Mode: Data Size Priority, **Normal**, Image Quality Priority - Image Quality in Text Mode: Data Size Priority, **Normal**, Image Quality Priority
- Shortcut Key Settings*4

USB Direct Print Settings

- Change Defaults
- File Sort Default Settings: **Name (Ascending)**, Name (Descending), Date/Time (Ascending), Date/Time (Descending)
- File Name Format: Short File Name,**Long File Name**

Printer Settings

- Copies*2: **1** to 99 (Copies)
- 2-Sided Printing*2: **Off**, On
- Default Paper Size*2: **LTR**, LGL, STMT, EXEC, No. 10 (COM10), Monarch, DL, ISO-C5, ISO-B5, A4, A5, B5
- Paper Size Override: **Off**, On
- Print Quality
  - Density: -4 to **0** to 4
  - Toner Save: **Off**, On
  - Image Refinement: Off, **On**
- Layout*2
  - Binding Location: **Long Edge**, Short Edge
  - Gutter: -1.90 to **0.00** to 1.90 (inches)
  - Offset Short Edge (Front): -2.00 to **0.00** to 2.00 (inches)

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- Offset Long Edge (Front) — -2.00 to **0.00** to 2.00 (inches)
- Offset Short Edge (Back) — -2.00 to **0.00** to 2.00 (inches)
- Offset Long Edge (Back) — -2.00 to **0.00** to 2.00 (inches)
- Auto Error Skip*2 — **Off** / On
- Timeout*2 — 5 to **15** to 300 (Second)
- Personality*2 — **Auto**, PS, PCL
- PCL*2
  - Paper Save — **Off** / On
  - Orientation — **Portrait** / Landscape
  - Font Number — **0** to 56
  - Point Size — 4.00 to **012.00** to 999.75 (point)
  - Pitch — 0.44 to **10.00** to 99.99 (cpi)
  - Form Lines — 5 to **60** to 128 (lines)
  - Symbol Set — **PC8**, PC850, PC852, PC8DN, PC8TK, PIFONT, PSMATH, PSTEXT, ROMAN8, VNINTL, VNMATH, VNUS, WIN30, WINBALT, WINL1, WINL2, WINL5, DESKTOP, ISO11, ISO15, ISO17, ISO21, ISO4, ISO6, ISO60, ISO69, ISOL1, ISOL2, ISOL5, ISOL6, LEGAL, MATH8, MCTEXT, MSPUBL, PC1004, PC775
  - Custom Paper — **Off** / On
  - Unit of Measure — Millimeters / **Inches**
  - X dimension — 3 to **8_1/2** (inches)
  - Y dimension — 5 to **14_0/0** (inches)
  - Append CR to LF — Yes / **No**
  - Enlarge A4 Print Width — **Off** / On
  - Halftones
    - Text — **Color Tone**, Resolution, Gradation, High Resolution
    - Graphics — **Color Tone**, Resolution, Gradation, High Resolution
    - Images (e.g. photographic images) — **Color Tone**, Resolution, Gradation, High Resolution
- PS*2
  - Job Timeout — **0** to 3600 (Second)
  - Print PS Errors — **Off** / On
  - Halftones
    - Text — **Resolution**, Gradation, High Resolution
    - Graphics — **Resolution**, Gradation, High Resolution
    - Images (e.g. photographic images) — **Resolution**, Gradation, High Resolution

Adjustment/Maintenance

- Copy Image Adjustment
- Printer Density
- Toner Saver Mode — **Off** / On
- Black Text Processing for Color
  - Feeder — -3 to **0** to +3
  - Platen Glass — -3 to **0** to +3
- Special Processing
  - Special Mode U — **Off** / On
  - Special Mode V — **Off** / Mode 1 / Mode 2
  - Special Mode X* — Off / **Mode 1** / Mode 2 / Mode 3
    *Only when printing from USB memory media or a computer.
  - Special Mode Z* — Off / **Mode 1** / Mode 2 / Mode 3
    *Only for copy jobs.

Continues to the upper right

Continues from the lower left

- Special Mode B — **Off** / Mode 1 / Mode 2 / Mode 3
- Special Mode C* — **Off** / On
  *Only when printing a fax RX report or other reports
- Special Mode D — **Off** / On
- Clean Fixing Unit — P.8-2
- Clean Feeder

System Settings

- Network Settings (P.10-3)
- System Manager Information Settings
  - System Manager ID: Up to seven digits
  - System Manager PIN: Up to seven digits
  - System Manager Name: Up to 32 characters
- Device Information Settings
  - Device Name: Up to 32 characters
  - Location: Up to 32 characters
- Dept. ID Management On/Off — **Off** / On
- Security Settings
  - Use SSL — **Off** / On
  - IPv4 Address Filter
    - Send Filter — **Off** / On
    - Receive Filter — **Off** / On
  - IPv6 Address Filter
    - Send Filter — **Off** / On
    - Receive Filter — **Off** / On
  - MAC Address Filter
    - Send Filter — **Off** / On
    - Receive Filter — **Off** / On
- Communication Management Settings
  - Fax Settings — TX Start Speed: **33600 bps**, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps / RX Start Speed: **33600 bps**, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps
  - Memory Lock Settings — **Off** / On
    - Memory Lock PIN
    - Print Report — Off / **On**
    - Memory Lock Time:Not Set — **Off** / On - Memory Lock Start Time - Memory Lock End Time
- Select Country/Region*4 — **United States (US)***3 / Canada (CA) / Brazil (BR) / Mexico (MX) / Other
- Forwarding Settings*4 — **Off** / On
- Store/Print When Fowarding
  - Print Images — Off, **On**, Only When Error Occurs
  - Store Images in Memory — **Do Not Store**, Only When Error Occurs
- Remote UI On/Off*4 — Off / **On**
- Restrict TX Function
  - Address Book PIN
  - Restrict New Destinations — **Off** / On
  - Allow Fax Driver TX — Off / **On**

Continues to the next page

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- Restrict History TX — **Off** / On
- Fax No. Confirmation Re-Entry — **Off** / On
- Restrict Sequential Broadcast — **Off** / Confirm Sequential Broadcast, Reject Sequential Broadcast
- Display Job History*1 — Off / **On**
- USB Device On/Off — Off / **On**
- Memory Media Storage On/Off — Off / **On**
- USB Direct Print On/Off — Off / **On**
- Secure Print Settings — Off / **On** / Secure Print Del. Time: 10 to **30** to 240 (min.)
- Select PDL (Plug-n-Play)*2
  - Network — FAX, **UFRII LT,** UFRII LT (XPS), PCL5, PCL6, PS
  - USB — **UFRII LT**, UFRII LT (XPS), PCL5, PCL6, PS
- Update Firmware
- Initialize Key and Certificate
- Initialize Address Book*1
- Initialize System Settings
  - System Manager Information Settings
  - Device Information Settings
  - Dept. ID Management On/Off
  - Network Settings
  - Communication Management Settings
  - Forwarding Settings
  - Store/Print When Fowarding
  - Select Country/Region
  - Remote UI On/Off
  - Restrict TX Function
  - Display Job History
  - USB Device On/Off
  - Memory Media Storage On/Off
  - USB Direct Print On/Off
  - Select PDL (Plug-n-Play)
  - All settings mentioned above

Initialize Menu

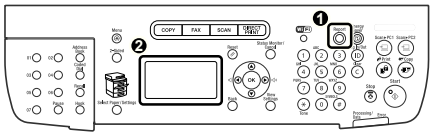
- Preferences
- Timer Settings
- Common Settings
- Copy Settings
- Fax Settings
- Scan Settings
- USB Direct Print Settings
- Printer Settings
- Initialize All

Reports

<How to display>

1. Press [Report].
2. The report output menu is displayed.

Keys to be used for this operation



- Reports Settings
  - TX Result Report — Off / On / **Only When Error Occurs**
  - Report With TX Image — Off / **On**
  - Communication Management Report
    - Auto Print (40 Transmissions) — Off / **On**
    - Separate TX/RX — **Off** / On
  - RX Result Report — **Off** / On / Only When Error Occurs
- Print Reports
  - Address Book List — Coded Dial / One-Touch / Group
  - User Data List
  - System Manager Data List
  - Communication Management Report
  - Dept. ID Management Report

Chapter 11

Appendix

This section describes the specifications of the machine and information for Macintosh users.

Main Specifications 11-2

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Main Specifications

Machine Specifications

Machine Specifications	
Type	Personal Desktop
Power Supply	120 to 127 V, 60 Hz (Power requirements can vary by country. They depend on where you purchased the product.)
Power Consumption	Maximum: 1,100 W or less Average consumption during standby mode: Approx. 9 W Average consumption during sleep mode: Approx. 2.3 W Approx. 3.0 W (by Wireless Connections)
Warm-up Time	11 seconds or less* (Temperature: 68 °F (20 °C), humidity: 65% RH ; from when the machine is turned ON using the main power switch to when the standby screen is displayed) * Warm-up time may vary depending on the conditions of the installation environment.
Weight	Main unit (the toner cartridge included): Approx. 42.1 lb (19.1 kg)
Dimensions (W x L x H)	• In the normal state 15 3/8" x 18 5/8" x 17" (390 mm x 473 mm x 431 mm) • When the optional drawer is installed 15 3/8" x 18 5/8" x 22 3/8" (390 mm x 473 mm x 569 mm)
Installation Space (W x L x H)	• In the normal state 23 1/4" x 50 3/8" x 31 3/8" (590 mm x 1,279 mm x 795 mm) • When the optional drawer is installed 23 1/4" x 50 3/8" x 36 3/4" (590 mm x 1,279 mm x 933 mm)
Environmental Conditions	Temperature: 50 to 86°F (10 to 30°C) Humidity: 20% to 80% RH (no condensation)
Acceptable Documents	See "Supported Document Types" (→P. 2-2)
Acceptable Paper Stock	See "Paper Requirements" (→P. 2-6)
Printable Area	See "Printable Area" (→P. 2-8)
Scan Area	See "Scan Area" (→P. 2-2)

Wireless LAN Specification (MF5950dw Only)

Wireless LAN Specification	
Standard	IEEE802.11g/IEEE802.11b/IEEE 802.11n*
Transmission Scheme	DS-SS System/OFDM System
Frequency Range	2412 to 2472 MHz
Data Transmission Rate	IEEE802.11g 6/9/12/18/24/36/48/54 Mbps IEEE802.11b 1/2/5.5/11 Mbps IEEE 802.11n SGI Invalidated 20 MHz : 6.5/13/19.5/26/39/52/58.5/65 Mbps SGI Validated 20 MHz : 7.2/14.4/21.7/28.9/43.3/57.8/72.2 Mbps SGI Invalidated 40 MHz : 13.5/27/40.5/81/108/121.5/135 Mbps SGI Validated 40 MHz : 15/30/45/60/90/120/150 Mbps
Communication Mode	Infrastructure Mode
Security	WEP, WPA-PSK (TKIP/AES-CCMP), WPA2-PSK (TKIP/AES-CCMP)

* WPS (Wi-Fi Protected Setup), Connection can be established by manually setting values.

Copy Specifications

Copy Specifications	
Scan Resolution	• Text/Photo: 300 dpi x 600 dpi • Text/Photo (Quality), Photo, Text: 600 dpi x 600 dpi
Output Resolution	600 dpi x 600 dpi
Copy Ratio	• Direct 1:1 ± 1.0 % • Enlargement 1:4.00, 1:2.00, 1:1.29 • Reduction 1:0.78, 1:0.64, 1:0.50, 1:0.25 • Zoom 0.25 to 4.00, 1% increments
Copy Speed (Letter Plain Direct)*	35 cpm
Continuous Copying Capacity	Maximum 99 copies
First Copy Time (Letter)	8 seconds or less

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

Printer Specification

Printer Specification	
Printing Method	Indirect electrostatic system (On-demand fixing)
Paper Capacity	Multi-purpose tray: Approx. 50 sheets (16 to 23 lb Bond (60 to 89 g/m^2)) Paper drawer: Approx. 250 sheets (16 to 23 lb Bond (60 to 89 g/m^2)) Paper Feeder Unit PF-44 (Optional): Approx. 500 sheets (16 to 23 lb Bond (60 to 89 g/m^2))
Output Tray Capacity (a fresh stack of Letter size paper)	Output tray: Approx. 150 sheets (16 to 23 lb Bond 60 to 89 g/m^2))*1 Sub Output tray: 1 sheet
Print Speed (Letter Plain Direct)*2	35 ppm
First Print Time (Letter)	6 seconds or less*3
Output Resolution	Equivalent to 1200dpi x 600dpi
Gradation	256 gradations
Toner Cartridge	See "Replacing the Toner Cartridge" (→P. 8-8)

*1 The actual paper capacity varies depending on the installation environment and paper type used.

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

*3 May vary depending on the output environment.

Scanner Specifications

Scanner Specifications	
Type	Color scanner
Maximum Scan Size	• Platen glass: up to 8 1/2″ x 11 3/4″ (216 mm x 297 mm) • Feeder: up to 8 1/2″ x 14″ (215.9 mm x 355.6 mm)
Scan Resolution	• Optical resolution Platen glass: up to 600 x 600 dpi Feeder: up to 300 x 300 dpi • Software interpolation resolution 9600 dpi x 9600 dpi
Scan Speed (Letter, 300 x 300 dpi)*	• Color: 10 sheets/minute • Black and White: 29 sheets/minute
Host Interface	• 100 Base-TX • 10 Base-T • Hi-Speed USB • USB
Operating System	• Windows 2000/XP/Vista/7 • Mac OS 10.4.9 or later
Driver	• TWAIN • WIA 1.0 (Windows XP) • WIA 2.0 (Windows Vista/7) • ICA (Mac OS X 10.6.x)

* Scan speeds were only measured.

Fax Specifications

Fax Specifications	
Line Used	Public Switched Telephone Network (PSTN)*1
Communication Mode	G3
Compression Method	MH, MR, MMR, JBIG
Modem Speed	33.6 Kbps Automatic Fallback
Transmission Speed	Approx. 3 seconds per page*2 (ECM-JBIG, transmitting from the memory at 33.6 Kbps)
Sending from Memory/Receivingin Memory	Maximum approx. 512 pages*2 (Total pages of transmission/reception)
Fax Resolution	• (Normal): 200 dpi x 100 dpi • (Fine): 200 dpi x 200 dpi • (Photo): 200 dpi x 200 dpi • (Superfine): 200 dpi x 400 dpi • (Ultrafine): 400 dpi x 400 dpi
Dialing	• One-touch keys (19 destinations) • Coded dialing (181 destinations) • Group dialing (199 destinations) • Address book dialing • Regular dialing (with numeric keys) • Automatic redialing • Manual redialing • Sequential broadcast (210 destinations)
Receiving	• Automatic reception • Remote reception by telephone (Default ID: 25)
Reports	• Send Results • Transmission management report (Auto output every 40 destinations) • Receive Results

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

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

Telephone Specifications

Telephone Specifications	
Telephone Type	External telephone/External telephone with the built-in answer function/Data modem

Transmission Specification

Specification for File Server Transmission	
Communication Protocol	SMB (TCP/IP)
Data Format	PDF (Compact), PDF, JPEG, TIFF
Resolution	Resolutions for data formats are; JPEG: Black and White: 300 dpi; Color: 300 dpi TIFF: Black and White: 300 dpi (MMR Compression); Color: 300 dpi (JPEG Compression) PDF: Black and White: 300 dpi (MMR Compression); Color: 200 dpi (JPEG Compression) PDF (Compact): Black and White: Text: 300 dpi Background: 150 dpi; Color: Text: 300 dpi Background: 150 dpi
System Environment	Windows XP/Vista/7/Server 2003/Server 2008 Solaris Version 2.6 or later Red Hat Linux 7.2 or later Mac OS X
Interface	100BASE-TX, 10BASE-T
Color Mode	Color, Black/White
Inputted Image	Text, Text/Photo, Photo
Paper Size	LTR/LGL/STMT

Specification for E-mail Sending	
Communication Protocol	SMTP*
Data Format	PDF (Compact), PDF
Resolution	Resolutions for data formats are; PDF: Black and White: 300 dpi (MMR Compression); Color: 200 dpi (JPEG Compression) PDF (Compact): Black and White: Text: 300 dpi Background:150 dpi; Color: Text: 300 dpi Background:150 dpi
System Environment	Windows XP/Vista/7/Server 2003/Server 2008 Solaris Version 2.6 or later Red Hat Linux 7.2 or later Mac OS X
Interface	100BASE-TX, 10BASE-T
Color Mode	Color, Black/White
Inputted Image	Text, Text/Photo, Photo
Paper Size	LTR/LGL/STMT

* POP3 is available to use only when authenticating before sending

Optional Drawer

Paper Feeder Unit PF-44 (Option)	
Paper Capacity	500 sheets (16 to 23 lb Bond (60 to 89 g/m^2))
Available Paper	See "Supported Document Types" (→P. 2-2)
Power Supply	From main unit
Dimensions (W x L x H)	15 3/8″ x 18 5/8″ x 5 1/2″ (390 mm x 473 mm x 138 mm)
Weight	Approx. 9.0 lb (4.1 kg)

For Macintosh Users

In this manual, methods to operate in the Windows environment are explained as examples. To view how to use printer drivers or utilities for Macintosh, see the following driver guides (HTML files) or driver help systems.

Function	Object	Reference
Print function	Installing the Printer Driver	• Starter Guide • Printer Driver Installation Guide
	Printing	• Printer Driver Installation Guide
	Using each feature	• Printer Driver's Help
Fax function	Installing the Fax Driver	• Starter Guide • Fax Driver Installation Guide
	Sending a fax	• Fax Driver Installation Guide
	Using each feature	• Fax Driver's Help
Scan function	Installing the Scanner Driver	• Starter Guide • Scanner Driver Guide
	Scanning (Setting the MF Toolbox or ScanGear MF)	• Scanner Driver Guide

Displaying Driver Guides

Double-click the following PDF files from the [Documents] folder on the provided CD-ROM.

● **Printer Driver Installation Guide (UFR II)**
→ [Documents] - [Print] - [Guide] - [index.html]

● **Printer Driver Installation Guide (PS)**
→ [Documents] - [Print(PS)] - [Guide] - [index.html]

● **Fax Driver Installation Guide**
→ [Documents] - [FAX] - [Guide] - [index.html]

● **Scanner Driver Guide**
→ [Documents] - [Scan] - [Guide] - [index.html]

Displaying a Driver's Help System

You can use drivers' help systems after you install each driver.

● **Printer Driver's Help**
From the below panels in the [Print] dialog, click [?].
- [Basic] panel
- [Advanced] panel

● **Fax Driver's Help**
From the below panels in the [Print] dialog, click [?].
- [General Settings] panel
- [Special Features] panel
- [Cover Sheet] panel

Content of the e-Manual about Features that Are Unavailable on the Macintosh

Among the features explained in the e-Manual, the followings are unavailable on the Macintosh.

● **Installing or uninstalling the e-Manual**

Reference in the e- Manual	"Installing the e-Manual" "Uninstalling the e-Manual"

● **Accessory software**
- Presto! PageManager

Reference in the e- Manual	"User Software CD-ROM"

● **Using WSD network**

Reference in the e- Manual	"Installing the MF Drivers on the WSD Network"

● **Some print features**
<Examples>
- Operating in the print server environment
- Watermark printing
- PageComposer (Combining and printing multiple files)
- Changing the halftone
- Adjusting the gamma value

For information on the features that are available on the Macintosh, see the Printer Driver's help system.

Reference in the e- Manual	"Print"

● **Some scan features**
<Examples>
- Creating a "Searchable PDF"

For information on the features that are available on the Macintosh, see the Scanner Driver Guide.

Reference in the e- Manual	"Scan"

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