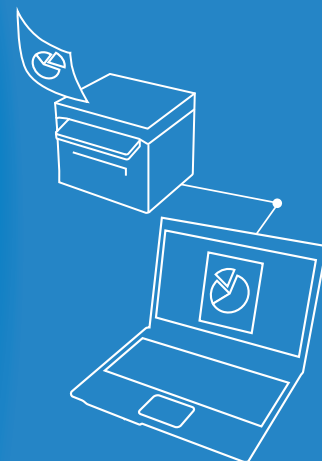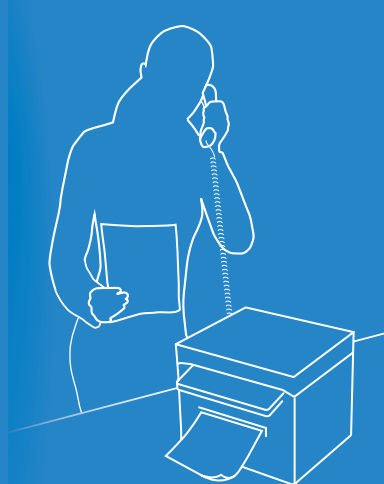# Canon

Basic Operation Guide

Color
imageCLASS
MF8580Cdw / MF8280Cw

For information about machine setup and software installation, see Getting Started.

- This guide describes the basic use of the machine. Read this guide after finishing the machine setup.
- Read "Important Safety Instructions" first (→p.113).
- Keep this manual for future reference.

For information about advanced operations and specifications, see the e-Manual included on the User Software CD-ROM.

e-Manual

Manuals for the Machine

Getting Started

Getting Started describes setting up the machine and installing the software.
Be sure to read this manual before using the machine.

Wireless LAN Setting Guide

Wireless LAN Setting Guide describes the wireless LAN setup procedures and the causes and solutions for troubles you might face during setup. Be sure to read this manual when connecting the machine to a wireless LAN.

Basic Operation Guide

This Manual

Basic Operation Guide describes common use and basic functions of the copy, fax, scan, and print functions.

e-Manual

The e-Manual includes information about all functions and configurations of the machine. This manual is included on the User Software CD-ROM. Use the e-Manual's search function to easily find the information you want.

MF Driver Installation Guide

MF Driver Installation Guide describes how to install the MF Drivers, MF Toolbox, and software included on the User Software CD-ROM.

For Macintosh Users

The examples shown in this manual are based on the operation in the Windows environment. To view how to use printer driver, fax driver, and scanner driver, refer to the driver guides included in the User Software CD-ROM and the driver's help.

Displaying Driver Guides

To view the Driver Guides, double-click the HTML files from the following folders on the User Software CD-ROM.
- Canon MF Printer Driver Guide ➡ [**Documents**] ➡ [**us_eng**] ➡[**Print**] ➡ [**Guide**] ➡ [**index.html**]
- Canon Fax Driver Guide ➡ [**Documents**] ➡ [**us_eng**] ➡ [**Fax**] ➡ [**Guide**] ➡ [**index.html**]
- Canon Scanner Driver Guide ➡ [**Documents**] ➡ [**us_eng**] ➡ [**Scan**] ➡ [**Guide**] ➡ [**index.html**]

Displaying from Driver's Help System

From each driver panel, click [**?**]
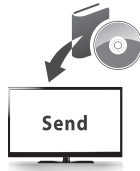
Send Setting Guide (MF8580Cdw Only)

Send Setting Guide describes how to use the Send Function Setting Tool to set up the machine for scanning documents as e-mails (Send to E-mail) and scanning documents to shared folders (Store to Shared Folder).

How to Use This Manual

Symbols Used in This Manual

|	
⚠ WARNING	Indicates a situation that may lead to death or injury to persons. To use the machine safely, always pay attention to these warnings.
⚠ CAUTION	Indicates a situation that may lead to injury to persons or damage to equipment. To use the machine safely, always pay attention to these cautions.
🚫	Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly and avoid damage to the machine or property.
NOTE	Indicates a clarification of an operation or additional explanations for a procedure. Reading these notes is highly recommended.

Keys and Buttons Used in This Manual

In this manual, the following styles are used to represent keys, messages on the display, and buttons or other items on a computer screen.

- Operation panel keys:
  [Key icon]
  [Key icon] + (Key name)
  Example:
  [🔘]
  [▭] (Back)
- Display: <**Message**>
  Example: <**Specify the destination.**>
- Buttons and items on a computer screen: [**Item**]
  Example: [**Preference**]
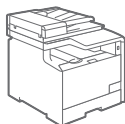
Illustrations Used in This Manual

Illustrations of the MF8580Cdw are used in this manual. If a procedure or topic applies to only one machine, this will be clearly indicated in the manual (for example, "MF8280Cw").

Displays Used in This Manual

The display shown in this manual is the factory preset display for the MF8580Cdw. Depending on the system configuration and product purchased, the appearance of the display may differ.

Main Functions

Adjusting Quality

Adjust image quality by setting the density, resolution, and sharpness.

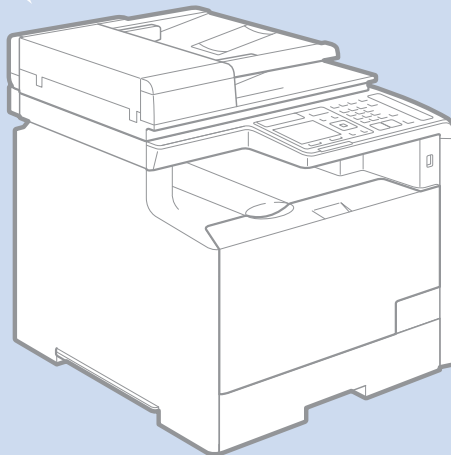- **Copy → P.31**
- **Fax → P.52**

Enlarging and Reducing

- **Copy → P.31**
- **Print → P.40**

Multiple Documents onto Single Page

Print multiple pages onto a single page.
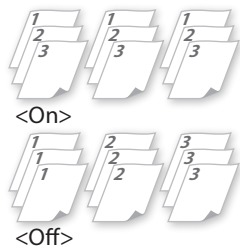
- **Copy → P.34**
- **Print → P.42**

2-Sided Printing*

Print copies, received faxes, or documents on both sides of paper.

- **Copy → P.33**
- **Print → P.41**
- **Fax → P.69**

* MF8580Cdw only

Copy

Collating Copies → P.35
Collate copies when copying multiple documents.

Copying ID Card → P.35
Copy both sides of an ID card onto a single page.

Print

Booklet Printing* → P.43
- Combine two pages onto a single page, and then print on both sides.
- Make a booklet by folding printouts in half and binding.

Poster Printing → P.44
- Magnify and divide a single-paged image to print on multiple sheets of paper.
- Make a poster by combining the prints together.
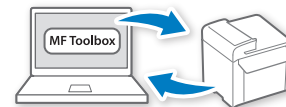
Watermark Printing → P.45
Add watermarks, such as "COPY" or "DRAFT", to the document.

Scan
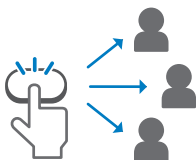

Scanning using the Operation Panel → P.75
Select a computer to save scanned images in and scan images directly from the operation panel.

Remote Scanning from Computers → P.78
Set to use the remote scan from the machine, and then scan images from a computer using MF Toolbox.
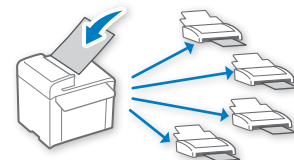
Fax

Favorites/Coded Dial/ Group Dial → P.48
Specify destination using Favorites, Coded Dial, and Group Dial.

Receiving in the Memory → P.64
- Store received faxes in the memory.
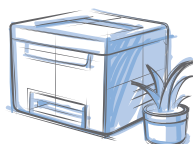- Print or forward the received fax after confirming the sender.

Sequential Broadcasting → P.58
Send the same document to multiple destinations at a time.
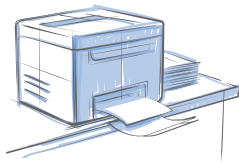
* MF8580Cdw only

Contents

Print

Fax

FAQs
? (→ p.109)

You can see frequently asked questions about the receive mode.

Scan

Maintenance and Management

Troubleshooting

Basic Operation

This chapter describes overall information about the machine, and how to place the documents and load the paper. Read this chapter first.
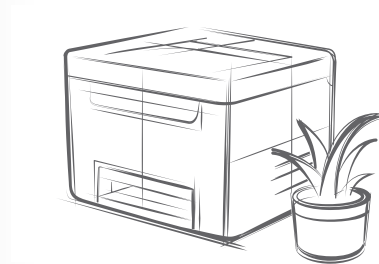
Learn the Names and Functions of Each Part of the Machine

Front Side and Interior

MF8580Cdw   MF8280Cw
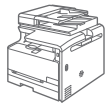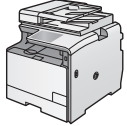
Feeder
Automatically feeds documents into the machine (→p.19).

Operation panel
Use the panel to control the machine (→p.13).

Speaker
Emits sounds produced by the machine.

Front cover
Open the cover to replace toner cartridges or clear paper jams.

Ventilation slots
Allows heat to escape from inside of the machine.

Power switch
Turns the power ON or OFF.

Paper drawer
Load paper here (→p.21).

MF8580Cdw
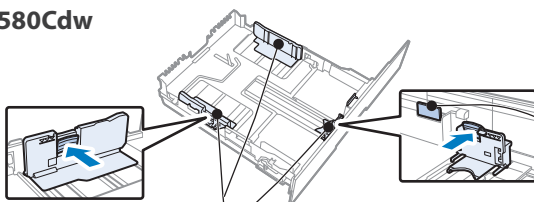
Paper guides
Adjust these guides to fit the paper. Press the levers that are marked with arrows in the illustrations to release the locks and slide the paper guides.

Lock release lever (for extending the paper drawer)
Press to release the lock and extend the length of the paper drawer for Legal size paper.

MF8280Cw
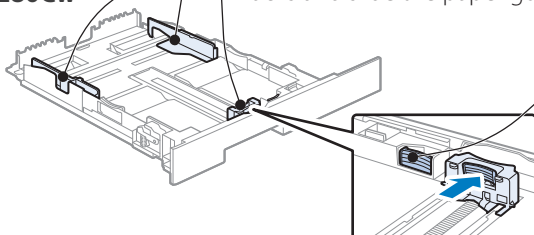
Platen glass
Used to scan non-standard size paper or books, as well as standard size paper (→p.19).
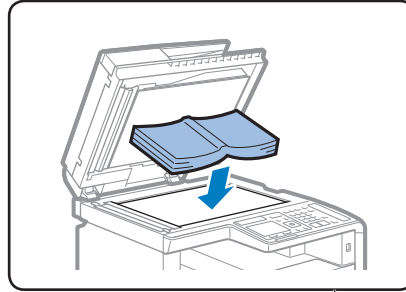
Scanning area
Scans documents from the feeder.

USB memory port
Connect a USB memory device to print or to save documents.

Lift handles
Hold these handles to lift or transport the machine.

MF8580Cdw

MF8280Cw

Output tray
Printed paper is output here.

Toner cartridge tray
Install the toner cartridges (→p.87).
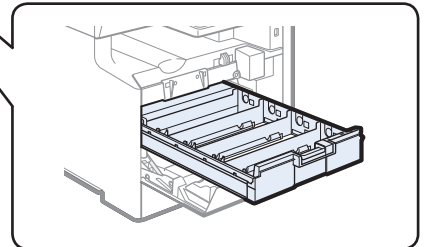
Manual feed slot
Load paper manually (→p.23).

Manual feed transport guide
Lower the guide to remove the jammed paper.

MF8580Cdw
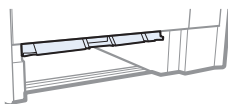
MF8280Cw

MF8580Cdw   MF8280Cw
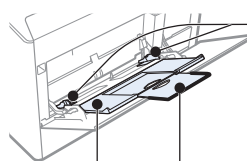
Paper guides
Adjust these guides to fit the paper.

Tray extension
Open the tray extension to load paper larger than Letter size.

Paper tray
Pull out the auxiliary tray to load paper.

Back Side

MF8580Cdw   **MF8280Cw**

External telephone jack
Connect an external telephone.

Ventilation slots
Allows heat to escape from inside of the machine.

USB port
Connect to a computer via a USB cable.

LAN port
Connect to a network via a LAN cable.

Rear cover
Open this cover to clear paper jams (→p.98, 99).

Telephone line jack
Connect a telephone line.

Power socket
Connect the power cord.

Rating label
The machine's serial number (consists of eight alphanumeric characters) is specified.

> **NOTE** Write the serial number on the back cover of this guide for reference when contacting the Canon Customer Care Center.
>
> | Serial No. | A B C |
> |---|---|
> | Date of Purchase | |

Learn the Functions of the Operation Panel

Address Book	Press to search for recipients registered in the Address Book (→p.56).
Coded Dial	Press to enter a recipient's Coded Dial number (→p.56).

Function selection keys
Press to active the copy, fax, scan, or USB Print functions (→p.15).

Display

Multi-function keys (left/right)
Press to select or apply the item or to proceed to further operations.
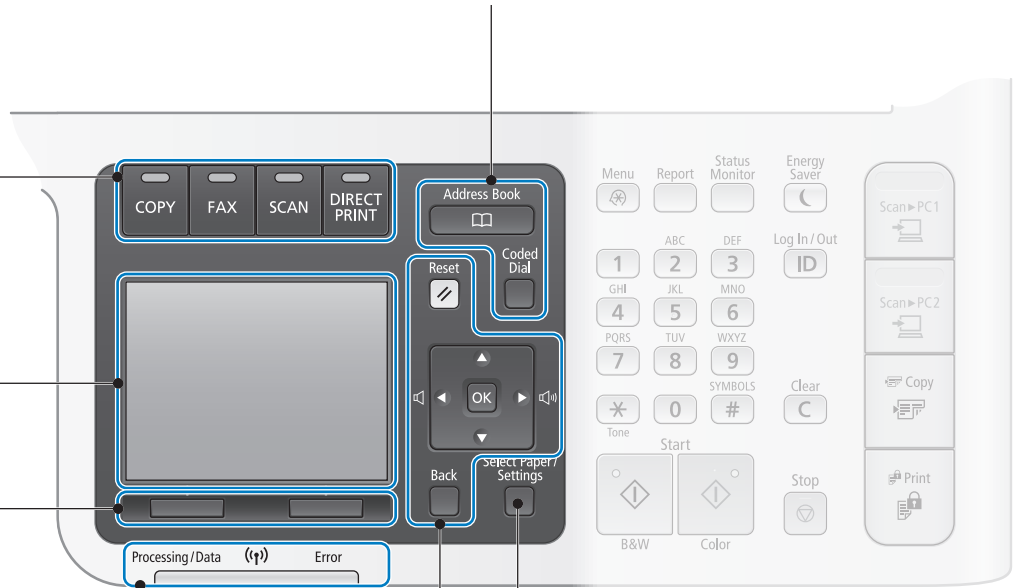
Select Paper/Settings
Press to specify paper size and type for the paper drawer or manual feed slot (→p.27).

Navigate the menu or options.
See "Navigating the Menu" (→p.14).

Reset	Press to return to the standby mode.
OK	Press to apply settings or specified details.
▲/▼	Press to scroll up and down, or to increase or decrease a value.
◄/►	• Press to return to the previous screen, proceed to the next screen, or move the cursor to the left or right. • Press to decrease or increase the fax ring volume.
Back	Press to return to the previous screen.

Processing/Data Indicator	The indicator blinks while sending or receiving data and remains lit when jobs are waiting in memory.
Wi-Fi Indicator	Lights up when the machine is connected to wireless LAN.
Error Indicator	The indicator blinks or lights up when an error occurs.

13

Menu	Press to access menu functions (see "Navigating the Menu" at the bottom of this page).
Report	Press to manually print reports and lists (→p.90).
Status Monitor	Press to view or cancel jobs. You can also check the status of the machine (→p.36, p.46, p.66).
Energy Saver	Press to manually set or cancel the Sleep mode. The Energy Saver indicator lights yellow green while in the Sleep mode.
ID	Press to log on when Department ID Management is enabled. For details, see [**Basic Operations**] ➡ [**Logging on to the Machine**] in the e-Manual.
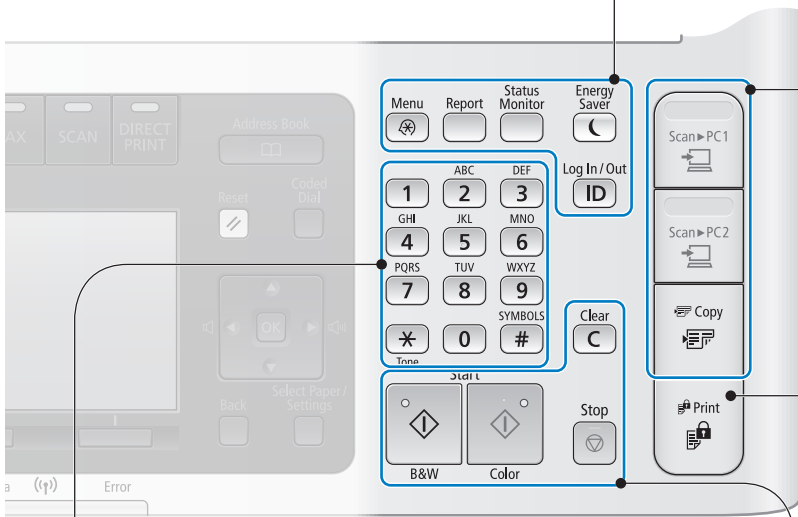
Scan>PC1/Scan>PC2

Press to send the scanned documents to the registered computer for each key.

Paper Save Copy

Press to copy with a preset setting to save paper.

Secure Print (MF8580Cdw only)

Press to print Secure Print documents. For details, see [**Using the Machine as a Printer**] ➡ [**Printing from a Computer**] ➡ [**Printing a Document Secured by a PIN (Secure Print) (MF8580Cdw Only)**] in the e-Manual.

Enter letters and numbers (→p.16).

0 to 9 (Numeric Keys)	Press to enter letters and numbers.
*	• Press to switch the character entry mode. • When sending a fax, press to switch between pulse and tone dialing.
#	Press to enter symbols.

Clear	Press to delete letters and numbers.
Start (B&W/ Color)	Press to start scanning or copying.
Stop	Press to cancel jobs.

Navigating the Menu

Example: Change the current date and time

Press [▢] (Back) or [◀] to return to the previous screen.

Press [⊛].

```
Menu
Network Settings
Preferences
Timer Settings
Common Settings
Copy Settings
Fax Settings
```

Press [▲] or [▼] to highlight an item, and then press [OK].

```
Timer Settings
Date/Time Settings
Auto Reset Time
Function After Auto Reset
Auto Sleep Time
Auto Offline Time
```

Press [▲] or [▼] to highlight an item, and then press [OK].

```
Current Date/Time Settings

▲
03/03/2012 10:23 AM
▼

Apply
```

Press [◀], [▶], [▲], or [▼] to specify the date and time, and then press <Apply>.

Press [⊛] to save the setting.

NOTE: If you close the menu before you press [**OK**], the changes made to the settings are not saved.

Switch to Copy/Fax/Scan/USB Print Mode

Switch to Copy, Fax, Scan, or USB Print mode first to use each mode.
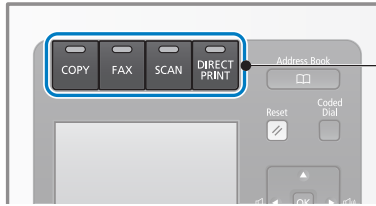
Press the desired mode key.

If you do not operate the machine for a while, the machine returns to the Copy mode (standby mode) automatically.

Copy Mode

Copy: Press Start

100% ▣ ⊑ LTR   1

Density: ±0
Original Type: Text/Photo/Map
2-Sided: Off
Copy Ratio: 100% (Direct)
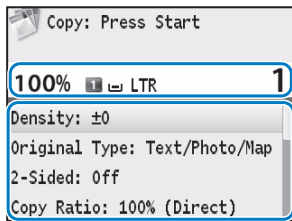
Displays the copy ratio, paper source, paper size, and number of copies.

●**To change the settings:**
1. Press [▲] or [▼] to highlight an item, and then press [**OK**].
2. Press [▲], [▼], [◄] or [►] to specify the values, and then press [**OK**].

Fax Mode

Send: Press Start
      Number of Destinations: 1

📠 = 123XXXXXXX

RX Mode: Auto
Resolution: 200 x 100 dpi (N…
Density: ±0
                          Hook
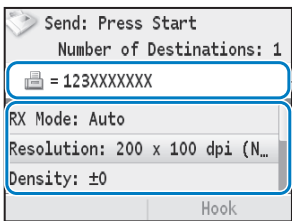
●Displays the recipient's number.

●**To change the settings:**
1. Press [▲] or [▼] to highlight an item, and then press [**OK**].
2. Press [▲], [▼], [◄] or [►] to specify the values, and then press [**OK**].

Scan Mode

Select a scan type.

Computer
Remote Scanner
USB Memory
E-Mail
Windows (SMB)
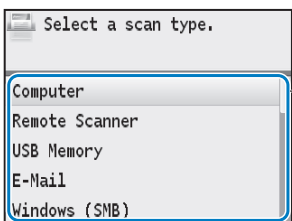
●**To select the scan method:**
Press [▲] or [▼] to highlight an item, and then press [**OK**].

USB Print Mode

Select the printing method.

Select File and Print
Index Print
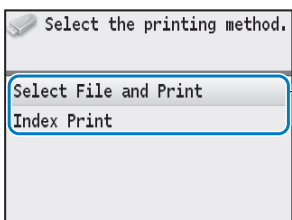
●**To select the printing method:**
Press [▲] or [▼] to highlight an item, and then press [**OK**].

NOTE

• **If you use the Fax mode for the first time:**
  Fax setup guide will appear on the display. Refer to the on-screen instructions and Getting Started to configure the settings.

• **To set a frequently used mode to the standby mode:**
  Press [⊛] ➡ <**Preferences**> ➡ <**Display Settings**> ➡ <**Default Screen after Startup/Restoration**> ➡ Select the screen ➡ [**OK**] ➡ [⊛].

• **To specify how long the machine waits before returning to the standby mode:**
  Press [⊛] ➡ <**Timer Settings**> ➡ <**Auto Reset Time**> ➡ Specify the time ➡ <**Apply**> ➡ [⊛].

Enter Text

Enter characters with the numeric keys.

To switch entry modes:
Press [✳] or <A/a/12> repeatedly.

<A>	Uppercase alphabetic letters and symbols
<a>	Lowercase alphabetic letters and symbols
<12>	Numbers

To enter text, symbols, and numbers:
Press a key several times until the desired character is displayed.

Key	Entry mode: <A>	Entry mode: <a>	Entry mode: <12>
1	@.-_/		1
2	ABC	abc	2
3	DEF	def	3
4	GHI	ghi	4
5	JKL	jkl	5
6	MNO	mno	6
7	PQRS	pqrs	7
8	TUV	tuv	8
9	WXYZ	wxyz	9
0	(Not available)		0
#	(space) @ . / - _ ! ? & $ % # ( ) [ ] { } < > * + = " , ; : ' ^ ` | ~		(Not available)
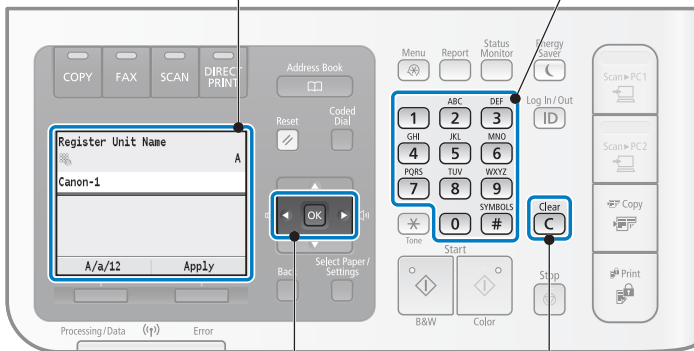
- Press to move the cursor.
- To enter a space, move the cursor to the end of the text, and then press [▶].

- Press to delete the last character.
- Press and hold to delete all text.

Example: Enter "CANON1"

Press [✳] to switch the entry mode to <**A**>.

▶

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

C

▶

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

CA

▶

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

CAN

▶

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

CANO

▶

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

CANON

▶

Press [✳] to switch the entry mode to <**12**>.

▶

Press [**1**] to enter "**1**."

CANON1

Set Date and Time

If the incorrect date or time is printed on faxes or reports, change the date and time settings.
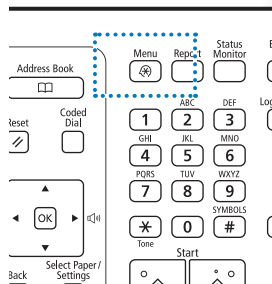
1 **Press [⊛].**

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

3 **Press [▲] or [▼] to highlight <Date/Time Settings>, and then press [OK].**

```
Timer Settings
Date/Time Settings
Auto Reset Time
Function After Auto Reset
Auto Sleep Time
Auto Offline Time
```
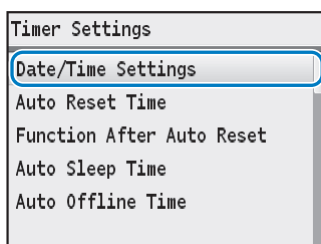
4 **Press [▲] or [▼] to highlight <Current Date/Time Settings>, and then press [OK].**
- To change the display format for the date or time, specify <**Date Format**> or <**Time Format**>.
- To use daylight savings time, set <**Daylight Saving Time Settings**> to <**On**>, and then specify the starting date and the ending date.

5 **Press [▲] or [▼] to set the date and time, and then press <Apply>.**
- To move the cursor, press [◄] or [►].
- To switch between <**AM**> or <**PM**>, press [▲] or [▼].

```
Current Date/Time Settings

        ▲
    03/03/2013 10:23 AM
        ▼

                    Apply
```
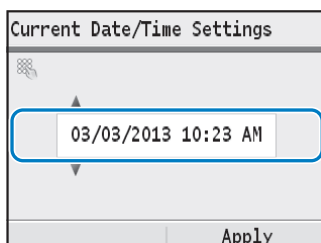
6 **Press [⊛] to close the screen.**

Place Documents

Choose the appropriate way to place documents according to the document's type.

When placing non-standard documents such as heavy paper, small paper, or booklets:
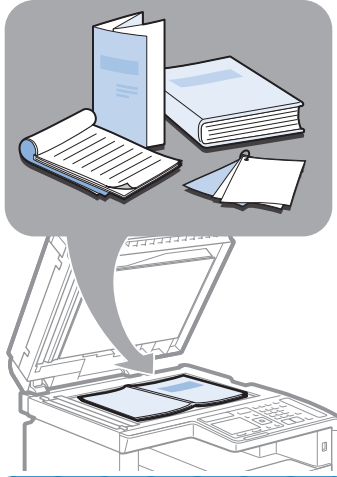
Use the platen glass (→p.19).

Check available documents

Size (Width X Length)	11 3/4" (297 mm) × 8 1/2" (215.9 mm) Maximum
Weight	Maximum 4.4 lb (2 kg)
Capacity	1 sheet

When placing multiple documents of plain paper in the same size, thickness, and weight:
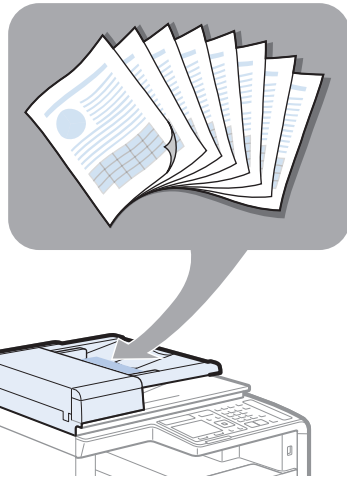
Use the feeder (→p.19).

Check available documents

Size (Width X Length)	14" (355.6 mm), 5" (128 mm), 5 1/2" (139.7 mm) Min., Max., 8 1/2" (215.9 mm)
Weight	12 to 28 lb Bond (50 to 105 g/m²)
Capacity (For 21 lb Bond [80 g/m²])	50 sheets

IMPORTANT

- Place a document after glue, ink, or correction fluid on the document is completely dry.
- To prevent paper jams in the feeder, place a document on the platen glass when using the following types of paper:
  - Wrinkled or creased paper
  - Carbon paper or carbon-backed paper
  - Curled or rolled paper
  - Torn paper
  - Onion skin or thin paper
  - Documents with staples or paper clips attached
  - Transparency

Placing Documents on the Platen Glass

1 **Open the feeder.**

2 **Place your document face down.**
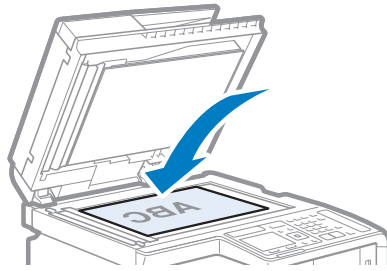
3 **Align the upper left edge of your document with the arrow mark.**
   - If the document is a transparency, place white paper above the document.
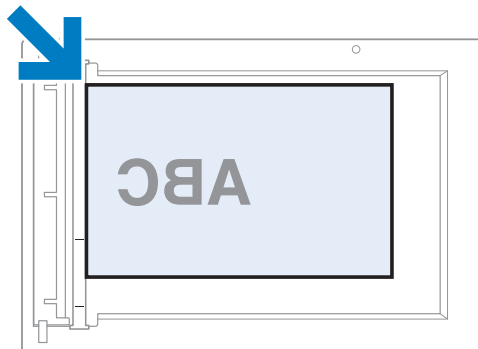
4 **Close the feeder.**

⚠ **CAUTION**
When closing the feeder, be careful not to get your fingers caught.

Placing Documents in the Feeder

1 **Spread the document guides a little wider than the document's width.**
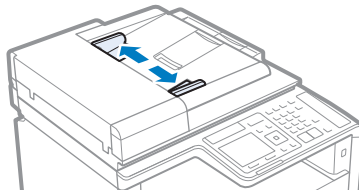
   - When placing large documents, pull out the tray extension.
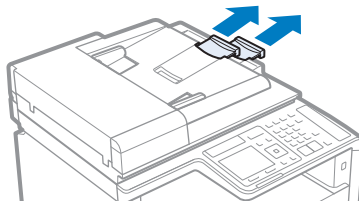
2 **Fan the document stack and align the edges of the pages.**
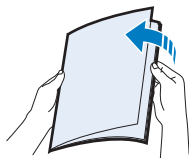
Thoroughly fan the paper in small batches.
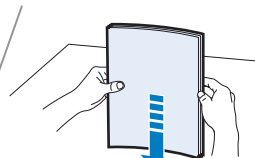
Align the edges a few times on a flat surface.

3 **Neatly place the documents face up.**
- Make sure that the paper stack does not exceed the load limit marks (**a**).
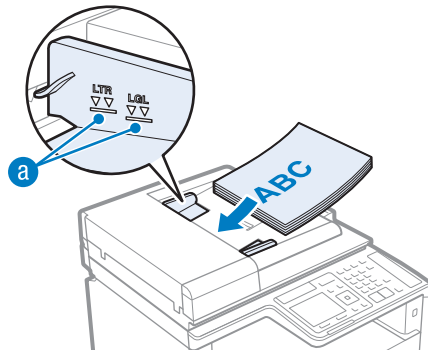
4 **Align the document guides tightly to the width of the document.**
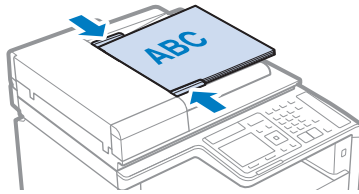
IMPORTANT
- If the document guides are too loose or too tight, this may result in misfeeds or paper jams.
- While scanning documents, do not add or remove documents.
- When scanning is complete, remove the document to avoid paper jams.

Load Paper

Before loading paper, check the paper is the right type. If you load inappropriate paper repeatedly, this may cause paper jams.

Step *1* **Check if the type of paper is appropriate.**

Paper such as Legal, Letter, Statement, Executive, and envelopes can be used. For details about the available paper or precautions, see [**Basic Operations**] ➡ [**Loading Paper**] in the e-Manual.

NOTE
To prevent paper jams, do not use any of the following:
- Wrinkled or creased paper
- Curled or rolled paper
- Torn paper
- Damp paper
- Very thin paper
- Paper printed with a thermal transfer printer (Do not copy on the reverse side.)
- Highly textured paper
- Very smooth paper
- Glossy paper

Step **2** **Select where to load paper, and then load the paper.**

- Use the manual feed slot when loading a sheet of small-sized paper or heavy paper (→p.23).
- Use the paper drawer when loading a stack of plain paper in the same size, thickness, and weight (→p.21).
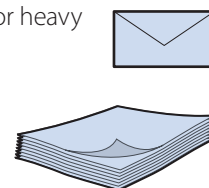
Step **3** **Check if the type of paper is appropriate.**

NOTE If the setting is different from the size of the loaded paper, an error message appears, or printing is not performed correctly.

Loading Paper in the Paper Drawer

This section describes how to load letter paper in the paper drawer. When loading envelopes or paper with a letterhead, see "Loading Envelopes or Paper with a Letterhead" (→p.25).

IMPORTANT Make sure to load the paper in portrait orientation, as shown in the illustration below.
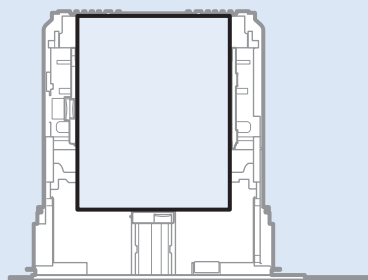
1 **Pull out the paper drawer.**
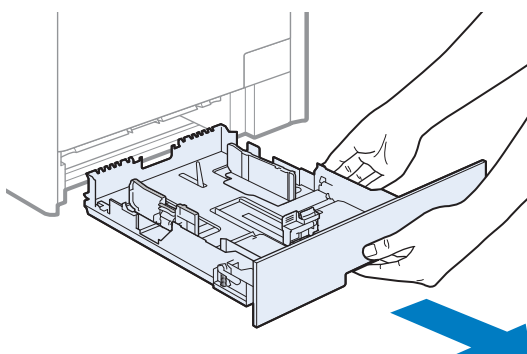
2 **Slide the paper guides apart.**
- Press the lock release lever (**a**) to slide the paper guides (**b**) outward. On the MF8280Cw, there is no lock release lever for the side paper guides.
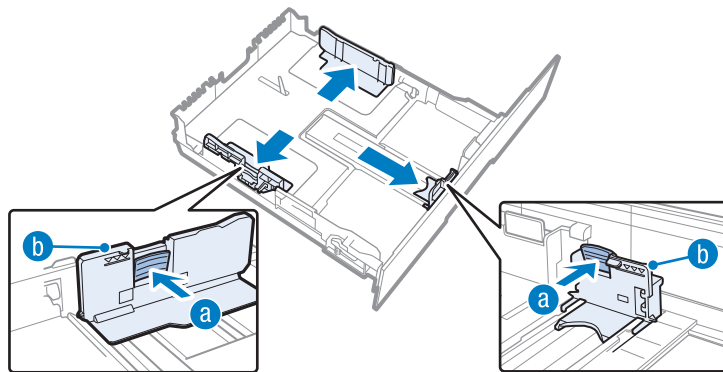
NOTE For details about loading Legal (LGL) size paper, see [**Basic Operations**] ➡ [**Loading Paper**] ➡ [**Loading Paper in the Paper Drawer**] in the e-Manual.

3 **Gently load the paper into the paper drawer with the print side face up, until the edge of the paper stack meets the back of the paper drawer.**
- Make sure that the paper stack does not exceed the load limit marks (**a**).
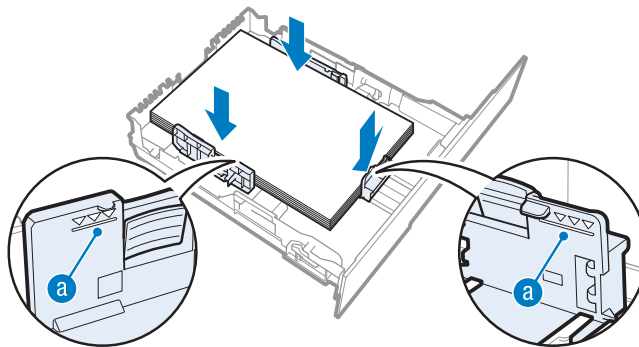
4 **Adjust the paper guides tightly to the width and length of the paper.**
- Press the lock release lever **a** and slide the paper guides **b** inward until they are aligned securely against the edges of the paper.
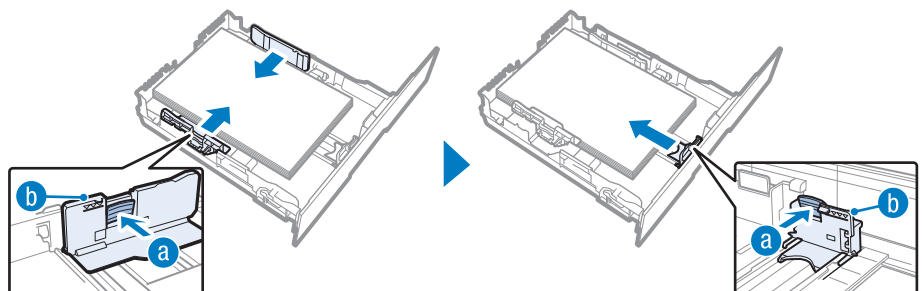
IMPORTANT If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.

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

6 **Specify the loaded paper size and type (→p.27).**

Loading Paper in the Manual Feed Slot

MF8580Cdw

1 **Open the cover.**
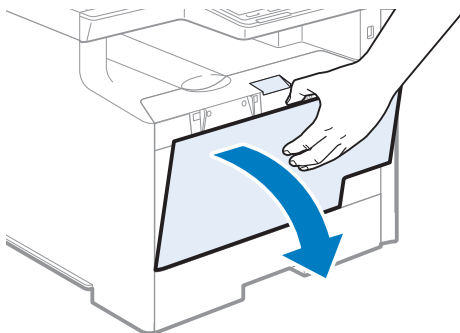
2 **Pull out the paper tray and the tray extension.**
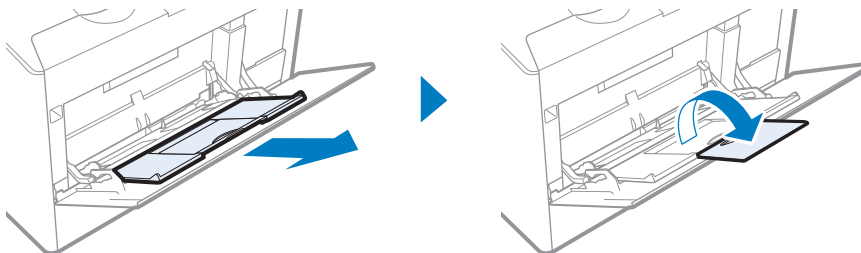
3 **Spread the paper guides apart.**
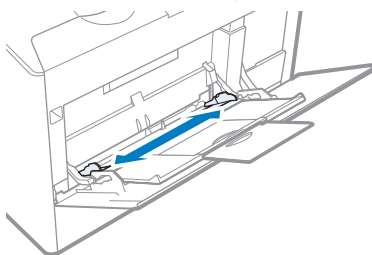
4 **Insert the paper into the manual feed slot until the paper stops.**
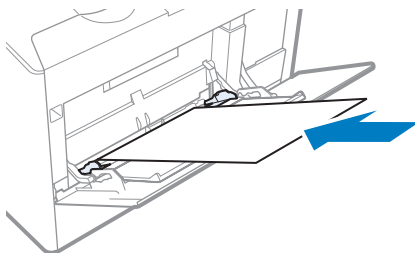
5 **Align the paper guides against the edges of the paper.**
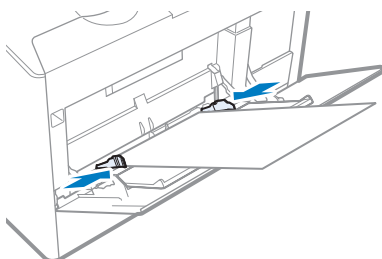
> **IMPORTANT** If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.

6 **Specify the loaded paper size and type (→p.27).**

MF8280Cw

1 **Spread the paper guides apart.**
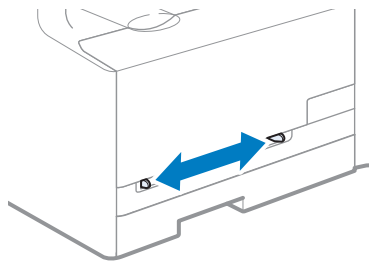
2 **Gently load the paper into the paper drawer with the print side face up, and adjust the paper guides tightly to the width of the paper.**
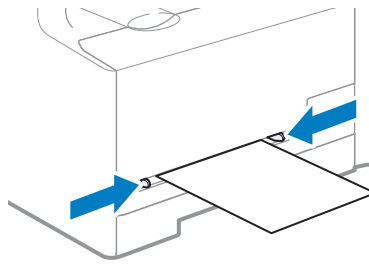
IMPORTANT
If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.

3 **Specify the loaded paper size and type (→p.27).**

Loading Envelopes or Paper with a Letterhead

This section describes how to load envelopes and paper with a letterhead.

Envelopes

Before Loading

Flatten envelopes to release any remaining air.

Loosen any stiff corners of the envelopes, and flatten any curls, as shown in the figure.

Loading Orientation

Load the envelopes with the non-glued side (front side) face up.

In the Paper Drawer

Close the flap and load the envelope.

In the Manual Feed Slot

MF8580Cdw

Close the flap and load the envelope.

MF8280Cw

Close the flap and load the envelope.

Paper with a Letterhead or Logo

Loading Orientation

Load the paper properly by following the instructions below.

In the Paper Drawer
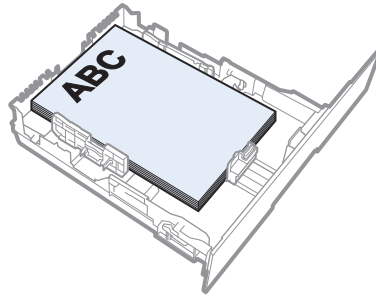
In the Manual Feed Slot
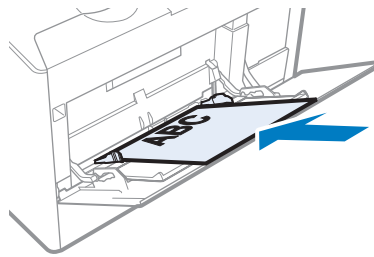
MF8580Cdw

MF8280Cw
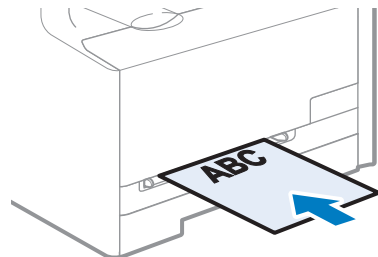
1-sided printing	**2-sided printing (MF8580Cdw only)**
Load the paper with the printed side face up.	Load the paper with the printed side face down.
When printing with portrait layout / When printing with landscape layout	When printing with portrait layout / When printing with landscape layout

NOTE

If <**Print Side Priority**> is selected, load the paper with the printed side face down regardless of 1-sided or 2-sided printing. For details, see [**Setting Menu List**] ➡ [**Common Settings**] ➡ [**Switch Paper Feed Method**] in the e-Manual.

Setting a Paper Size and Type

Make sure that the Paper Settings match the size and the type of the loaded paper.
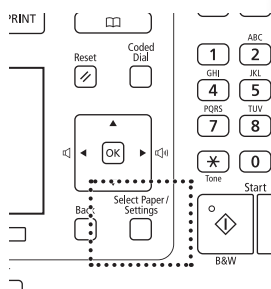
1 **Press [ ] (Select Paper/Settings).**

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

3 **Press [▲] or [▼] to highlight <Drawer 1> or <Drawer 2>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired paper size, and then press [OK].**
   - To specify the paper size manually, select <**Custom**>, and then refer to "Specify a Paper Size Manually" at the bottom of this page to specify the size.

```
Paper Size

LTR
LGL
STMT
EXEC
FOOLSCAP
OFICIO
```
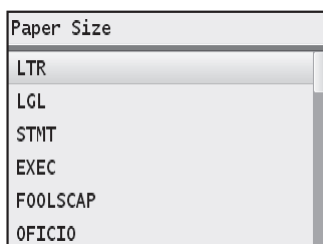
5 **Press [▲] or [▼] to highlight the desired paper type, and then press [OK].**

```
Paper Type

Plain 2 (19 lb Bond-22 lb Bo…
Plain 3 (20 lb Bond-23 lb Bo…
Recycled
Color
Heavy 1 (23 lb Bond-31 lb Bo…
Heavy 2 (32 lb Bond-34 lb Bo…
```
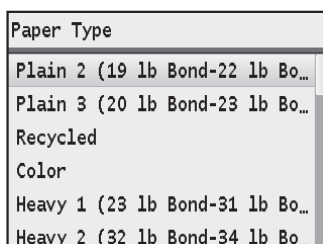
6 **Press [ ] (Select Paper/Settings) to close the screen.**

Specify a Paper Size Manually

For paper size, specify within the possible range of length and width (<**Y**> ≥ <**X**>).

1 **Press [▲] or [▼] to highlight <X>, and then press [OK].**

2 **Press [▲] or [▼] to specify the width, and then press [OK] or <Apply>.**

```
Specify Size

X: 0"
Y: 0"

              X
              Y

                    Apply
```

```
Set Length for X

              ▲
        5_1/4   "
              ▼
        (3-8_1/2)

                    Apply
```
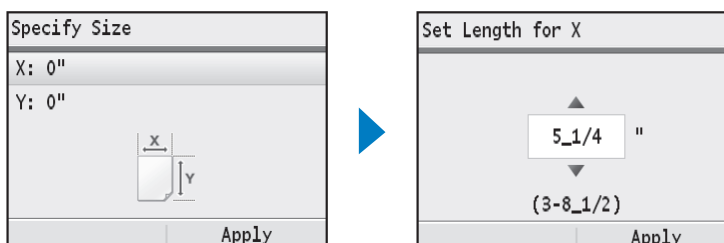
3 **Press [▲] or [▼] to highlight <Y>, and then press [OK].**

4 **Press [▲] or [▼] to specify the length, and then press [OK] or <Apply>.**

5 **Press [▲] or [▼] to highlight <Apply>, and then press [OK].**

Switch to the Sleep Mode

You can switch to and cancel the Sleep mode, by pressing [🌙].
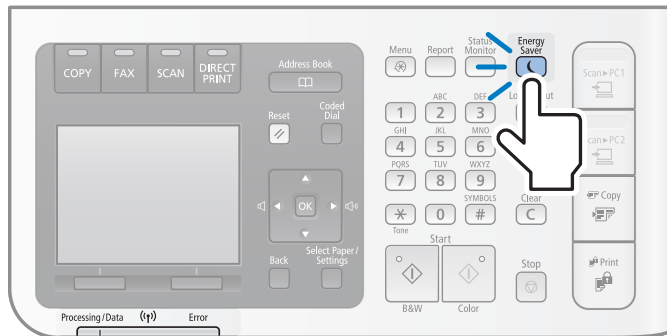
When the Processing/Data indicator is lit or blinking, the machine will not enter the Sleep mode, because an operation is in progress or an error has occurred.

NOTE

By default, the machine automatically enters the Sleep mode if you do not perform any functions for 10 minutes for MF8580Cdw, or 20 minutes for MF8280Cw. To change this setting, press [⊛] ➡ <**Timer Settings**> ➡ <**Auto Sleep Time**> ➡ specify a time ➡ <**Apply**> ➡ [⊛].

Copy

This chapter describes basic copy functions.

Make a Basic Copy

1 Place your documents (→p.18).

2 Switch to the Copy mode (→p.15).

3 Enter the desired copy quantity (1 to 99) with the numeric keys.
- Press [C] to delete the entered copy quantity.

```
Copy: Press Start

100%  ▯ ⎙ LTR              1
Density: ±0
Original Type: Text/Photo/Map
2-Sided: Off
Copy Ratio: 100% (Direct)
```
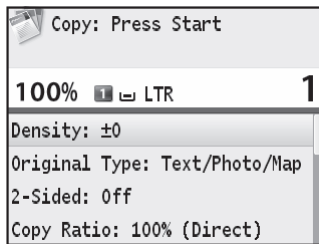
4 Press [◇ ◇].

NOTE For details about specifying the paper source that contains the paper you want to use, see [**Copying**] ➡ [**Basic Copy Operations**] ➡ [**Selecting Copy Paper**] in the e-Manual.

Canceling Copy Jobs

1 Press [◎].
- If the screen displays a list of documents, press [▲] or [▼] to highlight the job you want to cancel.

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

Copy by Saving Paper

You can save paper with [🖅 Copy] (Paper Save Copy) when making a copy.

1 Place your documents (→p.18)

2 Switch to the Copy mode (→p.15).

3 Press [🖅 Copy] (Paper Save Copy).

4 Press [▲] or [▼] to highlight the desired option, and then press [OK].

<2 on 1 1-Sided->2-Sided>*	Copy two pages onto each of both sides of paper.
<4 on 1 1-Sided->2-Sided>*	Copy four pages onto each of both sides of paper.
<2 on 1 1-Sided->1-Sided>	Copy two pages onto one side of each paper..
<4 on 1 1-Sided->1-Sided>	Copy four pages onto one side of each paper.

* MF8580Cdw only
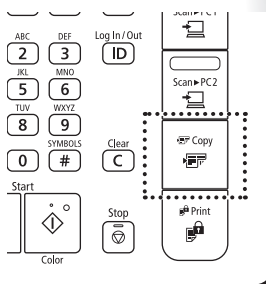
5 **Press [▲] or [▼] to highlight the document size, and then press [OK].**

6 **Press [◇ ◇].**

When placing your documents in the feeder	Copying starts automatically.
When placing your documents on the platen glass	1. Place the next page on the platen glass, and then press [◇ ◇]. • Press [◇ ◇] for every scanning. 2. After scanning all your documents, press <**Start Copying**>.

Enlarge or Reduce Copies

Enlarge or reduce copies using custom copy ratios.
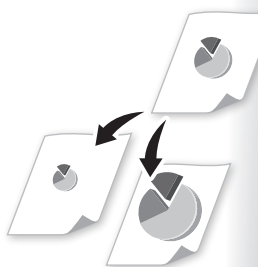
1 **Place your documents (→p.18).**

2 **Switch to the Copy mode (→p.15).**

3 **Press [▲] or [▼] to highlight <Copy Ratio>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired ratio, and then press [OK].**
   • If you want to set a copy ratio in 1% increments, select <**Custom Ratio**>, and then enter the copy ratio using the numeric keys or press [▲] or [▼] to specify the ratio.

```
Copy Ratio
Custom Ratio
100% (Direct)
400% (Max)
200%
129% STMT->LTR
78% LGL->LTR
64% LTR->STMT
50%
25% (Min)
```

5 **Press [◇ ◇].**

Adjust the Image Quality for Copy

NOTE You can adjust the levels of colors (yellow, magenta, cyan, or black). For details, see [**Copying**] ➡ [**Various Copy Settings**] ➡ [**Adjusting Color Balance**] in the e-Manual.

Adjusting the Density

You can make the density brighter or darker than the original documents.

1 **Place your documents (→p.18).**

2 **Switch to the Copy mode (→p.15).**

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

4 Press [◀] or [▶] to adjust the density , and then press <Apply>.

Density
– • • • • • 🔒 • • • • • +
Background   Apply

– : Less density (lighter)
+ : More density (darker)
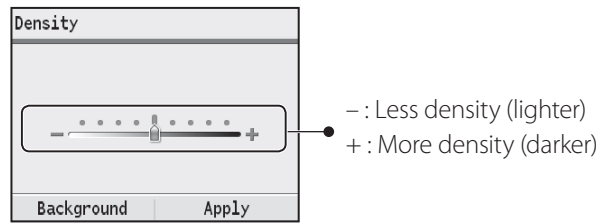
NOTE You can adjust the background color. For details, see [**Copying**] ➡ [**Various Copy Settings**] ➡ [**Adjusting Density**] in the e-Manual.

5 Press [◇ ◇].

Selecting the Document Type

Select the appropriate document type.

1 **Place your documents (→p.18).**

2 **Switch to the Copy mode (→ p.15).**

3 **Press [▲] or [▼] to highlight <Original Type>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the appropriate document type, and then press [OK].**

<Text/Photo/Map (Speed)>	Suitable for documents that contain text, photos, and maps. (Scanned documents are at a low resolution at high speed.)
<Text/Photo/Map>	Suitable for documents that contain text, photos, and maps.
<Text/Photo/Map (Quality)>	Suitable for documents that contain text, photos, and maps. (Scanned documents are at a high resolution at low speed.) You can also adjust the level of priority given to the quality of the text or photos. For details, see [**Copying**] ➡ [**Various Copy Settings**] ➡ [**Selecting Document Type**] in the e-Manual.
<Printed Image>	Suitable for documents that contain printed photos.
<Text>	Best suited for text-only documents.

5 **Press [◇ ◇].**

Adjusting the Sharpness

You can sharpen or soften the edges of images by adjusting the sharpness.

1 **Place your documents (→p.18).**

2 **Switch to the Copy mode (→p.15).**

3 **Press [▲] or [▼] to highlight <Sharpness>, and then press [OK].**

4 **Press [◀] or [▶] to adjust the sharpness, and then press <Apply>.**

Sharpness

Apply
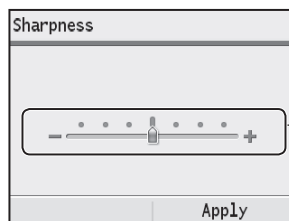
– : Less sharpness
(Suitable for photos)
+ : More sharpness
(Suitable for documents written in pen or
pencil)

5 **Press [⬙ ⬙].**

Make Double-Sided Copies

(MF8580Cdw Only)

You can make double-sided copies from single-sided documents. You can also make
double-sided or single-sided copies from double-sided documents.

1 **Place your documents (→p.18).**
- To make double-sided copies from single-sided documents, place the documents
in the feeder or on the platen glass.
- To make double-sided or single-sided copies from double-sided documents, place
documents in the feeder.

2 **Switch to the Copy mode (→p.15).**

3 **Press [▲] or [▼] to highlight <2-Sided>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the 2-sided copy format, and then press [OK].**

2-Sided Printing

Off
📄→🗐 1-Sided->2-Sided
🗐→🗐 2-Sided->2-Sided
🗐→📄 2-Sided->1-Sided

Orig/Fin. Type
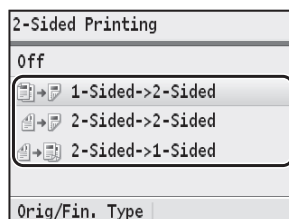
5 **Press [⬙ ⬙].**

When placing your documents in the feeder	Copying starts automatically.
When placing your documents on the platen glass	1. Press [▲] or [▼] to highlight the size of the document, and then press [**OK**]. 2. Place the next page on the platen glass, and then press [⬙ ⬙]. • Press [⬙ ⬙] for every scanning. 3. After scanning all your documents, press <**Start Copying**>.

Specifying the orientation

If you select <**Orig/Fin. Type**> at step 4 above, you may specify the orientation of your
documents and output.

<Calendar Type>   <Book Type>

Copy Multiple Pages onto One Sheet

You can combine multiple pages (two or four pages) onto one copy sheet.

1 **Place your documents (→p.18).**

2 **Switch to the Copy mode (→p.15).**

3 **Press [▲] or [▼] to highlight <N on 1>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <2 on 1> or <4 on 1>, and then press [OK].**

```
N on 1

Off
▯→▯ 2 on 1
▯→▯ 4 on 1
▣→▯ ID Card Copy
Select Layout
```
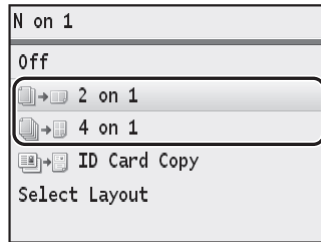
5 **Press [▲] or [▼] to highlight the desired scan size, and then press [OK].**
   - For example, set scan size to <**LTR**> to scan the entire page of an LTR-size document.

6 **Press [▲] or [▼] to highlight the paper source that contains the paper you want to use, and then press [OK].**

7 **Press [◇ ◇].**

When placing your documents in the feeder	Copying starts automatically.
When placing your documents on the platen glass	1. Place the next page on the platen glass, and then press [◇ ◇]. • Press [◇ ◇] for every scanning. 2. After scanning all your documents, press <**Start Copying**>.

Specifying the page layout manually

If you select <**Select Layout**> at step 4 above, you may specify the desired page layout.

1　　2	2　　1	1 2 / 3 4	2 1 / 4 3	1 3 / 2 4	3 1 / 4 2
<2 on 1 (1)>	<2 on 1 (2)>	<4 on 1 (1)>	<4 on 1 (2)>	<4 in 1 (3)>	<4 in 1 (4)>
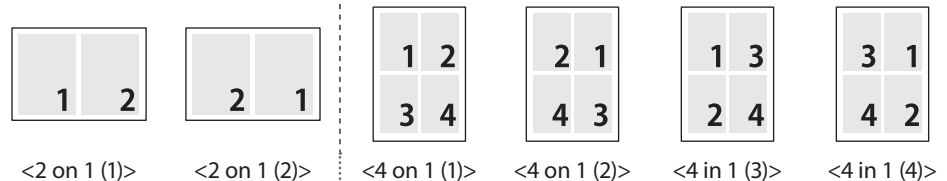
Collate Copies

You can arrange copies into sets arranged in page order by using the <**Collate**> function when making multiple copies of multiple documents.
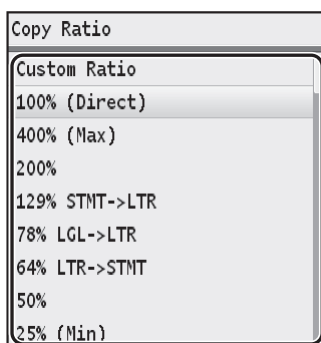
<ON>

<OFF>

1 **Place your documents (→p.18).**

2 **Switch to the Copy mode (→p.15).**

3 **Press [▲] or [▼] to highlight <Collate>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <On>, and then press [OK].**

5 **Press [⬦ ⬦].**

Copy a Double-Sided ID Card

You can make a copy of a double-sided ID card onto single-sided paper.

1 **Place an ID card on the platen glass.**
  • Align the card with the top left corner of the platen glass, and close the feeder.
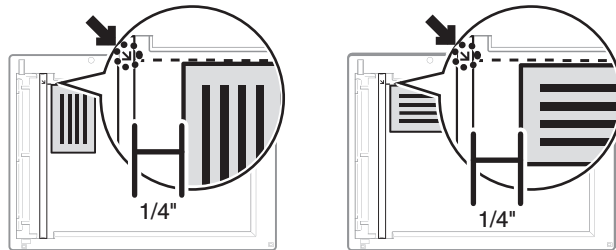
1/4"   1/4"

2 **Switch to the Copy mode (→p.15).**

3 **Press [▲] or [▼] to highlight <N on 1>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <ID Card Copy>, and then press [OK].**

5 **Press [⬦ ⬦].**

6 **Turn and place the card.**
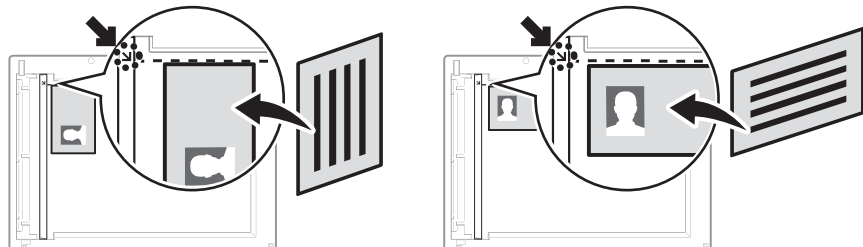
7 **Press [⬦ ⬦].**

NOTE
  • The copy ratio is automatically set to <**100%**>.
  • You can only use Letter size or larger paper for ID card copying.

35

Erase Dark Borders and Frame Lines of Copies

You can erase the dark borders and frame lines that may appear around the edges of the output paper.
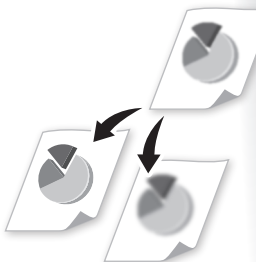
1 **Place your documents (→p.18).**

2 **Switch to the Copy mode (→p.15).**

3 **Press [▲] or [▼] to highlight <Erase Frame>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <On>, and then press [OK].**

5 **Press [▲], [▼], [◄] or [►] to specify the width of the frame to erase, and then press <Apply>.**

6 **Select the document size, and then press [OK].**

7 **Press [⬦ ⬦].**

View and Cancel Copy Jobs

You can view or cancel copy jobs while the jobs are in progress.

1 **Press [⬚] (Status Monitor).**

2 **Press [▲] or [▼] to highlight <Copy/Print Job>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Job Status>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the job you want to view or cancel, and then press [OK].**
   - To view the details, press [▲] or [▼].
   - To cancel the job, press <**Cancel**>, press [▲] or [▼] to highlight <**Yes**>, and then press [**OK**].

```
Details
Job Number: 0005
Status: Copying
Time: 03/03 11:30AM
Department ID: -
Job Type: 📄 Copy
Number of Originals: 15
Sheets x Copies: 15 x 1/1
Copy Ratio: 100%
Paper: 🔳 ⬜ LTR:Plain 1
         Cancel
```
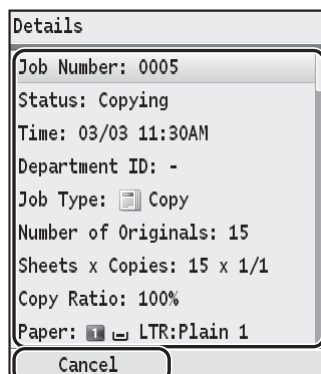
5 **Press [⬚] (Status Monitor) to close the screen.**
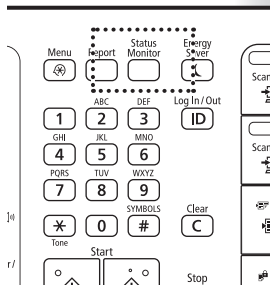
Change the Default Copy Settings

You can change the default copy settings that are applied when the machine is restarted, [⫽] is pressed or the screen is returned to the default screen after auto reset is performed.
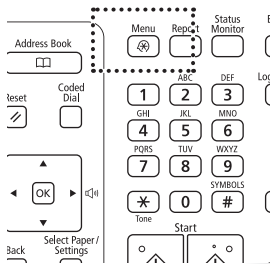
1 **Press [⊛].**

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

3 **Press [▲] or [▼] to highlight <Change Default Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired option, and then press [OK].**

<Number of Copies>	Select the copy quantity.
<Density>	Make the density lighter or darker.
<Original Type>	Select the image quality.
<2-Sided>*	Copy 1-sided document to 2 sides.
<Copy Ratio>	Select the copy ratio.
<Paper>	Specify the paper source.
<N on 1>	Copy multiple documents onto one sheet.
<Collate>	Collate copies of a complete copy job arranged in page sequential order or by page.
<Erase Frame>	Specify the width of the frame to erase.
<Sharpness>	Emphasize the outline of the image or decrease the contrast.
<Color Balance>	Adjust the levels of yellow, magenta, cyan, or black.

* MF8580Cdw only

5 **Specify the desired setting.**

6 **After you have specified the setting, press <Apply>.**

7 **Press [⫽] to close the screen.**

> **NOTE**
> You can register frequently used combinations of copy settings as favorite settings (modes) on this machine. For details, see [**Copying**] ➡ [**Configuring Copy Settings to Your Needs**] ➡ [**Registering Combinations of Frequently Used Copy Settings**] in the e-Manual.

Memo

Print

This chapter describes basic print functions.

Before using the printing functions, connect the machine to a computer and install the printer driver on the computer. See Getting Started to learn how to install the printer driver.

NOTE
- You cannot specify printing options with the printer driver and another application at the same time.
- Your computer screen may differ from the images shown here, depending on your operating system and the type and version of the printer driver.

Other Printing Methods

You can print image files stored on a USB memory device by connecting the device directly to the machine. The machine also can print by using applications or services on computers or other portable devices that support Google Cloud Print™. For details, see [**Using the Machine as a Printer**] in the e-Manual.

Print a Document

1 **Make sure that a computer and the machine are connected properly, and the MF Drivers are installed on the computer.**

2 **Open a document from an application, and then open the Print window.**

3 **Select your printer.**
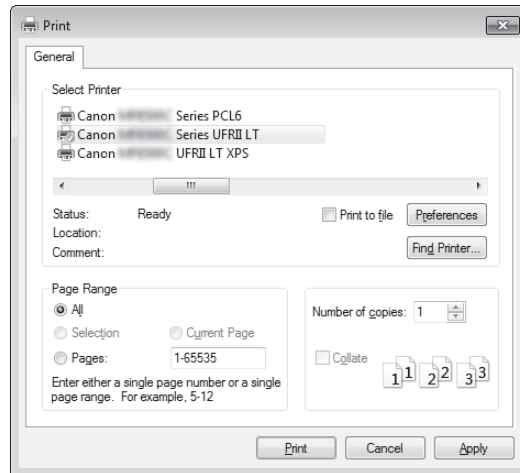
4 **Click [Print] to start printing.**

Canceling Print Jobs

Click [**Cancel**] on the pop-up screen after printing starts.

> **NOTE** You can also cancel printing from the operation panel of the machine. For details, see [**Using the Machine as a Printer**] ➡ [**Printing from a Computer**] ➡ [**Canceling Prints**] in the e-Manual.

Enlarge or Reduce a Document

You can enlarge or reduce the data to fit the paper size automatically, or specify a custom ratio.

1 **Open a document from an application, and then open the Print window.**

2 **Select your printer, and then open the Printing Preferences window.**
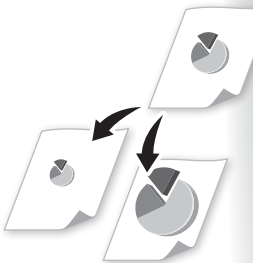
3 **Click the [Basic Settings] tab, and then specify the print ratio.**
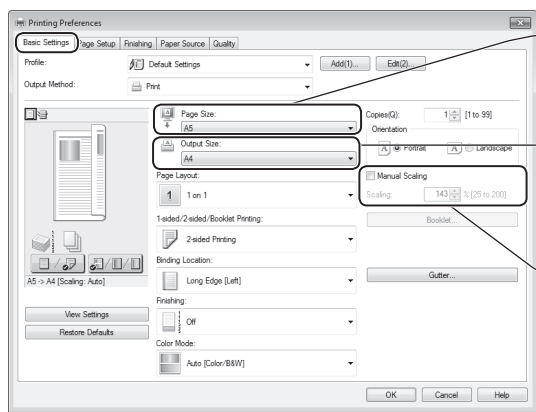
Select the paper size of the document.

To automatically scale the document to fit the loaded paper, select an output size.

To specify the print ratio manually, select [**Manual Scaling**], and then specify the scaling ratio.

4 **Click [OK] to return to the Print window.**

5 **Click [Print] to start printing.**

Print a Double-Sided Document

(MF8580Cdw Only)

You can print on both sides of paper.

1 **Open a document from an application, and then open the Print window.**

2 **Select your printer, and then open the Printing Preferences window.**

3 **Click the [Basic Settings] tab, and then specify the settings for double-sided printing.**
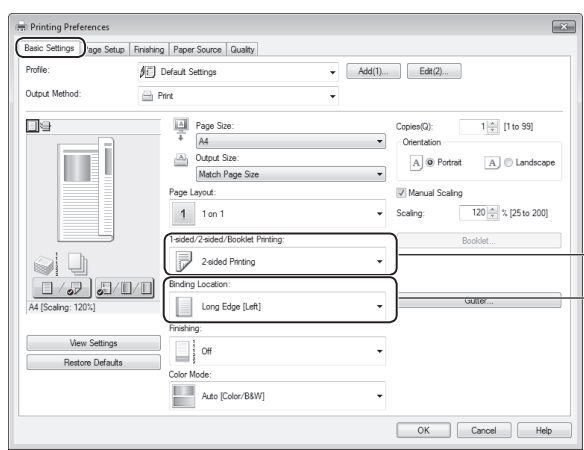
Select [**2-sided Printing**].

Select the binding edge.
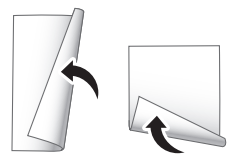
4 **Click [OK] to return to the Print window.**

5 **Click [Print] to start printing.**

> **NOTE** [**2-sided Printing**] may not be available with some sizes and types of paper. For details, see [**Specifications**] ➡ [**Paper**] in the e-Manual.

Print Multiple Pages onto One Sheet

You can reduce and print 2, 4, 6, 8, 9, or 16 pages of an original document onto a single sheet of paper. This feature allows you to save paper or to view several pages at once.

1   **Open a document from an application, and then open the Print window.**

2   **Select your printer, and then open the Printing Preferences window.**

3   **Click the [Basic Settings] tab, and then specify the number of pages and a page layout.**
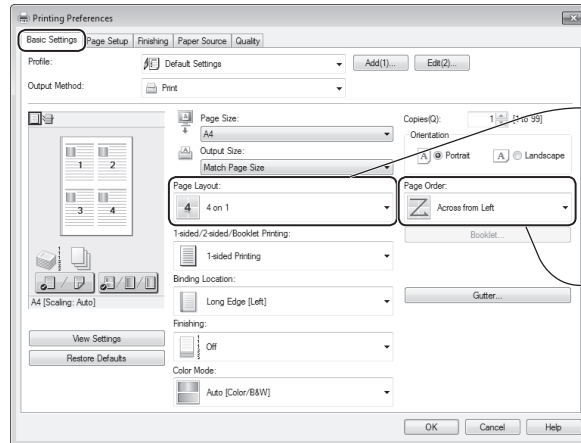
Select the number of pages to print on a single page.

Select the page distribution layout.

4   **Click [OK] to return to the Print window.**

5   **Click [Print] to start printing.**

NOTE   You cannot enlarge or reduce the documents manually when using this function.

Print a Booklet

(MF8580Cdw Only)

You can print pages side-by-side, and then fold them to create a booklet.

1 **Open a document from an application, and then open the Print window.**

2 **Select your printer, and then open the Printing Preferences window.**

3 **Click the [Basic Settings] tab, select [Booklet Printing], and then click [Booklet].**
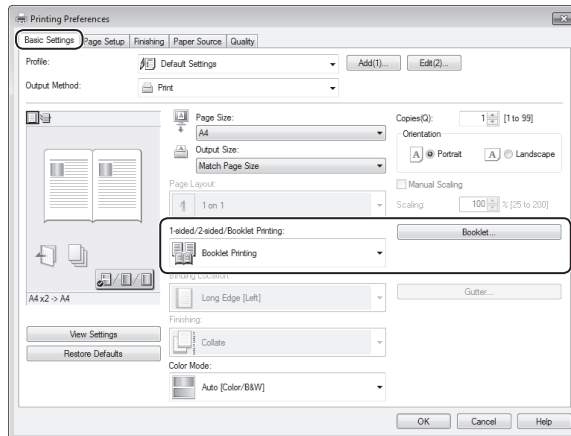
4 **Specify the settings for the booklet, and then click [OK].**
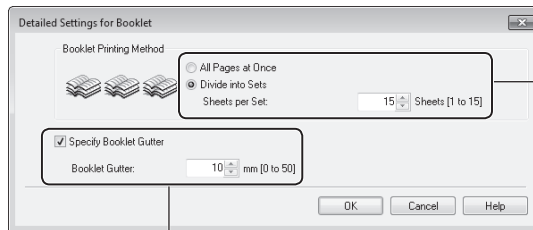
You can choose to print all pages at once or print them as multiple bundles consisting of the number of pages specified in [**Sheets per Set**].

To specify the margin for binding, select the check box, and then enter the value.

5 **Click [OK] to return to the Print window.**

6 **Click [Print] to start printing.**

7 **Make a booklet by folding the printouts in half.**
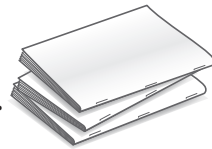
Print a Poster

You can enlarge a one-page document and print it on multiple pages. You can then combine the printed pages to create a large poster.

1 **Open a document from an application, and then open the Print window.**

2 **Select your printer, and then open the Printing Preferences window.**

3 **Click [Basic Settings] tab, and then select [Poster [NxN]] from the [Page Layout] drop-down menu.**
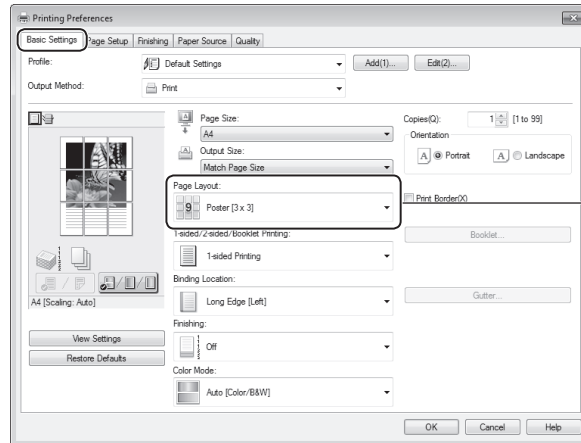
Select [**Poster [N×N]**] (N×N is split numbers of divided pages wide by high).

4 **Click [OK] to return to the Print window.**

5 **Click [Print] to start printing.**

6 **Make a poster by gluing or taping the printouts together.**

Add Watermarks to a Printout

You can add watermarks, such as "DRAFT," to a document.

1 **Open a document from an application, and then open the Print window.**

2 **Select your printer, and then open the Printing Preferences window.**

3 **Click the [Page Setup] tab, and then specify the settings for watermark printing.**
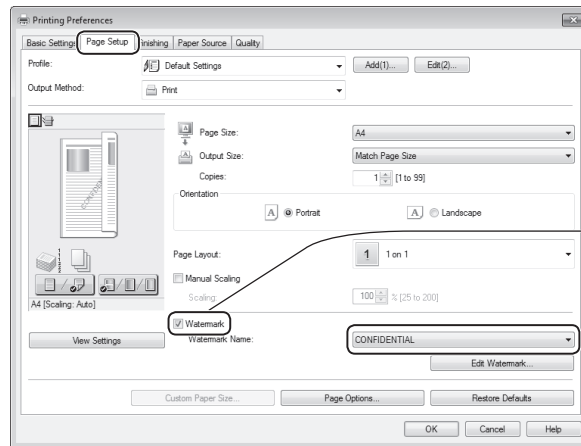
- Select to add watermarks.

- Select the desired watermark.

4 **To create a new watermark, click [Edit Watermark], and then enter the new text.**
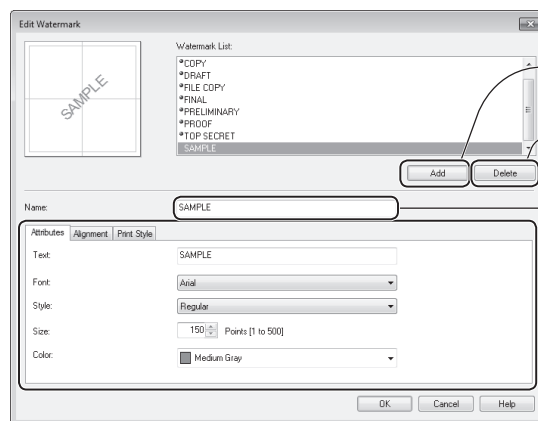
- Select to create a new watermark.
- Delete the selected watermark from the list.
- Enter the created watermark name.
- Specify watermark options.

5 **Click [OK] to return to the Print window.**

6 **Click [Print] to start printing.**

> **NOTE** You can register up to 50 new watermarks, in addition to the provided watermarks.

View and Cancel Print Jobs

You can view or cancel print jobs that are waiting or in progress.
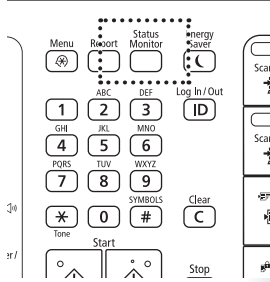
1 **Press [ ] (Status Monitor).**

2 **Press [▲] or [▼] to highlight <Copy/Print Job>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Job Status>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the job you want to view or cancel, and then press [OK].**
   - To view the details, press [▲] or [▼].
   - To cancel the job, press <**Cancel**>, press [▲] or [▼] to highlight <**Yes**>, and then press [**OK**].

```
Details
┌─────────────────────────────┐
│ Job Number: 0057            │
│ Status: Paused              │
│ Time: 03/03 02:16PM         │
│ Department ID: -            │
│ Job Type:  🖳  Printer       │
├─────────────────────────────┤
│      Cancel                 │
└─────────────────────────────┘
```
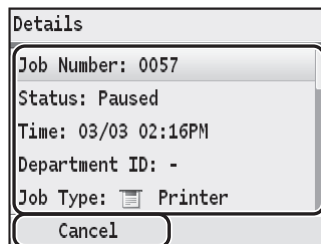
5 **Press [ ] (Status Monitor) to close the screen.**

> **NOTE** You can also view the print logs that have already been printed. For details, see [**Using the Machine as a Printer**] ➡ [**Printing from a Computer**] ➡ [**Checking the Printing Status and Log**] in the e-Manual.

Fax

This chapter describes the basic fax functions.

e-Manual

About PC Fax
You can fax documents directly from a computer using PC Fax (Fax driver). By faxing directly from the computer, you can reserve paper and toner, and send a higher-quality fax document. See [**Faxing**] ➡ [**Sending Faxes from Your Computer (PC Fax)**] in the e-Manual.

Register Destinations in the Address Book

You can register frequently used destinations in the Address Book and easily select them when needed. You can also select multiple destinations and register them together as a group.

> **NOTE**
> - The MF8580Cdw is equipped with functions that enable you to send scanned images by e-mail or save them to a shared folder. The destinations for these functions can be registered in the Address Book. For details, see the e-Manual.
> - To set an Address Book PIN, press [⊛] ➡ <**System Management Settings**> ➡ <**Restrict TX Function**> ➡ <**Address Book PIN**>, and then specify the PIN. After setting the PIN, press [⊛] to save the setting.
> - If the Address Book is protected with a PIN, you must enter the PIN in order to add new entries to the Address Book or edit existing entries. If a screen appears prompting you to enter the PIN, enter the correct PIN using the numeric keys, and press [**OK**].
> - The Address Book can be saved as a file to your computer using the Remote UI. The machine can read the file saved in your computer. For more details about Remote UI, see the e-Manual.

Registering Destinations in Favorites

To send a fax to a destination registered in Favorites, see "Selecting from Favorites" (→p.56).

1 **Switch to the Fax mode (→p.15), and then press [📖].**

```
Address Book (Favorites)
┌─────┬─────┬─────┬─────┐
│ All │  ☆  │ A-Z │ 0-9 │
└─────┴─────┴─────┴─────┘
🖨 ☆ Canon-1 123XXXXXXX
🖨 ☆ ABC 456XXXXXXX
👥 ☆ X Company 789XXXXXXX

Details/Edit   Register Dest.
```
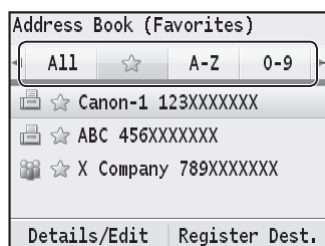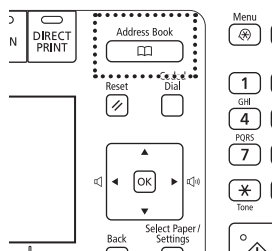
- Press [◄] or [►] to switch to the menu screen or a screen for searching registered destinations.

  🖨 : Display the fax destinations registered in the Address Book.

  👥 : Display the list of groups registered in Group Dial.

  All : Display all registered destinations.

  ☆ : Display the destinations registered in Favorites.

  0-9 , **A-Z** , **ABC** to **YZ** : Display registered destinations sorted by name.

2 **Press <Register Dest.>.**

3 **Press [▲] or [▼] to highlight <Favorites>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <Fax>, and then press [OK].**

5 **Press [▲] or [▼] to highlight <Name>, and then press [OK].**

6 **Enter a name for the destination, and then press <Apply>.**

```
Name (Max 16 Characters)
🖹                        A
┌──────────────────────────┐
│Canon-1                   │
└──────────────────────────┘


   A/a/12          Apply
```
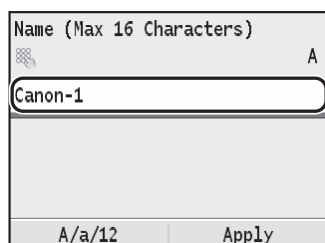
7 Press [▲] or [▼] to highlight <Fax Number>, and then press [OK].

8 Enter the fax number, and then press <Apply>.
- Press <**Set Details**> to specify detailed options as needed.

```
Fax Number (Max 40 Digits)
▓
123XXXXXXX
Pause


  Set Details        Apply
```

9 Press <Apply>.

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

Registering Destinations in Coded Dial

To send a fax to a destination that is registered in Coded Dial, see "Selecting with Coded Dial" (→p.56).

1 Switch to the Fax mode (→p.15), and then press [📖].

2 Press <Register Dest.>.

3 Press [▲] or [▼] to highlight <Coded Dial>, and then press [OK].

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

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

6 Enter a name for the destination, and then press <Apply>.

```
Name (Max 16 Characters)
▓                          A
Canon-1


  A/a/12              Apply
```

7 Press [▲] or [▼] to highlight <Fax Number>, and then press [OK].

8 Enter the fax number, and then press <Apply>.
- Press <**Set Details**> to specify detailed options as needed.

```
Fax Number (Max 40 Digits)
▓
123XXXXXXX
Pause


  Set Details        Apply
```

9 Press [▲] or [▼] to highlight <Coded Dial>, and then press [OK].

10 **Press [▲] or [▼] to highlight the Coded Dial number you want to register (001 to 181), and then press [OK].**

 • Up to 181 Coded Dial numbers are available.

```
Select/Enter Registration No.

001 not registered
002 not registered
003 not registered
004 not registered
005 not registered
006 not registered
```

11 **Press <Apply>.**

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

Registering Multiple Destinations for Group Dial

Multiple destinations that have been registered in Favorites or Coded Dial can be combined into groups. It is useful when sending a fax to multiple destinations at once.

IMPORTANT
 • Register group addresses to an unused Favorites or Coded Dial number. Make sure that you leave some unused Favorites or Coded Dial number for group dialing.
 • Individual destinations must be registered in Favorites or Coded Dial before they can be added to a group.
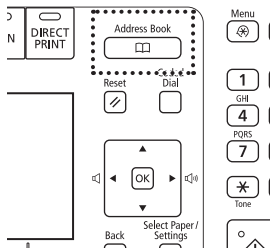
1 **Switch to the Fax mode (→p.15), and then press [   ].**

2 **Press <Register Dest.>.**

3 **Press [▲] or [▼] to highlight a destination type to register the group dial to, and then press [OK].**

 • Select whether to register the group in Coded Dial or Favorites.

4 **Press [▲] or [▼] to highlight <Group>, and then press [OK].**

```
Destination Type

Fax
E-Mail
Group
```

5 **Press [▲] or [▼] to highlight <Name>, and then press [OK].**

6 **Enter a name for the destination, and then press <Apply>.**

```
Name (Max 16 Characters)
                              A
Canon-1


      A/a/12          Apply
```

7 **Press [▲] or [▼] to highlight <Number of Destinations>, and then press [OK].**

8 **Press <Add>.**

```
Destination




        Add              Apply
```
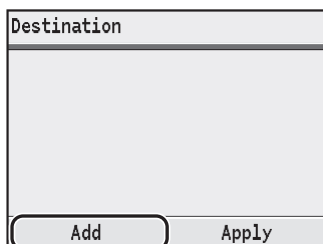
9 **Press [▲] or [▼] to highlight the destination you want to add, and then press [OK].**

```
Address Book (Favorites)
◄   All    ☆    A-Z    0-9  ►
  🖷 ☆ Canon-1 123XXXXXXX
  🖷 ☆ ABC 456XXXXXXX
  🏢 ☆ X Company 789XXXXXXX
```
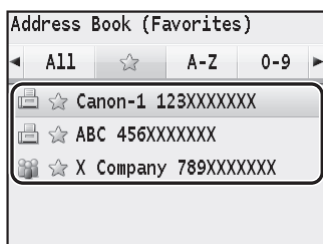
10 **Press <Add>.**

11 **Repeat steps 9 and 10 to add more destinations as needed.**

```
Address Book (Favorites)
◄   All    ☆    A-Z    0-9  ►
  🖷 ☆ Canon-1 123XXXXXXX
  🖷 ☆ ABC 456XXXXXXX
  🏢 ☆ X Company 789XXXXXXX
```
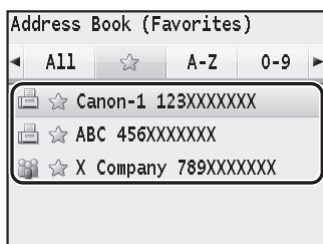
12 **Press <Apply>.**

13 **If you selected <Coded Dial> in step 3, press [▲] or [▼] to highlight <Coded Dial>, and then press [OK].**
   - If you selected <Favorites> in step 3, proceed to step 15.

14 **Press [▲] or [▼] to highlight the Coded Dial number you want to register, and then press [OK].**

15 **Press <Apply>.**

16 **Press [▭] (Back) to close the screen.**
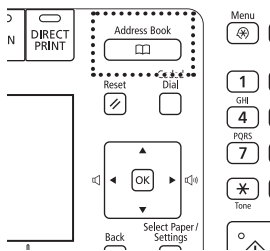
Editing and Deleting Registered Destinations

You can edit or delete destinations registered in the Address Book.

1 **Switch to the Fax mode (→p.15), and then press [　📖　].**

2 **Press [◀] or [▶] to highlight the tab.**
- Select <⭐> for Favorites, or select <👥> for Group Dial.
- If you want to edit or delete a destination registered in Coded Dial, proceed to step 3.

3 **Press [▲] or [▼] to highlight the destination, and press <Details/Edit>.**

<Edit>	• For Favorites or Coded Dial, you can edit the name, fax number, and Coded Dial number. • For a group, you can edit the group name or add new destinations.
<Details>	View the details for the destination.
<Delete>	Delete destinations from the Address Book.

4 **Select the desired option, and then edit or delete the destination.**
- To edit the destination, press [▲] or [▼] to highlight the item you want to edit, perform editing, and then press <**Apply**>.
- To delete the destination, press [▲] or [▼] to highlight <**Yes**>, and then press [**OK**].

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

Adjust the Image Quality for Fax

Adjusting the Density

You can adjust the density of a fax darker or lighter.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15).**

3 **Press [▲] or [▼] to highlight <Density>, and then press [OK].**

4 **Press [◀] or [▶] to adjust the density, and then press <Apply>.**

```
Density



 –  · · · · · | · · · ·  +


          Apply
```
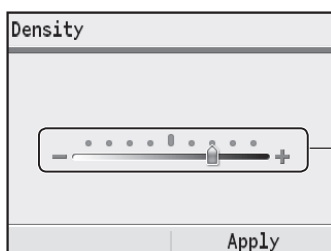
– : Less density (lighter)
+ : More density (darker)

5 **Send a fax to the desired destination (→p.55).**

Selecting the Resolution

You can select a resolution that is appropriate for the document. Set a higher resolution for documents that contain small text.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15).**

3 **Press [▲] or [▼] to highlight <Resolution>, and then press [OK].**

4 **Select the desired resolution, and then press [OK].**

<200 dpi x 100 dpi (Normal)>	For general text documents
<200 dpi x 200 dpi (Fine)>	For fine text documents
<200 dpi x 200 dpi (Photo)>	For documents that contain photographs
<200 dpi x 400 dpi (Superfine)>	For documents that contain very fine text
<400 x 400 dpi (Ultrafine)>	Achieves an even finer resolution than Superfine.

5 **Send a fax to the desired destination (→p.55).**

Adjusting the Sharpness

You can sharpen or soften the edges of images by adjusting the sharpness.
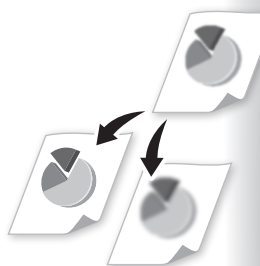
1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15).**

3 **Press [▲] or [▼] to highlight <Sharpness>, and then press [OK].**

4 **Press [◀] or [▶] to adjust the sharpness, and then press <Apply>.**

Sharpness
− : Less sharpness
(Suitable for photos)
+ : More sharpness
(Suitable for documents written in pen or pencil)

Apply
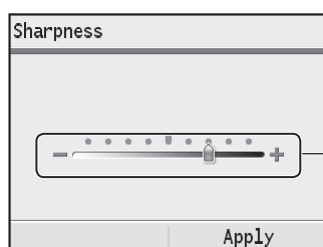
5 **Send a fax to the desired destination (→p.55).**

Specifying the Double-Sided Document Format

(MF8580Cdw Only)
You can set the document format to scan double-sided documents automatically.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15).**

3 **Press [▲] or [▼] to highlight <2-Sided Original>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired option, and then press [OK].**

<Off>	Read only one side of documents.
<Book Type>	• Read both sides of documents. • Select when the document is book type.
<Calendar Type>	• Read both sides of documents. • Select when the document is calendar type.

5 **Send a fax to the desired destination (→p.55).**

Changing the Default Settings

You can change the default settings that are applied when the machine is restarted, [✐] is pressed or the screen is returned to the default screen after auto reset is performed.

1 **Press [⊛].**

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

3 **Press [▲] or [▼] to highlight <TX Function Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <Change Default Settings>, and then press [OK].**

5 **Press [▲] or [▼] to highlight the desired option, and then press [OK].**

<Resolution>	Make the resolution higher or lower.
<Density>	Make the density lighter or darker.
<2-Sided Original>*	Set whether to read one side of documents or both sides of documents automatically.
<Sharpness>	Increase the sharpness to enhance the clarity of an image, or decrease the sharpness to soften an image.

* MF8580Cdw only

6 **Specify the desired setting.**

7 **After you have specified the setting, press <Apply>.**

8 **Press [✐] to close the screen.**
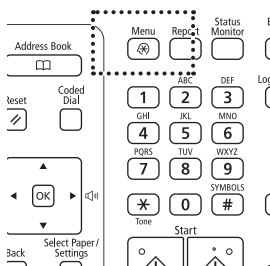
Send a Fax

Entering a Fax Number with the Numeric Keys

1 **Place your documents (→p.18).**
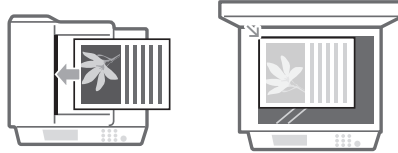
2 **Switch to the Fax mode (→p.15).**

3 **Enter the recipient's fax number with the numeric keys, and <Apply>.**

```
Fax Number (Max 40 Digits)
🖳
  🖨 = 123XXXXXXX
Pause


                          Apply
```

4 **Adjust the image quality of the documents as needed (→p.52).**

5 **Press [⬦] (B&W).**

When loading documents into the feeder	Scanning documents starts. The fax is sent after the scanning is finished.
When placing documents on the platen glass	1. Press [▲] or [▼] to highlight the size of the original document, and then press [**OK**]. 2. After placing next page, press [⬦] (B&W). • Press [⬦] (B&W) for each page. 3. When all pages are scanned completely, press <**Start Sending**>.

NOTE
If the recipient's line is busy or an error occurs, the machine automatically redials the last destination. The default number of reattempts is 2, and the interval between each attempt is 2 minutes.
To change the default settings, press [⊛] ➡ <**Fax Settings**> ➡ <**TX Function Settings**> ➡ <**Auto Redial**> ➡ <**On**> ➡ specify the settings ➡ <**Apply**> ➡ [⊛].

Canceling Fax Jobs

1 **Press [⊘].**
  • If the screen displays a list of documents, press [▲] or [▼] to highlight the job you want to cancel.

2 **Press [▲] or [▼] to highlight <Yes>, and then press [OK].**

Selecting from Favorites

You can easily send faxes to a destination registered in Favorites. You can send faxes to multiple destinations at once, if a group is registered in Favorites.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15), and then press [📖].**

3 **Press [◄] or [►] to highlight < ☆ >.**

4 **Press [▲] or [▼] to highlight the destination, and then press [OK].**

5 **Adjust the image quality of the documents as needed (→p.52).**

6 **Press [◈] (B&W).**
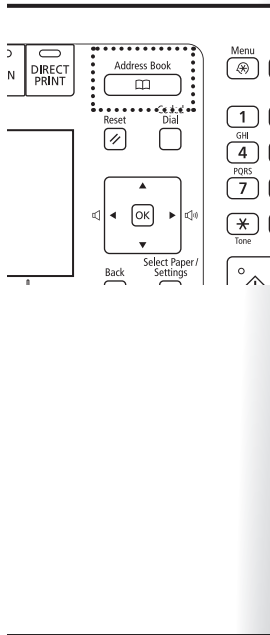
Selecting with Coded Dial

You can easily send faxes to a destination registered in Coded Dial. You can send faxes to multiple destinations at once, if a group is registered in Coded Dial.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15), and then press [ ] (Coded Dial).**

3 **Enter the three-digit registration number (001 to 181) with the numeric keys.**
   - The destination number registered in Coded Dial is displayed. If you accidentally select an incorrect destination, press [C] and then enter another dial code.
   - When <**Coded Dial TX Confirmation**> is set to <**On**>, a screen is displayed that shows the destination details. Confirm the details, press [▲] or [▼] to highlight <**OK**> and press [**OK**].

   ```
   Enter Coded Dial Number

   *001
   ```
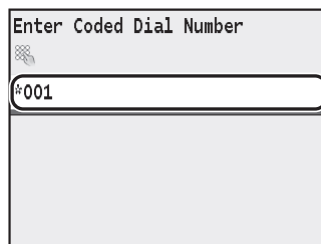
4 **Adjust the image quality of the documents as needed (→p.52).**

5 **Press [◈] (B&W).**
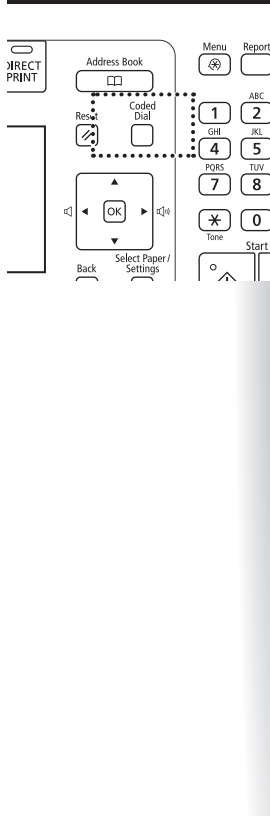
Selecting from Group Dial

Specify destinations in Group Dial that have been registered in Favorites or Coded Dial.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15), and then press [📖].**

3 **Press [◄] or [►] to highlight < 👥 >.**
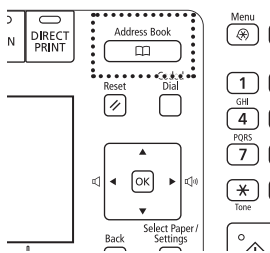
4 **Press [▲] or [▼] to highlight the destination, and then press [OK].**

5 **Adjust the image quality of the documents as needed (→p.52).**

6 **Press [◇] (B&W).**

Searching by Name for Destinations

You can search a name registered in the Address Book.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15), and then press [📖].**

3 **Press [◀] or [▶] to search for a recipient.**

```
Address Book (ABC)
◀  ABC   DEF   GHI   JKL  ▶
🖨 ☆ CANON 123XXXXXXX
🖨 ☆ CANON_sales 456XXXXXXX

  Details/Edit  Register Dest.
```
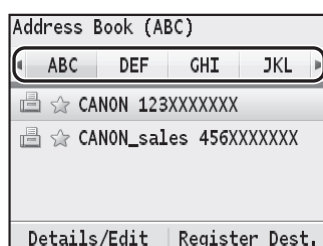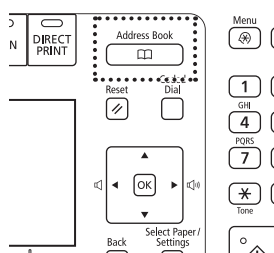
Select <**All**> or an initial
in the recipient's name.

4 **Press [▲] or [▼] to highlight the desired recipient, and then press [OK].**

5 **Adjust the image quality of the documents as needed (→p.52).**

6 **Press [◇] (B&W).**

Redialing

You can select a destination from among the most recent three destinations. When you specify a previously used destination, the machine automatically sets the same fax settings you used the last time you sent documents to that destination.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15).**

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

4 **Press [▲] or [▼] to highlight the destination, and then press [OK].**

```
Previous Settings
🖨 =  123XXXXXXX
🖨 =  456XXXXXXX
```

5 **Press [⟨◇⟩] (B&W).**
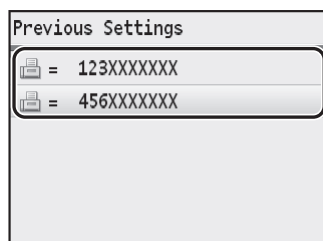
> **NOTE**
> - When <**Restrict Resending from Log**> is set to <**On**>, this feature is not available.
> - The destinations and their fax settings in Manual Sending are not available for this feature.
> - Turning OFF the machine or setting <**Restrict New Destinations**> to <**On**> deletes the past destinations and their fax settings, and disables this feature.
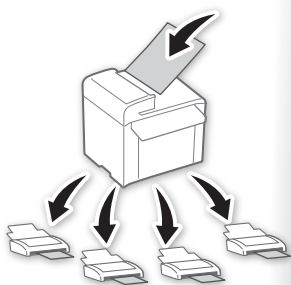
Sending a Fax to Multiple Destinations (Sequential Broadcast)

You can send the same document to multiple recipients at once.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15).**

3 **Specify the destination.**
- Specify the destination using the Address Book or the numeric keys.
- To specify a destination using the numeric keys, enter the fax number and press <**Apply**>. To specify additional destinations, press [▲] or [▼] to select <**Specify Next Destination (New)**>, and repeat the procedure.
- You can also specify the destination from an LDAP server. For details, see the e-Manual.

4 **Repeat step 3 to enter additional destinations as needed.**
- <**Specify Next Destination (New)**> is available up to 10 destinations.
- To confirm or delete destinations, press [▲] or [▼] to highlight <**Confirm/Edit Destination**>, and then press [**OK**].

5 **Adjust the image quality of the documents as needed (→p.52).**

6 **Press [⟨◇⟩] (B&W).**

Sending a Fax to an International Destination (Adding Pauses)

When sending faxes to international destinations, it is sometimes difficult to connect to a recipient, due to the long distance that the signal must travel. You can insert a pause after the international access code to reduce this problem.

1 **Place your documents (→p.18).**

2 **Switch to the Fax mode (→p.15).**

3 **Use the numeric keys to enter the international access code.**
- For details about international access codes, contact your telephone service provider.

4 **Press [▲] or [▼] to highlight <Pause>, and then press [OK].**
- The letter <**P**> is displayed to indicate the pause.
- The default pause added before the number is two seconds. To change the pause time, see "<**Set Pause Time**>" (→p.67).
- To add another pause, press [**OK**] again.

5 **Use the numeric keys to enter the country code, area code, and fax number.**

6 **Press [▲] or [▼] to highlight <Pause>, and then press [OK].**
  - A pause added to the end of the number is fixed at 10 seconds.

7 **Press <Apply>.**

8 **Press [⬦] (B&W).**

Calling a Recipient before Sending a Fax

In the following cases, follow the procedure below to send faxes:
- If you want to call a recipient before sending a fax
- If the recipient's machine cannot receive a fax automatically

NOTE To use this function, you must connect an external telephone to the machine. If it is not connected, use another telephone to make sure the recipient to switch the fax mode to receive fax.

1 **Place your documents (→p.18).**
  - The machine cannot automatically scan both sides of the documents when using Manual Sending.
  - When the document is placed on the platen glass, only one page can be sent.

2 **Switch to the Fax mode (→p.15).**

3 **Lift the telephone receiver.**
  - A dial tone sounds.

4 **Dial the recipient's fax number.**

5 **Ask the recipient to allow his or her machine to receive faxes.**

6 **When you hear a beep, press [⬦] (B&W), and then replace the telephone receiver.**

Receive a Fax (Receive Mode)

Your machine provides multiple methods for automatically or manually receiving faxes. Select the receive mode that best suits your needs.

FAQs ? **(→ p.109)**
You can see frequently asked questions about the receive mode.

Do you want to use a telephone (voice call)?

No → **<Auto> mode**
See "Using the Machine for Fax Only" (→p.61).

Yes ↓

Do you want to use an answering machine?

Yes → **Connect an answering machine to the machine.** → **<Answering Machine> mode**
See "Using the Answering Machine" (→p.62).

No ↓

Do you want to automatically receive faxes?

Yes → **<Fax/Tel Auto Switch> mode**
See "Using the Machine for Faxing and Phoning" (→p.61).

Connect an external telephone to the machine.

No → **<Manual> mode**
See "Using the Machine Primarily for Phoning" (→p.63).
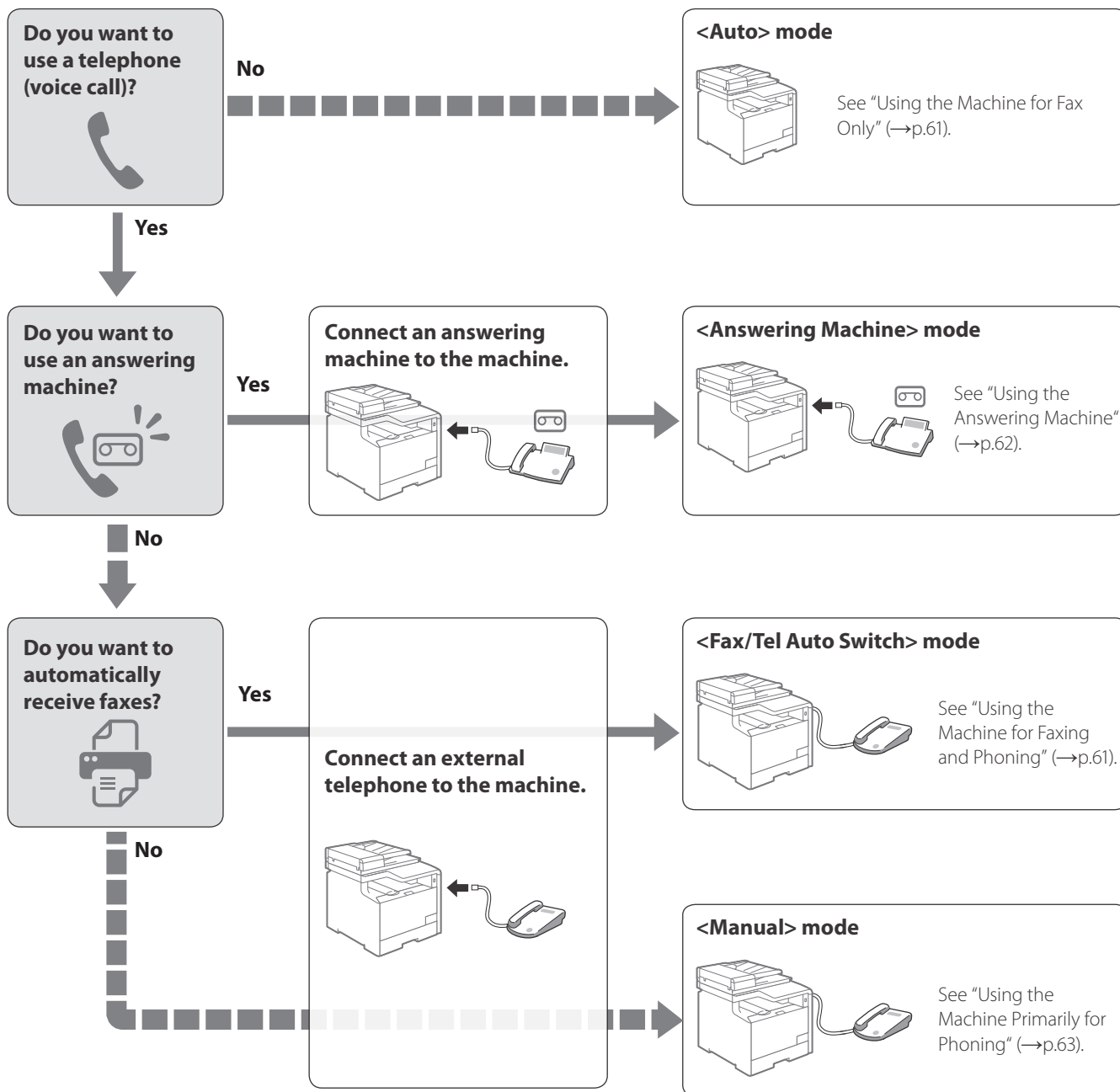
- If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, <**DRPD**> is also available for the receiving mode. For details about each mode, see [**Faxing**] ➡ [**Receiving Faxes**] in the e-Manual.
- Depending on the connected telephone, you may not normally receive a fax. If you are using an external telephone that has fax functions, disable the external telephone's auto receive functions.
- If <**RX Mode**> is set to <**Auto**> or <**Fax/Tel Auto Switch**>, you can specify whether or not the external telephone rings when receiving an incoming call. Also, you can specify the number of rings. Press [🌐] ➡ <**Fax Settings**> ➡ <**RX Function Settings**> ➡ <**Incoming Ring**>.

Using the Machine for Fax Only
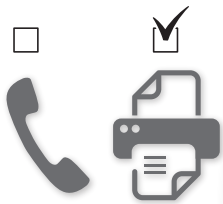
Set the fax receive mode to <**Auto**>.

1 **Switch to the Fax mode (→p.15).**

2 **Press [▲] or [▼] to highlight <RX Mode>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Auto>, and then press [OK].**

```
RX Mode
Auto
Fax/Tel Auto Switch
Manual
Answering Machine
DRPD: Select Fax
```
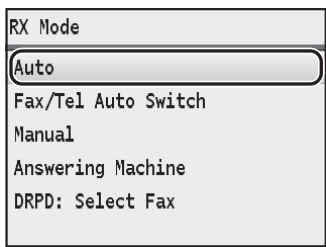
When a Fax or Call Comes In

When a fax comes in, the machine automatically begins receiving the fax. If a voice call comes in, the caller will hear a fax tone.

Using the Machine for Faxing and Phoning

Set the fax receive mode to <**Fax/Tel Auto Switch**>.

1 **Switch to the Fax mode (→p.15).**

2 **Press [▲] or [▼] to highlight <RX Mode>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Fax/Tel Auto Switch>, and then press [OK].**

```
RX Mode
Auto
Fax/Tel Auto Switch
Manual
Answering Machine
DRPD: Select Fax
```

4 **Specify ring settings.**

<Ring Start Time>	Specify how long the machine will attempt to detect a fax tone before the machine starts ringing (5-30 seconds).
<Incoming Ring Time>	Specify how long the machine will ring during an incoming call (15-300 seconds).
<After Ring>	Specify how the machine should behave when an incoming call is not answered: • **<End>**: Disconnects the call. • **<Receive>**: Receives a fax.

5 **After you have specified the setting, press <Apply>.**

Fax

When a Fax or Call Comes In

The machine automatically detects whether the call is a fax or voice call after two rings.
If the call is a fax, the machine starts receiving the fax. If the call is a voice call, the machine
rings until it is answered or the caller hangs up.

> **NOTE**
>
> To change the number of rings before the machine receives a fax, press
> [⊛] ➡ <**Fax Settings**> ➡ <**RX Function Settings**> ➡ <**Incoming
> Ring**> ➡ <**On**> ➡ specify the number of rings ➡ <**Apply**> ➡ [⊛].
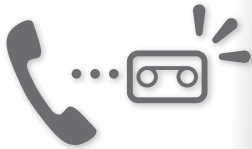
Using the Answering Machine

Set the fax receive mode to <**Answering Machine**>.

1 **Switch to the Fax mode (→p.15).**

2 **Press [▲] or [▼] to highlight <RX Mode>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Answering Machine>, and then press [OK].**

```
RX Mode

Auto
Fax/Tel Auto Switch
Manual
Answering Machine
DRPD: Select Fax
```
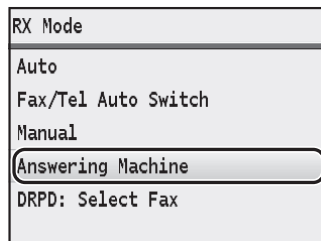
When a Fax or Call Comes In

The connected answering machine answers the call, and if the call is a fax, the machine
starts receiving the fax. If the call is a voice call, the answering machine answers and records
the caller's message.

> **NOTE**
>
> Before use the answering machine, set the number of rings before the
> answering machine activates to at least two, and then record a greeting.

Using the Machine Primarily for Phoning

Set the fax receive mode to <**Manual**>.

1 **Switch to the Fax mode (→p.15).**

2 **Press [▲] or [▼] to highlight <RX Mode>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Manual>, and then press [OK].**

```
RX Mode

Auto
Fax/Tel Auto Switch
Manual
Answering Machine
DRPD: Select Fax
```
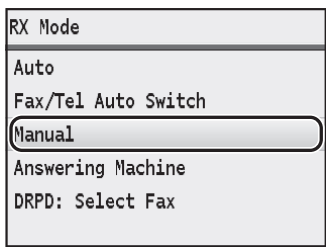
When a Fax or Call Comes In

The machine continuously rings in Manual mode. Pick up the receiver of the external telephone to answer the call. If the call is a fax, you will hear a beep. See "Receiving Faxes in Manual Mode" below to receive faxes manually.

Receiving Faxes in Manual Mode

Follow the procedure below to receive faxes manually.

1 **When an incoming call rings, pick up the telephone receiver.**

2 **If you hear a beep, press [▲] or [▼] to highlight <Start Receiving>, and then press [OK].**
   • If you do not hear a beep, start your conversation.

3 **Hang up the receiver.**
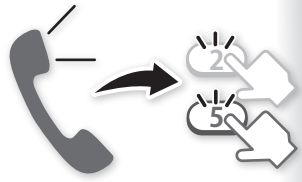
NOTE
• When you pick up the telephone and get a fax signal, you do not need to go to the machine to receive the fax. Just enter the remote RX ID number (default setting: 25) with the telephone, and you can start receiving the fax.
• To change the remote RX ID, press [⊛] ➡ <**Fax Settings**> ➡ <**RX Function Settings**> ➡ <**Remote RX**> ➡ <**On**> ➡ specify the remote RX ID number ➡ <**Apply**> ➡ [⊛].

Receive a Fax from Memory

If a fax is stored in memory, you can view the sender of the received fax and print or forward the fax.

Switching to Memory Lock Mode

1 **Press [⊛].**

2 **Press [▲] or [▼] to highlight <System Management Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Communication Management Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <Memory Lock Settings>, and then press [OK].**

5 **Press [▲] or [▼] to highlight <On>, and then press [OK].**

6 **Set the details as needed.**

<Memory Lock PIN>	Register a seven-digit PIN to protect the memory lock settings. **NOTE** You can use numbers between "0" and "9," but cannot register consecutive digits that consist of only "0" as a PIN.
<Report Print>	Set the RX Result Report to print automatically when faxes are received into the memory. • <**Off**>: Do not print the RX Result Report. • <**On**>: Print the RX Result Report. **NOTE** To use this feature, you must also activate the <**RX Result Report**> item: [⬚] (Report) ➡ <**Report Settings**> ➡ <**RX Result Report**> The default setting is <**Off**>.
<Memory Lock Time>	Set this feature to receive faxes into the memory only for a specified time. When the preset time starts, the machine is switched to receive fax into the memory. When the preset time ends, faxes stored in the memory are automatically printed and the memory receiving feature is deactivated.

7 **After you have specified the setting, press <Apply>.**

8 **Press [⊛] to close the screen.**

Viewing and Canceling Received Fax Documents

You can view the sender of the fax stored in memory. You can also delete unnecessary faxes or forward them to other destinations.

1 **Press [ ] (Status Monitor).**

2 **Press [▲] or [▼] to highlight <RX Job>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Job Status>, and then press [OK].**

4 **Press [▲] or [▼] to highlight a job to be checked or deleted, and then press [OK].**
   - To delete the fax job, press <**Delete**>, press [▲] or [▼] to highlight <**Yes**>, and then press [**OK**].
   - To forward the fax, press <**Forward**>, specify the forwarding destination from the Address Book, and then press [**OK**].

```
Details
Job Number: 5002
Status: Waiting to print
Time: 03/03 10:45AM
Department ID: -
Sender: 567XXXXXXX
    Delete        Forward
```
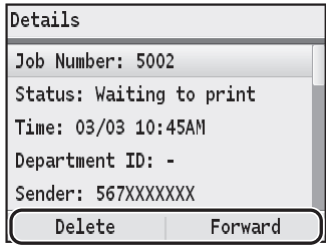
5 **Press [ ] (Status Monitor) to close the screen.**

Printing Received Fax Documents

When the memory receiving is deactivated, all faxes stored in the memory are automatically printed.

> **IMPORTANT**
> The machine does not support the function to select fax documents to print. Delete the unnecessary documents first.

1 **Press [⊛].**

2 **Press [▲] or [▼] to highlight <System Management Settings>, and then press [OK].**

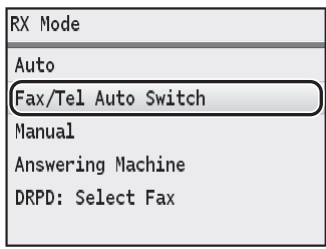*3* **Press [▲] or [▼] to highlight <Communication Management Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <Memory Lock Settings>, and then press [OK].**

5 **Press [▲] or [▼] to highlight <Off>, and then press [OK].**
   - All faxes stored in the memory are printed.

6 **Press [⊛] to close the screen.**

Fax

View and Cancel a Fax Job

You can view or cancel fax jobs that are waiting or in progress.

1 **Press [⬚] (Status Monitor).**

2 **Press [▲] or [▼] to highlight <TX Job> or <RX Job>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Job Status>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the job you want to view or cancel, and then press [OK].**
   - To cancel sending, press <**Cancel**>, press [▲] or [▼] to highlight <**Yes**>, and then press [**OK**].
   - On the <**Details**> screen, press <**Delete**> to delete the received fax, or press <**Forward**> to forward the received fax (→p.65).

5 **Press [⬚] (Status Monitor) to close the screen.**

> **NOTE** You can also view the sending/receiving logs. For details, see [**Faxing**] ➡ [**Checking Status and Log for Sent and Received Documents**] in the e-Manual.

Change the Fax Settings

You can change the fax settings for sending and receiving to suit your needs.

Changing Fax Sending Settings

1 **Press [⊛].**

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

3 **Press [▲] or [▼] to highlight <Basic Settings> or <TX Function Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired item, and then press [OK].**
   - See "Settings for Sending Faxes" (→p.67).

Basic Settings
Register Unit Telephone Number
Select Line Type
Off-Hook Alarm

TX Function Settings
Change Default Settings
Register Unit Name (Fax)
ECM TX
Set Pause Time
Auto Redial
TX Terminal ID

5 **Specify the setting values, and then press <Apply> or [OK].**

6 **Press [⊛] to close the screen.**

Settings for Sending Faxes

Settings	Options Bold: Default settings	Details
\<Register Unit Telephone Number\>		Register a fax number for the machine. The number that you register will appear at the top of the fax.
\<Select Line Type\>	Pulse **Tone**	If you cannot send a fax, change the line type. NOTE: If you are not sure about your telephone line type, contact your local telephone company.
\<Off-Hook Alarm\>	**Off** On - Off-Hook Alarm Volume: **1** to 3	Specify whether or not to sound an alarm when the handset of the external telephone is left unhooked at the end of a fax communication.
\<Change Default Settings\>		You can specify frequently used settings as the default.
\<Register Unit Name (Fax)\>		Register your machine name (the name of company or the user). The name that you register will appear at the top of the fax.
\<ECM TX\>	Off **On**	The Error Correction Mode (ECM) automatically detects and corrects errors during fax communication. Using the ECM function can diminish send errors even over poor connections.
\<Set Pause Time\>	1 to **2** to 15 (seconds)	Specify the length of pauses added to fax destination numbers.
\<Auto Redial\>	Off **On** - Redial Times: 1 to **2** to 10 (times) - Redial Interval: **2** to 99 (minutes) - Redial When Error Occurs: **Off**, On	Set auto redialing to automatically reattempt to connect to a destination if the line is busy or an error occurs. You can also specify the how many times to redial a number and the interval between attempts.
\<TX Terminal ID\>	Off **On** - Print Position: Inside Image Area, **Outside Image Area** - Mark Number as: **FAX**, TEL	Specify whether or not to include the sender ID at the top of recipient's faxes. Information such as your fax number and name is included, enabling the recipient to recognize the sender. Fax Number Number's Type Sent Time Unit Name Page Number 03/03/2013 02:07 PM FAX 123XXXXXXX CANON 0001/0001
\<Check Dial Tone Before Sending\>	**Off** On	When sending a fax, you can specify whether or not to verify the dial tone before dialing.

Restricting Fax Sending Functions

1 **Press [⊛].**
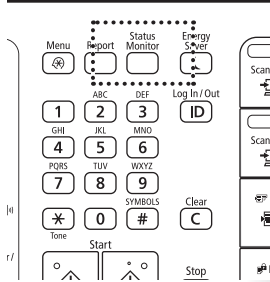
2 **Press [▲] or [▼] to highlight <System Management Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Restrict TX Function>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired item, and then press [OK].**
   - See "Settings for Restricting Fax Sending" below.

```
Restrict TX Function

Address Book PIN
Restrict New Destinations
Allow Fax Driver TX
Restrict Resending from Log
Confirm Entered Fax Number
Coded Dial TX Confirmation
```

5 **Specify the setting values, and then press <Apply> or [OK].**

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

Settings for Restricting Fax Sending

Settings	Options Bold: Default settings	Details
<Address Book PIN>		Specify a PIN to protect the Address Book. The PIN will be required to register, edit, or delete destinations.
<Restrict New Destinations>	**Off** On	Restrict the destinations that can be specified to those already registered in the Address Book or those searchable from the LDAP servers. Restricting destinations will prevent the following operations: • Specifying a destination with the numeric keys • Registering new destinations in the Address Book • Changing destinations that are registered in the Address Book
<Allow Fax Driver TX>	Off **On**	Specify whether or not to allow faxes to be sent via a computer's fax driver.
<Restrict Resending from Log>	**Off** On	Specify whether or not to restrict sending faxes from <**Previous Settings**>.
<Confirm Entered Fax Number>	**Off** On	Specify whether or not to require a confirmation before sending a fax. If you activate this feature, you must re-enter the fax number before sending a fax.
<Coded Dial TX Confirmation>	**Off** On	Select whether or not to require confirmation when specifying a destination by Coded Dial.
<Restrict Sequential Broadcast>	**Off** Confirm Sequential Broadcast Reject Sequential Broadcast	Specify whether or not to restrict faxes to multiple recipients. If <**Confirm Sequential Broadcast**> is selected, a confirmation screen is displayed when you send a fax to multiple recipients. If <**Reject Sequential Broadcast**> is selected, you cannot send a fax to multiple recipients.
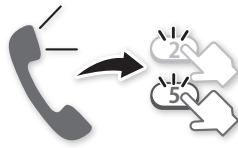
Changing Fax RX Settings

1 **Press [⊛].**
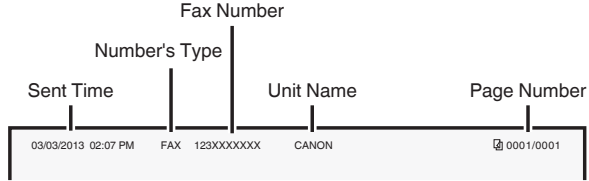
2 **Press [▲] or [▼] to highlight <Fax Settings>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <RX Function Settings> or <RX Print Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired item, and then press [OK].**
   - See "Settings for Receiving Faxes" below.
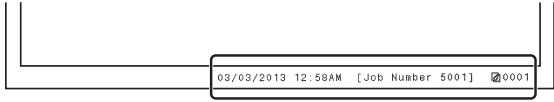
```
RX Function Settings            RX Print Settings
ECM RX                          Print on Both Sides
Incoming Ring                   Reduce RX Size
Remote RX                       RX Page Footer
Switch to Auto RX               Continue Printing When Toner …
```

5 **Specify the setting values, and then press <Apply> or [OK].**

6 **Press [⊛] to close the screen.**

Settings for Receiving Faxes

Settings	Options Bold: Default settings	Details
<ECM RX>	Off **On**	The Error Correction Mode (ECM) automatically detects and corrects errors during fax communication. Using the ECM function can diminish receive errors even over poor connections.
<Incoming Ring>	Off **On** - Ring Times: 1 to **2** to 99 (times)	Specify whether or not the external telephone will ring during an incoming call if <**RX Mode**> is set to <**Auto**> or <**Fax/Tel Auto Switch**>. After the external telephone rings for specified times, the machine automatically starts receiving the fax, if the call is a fax. If the call is a voice call, the machine rings only when <**RX Mode**> is set to <**Fax/Tel Auto Switch**>.
<Remote RX>	Off **On** - Remote RX ID: 00 to **25** to 99	Specify whether or not to remotely instruct the machine to switch to fax mode when an external telephone is connected. To send the instruction to the machine, you must dial the remote RX ID from the external telephone. You can also specify a remote RX ID.
<Switch to Auto RX>	**Off** On - Ring Time till Auto RX: 1 to **15** to 99 (seconds)	Specify how long an incoming call should ring before the machine automatically switches to fax mode. This option is available when the receive mode is set to <**Manual**>.
<Print on Both Sides>*	**Off** On	Specify whether or not to print received faxes on both sides of paper.

* MF8580Cdw only

69

Settings	Options Bold: Default settings	Details
\<Reduce RX Size\>	Off **On** - Ratio: **Auto**, 97%, 95%, 90%, 75% - Direction: Vertical/Horizontal, **Vertical Only**	Set to scale images automatically so they fit the selected paper size or to reduce the image according to the specified ratio.
\<RX Page Footer\>	**Off** On	Specify whether or not to print a received date, day of the week, time, number, and page number at the bottom of the page when printing received faxes. 03/03/2013 12:58AM [Job Number 5001] 0001
\<Continue Printing When Toner Is Low\>	**Off** On	Specify whether or not to continue printing received faxes and reports when the toner is nearly out.

Changing Communication Management Settings

1 **Press [⊛].**

2 **Press [▲] or [▼] to highlight \<System Management Settings\>, and then press [OK].**

3 **Press [▲] or [▼] to highlight \<Communication Management Settings\>, and then press [OK].**

4 **Press [▲] or [▼] to highlight the desired item, and then press [OK].**
   - If you select <**Fax Settings**>, you can select a sub-item.
   - See "Communication Management Settings" (→p.71).

```
Communication Mngt. Settings

Fax Settings
Memory Lock Settings
```
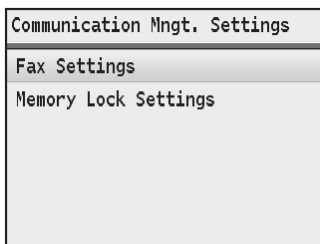
5 **Specify the setting values, and then press \<Apply\> or [OK].**

6 **Press [⊛] to close the screen.**

Communication Management Settings

Settings	Options Bold: Default settings	Details
\<TX Start Speed\> **\<RX Start Speed\>**	**33600 bps** 14400 bps 9600 bps 7200 bps 4800 bps 2400 bps	Change the transmission or receiving start speed if you have difficulty sending or receiving faxes.

\<Memory Lock Settings\>	**Off**
	On
	  - Memory Lock PIN: Seven-digit number
	  - Report Print: Off, **On**
	  - Memory Lock Time: **Off**, On
		Generally, received documents are immediately printed. However, you can specify whether or not to store received faxes in memory before printing. You can then print the stored faxes at any time or delete them without printing to save paper.

Fax

Memo

Scan

This chapter describes the basic scan functions.
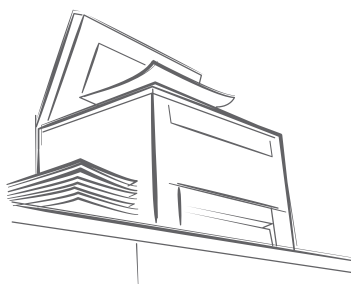
Understand the Scanning Method

Various scanning methods are provided.

Basic Method
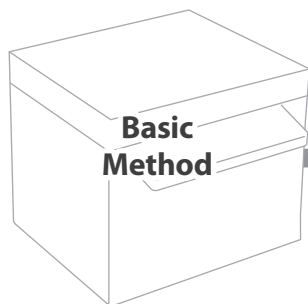
Connect your computer to the machine.

Scan a Document with the Operation Panel (→p.75).

You can use the operation panel to scan an image, and then send the image to a computer.

Scanning with Detailed Scan Settings
(Use a driver from a computer)
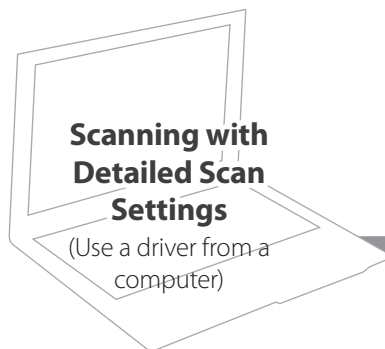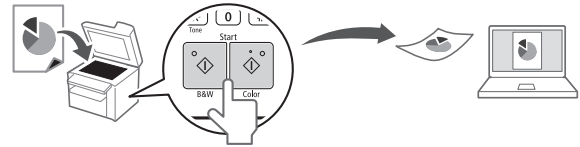
Connect your computer to the machine, and install the MF Drivers and MF Toolbox on the computer.

Scan a Document with MF Toolbox (→p.78).

You can set the various scan settings with MF Toolbox.
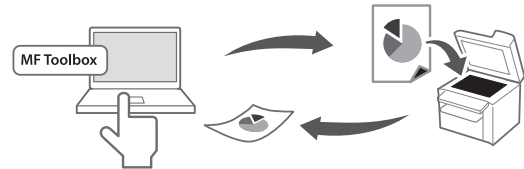
Scan a Document with the Scanner Driver (→p.82).

You can set the various scan settings with the scanner driver (ScanGear MF Window).

Scan a Document Using an Application

For more details, see [**Using the Machine as a Scanner**] ➡ [**Scanning Documents to a Computer**] ➡ [**Scanning Using an Application**] in the e-Manual.

Sharing Scanned Images
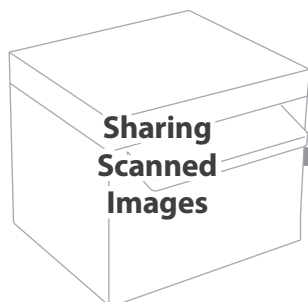
Saving a Scanned Document to USB Memory

For more details, see [**Using the Machine as a Scanner**] ➡ [**Scanning Documents to USB Memory**] in the e-Manual.

Sending a Scanned Document by E-mail (MF8580Cdw Only)

For more details, see [**Using the Machine as a Scanner**] ➡ [**Scanning Documents to Send as E-mails (MF8580Cdw Only)**] in the e-Manual.

Saving a Scanned Document to a Shared Folder (MF8580Cdw Only)

For more details, see [**Using the Machine as a Scanner**] ➡ [**Scanning Documents to Shred Folders (MF8580Cdw Only)**] in the e-Manual.

Scan a Document with the Operation Panel

You can scan a document using the Scan mode.

1 **Make sure that a computer and the machine are connected (See Getting Started).**

2 **Place your documents (→p.18).**

3 **Switch to the Scan mode (→p.15).**

4 **Press [▲] or [▼] to highlight <Computer>, and then press [OK].**

```
📠 Select a scan type.

 Computer
Remote Scanner
USB Memory
E-Mail
Windows (SMB)
```
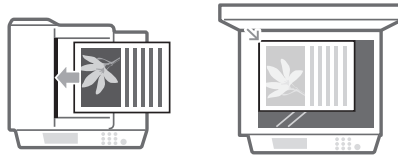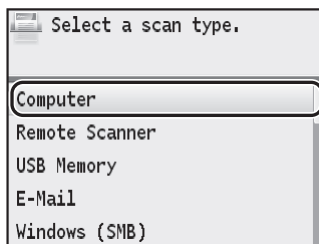
5 **Press [▲] or [▼] to specify a destination, and then press [OK].**
   • When multiple computers are connected, the computer connected by a USB cable is listed on the top.

```
Specify the destination.
 PC1
 PC2
 PC3
```

6 **Press [▲] or [▼] to specify the scan settings, and then press [OK].**

<Color Scan>	• Scan the document in color (300 dpi), and then save as a PDF file. • PDF settings: Searchable/Compact
<B&W Scan>	Scan the document in black and white (300 dpi), and then save as a TIFF file.
<Custom 1>	Scan the document in color (300 dpi), and then save as a JPEG/Exif file.
<Custom 2>	• Scan the document in color (300 dpi), and then save as a PDF file. • PDF settings: Searchable/Standard

7 **Press [OK] to start scanning.**

When placing your documents in the feeder	Scanning operation starts.
When placing your documents on the platen glass	1. To continuously scan the document, press [▲] or [▼] to highlight <**Scan Next Original**>, and then press [**OK**]. 2. Press <**Store & Finish**>.

- If you want to check the destination computer, press [▲] or [▼] to highlight <**Confirm Destination**>, and then press [**OK**].
- When scanning is complete, the folder that contains the scanned images is opened on the screen of the computer.
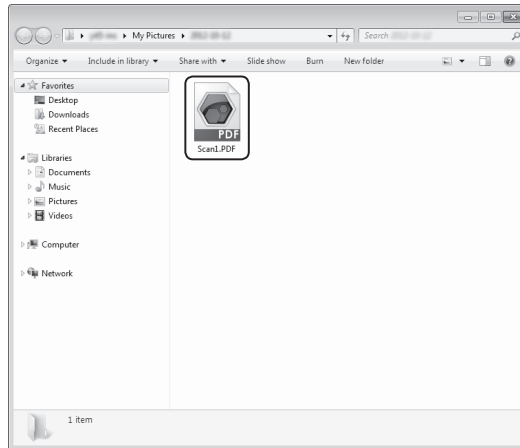
Canceling Scan Jobs

1 **Press <Cancel>.**

2 **Press [▲] or [▼] to highlight <Yes>, and then press [OK].**

Default Folder for Saving Scanned Images

By default, a new folder named after the date you scanned is created in the [Pictures] folder. (For Windows XP, the folder is created in the [**My Pictures**] folder in [**My Documents**].)

Scanning a Document Using a Shortcut Key

You can perform a scan easily by registering destinations and frequently used settings in shortcut keys in advance.
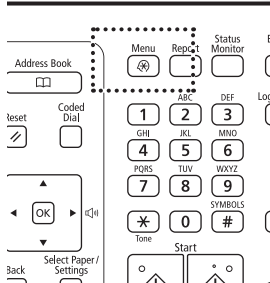
Registering a Shortcut Key

1 **Press [⊛].**

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

3 **Press [▲] or [▼] to highlight <Shortcut Key Settings>, and then press [OK].**

4 **Press [▲] or [▼] to highlight <Register>, and then press [OK].**
   - To confirm the destination registered in the shortcut key, select <**Confirm Destination**>.

5 **Press [▲] or [▼] to highlight the shortcut key that you want to register, and then press [OK].**

```
Select Shortcut Key

Scan -> PC1
Scan -> PC2
```
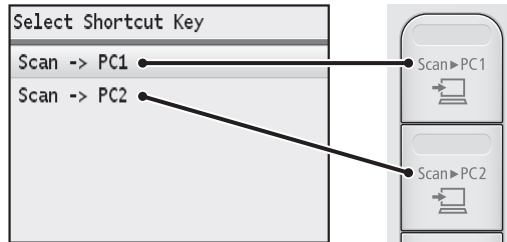
6 **Press [▲] or [▼] to highlight the connection method, and then press [OK].**

7 **Press [▲] or [▼] to highlight the destination computer, and then press [OK].**
   - When the machine and a computer are connected by a USB cable, proceed to step 8.

8 **Press [▲] or [▼] to highlight the scan settings, and then press [OK].**

<Color Scan>	• Scan the document in color (300 dpi), and then save as a PDF file. • PDF settings: Searchable/Compact
<B&W Scan>	Scan the document in black and white (300 dpi), and then save as a TIFF file.
<Custom 1>	Scan the document in color (300 dpi), and then save as a JPEG/Exif file.
<Custom 2>	• Scan the document in color (300 dpi), and then save as a PDF file. • PDF settings: Searchable/Standard

9 **Press [⊛] to close the screen.**

Performing a Scan Using a Shortcut Key

1 **Make sure that the computer and machine are connected (See Getting Started).**

2 **Place your documents (→p.18).**

3 **Switch to the Scan mode (→p.15).**

4 **Press [Scan▶PC1] or [Scan▶PC2] into which the desired destination is registered.**
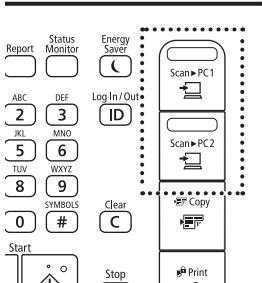
When placing your documents in the feeder	Scanning operation starts.
When placing your documents on the platen glass	1. To continuously scan the document, press [▲] or [▼] to highlight <**Scan Next Original**>, and then press [**OK**]. 2. Press <**Store & Finish**>.

- When scanning is complete, the folder that contains the scanned images is opened on the screen of the computer.

Scan a Document with MF Toolbox

You can specify various scan settings if you select <**Remote Scanner**> from the operation panel, and then open MF Toolbox.

1 **Make sure that the computer and machine are connected (See Getting Started).**

2 **Place your documents (→p.18).**

3 **Switch to the Scan mode (→p.15).**

4 **Press [▲] or [▼] to highlight <Remote Scanner>, and then press [OK].**

```
Select a scan type.

Computer
Remote Scanner
USB Memory
E-Mail
Windows (SMB)
```
▶
```
Remote Scanner

Waiting…
(Online)
```

5 **From your computer, double-click the [Canon MF Toolbox] icon.**

6 **When MF Toolbox appears, click the desired scan mode button.**

[Mail]	• The scan preset for an e-mail attachment is displayed. • The scanned document will be attached to a new message in your e-mail application.
[OCR]	• The scan preset for the OCR (Optical Character Reader) is displayed. • The scanned document will be read by your OCR software.
[Save]	• The scan preset for a high quality scanning is displayed. • The scanned document will be saved in the default folder or in a destination that you specify.
[PDF]	• The scan preset for the multiple page searchable PDF is displayed. • The scanned document will be saved as a PDF file.
[Color Scan] [B&W Scan] [Custom 1] [Custom 2]	• The custom setting is displayed. • The scanned document will be saved in a destination that you specify and opened in the registered application.

7 **When the scan setting window appears, specify the scan settings as needed (→p.80).**

8 **Click [Start] to start scanning.**
   • When scanning is complete, the folder in which the scanned document is saved is opened automatically.
   • The scanned document will be opened in the registered application.

9 **When scanning is complete, click [☒] to close MF Toolbox.**

Configuring Scan Settings Using MF Toolbox

This section describes the layout and features of each setting dialog box of MF Toolbox.

> **NOTE** For more details, see [**Scanning**] ➡ [**Scanning Documents to a Computer**] ➡ [**Scanning Using MF Toolbox**] in the e-Manual.

- Set the location of a document to be scanned.
- [**Auto Mode**] that detects the source automatically is recommended.

- Set the input method based on the type of document placed in the feeder (MF8580Cdw only).

- Set the size of the document to be scanned.

- Set the color mode.
- This setting is not available when scanning using the [**Color Scan**] or [**B&W Scan**] button.

- Set the maximum size limit of the file that is attached to the e-mail.
- This item is available only when you scan using the [**Mail**] mode.

- Set the scanning resolution.
- If you select a higher resolution, the image quality becomes higher, and the file size becomes bigger.

- Set the file name, file type, and location to be saved for the scanned image.
- Manually set the location to save the scanned image by clicking [**Browse**].
- Select to specify the format or location to save the scanned image after scanning.

Example: When [**Mail**] or [**PDF**] menu is selected in MF Toolbox
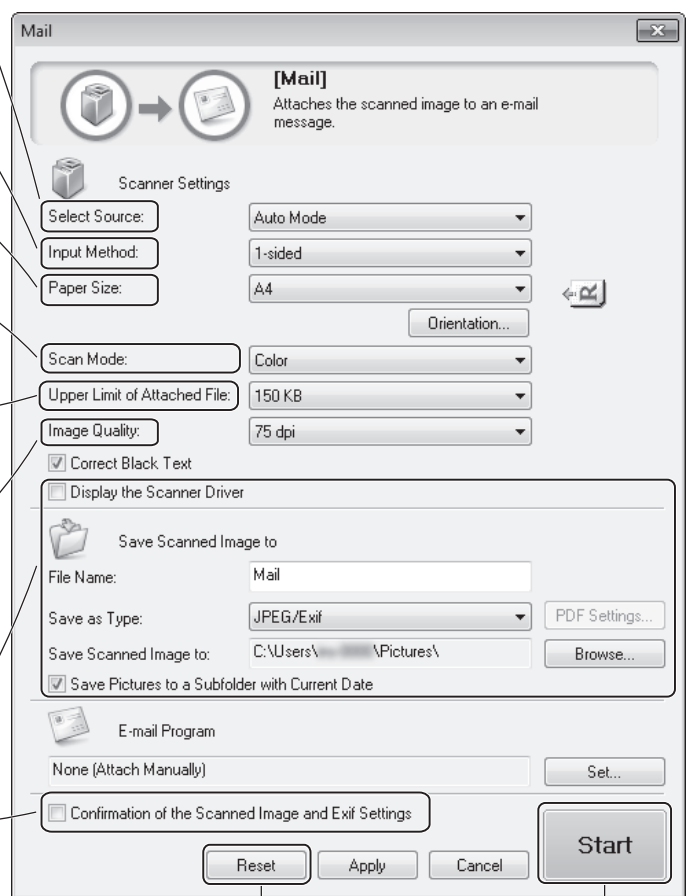
Reset the configured settings to the default values.

Scanning starts.
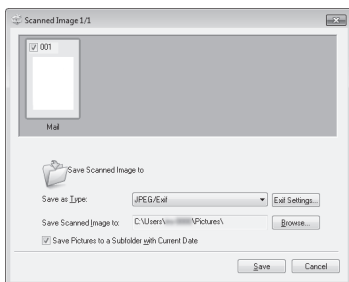
- Select to specify the scan settings using the scanner driver (→p.82).
- When [**Start**] is clicked with this check box selected, the [**ScanGear MF**] dialog box appears.
- This check box is not available when you scan using the [**OCR**] button.
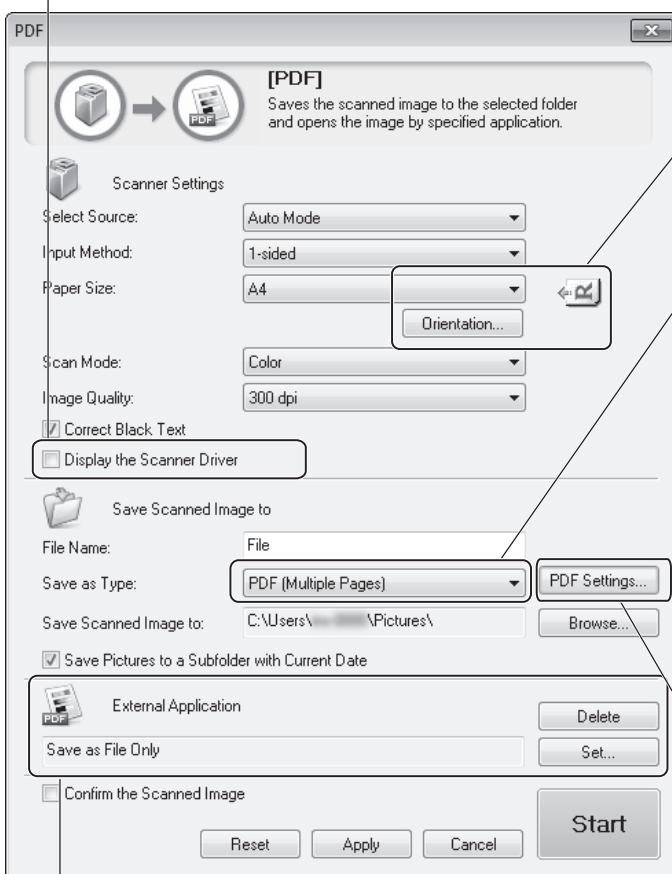
Set the orientation of the document.

Set the PDF file type to save the scanned image.

PDF (Single Page)	Creates a single-page PDF file.
PDF (Multiple Pages)	Save all scanned images as a single PDF file.
PDF (Add Pages)	• Add the scanned image to the last page of an existing PDF file. • Click [**Browse**] for [**Create PDF File Based On**] to specify an existing PDF file to which to add the newly scanned PDF file.

If you selected PDF as the file type, you can create a searchable PDF. Also, you can set the compression ratio.

- Set an application to display the scanned image.
- Click [**Set**] to select an application or drag and drop the application icon.
- Click [**Delete**] to save the file without using the applications.
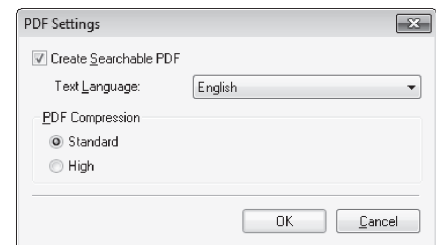
Scan a Document with the Scanner Driver

If you use the scanner driver window (ScanGear MF Window), you can use various features and scan only the necessary part with the preview function.

1 **Make sure that the computer and machine are connected (See Getting Started).**

2 **Place your documents (→p.18).**

3 **Switch to the Scan mode (→p.15).**

4 **Press [▲] or [▼] to highlight <Remote Scanner>, and then press [OK].**

5 **From your computer, double-click the [Canon MF Toolbox] icon.**

6 **When MF Toolbox appears, click the desired scan mode button.**

7 **When the scan setting window appears, select the [Display the Scanner Driver] check box, and then click [Start].**

8 **Select [Preview] on the scanner driver dialog box, and then specify settings as needed.**

	Crops the borders detected in the preview image.
	Deletes the selected cropping frames.
	Rotates the image 90 degrees to the left.
	Rotates the image 90 degrees to the right.

Click [Preview] to display the preview image.

You can preview the image applied to the scan setting values.

Specify various scanner settings on each tab.
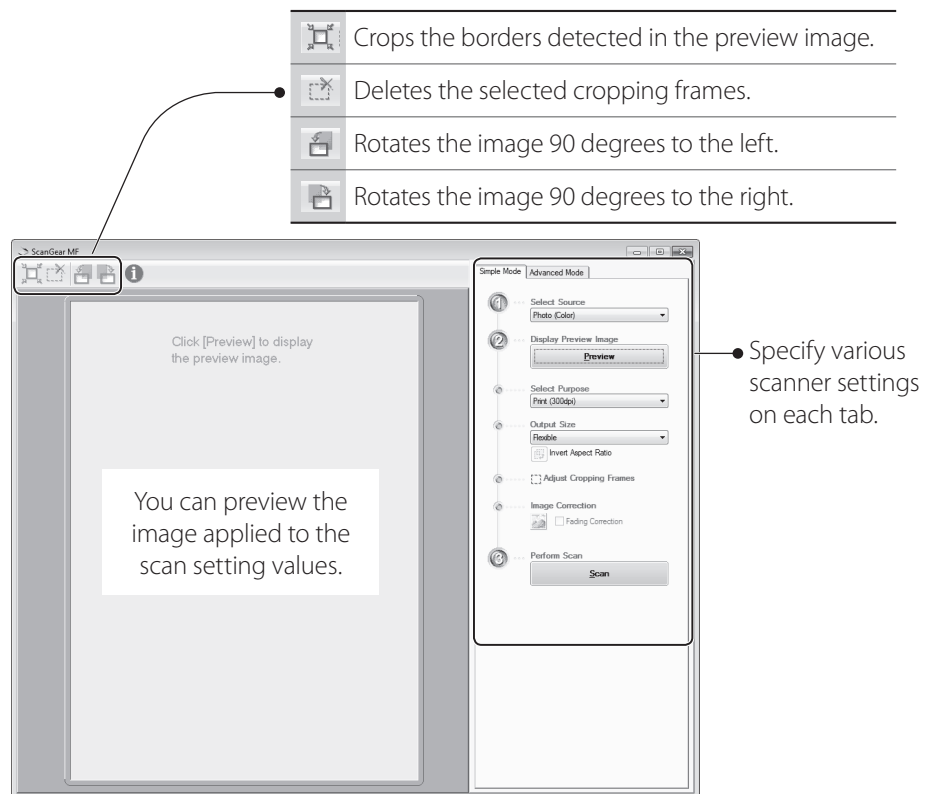
9 **Click [Scan] to start scanning.**
- When scanning is complete, the folder in which the scanned document is saved opens automatically.
- If an application is specified, the scanned document will be opened in the application.

10 **When scanning is complete, click [X] to close MF Toolbox.**

Maintenance and Management

This chapter describes how to clean the machine, replace the toner cartridge, and explains the report and list functions used for managing the machine.

Clean the Machine

Clean the exterior and interior of the machine, feeder, and the fixing unit periodically.

Cleaning the Exterior

IMPORTANT For safety, be sure to turn OFF the machine and disconnect all cables from the machine before cleaning the machine. When you finish cleaning the machine, wait for it to dry completely before reconnecting the power cord, and then turn ON the power.

1 **Turn OFF the machine and disconnect all the cables from the machine.**

2 **Remove any documents from the platen glass or feeder.**

3 **Clean the exterior of the machine and ventilation slots with a soft, well wrung-out cloth dampened with water or a mild detergent that has been diluted with water.**
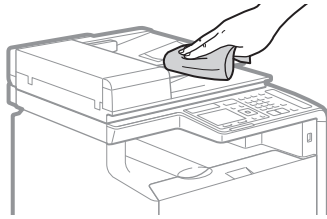
4 **Wait for the machine to dry completely.**

5 **Reconnect all the cables, and then turn ON the power.**

Cleaning the Platen Glass

If a scanned image has unexpected specks, clean the platen glass.

1 **Turn OFF the machine and disconnect all the cables from the machine.**

2 **Remove any documents from the platen glass.**

3 **Open the feeder.**

4 **Clean the areas with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**
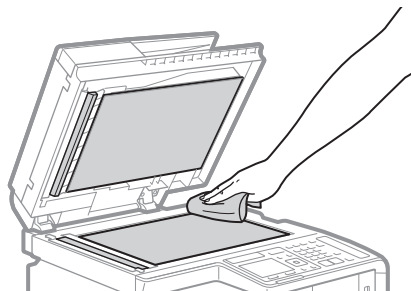
5 **Wait for the machine to dry completely.**

6 **Close the feeder.**

7 **Reconnect all the cables, and then turn ON the power.**

Cleaning the Feeder

Clean the feeder when smudges appear on printed pages.

1 **Press [⊛].**

2 **Press [▲] or [▼] to highlight <Adjustment/Maintenance>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Clean Feeder>, and then press [OK].**

4 **Load Letter size plain paper in the feeder, and then press [OK].**
   - The cleaning process begins. Cleaning takes approximately one minute.

5 **When the cleaning is complete, press [⊛] to close the screen.**

Cleaning the Fixing Unit

Clean the fixing unit when black streaks appear on printed pages.

1 **Press [⊛].**

2 **Press [▲] or [▼] to highlight <Adjustment/Maintenance>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Clean Fixing Unit>, and then press [OK].**

4 **Load Letter size plain paper drawer or manual feed slot, and then press [OK].**
   - The cleaning process begins. Cleaning takes approximately one minute.

5 **When the cleaning is complete, press [⊛] to close the screen.**

Cleaning the Transfer Belt

Clean the transfer belt when print quality deteriorates.

1 **Press [⊛].**

2 **Press [▲] or [▼] to highlight <Adjustment/Maintenance>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Clean ITB >, and then press [OK].**

4 **Press [OK].**
   - The cleaning process begins. Cleaning takes approximately one minute.

5 **When the cleaning is complete, press [⊛] to close the screen.**

Maintenance and Management

Check and Replace Toner Cartridges

Toner cartridges are consumable products. When the toner has almost run out, a message appears in the display and streaks may appear on printed pages. Check the toner level, and replace the toner cartridge if necessary.

```
Prepare the XXXX toner
cartridge.
100%  ▯ ▭ LTR              1
Density: ±0
Original Type: Text/Photo/Map
2-Sided: Off
Copy Ratio: 100% (Direct)
```

OR

Check the toner level, as needed. See the directions below.

When <**Prepare the XXXX* toner cartridge.**> message still appears in display, or print result is not improved, replace the toner cartridge (→p.87). (* The toner cartridge colors black, yellow, magenta, or cyan appear in the actual message.)

NOTE When the <**Prepare the XXXX* toner cartridge.**> message appears on the display, the incoming faxes will be stored in the memory without printing. You can also set to print the received faxes, however, the printed documents may be light or blurred. (* The toner cartridge colors black, yellow, magenta, or cyan appear in the actual message.)
Press [⊛] ➡ <**Fax Settings**> ➡ <**RX Print Settings**> ➡ <**Continue Printing When Toner Is Low**> ➡ <**On**>, and then press [**OK**].

Checking the Toner Level

1 **Press [⬜] (Status Monitor).**

2 **Press [▲] or [▼] to highlight <Device Status>, and then press [OK].**

3 **Press [▲] or [▼] to highlight <Remaining Toner>, and then press [OK].**

4 **Check the toner level.**
   • The toner level will appear as <**OK**>, <**Low**>, or <**Nearly Out**>.

5 **Press [⬜] (Status Monitor) to close the screen.**

Replacing Toner Cartridges

You can purchase replacement toner cartridges from your local authorized Canon dealer.

NOTE	**Supported genuine Canon toner cartridges:**	
	MF8580Cdw	Canon Cartridge 118 Black Canon Cartridge 118 Yellow Canon Cartridge 118 Magenta Canon Cartridge 118 Cyan
	MF8280Cw	Canon Cartridge 131 Black Canon Cartridge 131 H Black Canon Cartridge 131 Yellow Canon Cartridge 131 Magenta Canon Cartridge 131 Cyan

1 **Open the front cover and pull out the cartridge tray, and then remove the toner cartridges.**

2 **Prepare a new toner cartridge.**

- Store the protective bag. It is required when you remove the toner cartridge for machine maintenance or other purposes.
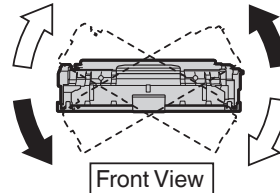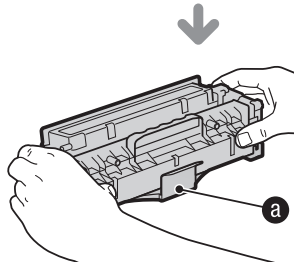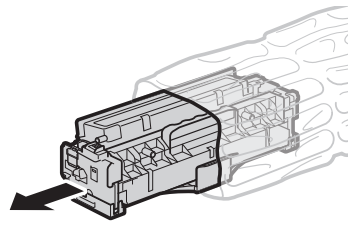
Shake the toner cartridge 5-6 times to evenly distribute the toner. In this step, do not remove the drum protective cover (**a**).

Front View
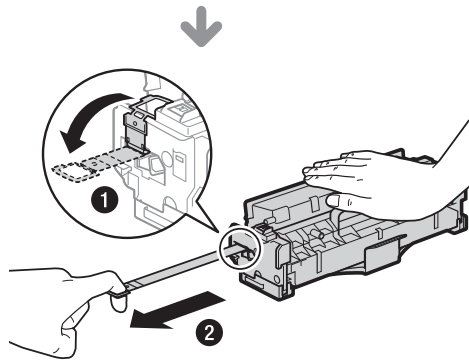
Place the toner cartridge on a flat surface, remove the tab, and carefully pull the sealing tape completely out (20″ (50 cm)).

IMPORTANT

When pulling out the sealing tape:

- Do not pull the sealing tape at an angle or up and down. If the tape breaks, it may not be pulled out completely.

Top View
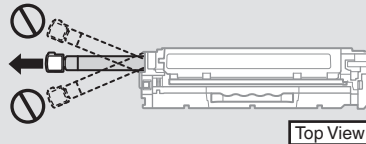
- Even if the sealing tape stops at midpoint, pull it out of the toner cartridge completely.
- If any tape remains in the toner cartridge, this may result in poor print quality. If you are using the Fax, please note that you can only print the received data once, because the received data is deleted once it is printed.
- Dispose of the packing materials according to local regulations.
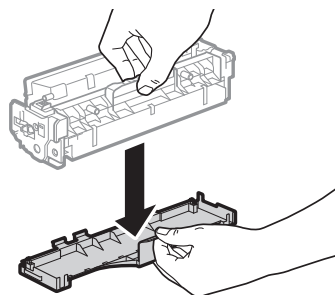
Remove the drum protective cover.

3 Install the toner cartridge.

- Each toner cartridge color has its own slot in the toner cartridge tray, and this tray is indicated with a corresponding color label (a). Place the toner cartridge into the slot that corresponds to its color.
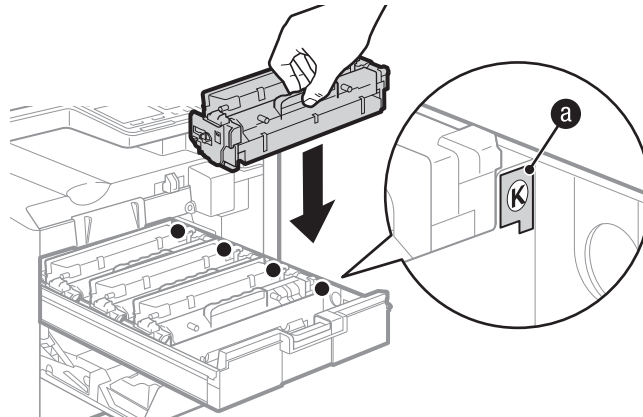
4 Push the toner cartridge tray back in, and close the front cover.

⚠ WARNING

Do not dispose of a used toner cartridge in open flames.
This may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

When cleaning up spilled or scattered toner:
If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation.
Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

⚠ CAUTION

If you get toner on your hands or clothing:
Wash them immediately with cold water. Washing with warm water sets the toner, making it impossible to remove the toner stains.

Do not allow the toner to scatter.
Do not pull out the sealing tape forcefully or stop before it is removed, as this may cause toner to spill out. If toner gets into your eyes or mouth, flush them immediately with cold water and immediately consult a physician.

> **NOTE**
> - Follow all local and federal regulations when disposing of the sealing tape removed from the new toner cartridge.
> - Canon will collect and recycle your used toner cartridges (→p.112).
> - For more details about handling toner cartridges, see [**Important Safety Instructions**] ➡ [**Consumables**] in the e-Manual.

Manage Using the Report and List Functions

Print out reports or lists to view communication status, Address Book information, or settings, for monitoring the machine.
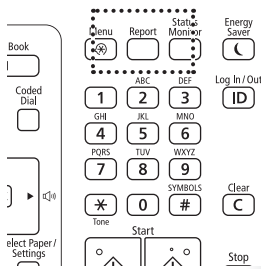
1 **Press [ ] (Report).**

2 **Press [▲] or [▼] to highlight <Print List>, and then press [OK].**

3 **Press [▲] or [▼] to highlight a report or list, and then press [OK].**

<Address Book List>	Numbers that are registered in the Address Book (Coded Dial, favorites, and groups)
<User Data List>	Information about the machine and settings
<Communication Management Report>	Fax or e-mail communication history

4 **Follow the on-screen instructions to print the report or list.**

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

NOTE

- If an error occurs while sending or receiving faxes, report is printed automatically. Confirm the error code printed on the report and resolve the problem (→p.106).

```
03/03/2013 6:45PM MF5500C Series                                    0001

                  ****************************************
                  ***   Communication Mgt. Report   ***
                  ****************************************

  Start Time            Address          No.   Comm. Mode  Page   Result
*03/03 12:21 PM  456                     0011  TX            0  NG   00'00
                                                               1       #018
*03/03 12:31 PM  123XXXXXXX              5004  Fwd RX   ECM   1  OK   00'22
*03/03 12:32 PM  john@example.com        5004  Fwd TX   E-Mail 0 NG
                                                                       #752        ● Error code
*03/03 12:36 PM  456XXXXXXX              5004  Fwd RX   ECM   1  NG   00'00
                                                               0       #995
*03/03 12:35 PM  789XXXXXXX              0012  TX            0  NG   00'00
                                                               1       Stop-
*03/03 12:49 PM  john@example.com        0013  TX       E-Mail 0 NG
                                                                       #752
```

- For more details about the reports and lists, see [**Maintenance**] ➡ [**Printing Reports and Lists**] in the e-Manual.

Configure Settings Using the Remote UI

If the machine is connected to a network, you can monitor and configure the machine from the computer using the Remote UI.

1 **Configure the network settings for the machine (See Getting Started).**
- Set the machine used on a TCP/IP network, and then connect the machine and a computer to a network router or hub.

2 **Start the web browser, enter "http://<the IP address of the machine>/" in the address filed, and then press [Enter] key on your keyboard.**
- Input Example: http://192.168.222.84/
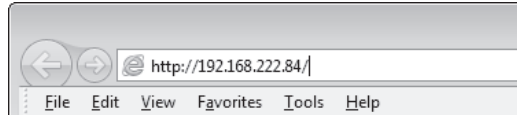
3 **Log on to the Remote UI.**
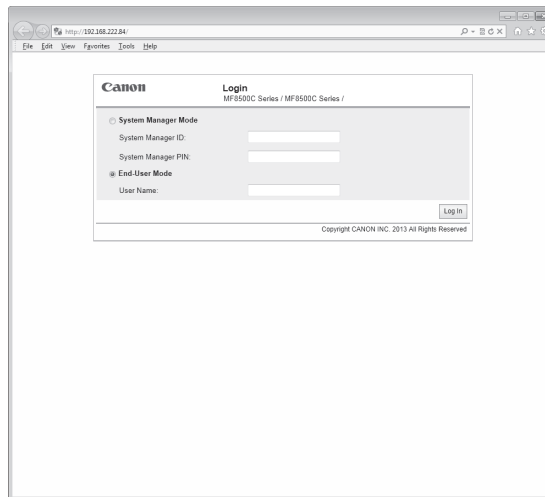
[System Manager Mode]	You can use and configure all features and settings of the Remote UI.
[End-User Mode]	You can check device status, confirm settings, and view jobs. You can also enter a user name to handle jobs with a matching user name.

4 **When the setting screen is displayed, select the desired menu.**
- For more details, see [**Using Remote UI**] in the e-Manual.

Memo

Troubleshooting

This chapter describes how to clear paper jams and offers solutions to problems you may be having.
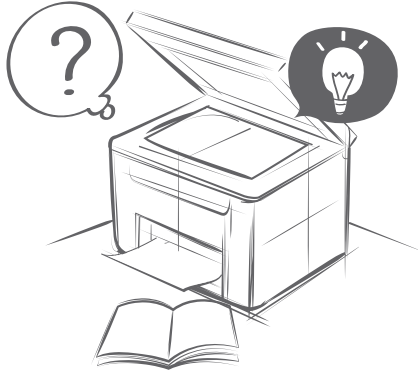
Clear Jams

If a paper jams, <**Paper jammed.**> is displayed on the screen. Press <**Next**> to display a message that indicates where the paper is jammed. Click the corresponding link in the table below, and remove the jammed paper.

```
┌──────────────────────────────┐        ┌──────────────────────────────┐
│ ▨ Paper jammed.              │        │ Remove original from feeder. │
│                              │        │                              │
│ Press [Next] to display the  │        │         [machine image]      │
│ steps.                       │   ▶    │                              │
│                              │        │                              │
│                              │        │                         1/5  │
│                      Next    │        │   Previous        Next       │
└──────────────────────────────┘        └──────────────────────────────┘
```
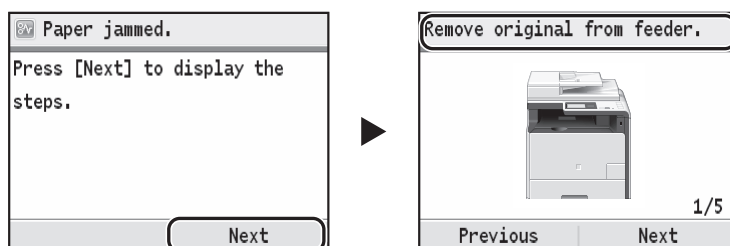
MF8580Cdw

Message	Refer to:
<**Remove original from feeder.**>	Clearing Document Jams in the Feeder (→p.95)
<**Open the front cover.**>	Clearing Paper Jams in the Front Side (→p.97)
<**Remove the paper from the tray.**>	Clearing Paper Jams in the Manual Feed Slot (→p.101)
<**Pull out Drawer 1.**> <**Pull out Drawer 2.**>	Clearing Paper Jams in the Paper Drawer (→p.100)
<**Open the back cover.**>	Clearing Paper Jams in the Back Side (→p.98)

MF8280Cdw

Message	Refer to:
<**Remove original from feeder.**>	Clearing Paper Jams in the Feeder (→p.96)
<**Lift the control panel.**>	Clearing Paper Jams in the Front and Back Sides (→p.99)
<**Pull out the drawer.**> ▶ <**Open the paper cover.**>	Clearing Paper Jams in the Manual Feed Slot (→p.103)
<**Pull out the drawer.**> ▶ <**Remove the jammed paper.**>	Clearing Paper Jams in the Paper Drawer (→p.100)

⚠ **WARNING**

When removing jammed documents or paper:
Use caution to avoid paper cuts.

When removing jammed paper or 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.

⚠ **CAUTION**

If loose toner comes into contact with your skin or clothing:
Wash with cold water. Do not wash with warm water, as this will set the toner and cause it to stain your skin or clothing.

When removing jammed documents or paper:
If paper is jammed, remove it carefully so that no pieces of paper remain inside the machine according to the displayed message. Also, do not put your hand in an area other than indicated areas, as this may result in personal injuries or burns.

IMPORTANT

If the jammed paper is torn:
Remove all torn pieces to avoid further jams.

If repeated paper jams occur:
Do the following:
- Make sure that all of the orange tape and packing materials are completely removed.
- Fan the paper stack and tap the edge on a flat surface to align the paper before loading it into the machine.
- Make sure that the paper meets the requirements for use (→ p.20).
- Make sure that you have removed all scraps of paper from the inside of the machine.

Clearing Document Jams in the Feeder

(MF8580Cdw)

After removing any documents placed in the feeder, follow the procedure below to remove jammed documents.

1 **Open the feeder cover.**
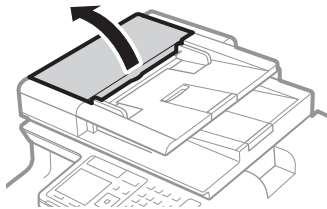
2 **Move the lever to unlock.**
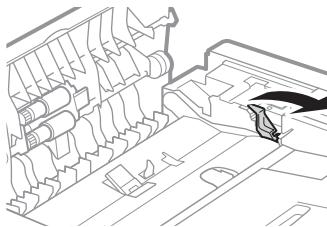
3 **Remove any jammed document by pulling it gently.**
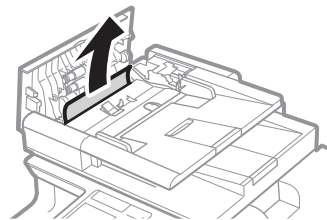
4 **Hold the green knob, and then open the inner cover.**
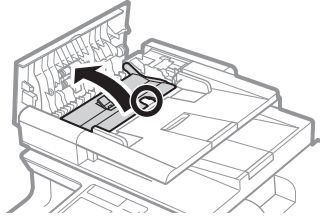
5 **Remove any jammed document by pulling it gently.**
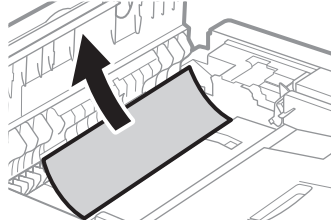
6 **Close the inner cover.**

7 **Replace the lever and close the feeder cover.**

Clearing Document Jams in the Feeder

(MF8280Cw)

After removing any documents placed in the feeder, follow the procedure below to remove jammed documents.

1 **Open the feeder cover.**
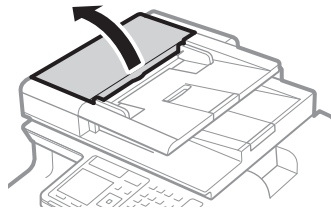
2 **Remove any jammed document by pulling it gently.**
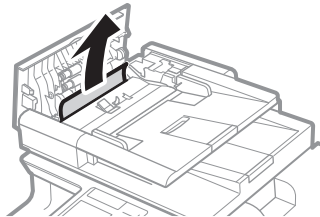
3 **Close the feeder cover.**

Clearing Paper Jams in the Front Side

(MF8580Cdw)

Step **1** **Remove the jammed paper inside.**

1 **Open the front cover.**
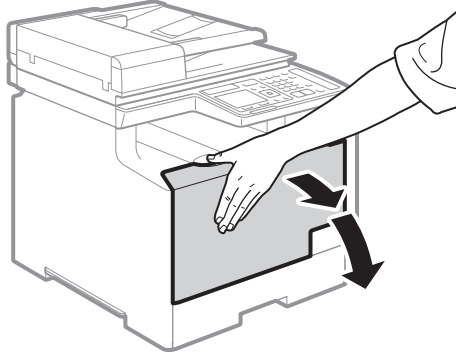
2 **Lift the operation panel.**
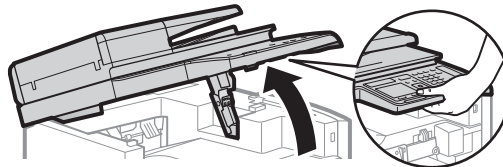
3 **Gently pull out the paper.**
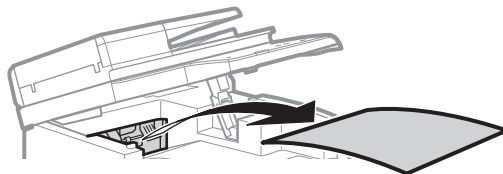
Step **2** **Lower the operation panel and the front cover.**

Clearing Paper Jams in the Back Side

(MF8580Cdw)

Step **1** **Open the rear cover.**
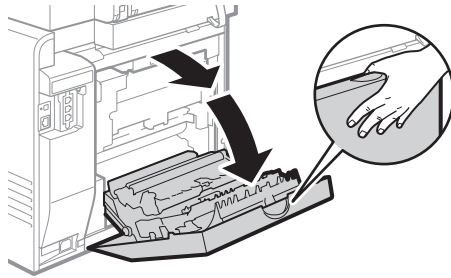
Step **2** **Remove the jammed paper deep in the back side.**

1 **Pull down the green knob toward you.**
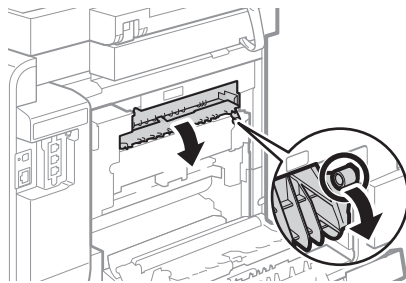
2 **Gently pull out the paper.**
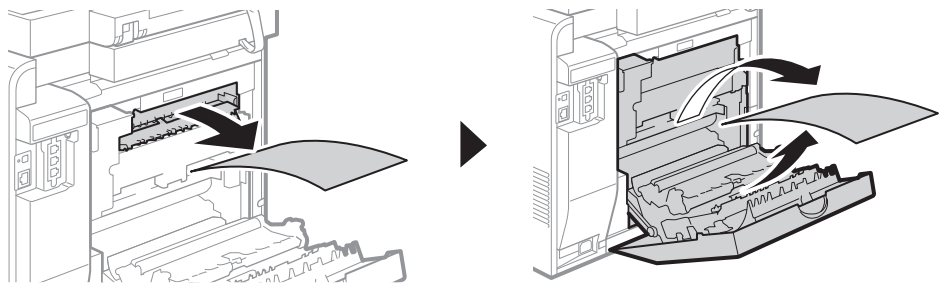
Step **3** **Remove the jammed paper close to the back side.**

Hold the green knobs, and firmly close this part until it clicks ▶ Gently pull out the paper.
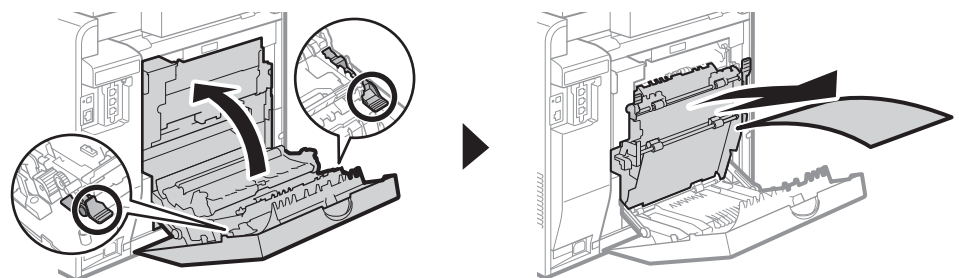
Step **4** **Close the rear cover.**

Clearing Paper Jams in the Front and Back Sides

(MF8280Cw)

Step **1** **Remove the jammed paper in the front side.**

Lift the operation panel ► Gently pull out the paper.
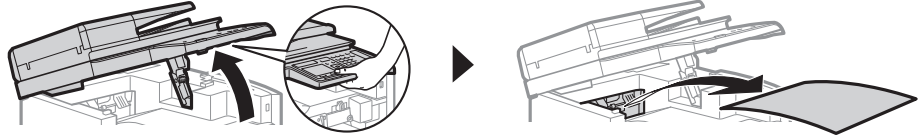
Step **2** **Lower the operation panel.**

Step **3** **Remove the jammed paper in the back side.**

Open the rear cover ► Gently pull out the paper.
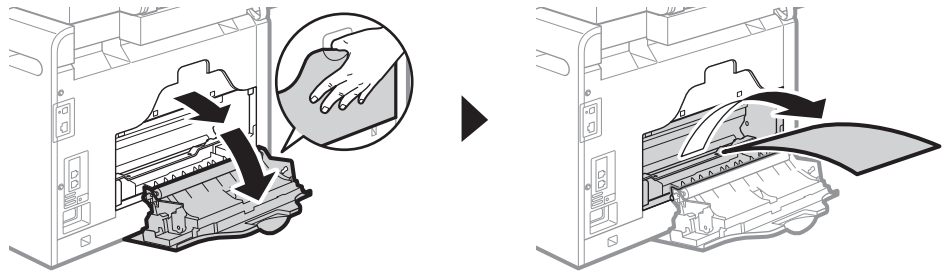
Step **4** **Close the rear cover.**

Clearing Paper Jams in the Paper Drawer

Step *1* Remove the jammed paper inside the paper drawer.

Hold the paper drawer with both hands, and pull it out gently ▶ Gently pull out the paper.
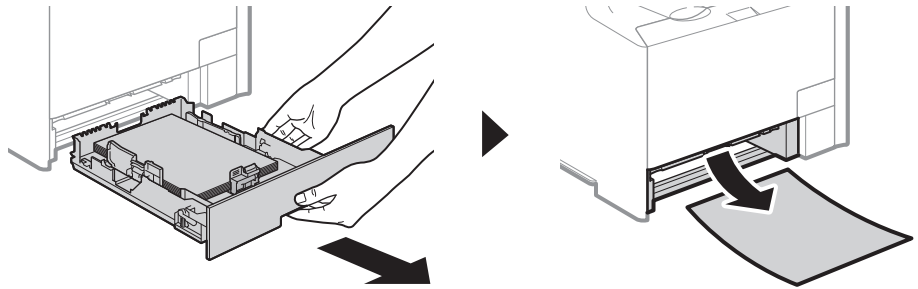
IMPORTANT
- Make sure to hold the paper drawer with both hands. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.
- Even if an optional paper drawer (MF8580Cdw only) is installed, remove the paper in the same way.

Step *2* Set the paper drawer.

If you pulled out an optional paper drawer, set it in the same way.

Step *3* When the screen shown below is displayed, press [▲] or [▼] to highlight <Yes>, and then press [OK].

```
Is all of the jammed paper
removed?



        Yes
        No
```

Step **1** **Remove the paper that is loaded in the tray.**

Step **2** **Remove the jammed paper in the tray.**

Do not forcibly remove jammed paper from the machine. If the jammed paper cannot be removed easily, proceed to the next step.

1 **Gently pull out the paper.**
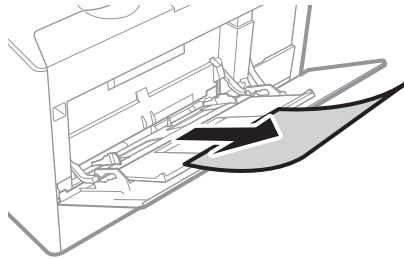
2 **Close the tray.**
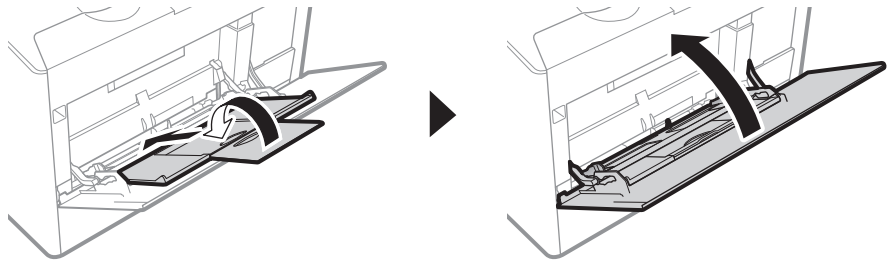
Step **3** **Remove the jammed document inside the tray.**

1 **Hold the paper drawer with both hands, and pull it out.**

2 **Hold the green knobs, and push down this part.**

3 **Gently pull out the paper.**

IMPORTANT
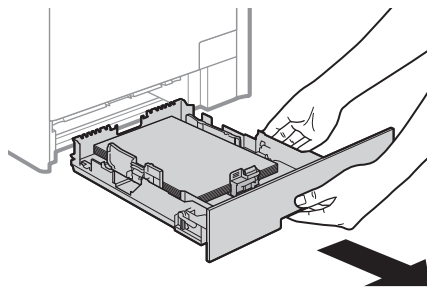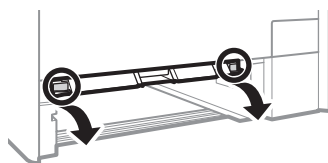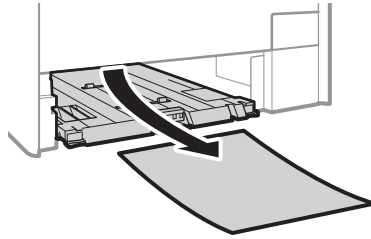
Do not touch the rubber pad

• Touching it may deteriorate print quality.
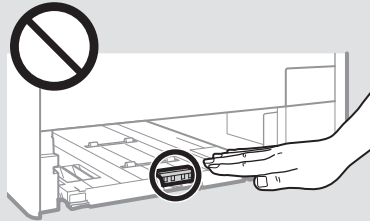
Step 4 **Hold the green knobs, and return this part back in place.**

Return this part back in place until it clicks.
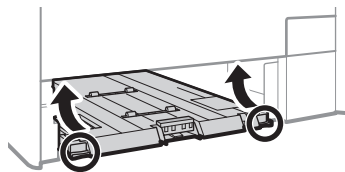
Step 5 **Set the paper drawer.**

Step 6 **When the screen shown below is displayed, press [▲] or [▼] to highlight <Yes>, and then press [OK].**

```
Is all of the jammed paper
removed?



         Yes
         No
```
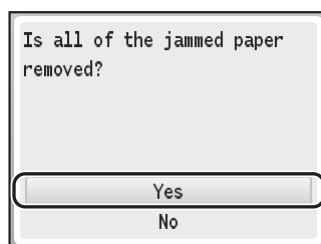
Paper Jams in the Manual Feed Slot

(MF8280Cw)

Step **1** Hold the paper drawer with both hands, and pull it out.
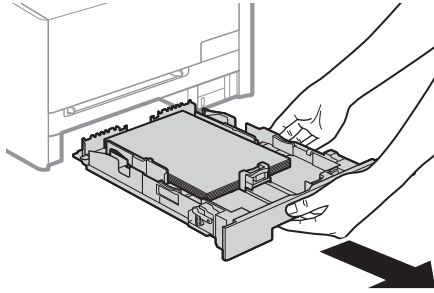
Step **2** Remove the jammed document inside the manual feed slot.

1 Open the cover.
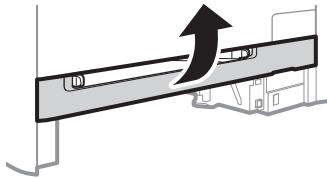
2 Hold the green knobs, and push down this part.
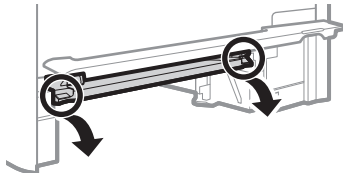
3 Gently pull out the paper.
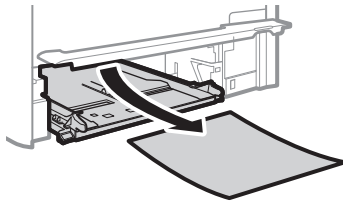
Step **3** **Hold the green knobs, return this part back in place, and close the cover.**

Return this part back in place until it clicks.
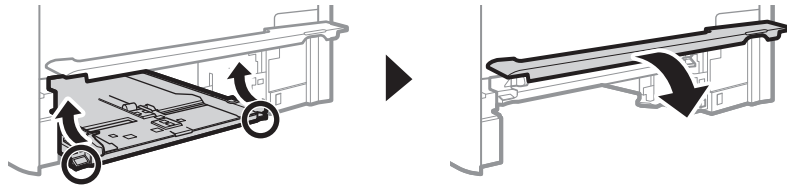
Step **4** **Set the paper drawer.**

Step **5** **When the screen shown below is displayed, press [▲] or [▼] to highlight <Yes>, and then press [OK].**

Is all of the jammed paper removed?

Yes

No
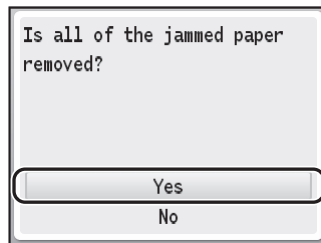
Resolve a Displayed Message

This section describes some of messages related to the toner, memory, and paper. (Where "XXXX" appears in the descriptions below, the toner cartridge colors black, yellow, magenta, or cyan appear in the actual messages.)

> **NOTE** For more details about other messages, see [**Troubleshooting**] ➡ [**When an Error Message Appears**] in the e-Manual.

Message	Action
<Prepare the XXXX toner cartridge.>	• The toner cartridge needs to be replaced soon. Prepare the replacement toner cartridge (→p.87). ※ If this message is displayed while receiving a fax, the incoming fax will be stored in the memory without being printed. ※ Reports may not be printed, even if they are set to be printed automatically. ※ If <**Continue Printing When Toner Is Low**> in <**RX Print Settings**> is set to <**On**>, however, printing will be continued, but faxes may fade or blur.
<End of Toner Cart. Lifetime XXXX>	• It is recommended to replace the cartridge with a new one. (→p.87). You can continue printing, but the print quality cannot be guaranteed.
<The memory is full.>	• If there are any jobs waiting to be sent or printed, wait until the jobs are complete. • Split the job into smaller subsets or reduce the scanning resolution and try to send them again (→p.53).
<The memory is full. Scanning will be canceled. Do you want to print?>	• Print pages successfully scanned or cancel the job.
<Paper Size & Settings Mismatch>	• Change the <**Paper Settings**> to the size of the loaded paper (→p.27). • When printing with the printer driver, verify that the paper size setting on the computer is correct.
<No paper>	Load paper (→p.20).

Resolve an Error Code

If an error occurs, a report that contains a three-digit error code is printed. Locate the error code in the table and follow the recommended actions to resolve the problem.

● Error code

> **NOTE** For more details about other error codes, see [**Troubleshooting**] ➡ [**When an Error Code Appears**] in the e-Manual.

Error Code	Cause	Action
#001	A document jams in the feeder.	Remove the jammed document.
#003	Transmission failed due to the high volume of data.	When sending a fax: • Reduce the scanning resolution, and try to send the document again. When receiving a fax: • Reduce the scanning resolution or ask the sender to divide the document before sending it again.
#005	A fax recipient did not respond within 35 seconds.	Repeat the sending procedure from the beginning. Additionally, ask the recipient to check the fax machine. When making an overseas call, add a pause to the fax number.
#012	The recipient's machine has run out of paper.	Ask the recipient to ensure that paper is loaded in their machine.
#018	You cannot send a fax because the line is busy or disconnected.	Wait a moment, and then try again. If you are still unable to send the document, ask the recipient to verify that the fax machine is ready to receive a fax.
	No pause was added to the fax number when attempting an international fax transmission.	Add a pause after the country code or in front of the fax number, and then redial the number.
#022	Sending faxes from a computer is restricted.	The restriction needs to be canceled. Contact your administrator for more information. For details, see [**Security**] ➡ [**Restricting the Machine's Functions**] ➡ [**Restricting Access to Address Book and Sending Functions**] ➡ [**Prohibiting PC Faxing**] in the e-Manual.
	A fax could not be forwarded because the specified destination was deleted from the Address Book.	Register the forwarding destination again, and check the fax forwarding settings. For details, see [**Basic Operations**] ➡ [**Registering in the Address Book**] or [**Faxing**] ➡ [**Sending and Receiving Faxes According to Your Purposes**] ➡ [**Forwarding Received Faxes**] in the e-Manual.
#037	The machine's memory is full.	Print, send, or delete any documents stored in memory.
#099	Printing, sending, or receiving was canceled.	Print, send, or receive documents again as necessary.
#995	A document waiting to be sent has been canceled by a user.	Try to send the document again.

Improve Output Quality

Follow the recommended actions for each symptom to improve the output quality.

> **NOTE**
> If you cannot solve the problem with the following actions,
> see [**Troubleshooting**] ➡ [**Printing Results Are Not Satisfactory**] in
> the e-Manual.

Symptom	Example	Action
Paper curls.		• Verify that the appropriate paper is being used (→p.20). • Print a test page with new paper. • Verify that the paper is loaded properly (→p.20). • Change the <**Special Mode P**> setting from the operation panel.
Paper creases.		• Verify that the appropriate paper is being used (→p.20). • Print a test page with new paper. • Verify that the paper is loaded properly (→p.20). • Remove any foreign objects inside the machine.
The printed paper has vertical streaks.		• Verify that the appropriate paper is being used (→p.20). • Print a test page with new paper.
Smudge marks of spattering toner appear around the text or as patterns.		• Verify that the appropriate paper is being used (→p.20).
The bottom edge of paper has smudge marks.		Provide a margin around the data.
A portion of the page is not printed.		Provide a margin around the data.

Resolve a Problem

Follow the procedures below to resolve your problem.

⚠️ WARNING

If the machine makes strange noises or emits smoke or odors:

Turn OFF the machine immediately, disconnect the power cord, and contact the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

IMPORTANT   If you attempt to repair the machine by yourself, it may void the limited warranty.

Check **1**   **Verify that the cables are connected properly and that the power is turned ON (See Getting Started).**

Check **2**   **Verify that the machine is not in Sleep mode (→ p.28).**
- If the [**Energy Saver**] key blinks, press it to exit the Sleep mode.

Check **3**   **Press [Status Monitor] to check the status of the machine (→ p.14).**
- If there are jobs in process, wait until the jobs are finished.

Check **4**   **Verify that the Error indicator is not on or blinking (→ p.13).**
- Make sure that paper is loaded properly (→p.20).
- Remove any jammed paper (→p.94).
- Turn OFF the machine, wait for more than 10 seconds, and then turn it ON again.

Check **5**   **Verify that no message appears on the display.**
- If a message appears, resolve the problem (→p.105).

If you cannot solve the problem

See [Troubleshooting] in the e-Manual or the Q&A from the support page of the official Canon Web site.

If you cannot solve the problem

Contact your local authorized Canon dealer or the Canon help line for assistance.

Please have the following information ready when you contact Canon.
- Product name
- Serial number
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

FAQ

Fax *Q* **Can I turn off the incoming ring when receiving a fax?**

└ *A* **Yes, but you can turn off the incoming ring for faxes only when you are using <Fax/Tel Auto Switch> mode.**
To turn off the incoming ring for faxes, press [⊛] ➡ <**Fax Settings**> ➡ <**RX Function Settings**> ➡ <**Incoming Ring**> ➡ <**Off**>.

Fax *Q* **When using <Fax/Tel Auto Switch> mode, I often miss voice calls because the incoming ring rings only for a short period of time. How do I increase the number of rings when receiving a voice call?**

└ *A* Press [⊛] ➡ <**Fax Settings**> ➡ <**RX Function Settings**> ➡ <**Incoming Ring**> ➡ <**On**>, and then specify the number of rings.

Fax *Q* **When an answering machine is connected to the machine, how do I make the answering machine to activate only when receiving a voice call?**

└ *A* **Set the fax receive mode to <Answering Machine>, and then set the answering machine to activate after a few rings.**
The machine will detect a fax signal before the answering machine activates, if the answering machine is set to activate after at least two rings.
For details about how to change the number of rings, see the answering machine's manual.

Fax *Q* **The connected external telephone has fax functions, but I want to receive a fax not with the external telephone but this machine.**

└ *A* **Set the fax receive mode to <Fax/Tel Auto Switch>, and then disable the external telephone's fax functions.**
When both the machine and the external telephone are set to use the fax function, the machine or device that first detects the fax signal will receive the fax. To always receive fax with the machine, you should disable the external telephone's fax functions.
For details, see the external telephone's manual.

Scan *Q* **How do I use the scan function when the machine is connected to a computer via a network?**

└ *A* **You must register the machine to the MF Network Scan Utility first.**

To register,

1. From the task tray on your desktop, click [ ].
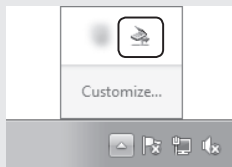
2. Place a check next to the machine, and then click [**OK**].
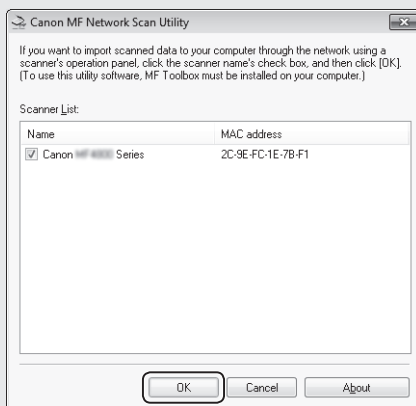
Scan *Q* **Can I use the scan function when using a machine and drivers that are shared by another person?**

└ *A* **No, you may not use the scan function when sharing drivers that are installed to another computer. To use the scan function, install the MF Drivers on your computer.**
You can use the supplied user software CD-ROM or download the drivers from the official Canon Website site (http://www.usa.canon.com).

For details about installing drivers, see Getting Started.

Scan *Q* **To which file formats can I save the scanned images?**

└ *A* **You may save scanned files to the following formats:**

- **BMP**
- **JPEG/Exif**
- **TIFF**
- **PDF**

When saving as a PDF file, you can create a PDF file of a single or multiple page document, or add a page to an existing PDF file.

Scan *Q*   **Can I change the folder that the scanned images are saved to?**

A   **Yes, you can change the folder to save the scanned images when scanning with MF Toolbox.**

To change,

1. From the MF Toolbox screen, click [**Browse**].
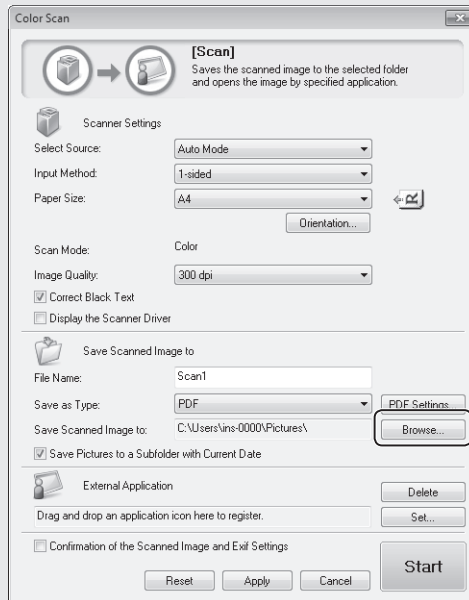
2. Locate a folder to save the scanned images, and then click [**OK**].

Scan *Q*   **Can I scan multiple images and save as a single PDF file?**

A   **Yes, you can save multiple images as a single PDF file when scanning with MF Toolbox.**

To make a single PDF file of multiple pages,

1. From the PDF mode screen of MF Toolbox, select [**PDF (Multiple Pages)**] in [**Save as Type**].

2. Scan the documents.

If a Power Failure Occurs

The machine cannot be used while the power supply is cut OFF.

The fax function during a power failure :

- Faxes cannot be sent or received.
- You may not be able to make a call with the external telephone depending on your telephone.
- You may be able to receive a call with the external telephone depending on your telephone.

IMPORTANT

Data storage for when the power supply is cut OFF

Even if power is lost due to a power failure or accidental unplugging, any sent or received documents stored in the memory are backed up.

Recycling Used Cartridges

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

Complete details concerning this program are enclosed in each Cartridge box.

The Clean Earth Campaign

THE Canon CARTRIDGE RECYCLING PROGRAM

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

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

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

Since its inception, The Canon Cartridge Recycling Program has collected huge amount of cartridges that otherwise would have been discarded into landfills or similar facilities.
Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources. Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

We appreciate your support of The Canon Cartridge Recycling Program.
Working together we can make a significant contribution to a cleaner planet.

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

The Clean Earth Campaign
Supporting Environmental Initiatives With

U.S.A. PROGRAM

Packaging

Option A-1: Single Box Return

- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
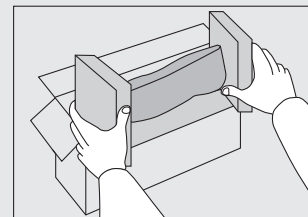
Option B: Volume Box Return

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

- Place as many cartridges as possible into one box. Carefully seal the box with tape; or
- Call 1-800-OK-Canon to receive your free eight cartridge collection box.
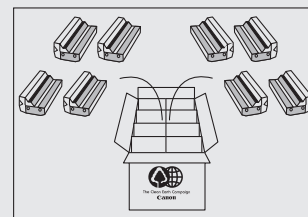
Option A-2: Multiple Box Return

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

- Complete Option A-1.
- Bundle multiple cartridge boxes together securely with tape.
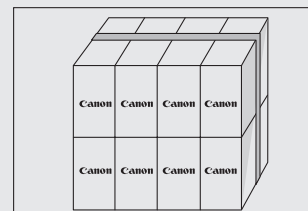
Please be sure that the shipment does not exceed UPS specifications.

Maximum weight = 70 lb. (31.8 kg)

Maximum length = 108" (2,743 mm)

Maximum girth (length + 2 x width + 2 x height) = 130" (3,302 mm)

If your shipment exceeds the above limits, please call 1-800-OK-Canon for special shipping information.

Please Note:

Do not send defective cartridges for replacement.

Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

Shipping

Apply the UPS authorized returning label provided in this guide.

Residents of Alaska and Hawaii, Do not use the UPS authorized returning label. For Alaska and Hawaii: Canon set up alternative mail service with the U.S. Postal Service.

Please call 1-800-OK-Canon to receive U.S. Postal Service merchandise returning label.

- Give the shipment to your UPS driver when you receive your next regular delivery; (UPS may charge a fee for customers who call UPS to pick up a cartridge shipment if they do not already have a delivery scheduled.)
  or
- Take the shipment to your local UPS receiving point.

CANADA PROGRAM-CANADA PROGRAMME

Option A: Single Box Return

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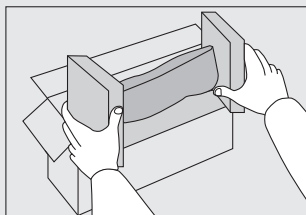
Option B: Volume Box Return (eight or more cartridges)

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

- Call 1-800-667-2666 to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.

- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.
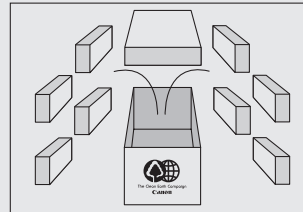
Working to preserve endangered species is a long-standing Canon interest.

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

- For further information about The Clean Earth Campaign in Canada, please call or write to Canon.
  1-800-667-2666
  Canon Canada Inc.
  Corporate Customer Relations
  6390 Dixie Road
  Mississauga, ON L5T 1P7

Important Safety Instructions

Please read the "Important Safety Instructions" in this manual and in the e-Manual thoroughly before operating the machine.

As these instructions are intended to prevent injury to the user and other persons or to prevent destruction of property, always pay attention to these instructions and operational requirements.

Please note that you are responsible for all damages caused by failure to follow the directions provided herein, using the device for any purpose for which it was not intended, or repairs or alterations made by anyone other than a Canon-approved technician.

Installation

⚠ **WARNING**

- Do not install the machine near flammable substances such as alcohol-based products or paint thinners. If these substances come into contact to the electrical parts inside the machine could ignite these substances and cause a fire or increase your risk of electric shock.
- Do not place necklaces and other metal objects or containers filled with liquid on the machine. If foreign substances come in contact with electrical parts inside the machine, this may result in a fire or electrical shock.
  If any of these substances falls into the machine, turn off the power to the machine immediately and contact your local Canon dealer.
- Do not use near any medical equipment. Radiowave emitted from this machine may interfere with medical equipments, which may result in serious accidents.

⚠ **CAUTION**

- Do not install the machine in the following locations. Doing so may result in personal injury, fire or electrical shock.
  - Unstable location
  - A location subject to excessive vibrations
  - A location where block the ventilation slots (too close to walls, bed, shaggy rug, and other similar objects)
  - A damp or dusty location
  - A location exposed to direct sunlight or an outside place
  - A location subject to high temperatures
  - A location near open flames
  - A location with poor ventilation system
- Although ozone is produced by this machine is working, the amount is too low to have any effect on the human body. However, if you intend to use the machine for long periods of time, ensure that the installation location is well ventilated.
- Do not connect unapproved cables to this machine. Doing so may result in a fire or an electric shock.

Power Supply

⚠ **WARNING**

- Do not use power cords other than the one provided, as this can result in a fire or electrical shock.
- Do not modify or bend the power cord and do not pull on it with great force. Do not place heavy objects on the power cord. Damaging the power cord may result in a fire or an electric shock.
- Do not plug or unplug the power plug with wet hands, as this can result in electrical shock.
- Do not use extension cords or multi-plug power strips with this machine. Doing so may result in a fire or electric shock.
- Do not bundle up or tie up the power cord in a knot, as this can result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so can result in a fire or electrical shock.
- Remove the power plug completely from the power outlet during a thunder storm. Failure to do so can result in a fire, electrical shock, or malfunction.

⚠ **CAUTION**

- Use only a power supply that meets the voltage requirements listed herein. Failure to do so may result in a fire or electric shock.
- Do not obstruct the power outlet where this machine is connected, so that you can unplug the power cord easily in an emergency.

Handling

⚠ **WARNING**

- Do not disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- Do not allow children to touch or play with the power cord and cables or internal or electrical parts. Doing so may result in serious personal injury.
- Please contact an authorized Canon dealer if the machine makes an unusual noise, emits an unusual smell, or emits smoke or excessive heat. Continued use may result in a fire or electric shock.

- Do not use flammable sprays near the machine. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electric shock.

⚠ **CAUTION**

- For your safety, please unplug the power cord if the machine will not be used for a long period of time.
- Use caution when opening and closing covers to avoid injury to your hands.
- Keep hands and clothing away from the rollers in the output area. If the rollers catch your hands or clothing, this may result in personal injury.
- The inside of the machine and the output slot is very hot during and immediately after use. Avoid contact with these areas to prevent burns. Also, printed paper may be hot immediately after being output, so use caution when handling it. Failure to do so may result in burns.

Maintenance and Inspections

⚠ **WARNING**

- Turn off the machine and unplug the power cord from the outlet before cleaning. Failure to do so may result in a fire or an electric shock
- Unplug the power plug from the power outlet periodically and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to remove dust and grime. When damp, accumulated dust may cause short circuiting or fires.
- Use a damp, well wrung-out cloth to clean the machine. Dampen cleaning cloths with water only. Do not use alcohol, benzenes, paint thinners, or other flammable substances. If these substances come into contact with electrical parts inside the machine, this may result in a fire or electric shock.
- Check the power cord and plug regularly for damage. Check the machine for rust, dents, scratches, cracks, or excessive heat generation. Use of poorly-maintained equipment may result in a fire or electric shock.

Consumables

⚠ **WARNING**

- Do not dispose of used toner cartridges in open flames. This may cause an ignition, and result in burns or fire.
- If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Never use a vacuum cleaner to clean up loose toner. Doing so may cause a malfunction in the vacuum cleaner or result in a dust explosion due to static discharge.

⚠ **CAUTION**

- Keep the toner cartridges and other consumables out of the reach of small children. If toner is ingested, consult a physician or poison control center immediately.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- If toner spills from the toner cartridge, avoid inhaling it or allowing it to come into contact with your skin. If the toner comes into contact with your skin, wash immediately with soap. If you inhale the toner or your skin becomes irritated due to contact with the toner, consult a physician or poison control center immediately.

Others

⚠ WARNING

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

Telephone Equipment

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

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

Legal Notices

Legal Limitations on the Usage of Your Product and the Use of Images

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability.

A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

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

FCC (Federal Communications Commission)

Color imageCLASS MF8580Cdw: F164802

Color imageCLASS MF8280Cw: F164702

Contains Transmitter Module FCC ID: AZDFM48944

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

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

FCC WARNING

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

- Properly shielded and grounded cables and connectors must be used for connection to host computers and/or peripherals in order to meet FCC emission limits.

NOTE

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

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

This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

Use of shielded cables is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules. Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

Canon U.S.A., Inc.

One Canon Park, Melville, NY 11747, U.S.A.

TEL No. 1-800-OK-CANON

Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See the e-Manual 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 US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subjected to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the e-Manual, disconnect the equipment from the telephone line cable and disconnect the power cord.

The telephone line cable should not be reconnected or the power switch turned ON until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment, Information regarding Authorized Service Facility locations can be obtained by calling Canon Customer Care Center (1-800-OK-CANON).

Rights of the Telephone Company

If this equipment (Color imageCLASS MF8580Cdw/MF8280Cw) 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 Getting Started.

Users in Canada

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See the e-Manual for specific dimensions and weight.

B. Order Information

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

DDD (Direct Distance Dial) line

-or-

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

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

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

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

⚠ **CAUTION**

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

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

Utilisation au Canada

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

A. Emplacement

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

B. Installation téléphonique

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

Ligne automatique interurbaine

ou

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

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

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat.

L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.
- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique).
- L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.
- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

- Le nombre d'équivalents sonnerie (REN) de ce produit est 1,0.
- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.
- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales

⚠ **CAUTION**

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

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

Laser Safety

This machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the machine does not produce hazardous radiation.

Since radiation emitted inside the machine is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

CDRH Regulations

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

⚠ **CAUTION**

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

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

Memo

Canon

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

CANON MARKETING JAPAN INC.
16-6, Konan 2-chome, Minato-ku, Tokyo 108-8011, Japan

CANON U.S.A., INC.
One Canon Park, Melville, NY 11747, U.S.A.

CANON EUROPA N.V.
Bovenkerkerweg 59, 1185 XB Amstelveen, The Netherlands

CANON CHINA CO. LTD.
15F Jinbao Building No.89, Jinbao Street, Dongcheng District, Beijing 100005, PRC

CANON SINGAPORE PTE LTD
1 HarbourFront Avenue, #04-01 Keppel Bay Tower, Singapore 098632

CANON AUSTRALIA PTY LTD
1 Thomas Holt Drive, North Ryde, Sydney NSW 2113, Australia

CANON GLOBAL WORLDWIDE SITES
http://www.canon.com/

Serial No.	
Date of Purchase	