



# imageRUNNER

## 1025 / 1025N / 1025iF

# Basic Operation Guide



- Before Using the Machine
- Originals and Print Media
- Registering Destinations in the Address Book
- Copying
- Fax
- E-Mail
- Printing
- Scanning
- Network
- Settings from a PC
- System Manager Settings
- Maintenance
- Troubleshooting
- Machine Settings
- Appendix

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

# Manuals for the Machine

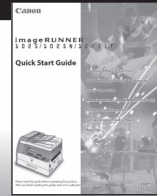
The manuals for this machine are divided as follows. Please refer to them for detailed information.

Read this manual first.

## Quick Start Guide

Read this manual to learn the required settings and connections before using the machine.

- Overview of Machine Functions
- Set Up the Machine to Suit Your Purposes
- Make Fax Settings
- Set Up Network Connection
- Set Up Computers and Software
- Appendix



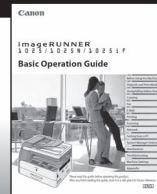
Read this manual next.

## Basic Operation Guide

Read this manual to learn information about basic operations and machine functions.

- Safety Instructions
- Registering Destinations in the Address Book
- Copy
- Fax
- E-mail
- Specifications

This Document



Read the sections of these manuals that correspond to your intended use.

## e-Manual

Read this manual to learn detailed information about advanced machine operations and functions, and how to customize machine settings.

(Located on Manual CD)

- Copy/Fax/Print/Scan/E-Mail/Remote UI/ Network/Security
- Troubleshooting
- Maintenance
- Specifications



- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.

# Overview of the Machine Functions

Depending on the system configuration and product purchased, some functions may not be available.

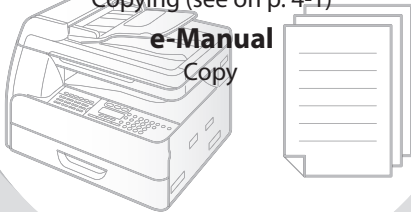
## Copying

You can use various copy functions.

### Basic Operation Guide

Copying (see on p. 4-1)

e-Manual  
Copy



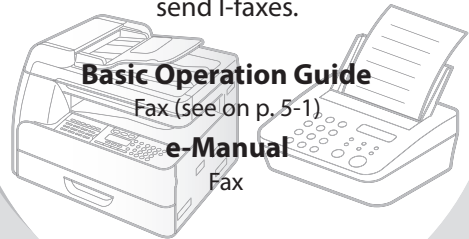
## Faxing

In addition to the normal faxing, you can send faxes from a computer and send I-faxes.

### Basic Operation Guide

Fax (see on p. 5-1)

e-Manual  
Fax



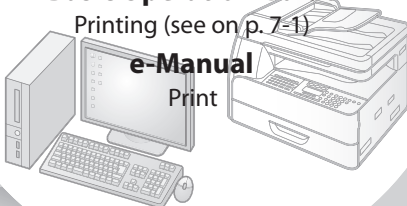
## Printing

You can use various print functions by printing from a computer.

### Basic Operation Guide

Printing (see on p. 7-1)

e-Manual  
Print



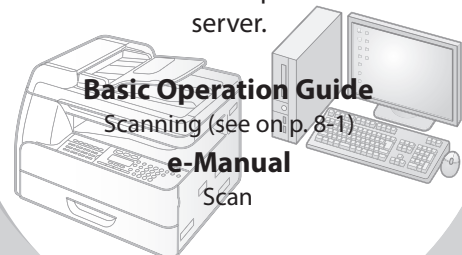
## Scanning

You can store the scanning documents to the computer and the file server.

### Basic Operation Guide

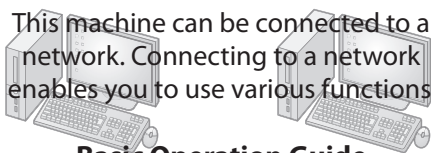
Scanning (see on p. 8-1)

e-Manual  
Scan



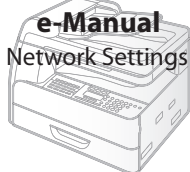
## Network

This machine can be connected to a network. Connecting to a network enables you to use various functions.



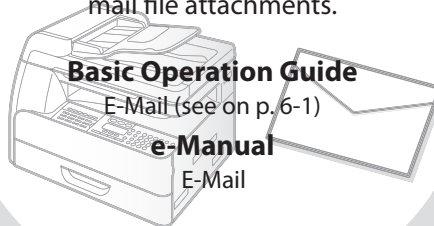
### Basic Operation Guide

Network (see on p. 9-1)



## E-Mail function

Scanned documents can be sent as e-mail file attachments.



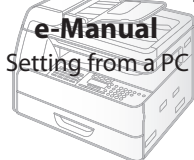
## Remote User Interface

You can set and manage this machine easily and quickly from a computer.



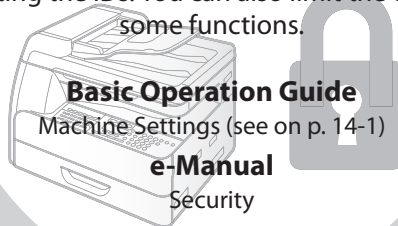
### Basic Operation Guide

Setting from a PC (see on p. 10-1)



## Security function

You can limit the use of the machine by setting the IDs. You can also limit the use of some functions.



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# Preface

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

## Available Features

The procedures described in this manual are based on the imageRUNNER 1025iF. Depending on the system configuration and product purchased, some features described in the manuals may not be available. The table below shows the available features on a product basis.

- ✓: available
- : not available
- opt.: optional

	Copy	Print (UFR II LT)	Print (PCL)	Scan	Fax	I-Fax/ E-Mail/ FTP/SMB	RUI (Network Board)	ADF
imageRUNNER 1025	✓	✓	opt.	✓	—	—	opt.	—
imageRUNNER 1025N	✓	✓	opt.	✓	—	—	✓	✓
imageRUNNER 1025iF	✓	✓	opt.	✓	✓	✓	✓	✓

The Card Reader-E1, Cassette Feeding Module-N2, and Barcode Printing Kit are available options.

# How to Use This Guide

## Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

**WARNING**

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

**CAUTION**

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

**NOTE**

Explains operating restrictions and how to avoid minor difficulties.

## Keys and Buttons Used in This Manual

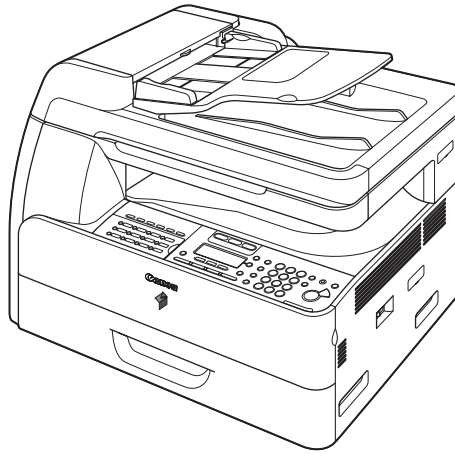
The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual.

– Operation Panel Keys: <Key icon> + [Key name]

Example:  [Stop].

– Information in the display appears in angle brackets: <STOP KEY PRESSED>.

## Illustrations Used in This Manual



Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the imageRUNNER 1025iF.

If there is any difference between the imageRUNNER 1025, 1025N or 1025iF, it is clearly indicated in the text, for instance “imageRUNNER 1025iF Only.”

# Safety Precautions

## Important Safety Instructions

### WARNING

Except as specifically described in this guide, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact your local authorized Canon dealer.

## Handling and Maintenance

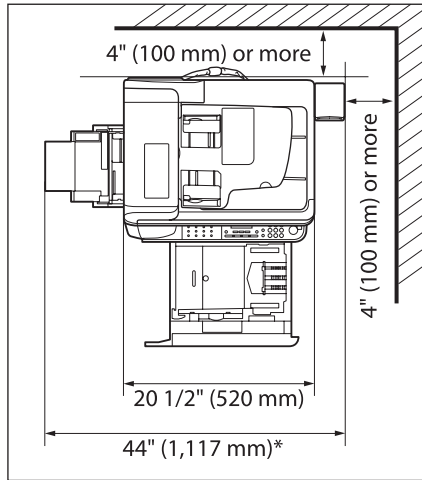
- Follow all warnings and instructions marked on the machine.
- Do not subject the machine to strong physical shocks or vibrations.
- Always unplug the machine before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the left cover, or add or remove paper in the machine while printing.
- When transporting the machine, be sure to remove the toner cartridge from the machine.
- Place the toner cartridge in its original protective bag or wrap it in a thick cloth to prevent exposure to light.
- Always grip the handle on the sides of the machine when you lift the machine. Never lift the machine by any of its trays or attachments.
- Do not insert any objects into the slots or openings on the machine since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine.
- To avoid spillage in or around the machine, do not eat or drink near it.
- Keep the machine clean. Dust accumulation can prevent the machine from operating properly.
- Toner cartridge for this machine will be available for at least seven (7) years (or any such longer period as required by applicable laws) after production of this machine model has been discontinued.
- Unplug the machine from the wall outlet and contact your local authorized Canon dealer in any of the following cases:
  - When the power cord or plug is damaged or frayed.
  - If liquid or small object has fallen into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  - If the machine has been dropped.
  - If the machine exhibits a distinct change in performance, indicating a need for servicing.

- Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.
- Be careful when removing printed paper from paper delivery tray or when aligning it, because it may be hot and result in burn injury.

## **Location**

- Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.
- Place the machine in a cool, dry, clean, well ventilated place.
- Make sure the area is free from dust.
- Make sure the location is not exposed to high temperature or humidity.
- Keep the machine away from direct sunlight as this can damage it. If you have to place the machine near a window, install heavy curtains or blinds.
- Do not use the machine near water. Make sure that no wet or humid objects come into contact with the machine.
- Do not use or store the machine outdoors.
- Do not place the machine near devices that contain magnets or generate magnetic fields, such as speakers.
- If possible, place the machine near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
- Place the machine near a standard 120 V AC (60 Hz) power outlet.

- To ensure reliable operation of the machine and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the machine by placing it on a bed, sofa, rug, or other similar surface. Do not place the machine in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Leave at least 4" (100 mm) around all sides of the machine.



\*When the optional Card Reader-E1 is attached

- Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the machine, unplug the power cord immediately. Contact your local authorized Canon dealer.
- Do not allow anything to rest on the power cord, and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.

## Power Supply

- During electrical storms, unplug the power cord from the power outlet. (Please note that any documents stored in the machine's memory will be deleted when you unplug the power cord.)
- Whenever you unplug the power cord, wait at least five seconds before you plug it in again.
- Do not plug the power cord into an uninterruptible power supply (UPS).



### WARNING

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

## Telephone Equipment

### **WARNING**

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

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



# Legal Notices



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

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

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

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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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## **FCC (Federal Communications Commission)**

imageRUNNER 1025/1025N: F190500

imageRUNNER 1025iF: F190502

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment 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.

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.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contact. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (<http://www.usa.canon.com>).

Canon U.S.A., Inc.

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

TEL No. (516)328-5600

## 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 15, "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 main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contract. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (<http://www.usa.canon.com>).



## Rights of the Telephone Company

If this equipment (imageRUNNER 1025iF) 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 Quick Start 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 15, "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 15, 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.

	<b>DANGER</b> - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
	<b>CAUTION</b> - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
<b>ATTENTION</b>	- RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. ÉVITEZ L'EXPOSITION AU FAISCEAU.
<b>VORSICHT</b>	- UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
<b>PRECAUCIÓN</b>	- RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
<b>VAROITUS</b>	- LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
<b>注意</b>	- 打开时，存在不可见的3B类激光辐射，请避免接触该激光束。
<b>注意</b>	- 打開機器蓋板時有3B級不可視雷射光釋出，應避免曝射。
<b>주의</b>	- 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
<b>注意</b>	- ここを開くとクラス3B不可視レーザー放射が出ます。ビームに身をさらさないこと。 F57-8335

# Before Using the Machine

## Chapter

# 1

This chapter describes what you should know before using this machine, such as the names of the parts and their functions, and basic settings to use various functions.

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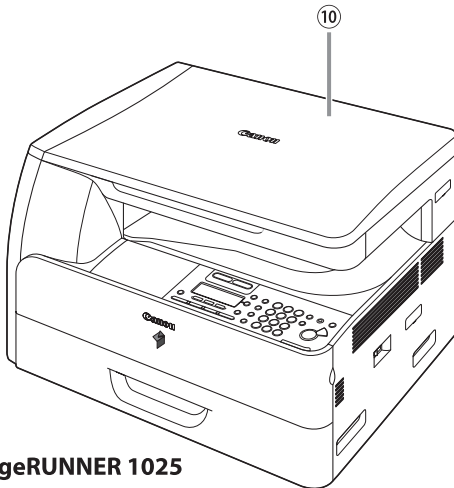
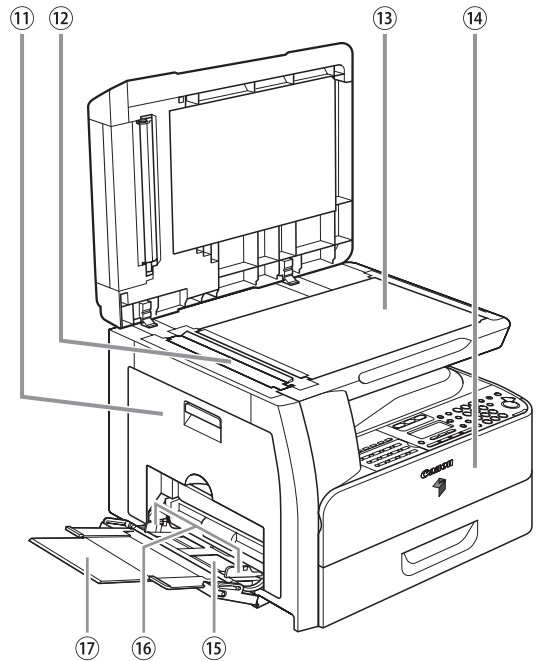
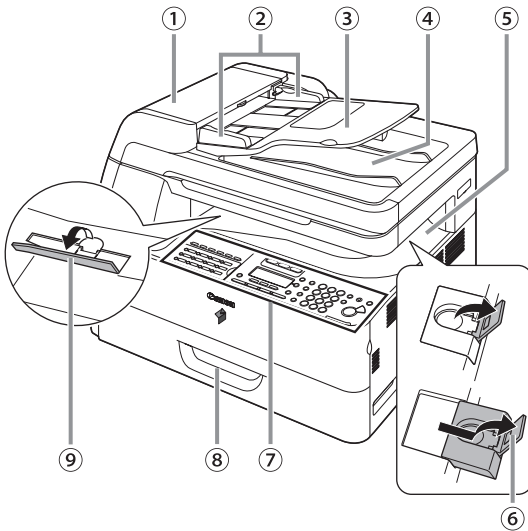
# Machine Components

This section describes the names and functions of all the parts on the outside of the machine.

Machine components vary depending on the model you purchased. For information on the standard features and available options for each model, see "Available Features," on p. ix.

## External View (Front)

Before Using the Machine

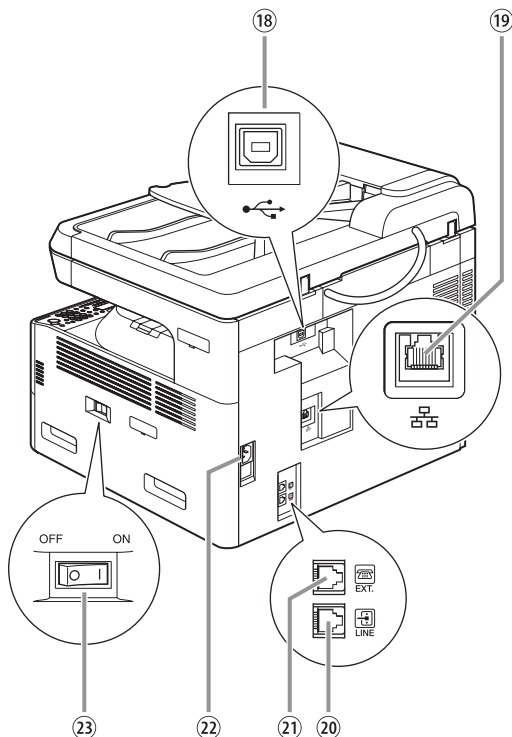


imageRUNNER 1025

- ① ADF (Automatic Document Feeder)  
Holds documents and feeds them automatically into the scanning area.
- ② Slide guides  
Adjusts to the width of the document.
- ③ Document feeder tray  
Holds documents.
- ④ Document delivery tray  
Receives documents.
- ⑤ Paper delivery tray  
Receives copies, prints and faxes.
- ⑥ Paper stopper  
Prevents the paper from falling off the paper delivery tray.  
Open the stopper from its original position for A4/LTR size paper. For LGL size paper, pull out the extension first, and then open the stopper.
- ⑦ Operation panel  
Machine controls.
- ⑧ Paper drawer\*  
Holds the paper supply.  
\* DRAWER 2 is the optional paper drawer.
- ⑨ Stacking support  
Helps prevent paper curl on the output tray.  
Open as far as it goes when using curl-prone paper.
- ⑩ Platen glass cover (imageRUNNER 1025 only)  
Open this cover when placing a document on the platen glass.
- ⑪ Left cover  
Open this cover when replacing the drum unit or clearing paper jams.
- ⑫ Scanning area  
Scans documents from the ADF.
- ⑬ Platen glass  
Place documents.
- ⑭ Front cover  
Open this cover to replace the toner bottle.
- ⑮ Stack Bypass  
Feeds non-standard size or thick/thin type paper stacks.
- ⑯ Slide guides for stack bypass  
Adjusts to the width of the paper.
- ⑰ Stack bypass extension  
Pull out to load paper stack.



## External View (Back)



**18** USB port

Connect the USB (Universal Serial Bus) cable.

**19** Ethernet port

Connect the network cable.

**20** Telephone line jack (imageRUNNER 1025iF only)

Connect the external telephone cable.

**21** External device jack (imageRUNNER 1025iF only)

Connect an external device.

**22** Power socket

Connect the power cord.

**23** Main power switch

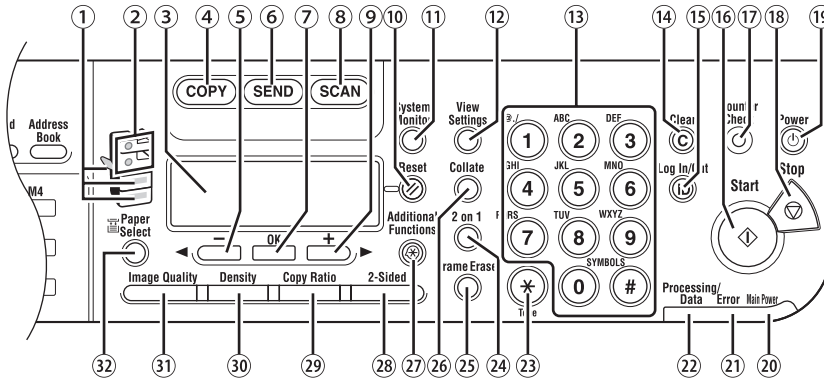
Turns the power ON or OFF.

# Operation Panel

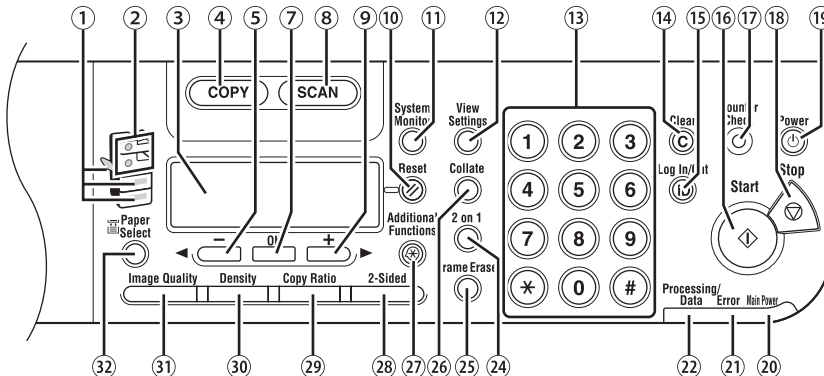
This section describes the names and functions of the keys on the operation panel.

## Main Operation Panel

### imageRUNNER 1025iF



### imageRUNNER 1025/1025N



- ① Paper Select indicator  
Indicates the selected paper source.  
\* The number of paper sources varies depending on the model used.
- ② Jam Location indicator  
Indicates the location of paper jams.
- ③ Display  
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.
- ④ COPY key  
Press to switch to the Copy mode.
- ⑤ ◀ key  
Press to decrease the value for various settings. Also press to see the previous item in the menu.
- ⑥ SEND key (imageRUNNER 1025iF only)  
Press to switch to the Send mode.
- ⑦ OK key  
Press to determine the contents you set or register.
- ⑧ SCAN key  
Press to switch to the Scan mode.
- ⑨ ▶ key  
Press to increase the value for various settings. Also press to see the next item in the menu.
- ⑩ Reset key  
Press to return the machine to the standby mode.
- ⑪ System Monitor key  
Press to check fax transmission, print, copy, or report output status.
- ⑫ View Settings key  
Press to confirm settings of the copy function.
- ⑬ Numeric keys  
Enter letters and numbers.
- ⑭ Clear key  
Press to clear entered alphanumeric characters.

- ⑮ Log In/Out key  
Press to operate the machine when the department ID management is activated. Also press to enable the department ID management when you finished using the machine.
- ⑯ Start key  
Press to start copying, scanning and sending faxes.
- ⑰ Counter Check key  
Press to display counter status. (Press again to close counter status.)
- ⑱ Stop key  
Press to cancel machine operations.
- ⑲ Power key (operation panel power switch)  
Press to turn the operation panel ON or OFF. Also press to enter the Sleep mode or to resume the normal mode from the Sleep mode manually.
- ⑳ Main Power indicator  
Lights up when the main power is turned on.
- ㉑ Error indicator  
Flashes or lights up when an error has occurred.
- ㉒ Processing/Data indicator  
Flashes when the machine is working. Lights up when the machine has waiting jobs.
- ㉓ Tone key (imageRUNNER 1025iF only)  
Press to switch from rotary pulse to tone dialing.
- ㉔ 2 on 1 key  
Press to set 2 on 1 copying.
- ㉕ Frame Erase key  
Press to set frame erase for copying.
- ㉖ Collate key  
Press to set collate copying.
- ㉗ Additional Functions key  
Press to select or cancel modes in Additional Functions.

⑳ 2-Sided key

Press to set two-sided copying or sending documents.

㉑ Copy Ratio key

Press to enlarge or reduce copy ratio.

㉒ Density key

Press to lighten or darken the copies or documents you send.

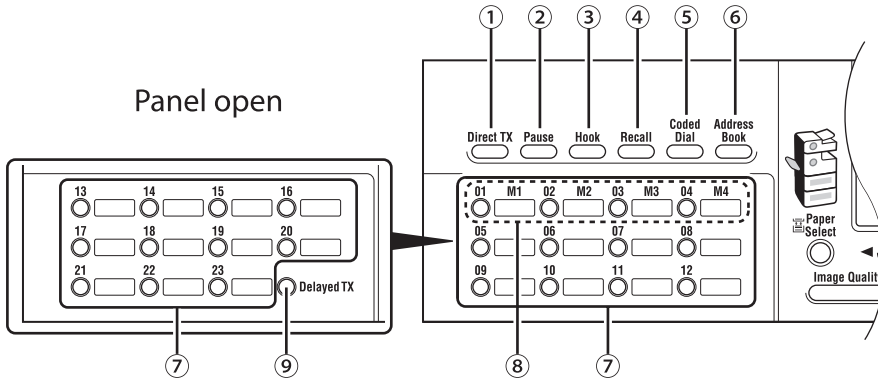
㉓ Image Quality key

Press to select image quality for copying and sending documents.

㉔ Paper Select key

Press to select a paper source (paper drawer or stack bypass).

## Send Operation Panel (imageRUNNER 1025iF only)



- ① Direct TX key  
Press to set Direct Sending.
- ② Pause key  
Inserts a pause when entering a fax number.
- ③ Hook key  
Press when you want to dial without lifting the handset of the external telephone.
- ④ Recall key  
Press to recall previously set send jobs, including the destinations, scan settings, and send settings.
- ⑤ Coded Dial key  
Press to specify destinations registered under coded dial codes.
- ⑥ Address Book key  
Press to search preregistered destinations under one-touch keys or coded dial codes by name, number, or address.
- ⑦ One-Touch keys  
Press to specify destinations registered under one-touch keys.
- ⑧ Favorites buttons  
Press to specify destinations registered under favorites buttons.
- ⑨ Delayed TX key  
Press to set Delayed Sending.

# Display Parts and Functions

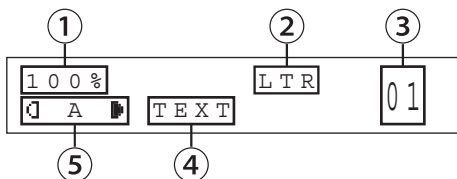
Depending on your needs, you can change the standby display which appears when the main power switch is turned on. For details, see “Settings Menu,” on p. 14-4.

## NOTE

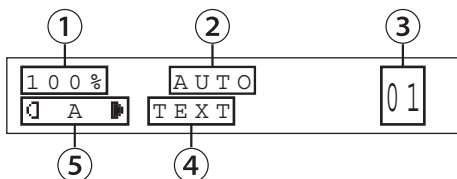
Log in mode is displayed only when <MANAGE DEPT. ID> or <MANAGE USER ID> is set to <ON> in <SYSTEM SETTINGS>. For details on the system settings, see “Security,” in the e-Manual.

## Copy Mode

### ● Without optional paper drawer



### ● With optional paper drawer



- ① Zoom ratio
- ② Paper size
- ③ Quantity
- ④ Image quality
- ⑤ Density

## Send Mode (imageRUNNER 1025iF only)

SELECT SEND METHOD  
FAX

## Scan Mode

SCANNING MODE

## Log In Mode

If the Department ID Management or User ID Management is set, the Log In screen is displayed. For information on the Department ID Management or User ID Management, see “Security,” in the e-Manual.

### ● For Department ID Management

ENTER DEPT. ID  
—


Enter the Department ID and password, then press [OK].

### ● For User ID Management

ENTER USER ID  
—

Enter the User ID and password, then press [OK].

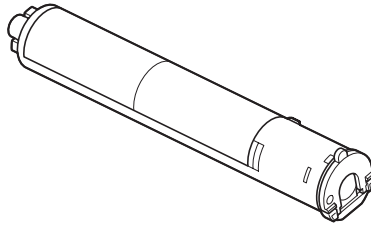
## NOTE

- Make sure to press  [Log In/Out] after using the machine when the Department ID/User ID Management is set.
- When the main power switch is turned on, the message <INITIALIZING...> is shown until the standby display appears.

# Toner Cartridge

**If a message prompting you to replace the toner cartridge appears on the display, replace the toner cartridge with a new one.**

**Use only the toner cartridges recommended for use with this machine.**



## **! WARNING**

- Never dispose toner cartridges in a fire or incinerator, as this may result in an explosion.
- Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.

## **! CAUTION**

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.
- When removing a used toner cartridge, remove the toner cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- When discarding used toner cartridges, put the cartridges into a case to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

## Maintaining the Toner Cartridge

- Store toner cartridges in a cool location, away from direct sunlight.  
The recommended storage conditions are: temperature below 86 °F (30 °C), and humidity below 80%.
- Never store the cartridge in a vertical position.

### Genuine Supplies

Canon has developed and manufactured Toner, Parts, and Supplies specifically for use in this machine. For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon Toner, Parts, and Supplies.

Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.



### Be careful of counterfeit toners

Please be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of non-genuine Canon toner or counterfeit toner.

For more information, see <http://www.canon.com/counterfeit>.



# Entering Characters

**For displays that require alphanumeric entries, follow the procedure below to enter characters. For details on entering characters, see “Information About the Keys,” in the Quick Start Guide.**

Example: Enter <Canon>.

- 1** Press **Ⓜ** repeatedly until an uppercase <C> appears.

N A M E	: a
<u>C</u>	

- 2** Press **[+▶]** to move the cursor to the right, then press **Ⓜ** until an <a> appears.

N A M E	: a
C <u>a</u>	

- 3** Press **Ⓝ** until an <n> appears.

N A M E	: a
C a <u>n</u>	

- 4** Press **[+▶]** to move the cursor to the right, then press **Ⓝ** until an <o> appears.

N A M E	: a
C a n <u>o</u>	


- 5** Press **[+▶]** to move the cursor to the right, then press **Ⓝ** until an <n> appears.



N A M E	: a
C a n o <u>n</u>	

<Canon> is displayed.



# Telephone Line Setting (imageRUNNER 1025iF Only)

This setting enables you to set the machine to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse. The default setting is <TOUCH TONE>.

**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].

```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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



```
TX / RX SETTINGS
2 . FAX SETTINGS
```

**4** Confirm that <USER SETTINGS> is displayed, then press [OK].

```
FAX SETTINGS
1 . USER SETTINGS
```


**5** Press [] or [] to select <TEL LINE TYPE>, then press [OK].

```
USER SETTINGS
2 . TEL LINE TYPE
```

**6** Press [] or [] to select the telephone line type, then press [OK].

```
TEL LINE TYPE
TOUCH TONE
```

<TOUCH TONE>: Tone dialing  
<ROTARY PULSE>: Pulse dialing  
Be sure to check the type of telephone line you are using and make the correct setting. If this setting is incorrect, you will not be able to communicate with other machines.


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



# Timer Settings

The timer settings enables you to set the sleep mode, the auto clear time, and the daylight saving time.



## Setting the Sleep Mode

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

**1** Press  [Additional Functions].

**2** Press [] or [] to select <TIMER SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
6 . TIMER SETTINGS
```

**3** Press [] or [] to select <AUTO SLEEP TIME>, then press [OK].

```
TIMER SETTINGS
4 . AUTO SLEEP TIME
```



**4** Confirm that <ON> is displayed, then press [OK].


```
AUTO SLEEP TIME      ON
```

**5** Press [] or [] to select the desired interval, then press [OK].




```
AUTO SLEEP TIME
                               5 MIN .
```

You can set the interval from 3 to 30 minutes (in one minute increments).

You can also enter values using - [numeric keys].

**6** Press  [Stop] to return to the standby mode.




### NOTE

- To resume the normal mode from the Sleep mode, press  [Power] on the operation panel.
- To enter the Sleep mode manually, press  [Power] on the operation panel.
- The machine will not enter the Sleep mode when:
  - the machine is in operation
  - a system error occurs
  - a paper jam occurs in the machine
  - the handset of the external telephone is off the hook\*
- The machine will leave the Sleep mode when:
  - you press  [Power] on the operation panel
  - a computer performs a scan through the machine
  - the handset of the external telephone is off the hook\*
  - a print job is sent from a computer, and the print is started



\* Only for the imageRUNNER 1025iF

## Setting the Auto Clear Time

If the machine remains idle for a certain period of time, the display returns to the standby mode (Auto Clear function). This section describes how to set the period of time until the display returns to the standby mode. The default settings are <ON> and <2MIN>.

- 1 Press  [Additional Functions].
- 2 Press [] or [] to select <TIMER SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
6 . TIMER SETTINGS
```

- 3 Press [] or [] to select <AUTO CLEAR TIME>, then press [OK].



```
TIMER SETTINGS
5 . AUTO CLEAR TIME
```


- 4 Confirm that <ON> is displayed, then press [OK].

```
AUTO CLEAR TIME
ON
```

- 5 Press [] or [] to select the desired interval, then press [OK].




```
AUTO CLEAR TIME
2 MIN .
```

You can set the interval from 1 to 9 minutes (in one minute increments). You can also enter values using - [numeric keys].



- 6 Press  [Stop] to return to the standby mode.

## Setting the Daylight Saving Time



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

- 1 Press  [Additional Functions].
- 2 Press [] or [] to select <TIMER SETTINGS>, then press [OK].

```
ADD . FUNCTIONS
6 . TIMER SETTINGS
```

- 3 Press [] or [] to select <DAYLIGHT SV.TIME>, then press [OK].

```
TIMER SETTINGS
6 . DAYLIGHT SV . TIME
```

- 4 Press [] or [] to select <ON>, then press [OK].

```
DAYLIGHT SV . TIME
ON
```

- 5 Confirm that <START DATE/TIME> is displayed, then press [OK].

```
DAYLIGHT SV . TIME
1 . START DATE / TIME
```



**6** Confirm that <MONTH> is displayed, then press [OK].

START DATE / TIME  
1 . MONTH

**7** Press [◀] or [▶] to select the month, then press [OK].

MONTH MARCH

**8** Confirm that <WEEK> is displayed, then press [OK].

START DATE / TIME  
2 . WEEK

**9** Press [◀] or [▶] to select the week, then press [OK].

WEEK SECOND WEEK

**10** Confirm that <DAY> is displayed, then press [OK].

START DATE / TIME  
3 . DAY

**11** Press [◀] or [▶] to select the day, then press [OK].

DAY SUNDAY

**12** Confirm that <END DATE/TIME> is displayed, then press [OK].

DAYLIGHT SV . TIME  
2 . END DATE / TIME

**13** Confirm that <MONTH> is displayed, then press [OK].

END DATE / TIME  
1 . MONTH

**14** Press [◀] or [▶] to select the month, then press [OK].

MONTH NOVEMBER

**15** Confirm that <WEEK> is displayed, then press [OK].

END DATE / TIME  
2 . WEEK

**16** Press [◀] or [▶] to select the week, then press [OK].


WEEK FIRST WEEK

**17** Confirm that <DAY> is displayed, then press [OK].

END DATE / TIME  
3 . DAY

**18** Press [◀] or [▶] to select the day, then press [OK].

DAY SUNDAY

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

# Registering a License

If you want to use the optional Barcode Printing Kit, it is necessary to register a license key.

## NOTE

A license key can be obtained via a Web browser to access the license management system. Access the system by entering the following URL: <http://www.canon.com/lms/license/>. For more information on obtaining the license key, see the License Access Number Certificate and the Note Before Using this Product included with the various optional kits.

## Administration Number That Are Necessary to Obtain a License Key

The following administration numbers are necessary to obtain the license key:

### Checking the License Access Number


Check the License Access Number Certificate that is included in the provided package.

### Checking the Machine's Serial Number

**1** Press  [Counter Check].


```
COUNT CHECK TJW00209
101:TOTAL :1 :000751
```



The machine's serial number is displayed.

**2** Press  [Stop] to return to the standby mode.




## Registering a License Key



This section describes how to register a license key.

**1** Press  [Additional Functions].

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

```
ADD. FUNCTIONS
9.SYSTEM SETTINGS
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using - [numeric keys], then press  [Log In/Out].

**3** Press [] or [] to select <LICENSE REGISTRA.>, then press [OK].

```
SYSTEM SETTINGS
11.LICENSE REGISTRA.
```

## 4 Enter the license key using ①-⑨ [numeric keys], then press [OK].

Ex.

```
L I C . K E Y      0 0 0 0 - 1 1 1 1
- 2 2 2 2 - 3 3 3 3 - 4 4 4 4 - 5 5 5 5
```

### NOTE

- If you make a mistake when entering number, press ④ [Clear] or [←] to delete the number before the cursor position, then enter the correct number.
- If you want to delete the entire number when entering number, press and hold ④ [Clear] to clear the entire number, then enter the correct number.

■ If the following screen is displayed, press [OK], then enter the correct license key.

```
L I C .   K E Y   I N C O R R E C T
P R E S S   O K   K E Y
```

If the screen is displayed again, press [OK] and cancel license registration.

### NOTE

Check if the required option or function is properly installed in the machine.

■ If the messages <INSTALLATION OK> and <TURN POWER OFF/ON> appear, license registration is complete.

## 5 Press [Stop] to return to the standby mode.

### NOTE

The functions you have registered are enabled only after you restart your machine (the main power switch is turned OFF, and then back ON again). (See Chapter 1, "Before Using the Machine.")

# Originals and Print Media

## Chapter

# 2

This chapter describes the types of paper and originals that can be used with the machine and how to load paper in the paper drawer and stack bypass.

<b>Originals Requirements .....</b>	<b>2-2</b>
<b>Scanning Area .....</b>	<b>2-3</b>
<b>Placing Originals.....</b>	<b>2-4</b>
On the Platen Glass .....	2-4
In the ADF.....	2-5
<b>Paper Requirements.....</b>	<b>2-6</b>
<b>Printable Area .....</b>	<b>2-8</b>
<b>Loading Paper.....</b>	<b>2-9</b>
In the Paper Drawer .....	2-9
In the Stack Bypass.....	2-11
<b>Setting Paper Type and Size .....</b>	<b>2-13</b>
For the Paper Drawer.....	2-13
For the Stack Bypass .....	2-15



# Originals Requirements

Available original type, size, weight and quantity are shown in the table below.

	Platen Glass	ADF
<b>Type</b>	<ul style="list-style-type: none"> <li>– Plain paper</li> <li>– Thick originals</li> <li>– Photographs</li> <li>– Small originals (e.g., index cards)</li> <li>– Special types of paper (e.g., tracing paper*<sup>1</sup>, transparencies*<sup>1</sup>, etc.)</li> <li>– Books (Depth: 7/8" (20 mm) maximum)</li> </ul>	Plain paper (Multiple pages of originals of the same size, thickness and weight or one-page originals.)
<b>Size (W × L)</b>	8 1/2" × 14" maximum (216 × 356 mm maximum)	8 1/2" × 14" maximum (216 × 356 mm maximum) 5 1/2" × 5" minimum (139.7 × 128 mm minimum)
<b>Weight</b>	4.4 lb (2 kg) maximum	One-sided scanning (1 page): 13 to 34 lb bond (50 to 128 g/m <sup>2</sup> ) Two-sided scanning: 13 to 28 lb bond (50 to 105 g/m <sup>2</sup> )
<b>Quantity</b>	1 sheet	50 sheets maximum* <sup>2</sup> (25 sheets maximum for LGL originals)

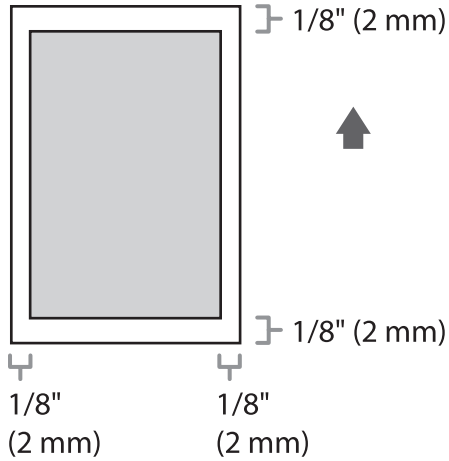
\*<sup>1</sup> When copying transparent originals such as tracing paper or transparencies, use a piece of plain white paper to cover the original after placing it face-down on the platen glass.

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

- Do not place the originals on the platen glass or in the ADF until the glue, ink or correction fluid on the originals are completely dry.
- Remove all fasteners (staples, paper clips, etc.) before loading the originals in the ADF.
- To prevent original 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
  - Paper printed with a thermal transfer printer
  - Transparencies

# Scanning Area

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

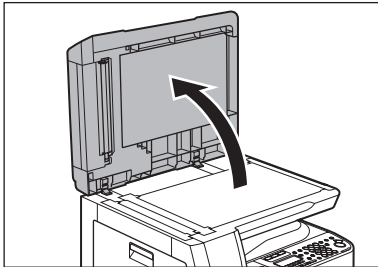


# Placing Originals

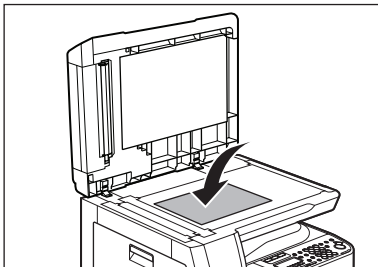
Place your originals on the platen glass or into the ADF, depending on the size and type of the original, and the copy modes that you want to use.

## On the Platen Glass

- 1** Lift up the ADF/platen glass cover.



- 2** Place your original face down.

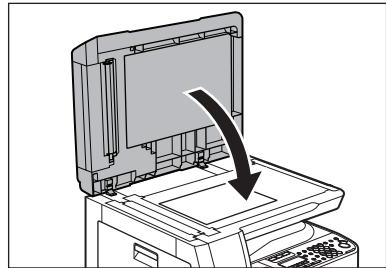


- 3** Align the original with the appropriate paper size marks.



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

- 4** Gently lower the ADF/platen glass cover.



The original is ready for scanning.

### CAUTION

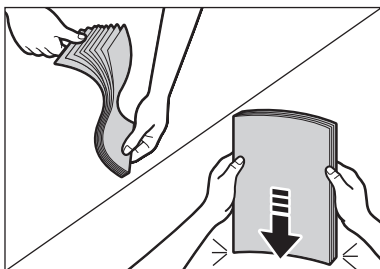
- When closing the ADF/platen glass cover, be careful not to get your fingers caught, as this may result in personal injury.
- Do not press down the ADF/platen glass cover forcefully, as this may damage the platen glass and cause personal injury.

### NOTE

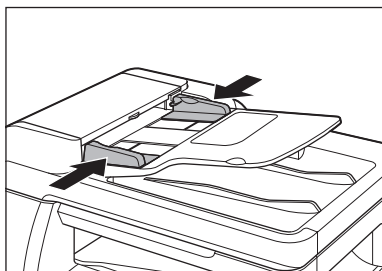
Remove the original from the platen glass when scanning is complete.

## In the ADF

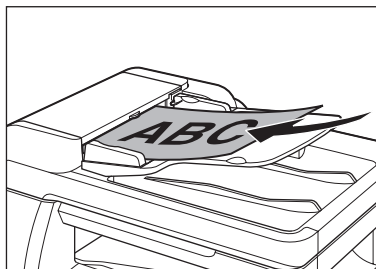
- 1** Fan the originals stack and even the edges.



- 2** Adjust the slide guides to the width of the originals.



- 3** Neatly place the originals face up in the document feeder tray.



The originals are ready for scanning.

### NOTE

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the originals delivery tray to avoid paper jams.
- Avoid using feeder to scan the same originals more than 30 times. When scanned repeatedly, originals can become folded or torn, which may cause paper jams.
- If the feeder rollers are soiled from scanning originals written in pencil, clean them. (See “Cleaning the Machine,” on p. 12-2.)

# Paper Requirements

The paper size and types that can be used with this machine are shown in the following table.

		Paper drawer(s)	Stack bypass
<b>Size (W × L)</b>		LGL, LTR, OFICIO, FLSP, BRAZIL-OFICIO, MEXICO-OFICIO, A4	3" × 5" to Legal (8 1/2" × 14") (76 × 127 to 216 × 356 mm)
<b>Weight</b>		17 to 24 lb bond (64 to 90 g/m <sup>2</sup> )	15 to 34 lb bond (56 to 128 g/m <sup>2</sup> )
<b>Quantity</b>		500 sheets maximum* <sup>1</sup>	100 sheets maximum* <sup>1</sup>
<b>Type</b>	Plain * <sup>2</sup>	○	○
	Color * <sup>2</sup>	○	○
	Recycled * <sup>2</sup>	○	○
	Heavy 1 * <sup>3</sup>	○	○
	Heavy 2 * <sup>4</sup>	—	○
	Heavy 3 * <sup>5</sup>	—	○
	Bond * <sup>6</sup>	○	○
	3hole punch paper * <sup>7</sup>	○	○
	Transparency * <sup>8</sup>	—	○
	Labels	—	○
	Envelopes	—	○

(○: available —: not available)

\*<sup>1</sup> 21 lb bond (80 g/m<sup>2</sup>) paper

\*<sup>2</sup> From 17 to 21 lb bond (64 to 80 g/m<sup>2</sup>)

\*<sup>3</sup> From 22 to 24 lb bond (81 to 90 g/m<sup>2</sup>)

\*<sup>4</sup> From 24 to 28 lb bond (91 to 105 g/m<sup>2</sup>)

\*<sup>5</sup> From 28 to 34 lb bond (106 to 128 g/m<sup>2</sup>)

\*<sup>6</sup> 20 lb bond (75 g/m<sup>2</sup>)

\*<sup>7</sup> LTR size only

\*<sup>8</sup> Use only LTR transparencies made especially for this machine.

## NOTE

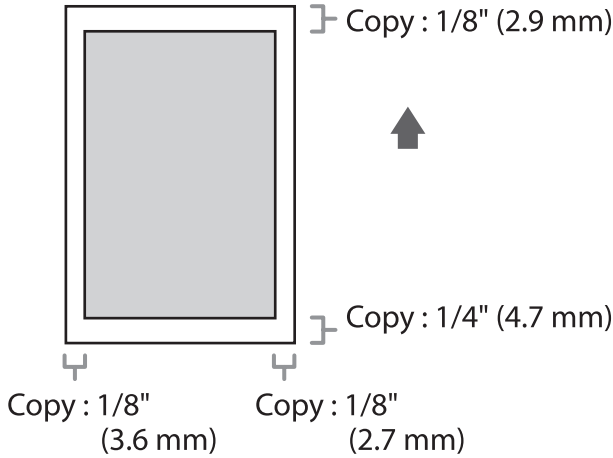
The default paper size is LTR. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Type and Size," on p. 2-13.)

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

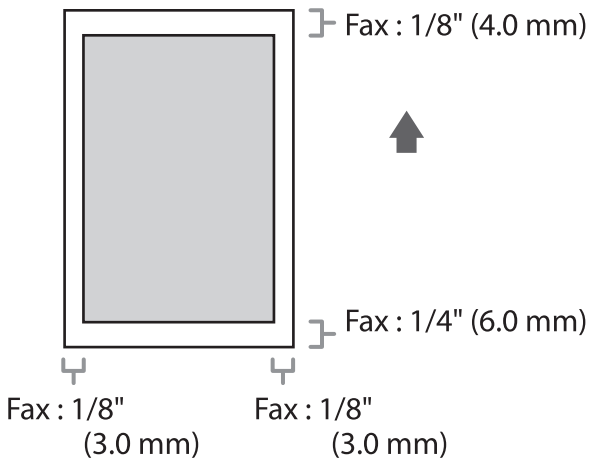
# Printable Area

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

## ● Copy Printable Area



## ● Fax Printable Area

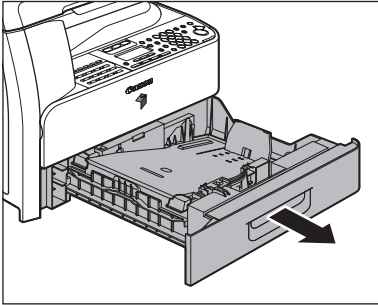


# Loading Paper

This section describes how to load paper in the paper drawers and stack bypass.

## In the Paper Drawer

- 1** Pull out the paper drawer until it stops.

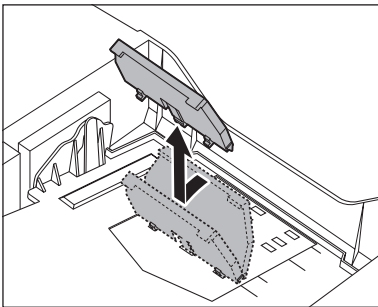


If you use LTR size, go to step 4. If you use other sizes, go to step 2.

 **NOTE**

Make sure all shipping tape/packing materials on the machine have been removed.

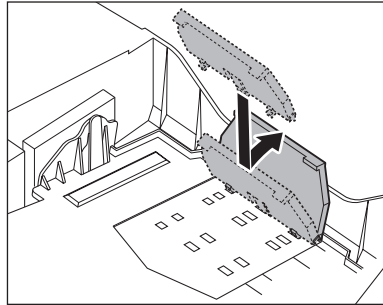
- 2** Incline the rear paper end guide until it is unlocked, then remove it from the paper drawer.



 **NOTE**

By default, the guide is set to LTR.

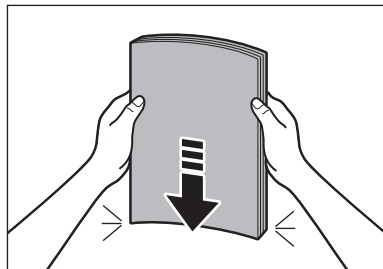
- 3** Attach the guide to the slots of the desired paper size.



 **NOTE**

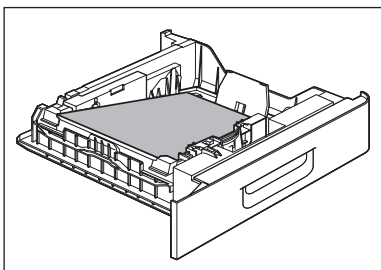
Make sure to set the guide to the mark for the size of the paper to be loaded correctly. If the guide is positioned incorrectly, it may cause paper jams, dirty prints, etc.

- 4** Even the edges of the paper stack.



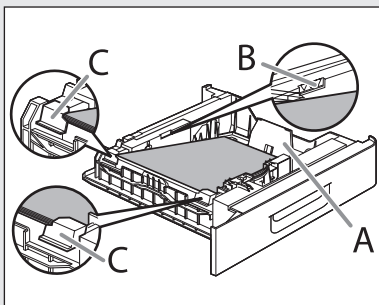


## 5 Load the paper stack of the appropriate size with the print side facing up.



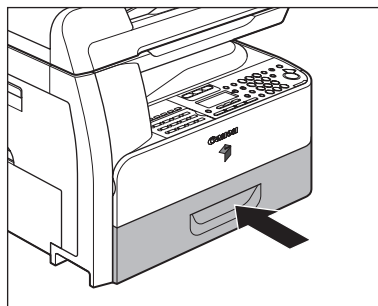
 **NOTE**


- When loading paper, be careful not to cut your fingers on the edges of the paper.
- Make sure the back edge of the paper stack touches the rear paper end guide (A), the paper stack should not exceed the load limit mark (B), and the load is under the small fins (C) on the paper guides.



- The paper drawer holds approximately 500 sheets of paper (21 lb bond (80 g/m<sup>2</sup>)).

## 6 Gently insert the paper drawer as far as it will go.



 **CAUTION**

Be careful not to get your fingers caught.

 **NOTE**

In the same manner, load the paper into the optional paper drawer. For attaching the optional paper drawer, see the instruction sheet that comes with the optional paper drawer.

## In the Stack Bypass

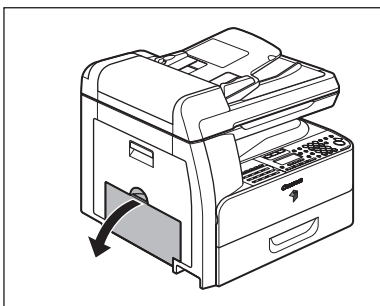
If you are making prints on transparencies, labels, nonstandard size paper, or envelopes, load them into the stack bypass.

### NOTE

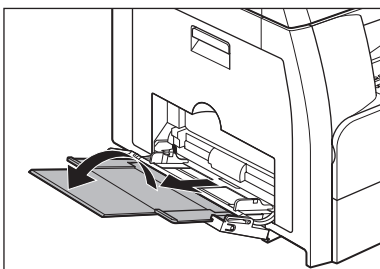
Note the following points when you are making prints on envelopes:

- Use standard envelopes with diagonal seams and flaps.
- To prevent jams, do not use the following:
  - Envelopes with windows, holes, perforations, cutouts, or double flaps
  - Envelopes made with special coated paper or deeply embossed paper
  - Envelopes with peel-off sealing strips
  - Envelopes with letters enclosed
- Make sure to set the correct envelope size in the printer driver. (See "Printing Functions," in the e-Manual.)

### 1 Open the stack bypass.



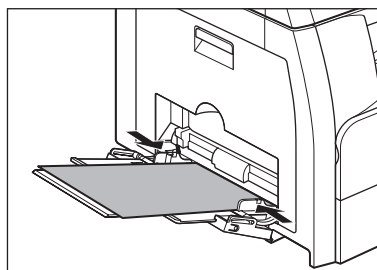
### 2 Pull out the stack bypass extension until it clicks, then open it.



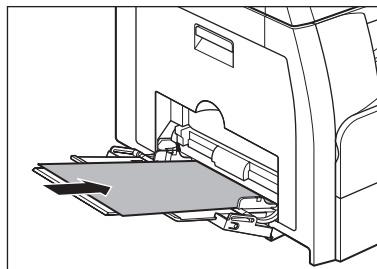
### NOTE

Do not load the paper without using the stack bypass extension.

### 3 Adjust the slide guides to match the size of the paper.

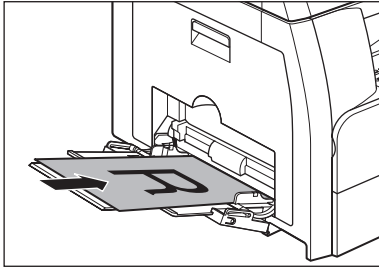


### 4 Load the paper into the stack bypass. Insert the paper stack as far as it will go.



■ **To print on the back side of preprinted paper**

Load the preprinted paper face up into the stack bypass, as shown in the illustration below.



 **NOTE**

When the paper is loaded into the stack bypass, the side facing down is the one printed on.

The screen for selecting the paper size appears.

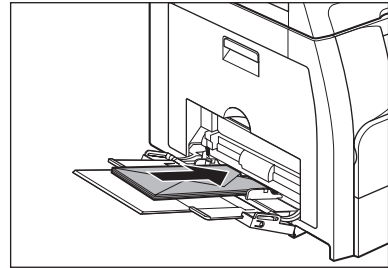
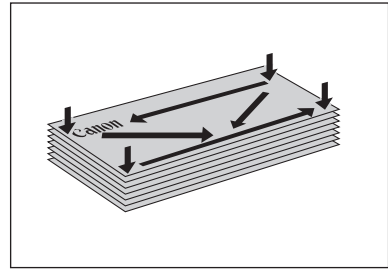
 **NOTE**

- Make sure that the paper stack does not exceed the paper limit guide.
- Some types of paper may not feed properly into the stack bypass. For high quality copies, be sure to use the paper and transparencies recommended by Canon.
- When making copies of a small document or thick paper, etc., the copy speed may be slightly slower than usual.
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.

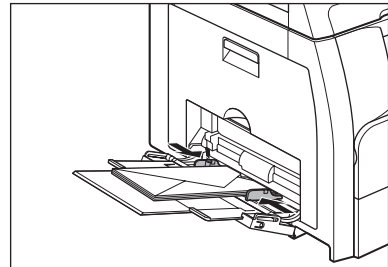
■ **If you are loading envelopes into the stack bypass:**

Gently load the stack of envelopes with the address side facing down and the flap side to the left. Be sure to insert the envelopes as far as they will go.

When you load the envelopes, arrange the stack of envelopes on a firm, clean surface first, then press down firmly on the edges to make the folds crisp.



**5** Adjust the slide guides to the width of the paper stack.



 **NOTE**

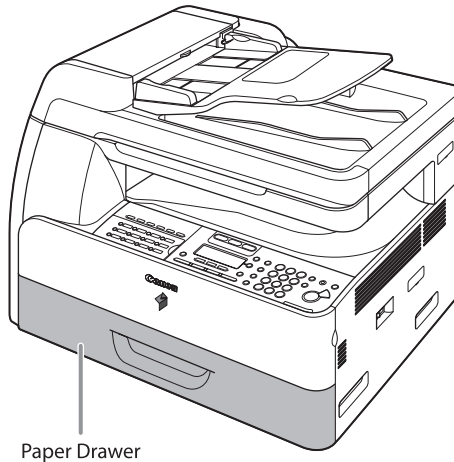
- Make sure that the paper stack does not exceed the paper limit guide.
- Some types of paper may not feed properly into the stack bypass. For high quality copies, be sure to use the paper and transparencies recommended by Canon.
- When making copies of a small document or thick paper, etc., the copy speed may be slightly slower than usual.

# Setting Paper Type and Size


This section describes how to set paper size and type loaded into the paper drawer(s) and stack bypass.

## For the Paper Drawer

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



Paper Drawer

**1** Press  [Additional Functions].

**2** Confirm that <COMMON SETTINGS> is displayed, then press [OK].

```
ADD. FUNCTIONS
1.COMMON SETTINGS
```

**3** Press [**←**] or [**→**] to select <SELECT PAPER TYPE>, then press [OK].

```
COMMON SETTINGS
7.SELECT PAPER TYPE
```

**4** Confirm that <DRAWER 1> is displayed, then press [OK].

```
SELECT PAPER TYPE
1.DRAWER 1
```

- 5** Press [**←**] or [**→**] to select the paper type, then press [OK].

```

DRAWER 1
          PLAIN PAPER
  
```

You can select from the following paper types: <PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <BOND>, <3HOLE PUNCH PAPER>

If you are using the optional paper drawer, confirm that <DRAWER 2> is displayed and press [OK]. Then repeat this step to set the paper type for <DRAWER 2>.

- 6** Confirm that <REG. PAPER SIZE> is displayed, then press [OK].

```

COMMON SETTINGS
8 . REG . PAPER SIZE
  
```

- 7** Confirm that <DRAWER 1> is displayed, then press [OK].

```

REG . PAPER SIZE
1 . DRAWER 1
  
```


- 8** Press [**←**] or [**→**] to select the paper size, then press [OK].

```

DRAWER 1
                                     LTR
  
```

You can select from the following paper sizes: <LTR>, <LGL>, <OFICIO>, <FLSP>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <A4>

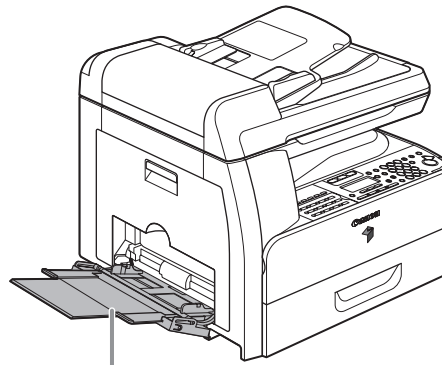
If you are using the optional paper drawer, confirm that <DRAWER 2> is displayed and press [OK]. Then repeat this step to set the paper size for <DRAWER 2>.

- 9** Press  [Stop] to return to the standby mode.

## For the Stack Bypass

You can register a frequently used paper size and type for the stack bypass. The default setting of standard settings for stack bypass is <OFF>.

To print using the stack bypass, follow this procedure to specify the paper size and type.



Stack Bypass

**1** Press [Additional Functions].

**2** Confirm that <COMMON SETTINGS> is displayed, then press [OK].

```
ADD. FUNCTIONS
1. COMMON SETTINGS
```

**3** Press [] or [] to select <BYPASS STD SET>, then press [OK].

```
COMMON SETTINGS
10. BYPASS STD SET
```

**4** Press [] or [] to select <ON>, then press [OK].

```
BYPASS STD SET
ON
```

### NOTE

If you select <OFF>, you must specify paper size and type every time you load paper on the stack bypass. In this case, when the display to specify the paper size for the stack bypass appears, press [] or [] to select the paper size, then press [OK]. Consequently, press [] or [] to select the paper type, then press [OK].

**5** Confirm that <PAPER SIZE> is displayed, then press [OK].

```
BYPASS STD SET
1. PAPER SIZE
```

- 6** Press [**←**] or [**→**] to select the paper size, then press [OK].

```
S E L E C T   P A P E R   S I Z E
                                     L T R
```

You can select from the following paper sizes:  
 <LTR>, <STMTR>, <EXECUTIV>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <G-LTR>, <G-LGL>, <FLSP>, <COM10>\*<sup>1</sup>, <MONARCH>\*<sup>1</sup>, <DL>\*<sup>1</sup>, <ISO-C5>\*<sup>1</sup>, <ISO-B5>\*<sup>1</sup>, <FREESIZE>\*<sup>2</sup>, <A4>, <B5>, <A5R>, <LGL>

\* <sup>1</sup> For envelopes.

- If you select this size, <ENVELOPE> is automatically selected for the paper type, and the display for selecting the paper type does not appear. Skip to step 9.

\* <sup>2</sup> For nonstandard paper size.

- If you select this size, enter the vertical size in <VERTICAL SIZE> (76 to 216 mm (3 to 8 1/2 inch)) with **0**–**9** [numeric keys], then press [OK].

Enter the horizontal size in <HORIZONTAL SIZE> (127 to 356 mm (5 to 14 1/8 inch)) with **0**–**9** [numeric keys], then press [OK].

- You can also press [**←**] or [**→**] to specify the size.  
 (<VERTICAL SIZE> represents the length of the paper that feeds into the machine.)

- 7** Confirm that <SELECT PAPER TYPE> is displayed, then press [OK].

```
B Y P A S S   S T D   S E T
2 . S E L E C T   P A P E R   T Y P E
```

- 8** Press [**←**] or [**→**] to select the paper type, then press [OK].

```
S E L E C T   P A P E R   T Y P E
                P L A I N   P A P E R
```

You can select from the following paper types:  
 <PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <HEAVY PAPER 2>, <HEAVY PAPER 3>, <BOND>, <3HOLE PUNCH PAPER>, <TRANSPARENCY>, <LABELS>, <ENVELOPE>

- 9** Press **⏏** [Stop] to return to the standby mode.

# Registering Destinations in the Address Book (imageRUNNER 1025iF Only)

## Chapter

# 3

This chapter describes how to register destinations in the Address Book, and how to edit and erase registered information.

### **About the Address Book ..... 3-2**

### **Storing/Editing One-Touch Keys ..... 3-3**

Registering Fax Numbers in One-Touch Keys ..... 3-3

Registering E-Mail Addresses in One-Touch Keys ..... 3-5

Registering I-Fax Addresses in One-Touch Keys ..... 3-6

Registering File Server Addresses in One-Touch  
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Registering Group Addresses in One-Touch Keys ..... 3-9

Editing One-Touch Keys ..... 3-10

Editing One-Touch Keys (Group Addresses) ..... 3-11

Erasing One-Touch Keys ..... 3-12

Erasing One-Touch Keys (Group Addresses) ..... 3-13

### **Storing/Editing Coded Dial Codes ..... 3-14**

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Registering E-Mail Addresses in Coded Dial  
Codes ..... 3-16

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Codes ..... 3-17

Registering File Server Addresses in Coded Dial  
Codes ..... 3-18

Registering Group Addresses in Coded Dial  
Codes ..... 3-20

Editing Coded Dial Codes ..... 3-21

Editing Coded Dial Codes (Group Addresses) ..... 3-22

Erasing Coded Dial Codes ..... 3-23

Erasing Coded Dial Codes (Group Addresses) ..... 3-24



# About the Address Book

**The Address Book is a feature used for storing fax, e-mail, I-fax, and file server destinations. The Address Book is divided into one-touch keys and coded dial codes. You can store up to 23 destinations in one-touch keys, and 177 destinations in coded dial codes, for a total of 200 destinations in the whole Address Book. You can also register multiple destinations of various types in a group address, and assign a one-touch key or coded dial code to this group.**

**Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job.**

## NOTE

- You can also register a destination in favorites buttons together with a specific combination of the scan and send settings. One-touch keys 01 to 04 can be used for this feature. For instructions on registering favorites buttons, see “Favorites Buttons (Fax),” “Favorites Buttons (I-Fax),” “Favorites Buttons (Scan to File Server),” and “Favorites Buttons (E-Mail),” in the e-Manual.
- Destinations stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see “Exporting Address Book Entries,” in the e-Manual.

# Storing/Editing One-Touch Keys

## Registering Fax Numbers in One-Touch Keys

This section describes the procedure for registering fax numbers in the one-touch keys.

**1** Press **[F]** [Additional Functions].

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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **[0-9]** [numeric keys], then press [OK].

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

```
ADDRESS BOOK SET .
2 . 1 - TOUCH SPD DIAL
```

**4** Press **[←]** or **[→]** to select a one-touch key (01 to 23) for which you want to register the fax number, then press [OK].

```
1 - TOUCH SPD DIAL
[ 01 ] NOT REGISTERED
```

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

**5** Confirm that <FAX> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
FAX
```

**6** Confirm that <NAME> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
1 . NAME
```

**7** Enter the destination name (16 letters maximum, including spaces) using the numeric keys, then press [OK].

Ex.

```
MAME : a
J o h n ( F A X ) _
```

**8** Confirm that <TEL NUMBER ENTRY> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
2 . TEL NUMBER ENTRY
```

**9** Enter the fax number you register (120 digits maximum, including spaces and pauses) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
TEL NUMBER ENTRY
0 1 2 X X X X X X X X _
```

**10** Confirm that <OPTIONAL SETTING> is displayed, then press [OK].

```
1 - TOUCH SPE DIAL
3 . OPTIONAL SETTING
```



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

```

OPTIONAL SETTING
                                ON
  
```

- 12** Confirm that <ECM> is displayed, then press [OK].

```

OPTIONAL SETTING
1 . ECM
  
```

- 13** Press [**←**] or [**→**] to select <ON> to reduce system and line errors while sending to or receiving from other machines that support ECM, then press [OK].

```

ECM
                                ON
  
```

- 14** Confirm that <TX SPEED> is displayed, then press [OK].

```

OPTIONAL SETTING
2 . TX SPEED
  
```

- 15** Press [**←**] or [**→**] to select the sending speed (33600 bps, 14400 bps, 9600 bps, or 4800 bps), then press [OK].

```

TX SPEED
                                3 3 6 0 0 b p s
  
```

**NOTE**

If transmission errors occur frequently, lower the speed.

- 16** Confirm that <INTERNATIONAL> is displayed, then press [OK].

```


OPTIONAL SETTING
3 . INTERNATIONAL
  
```

- 17** Press [**←**] or [**→**] to select the most effective transmission option, then press [OK].

```

INTERNATIONAL
                                DOMESTIC
  
```

- <DOMESTIC>: Normally select this option.
- <LONG DISTANCE 1-3>: Select one of these options when you make an international call. If errors occur during fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.
- To register another one-touch key, repeat the procedure from step 4.

- 18** Press  [Stop] to return to the standby mode.

## Registering E-Mail Addresses in One-Touch Keys

This section describes the procedure for registering e-mail addresses in the one-touch keys.

**1** Press **[F]** [Additional Functions].

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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **[0-9]** [numeric keys], then press [OK].

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

```
ADDRESS BOOK SET .
2 . 1 - TOUCH SPD DIAL
```

**4** Press **[←]** or **[→]** to select a one-touch key (01 to 23) for which you want to register the address, then press [OK].

```
1 - TOUCH SPD DIAL
[01] NOT REGISTERED
```

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

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

```
1 - TOUCH SPD DIAL
E - MAIL
```

**6** Confirm that <NAME> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
1 . NAME
```

**7** Enter the destination name (16 letters maximum, including spaces) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
NAME : a
John ( e - mail )
```

**8** Confirm that <E-MAIL ADDRESS> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
2 . E - MAIL ADDRESS
```

**9** Enter the address you register (120 digits maximum) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
E - MAIL ADDRESS : a
john@example.com
```

**10** Press **[S]** [Stop] to return to the standby mode.

## Registering I-Fax Addresses in One-Touch Keys

This section describes the procedure for registering I-fax addresses in the one-touch keys.

**1** Press **[\*]** [Additional Functions].

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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **[0-9]** [numeric keys], then press [OK].

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

```
ADDRESS BOOK SET .
2 . 1 - TOUCH SPD DIAL
```

**4** Press **[←]** or **[→]** to select a one-touch key (01 to 23) for which you want to register the address, then press [OK].

```
1 - TOUCH SPD DIAL
[ 0 1 ] NOT REGISTERED
```

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

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

```
1 - TOUCH SPD DIAL
IFAX
```

**6** Confirm that <NAME> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
1 . NAME
```

**7** Enter the destination name (16 letters maximum, including spaces) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
NAME : a
J o h n ( I - f a x )
```

**8** Confirm that <I-FAX ADDRESS> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
2 . I - FAX ADDRESS
```

**9** Enter the address you register (120 digits maximum) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
I - FAX ADDRESS : a
j o h n @ i f a x . c o m
```


**10** Press **[Stop]** [Stop] to return to the standby mode.



## Registering File Server Addresses in One-Touch Keys

This section describes the procedure for registering file server addresses in the one-touch keys.



### NOTE



You cannot change the server protocol setting (FTP or SMB) of the destination registered in Address Book. To change the server protocol, cancel the registration once, then register with the correct server protocol again.

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using - [numeric keys], then press [OK].



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

```
ADDRESS BOOK SET .
2 . 1 - TOUCH SPD DIAL
```

**4** Press [] or [] to select a one-touch key (01 to 23) for which you want to register the address, then press [OK].

```
1 - TOUCH SPD DIAL
[ 0 1 ] NOT REGISTERED
```

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key.

**5** Press [] or [] to select the server protocol (<FTP> or <SMB>), then press [OK].



```
1 - TOUCH SPD DIAL
FTP
```

- <FTP>: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server/Windows 2008 Server, Internet Information Services 7.0 under Windows Vista, or Red Hat Linux 7.2.
- <SMB>: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later), or Windows 2000/XP/Server 2003/Vista/Server 2008.

**6** Confirm that <NAME> is displayed, then press [OK].

Ex.

```
1 - TOUCH SPD DIAL
1 . NAME
```

**7** Enter the destination's name (16 characters maximum) using - [numeric keys], then press [OK].

Ex.

```
NAME : a
FTP server
```



- 8** Confirm that <HOST NAME> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
2 . HOST NAME
```

- 9** Enter the name of the file server on the network (120 characters maximum) using ①–⑨ [numeric keys], then press [OK].

If no DNS server is available, the host name setting should be specified using the IP address of the FTP server.

Ex.

```
HOST NAME           : 1
server1
```

- 10** Confirm that <FILE PATH> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
3 . FILE PATH
```

- 11** Enter the file path to the folder to which the job is to be sent (120 characters maximum) using ①–⑨ [numeric keys], then press [OK].

Ex.

```
FILE PATH           : a
server1/home/share
```

- 12** Confirm that <LOGIN NAME> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
4 . LOGIN NAME
```

- 13** Enter the login name using ①–⑨ [numeric keys], then press [OK].

Ex.

```
LOGIN NAME           : a
cannon
```

You can enter up to 24 characters for the login name.

- 14** Confirm that <PASSWORD> is displayed, then press [OK].

```
1 - TOUCH SPD DIAL
5 . PASSWORD
```


- 15** Enter the password using ①–⑨ [numeric keys], then press [OK].

Ex.

```
PASSWORD           : a
123XXXX
```

You can enter up to 24 characters (14 characters when <SMB> is selected as the server protocol) for the password.

To register another one-touch key, repeat the procedure from step 4.


- 16** Press  [Stop] to return to the standby mode.



## Registering Group Addresses in One-Touch Keys

The Group Address feature enables you to create a group of up to 199 stored destinations as a single destination.



### NOTE



The destinations must be registered in the one-touch keys or coded dial codes beforehand.

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using - [numeric keys], then press [OK].

**3** Press [] or [] to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
4 . GROUP DIAL
```

**4** Press [] or [] to select an empty one-touch key that you want to set as the group address, then press [OK].


```
GROUP DIAL
[25] NOT REGISTERED
```

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



**5** Confirm that <SELECT ADD/TEL NO> is displayed, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```



**6** Select the destinations you want to register in the group (199 destinations maximum) until all destinations are registered, then press [OK].

```
 = 0 1 2 X X X X X X X X
[01] Canon
```

To enter a destination stored under a one-touch key, press the desired one-touch key.



To enter a destination stored under a coded dial code, press  [Coded Dial], then enter the three-digit code with the numeric keys. For multiple entries, press  [Coded Dial] between each entry.

### NOTE

- You cannot register the destination stored under a favorites button in a group.
- You can review the destinations which have been already entered with [] or [].

**7** Confirm that <NAME> is displayed, then press [OK].

```
GROUP DIAL
2 . NAME
```

**8** Enter the group name (16 letters maximum, including spaces) using - [numeric keys], then press [OK].


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

Ex.

```
NAME : a
Canon Group
```






**9** Press  [Stop] to return to the standby mode.



## Editing One-Touch Keys

This section describes the procedure for editing the fax, I-fax, e-mail and file server addresses in the one-touch keys.





### NOTE



You cannot change the server protocol setting (FTP or SMB) of the destination registered in Address Book. To change the server protocol, cancel the registration once, then register with the correct server protocol again.

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using - [-] [numeric keys], then press [OK].



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

```
ADDRESS BOOK SET .
2 . 1 - TOUCH SPD DIAL
```

**4** Press [] or [] to select a one-touch key (01 to 23) you want to edit, then press [OK].

```
1 - TOUCH SPD DIAL
[ 0 1 ] J o h n ( F A X )
```



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

**5** Press [] or [] to select the item you want to edit, then press [OK].


```
1 - TOUCH SPD DIAL
1 . NAME
```





You can edit the following items:

- Fax: <NAME>, <TEL NUMBER ENTRY>, <OPTIONAL SETTING>
- I-Fax: <NAME>, <I-FAX ADDRESS>
- E-Mail: <NAME>, <E-MAIL ADDRESS>
- File server (FTP or SMB): <NAME>, <HOST NAME>, <FILE PATH>, <LOGIN NAME>, <PASSWORD>

**6** Press [] repeatedly to go back to the character or number you want to change, then press  [Clear].

```
NAME : a
_
```


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

**7** Enter a new character or number using - [-] [numeric keys], then press [OK].

Ex.


```
NAME : a
C a n o n
```



**8** Repeat step 5 to 7 to edit the desired items.

- 9** Press  [Stop] to return to the standby mode.



## Editing One-Touch Keys (Group Addresses)



This section describes the procedure for adding a new destination to the group, deleting a destination from the group, or changing the group name registered in one-touch keys.

- 1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using - [numeric keys], then press [OK].



- 3** Press [] or [] to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
4 . GROUP DIAL
```

- 4** Press [] or [] to select a group to edit, then press [OK].

```
GROUP DIAL
[02] GROUP DIAL
```

■ If you want to add a new destination to the group:

- ① Press [] or [] to select <SELECT ADD/TEL NO>, then press [OK].



```
GROUP DIAL
1 . SELECT ADD / TEL NO
```




- ② Select the destination you want to add to the group, then press [OK].


### NOTE

For details on specifying a destination from Address Book, see “Registering Group Addresses in One-Touch Keys,” on p. 3-9.

■ If you want to delete a destination from the group:

- ① Press [] or [] to select <SELECT ADD/TEL NO>, then press [OK].



- ② Press [] or [] to display the destination you want to delete from the group, then press  [Clear].

```
 = j o h n @ e x a m p l e . c o m
[02] J o h n ( e - m a i l )
```

- ③ Repeat step ② if you want to delete another destination.

- ④ Press [OK].

■ If you want to change the group name:

- ① Press [] or [] to select <NAME>, then press [OK].

```
GROUP DIAL
2 . NAME
```

- ② Press [←] repeatedly to go back to a wrong character, then press © [Clear].


N A M E : a  
—

 **NOTE**

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

- ③ Enter a new character using 0–9 [numeric keys], then press [OK].

N A M E : a  
C a n o n g l o u p

- 5** Press  [Stop] to return to the standby mode.

## Erasing One-Touch Keys

This section describes the procedure for erasing addresses registered under one-touch keys.

- 1** Press © [Additional Functions].

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

A D D . F U N C T I O N S  
4 . A D D R E S S B O O K S E T .

If a password has been set for the Address Book, enter the password using 0–9 [numeric keys], then press [OK].

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

A D D R E S S B O O K S E T .  
2 . 1 - T O U C H S P D D I A L

- 4** Press [←] or [+] to select a one-touch key (01 to 23) you want to erase, then press [OK].

1 - T O U C H S P D D I A L  
[ 0 3 ] J o h n ( e - m a i l )

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


- 5** Press [←] or [+] to select <TEL NUMBER ENTRY>, <E-MAIL ADDRESS>, <I-FAX ADDRESS>, or <HOST NAME>, then press [OK].

1 - T O U C H S P D D I A L  
2 . T E L N U M B E R E N T R Y


- 6** Press and hold © [Clear] to erase the entire entry, then press [OK].



 **NOTE**

- If you erase the fax number or e-mail/I-fax address, the registered name is cleared automatically.
- If you erase the file server name, the rest of the settings are cleared automatically.



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


## Erasing One-Touch Keys (Group Addresses)

**1** Press  [Additional Functions].

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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using - [numeric keys], then press [OK].

**3** Press [] or [] to select <GROUP DIAL>, then press [OK].


```
ADDRESS BOOK SET .
4 . GROUP DIAL
```

**4** Press [] or [] to select a group to delete, then press [OK].

```
GROUP DIAL
[ 2 5 ] GROUP DIAL
```


**5** Confirm that <SELECT ADD/TEL NO> is displayed, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```

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

### NOTE

- When you delete all destinations, the registered name is cleared automatically.
- If you erase the file server name, the rest of the settings are cleared automatically.

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

# Storing/Editing Coded Dial Codes

## Registering Fax Numbers in Coded Dial Codes

This section describes the procedure for registering fax numbers in the coded dial codes.

**1** Press **[F]** [Additional Functions].

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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **[0-9]** [numeric keys], then press [OK].

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

```
ADDRESS BOOK SET .
3 . CODED SPD DIAL
```

**4** Press **[←]** or **[→]** to select a coded dial code (000 to 176) for which you want to register the fax number, then press [OK].

```
CODED SPD DIAL
[* 000] NOT REGISTERED
```

You can also select a coded dial code by pressing **[C]** [Coded Dial] followed by the desired three digit code.

**5** Confirm that <FAX> is displayed, then press [OK].

```
CODED SPD DIAL
FAX
```

**6** Confirm that <NAME> is displayed, then press [OK].

```
CODED SPD DIAL
1 . NAME
```

**7** Enter the destination name (16 letters maximum, including spaces) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
NAME : a
J o h n ( F A X _
```

**8** Confirm that <TEL NUMBER ENTRY> is displayed, then press [OK].

```
CODED SPD DIAL
2 . TEL NUMBER ENTRY
```

**9** Enter the fax number you register (120 digits maximum, including spaces and pauses) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
TEL NUMBER ENTRY
0 1 2 X X X X X X X X _
```

**10** Confirm that <OPTIONAL SETTING> is displayed, then press [OK].

```
CODED SPD DIAL
3 . OPTIONAL SETTING
```

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

```

OPTIONAL SETTING
                                ON
  
```

- 12** Confirm that <ECM> is displayed, then press [OK].

```

OPTIONAL SETTING
1 . ECM
  
```

- 13** Press [**←**] or [**→**] to select <ON> to reduce system and line errors while sending to or receiving from other machines that support ECM, then press [OK].

```

ECM
                                ON
  
```

- 14** Confirm that <TX SPEED> is displayed, then press [OK].

```

OPTIONAL SETTING
2 . TX SPEED
  
```

- 15** Press [**←**] or [**→**] to select the sending speed (33600 bps, 14400 bps, 9600 bps, or 4800 bps), then press [OK].

```

TX SPEED
                                3 3 6 0 0 b p s
  
```

 **NOTE**

If transmission errors occur frequently, lower the speed.

- 16** Confirm that <INTERNATIONAL> is displayed, then press [OK].

```


OPTIONAL SETTING
3 . INTERNATIONAL
  
```

- 17** Press [**←**] or [**→**] to select the most effective transmission option, then press [OK].

```

INTERNATIONAL
                                DOMESTIC
  
```

- <DOMESTIC>: Normally select this option.
- <LONG DISTANCE 1-3>: Select one of these options when you make an international call. If errors occur during fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.
- To register another coded dial code repeat the procedure from step 4.

- 18** Press  [Stop] to return to the standby mode.

## Registering E-Mail Addresses in Coded Dial Codes

This section describes the procedure for registering e-mail addresses in the coded dial codes.

**1** Press **[F]** [Additional Functions].

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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **[0-9]** [numeric keys], then press [OK].

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

```
ADDRESS BOOK SET .
3 . CODED SPD DIAL
```

**4** Press **[←]** or **[→]** to select a coded dial code (000 to 176) for which you want to register the address, then press [OK].

```
CODED SPD DIAL
[*000] NOT REGISTERED
```

You can also select a coded dial code by pressing **[C]** [Coded Dial] followed by the desired three digit code.

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

```
CODED SPD DIAL
E - MAIL
```

**6** Confirm that <NAME> is displayed, then press [OK].

```
CODED SPD DIAL
1 . NAME
```

**7** Enter the destination name (16 letters maximum, including spaces) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
NAME : a
John ( e - mail )
```

**8** Confirm that <E-MAIL ADDRESS> is displayed, then press [OK].

```
CODED SPD DIAL
2 . E - MAIL ADDRESS
```

**9** Enter the address you register (120 digits maximum) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
E - MAIL ADDRESS : a
john@exampl.com
```

**10** Press **[STOP]** [Stop] to return to the standby mode.

## Registering I-Fax Addresses in Coded Dial Codes

This section describes the procedure for registering I-fax addresses in the coded dial codes.

**1** Press **[F]** [Additional Functions].

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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **[0-9]** [numeric keys], then press [OK].

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

```
ADDRESS BOOK SET .
3 . CODED SPD DIAL
```

**4** Press **[←]** or **[→]** to select a coded dial code (000 to 176) for which you want to register the address, then press [OK].

```
CODED SPD DIAL
[*000] NOT REGISTERED
```

You can also select a coded dial code by pressing **[C]** [Coded Dial] followed by the desired three digit code.

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

```
CODED SPD DIAL
IFAX
```

**6** Confirm that <NAME> is displayed, then press [OK].

```
CODED SPD DIAL
1 . NAME
```

**7** Enter the destination name (16 letters maximum, including spaces) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
NAME : a
John ( I - f a x )
```

**8** Confirm that <I-FAX ADDRESS> is displayed, then press [OK].

```
CODED SPD DIAL
2 . I - FAX ADDRESS
```

**9** Enter the address you register (120 digits maximum) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
I - FAX ADDRESS : a
john@ifax.com
```

**10** Press **[STOP]** [Stop] to return to the standby mode.






## Registering File Server Addresses in Coded Dial Codes

This section describes the procedure for registering file server addresses in the coded dial codes.



### NOTE



You cannot change the server protocol setting (FTP or SMB) of the destination registered in Address Book. To change the server protocol, cancel the registration once, then register with the correct server protocol again.

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```


If a password has been set for the Address Book, enter the password using - [numeric keys], then press [OK].



**3** Press [] or [] to select <CODED SPD DIAL>, then press [OK].

```
ADDRESS BOOK SET .
3 . CODED SPD DIAL
```

**4** Press [] or [] to select a coded dial code (000 to 176) for which you want to register the address, then press [OK].

```
CODED SPD DIAL
[ * 0 0 0 ] NOT REGISTERED
```

You can also select a coded dial code by pressing  [Coded Dial] followed by the desired three digit code.



**5** Press [] or [] to select the server protocol (<FTP> or <SMB>), then press [OK].

```
CODED SPD DIAL
FTP
```

- <FTP>: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 under Windows 2000 Server/Windows 2008 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, Internet Information Services 7.0 under Windows Vista, or Red Hat Linux 7.2.
- <SMB>: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later), or Windows 2000/XP/Server 2003/Vista/Server 2008.

**6** Confirm that <NAME> is displayed, then press [OK].

```
CODED SPD DIAL
1 . NAME
```

**7** Enter the destination's name (up to 16 characters) using - [numeric keys], then press [OK].

Ex.

```
NAME
FTP server : a
```

- 8** Confirm that <HOST NAME> is displayed, then press [OK].

```
CODED SPD DIAL
2 . HOST NAME
```

- 9** Enter the name of the file server on the network (up to 120 characters) using ①–⑨ [numeric keys], then press [OK].

If no DNS server is available, the host name setting should be specified using the IP address of the FTP server.

Ex.

```
HOST NAME           : 1
server1
```

- 10** Confirm that <FILE PATH> is displayed, then press [OK].

```
CODED SPD DIAL
3 . FILE PATH
```

- 11** Enter the file path to the folder to which the job is to be sent (up to 120 characters) using ①–⑨ [numeric keys], then press [OK].

Ex.

```
FILE PATH           : a
server1/home/share
```

- 12** Confirm that <LOGIN NAME> is displayed, then press [OK].

```
CODED SPD DIAL
4 . LOGIN NAME
```

- 13** Enter the login name using ①–⑨ [numeric keys], then press [OK].

Ex.

```
LOGIN NAME           : a
canon
```

You can enter up to 24 characters for the login name.

- 14** Confirm that <PASSWORD> is displayed, then press [OK].

```
CODED SPD DIAL
5 . PASSWORD
```


- 15** Enter the password using ①–⑨ [numeric keys], then press [OK].

Ex.

```
PASSWORD           : a
1 2 3 X X X X __
```

You can enter up to 24 characters (14 characters when <SMB> is selected as the server protocol) for the password.

To register another coded dial code, repeat the procedure from step 4.


- 16** Press  [Stop] to return to the standby mode.



## Registering Group Addresses in Coded Dial Codes

The Group Address feature enables you to create a group of up to 199 stored destinations as a single destination.



 **NOTE**



The destinations must be registered in one-touch keys or coded dial codes beforehand.

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
 4 . ADDRESS BOOK SET .
```


If a password has been set for the Address Book, enter the password using - [numeric keys], then press [OK].

**3** Press [] or [] to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
 4 . GROUP DIAL
```

**4** Press [] or [] to select an empty coded dial code that you want to set as the group address, then press [OK].

```
GROUP DIAL
[*100] NOT REGISTERED
```





You can also select a coded dial code by pressing  [Coded Dial] followed by the desired three digit code.

**5** Confirm that <SELECT ADD/TEL NO> is displayed, then press [OK].



```
GROUP DIAL
 1 . SELECT ADD / TEL NO
```

**6** Select the destinations you want to register in the group (up to 199 destinations) until all destinations are registered, then press [OK].

```
 = 0 1 2 X X X X X X X
[*000] Canon
```



To enter a destination stored under a one-touch key, press the desired one-touch key.  
To enter a destination stored under a coded dial code, press  [Coded Dial], then enter the three digit code with - [numeric keys]. For multiple entries, press  [Coded Dial] between each entry.

 **NOTE**

- You cannot register the destination stored under a favorites button in a group.
- You can review the destinations which have been already entered with [] or [].

**7** Confirm that <NAME> is displayed, then press [OK].


```
GROUP DIAL
 2 . NAME
```

**8** Enter the group name (16 letters maximum, including spaces) using - [numeric keys], then press [OK].

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

Ex.

```
NAME : a
Canon Group
```


**9** Press  [Stop] to return to the standby mode.



## Editing Coded Dial Codes

This section describes the procedure for editing the fax, I-fax, e-mail and file server addresses in coded dial codes.



### NOTE



You cannot change the server protocol setting (FTP or SMB) of the destination registered in Address Book. To change the server protocol, cancel the registration once, then register with the correct server protocol again.

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```


If a password has been set for the Address Book, enter the password using – [numeric keys], then press [OK].



**3** Press [] or [] to select <CODED SPD DIAL>, then press [OK].

```
ADDRESS BOOK SET .
3 . CODED SPD DIAL
```

**4** Press [] or [] to select a coded dial code (000 to 176) you want to edit, then press [OK].

```
CODED SPD DIAL
[* 0 0 1 ] J o h n ( F A X )
```



You can also select a coded dial code by pressing  [Coded Dial] followed by the desired three digit code.

**5** Press [] or [] to select the item you want to edit, then press [OK].

```
CODED SPD DIAL
1 . NAME
```


You can edit the following items:



- Fax: <NAME>, <TEL NUMBER ENTRY>, <OPTIONAL SETTING>
- I-Fax: <NAME>, <I-FAX ADDRESS>
- E-Mail: <NAME>, <E-MAIL ADDRESS>
- File server (FTP or SMB): <NAME>, <HOST NAME>, <FILE PATH>, <LOGIN NAME>, <PASSWORD>

**6** Press [] repeatedly to go back to the character or number you want to change, then press  [Clear].

Ex.

```
NAME : a
J o h n ( F A X )
```


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

**7** Enter a new character or number using – [numeric keys], then press [OK].

Ex.


```
NAME : a
C a n o n ( F A X )
```



**8** Repeat step 5 to 7 to edit the desired items.

**9** Press  [Stop] to return to the standby mode.



## Editing Coded Dial Codes (Group Addresses)



This section describes the procedure for adding a new destination to the group, deleting a destination from the group, or changing the group name registered in the coded dial codes.

**1** Press  [Additional Functions].




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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using - [numeric keys], then press [OK].



**3** Press [] or [] to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
4 . GROUP DIAL
```

**4** Press  [Coded Dial], then enter the three-digit code using - [numeric keys].


```
GROUP DIAL
[* 0 0 1] GROUP DIAL
```

■ If you want to add a new destination to the group:

① Press [] or [] to select <SELECT ADD/TEL NO>, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```



② Select the destination you want to add to the group, then press [OK].

```
 = j o h n @ i f a x . c o m
[ 0 8 ] J o h n ( I - f a x )
```




### NOTE

For details on specifying a destination from Address Book, see "Registering Group Addresses in Coded Dial Codes," on p. 3-20.

■ If you want to delete a destination from the group:

① Press [] or [] to select <SELECT ADD/TEL NO>, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```

② Press [] or [] to display the destination you want to delete from the group, then press  [Clear].



Ex.

```
 = 4 5 6 X X X X X X X X
[* 0 0 1] J o h n
```

③ Repeat step ② if you want to delete another destination.

④ Press [OK].

■ If you want to change the group name:

① Press [] or [] to select <NAME>, then press [OK].

```
GROUP DIAL
2 . NAME
```

- ② Press [←] repeatedly to go back to a wrong character, then press © [Clear].

Ex.

```
NAME : a
Group
```


 **NOTE**

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

- ③ Enter a new character with ①–⑨ [numeric keys], then press [OK].


Ex.

```
NAME : 1
Group2_
```

- 5** Press  [Stop] to return to the standby mode.

## Erasing Coded Dial Codes

This section describes the procedure for erasing addresses registered under coded dial codes.

- 1** Press  [Additional Functions].

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

```
ADD. FUNCTIONS
4. ADDRESS BOOK SET.
```


If a password has been set for the Address Book, enter the password using ①–⑨ [numeric keys], then press [OK].

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

```
ADDRESS BOOK SET.
3. CODED SPD DIAL
```

- 4** Press [←] or [→] to select a coded dial code (000 to 176) for which you want to erase, then press [OK].

```
CODED SPD DIAL
[*001] John (FAX)
```

You can also select a coded dial code by pressing  [Coded Dial] followed by the desired three digit code.


- 5** Press [←] or [→] to select <TEL NUMBER ENTRY>, <E-MAIL ADDRESS>, <I-FAX ADDRESS>, or <HOST NAME>, then press [OK].

```
CODED SPD DIAL
2. TEL NUMBER ENTRY
```


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



 **NOTE**

- If you delete the fax number or e-mail/I-fax address, the registered name is cleared automatically.
- If you erase the file server name, the rest of the settings are cleared automatically.



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



## Erasing Coded Dial Codes (Group Addresses)

**1** Press  [Additional Functions].

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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```




If a password has been set for the Address Book, enter the password using - [numeric keys], then press [OK].

**3** Press [] or [] to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
4 . GROUP DIAL
```


**4** Press [] or [] to select a group to delete, then press [OK].

```
GROUP DIAL
[*100] GROUP DIAL
```

To select a group stored under the coded dial code, press  [Coded Dial], then enter the three-digit code using - [numeric keys].

**5** Confirm that <SELECT ADD/TEL NO> is displayed, then press [OK].


```
GROUP DIAL
1 . SELECT ADD / TEL NO
```

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



### NOTE

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

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

This chapter describes copy features.

<b>Overview of Copy Functions</b> .....	<b>4-2</b>
<b>Basic Copying Method</b> .....	<b>4-4</b>
<b>Canceling Copy Jobs</b> .....	<b>4-5</b>
Canceling Scanning or Outgoing Jobs .....	4-5
Canceling Reserved Jobs .....	4-5
<b>Selecting Paper Source</b> .....	<b>4-7</b>
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Using the Stack Bypass with Standard Paper Sizes .....	4-8
Using the Stack Bypass with Irregular Sizes of Paper .....	4-10
Using the Stack Bypass with Envelopes .....	4-11
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Book Frame Erase .....	4-29
Binding Hole Erase .....	4-30
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<b>Reserved Copy</b> .....	<b>4-35</b>



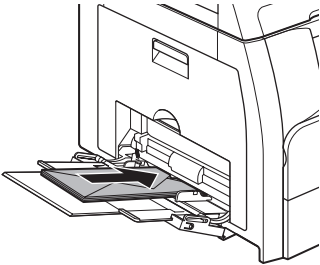
# Overview of Copy Functions

In addition to enlarging/reducing copies, you can make 2-sided copies or use the 2 on 1 mode, which reduces 2 page originals to fit on one sheet of paper.

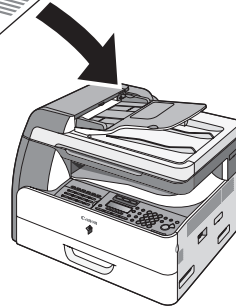
## Using stack bypass

(p. 4-8, p. 4-10, p. 4-11)

- Standard paper sizes
- Irregular sizes of paper
- Envelopes



Originals



Copies



## Copy settings

### Image Quality (p. 4-13)

Text



Photo



Text/Photo



### Density (p. 4-15)

Original



Lighter



Copy



Darker

Original

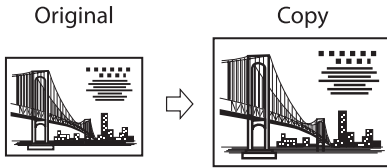


Copy



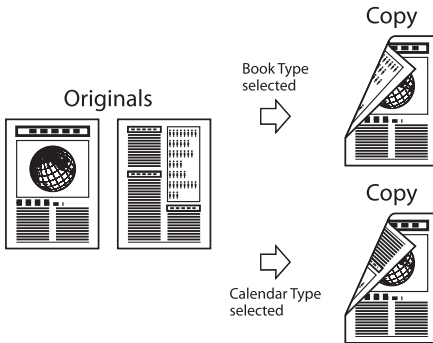
# Various copy functions

## Enlarge/Reduce images (p. 4-17)

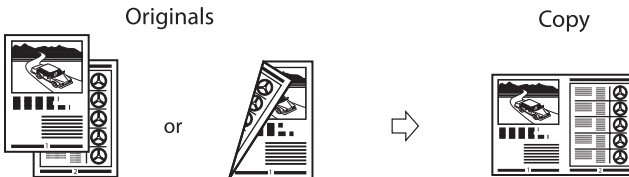


## 2-sided copying (p. 4-19)

1 to 2-sided copying



## 2 on 1 (p. 4-25)



**NOTE**

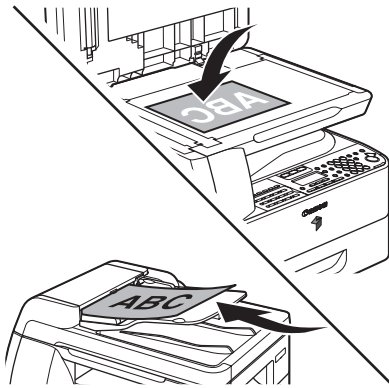
The copy settings can be combined. For details, see the following descriptions for each setting.

# Basic Copying Method

This section describes the basic procedure for copying.

## 1 Place originals on the platen glass or load them in the ADF.

For details, see "Placing Originals," on p. 2-4.

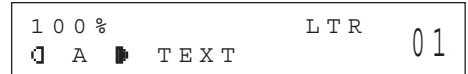


- Close the ADF/platen glass cover after placing your originals.
- For originals you can copy, see "Originals Requirements," on p. 2-2.

## 2 Press **COPY** [COPY].

- The COPY indicator lights and the machine enters the copy standby mode.
- If you want to adjust the image quality and density, see "Selecting Image Quality," on p. 4-13, and "Adjusting Density," on p. 4-15.

## 3 Enter the desired copy quantity (1 to 99) using **0**–**9** [numeric keys].



- If you make a mistake when entering values, press **C** [Clear] and enter the correct values.
- The copy quantity appears on the right side of the display.

## 4 Press **Start** to start copying.

# Canceling Copy Jobs

This section describes how to cancel copy jobs.

## Canceling Scanning or Outgoing Jobs

You can cancel scanning or outgoing jobs.

### NOTE

If you cancel a copy job during scanning, make sure to remove the original.

**1** Press  [Stop].

**2** When the <STOP KEY PRESSED> message appears, press [OK].

■ When scanning using the ADF:

```
STOP KEY PRESSED
PRESS OK KEY
```

■ When scanning using the platen glass:

```
STOP KEY PRESSED
```


**3** When the <CANCEL COPYING?> message appears, press [>] to select <YES>.



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

The display will return to the standby mode.



## Canceling Reserved Jobs

You can cancel a copy job while it is printing or waiting to be processed.


**1** Press  [System Monitor].

**2** Press [] or [] to select <COPY STATUS>, then press [OK].


```
COPY STATUS
SELECT JOB TO CANCEL
```

**3** Press [] or [] to scroll through the job list.

```
0 0 2 9    1 5 : 5 0    P R I N T I N G
          1 ×        0 /      1
```

**4** When the copy job you want to cancel appears on the display, press [OK], then press [] to select <YES>.

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

**5** Press  [Stop] to return to the standby mode.

# Selecting Paper Source

You can manually specify a paper source (paper drawer (1 or 2) or stack bypass) by pressing **○ [Paper Select]**.

 **NOTE**

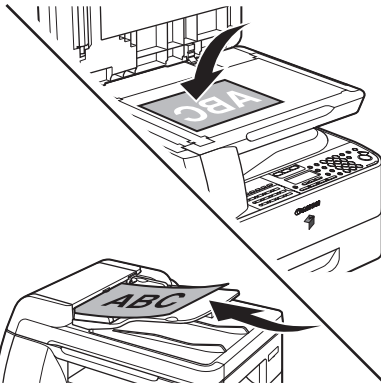
The suffix <R> (such as in LTRR), used in paper size designations, indicates that the paper is loaded in a paper drawer or the stack bypass tray horizontally.

## Copying on Papers in Drawers

 **NOTE**

You need to set up the paper size and type for each paper source in advance. For details about configuring the paper size and type, see “Setting Paper Type and Size,” on p. 2-13.

**1** Set originals.



For details, see “Placing Originals,” on p. 2-4.

**2** Press **○ COPY** [COPY].

**3** Press **○ [Paper Select]** repeatedly to select the paper drawer 1 or the paper drawer 2\*.


```
PAPER SELECT
                DRAWER 1
```

The paper select indicator of the selected paper source lights. (See “Operation Panel,” on p. 1-5.)  
\* The paper drawer 2 is optional.

**4** Enter the desired copy quantity (1 to 99) using **○-○** [numeric keys].

```
100%           LTR  01
□ A ■ TEXT
```

## 5 Press [Start].

If you want to copy multiple originals using the platen glass, set an original and press  [Start] for each original, once for each page.

### NOTE

- You can set whether to change to another paper source of the same size if the current paper source runs out while processing a job. You can set whether to select the appropriate paper source based on the original size and copy ratio settings (Auto Drawer Select function) in <COPY> of <AUTO DRAWER SELECT> in <COMMON SETTINGS>. By setting each paper source (<DRAWER 1>, <DRAWER 2> (optional) or <STACK BYPASS>) to <ON>, you can activate the Auto Drawer Select function for each paper source.
- You can set the default paper source for copying (<AUTO>, <DRAWER 1>, or <DRAWER 2> (optional)) in <PAPER SELECT> of <STANDARD SETTINGS> in <COPY SETTINGS>.

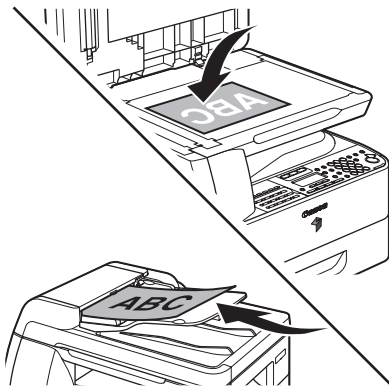
## Using the Stack Bypass with Standard Paper Sizes

This section describes how to copy onto standard size paper using the stack bypass.

### NOTE

If <BYPASS STD SET> in <COMMON SETTINGS> is set to <OFF>, the display to specify the paper size and type for the stack bypass appears every time you load paper on the stack bypass. If <BYPASS STD SET> is set to <ON>, copying can be performed only for the registered paper size and type. (See “Setting Paper Type and Size” on p. 2-13.)

### 1 Set originals.



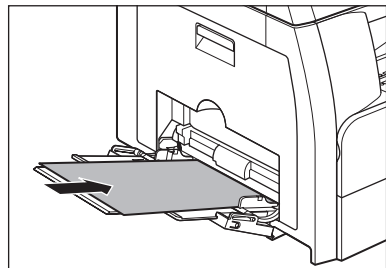
For details, see “Placing Originals,” on p. 2-4.

### 2 Press [COPY].

### 3 Press [Paper Select] repeatedly to select the stack bypass.

The paper select indicator of the selected paper source lights. (See “Operation Panel,” on p. 1-5.)

### 4 Load the paper into the stack bypass.



- 5** Press [**←**] or [**→**] to select the paper size, then press [OK].

```
S E L E C T   P A P E R   S I Z E
L T R
```

To copy onto standard size paper, select the paper size from the followings:  
 <LTR>, <STMTR>, <EXECUTIV>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <G-LTR>, <G-LGL>, <FLSP>, <A4>, <B5>, <A5R>, <LGL>  
 For details, see "For the Stack Bypass" on p. 2-15.

- 6** Press [**←**] or [**→**] to select the paper type, then press [OK].

```
S E L E C T   P A P E R   T Y P E
P L A I N   P A P E R
```

To copy onto standard size paper, select the paper type from the followings:  
 <PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <HEAVY PAPER 2>, <HEAVY PAPER 3>, <BOND>, <3HOLE PUNCH PAPER>, <TRANSPARENCY>, <LABELS>, <ENVELOPE>  
 For details, see "For the Stack Bypass" on p. 2-15.

- 7** Enter the desired copy quantity (1 to 99) using 0–9 [numeric keys].

```
1 0 0 %           L T R
↓ A ■ TEXT       0 1
```

- 8** Press **[Start]**.

If you want to copy multiple originals using the platen glass, set an original and press **[Start]** for each original, once for each page.



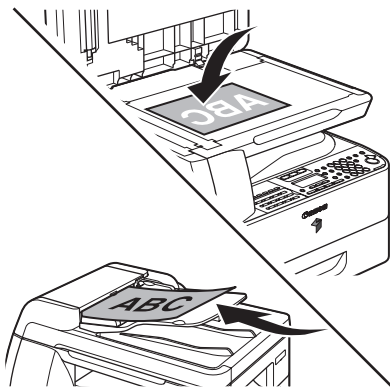
## Using the Stack Bypass with Irregular Sizes of Paper

This section describes how to copy onto nonstandard size paper using the stack bypass.

### NOTE

If <BYPASS STD SET> in <COMMON SETTINGS> is set to <OFF>, the display to specify the paper size and type for the stack bypass appears every time you load paper on the stack bypass. If <BYPASS STD SET> is set to <ON>, copying can be performed only for the registered paper size and type. (See "Setting Paper Type and Size," on p. 2-13.)

### 1 Set originals.



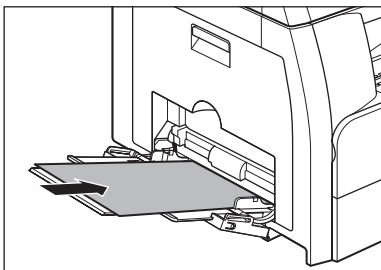
For details, see "Placing Originals," on p. 2-4.

### 2 Press [COPY].

### 3 Press [Paper Select] repeatedly to select the stack bypass.

The paper select indicator of the selected paper source lights. (See "Operation Panel," on p. 1-5.)

### 4 Load the paper into the stack bypass.



### 5 Press [] or [] to select <FREESIZE>, then press [OK].


```
SELECT PAPER SIZE
FREESIZE
```

### 6 Enter the vertical size in <VERTICAL SIZE> (76 to 216 mm (3 to 8 1/2 inch)) using - [numeric keys], then press [OK].

```
VERTICAL SIZE
      76 MM
```

### 7 Enter the horizontal size in <HORIZONTAL SIZE> (127 to 356 mm (5 to 14 1/8 inch)) using - [numeric keys], then press [OK].

```
HORIZONTAL SIZE
      127 MM
```

You can also press [] or [] to specify the size.

(<VERTICAL SIZE> represents the length of the paper that feeds into the machine.)

- 8** Press [◀] or [▶] to select the paper type, then press [OK].

```

SELECT PAPER TYPE
PLAIN PAPER
  
```

To copy onto nonstandard size paper, select the paper type from the followings:  
 <PLAIN PAPER>, <COLOR>, <RECYCLED>,  
 <HEAVY PAPER 1>, <HEAVY PAPER 2>, <HEAVY  
 PAPER 3>, <BOND>, <3HOLE PUNCH PAPER>,  
 <TRANSPARENCY>, <LABELS>, <ENVELOPE>  
 For details, see "For the Stack Bypass" on p. 2-15.

- 9** Enter the desired copy quantity (1 to 99) using [0]–[9] [numeric keys].

```

100%           LTR    01
A TEXT
  
```

- 10** Press [Start].  
 If you want to copy multiple originals using the platen glass, set an original and press [Start] for each original, once for each page.

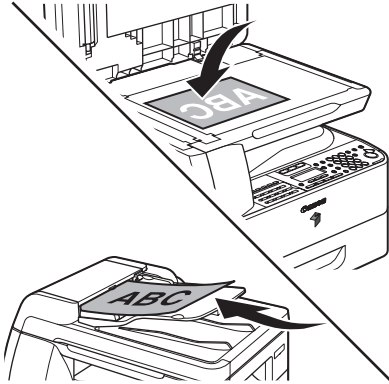
## Using the Stack Bypass with Envelopes

This section describes how to copy onto envelopes using the stack bypass.

### NOTE

If <BYPASS STD SET> in <COMMON SETTINGS> is set to <OFF>, the display to specify the paper size and type for the stack bypass appears every time you load paper on the stack bypass. If <BYPASS STD SET> is set to <ON>, copying can be performed only for the registered paper size and type. (See "Setting Paper Type and Size," on p. 2-13.)

- 1** Set originals.



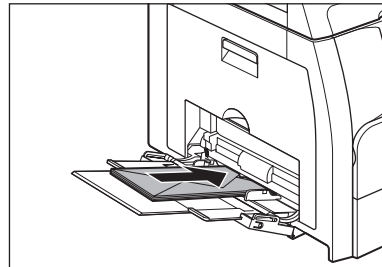
For details, see "Placing Originals," on p. 2-4.

- 2** Press [COPY] [COPY].

- 3** Press [Paper Select] repeatedly to select the stack bypass.

The paper select indicator of the selected paper source lights. (See "Operation Panel," on p. 1-5.)

- 4** Load postcards/envelopes into the stack bypass.



**5** Press [**←**] or [**→**] to select the paper size, then press [OK].

```
S E L E C T   P A P E R   S I Z E
C O M 1 0
```

To copy onto envelopes, select the paper type from the followings:

<COM10>, <MONARCH>, <DL>, <ISO-C5>, <ISO-B5>

If you select one of these size, <ENVELOPE> is automatically selected for the paper type.

For details, see "For the Stack Bypass" on p. 2-15.

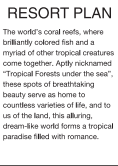
**6** Press **[Start]**.

If you want to copy multiple originals using the platen glass, set an original and press **[Start]** for each original, once for each page.

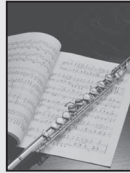
# Selecting Image Quality

You can adjust the image quality of copies according to the types of originals. The default setting is <TEXT>.

## TEXT



## PHOTO



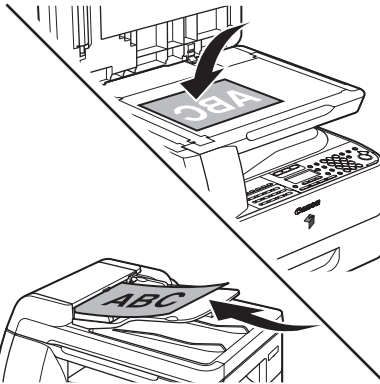
## TEXT/PHOTO



### NOTE

- Combinations of these three modes (TEXT, PHOTO, and TEXT/PHOTO) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If the original is a transparency, select the original type, then adjust the exposure to the most appropriate level for the original.

## 1 Set originals.



For details, see "Placing Originals," on p. 2-4.

## 2 Press **COPY** [COPY].

## 3 Press **[Image Quality]** repeatedly to select the document type.

<TEXT>: For text documents.

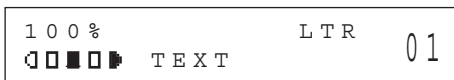
<PHOTO>: For documents that contain fine text or photos.

<TEXT/PHOTO>: For documents that contain text and photos.

### NOTE

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

**4** Enter the desired copy quantity (1 to 99) using ①–⑨ [numeric keys].

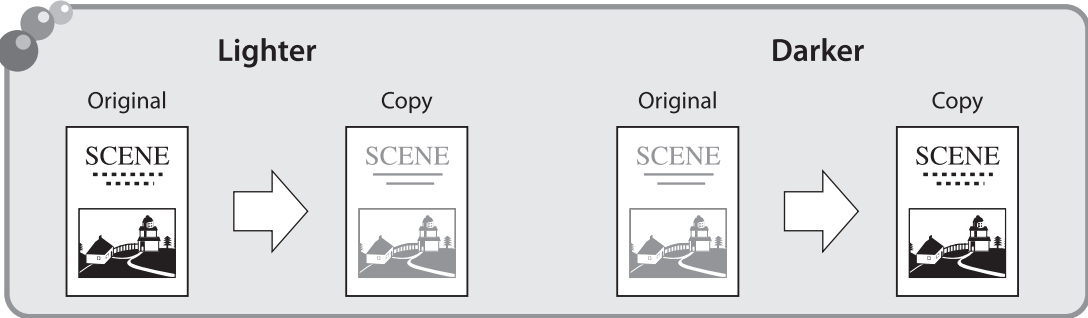


**5** Press ⑤ [Start].

If you want to copy multiple originals using the platen glass, set an original and press ⑤ [Start] for each original, once for each page.

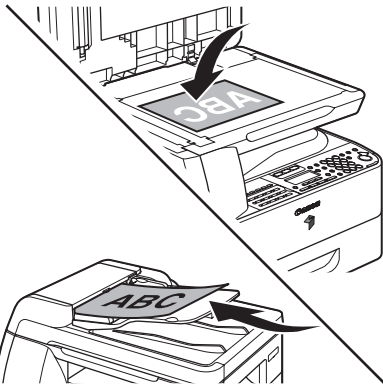
# Adjusting Density

You can adjust the density to the most appropriate level for the document either automatically or manually.



## Adjusting Automatically

**1** Set originals.



For details, see "Placing Originals," on p. 2-4.

**2** Press **[COPY]** [COPY].

**3** Press **[DENSITY]** to select <AUTO DENSITY>, then press [OK].

```
DENSITY
AUTO DENSITY
```

**NOTE**

The image quality is automatically set to <TEXT>.

**4** Enter the desired copy quantity (1 to 99) using **[0]–[9]** [numeric keys].

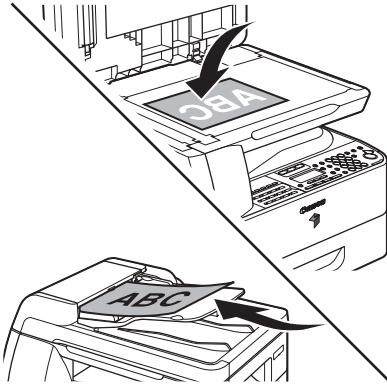
```
100%           LTR    01
A ■ TEXT
```

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

If you want to copy multiple originals using the platen glass, set an original and press **[Start]** for each original, once for each page.

## Adjusting Manually

**1** Set originals.



For details, see "Placing Originals," on p. 2-4.

**2** Press **COPY** [COPY].

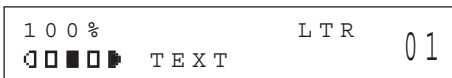
**3** Press **DENSITY** [Density] twice to select the manual mode.

**4** Press [**←**] or [**→**] to adjust the copy density, then press [OK].



[**→**]: to make light documents darker  
 [**←**]: to make dark documents lighter

**5** Enter the desired copy quantity (1 to 99) using **0-9** [numeric keys].



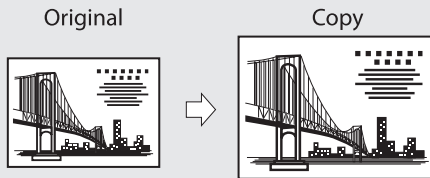
**6** Press **START** [Start].

If you want to copy multiple originals using the platen glass, set an original and press **START** [Start] for each original, once for each page.

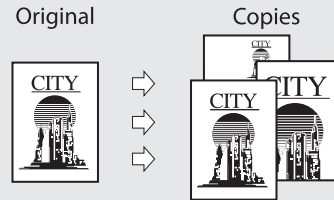
# Enlarge/Reduce Images

You can convert a standard size original to a different standard size copy (preset zoom), or you can also enlarge or reduce images in 1% increments (custom copy ratio). The default setting is <100%>.

## Preset Zoom



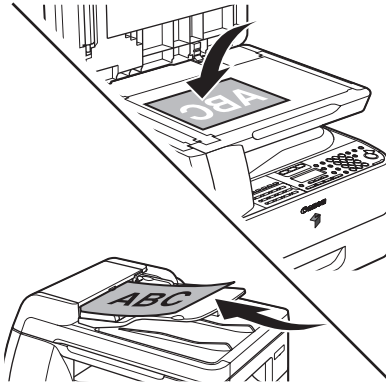
## Custom Copy Ratio



## Preset Zoom

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

**1** Set originals.



For details, see "Placing Originals," on p. 2-4.

**2** Press **[COPY]** [**COPY**].

**3** Press **[ ]** [**Copy Ratio**].

**4** Press [**←**] or [**+**] to select the copy ratio, then press [**OK**].

```
P R E S E T   R A T I O
                1 0 0 %
```

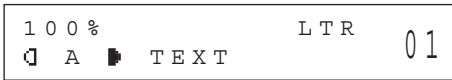
- 200% MAX.
- 129% STMT → LTR
- 100%
- 78% LGL → LTR
- 64% LTR → STMT
- 50% MIN.

### NOTE

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



**5** Enter the desired copy quantity (1 to 99) using **0**–**9** [numeric keys].



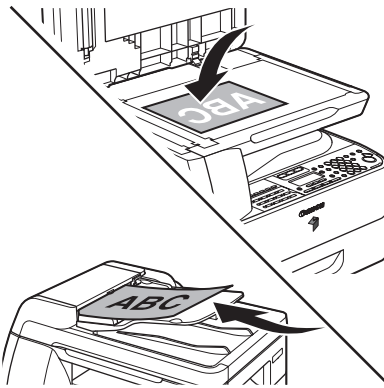
**6** Press **Start**.

If you want to copy multiple originals using the platen glass, set an original and press **Start** for each original, once for each page.

## Custom Copy Ratio

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

**1** Set originals.



For details, see “Placing Originals,” on p. 2-4.

**2** Press **COPY** [COPY].

**3** Press **[Copy Ratio]** twice.

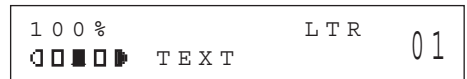
You can use **[Left Arrow]** or **[Right Arrow]** to adjust the zoom ratio. To increase the zoom ratio, press **[Right Arrow]**. To decrease the copy ratio, press **[Left Arrow]**.



**NOTE**

To return the copy ratio to 100%, press **[Copy Ratio]** repeatedly to display <100%>, then press [OK].

**4** Enter the desired copy quantity (1 to 99) using **0**–**9** [numeric keys].



**5** Press **Start**.

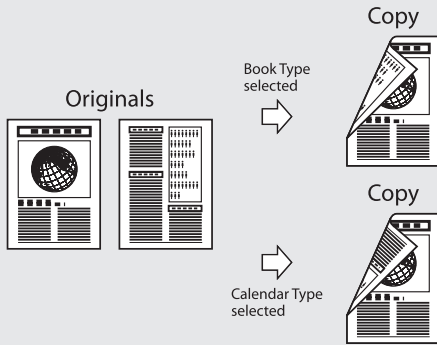
If you want to copy multiple originals using the platen glass, set an original and press **Start** for each original, once for each page.

# 2-Sided Copying

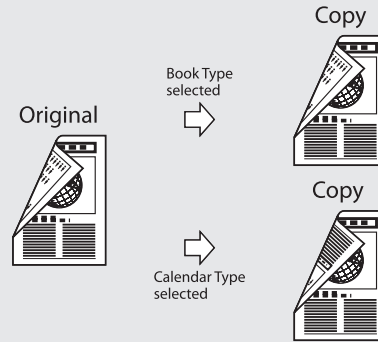
This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals. This enables you to cut print costs in half when copying in large quantities. The default setting is <OFF>.

This feature can be used together with both “Collating Copies” (see p. 4-23) and “Multiple Originals onto One Sheet (2 on 1)” (see p. 4-25).

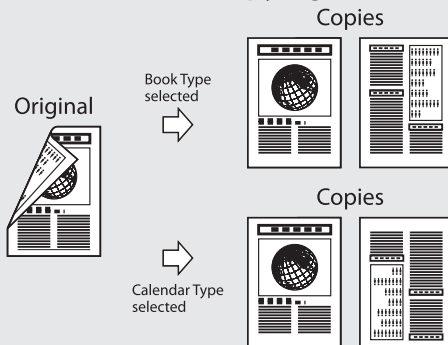
## 1 to 2-Sided Copying



## 2 to 2-Sided Copying



## 2 to 1-Sided Copying



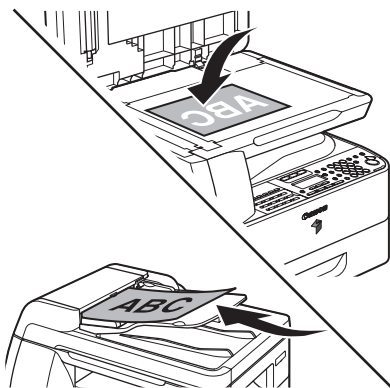
### NOTE

- If you are copying in the two-sided mode, align the center of one edge of the original with the red arrow on the left side of the platen glass.
- Paper used to make two-sided copies must conform to the following specifications:
  - Paper size: LGL and LTR (A4 loaded on the stack bypass is available as well.)
  - Paper weight: 17 to 24 lb (64 to 90 g/m<sup>2</sup>)

## 1 to 2-Sided Copying

You can make two-sided copies from one-sided originals.

### 1 Set originals.




For details, see "Placing Originals," on p. 2-4.

### 2 Press **COPY** [COPY].

### 3 Press **[2-Sided]**.

### 4 Press [**←**] or [**→**] to select <1> 2-SIDED>, then press [OK].



TWO - SIDED  
 1 > 2 - SIDED

### 5 Press [**←**] or [**→**] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

 TYPE OF OUTPUT  
 BOOK TYPE

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

### 6 Enter the desired copy quantity (1 to 99) using **0**–**9** [numeric keys].

100% \* LTR 01  
 A  TEXT

### 7 Press **[Start]**.

If you want to copy multiple originals using the platen glass, set an original and press **[Start]** for each original, once for each page.

#### NOTE

- To cancel all settings, press **[Reset]**.
- When you set the original on the platen glass, press **[Start]** for each original. When scanning is complete, press [OK].
- You can skip step 5. In this case, the machine scans one-sided originals to make two-sided, <BOOK TYPE> copies.
- If there are an odd number of originals when 1-Sided to 2-Sided mode is used, the back side of the last copy is left blank.

## 2 to 2-Sided Copying

You can make two-sided copies from two-sided originals.

### 1 Set originals.



For details, see "Placing Originals," on p. 2-4.

### 2 Press **COPY** [COPY].

### 3 Press **[2-Sided]**.

### 4 Press [**←→**] or [**+▶**] to select <2> 2-SIDED>, then press [OK].

```
TWO - SIDED
TYPE OF ORIGINAL
2 > 2 - SIDED
```

### 5 Press [**←→**] or [**+▶**] to select <BOOK TYPE> or <CALENDAR TYPE> (for the originals), then press [OK].

```
TYPE OF ORIGINAL
BOOK TYPE
```

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

### 6 Press [**←→**] or [**+▶**] to select <BOOK TYPE> or <CALENDAR TYPE> (for the copies), then press [OK].

```
TYPE OF OUTPUT
BOOK TYPE
```

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

### 7 Enter the desired copy quantity (1 to 99) using **0-9** [numeric keys].

```
100% * LTR 01
A TEXT
```

### 8 Press **[Start]**.

If you want to copy multiple originals using the platen glass, set an original and press **[Start]** for each document, once for each page.

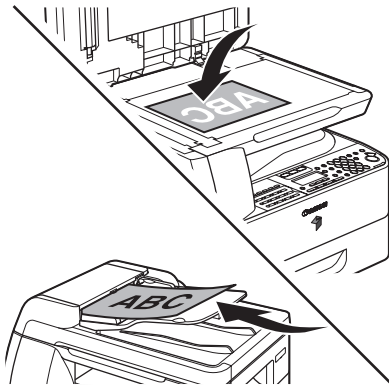
#### **NOTE**

- To cancel all settings, press **[Reset]**.
- When you set the original on the platen glass, press **[Start]** for each document. When scanning is complete, press [OK].
- You can skip steps 5 and 6. In this case, the machine scans two-sided originals in the <BOOK TYPE> orientation and outputs the same way.
- If you press **[Start]** in step 5 after selected <CALENDAR TYPE>, the machine scans two-sided documents in the <CALENDAR TYPE> orientation and outputs the same way.

## 2 to 1-Sided Copying

You can make one-sided copies from two-sided originals.

### 1 Set originals.

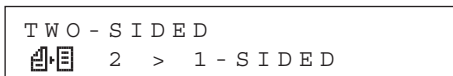


For details, see "Placing Originals," on p. 2-4.

### 2 Press **COPY** [COPY].

### 3 Press **[2-Sided]**.

### 4 Press **[<->]** or **[+>]** to select **<2> 1-SIDED>**, then press **[OK]**.

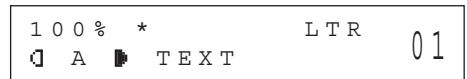


### 5 Press **[<->]** or **[+>]** to select **<BOOK TYPE>** or **<CALENDAR TYPE>**, then press **[OK]**.



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

### 6 Enter the desired copy quantity (1 to 99) using **0-9** [numeric keys].



### 7 Press **[Start]**.

If you want to copy multiple originals using the platen glass, set an original and press **[Start]** for each original, once for each page.

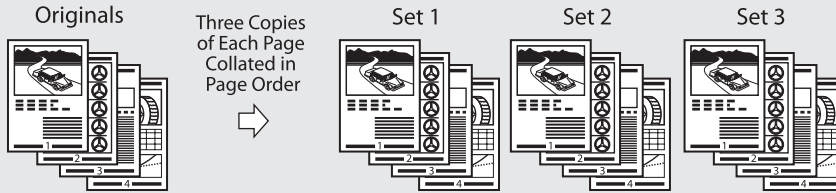
#### **NOTE**

- To cancel all settings, press **[Reset]**.
- When you set the original on the platen glass, press **[Start]** for each document. When scanning is complete, press **[OK]**.
- You can skip step 5. In this case, the machine scans two-sided originals in the **<BOOK TYPE>** orientation to make one-sided copies.

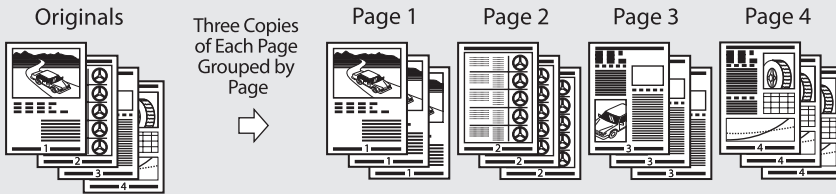
# Collating Copies

You can copy originals collated into sets arranged in page order. This feature can be used together with both “2-Sided Copying” (see p. 4-19) and “Multiple Originals onto One Sheet (2 on 1)” (see p. 4-25). The default setting is <OFF>.

## Collate: ON



## Collate: OFF



### 1 Set originals.



For details, see “Placing Originals,” on p. 2-4.

### 2 Press **COPY** [COPY].

#### NOTE

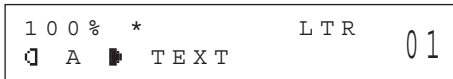
If <AUTO COLLATE> is set to <COLLATE> in <STANDARD SETTINGS> in <COPY SETTINGS>, skip step 3 and 4.

### 3 Press **O** [Collate].

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

C O L L A T E  
O N

- 5** Enter the desired copy quantity (1 to 99) using ①–⑨ [numeric keys].



- 6** Press ⏻ [Start].

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

If the original is placed on the platen glass and <ORIGINAL SIZE> is displayed in the display, press [←] or [→] to select the original size, then press [OK].

- 7** Place the next page of the document on the platen glass, then press ⏻ [Start].

Repeat this step to scan all pages. The machine prints only one copy of each page.

- 8** Press [OK].

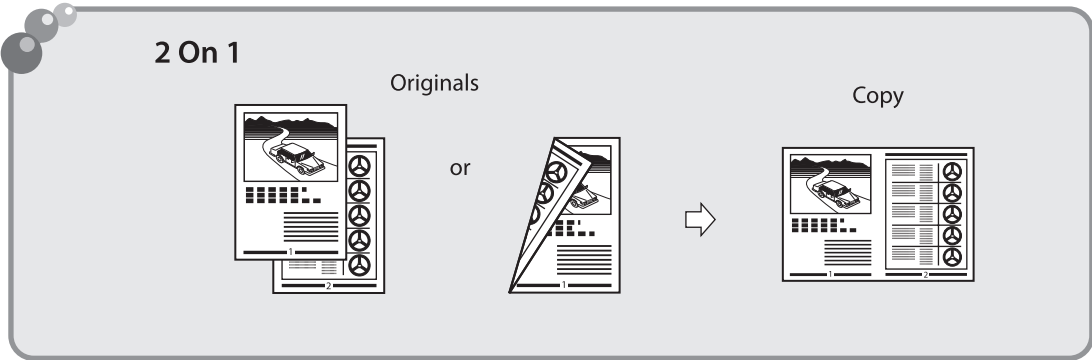
- The machine prints the remaining sets of copies.
- To cancel all settings, press ⌂ [Reset].

 **NOTE**

When scanning multiple page documents, <MEMORY FULL> may appear in the display and scanning may be canceled. If this happens, press ⏻ [Stop] to return to the standby mode.

# Multiple Originals onto One Sheet (2 on 1)

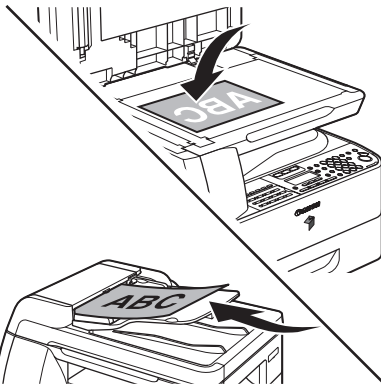
**2 on 1 mode automatically reduces two documents to fit on the selected paper size. This feature can be used together with both “Collating Copies” (see p. 4-23) and “2-Sided Copying” (see p. 4-19). The default setting is <OFF>.**



## NOTE

- The 2 on 1 mode cannot be used with the Original Frame Erase mode, Book Frame Erase mode, or Binding Hole Erase mode. For details about those modes, see “Erasing Shadows/Lines,” on p. 4-27.
- The reduction ratio is automatically set so that the originals fit onto the selected paper size.

## 1 Set originals.



For details, see “Placing Originals,” on p. 2-4.

## 2 Press **COPY** [COPY].

## 3 Press **○** [2 on 1].

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



## 5 Press [**←**] or [**→**] to select the size of the original, then press [OK].

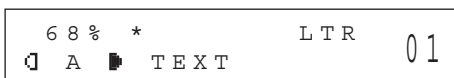




- 6** Press [**←**] or [**→**] to select the paper size, then press [OK].



- 7** Enter the desired copy quantity (1 to 99) using ①–⑨ [numeric keys].



- 8** Press ④ [Start].

If you want to copy multiple originals using the platen glass, set an original and press ④ [Start] for each original, once for each page.



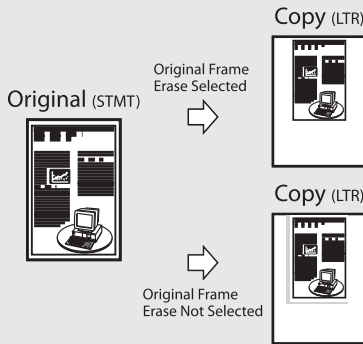
**NOTE**

- To cancel all settings, press ⑧ [Reset].
- When you set the document on the platen glass, press ④ [Start] for each original. When scanning is complete, press [OK].
- A maximum of 1/8 (2 to 3 mm) margin will be produced between the two reduced originals in 2 on 1 copying.

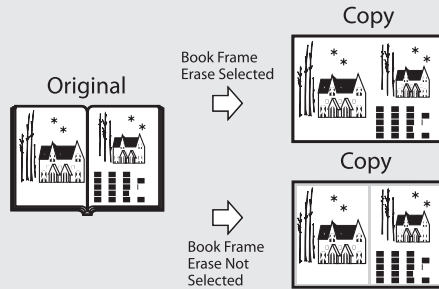
# Erasing Shadows/Lines

This mode enables you to erase shadows and lines that appear when using various types of originals. The following three Frame Erase modes are available: Original Frame Erase, Book Frame Erase, and Binding Hole Erase.

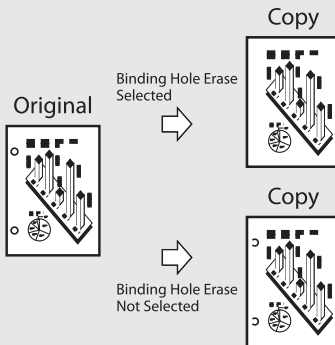
## Original Frame Erase



## Book Frame Erase



## Binding Hole Erase



### NOTE

Combinations of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.

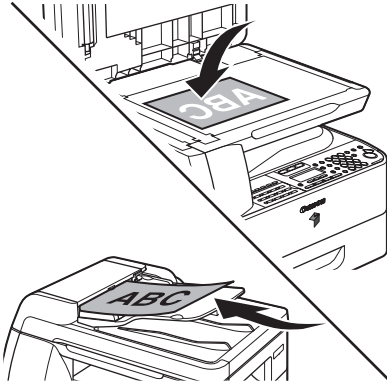
## Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.

### NOTE

The Original Frame Erase mode cannot be used with the 2 on 1 mode.

### 1 Set originals.



For details, see "Placing Originals," on p. 2-4.

### 2 Press [COPY].

### 3 Press [Frame Erase].

### 4 Press [] or [] to select <ORIGINAL FR.>, then press [OK].

```

FRAME ERASE
 ORIGINAL FR.
  
```


### 5 Press [] or [] to select the size of the original, then press [OK].

```

 ORIGINAL SIZE
LTR
  
```

### 6 Press [] or [] to set the frame erase width for all four borders, then press [OK].

```

 ALL FR. SAME WD
1 / 8 "
  
```


The width ranges 1/16" to 1 15/16" (1 to 50 mm).

### 7 Enter the desired copy quantity (1 to 99) using - [numeric keys].


```

100% * LTR 01
 A  TEXT
  
```

### 8 Press [Start].

If you want to copy multiple originals using the platen glass, set an original and press  [Start] for each original, once for each page.

### NOTE

To cancel all settings, press  [Reset].

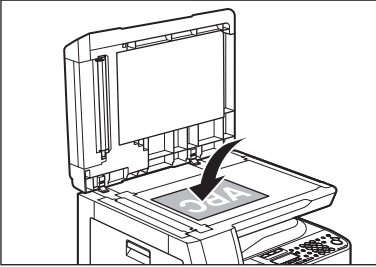
## Book Frame Erase

This mode erases the dark borders and the center and contour lines that appear when you copy facing pages in a book or bound original onto a single sheet of paper.

### NOTE

- The Book Frame Erase mode cannot be used with the 2 on 1 mode.
- You must place an original on the platen glass when using this function.

### 1 Set an original on the platen glass.



For details, see "Placing Originals," on p. 2-4.

### 2 Press [COPY].

### 3 Press [Frame Erase].

### 4 Press [ $\leftarrow$ ] or [ $\rightarrow$ ] to select <BOOK FRAME>, then press [OK].

```

FRAME ERASE
 BOOK FRAME
  
```

### 5 Press [ $\leftarrow$ ] or [ $\rightarrow$ ] to select the book size, then press [OK].

```

 FACING - PAGE SIZE
L T R
  
```

### 6 Press [ $\leftarrow$ ] or [ $\rightarrow$ ] to set the book frame erase width for all four borders, then press [OK].

```

 ALL FR . SAME WD
1 / 8 "
  
```

The book frame erase width ranges 1/16" to 1 15/16" (1 to 50 mm).

### 7 Press [ $\leftarrow$ ] or [ $\rightarrow$ ] to set the book frame erase width for the center of the book, then press [OK].



```

 ERASE WIDTH CNTR
3 / 8 "
  
```


The width ranges 1/16" to 1 15/16" (1 to 50 mm).

### 8 Enter the desired copy quantity (1 to 99) using $\text{\textcircled{0}}$ – $\text{\textcircled{9}}$ [numeric keys].


```

100% * L T R 01
 A  TEXT
  
```

### 9 Press [Start].

If you want to copy multiple originals using the platen glass, set an original and press  [Start] for each original, once for each page.

### NOTE

To cancel all settings, press  [Reset].

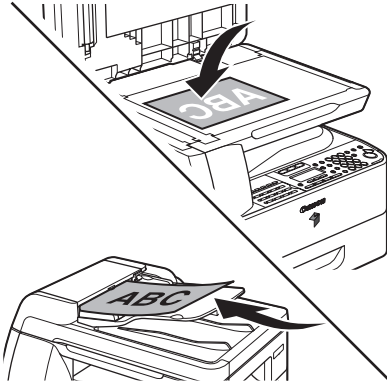
## Binding Hole Erase

This mode erases the shadows that appear on copies from binding holes on originals.

### NOTE

The Binding Hole Erase mode cannot be used with the 2 on 1 mode.

### 1 Set originals.



For details, see "Placing Originals," on p. 2-4.

### 2 Press [COPY].

### 3 Press [Frame Erase].

### 4 Press [] or [] to select <BINDING HOLE>, then press [OK].

```

FRAME ERASE
 BINDING HOLE
  
```


### 5 Press [] or [] to specify the location of the binding holes (<LEFT>, <RIGHT>, <TOP>, or <BOTTOM>), then press [OK].

```

BINDING HOLE
 LEFT
  
```

### 6 Press [] or [] to set the binding hole erase width, then press [OK].

```

 ERASE WIDTH LEFT
                                     3 / 4 "
  
```


The width ranges 3/16" to 13/16" (3 to 20 mm).

### 7 Enter the desired copy quantity (1 to 99) using - [numeric keys].


```

100% * LTR 01
 A  TEXT
  
```

### 8 Press [Start].

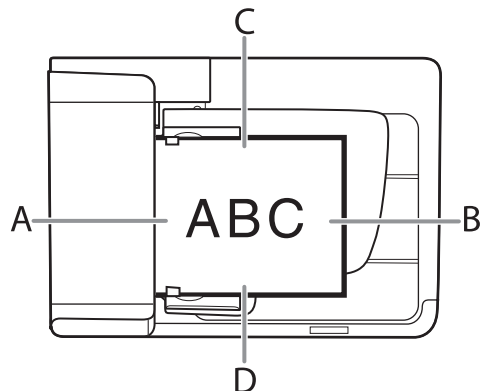
If you want to copy multiple originals using the platen glass, set an original and press  [Start] for each original, once for each page.

### NOTE

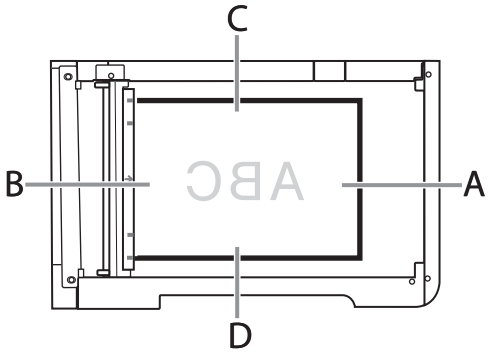
To cancel all settings, press  [Reset].

The locations of the binding holes to be erased are shown in the illustration below.

#### ● ADF



● Platen Glass

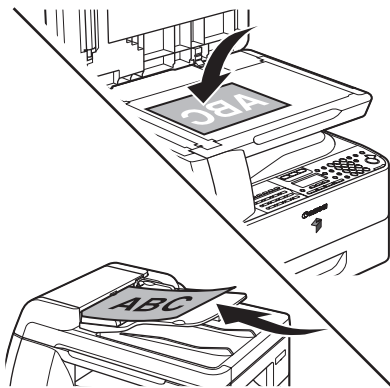


- A: LEFT
- B: RIGHT
- C: TOP
- D: BOTTOM

# Adjusting Sharpness

You can set the sharpness of the copied image. The default setting is <5>.

**1** Set originals.



For details, see "Placing Originals," on p. 2-4.

**2** Press **[Additional Functions]**.

**3** Press **[<->]** or **[+>]** to select <COPY SETTINGS>, then press **[OK]**.

```
ADD . FUNCTIONS
2 . COPY SETTINGS
```

**4** Press **[<->]** or **[+>]** to select <SHARPNESS>, then press **[OK]**.

```
COPY SETTINGS
3 . SHARPNESS
```

**5** Press **[<->]** or **[+>]** to select to adjust the sharpness (1 to 9), then press **[OK]**.

```
S H A R P N E S S
5
```

The highest sharpness level is 9 and the lowest is 1. To copy text or lines clearly, select a high sharpness level. To copy originals containing printed images or other halftones, select a low sharpness level.

**6** Press **[COPY]** **[COPY]**.

**7** Enter the desired copy quantity (1 to 99) using **[0-9]** **[numeric keys]**.

```
1 0 0 %
A TEXT L T R 0 1
```

**8** Press **[Start]**.

If you want to copy multiple originals using the platen glass, set an original and press **[Start]** for each original, once for each page.

# Changing the Standard Mode

**The Standard mode is the combination of copy modes that the machine automatically applies when the power is turned ON, or when [Reset] is pressed. You can change the Standard mode to suit your needs.**

## NOTE

The default settings are the followings.

<IMAGE QUALITY>: TEXT

<DENSITY>: AUTO

<ZOOM RATIO>: 100%




<COPIES>: 1

<AUTO COLLATE>: OFF

<TWO-SIDED>: OFF

<FRAME ERASE>: OFF

<PAPER SELECT>: AUTO

- 1 Press [Additional Functions].
- 2 Press [Left Arrow] or [Right Arrow] to select <COPY SETTINGS>, then press [OK].  

- 3 Press [Left Arrow] or [Right Arrow] to select <STANDARD SETTINGS>, then press [OK].  

- 4 Press [Left Arrow] or [Right Arrow] to select the setting item of which mode you want to change, then press [OK].  


- 5 Press [Left Arrow] or [Right Arrow] to select your desired setting mode, then press [OK].






- 6 Press [Stop] to return to the standby mode.





# Initializing the Standard Mode

This section describes how to initialize the current copy setting mode including standard mode.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <COPY SETTINGS>, then press [OK].


```
ADD . FUNCTIONS
  2 . COPY SETTINGS
```

**3** Press [] or [] to select <INIT. COPY SET.>, then press [OK].

```
COPY SETTINGS
  6 . INIT . COPY SET .
```

**4** Press [] or [] to select <ON>, then press [OK].

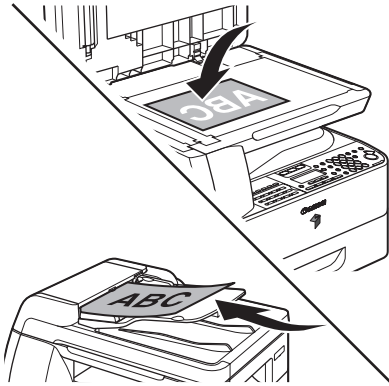
```
INIT . COPY SET .                ON
```

**5** Press  [Stop] to return to the standby mode.

# Reserved Copy

**You can make copy settings and scan documents even if the machine is currently printing.  
The scanned documents are processed after the current job is complete.**

**1** Set originals.



**2** Press **COPY** [COPY].

**3** Set the desired copy mode and quantity (1 to 99), then press **Start**.

You can reserve up to 5 copy jobs, with different settings for each job.



This chapter describes how to use fax functions.

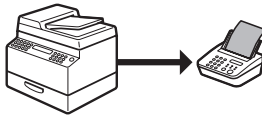
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<b>Introduction to Using Fax Functions</b> .....	5-4
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Registering Your Machine's Fax Number .....	5-5
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# Overview of Fax Functions

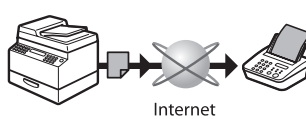
In addition to the Super G3 fax functions, you can send faxes/I-faxes from your computer. You can also forward received fax/I-fax documents to specified destinations.

## Various variety of faxes

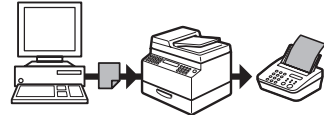
**Fax** (p. 5-13)



**I-Fax** (p. 5-17)



**PC Fax** (p. 5-18)



### Scan settings

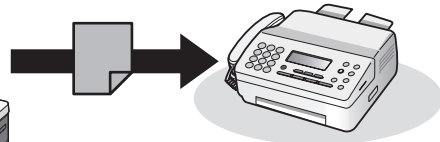
- Image quality (p. 5-29)
- Density (p. 5-30)
- 2-Sided Originals (p. 5-31)

Originals or documents



**Sending fax/I-fax**

(p. 5-13)



**Receiving fax/I-fax**

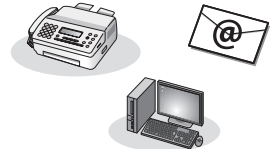


Data



**Forwarding received fax/I-fax documents**

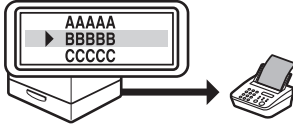
e-Manual  
• Refer to "Fax"



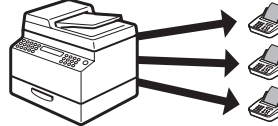
# Various sending functions

## Specifying destinations (p. 5-21)

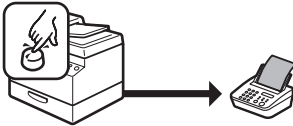
Using the address book



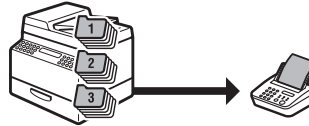
Broadcasting



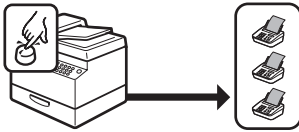
Using the one-touch keys



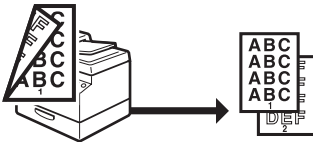
Job recall



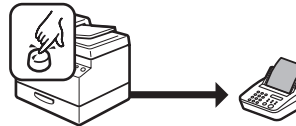
Using the group address



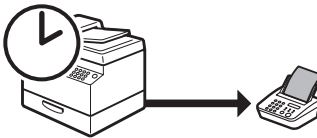
Sending 2-sided originals (p. 5-31)



Favorites Buttons (p. 5-34)

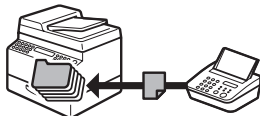


Delayed sending (p. 5-39)

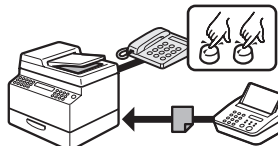


# Various receiving functions

Memory lock reception (p. 5-63)



Remote reception (p. 5-60)



# Introduction to Using Fax Functions


**This section describes the things that you must do before using fax functions.**



**Be sure to set the following items first:**

- **Date and time**  
Set the current date and time. (See “Setting the Current Date and Time” p. 5-4.)
- **Your fax number**  
Register your machine’s fax number. (See “Registering Your Machine’s Fax Number” p. 5-5.)
- **Your personal name or company name**  
Register your name or company name. (See “Registering the Machine’s Name p. 5-5.)
- **Fax receiving mode**  
Set how the machine receives fax documents to suit your needs. (See “Selecting the Receive Mode” p. 5-11.)
- **Your telephone line type**  
Set the type of telephone line that is connected to the machine. (See “Setting the Type of Telephone Line” p. 5-12.)

## Setting the Current Date and Time

You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TIMER SETTINGS>, then press [OK].


```
ADD . FUNCTIONS
6 . TIMER SETTINGS
```

**3** Confirm that <DATE&TIME SETTING> is displayed, then press [OK].

```
TIMER SETTINGS
1 . DATE&TIME SETTING
```


**4** Enter the date (month/day/year) and time (in 24-hour/military time format), using – [numeric keys], then press [OK].



```
DATE & TIME SETTING
06 / 30 / '08 15 : 50
```

**5** Press  [Stop] to return to the standby mode.



## Registering Your Machine's Fax Number

Your machine's fax number must be registered. When you send a document, the number that you registered is printed on the recipient's paper.

**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].

```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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


```
TX / RX SETTINGS
2 . FAX SETTINGS
```

**4** Confirm that <USER SETTINGS> is displayed, then press [OK].

```
FAX SETTINGS
1 . USER SETTINGS
```


**5** Confirm that <UNIT TELEPHONE #> is displayed, then press [OK].

```
USER SETTINGS
1 . UNIT TELEPHONE #
```

**6** Enter your fax/ telephone number (20 digits maximum, including spaces) using  [numeric keys], then press [OK].

Ex.


```
UNIT TELEPHONE #
0 1 2 X X X X X X X X
```



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

## Registering the Machine's Name



Your name or company's name must be registered as the machine's name.

When you send a document, the name that you registered is printed as the sender's name on the recipient's paper.

**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].

```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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

```
TX / RX SETTINGS
1 . COMMON SETTINGS
```

**4** Confirm that <TX SETTINGS> is displayed, then press [OK].

```
COMMON SETTINGS
1 . TX SETTINGS
```





**5** Confirm that <UNIT NAME> is displayed, then press [OK].

```


TX  SETTINGS
 1 . UNIT  NAME
    
```

**6** Enter the unit name (24 characters maximum) using 0–9 [numeric keys], then press [OK].

Ex.

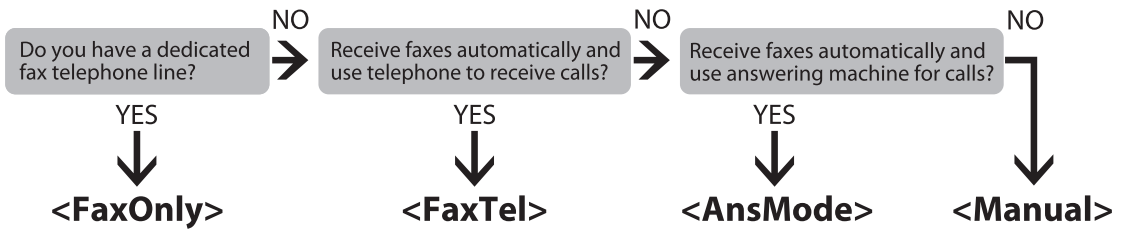
```

UNIT  NAME           : a
C a n o n
    
```

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

## Methods for Receiving Faxes

Your machine offers several methods for receiving fax documents. You can receive documents automatically or manually. Follow the chart below to choose the best fax receive mode for your needs.



## FaxOnly

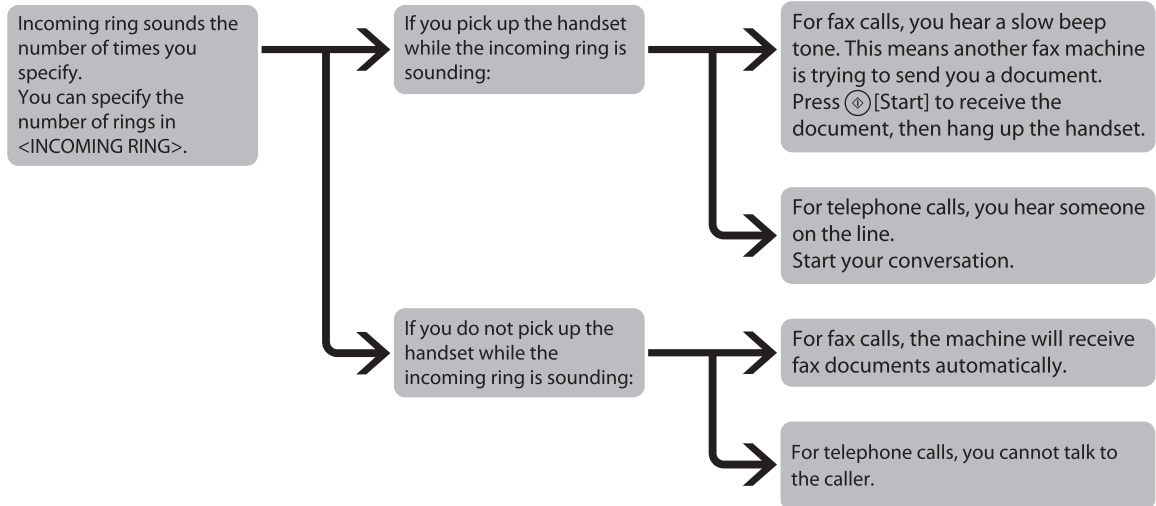
In this mode the machine will receive documents automatically. Use this mode for a fax on a dedicated telephone line that you do not need for telephone voice communication.

- Before using this mode

All you have to do is set <RX MODE> to <FaxOnly>.

- When an incoming call comes in

The machine will receive fax documents automatically. For telephone calls, you cannot talk to the caller in this mode; the caller will hear a slow beep tone.



### NOTE

Setting <RX JOB DONE TONE> of <AUDIBLE TONES> to <ON> enables the machine to ring for helping you find fax documents are being received. (See "COMMON SETTINGS," on p. 14-4.)

## FaxTel

In this mode the machine will receive documents automatically for fax calls and ring for telephone calls.

### ● Before using this mode

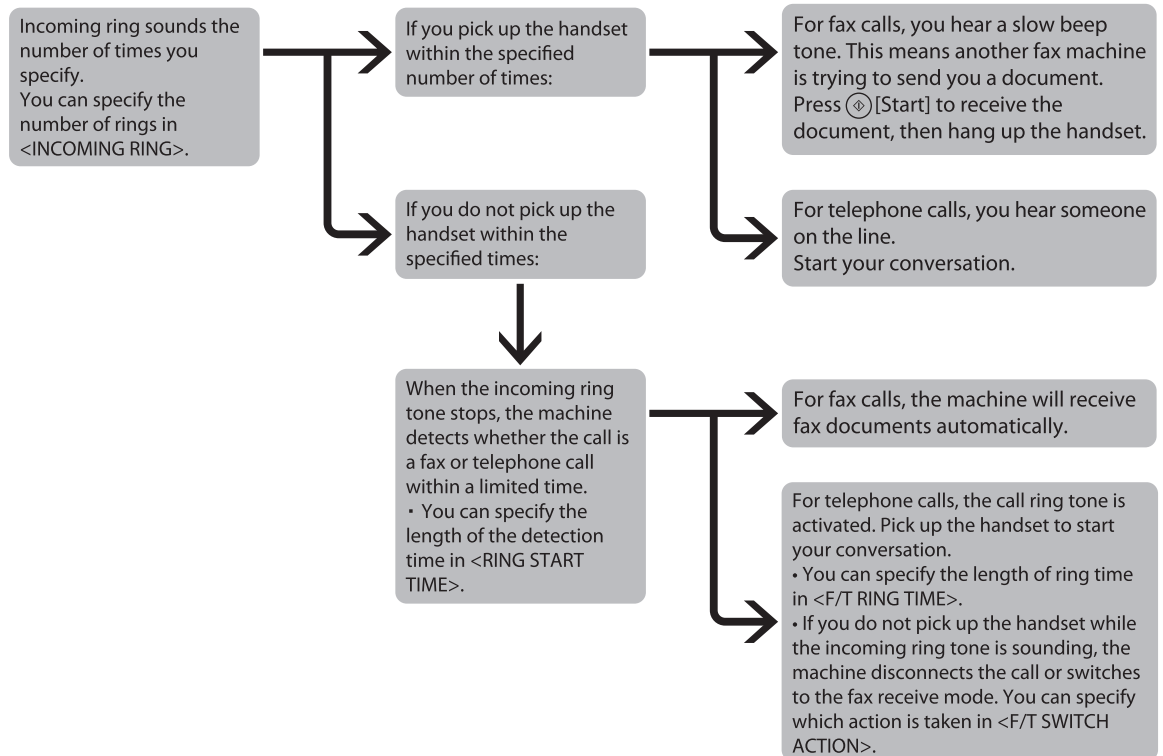
Be sure to do the following:

- Connect your extension telephone to the machine. (See “What This Machine Can Do,” in the e-Manual.)
- Set <RX MODE> to <FaxTel>. (See “Selecting the Receive Mode,” on p. 5-11.)

### ● When an incoming call comes in

Incoming calls will be handled in the following ways:

- The machine will receive fax documents automatically for fax calls.
- The machine will ring for telephone calls. Pick up the handset, then start your conversation.



## AnsMode

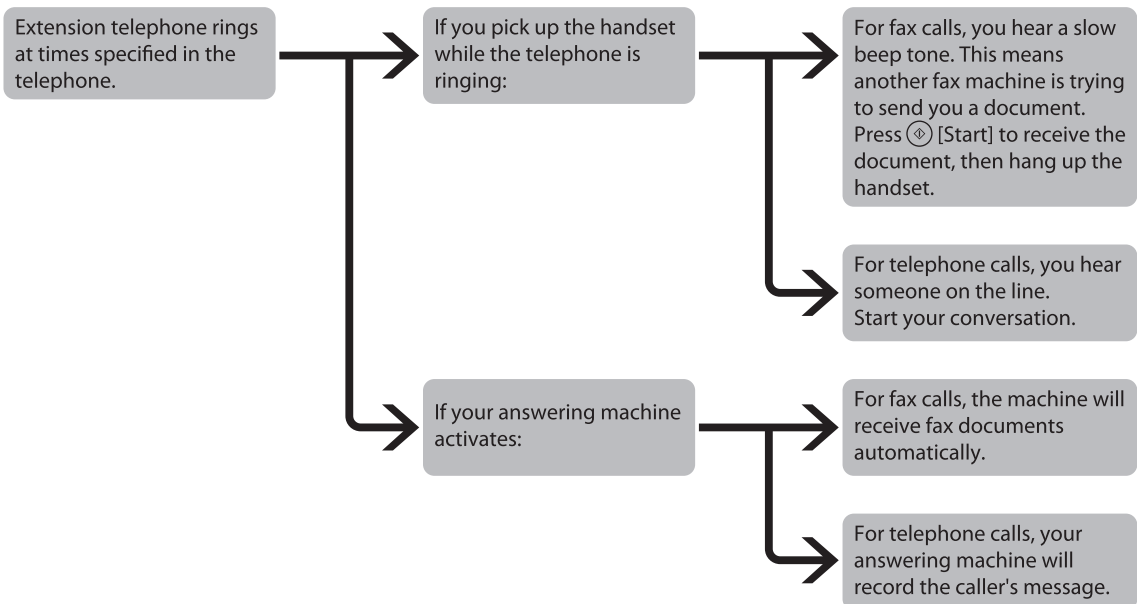
In this mode the machine will receive documents automatically for fax calls and your answering machine will record a message for telephone calls.

### ● Before using this mode

Be sure to do the following:

- Connect your extension telephone with built-in answering machine to the machine. (See “What This Machine Can Do,” in the e-Manual.)
- Set your answering machine to answer after 1 through 2 rings.
- Record your message on your answering machine.
- Set <RX MODE> to <AnsMode>. (See “Selecting the Receive Mode,” on p. 5-11.)

### ● When an incoming call comes in



### NOTE

Be sure to change the receive mode if you turn off your answering machine; otherwise, the machine cannot receive fax documents automatically.

## Manual

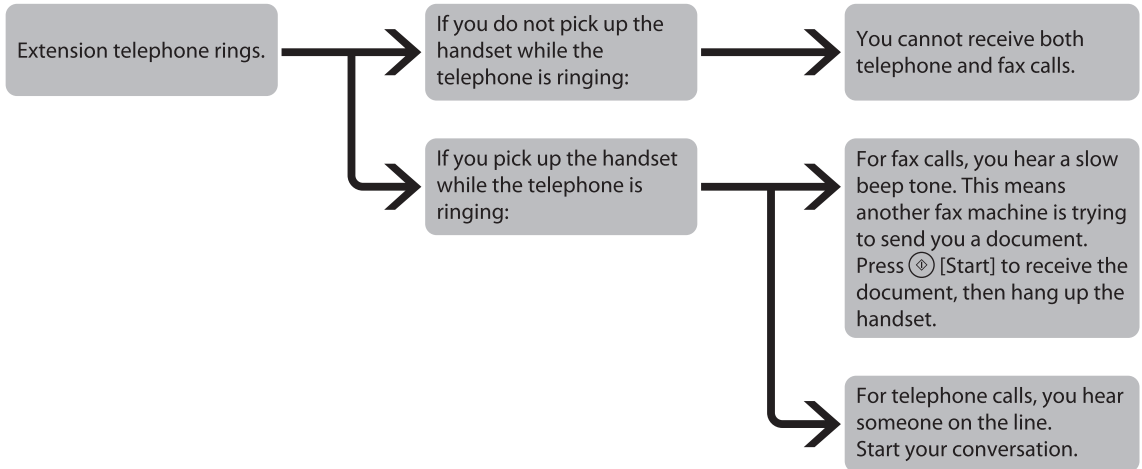
When you select <Manual> in <RX MODE>, follow the procedure below to receive a fax.

### ● Before using this mode

Be sure to do the following:

- Connect your extension telephone to the machine. (See “What This Machine Can Do,” in the e-Manual.)
- Set <RX MODE> to <Manual>. (See “Selecting the Receive Mode,” on p. 5-11.)

### ● When an incoming call comes in



## DRPD

DRPD (Distinctive Ring Pattern Detection) service assigns two or more telephone numbers with distinctive ring patterns to a single telephone line, allowing you to have both a fax number(s) and a telephone number(s) using only one telephone line. Your fax will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Set the fax ring pattern that matches the pattern assigned by your telephone company. Contact your telephone company for availability.


### ● Before using this mode

Be sure to do the following:

- Subscribe to a DRPD service. Contact your telephone company for availability.
- Connect your extension telephone to the machine. (See “What This Machine Can Do,” in the e-Manual.)
- Set <RX MODE> to <DRPD>. (See “Selecting the Receive Mode,” on p. 5-11.)

## Selecting the Receive Mode

You can set the fax receive mode to suit your needs.  
The default setting is <FaxOnly>.

**1** Press  [Additional Functions].

**2** Press [**←**] or [**→**] to select <TX/RX SETTINGS>, then press [OK].

```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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

```
TX / RX SETTINGS
2 . FAX SETTINGS
```

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

```
FAX SETTINGS
3 . RX SETTINGS
```

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

```
RX SETTINGS
2 . RX MODE
```


**6** Press [**←**] or [**→**] to select the desired receive mode, then press [OK].

```
R X   M O D E
                                     F a x O n l y
```

- <FaxOnly>: Answers all calls as faxes.
- <FaxTel>: Switches between fax and voice calls automatically. For optional settings, see “TX/RX SETTINGS,” on p. 14-8.
- <AnsMode>: Receives faxes automatically and records voice messages.
- <DRPD> (Distinctive Ring Pattern Detection): Distinguishes between fax and voice calls using distinctive ring patterns. Select the ring pattern assigned by your telephone company. For optional settings, see “TX/RX SETTINGS,” on p. 14-8.
- <Manual>: Does not answer any calls. You have to manually receive faxes.

### NOTE

- For <FaxTel> or <Manual>, make sure an external telephone is connected to the machine.
- For <FaxTel>, make sure <INCOMING RING> is set to <ON> so that the external telephone rings when the machine receives a voice call.
- For <AnsMode>, make sure an answering machine is connected to the machine.
- For <DRPD>, subscription to a DRPD service is required. Contact your telephone company for availability.

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

## Setting the Type of Telephone Line

This setting enables you to set the machine to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse. For the setting procedure of this function, see “Telephone Line Setting (imageRUNNER 1025iF Only),” on p. 1-13.

 **NOTE**

Be sure to check the type of telephone line you are using and make the correct setting. If this setting is incorrect, you will not be able to communicate with other machines.

- TOUCH TONE: Tone dialing (default)
- ROTARY PULSE: Pulse dialing

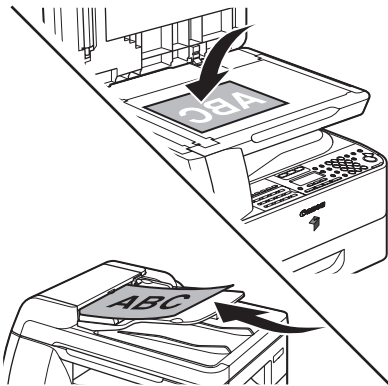
# Sending Fax Documents

This section describes the settings and procedures for sending fax documents.

## Basic Methods for Sending Faxes

This section describes the flow of sending faxes.

**1** Place your originals.



**2** Press **SEND** [SEND].

The SEND indicator lights up and the machine enters the send standby mode.

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

```
SELECT SEND METHOD
FAX
```

**4** Enter the fax number using **0**–**9**, **\*** and **#** [numeric keys], then press [OK].

Ex.

```
FAX NUMBER
☎ = 0 1 2 X X X X X X X
```

■ If you enter a wrong number when specifying a fax number:

Go back to the wrong digit with [**←**].

**5** Press **START** [Start].

If the <ORIGINAL SIZE> message appears, press [**←**] or [**+**] to select the original size, then press **START** [Start] for each original. When scanning is complete, press [OK] to start dialing.

■ If you want to cancel sending:

Press **STOP** [Stop] on the operation panel.

When the <STOP KEY PRESSED> message appears, press [OK]. When the <CANCEL DURING TX/RX?> message appears, select <YES> with [**←**].

```
CANCEL DURING TX / RX ?
< YES NO >
```

### NOTE

You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.

- Image Quality: See “Selecting Image Quality” on p. 5-29.
- Density: See “Adjusting Density,” on p. 5-30.
- 2-Sided: See “2-Sided Originals,” on p. 5-31.



## Calling the Recipient before Sending Fax Documents (Manual Sending)

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

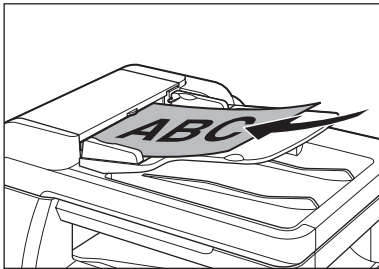
 **NOTE**

- You cannot use the platen glass for manual sending.
- You cannot use group addresses for manual sending.
- You cannot use Two-Sided scanning mode for manual sending.

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

For information on how to connect an external telephone to the machine, see "Introduction of the Machine," in the e-Manual.

### 2 Load your originals in the ADF.

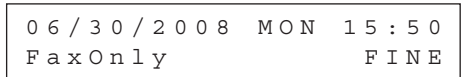


### 3 Press [SEND].

### 4 Press [] or [] to select <FAX>, then press [OK].



### 5 Adjust any necessary settings for your document.





You can specify the following settings:

- Image Quality: See "Selecting Image Quality" on p. 5-29.
- Density: See "Adjusting Density," on p. 5-30.
- 2-Sided: See "2-Sided Originals," on p. 5-31.

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

### 7 Dial the recipient's fax/telephone number.


 **NOTE**

- Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.
- If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using - [numeric keys], you must enter the fax number again for confirmation. Enter the same fax number you entered in step 7, then press [OK].

### 8 Talk through the handset to the recipient.

If you select <Hook> in step 6, you can pick up the handset when you hear the recipient's voice. If you hear a high-pitched signal instead of the recipient's voice, go to step 10.

**9** Ask the recipient to set their fax machine to receive faxes.


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

## Switching Temporarily to Tone Dialing

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

### NOTE

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

**1** Press  [SEND].



**2** Confirm that <FAX> is displayed, then press [OK].

```
SELECT SEND METHOD
FAX
```


**3** Press  [Hook].



### NOTE


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


**4** Enter the number of the fax information service using – [numeric keys].

```
TEL = 0 1 2 X X X X X X X
```

**5** When the recorded message of the information service answers, press  [Tone] to switch to tone dialing.

**6** Enter the numbers requested by the information service using – [numeric keys].

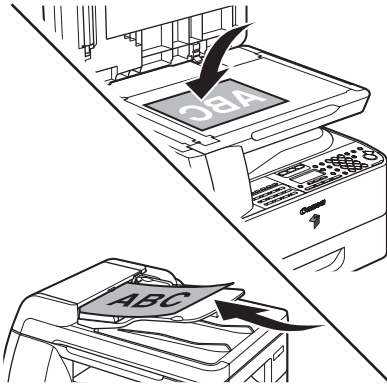
**7** If you want to receive faxes, press  [Start].

If you are using the external telephone, hang up the handset after pressing  [Start].

## Dialing an Overseas Number (With Pauses)

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

**1** Place your originals.



**2** Press **SEND** [SEND].

**3** Confirm that <FAX> is displayed, then press [OK].

```
SELECT SEND METHOD
FAX
```

**4** Adjust any necessary settings for your documents.

```
06/30/2008 MON 15:50
Fax Only FINE
```

**5** Enter the international access code using **0-9** [numeric keys].

Ex.

```
FAX NUMBER
☎ = 1 2 3
```

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

**6** If necessary, press **[Pause]** to insert a pause.

Ex.

```
FAX NUMBER
☎ = 1 2 3 P
```

- The letter <p> is displayed between the numbers.
- You can enter successive pauses within the fax number to make the pause time longer.
- You can change the length of a pause inserted within the fax number in the <PAUSE TIME> menu. The default setting is two seconds.

**7** Enter the country code, the area code, and the fax/telephone number of the recipient.

Ex.

```
FAX NUMBER
☎ = 1 2 3 p 4 5 6 7 8 9 X X X X X
```

**8** Press **[Pause]** to enter a pause at the end of the number.

- The letter <P> appears at the end of the fax number.
- Pauses entered at the end of fax numbers are always 10 seconds long.

### NOTE

If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON>, you should enter the fax number again for confirmation. Enter the same fax number you entered in steps 5 to 8 → press [OK].

## 9 Press **[Start]**.

If the <ORIGINAL SIZE> message appears, press [**←**] or [**→**] to select the original size, then press **[Start]** for each original. When scanning is complete, press [OK] to start sending.

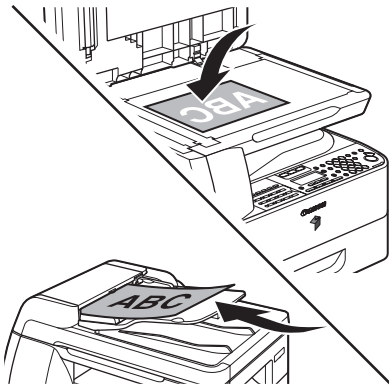
## Basic Methods for Sending I-Faxes

This section describes the flow of sending I-faxes.

### NOTE

When sending I-faxes, the file format is automatically set to <TIFF (B&W)>, and the resolution can be selected from <200 × 200dpi> or <200 × 100dpi>.

## 1 Place your originals.



## 2 Press **[SEND]** [**SEND**].

The SEND indicator lights up and the machine enters the send standby mode.

## 3 Press [**←**] or [**→**] to select <I-FAX>, then press [OK].


```

SELECT SEND METHOD
I - FAX
  
```

## 4 Enter the I-fax address using **[0-9]**, **[\*]** and **[#]** [numeric keys], then press [OK].

Ex.

```

ADDRESS : a
 = canon@ifax.com
  
```

- If you enter a wrong character when specifying an I-fax address:

Go back to the wrong character with [**←**], then press [Clear]. Or press and hold [Clear] to delete the entire entry.

### NOTE

If you want to start sending without adjusting the optional send settings, skip to step 9.

## 5 Press [OK].

## 6 Press [**←**] or [**→**] to select <ON> or <OFF> for <DIVIDE INTO PAGES>, then press [OK].

```

DIVIDE INTO PAGES
ON
  
```

<OFF>: Sends multiple images as a single file without dividing them.

<ON>: Separates multiple images and send them as separate files.



- Press [**←**] or [**→**] to select the resolution for <IMAGE QUALITY>, then press [OK].



I-fax: <200x200dpi>, <200x100dpi>

- Press [**←**] or [**→**] to select the for the original type for <ORIGINAL TYPE>, then press [OK].



<TEXT/PHOTO>, <TEXT>, <PHOTO>

- Press [Start].

If the <ORIGINAL SIZE> message appears, press [**←**] or [**→**] to select the original size, then press [Start] for each original. When scanning is complete, press [OK] to start dialing.

- If you want to cancel sending:

Press [Stop] on the operation panel. When the <STOP KEY PRESSED> message appears, press [OK].

**NOTE**

You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.

- Image Quality: See “Selecting Image Quality” on p. 5-29.
- Density: See “Adjusting Density,” on p. 5-30.
- 2-Sided: See “2-Sided Originals,” on p. 5-31.

## Basic Methods for Sending PC Faxes

This section describes the flow of sending PC faxes.

Make sure that the fax driver is installed.

For details on the fax driver settings, see “Introduction of the Machine,” in the e-Manual.

- Open the document you want to fax from the application.

- Select [Print] from the [File] menu.

**NOTE**

The procedure for displaying the [Print] dialog box may differ depending on the application you are using.

- Select the fax icon ([Canon iR 1024/1025 (FAX)]), then click [Print] or [OK].

- If you want to adjust the fax properties:

Click [Preferences] or [Properties] and adjust the settings.

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

- If you want to send a fax with a cover sheet:

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

## 5 Click [OK] in the Fax Sending Settings.

If you want to cancel sending a fax, see "Canceling Send Fax Documents," on p. 5-20.




### NOTE

- The procedure for displaying the fax driver screen may differ depending on the applications you are using.
- The number of recipients to which you can send simultaneously depends on the conditions of cover sheet attachment. For more information, click [Help] in the bottom righthand corner of the fax driver window to view the online help.
- You can select a recipient from the address book by clicking [Address Book]. (See "Fax," in the e-Manual.)
- For Windows 2000/XP/Server 2003/Vista/Server 2008, you can use or edit the address book only if you are permitted access to the folder where the address book file is saved (by default, Power Users and higher have access to the folder). If you are not permitted access to the folder, log on as a user who has access to the folder, or click [Specify a Folder] in the [Edit Address Book] sheet, and save the address book file in a folder, such as the [My Documents] folder, where you have write permission. (See "Fax," in the e-Manual.)

# Canceling Send Fax Documents

Follow this procedure to cancel a transmission in progress.

**1** Press  [Stop] during transmission.


**2** When the <STOP KEY PRESSED> message appears, press [OK].

■ When scanning using the ADF:

```
S T O P   K E Y   P R E S S E D
P R E S S   O K   K E Y
```

■ When scanning using the platen glass:

```
S T O P   K E Y   P R E S S E D
```

**3** When the <CANCEL DURING TX/RX?> message appears, press [] to select <YES>.

```
C A N C E L   D U R I N G   T X / R X ?
<   Y E S                               N O   >
```



## NOTE

For sending jobs, remove any unscanned documents from the ADF.

# Specifying Destinations

This section describes how to specify a fax or I-fax destination. You can select a destination stored in the Address Book or a one-touch key, a coded dial code, or specify a new destination.

## Using Numeric Keys

You can specify a new fax number, or I-fax address using 0–9, \*, # [numeric keys].

- 1 Place the original on the platen glass or load it in the ADF.
- 2 Press **SEND** [SEND].
- 3 Press [**←→**] or [**+▶**] to select <FAX> or <I-FAX>, then press [OK].

```
SELECT SEND METHOD
FAX
```

- 4 Enter the fax number or I-fax address using 0–9, \*, and # [numeric keys], then press [OK].

Ex.

```
FAX NUMBER
☎ = 0 1 2 X X X X X X X
```

- If you enter a wrong number when specifying a fax number:  
Go back to the wrong digit with [**←→**].
- If you enter a wrong character when specifying an I-fax address:  
Go back to the wrong character with [**←→**], then press **Ⓢ** [Clear]. Or press and hold **Ⓢ** [Clear] to delete the entire entry.

- If you specify an I-fax address:

You can enter the optional settings by pressing [OK]. (See “Send Settings,” on p. 5-43.)

Ex.

```
ADDRESS : a
☎ = j o h n @ i f a x . c o m
```

### NOTE

If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using 0–9 [numeric keys], you must enter the fax number again for confirmation. Enter the same fax number you entered in step 4, then press [OK].

- 5 Press **Ⓢ** [Start].

If the <ORIGINAL SIZE> message appears, press [**←→**] or [**+▶**] to select the original size, then press **Ⓢ** [Start] for each original. When scanning is complete, press [OK] to start dialing.

### NOTE

You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.




- Image Quality: See “Selecting Image Quality,” on p. 5-29.
- Density: See “Adjusting Density,” on p. 5-30.
- 2-Sided: See “2-Sided Originals,” on p. 5-31.



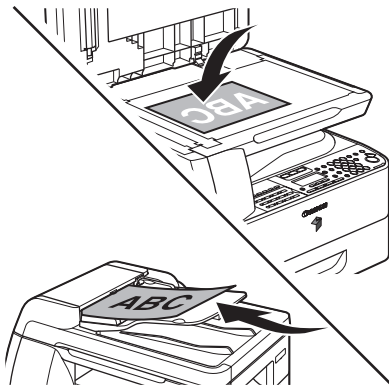
## Using the Address Book

The Address Book search enables you to search for a recipient registered in the machine. This is useful when you forget which one-touch key or coded dial code the recipient you want is registered under.

### NOTE

- You cannot search for the destinations registered under favorites buttons using  [Address Book].
- To use this feature, you must register destinations in Address Book beforehand. (See Chapter 3 "Registering Destinations in the Address Book (imageRUNNER 1025iF Only)")
- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, a number or address can be specified with - [numeric keys]. If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.



**1** Place the original on the platen glass or load it in the ADF.



**2** Press  [SEND].

**3** Press  [Address Book].



If no recipient is registered in Address Book, <NOT REGISTERED> is displayed.



**4** Press [] or [] to select <NAME SEARCH> or <ADD/TEL SEARCH>, then press [OK].

```
ADDRESS BOOK
1 . NAME SEARCH
```

<NAME SEARCH>: searches a destination by name



<ADD/TEL SEARCH>: searches a destination by address or fax number

**5** Enter the first letter of the recipient's name or the first part of the fax number/address using - [numeric keys].

For example, if you want to search for a name that starts with the letter "C", press  (ABC). Entries starting with the letter you entered are displayed if any entries are registered. Press  to switch between input modes:  
[:A]: Letter mode  
[:1]: Number mode

```
NAME SEARCH : A
```

```
ADD / TEL SEARCH : A
```

**6** Press [] or [] to search for the recipient.

Ex.  

```
NAME SEARCH : A
j
```


[]: displays recipients in alphabetical order.

[]: displays recipients in reverse order.




**7** When the recipient's name is displayed, press [OK].

If you specify an I-fax, you can enter the optional settings by pressing [OK] again. (See "Send Settings," on p. 5-43.)

## 8 Press [Start].

If the <ORIGINAL SIZE> message appears, press [**←**] or [**→**] to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start sending.

### NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using – [numeric keys], the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed.
- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 7.
  - Image Quality: See “Selecting Image Quality,” on p. 5-29.
  - Density: See “Adjusting Density,” on p. 5-30.
  - 2-Sided: See “2-Sided Originals,” on p. 5-31.

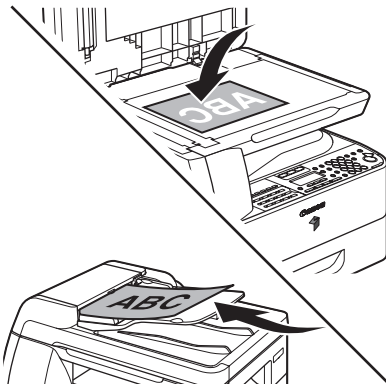
## Using the One-Touch Keys

You can specify up to 23 destinations in the one-touch Keys.

### NOTE

- To use this feature, you must first register destinations in the one-touch Keys. (See “Storing/Editing One-Touch Keys” on p. 3-3.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, a number or address can be specified with the numeric keys.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

## 1 Place the original on the platen glass or load it in the ADF.



## 2 Press [SEND].


## 3 Press the desired one-touch key (01 to 23).

- If you enter a wrong key:




Press  [Clear] and try again.

- If you specify an I-fax address:



You can enter the optional settings by pressing [OK]. (See “Send Settings,” on p. 5-43.)

	=	0 1 2 X X X X X X X
[ 0 1 ]		J o h n

## 4 Press [Start].

If the <ORIGINAL SIZE> message appears, press  or  to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start sending.

### NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using  [0-9] [numeric keys], the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed.
- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 3.
  - Image Quality: See "Selecting Image Quality," on p. 5-29.
  - Density: See "Adjusting Density," on p. 5-30.
  - 2-Sided: See "2-Sided Originals," on p. 5-31.

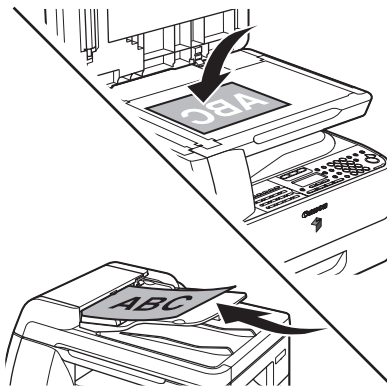
## Using Coded Dial Codes

You can specify up to 177 destinations using coded dial codes.

### NOTE

- To use this feature, you must first register destinations in coded dial code. (See "Storing/Editing Coded Dial Codes," on p. 3-14.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, a number or address can be specified with the numeric keys.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

## 1 Place the original on the platen glass or load it in the ADF.




## 2 Press [SEND].

## 3 Press [Coded Dial].


## 4 Enter the desired three-digit code (000 to 176) with [0-9] [numeric keys].

Ex.

INPUT CODED NUMBER [ * 0 0 1 ]
-----------------------------------

- If you enter a wrong code:  
Press  [Clear] and try again from step 3.

- If you specify an I-fax address:  
You can enter the optional settings by pressing [OK]. (See "Send Settings," on p. 5-43.)

 = J o h n [ * 0 0 1 ] 0 1 2 X X X X X X
--

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

If the <ORIGINAL SIZE> message appears, press **[←]** or **[→]** to select the original size, then press **[Start]** for each original. When scanning is complete, press **[OK]** to start sending.

### NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using **[0-9]** [numeric keys], the machine starts scanning automatically without pressing **[Start]**, after the preset time for this setting is elapsed.
- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.
  - Image Quality: See "Selecting Image Quality," on p. 5-29.
  - Density: See "Adjusting Density," on p. 5-30.
  - 2-Sided: See "2-Sided Originals," on p. 5-31.

## Using the Group Addresses

Group Dialing enables you to specify a group of registered destinations in the one-touch keys or coded dial codes. This is useful if you want to send the same document to several destinations. You can specify up to 199 destinations in one group.

### NOTE

- To use this feature, you must store group addresses in the one-touch keys or coded dial codes beforehand. (See "Storing/Editing One-Touch Keys" on p. 3-3 or "Storing/Editing Coded Dial Codes," on p. 3-14.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, a number or address can be specified with the numeric keys.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

You can select when specifying the following two types of the groups.

### Specifying a Group from the One-Touch Keys

#### 1 Place the original on the platen glass or load it in the ADF.




#### 2 Press **[SEND]** [**SEND**].

#### 3 Press the desired one-touch key under which the desired address group is registered.



- If you enter a wrong key:  
Press **[Clear]**, and perform step 3 again.
- If you specify an I-fax address:  
You can enter the optional settings by pressing **[OK]**. (See "Send Settings," on p. 5-43.)



## 4 Press [Start].

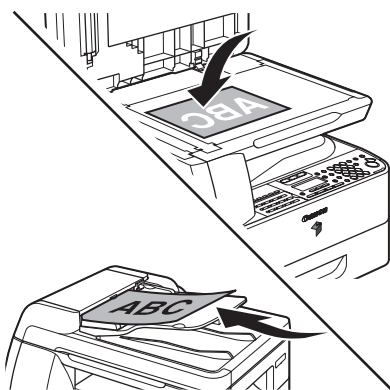
If the <ORIGINAL SIZE> message appears, press [**◀**] or [**▶**] to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start sending.

### NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using  [0-9] [numeric keys], the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed.
- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.
  - Image Quality: See "Selecting Image Quality," on p. 5-29.
  - Density: See "Adjusting Density," on p. 5-30.
  - 2-Sided: See "2-Sided Originals," on p. 5-31.

## Specifying a Group from the Coded Dial Codes

### 1 Place the original on the platen glass or load it in the ADF.



### 2 Press [SEND].

### 3 Press the [Coded Dial] followed by the three digit code under which the desired address group is registered.


#### ■ If you enter a wrong code:

Press  [Clear], and perform step 3 again.



#### ■ If you specify an I-fax address:

You can enter the optional settings by pressing [OK]. (See "Send Settings," on p. 5-43.)

### 4 Press [Start].

If the <ORIGINAL SIZE> message appears, press [**◀**] or [**▶**] to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start sending.

### NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using  [0-9] [numeric keys], the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed.
- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.
  - Image Quality: See "Selecting Image Quality," on p. 5-29.
  - Density: See "Adjusting Density," on p. 5-30.
  - 2-Sided: See "2-Sided Originals," on p. 5-31.

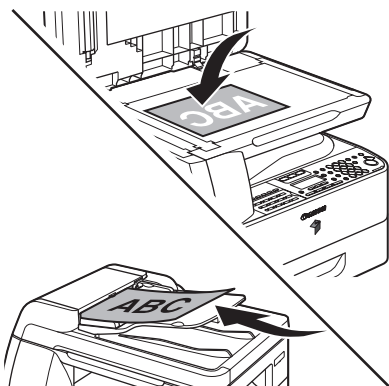
## Sending Originals to More Than One Location (Broadcasting)

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

### NOTE

- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, one new destination can be specified using 0–9, \*, # [numeric keys].) If you specify a group, which is made up of several destinations, each destination is counted as a separate address.
- If you frequently send documents to multiple destinations, it is recommended that you store those destinations as a group.

### 1 Place the original on the platen glass or load it in the ADF.




### 2 Press [SEND].

### 3 Press [] or [] to select <FAX> or <I-FAX>, then press [OK].

S E L E C T	S E N D	M E T H O D
F A X		

If you are specifying destinations registered in Address Book, you can skip this step.

### 4 Specify the destination.

Use 0–9 [numeric keys], one-touch keys, coded dial codes, favorites buttons, or  [Address Book] to specify destinations.

### NOTE

- Only one destination can be specified using the numeric keys.
- For details about how to specify a destination using 0–9, \*, and # [numeric keys], see “Using Numeric Keys,” on p. 5-21.
- For details about how to specify a destination from the address book, see “Using the Address Book,” on p. 5-22.
- For details about how to specify a destination from the one-touch buttons, see “Using the One-Touch Keys,” on p. 5-23.
- For details about how to specify a destination from the coded dial codes, see “Using Coded Dial Codes,” on p. 5-24.
- If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using 0–9 [numeric keys], you must enter the fax number again for confirmation. Enter the same fax number you entered in step 4 → press [OK].
- When specifying the I-fax address, you can enter the send settings by pressing [OK]. For details, see “Send Settings,” on p. 5-43.

## 5 Repeat step 4 to enter all required recipients.



### NOTE

- If you want to enter a fax number or I-fax address using ①–⑨ [numeric keys], in the middle of the procedure, press **SEND** [SEND], select the sending method, and then enter the number or address.
- To check all the specified destinations, press [◀] or [▶] to scroll the display.

## 6 Press **Start**.

If the <ORIGINAL SIZE> message appears, press [◀] or [▶] to select the original size, then press **Start** for each original. When scanning is complete, press [OK] to start sending.


# Selecting Image Quality

**You can adjust the image quality of the document you send. The higher image quality you set, the better the output will be, but the longer the transmission will take. The default setting is <FINE> (for fax) or <200×200 dpi> (for I-fax).**

 **NOTE**

If you are sending I-fax, you can also specify the resolution (Image Quality) by pressing [OK] after specifying the destination. For instructions, see "Send Settings," on p. 5-43.

**1** Place your originals.

**2** Press  [SEND].

**3** Press [**←**] or [**→**] to select the sending method, then press [OK].




If you are specifying the destination registered in one-touch keys or coded dial codes, you can skip this step.

**4** Specify the destination.

Ex.



For instructions on specifying destinations, see "Specifying Destinations," on p. 5-21.

**5** Press  [Image Quality].


**6** Press [**←**] or [**→**] to adjust the image quality, then press [OK].



You can also press  [Image Quality] repeatedly to select the image quality.

- Fax: <FINE>, <PHOTO>, <SUPER FINE>, <ULTRA FINE>, <STANDARD>
- I-Fax: <200×200dpi>, <200×100dpi>

**7** Press  [Start].

If the <ORIGINAL SIZE> message appears, press [**←**] or [**→**] to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start sending.



# Adjusting Density

You can adjust the density to the most appropriate level for the original.

**1** Place your originals.

**2** Press **SEND** [SEND].


**3** Press [**←**] or [**→**] to select the sending method, then press [OK].

S E L E C T   S E N D   M E T H O D  
F A X

If you are specifying the destination registered in one-touch keys or coded dial codes, you can skip this step.

**4** Specify the destination.

Ex.

F A X   N U M B E R  
 = 0 1 2 X X X X X X X

For instructions on specifying destinations, see "Specifying Destinations," on p. 5-21.

**5** Press  [Density].

**6** Press [**←**] or [**→**] to adjust the density, then press [OK].

D E N S I T Y  
- L T      D K +

[**→**]: to make light documents darker.

[**←**]: to make documents lighter.


**7** Press **Start** [Start].

If the <ORIGINAL SIZE> message appears, press [**←**] or [**→**] to select the original size, then press **Start** [Start] for each original. When scanning is complete, press [OK] to start sending.

# 2-Sided Originals

You can set the machine to automatically turn over two-sided originals that are placed in the ADF, and scan each side separately.

**1** Place your originals.

**2** Press  [SEND].


**3** Press [**←→**] or [**+▶**] to select the sending method, then press [OK].

S E L E C T   S E N D   M E T H O D  
F A X


If you are specifying the destination registered in one-touch keys or coded dial codes, you can skip this step.

**4** Specify the destination.

Ex.

F A X   N U M B E R  
 = 0 1 2 X X X X X X X

For instructions on specifying destinations, see "Specifying Destinations," on p. 5-21.

**5** Press  [2-sided].


**6** Press [**←→**] or [**+▶**] to adjust the binding type, then press [OK].

T W O - S I D E D  
B O O K   T Y P E

<BOOK TYPE>: The front and back sides of the document have the same top-bottom orientation.

<CALENDAR TYPE>: The front and back sides of the document have opposite top-bottom orientations.

**7** Press  [Start].

If the <ORIGINAL SIZE> message appears, press [**←→**] or [**+▶**] to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start sending.

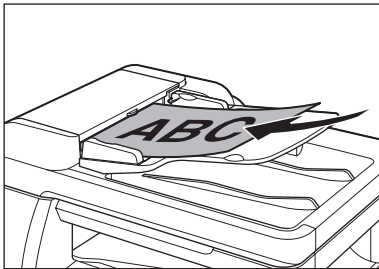
# Direct Sending

**With direct sending, the machine sends the document on the ADF as it scans one page, without storing all pages into memory at once. You can send a document ahead of other documents stored in memory.**

## NOTE

- You cannot use the platen glass for direct sending.
- You can specify only one destination at a time for direct sending.
- You cannot use group dialing for direct sending. If you specify a group, the direct sending mode is canceled, and the document is sent in the memory sending mode.
- You cannot use Two-Sided scanning mode for direct sending.
- With direct sending, the machine scans one page into memory at once and sends it right away. Therefore, when <MEMORY FULL> is displayed, even if you have selected direct sending, wait until there is enough space in memory to scan one page, or delete the documents in memory, and try again. (See “Checking/Changing the Status of Fax Documents in Memory,” on p. 5-64.)

## 1 Load your originals in the ADF.



## 2 Press **SEND** [SEND].

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

```
SELECT SEND METHOD
      FAX
```

## 4 Press **○** [Direct TX]. To cancel direct sending, press **○** [Direct TX] again.

## 5 Adjust any necessary settings for your document.

You can specify the following settings:

- Image Quality: See “Selecting Image Quality” on p. 5-29.
- Density: See “Adjusting Density,” on p. 5-30.
- 2-Sided: See “2-Sided Originals,” on p. 5-31.

## 6 Dial the recipient's fax/telephone number.

If you select delayed transmission or sequential broadcasting, memory sending is automatically selected.

## NOTE

If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using **①-⑨** [numeric keys], you must enter the fax number again for confirmation. Enter the same fax number you entered in step 6, then press [OK].

## 7 Press **Ⓢ** [Start].

Each page is sent as it is scanned.

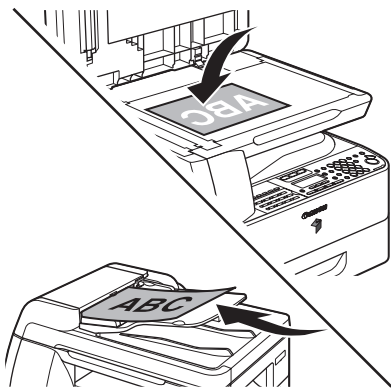
## NOTE

During transmission, <TRANSMITTING...> and the recipient's fax/telephone number alternately appear as messages on the display.

# Job Recall

You can recall the last three destinations, scan settings, and send settings which have been set, and then send your documents.

- 1** Place the original on the platen glass or load it in the ADF.



- 2** Press **SEND** [SEND].

- 3** Press **RECALL** [Recall].

- 4** Press [**←**] or [**→**] to select <1 BEFORE>, <2 BEFORE>, or <3 BEFORE>, then press [OK].

```
RECALL
  1  BEFORE
```

- 5** Confirm that the desired recipient is displayed.

```
PRESS START TO SEND
☎ = 0 1 2 X X X X X X X
```

You can change the recalled scan and send settings if necessary.

- 6** Press **START** [Start].  
If the <ORIGINAL SIZE> message appears, press [**←**] or [**→**] to select the original size, then press **START** [Start] for each original. When scanning is complete, press [OK] to start dialing.

# Favorites Buttons


You can register a destination together with any possible combination of send settings in a favorites button. One-touch keys 01 to 04 can be registered as favorites buttons. This feature is useful for registering frequently used send settings.



## NOTE

- The send settings registered as favorites buttons in memory are not erased, even if the power is turned off.
- If an address included in a favorites button is deleted from the Address Book, it is also deleted from the settings registered in the favorites button.



## Registering a Favorites Button



### ● Registering a Fax Number

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using – [numeric keys], then press [OK].



**3** Press [] or [] to select <FAVORITES BUTTONS>, then press [OK].

```
ADDRESS BOOK SET .
1 . FAVORITES BUTTONS
```

**4** Press [] or [] to select a one-touch key (01 to 04), then press [OK].

```
FAVORITES BUTTONS
[ 0 1 ] NOT REGISTERED
```



If a one-touch destination is already registered in the desired one-touch key, select another key, or delete the destination first.

**5** Press [] or [] to select <FAX>, then press [OK].

```
FAVORITES BUTTONS
                                FAX
```

**6** Confirm that <NAME> is displayed, then press [OK].

```
FAVORITES BUTTONS
1 . NAME
```

**7** Enter the destination's name (16 characters maximum) using – [numeric keys], then press [OK].

Ex.

```
NAME                               : a
Canon ( fax )
```

**8** Confirm that <TEL NUMBER ENTRY> is displayed, then press [OK].

```
FAVORITES BUTTONS
2 . TEL NUMBER ENTRY
```

**9** Enter the name of the destination's fax number (120 characters maximum) using ①-⑨ [numeric keys], then press [OK].

**10** Confirm that <IMAGEQUALITY> is displayed, then press [OK].

FAVORITES BUTTONS  
3 . IMAGEQUALITY

**11** Press [◀] or [▶] to select the image quality (<FINE>, <PHOTO>, <SUPER FINE>, <ULTRA FINE>, or <STANDARD>), then press [OK].

IMAGEQUALITY  
FINE

**12** Confirm that <OPTIONAL SETTING> is displayed, then press [OK].

FAVORITES BUTTONS  
4 . OPTIONAL SETTING

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

OPTIONAL SETTING  
ON

If you do not want to set the optional settings, select <OFF>, then skip to step 20.  
If you want to set the options for sending faxes, select <ON>.

**14** Confirm that <ECM> is displayed, then press [OK].

OPTIONAL SETTING  
1 . ECM

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

ECM  
ON

**16** Confirm that <TX SPEED> is displayed, then press [OK].

OPTIONAL SETTING  
2 . TX SPEED

**17** Press [◀] or [▶] to select the sending speed (33600 bps, 14400 bps, 9600 bps, or 4800 bps), then press [OK].

TX SPEED  
33600bps

**18** Confirm that <INTERNATIONAL> is displayed, then press [OK].


OPTIONAL SETTING  
3 . INTERNATIONAL

**19** Press [◀] or [▶] to select the transmission option (<DOMESTIC>, <LONG DISTANCE 1>, <LONG DISTANCE 2>, or <LONG DISTANCE 3>), then press [OK].

INTERNATIONAL  
DOMESTIC

 **NOTE**

If errors occur during international fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.

**20** Press  [Stop] to return to the standby mode.

## ● Registering an I-Fax Address

**1** Press **[F4]** [Additional Functions].

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

```
ADD . FUNCTIONS
4 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **[0-9]** [numeric keys], then press [OK].

**3** Press **[Left]** or **[Right]** to select <FAVORITES BUTTONS>, then press [OK].

```
ADDRESS BOOK SET .
1 . FAVORITES BUTTONS
```

**4** Press **[Left]** or **[Right]** to select a one-touch key (01 to 04), then press [OK].

```
FAVORITES BUTTONS
[ 0 1 ] NOT REGISTERED
```

If a one-touch destination is already registered in the desired one-touch key, select another key, or delete the destination first.

**5** Press **[Left]** or **[Right]** to select <IFAX>, then press [OK].

```
FAVORITES BUTTONS
IFAX
```

**6** Confirm that <NAME> is displayed, then press [OK].

```
FAVORITES BUTTONS
1 . NAME
```

**7** Enter the destination's name (16 characters maximum) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
NAME : a
Canon ( I - fax )
```

**8** Confirm that <I-FAX ADDRESS> is displayed, then press [OK].

```
FAVORITES BUTTONS
2 . I - FAX ADDRESS
```

**9** Enter the name of the destination's I-fax address (120 characters maximum) using **[0-9]** [numeric keys], then press [OK].

Ex.

```
I - FAX ADDRESS : a
canon@ifax.com
```

**10** Confirm that <DIVIDE INTO PAGES> is displayed, then press [OK].

```
FAVORITES BUTTONS
3 . DIVIDE INTO PAGES
```

**11** Press **[Left]** or **[Right]** to select <ON> or <OFF>, then press [OK].

```
DIVIDE INTO PAGES
ON
```

<OFF>: Sends multiple images as a single file without dividing them.

<ON>: Separates multiple images and send them as separate files.

**12** Confirm that <IMAGEQUALITY> is displayed, then press [OK].

```
FAVORITES BUTTONS
4 . IMAGEQUALITY
```

- 13** Press [**←**] or [**→**] to select the resolution, then press [OK].

```

I M A G E Q U A L I T Y
                2 0 0 × 2 0 0 d p i
    
```

You can select from <200×200dpi>, <200×400dpi>, <300×300dpi>, <400×400dpi>, <600×600dpi>, <100×100dpi>, <150×150dpi>, and <200×100dpi>.



**NOTE**

The image is sent in <200×200dpi> even if you select <200×400dpi>, <300×300dpi>, <400×400dpi>, <600×600dpi>, <100×100dpi>, or <150×150dpi>.

- 14** Confirm that <ORIGINAL TYPE> is displayed, then press [OK].

```

F A V O R I T E S   B U T T O N S
5 . O R I G I N A L   T Y P E
    
```

- 15** Press [**←**] or [**→**] to select the original type (<TEXT/PHOTO>, <TEXT>, or <PHOTO>), then press [OK].

```

O R I G I N A L   T Y P E
                T E X T / P H O T O
    
```

- 16** Press [Stop] to return to the standby mode.

## Erasing a Favorites Button

This section describes the procedure for erasing a favorites button.

- 1** Press (Additional Functions).

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

```

A D D .   F U N C T I O N S
4 . A D D R E S S   B O O K   S E T .
    
```

If a password has been set for the Address Book, enter the password using [numeric keys], then press [OK].

- 3** Press [**←**] or [**→**] to select <FAVORITES BUTTONS>, then press [OK].

```

A D D R E S S   B O O K   S E T .
1 . F A V O R I T E S   B U T T O N S
    
```

- 4** Press [**←**] or [**→**] to select a favorites button (M1 to M4) you want to erase, then press [OK].

```

F A V O R I T E S   B U T T O N S
[ M 1 ] F a v o r i t e ( F a x )
    
```

- 5** Press [**←**] or [**→**] to select <TEL NUMBER ENTRY>, or <I-FAX ADDRESS>, then press [OK].

```

F A V O R I T E S   B U T T O N S
2 . T E L   N U M B E R   E N T R Y
    
```

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



**NOTE**

If you erase the fax number or I-fax address, the registered name and combination of send settings in a favorites button is cleared automatically.

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



## Using the Favorites Buttons



If you frequently send documents with the same document settings to the same destination, store these settings in a favorites button. Then, when you need to specify the destination, all you have to do is select the favorites button containing your stored document settings and the desired destination, and send your document.

 **NOTE**

To use this feature, you must first register the desired document settings and destinations in favorites buttons. (See “Registering a Favorites Button,” on p. 5-34.)




- 1** Place the original on the platen glass or load it in the ADF.






- 2** Press  [SEND].
- 3** Press the desired one-touch key registered as a favorites button (01 to 04).  
If you pressed a wrong key, press  [Clear] and try again.
- 4** Adjust any necessary settings for your document.

For details, see “Specifying Destinations,” on p. 5-21.

- 5** Press  [Start].

If the <ORIGINAL SIZE> message appears, press [] or [] to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start dialing.

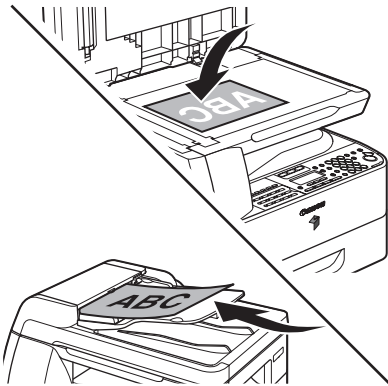
 **NOTE**

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using - [numeric keys], the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed.

# Sending Originals at a Preset Time (Delayed Sending)

Delayed sending enables you to start transmission at a specified time. You can store up to 64 delayed sending jobs.

- 1 Place the original on the platen glass or load it in the ADF.



- 2 Press **SEND** [SEND].

- 3 Press [**←**] or [**→**] to select <FAX> or <I-FAX>, then press [OK].

```
S E L E C T   S E N D   M E T H O D
F A X
```

If you are specifying destinations registered in Address Book, you can skip this step.

- 4 Open the one-touch panel.

- 5 Press **○** [Delayed TX].


- 6 Enter the time you want to start sending using **0–9** [numeric keys], then press [OK].

- Enter the time in 24-hour/military time format.
- Enter all the numbers, including zeros.

```
T X   T I M E   S E T T I N G S
2 0 : 0 0
```

- 7 Specify the destination.

Ex.

```
F A X   N U M B E R
 = 0 1 2 X X X X X X X
```




## NOTE

If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using **0–9** [numeric keys], you must enter the fax number again for confirmation. Enter the same fax number you entered in step 7, then press [OK].

## 8




### Press [Start].

The document is scanned and stored into memory. It will be sent to the specified destination at the specified time.

If the <ORIGINAL SIZE> message appears, press [] or [] to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start sending.




#### NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using –, the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed.
- If the document cannot be sent at the time specified for delayed sending due to a temporary power failure (that recovers within an hour), it will be sent at the specified time on the next day.

# Standard Send Settings

This mode enables you to change the standard settings for the Send function, including the scan mode.

## Storing the Standard Send Settings

**1** Press  [Additional Functions].

**2** Press [**←**] or [**→**] to select <TX/RX SETTINGS>, then press [OK].

```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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

```
TX / RX SETTINGS
1 . COMMON SETTINGS
```

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

```
COMMON SETTINGS
1 . TX SETTINGS
```

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

```
TX SETTINGS
5 . STANDARD SETTINGS
```


**6** Press [**←**] or [**→**] to select the desired setting item, then press [OK].

```
STANDARD SETTINGS
1 . DENSITY
```

You can specify the following settings:


- <DENSITY>: Sets the default density for the document you send (<STANDARD> (standard density), <DK> (darkest) or <LT> (lightest)). (See "TX/RX SETTINGS," on p. 14-8.)
- <IMAGE QUALITY>: Sets the default image quality for the document you send. (See "TX/RX SETTINGS," on p. 14-8.)
- <IMAGE FORMAT>: Sets the default file format for the document you send. (See "TX/RX SETTINGS," on p. 14-8.)
- <ORIGINAL TYPE>: Sets the default original type for the document you send. (See "TX/RX SETTINGS," on p. 14-8.)
- <DIVIDE INTO PAGES>: Sets whether to use <DIVIDE INTO PAGES> as default. (See "TX/RX SETTINGS," on p. 14-8.)
- <DIRECT TX>: Sets whether to use <DIRECT TX> as default. (See "TX/RX SETTINGS," on p. 14-8.)



**7** Each time you set the desired setting item, press [OK].

**8** Press  [Stop] to return to the standby mode.



## Restoring the Standard Send Settings to Their Default

You can restore the Standard Send Settings to their default settings.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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

```
TX / RX SETTINGS
1 . COMMON SETTINGS
```

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

```
COMMON SETTINGS
1 . TX SETTINGS
```


**5** Press [] or [] to select <INIT STANDARD SET>, then press [OK].

```
TX SETTINGS
11 . INIT STANDARD SET
```

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

```
INIT STANDARD SET
ON
```

To cancel restoring the Standard Send Settings, press [] or [] to select <OFF>.

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

# Send Settings

You can optionally set if multiple images are sent as separate files or a single file, resolution, and original type after specifying the I-fax address.

**1** Place the original on the platen glass or load it in the ADF.

**2** Press  [SEND].


**3** Press [**←**] or [**→**] to select a sending method, then press [OK].

SELECT SEND METHOD  
I - FAX

If you are specifying the destination registered in one-touch keys or coded dial codes, you can skip this step.

**4** Specify the destination

For instructions on specifying destinations, see "Specifying Destinations," on p. 5-21.

 I - FAX 06 / 30 15 : 50  
ENTER I - FAX ADDRESS

**5** Press [OK].

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

DIVIDE INTO PAGES  
OFF

<OFF>: Sends multiple images as a single file without dividing them.

<ON>: Separates multiple images and send them as separate files.

**7** Press [**←**] or [**→**] to select the resolution for <IMAGE QUALITY>, then press [OK].

IMAGE QUALITY  
200 × 200 dpi


I-Fax: <200×200dpi>, <200×100dpi>

**8** Press [**←**] or [**→**] to select the original type for <ORIGINAL TYPE>, then press [OK].




ORIGINAL TYPE  
TEXT / PHOTO

<TEXT/PHOTO>, <TEXT>, <PHOTO>

**9** Press  [Start].

When you set the documents on the platen glass, press [**←**] or [**→**] to select the document size, then press  [Start] for each document. When scanning is complete, press [OK] to start sending.

## NOTE


- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using – [numeric keys], the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed.
- You can set the document's name, a subject line, message body text, and reply-to address, common to all sending jobs. For instructions, see "TX/RX SETTINGS," on p. 14-8.



# Adjusting Sharpness

**This mode enables you to scan original images with a sharper or softer contrast. To scan originals with text or lines with a sharper contrast, increase the sharpness as setting. To scan originals containing printed images or other halftones with a softer contrast, decrease the sharpness as setting.**



**The default setting is <4> (middle).**

- Decreasing the sharpness:
  - If you scan an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by decreasing the sharpness to produce a clearer image.
- Increasing the sharpness:
  - You can enhance the edges of original images so that faint or fine text is scanned with a sharper contrast by increasing the sharpness. This setting is particularly suited for scanning blueprints and faint pencil drawn images.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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



```
TX / RX SETTINGS
1 . COMMON SETTINGS
```

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



```
COMMON SETTINGS
1 . TX SETTINGS
```


**5** Press [] or [] to select <SHARPNESS>, then press [OK].

```
TX SETTINGS
9 . SHARPNESS
```

**6** Press [] or [] to adjust the sharpness (1 - 7), then press [OK].

```
SHARPNESS
4
```

Each time you press [], the sharpness is decreased. Each time you press [], the sharpness is increased.

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

# ECM Transmission


**ECM (Error Correction Mode) reduces the effect of system and line errors on documents that occur during sending or receiving with another fax machine that supports ECM. If the other machine does not support ECM, this setting is ignored.**



**If transmission speed appears to be extremely slow, you may be able to speed up transmission time by turning ECM off.**

**The default setting is <ON>.**



## NOTE

- If you want to transmit using ECM, it is necessary that ECM Transmission be set in both the destination machine and this machine. This function does not operate unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to send the documents.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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



```
TX / RX SETTINGS
2 . FAX SETTINGS
```

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

```
FAX SETTINGS
2 . TX SETTINGS
```


**5** Press [] or [] to select <ECM TX>, then press [OK].

```
TX SETTINGS
1 . ECM TX
```

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

```
ECM TX
ON
```

<OFF>: The ECM transmission is not activated.  
<ON>: The ECM transmission is activated.

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






# Redialing Automatically When the Line Is Busy (AUTO REDIAL)

**Auto Redial enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs.**



**Auto Redial can be turned <ON> or <OFF>. If you set <AUTO REDIAL> to <ON>, you can set how many times the machine redials the number, and the redial interval.**

**The default setting is <ON>. (The default setting of <REDIAL TIMES> is <2TIMES>, and the default setting of <REDIAL INTERVAL> is <2MIN.>.)**



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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

```
TX / RX SETTINGS
2 . FAX SETTINGS
```

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

```
FAX SETTINGS
2 . TX SETTINGS
```

**5** Press [] or [] to select <AUTO REDIAL>, then press [OK].




```
TX SETTINGS
3 . AUTO REDIAL
```

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

```
AUTO REDIAL
ON
```

**7** Confirm that <REDIAL TIMES> is displayed, then press [OK].

```
AUTO REDIAL
1 . REDIAL TIMES
```

**8** Enter the number of redials (1 to 10 times) the machine will make using [], or [] or  [numeric keys], then press [OK].

```
REDIAL TIMES
2 TIMES
```

**9** Confirm that <REDIAL INTERVAL> is displayed, then press [OK].

```
AUTO REDIAL
2 . REDIAL INTERVAL
```

- 10** Enter the time (2 to 99 minutes, in oneminute increments) between redials using [**←**], [**→**], or 0-9 [numeric keys], then press [OK].

```

R E D I A L   I N T E R V A L
                                     2 M I N .
  
```

- 11** Confirm that <TX ERROR REDIAL> is displayed, then press [OK].

```

A U T O   R E D I A L
3 . T X   E R R O R   R E D I A L
  
```

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

```

T X   E R R O R   R E D I A L
                                     O N
  
```

<ON>: Resends all pages if an error occurs during transmission.

<OFF>: Does not redial even if an error occurs during transmission.

- 13** Press **⏏** [Stop] to return to the standby mode.

# Checking the Dial Line before Sending


The following redirection problem may happen with certain kinds of fax machines on the market made by companies other than Canon. The Check Dial Line Before Sending mode prevents this rare occurrence from happening.



If you are sending a fax document from your machine at the same time another fax machine (made by a company other than Canon) is trying to send you a fax, your fax document may end up being redirected to that fax machine, instead of the original destination you had intended.

Setting <DIALING LINE CHCK> to <ON> enables you to avoid such sending problems. The default setting is <OFF>.



## NOTE

For more information on how to turn the main power on and off, see "Connect Power Cord and Turn on the Machine," in the Quick Start Guide.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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


```
TX / RX SETTINGS
2 . FAX SETTINGS
```

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


```
FAX SETTINGS
2 . TX SETTINGS
```

**5** Press [] or [] to select <DIALING LINE CHCK>, then press [OK].

```
TX SETTINGS
5 . DIALING LINE CHCK
```

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

```
DIALING LINE CHCK
ON
```

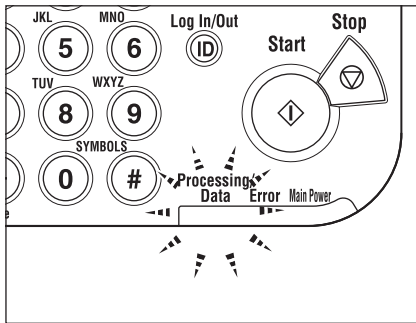
**7** Press  [Stop] to return to the standby mode.

# Receiving Fax Documents

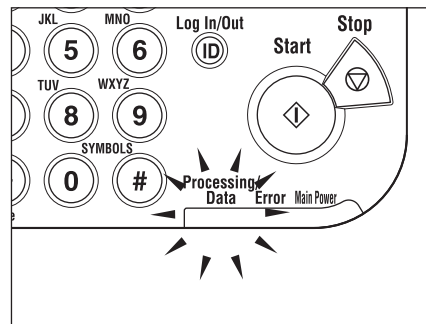
This section describes how the machine operates when it receives fax documents.

## Basic Methods for Receiving Faxes

- 1 When documents are being received, the Processing/Data indicator on the operation panel flashes a green light.



- 2 When document reception is complete, the Processing/Data indicator on the operation panel maintains a steady green light. This indicates that documents are stored in memory.



### NOTE

- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes a red light when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

### 3 The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.




#### NOTE



- If there is no paper on which the received document can be printed, the received document is stored in memory.
- Documents which have been stored in memory because the paper has run out, are automatically printed when paper is loaded into a paper drawer.
- If a printing error occurs, the Error indicator flashes a red light.

# Printing Received Documents on Both Sides of Paper



You can print received documents on both sides of the paper you select. This enables you to save paper.

The default setting is <OFF>.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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



```
TX / RX SETTINGS
1 . COMMON SETTINGS
```

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


```
COMMON SETTINGS
2 . RX SETTINGS
```

**5** Press [] or [] to select <TWO-SIDED PRINT>, then press [OK].

```
RX SETTINGS
1 . TWO - SIDED PRINT
```


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



```
TWO - SIDED PRINT
ON
```

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



# Reducing a Received Document

You can set whether the received images print out at a reduced size.  
The default setting is <ON> (<AUTO> and <VERTICAL ONLY>).



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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



```
TX / RX SETTINGS
1 . COMMON SETTINGS
```

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



```
COMMON SETTINGS
2 . RX SETTINGS
```

**5** Press [] or [] to select <RECEIVE REDUCTION>, then press [OK].

```
RX SETTINGS
2 . RECEIVE REDUCTION
```

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

```
RECEIVE REDUCTION
ON
```



**7** Press [] or [] to select <RX REDUCTION>, then press [OK].

```
RECEIVE REDUCTION
1 . RX REDUCTION
```

**8** Press [] or [] to select <AUTO> or <FIXED REDUCTION>, then press [OK].

```
RX REDUCTION
FIXED REDUCTION
```

If you select <AUTO>, the image is reduced automatically. Skip to step 10.  
If you select <FIXED REDUCTION>, go to step 9.

**9** Press [] or [] to select a preset reduction ratio (90%, 95%, 97%, or 75%), then press [OK].

```
SELECT REDUCE %
90 %
```

**10** Confirm that <REDUCE DIRECTION> is displayed, then press [OK].


```
RECEIVE REDUCTION
2 . REDUCE DIRECTION
```

- 11** Press [**←**] or [**→**] to select <VERTICAL ONLY> or <HORIZ & VERTICAL>, then press [OK].

R E D U C E   D I R E C T I O N  
V E R T I C A L   O N L Y

<VERTICAL ONLY>: Reduces the document vertically only.

<HORIZ & VERTICAL>: Reduces the document both horizontally and vertically.

- 12** Press  [Stop] to return to the standby mode.




# Specifying Printing When Toner Runs Out



**You can set if the machine stores all documents in memory or continue printing without storing documents in memory, when the toner runs out.**

**The default setting is <RX TO MEMORY>.**



## NOTE

- When the <TONER LOW/PREPARE NEW TONER> message appears, if you set <CONT. PRINTING> to <KEEP PRINTING>, you can continue printing. The printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you cannot print the same documents again.
- When the <TONER LOW/PREPARE NEW TONER> message appears, if you set <CONT. PRINTING> to <RX TO MEMORY>, the machine stores all documents in memory. After the toner cartridge is replaced, the documents can be printed and the setting can be reset.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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



```
TX / RX SETTINGS
1 . COMMON SETTINGS
```

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

```
COMMON SETTINGS
2 . RX SETTINGS
```

**5** Press [] or [] to select <CONT. PRINTING>, then press [OK].


```
RX SETTINGS
3 . CONT . PRINTING
```

**6** Press [] or [] to select <RX TO MEMORY> or <KEEP PRINTING>, then press [OK].

```
CONT . PRINTING
RX TO MEMORY
```

<RX TO MEMORY>: The machine stores all documents in memory.

<KEEP PRINTING>: You can continue printing.


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



# ECM Reception

**ECM (Error Correction Mode) reduces the effect of system and line errors on documents that occur during sending or receiving with another fax machine that supports ECM. If the other machine does not support ECM, this setting is ignored. If reception speed appears to be extremely slow, you may be able to speed up reception time by turning ECM off. The default setting is <ON>.**



## NOTE

- If you want to communicate using ECM, it is necessary that ECM Reception be set in both the sending and receiving machines. This function does not operate unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to receive the documents.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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



```
TX / RX SETTINGS
2 . FAX SETTINGS
```

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

```
FAX SETTINGS
3 . RX SETTINGS
```


**5** Press [] or [] to select <ECM RX>, then press [OK].

```
RX SETTINGS
1 . ECM RX
```

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

```
ECM RX
ON
```

<OFF>: The ECM reception is not activated.  
<ON>: The ECM reception is activated.


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



# Adjusting the Auto Switch Time

This function enables you to set the machine to switch to document receive mode after ringing for a specified length of time in the <FaxTel> mode.



 **NOTE**

This function is only available when the <RX MODE> is set to <FaxTel>.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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

```
TX / RX SETTINGS
2 . FAX SETTINGS
```

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





```
FAX SETTINGS
3 . RX SETTINGS
```

**5** Press [] or [] to select <FAX/TEL OPT. SET>, then press [OK].

```
RX SETTINGS
3 . FAX / TEL OPT . SET
```

**6** Confirm that <RING START TIME> is displayed, then press [OK].

```
FAX / TEL OPT . SET
1 . RING START TIME
```



**7** Specify the period of time (0 to 30 seconds) before the machine starts ringing after receiving a voice call using [] or [], or - [numeric keys], then press [OK].

```
RING START TIME
6 SEC
```

If the machine receives a fax, the machine does not ring and switches to the receive mode automatically.

**8** Confirm that <F/T RING TIME> is displayed, then press [OK].

```
FAX / TEL OPT . SET
2 . F / T RING TIME
```

**9** Press [] or [] to select the duration (15 to 300 seconds) for the phone to ring, then press [OK].

```
F / T RING TIME
15 SEC
```

**10** Confirm that <F/T SWITCH ACTION> is displayed, then press [OK].

```
FAX / TEL OPT . SET
3 . F / T SWITCH ACTION
```


- 11** Press [**←**] or [**→**] to select the action the machine will take after the ringing ends, then press [OK].

F / T   S W I T C H   A C T I O N R E C E I V E
--

If the machine receives a fax, the machine does not ring and switches to the receive mode automatically.

<RECEIVE>: Switches to the receive mode.

<DISCONNECT>: Disconnects the call.



- 12** Press  [Stop] to return to the standby mode.

# Setting the Incoming Ring



This function enables you to activate the ring alert of the external telephone if <RX MODE> is set to <FaxOnly> or <FaxTel>. Selecting <ON> in <INCOMING RING> enables you to distinguish between the fax reception and answer voice calls when you pick up the external telephone while it is ringing.

The default setting is <OFF>.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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

```
TX / RX SETTINGS
2 . FAX SETTINGS
```

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

```
FAX SETTINGS
3 . RX SETTINGS
```

**5** Press [] or [] to select <INCOMING RING>, then press [OK].



```
RX SETTINGS
5 . INCOMING RING
```

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


```
INCOMING RING
ON
```

## NOTE

If you select <OFF>, the telephone does not ring when the machine receives a voice call or fax. (In the Sleep mode, the telephone may ring one or two times, if <ENERGY IN SLEEP> in <COMMON SETTINGS> is set to <LOW>.)

**7** Press [] or [] to select the number of incoming rings (1 to 99 times) before the machine answers.

```
RING COUNT
2 TIMES
```

**8** Press  [Stop] to return to the standby mode.

# Receiving Documents Manually with an Extension Telephone (REMOTE RX)


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



The default setting is <ON>, and the default remote reception ID is <25>.

## Activating Remote Receive Mode



### NOTE

- This function is not available when <ENERGY IN SLEEP> in <COMMON SETTINGS> is set to <LOW>.
- The machine switches to the document receive mode after the external telephone rings for a specified time, if <MANUAL/AUTO> of <RX SETTINGS> in <FAX SETTINGS> of <TX/RX SETTINGS> is set to <ON>.



**1** Press  [Additional Functions].

**2** Press [] or [] to select <TX/RX SETTINGS>, then press [OK].



```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

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



```
TX / RX SETTINGS
2 . FAX SETTINGS
```

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

```
FAX SETTINGS
3 . RX SETTINGS
```


**5** Press [] or [] to select <REMOTE RX>, then press [OK].

```
RX SETTINGS
6 . REMOTE RX
```





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

```
REMOTE RX
ON
```

If you do not want to change the default remote reception ID, skip to step 9.


**7** Press  [Clear] twice to delete the default remote reception ID of 25.

```
REMOTE RX ID
25__
```

**8** Enter a new remote reception ID (a combination of two characters) –,  and  [numeric keys],

Ex.

```
REMOTE RX ID
00__
```

**9** Press  [Stop] to return to the standby mode.

## Receiving Documents with the Remote Reception

 **NOTE**

- Before using the remote reception to receive fax documents, make sure of the following:
- An extension telephone is connected properly.
- Your telephone is set to tone dialing.

**1** When you receive a call, pick up the external telephone.

**2** Enter the two-digit remote reception ID using ①-⑨, ⊛ and ⊞ [numeric keys].


 **NOTE**



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

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



# Receiving Documents in Memory without Printing Out (MEMORY LOCK)



The machine automatically receives faxes in memory when printing is disabled under certain conditions (e.g., toner or paper has run out). You can also set the machine to store all documents in memory without automatically printing them. Locking the machine to receive and store all documents in memory is called memory lock reception. The default setting is <OFF>.

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
9 . SYSTEM SETTINGS
```


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  [numeric keys], then press  [Log In/Out].

**3** Press [] or [] to select <COMMUNICATIONS>, then press [OK].

```
SYSTEM SETTINGS
6 . COMMUNICATIONS
```

**4** Press [] or [] to select <MEMORY LOCK>, then press [OK].

```
COMMUNICATIONS
3 . MEMORY LOCK
```

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

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


```
MEMORY LOCK
ON
```

## NOTE

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

**6** Confirm that <PASSWORD> is displayed, then press [OK].

```
MEMORY LOCK
1 . PASSWORD
```

**7** Enter the memory reception password (up to seven digits) using  [numeric keys], then press [OK].

Ex.

```
PASSWORD
1 2 3 X X X X _ _
```

**8** Confirm that <REPORT PRINT> is displayed, then press [OK].

```
MEMORY LOCK
2 . REPORT PRINT
```





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

```
REPORT PRINT
                                ON
```

<OFF>: Does not print an RX report.

<ON>: Prints an RX report.

**NOTE**

<RX REPORT> should also be set to <OUTPUT YES> so that RX reports are automatically printed when documents are received in memory. For instructions, see "RX REPORT," on p. 5-67.

- 10** Confirm that <MEMORY RX TIME> is displayed, then press [OK].

```
MEMORY LOCK
  3 . MEMORY RX TIME
```

If you do not need to set the timer for memory lock, skip to step 16.

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

```
MEMORY RX TIME
                                ON
```

- 12** Confirm that <MEM RX START TIME> is displayed, then press [OK].

```
MEMORY RX TIME
  1 . MEM RX START TIME
```

- 13** Enter the start time (in 24-hour/military time format) using 0–9 [numeric keys], then press [OK].


```
MEM RX START TIME
                                00 : 00
```

- 14** Confirm that <MEM. RX END TIME> is displayed, then press [OK].

```
MEMORY RX TIME
  2 . MEM . RX END TIME
```

- 15** Enter the end time using 0–9 [numeric keys], then press [OK].

```
MEM . RX END TIME
                                00 : 00
```

- 16** Press  [Stop] to return to the standby mode.

# Printing All Documents Stored in the Memory Lock Reception Mode

Follow this procedure to print documents received when the machine is in the memory lock reception mode.

**1** Press **[F]** [Additional Functions].

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

```
ADD . FUNCTIONS
9 . SYSTEM SETTINGS
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using **[0-9]** [numeric keys], then press **[Log In/Out]**.

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

```
SYSTEM SETTINGS
6 . COMMUNICATIONS
```

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

```
COMMUNICATIONS
3 . MEMORY LOCK
```

**5** Enter the memory reception password using **[0-9]** [numeric keys], then press **[OK]**.

Ex.

```
PASSWORD
*****_
```

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

```
MEMORY LOCK
OFF
```

The received documents are printed.

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

# Checking/Changing the Status of Fax Documents in Memory

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

## Checking/Deleting Fax Transmission Documents

You can check the status of fax documents currently being sent or waiting to be sent, and delete unwanted documents as necessary.

### Checking Transmission Results

**1** Press  $\bigcirc$  [System Monitor].

**2** Press [ $\leftarrow$ ] or [ $\rightarrow$ ] to select <TX/RX LOG>, then press [OK].

```
TX / RX LOG
SELECT JOB CANCEL
```

**3** Press [ $\leftarrow$ ] or [ $\rightarrow$ ] to view the required transmission result.

```
5 0 0 1 1 5 : 5 0 RX OK
```

**4** Press  $\triangle$  [Stop] to return to the standby mode.

#### NOTE

If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, transmission result does not appear in the display.

### Checking and Deleting Documents Stored in Memory

**1** Press  $\bigcirc$  [System Monitor].

**2** Press [ $\leftarrow$ ] or [ $\rightarrow$ ] to select <RX/TX STATUS>, then press [OK].

```
RX / TX STATUS
SELECT JOB TO CANCEL
```

**3** Press [ $\leftarrow$ ] or [ $\rightarrow$ ] to select the desired document, then press [OK].

```
5 0 0 1 1 7 : 0 0 RX STNDBY
0 1 2 X X X X X X X
```

If you select a document with the message <TX STNDBY> or <TX TRM...>, skip to step 5.


- 4** If you want to delete the document, press [**←**] or [**+**] to select <CANCEL>, then press [OK].

```
5 0 0 1
C A N C E L
```

- 5** Press [**←**] to select <YES>.

```
C A N C E L   D U R I N G   T X / R X ?
<   Y E S                               N O   >
```


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

- 6** Press  [Stop] to return to the standby mode.

## Checking/Deleting Fax Reception Documents

You can check the status of fax documents received, then delete unwanted documents as necessary.

### ● Checking Reception Results


- 1** Press  [System Monitor].

- 2** Press [**←**] or [**+**] to select <TX/RX LOG>, then press [OK].

```
T X / R X   L O G
S E L E C T   J O B   T O   C A N C E L
```

- 3** Press [**←**] or [**+**] to view the required reception result.


```
5 0 0 3   1 8 : 0 0   R X   O K
```

- 4** Press  [Stop] to return to the standby mode.

 **NOTE**

If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, reception result does not appear in the display.

### ● Checking and Deleting Documents Stored in Memory

- 1** Press  [System Monitor].

- 2** Press [**←**] or [**+**] to select <RX/TX STATUS>, then press [OK].

```
T X / R X   S T A T U S
S E L E C T   J O B   T O   C A N C E L
```

- 3** Press [**←**] or [**+**] to select the desired document, then press [OK].

```
5 0 2 8   1 7 : 0 0   R X   S T N D B Y
                                0 5 6 X X X X X X X
```

If you select a document with the message <RX TRM...>, skip to step 5.



- 4** If you want to delete the document, press [**←**] or [**+**] to select <CANCEL>, then press [OK].

```
5 0 2 8
C A N C E L
```

- 5** Press [**←**] to select <YES>.

```
C A N C E L   D U R I N G   T X / R X ?
<   Y E S                               N O   >
```

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

- 6** Press **△** [Stop] to return to the standby mode.

## Printing the Fax Log

You can print the results of fax transactions (transmission or reception).

TX REPORT, RX REPORT, and ACTIVITY REPORT can be set to print automatically. You can also print ACTIVITY REPORT manually.

### TX REPORT

- 1** Press **⊗** [Additional Functions].

- 2** Press [**←**] or [**+**] to select <REPORT SETTINGS>, then press [OK].

```
A D D .   F U N C T I O N S
8 . R E P O R T   S E T T I N G S
```

- 3** Confirm that <SETTINGS> is displayed, then press [OK].

```
R E P O R T   S E T T I N G S
1 . S E T T I N G S
```

- 4** Confirm that to select <TX REPORT> is displayed, then press [OK].

```
S E T T I N G S
1 . T X   R E P O R T
```

- 5** Press [**←**] or [**+**] to select the setting you want, then press [OK].

```
T X   R E P O R T
P R I N T   E R R O R   O N L Y
```

<PRINT ERROR ONLY>: Prints a report only when a transmission error occurs.

<OUTPUT YES>: Prints a report every time you send a document.


<OUTPUT NO>: Does not print a report. Skip to step 7.

- 6** Confirm that <REPORT WITH TX IMAGE> is displayed, press [**←**] or [**+**] to select <ON> or <OFF>, then press [OK].

```
R E P O R T   W I T H   T X   I M A G E
O N
```

<OFF>: Does not print the first page.

<ON>: Prints the first page.


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



### ● Report Items

The following items are displayed in the Transmission Report:

- Transaction description
- TX/RX NO: Transaction number
- DEPT. ID: If Department ID Management is set, the Department ID is printed.
- RECIPIENT ADDRESS: Destination fax number or address
- DESTINATION ID: Destination name registered in Address Book
- ST. TIME: Transmission time
- TIME USE: Transmission duration
- PAGES SENT: Number of pages sent

### ● RX REPORT

**1** Press  [Additional Functions].



**2** Press [] or [] to select <REPORT SETTINGS>, then press [OK].

```
ADD . FUNCTIONS
8 . REPORT SETTINGS
```



**3** Confirm that <SETTINGS> is displayed, then press [OK].

```
REPORT SETTINGS
1 . SETTINGS
```

- RESULT: Result of transaction
  - OK: Transmission successful
  - NG: Transmission failed
  - STOP: Transmission manually canceled before completion
  - BUSY/NO SIGNAL: The line is busy or the recipient does not answer your call
- Error code: For descriptions of error codes, see "Error Codes (imageRUNNER 1025iF Only)," on p. 13-10.


**4** Press [] or [] to select <RX REPORT>, then press [OK].

```
SETTINGS
1 . RX REPORT
```

**5** Press [] or [] to select the setting you want, then press [OK].

```
RX REPORT
OUTPUT NO
```

- <OUTPUT NO>: Does not print a report.
- <PRINT ERROR ONLY>: Prints a report only when a reception error occurs.
- <OUTPUT YES>: Prints a report every time you receive a document.


**6** Press  [Stop] to return to the standby mode.



● Report Items

The following items are displayed in the Reception Report:

- Transaction description
- TX/RX NO: Transaction number
- RECIPIENT ADDRESS: Recipient's fax/telephone number or address
- DESTINATION ID: Sender's name registered in Address Book

**ACTIVITY REPORT**



**1** Press  [Additional Functions].

**2** Press [] or [] to select <REPORT SETTINGS>, then press [OK].

```
ADD . FUNCTIONS
8 . REPORT SETTINGS
```

**3** Confirm that <SETTINGS> is displayed, then press [OK].

```
REPORT SETTINGS
1 . SETTINGS
```



**4** Press [] or [] to select <ACTIVITY REPORT>, then press [OK].

```
SETTINGS
3 . ACTIVITY REPORT
```

**5** Confirm that <AUTO PRINT> is displayed, then press [OK].

```
ACTIVITY REPORT
1 . AUTO PRINT
```

- ST. TIME: Reception time
- TIME USE: Reception duration
- PGS.: Number of pages received
- RESULT: Result of transaction
  - OK: Reception successful
  - NG: Reception failed
  - STOP: Reception manually canceled before completion
- Error code: For descriptions of error codes, see "Error Codes (imageRUNNER 1025iF Only)," on p. 13-10.



**6** Press [] or [] to select the setting you want, then press [OK].

```
AUTO PRINT
                OUTPUT YES
```

<OUTPUT YES>: Prints a report after every 40 transactions.  
 <OUTPUT NO>: Does not print a report. Skip to step 9.


**7** Confirm that <TX/RX SEPARATE> is displayed, then press [OK].

```
ACTIVITY REPORT
2 . TX / RX SEPARATE
```

**8** Press [] or [] to select the setting you want, then press [OK].

```
TX / RX SEPARATE
                OFF
```

<OFF>: Prints a report with the transmission and reception results listed chronologically.  
 <ON>: Prints a report with the transmission and reception results separated in a report.

**9** Press  [Stop] to return to the standby mode.

● Report Items

The following items are displayed in the Activity Report:

- DEPT. ID: If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to Department ID.
- ST. TIME: Transmission time
- DESTINATION TEL/ID: Destination name and fax number/ address
- NO.: Transaction number
- MODE: Transaction, Error correction mode
- PGS.: Number of pages sent
- RESULT: Result of transaction, transaction duration
  - OK: Transaction successful
  - NG: Transaction failed

 **NOTE**

If you set <LIST PRINT> to <ACTIVITY REPORT> in <REPORT SETTINGS>, you can print the transaction report (last 40 transactions maximum) manually.



Fax (imageRUNNER 1025iF Only)

# E-Mail

(imageRUNNER 1025iF Only)

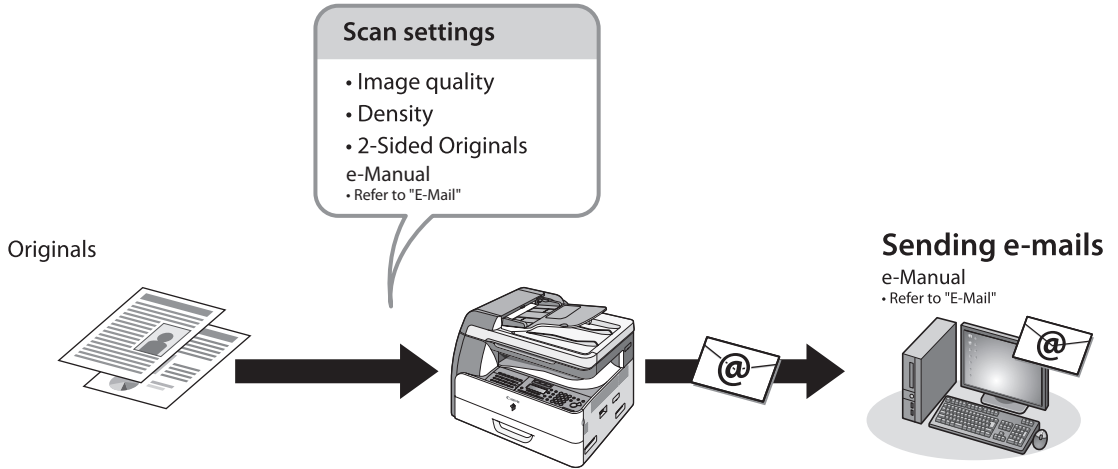
# Chapter 6

This section describes how to use e-mail functions.

<b>Overview of E-Mail Functions</b> .....	<b>6-2</b>
<b>Introduction to Using E-Mail Functions</b> .....	<b>6-4</b>
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Sending E-Mail Documents .....	6-5
Canceling Sending E-Mail Documents .....	6-7

# Overview of E-Mail Functions

**You can send scanned documents as e-mail attachments.**

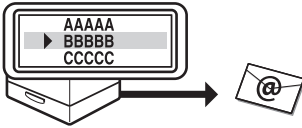


# Various sending functions

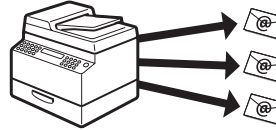
## Specifying destinations

e-Manual  
• Refer to "E-Mail"

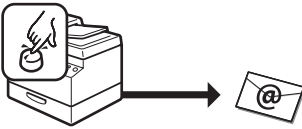
Using the address book



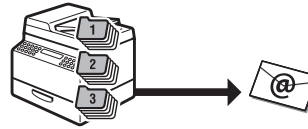
Broadcasting



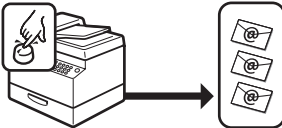
Using the one-touch keys



Job recall

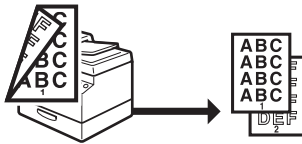


Using the group address



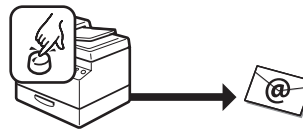
Sending 2-sided originals

e-Manual  
• Refer to "E-Mail"



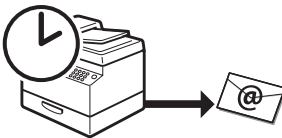
Favorites Buttons

e-Manual  
• Refer to "E-Mail"



Delayed sending

e-Manual  
• Refer to "E-Mail"



# Introduction to Using E-Mail Functions

**This machine enables you to send scanned documents to an e-mail application. Scanned documents are converted to file formats such as TIFF and are transmitted as an e-mail attachment to the recipient's e-mail application.**

**This section describes the things that you must do before using e-mail functions.**

**Be sure to set the following items first:**

- Network settings

Set the network settings to enable your machine to communicate over the network. (See "Network Settings," in the e-Manual.)

- E-Mail settings

Set the e-mail settings to enable your machine to communicate with a mail server. (See "Network Settings," in the e-Manual.)

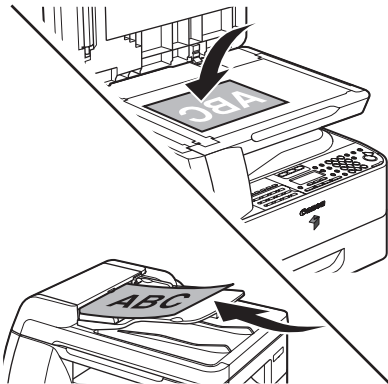
# Basic E-Mail Operations

This section describes the basic procedures for sending e-mails and canceling a transmission in progress.

## Sending E-Mail Documents

This section describes the flow of sending e-mails.

- 1** Place your originals.



- 2** Press **SEND** [SEND].

The SEND indicator lights up and the machine enters the send standby mode.

- 3** Press [**←**] or [**→**] to select <E-MAIL: B&W> or <E-MAIL: COLOR>, then press [OK].

```
SELECT SEND METHOD
E - MAIL : B & W
```

 **NOTE**

If you want to send color images attached to an e-mail message, select <E-MAIL (COLOR)>.

- 4** Specify the destination.

For instructions on specifying destinations, see “Specifying Destinations (E-Mail),” in the e-Manual.

 **NOTE**

If you want to start sending without adjusting the optional send settings, skip to step 10.

- 5** Press [OK].

- 6** Press [**←**] or [**→**] to select the file format, then press [OK].

```
FILE FORMAT
PDF
```

E-mail (B&W): <PDF>, <TIFF (B&W)>  
E-mail (Color): <PDF (COMPACT)>, <JPEG>

 **NOTE**

If you specify an e-mail address from Address Book without selecting the sending method, settings specified in <STANDARD SETTINGS> in <TX SETTINGS> in <COMMON SETTINGS> in <TX/RX SETTINGS> are displayed.

- 7** Press [**←**] or [**→**] to select <ON> or <OFF> for <DIVIDE INTO PAGES>, then press [OK].

D I V I D E   I N T O   P A G E S  
O F F

If you have selected <JPEG> in step 6, this setting is not available. <DIVIDE INTO PAGES> is automatically set to <ON> when sending documents in JPEG format.

<OFF>: Sends multiple images as a single file without dividing them.

<ON>: Separates multiple images and send them as separate files.

- 8** Press [**←**] or [**→**] to select the resolution, then press [OK].

I M A G E   Q U A L I T Y  
2 0 0 \* 2 0 0 d p i

E-mail (B&W): <200×200dpi>, <300×300dpi>, <400×400dpi>, <600×600dpi>, <150×150dpi>, <200×100dpi>

E-mail (Color): <200×200dpi>, <300×300dpi>, <100×100dpi>, <150×150dpi>

**NOTE**

- If <PDF> or <TIFF (B&W)> is selected as the file format, <200×200dpi>, <300×300dpi>, <400×400dpi>, <600×600dpi>, <150×150dpi>, or <200×100dpi> can be selected.
- If <PDF (COMPACT)> is selected as the file format, only <300×300dpi> can be selected for sending color images attached to an e-mail message.
- If <JPEG> is selected as the file format, <200×200dpi>, <300×300dpi>, <100×100dpi>, or <150×150dpi> can be selected for sending color images attached to an e-mail message.


- 9** Press [**←**] or [**→**] to select the original type, then press [OK].

O R I G I N A L   T Y P E  
T E X T / P H O T O

<TEXT/PHOTO>, <TEXT>, <PHOTO>

If you have selected <PDF (COMPACT)> as the file format in step 6, the original type is automatically set to <TEXT/PHOTO>. Skip to step 10.

- 10** Press  [Start].


If the <ORIGINAL SIZE> message appears, press [**←**] or [**→**] to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start.

**NOTE**

- You can also adjust the following scan settings as necessary.
  - Image Quality: See “Selecting Image Quality (E-Mail),” in the e-Manual.
  - Density: See “Adjusting Density,” on p. 5-30.
  - 2-Sided: See “2-Sided Originals,” on p. 5-31.
- You can set the document’s name, a subject line, message body text, and reply-to address, and e-mail priority common to all sending jobs. For instructions, see “Optional Settings for an E-Mail,” in the e-Manual.

## Canceling Sending E-Mail Documents

Follow this procedure to cancel a transmission in progress.

**1** Press  [Stop] during transmission.


**2** When the <STOP KEY PRESSED> message appears, press [OK].

■ When scanning using the ADF:

```
STOP KEY PRESSED
PRESS OK KEY
```


■ When scanning using the platen glass:

```
STOP KEY PRESSED
```

**3** When the <CANCEL DURING TX/RX?> message appears, press [] to select <YES>.

```
CANCEL DURING TX / RX ?
< YES NO >
```

■ If you do not want to cancel sending documents:

Select <No> with [].

### NOTE

For sending jobs, remove any unscanned documents from the ADF.





This chapter describes the basic print features.

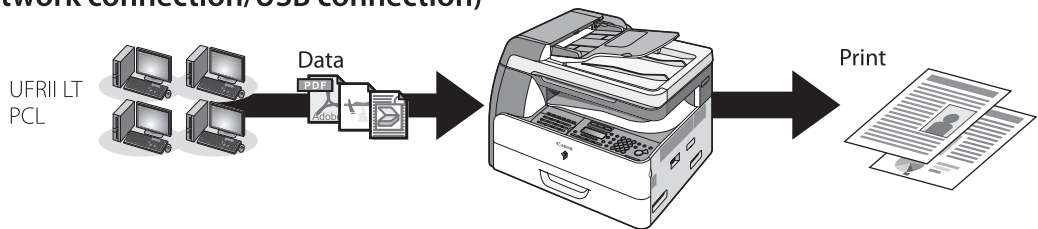
<b>Overview of the Print Functions</b> .....	7-2
<b>Introduction to Using Print Functions</b> .....	7-4
<b>Printing Documents from a Computer</b> .....	7-5
<b>Scaling Documents</b> .....	7-7
<b>Printing Multiple Pages on One Sheet</b> .....	7-9
<b>2-Sided Printing</b> .....	7-10
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Checking Print Jobs .....	7-11
Canceling Print Jobs .....	7-11

# Overview of the Print Functions

**You can print on both sides of paper or use the mode that reduces multiple pages to fit onto one sheet of paper.**

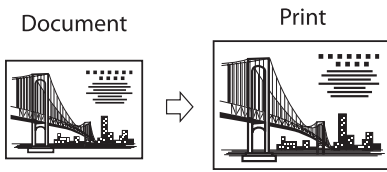
\* To use the PCL printer function, the optional PCL Printer Kit is required.

## Printing from a computer (Network connection/USB connection)

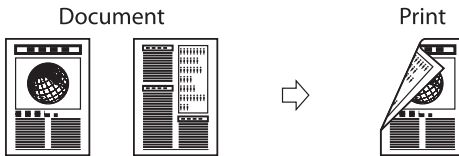


## Various printing features (Printing from a computer)

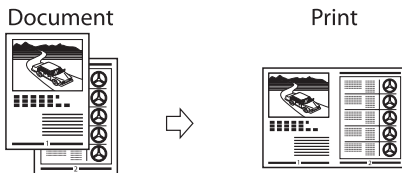
### Scaling documents (p. 7-7)



### 2-sided printing (p. 7-10)



### 2 in 1 (p. 7-9)



### Poster printing

e-Manual  
•Refer to "Print."



#### NOTE

Various printing functions can be used in combination.  
For details, see the online help of the printer driver.

# Introduction to Using Print Functions

**The Canon PCL5e, PCL6, and UFR II LT printer drivers enable users of Microsoft Windows 2000, Windows XP, Windows Server 2003, Windows Vista, or Windows Server 2008 to print from any Windows application and make full use of their Canon printers.**

**This machine supports two types of printer drivers: Hewlett-Packard's PCL (Printer Control Language) printer driver including the PCL5e and PCL6 printer drivers, and Canon's UFR II LT (Ultra Fast Rendering II Lite) printer driver.**

**For installing the driver to send a print job to the machine over a network, see "Network Connection" in the Quick Start Guide.**

**For installing the driver to send a print job directly from your Computer to the machine, see "USB Connection" in the Quick Start Guide.**

## UFR II LT

Using the UFR II LT printer driver, the various data processing tasks conventionally executed within the printer are appropriately divided between the host Computer and the printer to greatly reduce the overall printing time. The workload can be delegated to match the output data, thus realizing a significant increase in speed through optimization.

You can update your printer driver software and acquire information about Canon products on the Canon home page (<http://www.usa.canon.com>). Driver software is usually updated every few months.

## PCL

The PCL5e and PCL6 printer drivers can be used with most kinds of business application software.

The PCL5e printer driver is provided as standard with black-and-white printers. PCL6 is an advanced version of PCL5e and offers superior printing quality and speed.

### NOTE

- The PCL printer is optional.
- The available printer drivers may vary, depending on the machine and the version of Windows that you are using.
- If you are using a shared printer in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server PC in order to set up the printer configuration automatically or to use the Job Accounting feature. For instructions on how to install the Canon Driver Information Assist Service, see "Set Up Computers and Software" in the Quick Start Guide.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

# Printing Documents from a Computer

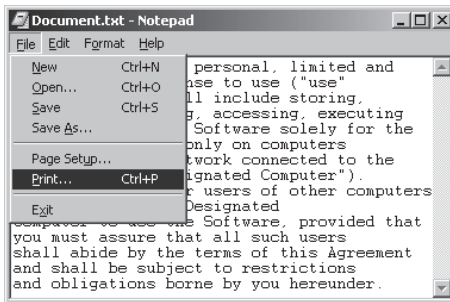
**This section is the explanation of the basic procedure for printing from a computer (printer driver). Make sure that the printer driver is installed on your computer. To check if the driver is installed, see “Software Settings with Computer,” in the Quick Start Guide. For details on the printer driver settings, see Online Help.**

## NOTE

- Printing methods may differ depending on the applications you are using. For details, see the instruction manuals provided with the application software.
- The display may differ depending on to the operating system, as well as the type and version of the printer driver.
- If you are using a shared printer in the Print Server (Point and Print) environment, it is necessary to install the Canon Information Assist Service in the server Computer in order to set up the printer configuration automatically or to use the Job Accounting feature. For instructions on how to install the Canon Driver Information Assist Service, see “Set up Computers and Software” in the Quick Start Guide.
- The machine may not be able to print data such as color photos if the data size of a single page is too large. If such is the case, reduce the data size by lowering the resolution or by changing the file format.
- The following procedures are explained using sample screens from Windows 2000.

**1** Open the document you want to print from the application.

**2** Select [Print] from the [File] menu.

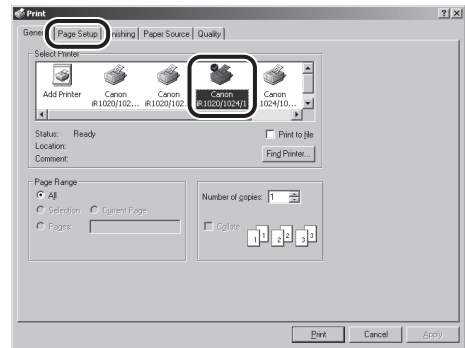


The printer driver screen is displayed.

## NOTE

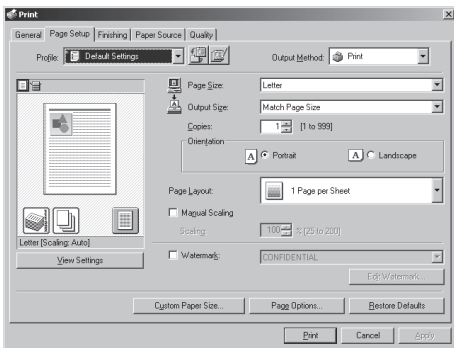
The procedure to display the printer driver screen may differ depending on the applications you are using.

**3** Select your printer from [Select Printer], then click [Page Setup].



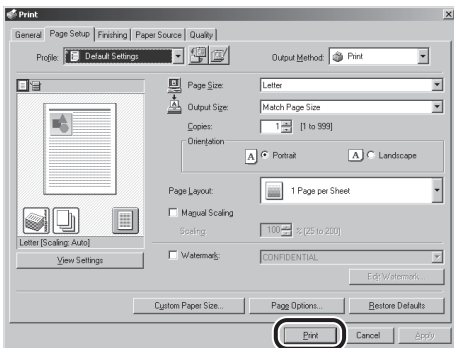
# 4

Configure the required settings in the printer driver screen.



# 5

Click [Print] or [OK].



Printing begins.

# Scaling Documents

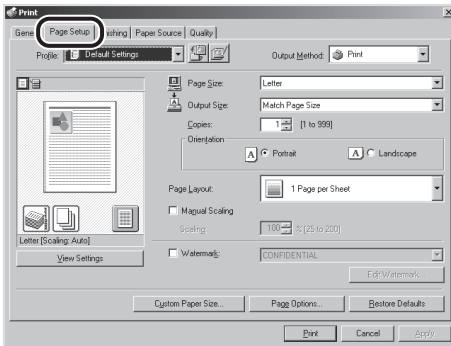
**You can enlarge or reduce documents to match the output paper size, such as reducing a document created in Letter size to print on Statement, or enlarging a document created in Statement size to print on Letter.**

**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.**

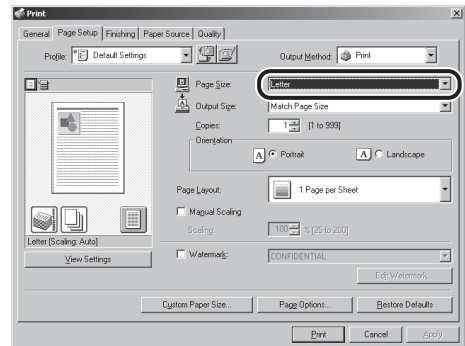
## NOTE

- 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.
- If you are using an application that enables you to enlarge or reduce the document, configure the settings in the application.
- The display may differ depending on to the operating system, as well as the type and version of the printer driver.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

## 1 Display the [Page Setup]sheet.

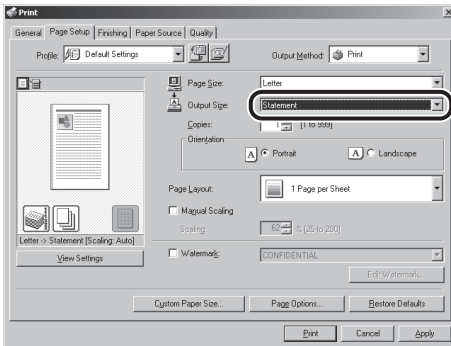


## 2 Select the page size of the document you created in the application from [Page Size].



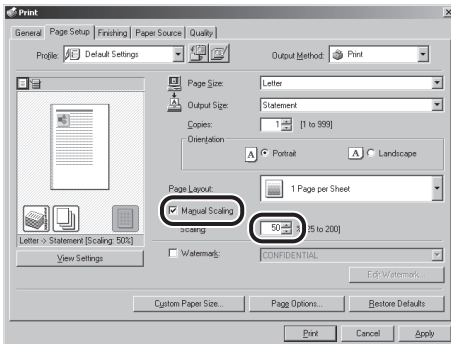


### 3 Select the output size of the document from [Output Size].



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

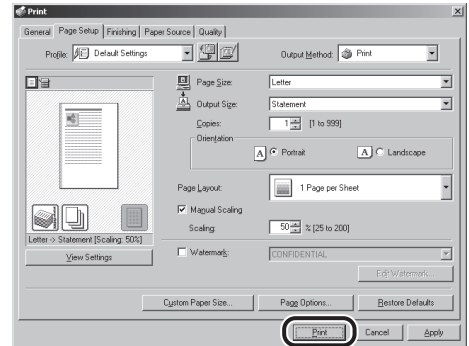
### 4 If you want to increase or decrease the magnification manually, select [Manual Scaling] → specify the scaling ratio for [Scaling].



#### NOTE

If the ratio is less than 25% or more than 200%, the document is printed without scaling on the paper specified in [Output Size].

### 5 Click [Print] or [OK].



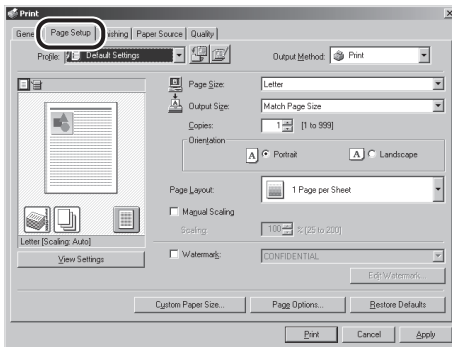
# Printing Multiple Pages on One Sheet

**This mode enables you to reduce multiple pages to fit onto one sheet of paper. You can make well-organized documents by editing multiple materials onto one sheet. And you can cut down print costs by saving paper, and it is also useful for saving space.**

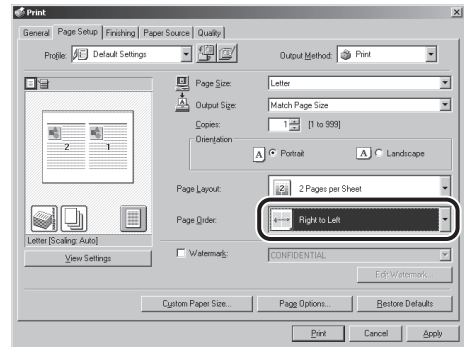
## NOTE

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

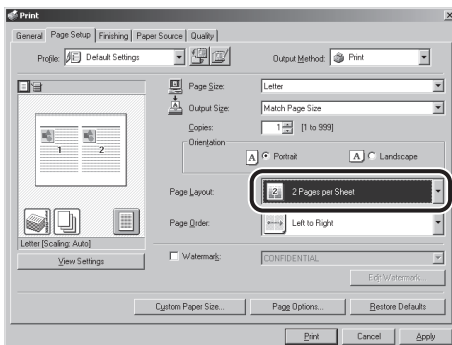
## 1 Display the [Page Setup] sheet.



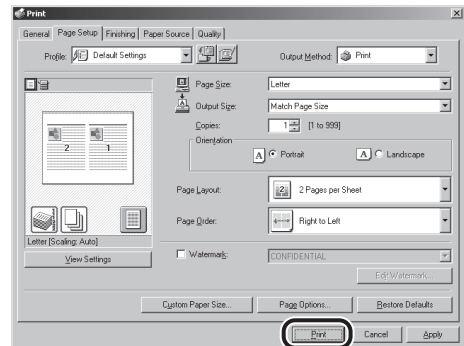
## 3 Select the page order from [Page Order].



## 2 Select the page layout from [Page Layout].



## 4 Click [Print] or [OK].



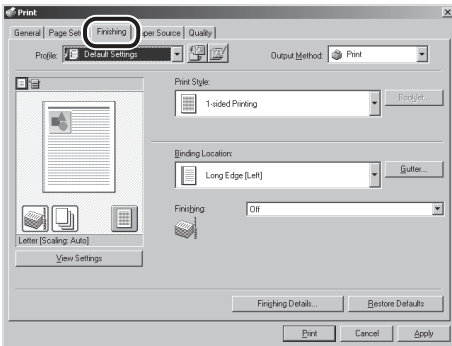
# 2-Sided Printing

**This mode enables you to make two-sided printing. You can cut down print costs by half when copying in large quantities.**

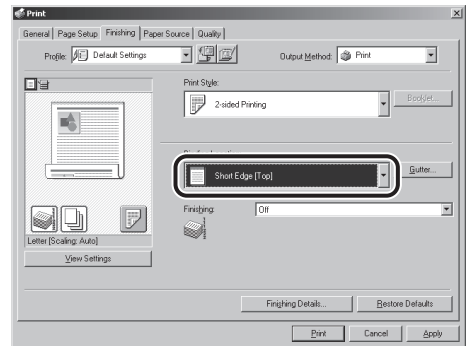
## NOTE

- For details on the printer driver settings, see Online Help.
- The display may differ depending on to the operating system, as well as the type and version of the printer driver.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

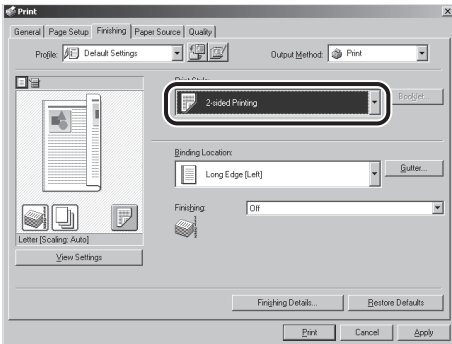
## 1 Display the [Finishing] sheet.



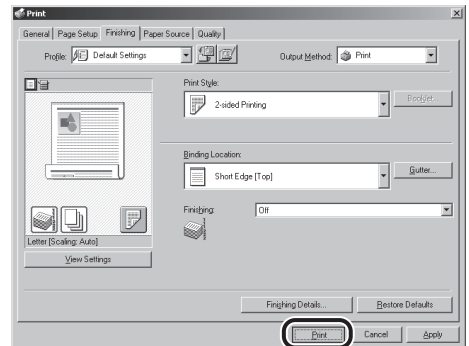
## 3 Select binding edge for the paper printout from [Binding Location].



## 2 Select [2-sided Printing] from [Print Style].



## 4 Click [Print] or [OK].



# Checking and Canceling Print Jobs

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


## NOTE

You can check print logs using the Remote UI. (See “Settings from a PC,” on p. 10-1.)

## Checking Print Jobs

### NOTE

Make sure that the Processing/Data indicator is on or blinking. When the Processing/Data indicator is off, there are no print jobs in the memory.


**1** Press  [System Monitor].

**2** Press [**←**] or [**→**] to select <PRINT STATUS>, then press [OK].

```
PRINT STATUS
SELECT JOB TO CANCEL
```

**3** Press [**←**] or [**→**] to scroll through the job list, and check the status of the print jobs.


```
0 0 1 0 *
Document . x l s
```

**4** Press  [Stop] to return to the standby mode.

## Canceling Print Jobs

### NOTE

Make sure that the Processing/Data indicator is on or blinking. When the Processing/Data indicator is off, there are no print jobs in the memory.

**1** Press  [System Monitor].

**2** Press [**←**] or [**→**] to select <PRINT STATUS>, then press [OK].

```
PRINT STATUS
SELECT JOB TO CANCEL
```


**3** Press [**←**] or [**→**] to select the print job you want to cancel.

```
0 0 0 1 1 7 : 0 0 PRINTING
1 X 0 / 1 0
```

- 4 When the print job you want to cancel appears on the display, press [OK], then press [←] to select <YES>.



If you do not want to cancel the job, select <NO>.

- 5 Press  [Stop] to return to the standby mode.

This chapter describes how to use scanner functions.

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# Overview of the Scanner Functions

**You can retrieve documents scanned with this machine to your computer connected with a USB cable. You can also store the scanned documents to a file server.**

\* The function of scanning documents to a file server is available only for the imageRUNNER 1025iF.

Originals



Data



Shared folder



Networked computers



**Scanning documents to a file server**

e-Manual  
• Refer to "Scan."

Data



**Scanning documents from your computer with the USB cable**

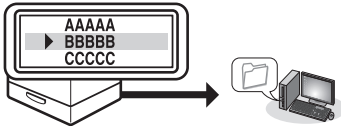
e-Manual  
• Refer to "Scan."

# Various sending functions (File server)

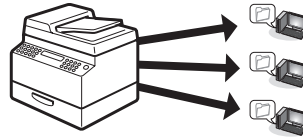
## Specifying destinations

e-Manual  
• Refer to "Scan"

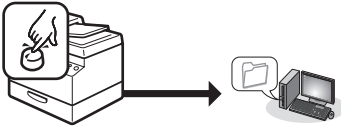
Using the address book



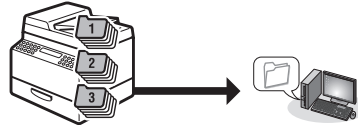
Broadcasting



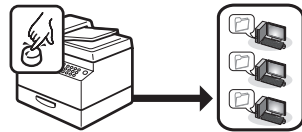
Using the one-touch keys



Job recall

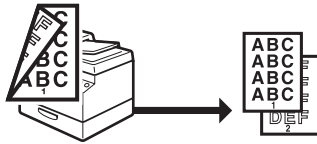


Using the group addresses



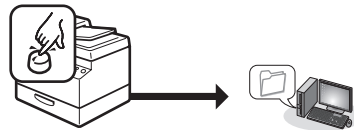
Sending 2-sided original

e-Manual  
• Refer to "Scan"



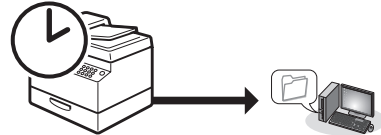
Favorites Buttons

e-Manual  
• Refer to "Scan"



Delayed sending

e-Manual  
• Refer to "Scan"





# Introduction to Using Scanner Functions

**This section describes the things that you must do before using the scanner functions. Be sure to set the following items first:**

## Scanning Documents to a Computer

- ScanGear iR:

Install the scanner driver ScanGear iR. ScanGear iR enables you to use the machine as scanner. (See “About User Software CD-ROM,” in the Quick Start Guide.)

- USB connection:

Connect the machine to your computer with the USB cable. (See “USB Connection,” in the Quick Start Guide.)

 **NOTE**

The scanner driver is available only through a USB connection.

## Scanning Documents to a File Server (imageRUNNER 1025iF Only)

- Network settings:

Set the network settings to enable your machine to communicate over the network. (See “Network settings,” in the e-Manual.)

- File server settings:

Set the file server settings to enable your machine to communicate with a file server. (See “Network settings,” in the e-Manual.)

# Basic Scanning Operations

This section describes the basic procedures for scanning documents.

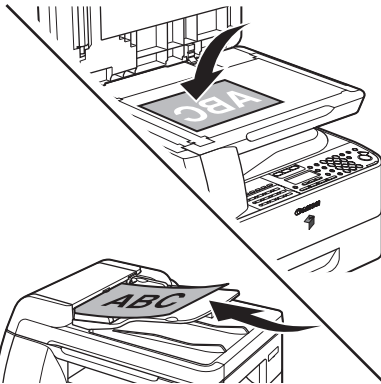
## Scanning Documents to a Computer Connected with a USB Cable

This section describes the basic procedure for scanning documents to your computer connected with a USB cable.

### NOTE

- Make sure that the scanner driver ScanGear iR is installed (See “About User Software CD-ROM,” in the Quick Start Guide.). For details on the scanner driver settings, see “Scan,” in the e-Manual.
- Make sure that your machine is connected to a computer with a USB cable.

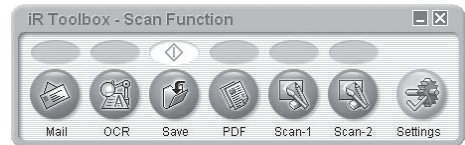
### 1 Place your originals.



### 2 Press [SCAN].

The SCAN indicator lights up and the machine enters the scan standby mode.

### 3 Start iR Toolbox, then set the scanning format.



The mark will be displayed above the button you select.  
For details about the settings, see “Scan,” in the e-Manual.

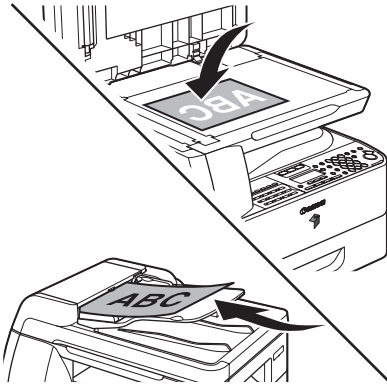
### 4 Press [Start] on the machine.

Scanning starts.  
When scanning is completed, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder. (In Windows VISTA, the folder will be created in the [Pictures] folder.)

## Scanning Documents to a File Server (imageRUNNER 1025iF Only)

This section describes the basic procedure for sending scanned documents to a computer that acts as a file server on a network.

### 1 Place your originals.



### 2 Press **SCAN** [SEND].

The SEND indicator lights up and the machine enters the scan standby mode.

### 3 Specify the file server's address.

Ex.

```

[ ] = FTP server
[ 0 5 ] Server 1
  
```

You can specify the file server addresses only with one-touch keys, coded dial codes, or **[ ]** [Address Book].

For information on how to specify the file server's address, see "Specifying Destinations (Scan to File Server)," in the e-Manual.



#### NOTE

If you want to start sending without adjusting the optional send settings, skip to step 9.

### 4 Press [OK].

### 5 Press [**←**] or [**→**] to select the file format, then press [OK].

```

FILE FORMAT
PDF
  
```

File server (FTP and SMB): <PDF>, <TIFF (B&W)>, <PDF (COMPACT)>, <JPEG>

<PDF>, <TIFF (B&W)>: Select for sending images in black-and-white.

<PDF (COMPACT)>, <JPEG>: Select for sending color images.

### 6 Press [**←**] or [**→**] to select <ON> or <OFF> for <DIVIDE INTO PAGES>, then press [OK].

```

DIVIDE INTO PAGES
ON
  
```

If you have selected <JPEG> in step 5, this setting is not available.

<DIVIDE INTO PAGES> is automatically set to <ON> when sending documents in JPEG format.

<OFF>: Sends multiple images as a single file without dividing them.

<ON>: Separates multiple images and send them as separate files.

- 7** Press [**←**] or [**+**] to select the resolution, then press [OK].

```

I M A G E   Q U A L I T Y
  2 0 0 × 2 0 0 d p i

```

File server (FTP and SMB): <200×200dpi>, <300×300dpi>, <400×400dpi>, <600×600dpi>, <100×100dpi>, <150×150dpi>, <200×100dpi>

 **NOTE**

- If <PDF> or <TIFF (B&W)> is selected as the file format, <200×200dpi>, <300×300dpi>, <400×400dpi>, <600×600dpi>, <150×150dpi>, or <200×100dpi> can be selected.
- If <PDF (COMPACT)> is selected as the file format, only <300×300dpi> can be selected.
- If <JPEG> is selected as the file format, <200×200dpi>, <300×300dpi>, <100×100dpi>, or <150×150dpi> can be selected.

- 8** Press [**←**] or [**+**] to select the original type, then press [OK].

```


O R I G I N A L   T Y P E
  T E X T / P H O T O

```

<TEXT/PHOTO>, <TEXT>, <PHOTO>

If you have selected <PDF (COMPACT)> as the file format in step 6, the original type is automatically set to <TEXT/PHOTO>. Skip to step 10.

- 9** Press  [Start].

If the <ORIGINAL SIZE> message appears, press [**←**] or [**+**] to select the original size, then press  [Start] for each original. When scanning is complete, press [OK] to start.

 **NOTE**


- You can also adjust the following scan settings as necessary.
  - Image Quality: See “Selecting Image Quality (Scan to File Server),” in the e-Manual.
  - Density: See “Adjusting Density,” on p. 5-30.
  - 2-Sided: See “2-Sided Originals,” on p. 5-31.
- You can set the document’s name (see “Naming a Sent Document Using a File Server,” in the e-Manual), and the message body text (see “Message (Scan to File Server)” in the e-Manual).

# Canceling Scan Jobs

This section describes how to cancel scan jobs.

## Canceling Scanning Documents to a Computer


During scanning, a scanning progress dialog box is displayed on the computer screen.

**1** Press  [Stop] on the operation panel.

**2** Click [OK] on the computer screen.

## Canceling Scanning Documents to a File Server (imageRUNNER 1025iF Only)

Follow this procedure to cancel a transmission in progress.

**1** Press  [Stop] during transmission.


**2** When the <STOP KEY PRESSED> message appears, press [OK].

■ When scanning using the ADF:

```
S T O P   K E Y   P R E S S E D
P R E S S   O K   K E Y
```


■ When scanning using the platen glass:

```
S T O P   K E Y   P R E S S E D
```

**3** When the <CANCEL DURING TX/RX?> message appears, press [] to select <YES>.

```
C A N C E L   C O P Y I N G ?
<   Y E S                               N O   >
```

■ If you do not want to cancel sending documents:

Select <No> with [].

 **NOTE**

For sending jobs, remove any unscanned documents from the ADF.

This chapter describes what a network is, what you can do with a network, and what you have to do to use the machine with a network.

Flowchart for Setting Up Network .....	9-2
What is the Network? .....	9-3
Overview of Network Functions.....	9-4

# Flowchart for Setting Up Network

Follow the procedures in the flowchart below to set up each network function.

\* To use the network function with the imageRUNNER1025, the optional network board is required.

\* The functions of sending faxes, e-mails, or I-faxes, or scanning documents to a FTP server or to the sharing folder of a computer are available only for the imageRUNNER 1025iF.

## What to use

To print or fax over the network from your computer

To send e-mails/I-faxes

To scan documents to FTP server

To scan documents to the computer's shared folder

## Reuired settings

### Setting IP addresses

Quick Start Guide  
• Refer to "Specify the IP Address Settings"  
e-Manual  
• Refer to "Network Settings"

Install the driver using the network connection

Quick Start Guide  
• Refer to "Set Up Computers and Software"  
e-Manual  
• Refer to "Network Settings"

E-mail/I-fax function settings for this machine

e-Manual  
• Refer to "E-Mail", "I-Fax"

FTP server settings

e-Manual  
• Refer to "Scan"

Shared folder settings

e-Manual  
• Refer to "Scan"

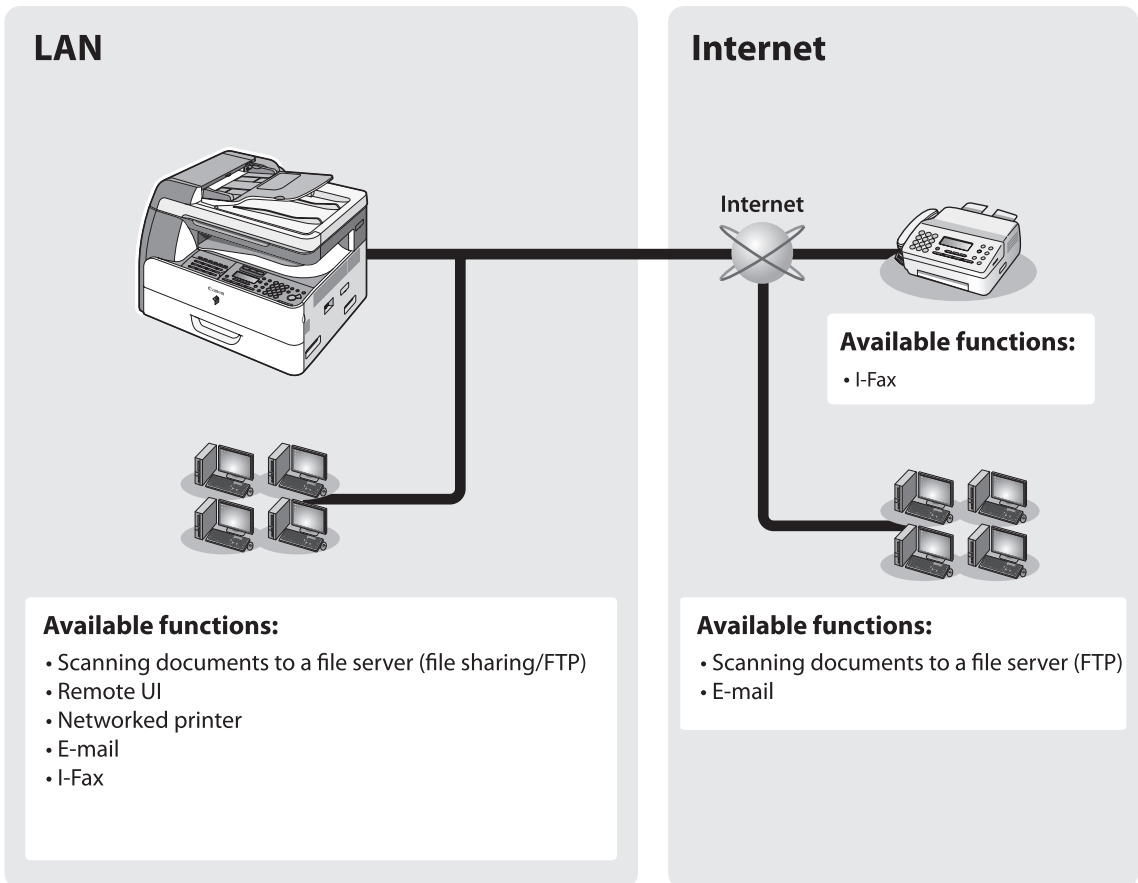
File sending function settings for this machine

e-Manual  
• Refer to "Network Settings"

# What is the Network?

In the computer field, a network is a system of interconnected computers that communicate with each other. "Internet" and "LAN" are the two most common words used to refer to networks. The Internet is the vast network to which computers all over the world are connected. Computers connected to the Internet anywhere in the world can exchange information with one another. On the other hand, LAN is the abbreviation for "Local Area Network" and means a network within a limited area (in an office, for example).

## Sample network configuration for this product





# Overview of Network Functions

This section describes actions you can perform using the network function.

## E-Mail

You can send scanned documents as e-mail attachments.

- e-Manual
- Refer to "E-Mail"

## I-Fax

You can send scanned documents to the fax machine equipped with I-FAX function.

- e-Manual
- Refer to "I-Fax"

## File server (FTP)

You can send scanned documents to an FTP server.

- e-Manual
- Refer to "Scan"

## Network PC Fax

You can transfer data from your computer to the machine and send them by fax from the machine.

- e-Manual
- Refer to "PC Fax"

## File server (File sharing)

You can scan documents to the computer's shared folder.

- e-Manual
- Refer to "Scan"

## Network print

You can print over the network.

- e-Manual
- Refer to "Print"

## Remote UI

You can register and make settings for this product's functions over the network from your computer.

- e-Manual
- Refer to "Network Settings"

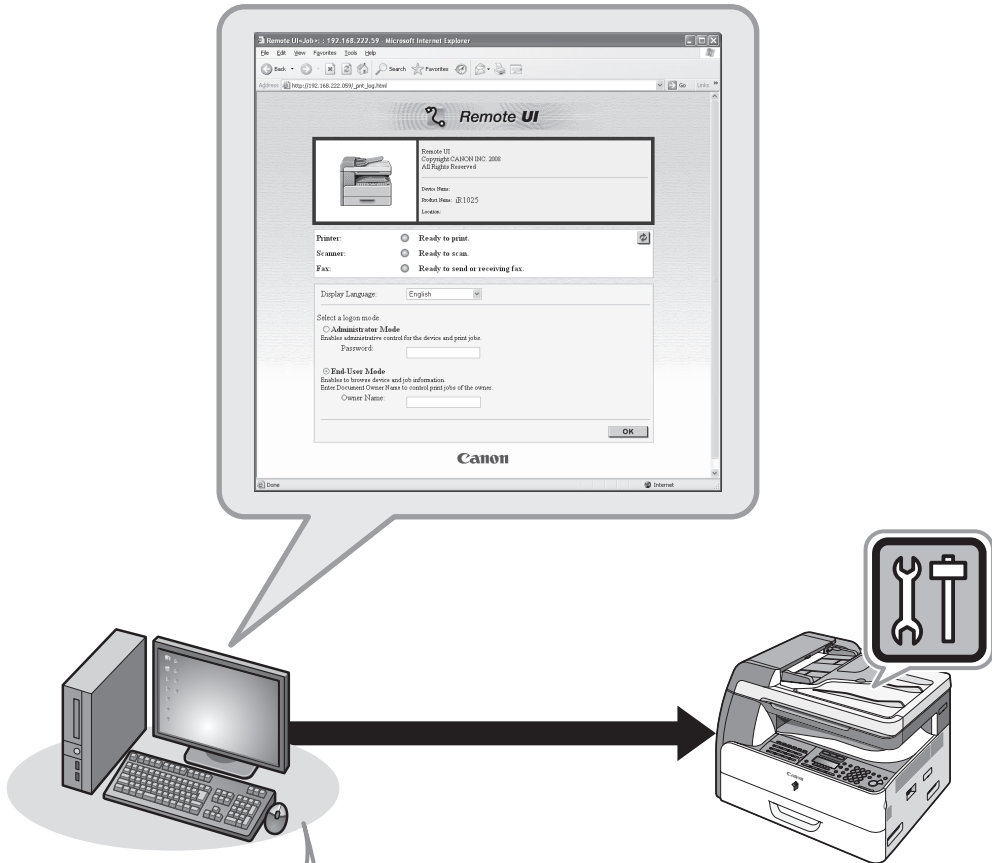
The Remote UI enables you to easily manage the machine from a Computer on the network.

Overview of Remote UI .....	10-2
Starting the Remote UI.....	10-4

# Overview of Remote UI

The Remote UI enables you to check the machine's status and manage the machine's functions from a Computer on the network using a web browser. Using the computer keyboard, the management process, such as entering addresses to the address book will be easier.

\* To use the Remote UI function with the imageRUNNER1025, the optional network board is required.



## Editing :

- Machine settings
- Address book

e-Manual

- Refer to "Settings from a PC"

## Confirming :

- Device information
- Job information (log)

By using Remote UI, you can set and confirm following functions.

### Checking Device Information from a Computer

**The Remote UI enables you to check the device information, such as device status, remaining amount of paper, error information, device feature, network settings and counter information. Accessing to the device information from a distant place provides you with easy device management.**

**For details, see “Checking Device Status and Information” in the e-Manual.**

### Managing Jobs From a Computer

**The Remote UI enables you to manage print jobs being processed by the machine, or held in the print queue. It also enables you to view the print job log and the sending, storing and receiving results of send jobs. Accessing to the job information from a distant place provides you with easy job management.**

**For details, see “Job Management” in the e-Manual.**

### Editing the Address Book From a Computer

**The Remote UI enables you to make additions and changes to each item of the address book. You can use the keyboard of the computer, so entering large amount of addresses to the address book will be easier. You can also edit the One-touch Speed Dial, Coded Dial and Favorites Buttons.**

**For details, see “Managing the Address Book” in the e-Manual.**

### Setting/Registering From a Computer

**The Remote UI enables you to specify the machine’s system settings, forwarding settings, the department ID and user ID, import and export function, and device custom settings. You can specify the various custom system settings more easily and speedy.**

**For details, see “Customizing System Settings” in the e-Manual.**

# Starting the Remote UI

To start the Remote UI, follow the procedure described below.

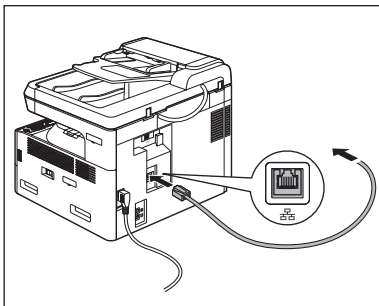
## NOTE

Before you start the Remote UI, perform the following:

- Select <VIEW IP ADDRESS> in <NETWORK SETTINGS> located in the <SYSTEM SETTINGS>, and verify the IP address of the machine. If you do not know the IP address, consult with your network administrator.
- Set <REMOTE UI> to <ON> in <SYSTEM SETTINGS>.

## 1 Prepare the Network.

Set up the machine for use in a network, then connect the machine and the Computer to your network router or a hub. For details, see “Set UP Computers and Software,” in the Quick Start Guide.



## 2 Start the web browser.

## 3 Enter the IP address of the machine in [Address] or [Location], then press [Enter] on the keyboard.



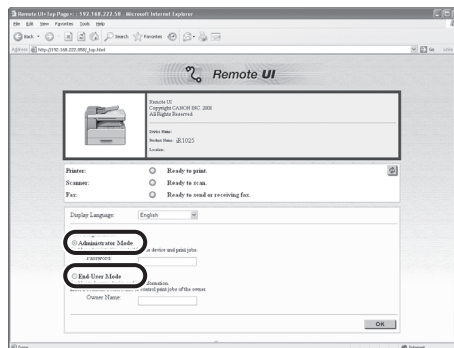
For details on how to check the IP address, see “Setting and Checking IP Address,” in the e-Manual. The Remote UI screen appears.

## 4 Enter the required data.

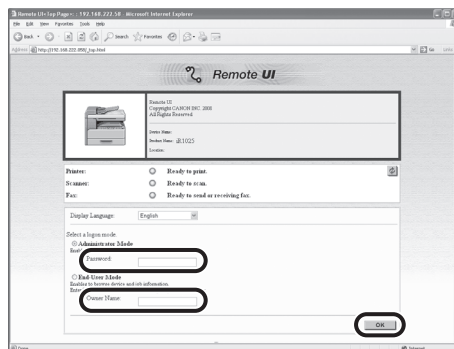
The required data differ depending on the authentication mode you are using.

### ■ In case of default settings:

Select [Administrator Mode] or [End-User Mode].

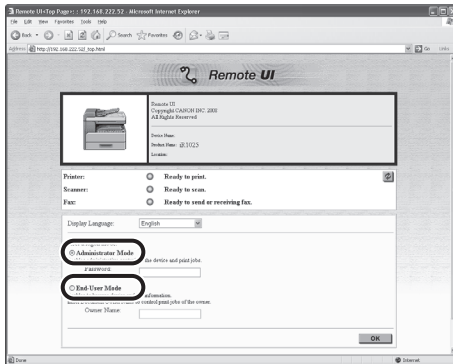


## ② Enter the password or owner name and click [OK].

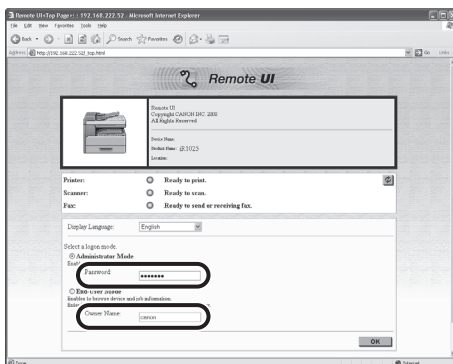


- In case no management mode is set, and system manager ID and password is set:

① Select [Administrator Mode] or [End-User Mode].

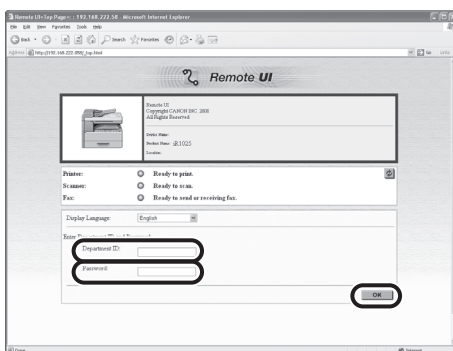


② For System Manager Mode enter the System Manager Password, and click OK. For End-User Mode, enter the User Name and click [OK].



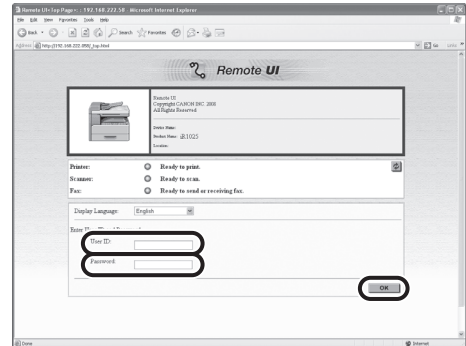
- For Department ID Management mode:

Enter the Department ID and Password, and click [OK].



- For User Management mode:

Enter the User ID and Password, and click [OK].



### NOTE

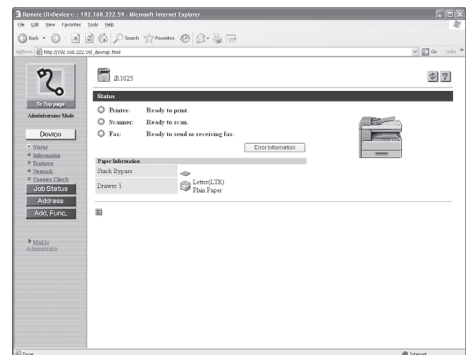
If no password is set, you can log on without entering a password.

## 5

### Operate the Machine.

Now you can manage the machine on the web browser.

For details, see “Settings from a PC,” in the e-Manual.



### NOTE

For details on the Remote UI settings, see Online Help.



# System Manager Settings

## Chapter 11

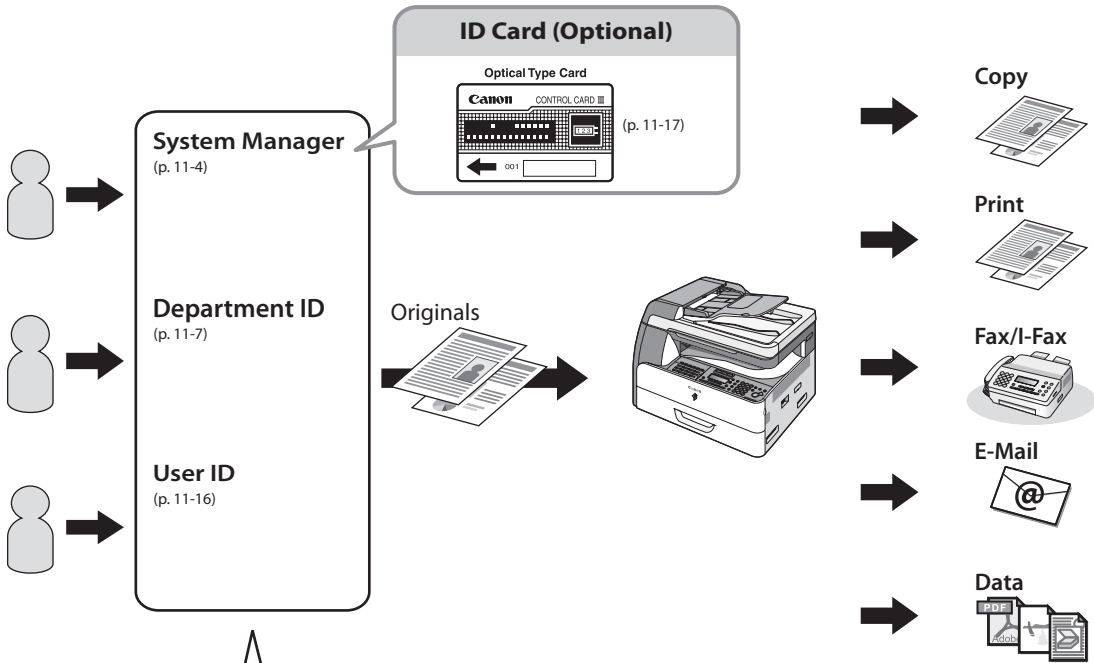
This chapter describes the System Manager settings.

<b>Overview of System Manager Settings</b> .....	11-2
<b>Specifying the System Manager Settings</b> .....	11-4
<b>Device Information Settings</b> .....	11-6
<b>Department ID Management</b> .....	11-7
Registering the Department ID, Password, and Page Limit .....	11-7
Procedure before Using the Machine.....	11-9
Changing the Password and Page Limit.....	11-10
Erasing the Department ID and Password.....	11-12
Checking Counter Information.....	11-13
Clearing Page Totals.....	11-14
Printing Counter Information.....	11-14
Accepting Print Jobs with Unknown IDs.....	11-15
<b>Managing User IDs</b> .....	11-16
<b>Managing ID Cards (Optional Equipment)</b> .....	11-17
Procedure before Using the Machine.....	11-17
Procedure after Using the Machine .....	11-18

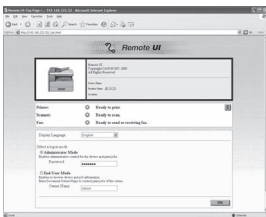


# Overview of System Manager Settings

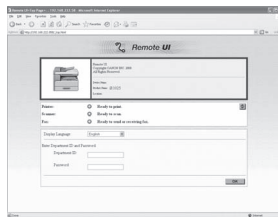
The System Manager settings enable you to set up security and tracking features with passwords. You can also register information on your machine.



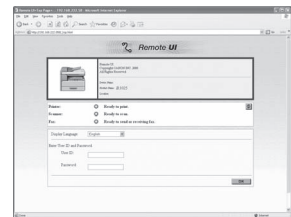
## Remote UI System Manager ID



## Department ID



## User ID



The System Manager settings include the following:

### ID Management for System Settings

**You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on accessing the System Settings menu.**

**For details, see “Specifying the System Manager Settings,” on p. 11-4, “Security” and “Settings from a PC,” in the e-Manual.**

### Department ID Management

**The Department ID Management is a security feature that restricts operations of the machine on a per group basis.**

**This feature enables you to create Department IDs and passwords and manage the machine by limiting its use to only those who enter the correct ID and password. By creating these settings, you can also do the following:**

- **Keep track of the copy, print, and scan totals for each department.**
- **Set the page limit for each department to copy, print, and scan.**

**For details, see “Department ID Management,” on p. 11-7, “Security” and “Settings from a PC,” in the e-Manual.**

### User ID Management

**The User ID Management is a security feature that restricts operations of the machine on a per individual basis. This feature enables you to create User IDs and passwords and manage the machine by limiting its use to only those who enter the correct ID and password.**

**For details, see “Managing User IDs,” on p. 11-16, “Security” and “Settings from a PC,” in the e-Manual.**

### ID Card Management

**The ID Card Management functions as the Department ID Management feature.**

**Instead of entering a Department ID and password, you need to insert an optional control card to operate the machine.**

**For details, see “Managing ID Cards (Optional Equipment),” on p. 11-17, “Security” and “Settings from a PC,” in the e-Manual.**


# Specifying the System Manager Settings



**You can set an ID and a password for the System Manager.**

**Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.**




 **NOTE**



Attaching the optional Card Reader-E1 erases the System Manager ID and System Password that have been stored.

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
 9 . SYSTEM SETTINGS
```



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using - [numeric keys], then press  [Log In/Out].

**3** Press [] or [] to select <SYS. MANAGER INFO>, then press [OK].

```
SYSTEM SETTINGS
 1 . SYS . MANAGER INFO
```

**4** Press [] or [] to select <SYS. MANAGER ID>, then press [OK].

```
SYS . MANAGER INFO
 1 . SYS . MANAGER ID
```


**5** Enter the System Manager ID using - [numeric keys], then press [OK].



Ex.

```
SYS . MANAGER ID
 1 2 3 X X X X
```

You must set a System Manager ID to manage the operations of the machine.

 **NOTE**

- If you make a mistake when entering a number, press and hold  [Clear] to clear the entire number, then enter the correct number.
- The maximum number of digits that you can store for the System Manager ID is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.
- You cannot store a System Manager ID with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.
  - Example: If <02> or <002> is entered, <0000002> is stored.
- If you do not want to set a password, you can use the machine by entering only the System Manager ID.

**6** Press [] or [] to select <SYSTEM PASSWORD>, then press [OK].


```
SYS . MANAGER INFO
 2 . SYSTEM PASSWORD
```

## 7 Enter the System Password using ①–⑨ [numeric keys], then press [OK].

Ex.

```
SYSTEM PASSWORD
      1 1 1 X X X X
```

### NOTE

- If you make a mistake when entering a number, press and hold  [Clear] to clear the entire number, then enter the correct number.
- The maximum number of digits that you can store for System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.
- You cannot store a System Password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.
  - Example: If <02> or <002> is entered, <0000002> is stored.

## 8 Press [] or [] to select <SYSTEM MANAGER>, then press [OK].


```
SYS . MANAGER INFO
3 . SYSTEM MANAGER
```

## 9 Enter the System Manager's name using ①–⑨ [numeric keys], then press [OK].

Ex.

```
SYSTEM MANAGER      : a
Administrator
```

### NOTE

- If you make a mistake when entering a character, press  [Clear] to delete the character before the cursor position, then enter the correct character.
- You can enter a maximum of 32 characters for the System Manager's name.

## 10 Press [] [Stop] to return to the standby mode.

# Device Information Settings

You can set a name for the machine, and enter information regarding its location.

**1** Press **[F4]** [Additional Functions].

**2** Press **[Left]** or **[Right]** to select <SYSTEM SETTINGS>, then press **[OK]**.

```
ADD . FUNCTIONS
 9 . SYSTEM SETTINGS
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using **[0-9]** [numeric keys], then press **[Enter]** [Log In/Out].

**3** Press **[Left]** or **[Right]** to select <DEVICE INFO>, then press **[OK]**.

```
SYSTEM SETTINGS
 2 . DEVICE INFO
```

**4** Confirm that <DEVICE NAME> is displayed, then press **[OK]**.

```
DEVICE INFO
 1 . DEVICE NAME
```

**5** Enter a name (up to 32 characters) using **[0-9]** [numeric keys], then press **[OK]**.

Ex.

```
DEVICE NAME           : a
C o p y
```

**6** Confirm that <LOCATION> is displayed, then press **[OK]**.

```
DEVICE INFO
 2 . LOCATION
```

**7** Enter the location of the machine (up to 32 characters) using **[0-9]** [numeric keys], then press **[OK]**.

Ex.

```
LOCATION                : a
O f f i c e
```

**8** Press **[Stop]** to return to the standby mode.


# Department ID Management



You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

## NOTE




If the optional Card Reader-E1 is attached, Department ID Management is automatically activated.



## Registering the Department ID, Password, and Page Limit

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
9 . SYSTEM SETTINGS
```



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using - [numeric keys], then press  [Log In/Out].

**3** Press [] or [] to select <MANAGE DEPT. ID>, then press [OK].



```
SYSTEM SETTINGS
3 . MANAGE DEPT . ID
```

**4** Press [] or [] to select <ON>, then press [OK].



```
MANAGE DEPT . ID
ON
```

**5** Press [] or [] to select <REGISTER DEPT. ID>, then press [OK].

```
MANAGE DEPT . ID
1 . REGISTER DEPT . ID
```

**6** Press [] or [] to select the number to which department will be designated, then press [OK].


```
REGISTER DEPT . ID
0001 : - - - - -
```

**7** Enter the Department ID using - [numeric keys], then press [OK].

Ex.

```
REGISTER DEPT . ID
0000001
```

## NOTE

- If you make a mistake when entering a number, press and hold  [Clear] to clear the entire number, then enter the correct number.
- The maximum number of digits that you can store for the Department ID is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.
- You cannot register a Department ID with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.
  - Example: If <02> or <002> is entered, <0000002> is stored.
- If you do not want to set a password, you can use the machine by entering only the Department ID.



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

```
REGISTER DEPT. ID
1 . PASSWORD
```

**9** Enter the password using 0–9 [numeric keys], then press [OK].

```
P A S S W O R D           0 0 0 0 0 0 0
```

 **NOTE**

- If you make a mistake when entering a number, press and hold © [Clear] to clear the entire number, then enter the correct number.
- The maximum number of digits that you can store for the password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.
- You cannot register a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.
  - Example: If <02> or <002> is entered, <0000002> is stored.

**10** Press [**←**] or [**→**] to select <PAGE LIMIT SET.>, then press [OK].

```
REGISTER DEPT. ID
2 . PAGE LIMIT SET .
```

**11** Press [**←**] or [**→**] to select the desired function, then press [OK].

```
PAGE LIMIT SET .
1 . TOTAL PRINT
```

You can select <TOTAL PRINT>, <COPY>, <SCAN>, <COLOR SCAN>, or <PRINT>.

 **NOTE**

- <TOTAL PRINT> is the sum of <COPY LIMIT> and <PRINT LIMIT>.
- The pages of received fax/I-fax documents and automatically printed reports are not counted as prints.

**12** Press [**←**] or [**→**] to select <RESTRICT TOTAL> (when <TOTAL PRINT> is selected), then press [OK].

```
TOTAL PRINT
1 . RESTRICT TOTAL
```

The message displayed will vary depending on which function you selected in step 11. Example: <RESTRICT COPY> appears when <COPY> is selected.

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

```
RESTRICT TOTAL           O N
```

<OFF>: Does not set a page limit restriction. Skip to step 16.  
<ON>: Sets a page limit restriction.

- 14** Press [◀] or [▶] to select <PAGE TOTALS> (when <TOTAL PRINT> is selected), then press [OK].

```
TOTAL PRINT
2 . PAGE TOTALS
```

The message displayed will vary depending on which function you selected in step 11. Example: <COPY LIMIT> appears when <COPY> is selected.

- 15** Enter the maximum number of pages that can be made by the registered Department ID, using 0–9 [numeric keys], then press [OK].

Ex.

```
PAGE TOTALS
005000
```

 **NOTE**

- If you make a mistake when entering a number, press and hold [C] [Clear] to clear the entire number, then enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

- 16** Press [Stop] to return to the standby mode.

## Procedure before Using the Machine

If <MANAGE DEPT.ID> (Department ID Management) is set to <ON> in <SYSTEM SETTINGS>, you must enter your department ID and password to be able to operate the machine. For details on Department ID Management, see “Department ID Management,” on p. 11-7.

- 1** Enter the Department ID using 0–9 [numeric keys], then press [OK] or [ID] [Log In/Out].

Ex.

```
ENTER DEPT . ID
1 2 3 X X X X _
```

- 2** Enter the password ID using 0–9 [numeric keys], then press [OK] or [ID] [Log In/Out].

Ex.

```
DEPT . ID PASSWORD
1 1 1 X X X X _
```

The standby display appears.






## Changing the Password and Page Limit

You can change the password and page limit settings that you have registered.

 **NOTE**




Do not change the password when using a control card. The control card will become unusable if the password for the Department ID is changed.



**1** Press  [Additional Functions].

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

```



ADD FUNCTIONS
 9 . SYSTEM SETTINGS
    
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using – [numeric keys], then press  [Log In/Out].

**3** Press [] or [] to select <MANAGE DEPT. ID>, then press [OK].



```

SYSTEM SETTINGS
 3 . MANAGE DEPT. ID
    
```

**4** Press [] or [] to select <ON>, then press [OK].



```

MANAGE DEPT. ID
                                ON
    
```

**5** Press [] or [] to select <REGISTER DEPT. ID>, then press [OK].



```

MANAGE DEPT. ID
 1 . REGISTER DEPT. ID
    
```

**6** Press [] or [] to select the Department ID whose password and page limit you want to change, then press [OK] twice.


```



REGISTER DEPT. ID
0001 :                0000001
    
```

**7** Press [] or [] to select <PASSWORD>, then press [OK].

```

REGISTER DEPT. ID
 1 . PASSWORD
    
```

**8** Press  [Clear] to clear the current password.



**9** Enter the new password using – [numeric keys], then press [OK].

```

PASSWORD
                                0000000
    
```

 **NOTE**

You cannot change the Department ID.

**10** Press [] or [] to select <PAGE LIMIT SET.>, then press [OK].

```

REGISTER DEPT. ID
 2 . PAGE LIMIT SET.
    
```

- 11** Press [**←**] or [**→**] to select the desired function, then press [OK].

```
PAGE LIMIT SET .
1 . TOTAL PRINT
```

You can select <TOTAL PRINT>, <COPY>, <SCAN>, <COLOR SCAN>, or <PRINT>.

**NOTE**

<TOTAL PRINT> is the sum of <COPY LIMIT> and <PRINT LIMIT>.

- 12** Press [**←**] or [**→**] to select <RESTRICT TOTAL> (when <TOTAL PRINT> is selected), then press [OK].

```
TOTAL PRINT
1 . RESTRICT TOTAL
```

The message displayed will vary depending on which function you selected in step 11. Example: <RESTRICT COPY> appears when <COPY> is selected.

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

```
RESTRICT TOTAL           O N
```

<OFF>: Does not set a page limit restriction. Skip to step 17.  
<ON>: Sets a page limit restriction.

- 14** Press [**←**] or [**→**] to select <PAGE TOTALS> (when <TOTAL PRINT> is selected), then press [OK].

```
TOTAL PRINT
2 . PAGE TOTALS
```

The message displayed will vary depending on which function you selected in step 11. Example: <COPY LIMIT> appears when <COPY> is selected.

- 15** Press **Ⓢ** [Clear] to clear the current number of page limit restriction.

- 16** Enter the maximum number of pages that can be made by the registered Department ID, using **0**–**9** [numeric keys], then press [OK].

Ex.

```
PAGE TOTALS                0 0 3 0 0 0
```

- 17** Press **⏻** [Stop] to return to the standby mode.

## Erasing the Department ID and Password

You can erase the Department ID and password that you have registered.

### NOTE

If Department ID Management is activated through the optional Card Reader-E1, you cannot delete the Department ID.

**1** Press **[F9]** [Additional Functions].

**2** Press **[Left]** or **[Right]** to select <SYSTEM SETTINGS>, then press [OK].

```
ADD FUNCTIONS
 9 . SYSTEM SETTINGS
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using **[0]**–**[9]** [numeric keys], then press **[Enter]** [Log In/Out].

**3** Press **[Left]** or **[Right]** to select <MANAGE DEPT. ID>, then press [OK].

```
SYSTEM SETTINGS
 3 . MANAGE DEPT. ID
```

**4** Press **[Left]** or **[Right]** to select <ON>, then press [OK].

```
MANAGE DEPT. ID
                                ON
```

**5** Press **[Left]** or **[Right]** to select <REGISTER DEPT. ID>, then press [OK].

```
MANAGE DEPT. ID
 1 . REGISTER DEPT. ID
```

**6** Press **[Left]** or **[Right]** to select the Department ID that you want to erase, then press [OK] twice.

```
REGISTER DEPT. ID
0001 :                0000001
```

**7** Press **[Left]** or **[Right]** to select <ERASE>, then press [OK].

```
REGISTER DEPT. ID
 3 . ERASE
```

**8** Press **[Left]** or **[Right]** to select <ON> or <OFF>, then press [OK].

```
ERASE
                                OFF
```

<OFF>: Does not erase the selected Department ID and all of its settings.

<ON>: Erases the selected Department ID and all of its settings.

**9** Press **[Stop]** to return to the standby mode.

## Checking Counter Information

You can check how much paper was used by each department.

**1** Press **[F]** [Additional Functions].

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

```
ADD . FUNCTIONS
9 . SYSTEM SETTINGS
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using **[0]**–**[9]** [numeric keys], then press **[Log In/Out]**.

**3** Press **[←]** or **[→]** to select <MANAGE DEPT. ID>, then press [OK].

```
SYSTEM SETTINGS
3 . MANAGE DEPT . ID
```

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

```
MANAGE DEPT . ID
ON
```

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

```
MANAGE DEPT . ID
2 . PAGE TOTALS
```

**6** Press **[←]** or **[→]** to select <VIEW PAGE TOTALS>, then press [OK].

```
PAGE TOTALS
1 . VIEW PAGE TOTALS
```

### NOTE

If you select <CLEAR ALL TOTAL>, the counter information is deleted.

**7** Press **[←]** or **[→]** to select the desired function, then press [OK].

```
VIEW PAGE TOTALS
1 . TOTAL PRINT
```

You can select <TOTAL PRINT>, <COPY>, <SCAN>, <COLOR SCAN>, or <PRINT>.

**8** Press **[←]** or **[→]** to display the desired Department ID, and check the counter information.

```
TOTAL PRINT
0 0
```

**9** Press **[Stop]** to return to the standby mode.

## Clearing Page Totals

You can clear the page totals made for all departments.

**1** Press **[F]** [Additional Functions].

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

```
ADD . FUNCTIONS
9 . SYSTEM SETTINGS
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using **[0-9]** [numeric keys], then press **[Log In/Out]**.

**3** Press **[←]** or **[→]** to select <MANAGE DEPT. ID>, then press **[OK]**.

```
SYSTEM SETTINGS
3 . MANAGE DEPT . ID
```

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

```
MANAGE DEPT . ID                ON
```

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

```
MANAGE DEPT . ID
2 . PAGE TOTALS
```

**6** Press **[←]** or **[→]** to select <CLEAR ALL TOTAL>, then press **[OK]**.

```
PAGE TOTALS
2 . CLEAR ALL TOTAL
```

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

```
CLEAR ALL TOTAL                OFF
```

<OFF>: Does not clear the page totals.

<ON>: Clears the page totals.

**8** Press **[Stop]** to return to the standby mode.

## Printing Counter Information

You can print a list of how much paper was used by the each department.

**1** Press **[F]** [Additional Functions].

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

```
ADD . FUNCTIONS
9 . SYSTEM SETTINGS
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press **[Log In/Out]**.

**3** Press **[←]** or **[→]** to select <MANAGE DEPT. ID>, then press **[OK]**.

```
SYSTEM SETTINGS
3 . MANAGE DEPT . ID
```

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

```
MANAGE DEPT . ID                ON
```

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

```
MANAGE DEPT. ID
 2 . PAGE TOTALS
```

- 6** Press [**←**] or [**→**] to select <PRINT LIST>, then press [OK].

```
PAGE TOTALS
 3 . PRINT LIST
```

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

## Accepting Print Jobs with Unknown IDs

You can specify whether to accept or reject print jobs from computers that do not correspond with a registered Department ID.

- 1** Press **Ⓜ** [Additional Functions].

- 2** Press [**←**] or [**→**] to select <SYSTEM SETTINGS>, then press [OK].

```
ADD. FUNCTIONS
 9 . SYSTEM SETTINGS
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using **⓪**–**⓫** [numeric keys], then press **Ⓛ** [Log In/Out].

- 3** Press [**←**] or [**→**] to select <MANAGE DEPT. ID>, then press [OK].

```
SYSTEM SETTINGS
 3 . MANAGE DEPT. ID
```

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

```
MANAGE DEPT. ID
                                ON
```

- 5** Press [**←**] or [**→**] to select <PDL JOBS W/OUT ID>, then press [OK].

```
MANAGE DEPT. ID
 3 . PDL JOBS W / OUT ID
```

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

```
PDL JOBS W / OUT ID
                                ON
```

<ON>: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

<OFF>: The machine does not accept print jobs from computers that do not correspond with a registered Department ID, and you must insert a control card to operate the machine.

- 7** Press **⏻** [Stop] to return to the standby mode.


# Managing User IDs

**The User ID Management function enables you to register information for each of the User IDs, from 0001 to 1000.**

**You can set whether to use the User ID Management. The default setting is <OFF>.**




## NOTE



- The User ID and password can be registered only from the Remote UI. For details about the User ID Management, see "Security," in the e-Manual.
- You need to register the User ID and password before you set this mode to <ON>.
- One Department ID can be registered for each User ID.

**1** Press  [Additional Functions].



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

```
ADD . FUNCTIONS
 9 . SYSTEM SETTINGS
```


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using - [numeric keys], then press  [Log In/Out].

**3** Press [] or [] to select <MANAGE USER ID>, then press [OK].

```
SYSTEM SETTINGS
 4 . MANAGE USER ID
```

**4** Press [] or [] to select <ON>, then press [OK].

```
MANAGE USER ID
                                ON
```

**5** Press  [Stop] to return to the standby mode.

# Managing ID Cards (Optional Equipment)

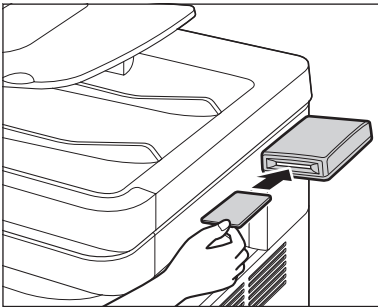
**If the optional Card Reader-E1 is attached to the machine, you must insert a control card to operate it. The optional Card Reader-E1 performs Department ID Management automatically.**

## NOTE

- With the optional Card Reader-E1, the following settings can be specified:
  - Changing the Password and Page Limit (See p. 11-10)
  - Checking Counter Information (See p. 11-13)
  - Clearing Page Totals (See p. 11-14)
  - Printing Counter Information (See p. 11-14)
  - Accepting Print Jobs with Unknown IDs (See p. 11-15)
- If the standby display does not appear when the control card is inserted, make sure that:
  - The control card is inserted in the correct direction.
  - The control card is inserted as far as it can go.
  - An usable control card is inserted correctly. (You can not use the cards which are damaged or cards prohibited from use.)

## Procedure before Using the Machine

- 1** Insert the control card into the card slot, making sure that it is facing in the correct direction.

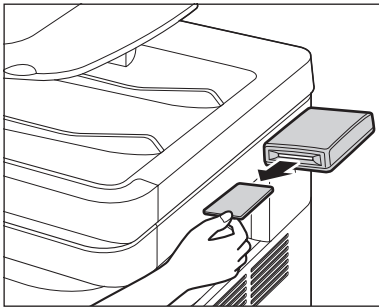


The standby display appears.



## Procedure after Using the Machine

- 1 After you finish using the machine, remove the control card.



The display returns to the screen for inserting the control card.



### NOTE

Once you have removed the control card, you cannot operate the machine until a control card is inserted again.

This chapter describes how to perform routine cleaning operations, and replace toner cartridge.

<b>Cleaning the Machine .....</b>	<b>12-2</b>
Exterior .....	12-2
Interior .....	12-3
Scanning Area.....	12-5
<b>Replacing the Toner Cartridge.....</b>	<b>12-9</b>
When a Message Appears .....	12-9
Replacing the Toner Cartridge with a New One.....	12-10
<b>Replacing the Drum Unit .....</b>	<b>12-13</b>
<b>Transporting the Machine .....</b>	<b>12-15</b>

# Cleaning the Machine

**If the original is not copied clearly, clean the machine. For high-quality printouts, we recommend cleaning the machine once or twice a month.**

## CAUTION

- Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the machine components.
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.
- Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.

## NOTE

- You cannot send or receive documents when the main power switch is turned OFF or the power cord is disconnected.
- If the main power switch is turned OFF, all jobs waiting in the print queue will be erased.
- Documents received into memory and documents stored for delayed send will be retained for approximately 60 minutes after the power cord has been disconnected.

## Exterior

Clean the exterior of the machine.

- 1** Make sure no documents are stored in memory.
- 2** Turn OFF the main power switch and disconnect the power cord.
- 3** Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.
- 4** Wait for the machine to dry, then reconnect the power cord and turn ON the main power switch.

## Interior


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

### Cleaning the Fuser Roller

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

#### NOTE

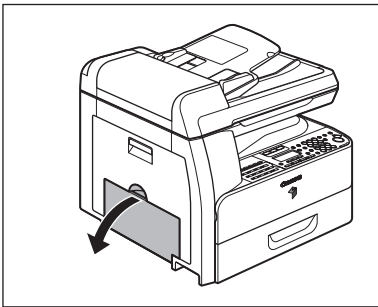
Cleaning the roller takes approximately 100 seconds.

**1** Press  [Additional Functions].

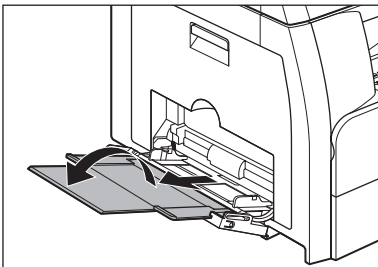
**2** Press [**←**] or [**→**] to select <ADJUST./CLEANING>, then press [OK].

```
ADD . FUNCTIONS
7 . ADJUST . / CLEANING
```

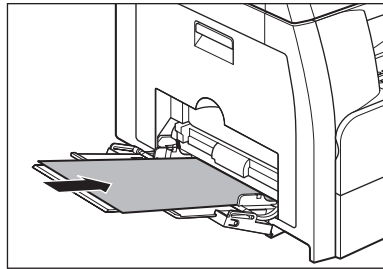
**3** Open the stack bypass.



**4** Pull out the stack bypass extension until it clicks, then open it.



**5** Load a sheet of blank LTR paper.



**6** Press [**←**] or [**→**] to select <FIX. UNIT CLEANING>, then press [OK].

```
ADJUST . / CLEANING
3 . FIX . UNIT CLEANING
```

Cleaning starts. When finished, the display returns to the standby mode.


#### NOTE

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

## Cleaning the Transcription Roller

If the back of the paper is smudged after printing, the transcription roller may be dirty.

Clean the transcription roller in the following procedure.

**1** Press  [Additional Functions].

**2** Press [**←**] or [**→**] to select <ADJUST./CLEANING>, then press [OK].

```
ADD FUNCTIONS
7 . ADJUST . / CLEANING
```


**3** Confirm that <TRANS. ROLR CLEAN> is displayed, then press [OK].

```
ADJUST . / CLEANING
1 . TRANS . ROLR CLEAN
```

Cleaning starts. When finished, the display returns to the standby mode.

## Cleaning the Drum Unit

If print quality decreases, the drum in the main unit may be dirty. Should this occur, use the Drum Cleaning function to clean the drum.

**1** Press  [Additional Functions].

**2** Press [**←**] or [**→**] to select <ADJUST./CLEANING>, then press [OK].

```
ADD FUNCTIONS
7 . ADJUST . / CLEANING
```

**3** Confirm that <DRUM CLEANING>, is displayed, then press [OK].

```
ADJUST . / CLEANING
2 . DRUM CLEANING
```

Cleaning starts. When finished, the display returns to the standby mode.

## Scanning Area

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

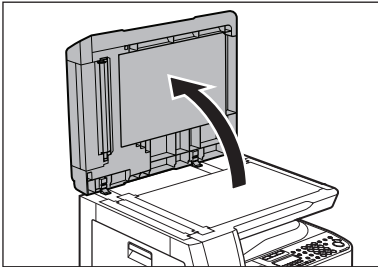
### Cleaning the Platen Glass

Clean the platen glass and the underside of the ADF in the following procedure.

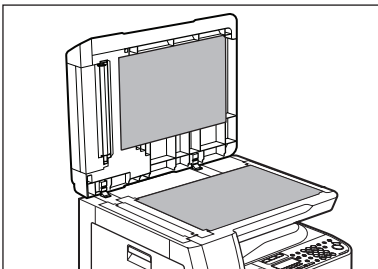
#### CAUTION

When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.

#### 1 Open the ADF/platen glass cover.



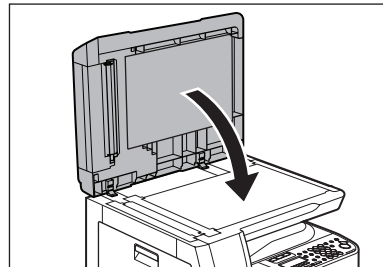
#### 2 Clean the platen glass and the underside of the ADF/platen glass cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



#### NOTE

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

#### 3 Close the ADF/platen glass cover.



#### CAUTION

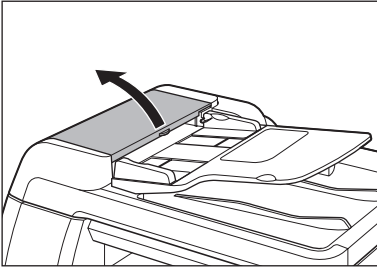
Be careful not to get your fingers caught.

## ● Cleaning the ADF

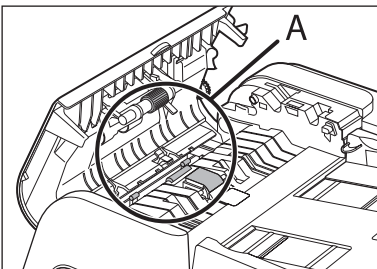
If your documents have black streaks or appear dirty after copying them using the ADF, this may be caused by pencil lead rubbing off the documents and onto the roller. Clean the ADF scanning area, film, and roller.

**1** Turn OFF the main power switch and disconnect the power cord.

**2** Open the ADF cover.



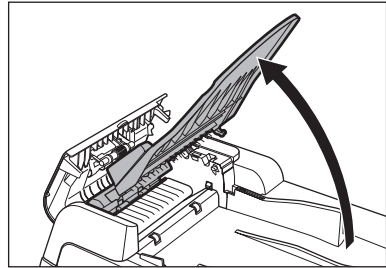
**3** Clean the rollers and rubber parts (A) inside the ADF cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



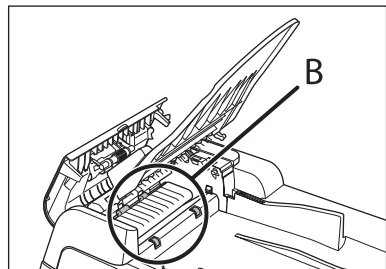
 **NOTE**

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

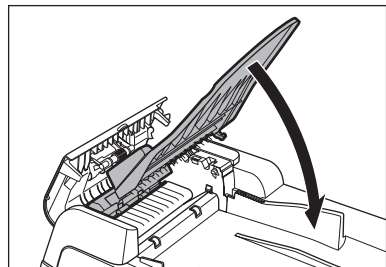
**4** Lift the document feeder tray.



**5** Clean the rollers (B) below the document feeder tray with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



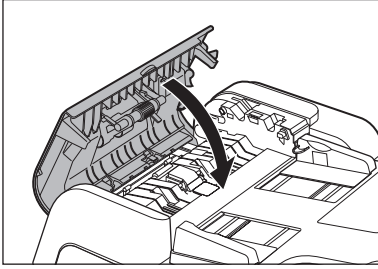
**6** Lower the document feeder tray.



 **CAUTION**

Be careful not to get your fingers caught.

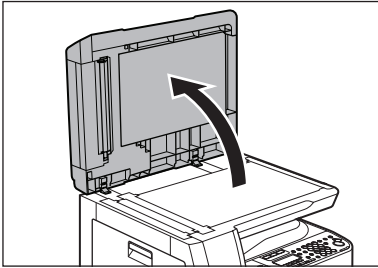
## 7 Close the ADF cover.



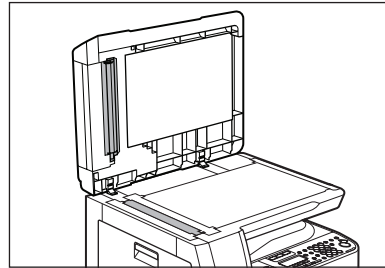
### CAUTION

Be careful not to get your fingers caught.

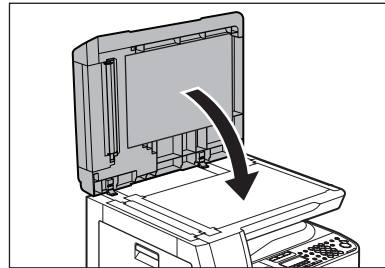
## 8 Open the ADF/platen glass cover.



## 9 Clean the ADF scanning area (on the left side of the platen glass) and the document feeding roller with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



## 10 Close the ADF/platen glass cover.



### CAUTION

Be careful not to get your fingers caught.

## 11 Reconnect the power cord and turn ON the main power switch.






## Cleaning the ADF Automatically

If your documents have black streaks or appear dirty after scanning them through the ADF, clean the ADF roller by repeatedly feeding blank sheets of paper through it.



### NOTE

Use LTR paper as cleaning paper.

**1** Press  [Additional Functions].

**2** Press [] or [] to select <ADJUST./CLEANING>, then press [OK].

```
ADD . FUNCTIONS
7 . ADJUST . / CLEANING
```

**3** Press [] or [] to select <FEEDER CLEANING>, then press [OK].

```
ADJUST . / CLEANING
4 . FEEDER CLEANING
```

**4** Load 5 sheets of blank paper into the ADF, then press [OK].

ADF cleaning starts. When finished, the display returns to the standby mode.

# Replacing the Toner Cartridge

**This section describes how to replace or handle the toner cartridges and precautions on storing them.**

## When a Message Appears

Toner cartridges are consumable products. If the toner is running out during printing, a message appears in the display.

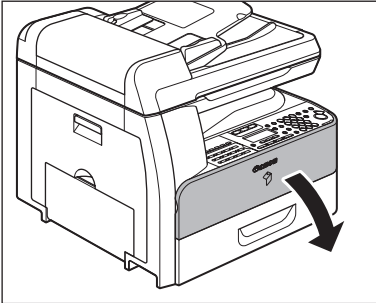
Message	When it is Displayed	Contents and Remedies
<OUT OF TONER/CHANGE TONER>	When a toner cartridge needs to be replaced soon.	<ul style="list-style-type: none"><li>– Replace the toner cartridge.</li><li>– It is recommended that you replace the toner cartridge before printing a large amount of data.</li></ul>

### NOTE

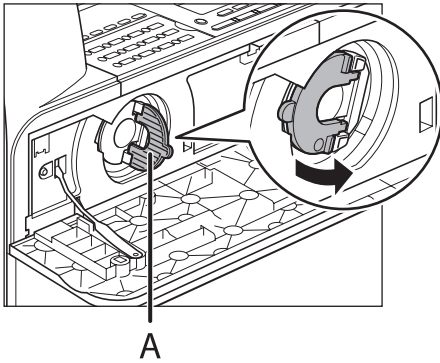
If you continue copying when the <OUT OF TONER/CHANGE TONER> message appears, copying may stop halfway or may not be performed.

## Replacing the Toner Cartridge with a New One

**1** Open the front cover.



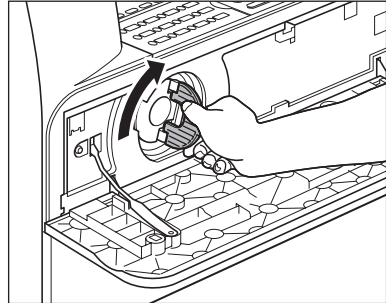
**2** Pull the toner cartridge lever (A) towards you.



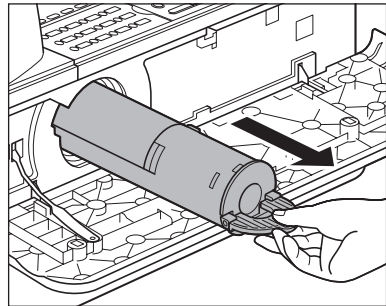
**CAUTION**

Do not pull the toner cartridge out until the message <OUT OF TONER/CHANGE TONER> appears on the display.

**3** Turn the lever as far as it will go clockwise.

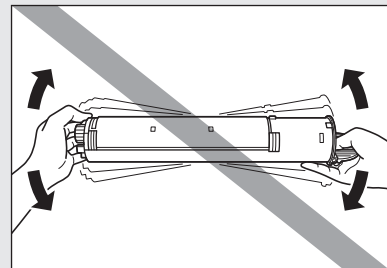


**4** Pull the cartridge out of the machine.

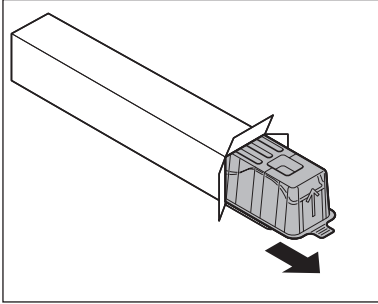


**CAUTION**

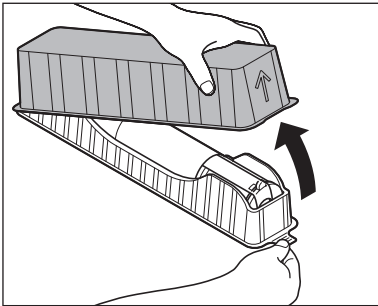
Do not shake the used toner cartridge or hold it in a vertical position. Doing so may cause the toner to spill. Put the toner cartridge in the original plastic case for disposal.



- 5** Remove the plastic case from the box.



- 6** Open the case and remove the toner cartridge. Keep the box and case for future use.

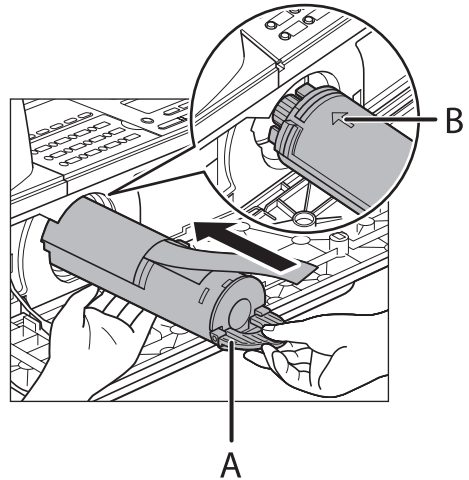


**CAUTION**

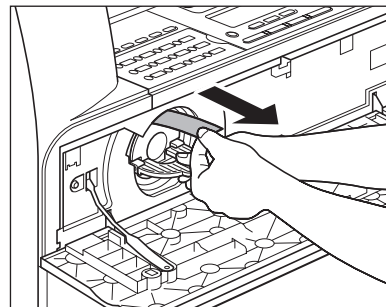
- Do not touch the portions (A), and (B).
- Do not pull out the seal (C) before inserting the cartridge into the machine as the toner may spill out.



- 7** Pull the toner cartridge lever (A) towards you and insert the cartridge into the machine with the arrow (B) pointing towards the machine.



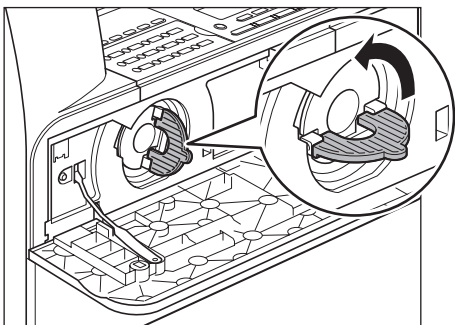
- 8** Holding the cartridge steady with one hand, pull out the seal completely with the other hand.



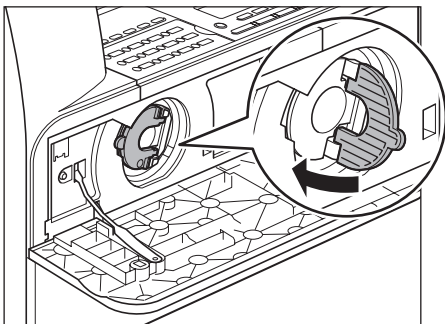
**NOTE**

Do not pull out the seal at an angle.

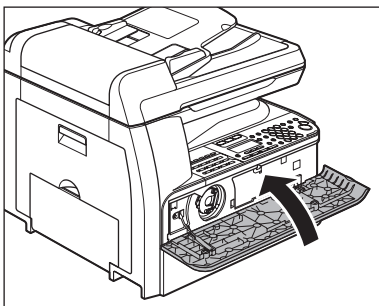
- 9** Turn the toner cartridge lever as far as it will go counterclockwise.



- 10** Push down the lever.



- 11** Close the front cover.



**CAUTION**

- Be careful not to get your fingers caught.
- If you cannot close the front cover, do not force it to close. Open the front cover and pull out the toner cartridge, then reinsert the cartridge into the machine.

# Replacing the Drum Unit

When the message <REPLACE THE DRUM> appears on the display, replace the drum unit.

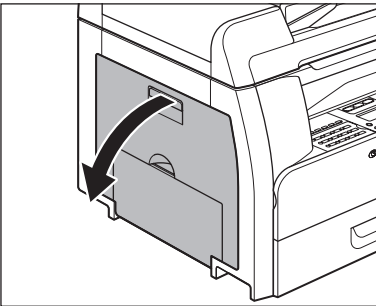
**! WARNING**

Do not throw used drum unit into open flames, as they may ignite the toner remaining inside the unit, and result in burns or a fire.

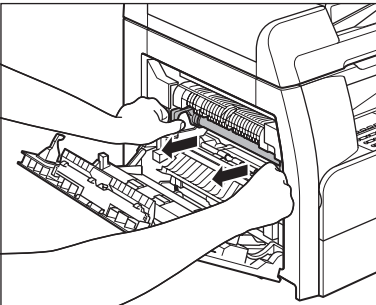
**! CAUTION**

If you use the machine without inserting the drum unit, <INSERT THE DRUM> appears on the display. In this case, turn OFF the main power, and install the drum unit into the machine.

- 1** Open the left cover.



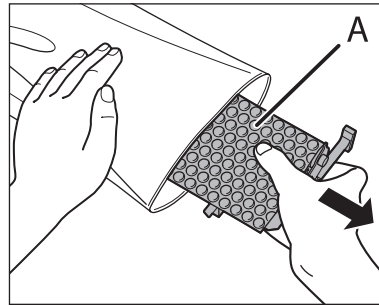
- 2** Holding the grips on the drum unit, slightly lower and remove it from the machine.



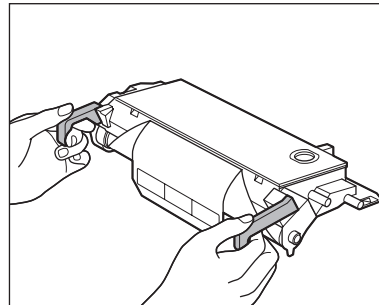
**! CAUTION**

Do not touch the fixing assembly as it becomes very hot during use.

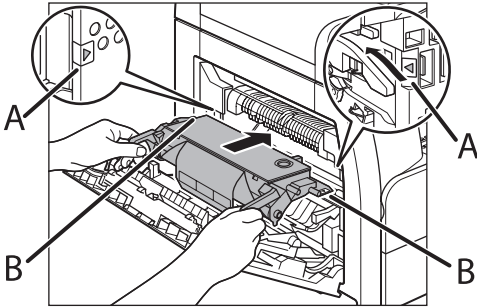
- 3** Open the package of the new drum unit and remove the protective packing material (A).



- 4** Hold the unit by its grips on both sides.



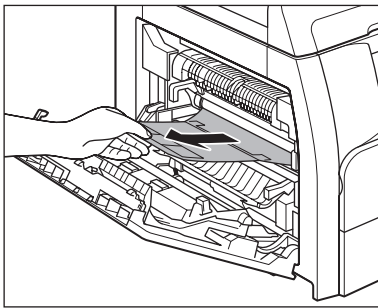
- 5** Align the marks on both sides of the drum unit (B) with the marks on the machine (A), and push the unit into the machine as far as it will go.



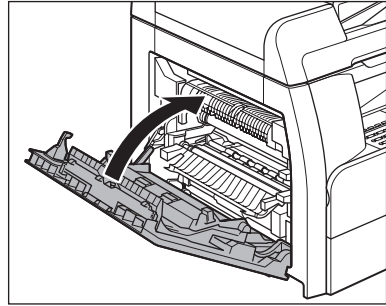
**CAUTION**

Do not touch the fixing assembly as it becomes very hot during use.

- 6** After the unit is completely inserted, remove the orange paper.

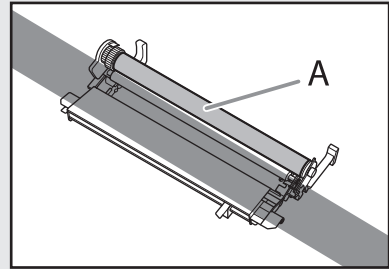


- 7** Close the left cover.



**CAUTION**

- Be careful not to get your fingers caught.
- Do not touch the surface of the drum (A) as the image quality of printouts may deteriorate.



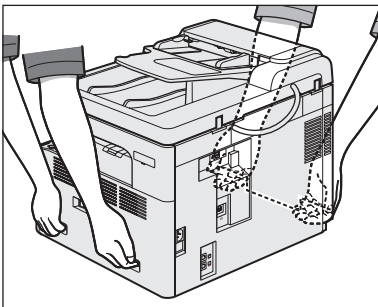
# Transporting the Machine

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

**CAUTION**

Be sure at least two people carry the machine.

- 1** Disconnect the power cord and all the cables from the back of the machine.
- 2** Make sure the stack bypass and the paper stopper are back in their original position.
- 3** Pick up the machine using the provided hand grips on the left and right sides.



**CAUTION**

- Be sure at least two people carry the machine.
- Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
- If you are using the Cassette-Feeding Module-N2 (optional), transport the machine and the Cassette-Feeding Module-N2 separately. If you transport the machine with the Cassette-Feeding Module-N2 being installed, you may drop the machine.
- If you have a back problem, make sure to check the weight of this machine before carrying. (See “Specifications,” on p. 15-2.)





This chapter explains how to respond to paper and original jams, as well as to error messages.

<b>Clearing Jams</b> .....	<b>13-2</b>
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Stack Bypass .....	13-4
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<b>Error Messages</b> .....	<b>13-7</b>
<b>Error Codes (imageRUNNER 1025iF Only) .....</b>	<b>13-10</b>
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Changing the Paper Size Setting .....	13-14
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Contacting Your Local Authorized Canon Dealer.....	13-17

# Clearing Jams

**When a jam occurs in the machine, the paper jam message appears on the display. Check the jam location indicator where the jam occurs, then remove the jammed paper.**

**CAUTION**

- When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

**NOTE**

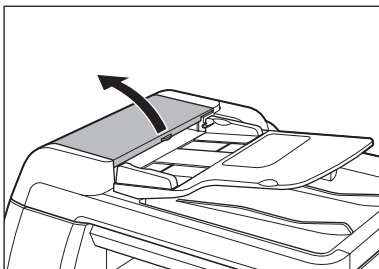
Do not force a jammed document or paper out of the machine. Contact your local authorized Canon dealer for assistance if needed.

## Original Jams

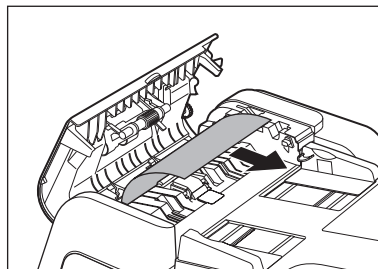
When <CHECK DOCUMENT> or <DOCUMENT TOO LONG> appears on the display, remove a jammed document from the ADF.

C H E C K   D O C U M E N T

### 1 Open the ADF cover.



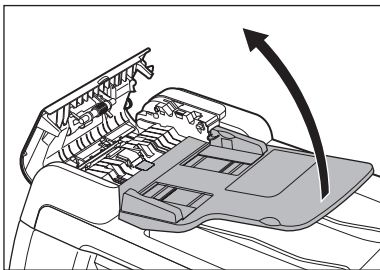
### 2 Remove any jammed originals.



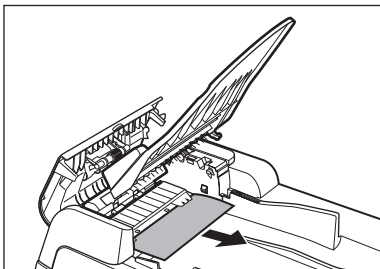
**CAUTION**

If the jammed original cannot be removed easily, do not try to remove it forcefully but proceed to the next step.

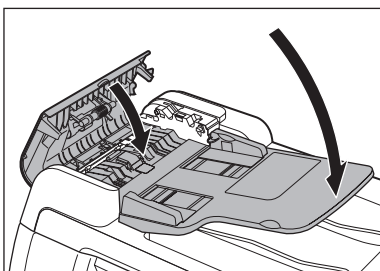
- 3** Lift the document feeder tray.



- 4** Remove any jammed originals.



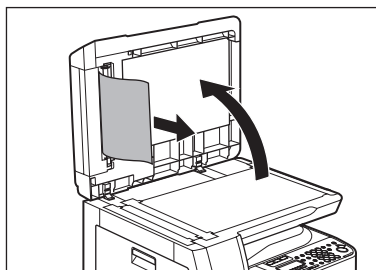
- 5** Lower the document feeder tray and close the ADF cover.



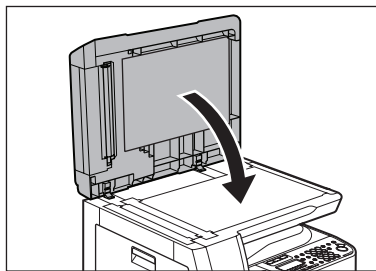
**!** CAUTION

Be careful not to get your fingers caught.

- 6** Open the ADF cover, and remove any jammed documents.



- 7** Close the ADF cover.



**!** CAUTION

Be careful not to get your fingers caught.

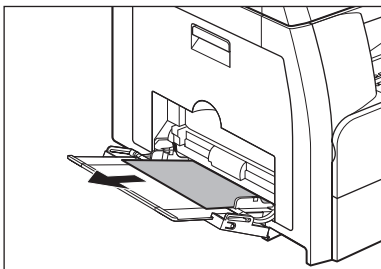
## Stack Bypass

When <PAPER JAM> appears on the display, remove the jammed paper from the stack bypass tray.

P A P E R J A M

**1** Remove all paper from the stack bypass.

**2** Remove any jammed paper.



### NOTE

If you cannot remove the jammed paper, follow the procedures in “Inside the Machine or Paper Drawers,” on p. 13-3.

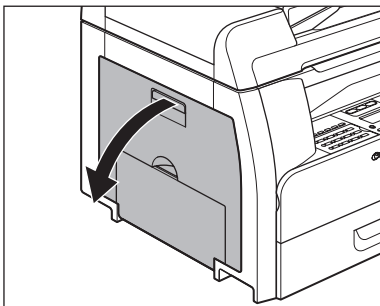
## Inside the Machine and Paper Drawers

When <PAPER JAM> appears on the display, remove jammed paper from inside the machine first, then from the paper drawer if necessary. Check the following if you experience repeated paper jams:

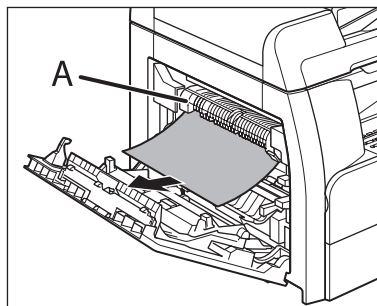
P A P E R J A M

- Even the edge of the paper stack by a flat surface before loading it in the machine.
- Check that the paper you are using meets the requirements for use. (See “Originals Requirements,” on p. 2-2.)
- Make sure you have removed any scraps of paper from inside the machine.

**1** Open the left cover.



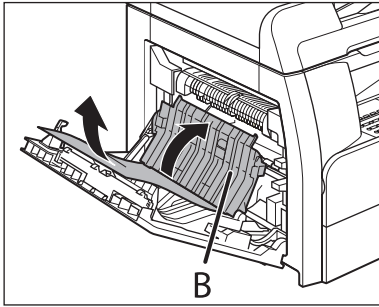
**2** Carefully pull the jammed paper out of the machine.



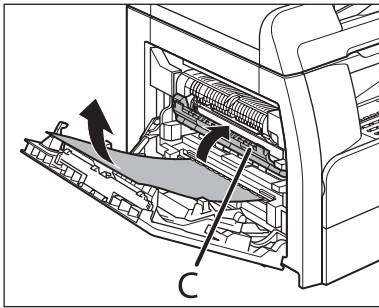
### **!** CAUTION

- Do not touch the fixing assembly (A) as it becomes very hot during use.
- If you tear the paper, remove any scraps of paper to avoid further jams.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

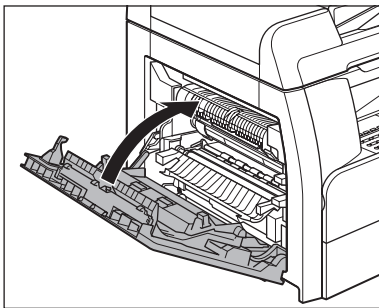
- 3** Tilt the 2-sided transport guide (B) toward the machine, then remove the jammed paper (Only for 2-sided copying).



- 4** Lift and hold the transcription frame (C), then remove the jammed paper (Only for 2-sided copying).



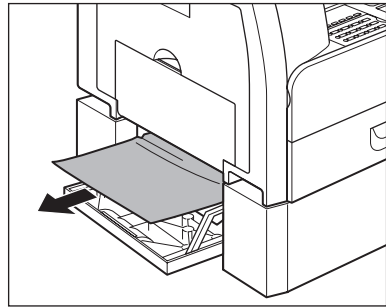
- 5** Close the left cover.



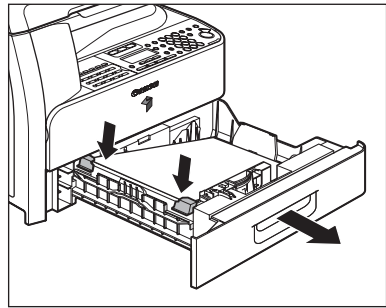
**CAUTION**

Be careful not to get your fingers caught.

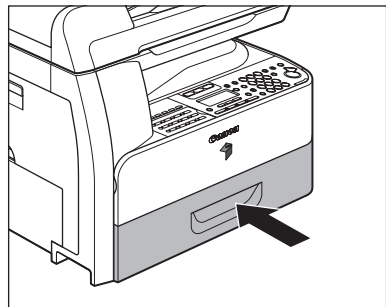
- 6** If you use the optional paper drawer, open the cover on the left side of the optional paper drawer. Remove any jammed paper, then close the cover.



- 7** Pull out the paper drawer and push the corners of the stack under the tabs.



- 8** Gently push the paper drawer back into the machine until it clicks.



**CAUTION**

Be careful not to get your fingers caught.

# Error Messages

See the table below when the error and status messages appear on the display.

Message	Description	Action
<b>ADJUSTING WAITING TO SCAN</b>	The machine is not ready for scanning.	Wait until the machine is ready.
<b>AUTO REDIAL</b>	This message appears when the recipient is engaged in direct sending and the job is waiting.	Disappears when the transmission restarts.
<b>CHANGE PAPERSIZE</b>	The size of the paper in the paper drawer or stack bypass is different from that of the paper specified in <REG. PAPER SIZE> or <BYPASS STD SET> in the <COMMON SETTINGS> menu.	<ul style="list-style-type: none"> <li>– Load the paper of the size shown on the display.</li> <li>– If you are trying to print a report or list, set the paper size to &lt;LTR&gt; or &lt;LGL&gt;, then load paper of the same size.</li> </ul>
<b>CHANGE REG'D SIZE → COMMON SETTINGS</b>	<ul style="list-style-type: none"> <li>– The size of the paper in the paper drawer or stack bypass is different from that of the paper specified in &lt;REG. PAPER SIZE&gt; or &lt;BYPASS STD SET&gt; in the &lt;COMMON SETTINGS&gt; menu.</li> <li>– The paper ran out during the print job.</li> </ul>	<ul style="list-style-type: none"> <li>– Change the paper size setting.</li> <li>– Load paper in the paper drawer or stack bypass.</li> </ul>
<b>CHECK DOCUMENT</b>	A document jam may have occurred in the ADF.	Remove the jammed document.
<b>CLOSE COVER FRONT OR LEFT COVER</b>	A cover is open.	Close the cover shown on the lower line of the display.
<b>DATA ERROR</b>	The machine may have trouble.	Contact your local authorized Canon dealer.
<b>DOCUMENT TOO LONG</b>	The document fed from the ADF is longer than 24 7/8" (630 mm), or is not feeding correctly.	<ul style="list-style-type: none"> <li>– Scan the document on the platen glass.</li> <li>– Reduce the length of the document to within 24 7/8" (630 mm), then try again.</li> </ul>
<b>DRUM IS NOT SET INSERT THE DRUM</b>	A drum unit is not installed or not installed correctly.	Install the drum unit correctly
<b>FEEDER PAPER JAM CHECK THE FEEDER</b>	A document jam may have occurred in the ADF.	Remove the jammed document.
<b>INITIALIZING...</b>	This message appears when turning on the main power switch, or when the machine is not ready for printing.	Wait until the message disappears.



Message	Description	Action
<b>LOAD PAPER</b>	No paper is loaded in the paper drawer or stack bypass, or not inserted correctly.	Insert the paper drawer as far as it will go or load paper.
<b>MEM IN USE nn%</b>	This message shows the percentage of the memory currently in use. This message is displayed when you set the document in the ADF to send a fax.	If you need more space, wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.
<b>MEMORY FULL</b>	<ul style="list-style-type: none"> <li>– The machine is full of jobs.</li>   <li>– The number of TX/RX jobs that can be stored in memory reached the maximum.</li> </ul>	<ul style="list-style-type: none"> <li>– Print, send, or delete any documents stored in memory.</li> <li>– Divide the document stack or data into a few parts and try again one by one.</li> <li>– Send the document with low resolution.</li> <li>– When this message appears during using the ADF, the scanning document stops halfway. In this case, clear the paper jam from the ADF.</li> <li>– The maximum numbers of jobs that can be stored in memory are as follows (Based on the condition that the other party sends the fax by the image RUNNER 1025iF with ITU-T No.1 Chart standard mode); Up to 70 jobs for sending or 90 jobs for receiving, or 95 fax jobs including sending and receiving jobs. Wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.</li> </ul>
<b>NO APPROPRIATE SIZE</b>	Although <PAPER SELECT> is set to <AUTO> in <STANDARD SETTINGS> in the <COPY SETTINGS> menu, appropriate size paper is not set in the paper drawer or stack bypass.	Select the paper size, or set the copy ratio.
<b>NOT AVAILABLE NOW</b>	<ul style="list-style-type: none"> <li>– You pressed the one-touch key or coded dial code that has already been registered, when you are registering favorites buttons, one-touch keys, coded dial codes, or group addresses.</li> <li>– You have specified the group dialing when the line is off the hook.</li> </ul>	<ul style="list-style-type: none"> <li>– Register the one-touch key or coded dial code that is not used.</li>   <li>– Specify the recipient other than group dialing.</li> </ul>

Message	Description	Action
<b>NOT REGISTERED</b>	No destination is registered for the one-touch key or coded dial code you pressed.	Register the destinations before using the Address Book function.
<b>OUT OF TONER CHANGE TONER</b>	<ul style="list-style-type: none"> <li>– A toner cartridge is not installed or not installed correctly.</li> <li>– The toner ran out completely.</li> </ul>	<ul style="list-style-type: none"> <li>– Install the toner cartridge correctly.</li> <li>– Replace the toner cartridge.</li> </ul>
<b>OUTPUT TRAY FULL</b>	The paper delivery tray is full of paper.	Remove the printouts from the paper delivery tray.
<b>PAPER JAM</b>	Paper jams have occurred in the machine.	Remove the jammed paper. The cover must be opened and closed to resume the current job.
<b>PLATEN GLASS DIRTY CLEAN PLATEN GLASS</b>	The ADF scanning area on the left side of the platen glass may be dirty.	Clean the ADF scanning area, then press [OK].
<b>RECEIVED IN MEMORY</b>	The machine received the fax/I-fax in memory because paper or toner ran out, paper jams occurred, or incorrect size paper was loaded.	Load the correct size paper in the paper drawer, replace the toner cartridge, or clear the paper jams. For more information, see the following: “Setting Paper Type and Size,” on p. 2-13 “Replacing the Toner Cartridge,” on p. 12-9 “Clearing Jams,” on p. 13-2
<b>START AGAIN</b>	<ul style="list-style-type: none"> <li>– A transmission error occurred because the line condition was poor.</li> <li>– The paper jammed or ran out during printing a report.</li> </ul>	<ul style="list-style-type: none"> <li>– Check the line condition, then try again.</li> <li>– Clear the paper jam, or replenish the paper, then try again.</li> </ul>
<b>STOP KEY PRESSED PRESS OK KEY</b>	[Stop] has been pressed while scanning the document using the ADF.	Press [OK], then set the document again.
<b>SYSTEM ERROR</b>	Some kind of error has occurred in the machine.	Turn off the main power switch, wait for more than 10 seconds, then turn it on again. If the message persists, unplug the machine from the power supply and contact your local authorized Canon dealer.
<b>TONER LOW PREPARE NEW TONER</b>	The toner is running low.	Prepare a new toner cartridge.
<b>TRANSMITTING...</b>	During the current transmission, the machine may have tried to send a document identified from the list of documents in memory.	Wait until the transmission from memory is complete.
<b>WASTE TONER FULL REPLACE THE DRUM</b>	The drum unit is filled with waste toner.	Replace the drum unit. (See “Replacing the Drum Unit,” on p. 12-13.)

# Error Codes (imageRUNNER 1025iF Only)

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

```

06/30/2008 15:50 FAX 123XXXXXX          CANON          ☑ 001
*****
***  ERROR TX REPORT  ***
*****

TX FUNCTION WAS NOT COMPLETED

TX/RX NO          0005
RECIPIENT ADDRESS 111XXXXX
DESTINATION ID
ST. TIME          06/30 15:50
TIME USE          00'00
PAGES SENT        0
RESULT            NG          # 0018 BUSY/NO SIGNAL
    
```

**Error Code**

For details on reports, see “Troubleshooting,” in the e-Manual.

See the table below for individual error codes.

Error Code	Description	Action
#0001	A document may be jammed.	Remove the jammed document.
#0003	<ul style="list-style-type: none"> <li>- An attempt was made to send a document of 24 7/8" (630 mm) or longer from the ADF.</li> <li>- A document takes a long time to send because it contains too much data.</li> <li>- A document takes a long time to receive.</li> </ul>	<ul style="list-style-type: none"> <li>- Divide the document into smaller parts and send from the platen glass.</li> <li>- Reduce the scanning resolution before sending.</li> <li>- Contact the other party and ask them to reduce their scanning resolution or divide the document into smaller parts for sending.</li> </ul>
#0005	<ul style="list-style-type: none"> <li>- The other fax machine did not respond within 35 seconds.</li> <li>- The other party may not be using a G3 fax machine.</li> </ul>	<ul style="list-style-type: none"> <li>- Send the document again. Contact the other party and have them check their fax machine. If you are making an overseas call, add a pause to the number.</li> <li>- Check with the other party and send the document to a G3 fax machine. If the other party does not have a G3 fax machine, try sending your document using a transmission mode the other party's fax machine supports.</li> </ul>

Error Code	Description	Action
#0009	The paper has run out or the paper drawer is not set properly.	Load the paper or reset the paper drawer properly.
#0012	You could not send because the recipient's machine is out of paper.	Contact the recipient and ask them to load the paper.
#0018	There is no reply when you redial. You could not send, because your fax signal was not returned as the recipient's line was engaged.	Check that the recipient's line is not engaged and try again from the beginning.
#0037	The memory is full.	Print, send, or delete any documents stored in memory.
#0703	The memory for image data is full when sending color documents.	<ul style="list-style-type: none"> <li>- Wait a few moments, and then try sending again after other send jobs are complete.</li> <li>- Erase documents stored in memory. If the machine still does not operate normally, turn the main power OFF, and then back ON.</li> </ul>
#0705	The send operation was interrupted because the size of the image data is larger than that specified in <MAX TX DATA SIZE> in <E-MAIL/I-FAX> in <COMMUNICATIONS> in <SYSTEM SETTINGS>.	<ul style="list-style-type: none"> <li>- Change the setting for &lt;MAX TX DATA SIZE&gt; in &lt;E-MAIL/I-FAX&gt; in &lt;COMMUNICATIONS&gt; in &lt;SYSTEM SETTINGS&gt;.</li> <li>- Select a lower resolution.</li> <li>- If you are using I-fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the Maximum TX Data Size.</li> <li>- Set &lt;DIVIDE INTO PAGES&gt; to &lt;ON&gt; in send settings.</li> </ul>
#0751	The server is not functioning. The network is down (the server is unable to connect to the network or was disconnected).	<ul style="list-style-type: none"> <li>- Check the recipient's address.</li> <li>- Check that the network is up.</li> </ul>
#0752	<ul style="list-style-type: none"> <li>- The SMTP server name for e-mail or I-fax is not correct, or the server is not functioning.</li> <li>- The domain name or e-mail address may not be set.</li> <li>- The network is down.</li> </ul>	<ul style="list-style-type: none"> <li>- Check the SMTP Server name, domain name, and e-mail address in &lt;E-MAIL/I-FAX&gt; in &lt;NETWORK SETTINGS&gt; in &lt;SYSTEM SETTINGS&gt;.</li> <li>- Check that the SMTP server is operating properly.</li> <li>- Check the network status.</li> </ul>
#0753	A TCP/IP error occurred while sending an e-mail message.(Socket, Select error, etc.)	Check the network cables and connectors. If the machine still does not operate normally, turn the main power OFF, and then back ON.
#0755	<ul style="list-style-type: none"> <li>- You cannot send jobs because TCP/IP is not functioning correctly.</li> <li>- The IP address is not set.</li> <li>- When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.</li> </ul>	<ul style="list-style-type: none"> <li>- Check &lt;TCP/IP SETTINGS&gt; in &lt;NETWORK SETTINGS&gt; in &lt;SYSTEM SETTINGS&gt;.</li> <li>- Check &lt;TCP/IP SETTINGS&gt; in &lt;NETWORK SETTINGS&gt; in &lt;SYSTEM SETTINGS&gt;.</li> <li>- Check &lt;TCP/IP SETTINGS&gt; in &lt;NETWORK SETTINGS&gt; in &lt;SYSTEM SETTINGS&gt;. Or wait a while, and then try sending again.</li> </ul>

Error Code	Description	Action
<b>#0801</b>	<ul style="list-style-type: none"> <li>– A timeout error occurred while the machine was communicating with the SMTP server to send an email message or send/receive an I-fax.</li> <li>– The SMTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission to a file server.</li> </ul>	<ul style="list-style-type: none"> <li>– Check that the SMTP server is functioning normally, or check the network status.</li> <li>– Check that the SMTP server is functioning normally. Check the network status. Check the destination setting. Check the status and setting of the file server.</li> </ul>
<b>#0802</b>	<ul style="list-style-type: none"> <li>– The name of the SMTP Server in &lt;E-MAIL/I-FAX&gt; in &lt;NETWORK SETTINGS&gt; in &lt;SYSTEM SETTINGS&gt; is incorrect.</li> <li>– The DNS server name in &lt;DNS SETTINGS&gt; in &lt;TCP/IP SETTINGS&gt; in &lt;NETWORK SETTINGS&gt; in &lt;SYSTEM SETTINGS&gt; is incorrect.</li> <li>– Connection to the DNS server failed.</li> </ul>	<ul style="list-style-type: none"> <li>– Check the name of the SMTP Server in &lt;E-MAIL/I-FAX&gt; in &lt;NETWORK SETTINGS&gt; in &lt;SYSTEM SETTINGS&gt;.</li> <li>– Check the DNS server name in &lt;DNS SETTINGS&gt; in &lt;TCP/IP SETTINGS&gt; in &lt;NETWORK SETTINGS&gt; in &lt;SYSTEM SETTINGS&gt;.</li> <li>– Check that the DNS server is functioning normally.</li> </ul>
<b>#0804</b>	You have no permission to access the folder.	Change the setting on the server to enable access to the folder.
<b>#0806</b>	<ul style="list-style-type: none"> <li>– An incorrect user name or password was specified for the sending of a file to a file server.</li> <li>– An incorrect destination was specified for the sending of an e-mail message or I-fax.</li> </ul>	<ul style="list-style-type: none"> <li>– Change the user name or password.</li> <li>– Check the e-mail or I-fax address.</li> </ul>
<b>#0808</b>	<ul style="list-style-type: none"> <li>– A timeout error occurred while the machine was communicating with the FTP server.</li> <li>– The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission.</li> </ul>	<ul style="list-style-type: none"> <li>– Check that the FTP server is functioning normally.</li> <li>– Check the network status.</li> <li>– Check that the FTP server is functioning normally.</li> <li>– Check the network status.</li> <li>– Check the destination setting.</li> <li>– Check the status and setting of the file server.</li> </ul>
<b>#0810</b>	<ul style="list-style-type: none"> <li>– A POP (Post Office Protocol) server connection error occurred while receiving an I-fax.</li> <li>– The POP server returned an error during the connection.</li> <li>– A timeout error occurred on the server while connecting to the POP server.</li> </ul>	<ul style="list-style-type: none"> <li>– Check the POP Server name in &lt;EMAIL/I-FAX&gt; in &lt;NETWORK SETTINGS&gt; in &lt;SYSTEM SETTINGS&gt;. Confirm that the POP server is functioning normally.</li> </ul> <p>Check the network status.</p>
<b>#0812</b>	The POP password setting is incorrect.	Check the POP Server password in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.
<b>#0813</b>	The POP Server name setting is incorrect.	Check the POP Server name in <EMAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.
<b>#0819</b>	You have received data that cannot be processed (MIME information is incorrect).	Check the settings, and then ask the sender to resend the data.

Error Code	Description	Action
#0820	You have received data that cannot be processed (BASE 64 or uuencode is incorrect).	Check the settings, and then ask the sender to resend the data.
#0821	You have received data that cannot be processed (TIFF analysis error).	Check the settings, and then ask the sender to resend the data.
#0827	You have received data that cannot be processed (contains MIME information that is not supported).	Check the settings, and then ask the sender to resend the data.
#0828	You have received HTML data.	Ask the sender to use a file format other than HTML, and then resend the data.
#0829	Data containing more pages than the machine can hold in the memory is received.	Print the received documents, and ask the sender to resend the remaining pages.
#0995	Communication reservation is cleared.	If necessary, try again from the beginning.

# If <CHANGE PAPERSIZE> is displayed

When <CHANGE PAPERSIZE> appears on the display, the size of the paper in the paper drawer or stack bypass is different from that of the paper specified in <DRAWER 1>, <DRAWER 2>\* of <REG. PAPER SIZE>, or <PAPER SIZE> of <BYPASS STD SET>. You need to load the correct size paper or change the paper size in <DRAWER 1>, <DRAWER 2>\* of <REG. PAPER SIZE>, or <PAPER SIZE> of <BYPASS STD SET> in <COMMON SETTINGS>.

\* Only when the optional Cassette Feeding Module-N2 is attached.

## NOTE

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


## Reloading the Paper

- 1 Load the correct size paper as shown on the display.  
The machine restarts printing.



## Changing the Paper Size Setting

### For the Stack Bypass



If you set the standard settings for stack bypass tray, follow the procedures below to change paper size:

- 1 Press  [Additional Functions].
- 2 Confirm that <COMMON SETTINGS> is displayed, then press [OK].

```
ADD . FUNCTIONS
1 . COMMON SETTINGS
```

- 3 Press [] or [] to select <BYPASS STD SET>, then press [OK].

```
COMMON SETTINGS
10 . BYPASS STD SET
```

- 4 Press [] or [] to select <ON>, then press [OK].

```
BYPASS STD SET
ON
```

- 5** Confirm that <PAPER SIZE> is displayed, then press [OK].

```
BYPASS STD SET
1 . PAPER SIZE
```

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

```
SELECT PAPER SIZE
L TR
```

You can select from the following paper sizes:  
 <LTR>, <STMTR>, <EXECUTIV>, <OFICIO>,  
 <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>,  
 <G-LTR>, <G-LGL>, <FLSP>, <COM10>,  
 <MONARCH>, <DL>, <ISO-C5>, <ISO-B5>,  
 <FREESIZE>, <A4>, <B5>, <A5R>, <LGL>

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

## ● For the Paper Drawer

Follow this procedure to change the paper size setting.

- 1** Press [⊕] [Additional Functions].

- 2** Confirm that <COMMON SETTINGS> is displayed, then press [OK].

```
ADD . FUNCTIONS
1 . COMMON SETTINGS
```

- 3** Press [◀] or [▶] to select <REG. PAPER SIZE>, then press [OK].

```
COMMON SETTINGS
8 . REG . PAPER SIZE
```

- 4** Press [◀] or [▶] to select <DRAWER 1> or <DRAWER 2>\*, then press [OK].

```
REG . PAPER SIZE
1 . DRAWER 1
```

\* Only when the optional Cassette Feeding Module-N2 is attached.

You can select from the following paper sizes:  
 <LTR>, <LGL>, <OFICIO>, <FLSP>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <A4>

- 5** Press [Stop] to return to the standby mode.



# If a Power Failure Occurs

**If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the Address Book settings. Any sent or received documents stored in memory are backed up for about 60 minutes.**

During a power outage, functions are limited as follows:

- You cannot send, receive, copy, or print documents.
- You may not be able to make telephone calls using an external telephone, depending on the type of telephone you use.
- You can receive telephone calls using an external telephone depending on the type of telephone you use.

# Service Call Message

**If the machine malfunctions, service call messages appear on the display.**

The list of service call messages is as follows:

- |        |        |        |
|--------|--------|--------|
| • E000 | • E100 | • E716 |
| • E001 | • E196 | • E719 |
| • E002 | • E197 | • E730 |
| • E003 | • E246 | • E733 |
| • E007 | • E247 | • E736 |
| • E010 | • E350 | • E739 |
| • E019 | • E354 | • E805 |
| • E052 | • E355 | • E808 |

## Contacting Your Local Authorized Canon Dealer

If a malfunction occurs and the machine cannot operate normally, service call messages appear on the display. Follow the procedure described on the next page to solve the problem.

If you turn OFF the main power when there is any stored job, its data will be deleted.

### **WARNING**

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

### **CAUTION**

Always grasp the power plug portion when disconnecting the power cord. Pulling on the cord portion may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.

**1** Turn the main power switch OFF. Allow at least ten seconds before turning the main power switch back ON.

**2** If the machine still does not operate normally, follow the procedure below, and contact your local authorized Canon dealer.

- Turn OFF the main power.
- Disconnect the power cord from the wall outlet.



**NOTE**

When contacting your local authorized Canon dealer, check the following:

- Model name
- Problem and status of the machine
- Error code on the display




This chapter explains how to change and check the machine settings.

<b>Machine Settings</b> .....	<b>14-2</b>
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PRINTER SETTINGS .....	14-18
TIMER SETTINGS .....	14-20
ADJUST./CLEANING .....	14-21
REPORT SETTINGS .....	14-22
SYSTEM SETTINGS .....	14-24



# Machine Settings

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



## Printing USER DATA LIST

- 1 Press  [Additional Functions].
- 2 Press [] or [] to select <REPORT SETTINGS>, then press [OK].

```
ADD . FUNCTIONS
8 . REPORT SETTINGS
```




- 3 Press [] or [] to select <LIST PRINT>, then press [OK].

```
REPORT SETTINGS
2 . LIST PRINT
```

- 4 Press [] or [] to select <USER DATA LIST>, then press [OK].

```
LIST PRINT
4 . USER DATA LIST
```

## Accessing the Setting Menu



- 1 Press  [Additional Functions].
- 2 Press [] or [] to select the menu you want to access, then press [OK].

```
ADD . FUNCTIONS
3 . TX / RX SETTINGS
```

<COMMON SETTINGS>, <COPY SETTINGS>, <TX/RX SETTINGS>, <ADDRESS BOOK SET.>, <PRINTER SETTINGS>, <TIMER SETTINGS>, <ADJUST./CLEANING>, <REPORT SETTINGS>, <SYSTEM SETTINGS>

### NOTE

The menus described above are based on the imageRUNNER 1025iF.

- 3 Press [] or [] to select a submenu, then press [OK].


```
TX / RX SETTINGS
1 . COMMON SETTINGS
```

### NOTE



For details on the submenu, see "Settings Menu," on p. 14-4.

- 4 To register the settings or go to a submenu, then press [OK].

```
COMMON SETTINGS
1 . TX SETTINGS
```

**5** When finished, press  [Stop] to return to the standby mode.

**NOTE**

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

# Settings Menu

The menus described in this section are based on the imageRUNNER 1025iF. Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.

## COMMON SETTINGS

Setting Item	Description	Applicable Page
1. DEFAULT SETTINGS	Selects which standby display appears when turning on the power. – COPY – SEND – SCAN	p. 1-9
2. AUTO CLEAR SET.	Selects which standby display appears after the Auto Clearing function is activated.	e-Manual “Introduction of the Machine”
INITIAL FUNCTION	Sets to return standby display that is selected in <DEFAULT SETTINGS>.	
SELECTED FUNCTION	Sets to return standby display of the current mode.	
3. AUDIBLE TONES	Sets whether to sound audible tones and adjusts their volume.	
1. ENTRY TONE	Beeps when pressing the keys on the operation panel. – ON (1-3)* <sup>1</sup> – OFF	
2. ERROR TONE	Beeps when an error (e.g., a paper jam) occurs. – ON (1-3)* <sup>1</sup> – OFF	
3. TX JOB DONE TONE	– ERROR ONLY (1-3)* <sup>1</sup> – OFF – ON (1-3)* <sup>1</sup>	
4. RX JOB DONE TONE	Beeps when a document is received. – ERROR ONLY (1-3)* <sup>1</sup> – OFF – ON (1-3)* <sup>1</sup>	
5. SCAN DONE TONE	Beeps when scanning is completed. – ERROR ONLY (1-3)* <sup>1</sup> – OFF – ON (1-3)* <sup>1</sup>	
6. PRINT DONE TONE	Beeps when printing is completed. – ERROR ONLY (1-3)* <sup>1</sup> – OFF – ON (1-3)* <sup>1</sup>	

Setting Item	Description	Applicable Page
4. TONER SAVER MODE	Sets whether to reduce toner consumption. – OFF – ON	e-Manual "Introduction of the Machine"
5. PRINTER DENSITY	Recalibrates the density adjustment scale if differences between the image in the document and the print occur. (1-9)	e-Manual "Print"
6. AUTO DRAWER SELCT	Sets whether to change to another paper source of the same size if the current paper source runs out while processing a job. Sets whether to select the appropriate paper source based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).	e-Manual "Introduction of the Machine"
1. COPY	Sets whether to activate the Auto Drawer Select function when copying. – 1. DRAWER 1 (ON/OFF) – 2. DRAWER 2 (ON/OFF)*2 – 3. STACK BYPASS (OFF/ON)	
2. PRINTER	Sets whether to activate the Auto Drawer Select function when printing. – 1. DRAWER 1 (ON/OFF) – 2. DRAWER 2 (ON/OFF)*2	
3. RECEIVE	Sets whether to activate the Auto Drawer Select function when receiving fax/I-fax documents. – 1. DRAWER 1 (ON/OFF) – 2. DRAWER 2 (ON/OFF)*2 – 3. STACK BYPASS (OFF/ON)	
4. OTHER	Sets whether to activate the Auto Drawer Select function when printing a report or list. – 1. DRAWER 1 (ON/OFF) – 2. DRAWER 2 (ON/OFF)*2 – 3. STACK BYPASS (OFF/ON)	
7. SELECT PAPER TYPE	Sets the paper type for the paper drawer.	p. 2-13
1. DRAWER 1	Sets the paper type for paper drawer 1.	
2. DRAWER 2*2	Sets the paper type for paper drawer 2.	
8. REG. PAPER SIZE	Sets the paper size for the paper drawer.	p. 2-14
1. DRAWER 1	Sets the paper size for paper drawer 1.	
2. DRAWER 2*2	Sets the paper size for paper drawer 2.	
9. ENERGY IN SLEEP	Selects power consumption when the machine is in the Sleep mode between two levels. – LOW – HIGH	e-Manual "Introduction of the Machine"
10. BYPASS STD SET	Sets the standard paper size and type for the stack bypass if you always use a same kind of paper.	p. 2-15



Setting Item	Description	Applicable Page	
OFF	Deactivates the stack bypass standard settings.	p. 2-15	
ON	Activates the stack bypass standard settings.		
1. PAPER SIZE	Sets paper size as the stack bypass standard.		
2. SELECT PAPER TYPE	Sets paper type as the stack bypass standard.		
11. PAPER FEED SWITCH	Selects the paper feed method when you want to make one-sided or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it).	e-Manual "Introduction of the Machine"	
1. STACK BYPASS	Selects the paper feed method for the stack bypass.		
SPEED PRIORITY	Print speed has priority.		
PRINT SIDE	The machine starts printing on the side of paper loaded facing up. Print speed becomes slower for one-sided printing. Only available for LTR, LGL and A4.		
2. DRAWER 1	Selects the paper feed method for paper drawer 1.		
SPEED PRIORITY	Print speed has priority.		
PRINT SIDE	The machine starts printing on the side of paper loaded facing down. Print speed becomes slower for one-sided printing.		
3. DRAWER 2*2	Selects the paper feed method for paper drawer 2.		
SPEED PRIORITY	Print speed has priority.		
PRINT SIDE	The machine starts printing on the side of paper loaded facing down. Print speed becomes slower for one-sided printing.		
12. DISPLAY LANGUAGE	Selects the language on the display.		p. 15-2
13. ADF DIRTY ERROR*3	Sets whether the error message will appear when the ADF is dirty. – DISPLAY – DO NOT DISPLAY		
14. INIT. COMMON SET.	Restores all <COMMON SETTINGS> to the default except for <DISPLAY LANGUAGE>. – OFF – ON		

\*1 Settings of tone level are not available on imageRUNNER 1025/1025N.

\*2 Only for users of the optional paper drawer.

\*3 Not applicable for imageRUNNER1025.

## COPY SETTINGS

Setting Item	Description	Applicable Page
1. IMAGE DIR PRIORITY	Sets whether to activate the image direction priority.	e-Manual "Copy"
OFF	Copy orientation is same as the document.	
ON	Copy orientation is rotated at 180 degrees.	
2. STANDARD SETTINGS	Sets the default setting for copying.	p. 4-33

Setting Item	Description	Applicable Page
1. IMAGE QUALITY	Sets the document type for copying. <ul style="list-style-type: none"> <li>- TEXT</li> <li>- PHOTO</li> <li>- TEXT/PHOTO</li> </ul>	p. 4-13
2. DENSITY	Sets the density for copying. <ul style="list-style-type: none"> <li>- AUTO</li> <li>- MANUAL (1-9)</li> </ul>	p. 4-15
3. ZOOM RATIO	Sets the zoom ratio for copying.	p. 4-33
PRESET RATIO	Selects the zoom from the preset ratios. (100%, 115% B5→A4, 122% A5→B5, 129% STMT→LTR, 141% A5→A4, 200% MAX., 50% MIN., 64%, 70% A4→A5, 78% LGL→LTR, 81% B5→A5, 86% A4→B5)	
MANUAL	Enters the zoom ratio by 1% increments. (50%–200%)	
4. COPIES	Sets the number of copies (1-99).	p. 4-33
5. AUTO COLLATE	Sets whether to collate the copies automatically. <ul style="list-style-type: none"> <li>- OFF</li> <li>- COLLATE</li> </ul>	p. 4-23
6. TWO-SIDED	Sets the type of two-sided copying. <ul style="list-style-type: none"> <li>- OFF</li> <li>- 1 &gt; 2-SIDED</li> <li>- 2 &gt; 2-SIDED</li> <li>- 2 &gt; 1-SIDED</li> </ul>	p. 4-19
7. FRAME ERASE	Sets the type of Frame Erase copying. <ul style="list-style-type: none"> <li>- OFF</li> <li>- ORG. FRAME ERASE</li> <li>- BOOK FRAME ERASE</li> <li>- BINDING HOLE</li> </ul>	p. 4-27
8. PAPER SELECT	Sets the paper source for copying. <ul style="list-style-type: none"> <li>- DRAWER 1</li> <li>- DRAWER 2*1</li> <li>- AUTO</li> </ul>	p. 4-7
3. SHARPNESS	Adjusts the sharpness of the copied image. (1-9)	p. 4-32
4. PAPER SIZE GROUP	Selects a paper size group for your machine. <ul style="list-style-type: none"> <li>- INCHES</li> <li>- A</li> <li>- AB</li> </ul>	-
5. MM/INCH ENTRY	Sets the unit of measurement of the frame erase width. <ul style="list-style-type: none"> <li>- INCHES</li> <li>- MM</li> </ul>	e-Manual "Introduction of the Machine"
6. INIT. COPY SET.	Restores all <COPY SETTINGS> to the default. <ul style="list-style-type: none"> <li>- OFF</li> <li>- ON</li> </ul>	p. 4-34

\*1 Only for users of the optional paper drawer.

**TX/RX SETTINGS\*1**

Setting Item	Description	Applicable Page
1. COMMON SETTINGS	Sets the features common to the fax and send functions.	-
1. TX SETTINGS	Sets the transmission features.	
1. UNIT NAME	Registers your name/company name (24 characters maximum, including spaces).	Quick Start Guide "Register User Telephone Number and Unit Name"
2. DATA COMPRESSION	Sets the compression ratio for color scanned data. A high compression ratio reduces the amount of memory used for the document, but results in low quality images. Conversely, a low compression ratio increases the amount of memory used for the document, but results in high quality images. - NORMAL - HIGH RATIO - LOW RATIO	e-Manual "E-Mail", "Scanning Documents to a File Server"
3. RETRY TIMES	Sets the number of retry attempts for sending jobs to an e-mail, I-fax, or file server address. (0-5)	
4. SCANNING DENSITY	Adjusts the scanning density for sending documents. (1-9)	p. 5-41
5. STANDARD SETTINGS	Sets the default settings for sending documents.	
1. DENSITY	Sets the default density for the document you send. - STANDARD - DK - LT	
2. IMAGE QUALITY	Sets the default image quality for the document you send. (200×200dpi, 200×400dpi, 300×300dpi, 400×400dpi, 600×600dpi, 100×100dpi, 150×150dpi, 200×100dpi)	
3. IMAGE FORMAT	Sets the default file format for the document you send. - PDF - TIFF (B&W) - PDF (COMPACT) - JPEG	
4. ORIGINAL TYPE	Sets the default original type for the document you send. - TEXT/PHOTO - TEXT - PHOTO	
5. DIVIDE INTO PAGES	Sets whether to use <DIVIDE INTO PAGES> as the default. - OFF - ON	
6. DIRECT TX	Sets whether to use <DIRECT TX> as the default. - OFF - ON	
6. SEND SETTINGS	Sets the options for sending documents to an e-mail or I-fax address, or file server.	e-Manual "I-Fax", "E-Mail", "Scanning Documents to a File Server"

Setting Item	Description	Applicable Page
1. TX FILE NAME	Sets the name of the document you send to an e-mail or I-fax address, or file server. (24 characters maximum, including spaces.)	e-Manual "I-Fax", "E-Mail", "Scanning Documents to a File Server"
2. SUBJECT	Sets the subject for your e-mail/I-fax message. (40 characters maximum, including spaces.)	
3. MESSAGE TEXT	Sets the message body text for your e-mail/I-fax message. (140 characters maximum, including spaces.)	
4. REPLY-TO	Sets the reply-to address for your e-mail/I-fax message. (120 characters maximum, including spaces.)	
5. E-MAIL PRIORITY	Sets the priority for your e-mail message. – NORMAL – LOW – HIGH	
7. TX TERMINAL ID	Sets the options for sender information.	
1. PRINTING POSITION	Selects where the sender information is printed in small type at the top of each page. – OUTSIDE IMAGE – INSIDE IMAGE	
2. TELEPHONE # MARK	Prefixes your number/I-fax address with the abbreviations FAX, IFAX, or TEL in your sender information. – FAX – TEL	
8. COLOR TX GAMMA	Sets the gamma value for color scanned data. If the set value corresponds to the gamma value at the recipient's machine, the scan exposure of the output data at the recipient's machine is automatically adjusted to the level best suited to the quality of the original. (GAMMA 1.8, GAMMA 2.2, GAMMA 1.0, GAMMA 1.4)	e-Manual "E-Mail", "Scanning Documents to a File Server"
9. SHARPNESS	Sets the contrast of the images you scan. (1-7)	e-Manual "Fax", "I-Fax", "E-Mail", "Scanning Documents to a File Server"
10. COLOR TX SCAN SET	Sets the priority for color scanned data.	
SPEED PRIORITY	Reduces the time spent in sending the document, but results in lower quality images.	
IMAGE PRIORITY	Increases the time spent in sending the document, but results in higher quality images.	
11. INIT STANDARD SET	Sets whether to restore <STANDARD SETTINGS> in <TX SETTINGS> to the default. – OFF – ON	
2. RX SETTINGS	Sets the reception features.	
1. TWO-SIDED PRINT	Sets the type of two-sided printing for faxing. – OFF – ON	

Setting Item	Description	Applicable Page
2. RECEIVE REDUCTION	Sets whether the received images print out at a reduced size.	e-Manual "Fax", "I-Fax", "E-Mail", "Scanning Documents to a File Server"
ON	Image reduction is turned on.	
1. RX REDUCTION	Selects the reducing type. – AUTO – FIXED REDUCTION (90%, 95%, 97%, 75%)	
2. REDUCE DIRECTION	Selects the reducing direction. – VERTICAL ONLY – HORIZ & VERTICAL	
OFF	Image reduction is turned off.	
3. CONT. PRINTING	Selects how the machine responds when the <TONER LOW/ PREPARE NEW TONER> message appears.	e-Manual "Fax", "I-Fax"
RX TO MEMORY	The machine stores all documents in memory.	
KEEP PRINTING	The machine does not store documents in memory if the toner runs out. Reset to <RX TO MEMORY> after replacing the toner cartridge.	
2. FAX SETTINGS	Sets the fax features.	-
1. USER SETTINGS	Specifies the basic operation settings in the fax mode.	
1. UNIT TELEPHONE #	Registers your fax number (20 characters maximum, including spaces).	Quick Start Guide "Register User Telephone Number and Unit Name"
2. TEL LINE TYPE	Selects the telephone line type. – TOUCH TONE – ROTARY PULSE	Quick Start Guide "Select the Receive Mode that Suits Your Needs"
3. OFFHOOK ALARM	Sets whether the alarm sounds when the handset of the external telephone is off the hook. – ON – OFF	-
4. VOLUME CONTROL	Adjusts the monitor volume and the calling volume.	
1. MONITOR VOL. CTRL	Sets the volume for monitor tone during the fax transmission. (0-3)	
2. CALLING VOLUME	Set the volume of the ring produced when the machine detects a call. (1-3)	
2. TX SETTINGS	Sets the transmission features.	p. 5-45
1. ECM TX	Sets whether the ECM (Error Correction Mode) transmission is activated. – ON – OFF	p. 5-45
2. PAUSE TIME	Sets the pause time when you insert pause into the dialing sequence. (1SEC–15SEC)	p. 5-16

Setting Item	Description	Applicable Page
3. AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs.	p. 5-46
ON	Customizes the redial operation.	
1. REDIAL TIMES	Sets the number of retries. (1TIMES–10TIMES)	
2. REDIAL INTERVAL	Sets period of time before redialing. (2MIN.–99MIN.)	
3. TX ERROR REDIAL	Sets whether the machine redials automatically when transmission error occurs. – ON – OFF	
OFF	After the first attempt at dialing fails, redialing is not attempted.	
4. TIME OUT	Sets whether to scan a document automatically after specifying the destination. (This function is not available when you dial with ☉–☉ [numeric keys].) – OFF – ON	–
5. DIALING LINE CHCK	Sets whether to check the telephone line condition. – OFF – ON	p. 5-48
3. RX SETTINGS	Sets the reception features.	p. 5-55
1. ECM RX	Sets whether the ECM (Error Correction Mode) reception is activated. – ON – OFF	
2. RX MODE	Selects the receive mode. – FaxOnly – FaxTel – AnsMode – DRPD – Manual	p. 5-11
3. FAX/TEL OPT. SET	Sets the optional items in the <FaxTel> mode.	p. 5-55
1. RING START TIME	Sets the time the machine takes to check whether a call is a fax or a voice call. (0SEC–30SEC)	
2. F/T RING TIME	Selects the ring length for voice calls. (15SEC–300SEC)	
3. F/T SWITCH ACTION	Selects whether the machine switches to the receive mode after the ring time has elapsed, or whether if disconnects the call. – RECEIVE – DISCONNECT	

Setting Item	Description	Applicable Page
4. DRPD:SELECT FAX	Selects the ring pattern for fax calls. – DOUBLE RING – SHORT-SHORT-LONG – SHORT-LONG-SHORT – OTHER RING TYPE – NORMAL RING	p. 5-10
5. INCOMING RING	Sets whether the external telephone rings when the machine receives a voice call or fax, enabling you to answer the voice call. This function is only available when the <RX MODE> is set to <FaxOnly> or <FaxTel>.	p. 5-58
OFF	The telephone does not ring when the machine receives a voice call or fax. (In the Sleep mode, the telephone may ring one or two times, if <ENERGY IN SLEEP> in <COMMON SETTINGS> is set to <LOW>.)	
ON	The telephone rings when the machine receives a voice call or fax if an external telephone is connected.	
RING COUNT	Sets the number of incoming rings before the machine answers. (1TIMES–99TIMES)	
6. REMOTE RX	Sets whether to use remote receiving.	
ON	The machine enables remote receiving.	p. 5-59
REMOTE RX ID	You can dial a code on remote extension to start receiving a document. A combination of two characters using 0 to 9, * and # is possible.	
OFF	The machine disables remote receiving.	
7. MANUAL/AUTO	Sets whether the machine switches to the document receive mode after the external telephone rings for a specified length of time in the manual receive mode.	
OFF	The external telephone keeps ringing until someone answers the call manually.	
ON	The machine switches to the document receive mode after the external telephone rings for a specified time.	p. 5-59
F/T RING TIME	Sets the length of time to elapse before the machine switches to document receiving. (1SEC–99SEC)	

\*1 Only for the imageRUNNER 1025iF.

**ADDRESS BOOK SET.\*1**

Setting Item	Description	Applicable Page	
1. FAVORITES BUTTONS	Registers destinations together with a combination of the scan and send settings for frequent use. (M1–M4: One-touch keys 01 to 04 are used for this feature.)	p. 5-34	
FAX	Registers fax numbers.		
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).		
2. TEL NUMBER ENTRY	Registers the recipient's fax number (120 digits maximum, including spaces).		
3. IMAGEQUALITY	Sets the image quality. – FINE – PHOTO – SUPER FINE – ULTRA FINE – STANDARD		
4. OPTIONAL SETTING	Selects whether to use the advanced functional settings for each one-touch key registered in the machine.		
OFF	The optional setting is not set for this destination.		
ON	The optional setting is set for this destination.		
1. ECM	Selects whether to use ECM (Error Correction Mode). – ON – OFF		
2. TX SPEED	Select the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps)		
3. INTERNATIONAL	Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3		
E-MAIL	Registers e-mail addresses.		e-Manual "E-Mail"
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).		
2. E-MAIL ADDRESS	Registers the recipient's e-mail address (120 characters maximum).		
3. IMAGE FORMAT	Sets the file format for a file attached to an e-mail message. – PDF – TIFF (B&W) – PDF (COMPACT) – JPEG		
4. DIVIDE INTO PAGES	Sets if multiple images are sent as separate files or as a single file.		
OFF	Sends multiple images as a single file without dividing them.		



Setting Item	Description	Applicable Page
ON	Separates multiple images and send them as separate files.	e-Manual "E-Mail"
5. IMAGEQUALITY	Sets the resolution of the document you send. (200×200dpi, 200×400dpi, 300×300dpi, 400×400dpi, 600×600dpi, 100×100dpi, 150×150dpi, 200×100dpi)	
6. ORIGINAL TYPE	Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO	
IFAX	Registers I-fax addresses.	p. 5-36
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. I-FAX ADDRESS	Registers the recipient's I-fax address (120 characters maximum).	
3. DIVIDE INTO PAGES	Sets if multiple images are sent as separate files or as a single file.	
OFF	Sends multiple images as a single file without dividing them.	
ON	Separates multiple images and send them as separate files.	
4. IMAGEQUALITY	Sets the resolution of the document you send. (200×200dpi, 200×400dpi, 300×300dpi, 400×400dpi, 600×600dpi, 100×100dpi, 150×150dpi, 200×100dpi)	
5. ORIGINAL TYPE	Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO	
FTP	Registers FTP addresses.	e-Manual "Scanning Documents to a File Server"
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. HOST NAME	Registers the name of the file server (120 characters maximum).	
3. FILE PATH	Registers the path to the file server (120 characters maximum).	
4. LOGIN NAME	Registers the login name to access the file server (24 characters maximum).	
5. PASSWORD	Registers the password to access the file server (24 characters maximum).	
6. IMAGE FORMAT	Sets the file format. – PDF – TIFF (B&W) – PDF (COMPACT) – JPEG	
7. DIVIDE INTO PAGES	Sets if multiple images are sent as separate files or as a single file.	

Setting Item	Description	Applicable Page
OFF	Sends multiple images as a single file without dividing them.	e-Manual "Scanning Documents to a File Server"
ON	Separates multiple images and send them as separate files.	
8. IMAGEQUALITY	Sets the resolution of the document you send. (200×200dpi, 200×400dpi, 300×300dpi, 400×400dpi, 600×600dpi, 100×100dpi, 150×150dpi, 200×100dpi)	
9. ORIGINAL TYPE	Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO	
SMB	Registers SMB addresses.	
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. HOST NAME	Registers the name of the file server (120 characters maximum).	
3. FILE PATH	Registers the path to the file server (120 characters maximum).	
4. LOGIN NAME	Registers the login name to access the file server (24 characters maximum).	
5. PASSWORD	Registers the password to access the file server (14 characters maximum).	
6. IMAGE FORMAT	Sets the file format. – PDF – TIFF (B&W) – PDF (COMPACT) – JPEG	
7. DIVIDE INTO PAGES	Sets if multiple images are sent as separate files or as a single file.	
OFF	Sends multiple images as a single file without dividing them.	
ON	Separates multiple images and send them as separate files.	
8. IMAGEQUALITY	Sets the resolution of the document you send. (200×200dpi, 200×400dpi, 300×300dpi, 400×400dpi, 600×600dpi, 100×100dpi, 150×150dpi, 200×100dpi)	
9. ORIGINAL TYPE	Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO	
2. 1-TOUCH SPD DIAL	Registers the destinations on one-touch keys. (23 destinations maximum)	p. 3-3
FAX	Registers fax numbers.	
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	

Setting Item	Description	Applicable Page
2. TEL NUMBER ENTRY	Registers the recipient's fax number (120 digits maximum, including spaces).	p. 3-3
3. OPTIONAL SETTING	Sets the optional settings for sending faxes.	
OFF	The optional setting is not set.	
ON	The optional setting is set.	
1. ECM	Selects whether to use ECM (Error Correction Mode). – ON – OFF	
2. TX SPEED	Selects the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps)	
3. INTERNATIONAL	Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3	
E-MAIL	Registers e-mail addresses.	p. 3-5
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. E-MAIL ADDRESS	Registers the recipient's e-mail address (120 characters maximum).	
IFAX	Registers I-fax addresses.	p. 3-6
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. I-FAX ADDRESS	Registers the recipient's I-fax address (120 characters maximum).	
FTP	Registers FTP addresses.	p. 3-7
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. HOST NAME	Registers the name of the file server (120 characters maximum).	
3. FILE PATH	Registers the path to the file server (120 characters maximum).	
4. LOGIN NAME	Registers the login name to access the file server (24 characters maximum).	
5. PASSWORD	Registers the password to access the file server (24 characters maximum).	
SMB	Registers SMB addresses.	p. 3-7
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. HOST NAME	Registers the name of the file server (120 characters maximum).	
4. LOGIN NAME	Registers the login name to access the file server (24 characters maximum).	

Setting Item	Description	Applicable Page
5. PASSWORD	Registers the password to access the file server (14 characters maximum).	p. 3-7
3. CODED SPD DIAL	Registers the destinations for coded dial codes. Up to 177 destinations can be registered.	p. 3-14
FAX	Registers fax numbers.	
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. TEL NUMBER ENTRY	Registers the recipient's fax number (120 digits maximum, including spaces).	
3. OPTIONAL SETTING	Sets the optional settings for sending faxes.	
OFF	The optional setting is not set.	
ON	The optional setting is set.	
1. ECM	Selects whether to use ECM (Error Correction Mode). – ON – OFF	
2. TX SPEED	Selects the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps)	
3. INTERNATIONAL	Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3	
E-MAIL	Registers e-mail addresses.	
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. E-MAIL ADDRESS	Registers the recipient's e-mail address (120 characters maximum).	
IFAX	Registers I-fax addresses.	p. 3-17
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. I-FAX ADDRESS	Registers the recipient's I-fax address (120 characters maximum).	
FTP	Registers FTP addresses.	p. 3-18
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. HOST NAME	Registers the name of the file server (120 characters maximum).	
3. FILE PATH	Registers the path to the file server (120 characters maximum).	
4. LOGIN NAME	Registers the login name to access the file server (24 characters maximum).	
5. PASSWORD	Registers the password to access the file server (24 characters maximum).	

Setting Item	Description	Applicable Page
SMB	Registers SMB addresses.	p. 3-18
1. NAME	Registers the recipient's name (16 characters maximum, including spaces).	
2. HOST NAME	Registers the name of the file server (120 characters maximum).	
3. FILE PATH	Registers the path to the file server (120 characters).	
4. LOGIN NAME	Registers the login name to access the file server (24 characters maximum).	
5. PASSWORD	Registers the password to access the file server (14 characters maximum).	p. 3-9, p. 3-20
4. GROUP DIAL	Registers destinations in group addresses. (199 destinations maximum).	
1. SELECT ADD/TEL NO	Registers the recipient's numbers and addresses by specifying the one-touch keys or coded dial codes.	
2. NAME	Registers the group name (16 characters maximum, including spaces).	

\*1 Only for the imageRUNNER 1025iF.

## PRINTER SETTINGS

Setting Item	Description	Applicable Page
1. DEFAULT PAPERSIZE	Sets the default paper size when no paper source is specified. (LTR, STMT, EXECUTIV, ISO-B5, ISO-C5, COM10, MONARCH, DL, A4, B5, A5, LGL)	e-Manual "Printer Settings from the Machine"
2. DEFAULT PAPERTYPE	Sets the default paper type for print jobs. This machine has internally defined optimal print modes for each specified paper type. (PLAIN PAPER, COLOR, RECYCLED, HEAVY PAPER 1, HEAVY PAPER 2, HEAVY PAPER 3, BOND, 3HOLE PUNCH PAPER, TRANSPARENCY, LABELS, ENVELOPE)	
3. COPIES	Sets the number of documents printed. (1-999)	
4. 2-SIDED PRINTING	Sets whether to activate two-sided printing. – OFF – ON	p. 7-10
5. PRINT QUALITY	Sets the image quality, density or toner saving mode for printing.	e-Manual "Printer Settings from the Machine"
1. IMAGE REFINEMENT	Sets whether to print smoothly the jagged outlines of characters and graphics. – ON – OFF	

Setting Item	Description	Applicable Page
2. DENSITY	Adjusts the print density. (1-9)	e-Manual "Printer Settings from the Machine"
3. TONER SAVER	Sets whether the toner saving mode is enabled. – OFF – ON	
6. PAGE LAYOUT	Sets the printing layout.	
1. BINDING	Sets the binding position for two-sided printing. – LONG EDGE – SHORT EDGE	
2.MARGIN	Sets the page margin in inches or millimeters. – INCHES (-01.90INCHES–01.90INCHES) – MM (-50.0MM–50.0MM)	
7. COLLATE	Sets whether to collate the printouts automatically. – OFF – COLLATE	
8. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.	
ON	Sets the error time out period. (5SEC–300SEC)	
OFF	The error time out is off.	
9. INIT. PRINTER SET	Restores all <PRINTER SETTINGS> to the defaults. – OFF – ON	
10. PCL SETTINGS* <sup>1</sup>	Sets the PCL printer setting.	
1. ORIENTATION	Sets the paper orientation. – PORTRAIT – LANDSCAPE	
2. FONT NUMBER	Sets the default font typeface for the printer function using the corresponding font numbers. (0-120)	
3. POINT SIZE	Specifies a point size for the default font. This item appears when the number in <FONT NUMBER> is that of a proportionally spaced scalable font. (4.00–999.75)	
4. PITCH	Specifies the pitch for the default font. This item appears when the number in <FONT NUMBER> is that of a fixed pitch scalable font. (0.44–99.99)	
5. FORM LINES	Sets the number of lines to be printed on a page. (5-128)	
6. SYMBOL SET	Selects the symbol set most suited to the needs of the host computer.	
7. CUSTOM PAPER	Sets whether to use a custom paper size.	
OFF	Disables you to specify a custom paper size.	
ON	Enables you to specify a custom paper size.	
1. UNIT OF MEASURE	Selects the unit of measurement to specify a custom paper size. – INCHES – MILLIMETERS	

Setting Item	Description	Applicable Page
2. X DIMENSION	Specifies the horizontal size of the custom paper. (05.00–14.00" (127–356 mm))	e-Manual "Printer Settings from the Machine"
3. Y DIMENSION	Specifies the vertical size of the custom paper. (03.00–08.50" (76–216 mm))	
8. APPEND CR TO LF	Sets whether to append a carriage return (CR) when line feed code (LF) is received.	
NO	The print head moves down to the next line when line feed code is received, and the margin does not change (such as the beginning of the next line).	
YES	The print head moves to the beginning of the next line when line feed code is received.	
9. ENLARGE A4	Sets whether to expand the printable area of A4 size paper to that of Letter size in width. * This setting is applicable for A4 paper and portrait orientation for the PCL5 printing only. The PCL6 printing is not supported.	
OFF	All the area on a page 1/8" (4.23 mm) from the top, bottom, left, and right edges is available for printing on A4 paper.	
ON	All the area on a page 1/8" (4.23 mm) from the top and bottom edges and 1/8" (3.30 mm) from the left and right edges is available for printing on A4 paper. Only the width increases.	
10. BarDIMM*2	Sets whether to use the bar code printing function.	
ENABLE	Sets the bar code printing function to on. FreeScale: ~, ", #, \$, /, \, ?, {, },  , OFF	
DISABLE	Sets the bar code printing function to off.	
11. RESET PRINTER	Clears all print jobs in progress and resets the printer function. – OFF – ON	

\*1 Only for users of the PCL Printer Kit.

\*2 This setting is available only if the bar code printing function is activated.

## TIMER SETTINGS

Setting Item	Description	Applicable Page
1. DATE&TIME SETTING	Sets the current date and time.	p. 5-4
2. TIME ZONE SETTING	Sets the time zone of your machine's location.	e-Manual "Introduction of the Machine"
3. DATE TYPE SELECT	Sets the date format. – MM/DD/YYYY – DD/MM YYYY – YYYY MM/DD	

Setting Item	Description	Applicable Page
4. AUTO SLEEP TIME	Sets the auto sleep mode when the machine remains idle for a certain period of time. (3MIN.–30MIN.) – ON – OFF	p. 1-14
5. AUTO CLEAR TIME	Sets the auto clear mode when the machine has no operation idle for a certain period of time. (1MIN.–9MIN.) The machine returns to the standby mode. – ON – OFF	p. 1-15
6. DAYLIGHT SV.TIME	Sets the daylight saving time mode.	p. 1-15
OFF	Deactivates the daylight saving time mode.	
ON	Activates the daylight saving time mode.	
1. START DATE/TIME	Sets the start date. – 1. MONTH – 2. WEEK – 3. DAY	
2. END DATE/TIME	Sets the end date. – 1. MONTH – 2. WEEK – 3. DAY	

## ADJUST./CLEANING

Setting Item	Description	Applicable Page
1. TRANS. ROLR CLEAN	Cleans the transcription roller.	e-Manual "Maintenance"
2. DRUM CLEANING	Cleans the drum.	
3. FIX.UNIT CLEANING	Cleans the fuser roller.	p. 12-3
4. FEEDER CLEANING*1	Cleans the ADF.	p. 12-8
5. SPECIAL MODE M	Sets to improve print quality or fix irregular print density. If print quality decreases or an irregularity in the print density appears, transcription output may not function adequately.	e-Manual "Maintenance"
MID	Selects in normal conditions.	
LOW	Selects to compensate for poor print quality that occurs when using paper that was stored for a long time at high temperatures and high humidity.	
HIGH	Selects to compensate for poor quality that occurs when using heavyweight paper.	



Setting Item	Description	Applicable Page
6. SPECIAL MODE N	When the two-sided printing function is used, paper may curl severely or become jammed. Enable this setting to prevent paper curling or jamming. – OFF – ON	e-Manual "Maintenance"
7. SPECIAL MODE P	Sets to activate when lightweight paper or paper which is easy to get uneven print density is used for printing. – OFF – ON	
8. SPECIAL MODE S	Sets whether to reduce the waiting time for the next printout. When you change the paper size after continuous printing, the machine may take a while to start the next printing.	
OFF	Does not reduce the waiting time next set of printout. (default)	
SPEED PRIORITY	Reduces the waiting time to start the next set of printout. Print speed has priority; however, it is possible that a previously printed image may be printed faintly on the next output.	
9. CONT. PRINT MODE	Sets whether to prevent the back edge of the previous page from appearing on the following page during continuous printing of half-tone prints or photographs. – OFF – ON	
10. BACK EDGE MODE	Sets whether to prevent back edge of paper from smudging. – OFF – ON	
11. LARGE PAPER MODE	Sets whether to improve toner fix on large size paper. – OFF – ON	
12. AUTO ADF DRTY ADJ* <sup>1</sup>	Sets whether to activate smudge (due to dust or dirt) reduction during printing. When the ADF is dirty, copies may contain unwanted dots or lines. – ON – OFF	
13. MAINTENANCE CODE	This setting is not functional in this model.	

\*<sup>1</sup> Not applicable for imageRUNNER1025.

## REPORT SETTINGS

Setting Item	Description	Applicable Page
1. SETTINGS* <sup>1</sup>	Sets the report functions.	p. 5-66
1. TX REPORT	Sets whether the transmission report prints out.	
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.	

Setting Item	Description	Applicable Page
REPORT WITH TX IMAGE	Sets whether to print the first page of the document under the report. – OFF – ON	p. 5-66
OUTPUT YES	Prints a report every time you send a document.	
REPORT WITH TX IMAGE	Sets whether to print the first page of the document under the report. – OFF – ON	
OUTPUT NO	No report is printed.	
2. RX REPORT	Sets whether the reception report prints out. – OUTPUT NO – PRINT ERROR ONLY – OUTPUT YES	p. 5-67
3. ACTIVITY REPORT	Sets whether to automatically print the transaction report and selects its type.	p. 5-68
1. AUTO PRINT	Sets whether an activity report is printed automatically every 40 transactions. – OUTPUT YES – OUTPUT NO	
2. TX/RX SEPARATE	Sets whether an activity report is printed separately for sending and receiving. – OFF – ON	
2. LIST PRINT	Prints reports/lists.	e-Manual "Introduction of the Machine"
1. ACTIVITY REPORT* <sup>1</sup>	Prints the transaction report (last 40 transactions maximum) manually.	
2. SPEED DIAL LIST * <sup>1</sup>	Prints the list of destinations registered in Address Book. – 1. 1-TOUCH LIST – 2. CODED DIAL LIST – 3. GROUP DIAL LIST	
3. ADD BOOK DETAILS * <sup>1</sup>	Prints the details of Address Book. – 1. 1-TOUCH (DETAILS) – 2. CODED (DETAILS)	
4. USER DATA LIST	Prints the setting list registered in the menu.	
		p. 14-2

\*<sup>1</sup> Only for the imageRUNNER1025iF.

## SYSTEM SETTINGS

Setting Item	Description	Applicable Page
1. SYS. MANAGER INFO	Sets the system manager information to protect the contents of <SYSTEM SETTINGS>. Once the system manager ID and system password is set, they must be entered every time you access the <SYSTEM SETTINGS> menu.	p. 11-4
1. SYS. MANAGER ID	Sets the system manager ID (seven digits).	
2. SYSTEM PASSWORD	Sets the system manager password (seven digits).	
3. SYSTEM MANAGER	Sets the system manager name (32 characters maximum, including spaces).	
2. DEVICE INFO	Sets the device information.	p. 11-6
1. DEVICE NAME	Registers the machine name (32 characters maximum, including spaces).	
2. LOCATION	Registers the machine location (32 characters maximum, including spaces).	p.11-7
3. MANAGE DEPT. ID	Sets if the Department ID management is used.	
OFF	The Department ID management is not used.	
ON	The Department ID management is used.	
1. REGISTER DEPT. ID	Registers the Department ID (0001-1000).	
1. PASSWORD	Registers the Department ID management password.	
2. PAGE LIMIT SET.	Sets page limits for scans, prints, and copies (0–999,999 pages).	
1. TOTAL PRINT	Sets the total page limit.	
1. RESTRICT TOTAL	Sets if the total page limit is used. – OFF – ON	
2. PAGE TOTALS	Sets the page limits for (0–999,999 pages).	
2. COPY	Sets the limit for copies.	
1. RESTRICT COPY	Sets if the copy limit is used. – OFF – ON	
2. COPY LIMIT	Sets the page limits for (0–999,999 pages).	
3. SCAN	Sets the limit for scans.	e-Manual "Security"
1. RESTRICT B&W SCAN	Sets if the scan limit is used. – OFF – ON	
2. SCAN LIMIT	Sets the page limits for (0–999,999 pages).	

Setting Item	Description	Applicable Page
4. COLOR SCAN	Sets the limit for color scans.	e-Manual "Security"
1. RESTRICT CLR SCAN	Sets if the color scan limit is used. – OFF – ON	
2. COLOR SCAN LIMIT	Sets the page limits for (0–999,999 pages).	
5. PRINT	Sets the limit for prints.	
1. RESTRICT PRINT	Sets if the print limit is used. – OFF – ON	
2. PRINT LIMIT	Sets page limits for (0–999,999 pages).	
3. ERASE	Erases the Department ID and password. – OFF – ON	p. 11-12
2. PAGE TOTALS	Displays, clears, and prints counter information.	p. 11-13
1. VIEW PAGE TOTALS	Displays how much paper was used by each department. – 1. TOTAL PRINT – 2. COPY – 3. SCAN – 4. RESTRICT CLR SCAN – 5. PRINT	
2. CLEAR ALL TOTAL	Clears counter information. – OFF – ON	
3. PRINT LIST	Prints counter information.	
3. PDL JOBS W/OUT ID	Sets if print jobs from computers with unknown IDs are accepted or rejected.	
ON	Accepts print jobs from computers with unknown IDs.	e-Manual "Security"
OFF	Rejects print jobs from computers with unknown IDs.	
4. MANAGE USER ID	Sets if the User ID management is used. – OFF – ON	p. 11-16
5. NETWORK SETTINGS* <sup>1</sup>	Sets the network setting.	e-Manual "Network Settings"
1. TCP/IP SETTINGS	Sets TCP/IP network.	
1. IP ADDRESS AUTO.	Sets whether to automatically set an IP address.	
ON	Enables an IP address to the machine automatically. – 1. DHCP (ON/OFF) – 2. BOOTP (OFF/ON) – 3. RARP (OFF/ON)	
OFF	Allocate an IP address to the machine manually.	
2. IP ADDRESS	Registers a fixed IP address to the machine.	

Setting Item	Description	Applicable Page
3. SUBNET MASK	Registers a fixed subnet mask address to the machine.	e-Manual "Network Settings"
4. GATEWAY ADDRESS	Registers a fixed gateway address to the machine.	
5. DNS SETTINGS	Sets the DNS server settings.	
1. PRIMARY SERVER	Registers the primary server address.	
2. SECONDARY SERVER	Registers the secondary server address.	
3. HOST NAME	Registers the host name of the DNS server.	
4. DOMAIN NAME	Registers the domain name of the DNS server.	
5. DNS DYNA. UPDATE	This setting is not functional in this model.	
6. CONFIGURE WINS	Sets the WINS settings to resolve a name with WINS.	
1. WINS RESOLUTION	Sets whether to resolve a name with WINS. – OFF – ON	
2. WINS SERVER	Registers the IP address of a WINS server.	
7. USE LPD	Sets whether to use LPD as the print application. – ON – OFF	
8. RAW SETTINGS	Sets whether to use RAW as the print application.	
ON	Enables to use RAW.	
1. USE BIDIRECTIONAL	Sets whether to use bidirectional communication. – ON – OFF	
OFF	Disables to use RAW.	
9. USE PASV MODE	Sets the PASV mode for FTP. – OFF – ON	
10. FTP EXTENSION	Sets the FTP Extension settings. – OFF – ON	
11. USE HTTP	Sets whether to activate HTTP (HyperText Transfer Protocol) for the Remote UI. – ON – OFF	
12. PROXY SETTINGS	Sets whether to use a Proxy server.	
1. USE PROXY	Enables to use a Proxy server. – OFF – ON	
13. PORT NO.	Sets the port number settings.	
1. LPD	0–65535 (default:515)	

Setting Item	Description	Applicable Page
2. RAW	0-65535 (default:9100)	e-Manual "Network Settings"
3. HTTP	0-65535 (default:80)	
4. SMTP RX	0-65535 (default:25)	
5. POP3 RX	0-65535 (default:110)	
6. FTP SENDING	0-65535 (default:21)	
7. SMTP TX	0-65535 (default:25)	
8. SNMP	0-65535 (default:161)	
14. SET IP ADD RANGE	Sets whether to restrict the range of IP addresses.	
OFF	Disables restriction of IP address of computers.	
ON	Enables restriction of IP address of computers from which data (print/fax jobs) can be sent to the machine.	
1. PERMIT/REJECT	Selects whether to permit or reject access from a specified IP address. - REJECT - PERMIT	
2. SET IP ADDRESS	Specifies the IP address range. <START IP ADDRESS> and <END IP ADDRESS> must be entered for each setting. - 1. IP ADDRESS 1 - 2. IP ADDRESS 2 - 3. IP ADDRESS 3 - 4. IP ADDRESS 4	
15. RX MAC ADD SET.	Sets whether to activate a MAC address filter.	
OFF	Disables a MAC address filter.	
ON	Specifies a MAC address filter to access. A MAC address must be entered for each setting. - 1. PERMIT RX ADD1 - 2. PERMIT RX ADD2 - 3. PERMIT RX ADD3 - 4. PERMIT RX ADD4 - 5. PERMIT RX ADD5	
2. SMB SETTINGS*2	Sets the SMB settings to use the machine on a NetBIOS network.	
1. USE SMB CLIENT	Sets if SMB client is used.	
OFF	SMB client is not used.	
ON	SMB client is used.	
1. SERVER	Enters the NetBIOS name of the machine.	
2. WORKGROUP	Enters the name of the workgroup the machine belongs to.	
3. COMMENT	Enters a comment about the printer.	
4. LM ANNOUNCE	Sets if the machine notifies the LAN Manager of its existence. - OFF - ON	
3. SNMP SETTINGS	Sets detailed information about SNMP.	

Setting Item	Description	Applicable Page
1. USE SNMP	Sets whether to activate SNMP. – ON – OFF	e-Manual “Network Settings”
2. COMMUNITY NAME 1	Sets SNMP community name 1 (default: public).	
3. COMMUNITY NAME 2	Sets SNMP community name 2.	
4. SNMP WRITABLE 1	Enables computers on the network to access the machine and modify its settings. – ON – OFF	
5. SNMP WRITABLE 2	Enables computers on the network to access the machine and modify its settings. – OFF – ON	
4. DEDICATED PORT	Sets or browses detailed information on the machine with a Canon printer driver or utility. – ON – OFF	
5. ETHERNET DRIVER	Specifies the type of network connection.	
1. AUTO DETECT	Selects the detection method of Ethernet driver.	
AUTO	Sets the machine to determine the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX) automatically.	
MANUAL	Sets the communication mode and Ethernet type manually.	
1. DUPLEX	Selects the communication mode. – HALF DUPLEX – FULL DUPLEX	
2. ETHERNET TYPE	Selects the Ethernet type. – 10 BASE-T – 100 BASE-TX	
6. VIEW IP ADDRESS	Checks the current network settings.	
1. IP ADDRESS	Checks the IP address.	
2. SUBNET MASK	Checks the subnet mask.	
3. GATEWAY ADDRESS	Checks the gateway address.	
7. E-MAIL/I-FAX*2		
1. SMTP RX	Sets whether to receive e-mail/I-faxes using the machine’s own SMTP receiving function. – OFF – ON	
2. SMTP SERVER	Registers the host name of the machine with the DNS server.	

Setting Item	Description	Applicable Page
3. POP	Sets whether to receive e-mail/l-faxes using a POP server. – OFF – ON	e-Manual “Network Settings”
4. E-MAIL ADDRESS	Enters the e-mail address your machine will use (64 characters maximum).	
5. POP SERVER	Enters the POP server IP address or name (48 characters maximum).	
6. POP ADDRESS	Enters the login name for access to the POP server (32 characters maximum).	
7. POP PASSWORD	Enters the password for access to the POP server (32 characters maximum).	
8. POP INTERVAL	Sets the interval you want the POP server to check for incoming e-mail. If the interval is set to 0, the POP server is not checked automatically (0MIN.–99MIN.).	
9. AUTH/ENC SETTINGS	Specifies authenticating method before sending e-mail.	
1. POP BEFORE SEND.	Sets whether to use the SMTP server requires POP before SMTP (method for authenticating users who have logged in the POP server before sending e-mail). – OFF – ON	
2. SMTP AUTH	Sets whether to use the SMTP server requires SMTP Authentication (method for authenticating users who have logged in the POP server before sending e-mail). – OFF – ON	
8. STARTUP TIME SET.	Sets the time period required to delay the startup of network communications for the machine (0–300SEC).	e-Manual “Fax”, “I-Fax”, “E-Mail”
6. COMMUNICATIONS* <sup>2</sup>	Sets the fax, e-mail, and I-fax communication.	
1. E-MAIL/I-FAX	Sets the e-mail/I-fax communications.	
1. MAX TX DATA SIZE	Sets the maximum data size for outgoing e-mail messages and I-fax documents. If the e-mail message exceeds this data size limit, it is split up into several e-mail messages before being sent. However, if an I-fax transmission exceeds the data size limit, it is handled as an error, and it is not sent. (0 to 99 MB)	
2. DIVIDED OVER MAX	Sets whether to divide a document into separate files when it is sent if its size exceeds the data size you specify. – OFF – ON	
2. FAX SETTINGS	Sets the facsimile communication.	
1. TX START SPEED	Sets the transmission start speed for faxes. (33600bps, 2400bps, 4800bps, 7200bps, 9600bps, 14400bps)	
2. RX START SPEED	Sets the reception start speed for faxes. (33600bps, 2400bps, 4800bps, 7200bps, 9600bps, 14400bps)	



Setting Item	Description	Applicable Page
3. MEMORY LOCK	Sets whether to receive and store all documents in memory and not to print automatically.	p. 5-61
OFF	Disables memory reception.	
ON	Enables memory reception.	
1. PASSWORD	Registers the password that protects the authority for accessing to memory.	
2. REPORT PRINT	Sets whether to print a report on memory reception. – OFF – ON	
3. MEMORY RX TIME	Sets whether to set a period for memory reception.	
OFF	Disables setting a period of memory reception.	e-Manual "Fax", "I-Fax"
ON	Enables setting a period of memory reception. – 1. MEM RX START TIME – 2. MEM. RX END TIME	
7. FORWARD ERR. SET.*2	Sets the machine to print and/or store received documents when document forwarding fails.	
1. PRINT	Sets whether to print out the image if forwarding fails. – ON – OFF	e-Manual "Fax", "I-Fax"
2. STORE TO MEMORY	Sets whether to store the image in memory if forwarding fails. – OFF – ON	
8. REMOTE UI*1	Sets whether to activate the Remote UI function to operate the machine and change the settings from a network computer using a web browser. – ON – OFF	p. 10-4
9. ACCESS TO DEST.*2	Sets restriction of the access to destinations.	e-Manual "Security"
1. ADD. BOOK PASSWOR	Sets a password to restrict editing the Address Book. (7 digits maximum)	
2. RESTRICT NEW ADD.	Sets whether to restrict registering or changing destinations for one-touch keys and coded dial codes*. Sets whether to restrict making calls to the destinations not registered in Address Book. – OFF – ON** * Registration of group addresses is not restricted. ** You can still make calls using an external phone if all of the following conditions are met: – The machine is in the Sleep mode – <RX MODE> is set to <FaxOnly> – <ENERGY IN SLEEP> is set to <LOW>	

Setting Item	Description	Applicable Page
3. FAX DRIVER TX	Sets whether to restrict sending faxes from a computer using the fax driver. – ON – OFF	e-Manual "Security"
4. CONFIRM FAX NO.	Sets whether to confirm the entered fax numbers each time you send a fax. – OFF – ON	
10. CHECKING THE LOG	Sets whether to allow displaying the log.	p. 5-64, p. 5-65
ON	Enables confirmation of logs using <input type="radio"/> [System Monitor].	
OFF	Disables confirmation of logs using <input type="radio"/> [System Monitor]. Activity Report will not be printed automatically.	
11. LICENSE REGISTRA.	Enter a license key using ①–⑨ [numeric keys] to activate the bar code printing function.	p. 1-17
12. USE DEVICE USB	Sets whether to restrict jobs through the USB interface. – ON – OFF	e-Manual "Security"

\*1 Only for the imageRUNNER 1025N/1025iF. You can use the imageRUNNER 1025 in a network environment if the optional Network Board is installed.

\*2 Only for the imageRUNNER 1025iF.



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# Specifications

<b>General</b>	
<b>Type</b>	Personal Desktop
<b>Power Source</b>	120–127 V, 60 Hz (Power requirements differ depending on the country in which you purchased the product.)
<b>Power Consumption</b>	Approx. 0.98 kW (maximum)
<b>Warm-up Time</b>	imageRUNNER 1025/1025N Less than 16 seconds* imageRUNNER 1025iF Less than 19 seconds* (temperature: 68°F (20°C), humidity: 65%; from when the machine turns ON the power main switch until the standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
<b>Weight</b>	imageRUNNER 1025: Approx. 48.5 lb (22.0 kg) (including drum unit/excluding toner cartridge) imageRUNNER 1025N/1025iF: Approx. 53.1 lb (24.1 kg) (including drum unit/excluding toner cartridge)
<b>Dimensions</b>	imageRUNNER 1025: 14 7/8" (H) × 18" (D) × 20 1/2" (W) (378 mm (H) × 457 mm (D) × 520 mm (W)) 19 7/8" (H) × 18" (D) × 20 1/2" (W) (506 mm (H) × 457 mm (D) × 520 mm (W)) (with optional paper drawer) imageRUNNER 1025N/1025iF: 17 7/8" (H) × 18" (D) × 20 1/2" (W) (453 mm (H) × 457 mm (D) × 520 mm (W)) 22 7/8" (H) × 18" (D) × 20 1/2" (W) (581 mm (H) × 457 mm (D) × 520 mm (W)) (with optional paper drawer)
<b>Installation Space</b>	38 3/4" (D) × 44" (W) (984 mm (D) × 1,117 mm (W)) (including optional card reader)
<b>Environmental Conditions</b>	Temperature: 59°F–86°F (15°C–30°C) Humidity: 10%–80% RH
<b>Display Languages</b>	ENGLISH/FRENCH/SPANISH/PORTUGUESE
<b>Acceptable Originals</b>	» p. 2-2
<b>Acceptable Paper Stock</b>	» p. 2-6
<b>Printable Area</b>	» p. 2-8
<b>Scanning Area</b>	» p. 2-3

<b>Copier</b>	
<b>Scanning Resolution</b>	600 dpi × 600 dpi
<b>Printing Resolution</b>	1200 dpi enhanced × 600 dpi
<b>Magnification</b>	1:1 ± 1.0%, 1:2.000, 1:1.290, 1:0.780, 1:0.640, 1:0.500 Zoom 0.500 - 2.000, 1% increments
<b>First Copy Time</b>	Platen glass: less than 8 seconds (LTR) ADF: less than 12 seconds (LTR)
<b>Copy Speed</b>	Paper drawer: LTR 25 cpm (Direct) Stack bypass: LTR 24 cpm (Direct)
<b>No. of Copies</b>	99 copies maximum

<b>Printer</b>	
<b>Printing Method</b>	Indirect electrostatic method (On-demand fixing)
<b>Paper Handling</b>	Paper drawer: 500 sheets × 1 drawer (21 lb (80 g/m <sup>2</sup> )) Stack Bypass: 100 sheets (21 lb (80 g/m <sup>2</sup> ))
<b>Paper Delivery</b>	100 sheets (17 to 21 lb bond (64 to 80 g/m <sup>2</sup> ))
<b>Print Speed</b>	See "Copy Speed," on p. 15-3.
<b>Printing Resolution</b>	1200 dpi enhanced × 600 dpi
<b>Number of Tones</b>	256
<b>Toner Cartridge</b>	» p. 1-10

<b>Scanner</b>	
<b>Type</b>	Color scanner
<b>Max Scanning Size</b>	8 ½" × 14" (216 mm × 356 mm)
<b>Scanning Resolution</b>	25 - 9600 dpi (ScanGear iR)
<b>Scanning Speed</b>	Color: 2.56 msec/line (600 dpi) Grayscale: 2.56 msec/line (600 dpi)
<b>Host Interface</b>	USB 1.1, USB 2.0
<b>System Requirements</b>	Windows 2000 Professional/XP Windows Vista
<b>Device Driver</b>	TWAIN and WIA (Windows XP/Windows Vista only) compliant

<b>Facsimile (imageRUNNER 1025iF Only)</b>	
<b>Applicable Line</b>	Public Switched Telephone Network (PSTN)* <sup>1</sup>
<b>Compatibility</b>	G3
<b>Data Compression Schemes</b>	MH, MR, MMR, JBIG
<b>Modem Speed</b>	33.6 Kbps Automatic fallback
<b>Transmission Speed</b>	Approx. 3 seconds/page* <sup>2</sup> at 33.6 Kbps, ECM-JBIG, transmitting from memory
<b>Fax Resolution</b>	FINE: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm) PHOTO: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm) SUPER FINE: 203 pels/in. × 392 lines/in. (8 pels/mm × 15.4 lines/mm) ULTRA FINE: 406 pels/in. × 392 lines/in. (16 pels/mm × 15.4 lines/mm) STANDARD: 203 pels/in. × 98 lines/in. (8 pels/mm × 3.85 lines/mm)
<b>Dialing</b>	<ul style="list-style-type: none"> <li>– Speed dialing <ul style="list-style-type: none"> <li>One-touch speed dialing (23 destinations)</li> <li>Coded speed dialing (177 destinations)</li> <li>Group dialing (199 destinations in a group maximum)</li> <li>Address Book dialing (with Address Book key)</li> </ul> </li> <li>– Regular dialing (with numeric keys)</li> <li>– Automatic redialing</li> <li>– Manual redialing (with Recall key)</li> <li>– Sequential broadcast (201 destinations)</li> <li>– Automatic reception</li> <li>– Remote reception by telephone (Default ID: 25)</li> <li>– ACTIVITY REPORT (after every 40 transactions)</li> <li>– TX (Transmission)/RX (Reception) REPORT</li> <li>– TTI (Transmit Terminal Identification)</li> </ul>

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

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

<b>Telephone (imageRUNNER 1025iF Only)</b>	
<b>Connection</b>	External telephone/answering machine/data modem

<b>Send (imageRUNNER 1025iF Only)</b>	
<b>Send to file server</b>	
<b>Communication Protocol</b>	FTP (TCP/IP), SMB (TCP/IP)
<b>Data Format</b>	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
<b>Resolution</b>	100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi
<b>System Environment</b>	Windows XP Professional/Home Edition, Windows 2000 Server/Professional (SP1 or later), Windows Server 2003, Windows Vista, Windows Server 2008, Solaris Version 2.6 or later, Mac OS X, Red Hat Linux 7.2
<b>Interface</b>	USB 2.0, 100BASE-TX, 10BASE-T
<b>Color Mode</b>	Color, B&W (black and white)
<b>Original Type</b>	Text, Text/Photo, Photo
<b>E-Mail and I-Fax Features*1</b>	
<b>Communication Protocol</b>	SMTP, POP3, I-FAX (Simple mode)
<b>Resolution</b>	For Sending E-Mail: 100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi For Sending I-Fax: 200 × 100 dpi, 200 × 200 dpi
<b>Format</b>	E-Mail: TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color) I-Fax: TIFF (MH)
<b>Original Size</b>	E-Mail: LTR, LGL, STMTR, STMT, A4, A5, A5R, B5 I-Fax: LTR, LGL*2, STMTR*2, STMT*2, A4*2, A5*2, A5R*2, B5*2
<b>Server Software</b>	Microsoft Exchange Server 5.5 (SP2), Sendmail 8.11.2, Lotus Domino R4.5/R5

\*1 Only the B&W mode is available for sending and receiving I-fax documents.

\*2 Sent as LTR.



### Cassette Feeding Module-N2 (Optional)

<b>Paper Feeding System</b>	500 sheets × 1 drawer (21 lb bond (80 g/m <sup>2</sup> ))
<b>Acceptable Paper Stock</b>	» p. 2-6
<b>Power Source</b>	From the main unit
<b>Dimensions</b>	6 1/4" (H) × 17 3/8" (D) × 20 1/2" (W) (158 mm (H) × 440 mm (D) × 520 mm (W))
<b>Weight</b>	Approx. 11.46 lb (5.2 kg)

### Card Reader-E1 (Optional)

<b>Available Cards</b>	Magnetic type card, Optical type card
<b>Card Readout Method</b>	Magnetic/Optical readout
<b>Magnetic Card Reading Direction</b>	Inserting Direction
<b>Store/Replay</b>	Replay
<b>Power Source</b>	From the main unit
<b>Dimensions</b>	1 1/4" (H) × 4" (D) × 3 1/2" (W) (32 mm (H) × 100 mm (D) × 88 mm (W))
<b>Weight</b>	Approx. 5/8 lb (295 g)



#### NOTE

Specifications are subject to change without notice.



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