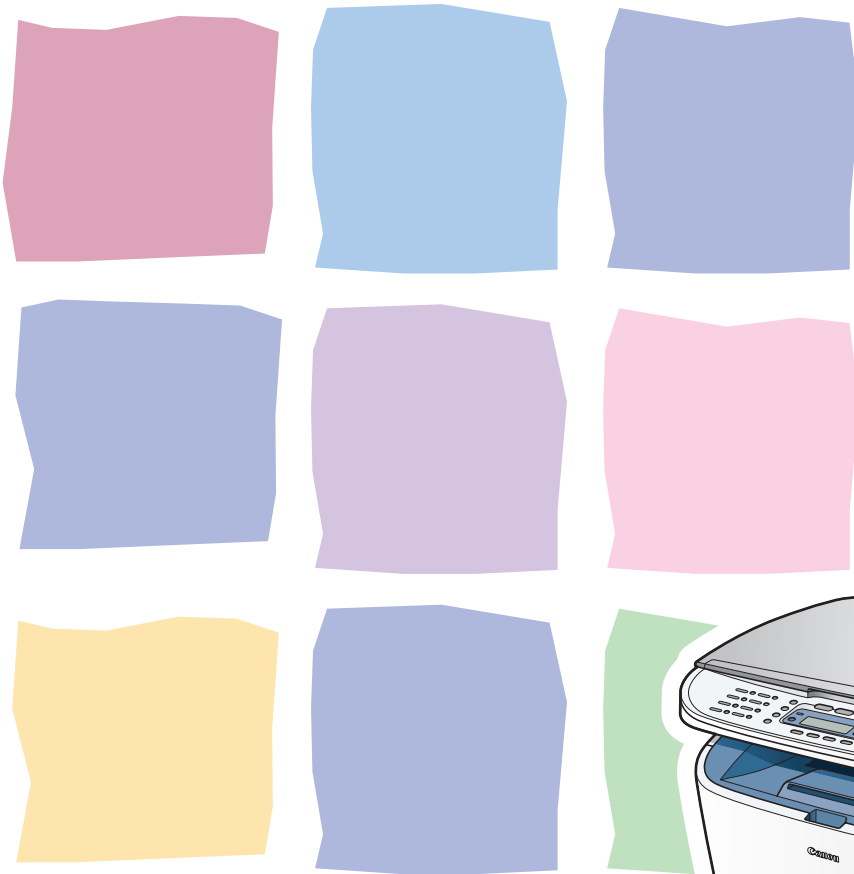


# Basic Guide



- What Can I Do with This Machine?
- Before Using the Machine
- Document Handling
- Print Media
- Sending Faxes
- Receiving Faxes
- Copying
- Printing
- Scanning
- PC Faxing
- Maintenance
- Troubleshooting
- Machine Settings
- Appendix



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

# Manuals for the Machine

- Machine Set-Up
- Software Installation

## Starter Guide

- Basic Features
- Maintenance
- Machine Settings
- Specifications

## Basic Guide (This Document)

- Advanced Features
- System Monitor
- Reports and Lists

## Advanced Guide



- Printing Features
- Scanning Features
- PC Faxing Features

## Software Guide



Indicates the manual is supplied in PDF format in the accompanying CD-ROM.

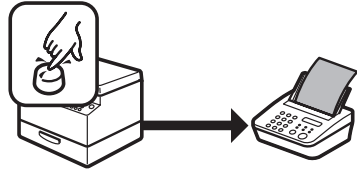
- To view the manuals in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (<http://www.adobe.com>).
- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.

# What Can I Do with This Machine?

## Fax Features

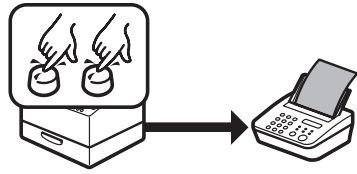
### Specify a recipient with a single key

One-Touch Speed Dialing  
→ p. 4-7



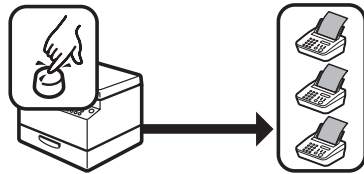
### Specify a recipient with a two-digit code

Coded Dialing  
→ p. 4-14



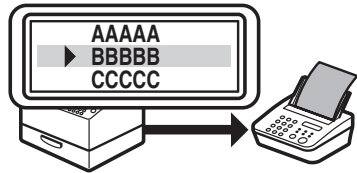
### Specify multiple recipients with a single key

Group Dialing  
→ p. 4-21



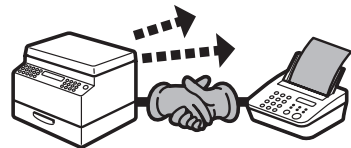
### Look up a particular recipient

Address Book Dialing  
→ Advanced Guide



### Redial when the line is busy

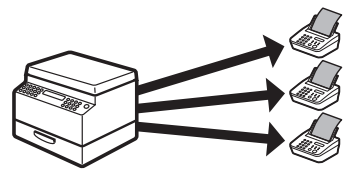
Redialing  
→ Advanced Guide



# Fax Features (continued)

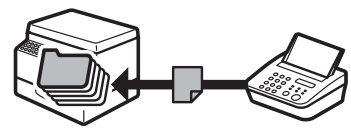
## Send a fax to multiple recipients

**Broadcasting**  
→ Advanced Guide



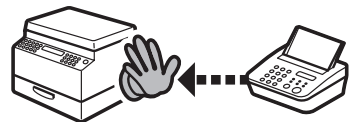
## Receive faxes in memory without printing out

**Memory Reception**  
→ Advanced Guide



## Reject faxes without their numbers

**Reception Restriction**  
→ Advanced Guide

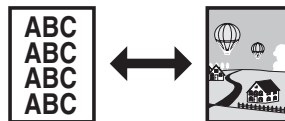


# Copy Features

## Select a scan mode depending on the type of image

Image Quality

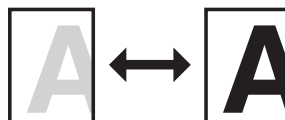
→ p. 6-3



## Adjust the density level of scanned images

Density

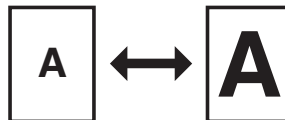
→ p. 6-4



## Enlarge or reduce copied images

Zoom Ratio

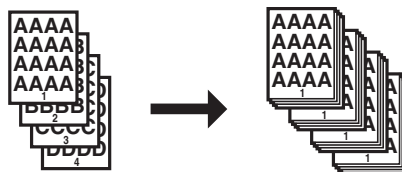
→ p. 6-6



## Sorts copies by page order

Collate Copying

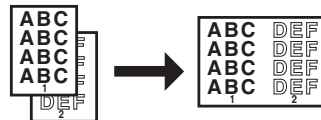
→ Advanced Guide



## Copy two documents on one sheet

2 on 1 Combination

→ Advanced Guide

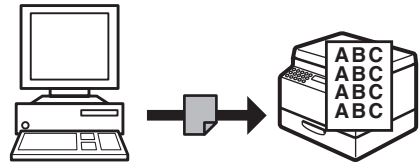


# Printer Feature

## Print a document from a PC

### Printing

→ Software Guide

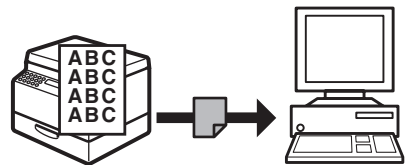


# Scanner Feature

## Specify detailed scanning options to suit various images

### Scanning

→ Software Guide

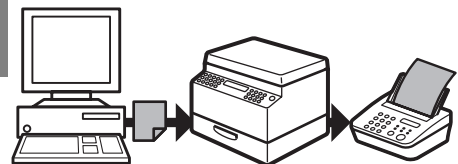


# PC Fax Feature

## Send a fax from a PC

### PC Faxing

→ Software Guide



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# Preface

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

## Important Safety Instructions

### WARNING

Except as specifically described in this guide, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact Canon Customer Care Center, or a Canon Authorized Service Facility.

## Handling and Maintenance

- Follow all warnings and instructions marked on the machine.
- Do not subject the machine to strong physical shocks or vibrations.
- Always unplug the machine before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the front cover, or add or remove paper in the machine while printing.
- When transporting the machine, be sure to remove the toner cartridge from the machine.
- Place the toner cartridge in its original protective bag or wrap it in a thick cloth to prevent exposure to light.
- Always grip the handle on the sides of the machine when you lift the machine. Never lift the machine by any of its trays or attachments.
- Do not insert any objects into the slots or openings on the machine since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine.
- To avoid spillage in or around the machine, do not eat or drink near it.
- Keep the machine clean. Dust accumulation can prevent the machine from operating properly.



- Unplug the machine from the wall outlet and contact Canon Customer Care Center in any of the following cases:
  - When the power cord or plug is damaged or frayed.
  - If liquid or small object has fallen into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  - If the machine has been dropped.
  - If the machine exhibits a distinct change in performance, indicating a need for servicing.

## **Location**

- Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.
- Place the machine in a cool, dry, clean, well ventilated place.
- Make sure the area is free from dust.
- Make sure the location is not exposed to high temperature or humidity.
- Keep the machine away from direct sunlight as this can damage it. If you have to place the machine near a window, install heavy curtains or blinds.
- Do not use the machine near water. Make sure that no wet or humid objects come into contact with the machine.
- Do not use or store the machine outdoors.
- Do not place the machine near devices that contain magnets or generate magnetic fields, such as speakers.

- If possible, place the machine near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
- Place the machine near a standard 120 V AC (60 Hz) power outlet.
- To ensure reliable operation of the machine and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the machine by placing it on a bed, sofa, rug, or other similar surface. Do not place the machine in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Leave enough space around all sides of the machine.
- Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the machine, unplug the power cord immediately. Contact Canon Customer Care Center.
- Do not allow anything to rest on the power cord, and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.

## Power Supply

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

### WARNING

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

## Customer Support (U.S.A)

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 11. If you cannot solve the problem or if you think your machine needs servicing, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. On-line support for 24 hours is also available at the website. <http://www.canontechsupport.com/>

## Customer Support (Canada)

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

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit <http://www.canon.ca/>
- Automated step-by-step telephone support on most current products 24 hours, 7 days a week 1-800-652-2666
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- For the location of the authorized service facility nearest you, visit <http://www.canon.ca/> or 1-800-652-2666
- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at <http://www.canon.ca/>

\* Support program specifics are subject to change without notice.

# How to Use This Guide

## Symbols Used in This Manual

The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.



### WARNING

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



### CAUTION

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



### NOTE

Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses distinctive notations to identify keys and information in the LCD:

- The keys you press appear in square brackets: [Stop/Reset].
- Information in the LCD appears in angle brackets: <LOAD PAPER>.

The numbers that point to the keys on the operation panel diagram correspond to the order of steps to take in the procedure.



## Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken from the imageCLASS MF3240.



When there is any difference between MF3240 and MF3241, it is clearly indicated in the text, e.g., “MF3240 Only.”

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- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
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# Users in the U.S.A.

## Pre-Installation Requirements for Canon Facsimile Equipment

### A. Location

Supply a suitable table, cabinet, or desk. See p. 13-1 for the machine's weight and dimensions.

### B. Order Information

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a regular voice grade line or the equivalent from your telephone company's business representative.

Use one line per machine.

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, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX machine without "Call Waiting" can be used with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error. This machine is not supported on Voice Over Internet Protocol (VOIP).

### C. Power Requirements

This equipment 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 which 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.

An FCC compliant telephone cord and modular jack are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See the Starter Guide for details.

The Ringer Equivalence Number (REN) 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 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).

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, disconnect the equipment from the telephone line and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in 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 (1-800-828-4040).

## Rights of the Telephone Company

Should the equipment cause 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 which 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.

## FCC Notice

imageCLASS MF3240: Model F189402

imageCLASS MF3241: Model F189402

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

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

### 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 into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.



Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A., Inc.  
One Canon Plaza, Lake Success, NY 11042, U.S.A.  
TEL No. 1-516-328-5600

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine 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.

In order to program this information into the machine, follow the instructions in the Starter Guide.

## Pre-Installation Requirements for Canon Facsimile Equipment

### A. Location

Supply a suitable table, cabinet, or desk. See p. 13-1 for the machine's weight and dimensions.

### B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an CA11A modular jack (USOC code), 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 equivalent. Use one line per machine.  
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, e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX machine without "Camp On" signals is also permissible with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax 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 120 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.



## Notice

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Cet appareil est conforme aux Spécifications techniques des équipements terminaux de l'Industrie du Canada.

Ceci est confirmé par le numéro d'enregistrement. L'abréviation IC précédant le numéro d'enregistrement signifie que l'enregistrement a été effectué sur la base de la Déclaration de conformité indiquant que le produit est conforme aux spécifications techniques du Canada. Ceci n'implique pas que le produit ait été approuvé par l'industrie du Canada.

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. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative 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 Class B digital apparatus meets all requirements of the Canadian Interference- Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) for this terminal equipment is 1.0. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

Le Nombre d'équivalence Ringer (REN) de cet appareil terminal est 1.0. Le REN attribué à chaque équipement terminal fournit une indication sur le nombre maximum de terminaux pouvant être connectés sur une interface téléphonique. La terminaison sur une interface peut consister en n'importe quelle combinaison d'appareils, à la condition seulement que la somme des Nombres d'équivalence Ringer de tous les appareils ne soit pas supérieure à 5.

CANON CANADA INC.

1-800-263-1121

24 HOURS A DAY, SEVEN DAYS A WEEK

# 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.

 **DANGER** - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.

**CAUTION** - CLASS 3B, INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.

**WARNING** - KLASS 3B OSYNLIG LASERSTRÅLNING NÅR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.

**ATTENTION** - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B. EN CAS D'OUVERTURE ÉVITEZ L'EXPOSITION AU FAISCEAU.

**VORSICHT** - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.

**PRECAUCIÓN** - RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.

**VAROITUS** - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA, VÄLTÄ ALTISTUMISTA SÄTEELLE.

**注意** - ここを開くとクラス3B不可視レーザー放射が出ます。ビームに身をさらさないこと。

**注意** - 打开时，存在不可见的3B类激光辐射，请避免接触该激光束

**注意** - 打開機器蓋板時有3B級不可視雷射光釋出，應避免曝射

**주의** - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.

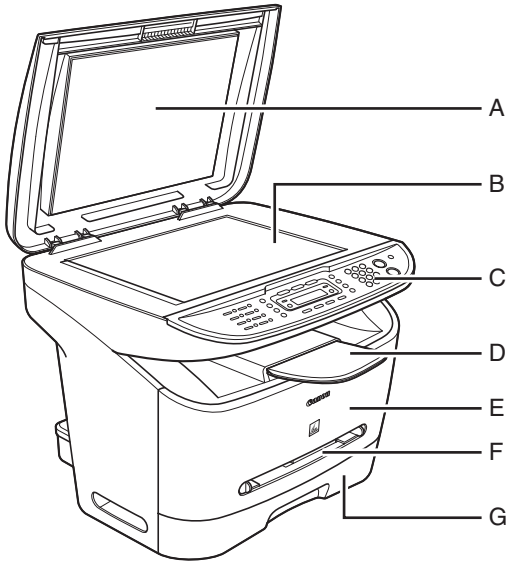
FC6-5293



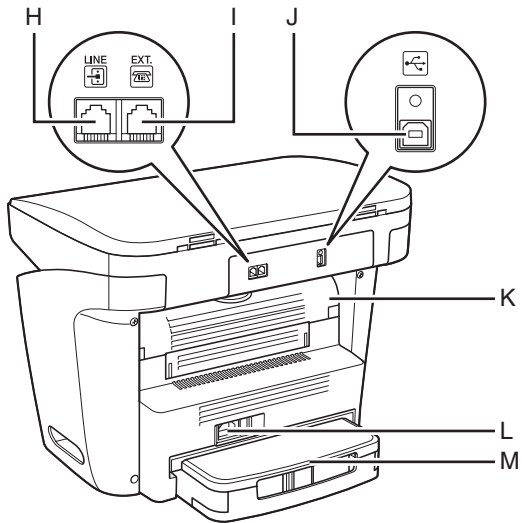
# 1

# Before Using the Machine

## Machine Components



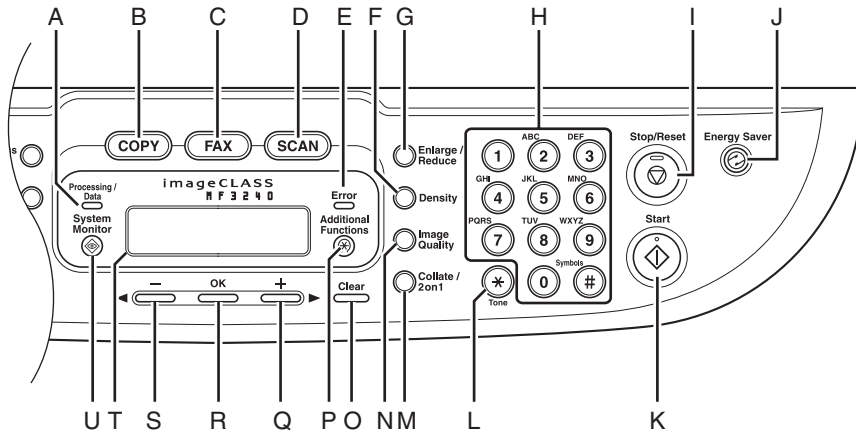
- A Platen glass cover  
Open this cover when placing a document on the platen glass.
- B Platen glass  
Place documents.
- C Operation panel  
Controls the machine.
- D Output tray  
Outputs printouts.
- E Front cover  
Open this cover when installing the toner cartridge or clearing paper jams.
- F Multi-purpose feeder  
Feeds paper when you insert one by one manually.
- G Paper cassette  
Holds the paper supply.



- H Telephone line jack**  
Connect the telephone cable.
- I External device jack**  
Connect an external device.
- J USB port**  
Connect the USB (Universal Serial Bus) cable.
- K Face up cover**  
Open this cover when outputting paper face up or clearing paper jams.
- L Power socket**  
Connect the power cord.
- M Extension cover**  
Protects paper supply in the paper cassette from dirt and dust.

# Operation Panel

## Main Operation Panel

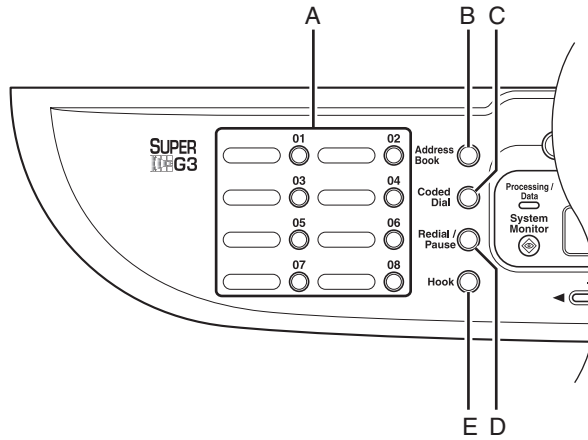


- A Processing/Data indicator  
Flashes during sending or receiving faxes.  
Lights when the machine has waiting jobs.
- B [COPY] key  
Press to switch to Copy mode.
- C [FAX] key  
Press to switch to Fax mode.
- D [SCAN] key  
Press to switch to Scan mode.
- E Error indicator  
Flashes or lights when an error has occurred.
- F [Density] key  
Press to adjust copy or fax density.
- G [Enlarge/Reduce] key  
Press to enlarge or reduce copy ratio.
- H Numeric keys  
Enter letters and numbers.
- I [Stop/Reset] key  
Press to stop a current job. Also, press to return the machine to standby mode.
- J [Energy Saver] key  
Press to set or cancel Sleep mode manually.  
The key lights green when Sleep mode is set, and goes off when the mode is canceled.
- K [Start] key  
Press to start copying, scanning and sending faxes.

- L [Tone] key  
Press to switch from rotary pulse to tone dialing.
- M [Collate/2 on 1] key  
Press to collate copies, or press to set 2 on 1 copying.
- N [Image Quality] key  
Press to select image quality for copy, fax, or scan.
- O [Clear] key  
Press to clear entered alphanumeric characters.
- P [Additional Functions] key  
Press to select or cancel modes in Additional Functions.
- Q [+▶] key  
Press to increase the value for various settings. Also press to see the next item in the menu.
- R [OK] key  
Press to accept a set function or mode.
- S [◀-] key  
Press to decrease the value for various settings. Also press to see the previous item in the menu.
- T LCD display  
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.
- U [System Monitor] key  
Press to check fax transmission, print, copy, or report output status.



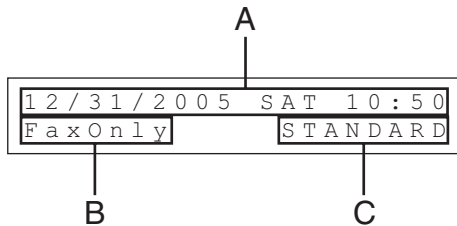
# Facsimile Operation Panel



- A **One-Touch Speed Dial keys**  
Press to use one-touch speed dialing (Pre-registered frequently used numbers or group dialing).
- B **[Address Book] key**  
Press to search preregistered destinations under one-touch speed dialing keys or coded dialing numbers by name.
- C **[Coded Dial] key**  
Press to perform coded dialing.
- D **[Redial/Pause] key**  
Press to redial the last dialed number when fax is standing by, or press to insert a pause when entering a fax number.
- E **[Hook] key**  
Press when you want to dial without lifting up the handset of the external telephone.

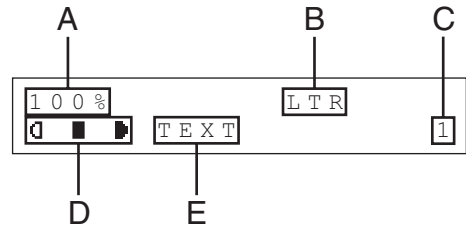
# LCD (Standby Mode)

## Fax Mode



- A Date & Time
- B Receive mode
- C Image quality

## Copy Mode



- A Zoom ratio
- B Paper size
- C Quantity
- D Density
- E Image quality

## Scan Mode

SCANNING MODE

### NOTE

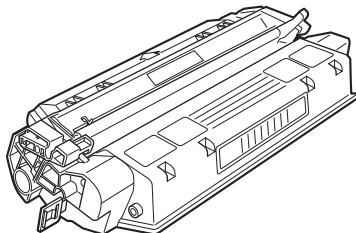
- When the machine is plugged in, the LCD displays <PLEASE WAIT> first, and then displays <INITIALIZING...> until standby display appears. It is also possible to see standby display without having <INITIALIZING...> shown.
- If the machine remains idle for one minute, the display returns to standby mode (Auto Clear Function).

# Toner Cartridge

The lifetime of the Canon Genuine toner cartridge used in this machine is approximately 2,500 pages. The page counts are on the basis of “ISO/IEC 19752”\* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. To purchase the Canon genuine replacement toner cartridge, contact your local Canon dealer or Canon Customer Care Center (1-800-828-4040).

\* “ISO/IEC 19752” is the global standard related to “Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components” issued by ISO (International Organization for Standardization).

**Toner Cartridge name:**  
**Canon Cartridge X25**



Model Name	Supported Canon Genuine Cartridge	Print Yield
MF3240 MF3241	Canon Cartridge X25	Approx. 2,500 pages

## Maintaining the Toner Cartridge

- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the toner cartridge may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.
- Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the machine unnecessarily.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.
- Do not stand the toner cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.

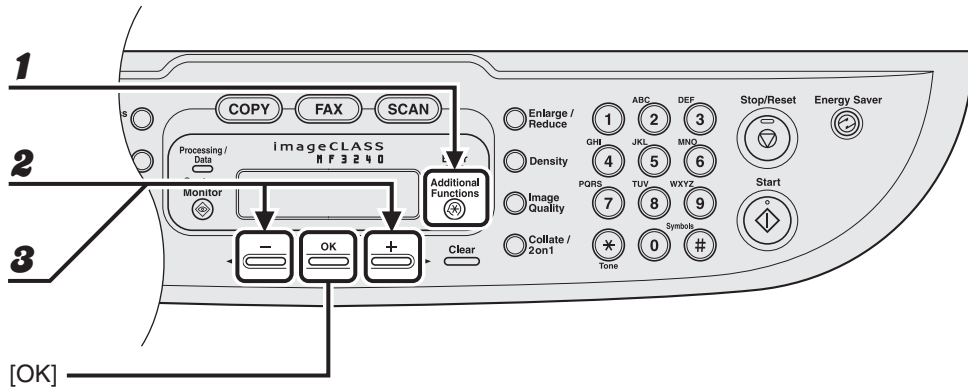
### CAUTION

Do not place the toner cartridge in fire. Toner powder is flammable.

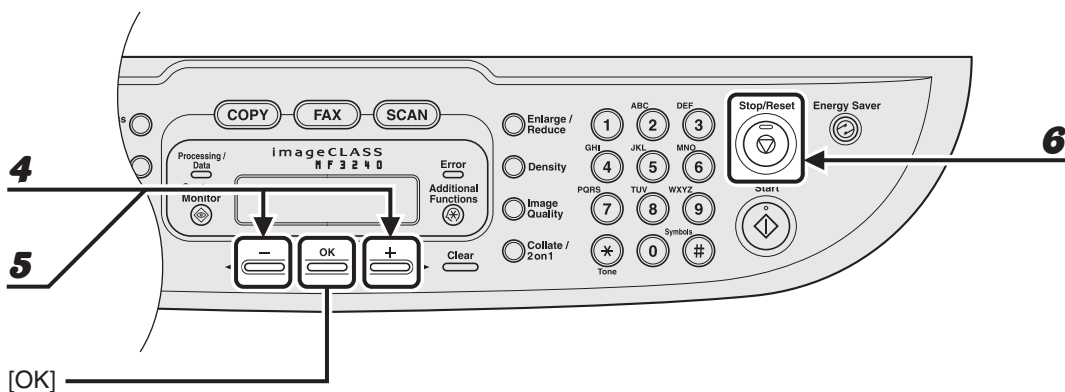
# Timer Settings

## Setting Sleep Mode

When the machine remains idle for a certain period of time, it automatically enters Sleep mode.



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <TIMER SETTINGS>, then press [OK].
- 3** Press [◀] or [▶] to select <AUTO SLEEP>, then press [OK].



- 4** Press [**←**] or [**→**] to select <ON>, then press [OK].
- 5** Press [**←**] or [**→**] to select the desired interval, then press [OK].  
You can set the interval from 3 to 30 minutes (in one-minute increments).  
You can also enter values with the numeric keys.
- 6** Press [Stop/Reset] to return to standby mode.

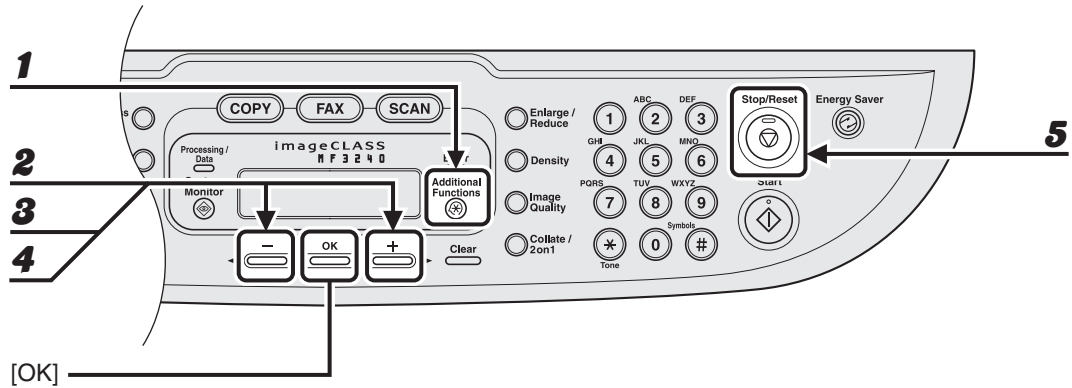


 **NOTE**

- To resume normal mode from Sleep mode, press [Energy Saver] on the operation panel.
- To enter Sleep mode manually, press [Energy Saver] on the operation panel.
- The machine will not enter Sleep mode when:
  - the machine is in operation
  - the Processing/Data indicator lights or flashes
  - an error code or message appears on the display and the Error indicator flashes
  - no paper is loaded in the paper cassette
  - paper is loaded in the multi-purpose feeder
  - a paper jam occurs in the machine
- The machine will leave Sleep mode when:
  - you press [Energy Saver] on the operation panel
  - a fax is received
  - the handset of the external telephone is off the hook
  - a print job is sent from a computer, and the print is started.

# Setting the Daylight Saving Time

In some countries or areas, time is advanced throughout the summer season. This is called “Daylight Saving Time.”



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <TIMER SETTINGS>, then press [OK].
- 3** Press [◀] or [▶] to select <DAYLIGHT SV.TIME>, then press [OK].
- 4** Press [◀] or [▶] to select <ON>, then press [OK].
- 5** Press [Stop/Reset] to return to standby mode.



# 2

## Document Handling

### Document Requirements

Type	<ul style="list-style-type: none"><li>– Plain paper</li><li>– Thick documents</li><li>– Photographs</li><li>– Small documents (e.g., index cards)</li><li>– Special types of paper (e.g., tracing paper*, transparencies*, etc.)</li><li>– Book (Height: max. 1/8" (35 mm))</li></ul>
Size (W × L)	Max. 8.5" × 11 3/4" (Max. 216 × 297 mm)
Weight	Max. 4.4 lb (2 kg)
Quantity	1 sheet

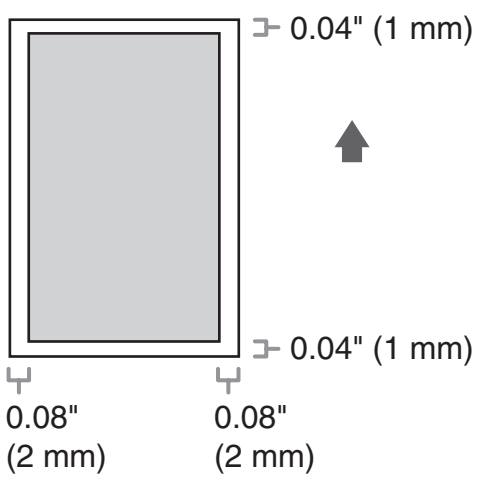
\* When copying a transparent document such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.

 **NOTE**

Do not place the document on the platen glass until the glue, ink or correction fluid on the document is completely dry.

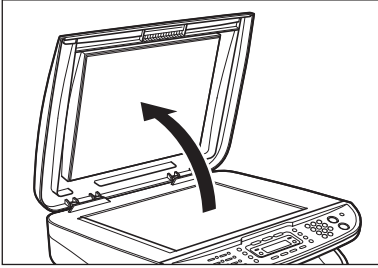
# Scanning Area

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

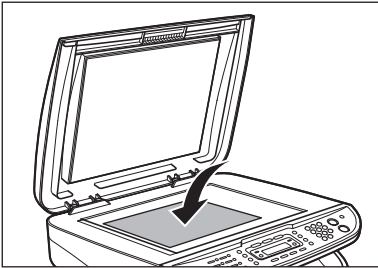


# Loading Documents

- 1** Lift up the platen glass cover.



- 2** Place your document face down.

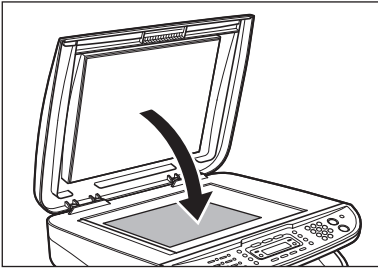


### 3 Align the document with the appropriate paper size marks.



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

### 4 Gently lower the platen glass cover.



The document is ready for scanning.

#### **⚠ CAUTION**

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

#### **📝 NOTE**

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

# 3 Print Media

## Paper Requirements

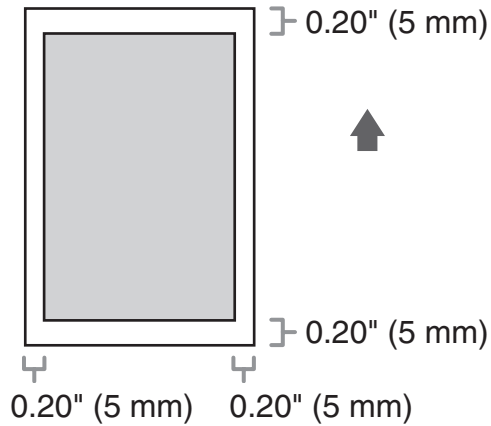
	Paper cassette	Multi-purpose feeder
Size (W × L)	LTR, LGL, A4, B5, A5, Executive, Envelope (COM10, Monarch, DL, ISO-C5) (76 × 127 to 216 × 356 mm)	
Weight	18 to 32 lb bond (64 to 128 g/m <sup>2</sup> )	
Quantity	Max. 250 sheets	Max. 1 sheet
Type	Plain Paper, Plain Paper L, Heavy Paper, Heavy Paper H, Transparency	

### NOTE

The default paper size is LTR. If you use a different paper size, you must change the paper size settings. (See “Setting Paper Size and Type,” on p. 3-7.)

## Printable Area

The shaded area indicates the approximate printable area of LTR-size paper and envelope.



# Paper Guidelines

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

# Loading Paper

To load paper in the paper cassette, see “Set Up the Paper Cassette and Load Paper,” in the Starter Guide.

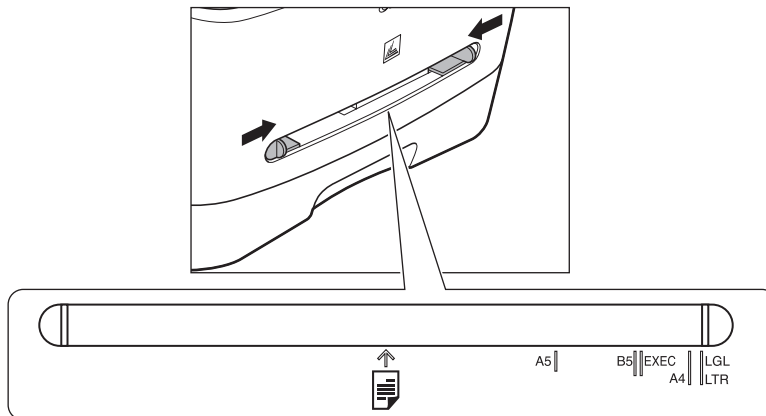
## Into the Multi-Purpose Feeder

Use the multi-purpose feeder when you want to copy or print on the different paper which is in the paper cassette. Load paper one by one in the multi-purpose feeder.

### NOTE

- The paper in the multi-purpose feeder is fed prior to the paper in the paper cassette.
- The recommended envelopes are COM10, MONARCH, DL, and ISO-C5. Using other envelopes may affect the quality of the printout.
- Make sure to set the correct paper size in the printer driver. (See the Software Guide.)
- When printing received documents, it is possible to feed paper only from the paper cassette. If paper is loaded into the multi-purpose feeder, <REMOVE MP PAPER> appears.

**1** Slide the paper guides to the mark of the desired paper size.

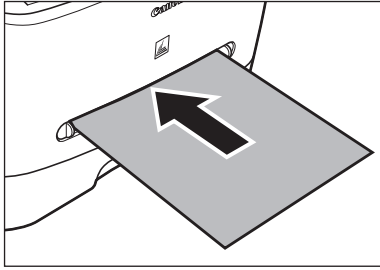


### NOTE

If the paper guides are not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected.

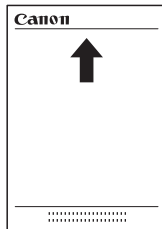


- 2** When setting a paper, insert the paper into the multi-purpose feeder with the print side up.

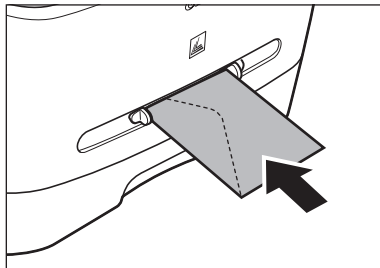


**NOTE**

When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose feeder.



When setting an envelope, insert the envelope into the multi-purpose feeder with the print side up and the right edge (i.e., closer to the stamp) first.

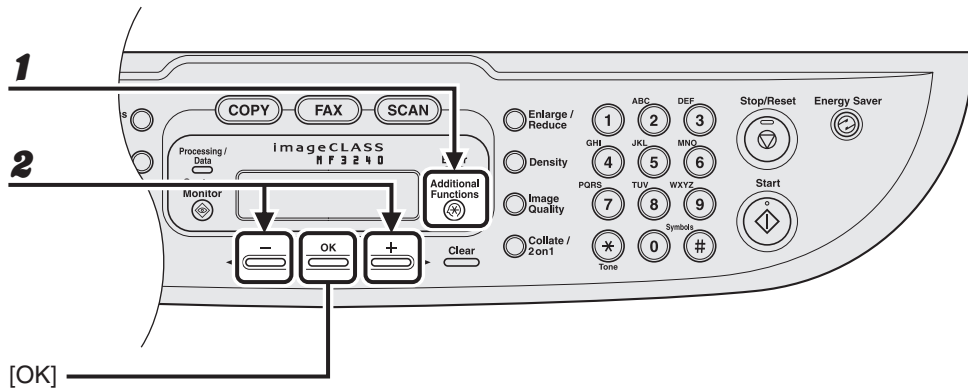


### **3 Specify the size and the type of the paper you load.**

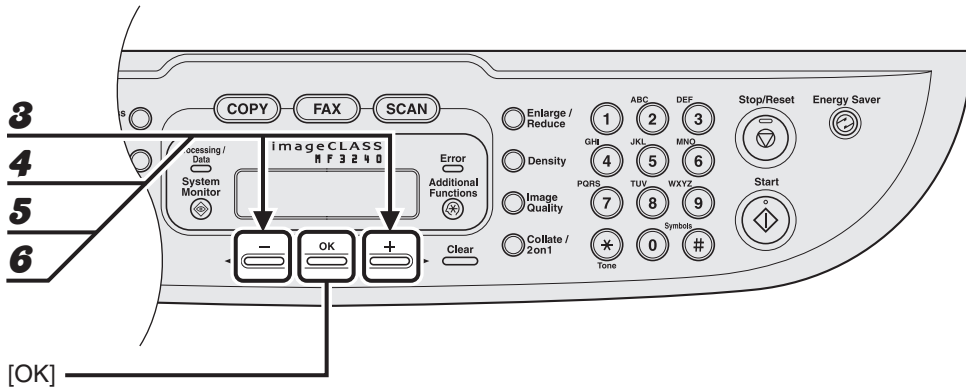
For details on how to specify the paper size and type, see “Setting Paper Size and Type,” on p. 3-7.

# Setting Paper Size and Type

The default setting is <LTR> and <PLAIN PAPER>. When you place other sizes and/or types of paper, follow this procedure to change the settings. The procedure is same for the paper cassette and multi-purpose feeder except for selecting the paper cassette or multi-purpose feeder in step 4.



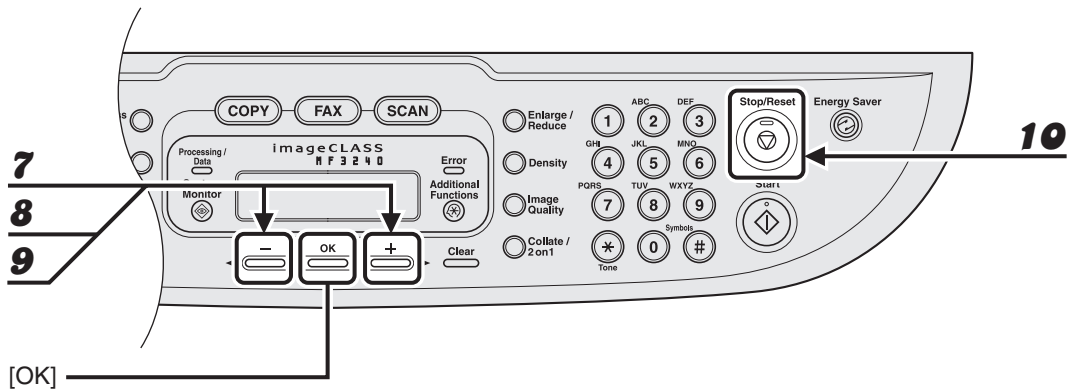
- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <COMMON SETTINGS>, then press [OK].



[OK]

- 3** Press [**←**] or [**→**] to select <PAPER SETTINGS>, then press [OK].
- 4** Press [**←**] or [**→**] to select <CASSETTE> or <MP TRAY>, then press [OK].
- 5** Press [**←**] or [**→**] to select <PAPER SIZE>, then press [OK].
- 6** Press [**←**] or [**→**] to select the paper size, then press [OK].  
 <LTR>, <LGL>, <A4>, <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL>, <ISO-C5>





- 7** Press [**←**] or [**→**] to select <CASSETTE> or <MP TRAY>, then press [OK].
- 8** Press [**←**] or [**→**] to select <PAPER TYPE>, then press [OK].
- 9** Press [**←**] or [**→**] to select the paper type, then press [OK].

You can select from the following paper types:

<PLAIN PAPER> or <PLAIN PAPER L><sup>\*1</sup> for Plain paper (18 lb to 24 lb (64 g/m<sup>2</sup> to 90 g/m<sup>2</sup>))

<HEAVY PAPER> or <HEAVY PAPER H><sup>\*2</sup> for Heavy paper (28 lb to 32 lb (105 g/m<sup>2</sup> to 128 g/m<sup>2</sup>)) or Envelope

<TRANSPARENCY> for Transparency

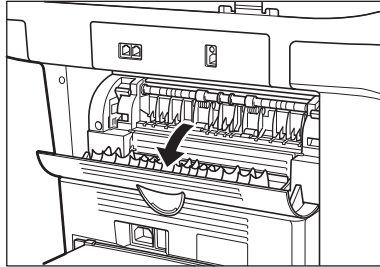
<sup>\*1</sup> If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.

<sup>\*2</sup> If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.

- 10** Press [Stop/Reset] to return to standby mode.

## Selecting the Paper Output Area

Open the face up cover located on back side of the unit for face up paper output, or close the face up cover and attach the output tray on the front of the unit for face down paper output.



 **NOTE**

Do not open or close the face up cover while copying and printing.

Face down paper output delivers paper with the printed side down on the output tray. Face up paper output delivers paper with the printed side up from the output area. Select the area depending on your purpose by opening or closing the face up cover.

## Paper Type and Paper Output Area

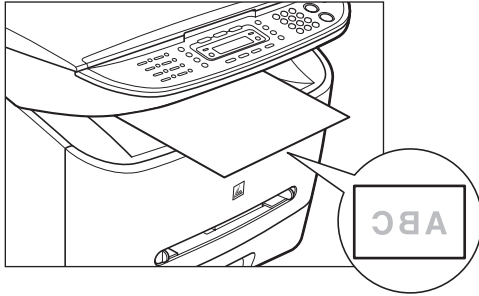
Select the suitable paper output area depending on the paper type and your purpose.

<b>Paper Type</b>	<b>Paper Output Area</b>	<b>The Number of Output Sheets</b>
Plain Paper	face up	1 sheet
	face down	approx. 60 sheets (18 to 24 lb (64 to 90 g/m <sup>2</sup> ))
Plain Paper L	face up	1 sheet
	face down	approx. 30 sheets (18 to 24 lb (64 to 90 g/m <sup>2</sup> ))
Heavy Paper	face up	1 sheet
	face down	approx. 30 sheets (28 to 32 lb (105 to 128 g/m <sup>2</sup> ))
Heavy Paper H	face up	1 sheet
	face down	approx. 30 sheets (28 to 32 lb (105 to 128 g/m <sup>2</sup> ))
Transparencies	face up	1 sheet
	face down	10 sheets

## Face Down Paper Output Area

The paper is delivered with the printed side down on the output tray.  
Paper is stacked in printed order.

- 1** Close the face up cover, and attach the output tray.



 **NOTE**

- Do not place the delivered paper back on the output tray. Doing so may result in paper jams.
- Do not place objects other than paper on the output tray. Doing so may result in paper jams.



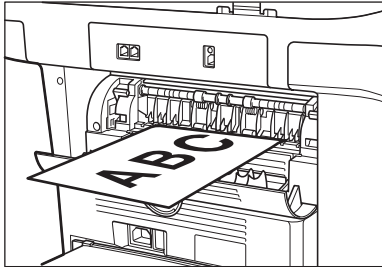
## Face Up Paper Output Area

The paper is delivered with the printed side up from the face up paper output at the rear of the machine.

This way is convenient for printing on transparencies, or envelopes which tend to curl, because the paper is delivered straight through out of the machine.

### **1** Open the face up cover.

Remove the delivered paper one by one.



#### **NOTE**

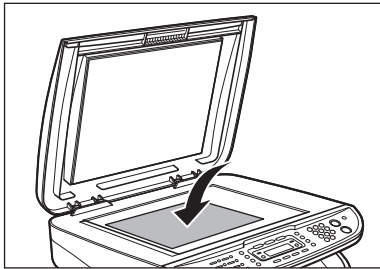
- Do not pull the paper forcibly.
- This machine has no face up output tray. Remove the delivered paper with your hand.
- Do not place an object in front of the face up paper output to prevent a paper jam.



# 4 Sending Faxes

Follow this procedure to send a fax.

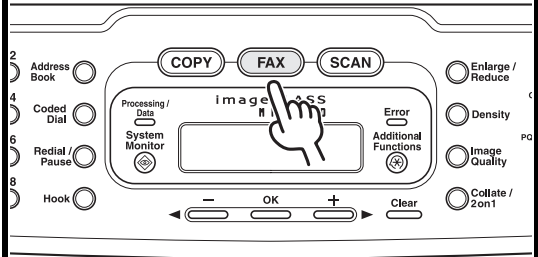
## 1 Set a Document



**Place the document on the platen glass.**

For documents you can fax, see "Document Requirements," on p. 2-1.

## 2 Enter the Fax Mode



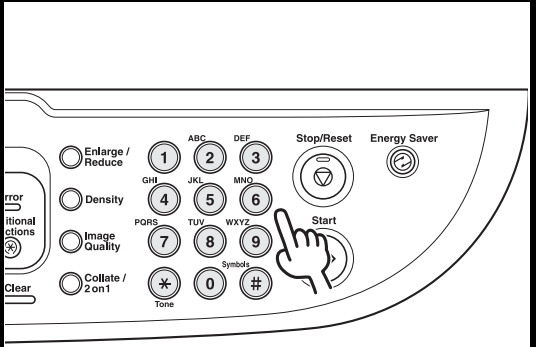
**Press [FAX].**

The FAX indicator lights and the machine enters fax standby mode.

### What if...

- **You want to adjust the resolution and density:**  
See "Scan Settings," on p. 4-3.

### 3 Enter the Fax Number



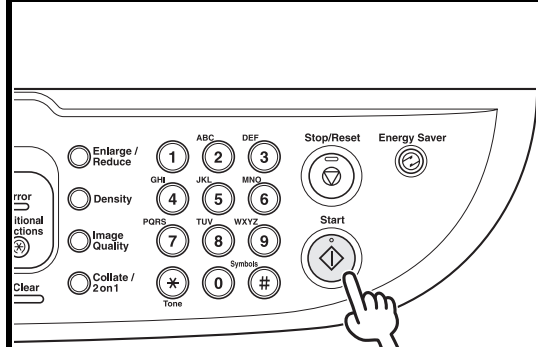
Dial the recipient's fax number with the numeric keys.

Ex.

#### What if...

- **You enter a wrong number:**  
 Go back to the wrong digit with [←], then press [Clear] to delete it. Or press and hold [Clear] to delete the entire entry. Then try again.

### 4 Send the Document



Press [Start]. After all scanning is complete, press [OK] to start dialing.

If the output paper in the recipient's machine is not equal to the scanned size, the original image may be reduced in size or divided into smaller parts before it is sent.

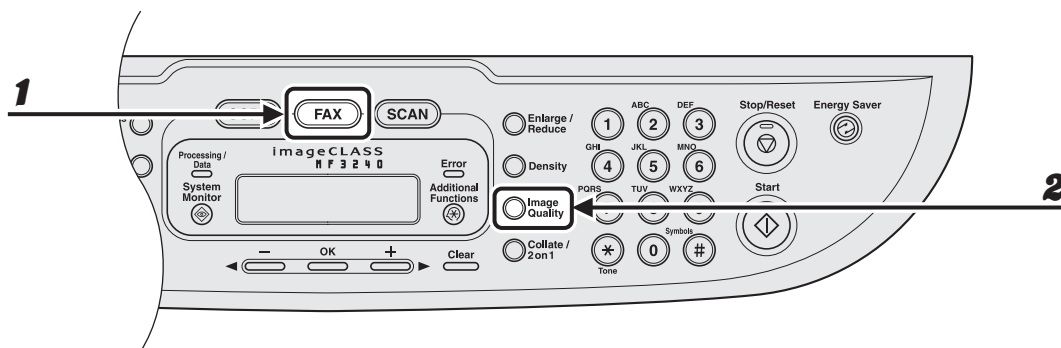
#### What if...

- **You press [Stop/Reset] to cancel a job during scanning documents or after scanning documents:**  
 The <CANCEL DURING TX/RX?> message appears. Press [←] to select <Yes>. The job is canceled, and the display returns to standby mode.

# Scan Settings

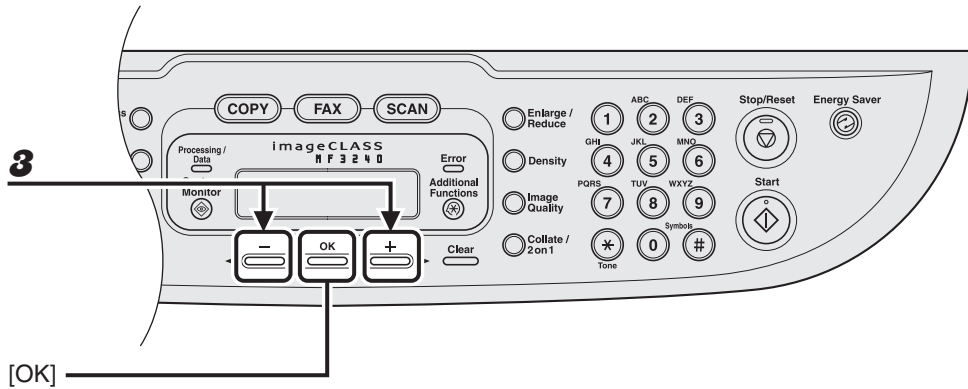
You can adjust the image quality and density of the document you send. The higher image quality you set, the better the output will be, but the longer the transmission will take. Adjust the scan settings according to the type of document you are sending.

## Image Quality



**1** Press [FAX].

**2** Press [Image Quality].



**3** Press [**←**] or [**→**] to select the resolution, then press [**OK**].

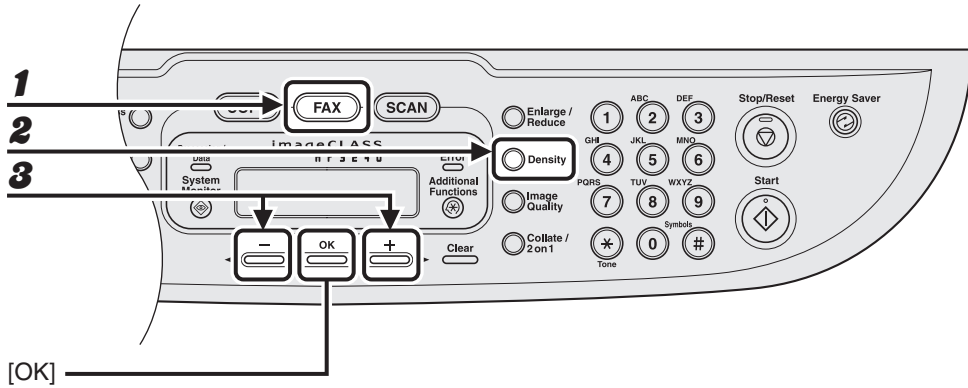
<STANDARD> for most text-only documents. (200 × 100 dpi)

<FINE> for fine-print documents (the resolution is twice that of <STANDARD>). (200 × 200 dpi)

<PHOTO> for documents that contain photographs (the resolution is twice that of <STANDARD>). (200 × 200 dpi)

<SUPER FINE> for documents that contain fine print and images (the resolution is four times that of <STANDARD>). (200 × 400 dpi)

# Density



**1** Press [FAX].

**2** Press [Density].

Ex.

```
DENSITY  
- L T      █ █ █ █ █      D K +
```

**3** Press [◀] or [▶] to adjust the density, then press [OK].

[▶]: to make light documents darker

[◀]: to make dark documents lighter

# Speed Dialing

**Speed dialing allows you to dial fax/telephone numbers by simply pressing one or a few keys. The following speed dialing methods are available:**

- **One-Touch Speed Dialing (p. 4-7)**
  - Register a fax/telephone number for one-touch speed dialing, then to dial the number, simply press the one-touch speed dialing key assigned to that number. You can register up to 8 one-touch speed dialing keys, including group dialing.
- **Coded Dialing (p. 4-14)**
  - Register a fax/telephone number for coded dialing, then to dial the number, simply press [Coded Dial] and enter the two-digit code assigned to that number. You can register up to 100 coded dialing codes.
- **Group Dialing (p. 4-21)**
  - Register a group of fax numbers (must be registered for one-touch speed dialing and/or coded dialing) for group dialing, then to send a document to all numbers in that group, simply press the one-touch speed dialing key assigned to that group. You can register up to 50 destinations into a one-touch speed dialing key as a group.

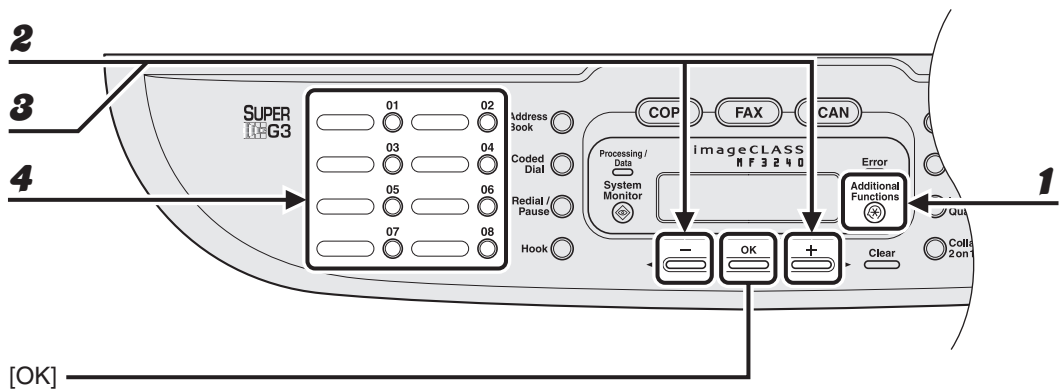
## Registering Recipients for Speed Dialing

For each recipient, you can register:

- Name
- Fax number (required)

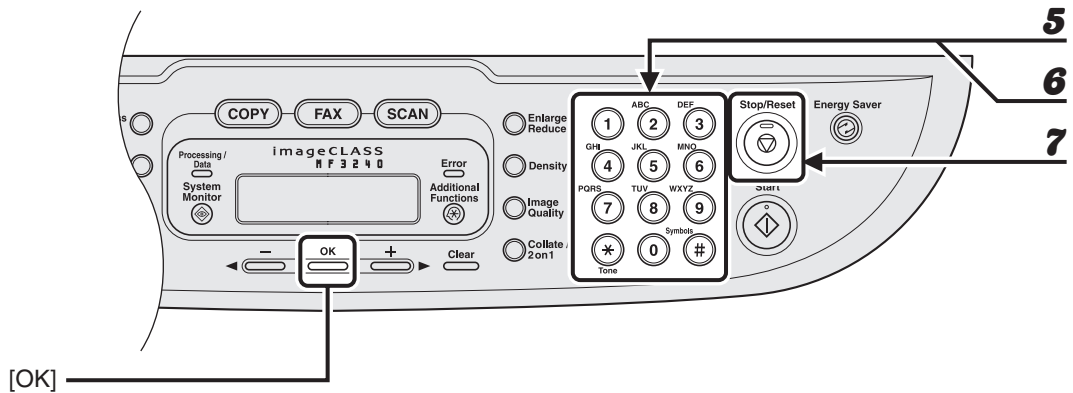


## ● Registering One-Touch Speed Dialing



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [←] or [→] to select <1-TOUCH SPD DIAL>, then press [OK].
- 4** Press a one-touch speed dialing key (01 to 08) for a registering fax number, then press [OK].

You can also select a one-touch speed dialing number with [←] or [→].



- 5** Enter the destination name (max. 20 characters, including spaces) with the numeric keys, then press [OK].

Ex.

NAME C A N	[ A ]
---------------	-------

- 6** Enter the fax number you register (max. 50 digits, including spaces and pauses) with the numeric keys, then press [OK].

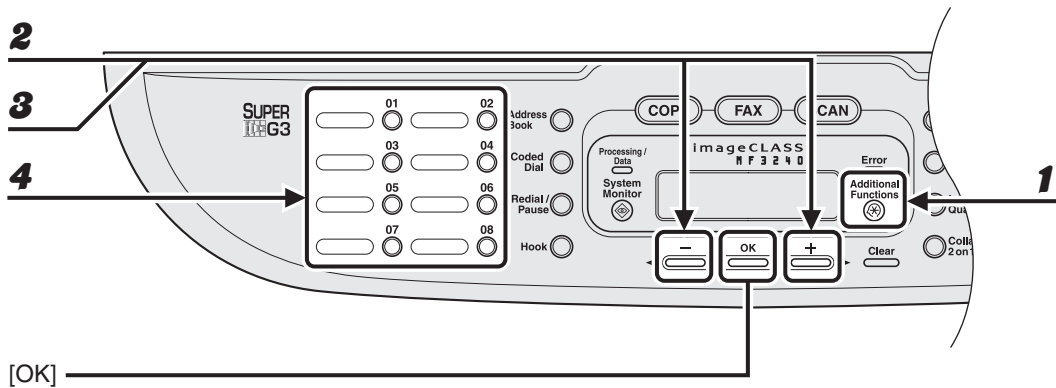
Ex.

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

If you register another one-touch speed dialing key, repeat the procedure from step 4.

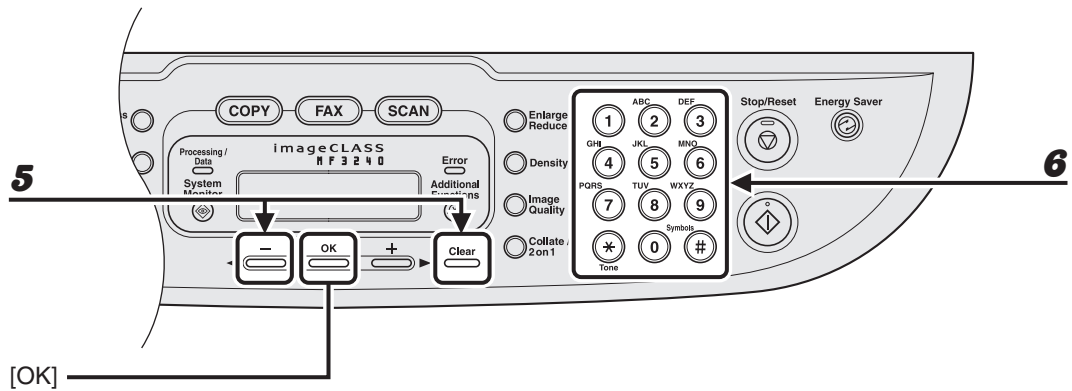
- 7** Press [Stop/Reset] to return to standby mode.

## ● Editing One-Touch Speed Dialing



[OK]

- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <1-TOUCH SPD DIAL>, then press [OK].
- 4** Press the one-touch speed dialing key (01 to 08) you want to edit, then press [OK].

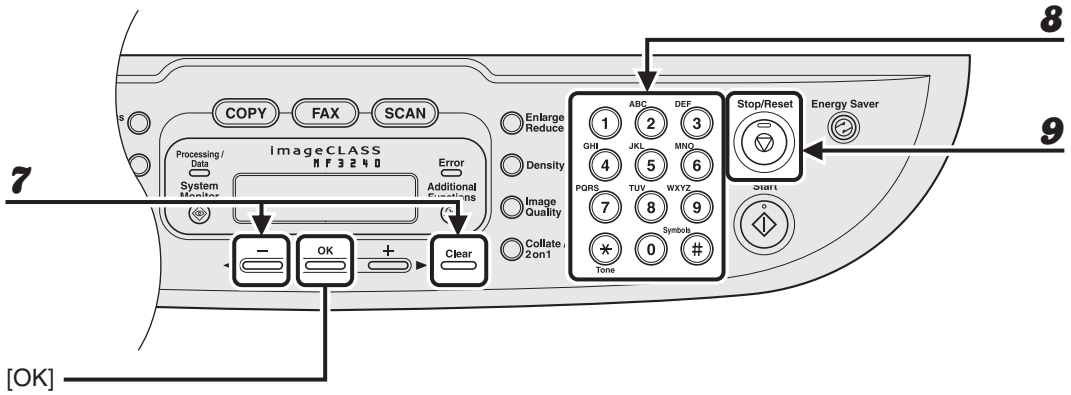


**5** Press [+ ▶] repeatedly to go to the wrong character, then press [Clear] to delete it.

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

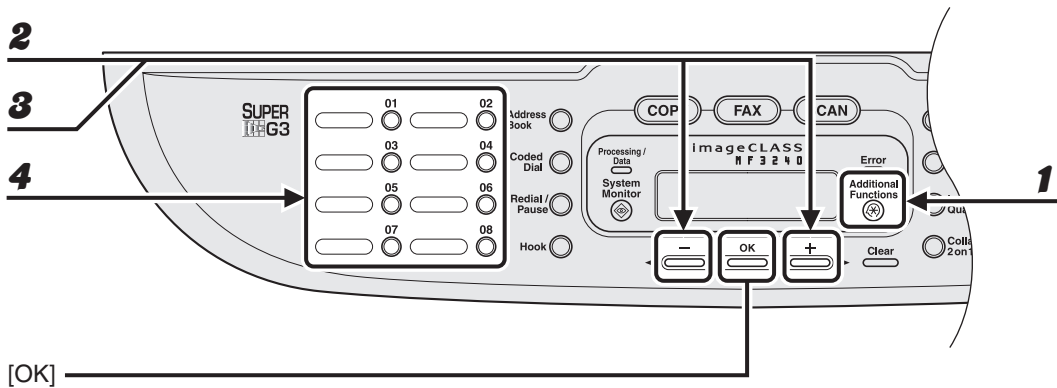
**6** Enter a new character with the numeric keys, then press [OK].



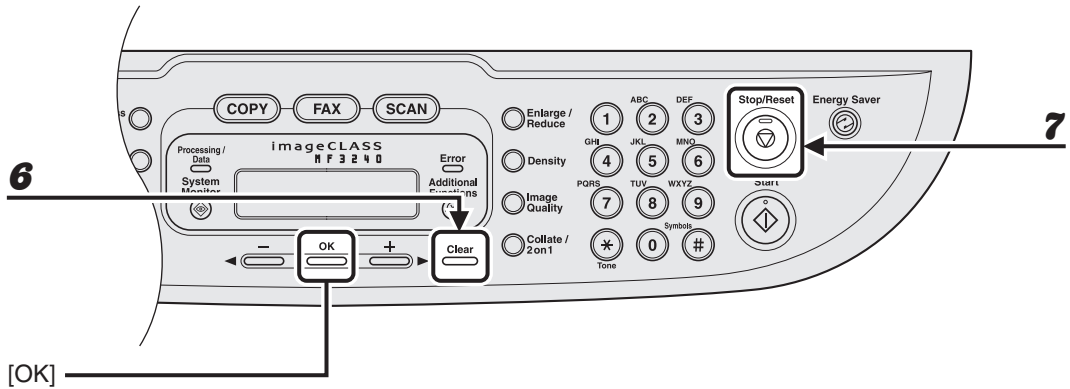


- 7** Press [+ ▶] repeatedly to go to the wrong number, then press [Clear] to delete it.  
To delete the entire number, press and hold [Clear].
- 8** Enter a new number with the numeric keys, then press [OK].
- 9** Press [Stop/Reset] to return to standby mode.

## ● Deleting One-Touch Speed Dialing



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <1-TOUCH SPD DIAL>, then press [OK].
- 4** Press the one-touch speed dialing key (01 to 08) you want to delete, then press [OK].



## 5 Press [OK].

You can also use [←←] and [Clear] to delete the characters one by one.

## 6 Press and hold [Clear] to delete all the numbers, then press [OK].

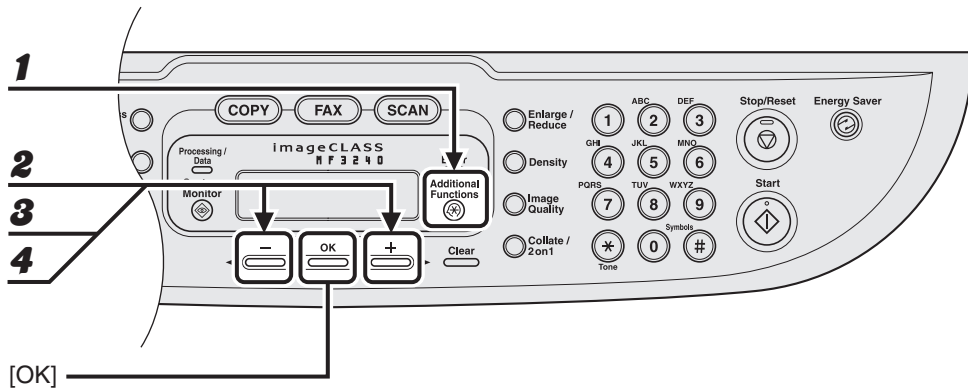
You can also use [←←] and [Clear] to delete the numbers one by one.

### NOTE

When deleting all numbers, the registered name is cleared automatically.

## 7 Press [Stop/Reset] to return to standby mode.

## ● Registering Coded Dialing

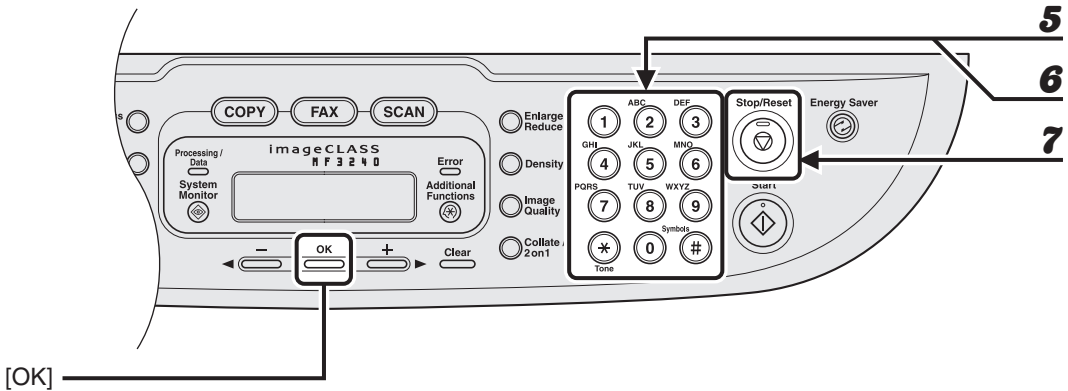


- 1** Press [Additional Functions].
- 2** Press [←] or [+] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [←] or [+] to select <CODED DIAL>, then press [OK].
- 4** Press [←] or [+] to select a coded dialing code (00 to 99), then press [OK].

You can also enter a coded dialing code with the numeric keys after pressing [Coded Dial].







- 5** Enter the destination name (max. 20 characters, including spaces) with the numeric keys, then press [OK].

Ex.

NAME [ A ] C A N
---------------------

- 6** Enter the fax number you register (max. 50 digits, including spaces and pauses) with the numeric keys, then press [OK].

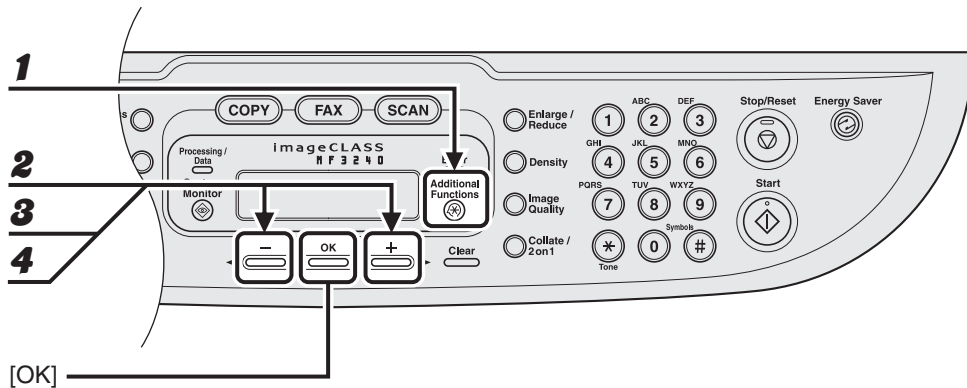
Ex.

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

If you register another coded dialing number, repeat the procedure from step 4.

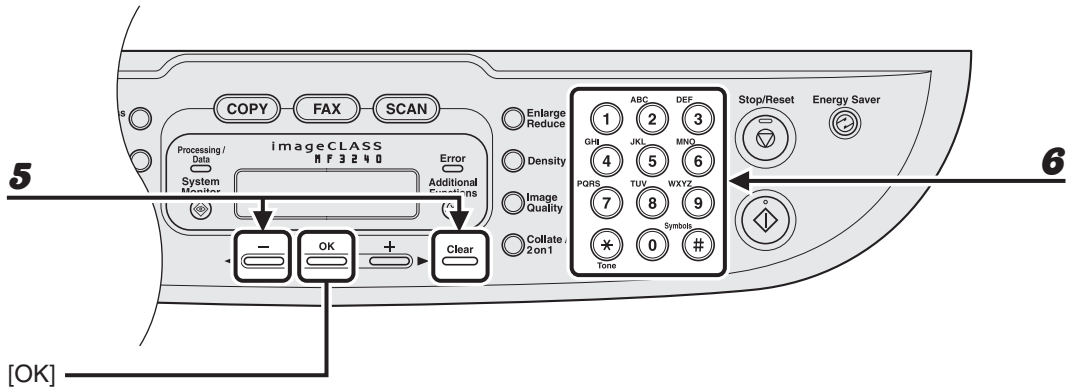
- 7** Press [Stop/Reset] to return to standby mode.

## ● Editing Coded Dialing



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <CODED DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select the coded dialing code (00 to 99) that you want to edit, then press [OK].

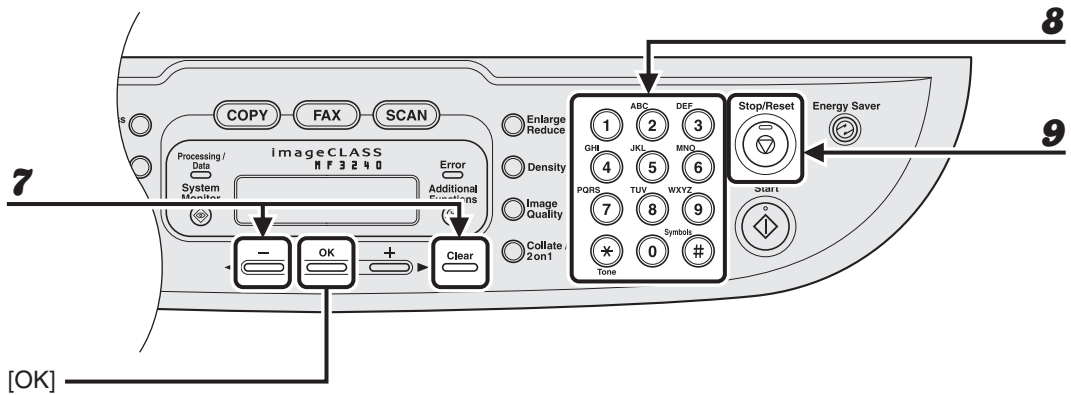
You can also enter a coded dialing code with the numeric keys after pressing [Coded Dial].



- 5** Press [**+ ▶**] repeatedly to go to the wrong character, then press [**Clear**] to delete it.

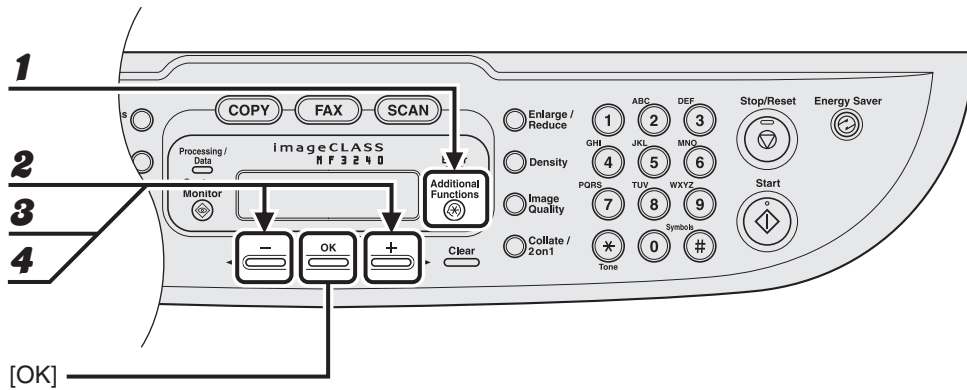
To delete the entire name, press and hold [**Clear**].

- 6** Enter a new character with the numeric keypad, then press [**OK**].



- 7** Press [+ ►] repeatedly to go to the wrong number, then press [Clear] to delete it.  
To delete the entire number, press and hold [Clear].
- 8** Enter a new number with the numeric keys, then press [OK].
- 9** Press [Stop/Reset] to return to standby mode.

## ● Deleting Coded Dialing

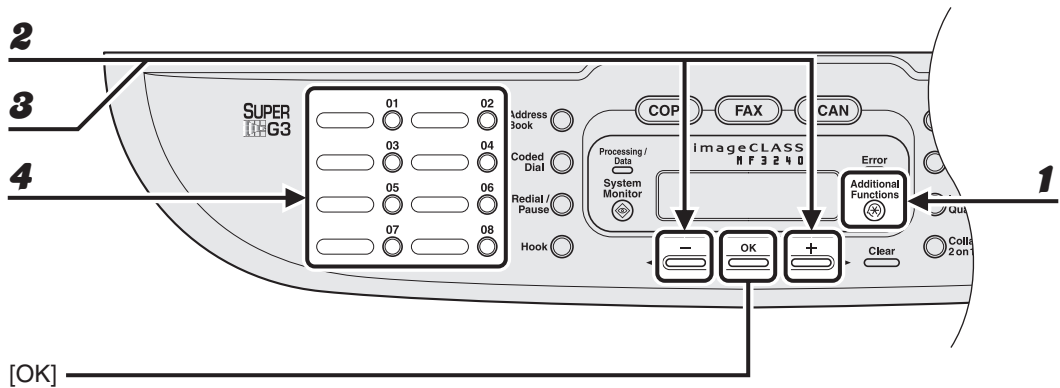


- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <CODED DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select the coded dialing code (00 to 99) that you want to delete, then press [OK].

You can also enter a coded dialing code with the numeric keys after pressing [Coded Dial].

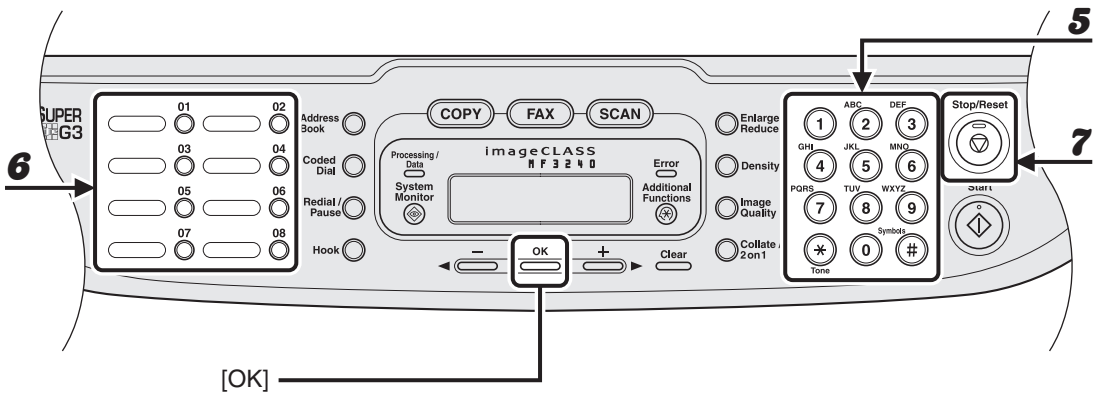


## ● Registering Group Dialing



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <GROUP DIAL>, then press [OK].
- 4** Specify an empty one-touch speed dialing key that you want to set as the group dial, then press [OK].

For details on selecting a one-touch speed dialing key, see “Registering One-Touch Speed Dialing,” on p. 4-7.



- 5** Enter the group name (max. 20 characters, including spaces) with the numeric keys, then press [OK].

Ex.

NAME CANON GROUP	[ A ]
---------------------	-------

- 6** Select the speed dialing numbers you want to register in the group (max. 50 destinations) until all destinations are registered, then press [OK].

The speed dialing number refers to the one-touch dialing number or coded dialing code under which the fax/telephone number is registered.

To enter a number stored under a one-touch speed dialing key, press the desired one-touch speed dialing key(s).

To enter a number stored under a coded dialing code, press [Coded Dial], then enter the two-digit code for the number with the numeric keys. For multiple entries, press [Coded Dial] between each entry.

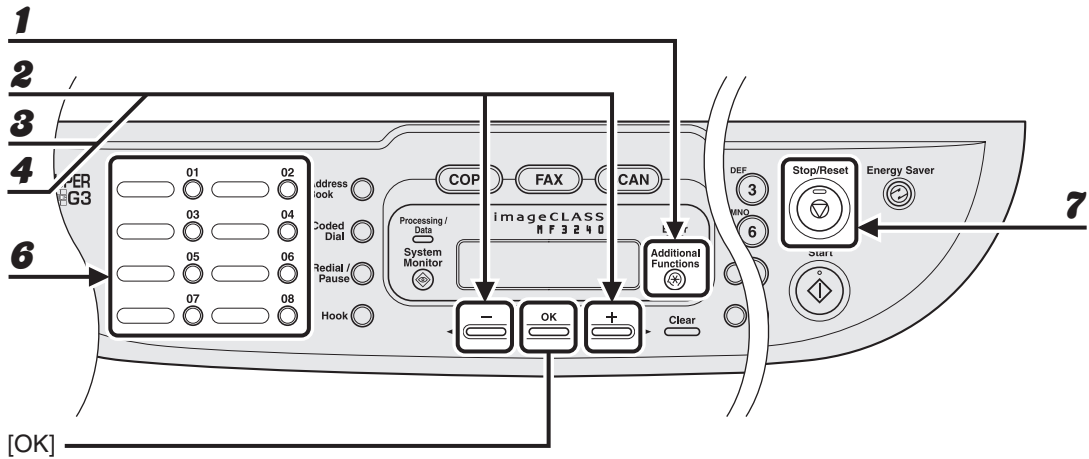
**NOTE**

You can review the destinations which has been already entered with [◀-] or [+▶].

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

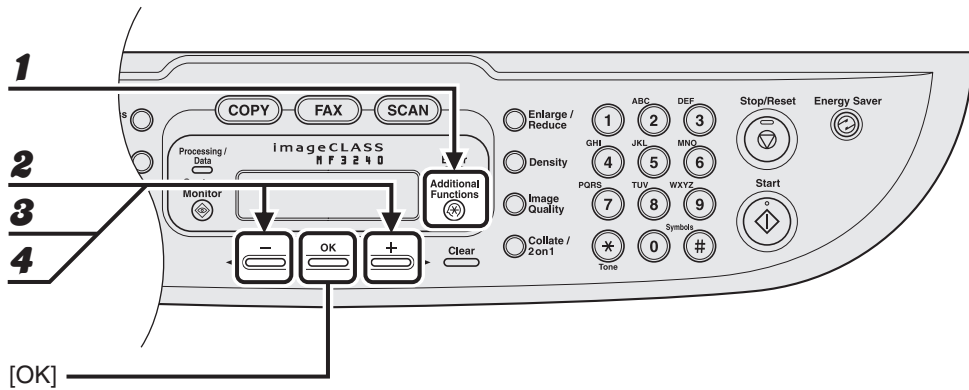


## ● Adding New Destination to Group



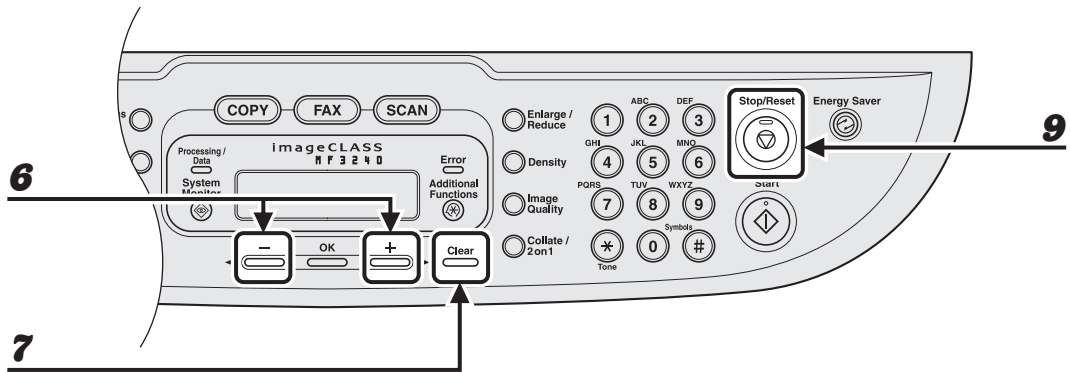
- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [←] or [→] to select <GROUP DIAL>, then press [OK].
- 4** Press [←] or [→] to select a group dial to edit, then press [OK].  
The group name appears.
- 5** Press [OK].
- 6** Select the speed dialing number you want to add to the group, then press [OK].  
For details on entering the speed dialing number, see “Registering Group Dialing,” on p. 4-21.
- 7** Press [Stop/Reset] to return to standby mode.

## ● Deleting Destination from Group



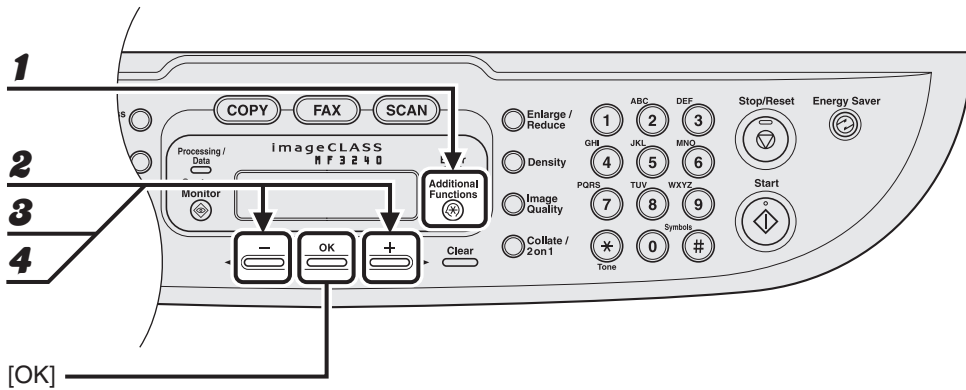
- 1** Press [Additional Functions].
- 2** Press [←] or [+] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [←] or [+] to select <GROUP DIAL>, then press [OK].
- 4** Press [←] or [+] to select a group dial to delete, then press [OK].  
The group name appears.
- 5** Press [OK].





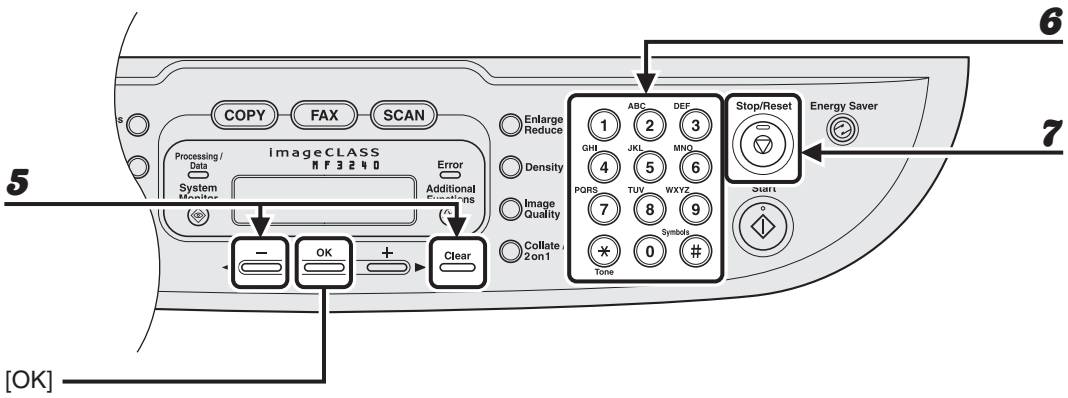
- 6** Press [**←** -] or [+ **→**] to display the speed dial number you want to delete from the group.
- 7** Press [Clear].
- 8** Repeat steps 6 and 7 if you want to delete another speed dialing number, then press [OK].
- 9** Press [Stop/Reset] to return to standby mode.

## ● Changing Group Name



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [←] or [→] to select <GROUP DIAL>, then press [OK].
- 4** Press [←] or [→] to select a group dial to edit, then press [OK].

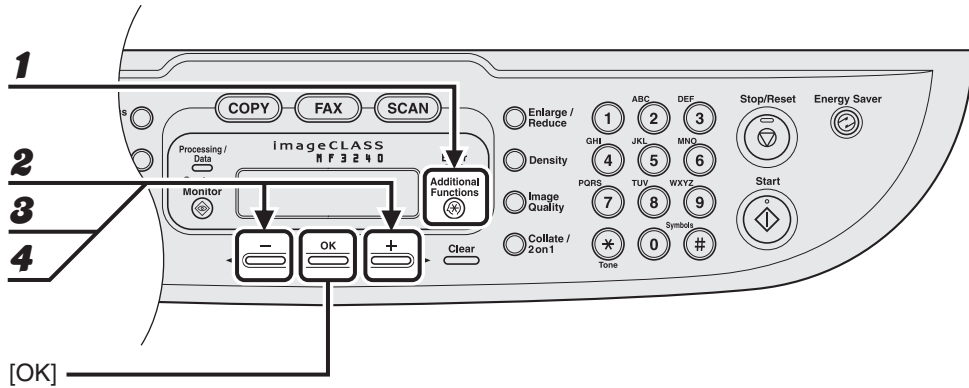




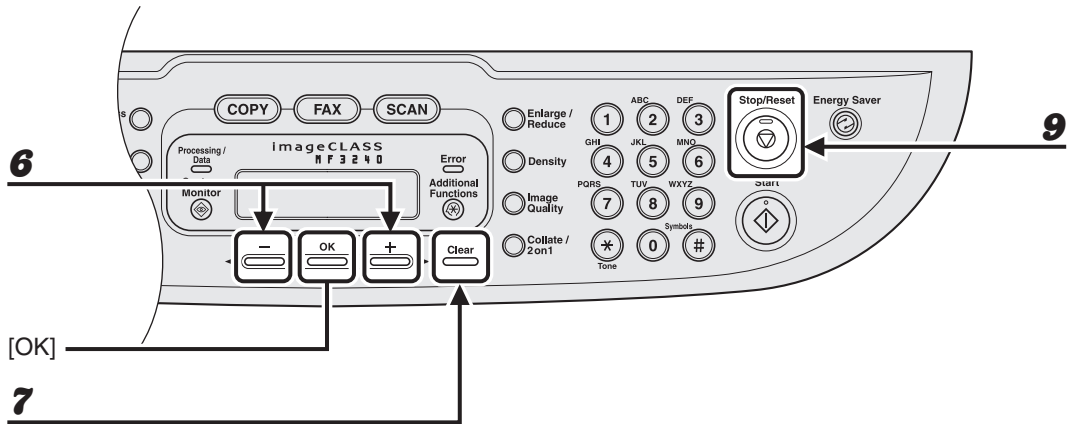
[OK]


- 5** Press [+ ▶] repeatedly to go to the wrong character, then press [Clear] to delete it.  
To delete the entire character, press and hold [Clear].
- 6** Enter a new name with the numeric keys, then press [OK].
- 7** Press [Stop/Reset] to return to standby mode.

## ● Deleting Group Dialing



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <GROUP DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select a group dial to delete, then press [OK].  
The group name appears.
- 5** Press [OK].

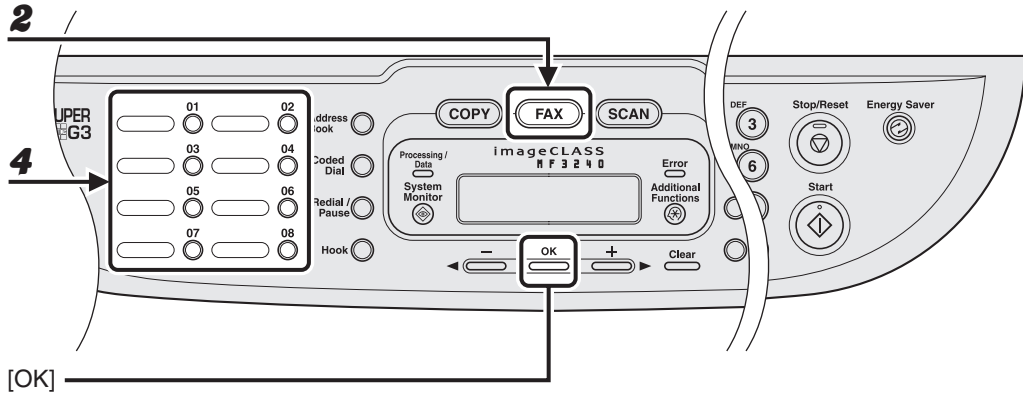


- 6** Press [**←**] or [**→**] to display a speed dial number.
  - 7** Press [Clear].
  - 8** Repeat steps 6 and 7 until all speed dial numbers are deleted, then press [OK].
-  **NOTE**  
When deleting all speed dial numbers, the group name is cleared automatically.
- 9** Press [Stop/Reset] to return to standby mode.

## Using Speed Dialing

Follow the procedure below to send faxes to registered recipients using speed dialing. For easy reference, print out the list of recipients registered for speed dialing. (See Chapter 4, “Reports and Lists,” in the Advanced Guide.)

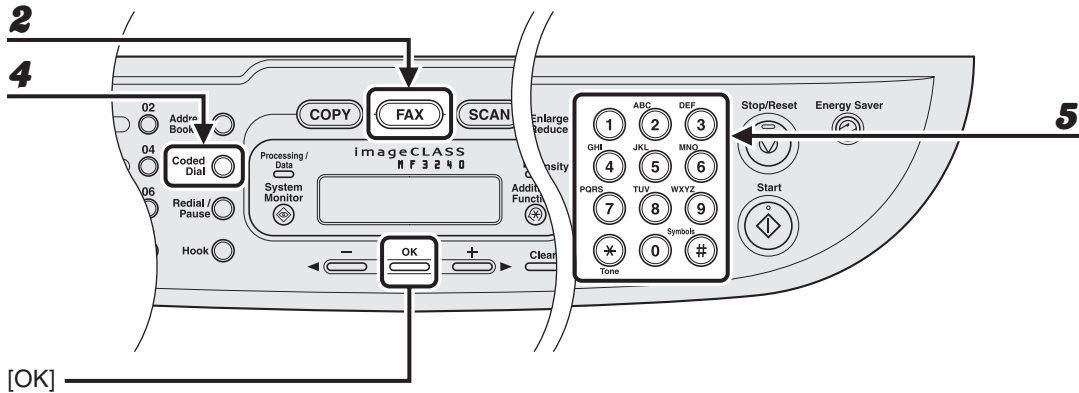
### ● Using One-Touch Speed/Group Dialing



- 1** Place the document on the platen glass.
- 2** Press [FAX].
- 3** Adjust any necessary settings for your document.  
For details, see “Scan Settings,” on p. 4-3.
- 4** Press the desired one-touch speed or group dialing key (01 to 08).  
If you want to scan multiple pages, set the documents one by one, then press [Start].
- 5** Press [OK] to start dialing.



## ● Using Coded Dialing



- 1** Place the document on the platen glass.
- 2** Press [FAX].
- 3** Adjust any necessary settings for your document.  
For details, see “Scan Settings,” on p. 4-3.
- 4** Press [Coded Dial].
- 5** Enter the desired two-digit code (00 to 99) with the numeric keys.

Ex.

= 0 1 2 X X X X X X X
[ * 0 1 ] CANON

If you want to scan multiple pages, set the documents one by one, then press [Start].

- 6** Press [OK] to start dialing.

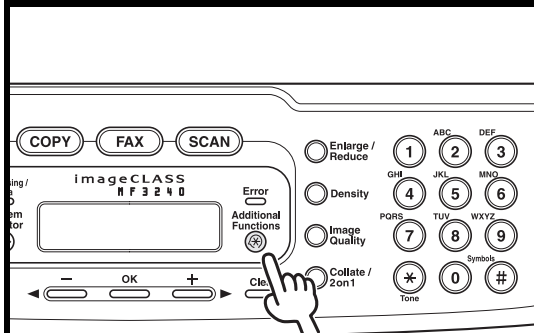


# 5 Receiving Faxes

Follow this procedure to set the machine for receiving faxes.

For advanced receiving features, see Chapter 1, “Advanced Fax Features,” in the Advanced Guide.

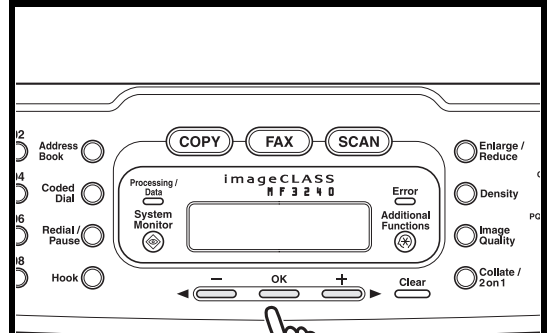
## 1 Enter the Setting Menu



The diagram shows the control panel of an imageCLASS fax machine. At the top are three buttons: COPY, FAX, and SCAN. Below them is a display screen showing 'imageCLASS' and 'NF3240'. To the right of the screen are several function buttons: Enlarge/Reduce, Density, Image Quality, Collate/Zon1, and Additional Functions. A hand is shown pointing to the Additional Functions button. Below the screen are navigation buttons: left arrow, OK, right arrow, and Clear. To the right of the screen is a numeric keypad with letters assigned to each number (1-9, \*, #).

Press [Additional Functions].

## 2 Enter the Receive Mode



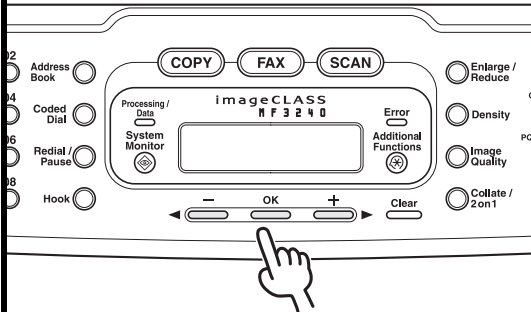
The diagram shows the control panel of the fax machine. The display screen now shows 'Processing / Data' and 'System Monitor' on the left, and 'imageCLASS' and 'NF3240' on the right. The 'FAX' button is highlighted. A hand is shown pointing to the 'FAX' button. The rest of the control panel, including the numeric keypad and navigation buttons, is visible.

Select <FAX SETTINGS> with [◀—] or [+▶], then press [OK].

Select <RX SETTINGS> with [◀—] or [+▶], then press [OK].

Select <RX MODE> with [◀—] or [+▶], then press [OK].

### 3 Select the Receive Mode



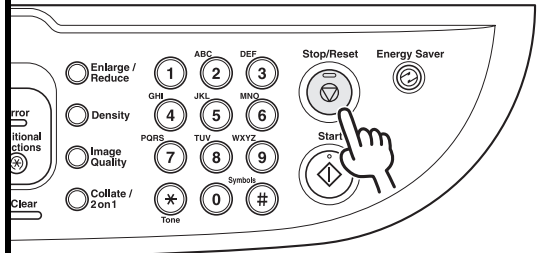
Select receive mode with [**←**] or [**→**], then press [**OK**].

- <FaxOnly>: Answers all calls as faxes.
- <AnsMode>: Receives faxes automatically and records voice messages.
- <DRPD>: Distinguishes between fax and voice calls.
- <FAX/TEL>: Switches between fax and voice calls automatically.
- <MANUAL>: Does not answer any calls. You have to manually receive faxes.

#### NOTE

- For <AnsMode>, make sure an answering machine is connected to the machine.
- For <DRPD>, subscription to a DRPD service is required.

### 4 Exit the Setting Menu



Press [**Stop/Reset**] to return to standby display.

#### What if...

##### ● You press [**Stop/Reset**] to cancel a job:

The <CANCEL DURING TX/RX?> message appears. Press [**←**] to select <Yes>. The job is canceled, and the display returns to standby mode.

##### ● The <OUT OF TONER/CHANGE TONER> message appears:

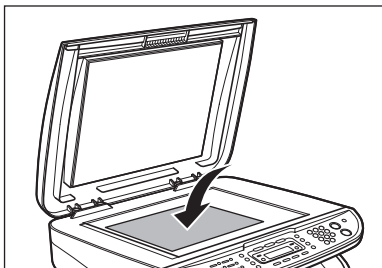
The toner cartridge is almost empty. Replace the toner cartridge. For details on this error message, see “LCD Messages,” on p. 11-7.

# 6 Copying

Follow this procedure to make a copy.

For advanced copying features, see Chapter 2, “Advanced Copy Features,” in the Advanced Guide.

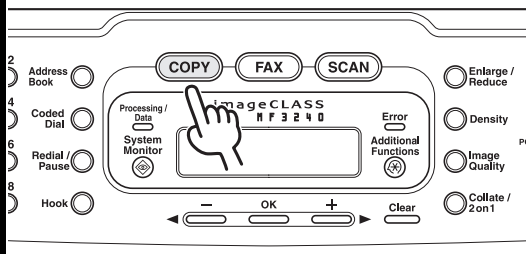
## 1 Set a Document



**Place the document on the platen glass.**

For documents you can copy, see “Document Requirements,” on p. 2-1.

## 2 Enter the Copy Mode



**Press [COPY].**

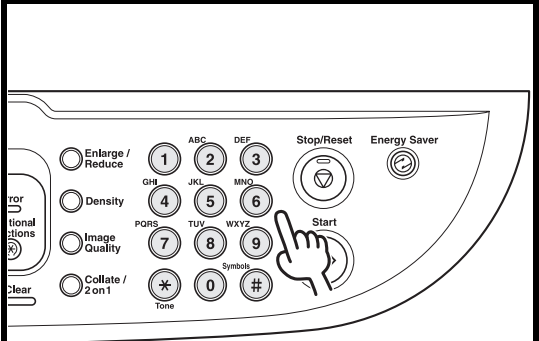
The COPY indicator lights and the machine enters copy standby mode.

### What if...

- **You want to adjust the resolution and density:**

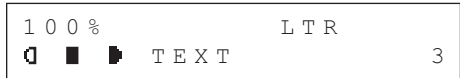
See “Scan Settings,” on p. 6-3.

### 3 Enter the Copy Quantity



Enter the copy quantity (1 to 99) with the numeric key.

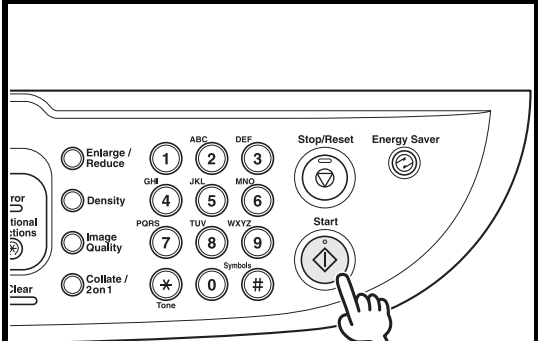
Ex.



#### What if...

- **You enter a wrong number:**  
Press [Clear] and enter a new number.

### 4 Start Copying



Press [Start].

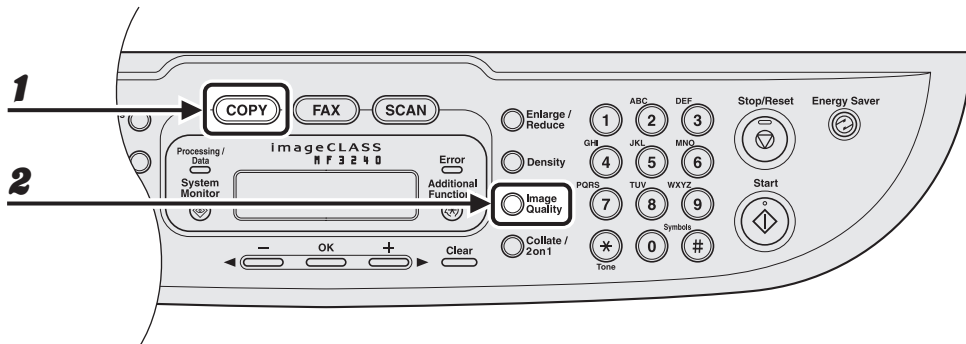
#### What if...

- **You press [Stop/Reset] to cancel a job while scanning documents:**  
The job is canceled immediately, and the copy quantity is reset.
- **You press [Stop/Reset] to cancel a job while printing:**  
The <CANCEL COPYING?> message appears. Press [←] to select <YES>.

# Scan Settings

Before pressing [Start] to begin copying, you can adjust scan settings to better suit the document to be scanned. These settings return to the default values if Auto Clear function is activated or if you press [Stop/Reset].

## Image Quality



**1** Press [COPY].

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

<TEXT>: For text documents.

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

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

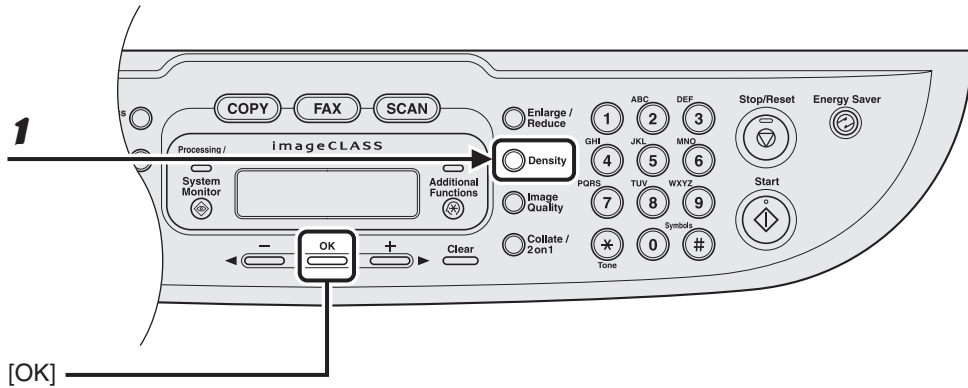
 **NOTE**

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

# Density

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

## ● Adjusting Automatically



**1** Press [Density] until <AUTO> appears, then press [OK].

 **NOTE**

The image quality is automatically set to <TEXT>.

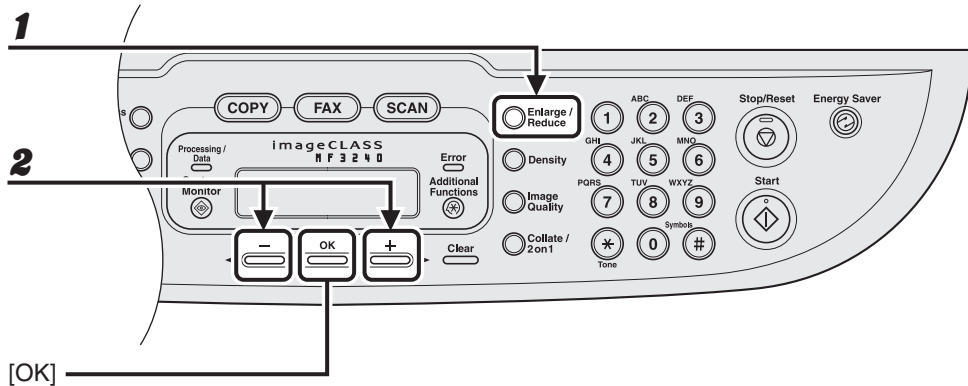




# Zoom Ratio

## ● Preset Zoom

You can enlarge or reduce documents from one standard paper size to another.



**1** Press [Enlarge/Reduce].

**2** Press [←] or [→] to select the copy ratio, then press [OK].

- 200 % MAX.
- 129 % STMT → LTR
- 100 %
- 78 %
- 64 %
- 50 % MIN.

 **NOTE**

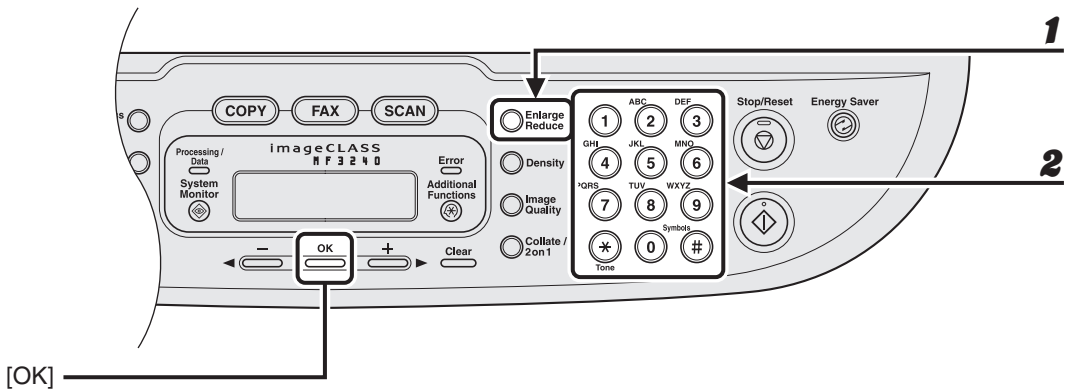
When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <A> or <AB>, the preset copy ratios change as follows:

A: 50%, 70%, 100%, 141%, 200%

AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%

## ● Zoom Designation (MF3240 Only)

You can reduce or enlarge images by any copy ratio, in 1 % increments. The available copy ratios are from 50 % to 200 %.



**1** Press [Enlarge/Reduce] twice.

**2** Enter the copy ratio with the numeric keys, then press [OK].

Ex.

ZOOM	50 - 200 %	
-	100 %	+

You can use [◀▶] or [▶▶] to adjust the zoom ratio. To increase the zoom ratio, press [▶▶]. To decrease the copy ratio, press [◀▶].

### NOTE

To return the copy ratio to 100%, press [Stop/Reset].



# 7

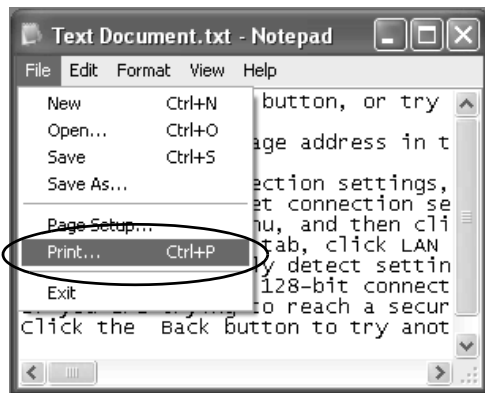
## Printing

Follow this procedure to print a document from your computer.

Make sure that the printer driver is installed.

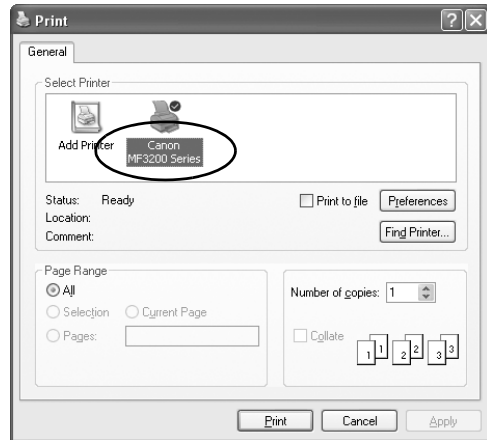
For details on printing features, see Chapter 2, “Printing,” in the Software Guide.

### 1 Start the Print Command



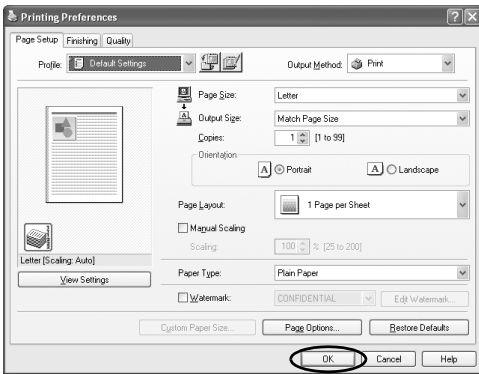
From an open document on an application, click [File] > [Print].

### 2 Select the Printer



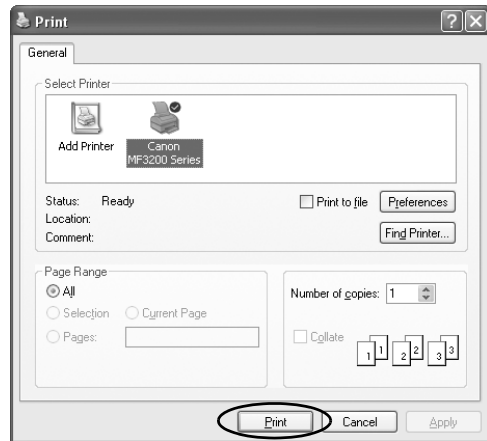
Select the printer icon for the machine ([Canon MF3200 Series]).

### 3 Adjust Preferences



Click **[Preferences]** or **[Properties]** to open the dialog box. After finished, click **[OK]**.

### 4 Print the Document



Click **[Print]** or **[OK]**.

#### What if...

- **You want to cancel printing:**  
See Chapter 3, “System Monitor,” in the Advanced Guide.

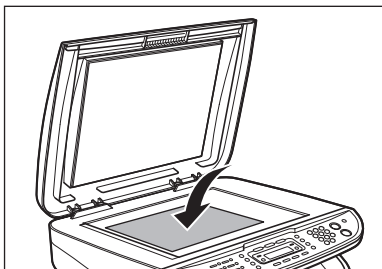
# 8 Scanning

Follow this procedure to scan a document to your computer.

Make sure that the scanner driver is installed.

For details on scanning features, see Chapter 3, "Scanning a Document," in the Software Guide.

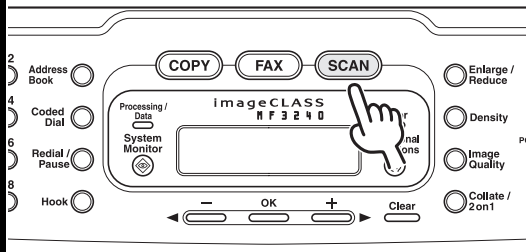
## 1 Set a Document



**Place the document on the platen glass.**

For documents you can scan, see "Document Requirements," on p. 2-1.

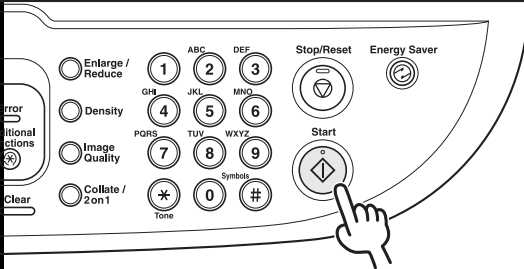
## 2 Enter the Scan Mode



**Press [SCAN].**

The SCAN indicator lights up and the machine enters scan standby mode.

### 3 Start Scanning



The diagram shows the operation panel of a scanner. On the left, there are several buttons: 'Additional Functions' (with a magnifying glass icon), 'Clear', and 'Error' (with a red exclamation mark icon). The main panel features a numeric keypad (0-9, \*, #) with corresponding letter labels (ABC, DEF, GHI, JKL, MNO, PQRS, TUV, WXYZ, Symbols, Tone). To the right of the keypad are three buttons: 'Enlarge / Reduce', 'Density', and 'Image Quality'. Further right are 'Stop/Reset' (with a square icon) and 'Energy Saver' (with a power icon). At the bottom right is the 'Start' button (with a right-pointing arrow icon). A hand is shown pointing to the 'Start' button.

**Press [Start].**

The scanned data is transmitted to your computer and processed by the scan application. For more information on the scan application settings, see Chapter 3, "Scanning a Document," in the Software Guide.

**What if...**

- **You want to cancel scanning:**  
Press [Stop/Reset] on the operation panel, then click [OK] on the computer screen.



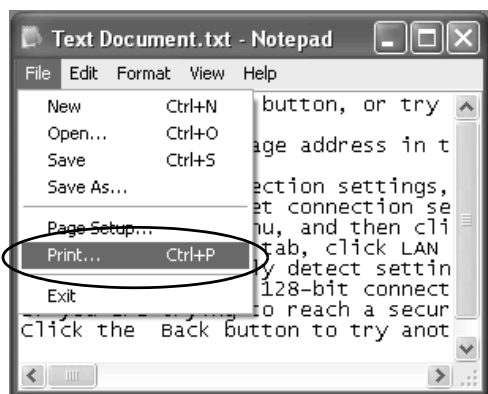
# 9 PC Faxing

Follow this procedure to send a fax from your computer.

Make sure that the fax driver is installed.

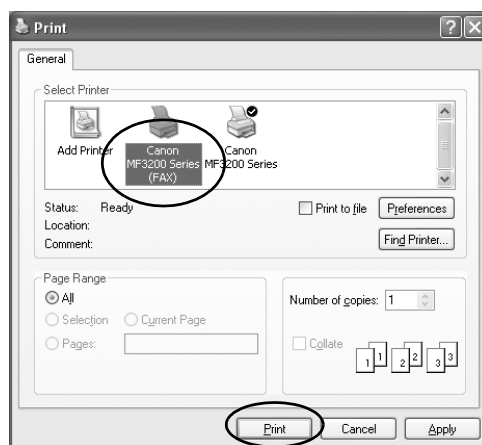
For details on PC Faxing features, see Chapter 4, “PC Faxing,” in the Software Guide.

## 1 Start the Print Command



From an open document on an application, click [File] > [Print].

## 2 Select the Fax



Select the fax icon ([Canon MF3200 Series(FAX)]), then click [Print].

### What if...

- **You want to adjust the fax properties:** Click [Preferences] or [Properties] and adjust the settings.

### 3 Set the Destination

The screenshot shows the 'Fax Sending Settings' dialog box with the 'Sending Settings' tab selected. The 'Recipient Name' field is filled with 'CANON' and the 'Fax Number' field is filled with '012345XXXX'. Below these fields, the 'Add to Recipient List' button is circled in red. The 'Recipient List' table below shows one entry: 'CANON' with fax number '012345XXXX'. The 'Number of Recipients' is shown as 1.

Recipient Name	Fax Number
CANON	012345XXXX

Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].

#### What if...

- **You want to send a fax with the cover sheet:**  
Click [Cover Sheet] tab and set the format for the cover sheet attachment.

### 4 Send the Document

The screenshot shows the 'Fax Sending Settings' dialog box with the 'Sending Settings' tab selected. The 'Recipient Name' field is filled with 'CANON' and the 'Fax Number' field is filled with '012345XXXX'. The 'Add to Recipient List' button is circled in red. The 'Recipient List' table below shows one entry: 'CANON' with fax number '012345XXXX'. The 'Number of Recipients' is shown as 1. The 'OK' button at the bottom right is circled in red.

Recipient Name	Fax Number
CANON	012345XXXX

Click [OK] in the Fax Sending Settings.

#### What if...

- **You want to cancel sending a fax:**  
See Chapter 3, "System Monitor," in the Advanced Guide.

# 10 Maintenance

## Cleaning the Machine

Note the following before cleaning your machine:

- Make sure no document is stored in memory, then disconnect the power cord.
- Use a soft cloth to avoid scratching the components.
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.

 **CAUTION**

Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.

### Exterior

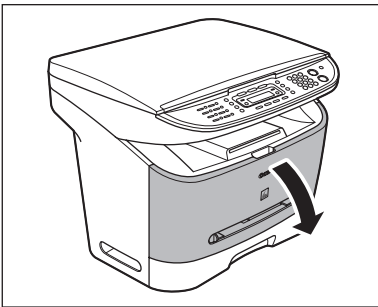
- 1** Disconnect the power cord.
- 2** Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.
- 3** Wait for the machine to dry, then reconnect the power cord.

## Interior

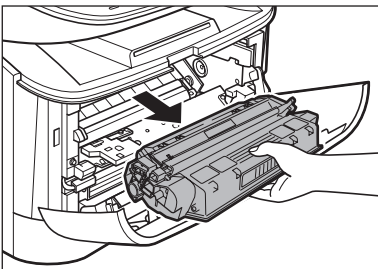
Clean the machine's print area periodically to prevent toner powder and paper dust from accumulating inside.

**1** Disconnect the power cord.

**2** Open the front cover.



**3** Remove the toner cartridge.



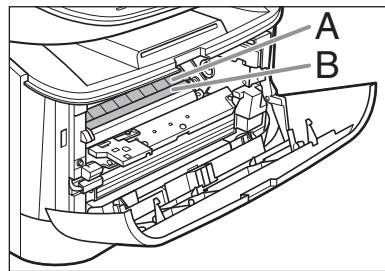
### CAUTION

- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

**4** Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the machine's interior.

### CAUTION

- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.

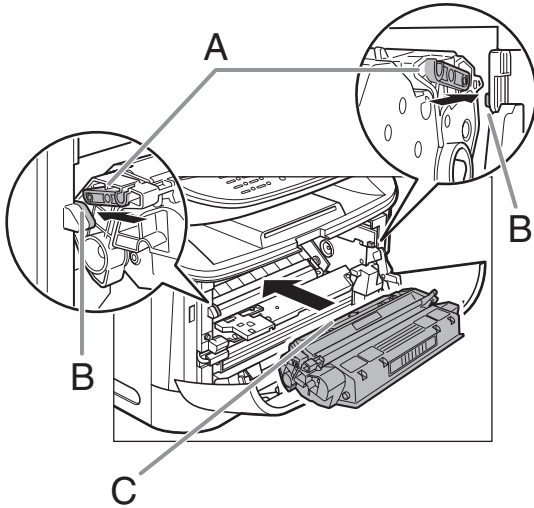


- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

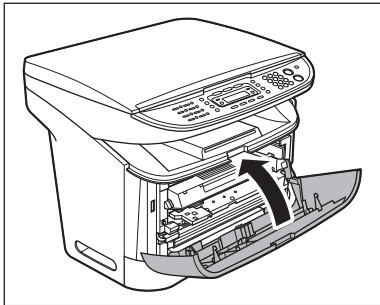
## 5 Insert the toner cartridge into the machine as far as it will go.

Hold the toner cartridge and align the protrusions (A) on both sides of the toner cartridge to the guides (B) in the machine, then gently slide the toner cartridge into the machine as far as it will go.

Be sure to position the arrow mark (C) on the toner cartridge towards the inside of the machine.



## 6 Close the front cover.



### CAUTION

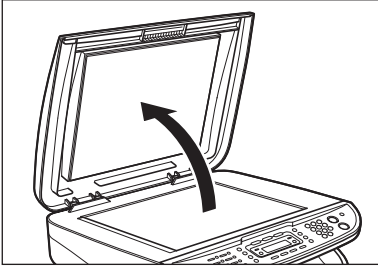
Be careful not to get your fingers caught.

## 7 Reconnect the power cord.

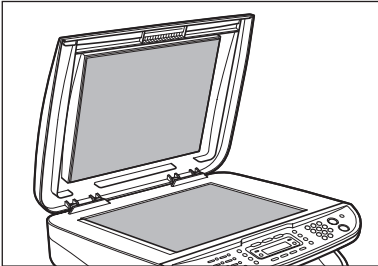
## Scanning area

Keep the scanning area clean to avoid dirty copies or faxes to be sent.

- 1** Open the platen glass cover.



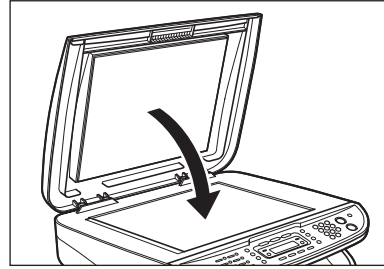
- 2** Clean the platen glass and the underside of the platen glass cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



 **NOTE**

Do not dampen the cloth too much, as this may tear the document or damage the machine.

- 3** Close the platen glass cover.



 **CAUTION**

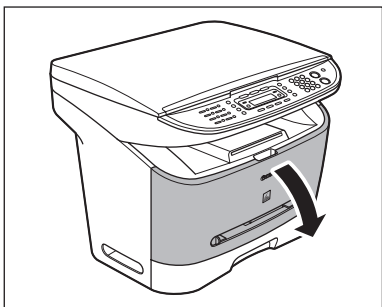
Be careful not to get your fingers caught.

# Replacing the Toner Cartridge

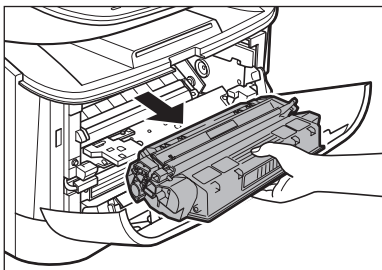
When the LCD displays <OUT OF TONER/CHANGE TONER>, redistribute toner in the toner cartridge. If the message persists, replace the toner cartridge.

## Redistributing Toner

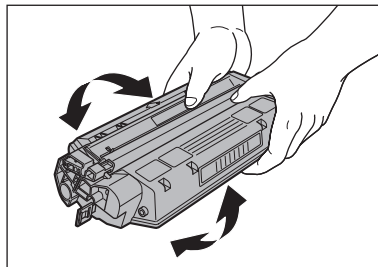
- 1 Open the front cover.



- 2 Remove the toner cartridge.



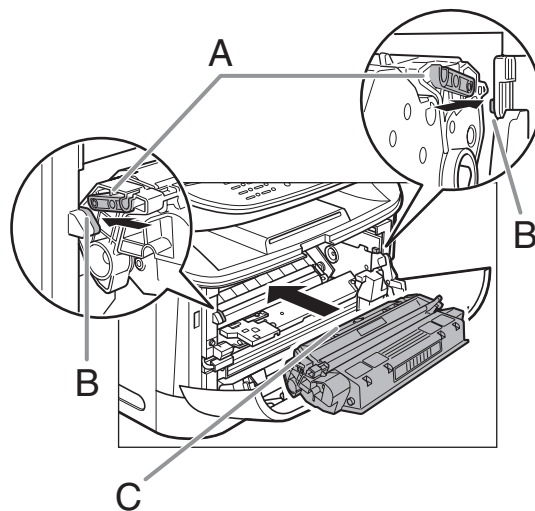
- 3 Gently rock the toner cartridge five or six times to distribute toner evenly.



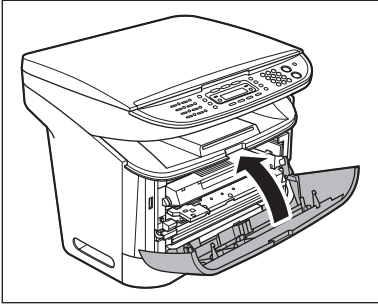
- 4 Insert the toner cartridge into the machine as far as it will go.

Hold the toner cartridge and align the protrusions (A) on both sides of the toner cartridge to the guides (B) in the machine, then gently slide the toner cartridge into the machine as far as it will go.

Be sure to position the arrow mark (C) on the toner cartridge towards the inside of the machine.



## 5 Close the front cover.



### CAUTION

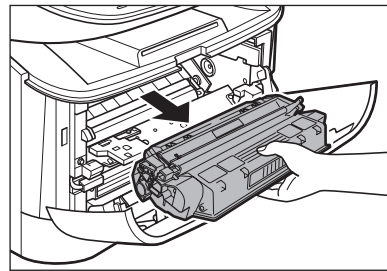
Be careful not to get your fingers caught.

## Replacing the Toner Cartridge with a New One

### 1 Open the front cover.



### 2 Remove the toner cartridge.



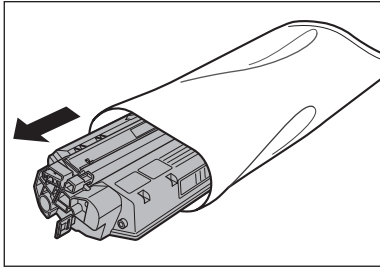
### CAUTION

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.





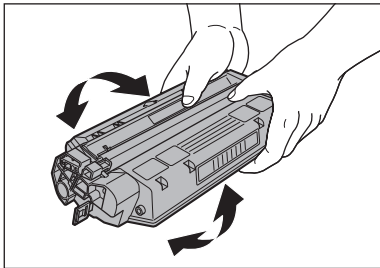
### 3 Remove the new toner cartridge from the protective bag.



#### NOTE

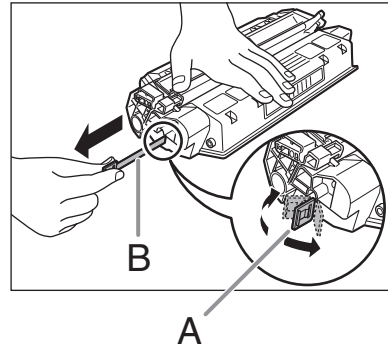
Save the protective bag. You may need it later when you remove the toner cartridge from the machine.

### 4 Gently rock the toner cartridge five or six times to distribute toner inside.



### 5 Place the toner cartridge on a flat and stable surface. Fold the tab (A) on the sealing tape (B) as shown below, and pull it out straight while supporting the toner cartridge.

Make sure that the tab itself is detached from the toner cartridge.



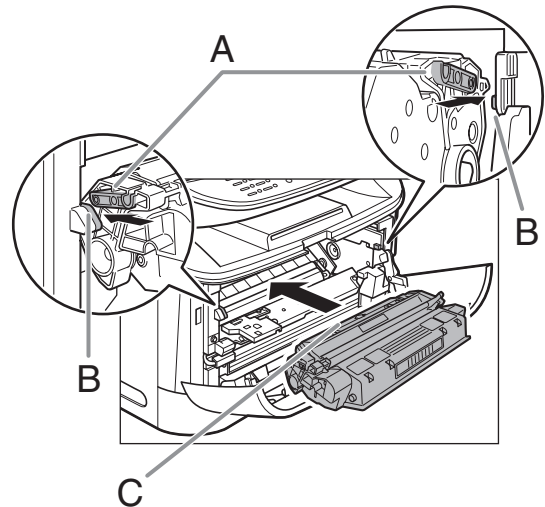
#### NOTE

To avoid breaking the tape, do not pull out the tape at an upward or downward angle.

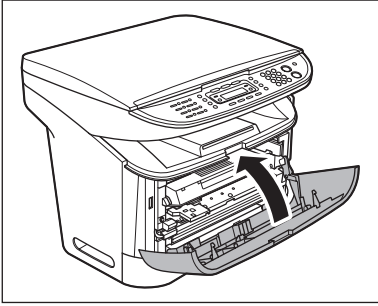
### 6 Insert the toner cartridge into the machine as far as it will go.

Hold the toner cartridge and align the protrusions (A) on both sides of the toner cartridge to the guides (B) in the machine, then gently slide the toner cartridge into the machine as far as it will go.

Be sure to position the arrow mark (C) on the toner cartridge towards the inside of the machine.



**7** Close the front cover.



**⚠ CAUTION**

Be careful not to get your fingers caught.

# 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 PC 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 millions 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.

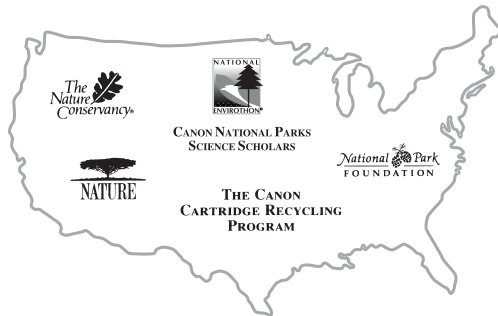
We appreciate your support of The Canon Cartridge Recycling Program.

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*

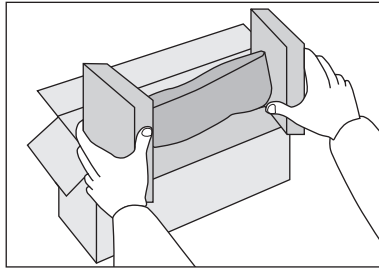


# U.S.A. PROGRAM

## ● Packaging

### ■ Option A-1: Single Box Return

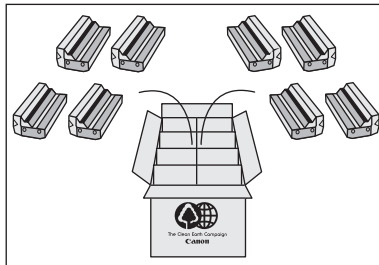
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.



### ■ Option B: Volume Box Return

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

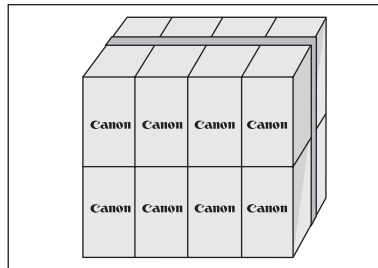
- Place as many cartridges as possible into one box.  
Carefully seal the box with tape;  
or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



## ■ 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 in. (2,743 mm)

Maximum girth (length + 2 x width + 2 x height) = 130 in. (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.

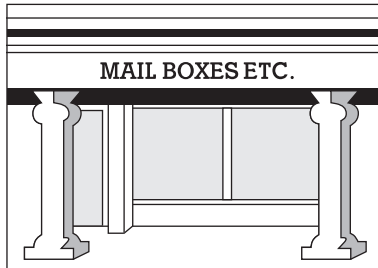
### ■ Option A: UPS Pick-up

- Give the shipment to your UPS driver when you receive your next regular delivery;  
or
- Take the shipment to your local UPS receiving point.



### ■ Option B: MBE Drop off

Take the shipment to a participating MBE (Mail Boxes, Etc.) Center. For location, please call **1-800-949-6660**.



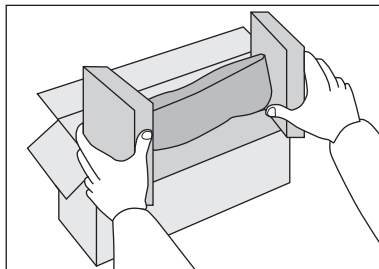
**By using either of the above methods of shipment, your used cartridge(s) will be forwarded to the Canon Cartridge Collection Center at no charge to you.**

For further information about the Clean Earth Campaign in the United States, please call: **1-800-OK-Canon**

## **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.



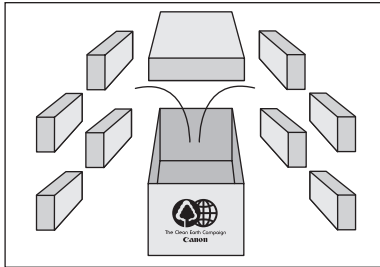
### **■ Option B: Volume Box Return (eight or more cartridges)**

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

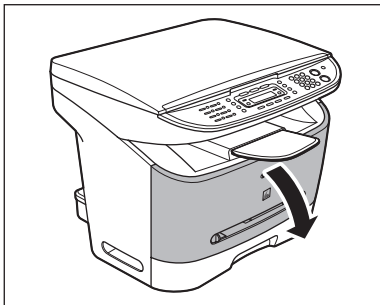
Mississauga, ON L5T 1P7

# Transporting the Machine

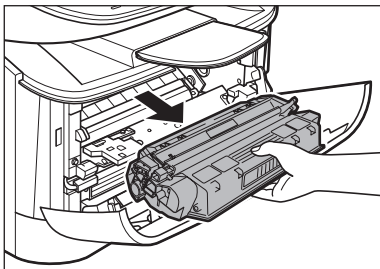
Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

**1** Disconnect the power cord and all the cables from the back of the machine.

**2** Open the front cover.



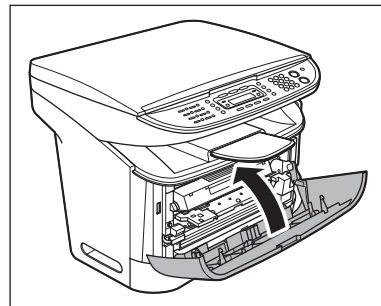
**3** Remove the toner cartridge.



**⚠ CAUTION**

- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

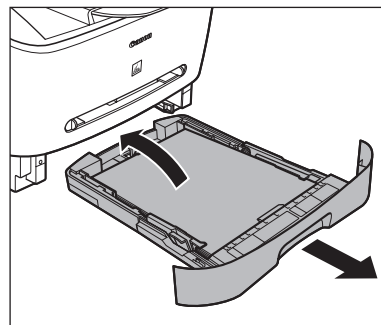
**4** Close the front cover.



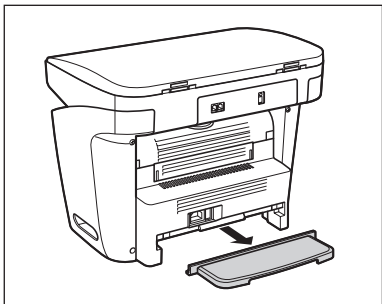
**⚠ CAUTION**

Be careful not to get your fingers caught.

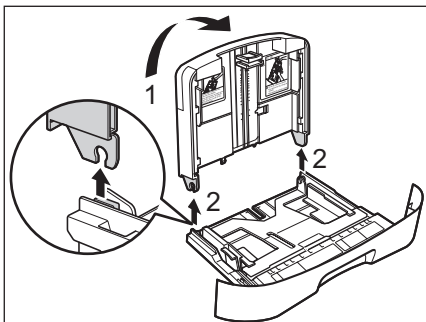
**5** Pull out the paper cassette completely, and remove the paper.



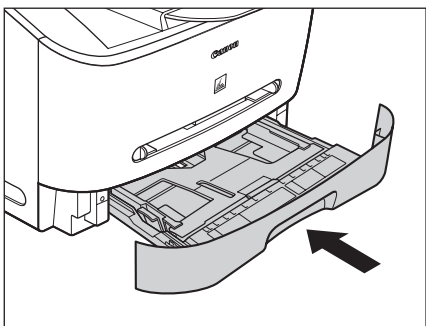
- 6** Remove the extension cover from the machine.



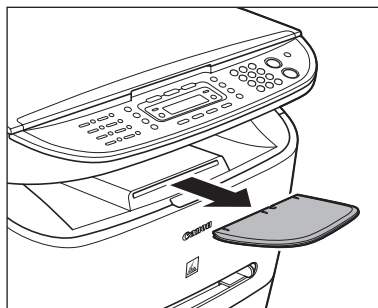
- 7** Detach the paper cassette extension from the paper cassette.



- 8** Insert the paper cassette into the machine.

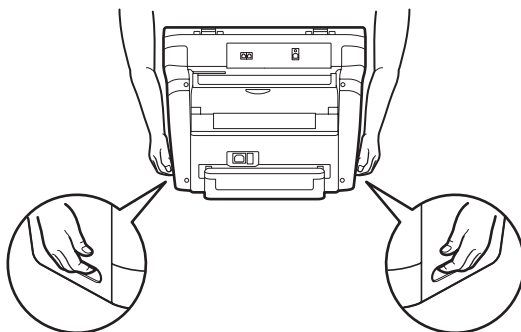


- 9** Detach the output tray.



- 10** Make sure all the covers are closed.

- 11** Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.



**CAUTION**

- Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
- If you have a back problem, make sure to check the weight of this machine before carrying. (See "Specifications," on p. 13-1.)



# 11

## Troubleshooting

### Clearing Paper Jams

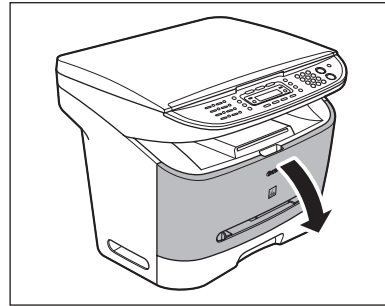
When a jam occurs inside the machine, the paper jam message appears on the LCD display. When <PAPER JAM> appears on the LCD display, remove jammed paper from inside the machine first, then from the paper cassette if necessary. Check the following if you experience repeated paper jams:

- Even the edge of the paper stack by a flat surface before loading it in the machine.
- Check that the paper you are using meets the requirements for use. (See “Print Media,” on p. 3-1.)
- Make sure you have removed any scraps of paper from inside the machine.

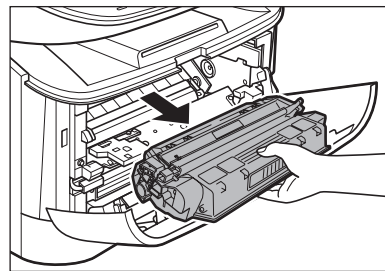
 **NOTE**

Do not force jammed paper out of the machine. Contact Canon Customer Care Center for assistance if needed.

- 1** Open the front cover.

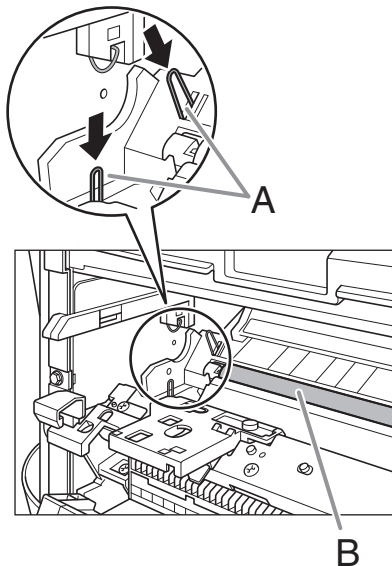


- 2** Remove the toner cartridge.



**⚠ CAUTION**

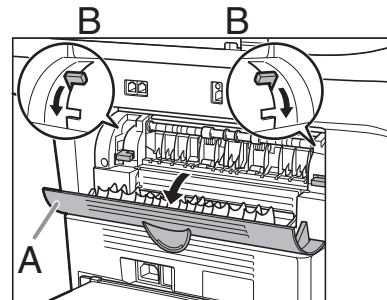
- Remove watches and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside the machine.
- To avoid possible damage to the machine, do not touch the pins (A) near the left end of the transfer roller (B).
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



**🚫 NOTE**

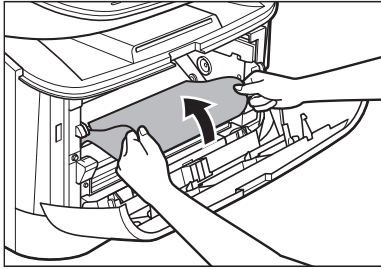
Do not expose the toner cartridge to light for more than 5 minutes. If necessary, put the toner cartridge in its original protective bag or wrap it with a thick cloth to prevent exposure to light.

- 3** **Open the face up cover (A) and push down the green paper release levers (B) on both sides of the face up paper output.**



- When removing the jammed paper, do not touch the transfer roller as its surface is very delicate and susceptible to finger oil and scratches, which may lead to print deterioration.

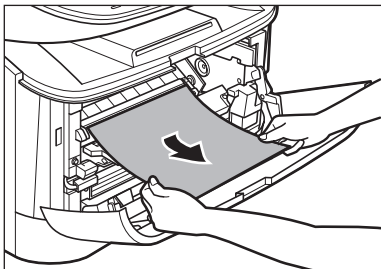
#### 4 Hold both sides of the jammed paper and carefully move it inward, then gently pull it out.



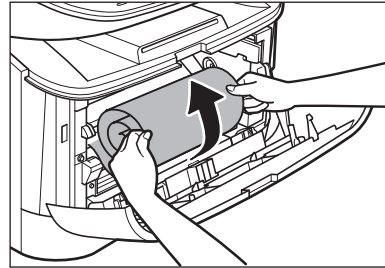
#### CAUTION

- When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- If you tear the paper, remove any torn pieces to avoid further jams.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

#### 5 Gently pull the jammed paper out of the machine.

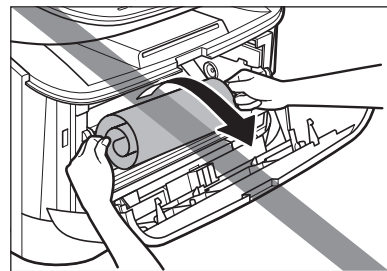
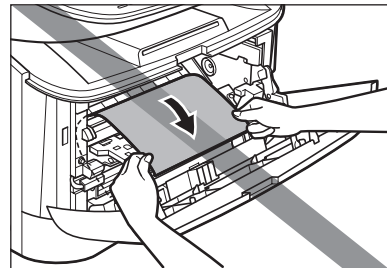


If the leading edge of the paper is visible but has not entered the imaging area, pull the paper forwards and roll it inwards.

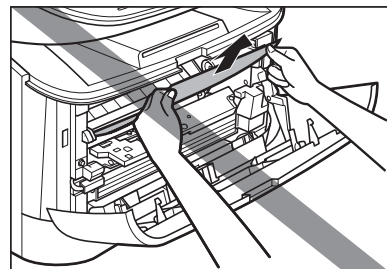


#### CAUTION

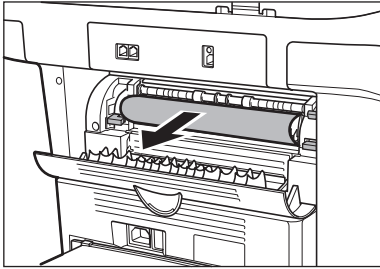
- Do not pull the jammed paper forward from the paper cassette. It may cause a machine malfunction.



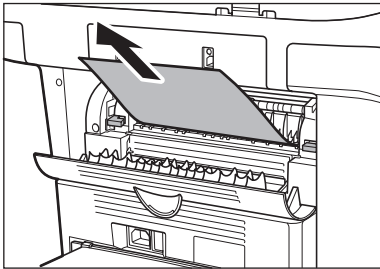
- Do not pull the jammed paper upward. The toner on the paper will stain the machine and cause a permanent reduction in print quality.



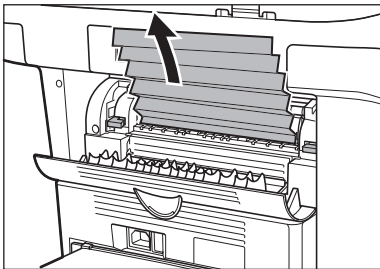
- 6** Gently pull the jammed paper between the output rollers until the leading edge emerges from the machine.



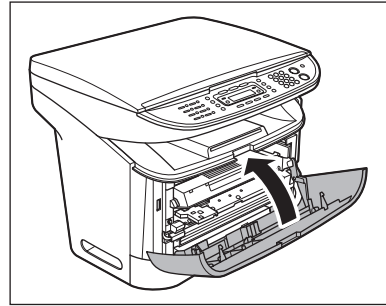
- 7** Carefully pull the jammed paper straight out through the rollers.



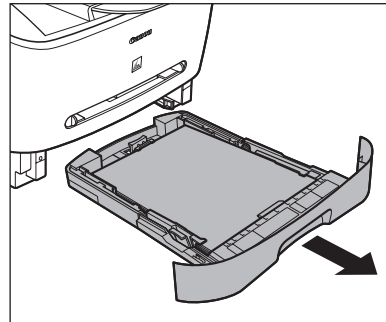
If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out of the machine.



- 8** Close the front cover.



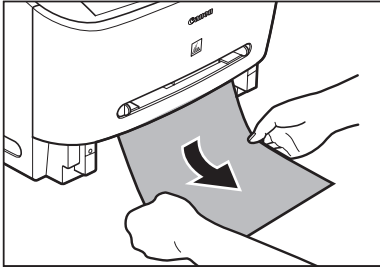
- 9** Pull out the paper cassette completely.



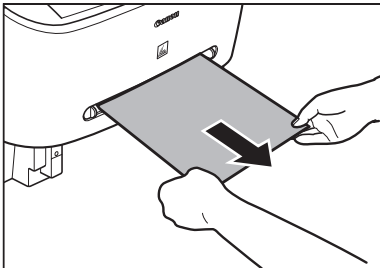


**10** Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.

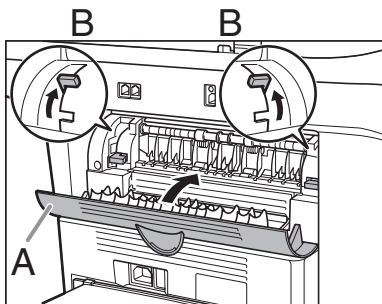
- When feeding paper from the paper cassette:



- When feeding paper from the multi-purpose feeder:



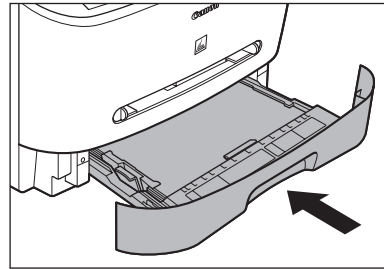
**11** Push the green paper release levers (B) back to their original position and close the face up cover (A).



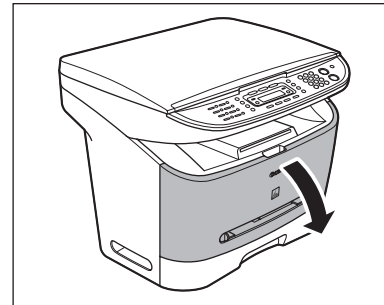
**NOTE**

- Be sure to push the paper release levers back to their original position. If the levers are left pushed down, the paper jam error will not be resolved.
- Never push down the paper release levers while printing. This could result in damage to the fixing assembly.

**12** Insert the paper cassette to the machine.



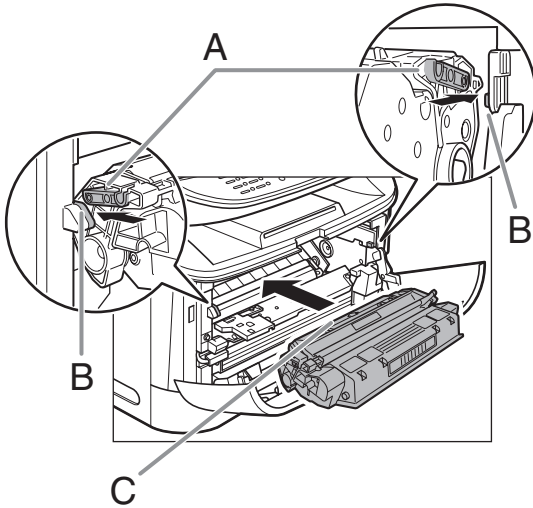
**13** Open the front cover.



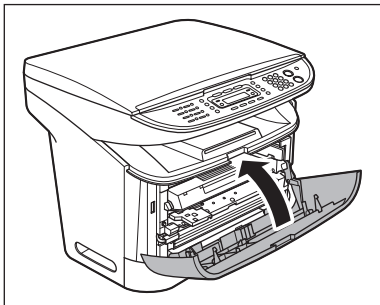
## 14 Insert the toner cartridge into the machine as far as it will go.

Hold the toner cartridge and align the protrusions (A) on both sides of the toner cartridge to the guides (B) in the machine, then gently slide the toner cartridge into the machine as far as it will go.

Be sure to position the arrow mark (C) on the toner cartridge towards the inside of the machine.



## 15 Close the front cover.



### ⚠ CAUTION

Be careful not to get your fingers caught.

### 🔧 NOTE

After you replace the toner cartridge and close the front cover, the machine should be ready for operating. If the machine returns to the ready state for operating, troubleshooting has been successful. If the machine does not return to the ready state for operating, confirm that the paper release levers are pushed back to their original position, and check to see that jammed paper is not left in the machine.

# LCD Messages

See the table below when the LCD displays error messages.

## Common

Message	Description	Action
<b>CHANGE REG'D SIZE</b>	When the machine prints the reports or lists, the paper size is set to a size other than <LTR>, <LGL>, or <A4>.	Set the paper size to <LTR>, <LGL>, or <A4> and load paper of the same size. For the TX report or RX report, the machine automatically prints the report(s) which was stored in memory.
<b>CHECK PRINTER</b>	A problem has occurred in the printer.	Reset the machine by opening the front cover and then closing it. If the message persists, unplug the machine from the power supply and contact Canon Customer Care Center.
<b>CLOSE COVER FRONT COVER</b>	The front cover is not closed completely.	Check the front cover, and make sure that it is completely closed.

Message	Description	Action
<b>LOAD CORRECT PAPER</b>	The size of the paper in the paper cassette or multi-purpose feeder is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.	<ul style="list-style-type: none"> <li>– Load the correct paper size or change the paper size in &lt;CASSETTE&gt; or &lt;MP TRAY&gt; of the &lt;PAPER SETTINGS&gt; menu. For more information, see “Setting Paper Size and Type,” on p. 3-7.</li> <li>– If you are trying to print a report or list, set the paper size to &lt;LTR&gt;, &lt;LGL&gt;, or &lt;A4&gt; then load paper of the same size.</li> </ul> <p>Then reset the machine by opening the front cover and then closing it.</p>
<b>LOAD PAPER</b>	No paper is loaded in the paper cassette or multi-purpose feeder, or not inserted correctly.	<p>Load paper in the paper cassette or multi-purpose feeder. (See “Loading Paper,” on p. 3-4.) Make sure the paper stack in the paper cassette does not exceed the capacity of the paper cassette.</p> <p>Load paper in the multi-purpose feeder one by one. If you load paper while making copies, do not load a different paper size.</p> <p>On the second line in the LCD the message &lt;CASSETTE&gt; or &lt;MP TRAY&gt; and the paper size may appear. In this case, load the corresponding paper in the paper cassette or multi-purpose feeder.</p>



Message	Description	Action
<b>LOST IMAGE</b>	The data in memory was lost when the machine was turned on.	The error is automatically released after two seconds, and the machine automatically prints out the lost report that shows the records still existing in the activity report.
<b>MEMORY FULL</b>	<ul style="list-style-type: none"> <li>– The number of the scanned document that can be stored in memory reached the maximum.</li> <li>– The machine's memory is full of scanned documents when you use the sort copy function.</li> </ul>	Divide the document and copy each part separately.
<b>OUT OF TONER CHANGE TONER</b>	<ul style="list-style-type: none"> <li>– The toner cartridge is almost empty.</li> <li>– If &lt;CONT. PRINTING&gt; is set to &lt;OFF&gt; in the &lt;RX SETTINGS&gt; of the &lt;FAX SETTINGS&gt; menu, the Fax printing and printing reports are interrupted when the &lt;OUT OF TONER/CHANGE TONER&gt; appears.</li> </ul>	<ul style="list-style-type: none"> <li>– Replace with a new toner cartridge.</li> <li>– If you want to continue printing without replacing the toner cartridge, set &lt;CONT. PRINTING&gt; to &lt;ON&gt; in the &lt;RX SETTINGS&gt; of the &lt;FAX SETTINGS&gt; menu. However, the toner cartridge is almost empty, so you should replace the toner cartridge with a new one.</li> </ul>
<b>OUTPUT TRAY FULL</b>	The output tray is full of paper.	Remove the printouts from the output tray.

Message	Description	Action
<b>PAPER JAM</b>	Paper jams have occurred in the machine.	Clear the paper jam (See “Clearing Paper Jams,” on p. 11-1) and reload paper in the paper cassette or multi-purpose feeder. Then reset the machine by opening the front cover and then closing it.
<b>PLEASE WAIT</b>	This message appears when the power cord is plugged in or when the machine is not ready for printing.	Wait until the message disappears.
<b>REMOVE MP PAPER</b>	Paper is loaded in the multi-purpose feeder.	Remove the paper from the multi-purpose feeder. The machine will not print faxes, reports, or lists when paper is loaded in the multi-purpose feeder. They will be stored in memory.
<b>SYSTEM ERROR EXXX</b>	A system error has occurred. <XXX> will be a three-digit code that indicates a particular type of error.	Unplug the machine. Wait for at least five seconds, and reconnect the power cord. If the message persists, contact Canon Customer Care Center.
<b>TONER IS NOT SET INSERT THE TONER</b>	A toner cartridge is not installed or not installed correctly.	Install the toner cartridge correctly. (See “Replacing the Toner Cartridge,” on p. 10-5.)
<b>WRONG NUMBER ENTRY</b>	An invalid number was entered in the <DATE&TIME SETTING> of the <TIMER SETTINGS> menu.	Enter a correct date or time.

# Facsimile

Message	Description	Action
<b>ALREADY REGISTERED</b>	The same recipient was entered twice.	Select a different recipient.
<b>CANNOT REGIST MORE</b>	<ul style="list-style-type: none"><li>– Maximum number of recipients (124) were entered for broadcasting.</li><li>– Maximum number of recipients (50) were registered for group dialing.</li></ul>	<ul style="list-style-type: none"><li>– Resend the document to other recipients if necessary.</li><li>– Register a different one-touch speed dialing key for group dialing.</li></ul>
<b>HANG UP PHONE</b>	External telephone is off the hook.	Hang up the phone.
<b>LINE IS BUSY</b>	The telephone line is busy or there was no answer.	Check if the recipient's number is correct or the telephone cable is properly connected.

Message	Description	Action
<b>MEMORY FULL</b>	<ul style="list-style-type: none"> <li>- The memory becomes full during sending, or receiving the fax.</li> <li>- The number of fax jobs that can be stored in memory reached the maximum.</li> </ul>	<ul style="list-style-type: none"> <li>- When sending the document, divide it into a few parts or select a lower fax resolution. If you need more space, wait for the machine to send any remaining faxes.</li> <li>- The machine memory can store up to 256 fax jobs including sending and receiving jobs. (Based on the condition that the other party sends the fax by the imageCLASS MF3200 Series with ITU-T Standard Chart No.1, standard mode.) Wait for the machine to send any faxes in memory. Also print or delete any documents in memory.</li> </ul>
<b>NOT AVAILABLE</b>	<p>You pressed the one-touch speed dialing key that has already been registered, when you specify a one-touch speed dialing key as the group dial.</p>	<p>Check the information registered under the one-touch speed dialing before using.</p>





Message	Description	Action
<b>NOT REGISTERED</b>	No recipient is registered in the selected speed dialing key or code.	Select a registered key or code. For more information, “Registering One-Touch Speed Dialing,” on p. 4-7 or “Registering Coded Dialing,” on p. 4-14.
<b>RECEIVED IN MEMORY</b>	The machine received the fax in memory because paper or toner ran out, paper jams occurred, or incorrect paper size was loaded.	Load correct paper size in the paper cassette, replace the toner cartridge, or clear the paper jams. For more information, see the following: <ul style="list-style-type: none"> <li>– “Loading Documents,” on p. 2-3.</li> <li>– “Replacing the Toner Cartridge with a New One,” on p. 10-6.</li> <li>– “Clearing Paper Jams,” on p. 11-1.</li> </ul>
<b>REGISTERING KEY CANNOT REGISTER</b>	The selected one-touch speed dialing key is already used as the group dialing key it is being assigned to.	Select a different one-touch speed dialing key.

# Printer

Message	Description	Action
<b>PRINTER DATA ERROR CHECK PRINTER</b>	The data from the PC was not printed.	Check if the software is installed properly or if the printer cable is properly connected.
<b>PRINTING</b>	The printer is processing a print job.	No action required. Wait for printing to finish.

# Error Codes

An error code is a four-digit code displayed on the LCD or in the bottom row of a TX Result Report or an RX Result Report when an error occurs.

Ex.

JOB NO.	TYPE	NO.	DESTINATION TEL/ID	DATE	TIME	PAGE	DURATION	MODE	RESULT
0001	TX	001	WEST-1 55555555	04/10	16:00	002	00h01min21s	ECM	NG
			00A0 TX CANCEL						

Error Code

For details on TX Result Report and RX Result Report, see Chapter 4, “Reports and Lists,” in the Advanced Guide.

See the table below for individual error codes.

Error Code	Description	Action
0001	The sender may not be using a G3 fax machine.	Make sure the sender’s machine is compatible with your machine.
0070	Reception was manually canceled on the machine.	Ask the sender to resend the document if necessary.
0071	The machine’s memory is full.	Print, send, or delete any documents stored in memory.
0080	The recipient’s machine did not respond within 35 seconds.	Resend the document. Ask the other party to check their machine. If you are making an overseas call, add a pause to the number.
008D	The recipient’s machine has run out of paper.	Ask the recipient to make sure that paper is loaded in their machine.
00A0	Transmission was manually canceled on the machine.	Resend the document if necessary.
00A1	There is a document jam.	Clear the document jam.
00FF	All redialing attempts have failed.	Check if the recipient’s number is correct or the telephone cable is properly connected, and try again.

## If You Cannot Solve a Problem

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

**Please have the following information ready when you contact Canon:**

- Product name (imageCLASS MF3240/MF3241)
- Serial number (On the label located at the back of the machine)
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

### CAUTION

If the machine makes strange noises, emits smoke or odd odor, unplug it immediately and contact Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

### NOTE

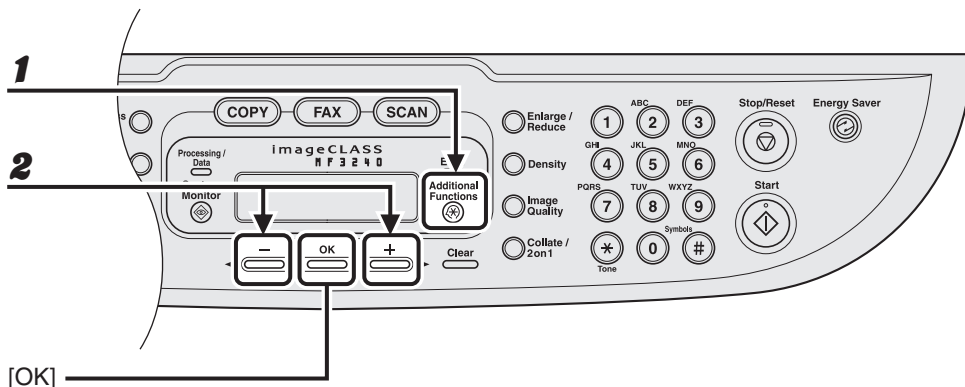
Attempting to repair the machine yourself may void the limited warranty.

# 12 Machine Settings

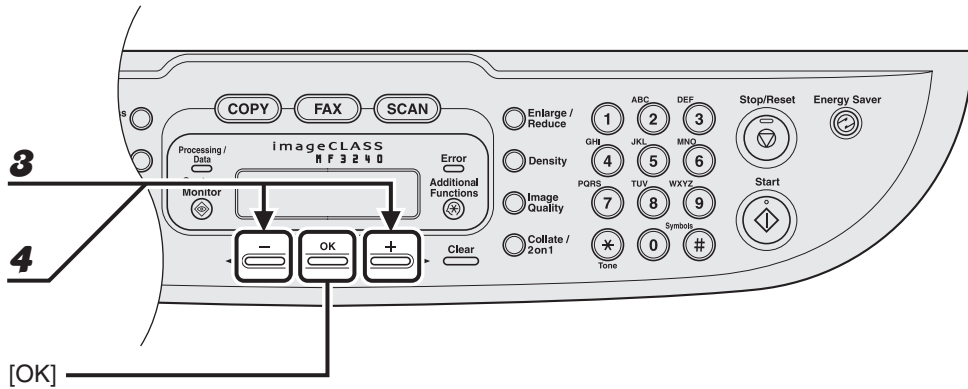
## Machine Settings

You can adjust the machine settings from the Setting Menu to customize the way the machine works. To see the list of current settings, print out User's Data List.

### Printing User's Data List

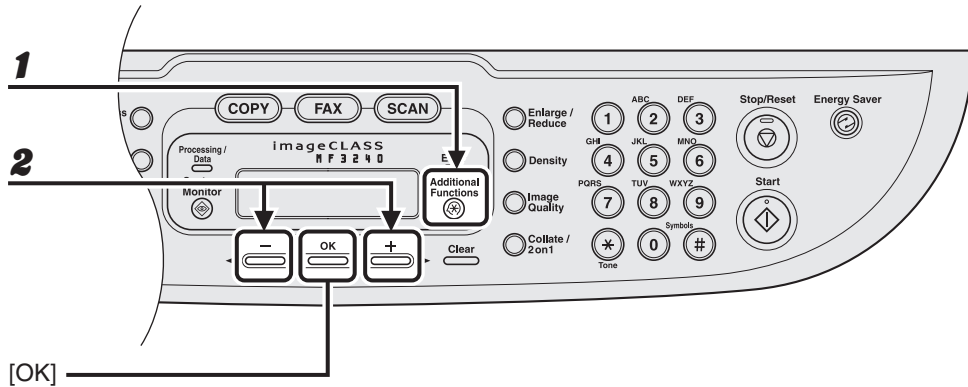


- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <REPORT SETTINGS>, then press [OK].



- 3** Press [◀] or [▶] to select <LIST PRINT>, then press [OK].
- 4** Press [◀] or [▶] to select <USER'S DATA LIST>, then press [OK].

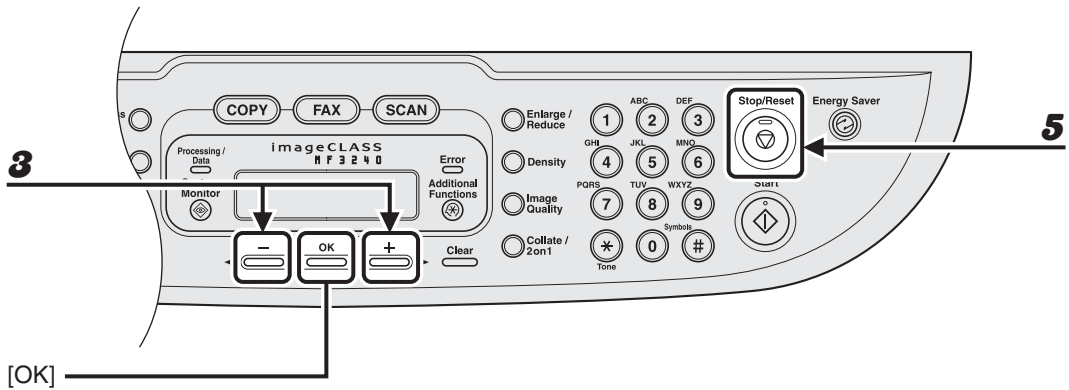
# Accessing the Setting Menu



**1** Press [Additional Functions].

**2** Press [◀] or [▶] to select the menu you want to access, then press [OK].

- <COMMON SETTINGS>
- <COPY SETTINGS>
- <TIMER SETTINGS>
- <FAX SETTINGS>
- <BROADCAST>
- <ADDRESS BOOK SET.>
- <REPORT SETTINGS>



- 3** Press [◀-] or [+▶] to select a submenu, then press [OK].
- 4** To register the settings or go to a submenu item, press [OK].
- 5** When finished, press [Stop/Reset] to return to standby mode.

 **NOTE**

Press [Stop/Reset] to exit from the menu. If you press [Stop/Reset] before pressing [OK], the setting will not be registered.



# Setting Menu

## NOTE

- Depending on the country of purchase, some settings may not be available.
- The menus described in this section are based on the model imageCLASS MF3240. Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.

COMMON SETTINGS	
Setting Item	Description
1 DEFAULT SETTINGS	Selects which standby display appears when the power cord is plugged. <ul style="list-style-type: none"><li>– COPY</li><li>– FAX</li><li>– SCAN</li></ul>
2 TONER SAVER MODE	Sets whether to reduce toner consumption. <ul style="list-style-type: none"><li>– OFF</li><li>– ON</li></ul>
3 PAPER SETTINGS	Sets the paper type and size on the paper cassette or multi-purpose feeder. (See “Setting Paper Size and Type,” on p. 3-7.)
CASSETTE	Sets the paper size and type for the paper cassette.
MP TRAY	Sets the paper size and type for the multi-purpose feeder.
4 DISPLAY LANGUAGE	Selects the language on the display. (See “Specifications,” on p. 13-1.)

<b>COMMON SETTINGS</b>	
5 AUDIBLE TONES	Sets volumes for machine beeps in four levels. <ul style="list-style-type: none"> <li>– MID</li> <li>– HIGH</li> <li>– OFF</li> <li>– LOW</li> </ul>
CALLING TONE	Sets the calling volume.
ENTRY TONE	Sets the keypad volume.
ERROR TONE	Sets the alarm volume.
MONITOR VOL. CTRL	Sets the line monitor volume.

<b>COPY SETTINGS</b>	
<b>Setting Item</b>	<b>Description</b>
1 DENSITY	Sets the density for copying. <ul style="list-style-type: none"> <li>– MANUAL (1-9)</li> <li>– AUTO*</li> </ul> <p>* When &lt;AUTO&gt; is set, Image Quality mode is automatically set to &lt;TEXT&gt;.</p>
2 IMAGE QUALITY	Sets the document type for copying. <ul style="list-style-type: none"> <li>– TEXT</li> <li>– PHOTO*</li> <li>– TEXT/PHOTO*</li> </ul> <p>* When &lt;PHOTO&gt; or &lt;TEXT/PHOTO&gt; is set, Density mode is automatically set to &lt;MANUAL&gt;.</p>
3 AUTO COLLATE	Sets whether to collate the copies automatically. <ul style="list-style-type: none"> <li>– OFF</li> <li>– ON</li> </ul>
4 PAPER SIZE GROUP	Selects a paper size group for your machine. <ul style="list-style-type: none"> <li>– INCHES</li> <li>– A</li> <li>– AB</li> </ul>

<b>TIMER SETTINGS</b>	
<b>Setting Item</b>	<b>Description</b>
1 AUTO SLEEP	Sets auto sleep when the machine remains idle for a certain period time. (3 MIN.–30 MIN.) (See “Setting Sleep Mode,” on p. 1-9.) – ON – OFF
2 DATE&TIME SETTING	Sets the current date and time. (See “Set Up the Machine,” in the Starter Guide.)
3 DATE TYPE SELECT	Sets the date format. – MM/DD/YYYY – DD/MM YYYY – YYYY MM/DD
4 DAYLIGHT SV. TIME	Sets daylight saving time mode. (See “Setting the Daylight Saving Time,” on p. 1-12.) – OFF – ON

<b>FAX SETTINGS</b>	
<b>Setting Item</b>	<b>Description</b>
1 COMMON SETTINGS	Registers your fax number and name.
UNIT TELEPHONE #	Registers your fax number. (See “Set the Machine for Sending Faxes,” in the Starter Guide.)
UNIT NAME	Registers your name/company name. (See “Set the Machine for Sending Faxes,” in the Starter Guide.)
2 TX SETTINGS	Sets the transmission functions.
DENSITY	Sets the default density for faxing. (1–3)

<b>FAX SETTINGS</b>	
IMAGE QUALITY	Sets the default image quality for faxing. <ul style="list-style-type: none"> <li>– STANDARD</li> <li>– FINE</li> <li>– PHOTO</li> <li>– SUPER FINE</li> </ul>
AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See Chapter 1, “Advanced Fax Features,” in the Advanced Guide.)
ON	Customizes the redial operation.
REDIAL TIMES	Sets the number of retries. (1 TIMES–10 TIMES)
REDIAL INTERVAL	Sets period of time before redialing. (2 MIN.–99 MIN.)
OFF	After the first attempt at dialing fails, redialing is not attempted.
DIALING LINE CHCK	Sets whether to check the telephone line condition. <ul style="list-style-type: none"> <li>– OFF</li> <li>– ON</li> </ul>



<b>FAX SETTINGS</b>	
<b>3 RX SETTINGS</b>	Sets the reception functions.
<b>INCOMING RING</b>	Sets whether the telephone rings when it receives a voice call, enabling you to answer the call. This function is only available when the <RX MODE> is set to <FaxOnly>.
<b>OFF</b>	The telephone does not ring when it receives a voice call.
<b>ON</b>	The telephone rings when it receives a voice call if an external telephone is connected.
<b>RING COUNT</b>	Sets the number of incoming ring before the machine answers. (1 TIMES–16 TIMES)
<b>RX REDUCTION</b>	Sets whether to reduce or truncate the image when a faxed page is larger than the size of paper loaded. (See Chapter 1, “Advanced Fax Features,” in the Advanced Guide.)
<b>ON</b>	Reduces the image to fit on the size of paper loaded.
<b>OFF</b>	Retains the original size of the image.
<b>CUT</b>	The image that is larger than 1-page record area is cut and not recorded.
<b>RX PRINT</b>	Sets whether to store all received pages in memory before printing them out or print each page as it is received.
<b>MEMORY RX</b>	Print after all the pages of the document are received.
<b>PRINT RX</b>	Print each page as it is received.
<b>RX MODE</b>	<p>Selects receive mode. (See “Set the Machine for Receiving Faxes,” in the Starter Guide.)</p> <ul style="list-style-type: none"> <li>– FaxOnly</li> <li>– AnsMode</li> <li>– DRPD</li> <li>– FAX/TEL</li> <li>– MANUAL</li> </ul>

<b>FAX SETTINGS</b>	
RX TERMINAL ID	Sets whether to insert the machine's fax number and the sender information on received faxes. – OFF – ON
RX RESTRICTION	Sets whether to receive a fax by detecting the TSI (Transmitting Subscriber Identification) signal, used to identify the sending fax machine.
OFF	All receptions are conducted.
ON	Receives the fax only from the sending fax machine that sends the TSI signal.
REMOTE RX	Sets whether to use remote receiving. (See Chapter 1, "Advanced Fax Features," in the Advanced Guide.) – ON – OFF
CONT. PRINTING	Sets whether to stop printing when toner has run out. This function is only for Fax printing and printing reports. – OFF – ON
4 COMMUNICATIONS	Sets the communication setting.
TEL LINE TYPE	Selects the telephone line type. (See "Set the Machine for Sending Faxes," in the Starter Guide.)
TOUCH TONE	The telephone line is set for touch tone dialing.
ROTARY PULSE	The telephone line is set for rotary pulse dialing.

<b>BROADCAST</b>	
<b>Setting Item</b>	<b>Description</b>
BROADCAST	Registers destinations for broadcasting.

<b>ADDRESS BOOK SET.</b>	
<b>Setting Item</b>	<b>Description</b>
1 1-TOUCH SPD DIAL	Registers the information on one-touch speed dialing. Up to 8 destinations can be registered. (See “Registering One-Touch Speed Dialing,” on p. 4-7.)
NAME	Registers the recipient’s name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient’s fax number (max. 50 digits, including spaces).
2 CODED DIAL	Registers the information on coded dialing. Up to 100 destinations can be registered. (See “Registering Coded Dialing,” on p. 4-14.)
NAME	Registers the recipient’s name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient’s fax number (max. 50 digits, including spaces).
3 GROUP DIAL	Registers the information on group dialing. Up to 50 destinations can be registered. (See “Registering Group Dialing,” on p. 4-21.)
NAME	Registers the group name (max. 20 characters, including spaces).

<b>REPORT SETTINGS</b>	
<b>Setting Item</b>	<b>Description</b>
1 SETTINGS	Sets the report functions. (See Chapter 4, “Reports and Lists,” in the Advanced Guide.)
TX RESULT REPORT	Sets whether the fax transmission report prints out. <ul style="list-style-type: none"> <li>– PRINT ERROR ONLY</li> <li>– OUTPUT NO</li> <li>– OUTPUT YES</li> </ul>
RX RESULT REPORT	Sets whether the fax reception report prints out. <ul style="list-style-type: none"> <li>– OUTPUT NO</li> <li>– OUTPUT YES</li> <li>– PRINT ERROR ONLY</li> </ul>

## REPORT SETTINGS

ACTIVITY REPORT	Sets whether to automatically print the fax transaction report and selects its type. – OUTPUT YES – OUTPUT NO
2 LIST PRINT	Prints reports/lists.
TX RESULT REPORT	Prints the fax transmission report manually.
RX RESULT REPORT	Prints the fax reception report manually.
ACTIVITY REPORT	Prints the fax transaction report manually.
MEMORY DATA LIST	Prints the list of the reserved jobs in memory.
MEMORY IMAGE PRNT	Prints the information and image of the first page of the reserved job.
1-TOUCH LIST	Prints the list of fax/telephone numbers and names registered for one-touch speed dialing.
CODED DIAL LIST	Prints the list of fax/telephone numbers and names registered for coded dialing.
GROUP DIAL LIST	Prints the list of groups registered for group dialing.
USER'S DATA LIST	Prints the setting list registered in the menu. (See "Printing User's Data List," on p. 12-1.)



# 13 Appendix

## Specifications

<b>General</b>	
● <b>Type</b>	Personal Desktop
● <b>Power Source</b>	120 V, 60 Hz
● <b>Power Consumption</b>	Max: Approx. 580 W Working: Approx. 370 W Standby: Less than 9 W Energy Saver Mode: Less than 5 W
● <b>Warm-up Time</b>	Less than 8 sec.* (temperature: 68°F (20°C), humidity: 65%; from when the power cord is plugged in the AC outlet until standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
● <b>Weight</b>	Approx. 24.3 lb (11 kg) (including toner cartridge)
● <b>Dimensions</b>	14 1/2 in. (H) × 21 1/2 in. (D) × 17 3/4 in. (W) (369 mm (H) × 546 mm (D) × 449 mm (W)) (with the paper cassette attached) 14 1/2 in. (H) × 23 1/2 in. (D) × 17 3/4 in. (W) (369 mm (H) × 598 mm (D) × 449 mm (W)) (with the paper cassette attached and front cover opened)
● <b>Installation Space</b>	43 1/2 in. (D) × 25 5/8 in. (W) (1104 mm (D) × 649 mm (W))

<b>General</b>	
● <b>Environmental Conditions</b>	Temperature: 59°F–81.5°F (15°C–27.5°C) Humidity: 27%–75% RH
● <b>Display Languages</b>	ENGLISH / FRENCH / SPANISH / PORTUGUESE
● <b>Acceptable Documents</b>	» p. 2-1.
● <b>Acceptable Paper Stock</b>	» p. 3-1.
● <b>Printable Area</b>	» p. 3-2.
● <b>Scanning Area</b>	» p. 2-2.

<b>Copier</b>	
● <b>Scanning Resolution</b>	Text mode: 600 dpi × 400 dpi Photo mode, Text/Photo mode: 600 dpi × 600 dpi
● <b>Printing Resolution</b>	600 dpi × 600 dpi
● <b>Magnification</b>	1:1 ± 1.0%, 1:2.000, 1:1.290, 1:0.780, 1:0.640, 1:0.500 Zoom 0.500 - 2.000, 1% increments* * Not available for MF3241
● <b>First Copy Time</b>	Less than 11 sec. (LTR)
● <b>Copy Speed</b>	Direct: LTR 21 cpm
● <b>No. of Copies</b>	Max. 99 copies

<b>Printer</b>	
● <b>Printing Method</b>	Indirect electrostatic method (On-demand fixing)
● <b>Paper Handling</b>	– Paper cassette: 250 sheets × 1 cassette (18 lb (64 g/m <sup>2</sup> )) – Multi-purpose feeder: 1 sheet
● <b>Paper Delivery</b>	» p. 3-11.
● <b>Print Speed</b>	See “Copy Speed,” on p. 13-2.
● <b>Printing Resolution</b>	600 dpi × 600 dpi
● <b>Number of Tones</b>	256
● <b>Printing Cartridge</b>	» p. 1-7.

<b>Facsimile</b>	
● <b>Applicable Line</b>	Public Switched Telephone Network (PSTN)* <sup>1</sup>
● <b>Compatibility</b>	G3
● <b>Data Compression Schemes</b>	MH, MR, MMR
● <b>Modem Speed</b>	33.6 Kbps Automatic fallback
● <b>Transmission Speed</b>	Approx. 3 seconds/page* <sup>2</sup> at 33.6 Kbps, ECM-MMR, transmitting from the memory
● <b>Transmission/ Reception Memory</b>	Maximum approx. 256 pages* <sup>2</sup> (total pages of transmission/reception)

## Facsimile

<b>● Fax Resolution</b>	STANDARD: 203 pels/in. × 98 lines/in. (8 pels/mm × 3.85 lines/mm) FINE: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm) PHOTO: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm) SUPER FINE: 203 pels/in. × 392 lines/in. (8 pels/mm × 15.4 lines/mm)
<b>● Dialing</b>	<ul style="list-style-type: none"><li>– Speed dialing</li><li>One-touch speed dialing (8 destinations)</li><li>Coded dialing (100 destinations)</li><li>Group dialing (50 destinations)</li><li>Address Book dialing (with Address Book key)<ul style="list-style-type: none"><li>– Regular dialing (with numeric keys)</li><li>– Automatic redialing</li><li>– Manual redialing (with Redial/Pause key)</li><li>– Sequential broadcast (124 destinations)</li><li>– Automatic reception</li><li>– Remote reception by telephone (Default ID: 25)</li><li>– ACTIVITY REPORT (after every 60 transactions)</li><li>– TX (Transmission)/RX (Reception) REPORT</li><li>– TTI (Transmit Terminal Identification)</li></ul></li></ul>

## Telephone

<b>● Connection</b>	– External telephone/answering machine (CNG detecting signal)/data modem
---------------------	--

\*1 The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on telephone line conditions.

\*2 Based on ITU-T Standard Chart No. 1, MMR standard mode.

 **NOTE**

Specifications are subject to change without notice.

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