



# **imageRUNNER ADVANCE**

**C5560i / C5550i / C5540i / C5535i / C5535**

## **User's Guide**

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# Setting Up

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# Setting Up

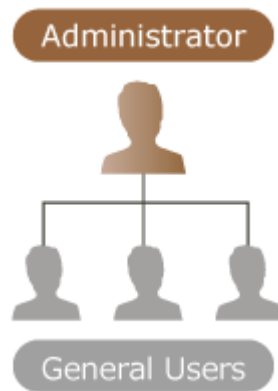
---

13WH-000

Setting up the usage environment is required before using each function of the machine. First, confirm the processes to complete "setting up" prior to actual setup. **▶Preparations Required Before Use(P. 3)**

## ■ Administrators and General Users

To manage the machine, it is recommended to construct a system in which someone is appointed as an administrator and general users operate the machine under the management of an administrator. Administrators decide the rules for using the machine and operate important setups such as networks and security. Administrators set the access for each user when necessary.



### TIPS

#### Carrying out the initial setup of the machine (Setup Guide)

- You can easily set up to start using the machine, such as setting the date and time and networks, by following the the on-screen instructions. **▶Setting up Using the Setup Guide(P. 7)**

# Preparations Required Before Use

13WH-001

Set up the machine in order from steps 1 through 5. For details, click a link to display the corresponding pages. To use the machine safely, at the same time, confirm **Preventing Unauthorized Access(P. 5)**.

## Step 1

[▶Setting up Using the Setup Guide\(P. 7\)](#)



## Step 2

[▶Setting up the Network Environment\(P. 19\)](#)

- Set up the network environment not included on the Setup Guide. If you do not start the Setup Guide, start setting up from this procedure.



## Step 3

[▶Installing Drivers\(P. 59\)](#)



## Step 4

[▶Setting E-mail/I-Fax Communication\(P. 62\)](#)



## Step 5

[▶Setting the Advanced Space of the Machine\(P. 65\)](#)




### TIPS

#### Setting from the Remote UI

- When you complete setup for the network environment, you can set up the machine from Remote UI efficiently. [▶Starting the Remote UI\(P. 644\)](#)

### **Saving setup time by importing data from other machines**

- If you have any other Canon multifunction printer and save (export) its registered setup data to a computer beforehand, setup contents such as address book and paper type setting can be immediately used by importing them to the machine.  **Importing/Exporting the Setting Data(P. 678)**

# Preventing Unauthorized Access

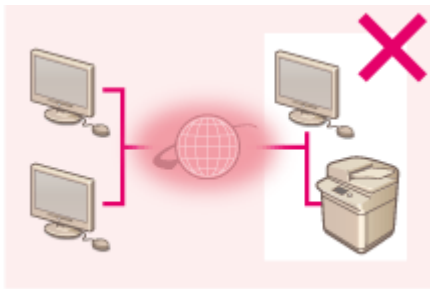
13WH-002

This section describes preventive measures against unauthorized access from external networks. For administrators and users that are using the machine in a network environment, make sure to read this section before use. Connecting to networks enables you to use various functions such as printing, remote operation from a computer, sending scanned documents through the Internet, etc. However, for protection against unauthorized access from an external network, security measures are essential. This section describes some countermeasures against unauthorized access, which must be implemented before using the machine with a network environment.

- ▶ **Implementing Private IP Addresses(P. 5)**
- ▶ **Limiting Communication via a Firewall(P. 6)**
- ▶ **Setting up TLS Encryption Communication(P. 6)**
- ▶ **Managing the Machine's Information via Passwords(P. 6)**

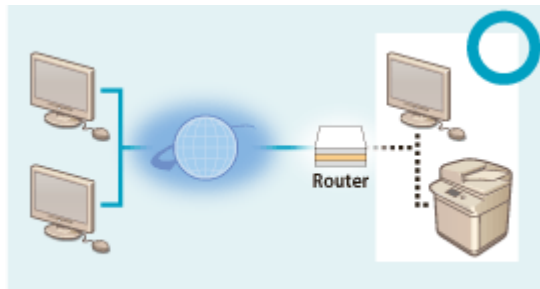
## Implementing Private IP Addresses

An IP address is a number that is assigned to a computer on a network. A "global IP address" is used for Internet connections. A "private IP address" is used for local area networks such as an office LAN. If your IP address is a global IP address, unauthorized users on the Internet can attempt to access your local network and risks such as information leakage become larger. If your address is a private address, only users on a local area network such as the office LAN have access.



【Global IP address】

Accessible from outside your network



【Private IP address】

Accessible only from within a local area network

Generally, when setting up an IP address, use a private IP address. For a private IP address, any addresses in the following ranges can be used. Confirm if the IP address that is currently set is a private IP address.

### ■ Ranges of Private IP Addresses

- 10.0.0.0 to 10.255.255.255
- 172.16.0.0 to 172.31.255.255
- 192.168.0.0 to 192.168.255.255

For information on how to confirm IP addresses, see ▶ **Setting an IPv4 Address(P. 33)** .

### NOTE

- Even if a global IP address is set for the machine, risk of unauthorized access can be reduced by using a firewall. Consult your network administrator when you want to operate the machine using a global IP address.

## Limiting Communication via a Firewall

A firewall is a system that prevents unauthorized access from external networks in order to prevent attacks or invasion into the local area network. Access from outside your local network that has potential to be a risk can be shut out beforehand by limiting communication from a specific external IP address in your network environment. ▶ **Restricting Communication by Using Firewalls(P. 592)**

## Setting up TLS Encryption Communication

For TLS communication, see ▶ **Starting the Remote UI(P. 644)** .

## Managing the Machine's Information via Passwords

Even if the machine receives unauthorized access from a malicious third party, risk of information leakage can be greatly reduced when various information resources in the machine are protected by passwords.

### Password for each function / PIN code setting

- Personal authentication management using User Authentication ▶ **Configuring the Personal Authentication Management Settings(P. 555)**
- PIN code setting for system management contents ▶ **Changing the System Manager ID and PIN(P. 579)**
- PIN code settings for accessing Address Book ▶ **Restricting Use of the Address Book(P. 614)**
- Authentication management for Advanced Space ▶ **Setting Advanced Space to Public(P. 66)**

These are examples of preventing unauthorized access. For other details, see ▶ **Managing the Machine(P. 540)** and carry out necessary settings according to your environment.

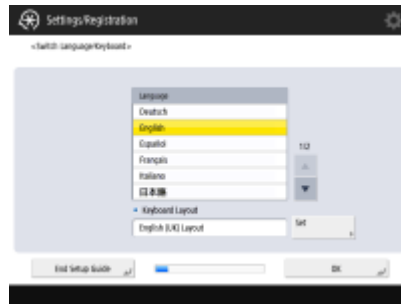
# Setting up Using the Setup Guide

13WH-003

When the machine is turned ON for the first time ( **Turning ON the Machine(P. 90)** ), the initial setup of the machine begins automatically. You can adjust the basic setup necessary to use the machine. Configure the basic setup in accordance with each screen, or click a link to display the corresponding page and see details.

## Step 1 Specify the language and keyboard layout.

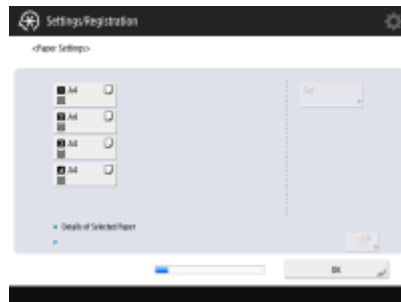
Select the language to be displayed on the screens. Depending on the language, you can change the layout of the keyboard that is displayed to enter characters.



- Select the language, and press <OK>.
- To change the keyboard layout, press <Set>, select the keyboard layout, and press <OK>.
- Displaying the button for switching languages will be convenient for frequent language switching. **Switching the Displayed Language(P. 175)**

## Step 2 Check the paper settings.

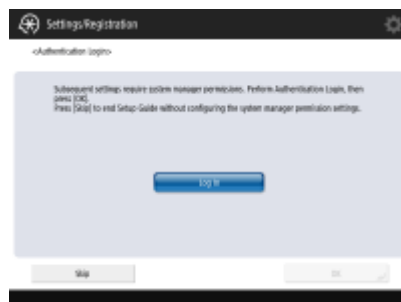
Check that the paper loaded in the drawers is correctly specified.



- If the paper sizes are correct, press <OK>.
- For information on the screen and the instructions on how to change the settings, see **Specifying Paper Size and Type in the Paper Drawer(P. 138)** .

## Step 3 Log in as the Administrator.

Make an authenticated login to configure the settings that require Administrator privileges.



- Press <Log In>, and enter the user name and password. The default user name for the administrator is "Administrator" and the default password is "7654321". Press <Log In> again, and press <OK>.
- If you enter the factory default password, the screen prompting you to change the password is displayed. You can also change the password later. **Logging in as an Administrator(P. 15)**
- You can skip the settings that require Administrator privileges and proceed to the next step by pressing <Skip>. In this case, proceed to Step 10.

**Step 4 Specify the user authentication settings.**

To enhance the security of the machine, use the machine under a system that uses user authentication.

- This machine is set to use the user authentication as the login service. For more information, see **Configuring the Personal Authentication Management Settings(P. 555)**.



- Press <On> for <Use User Authentication>, press <On> for the login method to use, and press <Next>.
- If you do not use user authentication, press <Off> for <Use User Authentication>, press <OK>, and proceed to Step 5.

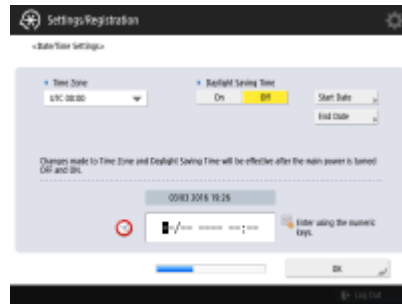


- Select when to display the login screen, and press <OK>. Proceed to Step 5.
- If you select <Display When Func Is Selected>, press <Functions> and <Color Copy/Print>, select the function to display the login screen for, and press <OK>. Also, select the setting items on the <Settings/Registration> screen to display the login screen for.

**Step 5 Set the date and time.**

Set the current time for the functions that use the time as a reference.

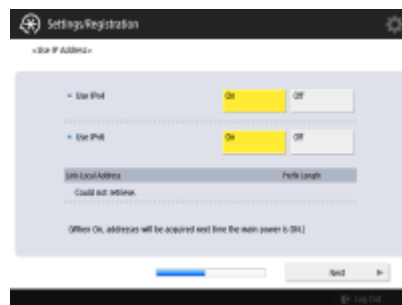




- Enter the date and time, and press <OK>.
- Set <Time Zone> and <Daylight Saving Time> as necessary. For more information, see **▶Setting the Date/Time(P. 17)**.

**Step 6 Set the IP address.**

Specify the settings for network connection.



- Press <On> for <Use IPv4> or <Use IPv6>, and press <Next>. You can also use both IPv4 and IPv6.
- If you press <Off> for <Use IPv4> and <Use IPv6>, and press <OK>, skip the network settings and proceed to Step 9.

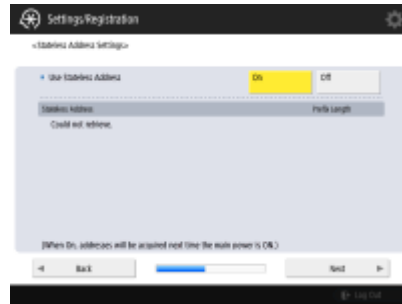
If you press <On> for <Use IPv4>, specify the following settings.



- To obtain the IP address automatically, press <DHCP> or <Auto IP>, and press <Next> or <OK>.
- To set the IP address manually, clear the selection for <DHCP> or <Auto IP>, press <IP Address>, <Subnet Mask>, and <Gateway Address> to enter each value, and press <Next> or <OK>.
- For information on the IPV4 address settings, see **▶Setting an IPv4 Address(P. 33)**.



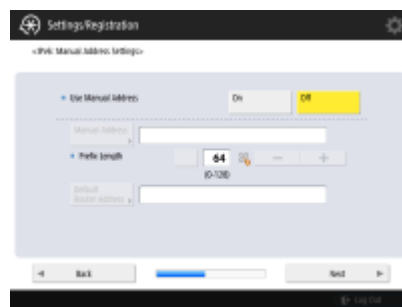
If you press <On> for <Use IPv6>, specify the following settings.



- Press <On> to use the stateless address or <Off> to not use the stateless address, and press <Next>.
- For information on the IPv6 address, see [▶Setting an IPv6 Address\(P. 35\)](#).



After specifying the stateless address, specify the following settings.



- Press <On> to use the manual address or <Off> to not use the manual address, and press <Next>.
- To use the manual address, press <Manual Address>, <Prefix Length>, and <Default Router Address> to enter each value.



After specifying the manual address, specify the following settings.

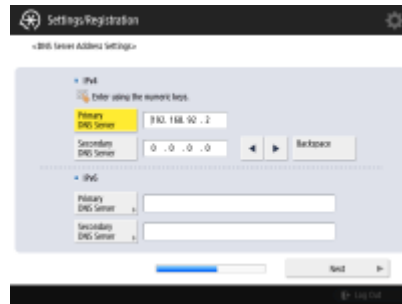


- Press <On> to use DHCPv6 or <Off> to not use DHCPv6, and press <OK>.

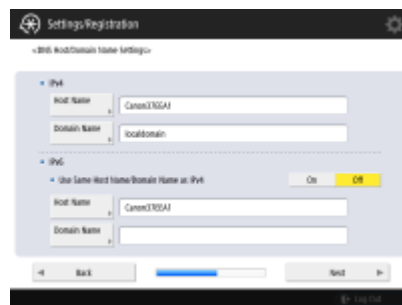
## Step 7

### Specify the DNS settings.

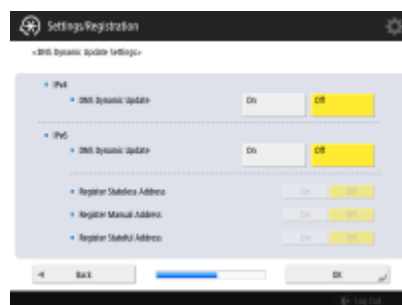
Specify the DNS server address, DNS host name, and DNS domain name.



- Press <Primary DNS Server> and <Secondary DNS Server>, enter IPV4/IPv6 address for the DNS server, and press <Next>.
- For information on the settings of the DNS server address, see [▶ Making DNS Settings\(P. 42\)](#).



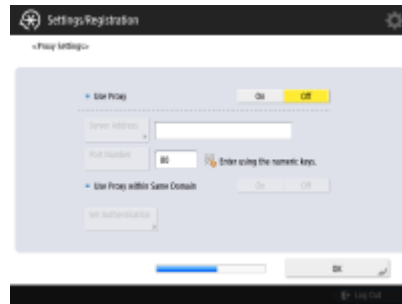
- Press <Host Name> to enter the name of the machine (host name). Press <Domain Name> to enter the domain name that the machine belongs to, and press <Next>.
- If the settings of IPv4 and IPv6 are the same, press <On> for <Use Same Host Name/Domain Name as IPv4>.



- To update automatically using the DNS Dynamic Update Settings, press <On> for <DNS Dynamic Update>, and press <OK>.
- If you set <DNS Dynamic Update> for <IPv6> to <On>, select <On> for the items to register automatically.

**Step 8 Specify the Proxy settings.**

Specify the necessary settings to use the Proxy.

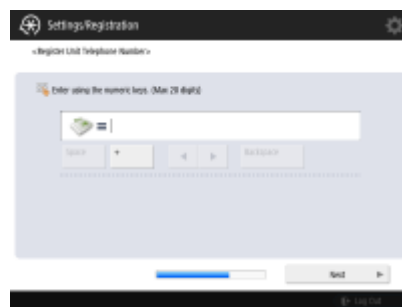


- To use the Proxy, press <On>, press <Server Address> and <Port Number> to enter each value, and press <OK>.
- If you set <Use Proxy within Same Domain> to <On>, press <Set Authentication> to specify the Proxy authentication settings.
- For information on the Proxy settings, see **▶Setting a Proxy(P. 598)** .

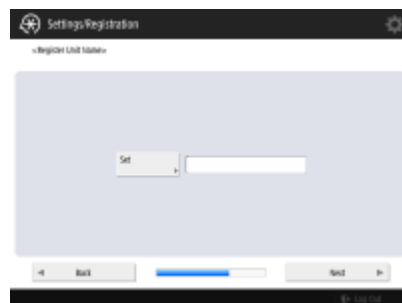
**Step 9 Specify the fax settings.**

Specify the necessary settings to use the fax function.

- If the optional product required for faxing ( **▶System Options(P. 1118)** ) is not installed, proceed to Step 10.
  - Select the country/region if the selection screen appears, and press <Next>.

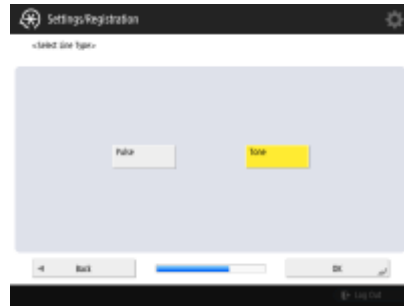


- Enter the fax number, and press <Next>.
- For information on the fax settings, see **▶Fax Line Settings(P. 60)** .



- Press <Set>, enter the user name, and press <Next>.





- Select the line type, and press <OK>.

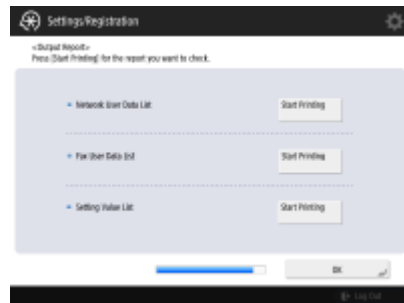
**Step 10 Perform the automatic gradation adjustment.**

Adjust the gradation to print clearly.

- Depending on the machine, the procedure differs. For information on the automatic gradation adjustment, see ▶ **Adjusting Gradation(P. 871)** .

**Step 11 Print a report.**

You can print the network user list, fax user data list, and adjusted value list.



- Press <Start Printing> for the report you want to print.
- When printing is complete, or if you do not print a list, press <OK>.

**Step 12 Complete the Setup Guide.**

When finishing the Setup Guide, restart the machine to apply the specified settings.



- Press <OK> to restart the machine.

**NOTE**

- If you do not use the Setup Guide, press <End Setup Guide> in Step 1.

■ Starting the Setup Guide later

**IMPORTANT**

**The Setup Guide cannot be started in the following cases.**

- If the user authentication or department ID authentication is set.
- If the DepartmentID Authentication is set.
- If the authentication with a card is performed.



 ▶ <Management Settings> ▶ <License/Other> ▶ <Start Setup Guide> ▶ <Enable>

**NOTE**

- If you start the Setup Guide later and log in as an administrator, Step 4 will not be displayed. Proceed to Step 5.

# Logging in as an Administrator

13WH-004

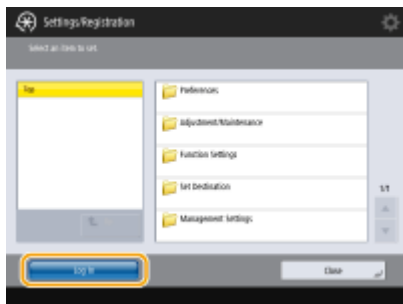
Log in as an administrator, otherwise important items regarding the network and security cannot be set. To set up the user management after the setup is complete, you need to log in as an administrator. The default user name for the administrator is "Administrator" and the default password is "7654321". The user name of the administrator cannot be changed, but change the password to improve the security. The changed password should be known by the administrator only.

## NOTE

- If you have forgotten the password for "Administrator," it can be returned to the default password. Press the [Counter/Device Information] key ▶ <Device Info./Other> ▶ <Initialize Admin. Password> ▶ enter the license key ▶ press <Start> ▶ <OK>.
- If "Administrator" is disabled, it is enabled when initializing the password. ( ▶ **Registering User Information in the Local Device(P. 558)** )
- You can prohibit initialization of the administrator password. ▶ **<Prohibit Initialization of Administrator Password>(P. 813)**

**1** Press .

**2** Press <Log In>.




**3** Log in with the procedure.


### ■ Keyboard authentication

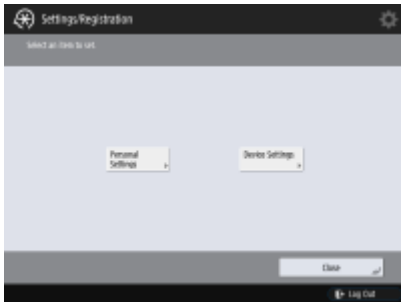
- 1 Set the user name and password.
  - Set the user name as "Administrator" and press <Next>.
  - Set the password and press <OK>.
- 2 Press <Log In>.
  - If you have not changed the administrator password, the message prompting you to change to a new password is displayed. Press <Yes> and set a new password. You need to enter the new password twice to confirm it.
  - If you have already changed the administrator password, the functions will be available after you successfully log in.

**NOTE**

Log out by pressing <Log Out> at the bottom right of the screen or  after you set the settings.

### ■ When logged in as an administrator

After pressing , the following screen is displayed.



- If you set to <Personal Settings> and change the items that can be personalized, settings are registered as the personal settings for the users who log into the machine.
- If you set to <Device Settings>, settings are registered as the machine's settings.
- <Personal Settings> and <Device Settings> are only displayed on the <Settings/Registration> screen if you log in with Administrator privileges.

### LINKS

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- ▶ **Logging into the Machine(P. 104)**
- ▶ **Starting the Remote UI(P. 644)**



# Setting the Date/Time

13WH-005

Adjust the machine's date/time. These settings should be made properly as the date/time is used in cases such as sending a fax automatically at a specified time.

**1** Press .

**2** Press <Preferences> ▶ <Timer/Energy Settings> ▶ <Date/Time Settings>.

**3** Enter the date/time.



**a** <Time Zone>

Select the time zone for your area.

**NOTE**

- UTC is an acronym for Universal Coordinated Time. The standard (time zone) for each country is determined on the basis of UTC. For communication via the Internet, precise time zone setting is essential.

**b** <Daylight Saving Time>

To set daylight saving time, press <On> and set the date/time for <Start Date> and <End Date>. To set the date, specify the day of the week and the week of the month.

**NOTE**


If daylight saving time is set, the time can be put forward an hour compared to the time zone or time during a specified period in the summer.

**c** Date and time

Enter 4 digits for the year, 4 digits for the month and day, and 4 digits for the time in that order.

**Example :** For 1:05 PM on October 30, 2015

103020151305

- Time is entered in 24-hour notation.
- If you make a mistake, press  and enter again from the year.

**4** Press <OK>.

## IMPORTANT

- If you changed the setting of <Time Zone> or <Daylight Saving Time>, you need to restart the machine by turning the power OFF.

# Setting up the Network Environment

13WH-006

To connect the machine to a network, connect the machine to a router using a LAN cable or Wi-Fi and specify a unique IP address in the network. To specify an IP address, there are two methods: automatic setting and manual setting. Select one of the methods that is suitable for your communication environment and devices. The machine adopts not only basic network functions, but also advanced technologies in order to flexibly cope with various environments. Carry out the necessary setup required for your environment.

## IMPORTANT

### For safe use

- If you connect the machine to a network without appropriate security measures, there are risks that the machine might receive unauthorized access from third parties. Set up network security to secure important data and information. [▶Configuring the Network Security Settings\(P. 590\)](#)

## NOTE

- You can connect the machine to a computer using a USB cable ( [▶Front Side\(P. 76\)](#) ). However, if you only connect the machine to a computer using a USB cable without connecting to a network, operations such as using as a scanner or sending/transferring data from the machine to a computer are not possible.
- You can establish a wireless direct connection between the machine and mobile devices. [▶Connecting Directly \(Access Point Mode\)\(P. 520\)](#)

## ■ Confirm before handling

Follow the procedure below to make a connection to a network.

1



### Confirm first.

- Are a computer and a router properly connected using a LAN cable? For details, see the instruction manual for each device or contact the manufacturers.
- Is setup of the computer network completed? If the setup is not completed, you cannot use the devices on a network even after completing the following steps.

### NOTE

- Depending on your environment, you may need to change the settings of the network communication system (half-duplex/full-duplex) and Ethernet type (1000BASE-T/100BASE-TX/10BASE-T) ( [▶Making Ethernet Settings\(P. 39\)](#) ). For details, contact the network administrator.
- To confirm the MAC address, see [▶<Network>\(P. 741\)](#) .
- To connect to a network employing IEEE802.1X, see [▶Configuring the IEEE 802.1X Authentication Settings\(P. 609\)](#) .



2



### Enable the network settings of the machine.

- [▶Canceling the Network Setting Lock\(P. 21\)](#)

3



Select a wired LAN or wireless LAN for connection.

▶ **Selecting Wired or Wireless LAN(P. 22)**

4



Connect the machine to a router.

- Is the LAN cable connector plugged into the proper place securely? Insert the connector until it clicks.
- For a wireless LAN connection, check the connection between the machine and the router.

▶ **Connecting to a Wired LAN(P. 23)**

▶ **Connecting to a Wireless LAN(P. 24)**

5



Set an IP address as necessary.

- Normally, an IP address is automatically allocated by DHCP, so this setting is not necessary. If you want to use a specific IP address or change the protocol of the automatic setting of an IP address from DHCP (initial setting) to another, this setting is necessary.

▶ **Setting an IP Address(P. 32)**

6



Confirm that proper connection is completed.

- Start the Remote UI from a computer ( ▶ **Starting the Remote UI(P. 644)** ). If the Remote UI screen is displayed, the connection is completed.

## NOTE

- Depending on the utility software, communication may fail if <Sleep Mode Energy Use> is set to <Low>. Return the machine from sleep status by pressing the energy saver key, or set <Sleep Mode Energy Use> to <Compensate for Network Comm.>. ▶ **<Sleep Mode Energy Use>(P. 739)**

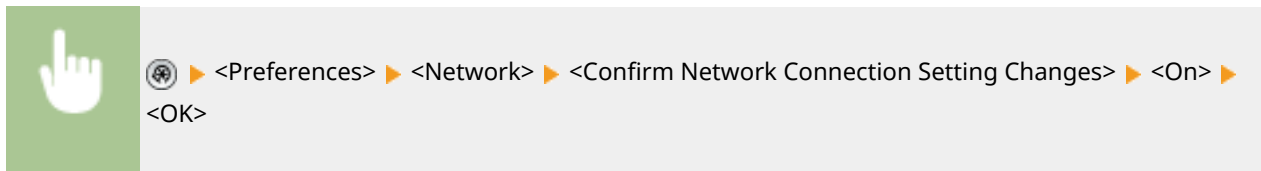
## LINKS

▶ **Adapting to the Network Environment(P. 38)**

## Canceling the Network Setting Lock

13WH-007

By default, a security lock is applied to the network settings in order to prevent unintended changes. Unlock the security lock to change them.



### NOTE

- If <Off> is selected, you cannot view or change the network settings. Also, error messages related to the network are not displayed.


## Selecting Wired or Wireless LAN

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13WH-008

Select wired or wireless LAN to connect the machine to a computer.



 ▶ <Preferences> ▶ <Network> ▶ <Select Wired/Wireless LAN> ▶ <Wired LAN> or <Wireless LAN> ▶ <OK>

### IMPORTANT

- If you select <Wireless LAN> when <Low> is set for <Sleep Mode Energy Use>, select <Compensate for Network Comm.> at the same time. Otherwise, the wireless LAN cannot be used during Sleep mode. <Timer/ Energy Settings> ▶  **<Sleep Mode Energy Use>(P. 739)**

### LINK

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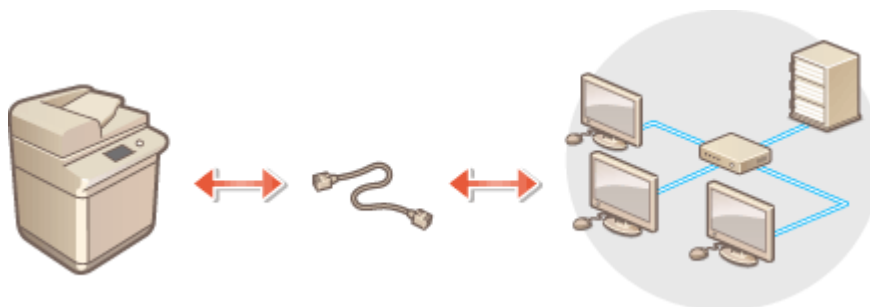
 **Connecting to a Wired LAN(P. 23)**

 **Connecting to a Wireless LAN(P. 24)**

## Connecting to a Wired LAN

13WH-009

Connect the machine to a computer via a router using a LAN cable.



### NOTE

- A router and LAN cable are not included with the machine, so please prepare them separately.
- The machine supports 1000BASE-T/100BASE-TX/10BASE-T Ethernet.
- To make a connection using 100BASE-TX/10BASE-T, use a category 5 twisted pair cable. It is recommended to use an enhanced category 5 twisted pair cable to make a connection using 1000BASE-T.
- If devices supporting 1000BASE-T, 100BASE-TX and 10BASE-T are used together, a device (such as a switching hub) supporting all of the Ethernet types you use is necessary. For more information, contact a person in charge of service.

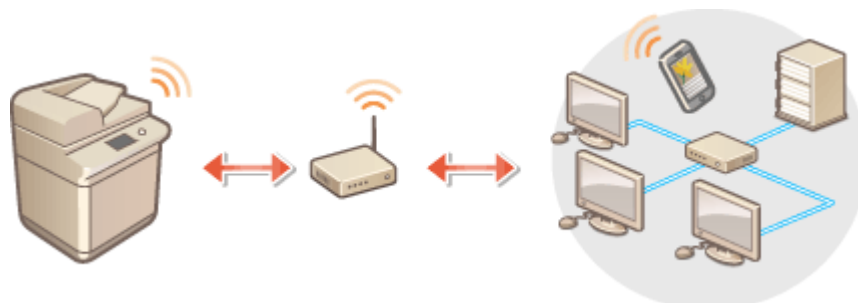
### 1 Connect the machine to a router using a LAN cable.

- Push the connector in until it clicks into place.

## Connecting to a Wireless LAN

13WH-00A

Wirelessly connect the machine to a computer or mobile device via a wireless LAN router (access point). If the wireless router is equipped with Wi-Fi Protected Setup (WPS), configuring your network is automatic and easy. If the wireless router does not support with WPS, or if you want to specify authentication and encryption settings in detail, you need to manually set up the connection. Configure connection on the computer or mobile device side in advance.



### IMPORTANT

- Use wireless LAN connection at your own discretion and at your own risk. If the machine is connected to an unsecured network, your personal information might be leaked to a third party because radio waves used in wireless communication can go anywhere nearby, even beyond walls.
- The wireless LAN security that is supported by the machine is listed below. For the wireless security compatibility of your wireless router, see the instruction manuals for your networking devices or contact your manufacturer.  
128 (104)/64 (40) bit WEP  
WPA-PSK (TKIP/AES-CCMP)  
WPA2-PSK (TKIP/AES-CCMP)
- Depending on the network device, the operation of the wireless LAN router differs. See the instruction manuals for your networking device for help.
- When <Prohibit Use of Weak Encryption> is set to <On> ( ▶<Prohibit Use of Weak Encryption>(P. 820) ), the machine cannot be connected to the wireless LAN router without the security settings, or either WEP or TKIP is specified.

### NOTE

- This machine does not come with a wireless router. Have the router ready.
- The wireless router must conform to IEEE 802.11b/g/n and be able to communication in 2.4 GHz bandwidth. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

### If you want to reduce the power consumption

- If you set <Power Save Mode> to <On>, you can regularly set the machine to the power saving mode to match the signal that the wireless LAN router sends. <Wireless LAN> ▶ ▶<Power Save Mode>(P. 748)

### ■ Check the settings and information of the wireless LAN

Check the information you set.





 ▶ <Preferences> ▶ <Network> ▶ <Wireless LAN> ▶ <Wireless LAN Information>

### ■ Connecting Directly

You can establish a direct wireless connection between a mobile device and the machine without using a wireless LAN router.




## Setting Up the Connection Using WPS Push Button Mode

13WH-00C

If your wireless router supports the WPS (Wi-Fi Protected Setup) Push Button mode, you can easily set up a connection with the WPS button on the router.



 ► <Preferences> ► <Network> ► <Wireless LAN> ► <Wireless LAN Settings> ► <WPS Push Button Mode> ► press and hold the WPS button on the wireless router

► When the wireless LAN router is detected and the configuration is complete, the screen <Connected.> will be displayed.

### NOTE

- Depending on the networking device, you may need to press and hold the WPS button for 2 seconds or longer. See the instruction manuals for your networking device for help.
- If the wireless router is set to use WEP authentication, you may not be able to set up connection using WPS.

# Setting Up the Connection Using WPS PIN Code Mode

13WH-00E

Some WPS (Wi-Fi Protected Setup) routers do not support the Push Button mode. In this case, register the PIN code generated on the machine to the networking device.



## Generating a PIN code on the machine

**1** Press .

**2** Press **<Preferences>** ▶ **<Network>** ▶ **<Wireless LAN>** ▶ **<Wireless LAN Settings>** ▶ **<WPS PIN Code Mode>**.

⇒ A PIN code is generated.



## Registering the PIN code to the wireless router

Register the PIN code within two minutes after the PIN code is generated. For details, see the instruction manual for your networking device.

**1** Access a wireless router from a computer.

**2** Display the screen for entering a WPS PIN code.

**3** Register the generated PIN code to the wireless router.

⇒ When the wireless LAN router is detected and the configuration is complete, the screen **<Connected.>** will be displayed.

### NOTE

- If the wireless router is set to use WEP authentication, you may not be able to set up connection using WPS.

## Setting Up Connection by Selecting a Wireless Router

13WH-00F

You can search the wireless routers available for connection and select one from the display of the machine. For the network key, enter a WEP key or PSK. Before selecting a wireless router, check and write down the required setup information, including the SSID and network key. [▶Checking the SSID and Network Key\(P. 31\)](#)

### NOTE

#### Security settings

- If the wireless connection is set up by selecting a wireless router, the WEP authentication method is set to <Open System> or the WPA/WPA2 encryption method is set to <Auto> (AES-CCMP or TKIP). If you want to select <Shared Key> for WEP authentication or <AES-CCMP> for WPA/WPA2 encryption, set up the connection in <Enter Manually>. [▶Setting Up a Connection by Specifying Detailed Settings\(P. 29\)](#)

**1** Press .

**2** Press <Preferences> ▶ <Network> ▶ <Wireless LAN> ▶ <Wireless LAN Settings> ▶ <Other (Set Manually)>.

**3** Press <Select Access Point>.

- The machine starts searching for available wireless routers.

**4** Select a wireless router, and connect to it.

#### ■If the security setting of your wireless LAN router is WEP or WPA/WPA2-PSK

**1** Select the wireless LAN router to use, and press <OK>.

**2** Press <WEP Key> or <PSK>, and enter the network key.

**3** Press <OK>.

⇒ When the configuration is complete, the screen <Connected.> will be displayed.

#### ■If the security setting of your wireless LAN router is other than WEP or WPA/WPA2-PSK


**1** Select the wireless LAN router to use, and press <OK>.

⇒ When the configuration is complete, the screen <Connected.> will be displayed.

# Setting Up a Connection by Specifying Detailed Settings

13WH-00H

If you want to specify the security settings in detail or cannot establish the wireless connection using the other procedures, manually enter all the required information for the wireless LAN connection. Before specifying detailed settings, check the required information, including the SSID, network key, and wireless security protocols. **▶Checking the SSID and Network Key(P. 31)**

- 1** Press .
- 2** Press **<Preferences>** ▶ **<Network>** ▶ **<Wireless LAN>** ▶ **<Wireless LAN Settings>** ▶ **<Other (Set Manually)>**.
- 3** Press **<Enter Manually>**.
- 4** Press **<SSID>**, and enter the SSID that you have checked.
- 5** Specify the security settings in **<Security Settings>**.

## ■Using WEP

- 1** Press **<WEP>**.
- 2** Select an authentication method.
  - To use the WEP key as a password, press **<Shared Key>**.
  - If you press **<Open System>**, the machine experiences an authentication is set on the wireless router. If this happens, the machine automatically changes the setting to **<Shared Key>** and retries the connection.
- 3** Select the WEP key that you want to edit.
  - Press any of **<WEP Key 1>** to **<WEP Key 4>**.
- 4** Enter the network key that you have checked.
- 5** Select the WEP key to use.
- 6** Press **<OK>**.

## ■Using WPA-PSK or WPA2-PSK

- 1** Press **<WPA/WPA2-PSK>**.
- 2** Select an encryption method.
  - To set the machine to automatically select AES-CCMP or TKIP to match the setting of the wireless router, press **<Auto>**.
- 3** Press **<PSK>**, and enter the network key that you have checked.
- 4** Press **<OK>**.

**6** Press <OK>.

- ▣▶ When the wireless LAN router is detected and the configuration is complete, the screen <Connected.> will be displayed.

## Checking the SSID and Network Key

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13WH-00J

When manually setting up a wireless connection, you need to specify the SSID and network key of your wireless router. The SSID and network key may be indicated on these networking devices. Check your devices before setting up the connection. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

SSID	A name given for identifying a specific wireless LAN. Some other terms used for SSID include "access point name" and "network name."
Network Key	A keyword or password used for encrypting data or authenticating a network. Some other terms used for network key include "encryption key," "WEP key," "WPA/WPA2 passphrase," "preshared key (PSK)."
Wireless Security Protocols (Authentication / Encryption)	<ul style="list-style-type: none"> <li>• Security types (WEP/WPA-PSK/WPA2-PSK)</li> <li>• Authentication method (Open System/Shared Key)</li> <li>• Encryption method (TKIP/AES-CCMP)</li> </ul>

## Setting an IP Address

---

13WH-00K

To connect the machine to a network, a unique IP address on the network is required. The machine supports two versions of IP addresses: "IPv4" and "IPv6." Set and use them according to your environment. You can use either IPv4 or IPv6. You can also use both of them at the same time.




# Setting an IPv4 Address

13WH-00L

There are two methods to set an IPv4 address: allocating automatically using DHCP and entering manually. Select either of the two according to your environment. Conduct a connection test as necessary.

- ▶ **Setting an IPv4 Address(P. 33)**
- ▶ **Conducting a Connection Test for an IPv4 Address(P. 34)**

## Setting an IPv4 Address

- 1** Press .
- 2** Press **<Preferences>** ▶ **<Network>** ▶ **<TCP/IP Settings>** ▶ **<IPv4 Settings>**.
- 3** Press **<Use IPv4>** ▶ **<On>** ▶ **<OK>** to enable IPv4 settings.
- 4** Press **<IP Address Settings>** and set an IP address.



- You can set both automatic allocation and manual allocation. This enables you to use the IP address entered manually if automatic acquisition of an IP address fails.

### ■ Automatic allocation using DHCP

Press **<DHCP>** or **<Auto IP>**. Select one of them according to your network environment. If you select both **<DHCP>** and **<Auto IP>**, automatic allocation using DHCP takes priority.

#### NOTE

- If you press **<Auto IP>**, the available IP address is automatically searched in the network (LAN) and the value for each item is allocated. This function allocates the IP address without using a DHCP server. However, communication outside of the router range is not available.
- In an environment where both **<DHCP>** and **<Auto IP>** cannot be used, if either of the two is selected, useless communication occurs because the machine tries to check if the service is provided on the network.

### ■ Setting by manual entry

- 1** Confirm that both **<DHCP>** and **<Auto IP>** are canceled.
  - If either of the two is selected, press the button to cancel.

2 Enter the IP address, the subnet mask, and the gateway address.

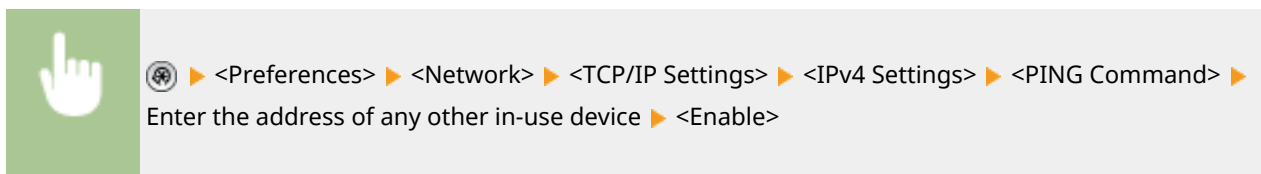
- Press the button corresponding to each and enter values.

5 Press <OK>.

6 Press  ►  ► <Apply Set. Changes> ► <Yes>.

## Conducting a Connection Test for an IPv4 Address

When the machine is connected properly, the Remote UI login screen can be displayed from the computer ( [▶Starting the Remote UI\(P. 644\)](#) ). You can conduct a connection test on the control panel of the machine.



⇒ When the machine is connected correctly, the <Response from the host.> message is displayed.

### IMPORTANT

- Even though IP addresses are properly set, if the machine is connected to a switching hub, the machine might not be connected to the network. In this case, delay the timing of the machine's communication start and try to connect again. [▶Setting the Wait Time When Connecting to a Network\(P. 41\)](#)

### LINKS

[▶Setting an IPv6 Address\(P. 35\)](#)

[▶Making WINS Settings\(P. 47\)](#)

## Setting an IPv6 Address

13WH-00R

The following are the types of IPv6 addresses. Register as necessary. Up to four stateless addresses can be registered. Conduct a connection test as necessary.

Type	Explanation
Link local address	Addresses that can be used only in the same link and that are automatically created without setting anything. Cannot be used out of the router range.
Stateless address	Addresses that are created automatically on the basis of the prefix notified by a router and the MAC address of the machine, even in an environment without a DHCP server.
Manual address	Addresses that are manually entered. Prefix length and a default router address are specified.
Stateful address	Addresses that are acquired from the DHCP server.

▶ **Setting an IPv6 Address(P. 35)**

▶ **Conducting a Connection Test for an IPv6 Address(P. 37)**

### Setting an IPv6 Address

**1** Press .

**2** Press <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv6 Settings>.

**3** Press <Use IPv6> ▶ <On> ▶ <OK> to enable IPv6 settings.

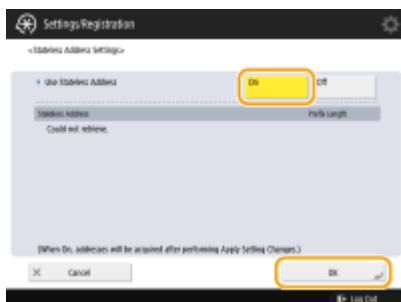
**4** Set an IP address.

- Set an IPv6 address according to your environment and purposes.

#### ■ Setting a stateless address

**1** Press <Stateless Address Settings>.

**2** Press <On> ▶ <OK>.



## ■ Setting a manual address

- 1 Press <Manual Address Settings>.
- 2 Press <On> in <Use Manual Address> and carry out the necessary settings.



### a <Use Manual Address>

Press <On>.

### b <Manual Address>

Press the <Manual Address> button and enter an address. The following addresses cannot be used.

- Addresses that begin with "ff" (multicast address)
- Addresses that consist only of "0"
- IPv4-compatible addresses (IPv6 addresses in which the upper 96 bits are "0" with an IPv4 address contained in the lower 32 bits)
- IPv4-mapped addresses (IPv6 addresses in which the upper 96 bits are "0:0:0:0:ffff:" with an IPv4 address contained in the lower 32 bits)

### c <Prefix Length>

The length of the network address section can be changed.

### d <Default Router Address>

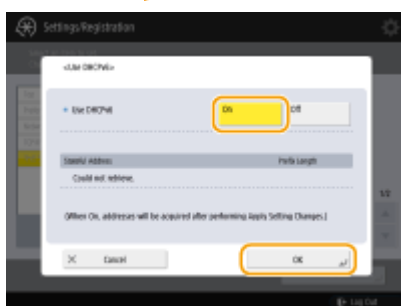
Press <Default Router Address> and enter an address. The following addresses cannot be used.

- Addresses that begin with "ff" (multicast address).
- Addresses that consist only of "0"

If you don't specify an address, leave the column blank.

## ■ Setting a stateful address

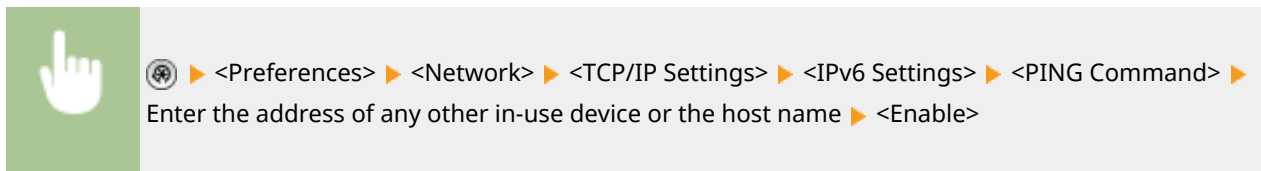
- 1 Press <Use DHCPv6>.
- 2 Press <On> ► <OK>.



5 Press  ►  ► <Apply Set. Changes> ► <Yes>.

## Conducting a Connection Test for an IPv6 Address

When the machine is connected properly, the Remote UI login screen can be displayed from a computer ( [▶Starting the Remote UI\(P. 644\)](#) ). If you don't have a computer to check it, confirm if a proper connection is completed with following the steps.



►► When the machine is connected correctly, the <Response from the host.> message is displayed.

### IMPORTANT

- Even though IP addresses are properly set, if the machine is connected to a switching hub, the machine might not be connected to the network. In this case, delay the timing of the machine's communication start and try to make a connection again. [▶Setting the Wait Time When Connecting to a Network\(P. 41\)](#)

### LINKS

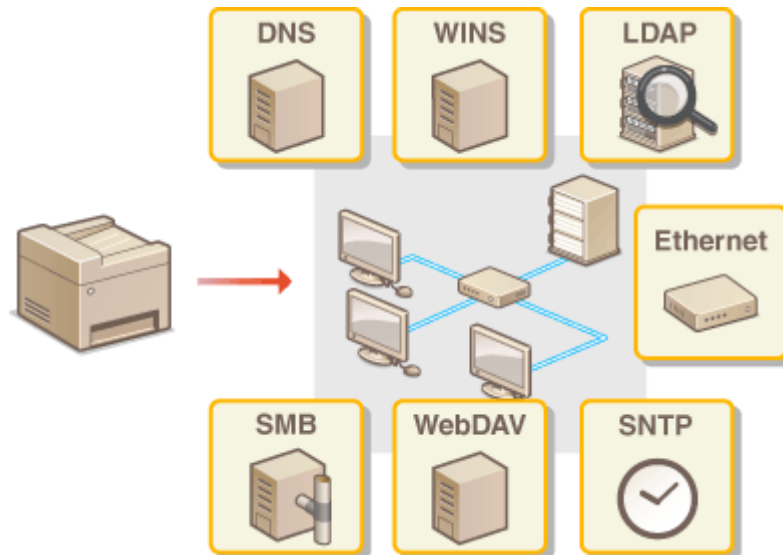
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[▶Setting an IPv4 Address\(P. 33\)](#)

## Adapting to the Network Environment

13WH-005

The scale and form of a network varies depending on the purpose and use. The machine adopts various technologies for adapting to as many environments as possible. Consult your network administrator and carry out necessary settings according to your environment.



# Making Ethernet Settings

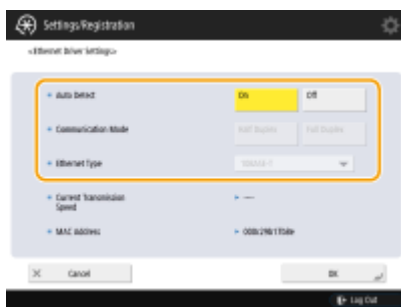
13WH-00U

Ethernet is a standard that stipulates communication methods within a LAN. Normally, the communication system (half-duplex/full-duplex) and Ethernet type (1000BASE-T/100BASE-TX/10BASE-T) can be set automatically. You can set them separately by switching the setting to manual operation. Register the settings as necessary.

1 Press .

2 Press <Preferences> ▶ <Network> ▶ <Ethernet Driver Settings>.

3 Make Ethernet settings.



- Normally, press <On> in <Auto Detect>. The communication system and Ethernet type are detected and automatically configured.

## ■ Making Ethernet settings manually

1 Press <Off> in <Auto Detect>.

2 Select the communication system.



**a** <Half Duplex>

Carry out send/receive functions alternately. Select this when the connected router is set for half-duplex communication.

**b** <Full Duplex>

Carry out send/receive functions at the same time. Select this as a general rule.

3 Select the Ethernet type.

- Select <10BASE-T>, <100BASE-TX>, or <1000BASE-T> in <Ethernet Type>.

**4** Press <OK>.

**5** Press  ►  ► <Apply Set. Changes> ► <Yes>.

## LINKS

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▶ [Setting the Wait Time When Connecting to a Network\(P. 41\)](#)

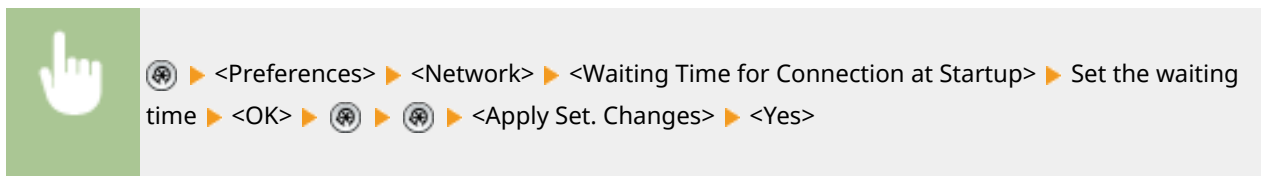


## Setting the Wait Time When Connecting to a Network

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13WH-00W

If you intend to implement network redundancy by connecting several switching hubs, a mechanism is necessary to avoid packet looping. In this case, it is effective to determine the roles of the switching ports, but communication may not be properly transmitted in cases just after changes such as adding a new device to the network. To connect the machine to such a network, set the waiting time which is the time until the communication starts.



### LINKS

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▶ **Making Ethernet Settings(P. 39)**

# Making DNS Settings

13WH-00X

The DNS server is a computer which converts the names of devices (domain names) on the Internet into IP addresses. There are many DNS servers on the Internet worldwide. They cooperate with each other to make correspondence between domain names and IP addresses. This section describes the steps for setting the machine's DNS server address, host name, and domain name. You can also set the machine so that an automatic update is carried out if correspondence between the host name and the IP address is changed. If you set DNS under an IPv6 environment, confirm if IPv6 addresses can be used ( **Setting an IPv6 Address(P. 35)** ). In addition, you can make correspondence with an IP address by acquiring the host name through a DHCP server without manually entering the host name of the machine.

▶ **Making DNS Settings(P. 42)**

▶ **Using a DHCP Server(P. 45)**

## Making DNS Settings

**1** Press .

**2** Press **<Preferences>** ▶ **<Network>** ▶ **<TCP/IP Settings>** ▶ **<DNS Settings>**.

**3** Specify a DNS server address.

**1** Press **<DNS Server Address Settings>**.

**2** Carry out the necessary settings.

- According to your environment, enter an IP address of the DNS server.



**a** **<IPv4>**

- Press **<Primary DNS Server>**, and enter an IPv4 address of the DNS server.
- If there is a secondary DNS server, enter its IP address. If you don't set a secondary DNS server, enter "0.0.0.0".

**b** **<IPv6>**

- Press **<Primary DNS Server>**, and enter an IPv6 address of the DNS server. You cannot enter addresses that begin with "ff" (multicast address), addresses that consist of only "0," or local link addresses.

- If there is a secondary DNS server, enter its IP address. You cannot enter addresses that begin with "ff" (multicast address), addresses that consist of only "0," or local link addresses. This column can be left blank.

3 Press <OK>.

## 4 Specify the machine's host name and domain name.

1 Press <DNS Host/Domain Name Settings>.

2 Carry out the necessary settings.



### a <IPv4>

- Press <Host Name>, and enter the host name of the machine to register on the DNS server using alphanumeric characters.
- Press <Domain Name>, and enter the domain name which the machine belongs to using alphanumeric characters (**Example:** "example.com").

### b <IPv6>

- To set the host name and domain name to be the same as IPv4, press <On> in <Use Same Host Name/Domain Name as IPv4>. To set to be different from those of IPv4, press <Off>.
- To set the host name to be different from IPv4, press <Host Name> and enter the host name of the machine to register on the DNS server using alphanumeric characters.
- To set the domain name to be different from IPv4, press <Domain Name> and enter the domain name that the machine belongs to using alphanumeric characters. (**Example:** "example.com").

## NOTE

- If you set <Use DHCPv6> to <On> for the stateful address settings ( **▶Setting an IPv6 Address(P. 35)** ), the manually configured domain name is overwritten. If you set <Use Same Host Name/Domain Name as IPv4> to <On>, the domain name that is retrieved from DHCPv6 server is used.

3 Press <OK>.

## 5 Set automatic correspondence updates.

1 Press <DNS Dynamic Update Settings>.

2 Carry out the necessary settings.



**a** <IPv4>

- To automatically update the information when correspondence between the host name and the IP address is changed in an environment such as DHCP, press <On> in <DNS Dynamic Update>.

**b** <IPv6>

- To automatically update the information when correspondence between the host name and the IP address is changed in an environment such as DHCP, press <On> in <DNS Dynamic Update>.
- Turn <On> the address you want to register as a DNS server in <Register Stateless Address>/<Register Manual Address>/<Register Stateful Address>. Please note that automatic update cannot be carried out if all are set to <Off>.

**3** Press <OK>.

## 6 Specify the mDNS settings.

**1** Press <mDNS Settings>.

**2** Carry out the necessary settings.



**a** <Use IPv4 mDNS>

- To enable the DNS function in an environment without a DNS server, press <On>.
- Press <mDNS Name>, and enter an mDNS name of your choice using alphanumeric characters.

**b** <Use IPv6 mDNS>

- To enable the DNS function in an environment without a DNS server, press <On>.
- To set the same settings as IPv4 for the mDNS name, press <On> for <Use Same mDNS Name as IPv4>. To use different settings, press <mDNS Name> and enter an mDNS name of your choice using alphanumeric characters.

### IMPORTANT

- If you set <Use IPv4 mDNS> to <On>, the machine will not completely enter the Sleep mode.
- If you set <Use IPv6 mDNS> to <On>, the machine will not completely enter the Sleep mode.

**3** Press <OK>.

**7** Press   **<Apply Set. Changes>**  **<Yes>**.

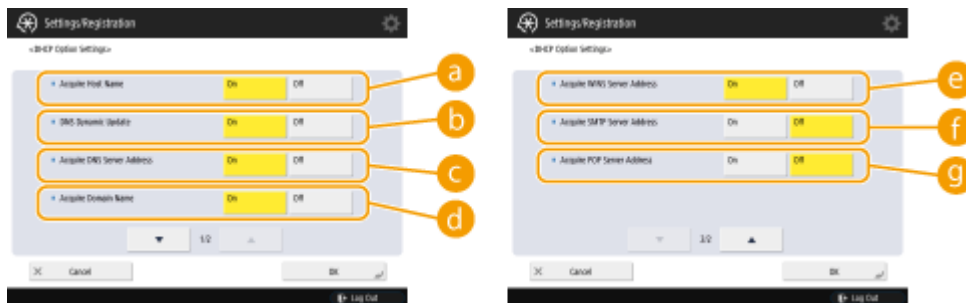
## Using a DHCP Server

You can acquire a host name by using the DHCP server.

**1** Press .

**2** Press **<Preferences>**  **<Network>**  **<TCP/IP Settings>**  **<IPv4 Settings>** or **<IPv6 Settings>**  **<DHCP Option Settings>**.

**3** Carry out the necessary setup.



- Some items may not be displayed in **<IPv6 Settings>**.

**a** **<Acquire Host Name>**

To acquire a host name through the DHCP server, press **<On>**.

**b** **<DNS Dynamic Update>**

To make the DHCP server automatically update information regarding correspondence between the IP addresses and the host names without using the machine, press **<On>**.

**c** **<Acquire DNS Server Address>**

To acquire the DHCP server IP address, press **<On>**.

**d** **<Acquire Domain Name>**

To acquire a domain name through the DHCP server, press **<On>**.

**e** **<Acquire WINS Server Address>**

To acquire a domain name through the WINS server, press **<On>**.

**f** **<Acquire SMTP Server Address>**

To acquire a domain name through the SMTP server, press **<On>**.

**g** **<Acquire POP Server Address>**

To acquire a domain name through the POP server, press **<On>**.

**4** Press **<OK>**.

**5** Press   **<Apply Set. Changes>**  **<Yes>**.

# Making SMB Settings

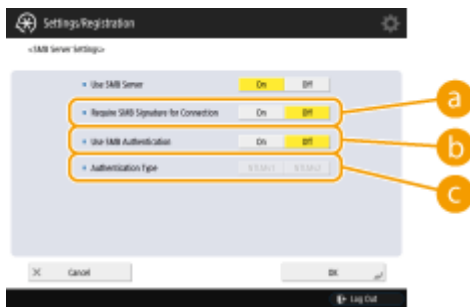
13WH-00Y

This section describes setup steps to share files and printers among multiple devices on the network utilizing the SMB protocol. Enabling the SMB server functions makes it possible for the Advanced Space to be used as a SMB file server.

**1** Press .

**2** Press **<Preferences>** ▶ **<Network>** ▶ **<TCP/IP Settings>** ▶ **<SMB Server Settings>**.

**3** Select **<On>** in **<Use SMB Server>** and carry out the necessary setup.



**a** **<Require SMB Signature for Connection>**

To set so that an SMB packet signature is requested when connecting to the SMB server, press **<On>**.

**b** **<Use SMB Authentication>**

User authentication is conducted by using user information in the Advanced Space. To conduct user authentication, press **<On>**.

**c** **<Authentication Type>**

Select the version of the authentication protocol. Select **<NTLMv1>** or **<NTLMv2>**, according to your operating system. You can also select both.

**4** Press **<OK>**.

**5** Press  ▶  ▶ **<Apply Set. Changes>** ▶ **<Yes>**.

## LINKS

 **Making WINS Settings(P. 47)**

 **Setting the Advanced Space of the Machine(P. 65)**

# Making WINS Settings

13WH-010

WINS is the name of a solution service that converts a NetBIOS name (a computer name and a printer name on an SMB network) into an IP address. To use WINS, you need a specified WINS server.

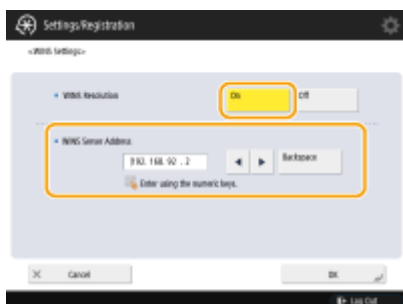
## IMPORTANT

- To register the WINS server on the machine, set <Computer Name/Workgroup Name Settings> for <TCP/IP Settings>. ▶<Computer Name/Workgroup Name Settings>(P. 742)

**1** Press .

**2** Press <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <WINS Settings>.

**3** Press <On> in <WINS Resolution>, and enter the IP address of the WINS server in <WINS Server Address>.



## IMPORTANT

- If the WINS server IP address is acquired from the DHCP server, the IP address acquired from the DHCP server has priority.

**4** Press <OK>.

**5** Press  ▶  ▶ <Apply Set. Changes> ▶ <Yes>.

## LINKS

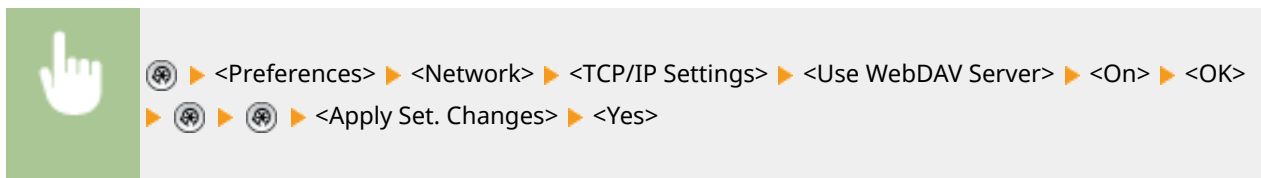
▶<Setting an IPv4 Address>(P. 33)

## Making WebDAV Settings

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13WH-011

This section describes steps to enable the WebDAV server functions. WebDAV is a protocol that is expanded from HTTP and is utilized to manage files and folders on a web server. Because WebDAV also supports TLS encryption, you can construct a file sharing system which is highly secure through user management. Enabling the WebDAV server functions makes it possible for the Advanced Space to be used as a WebDAV file server.



### LINKS

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▶ **Setting the Advanced Space of the Machine(P. 65)**



# Registering the LDAP Server

13WH-012

In environments where an LDAP sever is employed, fax numbers and e-mail addresses can be searched, specified as destinations from the machine, and registered in the machine's Address Book. Up to five LDAP servers can be registered.

**1** Press .

**2** Press <Set Destination> ► <Register LDAP Server>.

**3** Register the LDAP server.

**1** Press <Register>.

**2** Enter the necessary information.



**a** <Server Name>

Enter a name for the LDAP server.

**b** <Server Address>

Enter the IP address or host name of the LDAP server using alphanumeric characters (**Example:** "ldap.example.com").

## IMPORTANT

### <Server Address> and DNS

To prevent errors, pay attention to the following when a destination search is carried out from the machine to the LDAP server.

- When entering the IP address, check if the usable DNS server supports only forward lookup. When the DNS server supports forward lookup only, press <Do Not Use> or <Use> in <Authentication Information> in step 4. When selecting <Use (Security Auth.)>, confirm that the DNS server supports reverse lookup.

**c** <Position to Start Search>

Specify where to start searching in the directory tree of the LDAP server.

- For LDAPv3, you can skip the setting because the machine retrieves automatically the server's setting. For LDAPv2, always specify the point.

## NOTE

**Entering the format of <Position to Start Search>**

- When you use Windows Server 2003 R2 SP2 with Active Directory, Windows Server 2008 SP2 with Active Directory, Windows Server 2012 with Active Directory, Windows Server 2012 R2 with Active Directory, enter the domain name of the Active Directory in units of strings divided by a dot ".". Add "DC=" for each unit and separate them with commas ",".
 

**Example:** When the domain name is "john.example.com", enter "DC=john,DC=example,DC=com".
- When you use Lotus Notes Domino R7 or later, enter the directory tree node identification name (dn) like "cn=user1,ou=team1,ou=salesdept,o=canon".

**d <Use TLS>**

To encode the communication to/from the LDAP server using TLS, press <On>.

**e <Search Timeout>**

Specify in seconds how long the search can continue.

**f <Max Addresses to Search>**

Specify how many destinations can be searched.

**g <Port Number>**

Enter the port number used when communicating to/from the LDAP server.

**3** Press <Next>.

**4 Set authentication information.**

- Specify authentication methods according to the settings of the LDAP server.

**■ When authenticating using login information**

Enter the user name and the password used as authentication information.

**1** Press <Use> in <Authentication Information>.

**2** Enter the user name and the password and carry out the necessary settings.



**a <User Name>**

Enter the user name of the machine registered on the LDAP server.

**NOTE**

**Entering the format of the user name**

- When you use Windows Server 2003 R2 SP2 with Active Directory, Windows Server 2008 SP2 with Active Directory, Windows Server 2012 with Active Directory, Windows Server 2012 R2 with Active Directory, enter in the format of "(Windows domain name)\(Windows user name)".
 

**Example:** When the Windows domain name is "example" and Windows user name is "user1", enter "exampleuser1".

- When you use Lotus Notes Domino R7 or later, enter the authenticated user identification name (dn) like "cn=user1,ou=team1,ou=salesdept,o=canon".

**b** <Password>

Enter the password registered on the LDAP server. When the password is entered, <Confirm> is displayed for confirmation. Enter the password again.

**c** <Display Authentication Screen When Searching>

When searching destinations, to display the user name and password entry screen, press <On>.

**d** <LDAP Server Version and Character Code>

Select a combination of the LDAP version of the server and character code.

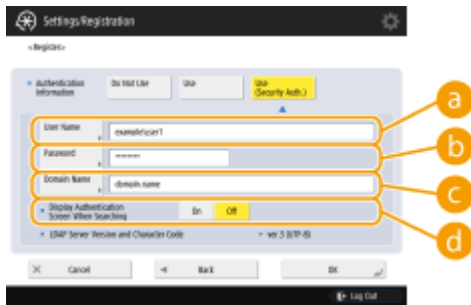
**3** Press <OK>.

**■ When authenticating using encoded data**

Authentication can be done more safely by encoding the data exchange. When this measure is employed, the LDAP version and character code information are set to <ver.3 (UTF-8)>. The time of the machine and LDAP server need to be synchronized.

**1** Press <Use (Security Auth.)> in <Authentication Information>.

**2** Enter the user name and the password and carry out the necessary settings.



**a** <User Name>

Enter the username of the machine registered in the LDAP server (Example:"user1").

**b** <Password>

Enter the password registered on the LDAP server. When the password is entered, <Confirm> is displayed for confirmation. Enter the password again.

**c** <Domain Name>

Enter the domain name of the machine.

**d** <Display Authentication Screen When Searching>

When searching destinations, to display the user name and password entry screen, press <On>.

**3** Press <OK>.

**■ When authenticating anonymously without using login information**

**1** Press <Do Not Use> in <Authentication Information>.

**2** Select the combination of the LDAP version and the character code of the server.



3 Press <OK>.

## LINKS

---

- ▶ [Performing User Authentication when Distributing Device Information\(P. 717\)](#)
- ▶ [Registering Server Information\(P. 562\)](#)
- ▶ [<Set Destination>\(P. 803\)](#)
- ▶ [Making Sntp Settings\(P. 57\)](#)

# Monitoring and Controlling via SNMP

13WH-013

SNMP is a protocol for monitoring and controlling communication devices on a network on the basis of a management information database called MIB. You can check the machine's error information and the number of prints through a computer. The machine supports SNMPv1 and SNMPv3 in which security functions are enhanced. You can use either of the two or both. Set each function according to your environment and purposes.

## SNMPv1

SNMPv1 determines the communication range on the basis of information called community name. However, as community names are sent to networks as plain text, they may be vulnerable to security issues. To ensure safety, invalidate SNMPv1 and use SNMPv3.

## SNMPv3

SNMPv3 enables you to implement network device management with strong security functions.

### NOTE

- When SNMP management software is usable, you can set, monitor, and control the machine through a computer. For details, see your software's instruction manuals.

## Setting SNMPv1/SNMPv3

**1** Press .

**2** Press <Preferences> ▶ <Network> ▶ <SNMP Settings>.

**3** Set SNMPv1.

**1** Press <On> in <Use SNMPv1>.

- If you don't use SNMPv1, press <Off>.

**2** Press <Set Dedicated Community>, <Set Community Name 1> or <Set Community Name 2>.

- The exclusive community is a community (group) prepared for managers using Canon software such as iW Management Console. To use the exclusive community, press <Set Dedicated Community>. To specify a general community, press <Set Community Name 1> or <Set Community Name 2>.

**3** Set the community.



**a** <Dedicated Community>/<Community Name 1>/<Community Name 2>

To use the selected community, press <On>. When you don't want to use the community, press <Off>.

**b** <MIB Access Permission>

For each community, select MIB access privileges from <Read/Write> or <Read Only>.

**c** <Community Name>

Enter a community name that you belong to using alphanumeric characters. If you select <Set Dedicated Community>, you cannot set an exclusive community name.

**4** Press <OK>.

## 4 Set SNMPv3.

**1** Press <On> in <Use SNMPv3>.

- If you don't use SNMPv3, press <Off>.

**2** Press <Administrator Settings>.

**3** Specify the necessary settings, and press <OK>.



**a** <Use Administrator>

If you use Administrator, set to <On>.

**b** <Encryption Password>

If you use a password which is different from the authentication, deselect <Use Same Password as for Authentication>, press <Encryption Password>, and enter the password.

**4** Press <User Settings> ► <Register>.

**5** Enter the necessary information.



**a** <User Name>

Enter a user name using alphanumeric characters.

**b** <MIB Access Permission>

Select MIB access privileges from <Read/Write> or <Read Only>.

**c** <Security Settings>

Set a combination of authentication and encoding. Select <Auth. Yes/Encrypt. Yes>, <Auth. Yes/Encrypt. No>, or <Auth. No/Encrypt. No>.

**d** <Authentication Algorithm>

Select <MD5> or <SHA1> according to your environment.

**e** <Authentication Password>

Enter a password to use for authentication. When the password is entered, <Confirm> is displayed for confirmation. Enter the password again.

**f** <Encryption Algorithm>

Select <DES> or <AES> according to your environment.

**g** <Encryption Password>

Enter a password to use for encoding. When the password is entered, <Confirm> is displayed for confirmation. Enter the password again.

- 6 Press <OK> ► <OK>.
- 7 Press <Context Settings> ► <Register>.
- 8 Enter a context name and press <OK>.
- 9 Press <OK>.

## 5 Configure settings in <Retrieve Printer Mngt. Information from Host>.

- If you set to <On>, you can periodically acquire printer management information such as printing protocol from a computer on the network by using SNMP.

## 6 Press <Next>.

## 7 Configure settings in <Reject SNMP Packets While in Sleep Mode>.

- SNMP data cannot be received while in sleep mode.

### NOTE

- If you set to <On>, you may not be able to access the machine from Canon Software (iW series) or applications using the SNMP protocol.

## 8 Press <OK>.

## 9 Press ► ► <Apply Set. Changes> ► <Yes>.

**NOTE**

- When using SNMPv1 and SNMPv3 in combination, it is recommended to set MIB access privileges for SNMPv1 to <Read Only>. If you set <Read/Write>, almost all of the machine's operations become practicable and the strong security functions of SNMPv3 will not be effective. Access privileges to MIB can be set in either SNMPv1 or SNMPv3. In SNMPv3, you can set them for each user.
- If Administrator is disabled, you cannot specify settings in <SNMP Settings> ▶ <Use SNMPv3> ▶ <Administrator Settings>. In addition, <Use Same Password as for Authentication> for <Encryption Password> is fixed to off. "Administrator" cannot be used as a user name in <SNMP Settings> ▶ <Use SNMPv3> ▶ <User Settings>.



## Other Network Settings

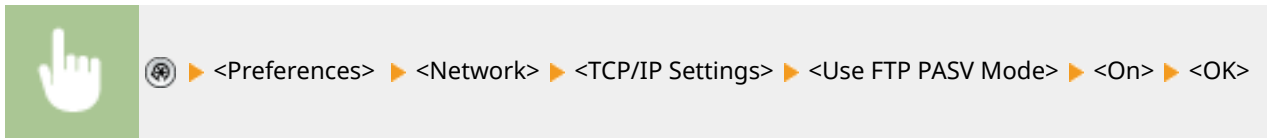
13WH-014

Set the following according to your network environment.

- ▶ **Setting the PASV Mode of FTP(P. 57)**
- ▶ **Making SNTP Settings(P. 57)**
- ▶ **Monitoring the Machine From Device Management Systems(P. 58)**


### Setting the PASV Mode of FTP

PASV is an FTP communication mode that is used during file transfer. Press <On> for this setting to enable the machine to connect to an FTP server even if the machine is within a firewall. Confirm beforehand that the PASV mode is set on the FTP server side.



### Making SNTP Settings

SNTP is a protocol to adjust time using a time server on the network. SNTP is used when time needs to be adjusted between the machine and the server in cases when security authentication is done at the time of accessing an LDAP server. Set the time difference (time zone) beforehand because actions are based on Coordinated Universal Time (UTC). ▶ **Setting the Date/Time(P. 17)**

- 1 Press .
- 2 Press <Preferences> > <Network> > <TCP/IP Settings> > <SNTP Settings>.
- 3 Press <On> in <Use SNTP> and carry out the necessary settings.



**a <Polling Interval>**

Specify the prescribed interval to adjust time.

**b <NTP Server Address>**

Enter the IP address of the NTP server. When the DNS server is used, instead of an IP address, you can enter "host name.domain name" (FQDN) using alphanumeric characters. (**Example:** "ntp.example.com").

**C <Check NTP Server>**

You can check the communication status between a registered server and the SNTP. When a connection is made properly, "OK" is displayed. However, only the communication status is confirmed and time adjustment is not carried out.

**NOTE**

- To perform time synchronization via SNTP with the NTP server, setting the time zone where the machine is used is required in advance. **▶Setting the Date/Time(P. 17)**

**4** Press <OK>.

**5** Press   **<Apply Set. Changes>** **>** **<Yes>**.

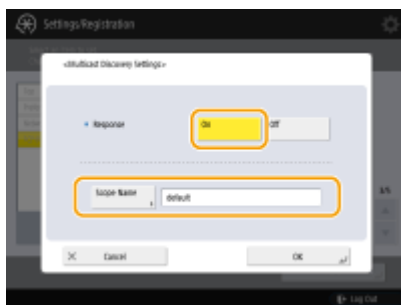
## Monitoring the Machine From Device Management Systems

When device management software such as iW Management Console is employed, you can collect/manage various information such as setting information, address information, and device failure information on the network through the server.

**1** Press .

**2** Press **<Preferences>** **>** **<Network>** **>** **<TCP/IP Settings>** **>** **<Multicast Discovery Settings>**.

**3** Set **<Response>** to **<On>**, press **<Scope Name>** and enter a scope name.



- Enter a scope name specified using Multicast Discovery Settings in **<Scope Name>**.

**4** Press <OK>.

**5** Press   **<Apply Set. Changes>** **>** **<Yes>**.

## LINKS

**▶<Network>(P. 741)**



# Installing Drivers

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13WH-015

Install various drivers and related software contained in the included User Software CD-ROM. Some drivers may not be supported depending on the OS. For support conditions for the most recent OS, visit the Canon website (<http://canon.com/>).

## 1 Make preparations before installation.

- Equip the machine with optional devices such as the finisher (  **Optional Equipment(P. 1088)** ).
- Several CD-ROM disks may be included depending on your model and environment. If you have some CD-ROM disks, see  **Driver Software Used with This Machine(P. 1123)** to check the drivers.

## 2 Set the User Software CD-ROM in a computer.

## 3 Confirm the installation guide and carry out installation.

### ■ For Windows

For more details on the installation, click [Manuals], and see [Printer Driver Installation Guide], [Color Network ScanGear 2 Installation Guide], and [Fax Driver Installation Guide].

### ■ For Mac OS

For more details on the installation, see the installation guide on the "Driver installation guide" CD-ROM.

#### **Mac Printer Driver Installation Guide/Mac Fax Driver Installation Guide/Mac Scan Driver Installation Guide**

[Documents]\* - [XXXXXX] - [Guide] - [index.html]

\* For [XXXXXX], select your desired language.

## Fax Line Settings

13WH-016

To use the fax on the machine, register the fax number and company or department name to be displayed/printed at the receiving party's fax machine when sending a fax. Also, set the communication channel type.

### NOTE

#### To use the fax function

- The optional product is required for faxing. ▶ **System Options(P. 1118)**

**1** Press .

**2** Press <Function Settings> ▶ <Send> ▶ <Fax Settings> <Set Line>.

**3** Press <Line 1> ▶ <Register Unit Telephone Number>.

**4** Enter a fax number and press <OK>.

- The fax number you registered will be notified to the recipient.

**5** Enter a name in <Register Unit Name> and press <OK>.

- The name you registered will be notified to the recipient.

### NOTE

- Instead of the unit name you specified, you can show or print the sender's name. ▶ **Basic Operations for Sending Faxes(P. 318)**

**6** Select a line type in <Select Line Type>, press <OK>.

- If you are not sure what kind of line type you are using, please contact your dealer or the sales office of your telephone company.

### NOTE

#### Configure the setting according to the fax option.

- You can edit the line name that is displayed in the line selection screen using <Edit Line Name for Select Line Screen>. ▶ <Send>(P. 775) ▶ <Fax Settings>
- You can change the display of the address list according to the selected line in <Default Address List When Selecting Line>. ▶ <Send>(P. 775) ▶ <Fax Settings>
- You can set to display a destination's phone number on the screen or report in <Set Number Display>. ▶ <Receive/Forward>(P. 788) ▶ <Fax Settings>
- You can set to automatically switch of the incoming fax and incoming call in <Select RX Mode>. ▶ <Receive/Forward>(P. 788) ▶ <Fax Settings>

## LINKS

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- ▶ **Faxing(P. 313)**
- ▶ **Options(P. 1086)**

# Setting E-mail/I-Fax Communication

13WH-017

To directly send scanned documents via e-mail/I-fax without going through a computer, you need to configure communication settings such as a mail server, authentication methods, etc. Generally, an SMTP server is used for sending, and an SMTP server or a POP3 sever is used for receiving. You can set encoding and other parameters. For details about necessary settings, contact the Internet service provider or network administrators.

**1** Press .

**2** Press <Function Settings> ▶ <Send> ▶ <E-Mail/I-Fax Settings> ▶ <Communication Settings>.

**3** Set communication.



**a** <SMTP RX>

Press <On> when you want to make the machine an SMTP server to receive e-mails and I-faxes. Be aware that you cannot receive via SMTP if you don't register the host name of the machine on the DNS server.

**b** <SMTP Server>

Enter an SMTP server name (or an IP address).

**c** <E-Mail Address>

Enter the machine's e-mail address.

- You can specify any name as the user name (part at the left of @ mark). Enter the registered host name at the right of the @ mark.

**d** <POP Server>

Enter a POP3 server name (or an IP address).

**e** <POP Login Name>

To use a POP3 server, enter the user name of the specified mail account using alphanumeric characters.

**f** <POP Password>

To use a POP3 server, enter the password of the specified mail account.

**g** <POP Interval>

You can set the interval to automatically issue POP in minutes.

**h** <Authent./Encryption>

Display the screen to set authentication and encryption.

**i** <POP>

Press <On> when you want to receive e-mails and I-faxes using a POP3 server.

### ■ Setting POP authentication before sending and encryption communication to/from the POP server

POP authentication before sending (POP before SMTP) is a confirmation of users by the POP server (reception mail server) before sending, which is a function to block unauthorized e-mails sent by third parties. When the POP server supports TLS, communication can be encoded.

- 1 Press <Authent./Encryption>.
- 2 Specify each item.



#### a <POP Auth. Method>

Set the authentication methods of the POP3 server. To encode the password during authentication, select <APOPOP>. To authenticate users when receiving mail (POP), select <POP AUTH>.

#### b <POP Authentication Before Sending>

To perform authentication using the POP3 server, press <On>.

#### c <Allow TLS (POP)>

To encode the communication to/from the POP3 server using TLS, press <On>. When <On> is set, you can confirm the TLS server certificate during communication with the server and add CN to the verification items. <E-Mail/I-Fax Settings> ▶ ▶ <Confirm TLS Certificate for POP RX>(P. 781)

- 3 Press <OK>.

### ■ Setting SMTP authentication and encryption communication to/from the SMTP server

SMTP authentication (SMTP AUTH) verifies users by checking user names and passwords when e-mails are sent. It can also encode SMTP communication (sent and received). To encode SMTP reception using TLS, prepare key pairs beforehand. ▶ <Configuring the Key and Certificate for TLS>(P. 600)

- 1 Press <Authent./Encryption>.
- 2 Specify each item.



#### a <SMTP Authentication (SMTP AUTH)>

To use SMTP authentication, press <On>, enter the user name and password of the specified mail accounts in <User Name> and <Password>.

## NOTE

### When making settings for each registered user

- You can set user names/passwords to be used in SMTP authentication for each registered user or division ID ( [▶Registering User Information in the Local Device\(P. 558\)](#) ). When you want to use the user names in the specified mail account of the machine which is set in <SMTP Authentication (SMTP AUTH)>, change the authentication methods during server authentication. ( [▶Configuring the User Login Methods and Authentication Devices\(P. 568\)](#) )

#### **b** <Allow TLS (SMTP RX)>

To encode communication using TLS when receiving e-mails and I-faxes using the SMTP server, press <Always TLS> or <On>. When you don't want to receive data other than encoded data, select <Always TLS>.

#### **c** <Display Auth. Screen When Sending>

When sending e-mails and I-faxes, to display the user name and password entry screen, press <On>.

#### **d** <Allow TLS (SMTP TX)>

To encode the communication to/from the SMTP server using TLS, press <On>. When <On> is set, you can confirm the TLS server certificate during communication with the server and add CN to the verification items. <E-Mail/I-Fax Settings> ▶ [▶<Confirm TLS Certificate for SMTP TX>\(P. 781\)](#)

**3** Press <OK>.

**4** Press <OK>.

## IMPORTANT

- Depending on your environment, you might need to specify the SMTP/POP3 port number. When you use Office365, set the SMTP sending port number to "587". For details, contact the Internet service provider or the network administrators.

## LINKS

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[▶Specifying E-Mail Settings\(P. 459\)](#)

[▶Using Internet Faxes \(I-Fax\)\(P. 367\)](#)



## Setting the Advanced Space of the Machine

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13WH-018

The hard disk installed in the machine has a public space called "Advanced Space." It can be made available on the same network using the SMB or WebDAV protocol. Accordingly, you can easily implement file sharing with computers and other Canon multifunction printers\* without introducing a server. In addition, you can increase the storage capacity by connecting the machine to the Advanced Space of other multifunction printers. To utilize such functions, adjust settings for sharing files beforehand. Here, the procedures are described as follows.

\* Available only for imageRUNNER ADVANCE series machines connected to a network

# Setting Advanced Space to Public

13WH-019

Open the storage space (Advanced Space) on the network to share files. Specify information such as file types to be saved. You can create an exclusive space for personal use in the Advanced Space. To make the Advanced Space available on a network, you need to set the machine to be used as the SMB server or WebDAV server.

▶ **Making SMB Settings(P. 46)**

▶ **Making WebDAV Settings(P. 48)**

**1** Press .

**2** Press **<Function Settings>** ▶ **<Store/Access Files>** ▶ **<Advanced Space Settings>** ▶ **<Unified Advanced Space Settings>** ▶ **<Next>**.

**3** Set the method to make the Advanced Space available to the network and press **<Next>**.

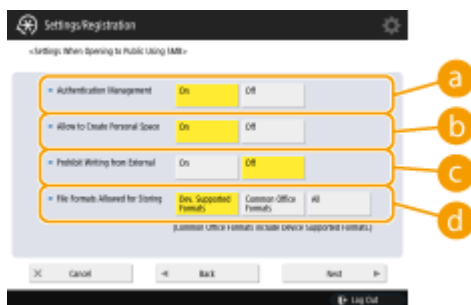


- If you want to make the Advanced Space available to the outside as a WebDAV server, press **<By WebDAV>**.
- If you want to make the Advanced Space available to the outside as an SMB server, press **<By SMB>**.

## IMPORTANT

- If you set to **<WebDAV>**, the **<Use WebDAV Server>** is set to **<On>**. If you set to **<By SMB>**, the **<Use WebDAV Server>** setting in **<SMB Server Settings>** is set to **<On>**.
  - ▶ **Making WebDAV Settings(P. 48)**
  - ▶ **Making SMB Settings(P. 46)**

**4** Set the Advanced Space.



**a** **<Authentication Management>**

To manage authentication, press **<On>**.

**b** **<Allow to Create Personal Space>**

To create an exclusive folder for personal use in the Advanced Space, press <On>. If <Authentication Management> is not set to <On>, setting is not possible.

**c <Prohibit Writing from External>**

To create an exclusive folder for personal use in the Advanced Space, press <On>.

**d <File Formats Allowed for Storing>**

Select one of the file formats to be saved in the Advanced Space.

<Dev. Supported Formats>	pdf, jpg, jpe, jpeg, tif, tiff, xps, pptx, oxps format files
<Common Office Formats>	In addition to the files in <Dev. Supported Formats>, doc, xls, csv, ppt, txt format and general-purpose files.
<All>	All file formats.

## 5 Press <Next> and carry out the necessary settings.

### ■ If you set to <By WebDAV>

Set whether to use TLS and press <Next>.

- If you use TLS, press <On>. Configure the setting of the keys and certificates. **▶ <Configuring the Key and Certificate for TLS>(P. 600)**
- If you set the <Authentication Management> and TLS setting to <On>, the setting of <Authentication Type> in <WebDAV Server Settings> is set to <Basic>. <Advanced Space Settings> ▶ **▶ <WebDAV Server Settings>(P. 798)**

### ■ If you set to <By SMB> and set the <Authentication Management> setting to <On>

Select the authentication type and press <Next>.

- If you set the authentication type, the setting of <Use SMB Authentication> in <SMB Server Settings> is set to ON. <TCP/IP Settings> ▶ **▶ <SMB Server Settings>(P. 742)**

### ■ If you set to <By SMB> and set the <Authentication Management> setting to <Off>

You don't need to configure the setting. Proceed to Step 6.

## 6 Press <OK>.

## 7 Press ▶ ▶ <Apply Set. Changes> ▶ <Yes>.

## LINKS

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**▶ Using as a Simple File Server(P. 474)**

## Connecting to the Other Devices

13WH-01A

The machine can be connected to a computer (Windows server) or Advanced Space of other Canon multifunction printers on a network. The machine can print/send data saved in the connected Windows server or Advanced Space. Conversely, other multifunction printers can retrieve data from the Advanced Space of the machine.

### NOTE

- To connect the machine to the storage spaces on other multifunction printers, settings of the other printers are also necessary. **▶Setting Advanced Space to Public(P. 66)**

**1** Press .

**2** Press **<Function Settings>** ▶ **<Store/Access Files>** ▶ **<Network Settings>**.

**3** Specify each item.

### ■Registering multifunction printers to connect to

Register the Windows server or Advanced Space of other multifunction printers to connect to.

- Press **<Network Place Settings>** ▶ **<Register>**.
- Enter the necessary information and press **<OK>**.



#### **a** <Name>

Enter the name of the Advanced Space to connect to. As a name entered here is displayed on the list at the time of access, enter a name that is easy to read.

#### **b** <Protocol>

Select **<SMB>** or **<WebDAV>**, depending on whether the Windows server or Advanced Space of destination is made available as an SMB server or WebDAV.

#### **c** <Location>/<Host Name>

<Location> is displayed when you select **<SMB>**, and <Host Name> is displayed when you select **<WebDAV>** in the protocol setting.

- Enter the address in <Location> as "\\ (host name or IP address) \share" to connect to a shared space, or "\\ (host name or IP address) \users" to connect to personal space.
- Enter the address in <Host Name> as "https:// (host name or IP address)", and press **<Next>**. Then, enter "/share" for the shared space or "/users" for the personal space in <Folder Path>.

**IMPORTANT**

- Do not register something other than the Advanced Space of another imageRUNNER ADVANCE series machine or a Windows server which is opened externally, as this may cause the machine to malfunction.

**■Controlling communication protocols**

Select the communication protocol to use when making an external reference to a Windows server or Advanced Space of other Canon multifunction printers on a network. However, if only one of them is used, you can increase the security by disabling unnecessary settings.

- 1 Press <Protocol for External Reference>.
- 2 Press <On> of the protocol you use, then press <OK>.

**IMPORTANT**

- When connection via SMB is not used, set the <SMB> setting to <Off>. When connection via WebDAV is not used, set the <WebDAV> setting to <Off>.

**■Verifying the certificate when connecting**

When the Windows server or Advanced Space to connect to is set to use TLS, you can verify the TLS server certificate sent from the connected device when connecting. Because a connection will be canceled if an error occurs, attacks such as identity theft by third parties can be prevented.

- 1 Press <Confirm TLS Certificate for Network Access>.
- 2 Press <On> ► <OK>.
  - When you press <On>, the screen for adding the verification items is displayed. If you need to verify the CN (Common Name), add a check mark.

**IMPORTANT**

- If you do not verify the certificate, TLS communication is performed, even with an invalid certificate.

**LINKS**

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- ▶ **Working with Other Devices(P. 484)**
- ▶ **<Store/Access Files>(P. 797)**
- ▶ **Configuring the Key and Certificate for TLS(P. 600)**
- ▶ **Accessing the Advanced Space from a Computer(P. 476)**

# Basic Operations

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# Basic Operations

13WH-01C

This chapter describes basic operations, such as how to use the control panel and touch panel display, as well as how to load paper and originals.

## ■ Parts and Their Functions

This section describes the exterior and interior parts of the machine and their functions, as well as how to use the keys on the control panel. ▶ **Parts and Their Functions(P. 75)**



## ■ Turning ON the Machine

This section describes how to turn the machine ON or OFF. ▶ **Turning ON the Machine(P. 90)**



## ■ Using the Touch Panel Display

This section describes how to use the buttons on the touch panel display to perform various operations, such as adjusting and checking the settings. This section also describes how to enter text and numbers, which are necessary for operations such as registering information in the Address Book and sending faxes. ▶ **Using the Touch Panel Display(P. 93)**





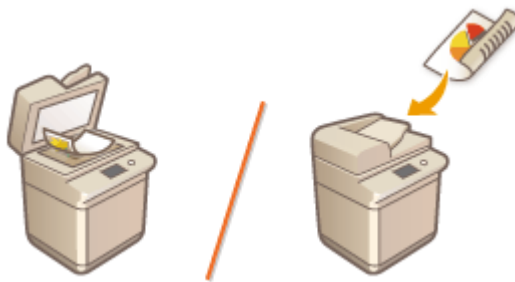
### ■ Logging into the Machine

This section describes how to log in when a login screen is displayed. **▶Logging into the Machine(P. 104)**



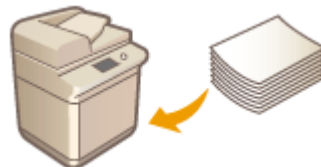
### ■ Placing Originals

This section describes how to place originals on the platen glass and in the feeder. **▶Placing Originals(P. 106)**



### ■ Loading Paper

This section describes how to load the paper into the paper drawer and multi-purpose tray. **▶Loading Paper(P. 112)**



### ■ Customizing the Touch Panel Display

This section describes how to arrange buttons and customize menus, making it easier to use the screens displayed on the touch panel. **▶Customizing the Touch Panel Display(P. 152)**



### ■ Specifying the Sound Settings

This section describes how to specify the settings for sounds, such as those produced when fax sending is complete or when an error occurs. ▶ **Setting Sounds(P. 181)**



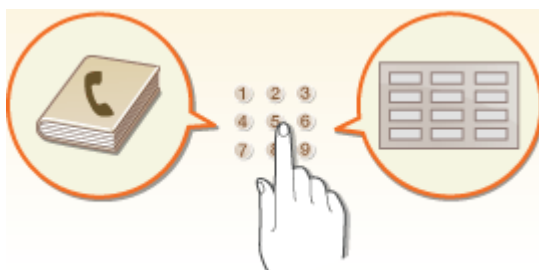
### ■ Entering Sleep Mode

This section describes how to set sleep mode. ▶ **Entering Sleep Mode(P. 184)**



### ■ Registering Destinations

This section describes how to register destinations in the Address Book or one-touch buttons for sending faxes or scanned documents. ▶ **Registering Destinations(P. 186)**



## Parts and Their Functions

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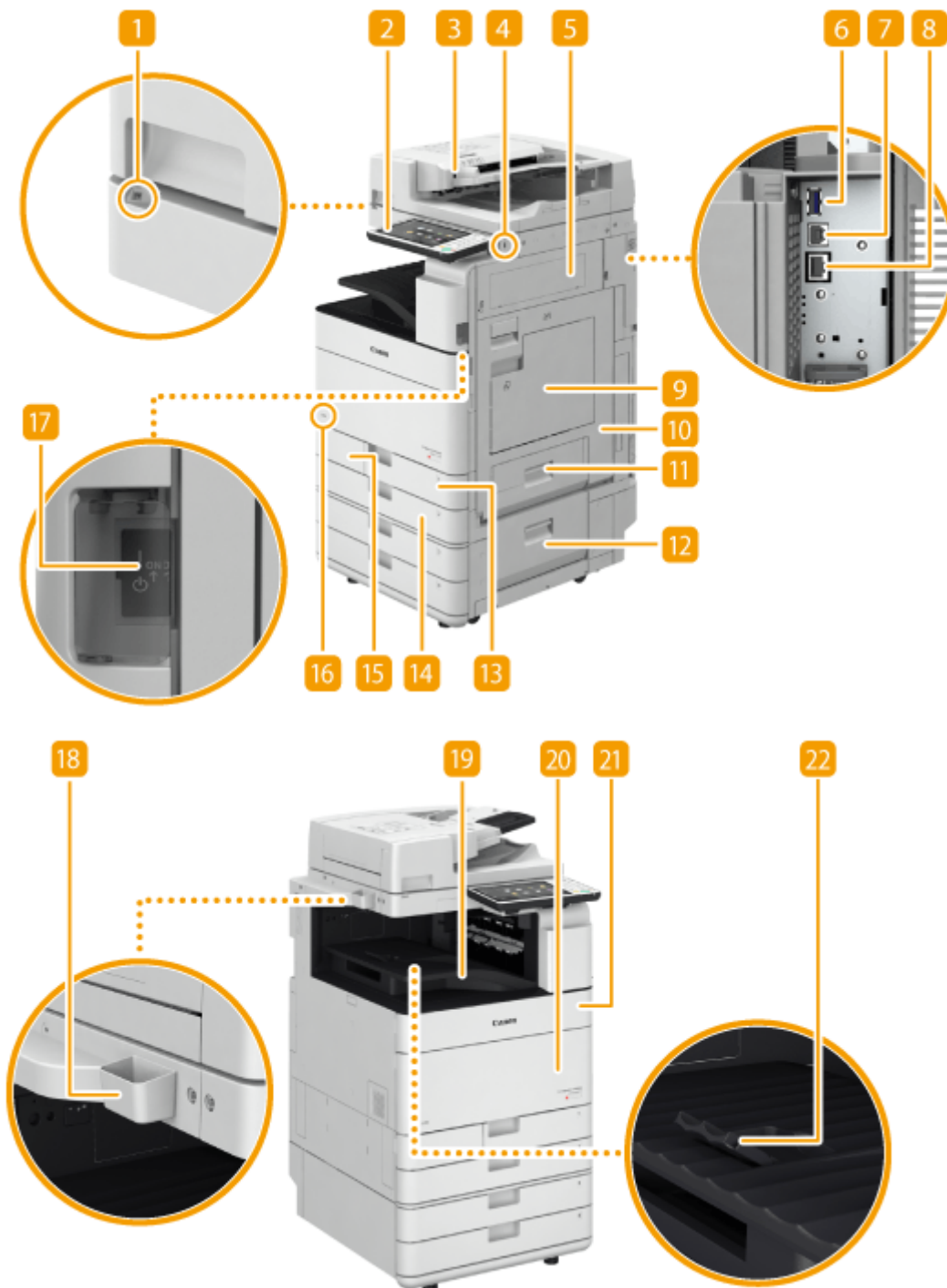
13WH-01E

This section describes the parts of the machine (front side, back side, and interior) and how they function. This section also describes how to place originals and how to load paper, as well as the names and usage of the keys on the control panel. Read this section for tips on how to use the machine properly.



# Front Side

13WH-01F






### 1 Motion sensor

When the motion sensor detects a person near the machine, the machine exits sleep mode automatically. ▶ **Entering Sleep Mode(P. 184)**

### 2 Control panel

The control panel consists of the numeric keys, , indicators, touch panel display, etc. You can perform all the operations and specify settings from the control panel. ▶ **Control Panel(P. 87)**

### 3 Feeder (imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i only)

Automatically feeds originals into the machine for scanning. When two or more sheets are loaded in the feeder, originals can be scanned continuously. ▶ **Feeder (imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i Only)(P. 83)**

### 4 USB port (Front-right side of the machine)

You can connect devices such as a USB memory device to the machine. ▶ **Connecting a USB Memory Device(P. 79)**

#### NOTE

- Memory media that does not meet the USB specification is not supported. Some types of memory media may not be able to save data correctly.
- The USB port (front-right side of the machine) supports USB 2.0.

### 5 Upper-right cover of the main unit

Open this cover when clearing a paper jam inside the machine. ▶ **Paper Jams in a Paper Source(P. 988)**

### 6 USB port (Rear-right side of the machine)

You can connect devices such as an external hard disk to the machine. ▶ **Backing Up/Restoring Data(P. 690)**

#### NOTE

- The USB port (rear-right side of the machine) supports USB 3.0.

### 7 USB connector

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

**NOTE**

- The USB connector supports USB 2.0.

**8 LAN port**

Connect a LAN cable when connecting the machine to a wired LAN router, etc. ▶ **Setting up the Network Environment(P. 19)**

**9 Multi-purpose tray**

Load paper into the multi-purpose tray when you want to use a type of paper different from that which is loaded in the paper drawer.

- ▶ **Multi-Purpose Tray(P. 85)**
- ▶ **Loading Paper in the Multi-Purpose Tray(P. 117)**

**10 Lower-right cover of the main unit**

Open this cover when clearing a paper jam inside the machine. ▶ **Paper Jams in a Paper Source(P. 988)**

**11 Upper-right cover of the paper drawer**

Open this cover when clearing a paper jam inside the machine. ▶ **Paper Jams in a Paper Source(P. 988)**

**12 Lower-right cover of the paper drawer**

Open this cover when clearing a paper jam inside the machine. ▶ **Paper Jams in a Paper Source(P. 988)**

**13 Paper drawer 1**

You can load A4, A5, and A5R size paper, which are frequently used sizes. ▶ **Paper Drawer(P. 86)**

**14 Paper drawer 2**

Load the type of paper that you frequently use. You can load paper that cannot be loaded in the paper drawer 1, such as A3 size paper. ▶ **Paper Drawer(P. 86)**

**15 Waste toner container cover**

Open this cover when replacing the waste toner container. ▶ **Replacing the Waste Toner Container(P. 844)**

**16 Toner Code**

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

**17 Power switch**

Press the power switch when turning ON or OFF the machine.

- ▶ **Turning ON the Machine(P. 90)**
- ▶ **Turning OFF the Machine(P. 91)**

**18 Glass cleaning sheet storage box**

Use this box to store sheets for cleaning the platen glass.

**19 Output tray**

Paper is output here when printing finishes.

**20 Front cover of the main unit**

Open this cover when cleaning the dust-proof glass. ▶ **Cleaning the Dust-Proof Glass(P. 836)**

**21 Toner replacement cover**

Open this cover when replacing the toner cartridge. ▶ **Replacing the Toner Cartridge(P. 838)**

**22 Output tray paper supporter**

Raise this supporter so that printed paper does not fall down.

**23 Platen cover (imageRUNNER ADVANCE C5535 only)**

Secures the originals placed on the platen glass.

**NOTE**

- For more information about the configuration of optional equipment installed on the machine, see ▶ **Options(P. 1086)** .

**Connecting a USB Memory Device**

You can connect a USB memory device to the USB ports located on the right side of the machine, and directly print data from the USB memory device. Originals scanned using the machine can also be saved directly to the USB memory device.

**IMPORTANT**

- Make sure to follow the proper procedure when removing the memory media. Failure to do so may cause the memory media or machine to malfunction.
- The machine only supports FAT32 format memory media.
- Make sure that the memory media is oriented properly when connecting it to the machine. If it is not connected properly, it may cause the memory media or machine to malfunction.


**Be sure to check before using memory media**

- To use the memory media, it is necessary that <Memory Media> in <Store Location Display Settings> is set to <On>.
- Set <Use Scan Function> and <Use Print Function> to <On>. ▶ **<Use Scan/Print Function>(P. 799)**
- When the memory media is not recognized even if it is connected properly, the machine may be set to use the MEAP driver for USB external storage device. Set <Use MEAP Driver for USB Storage Device> to <Off>. ▶ **<Use MEAP Driver for USB Storage Device>(P. 751)**

▶ **Working with Data in Memory Media(P. 504)**



### ■ Disconnecting the USB memory device

1 Press .



2 Select the USB memory device that you want to disconnect and press <Remove>.



3 Disconnect the USB memory device from the USB port and press <OK>.

### NOTE

#### Unsupported devices and usages

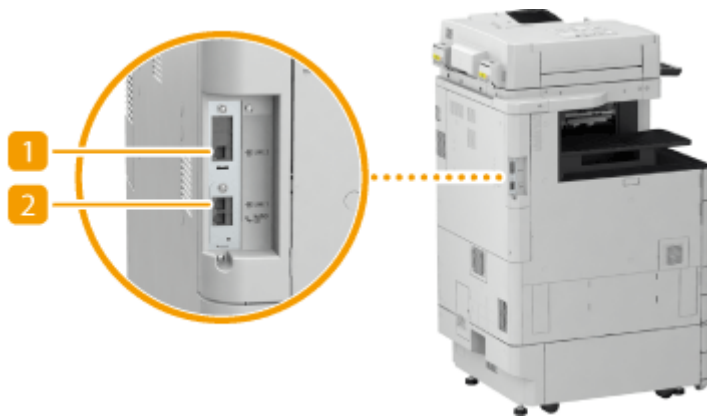
- Memory media with security functions
- Memory media that does not meet the USB specification
- Memory card readers connected via USB
- Connecting memory media via an extension cable
- Connecting memory media via a USB hub



## Back Side

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13WH-01H



### **1** Additional telephone line jack (LINE 2)

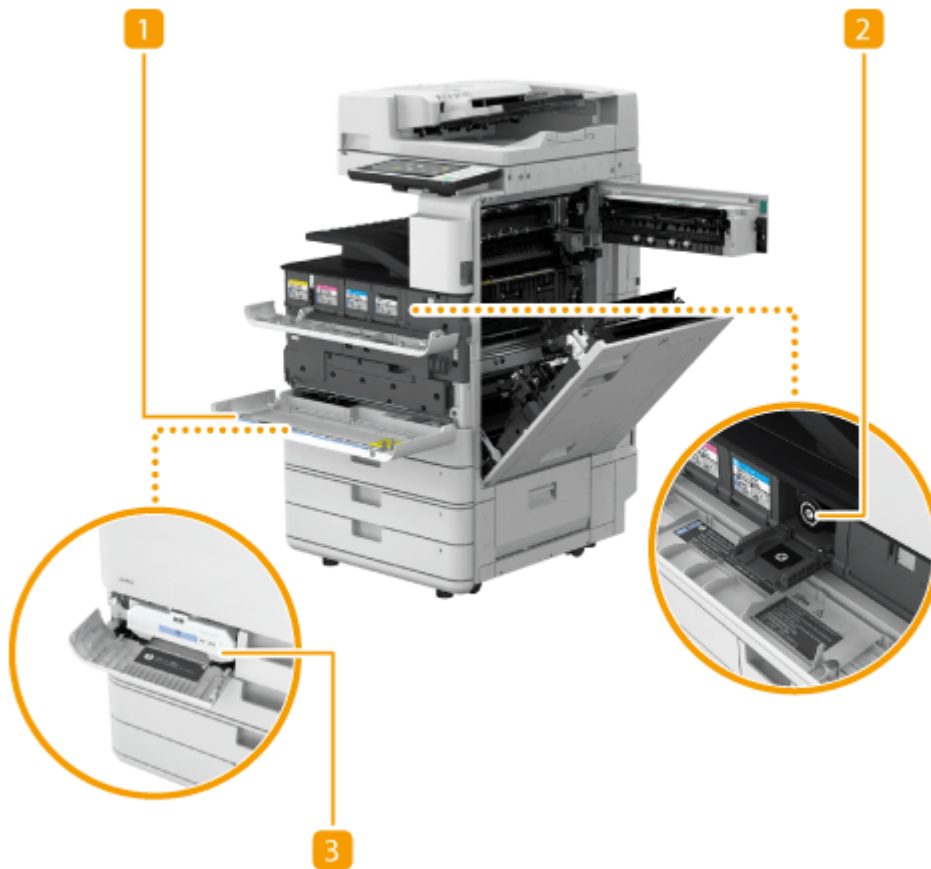
Use this port to connect the Super G3 2nd Line Fax Board to the machine. ▶ **System Options(P. 1118)**

### **2** Telephone line jack (LINE 1)

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

# Interior

13WH-01J



## 1 Dust Proof Glass Cleaner

Use this cleaner when cleaning the dust proof glass.

## 2 Toner cartridge

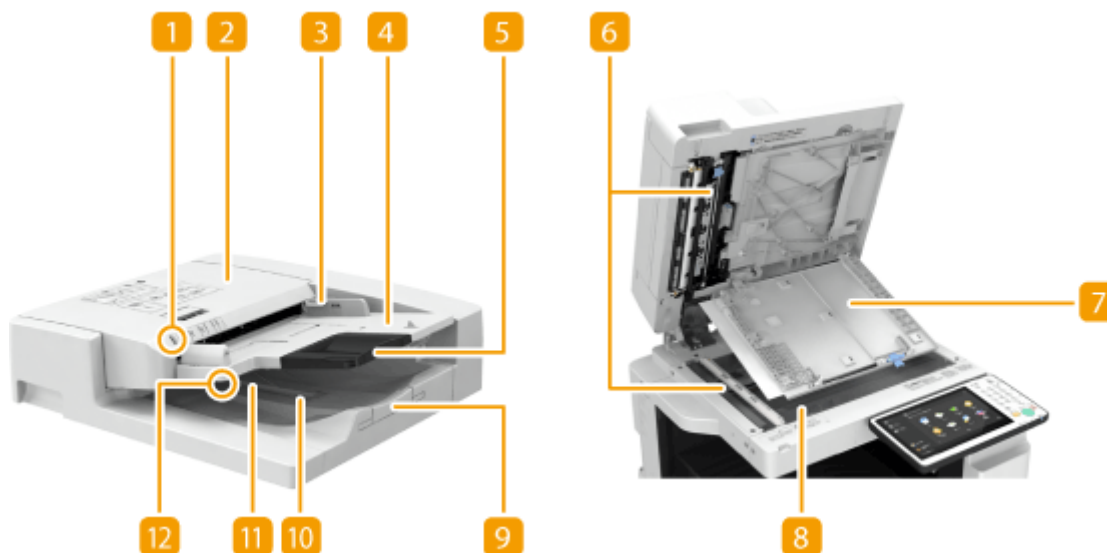
Replace the toner cartridge when the toner runs out. ▶ **Replacing the Waste Toner Container(P. 844)**

## 3 Waste toner container

Replace the waste toner container when it is full of waste toner. ▶ **Replacing the Waste Toner Container(P. 844)**

## Feeder (imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i Only)

13WH-01K



### 1 Original set indicator

Lights up when originals are placed in the original supply tray.

### 2 Feeder cover

Open this cover when removing paper jammed in the feeder. ▶ **Paper Jams in the Feeder(P. 980)**

### 3 Slide guides

Adjust these guides according to the width of an original.

### 4 Original supply tray

Originals placed here are automatically fed into the feeder. When two or more sheets are loaded, originals can be scanned continuously. ▶ **Placing Originals(P. 106)**

### 5 Original supply tray extension

Pull out this tray when loading a large-sized original.

### 6 Document feed scanning area

Originals placed in the feeder are scanned in this area.

### 7 Document feed scanning area cover

Open this cover when replacing a stamp cartridge or cleaning the document feed scanning area. ▶ **Maintenance(P. 825)**

### 8 Platen glass

When scanning books, thick originals, thin originals, and other originals that cannot be scanned using the feeder, place them on the platen glass. ▶ **Placing Originals(P. 106)**

### 9 Original output tray extension

Pull out this tray when scanning large-sized originals to prevent them from dropping over the edge of the feeder. The tray can be extended to two different lengths depending on the size of original.

### 10 Original stopper

Holds down originals to support outputting originals neatly.

### 11 Original output tray

Scanned originals are output here.

### 12 Original output indicator

If you place originals in the feeder while originals for another job remain in the original output tray, the indicator blinks to notify the user that originals remain.

## IMPORTANT

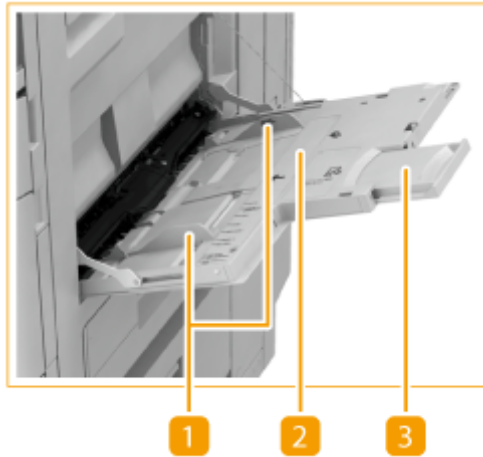
- Do not place any objects in the original output area. Doing so may cause damage to the originals.
- Regularly clean the feeder and platen glass in order to obtain proper print results. ▶ **Regular Cleaning(P. 827)**

## Multi-Purpose Tray

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13WH-01L

Use the multi-purpose tray when you want to print on a type of paper that is not loaded in the paper drawer, such as labels or tracing paper.



### 1 Paper guides

Adjust the paper guides to exactly the width of the loaded paper to ensure that paper is fed straight into the machine.

### 2 Paper tray

Open the paper tray when loading paper.

### 3 Tray extension

Pull out the tray extension when loading large-sized paper.

## LINKS

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▶ [Loading Paper in the Multi-Purpose Tray\(P. 117\)](#)

# Paper Drawer

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13WH-01R

## Paper drawer 1



Paper drawer **1** is the top paper drawer.

## Paper drawer 2



Paper drawer **2** is the second paper drawer from the top.

### **1** Paper guide (Left guide)

Press the top part of the left guide and slide it.

### **2** Paper guide (Front guide)

Press the top part of the front guide and slide it.

## LINKS

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- ▶ [Loading Paper in the Paper Drawer\(P. 114\)](#)
- ▶ [Optional Equipment\(P. 1088\)](#)

## Control Panel

13WH-01S

This section describes the names and usage of the keys on the control panel.



### 1 <Quick Menu>

Press to display the functions which are registered in the Quick Menu. ▶ **Using the Quick Menu(P. 165)**

### 2 <Main Menu>

Press to display the Main Menu in which buttons for the basic functions are placed. ▶ **Using the Touch Panel Display(P. 93)**

### 3 Login user name

The user name that is currently logged in is displayed.

### 4 Touch panel display

In addition to the settings screen for each function, the error status is also shown on this display. ▶ **Using the Touch Panel Display(P. 93)**

### 5 [Settings/Registration] key

Press to start specifying many of the settings for the machine, such as <Preferences> or <Set Destination>. ▶ **Settings/Registration(P. 730)**

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

Press to enter numerical values. ▶ **Entering Characters(P. 102)**

**7 [Energy Saver] key**

Press to put the machine into sleep mode. The key lights up when the machine is in sleep mode. ▶ **Entering Sleep Mode(P. 184)**

**8 [Counter/Device Information] key**

Press to display the total number of pages used for operations such as copying or printing on the touch panel display. You can also check the serial number of the machine, the version information of the security chip related to HDD data encryption, and other optional device information. ▶ **Checking the Number of Pages for Copy/Print/Fax/Scan(P. 888)**

**9 Brightness Adjustment key**

Use to adjust the brightness of the touch panel display. ▶ **Using the Touch Panel Display(P. 93)**

**10 Volume Settings key**

Press to display the screen when you want to adjust the sound volume for the fax communication or to set the alarm sound when an error occurs. ▶ **Setting Sounds(P. 181)**

**11 [Clear] key**

Press to clear entered values or characters.

**12 [Stop] key**

Press to cancel copying, faxing, and other operations.

**13 [Start] key**

Press to start copying or scanning originals.

**14 Main Power indicator**

Lights up when the machine is turned ON. ▶ **Turning ON the Machine(P. 90)**

**15 Error indicator**

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

**IMPORTANT**

- If the Error indicator blinks, follow the instructions that appear on the touch panel display.
  - ▶ **Clearing Paper Jams(P. 977)**
  - ▶ **Clearing Staple Jams (Optional)(P. 1007)**
- If the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

**16 Processing/Data indicator**

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

**17 [Reset] key**

Press to cancel the settings and restore the previously specified settings.



**18 ID (Log In/Out) key**

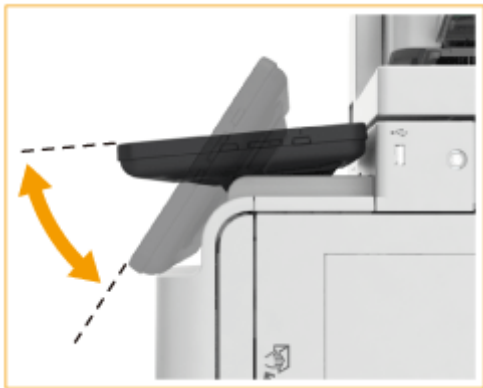
Press this key to log in when personal authentication is necessary. After you finish using the machine, press this key again to log out. ▶ **Logging into the Machine(P. 104)**

**19 <Status Monitor/Cancel>**

Press to check the status of printing or faxing, or to view the usage history. You can also check the status of the machine, such as the remaining amount of paper and toner, or whether any errors occurred. ▶ **Using the Touch Panel Display(P. 93)**

**■ Adjusting the Angle of the Touch Panel Display**

You can adjust the angle of the control panel if the touch panel display cannot be seen clearly.



# Turning ON the Machine

This section describes how to turn ON the machine.

**1** Make sure that the power plug is firmly inserted into the power outlet.

**2** Turn ON the machine.



- 1** Open the power switch cover.
- 2** Press the power switch toward " | ".
- 3** Close the cover.

- The Main Power indicator on the control panel ( [▶Control Panel\(P. 87\)](#) ) lights up and the startup screen appears on the touch panel display.

## NOTE

- You can select the screen displayed immediately after the machine is turned ON. [▶<Use Default Screen After Startup/Restoration>\(P. 813\)](#)
- The response of the touch panel display and keys on the control panel may not be optimal immediately after the machine is turned ON.
- If the machine is connected to a powered off Mac computer by USB cable, the computer may turn on automatically when this machine does. In this case, disconnect the USB cable from the machine. You may also be able to solve this problem by using a USB hub between the machine and the computer.

## LINKS

[▶Turning OFF the Machine\(P. 91\)](#)

# Turning OFF the Machine

13WH-01W

This section describes how to turn OFF the machine.

## IMPORTANT

### Check the machine's operation status before turning it OFF

The machine performs a procedure to protect the hard disk when the machine is shut down. You can turn OFF the machine while a process is active, but the following types of problems may occur, which may cause you to lose or damage data.

- Do not turn OFF the machine while using the Fax/I-fax function. I-fax or fax documents cannot be sent or received when the machine is turned OFF.
- Do not turn OFF the machine if the <Backing up stored data from Remote UI...> message is displayed on the touch panel display. Doing so may cause the machine to fail to back up the stored data.
- Data stored in the machine may be damaged if the Advanced Space (shared storage of the machine) is accessed by another Canon multifunction printer\* or a computer immediately before the machine is turned OFF.
- If the machine is turned OFF during scanning or printing, a paper jam may occur.

\* Only for the imageRUNNER ADVANCE series connected with the network

## 1 Turn OFF the machine.



- 1 Open the power switch cover.
- 2 Press the power switch toward "⏻".
- 3 Close the cover.

## NOTE

- The machine may take some time to completely shut down. Do not unplug the power cord until the Main Power indicator ( **▶Control Panel(P. 87)** ) is turned off.

- To restart the machine, wait for at least 10 seconds after the Main Power indicator is turned off, and then turn the machine back ON. When <Quick Startup Settings for Main Power> is enabled, wait for at least 20 seconds to restart the machine. ▶<Quick Startup Settings for Main Power>(P. 737)

## LINKS

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▶Turning ON the Machine(P. 90)

## Using the Touch Panel Display

13WH-01X

The display of the machine is a touch panel that can be operated by touching directly with your fingers. The screen is used not only for basic functions such as copying and scanning, but also to display various settings, text input, communication status and error messages. In this manual, however, "touch" is indicated as "press."



### IMPORTANT

- Do not press the touch panel display too hard. Doing so may break the touch panel display.
- Do not use an object with a sharp end, such as a mechanical pencil or ballpoint pen. Doing so may scratch the surface of the touch panel display or break it.

### NOTE

- Peel off the protective film from the touch panel display before use.
- You can customize menus and rearrange frequently used buttons for easier access. You can also combine multiple settings into one button to simplify operations. ▶ **Customizing the Touch Panel Display(P. 152)**

### Adjust the brightness of the touch panel display

When it is difficult to see the touch panel display, adjust the brightness using the dial or key on the control panel. Press <+> to increase the brightness of the touch panel display, or <-> to decrease it.

### LINKS


▶ **Control Panel(P. 87)**

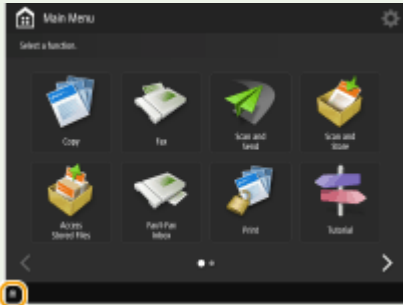
## Basic Screens on the Touch Panel Display

13WH-01Y


This section describes the Main Menu, which is the start screen for the functions, and the Basic Features screen, which is displayed when using functions. Also, this section describes the screens for configuring general machine settings, screens that show the status of operations and the machine, operation guide messages, and error messages.

### NOTE

-  indicates that data on the hard disk is encrypted. ▶ **Managing Hard Disk Data(P. 723)**



### <Main Menu> Screen



When you press , the Main Menu is displayed, and a list of function buttons is shown. The Main Menu displays a list of function buttons. You can change the functions for these buttons or rearrange their positions so that you can easily choose frequently used functions or hide functions not used often. ▶ **Customizing the Main Menu(P. 154)**



#### a Shortcut

You can place shortcuts for frequently used function buttons. ▶ **Creating a Shortcut for a Frequently Used Function(P. 157)**

#### b Function button list

Buttons which call up the machine's basic functions are listed here. If there are some buttons that do not fit on a screen, press  and  located in the lower section of the screen to switch the display. Buttons shown on the screen may differ depending on the options installed.

### Basic Features Screen of Each Function

Press the function buttons on the <Main Menu> screen to display the Basic Features screen where you can access basic functions such as copying, faxing and scanning. Though the display and setting items on the Basic Features screen differ depending on functions, you can change the settings to suit your needs. ▶ **Customizing the Basic Features Screen(P. 162)**

**Example:** Copy Basic Features screen



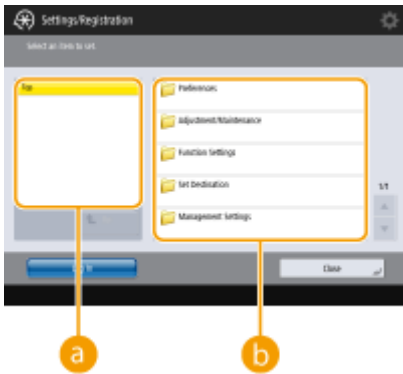
Items displayed differ depending on functions.

- ▶ **Copy Basic Features Screen(P. 208)**
- ▶ **Fax Basic Features Screen(P. 315)**
- ▶ **Scan Basic Features Screen(P. 406)**

### <Settings/Registration> Screen

Press to display the <Settings/Registration> screen. Press this key first to make changes for each setting, such as paper settings, display settings, and network settings. On this screen, you can also register destinations, such as e-mail addresses and fax numbers.

- ▶ **Settings/Registration(P. 730)**
- ▶ **Registering Destinations(P. 186)**



#### **a** Current menu level

You can check which level is being displayed for the entire setting menu.

#### **b** Setting item list

Setting items that belong to the current menu level are displayed in a list.

#### **NOTE**

- When there is no menu under the lower level, the setting screen is displayed.

### <Status Monitor/Cancel> Screen

When you press , the <Status Monitor/Cancel> screen is displayed. On this screen, you can check the printing status and transmission status, as well as the remaining amount of toner and memory level.



### a Status and logs of copy/print/transmission/saved documents

The current status or log of the selected item is displayed. You can cancel copying, printing, and fax transmission on this screen.

- ▶ **Canceling Copies(P. 220)**
- ▶ **Canceling Sending Faxes(P. 331)**
- ▶ **Scan Basic Features Screen(P. 406)**
- ▶ **Canceling Printing(P. 383)**
- ▶ **Checking the Printing Status and History(P. 385)**

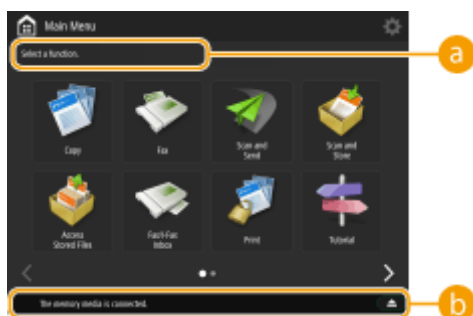
### b Consumables

You can check the status of the machine, such as the amount of toner or paper remaining and memory levels.

- ▶ **Specifications(P. 1029)**
- ▶ **Checking the Remaining Amount of Consumables(P. 861)**

## Operation Guide/Message

Operation guides and messages may appear on some screens. Use them for tips on how to proceed with operations.



### a Operation guide



A guide that can be used as a reference for operation is displayed.

### b Message/Icon


A message is displayed when paper runs out or the toner level is low ( ▶ **Countermeasures for Each Message(P. 925)** ). Depending on the status and setting, the following icons are displayed.

-  USB memory device is connected ▶ **Connecting a USB Memory Device(P. 79)**
-  Replacement of toner is necessary ▶ **Replacing the Waste Toner Container(P. 844)**



 <Switch Language/Keyboard> button  **Showing the <Switch Language/Keyboard> Button on the Touch Panel Display(P. 175)**



## Error Message

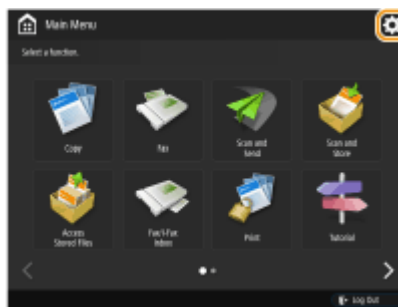
In some cases when an error occurs, instructions on how to respond to the error are displayed. Follow the on-screen instructions to solve the problem.  **Countermeasures for Each Message(P. 925)**



**Example:** When a paper jam occurs



## TIPS

- Press  displayed on the Main Menu and the Basic Features screen to customize the screen such as rearranging buttons or creating a shortcut key. Only an Administrator can customize the Main Menu.  **Customizing the Touch Panel Display(P. 152)**



- You can change settings regarding the screen display, such as which screen appears immediately after turning ON the machine, and whether the message appears for remaining paper and toner.  **<Display Settings>(P. 734)**
- You can set the screen to be displayed when a certain amount of time has passed without operation.  **<Function After Auto Reset>(P. 738)**

## LINKS

 **Control Panel(P. 87)**

# Basic Operation of the Touch Panel Display

13WH-020

Even though functions and settings are different, the operation methods for buttons displayed on the screen and the procedure to select items are the same. This section describes the operation methods for buttons frequently displayed on the screen as well as how to select items.

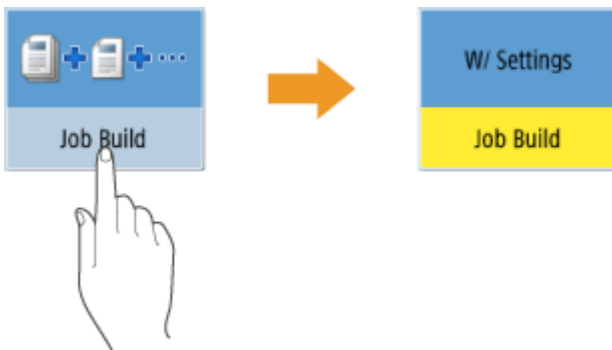
- ▶ **Selecting a Button(P. 98)**
- ▶ **Selecting an Item from Drop-down List(P. 99)**
- ▶ **Adjusting a Value to Increase or Decrease(P. 99)**
- ▶ **Applying/Canceling Settings(P. 99)**
- ▶ **Switching Pages(P. 100)**

## Selecting a Button

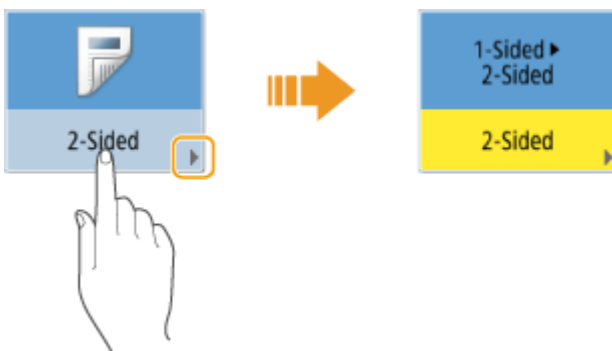
When you press a button, the button color may change or a check mark may be added to indicate that it has been selected.



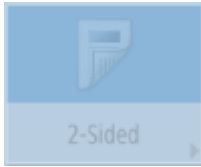
- Press the function setting button to display the setting status in the upper section of a button and the color of the lower section is changed.



- Press a button in which ▶ is located in the lower-right to display the setting screen. When the setting is made, the setting status is displayed in the upper section of the button and the color of lower section is changed.

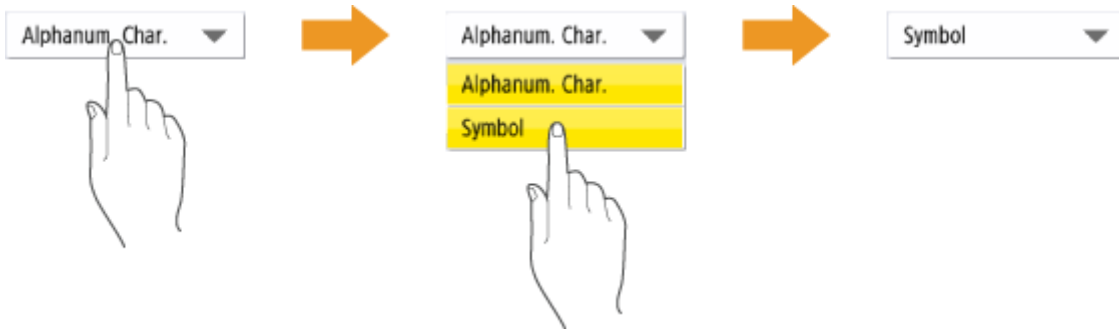


- When a button is displayed in a lighter color, you cannot select that button. Such displays appear depending on login status or because its related function cannot be used as another function has been set.



### Selecting an Item from Drop-down List

Press a button in which ▼ is located in the right to display the drop-down list. Press the item on a list to select an item.



### Adjusting a Value to Increase or Decrease

Press the <-> or <+> buttons to decrease or increase values, such as when adjusting the density. Each time you press the button, the slider (a) moves to increase or decrease the numerical value. By holding down the button, you can change the value quickly.

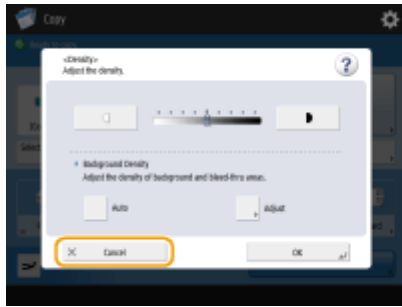


### Applying/Canceling Settings

Press <OK> to apply settings and press <Cancel Settings> to discard the changes and restore the previous settings.

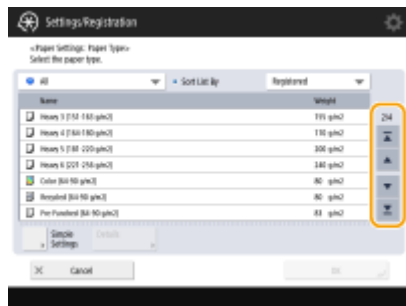


- In addition, buttons such as <Cancel> which cancels the setting and returns to the previous screen, <Next> which applies the setting to proceed to the next screen, <Back> which returns to the previous setting screen and <Close> which closes the screen currently open are displayed.



### Switching Pages

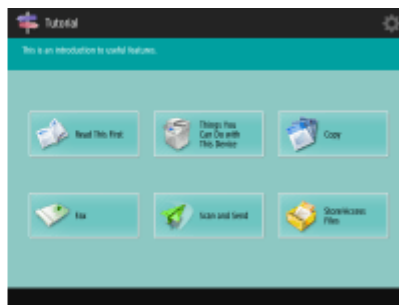
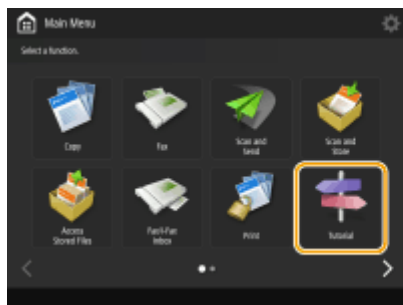
When a list display is two pages or more, press ▲/▼ or ◀/▶ to switch the page. Press ▲ to jump to the first page, press ▼ to jump to the last page.



### TIPS

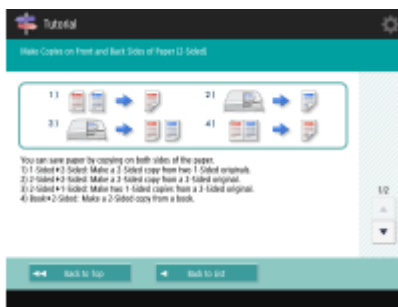
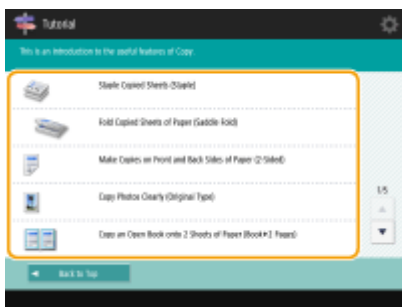
#### View the function guide

Press <Tutorial> on the Main Menu to display a screen that introduces what you can do with the functions of the machine as well as tips for using copy, scan, etc. View this screen when you want to learn more about what functions are available and how to use them.



**Example:** Tutorial for Copy functions

- When you select an item from the list, the tutorial screen is displayed.



#### Use the Help function

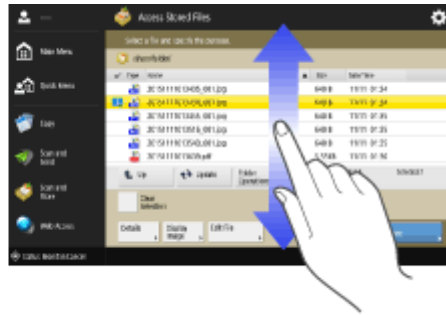
Depending on the function being displayed, ⓘ is sometimes displayed on the upper-right of the screen. Press ⓘ to check the description and operation method of the function.



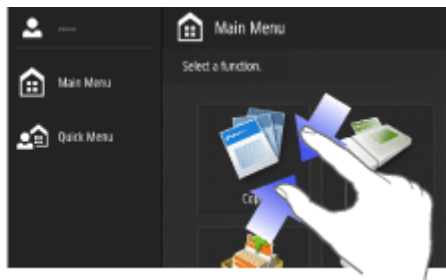
- Press <End> to return to the previous screen.

**Operate in the same manner as with a smartphone (flick/pinch)**

On some screens such as the Main Menu and the Quick Menu, you can switch the page or scroll by flicking your finger up/down or left/right on the screen as you would with a smartphone.



You can also zoom in or out on the screen by using two fingers to pinch out or pinch in. You can drag the enlarged screen with your finger. ▶ **Configuring Accessibility Settings (Personal Settings)(P. 179)**



LINKS

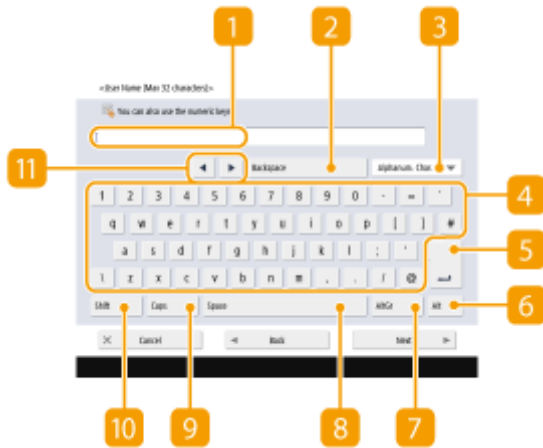
- ▶ **Control Panel(P. 87)**
- ▶ **Entering Characters(P. 102)**

# Entering Characters

13WH-021

For screens that require alphanumeric entries, enter characters using the keys on the touch panel display. To enter numbers, you can also use the numeric keys on the control panel (▶ **Control Panel(P. 87)**).

**Example:** <Alphanum. Char.> mode



## 1 Character input field

Characters entered are displayed.

## 2 <Backspace> button

Each time you press the button, you can delete a character to the left of the cursor one by one.

### NOTE

- If a character you want to delete is not to the left of the cursor, press ◀ or ▶ (11) to move the cursor.
- Press Ⓢ on the control panel if you want to delete all the characters you entered.

## 3 Entry mode button

Select the entry mode from the drop-down list.

<Alphanum. Char.>	Alphanumeric character entry mode
<Symbol>	Symbol entry mode

### NOTE

- For some screens, the type of characters entered are predetermined and you may not select the entry mode.

## 4 Character input button

The same keyboard layout as that of a computer.

## 5 Enter button

Press to start a new line.

**6 <Alt> button**

Press to display only the numeric keys.

**7 <AltGr> button**

Press to display characters with accent marks.

**8 <Space> button**

Press to enter a space.

**9 <Caps> button**

Press to enter uppercase characters.


**10 <Shift> button**

Press to enter uppercase characters or symbols.

**11 Cursor button**


Move the cursor in the input field.

**NOTE****When displaying the numeric keys icon**


- When  You can use numeric keys.> is displayed, you can enter numerical values using the numeric keys on the control panel.



**Example:** <Copy Ratio> setting screen



- When  Enter using the numeric keys.> is displayed, only the numeric keys on the control panel can be used for entering numbers.

**Enter characters from the USB keyboard**

To enter characters, you can also use a USB keyboard by connecting it to the USB port (  **Front Side(P. 76)** ). Note the following points when entering from a USB keyboard.

- Set <Use MEAP Driver for USB Input Device> in <USB Settings> to <Off>.  **<Use MEAP Driver for USB Input Device>(P. 751)**
- You can only enter ASCII characters from a USB keyboard.
- Keys that are not displayed on the keyboard screen of the touch panel display, such as Delete, End, Tab, Esc, and function keys, cannot be used on a USB keyboard.
- The entering sound of a USB keyboard is produced based on the <Entry Tone> and <Invalid Entry Tone> settings on the sound setting screen.  **Setting the Confirmation Sound and Warning Sound(P. 182)**

# Logging into the Machine

13WH-022

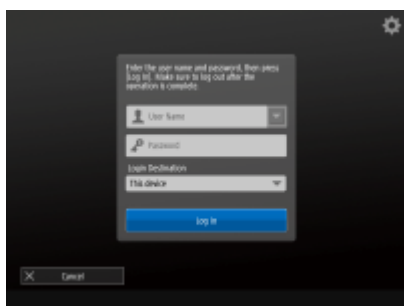
When the login screen is displayed, registered authorized users are required to log in to continue operating the machine. The items displayed on the login screen vary depending on the user management settings. Log in based on the items that are displayed.

## NOTE

- If <Auto Reset Time> is set, the user is automatically logged out when no operations are performed for a specified period. ▶<Auto Reset Time>(P. 737)
- You can also configure the machine so that users with mobile devices can log in simply by approaching it. ▶<Configuring the Personal Authentication Management Settings>(P. 555)

▶<When the User Name and Password Input Screen Is Displayed>(P. 104)

## When the User Name and Password Input Screen Is Displayed



Use the on-screen keyboard to enter the user name and password.

### 1 Press <User Name>.

- You can also select the user name from the login history drop-down list. When a user name is selected, press <Password> and proceed to step 3.

### 2 Enter the user name and press <Next>.

### 3 Enter the password and press <OK>.

### 4 Select the login destination from the <Login Destination> drop-down list, and press <Log In>.

⇒ When login is successful, the machine functions become available.

- When you finish using the machine, press <Log Out> or  to log out.

## NOTE

- You can log into the machine using the IC card or copy card. For details about the IC card, contact your local authorized Canon dealer. For details about the copy card, see ▶<Copy Card Reader-F1>(P. 1110) .



- You can specify whether to save passwords entered during login in the cache. [▶<Prohibit Caching of Authentication Password>\(P. 818\)](#)

## LINKS

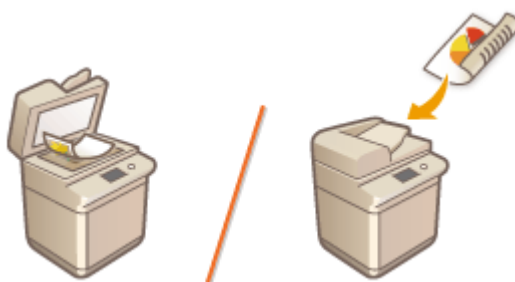
---

- [▶Using the Touch Panel Display\(P. 93\)](#)
- [▶Managing Users\(P. 553\)](#)
- [▶Starting the Remote UI\(P. 644\)](#)

## Placing Originals

13WH-023

Place your originals on the platen glass or in the feeder. For originals such as books and thick/thin paper which cannot be loaded in the feeder, place the original on the platen glass. If you want to scan 2-sided originals or continue to scan several sheets of originals, place them in the feeder. For more information about the types of originals that can be placed on the platen glass or in the feeder, and information about the scannable area of an original, see [▶ Specifications\(P. 1029\)](#).



### IMPORTANT

#### Use originals that are completely dry

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

#### To avoid paper jams

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

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



### NOTE

#### To scan originals more accurately

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

#### To scan tracing paper or transparencies

- To scan transparent originals (for example, tracing paper or transparencies), place them on the platen glass and cover them with plain white paper.

**A feeder cannot be installed to the imageRUNNER ADVANCE C5535.**

▶ **Placing Originals on the Platen Glass(P. 107)**

▶ **Placing Originals in the Feeder (imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i only)(P. 108)**

## Placing Originals on the Platen Glass

### 1 Open the feeder/platen cover.



#### NOTE

- If you place an original for which the opening of the feeder/platen cover is insufficient, the size of the original may not be properly detected.

### 2 Place the original face down on the platen glass.



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

#### NOTE

- When copying 2-sided original, place the original so that the top and the bottom are properly positioned, as shown in the illustration below.



### 3 Gently close the feeder/platen cover.

- ▶ The original is ready for scanning.

- When scanning is complete, remove the original from the platen glass.

## Placing Originals in the Feeder (imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i only)

### 1 Spread the slide guides apart.

- Move the slide guides outward until they are slightly farther apart than the actual width of the original.

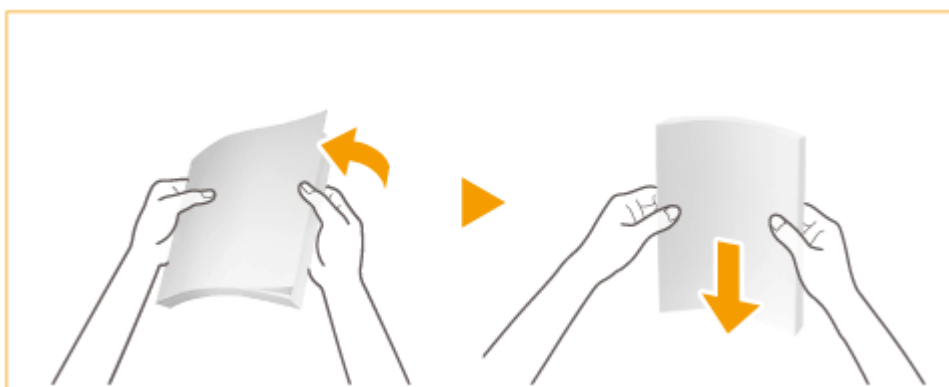


- When placing large-sized originals, pull out the original supply tray extension and original output tray extension to prevent them from dropping over the edge of the feeder.



### 2 Fan the original stack and align the edges.


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



### 3 Place the originals face up in the feeder.

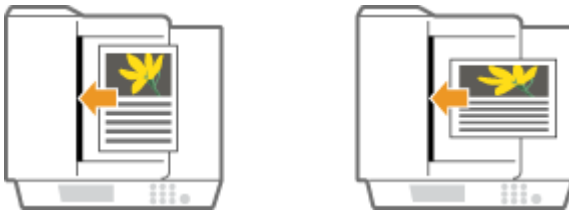


#### IMPORTANT

- Make sure that the original stack does not exceed the load limit lines (  ). If you place originals that exceed the limit, they may not be scanned or may cause a paper jam.
- Always smooth out any folds in your originals before placing them into the feeder. If the original is folded, an error screen may be displayed because the size of originals cannot be detected correctly.
- Thin originals may become creased, if used in a high temperature or high humidity environment.

#### NOTE

- When copying 2-sided original, place the original so that the top and the bottom are properly positioned, as shown in the illustration below.



- You can place different sized originals and scan them all at once.
  - ▶ **Copying Different Size Originals Together (Different Size Originals)(P. 238)**
  - ▶ **Sending Different Size Originals Together (Different Size Originals)(P. 343)**
  - ▶ **Sending/Saving Different Size Originals Together (Different Size Originals)(P. 431)**

### 4 Align the slide guides against the edges of the original.

- Move the slide guides inward until they are aligned securely against the edges of the original.



➡ Originals are ready for scanning.

## IMPORTANT

### Align the slide guides securely against the edges of the original

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

### While originals are being scanned

- Do not add or remove originals.

### When scanning is complete

- Remove the scanned originals from the original output tray to prevent paper jams. If originals are remained, the original output indicator blinks when you place originals for another job in the feeder.



### When scanning long strip originals

- If you scan long originals (which have a length of up to 630 mm), support the originals by hand when scanning and outputting paper.



### When placing thin paper originals

- It may be difficult to place thin paper originals. In this case, lightly bend the paper while placing it.



- Make sure that you do not push too hard when placing the original. The original may not be fed correctly, or may cause a paper jam.

- When you place thin A3 or A4R originals into the feeder, lift up the Original Stopper to prevent scanned originals from creasing.



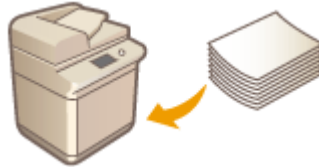
**When repeatedly scanning the same original**

- It is recommended that you do not repeatedly scan the same original more than five times (this varies depending on paper quality). The original may fold or become wrinkled, or become difficult to send.

# Loading Paper

13WH-024

You can load the paper into the paper drawer or multi-purpose tray. Load the paper you usually use into the paper drawer. Use the multi-purpose tray when you temporarily use a size or type of paper that is not loaded in the paper drawer. For more information about available paper types and sizes, see [▶ Specifications\(P. 1029\)](#) . To obtain the optimum printing results, make sure to correctly specify the size and type of paper that is loaded. [▶ Specifying Paper Size and Type\(P. 137\)](#)



## IMPORTANT

- Loading paper while stock remains may cause a multiple sheet feed or a paper jam. If there is paper remaining, it is recommended that you wait until all of it has been used before loading more paper.
- Do not load different sizes or types of paper together.

### Do not use the following types of paper:

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

### Paper handling and storage

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

## NOTE

### When printing on paper that has absorbed moisture

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

## LINKS



- ▶ **Registering Free Size Paper (Custom Size Paper)(P. 149)**
- ▶ **Cassette Feeding Unit-AM1(P. 1092)**
- ▶ **High Capacity Cassette Feeding Unit-A1(P. 1095)**
- ▶ **Paper Deck Unit-F1(P. 1099)**

# Loading Paper in the Paper Drawer

13WH-025

Load the paper that you usually use in the paper drawer.

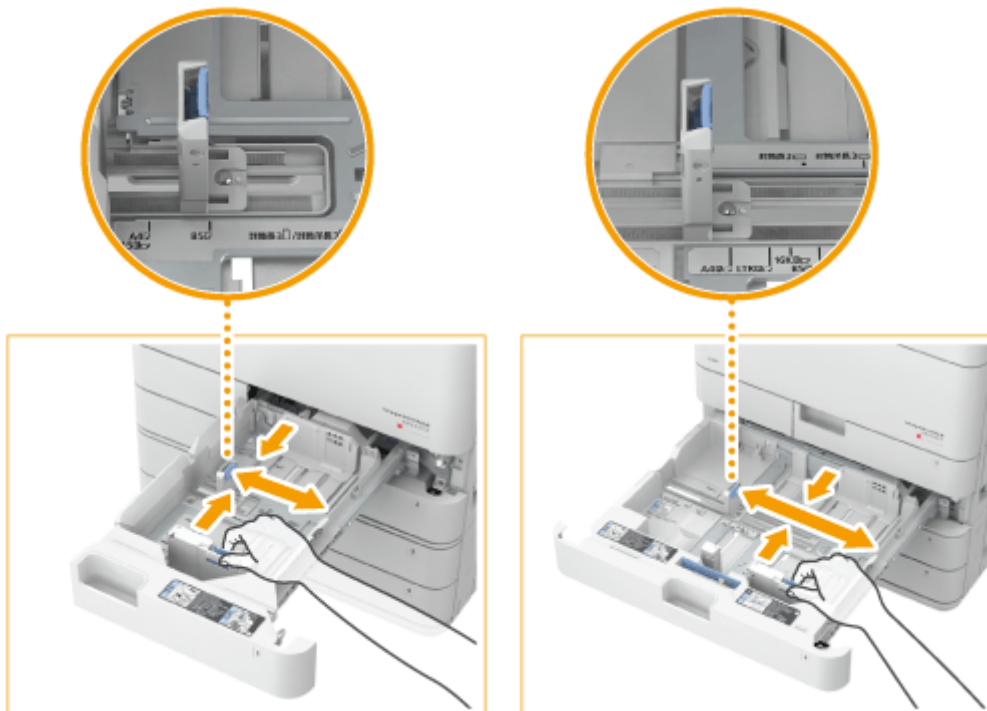
## NOTE

- You can load tab paper into the paper drawer 2. ▶ **Loading Tab Paper(P. 133)**

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



### 2 Adjust the position of the paper guides.



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

## IMPORTANT

- Slide the guides until they click into place. If the left guide and front guide are not aligned correctly, the paper size will not correctly appear on the touch panel display. It is also necessary to adjust the guides correctly to avoid causing a paper jam, dirty prints, or making the inside of the machine dirty.

## NOTE

### Size abbreviations on the paper guides

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

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

## 3 Prepare paper.

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



## IMPORTANT

- Fan all four sides of the paper stack well.
- Make sure that there is enough air between them.


## 4 Load the paper.



- 1 Make sure that the paper size setting of the paper drawer matches the size of the paper to load in the paper drawer.
- 2 Load the paper stack with the print side face up, and against the side wall of the paper drawer.

## IMPORTANT

### Do not exceed the load limit line when loading paper

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

Paper (excluding envelopes):



Envelopes:



## NOTE

- If you use paper with a logo mark, pay attention to the orientation when loading it in the paper source. **▶ Loading Preprinted Paper(P. 130)**
- When placing envelopes, pay attention to the orientation and the preparations before placing envelopes. **▶ Loading Envelopes(P. 120)**
- Each paper drawer holds up to 550 sheets of paper (80 g/m<sup>2</sup>).
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- Paper may overlap when it is fed or a paper jam may occur, depending on the cut surface of the paper. Changing the paper orientation and loading it again may reduce the effect of the cut surface.
- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- If paper runs out and printing is stopped, load a new paper stack. Printing restarts after the new paper stack is loaded.



- If you print on the paper which has absorbed moisture, steam may come out from the output area of the machine. This is because the moist on the paper evaporates when the high temperature is applied when a toner is fixed to the paper. It is not a malfunction. (This especially happens in low room temperature.)

## 5 Gently insert the paper drawer into the machine.

### IMPORTANT

#### When changing the paper size and type

- If you load a different type of paper into the machine, make sure to change the settings. If you do not change the settings, the machine cannot print properly. **▶ Specifying Paper Size and Type in the Paper Drawer(P. 138)**
- When changing the paper size, change the paper size label as necessary.

### LINKS

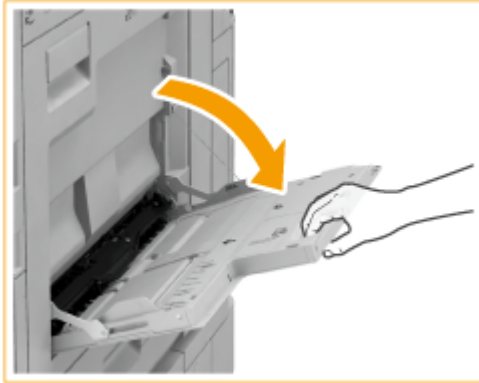
**▶ Specifications(P. 1029)**

## Loading Paper in the Multi-Purpose Tray

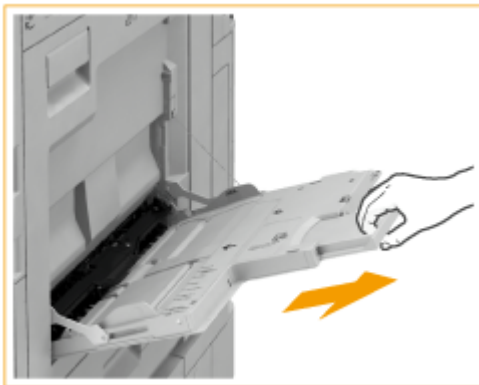
13WH-026

When you want to print on paper that is not loaded in the paper drawer, load the paper in the multi-purpose tray.

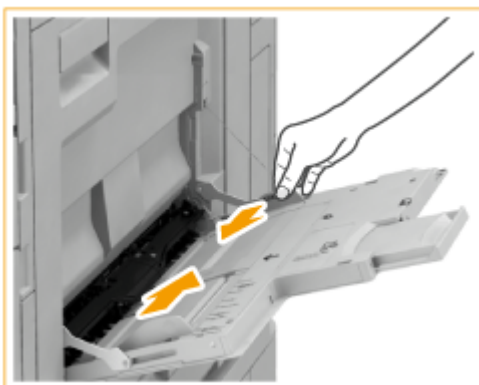
### 1 Open the multi-purpose tray.



- Pull out the tray extension when loading large-sized paper.

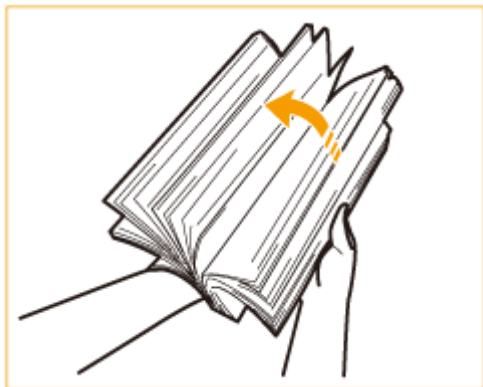


### 2 Adjust the paper guides to match the size of the paper.



### 3 Prepare paper.

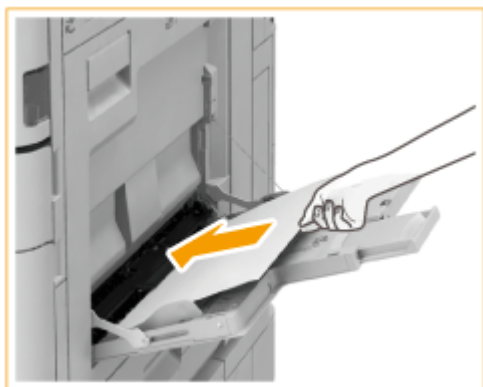
- Fan the paper stack well, and tap it on a flat surface to align the edges.



### IMPORTANT

- Fan all four sides of the paper stack well.
- Make sure that there is enough air between them.


## 4 Insert the paper into the multi-purpose tray until the paper stops.



- Load the paper with the print side face down.
  - Fan the paper stack well, and tap it on a flat surface to align the edges.
- ⇒ The screen for specifying the paper size and type is displayed when the paper is fully inserted.

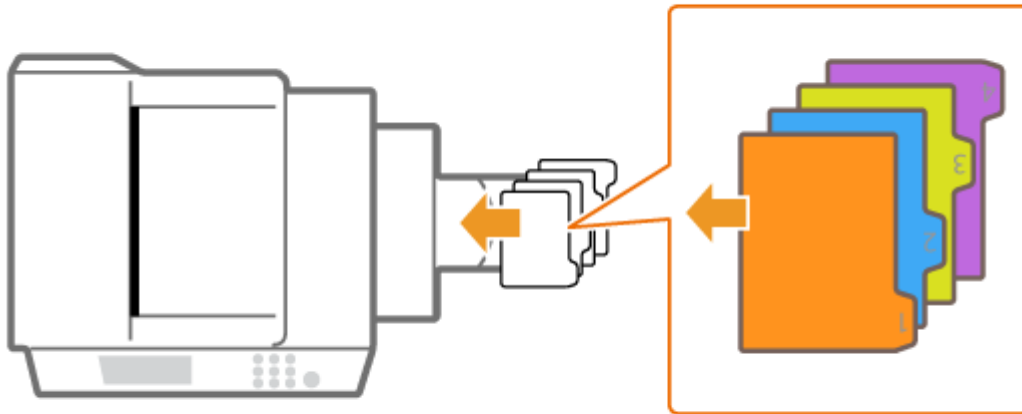
### IMPORTANT

#### Do not exceed the load limit line when loading paper

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

### NOTE

- If you use envelopes or paper with a logo mark, pay attention to the orientation when loading them in the paper source.
  - ▶ **Loading Envelopes(P. 120)**
  - ▶ **Loading Preprinted Paper(P. 130)**
- Feed coated paper one sheet at a time.
- When you load tab paper into the multi-purpose tray, load reverse order tab paper face down, with the tabs facing the opposite direction of the feeding direction.



## 5 Check the paper size and paper type, and press <OK>.



- If you load free size paper, or if the displayed size or type is different from the actual paper that is loaded, see [▶Specifying Paper Size and Type in the Multi-purpose Tray\(P. 142\)](#) .

### Printing on the back side of printed paper (2nd Side of 2-Sided Page)

- You can print on the back side of printed paper. Flatten any curls on the printed paper and insert it into the multi-purpose tray, with the side to print face down (previously printed side face up). Then press <2nd Side of 2-Sided Page> on the screen for selecting the paper type.
- Use only the paper printed with this machine.

### LINKS

- [▶Specifications\(P. 1029\)](#)

## Loading Envelopes

13WH-027

When printing on envelopes, to prevent paper jams and wrinkles, make sure to flatten any curls on envelopes before loading them. Also pay attention to the orientation of envelopes and which side is face up.

### NOTE

- This section describes how to load envelopes with the proper orientation, as well as procedures that you need to complete before loading envelopes. For a description of the general procedure for loading envelopes in the multi-purpose tray, see [Loading Paper in the Multi-Purpose Tray \(P. 117\)](#).

### ■ Before Loading Envelopes

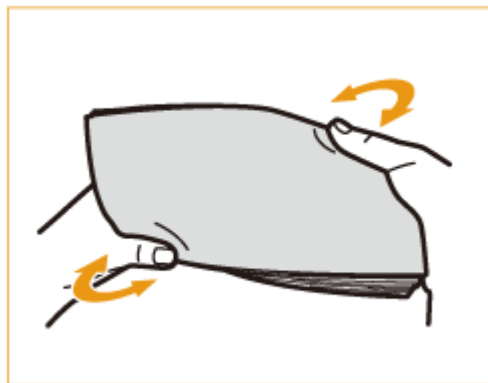
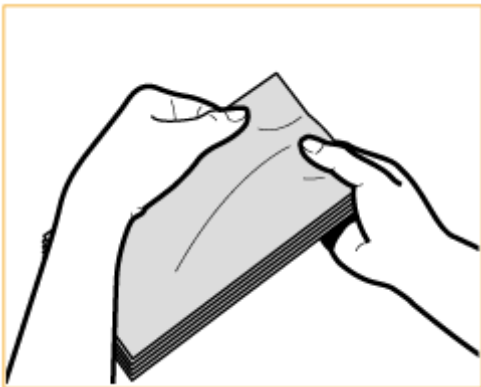
Follow the procedure below to prepare the envelopes before loading.

### IMPORTANT

- Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit.

#### 1 Flatten any curls.

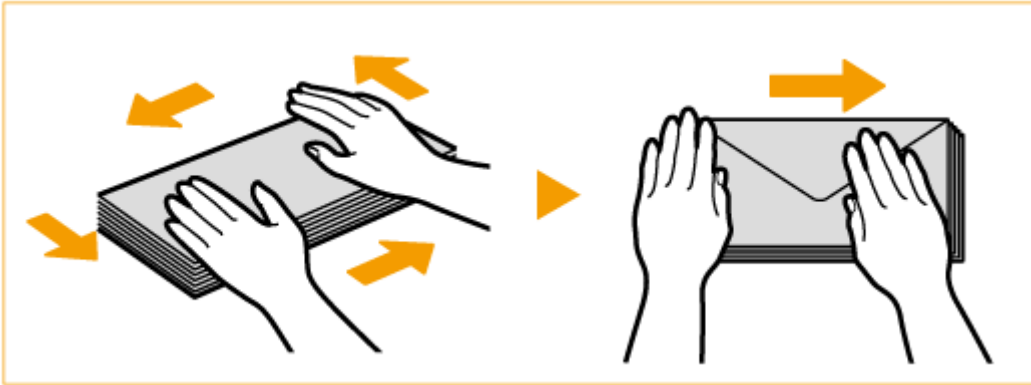
- Pick up about five envelopes. Flatten any curls, and loosen the stiff areas in the four corners.



#### 2 Smooth the envelopes out, and remove any air inside them.

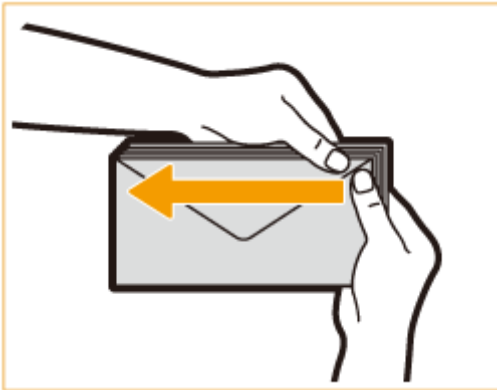


- Place the envelopes on a flat surface, and move your hands in the direction of the arrows to remove the air inside the envelopes.
- Repeat this step five times for each set of five envelopes.



### 3 Press down on the four sides.

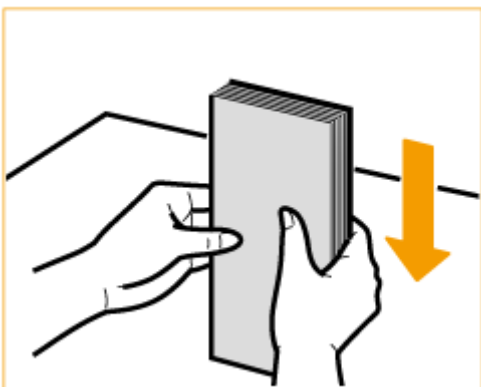
- Press down firmly on all four sides. In particular, carefully press down on the side facing the direction in which the envelopes will be fed. Press down firmly so that the flap stays flat.



#### IMPORTANT

- Failure to firmly press down on the flap may result in a paper jam. If this happens, press down firmly on all four sides of each individual envelope.

### 4 Align the envelopes on a flat surface.



#### NOTE

- Check that no envelopes are tucked underneath the flap of the envelope above or below them.

## ■ Loading the Envelopes in the Paper Drawer

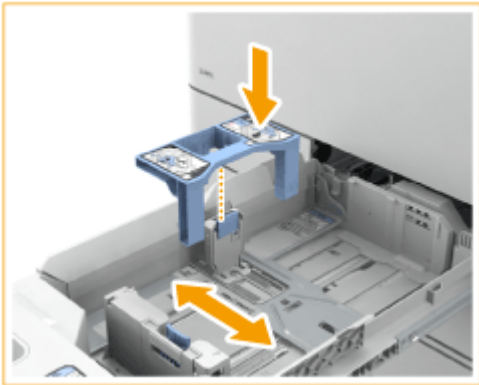
### 1 Attach the Envelope Feeder Attachment to the paper drawer.

#### Attaching to paper drawer 1

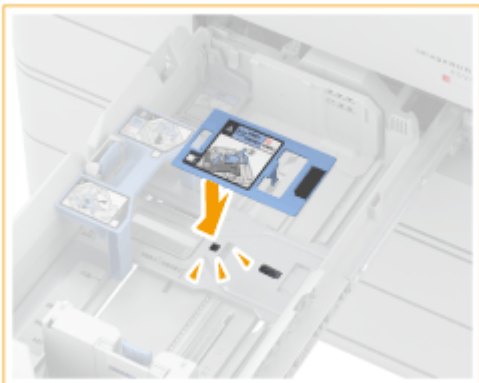


#### 1 Prepare the Envelope Feeder Attachment.

- Remove the Envelope Feeder Attachment A stored in paper drawer 2.



#### 2 Adjust the left guide of paper drawer 1, and attach the Envelope Feeder Attachment B to the left guide.



#### 3 Attach the Envelope Feeder Attachment A by aligning the protruding areas of the Envelope Feeder Attachment A with the holes on paper receptor located on the bottom of the paper drawer.

#### NOTE

- When loading ISO-C5, it is not necessary to attach the Envelope Feeder Attachment B.
- When not using the Envelope Feeder Attachments, store them in the storage areas of the paper drawers. Store the Envelope Feeder Attachment A in the storage area of paper drawer 2.

## Attaching to paper drawer 2



- 1 Prepare the Envelope Feeder Attachment A.
  - Remove the Envelope Feeder Attachment A stored in paper drawer 2.



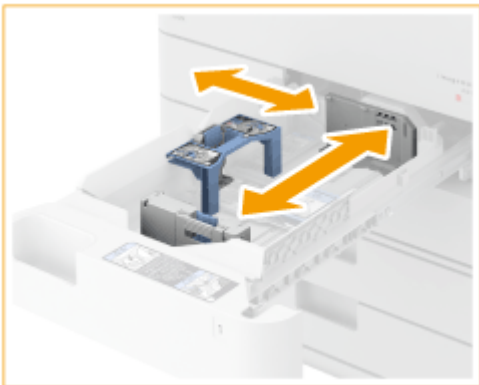
- 2 Attach the Envelope Feeder Attachment A by aligning the protruding areas of the Envelope Feeder Attachment A with the holes on paper receptor located on the bottom of the paper drawer.

### NOTE

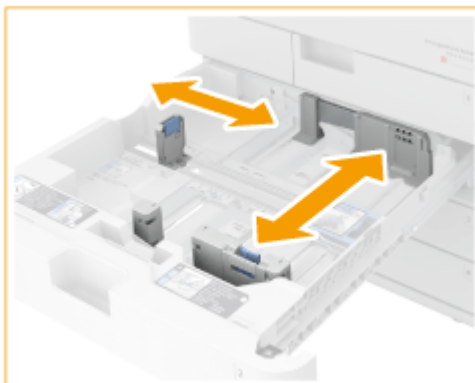
- When loading Kakugata 2, it is not necessary to attach the Envelope Feeder Attachment A.
- When not using the Envelope Feeder Attachment A, store it in the storage area of paper drawer 2.

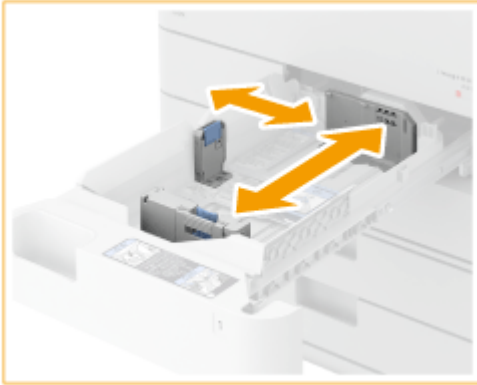
## 2 Adjust the position of the paper guides.

Paper drawer 1



Paper drawer 2





### 3 Load the envelopes.

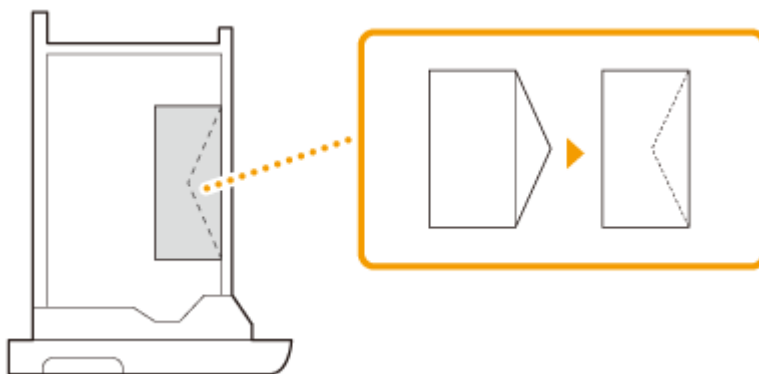
#### Paper drawer 1

Load the envelopes as indicated below, with the front side of the envelopes (the side without the glued areas) face up. Load 25 envelopes at a time.



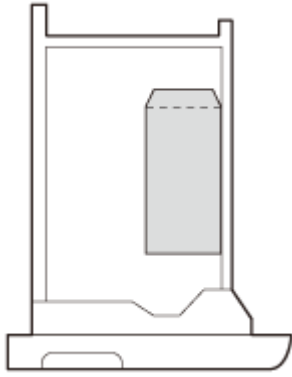
#### Yougatanaga 3, COM10 No. 10, DL, ISO-C5

Close the flaps, and load the envelopes so that their flaps are on the right side.



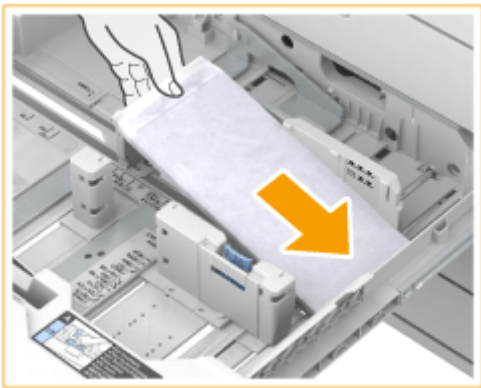
#### Nagagata 3

Load the envelopes so that their flaps are on the far side.



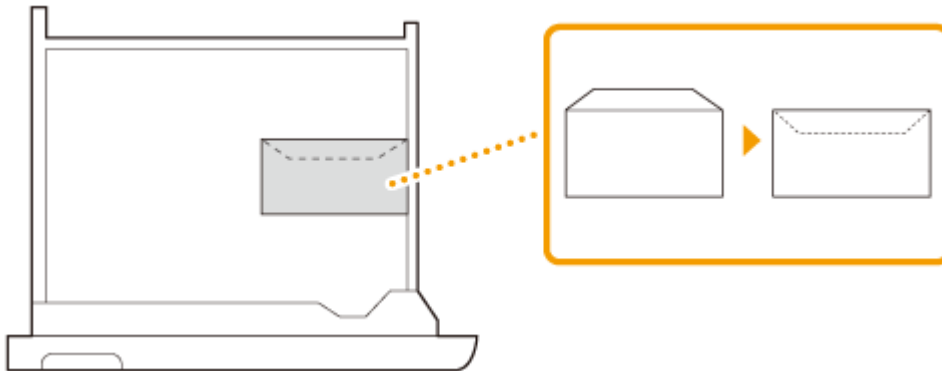
### Paper drawer 2

Load the envelopes as indicated below, with the front side of the envelopes (the side without the glued areas) face up. Load 50 envelopes at a time.



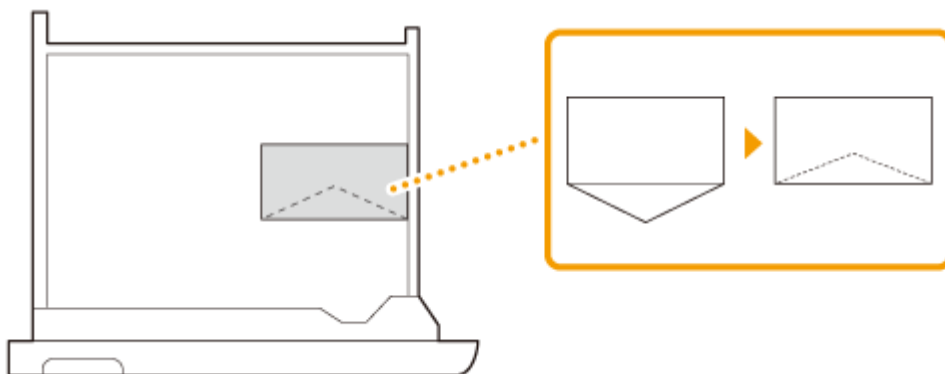
### Yougatanaga 3

Close the flaps, and load the envelopes so that their flaps are on the far side.



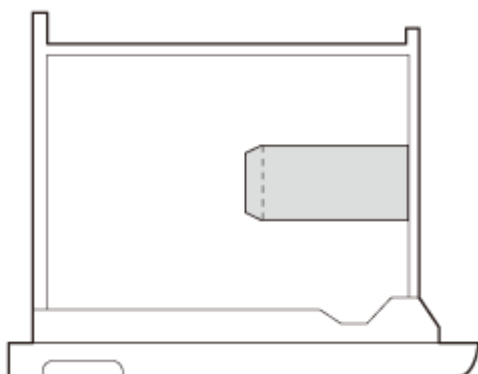
### Monarch, COM10 No. 10, DL, ISO-C5

Close the flaps, and load the envelopes so that their flaps are on the near side.



### Nagagata 3, Kakugata 2

Load the envelopes so that their flaps are on the left side.



## 4 Register the type of envelope.

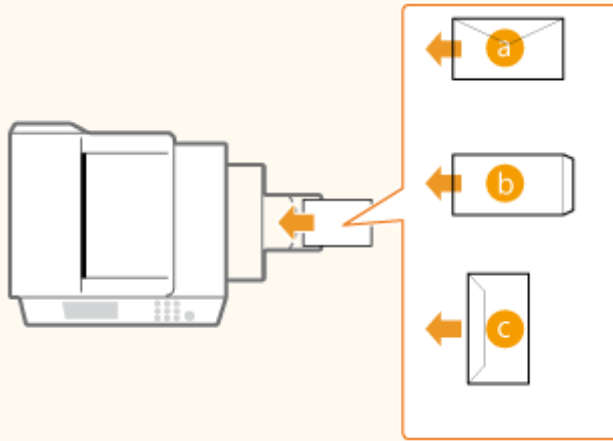
## 5 Change the paper size label of the paper drawer as necessary.

### ■ Loading Envelopes in the Multi-Purpose Tray

Load the envelopes as indicated below, with the front side of the envelopes (the side without the glued areas) face down (recommended). Load 10 envelopes at a time.

#### IMPORTANT

- You can load up to 10 envelopes at the same time. If the envelopes are not fed properly even if they have been prepared according to the procedures, load the envelopes individually in the multi-purpose tray instead of loading several sheets together.
- Do not print on the reverse side of the envelopes (the side with the glued areas).

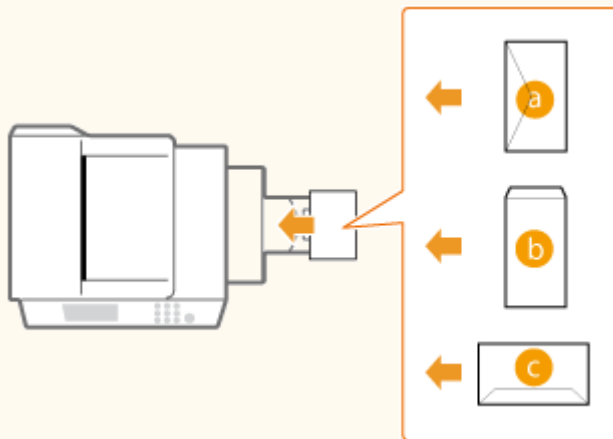


**a** Yougatanaga 3

**b** Nagagata 3, Kakugata 2

**c** COM10 No. 10, Monarch, DL, ISO-C5

- To change the orientation of the envelopes, load them as shown in the figures below.



**a** Yougatanaga 3

**b** Nagagata 3

**c** COM10 No.10, Monarch, DL, ISO-C5

## NOTE

- When you print on envelopes, remove them from the output tray 10 at a time.
- When using Kakugata 2, place it horizontally.
- If envelopes become wrinkled, load the envelopes with the long edge of the envelopes facing the machine.

# Loading Transparencies

13WH-02A

You can load transparencies in the paper drawers.

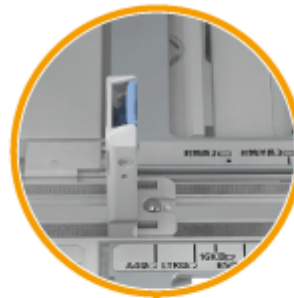
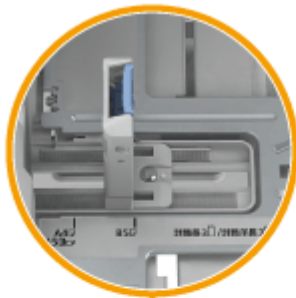
## NOTE

- You can also load transparencies in the multi-purpose tray. **▶ Loading Paper in the Multi-Purpose Tray (P. 117)**
- You can load only A4 or LTR size transparencies.

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



### 2 Adjust the position of the paper guides.



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

## IMPORTANT



- Slide the guides until they click into place. If the left guide and front guide are not aligned correctly, the paper size will not correctly appear on the touch panel display. It is also necessary to adjust the guides correctly to avoid causing a paper jam, dirty prints, or making the inside of the machine dirty.

## NOTE

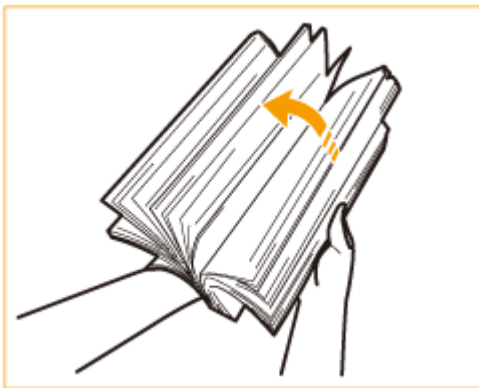
### Size abbreviations on the paper guides

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

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

## 3 Prepare the transparencies.

- Fan the transparency stack well, and align the edges on a flat surface.



## IMPORTANT

- Fan all four sides of the paper stack well.
- Separate each sheet of paper, and make sure that there is enough air between them.

## 4 Load the transparencies.



- 1 Make sure that the paper size setting of the paper drawer matches the size of the transparencies to load in the paper drawer.
- 2 Load the transparency stack with the print side face up, and against the side wall of the paper drawer.

## IMPORTANT

- It is recommended that you load transparencies one sheet at a time.
- If you leave transparencies loaded in the paper drawer or multi-purpose tray, the sheets may stick together and cause a multiple sheet feed or a paper jam. When printing is complete, return the remaining transparencies to their original package for storage, avoiding locations subject to high temperatures and humidity.

## Loading Preprinted Paper

13WH-028

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

### NOTE

- This section describes how to load preprinted paper with the proper orientation. For a description of the general procedure for loading paper in the paper drawer or multi-purpose tray, see [▶Loading Paper in the Paper Drawer\(P. 114\)](#) or [▶Loading Paper in the Multi-Purpose Tray\(P. 117\)](#).
- Set <Speed Priority for Copying from Feeder> to <Off> in advance.
  - ▶<Speed Priority for Copying from Feeder>(P. 773)

▶[Loading Paper with Logos in Portrait Orientation\(P. 130\)](#)

▶[Loading Paper with Logos in Landscape Orientation\(P. 131\)](#)

### Loading Paper with Logos in Portrait Orientation

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



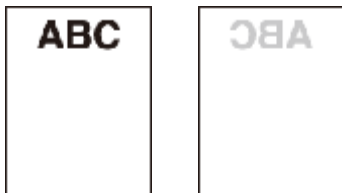
#### When Loading A4-, A5-size Paper with Logos

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

### NOTE

- A5-size paper can be loaded in the paper drawer 1 and multi-purpose tray only.

Paper drawer    Multi-purpose tray



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

Feeder

Platen glass



### When Loading A3-size Paper with Logos

Load the paper so that the logo faces up in the paper drawer 2 and faces down in the multi-purpose tray, as shown in the illustrations below.

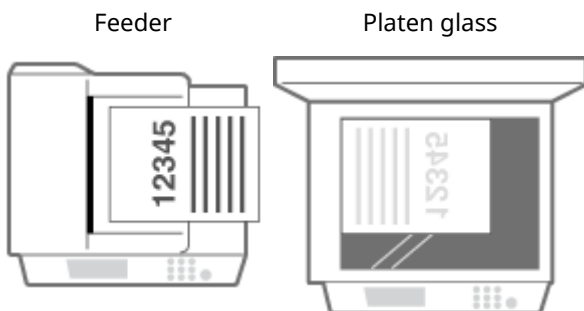
#### NOTE

- A3-size paper cannot be loaded in the paper drawer 1.

Paper drawer 2    Multi-purpose tray



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



### Loading Paper with Logos in Landscape Orientation

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



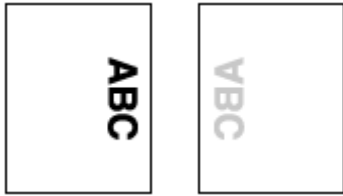
### When Loading A4-, A5-size Paper with Logos

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

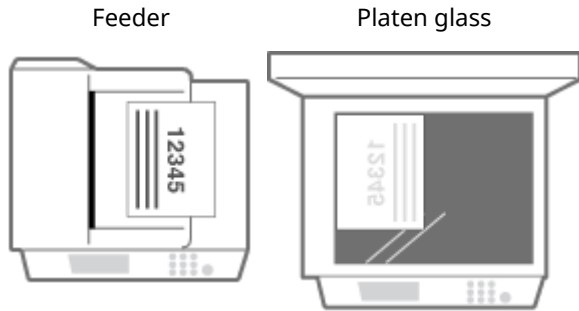
#### NOTE

- A5-size paper can be loaded in the paper drawer 1 and multi-purpose tray only.

Paper drawer    Multi-purpose tray



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



### When Loading A3-size Paper with Logos

Load the paper so that the logo faces up in the paper drawer 2 and faces down in the multi-purpose tray, as shown in the illustrations below.

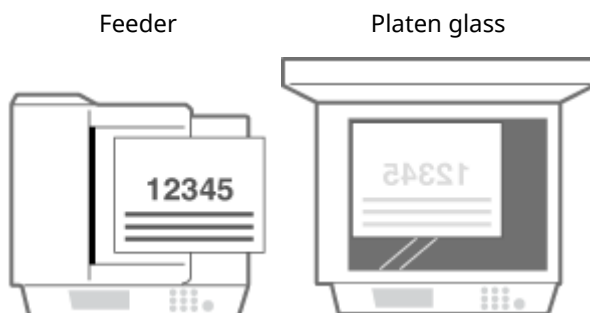
#### NOTE

- A3-size paper cannot be loaded in the paper drawer 1.

Paper drawer 2   Multi-purpose tray



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



## Loading Tab Paper

13WH-029

This section describes how to load tab paper in the paper drawer 2 using the Tab Feeding Attachment-F1. The Tab Feeding Attachment-F1 is optional. **Optional Equipment(P. 1088)** .

### NOTE

- Tab paper can also be loaded in the multi-purpose tray.
  - ▶ **Loading Paper in the Multi-Purpose Tray(P. 117)**
- The optional Tab Feeding Attachment-F1 is required to load tab paper in paper drawer 2.
  - ▶ **Optional Equipment(P. 1088)**

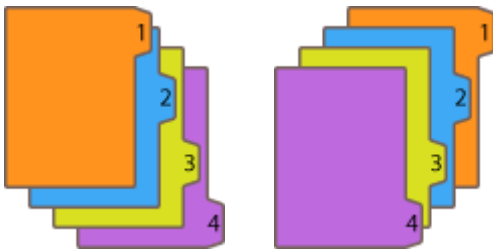
▶ **Tab Paper Type(P. 133)**

▶ **Loading Tab Paper in the Paper Drawer 2(P. 133)**

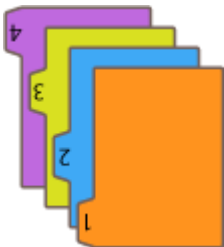
### Tab Paper Type

There are two kinds of tab paper: right order tab paper and reverse order tab paper.

Right order tab paper    Reverse order tab paper



When you load tab paper into the paper drawer 2, load right order tab paper face up with the tabs on the left side. For the reverse order tab paper, load face up with the tabs on the left side in the same printing order as the right order tab paper.



### Loading Tab Paper in the Paper Drawer 2

- 1 Hold the handle of the paper drawer 2 and pull it out until it stops.**



**2 Adjust the position of the paper guides.**

- While pressing the top part of the left guide, slide it to the left edge.

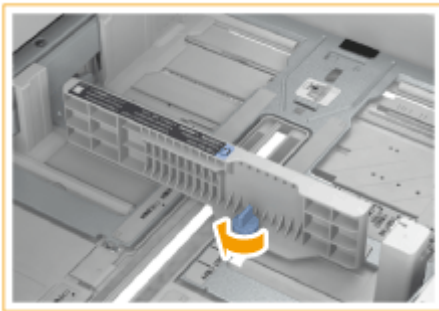
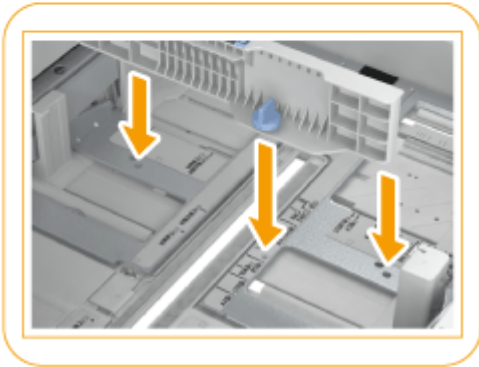


**3 Prepare the Tab Feeding Attachment-F1.**

**4 Attach the Tab Feeding Attachment-F1 aligning the mark for A4.**



- 1 Place the Tab Feeding Attachment-F1 so that it is aligned with the mark for A4.



- 2 Turn the knob to secure the Tab Feeding Attachment-F1.


## 5 Load the tab paper.



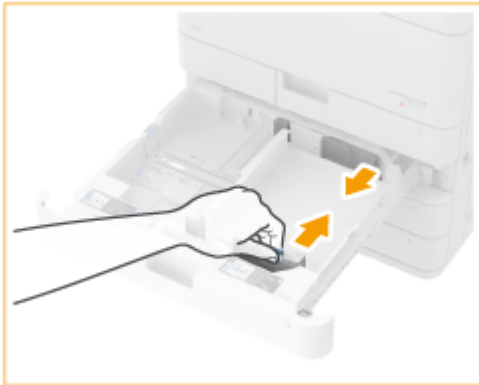
- Load the tab paper with the tabs on the left side.

### IMPORTANT

Do not exceed the load limit line when loading paper

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

- 6** While pressing the top part of the front guide, slide it until it is aligned with the tab paper.



- 7** Gently insert the paper drawer into the machine.

- 8** Specify the paper size and type.

- For details about how to specify the paper size and type, see [▶Specifying Paper Size and Type in the Paper Drawer\(P. 138\)](#) . If you do not change the settings, the machine cannot print properly.

## LINKS

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- [▶Specifications\(P. 1029\)](#)



## Specifying Paper Size and Type

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13WH-02C


You must specify the paper size and type settings to match the paper that is loaded. Make sure to change the paper settings when you load paper that is different from the previously loaded paper.

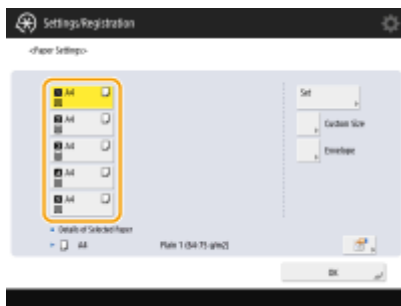
### **IMPORTANT**

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

# Specifying Paper Size and Type in the Paper Drawer

13WH-02E

- 1 Load the paper in the paper drawer. ▶ Loading Paper in the Paper Drawer(P. 114)
- 2 Press .
- 3 Press <Preferences> ▶ <Paper Settings> ▶ <Paper Settings>.
- 4 Check the paper size that is displayed.



- When loading standard size paper, the paper size is automatically detected.
- **1** (the top paper drawer), **2** (the second paper drawer from the top).
- Depending on the options installed, the display differs.

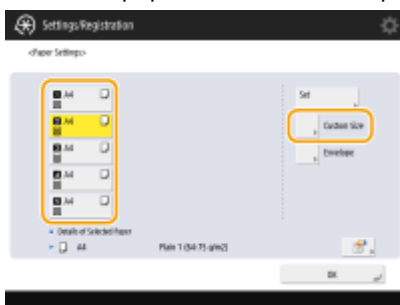
## NOTE

- If the displayed paper size is different from the loaded paper size, the paper may not be loaded properly. Load the paper again.
- If <Custom> is displayed even though the standard size paper is loaded, press <Custom Size> ▶ <Cancel Settings>. The correct size will be displayed.

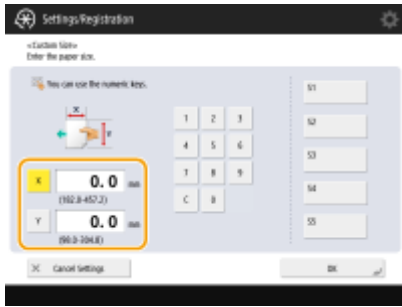
## ■When loading custom size paper

Specify the size of paper loaded in the paper drawer.

- 1 Select the paper drawer in which paper is loaded and press <Custom Size>.



- 2 Specify the length of the <X> side and <Y> side.



- Press <X> or <Y> to enter the length of each side using the numeric keys.

**NOTE**

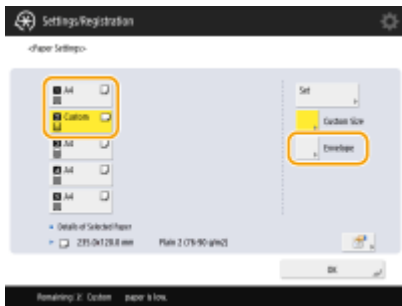
- If you register the paper size you use frequently on buttons <S1> to <S5>, you can call them up with one touch. **▶Registering Free Size Paper (Custom Size Paper)(P. 149)**

**3** Press <OK>.

**■When loading envelopes**

Specify the type of envelopes loaded in the paper drawer.

**1** Select the paper drawer in which envelopes are loaded and press <Envelope>.

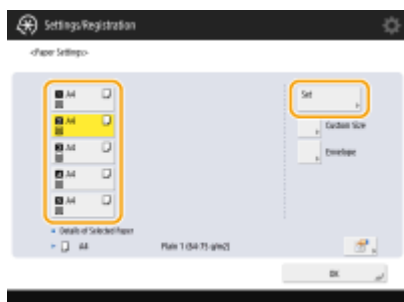


**2** Select the type of envelopes loaded in the paper drawer.

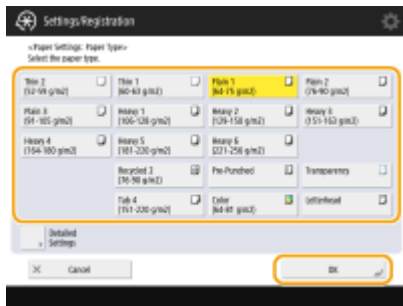


**3** Press <OK>.

**5** Select the paper source in which paper is loaded and press <Set>.

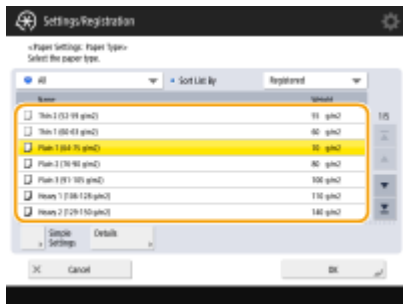


**6 Select the paper type and press <OK>.**



**NOTE**

- If the paper type loaded is not displayed, press <Detailed Settings> to select from a list.



**7 Press <OK>.**

**8 Change the paper size label of the paper drawer as necessary.**

- Attach the paper size label at the same height as the cassette number indicator, and approximately 5 mm to the left.



\* Approximately 5 mm

LINKS

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🔗 **Specifications(P. 1029)**

# Specifying Paper Size and Type in the Multi-purpose Tray

13WH-02F

## 1 Load the paper in the multi-purpose tray. **▶Loading Paper in the Multi-Purpose Tray(P. 117)**

⇒ The screen for specifying the paper size and type is displayed.

## 2 Specify the paper size.



### NOTE

- If you press <Favorite Paper> and register the frequently used paper size on buttons, you can call them up with a simple press. **▶Registering Frequently Used Paper Size and Type for the Multi-purpose Tray(P. 145)**

### ■When loading standard size paper

- 1 Press <Standard Size>.
- 2 Select the paper size and press <OK>.



### ■When loading custom size paper

- 1 Press <Custom Size>.
- 2 Specify the length of the <X> side and <Y> side.



- Press <X> or <Y> to enter the length of each side using the numeric keys.

## NOTE

- If you register the paper size you use frequently on buttons <S1> to <S5>, you can call them up with a simple press. ▶ **Registering Free Size Paper (Custom Size Paper)(P. 149)**

- 3 Press <OK>.

## ■When loading envelopes

- 1 Press <Envelope>.
- 2 Select the orientation and type of envelopes.
  - If you changed the placement of the envelopes, press <Short Edge Feed> or <Long Edge Feed>, and select the envelope type.
  - If you selected vertical placement for Nagagata 3, press [Next], and specify the flap length.
  - Proceed to step 5.

## IMPORTANT

- When using Kakugata 2, place it horizontally.

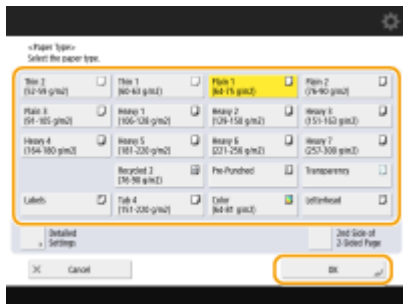
## ■When loading custom size envelopes

- 1 Press <Envelope>.
- 2 Press <Custom Size>.
- 3 Specify the length of the <X> side and <Y> side.
  - Press <X> or <Y> to enter the length of each side using the numeric keys.
  - If you load envelopes with the flap (seal) open, include the length of the flap when entering the size.
- 4 Press <OK>.

- 3 Press <Change> in <Paper Type>.

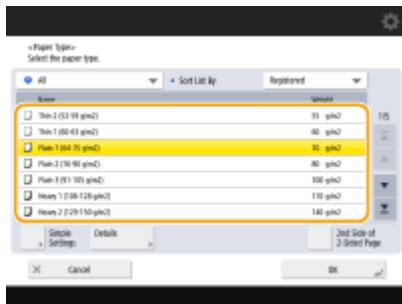


**4** Select the paper type and press <OK>.



**NOTE**

- If the paper type loaded is not displayed, press <Detailed Settings> to select from a list.



**5** Press <OK>.

**NOTE**

**If a screen other than that for specifying the paper size and type is displayed**

- If a message prompting you to adjust the paper guide is displayed, adjust the width of the paper guide again and press <OK>.

**LINKS**

🔗 [Specifications\(P. 1029\)](#)



# Registering Frequently Used Paper Size and Type for the Multi-purpose Tray

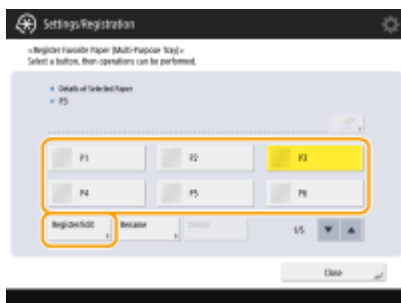
13WH-02H

If you always load the same size and type of paper in the multi-purpose tray, register it as <Favorite Paper> in advance. <Favorite Paper> can be called up from the screen which is displayed when loading paper.

**1** Press .

**2** Press <Preferences> ▶ <Paper Settings> ▶ <Register Favorite Paper (Multi-Purpose Tray)>.

**3** Select a button to register and press <Register/Edit>.



- You can change the registered name by pressing <Rename>.

**4** Select the paper size and press <Next>.



## ■ When registering custom size paper

- Press <Custom Size>.
- Specify the length of the <X> side and <Y> side.



- Press <X> or <Y> to enter the length of each side using the numeric keys.

## NOTE

- If you register the paper size you use frequently on buttons <S1> to <S5>, you can call them up with one touch. **▶Registering Free Size Paper (Custom Size Paper)(P. 149)**

- 3 Press <OK>.

## ■When loading envelopes

- 1 Press <Envelope>.
- 2 Select the orientation and type of envelopes and press <OK>.

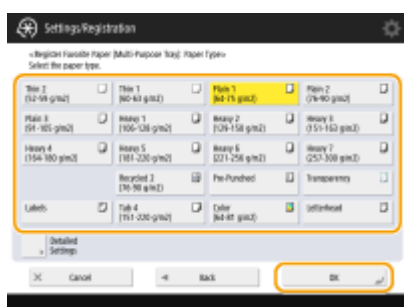


- 3 Press <Next>.
  - If you placed the envelopes vertically, press [Long Edge Feed], and select the envelope type.
  - If you selected vertical placement for Nagagata 3, press [Next], and specify the flap length.
  - Proceed to step 6.

## IMPORTANT

- When using Kakugata 2, place it horizontally.

- 5 Select the paper type and press <OK>.



- 6 Press <Close>.

## LINKS


- ▶Loading Paper in the Multi-Purpose Tray(P. 117)
- ▶Specifications(P. 1029)
- ▶<Multi-Purpose Tray Defaults>(P. 733)

# Setting the Method for Selecting the Paper in the Multi-Purpose Tray

13WH-02J

You can set the method for selecting the paper to use in the multi-purpose tray.

If you use the same paper size and type with the multi-purpose tray every time, it is convenient to register the paper in [Fixed].

- 1 Press .
- 2 Press <Preferences> ▶ <Paper Settings> ▶ <Multi-Purpose Tray Defaults>.
- 3 Set the method for selecting the paper.

## ■ When using the same paper every time

- 1 Press <Use Preset> ▶ <Register>.
- 2 Select the paper size.



- a <Standard>**  
Select a standard paper size.
- b <Free Size>**  
Press this to use a free paper size every time.
- c <Custom Size>**  
Press this to set a custom paper size for the paper you use every time.
- d <Envelope>**  
Select the envelope type.

- 3 Select the paper type, and press <OK>.

## ■ When using different paper every time

- 1 Press <Always Specify>, and select the screen displayed when paper is loaded in the multi-purpose tray.



**a <Standard>**

Displays the screen for selecting the paper size and type.

**b <Favorite Paper>**

Displays the screen for selecting the buttons registered in <Register Favorite Paper (Multi-Purpose Tray)>.

**4** Press <OK>.

**5** Press <Close>.

## LINKS

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▶ **Loading Paper in the Multi-Purpose Tray(P. 117)**

▶ **Specifications(P. 1029)**


▶ **Registering Frequently Used Paper Size and Type for the Multi-purpose Tray(P. 145)**

## Registering Free Size Paper (Custom Size Paper)

13WH-02K

You can register up to five frequently used free sizes of paper. The paper sizes registered here are displayed on the paper size selection screen for the paper drawer and multi-purpose tray.

- 🔍 Specifying Paper Size and Type in the Paper Drawer(P. 138)
- 🔍 Specifying Paper Size and Type in the Multi-purpose Tray(P. 142)

- 1 Press .
- 2 Press <Preferences> ▶ <Paper Settings> ▶ <Register Custom Size>.
- 3 Select a button from <S1> to <S5> and press <Register/Edit>.



### ■ To change a setting

- 1 Select the button you want to change.
- 2 Press <Register/Edit> and proceed to step 4.

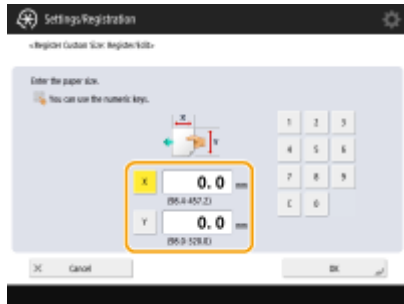
### ■ To delete a setting

- 1 Select the button you want to delete.
- 2 Press <Delete> ▶ <Yes>.

### ■ To change the registered name

- 1 Select the button you want to change.
- 2 Press <Rename>.
- 3 Enter a new name and press <OK>.

- 4 Set the paper size.



- Specify the length of the <X> side and <Y> side. Press <X> or <Y> to enter the length of each side using the numeric keys.

## 5 Press <OK>.

### LINKS

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- ▶ Loading Paper in the Paper Drawer(P. 114)
- ▶ Loading Paper in the Multi-Purpose Tray(P. 117)

# Automatically Selecting the Paper Source Depending on Function

13WH-02L

Paper sources for which Paper Drawer Auto Selection is set to <On> are used for Automatic Paper Selection and Auto Drawer Switching. You can set which paper sources can be used for Automatic Paper Selection and Auto Drawer Switching by each function, such as Copy and Print.

Automatic Paper Selection (APS): The machine automatically selects the appropriate paper size (paper source) when you start copying/printing.

Auto Drawer Switching (ADS): If the selected paper source runs out of paper during a copy/print job, the machine automatically selects another paper source with the same paper size, and continues copying/printing.

**1** Press .

**2** Press <Function Settings> ▶ <Common> ▶ <Paper Feed Settings> ▶ <Paper Drawer Auto Selection On/Off>.

**3** Select the desired function, press <On> for each paper source ▶ <OK>.

- Press <Off> if you do not want to automatically select the paper source.
- <Other> enables you to set the paper source used when outputting reports.

## NOTE

- If you select <Copy>, you can set whether to consider the paper type.

### If you set <Consider Paper Type> to <On>:

- Paper is not fed from another paper source when the original paper source runs out of paper, unless another paper source is loaded with paper of the same size and type.

### If you set <Consider Paper Type> to <Off>:

- Paper is fed from another paper source when paper in the current paper source runs out, as long as the same paper size is loaded in that paper source.

- If you select <Printer>, you can set whether to group paper sources.

### If you set <Use Group> to <On>:

- Paper sources are set as a group. When a specific paper source is selected in the printer driver, Auto Drawer Switching is performed in the group.

### If you set <Use Group> to <Off>:

- Paper sources are not set as a group. When a specific paper source is selected in the printer driver, Auto Drawer Switching is not performed.

**4** Press <OK>.

## Customizing the Touch Panel Display

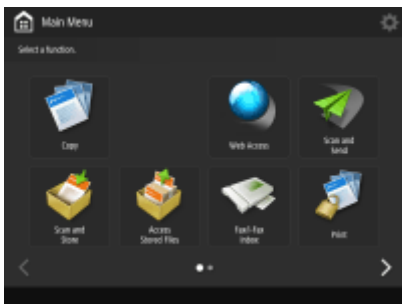
13WH-02R

In order to more easily use the Main Menu and the Basic Features screen of each function, you can customize the screen by rearranging buttons or creating shortcut buttons. In addition, you can work more efficiently by using the Quick Menu to register frequently used functions, or the Personal Settings to customize the operation environment to your preferences.



### Customizing the Main Menu

You can customize the Main Menu screen to make it easier to select frequently used functions, by selecting whether to display or hide buttons and by rearranging them.



▶ Customizing the Main Menu (P. 154)

### Creating a Shortcut

You can create a shortcut button for the functions on the Main Menu. Use this button to access a different function without returning to the Main Menu.

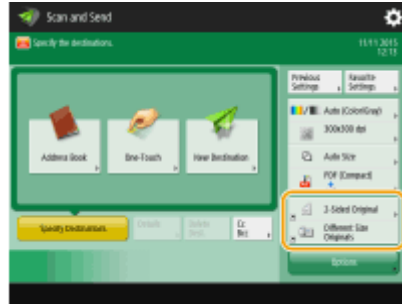


▶ Creating a Shortcut for a Frequently Used Function (P. 157)

### Customizing the Basic Features Screen

You can change the setting buttons that are displayed on the Basic Features screens (for copy, fax, and scan). You can also display a different Basic Features screen customized for each logged-in user.





▶ Customizing the Basic Features Screen(P. 162)

## Creating the Quick Menu

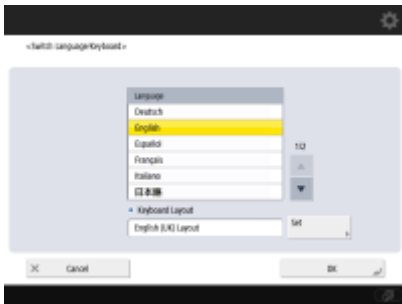
It is possible to freely register frequently used functions and setting procedures on the Quick Menu. You can work more efficiently including only the functions and settings that you need in the Quick Menu.



▶ Using the Quick Menu(P. 165)

## Changing the Language Displayed

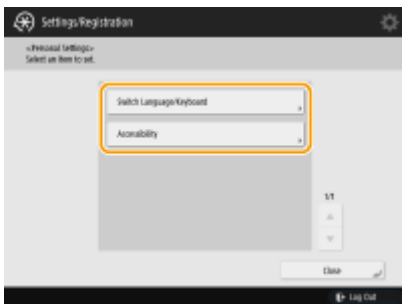
You can change the language displayed on the touch panel display and keyboard.



▶ Switching the Displayed Language(P. 175)

## Settings for Each User (Personal Settings)

The displays and operation environment can be changed for each user.



▶ Configuring Accessibility Settings (Personal Settings)(P. 179)

## LINKS

▶ Using the Touch Panel Display(P. 93)

# Customizing the Main Menu

13WH-02S

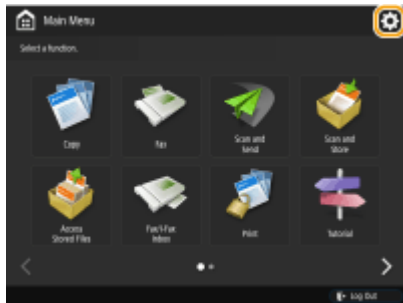
The Main Menu is the start screen for the functions. Although the Main Menu is configured for easy operation at the time of purchase, you can customize it to better suit your daily operations. To customize the Main Menu, you must log in with Administrator privileges. **▶Logging into the Machine(P. 104)**



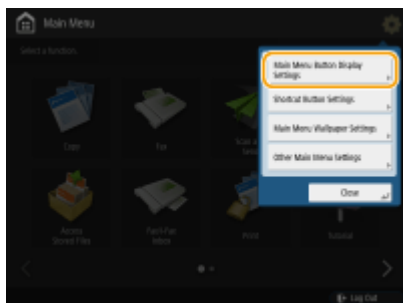
- ▶Selecting Buttons Displayed on the Main Menu(P. 154)
- ▶Changing the Background of the Main Menu(P. 155)

## Selecting Buttons Displayed on the Main Menu

- 1 Press  on the Main Menu.



- 2 Press <Main Menu Button Display Settings>.

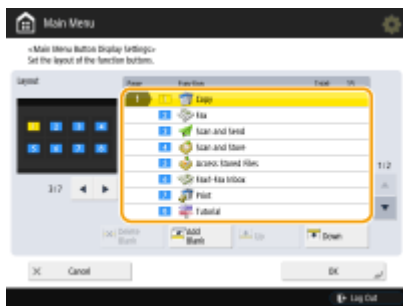


- 3 Select the number of buttons and the layout.



- Press **◀/▶** to select the number of buttons and the layout. You can check the layout on the preview screen located above **◀/▶**. The button sizes and layout vary depending on the number of buttons that are displayed.

#### 4 Select the functions to display on the Main Menu.



- The numbers in the list correspond to the items in the layout preview. Select a function from a list and press **<Up>** or **<Down>** until it moves to the position where you want to display it.

#### NOTE

- The type of functions you can select differ depending on the options installed.
- A blank button space can be placed on the Main Menu. Select the position from the list where you want to insert a blank space and press **<Add Blank>**. If you want to delete a blank space, select the position from the list where you want to delete it, and press **<Delete Blank>**. A button following the blank is carried forward to the position to be located there.

#### 5 Press **<OK>**.

⇒ The Main Menu in which the new layout is reflected is displayed.

#### NOTE

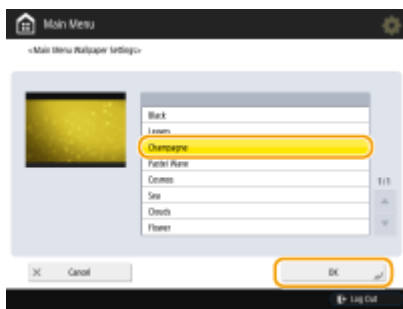
- To display only the first page of setting buttons on the Main Menu, press **⚙️ ▶ <Other Main Menu Settings>**, and set **<Only Use 1st Page>** to **<On>**.

### Changing the Background of the Main Menu

You can change the background image of the Main Menu.


#### 1 Press **⚙️** on the Main Menu ▶ **<Main Menu Wallpaper Settings>**.

## 2 Select a background image from the list and press <OK>.



- You can check the background image on the preview screen on the left of the list.

### NOTE

- You can specify whether to display/hide the <Settings/Regist. Shortcut> button in  → <Other Main Menu Settings>.
- For more information on <Settings/Regist. Shortcut>, see [▶Customizing Settings/Registration\(P. 177\)](#) .

### LINKS

- ▶[Editing the Quick Menu\(P. 171\)](#)
- ▶[<Use Default Screen After Startup/Restoration>\(P. 813\)](#)

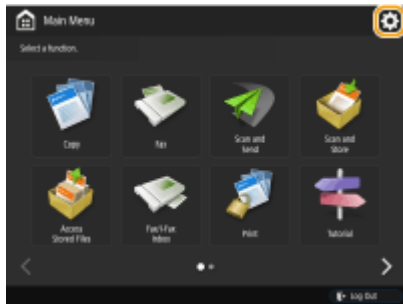
# Creating a Shortcut for a Frequently Used Function

13WH-02U

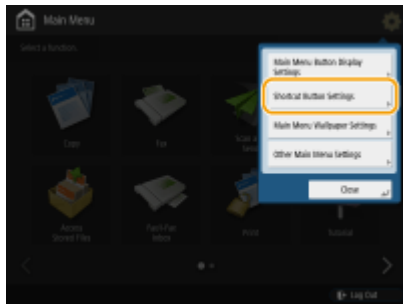
You can create a shortcut button for the functions on the Main Menu. Use this button to access a different function without returning to the Main Menu. To create a shortcut, log in with Administrator privileges. **Logging into the Machine(P. 104)**



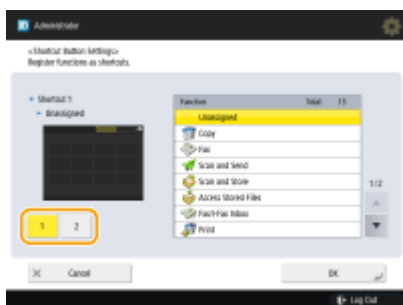
**1** Press  on the Main Menu.



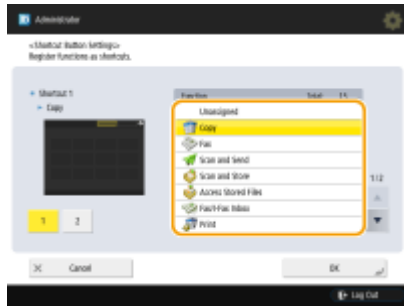
**2** Press <Shortcut Button Settings>.



**3** Select a number for the shortcut to be created.



**4** Select the function you want to create a shortcut for.



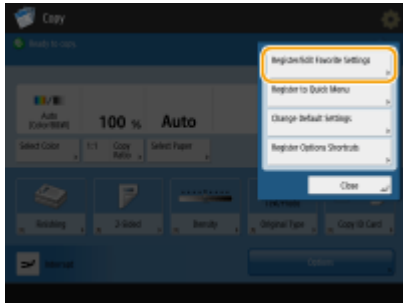
- Select the function from the list. You can check the position of the shortcut selected and the function assigned to it in the preview screen on the left of the list.
- If you do not use shortcuts, select <Unassigned> from the list.

**5** Press <OK>.

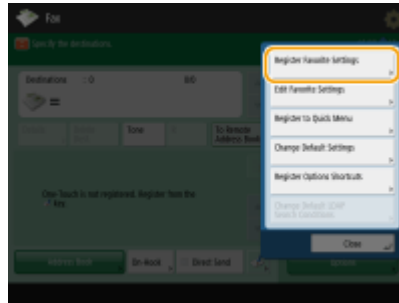
# Registering a Combination of Frequently Used Functions

13WH-02W

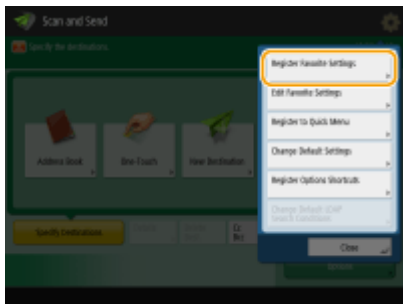
If you use the same settings every time for the Copy, Fax, or Scan function or want to save complicated settings, you can register settings as favorite settings, which can then be conveniently recalled.



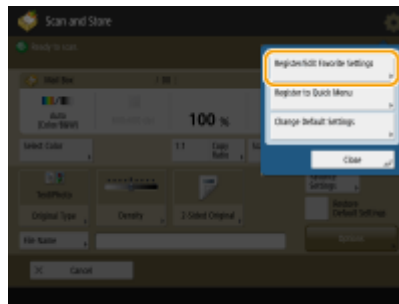
Copy Basic Features screen



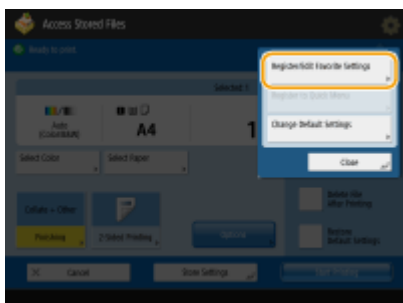
Fax Basic Features screen



Scan Basic Features screen



Scan and Store Basic Features screen




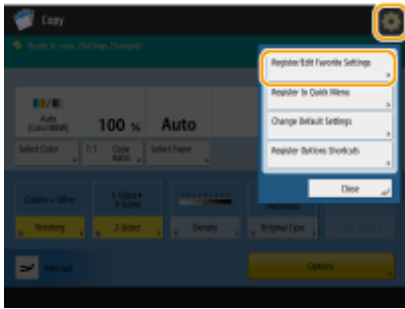
Access Stored Files Basic Features screen

The Copy function is used here as an example.

- ▶ Registering Settings(P. 159)
- ▶ Recalling Registered Settings(P. 160)

## Registering Settings

- 1 Press <Copy>, and specify the settings you want to register. ▶ Basic Copy Operations(P. 210)
- 2 Press  ▶ <Register/Edit Favorite Settings>.



### 3 Select a button and press <Register>.



- To change a button name, select the button, press <Rename>, and enter the new name.
- To delete registered settings, select the button and press <Delete>.

### 4 Press <Yes> ► <Close>.

- For certain functions, press <Next>, enter a comment as necessary, and press <OK>. You can set <Show Comments> to <On> to display comments.

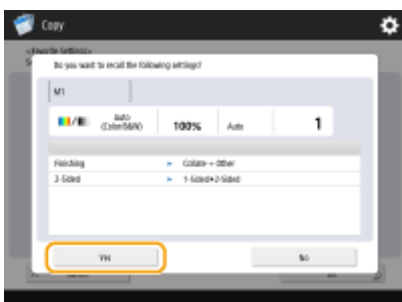
## Recalling Registered Settings

### 1 Place the original. ►Placing Originals(P. 106)

### 2 Press <Copy> on the Main Menu. ►<Main Menu> Screen(P. 94)

### 3 Press <Favorite Settings> on the Copy Basic Features screen. ►Copy Basic Features Screen(P. 208)

### 4 Select the button ► <OK> ► <Yes>.





- You can also change the settings you recall after pressing <Yes>.

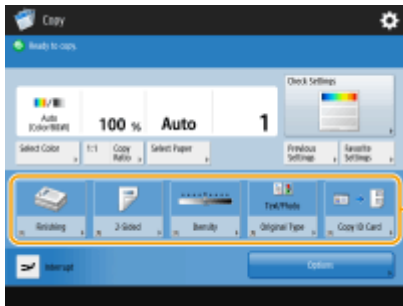
## 5 Press .

⇒ Copying starts.

# Customizing the Basic Features Screen

13WH-02X

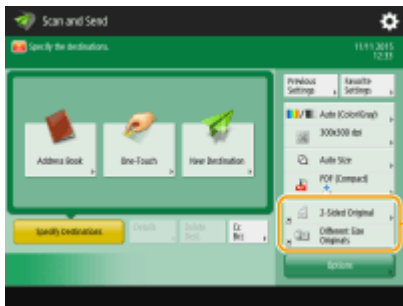
The setting buttons that are displayed on the Basic Features screens (for copy, fax, and scan) can be changed with other setting buttons in <Options>. By locating frequently used setting buttons on the Basic Features screen, you can use functions more efficiently. In addition, by logging in with personal authentication management, you can display a different Basic Features screen customized for each user.



Copy Basic Features screen



Fax Basic Features screen

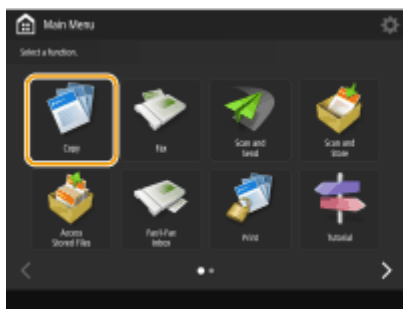


Scan Basic Features screen

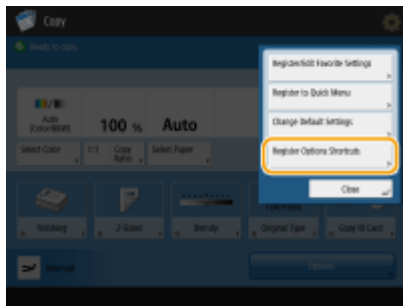
**a** Buttons that can be replaced

**Example:** Copy Basic Features screen

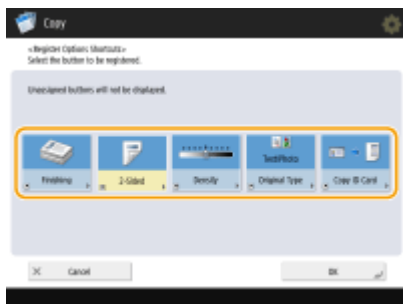
**1** Press <Copy> on the Main Menu and press .



**2** Press <Register Options Shortcuts>.



### 3 Select a button to be replaced.



- Buttons displayed here are currently being displayed on the Basic Features screen. Buttons selected in this step will not be displayed on the Basic Features screen.

### 4 Select a button you want to display on the Basic Features screen and press <OK>.



- If you do not want to display the button, press <Unassigned>.

### 5 Press <OK>.

- By replacing with the button selected in step 3, the new button selected in step 4 is displayed on the Basic Features screen.

## NOTE


- The number of setting items located on the Basic Features screen and the location to be displayed differ depending on functions.
- If you have changed the Copy Basic Features screen to the Express Copy screen (▶ **Changing the Settings Quickly (Express Copy Screen)(P. 310)**), select the button in step 3 and then press <Register>.

## TIPS

### Registering in <Favorite Settings>

- In <Favorite Settings>, you can register frequently used procedures for copying, as well as frequently specified destinations and settings for scanning. For more information, see **▶Registering a Combination of Frequently Used Functions(P. 159)** .


### Changing the default setting on the Basic Features screen

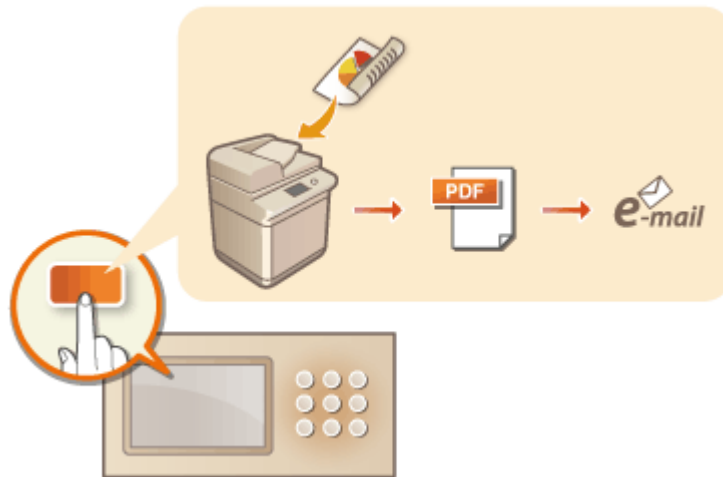
- After changing the settings for each function, you can register the current settings as a default on the Basic Features screen by pressing  followed by <Change Default Settings>. If you log into the machine with personal authentication management ( **▶Logging into the Machine(P. 104)** ) before performing this setting, it is registered as your own personal default setting.

## Using the Quick Menu

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13WH-02Y

In addition to calling up settings from the Main Menu and Basic Features screens for each function, you can call up settings from the Quick Menu, which is displayed when you press . The Quick Menu consists of buttons that enable you to register a combination of settings for a function in one button. For example, if you want to scan 2-sided original, convert it into a Compact PDF file, and send it via e-mail, you can register those steps in one button for quick and efficient operation. Quick Menu buttons can be configured either as Personal buttons, which are created and used by each logged-in user, or as Shared buttons, which can be shared by all users.



# Registering Buttons on the Quick Menu

13WH-030

You can register Personal buttons for your own use, or Shared buttons that can be shared with all users on the Quick Menu.

## NOTE

- To register a Personal button, you need to log in with personal authentication management. [▶Configuring the Personal Authentication Management Settings\(P. 555\)](#)

### Settings that can be registered in the Quick Menu buttons


Functions and settings that can be registered in the Quick Menu buttons are as follows.

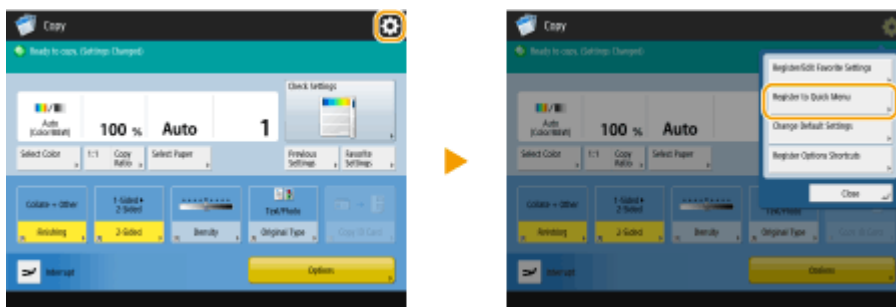
- Settings that can be registered in <Favorite Settings> for the <Copy> function [▶Reducing Copying Operations\(P. 308\)](#)
- <Fax> function settings of the machine [▶Basic Operations for Sending Faxes\(P. 318\)](#)
- Settings that can be registered in <Favorite Settings> for the <Scan and Send> function [▶Useful Scanning Functions\(P. 437\)](#)
- Settings that can be registered in <Favorite Settings> for the <Scan and Store> function [▶Setting Screen and Operations for Scanning to Save\(P. 511\)](#)
- Save locations for the <Scan and Store> and <Access Stored Files> functions [▶Using Storage Space\(P. 472\)](#)
- Shortcuts to the Basic Features screen for the <Print>, <Hold>, <Scanner>, and <Fax/I-Fax Inbox> functions

### Importing/exporting the registered buttons

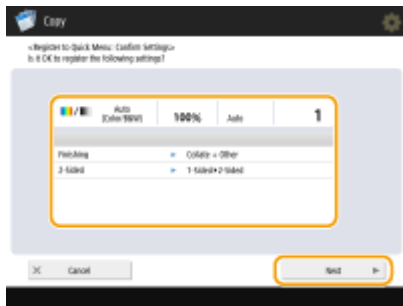
- You can import and export the registered Personal/Shared buttons from the Remote UI. [▶Importing/Exporting All Settings\(P. 680\)](#)

**Example:** Registering copy function

- 1 Press <Copy> on the Main Menu ▶ specify the copy settings.
- 2 Press  ▶ <Register to Quick Menu> when the setting is complete.



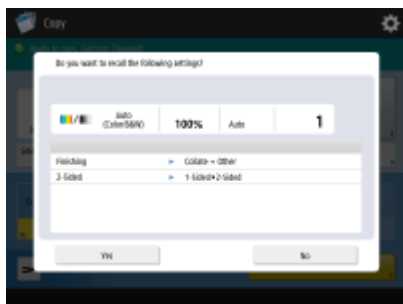
- 3 Confirm the settings and press <Next>.





#### 4 Specify the action that is performed when the registered button is pressed, and press <Next>.



- The setting described below results in a different operation immediately after pressing the button on the Quick Menu. For more information, see [Using the Quick Menu\(P. 168\)](#).
- If you select <On> for <Display Confirmation Screen When Recalling>, the confirmation screen below is displayed when you press the button on the Quick Menu. Select <Off> if you do not want to display the confirmation screen.



- If you select <On> for <Start Operation for Recall (Operation starts when button is pressed.)>, copying starts when you press the button on the Quick Menu without pressing . Select <Off> if you want to start copying manually by pressing .

#### NOTE

- If you select <On> for both <Display Confirmation Screen When Recalling> and <Start Operation for Recall (Operation starts when button is pressed.)>, copying starts after you select <Yes> on the confirmation screen.

#### 5 Press <Personal> or <Shared>.

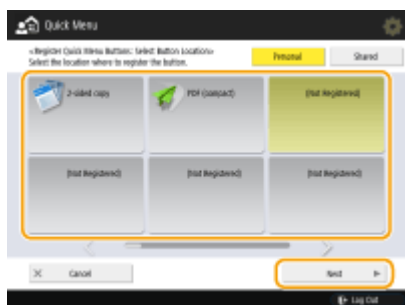


- Select <Personal> to register the button for your own use and select <Shared> to register it as a shared button for all users.

### NOTE

- If the Administrator restricts the use of Personal buttons and Shared buttons, they cannot be registered.
  - ▶ **Restricting Usage of the Quick Menu(P. 174)**

## 6 Select the display position of a button and press <Next>.



### NOTE

- You can select a button that has already been registered and overwrite it with a new button.

## 7 Enter the button name and a comment, and press <OK>.



- Press <Name> or <Comment> to enter. As both inputs are displayed on a button on the Quick Menu, it is convenient if you enter a setting name in <Name> and a memo in <Comment>.

## 8 Press <Close>.

### Using the Quick Menu

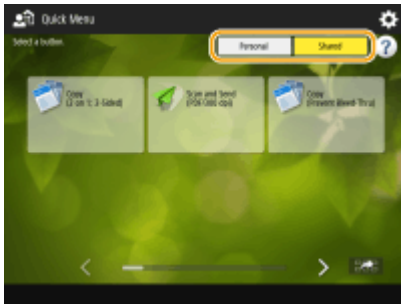
The procedure for using buttons on the Quick Menu vary depending the registered function and settings.

### NOTE










- If you are not logged in with personal authentication management, the login screen is displayed when you press <Personal>. ▶ **Logging into the Machine(P. 104)**




**1** Press  to display the Quick Menu, and press <Personal> or <Shared>.

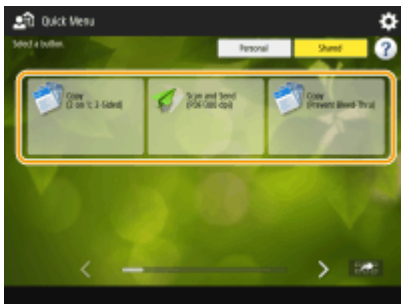


• Each icon indicates the function type as shown below.

-  <Copy>
-  <Fax>
-  <Scan and Send>
-  <Scan and Store>
-  <Access Stored Files>
-  <Print>
-  <Hold>
-  <Scanner>
-  <Fax/I-Fax Inbox>

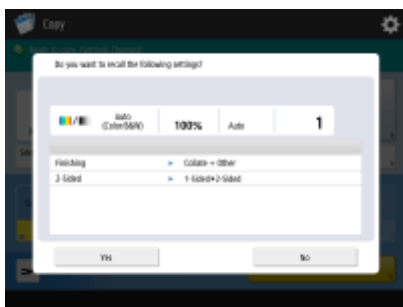
• If <12 small buttons per page; 5 pages> is selected (  **Editing the Quick Menu(P. 171)** ), the comments entered for the buttons are not shown.

**2** Press the button you want to use.




**■When <Display Confirmation Screen When Recalling> is set to <On>**


A confirmation screen asking whether to recall the settings is displayed.



• If <Start Operation for Recall (Operation starts when button is pressed.)> is set to <On>, operations registered in the button start when you press <Yes>.

- If <Start Operation for Recall (Operation starts when button is pressed.)> is set to <Off>, the setting screen is displayed when you press <Yes>. This enables you to change the settings before pressing  to start.

### ■ When <Display Confirmation Screen When Recalling> is set to <Off>

- If <Start Operation for Recall (Operation starts when button is pressed.)> is set to <On>, operations registered in the button start immediately.
- If <Start Operation for Recall (Operation starts when button is pressed.)> is set to <Off>, the setting screen is displayed. This enables you to change the settings before pressing  to start.

### ■ When you select <Scan and Store> function button

The folder specified as the save location for the scanned documents is displayed. Scan the documents you want to save.

- ▶ **Using as a Simple File Server(P. 474)**
- ▶ **Working with Other Devices(P. 484)**
- ▶ **Making Simple Edits to Files(P. 489)**
- ▶ **Working with Data in Memory Media(P. 504)**

### ■ When you select <Access Stored Files> function button

The specified save folder is displayed. Select a file in the folder for sending or printing.

- ▶ **Using as a Simple File Server(P. 474)**
- ▶ **Working with Other Devices(P. 484)**
- ▶ **Making Simple Edits to Files(P. 489)**
- ▶ **Working with Data in Memory Media(P. 504)**

### ■ When you select the <Print>, <Hold>, <Scanner>, or <Fax/I-Fax Inbox> function button

The registered settings screen is displayed. Proceed with the operation that you want to perform.

- ▶ **Advanced Functions for Printing(P. 387)**
- ▶ **Using Your Computer to Scan (Remote Scan) (Windows)(P. 461)**
- ▶ **Printing Documents in the Memory RX Inbox(P. 352)**
- ▶ **Keeping Received Documents Private(P. 354)**

## LINKS

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- ▶ **Customizing the Main Menu(P. 154)**
- ▶ **Creating a Shortcut for a Frequently Used Function(P. 157)**
- ▶ **Customizing the Basic Features Screen(P. 162)**

# Editing the Quick Menu


13WH-031

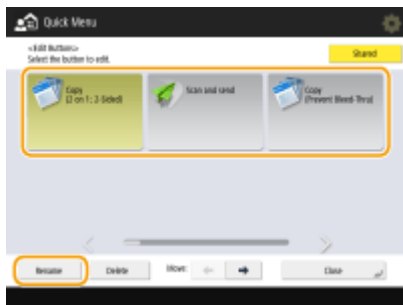
You can change the button name, comments, and location of a registered button, or delete it. You can also change the button size and background image of the Quick Menu.

**1** Press  .

**2** Edit the Quick Menu screen or buttons.




## ■ To change the button name and comment

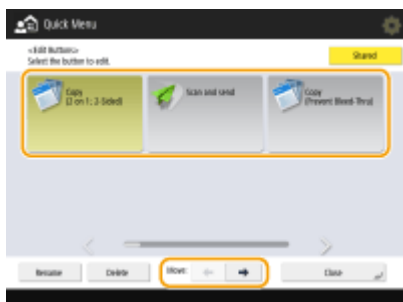
- 1** Press <Personal> or <Shared>.
- 2** Press  ► <Edit Buttons>.
- 3** Select a button and press <Rename>.



- 4** Change the name or comment, and press <OK>.
- 5** Press <Close>.


## ■ To change the location of the button

- 1** Press <Personal> or <Shared>.
- 2** Press  ► <Edit Buttons>.
- 3** Select a button and press  or  next to <Move>.




- 4** Press <Close>.

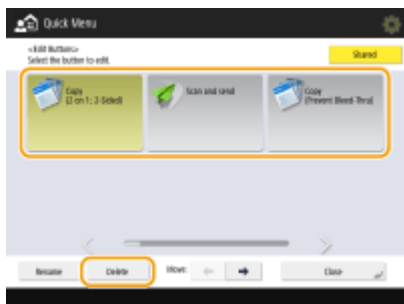
## NOTE

- You can move a desired button by pressing  on the bottom right of the screen and then dragging and dropping the button.




### ■ To delete the button

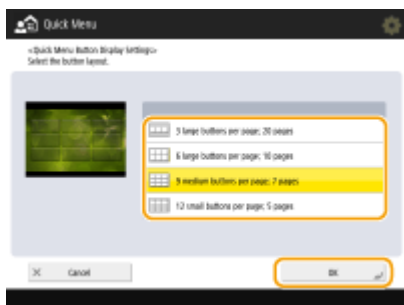
- 1 Press <Personal> or <Shared>.
- 2 Press  ▶ <Edit Buttons>.
- 3 Select a button and press <Delete>.



- 4 Press <Yes> ▶ <Close>.


### ■ To change button size

- 1 Press  ▶ <Quick Menu Button Display Settings>.
- 2 Select a button size from the list and press <OK>.

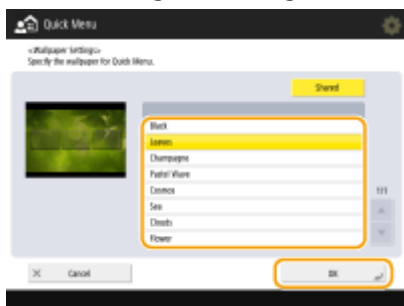


- If you select <12 small buttons per page; 5 pages>, the comments entered for the buttons are not shown.

### ■ To change the background image

- 1 Press <Personal> or <Shared>.
- 2 Press ▶  ▶ <Wallpaper Settings>.

**3** Select a background image from the list and press <OK>.



- You can check the background image on the preview screen on the left of the list.

## Restricting Usage of the Quick Menu

13WH-032

You can set restrictions on the use of Personal buttons and Shared buttons. You can also select whether to display Personal or Shared buttons when the Quick Menu is displayed. **Logging into the Machine(P. 104)**

**1** Press  to display the Quick Menu, and press .

**2** Press **<Restrict Quick Menu Use>**.

- When the login screen is displayed, log in as the Administrator.

**3** Set the usage restrictions.



**a** **<Register Shared Buttons>**

If you set it to <On>, all users can register/edit Shared buttons. If you set it to <Off>, these operations cannot be made unless the user is logged in as the Administrator.

**b** **<Use Personal Button>**

If you set it to <On>, users who logged into the machine can use Personal buttons. If you set it to <Off>, Personal buttons cannot be used.

**c** **<Authentication Default Screen>**

You can select whether Personal buttons or Shared buttons are displayed on the default screen that is displayed after authentication, when both buttons are available.


**4** Press **<OK>**.

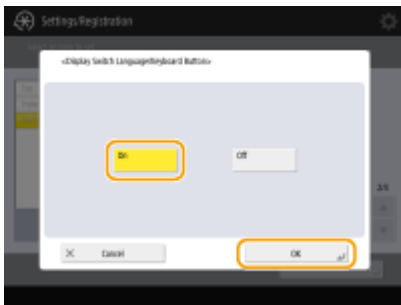
## Switching the Displayed Language


13WH-033

You can change the language and keyboard layout displayed on the touch panel display. If you switch languages frequently, it is convenient to use the <Switch Language/Keyboard> button. Follow the procedure below to show this button on the touch panel display.

### ■ Showing the <Switch Language/Keyboard> Button on the Touch Panel Display

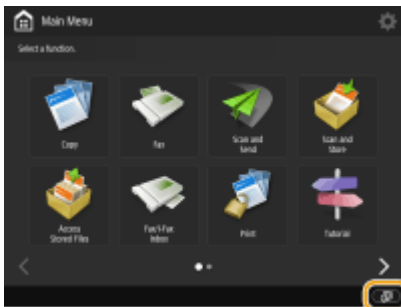
- 1 Press .
- 2 Press <Preferences> ▶ <Display Settings>.
- 3 Press <Display Switch Language/Keyboard Button>.
- 4 Press <On> ▶ <OK>.



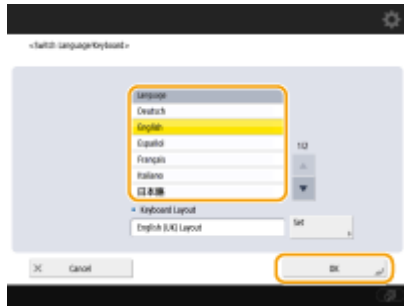
- If you set it to <On>,  appears at the bottom of the touch panel display.

### ■ Switching the Language with the Button

- 1 Press  on the touch panel display.



- 2 Select a language from the list and press <OK>.



## NOTE

- You can change the displayed language for each login user. ▶ **Configuring Accessibility Settings (Personal Settings)(P. 179)**

## LINKS

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- ▶ **<Switch Language/Keyboard>(P. 734)**



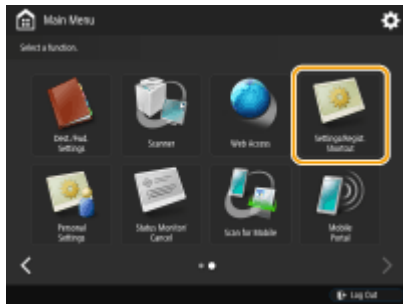
# Customizing Settings/Registration

13WH-034

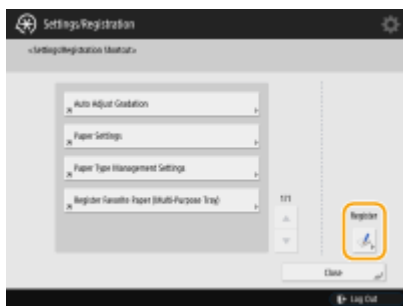
You can register shortcuts for frequently used Settings/Registration settings in <Settings/Regist. Shortcut>. By using the shortcut, you can display the settings screen directly.

<Settings/Regist. Shortcut> can be displayed on the top of the screen or on the Main Menu screen. For more information, see [Customizing the Main Menu\(P. 154\)](#).

## 1 Press <Settings/Regist. Shortcut> on the Main Menu.



## 2 Press [Register].

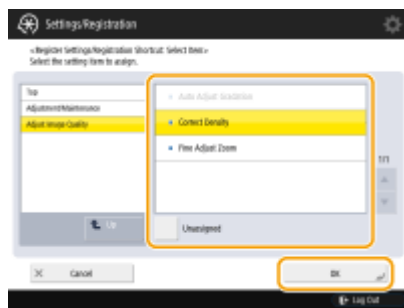


## 3 Select the button in which you want to register settings.



- You can select the assigned button to change the registered settings.

## 4 Select the settings to register as shortcuts and press <OK>.



- If you do not want to register settings, select [Unassigned].

# Configuring Accessibility Settings (Personal Settings)

13WH-035

Individual users can customize the operation settings to improve accessibility. For example, users can set the language and keyboard layout on the touch panel display, or the response speed when keys are pressed repeatedly. Because these settings are only enabled when the user who configured the settings log in, they do not affect the settings of other users.

## NOTE

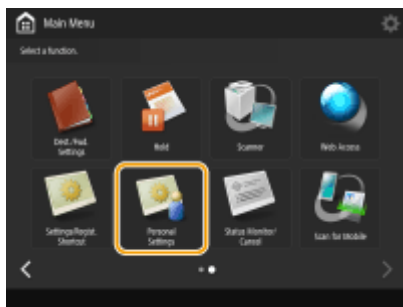
- To use personal settings, you need to log in with personal authentication management. ▶ **Managing Users(P. 553)**

## Available settings

The settings listed below can be configured.

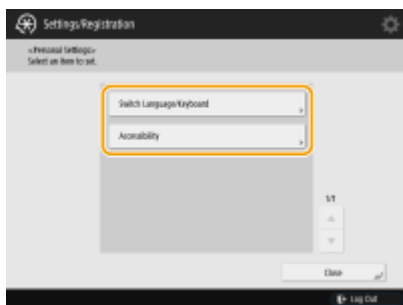
- The language used on the touch panel display
- Accessibility functions for users who have difficulty seeing or performing input operations on the touch panel display

## 1 Press <Personal Settings> on the Main Menu.



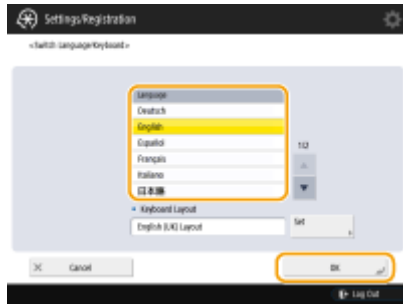
- When the login screen is displayed, log in. ▶ **Logging into the Machine(P. 104)**

## 2 Press the setting button that you want to configure.



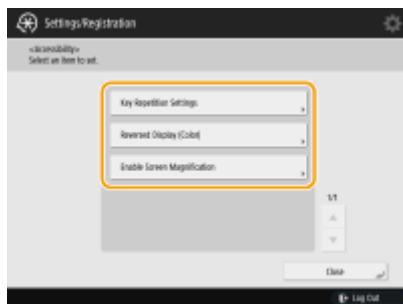
### ■ To set the displayed language

Press <Switch Language/Keyboard>, select a language from the list, and press <OK>.



### ■ To set accessibility

Press <Accessibility>, and select the setting you want to configure.

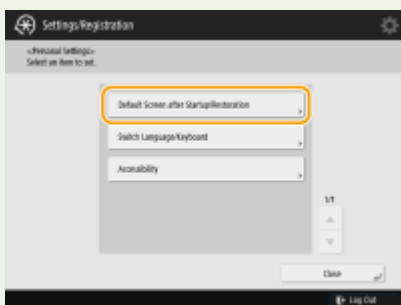


- Press <Key Repetition Settings> to change the speed at which the same character is entered repeatedly when a button is held down. This setting may prevent users from inadvertently entering the same character more than once when performing input operations slowly.
- Press <Reversed Display (Color)> ► <On> ► <OK> to invert the screen colors and make text easier to read.
- Press <Enable Screen Magnification> ► <On> ► <OK> to enable you to zoom in or out on some screens by pinching out or in.

## NOTE

### Set the screen that is displayed when the machine starts

- If the machine is configured so that users are required to log in when it starts up ( **▶ Logging into the Machine(P. 104)** ), <Default Screen after Startup/Restoration> is displayed as an item in <Personal Settings>. The screen that is displayed after the machine starts up can be set for each user.



## LINKS

- ▶ **Switching the Displayed Language(P. 175)**
- ▶ **<Accessibility>(P. 752)**

## Setting Sounds

You can adjust the volume of sounds produced by the machine when sending/receiving a fax. In addition to setting sounds for faxes, you can specify whether or not confirmation and warning sounds are produced.

### NOTE

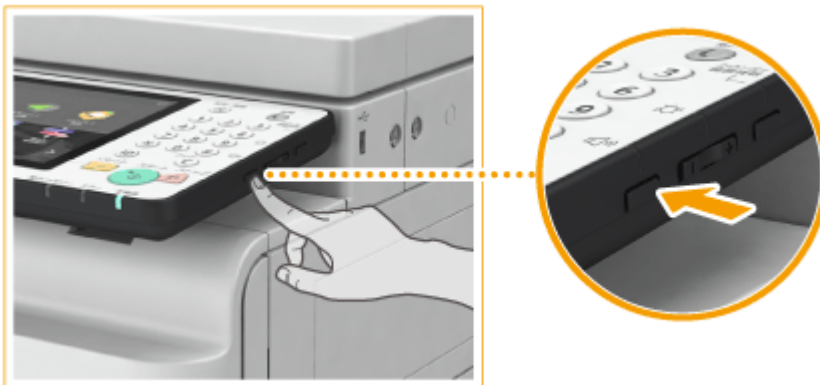
- Using device information distribution, you can distribute **Distributing the Device Information to Other Canon Multifunction Printers(P. 713)**, import, and export **Importing/Exporting All Settings(P. 680)** settings to other Canon multifunction printers. For more information, see **Settings/Registration Table(P. 822)**.

- Adjusting the Volume for Sending/Receiving Faxes(P. 181)**
- Setting the Confirmation Sound and Warning Sound(P. 182)**

### Adjusting the Volume for Sending/Receiving Faxes

You can adjust the volume of sounds produced for fax functions, such as the communication and cancellation sounds during fax transmission, or the sound to indicate that a received fax is finished printing. You can also set whether or not a sound is produced for the Fax Memory Lock sending/receiving result.


#### 1 Press the Volume Settings key.




#### 2 Adjust the volume or specify the setting, and press <OK>.



##### a <Alarm Volume>

Adjust the volume of sound that is produced when fax transmission is canceled, or when a received fax is finished printing. If you do not want a sound to be produced, press  all the way to the left.

**b <Monitor Volume>**

Adjust the volume of sound that is produced when sending a fax. If you do not want a sound to be produced, press  all the way to the left.

**c <Memory RX/TX End Tone>**

Specify whether or not a sound is produced when Fax Memory Lock sending/receiving completes without an error. **▶Saving Received Documents in the Machine (Memory Reception)(P. 352)**

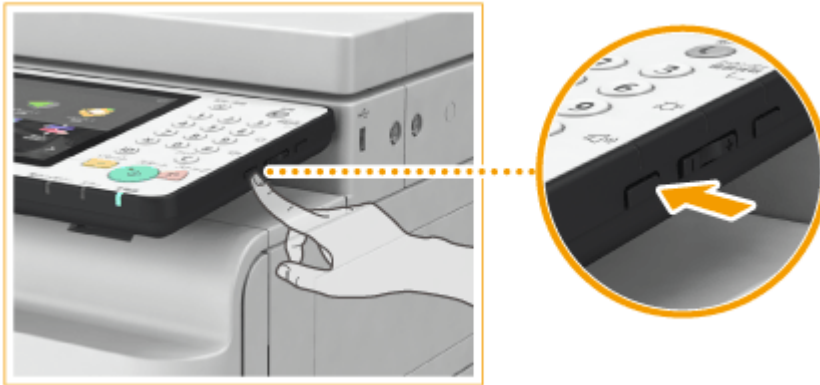
**d <Memory RX/TX Error Tone>**

Specify whether or not a sound is produced when Fax Memory Lock sending/receiving completes with an error. **▶Saving Received Documents in the Machine (Memory Reception)(P. 352)**

## Setting the Confirmation Sound and Warning Sound

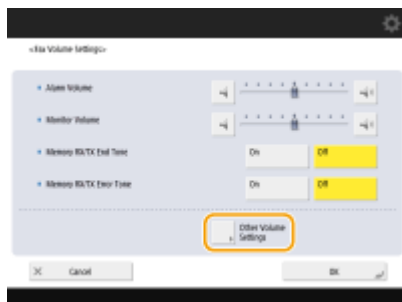
The machine produces sounds in a variety of situations, such as when control panel keys or touch panel buttons are pressed, or when a malfunction occurs. You can specify whether or not set each sound individually.

### 1 Press the Volume Settings key.



### 2 Press <Other Volume Settings>.

- <Volume Settings> is displayed when the fax board is not installed.



### 3 Set each confirmation sound/warning sound and press <Close>.





Setting Items	Description
<Entry Tone>	Sound produced each time a key on the control panel or a button on the touch panel display is pressed
<Invalid Entry Tone>	Sound produced when an invalid key/button operation is performed, or when you enter a number outside the valid setting range
<Restock Supplies Tone>	Sound produced when the amount of toner is low
<Forgot Original Tone>	Sound produced if original is remained on the platen glass after operation is finished
<Error Tone>	Sound produced when a malfunction such as paper jam or operational error occurs
<Job Done Tone>	Sound produced when an operation such as copying or scanning is complete
<Energy Saver/Sleep Tone>	Sound produced when the machine enters sleep mode
<Login Tone>	Sound produced when login is successful

**4** Press <OK>.


## Entering Sleep Mode

13WH-037



The sleep mode function reduces power consumption by temporarily disabling some internal operations of the machine. You can put the machine into sleep mode simply by pressing  on the control panel. When the machine is in sleep mode, the touch panel display turns off and  lights up.



### NOTE

- The machine may not enter sleep mode depending on the machine's operation status and conditions.
- You can set the order for starting necessary functions when you perform operations after exiting sleep mode.  **<Sleep Mode Eco Exit>(P. 740)**








### Exiting Sleep Mode

If **<Use Motion Sensor>** (Settings/Registration) is set to **<On>**, the machine exits sleep mode automatically when a person is nearby. If the machine does not exit sleep mode, press .  **<Use Motion Sensor>(P. 740)**

### When You Want to Set the Auto Sleep Timer

You can use the **<Auto Sleep Time>** setting to automatically put the machine into sleep mode. If you want to change the amount of time that elapses before the machine enters auto sleep mode, follow the procedure below.







  **<Preferences>**  **<Timer/Energy Settings>**  **<Auto Sleep Time>**  or  to set the amount of time that elapses before the machine automatically enters sleep mode  **<OK>**.


### Energy Consumption in Sleep Mode

You can set the amount of energy that the machine consumes when it is in sleep mode. Follow the procedure below to set the amount of energy consumed in sleep mode.



  **<Preferences>**  **<Timer/Energy Settings>**  set **<Sleep Mode Energy Use>** to **<Low>** or **<High>**.

### NOTE

- For information on the location of the motion sensor, see  **Front Side(P. 76)** .

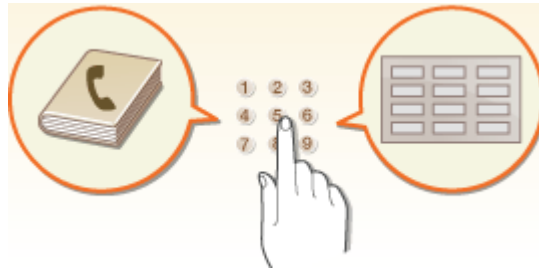


- You can set the time range to automatically enter sleep mode by the day of the week. ▶<**Auto Sleep Weekly Timer**>(P. 739)
- You can set the consumption power during sleep mode. ▶<**Sleep Mode Energy Use**>(P. 739)
- If <Low> is selected for <Sleep Mode Energy Use>, <Compensate for Network Comm.> must be enabled in the following situations. ▶<**Use Motion Sensor**>(P. 740)
  - When <Select Wired/Wireless LAN> (Settings/Registration) is set to <Wireless LAN>
  - When <Use Bluetooth> (Settings/Registration) is set to <On>

## Registering Destinations

13WH-038

Destinations for sending faxes and scanned data can be registered in the Address Book or one-touch buttons.



### Address Book

If you want to register many destinations or classify them by department or business partner, register them in the Address Book. The Address Book allows you to search destinations by the first character of the name or by selecting a function such as fax or e-mail. You can register destinations for all users, destinations for your own use, and destinations that only an Administrator can edit. **▶ Registering Destinations in the Address Book (P. 188)**



#### a Function type button

Select the button to filter destinations by function such as fax or e-mail.

#### b Address list drop-down list

Select an address list for a department or business partner.

#### c <Search by Name>

Enter the destination name.

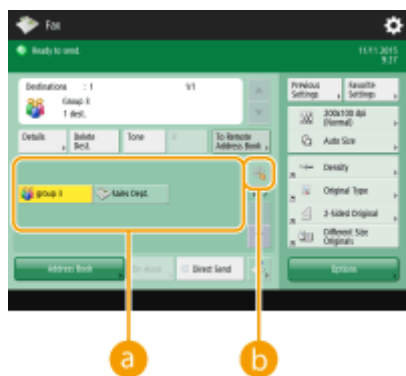
#### d First letter button

Select the alphanumeric button for the first character of the destination name.

### One-Touch Button

You can register frequently used destinations in one-touch buttons to simplify operations. The one-touch buttons with registered destinations are displayed on the touch panel display, enabling you to quickly search

and specify the destinations with the simple press of a button. **▶Registering a Destination in a One-Touch Button(P. 200)**



### a One-touch button

You can easily specify the desired destination with the simple press of a button.

### b One-touch number button

You can enter the three-digit number of a registered one-touch button if it is not shown on the touch panel display.

## NOTE

### For the Administrator

- The Address Book and one-touch buttons can be exported/imported. This can be used for backup data if a failure occurs or to simplify the procedure for registering destinations between supported machines. For more information, see **▶Backing Up/Restoring Data(P. 690)**.
- You can set a password to avoid unauthorized editing or deletion in the Address Book. **▶Setting a PIN for Address Book(P. 614)**
- If there are destinations that you do not want to display in the Address Book or if you want to limit user access to destinations, enter an access number when registering a destination. To use the access number, it is necessary to activate the setting in advance in **▶Restricting Access to Destinations Registered in the Address Book(P. 615)**.
- Configure User Group Address Lists from the Remote UI. ( **▶Registering Destinations via the Remote UI(P. 654)** )

# Registering Destinations in the Address Book

13WH-039

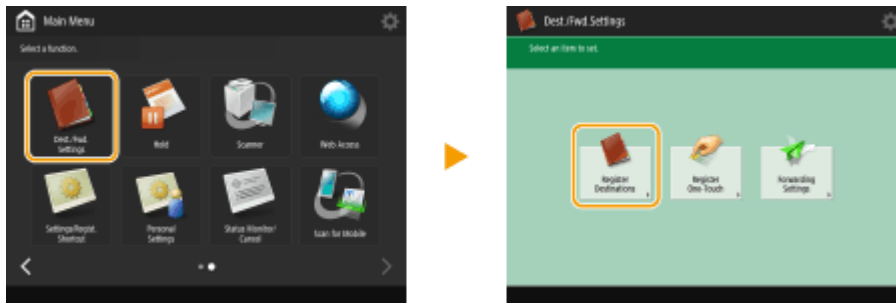


You can register a recipient's fax number or an e-mail address that can be used when sending scanned documents in the Address Book. You can also register an I-fax address and file server folder location (IP address and path) in the Address Book as a destination.

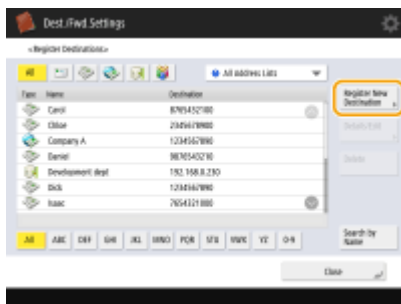
## NOTE

- To register a destination for your own use, you need to log in with personal authentication management. ▶ **Managing Users(P. 553)**

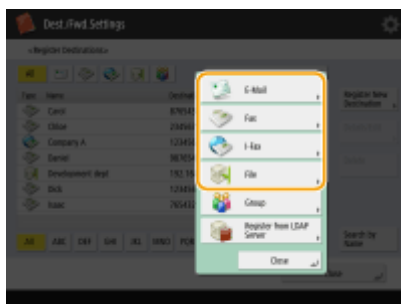
### 1 Press <Dest./Fwd. Settings> on the Main Menu ▶ <Register Destinations>.



### 2 Press <Register New Destination>.



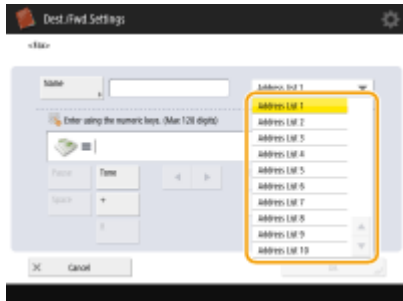
### 3 Select functions you want to register.



- Select the functions to use for the destination, from <Fax>, <E-Mail>, <I-Fax>, or <File>.

**4** Press <Name> ► enter the destination name, and press <OK>.

**5** Select the address list from <Personal Address List>, User Group Address Lists, <Address List 1> to <Address List 10> and <Address List for Admin.>.



- If you want to register the destination for your own use, select <Personal Address List>.
- If you want to register the destination which only an Administrator can edit, select <Address List for Admin.>.
- If you want to share the destination with a registered user group, select a registered User Group Address List.

### NOTE

- <Address List 1> to <Address List 10> can be regarded as 10 separate address books. Classifying an address list by department or by business partners makes them easier to find when specifying a destination. It is also easier to manage an address list if you change their names to department name or business partner name ( ►<Rename Address List>(P. 803) ).
- You can also manage User Group Address Lists by enabling only the Administrator to register/edit destinations. (<Set Destination> ► ►<Use User Group Address List>(P. 806) )

**6** Configure settings depending on the function selected in step 3.

### ■ Fax

**1** Enter the fax number.



**a** Fax number field

Enter the fax number using the numeric keys. Enter **b** to **h** as necessary.

**b** <Backspace>

Delete numbers to the left of the cursor in the fax number field (**a**) one by one.

**c** ◀/▶

Press when moving the fax number field cursor (a) to the left or right.

**d <Tone>**

If you press this button, the character "T" (tone) is inserted. Even if you are using pulse dial, numbers following "T" will be sent using tone dial.

**e <R> key**

If the machine is connected to a PBX (Private Branch Exchange), press this button before entering the destination. If this button is not available, you need to register the R-key settings. ▶ **<R-Key Setting>(P. 786)**

**f <Space>**

Enter a blank space between numbers to make them easier to read.

**g <Pause>**

If you press this button, the character "P" (pause) is inserted. When sending a fax overseas, insert pauses after the international access code or fax number. This helps to improve the connection.

**2** Press <Set Details> and specify settings as necessary.



**a <Subaddress>/<Password>**

Specify when sending or receiving documents to increase security by attaching a subaddress and password to all of your fax transactions. ▶ **Basic Operations for Sending Faxes(P. 318)**

**b <ECM TX>**

Select <On> to correct image errors. Select <Off> if the recipient's fax machine does not support the Error Correction Mode (ECM).

**c <Select Line>**

If you have additional telephone lines, you can select the line to use for sending a fax.

**d <Long Distance>**

If transmission errors occur frequently when you make overseas calls, select <Long Distance (1)>. If errors persist, change the setting to <Long Distance (2)> or <Long Distance (3)>.

**e <Sending Speed>**

Depending on the recipient's fax machine or the status of the line, a transmission error may occur due to the transmission speed. If errors occur frequently, lower this setting value.

**IMPORTANT**

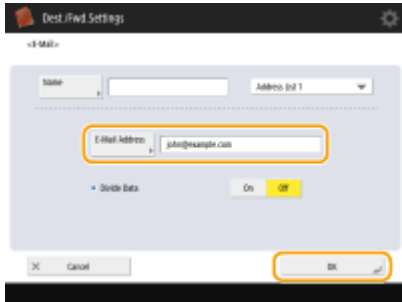
- To send faxes using ECM, set <Send> ▶ <Fax Settings> ▶ <ECM TX> to <On> and set <ECM TX> to <On>.

**NOTE**

- Although there are items you can set in the fax setting ( ▶ **Fax Basic Features Screen(P. 315)** ), it is convenient to set them here if you want to change the sending conditions for each destination.

**■ E-mail**

- 1 <E-Mail Address> ▶ enter the e-mail address and press <OK>.



- 2 Select <On> or <Off> in <Divide Data>.

If the size of the data being sent exceeds the maximum limit ( ▶ **<Maximum Data Size for Sending>(P. 781)** ), select whether you want to divide the data by size or by page.

- If you select <On>, the data is divided into smaller sizes that do not exceed the limit and is sent in several sections. The recipient's e-mail software must be able to combine the data received.
- If you select <Off>, the number of pages to be sent at one time decreases and the total transmission is divided into several sections. For example, 10 pages of data are transmitted twice, 5 pages each time. Therefore, your counterpart receives two e-mails. However, if you send data that cannot be separated into pages, such as JPEG, a transmission error occurs.

**■ I-fax**

- 1 Specify settings as necessary.



- a <Send via Server>

Specify whether or not to send I-faxes to destinations via the mail server. Select <On> if you want to send I-faxes via the mail server. Select <Off> if you want to send data directly to a recipient on the same local area network (LAN). By sending directly to a recipient, you can send large amounts of data without placing a burden on the mail server.

**NOTE**

- To send an I-fax that is not in an IP address format such as "user name@[the recipient's IP address]" without using a mail server, settings such as an MX (Mail eXchange) record need to be configured on the DNS server. Ask your Network Administrator whether or not this type of setting is available.

- When you set <Off> in <Send via Server>, you are required to set <On> in **▶<Send>(P. 775) ▶ <Use Send via Server>** in advance. If this setting is <Off>, the setting in <Send via Server> cannot be changed. It is recommended to set **▶<Send>(P. 775) ▶ <Allow MDN Not via Server>** to <On>.


**b <Register Standard Fields>**

This setting is required for using an Internet fax service. If you do not use an Internet fax service, this setting is not necessary. For more information, contact your Internet service provider.


**c <I-Fax Address>**

Enter the I-fax address using the following format: adv01@example.com. When sending to a recipient on the same network, use the following format: adv01@[192.168.11.100] (the recipient device name@[IP address]).

**d <Mode:>**

You can select the type of sending results that are displayed when  is pressed. Select <Full> if you want to check whether an I-fax is delivered to the recipient's machine, or select <Simple> if you want to check whether an I-fax is delivered to a mail server. Note that you cannot confirm the delivery status if the recipient's machine does not support the <Mode:> function.

**NOTE**

- If you send an I-fax to a machine that does not support the <Mode:> function, <Awaiting result...> is displayed when you press  to check the delivery status, even if the transmission is complete. It continues to be displayed until the time set in **▶<Send>(P. 775) ▶ <Full Mode TX Timeout>** passes.

**2** Press <Destination Conditions> ▶ specify each setting and press <OK>.



**a <Paper Size>**

Select the paper size to use when sending. Specify only <A4/LTR> if you send in A5.

**b <Compression Method>**

Select compression method. The compression rate is highest for MMR, followed by MR, and then MH. The higher the compression rate, the faster the transmission speed.

**c <Resolution>**

Select a higher value to increase the resolution and image quality. However, selecting higher value reduces the transmission speed.

**d <Divide Data>**

If the size of the data being sent exceeds the maximum limit ( **▶<Maximum Data Size for Sending>(P. 781)** ), select whether you want to divide the data by size or by page.

- If you select <On>, the data is divided into smaller sizes that do not exceed the limit and is sent in several sections. The recipient's device must be able to combine the data received.
- If you select <Off> in <Send via Server> ( **a** ) in step 1 for configuring the I-fax setting, the data is sent without being divided, even if it exceeds the maximum limit.

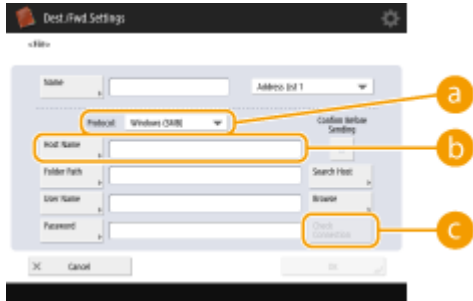
**e <Receive in Color>**



Enables you to send in color if the destination machine supports color. Press <On> ► <Next>, and set the paper size and resolution.

## ■ File server

- 1 Enter the host name of the file server which transmits data and press <Check Connection>.



- Ask your Network Administrator about the information on the file server.

### a <Protocol>

Select a protocol for the file server from <Windows (SMB)>, <FTP> and <WebDAV>.

### NOTE

- If you select <Windows (SMB)>, the <Search Host> and <Browse> buttons are displayed. You can easily specify a file server by searching or viewing the network.
- If you select <Windows (SMB)> or <WebDAV>, you can specify the storage (Advanced Space) of a Canon multifunction printer\*. ► **Using Storage Space(P. 472)**

\* Available only for the imageRUNNER ADVANCE series

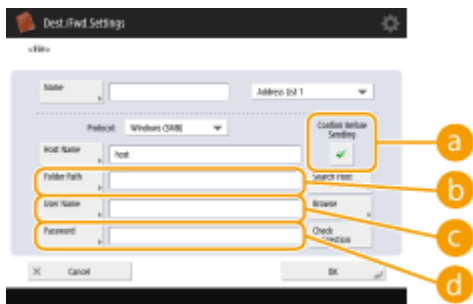
### b <Host Name>

Enter the host name of the file server.

### c <Check Connection>

Press this button after entering the host name to confirm the connection with the file server.

- 2 Configure the file server information.



- Ask your Network Administrator about the file server information and the folder.

### a <Confirm Before Sending>

If you select the check box, a screen for entering the registered password ( d ) appears when sending to the registered file server.

### b <Folder Path>

Specify the folder's directory to which data is sent.

### c <User Name>

Enter the login user name of the file server.

#### **d** <Password>

Enter the login password of the file server.

#### **NOTE**

- When the file server's destination is included in the group ( **▶Registering Multiple Destinations as a Group(P. 195)** ), clear the check box in **a** . If the check box is selected, you cannot send data.
- If you specify the destination for which you activate <Confirm Before Sending> as the forwarding destination, the screen to enter the password does not appear. The registered password is used and forwarding is performed.

## **7** Press <OK> ▶ <Close>.

#### **NOTE**

- When destinations are managed by access numbers, enter the access number ( **▶Restricting Access to Destinations Registered in the Address Book(P. 615)** ) after pressing <Next> in step 7.

#### **TIPS**

If the LDAP server has already been registered in the machine ( **▶Registering the LDAP Server(P. 49)** ), you can search for destinations and register them in the Address Book. Press <Dest./Fwd. Settings> ▶ <Register Destinations> ▶ <Register New Destination> ▶ <LDAP Server> and search for destinations using <Search by Conditions> or <Search by Name>.

- If the time setting between the LDAP server and the machine differs by five minutes or more, a search cannot be performed.
- If multiple destinations are displayed as search results, you can register up to 256 of them at one time.
- The destination information you can acquire through searches are only names and e-mail addresses.

#### **LINKS**

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- ▶ **Basic Operations for Sending Faxes(P. 318)**
- ▶ **Basic Operations for Scanning Originals(P. 409)**
- ▶ **<Change Default Display of Address Book>(P. 803)**
- ▶ **<Set Destination>(P. 803)**

## Registering Multiple Destinations as a Group

13WH-03A

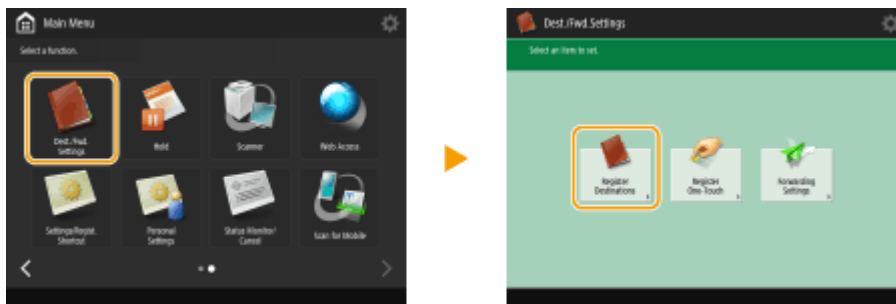


Multiple destinations registered in the Address Book (▶ **Registering Destinations in the Address Book (P. 188)**) can be combined into a group. You can use this feature to send documents and back up data at the same time because different types of destinations can be registered in the same group. For example, you can register e-mail addresses and file server IP addresses together in one group, or fax numbers and I-fax addresses in another one.

### NOTE

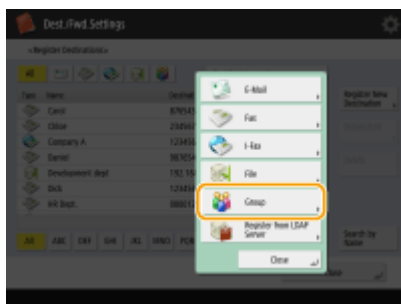
- In addition to registering destinations such as e-mail addresses, you can register a Mail Box (machine's temporary storage space) in a group (▶ **Making Simple Edits to Files (P. 489)**). For example, when you register a Mail Box in a group and send a scanned document attached to an e-mail, the document can be saved in the machine and checked later.
- To register a group that contains destinations for your own use, you need to log into the machine. ▶ **Logging into the Machine (P. 104)**

**1** Press <Dest./Fwd. Settings> on the Main Menu ▶ <Register Destinations>.



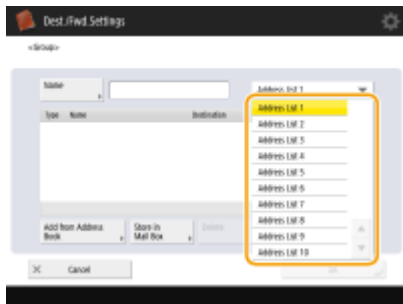
**2** Press <Register New Destination>.

**3** Press <Group>.



**4** Press <Name> ▶ enter the group name, and press <OK>.

## 5 Select the address list.



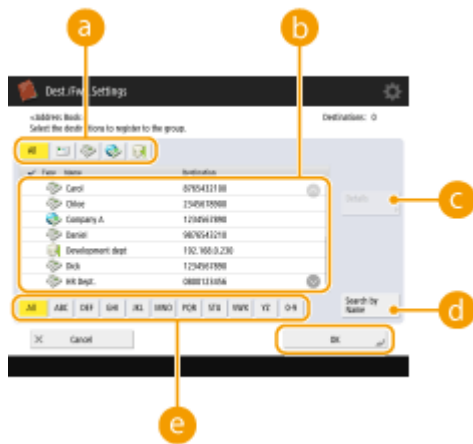
- You can create a group from the destinations registered in the selected address list. For example, if you select <Address List 2>, you cannot add a destination registered in <Address List 1> to the group. The created group is registered in the address list you select in this step.
- If you want to register a group that contains destinations for your own use, select <Personal Address List>.
- If you want to register destinations in a group which only an Administrator can edit, select <Address List for Admin.>.

## 6 Select the destinations you want to include in the group.

- If you want to select destinations from the Address Book, press <Add from Address Book>. If you want to select a Mail Box (machine's temporary storage space), press <Store in Mail Box>. Destinations in the Address Book and Mail Box can be registered in the same group.

### ■When you select <Add from Address Book>

- 1 Select the destinations you want to register in a group, and press <OK>.



#### a Destination type button

Select (e-mail), (fax), (I-fax) or (file) to filter the destinations displayed in the address list (b). Press <All> to display all registered destinations.

#### b Destination

Destinations registered in the address list that you selected in step 5 are displayed. From this list, select the destinations you want to register in a group.

#### NOTE

- When destinations are managed by access numbers, they are not displayed in the list unless you enter the access number ( **Restricting Access to Destinations Registered in the Address Book(P. 615)** ) after pressing <Access No.>.

**c** <Details/Edit>

Select a destination and press <Details/Edit> if you want to check the settings of the destination. Press <OK> to return to the previous screen.

**d** <Search by Name>

Enter the destination name. Press <Search by Name> again to return to the previous screen.

**e** First letter button

Select the alphanumeric button for the first character of the destination name. Press <All> to display all registered destinations.

■ **When you select <Store in Mail Box>**

- 1 Select a Mail Box (machine's temporary storage space) that you want to register in a group, and press <OK>.
  - Only one Mail Box can be registered in a group.

**7** Press <OK> ► <Close>.

**NOTE**

- When destinations are managed by access numbers, enter the access number ( ► **Restricting Access to Destinations Registered in the Address Book(P. 615)** ) after pressing <Next> in step 7.

# Editing the Registered Destinations in the Address Book

13WH-03C

After registering destinations, you can change or delete their settings.

**1** Press <Dest./Fwd. Settings> on the Main Menu ► <Register Destinations>.

**2** Select the destination you want to edit.



**a** Destination type button

Select (e-mail), (fax), (I-fax), (file), or (group) to filter the destinations displayed in the address list ( **c** ). Press <All> to display all registered destinations.

**b** Address list drop-down list

Select <Personal Address List>, <Address List 1> to <Address List 10> or <Address List for Admin.> to filter the destinations to be displayed in the address list.

**c** Destination list

Select the destination you want to edit or delete.

**d** <Details/Edit>

Press to check or edit the settings of destinations.

**e** <Delete>

Press to delete the destination.

**f** <Search by Name>

Enter the destination name. Press <Search by Name> again to return to the previous screen.

**g** First letter button

Select the alphanumeric button for the first character of the destination name. Press <All> to display all registered destinations.

## NOTE

- When destinations are managed by access numbers, enter the access number ( **Restricting Access to Destinations Registered in the Address Book(P. 615)** ) after pressing <Access No.>.

### **3** Press <Details/Edit>.

- If you want to delete a destination, select the destination and press <Delete> ► <Yes>.

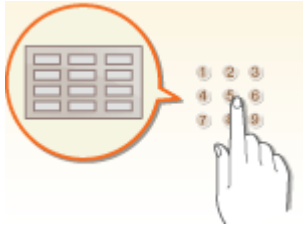
### **4** Edit the settings of the destination.

- For details about how to edit the settings, see ► **Registering Destinations in the Address Book(P. 188)** .

### **5** Press <OK> ► <Close>.

## Registering a Destination in a One-Touch Button

13WH-03E

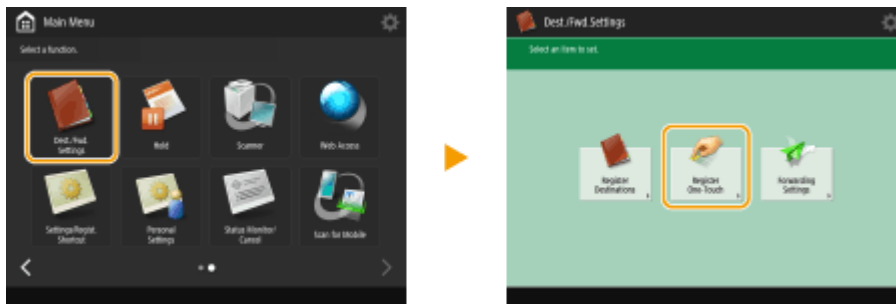


It is convenient to register a frequently used destination in a one-touch button. This enables you to quickly specify a destination with the simple press of a button. In addition to registering a fax number or e-mail address in a one-touch button, you can also register a file server folder location (IP address and path) to use when storing scanned data.

### NOTE


- Just as with the Address Book, you can register destinations in a one-touch button from the LDAP server or combine destinations into a group (▶ **Registering a Group in a One-Touch Button**(P. 201) ).

### 1 Press <Dest./Fwd. Settings> on the Main Menu ▶ <Register One-Touch>.



### 2 Select the one-touch number to register the destination in, and press <Register/Edit>.



- A three-digit number (001 to 200) is assigned to each one-touch button. You can also specify a one-touch button by pressing  and entering the three-digit number using the numeric keys.

### 3 Select functions you want to register.





- Select the functions to use for the destination, from <Fax>, <E-Mail>, <I-Fax>, or <File>.

**4** Press <Name> ► enter the destination name, and press <OK>.

**5** Press <One-Touch Name> ► enter the one-touch button name to be displayed, and press <OK>.

**6** Configure settings depending on the functions selected in step 3.

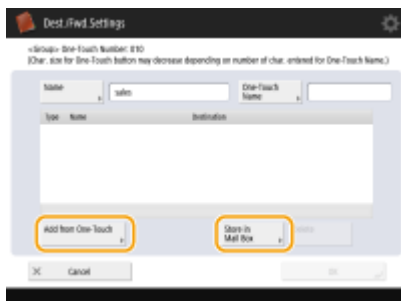
- For more information about the settings, see step 6 in ► **Registering Destinations in the Address Book(P. 188)** .

**7** Press <OK> ► <Close>.

### Registering a Group in a One-Touch Button

Destinations registered in one-touch buttons can be combined into a group and registered as a single destination. You can also register a Mail Box (machine's temporary storage space) in a group ( ► **Making Simple Edits to Files(P. 489)** ).


- 1 Press <Dest./Fwd. Settings> on the Main Menu ► <Register One-Touch>.
- 2 Select the button you want to register and press <Register/Edit> ► <Group>.
- 3 Press <Name> ► enter the group name, and press <OK>.
- 4 Press <One-Touch Name> ► enter the one-touch button name to be displayed, and press <OK>.
- 5 Select the destinations you want to register in a group.



- If you want to select a destination from a one-touch button, press <Add from One-Touch> ► select the destination ► press <OK>. If you want to select a Mail Box (machine's temporary storage space), press <Store in Mail Box> ► select the Mail Box ► press <OK>.

**6** Press <OK> ► <Close>.

**TIPS**

If the LDAP server has already been registered in the machine (  **Registering the LDAP Server(P. 49)** ), you can search for destinations and register them in one-touch buttons. Press <Dest./Fwd. Settings> ► <Register One-Touch> ► select the one-touch button you want to register ► press <Register/Edit> ► <LDAP Server> and search for destinations using <Search by Conditions> or <Search by Name>. After confirming the settings of the destination, press <One-Touch Name> ► enter the one-touch name to be displayed ► press <OK>.

- If the time setting between the LDAP server and the machine differs by five minutes or more, a search cannot be performed.
- Unlike the Address Book, you cannot select more than one destination at a time to register.
- The destination information you can acquire through searching only includes names and e-mail addresses.



# Copying

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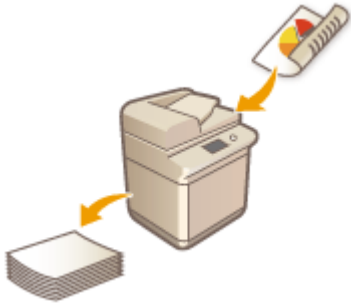
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# Copying

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

## ■ Introduction to Basic Copy Operations

This section describes the Copy Basic Features screen and basic copy operations.



- ▶ **Copy Basic Features Screen(P. 208)**
- ▶ **Basic Copy Operations(P. 210)**
- ▶ **Canceling Copies(P. 220)**

## ■ Enhancing Quality and Efficiency

This section describes functions useful for enhancing copy quality and operational efficiency such as adjusting sharpness to obtain clearer print results and combining multiple originals to efficiently copy them at once.



- ▶ **Enhancing and Adjusting Copy Quality(P. 222)**
- ▶ **Copying Efficiently(P. 233)**

## ■ Making Booklets and Handouts

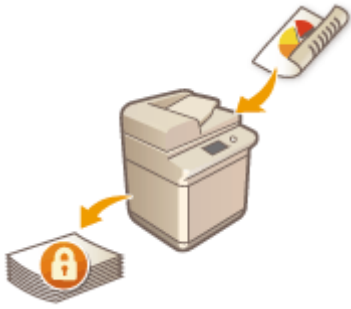
This section describes copy functions that enable you to create booklets with covers, or create documents suitable for distribution and management with page numbers, reference numbers, etc.



- ▶ **Making Booklets(P. 253)**
- ▶ **Functions Useful for Making and Managing Material(P. 244)**

## ■ Using Useful Copy Functions

This section describes various copy functions from document editing functions, such as layout change and label making, to security functions for preventing information leakage.



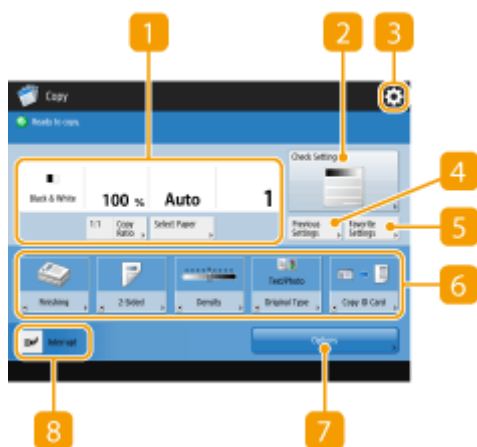
▶ **Useful Copy Functions(P. 263)**

▶ **Restricting Copying of Confidential Documents(P. 299)**

## Copy Basic Features Screen

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Pressing <Copy> on the Main Menu displays the Copy Basic Features screen.



### 1 Current setting status and setting buttons

Displays setting status such as the copy ratio, paper size, and number of copies. Make sure to confirm the settings in order to copy properly. To change the settings, press the button under the display section. ▶ **Basic Copy Operations(P. 210)**

- Depending on the number of copies and settings, <Copy Sample> is displayed to check the copy result by printing a sample copy. ▶ **Checking the Copy Results(P. 240)**

### 2 <Check Settings>

You can check the settings in the list. You can also make changes to the settings. ▶ **Basic Copy Operations(P. 210)**

### 3

Press this icon to register the current settings in <Favorite Settings> of **5** or to change the buttons displayed in **6**.

- ▶ **Registering a Combination of Frequently Used Functions(P. 159)**
- ▶ **Customizing the Basic Features Screen(P. 162)**

### 4 <Previous Settings>

Press to recall the previously specified settings. ▶ **Recalling Previously Used Copy Settings (Previous Settings)(P. 309)**

### 5 <Favorite Settings>

Register frequently used copy settings here in advance to easily recall them when necessary. ▶ **Registering a Combination of Frequently Used Functions(P. 159)**

### 6 Function setting buttons

Displays the most frequently used buttons from <Options>. The setting status is displayed on the buttons. You can also press **3** to change which buttons are displayed.

- If the button for the function that you want to use is not displayed, press <Options> and select the desired button. ▶ **Basic Copy Operations(P. 210)**



## 7 <Options>

Displays all of the function setting buttons. For convenience, you can display frequently used function setting buttons in 6.

## 8 <Interrupt>

You can interrupt waiting copy jobs and make your copy immediately. ▶ **Copying Immediately by Interrupting Other Jobs(P. 243)**

### NOTE

- Some functions cannot be used in combination with each other. Buttons that cannot be selected are displayed in light gray.

### TIPS

- Change the Copy Basic Features screen to the "Express Copy Screen" to enable quick access to each setting item. ▶ **Changing the Settings Quickly (Express Copy Screen)(P. 310)**

# Basic Copy Operations

13WH-03K

This section describes the basic operations for copying.

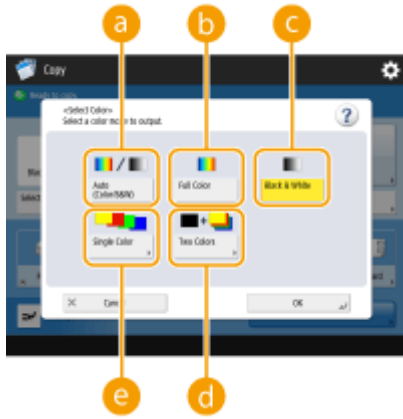
- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Enter the number of copies using the numeric keys on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 4 Specify the copy settings as necessary.**
  - ▶ Selecting Color Copying or Black and White Copying
  - ▶ Enlarging or Reducing Copies
  - ▶ Selecting Copy Paper
  - ▶ 2-Sided Copying
  - ▶ Adjusting Image Quality of Copies

## Selecting Color Copying or Black and White Copying



Normally, the machine automatically detects whether the original is color or black and white for copying, but you can also specify it. For example, this enables you to save toner by copying color originals in black and white, or copying tickets with a single color such as red or blue to indicate the date they are distributed.

- 1 Press <Select Color>.**
- 2 Select the color to copy with.**



**a <Auto (Color/B&W)>**

Automatically detects the color of the original. Color pages are copied in four colors (CMYK), and black and white pages are copied in black (K) only.

**b <Full Color>**

Copies in four colors (CMYK), regardless of the color of the original.

**c <Black & White>**

Copies in black (K) only, regardless of the color of the original.

**d <Two Colors>**

Copies in black and the color you specify. Select <Red>, <Green>, <Blue>, <Yellow>, <Magenta>, or <Cyan>.

**Example:** If you copy with black and magenta



**e <Single Color>**

Copies with the color you specify only. Select <Red>, <Green>, <Blue>, <Yellow>, <Magenta>, or <Cyan>.

**Example:** If you copy with red



**3** Press <OK>.

**NOTE**

- Originals with colors close to black, originals with light colors, or originals with small color areas may be detected as black and white originals, even if you set <Auto (Color/B&W)>.

**Enlarging or Reducing Copies**



You can enlarge or reduce copies from standard paper sizes to other standard paper sizes.

- ▶ Enlarging or Reducing Copies with Standard Paper Sizes



You can enlarge or reduce by specifying the copy ratio (%). You can specify the vertical and horizontal ratios individually.

- ▶ Enlarging or Reducing Copies by Specifying the Copy Ratio



You can enlarge or reduce by specifying the finished dimension, and the output image is fit to the dimension. You can specify the vertical and horizontal dimensions individually.

- ▶ Enlarging or Reducing Copies by Specifying Dimensions



You can enlarge or reduce to automatically fit the paper size selected.

- ▶ Enlarging and Reducing Copies to Fit Paper Size

■ **Enlarging or Reducing Copies with Standard Paper Sizes**

**1** Press <Copy Ratio>.

**2** To reduce, select the copy ratio from **a**, to enlarge, select the copy ratio from **b**, and press <OK>.



■ Enlarging or Reducing Copies by Specifying the Copy Ratio

1 Press <Copy Ratio>.

2 Specify the copy ratio and press <OK>.



**NOTE**

- To specify vertical and horizontal ratios individually, press <XY Ratio> and then specify the ratios for each. Depending on the ratio, the image on the printout may be rotated by 90 degrees.

■ Enlarging or Reducing Copies by Specifying Dimensions

1 Press <Copy Ratio>.

2 Press <Set by Length>.



3 Enter the dimensions and press <OK>.

- Press <Original Size> to enter the dimension of the original, and press <Copy Size> to enter the output dimension.
- For both <Original Size> and <Copy Size>, enter either the vertical dimension or horizontal dimension. For example, if you enter the vertical dimension for <Original Size>, enter the vertical dimension for <Copy Size> as well.

**NOTE**

- To specify the vertical dimension and horizontal dimension individually, press <XY Independent> and specify the dimension for each.

■ **Enlarging and Reducing Copies to Fit Paper Size**

- 1 Press <Select Paper>.**
- 2 Select paper and press <OK>.**
- 3 Press <Copy Ratio>.**
- 4 Press <Auto> ► <OK>.**



**NOTE**

- When copying in equal copy ratio to paper that has the same size as the original, the edges of the copied image may be slightly missing. To avoid this, reduce the size of the image by pressing <Copy Ratio> ► <Fit to Paper> to obtain the missing edges of the image.


**Selecting Copy Paper**



If you want to copy free size originals or highly transparent originals, or if you want to copy with paper set in the multi-purpose tray, you need to select paper manually.

**1** Press <Select Paper>.

**2** Select paper and press <OK>.

- Pressing  enables you to confirm detailed information of the paper selected.

## NOTE

### When the screen to select the size of the original is displayed

- If <Select Paper> is set to <Auto>, the screen to select the size of the original may be displayed. This is displayed because the size of the original cannot be verified and paper cannot be selected automatically when highly transparent originals, originals with extremely dark base color, or small-size originals are placed. Select the size of the original, or a size close to the original.

## 2-Sided Copying



You can copy 1-sided originals on both sides of the paper. You can also copy a 2-sided original on both sides of the paper, or on two separate sheets.

- ▶ Copying 1-Sided to 2-Sided
- ▶ Copying 2-Sided to 2-Sided
- ▶ Copying 2-Sided to 1-Sided

## NOTE

- Place the original in a proper orientation as shown in the illustrations below.



- Originals of heavy or thin paper cannot be placed in the feeder. Place the original on the platen glass. In this case, place the original in a proper orientation as shown in the illustrations below.



- When making 2-sided copies, functions of some settings such as the paper size and type are limited. For more information, see **▶ Specifications(P. 1029)** .

## ■ Copying 1-Sided to 2-Sided

When copying a horizontally long original, place the original in landscape orientation.

**1** Press **<Options>** ► **<2-Sided>**.

**2** Press **<1-Sided** ► **2-Sided**.



**3** Set **<Finishing Copy Format>** and press **<OK>**.

- To change the print orientation, press **<Set Details>**. Select **<Book Type>** to make the front and back sides of the printout have the same top-bottom orientation. Select **<Calendar Type>** to make the front and back sides of the printout have opposite top-bottom orientations.

## ■ Copying 2-Sided to 2-Sided

**1** Press **<Options>** ► **<2-Sided>**.

**2** Press **<2-Sided** ► **2-Sided**.



**3** Set **<Original Type>** and **<Finishing Copy Format>**, and press **<OK>**.

- To specify orientation of the original and change the print orientation, press **<Set Details>**. Select **<Book Type>** when the front and back sides of the original have the same top-bottom orientation. Select **<Calendar Type>** when the front and back sides of the original have opposite top-bottom orientations. You can also set the page orientation of the printout with **<Book Type>** or **<Calendar Type>**.



## ■ Copying 2-Sided to 1-Sided

Place the original in the feeder.

**1** Press <Options> ► <2-Sided>.

**2** Press <2-Sided> ► <1-Sided>.



**3** Set <Original Type> and press <OK>.

- To specify the orientation of the original, press <Set Details>. Select <Book Type> when the front and back sides of the original have the same top-bottom orientation. Select <Calendar Type> when the front and back sides of the original have opposite top-bottom orientations.

## Adjusting Image Quality of Copies



You can adjust density of the entire document. For example, increasing copy density enables you to easily read faint characters written in pencil.

▶ Adjusting the Density of Copies





You can adjust density of the background. You can clearly copy originals with a colored background or thin originals such as newspapers whose characters and images on the back side show through.

▶ Adjusting the Density of the Background of Copies

## ■ Adjusting the Density of Copies

**1** Press <Options> ► <Density>.

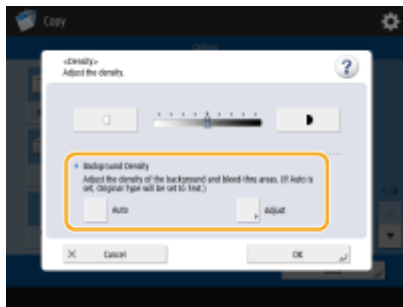
## 2 Adjust density and press <OK>.

- Press  to decrease density. Press  to increase density.

### ■ Adjusting the Density of the Background of Copies

#### 1 Press <Options> ► <Density>.

#### 2 Press <Adjust> in <Background Density>.



- To adjust the background automatically, press <Auto> and proceed to step 4.

#### 3 Adjust density and press <OK>.

- Press <-> to decrease the density of the entire background. Press <+> to increase the density of the entire background.

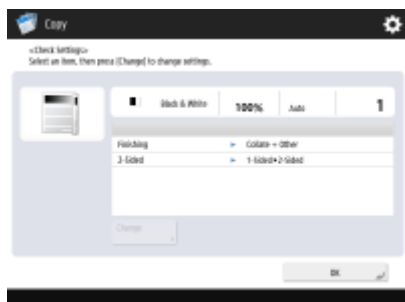
#### NOTE

- Depending on the colors of originals, sections other than the background may be affected.
- If you press <Adjust> ► <Adjust Each Color>, you can adjust the background density by color.

#### 4 Press <OK>.

### ■ Confirm settings before copying




If you press <Check Settings>, the list of the specified settings is displayed.




- If you select a setting on the list and press <Change>, you can change the setting. After changing the setting, press <OK>. To cancel the changed setting, press <Cancel Settings>.

## 5 Press .

⇒ Copying starts.

- To cancel copying, press <Cancel> or . **▶Canceling Copies(P. 220)**
- Pressing  or  during copying enables you to adjust density.

### ■When <Press the [Start] key to scan the next original.> is displayed

Place the next original and press . After scanning all of the originals, press <Start Copying> to start copying.


## NOTE

### When multiple sheets are fed at once

- Scanning is stopped and the message is displayed on the screen. Follow the message and start operation. To set to not notify with a message, press <Options> on the Copy Basic Features screen ▶ <Detect Feeder Multi Sheet Fd.> to disable the setting each time you copy, or set <Set Detection of Feeder Multi. Sheet Feed as Default> to <Off> (<Scan Settings> ▶ **▶<Set Detection of Feeder Multi. Sheet Feed as Default>(P. 766)** ).

## TIPS

### Reserving a copy

- Even while the machine is being used by someone else for copying or stopped for clearing a paper jam, you can still set and scan the next originals to copy. When the machine becomes available for use after finishing the previous operation, the next copy starts automatically. This function is called "Reserved copy." For example, to perform reserved copy while the printing or waiting screen is displayed, press <Close>, specify the copy settings in the usual manner, and press .
- You can specify up to 20 jobs to be reserved, including the current job. Interrupt copy jobs are not included in this count.

## LINKS

- ▶**Copy Basic Features Screen(P. 208)**
- ▶**Specifying Paper Size and Type(P. 137)**
- ▶**Specifications(P. 1029)**
- ▶**Loading Paper in the Multi-Purpose Tray(P. 117)**
- ▶**Optional Equipment(P. 1088)**
- ▶**<Common>(P. 760)** ▶ <Paper Output Settings>

## Canceling Copies

13WH-03L


You can cancel copying while scanning originals or cancel waiting copy jobs.

### ■ Canceling Copying While Scanning

The following screen is displayed while scanning originals. Press <Cancel> to cancel copying.



#### NOTE

- If you press  on the control panel, the copy job is paused and then the message <<Stop>Select the Copy job you want to cancel.> and the list of the copy jobs are displayed. You can select the copy job from the list and cancel the job by pressing <Cancel>.

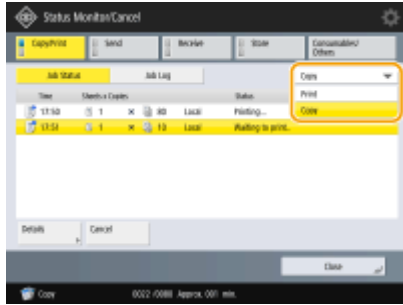
### ■ Canceling Waiting Copy Jobs

**1** Press  .

**2** Press <Copy/Print> ► <Job Status>.



**3** Select <Copy> from the drop-down list and display waiting copy jobs.



**4 Select the copy job to cancel and press <Cancel>.**



**NOTE**


- If you press <Details>, detailed information such as the number of copies and the Department ID is displayed.

**5 Press <Yes>.**

⇒ Copying stops.

**6 Press <Close>.**

**NOTE**

- If you press  on the control panel when copy jobs are waiting, all the copy jobs are paused and then the message <<Stop>Select the Copy job you want to cancel.> and the list of the copy jobs are displayed. You can select a copy job from the list and cancel the copy job by pressing <Cancel>. If you want to resume copying, press <Resume Copying>.

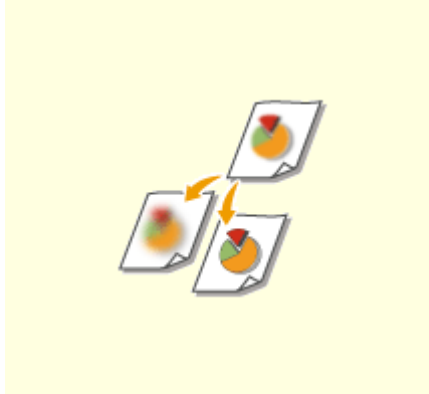
## Enhancing and Adjusting Copy Quality

13WH-03R

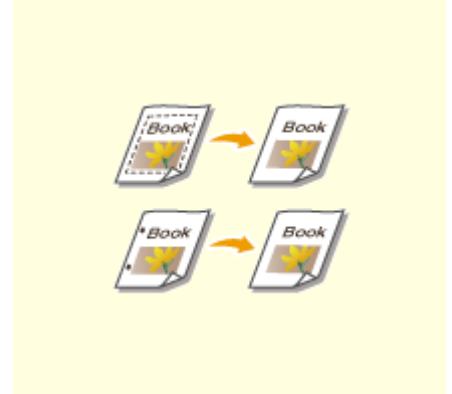
You can enhance the copy quality by making fine adjustments such as adjusting sharpness and erasing unnecessary dark borders. In addition, you can change the visual image of the copy result by inverting colors.



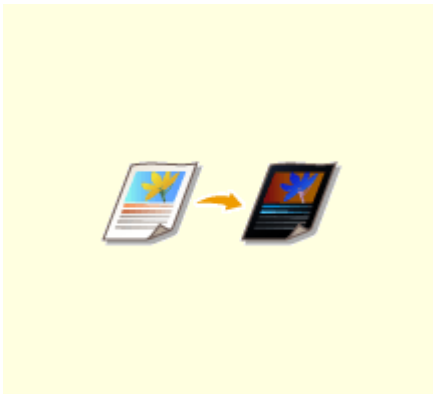
▶ **Selecting the Type of Original for Copying(P. 223)**



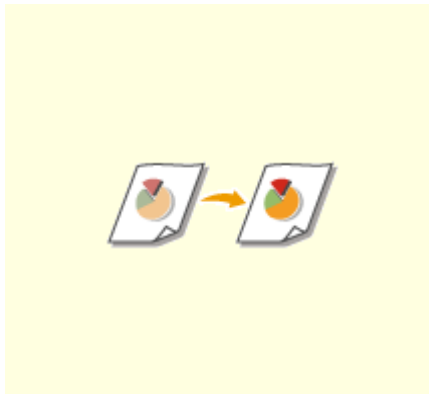
▶ **Adjusting Sharpness for Copying (Sharpness)(P. 224)**



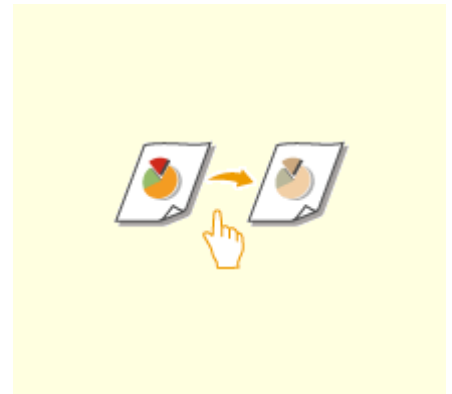
▶ **Erasing Dark Borders When Copying (Erase Frame)(P. 225)**



▶ **Inverting Colors (Nega/Posi) (P. 227)**



▶ **Adjusting the Color(P. 228)**



▶ **One Touch Color Mode(P. 231)**

## Selecting the Type of Original for Copying

13WH-03S



You can select the optimal image quality for the copy depending on the type of original such as originals with only characters or magazines with photographs.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Original Type>.**
- 5 Select the type of original.**
  - If you select <Text/Photo (BleedReduce)>, you can copy so that thin color backgrounds of pages such as magazine pages, as well as the reverse sides of pages, and subsequent pages are not also copied.
  - If you select <Printed Image>, you can copy printed photographs (photographs made with halftone dots) with optimal print quality.
  - If you select <Photo Printout>, you can copy photographs printed on photographic paper with optimal print quality.
- 6 Press <OK> ▶ <Close>.**

### NOTE

- If you select <Photo Printout> and copy, highlights may be blown out (areas with stronger brightness may become bright white).  
In this case, adjust the background density so that blow out does not occur.  
Press <Options> ▶ <Density> ▶ <Adjust> for <Background Density> ▶ <+>.

- 7 Press** .

⇒ Copying starts.

## Adjusting Sharpness for Copying (Sharpness)

13WH-03U



You can copy the image with clear contours and lines by increasing the sharpness, or soften the copied image by decreasing the sharpness. Use this function when you want to sharpen blurred text and diagrams, or to reduce moire (a striped, wavy pattern) to smooth the finished image.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Sharpness>.
- 5 Adjust sharpness and press <OK>.



- To sharpen blurred text, adjust the control in <Text> to <High>.
- To reduce moire when copying originals that contain printed photos, such as magazines or pamphlets, adjust the control in <Photo/Image> to <Low>.

- 6 Press <Close>.

- 7 Press .

⇒ Copying starts.



## Erasing Dark Borders When Copying (Erase Frame)

13WH-03W



When copying originals that are smaller than the output paper size, frame lines of the originals may appear in the copied image. When copying thick books, dark borders may appear. <Erase Frame> enables you to erase these frame lines and dark borders. You can also set the machine to not copy punch holes in the originals.

### IMPORTANT

- Place originals with punch holes on the platen glass. Placing them in the feeder may result in damage.

- Place the original. ▶ **Placing Originals(P. 106)**
- Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- Press <Erase Frame>.
- Specify erasing type and width.

#### ■ Erasing the frames in copies of documents

- Press <Erase Original Frame> and set <Original Size>.



- If the size displayed in <Original Size> is different from the size of the original you set, press <Change> to select the size.

- Enter the width of the frame to erase.

#### ■ Erasing the dark borders in copies of books

You can erase the dark borders both in the center and contour lines that appear when you copy facing pages in a book.

- 1 Press <Erase Book Frame> and confirm <Original Size>.



- If the size displayed in <Original Size> is different from the size of the book you set, press <Change> to select the size.

- 2 Press <Center> or <Sides>, and enter each erasing width.

## ■ Erasing punch holes in copies of documents

- 1 Press <Erase Binding> and select punch hole location.



- 2 Enter erasing width.

### NOTE

- If you want to adjust the width for each border independently, press <Erase Original Frame> or <Erase Book Frame>, and then press <Adjust Independently> to enter the erasing widths.

- 6 Press <OK> ► <Close>.

- 7 Press .

⇒ Copying starts.


## Inverting Colors (Nega/Posi)

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13WH-03X



By inverting the hue or gradation of the entire original, you can make white portions of the original appear black on the copy, and black portions appear white. The printed image will look like a film negative.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Nega/Posi>.**
- 5 Press <Close>.**
- 6 Press .**

▢ Copying starts.

# Adjusting the Color

13WH-03Y



Adjust the density of yellow, magenta, cyan, and black separately. You can also specify the vividness and tone to perform fine adjustment for the color.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Color Balance>.
- 5 Press <-> or <+> for each color to adjust the color balance.



- 6 Perform other adjustment.



**a <Adjust Saturation>**

To set the saturation for all colors, use the <Low> or <High> button for <All Colors>. To set each color separately, use the <Low> or <High> button for each color. When adjustment is complete, press <OK>.



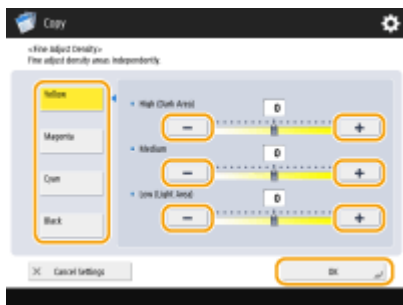
**b <Adjust Hue>**

To set the hue for all colors, use the ← or → button for <All Colors>. To set each color separately, use the buttons to the left and right of each color. When adjustment is complete, press <OK>.



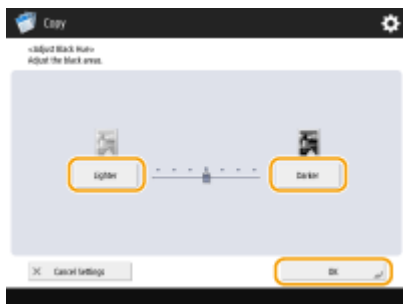
**c <Fine Adjust Density>**

Select a color and adjust its density level by its density area using the <-> or <+> button. When adjustment is complete, press <OK>.



**d <Adjust Black Hue>**

Adjust towards the side of <Lighter> to prevent the image from becoming over-darkened. Adjust towards the side of <Darker> if text and images are too light. When adjustment is complete, press <OK>.



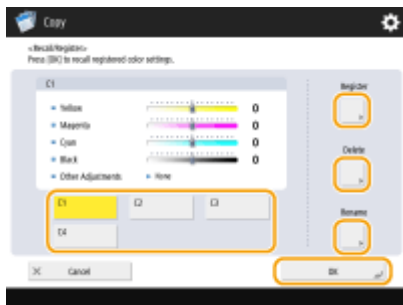
**7** Press <OK> ► <Close>.

**8** Press ◀▶.

⇒ Copying starts.

## TIPS

You can register up to four settings after adjustment. After adjusting the color, press <Recall/Register> ► select a button from <C1> to <C4> ► press <Register> ► <Yes> ► <OK>.



## NOTE

- To recall registered settings, press <Recall/Register>, select a button, and press <OK>.
- You can change the button names of <C1> to <C4>. Select the button to change, press <Rename>, and enter a new name.
- To delete registered settings, select the button ► press <Delete> ► <Yes>.

# One Touch Color Mode

13WH-040

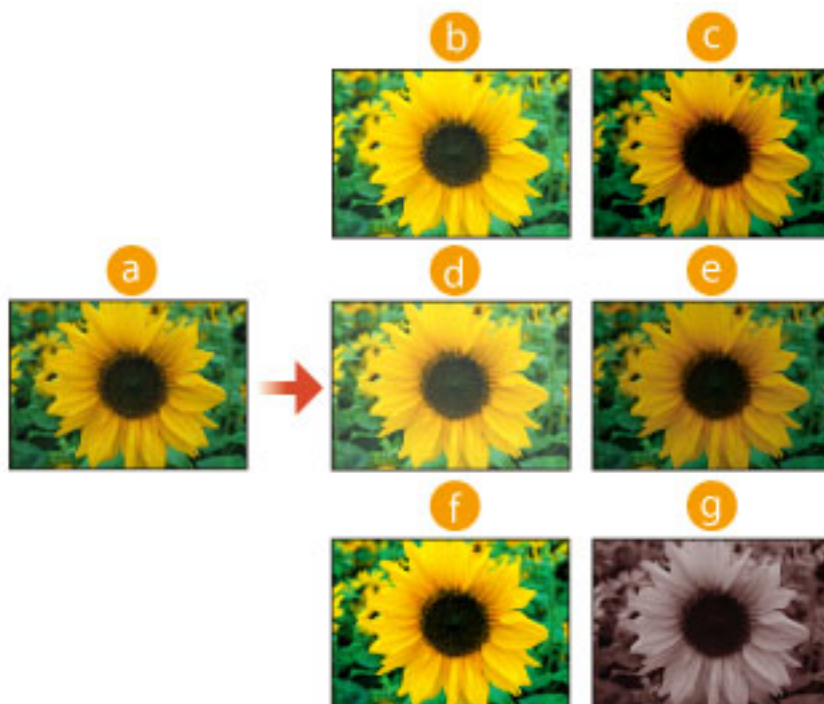


You can intuitively select the image quality with a single button, such as having subtle colors or having a retro finish like an old photograph.

- 1** Place the original. ▶ **Placing Originals(P. 106)**
- 2** Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3** Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 4** Press <Adjust One-Touch Color>.
- 5** Select the desired image quality.



**Example adjustment:**



- a** Original
- b** Vivid Colors
- c** Tranquil Colors
- d** Lighten Image
- e** Darken Image
- f** Highlight Reproduction
- g** Sepia Tone

- If you select <Highlight Reproduction>, the image quality is adjusted so that highlights are not blown out.
- You can select multiple types of image quality at the same time. However, <Vivid Colors> and <Tranquil Colors> cannot be selected at the same time, and <Lighten Image>, <Darken Image>, and <Highlight Reproduction> cannot be selected at the same time.

**6** Press <OK> ► <Close>.

**7** Press .

▢ Copying starts.

### NOTE

- The settings in <Options> ► <Color Balance> automatically change according to the image quality you select.
- If you select <Sepia Tone>, <Single Color (Sepia Tone) > is displayed in <Select Color> on the Basic Features screen.



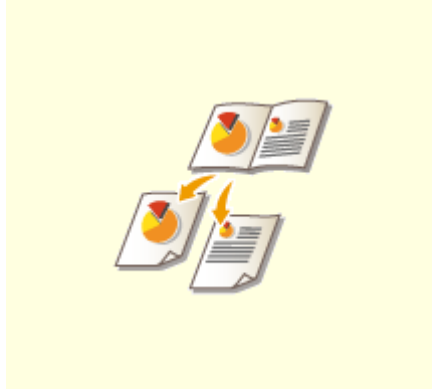
## Copying Efficiently

13WH-041

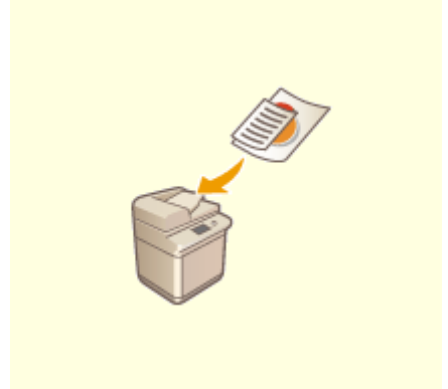
You can save paper by copying several originals onto one sheet or checking the copy result before making copies. You can also enhance efficiency by setting different sized originals to copy them together, or combining originals scanned with different settings to copy them together.



▶ Copying Multiple Originals onto One Sheet (N on 1)(P. 234)



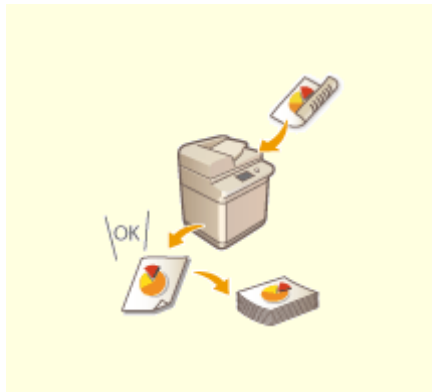
▶ Copying a Facing Page Original as Two Separate Pages(P. 235)



▶ Copying Different Size Originals Together (Different Size Originals) (P. 238)



▶ Copying Separately Scanned Originals Together (Job Build) (P. 239)



▶ Checking the Copy Results(P. 240)



▶ Copying Immediately by Interrupting Other Jobs(P. 243)

## Copying Multiple Originals onto One Sheet (N on 1)

13WH-042



You can copy several pages of originals onto a single sheet. This function enables you to copy with a smaller amount of paper than the original number of pages.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <N on 1>.
- 5 Select the way to arrange pages and select the original size and paper size for copying.



- Select how many pages to be arranged onto a single sheet of paper. You can change the arrangement order as well.
- To make 2-sided copies, or to scan 2-sided originals to make 1-sided copies, press <2-Sided Settings>. For more information on the setting, see "2-Sided Copying" in step 4 of ▶ **Basic Copy Operations(P. 210)** .
- Pressing <Change> in <Original Size> enables you to select the size of original and pressing <Change> in <Paper Size> enables you to select the paper size.

- 6 Press <OK> ▶ <Close>.

- 7 Press .

▢▢▢▢ Copying starts.

## Copying a Facing Page Original as Two Separate Pages

13WH-043



You can copy an original with two facing pages such as books and magazines into separate pages, dividing the left and right pages. You can make 2-sided copies as well by copying the right page onto the front side and the left page onto the back side.


### NOTE

- When scanning facing pages of a book or bound original, place the original on the platen glass. Place it face down with its corner aligned with the top-left corner of the platen glass, as shown below.



- ▶ Copying a Facing Page Original onto Two Sheets of Paper(P. 235)
- ▶ Copying a Facing Page Original onto Both Sides of One Sheet of Paper(P. 236)

### Copying a Facing Page Original onto Two Sheets of Paper

- 1** Place the original. ▶ Placing Originals(P. 106)
- 2** Press <Copy> on the Main Menu. ▶ <Main Menu> Screen(P. 94)
- 3** Press <Options> on the Copy Basic Features screen. ▶ Copy Basic Features Screen(P. 208)
- 4** Press <Book ▶ 2 Pages>.
- 5** Press ▶ <Close>.
- 6** Press .

⇒ Copying starts.

## Copying a Facing Page Original onto Both Sides of One Sheet of Paper

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)** .
- 4 Press <2-Sided> ▶ **<Book ▶ 2-Sided>**.
- 5 Check and change the setting according to your original type.

- If you want to change the setting, press <Set Details>.



**a <Book ▶ 2-Sided Type>**

If you select <Left/Right ▶ 2-Sided>, the left and right pages of the facing page original are copied separately onto both sides of one sheet of paper.



If you select <Front/Back ▶ 2-Sided>, the front side and back side of one page of the facing page original are copied onto both sides of one sheet of paper.



- 6 Press <OK> ▶ **<Close>**.

- 7 Press .

▢▢▢▢ Scanning starts.

- To scan the next page, place the original and press . After scanning all of the originals, proceed to step 7.

**8** Press <Start Copying>.

▣▣▣▣ Copying starts.

## Copying Different Size Originals Together (Different Size Originals)


13WH-044



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

### IMPORTANT

- You are limited to certain combinations of original sizes for scanning. Scanning with an improper combination may cause damage to the originals or paper jams. [▶Specifications\(P. 1029\)](#)
- Do not place the originals together that are of different weights or paper types, as this may cause damage to the originals or paper jams.

- 1 Place the originals in the feeder.** [▶Placing Originals\(P. 106\)](#)
- 2 Press <Copy> on the Main Menu.** [▶<Main Menu> Screen\(P. 94\)](#)
- 3 Press <Options> on the Copy Basic Features screen.** [▶Copy Basic Features Screen\(P. 208\)](#)
- 4 Press <Different Size Originals>.**
- 5 Press <Close>.**
- 6 Press .**

▢ Copying starts.

### NOTE



- If <Different Size Originals> is set for copying, each original is output with the optimal size of paper. If you want to copy all originals with the same size of paper or copy 1-sided originals of different sizes to both sides, specify the paper with <Select Paper>. If you do not specify <Select Paper>, the output paper cannot be stapled properly.
  - ▶[Basic Copy Operations\(P. 210\)](#)
  - ▶[Optional Equipment\(P. 1088\)](#)

# Copying Separately Scanned Originals Together (Job Build)

13WH-045



Even if you have too many originals to be placed in the feeder at once, you can scan the originals separately and copy them as a batch of documents. Originals scanned with both the feeder and the platen glass also can be copied at one time.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Job Build> ▶ <Close>.**
- 5 Press  to scan the originals.**
  - ▶▶ When scanning is complete, the screen appears prompting you to scan the next original.
- 6 Place the next original and press  to scan the original.**
  - Repeat this step until you finish scanning all of the originals.
  - To change the scan settings, press <Change Settings>.
- 7 Press <Start Copying>.**
  - ▶▶ Copying starts.

## Checking the Copy Results

13WH-046



Prior to a large amount of copying, you can check the copy result by printing a copy sample. You can also check scanned images by copying page by page when you scan originals. Confirming the copy results beforehand enables you to eliminate output mistakes.

- ▶ **Checking the Copy Result by Making a Copy (Copy Sample)(P. 240)**
- ▶ **Checking Scanned Images Page by Page (Print & Check)(P. 241)** ▶ **Checking Scanned Images Page by Page (Print & Check)(P. 241)**

### Checking the Copy Result by Making a Copy (Copy Sample)

When you specified multiple numbers of copies, you can first make a copy of your whole original to check the result and then start making the rest of the copies. You can also copy only specific pages of your original.

- 1 Place the originals in the feeder.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the copy settings as necessary.** ▶ **Basic Copy Operations(P. 210)**
- 4 Press <Copy Sample> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 5 Select pages for the copy sample and press <OK>.**



- If you want to copy all of the pages, select <All Pages>.
- To copy specific pages, select <Specified Pages>. Enter the pages by pressing <Start Page> or <End Page>.

#### NOTE

If you select <Specified Pages>

- Settings such as finishing and booklet are not performed.



- Specify the pages based on the output page numbers. For example, if the number of pages of document is 10 and you copy with the 2 on 1 setting ( **▶Copying Multiple Originals onto One Sheet (N on 1)(P. 234)** ), the number of finished pages becomes 5. If you want to copy the seventh to tenth pages of the original, specify the fourth page for <Start Page> and the fifth page for <End Page>.

## 6 Press .

⇒ The copy sample is printed. Check the result.

### ■If there is no problem with the copy result

Press <Start Printing> to print the number of copies you specified. If you selected <All Pages> in step 4, the number of copies minus one is printed. If you select <Specified Pages> in step 4, the total number of copies is printed.



### ■If you want to change settings

Press <Change Settings> to change the settings. <Copy Sample> is displayed after the settings are changed. Copy a sample again.



## Checking Scanned Images Page by Page (Print & Check)

When scanning an original, you can check the scanned images by copying page by page and copy the whole original after scanning all of the pages.


- 1 Place the original on the platen glass. **▶Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. **▶<Main Menu> Screen(P. 94)**
- 3 Specify the copy settings as necessary. **▶Basic Copy Operations(P. 210)**
- 4 Press <Options> on the Copy Basic Features screen. **▶Copy Basic Features Screen(P. 208)**

**5** Press <Print & Check> ► <Close>.


**6** Press .

► The check print is output. Check the result.


■ **If there is no problem with the copy result**

To scan the next original, place the original and press . After scanning all of the pages, press <Start Copying> to start copying.

■ **If you want to scan the original again**

To delete the scanned document and scan again, select the <Re-Scan> check box and press .

■ **If you want to change settings**

Press <Change Settings> and change the settings. After changing the settings, press  to output the check print.

**NOTE**


- When <Print & Check> is specified, the output becomes 1-sided copies. If you want to make 2-sided copies, press <Start Copying>.

## Copying Immediately by Interrupting Other Jobs


13WH-047



You can copy immediately even while another operation is being performed. This is convenient for cases in which you only want to copy several pages urgently, but another person's output will not finish soon.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Interrupt> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 4 Specify the copy settings as necessary. ▶ **Basic Copy Operations(P. 210)**
- 5 Press .

⇒ The previous job is paused and interrupt copying starts.



- To cancel interrupt copying, press <Interrupt> again before pressing .

### NOTE

- When interrupt copying finishes, the previous job restarts automatically.
- During interrupt copying, you cannot perform another interrupt copying. After the current interrupt copying finishes, perform the next interrupt copying.

### TIPS

You can interrupt jobs with a reserved copy job ( ▶ **Basic Copy Operations(P. 210)** ).

- To interrupt the current job and perform a reserved copy job, press  ▶ <Copy/Print> ▶ <Job Status> ▶ Select the document to copy ▶ <Interrupt/Priority Print> ▶ <Interrupt and Print>.
- To perform a reserved copy job right after the current job finishes, press  ▶ <Copy/Print> ▶ <Job Status> ▶ Select the document to copy with the first priority ▶ <Interrupt/Priority Print> ▶ <Priority Print>.

## Functions Useful for Making and Managing Material

13WH-048

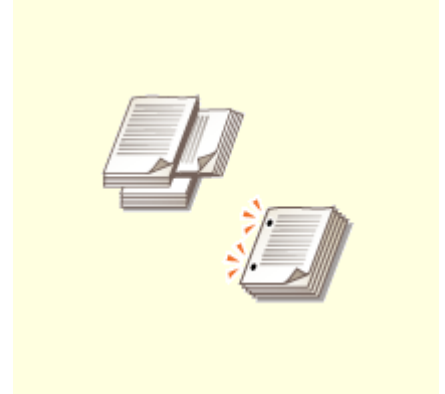
You can attach page numbers and dates when copying. In addition, attaching serial numbers or "CONFIDENTIAL" to important material calls attention to the handling of the material.



▶ **Finishing by Collating/  
Grouping(P. 245)**



▶ **Finishing with the  
Stapler(P. 247)**



▶ **Other Finishing  
Functions(P. 249)**



▶ **Attaching Numbers and Symbols  
to Copies(P. 250)**



- Depending on finishing functions, the installation of optional devices is needed. ▶ **Optional Equipment(P. 1088)**
- Depending on the paper type, you cannot use finishing functions. ▶ **Specifications(P. 1029)**

### When placing an original on the platen glass

- Pressing <Options> ▶ <Job Build> on the Copy Basic Features screen enables you to use the Collate/Group function even if the original is placed on the platen glass.

### Insert a job separator between each page during a group output

- If you select <Group (Same Pages)>, you can insert a job separator between each group. For more information, see <Job Separator Between Groups>. ▶ **<Copy>(P. 772)** ▶ <Job Separator Between Groups>

# Finishing with the Stapler

13WH-04A



You can bind each copy with the stapler after a collate or group output.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Finishing>.
- 5 Press <Staple + Collate> or <Staple + Group> ▶ <Next>.



- 6 Select how to staple.



- To staple in one location in the corner of the page, select <Corner> for the staple position.



- To staple in two locations in the side of the page, select <Double> for the staple position.



- To staple in the section where the paper is folded in half, select <Saddle Stitch>. Depending on the option, you can attach a cover or change the folding position. When trimming the edges of the output sheets, you can adjust the trimming position.



- Depending on the option, you can bind the paper by crimping without using staples. Select <Staple-Free> and specify the binding position. This is convenient for when you want to save staples or temporarily bind the paper, as you can easily tear off the paper by rubbing the crimped part.

**7** Press <OK> ▶ <Close>.

**8** Press .

⇒ Copying starts.

## NOTE

- Depending on finishing functions, the installation of optional devices is needed. ▶ **Optional Equipment(P. 1088)**
- Depending on the paper type, you cannot use finishing functions. ▶ **Specifications(P. 1029)**
- You can specify the procedure to perform when there are too many sheets to staple at once. ▶ **<Action When Too Many Sheets to Staple>(P. 762)**



## Other Finishing Functions



Depending on the installed options, you can use other finishing functions. ▶  
**Optional Equipment(P. 1088)**

### Rotate 90 Degrees

You can output each set of paper in alternating portrait and landscape orientation.



### Hole Punch

You can make punch holes for filing.



### Saddle Fold

Using the booklet finisher, you can fold the output sheets in half. You can specify how many sheets to fold together and which page to start printing on.



#### NOTE

- Depending on the paper type, you cannot use finishing functions. ▶**Specifications(P. 1029)**

# Attaching Numbers and Symbols to Copies

13WH-04E



You can attach page numbers, management numbers, or dates, etc. when copying. You can also attach stamps which read "Confidential," etc. This allows for easier management in situations such as when you distribute multiple copies of documents.

**1 Place the original.** ▶ **Placing Originals(P. 106)**

**2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**

**3 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**

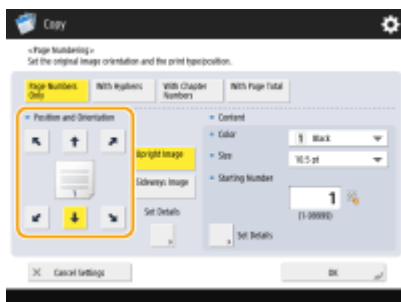
**4 Press <Page Numbering>, <Copy Set Numbering>, <Watermark>, or <Print Date>.**

**5 Select the printing format.**

- There are no settings to select if you specified <Copy Set Numbering>, <Watermark>, or <Print Date> in step 4. Proceed to step 6.



**6 Select the printing position.**



## NOTE

Finely adjust the page number position

- In <Set Details>, you can adjust the printing position and change the print position when performing two-sided printing.
- Enter a positive (+) value for X to move the printing position to the left, or a minus (-) value for Y to move the printing position upward.
- Press <Set Details>, specify each setting, and press <OK>.

## 7 Select the orientation of the placed original.



- As shown in the illustrations below, if the original is placed in the portrait orientation when facing you, select <Upright Image>, if placed in the landscape orientation, select <Sideways Image>.



<Upright Image>



<Sideways Image>



## 8 Specify the content to print.



## 9 Press <OK> ► <Close>.

## 10 Press .

⇒ Copying starts.

### NOTE

- Numbers and symbols are not printed on covers ( ► **Adding a Cover and Back Cover(P. 261)** ) or insert sheets ( ► **Inserting Sheets and Chapter Pages (Insert Sheets)(P. 271)** ).
- Copy set numbers are printed on all copied pages.

- Copy set numbers can be printed together with dates or text. <Print Settings> ▶ ▶▶ <Copy Set Numbering Option Settings>(P. 763)

## LINKS

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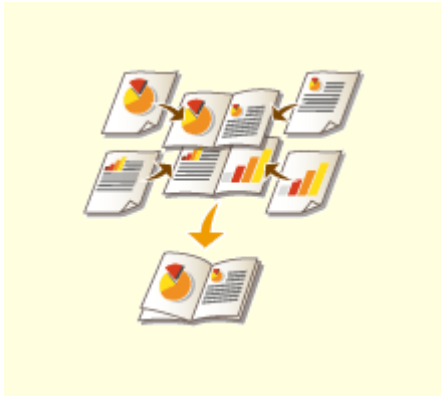
▶▶▶ <Common>(P. 760) ▶▶ <Print Settings>

## Making Booklets

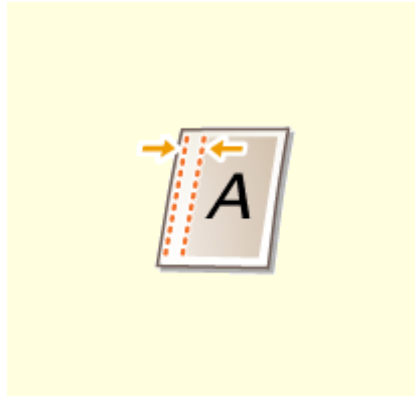
---

13WH-04F

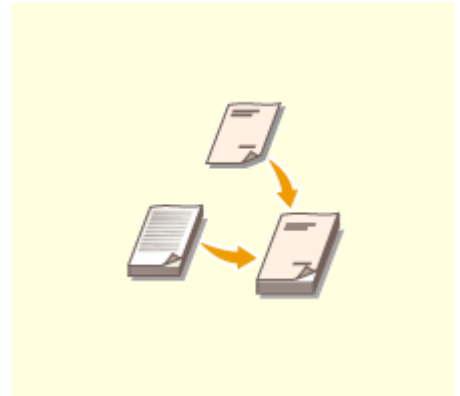
You can make easy-to-read professional-looking booklets with binding margins and covers. In addition, you can efficiently configure the settings for making booklets such as page layout, 2-sided copying, and adding covers.



▶ **Making Booklets (Booklet Copying)(P. 254)**



▶ **Setting Binding Margins(P. 259)**



▶ **Adding a Cover and Back Cover(P. 261)**

## Making Booklets (Booklet Copying)



You can set the print layout so that the printouts turn into a booklet when they are folded in half. Using options enables you to automatically process operations such as folding in half and stapling in the crease (Saddle Stitch). **Optional Equipment(P. 1088)**

### IMPORTANT

#### Adjust booklet tray guide

- For booklets, adjust the optional booklet tray guide to the paper size. Improper adjustment may result in a paper jam.

#### Paper

There are restrictions for paper that can be used with this function. Take note of the following. For information on restrictions on paper for each option, see **Specifications(P. 1029)**.

- Depending on paper size and type, booklet copying may not be available.
- The number of sheets to be printed using saddle stitch is limited.
- Paper that can be used for the content and cover pages is limited.

### 1 Place the original. **Placing Originals(P. 106)**

- When copying a vertically long original, place the original in portrait orientation.



### 2 Press <Copy> on the Main Menu. **<Main Menu> Screen(P. 94)**

### 3 Press <Options> on the Copy Basic Features screen. **Copy Basic Features Screen(P. 208)**

### 4 Press <Booklet>.

### 5 Press <Booklet Scan>.



- When you perform booklet copying with 2-sided originals, press <2-Sided Original> and select <Book Type> or <Calendar Type> as necessary.

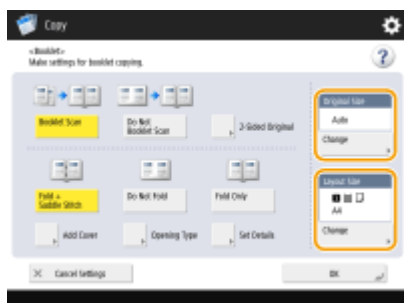
### NOTE

- When you copy an original that is already in booklet format, such as one printed from the machine using booklet copying, press <Do Not Booklet Scan>.

## 6 Select how to bind the booklet.



## 7 Set the original size and the output size.



- Press <Change> in <Original Size> and select the size of original. If you select <Auto>, the booklet size is automatically selected according to the size of original.
- Press <Change> in <Layout Size> and select the paper size for the booklet.

### NOTE

- To make the booklet in the same print size as the original print size, select the output size of the facing pages. If you specify the same size in <Original Size> and <Layout Size>, the print size on the booklet is automatically reduced.

## 8 <Add Cover> ▶ Specify the cover settings and press <OK>.

- Select whether to copy the original onto the cover and the back cover.
- Press <Change> in <Paper Size> and select the paper size of the cover and the paper source.

### NOTE

- Make sure to use the same size paper for the cover and content pages.

- If you use heavy paper for the cover, you can only print on <Front Inside Cover> and <Back Inside Cover> depending on the thickness of the paper.

**9 <Opening Type> ▶ Select the opening type and press <OK>.**

**10 Press <Set Details> and specify detailed settings as necessary.**

**■When the number of pages is large**

When the number of pages is large and the booklet cannot be stapled together, you can divide it into volumes so that they can be stapled.

- 1 Press <Divided Booklet>.



- 2 Enter the number of pages per volume.

- 3 <OK> ▶ Press <OK>.

**■When the inner pages protrude after being folded in half**

If a stack of paper is folded in half, the inner pages protrude as the number of pages increases. You can correct this paper shift. Optional products are required to use this function.

**Without correction**



**With correction**



The red sections are shifting    The red sections are aligned

- 1 Press <Creep Correction>.



- 2 Press <Auto> or <Manual>.

- If you select <Manual>, enter the value for correction with ▼ / ▲.

- 3 <OK> ▶ Press <OK>.

**NOTE**



- If <Trim> is displayed, you can trim the protruding part to align the edge of the booklet.



- If you can select <Adjust Trim Width>, you can adjust the trimming position.

### ■ Adjusting the saddle stitch position

You can shift the folding position and stapling position at the same time.



- 1 Press <Change Fold/Stitch Position>.



- 2 Select the paper for copying and enter the saddle stitch position.
- 3 Press <OK> ► <Close> ► <OK>.

### ■ Adjusting the folding position of the paper

When you selected <Fold Only> in step 6, you can shift the folding position from the center.



- 1 Press <Adjust Fold Position>.



- 2 Select the paper for copying and enter the folding position of the paper.

- 3 Press <OK> ► <Close> ► <OK>.

### ■ Making the booklet with square spine

If the option for a square spine finish is available, you can make a booklet that has many pages with a flat spine by folding the bound portion at right angles.



- 1 Press <Saddle Press>.



- 2 Adjust the strength of the saddle press.
- 3 Press <OK> ► <Close> ► <OK>.

- 11 Press <OK> ► <Close>.

- 12 Press .

⇒ Copying starts.

## LINKS

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- ▶ Adding a Cover and Back Cover(P. 261)
- ▶ Specifications(P. 1029)

## Setting Binding Margins

13WH-04J



You can make binding margins for stapling or punching holes. You can set binding margins on the front side and back side of pages individually.

### IMPORTANT

- When the margin is set, images are shifted by the margin width and copied. An original whose image extends all the way to the edges of the sheet may be partially cut off on the copy.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Gutter>.**
- 5 Select the margin position.**



### IMPORTANT

- If <Gutter> is set with <N on 1> ( ▶ **Copying Multiple Originals onto One Sheet (N on 1)(P. 234)** ), the margin specified for the front side is applied to both sides. The margin specified for the back side is not applied.

### 6 Enter the margin width.

- Press <Front Side> or <Back Side> and enter each margin width.
- If you enter a number smaller than 0, the margin is set on the opposite side of the position specified in step 4. Use this if you want to narrow the margin width when copying an original that already has margins.
- If you press <±>, the value switches between <-> and <+>.

**7** Press <OK> ► <Close>.

**8** Press .

▣► Copying starts.

## Adding a Cover and Back Cover

13WH-04K



When making a booklet, you can add a front cover and a back cover using paper different from the body such as heavy paper and colored paper. You can specify whether to copy to the cover and the back cover as well.

### IMPORTANT

- When using special paper such as heavy paper for the cover and the back cover, make sure to set the paper size and paper type properly. ▶ **Specifying Paper Size and Type(P. 137)**

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Add Cover>.**
- 5 Specify the settings for the cover and back cover.**



- To add a cover, press <Front Cover>. When copying to the cover, you can set where to copy, the front side, the back side, or both sides.
- To add a back cover, press <Back Cover>. When copying to the back cover, you can set where to copy, the front side, the back side, or both sides.

- 6 Press <Change> and select the paper to use.**
- 7 Press <OK> ▶ <Close>.**

**8** Press .

▣▶ Copying starts.

## LINKS

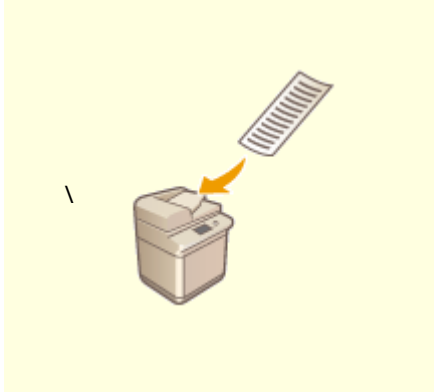
---

▶ **Making Booklets (Booklet Copying)(P. 254)**

## Useful Copy Functions

13WH-04L

You can copy while shifting the position of images from the machine. The machine also has useful functions such as copying both sides of an ID card onto a single page, and notifying you when copying in large quantities is completed by e-mail.



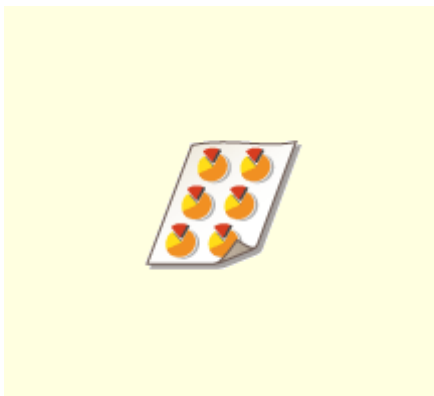
▶ **Copying Free Size Originals**(P. 265)



▶ **Mirroring Images (Mirror Image)** (P. 266)



▶ **Shifting the Image**(P. 267)



▶ **Copying with the Image Repeated (Repeat Images)**(P. 269)



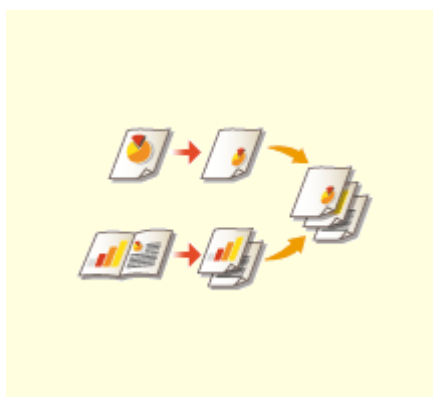
▶ **Inserting Sheets and Chapter Pages (Insert Sheets)**(P. 271)



▶ **Inserting Sheets When Copying Onto Transparencies**(P. 276)



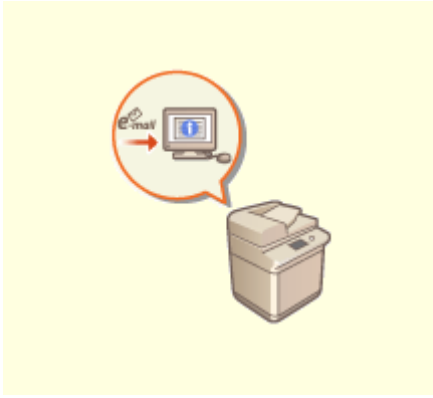
▶ **Superimposing Images**(P. 278)



▶ **Combining Jobs with Different Settings Into a Single Job (Merge Job Blocks)**(P. 281)



▶ **Storing Copy Documents in the Machine**(P. 284)



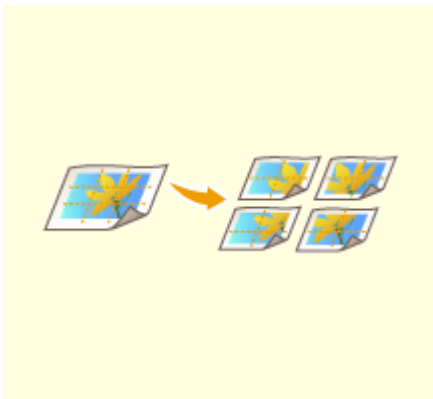
▶ **Notifying You of the Completion of Copying by E-Mail(P. 286)**



▶ **Making ID Card Copies(P. 288)**



▶ **Area Designation(P. 290)**



▶ **Enlarging an Image to Make a Poster(P. 294)**




## Copying Free Size Originals

13WH-04R



You can scan free size originals automatically and fit to the paper selected for copying. Copying 2-sided originals is also available with this function. Place free size originals in the feeder.

- 1** Place the originals in the feeder. ▶ [Placing Originals\(P. 106\)](#)
- 2** Press <Copy> on the Main Menu. ▶ [<Main Menu> Screen\(P. 94\)](#)
- 3** Press <Options> on the Copy Basic Features screen. ▶ [Copy Basic Features Screen\(P. 208\)](#)
- 4** Press <Free Size Original> and press <Close>.
- 5** Select copy paper. ▶ [Basic Copy Operations\(P. 210\)](#)
- 6** To copy 2-sided originals, configure the 2-sided copy settings. ▶ [Basic Copy Operations\(P. 210\)](#)
- 7** Press .

⇒ Copying starts.

### NOTE

The enlarging or reducing setting cannot be performed properly because the lengths of free size originals cannot be specified.


## Mirroring Images (Mirror Image)

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13WH-04S



This function enables you to copy the original image reversed, as if it were a reflection in a mirror. Without using a computer, you can easily create symmetrical graphics and diagrams.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Mirror Image>.**
- 5 Press <Close>.**
- 6 Press .**

▢ Copying starts.

## Shifting the Image

13WH-04U



This function enables you to make copies with the entire image shifted towards an edge or the center of the page. Shift the image when you want to make blank space on the page to input or arrange text and images on material.

- ▶ **Shifting the Image to an Edge or the Center(P. 267)**
- ▶ **Specifying Moving Distance(P. 268)**

### Shifting the Image to an Edge or the Center

You can make margins around the image by copying to paper larger than the original or by reducing the copied image to a size smaller than the paper size. When these margins are available, the image can be shifted to an edge or the center of the paper.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Shift>.**
- 5 Press <By Position> and select which direction to move the image.**



- Press an arrow button or <Center> to select the direction of movement.

- 6 Press <OK> ▶ <Close>.**

- 7 Press** .

⇒ Copying starts.

## Specifying Moving Distance

If no blank space exists because the original image and the output paper are the same size, or if you want to shift images by a few millimeters, specify the moving distance.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Shift>.
- 5 Press <By Numeric Keys> and specify the moving distance.



- Press <Set> in <Front Side> and specify the moving distance. Press the up/down/left/right buttons indicating directions and enter the moving distance using the numeric keys.
- If you want to move the image on the back side when copying both sides, the <Back Side> setting is needed. To move to the same position as the front side, press <Same as Front Side>. To move symmetrically, press <Opposite to Front Side>. To move to a position different from the front side, press <Set> and enter the moving distance.

- 6 Press <OK> ▶ <Close>.

- 7 Press .

▢▶ Copying starts.

### LINKS

- ▶ **Setting Binding Margins(P. 259)**

## Copying with the Image Repeated (Repeat Images)

13WH-04W



You can copy the same image repeatedly on one page. You can easily make address labels and coupons.

### IMPORTANT

#### Pay attention to the sizes of the original and the output paper

- When making address labels, set an original that is the same size as a single label and manually select the output paper size ( **▶Basic Copy Operations(P. 210)** ). For example, if you set an original that is the same size as the output paper and perform image repeat, the image in the original size is repeated and the printed images may be partially cut off.

**Example of an incorrect setting:** Placing an original that is the same size as the output paper and repeating the image twice vertically and twice horizontally

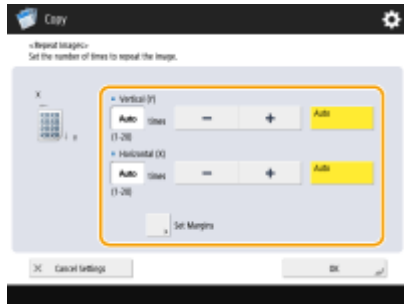


**Example of a correct setting:** Placing an original that is one-fourth the size of the output paper and repeating the image twice vertically and twice horizontally



\*If the original size is smaller than the output paper size, the desired output size may not be selected while auto paper select is set.

- 1 Place the original.** **▶Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** **▶<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen.** **▶Copy Basic Features Screen(P. 208)**
- 4 Press <Repeat Images>.**
- 5 Specify the number of times to repeat and press <Set Margins>.**



- Specify the vertical and horizontal number of times to repeat respectively.
- When setting to <Auto>, the image is repeated automatically until the images fill the paper.

## 6 Set blank spaces between images and press <OK>.

- Enter the blank space width. If you want to set a different blank space width above the image, under the image, to the left of the image, and to the right of the image, press <Adjust Independently> to enter each width.

## 7 Press <OK> ► <Close>.

## 8 Press .

▣► Copying starts.

# Inserting Sheets and Chapter Pages (Insert Sheets)

13WH-04X



You can insert sheets between content pages. For example, when you make a large amount of copies, you can easily check the number of output sheets by inserting colored paper every 50 pages. Inserted sheets can be used as chapter pages if you print on them. Depending on the model of your machine, you can also print on the tabs of commercial tab paper and insert them between pages.

▶ **Inserting Sheets(P. 271)**

▶ **Inserting Tab Paper(P. 273)**

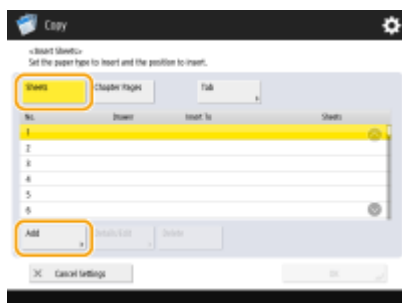
## Inserting Sheets

Specify the page to insert the sheets, set the number of the sheets, and select whether to print on the sheets.

### IMPORTANT

- When inserting special types of paper such as heavy paper, make sure to set the paper size and the paper type properly before operation. ▶ **Specifying Paper Size and Type(P. 137)**

- 1 Load paper used for sheets insertion.** ▶ **Loading Paper(P. 112)**
- 2 Place the original.** ▶ **Placing Originals(P. 106)**
- 3 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 4 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 5 Press <Insert Sheets>.**
- 6 Press <Sheets> ▶ <Add>.**



## 7 Specify the page to insert the sheet.



- Enter the page to insert the sheet using the numeric keys. For example, when copying 100 pages, if you want to insert the sheet after the 50th page, enter "51."

## 8 Specify detailed settings.

- Press <Change> in <Select Paper> and select the paper to insert.
- To insert two or more sheets, press <Number of Sheets to Insert> and enter the number of sheets using the numeric keys.
- To print on the sheets, select <Print on Front Side>, <Print on Back Side>, or <Print on Both Sides> in <Print Settings>.

## 9 Press <OK>.

⇒ The screen returns to the screen in step 5 and the setting you specified is shown in the first line of the list.

### ■ Inserting the sheet in another page

Select the second line onwards in the list, press <Add>, and repeat steps 6 to 8.

### ■ Editing or deleting the sheet

Select the sheet from the list, press <Details/Edit> or <Delete>.

## 10 Press <OK> ► <Close>.

## 11 Press .

⇒ Copying starts.

### NOTE

- If inserting the sheet only, it is not counted as a copy number. If you print on the sheet, it is counted as a copy number.

### Adding a chapter title

- Using the function to print on the sheet, you can insert chapter pages in essays, reports, etc. Include the original to be printed on the chapter page in the original document.



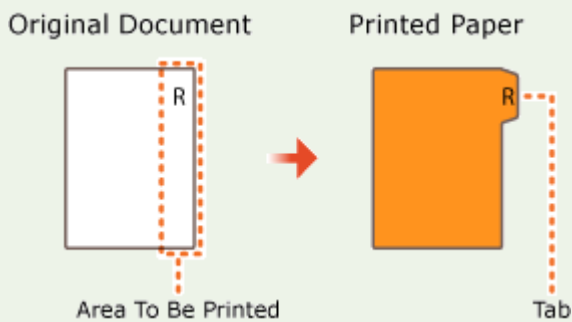
- If you do not copy anything on the back side of the chapter page and leave it blank, select <Chapter Pages> in step 5. You do not need to configure <Print Settings> because <Chapter Pages> is set to print only on one side by default.

## Inserting Tab Paper

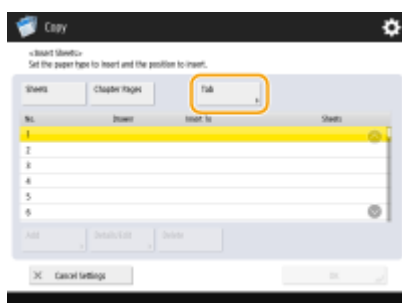
Specify the page to insert the tab paper, set the number of sheets, and select whether to print on the tab paper. If you want to print on the tab paper, include the original to be printed on the tab in the original document. This feature is only available for models which support tab paper. ▶**Specifications(P. 1029)**

### NOTE

- When you print on the tab, place the original as in the following illustration. Do not arrange unnecessary characters or images in the tab area.

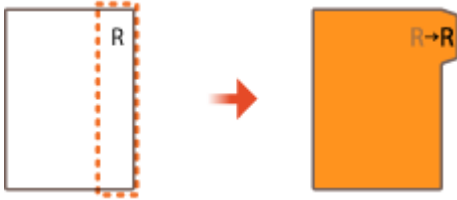


- 1 Load tab paper.** ▶**Loading Tab Paper(P. 133)**
- 2 Place the original.** ▶**Placing Originals(P. 106)**
- 3 Press <Copy> on the Main Menu.** ▶**<Main Menu> Screen(P. 94)**
- 4 Press <Options> on the Copy Basic Features screen.** ▶**Copy Basic Features Screen(P. 208)**
- 5 Press <Insert Sheets>.**
- 6 Press <Tab>.**



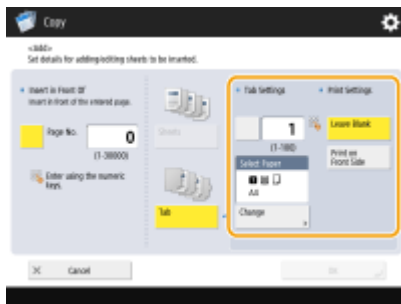
## 7 To print on the tab, set the printing position and press <OK>.

- If you will not print on the tab, just press <OK> without setting anything.
- To print properly on the tab, the copy position needs to be shifted slightly as in the following illustration. Enter how far to shift.



## 8 Press <Add>.

## 9 Configure the settings for the tab paper.



- Press <Tab Settings> to enter the number of sheets using the numeric keys.
- Select the paper size in <Select Paper> to match the tab paper you loaded. To change the paper, press <Change>.
- Press <Print Settings> to set whether to print on the tab.

## 10 Specify the page to insert the tab paper.

- Press <Page No.> to enter the page to insert the tab paper using the numeric keys.
- If you will not print on the tab and insert the tab paper before the fifth page, enter "5."
- If you print on the tab and print the fifth page of the original on the tab, enter "5."

## 11 Press <OK>.

⇒ Returns to step 7. The setting you specified is shown in the first line of the list on the screen.

### ■ Inserting the tab paper in another page

Select the second line onwards in the list, press <Add> and repeat steps 8 to 10.

### ■ Editing or deleting tab paper

Select the tab paper from the list and press <Details/Edit> or <Delete>.

**12** Press <OK> ► <Close>.

**13** Press .

▣► Copying starts.

#### TIPS

- Instead of inserting the tab paper when copying, you can print the tab paper by itself. Load the tab paper, place the original to be printed on the tab paper, and press <Print on Tab> in step 4.

#### LINKS

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- ◉ [Inserting Sheets When Copying Onto Transparencies\(P. 276\)](#)
- ◉ [Adding a Cover and Back Cover\(P. 261\)](#)

# Inserting Sheets When Copying Onto Transparencies

13WH-04Y



When copying onto transparencies, you can prevent transparencies from sticking together by inserting sheets between transparencies. You can also print on inserted sheets.

## 1 Load transparencies and paper to insert.

- Load the transparency in the multi-purpose tray and the paper to insert in the paper drawer, and specify the paper size and type for the transparency and paper. [▶Loading Paper\(P. 112\)](#)

### NOTE

- For information on the paper size available for transparencies, see [▶Specifications\(P. 1029\)](#).

## 2 Place the original. [▶Placing Originals\(P. 106\)](#)

## 3 Press <Copy> on the Main Menu. [▶<Main Menu> Screen\(P. 94\)](#)

## 4 Press <Options> on the Copy Basic Features screen. [▶Copy Basic Features Screen\(P. 208\)](#)

## 5 Press <Transparency Cover Sheets>.

## 6 Select whether to copy on the insert sheet and specify the insert sheet.



- To copy onto the insert sheet, press <Print>. The image printed on the preceding transparency is printed on the insert sheet.
- To specify the size of the insert sheet, press <Change> in <Cover Sheet Size> and select the paper size.

## 7 Press <OK> ▶ <Close>.

## 8 Press .

⇒ Copying starts.

## LINKS

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🔴 **Inserting Sheets and Chapter Pages (Insert Sheets)(P. 271)**

# Superimposing Images

13WH-050




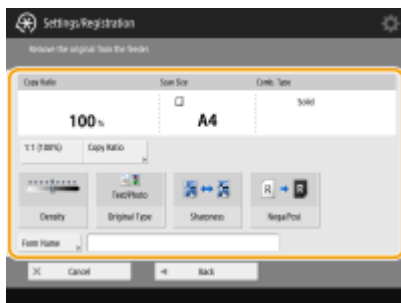
You can register images such as logos and decorated frames as image forms, and superimpose them on the output. This function enables you to print company logos on handouts for meetings or unify the design of business proposals by adding frames.

- ▶ **Registering Form Images(P. 278)**
- ▶ **Superimposing the Form Image(P. 279)**

## Registering Form Images

Register form images from the setting menu. Prepare the original document with the form image.

- 1** Press  ▶ **<Function Settings>** ▶ **<Common>** ▶ **<Print Settings>** ▶ **<Register Form>** ▶ **<Register>**.
- 2** Select the size of the original for the form image and press **<Next>**.
- 3** Specify scan settings as necessary.



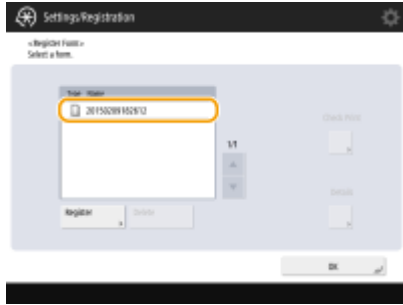
- For information on scan settings, see ▶ **Basic Copy Operations(P. 210)** , ▶ **Enhancing and Adjusting Copy Quality(P. 222)** .
- Pressing **<Form Name>** enables you to set the name of the form image.

### NOTE

- Even if you do not enter the form name, the saving date and time is automatically set as the form name. For example, if it is saved at 1:05:12 pm on October 30, 2015, the form name will be "20151030130512."

- 4** Place the original for the form image on the platen glass and press  . ▶ **Placing Originals(P. 106)**

⇒ The form image is registered and displayed in the list.



**5** Press <OK> ► <Close>.

## NOTE

- To change the name of a form image already registered, select the form image from the list in step 5 and press <De- tails> ► <Rename Form>. To delete a form image, select the form image from the list and press <Delete>.

## Superimposing the Form Image

Superimpose the form image onto the document to output.

- 1** Place the original. ► **Placing Originals(P. 106)**
- 2** Press <Copy> on the Main Menu. ► **<Main Menu> Screen(P. 94)**
- 3** Press <Options> on the Copy Basic Features screen. ► **Copy Basic Features Screen(P. 208)**
- 4** Press <Superimpose Image>.
- 5** Press <Set> in <Front Side>.



## NOTE

- If you want to superimpose the form image on the back side when making a 2-sided copy, configure <Back Side>. To superimpose the same form image as the front side, press <Same as Front Side>. To superimpose a form image different from the front side, press <Set> and proceed to step 5.

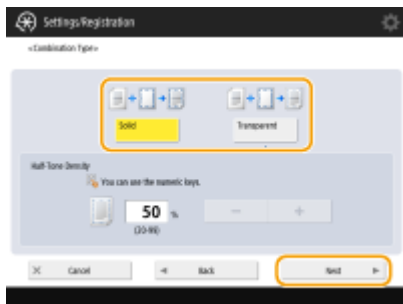
**6 Select the form image to superimpose and press <Next>.**



**NOTE**

- If you want to print a form image by itself to check the output, select the form image from the list and press <Check Print>. If you want to confirm the size of the form image and the overlap setting, press <Details>.

**7 Select how the image overlaps and press <OK>.**



- To superimpose the form image without adjusting the density, press <Solid>. To superimpose the form image with the density decreased, press <Transparent> and adjust the density.

**8 Press <OK> ► <Close>.**

**9 Press .**

⇒ Copying starts.

**NOTE**

- If you changed the image position ( ► **Shifting the Image(P. 267)** ) or set to mirror the image ( ► **Mirroring Images (Mirror Image)(P. 266)** ), the settings are applied to both the form image and document.

**LINKS**

► **Basic Copy Operations(P. 210)**



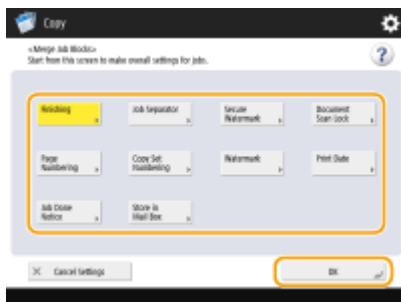
# Combining Jobs with Different Settings Into a Single Job (Merge Job Blocks)

13WH-051



You can scan multiple originals with different settings, and then combine the jobs into a single job and print it out. For example, scan one original document with the Hole Punch setting and another original document with the 2-sided setting, after that, you can combine these documents into a single job and add page numbers or attach covers to the whole output.

- 1 Press <Copy>.
- 2 Press <Options> on the Copy Basic Features screen. **▶ Copy Basic Features Screen(P. 208)**
- 3 Press <Merge Job Blocks>.
- 4 Specify settings that are applied to all of the documents and press <OK>.



- To configure <Finishing>, see **▶ Basic Copy Operations(P. 210)** .
- To configure <Job Separator>, see <Paper Output Settings> **▶ ▶ <Job Separator Between Jobs>(P. 761)** or **▶ <Job Separator Between Copies>(P. 761)** .
- To configure <Secure Watermark>, <Document Scan Lock>, see **▶ Restricting Copying of Confidential Documents(P. 299)** .
- To configure <Page Numbering>, <Copy Set Numbering>, <Watermark>, <Print Date>, see **▶ Functions Useful for Making and Managing Material(P. 244)** .
- To configure <Job Done Notice>, <Store in Mail Box>, see **▶ Useful Copy Functions(P. 263)** .

- 5 Place the first original, configure settings on the Copy Basic Features screen, and press **◀▶**.


▶▶▶ Scanning starts. When scanning is complete, the screen appears prompting you to scan the next original.

- If you want to keep the setting specified in this step for the next original, proceed to step 7.
- If you want to change some of the settings such as copy ratio or density for the next original, press <Change Settings> on the screen, change the settings, and proceed to step 7.

**6 Press <Scan Settings of Next Block>.**



**7 Place the next original, configure settings on the Copy Basic Features screen and press .**

- Repeat steps 6 and 7 for the originals you want to combine.
- To apply the last setting you used to the original, place the original and press .

**8 Press<Check/Merge All Blocks>.**



**9 Enter the number of copies and confirm the settings for the scanned documents.**



**a <No. of Prints>**


Enter the number of copies using the numeric keys.

**b <Check Overall Settings>**

You can check the settings specified in step 4.

**c List of scanned documents**

Displays the information of the scanned documents as a list.

- The number in  appears as 1, 2, 3... in the order that the documents are scanned, and the copies are printed order. If you want to change the order, press <Clear Selection> in **j** and specify the order.

**d <Add Cover>/<Insert Sheets>**

You can include covers and insert sheets (chapter pages).

▶ **Adding a Cover and Back Cover(P. 261)**

▶ **Inserting Sheets and Chapter Pages (Insert Sheets)(P. 271)**

**e <Edit & Adjust>**

You can preview pages, or delete specific pages or jobs.

**f <Add Originals>**

You can scan more originals to add to the output.

**g <Add from Mail Box>**

You can call documents from the Mail Box to add to the output. ▶ **Making Simple Edits to Files(P. 489)**

**h <Details>**

When selecting documents in **c**, <Details> is displayed. You can confirm the settings for each document.

**i <Print Sample>**

You can print a copy sample to check the result before making a large amount of copies. ▶ **Checking the Copy Results(P. 240)**

**j <Clear Selection>/<Select All>**

You can change the document order in **c**.

## 10 Press <Start Printing>.

▣ Copying starts.

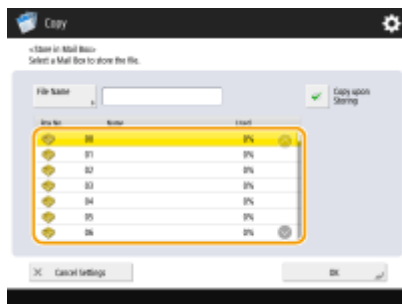
## Storing Copy Documents in the Machine

13WH-052



You can save scanned documents in the "Mail Box" of the machine temporarily and print them out later. The data is saved for a certain period of time.


- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the copy settings as necessary. ▶ **Basic Copy Operations(P. 210)**
- 4 Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 5 Press <Store in Mail Box>.
- 6 Select the destination Mail Box.



- 7 Enter a file name by pressing <File Name> and then press <OK>.

### NOTE

- Even if you do not enter a file name, the machine automatically assigns it a name using the year, month, day, and time the file was created. For example, if a file is created at 1:05 PM, 12 seconds, on October 30, 2015, its name will be "20151030130512."

- 8 Press <OK> and then .

- ⇒ Documents are scanned and saved in the Mail Box. A duplicate of the document is output at the same time.
- If you do not need the duplicate, press <Copy upon Storing> on the screen in step 5 to clear the check box.

### NOTE

- To print the stored files, see [▶Printing Files in the Mail Box\(P. 499\)](#) .
- You can change the time period for storing files. [▶Specifying the Mail Box Settings\(P. 502\)](#)

### LINKS

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- ▶[Making Simple Edits to Files\(P. 489\)](#)

# Notifying You of the Completion of Copying by E-Mail

13WH-053



You can receive an e-mail notifying you that originals are finished copying. When performing a large copying job or reservation copies (▶**Basic Copy Operations(P. 210)**), you do not need to wait beside the machine for the print completion.

## IMPORTANT

- The destination for the notification e-mail needs to be specified from the Address Book. Register the desired destination beforehand. ▶**Registering Destinations in the Address Book(P. 188)**

- 1 Place the original.** ▶**Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶**<Main Menu> Screen(P. 94)**
- 3 Specify the copy settings as necessary.** ▶**Basic Copy Operations(P. 210)**
- 4 Press <Options> on the Copy Basic Features screen.** ▶**Copy Basic Features Screen(P. 208)**
- 5 Press <Job Done Notice>.**
- 6 Select an e-mail address from the Address Book and press <OK>.**



- For information on how to view and use the Address Book, see ▶**Address Book(P. 186)**.

- 7 Press <Close>.**

**8** Press .

- ▣ Documents are scanned and copying starts. When copying is complete, the notification e-mail is sent to the specified address.

## Making ID Card Copies

13WH-054



This function enables you to copy both the front and back of an ID card onto a single sheet of paper. This function is useful when copying ID cards (identification cards) such as driver's licenses, because the orientation and print position of the images of both sides of the ID card are aligned automatically according to the paper size.

### IMPORTANT

- Place the ID card on the platen glass. Place the ID card face down with its corner aligned with the top-left corner of the platen glass, as shown below. The Copy ID Card mode cannot be used when the ID card is placed in the feeder.



### NOTE

- If another original is set in the feeder, you cannot start copying. Remove the original from the feeder.

- 1 Place the ID card.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen.** ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Copy ID Card>.**
- 5 Press <Change> to select the paper to use.**





**6** Press <OK>.

**7** Press <OK> ► <Close>.

**8** Press  to scan the front side.

►► Once scanning is completed, a screen will appear notifying you that preparations to scan the back side are complete.

**9** Turn the ID card over so that its back side is facing down and press  to scan the back side.

►► After the back side is scanned, printing starts automatically.

## Area Designation

13WH-055

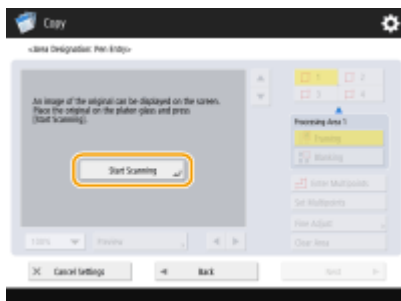


You can extract a single part of an original for copying, like when trimming photos or cutting out articles from a newspaper. Since you can specify the area to copy while checking the preview screen, it is not necessary to cut the original. Use the edit pen stored in the control panel to specify the area.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Area Designation>.
- 5 Press <Pen Entry>.

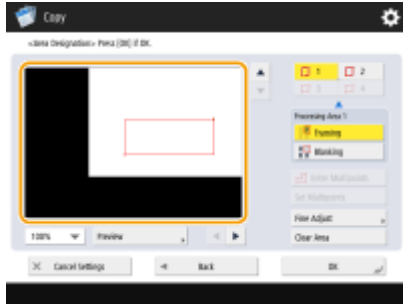


- 6 Press <Start Scanning>.

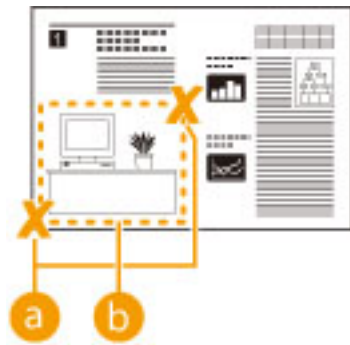


▢▢▢▢ The original is scanned, and the preview screen is displayed.

- 7 Specify the area to copy using the edit pen.






- Touch two opposing points with the edit pen to specify a rectangular area. Specify an area that encloses the area you want to copy in a rectangle.



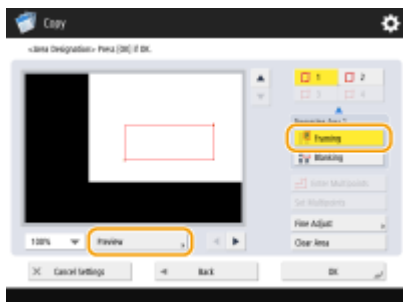
- a Two opposing points to enter
- b The area to copy

- To cancel a point you have specified, press <Delete Point>. To delete the area after you have specified it, press <Clear Area>.

### NOTE

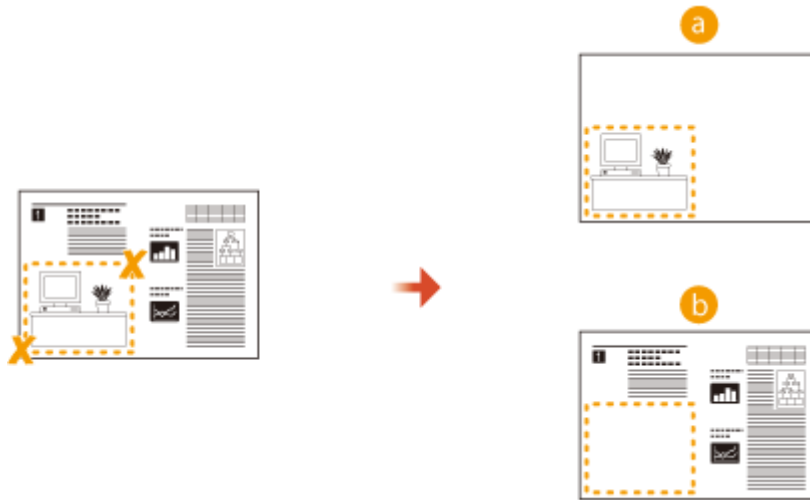
- If it is difficult to specify the area because the image displayed on the preview screen is small, press <100% ▼> to enlarge it. You can press ◀, ▶, ▼, or ▲ after selecting the zoom ratio to move to the location you want to display.
- If it is difficult to specify an area because the space between text or images is small, press <Fine Adjust> to perform fine adjustment of the area. You can move the position of an individual point by selecting the desired <Move Point> button after selecting one of the corner points by pressing the <Select Point>.
- You can specify up to four areas. After specifying the first area, press , , or  to specify the second and subsequent areas.
- If the area of a specified area is too small, the color information of the original may not be correctly detected, and the copy may be output in black and white.

## 8 Press <Framing> ▶ <Preview>.



### NOTE

- If you press <Framing>, the specified areas are copied.
- If you press <Blanking>, the contents outside the specified areas are copied.



- a Framing
- b Blanking

**9 Confirm whether the areas are specified correctly, and press <OK>.**

- To adjust an area, press <OK> to return to step 7, press <Clear Area> or <Fine Adjust>, and specify the area again.

**NOTE**

If you select <Blanking> in step 8, press <OK> and proceed to step 12.

**10 Press <Next > ▶ <Center Shift> or <Do Not Center Shift>.**

- To move the specified area to the center of the paper, press <Center Shift>.

**11 Press <OK> ▶ <Close>.**

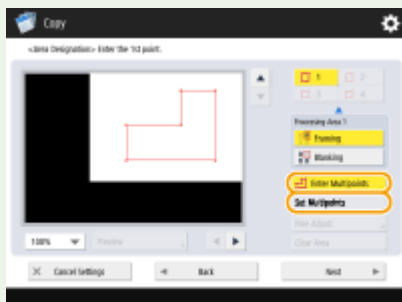
**12 Press ◊.**

⇒ Copying starts.

**NOTE**

**Specifying more complicated areas**

You can specify areas with a complicated shape, as indicated in the diagram below. Press <Enter Multipoints> on the screen in step 5, and specify the area using 4 to 10 points. After pressing the last point, press <Set Multipoints> to confirm the area. When using this method, you can only specify one area.



**Specifying a more accurate area**

Since the edit pen specifies areas on the preview screen, the areas may shift when actual copies are made. If you want to specify more accurate areas, enter dimensions that you have measured in advance. As indicated in

## Copying

the diagram, measure the distance between the right edge of the area and the original's right edge (X1), the left edge of the area and the original's right edge (X2), the top edge of the area and the original's top edge (Y1), and the bottom edge of the area and the original's top edge (Y2), press <Numeric Key Entry> in step 2, and enter the dimensions of X1, X2, Y1, and Y2 using the numeric keys.



## Enlarging an Image to Make a Poster

13WH-056



You can enlarge an image and copy it to multiple sheets of paper to create a large poster by joining the sheets together. There are two methods for copying to multiple sheets of paper; specifying the copy ratio only, and specifying the number of sheets of paper to use.

➤ **Specifying the Copy Ratio(P. 295)**

➤ **Specifying the Paper Size to Use and Number of Sheets(P. 296)**

### NOTE

- You cannot create a poster using custom size paper, envelopes, transparencies, or tab paper.
- You cannot create a poster using custom size paper, envelopes, transparencies, or tab paper.
- If you set <Poster>, <Full Color> is set for <Select Color>. ➤ **Basic Copy Operations(P. 210)**

### Copy Ratio and Paper Settings

The following table indicates an estimate of the original size and copy ratio for different size posters and the optimal paper size and number of sheets to use.

Refer to this table when entering the copy ratio and when specifying the paper size and number of sheets.

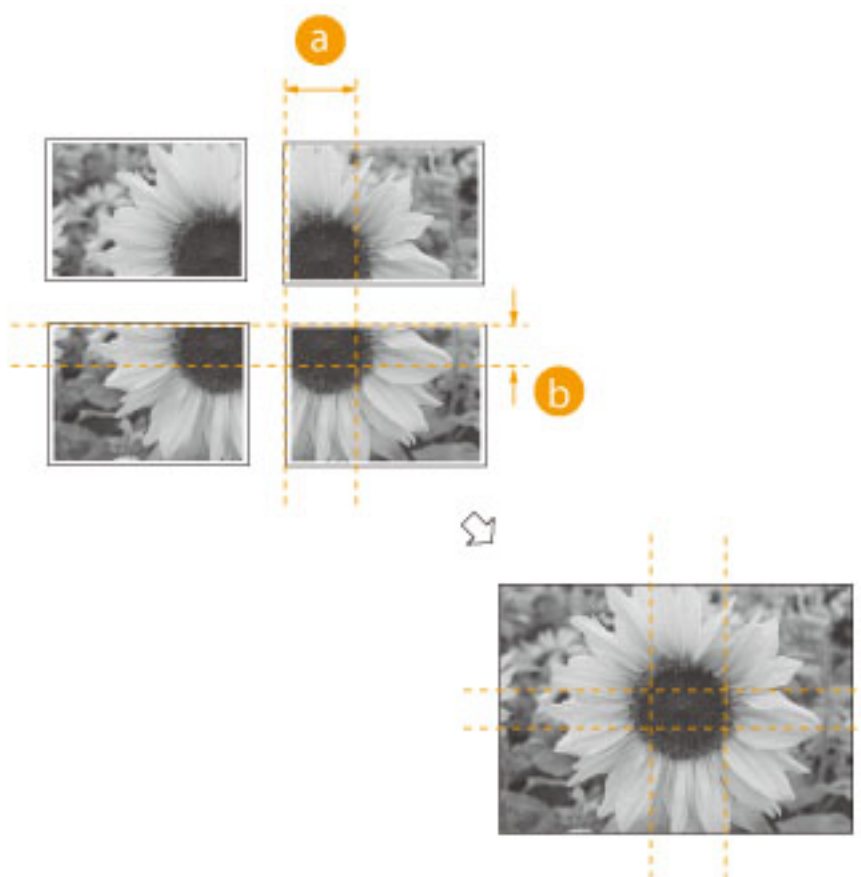
Poster size	Original size and copy ratio		Optimal paper size and number of sheets
	A3	A4	
A0 Landscape	282 %	—	A3 / 9 sheets
A1 Portrait	—	282 %	A3 / 6 sheets
A2 Portrait	—	200 %	A3 / 3 sheets

- You can create a poster using an original size and copy ratio not indicated in this table, but the maximum original size is A3 and the maximum copy ratio is 400%.
- Since the poster is output after being divided into the optimal number of sheets, fewer sheets may be output than the number you specify.
- The poster size after the copied sheets are joined will be slightly smaller than the value in the table.

### TIPS

#### Joining the copied sheets

The copied sheets have areas where the images overlap ( **a** and **b** ), as indicated in the diagram below. When joining the sheets together, cut these areas to an appropriate width and glue them together.

**NOTE**

The width of the areas where the images overlap differs according to the copy ratio and paper size.

## Specifying the Copy Ratio

Specify the ratio for enlarging the image to create a poster. The optimal paper size and number of sheets are automatically selected according to the original size and copy ratio.

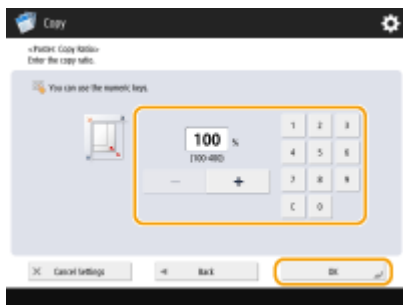
- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Copy Ratio>.**
- 4 Press <Poster>.**



**5** Press <Copy Ratio> ► <Next>.



**6** Specify the copy ratio, and press <OK>.



- Specify the copy ratio using the buttons on the screen or the numeric keys.

**7** Press .

▢▢▢▢ Copying starts.

## Specifying the Paper Size to Use and Number of Sheets

If you want to create a poster by selecting the paper because you want to use paper in the multi-purpose tray or if there is only a specific size of paper loaded in the machine, it is necessary to specify the paper size and number of sheets.

**1** Place the original.  **Placing Originals(P. 106)**

**2** Press <Copy> on the Main Menu.  **<Main Menu> Screen(P. 94)**

**3** Press <Copy Ratio>.



**4 Press <Poster>.**



**5 Press <Number of Output Pages> ► <Next>.**

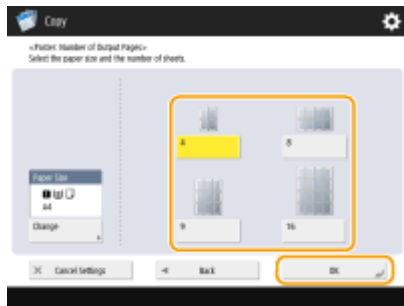


**6 Press <Change>, select the paper size, and press <OK>.**



- If you select the multi-purpose tray, specify the paper size and type to load.

**7 Select the number of sheets, and press <OK>.**



**8** Press .

⇒ Copying starts.

## Restricting Copying of Confidential Documents

13WH-057

In order to prevent carelessly copying documents that include personal or confidential information, the machine provides a "Secure Watermark" function and a "Document Scan Lock" function. Secure Watermark enables you to embed hidden text such as "CONFIDENTIAL" on output copies. If the output copies are copied again, the text emerges as a warning. Document Scan Lock enables you to embed scan lock information on the copies and prevent them from being copied.



▶ **Embedding the "TOP SECRET" Text (Secure Watermark)(P. 300)**



▶ **Disabling Copying of Documents (Document Scan Lock)(P. 303)**

### NOTE

- You can set the machine to always perform Secure Watermark or Document Scan Lock for every copy job.
  - ▶ **Embedding Invisible Text (Forced Secure Watermark)(P. 629)**
  - ▶ **Embedding Information That Restricts Copying (Forced Document Scan Lock)(P. 632)**

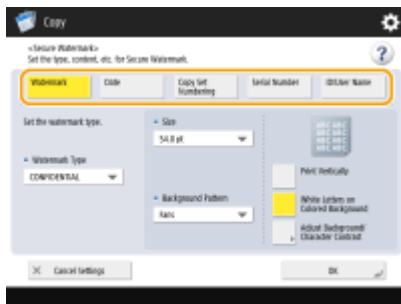
# Embedding the "TOP SECRET" Text (Secure Watermark)

13WH-058



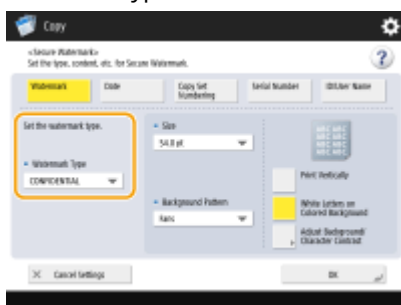
When copying documents that include confidential information, you can embed invisible text such as "TOP SECRET" or "CONFIDENTIAL" to warn unauthorized users not to copy them. When copying a document that has already been copied, the embedded text appears across the entire page, preventing unauthorized copies of copies.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Copy> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Options> on the Copy Basic Features screen. ▶ **Copy Basic Features Screen(P. 208)**
- 4 Press <Secure Watermark>.
- 5 Select the type of characters and specify detailed settings as necessary.



## ■ Embedding watermarks such as "TOP SECRET" or "CONFIDENTIAL"

- 1 Press <Watermark>.
- 2 Select the type of watermark.



- To embed arbitrary text, select <Custom> and enter the text by pressing <Enter>.

### NOTE

- You can register frequently used text. Select <Custom> and enter the text by pressing <Register>.

- To edit or delete registered text, press <Register>, select the text from the list, and press <Edit> or <Delete>.

### ■ Embedding dates

- 1 Press <Date>.
- 2 Set the dates to embed.



- The dates set in the machine are displayed in <Specify date>. To embed other dates, enter using the numeric keys.

- 3 Select the format for dates.
  - Press <Date Format> to select the date format.

### ■ Embedding reference numbers

If you copy specifying the number of copies, you can embed different five-digit reference numbers set by set.

- 1 Press <Copy Set Numbering>.
- 2 Enter the starting reference number.



- Enter in the input field of <Starting Number> using the numeric keys.

### ■ Embedding serial numbers

Embed the serial number of the machine.

- 1 Press <Serial Number>.

### ■ Embedding ID or user name

Embed login information (department ID or user name) to use the machine with.

- 1 Press <ID/User Name>.

## 6 Specify the print settings for the watermark.



- Set the character format.

### NOTE

- You can adjust the density of patterns and backgrounds. If you press <Adjust Background/Character Contrast> ► <Sample Print>, a sample of the pattern and background is printed. Check the sample and press ▼ / ▲ to adjust the density.

## 7 Press <OK> ► <Close>.

## 8 Press .

====> Copying starts.

- You cannot change the density during output.

### LINKS

- ▶ [Printing With Settings Disabling Unauthorized Copying\(P. 397\)](#)

## Disabling Copying of Documents (Document Scan Lock)

13WH-059



Embedding "Scan Lock Information" when copying enables you to restrict reproduction by copying or scanning. In addition, embedding "Tracking Information" enables you to analyze embedded information on the output and find out who, when, and with which machine a copy or print was made. You can embed this information using a "TL Code" or "QR Code." The differences between these codes are the embedding methods, restriction conditions, and Tracking Information. Optional products are required to use the Document Scan Lock function. [▶System Options\(P. 1118\)](#)

### IMPORTANT

- There are restrictions for paper that can be used with this function. See [▶Specifications\(P. 1029\)](#) .

### LINKS

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- ▶[TL Code and QR Code\(P. 632\)](#)
- ▶[Using TL Code to Restrict Copying\(P. 634\)](#)
- ▶[Using QR Code to Restrict Copying\(P. 636\)](#)

## Restricting Copying Using a TL Code

13WH-05A

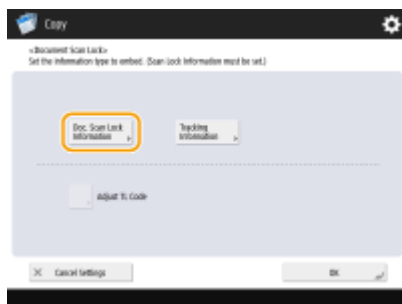


Embedding a TL Code when copying originals enables the restriction of reproduction. It is possible to not only restrict reproduction, but also to permit reproduction only when login information and passwords are identified.

### NOTE

- To enable Document Scan Lock using a TL Code, see [▶Using TL Code to Restrict Copying\(P. 634\)](#).

- 1 Place the original.** [▶Placing Originals\(P. 106\)](#)
- 2 Press <Copy> on the Main Menu.** [▶<Main Menu> Screen\(P. 94\)](#)
- 3 Press <Options> on the Copy Basic Features screen.** [▶Copy Basic Features Screen\(P. 208\)](#)
- 4 Press <Document Scan Lock>.**
- 5 Press <Doc. Scan Lock Information>.**



### 6 Select conditions to restrict reproduction.

- To prohibit every job for reproduction, press <Prohibit All>.
- To permit reproduction only when passwords are identified, enter the password by pressing <Password Authentication>.
- To permit reproduction only when login information to use the machine (department ID or user name) is identified, press <User Authentication>.

### 7 Press <OK>.

- If you do not embed Tracking Information, proceed to step 9.



## 8 Press <Tracking Information>.



## 9 Press <Set> ▶ <OK>.

- To embed arbitrary character strings other than department ID or user name, dates and time, or the device name, enter the characters by pressing <Custom Characters>.


## 10 Press <OK> ▶ <Close>.

## 11 Press .

====> Copying starts.

### NOTE

#### Embedding a Secure Watermark

- You can embed a Secure Watermark together with TL Codes. Prior to step 9, press <Watermark Information> and specify the settings for embedding. For information on Secure Watermarks, see  **Embedding the "TOP SECRET" Text (Secure Watermark)(P. 300)** .

#### Adjusting TL Code formats

- You can adjust the settings of a TL Code such as the size on the screen in step 4. When you cannot scan the embedded information properly, adjust these settings.
- Depending on the device used, the embedded information may not be scanned properly even after the TL Code adjustment. In addition, it may not be scanned properly when the original's entire surface is a photograph.

## Restricting Copying Using a QR Code

13WH-05C



Embedding a QR Code when copying originals enables the restriction of reproduction. You also can embed only Tracking Information without prohibiting reproduction.

### NOTE

- For information on how to enable Document Scan Lock using QR code, see [▶Using QR Code to Restrict Copying\(P. 636\)](#).

- 1 Place the original. [▶Placing Originals\(P. 106\)](#)
- 2 Press <Copy> on the Main Menu. [▶<Main Menu> Screen\(P. 94\)](#)
- 3 Press <Options> on the Copy Basic Features screen. [▶Copy Basic Features Screen\(P. 208\)](#)
- 4 Press <Document Scan Lock>.
- 5 Press <Prohibit All>.



- Tracking Information is embedded together with Scan Lock Information.

### NOTE

- If <Allow All> is selected, only Tracking Information is embedded and reproduction is not prohibited.

- 6 Press <QR Code Print Position>.
- 7 Select the position of the QR Code and press <OK>.
  - Select the printing position by pressing the arrow buttons.

**8** Press <OK> ► <Close>.

**9** Press .

▣ Copying starts.

## NOTE

### Embedding a Secure Watermark

- You can embed a Secure Watermark together with QR Codes as well. For information on setting the Secure Watermark, see [▶ Embedding the "TOP SECRET" Text \(Secure Watermark\)\(P. 300\)](#).

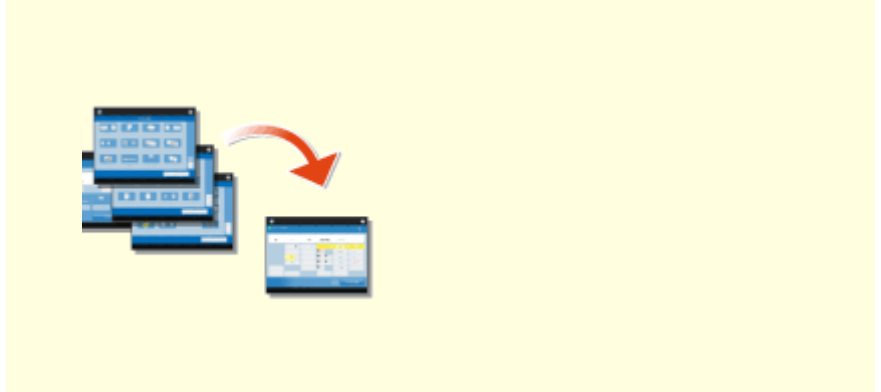
## Reducing Copying Operations

13WH-05E

You can eliminate the need to specify the same settings every time you make copies by recalling previously used settings. In addition, switching the Copy Basic Features screen ( ▶ **Copy Basic Features Screen**(P. 208) ) to the "Express Copy Screen" enables you to change the settings with fewer steps.



▶ **Recalling Previously Used Copy Settings (Previous Settings)**(P. 309)



▶ **Changing the Settings Quickly (Express Copy Screen)**(P. 310)

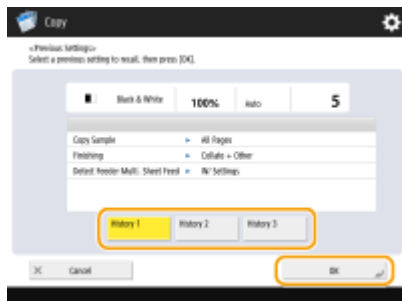
# Recalling Previously Used Copy Settings (Previous Settings)

13WH-05F



You can recall the previously used copy settings. The details of the recalled setting can be changed before copying.

- 1 Place the original. [▶Placing Originals\(P. 106\)](#)
- 2 Press <Copy> on the Main Menu. [▶<Main Menu> Screen\(P. 94\)](#)
- 3 Press <Previous Settings> on the Copy Basic Features screen. [▶Copy Basic Features Screen\(P. 208\)](#)
- 4 Select the setting to recall and press <OK>.



- When personal authentication management is in use, the machine recalls the settings specified in the past by the user who is logging in to the machine.

## 5 Press .

⇒ Copying starts.

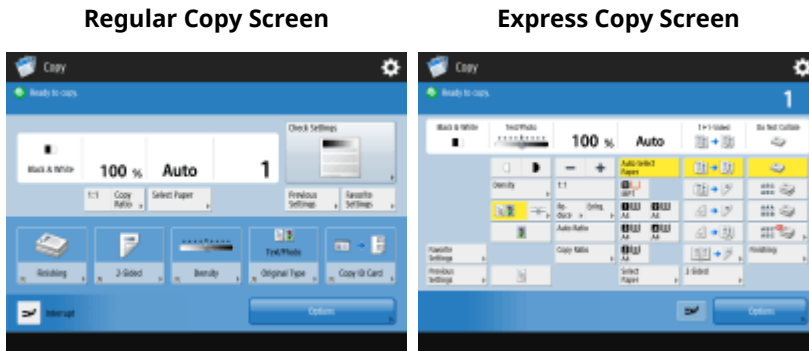
### IMPORTANT

- The Merge Job Blocks setting ( [▶Combining Jobs with Different Settings Into a Single Job \(Merge Job Blocks\)\(P. 281\)](#) ) cannot be recalled.

# Changing the Settings Quickly (Express Copy Screen)

13WH-05H

Switching the Copy Basic Features screen from the "Regular Copy Screen" to the "Express Copy Screen" enables you to change the settings related to basic copy operation (▶ **Basic Copy Operations(P. 210)**) more quickly. For example, to copy both sides of a an original using the Regular Copy Screen, you need to press <2-Sided> and press <1-Sided ▶ 2-Sided> or <2-Sided ▶ 2-Sided>. On the Express Copy Screen, you can directly select <1-Sided ▶ 2-Sided> or <2-Sided ▶ 2-Sided>, so you can finish settings with fewer steps.



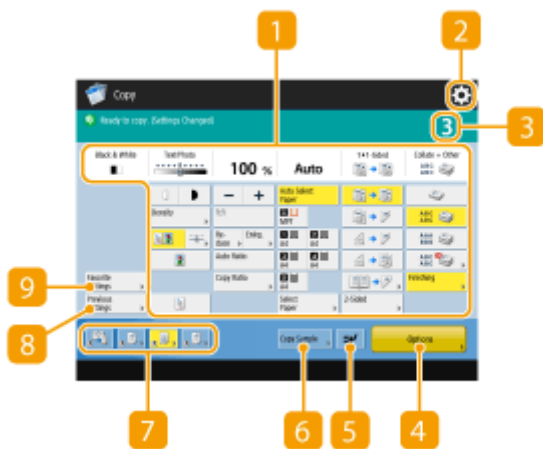
- ▶ Switching to the Express Copy Screen(P. 310)
- ▶ Express Copy Screen(P. 310)

## Switching to the Express Copy Screen



▶ <Preferences> ▶ <Display Settings> ▶ <Copy Screen Display Settings> ▶ <Express Copy>  
 ▶ <OK> ▶ ▶ ▶ <Apply Set. Changes> ▶ <Yes>

## Express Copy Screen



### 1 Current main setting status and setting buttons

Displays the setting status such as the copy ratio, paper size, number of copies, etc. Make sure to confirm the settings here in order to copy properly. To change the settings, press the button under the display section. ▶ **Basic Copy Operations(P. 210)**

**2** 

Press this icon to register the current settings in <Favorite Settings> of **9** or to change the buttons displayed in **7**.

▶ **Registering a Combination of Frequently Used Functions(P. 159)**

▶ **Customizing the Basic Features Screen(P. 162)**

**3** **Number of copies**

Displays the number of copies. Enter using the numeric keys.

**4** **<Options>**

Displays the setting functions such as <Booklet> or <Page Numbering> that are not displayed in **1** or **7**.

**5** **<Interrupt>**

You can interrupt waiting copy jobs and make your copy immediately. ▶ **Copying Immediately by Interrupting Other Jobs(P. 243)**

**6** **<Copy Sample>**

Depending on the number of copies and settings, this button is displayed. You can print a copy sample to check the copy result before making a large amount of copies. ▶ **Checking the Copy Results(P. 240)**

**7** **Function setting buttons**

Displays the most frequently used buttons from <Options>. The setting status is displayed on the buttons. You can change the buttons displayed currently into other function setting buttons using the icon in **2**.

**8** **<Previous Settings>**

You can select a setting from among the past three settings you specified. ▶ **Recalling Previously Used Copy Settings (Previous Settings)(P. 309)**

**9** **<Favorite Settings>**

Register frequently used copy settings here in advance to easily recall them when necessary. ▶ **Registering a Combination of Frequently Used Functions(P. 159)**

## LINKS

▶ **Customizing the Basic Features Screen(P. 162)**

▶ **Copy Basic Features Screen(P. 208)**

# Faxing

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# Faxing

This chapter introduces the basic methods for sending and receiving faxes as well as convenient fax functions you can use according to your needs.

## ■ Introduction to Basic Operations

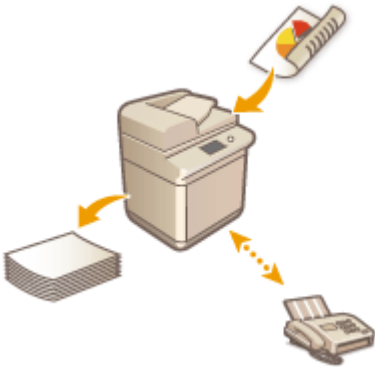
This section describes the Fax Basic Features screen and the basic sending and receiving methods.



- ▶ **Fax Basic Features Screen(P. 315)**
- ▶ **Basic Operations for Sending Faxes(P. 318)**
- ▶ **Receiving Faxes(P. 332)**
- ▶ **Checking Status and Log for Sent and Received Documents(P. 359)**

## ■ Successfully, Easily, Conveniently

You can find and choose among various sending and receiving methods right for you. Fully using functions can provide you with an efficient way to send and receive faxes.



- ▶ **Sending Faxes Successfully(P. 334)**
- ▶ **Simplifying Sending Operations(P. 342)**
- ▶ **Useful Functions When Sending(P. 346)**
- ▶ **Various Receiving Methods(P. 351)**
- ▶ **Forwarding Received Documents Automatically(P. 356)**

## ■ Sending Faxes from Your Computer

You can directly fax a document saved on a computer. This method can eliminate the need to print, saving paper and toner, as well as make the images and fine print on documents more clear.



- ▶ **Sending Faxes from Your Computer (PC Fax)(P. 362)**

## ■ Using Fax Functions More Fully

This section describes how to send and receive faxes via the Internet. You can also learn how to use a multifunction printer without the ability to fax for sending and receiving faxes via other multifunction printers on the network.

▶ **Using Internet Faxes (I-Fax)(P. 367)**

▶ **Using Remote Faxes(P. 376)**



### TIPS

- Installing an option enables you to use an IP fax. The IP fax is a function to send and receive faxes over a TCP/IP network such as an office LAN. Sending and receiving faxes between devices in the same network helps reduce communication costs as well as makes communication speed faster than normal faxes.

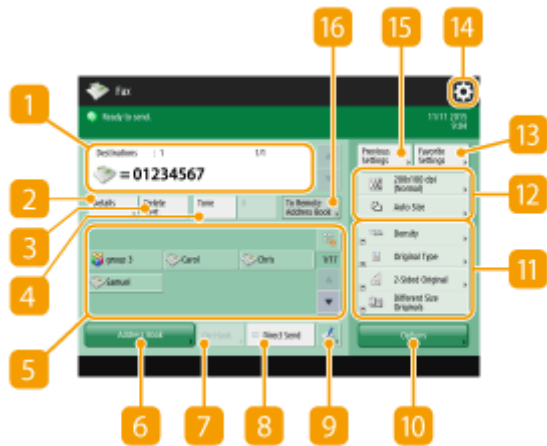
IP FAX Expansion Kit User's Guide

▶ **Options(P. 1086)**

## Fax Basic Features Screen

13WH-05K

Pressing <Fax> on the Main Menu displays the Fax Basic Features screen.



### 1 Destination

Displays the destination's name, the fax number, and the number of destinations you specified.

### 2 <De- tails>

Enables you to check the detailed information of the destination displayed in **1**.

### 3 <Delete Dest.>

Enables you to delete the destination displayed in **1**.

### 4 <Tone>

If you press this button when specifying the destination, the character "T" (tone) is inserted. Even if you are using pulse dial, numbers following "T" will be sent using tone dial. Press this button when using fax information services.

### 5 One-touch button

Enables you to specify a fax destination registered in one-touch buttons.

### 6 <Address Book>

Enables you to specify a fax destination registered in the Address Book.

### 7 <On-Hook>

Press to send a fax document manually. ▶ **Sending Faxes Manually (Manual Sending)(P. 339)**

### 8 <Direct Send>

Press to check the connection to the recipient's fax machine before scanning originals. ▶ **Checking the Connection to the Recipient Before Sending (Direct Send)(P. 337)**



Press to register destinations in one-touch buttons. ▶ **Registering a Destination in a One-Touch Button(P. 200)**

## 10 <Options>

Displays all of the function setting buttons. For convenience, you can display frequently used function setting buttons in 11.

## 11 Function setting buttons

Displays the most frequently used buttons from <Options>. The setting status is displayed on the buttons. You can also press 14 to change which buttons are displayed.

- If the button for the function that you want to use is not displayed, press <Options> and select the desired button. ▶ **Basic Operations for Sending Faxes(P. 318)**

## 12 Current setting status and setting buttons

Displays setting status such as the resolution. Make sure to confirm the settings in order to scan properly. To change the settings, press the desired button. ▶ **Basic Operations for Sending Faxes(P. 318)**

## 13 <Favorite Settings>

Register frequently used scan settings here in advance to easily recall them when necessary. ▶ **Registering a Combination of Frequently Used Functions(P. 159)**



Press this icon to register the current settings in <Favorite Settings> of 13 and change the button displayed in 11.

- ▶ **Registering a Combination of Frequently Used Functions(P. 159)**
- ▶ **Customizing the Basic Features Screen(P. 162)**

## 15 <Previous Settings>

Press to recall the previously specified settings. ▶ **Recalling Previously Used Settings for Sending (Previous Settings)(P. 345)**

## 16 <To Remote Address Book>

Press to specify destinations in one-touch buttons of other Canon multifunction printers. This button is available only when the Remote Address Book is activated for use. ▶ **<Set Destination>(P. 803)** ▶ **<Acquire Remote Address Book>**

### NOTE

- You can select whether to hide the Address Book and one-touch buttons to restrict use of the Address Book. ▶ **<Restrict Address Book Use>(P. 775)**
- Some functions cannot be used in combination with each other. Buttons that cannot be selected are displayed in light gray.

### LINKS

▶ **Registering Destinations(P. 186)**

# Basic Operations for Sending Faxes

13WH-05L

This section describes the basic operations for sending fax documents.

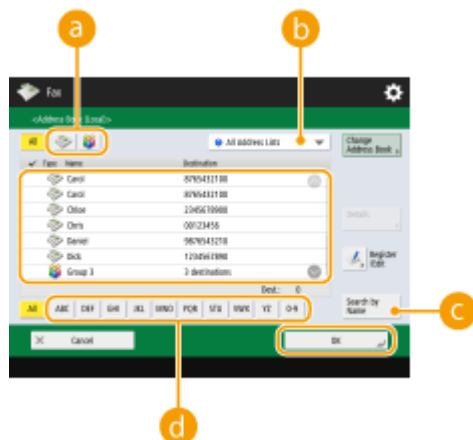
- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Fax> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Fax Basic Features screen. ▶ **Fax Basic Features Screen(P. 315)**
  - ▶ Specifying Destinations from the Address Book
  - ▶ Specifying Destinations from One-Touch Buttons
  - ▶ Entering Destinations Manually
  - ▶ Specifying Destinations in the LDAP Server

To check the detailed information about the specified destination, select the desired destination using ▲ and ▼ and press <De- tails>. To delete a destination from the specified destinations, press <Delete Dest.>.



## Specifying Destinations from the Address Book

- 1 Press <Address Book>.
- 2 Select the destination and press <OK>.

- If an access number is set when the destination is registered, press <Access No.> and enter the access number using the numeric keys. The corresponding destination is displayed in the Address Book.
- To use the Remote Address Book, press <To Remote Address Book>. When <Change Address Book> is displayed, press <Change Address Book> ▶ <Remote>.



### a Destination type buttons

Pressing  and  displays fax and group destinations, respectively.

### b Drop-down list for selection of Address Book types

Enables you to display a specific group of destinations. When you are logged in to the machine with personal authentication management, selecting <Personal Address List> displays your personal Address Book.

**c <Search by Name>**

Enables you to search the destination by the name you are entering.

**d Search buttons by first letter**


Enables you to narrow down a search by the first letter of the destination name.

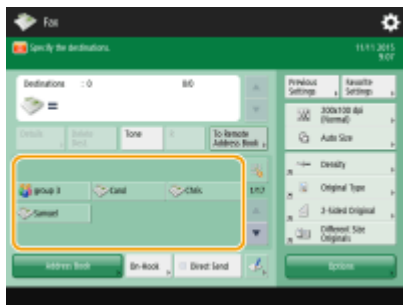
**IMPORTANT**

- If you select the group destination containing destinations other than fax destinations, sending a fax is not allowed.

Specifying Destinations from One-Touch Buttons

**1 Press the desired one-touch button.**

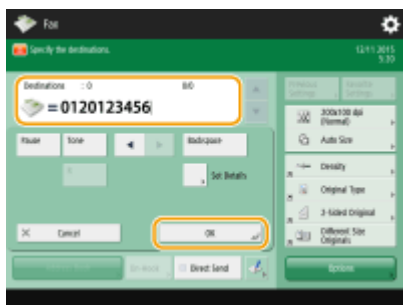
- To specify the destination using a one-touch button number (one-touch number), press  and enter the number for the desired one-touch button.
- To use the Remote Address Book, press <To Remote Address Book>.



Entering Destinations Manually

You can specify destinations manually that are not registered in the Address Book or one-touch buttons.

**1 Enter a fax number using the numeric keys and press <OK>.**



- To add another fax number, repeat this step.
- If the machine is connected to a PBX (Private Branch Exchange), press <R> before entering the destination. If <R> is not available, you need to register the R-key settings. **><R-Key Setting>(P. 786)**

**NOTE****To send faxes overseas**

- Enter the international access number, the country code, and the fax number, in that order. If you cannot successfully connect to the destination overseas, press <Pause> to insert a pause between a number and the next number.

**To send faxes with a subaddress**

- The machine supports the use of ITU-T\* standard subaddresses. If the recipient's fax machine is compatible with the use of ITU-T subaddresses, you can enhance the confidentiality of sent documents using a subaddress and password. To send a document with a subaddress, enter a fax number, press <Subaddress> or <Set Details>, and then enter the subaddress and password.

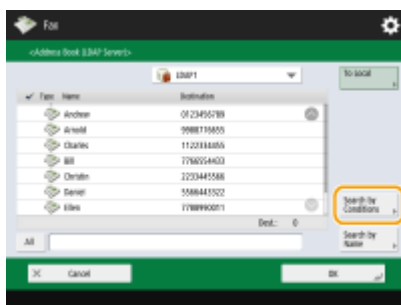
\* Stands for International Telecommunication Union-Telecommunication Standardization Sector, which is the group that makes recommendations towards the standardization of worldwide telecommunications.

## Specifying Destinations in the LDAP Server

You can search and specify destinations registered in the LDAP server.

**1 Press <Address Book>.****2 Press <To LDAP Server>.**

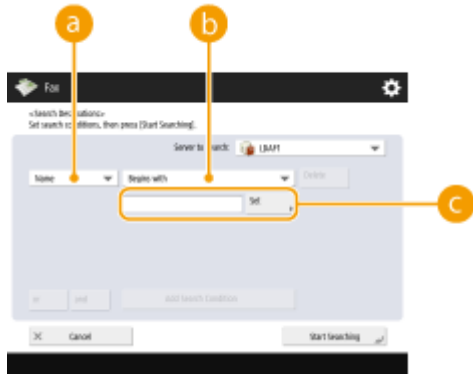
- When <Change Address Book> is displayed, press <Change Address Book> ► <LDAP Server>.
- If the network password input screen is displayed, enter the user name and password and press <OK>.

**3 Press <Search by Conditions>.**

- To display all the destinations in the LDAP server without specifying any conditions, proceed to step 5.

**4 Specify the search conditions.**





**a Search categories**

Select a criterion to search for destinations from name, fax number, organization name, and organization unit (department name, etc).

**b Search conditions**

Select a search condition such as a destination name that contains "John" and a department name that begins with "Development."

**c Search characters**

Press <Set> and enter search characters for the search condition.

**NOTE**

**To search with multiple conditions**

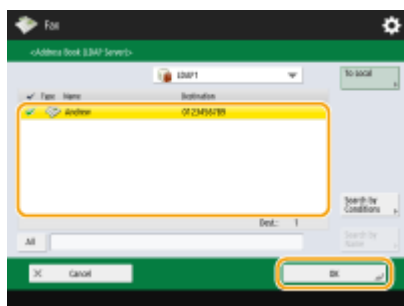
- You can search destinations with multiple conditions. Specify the first search condition, press <Add Search Condition>, and then select <or> or <and> for the next condition.

**5 Press <Start Searching>.**

▣ The search results are displayed.

- To search with another condition, press <Delete> to delete the specified settings and then set a new condition.

**6 Select the destination and press <OK>.**



**4 Specify the scan settings as necessary.**

- ▶ Specifying How to Scan Originals
- ▶ Adjusting Image Quality
- ▶ Enlarging or Reducing
- ▶ Erasing Dark Borders (Erase Frame)

## Specifying How to Scan Originals



If you are scanning free size/highly transparent originals, or the edge of image is missing when scanning, you need to manually specify the scanning size.

▶ Specifying the Scanning Size of Originals



The machine can automatically scan both the front and back sides of an original.

▶ Scanning Both Sides of Originals

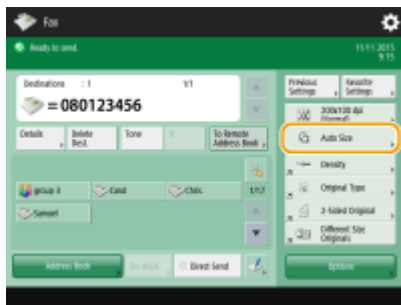


You can scan two facing pages in a book or magazine onto separate pages in one operation.

▶ Splitting Facing Page Originals into Separate Pages for Faxing

### ■ Specifying the Scanning Size of Originals

**1** Press the setting button for scanning size.



**2** Select the scanning size and press <OK>.

#### ■ When scanning a free size original

Place the original in the feeder and select <Free Size>.

#### ■ When specifying the values of scanning size

Place the original on the platen glass, select <Custom>, and enter the length and width of the original.

### ■ When scanning a long original

Place the original in the feeder and select <Long Original>.

#### NOTE

##### To register the scanning size

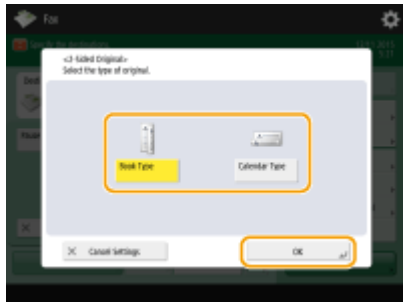
- If you frequently specify the scanning size with the same values, register the size in <Custom> ▶ <Register Size> to quickly recall the setting for convenience.

### ■ Scanning Both Sides of Originals

Place the original in the feeder. For landscape-oriented originals, place them horizontally.

**1** Press <Options> ▶ <2-Sided Original>.

**2** Select <Book Type> or <Calendar Type> and press <OK>.



- Select <Book Type> for originals whose images on the front and back sides face the same direction, or <Calendar Type> for originals whose images on the front and back sides face in opposite directions.

**3** Press <Close>.

### ■ Scanning a Facing Page Original and Faxing it as Two Separate Pages

#### NOTE

- When scanning facing pages of a book or bound original, place the original on the platen glass. Place it face down with its corner aligned with the top-left corner of the platen glass, as shown below.



**1** Press <Options> ▶ <Book ▶ 2 Pages>.

## 2 Press <Close>.

### Adjusting Image Quality



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

▶ Selecting Resolution



Specifying the type of original such as documents with characters only or magazines with photographs enables you to send with optimal image quality.

▶ Selecting the Type of Original



You can adjust the density of the entire original. For example, increasing the density enables you to easily read faint characters written in pencil.

▶ Adjusting the Density of the Entire Original



You can adjust the density of the background. You can clearly send originals with a colored background or thin originals such as newspapers whose characters and images on the back side are transparently visible.

▶ Adjusting the Density of the Background

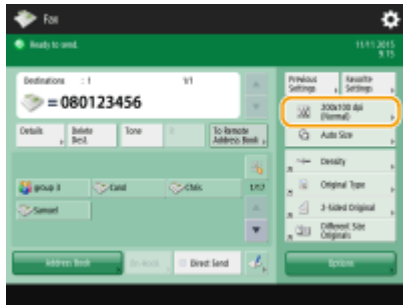


You can scan the image with clear contours and lines by increasing the sharpness, or soften the image by decreasing the sharpness. Use this function when you want to sharpen blurred text and diagrams, or to reduce moire (a shimmering, wavy pattern) to smoothen the finished image.

▶ Adjusting Sharpness (Sharpness)

## ■ Selecting Resolution

### 1 Press the setting button for resolution.



### 2 Select the resolution and press <OK>.

- A lower resolution is suitable for originals containing text only, while a higher resolution is suitable for originals containing photographs. The higher the resolution is, the more finely originals can be scanned.

## ■ Selecting the Type of Original

### 1 Press <Options> ► <Original Type>.

### 2 Select the type of original and press <OK>.

### 3 Press <Close>.

## ■ Adjusting the Density of the Entire Original

### 1 Press <Options> ► <Density>.

### 2 Adjust the density and press <OK>.

- Press  to decrease the density. Press  to increase the density.

### 3 Press <Close>.

## ■ Adjusting the Density of the Background

### 1 Press <Options> ► <Density>.

## 2 Press <Adjust> in <Background Density>.



- To adjust the background automatically, press <Auto> and proceed to step 4.

### NOTE

- When the type of original is set to <Text> ( **Selecting the Type of Original(P. 325)** ), and the following setting is specified, the density of the background is automatically adjusted.  
 <Function Settings> ▶ <Common> ▶ <Scan Settings> ▶ <Speed/Image Quality Priority for B&W Scan> ▶ <Quality Priority>

## 3 Adjust the density and press <OK>.

- If <-> is pressed, the density of the entire background decreases. If <+> is pressed, the density of the entire background increases.

### NOTE

- Depending on the colors of originals, sections other than the background may be affected.

## 4 Press <OK> ▶ <Close>.

### ■ Adjusting Sharpness (Sharpness)

## 1 Press <Options> ▶ <Sharpness>.

## 2 Adjust the sharpness and press <OK>.

- To sharpen blurred text, adjust the control to <High>.
- To reduce moire when scanning originals that contain printed photos, such as magazines or pamphlets, adjust the control to <Low>.

## 3 Press <Close>.

## Enlarging or Reducing



You can enlarge or reduce standard size originals to other standard sizes when scanning.

▶ Enlarging or Reducing in Standard Paper Sizes



You can enlarge or reduce by specifying magnification (%).

▶ Enlarging or Reducing by Specifying Magnification

### ■ Enlarging or Reducing in Standard Paper Sizes

**1** Press <Options> ▶ <Copy Ratio>.

**2** To reduce, select magnification from **a**, to enlarge, select magnification from **b** and press <OK>.



**3** Press <Close>.

### ■ Enlarging or Reducing by Specifying Magnification

**1** Press <Options> ▶ <Copy Ratio>.

## 2 Specify magnification and press <OK>.



## 3 Press <Close>.

## Erasing Dark Borders (Erase Frame)

When scanning originals that are smaller than the scanning size, frame lines of the originals may appear in the scanned image. When scanning a thick book, dark borders may appear. This function enables you to erase these frame lines and dark borders. You can also set the machine to not copy punch holes in the originals.

### IMPORTANT

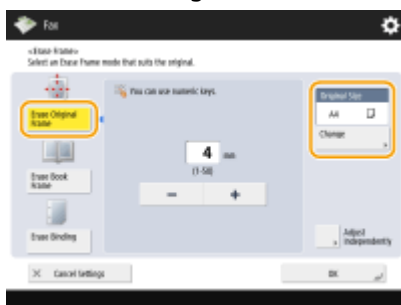
- Place the original with punch holes on the platen glass. Placing in the feeder may result in damage.

## 1 Press <Options> ► <Erase Frame>.

## 2 Specify the erasing type and width.

### ■ Erasing the frames in copies of documents

- Press <Erase Original Frame> and check <Original Size>.



- If the size displayed in <Original Size> is different from the size of the original, press <Change> to select the size.

- Enter the width of the frame to erase.

### ■ Erasing dark borders in copies of books

You can erase the dark borders both in the center and contour lines that appear when you scan facing pages in a book.



- 1 Press <Erase Book Frame> and check <Original Size>.



- If the size displayed in <Original Size> is different from the size of the book, press <Change> to select the size.

- 2 Press <Center> or <Sides> and enter each erasing width.

### ■ Erasing punch holes in copies of documents

- 1 Press <Erase Binding> and select the punch hole location.



- 2 Enter the erasing width.


### NOTE

- If you want to adjust the width for each border independently, press <Erase Original Frame> or <Erase Book Frame>, and then press <Adjust Independently> to enter the erasing widths.


- 3 Press <OK> ► <Close>.

- 5 Press .

⇒ Originals are scanned and sending starts.

- To cancel scanning, press <Cancel> or  ► <Yes>.

### ■ When <Press the [Start] key to scan the next original.> is displayed

Place the next original to scan and press . When scanning all of the originals is complete, press <Start Sending> to send the fax.

- To cancel sending, press <To Status Mntr./Cncl.> ► select a document ► <Cancel> ► <Yes>.

### NOTE

### To send with the sender information

- You can send with the sender's name and fax number. ▶<TX Terminal ID>(P. 776)

### To check the statuses for sent documents

- On the <Status Monitor/Cancel> screen, you can check the statuses for sent documents. This screen enables you to send faxes again or cancel sending after checking the statuses. ▶<Checking Status and Log for Sent and Received Documents>(P. 359)

### When a transmission error occurs because the recipient's line is busy

- The machine automatically redials after a certain period of time. You can change the settings such as how many times the machine redials and the interval between redials. ▶<Auto Redial>(P. 784)

### To print the report for the results of sending

- On the Fax Basic Features screen, pressing <Options> ▶ <TX Report> enables you to set to automatically print the report listing the results of sending.

### When multiple sheets are fed

- Scanning is stopped and the message is displayed on the screen. Follow the message and start operation. To set to not notify with a message, press <Options> on the Fax Basic Features screen ▶ <Detect Feeder Multi Sheet Fd.> each time you send a document to disable the setting, or set <Set Detection of Feeder Multi Sheet Feed as Default> to <Off> ( ▶<Set Detection of Feeder Multi. Sheet Feed as Default>(P. 766) ).

## TIPS

### Saving a copy of a sent document

- You can set the machine so that a copy of a sent document is automatically saved in a file server. The copy is converted into an electric file such as PDF and saved, allowing you to easily check the contents from your computer. ▶<Saving a Copy of a Sent Document>(P. 349)

### Selecting a sender's name

- On the Basic Fax Features screen, pressing <Options> ▶ <Sender Name (TTI)> enables you to select a name from a list of registered sender's names to include in the sender information. ▶<Register Sender Name (TTI)>(P. 783)

### Checking scanned images before sending

- You can check scanned images on the preview screen before sending. ▶<Checking Scanned Images Before Sending (Preview)>(P. 335)

### Registering frequently used settings

- You can combine frequently used destinations and scan settings into a button of the machine for later use. By pressing the registered button when scanning originals, you can quickly complete your settings. ▶<Registering a Combination of Frequently Used Functions>(P. 159)

## LINKS

- ▶<Canceling Sending Faxes>(P. 331)
- ▶<Sending Faxes Successfully>(P. 334)
- ▶<Simplifying Sending Operations>(P. 342)
- ▶<Useful Functions When Sending>(P. 346)
- ▶<Registering Destinations>(P. 186)
- ▶<Registering the LDAP Server>(P. 49)
- ▶<Managing Users>(P. 553)
- ▶<Set Destination>(P. 803)

## Canceling Sending Faxes

You can cancel scanning originals or sending faxes that are being sent or waiting to be sent.


### ■ Canceling Scanning Originals

**1** Press <Cancel> on the displayed screen or .

**2** Press <Yes>.

⇒ Scanning originals is canceled.

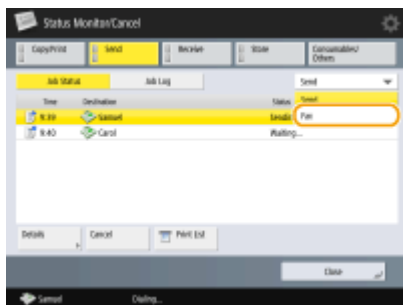
### ■ Canceling Sending Faxes Being Sent or Waiting to Be Sent

**1** Press <To Status Mntr./Cncl.> on the displayed screen or .

**2** Press <Send> ► <Job Status>.

**3** Select <Fax>.

⇒ A list of jobs being sent or waiting to be sent is displayed.



**4** Select the job to cancel and press <Cancel>.

**5** Press <Yes>.

⇒ Sending the fax is canceled.

### LINKS

▶ Basic Operations for Sending Faxes(P. 318)

▶ Checking Status and Log for Sent and Received Documents(P. 359)


# Receiving Faxes

13WH-05S


## ■ When a fax is received

The [Processing/Data] indicator on the control panel blinks green. When receiving is complete, the document is automatically printed and the indicator turns off.

### NOTE

- To cancel receiving, press  ► <Receive> ► <Job Status> ► select a document ► <Cancel>.

## ■ Output paper


An incoming fax is printed on the same size of paper as the document size received. When there is no paper matching the size of the received document, the document is printed according to the setting of <Select Drawer>.  <Select Drawer>(P. 788)

### NOTE

#### To receive fax information services







- Follow the recorded message to enter the service number, and then press <Start RX>.

#### Receiving with a subaddress



- The machine supports the use of ITU-T\* standard subaddresses. To receive a document with a subaddress, see  <Forwarding Settings>(P. 790) .

\* Stands for International Telecommunication Union-Telecommunication Standardization Sector, which is the group that makes recommendations towards the standardization of worldwide telecommunications.

### TIPS

- You can save paper when printing.
  -  <Print on Both Sides>(P. 788)
  -  <2 on 1 Log>(P. 788) ►  <Reduce Fax RX Size>(P. 788)
- You can include information, such as reception time, in received documents when printing.  <Print RX Page Footer>(P. 789)
- If you set the machine to check a reception password for subaddress communication, you can prevent the machine from receiving spam faxes.  <RX Password>(P. 796)
- Setting <Forward Temporarily Stored File to Memory RX Inbox> to <Yes> enables you to forward received documents to the storage location of the machine (Memory RX Inbox) if they cannot be printed due to paper jams or lack of paper. In this case, <Fax Memory Lock>/<Use I-Fax Memory Lock> is automatically set to <On>, and forwarded documents can be checked from the screen. Also, forwarded documents can be printed later. (  <Saving Received Documents in the Machine (Memory Reception)>(P. 352) ) To return to normal printing, set <Fax Memory Lock>/<Use I-Fax Memory Lock> to <Off>.

### LINKS

-  <Various Receiving Methods>(P. 351)
-  <Forwarding Received Documents Automatically>(P. 356)

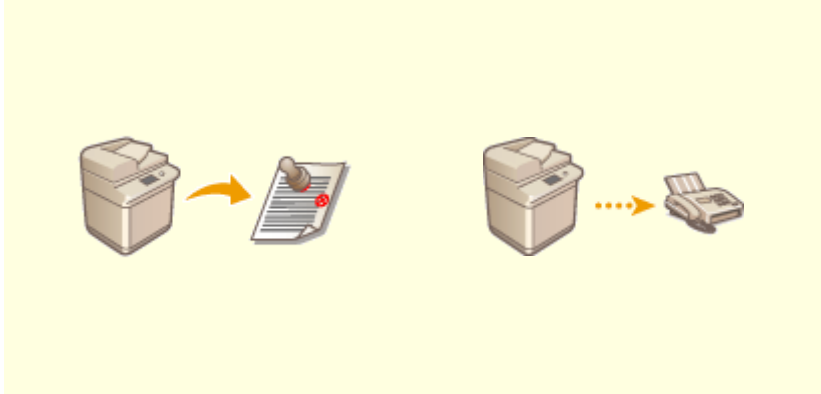
▶ **Checking Status and Log for Sent and Received Documents(P. 359)**

# Sending Faxes Successfully

This section describes how to avoid potential sending errors caused by incorrectly scanning documents or a busy line, etc.



▶ **Checking Scanned Images Before Sending (Preview)(P. 335)**

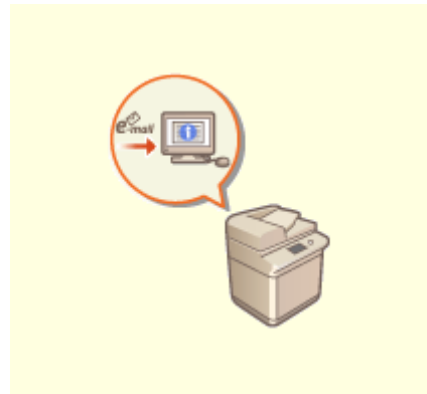


**Stamping Scanned Originals for Sending(P. 336)**

▶ **Checking the Connection to the Recipient Before Sending (Direct Send)(P. 337)**



▶ **Sending Faxes Manually (Manual Sending)(P. 339)**





▶ **Notifying You by E-Mail of the Completion of Sending(P. 340)**

## Checking Scanned Images Before Sending (Preview)


13WH-05W



You can check scanned images on the preview screen before sending. This function helps you immediately notice errors such as scanning unwanted pages accidentally and scanning skewed originals.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Fax> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Fax Basic Features screen.** ▶ **Fax Basic Features Screen(P. 315)**
- 4 Specify the scan settings as necessary.** ▶ **Basic Operations for Sending Faxes(P. 318)**
- 5 Press <Options> ▶ <Preview> ▶ <Close>.**
- 6 Press .**
  - ⇒ Originals are scanned and the preview screen appears.
  - To cancel scanning, press <Cancel> or  ▶ <Yes>.

**■ When <Press the [Start] key to scan the next original.> is displayed**

Place the next original to scan and press . When scanning all of the originals is complete, press <Preview and Send> to display the preview screen.
- 7 Check the scanned images on the preview screen.**
- 8 Press <Start Sending>.**
  - ⇒ Sending starts.

## Stamping Scanned Originals for Sending

13WH-05X



The machine can apply a stamp on the front of originals that have been scanned. You can easily tell originals that have yet to be scanned from ones already scanned.

### 1 Place the original in the feeder. ▶ **Placing Originals(P. 106)**

- A stamp is applied on the originals placed in the feeder.

### 2 Press <Fax> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**

### 3 Specify the destination on the Fax Basic Features screen. ▶ **Fax Basic Features Screen(P. 315)**

### 4 Specify the scan settings as necessary. ▶ **Basic Operations for Sending Faxes(P. 318)**

### 5 Press <Options> ▶ **<Finished Stamp>** ▶ **<Close>**.

### 6 Press .

- ⇒ Originals are scanned and sending starts. Stamps are applied to the scanned originals.



# Checking the Connection to the Recipient Before Sending (Direct Send)

13WH-05Y



To successfully send faxes to the destination you intend, you can check beforehand that the recipient is connected and ready to start communication. As the machine bypasses memory when scanning originals, you can send faxes even if there is no memory available.

## 1 Place the original. ▶ Placing Originals(P. 106)

- To send multiple pages, place the originals in the feeder. When the original is placed on the platen glass, only one page can be sent.

## 2 Press <Fax> on the Main Menu. ▶ <Main Menu> Screen(P. 94)

## 3 Specify the destination on the Fax Basic Features screen. ▶ Fax Basic Features Screen(P. 315)

## 4 Specify the scan settings as necessary. ▶ Basic Operations for Sending Faxes(P. 318)

## 5 Press <Options> ▶ <Direct Send>.

## 6 Press .

⇒ The machine dials the recipient's number. When the machine connects the call, originals are scanned and sending starts.

- The machine does not start sending when the recipient's line is busy.

### IMPORTANT

#### Direct Send is not available in the following cases

- Any of the following scan settings are specified: <2-Sided Original>/<Different Size Originals>/<Erase Frame>/<Job Build>/<Delayed Send>/<Finished Stamp>
- Multiple destinations are specified.
- <Limit Functions> is set to <Off> for any function when the machine is in the Department ID mode. ▶ **Configuring the Department ID Management Settings(P. 581)**

### NOTE

### To specify the scanning size of originals

- The scanning size of originals placed in the feeder is automatically set. To specify the size yourself, use the platen glass.

## Sending Faxes Manually (Manual Sending)

13WH-060



You can manually send fax documents after checking that the destination is ready to receive fax transmissions.

### 1 Place the original. ▶ **Placing Originals(P. 106)**

- When you want to send multiple pages, place originals in the feeder. When the original is placed on the platen glass, you can only send one page.

### 2 Press <Fax> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**

### 3 Press <On-Hook> on the Fax Basic Features screen. ▶ **Fax Basic Features Screen(P. 315)**

### 4 Enter the recipient's phone number.

### 5 Make sure that you hear the recipient or a high-pitched tone.

### 6 Press .

▢▢▢▢ Originals are scanned and sending starts.

## IMPORTANT

### Manual Sending is not available in the following cases

- Any of the following scan settings are specified: <2-Sided Original>/<Different Size Originals>/<Erase Frame>/<Job Build>/<Delayed Send>/<Finished Stamp>
- <Limit Functions> is set to <Off> for any function when the machine is in the Department ID mode. ▶ **Configuring the Department ID Management Settings(P. 581)**

## NOTE

### To specify the scanning size of originals

- The scanning size of originals placed in the feeder is automatically set. To specify the size yourself, use the platen glass.

## Notifying You by E-Mail of the Completion of Sending

13WH-061

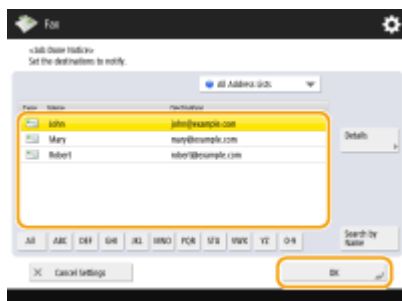


You can receive an e-mail notifying you that sending documents is complete. Even if documents are waiting to be sent, you can use your computer or portable device to check whether sending documents is complete, giving you reassurance. When an error occurs, you are notified of destinations whose documents failed to be sent.

### IMPORTANT

- The destination for the notification e-mail needs to be specified from the Address Book. Register the desired destination beforehand. [▶Registering Destinations in the Address Book\(P. 188\)](#)

- 1 Place the original.** [▶Placing Originals\(P. 106\)](#)
- 2 Press <Fax> on the Main Menu.** [▶<Main Menu> Screen\(P. 94\)](#)
- 3 Specify the destination on the Fax Basic Features screen.** [▶Fax Basic Features Screen\(P. 315\)](#)
- 4 Specify the scan settings as necessary.** [▶Basic Operations for Sending Faxes\(P. 318\)](#)
- 5 Press <Options> ▶ <Job Done Notice>.**
- 6 Select an e-mail address from the Address Book and press <OK>.**



- For more information on how to view and use the Address Book, see [▶Address Book\(P. 186\)](#).

- 7 Press <Close>.**

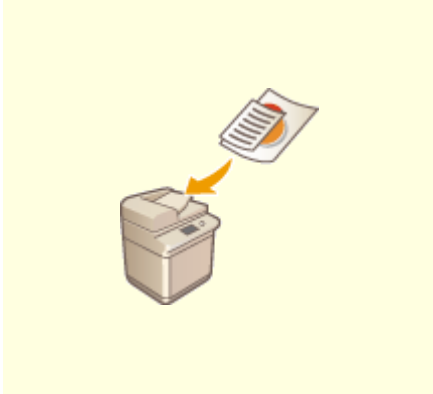
**8** Press .

- ▣ Originals are scanned and sending starts. When sending is complete, the notification e-mail is sent to the specified address.

## Simplifying Sending Operations

13WH-062

You can scan different size originals at once or send separately scanned documents together. By recalling previously used settings, you can simplify sending operations.



▶ **Sending Different Size Originals Together (Different Size Originals)**  
(P. 343)



▶ **Sending Separately Scanned Documents Together (Job Build)**  
(P. 344)



▶ **Recalling Previously Used Settings for Sending (Previous Settings)**(P. 345)

## Sending Different Size Originals Together (Different Size Originals)


13WH-063



You can place different size originals in the feeder and scan them at the same time. This eliminates the need to place originals separately.

### IMPORTANT

- The combination of original sizes that you can scan is limited. Scanning with an improper combination may cause damage to the originals or paper jams. [▶Specifications\(P. 1029\)](#)
- Do not place the originals together that are of different weights or paper types. Doing so may cause damage to the originals or paper jams.

- 1 Place the originals in the feeder** [▶Placing Originals\(P. 106\)](#)
- 2 Press <Fax> on the Main Menu.** [▶<Main Menu> Screen\(P. 94\)](#)
- 3 Specify the destination on the Fax Basic Features screen.** [▶Fax Basic Features Screen\(P. 315\)](#)
- 4 Specify the scan settings as necessary.** [▶Basic Operations for Sending Faxes\(P. 318\)](#)
- 5 Press <Options> ▶ <Different Size Originals>.**
- 6 Press <Close>.**
- 7 Press .**



⇒ Originals are scanned and sending starts.

# Sending Separately Scanned Documents Together (Job Build)

13WH-064



Even if you have too many originals to be placed in the feeder at the same time, you can scan the originals separately and send them as a batch of documents. Documents scanned with both the feeder and the platen glass can also be sent at the same time.

- 1 Place the first original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Fax> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Fax Basic Features screen.** ▶ **Fax Basic Features Screen(P. 315)**
- 4 Specify the scan settings as necessary.** ▶ **Basic Operations for Sending Faxes(P. 318)**
- 5 Press <Options> ▶ <Job Build> ▶ <Close>.**
- 6 Press  to scan the original.**
  - ▶ When scanning is complete, the screen appears prompting you to scan the next original.
- 7 Place the next original and press .**
  - Repeat this step until you finish scanning all of the originals.
  - To change the scan settings, press <Change Settings>.
- 8 Press <Start Sending>.**
  - ▶ All scanned documents are combined into one and sent to the specified destination.



# Recalling Previously Used Settings for Sending (Previous Settings)

13WH-065



You can recall the destinations specified in the past. Their scan settings such as density are also recalled at the same time.

- 1 Place the original. [▶Placing Originals\(P. 106\)](#)
- 2 Press <Fax> on the Main Menu. [▶<Main Menu> Screen\(P. 94\)](#)
- 3 Press <Previous Settings> on the Fax Basic Features screen. [▶Fax Basic Features Screen\(P. 315\)](#)
- 4 Select the log to recall and press <OK>.



⇒ The destination and its scan settings are specified according to the selected log.

- When personal authentication management is in use, the machine recalls the settings specified in the past by the user who are logging in to the machine.
- You can change the recalled settings before sending.

- 5 Press [▶](#).

⇒ Originals are scanned and sending starts.

## LINKS

- [▶Managing Users\(P. 553\)](#)

## Useful Functions When Sending

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13WH-066

This section describes how to send a document at a specified time and how to save a copy of a fax document in an external file server.

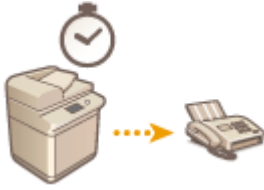


▶ Sending at a Specified Time(P. 347)



▶ Saving a Copy of a Sent Document(P. 349)


## Sending at a Specified Time



You can scan originals in advance and send the scanned documents at a specified time.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Fax> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Fax Basic Features screen. ▶ **Fax Basic Features Screen(P. 315)**
- 4 Specify the scan settings as necessary. ▶ **Basic Operations for Sending Faxes(P. 318)**
- 5 Press <Options> ▶ **<Delayed Send>**.
- 6 Enter the time to send and press <OK>.
  - Enter all four digits of the time. For example, for 5 minutes past 7, enter "0705" and for 18 minutes past 23, enter "2318."



- 7 Press <Close>.
- 8 Press .

⇒ Originals are scanned and sent at the specified time.

### NOTE

- You can check on the <Status Monitor/Cancel> screen whether sending is complete or not. [▶Checking Status and Log for Sent and Received Documents\(P. 359\)](#)

## LINKS

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- ▶[Notifying You by E-Mail of the Completion of Sending\(P. 340\)](#)

## Saving a Copy of a Sent Document

13WH-068



You can save a copy of a sent fax in a specified file server. The copy is converted into an electric file such as PDF and saved at the same time as sending, allowing you to organize it neatly and compactly. This method also helps you easily manage the logs of documents because a folder categorized by sender name or date and time is automatically created in the server.

### ■ Folder Names and File Names

- You can select <Sender Information>, <Date>, or <Off> to categorize folder names. **▶<Settings for Sent Document Backup>(P. 779)**
- File names are specified by send date and time, job number, sender information, destination information, and result information.

**Example:** 201603151005\_0050\_John\_1112223333\_OK.pdf

### NOTE

#### Sender information

- Information regarding the sender is displayed in the following situations.
  - Sender Name: When the sender's name is selected
  - User Name: When the sender's name is not selected, and the user is logged in
  - Line Name: When the sender's name is not selected, the user is not logged in, and the priority line set in Settings/Registration is named
  - Telephone Number: When the sender's name is not selected, the user is not logged in, the line is not named, and there is a line telephone number for the priority line set in Settings/Registration
  - ----: When none of the above information is available

#### Destination information


- Information regarding the sender is displayed in the following situations.
  - Destination Unit Name: When the destination unit name is available
  - Telephone Number: When the destination unit name is not available
  - Destination name of first successful sending: When performing a sequential broadcast transmission

### IMPORTANT

- Some settings such as the save location and file format of the document, etc., must be registered beforehand in order to use this function. **▶<Settings for Sent Document Backup>(P. 779)**
- You cannot save a copy of a document when a sending error occurs.

### NOTE

#### Specifying multiple destinations including a fax destination

- You can save a copy of a sent document by sending to multiple destinations which include a fax destination from the Scan Basic Features screen. To display fax destinations on the Scan Basic Features screen, it is necessary to set <Enable Fax in Scan and Send Function> to <On>.  <Display Fax Function>(P. 734)

### LINKS

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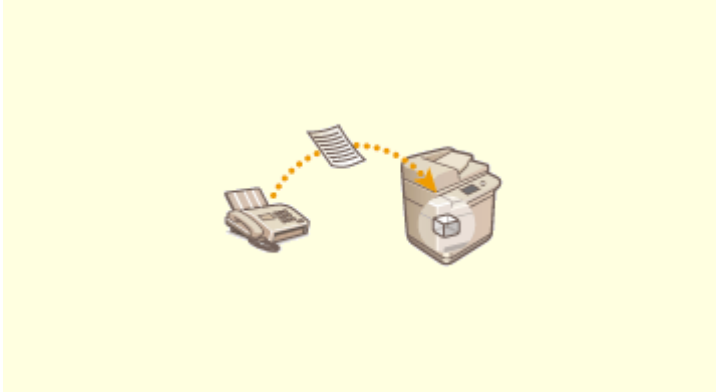
 **Basic Operations for Sending Faxes(P. 318)**

## Various Receiving Methods

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13WH-069

The machine can be set to temporarily save received documents in it without printing. By checking and selecting documents you want to print, you can save paper. There is also a function to receive and keep confidential documents private.



▶ **Saving Received Documents in the Machine (Memory Reception)(P. 352)**



▶ **Keeping Received Documents Private(P. 354)**

# Saving Received Documents in the Machine (Memory Reception)

13WH-06A



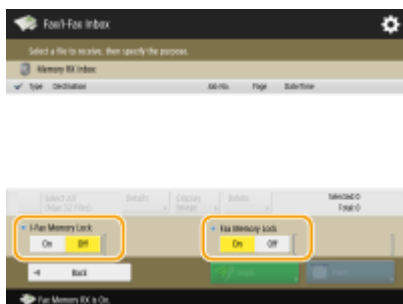
You can have incoming documents saved in the storage location (Memory RX Inbox) of the machine without printing. By printing just what you need and deleting unnecessary documents such as direct mails from the Memory RX Inbox, you can save paper.

- ▶ **Saving in the Memory RX Inbox(P. 352)**
- ▶ **Printing Documents in the Memory RX Inbox(P. 352)**

## Saving in the Memory RX Inbox

To use this function, you need to activate the memory reception function first ( ▶<Use Fax Memory Lock>(P. 793) and ▶<Use I-Fax Memory Lock>(P. 793) ), and then follow the procedure below to specify the settings so that incoming documents can be received in memory.

- 1 Press <Fax/I-Fax Inbox> on the Main Menu. ▶<Main Menu> Screen(P. 94)**
- 2 Press <Memory RX Inbox>.**
  - If the password is set for the Memory RX Inbox, the screen appears prompting you to enter the password ( ▶<Memory RX Inbox PIN>(P. 793) ). Enter the password and press <OK>.
- 3 Select <Memory RX Inbox> and set <Fax Memory Lock> to <On>.**
  - To receive I-faxes in memory, set <I-Fax Memory Lock> to <On>.



## Printing Documents in the Memory RX Inbox

When the [Processing/Data] indicator on the control panel maintains a steady green, follow the following procedures to check/print saved documents.

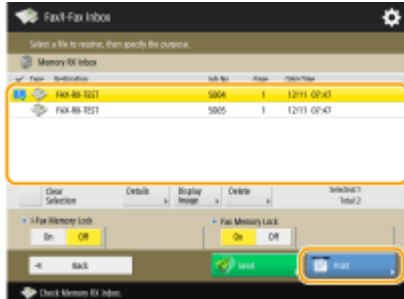
- 1 Press <Fax/I-Fax Inbox> on the Main Menu. ▶<Main Menu> Screen(P. 94)**
- 2 Press <Memory RX Inbox>.**



### 3 Select <Memory RX Inbox>.

⇒ A list of saved documents is displayed.

### 4 Select a document to print and press <Print>.



- Pressing <Details> enables you to check information about the document, including senders' names and the number of pages received. Pressing <Display Image> enables you to check the contents of the document as well as select and delete pages.
- Pressing <Delete> ► <Yes> deletes the document.
- Pressing <Send> enables you to specify destinations to send the document. To delete the document from the Fax/I-Fax Inbox after sending, press <Delete File After Sending> before sending.

#### NOTE

- To print all the documents in memory, press <Off> for <Fax Memory Lock> or <I-Fax Memory Lock>. You can skip step 5.

### 5 Press <Start Printing>.

⇒ Once a document is printed, it is automatically deleted from memory.

#### TIPS

- You can specify a day of the week or the time such as on weekends or night time during which received documents are saved in memory. ◀<Memory Lock Start Time>(P. 793) and ▶<Memory Lock End Time>(P. 794)

#### LINKS

- ▶<Basic Operations for Sending Faxes>(P. 318)
- ▶<Sending I-Faxes>(P. 368)
- ▶<Basic Operations for Scanning Originals>(P. 409)

# Keeping Received Documents Private

13WH-06C



This function is to save in the specified storage location (Confidential Fax Inbox) the received documents that match specific conditions. The Confidential Fax Inbox contains multiple boxes, and each box can be protected by password. By specifying a condition such as saving all documents from Company A in Box No. 10, you are allowed to only check the documents you need. This function also enables you to prevent unauthorized persons from seeing confidential documents unintentionally by setting a password. When the [Processing/Data] indicator on the control panel maintains a steady green, follow the following procedures to check/print saved documents.

## IMPORTANT

### To use this function

- Some settings such as the save location and password for documents need to be registered beforehand. ▶ **<Forwarding Settings>(P. 790)**

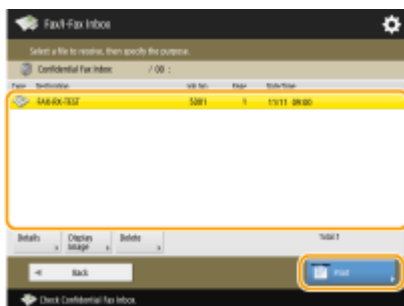
**1 Press <Fax/I-Fax Inbox> on the Main Menu. ▶<Main Menu> Screen(P. 94)**

**2 Press <Confidential Fax Inbox>.**

**3 Select the box where documents are saved.**

- If the password is set for the box, the screen appears prompting you to enter the password. Enter the password and press <OK>.
- ▶▶▶ A list of saved documents is displayed.

**4 Select the document to print and press <Print>.**



- Pressing <Details> enables you to check information about the document, including senders' names and the number of pages received. Pressing <Display Image> enables you to check the contents of the document as well as select and delete pages.
- Pressing <Delete> ▶ <Yes> deletes the document.

**5 Press <Start Printing>.**

- To delete the document to print, press <Delete File After Printing> before printing.

⇒ Printing starts.

#### TIPS

- You can set to receive the URL of the save location by e-mail when receiving documents. Just entering the URL in the address bar of a Web browser enables you to check the contents of documents from your computer through the Remote UI. ▶<Set/Register Confidential Fax Inboxes>(P. 792)

#### LINKS

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- ▶<Managing the Machine from a Computer (Remote UI)>(P. 642)

# Forwarding Received Documents Automatically

13WH-06E



You can set to forward received documents to specified destinations. Fax numbers as well as e-mail addresses and shared folders in computers can be specified as forwarding destinations.

## Forwarding All Documents Automatically (Forwarding All)

The machine forwards all received documents to specified destinations. This method is useful when you want to get faxes even if you are out of the office. You can also set to print forwarded documents or receive an e-mail notifying you that forwarding documents is complete.

## Forwarding Automatically by Specified Conditions (Conditional Forwarding)

The machine forwards received documents that only match the specific conditions, such as sender's fax number and received dates/times. For example, you can set conditions such as forwarding documents from Company A to all branch offices and forwarding documents received on holidays to e-mail addresses. Just like with the Forwarding All method above, you can also set to print forwarded documents or receive an e-mail notifying you that forwarding documents is complete.

### IMPORTANT

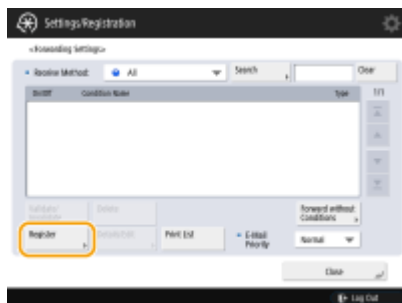
- To forward documents automatically, some settings such as forwarding destinations and file formats of documents need to be specified beforehand. ▶<Forwarding Settings>(P. 790)

## Configuring Forwarding Settings

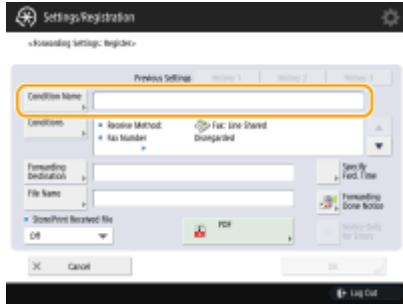
To use automatic forwarding, it is necessary to specify the forwarding destination and file format, etc., in advance.

**1** Press <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Forwarding Settings>.

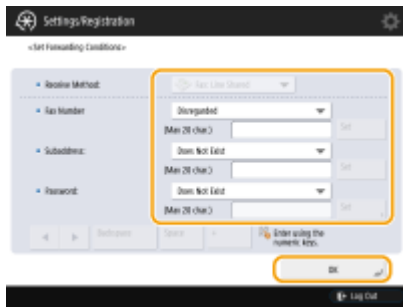
**2** Press <Register>.



**3** Press <Condition Name> and enter the name.



**4 Press <Conditions> and specify the conditions for the destinations to forward.**



- A document will be forwarded if it is received from a destination that meets the conditions specified here.

**Example:** Forwarding a fax from 1111111111

- Receive Method: <Fax: Line Shared>
- Fax Number: Select <Equals> from the drop-down list and enter "1111111111."

**NOTE**

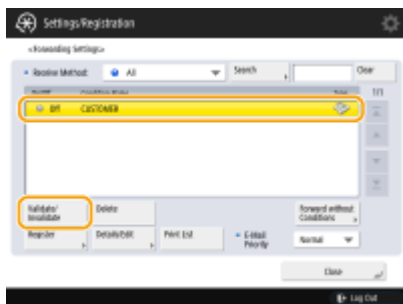
- If you have added lines, you can also specify a particular line. In this case, select <Fax: Line 1>, etc. for <Receive Method>.

**5 Press <Forwarding Destination> and specify the destination to forward to.**

- Received documents are forwarded to the destination specified here.

**6 Press <OK>.**

**7 Select the specified forwarding settings and press <Validate/Invalidate> to switch the forwarding conditions to <On>.**



**NOTE**

- If the selected destination is a group address which contains a Mail Box, the received document will not be forwarded to (and stored in) that Mail Box.
- You cannot specify a WebDAV server as an I-fax forwarding destination.
- If you specify a destination for which <Confirm Before Sending> is enabled as a forwarding destination, the screen to enter the password does not appear. The registered password is used and forwarding is performed. ▶<Confirm Before Sending When Fax Dest. Included>(P. 786)

## TIPS

- Selecting <Forward without Conditions> enables you to forward all received documents that do not meet the specified conditions to the desired destination.
- You can forward to multiple destinations by specifying a group destination in <Forwarding Destination>.

# Checking Status and Log for Sent and Received Documents

13WH-06F

You can check the statuses and communication logs for sent and received documents.

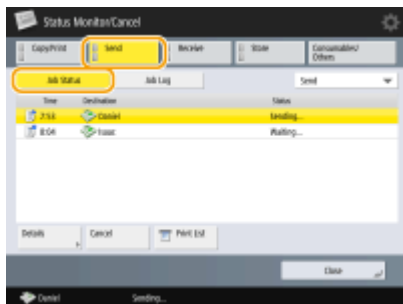
- ▶ **Checking the Statuses for Sent Documents(P. 359)**
- ▶ **Checking the Statuses for Received Documents(P. 360)**
- ▶ **Checking If Documents Are Sent or Received Successfully(P. 360)**

## Checking the Statuses for Sent Documents

**1** Press  .

**2** Press <Send> ▶ <Job Status>.

- To display only fax documents, select <Fax> from the drop-down list in the upper-right of the screen.



**3** Check the statuses.

- Selecting a document and pressing <Details> enables you to check detailed information such as the destinations and the number of pages.
- Selecting a document and pressing <Cancel> enables you to cancel sending.
- Pressing <Print List> prints a status list of sent documents displayed on the screen.

### NOTE

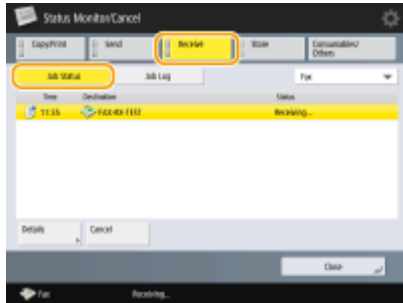
- Pressing <Details> ▶ <Resend> enables you to resend the documents that failed to send. To specify another destination, press <Change Destination>. For documents with multiple destinations specified using the same sending method, press <Broadcast List>, select a destination, and then press <Resend> or <Change Destination>.
- You can resend documents when <Delete Failed TX Jobs> is set to <Off> ( ▶ **<Delete Failed TX Jobs>(P. 776)** ). Note that you cannot resend the documents sent with Direct Send/Manual Sending/PC fax.
- You can change the destinations of documents that are set to be sent at a specified time as well as documents that failed to send. Note that you cannot change the destinations for documents with multiple destinations specified that are being sent, or when entering a new destination is restricted ( ▶ **Limiting Available Destinations(P. 617)** ).

## Checking the Statuses for Received Documents

1 Press .

2 Press <Receive> ► <Job Status>.

- To display only fax documents, select <Fax> from the drop-down list in the upper-right of the screen.



3 Check the statuses.

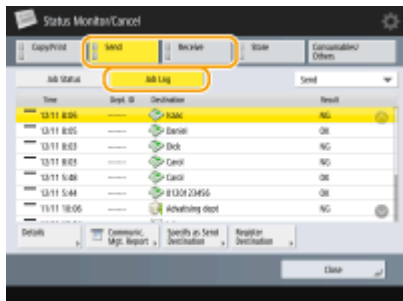
- Selecting a document and pressing <Details> enables you to check detailed information such as the sender's names and the number of pages.
- Selecting a document and pressing <Cancel> enables you to cancel receiving.

## Checking If Documents Are Sent or Received Successfully

1 Press .

2 Press <Send> or <Receive> ► <Job Log>.

- To display only fax documents, select <Fax> from the drop-down list in the upper-right of the screen.



3 Check if documents are sent or received successfully.

- <OK> is displayed in the <Result> column when a document was sent or received successfully. If <NG> is displayed, this shows that a document failed to be sent or received because it was canceled or there was some error.



- Selecting a document and pressing <Details> enables you to check detailed information about the document. A three-digit number in the <Error Code> column on the information represents an error code. You can check the causes and solutions for errors based on error codes. **▶Countermeasures for Each Error Code(P. 955)**
- Pressing <Communic. Mgt. Report> or <Fax Activity Report> prints a log list of sent and received documents displayed on the screen or sends a file.
- Specifying an address in the log and pressing <Register Destinations> enables you to register it to the Address Book or one-touch buttons.

## LINKS

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- ▶**Sending at a Specified Time(P. 347)**
- ▶**Checking the Connection to the Recipient Before Sending (Direct Send)(P. 337)**
- ▶**Sending Faxes Manually (Manual Sending)(P. 339)**
- ▶**Sending Faxes from Your Computer (PC Fax)(P. 362)**
- ▶**Printing a List of Usage History(P. 889)**
- ▶**Printing a Communication Result Report(P. 892)**

## Sending Faxes from Your Computer (PC Fax)


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13WH-06H

You can send fax documents created on your computer directly from your computer, just like printing operations. This method eliminates the need to print documents for faxing, allowing you to save paper. To use this function, you need to install a fax driver in your computer ( [▶Installing Drivers\(P. 59\)](#) ).



### ■ Help for fax driver

Clicking [Help] (Windows) or  (Mac OS) on the fax driver setting screen displays the Help screen. For information that is not in the User's Guide, including driver features and how to set up those features, see Help.

# Sending PC Faxes

This section describes the basic flow of sending PC faxes from a computer.

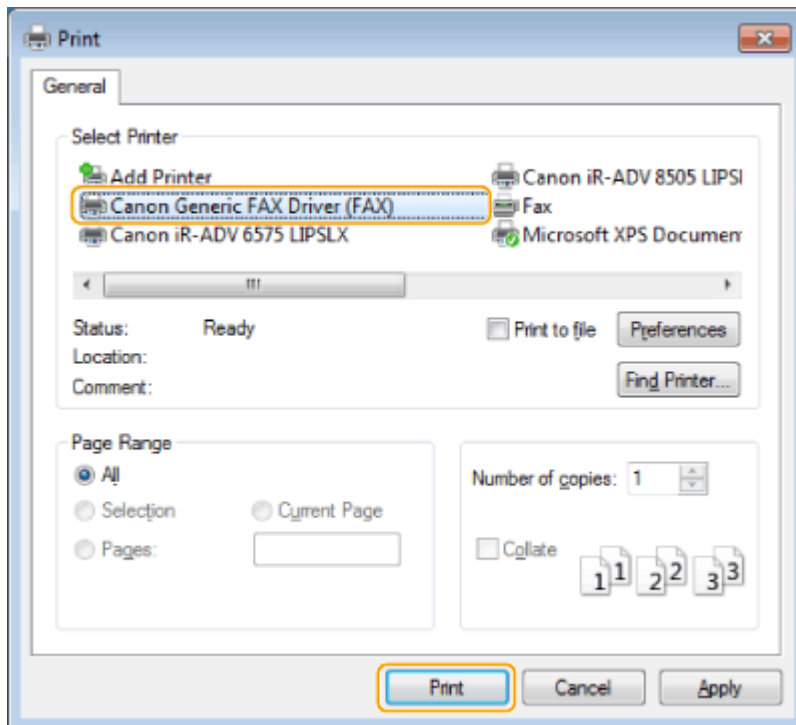
▶ For Windows (P. 363)

▶ For Mac OS (P. 364)

## Windows

**1** Open a document and display the print screen.

**2** Select the machine and click [Print] or [OK].



**3** Click the [Enter Destination] tab, and specify the communication mode and fax number you are using.

- [Communication Mode]: Make sure that [G3] is selected.
- [Fax Number/URI]: Make sure that [Fax Number] is selected.
- [Fax Number]: Enter a fax number.
- If you need to specify a number to dial an outside line, click [Detailed Settings] ▶ [Add Outside Dialing Prefix to G3/IP Fax Number], and enter a fax number in the [G3] text box.

## NOTE

- If [Confirm Fax Number/URI when Setting Destination] is set in the [Security Settings] dialog box, enter the specified fax number in the [Confirm Fax Number]. For details, see Help for fax driver.

## 4 Click [Send].

⇒ Sending starts.

- To cancel sending, double-click the printer icon displayed in the task tray of the desktop, select the file to cancel, and click [Document] ► [Cancel] ► [Yes]. If the icon is not displayed, you can cancel from the control panel of the machine. ▶ **Checking Status and Log for Sent and Received Documents(P. 359)**

## NOTE

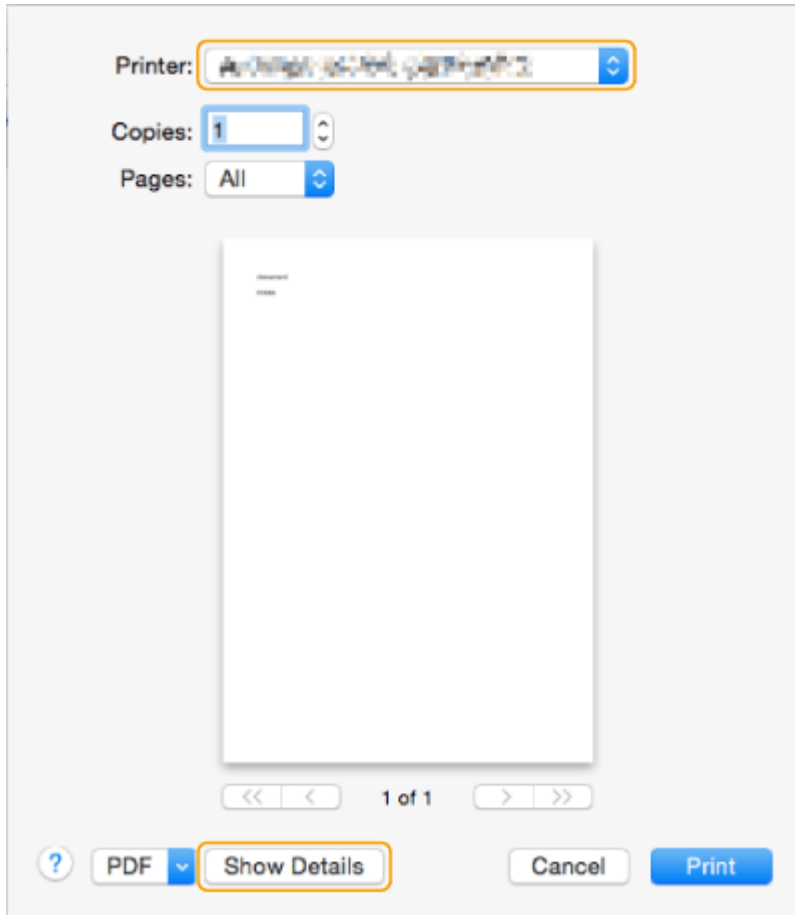
**When the department ID and password or the user name and password input screen is displayed**

- Enter the department ID and password or the user name and password.

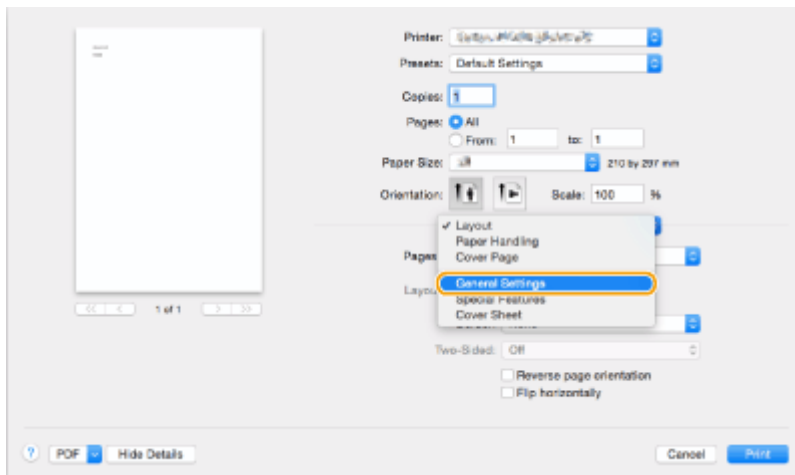
## Mac OS

**1** Open a document and display the print screen.

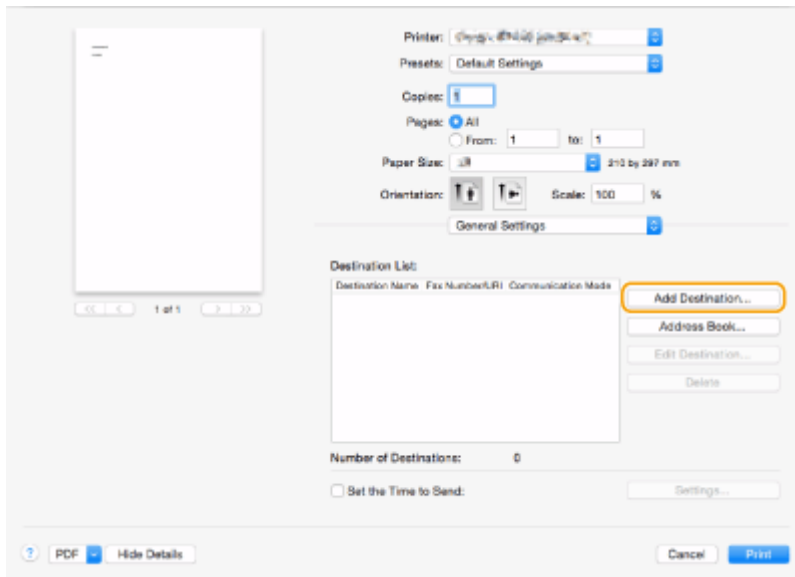
**2** Select the machine and click [Show Details].



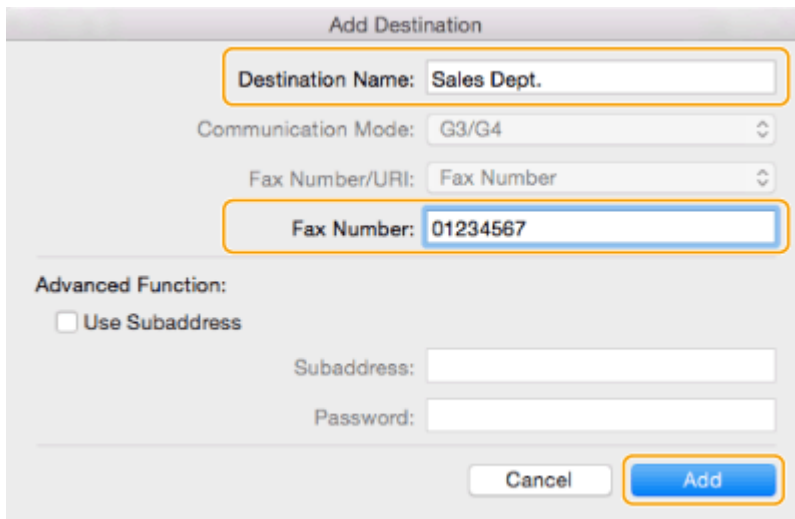
**3** Click [General Settings].



**4** Click [Add Destination].



**5** Enter the destination name in [Destination Name] and fax number in [Fax Number], and then click [Add] ► [Cancel].



- If you need to specify a number to dial an outside line, click [Outside Dialing Prefix] ► [Settings] on the [Special Features] panel, and then enter the number.

**6** Click [Print].

⇒ Sending starts.

- To cancel sending, click the printer icon displayed in the Dock, select the file to cancel ► click [Delete] or . If the icon is not displayed, you can cancel from the control panel of the machine. ► **Checking Status and Log for Sent and Received Documents(P. 359)**

**NOTE**

**When the department ID and password input screen is displayed**

- Enter the department ID and password.

## Using Internet Faxes (I-Fax)

13WH-06K

Internet fax (I-fax) is a function to send and receive faxes via the Internet. Scanned documents are converted into TIFF format image and are sent as e-mail attachments. Even if you are sending to a distant place or you have lots of documents to send, you do not have to worry about transmission costs because telephone lines are not used. With this function, you can also send and receive I-faxes between devices in the same network using an office LAN.



### NOTE

- To send documents to an e-mail address used on a computer or mobile device, see [Basic Operations for Scanning Originals\(P. 409\)](#) .
- Standards for I-fax are defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). You can send and receive with other manufacturer's machines as long as that machine is ITU-T compliant. The imageRUNNER ADVANCE is compliant with Recommendation T.37 (Procedures for the transfer of facsimile data via store-and-forward on the Internet).

# Sending I-Faxes

13WH-06L



- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen.** ▶ **Scan Basic Features Screen(P. 406)**
  - ▶ Specifying Destinations from the Address Book
  - ▶ Specifying Destinations from One-Touch Buttons
  - ▶ Entering Destinations Manually
  - ▶ Specifying Destinations in the LDAP Server

## Specifying Destinations from the Address Book

- 1 Press <Address Book>.**
- 2 Select the destination and press <OK>.**
  - If an access number is set when the destination is registered, press <Access No.> and enter the access number using the numeric keys. The corresponding destination is displayed in the Address Book.
  - To use the Remote Address Book, press <To Remote Address Book>. When <Change Address Book> is displayed, press <Change Address Book> ▶ <Remote>.



**a Destination type buttons**

Pressing  and  displays I-fax and group destinations, respectively.

**b Drop-down list for selection of Address Book types**

Enables you to display a specific group of destinations. When you are logged in to the machine with personal authentication management, selecting <Personal Address List> displays your personal Address Book.

**c <Search by Name>**



Enables you to search the destination by the name you are entering.


**d Search buttons by first letter**

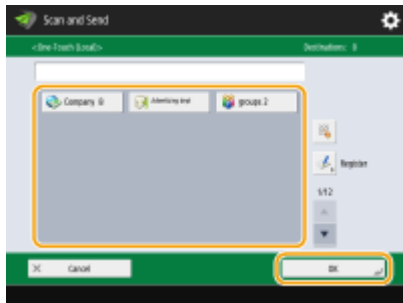
Enables you to narrow down a search by the first letter of the destination name.

## Specifying Destinations from One-Touch Buttons

**1 Press <One-Touch>.**

**2 Select the desired one-touch button and press <OK>.**

- To specify the destination using a one-touch button number (one-touch number), press  and enter the number for the desired one-touch button.
- To use the Remote Address Book, press <To Remote Address Book>.



## Entering Destinations Manually

You can specify destinations manually that are not registered in the Address Book or one-touch buttons.

**1 Press <New Destination> ► <I-Fax>.**

**2 Select the transmission mode.**

- If you want to set the machine so that you can check the sending result of a document on the <Status Monitor/Cancel> screen, select <Full>. If not, select <Simple>. Note that the recipient also needs to support the transmission mode in order to check the sending result. Depending on the recipient's machine, sending an I-fax is not allowed unless you select <Simple>.



**NOTE**

- If you send an I-fax to a destination that does not support the transmission mode, the <Status Monitor/Cancel> screen displays <Awaiting result...> even if sending is complete. This message is displayed until the time set for <Full Mode TX Timeout> passes. ▶<Full Mode TX Timeout>(P. 782)

### 3 Enter the I-fax destination.

- Press <I-Fax Address>, enter the destination, and then press <OK>. The destination needs to be specified in a format such as "adv01@example.com." To send to a device within the same network, enter the destination in a format such as "adv01@192.168.11.100 (recipient's name@IP address)."

### 4 Press <Destination Conditions>.

### 5 Specify the receiving conditions the recipient supports and press <OK>.

- Be sure to check the receiving functions the recipient supports before specifying the conditions.
- To add another I-fax address, press <Next Destination> and repeat steps 2 through 5.
- In <Compression Method>, the compression ratio of files increases in the order of MH → MR → MMR, and shortens transmission time.
- In <Divide Data>, select <On> to divide large amounts of document data for sending. If the recipient does not have the function to combine divided data, select <Off>. For the <Off> setting, a transmission error occurs when the size of send data exceeds a certain value. ▶<Maximum Data Size for Sending>(P. 781)

#### IMPORTANT

- Specifying the conditions the recipient does not support may cause a transmission error.

### 6 Press <OK>.

#### NOTE

##### To send to a device within the same network

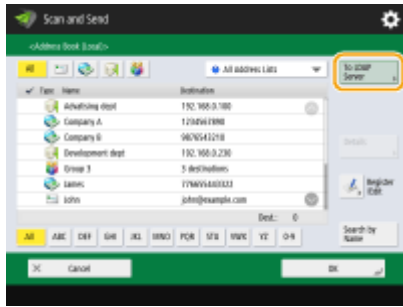
- When sending an I-fax to a device within the same network, you can send directly to the device without going through the mail server. Set <Send via Server> to <Off> before sending an I-fax.

## Specifying Destinations in the LDAP Server

You can search and specify destinations registered in the LDAP server.

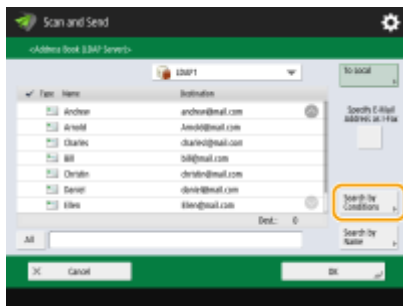
### 1 Press <Address Book>.

### 2 Press <To LDAP Server>.



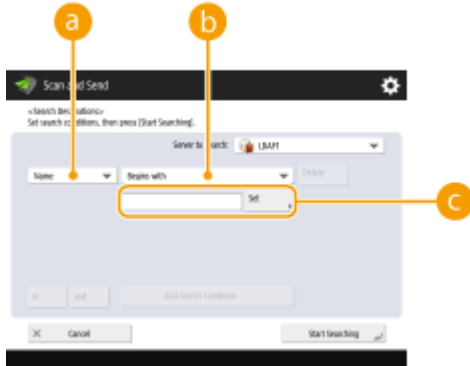
- When <Change Address Book> is displayed, press <Change Address Book> ► <LDAP Server>.
- If the network password input screen is displayed, enter the user name and password and press <OK>.

### 3 Press <Search by Conditions>.



- To display all the destinations in the LDAP server without specifying any conditions, proceed to step 5.

### 4 Specify the search conditions.



#### a Search categories

Select a criterion to search for destinations from name, e-mail address, organization name, and organization unit (department name, etc).

#### b Search conditions

Select a search condition such as a destination name that contains "John" and a department name that begins with "Development."

#### c Search characters

Press <Set> and enter search characters for the search condition.

### NOTE

#### To search with multiple conditions

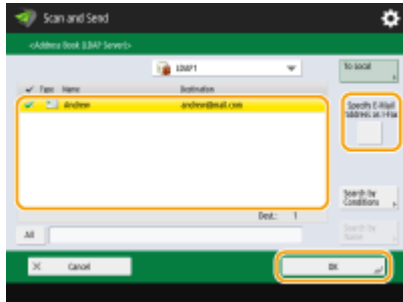
- You can search destinations with multiple conditions. Specify the first search condition, press <Add Search Condition>, and then select <or> or <and> for the next condition.

## 5 Press <Start Searching>.

⇒ The search results are displayed.

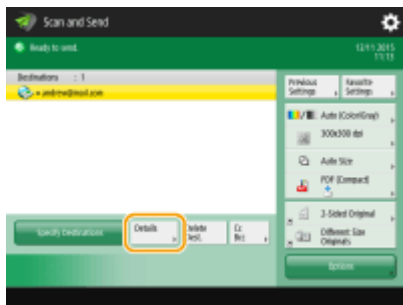
- To search with another condition, press <Delete> to delete the specified settings and then set a new condition.

## 6 Select destination and press <Specify E-Mail Address as I-Fax> ► <OK>.



## 7 Check the displayed message and press <OK>.

## 8 Press <Details>.



## 9 Specify the receiving conditions the recipient supports and press <OK>.

- Press <Destination Conditions> and select the functions the recipient supports. Be sure to check the receiving functions the destination before specifying the conditions.
- In <Compression Method>, the compression ratio of files increases in the order of MH → MR → MMR, so shortens transmission time.
- In <Divide Data>, select <On> to divide send large amounts of document data for sending. If the recipient does not have the function to combine divided data, select <Off>. For the <Off> setting, a transmission error occurs when the size of send data exceeds a certain value. ► <Maximum Data Size for Sending>(P. 781)

### IMPORTANT

- Specifying the conditions the recipient does not support may cause a transmission error.


## 10 Press <OK>.

## 4 Press <Options> and specify the scan settings as necessary.


- See the following for details.
  - ▶ **Basic Operations for Scanning Originals(P. 409)**
  - ▶ **Scanning Clearly(P. 424)**
  - ▶ **Scanning Efficiently(P. 430)**
  - ▶ **Useful Scanning Functions(P. 437)**

## 5 Press .

Originals are scanned and sending starts.

- To cancel scanning, press <Cancel> or  ▶ <Yes>.

### ■ When <Press the [Start] key to scan the next original.> is displayed

Place the next original to scan and press . When scanning all of the originals is complete, press <Start Sending> to send the I-fax.

- To cancel sending, press <To Status Mntr./Cncl.> ▶ select a document ▶ <Cancel> ▶ <Yes>.

## NOTE

### To send with the sender information

- You can send with the sender's name and I-fax address. ▶ **<TX Terminal ID>(P. 776)**

### To check the statuses for sent documents

- On the <Status Monitor/Cancel> screen, you can check the statuses for sent documents. This screen enables you to send faxes again or cancel sending after checking the statuses. ▶ **Checking Status and Log for Sent and Received Documents(P. 359)**

### To print the report for the results of sending

- On the Scan Basic Features screen, pressing <Options> ▶ <TX Report> enables you to set to automatically print the report listing the results of sending. ▶ **Checking Status and Log for Sent and Received Documents(P. 359)**

### To send files securely

- Using TLS communication enables you to send an encrypted file. ▶ **Configuring the Key and Certificate for TLS(P. 600)**

### When multiple sheets are fed

- Scanning is stopped and the message is displayed on the screen. Follow the message and start operation. To set to not notify with a message, press <Options> on the Scan Basic Features screen ▶ <Detect Feeder Multi Sheet Fd.> each time you send a document to disable the setting, or set <Set Detection of Feeder Multi Sheet Feed as Default> to <Off> ( ▶ **Set Detection of Feeder Multi. Sheet Feed as Default(P. 766)** ).

## TIPS

### Checking scanned images before sending

- You can check scanned images on the preview screen before sending. ▶ **Checking Scanned Originals Before Sending/Saving (Preview)(P. 441)**

### Registering frequently used settings

- You can combine frequently used destinations and scan settings into a button of the machine for later use. By pressing the registered button when scanning originals, you can quickly complete your settings. ▶ **Registering a Combination of Frequently Used Functions(P. 159)**

## LINKS

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- ▶ **Registering Destinations(P. 186)**
- ▶ **Registering the LDAP Server(P. 49)**
- ▶ **<Set Destination>(P. 803)**

## Receiving I-Faxes


### ■ When an I-fax is received

The [Processing/Data] indicator on the control panel blinks green. When receiving is complete, the document is automatically printed and the indicator turns off.

#### NOTE



- To cancel receiving, press  ▶ <Receive> ▶ <Job Status> ▶ select a document ▶ <Cancel>.
- You can specify the time before reception is canceled when receiving a divided I-fax and the subsequent data cannot be received. Data received by the specified time is printed.  **<Divided Data RX Timeout>(P. 795)**

### ■ Output paper





An incoming I-fax is printed on the same size of paper as the document size received. When there is no paper matching the size of the received document, the document is printed according to the setting of <Select Drawer>.  **<Select Drawer>(P. 788)**

#### NOTE




##### To receive I-faxes manually

- Press  ▶ <Receive> ▶ <Job Log> ▶ <Check I-Fax RX>. On the Main Menu (  **<Main Menu> Screen(P. 94)** ), pressing <Fax/I-Fax Inbox> ▶ <Memory RX Inbox> ▶ <Divided Data RX Inbox> enables you to check the receiving statuses of I-faxes divided and their data size.

#### TIPS

- You can save paper when printing.
  -  **<Print on Both Sides>(P. 788)**
  -  **<2 on 1 Log>(P. 788)** ▶  **<Reduce Fax RX Size>(P. 788)**
- You can include information, such as reception time, in received documents when printing.  **<Print RX Page Footer>(P. 789)**

#### LINKS

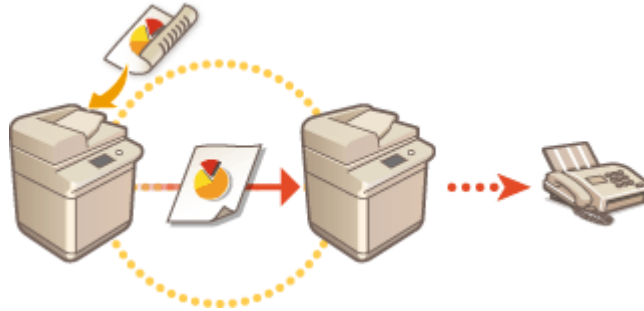
-  **Various Receiving Methods(P. 351)**
-  **Forwarding Received Documents Automatically(P. 356)**
-  **Checking Status and Log for Sent and Received Documents(P. 359)**

## Using Remote Faxes

13WH-06S

Even if you have a multifunction printer without the ability to fax, you can use the printer to send and receive faxes via another multifunction printer with fax functionality if both printers are on the same network. In this case, the printer with fax functionality and the printer without fax functionality can be likened to a server machine and client machine, respectively. Sharing fax functionality and communication lines reduces introduction costs and offers an efficient use of fax functions.

\* Available only for the imageRUNNER ADVANCE series



### Before Using a Remote Fax

You need to specify the settings beforehand so that the machine can be used as a server or client machine.

- Settings for server machines [▶<Send>\(P. 775\)](#)
- Settings for client machines [▶<Send>\(P. 775\)](#)

### IMPORTANT

#### To use this function

- You need to install an option beforehand. [▶System Options\(P. 1118\)](#)

### Sending a Fax

You can send a fax from a client machine in the same way as a normal fax. [▶Basic Operations for Sending Faxes\(P. 318\)](#)

### Receiving a Fax

Faxes received at a server machine are converted into I-faxes and forwarded to a client machine. You need to specify the settings for a server machine to forward I-faxes to a client machine and for the client machine to receive I-faxes.

- Settings for server machines [▶<Forwarding Settings>\(P. 790\)](#)
- Settings for client machines [▶Setting E-mail/I-Fax Communication\(P. 62\)](#)

### NOTE

- When the department ID and password input screen is displayed, enter the ID and password registered in the server machine.
- The sender information of a sent fax is printed according to the setting in the server machine.

### LINKS

[▶Receiving I-Faxes\(P. 375\)](#)



# Printing

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# Printing

You can print documents and images prepared on a computer. This section introduces basic procedures and convenient printing functions.

## ■ Introduction of basic operations

This section describes the basic operation methods when printing from a computer.



- ▶ **Printing From a Computer(P. 380)**
- ▶ **Canceling Printing(P. 383)**
- ▶ **Checking the Printing Status and History(P. 385)**

## ■ Advanced functions for printing

This section introduces functions used when you want to print a sample set or edit the document before printing large quantities, avoid to leave or to be copied printed paper, etc.



- ▶ **Printing After Checking the Document (Hold)(P. 388)**
- ▶ **Printing Documents Retained in the Machine (Forced Hold Printing)(P. 394)**
- ▶ **Printing With Settings Disabling Unauthorized Copying(P. 397)**

## ■ Printing in various environments

This section introduces printing methods for printing without the printer driver of the machine such as printing without your computer during a business trip, etc.



- ▶ **Directly Printing Files without Opening Them(P. 400)**
- ▶ **Printing From Memory Media (Media Print)(P. 402)**

- You can print photographs, PDF files, etc. from a mobile device such as a smart phone, tablet, etc. For more information, see [▶ Linking with Mobile Devices\(P. 518\)](#) .


# Printing From a Computer

13WH-06W

This section describes basic printing from a computer with the printer driver installed.

- ▶ **Help for Printer Drivers(P. 380)**
- ▶ **Basic Printing Operations(P. 380)**

## Help for Printer Drivers

Clicking [Help] (Window) or  (Mac OS) on the printer driver setting screen displays the Help screen. For information that is not in the User's Guide, including about driver features and how to set up those features, see Help.

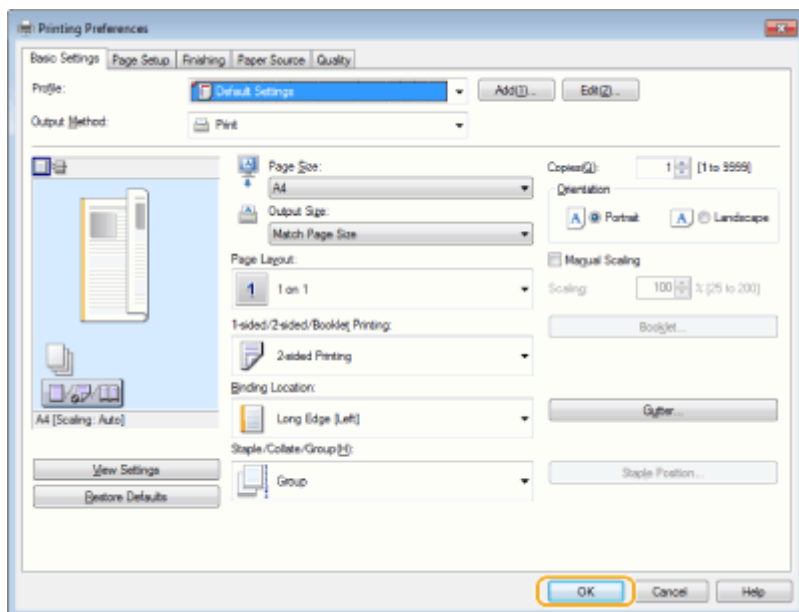
## Basic Printing Operations

This section describes the basic flow when printing from a computer.

- ▶ **In case of Windows(P. 380)**
- ▶ **In case of Mac OS(P. 381)**

### Windows

- 1 Open a document and display the print screen.**
- 2 Select the machine and click [Preferences] or [Properties].**
- 3 Specify the print settings as necessary and click [OK].**
  - Switch tabs as necessary to specify the desired print settings.



#### 4 Click [Print] or [OK].

⇒ Printing starts.

- If you want to cancel, see [Canceling Printing\(P. 383\)](#).

#### NOTE

##### When printing from the Windows store application on Windows 8/Server 2012 or Windows 8.1/Server 2012 R2

- Display the charm on the right side of the screen and select [Devices] ▶ [Print](Windows 8.1/Server 2012 R2 only) ▶ the machine ▶ [Print]. When printing with this method, some functions are restricted.

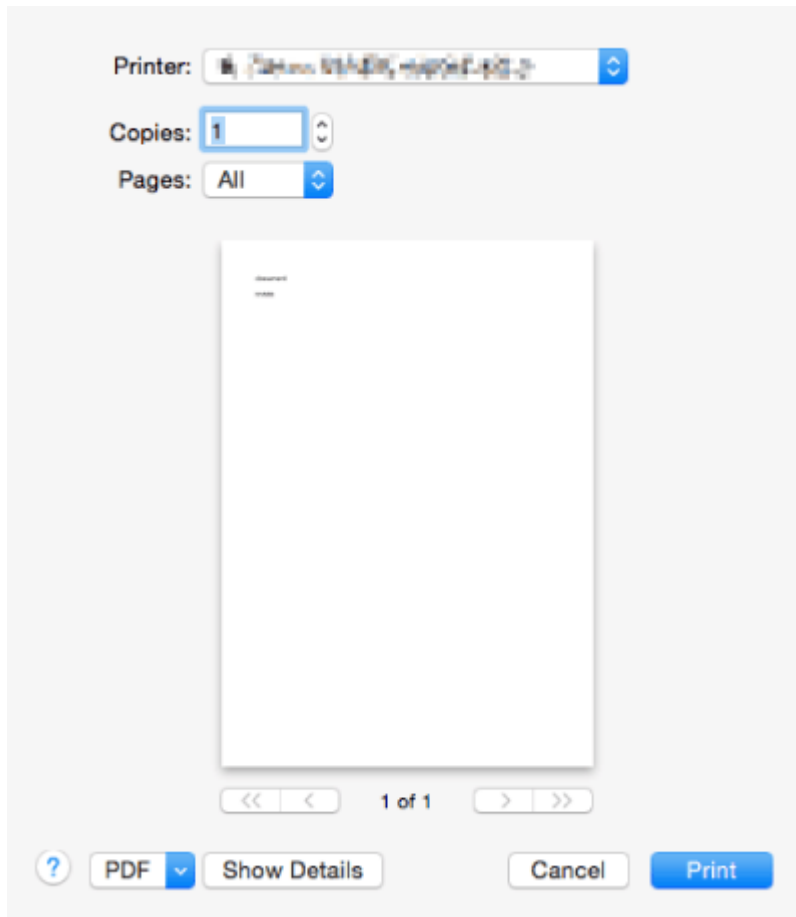
### Mac OS

#### 1 Open a document and display the print screen.

#### 2 Select the machine.

#### 3 Specify the print settings as necessary.

- After selecting the setting panel from the drop-down list, set for printing on each panel.



#### 4 Click [Print].

- ⇒ Printing starts.
- If you want to cancel, see [Canceling Printing\(P. 383\)](#) .

#### LINKS

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- [Checking the Printing Status and History\(P. 385\)](#)

# Canceling Printing

13WH-06X

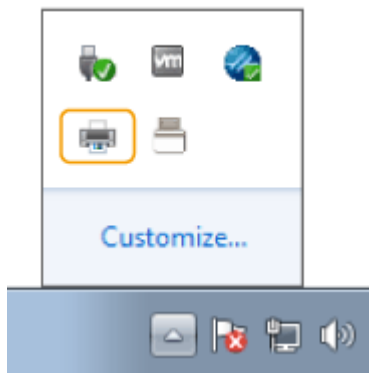
You can cancel printing before it has finished. You can also cancel a print job on the control panel of the machine. ▶  
**Checking the Printing Status and History(P. 385)**

▶ In case of Windows(P. 383)

▶ In case of Mac OS(P. 384)

## Windows

**1** Double-click the printer icon on the system tray in the lower-right of the screen.



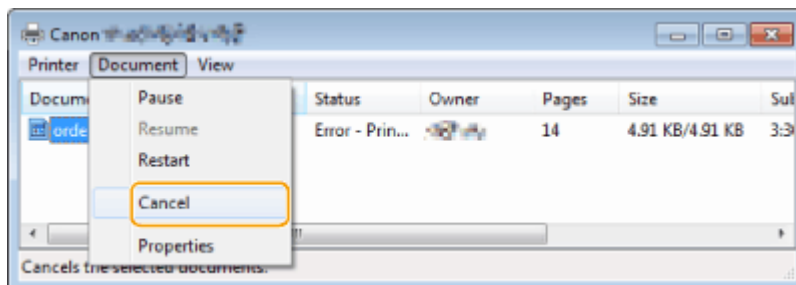
### NOTE

When the printer icon is not displayed

- Open the printer folder ( ▶ **Displaying the Printer Folder(P. 1135)** ), and click or double-click the icon for the machine.

**2** Select the document to cancel and click [Document] ▶ [Cancel].

- If you cannot find the document to cancel, the document is already sent to the machine. In that case, you cannot cancel the printing on the computer.



**3** Click [Yes].

⇒ Printing is canceled.

## Mac OS

- 1** Click the printer icon displayed on the Dock.



- 2** Select the document to cancel and click [Delete] or .

⇒ Printing is canceled.



## Checking the Printing Status and History

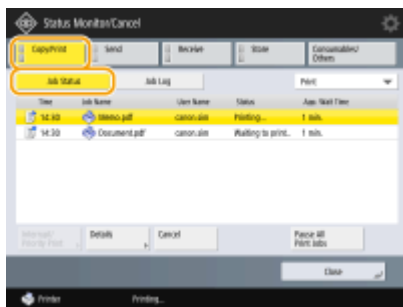
13WH-06Y

You can check the wait status for print jobs and whether or not an error has occurred during printing. Operations such as printing the document ahead of other documents and temporarily suspending or canceling printing are possible as well.

**1** Press .

**2** Press <Copy/Print> ▶ <Job Status>.

- To display only the documents to be printed, select <Print> from the drop-down list in the upper-right of the screen.



**3** Check the status.

- Pressing <Details> after selecting a document, enables you to cancel printing, to check the status of the job, etc.
- Pressing <Cancel> after selecting a document, enables you to cancel printing.
- When pressing <Interrupt/Priority Print> after selecting a document, <Interrupt and Print> and <Priority Print> appear. Press <Interrupt and Print> to suspend a print job in process and immediately start printing the document selected. Press <Priority Print> to jump the selected document to the top of the waiting list, and print it after printing the print job in progress.

### NOTE

- To ignore an error and continue printing, press <Details> ▶ select a document ▶ <Skip Error>.
- To forcibly print any unprinted job in the machine, press <Details> ▶ select a document ▶ <Paper Feed>.

### ■ Checking the printing history

Press <Job Log> to display a list of printed documents. If a document is printed without problems, the <Result> column displays <OK>. If <NG> is displayed, it shows that printing was canceled or an error occurred.

### NOTE

- To see the detailed information, press <Details> after selecting a document.
- To print a history list, press <Print List>.

LINKS

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▶ **Canceling Printing(P. 383)**

## Advanced Functions for Printing

13WH-070

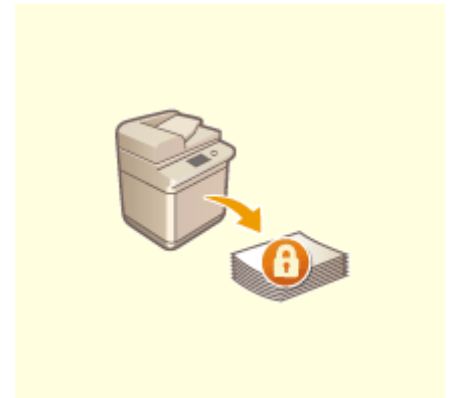
This section introduces printing functions such as running a print job efficiently, or improving the security on printing.



▶ **Printing After Checking the Document (Hold)(P. 388)**



▶ **Printing Documents Retained in the Machine (Forced Hold Printing) (P. 394)**



▶ **Printing With Settings Disabling Unauthorized Copying(P. 397)**

## Printing After Checking the Document (Hold)

13WH-071



By temporarily storing a document (Print Job) in the Job Hold area from the computer, etc., you can print a trial before starting a large print job, print documents in the order of priority, or print after viewing the final condition settings. This function is called "Job Hold."

### IMPORTANT

- To use the Job Hold mode, you have to set this mode in advance. ▶<Hold>(P. 802)
- Note that print jobs saved on the Job Hold area are automatically deleted after a specified period of time passes. You can change the period of time. ▶<Hold>(P. 802)

# Sending Documents for Job Hold From a Computer

13WH-072

To print the document with using the Job Hold, you need to send the document as a print job for Job Hold from the installed driver on the computer.

## NOTE

- You can move documents saved in a temporary storage space (Mail Box) of the machine to the Job Hold saving area. ▶ **Using the Files in the Mail Box on Job Hold(P. 391)**

▶ **In case of Windows(P. 389)**

▶ **In case of Mac OS(P. 390)**

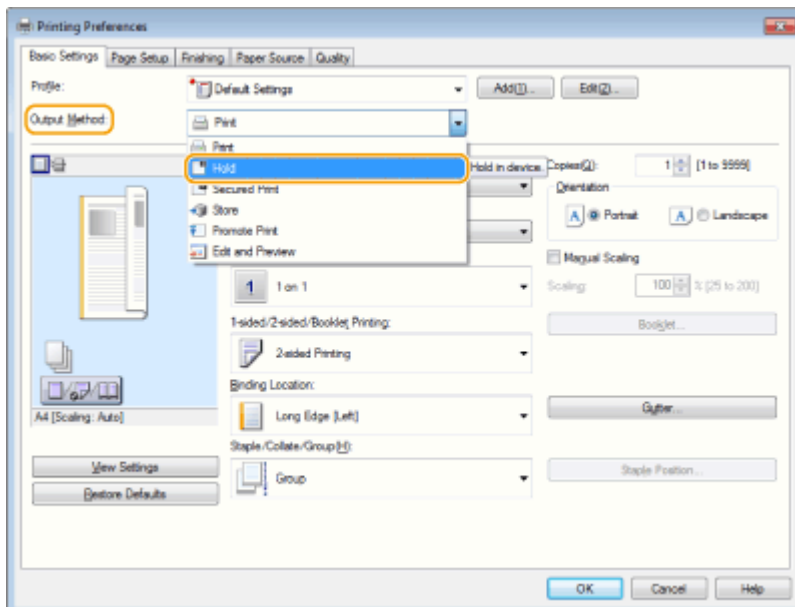
## Windows

### 1 Open a document and display the print screen.

- For information on displaying the print screen, see Help of each application.

### 2 Select the machine and click [Properties].

### 3 Select [Hold] at [Output Method].



### 4 Change the print settings as necessary and click [OK].

### 5 Click [Print] or [OK].

⇒ The document is sent to the Job Hold saving area.

## Mac OS

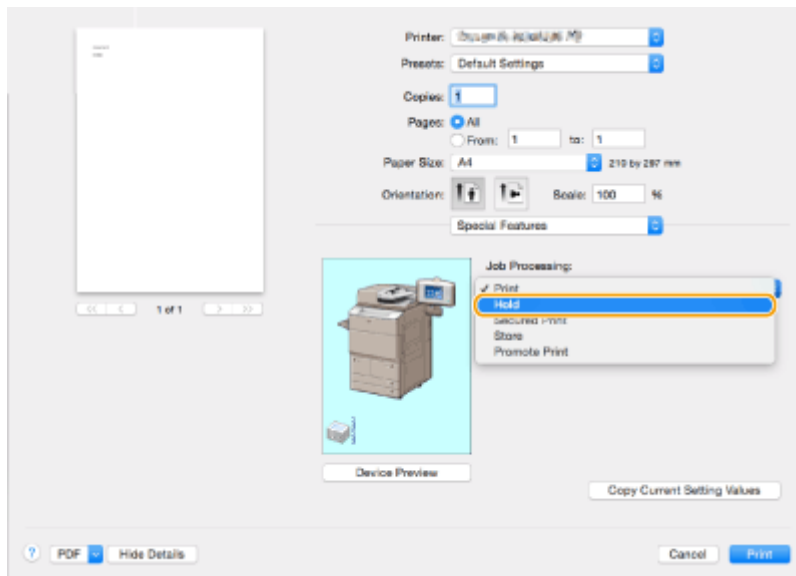
### 1 Open a document and display the print screen.

- For information on displaying the print screen, see Help of each application.

### 2 Select the machine.

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

### 4 Select [Hold] at [Job Processing] of the [Special Features] panel.



### 5 Click [Print].

### 6 Click [OK].

⇒ The document is sent to the Job Hold saving area.

# Using the Files in the Mail Box on Job Hold

13WH-073

You can move or copy documents saved in a temporary storage space (Mail Box) to the Job Hold saving area. For example, you can use the scanned document saved in Mail Box after moving/copying it.

**1 Press <Access Stored Files> on the Main Menu. ▶<Main Menu> Screen(P. 94)**

**2 Press<Mail Box>.**

**3 Select a box and then files. ▶<Editing Files in the Mail Box(P. 494)>**

**4 Press <Edit File> ▶<Move/Duplicate> ▶<Hold>.**

- When copying instead of moving, press <Duplicate Files>.

**5 Press <Start Moving/Duplic.>.**

⇒ The document is moved/copied to the Job Hold saving area from Mail Box, you can use it as a print job for Job Hold.

## IMPORTANT

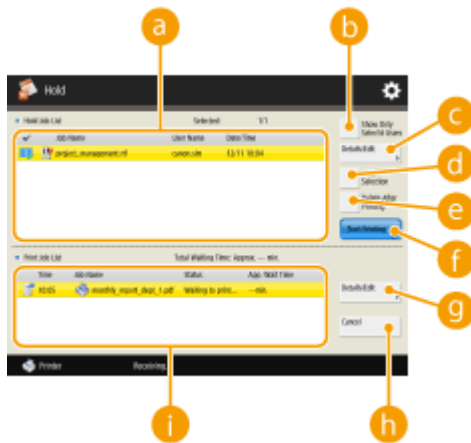
- The file without the printing settings cannot be moved or copied.
- You may not be able to move/copy the file which was edited on the Mail Box.

# Printing Job Hold Documents



13WH-074

**1** Press <Hold> on the Main Menu. ▶<Main Menu> Screen(P. 94)

**2** Select documents.



**a** <Hold Job List>

- The selection status of documents, icons indicating document types, as well as the document names and dates/times at which they were saved are displayed.
- When a document is selected,  which indicates "selected" is displayed. When multiple documents are selected, the numbers in the center of  are displayed as 1, 2, 3 ... in the order selected. When you press a selected document, the selection is canceled.

**b** <Show Only Select'd Users>/<Display All Users>

Displays the documents of the selected user or all users.

**c** <Details/Edit>

You can edit/check the job ticket of the selected document, check the printing contents, change the finishing setting, etc.

**NOTE**

- The job ticket is JDF (Job Definition Format) attribute information included in a document through the entire printing process. Some apply to the entire document and others apply to each page range divided by page. As for editing/checking the job ticket, you can confirm the steps one by one.

**d** <Select All (Max 100)>/<Clear Selection>

If a document is not selected in **a**, <Select All (Max 100)> is displayed, which enables you to select all the documents in <Hold Job List>. When documents are selected, <Clear Selection> is displayed, and you can cancel the selection.

**e** <Delete After Printing>

Deletes printed documents from <Hold Job List> automatically after printing.

**f** <Start Printing>

Executes printing.

**g** <Details/Edit>

You can choose for a selected document to be printed preferentially or see the details.



**h** <Cancel>

Cancels printing.

**i** <Print Job List>

Icons indicating the printing status of documents, the current status, and waiting time are displayed.

### 3 Set in accordance with the purpose.

#### ■ Checking the printed material in the test print (Print Sample)

- 1 Press <Details/Edit> ► <Print Sample>.
- 2 Set the number of copies and partition.
  - Depending on the document, the partition cannot be set.
- 3 Press <Start Printing>.
  - ▣► Printing starts.
- 4 Press <Close>.

#### ■ Checking the contents of the document (Display Image)

- 1 Press <Details/Edit> ► <Preview>.

#### ■ Deleting a job

- 1 Press <Details/Edit> ► <Delete>.

### 4 Press <Start Printing>.

- ▣► Printing starts.
- If <Delete After Printing> is not selected, the document remains in the list even after it is printed.

# Printing Documents Retained in the Machine (Forced Hold Printing)

13WH-075



To avoid leaving printed material, accidental information leakage, misprinting, etc., the administrator sets to store the document before printing. To print the stored document, see the followings.

▶<Forced Hold>(P. 800)

▶<Restricting Printing from a Computer>(P. 621)

## IMPORTANT



- The Forced Hold mode needs to be set in advance. <Print> ▶ ▶<Forced Hold>(P. 800)
- Note that documents are automatically deleted after a specified period of time passes. Please consult your administrator regarding the length of this time period.

**1** Press <Print> on the Main Menu. ▶<Main Menu> Screen(P. 94)

**2** Select a document.



**a** Document list

- Documents which match the document type selected in the drop-down list **b** and their related information are displayed in a list format.
- When a document is selected,  which indicates "selected" is displayed. When multiple documents are selected, the numbers in the center of  are displayed as 1, 2, 3 ... in the order selected. When you press a selected document, the selection is canceled.

## NOTE

- You can print from here if the printer driver output method is set to [Secured Print].

**b** <Personal>/<Shared>/<Group>

- <Personal>: Displays the documents sent by the user who is logged in.

- <Shared>: Documents held based on specific conditions according to forced hold settings are displayed. All users can display/print these documents.
- <Group>: Displays documents that have the same group information as the user who is logged in. Uses Department IDs to identify groups.

**c <Jobs to Be Printed>/<Jobs Printed>**

When selecting an unprinted document, confirm that <Jobs to Be Printed> is selected.

**d Update button**

Updates the document list.

**e <No. of Copies>**

To change the number of sets to be printed, enter the number of sets to change.

**f <Start Printing>**

Executes printing.

**g <Cancel Printing>**

Cancels printing.

**h <Delete Job>**

Deletes documents.

**i <Display Image>**

You can see the contents of the document to be printed.

**j <Print Settings>**

You can edit the printing settings such as number of copy.

**NOTE**

- You can print a sample set with the settings specified in Print Settings by pressing <Print Sample>.
- Depending on changed settings, the document may not be printed correctly.

**k <Select All (Max 100 jobs)>/<Clear Selection>**

If a document is not selected in **a**, <Select All (Max 100)> is displayed, which enables you to select all the documents in the document list. When documents are selected, <Clear Selection> is displayed enabling you to cancel the entire selection.

**NOTE**

- Depending on settings specified in the printer driver, you may not be able to change the settings in <Print Settings> or to display the preview by <Display Image>.


### 3 Press <Start Printing>.

⇒ Printing starts.

## Printing More Safely with Encrypted Secure Print

By using Encrypted Secure Printing, you can send encrypted printing data to a machine from your computer. This enables you to reduce the risk of information leaks when sending printed data, and to print more safely. Use this especially when printing highly confidential documents.

**NOTE**

- The document with Encrypted Secure Printing is displayed along with  on the setting change screen.
- To print the encrypted document, you must enter the password. The password must be the same as the password you set on the printer driver.

- For information on setting items, see "Help" by clicking [Help] on the printer driver setting screen (Windows only).
- Encrypted Secure Print cannot be used with Mac OS.
- To use encrypted secure printing, install the "Encrypted Secured Print Driver Add-in for Client PC" to the printer driver. Make sure to read the Readme.txt file before installing the add-in.
- For information on sending encrypted secure print documents from a computer, see the help for "Encrypted Secured Print Driver Add-in for Client PC" and the Readme.txt file.

## Printing With Settings Disabling Unauthorized Copying

13WH-076



When printing documents including personal or confidential information, it is necessary to avoid leaks caused by unauthorized copying by third parties. To prevent unauthorized copying, the machine is equipped with a "Secure Watermark" function that prompts attention by making characters such as "TOP SECRET" appear when reproduced. Also, the "Document Scan Lock" function restricts copying by embedding information with a special code into documents. To use the Secure Watermark and Document Scan Lock functions on the machine, the security printing function of the printer driver must be set first.

### NOTE

#### Check whether setting by the printer driver is necessary

- If the machine is set to use the Secure Watermark and Document Scan Lock functions on all printed documents, this operation is not necessary. By printing as usual, the Secure Watermark and Document Scan Lock information is automatically embedded (Forced Secure Watermark/Forced Document Scan Lock). When enabling or disabling the Secure Watermark and Document Scan Lock functions for each document printed, follow the followings.

▶ **Enabling the Secure Watermark and Document Scan Lock (Windows) (P. 397)**

▶ **Printing Using Secure Watermark/Document Scan Lock (Windows) (P. 397)**

### Enabling the Secure Watermark and Document Scan Lock **Windows**

To use the Secure Watermark and Document Scan Lock functions, it is necessary to enable the printer driver security printing function. You are required to log in to a computer with the administrator account to perform this setting.

- 1 Open the printer folder. ▶ **Displaying the Printer Folder(P. 1135)****
- 2 Right click the icon of the machine and then click [Printer properties] or [Properties].**
- 3 Select the [Secure Printing Function of Device] check box on the [Device Settings] tab.**
- 4 Click [OK].**

### Printing Using Secure Watermark/Document Scan Lock **Windows**

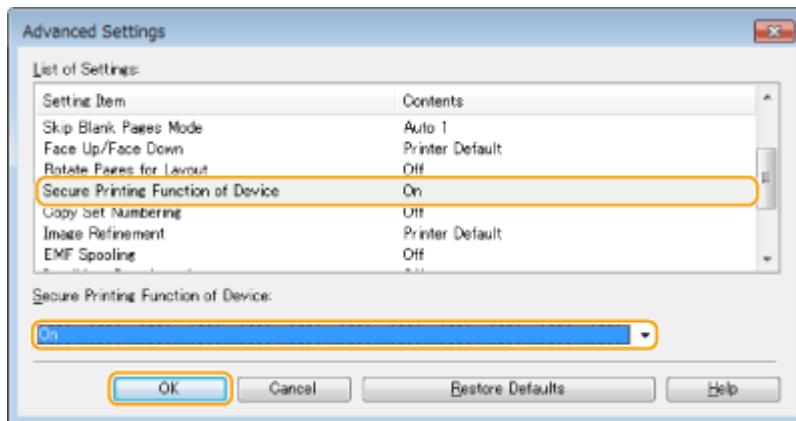
To use the Secure Watermark or Document Scan Lock, follow the followings for each printing.

- 1 Open a document and display the print setting screen of the printer driver. ▶ **Printing From a Computer(P. 380)****

**2** Select the machine and click [Properties].

**3** Click [Advanced Settings] on the [Finishing] tab.

**4** Select [On] at [Secure Printing Function of Device] and click [OK].



**5** Click [OK].

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

⇒ Printing is executed using the Secure Watermark and Document Scan Lock functions.

## LINKS

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▶ **Restricting Copying of Confidential Documents(P. 299)**

## Various Printing Methods

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13WH-077

This section introduces printing method using the Remote UI, or how to print a file stored in memory media.



▶ Directly Printing Files without Opening Them(P. 400)



▶ Printing From Memory Media (Media Print)(P. 402)

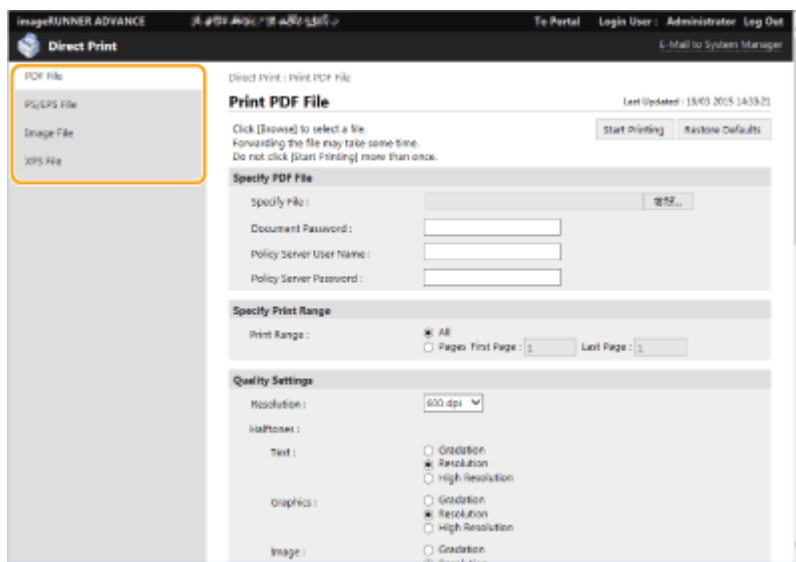
## Directly Printing Files without Opening Them

13WH-078



By using remote UI, it is possible to print files saved on a computer or network directly from the machine without using the printer driver. You do not need to open files on the computer for printing.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Direct Print] on the portal page. ▶ Remote UI Screen(P. 645)
- 3 Select a file format and then a file.



### 4 Specify the print settings as necessary.

- If a password is set for the PDF file, press [Specify PDF File] ▶ enter the password in [Document Password]. When printing PDF files linked to the policy server, select [Specify PDF File] ▶ enter the policy server user name in [Policy Server User Name] and the policy server password in [Policy Server Password].
- To print the PDF file which is prohibited for printing, or to print PDF files that only allow low-resolution printing in high resolution, enter the master password.
- Depending on the selected paper size, PDF/XPS files may be canceled on printing.

### 5 Click [Start Printing].

⇒ Printing starts.

**IMPORTANT**



- Do not click [Start Printing] repeatedly during file transfer. Otherwise, file malfunction may occur and the file may not be transferred.
- Printing may not be performed properly depending on the data.

### NOTE

- If printing with Direct Print is not possible or the printing position deviates, opening files from the application and using the printer driver may enable proper printing.

## Printing From Memory Media (Media Print)

13WH-079



It is possible to print files saved on memory media directly from the machine without using a computer. This is convenient when printing after bringing data back from an outside location or when printing data you have brought with you to a business destination.

### NOTE

#### Using memory media

- For available memory media and information on inserting/removing memory media, see [▶Connecting a USB Memory Device\(P. 79\)](#) .
- Depending on the file format, an optional product may be required. [▶System Options\(P. 1118\)](#)

# Scanning

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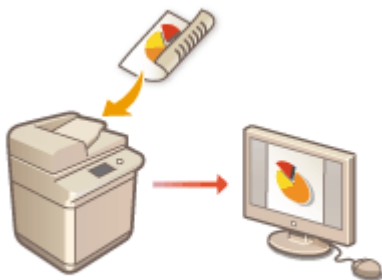
# Scanning

13WH-07A

Scanning paper originals enables you to convert them into electronic files, such as PDF, commonly supported by a computer. Converted files can be sent as e-mail attachments from the machine, or saved in a file server. This chapter describes a variety of useful functions for easy scanning as well as basic operations.

## ■ Introduction to Basic Operations

This section describes the Scan Basic Features screen and the basic sending/saving methods.



- ▶ **Scan Basic Features Screen(P. 406)**
- ▶ **Basic Operations for Scanning Originals(P. 409)**
- ▶ **Checking Status and Log for Scanned Documents(P. 422)**

## ■ Scanning Clearly

This section describes the methods to solve problems such as blurry photographs, illegible text due to dark paper, and the appearance of dark borders.



- ▶ **Adjusting Image Quality(P. 425)**
- ▶ **Adjusting Density(P. 426)**
- ▶ **Adjusting Sharpness When Scanning (Sharpness)(P. 427)**
- ▶ **Erasing Dark Borders When Scanning (Erase Frame)(P. 428)**

## ■ Scanning Various Types of Originals

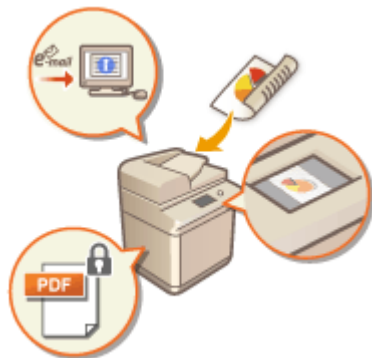
You can handle different kinds of originals for easy scanning: different size originals, facing page originals such as a book and magazine, and a large number of originals.



- ▶ **Sending/Saving Different Size Originals Together (Different Size Originals)(P. 431)**
- ▶ **Scanning a Facing Page Original and Storing/Sending it as Two Separate Pages(P. 432)**
- ▶ **Scanning to Make a Booklet (Booklet Scan)(P. 434)**
- ▶ **Sending/Saving Separately Scanned Documents Together (Job Build)(P. 436)**

### ■ Efficiently, Reliably, Safely

This section describes a variety of functions useful for increasing working efficiency, avoiding operation errors, and enhancing security.

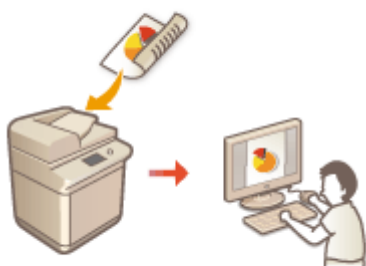


- ▶ **Useful Scanning Functions(P. 437)**

### ■ Scanning Using a Computer

If you are editing a scanned document in a computer, save directly into the computer for convenience.

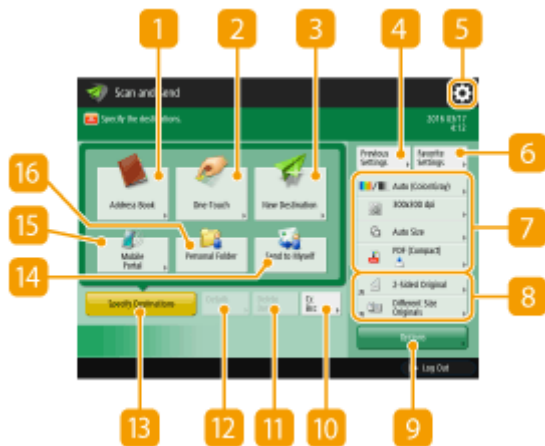
- ▶ **Using Your Computer to Scan (Remote Scan) (Windows)(P. 461)**



## Scan Basic Features Screen

13WH-07C

Pressing <Scan and Send> on the Main Menu displays the Scan Basic Features screen.



### 1 <Address Book>

Enables you to specify a sending destination and a save location registered in the Address Book.

### 2 <One-Touch>

Enables you to specify a sending destination and a save location registered in one-touch buttons.

### 3 <New Destination>

Enables you to specify destinations manually that are not registered in the Address Book or one-touch buttons.

### 4 <Previous Settings>

Press to recall the previously specified settings. ▶ **Basic Operations for Scanning Originals(P. 409)**

### 5

Press this icon to register the current settings in <Favorite Settings> of **6** and change the button displayed in **8**.

▶ **Managing the Machine(P. 540)**

▶ **Customizing the Basic Features Screen(P. 162)**

### 6 <Favorite Settings>

Register frequently used scan settings here in advance to easily recall them when necessary. ▶ **Managing the Machine(P. 540)**

### 7 **Current setting status and setting buttons**

Displays setting status such as the resolution and file formats. Make sure to confirm the settings in order to scan properly. To change the settings, press the desired button. ▶ **Basic Operations for Scanning Originals(P. 409)**

**8 Function setting buttons**

Displays the most frequently used buttons from <Options>. You can also press **5** to change which buttons are displayed.

- If the button for the function that you want to use is not displayed, press <Options> and select the desired button. ▶ **Basic Operations for Scanning Originals(P. 409)**

**9 <Options>**

Displays all of the function setting buttons. For convenience, you can display frequently used function setting buttons in **8**.

**10 <Cc Bcc>**

Enables you to specify e-mail destinations as Cc or Bcc.

**11 <Delete Dest.>**

Enables you to delete the specified destination.

**12 <Details>**

Enables you to check the detailed information about the specified destination.

**13 <Specify Destinations>**

Displays the methods for specifying destinations or a list of specified destinations.

**14 <Send to Myself>**

Enables you to directly specify your own e-mail address. This button is available only when you are logged in to the machine with personal authentication management. ▶ **Managing Users(P. 553)**

**15 <Mobile Portal>**

Enables you to specify a destination from the address book of a mobile device.

- ▶ **Basic Operations for Scanning Originals(P. 409)**

**16 <Personal Folder>**

Enables you to specify your personal folder registered as a save location. This button is available only when you are logged in to the machine with personal authentication management.

- ▶ **Configuring Personal Folders(P. 584)**
- ▶ **Managing Users(P. 553)**

**NOTE**

- You can select whether to hide the Address Book and one-touch buttons to restrict use of the Address Book. ▶ **<Restrict Address Book Use>(P. 775)**
- Some functions cannot be used in combination with each other. Buttons that cannot be selected are displayed in light gray.

**LINKS**

▶ **Registering Destinations(P. 186)**



# Basic Operations for Scanning Originals

13WH-07E

This section describes the basic operations for scanning originals.

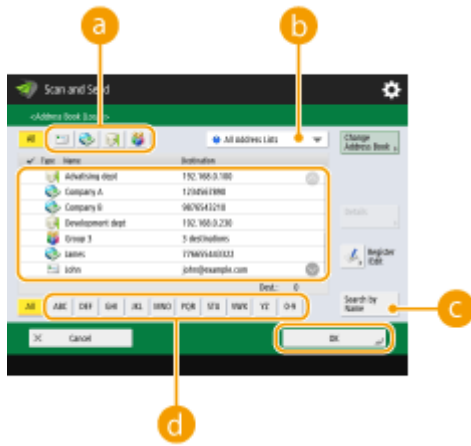
- 1 Place the original. ▶Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu. ▶<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen. ▶Scan Basic Features Screen(P. 406)**
  - ▶Specifying Destinations from the Address Book
  - ▶Specifying Destinations from One-Touch Buttons
  - ▶Entering Destinations Manually
  - ▶Specifying Destinations in the LDAP Server
  - ▶Specifying Your Own E-Mail Address
  - ▶Specifying Personal Folder
  - ▶Specifying Destinations from the Address Book of a Mobile Device

## NOTE




- To specify e-mail destinations as Cc or Bcc, press <Cc Bcc> ▶ <Cc> or <Bcc> ▶<Specify Destinations> ▶ specify destinations.
- To specify multiple destinations, press <Specify Destinations> and specify an additional destination.
- To delete a destination, select the destination you want to delete, and press <Delete Dest.>.

## Specifying Destinations from the Address Book

- 1 Press <Address Book>.**
- 2 Select the destination and press <OK>.**
  - If an access number is set when the destination is registered, press <Access No.> and enter the access number using the numeric keys. The corresponding destination is displayed in the Address Book.
  - To use the Remote Address Book, press <To Remote Address Book>. When <Change Address Book> is displayed, press <Change Address Book> ▶ <Remote>.



**a Destination type buttons**

Pressing , , and  displays e-mail, file server, and group destinations, respectively.

**b Drop-down list for selection of Address Book types**

When you are logged in to the machine with personal authentication management, selecting <Personal Address List> displays your personal Address Book. You can also display dedicated user group address lists (User Group Address Lists) in which you are included.

**c <Search by Name>**

Enables you to search the destination by the name you are entering.


**d Search buttons by first letter**

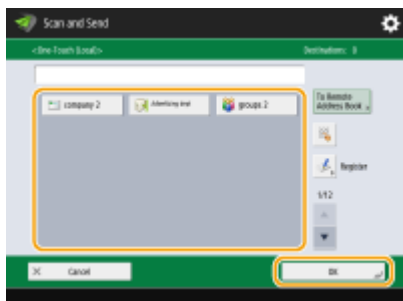
Enables you to narrow down a search by the first letter of the destination name.

## Specifying Destinations from One-Touch Buttons

**1 Press <One-Touch>.**

**2 Select the desired one-touch button and press <OK>.**

- To specify the destination using a one-touch button number (one-touch number), press  and enter the number for the desired one-touch button.
- To use the Remote Address Book, press <To Remote Address Book>.



## Entering Destinations Manually

You can specify destinations manually that are not registered in the Address Book or one-touch buttons.

## 1 Press <New Destination> and select <E-Mail> or <File>.

### NOTE

- Selecting <Store in Mail Box> enables you to save scanned documents in the Mail Box of the machine.
- Selecting <I-Fax> enables you to send scanned documents as a fax via the Internet.

## 2 Specify the destination and press <OK>.

### NOTE

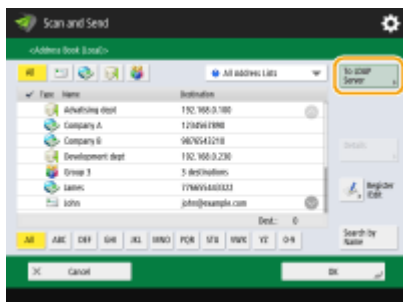
- If you select <File> in step 1, specify the settings such as the IP address of a file server and the path of the save location folder. For details about the setting items, consult your network administrator.

## Specifying Destinations in the LDAP Server

You can search and specify destinations registered in the LDAP server.

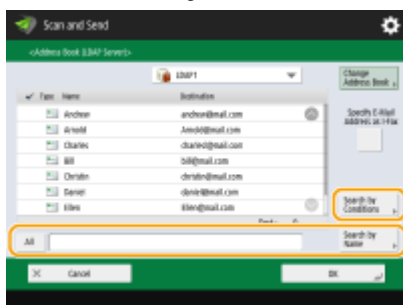
## 1 Press <Address Book>.

## 2 Press <To LDAP Server>.



- When <Change Address Book> is displayed, press <Change Address Book> ► <LDAP Server>.
- If the network password input screen is displayed, enter the user name and password and press <OK>.

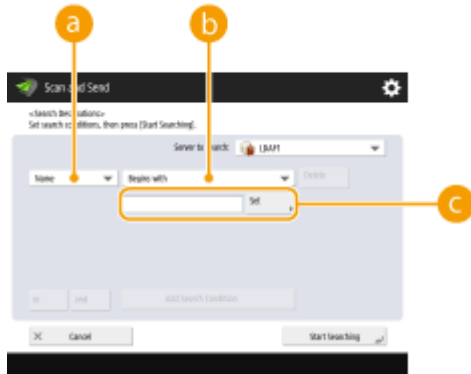
## 3 When searching destinations in the LDAP server, press either <Search by Conditions> or <Search by Name>.



- To display all the destinations in the LDAP server, proceed to step 4.

### ■ When searching by conditions

Press <Search by Conditions>, specify the search conditions on the screen, and press <Start Searching>.



#### a Search categories

Select a criterion to search for destinations from name, e-mail address, organization name, and organization unit (department name, etc).

#### b Search conditions

Select a search condition such as a destination name that contains "John" and a department name that begins with "Development."

#### c Search characters

Press <Set> and enter search characters for the search condition.

#### NOTE:

##### To search with multiple conditions

You can search destinations with multiple conditions. Specify the first search condition, press <Add Search Condition>, and then select <or> or <and> for the next condition.

##### To change conditions and search again

Press <Delete> to delete the specified contents, and specify the conditions again.

#### ■ When searching by name

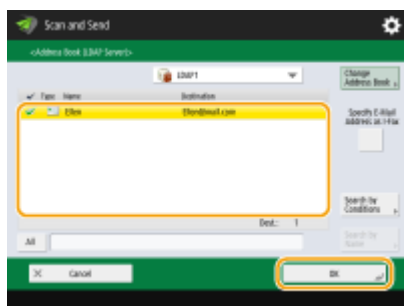
Press <Search by Name> ► enter the text to search ► press <OK>.

#### NOTE:

You can specify attributes used when performing "Search by Name" for a destination from the LDAP server.

► **Configuring to "Search by Name" for LDAP Searches(P. 805)**

## 4 Select the destination and press <OK>.



## Specifying Your Own E-Mail Address

You can specify the e-mail address of the user who is logged in to the machine with personal authentication management.

### 1 Press <Send to Myself>.

- ⇒ The e-mail address of the user who is logged in to the machine is specified as the destination.

## Specifying Personal Folder

You can specify the personal folder of the user who is logged in to the machine with personal authentication management.

### 1 Specify <Personal Folder>.

- ⇒ The personal folder of the user who is logged in to the machine is specified as destination.

## Specifying Destinations from the Address Book of a Mobile Device

You can specify a destination from the address book of a mobile device.

To use this function, you must install the "Canon PRINT Business" application to your mobile device. ▶ **Utilizing the Machine through Applications(P. 522)**

### 1 Press <Mobile Portal>.

### 2 Connect to the mobile device. ▶ **Linking with Mobile Devices(P. 518)**

### 3 Send the address from the mobile device to the machine.

- For detailed information on operations using the mobile device, see "Canon PRINT Business Help."

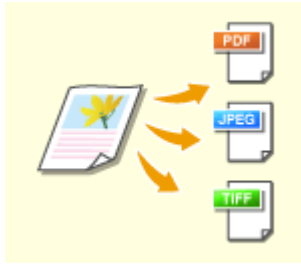
#### NOTE

- You can send information including the subject, message body, and file name from the mobile device to the machine. ▶ **Utilizing the Machine through Applications(P. 522)**

### 4 Specify the scan settings as necessary.

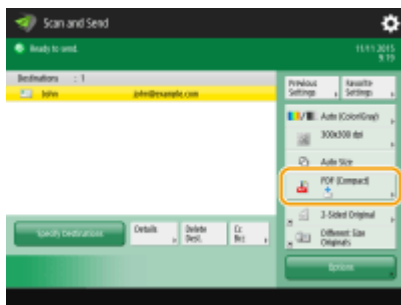
- ▶ Selecting a File Format
- ▶ Selecting Resolution
- ▶ Specifying the Scanning Size of Originals
- ▶ Selecting Color Scan/Black & White Scan
- ▶ Scanning Both Sides of Originals
- ▶ Enlarging or Reducing

## Selecting a File Format



Scanned originals are converted into electronic files such as PDF. Select the file format according to your purposes and environment of use.

### 1 Press the setting button for file format.



### 2 Select the file format.

- Depending on the file format you are selecting, you can specify the additional functions including <Compact>.

#### NOTE

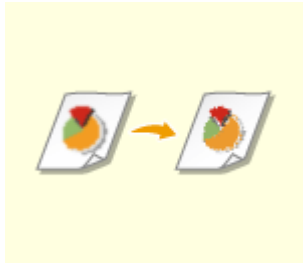
##### When creating files by pages

- To scan a multiple-page original as separate files by pages, not as a single file, press <Divide into Pages> ► enter "1" ► press <OK>. If you select <JPEG>/<TIFF/JPEG (Auto)>, a file for each page is created automatically.

#### TIPS

Installing an option can expand functions for scanning to create files. **System Options(P. 1118)**

## Selecting Resolution



To scan an original clearly, increase the resolution. To reduce the file size, decrease the resolution.

### 1 Press the setting button for resolution.



### 2 Select the resolution and press <OK>.

- Depending on the file format you are selecting, the resolution that you can select is limited.

## Specifying the Scanning Size of Originals



If you are scanning free size/highly transparent originals, or the edge of image is missing when scanning, you need to manually specify the scanning size.

### 1 Press the setting button for scanning size.



## 2 Select the scanning size and press <OK>.

### ■ When scanning a free size original

Place the original in the feeder and select <Free Size>.

### ■ When specifying the values of scanning size

Place the original on the platen glass, select <Custom>, and enter the height and width of the original.

### ■ When scanning a long original

Place the original in the feeder and select <Long Original>.

## NOTE

### To register the scanning size

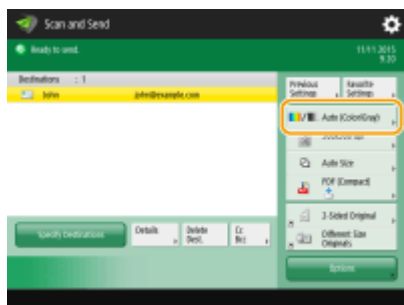
- If you frequently specify the scanning size with the same values, register the size in <Custom>
  - ▶ <Register Size> to quickly recall the setting for convenience.

## Selecting Color Scan/Black & White Scan



You can specify color when scanning original.

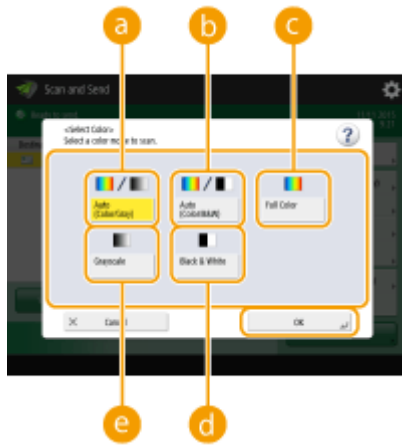
## 1 Press the setting button for color.



## 2 Select the color and press <OK>.

- Depending on the file format you are selecting, the setting item that you can select is limited.





**a <Auto (Color/Gray)>**

Determines automatically what color is used for scanning according to the color of an original. For example, color pages are scanned in color, and monochrome pages are scanned in grayscale (monochrome gradation).

**b <Auto (Color/B&W)>**

Determines automatically what color is used for scanning according to the color of an original. For example, colored pages are scanned in color, and monochrome pages are scanned in black and white. Select this mode when text is faint with <Auto (Color/Gray)>, or when the original mainly consists of text.

**c <Full Color>**

Scans in color regardless of an original's color. Select this mode when color is not recognized properly such as when the original has color close to black, has faint color or a smaller colored area.

**d <Black & White>**

Scans in black and white regardless of an original's color. This mode is automatically set for the TIFF file format.

**e <Grayscale>**

Scans in grayscale regardless of an original's color. This mode uses different shades of color, such as black, dark gray, gray, light gray, and white, making color look more natural and beautiful compared with <Black & White>.

## Scanning Both Sides of Originals



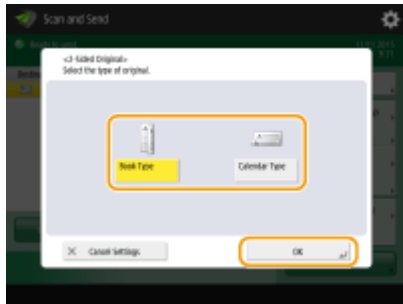
The machine can automatically scan both the front and back sides of an original.

### NOTE

- Place the original in the feeder. For landscape-oriented originals, place them horizontally.

### 1 Press <2-Sided Original>.

## 2 Select <Book Type> or <Calendar Type> and press <OK>.



- Select <Book Type> for originals whose images on the front and back sides face the same direction, or <Calendar Type> for originals whose images on the front and back sides face in opposite directions.

## Enlarging or Reducing



You can enlarge or reduce standard size original to other standard sizes when scanning.

- ▶ Enlarging or Reducing in Standard Paper Sizes



You can enlarge or reduce by specifying magnification (%).

- ▶ Enlarging or Reducing by Specifying Magnification



You can enlarge or reduce to automatically fit the paper size selected.

- ▶ Enlarging and Reducing to Fit the Finished Paper Size

### ■ Enlarging or Reducing in Standard Paper Sizes

#### 1 Press <Options> ▶ <Copy Ratio>.

- 2** To reduce, select magnification from **a**, to enlarge, select magnification from **b** and press <OK>.



- 3** Press <Close>.

### ■ Enlarging or Reducing by Specifying Magnification

- 1** Press <Options> ► <Copy Ratio>.

- 2** Specify magnification and press <OK>.



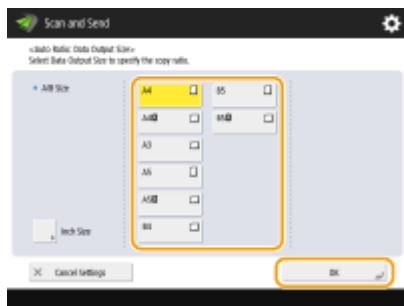
- 3** Press <Close>.

### ■ Enlarging and Reducing to Fit the Finished Paper Size

- 1** Press <Options> ► <Copy Ratio>.

- 2** Press <Auto>, specify the finished size, and then press <OK>.


- Depending on the resolution you are selecting, you cannot specify the finished size.




### 3 Press <Close>.


### 5 Press .

Originals are scanned and sending/saving starts.

- To cancel scanning, press <Cancel> or  ><Yes>.

#### ■ When <Press the [Start] key to scan the next original.> is displayed


Place the next original to scan and press . When scanning all of the originals is complete, press <Start Sending> to send/save the file.

- To cancel sending/saving, press <To Status Mntr./Cncl.> > select a document > <Cancel> > <Yes>.
- Depending on the communication settings, you may be prompted to enter the user name and password. 

**Setting E-mail/I-Fax Communication(P. 62)**

## NOTE

### To check the statuses for sent/saved documents

- On the <Status Monitor/Cancel> screen, you can check the statuses for sent/saved documents. This screen enables you to send/save documents again or cancel sending/saving after checking the statuses. 

**Checking Status and Log for Scanned Documents(P. 422)**

### To print the report for the results of sending/saving



- On the Scan Basic Features screen, pressing <Options> > <TX Report> enables you to set to automatically print the report listing the results of sending/saving.

### File name

When a file is sent/saved, its file name is automatically set based on the following format. You can change the setting so that a different name can be assigned.  **Setting a File Name(P. 457)**

- When sending by e-mail  
"Job numbers (four digits)\_page numbers (three digits).file extension name" format, such as "1042\_001.jpg"
- When saving in a file server  
"The year, month, day, hour, minute, and second the file is saved (14 digits).file extension name" format, such as "20151030133541.jpg"

### E-mail subject

- The subject entered in <Default Subject> is automatically set (  **<Default Subject>(P. 782)** ). If you specify a different subject, change the setting, or specify each time you send an e-mail (  **Specifying E-Mail Settings(P. 459)** ).

## When multiple sheets are fed

- Scanning is stopped and the message is displayed on the screen. Follow the message and start operation. To set to not notify with a message, press <Options> on the Scan Basic Features screen ▶ <Detect Feeder Multi Sheet Fd.> each time you send/save a document to disable the setting, or set <Set Detection of Feeder Multi. Sheet Feed as Default> to <Off> ( ▶<Set Detection of Feeder Multi. Sheet Feed as Default>(P. 766) ).

## TIPS

### Determining the top and bottom of the original

- You can set the orientation of the document before scanning so that its top and bottom are positioned correctly when the sent/saved file is displayed on a computer.
- When placing an A4 size original, press <Options> on the Scan Basic Features screen ▶ <Original Content Orientation> ▶ <Top at Far Edge> ▶ <OK>.
- When placing large-sized originals such as A3 size, press <Options> on the Scan Basic Features screen ▶ <Original Content Orientation> ▶ select <Top at Far Edge> or <Top at Side Edge> according to the orientation of the original ▶ press <OK>.

### Specifying multiple destinations including faxes

- Setting <Enable Fax in Scan and Send Function> to <On> enables you to specify fax destinations from the Scan Basic Features screen ( ▶<Display Fax Function>(P. 734) ). This setting is useful for specifying multiple destinations including faxes, such as when saving a copy of a sent fax in a file server.

### Checking scanned images before sending/saving

- You can check scanned images on the preview screen before sending/saving. ▶<Checking Scanned Originals Before Sending/Saving (Preview)>(P. 441)

### Registering frequently used settings

- You can combine frequently used destinations and scan settings into a button of the machine for later use. By pressing the registered button when scanning originals, you can quickly complete your settings. ▶<Registering a Combination of Frequently Used Functions>(P. 159)

## LINKS

- ▶<Scanning Clearly>(P. 424)
- ▶<Scanning Efficiently>(P. 430)
- ▶<Useful Scanning Functions>(P. 437)
- ▶<Registering Destinations>(P. 186)
- ▶<Making Simple Edits to Files>(P. 489)
- ▶<Sending I-Faxes>(P. 368)
- ▶<Registering the LDAP Server>(P. 49)
- ▶<Managing Users>(P. 553)
- ▶<Configuring Personal Folders>(P. 584)
- ▶<Set Destination>(P. 803)

# Checking Status and Log for Scanned Documents

13WH-07F

You can check the statuses and communication logs for sent and saved documents.

- ▶ **Checking the Statuses for Sent/Saved Documents(P. 422)**
- ▶ **Checking If Documents Are Sent or Saved Successfully(P. 423)**

## Checking the Statuses for Sent/Saved Documents

**1** Press  .

**2** Press <Send> ▶ <Job Status>.



**3** Check the statuses.

- Selecting a document and pressing <Details> enables you to check detailed information such as destinations and the number of pages.
- Selecting a document and pressing <Cancel> enables you to cancel sending/saving.
- Pressing <Print List> prints a status list of sent/saved documents displayed on the screen.

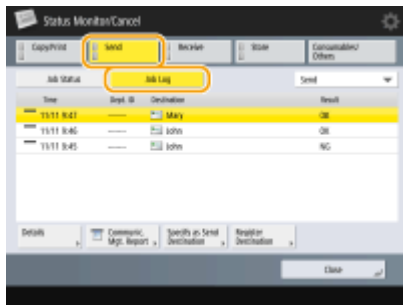
### NOTE

- Pressing <Details> ▶ <Resend> enables you to resend/resave the documents that failed to send/save. To specify another destination, press <Change Destination>. For documents with multiple destinations specified using the same sending/saving method, press <Broadcast List>, select a destination, and then press <Resend> or <Change Destination>.
- You can resend/resave documents when <Delete Failed TX Jobs> is set to <Off>. ▶ **<Delete Failed TX Jobs>(P. 776)**
- You can change the destinations of documents that are set to be sent/saved at a specified time as well as documents that failed to send/save. Note that you cannot change the destinations for documents with multiple destinations specified that are being sent/saved, or when entering a new destination is restricted ( ▶ **Restricting New Destinations(P. 617)** ).

## Checking If Documents Are Sent or Saved Successfully

1 Press  .

2 Press <Send> ► <Job Log>.



3 Check if documents are sent or saved successfully.

- <OK> is displayed in the <Result> column when a document was sent or saved successfully. If <NG> is displayed, this shows that a document failed to be sent or saved because it was canceled or there was some error.
- Selecting a job and pressing <Details> enables you to check detailed information about the job. A three-digit number in the <Error Code> column on the information represents an error code. You can check the causes and solutions for errors based on error codes. **▶ Countermeasures for Each Error Code(P. 955)**
- By pressing <Communic. Mgt. Report>, the displayed send/save log can be printed as a list or sent as a file.

### LINKS

- ▶ **Sending/Saving at a Specified Time(P. 443)**
- ▶ **Printing a List of Usage History(P. 889)**
- ▶ **Printing a Communication Result Report(P. 892)**

## Scanning Clearly

13WH-07H

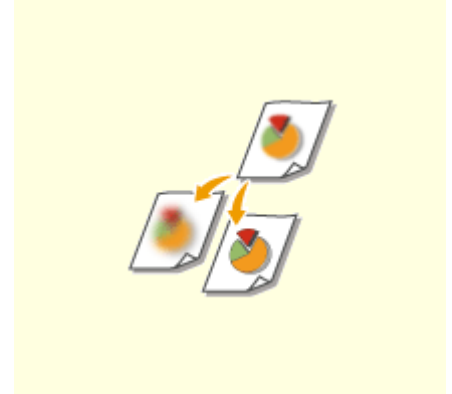
For catalogs with many photographs included, reports written in pencil, and thick magazines, adjusting the density and sharpness and erasing unnecessary shadows can scan originals clearly.



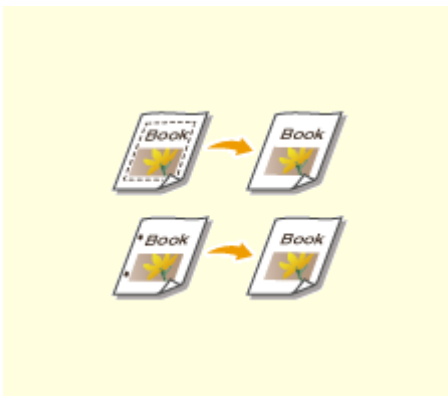
▶ Adjusting Image Quality(P. 425)



▶ Adjusting Density(P. 426)



▶ Adjusting Sharpness When Scanning (Sharpness)(P. 427)



▶ Erasing Dark Borders When Scanning (Erase Frame)(P. 428)




## Adjusting Image Quality

13WH-07J



You can scan with optimal image quality suitable for your type of original. For example, making the color tone beautiful for originals with photos, while making the contrast sharp for text-only originals, which makes it easy to read.

- 1 Place the original. [▶Placing Originals\(P. 106\)](#)
- 2 Press <Scan and Send> on the Main Menu. [▶<Main Menu> Screen\(P. 94\)](#)
- 3 Specify the destination on the Scan Basic Features screen. [▶Scan Basic Features Screen\(P. 406\)](#)
- 4 Press <Options> ▶ <Original Type>.
- 5 Select the type of original and press <OK>.
- 6 Press <Close>.
- 7 Press .

⇒ Originals are scanned and sending/saving starts.

### NOTE



- If the phenomenon called moire (striped pattern noise) occurs when scanning an original, adjust the sharpness. [▶Adjusting Sharpness When Scanning \(Sharpness\)\(P. 427\)](#)

# Adjusting Density

13WH-07K




You can scan originals more clearly by manually adjusting the density according to the contents of the original. For example, increasing the density enables you to easily read faint characters written in pencil.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen.** ▶ **Scan Basic Features Screen(P. 406)**
- 4 Press <Options> ▶ <Density>.**
- 5 Adjust the density and press <OK>.**
  - Press  to decrease the density. Press  to increase the density.

**NOTE**

**To adjust the density of the background**

  - Pressing <Adjust> enables you to adjust the density of the background before sending/saving. You can clearly send/save originals with a colored background or thin originals such as newspapers whose characters and images on the back side are transparently visible. Pressing <Auto> enables you to automatically adjust the density.
  - Pressing <Adjust> and then <Adjust Each Color> enables you to adjust the density for each color.
- 6 Press <Close>.**
- 7 Press .**


⇒ Originals are scanned and sending/saving starts.

## Adjusting Sharpness When Scanning (Sharpness)

13WH-07L



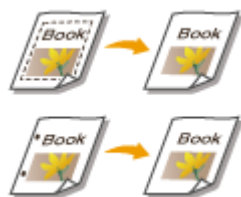
You can scan the image with clear contours and lines by increasing the sharpness, or soften the image by decreasing the sharpness. Use this function when you want to sharpen blurred text and diagrams, or to reduce moire (a shimmering, wavy pattern) to smoothen the finished image.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen.** ▶ **Scan Basic Features Screen(P. 406)**
- 4 Press <Options> ▶ <Sharpness>.**
- 5 Adjust the sharpness and press <OK>.**
  - To sharpen blurred text, adjust the control to <High>.
  - To reduce moire when scanning originals that contain printed photos, such as magazines or pamphlets, adjust the control to <Low>.
- 6 Press <Close>.**
- 7 Press .**

▢▢▢▢ Originals are scanned and sending/saving starts.

## Erasing Dark Borders When Scanning (Erase Frame)

13WH-07R



When scanning originals that are smaller than the scanning size, frame lines of the originals may appear in the scanned image. When scanning a thick book, dark borders may appear. This function enables you to erase these frame lines and dark borders. You can also set the machine to not copy punch holes in the originals.

### IMPORTANT

- Place the original with punch holes on the platen glass. Placing in the feeder may result in damage.

- Place the original. ▶ **Placing Originals(P. 106)**
- Press <Scan and Send> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- Specify the destination on the Scan Basic Features screen. ▶ **Scan Basic Features Screen(P. 406)**
- Press <Options> ▶ **<Erase Frame>**.
- Specify the erasing type and width.

#### ■ Erasing the frames in copies of documents

- Press <Erase Original Frame> and check <Original Size>.



- If the size displayed in <Original Size> is different from the size of the original, press <Change> to select the size.

- Enter the width of the frame to erase.

#### ■ Erasing dark borders in copies of books

You can erase the dark borders both in the center and contour lines that appear when you scan facing pages in a book.

- 1 Press <Erase Book Frame> and check <Original Size>.



- If the size displayed in <Original Size> is different from the size of the book, press <Change> to select the size.

- 2 Press <Center> or <Sides> and enter each erasing width.

## ■ Erasing punch holes in copies of documents

- 1 Press <Erase Binding> and select the punch hole location.



- 2 Enter the erasing width.

### NOTE

- If you want to adjust the width for each border independently, press <Erase Original Frame> or <Erase Book Frame>, and then press <Adjust Independently> to enter the erasing widths.

- 6 Press <OK> ► <Close>.

- 7 Press .

⇒ Originals are scanned and sending/saving starts.

## LINKS

- ▶ Scanning a Facing Page Original and Storing/Sending it as Two Separate Pages(P. 432)

## Scanning Efficiently

13WH-07S

This section describes convenient functions, such as scanning different size originals at once, scanning two facing pages onto separate pages, and scanning a large number of originals separately to put into one.



▶ **Sending/Saving Different Size Originals Together (Different Size Originals)(P. 431)**



▶ **Scanning a Facing Page Original and Storing/Sending it as Two Separate Pages(P. 432)**



▶ **Scanning to Make a Booklet (Booklet Scan) (P. 434)**



▶ **Sending/Saving Separately Scanned Documents Together (Job Build)(P. 436)**

## Sending/Saving Different Size Originals Together (Different Size Originals)


13WH-07U



You can place different size originals in the feeder and scan them at the same time. This eliminates the need to place originals separately.

### IMPORTANT

- The combination of original sizes that you can scan is limited. Scanning with an improper combination may cause damage to the originals or paper jams. **▶Specifications(P. 1029)**
- Do not place the originals together that are of different weights or paper types. Doing so may cause damage to the originals or paper jams.

- 1 Place the originals in the feeder.** **▶Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu.** **▶<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen.** **▶Scan Basic Features Screen(P. 406)**
- 4 Specify the scan settings as necessary.** **▶Basic Operations for Scanning Originals(P. 409)**
- 5 Press <Options> ▶ <Different Size Originals>.**
- 6 Press <Close>.**
- 7 Press .**

⇒ Originals are scanned and sending/saving starts.

## Scanning a Facing Page Original and Storing/Sending it as Two Separate Pages

13WH-07W




You can scan two facing pages in a book or magazine onto separate pages in one operation.

### NOTE

- When scanning facing pages of a book or bound original, place the original on the platen glass. Place it face down with its corner aligned with the top-left corner of the platen glass, as shown below.



- 1 Place the original.** ▶ [Placing Originals\(P. 106\)](#)
- 2 Press <Scan and Send> on the Main Menu.** ▶ [<Main Menu> Screen\(P. 94\)](#)
- 3 Specify the destination on the Scan Basic Features screen.** ▶ [Scan Basic Features Screen\(P. 406\)](#)
- 4 Specify the scan settings as necessary.** ▶ [Basic Operations for Scanning Originals\(P. 409\)](#)
- 5 Press <Options> ▶ <Book ▶ 2 Pages>.**
- 6 Press <Close>.**
- 7 Press** 

⇒ Originals are scanned and sending/saving starts.

### LINKS



▶ **Erasing Dark Borders When Scanning (Erase Frame)(P. 428)**

## Scanning to Make a Booklet (Booklet Scan)

13WH-07X



You can scan to enable printing in the form of a booklet.

### NOTE

- This function can only be used when saving to a Mail Box.

- 1 Place the original.** ▶ [Placing Originals\(P. 106\)](#)
- 2 Press <Scan and Store> on the Main Menu.** ▶ [<Main Menu> Screen\(P. 94\)](#)
- 3 Press <Mail Box>.**
- 4 Select the destination Mail Box.**
  - For information on the items displayed on the screen and the method for operating them, see [▶Editing Files in the Mail Box\(P. 494\)](#).
- 5 Press <Scan>.**
- 6 Press <Options> ▶ <Booklet Scan>.**
- 7 Specify the original size and the paper size for the booklet.**



- Press <Change> for <Original Size>, and select the original size. If you select <Auto>, the optimal booklet layout size is automatically selected according to the original size.

- Press <Change> for <Layout Size>, and select the paper size for the booklet.

## NOTE

- To print a booklet with the same dimensions as the original, select the paper size for facing pages. If you select the same size for <Original Size> and <Layout Size>, the size of the image is automatically reduced when output.

**8** Press <OK> ► <Close>.

**9** Press 

▢▢▢▢ Originals are scanned and saving starts.

---

## IMPORTANT

- Make sure to use the same size for all originals.

## NOTE



- Make sure to place portrait originals vertically, because the images for even number pages become upside down if you scan them when placed horizontally.

## Sending/Saving Separately Scanned Documents Together (Job Build)

13WH-07Y



Even if you have too many originals to be placed in the feeder at the same time, you can scan the originals separately and send/save them as a batch of documents. Originals scanned with both the feeder and the platen glass can also be sent/saved at the same time.

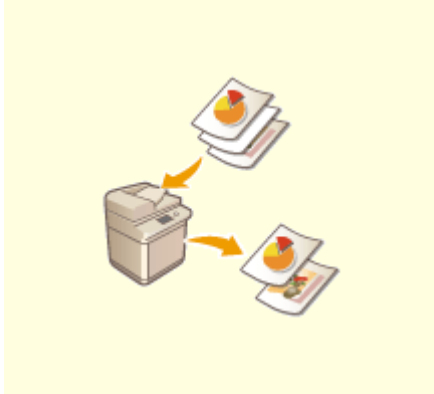
- 1** Place the first original. ▶ **Placing Originals(P. 106)**
- 2** Press <Scan and Send> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3** Specify the destination on the Scan Basic Features screen. ▶ **Scan Basic Features Screen(P. 406)**
- 4** Specify the scan settings as necessary. ▶ **Basic Operations for Scanning Originals(P. 409)**
- 5** Press <Options> ▶ <Job Build> ▶ <Close>.
- 6** Press  to scan the original.
  - ▶ When scanning is complete, the screen appears prompting you to scan the next original.
- 7** Place the next original and press  .
  - Repeat this step until you finish scanning all of the originals.
  - To change the scan settings, press <Change Settings>.
- 8** Press <Start Sending>.

▶ All scanned documents are combined into one and sent/saved to the specified destination.

## Useful Scanning Functions

13WH-080

The machine has various useful functions, including skipping originals with blank pages when scanning as well as notifying you of the completion of sending/saving scanned originals.



▶ **Skipping Blank Pages When Scanning**(P. 439)



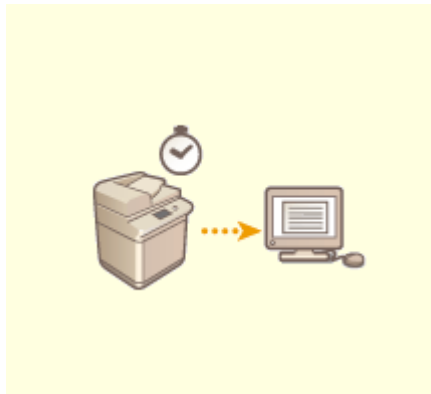
▶ **Scanning with the OCR Function**(P. 447)



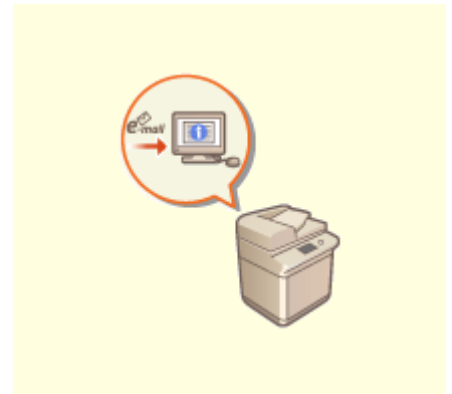
▶ **Checking Scanned Originals Before Sending/Saving (Preview)** (P. 441)



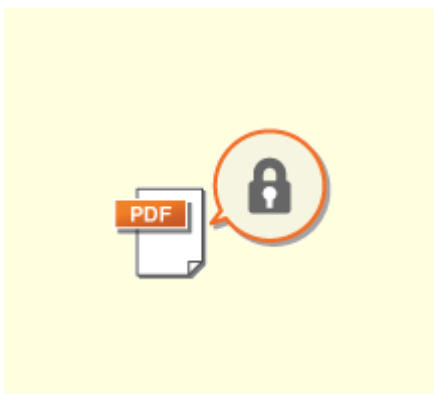
▶ **Stamping Scanned Originals for Sending/Saving**(P. 442)



▶ **Sending/Saving at a Specified Time**(P. 443)



▶ **Notifying You by E-Mail of the Completion of Sending/Saving**(P. 445)



▶ **Enhancing the Security of Electronic Files**(P. 452)



▶ **Recalling Previously Used Settings for Sending/Saving (Previous Settings)**(P. 456)



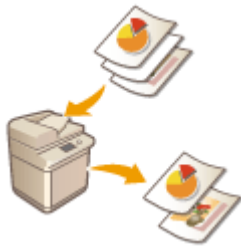
▶ **Setting a File Name**(P. 457)



▶ Specifying E-Mail Settings(P. 459)

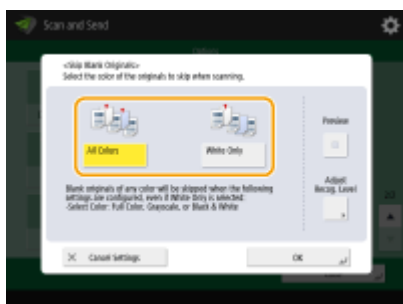
# Skipping Blank Pages When Scanning

13WH-081



The machine can detect and skip originals with blank pages when scanning.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen. ▶ **Scan Basic Features Screen(P. 406)**
- 4 Specify the scan settings as necessary. ▶ **Basic Operations for Scanning Originals(P. 409)**
- 5 Press <Options> ▶ **<Skip Blank Originals>.**
- 6 Select the color of the originals to skip.

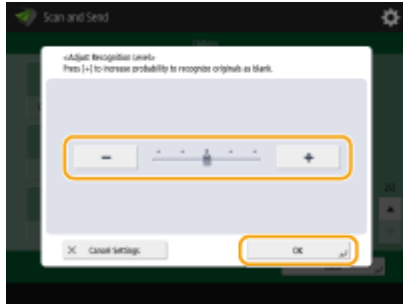


- To skip blank originals regardless of their color, select <All Colors>. To skip blank originals only in white, select <White Only>.

## NOTE

- Pressing <Preview> to select the button enables you to check the contents of the scanned originals on the preview screen. ▶ **Checking Scanned Originals Before Sending/Saving (Preview)(P. 441)**

- 7 Press <Adjust Recog. Level>, set the accuracy to detect blank paper, and then press <OK>.



- Pressing <-> and <+> makes the detection accuracy lower and higher, respectively. When text and images on the original are faint, set a lower level of detection, and when dark borders and dirt appear on the original, set a higher one.

**8** Press <OK> ► <Close>.



**9** Press .

⇒ Originals are scanned and sending/saving starts.

## IMPORTANT

- If the size of the original is smaller than the scan size setting, it may not be skipped correctly.

## NOTE

- To check the number of pages that have been sent/saved, follow the procedures below:  ► <Send> ► <Job Log> ► select a document ► <Details> ► check the number displayed for <Send Pages>  
The status screen and Communication Management Report display the number including blank paper.   
**Checking Status and Log for Scanned Documents(P. 422)**





# Checking Scanned Originals Before Sending/Saving (Preview)


13WH-082



You can check scanned originals on the preview screen before sending/saving. This function helps you immediately notice errors such as scanning unwanted pages accidentally and scanning skewed originals.

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen.** ▶ **Scan Basic Features Screen(P. 406)**
- 4 Specify the scan settings as necessary.** ▶ **Basic Operations for Scanning Originals(P. 409)**
- 5 Press <Options> ▶ <Preview> ▶ <Close>.**
- 6 Press .**
  - ⇒ Originals are scanned and the preview screen appears.
  - To cancel scanning, press <Cancel> or  ▶ <Yes>.

**■ When <Press the [Start] key to scan the next original.> is displayed**

Place the next original to scan and press . When scanning all of the originals is complete, press <Preview and Send> to display the preview screen.
- 7 Check the scanned originals on the preview screen.**
- 8 Press <Start Sending>.**

⇒ Sending/saving starts.

## Stamping Scanned Originals for Sending/Saving

13WH-083



The machine can apply a stamp on the front of originals that have been scanned. You can easily tell originals that have yet to be scanned from ones already scanned.

### 1 Place the original in the feeder. ▶ **Placing Originals(P. 106)**

- A stamp is applied on the originals placed in the feeder.

### 2 Press <Scan and Send> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**

### 3 Specify the destination on the Scan Basic Features screen. ▶ **Scan Basic Features Screen(P. 406)**

### 4 Specify the scan settings as necessary. ▶ **Basic Operations for Scanning Originals(P. 409)**

### 5 Press <Options> ▶ **<Finished Stamp>** ▶ **<Close>**.

### 6 Press .

⇒ Originals are scanned and sending/saving starts. Stamps are applied to the scanned originals.

## Sending/Saving at a Specified Time

13WH-084



You can scan originals in advance and send/save the scanned documents at a specified time.

- 1** Place the original. ▶ **Placing Originals(P. 106)**
- 2** Press <Scan and Send> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3** Specify the destination on the Scan Basic Features screen. ▶ **Scan Basic Features Screen(P. 406)**
- 4** Specify the scan settings as necessary. ▶ **Basic Operations for Scanning Originals(P. 409)**
- 5** Press <Options> ▶ **<Delayed Send>**.
- 6** Enter the time to send/save and press <OK>.
  - Enter all four digits of the time. For example, for 5 minutes past 7, enter "0705" and for 18 minutes past 23, enter "2318."



- 7** Press <Close>.
- 8** Press

⇒ Originals are scanned and sent/saved at the specified time.

### NOTE

- You can check on the <Status Monitor/Cancel> screen whether sending/saving is complete or not. ▶  
**Checking Status and Log for Scanned Documents(P. 422)**

## LINKS

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- ▶ **Notifying You by E-Mail of the Completion of Sending/Saving(P. 445)**

# Notifying You by E-Mail of the Completion of Sending/ Saving

13WH-085



You can receive an e-mail notifying that sending/saving documents is complete. Even if documents are waiting to be sent/saved, you can use your computer or portable device to check whether sending documents is complete, giving you reassurance. When an error occurs, you are notified of destinations whose documents failed to be sent/saved.

## IMPORTANT

- The destination for the notification e-mail needs to be specified from the Address Book. Register the desired destination beforehand. ▶ **Registering Destinations in the Address Book(P. 188)**

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen.** ▶ **Scan Basic Features Screen(P. 406)**
- 4 Specify the scan settings as necessary.** ▶ **Basic Operations for Scanning Originals(P. 409)**
- 5 Press <Options> ▶ <Job Done Notice>.**
- 6 Select an e-mail address from the Address Book and press <OK>.**



- For more information on how to view and use the Address Book, see ▶ **Address Book(P. 186)** .

- 7 Press <Close>.**

**8** Press .

- ▣ Originals are scanned and sending/saving starts. When sending/saving is complete, the notification e-mail is sent to the specified address.

# Scanning with the OCR Function

13WH-086



This mode enables you to perform OCR (optical character recognition) to extract data that can be recognized as text from the scanned image and create a PDF/XPS/OOXML (pptx/docx) file that is searchable. You can also set <Compact> if you select PDF or XPS as the file format.

For information on the optional products required to use this function, see [▶System Options\(P. 1118\)](#)

- 1 Place the original. [▶Placing Originals\(P. 106\)](#)
- 2 Press <Scan and Send> on the Main Menu. [▶<Main Menu> Screen\(P. 94\)](#)
- 3 Specify the destination on the Scan Basic Features screen. [▶Scan Basic Features Screen\(P. 406\)](#)
- 4 Specify the scan settings as necessary. [▶Basic Operations for Scanning Originals\(P. 409\)](#)
- 5 Select a file format.

If you want to separate multiple images and send them as separate files, each of which consists of only one page, press <Divide into Pages> ▶ enter the number of pages to divide by ▶ press <OK>. If you want to scan the images as a single file, press <Divide into Pages> ▶ <Cancel Settings>.

## ■To select PDF or XPS

- 1 Select <PDF> or <XPS> ▶ press <OCR (Text Searchable)> ▶ <OK>.



## ■To select the Word format for OOXML

- 1 Select <OOXML> ▶ <Word>.



**NOTE**

- To change a language to use for OCR, press <Change> ► select a language or language group ► press <OK>.
- Select a language or language group according to the language used in the scanned documents.

**■ To select the PowerPoint format for OOXML**

- 1 Select <OOXML> ► <PowerPoint> ► <OCR (Text Searchable)>.



**6 Press [OK].**

**IMPORTANT**

- Long strip originals (432 mm or longer) cannot be used with <OCR (Text Searchable)>.

**NOTE**

- If you select <PDF (OCR)>, <XPS (OCR)>, or <OOXML (OCR)> as the file format, and <Smart Scan> is set to <On> in <OCR (Text Searchable) Settings>, the orientation of the original is detected, and the document is automatically rotated if necessary before it is sent. ►<OCR (Text Searchable) Settings>(P. 768)
- If you select <OCR (Text Searchable)>, you can only send at a zoom ratio of <1:1 (100%)> or <Auto>.
- If you select <PDF> or <XPS> as the file format, you can set <Compact> and <OCR (Text Searchable)> at the same time. In that case, <PDF (Compact)> or <XPS (Compact)> is displayed as the file format on the Scan and Send Basic Features screen.
- If you select <Word> for <OOXML>, you can set to delete the scanned background images. You can generate Word files which are easy to edit without unwanted images. ►<Include Background Images in Word File>(P. 768)





## OCR Results Are Not Satisfactory

When you create "text-searchable PDF/XPS/OOXML" files, OCR (Optical Character Recognition) may not be properly processed. This may be because the settings on the machine, or the language, character type or format of the original document are not appropriate for OCR processing.

### ■ Checking the Machine Settings and Supported Languages

You can improve OCR processing by customizing the machine settings regarding character recognition according to the originals, or by using suitable character types or fonts in the originals so that the machine can recognize the characters.

### ■ Settings and Languages for OCR Processing

Item	Details
Language Settings for Character Recognition	<p><b>For PDF/XPS/PowerPoint files:</b> Characters are recognized based on the language you select in &lt;Switch Language/Keyboard&gt; (  &lt;Switch Language/Keyboard&gt;(P. 734) ).*1</p> <p><b>For Word files:</b> Characters are recognized based on the language you select after pressing &lt;Change&gt; when you create a Word file.</p>
Recognizable Asian Languages	<p>Japanese, Chinese (Simplified), Chinese (Traditional), Korean  <b>Recognizable Character Types and Fonts (Asian Languages)(P. 449)</b></p>
Recognizable European Languages and Language Groups	<p><b>Languages:</b> English, French, Italian, German, Spanish, Dutch, Portuguese, Albanian, Catalan, Danish, Finnish, Icelandic, Norwegian, Swedish, Croatian, Czech, Hungarian, Polish, Slovak, Estonian, Latvian, Lithuanian, Russian, Greek, Turkish</p> <p><b>Language Groups:</b> Western European (ISO)*2, Central European (ISO)*3, Baltic (ISO)*4  <b>Recognizable Character Types and Fonts (European Languages)(P. 450)</b></p>

\*1 Displayed languages in the list may vary. If you select English, French, Italian, German, Spanish, Thai, or Vietnamese, the selected language is recognized as Western European (ISO).

\*2 Including English, French, Italian, German, Spanish, Dutch, Portuguese, Albanian, Catalan, Danish, Finnish, Icelandic, Norwegian, and Swedish.

\*3 Including Croatian, Czech, Hungarian, Polish, and Slovak.

\*4 Including Estonian, Latvian, and Lithuanian.

### ■ Recognizable Character Types and Fonts (Asian Languages)

Item	Details
Recognizable Character Types	<p><b>Japanese:</b> Alphanumeric characters, Kana characters, Kanji characters (JIS first level, and some of the JIS second level), Symbols</p> <p><b>Chinese (Simplified):</b> Alphanumeric characters, Chinese characters, Symbols (GB2312-80)</p> <p><b>Chinese (Traditional):</b> Alphanumeric characters, Chinese characters, Symbols (Big5)</p>

Item	Details
	<b>Korean:</b> Alphanumeric characters, Chinese characters, Hangul characters, Symbols (KSC5601)
Recognizable Fonts	<ul style="list-style-type: none"> <li>Multiple fonts are supported. (Ming-cho type is recommended.)</li> <li>Italicized characters cannot be recognized.</li> </ul>
Fonts Used for Converted Characters (Only when Word is selected as the file format)	<b>Japanese:</b> Asian characters: MS Mincho European characters: Century <b>Chinese (Simplified):</b> Asian characters: SimSun European characters: Calibri <b>Chinese (Traditional):</b> Asian characters: PMingLiU European characters: Calibri

### ■ Recognizable Character Types and Fonts (European Languages)

Item	Details
Recognizable Character Types	Alphanumeric characters, Special characters of the recognized language*1, Symbols
Recognizable Fonts	<ul style="list-style-type: none"> <li>Multiple fonts are supported. (Times, Century, and Arial are recommended.)</li> <li>Italicized characters can be recognized.</li> </ul>
Fonts Used for Converted Characters (Only when Word is selected as the file format)	<ul style="list-style-type: none"> <li>Calibri</li> <li>Italic style is not reproduced.</li> </ul>

\*1 The following special Greek characters can be recognized. Special characters for each language can also be recognized. Some special characters cannot be recognized depending on the languages.

A, B, Γ, Δ, E, Z, H, Θ, I, K, Λ, M, N, Ξ, O, Π, P, Σ, T, Y, Φ, X, Ψ, Ω, α, β, γ, δ, ε, ζ, η, θ, ι, κ, λ, μ, ν, ξ, ο, π, ρ, σ, τ, υ, φ, χ, ψ, ω

### ■ Checking the Format of the Original Documents

Use originals suitable for OCR processing to improve the processing accuracy when creating searchable PDF/XPS/ OOXML files.

Item	Details
Original Format	Printed documents, Word processor documents (documents consisting of text, graphics, photographs, or tables, and with no character slant)
Text Format	<ul style="list-style-type: none"> <li>Horizontal and vertical writing (documents containing both horizontal and vertical writing can also be recognized)</li> <li>Only horizontal writing can be recognized for European languages and Korean text.</li> <li>One to three column documents with no complex column settings</li> </ul>
Character Size	8 to 40 point
Table Format (For Word Format Only)	Tables that meet the following conditions: <ul style="list-style-type: none"> <li>Tables consist of squares divided with solid lines</li> <li>Tables with up to 32 columns</li> </ul>

Item	Details
	<ul style="list-style-type: none"><li>• Tables with up to 32 rows</li></ul>

## IMPORTANT

### Some originals suitable for OCR processing may not be processed properly.

- High accuracy may not be achieved with originals including a large amount of text on each page.
- Characters may be replaced with unintended characters or be missing due to the background color of the original, form and size of characters, or slanted characters.\*
- Paragraphs, line breaks, or tables may not be reproduced.\*
- Some parts of illustrations, photographs, or seal impressions may be recognized as characters and be replaced with characters.\*

\* When Word is selected as the file format.

# Enhancing the Security of Electronic Files



Electronic files are vulnerable to security threats, such as those of files being viewed easily and tampered without leaving any traces. When scanning important papers, you can enhance the security of the files by encrypting or adding a digital signature to them.

## IMPORTANT

### To use these functions

- Some options need to be installed in the machine. ▶ **System Options(P. 1118)**

## NOTE

- Only PDF files can be encrypted.
- PDF and XPS files can have digital signatures.
- For PDF files, both encryption and digital signatures can be used.

▶ **Performing Encryption(P. 452)**

▶ **Adding a Digital Signature(P. 454)**

## Performing Encryption

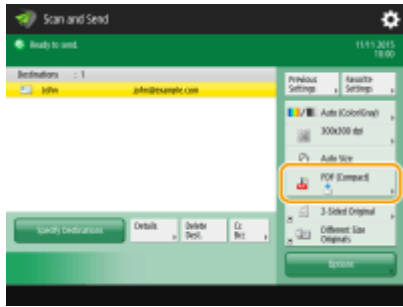
Setting a password when scanning an original enables PDF files to be encrypted for sending/saving. This helps reduce the risk of the files being viewed or edited by others.

## IMPORTANT

### To use this function

- Set <Format PDF to PDF/A> to <Off>. ▶ **<Format PDF to PDF/A>(P. 769)**

- 1 Place the original.** ▶ **Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu.** ▶ **<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen.** ▶ **Scan Basic Features Screen(P. 406)**
- 4 Press the setting button for file format.**



**5** Press <PDF> ► <Encrypt>.

**6** Set the password and press <OK>.



**a** <Encryption Level>

Select a version of Adobe Acrobat.

**b** <Password Required to Open Document>

Enables you to set the password that is required when opening the file. Press <Password Required to Open Document> ► <Password to Open Doc.> to enter the password.

**c** <Password Required to Change Permission>

Enables you to set the password that is required when printing the file or editing the file, such as deleting pages, as well as to specify the operations that are allowed. Press <Password Required to Change Permission> ► <Permission Password> to enter the password, and then specify the operations to be permitted.

- For <Allow Printing> or <Allow Changes>, specify the operations that are allowed when printing/editing the file.
- Pressing to add a check mark to <Enable Copying and Extraction of Images/Text> allows for copying and extracting the images or text in files.
- Pressing to add a check mark to <Enable Access for the Visually Impaired> activates the function for reading aloud text inside a document.

**NOTE**

- If you are logging in to the machine with personal authentication management ( ► **Managing Users(P. 553)** ), the <Store Password> button is displayed. Pressing this button saves the passwords you entered so that you can eliminate the need to enter passwords for the next setting.

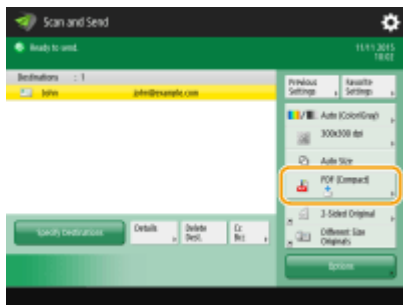
**7** Press .

⇒ Originals are scanned and sending/saving starts.

## Adding a Digital Signature

You can convert scanned originals into PDF/XPS files with a digital signature. A digital signature is similar to the act of signing and sealing papers, which enables you to check who created the file and if the file was tampered or forged after it was signed. For detailed information about a digital signature and its settings, see [▶ Adding a Digital Signature to Sent Files\(P. 638\)](#) .

- 1 Place the original. [▶ Placing Originals\(P. 106\)](#)
- 2 Press <Scan and Send> on the Main Menu. [▶ <Main Menu> Screen\(P. 94\)](#)
- 3 Specify the destination on the Scan Basic Features screen. [▶ Scan Basic Features Screen\(P. 406\)](#)
- 4 Press the setting button for file format.



- 5 Press <PDF> or <XPS> ▶ <Add Digital Signatures>.

- If you do not log in to the machine with personal authentication management and select <XPS>, press <Add Device Signature>.

- 6 Select the digital signature and press <OK>.



- a <Device Signature>

The name of the machine is added to the file as a signature. The reader can verify that the file is scanned from the machine.

- b <User Signature>

The name of the user who logs in to the machine with personal authentication management is added to the file as a signature. The reader can verify that the file is scanned by the user.

## 7 Press .

⇒ Originals are scanned and sending/saving starts.

### NOTE

#### Making a digital signature recognized at a glance by the reader (visible signature) (only for a PDF file)

- Pressing <Visible Signatures> makes the signature appear on the first page of the file, enabling the reader to check at a glance who created the file.

#### When using together with PDF file encryption

- If you want to set a password for <Password Required to Change Permission> when encrypting a PDF file, select <Changes but Extract Pages> for <Allow Changes>. [▶ Performing Encryption\(P. 452\)](#)
- Setting S/MIME enables you to send an e-mail with a digital signature as well as encryption. [▶ <S/MIME Settings>\(P. 780\)](#)

### LINKS

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[▶ Managing Users\(P. 553\)](#)

# Recalling Previously Used Settings for Sending/Saving (Previous Settings)

13WH-088



You can recall destinations specified in the past. Their scan settings such as density are also recalled at the same time.

- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Previous Settings> on the Scan Basic Features screen. ▶ **Scan Basic Features Screen(P. 406)**
- 4 Select the log to recall and press <OK>.



⇒ The destination and its scan settings are specified according to the selected log.

- When personal authentication management is in use, the machine recalls the settings specified in the past by the user who are logging in to the machine.
- You can change the recalled settings before sending/saving.

- 5 Press .

⇒ Originals are scanned and sending/saving starts.

## LINKS

- ▶ **Managing Users(P. 553)**




## Setting a File Name

13WH-089



A scanned document is sent/saved with its file name automatically assigned. If you want to change the file name of documents so that the contents can be guessed from the name, specify the following settings before scanning.

- 1 Place the original. ▶ Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu. ▶ <Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen. ▶ Scan Basic Features Screen(P. 406)**
- 4 Specify the scan settings as necessary. ▶ Basic Operations for Scanning Originals(P. 409)**
- 5 Press <Options> ▶ <File Name>.**
- 6 Press <File Name>, enter the file name, and then press <OK>.**
- 7 Press <OK> ▶ <Close>.**
- 8 Press .**

⇒ Originals are scanned and sending/saving starts.

- When sending a document by e-mail, it is sent with its file name assigned in the format of "entered file name\_page numbers (three digits).file extension," such as "business log\_001.jpg." If you do not enter a file name, the format will be "Job numbers (four digits)\_page numbers (three digits).file extension."
- When saving a document in a file server, it is saved with its file name assigned in the format of "entered file name\_the year, month, day, hour, minute, and second the file is saved (14 digits).file extension," such as "business log\_20151030133541.jpg." If you do not enter a file name, the format will be "the year, month, day, hour, minute, and second the file is saved (14 digits).file extension."

### NOTE

- Pressing to add a check mark to <Remove Date/Job No. from File Name> excludes the data/time and the job number from the file name.
- If you are saving a document in a file server, selecting <Divide into Pages> when specifying a file format adds a page number (five digits) at the end of a file name.

**Extracting a text block in the document for use as its file name**

- Pressing to add a check mark to <Auto (OCR)> automatically extracts the first text block in the document to assign for <File Name>. Note that this operation is not available for an encrypted PDF file.

## LINKS

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▶ **System Options(P. 1118)**

▶ **Performing Encryption(P. 452)**

# Specifying E-Mail Settings

13WH-08A



You can specify the subject, body, reply-to address, and priority used when sending your documents as e-mail attachments.

## IMPORTANT

- The reply-to address needs to be specified from among those registered in the Address Book. Register the desired address in the Address Book beforehand. **▶Registering Destinations in the Address Book(P. 188)**
- You can specify a destination from the address book of a mobile device. You can also send information including the subject, body, and file name from the mobile device to the machine. **▶Scan Basic Features Screen(P. 406)**

- 1 Place the original. ▶Placing Originals(P. 106)**
- 2 Press <Scan and Send> on the Main Menu. ▶<Main Menu> Screen(P. 94)**
- 3 Specify the destination on the Scan Basic Features screen. ▶Scan Basic Features Screen(P. 406)**
- 4 Specify the scan settings as necessary. ▶Basic Operations for Scanning Originals(P. 409)**
- 5 Press <Options> and specify e-mail settings.**

### ■To specify subject/body

- 1** Press <Subject/Message>.
- 2** Press <Subject>, enter the subject, and then press <OK>.

#### NOTE

- If nothing is entered, the subject entered in <Default Subject> is automatically set. **▶<Default Subject>(P. 782)**
- 3** Press <Message>, enter the body, and then press <OK>.
  - 4** Press <OK>.



- If you send the subject/body from a mobile device to the machine, the complete sent text may not appear in the entry field. If this happens, press <Cancel Settings> on the subject/body entry screen.

### ■ To specify reply-to address

- 1 Press <Reply-to>.
- 2 Select a reply-to address and press <OK>.
  - For instructions on how to specify destinations, see **Basic Operations for Scanning Originals(P. 409)**.

### ■ To specify priority

- 1 Press <E-Mail Priority>.
- 2 Select a priority level and press <OK>.

**6** Press <Close>.

**7** Press .

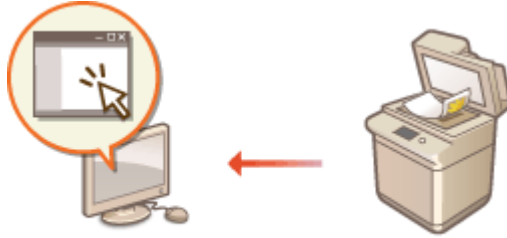
⇒ Originals are scanned and sending starts.

## Using Your Computer to Scan (Remote Scan) Windows

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13WH-08C

You can scan originals placed on the machine by operating your computer. There are two methods for scanning, using the "Color Network ScanGear 2" scanner driver supplied with the machine and the WSD function available for Windows.



### Using Color Network ScanGear 2 to Scan

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You can scan originals directly into your favorite application for editing. This method is useful when you want to edit scanned photos in Photoshop or want to paste scanned picture into a Word document. ▶ **Using Color Network ScanGear 2(P. 462)**

### Using WSD to Scan

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Even if you do not have a dedicated scanner driver, you can scan an original easily from a computer using the WSD function available for Windows. ▶ **Using WSD(P. 466)**

# Using Color Network ScanGear 2

13WH-08E

You can scan an original by starting Color Network ScanGear 2 from an application such as Adobe Photoshop and Microsoft Office Word. Scanned documents can be edited or saved using the application's functions. You need to complete some procedures before using Color Network ScanGear 2. **▶Preparing to Use Color Network ScanGear 2(P. 462)**

## NOTE

- For information about system environments in which Color Network ScanGear 2 can be used, see Help for Color Network ScanGear 2.
- Depending on the version of the Windows operating system you are using, the Color Network ScanGear 2 screens in this section may differ from your screens.
- Starting Color Network ScanGear 2 requires TWAIN-compliant applications. Check Help for each application to determine whether it supports TWAIN or not.

## ■ Help for Color Network ScanGear 2

Clicking [Help] ▶ [Color Network ScanGear 2 Help] on the Color Network ScanGear 2 screen displays the Help screen. For information that is not in the User's Guide, including driver features and how to set up those features, see Help.

## ■ Preparing to Use Color Network ScanGear 2

After installing Color Network ScanGear 2 on a computer ( **▶Installing Drivers(P. 59)** ), follow the following procedures to connect Color Network ScanGear 2 to the machine.

**1** Click [Start] ▶ [All Programs] ▶ [Color Network ScanGear 2] ▶ [Color Network ScanGear 2 Tool].

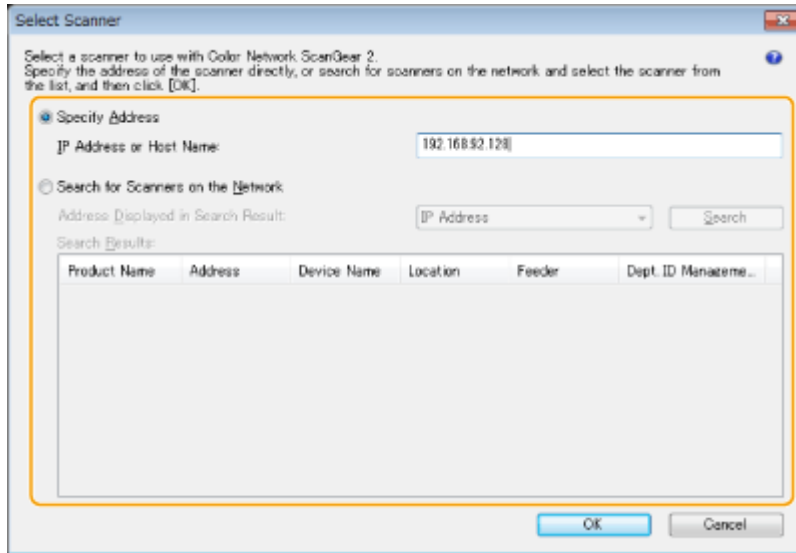
**2** Search the machine.

### ■ Specifying the IP address or host name of the machine

- 1 Click [Specify Address] and enter the IP address or host name of the machine in the [IP Address or Host Name] text box.

### ■ Searching for the machine automatically

- 1 Click [Search for Scanners on the Network].
- 2 Select [IP Address] or [IP Address or Host Name] from the [Address Displayed in Search Result] drop-down list and click [Search].
- 3 Click to select the machine from the [Search Results] list box.

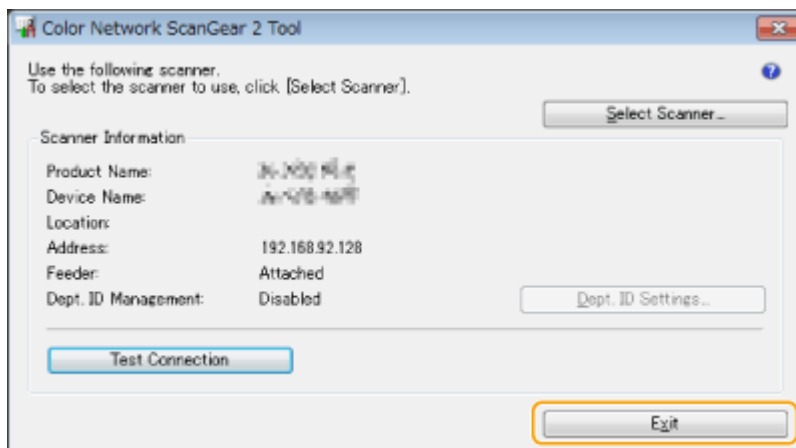


### 3 Click [OK].

- The [Select Scanner] dialog box closes.

### 4 Check that this machine is selected and click [Exit].

- To check if it can be connected properly, click [Test Connection].



# Scanning Originals from an Application

13WH-08F

This section describes the method for scanning an original by starting Color Network ScanGear 2 from an application. You can also scan a part of the original by specifying the scanning area.



## From the control panel

### 1 Place the original. ▶Placing Originals(P. 106)

- To specify the scanning area, place the original on the platen glass.
- To scan multiple pages successively, place the originals in the feeder.

### 2 Press <Scanner> on the Main Menu. ▶<Main Menu> Screen(P. 94)

### 3 Press <Online>.

⇒ Now you are ready for scanning from your computer.

- During the online state, other functions such as copying are not available.



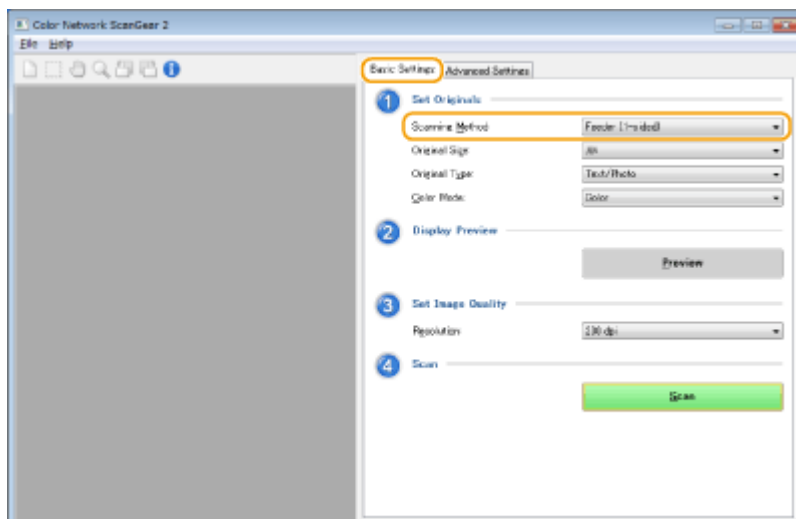
## From a computer

### 4 From the application menu, select the command that starts the scanning.

- Color Network ScanGear 2 starts. For more information, see the instruction manual for each application.

### 5 At [Scanning Method] of the [Basic Settings] tab, select the location where the original is placed.

- When placing the original on the platen glass, select [Platen Glass].
- When placing a 1-sided original in the feeder, select [Feeder (1-sided)]. For 2-sided originals, select [Feeder (2-sided)].





## **6 Specify the scan settings as necessary.**

- You can specify the color, resolution, and original size for scanning. Clicking the [Advanced Settings] tab enables you to perform detailed settings such as original orientation. For more information, see Help for Color Network ScanGear 2.

## **7 Click [Scan].**

- ▣ Scanning an original starts.
- When scanning is complete, the Color Network ScanGear 2 screen closes and the scanned original is displayed on the application screen.
- When the scanning operations are complete, press <Offline> on the <Scanner> screen.

## Using WSD

13WH-08H

"WSD (Web Services on Devices)" is a function to search devices located on the network. Using WSD enables you to automatically find the machine on the network from a computer, and start scanning the original on the machine. This function is called "WSD Scan." You need to complete some procedures before using WSD Scan. [▶Preparing for WSD Scan\(P. 466\)](#)


### IMPORTANT

In the following cases, WSD Scan is not available.

- ACCESS MANAGEMENT SYSTEM is activated [▶Using ACCESS MANAGEMENT SYSTEM\(P. 587\)](#)
- DepartmentID Authentication is in use as a login service [▶Changing Login Services\(P. 1081\)](#)

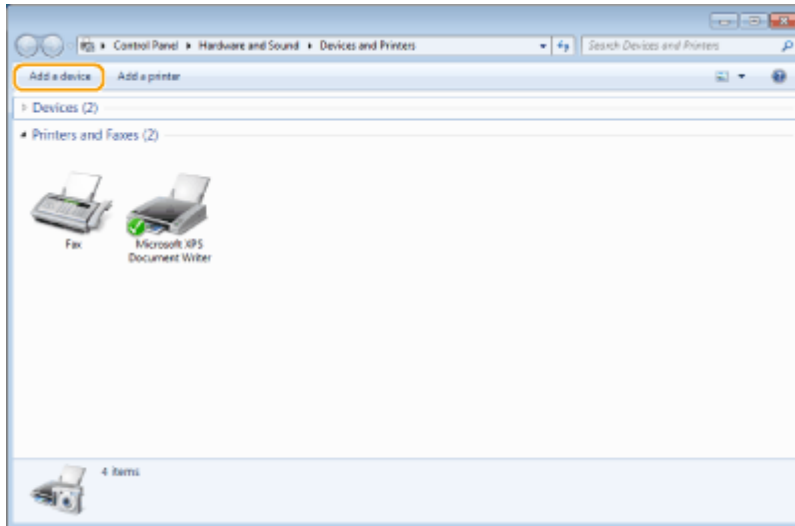
### ■ Preparing for WSD Scan

#### From the control panel

- 1 Press .
- 2 Press <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <WSD Settings>.
- 3 Press <On> for <Use WSD Scan Function>.
- 4 Press <OK>.

#### From a computer

- 5 Click [Start] ▶ [Devices and Printers].
- 6 Click [Add a device].



**7** Select this machine and click [Next].

- Follow the on-screen instructions to operate.

**NOTE**

- If this machine is not displayed, a Firewall setting problem may exist. For more information, see the instruction manual of the computer.

## Scanning Originals Using WSD (WSD Scan)

13WH-08J

This section describes how to scan originals from a computer using WSD.



### From the control panel

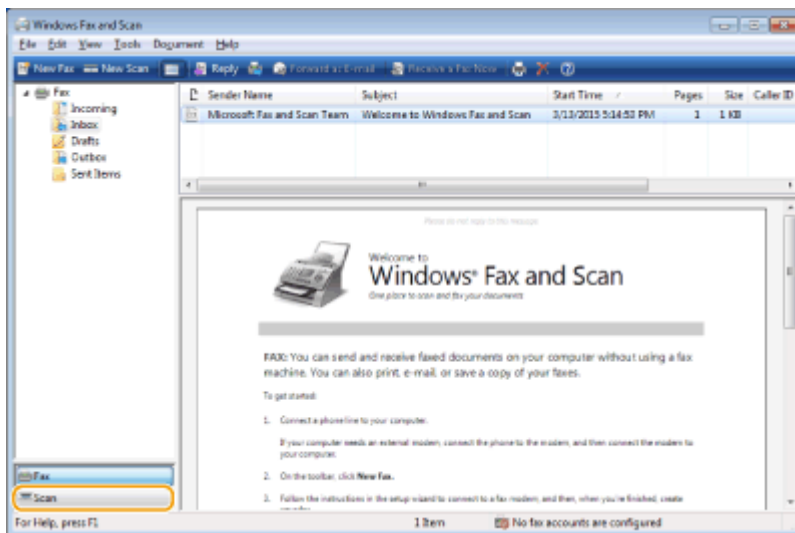
- 1 Place the original. ▶ **Placing Originals(P. 106)**
- 2 Press <WSD Scan> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Allow Remote Scan>.

⇒ Now you are ready for scanning from your computer.

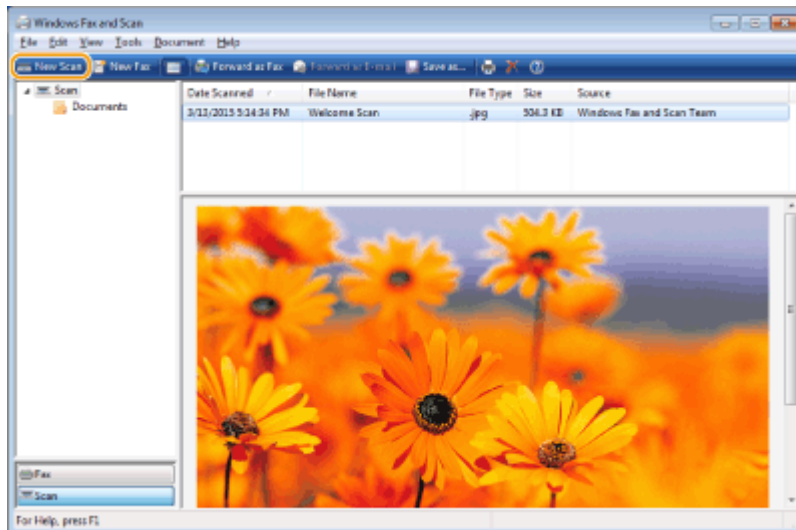


### From a computer

- 4 Click [Start] ▶ [All Programs] ▶ [Windows Fax and Scan].
- 5 Click [Scan].



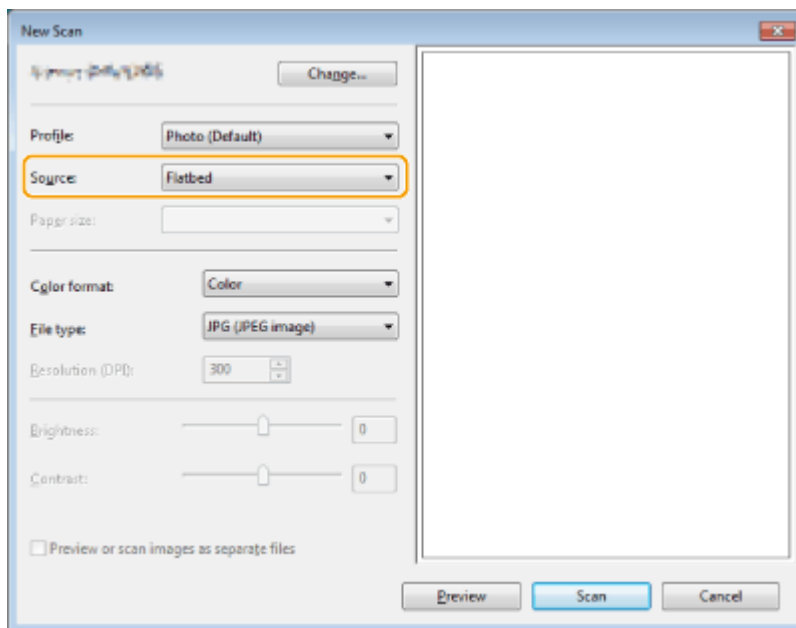
- 6 Click [New Scan].



- When the [Select Device] dialog box is displayed, select the machine and click [OK].

## 7 From the [Source] drop-down list, select the location where the original is placed.

- When placing the original on the platen glass, select [Flatbed]. When placing in the feeder, select [Feeder (Scan one side)].



## 8 Specify the scan settings as necessary.

- Selecting the type of original from the [Profile] drop-down list enables you to make adjustments for the optimal image quality. For originals mainly consisting of text, select [Document]. For originals consisting of photographs only, select [Photo (Default)].
- From the [File type] drop-down list, select the file format for the saved image of the scanned original.
- To check the scanned image with the specified settings reflected, click [Preview].

## 9 Click [Scan].

- Scanning an original starts.

- When scanning is complete, the scanned document is displayed in the list of files on the [Windows Fax and Scan] screen and saved in the [Scanned Documents] folder of [Documents].

### NOTE

#### Registering frequently used scan settings

- If you always scan with the same settings, follow the procedures below to register the settings. You can easily and conveniently recall them when scanning.  
Select [Add profile] from the [Profile] drop-down list ▶ Specify the scan settings you want to register ▶ Enter a name in the [Profile name] text box ▶ Click [Save Profile]

#### Sending the document to a computer using WSD

- You can also send the scanned document to computers on the network that support WSD. In this case, press <WSD Scan> on the Main Menu ▶ select the computer you want to send to ▶ <Enable>. The [Windows Fax and Scan] screen and the folder open in the computer, and the scanned document is displayed.

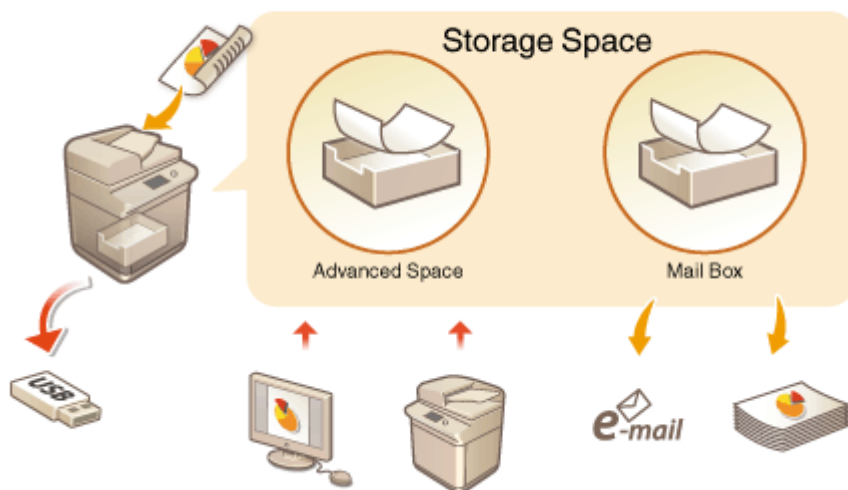
# Using Storage Space

- Using Storage Space** ..... 472
  - Using as a Simple File Server** ..... 474
    - Saving Documents in the Advanced Space ..... 475
    - Accessing the Advanced Space from a Computer ..... 476
    - Working with Files and Folders in the Advanced Space ..... 478
    - Creating the Personal Space in the Advanced Space ..... 481
    - Printing Files in the Advanced Space ..... 482
  - Working with Other Devices** ..... 484
    - Saving Documents in Other Devices ..... 485
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    - Working with Files and Folders in Memory Media ..... 506
    - Printing Files in Memory Media ..... 509
  - Setting Screen and Operations for Scanning to Save** ..... 511
  - Setting Screen and Operations for Printing Saved Files** ..... 513

## Using Storage Space

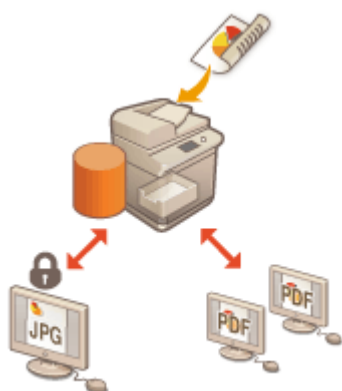
13WH-08K

The hard disk installed in the machine has "storage space" to save, share, and edit scanned documents. Connecting memory media to the machine also provides you with an external storage space. Find and use the ideal storage space according to your needs.



### ■ Using as a Simple File Server

You can use the machine as a file server by saving data in the "Advanced Space" that allows the access of multiple computers. For example, saving scanned documents in the Advanced Space can achieve the sharing of information among the staff in an office. A part of the Advanced Space also can be assigned as a personal storage space, not open to the public.



- ▶ **Using as a Simple File Server(P. 474)**
- ▶ **Saving Documents in the Advanced Space(P. 475)**
- ▶ **Accessing the Advanced Space from a Computer(P. 476)**
- ▶ **Working with Files and Folders in the Advanced Space(P. 478)**
- ▶ **Creating the Personal Space in the Advanced Space(P. 481)**

### ■ Working with Other Devices

You can access a shared storage, "Advanced Space" of other Canon multifunction printers\* from your machine for remote operations of files, such as saving and deleting. Other printers can access and operate files in the Advanced Space of your machine as well, which allows for each device to easily work together sharing data and expanding storage space without a computer or file server at hand. You can also access a Windows server from your machine to perform file operations such as printing.

\* Available only for imageRUNNER ADVANCE series machines connected to a network





- ▶ Working with Other Devices(P. 484)
- ▶ Saving Documents in Other Devices(P. 485)
- ▶ Working with Files and Folders in Other Devices(P. 486)
- ▶ Printing Files in Other Devices(P. 487)

### ■ Editing Files without a Computer

By scanning and saving documents in a temporary storage space, “Mail Box,” you can make simple edits to files, such as combining files and deleting pages from files. As the Mail Box does not require any special settings, you can get started using it quickly and easily. Once files are edited, you can handle them according to your purposes, including printing and sending files to a computer via e-mail.



- ▶ Making Simple Edits to Files(P. 489)
- ▶ Saving Documents in the Mail Box(P. 490)
- ▶ Editing Files in the Mail Box(P. 494)
- ▶ Printing Files in the Mail Box(P. 499)
- ▶ Sending Files in the Mail Box(P. 501)

### ■ Working with Data in Memory Media

Even if the machine is not connected to a network, the use of memory media allows for easy data exchange with computers. With memory media, you can also rename data and delete unwanted data in the media from the machine, as well as save scanned data and print data.

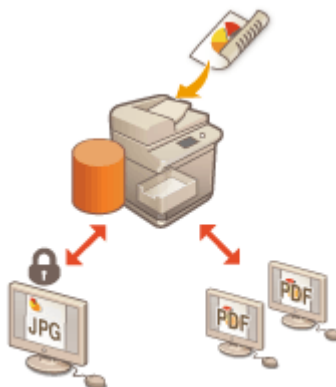


- ▶ Working with Data in Memory Media(P. 504)
- ▶ Saving Documents in Memory Media(P. 505)
- ▶ Working with Files and Folders in Memory Media(P. 506)
- ▶ Printing Files in Memory Media(P. 509)

## Using as a Simple File Server

13WH-08L

The hard disk installed in the machine has a shared storage called "Advanced Space." This space can be used as a file server as it enables you to save scanned documents and perform file operations (viewing/saving/downloading) from a computer. The Advanced Space has two types of storage locations inside: "Shared Space" that allows the access of multiple computers and "Personal Space" that serves as a personal storage area, not open to the public. Use these storage locations differently. For example, for data you want to share with the staff in an office, save in "Shared Space," while for highly confidential data, save in "Personal Space."



### IMPORTANT

- To use the Advanced Space, some settings need to be specified beforehand. ▶ **Setting the Advanced Space of the Machine(P. 65)**
- To use the Personal Space, both the personal authentication management and Personal Space settings need to be specified beforehand. ▶ **Creating the Personal Space in the Advanced Space(P. 481)**
- As the Advanced Space is intended for use on a network, it normally requires a user authentication during use. If the login screen is displayed when accessing the Advanced Space, enter the same user name and password as those used when logging in to the machine. When your operations are complete, be sure to press **ID** to log out.

### NOTE

- Installing an optional HDD enables you to expand the storage area of the Advanced Space. ▶ **System Options(P. 1118)**
- By connecting the machine with another Canon multifunction printer\*, data in the Advanced Space of both machines can be shared. ▶ **Working with Other Devices(P. 484)**

\* Available only for imageRUNNER ADVANCE series machines connected to a network

# Saving Documents in the Advanced Space

13WH-08R

Follow the procedures below to save scanned documents in the Advanced Space. You can use this convenient method when you want to digitize many documents so that you can share the information with the staff in a department in a paperless environment.

**1** Set the original. ▶ **Placing Originals(P. 106)**

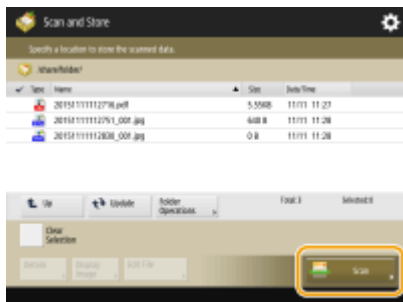
**2** Press <Scan and Store> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**

**3** Press <Advanced Space>.

**4** Press <Shared Space> or <Personal Space>.

- For information on the items on the screen and instructions on how to use them, see ▶ **Working with Files and Folders in the Advanced Space(P. 478)** .

**5** Display the save location and press <Scan>.




**6** Specify the scan settings as necessary.


- For scan settings, see ▶ **Setting Screen and Operations for Scanning to Save(P. 511)** .

**7** Press .


⇒ Originals are scanned and saved as files.

- To cancel scanning, press <Cancel> or  ▶ <Yes>.

## ■ When <Press the [Start] key to scan the next original.> is displayed

Place the next original to scan and press . After scanning all of the originals, press <Start Storing> to save the file.

## NOTE

- To check the result of saving, press  ▶ <Store> ▶ <Job Log>. If <NG> is displayed, the file is not saved successfully. Try the operation again.

# Accessing the Advanced Space from a Computer

13WH-08S

You can access the Advanced Space from a computer to save files on the computer or download files from the Advanced Space. This shared storage can hold data in the file formats commonly supported by a computer, offering you a versatile usage - save and share PDF files created on a computer or scan documents from the machine to save as JPEG files so they can be downloaded from a computer whenever you need. The Advanced Space is opened externally as either a SMB or WebDAV server. The way to access the Advanced Space differs depending on which server it uses as a role.

## IMPORTANT

- To access the Advanced Space from a computer, some settings need to be specified beforehand. **▶Setting Advanced Space to Public(P. 66)**

▶When Opened Using SMB(P. 476)

▶When Opened Using WebDAV(P. 476)

## When Opened Using SMB

**1** Open Windows Explorer.

**2** Enter the address of the Advanced Space in the address bar and press the [ENTER] key on the computer keyboard.

- To access the Shared Space, enter "\\host name or IP address of this machine\share." To access the Personal Space, enter "\\host name or IP address of this machine\users."

⇒ When login is successful, the Advanced Space is displayed.

### NOTE

- If you are using an IPv6 address, enclose the address with [].
- When the login screen is displayed, enter the user name and password.

## When Opened Using WebDAV

**1** Open Windows Explorer, and click [Computer].

**2** Click [Map network drive].

**3** Select a drive from the [Drive] drop-down list.

**4** Enter an address in the [Folder] text box, and click [Finish].

- To access the Shared Space, enter "http://host name or IP address of this machine/share." To access the Personal Space, enter "http://host name or IP address of this machine/users."
  - When login is successful, the Advanced Space is displayed.

### NOTE

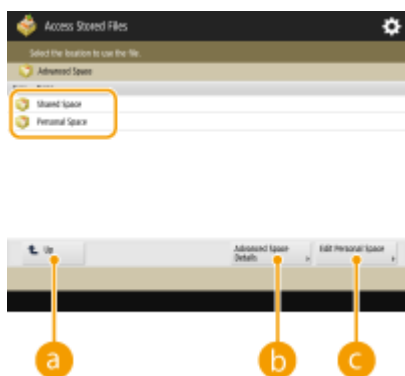
- If you are using an IPv6 address, enclose the address with [].
- If TLS is in use, enter "https" instead of "http" when entering the address.
- When the login screen is displayed, enter the user name and password.

# Working with Files and Folders in the Advanced Space

13WH-08U

You can rename and delete files saved in the Advanced Space as well as add and delete folders.

- 1 Press <Access Stored Files> on the Main Menu. ▶<Main Menu> Screen(P. 94)
- 2 Press <Advanced Space>.
- 3 Press <Shared Space> or <Personal Space>.



**a <Up>**

Press to move to the upper level from the current one.

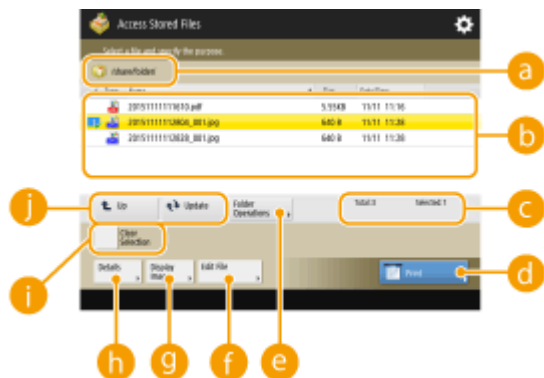
**b <Advanced Space Details>**

Enables you to check the locations (URL) of the Shared Space and the Personal Space, and the available memory of the Advanced Space.

**c <Edit Personal Space>**

Enables you to create, rename, and delete the Personal Space. ▶<Creating the Personal Space in the Advanced Space(P. 481)>

## 4 Operate files and folders.



**a Location currently displayed**

Displays the location (path) where files and folders of **b** are saved.

**b Files and folders saved**

Displays whether files or folders are selected, icons indicating the file type or folder, names, file sizes, and saved dates/times.

- Press <Name> or <Date/Time> to sort files and folders by name or date/time. Switch between ascending and descending order using ▲ or ▼.
- When files are selected, numbered icons are displayed in the order you select the files. If you are printing multiple files at the same time, they are printed in that order.
- In the Shared Space, a folder named "folder" is prepared.

### **c Total number of files/folders and number of selected files**

Displays the total number of files and folders saved in **a** and the number of files in the selection.

### **d <Print>**

Prints files. ▶ **Printing Files in the Advanced Space(P. 482)**

### **e <Folder Operations>**

Press to create or delete folders.

### **f <Edit File>**

Press to rename or delete files.

### **g <Display Image>**

Displays the preview image of a file.

### **h <De- tails>**

Displays the size and the updated date/time of a file.

### **i <Clear Selection>**

Deselects all the files selected in **b**.

### **j Display switch button**

Press <Up> to move to the upper level from the current one. To update the contents of the displayed screen, press <Update>.

## **■ To change a file name**

- 1 Select a file and press <Edit File> ▶ <Change File Name>.
- 2 Enter a file name and press <OK>.

## **■ To display the preview image of a file**

- 1 Select a file and press <Display Image>.
- 2 After checking the preview image, press <Back>.
  - To print the file, press <Print>.


## **■ To check the detailed information of a file**

- 1 Select a file and press <De- tails>.
- 2 After checking the detailed information, press <OK>.

### ■ To delete a file

- 1 Select a file and press <Edit File> ► <Delete>.
- 2 Press <Yes>.

### ■ To scan and save documents

- 1 Set the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Edit File> ► <Add Files (Scan and Store)>.
- 3 Specify the scan settings as necessary and press .
  - For scan settings, see ▶ **Setting Screen and Operations for Scanning to Save(P. 511)** .

### ■ To create a folder

- 1 Press <Folder Operations>.
- 2 Press <Create Folder>.
- 3 Enter a folder name and press <OK>.
- 4 Press <OK>.

### ■ To change a folder name

- 1 Display a folder whose name you want to change and press <Folder Operations>.
- 2 Select a folder and press <Details>.
- 3 Press <Rename Folder>.
- 4 Enter a folder name and press <OK>.
- 5 Press <OK>.

### ■ To check the detailed information of a folder

- 1 Display a folder whose information you want to check and press <Folder Operations>.
- 2 Select a folder and press <De- tails>.
- 3 After checking the detailed information, press <OK>.

### ■ To delete a folder

- 1 Display a folder to delete and press <Folder Operations>.
- 2 Select a folder and press <Delete> ► <Yes>.



## Creating the Personal Space in the Advanced Space

13WH-08W

The Advanced Space is typically used for data sharing, but you are allowed to create a "Personal Space" so that you can use it as your personal storage area, not open to the public. The Personal Space is suitable for saving highly confidential documents as it permits only the access of users who are logged in to the machine with personal authentication management.

### IMPORTANT

- To create a Personal Space, the personal authentication management settings need to be specified beforehand. ( [▶Managing Users\(P. 553\)](#) ). Also, you need to set both <Authentication Management> and <Allow to Create Personal Space> to <On> ( [▶Setting Advanced Space to Public\(P. 66\)](#) ).

**1** Press <Access Stored Files> on the Main Menu. [▶<Main Menu> Screen\(P. 94\)](#)

**2** Press <Advanced Space>.

**3** Press <Edit Personal Space> ▶ <Create Personal Space>.

### NOTE

- When a Personal Space already exists, <Delete Personal Space> is displayed instead of <Create Personal Space>. Each user is allowed to create only one Personal Space, but you can create multiple folders in the Personal Space.

**4** Press <Yes>.

### NOTE

#### To change the public folder name of a Personal Space

- The name of a user who logs in to the machine to create the Personal Space is automatically used as its public folder name (folder name on the network). To change to another name, press <Edit Personal Space> ▶ <Rename Opened Folder> ▶ enter a folder name ▶ <OK>.

#### To delete a Personal Space

- Press <Edit Personal Space> ▶ <Delete Personal Space> ▶ <Yes>.

## Printing Files in the Advanced Space

13WH-08X

Save files in the Advanced Space so that you can easily print them from the machine whenever you need. For example, holding documents, such as maps and brochures issued at irregular intervals, in the Shared Space saves you the trouble of opening an application on a computer.

**1** Press **<Access Stored Files>** on the Main Menu. **>>><Main Menu> Screen(P. 94)**

**2** Press **<Advanced Space>**.

**3** Press **<Shared Space>** or **<Personal Space>**.

- For information on the items on the screen and instructions on how to use them, see **>>>Working with Files and Folders in the Advanced Space(P. 478)** .

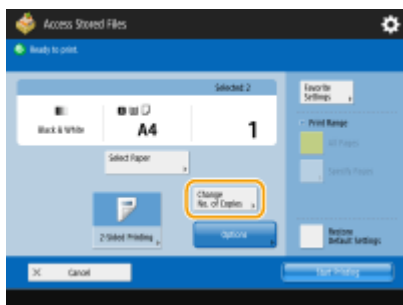
**4** Select a file and press **<Print>**.

- If you select PDF or XPS files, proceed to step 6.

**5** Select the paper source and press **<OK>**.

**6** Enter the number of prints using the numeric keys.

- If you select multiple files in step 4, press **<Change No. of Copies>** and enter the number of prints.



**7** Specify the print settings as necessary.

- For print settings, see **>>>Setting Screen and Operations for Printing Saved Files(P. 513)** .

### NOTE

- To print a PDF file with a password, press **<Options>** **>>** **<Password to Open Doc.>** **>>** **<Encryption Password>** or **<Policy Password>**, enter the password, and press **<OK>**. To print PDF files that forbid printing, or print PDF files that only allow low-resolution printing in high resolution, enter the specified password.

**8** Press **<Start Printing>**.

⇒ Printing starts.

- To cancel printing, press <Cancel> ▶ <Yes>.

### NOTE

- You can also display the file preview image and print from this screen. ▶ **Working with Files and Folders in the Advanced Space(P. 478)**

### NOTE

- You can select and print up to 32 files in the same folder at a time. However, you cannot select files with different file formats at the same time.

### LINKS

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▶ **Saving Documents in the Advanced Space(P. 475)**

▶ **Loading Paper(P. 112)**

## Working with Other Devices

13WH-08Y

Documents scanned from your machine can be saved in the Advanced Space of other Canon multifunction printers\*, or files saved in the Advanced Space of other printers can be printed and deleted from your machine. The other printers are permitted to perform the same operations as well, which allows for each device to easily work together sharing data, performing remote operations, and expanding storage space without a computer at hand. You can also access a Windows server from your machine to perform file operations such as printing.

\* Available only for imageRUNNER ADVANCE series machines connected to a network



### IMPORTANT

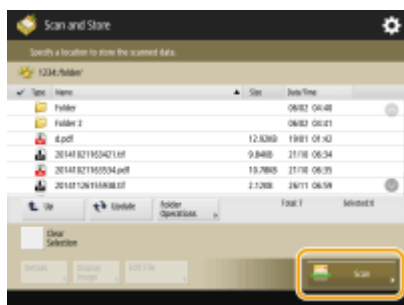
- To access other devices, some settings need to be specified beforehand. ▶ **Connecting to the Other Devices (P. 68)**
- To prevent unauthorized operations from being performed, the Advanced Space that is open to a network requires a user authentication. The machine being accessed also requires a user authentication. When the login screen is displayed when accessing the Advanced Space of the other machine, enter the user name and password used to log in to that machine. When your operations are complete, be sure to press **ID** to log out.



## Saving Documents in Other Devices

13WH-090


Follow the procedures below to save scanned documents in the Advanced Space of another Canon multifunction printer or in a Windows server.

- 1 Set the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Scan and Store> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 3 Press <Network>.
- 4 Select the device you want to access.
  - For information on the items on the screen and instructions on how to use them, see ▶ **Working with Files and Folders in Other Devices(P. 486)**.
- 5 Display the save location and press <Scan>.




- 6 Specify the scan settings as necessary.
    - For scan settings, see ▶ **Setting Screen and Operations for Scanning to Save(P. 511)**.
  - 7 Press .
- ▶▶▶ Originals are scanned and saved as files.
  - When canceling scanning, press <Cancel> or  ▶ <Yes>.

### ■ When <Press the [Start] key to scan the next original.> is displayed

Place the next original to scan and press . After scanning all of the originals, press <Start Storing> to save the file.

### NOTE

- To check the result of saving, press  ▶ <Store> ▶ <Job Log>. If <NG> is displayed, the file is not saved successfully. Try operating again.

## Working with Files and Folders in Other Devices

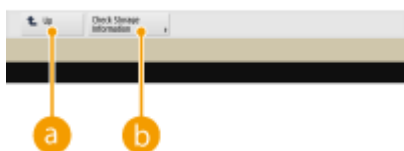
13WH-091

You can use the machine to perform remote operations, such as checking and deleting files, in the Advanced Space of another Canon multifunction printer or in a Windows server.

**1** Press **<Access Stored Files>** on the Main Menu.  **<Main Menu> Screen(P. 94)**

**2** Press **<Network>**.

**3** Select the device you want to access.




**a** **<Up>**

Press to move to the upper level from the current one.

**b** **<Check Storage Information>**

Selecting a device and pressing **<Details>** enables you to check the information (protocol/path) of the device.

**4** Operate files and folders.

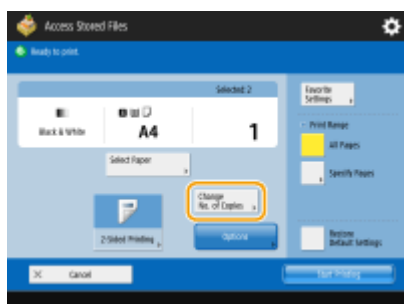
- For information on the items on the screen and instructions on how to use them, see step 4 of  **Working with Files and Folders in the Advanced Space(P. 478)** . Note that you cannot change folder names and delete folders in other devices.

## Printing Files in Other Devices

13WH-092

You can use the machine to directly print files saved in the Advanced Space of another Canon multifunction printer or in a Windows server.

- 1 Press **<Access Stored Files>** on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**
- 2 Press **<Network>**.
- 3 Select the device you want to access.
  - For information on the items on the screen and instructions on how to use them, see ▶ **Working with Files and Folders in Other Devices(P. 486)**.
- 4 Select a file and press **<Print>**.
  - If you select PDF or XPS files, proceed to step 6.
- 5 Select the paper source and press **<OK>**.
- 6 Enter the number of prints using the numeric keys.
  - If you select multiple files in step 4, press **<Change No. of Copies>** and enter the number of prints.



- 7 Specify the print settings as necessary.
  - For print settings, see ▶ **Setting Screen and Operations for Printing Saved Files(P. 513)**.

**NOTE**

  - To print a PDF file with a password, press **<Options>** ▶ **<Password to Open Doc.>** ▶ **<Encryption Password>** or **<Policy Password>**, enter the password, and press **<OK>**. To print PDF files that forbid printing, or print PDF files that only allow low-resolution printing in high resolution, enter the specified password.

- 8 Press **<Start Printing>**.

▶▶▶▶▶ Printing starts.

- To cancel printing, press <Cancel> ► <Yes>.

## NOTE

- You can select and print up to 32 files in the same folder at a time. However, you cannot select files with different file formats at the same time.

## LINKS

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- ▶ **Saving Documents in Other Devices(P. 485)**
- ▶ **Loading Paper(P. 112)**



## Making Simple Edits to Files

13WH-093

The hard disk installed in the machine has a temporary data storage space called "Mail Box." By saving documents in the Mail Box, you can make simple edits to files, such as combining files and deleting pages from files, from the machine. Edited documents can be converted into file formats such as PDF and TIFF that are supported by a computer and sent to the desired destination via e-mail and the like. In addition, as files saved from a printer driver or from <Store in Mail Box> in the <Copy> function contain print settings specified when saving, such as two-sided printing, you can print the files without specifying the print settings.



### IMPORTANT

- The machine is set to automatically delete saved files after a certain period of time. You can extend the period of time, or choose to store files indefinitely. ▶ **Specifying the Mail Box Settings(P. 502)**

### NOTE

- To prevent unauthorized access or incorrect operations, you can set a password for the Mail Box. ▶ **Specifying the Mail Box Settings(P. 502)**

## Saving Documents in the Mail Box

13WH-094

There are two methods for saving documents in the Mail Box: scanning originals from the machine and sending files on a computer from the printer driver. Scanned originals are saved with the print settings when saved from <Store in Mail Box> in the <Copy> function or from a printer driver, allowing you to always print documents with the same finishing, as well as saving you the trouble of specifying settings.

▶ **Scanning from the Machine to Save(P. 490)**

▶ **Saving Data on Computers(P. 491)**

### Scanning from the Machine to Save

**1** Set the original. ▶ **Placing Originals(P. 106)**

**2** Press <Scan and Store> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**

**3** Press <Mail Box>.

**4** Select the box to save in.

- For information on the items on the screen and instructions on how to use them, see ▶ **Editing Files in the Mail Box(P. 494)**.

**5** Press <Scan>.




**6** Specify the scan settings as necessary.


- For scan settings, see ▶ **Setting Screen and Operations for Scanning to Save(P. 511)**.

**7** Press .

⇒ Originals are scanned and saved as files.

- To cancel scanning, press <Cancel> or  ▶ <Yes>.

## ■When <Press the [Start] key to scan the next original.> is displayed

Place the next original to scan and press . After scanning all of the originals, press <Start Storing> to save the file.

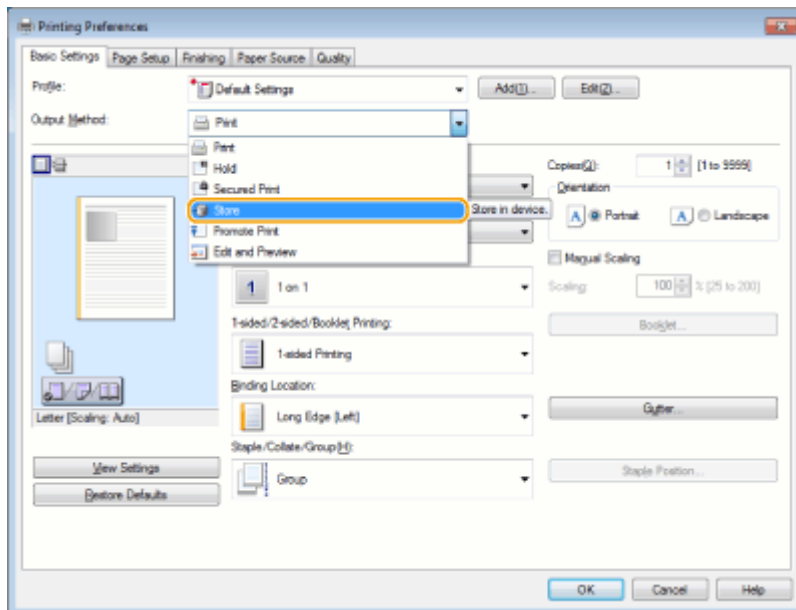
## Saving Data on Computers

▶For Windows(P. 491)

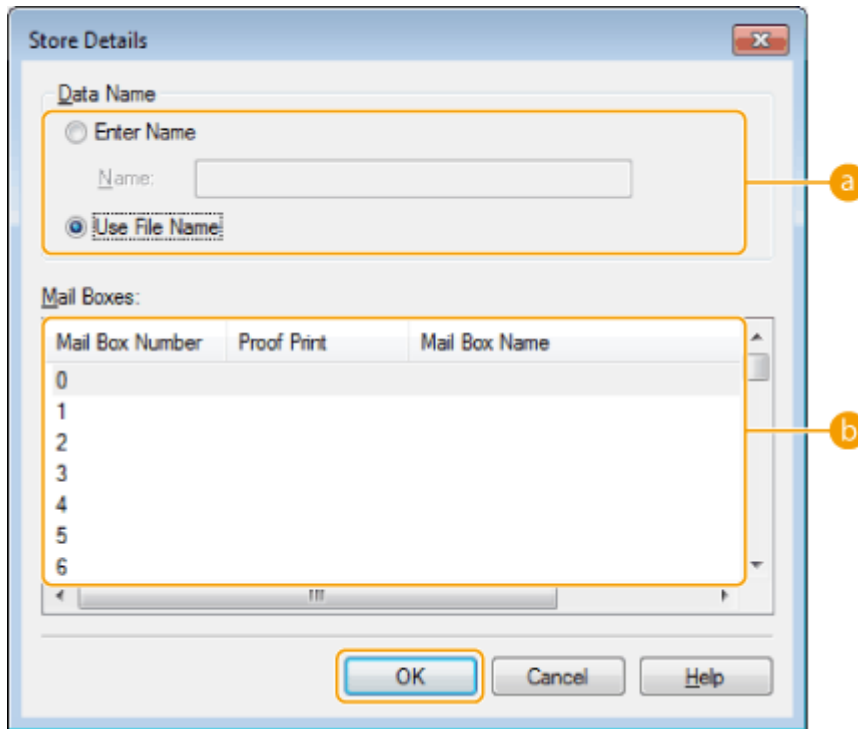
▶For Mac OS(P. 492)

### Windows

- 1 Open a file and display the print screen.
- 2 Select the machine and click [Preferences] or [Properties].
- 3 Select [Store] from [Output Method] and click [Yes].



- 4 Specify the detailed settings for saving and click [OK].



**a [Data Name]**

To save using the file name of the data on the computer, select [Use File Name]. To change the file name, select [Enter Name] and enter a file name in the [Name] text box.

**b [Mail Boxes]**

Select the box you want to save in. Clicking while holding down the [CTRL] key on the computer keyboard enables you to select multiple boxes and save the same files in each box.

**NOTE**

- The box name registered in the machine can be applied to the printer driver. For details, see Help of the printer driver.

**5 Specify the print settings as necessary and click [OK].**

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

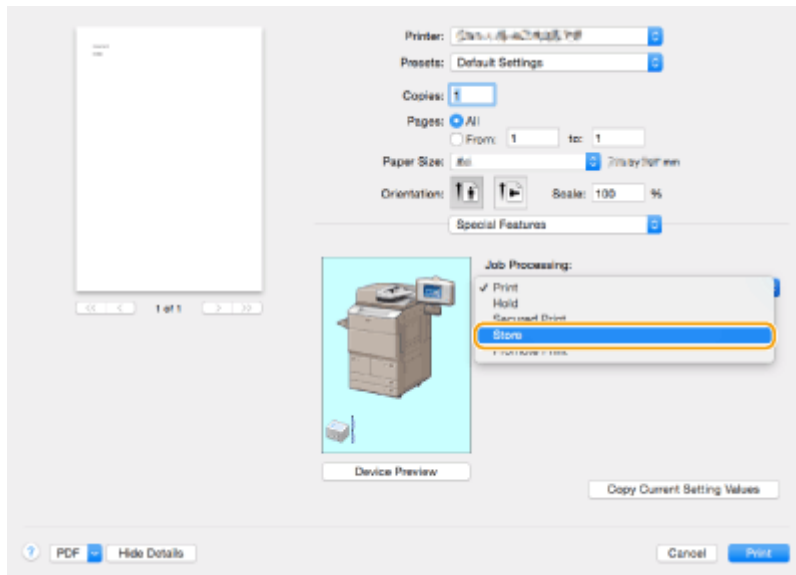
⇒ The file is saved in the box selected in step 4.

## Mac OS

**1 Open a file and display the print screen.**

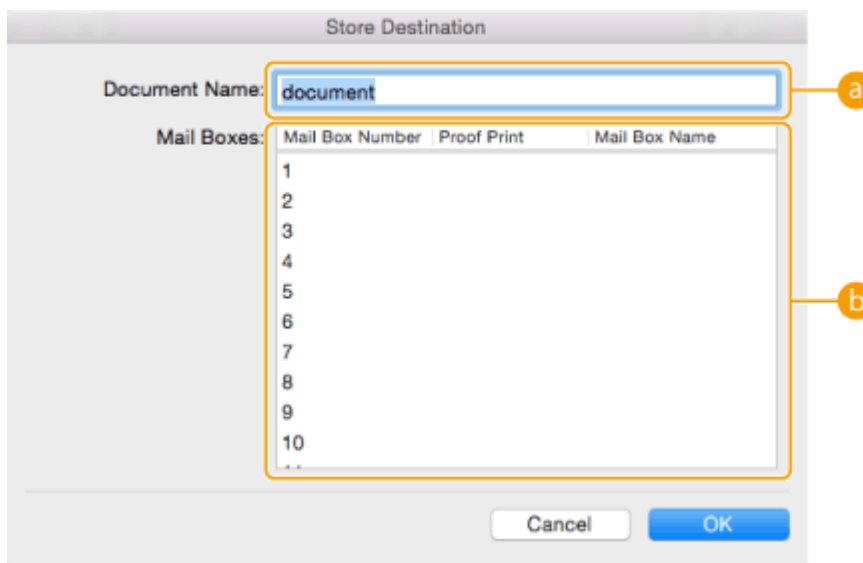
**2 Select the machine and specify the print settings.**

**3 Select [Store] in [Job Processing] of [Special Features] panel.**



**4** Click [Print].

**5** Specify the detailed settings for saving.



**a** [Document Name]

Enter the name of a file to save in the box.

**b** [Mail Boxes]

Select the box you want to save in. Clicking while holding down the [COMMAND] key on the computer keyboard enables you to select multiple boxes and save the same files in each box.

**6** Click [OK].

⇒ The file is saved in the box selected in step 5.

## LINKS

- ▶ [Printing From a Computer\(P. 380\)](#)
- ▶ [Canceling Printing\(P. 383\)](#)

## Editing Files in the Mail Box

13WH-095

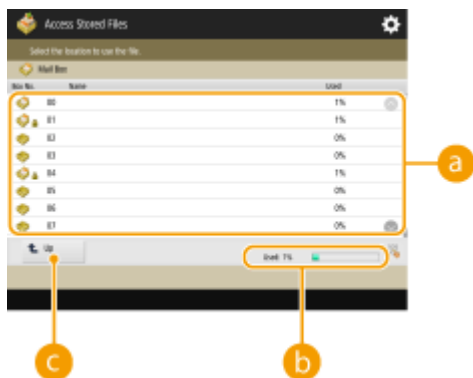
You can edit documents saved in the Mail Box. This storage space enables you to rename and delete saved files, as well as combine multiple files into a single file or insert a file into another one.

**1 Press <Access Stored Files> on the Main Menu. ▶<Main Menu> Screen(P. 94)**

**2 Press <Mail Box>.**

**3 Select the desired box.**

- You can also enter the box number using the numeric keys to directly specify the desired box.



**a Mail box list**

Displays icons indicating the statuses of the boxes, box numbers, box names, and the amount of memory consumed by each box.

- Icon types displayed are as follows:

 Mail box with files saved

 Mail box with no files saved

 Mail box with passwords set ▶<Specifying the Mail Box Settings(P. 502)>

**b <Used>**

Displays the total amount of memory consumed by all the boxes.

**c <Up>**

Press to move to the upper level from the current one.

**4 Operate files.**



### a Mail box information

Displays the number and name of the box displayed. You can change the display format, depending on the model of your machine.

### b Files saved in the box

Displays whether files are selected, icons indicating the file type, names, scanning sizes, number of pages, and saved dates/times.

- Press <Name> or <Date/Time> to sort files by name or date/time. Switch between ascending and descending order using ▲ or ▼.
- When files are selected, numbered icons are displayed in the order you select the files. If you are printing multiple files at the same time, they are printed in that order.

### NOTE

- Files saved from a printer driver ( ▶ **Saving Data on Computers(P. 491)** ) or from <Store in Mail Box> in the <Copy> function ( ▶ **Storing Copy Documents in the Machine(P. 284)** ) contain print settings. Note that if you edit files, such as combining and inserting files, all the print settings for each file are canceled.

### c Total number of files and number of selected files

Displays the total number of files saved and the number of files in the selection.

### d <Print List>

Prints a list of documents saved in the box displayed. You can check the names, paper sizes, and the number of pages of documents.

### e <Print>

Prints files. ▶ **Printing Files in the Mail Box(P. 499)**

### f <Send>

Sends files via e-mail/fax/I-fax, or saves files in a file server. ▶ **Sending Files in the Mail Box(P. 501)**

### g <Edit File>

Press to rename files or combine multiple files.

### h <Display Image>

Displays the preview image of a file.

### i <De- tails>

Displays the detailed information of a file, such as the number of pages and paper size.

### j <Select All (Max 100 Files)>/<Clear Selection>

If files are not selected in **b** , <Select All (Max 100 Files)> is displayed. If one or more files are selected, <Clear Selection> is displayed. Press <Select All (Max 100 Files)> to select up to 100 files in the box at the same time or <Clear Selection> to deselect them.

### k Display switch button

Press <Up> to move to the upper level from the current one. To update the contents of the displayed screen, press <Update>.

### ■ To change a file name

- 1 Select a file and press <Edit File> ► <Change File Name>.
- 2 Enter a file name and press <OK>.

### ■ To display the preview image of a file

- 1 Select a file and press <Display Image>.
- 2 After checking the preview image, press <Back>.
  - To print the file, press <Print>.


### ■ To check the detailed information of a file

- 1 Select a file and press <Details>.
- 2 After checking the detailed information, press <OK>.

### ■ To delete a file

- 1 Select a file and press <Edit File> ► <Delete>.
- 2 Press <Yes>.

### ■ To scan and save documents

- 1 Set the original. ▶ **Placing Originals(P. 106)**
- 2 Press <Edit File> ► <Add Files (Scan and Store)>.
- 3 Specify the scan settings as necessary and press .
  - For scan settings, see ▶ **Setting Screen and Operations for Scanning to Save(P. 511)** .

### ■ To move/duplicate files to another box

- 1 Select a file and press <Edit File> ► <Move/Duplicate>.
- 2 Press <Mail Box>.
- 3 Select the box and press <Move> or <Duplicate>.
  - When a file is duplicated, the file name will be the same as that of the original file.

### NOTE

- Files with print settings can be moved/duplicated to the Job Hold saving area. ▶ **Printing After Checking the Document (Hold)(P. 388)**



## ■ To combine multiple files into one file

The files in the same box can be combined into one file. Note that if the resolution settings of each file do not match, you cannot combine files.

- 1 Select the files to combine, and press <Edit File> ► <Merge Multiple Files>.
  - The files are combined in the order they are selected.
- 2 Enter a file name.
  - Press <File Name>, enter the name, and press <OK>.

### NOTE

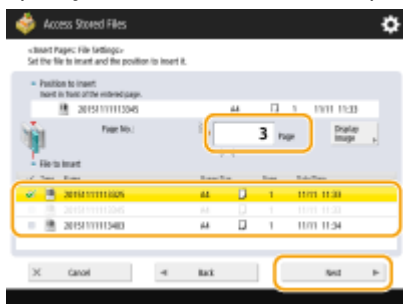
- If you do not specify anything, the saved date and time is automatically assigned as a file name. For example, if a file is saved at 1:05:12 p.m. on October 30, 2015, its name will be "20151030130512."

- 3 Press <Start Merging>.
  - All the print settings for each file are canceled, and the settings registered in <Change Default Settings> are applied to a new file. <Access Stored Files Settings> ► **<Change Default Settings>(P. 797)**

## ■ To insert a file into another one

The files in the same box can be inserted. Note that if the resolution settings of each file do not match, you cannot insert files.

- 1 Select the file where you want to insert another file, and press <Edit File> ► <Insert Pages>.
- 2 Specify the file to insert and the position to insert it, and press <Next>.



- Enter the page number where you want to insert the file using the numeric keys.

- 3 Enter a file name.
  - Press <File Name After Insertion>, enter the name, and press <OK>.

### NOTE

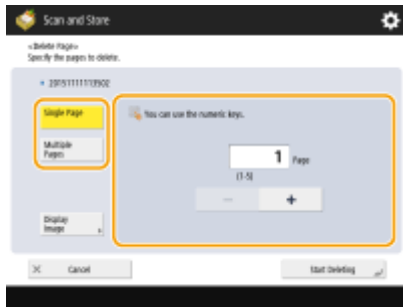
- If you do not specify anything, the saved date and time is automatically assigned as a file name. For example, if a file is saved at 1:05:12 p.m. on October 30, 2015, its name will be "20151030130512."

- 4 Check the page order and press <Start Inserting>.
  - All the print settings for each file are canceled, and the settings registered in <Change Default Settings> are applied to a new file. <Access Stored Files Settings> ► **<Change Default Settings>(P. 797)**

## ■ To delete pages

- 1 Select a file and press <Edit File> ► <Delete Page>.

**2** Specify the pages to delete.



- To delete only one page, press <Single Page> and enter the corresponding page number.
- To delete multiple pages at the same time, press <Multiple Pages> ► <First Page> or <Last Page> and enter the corresponding page numbers.

**3** Press <Start Deleting> ► <Yes>.

# Printing Files in the Mail Box

13WH-096

Follow the procedures below to print files in the Mail Box. As files remain saved with the print settings, you can always print with the same result. By setting the period of time for saving in the Mail Box to an indefinite period of time ( ▶ **Specifying the Mail Box Settings(P. 502)** ), and saving documents you use in a daily routine such as a fax cover sheet with the print settings, you can save the trouble of printing from a computer.

**1** Press <Access Stored Files> on the Main Menu. ▶<Main Menu> Screen(P. 94)

**2** Press <Mail Box>.

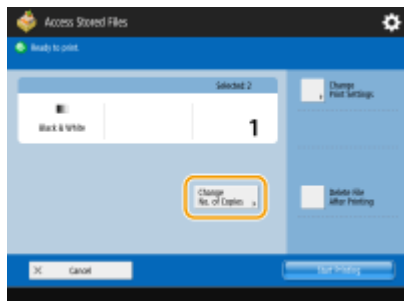
**3** Select the desired box.

- For information on the items on the screen and instructions on how to use them, see ▶<Editing Files in the Mail Box(P. 494)

**4** Select a file and press <Print>.

**5** Enter the number of prints using the numeric keys.

- If you select multiple files in step 4, press <Change No. of Copies> and enter the number of prints.



**6** Specify the print settings as necessary.

- For print settings, see ▶<Setting Screen and Operations for Printing Saved Files(P. 513)

## IMPORTANT

- To print files saved from a printer driver ( ▶<Saving Data on Computers(P. 491)
- or files saved from <Store in Mail Box> in the <Copy> function ( ▶<Storing Copy Documents in the Machine(P. 284)
- with the print settings specified when saved, do not press <Change Print Settings>. The specified settings may be disabled.

**7** Press <Start Printing>.

⇒ Printing starts.

- To cancel printing, press <Cancel>.

## NOTE

- Depending on the file saved from a computer, printing may not be available as the machine does not support the settings of the file.
- You can also display the file preview image and print from this screen. ▶ **Editing Files in the Mail Box(P. 494)**
- You can select and print up to 32 files in one mail box at a time. However, if there are reserved jobs in the mail box, the number of files you can select and print varies, depending on the number of files reserved.

## LINKS

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▶ **Saving Documents in the Mail Box(P. 490)**

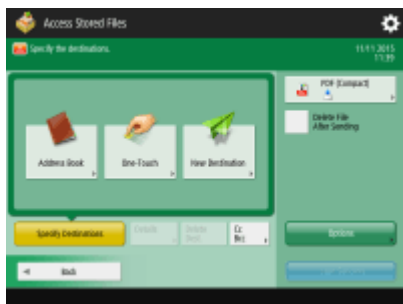
▶ **Loading Paper(P. 112)**

## Sending Files in the Mail Box

13WH-097


You can send files in the Mail Box via e-mail/fax/I-fax, or save them in a file server.

- 1** Press <Access Stored Files> on the Main Menu. ▶<Main Menu> Screen(P. 94)
- 2** Press <Mail Box>.
- 3** Select the desired box.
  - For information on the items on the screen and instructions on how to use them, see ▶<Editing Files in the Mail Box(P. 494)>.
- 4** Select a file and press <Send>.
- 5** Specify the destination and the settings for sending as necessary.



- For details, see the following, but note that they include some settings that you cannot specify in this step.
  - ▶<Faxing(P. 313)>
  - ▶<Scanning(P. 404)>
- To delete the selected file after sending, press <Delete File After Sending>.


### **6** Press <Start Sending>.

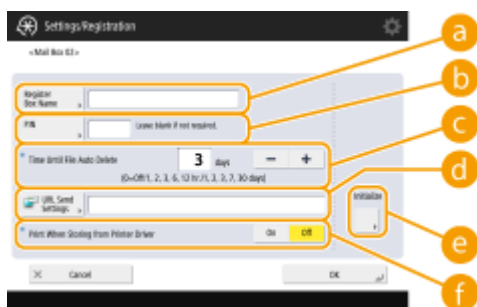
- ▣▶ The selected file is sent to the specified destination.
- To cancel sending, press  ▶ <Send> ▶ <Job Status> ▶ select a file ▶ press <Cancel>.

## Specifying the Mail Box Settings

13WH-098

You can set a password and name for the Mail Box as well as change the period of time before files are automatically deleted.

- 1 Press .
- 2 Press <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings> ▶ <Set/ Register Mail Boxes>.
- 3 Select the desired box.
- 4 Specify the settings necessary and press <OK>.



### a <Register Box Name>

Enter a name for the box.

### b <PIN>

Set a password for the box. Enter a number of up to seven digits, press <Confirm>, enter the same password, and then press <OK>.

### IMPORTANT

- Passwords with only "0" are not allowed.
- If you forget your password, there is no way to retrieve it. Be careful not to forget the password.

### c <Time Until File Auto Delete>

Press <->/<+> to change the period of time until saved files are automatically deleted. When set to "0," files will not be deleted.

### d <URL Send Settings>

Notifies you by e-mail of the location (URL) of the box where files are saved. This setting is helpful for checking saved files from the Remote UI screen.



### e <Initialize>

Restores all the settings to the factory default values. Note that you cannot initialize the settings when files are stored in the box.

### f <Print When Storing from Printer Driver>

Specify whether to print a file when it is sent from a computer and saved in the box.

## NOTE

- <Time Until File Auto Delete> and <Print When Storing from Printer Driver> can be specified for all boxes at the same time. See  <**Time Until File Auto Delete**>(P. 797) and  <**Print When Storing from Printer Driver**>(P. 797) .

## Working with Data in Memory Media

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13WH-099

Connecting memory media to the USB port of the machine enables you to save scanned data or print files in the media. Rename files or delete unwanted files from the machine so that you can manage and organize data in the media without using a computer.



### IMPORTANT

- For available memory media or inserting/removing memory media, see [▶Connecting a USB Memory Device\(P. 79\)](#) .



# Saving Documents in Memory Media

13WH-09A

Follow the procedures below to convert scanned documents into a file format commonly supported by a computer to save in memory media. This method is convenient when you need to move files to a computer not connected to a network.

**1** Set the original. ▶ **Placing Originals(P. 106)**

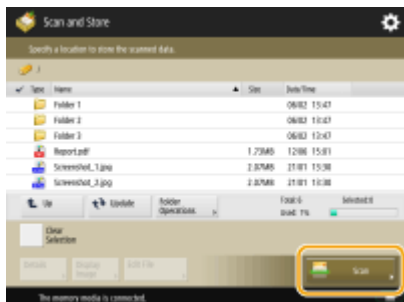
**2** Press <Scan and Store> on the Main Menu. ▶ **<Main Menu> Screen(P. 94)**

**3** Press <Memory Media>.

**4** Select the desired memory media.

- For information on the items on the screen and instructions on how to use them, see ▶ **Working with Files and Folders in Memory Media(P. 506)** .

**5** Display the save location and press <Scan>.




**6** Specify the scan settings as necessary.


- For scan settings, see ▶ **Setting Screen and Operations for Scanning to Save(P. 511)** .

**7** Press .


⇒ Originals are scanned and saved as files.

- To cancel scanning, press <Cancel> or  ▶ <Yes>.

## ■ When <Press the [Start] key to scan the next original.> is displayed

Place the next original to scan and press . After scanning all of the originals, press <Start Storing> to save the file.

### NOTE

- To check the result of saving, press  ▶ <Store> ▶ <Job Log>. If <NG> is displayed, the file is not saved successfully. Try the operation again.

# Working with Files and Folders in Memory Media

13WH-09C

You can create folders and delete files saved in memory media from the machine. For example, you can save a file created on a computer in memory media, and delete it from the machine after printing.

- 1 Press <Access Stored Files> on the Main Menu. ▶<Main Menu> Screen(P. 94)
- 2 Press <Memory Media>.
- 3 Select the desired memory media.



**a <Up>**

Press to move to the upper level from the current one.

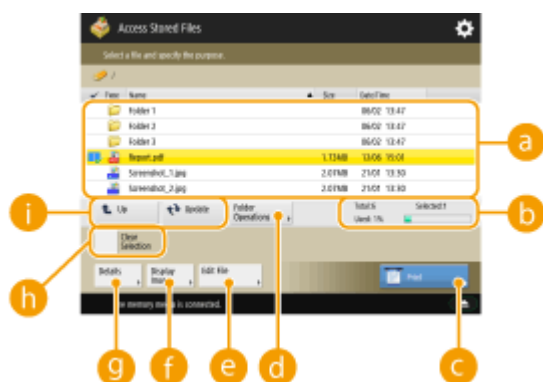
**b <Check Media Information>**

Enables you to check the serial number and the free space of the memory media.



Press to remove the memory media. Be sure to press this button to safely remove the memory media. For instructions on how to remove, see ▶<Connecting a USB Memory Device(P. 79) .

## 4 Operate files and folders.



**a Files and folders saved**

Displays whether files or folders are selected, icons indicating the file type or folder, names, file sizes, and saved dates/times.

- Press <Name> or <Date/Time> to sort files and folders by name or date/time. Switch between ascending and descending order using ▲ or ▼.
- When files are selected, numbered icons are displayed for each file, in the order selected. If you are printing multiple files at the same time, they are printed in that order.

**b Total number of files/folders, number of selected files, and memory usage rate of memory media**

Displays the total number of files/folders saved in the memory media, the number of currently selected files, and the memory usage rate of the memory media.

**c <Print>**

Prints files. ▶ **Printing Files in Memory Media(P. 509)**

**d <Folder Operations>**

Press to create a new folder.

**e <Edit File>**

Press to rename or delete files.

**f <Display Image>**

Displays the preview image of a file.

**g <Details>**

Displays the size and the updated date/time of a file.

**h <Clear Selection>**

Deselects all the files selected in **a**.

**i Display switch button**

Press <Up> to move to the upper level from the current one. To update the contents of the displayed screen, press <Update>.

**■ To change a file name**

- 1 Select a file and press <Edit File> ▶ <Change File Name>.
- 2 Enter a file name and press <OK>.

**■ To display the preview image of a file**

- 1 Select a file and press <Display Image>.
- 2 After checking the preview image, press <Back>.

**■ To check the detailed information of a file**


- 1 Select a file and press <Details>.
- 2 After checking the detailed information, press <OK>.

**■ To delete a file**

- 1 Select a file and press <Edit File> ▶ <Delete>.

- 2 Press <Yes>.

### ■ To scan and save documents

- 1 Set the original. **▶ Placing Originals(P. 106)**
- 2 Press <Edit File> ▶ <Add Files (Scan and Store)>.
- 3 Specify the scan settings as necessary and press .
  - For scan settings, see **▶ Setting Screen and Operations for Scanning to Save(P. 511)**.

### ■ To create a folder

- 1 Press <Folder Operations>.
- 2 Press <Create Folder>.
- 3 Enter a folder name and press <OK>.
- 4 Press <OK>.

### ■ To change a folder name

- 1 Display a folder whose name you want to change and press <Folder Operations>.
- 2 Select a folder and press <Details>.
- 3 Press <Rename Folder>.
- 4 Enter a folder name and press <OK>.
- 5 Press <OK>.

### ■ To check the detailed information of a folder

- 1 Display a folder whose information is to be checked and press <Folder Operations>.
- 2 Select a folder and press <Details>.
- 3 After checking the detailed information, press <OK>.

# Printing Files in Memory Media

13WH-09E

Even if the machine is not connected to a computer, or a printer driver is not installed in the computer, you can print files saved in memory media from the machine.

**1 Press <Access Stored Files> on the Main Menu. ▶<Main Menu> Screen(P. 94)**

**2 Press <Memory Media>.**

**3 Select the desired memory media.**

- For information on the items on the screen and instructions on how to use them, see ▶<Working with Files and Folders in Memory Media(P. 506) .

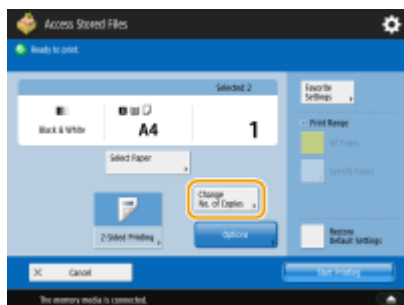
**4 Select a file and press <Print>.**

- If you select PDF or XPS files, proceed to step 6.

**5 Select the paper source and press <OK>.**

**6 Enter the number of prints using the numeric keys.**

- If you select multiple files in step 4, press <Change No. of Copies> and enter the number of prints.



**7 Specify the print settings as necessary.**

- For print settings, see ▶<Setting Screen and Operations for Printing Saved Files(P. 513) .

## NOTE

- To print a file with a password, press <Options> ▶ <Password to Open Document> ▶ <Encryption Password> or <Policy Password>, enter the password, and press <OK>. To print PDF files that forbid printing, or print PDF files that only allow low-resolution printing in high resolution, enter the specified password.

**8 Press <Start Printing>.**

▢▶▶▶ Printing starts.

- To cancel printing, press <Cancel> ► <Yes>.

## NOTE

- You can select and print up to 32 files in the same memory media at a time. However, you cannot select files with different file formats at the same time.

## LINKS

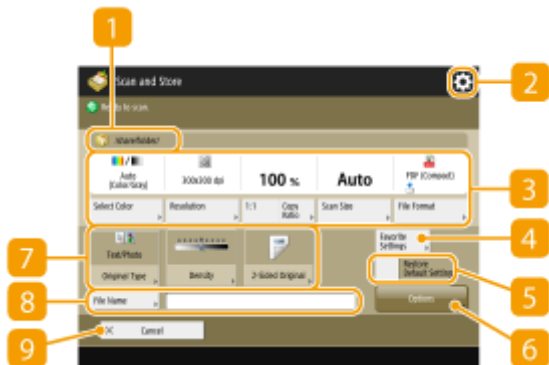
---

- ▶ **Saving Documents in Memory Media(P. 505)**
- ▶ **Loading Paper(P. 112)**

## Setting Screen and Operations for Scanning to Save

13WH-09F

When you press <Scan and Store> on the Main Menu, and then press <Mail Box>, <Advanced Space>, <Network>, or <Memory Media> to scan originals, the following setting screen is displayed.



### 1 Save location

Mail Box, Advanced Space, Network, or Memory Media is displayed.

- For Mail Box, the box number and name is displayed next to the icon.
- For Advanced Space/Network/Memory Media, the directory path is displayed next to the icon.

### 2

Press this icon to register the current settings in <Favorite Settings> of [4](#) or in the Quick Menu. [▶ Using the Quick Menu\(P. 165\)](#)

### 3 Current setting status and setting buttons

Displays setting status such as resolution, magnification, and scanning size. Make sure to confirm the settings in order to scan properly. To change the settings, press the button under the display section.

### 4 <Favorite Settings>

Register frequently used scan settings here in advance to easily recall them when necessary.

### 5 <Restore Default Settings>

Changes scan setting into setting values registered in <Change Default Settings>. <Scan and Store Settings>

[▶ ▶<Change Default Settings>\(P. 797\)](#)

### 6 <Options>

Enables you to specify the settings of functions that are not displayed in [3](#) / [7](#). For details about each setting item, see [▶ Scanning\(P. 404\)](#) and [▶ Copying\(P. 206\)](#).

### 7 Function setting buttons

Displays the most frequently used buttons. The setting status is displayed on the buttons. To change the settings, press the desired button.

**8 <File Name>**

Press to assign a file name for a file when saving.

- You cannot use the following characters in a file name: \ / : , \* ? " < > |. Also, you cannot use a . (period) or space for the first or last character of a file name.
- If you do not specify anything, the saved date and time is automatically assigned as a file name. For example, if a file is saved as a JPEG at 1:05:12 p.m. on October 30, 2015, its name will be "20151030130512.jpg."

**NOTE**

- If a file name is too long, the string (path) indicating the file location may exceed the maximum of 256 characters, causing the file to not be specified.
- If you enter a file name that already exists in the save location, (1) to (9) is added to the file name, for example, "a(1).pdf" (except for the files in the Mail Box).
- If <Divide into Pages> is selected when specifying the file format, a three-digit page number is added to the end of a file name. For a file with the name "a.pdf," for example, the file is divided into "a\_001.pdf," "a\_002.pdf," and "a\_003.pdf" when saved.

**9 <Cancel>**

Cancels scan settings and returns to the file selection screen.

**LINKS**

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- ▶ **Saving Documents in the Advanced Space(P. 475)**
- ▶ **Saving Documents in Other Devices(P. 485)**
- ▶ **Saving Documents in the Mail Box(P. 490)**
- ▶ **Saving Documents in Memory Media(P. 505)**



# Setting Screen and Operations for Printing Saved Files

13WH-09H

When you press <Access Stored Files> on the Main Menu, and then press <Mail Box>, <Advanced Space>, <Network>, or <Memory Media> to print files, the following setting screen is displayed.

▶ **Setting screen for Mail Box(P. 513)**

▶ **Setting screen for Advanced Space/Network/Memory Media(P. 515)**

## ■ Setting screen for Mail Box



### 1 Current setting status and setting buttons

Displays setting status such as paper size to print on and the number of prints. Make sure to confirm the settings in order to print properly. To change the settings, press the button under the display section. To change the number of prints, enter the number using the numeric keys.

- Depending on the settings you are specifying, the <Print Sample> button is displayed, which enables you to check the print result of a file.

### 2 Number of selected files

Displays the number of selected files.

- When selecting multiple files, the <Change No. of Copies> button appears. To change the number of prints, press this button.

### 3 <Change Print Settings>

Print settings registered in <Change Default Settings> are applied to the files when saved from the <Scan and Store> function (<Access Stored Files Settings> ▶ ◀<Change Default Settings>(P. 797) ). Also print settings specified when saving are applied to the files that are saved from <Store in Mail Box> in the <Copy> function or from a printer driver.

To change the specified print settings, press this button to display the print settings screen.

### 4

Press this icon to register the current settings in <Favorite Settings> of **9** or to change the factory default print settings.

**5 <Delete File After Printing>**

Deletes a file automatically after it is printed.

**6 <Start Printing>**

Starts printing.

**7 <Cancel>**

Cancels print settings and returns to the file selection screen.

**8 <Restore Settings>**

Press to specify the settings again from the beginning and return to the print screen.

**9 <Favorite Settings>**

Register frequently used scan settings here in advance to easily recall them when necessary.

**10 <Merge Files and Print>**

Prints multiple selected files as one file. All the print settings for each file are canceled, and the file is printed using the settings registered in <Change Default Settings>. <Access Stored Files Settings> ▶ ◀<Change Default Settings>(P. 797)

**11 <Restore Default Settings>**

Changes print settings into setting values registered in <Change Default Settings>. <Access Stored Files Settings> ▶ ◀<Change Default Settings>(P. 797)

**12 <Options>**

Enables you to specify the settings of functions that are not displayed in 1 / 14. For details about each setting item, see ▶<Copying(P. 206) .

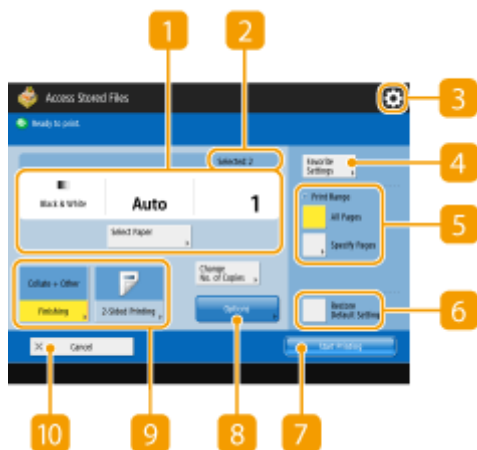
**13 <Store Settings>**

Resaves a file with the print settings you changed.

**14 Function setting buttons**

Displays the most frequently used buttons. The setting status is displayed on the buttons. To change the settings, press the desired button.

## ■ Setting screen for Advanced Space/Network/Memory Media



### 1 Current setting status and setting buttons

Displays setting status such as paper size to print on and the number of prints. Make sure to confirm the settings in order to print properly. To change the settings, press the button under the display section. To change the number of prints, enter the number using the numeric keys.

### 2 Number of selected files

Displays the number of selected files.

- When selecting multiple files, the <Change No. of Copies> button appears. To change the number of prints, press this button.

### 3

Press this icon to register the current settings in <Favorite Settings> of **4** or to change the factory default print settings.

### 4 <Favorite Settings>

Register frequently used scan settings here in advance to easily recall them when necessary.

### 5 <Print Range>

Specify this setting when you select a file with two pages or more. To print all pages of a file, press <All Pages>, or to specify the pages to print, press <Specified Pages> and enter the range of pages to print.

### 6 <Restore Default Settings>

Changes print settings into setting values registered in <Change Default Settings>. <Access Stored Files Settings> ▶ ▶ <Change Default Settings>(P. 797)

### 7 <Start Printing>

Starts printing.

### 8 <Options>

Enables you to specify the settings of functions that are not displayed in **1** / **9**. For details about each setting item, see ▶ <Copying>(P. 206).

## 9 **Function setting buttons**

Displays the most frequently used buttons. The setting status is displayed on the buttons. To change the settings, press the desired button.

## 10 **<Cancel>**

Cancels print settings and returns to the file selection screen.

## LINKS

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- ▶ **Printing Files in the Advanced Space(P. 482)**
- ▶ **Printing Files in Other Devices(P. 487)**
- ▶ **Printing Files in the Mail Box(P. 499)**
- ▶ **Printing Files in Memory Media(P. 509)**

# Linking with Mobile Devices

<b>Linking with Mobile Devices</b> .....	518
<b>Connecting with Mobile Devices</b> .....	519
Connecting Directly (Access Point Mode) .....	520
<b>Utilizing the Machine through Applications</b> .....	522
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If AirPrint Cannot Be Used .....	533
<b>Using Google Cloud Print</b> .....	534
<b>Managing the Machine by the Remote Control</b> .....	537

## Linking with Mobile Devices

13WH-09J

Linking the machine with mobile devices such as smart phones and tablets enables you to easily print and scan using applications. In addition, you can operate the machine from mobile devices via remote control to confirm printing status and change the settings of the machine.



- ▶ **Connecting with Mobile Devices(P. 519)**
- ▶ **Connecting Directly (Access Point Mode)(P. 520)**
- ▶ **Utilizing the Machine through Applications(P. 522)**
- ▶ **Managing the Machine by the Remote Control(P. 537)**

### IMPORTANT

- Depending on your mobile device, the machine may not operate correctly.

## Connecting with Mobile Devices

13WH-09K

There are two methods to connect the mobile devices with the machine, "Connection by wireless LAN" and "Direct connection." Select a connection method in accordance with the communication environment and the device you are using.

Perform communication with mobile devices from <Mobile Portal> in the Main Menu. You can confirm the information of connected mobile devices, etc., from here.

### ■ Connecting with Wireless LAN

Just as connecting a computer to the machine, connect a mobile device to the machine via a wireless LAN router. ▶ **Connecting to a Wireless LAN(P. 24)**



### ■ Connecting Directly

Directly connect a mobile device to the machine wirelessly without using wireless LAN. It is possible to immediately connect to the machine wirelessly even outside of a wireless LAN environment. ▶ **Connecting Directly (Access Point Mode)(P. 520)**



### IMPORTANT

- If you perform a direct connection, you cannot use a wireless LAN via a router.

## Connecting Directly (Access Point Mode)

13WH-09L

Even in an environment without a wireless LAN router, using "Access Point Mode," which can directly connect a mobile device to the machine wirelessly, enables you to connect the mobile device on hand to the machine without difficult settings.

You can connect even more easily by using Bluetooth LE or NFC.



### NOTE

- Optional products are required to use Bluetooth LE or NFC. **System Options(P. 1118)**

## Connecting Directly (Access Point Mode)

Establish a connection by using Access Point Mode in the following order.

1



### Set the machine to Access Point Mode

▶ <Preferences> ▶ <Network> ▶ <Direct Connection Settings> ▶ set <Use Direct Connection> to <On>.

### NOTE

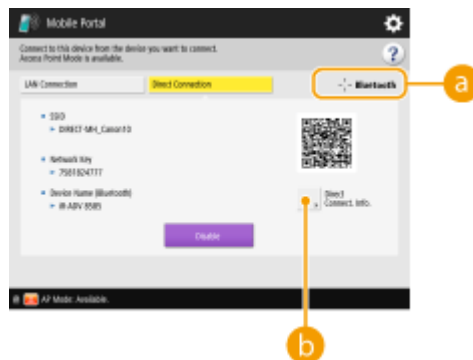
- When connecting using Bluetooth LE, press ▶ <Preferences> ▶ <Network> ▶ <Bluetooth Settings> ▶ set <Use Bluetooth> to <On>.
- When connecting using NFC, refer to the NFC Kit User's Guide.

2



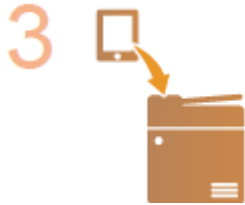
### Put the machine into the connection standby status.

- <Main Menu> ▶ <Mobile Portal> ▶ <Direct Connection> to display the <Direct Connection> screen. Press <Enable> on the <Direct Connection> screen to set the machine ready for connecting from a mobile device.





- a <Communication Methods Display Area>  
Displays the available communication methods. For information on mobile device communication settings, see the manual provided with your mobile device.
- b <Direct Connection Information>  
You can check the information of currently connected networks and mobile devices.



### Connect from mobile devices

- Based on the SSID information and the network key displayed, perform settings for wireless LAN connection with the machine as the connection destination.

#### NOTE

- While connected, <Connected using Access Point Mode to other devices.> is displayed.
- When connecting using Bluetooth LE, place the mobile device near the machine. The device name and PIN code are shown on the display. Using this information, perform pairing via the mobile device.
- When connecting using NFC, refer to the NFC Kit User's Guide.



4

Perform the desired operation such as printing or scanning.



5

Stop the connection between the machine and the mobile device.

- Press <Disable> on the <Direct Connection> screen. Connection with the mobile device stops.

## IMPORTANT

- While connecting via direct connection, you may not be able to connect to the Internet depending on the mobile device you are using.
- You can connect with up to five mobile devices using direct connection.
- If a wireless connection from a mobile device is not performed within 5 minutes while the SSID and network key are displayed, the status waiting for connection ends.
- If the status without data transmission between a mobile device and the machine continues during communication by direct connection, the communication may end.
- Power saving performance of sleep mode degrades while connecting via direct connection.
- When you finish the desired operation, be sure to terminate the connection between the machine and the mobile device. If they remain connected, power saving performance of sleep mode degrades.
- If you use the direct connection, do not set the IP address manually on the mobile device. Doing so may prevent proper communication after using the direct connection.

## Utilizing the Machine through Applications

13WH-09R

Print and scan by using applications from a mobile device connected to the machine. Various applications including those exclusive to Canon are supported. Use properly in accordance with your device, the application, and the situation.

### ■ Printing/Scanning via Canon PRINT Business

You can print from mobile devices that support iOS/Android, and place and scan originals with the machine, then send to a mobile device. When printing, it is not necessary to perform operations on the machine. To perform scanning, start Canon PRINT Business on the mobile device after pressing <Scan for Mobile> in <Main Menu> on the machine. You can also change settings of jobs stored in the machine from a mobile device, and specify an e-mail address registered in a mobile device as a <Scan and Send> destination. For more information on supported operating systems, detailed setting methods, and operations, see the Canon website.

### ■ Printing with Canon Print Service

You can easily print from the menu of applications that support the Android print subsystem. For more information on supported operating systems and detailed settings and procedures, see the Canon website (<http://www.canon.com/>).

### ■ Printing by Mopria™

The machine also supports Mopria™. Using Mopria™ enables you to print from mobile devices that support Android using common operations and settings, even if manufacturers and models differ. For example, if you are using printers supporting Mopria™ made by multiple manufacturers or a printer supporting Mopria™ that is located in a place you are visiting, you can print without installing an application exclusive for each manufacturer or model. For more information on supporting models or operation environments, see <http://www.mopria.org>.



### Confirming Mopria™ settings



Log in to the Remote UI with Administrator privileges ( **▶ Starting the Remote UI(P. 644)** )  
 ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Mopria Settings] ▶ [Edit] ▶ select the [Use Mopria] check box ▶ [OK]

### ■ Printing with Google Cloud Print

You can use applications and services which support Google Cloud Print to print from a computer or mobile device without using a printer driver. **▶ Using Google Cloud Print(P. 534)**

### ■ Printing from Windows Phone (Windows 10 Mobile or Later)

You can print documents from Windows Phone. It is not necessary to download an application or use a driver. To use this feature, make sure that <Use WSD Printing>, <Use WSD Browsing>, and <Multicast Discovery Settings> are enabled. **▶ <WSD Settings>(P. 743)**

# Using AirPrint

13WH-09S

This section describes the settings required to use AirPrint and the procedure for printing, scanning, and sending faxes from Apple devices.



## AirPrint Settings

- ▶ **Configuring AirPrint Settings(P. 523)**
- ▶ **Displaying the Screen for AirPrint(P. 525)**

## Functions of the AirPrint

- ▶ **Printing with AirPrint(P. 527)**
- ▶ **Scanning with AirPrint(P. 529)**
- ▶ **Faxing with AirPrint(P. 531)**

## Troubleshooting

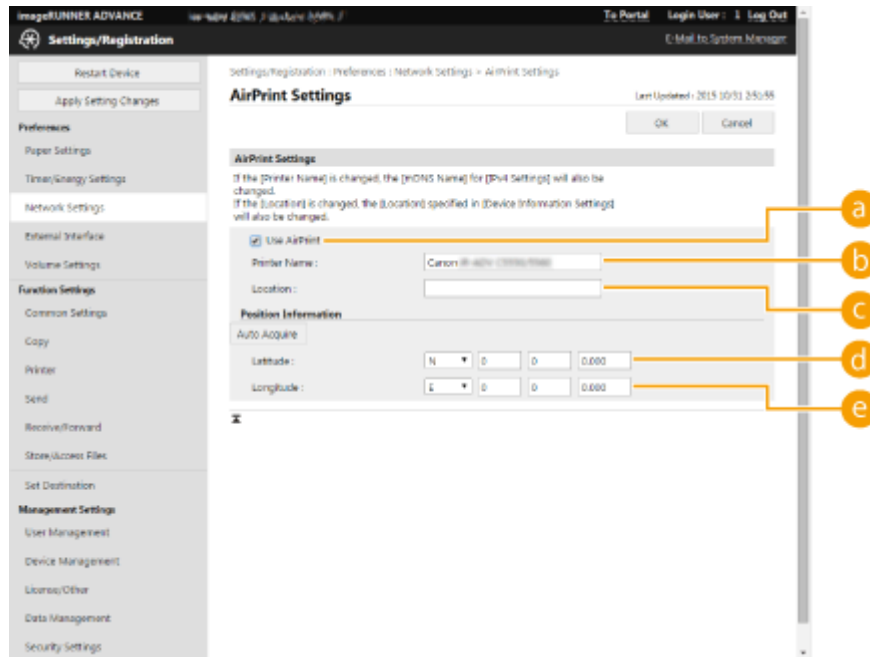
- ▶ **If AirPrint Cannot Be Used(P. 533)**

## Configuring AirPrint Settings

You can register information, including the name of the machine and installation location, that is used for identifying the machine. The settings required for using AirPrint can be configured remotely using the Remote UI.

### ■ Configuring Settings Using the Remote UI

- 1 Start the Remote UI and log on in System Manager Mode. ▶ Starting the Remote UI(P. 644)**
- 2 Click [Settings/Registration].**
  - If you are using a mobile device, such as an iPad, iPhone, or iPod touch, read "click" as "tap" in this section.
- 3 Click [Network Settings] ▶ [AirPrint Settings].**
- 4 Specify the required settings, and click [OK].**



**a [Use AirPrint]**

Select the check box to enable AirPrint. To disable AirPrint, clear the check box.

**b [Printer Name]**

Enter the name of the machine. If an mDNS name has already been registered in [mDNS Settings] ([Network Settings] in [Preferences] (Settings/Registration)), the registered name is displayed.

**c [Location]**

Enter the location of the machine. If a location has already been registered in [Device Information Settings] ([Device Management] in [Management Settings] (Settings/Registration)), the registered name is displayed.

**d [Latitude]**

Enter the latitude of the location where the machine is installed.

**e [Longitude]**

Enter the longitude of the location where the machine is installed.

**5 Restart the machine.**

- Turn OFF the machine, wait at least 10 seconds, and then turn it ON.

**■ Configuring Settings from the Touch Panel Display**

**1 Press** .

**2 Press** <Log In>.

- Enter the System Manager ID and System PIN.

**3 Press** <Preferences> ▶ <Network> ▶ <Use AirPrint>.

## 4 Press <On> ► <OK>.

### IMPORTANT

If you select [Use AirPrint], the following settings in <Network> are set to <On>.

- Use HTTP
- IPP Print Settings
- Use IPv4 mDNS
- Use IPv6 mDNS
- Use Network Link Scan

### NOTE

- If you change [Printer Name] that you have once specified, you may be unable to print any more from the Mac that has been able to be used for printing so far. This phenomenon occurs because <mDNS Name> ( ▶ **Making DNS Settings(P. 42)** ) of IPv4 is also changed automatically. In this case, add the machine to the Mac again.
- Entering the printer name makes it easier to identify multiple printers that support AirPrint.

## Displaying the Screen for AirPrint

You can display the screen for AirPrint, on which you can not only access the AirPrint Settings but also view information about consumables, such as paper and toner cartridge. Further, you can configure security function settings.

### ■ Displaying from a Mac

**1** Click [System Preferences] in the Dock on the desktop ► [Printers & Scanners].

**2** Select the machine, and click [Options & Supplies].

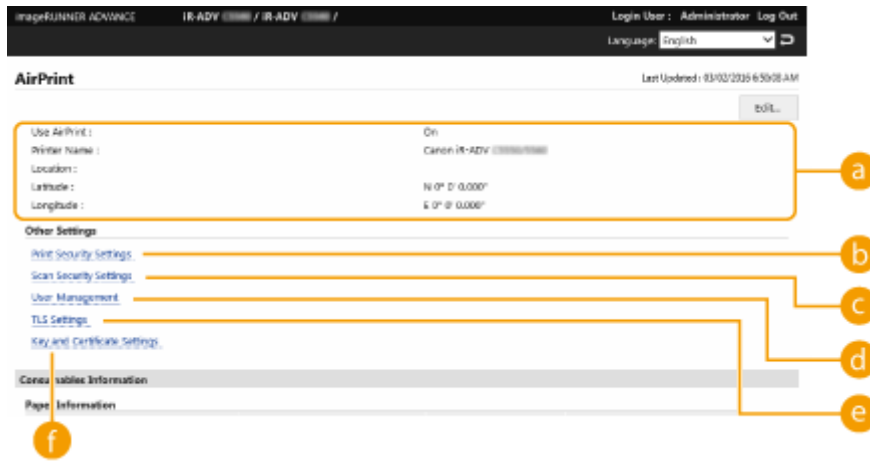
**3** Click [Show Printer Webpage].

**4** Logging in to the Remote UI

- To change the AirPrint settings, it is necessary to log in as an administrator.

### ■ Configuring the Screen for AirPrint

If you log in with administrator privileges, you can also change the AirPrint settings from the page for AirPrint.



### **a [AirPrint]**

Enables you to check the values entered in the AirPrint settings, such as the name and location of the machine. You can click [Edit...] to change the settings.

### **b [Print Security Settings]**

Specify the settings required to print using TLS and authentication.

### **c [Scan Security Settings]**

Specify the settings required to scan using TLS.

### **d [User Management]**

You can add/edit users to authenticate. ▶ **Managing Users(P. 553)**

### **e [TLS Settings]**

Enables you to change the key and certificate used for TLS. ▶ **Configuring the Key and Certificate for TLS(P. 600)**

### **f [Key and Certificate Settings]**

Enables you to generate and install a key and certificate, or request a certificate to be issued. ▶ **Configuring the Key and Certificate for TLS(P. 600)**

## ■ Checking Consumables and the Device Version

You can check information regarding the paper sources of the machine, the amount of toner remaining for each color, and the device version.

## Trademarks

Apple, Bonjour, iPad, iPhone, iPod touch, Mac, Mac OS, Mac OS X, and Safari are trademarks of Apple Inc., registered in the U.S. and other countries. AirPrint and the AirPrint logo are trademarks of Apple Inc.

# Printing with AirPrint

You can print from an iPad, iPhone, iPod touch, or Macintosh without using a printer driver.



▶ **Printing from an iPad, iPhone, or iPod touch(P. 527)**

▶ **Printing from a Mac(P. 528)**

## System Requirements

One of the following Apple devices is required to print with AirPrint.

- iPad (all models)
- iPhone (3GS or later)
- iPod touch (3rd generation or later)
- Mac (Mac OS X 10.7 or later)\*

\*Mac OS X v10.9 or later when using a USB connection

## Network Environment

One of the following environments is required.

- An environment where an Apple device and the machine are connected to the same LAN
- An environment where an Apple device and the machine are connected directly
- An environment where a Mac is connected to the machine via USB

## Printing from an iPad, iPhone, or iPod touch

**1 Make sure that the machine is turned ON and connected to the Apple device.**

- For how to make sure of this, see ▶ **Setting up the Network Environment(P. 19)**.
- For information on the Direct Connection, see ▶ **Connecting Directly (Access Point Mode)(P. 520)**.

**2 From the application on your Apple device, tap  to display the menu options.**

**3 From the drop-down list, tap [Print].**

**4 Select this machine from [Printer] in [Printer Options].**

- The printers connected to the network are displayed here. Select this machine in this step.

**IMPORTANT**

- [Printer Options] is not displayed on applications that do not support AirPrint. You cannot print by using those applications.

**5 Specify the print settings as necessary.****NOTE**

- The available settings and paper sizes differ depending on the application you are using.

**6 Tap [Print].**

⇒ Printing starts.

**NOTE****Checking the print status**

- During printing, press the Home button of the Apple device twice ► tap [Print].

## Printing from a Mac

**1 Make sure that the machine is turned ON and connected to the Mac.**

- For how to make sure of this, see [▶ Setting up the Network Environment \(P. 19\)](#).

**2 Add the machine to the Mac from [System Preferences] ► [Printers & Scanners].**

- If the machine has already been added for scanning or sending faxes, this operation is not required.

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

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

**4 Select the machine in the print dialog box.**

- The printers connected to the Mac are displayed. Select this machine in this step.

**5 Specify the print settings as necessary.****NOTE**

- The available settings and paper sizes differ depending on the application you are using.

**6 Click [Print].**

⇒ Printing starts.



## Scanning with AirPrint

13WH-09W

You can use AirPrint to transfer the data scanned by the machine directly to a Mac.



### System Requirements

To scan with AirPrint, you need a Mac with Mac OS X 10.9 or later installed. To scan using TLS, you need a Mac with Mac OS X 10.11 or later installed.

### Network Environment

One of the following environments is required.

- An environment where an Apple device and the machine are connected to the same LAN
- An environment where a Mac is connected to the machine via USB

### IMPORTANT

- For scanning, it is required to set <Use Network Link Scan> to <On>. <TCP/IP Settings> ► **<Use Network Link Scan>(P. 745)**
- A firmware update may also be required. ► **Updating the Firmware(P. 695)**
- You cannot scan while settings for operations are being made, or while the machine is performing any operation whatsoever.

## Scanning from a Mac

- 1 Make sure that the machine is turned ON and connected to the Mac.**
  - For how to make sure of this, see ► **Setting up the Network Environment(P. 19)** .
- 2 Add the machine to the Mac from [System Preferences] ► [Printers & Scanners].**
  - If the machine has already been added for printing or sending faxes, this operation is not required.
- 3 Select this machine from the list of printers in [Printers & Scanners].**
- 4 Click [Scan].**
- 5 Click [Open Scanner].**

⇒ The [Scanner] screen is displayed.

**6** Configure the scan settings as necessary.

**7** Click [Scan].

⇒ The document is scanned, and the image is displayed.

## Faxing with AirPrint

13WH-09X

You can send faxes from a Mac in almost the same way as when you print from a Mac.



### System Requirements

To send faxes with AirPrint, you need a Mac with Mac OS X 10.9 or later installed.

### Network Environment

One of the following environments is required.

- An environment where an Apple device and the machine are connected to the same LAN
- An environment where a Mac is connected to the machine via USB

### IMPORTANT

- A firmware update may be required to send faxes. [▶ Updating the Firmware\(P. 695\)](#)

## Faxing from a Mac

### 1 Make sure that the machine is turned ON and connected to the Mac.

- For how to make sure of this, see [▶ Setting up the Network Environment\(P. 19\)](#).

### 2 Add the machine to the Mac from [System Preferences] ▶ [Printers & Scanners].

- If the machine has already been added for printing or sending faxes, this operation is not required.

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

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

### 4 Select this machine in the print dialog box.

- ▣ The printers connected to the Mac are displayed. Select the fax driver of this machine in this step.

### 5 Specify the destination.

## **6** Click [Fax].

⇒ Fax sending starts.

## If AirPrint Cannot Be Used

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13WH-09Y

If AirPrint cannot be used, try taking the following solutions.

- Make sure that the machine is turned ON. If the machine is turned ON, first turn it OFF, then wait for at least 10 seconds and then turn it back ON to check if the problem is solved.
- Make sure that no error messages are displayed on the machine.
- Make sure that Apple devices and the machine are connected to the same LAN. If the machine is turned ON, it may take several minutes before the machine is ready for communication.
- Make sure that Bonjour on your Apple device is enabled.
- Make sure that the machine is configured to enable operations from a computer even when no department ID and password are entered.
- For printing, make sure that the paper is loaded in the machine and the machine has sufficient toner levels remaining. **▶ Displaying the Screen for AirPrint(P. 525)**
- For scanning, make sure that the machine's setting for Network Link Scan is <On>. <TCP/IP Settings> ▶ **▶ <Use Network Link Scan>(P. 745)**

# Using Google Cloud Print

13WH-0A0

Google Cloud Print is a service which enables users with a Google account to print from an internet-connected smartphone, tablet, or computer, etc., using applications such as Google Docs™ and Gmail™. Unlike conventional printing from a computer, it does not require a printer driver.



- ▶ **Checking the Settings of the Machine(P. 534)**
- ▶ **Registering the Machine with Google Cloud Print(P. 534)**

## IMPORTANT

- An environment in which you can connect to the internet is required when registering the machine and when printing using Google Cloud Print. In addition, the customer is responsible for any fees regarding internet connection.
- Google Cloud Print may not be available, depending on your country or region.
- Google Cloud Print does not support printing from an IPv6 address.

## NOTE

- A Google account is required to use Google Cloud Print. If you do not have a Google account, create one on the Google website.

## Checking the Settings of the Machine

Check the following before configuring cloud printing.

- Make sure that the IPv4 address is specified for the machine, and that the machine is able to communicate with computers on a network.
- ▶ **Connecting to a Wireless LAN(P. 24)**
- ▶ **Connecting to a Wired LAN(P. 23)**
- Make sure that the date/time and time zone settings are correct. ▶ **Setting the Date/Time(P. 17)**
- If Department ID Management is set, make sure that you can print from a computer without entering a Department ID or PIN. ▶ **Using Department IDs to Manage Printing or Remote Scanning via Computer(P. 583)**

## Registering the Machine with Google Cloud Print

Registering the machine with Google Cloud Print enables you to print from anywhere using the service.

- 1 Start the Remote UI and log in as an administrator. ▶ Starting the Remote UI(P. 644)**

**2** Click [Settings/Registration].

**3** Click [Network Settings] ► [Google Cloud Print Settings].

**4** Click [Edit...] for [Basic Information].

**5** Select the [Use Google Cloud Print] check box ► [OK].

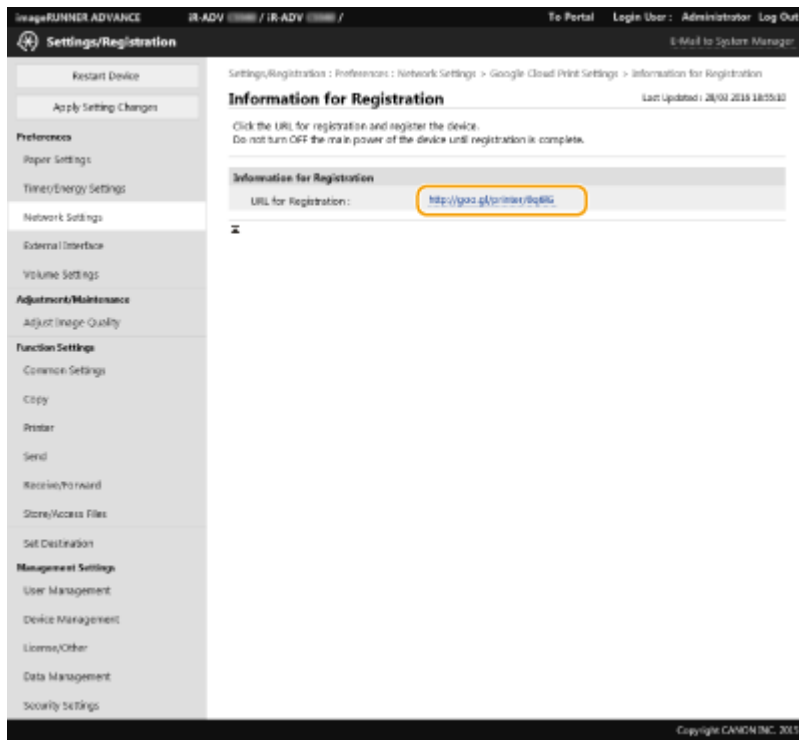
**6** Click [Register...] in [Registration Status].

**NOTE**

**Re-Registering the Machine**

- To re-register the machine, delete its registration before registering it again.

**7** Click the URL link displayed for [URL for Registration].



**8** Follow the instructions on the screen to register the machine.

- Printing can now be performed from applications that support Google Cloud Print, such as Google Chrome™, Gmail, and Google Docs.

**NOTE**

- For information on the latest applications that support Google Cloud Print, check the Google Cloud Print home page.

**NOTE****Registering from a Mobile Device or Google Chrome**

- You can register the machine from a mobile device or Google Chrome. Before registration is complete, the following confirmation screen will appear on the display of the machine. Press <Yes> to complete the registration.



- For information on registration methods, see the manual of your device or the Google Cloud Print home page.



# Managing the Machine by the Remote Control

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13WH-0A1

You can use the Remote UI from a smart phone or tablet Web browser. You can confirm the machine status or perform various settings from a mobile device.



## Supported Web Browsers

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Web browsers supporting the Remote UI for mobile devices are the following.

### Android OS

- Chrome

### iOS

- Safari

## Starting the Remote UI from Mobile Devices

Enter the IP address of the machine on the Web browser to start the Remote UI. Prior to operation, confirm the IP address set for the machine ( [▶Conducting a Connection Test for an IPv4 Address\(P. 34\)](#) [▶Conducting a Connection Test for an IPv6 Address\(P. 37\)](#) ). If it is unknown, ask your network administrator.

**1 Start the Web browser of the mobile device.**

**2 Enter "http://< the IP address of the machine>/" in the address entry column.**

### NOTE

- For a "smart phone version" of the Remote UI, a portion of items displayed are omitted. If you want to confirm all of the items, see the "PC version."

## LINKS

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[▶Starting the Remote UI\(P. 644\)](#)

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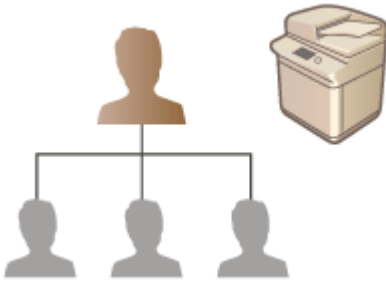
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# Managing the Machine

13WH-0A2

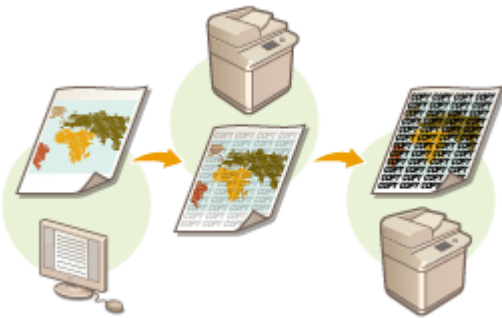
To reduce the various risks associated with using this machine, such as the leakage of personal information or unauthorized use by third parties, constant and effective security measures are required. Designate an administrator to handle important machine settings, such as the user management and security settings, to ensure that the machine is used safely.

## ■ Configuring the Basic Management System



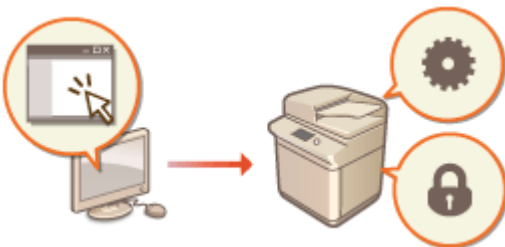
- ▶ Applying a Security Policy to the Machine(P. 542)
- ▶ Managing Users(P. 553)
- ▶ Configuring the Network Security Settings(P. 590)
- ▶ Managing Hard Disk Data(P. 723)

## ■ Limiting Risks from Negligence, Operation Errors, and Misuse



- ▶ Restricting the Machine's Functions(P. 612)
- ▶ Increasing the Security of Documents(P. 625)

## ■ Ensuring Effective Management



- ▶ Managing the Machine from a Computer (Remote UI) (P. 642)
- ▶ Distributing the Device Information to Other Canon Multifunction Printers(P. 713)

## ■ Managing the System Configuration and Settings



- ▶ **Installing System Options(P. 703)**
- ▶ **Initializing All Data/Settings(P. 726)**

### NOTE

- This machine is compliant with IEEE Std 2600™ - 2008 (hereinafter referred to as IEEE 2600), a global information security standard for multifunctional peripherals and printers. ▶ **IEEE 2600(P. 728)**

## Applying a Security Policy to the Machine

13WH-0A3

It is a common practice for organizations to adopt a security policy that defines basic information security objectives and standards, which requires information devices such as computers and multifunctional printers to be operated accordingly. On this machine, multiple settings related to security policy can be managed in batch via the Remote UI, and a dedicated password can be set up so that only the information security administrator is able to modify the settings. Before configuring these settings, make sure that the Remote UI is set up to use TLS. **Starting the Remote UI(P. 644)**



### IMPORTANT

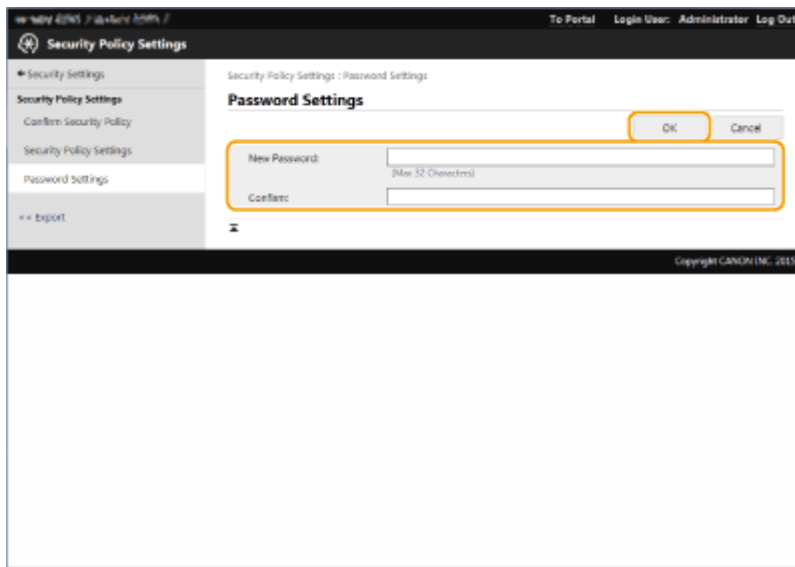
- The purpose of the security policy settings is to manage all functions and settings related to information security, and not to actually prevent information leakage itself.

# Using a Password to Protect the Security Policy Settings

13WH-0A4

It is recommended that you use a password to protect the machine settings related to security policy. By setting a password, the privilege for modifying the security policy settings can be restricted only to the information security administrators who know the password. To set a password, log in to the Remote UI with Administrator privileges.

- 1 **Start the Remote UI.** ▶ **Starting the Remote UI(P. 644)**
- 2 **Click [Settings/Registration] on the portal page.** ▶ **Remote UI Screen(P. 645)**
- 3 **Click [Security Settings] ▶ [Security Policy Settings].**  
 ⇒ The [Confirm Security Policy] page is displayed.
- 4 **Click [Password Settings].**
- 5 **Enter a password and click [OK].**



- Use alphanumeric characters or symbols for the password.
- Make sure that the password is entered correctly, and enter the new password again in [Confirm:].

## NOTE

### To change the password

- Enter the current password in [Old Password:] and the new password in [New Password:], then enter the new password again in [Confirm:] and click [OK].

### To remove the password

- Enter the current password in [Old Password:], and click [OK] without entering any value for [New Password:] or [Confirm:] (leave them blank). If an input character limit has been configured in [Password Settings Policy], a value must be entered for this setting. Cancel the limit before removing the password.

▶ **Security Policy Setting Items(P. 547)**

## IMPORTANT

- Make sure that you do not forget your password. If you forget your password, contact your local authorized Canon dealer.

## NOTE

- If a password is set, it will be required for authentication in order to initialize the machine. After authentication is performed and the machine is initialized, the password will be deleted. ▶ **Initializing All Data/Settings(P. 726)**



# Configuring the Security Policy Settings

13WH-0A5

Machine settings related to information security can be applied and managed in batch. It is recommended that the information security administrator in charge of managing your security policy apply the security policy to the machine in accordance with the policy of your organization. To configure the security policy, log in to the Remote UI with Administrator privileges.

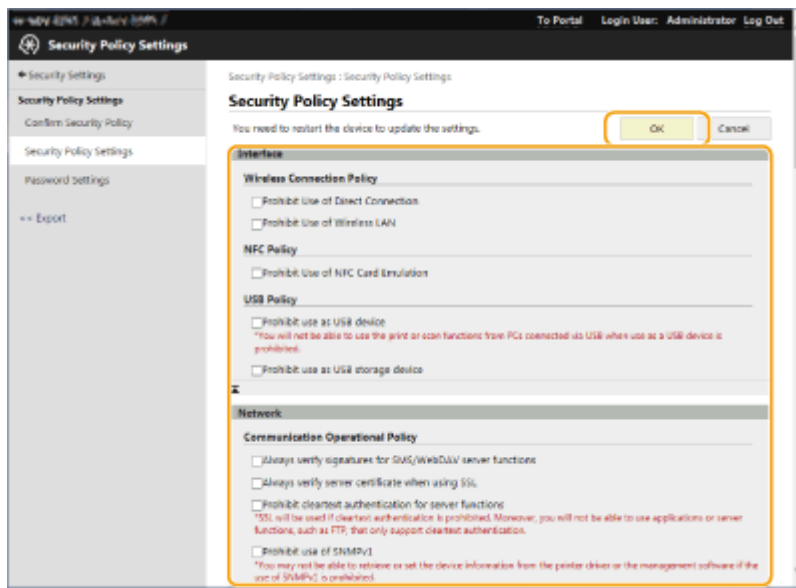
- 1 Start the Remote UI. [▶Starting the Remote UI\(P. 644\)](#)
- 2 Click [Settings/Registration] on the portal page. [▶Remote UI Screen\(P. 645\)](#)
- 3 Click [Security Settings] ▶ [Security Policy Settings].
- 4 Click [Security Policy Settings].

⇒ The setting precautions Policy are displayed. Make sure to read and understand the contents.

## NOTE


- If no password has been configured ( [▶Using a Password to Protect the Security Policy Settings\(P. 543\)](#) ), read the contents and click [OK] to proceed to step 6.


- 5 Enter the password and click [Log In].
- 6 Configure the necessary items and click [OK].



- For information on the settings, see [▶Security Policy Setting Items\(P. 547\)](#) .

## IMPORTANT

- The settings related to items indicated with a check mark here cannot be changed using  or the Remote UI.


- For any machine settings that were changed when the security policy settings were applied, you cannot simply clear the check box to restore the previously set value. To change the settings, use  or the Remote UI.

## 7 Click [OK].

### NOTE

- If a security policy has been configured, a message indicating that functions and operations are restricted is displayed when the <Settings/Registration> screen is displayed on the control panel or the Remote UI.

## ■ Applying the Security Policy Settings to Another Device

You can import and export the machine's security policy settings. By applying the same policy to multiple devices\*, you can manage all of the devices in your organization using identical settings.  **Importing/Exporting the Setting Data(P. 678)**

\* Only Canon devices that are compatible with security policy settings

### NOTE

- The security policy settings can only be imported if the security policy setting password on the exporting machine matches that of the importing machine, or if no password has been set for the importing machine. If no password has been set for the importing machine, the password configured for the exporting machine is set to the importing machine.

# Security Policy Setting Items

13WH-0A6

The setting items related to the security policy of the machine are described below. Select the check boxes for the items that you want to apply on the setting screen.

## ■ [Interface]

### [Wireless Connection Policy]

Prevent unauthorized access by prohibiting wireless connections.

[Prohibit Use of Direct Connection]	<Use Direct Connection> is set to <Off>. It is not possible to access the machine from mobile devices.	<b>&lt;Connecting Directly (Access Point Mode)&gt;(P. 520)</b>
[Prohibit Use of Wireless LAN]	<Select Wired/Wireless LAN> is set to <Wired LAN>. It is not possible to establish a wireless connection with the machine via a wireless LAN router or access point.	<b>&lt;Select Wired/Wireless LAN&gt;(P. 748)</b>

### [USB Policy]

Prevent unauthorized access and data breaches by prohibiting USB connection.

[Prohibit use as USB device]	<Use as USB Device> is set to <Off>. It is not possible to connect to a computer via USB.	<b>&lt;Use as USB Device&gt;(P. 751)</b>
[Prohibit use as USB storage device]	<Use USB Storage Device> is set to <Off>. It is not possible to use USB storage devices.	<b>&lt;Use USB Storage Device&gt;(P. 751)</b>

## ■ [Network]

### [Communication Operational Policy]

Increase the security of communications by requiring the verification of signatures and certificates.

[Always verify signatures for SMS/WebDAV server functions]	In <SMB Server Settings>, the <Require SMB Signature for Connection> and <Use SMB Authentication> options are set to <On>, and <Use TLS> in <WebDAV Server Settings> is set to <On>. When the machine is used as an SMB server or WebDAV server, digital certificate signatures are verified during communication.	<b>&lt;SMB Server Settings&gt;(P. 742)</b> <b>&lt;WebDAV Server Settings&gt;(P. 798)</b>
[Always verify server certificate when using TLS]	<Confirm TLS Certificate for WebDAV TX>, <Confirm TLS Certificate for SMTP TX>, <Confirm TLS Certificate for POP RX>, <Confirm TLS Certificate for Network Access>, <Confirm TLS Certificate Using MEAP Application>, and <Confirm TLS Certificate for LDAP Server Access> are all set to <On>, and a check mark is added to <cn>. In <Google Cloud Print Settings>, <Verify Server Certificate>, and <Add CN to Verification Items> are set to <On>. In addition, the <Verify Server Certificate> and <Verify CN> options in <SIP Settings> ▶ <TLS Settings> are set to <On>. During TLS communication, verification is performed for digital certificates and their common names.	<b>&lt;Confirm TLS Certificate for WebDAV TX&gt;(P. 777)</b> <b>&lt;Confirm TLS Certificate for SMTP TX&gt;(P. 781)</b> <b>&lt;Confirm TLS Certificate for POP RX&gt;(P. 781)</b> <b>&lt;Confirm TLS Certificate for Network Access&gt;(P. 799)</b> <b>&lt;Confirm TLS Certificate Using MEAP Application&gt;(P. 814)</b> <b>&lt;Confirm TLS Certificate for LDAP Server Access&gt;(P. 804)</b> <b>&lt;Google Cloud Print Settings&gt;(P. 748)</b> <b>&lt;SIP Settings&gt;(P. 745)</b> IP FAX Expansion Kit User's Guide

[Prohibit cleartext authentication for server functions]	<Use FTP Printing> in <FTP Print Settings> is set to <Off>, <Allow TLS (SMTP RX)> in <E-Mail/I-Fax Settings> ▶ <Communication Settings> is set to <Always TLS>, <Dedicated Port Authentication Method> in <Network> is set to <Mode 2>, and <Use TLS> in <WebDAV Server Settings> is set to <On>. When using the machine as a server, plain text authentication and functions that use plain text authentication are not available.	<p>🔴&lt;FTP Print Settings&gt;(P. 743)</p> <p>🔴&lt;Communication Settings&gt;(P. 780)</p> <p>🔴&lt;Dedicated Port Authentication Method&gt;(P. 746)</p> <p>🔴&lt;WebDAV Server Settings&gt;(P. 798)</p>
[Prohibit use of SNMPv1]	In <SNMP Settings>, <Use SNMPv1> is set to <Off>. It is not possible to use SNMPv1 when obtaining device information from the computer.	🔴<SNMP Settings>(P. 745)

## NOTE

- This setting does not apply to communication with IEEE 802.1X networks, even if the check box is selected for [Always verify server certificate when using TLS].
- If the check box for [Prohibit cleartext authentication for server functions] is selected, it may not be possible to access the machine from a device management software or driver.

### [Port Usage Policy]

Prevent external breaches by closing unused ports.

[Restrict LPD port (port number: 515)]	<LPD Print Settings> is set to <Off>. It is not possible to perform LPD printing.	🔴<LPD Print Settings>(P. 743)
[Restrict RAW port (port number: 9100)]	<RAW Print Settings> is set to <Off>. It is not possible to perform RAW printing.	🔴<RAW Print Settings>(P. 743)
[Restrict FTP port (port number: 21)]	In <FTP Print Settings>, <Use FTP Printing> is set to <Off>. It is not possible to perform FTP printing.	🔴<FTP Print Settings>(P. 743)
[Restrict WSD port (port number: 3702, 60000)]	In <WSD Settings>, <Use WSD>, <Use WSD Browsing>, and <Use WSD Scan Function> are all set to <Off>. It is not possible to use WSD functions.	🔴<WSD Settings>(P. 743)
[Restrict BMLinkS port (port number: 1900)]	There are no setting items that the security policy is applied to for the machine.	-
[Restrict IPP port (port number: 631)]	The <IPP Print Settings> and <Use Mopria> options are all set to <Off>. It is not possible to print using IPP or Mopria™.	<p>🔴&lt;IPP Print Settings&gt;(P. 744)</p> <p>🔴&lt;Use Mopria&gt;(P. 747)</p>
[Restrict SMB port (port number: 137, 138, 139, 445)]	In <SMB Server Settings>, <Use SMB Server> is set to <Off>. It is not possible to use the machine as an SMB server.	🔴<SMB Server Settings>(P. 742)
[Restrict SMTP port (port number: 25)]	In <E-Mail/I-Fax Settings> ▶ <Communication Settings>, <SMTP RX> is set to <Off>. SMTP reception is not possible.	🔴<Communication Settings>(P. 780)
[Restrict dedicated port (port number: 9002, 9006, 9007, 9011-9015, 9017-9019, 9022, 9023, 9025, 20317, 47545-47547)]	<Dedicated Port Settings> is set to <Off>. It is not possible to use dedicated ports.	🔴<Dedicated Port Settings>(P. 746)
[Restrict Remote Operator's Software port (port number: 5900)]	<Remote Operation Settings> is set to <Off>. It is not possible to use remote operation functions.	🔴<Remote Operation Settings>(P. 815)

## Managing the Machine

[Restrict SIP (IP Fax) port (port number: 5004, 5005, 5060, 5061, 49152)]	<Use Intranet> in <Intranet Settings> and <Use VoIP Gateway> in <VoIP Gateway Settings> are set to <Off>. It is not possible to use IP fax.	IP FAX Expansion Kit User's Guide
[Restrict mDNS port (port number: 5353)]	In <mDNS Settings>, the <Use IPv4 mDNS> and <Use IPv6 mDNS> options are set to <Off>, <Use Mopria> is set to <Off>, and <Use Local Print> in <Google Cloud Print Settings> is set to <Off>. It is not possible to search the network or perform automatic settings using mDNS. It is also not possible to print using Mopria™.	<ul style="list-style-type: none"> <li>🔴 &lt;mDNS Settings&gt;(P. 742)</li> <li>🔴 &lt;Use Mopria&gt;(P. 747)</li> <li>🔴 &lt;Google Cloud Print Settings&gt;(P. 748)</li> </ul>
[Restrict SLP port (port number: 427)]	In <Multicast Discovery Settings>, <Response> is set to <Off>. It is not possible to search the network or perform automatic settings using SLP.	🔴 <Multicast Discovery Settings>(P. 744)
[Restrict SNMP port (port number: 161)]	In <SNMP Settings>, the <Use SNMPv1> and <Use SNMPv3> options are set to <Off>, and <Display Scan for Mobile> is set to <Off>. It is not possible to obtain device information from the computer or configure settings using SNMP.	<ul style="list-style-type: none"> <li>🔴 &lt;SNMP Settings&gt;(P. 745)</li> <li>🔴 &lt;Display Scan for Mobile&gt;(P. 736)</li> </ul>

### ■ [Authentication]

#### [Authentication Operational Policy]

Prevent unregistered users from performing unauthorized operations by implementing secure user authentication.

[Prohibit guest users to use device]	<Advanced Space Settings> ► <Authentication Management> is set to <On>, <User Management> ► <Use User Authentication> for <Authentication Management> is set to <On>, <Login Screen Display Settings> is set to <Display When Dev Operation Start>, <Restrict Job from Remote Device without User Auth.> is set to <On>, <Allow unregistered users to log in as Guest User> for <Login for Unregistered Users:> is set to <On>, and <Guest Authentication Mode> becomes <Standard Authentication Mode> if <Guest Authentication Mode> is set in <Authentication Mode:> for <Remote UI Authentication>. In addition, you cannot select <Guest Authentication Mode> in <Authentication Mode:> for <Remote UI Authentication>. Unregistered users cannot log in to the machine, and print jobs from computers are canceled.	<ul style="list-style-type: none"> <li>🔴 &lt;Authentication Management&gt;(P. 798)</li> <li>🔴 &lt;Use User Authentication&gt;(P. 808)</li> <li>🔴 &lt;Login Screen Display Settings&gt;(P. 808)</li> <li>🔴 &lt;Restrict Job from Remote Device without User Auth.&gt;(P. 809)</li> </ul> <p>ACCESS MANAGEMENT SYSTEM Administrator Guide</p>
[Force setting of auto logout]	<Auto Reset Time> is enabled. The user is automatically logged out if no operations are performed for a specified period of time. Select [Time Until Logout:] on the Remote UI setting screen.	🔴 <Auto Reset Time>(P. 737)

#### [Password Operational Policy]

Impose strict limits for password operations.

[Prohibit caching of password for external servers]	<Prohibit Caching of Authentication Password> is set to <On>, and <Save authentication information for login users> is set to <Off>. Users will always be required to enter a password when accessing an external server.	<ul style="list-style-type: none"> <li>🔴 &lt;Prohibit Caching of Authentication Password&gt;(P. 818)</li> <li>🔴 &lt;Registering Server Information&gt;(P. 562)</li> </ul>
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## Managing the Machine

[Display warning when default password is in use]	<Display Warning When Default Password Is in Use> is set to <On>. A warning message will be displayed whenever the machine's factory default password is used.	▶<Display Warning When Default Password Is in Use>(P. 818)
[Prohibit use of default password for remote access]	<Allow Use of Default Password for Remote Access> is set to <Off>. It is not possible to use the factory default password when accessing the machine from a computer.	▶<Allow Use of Default Password for Remote Access>(P. 819)

### [Password Settings Policy]

Prevent third parties from easily guessing passwords by setting a minimum level of complexity and a period of validity for user authentication passwords.

[Set minimum number of characters for password]	<Minimum Length Settings> is set to <On>. It is not possible to set a password with fewer characters than the number specified for [Minimum Number of Characters] on the Remote UI setting screen.	▶<Minimum Length Settings>(P. 819)
[Set password validity period]	<Validity Period Settings> is set to <On>. A period of validity is set for the password. Specify the period in [Validity Period:] on the Remote UI setting screen.	▶<Validity Period Settings>(P. 819)
[Prohibit use of 3 or more identical consecutive characters]	<Prohibit Use of 3 or More Identical Consecutive Char.> is set to <On>. It is not possible to set a password that includes the same character repeated three or more times consecutively.	▶<Prohibit Use of 3 or More Identical Consecutive Char.>(P. 819)
[Force use of at least 1 uppercase character]	<Use at Least 1 Uppercase Character> is set to <On>. Passwords are required to include at least one uppercase alphabetic character.	▶<Use at Least 1 Uppercase Character>(P. 819)
[Force use of at least 1 lowercase character]	<Use at Least 1 Lowercase Character> is set to <On>. Passwords are required to include at least one lowercase alphabetic character.	▶<Use at Least 1 Lowercase Character>(P. 820)
[Force use of at least 1 digit]	<Use at Least 1 Digit> is set to <On>. Passwords are required to include at least one numeric character.	▶<Use at Least 1 Digit>(P. 820)
[Force use of at least 1 symbol]	<Use at Least 1 Symbol> is set to <On>. Passwords are required to include at least one symbol.	▶<Use at Least 1 Symbol>(P. 820)

### [Lockout Policy]

Block users from logging in for a specified period of time after a certain number of consecutive invalid login attempts.

[Enable lockout]	In <Lockout Settings>, <Enable Lockout> is set to <On>. Specify the values for [Lockout Threshold] and [Lockout Period] on the Remote UI setting screen.	▶<Lockout Settings>(P. 818)
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### ■ [Key/Certificate]

Protect important data by preventing the use of weak encryption, or by saving encrypted user passwords and keys in a designated hardware component.

[Prohibit use of weak encryption]	<Prohibit Use of Weak Encryption> is set to <On>. It is not possible to use weak encryption. When the check box is selected, [Prohibit use of key/certificate with weak encryption] can be selected.	▶<Prohibit Use of Weak Encryption>(P. 820)
-----------------------------------	--	--

[Prohibit use of key/certificate with weak encryption]	In <Prohibit Use of Weak Encryption>, <Prohibit Use of Key/Certificate with Weak Encryption> is set to <On>. It is not possible to use a key or certificate with weak encryption.	▶<Prohibit Use of Weak Encryption>(P. 820)
[Use TPM to store password and key]	<TPM Settings> is set to <On>. Passwords and keys are encrypted and saved in a designated hardware component.	▶<TPM Settings>(P. 816)

## IMPORTANT

### When TPM settings are enabled

- Make sure to change the "Administrator" password from the default value, to prevent a third party other than the administrator from being able to back up the TPM key. If a third party takes the TPM backup key, you will not be able to restore the TPM key.
- For the purpose of enhanced security, the TPM key can only be backed up once. If the TPM settings are enabled, make sure to back up the TPM key on to a USB memory device, and store it in a secure place to prevent loss or theft.
- The security functions provided by TPM do not guarantee complete protection of the data and hardware.

## ■ [Log]

You can periodically survey how the machine is used, by requiring logs to be recorded.

[Force recording of audit log]	<Save Operation Log> is set to <On>, <Display Job Log> is set to <On>, <Retrieve Job Log with Management Software> in <Display Job Log> is set to <Allow>, <Save Audit Log> is set to <On>, <Retrieve Network Authentication Log> is set to <On>, and <Use Login Name as User Name for Print Jobs> is set to <On>. Audit logs are always recorded.	▶<Save Operation Log>(P. 799) ▶<Display Job Log>(P. 811) ▶<Save Audit Log>(P. 811) ▶<Retrieve Network Authentication Log>(P. 811) ▶<Use Login Name as User Name for Print Jobs>(P. 749)
[Force SNTP settings]	In <SNTP Settings>, <Use SNTP> is set to <On>. Time synchronization via SNTP is required. Enter a value for [Server Name] on the Remote UI setting screen.	▶<SNTP Settings>(P. 743)

## ■ [Job]

### [Printing Policy]

Prevent information leakage from occurring when printing.

## Managing the Machine

[Prohibit immediate printing of received jobs]	<Handle Files with Forwarding Errors> is set to <Store/Print>, <I-Fax Memory Lock> and <Fax Memory Lock> in the Fax/I-Fax Inbox are set to <On>, <Use Fax Memory Lock> and <Use I-Fax Memory Lock> in <Set Fax/I-Fax Inbox> are set to <On>, <Memory Lock End Time> is set to <Off>, <Print When Storing from Printer Driver> in <Set/ Register Mail Boxes> is set to <Off>, <Box Security Settings> ▶ <Display Print When Storing from Printer Driver> is set to <Off>, <Forced Hold> is set to <On>, and only <Hold> can be set for the operation conditions of <Forced Hold>. Printing does not occur immediately, even when printing operations are performed. In addition, <Settings for All Mail Boxes> ▶ <Print When Storing from Printer Driver> cannot be changed.	<ul style="list-style-type: none"> <li>▶&lt;Handle Files with Forwarding Errors&gt;(P. 789)</li> <li>▶&lt;Use Fax Memory Lock&gt;(P. 793)</li> <li>▶&lt;Use I-Fax Memory Lock&gt;(P. 793)</li> <li>▶&lt;Memory Lock End Time&gt;(P. 794)</li> <li>▶&lt;Set/Register Mail Boxes&gt;(P. 797)</li> <li>▶&lt;Display Print When Storing from Printer Driver&gt;(P. 797)</li> <li>▶&lt;Forced Hold&gt;(P. 800)</li> <li>▶&lt;Print When Storing from Printer Driver&gt;(P. 797)</li> <li>▶&lt;Saving Received Documents in the Machine (Memory Reception) (P. 352)</li> </ul>
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### [Sending/Receiving Policy]

Limit the sending operations for destinations, and limit how received data is processed.

[Allow sending only to registered addresses]	In <Limit New Destination>, the <Fax>, <E-Mail>, <I-Fax>, and <File> options are set to <On>. It is only possible to send to destinations that are registered in the Address Book.	▶<Limit New Destination>(P. 778)
[Force confirmation of fax number]	<Confirm Entered Fax Number> is set to <On>. Users are required to enter a fax number again for confirmation when sending a fax.	▶<Confirm Entered Fax Number>(P. 786)
[Prohibit auto forwarding]	<Use Forwarding Settings> is set to <Off>. It is not possible to automatically forward faxes.	▶<Use Forwarding Settings>(P. 789)

### ■ [Storage]

Prevent information leakage by deleting unnecessary data on the hard disk.

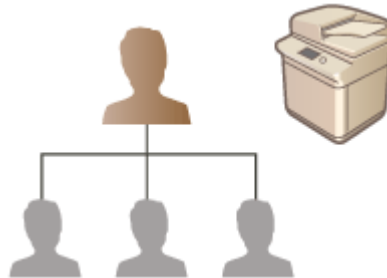
[Force complete deletion of data]	<Hard Disk Data Complete Deletion> is set to <On>.	▶<Hard Disk Data Complete Deletion>(P. 816)
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# Managing Users

13WH-0A7

You can ensure a higher level of security and efficiency by utilizing a user authentication application (login service) to manage the users of the machine. It is recommended that the administrator manage all users in accordance with your operating environment and required security measures.



▶ **Login Service(P. 553)**

▶ **User Management Functions(P. 553)**

## Login Service

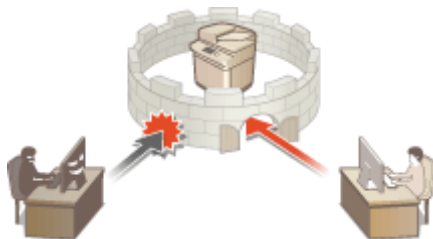
A user authentication application (login service) called "User Authentication" is used as the primary method of managing the users of the machine. With the User Authentication login service, personal authentication can be performed for users based on the user name and password registered for each user. The user information is checked either on the database inside the machine or on an external authentication server. With the ability to precisely define which functions are available to each user, you can personalize machine operations and improve security by limiting access to certain functions. It may also be possible to use Department ID Management to manage groups, depending on the device used for authentication.

## User Management Functions

User management can provide the advantages described below. To protect important data and reduce costs, you can limit access to the machine and define the range of operations that are available to users.

### Preventing Unauthorized Use by Third Parties

Because machine usage is limited to approved users, information leakage due to unauthorized use by third parties is prevented, even if the machine is located in a busy area that is open to outside parties.



### Setting the Privilege Levels

With personal authentication management, you can define the range of available operations by specifying the role (privilege level) for each user. For example, you can select the Administrator role to allow full access privileges, the NetworkAdmin role to allow configuration of network-related settings, or the DeviceAdmin role to allow the configuration of device information settings and the settings for keys and certificates that are required when using particular functions. By selecting and assigning various privilege levels to administrators, you can operate more effectively as a team in handling a wide range of machine management tasks.



### Setting Usage Restrictions

Personal authentication management enables a user with Administrator privileges to manage the range of operations that are available to users. The ability to set function restrictions for each user provides you with more precise control in user management.



### Managing Groups of Users

Users can be assigned to groups based on Department ID (Department ID Management), enabling you to check the total number of printed or scanned pages for each Department ID. You can also set specific limits for each Department ID, such as a maximum of 500 printed pages or a maximum of 200 copied pages. This function can help boost cost awareness and provide hints on how to improve your operations.



### Optimizing the Settings for Each User

Various settings can be saved for each user and applied at login. Users can create Personal buttons in the Quick menu, and they can specify a Personal folder on the network. It is also possible for the machine to remember passwords once they have been entered, enabling users to log in again without entering the password.

#### NOTE

#### Associating User Accounts with Keychains for Smooth Operations

- When authentication information different from the authentication information used when logging in is required, the authentication information has to be entered once, but does not need to be entered again once authentication is successful. This authentication information is called a keychain. Since keychains are associated with user accounts, authentication information does not need to be entered again, even if the power of the machine is turned OFF.

# Configuring the Personal Authentication Management Settings

13WH-0A8

The User Authentication login service performs personal authentication based on the information registered for each user, enabling you to limit the users who can access the machine. User information registration (authentication) can be performed on this machine and on an external server. You can configure the authentication system to use only this machine as the authentication device, or you can additionally specify an Active Directory or LDAP authentication server on the network as an authentication device to utilize the existing user information registered on the server. Administrators can also specify which functions are available to each individual user. For example, user A may be prohibited from copying, while user B is allowed to use all machine functions. For the user login method, you can enter authentication information, select an icon, use an IC card, or use a mobile device Bluetooth function. Before configuring the user authentication settings, decide the authentication device and login method.



▶ **Authentication Device(P. 555)**

▶ **Login Method(P. 555)**

▶ **Configuring Personal Authentication Management with User Authentication(P. 556)**

## Authentication Device

The authentication devices described below can be used for personal authentication management. Each type of authentication device requires a different environment and settings. Confirm your system environment before configuring. ▶ **Specifications(P. 1029)**

### Local Device (This Machine)

User information is managed on the database inside the machine. User information is registered and edited via the control panel or the Remote UI. When the local device is configured as a standalone authentication device, Department ID Management can also be performed at the same time. ▶ **Registering User Information in the Local Device(P. 558)**

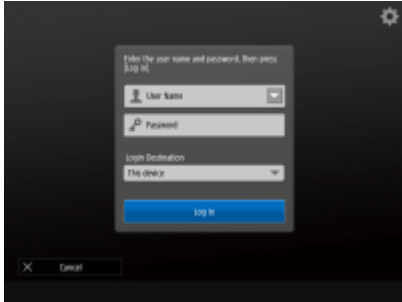
### Active Directory/LDAP Server

In addition to the local device, you can specify an LDAP server or Windows Server with Active Directory installed as the authentication device. One advantage of using this type of device is that the users registered on the server can be added as general users without any changes. To provide administrator privileges to a user, the user must be assigned to a specific administrator group on the Active Directory or LDAP server. To specify the additional authentication device, you must register the information of the server used for authentication. ▶ **Registering Server Information(P. 562)**

## Login Method

The user login methods described below are available for personal authentication management. It is also possible to use these methods in combination with each other. For more information on login operations, see ▶ **Logging into the Machine(P. 104)** .

## Keyboard Authentication



With this method, users log in by entering their user name and password using the keyboard displayed on the control panel. This method is available regardless of the authentication device that is used.

## IC Card Authentication



This method uses an IC card for user authentication. To log in, users simply touch an IC card to the reader, eliminating the need to remember a user name and password. Optional equipment is required in order to use this function. For more information, contact your local authorized Canon dealer.

## Mobile Authentication



Perform user authentication with a mobile device. You can log in to the machine using Canon PRINT Business. Optional products are required to use this function (▶ **System Options(P. 1118)**). You must first configure Bluetooth settings in the machine (▶ **<Network>(P. 741)** ▶ **<Bluetooth Settings>**) and enter user information with Canon PRINT Business. For more information on settings and operational procedures, see the Help of the application.

## Configuring Personal Authentication Management with User Authentication

Configure the personal authentication management settings in the order described below.



### 1 Check the basic configuration.

- Is the machine properly connected to the computer? ▶ **Setting up the Network Environment(P. 19)**
- If you are using an authentication server, have the DNS settings been configured for the machine?
- If you are using an authentication server, have the date and time been properly set? ▶ **Setting the Date/Time(P. 17)**





**Check the login service.**

- Log in to the Remote UI with Administrator privileges, click [Settings/Registration] ▶ [User Management] ▶ [Authentication Management] ▶ [Authentication Service Information], and check that the login service is indicated as User Authentication.



**Configure the authentication server settings.**

- Register user information on the local device and specify the authentication server.
- ▶ **Registering User Information in the Local Device(P. 558)**
- ▶ **Registering Server Information(P. 562)**



**Select the user authentication system.**

- ▶ **Configuring the Authentication Functions(P. 568)**
- ▶ **Using Personal Authentication to Manage Printing/Faxing/Remote Scanning via a Computer(P. 576)**

**IMPORTANT**

- Make sure to log out after you finish using the Remote UI. If you close the Remote UI without logging out, it may take a long time to log in next time.
- If you want to limit authentication method to User Authentication (restrict use of System Manager ID for authentication) when the machine is accessed from a device management software or driver, make sure to set <Prohibit Authentication Using Department ID and PIN> to <On>. ▶ **<Prohibit Authentication Using Department ID and PIN>(P. 818)**

# Registering User Information in the Local Device

13WH-0A9



To perform personal authentication management, you must first register user information in the database of the machine.

**1 Start the Remote UI.** ▶ Starting the Remote UI(P. 644)

**2 Click [Settings/Registration] on the portal page.** ▶ Remote UI Screen(P. 645)

**3 Click [User Management] ▶ [Authentication Management].**

## NOTE

### Disabling "Administrator"

- "Administrator" is registered as the default administrator name (user name). This user cannot be deleted but it can be disabled after adding a user with "Administrator" privileges. ▶ Logging in as an Administrator(P. 15)

**4 Click [Add User].**

## NOTE

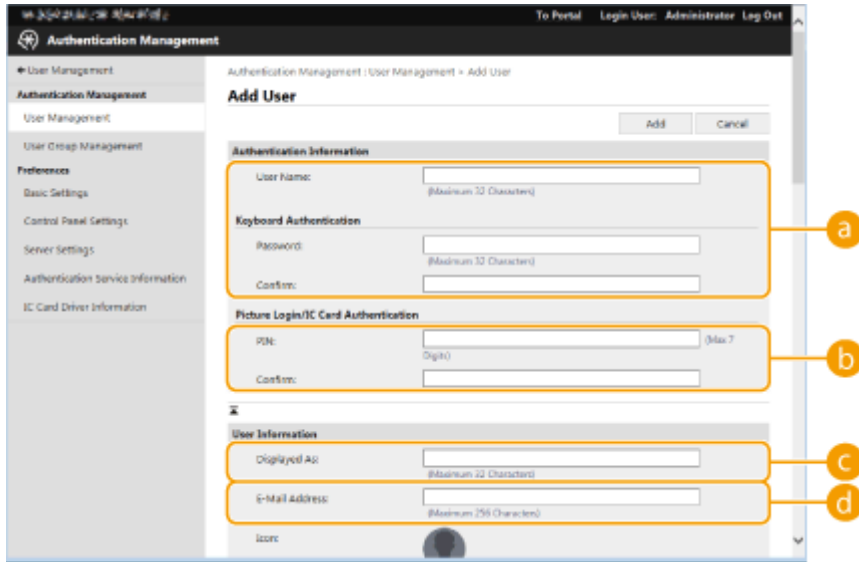
### To edit user information

- Click [Edit] for the user information that you want to edit, make the necessary changes, and click [Update].

### To delete user information

- Select the check box for the user information that you want to delete, and click [Delete] ▶ [OK].

**5 Enter the necessary information.**



**a [User Name:] / [Password:] / [Confirm:]**

Enter the user name and password. For confirmation, enter the password again in [Confirm:].

**b [PIN:] / [Confirm:]**

If users are required to enter a PIN when using IC card authentication, enter the PIN here. For confirmation, enter the PIN again in [Confirm:].

**c [Displayed As:]**

Enter the name of the user. When sending e-mail, the recipient will see the display name as the sender's name.

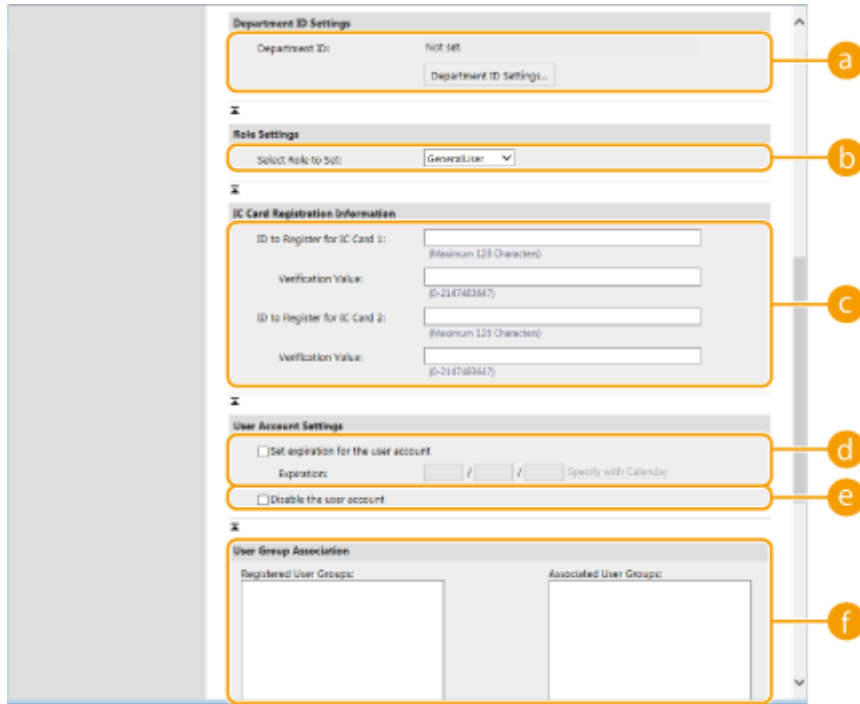
**d [E-Mail Address]**

Enter the e-mail address that the user is using on devices such as computers. When sending scanned documents, this address will be displayed along with the sender's name. This address is also used when sending documents by using <Send to Myself>.

**NOTE**

- It is also possible for general users to change their own password and PIN.
- The following data can be imported as an icon image.
  - Image size: Maximum 54 x 54 pixels
  - File extension: .jpg, .jpeg, or .png
  - File size: 10 KB or smaller

**6 Specify other required settings.**



**a [Department ID]**

When using Department ID Management, you must click [Department ID Settings...] and select the Department ID from the list to assign to the user. First, register the necessary Department IDs in [Register New Department...] on the list screen. If the Department ID that you specify here is later deleted, make sure to change this setting. **▶Configuring the Department ID Management Settings(P. 581)**

**b [Select Role to Set:]**

The user privileges (roles) listed below can be selected. The available setting items vary depending on the privileges ( **▶Settings/Registration(P. 730)** ). In addition, you can create your own roles. **▶Using ACCESS MANAGEMENT SYSTEM(P. 587)**

[Administrator]	Allows access to all machine operations.
[GeneralUser]	Allows general user privileges.
[DeviceAdmin]	Allows operations that are available to general users, along with the ability to change settings related to basic functions such as copying, printing, sending, and receiving.
[NetworkAdmin]	Allows operations that are available to general users, along with the ability to change network-related settings.

**c [ID to Register for IC Card 1:] / [ID to Register for IC Card 2:] / [Verification Value:]**

When using IC card authentication, specify the card ID and validity value (number of reissues).

**d [Set expiration for the user account]**

When setting a period of validity for the account, select the check box and enter a value for [Expiration].

**e [Disable the user account]**

Select the check box to temporarily disable the account.


**f [User Group Association]**

When you want to assign the user to a group, select a registered user group from the list and click [Add]. This setting is not displayed when using Department IDs as user groups. **▶Configuring the User Login Methods and Authentication Devices(P. 568)**

**7 Click [Add].**



**NOTE****Configuring settings via the control panel**

- You can also register user information by pressing  ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management> ▶ <Register/Edit Authentication User>. ▶<**Register/Edit Authentication User**>(P. 808)

**Creating user groups**

- Address Lists in the Address Book can be shared between users who are registered in a user group. ▶  
**Registering User Groups**(P. 660)

**TIPS****Save time by importing user information from another machine**

- If you click [Export...] or [Import...] in step 4, you can save (export) user information from the machine to a computer, or load (import) user information from another machine. This convenient procedure enables you to register user information just one time. Specifying [Timing to Apply] enables you to reflect user information at a desired time. If the user information cannot be reflected at the specified time because the machine is turned OFF or is completely in sleep mode, the information is reflected when the machine recovers.

**Check for unregistered Department IDs**

- If you click [Check Unregistered Department ID...] on the screen displayed in step 4, you can find out Department IDs that are not registered in the machine by checking Department IDs assigned to the users against Department IDs registered in the machine.

**LINKS**

- ▶<**Registering Server Information**>(P. 562)
- ▶<**Configuring the Authentication Functions**>(P. 568)
- ▶<**Using Personal Authentication to Manage Printing/Faxing/Remote Scanning via a Computer**>(P. 576)

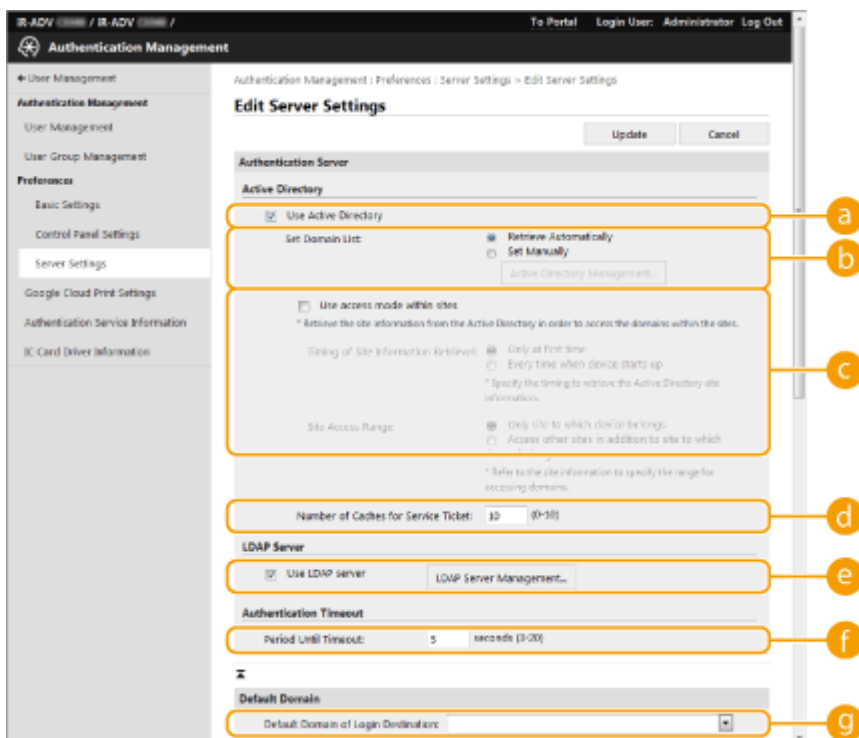
# Registering Server Information

13WH-0AA



To specify an Active Directory or LDAP server as an additional authentication device, you must register the information of the server used for authentication. Conduct a connection test as necessary.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 645)
- 3 Click [User Management] ▶ [Authentication Management].
- 4 Click [Server Settings] ▶ [Edit...].
- 5 Set the authentication server and domain information.



**a** [Use Active Directory]

Select the check box when using Active Directory.

**b** [Set Domain List:]

Select whether the Active Directory information of the login destination is retrieved automatically or entered manually. To enter it manually, select [Set Manually] and add the domain of the login destination in [Active Directory Management...].

**c [Use access mode within sites]**

Select the check box if there are multiple Active Directory servers and you want to assign access priority to the Active Directory located in the same site as the machine. Change the settings for [Timing of Site Information Retrieval:] and [Site Access Range:] as necessary.

**d [Number of Caches for Service Ticket:]**

Specify the number of service tickets that the machine can hold. A service ticket is an Active Directory function that acts as a record of a previous login, which reduces the amount of time it takes for the same user to log in next time.

**e [Use LDAP server]**

Select the check box when using an LDAP server.

**f [Period Before Timeout]**

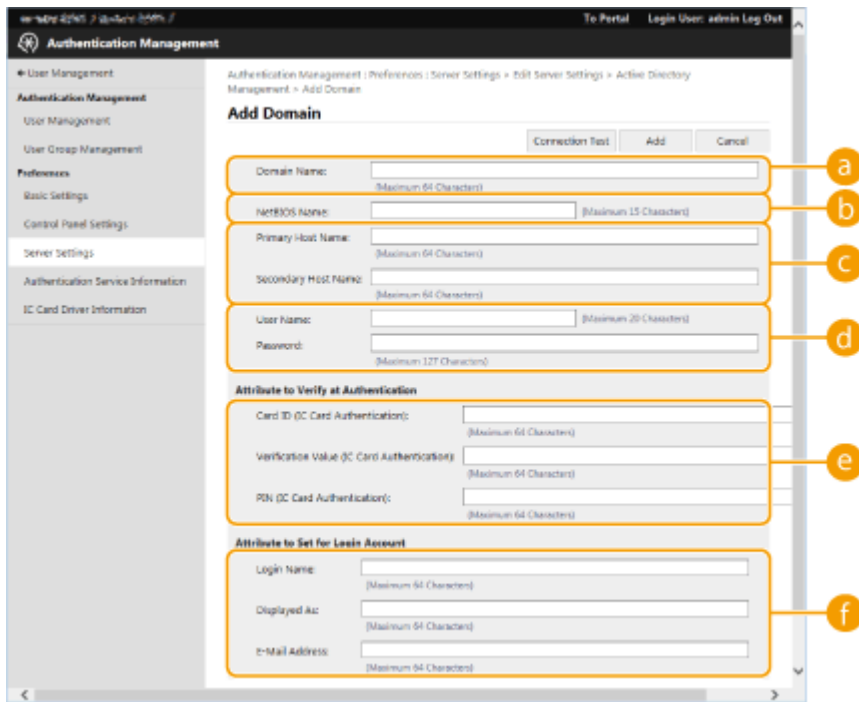
Specify the time limit for attempting to connect to the authentication server and the time limit for waiting for a response. When [Save authentication information for login users] is enabled, if you cannot log in within the time limit specified here, login is attempted using the authentication information saved in the cache.

**g [Default Domain of Login Destination:]**

Specify the domain that has connection priority.

**Manually specifying the Active Directory domain**

- 1 Select the check box for [Use Active Directory] and select [Set Manually] for [Set Domain List:].
- 2 Click [Active Directory Management...] ► [OK].
- 3 Click [Add Domain...].
- 4 Enter the necessary information.



**a [Domain Name:]**

Enter the domain name of the Active Directory that is the login destination (**Example:** company.domain.com).

**b [NetBIOS Name]**

Enter the NetBIOS domain name (**Example:** company).

**c [Primary Host Name:] / [Secondary Host Name:]**

Enter the host name of the Active Directory server (**Example:** ad-server1). When using a secondary server, specify the name in [Secondary Host Name:].

**d [User Name:] / [Password:]**

Enter the user name and password to use for accessing and searching the Active Directory server.

**e [Card ID (IC Card Authentication)] / [Verification Value (IC Card Authentication):] / [PIN (IC Card Authentication):]**

When using IC card authentication, specify the data fields (attribute names) for the card ID, validity value (number of reissues), and PIN.

**f [Login Name:] / [Displayed As] / [E-Mail Address]**

Specify the data fields (attribute names) for the login name, display name, and e-mail address of each user account on the Active Directory server (**Example:** sAMAccountName, cn, mail).

**5** Click [Connection Test] to confirm that connection is possible, and then click [Add].

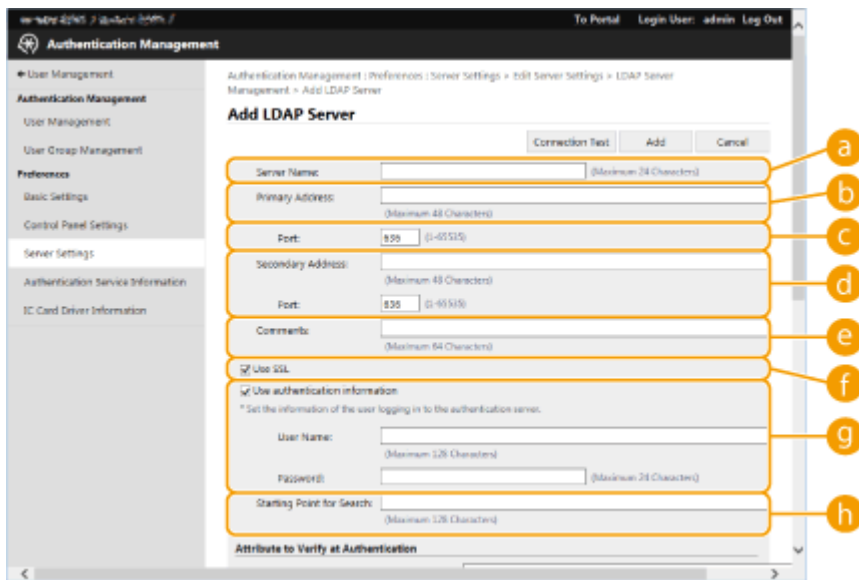
**NOTE**

**To edit server information**

- Click [Edit] for the server information that you want to edit, make the necessary changes, and click [Update].

**Registering LDAP server information**

- 1** Select the check box for [Use LDAP server] and click [LDAP Server Management...] ► [OK].
- 2** Click [Add Server...].
- 3** Enter the LDAP server information.



**a [Server Name]**

Enter the name for the LDAP server. The name "localhost" cannot be used. The server name may not include spaces.

**b [Primary Address]**

Enter the IP address or host name of the LDAP server (**Example:** ldap.example.com). The loopback address (127.0.0.1) cannot be used.

**c [Port:]**

Enter the port number used for communicating with the LDAP server. Use the same setting that is configured on the server. If you do not enter a number, it is automatically set to "636" when the check box is selected for [Use TLS], or it is set to "389" when the check box is cleared.

**d [Secondary Address:] / [Port:]**

When using a secondary server in your environment, enter the IP address and the port number.

**e [Comments]**

Enter a description or note as necessary.

**f [Use TLS]**

Select the check box when using TLS encryption for communications with the LDAP server.

**g [Use authentication information]**

Clear the check box to allow anonymous access to the LDAP server, only if the LDAP server is set to allow anonymous access. When using the user name and password for authentication, select the check box and enter values for [User Name:] and [Password:].

**h [Starting Point for Search:]**

Specify the location (level) to search for user information when LDAP server authentication is performed.

**4** Specify how to set the attribute names and domain name.

**a [User Name (Keyboard Authentication):]**

Specify the LDAP data field (attribute name) for the user name on the LDAP server (**Example:** uid).

**b [Card ID (IC Card Authentication)] / [Verification Value (IC Card Authentication):] / [PIN (IC Card Authentication):]**

When using IC card authentication, specify the LDAP data fields (attribute names) for the card ID, validity value (number of reissues), and PIN.

**c [Login Name:] / [Display Name] / [E-Mail Address]**

Specify the LDAP data fields (attribute names) for the login name, display name, and e-mail address of each user account on the LDAP server (**Example:** uid, cn, mail).

**d [Specify the domain name] / [<Domain Name>]**

Select how to set the domain name of the login destination. To specify the domain name directly, select [Specify the domain name] and enter the domain name. To specify an LDAP data field (attribute name) from which to acquire the domain name on the LDAP server, select [<Domain Name>] and enter the attribute name (**Example:** dc).

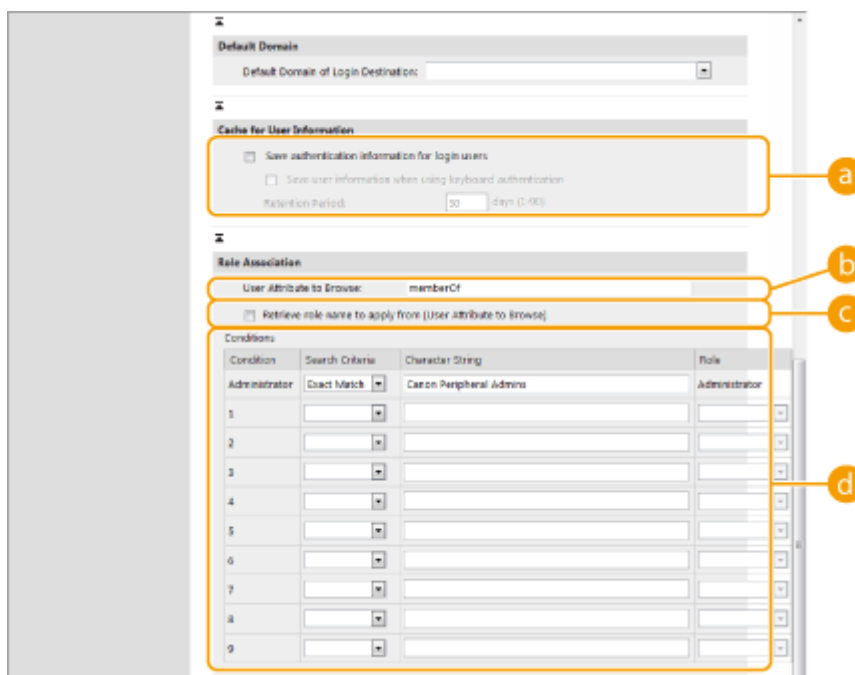
**5** Click [Connection Test] to confirm that connection is possible, and then click [Add].

**NOTE**

**To edit server information**

- Click [Edit] for the server information that you want to edit, make the necessary changes, and click [Update].

**6 Enter the user information and set the privileges.**



**a [Save authentication information for login users]**

Select the check box to save the authentication information of users who log in via the control panel. Select the [Save user information when using keyboard authentication] check box to save the information of users who log in using keyboard authentication to the cache. After the settings are configured, the saved authentication information can be used for login, even if the machine is unable to connect to the server. Change the [Retention Period:] setting as necessary.

**b [User Attribute to Browse:]**

Enter the data field (attribute name) on the referenced server that is used to determine user privileges (roles). Normally, you can use the preset value of "memberOf", which indicates the group that the user belongs to.

**c [Retrieve role name to apply from [User Attribute to Browse]]**

Select the check box to use the character string registered in the data field on the server specified in [User Attribute to Browse:] for the role name. Before configuring, check the role names that can be selected on the machine, and register them on the server.

**d [Conditions]**

You can set the conditions that determine user privileges. The conditions below are applied in the order that they are listed.

[Search Criteria]	Select the search criteria for [Character String].
[Character String]	Enter the character string that is registered to the attribute specified in [User Attribute to Browse:]. To set the privileges based on the group that user belongs to, enter the group name.
[Role]	Select the privileges that apply to users who match the criteria.

## NOTE

### The [Conditions] settings when using Active Directory servers

- "Canon Peripheral Admins" is set in advance as the Administrator user group. Assign different privileges to the other groups created on the server.

**7** Click [Update].

**8** Restart the machine. ▶ [Restarting the Machine\(P. 653\)](#)

## LINKS

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- ▶ [Registering User Information in the Local Device\(P. 558\)](#)
- ▶ [Configuring the Authentication Functions\(P. 568\)](#)
- ▶ [Using Personal Authentication to Manage Printing/Faxing/Remote Scanning via a Computer\(P. 576\)](#)

# Configuring the Authentication Functions

13WH-0AC

You can configure the user login methods, authentication devices, and other authentication functions based on your system environment and needs. You can also specify how the login screen is displayed.

- ▶ **Configuring the User Login Methods and Authentication Devices(P. 568)**
- ▶ **Specifying When to Display the Login Screen(P. 574)**

## Configuring the User Login Methods and Authentication Devices

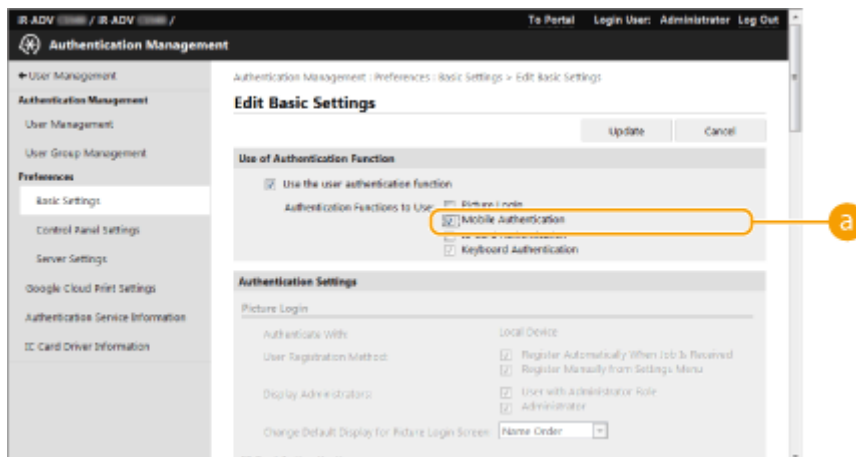
Specify the user login methods ( ▶ **Login Method(P. 555)** ) and authentication devices ( ▶ **Authentication Device(P. 555)** ). Note that the authentication devices need to be set up before configuring the settings below.

- ▶ **Registering User Information in the Local Device(P. 558)**
- ▶ **Registering Server Information(P. 562)**

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)**
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 645)**
- 3 Click [User Management] ▶ [Authentication Management].**
- 4 Click [Basic Settings] ▶ [Edit...].**
- 5 Select the check box for [Use the user authentication function] and specify the required settings.**
  - Select the login methods that you want to use, and specify detailed settings such as authentication device settings.

### ■ Configuring mobile authentication

Specify the following settings when using mobile authentication.





**a [Authentication Functions to Use]**

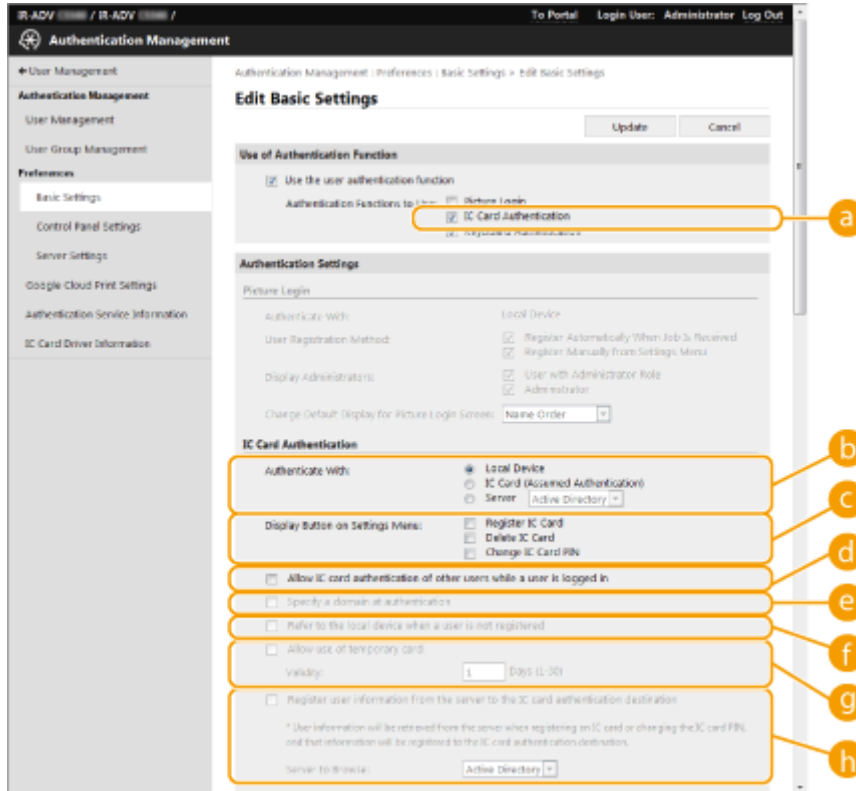
Select the [Mobile Authentication] check box.

**NOTE**

- If you select the check box for mobile authentication, the check box for keyboard authentication is selected automatically. Also make sure to specify the settings for keyboard authentication.

**■ Using IC card authentication**

Configure the settings below when using IC card authentication.



**a [Authentication Functions to Use]**


Select the check box for [IC Card Authentication].

**b [Authentication]**

Select the user authentication device.

- When [IC Card (Assumed Authentication)] is selected, login is performed using only the information registered on the IC card, and logged-in users can operate the machine with general user privileges.
- When using an external authentication server, select [Server] and specify the type of server.

**c [Display Button on Settings Menu:]**

Select the check boxes for the buttons to add to the menu that is displayed when pressing  on the top right corner of the login screen.

**d [Allow IC card authentication of other users while a user is logged in]**

Select the check box to allow a user to log in to the machine with an IC card, even if another user is already logged in. If this function is enabled, the previously logged-in user is automatically logged out when the IC card is touched to the reader. This is not available when the machine is configured to perform authentication for separate functions.

**e [Specify a domain at authentication]\***

Select the check box to allow users to specify the domain of the login destination on the IC card authentication login screen.

**f [Refer to the local device when a user is not registered]\***

Select the check box to allow users to log in using the local device user information, even if they are not registered on the authentication server.

**g [Allow use of temporary card]**

Select the check box to allow users to associate a temporary card with their account and temporarily log in to the machine if they have forgotten their card, etc. Set the expiration period of the temporary card accordingly. To configure this function, specify the following settings in advance. If you deselect the check box, the associations of all temporary cards are canceled.

- [Use the user authentication function] is set to [On].
- [IC Card Authentication] in [Authentication Functions to Use] is set to [On].
- [Local Device Authentication] in [IC Card Authentication] ▶ [Authentication] is set to [On].
- [Register IC Card] in [IC Card Authentication] ▶ [Display Button on Settings Menu:] is set to [On].

**NOTE**

- If another user is associated with a temporary card before the card expires, the association with the existing user is canceled.
- Only one temporary card can be associated with an account at a time. If an account is associated with another temporary card, the association with the existing temporary card is canceled.

**h [Register user information from the server to the IC card authentication destination]**

Select the check box to associate user information obtained from the server with card information and register it to the machine in an environment in which you can perform authentication to an Active Directory or LDAP server from the machine ( ▶ **Registering Server Information(P. 562)** ), but cannot write card information, etc. Make sure to also select the server to use. To configure this function, specify the following settings in advance.

- [Use the user authentication function] is set to [On].
- [IC Card Authentication] in [Authentication Functions to Use] is set to [On].
- [Local Device Authentication] in [IC Card Authentication] ▶ [Authentication] is set to [On].
- [Register IC Card] in [IC Card Authentication] ▶ [Display Button on Settings Menu:] is set to [On].

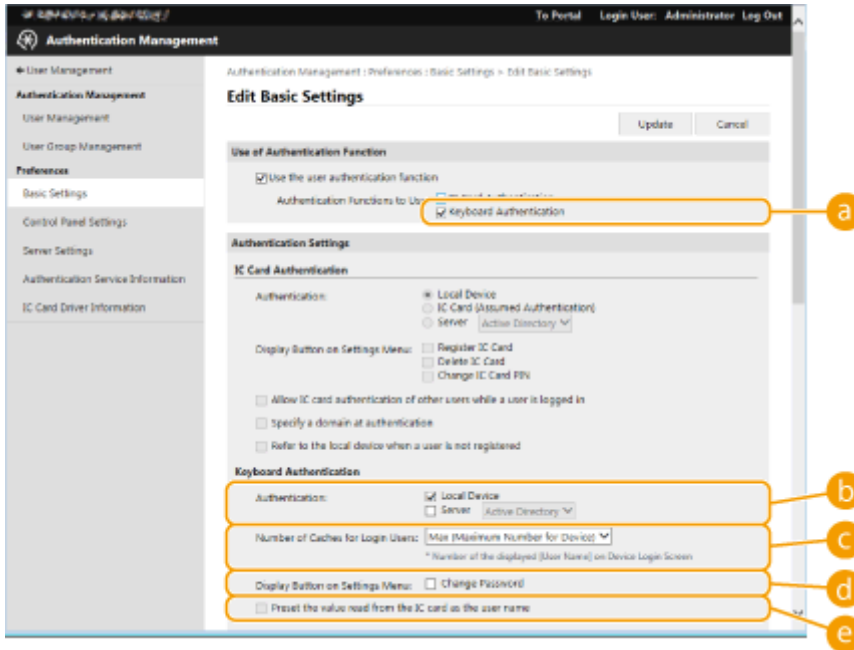
**NOTE**

- If you set [Register user information from the server to the IC card authentication destination] to [Off], all users added with this function are deleted.
- If another user is associated with a temporary card, the association with the existing user is canceled.
- Users registered with this function cannot log in using keyboard authentication. If you want to enable logging in with keyboard authentication using the user information on a server, specify the server as the authentication destination for keyboard authentication.

- If the user information on the server is changed after a user has been registered to the machine, the user information in the machine is not automatically updated. Register the IC card again to reflect the latest information.
  - An IC card cannot be registered if the user information retrieved from the server contains characters that cannot be used by the machine.
- \* This setting is only available when using an external authentication server.

## ■ Using keyboard authentication

Configure the settings below when using keyboard authentication.



### a [Authentication Functions to Use]

Select the check box for [Keyboard Authentication].

### b [Authentication]


Select the user authentication device.

- Select the check box for [Local Device] if you are using the database inside this machine to manage user information.
- When using an external authentication server, select [Server] and specify the type of server.

### c [Number of Caches for Login Users:]

The names of users who previously logged in can be displayed in a drop-down list on the login screen on the machine. Select [0] to hide the login history, and select [1] to display only the name of the user who logged in most recently.

### d [Display Button on Settings Menu:]

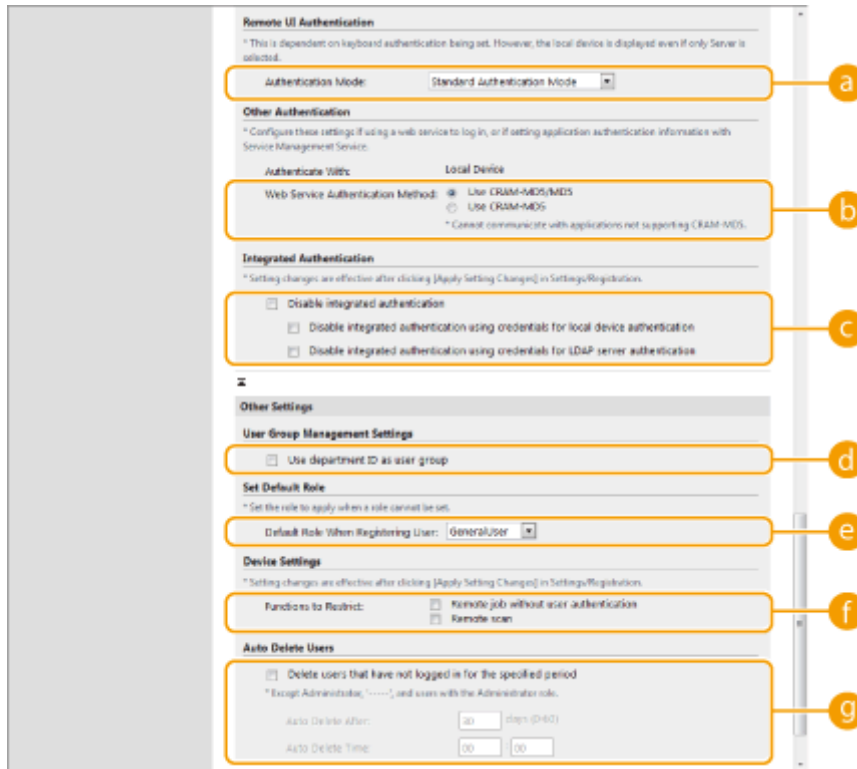
Select the check box to add the <Change Password> button to the menu that is displayed when pressing  on the top right corner of the login screen.

**e [Preset the value read from the IC card as the user name]**

Select the check box to automatically enter the card ID in [User Name:] on the login screen when IC card authentication is available.

**■ Configuring detailed settings for authentication functions**

You can configure detailed settings for the personal authentication functions.



**a [Authentication Mode:]**

Select the authentication mode to use for Remote UI login. When [Guest Authentication Mode] is selected, unregistered users can also log in by clicking [Log In (Guest)]. Select [Administrator Authentication Mode] to only allow users with Administrator privileges to log in.

**b [Web Service Authentication Method:]**

Select the local device authentication method to use for communications with Web service applications.

**c [Disable integrated authentication]**

Integrated authentication is a function that enables the authentication information used when logging in to be used when logging in at other times. Users simply log in one time, which improves convenience but also increases the risk of unauthorized access. Disabling integrated authentication and requiring a password for separate functions is an effective measure to prevent unauthorized access. Select the check box to disable the integrated authentication function.

- To disable the integrated authentication function only for logged-in users who are registered in the local device, select the check box for [Disable integrated authentication using credentials for local device authentication].
- To disable the integrated authentication function only for logged-in users who are registered in the LDAP server, select the check box for [Disable integrated authentication using credentials for LDAP server authentication].

**NOTE**

- When integrated authentication is disabled, a separate user name and password must be registered in order to access the folders and boxes listed below.
  - Personal folder
  - LDAP server
  - Shared folder/FTP server/WebDAV server
  - Advanced Space
- Integrated authentication is valid while the session is valid.

**d [Use department ID as user group]**

Select the check box to use Department IDs as the user groups ( ▶ **Registering User Information in the Local Device(P. 558)** ) to which users are registered.

**e [Default Role When Registering User:]**

Select the role to apply to users in situations such as when no privileges are set.

**f [Functions to Restrict:]**

Select the check boxes for functions that cannot be used when personal authentication management is enabled.

**g [Delete users that have not logged in for the specified period]**

Select the check box to delete users registered in the local device who have not logged in to the machine for a specified period of time. Make sure to also specify the number of days before automatic deletion and the time it is executed.

**NOTE**

- If you set [Auto Delete After:] to [0], all accounts other than the administrator are deleted at the time set in [Auto Delete Time:].
- If the accounts cannot be deleted at the specified time because the machine is turned OFF or is completely in sleep mode, the accounts are deleted the next time that the machine starts.
- If a user has never logged in before, the date and time that the user was registered is displayed as the time that the user last logged in.

**6 Click [Update].**

**7 Restart the machine. ▶ **Restarting the Machine(P. 653)****

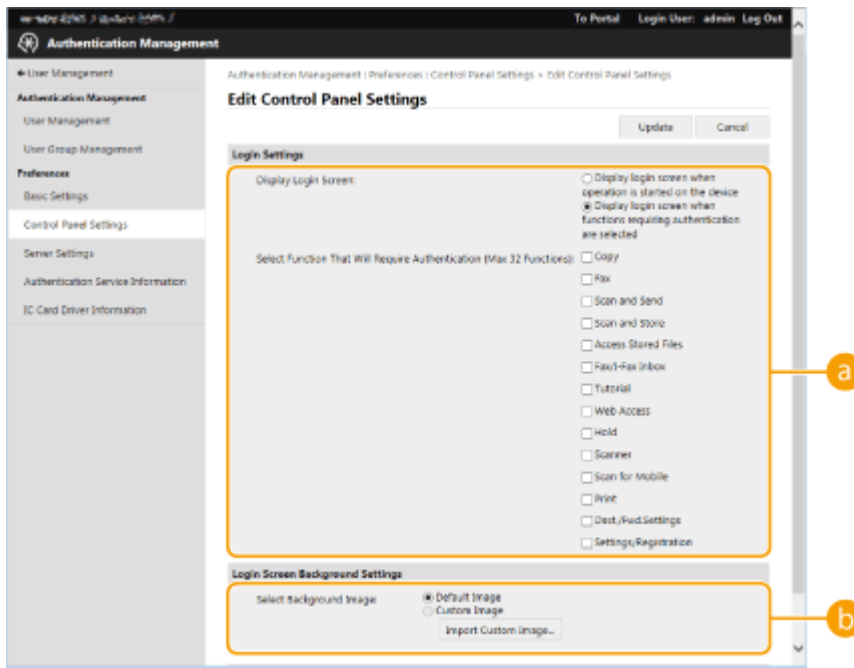
**NOTE**

- The authentication method selected for [Web Service Authentication Method:] is also used for personal authentication during the device information distribution. ▶ **Performing User Authentication when Distributing Device Information(P. 717)**

## Specifying When to Display the Login Screen

You can specify when to display the login screen by selecting either “when you start using the machine” or “after a function button is pressed.” If “after a function button is pressed” is selected, you can specify the functions that require user login. Functions that are not specified are available to unregistered users.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 645)
- 3 Click [User Management] ▶ [Authentication Management].
- 4 Click [Control Panel Settings] ▶ [Edit...].
- 5 Configure the settings as necessary.



### a [Login Settings]

In [Display Login Screen:], select when the login screen is displayed.

If you selected [Display login screen when functions requiring authentication are selected], also select the functions to display the login screen for.

### b [Login Screen Background Settings]

You can specify a background image for the login screen.

- 6 Click [Update].

## LINKS

- ▶ Registering User Information in the Local Device(P. 558)

▶ **Registering Server Information(P. 562)**

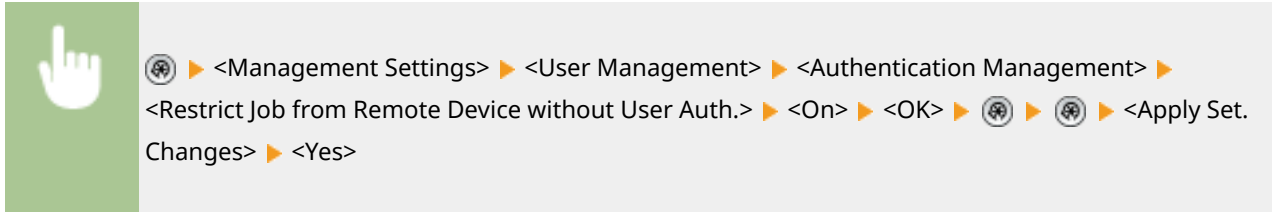
▶ **Using Personal Authentication to Manage Printing/Faxing/Remote Scanning via a Computer(P. 576)**

## Using Personal Authentication to Manage Printing/ Faxing/Remote Scanning via a Computer

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13WH-0AE

You can apply personal authentication management to printing, faxing, and remote scanning ( [▶Using Your Computer to Scan \(Remote Scan\) \(Windows\)\(P. 461\)](#) ) via a computer. This can provide greater security, as the machine does not accept these operations unless the user is identified.



### LINKS

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- ▶ [Registering User Information in the Local Device\(P. 558\)](#)
- ▶ [Registering Server Information\(P. 562\)](#)
- ▶ [Configuring the Authentication Functions\(P. 568\)](#)



# Using Other Convenient Personal Authentication Management Functions

Personal authentication management provides a variety of advantages in addition to user authentication. This section describes some of the other convenient functions that use personal authentication to expand the capabilities of multifunctional printers, such as managing user groups or creating Personal folders for individual users.

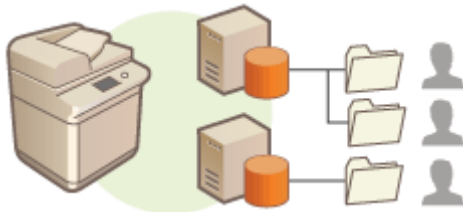
## Department ID Management

Users registered in the machine can be organized into groups such as the departments that they belong to, and managed based on their Department ID. This function lets you check the total number of pages used for each Department ID, or set maximum limits on the number of pages that each group can use for copying or printing, which can help reduce costs. [▶Setting the Department ID Management\(P. 578\)](#)



## Personal Folder

Users who log in with personal authentication management can create a Personal folder for individual use. A Personal folder can be specified as the send destination for scanned documents, and it can be created in a shared folder or on a file server. Registering a Personal folder makes it easy for users to send documents to themselves, which can effectively prevent information leakage due to sending to wrong destinations. [▶Configuring Personal Folders\(P. 584\)](#)



## ACCESS MANAGEMENT SYSTEM

An environment that uses ACCESS MANAGEMENT SYSTEM can provide more precise control in user management, by allowing you to create new privilege levels and define which functions are available to each privilege level. [▶Using ACCESS MANAGEMENT SYSTEM\(P. 587\)](#)

## Setting the Department ID Management

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13WH-0AH

Users can be organized into groups such as the departments that they belong to, and managed based on their Department ID. First, create all of the Department IDs that are to be managed, and assign users to each one ( [▶ Registering User Information in the Local Device\(P. 558\)](#) ). After assigning users to Department IDs, enable Department ID Management. To perform the same type of management for printing or sending faxes from a computer, configure the additional required settings. Administrator privileges are required in order to configure these settings.



## Changing the System Manager ID and PIN

13WH-0AJ

When Department ID Management is enabled, Department IDs must be set for users before they can log in. However, users with administrator privileges can use a System Manager ID to log in without a Department ID. The System Manager ID and System Manager PIN are both set to "7654321" by default, but it is recommended to change them for security reasons. Follow the procedure below to change them. Also, note that when ACCESS MANAGEMENT SYSTEM is enabled, only users with Administrator privileges can log in using the System Manager ID. **▶Using ACCESS MANAGEMENT SYSTEM(P. 587)**

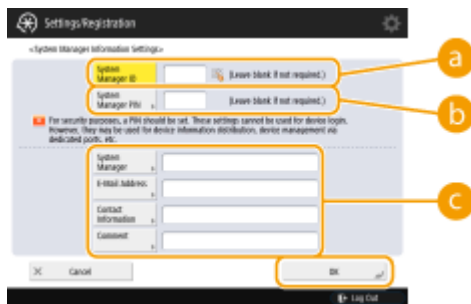
### NOTE

- This setting is not a default User Authentication administrator setting. To specify this setting for a user with administrator privileges in User Authentication, set [Select Role to Set:] to "Administrator". **▶Registering User Information in the Local Device(P. 558)**

**1** Press .

**2** Press **<Management Settings>** ▶ **<User Management>** ▶ **<System Manager Information Settings>**.

**3** Make the necessary changes to the System Manager settings, and press **<OK>**.



**a** **<System Manager ID>**

Enter a number of 7 digits or less for the new System Manager ID.

**b** **<System Manager PIN>**

Enter a number of 7 digits or less for the new System Manager PIN, and press **<Confirm>**. For confirmation, enter the PIN again and press **<OK>**.

**c** **<System Manager>** / **<E-Mail Address>** / **<Contact Information>** / **<Comment>**

Enter information about the administrator as necessary.

### NOTE

- You cannot register a System Manager ID or PIN consisting only of 0s, such as "00" or "0000000".
- When the optional Copy Card Reader is attached, the System Manager ID and System Manager PIN are reset to "7654321". **▶Optional Equipment(P. 1088)**
- You can also make entering seven digits a requirement for the System Manager ID and System Manager PIN. For more information, contact your local authorized Canon dealer.

## LINKS

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- ▶ **Configuring the Department ID Management Settings(P. 581)**
- ▶ **Registering User Information in the Local Device(P. 558)**

# Configuring the Department ID Management Settings

13WH-0AK

You can organize and manage users in groups based on Department ID. Follow the procedure below to configure Department ID Management and enable the machine to count the number of pages used for printing and scanning.

## IMPORTANT

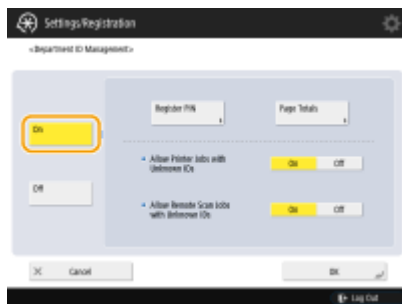
- Make sure that Department IDs have been set for the users registered in the machine. [▶ Registering User Information in the Local Device \(P. 558\)](#)

**1** Press .

**2** Press **<Management Settings>** ▶ **<User Management>** ▶ **<Department ID Management>**.

**3** Press **<On>**.

⇒ Department ID Management is enabled.



- To disable Department ID Management, press **<Off>**.

## ■ Registering Department IDs and PINs

**1** Press **<Register PIN>**.

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

### NOTE

#### To edit Department ID settings

- Select the Department ID that you want to edit, and press **<Edit>** to display the Edit screen.

#### To delete Department ID settings

- Select the Department ID that you want to delete, and press **<Delete>** ▶ **<Yes>**.

**3** Enter the Department ID and PIN, and press **<OK>**.



**a <Department ID>**

Enter a number of 7 digits or less for the Department ID.

**b <PIN>**

Enter a number of 7 digits or less for the PIN, and press <Confirm>. For confirmation, enter the PIN again and press <OK>. If you do not want to set a PIN, leave this item blank.

**NOTE**

- You cannot register a Department ID or PIN consisting only of 0s, such as "00" or "0000000".
- You can press <Turn Limit On/Off and Set Page Limit> to set the total number of pages that the department is allowed to use for copying, scanning, and printing.
- You can also make entering seven digits a requirement for Department IDs and PINs. For more information, contact your local authorized Canon dealer.

**4** Press <OK>.

**4** Press <OK>.

**NOTE**

**To check the page counts**

- If you want to check the total number of pages used by each Department ID for copies, prints, and scans (including faxes), press <Page Totals> on the screen displayed in step 3. The page counts do not include blank pages or sample prints used for checking items such as gradation adjustment or secure watermarks.


**LINKS**

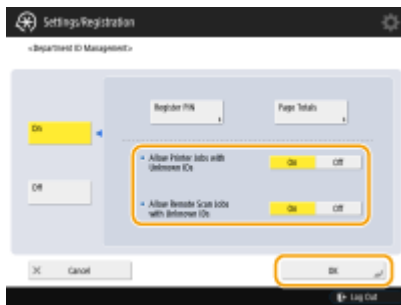
**▶ Using Department IDs to Manage Printing or Remote Scanning via Computer(P. 583)**

# Using Department IDs to Manage Printing or Remote Scanning via Computer

13WH-0AL

You can use Department ID Management to manage printing and remote scanning operations performed via a computer ( ▶ **Using Your Computer to Scan (Remote Scan) (Windows)(P. 461)** ). Use this function when you would like to improve security or monitor the number of pages that are printed.

- 1 Press .
- 2 Press <Management Settings> ▶ <User Management> ▶ <Department ID Management>.
- 3 Select <Off> for the functions that you want to manage, then press <OK>.



If <Off> is selected, a Department ID must be entered when executing a corresponding job.

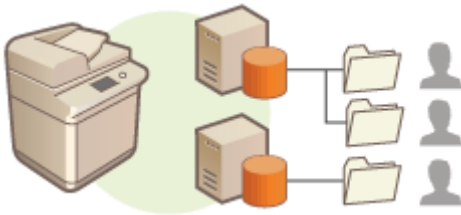
## Configuring Personal Folders

13WH-0AR

Users who log in with personal authentication management can create a Personal folder for individual use. A Personal folder can be specified as the send destination for scanned documents, and it can be created in a shared folder or on a file server. Users can easily send documents to their Personal folders, which can effectively prevent information leakage due to operation errors. Three different ways to specify a Personal folder are described below. After a user with Administrator privileges selects how to specify Personal folders, he or she needs to notify users of the location and instruct them to create their Personal folders.

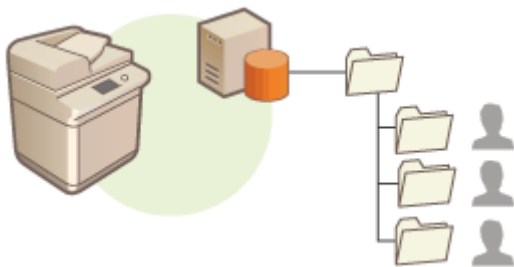
### Creating Folders in Any Location Specified by Users

Users create a Personal folder in any location they desire. This enables each user to send documents to a folder in a familiar location.



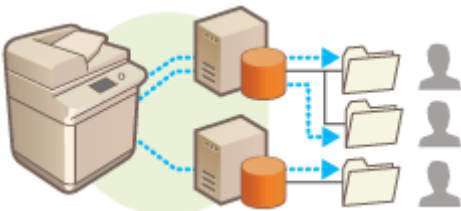
### Creating Folders in a Home Folder Specified by the Administrator

Users create a Personal folder inside a parent folder (home folder) specified by the administrator. Personal folders are easier to manage because they are all kept together in one location. A Windows (SMB) shared folder or WebDAV server can be specified.



### Creating Folders in a Location Specified by the Server

The location of Personal folders is specified based on the user information registered on an authentication server, such as Windows server with Active Directory. Only a Windows (SMB) shared folder can be specified.



## Setting How to Specify the Location of Personal Folders

1 Press .



**2** Press <Function Settings> ▶ <Send> ▶ <Common Settings> ▶ <Personal Folder Specification Method>.

**3** Select how to specify the location of Personal folders.



**■ Creating folders in any location specified by users**

Press <Register for Each User> ▶ <OK>. Each user can specify the location of the Personal folder.

**■ Creating folders in a home folder specified by the administrator**

**1** Press <Home Folder> ▶ <Set>.



**2** Specify the home folder and press <OK>.



**a** <Protocol>

Select the protocol to use when sending scanned documents to the Personal folder.

**b** <Host Name>

Enter the host name or IP address of the computer where you want to create the home folder.

**c** <Folder Path>

Enter the folder path for the home folder. For example, enter "users\public\share" for a home folder created inside a subfolder named "share" in the "Public" folder on the C: drive (path: "C:\users\public\share").

**NOTE**

- You may not be able to specify the path if there are too many folder levels.

- 3 Select the authentication information to use, and press <OK>.
  - To use a separate user name and password for the Personal folder, press <Use Authentication Info. of Each User> to add a check mark. Remove the check mark to use the same user name and password entered at login. If a check mark is added to this item, a user name and password must be registered for each user.




### ■ Creating folders in a location specified by the server

- 1 Press <Use Login Server>.
- 2 Select the authentication information to use, and press <OK>.
  - To use a separate user name and password for the Personal folder, press <Use Authentication Info. of Each User> to add a check mark. Remove the check mark to use the same user name and password entered at login. If a check mark is added to this item, a user name and password must be registered for each user.



## NOTE

### Registering a Personal folder and authentication information for each user

- The Personal folder and user name/password can be set for each user by pressing <Scan and Send>
  - ▶  ▶ <Register/Edit Information for Each User> ▶ <Personal Folder>.

## Using ACCESS MANAGEMENT SYSTEM

13WH-0AS

In an environment that uses ACCESS MANAGEMENT SYSTEM, it is possible to define which functions are available to each privilege level (role), as well as create new roles. This provides more precise control in user management by enabling you to specify which functions are available to each individual user. For example, you can prohibit user A from copying, while allowing user B to use all functions. Follow the procedure below to enable ACCESS MANAGEMENT SYSTEM functions.



▶ <Management Settings> ▶ <License/Other> ▶ <Use ACCESS MANAGEMENT SYSTEM> ▶  
 <On> ▶ <OK> ▶  ▶  ▶ <Apply Set. Changes> ▶ <Yes>

### NOTE

- If you set this function to <On>, the following settings in Settings/Registration are disabled.
  - Setting a PIN for Address Book
  - Restricting New Destinations
- Similar restrictions can be set for roles using the ACCESS MANAGEMENT SYSTEM. For details, see ACCESS MANAGEMENT SYSTEM Administrator Guide.
- Even if you change this setting from <Off> to <On>, the following settings in Settings/Registration do not automatically return to their previous values. Change the settings manually.
  - Setting a PIN for Address Book
  - Restricting New Destinations
- For more information on system requirements and how to create and edit roles, see ACCESS MANAGEMENT SYSTEM Administrator Guide.

# Deleting User Setting Information

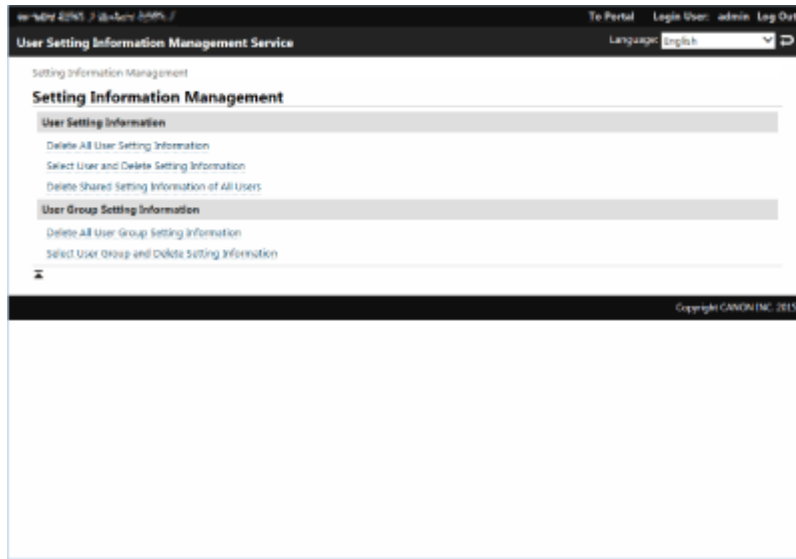
13WH-0AU

You can delete unnecessary user setting information. User setting information is a type of table that includes data about where and what settings have been configured for users. Setting information is registered automatically, and some setting information must be manually deleted because it remains even after a user has been deleted. To delete user setting information, log in to the Remote UI with Administrator privileges. Note, however, that it may not be possible to delete setting information for the user who is using a MEAP application.

## NOTE

- You can also set to automatically delete user setting information when the maximum amount of information that can be registered has been reached. ▶<Action When Maximum Number of Users Exceeded>(P. 812)
- For information on the maximum amount of user setting information that can be registered, see ▶ Specifications(P. 1029) .

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 644)
- 2 Click [User Setting Information Management Service] on the portal page. ▶Remote UI Screen(P. 645)
- 3 Delete the user setting information.



### ■Deleting the setting information for all users

Click [Delete All User Setting Information] ▶ [Yes].

### ■Deleting the setting information for individual users

- 1 Click [Select User and Delete Setting Information].
- 2 Select the check box for the user with the setting information that you want to delete, and click [Delete] ▶ [Yes].

■ **Deleting the shared setting information of all users**

Click [Delete Shared Setting Information of All Users] ► [Yes].

■ **Deleting the setting information for all user groups**

Click [Delete All User Group Setting Information] ► [Yes].

■ **Deleting the setting information for individual user groups**

- 1 Click [Select User Group and Delete Setting Information].
- 2 Select the check box for the user group with the setting information that you want to delete, and click [Delete] ► [Yes].

LINKS

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- 🔗 **Configuring the Personal Authentication Management Settings(P. 555)**

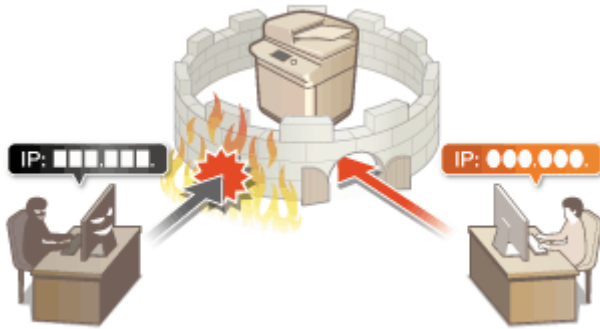
# Configuring the Network Security Settings

13WH-0AW

Authorized users may incur unanticipated losses from attacks by malicious third parties, such as sniffing, spoofing, and tampering of data as it flows over a network. To protect your important and valuable information from these attacks, the machine supports the following features to enhance security and secrecy.

## Firewall Settings

Unauthorized access by third parties, as well as network attacks and breaches, can be blocked by only allowing communication with devices that have a specific IP address. [▶Restricting Communication by Using Firewalls\(P. 592\)](#)



## Proxy Settings

You can provide greater security by using a proxy server for connections outside the network, such as when browsing websites. [▶Setting a Proxy\(P. 598\)](#)



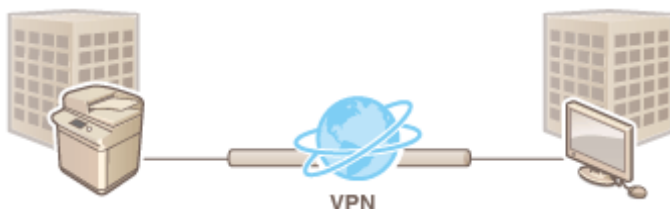
## TLS Encrypted Communication

TLS is a protocol for encryption for data sent over a network and is often used for communication via a Web browser or an e-mail application. TLS enables secure network communication when accessing the machine in a variety of situations, such as when using the Remote UI or distributing device information. [▶Configuring the Key and Certificate for TLS\(P. 600\)](#)



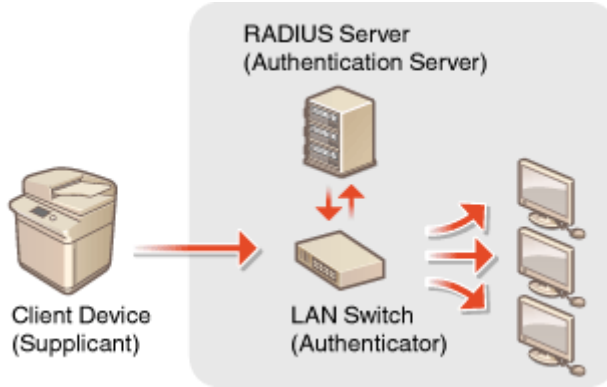
## IPSec Communication

While TLS only encrypts data used on a specific application, such as a Web browser or an e-mail application, IPSec encrypts the whole (or payloads of) IP packets. This enables IPSec to offer a more versatile security system than TLS. [▶Configuring the IPSec Settings\(P. 604\)](#)



### IEEE 802.1X Authentication

If a device tries to connect and start communicating on an 802.1X network, the device must go through user authentication in order to prove that the connection is made by an authorized user. Authentication information is sent to and checked by a RADIUS server, which permits or rejects communication to the network depending on the authentication result. If authentication fails, a LAN switch (or an access point) blocks access from the outside of the network. The machine can connect to an 802.1X network as a client device. **▶Configuring the IEEE 802.1X Authentication Settings(P. 609)**



## Restricting Communication by Using Firewalls

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13WH-0AX

By configuring packet filtering to only allow communication with devices that have a specific IP address or MAC address, you can reduce the risk of unauthorized access by outside third parties. Administrator or NetworkAdmin privileges are required in order to configure these settings.





# Specifying IP Addresses in Firewall Settings

13WH-0AY

You can set whether to allow or reject communication with a device that has a specific IP address. After configuring the IP addresses in the firewall settings, you can check the results in the log of blocked communication requests. You can also set whether to allow or reject ICMP communications such as PING commands, etc., after specifying firewall settings.

**1** Press .

**2** Press <Preferences> ▶ <Network> ▶ <Firewall Settings>.

**3** Press <IPv4 Address Filter> or <IPv6 Address Filter>.

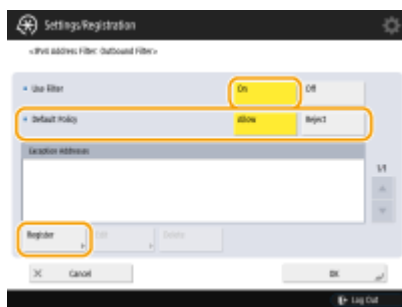
- Select the filter setting that corresponds to the IP address set on the machine.

**4** Select <Outbound Filter> or <Inbound Filter>.

- To restrict data sent from the machine to a computer, select <Outbound Filter>.
- To restrict data received from a computer, select <Inbound Filter>.
- To restrict data communication but allow only ICMP communications such as PING commands, etc., set <Always Allow Sending/Receiving Using ICMP> to <On>.

**5** Set <Use Filter> to <On>, select <Default Policy>, then press <Register>.

- For <Default Policy>, select <Reject> to only allow communication with devices that have an IP address specified in <Exception Addresses> in the next step, or select <Allow> to reject communication with them.



## NOTE

- If <Reject> is selected for <Default Policy>, the restrictions do not apply to sending to multicast or broadcast addresses.

**6** Set the exception addresses.

When using IPv4

When using IPv6



- Specify the IP addresses to designate as exceptions of the <Default Policy> option selected in the previous step. Select one of the input methods described below.

**a <Single Address>**

Enter an individual IP address to designate as an exception. In the case of IPv6, press <Address> to display the input screen.

**b <Address Range>**

Specify a range of IP addresses. Enter a separate address for <First Address> and <Last Address>. It is not possible to enter IPv6 addresses.

**c <Specify Prefix>**

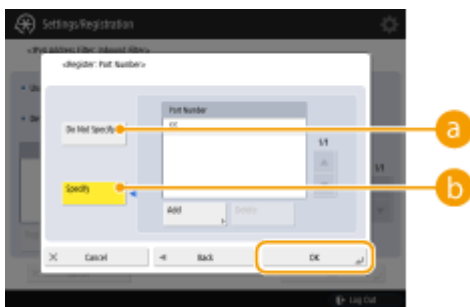
Specify a range of IP addresses using a prefix (network address). Enter a network address for <Address>, and specify the network address length in <Prefix Length>.

**■ Setting exception addresses for the outbound filter**

- 1 Select the IP address input method, and enter the exception addresses.
- 2 Press <OK>.

**■ Setting exception addresses for the inbound filter**

- 1 Select the IP address input method, and enter the exception addresses.
- 2 Press <Next>.
- 3 Set the port number if necessary, and press <OK>.
  - Select whether to specify a port number. You can configure detailed communication restrictions by specifying a port number for the exception address.



**a <Do Not Specify>**

The exception address setting applies to all communication received from the specified IP address.

**b <Specify>**

The exception address setting only applies to communication received from the specified IP address using the designated port number. Press <Add>, enter the port number, and press <OK>.



**NOTE****To edit an exception address**

- On the screen displayed in step 5, select the exception address that you want to edit, and press <Edit> to display the edit screen.

**7** Press <OK>.

**8** Press  ►  ► <Apply Set. Changes> ► <Yes>.

**NOTE****Checking the blocked communication requests in the log**

- To display a log of communication requests blocked by the firewall, press  ► <Preferences> ► <Network> ► <Firewall Settings> ► <IP Address Block Log>. The log of blocked communication requests can be exported from the Remote UI in CSV file format.  **Exporting a Log as a File(P. 676)**

**LINKS**

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 **Specifying MAC Addresses in Firewall Settings(P. 596)**

## Specifying MAC Addresses in Firewall Settings

13WH-0C0

You can set whether to allow or reject communication with a device that has a specific MAC address.

**1** Press .

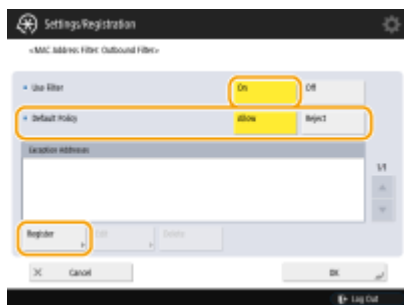
**2** Press **<Preferences>** ▶ **<Network>** ▶ **<Firewall Settings>** ▶ **<MAC Address Filter>**.

**3** Select **<Outbound Filter>** or **<Inbound Filter>**.

- To restrict data sent from the machine to a computer, select **<Outbound Filter>**.
- To restrict data received from a computer, select **<Inbound Filter>**.

**4** Set **<Use Filter>** to **<On>**, select **<Default Policy>**, then press **<Register>**.

- For **<Default Policy>**, select **<Reject>** to only allow communication with devices that have a MAC address specified in **<Exception Addresses>** in the next step, or select **<Allow>** to reject communication with them.



### NOTE

- If **<Reject>** is selected for **<Default Policy>**, the restrictions do not apply to sending to multicast or broadcast addresses.

**5** Enter the exception addresses, and press **<OK>**.

- Specify the MAC addresses to designate as exceptions of the **<Default Policy>** option selected in the previous step.

### NOTE

#### To edit an exception address

- On the screen displayed in step 4, select the exception address that you want to edit, and press **<Edit>** to display the edit screen.

**6** Press **<OK>**.

**7** Press  ▶  ▶ **<Apply Set. Changes>** ▶ **<Yes>**.

LINKS

---


➤ **Specifying IP Addresses in Firewall Settings(P. 593)**

## Setting a Proxy

13WH-0C1

You can set a proxy to handle communication in place of the machine, and use it when connecting to devices outside the network, such as when browsing websites. Security is enhanced when using a proxy, because the machine does not directly access resources outside the network. Administrator or NetworkAdmin privileges are required in order to configure these settings.



- 1 Press .
- 2 Press **<Preferences>** ► **<Network>** ► **<TCP/IP Settings>** ► **<Proxy Settings>**.
- 3 Set **<Use Proxy>** to **<On>**, configure the necessary settings, and press **<OK>**.



### a <Server Address>

Enter the address of the proxy server to use. Specify the IP address or host name depending on your environment.

### b <Port Number>

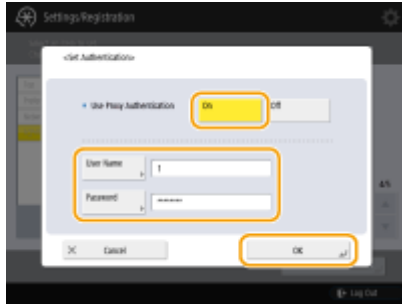
Enter the port number of the proxy server to use.

### c <Use Proxy within Same Domain>

Select **<On>** if you want to use the proxy server even when communicating with devices in the same domain.

### d <Set Authentication>

To use the proxy server authentication function, press this and configure the authentication information. On the screen that is displayed, press **<On>**, enter the user name and password to use for proxy authentication, and press **<OK>**.



**4** Press  ►  ► <Apply Set. Changes> ► <Yes>.

## Configuring the Key and Certificate for TLS

13WH-0C2

You can use TLS encrypted communication to prevent sniffing, spoofing, and tampering of data that is exchanged between the machine and other devices such as computers. When configuring the settings for TLS encrypted communication, you must specify a key and certificate (server certificate) to use for encryption. You can use the key and certificate that are preinstalled in the machine, or you can generate your own or acquire them from a certification authority. Administrator or NetworkAdmin privileges are required in order to configure these settings.



### NOTE

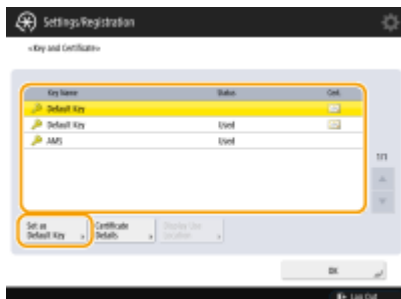
- If you want to use a key and certificate that you generate yourself, generate the key and certificate before performing the procedure below. ▶ **Generating the Key and Certificate for Network Communication(P. 602)**
- If you want to use a key and certificate that you acquire from a certification authority (CA), register the key and certificate before performing the procedure below. ▶ **Registering a Key and Certificate(P. 662)**

**1** Press .

**2** Press <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <TLS Settings>.

**3** Press <Key and Certificate>.

**4** Select the key and certificate to use for TLS encrypted communication, and press <Set as Default Key> ▶ <Yes>.



- If you want to use the preinstalled key and certificate, select <Default Key>.

### NOTE

- TLS encrypted communication cannot use <Device Signature Key>, which is used for the device signature, or <AMS>, which is used for access restrictions.



**5** Press <OK> ► <OK>.

**6** Press  ►  ► <Apply Set. Changes> ► <Yes>.

▮ The machine restarts, and the settings are applied.

## LINKS

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- ▶ **Starting the Remote UI(P. 644)**
- ▶ **Distributing the Device Information to Other Canon Multifunction Printers(P. 713)**
- ▶ **Setting E-mail/I-Fax Communication(P. 62)**
- ▶ **Setting Advanced Space to Public(P. 66)**
- ▶ **MEAP(P. 1069)**

# Generating the Key and Certificate for Network Communication

13WH-0C3



The machine can generate the key and certificate (server certificate) used for TLS encrypted communication. If you want to start using TLS encrypted communication immediately, it is convenient to use the key and certificate that are preinstalled in the machine. If necessary, have an administrator generate a key and certificate. Note, however, that TLS encrypted communication is not enabled simply by generating a key and certificate. ▶**Configuring the Key and Certificate for TLS(P. 600)**

## NOTE

- If you want to use a server certificate with a CA signature, you can generate the key along with a CSR, instead of the certificate. ▶**Generating a Key and CSR(P. 667)**

**1** Press .

**2** Press <Management Settings> ▶ <Device Management> ▶ <Certificate Settings> ▶ <Generate Key> ▶ <Generate Network Communication Key>.

**3** Configure the necessary items for the key, and press <Next>.



**a** <Key Name>

Enter a name for the key. Use a name that will be easy to find when displayed in a list.

**b** <Signature Algorithm>

Select the hash algorithm to use for the signature. The available hash algorithms vary depending on the key length ( ▶**Specifications(P. 1029)** ). A key length of 1024 bits or more can support SHA384 and SHA512 hash algorithms. If <RSA> is selected for **c**, and <Key Length (bit)> is set to <1024> or more for **d**, the SHA384 and SHA512 hash algorithms can be selected.

**c** <Key Algorithm>

Select the key algorithm. If <RSA> is selected, <Key Length (bit)> is displayed as a setting item for **d**. If <ECDSA> is selected, <Key Type> is displayed instead.

**d** <Key Length (bit)> / <Key Type>

Specify the key length if <RSA> is selected for **c**, or specify the key type if <ECDSA> is selected. In both cases, a higher value provides greater security but reduces the communication processing speed.

#### 4 Configure the necessary items for the certificate, and press <Generate Key>.



**a** <Validity Start Date> / <Validity End Date>

Enter the validity start and end date.

**b** <Country/Region>/ <State> / <City> / <Organization> / <Organization Unit>

Select the country code from the list, and enter the location and the organization name.

**c** <Common Name>

Enter the IP address or FQDN.

- When performing IPPS printing in a Windows environment, make sure to enter the machine's IP address.
- A DNS server is required in order to enter the FQDN of the machine. Enter the IP address if a DNS server is not used.

### NOTE

#### Managing keys and certificates

You can check the detailed settings or delete keys and certificates on the screen that is displayed when you press ► <Management Settings> ► <Device Management> ► <Certificate Settings> ► <Key and Certificate List>. If the list of keys and certificates is not displayed, press <Key and Certificate List for This Device> to display it.

- If is displayed, the key is corrupted or invalid.
- If is not displayed, the certificate for the key does not exist.
- If you select a key and certificate and press <Certificate Details>, detailed information about the certificate is displayed. You can also press <Verify Certificate> on this screen to check whether the certificate is valid.
- To delete keys and certificates, select the ones that you want to delete, and press <Delete> ► <Yes>.

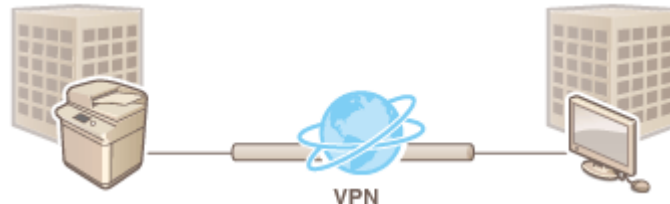
### LINKS

- ▶ **Registering a Key and Certificate for Network Communication(P. 662)**
- ▶ **Generating a Device Signature Certificate(P. 639)**

# Configuring the IPSec Settings

13WH-0C4

By using IPSec, you can prevent third parties from intercepting or tampering with IP packets transported over the IP network. Because IPSec adds security functions to IP, a basic protocol suite used for the Internet, it can provide security that is independent of applications or network configuration. To perform IPSec communication with this machine, you must configure settings such as the application parameters and the algorithm for authentication and encryption. Administrator or NetworkAdmin privileges are required in order to configure these settings. Check the system requirements before performing the procedure below. [▶Specifications\(P. 1029\)](#)



## IMPORTANT

### Communication mode

- This machine only supports transport mode for IPSec communication. As a result, authentication and encryption is only applied to the data portions of IP packets.

### Key exchange protocol

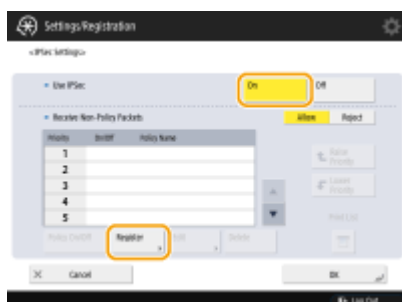
This machine supports Internet Key Exchange version 1 (IKEv1) for exchanging keys based on the Internet Security Association and Key Management Protocol (ISAKMP). For the authentication method, set either the pre-shared key method or the digital signature method.

- When setting the pre-shared key method, you need to decide on a passphrase (pre-shared key) in advance, which is used between the machine and the IPSec communication peer.
- When setting the digital signature method, use a CA certificate and a PKCS#12 format key and certificate to perform mutual authentication between the machine and the IPSec communication peer. For more information on registering new CA certificates or keys/certificates, see [▶Registering a Key and Certificate for Network Communication\(P. 662\)](#). Note that SNTP must be configured for the machine before it uses this method. [▶Making SNTP Settings\(P. 57\)](#)

**1** Press .

**2** Press <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPSec Settings>.

**3** Set <Use IPSec> to <On>, and press <Register>.



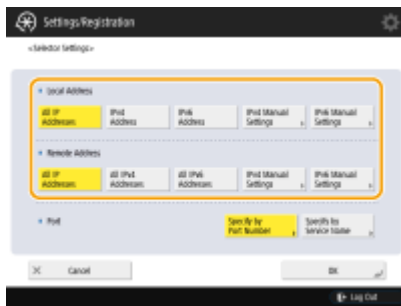
## 4 Specify a name for the policy.

- Press <Policy Name>, enter the name, and press <OK>.



## 5 Configure the IPsec application parameters.

- 1 Press <Selector Settings>.
- 2 Specify the IP address to apply the IPsec policy to.
  - Specify the IP address of this machine in <Local Address>, and specify the IP address of the communication peer in <Remote Address>.

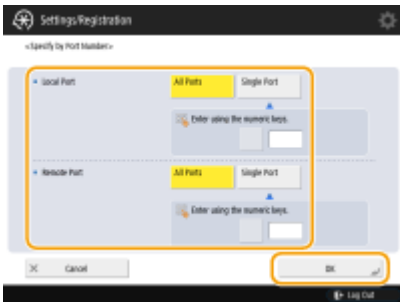


<All IP Addresses>	IPsec is applied to all sent and received IP packets.
<IPv4 Address>	IPsec is applied to IP packets sent to and received from the IPv4 address of this machine.
<IPv6 Address>	IPsec is applied to IP packets sent to and received from the IPv6 address of this machine.
<All IPv4 Addresses>	IPsec is applied to IP packets sent to and received from the IPv4 address of the communication peer.
<All IPv6 Addresses>	IPsec is applied to IP packets sent to and received from the IPv6 address of the communication peer.
<IPv4 Manual Settings>	Specify the IPv4 address to apply IPsec to. <ul style="list-style-type: none"> <li>• Select &lt;Single Address&gt; to enter an individual IPv4 address.</li> <li>• Select &lt;Address Range&gt; to specify a range of IPv4 addresses. Enter a separate address for &lt;First Address&gt; and &lt;Last Address&gt;.</li> <li>• Select &lt;Subnet Settings&gt; to specify a range of IPv4 addresses using a subnet mask. Enter separate values for &lt;Address&gt; and &lt;Subnet Mask&gt;.</li> </ul>
<IPv6 Manual Settings>	Specify the IPv6 address to apply IPsec to. <ul style="list-style-type: none"> <li>• Select &lt;Single Address&gt; to enter an individual IPv6 address.</li> <li>• Select &lt;Address Range&gt; to specify a range of IPv6 addresses. Enter a separate address for &lt;First Address&gt; and &lt;Last Address&gt;.</li> </ul>

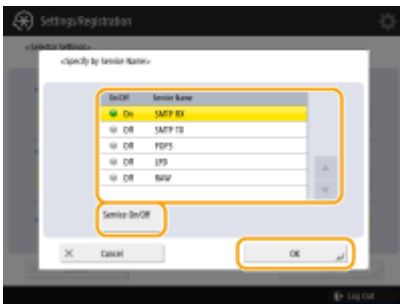
- Select <Specify Prefix> to specify a range of IPv6 addresses using a prefix. Enter separate values for <Address> and <Prefix Length>.

**3** Specify the port to apply IPsec to.

- Press <Specify by Port Number> to use port numbers when specifying the ports that IPsec applies to. Select <All Ports> to apply IPsec to all port numbers. To apply IPsec to a specific port number, press <Single Port> and enter the port number. After specifying the ports, press <OK>. Specify the port of this machine in <Local Port>, and specify the port of the communication peer in <Remote Port>.



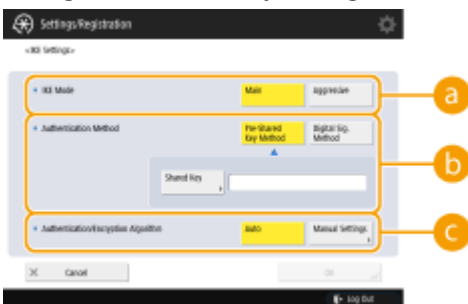
- Press <Specify by Service Name> to use service names when specifying the ports that IPsec applies to. Select the service in the list, press <Service On/Off> to set it to <On>, and press <OK>.



**4** Press <OK>.

**6** Configure the authentication and encryption settings.

- 1 Press <IKE Settings>.
- 2 Configure the necessary settings.



**a** <IKE Mode>

Select the operation mode for the key exchange protocol. Security is enhanced if you select <Main> because the IKE session itself is encrypted, but the speed of the session is slower than with <Aggressive>, which does not encrypt the entire session.

**b** <Authentication Method>

Select one of the authentication methods described below.

<Pre-Shared Key Method>	Set the same passphrase (pre-shared key) that is set for the communication peer. Press <Shared Key>, enter the character string to use as the shared key, and press <OK>.
<Digital Sig. Method>	Set the key and certificate to use for mutual authentication with the communication peer. Press <Key and Certificate>, select the key and certificate to use, and press <Set as Default Key> ► <Yes> ► <OK>.

**c <Authentication/Encryption Algorithm>**

Select either <Auto> or <Manual Settings> to set how to specify the authentication and encryption algorithm for IKE phase 1. If you select <Auto>, an algorithm that can be used by both this machine and the communication peer is set automatically. If you want to specify a particular algorithm, select <Manual Settings> and configure the settings below.

<Authentication>	Select the hash algorithm.
<Encryption>	Select the encryption algorithm.
<DH Group>	Select the group for the Diffie-Hellman key exchange method to set the key strength.

**3** Press <OK>.

## 7 Configure the IPsec communication settings.

**1** Press <IPSec Network Settings>.

**2** Configure the necessary settings.



**a <Validity>**

Set a period of validity for the generated IKE SA and IPsec SA. Make sure to set either <Time> or <Size>. If you set both, the period of validity ends when either value is reached.

**b <PFS>**

If you set the Perfect Forward Secrecy (PFS) function to <On>, the secrecy of the encryption key is increased, but the communication speed is slower. In addition, the PFS function must be enabled on the communication peer device.

**c <Authentication/Encryption Algorithm>**

Select either <Auto> or <Manual Settings> to set how to specify the authentication and encryption algorithm for IKE phase 2. If you select <Auto>, the ESP authentication and encryption algorithm is set automatically. If you want to specify a particular authentication method, press <Manual Settings> and select one of the authentication methods below.

<ESP>	Authentication and encryption are both performed. Select the algorithm for <ESP Authentication> and <ESP Encryption>. Select <NULL> if you do not want to set the authentication or encryption algorithm.
-------	---

<ESP (AES-GCM)>	AES-GCM is used as the ESP algorithm, and authentication and encryption are both performed.
<AH (SHA1)>	Authentication is performed, but data is not encrypted. SHA1 is used as the algorithm.

**3** Press <OK> ► <OK>.

**8 Enable the registered policies and check the order of priority.**

- Select the registered policies from the list, and press <Policy On/Off> to turn them <On>.
- Policies are applied in the order that they are listed, starting at the top. If you want to change the order of priority, select a policy in the list and press <Raise Priority> or <Lower Priority>.
- If you do not want to send or receive packets that do not correspond to the policies, select <Reject> for <Receive Non-Policy Packets>.

**9** Press <OK>.

**10** Press  ►  ► <Apply Set. Changes> ► <Yes>.

**NOTE**

**Managing IPSec policies**

You can edit policies on the screen displayed in step 3.

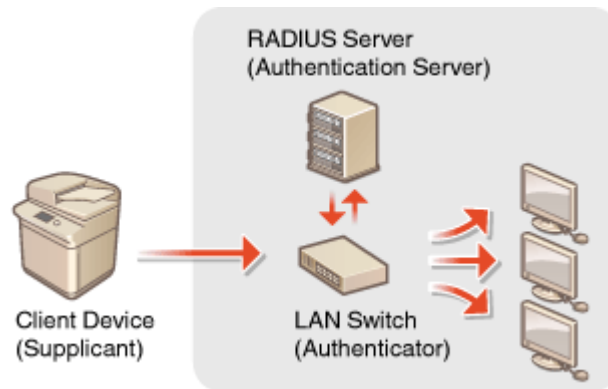
- To edit the details of a policy, select the policy in the list and press <Edit>.
- To disable a policy, select the policy in the list and press <Policy On/Off>.
- To delete a policy, select the policy in the list and press <Delete> ► <Yes>.



## Configuring the IEEE 802.1X Authentication Settings

13WH-0C5

In a network environment that uses IEEE 802.1X authentication, unauthorized network access is blocked by a LAN switch (authenticator) that only grants access privileges to client devices (supplicants) that are authorized by the authentication server (RADIUS server). To connect this machine to an IEEE 802.1X network, settings such as the authentication method used by the authentication server must be configured on the machine. Administrator or NetworkAdmin privileges are required in order to configure these settings.



### IEEE 802.1X Authentication Method

The machine supports the authentication methods described below. You must register a CA certificate before using any of these authentication methods. [Registering a CA Certificate\(P. 663\)](#)

#### ■ EAP-TLS (Extensible Authentication Protocol-Transport Level Security)

The machine and the authentication server authenticate each other by mutually sending certificates. A CA certificate must be registered on the machine to verify the certificate (server certificate) sent from the authentication server. In addition, a PKCS#12 format key and certificate (client certificate) must be specified in this setting, so that the authentication server can authenticate the machine. Register these items before configuring the settings ( [Registering a Key and Certificate\(P. 662\)](#) ). This authentication method cannot be used in combination with the other methods.

#### ■ EAP-TTLS (EAP-Tunneled TLS)

Only the authentication server sends a certificate. A CA certificate must be registered on the machine to verify the certificate (server certificate) sent from the authentication server. In addition, a user name and password need to be specified in these settings, so that the authentication server can authenticate the machine. Microsoft Challenge Handshake Authentication Protocol Version 2 (MS-CHAPv2) or Password Authentication Protocol (PAP) can be selected as the internal authentication protocol to support EAP-TTLS.

#### ■ PEAP (Protected EAP)

Only the authentication server sends a certificate. A CA certificate must be registered on the machine to verify the certificate (server certificate) sent from the authentication server. In addition, a user name and password need to be specified in these settings, so that the authentication server can authenticate the machine. Only MS-CHAPv2 can be selected as the internal authentication protocol to support PEAP.

## Setting the IEEE 802.1X Authentication Method

**1** Press .

**2** Press <Preferences> ► <Network> ► <IEEE 802.1X Settings>.

**3 Set <Use IEEE 802.1X> to <On>, configure the necessary settings, and press <Next>.**



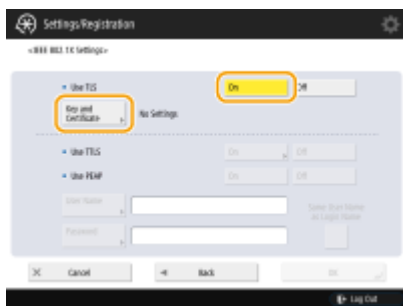
**a <Login Name>**

Enter the name (EAP Identity) of the login user to receive IEEE 802.1X authentication.

**b <Verify Authentication Server Name>**

To verify a common name in the server certificate, select <On> in <Verify Authentication Server Name>, and enter the name of the authentication server registered by the login user in <Authentication Server Name>.

**4 Select the authentication method and configure the necessary settings.**








**■ Selecting EAP-TLS**

- 1 Press <On> for <Use TLS>, and press <Key and Certificate>.
- 2 In the list, select the key and certificate to use, and press <Set as Default Key> ► <Yes>.
- 3 Press <OK>.

**■ Selecting EAP-TTLS**

- 1 Press <On> for <Use TTLS>.
- 2 Select <MSCHAPv2> or <PAP>, and press <OK>.
- 3 Enter the user name and password.
  - Press <User Name> or <Password>, and enter the information. If you enter a name for <User Name>, disable <Same User Name as Login Name>.
  - If you want to set <User Name> to the same login name that was entered in step 3, press <Same User Name as Login Name>.
  - <Confirm> is displayed when you enter a password and press <OK>. For confirmation, enter the password again and press <OK>.

## ■ Selecting PEAP

- 1 Press <On> for <Use PEAP>.
- 2 Enter the user name and password.
  - Press <User Name> or <Password>, and enter the information. If you enter a name for <User Name>, disable <Same User Name as Login Name>.
  - If you want to set <User Name> to the same login name that was entered in step 3, press <Same User Name as Login Name>.
  - <Confirm> is displayed when you enter a password and press <OK>. For confirmation, enter the password again and press <OK>.
- 5 Press <OK>.
- 6 Press     <Apply Set. Changes>  <Yes>.

## Restricting the Machine's Functions

13WH-0C6

You can restrict the use of certain functions that may lead to information leaks or that are subject to misuse. It is also possible to completely disable the use of individual functions.

### Restricting Access to Address Book and Sending Functions

You can set a PIN for the Address Book so that general users cannot make any changes, and you can limit the destinations that can be specified when sending faxes and scans. You can also set individual access numbers for specific contacts whose information you do not want to make available to everyone, so that only the users who know the number can access the destination. **Restricting Access to Address Book and Sending Functions(P. 613)**



### Restricting Printing from a Computer

You can prohibit all users from printing documents from a computer, or only allow printing if the user is authorized on the machine. You can also configure the machine so that only Encrypted Secure Print documents can be printed. **Restricting Printing from a Computer(P. 621)**



### Restricting the Use of Memory Media

Although memory media such as USB memory devices provide convenience, they also increase the potential for security risks such as information leakage. You can set access restrictions for memory media based on your security policy. **Restricting the Use of Memory Media(P. 624)**



## Restricting Access to Address Book and Sending Functions

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13WH-0C7

You can set a PIN for the Address Book to prevent users from editing destination information, or you can restrict the available sending destinations to reduce the risk of information leakage. You can also prevent documents from being sent to unintended recipients by requiring users to enter the fax number twice for confirmation before sending.



# Restricting Use of the Address Book

13WH-0C8



You can prevent the leakage of sensitive or personal information from the Address Book by setting a PIN or preventing certain destinations from being displayed in the Address Book. You can also hide the Address Book itself. Administrator privileges are required in order to configure these settings.

- ▶ **Setting a PIN for Address Book(P. 614)**
- ▶ **Restricting Access to Destinations Registered in the Address Book(P. 615)**
- ▶ **Hiding the Address Book(P. 615)**

## Setting a PIN for Address Book

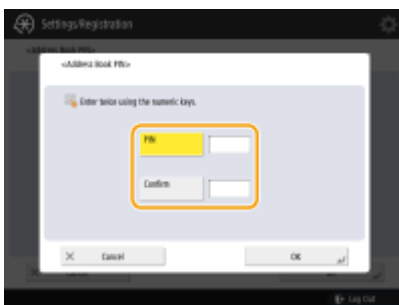
The Address Book can be set to require users to enter a PIN in order to add new entries to the Address Book or edit existing entries. This can reduce the risk of unauthorized editing of the Address Book. Note, however, that even if a PIN is set for the Address Book, a user who logs in with Administrator privileges can add and edit entries without entering the required PIN.

**1** Press .


**2** Press **<Set Destination>** ▶ **<Address Book PIN>** ▶ **<Set>**.

**3** Set the PIN for editing the Address Book.

- Enter the PIN and press **<Confirm>**. For confirmation, enter the PIN again and press **<OK>**.



### NOTE

- You cannot set a PIN that consists only of zeros, such as "00" or "0000000".
- To disable the PIN, press  to erase the PIN (leave the text box blank), and press **<OK>**.

**4** Press **<OK>**.

### NOTE

In addition to setting the Address Book PIN, you can further enhance security by performing the following operations:

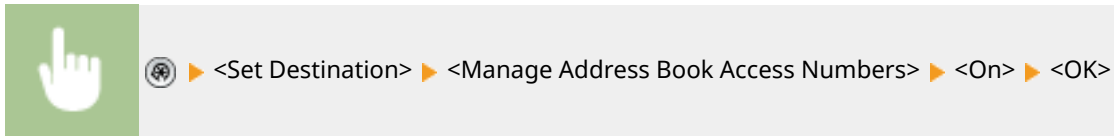
- Restricting the addition of new destinations ▶ **Limiting Available Destinations(P. 617)**
- Disabling the PC fax function ▶ **Restricting Fax Sending from a Computer(P. 619)**

## Restricting Access to Destinations Registered in the Address Book

You can set an access number for important business contacts and other destinations in the Address Book that you do not want to display to all users. Destinations with a registered access number are only displayed to users who enter the correct access number. Follow the procedure below to enable the access number registration function.

### IMPORTANT

- If the access number registration function is enabled, users cannot specify a destination using <Previous Settings>.

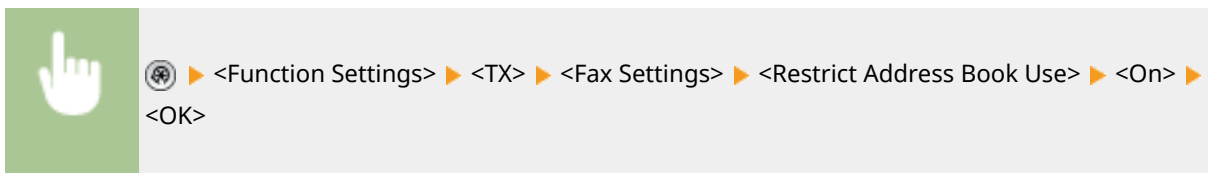


- After configuring this setting, register the access numbers in the Address Book.

## Hiding the Address Book

Set whether to hide the Address Book and one-touch buttons. You can specify separate settings for Fax as well as Scan and Send.

### Hiding the Fax Address Book and One-Touch Buttons



### Hiding the Scan and Send Address Book and One-Touch Buttons



## LINKS

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- ▶ **Registering Destinations in the Address Book(P. 188)**
- ▶ **Registering Destinations via the Remote UI(P. 654)**



## Limiting Available Destinations

13WH-0C9



You can set restrictions on the destinations that can be specified. For example, you can limit the destinations to those that are registered in the Address book or LDAP server. With personal authentication management, you can restrict the send destination to the user's own e-mail address or to a folder that is specified in advance. You can also restrict the domains that can be specified as destinations. By restricting the send destinations, you can prevent information leakage that may occur due to operation errors or misuse. Administrator or DeviceAdmin privileges are required in order to configure these settings.

### IMPORTANT

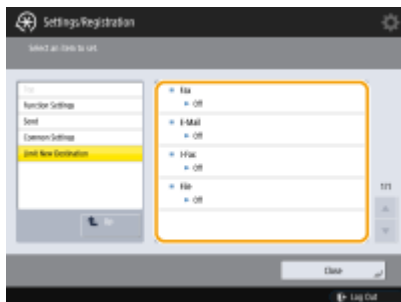
- Some of the restrictions on the destinations that are described below may not be available when ACCESS MANAGEMENT SYSTEM is enabled. **▶ Using ACCESS MANAGEMENT SYSTEM(P. 587)**

- ▶ **Restricting New Destinations(P. 617)**
- ▶ **Restricting E-Mail Destination to <Send to Myself>(P. 618)**
- ▶ **Restricting File Send Destination to Personal Folder(P. 618)**
- ▶ **Restricting the Domain of Send Destination(P. 618)**

### Restricting New Destinations

The destinations that can be specified when sending faxes or scanned documents can be restricted to those registered in the Address Book or one-touch buttons, those registered in <Favorite Settings> or <Send to Myself>, or those that can be searched on the LDAP server. When this function is enabled, users cannot specify destinations using alphanumeric character input.

- 1 Press .
- 2 Press <Function Settings> ▶ <Send> ▶ <Common Settings> ▶ <Limit New Destination>.
- 3 Select the functions that you want to restrict new destinations for.



- 4 Press <On> ▶ <OK>.

## Restricting E-Mail Destination to <Send to Myself>

You can set restrictions so that users who log in with personal authentication can only send scanned documents to their own e-mail address. To use this function, an e-mail address must be registered in the user information. Configure the user information before performing the procedure below.



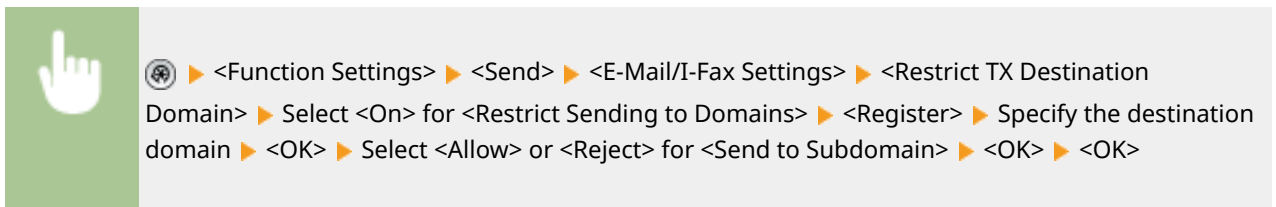
## Restricting File Send Destination to Personal Folder

You can set restrictions so that users who log in with personal authentication can only send scanned documents to their Personal folder ( [▶Configuring Personal Folders\(P. 584\)](#) . )



## Restricting the Domain of Send Destination

You can restrict e-mail and I-fax destinations so that only addresses in a specific domain are available. When a domain is specified, you can also set whether to allow sending to subdomains.



### LINKS

- ▶ [Basic Operations for Sending Faxes\(P. 318\)](#)
- ▶ [Basic Operations for Scanning Originals\(P. 409\)](#)

## Restricting the Fax Sending Functions

13WH-0CA

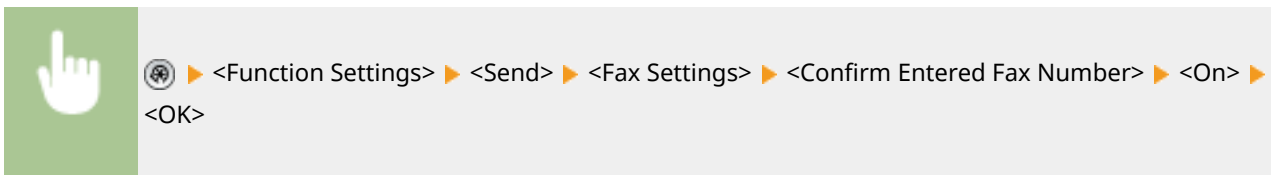
You can set various restrictions for sending faxes, which can prevent sending errors and information leakage to third parties. Administrator privileges are required in order to configure these settings.



- ▶ **Confirming Fax Numbers before Sending(P. 619)**
- ▶ **Restricting Fax Sending from a Computer(P. 619)**
- ▶ **Displaying a Confirmation Screen for Fax Destinations(P. 619)**
- ▶ **Restricting Sequential Broadcasting(P. 620)**
- ▶ **Restricting Sending from Log(P. 620)**

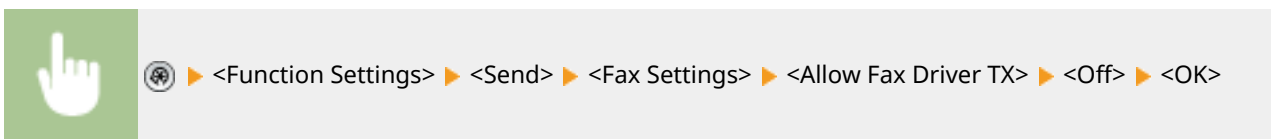
### Confirming Fax Numbers before Sending

You can require users to enter a fax number twice for confirmation before sending faxes, to prevent misdialing. This setting can also be configured with DeviceAdmin privileges.



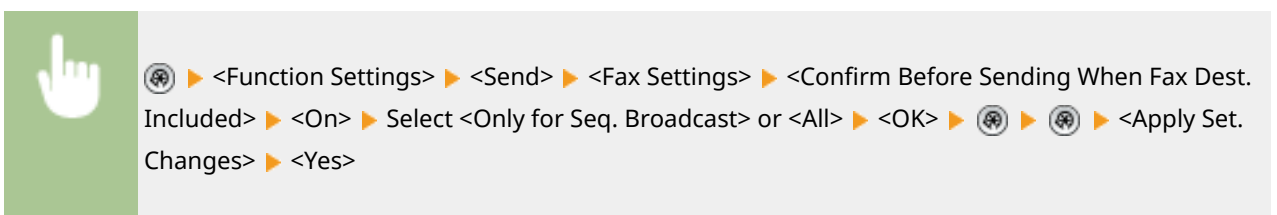
### Restricting Fax Sending from a Computer

You can prohibit users from sending faxes from a computer ( ▶ **Sending Faxes from Your Computer (PC Fax) (P. 362)** ). This setting can also be configured with DeviceAdmin privileges.



### Displaying a Confirmation Screen for Fax Destinations

You can set the machine to display a confirmation screen when sending to a fax destination. This can help prevent fax sending errors.







**NOTE**

- <Only for Seq. Broadcast> and <All> cannot be selected if sequential broadcasting is restricted ( ▶ **Restricting Sequential Broadcasting(P. 620)** ).
- When the function for confirming the fax number before sending ( ▶ **Confirming Fax Numbers before Sending(P. 619)** ) is enabled, the confirmation screen is not displayed if there is only one destination.

## Restricting Sequential Broadcasting


You can restrict the sequential broadcasting function, which enables users to send a fax to multiple recipients in succession.






 ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Restrict Sequential Broadcast When Fax Dest. Included> ▶ <On> ▶ <OK> ▶  ▶  ▶ <Apply Set. Changes> ▶ <Yes>

## Restricting Sending from Log

You can prohibit users from being able to specify a previously used destination from the log. After configuring this setting, previously used destinations cannot be selected from the log when sending faxes.



 ▶ <Function Settings> ▶ <Send> ▶ <Common Settings> ▶ <Restrict Resending from Log> ▶ <On> ▶ <OK> ▶  ▶  ▶ <Apply Set. Changes> ▶ <Yes>

**LINKS**

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▶ **Basic Operations for Sending Faxes(P. 318)**

## Restricting Printing from a Computer

13WH-0CC

You can restrict printing from a computer ( [▶Printing From a Computer\(P. 380\)](#) ) so that only specific types of documents can be printed. You can also configure the machine so that documents are not printed until the user is authorized on the machine ( [▶Printing Documents Retained in the Machine \(Forced Hold Printing\)\(P. 394\)](#) ). You can also restrict the machine to only print Encrypted Secure Print ( [▶Printing More Safely with Encrypted Secure Print\(P. 395\)](#) ) documents, which can prevent information leakage due to unattended printouts or unprotected print data. Administrator or DeviceAdmin privileges are required in order to configure these settings.

- ▶[Prohibiting Printing from a Computer\(P. 621\)](#)
- ▶[Configuring the Forced Hold Printing Settings\(P. 621\)](#)
- ▶[Allowing Only Encrypted Secure Print\(P. 623\)](#)

### Prohibiting Printing from a Computer

You can prohibit users from printing documents from a computer. However, even when printing from a computer is prohibited, you can allow users to save documents in the temporary storage space of the machine (Mail Box), as well as print documents saved in the Mail Box.




 ▶ <Function Settings> ▶ <Printer> ▶ <Restrict Printer Jobs> ▶ <On> ▶ Select the restriction exceptions ▶ <OK>

### Configuring the Forced Hold Printing Settings



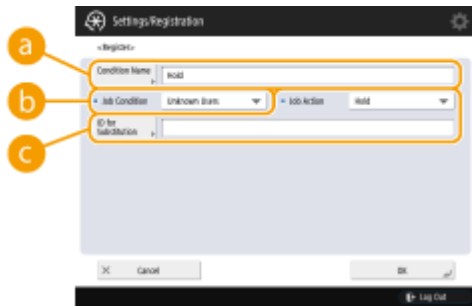
When printing documents from a computer, you can hold print data in the machine and prevent documents from being printed immediately ( [▶Printing Documents Retained in the Machine \(Forced Hold Printing\)\(P. 394\)](#) ). You can configure settings so that printing cannot be performed until the user is authorized on the machine, which ensures greater security and reduces the risk of other people viewing or inadvertently picking up sensitive documents. Administrator privileges are required in order to configure these settings.

- 1** Press .
- 2** Press <Function Settings> ▶ <Print> ▶ <Forced Hold>.
- 3** Press <On>, set the necessary conditions, and then press <OK>.

- You can set detailed conditions for holding printer jobs, such as the user or IP address. If no conditions are set, all print jobs are held except for jobs from unidentified users. If no conditions are set and a print job from an unidentified user is received, it is canceled without being held.

## ■ Setting the conditions for holding documents

- 1 Press <Register>.
- 2 Set the conditions for holding documents, and press <OK>.



### a <Condition Name>

Enter a name for the condition. Use a name that will be easy to identify when displayed in a list.

### b <Job Condition>

The types of conditions listed below can be selected.

<Unknown Users>	Specify any non-identifiable user as the condition.
<User Name>	Specify a particular user name as the condition.
<IP Address>	Specify a particular IP address as the condition. You can also specify a range of IP addresses.
<Input Method>	Specify a particular printing protocol as the condition.

### c <Job Action>

Select how to handle documents that match the conditions. When <Hold> is selected, you can set <ID for Substitution> to specify the user name output to the log when printing. Select <Cancel> to discard the document.

- 3 Set the order in which to apply the conditions, and press <OK>.
  - The conditions are applied in the order that they are listed, starting at the top. If you want to change the order, select a condition in the list and press <Raise Priority> or <Lower Priority>.
  - To edit the details of a condition, select it in the list and press <Details/Edit>.
  - To disable a condition, select it in the list and press <Validate/Invalidate>.
  - To delete a condition, select it in the list and press <Delete> ► <Yes>.

- 4 Press ► ► <Apply Set. Changes> ► <Yes>.


## NOTE

### Configuring the detailed settings for forced hold printing

- You can configure detailed settings for documents that are held for printing, such as how long to save them and how to display them. ▶<Forced Hold>(P. 800)

### Allowing Only Encrypted Secure Print

You can configure the machine to only allow printing of Encrypted Secure Print documents from a computer, which can prevent information leakage due to unprotected print data. With this setting, documents cannot be printed using normal printing operations. Users are required to enter a password on the machine when printing Encrypted Secure Print documents. ▶<Printing Documents Retained in the Machine (Forced Hold Printing)>(P. 394)



Ⓢ ▶ <Function Settings> ▶ <Print> ▶ <Only Allow Encrypted Print Jobs> ▶ <On> ▶ <OK>  
 ▶ Ⓢ ▶ Ⓢ ▶ <Apply Set. Changes> ▶ <Yes>

## Restricting the Use of Memory Media

13WH-0CE

Although memory media such as USB memory devices provide convenience, they can also be a source of information leakage if they are not properly managed. This section describes the procedure for prohibiting the use of memory media, as well as for restricting the ability to save scanned documents on memory media or print data from memory media. Administrator or DeviceAdmin privileges are required in order to configure these settings.



▶ <Function Settings> ▶ <Store/Access Files> ▶ <Memory Media Settings> ▶ <Use Scan/Print Function> ▶ Select <Off> for <Use Scan Function> or <Use Print Function> ▶ <OK>  
 ▶ ▶ <Apply Set. Changes> ▶ <Yes>

### LINKS

- ▶ **Working with Data in Memory Media(P. 504)**
- ▶ **Printing From Memory Media (Media Print)(P. 402)**



## Increasing the Security of Documents

13WH-OCF

The machine is equipped with security functions designed to prevent paper and electronic documents from leakage and tampering. Designate an administrator to implement measures that minimize the risk of unauthorized copying, which can lead to leakage of sensitive documents and information, or the falsification of official documents.

### Force Print of Recognition Information

You can configure the machine to always print information such as the name of the logged in user on printed or copied documents. This enables you to identify the user responsible for the output of each document. ▶ **Printing User Information on Documents(P. 627)**



### Forced Secure Watermark

You can configure the machine to always embed invisible text such as "CONFIDENTIAL" or "TOP SECRET" in the background of printed or copied documents. The embedded text becomes visible when the documents are copied, alerting users to unauthorized duplication or the risk of information leakage. ▶ **Embedding Invisible Text (Forced Secure Watermark)(P. 629)**



### Forced Document Scan Lock

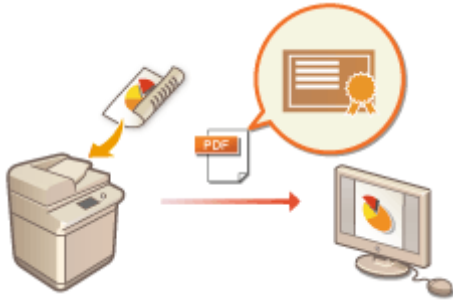
By configuring the machine to forcibly embed a two-dimensional barcode (Document Scan Lock) in output documents, you can restrict them from being copied. You can also use an information analysis tool to track who, when, and which machine was used to embed the two-dimensional barcode. ▶ **Embedding Information That Restricts Copying (Forced Document Scan Lock)(P. 632)**



## Digital Signatures

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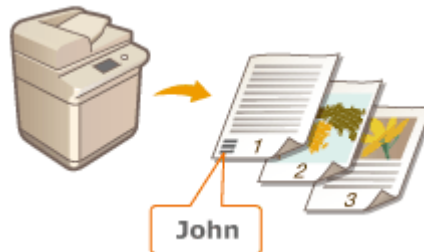
You can increase the reliability of documents created on the machine by adding digital signatures to scanned documents. The digital signature is added using a key and certificate mechanism, which enables you to identify the device and/or user that created the document, while ensuring that the data has not been altered. ➤ **Adding a Digital Signature to Sent Files(P. 638)**



# Printing User Information on Documents

13WH-0CH

You can configure the machine to forcibly print user information such as the name of the logged in user on printed or copied documents. This function enables you to identify who output each document simply by checking the printed information, which can discourage unauthorized copying. Administrator or DeviceAdmin privileges are required in order to configure these settings.

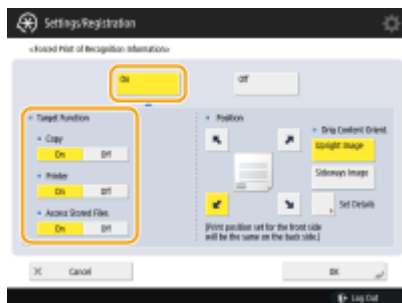


**1** Press .

**2** Press **<Function Settings>** ▶ **<Common>** ▶ **<Print Settings>** ▶ **<Forced Print of Recognition Information>**.

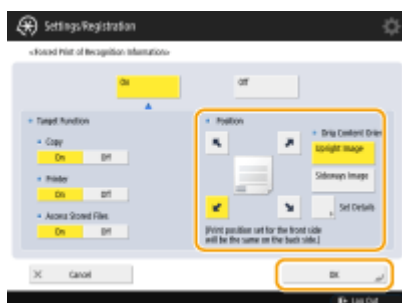
**3** Press **<On>** and select the functions that forcibly print the user information.

- In **<Target Function>**, press **<On>** for each function that you want to apply this setting to.



**4** Specify the print position and original's orientation, and press **<OK>**.

- Press the arrow buttons to select the print position. To precisely adjust the position, press **<Set Details>** and specify the location.
- Select **<Upright Image>** to orient the original vertically, or select **<Sideways Image>** to orient the original horizontally.



LINKS

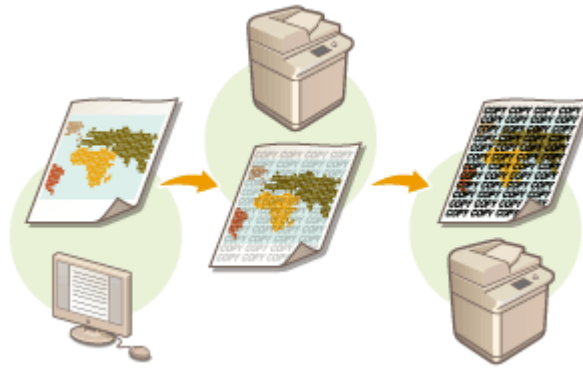
---

▶ **Configuring the Forced Hold Printing Settings(P. 621)**

## Embedding Invisible Text (Forced Secure Watermark)

13WH-0CJ

When the Forced Secure Watermark function is enabled, the machine forcibly embeds invisible text such as "CONFIDENTIAL" or "TOP SECRET" in the background of printed or copied documents. The embedded text becomes visible when the documents are copied, alerting users to unauthorized duplication or the risk of information leakage. Use this function to discourage the copying of documents that include personal or sensitive information. Administrator or DeviceAdmin privileges are required in order to configure these settings.



### IMPORTANT

- A system option is required in order to use this function. **System Options(P. 1118)**

**1** Press .

**2** Press **<Function Settings>** ▶ **<Common>** ▶ **<Print Settings>** ▶ **<Secure Watermark Settings>** ▶ **<Forced Secure Watermark>**.

- If the Document Scan Lock function is enabled, press **<Secure Watermark/Document Scan Lock>** ▶ **<Forced Secure Watermark/Document Scan Lock>** instead of **<Secure Watermark Settings>** ▶ **<Forced Secure Watermark>**.

**3** Select the functions for which **Forced Secure Watermark** is enabled.

- Press **<Set>** for the functions that you want to use Secure Watermark for. When **<Set>** is selected for **<Access Stored Files>**, the Secure Watermark is embedded in stored files when they are printed. If the Document Scan Lock function is enabled, press **<Forced Secure Watermark>** instead of **<Set>**.

**4** Specify the text to embed.

- Select one of the items described below to embed as the watermark text, and press **<OK>**.



**a <Watermark>**

In the <Watermark Type> drop-down list, select the text to embed. If you want to embed your own text, select <Custom>, press <Enter>, and enter the desired text.

**b <Date>**

Embed the date that the print or copy is made. Select the display format in the <Date Format> drop-down list.

**c <Copy Set Numbering>**

You can embed a five-digit control number in the background, only when copy set numbering is specified for prints or copies. A separate control number is embedded for each set. Enter the first control number in <Starting Number>.

**d <Serial Number>**

Embed the serial number of the machine.

**e <ID/User Name>**

Embed the name or Department ID of the logged in user. The "CONFIDENTIAL" watermark is embedded if user management is not performed for individual users or Department IDs.

**5 Configure the print settings, and press <OK>.**

- Set the text style.
- To add a background pattern such as polka dots or mesh, select the desired pattern in the <Background Pattern> drop-down list.
- To rotate the text and print it sideways, press <Print Vertically>.
- To print white text on a colored background, press <White Letters on Colored Background>.

**6 Press <OK>.**

- If you want to configure Secure Watermark for additional functions, return to step 3.

**NOTE**

- You can adjust the density of the watermark and background. After pressing <Secure Watermark Settings> in step 2, press <Adjust Background/Character Contrast> ► <Sample Print> ► <Start Printing> to print a sample of the watermark and background. Press ▼ / ▲ to make any necessary adjustments.

- Documents can be output when the Secure Watermark function is used in combination with the Document Scan Lock function.

▶ **Using QR Code to Restrict Copying(P. 636)**

- You can also set the Secure Watermark mode when printing from the printer driver. ▶ **<Printer Driver Watermark/Document Scan Lock>(P. 764)**

## LINKS

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- ▶ **Embedding the "TOP SECRET" Text (Secure Watermark)(P. 300)**
- ▶ **<Common>(P. 760)** ▶ <Print Settings> ▶ <Secure Watermark/Doc. Scan Lock>

# Embedding Information That Restricts Copying (Forced Document Scan Lock)

13WH-0CK



The administrator can restrict the copying of documents by forcibly embedding scan lock information in documents when they are printed or copied. Tracking information can also be embedded, enabling you to analyze who, when, and which machine was used to output the document. This information is embedded in TL code or QR code in documents. A system option is required in order to use this function.

▶ **System Options(P. 1118)**

▶ **TL Code and QR Code(P. 632)**

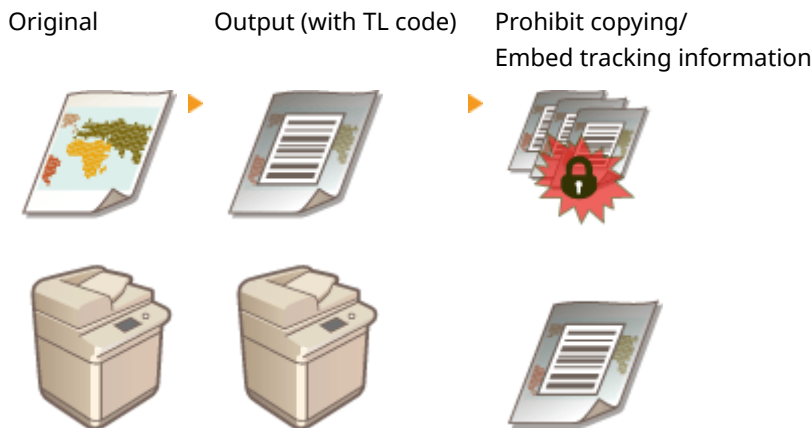
▶ **Selecting the Code to Use(P. 633)**

## TL Code and QR Code

TL code or QR code is used to embed scan lock information and tracking information. TL code and QR code differ from each other in terms of the embedding procedure, restriction conditions, and tracking information. Select the code that suits the type of multifunctional printer that you use and your system of management. Also note that it is not possible to use both TL code and QR code at the same time.

### TL Code

TL code embeds scan lock information using dots that are printed in the entire background of the document. This enables the information to be retained even if part of the output paper is missing. Note, however, that copying can only be restricted on Canon multifunction printers that support the Document Scan Lock function.



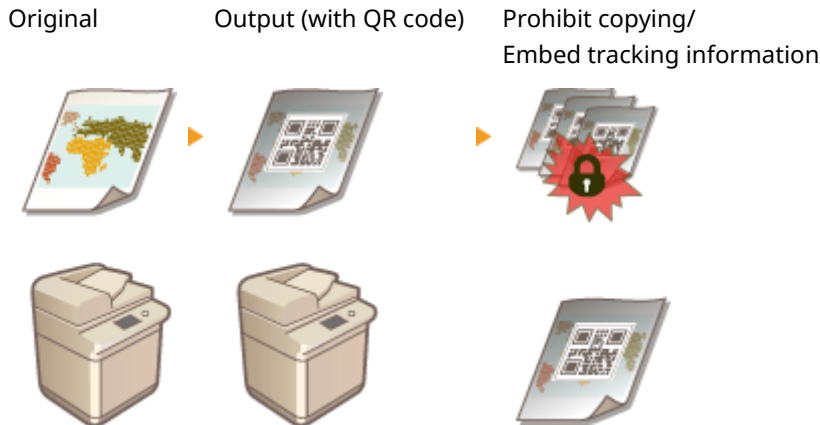
### NOTE

- If tracking information is included in the TL code, you can analyze the tracking information to check the data embedded in the TL code, such as the date, user name, and device name.
- It is also possible to only embed the tracking information without restricting copying.



## QR Code

You can embed scan lock information in QR code that is printed directly on the document. Copying can be restricted on devices manufactured by Canon and other companies, if they support the Document Scan Lock function with QR code.







### NOTE

- When using QR code to embed the scan lock information, the tracking information is also embedded automatically. You can analyze the tracking information to check the data embedded in the QR code, such as the date, user name, and device name. In addition, the tracking information is updated each time the document is copied, enabling you to analyze the information for the most recent copy operation.
- It is also possible to only embed the tracking information without prohibiting copying.

## Selecting the Code to Use

You cannot use both TL code and QR code at the same time. Select the code that you want to use.



 ▶ <Function Settings> ▶ <Common> ▶ <Document Scan Lock Operational Settings> ▶ <Use Document Scan Lock> ▶ Select <Use TL Code> or <Use QR Code> ▶ <OK> ▶  ▶  ▶ <Apply Set. Changes> ▶ <Yes>

### NOTE

- You can also set the Document Scan Lock mode when printing from the printer driver. ▶<Printer Driver Watermark/Document Scan Lock>(P. 764)

## LINKS


- ▶<Using TL Code to Restrict Copying(P. 634)>
- ▶<Using QR Code to Restrict Copying(P. 636)>

## Using TL Code to Restrict Copying



You can configure the machine to forcibly print TL code on copied or printed documents, to prevent them from being copied. Select whether to print the TL code on copied or printed documents, and specify the information to embed.

### IMPORTANT

- Some multifunction printer settings may allow documents to be printed or copied even though duplication is restricted with scan lock information. <Doc. Scan Lock Operation Settings> ►  <Document Scan Lock TL Code Settings>(P. 770)

**1** Press .

**2** Press <Function Settings> ► <Common> ► <Print Settings> ► <Document Scan Lock Settings> ► <Forced Document Scan Lock>.

- If the Secure Watermark function is enabled, press <Secure Watermark/Document Scan Lock> ► <Forced Secure Watermark/Document Scan Lock> instead of <Document Scan Lock Settings> ► <Forced Document Scan Lock>.

**3** Select the functions for which to enable Document Scan Lock with TL code.

- Press <Set> or <Forced Doc. Scan Lock> for the functions that you want to use TL code for. When <Set> or <Forced Doc. Scan Lock> is selected for <Access Stored Files>, the TL code is embedded in stored files when they are printed.

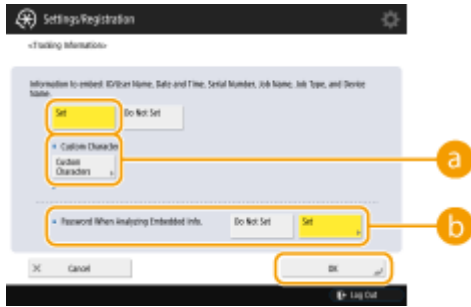
**4** Press <Doc. Scan Lock Information> ► <Prohibit All> ► <OK>.

### ■ Setting the tracking information

When tracking information is enabled, the TL code can record information about the document's output history, such as who, when, and which machine was used to output the document.

**1** Press <Tracking Information>.

**2** Select <Set>, configure the necessary settings, and press <OK>.



**a <Custom Characters>**

In addition to embedding information such as Department ID/user name, date/time, and device name, you can also add custom text.

**b <Password When Analyzing Embedded Info.>**

To require a password when using the information analysis tool to analyze the tracking information, press <Set> and specify a password. The factory default setting for this password is "7654321". It is recommended that you change the password.

**NOTE**

- If you want to allow copying and only embed the tracking information, press <Doc. Scan Lock Information> ▶ <Allow All> ▶ <OK>. A TL code that allows copying is printed on the document.

**5 Press <OK>.**

- If you want to configure additional functions to use Document Scan Lock with TL code, return to step 3.

**NOTE**

- You can adjust the size and density of the dots used in the TL code. Try adjusting these settings if the information embedded in the TL code cannot be read properly. <Secure Watermark/Doc. Scan Lock> ▶ ▶ <Adjust TL Code>(P. 765)

**LINKS**

- ▶ Using QR Code to Restrict Copying(P. 636)


## Using QR Code to Restrict Copying

13WH-OCR



You can configure the machine to forcibly print QR code on copied or printed documents, to prevent them from being copied. With QR code, tracking information such as who, when, and which machine was used to output the document is always recorded.

### IMPORTANT

- Some multifunction printer settings may allow documents to be printed or copied even though duplication is restricted with scan lock information. <Doc. Scan Lock Operation Settings> ►  <Document Scan Lock QR Code Settings>(P. 770)

#### 1 Press .

#### 2 Press <Function Settings> ► <Common> ► <Print Settings> ► <Document Scan Lock Settings> ► <Forced Document Scan Lock>.

- If the Secure Watermark function is enabled, press <Secure Watermark/Document Scan Lock> ► <Forced Secure Watermark/Document Scan Lock> instead of <Document Scan Lock Settings> ► <Forced Document Scan Lock>.

#### 3 Select the functions for which to enable Document Scan Lock with QR code.

- Press <Set> or <Forced Doc. Scan Lock> for the functions that you want to use QR code for. When <Set> or <Forced Doc. Scan Lock> is selected for <Access Stored Files>, the QR code is embedded in stored files when they are printed.

#### NOTE

- You can press <Forced Secure Watermark/Document Scan Lock> to set the Secure Watermark mode in addition to the Document Scan Lock mode.

#### 4 Press <Prohibit All> ► <OK>.



#### NOTE

- If you want to allow copying and only embed the tracking information, press <Allow All> ► <OK>. A QR code that allows copying is printed on the document.
- For copying, you can select <Specify for Each Job>. When this is selected, you can select whether to allow or prohibit copying each time you make a copy.

#### 5 Press <OK>.

- If you want to configure additional functions to use Document Scan Lock with QR code, return to step 3.

**NOTE**

- You can also specify the location of the printed QR code. Press  ▶ <Function Settings> ▶ <Common> ▶ <Print Settings> ▶ <Secure Watermark/Document Scan Lock> ▶ <QR Code Print Position>, and specify where to print the QR code.
- You can also configure settings so that copies can only be made when a QR code is printed in the original document. <Doc. Scan Lock Operation Settings> ▶  ▶ **<Document Scan Lock QR Code Settings>(P. 770)**

**LINKS**

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- ▶ **<Common>(P. 760)** ▶ <Print Settings> ▶ <Secure Watermark/Doc. Scan Lock>
- ▶ **Using TL Code to Restrict Copying(P. 634)**

# Adding a Digital Signature to Sent Files

13WH-0CS

By adding a digital signature to a scanned document that is sent in a particular file format, you can certify that the document has not been altered and is guaranteed by the creator. The machine can add a device signature or user signature to documents.

## Device Signature



The device signature uses a key and certificate mechanism, enabling the recipient of a scanned document to verify that it was created on this machine. The recipient can check what machine was used to create the document, as well as whether the document has been altered. A system option is required in order to use this function ( [▶System Options\(P. 1118\)](#) ). Before you can add a device signature, the key and certificate (device certificate) used for the device signature needs to be created on the machine. [▶Generating a Device Signature Certificate\(P. 639\)](#)

## User Signature



The user signature is linked with personal authentication management functions, enabling the recipient of a scanned document to verify who created it. As with the device signature, the user signature enables the recipient to check whether the document was altered after the signature was added. A system option is required in order to use this function ( [▶System Options\(P. 1118\)](#) ). Before you can add a user signature, a key and certificate (user certificate) needs to be registered for each user via the Remote UI. [▶Registering a User Signature Certificate\(P. 640\)](#)

### TIPS

#### Displaying a digital signature (visible signature)

Digital signature information can be displayed on the first page of the document, making it easy for the reader to see that a digital signature has been added. Only PDF documents support visible signatures. [▶Adding a Digital Signature\(P. 454\)](#)

# Generating a Device Signature Certificate



The key and certificate (device certificate) required when adding a device signature can be generated on the machine. Designate an administrator to generate these items. Once they are generated, you can add a digital signature to scanned documents that are sent in a particular file format. **▶ Adding a Digital Signature(P. 454)**



Ⓜ ▶ <Management Settings> ▶ <Device Management> ▶ <Certificate Settings> ▶ <Generate Key> ▶ <Generate/Update Device Signature Key> ▶ <Yes> ▶ <OK>

## IMPORTANT

- A system option is required in order to use this function. **▶ System Options(P. 1118)**


## NOTE

### Key and certificate for device signature

- The generated key and certificate are registered with the name "Device Signature Key". You can register only one key and certificate for the device signature.

### Managing the key and certificate for device signature

You can check the detailed settings of the key and certificate on the screen that is displayed when you press Ⓜ ▶ <Management Settings> ▶ <Device Management> ▶ <Certificate Settings> ▶ <Key and Certificate List> ▶ <Key and Certificate List for This Device>.

- If  is displayed, the key is corrupted or invalid. You can update the key and certificate by configuring the settings again.
- If you select <Device Signature Key> and press <Certificate Details>, detailed information about the device signature certificate is displayed. You can also press <Verify Certificate> on this screen to check whether the certificate is valid.

### Ensuring that a device signature is always added when sending

- You can configure the machine so that a device signature is always added to scanned documents that are sent in a particular file format, regardless of the user settings. You can also restrict the file formats used when sending documents, which ensures that no documents can be sent without a device signature. Administrator or DeviceAdmin privileges are required in order to configure these settings. <Common Settings> ▶ **▶ <Always Add Device Signature to Send>(P. 778)**

## LINKS

- ▶ **Generating the Key and Certificate for Network Communication(P. 602)**
- ▶ **Registering a Key and Certificate for Network Communication(P. 662)**
- ▶ **Registering a User Signature Certificate(P. 640)**

# Registering a User Signature Certificate

13WH-OCW

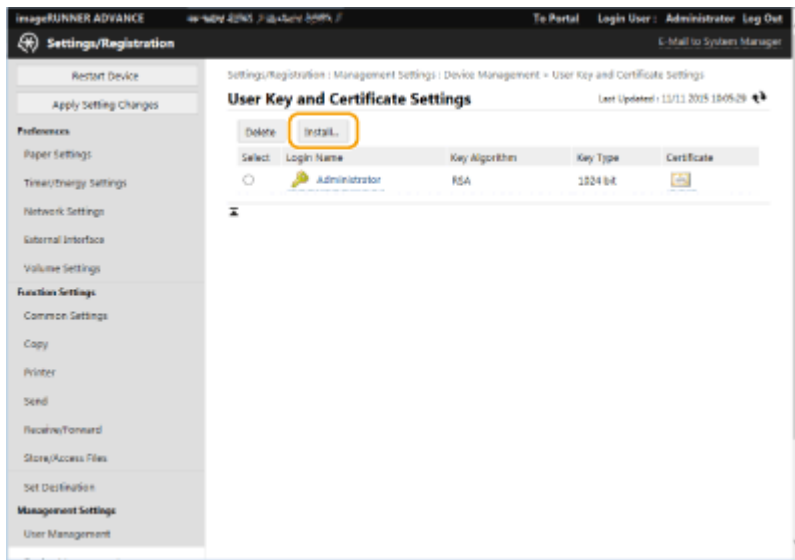


The key and certificate (user certificate) required when adding a user signature can be registered via the Remote UI. Designate an administrator to register these items. Once they are registered, users who log in with personal authentication can add a digital signature to scanned documents that are sent in a particular file format. [▶ Adding a Digital Signature\(P. 454\)](#)

## IMPORTANT

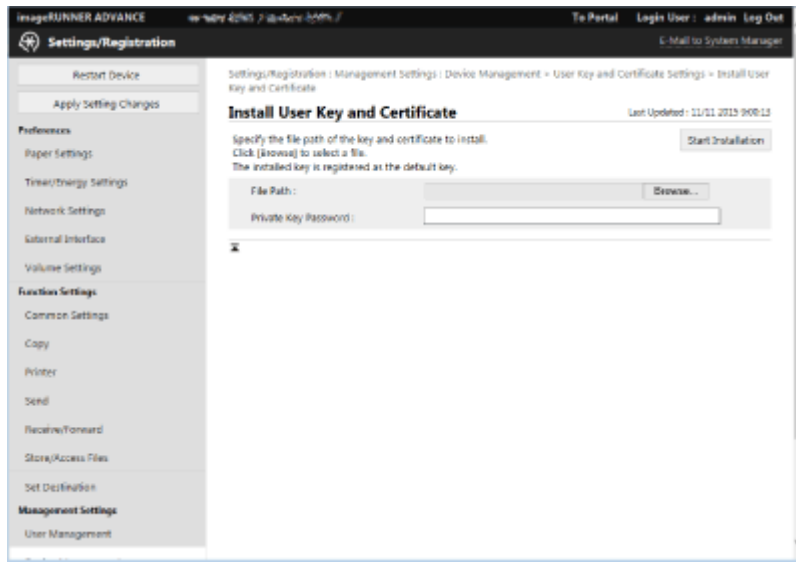
- A system option is required in order to use this function. [▶System Options\(P. 1118\)](#)
- You may not be able to register some types of keys and certificates. [▶Specifications\(P. 1029\)](#)

- 1 Start the Remote UI. [▶Starting the Remote UI\(P. 644\)](#)
- 2 Click [Settings/Registration] on the portal page. [▶Remote UI Screen\(P. 645\)](#)
- 3 Click [Device Management] ▶ [User Key and Certificate Settings].
- 4 Click [Install...].



- 5 Register the certificate.





- 1 Click [Browse...], and specify the file (user certificate) to install.
  - You may not be able to specify the file name if it is too long.
- 2 Enter the password of the private key.
  - In [Private Key Password], enter the password registered to the key.
- 3 Click [Start Installation].

## NOTE

### Managing the keys and certificates for user signature

You can check the detailed settings or delete keys and certificates on the screen displayed in step 4.

- If you log in with Administrator privileges, the keys and certificates for all user signatures are displayed. For users who do not log in with Administrator privileges, only the key and certificate of the logged in user are displayed.
- Click a login name to display detailed information about the certificate.
- To delete keys and certificates, select the ones that you want to delete, and click [Delete] ► [OK].

## LINKS

- ▶ [Generating the Key and Certificate for Network Communication\(P. 602\)](#)
- ▶ [Registering a Key and Certificate for Network Communication\(P. 662\)](#)
- ▶ [Generating a Device Signature Certificate\(P. 639\)](#)

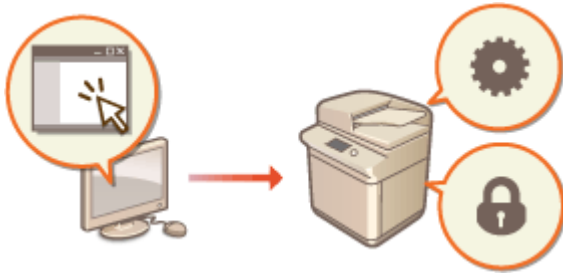
## Managing the Machine from a Computer (Remote UI)

13WH-0CX

You can remotely operate the machine from your computer's Web browser to perform operations such as checking the printing status, changing the machine settings, or editing the Address Book. This convenient feature enables you to remain at your desk while operating the machine. To perform remote operation, enter the IP address of the machine in your Web browser and open the Remote UI portal page. For more information on the system requirements for the Remote UI, see [▶Specifications\(P. 1029\)](#).

### How to Use the Remote UI

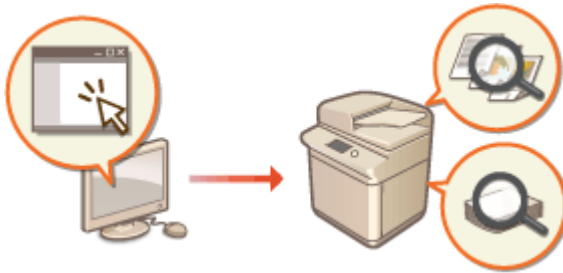
This section describes the Remote UI login procedure and the features of the Remote UI main screen.



#### ▶Starting the Remote UI(P. 644)

### Checking the Status of Waiting Documents and the Machine

This section describes how to check the status of copied, printed, sent, and received documents, as well as error information and the remaining amount of paper.



#### ▶Checking the Status and Logs(P. 648)

### Other Functions Available Using the Remote UI

This section describes various other convenient functions that can be performed via computer using the Remote UI, such as editing the Address Book, checking files that have been saved on the machine, and backing up the machine settings in case they are needed.



- ▶Turning OFF/Restarting the Machine(P. 653)
- ▶Registering Destinations via the Remote UI(P. 654)
- ▶Registering a Key and Certificate for Network Communication(P. 662)
- ▶Generating a Key and Certificate Signing Request (CSR)(P. 667)
- ▶Managing Stored Files(P. 670)
- ▶Managing the Logs(P. 676)
- ▶Importing/Exporting the Setting Data(P. 678)
- ▶Backing Up/Restoring Data(P. 690)
- ▶Updating the Firmware(P. 695)
- ▶Updating the Firmware (Distribution)(P. 696)
- ▶Displaying Messages from the Administrator(P. 701)

## IMPORTANT

### When using a proxy server

- You cannot access the machine via a proxy server. If a proxy server is used in your environment, configure your Web browser to bypass the proxy server and access the machine directly.

# Starting the Remote UI

13WH-0CY

To start the Remote UI, enter the IP address of the machine in your Web browser. Check the IP address configured for the machine before performing this operation. ▶ **Setting an IP Address(P. 32)**

## IMPORTANT

- When both the machine and the Active Directory server are set as user authentication devices ( ▶ **Configuring the User Login Methods and Authentication Devices(P. 568)** ), the time setting of the Active Directory server needs to match that of the machine.

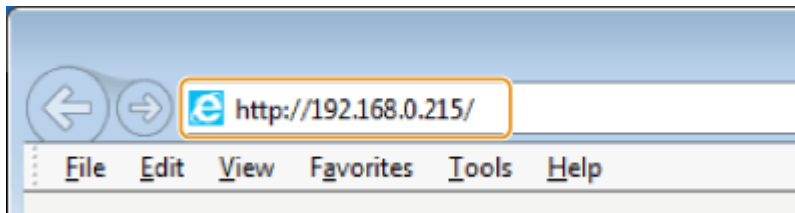
## NOTE

### Using TLS encryption for communication

- When you want to encrypt the Remote UI communication, configure the TLS key and certificate ( ▶ **Configuring the Key and Certificate for TLS(P. 600)** ), go to the <Remote UI> setting ( ▶ **<Remote UI>(P. 814)** ) and set <Use TLS> to <On>, then turn the machine OFF and back ON.

### 1 Start the Web browser.

### 2 Enter the IP address of the machine, and press the [ENTER] key on the computer keyboard.



- Enter "http://<IP address of the machine>/" in the address input field.
- When using an IPv6 address, enclose the IP address portion in brackets ([ ]) (Example: http://[fe80:2e9e:fcff:fe4e:dbce]/).

## NOTE

### If the Remote UI does not start

- If the login screen is not displayed in step 3 of this procedure, clear the Web browser's cache and enter the IP address again.

### If a message related to security is displayed

- A warning message may be displayed if the Remote UI communication is encrypted. If there are no problems with the certificate or TLS settings, you can continue using the Web browser.

### 3 Log in to the Remote UI.

- Enter a registered user name and password in [User Name] and [Password], select the login destination in [Login Destination:], and click [Log In].
- If [Log In (Guest)] is displayed, unregistered users can click this button and log in as general users.

**NOTE**

- With some user authentication settings, the Remote UI may skip the login screen and display the main screen (portal page) directly. ▶ **Remote UI Screen(P. 645)**

**4 Check that the Remote UI portal page is displayed. ▶ Remote UI Screen(P. 645)**

**IMPORTANT**

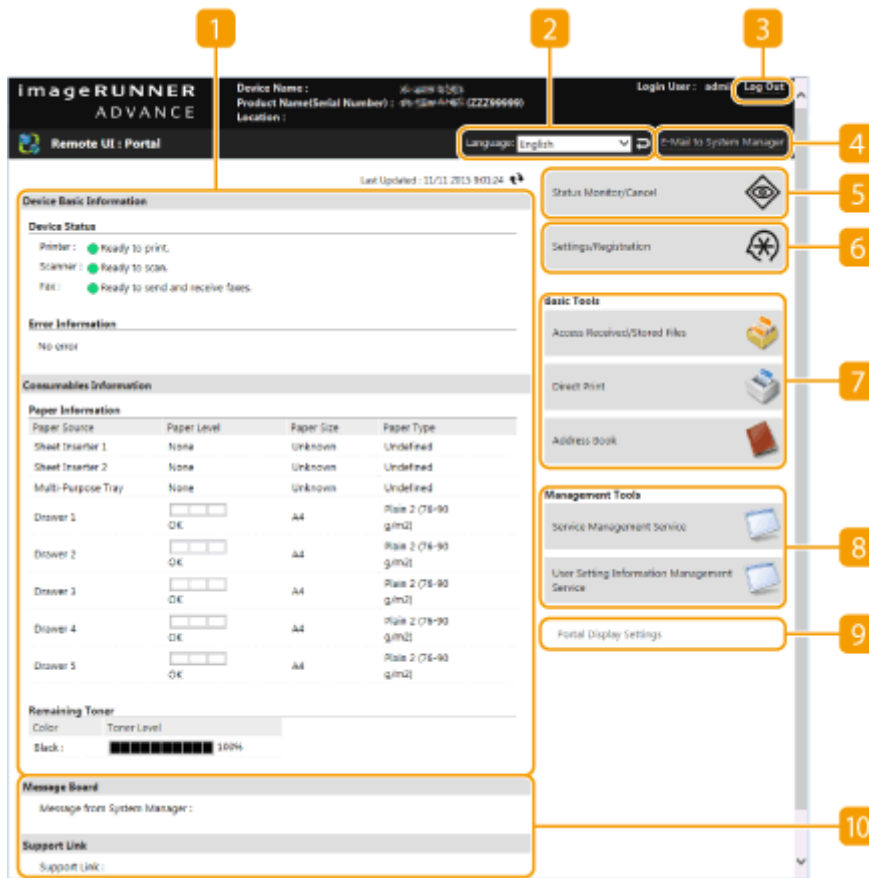
- When using the Remote UI to operate the machine, do not use the Web browser's [Back] button. The page may not change properly if you use the [Back] button.

**Remote UI Screen**

The portal page shown below is displayed when you log in to the Remote UI. This section describes the items displayed on the portal page and the basic operations.

**IMPORTANT**

- Some display items and functions are only available if you log in with Administrator privileges.
- When multiple users perform operations with the Remote UI at the same time, the most recently performed operation is valid.



**1 Device information**

The current machine status is displayed, along with information about errors, consumables, etc.

**2 Display language**

You can switch the language that is displayed on the Remote UI screen.

**3 [Log Out]**

Log out from the Remote UI and return to the login page.

**4 [E-Mail to System Manager]**

Create an e-mail message to send to the administrator. The administrator's e-mail address can be set in [Settings/Registration] ▶ [User Management] ▶ [System Manager/Contact Person Information Settings].

**5 [Status Monitor/Cancel]**

You can check the status of jobs or cancel processing. You can also check detailed information about the amount of remaining toner and paper, etc. ▶ **Checking the Status and Logs(P. 648)**

**6 [Settings/Registration]**

You can change the machine settings. You can save the setting details to a computer, or import them from a computer to the machine. ▶ **Importing/Exporting the Setting Data(P. 678)**

**NOTE**

- You can use either the control panel or the Remote UI to change most machine settings, but some settings can only be changed using one or the other.

**7 [Basic Tools]**

You can perform operations such as printing documents or registering/editing destinations.

- ▶ **Managing Stored Files(P. 670)**
- ▶ **Directly Printing Files without Opening Them(P. 400)**
- ▶ **Registering Destinations via the Remote UI(P. 654)**

**8 [Management Tools]**

You can perform management for items such as MEAP applications ( ▶ **MEAP(P. 1069)** ) or user setting information ( ▶ **Deleting User Setting Information(P. 588)** ).


**9 [Portal Display Settings]**

You can change the order in which the [Basic Tools] and [Management Tools] buttons are displayed on the portal page.

**10 Messages/support**

Messages from the administrator are displayed, along with links to machine support information. ▶ **Displaying Messages from the Administrator(P. 701)**

**NOTE**

- To update the current page with the latest information, click  .

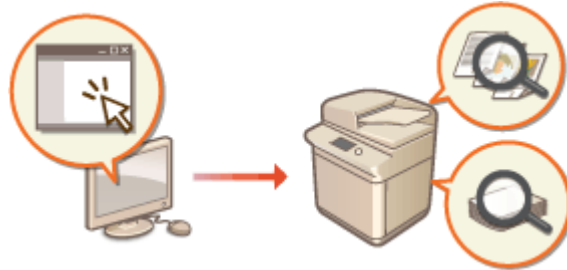
**LINKS**

▶ **Settings/Registration(P. 730)**

# Checking the Status and Logs

13WH-0E0

You can use the Remote UI to check the status of documents that are waiting to be processed, as well as the logs for documents that have been processed. You can also check the status of the machine, such as error information and the remaining amount of consumables.



- ▶ **Checking the Status of Copies/Prints(P. 648)**
- ▶ **Checking the Status of Sent/Received Documents(P. 649)**
- ▶ **Checking the Status of Stored Documents(P. 650)**
- ▶ **Checking the Job Log(P. 650)**
- ▶ **Checking the Machine Status(P. 651)**

## Checking the Status of Copies/Prints

You can check the status of documents that are waiting to be copied or printed. You can also output a document before the others, or cancel a document.



Start the Remote UI ▶ [Status Monitor/Cancel] ▶ [Job Status] under [Copy/Print]

Date/Time	Job Name	User Name	Status	Job Operation
11/11 2015 11:21:00	Document.pdf	canon.sim	Printing...	Cancel, Pause
11/11 2015 11:21:00	Report.pdf	canon.sim	Waiting to print...	Cancel, Print Next
11/11 2015 11:21:00	Memo.pdf	canon.sim	Waiting to print...	Cancel, Print Next, Pause

**a Function selection**

Select the function that you want to check, and click [Display].



## b Operation buttons

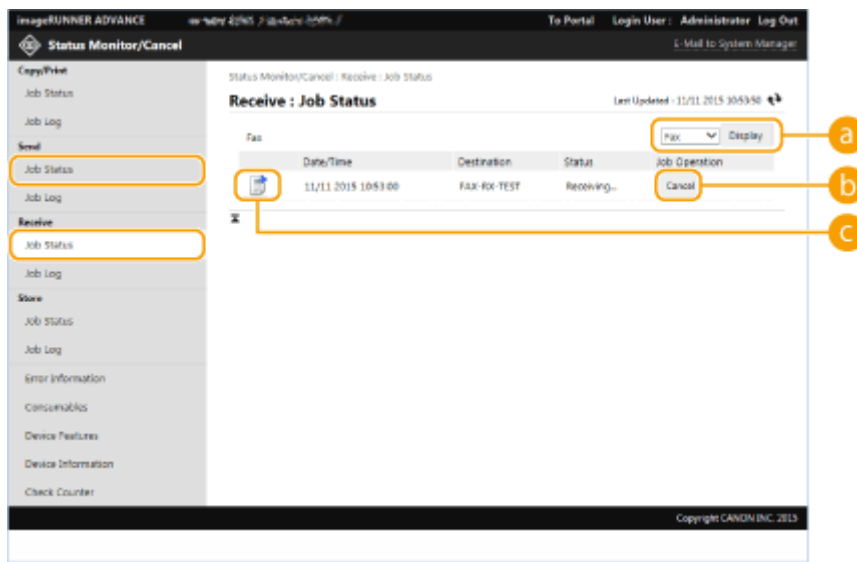
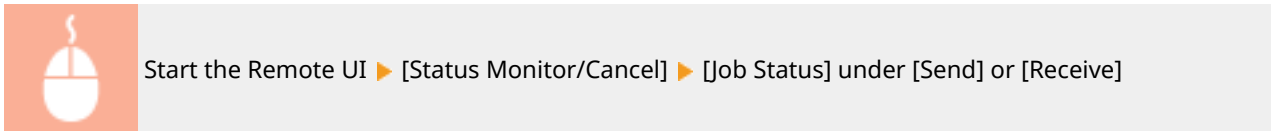
- [Cancel]: Copying or printing is canceled. The canceled document is deleted and cannot be recovered.
- [Print Next]: The document is output immediately after the current document is complete.
- [Pause]: Documents that are being printed from a computer are paused. You cannot pause documents that are being copied. Press [Resume] to resume printing a document that was paused.

## c Document icon

Click the icon to display detailed information about the document.

## Checking the Status of Sent/Received Documents

You can check the status of faxes and e-mails that are waiting to be sent, faxes that have been received, and faxes that are waiting to be forwarded. You can also cancel the process for sending and receiving documents.



## a Function selection

Select the function that you want to check, and click [Display].

## b [Cancel]

Document sending or receiving is canceled. The canceled document is deleted and cannot be recovered.

## c Document icon

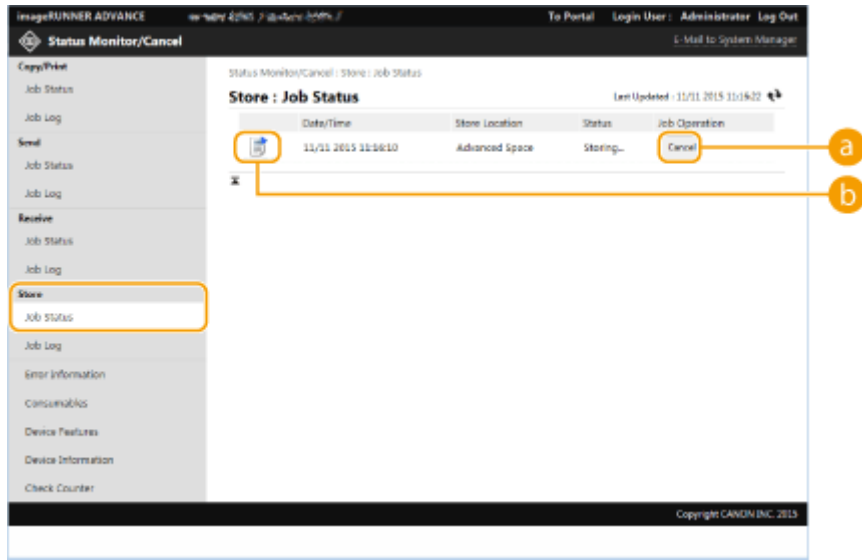
Click the icon to display detailed information about the document.

## Checking the Status of Stored Documents

You can check the status of documents that are waiting to be stored. You can also cancel the process for storing documents.



Start the Remote UI ► [Status Monitor/Cancel] ► [Job Status] under [Store]



### a [Cancel]

Document storing is canceled. The canceled document is deleted and cannot be recovered.

### b Document icon

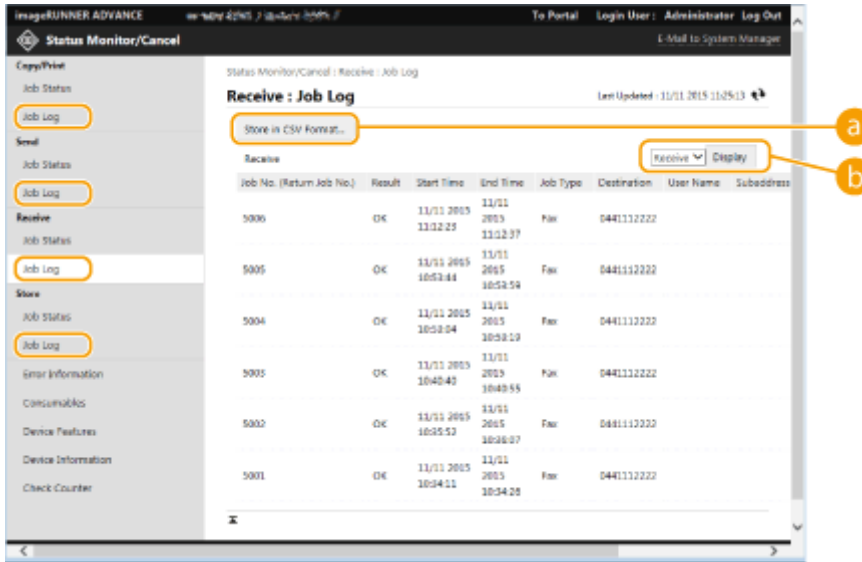
Click the icon to display detailed information about the document.

## Checking the Job Log

You can display a log for documents that were copied, printed, sent, received, or stored.



Start the Remote UI ► [Status Monitor/Cancel] ► [Job Log]



**a [Store in CSV Format...]**

The log data can be exported and saved as a CSV file (\*.csv) on the computer.

**b Function selection**

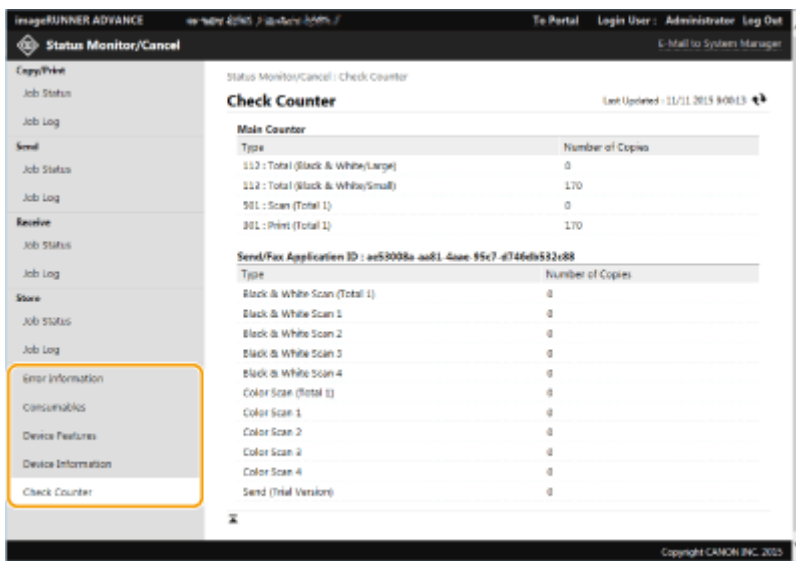
Select the function that you want to check, and click [Display]. The displayed functions may vary depending on your machine model and optional equipment.

## Checking the Machine Status

You can check a variety of information about the machine, such as error information, the amount of remaining paper and toner, information about attached optional equipment, and the total number of pages that have been printed up to now.



Start the Remote UI ▶ [Status Monitor/Cancel] ▶ Select the item that you want to check



▶ **Starting the Remote UI(P. 644)**

# Turning OFF/Restarting the Machine

13WH-0E1

You can use the Remote UI to shut down or restart the machine.

## IMPORTANT

- When the machine is turned OFF or restarted, any documents that are being printed or sent are canceled.

▶ **Turning OFF the Machine(P. 653)**

▶ **Restarting the Machine(P. 653)**

## Turning OFF the Machine



Start the Remote UI ▶ [Settings/Registration] ▶ [Device Management] ▶ [Remote Shutdown] ▶ [Start]

## Restarting the Machine



Start the Remote UI ▶ [Settings/Registration] ▶ [Restart Device] ▶ [Perform Restart] ▶ [OK]

## NOTE

### If optional equipment is not recognized after restart

- The machine may not recognize optional equipment after it is restarted. If this happens, turn OFF the power of the optional equipment, and then turn it back ON.

## LINKS

▶ **Starting the Remote UI(P. 644)**

▶ **Turning ON the Machine(P. 90)**

▶ **Turning OFF the Machine(P. 91)**

# Registering Destinations via the Remote UI

13WH-0E2

You can use the Remote UI to register destinations in the Address Book. You can also check the registered details and edit the Address Book.



**1 Start the Remote UI.** ▶ **Starting the Remote UI(P. 644)**

**2 Click [Address Book] on the portal page.** ▶ **Remote UI Screen(P. 645)**

**3 Register the destination.**

- For more information on address lists, see ▶ **Registering Destinations in the Address Book(P. 188)** .

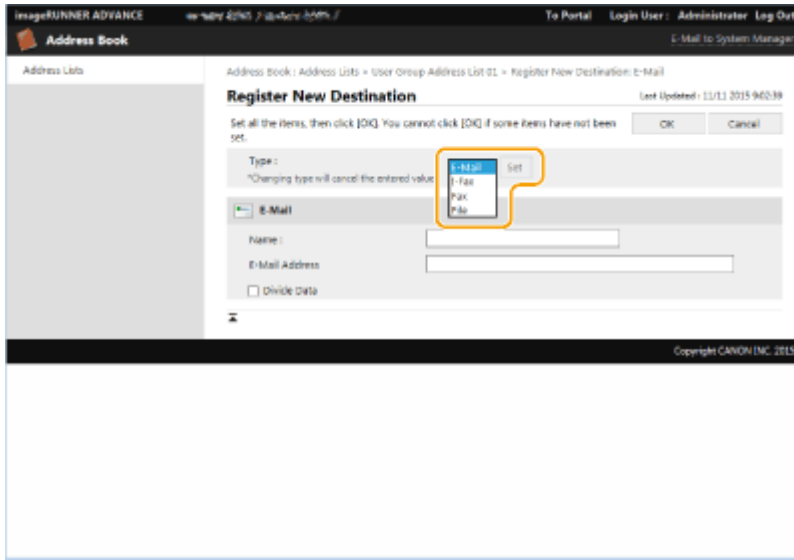
- 1 Click the address list in which to register the destination ([Personal Address List], User Group Address Lists, [Address List 01] to [Address List 10], or [Address List for Administrators]).
  - [Personal Address List] is for the exclusive use of the logged-in user, and is only available when personal authentication management is enabled.
  - [Address List for Administrators] is only available to administrators who log in with Administrator or DeviceAdmin privileges.
  - If the page for entering a PIN is displayed, enter the PIN and click [OK].
  - If you want to share the destination with a registered user group, select a registered User Group Address List.

## NOTE

- You can also manage User Group Address Lists by enabling only the Administrator to register/edit destinations. (<Set Destination> ▶ ▶ **<Use User Group Address List>(P. 806)** )

**2** Click [Register New Destination...].

**3** Select the destination type and click [Set].

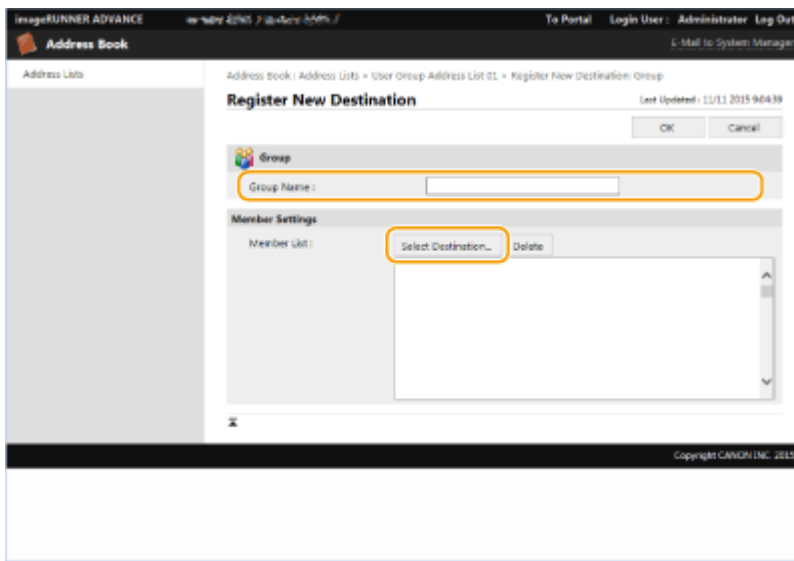


- 4 Register the necessary information and click [OK].
  - The displayed items vary depending on the destination type. For more information on the information to register, see [Registering Destinations in the Address Book\(P. 188\)](#).

### ■ Registering a group destination

For more information on group destinations, see [Registering Multiple Destinations as a Group\(P. 195\)](#).

- 1 Click [Register New Group...].
- 2 Enter a name for the group in [Group Name], and click [Select Destination...] for [Member List].



- 3 Select the check box for the destinations that you want to register to the group, and click [OK].
- 4 Click [OK].

### ■ Registering a name for the address list

Click [Register Address List Name...] or [Register/Change Address List Name...], enter the name, and click [OK].

### ■ Checking/editing destination details

You can click the [Type] icon or name of a destination to check the details of the destination. To edit the destination, click [Edit], change the registered details, and click [OK].

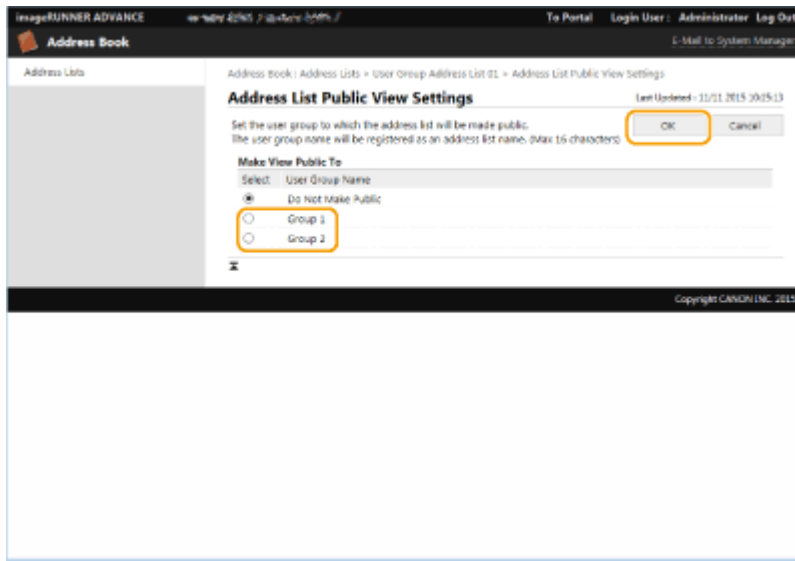
## ■ Registering to a user group address list

When using personal authentication management, an address list can be shared between users in the same user group. First, set up the user group that will share the address list, then register the destinations that you want to share.

### NOTE

- Users can be registered to a user group to share the address lists in an address book between registered users. ▶ **Registering User Groups(P. 660)**

- 1 Click the address list in which to register the destination ([User Group Address List 01] to [User Group Address List 50]).
- 2 Click [Public View Settings...].
- 3 Select the group in which to share the address list, and click [OK].

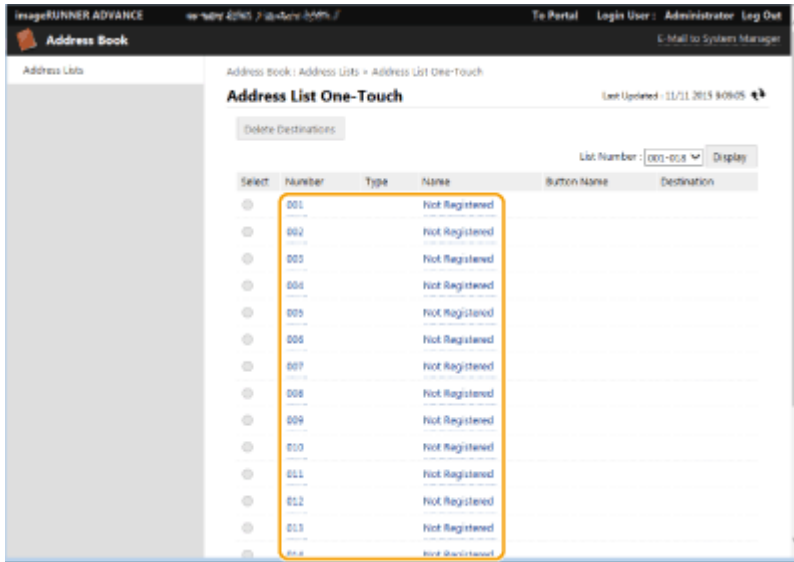


- 4 Click [Register New Destination...] or [Register New Group...].
- 5 Register the necessary information and click [OK].

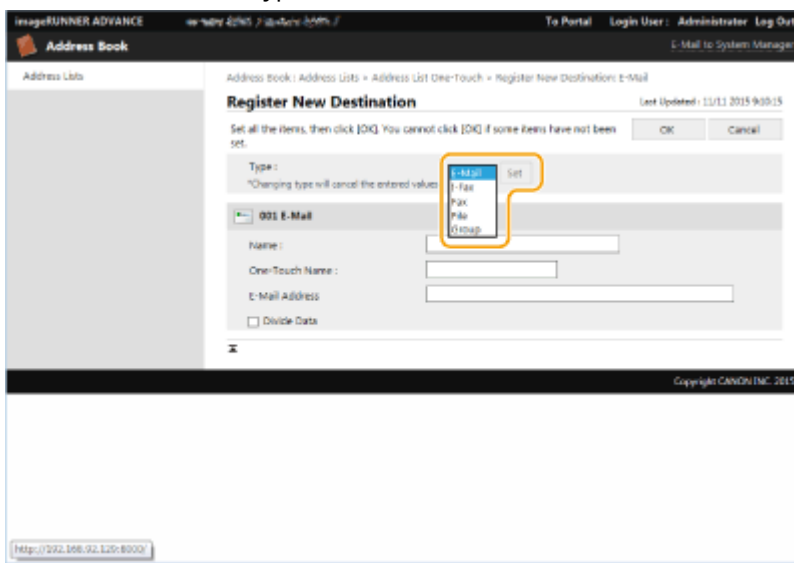
## Registering to a one-touch button

- 1 Click [Address List One-Touch].
- 2 Click [Not Registered] or an unregistered one-touch number.
  - [Not Registered] is displayed in [Name] for unregistered one-touch buttons.
  - To display one-touch buttons that are not shown in the list, select the range of numbers in [List Number], then click [Display].





3 Select the destination type and click [Set].



4 Register the necessary information and click [OK].

- For more information on the information to register, see [Registering a Destination in a One-Touch Button\(P. 200\)](#) .

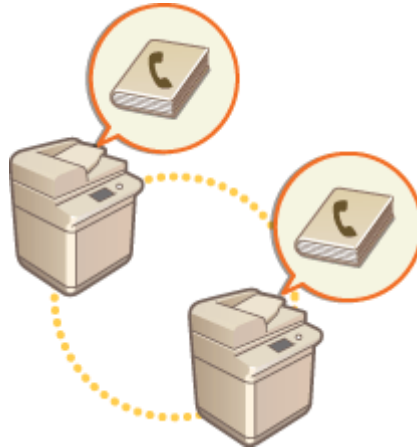
## LINKS

- [Registering Destinations\(P. 186\)](#)
- [Restricting Use of the Address Book\(P. 614\)](#)

# Sharing an Address List with Specific Users

13WH-055

You can use a user group address list to share an address list between specific users. This is useful when using a shared address list within the same department.



## Procedure for Sharing Addresses

Follow the procedure below.

1



### Registering Users.

- Register the users to share with. ▶ **Registering User Information in the Local Device(P. 558)**  
If you are using Server Authentication, proceed to step 2.



2



### Registering a Group to Share

- Register a user group. ▶ **Registering User Groups(P. 660)**



3



### Setting the Group Share Destination

- Specify the group created in step 2 in [Public View Settings...] from the address list in which to register the destination. ▶ **Registering Destinations via the Remote UI(P. 654)**

## NOTE

- To add new users to an existing group, set the destination group when registering the users in step 1.

# Registering User Groups

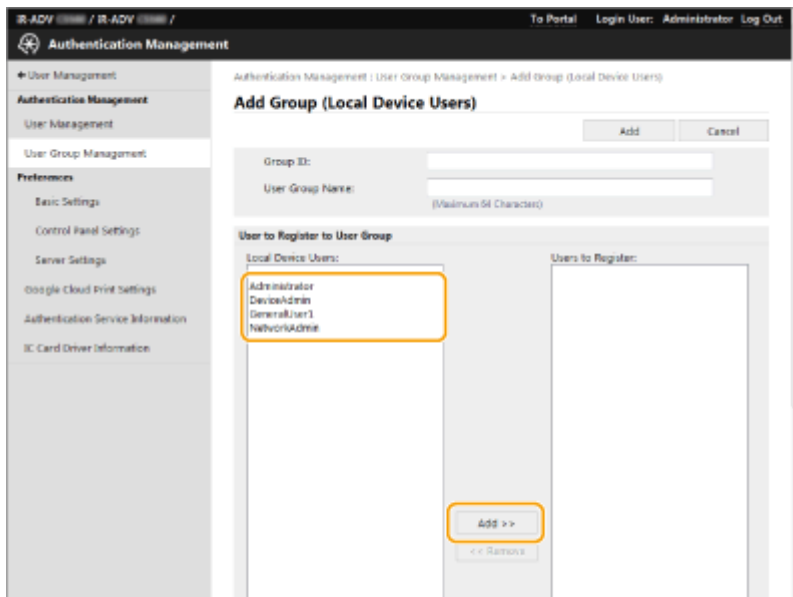
13WH-0S6

Register user groups. Address lists can be shared between registered user groups.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 645)
- 3 Click [User Management] ▶ [Authentication Management] ▶ [User Group Management].
- 4 Click [Add Group (Local Device Users)...] or [Add Group (Other Users)...].
  - Select [Add Group (Other Users)...] if Server Authentication is set.

## ■ Adding Groups to a Local Device

- 1 Enter the group ID and user group name.
- 2 Select the users to include in the user group, and click [Add >>].

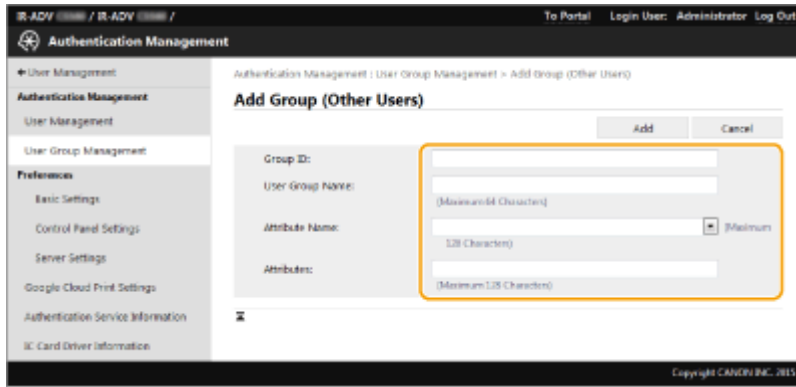


- 3 Click [Add].

## ■ Adding Groups to an Authentication Server

- 1 Enter the group ID, user group name, attribute name, and attribute value.
- 2 Click [Add].

# Managing the Machine



# Registering a Key and Certificate for Network Communication

13WH-0E3

You can use the Remote UI to register keys/certificates, CA certificates, and S/MIME certificates to the machine from your computer. You can also use it to register a certificate revocation list (CRL), which verifies the validity of certificates received from communication peers. Designate an administrator to register these items.



- ▶ [Registering a Key and Certificate\(P. 662\)](#)
- ▶ [Registering a CA Certificate\(P. 663\)](#)
- ▶ [Registering an S/MIME Certificate\(P. 665\)](#)
- ▶ [Registering a Certificate Revocation List \(CRL\)\(P. 666\)](#)

## NOTE

The communication methods listed below use a key/certificate or CA certificate. If you want to use a registered key and certificate in actual communication, you need to specify the key and certificate in the settings for each communication method. However, an X.509 DER format CA certificate does not need to be specified in the settings for each communication method. You can use it simply by registering it to the machine.

- TLS encrypted communication ▶ [Configuring the Key and Certificate for TLS\(P. 600\)](#)
- IPSec ▶ [Configuring the IPSec Settings\(P. 604\)](#)
- IEEE 802.1X ▶ [Configuring the IEEE 802.1X Authentication Settings\(P. 609\)](#)

## Registering a Key and Certificate

Keys and certificates (server certificates) can be registered via the Remote UI. For information on the keys and certificates that can be registered on the machine, see ▶ [Specifications\(P. 1029\)](#) .

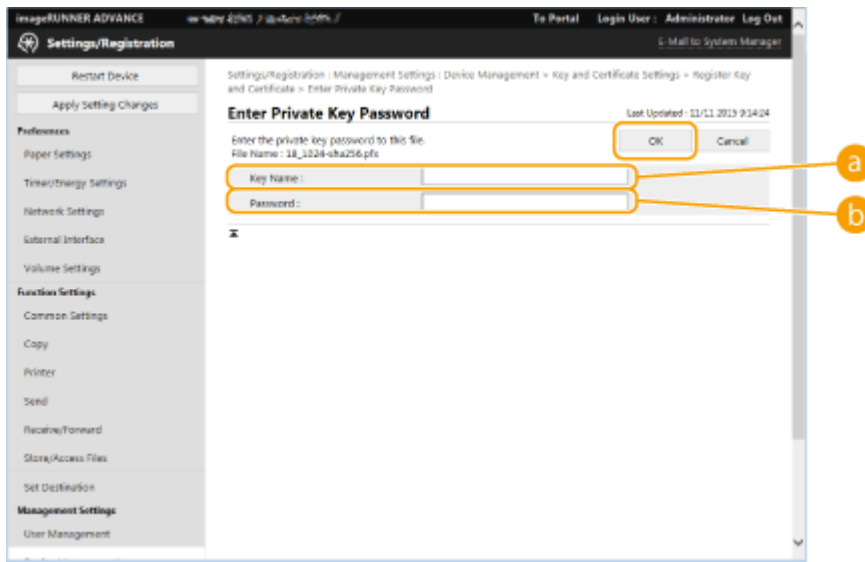
- 1** Start the Remote UI. ▶ [Starting the Remote UI\(P. 644\)](#)
- 2** Click [Settings/Registration] on the portal page. ▶ [Remote UI Screen\(P. 645\)](#)
- 3** Click [Device Management] ▶ [Key and Certificate Settings].
- 4** Click [Register Key and Certificate...].
- 5** Click [Install...].

## 6 Install the key and certificate.

- Click [Browse...], specify the files (key and certificate) to install, and click [Start Installation].

## 7 Register the key and certificate.

- 1 Select the key and certificate that you want to register, and click [Register].
- 2 Enter the key name and password, and click [OK].



### a [Key Name]

Use alphanumeric characters to enter the name of the key that was registered to the machine.



### b [Password]

Use alphanumeric characters to enter the password of the private key that is set for the file to register.


## NOTE

### Managing keys and certificates

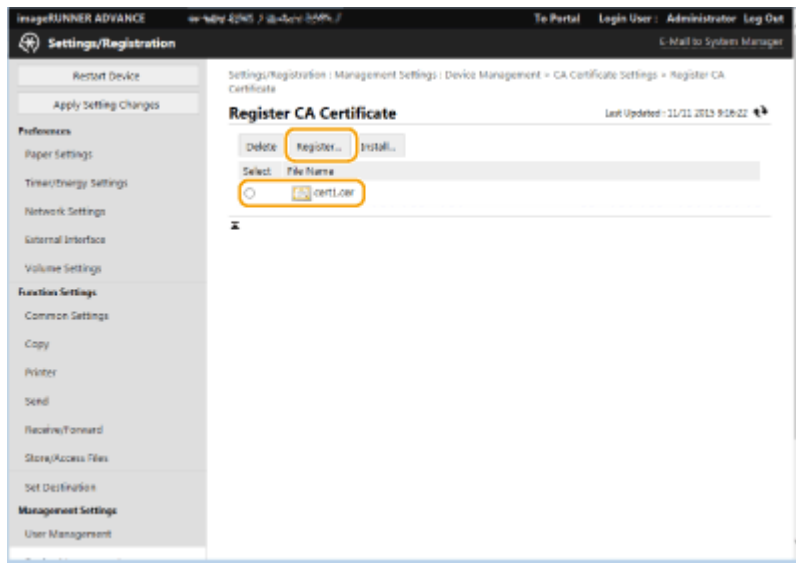
You can check the detailed settings or delete keys and certificates on the screen displayed in step 4.

- If  is displayed, the key is corrupted or invalid.
- If  is displayed, the certificate for the key does not exist.
- Click a key name to display detailed information about the certificate. You can also click [Verify Certificate] on this screen to check whether the certificate is valid.
- To delete a key and certificate, select the one that you want to delete, and click [Delete] ► [OK].

## Registering a CA Certificate

X.509 DER format CA certificates are preinstalled in the machine. You can register a new CA certificate if it is required by a particular function. For information on the CA certificates that can be registered on the machine, see  **Specifications(P. 1029)**.


- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 645)
- 3 Click [Device Management] ▶ [CA Certificate Settings].
- 4 Click [Register CA Certificate...].
- 5 Click [Install...].
- 6 Install the CA certificate.
  - Click [Browse...], specify the file (CA certificate) to install, and click [Start Installation].
- 7 Register the CA certificate.
  - Select the CA certificate that you want to register, and click [Register...].



## NOTE

### Managing CA certificates

You can check the detailed settings or delete CA certificates on the screen displayed in step 4.

- Click  to display detailed information about the CA certificate. You can also click [Verify Certificate] on this screen to check whether the CA certificate is valid.
- To delete a CA certificate, select the one that you want to delete, and click [Delete] ▶ [OK].

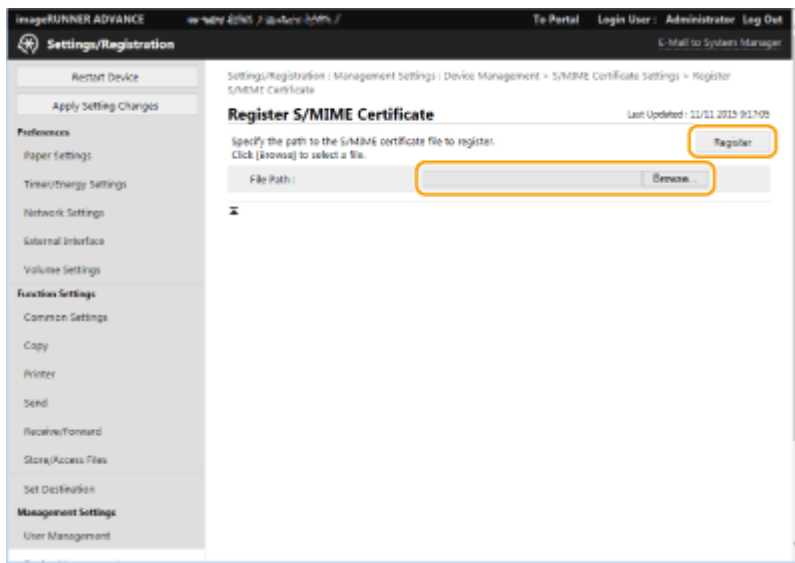


## Registering an S/MIME Certificate

You can register a public key certificate (S/MIME certificate) to use for encrypting e-mail/I-fax with S/MIME. For information on the S/MIME certificates that can be registered on the machine, see [▶ Specifications\(P. 1029\)](#) . For information on how to configure the S/MIME settings, see [<E-Mail/I-Fax Settings> ▶ <S/MIME Settings>\(P. 780\)](#) .

- 1 Start the Remote UI. [▶ Starting the Remote UI\(P. 644\)](#)
- 2 Click [Settings/Registration] on the portal page. [▶ Remote UI Screen\(P. 645\)](#)
- 3 Click [Device Management] ▶ [S/MIME Certificate Settings].
- 4 Click [Register S/MIME Certificate...].
- 5 Register the S/MIME certificate.


- Click [Browse...], specify the file (S/MIME certificate) to register, and click [Register].



### NOTE

#### Managing S/MIME certificates

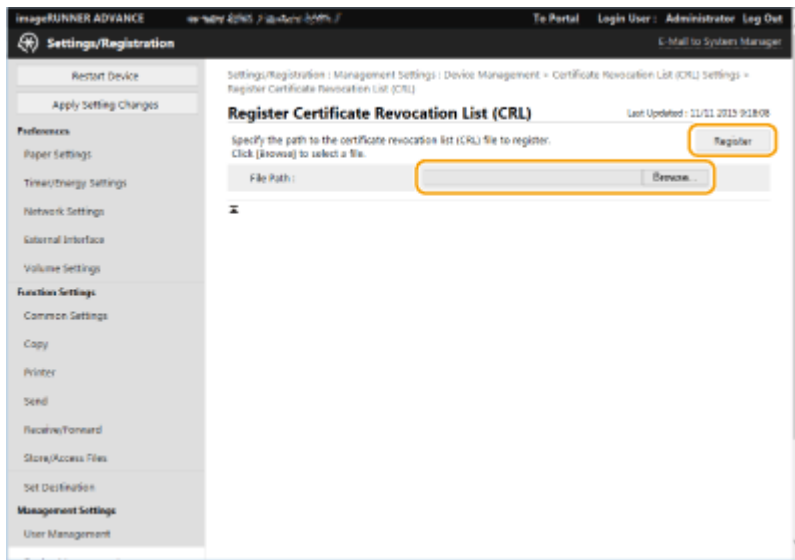
You can check the detailed settings or delete S/MIME certificates on the screen displayed in step 4.

- Click  to display detailed information about the S/MIME certificate. You can also click [Verify Certificate] on this screen to check whether the S/MIME certificate is valid.
- To delete an S/MIME certificate, select the one that you want to delete, and click [Delete] ▶ [OK].

## Registering a Certificate Revocation List (CRL)


You can use the Remote UI to register a certificate revocation list (CRL). For information on the CRLs that can be registered on the machine, see [Specifications\(P. 1029\)](#).

- 1 Start the Remote UI. [Starting the Remote UI\(P. 644\)](#)
- 2 Click [Settings/Registration] on the portal page. [Remote UI Screen\(P. 645\)](#)
- 3 Click [Device Management] ► [Certificate Revocation List (CRL) Settings].
- 4 Click [Register CRL...].
- 5 Register the CRL.
  - Click [Browse...], specify the file (CRL) to register, and click [Register].



### NOTE

#### Managing CRLs

- You can check the detailed settings or delete CRLs on the screen displayed in step 4.
- Click  to display detailed information about it. You can also click [Verify CRL] on this screen to check whether the CRL is valid.
- To delete a CRL, select the one that you want to delete, and click [Delete] ► [OK].

# Generating a Key and Certificate Signing Request (CSR)

13WH-0E4

Certificates generated on this machine do not have a CA signature, which may cause communication errors with some communication peers. To request a certificate with a CA signature, certificate signing request (CSR) data is required. A user who logs in with administrator privileges can generate a CSR.

- ▶ **Generating a Key and CSR(P. 667)**
- ▶ **Registering a Certificate to a Key(P. 668)**

## Generating a Key and CSR

You can generate a key and CSR on the machine. You can also display the CSR data on the screen and export it as a file.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 644)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 645)**
- 3 Click [Device Management] ▶ [Key and Certificate Settings].**
- 4 Click [Generate Key...].**
- 5 Click [Key and Certificate Signing Request (CSR)].**
- 6 Configure the necessary items for the key and certificate.**

**a [Key Name]**

Enter a name for the key. Use a name that will be easy to find when displayed in a list.

**b [Signature Algorithm]**

Select the hash algorithm to use for the signature.

**c [Key Algorithm]**

Select the key algorithm, and specify the key length if [RSA] is selected, or specify the key type if [ECDSA] is selected.

**d [Country/Region]**

Select the country code from the list, or enter it directly.

**e [State]/[City]**

Enter the location.

**f [Organization]/[Organization Unit]**

Enter the organization name.

**g [Common Name]**

Enter the IP address or FQDN.

- When performing IPPS printing in a Windows environment, make sure to enter the machine's IP address.
- A DNS server is required in order to enter the FQDN of the machine. Enter the IP address if a DNS server is not used.

## 7 Click [OK].

⇒ The CSR data is displayed.


- If you want to save the CSR data to a file, click [Store in File] and specify the save location.

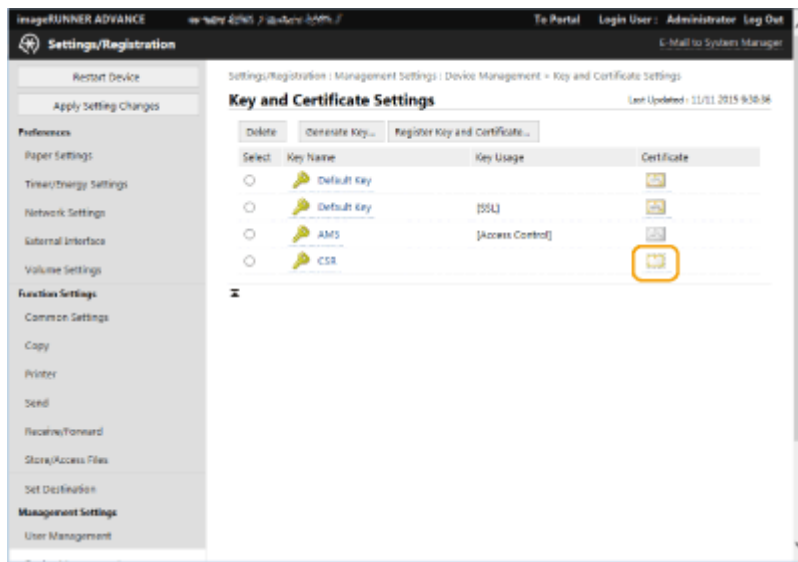
### NOTE

- The key that generated the CSR is displayed on the key and certificate list screen, but you cannot use it by itself. To use this key, you need to register the certificate that is later issued based on the CSR. ▶ **Registering a Certificate to a Key(P. 668)**

## Registering a Certificate to a Key

You can register the certificate that was applied for and issued based on the CSR.

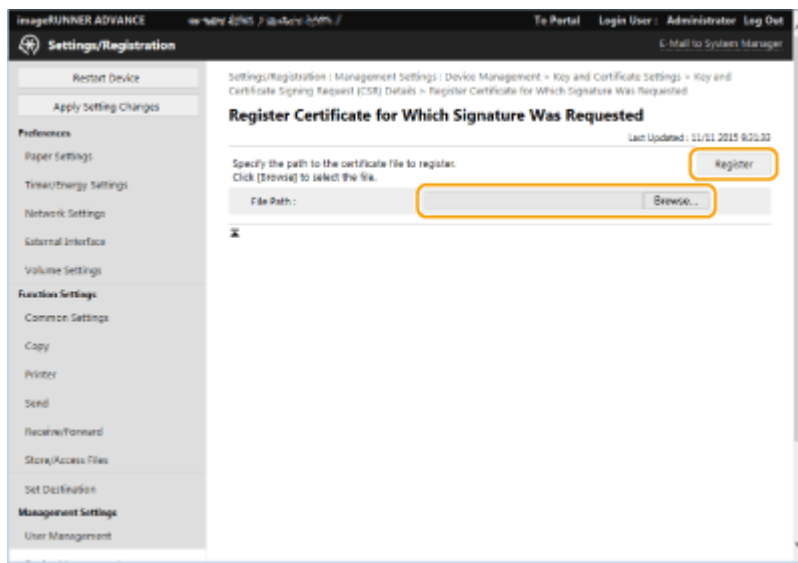
- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)**
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 645)**
- 3 Click [Device Management] ▶ [Key and Certificate Settings].**
- 4 In the [Certificate] list, click  for the certificate that you want to register.**



**5** Click [Register Certificate...].

**6** Register the certificate.

- Click [Browse...], specify the file (certificate) to register, and click [Register].



# Managing Stored Files

13WH-0E5



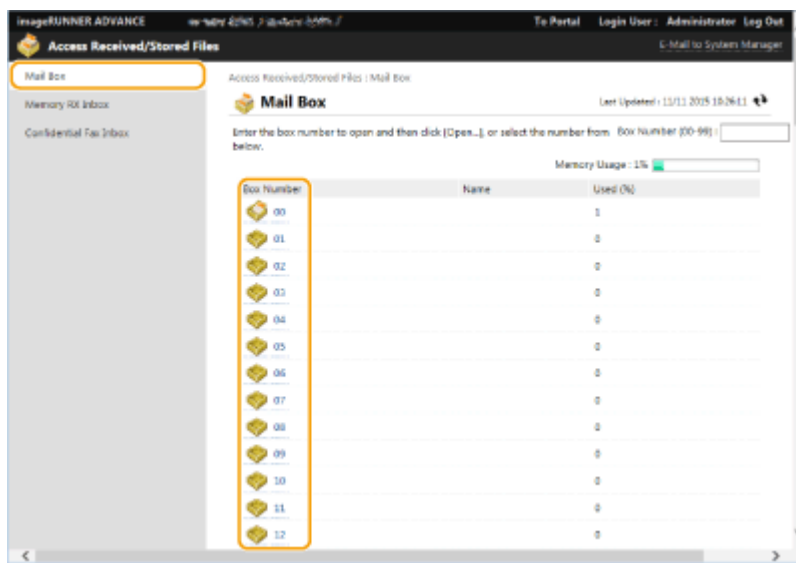
You can use the Remote UI to print, send, or delete files that are stored in the Mail Box, or faxes and I-faxes that are temporarily stored in the Fax/I-Fax Inbox.

- ▶ **Managing Files Stored in a Mail Box(P. 670)**
- ▶ **Managing Documents Temporarily Stored in Memory RX Inbox(P. 673)**
- ▶ **Managing Documents Temporarily Stored in Confidential Fax Inbox(P. 674)**

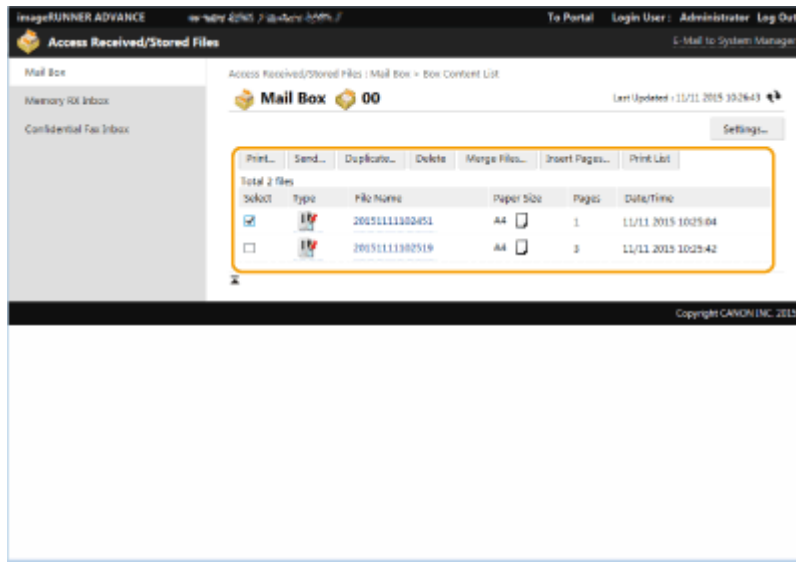
## Managing Files Stored in a Mail Box

You can print or send documents that are stored in a Mail Box. You can also edit stored documents by deleting specific pages.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 644)**
- 2 Click [Access Received/Stored Files] on the portal page. ▶Remote UI Screen(P. 645)**
- 3 On the [Mail Box] page, click the number of the desired Mail Box.**
  - If the page for entering a PIN is displayed, enter the PIN and click [OK].
  - You can also specify a Mail Box by entering its number in [Box Number (00-99)] and clicking [Open...].



- 4 Specify the file to manage, and perform the desired operation.**
  - You can click the [Type] icon or file name to display the file details.
  - You can click [Print List] to print a list of the files in the Mail Box.



## ■ Printing a file

- 1 Select the check box for a file that you want to print, and click [Print...].
  - You can select multiple files.
- 2 Click [Start Printing].
  - You can click [Move to Top], [Move Up], [Move Down], or [Move to Bottom] to change the order in which files are printed.
  - You can click [Change Print Settings...] to change the print settings.
  - If you select the check box for [Delete File After Printing], files are automatically deleted after they are printed.

## ■ Sending a file

- 1 Select the check box for a file that you want to send, and click [Send...].
  - You can select multiple files.
- 2 Click [Select Destination...], select the destination, and click [OK].
  - You can click [Move to Top], [Move Up], [Move Down], or [Move to Bottom] to change the order in which files are sent.
  - You can click [Settings...] in [Set Details] to change the send settings. You can also change detailed settings of the file in [File Settings]. **▶ Scanning(P. 404)**
  - If you select the check box for [Delete File After Sending], files are automatically deleted after they are sent.
- 3 Click [OK].

## ■ Merging multiple files into one

- 1 Select the check box for all of the files that you want to merge.
- 2 Click [Merge Files...] and enter a file name in [File Name].
  - You can click [Move to Top], [Move Up], [Move Down], or [Move to Bottom] to change the order in which files are merged.

- 3 Click [Start].

### ■ Inserting a file into another file

- 1 Select the check box for the file that you want to insert the second file into, and click [Insert Pages...].
- 2 Select the file to insert, and click [Next].
- 3 Enter the new file name in [File Name After Insertion], and specify the insertion location (page) in [Select Insertion Location].
  - The file is inserted before the page specified in [Select Insertion Location].
- 4 Click [Insert].

### ■ Duplicating a file in another Mail Box

- 1 Select the check box for a file that you want to duplicate, and click [Duplicate...].
- 2 Select the number of the destination Mail Box in [Target Box], and click [Start].

### ■ Changing a file name

- 1 Click a [Type] icon or file name.
- 2 Click [Change File Name...], enter the new name in [File Name], and click [OK].

### ■ Deleting pages from a file

- 1 Click a [Type] icon or file name.
- 2 Select the check box for the pages that you want to delete, and click [Delete Page] ► [OK].
  - You can also click [Delete Pages Consecutively...] and specify a range of pages to delete.

### ■ Deleting a file

- 1 Select the check box for the file that you want to delete.
- 2 Click [Delete] ► [OK].

## NOTE

### To change the settings of a Mail Box

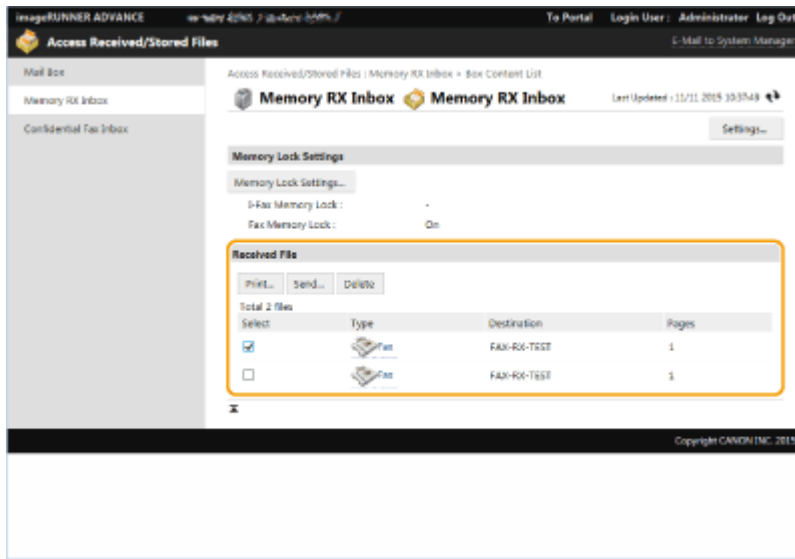
- You can click [Settings...] on the screen displayed in step 3 to change the name and PIN for the selected Mail Box. ► **Specifying the Mail Box Settings(P. 502)**



## Managing Documents Temporarily Stored in Memory RX Inbox

You can print or forward faxes and I-faxes that are temporarily stored in the Memory RX Inbox using Memory Lock.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 644)**
- 2 Click [Access Received/Stored Files] on the portal page. ▶Remote UI Screen(P. 645)**
- 3 Select [Memory RX Inbox] and click [Memory RX Inbox].**
  - If the page for entering a PIN is displayed, enter the PIN and click [OK].
- 4 Select the document and perform the desired operation.**
  - Click the [Type] icon to display detailed information about the document.



### ■Printing a document

- 1** Select the check box for a document that you want to print, and click [Print...].
  - You can select multiple documents.
- 2** Click [Start Printing].
  - Documents are automatically deleted after they are printed.

### ■Forwarding a document

- 1** Select the check box for a document that you want to forward, and click [Send...].
  - You can select multiple documents.
- 2** Click [Select Destination], select the destination, and click [OK].
  - You can click [Move to Top], [Move Up], [Move Down], or [Move to Bottom] to change the order in which the files are forwarded.

- You can click [Settings...] in [Set Details] to change the send settings. You can also change detailed settings of the file in [File Settings]. **▶Scanning(P. 404)**
- If you select the check box for [Delete File After Sending], documents are automatically deleted after they are forwarded.

**3** Click [OK].

### ■Deleting a file

- 1** Select the check box for the file that you want to delete.
- 2** Click [Delete] ▶ [OK].

## NOTE

### To check I-faxes that were divided when received

- Click [Divided Data RX Inbox] on the screen displayed in step 2 to display a list of I-faxes that were divided when received. **▶Receiving I-Faxes(P. 375)**

### To set a PIN for Memory RX Inbox

- You can change the PIN for the Memory RX Inbox by clicking [Settings...] on the screen displayed in step 3 and adding a check mark to [Set PIN].

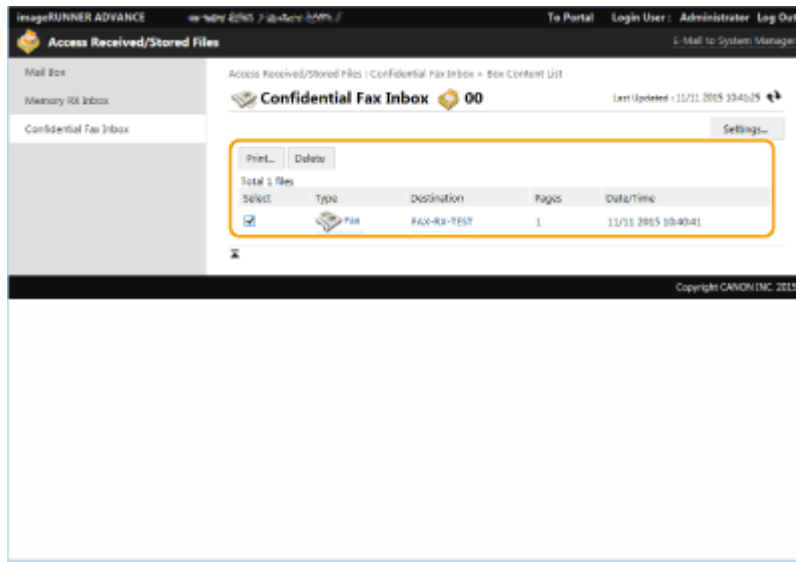
### To configure Memory Lock settings

- You can set whether to receive faxes and I-faxes in the Memory RX Inbox by clicking [Memory Lock Settings...] on the screen displayed in step 3.

## Managing Documents Temporarily Stored in Confidential Fax Inbox

You can print or delete faxes and I-faxes that are temporarily stored in the Confidential Fax Inbox.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 644)**
- 2 Click [Access Received/Stored Files] on the portal page. ▶Remote UI Screen(P. 645)**
- 3 Select [Confidential Fax Inbox] and click the number of the desired Confidential Fax Inbox.**
  - If the page for entering a PIN is displayed, enter the PIN and click [OK].
  - You can also specify a Confidential Fax Inbox by entering its number in [Box Number (00-49)] and clicking [Open...].
- 4 Select the document and perform the desired operation.**
  - Click the [Type] icon to display detailed information about the document.



### ■ Printing a document

- 1 Select the check box for a document that you want to print, and click [Print...].
  - You can select multiple documents.
- 2 Click [Start Printing].
  - If you select the check box for [Delete File After Printing], documents are automatically deleted after they are printed.

### ■ Deleting a file

- 1 Select the check box for the file that you want to delete.
- 2 Click [Delete] ► [OK].

## NOTE

### To change the settings of a Confidential Fax Inbox

- You can change the name and PIN for the selected Confidential Fax Inbox by clicking [Settings...] on the screen displayed in step 3.

## LINKS

- ▶ Making Simple Edits to Files(P. 489)
- ▶ Saving Received Documents in the Machine (Memory Reception)(P. 352)
- ▶ Keeping Received Documents Private(P. 354)
- ▶ <Receive/Forward>(P. 788) ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox>

# Managing the Logs

13WH-0E6

You can use the logs to check or analyze how the machine is being used. A variety of information about each operation is recorded in the logs, such as the operation date/time, user name, operation type, function type, and operation result. For more information on the types of logs, see [▶ Specifications\(P. 1029\)](#). Administrator privileges are required in order to manage the logs.



- ▶ [Starting Log Recording\(P. 676\)](#)
- ▶ [Exporting a Log as a File\(P. 676\)](#)
- ▶ [Deleting the Logs\(P. 677\)](#)

## Starting Log Recording

Follow the procedure below to start recording logs.



Start the Remote UI ▶ [Settings/Registration] ▶ [Device Management] ▶ [Export/Clear Audit Log] ▶ [Audit Log Information] ▶ Click [Start] for [Audit Log Collection]

### NOTE

- When generating a network connection log, mail box authentication log, mail box document operation log, or machine management log, click [Device Management] ▶ [Save Audit Log] ▶ select the check box for [Save Audit Log] ▶ click [OK] ▶ [Apply Setting Changes].
- When generating an Advanced Space operation log, click [Advanced Space Settings] ▶ select the check box for [Save Operation Log] ▶ click [OK] ▶ [Apply Setting Changes].

## Exporting a Log as a File

The various logs can be exported and saved to a computer as CSV files, which can be opened using spreadsheet software such as Microsoft Excel or database software such as Microsoft Access.

### IMPORTANT

- When exporting logs as files, use TLS or IPsec. ▶ [Configuring the IPsec Settings\(P. 604\)](#)



Start the Remote UI ▶ [Settings/Registration] ▶ [Device Management] ▶ [Export/Clear Audit Log] ▶ [Export Audit Logs] ▶ [Export] ▶ Follow the on-screen instructions to save the file

- If you want to automatically delete all logs after they are exported, select the check box for [Delete logs from device after export] before clicking [Export]. If you then click [Cancel], exporting is canceled and the logs are deleted, even if they were not finished being exported as files.

## Deleting the Logs

You can delete all of the collected logs.



Start the Remote UI ▶ [Settings/Registration] ▶ [Device Management] ▶ [Export/Clear Audit Log] ▶ [Delete Audit Logs] ▶ [Delete] ▶ [Yes]

### LINKS

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- ▶ [Starting the Remote UI\(P. 644\)](#)
- ▶ [Configuring the Key and Certificate for TLS\(P. 600\)](#)

## Importing/Exporting the Setting Data

13WH-0E7

Machine data such as Address Book destinations, user setting information, and various setting values can be exported and saved to a computer. Exported data can also be imported into the machine from a computer. Data exported from the machine can be imported into other Canon multifunction printers, making it easier to configure the settings on a new machine, such as when you purchase a replacement. For more information on the setting items that can be imported, see **Specifications(P. 1029)**. When importing or exporting, you can specify whether to import or export all of the machine data, or only particular data.



### IMPORTANT

#### Designate an administrator to manage operations

- Designate an administrator with Administrator privileges to perform data import/export operations. When data is imported, Address Book information, user settings, network settings, and other data are overwritten, which may prevent some functions from working properly or cause problems with machine operation. Exercise caution when importing data.

#### Do not turn OFF the machine until importing or exporting is complete

- It may take several minutes for the process to complete. Do not turn OFF the machine before the process is complete. Doing so may result in data loss or cause the machine to malfunction.

#### Do not import or export while the machine is processing other operations

- Before importing or exporting, make sure that the machine is not processing any other operations, such as printing or copying.

#### Do not import or export in different display languages

- If the display language differs between the exporting machine and the importing machine, the setting values may corrupt, causing malfunction of the machine.

### NOTE

#### When importing to a Canon multifunction printer other than this machine

- Some settings may not be imported. **Specifications(P. 1029)**

#### When using a password to protect the security policy settings

- The security policy settings can only be imported if the security policy setting password on the exporting machine matches that of the importing machine, or if no password has been set for the importing machine. If no password has been set for the importing machine, the password configured for the exporting machine is set to the importing machine.

#### When synchronizing custom settings

- If synchronization of custom settings (client) is started, the data subject to synchronization (including the Address Book) becomes unable to be imported or exported. For information on synchronization of custom settings, see **Starting Setting Synchronization(P. 708)**. For information on the data subject to synchronization of custom settings, see **List of Items That Can Be Personalized(P. 1121)**.

## ■ Importing Data after Starting Synchronization of Custom Settings (Client)

Follow the procedure below to import the data, and then synchronize the data.

- 1 Stop synchronization of custom settings on a client machine. ▶ Starting Setting Synchronization(P. 708)**
- 2 To import data for existing users/groups, back up the data, and delete the data for the users/groups that will be imported from the server machine. ▶ Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 711)**
- 3 Import the data to add to the client machine that has synchronization stopped.**
- 4 Synchronize the client machine with the server machine.**

# Importing/Exporting All Settings

13WH-0E8

You can export all of the setting data from the machine and save it to a computer, and then import it when configuring the settings on a new machine, such as when you purchase a replacement. If you want to configure the same settings on two or more Canon multifunction printers\*, you can simply export all settings from one machine and import them all to the others, eliminating the need to configure each machine separately. To perform these operations, log in to the Remote UI with Administrator privileges.

\* imageRUNNER ADVANCE series multifunctional printers or other models that support the import/export of all settings

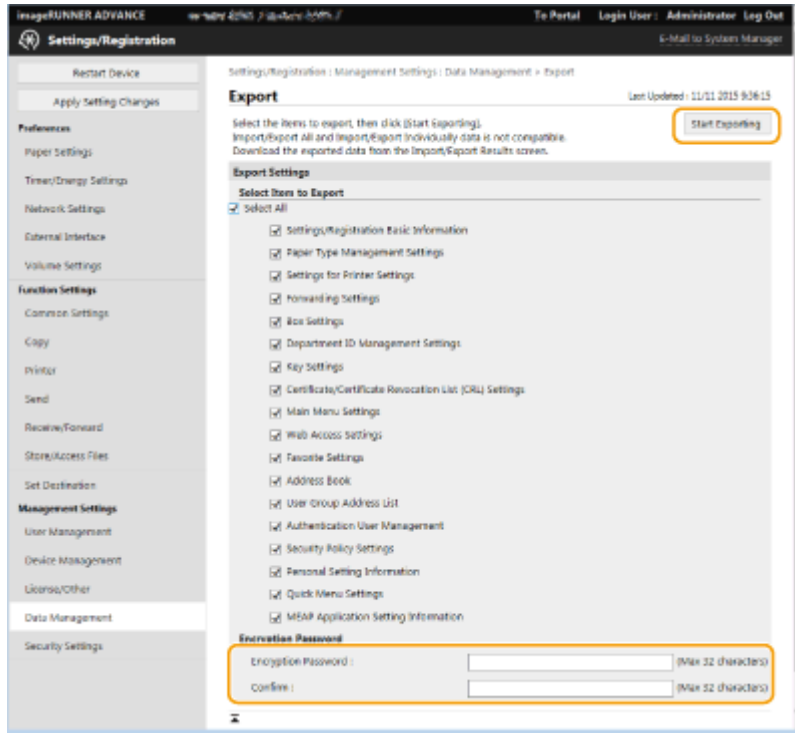
▶ **Exporting All Settings(P. 680)**

▶ **Importing All Settings(P. 681)**

## Exporting All Settings

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)**
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 645)**
- 3 Click [Data Management] ▶ [Export].**
- 4 Select the check box for [Select All].**
- 5 Enter the password in [Encryption Password], and click [Start Exporting] ▶ [OK].**
  - The password in [Encryption Password] will be required when importing the exported setting data. Use alphanumeric characters.
  - For confirmation, enter the password again in [Confirm].





**IMPORTANT**

- It may take some time for the screen to change. Do not click [Start Exporting] more than once.

**6 Click [Check Status].**

- If the [Cannot be used when exporting.] message is displayed, do not use the Remote UI to perform the operations.

**7 Click [Start Downloading].**

**8 Follow the on-screen instructions to specify where to save the data.**

**NOTE**

**To export all setting data without using a computer**

- You can export all setting data to memory media such as a USB memory device. <Import/Export> ► **<Export to USB Memory>(P. 816)**

**Importing All Settings**

You can import all setting data that was exported to a computer. When importing, the previously configured setting values are overwritten. Note, however, that some machine models may not be able to import all setting items. ► **Specifications(P. 1029)**

**IMPORTANT**

### Check the System Manager information

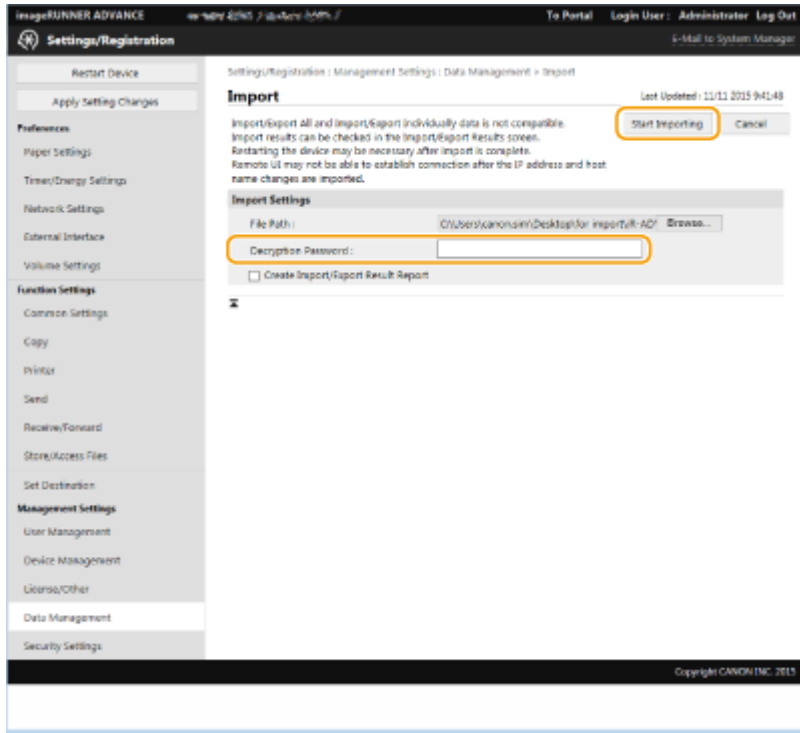
- When importing the Department ID Management settings to a different multifunctional printer with Department ID Management enabled, the System Manager information is overwritten, which may prevent you from logging in with the previous System Manager ID and PIN. Before performing this operation, make sure to check the System Manager information that is saved on the exporting machine.

### NOTE

#### When applying security policy settings

- The security policy settings can only be imported if the security policy setting password of the exporting machine matches that of the importing machine, or if no password has been set for the importing machine. If no password has been set for the importing machine, the password configured for the exporting machine is automatically set to the importing machine.

- 1 Start the Remote UI.** ▶ Starting the Remote UI(P. 644)
- 2 Click [Settings/Registration] on the portal page.** ▶ Remote UI Screen(P. 645)
- 3 Click [Data Management] ▶ [Import].**
- 4 Click [Browse...], and specify the file to import.**
- 5 Enter the password in [Decryption Password], and click [Start Importing] ▶ [OK].**
  - In [Decryption Password], enter the same password that was entered when the setting data was exported.
  - Select the check box for [Create Import/Export Result Report] if you want to output the import results as a CSV file.
    - ▣▶ The data of the selected file is imported into the machine.



## 6 Click [OK] ► [Check Status].

- The machine may need to be restarted, depending on the imported data. Click [Perform Restart].
- If you select the check box for [Create Import/Export Result Report] in the previous step, click [Settings/Registration] ► [Data Management] ► [Import/Export Results] ► [Create Report] to export the import results.

### NOTE

#### To import all setting data without using a computer

- You can import all setting data from memory media such as a USB memory device. <Import/Export> ► <Import from USB Memory>(P. 816)

# Importing/Exporting the Settings Individually

13WH-0E9

You can select particular settings to import or export, such as address lists in the Address Book, or printer settings. Administrator privileges are required in order to perform these operations.

▶ **Exporting Settings Individually(P. 684)**

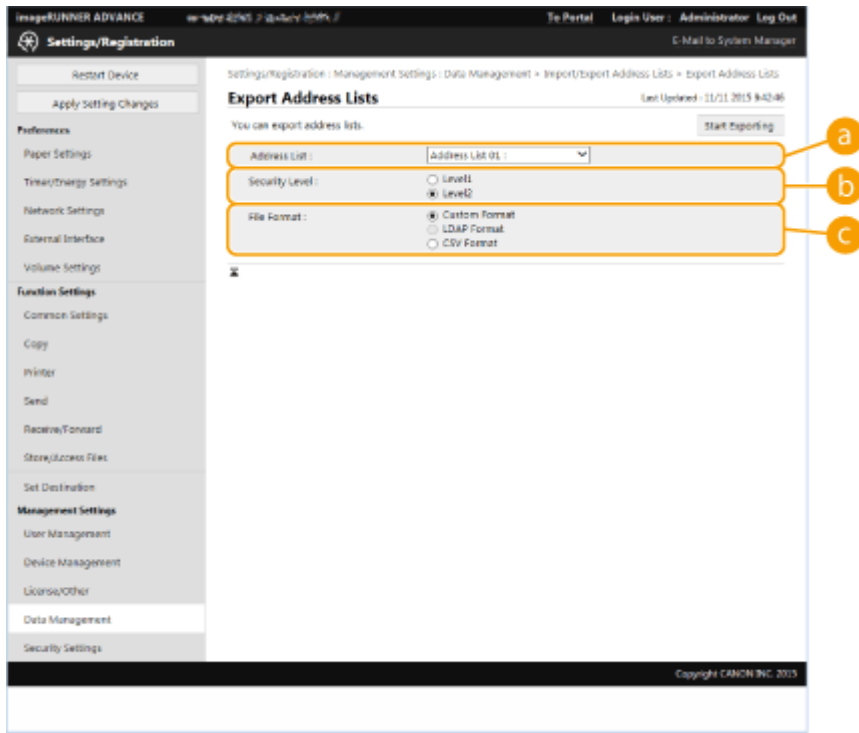
▶ **Importing Settings Individually(P. 686)**

## Exporting Settings Individually

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 644)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 645)**
- 3 Click [Data Management], and select the settings to export.**

### ■When exporting address lists

- 1** Click [Address Lists] in [Import/Export Individually].
- 2** Click [Export...].
  - If the page for entering a PIN is displayed, enter the PIN and click [OK].
- 3** Configure the necessary settings.



**a** [Address Lists]

Select the address lists to export. Note that after the address lists are saved, the names of the address lists revert back to the factory defaults.

### **b** [Security Level]


You can set the security level if [Custom Format] is selected in [File Format]. When [Level 1] is selected, you can import to all Canon multifunction printers. When [Level 2] is selected, the password for the address list data is encrypted using a more secure method than [Level 1]. However, the data can only be imported to the machine models that support the [Level 2] setting (models on which the [Security Level] setting is displayed).

### **c** [File Format]

Select the file format of the data to be exported. Select [Custom Format] when you intend to import all information registered in address lists to another Canon multifunction printer, or select [LDAP Format] or [CSV Format] if the file is to be used by a computer application. Note, however, that if [LDAP Format] is selected, only the e-mail addresses and fax numbers are saved.

## **NOTE**

### To set a password for exported data

- Set <Include Password When Exporting Address Book> to <On> (  <Include Password When Exporting Address Book>(P. 804) ). When this setting is configured, the items for entering the password are displayed on the [Export Address Lists] screen. If a password has been set, the data can only be imported if the correct password is entered.

### To edit data exported in the CSV format

- To edit an exported CSV file, use a CSV file editor or text editor. If you open a CSV file in Microsoft Excel, phone numbers will not be recognized as strings and initial zeros will be lost.

## **■When exporting device settings (forwarding settings, Address Book, send function favorite settings)**

- 1 Click [Device Settings (Forwarding Settings, Address Book, Send Function Favorite Settings)] in [Import/Export Individually].
- 2 Click [Export...].
- 3 Specify the [Security Level] setting.
  - When [Level 1] is selected, you can import to all Canon multifunction printers. When [Level 2] is selected, the password for the exported data is encrypted using a more secure method than [Level 1]. However, the data can only be imported to a limited selection of Canon multifunction printers.\*

\* imageRUNNER ADVANCE series multifunctional printers that support the [Security Level] setting

## **■When exporting Web Access favorites**

- 1 Click [Web Access Favorites] in [Import/Export Individually].
- 2 Click [Export...].

## **■When exporting printer settings**

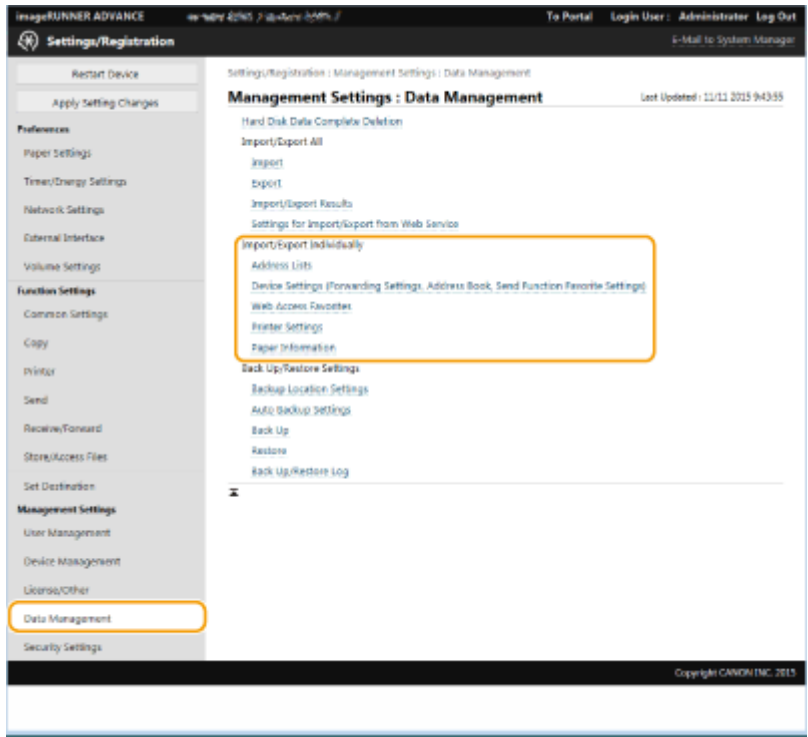
- 1 Click [Printer Settings] in [Import/Export Individually].
- 2 Click [Export...].

■When exporting paper information

- 1 Click [Paper Information] in [Import/Export Individually].
- 2 Click [Export...].
- 3 Select the paper setting information in [Category].
  
- 4 Click [Start Exporting].
  
- 5 Follow the on-screen instructions to specify where to save the data.

Importing Settings Individually

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 644)
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 645)
- 3 Click [Data Management], and select the settings to import.

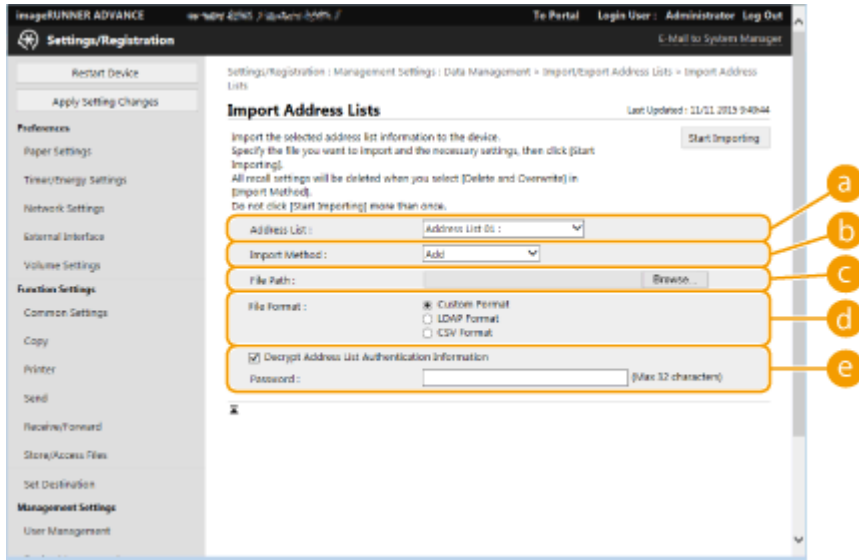


■When importing address lists

- 1 Click [Address Lists] in [Import/Export Individually].
- 2 Click [Import...].

- If the page for entering a PIN is displayed, enter the PIN and click [OK].

**3** Configure the necessary settings.



**a [Address Lists]**

Select the address list that is the import destination.

**b [Import Method]**

Select [Add] if you want to add the imported destinations without deleting the current address list, or select [Delete and Overwrite] if you want to delete the current address list and overwrite the data with the imported destinations.

**c [File Path]**

Click [Browse...], and specify the file to import.

**d [File Format]**

Select the file format of the data to be imported. Select [Custom Format] for files in the dedicated format for Canon multifunction printers (\*.abk), select [LDAP Format] for LDAP format files (\*.ldif), or select [CSV Format] for CSV format files (\*.csv).

**e [Decrypt Address List Authentication Information]**

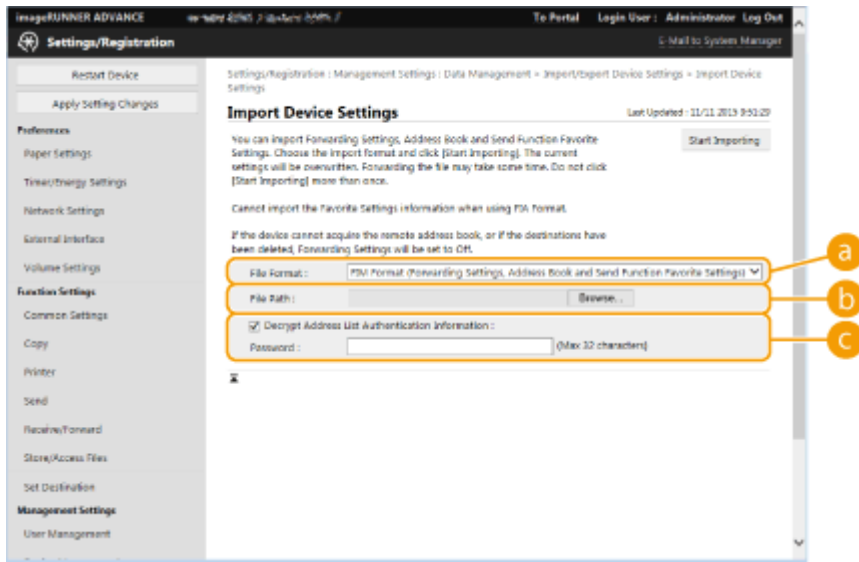
When importing encrypted files, select the check box and enter the same password that was entered when the setting data was exported.

**■When importing device settings (forwarding settings, Address Book, send function favorite settings)**

- 1 Click [Device Settings (Forwarding Settings, Address Book, Send Function Favorite Settings)] in [Import/Export Individually].
- 2 Click [Import...].
- 3 Configure the necessary settings.

**IMPORTANT**

- The current Address Book is deleted and overwritten with the imported Address Book information.
- When importing, no operations can be performed on the Remote UI until the machine is restarted. In addition, the imported settings become valid after you restart the machine. ▶Turning OFF/Restarting the Machine(P. 653)



**a [File Format]**

Select the file format of the setting data to be imported. Note that the file format varies depending on the model of multifunctional printer that exported the data. Check the file to be imported.

**b [File Path]**

Click [Browse...], and specify the file to import.

**c [Decrypt Address List Authentication Information]**

When importing encrypted files, select the check box and enter the same password that was entered when the setting data was exported.

**■When importing Web Access favorites**

- 1 Click [Web Access Favorites] in [Import/Export Individually].
- 2 Click [Import...].
- 3 Click [Browse...], and specify the setting data to import.
  - Only 20 favorites are imported in the order that they were registered, starting from the top.

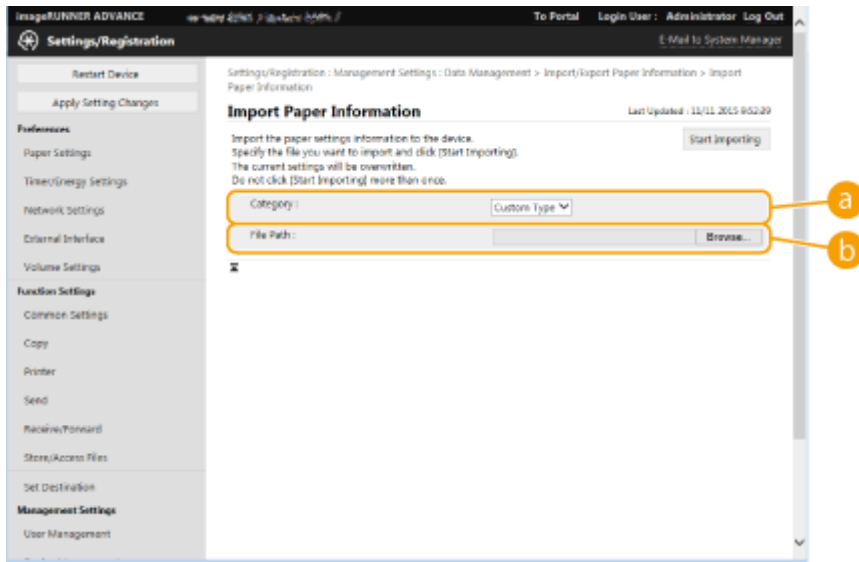
**■When importing printer settings**

- 1 Click [Printer Settings] in [Import/Export Individually].
- 2 Click [Import...].
- 3 Click [Browse...], and specify the setting data to import.

**■When importing paper information**

- 1 Click [Paper Information] in [Import/Export Individually].
- 2 Click [Import...].
- 3 Configure the necessary settings.





**a [Category]**

Select the paper setting information.

**b [File Path]**

Click [Browse...], and specify the file to import.

**4 Click [Start Importing] ▶ [OK].**

- The machine may need to be restarted depending on the settings to import. ▶ **Restarting the Machine(P. 653)**

**LINKS**

- ▶ **Importing/Exporting All Settings(P. 680)**
- ▶ **Restricting Use of the Address Book(P. 614)**

# Backing Up/Restoring Data

13WH-0EA

You can back up the data saved on the machine to an external hard disk or SMB server. If you perform backup before updating the firmware or initializing the settings, you can restore the settings if a problem occurs. Administrator privileges are required in order to perform these operations.

▶ **Backing Up Data(P. 690)**

▶ **Restoring Backup Data(P. 693)**

## IMPORTANT

- To restore backed up data, the hard disk of the machine needs to have enough available space for the backed up data.
- Data cannot be backed up or restored if more than one external hard disk is connected to the machine. Disconnect any unnecessary external hard disks so that only one is connected.
- It may take some time to back up or restore the saved data. Do not turn OFF the machine until the backup or restore process is complete. Doing so may cause the machine to malfunction.
- Data may be lost if a problem occurs with the hard disk. Periodically back up/export sensitive data. Please note that Canon is not liable for any damages caused by loss of data.

## NOTE

### Connecting an external hard disk

- When using an external hard disk to back up or restore data, it is recommended that you connect it to the USB port on the right side of the machine. ▶ **Front Side(P. 76)**
- For more information on the external hard disks that can be used with the machine, see ▶ **Specifications(P. 1029)**.

### Display language during backup/restore process

- If you change the display language and back up or restore data without restarting the machine first, the data may not be backed up or restored properly.

## Backing Up Data

## IMPORTANT

- Do not change or delete the backed-up data. Doing so may prevent you from being able to restore the data properly.
- Do not perform backup while the machine is being operated via the control panel or the Remote UI.

**1 Start the Remote UI.** ▶ **Starting the Remote UI(P. 644)**

**2 Click [Settings/Registration] on the portal page.** ▶ **Remote UI Screen(P. 645)**

### 3 Click [Data Management] ► [Backup Location Settings].

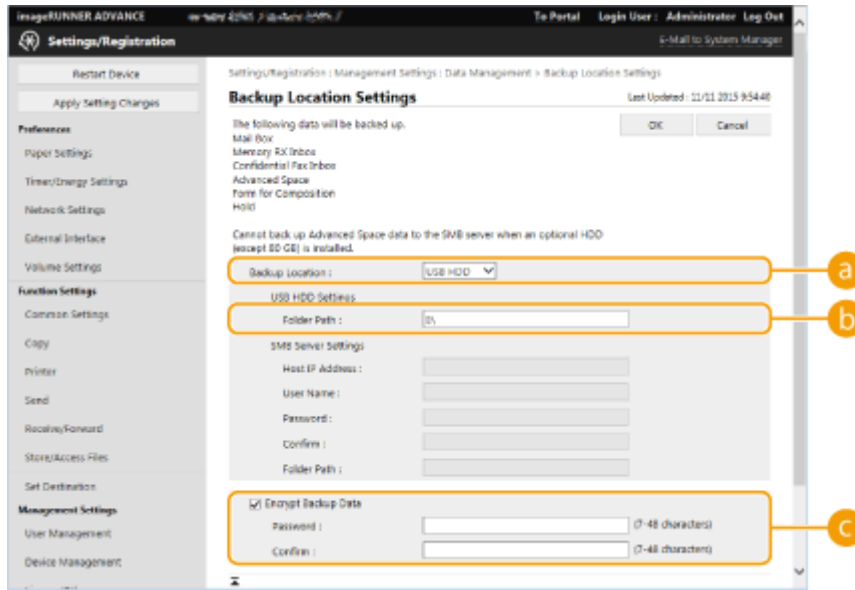
#### NOTE

##### Auto Backup

- You can click [Auto Backup Settings] and configure the machine to automatically back up data on a specified day and time. Follow the on-screen instructions to configure the settings.

### 4 Configure the necessary settings.

#### ■ When backing up to an external hard disk



#### a [Backup Location]

Select [USB HDD].

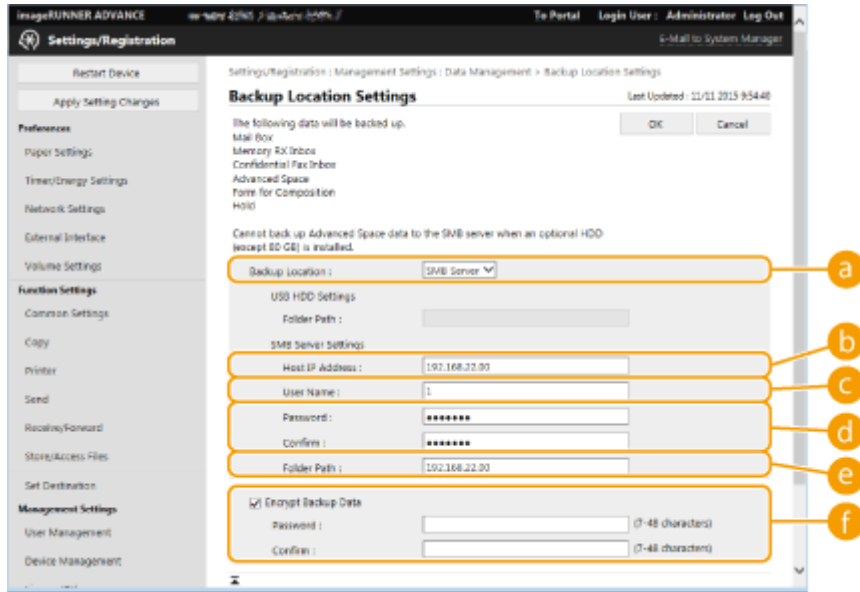
#### b [Folder Path]

Enter the path to the folder on the external hard disk in which to save the backed-up data.

#### c [Encrypt Backup Data]

If you select the check box and enter a password, you can encrypt the backed-up data. The password specified here will be required when restoring the encrypted backup data.

■ **When backing up to an SMB server**



**a [Backup Location]**

Select [SMB Server].

**b [Host IP Address]**

Specify the location of the SMB server. Use the following format: \\Name of server\Name of shared folder

**c [User Name]**

Enter the user name for accessing the SMB server.

**d [Password]/[Confirm]**

Enter the password for accessing the SMB server. For confirmation, enter the same password again in [Confirm].

**e [Folder Path]**

If the backup folder is at a level below **b**, add the rest of the path that follows **b**. Make sure that the user limit of the specified folder is set to allow two or more users. If the user limit is set to allow one user, you will not be able to restore the backed-up data properly.

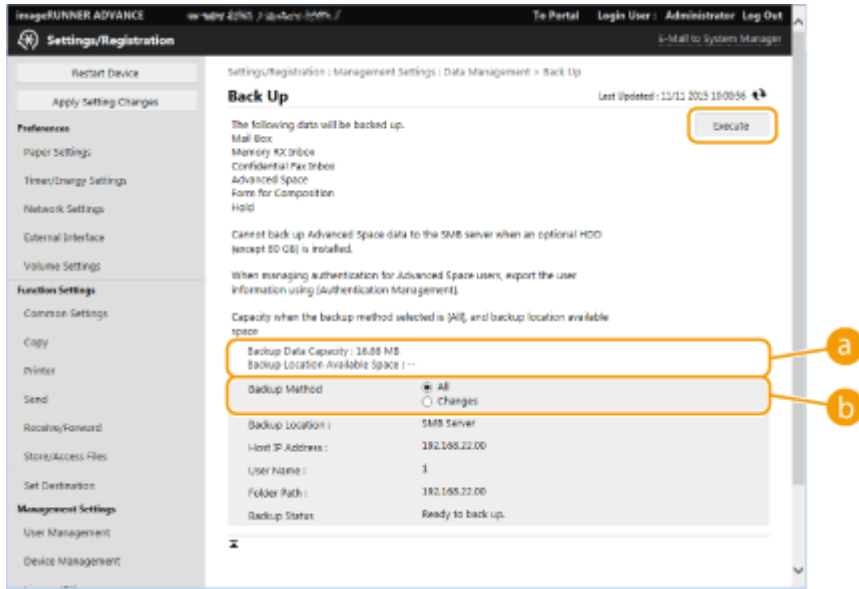
**f [Encrypt Backup Data]**

If you select the check box and enter a password, you can encrypt the backed-up data. The password specified here will be required when restoring the encrypted backup data.

**5** Click [OK].

**6** Click [Back Up].

**7** Select the backup method, and click [Execute] ► [OK].



**a [Backup Data Capacity]/[Backup Location Available Space]**

If [Backup Location Available Space] is not enough for [Backup Data Capacity], set a different backup destination.

**b [Backup Method]**

Select [All] to perform standard backup. If you only want to back up the data that has been changed since the previous backup, select [Changes].

**IMPORTANT**

- Backup can be performed a limited number of times in the same folder. If backup can no longer be performed, specify a different backup destination folder.
- [Changes] for Advanced Space backs up only the data updated or added since all the stored data was backed up. [Changes] always backs up data based on differences from [All] as opposed to the last [Changes] backup.

**NOTE**

- After performing backup, you can click [Back Up/Restore Log] on the screen displayed in step 7, and check the results of the backup in [Result].
- If the [A server error has occurred.] message is displayed, the network settings may not be configured properly. Check the network settings.
- The backed-up data can be restored not only to the machine but also to upgrades of the same model.

**Restoring Backup Data**

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 644)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 645)**
- 3 Click [Data Management] ▶ [Restore].**

#### 4 Click [Display Backup Data].

#### 5 Select the backup data to restore, and click [Execute] ► [OK].

- Enter the password if one was set when backing up the data.

#### 6 Click [Restart Main Unit].

- After the machine restarts, the backup data is restored.

### IMPORTANT

- The backup data may not be fully restored when certain machine settings are used.

### NOTE

#### Restoring saved data

- Restoration is performed after all of the data stored in the machine, or documents that are being sent, received, or stored, are erased.
- If authentication management is performed for Advanced Space users ( ► **Setting Advanced Space to Public(P. 66)** ), you need to pay particular attention when restoring the backed up data on a different machine. First, export the Advanced Space user information. Next, import it to the machine on which to restore the data, and then perform the backup operation. ► **Importing/Exporting the Setting Data(P. 678)**
- After you restore backup data, the machine may print documents automatically.
- If you back up data from an optional internal hard disk and restore it on the standard-equipped hard disk, some of the data may not be restored.

# Updating the Firmware



New firmware is periodically released to add new functions or resolve issues with existing functions. If new firmware is available, follow the procedure below to update it on the machine. Administrator privileges are required in order to update the firmware.

## NOTE

### Preparing to update the firmware

- Save the latest firmware data from Canon to a computer.
- Back up the machine data and settings in case the firmware update is not performed properly.
  - ▶ **Backing Up/Restoring Data(P. 690)**
  - ▶ **Importing/Exporting the Setting Data(P. 678)**

- 1 Start the Remote UI.** ▶ **Starting the Remote UI(P. 644)**
- 2 Click [Settings/Registration] on the portal page.** ▶ **Remote UI Screen(P. 645)**
- 3 Click [License/Other] ▶ [Register/Update Software].**
- 4 Click [Manual Update].**
- 5 Click [Browse...], select the firmware update to use, and click [Next].**
- 6 Click [Yes].**
  - When the [The firmware is updated. Restart the device.] message appears, turn the machine OFF and back ON. ▶ **Turning OFF/Restarting the Machine(P. 653)**

## Updating the Firmware (Distribution)

13WH-0EE



If the machine has access to the Internet, you can download the latest firmware for the machine from Canon's distribution server. This might be more flexible and convenient than the other update method ( **▶Updating the Firmware(P. 695)** ) because both manual and automatic update options are available, enabling you to download the firmware at a specified time or as soon as the latest version is available. Administrator privileges are required in order to perform these operations.

### NOTE

#### Preparing to update the firmware

- Back up the machine data and settings in case the firmware update is not performed properly.
  - ▶**Backing Up/Restoring Data(P. 690)**
  - ▶**Importing/Exporting the Setting Data(P. 678)**

**1 Start the Remote UI. ▶Starting the Remote UI(P. 644)**

**2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 645)**

**3 Click [License/Other] ▶ [Register/Update Software].**

**4 Perform a communication test.**

- Test whether you can access the distribution server over the network.

**1** Click [Display Logs/Communication Test].

**2** Click [Communication Test] ▶ [Yes].

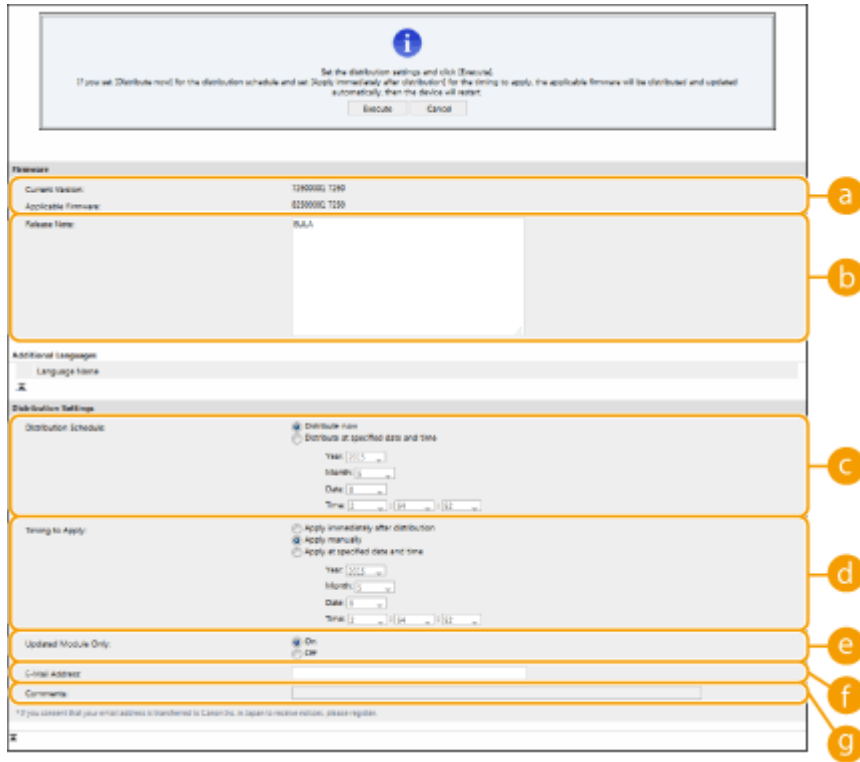
▢▢▢ The results of the communication test are displayed.

- If [Could not connect to distribution server. Check the distribution server and network.] is displayed, check that the LAN cable is connected and the network settings are configured properly. ▶**Setting up Using the Setup Guide(P. 7)**

**5 Click [Distributed Update] ▶ [Confirm New Firmware].**

**6 Configure the necessary settings.**





**a [Current Version]/[Applicable Firmware]**

You can check the current firmware version and new one respectively.

**b [Release Note]**

Important information is displayed. Make sure to read and understand the contents.

**c [Distribution Schedule]**

To download the firmware immediately, select [Distribute now]. To automatically download the firmware at a specified date and time, select [Distribute at specified date and time] and specify the date and time in [Year]/[Month]/[Date]/[Time]. You can schedule a time within a week in advance.

**d [Timing to Apply]**

To automatically apply the firmware immediately after downloading is complete, select [Apply immediately after distribution]. To automatically apply the firmware at a specified date and time, select [Apply at specified date and time] and specify the date and time in [Year]/[Month]/[Date]/[Time]. You can also select [Apply manually] to manually apply the firmware.

**e [Updated Module Only]**

Select [On] to perform an incremental update (download only the difference between the current and new firmware versions). If you want to download the entire firmware, select [Off]. Note that some firmware versions do not support incremental update.

**f [E-Mail Address]**

Enter your e-mail address. The distribution server sends the update status to the e-mail address entered here.

**g [Comments]**

Enter a description or note to add to the e-mail. If you manage multiple machines, enter the device name so that you can easily identify the received update status.

**7 Click [Update] ▶ [OK].**

- If the license agreement screen is displayed, check the information and click [I Accept].
- If [Apply immediately after distribution] or [Apply at specified date and time] is selected in the previous step, the machine automatically restarts immediately after the firmware is applied. If [Apply manually] is selected, you need to apply the downloaded firmware manually. ▶ **Applying the Downloaded Firmware(P. 698)**

**IMPORTANT**

- Changing the distributed update settings again may delete the downloaded firmware or cancel the scheduled settings.

**NOTE****Canceling the distribution schedule**

- On the screen displayed in step 5, click [Delete Scheduled Distribution] ▶ [Yes].

**TIPS****Automatically check for new firmware (scheduled update)**

- If you click [Scheduled Update Settings] ▶ [Edit...] in step 5, you can set the machine to periodically access the distribution server for new firmware. If new firmware is available, it is downloaded to update the firmware on the machine.

**■ Applying the Downloaded Firmware**


- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)**
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 645)**
- 3 Click [License/Other] ▶ [Register/Update Software].**
- 4 Click [Distributed Update] ▶ [Apply Firmware] ▶ [OK].**

- The machine automatically restarts immediately after the firmware is applied.

**NOTE****To delete the firmware**

- Click [Delete Firmware] ▶ [OK].

**NOTE****Configuring settings via the control panel**

- You can also access and configure the distributed update settings by pressing  ▶ <Management Settings> ▶ <License/Other> ▶ <Register/Update Software> ▶ <Update Firmware>. ▶ <License/Other>(P. 814)

# Setting Scheduled Updates

13WH-057



You can set the machine to regularly check for new applicable firmware and automatically update the firmware of the machine.

## NOTE

- This operation can only be performed by a user with the required privileges.
- If scheduled distribution of the firmware is not complete, or the downloaded firmware has not been applied, you cannot perform a scheduled update.

- 1 Start the Remote UI.** ▶ Starting the Remote UI(P. 644)
- 2 Click [Settings/Registration] on the portal page.** ▶ Remote UI Screen(P. 645)
- 3 Click [License/Other] ▶ [Register/Update Software].**
- 4 Click [Scheduled Update Settings] ▶ [Edit...].**
- 5 Select the check box for [Enable scheduled update settings], and configure the necessary settings.**

### **a [Update Schedule]**

[Confirm]

Select the cycle ([Biweekly] or [Weekly], a day ([Sun] to [Sat]), and the time). The time is displayed in 24-hour notation. The firmware check may take up to 3 hours to complete from the specified time.

[Apply at]

Select the time to apply downloaded firmware. The firmware update is applied at the specified time within 24 hours of download completion.

### **b [E-Mail]**

Enter the e-mail address of the administrator. You can receive e-mails regarding the update status that is sent from the distribution server.

**C [Comments]**

Enter the comment that will automatically be added to the e-mail. If the model name is entered, you can identify which device status the e-mail is about.

**NOTE**

- If previously downloaded firmware has not been applied by scheduled update, the next scheduled update is not performed.
- If Scheduled Update is set, a firmware update is applied at the specified time after the new firmware is downloaded from the distribution server. After application is complete, the machine automatically restarts.

**6 Click [Set].**

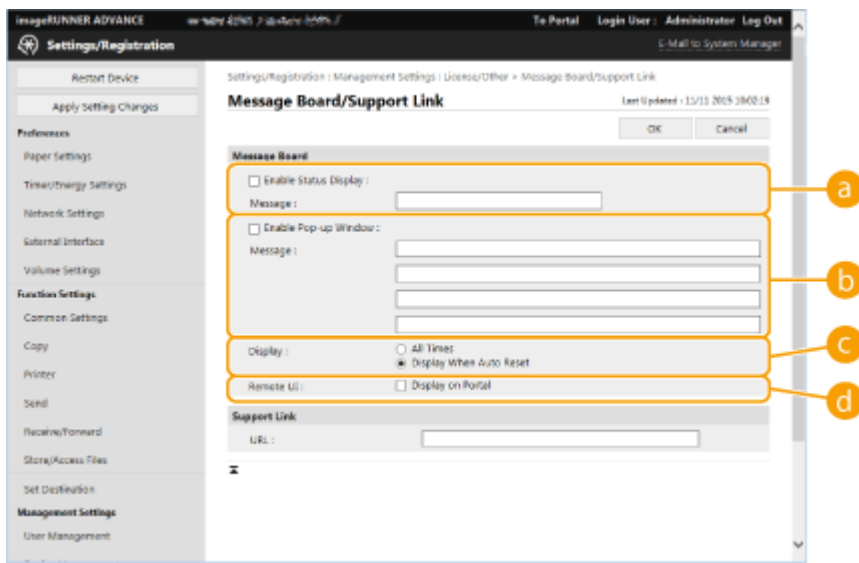
# Displaying Messages from the Administrator

13WH-0EF



You can display messages to users on the touch panel display. Messages can be displayed at the bottom of the touch panel display or in a separate pop-up window, and you can select which display method to use based on the type of message or user. When a message is displayed in a pop-up window, you can also display the same message on the Remote UI portal page. Administrator privileges are required in order to configure these settings.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 645)
- 3 Click [License/Other] ▶ [Message Board/Support Link].
- 4 Enter the message, and click [OK].



**a [Enable Status Display]**

To display the message at the bottom of the touch panel display, select the check box and enter the message in [Message]. Use this setting for displaying operational tips and other low-priority messages.

**b [Enable Pop-up Window]**

To display the message in a pop-up window on the touch panel display, select the check box and enter the message in [Message]. Use this setting for displaying high-priority messages.

**c [Display]**

Select the display method for the pop-up window.

[All Times]	The pop-up window is displayed continuously, and the machine cannot be operated. Use this setting for messages such as an out-of-service notice.
-------------	--

[Display When Auto Reset]	The pop-up window is displayed when no operations are performed for a specified period of time, or when the machine is restarted. Use this setting for messages such as a maintenance schedule notice.
---------------------------	--

### [Remote UI]

If you select the check box, the message shown in the pop-up window is also displayed on the Remote UI portal page.

## NOTE

### Canceling the message display

- Clear the check boxes for [Enable Status Display], [Enable Pop-up Window], and [Remote UI]. If you also want to delete the message contents, remove the text that was entered in the [Message] text boxes.

## LINKS

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 [<Timer/Energy Settings>\(P. 737\)](#)

# Installing System Options

13WH-0EH



When using system options, you may need to log in with Administrator privileges to register licenses. To register a license, you will need the number that is printed on the license access number certificate. Make sure to have it with you before you start. You can perform license registration online or offline.

## 1 Perform a communication test.

- Test whether you can register the license over the network.

1 Press .

2 Press <Management Settings> ► <License/Other> ► <Register/Update Software> ► <Software Management Settings>.

3 Press <Test Communication>.

⇒ The <Do you want to test communication?> message is displayed.

4 Press <Yes>.

⇒ The results of the communication test are displayed.

- If <NG> is displayed, check that the LAN cable is connected and the network settings are configured properly. ▶ **Setting up Using the Setup Guide(P. 7)**
- If you cannot connect to the network, register the license online. ▶ **When Registration Cannot Be Performed over the Network(P. 704)**

2 Press .

3 Press <Management Settings> ► <License/Other> ► <Register/Update Software> ► <Install Applications/Options>.

4 Press <License Access Number>, and enter the license access number.

5 Confirm the number, and press <Enable>.

6 Select the function to install, and press <Install>.

- If the license agreement screen is displayed, check the information and press <I Agree>.

7 Press  ►  ► <Apply Set. Changes> ► <Yes>.

## ■ When Registration Cannot Be Performed over the Network

If for some reason the machine is unable to connect to the network, register the license offline. First obtain a license key, then register it by entering it into the machine. To obtain a license key, you will need the number that is printed on the license access number certificate, along with the serial number of the machine.

### 1 Access the license issuing website (<http://www.canon.com/lms/license/>) and obtain the license key.

- Follow the on-screen instructions and enter the license access number and serial number to obtain the license key.

### 2 Press .

### 3 Press <Management Settings> ▶ <License/Other> ▶ <Register License>.


### 4 Enter the license key.

### 5 Press <Enable> ▶ <OK>.

### 6 Press ▶ ▶ <Apply Set. Changes> ▶ <Yes>.

## NOTE

### Registering a license for a MEAP application

- You may also need to register a license when using a MEAP application. For more information, see  **Installing MEAP Applications(P. 1071)** .

### Confirming the serial number

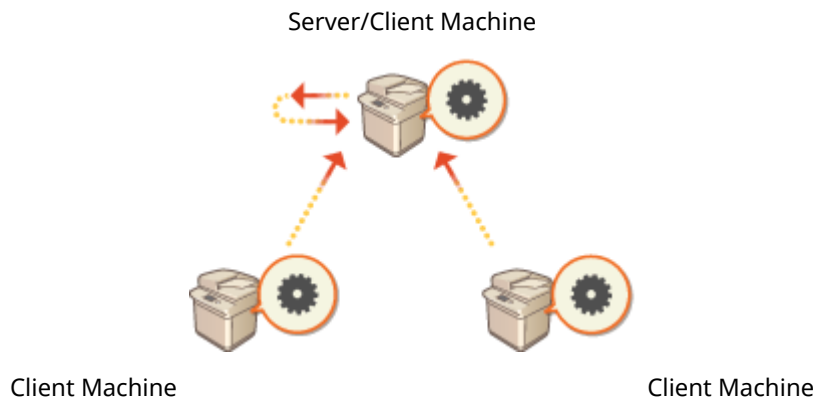
- The serial number is displayed in the bottom left of the screen when you press the [Counter/Device Information] key. It can also be confirmed from the Remote UI portal page.



# Synchronizing Settings for Multiple Canon Multifunction Printers

13WH-0EJ

You can synchronize the personalized data of multiple Canon multifunction printers on a network. This enables the address book and Quick Menu, etc. specified and registered on a single machine to be used on other machines that are synchronized. For information on the items subject to synchronization, see [▶List of Items That Can Be Personalized\(P. 1121\)](#)



## NOTE

- Up to 10 machines including the server machine can be synchronized.
- Synchronized values may not be reflected, depending on the optional products and the machine configuration.
- A server machine can either be used as a server machine that does not synchronize its own data, or as both a server and client machine (server/client machine).

## Procedure for Synchronizing

Specify synchronization as indicated below.

1



### Initial Check

- Are the machines to synchronize correctly connected to the network?



2



### Exporting the User Data

- It is recommended that you export the user data for backup purposes. [▶Importing/Exporting the Setting Data\(P. 678\)](#)



3



**Starting the Server Machine**

- Start synchronization on the server machine. ▶ **Starting Setting Synchronization(P. 708)**



4



**Specifying the Detailed Synchronization Settings**

- Specify the detailed synchronization settings on the server machine. ▶ **Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine) (P. 711)**



5



**Starting Synchronization**

- Specify the connection destination on the client machines and start synchronization. ▶ **Starting Setting Synchronization(P. 708)**



6



**Checking Synchronization**

- Check the detailed synchronization settings, registered users, and connected machines on the server machine. ▶ **Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 711)**

**NOTE**

- To change the scope of sharing, etc. after starting synchronization, shut down all the client machines, change the settings, and start all the client machines again. ▶ **Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 711)**
- Synchronization starts after the client machines are restarted.
- When a client machine starts and connects to the server machine, the user data registered in both the server machine and client machine is overwritten with the user data in the server machine, and the user data set in the client machine is deleted.
- If different data exists for the same user in multiple client machines that are started in succession, the user data in the client machine that first connected to the server is used for synchronization.



: Data of user 1






: Other data of user 1



: Data of user 2



: Data of user 3

		
<p><b>User data of client machine A</b></p> <ul style="list-style-type: none"> <li>• The first client machine that connected to the server.</li> <li>• Has the data of user 1 and user 2 registered.</li> </ul>	<p><b>User data of client machine B</b></p> <ul style="list-style-type: none"> <li>• Has the other data of user 1 and the data of user 3 registered.</li> </ul>	<p><b>User data registered in the server machine</b></p> <ul style="list-style-type: none"> <li>• The data of user 1 registered in the server machine is synchronized using the data of client machine A.</li> </ul>

- If a problem occurs in the server machine or a client machine after starting synchronization, the data with [Device-Specific (Not Shared)] set for its scope of sharing in the machine with the problem returns to its default settings and is not restored.
- A machine operating as a server machine will not completely enter sleep mode while one or more machines connected as a client machine are operating.
- If a machine operating as the server machine is also connected as a client machine and is set to connect to localhost via a proxy server, that machine will not completely enter sleep mode.
- To synchronize custom settings between machines, the machine authentication settings and group management settings must be the same. For information on specifying the same authentication settings, see the instructions for the login application. For group management settings, it is recommended that the settings in one machine are exported and imported into the other machines. When Department IDs are used for group management, set the same Department IDs for each machine.
- To synchronize the information regarding the network places for keychains, the order that the network places are registered must be the same in all machines.
- If a machine you are using is an older version, registered shortcuts and keychains may not be synchronized.
- If synchronization of custom settings (client) and synchronization of custom settings (server) are started, **>Action When Maximum Number of Users Exceeded<(P. 812)</b> is set to <Delete Oldest User Settings> and cannot be changed.**
- Set the correct time in the SNTP settings ( **>SNTP Settings<(P. 743)</b> ) before enabling the server functions in the machine operating as the server machine.**
- If synchronization of custom settings (client) is started, the data subject to synchronization (including the Address Book) becomes unable to be imported or exported. For information on importing/exporting settings data, see **>Importing/Exporting the Setting Data(P. 678)</b> . For information on the data subject to synchronization of custom settings, see **>List of Items That Can Be Personalized(P. 1121)</b> .****

# Starting Setting Synchronization

13WH-0EK

Use the Remote UI to specify the settings for starting synchronization and start synchronization. Administrator privileges are required for registration.

## Synchronizing Custom Settings

Specify the settings for the server machine and each client machine. Decide which machine to use as the server machine in advance.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Synchronize Custom Settings] on the portal page. ▶ Remote UI Screen(P. 645)
- 3 Click [Change Connection Destination...].
- 4 Specify the required settings.

### a [Service]

Select [Start] to use the machine as the server machine.

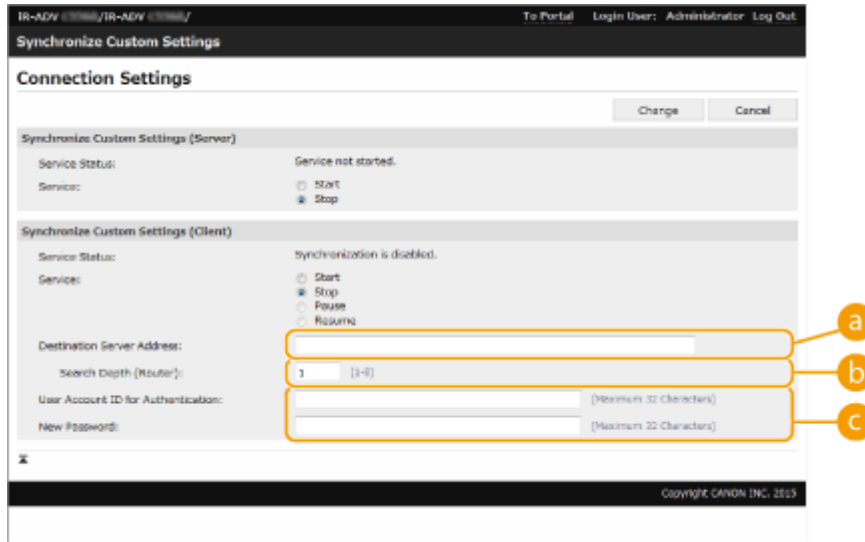
### b [Service]

Select [Start] to use the machine as a client machine.

## NOTE

- To use the machine as a server/client machine, select [Start] for [Service] in both [Synchronize Custom Settings (Server)] and [Synchronize Custom Settings (Client)].

- 5 If the machine is a client machine, specify the other required settings.



**a [Destination Server Address:]**

Enter the IP address or host name of the server machine. When specifying the port number, "8443" must be specified. The port number can be omitted. If this is left blank, the server machine is automatically discovered.

- Example settings (IPv4):  
Using an IP address: 192.168.18.138  
Using a host name: v4.server.canon.com
- Example settings (IPv6):  
Using an IP address: fe80::65f0:82cb:b3d6:e6bc  
Using a host name: v6.server.canon.com  
When specifying the port number: [fe80::65f0:82cb:b3d6:e6bc]:8443

**b [Search Depth (Router):]**

Enter the number of routers to hop (the number of routers to communicate through). If this value is too small, the server machine may not be discovered with network discovery. If you do not want to communicate through routers, specify "1".

**c [User Account ID for Authentication:]/[New Password:]**

Enter the ID and password of a user account with Administrator privileges for the machine to use as the server machine.

**NOTE**

- In the following cases, synchronization can be set without performing step 5.
  - When the number of machines to synchronize is 10 or fewer, including the server machine (as long as the machines are within the same router).
  - When <Use User Authentication> is set to <On> on the server machine (see **<Use User Authentication>(P. 808)** ) and User Authentication is set as the login service (see **<Changing Login Services(P. 1081)** )
  - When nothing is entered in [User Account ID for Authentication:] on the client machines (the item is null)
  - When the service for synchronizing custom settings is started on the server machine (if the machine is a server/client machine, the setting can be changed by starting the server service and the client service at the same time)
  - When there is only one server machine for synchronizing custom settings on the same network
- If the network settings of the server machine include both IPv4 and IPv6, and if IPv6 is prioritized and the client machine disables IPv6, the client machine cannot connect via search. Enter the IPv4 address for the destination server address.

## 6 Click [Change].

## 7 Restart the machine. ▶Turning OFF/Restarting the Machine(P. 653)



- This operation is not required for a server machine or server/client machine.
- If the machine is a server machine or server/client machine, continue to specify the detailed synchronization settings. ▶**Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine) (P. 711)**

### NOTE

#### Checking the Communication Log for Synchronization

- You can check the communication log from the screen for synchronizing custom settings. The log can also be downloaded as a file.
- "Warning" is recorded as the level when the server machine cannot communicate temporarily.
- "Error" is recorded as the level when the maximum amount of data that can be registered has been exceeded or authentication with the server machine fails.

#### Simple Synchronization Settings

- Synchronization of custom settings can be started from the control panel for Canon multifunction printers within the same router.
  - For the server machine:  
Press  ▶ <Management Settings> ▶ <Device Management> ▶ set <Synchronize Custom Settings (Server)> to <Enable>.
  - For a client machine:  
Press  ▶ <Management Settings> ▶ <Device Management> ▶ set <Synchronize Custom Settings (Client)> to <Enable>.
- If the machine is used as a server/client machine, also set <Synchronize Custom Settings (Client)> to <Enable>.
- User Authentication must be enabled as the authentication method.

#### Note When Canceling Synchronization

- When a client machine cancels synchronization of custom settings, the client machine will become unable to retrieve the settings for each user registered in the server machine. Therefore note that the personalized data of a machine that was a client machine may not have the latest data after synchronization of custom settings has been canceled.

# Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)

You can set the scope of sharing data to synchronize and manage the machines to synchronize. You can also delete user data and back up/restore synchronization data. This setting is only for the server machine or server/client machine.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Synchronize Custom Settings (Server)] on the portal page. ▶ Remote UI Screen(P. 645)
- 3 Perform the desired operation on the [Synchronize Custom Settings (Server)] screen.



## a [Delete User Data]

Deletes user data by searching for a user name or group ID. Search with the search conditions left blank to display all the user data.

## NOTE

- If client machines are started and connected, the data in the server machine is prioritized when synchronizing the user data registered in both the server machine and client machines. To use the user data in a connected client machine, delete the corresponding user data from the server machine with this setting before starting the client machine.

## b [Confirm Device Information]

Displays [Device Name], [Product Name], and [Location] of synchronized machines. The machines can also be filtered.

## c [Data Sharing Details]

Set whether to share the synchronized data with all machines or retain settings in individual machines without sharing. For information on the items that are synchronized when [Device-Specific (Not Shared)] is set for all the items, see ▶ List of Items That Can Be Personalized(P. 1121) .

## NOTE

- If this setting is changed from [Shared across All Devices] to [Device-Specific (Not Shared)] after starting operation, the shared data is synchronized on all machines before switching. (All machines will have the same data at first when the setting is switched.)
- If this setting is changed from [Device-Specific (Not Shared)] to [Shared across All Devices] after starting operation, the data in each machine is initialized before synchronization.
- The settings in shared buttons (shared buttons on the Quick Menu) are also initialized when this setting is changed from [Device-Specific (Not Shared)] to [Shared across All Devices]. (Imported wallpaper images for the Quick Menu are also deleted.)
- The default job settings and setting history of the users registered in the server machine are initialized when [Device-Specific (Not Shared)] is selected for [Data Sharing Details]. Configure these settings again if they were changed from their default values.

**d [Back Up]**

Enables you to back up the synchronization data stored on the server machine. You can select [Device] or [Network] as the destination to store the backup data.

**NOTE**

- Backup data saved to [Device] cannot be restored if the hard disk fails.

**e [Restore]**

Enables you to restore synchronization data that has been backed up.

**4 Restart the machine to start synchronization. ▶Turning OFF/Restarting the Machine(P. 653)**

- This operation is not required for the server machine.

**IMPORTANT**

- Data backed up to [Device] is automatically deleted when the next backup/restore operation is performed. (The data is deleted even if the next backup/restore operation is performed for a network destination.)

**NOTE**

**Changing the Scope of Sharing Data after Synchronization Has Been Started**

- To change the scope of sharing data after synchronization has been started, stop synchronization on all the client machines, change the scope of sharing, then start synchronization on all the client machines again. ▶**Starting Setting Synchronization(P. 708)**

**If the Data in a Specific Client Machine Differs from the Server Machine**

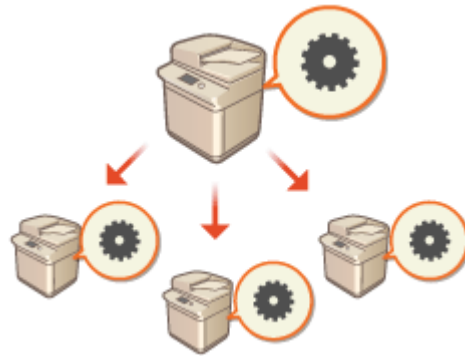
- If the data is correctly synchronized in multiple client machines but not synchronized in a specific client machine, follow the instructions displayed on the control panel.
- If the data in a specific client machine differs from the server machine but a message is not displayed, delete the user settings information, and log in again. ( ▶**Deleting User Setting Information(P. 588)** ) If the message <Synchronize Custom Settings: Log in again for synchronization.> is displayed when logging in, log in again.



# Distributing the Device Information to Other Canon Multifunction Printers

13WH-0EL

Various machine settings (device information) can be sent over the network and automatically applied to other Canon multifunction printers. With this function, you can designate a host machine whose registered information (such as the settings in the Settings/Registration menu and address lists) is distributed to other client machines, enabling you to configure the same settings as the host machine. This makes it easier to incorporate new multifunctional printers into your system, and it enables you to operate multiple machines with the same settings, which simplifies management operations even when you increase the number of machines. For more information on the machine information that can be distributed, see [▶Settings/Registration\(P. 730\)](#).



## NOTE

- If both the host and client machines are imageRUNNER ADVANCE series models, the device information can be distributed. It is also possible to receive some setting information from models other than those in this series. However, some information may not be distributed properly. [<Device Management> ▶ ▶<Device Information Distribution Settings>\(P. 810\)](#)
- Some device information may not be distributed properly when certain optional equipment is attached to the machine.

## Configuring the Distribution Settings

Follow the procedure below to perform distribution.



### Check the basic configuration.

- Are the host and client machines connected properly over the network?
- Are the TLS key and certificate configured on the client machine?  
[▶Configuring the Key and Certificate for TLS\(P. 600\)](#)

### NOTE

- When automatically searching for the client machines, make sure that the SLP communication is available between the machines. [▶Monitoring the Machine From Device Management Systems\(P. 58\)](#)



2



**Register the distribution destination of the device information.**

- On the host machine, register the client machines that will receive the distributed device information. ▶ **Registering the Device Information Destinations(P. 715)**
- To perform user authentication when device information is received, configure the necessary settings on the host and client machines. ▶ **Performing User Authentication when Distributing Device Information(P. 717)**



3



**Distribute the device information.**

- ▶ **Distributing the Device Information(P. 719)**



4



**On the host and client machines, check the results of device information distribution.**

- ▶ **Checking the Results of Device Information Distribution(P. 722)**

# Registering the Device Information Destinations

13WH-0ER

On the host machine, register the client machines that will receive the distributed device information. Administrator privileges are required in order to perform registration.

**1** Press .

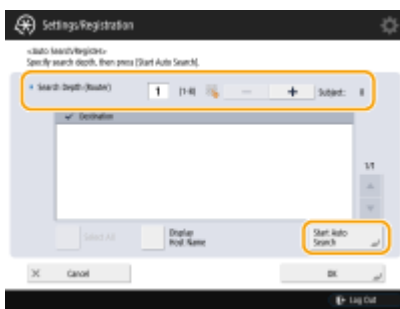
**2** Press <Management Settings> ▶ <Device Management> ▶ <Device Information Distribution Settings> ▶ <Register Destinations>.

**3** Register the destination client machines.

**1** Press <Auto Search/Register>.

**2** Search for the destination client machines.

- Press <->/<+> for <Search Depth (Router)> to specify the search range, then press <Start Auto Search>.



▢▢▢▢ The multifunctional printers on the network are displayed.

**3** Select the device information destinations (clients) in <Destination>, and press <OK>.

- Press <Display Host Name> to display the host names for the multifunctional printers shown in <Destination>.

## ■ Registering destinations manually

When destinations (clients) cannot be searched automatically, you can register them manually by entering the IP address or domain name.

**1** Press <Register>.

**2** Enter the IP address or domain name of a destination (client), and press <OK>.

- When entering the domain name, make sure to enter the entire name, including the domain, subdomain, and host name.

## NOTE

- If a connection cannot be established with a specified destination, or if it is configured not to receive device information, the <Could not retrieve the device information details. Do you want to register the device as a destination?> message is displayed. If you press <Yes>, the destination can be registered but the device information cannot be distributed.

## **4** Press <OK>.

### LINKS

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- ▶ **Performing User Authentication when Distributing Device Information(P. 717)**
- ▶ **Distributing the Device Information(P. 719)**
- ▶ **Checking the Results of Device Information Distribution(P. 722)**

# Performing User Authentication when Distributing Device Information


13WH-0ES

You can prevent a client machine from receiving unauthorized device information by performing user authentication when device information is received. With these settings, it will be necessary to use the personal authentication management function ( [▶Configuring the Personal Authentication Management Settings\(P. 555\)](#) ) on both the host machine and client machines that send and receive the device information. Administrator privileges are required in order to configure these settings.

- ▶[Configuring the Authentication Information on the Host Machine\(P. 717\)](#)
- ▶[Starting the Authentication Function on the Client Machine\(P. 717\)](#)

## Configuring the Authentication Information on the Host Machine

On the host machine that distributes the device information, you can set the user name and password used for authentication. You can also specify the domain based on the authentication device.

- 1 Press .
- 2 Press **<Management Settings>** ▶ **<Device Management>** ▶ **<Device Information Distribution Settings>** ▶ **<Set MEAP Authentication>**.
- 3 Configure the necessary information, and press **<OK>**.



**a** **<User Name>/<Password>**

Enter the user name and password of an administrator with Administrator privileges. Make sure that this administrator is registered as a user on the client machine and on the authentication server used by the client machine.

**b** **<Login Destination>**




If the administrator specified in **a** is registered on the authentication server, enter the NetBIOS domain name of the authentication server.

## Starting the Authentication Function on the Client Machine

You can configure the client machine so that personal authentication is performed when receiving the device information. Make sure that the administrator with the authentication information configured on the host machine ( [▶Configuring the Authentication Information on the Host Machine\(P. 717\)](#) ) is registered on the client machine before performing this procedure.

- ▶[Registering User Information in the Local Device\(P. 558\)](#)

🔴 Registering Server Information(P. 562)

- 1** Press .
- 2** Press <Management Settings> ▶ <Device Management> ▶ <Device Information Distribution Settings> ▶ <Use MEAP Authentication When Receive>.
- 3** Select <On>, and press <OK> ▶ <OK>.
- 4** Press  ▶  ▶ <Apply Set. Changes> ▶ <Yes>.

# Distributing the Device Information

13WH-0EU

You can distribute device information to the client machines that are registered as destinations. You can also specify a time at which to automatically distribute the device information. To perform these operations, log in with Administrator privileges. Also, because TLS encryption is used when distributing device information to the client machines, make sure to configure the TLS settings on the client machines before performing the procedures described below. [▶Configuring the Key and Certificate for TLS\(P. 600\)](#)

## IMPORTANT

- If the System Manager ID and PIN of the client machine are different from that of the host machine, the device information cannot be distributed. [▶Changing the System Manager ID and PIN\(P. 579\)](#)
- It may take several minutes to prepare for the device information distribution process, or to update the information after it is received. Do not turn OFF the machine until the preparation or update process is complete. Doing so may cause the machine to malfunction.
- The setting update screen is displayed on the client machine that receives the device information, and no operations can be performed until the update is complete. It is recommended that you distribute the device information at a time when there are no users.

[▶Distributing the Device Information Manually\(P. 719\)](#)

[▶Distributing Automatically at a Specified Time\(P. 720\)](#)

## Distributing the Device Information Manually

**1** Press .

**2** Press **<Management Settings>** ▶ **<Device Management>** ▶ **<Device Information Distribution Settings>** ▶ **<Manual Distribution>**.

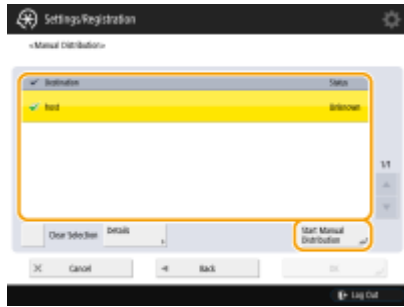
**3** Press **<On>** for the information to distribute, and press **<Next>**.

- If **<On>** is selected for **<Settings/Registration Value>**, the screen for setting whether or not to distribute the **<Network Settings>** device information is displayed. To distribute this information, press **<Include>** ▶ **<OK>**.

**4** Select the destinations, and press **<Start Manual Distribution>**.


▢ The device information is distributed. When distribution is complete, the distribution results are displayed in **<Status>**.

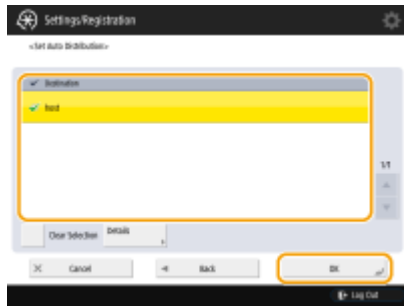
- To cancel distribution, press **<Cancel>**. Note, however, that the distribution process that is currently being performed cannot be canceled. The next and subsequent distribution processes are canceled.



## Distributing Automatically at a Specified Time

You can specify a time at which to automatically distribute the device information. By configuring the time so that distribution is performed late at night or on a holiday, you can update the device information without affecting your business operations.

- 1 Press .
- 2 Press <Management Settings> ▶ <Device Management> ▶ <Device Information Distribution Settings> ▶ <Set Auto Distribution>.
- 3 Select <Everyday> or <Specify Days>, then specify the distribution times.
  - For <Everyday>, select a number and enter a time.
  - For <Specify Days>, select a day and enter a time.
- 4 Press <Next>.
- 5 Press <On> for the information to distribute, and press <Next>.
  - If <On> is selected for <Settings/Registration Value>, the screen for setting whether or not to distribute the <Network Settings> device information is displayed. To distribute this information, press <Include> ▶ <OK>.
- 6 Select the destinations, and press <OK>.
  - The device information is set to be distributed automatically at the specified time.



**NOTE**



### Distribution and update of device information

- The device information may not be distributed or updated when the client machine is processing other data.
- If a client machine is unable to receive the automatically distributed device information at the specified time, distribution is not performed again until the next specified time.



### Receiving device information from different Canon multifunction printer models

- When the machine is used as a client machine, it can receive device information from different Canon multifunction printer models by setting <Restrict Receiving Device Information> in <Receiving Settings> to <Off>. Note, however, that some of the information may not be distributed correctly.

### Selecting the functions to receive device information for

- When the machine is used as a client machine, you can restrict the functions to receive information for by setting <Restrict Receiving for Each Function> in <Receiving Settings> to <Off>.

### Restoring the previous device information

- You can perform operations on the client machine to restore the device information that existed before the update was performed. However, you can only restore the information that existed immediately prior to the update. Information older than that cannot be restored. Note also that the settings for <URL Send Settings> in <Set/Register Confidential Fax Inboxes> (  <Set/Register Confidential Fax Inboxes>(P. 792) ) may be erased if the data for <Settings/Regist. Value> and <Address Book> are not restored at the same time. <Device Management>  <Device Information Distribution Settings>(P. 810)

## LINKS

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-  [Registering the Device Information Destinations\(P. 715\)](#)

# Checking the Results of Device Information Distribution

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13WH-0EW

You can check information such as the date and time that device information was distributed, the results of distribution, and the status of the other machines. For client machines, you can check the reception status of device information. You can also print the details. Administrator privileges are required in order to perform these operations.

**1** Press .

**2** Press <Management Settings> ▶ <Device Management> ▶ <Device Information Distribution Settings> ▶ <Communication Log>.

**3** Check the communication log, and press <OK>.

- The log of previously distributed device information is displayed in a list. <OK> indicates that device information was distributed/received properly. <NG> indicates that distribution was canceled or an error occurred.
- To display the details of an item in the list, select the item and press <Details>.
- To print a Device Information Communication Log Report, press <Print List>.  **Printing a Communication Result Report(P. 892)**
- To specify how to print the Device Information Communication Log Report, press <Report Settings>.

## Managing Hard Disk Data

13WH-0EX



Information such as files in the Advanced Space or Mail Box, Address Book data, existing job data, and password information are saved to the hard disk of the machine. The machine encrypts this information (HDD data encryption), preventing it from being read by unauthorized users. The machine is also equipped with the Canon MFP Security Chip 2.10, which complies with the FIPS 140-2 Level 2 security standard established by the U.S. government. The Canon MFP Security Chip 2.10 is certified as a cryptographic module under the Cryptographic Module Validation Program (CMVP) established by the U.S. and Canada, as well as the Japan Cryptographic Module Validation Program (JCMVP). The certification given to the Canon MFP Security Chip 2.10 ensures that results of the standardized test show the conformity of the test subject with the prescribed standards.

### IMPORTANT

- HDD data encryption on the machine may not be able to protect data from all unauthorized activity. Exercise caution when managing data.
- Encrypted data cannot be read even if you remove the hard disk and install it in another Canon multifunction printer.

### NOTE

- This machine generates 256-bit encryption keys using a NIST SP 800-90A random number generation method. For encryption, the machine uses an AES algorithm in accordance with FIPS PUB 197.
- When data is written to the hard disk, encryption is performed using hardware. Therefore, a different pattern of data is written than that of the deletion mode specified in <HDD Data Complete Deletion> and <Initialize All Data/Settings>. Encryption ensures even stronger protection.

# Removing Unnecessary Data from the Hard Disk

13WH-0EY

Copied or scanned image data, as well as document data that is printed from a computer, is temporarily stored on the hard disk. Although the document data and image data is automatically deleted from the hard disk when operations are complete, some data remains. You can further improve security by using the hard disk data complete deletion function to automatically delete any data that remains after operations are complete.

## IMPORTANT

- You cannot use the machine while unnecessary data is being deleted. After data deletion is complete, it may take some time before the machine is ready to scan originals.
- The machine's processing capacity may decrease when data is deleted.

## NOTE

- Initialize the data and settings to delete data such as files stored in the Mail Box, Address Book information, or copy and print log information. **▶ Initializing All Data/Settings(P. 726)**

**1** Press .

**2** Press **<Management Settings> ▶ <Data Management> ▶ <HDD Data Complete Deletion>**.

**3** Press **<Hard Disk Data Complete Deletion> ▶ <On> ▶ <OK>**.

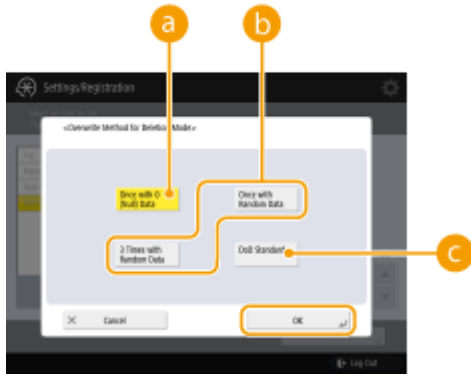
**4** Specify how to delete the data.

### ■ Setting the deletion timing

- 1 Press **<Timing of Deletion>**.
- 2 Select the deletion timing, and press **<OK>**.
  - Select **<During Job>** to delete data immediately after each process is complete, or select **<After Job>** to wait until all operations are complete and delete all unnecessary data together.

### ■ Setting the deletion method

- 1 Press **<Overwrite Method for Deletion Mode>**.
- 2 Select the deletion method, and press **<OK>**.
  - To prevent the leakage of sensitive data when replacing or disposing of the hard disk, overwrite it with 0 (null) data, random data, or a fixed value (such as 0xff). Select the overwrite method and the number of times to overwrite, based on the information security policy requirements of your environment.



**a <Once with 0 (Null) Data>**

Data is overwritten once with 0 (null) data.

**b <Once with Random Data>/<3 Times with Random Data>**

Data is overwritten once or three times with random data.

**c <DoD Standard>**

Data is overwritten three times. The first time is with a fixed value, the second is with a complement of the fixed value, and the third is with random data.

**3** Press ► ► <Apply Set. Changes> ► <Yes>.

# Initializing All Data/Settings

13WH-0F0



You can restore all of the machine settings to the factory default values. All of the data that remains on the hard disk is overwritten with 0 (null) data or another value, which prevents the leakage of sensitive data when replacing or disposing of the hard disk. Select the overwrite method and the number of times to overwrite, based on the level of information security that is required in your environment. Administrator privileges are required in order to perform initialization.

## IMPORTANT

- Before initializing, make sure that there are no documents being processed or waiting to be processed. These documents will be deleted when initialization is performed.
- Initialization may take 30 minutes or more to complete. The machine cannot be used during the initialization process.

## NOTE


### Before performing initialization

Back up your important data or export it as a file.

- Data saved on the machine ▶ **Backing Up/Restoring Data(P. 690)**
- Machine setting information ▶ **Importing/Exporting the Setting Data(P. 678)**
- User authentication information registered in the local device for personal authentication management ▶ **Registering User Information in the Local Device(P. 558)**
- MEAP application license files ▶ **Managing MEAP Applications(P. 1074)**
- Data stored by MEAP applications (For information on how to back up the data, see the instruction manual for each MEAP application.)

### When using a password to protect the security policy settings

- You need to enter the password to initialize the machine settings. ▶ **Using a Password to Protect the Security Policy Settings(P. 543)**

- 1** Press .
- 2** Press **<Management Settings>** ▶ **<Data Management>** ▶ **<Initialize All Data/Settings>**.
- 3** Select the deletion method.



**a <Once with 0 (Null) Data>**

Data is overwritten once with 0 (null) data.

**b <Once with Random Data>/<3 Times with Random Data>/<9 Times with Random Data>**

Data is overwritten once, three times, or nine times with random data.

**c <DoD Standard>**

Data is overwritten three times. The first time is with a fixed value, the second is with a complement of the fixed value, and the third is with random data.

**4 Press <Enable> ► <Yes>.**

► Initialization is performed. After the process is complete, the machine restarts and the Initialize All Data/Settings Report is printed.

- When the <A security policy is applied to this device.> message is displayed, a password must be entered by the security administrator. For more information, contact your security administrator. ► **Applying a Security Policy to the Machine(P. 542)**

**NOTE**

- Although the job log information can be deleted by initializing all data/settings, the result of printing the Initialize All Data/Settings Report is recorded in the print log. ► **Checking the Printing Status and History(P. 385)**

**TIPS**

- It is also possible to individually select some machine settings and restore their factory default values. ► **Settings/Registration(P. 730)**

# IEEE 2600

13WH-0F1

This section describes the security requirements defined in the IEEE 2600 standard, and how the functions of this machine meet these requirements.

Security requirement	Corresponding machine function
Preventing unauthorized access with user authentication/user information management	<b>User Authentication</b> Performs personal authentication based on user authentication information such as user names and passwords, and manages user information such as privileges (roles). <a href="#">▶Managing Users(P. 553)</a>
Managing access and restricting operations by user	<b>ACCESS MANAGEMENT SYSTEM</b> The availability of functions such as printing and copying can be assigned to each user, enabling you to manage access to these functions on an individual user basis. See ACCESS MANAGEMENT SYSTEM Administrator Guide.
Using audit logs*1 to record and monitor security-related user operations	<b>Generating/exporting audit logs</b> You can record user authentication logs and job logs, and export them from the Remote UI. <a href="#">▶Managing the Logs(P. 676)</a>
Completely deleting unnecessary data from the hard disk	<b>HDD Complete Deletion</b> Unnecessary data can be deleted from the hard disk by overwriting with random data multiple times. <a href="#">▶Managing Hard Disk Data(P. 723)</a>
Protecting the various types of data and confidential information stored on the hard disk*2	<b>Hard disk data encryption</b> Encryption is used to protect data on the hard disk, such as files stored in the Mail Box, Address Book data, and password information. <a href="#">▶Managing Hard Disk Data(P. 723)</a>
Protecting data on the network with encrypted communication	<b>IPSec</b> By creating security policies for encrypted communication, data can be protected from various threats when sent and received over an IP network. <a href="#">▶Configuring the IPSec Settings(P. 604)</a>
Self-verification of security functions	<b>IPSec</b> When IPSec is enabled, the self-test for the encryption module is automatically performed when the machine starts.

\*1 Operations for <Scan and Store>, <Network> in <Access Stored Files>, and <Memory Media> are not included in the scope of the audit.

\*2 Files stored in memory media are not encrypted.




# Settings/Registration

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# Settings/Registration

13WH-OJA




You can customize the machine based on your environment and needs by configuring settings described in this chapter. To start configuration, press .

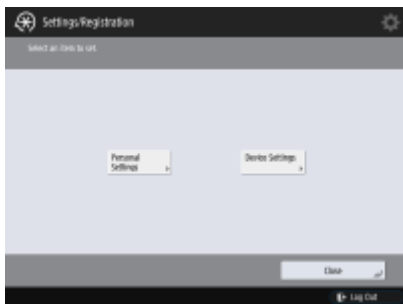
This section describes what each item in the setting menu can configure.

## NOTE

- Some of the settings may not be displayed depending on the configuration of optional equipment installed on the machine.
- You may need to press <Apply Set. Changes> on the Top screen of the Settings/Registration or restart the machine to activate certain functions after changing the settings.

## ■ <Personal Settings> and <Device Settings>

When User Authentication (  **Managing Users(P. 553)** ) is enabled, <Personal Settings> and <Device Settings> are displayed on the screen after you log in with Administrator privileges by pressing . If you select <Personal Settings> and change the items that can be personalized, settings are registered as the personal settings for the user who is logged into the machine (  **List of Items That Can Be Personalized(P. 1121)** ). If you select <Device Settings>, settings are registered as the settings of the machine. If you log in as a user without Administrator privileges, just like when selecting <Personal Settings>, if you change settings that can be personalized, settings are registered as personal settings without being registered as device settings.



## <Preferences>

---

13WH-0JC

Item	Description
▶<Paper Settings>(P. 732)	This section describes how to register paper settings.
▶<Display Settings>(P. 734)	This section describes the display settings for the touch panel display.
▶<Timer/Energy Settings>(P. 737)	This section describes the timer settings and energy settings.
▶<Network>(P. 741)	This section describes the network settings.
▶<External Interface>(P. 751)	This section describes the USB settings.
▶<Accessibility>(P. 752)	This section describes settings for improving accessibility, such as the speed of repetition when keys are held down, and the ability to reverse the contrast of the touch panel display.

## <Paper Settings>

This section describes how to register paper to use.

### <Paper Settings>

 ▶ <Preferences> ▶ <Paper Settings>

You can register the paper size and type for each paper source. This setting enables you to achieve the appropriate print results. **▶ Specifying Paper Size and Type in the Paper Drawer(P. 138)**

### <Paper Size Group for Auto Recognition in Drawer>

 ▶ <Preferences> ▶ <Paper Settings>

You can set the paper size group for each paper source to make the machine detect the loaded paper size automatically.

### <A5R/STMTR Paper Selection>

 ▶ <Preferences> ▶ <Paper Settings>

When A5R or STMTR paper is loaded in the paper drawer, you can set the size to use for the operation.


### <Paper Type Management Settings>

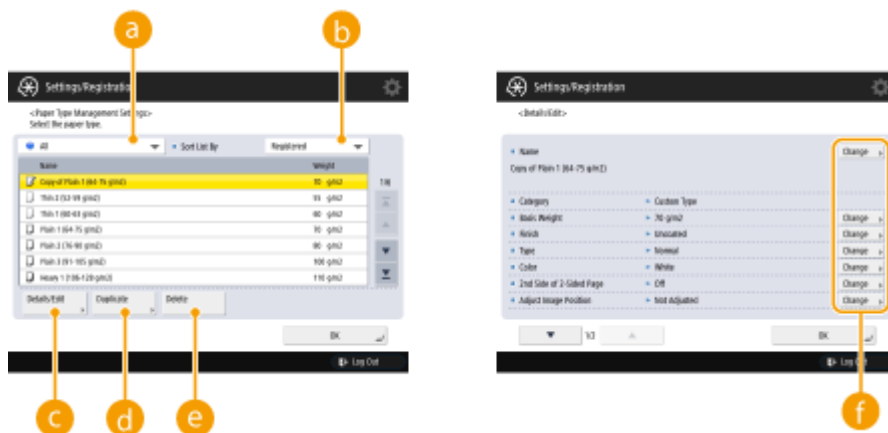
 ▶ <Preferences> ▶ <Paper Settings>

You can register/edit various customer paper types (user defined paper types), besides the default paper types registered in the machine.

## ■ Managing Paper Types

You can edit only user-registered paper types.

- 1 Press .
- 2 Press <Function Settings> ▶ <Paper Settings>.
- 3 Press <Paper Type Management Settings> ▶ specify the settings.



#### **a** Paper type drop-down list

Enables you to select the paper type to display.

#### **b** <Sort List By>

Enables you to change the display order of the list.

#### **c** <Details/Edit>

Displays details for the selected paper type on the <Details/Edit> screen. If you select a custom paper type, you can edit it.

**d <Duplicate>**

Duplicates the selected paper type as a custom paper type.

**e <Delete>**

Deletes the selected custom paper type.

**f <Change>**

Appears on the <Details/Edit> screen for the custom paper type and enables you to change the settings for the selected item.

### IMPORTANT

- You can only edit/delete custom paper types.
- If you specify incorrect paper settings, paper jams and image problems may occur.
- For information on creep (displacement), see **Making Booklets (Booklet Copying)(P. 254)**.
- The value you set here becomes the default correction width when the selected paper type is used for saddle stitching with automatic "Adjust Creep (Displacement) Correction".

#### 4 Press <OK>.

### <Register Favorite Paper (Multi-Purpose Tray)>

 ▶ <Preferences> ▶ <Paper Settings>

You can easily specify paper settings by registering paper frequently used in the multi-purpose tray in a button. "Favorite Paper" can be easily recalled from the screen displayed when paper is loaded. **Registering Frequently Used Paper Size and Type for the Multi-purpose Tray(P. 145)**

### <Multi-Purpose Tray Defaults>

 ▶ <Preferences> ▶ <Paper Settings>

Registering the default multi-purpose tray paper is convenient if you always use the same size and type of paper in the multi-purpose tray. **Registering Frequently Used Paper Size and Type for the Multi-purpose Tray(P. 145)**

### <Register Custom Size>

 ▶ <Preferences> ▶ <Paper Settings>

You can register frequently used free sizes of paper. The paper sizes registered here are displayed on the paper size selection screen for the paper drawer and multi-purpose tray. **Registering Free Size Paper (Custom Size Paper)(P. 149)**

## <Display Settings>

---

This section describes the display settings for the touch panel display.

### <Default Screen after Startup/Restoration>

---

 ▶ <Preferences> ▶ <Display Settings>

You can set the default screen displayed at startup/restoration.


#### IMPORTANT

- Depending on the authentication method specified in personal authentication management, the Log In screen may be displayed before the screen set in <Default Screen after Startup/Restoration> is displayed.

### <Default Screen (Status Monitor/Cancel)>

---


 ▶ <Preferences> ▶ <Display Settings>

You can change the screen that is displayed when you press  .

### <Copy Screen Display Settings>

---

 ▶ <Preferences> ▶ <Display Settings>

You can specify the screen that appears when you press <Copy>.  **Changing the Settings Quickly (Express Copy Screen)(P. 310)**

### <Display Fax Function>

---

 ▶ <Preferences> ▶ <Display Settings>

You can set the machine to display the Fax function on the Main Menu screen. If you choose to display the Fax function, you can also select whether to display <Fax> in <Scan and Send>. Doing so enables you to send to fax, e-mail, and I-fax destinations at the same time.

### <Store Location Display Settings>

---

 ▶ <Preferences> ▶ <Display Settings>

You can change the destinations that are displayed when you press <Scan and Store> or <Access Stored Files>.

### <Switch Language/Keyboard>

---

 ▶ <Preferences> ▶ <Display Settings>

You can select the language/keyboard displayed on the touch panel display.

#### NOTE

- Some messages may not be displayed properly in the selected language. In this case, restart the machine. Some messages may not change even after the machine is restarted.

- If Server Authentication + Local Device Authentication are set using personal authentication management, and there is a difference between the language set on the machine and the one set in Active Directory, the sender's full name will not appear in e-mail messages sent to the recipient.

### <Display Switch Language/Keyboard Button>

 ▶ <Preferences> ▶ <Display Settings>

You can display the button that enables you to switch the language and keyboard layout. The button is displayed in the lower-right of the screen.

### <Use Keyboard Shift Lock Feature>

 ▶ <Preferences> ▶ <Display Settings>

If you press <Offset> on the keyboard screen, you can enter an uppercase letter. You can specify the shift lock settings for entering uppercase letters continuously or for entering text which begins with an uppercase letter.

### <Display Remaining Paper Message>

 ▶ <Preferences> ▶ <Display Settings>

You can set to display a message indicating that the remaining paper loaded in a paper source is low.

### <No. of Copies/Job Duration Status>

 ▶ <Preferences> ▶ <Display Settings>

The number of copies specified and the approximate time before the current job completes are displayed on the bottom line of the touch panel display.

## NOTE

- The accuracy of the approximate times that appear on the bottom line of the touch panel display may vary, depending on the status of the machine.
- The approximate time does not appear when the wait time is less than one minute.

### <Paper Type Selection Screen Priority>

 ▶ <Preferences> ▶ <Display Settings>

You can set whether to prioritize the simple (<Simple>) or detailed (<Detailed>) setting screen when you display the screen to select the paper type.

### <Switch Millimeter/Inch Entry>

 ▶ <Preferences> ▶ <Display Settings>

You can set whether to enter numeric values in millimeters or inches on the various numeric entry screens.

### <Display Logged-in User Name>

 ▶ <Preferences> ▶ <Display Settings>

You can select whether to display the user name/display name on the touch panel display.

### <Display Remaining Toner Error Message>

 ▶ <Preferences> ▶ <Display Settings>

Displays a warning screen that enables you to identify which color is running low when remaining toner is low. This message is useful, as it enables you to prepare a new toner cartridge in advance, etc.

### <Delete Remaining Toner Error>

---

 ▶ <Preferences> ▶ <Display Settings>

Erases the toner level warning screen that is displayed.

### <IP Address Display Settings>

---

 ▶ <Preferences> ▶ <Display Settings>

You can set whether to display the IP address on the counter information screen.

### <Display Scan for Mobile>

---

 ▶ <Preferences> ▶ <Display Settings>

You can set whether to enable the <Scan for Mobile> setting, which sends scanned data to mobile devices such as smartphones and tablets.

### <Display Mobile Portal>

---

 ▶ <Preferences> ▶ <Display Settings>

You can set whether to display <Mobile Portal> on the Main Menu screen.

### <Display QR Code on Mobile Portal>

---

 ▶ <Preferences> ▶ <Display Settings>

You can set whether to display a QR code on the <Mobile Portal> screen. Using a QR code saves you the effort of entering the IPv4 address of the machine.



## <Timer/Energy Settings>

---

This section describes the timer settings and energy settings.

### <Adjust Time>

 ▶ <Preferences> ▶ <Timer/Energy Settings>


You can adjust the time in minutes.

#### NOTE

- Even if you change the time from 23:59 to 00:00, the date will not be changed.

### Date/Time Settings

 ▶ <Preferences> ▶ <Timer/Energy Settings>

Setting the current date and time is very important. For instructions on how to configure the setting, see  **Setting the Date/Time(P. 17)** .

### <Time Format>

 ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set whether to display the time in 24-hour notation or 12-hour notation.

### <Quick Startup Settings for Main Power>

 ▶ <Preferences > ▶ <Timer/Energy Settings>

If you set this function to <On>, you can reduce the time it takes until you can perform operations on the screen and scan originals after the power is turned ON.

#### NOTE

- When this function is enabled
  - Standby power is consumed even when the power is turned OFF
  - A tone sounds when turning the power ON/OFF. (However, the machine may not be able to start up quickly and the tone may not sound, depending on the status of the machine.)

### <Auto Reset Time>

 ▶ <Preferences> ▶ <Timer/Energy Settings>

You can specify the time period in which you are logged out and the touch panel display returns to the default setting automatically.

### <Restrict Auto Reset Time>

 ▶ <Preferences> ▶ <Timer/Energy Settings>

If you set this function to <On>, general users become unable to set <Auto Reset Time> and <Function After Auto Reset>.

### <Function After Auto Reset>

 ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set whether the default screen set for <Default Screen after Startup/Restoration> in <Preferences> or the immediately previous screen is displayed at startup after the Auto Reset initiates.

#### NOTE

- If you select <Initial Function>, the screen set in <Default Screen after Startup/Restoration> is displayed when the Auto Reset initiates. If you select <Selected Function>, the Basic Features screen for the function you were using is displayed again.

### <Auto Shutdown Time>

 ▶ <Preferences> ▶ <Timer/Energy Settings>

With the Auto Shutdown, if the touch panel display of the machine is idle for a certain period of time after it has entered the Sleep mode, the machine automatically shuts down.

#### IMPORTANT

- This function is not displayed if the fax board is installed. If it is displayed, set <Auto Shutdown Time> to <0>, and contact your local authorized Canon dealer.
- Even when operating the machine from the Remote UI, the machine automatically shuts down if the touch panel display of the machine is idle for a certain period of time. A malfunction may occur particularly if the machine automatically shuts down while importing. Set <Auto Shutdown Time> to <0> when importing data.

#### NOTE

- The Auto Shutdown may not be performed, depending on the usage conditions of the machine.

### <Auto Shutdown Weekly Timer>

 ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set the time that the machine automatically shuts down each day of the week. If you use this function, you do not have to shut down the machine manually every day.

#### NOTE

- If both <Auto Shutdown Time> and <Auto Shutdown Weekly Timer> are set, priority is given to <Auto Shutdown Time>.

### <Auto Sleep Time>

---

 ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set the time until the machine automatically enters the Sleep mode if no operations are performed.

#### NOTE

- It is recommended that the default value is used for this setting.

### <Sleep Mode Energy Use>

---

 ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set the amount of energy that the machine consumes when it is in the Sleep mode.

#### IMPORTANT

- If the machine is connected to a computer using a USB cable, depending on the timing for entering the sleep mode, the machine may be unable to receive data correctly. Reactivate the machine from the sleep mode, then execute the job again.
- The energy consumption level may be the same as when <High> is set even when <Low> is set, depending on the status of the machine.

#### NOTE

- When performing wireless communication while <Sleep Mode Energy Use> is set to <Low>, and <Wireless LAN Settings> or <Use Bluetooth> is enabled, <Compensate for Network Comm.> must be manually set to <On>.
- If the energy consumption level is set to <Low>, communication failure may occur, depending on the network utility software you are using. To avoid this, press the Energy Saver key to cancel the Sleep mode before using the machine.

### <Auto Sleep Weekly Timer>

---

 ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set the time that the machine automatically enters the Sleep mode each day of the week.

#### NOTE

- If you set both the <Auto Sleep Time> and <Auto Sleep Weekly Timer>, the <Auto Sleep Time> setting is given priority.

### <Time Settings for Auto Adjust Gradation>

---

 ▶ <Preferences> ▶ <Timer/Energy Settings>

You can automatically perform the automatic gradation adjustment at a set time every day.

### <Sleep Mode Exit Time Settings>

---

 ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set the time for recovering from the Sleep mode.

### <Sleep Mode Eco Exit>

---

 ▶ <Preferences> ▶ <Timer/Energy Settings>

When you cancel sleep mode and start the operation, you can activate necessary functions sequentially. The control panel is activated first, followed by other functions activated in response to the user's operations. You can save energy and lower noise by not activating unnecessary functions.

### <Use Motion Sensor>

---

 ▶ <Preferences> ▶ <Timer/Energy Settings>

When the motion sensor detects a person near the machine, the machine exits the Sleep mode automatically. You can adjust the accuracy for detecting people by changing the sensor sensitivity.

## NOTE

- If you set <Sensor Sensitivity> to <Low>, the machine will not easily recover from the Sleep mode, even if someone walks in front of it slowly. If you set <High>, the machine will easily recover from the Sleep mode, even if someone walks in front of it quickly.
- If the room temperature is high or the body temperature of the user is low, the machine will have trouble detecting the user. In this case, set <Sensor Sensitivity> to <High>.
- If the temperature around the machine changes, the sensor will become sensitive and easily recover from the Sleep mode. In this case, set <Sensor Sensitivity> to <Low>.

## <Network>


---

This section describes the network settings.

### <Output Report>

---


 ▶ <Preferences> ▶ <Network>

You can print the settings in <Network>.  **Printing a List of Settings(P. 895)**

### <Confirm Network Connection Setting Changes>

---

 ▶ <Preferences> ▶ <Network>

If this setting is set to <On>, you can use it with a network environment. If errors related to network connections occur, an error message appears on the touch panel display of the machine.  **Canceling the Network Setting Lock(P. 21)**

### <Use IPv4>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv4 Settings>

Set whether to use IPv4.  **Setting an IPv4 Address(P. 33)**

### <IP Address Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv4 Settings>

Specify the IPv4 address.  **Setting an IPv4 Address(P. 33)**

### <DHCP Option Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv4 Settings>

Specify the optional settings for DHCP.  **Using a DHCP Server(P. 45)**

### <PING Command>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv4 Settings>

Tests whether the IPv4 address is set correctly.  **Conducting a Connection Test for an IPv4 Address(P. 34)**

### <Use IPv6>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv6 Settings>

Specify whether to use IPv6.  **Setting an IPv6 Address(P. 35)**

### <Stateless Address Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv6 Settings>

Specify the IPv6 stateless address.  **Setting an IPv6 Address(P. 35)**

### <Manual Address Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv6 Settings>

Specify the IPv6 address manually.  **Setting an IPv6 Address(P. 35)**

### <Use DHCPv6>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv6 Settings>

Specify whether to obtain the IPv6 address from the DHCP server. [▶Setting an IPv6 Address\(P. 35\)](#)

### <PING Command>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv6 Settings>

Check whether the IPv6 address is correctly specified. [▶Conducting a Connection Test for an IPv6 Address\(P. 37\)](#)

### <Only Retrieve Stateful Address Prefix>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv6 Settings>

Specify whether to obtain only the former half of the stateful address from the DHCP server by using DHCPv6.

### <DHCP Option Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPv6 Settings>

Specify the optional settings for DHCP. [▶Using a DHCP Server\(P. 45\)](#)

### <DNS Server Address Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <DNS Settings>

Specify the DNS server address settings. [▶Making DNS Settings\(P. 42\)](#)

### <DNS Host/Domain Name Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <DNS Settings>

Specify the host name and domain name of the machine. [▶Making DNS Settings\(P. 42\)](#)

### <DNS Dynamic Update Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <DNS Settings>

Specify whether to perform the automatic update when the mapping between the host name and IP address is changed on an environment such as DHCP. [▶Making DNS Settings\(P. 42\)](#)

### <mDNS Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <DNS Settings>

Specify the mDNS settings. [▶Making DNS Settings\(P. 42\)](#)

### <Computer Name/Workgroup Name Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify the name of the machine on the network and the name of the workgroup it belongs to. If your environment does not have workgroups, create a workgroup in Windows and enter the name of that workgroup.

### <SMB Server Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify the SMB server settings to open the Advanced Space to the public in a network. [▶Making SMB Settings\(P. 46\)](#)

### <WINS Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify settings for Windows Internet Name Service (WINS).  **Making WINS Settings(P. 47)**

### <LPD Print Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify settings for LPD printing. To use LPD printing, press <On> and set the time until the job is automatically canceled when the print data cannot be received due to a communication error, etc.

#### NOTE

- Banner pages can only be output when the PCL Printer Kit or PS Printer Kit is enabled.
- Banner pages are set to be output by print job. Even if <LPD Banner Page> is set to <On>, banner pages are not output for print jobs that are set to not output a banner page.

### <RAW Print Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify settings for RAW printing. To use RAW printing, press <On> and set whether to use bidirectional communication and the time until the job is automatically canceled when the print data cannot be received due to a communication error, etc.

### <SNTP Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify settings for Simple Network Time Protocol (SNTP).  **Making SNTP Settings(P. 57)**

### <FTP Print Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify settings for FTP printing. To use FTP printing, press <On>, and set <User Name> and <Password> as necessary.

### <Use UTF-8 to Display Name of FTP Print Job>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify whether to use UTF-8 for displaying file names when you perform FTP print.

### <WSD Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify the WSD settings. To use WSD (Web Service on Devices) for the print application, set <Use WSD> to <On>. To use WSD to retrieve the information for the machine, set <Use WSD Browsing> to <On>.

To use the WSD Scan function, set <Use WSD Scan Function> to <On>.  **Using WSD(P. 466)**

#### NOTE

- If you set <Use WSD> to <On>, <Use WSD Browsing> and <Use HTTP> are also set to <On>.

- If you set <Use WSD Scan Function> to <On>, <Use HTTP> is also set to <On>.

### <Use FTP PASV Mode>

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify whether to use the FTP PASV mode. [▶Setting the PASV Mode of FTP\(P. 57\)](#)

### <IPP Print Settings>

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify settings for IPP printing. To use IPP printing, press <On> and set whether to encrypt the IPP communication data with TLS and whether to use IPP authentication.

## NOTE

- If you set this to <On>, <Use HTTP> is also set to <On>.
- To use TLS communication by setting <Use TLS> to <On>, a key pair to use is required. You can use a preinstalled key pair or an original key pair generated by the machine as the key to use. For information on the key to use and the method for generating an original key pair, see [▶Generating the Key and Certificate for Network Communication\(P. 602\)](#) or [▶Registering a Key and Certificate for Network Communication\(P. 662\)](#).
- To use the IPP authentication function by setting <Use Authentication> to <On>, the user information of the machine is used as the user and password for IPP authentication. Make sure to register the user information in advance when using the IPP authentication function. [▶Registering User Information in the Local Device\(P. 558\)](#)

### <Multicast Discovery Settings>

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify the multicast discovery settings. [▶Monitoring the Machine From Device Management Systems\(P. 58\)](#)

### <Use HTTP>

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Enable or disable HTTP setting.

## NOTE

If you set this to <Off>, the following settings are also set to <Off>.

- <Remote UI>
- <IPP Print Settings>
- <Use WSD Scan Function> and <Use WSD> in <WSD Settings>
- <BMLinkS Settings>
- <Use WebDAV Server>



### <Use WebDAV Server>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify whether to use the WebDAV server.  **Making WebDAV Settings(P. 48)**


#### NOTE

- If you set this to <On>, <Use HTTP> is also set to <On>.

### <TLS Settings>

---


 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

You can set a key pair that is in use after checking the functions that use TLS encrypted communication.  **Configuring the Key and Certificate for TLS(P. 600)**

### <Proxy Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify settings for the proxy.  **Setting a Proxy(P. 598)**

### <Confirm Auth. Info. When in Auth. Management Mode>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify whether the machine checks authentication information when you print using the V4 printer driver.

### <IPSec Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify the IPSec settings.  **Configuring the IPSec Settings(P. 604)**

### <SIP Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify the SIP settings. For information on using <SIP Settings>, see the IP FAX Expansion Kit User's Guide.

### <Use Network Link Scan>

---

 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify whether to use Network Link Scan.

### <AppleTalk Settings>

---

 ▶ <Preferences> ▶ <Network>

Specify whether to use AppleTalk. Also, specify the protocol when you use AppleTalk.

### <SNMP Settings>

---

 ▶ <Preferences> ▶ <Network>

Specify the SNMP settings.  **Monitoring and Controlling via SNMP(P. 53)**


### <Format Host Resources MIB to RFC2790>

---

 ▶ <Preferences> ▶ <Network>

Specify whether the host resources MIB is compliant with the specifications of RFC2790.

### <Dedicated Port Settings>

 ▶ <Preferences> ▶ <Network>

Specify whether to configure/refer to detailed information of the machine from the Canon drivers or utility software.

#### NOTE

- If the setting is set to <Off>, some application that uses dedicated port may not be used.

### <Dedicated Port Authentication Method>

 ▶ <Preferences> ▶ <Network>

Specify the authentication method for the dedicated port.

#### NOTE

- If the setting is set to <Mode 2>, communication using a dedicated port uses a secure mode. Accordingly, you may not be able to connect from device management software or drivers, etc.

### <Use Spool Function>

 ▶ <Preferences> ▶ <Network>

Specify whether to spool print jobs that are sent to the machine in the hard disk of the machine.

### <Waiting Time for Connection at Startup>

 ▶ <Preferences> ▶ <Network>

Specify the waiting time for connecting to a network from when the machine starts. [▶Setting the Wait Time When Connecting to a Network\(P. 41\)](#)

### <Ethernet Driver Settings>

 ▶ <Preferences> ▶ <Network>

Specify the Ethernet driver settings. [▶Making Ethernet Settings\(P. 39\)](#)

### <Sleep Mode Priority Settings>

 ▶ <Preferences> ▶ <Network>

Put a priority on either the speed of waking from sleep mode or saving power consumption during sleep mode.

### <IEEE 802.1X Settings>

 ▶ <Preferences> ▶ <Network>

Specify the settings for IEEE 802.1X. [▶Configuring the IEEE 802.1X Authentication Settings\(P. 609\)](#)

#### IMPORTANT

- If you set <IEEE 802.1X Settings> to <On>, the machine will not completely enter the Sleep mode.

### <Outbound Filter>

---

 ▶ <Preferences> ▶ <Network> ▶ <Firewall Settings> ▶ <IPv4 Address Filter>

Specify the outbound filter. [▶Specifying IP Addresses in Firewall Settings\(P. 593\)](#)

### <Inbound Filter>

---

 ▶ <Preferences> ▶ <Network> ▶ <Firewall Settings> ▶ <IPv4 Address Filter>

Specify the inbound filter. [▶Specifying IP Addresses in Firewall Settings\(P. 593\)](#)

### <Always Allow Sending/Receiving Using ICMP>

---

 ▶ <Preferences> ▶ <Network> ▶ <Firewall Settings> ▶ <IPv4 Address Filter>

Specify whether to always allow ICMP communication.

### <Outbound Filter>

---

 ▶ <Preferences> ▶ <Network> ▶ <Firewall Settings> ▶ <IPv6 Address Filter>

Specify the outbound filter. [▶Specifying IP Addresses in Firewall Settings\(P. 593\)](#)

### <Inbound Filter>

---

 ▶ <Preferences> ▶ <Network> ▶ <Firewall Settings> ▶ <IPv6 Address Filter>

Specify the inbound filter. [▶Specifying IP Addresses in Firewall Settings\(P. 593\)](#)

### <Always Allow Sending/Receiving Using ICMPv6>

---

 ▶ <Preferences> ▶ <Network> ▶ <Firewall Settings> ▶ <IPv6 Address Filter>

Specify whether to always allow ICMPv6 communication.

### <Outbound Filter>

---

 ▶ <Preferences> ▶ <Network> ▶ <Firewall Settings> ▶ <MAC Address Filter>

Specify the outbound filter. [▶Specifying MAC Addresses in Firewall Settings\(P. 596\)](#)

### <Inbound Filter>

---

 ▶ <Preferences> ▶ <Network> ▶ <Firewall Settings> ▶ <MAC Address Filter>

Specify the inbound filter. [▶Specifying MAC Addresses in Firewall Settings\(P. 596\)](#)

### <IP Address Block Log>


---

 ▶ <Preferences> ▶ <Network> ▶ <Firewall Settings>

Displays the log for blocking with an IP address filter. [▶Specifying IP Addresses in Firewall Settings\(P. 593\)](#)

### <Use Mopria>


---

 ▶ <Preferences> ▶ <Network>

Specify whether to print data directly from mobile devices that support Mopria, such as smartphones and tablets. [▶Utilizing the Machine through Applications\(P. 522\)](#)

### <Use AirPrint>


---

 ▶ <Preferences> ▶ <Network>

Specify whether to print directly from an iPhone, iPad, iPod Touch, or Mac that supports AirPrint. **▶Using AirPrint(P. 523)**

### <Google Cloud Print Settings>


---

 ▶ <Preferences> ▶ <Network>

Specify whether to print directly from a computer, smartphone, or tablet, etc., that supports Google Cloud Print. **▶Using Google Cloud Print(P. 534)**

### <Device Position Information Settings>

---

 ▶ <Preferences> ▶ <Network>

Specify the device position information settings. **▶Using AirPrint(P. 523)**

### <Select Wired/Wireless LAN>

---

 ▶ <Preferences> ▶ <Network>

Specify whether you use Wired LAN or Wireless LAN. **▶Selecting Wired or Wireless LAN(P. 22)**

## NOTE

- To set this setting to <Wireless LAN>, <Compensate for Network Comm.> must be enabled when <Low> is selected in <Sleep Mode Energy Use>. **▶<Sleep Mode Energy Use>(P. 739)**

### <Wireless LAN Settings>

---

 ▶ <Preferences> ▶ <Network> ▶ <Wireless LAN>

Specify the wireless LAN settings. **▶Connecting to a Wireless LAN(P. 24)**

### <Wireless LAN Information>

---

 ▶ <Preferences> ▶ <Network> ▶ <Wireless LAN>

Displays the setting information of wireless LAN. **▶Check the settings and information of the wireless LAN(P. 24)**

### <Power Save Mode>

---

 ▶ <Preferences> ▶ <Network> ▶ <Wireless LAN>

Specify whether to set the machine to the power save mode periodically, according to the signals sent by a wireless LAN router. **▶Connecting to a Wireless LAN(P. 24)**

### <Use Direct Connection>

---

 ▶ <Preferences> ▶ <Network> ▶ <Direct Connection Settings>

Specify whether to use direct connection (access point mode). **▶Connecting Directly (Access Point Mode) (P. 520)**

### <Time Until Direct Connection Session Is Terminated>


---

 ▶ <Preferences> ▶ <Network> ▶ <Direct Connection Settings>

Specify the time before communication is automatically terminated when there is a prolonged period of no data transmission/reception while communicating using direct connection (access point mode).

### <Access Point Mode Settings>


---

 ▶ <Preferences> ▶ <Network> ▶ <Direct Connection Settings>

Specify the settings for access point mode.

### <IP Address Settings for Direct Connection>

---

 ▶ <Preferences> ▶ <Network> ▶ <Direct Connection Settings>

Specify the IP address to distribute to mobile devices connecting using direct connection (access point mode).

#### NOTE

- The IP address distributed to mobile devices may be up to nine numbers greater than the value of the specified IP address.

### <Use Login Name as User Name for Print Jobs>

---

 ▶ <Preferences> ▶ <Network> ▶ <Direct Connection Settings>

Specify whether to display the login name as the user name of print jobs that are printed using direct connection (access point mode).


### <Use Bluetooth>

---

 ▶ <Preferences> ▶ <Network> ▶ <Bluetooth Settings>


Specify whether to use a Bluetooth connection.

#### NOTE

- To set this setting to <On>, <Compensate for Network Comm.> must be enabled when <Low> is selected in <Sleep Mode Energy Use>.  <Sleep Mode Energy Use>(P. 739)

### <Set Device Name/PIN Code>

---

 ▶ <Preferences> ▶ <Network> ▶ <Bluetooth Settings>

Specify the device name of the machine to notify by Bluetooth and the PIN code to use for pairing.

### <Connection Timeout>

---

 ▶ <Preferences> ▶ <Network> ▶ <Bluetooth Settings>

Specify the timeout time for pairing when a Bluetooth device is detected.

### <Display MAC Address>


---

 ▶ <Preferences> ▶ <Network> ▶ <Bluetooth Settings>

Displays the Bluetooth MAC address of the machine.

### <Connected Device Information>

---

 ▶ <Preferences> ▶ <Network> ▶ <Bluetooth Settings>

Displays a list of MAC addresses for paired Bluetooth devices.


## <External Interface>

---

This section describes the USB settings.

### <Use as USB Device>

---

 ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings>

You can set whether to use the machine as a USB device.

#### NOTE

- If this is set to <Off>, print and scan jobs from a computer connected via USB cable cannot be performed.

### <Use MEAP Driver for USB Input Device>

---

 ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings>

You can set whether to use the MEAP driver for USB input device connections.

#### IMPORTANT

- Depending on the type of MEAP application that uses device such as a keyboard or card reader, you may need to set this to <On>. To check whether you need to set this to <On>, see the manual for the MEAP application you are using, or contact your local authorized Canon dealer.

### <Use MEAP Driver for USB Storage Device>

---

 ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings>


You can set whether to use the MEAP driver for USB external storage.

#### IMPORTANT

- Depending on the type of MEAP application that uses USB external memory device, you may need to set this to <On>. To check whether you need to set this to <On>, see the manual for the MEAP application you are using, or contact your local authorized Canon dealer.

### <Use USB Storage Device>

---

 ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings>

You can set whether to allow the use of USB external storage devices.

## <Accessibility>


---

13WH-0JL

This section describes settings for improving accessibility, such as the speed at which the same character is entered repeatedly when a key is held down, and reversing the contrast of the touch panel display.

### <Key Repetition Settings>


---

 ▶ <Preferences> ▶ <Accessibility>

You can set the amount of time before characters start repeating when you hold down a key on the touch panel display, as well as the interval between repetitions.

### <Reversed Display (Color)>


---

 ▶ <Preferences> ▶ <Accessibility>

You can invert the screen colors of the touch panel display. If you find it hard to view the display even after adjusting the brightness, try specifying this setting.

### <Enable Screen Magnification>

---

 ▶ <Preferences> ▶ <Accessibility>

On the Main Menu screen and the Basic Features Screen of each function, you can zoom in or out by spreading two fingers apart (zoom in) or pinching two fingers together (zoom out).



## <Adjustment/Maintenance>

---

13WH-0JR

Item	Description
▶<Adjust Image Quality>(P. 754)	This section describes how to adjust image quality for copying and printing.
▶<Adjust Action>(P. 756)	This section describes the copy and print finishing settings, such as adjusting the saddle stitch position.
▶<Maintenance>(P. 758)	This section describes how to use the auto cleaning function for the main unit and feeder.


## <Adjust Image Quality>


---

This section describes how to adjust image quality for copying and printing.

### <Auto Adjust Gradation>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

If the brightness of the printing is significantly different from the original document, this correction adjusts the printing so that it more closely matches the original document.  **Adjusting Gradation(P. 871)**

#### IMPORTANT

- It is recommended that you select <Full Adjust> when performing an automatic gradation adjustment. Select <Quick Adjust> for a quick, but less complete adjustment between regular full adjustment recalibrations.
- Only plain paper can be used for printing test pages with this machine. You cannot select a paper source loaded with paper other than plain.


#### NOTE

- Test pages are not counted as part of the copy or print total page counts.

### <Auto Correct Color Tone>

---


 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Correct Color Tone Settings>

If the color of the printing is significantly different from the original document, this correction adjusts the printing so that it more closely matches the original document.  **Adjusting Color Tone(P. 874)**

### <Register Correction Pattern>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Correct Color Tone Settings>

To create an adjustment standard of your choice for color adjustment, register an adjustment standard.  **Adjusting Color Tone(P. 874)**

### <Job Type to Apply To>

---


 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Correct Color Tone Settings>

Set whether to perform color adjustment for copy jobs and print jobs.

### <Correct Density>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

If the density of the printing is significantly different from the original document, this correction adjusts the printing so that it more closely matches the original document.  **Adjusting Density(P. 876)**

### <Correct Shading>


---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

If the image areas of the printing have uneven density, this correction adjusts the printing so that the density is even. **▶ Correcting Uneven Density(P. 877)**

### <Auto Correct Color Mismatch>


---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

If the colors of printing run or blur, color mismatch (color misregistration) may have occurred. This correction adjusts the printing so that color mismatch does not occur. **▶ Correcting Color Mismatch(P. 879)**

### <Full Color Printing Vividness Settings>


---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

This setting enables you to make colors more saturated when performing color printing. **▶ Making Colors More Vivid(P. 880)**

### <Fine Adjust Zoom>


---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

If the size of the image copied is significantly different from the original document, fine adjustment is performed so that the printing more closely matches the size of the original document. **▶ Adjusting Image Size(P. 881)**

### <Dither Pattern Settings>


---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

Set the dither pattern to change the way printed images are reproduced. **▶ Setting the Dither Pattern(P. 882)**

### <Color Balance>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

This setting enables you to perform fine adjustment to the density and strength of the color balance. **▶ Adjusting Color Balance(P. 884)**


## <Adjust Action>

---

This section describes the copy and print finishing settings, such as adjusting the saddle stitch position.

### <Saddle Stitch Staple Repositioning>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

Feeds papers to the saddle sticher unit and staple them several times, and performs the saddle stitch staple repositioning procedure. The machine performs this adjustment procedure after you clear a paper jam or replace the staple cartridge.

#### IMPORTANT

- Only use 330×482 mm, 320×450 mm, 305×457 mm, A3, B4, A4R, 11" x 17", LGL, or LTRR paper for the saddle stitch staple repositioning procedure.
- Make sure to remove all output booklets from the booklet tray before performing the saddle stitch staple repositioning procedure.

#### NOTE

- Paper that is required for the saddle stitch staple repositioning procedure is automatically fed to the saddle sticher unit by the machine.

### <Change Fold/Stitch Position>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

If you notice that the saddle stitch position of the paper is not exactly in the middle of the booklet, you can make adjustments to the saddle stitch position to compensate for this error. Adjust the folding position of the paper and the saddle stitch position at the same time. [▶ Adjusting the Saddle Stitch Position\(P. 885\)](#)

### <Adjust Saddle Stitch Fold Position>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

If you notice that the folds of the paper are not exactly in the middle of the booklet, you can make adjustments to the fold placement to compensate for this error. This mode enables you to adjust the folding position without changing the stapling position. [▶ Adjusting the Saddle Stitch Folding Position\(P. 886\)](#)

### <Switch Finisher Puncher Mode>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

You can set whether to give priority to the punching speed or to precision.

### <Adjust Fold Position>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

You can adjust the paper folding position. [▶ Adjusting the Paper Folding Position\(P. 887\)](#)

### <Time Until Stapling Starts in Stapler Mode>

---

 ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

You can set the time until stapling is performed after inserting paper when using manual stapling.

## <Maintenance>


---

13WH-0JW

This section describes how to use the auto cleaning function for the main unit and feeder.

### <Clean Inside Main Unit>


---

 ▶ <Adjustment/Maintenance> ▶ <Maintenance>

If streaks appear on printed paper or part of the image is missing, execute <Clean Inside Main Unit>. ▶  
**Cleaning the Interior(P. 835)**

### <Clean Feeder>


---

 ▶ <Adjustment/Maintenance> ▶ <Maintenance>

If streaks appear on originals scanned with the feeder or paper that is printed, execute <Clean Feeder>. ▶  
**Cleaning the Feeder(P. 831)**

### <Original Scanning Area Cleaning Method>

---

 ▶ <Adjustment/Maintenance> ▶ <Maintenance>

Start the video that shows how to clean the platen glass.

## <Function Settings>

This section describes the settings for functions such as Copy, Printer, and Fax.

### NOTE

- Some settings can only be set by the Administrator.

Item	Description
▶<Common>(P. 760)	This section describes settings for functions such as Paper Feed Settings, Paper Output Settings, Print Settings, Scan Settings, and Generate File.
▶<Copy>(P. 772)	This section describes how to specify the copy settings.
▶<Printer>(P. 774)	This section describes how to specify printer settings.
▶<Send>(P. 775)	This section describes how to specify scan and send settings.
▶<Receive/Forward>(P. 788)	This section describes how to receive E-mail and fax settings.
▶<Store/Access Files>(P. 797)	This section describes the settings for scanning originals and printing stored files.
▶<Print>(P. 800)	This section describes the print settings.
▶<Hold>(P. 802)	This section describes settings of the hold settings.
Web Access	This section describes settings of web browser. For details, see "Web Access."

## <Common>


---

This section describes settings for functions such as Paper Feed Settings, Paper Output Settings, Print Settings, Scan Settings, and Generate File.

### <Paper Drawer Auto Selection On/Off>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings>

When copying/printing with the machine, a paper source loaded with the required paper size can be automatically selected and another paper source loaded with the same paper can be automatically switched to when paper runs out. This setting enables the paper source to be automatically switched for each function, such as the Copy or Print function.  **Automatically Selecting the Paper Source Depending on Function (P. 151)**

### <Paper Drawer Auto Selection Based on Color>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings>

Automatically selects the paper source according to the settings selected in <Select Color> when copying.

### <Feed Method Switch>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings>

When using paper with different front and reverse sides, such as paper with a logo printed on it, you can set this to <Print Side Priority> to print the first page to the front side for both one-sided and two-sided printing, without having to change the paper orientation.

## IMPORTANT

- The settings for Automatic Paper Selection and Auto Drawer Switching are disabled for paper sources with <Print Side Priority> set. The print speed is also slower when performing one-sided printing.


### <Suspended Job Timeout>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings>

If this setting is set to <On> and the machine does not have the specified paper when a job is received, that job is suspended and the machine prints the next job.

## NOTE

- If a job is suspended because paper has run out during the job, the next job is not processed even after the designated suspension time elapses.
- To automatically delete suspended jobs, see  **<Auto Delete Suspended Jobs>(P. 765)** .

### <Output Tray Settings>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can set the tray to output to for each function.




**IMPORTANT**

- If a certain tray reaches its stacking limit, the machine automatically uses another tray that is designated for the same function. However, it is recommended that you only designate one tray for fax/I-fax documents to prevent them from getting lost.

**NOTE**


- Select <Other> when printing reports.
- The priority order of the output destinations is determined by the order of the selected output trays. The priority is displayed as "1," "2," and "3."
- Paper sizes which can be output to each output tray differ depending on optional equipment attached to the machine, such as the finisher, etc. For more information, see **Optional Equipment(P. 1088)**.

**<Offset Jobs>**

 ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>


This enables you to shift the output for each job when multiple jobs are printed consecutively.

**<Job Separator Between Jobs>**

 ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

This enables you to insert the specified paper at the start of each job when multiple jobs are printed consecutively.

**<Job Separator Between Copies>**


 ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

This enables you to insert the specified paper each number of copy sets to divide the sets. If you set this, paper is inserted when printing with Collate (Page Order), Offset, or Staple.

**IMPORTANT**

- You cannot insert job separation sheets between copy sets in the following cases:  
If you are using the Group, Booklet, Saddle Stitch, or Fold mode, or if you are using tab paper

**<Unprocessed Tab Paper Forced Output>**

 ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can set whether to force to output excess tab paper that was not used.

**NOTE**


- For information on printing using tab paper, see **Loading Tab Paper(P. 133)**.

### <Action When Too Many Sheets to Staple>

 ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can specify the procedure to perform when there are too many sheets to staple.

#### NOTE

- For information on printing using stapling, see  **Finishing with the Stapler(P. 247)** .

### <Print Priority>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

A job that has a higher set priority can be set to print after the job currently being processed is complete.

#### NOTE

- If the same printing priority has been specified for multiple functions, printing starts with the first processed print job.
- Priority printing does not take place until the current job is complete. However, if the current job is paused, the printing of another job may start, depending on its settings.

### < Text/Photo Priority When Recognized as B&W by ACS >

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

You can set the quality to use when an original is detected to be black-and-white with auto color selection.

### <2-Sided Printing>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings> ▶ <Output Report Default Settings>

You can specify the 2-Sided Printing for printing reports such as Send TX Report and Communication Management Report.

### <Register Form>


 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

You can register image forms and superimpose them on output using the Superimpose Image function.

#### IMPORTANT

- Make sure you place the original that contains the image form on the platen glass. It is not possible to scan an image form from the feeder.

#### NOTE


- For information on the Superimpose Image function, see  **Superimposing Images(P. 278)** .

### <Image Quality Priority for Superimpose Image>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>



This mode enables you to set the machine to automatically select whether the print quality of your original has priority or the print quality of the stored image form has priority.

### <Register Characters for Page Numbering/Watermark>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

You can register/edit/delete user-defined text for <Page Numbering>/<Watermark>. It is useful if you always use the same text or watermark for <Watermark> in <Secure Watermark>, and <Page Numbering> and <Watermark> in the Copy function.

#### NOTE

- For information on <Watermark> in <Secure Watermark>, and <Page Numbering> and <Watermark> when copying, see  **Attaching Numbers and Symbols to Copies(P. 250)** and  **Embedding the "TOP SECRET" Text (Secure Watermark)(P. 300)** .



### <Copy Set Numbering Option Settings>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

In addition to Copy Set Numbering, you can add User Name, Date, and Text on the printout.

### <Forced Print of Recognition Information>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>


You can force to print the user ID, date, IP address, or serial number of the machine on the printout.  **Printing User Information on Documents(P. 627)**  **Embedding Invisible Text (Forced Secure Watermark)(P. 629)**

#### NOTE

- IPv6 addresses cannot be printed.

### <Forced Secure Watermark/Document Scan Lock>


 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings> ▶ <Secure Watermark/Doc. Scan Lock>

Secure Watermark/Document Scan Lock enables you to prevent information leakage. These functions can be set by administrator so that it is always reflected on the output by the general users.  **Embedding Information That Restricts Copying (Forced Document Scan Lock)(P. 632)**

#### IMPORTANT

- The Document Scan Lock mode does not guarantee restriction of unauthorized copying. You may not be able to restrict unauthorized copying or analyze tracking information, depending on the combination of settings and the output, such as a document with an image on the entire page.

**<Printer Driver Watermark/Document Scan Lock>**

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings> ▶ <Secure Watermark/Doc. Scan Lock>

When printing from a printer driver, you can select the functions set here for each job.

**IMPORTANT**

- If <Printer Driver Secure Watermark> and <Forced Secure Watermark> are set for a printer at the same time, Forced Secure Watermark is given priority.

**NOTE**

- If a login service has been set, the user name/Department ID of the user who logged in is printed.
- The watermark <CONFIDENTIAL> is printed if a login service is not set.
- To use this function, specify the following settings in the printer driver in advance. For details, see the help for the printer driver.

**<Adjust Background/Character Contrast>**

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings> ▶ <Secure Watermark/Doc. Scan Lock>

Adjusts the relative contrast of the hidden text and the background. The Secure Watermark effect can be tested by making a copy of a sample print. The following settings are specified here.

- <Relative Contrast>: Adjusts the relative contrast of the hidden text and the background.
- <Standard Value Settings>: Sets the density of the background.
- <Latent Area Density>: Sets the density of the text.

**IMPORTANT**

- Load A3, A4, LTR, or 11" x 17" size plain or heavy paper when making sample prints.

**NOTE****Sample Print**

- The sample print includes the hidden text and the background for each relative contrast value.
- The area within the frame on the sample print is the output sample for the currently set relative contrast value.

**Relative Contrast**

- Adjust the relative contrast while comparing the difference between the set standard value and the current latent area density, by referring to the sample print.
- If you increase the value for the relative contrast, the background gets denser, and if you decrease the value, the background gets lighter. When you select <White Letters on Colored Bkgnd.>, if you increase the value for the relative contrast, the text becomes denser, and if you decrease the value, the text becomes lighter.

**<Print Settings>**

- If you select <White Letters on Colored Bkgnd.>, set the standard value for the density of the text and the latent area density for the density of the background.

### <Standard Value Settings>


- If you increase the value for the standard value, the background gets denser, and if you decrease the value, the background gets lighter. When <White Letters on Colored Bkground.> is selected, if you increase the standard value, the text gets denser, and if you decrease the value, the text gets lighter.
- When changing the adjustment area on the sample print for the relative contrast, specify settings for <Standard Value Settings>.
- If you changed the standard value, adjust <Latent Area Density> so that the density of the inner square set in the standard value for the standard value sample print gets closer.
- To set a background density that differs from the most even secure watermark image in the standard value sample print, it is necessary to adjust <Latent Area Density> to a density close to the background density.

### <Latent Area Density>

- If you increase the value for <Latent Area Density>, the text becomes denser, and if you decrease the value, the text becomes lighter. When <White Letters on Colored Bkground.> is selected, if you increase the value in <Latent Area Density>, the background gets denser, and if you decrease the value, the background gets lighter.

### <Adjust TL Code>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings> ▶ <Secure Watermark/Doc. Scan Lock>

You can adjust the density of the TL code to be embedded in the document.  **Using TL Code to Restrict Copying(P. 634)**

### <QR Code Print Position>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings> ▶ <Secure Watermark/Doc. Scan Lock>

You can specify the position of a QR code.  **Using QR Code to Restrict Copying(P. 636)**

### <Quickly Exit Sleep Mode for Print Job>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>


If you perform LPD/RAW printing while the machine is in sleep mode, it may take some time to start printing. If this setting is set to <On>, this time can be reduced.

### <Auto Delete Suspended Jobs>

 ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

You can set the suspension time for jobs suspended because the designated paper was not available when the job was issued. After the suspension time elapses, the suspended job is automatically deleted.

## NOTE

- To retain a suspended job without automatically deleting it, see  **<Suspended Job Timeout>(P. 760)** .

### <Feeder Jam Recovery Method>

 ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings>

You can select whether scanning will start again from the first page of the original or the page of the original in which scanning was interrupted if a paper jam occurs in the feeder.

**IMPORTANT**

- Direct sending of faxes does not support this setting. If a paper jam occurs while performing direct sending, the job will be canceled. In this case, set the job again.
- Depending on the location of a paper jam, it can be difficult to determine whether document scanning has been completed. If you have set <From Suspnd. Original> for <Feeder Jam Recovery Method> and you do not find until which page the document has been scanned, it is recommended that you cancel the job, and then execute it again.

**<Set Detection of Feeder Multi. Sheet Feed as Default>**

 ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings>

You can set whether to display a message on the screen when multiple sheets are fed. [▶Basic Operations for Sending Faxes\(P. 318\)](#) [▶Basic Operations for Scanning Originals\(P. 409\)](#)

**<Scanner Noise Settings>**

 ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings>

You can set whether priority is given to scanning speed or to noise reduction when the original is scanned from the feeder.

**<Streak Prevention>**

 ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings>

You can set whether to detect and prevent streaks when scanning originals.

**NOTE**

- When <On> is selected, extremely thin lines may be detected as streaks.

**<Speed/Image Quality Priority for B&W Scan>**

 ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings>

You can set whether priority is given to scanning speed or to image quality when performing black and white scanning from the feeder.

**<LTRR/STMT Original Selection>**

 ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings>

You can forcibly designate the way the machine handles LTRR and STMT originals that are placed on the platen glass.

**<Remote Scan Gamma Value>**

 ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings>

You can set the gamma value to use when scanning color documents into your computer through the Network Scan function. Select the gamma value most suited to your computer settings so that you can print the document with the optimal density.

**<Auto Online>**

 ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings>

Set this to <On> to automatically enable the remote scanner function when you press <Scanner> on the Main Menu screen.

**IMPORTANT**

- When the remote scanner function is enabled, you cannot use <Copy> and <Scan and Store>.

**NOTE**

- You can specify the time period in which you are logged out and the touch panel display returns to the default setting automatically.

**<Auto Offline>**

 ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings>

If the machine is connected to a network that is online, scanning is not possible with <Copy> or <Scan and Store>. If you set <Auto Offline> to <On>, the machine automatically goes offline when the time set in <Auto Reset Time> in <Preferences> (Settings/Registration) has elapsed.

**NOTE**

- If <Auto Reset Time> is set to 0, the machine automatically goes offline after approximately two minutes.
- You can specify the time period in which you are logged out and the touch panel display returns to the default setting automatically.

**<Image Quality Level for Limited Color/Compact>**

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>

If you select PDF (Low Color)/XPS (Low Color/Compact) as the file format when using <Scan and Send> or <Scan and Store>, you can set the image quality level of the document.

**IMPORTANT**

- This setting is disabled when sending a fax or I-fax.

**NOTE**

- If you scan an original with many colors when <Text> is selected for the original type, the data size and image quality will vary following compression, according to the selected image level. However, if the original is in monochrome or has few colors, it does not matter which image level you select.

### <PDF (Limited Color) Resolution Settings>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>

If you select PDF (Low Color) as the file format when using <Scan and Send> or <Scan and Store>, you can create a smaller PDF file by lowering the resolution.

### <OCR (Text Searchable) Settings>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>

If you select <OCR (Text Searchable)> for <PDF>, <XPS>, or <OOXML> as the file format, you can set the Smart Scan setting, and set the number of characters for the Auto (OCR) in File Name. Smart Scan is a mode that determines the text direction to detect the alignment when sending a document. Auto (OCR) in File Name is a mode that automatically uses the first text scanned by OCR in the document as its file name. The file name is specified in <File Name> in <Options> on the Scan and Send screen.

#### NOTE

- You cannot use the Auto (OCR) in File Name mode and the Encrypted PDF mode at the same time when sending a file.

### <Trace & Smooth Settings>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>

You can change the recognition rate of line drawings of the original when creating a file with outline graphics.

#### NOTE

- If you increase the value in <Graphics Recognition Level>, the data size also increases. It is recommended that you first use <Normal>, and if desirable results are not obtained, try increasing the recognition level to <Moderate> or <High>.
- This setting is disabled when sending a fax or I-fax.

### <OOXML Settings>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>

You can set the color graphics and background images when creating files with Office Open XML file format.

#### NOTE

- This setting is disabled when sending a fax or I-fax.

### <Include Background Images in Word File>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>

You can set whether to erase background images when generating Word files from scanned originals. Setting <Off> enables you to generate Word files which are easy to edit as unnecessary images are deleted.



### <Specify Minimum PDF Version>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>

You can specify the minimum version to assign when generating PDF files.

#### NOTE

- Depending on the functions set for the PDF files, the version assigned may be higher than that specified with this setting.

### <Format PDF to PDF/A>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>

You can create PDF files compliant with PDF/A-b1. This is suited for long-term storage because it guarantees that the visual quality of the PDF does not change with the machine or viewing software.

#### NOTE

- This setting is disabled when sending a fax or I-fax.
- The following PDF functions cannot be set if <Format PDF to PDF/A> is set to <On>.
  - Encryption
  - Reader Extensions
  - Visible Signature

### <Optimize PDF for Web>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>

You can create a PDF that displays only the pages that are already downloaded even when a file is still being downloaded.

#### NOTE

- This setting is disabled when sending a fax or I-fax.
- If you set <Optimize PDF for Web> to <On>, this setting can be used with one of the following settings:
  - Reader Extensions
  - Device Signatures
  - User Signatures

### <256-bit AES Settings for Encrypted PDF>

---

 ▶ <Function Settings> ▶ <Common> ▶ <Generate File>


When generating an encrypted PDF file, you can select <Acrobat 3.0 or Later/40-bit RC4>, <Acrobat 6.0 or Later/128-bit RC4>, <Acrobat 7.0 or Later/128-bit AES>, or <Acrobat 10.0 or Equivalent/256-bit AES> as the PDF

encryption level. If you want to use <Acrobat 9.0 or Equivalent/256-bit AES> rather than <Acrobat 10.0 or Equivalent/256-bit AES> as the encryption level, use this setting to change the selections you can make.

## NOTE


- This setting is disabled when sending a fax or I-fax.

### <Use Document Scan Lock>

 ▶ <Function Settings> ▶ <Common> ▶ <Doc. Scan Lock Operation Settings>

You can select the TL code or QR code for Document Scan Lock.

### <Document Scan Lock TL Code Settings>


 ▶ <Function Settings> ▶ <Common> ▶ <Doc. Scan Lock Operation Settings>

You can configure the settings for TL code.

## IMPORTANT


- If you convert a document with a TL code embedded to a generic file format (such as PDF and TIFF) using the functions described in <Scan and Send> or <Scan and Store>, the embedded information is not retained. Therefore, when you print the file after it has been converted, the settings in <Doc. Scan Lock Operation Settings> are not reflected.
- You can analyze the embedded information using the Document Scan Code Analyzer for MEAP that is supplied with the Document Scan Lock Kit. For more information, see the manual for Document Scan Code Analyzer for MEAP.

### <Document Scan Lock QR Code Settings>

 ▶ <Function Settings> ▶ <Common> ▶ <Doc. Scan Lock Operation Settings>

You can configure the settings for QR code.

### <Information Used for LDAP Server Authentication>


 ▶ <Function Settings> ▶ <Common> ▶ <Set Authentication Method>

You can specify the authentication method for accessing an LDAP server.

## NOTE

- <Device Login Authentication Information> is available only when using the same authentication information for logging in to the machine and accessing the LDAP server, and when using a login service which supports Integrated Authentication. For information whether the login service you are using supports Integrated Authentication, contact your local authorized Canon dealer.


### <Information Used for SMTP Server Authentication>

 ▶ <Function Settings> ▶ <Common> ▶ <Set Authentication Method>

You can specify the authentication method for accessing an SMTP server.

**<Information Used for File TX/Browsing Authentication>**

---

 ▶ <Function Settings> ▶ <Common> ▶ <Set Authentication Method>

You can specify the authentication method for accessing a file server.

## <Copy>

---

This section describes how to specify the copy settings.

### <Register/Edit Favorite Settings>

---

 ▶ <Function Settings> ▶ <Copy>

You can register a combination of settings frequently used when copying to a single button. You can also assign a name to the button.  **Registering a Combination of Frequently Used Functions(P. 159)**

### <Change Default Settings>

---

 ▶ <Function Settings> ▶ <Copy>

You can change the settings registered as default for the <Copy> function.

### <Register Options Shortcuts>

---

 ▶ <Function Settings> ▶ <Copy>

You can register modes in the shortcut keys displayed on the Copy screen. This feature is useful when you want to register frequently used functions.  **Registering a Combination of Frequently Used Functions(P. 159)**

### <Auto Collate>

---

 ▶ <Function Settings> ▶ <Copy>

If this setting is set to <On>, the machine can automatically switch between <Collate (Page Order)> and <Offset> for the finishing mode when originals are placed in the feeder. This is useful when making multiple sets of copies, because you do not need to remember to select the Finishing mode.

#### NOTE

- If a finisher is attached, <Collate (Page Order)> and <Offset> are set. However, if no finisher is attached, only <Collate (Page Order)> is set.

### <Auto Recognize Original Orientation>

---

 ▶ <Function Settings> ▶ <Copy>


If you set this setting to <On>, even if the orientation of the original you placed differs from the orientation set in the feeder, the image is rotated 90 degrees and copied according to the orientation of the original.

#### NOTE

- If you are enlarging A4 or A5 originals onto A3 copy paper, Auto Orientation is not performed even if it is set to <On>.
- Only the images of standard size originals up to A4 size can be rotated when the copy ratio is set to 100%.

### <Use Auto (Color/Black & White)>


---

 ▶ <Function Settings> ▶ <Copy> ▶ <Select Color Settings for Copy>

You can restrict usage of the color mode (Auto Color Select).

### <Use Full Color>

---

 ▶ <Function Settings> ▶ <Copy> ▶ <Select Color Settings for Copy>

You can restrict usage of the color mode (full color).

### <Speed Priority for Copying from Feeder>

---

 ▶ <Function Settings> ▶ <Copy>

You can give a priority to speed over accuracy when copying from feeder.

### <Job Separator Between Groups>

---

 ▶ <Function Settings> ▶ <Copy>

When copying two copies or more with <Group (Same Pages)> in <Finishing>, you can insert sheets between each page group. If you select <On>, select a paper source.

## <Printer>

---

13WH-0K1

This section describes the printer settings.

### <Output Report>

---

 ▶ <Function Settings> ▶ <Printer>

You can print reports for each printer driver.

### <Printer Settings>

---

 ▶ <Function Settings> ▶ <Printer>

Specify the printer settings.

For more information, see Setting the Machine (PS/PCL/UFR II Printer).

### <Restrict Printer Jobs>

---

 ▶ <Function Settings> ▶ <Printer>

If this setting is set to <On>, you can restrict jobs from the printer driver.

### <PDL Selection (Plug and Play)>

---

 ▶ <Function Settings> ▶ <Printer>

Select default Page Description Language (PDL).

## <Send>

---

This section describes how to specify the Scan and Send settings.

### <TX/RX User Data List>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Output Report>

You can print a list of the send/receive settings registered in the machine. [▶ Printing Reports and Lists\(P. 889\)](#)

### <Fax User Data List>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Output Report>

You can print a list of the fax settings registered in the machine. [▶ Printing Reports and Lists\(P. 889\)](#)

### <Register Favorite Settings>/<Edit Favorite Settings>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can register frequently used settings in a button of the machine for later use when scanning. You can also assign a name to a button and enter a comment. You can also delete or rename registered settings. [▶ Registering a Combination of Frequently Used Functions\(P. 159\)](#)

### <Display Confirmation for Favorite Settings>

---


 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can select whether to display a confirmation screen when recalling "Favorite Settings."

### <Default Screen>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can specify the screen to display when <Scan and Send> or  is pressed.

### <Restrict Address Book Use>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can change the settings registered as default for the <Scan and Send> function.

### <Change Default Settings>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can change and register some scan settings of <Fax> as default settings.

### <Register Options Shortcuts>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can register modes in the shortcut keys displayed on the <Scan and Send> screen. This feature is useful when you want to register frequently used functions. [▶ Customizing the Basic Features Screen\(P. 162\)](#)

### <TX Report>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

A TX Report is a report that enables you to check whether documents were sent correctly to their intended destinations. The machine can be set to print this report automatically after documents are sent or only when a

transmission error occurs. You can also specify the setting to print the first part of the document as part of the report to remind you of the document's contents.

## NOTE

- When sending a color document, <Report with TX Image> cannot be used to attach an image converted to black-and-white.

## <Communication Management Report>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can print or send document sending/receiving logs as a report. The machine can be set to print or send this report when the number of sent/received documents reaches 100 or at a specified time. The send/receive reports can also be printed or sent separately.

## NOTE

- The number you enter is the number of logs included in a report that is to be printed/sent.
- The number of logs printed or sent at the specified time is fixed to 100 when printing the report and a maximum of 2,000 when sending the report.

## <TX Terminal ID>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can select whether to add the sender information to the top of a sent document when sending a fax/I-fax. Information such as the fax number, name, and I-fax address of the machine is printed, enabling the recipient to check who sent the document.

## NOTE

- The settings of the server machine are used when sending remote faxes.

## <Delete Failed TX Jobs>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can select whether to automatically delete a document from memory when the sending/saving error occurs. Selecting <Off> enables you to resend/resave the documents that failed to send/save.

## <Retry Times>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can set the number of times that the machine tries to automatically resend data when the data cannot be sent because the recipient is busy sending or receiving, or when an error occurs.

## NOTE



- This setting is disabled when sending faxes.

### <Data Compression Ratio>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can set the compression ratio for color/grayscale scanned data.

#### NOTE

- If you want to select compact or trace & smooth for the PDF file format or select compact for the XPS file format, it is recommended that you set <Data Compression Ratio> to <Normal> or <Low Ratio>. If you set it to <High Ratio>, images may be output in low quality even if you select <Quality Priority> in <Generate File> ▶ <Image Quality Level for Compact>.
- This setting is disabled when sending faxes.

### <YCbCr TX Gamma Value>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

If you are sending a document in color or grayscale, you can specify the gamma value to use when converting scanned RGB image data to YCbCr. You can reproduce the image with the optimal image quality at the recipient by setting an appropriate gamma value.

#### IMPORTANT

- This setting is disabled for the following file formats:
  - PDF (Compact)
  - XPS (Compact)
  - PDF (Trace&Smooth)

### <Use Divided Chunk Send for WebDAV TX>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can divide data into chunks when sending with WebDAV. Chunked encoding is a function for sending a file with an unknown size by dividing it into chunks of a known length. It enables the sending time to be reduced because it is not necessary to calculate the size of the file before sending it.

#### IMPORTANT

- You may not be able to send files with chunked encoding, depending on certain conditions for the WebDAV server and proxy server.

### <Confirm TLS Certificate for WebDAV TX>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can check whether the TLS server certificate is valid when sending with WebDAV. You can verify the validity of the certificate and reliability of the certificate chain, as well as confirm the CN (Common Name).

## IMPORTANT

- If you do not verify the certificate, TLS communication is performed, even with an invalid certificate.

## NOTE

- If there is a problem with the certificate, WebDAV sending will fail.

### <Limit New Destination>

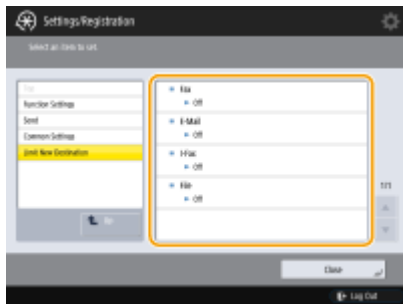
 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

When sending faxes and scanned data, the available destinations can be limited to the following three ways, to ensure that users cannot specify the destination by entering text.

- Destinations registered in the address book and one-touch buttons
- Destinations set in <Favorite Settings> and <Send to Myself>
- Destinations that can be searched for with an LDAP server

### ■ Restricting the Entry of New Destinations

- 1 Press .
- 2 Press <Function Settings> ▶ <TX> ▶ <Common Settings> ▶ <Limit New Destination>.
- 3 Select the functions you want to restrict destination entry for.



- 4 Press <OK> ▶ <OK>.

### <Always Add Device Signature to Send>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can select whether to always add a device signature to sent PDF/XPS files.

## NOTE

- If you set <Restrict File Formats> to <On>, files other than PDF/XPS files cannot be sent.

### <Limit E-Mail to Send to Myself>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can limit the destination that can be specified when sending e-mail to the e-mail address of the user that is logged in. This setting enables you to prevent information leaks due to transmission to a wrong destination.

#### IMPORTANT

- This setting applies to users with the GeneralUser role.

### <Restrict File TX to Personal Folder>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can limit the destination that can be specified when saving to a file server to the dedicated folder of the user that is logged in. This setting enables you to prevent information leaks due to transmission to a wrong destination.


#### IMPORTANT

- This setting applies to users with the GeneralUser role.

### <Personal Folder Specification Method>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

Users who log in with personal authentication management can create a Personal folder for individual use. A Personal folder can be specified as the send destination for scanned documents, and it can be created in a shared folder or on a file server.  **Configuring Personal Folders(P. 584)**


### <Settings for Sent Document Backup>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>

You can save a copy of a sent fax in a specified file server. The copy is converted into an electronic file such as PDF and saved at the same time as sending, allowing you to organize it neatly and compactly. This method also helps you easily manage the logs of documents because a folder categorized by sender name or date and time is automatically created in the server.

### ■ Saving Sent Fax Documents to a File Server

- 1 Press .
- 2 Press <Function Settings> ▶ <TX> ▶ <Common Settings> ▶ <Settings for Sent Document Backup>.
- 3 Press <On> for <Use Sent Document Backup Function>.
- 4 Press <Send Destination>, and select the destination.
- 5 Press <Folder Name>, and set the category for creating the destination folder.
- 6 Press <OK>.
- 7 In <File Format>, select the format for saving the sent data.


## 8 Press <OK>.


### <Display Notification When Job Is Accepted>

 ▶ <Function Settings> ▶ <TX> ▶ <Common Settings>


You can select whether to display a screen prompting you to check the communication status after sending/saving documents using <Fax> or <Scan and Send> on the Main Menu.

### <Register Unit Name>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>


You can register the name of your company or department as the unit name. The registered name is displayed/printed at the recipient as the sender information when you send an e-mail/I-fax.  **Fax Line Settings(P. 60)**

#### NOTE

- The e-mail address used in the login service appears in the From field on the recipient's machine for e-mail messages and I-fax documents.  **Registering User Information in the Local Device(P. 558)**
- If you press <E-Mail/I-Fax Settings> ▶ set <Specify Authentication User as Sender> to <On>, the e-mail address registered for the login user is displayed as the sender's name in the From field for the recipient, regardless of the login service being used.

### <Communication Settings>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can specify the settings for a mail server and an authentication method that you are using for e-mails/I-faxes.  **Setting E-mail/I-Fax Communication(P. 62)**

#### IMPORTANT

- If you set shorter than 10 minutes (excluding '0 min') for <POP Interval>, the machine will not completely enter the Sleep mode.

#### NOTE

- The machine can only receive I-faxes and communication error notices.

### <Specify Port Number for SMTP TX/POP RX>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can change the port number of the SMTP and POP.

### <S/MIME Settings>


 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can set S/MIME. If you set S/MIME, you can add a digital signature or encrypt the e-mail when using the e-mail/I-fax function.

## ■ Setting E-Mail Encryption

- 1 Press .
- 2 Press <Function Settings> ▶ <Send> ▶ <E-Mail/I-Fax Settings> ▶ <S/MIME Settings>.
- 3 Set encryption and the digital signature.
- 4 Press <OK>.

### NOTE

- It is necessary to register the public key certificate of the recipient in advance.  **Generating the Key and Certificate for Network Communication(P. 602)**

### <Confirm TLS Certificate for SMTP TX>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can check whether the TLS server certificate is valid when sending with SMTP. You can verify the validity of the certificate and reliability of the certificate chain, as well as confirm the CN (Common Name).

### IMPORTANT

- If you do not verify the certificate, TLS communication is performed, even with an invalid certificate.

### NOTE

- If there is a problem with the certificate, SMTP sending will fail.

### <Confirm TLS Certificate for POP RX>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can check whether the TLS server certificate is valid when receiving with POP. You can verify the validity of the certificate and reliability of the certificate chain, as well as confirm the CN (Common Name).

### IMPORTANT

- If you do not verify the certificate, TLS communication is performed, even with an invalid certificate.

### NOTE

- If there is a problem with the certificate, POP receiving will fail.

### <Maximum Data Size for Sending>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can set the maximum data size for outgoing e-mail messages and I-fax documents. If an e-mail message exceeds this data size limit, it is split up into several e-mail messages before being sent. However, if an I-fax transmission exceeds the data size limit, it is handled as an error, and not sent.

## NOTE

- Set the maximum data size for sending lower than the data limit for the mail server.

### <Default Subject>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can set the subject to specify automatically if you do not enter a subject when sending an e-mail/I-fax.

### <Specify Authentication User for Reply-To>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can select whether to set the e-mail address of a user who logs in to the machine with personal authentication management as the reply-to address when sending an e-mail/I-fax.

### <Specify Authentication User as Sender>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can select whether to display the e-mail address of a user who logs in to the machine with personal authentication management in the From field as the sender of received e-mail.

### <Allow Unregistered Users to Send E-Mail>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

When the machine is in use with personal authentication management, you can select whether to allow the sending of an e-mail from a user whose e-mail address is not registered in the machine. If <Off> is selected, users with their e-mail addresses registered can only send e-mails.

### <Full Mode TX Timeout>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can set the time before sending operations automatically terminate if an MDN (notification e-mail confirming the transmission result) is not received from the recipient when sending an I-fax in the <Full> mode.

### <Print MDN/DSN upon Receipt>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

In I-fax Full Mode, e-mail messages are sent to the machine from the recipient and the mail server, notifying you whether I-faxes are sent to destinations successfully or not. You can select whether to print these notification e-mails when the machine receives them.

### <Use Send via Server>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can select whether to allow users to change the setting of <Send via Server> when sending I-faxes.

## NOTE

- For I-fax, if <Send via Server> is set to <Off>, there is no size limit on the data that is sent, even if you enter the maximum data size for sending.

### <Allow MDN Not via Server>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

The machine receiving the I-fax can send an MDN (a notification e-mail for checking the sending result) to the IP address of the sending machine without going through a mail server.

### <Restrict TX Destination Domain>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can set to only allow sending to addresses in a specified domain when sending an e-mail or I-fax.

### <Auto Complete for Entering E-Mail Addresses>

 ▶ <Function Settings> ▶ <TX> ▶ <E-Mail/I-Fax Settings>

You can set to automatically display e-mail addresses registered in the Address Book or an LDAP server based on the initial characters of an e-mail address entry.

## NOTE

- E-mail addresses that are stored with an access number do not appear.

### <Default Screen>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can specify the screen to display when <Fax> or  is pressed.

### <Restrict Address Book Use>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can select whether to hide the Address Book and one-touch buttons on the Fax Basic Features screen, etc. to restrict use of the Address Book.

### <Change Default Settings>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can change and register some scan settings of <Fax> on the Main Menu as default settings.

### <Register Options Shortcuts>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can register modes in the shortcut keys displayed on the <Fax> screen. [▶ Customizing the Basic Features Screen\(P. 162\)](#)

### <Register Sender Name (TTI)>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can register any name as the sender name, such as the section or department's name, or an individual's name, and edit/delete registered names. The registered name is printed on paper at the recipient as the sender information when you send a fax.

## <Use Authentication User Name as Sender Name>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

If logging in with personal authentication management, the login name appears in <100> on the <Sender Name (TTI)> screen. If <On> is selected, the login name in <100> is used as the default setting for the sender name.

### NOTE

- If this setting is set to <Off>, the user name in <00> is used as the default setting for the sender name. For instructions on registering a user name, see  **Fax Line Settings(P. 60)** .

## <ECM TX>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can send faxes using the Error Correction Mode (ECM). ECM checks for fax data errors and corrects them.

### IMPORTANT

- If you want to transmit using ECM, the ECM function must also be set in the destination machine.
- If the communication speed appears to be extremely slow, you may be able to improve the speed by setting to <Off>.
- Even when you set ECM, errors can sometimes occur due to a poor telephone line connection.

## <Set Pause Time>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can set the number of seconds to pause when sending faxes. Some overseas dialing may not be successful when dialing the international access code, country code, and the destination's telephone number all at once. In such cases, inserting a pause after the international access code can make it easier to connect.

### NOTE

- Pauses entered at the end of dialed fax numbers are always 10 seconds long.

## <Auto Redial>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

Auto Redial enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs. If you activate this setting, you can set how many times the machine redials, the redial interval, and whether the document should be resent when there is an error.

## <Check Dial Tone Before Sending>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

If you are sending a fax from your machine at the same time another fax machine (made by a company other than Canon) is trying to send you a fax, your fax may end up being redirected to that fax machine, instead of the original destination you had intended. Activating this setting enables you to avoid such sending problems.



### <Fax TX Report>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

A Fax TX Report is a report that enables you to check whether faxes were sent correctly to their intended destinations. The machine can be set to print this report automatically after documents are sent or only when a transmission error occurs. You can also specify the setting to print the first part of the document as part of the report to remind you of the document's content.

#### NOTE

- Reports and lists can be printed on A3 or A4 paper. However, they may not be printable depending on the paper type.

### <Fax Activity Report>


 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can print or send fax document sending/receiving logs as a report. The machine can be set to print or send this report when the number of sent/received documents reaches 40 or at a specified time. The send/receive reports can also be printed or sent separately.

#### NOTE


- Reports and lists can be printed on A3 or A4 paper. However, they may not be printable depending on the paper type.

### <Register Unit Telephone Number>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Set Line> ▶ <Line X>


You can register the fax number to use when the fax is used on the machine. The registered fax number is printed on paper at the recipient as the sender information when you send a fax. [▶ Fax Line Settings\(P. 60\)](#)

### <Register Unit Name>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Set Line> ▶ <Line X>


You can register the name of your company or department as the unit name. The registered name is printed on paper at the recipient as the sender information when you send a fax. [▶ Fax Line Settings\(P. 60\)](#)

### <Select Line Type>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Set Line> ▶ <Line X>

You can set the type of telephone line connected to the machine. If this setting is incorrect, you will be unable to communicate with other machines. Be sure to check the type of telephone line that you are using, and make the correct setting. [▶ Fax Line Settings\(P. 60\)](#)


### <Edit Line Name for Select Line Screen>


 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Set Line> ▶ <Line X>

You can register the line name of a button displayed on the <Select Line> screen. [▶ Fax Line Settings\(P. 60\)](#)

### <Default Address List When Selecting Line>


---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Set Line> ▶ <Line X>

You can specify the type of address list that you want to display as the default setting when you use <Address Book> on the Fax Basic Features screen. This setting is only effective when you select the line to use on the <Select Line> screen.  **Fax Line Settings(P. 60)**

### <Select TX Line>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Set Line>

You can set the priority of a line to use for sending faxes as well as select a line that is not allowed to use.

## IMPORTANT

- Even if you set <Line 1> to <Prohibit TX>, Line 1 is still used for fax information services.

### <TX Start Speed>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can change the send start speed. This setting is useful when there is difficulty initiating the sending of a document due to a poor line condition.

### <R-Key Setting>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

If your machine is connected through a PBX (Private Branch Exchange), it is necessary to set the access method. You can set the PBX type to <Prefix> or <Hooking>. If you register the outside line access number in the R-key, you can easily access the outside line.

### <Confirm Entered Fax Number>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

To prevent sending a fax to an incorrect destination, you can select whether to display an entry confirmation screen when entering a fax number.

### <Allow Fax Driver TX>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can select whether to allow sending a fax from a computer.

### <Confirm Before Sending When Fax Dest. Included>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can select whether to display a destination confirmation screen when sending to destinations containing faxes. This helps prevent you from sending a fax to an incorrect destination.

### <Restrict Sequential Broadcast When Fax Dest. Included>


---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings>

You can select whether to restrict sending to multiple destinations containing faxes at the same time.


### <Remote Fax Server Address>

---

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Remote Fax Settings>


Specify the IP address or host name of the remote fax server machine.

### <TX Timeout>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Remote Fax Settings>


If the remote fax server machine does not respond for the time set for the TX Timeout, the remote fax job is canceled.

### <No. of TX Lines>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Remote Fax Settings>


You can set the number of lines you can select when sending remote faxes. Set the number of lines to the same number of telephone lines connected to the Remote Fax server machine.

### <Select Priority Line>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Remote Fax Settings>


You can specify the line to use when sending remote faxes.

### <Use IP Fax>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Remote Fax Settings>


You can select whether to use IP faxes.

### <IP Fax Communication Mode Settings>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Remote Fax Settings>

You can specify the communication mode to use when sending IP faxes.

### <Use Remote Fax>

 ▶ <Function Settings> ▶ <TX> ▶ <Fax Settings> ▶ <Remote Fax Settings>

You can specify whether to use the machine as a server machine for the Remote Fax function.

## IMPORTANT

- If you want to use the machine as a Remote Fax server machine, press <Network> ▶ set <Dedicated Port Settings> to <On>.

## <Receive/Forward>


---

This section describes how to specify receive settings.

### <TX/RX User Data List>

---

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Output Report>

You can print a list of the send/receive settings registered in the machine.  **TX/RX User Data List(P. 895)**

### <Fax User Data List>


---

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Output Report>

You can print a list of the fax settings registered in the machine.  **Fax User Data List(P. 895)**

### <Print on Both Sides>


---

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>

You can select whether to print received documents on both sides of paper.

### <Select Drawer>

---


 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>

You can set how the machine prints documents when there is no paper matching the size of the received document. There are four printing methods.

- <Switch A>  
The image is printed over two sheets of paper that have the same combined size as the received document.
- <Switch B>  
The image is printed with blank space on paper that has the same width as the received document.
- <Switch C>  
The image is reduced and printed on paper that differs in width from the received document.
- <Switch D>  
The image is printed on paper that is larger in size than the received document.

### <Reduce Fax RX Size>

---

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>


You can select whether to automatically reduce received documents so that the whole document is printed within the printable area of the paper.

## IMPORTANT

- If the area of the image which exceeds the printable area is smaller than 12 mm, the image on that area will not be printed, regardless of the settings specified here.

### <2 on 1 Log>

---

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>

You can select whether to print received documents of the same paper size onto a single sheet of paper. This setting is only available under the following conditions:


- You must select the same paper drawer for printing two consecutive pages of a received document.
- The paper in the selected paper drawer must be large enough for two consecutive pages to be printed out.

For example, if the A4 paper drawer is empty, but the A3 drawer is loaded, you can print two A4 originals onto a single sheet of A3 paper. On the other hand, if the A3 paper drawer is empty but the A4 drawer is loaded, you can print a reduced A3 original on A4 paper.

## NOTE


- If you set this to <On>, documents are printed with a dotted line in the middle. If you print the document with sender information, the dotted line is not printed in the area where the sender information is located.

### <Print RX Page Footer>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>

You can select whether to print information, such as reception time and page number, at the bottom of received documents.

### <YCbCr RX Gamma Value>


 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>

You can print received I-fax documents in the appropriate quality.

## NOTE


- This setting is disabled when receiving faxes.

### <Interrupt and Print RX Jobs>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>


You can set to suspend other jobs to print faxes/I-faxes when the machine receives them.

### <Use Forwarding Settings>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>

You can select whether to forward received documents to other destinations such as the Confidential Fax Inbox of the machine and an external file server. If you select <On>, specify the forwarding conditions in <Forwarding Settings>.

### <Handle Files with Forwarding Errors>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>

You can set how the machine handles documents that fail to be forwarded.

## NOTE

- If you press <Common Settings> ► set <Delete Failed TX Jobs> to <Off>, the documents with forwarding errors will be saved on the <Status Monitor/Cancel> screen, and the documents will not be processed according to the settings you specified here.

## <Forwarding Settings>

⚙️ ► <Function Settings> ► <Receive/Forward> ► <Common Settings>

You can specify the conditions for forwarding received documents. You can also set to forward all incoming documents to a specified destination without specifying any conditions.

### ■ Configuring Forwarding Settings

- 1 Press ⚙️.
- 2 Press <Function Settings> ► <Receive/Forward> ► <Common Settings>.
- 3 Press <Forwarding Settings>, and specify the required settings.
  - To register forwarding settings, press ⓐ <Change> and proceed to step 4.



#### ⓐ <Receive Method:> drop-down list

Select the reception method for the forwarding settings to display in the list.

#### ⓑ <Search>

You can search for forwarding settings using a keyword. To reset the results, press <Clear>.

#### ⓒ <Forward without Conditions>

You can specify the forwarding destination when forwarding settings are not registered or none of the set forwarding conditions are met.

#### ⓓ <E-Mail Priority>

If the forwarding destination is an e-mail address, you can set the e-mail priority for the e-mail.

#### ⓔ <Print List>

You can print the forwarding settings.

#### ⓕ <Details/Edit>

You can display the details of the forwarding settings. You can also edit the settings.

#### ⓖ <Register>

You can register forwarding settings.

#### ⓓ <Validate/Invalidate>

You can enable/disable registered forwarding settings.

#### ⓓ <Delete>

You can delete the registered forwarding settings.

- 4 Configure the forwarding conditions.



**a <Previous Settings>**

To use forwarding settings set previously, select <History 1>, <History 2>, or <History 3>.

- The three settings that are stored are retained even when the power is turned OFF.

**b <Specify Fwd. Time>**

Set the start time, end time, and day of the week, etc. for the forwarding.

**c <Forwarding Done Notice>**

Notifies the specified e-mail address when forwarding is complete.

**d <Notice Only for Errors>**

You can specify this setting only when <Forwarding Done Notice> is set. If you set this to <On>, the specified e-mail address is only notified when forwarding fails.

**e File Format**

You can specify the file format for forwarded images.

**f <Store/Print Received File>**

If you set this to <On> and the Memory Reception function to <On>, received files are stored in the Memory RX Inbox. If you set the Memory Reception function to <Off>, received files are printed.

**g <File Name>**

Enter a name to assign to forwarded documents.

- If the filename is not set, the first 24 characters of the forwarding condition name are entered as the filename. You can also change the filename.

**h <Forwarded To>**

Set the forwarding destination for received documents.

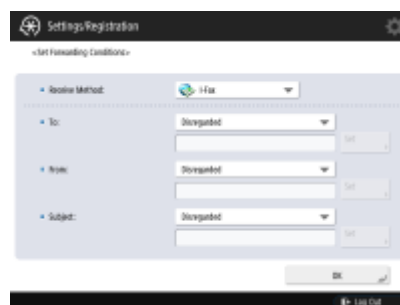
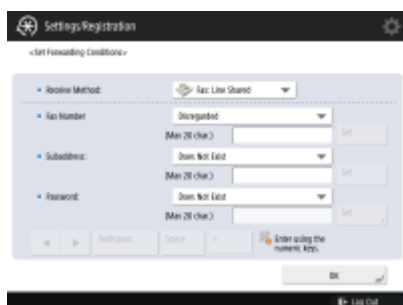
- Select <Address Book> to forward to other devices or an Advanced Space available to the outside as an SMB or WebDAV server. Select <Confidential Fax Inbox> to receive using the Confidential Fax Inbox.

**i <Forwarding Conditions>**

Displays the screen for setting forwarding conditions, enabling you to set the conditions for the reception method and recipient.

- Select a conditional expression from the drop-down list, and enter a condition using the <Set> button, as necessary.

Screen for setting forwarding conditions (fax) Screen for setting forwarding conditions (I-fax)



**j <Condition Name>**

You can assign a name for the forwarding condition.

## 5 Press <OK>.

- Forwarding settings are stored when you press <OK> on the registration or details/edit screen to complete registration.
- You cannot store settings that are the same as existing settings.

## 6 Enable the forwarding conditions.

- On the screen in step 3, select the forwarding condition, and press <Validate/Invalidate> to enable it.

## NOTE

- If the selected destination is a group address which contains a Mail Box, the received document will not be forwarded to (and stored in) that Mail Box.
- If you select <I-Fax> for <Receive Method>, you cannot specify a WebDAV server as the forwarding destination. If the selected destination is a group address which contains a WebDAV server, the document is not forwarded to the WebDAV server.
- You cannot select multiple destinations. To forward to multiple destinations, select a group address.

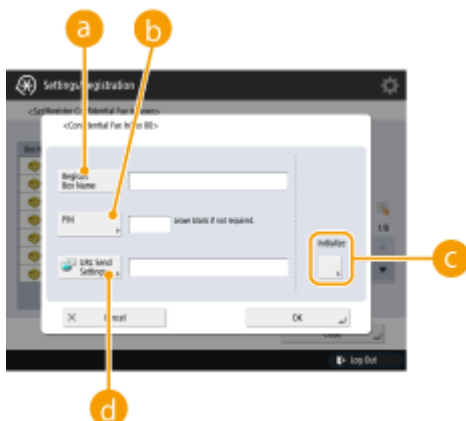
## <Set/Register Confidential Fax Inboxes>

ⓘ ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox>

You can assign a name for each Confidential Fax Inbox as well as set a PIN.

## ■ Setting/Registering Confidential Fax Inboxes

- 1 Press ⓘ.
- 2 Press <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>.
- 3 Press <Set Fax/I-Fax Inbox>.
- 4 Press <Set/Register Confidential Fax Inboxes>.
- 5 Select the box number ▶ specify each setting, and press <OK>.



- a <Register Box Name>**  
Register a name for the box.
- b <PIN>**  
Enter the PIN for the box.
- c <Initialize>**  
Initializes the box.
- d <URL Send Settings>**



Enables the URL for a box with documents saved can be sent via e-mail or checked on the Remote UI screen.

### IMPORTANT

- Since there is no way to check a registered PIN, make sure that you write down the PIN that you enter, and keep it in a safe place.

#### <Memory RX Inbox PIN>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox>


You can set a PIN for the Memory RX Inbox.

### IMPORTANT

- Since there is no way to check a registered PIN, make sure that you write down the PIN that you enter, and keep it in a safe place.


#### <Use Fax Memory Lock>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox>

You can select whether to save incoming faxes in the Memory RX Inbox of the machine without printing (Memory Reception). This function enables you to check saved documents before printing or deleting them from the Memory RX Inbox.  **Saving Received Documents in the Machine (Memory Reception)(P. 352)**

#### <Use I-Fax Memory Lock>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox>


You can select whether to save incoming I-faxes in the Memory RX Inbox of the machine without printing (Memory Reception). This function enables you to check saved documents before printing or deleting them from the Memory RX Inbox.  **Saving Received Documents in the Machine (Memory Reception)(P. 352)**

#### <Memory Lock Start Time>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox>

You can specify the time to activate the Memory Reception function. The machine will automatically switch to the Memory Reception mode at the specified time.

### ■ Setting the Start Time for Memory Reception

- 1 Press .
- 2 Press <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>.
- 3 Press <Set Fax/I-Fax Inbox>.
- 4 Press <Memory Lock Start Time>, and specify the required settings.



**a <Everyday>**

Set the time that memory reception starts.

**b <Specify Days>**

Set the day of the week and time that memory reception starts.

**c <Do Not Specify>**

Select this when you do not want to set a memory reception start time.

**NOTE**


- You can set <Everyday> for the memory reception start time and <Specify Days> for the memory reception end time (or vice-versa).

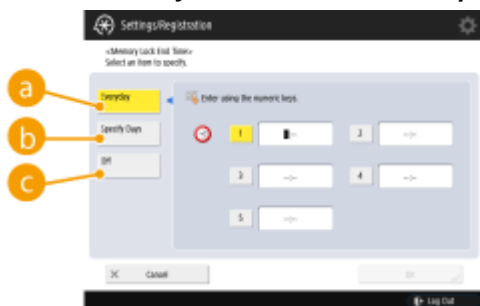
### <Memory Lock End Time>

▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox>

You can specify the time to deactivate the Memory Reception function. The machine will automatically cancel the Memory Reception mode at the specified time.

### ■ Setting the End Time for Memory Reception

- 1 Press .
- 2 Press <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>.
- 3 Press <Set Fax/I-Fax Inbox>.
- 4 Press <Memory Lock End Time>, and specify the required settings.



**a <Everyday>**

Set the time that memory reception ends.

**b <Specify Days>**

Set the day of the week and time that memory reception ends.

**c <Do Not Specify>**

Select this when you do not want to set a memory reception end time.

**NOTE**

- You can set <Everyday> for the memory reception start time and <Specify Days> for the memory reception end time (or vice-versa).

### <Divided Data RX Timeout>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox>


If a received I-fax is divided, the data finished being received is printed when the time specified here passes after the start of the reception, and the subsequent data is deleted.

### NOTE


- If you delete divided data, it cannot be combined to form a complete document, even if the remaining divided data is received later.
- Divided data cannot be printed as a regular image unless it has been combined.

### <Forward Temporarily Stored File to Memory RX Inbox>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox>

You can set the machine so that unprinted documents due to paper jams or lack of paper can be forwarded to the Memory RX Inbox of the machine. Forwarded documents can be printed later.  **Saving Received Documents in the Machine (Memory Reception)(P. 352)**

### <Always Send Notice for RX Errors>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings>

You can select whether to notify the sender that an I-fax was not received successfully.

### <ECM RX>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings>


You can receive faxes using the Error Correction Mode (ECM). ECM checks for fax data errors and corrects them.

### IMPORTANT

- To perform a communication using ECM, ECM needs to be set in both the sending machine and this machine.
- Even when you set ECM, errors can sometimes occur due to a poor telephone line connection.

### <Fax RX Report>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings>

A Fax RX Report is a report that enables you to check whether faxes were received correctly. The machine can be set to print this report automatically after documents are received or only when a reception error occurs.  **Fax RX Report(P. 894)**

### <Confidential Fax Inbox RX Report>

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings>

A Confidential Fax Inbox RX Report is a report that enables you to check whether documents were received in the Confidential Fax Inbox correctly. The machine can be set to print this report automatically after documents are received. **▶ Confidential Fax Inbox RX Report(P. 894)**

### <RX Start Speed>

---

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings>

You can change the receive start speed. This setting is useful when there is difficulty initiating the receiving of a document due to a poor line condition.

### <RX Password>

---

 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings>

You can set an ITU-T standard password. If a subaddress is not set in a document that was received from another party using the ITU-T standard, a reception password check takes place. If the password found does not match the password set with this setting, or if a password is not attached to the document, the document is not received.

## IMPORTANT

- Priority is given to the subaddress password if the received document is set with a subaddress, even if an RX password is set.

## NOTE

- ITU-T stands for International Telecommunication Union-Telecommunication Standardization Sector, which is the group that makes recommendations toward the standardization of worldwide telecommunications.

## <Store/Access Files>


---

This section describes the settings for storing scanned documents and printing stored files.

### <Register/Edit Favorite Settings>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Scan and Store Settings>

You can register frequently used settings in a button of the machine for later use when saving. You can also assign your favorite name to a button and check registered settings.  **Registering a Combination of Frequently Used Functions(P. 159)**

### <Change Default Settings>

---


 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Scan and Store Settings>

You can change the settings registered as default for the <Scan and Store> function.

### <Register/Edit Favorite Settings>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Access Stored Files Settings>

You can register frequently used settings in a button of the machine for later use when printing. You can also assign your favorite name to a button and check registered settings.  **Registering a Combination of Frequently Used Functions(P. 159)**

### <Change Default Settings>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Access Stored Files Settings>

You can change the settings registered as default for the <Access Stored Files> function.

### <Limit Box PIN to 7 Digits/Restrict Access>

---


 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings>

If you set this setting to <On>, users are forced to set a seven-digit PIN, thus enhancing security. The PIN for User Inboxes can set using at least one digit.

### <Set/Register Mail Boxes>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings>

You can set a PIN and name for a box as well as specify the period of time before files in a box are automatically deleted.  **Specifying the Mail Box Settings(P. 502)**

### <Time Until File Auto Delete>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings> ▶ <Settings for All Mail Boxes>

You can specify the period of time before files in boxes are automatically deleted.

### <Print When Storing from Printer Driver>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings> ▶ <Settings for All Mail Boxes>

You can select whether to print a file upon saving from a computer.

### <Display Print When Storing from Printer Driver>


---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings> ▶ <Box Security Settings>

If you set this setting to <Off>, the settings for <Print When Storing from Printer Driver> cannot be changed.

### <Unified Advanced Space Settings>


---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

You can batch specify the settings necessary to use the Advanced Space. **▶Setting Advanced Space to Public(P. 66)**

### <Open to Public>


---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

You can specify how to open the Advanced Space to the public. The machine can be opened externally as either an SMB or WebDAV server.

### <WebDAV Server Settings>


---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

You can specify the security settings to use when opening the machine externally as a WebDAV server.

### <Allow to Create Personal Space>


---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

You can select whether to allow a Personal Space to be created in the Advanced Space.

### <Delete All Personal Spaces>


---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

You can delete all Personal Spaces in the Advanced Space.

### <Initialize Shared Space>


---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

You can delete all folders and files stored in the Shared Space of the Advanced Space.

### <Prohibit Writing from External>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

For users that accessed the machine via a computer or another imageRUNNER ADVANCE series machine, you can select whether to prohibit those users from creating a folder or saving a file in the Advanced Space opened externally.

## IMPORTANT

- Even if this setting is set to <On>, you can send to the Advanced Space of the machine using <Scan and Send> if you specify the address of the machine on the network (the loopback address). Specify the following IP address and host name for the loopback address.
  - IPv4: 127.0.0.1
  - IPv6: 0:0:0:0:0:0:1 or ::1
  - Host name: localhost\

### <Authentication Management>


---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

You can select whether to manage the authentication of users who access the Advanced Space. To allow a Personal Space to be created, you need to set this setting to <On>.

### <File Formats Allowed for Storing>


---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

You can set the file formats allowed for saving in the Advanced Space.

### <Save Operation Log>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Advanced Space Settings>

You can select whether to create operation logs for the Advanced Space. If you have operation logs performed to the Advanced Space, you can check and trace the recorded user operations using the Remote UI. In addition, the logs can be saved to a computer in the CSV format. [▶ Managing the Logs\(P. 676\)](#)

### <Network Place Settings>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Network Settings>

You can register the Advanced Space of another imageRUNNER ADVANCE series machine or a Windows server as an external reference. [▶ Connecting to the Other Devices\(P. 68\)](#)

### <Protocol for External Reference>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Network Settings>

You can select the protocol to use when accessing the Advanced Space of another imageRUNNER ADVANCE series machine or a Windows server which is opened externally. [▶ Connecting to the Other Devices\(P. 68\)](#)

### <Confirm TLS Certificate for Network Access>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Network Settings>

You can confirm whether the TLS server certificate is valid when accessing the Advanced Space of another imageRUNNER ADVANCE series machine or a Windows server. You can verify the validity of the certificate and reliability of the certificate chain, as well as confirm the CN (Common Name). [▶ Connecting to the Other Devices\(P. 68\)](#)

### <Use Scan/Print Function>

---

 ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Memory Media Settings>

Specifying this setting enables you to save documents stored in memory media, as well as print files in memory media. [▶ Restricting the Use of Memory Media\(P. 624\)](#)

## <Print>

---

This section describes the print settings.

### <Forced Hold>

---

 ▶ <Function Settings> ▶ <Print>

Specify the settings for the forced hold printing.  [Configuring the Forced Hold Printing Settings\(P. 621\)](#)

### <Job Storage Period>

---

 ▶ <Function Settings> ▶ <Print>

Specify the time period for storing jobs.

### <Delete Job After Printing>

---

 ▶ <Function Settings> ▶ <Print>

Specify whether to delete jobs after they are printed.

### <Only Allow Encrypted Print Jobs>

---

 ▶ <Function Settings> ▶ <Print>

You can set the machine to only receive encrypted secure print jobs from computers.

### <Include Domain as User Recognition Condition>

---

 ▶ <Function Settings> ▶ <Print>

Specify whether to determine print jobs of a login user by "user name + domain name" or only "user name". Depending on your environment, if print jobs are not correctly determined as My Jobs, they can be correctly determined as jobs of the login user by selecting <Off> and excluding "domain name".

### <Display Other User Jobs>

---

 ▶ <Function Settings> ▶ <Print>

Specify whether to display the jobs from users other than the authorized user.

### <Restrict Deletion of Other User Jobs>

---

 ▶ <Function Settings> ▶ <Print>

Specify whether users other than the authorized user can delete jobs.

### <Match Case for User Name>

---

 ▶ <Function Settings> ▶ <Print>

Specify whether to set the machine to distinguish uppercase and lowercase characters for user names.

#### NOTE

- This setting is applied to the whole user names including domain names.



## <Display Same Group User Jobs>

---

 ▶ <Function Settings> ▶ <Print>

Specify whether to display other user's job within the same group.

### NOTE

- Documents with the same group information as the logged-in user are displayed. Groups are distinguished by Department ID.
- If you log in with Administrator privileges when the System Manager ID is registered, other user's jobs may not be displayed.

## <Hold>

---

13WH-0K6

This section describes the Job Hold settings.

### <Use Hold Function>

---

 ▶ <Function Settings> ▶ <Hold>

You can set whether to use the Job Hold function.

### <Time Until Hold Job Auto Delete>

---

 ▶ <Function Settings> ▶ <Hold>

You can set the time that has to elapse before hold jobs are automatically deleted.

### NOTE

- Held jobs are automatically deleted after a certain period of time or if the job ticket is edited or a job operation is performed.

### <Store PS/PDF Data to Hold>

---

 ▶ <Function Settings> ▶ <Hold>

You can set to store PS/PDF data jobs, which are executed with LPR protocol, in the Hold Queue.

## <Set Destination>

---

You can specify the settings for registering and changing destinations.

### <Register Destinations>

---

 ▶ <Set Destination>

You can print a list of destinations registered in the Address Book or one-touch buttons. **▶Printing a List of Settings(P. 895)**

### IMPORTANT

- Even if you set **▶<Manage Address Book Access Numbers>(P. 803)** to <On>, all destinations including those stored with access numbers are printed.

### <Register Destinations>

---

 ▶ <Set Destination>

You can register destinations to the address book of the machine. **▶Registering Destinations in the Address Book(P. 188)**

### <Rename Address List>

---

 ▶ <Set Destination>

You can rename each address list.

### <Register One-Touch>

---

 ▶ <Set Destination>

You can register destinations to the one-touch buttons of the machine. **▶Registering a Destination in a One-Touch Button(P. 200)**

### <Change Default Display of Address Book>

---

 ▶ <Set Destination>

You can specify the type of the Address Book to display when you press <Address Book> on the Fax Basic Features screen or the Scan and Send Basic Features screen.

### <Address Book PIN>

---

 ▶ <Set Destination>

You can set a PIN for the Address Book. **▶Restricting Use of the Address Book(P. 614)**

### <Manage Address Book Access Numbers>

---

 ▶ <Set Destination>

You can select whether to allow users to set an access number for a destination when registering in the Address Book. **▶Restricting Use of the Address Book(P. 614)**

### <Include Password When Exporting Address Book>

 ▶ <Set Destination>

If you set this setting to <On>, you can select whether to include the passwords registered for destinations when exporting the Address Book using the Remote UI.

#### NOTE

- You can set whether to export the following passwords:
  - The password for subaddress transmission set in fax destinations
  - The authentication password set for file server destinations (including the Advanced Space that is opened externally)

### <Register LDAP Server>

 ▶ <Set Destination>

You can specify the settings of an LDAP server, such as a server name and server address, you are using when searching for or registering destinations. [▶ Registering the LDAP Server\(P. 49\)](#)

### <Auto Search When Using LDAP Server>

 ▶ <Set Destination>

If you set this setting to <On>, you can select whether to automatically start searching for destinations when accessing an LDAP server from the machine. All users with fax numbers or e-mail addresses registered are displayed as the search results.

### <Confirm TLS Certificate for LDAP Server Access>

 ▶ <Set Destination>


You can select whether to verify SSL certificates when connected to an LDAP server.

### <Change Default LDAP Search Conditions>

 ▶ <Set Destination>

You can register frequently used search conditions as the default settings for searching an LDAP server.

## ■ Registering the Default Search Conditions for Each LDAP Server

- Press .
- Press <Set Destination> ▶ <Change Default LDAP Search Conditions> ▶ <Register>.
  - To restore the default search conditions, press <Initialize>.
- Configure the search conditions.
- Press <On>.

#### NOTE

- You may have to set up the LDAP servers beforehand, depending on the network environment.

- Searching by organization/organizational unit may not be possible, depending on the information registered in an LDAP server.
- You can add other search attributes. ▶<Register/Edit LDAP Search Attribute>(P. 805)


### <Register/Edit LDAP Search Attribute>

---

 ▶ <Set Destination>

You can add search items to use when searching an LDAP server.

#### ■LDAP Search Attributes

- 1 Press .
- 2 Press <Set Destination> ▶ <Register/Edit LDAP Search Attribute>.
- 3 Select <Not Registered 1> or <Not Registered 2>, and press <Register/Edit>.
  - To edit a search attribute, select a registered attribute, and press <Register/Edit>.
  - To delete a search attribute, press <Delete>.
- 4 Specify <Display Name> and <Attribute Name>, and press <OK> ▶ <Close>.

#### NOTE

- You cannot edit or delete names, e-mail addresses, fax numbers, organizations, or organizational units.


### <Settings for Search by Name When Using LDAP Server>

---

 ▶ <Set Destination>

You can specify the attribute used when searching an LDAP server for destinations by name using "Search by Name."

#### ■Configuring to "Search by Name" for LDAP Searches

- 1 Press .
- 2 Press <Set Destination> ▶ <Settings for Search by Name When Using LDAP Server>.
- 3 Set <Name Type for Search Attribute> and <Filter>, and press <OK>.

### <Acquire Address Book>

---

 ▶ <Set Destination> ▶ <Acquire Remote Address Book>

You can specify whether to use the Address book of another imageRUNNER ADVANCE series machine on the network as the Remote Address Book.

### <Remote Address Book Server Address>

---

 ▶ <Set Destination> ▶ <Acquire Remote Address Book>

You can specify the IP address or the host name of a device that opens the Remote Address Book externally. The IP address can be specified using IPv4 or IPv6.

### <Communication Timeout>

---

 ▶ <Set Destination> ▶ <Acquire Remote Address Book>

You can set the communication timeout. When a device opening a Remote Address Book does not respond within the specified time, the machine stops trying to obtain destinations from the device.

### <Fax TX Line Auto Select Adjustment>

---

 ▶ <Set Destination> ▶ <Acquire Remote Address Book>

You can set whether to automatically select the fax line instead of using the line registered to the destination, when sending a fax to a destination obtained from a Remote Address Book.

### <Make Address Book Open>

---

 ▶ <Set Destination> ▶ <Acquire Remote Address Book>

You can select whether to open the Address Book of this machine to another imageRUNNER ADVANCE series machine on a network.

### <Use URI When Registering New Fax Destination>

---

 ▶ <Set Destination>

You can set whether to enable specification of a URI address to register the destination. For more information, see the IP FAX Expansion Kit User's Guide.

### <Use Personal Address List>

---

 ▶ <Set Destination>

You can select whether to use a personal Address Book of a user who logs in to the machine with personal authentication management.

### <Use User Group Address List>

---

 ▶ <Set Destination>

You can select whether to use a User Group Address List.

## <Management Settings>

---

13WH-0K8

You can configure the settings related to management of users, devices, and data, etc., for secure and efficient use of the machine.

Item	Description
▶<User Management>(P. 808)	You can configure the settings for managing users of the machine with a user authentication application.
▶<Device Management>(P. 810)	You can manage information about the hardware and operations, as well as various data required when using the machine functions.
▶<License/Other>(P. 814)	You can register licenses and configure the settings related to the software and system options available for the machine.
▶<Data Management>(P. 816)	You can configure settings to utilize the machine settings or data such as address lists, or to manage the hard disk securely.
▶<Security Settings>(P. 818)	You can specify the settings related to the user authentication function, password, and encryption.

## <User Management>


---

13WH-0K9

You can configure the settings for managing users of the machine with a user authentication application.

### <Change Password>

---

 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>

The users registered in the machine can change their own login password. This setting is not displayed for users that have logged in with Administrator privileges.

### <Register/Edit Authentication User>


---


 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>

Select to register users in the machine and specify the user information, such as the password and privilege level.  **Registering User Information in the Local Device(P. 558)**

### <Use User Authentication>


---



 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>

Select whether to enable the personal authentication management function. You can also select which login methods to use for user authentication.  **Configuring the User Login Methods and Authentication Devices(P. 568)**

### <Display Button on Settings Menu>


---


 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management> ▶ <IC Card Authentication>

Select whether to add buttons for corresponding operations to the menu that is displayed by using  on the top right corner of the login screen.  **Configuring the User Login Methods and Authentication Devices(P. 568)**

### <Number of Caches for Login Users>


---



 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management> ▶ <Keyboard Authentication>

Select whether to display the names of users who previously logged in in a drop-down list on the login screen. Select <0> to hide the login history, and select <1> to display only the name of the user who logged in most recently.  **Configuring the User Login Methods and Authentication Devices(P. 568)**

### <Display Button to Change Password on Settings Menu>

---


 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management> ▶ <Keyboard Authentication>

Select whether to allow users to change passwords by using  on the top right corner of the login screen.  **Configuring the User Login Methods and Authentication Devices(P. 568)**

### <Login Screen Display Settings>

---


 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>

Specify when to display the login screen by selecting either "when you start using the machine" or "after a function button is pressed." If "after a function button is pressed" is selected, you can specify the functions that require user login.  **Specifying When to Display the Login Screen(P. 574)**



### <Functions to Restrict>


---

 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>

Select whether to restrict use of particular functions when personal authentication management is enabled. ▶ **Configuring the User Login Methods and Authentication Devices(P. 568)**

### <Restrict Job from Remote Device without User Auth.>


---

 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>

Select whether to apply personal authentication management to printing, faxing, and remote scanning via a computer. ▶ **Using Personal Authentication to Manage Printing/Faxing/Remote Scanning via a Computer(P. 576)**

### <Default Role When Registering User>

---

 ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>

Select the role to apply to users in situations such as when no privileges are set. ▶ **Configuring the User Login Methods and Authentication Devices(P. 568)**

### <System Manager Information Settings>


---

 ▶ <Management Settings> ▶ <User Management>

Set the System Manager information for the machine. ▶ **Changing the System Manager ID and PIN(P. 579)**

### <Department ID Management>

---

 ▶ <Management Settings> ▶ <User Management>

Select whether to manage users in groups by assigning users to Department IDs. ▶ **Configuring the Department ID Management Settings(P. 581)**

## <Device Management>


---

13WH-0KA

You can specify settings related to the management of the device and optional products.

### <Device Information Settings>

---


 ▶ <Management Settings> ▶ <Device Management>

Enter the name and the installation location to identify the machine.

### <Device Information Distribution Settings>

---

 ▶ <Management Settings> ▶ <Device Management>

Set the machine to send various machine settings (device information) over the network and automatically apply to other Canon multifunction printers.  **Distributing the Device Information to Other Canon Multifunction Printers(P. 713)**

### <Finisher Tray A>

---

 ▶ <Management Settings> ▶ <Device Management> ▶ <Limited Functions Mode>

Select whether to disable Output Tray A of the finisher.

### <Finisher Tray A/B>

---

 ▶ <Management Settings> ▶ <Device Management> ▶ <Limited Functions Mode>

Select whether to disable Output Tray A/B of the finisher.

### <Finisher Saddle Stitch Unit>

---

 ▶ <Management Settings> ▶ <Device Management> ▶ <Limited Functions Mode>

Select whether to disable the saddle stitcher unit of the finisher.

### <Finisher Puncher>

---

 ▶ <Management Settings> ▶ <Device Management> ▶ <Limited Functions Mode>

Select whether to disable the puncher unit that is installed in the finisher.

### <Confirm Device Signature Certificate>

---

 ▶ <Management Settings> ▶ <Device Management>

Check the detailed settings of a device signature certificate. You can also check whether the certificate is valid.

### <Confirm User Signature Certificate>

---

 ▶ <Management Settings> ▶ <Device Management>

Check the detailed settings of a user signature certificate available for the logged-in user. You can also check whether the certificate is valid.

### <Certificate Settings>

---

 ▶ <Management Settings> ▶ <Device Management>


You can manage keys/certificates, CA certificates, and certificate revocation lists (CRL) that are used on the machine.

 **Generating the Key and Certificate for Network Communication(P. 602)**

- ▶ **Generating a Device Signature Certificate(P. 639)**
- ▶ **Registering a User Signature Certificate(P. 640)**
- ▶ **Generating a Key and Certificate Signing Request (CSR)(P. 667)**

### <Display Job Status Before Authentication>


---

 ▶ <Management Settings> ▶ <Device Management>

Select whether to restrict access to the <Status Monitor/Cancel> screen when using a login service.

### <Restrict Access to Other User Jobs>


---

 ▶ <Management Settings> ▶ <Device Management>

Select whether to restrict users from performing operations on the jobs of other users on the <Status Monitor/Cancel> screen when User Authentication is used.

### <Display Job Log>


---

 ▶ <Management Settings> ▶ <Device Management>

Select whether to display job logs on the <Status Monitor/Cancel> screen. You can also select whether to allow device management software to retrieve job logs from the machine. ▶ **Basic Screens on the Touch Panel Display(P. 94)**

### <Save Audit Log>

---

 ▶ <Management Settings> ▶ <Device Management>

Select whether to start log recording. For information on the types of logs, see ▶ **Specifications(P. 1029)** .

▶ **Starting Log Recording(P. 676)**


▶ **Specifications(P. 1029)**

## IMPORTANT

- If this is set to <On>, the ▶ **<Adjust Time>(P. 737)** setting cannot be used.

### <Retrieve Network Authentication Log>


---

 ▶ <Management Settings> ▶ <Device Management>

Select whether to start log recording for authentication performed when the machine is accessed via the network, such as when printing from a computer or accessing the Advanced Space.

### <Store Key Operation Log>

---

 ▶ <Management Settings> ▶ <Device Management>

Select whether to save a log of the key operations performed by users. By analyzing the stored logs, you can survey how the machine is being used.

## NOTE

- When the log is output, PINs, passwords, and information obfuscated by the settings for <Restrict Access to Other User Jobs>, etc., are output as masked characters. Therefore, confidential information cannot be leaked externally.

- For information on interpreting and outputting saved logs, contact your local authorized Canon dealer.

### <Restrict Service Representative Access>

 ▶ <Management Settings> ▶ <Device Management>

You can set the machine to restrict changes in user information or security-related settings when the machine is inspected or repaired by your local authorized Canon dealer.


#### NOTE

- Even when this is not set to <On>, you can check the audit log for past operations if the service representative has changed user information or security-related settings.


### <Synchronize Custom Settings (Client)>


 ▶ <Management Settings> ▶ <Device Management>

You can synchronize the personalized data of multiple Canon multifunction printers on a network. Even for the server machine, it is necessary to enable this setting if you wish to operate the machine as the client machine.

 **Starting Setting Synchronization(P. 708)**

### <Synchronize Custom Settings (Server)>

 ▶ <Management Settings> ▶ <Device Management>


You can synchronize the personalized data of multiple Canon multifunction printers on a network. However, it is also necessary to enable this setting in a single machine to function as the server for the multifunction printers performing synchronization.  **Starting Setting Synchronization(P. 708)**

### <Enable Use of Personal Settings>

 ▶ <Management Settings> ▶ <Device Management> ▶ <Manage Personal Settings>




Select whether to enable users that are logged into the machine to register their personal settings, such as the display language, accessibility settings, and the screen to display after startup/restoration.

### <Action When Maximum Number of Users Exceeded>

 ▶ <Management Settings> ▶ <Device Management> ▶ <Manage Personal Settings>

Select how the machine processes personal settings for users or groups (user setting information) when the number for which the machine can save various settings exceeds the limit.

#### NOTE

- For information on the data deleted when <Delete Oldest User Settings> is specified, see  **List of Items That Can Be Personalized(P. 1121)** .
- To completely erase data manually instead of deleting it automatically, follow the procedure described in  **Deleting User Setting Information(P. 588)** .
- For information on the limit of user or group personal settings (user setting information) that the machine can save, see  **Specifications(P. 1029)** .

### <Use Default Screen After Startup/Restoration>


---

 ▶ <Management Settings> ▶ <Device Management> ▶ <Manage Personal Settings>

Select whether to enable each user to set the screen displayed on startup/restoration.

### <Prohibit Initialization of Administrator Password>


---

 ▶ <Management Settings> ▶ <Device Management>

Specify whether to restrict operations of <Initialize Admin. Password> ([Counter/Device Information] ▶ <Device Info./Other>).

### <Restrict Special Mode Operations>

---

 ▶ <Management Settings> ▶ <Device Management>

Select whether to restrict use of Special Mode, which is provided for the purpose of maintenance by service representatives.

## <License/Other>

---

You can register licenses and configure the settings related to the software and system options available for the machine.

### <Register License>


---


 ▶ <Management Settings> ▶ <License/Other>

Enter the license key for a system option that can be used on the machine.  **Installing System Options(P. 703)**

### <Print System Information>

---

 ▶ <Management Settings> ▶ <License/Other> ▶ <MEAP Settings>

You can print information for MEAP applications and certain system applications as a report.  **Printing a List of Settings(P. 895)**



### <Use TLS>

---

 ▶ <Management Settings> ▶ <License/Other> ▶ <MEAP Settings>


Select whether to use TLS communication when a MEAP application is used by accessing the machine via a Web browser.

#### NOTE

- You need to configure the key and certificate before setting this setting to <On>.  **Configuring the Key and Certificate for TLS(P. 600)**
- Changes made for this setting are also applied to <Use TLS> in  **<Remote UI>(P. 814)**.

### <Confirm TLS Certificate Using MEAP Application>

---

 ▶ <Management Settings> ▶ <License/Other> ▶ <MEAP Settings>

Select whether to verify TLS server certificates and their common names (CN) when TLS communication is used for a MEAP application.

### <Remote UI>

---

 ▶ <Management Settings> ▶ <License/Other>

Select whether to use the Remote UI to operate the machine and change settings.

### <Delete Message Board Contents>

---

 ▶ <Management Settings> ▶ <License/Other>

Select to delete messages from the administrator that are displayed on the control panel.

#### IMPORTANT

- When <OK> is displayed on a message board, press <OK> to operate the machine. To clear a message board without <OK> displayed, you need to use the Remote UI.

### <Remote Operation Settings>

---


 ▶ <Management Settings> ▶ <License/Other>

Select whether to enable the Remote Operation function. This function enables you to specify settings and process jobs from a computer by displaying the screen of the touch panel display on the computer screen.

### <Use ACCESS MANAGEMENT SYSTEM>

---


 ▶ <Management Settings> ▶ <License/Other>

Select whether to use ACCESS MANAGEMENT SYSTEM.  **Using ACCESS MANAGEMENT SYSTEM(P. 587)**

### <Register/Update Software>

---


 ▶ <Management Settings> ▶ <License/Other>

You can install system options/MEAP applications in the machine.  **Installing System Options(P. 703)**

### <Start Setup Guide>

---

 ▶ <Management Settings> ▶ <License/Other>

You can follow the wizard instructions to configure the machine's initial settings.  **Setting up Using the Setup Guide(P. 7)**

### <Allow Use of Print Function from Mobile>

---

 ▶ <Management Settings> ▶ <License/Other>

If this setting is set to <On>, you can perform operations from a mobile device for documents stored in <Print> on the Main Menu.

## <Data Management>

---

13WH-0KE

You can configure settings to utilize the machine settings or data such as address lists, or to manage the hard disk securely.

### <Import from USB Memory>

---

 ▶ <Management Settings> ▶ <Data Management> ▶ <Import/Export>

You can import all the settings information from a USB memory device.

### <Export to USB Memory>

---

 ▶ <Management Settings> ▶ <Data Management> ▶ <Import/Export>

You can export all the settings information into a USB memory device.

### <Import Result Report>

---

 ▶ <Management Settings> ▶ <Data Management> ▶ <Import/Export>

Select to print a report of import results.

### <Restrict Import/Export from Web Service>


---


 ▶ <Management Settings> ▶ <Data Management> ▶ <Import/Export>

Select whether to restrict import and export operations with Web applications other than the Remote UI.

### <Hard Disk Data Complete Deletion>


---

 ▶ <Management Settings> ▶ <Data Management> ▶ <HDD Data Complete Deletion>

Select whether to automatically delete unnecessary data that remains in the hard disk.  **Removing Unnecessary Data from the Hard Disk(P. 724)**

### <Timing of Deletion>


---


 ▶ <Management Settings> ▶ <Data Management> ▶ <HDD Data Complete Deletion>

Select when to delete unnecessary data.  **Removing Unnecessary Data from the Hard Disk(P. 724)**

### <Overwrite Method for Deletion Mode>

---


 ▶ <Management Settings> ▶ <Data Management> ▶ <HDD Data Complete Deletion>

You can set the Deletion mode and how many times to erase the data.  **Removing Unnecessary Data from the Hard Disk(P. 724)**

### <Initialize All Data/Settings>

---

 ▶ <Management Settings> ▶ <Data Management>

Select to restore all of the machine settings to the factory default values and completely erase the data stored in the machine. It is not normally necessary to use this setting, but it is useful to erase personal or confidential information when disposing of the machine.  **Initializing All Data/Settings(P. 726)**

### <TPM Settings>

---

 ▶ <Management Settings> ▶ <Data Management>

If the TPM setting is activated, you can safely store in the TPM chip encryption key (TPM key) that encrypts confidential information such as the password, public key pair for TLS communication, and user certificate



stored in the machine. Doing so, you can prevent important information for the machine from leaking. Also, you can recover the system if the TPM chip fails by restoring the TPM key.

### **IMPORTANT**

- Make sure to change the "Administrator" password from the default value, to prevent a third party other than the administrator from being able to back up the TPM key. If a third party takes the TPM backup key, you will not be able to restore the TPM key.
- For the purpose of enhanced security, the TPM key can only be backed up once. If the TPM settings are enabled, make sure to back up the TPM key on to a USB memory device, and store it in a secure place to prevent loss or theft.
- The security functions provided by TPM do not guarantee complete protection of the data and hardware.

## <Security Settings>

13WH-0KF

You can specify the settings related to the user authentication function, password, and encryption.

### <Prohibit Authentication Using Department ID and PIN>

 ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Authentication Function Settings>

Select whether to prohibit authentication with a Department ID and PIN when operating from the printer/scanner. If <On> is selected, authentication with System Manager ID and PIN is also prohibited when operating from a device management software.

#### IMPORTANT

- Jobs that are restricted by this setting are forcibly canceled on the machine.

### <Lockout Settings>


 ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Authentication Function Settings>

Select whether to block users from logging in for a specified period of time after a certain number of consecutive invalid login attempts. This setting does not apply to authentication with a Department ID or PIN, or authentication for the Mail Box.

#### NOTE


- Users may be blocked from logging in before a specified number of consecutive invalid login attempts if login operations are performed on Windows or other operating systems, or from applications that use FTP, IPP, SNMPv3, SMB, or WebDAV.

### <Prohibit Caching of Authentication Password>

 ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

Select whether to prohibit caching of a password that is entered at login.

### <Display Warning When Default Password Is in Use>

 ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

Select whether to display the screen for changing the password when the Administrator logs in to the machine using the default user name and password.

#### NOTE


- If the password has expired, the screen for changing the password appears, regardless of this setting.

**<Allow Use of Default Password for Remote Access>**

 ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

Select whether to allow the default password to be used when logging in from the Remote UI.

**<Minimum Length Settings>**

 ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

You can set the minimum number of characters required when registering a password to prevent the simplification of passwords. When a password length is set, a user cannot be registered with a blank password.

**NOTE**

- This setting applies to personal authentication management, not to Department ID and PIN.

**<Validity Period Settings>**


 ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

You can set a password expiration period to force users to periodically change their password, in order to prevent the simplification of passwords.

**NOTE**

- This setting applies to personal authentication management, not to Department ID and PIN.

**<Prohibit Use of 3 or More Identical Consecutive Char.>**

 ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

You can restrict passwords so that the same character cannot be used consecutively three or more times.

**NOTE**

- This setting applies to personal authentication management, not to Department ID and PIN.

**<Use at Least 1 Uppercase Character>**

 ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

You can restrict passwords so that only passwords which include at least one uppercase character can be registered.

**NOTE**

- This setting applies to personal authentication management, not to Department ID and PIN.

### <Use at Least 1 Lowercase Character>


 > <Management Settings> > <Security Settings> > <Authentication/Password Settings> > <Password Settings>

You can restrict passwords so that only passwords which include at least one lowercase character can be registered.

#### NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.

### <Use at Least 1 Digit>

 > <Management Settings> > <Security Settings> > <Authentication/Password Settings> > <Password Settings>

You can restrict passwords so that only passwords which include at least one number can be registered.

#### NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.

### <Use at Least 1 Symbol>

 > <Management Settings> > <Security Settings> > <Authentication/Password Settings> > <Password Settings>


You can restrict passwords so that only passwords which include at least one symbol can be registered.

#### NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.

### <Prohibit Use of Weak Encryption>

 > <Management Settings> > <Security Settings> > <Encryption Settings>

Select whether to restrict the use of weak encryption, or a key and certificate with weak encryption.  **Management Functions(P. 1060)**

#### NOTE

- This setting applies to functions such as IPSec, TLS, Kerberos, S/MIME, wireless LAN, and SNMPv3.
- The machine may not be able to communicate with devices that only support weak encryption.
- Even if the use of weak encryption is restricted, it may be allowed depending on the certificate (root certificate).

- For information on the algorithms prohibited when this setting is set to <On>, see [▶ Specifications\(P. 1029\)](#) .

## Settings/Registration Table

---

13WH-0KH

Click the following icon when you want to learn detailed information regarding Settings/Registration.



The Settings/Registration table lists the following contents.

- Each setting displayed in Settings/Registration
- Setting values
- Factory default setting values
- Settings that can and cannot be set with administrator privileges
- Settings that can be set from the Remote UI
- Settings affected by "Device Information Distribution"
- Settings that can be batch imported from the Remote UI

# Maintenance

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# Maintenance

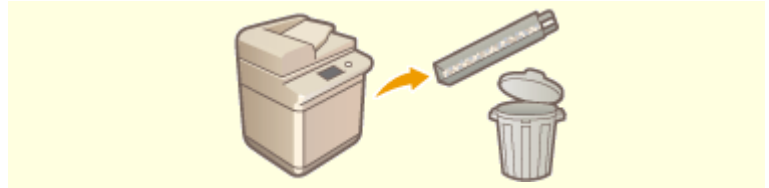
13WH-0KJ

This section describes the maintenance and management of the machine, such as regular cleaning and the replacement of consumables. It also describes the maintenance service provided by Canon. For information on precautions to take during maintenance, see "Important Safety Instructions" in the FAQ Guide and [▶ Options\(P. 1086\)](#) .

## ■ Basic Cleaning

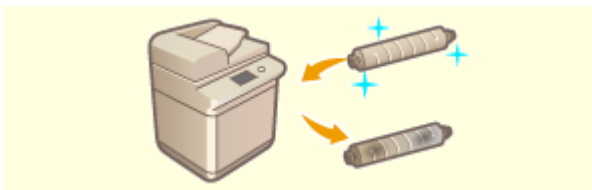


[▶Regular Cleaning\(P. 827\)](#)

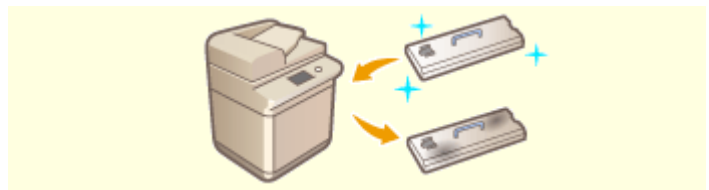


[▶Emptying the Punch Waste \(Optional\)\(P. 863\)](#)

## ■ Replacing Consumables



[▶Replacing the Toner Cartridge\(P. 838\)](#)



[▶Replacing the Waste Toner Container\(P. 844\)](#)



[▶Replacing the Stamp Cartridge\(P. 848\)](#)



[▶Replacing the Staples \(Optional\)\(P. 851\)](#)



[▶Consumables\(P. 898\)](#)



[▶Checking the Remaining Amount of Consumables\(P. 861\)](#)

■ Other Maintenance and Adjustment



▶ **Adjusting Print and Finish Quality(P. 869)**



▶ **Printing Reports and Lists(P. 889)**

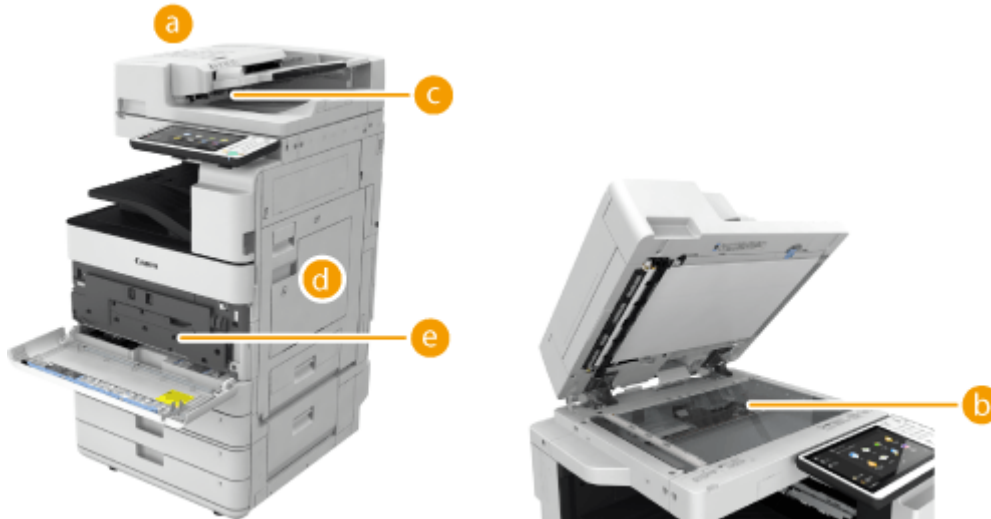


▶ **Checking the Number of Pages for Copy/Print/Fax/Scan(P. 888)**

## Regular Cleaning

13WH-0KK

It is recommended that you periodically clean the machine to prevent loss of print quality and enable you to use the machine comfortably and safely. Clean the machine in the order indicated by **a** to **e** below.



- a** Exterior ▶ **Cleaning the Exterior(P. 828)**
- b** Platen glass ▶ **Cleaning the Platen Glass(P. 829)**
- c** Feeder ▶ **Cleaning the Feeder(P. 831)**
- d** Interior ▶ **Cleaning the Interior(P. 835)**
- e** Dust-proof glass ▶ **Cleaning the Dust-Proof Glass(P. 836)**

# Cleaning the Exterior

13WH-0KL

Periodically wipe the surface of the machine to keep it clean.

## 1 Turn the power OFF, and remove the power plug from the power outlet.

▶Turning OFF the Machine(P. 91)

### IMPORTANT

- Check the operation status of the machine before turning the power OFF. You can turn the power OFF even if the machine is executing an operation, but this may cause the operation to be interrupted or data to become damaged.

## 2 Wipe the surface of the machine.

- Wet a soft cloth with water or diluted mild detergent, wring the cloth out well, and wipe the machine.



- Wait until the moisture has completely dried before proceeding to the next step.

## 3 Insert the power plug into the power outlet, and turn the power ON.

▶Turning ON the Machine(P. 90)

# Cleaning the Platen Glass

If the platen glass is dirty, originals may not be scanned clearly, or the size of the original may not be detected clearly.

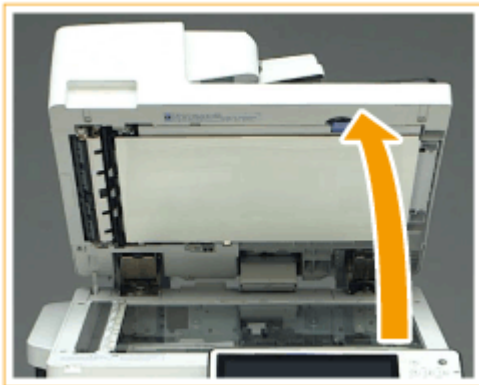
## 1 Turn the power OFF, and remove the power plug from the power outlet.

▶Turning OFF the Machine(P. 91)

### IMPORTANT

- Check the operation status of the machine before turning the power OFF. You can turn the power OFF even if the machine is executing an operation, but this may cause the operation to be interrupted or data to become damaged.

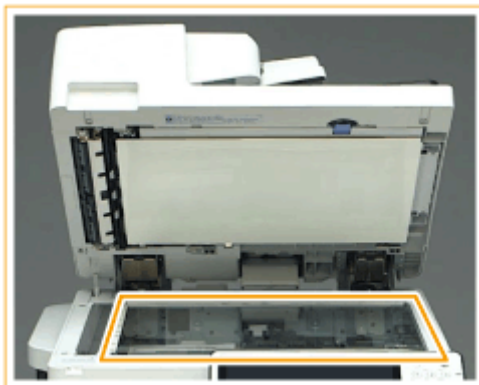
## 2 Open the feeder.



## 3 Wipe the reverse side of the feeder and the platen glass.

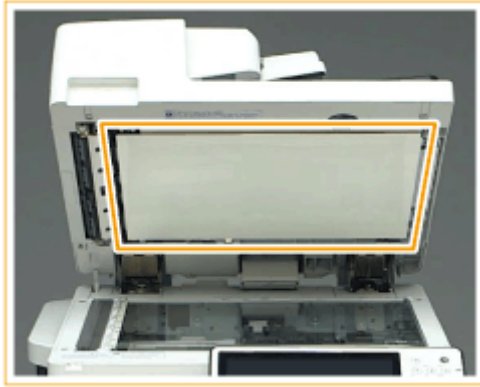
### 1 Wipe the platen glass.

- Wipe the platen glass with the included cleaning cloth.



### 2 Wipe the reverse side of the feeder.

- If you cannot remove the dirt, wet a soft cloth with water and wring it out well, then wipe the reverse side of the feeder with it. Afterwards, wipe the reverse side of the feeder with a soft and dry cloth. Wait until the moisture has completely dried before proceeding to the next step.



## NOTE

### If you cannot remove the dirt

- Wet a soft cloth with mild detergent and wring it out well, then wipe the machine with it. Afterwards, wipe the machine with a soft and dry cloth.

**4 Gently close the feeder.**

**5 Insert the power plug into the power outlet, and turn the power ON.**

▶Turning ON the Machine(P. 90)

# Cleaning the Feeder

If streaks appear on originals scanned with the feeder or paper that is printed, clean the feeder.

## 1 Turn the power OFF, and remove the power plug from the power outlet.

▶Turning OFF the Machine(P. 91)

### IMPORTANT

- Check the operation status of the machine before turning the power OFF. You can turn the power OFF even if the machine is executing an operation, but this may cause the operation to be interrupted or data to become damaged.

## 2 Pull the lever, and open the feeder cover.

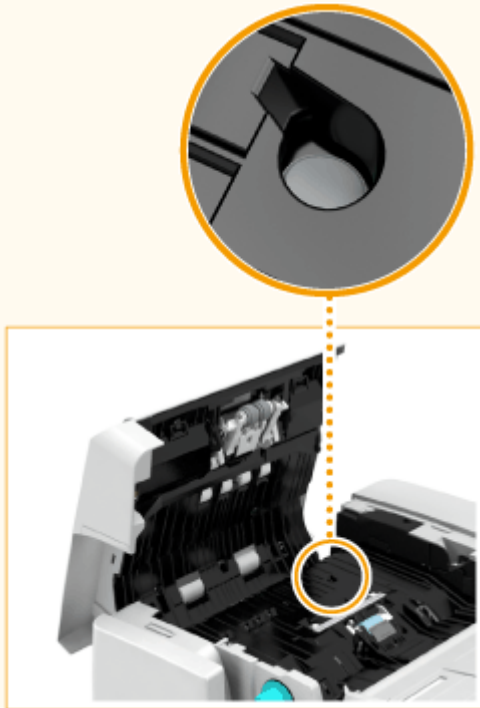


## 3 Clean the rollers inside the feeder cover.



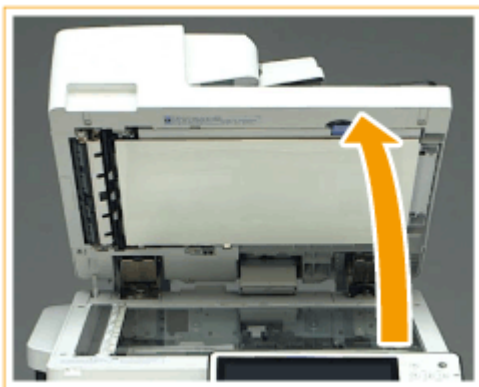
## IMPORTANT

- Make sure that no trash such as pieces of paper gets into the groove of the multiple sheet feed detection sensor. If trash does get in, remove it using a soft cloth.



**4** Gently close the feeder cover.

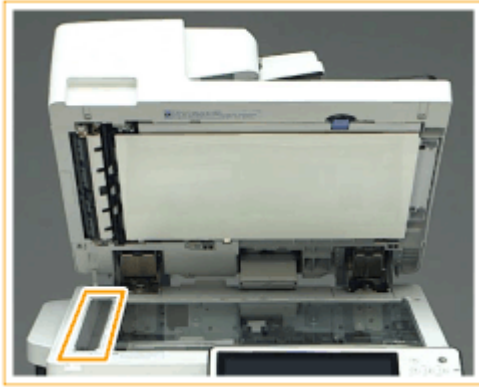
**5** Open the feeder.



**6** Wipe the document feed scanning area (the thin and long glass area) on the platen glass side.

- Wipe the area with the included cleaning cloth. If you cannot remove the dirt, wet a soft cloth with water and wring it out well, then wipe the machine with it. Afterwards, wipe the machine with a soft and dry cloth.

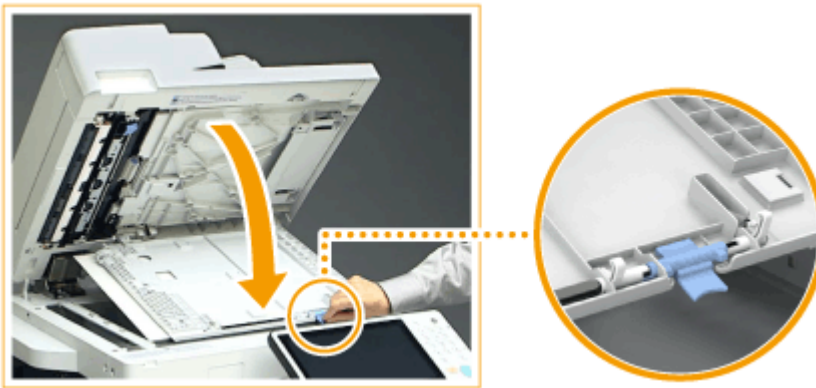




- Wait until the moisture has completely dried before proceeding to the next step.

## 7 Wipe the document feed scanning area on the feeder side.

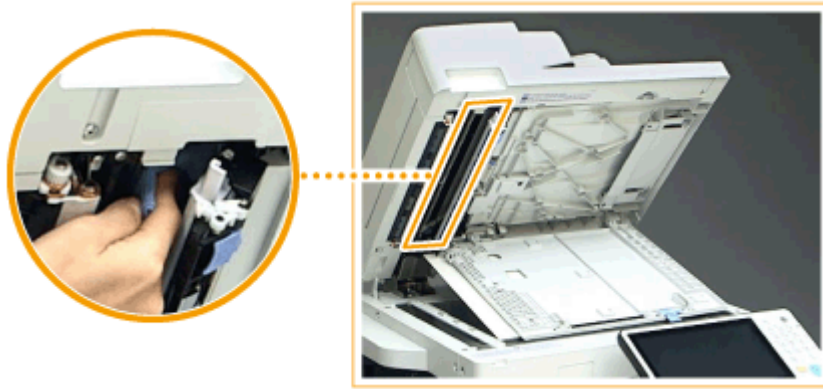
- 1 Pull the top lever to open the document feed scanning area cover.
  - Gently open the cover so that you do not damage the platen glass.



- 2 Open the inner cover.



- 3 Wipe the document feed scanning area (the thin and long glass area).
  - Wet a soft cloth with water and wring it out well, then wipe the machine with it. Afterwards, wipe the machine with a soft and dry cloth.



- Wait until the moisture has completely dried before proceeding to the next step.

**4** Close the inner cover.

**5** Close the document feed scanning area cover until it clicks into place.

**8** Gently close the feeder.

**9** Insert the power plug into the power outlet, and turn the power ON.

▶Turning ON the Machine(P. 90)

### If streaks still appear on paper

If streaks still appear on the paper, follow the procedure below to execute <Clean Feeder>.



ⓘ ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Clean Feeder> ▶ <Start>

- It takes approximately 20 seconds to clean the feeder. When a message indicating that cleaning is complete is displayed, try using the feeder to copy an original to check if the problem has been resolved.

## Cleaning the Interior

---

13WH-0KU

If streaks appear on printed paper or part of the image is missing, execute <Clean Inside Main Unit>.



▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Clean Inside Main Unit> ▶ <Start>

- When cleaning is complete, check whether the problem has been resolved.

## Cleaning the Dust-Proof Glass

13WH-0KW

When white streaks or other print defects occur even after cleaning the platen glass, feeder, and main unit, the dust-proof glass may be dirty. In this case, follow the procedure below to clean the dust-proof glass.

### 1 Turn the power OFF, and remove the power plug from the power outlet.

- ▶Turning OFF the Machine(P. 91)

#### IMPORTANT

- Check the operation status of the machine before turning the power OFF. You can turn the power OFF even if the machine is executing an operation, but this may cause the operation to be interrupted or data to become damaged.

### 2 Open the front cover of the main unit.

- Hold the left and right edges of the front cover of the main unit when opening it.



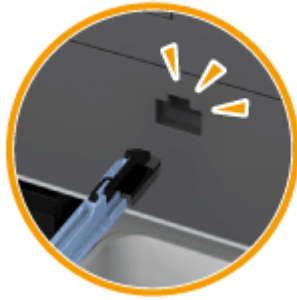
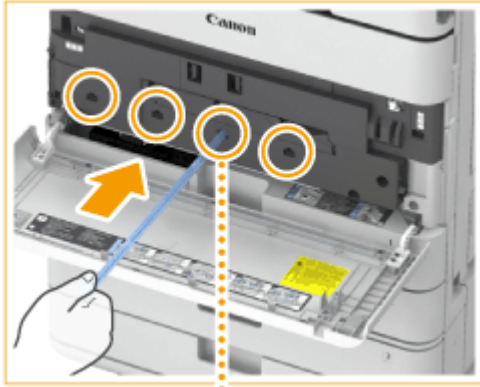
### 3 Slide the cleaning stick to the right to remove it.

- The cleaning stick is stored in the front cover of the main unit.



### 4 Insert the cleaning stick into the holes to clean them.

- 1 Insert the cleaning stick into the hole with the pad on its tip facing down.



- 2** Insert the cleaning stick in until it hits the bottom of the hole, and gently move it back and forth.
- Insert the cleaning stick into all four holes to clean them.

**5** When cleaning is complete, return the cleaning stick to its original position.

- Return the cleaning stick to the front cover of the main unit with its tip on the left side.

**6** Close the front cover of the main unit.

**7** Insert the power plug into the power outlet, and turn the power ON.

- ▶ Turning ON the Machine(P. 90)

# Replacing the Toner Cartridge

13WH-0KX

When toner starts running low or has run out, a message prompting you to change the toner cartridge is displayed. Replace or prepare to replace the toner cartridge, according to the displayed message.

- ▶ **When the Message Is Displayed(P. 838)**
- ▶ **When the Instruction Screen Is Displayed(P. 838)**
- ▶ **Procedure for Replacing the Toner Cartridge(P. 839)**

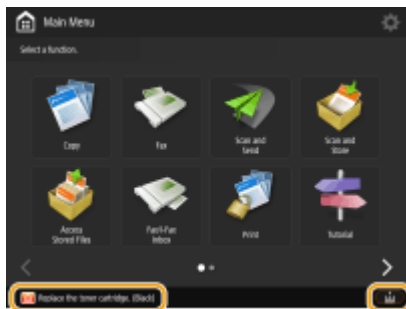
## NOTE

- For information on the product numbers for toner cartridges, see ▶ **Consumables(P. 898)** .
- You can check the current amount of toner remaining.
  - ▶ **Checking the Toner Level(P. 861)**

## When the Message Is Displayed

When the toner in the toner cartridge has run out, the message <Replace the toner cartridge. (XXXX)> is displayed. Press the icon on the bottom right of the screen, and follow the instructions on the screen to replace the toner cartridge.

- ▶ **Procedure for Replacing the Toner Cartridge(P. 839)**



## NOTE

- The "XXXX" in the message indicates the toner color.

## When the Instruction Screen Is Displayed

The toner in the toner cartridge and the machine has run out, and printing cannot be performed. Follow the instructions on the screen to replace the toner cartridge.

- ▶ **Procedure for Replacing the Toner Cartridge(P. 839)**



## NOTE

- The "XXXX" in the message indicates the toner color.

## Procedure for Replacing the Toner Cartridge

When replacing the toner cartridge, the procedure is also displayed on the screen. Check the information displayed on the screen in addition to the following procedure.

## IMPORTANT

- When replacing multiple toner cartridges at the same time, replace them in the order black, yellow, magenta, cyan.

### 1 Open the toner replacement cover.

- Hold the left and right edges of the cover when opening it.



### 2 Select the toner to replace and press <Remove Toner Cartridges>.

- The toner that needs replacement is automatically selected.



- If you press <Remove Toner Cartridges>, the replacement cover (small cover) opens automatically.

**NOTE**

- An error message is displayed if the small cover does not open automatically due to the toner replacement cover being closed, etc. Press the icon on the bottom right of the screen, and follow the instructions on the screen to perform the operation again from step 1.
- If you select a color with toner remaining, a confirmation message is displayed. To cancel replacing the toner, press <No> to deselect that color.

**3 Pull out the toner cartridge.****IMPORTANT**

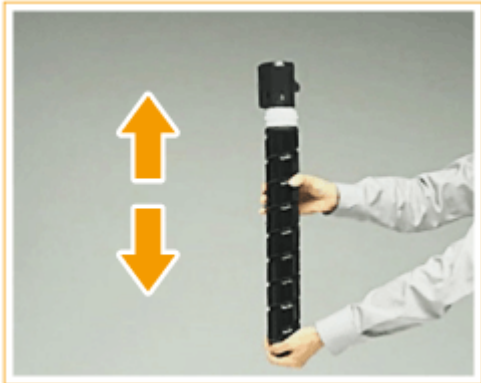
- Make sure to avoid applying shocks to the toner cartridge by hitting it against something, etc. Doing so may cause the toner to leak.

**4 Remove the new toner cartridge from its box.**



**5 With the white part of the new toner cartridge facing up, shake the toner cartridge up and down approximately 10 times.**

- Shaking the toner cartridge evens out the toner inside.



**IMPORTANT**

- Do not have the white part of the toner cartridge face down. Doing so may prevent the toner from being supplied properly.



**6 Install the new toner cartridge.**

- Before installing the toner cartridge, confirm that the color of the toner cartridge and the color indicated on the small cover are the same.
- With the flat surface of the toner cartridge facing down, slide the toner cartridge into the small cover as far as it will go.



## 7 Close the small cover.

- The small cover cannot be closed unless the toner cartridge has been pushed in as far as it will go. Do not try to force the cover closed, as doing so may cause it to break.



## 8 Close the toner replacement cover.

- The message <Checking the toner...> is displayed. The procedure is complete when this message disappears.

### NOTE

- If printing was interrupted because toner ran out, it will automatically resume when you replace the toner cartridge.
- Even if cyan, magenta, or yellow toner runs out, you can continue to print in black-and-white as long as black toner remains, but the printing quality will drop. If you want to continue printing in black-and-white, do not replace the toner cartridge until printing is complete.
- If the color and density of printing differ after replacing the toner cartridge, perform adjustment.
  - ▶ **Adjusting Gradation(P. 871)**
  - ▶ **Adjusting Density(P. 876)**

▶ **Adjusting Color Tone(P. 874)**

# Replacing the Waste Toner Container

13WH-0KY

When the waste toner container is almost full, a message prompting you to change the waste toner container is displayed. Replace or prepare to replace the waste toner container, according to the displayed message.

## ▶When a Message Is Displayed(P. 844)

### ▶Procedure for Replacing the Waste Toner Container(P. 845)

#### NOTE

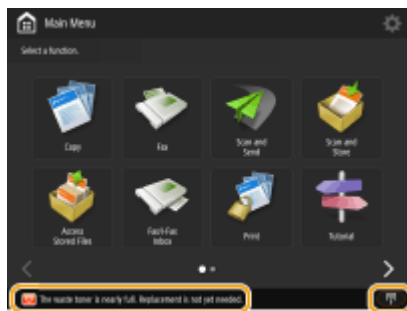
- The waste toner container is a container for collecting unused toner that remains when printing.
- For information on the model number of the waste toner container, see ▶Consumables(P. 898) .
- You can check the current amount of space remaining in the waste toner container.
  - ▶Checking the Space Remaining in the Waste Toner Container(P. 861)

## When a Message Is Displayed

### ■ When <The waste toner is nearly full. Replacement is not yet needed.> is displayed

The waste toner container is almost full. You can continue printing for a while without replacing it. Quickly replace the waste toner container with a new one.

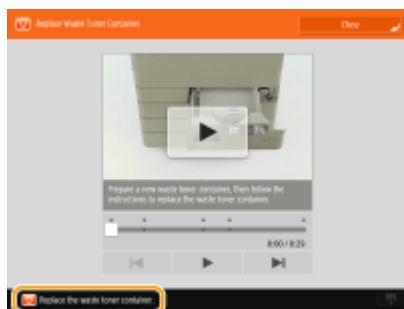
#### ▶Procedure for Replacing the Waste Toner Container(P. 845)



### ■ When <Replace the waste toner container.> is displayed

The waste toner container is full. Follow the instructions on the screen to replace the waste toner container.

#### ▶Procedure for Replacing the Waste Toner Container(P. 845)



## Procedure for Replacing the Waste Toner Container

When replacing the waste toner container, the procedure is also displayed on the screen. Check the information displayed on the screen in addition to the following procedure.

### 1 Open the waste toner cover.

- Hold the left edge of the cover when opening it.



### 2 Pull out the waste toner container.

- After pulling out the waste toner container half way, hold the handle on the top and pull it out all the way.



### IMPORTANT

- Do not tilt the waste toner container. Doing so may cause the toner in the container to spill.

### 3 Prepare a new waste toner container.

- Remove the new waste toner container from its box.



#### 4 Place the waste toner container you removed into a bag.

- Use the bag included in the box for the new waste toner container.



- Tightly twist the opening of the bag so that the toner does not spill out.

#### 5 Install the new waste toner container.

- Insert the waste toner container with the Canon logo on top of the container towards the back of the machine, and push it in to load it.



### IMPORTANT

- Push the waste toner container in as far as it will go. If the waste toner container is not installed correctly, the container shutter may stay open when the waste toner container is removed, which may cause toner to scatter.

## **6** Close the waste toner cover.

### **IMPORTANT**

- The used waste toner container will be collected by your local authorized Canon dealer.

# Replacing the Stamp Cartridge

13WH-0L0

The machine has a function for stamping originals scanned with the feeder to indicate that they have already been scanned. This stamp is a consumable. When the stamp starts becoming faint, replace the stamp cartridge attached to the feeder.

## NOTE

- For information on the product number for the stamp cartridge, see [▶Consumables\(P. 898\)](#).

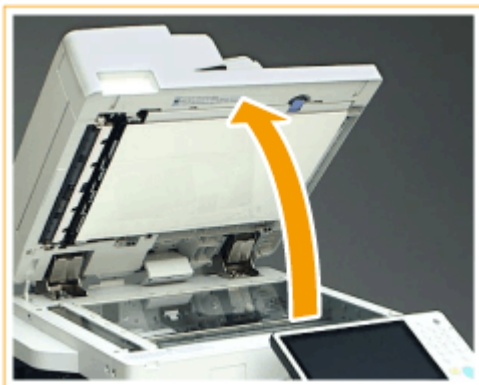
### 1 Turn the power OFF, and remove the power plug from the power outlet.

- [▶Turning OFF the Machine\(P. 91\)](#)

## IMPORTANT

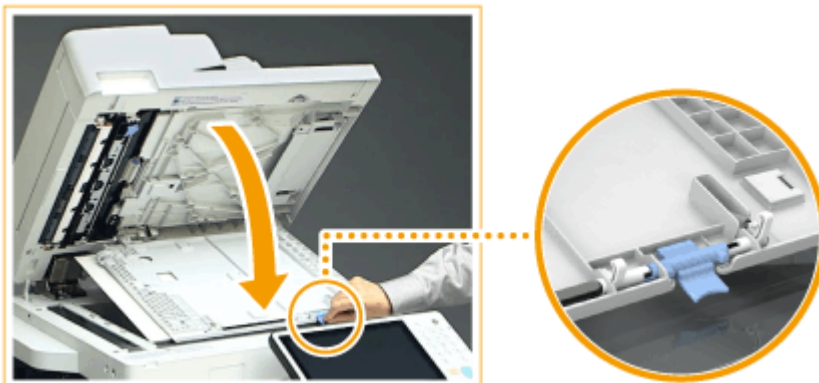
- Check the operation status of the machine before turning the power OFF. You can turn the power OFF even if the machine is executing an operation, but this may cause the operation to be interrupted or data to become damaged.

### 2 Open the feeder.



### 3 Open the document feed scanning area cover.

- Pull the lever on top of the feeder to open the document feed scanning area cover.
- Gently open the cover so that you do not damage the platen glass.





**4** Open the stamp cover.



**5** Replace the stamp cartridge using the included tweezers.

**1** Remove the stamp cartridge.



**2** Install the new stamp cartridge.

- Push the stamp cartridge straight in until it clicks into place. Installing it at an angle may cause paper jams.



**6** Close the stamp cover.

**7** Close the document feed scanning area cover until it clicks into place.

**8 Gently close the feeder.**

**9 Insert the power plug into the power outlet, and turn the power ON.**

▶Turning ON the Machine(P. 90)



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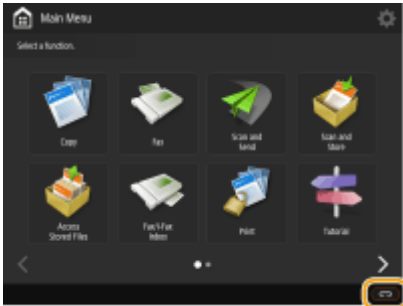
▶Stamping Scanned Originals for Sending(P. 336)

▶Stamping Scanned Originals for Sending/Saving(P. 442)

## Replacing the Staples + OP

13WH-0L1

When the staples in the finisher have run out, an icon prompting you to replenish the staples is displayed on the bottom right of the screen. Press the icon, and follow the instructions on the screen to replenish the staples.



- ▶ **Replacing the Staples of the Staple Finisher(P. 852)**
- ▶ **Replacing the Staples of the Booklet Finisher(P. 854)**
- ▶ **Replacing the Staples of the Inner Finisher(P. 859)**

### IMPORTANT

- Copies and prints may be output to optional equipment while you are replacing the staple. Take care when handling the optional equipment installed to the machine.
- Do not remove the tape securing the staples until instructed to do so in the procedure described below.

### NOTE

- For information on the product number for the staples, see ▶ **Consumables(P. 898)** .
- You can check the current amount of staples remaining.
  - ▶ **Checking the Remaining Amount of Staples(P. 862)**

# Replacing the Staples of the Staple Finisher

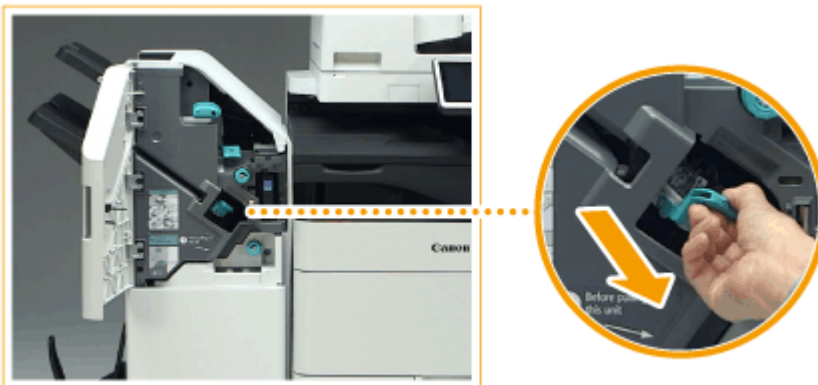
13WH-0L2

## 1 Open the front cover of the finisher.

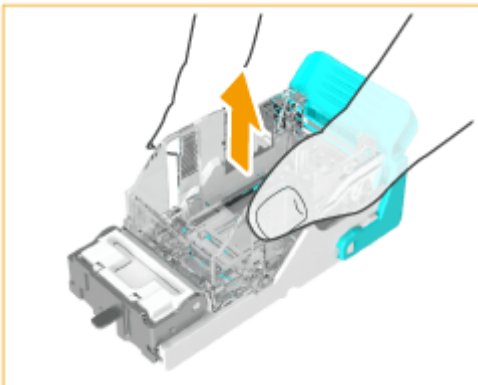


## 2 Pull out the staple case.

- Hold the green handle on the staple case and pull it straight out.



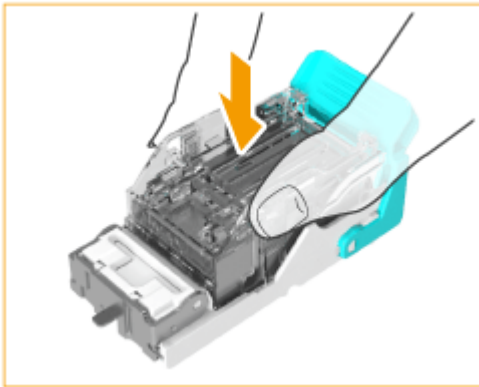
## 3 Remove the empty staple cartridge from the staple case.



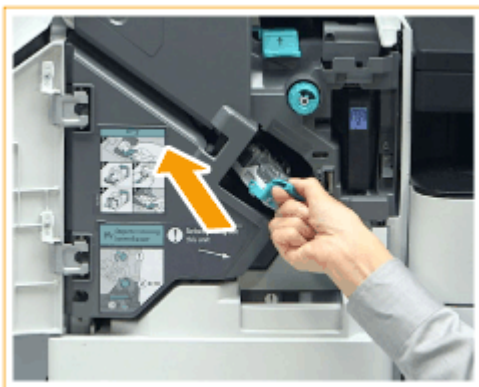
## 4 Remove the new staple cartridge from its box.



**5** Load the new staple cartridge to the staple case.



**6** Hold the green handle on the staple case and push it in as far as it will go.



**7** Close the front cover of the finisher.

# Replacing the Staples of the Booklet Finisher

13WH-0L3

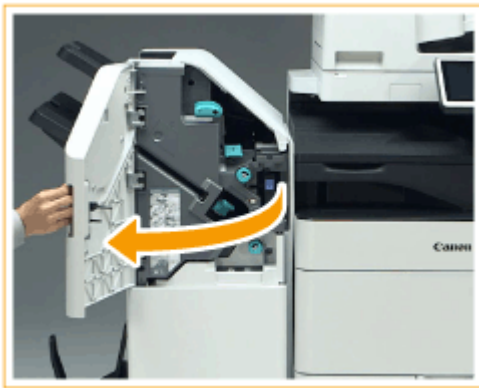
- ▶ Replacing the Staples of the Staple Unit (P. 854)
- ▶ Replacing the Staples of the Saddle Stitcher Unit (P. 856)

## ⚠ CAUTION

- Take care not to be injured by staples.

## Replacing the Staples of the Staple Unit

- 1** Open the front cover of the finisher.

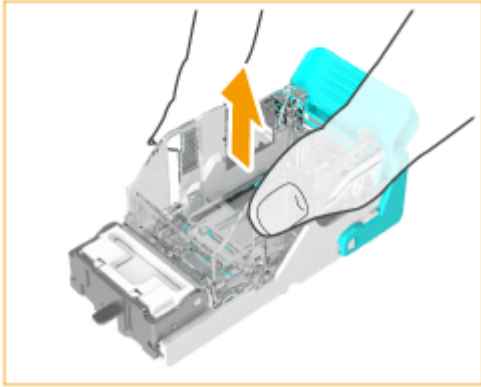


- 2** Pull out the staple case.

- Hold the green handle on the staple case and pull it straight out.



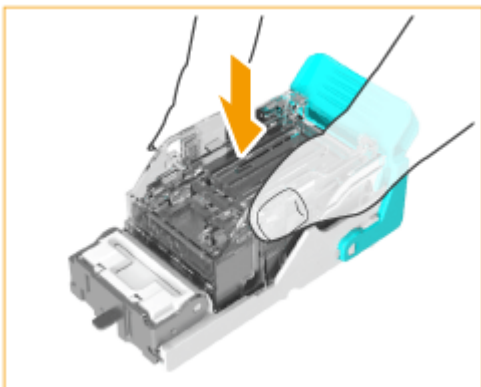
- 3** Remove the empty staple cartridge from the staple case.



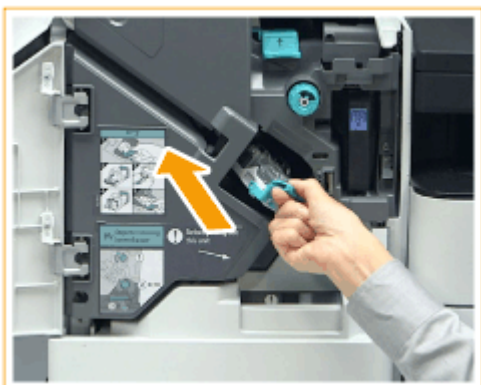
**4** Remove the new staple cartridge from its box.



**5** Load the new staple cartridge to the staple case.



**6** Hold the green handle on the staple case and push it in as far as it will go.



## 7 Close the front cover of the finisher.

### Replacing the Staples of the Saddle Sticher Unit

#### NOTE

##### Confirm before handling

- If there is any paper in the booklet tray, remove it.

#### 1 Open the front cover of the finisher.

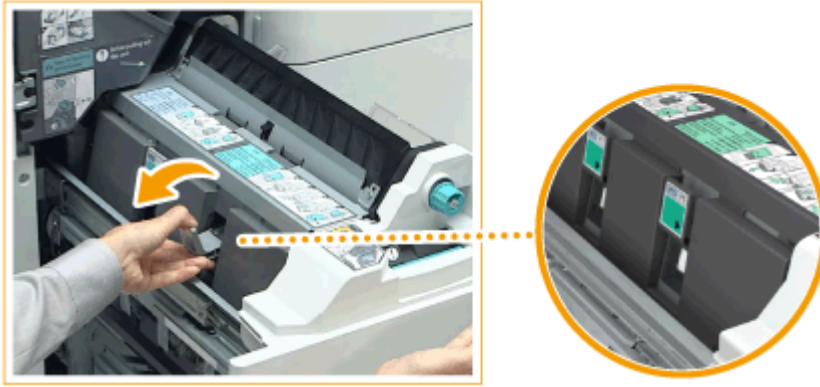


#### 2 Pull out the saddle sticher unit.



#### 3 Remove the (two) staple cases while pulling down the lever towards yourself.



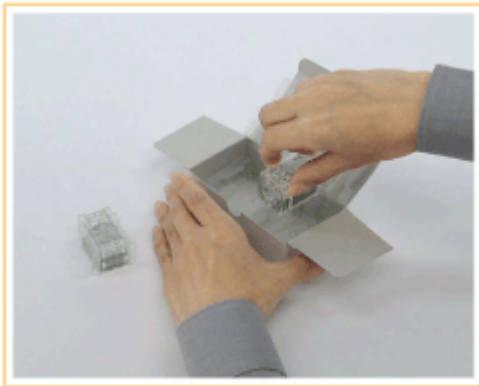


**4 Remove the empty staple cartridge.**

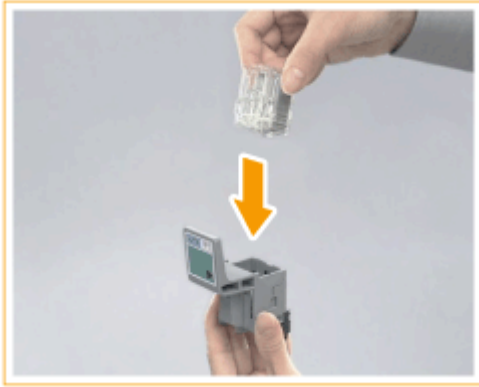
- While holding both sides of the top of the empty staple cartridge, lift up the staple cartridge to remove it.



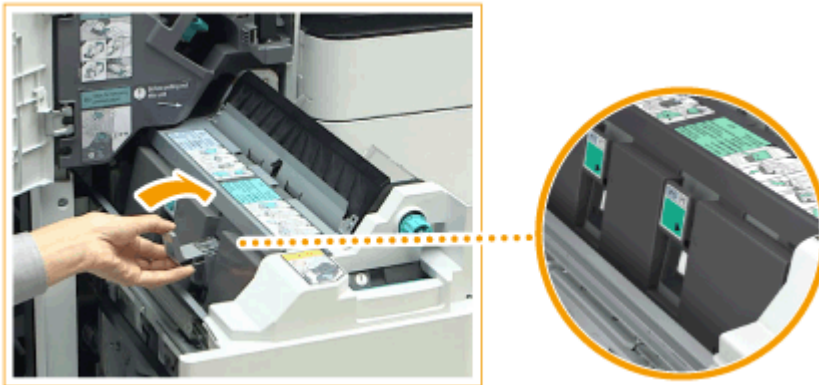
**5 Remove the new staple cartridge from its box.**



**6 Load the new staple cartridge to the staple case.**




**7 Install the (two) staple cases to the saddle stitcher unit.**



- Push them in as far as they will go.

**8 Push in the saddle stitcher unit, and close the front cover of the finisher.**

**9 Press  > <Adjustment/Maintenance> > <Adjust Action> > <Saddle Stitch Staple Repositioning> > <Start>.**

- Since paper is required to perform staple repositioning, load A3, B4, or A4R size paper in a paper source in advance.

▶ **Loading Paper(P. 112)**

# Replacing the Staples of the Inner Finisher

13WH-0L4

- 1 Open the front cover of the finisher.

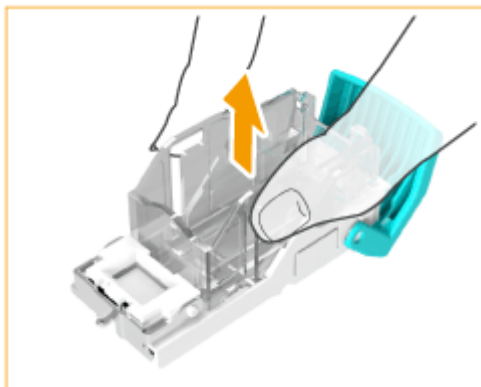


- 2 Pull out the staple case.

- Pull the green handle to disengage the lock, and lift the case slightly upwards while pulling it straight out.



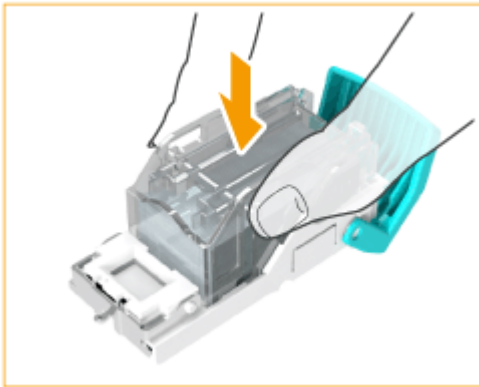
- 3 Remove the empty staple cartridge from the staple case.



- 4 Remove the new staple cartridge from its box.



**5** Load the new staple cartridge to the staple case.



**6** Hold the green handle on the staple case and push it in as far as it will go.




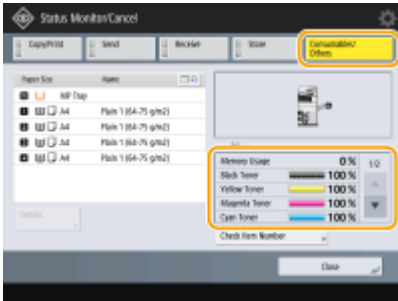
**7** Close the front cover of the finisher.

- The finisher may automatically perform dry stapling to perform staple repositioning.

## Checking the Remaining Amount of Consumables

13WH-0L5

When you press , the Status Monitor/Cancel screen is displayed, allowing you to check the toner level, the space remaining in the waste toner container, and the remaining amount of staples.



### TIPS

- You can check the remaining amount of consumables from the Remote UI.

### ▶ Checking the Toner Level(P. 861)

### ▶ Checking the Space Remaining in the Waste Toner Container(P. 861)

### ▶ Checking the Remaining Amount of Staples(P. 862)

## Checking the Toner Level

It is recommended that you check the toner level before printing a large job to determine whether or not to prepare a new toner cartridge.




Press  ▶ check the toner level.

## Checking the Space Remaining in the Waste Toner Container

It is recommended that you check the space remaining in the waste toner container before performing a large job to determine whether or not to prepare a new waste toner container.



Press  ▶ <Consumables/Others> ▶ checking the space remaining in the waste toner container.

## NOTE

### Estimated space remaining

- When <OK> is displayed, enough space remains in the container. It is not necessary to replace the waste toner container.

- When <Low> is displayed, the space remaining in the container is running low. Prepare a new waste toner container so you can replace it at any time.
- When <Empty> is displayed, the waste toner container is full. Replace it with a new waste toner container.

## Checking the Remaining Amount of Staples

It is recommended that you check the remaining amount of staples before making a large number of booklets to determine whether or not to prepare a new staple cartridge.



Press  > <Consumables/Others> > check the remaining amount of staples.

### NOTE

#### Estimated remaining amount of staples

- When <OK> is displayed, enough staples remain. You do not need to replace the staples.
- When <Light> is displayed, the remaining amount of staples is small. Prepare new staples so you can replace them at any time.
- When <Empty> is displayed, no staples remain. Replace them with new staples.



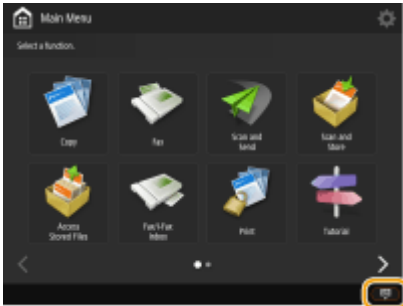
LINKS

- ▶ [Replacing the Toner Cartridge\(P. 838\)](#)
- ▶ [Replacing the Waste Toner Container\(P. 844\)](#)
- ▶ [Replacing the Staples \(Optional\)\(P. 851\)](#)

## Emptying the Punch Waste ⊕ OP

13WH-0L6

When the punch waste in the finisher is full, an icon is displayed on the bottom right of the screen. Press the icon and follow the instructions on the screen to empty the punch waste.



- ▶ **Emptying the Punch Waste in the Staple Finisher(P. 864)**
- ▶ **Emptying the Punch Waste in the Booklet Finisher(P. 866)**
- ▶ **Emptying the Punch Waste in the Inner Finisher(P. 868)**

### IMPORTANT

- Copies and prints may be output to optional equipment while you are emptying the punch waste. Take care when handling the optional equipment installed to the machine.

## Emptying the Punch Waste in the Staple Finisher

13WH-0L7

### 1 Open the front cover of the finisher.



### 2 Pull out the punch waste tray.

- Hold the handle, and gently pull out the tray towards yourself.
- After pulling out the punch waste tray half way, place your hand underneath it and pull it out all the way.



### 3 Empty the punch waste.



### 4 Return the punch waste tray to its original position.





- Push the punch waste tray in as far as it will go.

**5** Close the front cover of the finisher.

## Emptying the Punch Waste in the Booklet Finisher

13WH-0L8

### 1 Open the front cover of the finisher.



### 2 Pull out the punch waste tray.

- Hold the handle, and gently pull out the tray towards yourself.
- After pulling out the punch waste tray half way, place your hand underneath it and pull it out all the way.



### 3 Empty the punch waste.



### 4 Return the punch waste tray to its original position.



- Push the punch waste tray in as far as it will go.

**5** Close the front cover of the finisher.

## Emptying the Punch Waste in the Inner Finisher

13WH-0L9

### 1 Pull out the punch waste tray.

- Hold the handle, and gently pull out the tray towards yourself.
- After pulling out the punch waste tray half way, place your hand underneath it and pull it out all the way.



### 2 Empty the punch waste.



### 3 Return the punch waste tray to its original position.



- Push the punch waste tray in as far as it will go.

# Adjusting Print and Finish Quality

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13WH-0LA

Adjust the settings below if printing results are not satisfactory, or if you want to adjust the paper folding position.

## ■ Gradation Adjustment

If the brightness of the printing is significantly different from the original document, this correction adjusts the printing so that it more closely matches the original document.

▶ **Adjusting Gradation(P. 871)**

## ■ Color Tone Correction

If the color of the printing is significantly different from the original document, this correction adjusts the printing so that it more closely matches the original document.

▶ **Adjusting Color Tone(P. 874)**

## ■ Density Correction

If the density of the printing is significantly different from the original document, this correction adjusts the printing so that it more closely matches the original document.

▶ **Adjusting Density(P. 876)**

## ■ Shading Correction

If the image areas of the printing have uneven density, this correction adjusts the printing so that the density is even. There are two methods for correcting the density; densitometer correction and visual correction.

▶ **Correcting Uneven Density(P. 877)**

## ■ Color Mismatch Correction

If the colors of printing run or blur, color mismatch (color misregistration) may have occurred. This correction adjusts the printing so that color mismatch does not occur.

▶ **Correcting Color Mismatch(P. 879)**

## ■ Vividness Setting

This setting enables you to make colors more saturated when performing color printing.

▶ **Making Colors More Vivid(P. 880)**

## ■ Image Size Adjustment

If the size of the image copied is significantly different from the original document, fine adjustment is performed so that the printing more closely matches the size of the original document.

▶ **Adjusting Image Size(P. 881)**

## ■ Dither Pattern Setting

This setting enables you to use a suitable dither pattern to make printed images smoother.

▶ **Setting the Dither Pattern(P. 882)**

## ■ Color Adjustment

This setting enables you to perform fine adjustment to the density and strength of the color balance.

▶ **Adjusting Color Balance(P. 884)**

## ■ Saddle Stitch Position Adjustment

If the saddle stitch position of the paper is not exactly in the middle of the booklet, you can make adjustments to the saddle stitch position.

▶ **Adjusting the Saddle Stitch Position(P. 885)**

## ■ Saddle Stitch Folding Position Adjustment

You can adjust the saddle stitch folding position during booklet printing.

▶ **Adjusting the Saddle Stitch Folding Position(P. 886)**

## ■ Paper Folding Position Adjustment

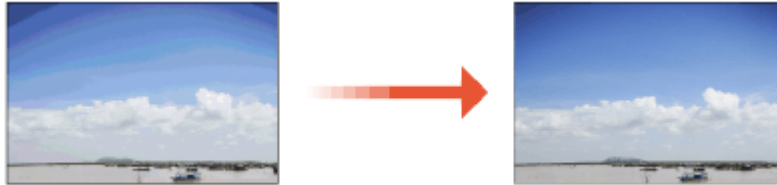
You can adjust the folding position of paper when setting each type of folding configuration.

▶ **Adjusting the Paper Folding Position(P. 887)**

# Adjusting Gradation

13WH-0LC

If the printing result is significantly different from the original document when you copy an image, you can perform auto adjustment to correct the gradation. There are two types of adjustments: **Full Adjustment(P. 871)** and **Quick Adjustment(P. 872)**.



## NOTE

- Adjustments may not be performed effectively if there is not sufficient toner.
  - Checking the Toner Level(P. 861)**

## Full Adjustment

Correct the gradation of an image accurately and optimize reproducibility during printing. Optimized information will be retained until the next accurate correction.

- Press **ⓘ** > **<Adjustment/Maintenance>** > **<Adjust Image Quality>** > **<Auto Adjust Gradation>**.
- Select the paper to adjust, and press **<Full Adjust>**.

## NOTE

If you selected **<Simple>** in **<Adjustment Level>**, it is not necessary to select the paper. Adjustment is applied to all paper types.

- Select the paper source in which the paper you selected in step 2 is loaded, and press **<OK>**.
- Press **<Start Printing>**.
  - A test page is printed.

## NOTE

- Use this test page, which has colorful stripes for adjustment.

## 5 Place the test page on the platen glass.



- Place the test page with the print side facing down, making sure that the black stripe is facing the left edge of the machine. However, if you place additional pages, make sure that the black stripe is facing the upper edge of the machine.

## 6 Close the feeder and press <Start Scanning>.

- The machine starts scanning the test page.

## 7 Open the feeder, and remove the test page.

## 8 Repeat steps 4 to 7.

- To complete the adjustment, print the test page four times, and scan it each time it is printed.

## Quick Adjustment

This adjustment maintains the optimized status that was acquired by <Full Adjust>. If the result of this adjustment is not satisfactory, perform <Full Adjust>.

### 1 Press ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Auto Adjust Gradation>.

### 2 Select the paper to adjust, and press <Quick Adjust>.

#### NOTE

If you selected <Simple> in <Adjustment Level>, it is not necessary to select the paper. Adjustment is applied to all paper types.

### 3 Press <Start>.

## Changing the Settings for Adjustment

You can change the paper and adjustment level to use when performing adjustment.





▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Adjust Gradation>



**a <Adjustment Level>**

Enables you to set the level for gradation adjustment.

**b <Initialize When Using Full Adjust>**

Enables you to set whether to use default settings for gradation adjustment.

## IMPORTANT

- If the room environment dramatically changes after registering the adjustment paper, the gradation, density, and color may not be able to be correctly adjusted by performing auto gradation adjustment using the registered adjustment paper. In this case, register the adjustment paper again.
- Since this may cause poor color balance, make sure to perform auto gradation adjustment (full adjustment) after changing the settings.

## Adjusting Color Tone


13WH-0LE

You can perform auto adjustment if the color of the printing result is significantly different from the color of the original document when you copy or print an image.




### NOTE

- If you perform this operation in a location where the room environment (temperature and humidity) dramatically changes, the color may vary.

**1** Press  ► **<Adjustment/Maintenance>** ► **<Adjust Image Quality>** ► **<Auto Correct Color Tone Settings>**.


**2** Press **<Auto Correct Color Tone>** ► **<Yes>**.

- If you have not performed auto gradation adjustment (full adjustment), press **<No>** to execute it.  
 **Adjusting Gradation(P. 871)**

**3** Press **<Start Correcting>**.

- To perform color adjustment based on an adjustment standard registered in advance, select the adjustment standard in **<Change Corr. Pattern>**.

### NOTE

- For information on creating a new adjustment standard, see  **Creating a Color Adjustment Standard(P. 875)**.

**4** Select the paper source, and press **<OK>** ► **<Start Printing>**.

- A test page is printed.

**5** Place the test page on the platen glass.



- Place the test page with the print side facing down, making sure that the gray stripe is facing the left edge of the machine.

## 6 Press <Start Scanning>.

- The machine starts scanning the test page.

## Creating a Color Adjustment Standard

You can create and register an adjustment standard of your choice. Up to four adjustment standards can be registered.

### 1 Press ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Auto Correct Color Tone Settings>.

### 2 Press <Register Correction Pattern> ► <Yes>.

- If you have not performed auto gradation adjustment (full adjustment), press <No> to execute it.  
▶ [Adjusting Gradation\(P. 871\)](#)

### 3 Select the destination to register the new adjustment standard ► press <Next>.

### 4 Select the paper, press <Next> ► select the paper source, and press <OK>.

### 5 Press <Start Printing>.

- A test page is printed.

### 6 Place the test page on the platen glass.



- Place the test page with the print side facing down, making sure that the gray stripe is facing the left edge of the machine.

### 7 Press <Start Scanning>.


- The machine starts scanning the test page.

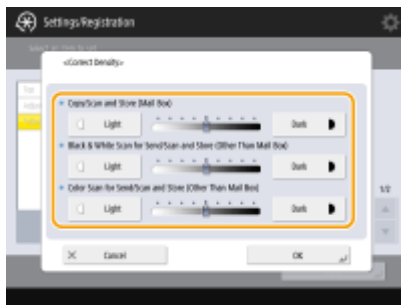
## Adjusting Density

13WH-0LF

When you make a copy without adjusting density and there is a significant difference between the image density of the output paper and that of the original, follow the procedure below to adjust the density.



- 1** Press  ► **<Adjustment/Maintenance>** ► **<Adjust Image Quality>** ► **<Correct Density>**.
- 2** Adjust the density.



- 3** Press **<OK>**.



LINKS

- ▶ **Basic Copy Operations(P. 210)**
- ▶ **Basic Operations for Sending Faxes(P. 318)**
- ▶ **Basic Operations for Scanning Originals(P. 409)**

## Correcting Uneven Density

13WH-0LH

If the density is uneven when printing, perform <Correct Shading>. There are two methods for correcting the density;  
 ◀Correction with a Densitometer(P. 877) with a commercial densitometer and ▶Visual Correction(P. 878) .




### NOTE

- Adjustments may not be performed effectively if there is not sufficient toner.  
 ▶Checking the Toner Level(P. 861)

### Correction with a Densitometer

Measure a test page you have output with a commercial densitometer and enter the measured density values to correct the density of halftone areas.

- Press  ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Correct Shading> ▶ <Densitometer Correction>.
- Press <Start Printing>.
  - A test page is printed.
- Measure the test page with a densitometer.
  - Measure marks 1 to 7 printed on the test page, and make a note of the density values that are detected.
- Press <Fine Adjust> for each color.
- Enter the density values.
  - Enter the density values you measured and made a note of in step 3 in 1 to 7 for each color.
- Press <OK>.
- Press <Output Test Page> ▶ <Start Printing>.
  - A test page after correction is output.

## 8 If there is no problem with the test page, press <Store and Finish>.

- If the density of the test page after correction is uneven, perform the procedure indicated in **Visual Correction(P. 878)**.

## Visual Correction

Visually measure a test page you have output to perform correction using the density adjustment values you determine. Use this procedure when you do not have a densitometer or when correction is not effective.

### 1 Press ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Correct Shading> ▶ <Visual Correction>.

### 2 Press <Output Test Page> ▶ <Start Printing>.

- A test page is printed.

### 3 Visually check the test page to determine the density adjustment values.

#### NOTE

##### Range of Marks Printed

- The range of marks printed for each color may be -6 to +6 or -5 to +5, depending on the paper size used for the test page.

### 4 Press <Fine Adjust> for each color.

### 5 Enter the density values.

- Enter the density values according to the results that you visually checked in step 3 from -6 to +6 (or -5 to +5) for each color.
- Enter a plus value to increase the density, or a minus value to decrease the density.

### 6 Press <OK>.

### 7 Press <Output Test Page> ▶ <Start Printing>.

- A test page after correction is output.

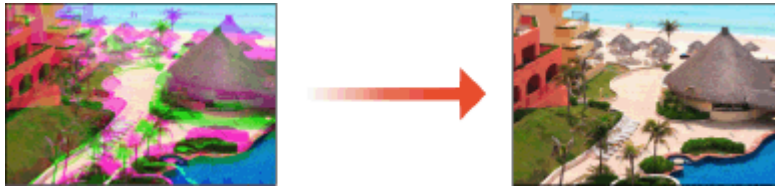
### 8 If there is no problem with the test page, press <Store and Finish>.


## Correcting Color Mismatch

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13WH-0LJ

Perform the following correction when color mismatch (color misregistration) occurs in printing.



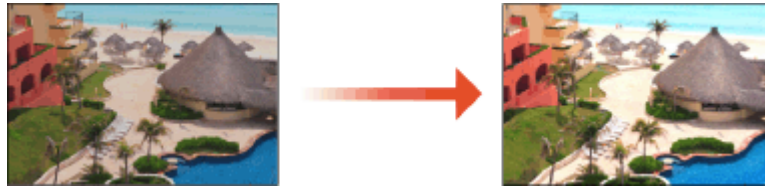
- 1** Press  ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Auto Correct Color Mismatch>.
- 2** Press <Start>.

## Making Colors More Vivid

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13WH-0LK

You can increase the saturation of colors for color copying and color printing.



**1** Press  ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Full Color Printing Vividness Settings>.

**2** Select the level.

- <Standard> prints with the same color as the original.
- <Level 1> prints with more saturated colors than the original. <Level 2> prints with even more saturated colors.

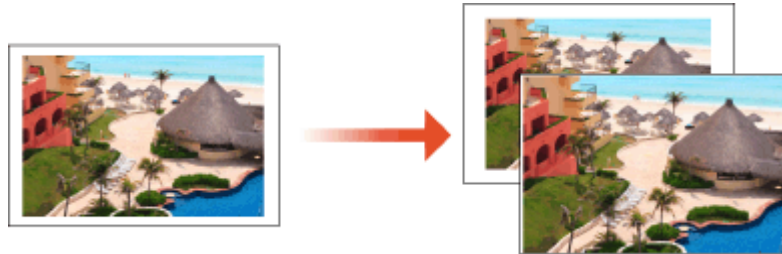
**3** Press <OK>.



## Adjusting Image Size

13WH-0LL

If the size of the image copied differs slightly from the original, this correction finely adjusts that copying result to more closely match the size of the original.



**1** Press  ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Fine Adjust Zoom>.

**2** Adjust the image size.



- Adjust the magnification of the horizontal width <X> and vertical width <Y>.

**3** Press <OK>.



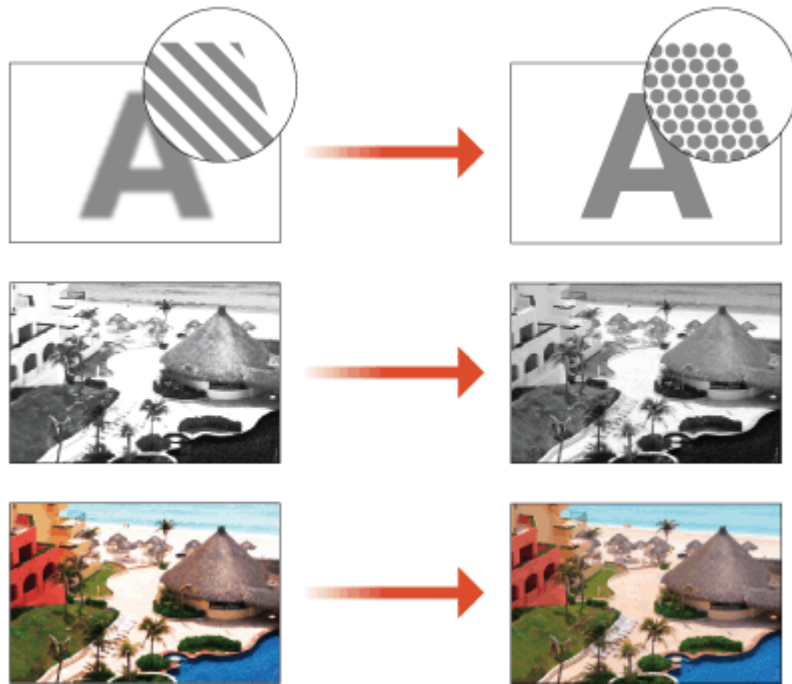
LINKS

◉ Basic Copy Operations(P. 210)

## Setting the Dither Pattern


13WH-0LR

Set the dither pattern to change the way printed images are reproduced.



### NOTE

- Dithering is a technique for reproducing color and density using groups of small dots. The source data for drawing these dots is called a dither pattern. Using a dither pattern suitable for the image to print enables the gradations and curves of the printed image to be reproduced more smoothly.

**1** Press  ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Dither Pattern Settings>.

**2** Select the dither pattern.

### NOTE

- <Pattern 1>: The default setting.
- <Pattern 2>: This setting enhances reproduction of edge areas of the printed image.
- <Pattern 3>: This setting enhances reproduction of highlight areas of black-and-white images.
- <Pattern 4>: This setting enhances reproduction of highlight areas of color images.

**3** Perform <Auto Adjust Gradation>.

### IMPORTANT

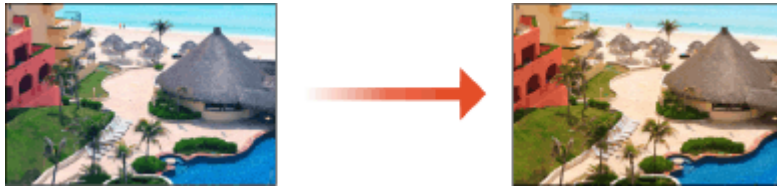
- Since this may cause poor color balance, make sure to perform auto gradation adjustment (full adjustment) after changing the settings.


▶ **Adjusting Gradation(P. 871)**

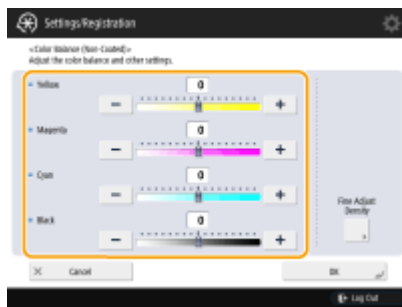
# Adjusting Color Balance

13WH-OLS

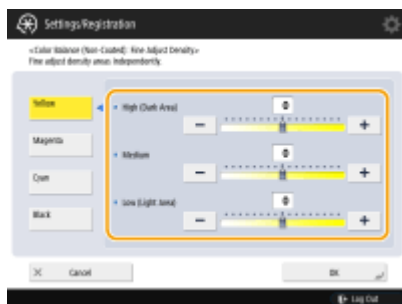
You can perform fine adjustments to the strength and density of the color balance.



- 1 Press  ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Color Balance>.
- 2 Select the paper type.
- 3 Adjust the color balance.



- 4 Press <Fine Adjust Density>.
- 5 Select the color to adjust, then adjust the density.




- 6 Press <OK>.

## Adjusting the Saddle Stitch Position

13WH-0LU

If you are performing saddle stitch printing using the optional booklet finisher, and you notice that the folds of the paper are not exactly in the middle of the booklet, you can make adjustments to compensate for this error. Adjust the folding position of the paper and the saddle stitch position at the same time.



- 1** Press  ► <Adjustment/Maintenance> ► <Adjust Action> ► <Change Fold/Stitch Position>.
- 2** Select the paper size you want to adjust.
- 3** Adjust the saddle stitch position.



- 4** Press <OK> ► <Close>.




- ▶ Basic Copy Operations(P. 210)
- ▶ Making Booklets(P. 253)
- ▶ Optional Equipment(P. 1088)

## Adjusting the Saddle Stitch Folding Position

13WH-OLW

If you are using the optional booklet finisher, and you notice that the folds of the paper are not exactly in the middle of the booklet, use this setting to adjust the saddle stitch fold placement.



- 1** Press  ► <Adjustment/Maintenance> ► <Adjust Action> ► <Adjust Saddle Stitch Fold Position>.
- 2** Adjust the folding position.



- 3** Press <OK>.




- ▶ Basic Copy Operations(P. 210)
- ▶ Making Booklets(P. 253)
- ▶ Optional Equipment(P. 1088)

## Adjusting the Paper Folding Position

13WH-0LX

If you are using the optional booklet finisher, and you notice that the folds of the paper are not exactly in the intended position, use this setting to adjust the fold position.



- 1** Press  ▶ <Adjustment/Maintenance> ▶ <Adjust Action> ▶ <Adjust Fold Position>.
- 2** Select the paper.
- 3** Adjust the folding position.



- 4** Press <OK>.



LINKS

- ▶ Basic Copy Operations(P. 210)
- ▶ Making Booklets(P. 253)
- ▶ Optional Equipment(P. 1088)

# Checking the Number of Pages for Copy/Print/Fax/Scan

13WH-0LY

On the touch panel display, you can check the total number of pages for copying, faxing, scanning, and printing.

## 1 Press the [Counter/Device Information] key.

▶ **Control Panel(P. 87)**

## 2 Check the total number of copied, scanned, and printed pages.



- If you want to check the total number of pages that were scanned and sent, press <Check Send/Fax Counter>.

### NOTE

- You can print a list that shows the number of pages used for copying, printing, scanning, and faxing.
  - ▶ **Printing a Report on the Number of Copied and Printed Pages(P. 889)**
- On this screen, you can also check the counter information for each MEAP application. Press <Check MEAP Counter> on the screen in step 2. If you press <Device Info./Other> ▶ <Check Device Configuration> on the same screen, you can check the options installed in the machine and the version of the security chip regarding HDD data encryption.

#### Number of pages copied and printed

- <Total> indicates the number of all printed pages (copying, printing from computers, printing received faxes, etc.). <Large> refers to A3 or larger size of standard paper. <Small> refers to A4 or smaller size of standard paper.

#### Number of pages scanned and sent

- Items are classified by the destination (transmission destination or saving destination) of scans as follows and the number of pages are counted accordingly.
  - If you specify <E-Mail>, <File>, <Mail Box>, <Fax>, or <I-Fax> for the destination, the number of pages is counted in <Black & White Scan (Total 1)> or <Color Scan (Total 1)>.
  - If you specify <E-Mail>, <File>, or <Mail Box> for the destination, the number of pages is counted in <Black & White Scan 1> or <Color Scan 1>.
  - If you specify <E-Mail> or <File> for the destination, the number of pages is counted in <Black & White Scan 2> or <Color Scan 2>.
  - If you specify <File> for the destination, the number of pages is counted in <Black & White Scan 3> or <Color Scan 3>.
  - If you specify <File> or <Mail Box> for the destination, the number of pages is counted in <Black & White Scan 4> or <Color Scan 4>.



# Printing Reports and Lists

13WH-0R0

You can print reports and lists to check information such as the total number of copied pages, communication results, and machine settings.

- ▶ **Printing a Report on the Number of Copied and Printed Pages(P. 889)**
- ▶ **Printing a List of Usage History(P. 889)**
- ▶ **Printing a Communication Result Report(P. 892)**
- ▶ **Printing a List of Settings(P. 895)**

## Printing a Report on the Number of Copied and Printed Pages

### Counter Report

You can print a report to check the total number of all copied and printed pages, as well as the total number of scanned pages and faxed pages.



[Counter/Device Information] key ▶ <Print List> ▶ <Yes>

### Page Count List


You can print a list to check the total number of pages\* that were copied, printed, and scanned for each Department ID. To print this list, you need to log in with Administrator privileges. ▶ **Logging into the Machine(P. 104)**



ⓘ ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ <On> ▶ <Page Totals> ▶ <Print List> ▶ Select the items to print ▶ <Start Printing>

\* In this report, the numbers are based on copied or printed sides of the page. For example, the count is 1 if you print on one side of a page, and the count is 2 if you print on both sides of the page.


## Printing a List of Usage History

When you press , the Status Monitor/Cancel screen is displayed, allowing you to check the usage history for each function, such as copying, printing, sending e-mail, sending/receiving faxes/I-faxes, storing files in "Advanced Space," etc. From this screen, you can also print the usage history for each function.

### NOTE

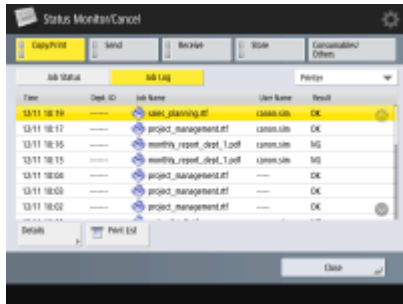
- If "NG" appears in the "RESULT" column in the printed list, check the three-digit number preceded by "#" to find the reason and solutions.

▶ **Countermeasures for Each Error Code(P. 955)**

- If  > <Management Settings> > <Device Management> > <Restrict Access to Other User Jobs> is set to <On>, jobs other than those of the logged-in user are displayed as "\*\*\*\*" and cannot be operated. If you log in with Administrator privileges, the jobs of all users are displayed.

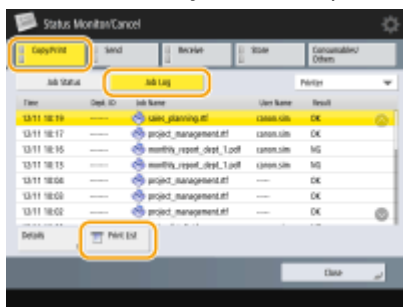
1 Press  .

2 Display the usage history of each function and print a list.



### ■ Copy/print log

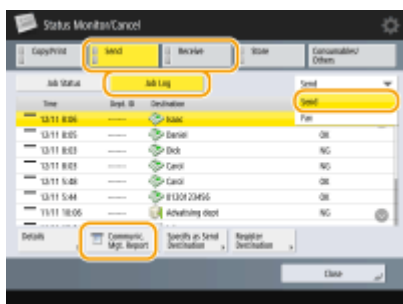
- 1 Press <Copy/Print> > <Job Log>.
- 2 Select the items you want to print, and press <Print List>.



- 3 Press <Yes>.

### ■ Sending/receiving log

- 1 Press <TX> or <Receive> > <Job Log>.
- 2 Select <TX> or <Receive> from the list, and press <Communication Management Report>.



- 3 Press <Start Printing>.

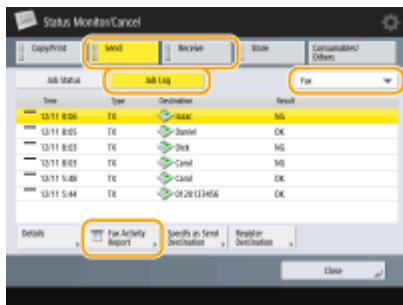
## NOTE

- For documents sent by e-mail, the list indicates the sending results between the machine and the mail server, not between the machine and the destination.
- If you select <Output Spec. No. of Transm.> in step 3, you can specify the number of log results that appear in the list.
- You can specify whether or not to print the list automatically.

▶ **Communication Management Report(P. 892)**

■ **Fax sending/receiving log**

- 1 Press <TX> or <Receive> ▶ <Job Log>.
- 2 Select <Fax> from the list, and press <Fax Activity Report>.



- 3 Press <Start Printing>.

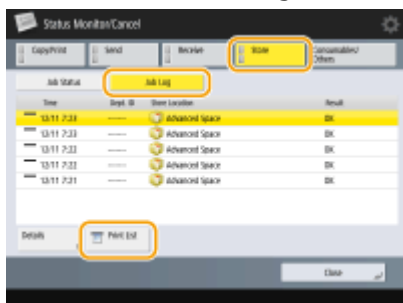
**NOTE**

- If you select <Output Spec. No. of Transm.> in step 3, you can specify the number of log results that appear in the list.
- You can specify whether or not to print the list automatically.

▶ **Fax Activity Report(P. 893)**

■ **Storage log**

- 1 Press <Store> ▶ <Job Log> ▶ <Print List>.




- 2 Press <Yes>.

## Printing a Communication Result Report

You can print a list of results for sending/receiving fax, e-mail, or I-fax, and results for storing items in the file server or Mail Box (machine's temporary storage space). A report is set to be printed automatically or printed only when an error occurs. However, you can change the setting to print only at a specified time or not to print at all.

### NOTE

- If "NG" appears in the "RESULT" column in the printed list, check the three-digit number preceded by "#" to find the reason and solutions.
  - ▶ **Countermeasures for Each Error Code(P. 955)**
- If  ▶ <Management Settings> ▶ <Device Management> ▶ <Restrict Access to Other User Jobs> is set to <On>, jobs other than those of the logged-in user are displayed as "\*\*\*\*" and cannot be operated. If you log in with Administrator privileges, the jobs of all users are displayed.

## Communication Management Report

You can configure the machine to automatically print the report when the specified number of communication results, including sent or received faxes, e-mails, and I-faxes, as well as items saved in the file server or Mail Box (machine's temporary storage space), is reached. You can also configure the setting to print the report at a specified time.



### IMPORTANT

- You cannot configure the settings for the Communication Management Report while <Display Job Log> in <Management Settings> is set to <Off>. In addition, if you change <Display Job Log> in <Management Settings> from <Off> to <On>, <Auto Print (100 Transmissions)> and <Specify Print Time> in the Communication Management Report automatically changes to <Off>.
  - ▶ **<Display Job Log>(P. 811)**

### NOTE

- For documents sent by e-mail, the report indicates the sending results between the machine and the mail server, not between the machine and the destination.
- You can manually print a Communication Management Report from a list in the usage history.
  - ▶ **Sending/receiving log(P. 890)**

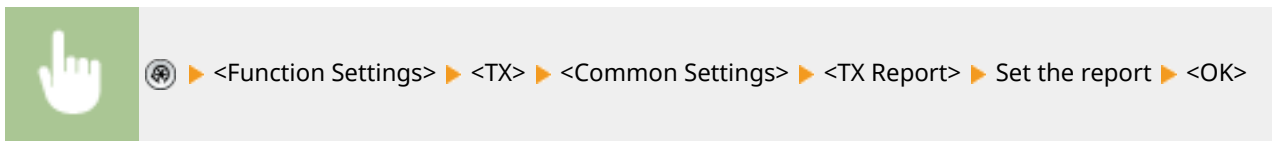
#### When setting to print a report at a specified time

- If a report is set to print at a specified time, the 100 most recent results are printed, with the most recent results first. If the number of results exceeds 100, the older results are not printed.

## TX Report

You can configure the machine to automatically print the report for sending results, including sent faxes, e-mails, and I-faxes, as well as items saved in the file server or Mail Box (machine's temporary storage space). You

can also configure the setting to print the report only when an error occurs. You are required to log in with Administrator privileges to print this report.

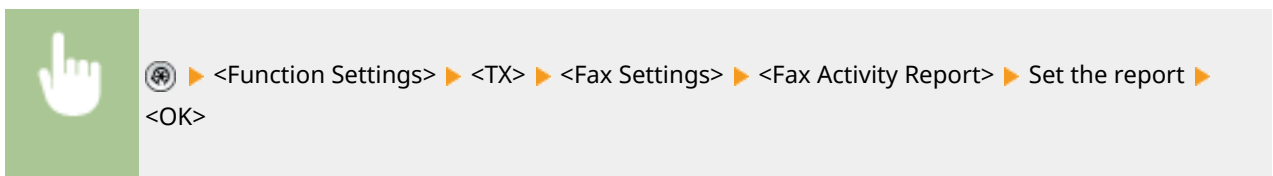


## NOTE

- Even if you set <Report with TX Image> to <On> in the report settings, the image of the sent original does not appear in a report when an encrypted PDF is sent.
- For documents sent by e-mail, the report indicates the sending results between the machine and the mail server, not between the machine and the destination.

## Fax Activity Report

You can configure the machine to automatically print the report when the specified number of sent and received faxes is reached. You can also configure the setting to print the report at a specified time.



## IMPORTANT

- You cannot configure the settings for the Fax Activity Report while <Display Job Log> in <Management Settings> is set to <Off>. In addition, if you change <Display Job Log> in <Management Settings> from <Off> to <On>, <Auto Print (40 Transmissions)> and <Specify Print Time> in the Fax Activity Report automatically changes to <Off>.

▶<Display Job Log>(P. 811)

## NOTE

- You can manually print a Fax Activity Report from a list in the usage history.

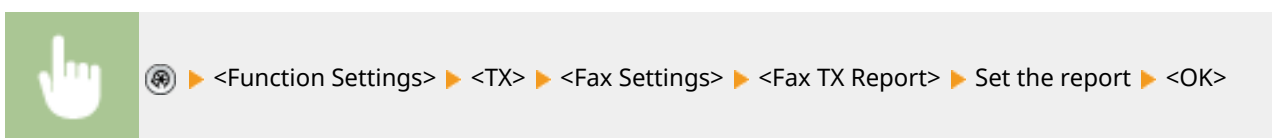
▶<Fax sending/receiving log>(P. 891)

### When setting to print a report at a specified time

- If a report is set to print at a specified time, the 40 most recent results are printed, with the most recent results first. If the number of results exceeds 40, the older results are not printed.

## Fax TX Report

You can configure the machine to automatically print the report each time a fax is sent. You can also configure the setting to print the report only when an error occurs.



**NOTE**

- A Fax Multi TX Report is printed when <Fax TX Report> is set to <On> and broadcast transmission is performed.
- Even if you set <Report with TX Image> to <On> in the report settings, the image of the sent original does not appear in a report when a fax is directly sent to the destination using direct sending (▶ **Checking the Connection to the Recipient Before Sending (Direct Send)(P. 337)**) or manual sending (▶ **Sending Faxes Manually (Manual Sending)(P. 339)**).

**Fax RX Report**

You can set a Fax RX Report to print automatically every time a fax is received. It is also possible to set the report to print only when an error occurs.




 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Fax RX Report> ▶ Set the report ▶ <OK>

**Confidential Fax Inbox RX Report**

You can configure the machine to automatically print the report when a received fax is saved in the Confidential Fax Inbox. You can also configure the setting so that the report is not printed.



 ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Confidential Fax Inbox RX Report> ▶ Set the report ▶ <OK>


**NOTE**

- Even though <Off> is set in this setting, if **Fax RX Report(P. 894)** is enabled, a report is printed when a fax is saved in the Confidential Fax Inbox.

**Printer Report**

You can print and check the information of a printer driver, such as the font list and status.



 ▶ <Function Settings> ▶ <Printer> ▶ <Output Report> ▶ Select the printer driver ▶ Follow the on-screen instructions to select the item to be printed

**Device Information Communication Log Report**

You can configure the machine to automatically print the report when the specified number of results for device information distribution or reception is reached. You can also configure the setting to print the report at a specified time. You are required to log in with Administrator privileges to change the report setting.



▶ <Management Settings> ▶ <Device Management> ▶ <Device Information Distribution Settings> ▶ <Communication Log> ▶ Report Settings ▶ Set the report ▶ <OK>

## NOTE

- When you are logged in with Administrator privileges, you can manually print the device information communication history as a list. Press ▶ <Management Settings> ▶ <Device Management> ▶ <Device Information Distribution Settings> ▶ <Communication Log> ▶ <Print List> ▶ <Yes>.

### When setting to print a report at a specified time

- If a report is set to print at a specified time, the 100 most recent results are printed, with the most recent results first. If the number of results exceeds 100, the older results are not printed.

## Printing a List of Settings

Information and settings registered in the machine such as registered destinations, send/receive settings, fax settings, forwarding conditions, files in a Mail Box, etc. can be printed as a list.

### Address Lists

You can print a list of destinations registered in the Address Book or in one-touch buttons.



▶ <Set Destination> ▶ <Address Lists> ▶ Select the address book or one-touch buttons to print ▶ <Print List> ▶ <Yes>

### TX/RX User Data List

You can print a list of the settings configured for <TX> and <Receive/Forward> in the setting menu.



▶ <Function Settings> ▶ <TX> or <Receive/Forward> ▶ <Output Report> ▶ <TX/RX User Data List> ▶ <Yes>

### Fax User Data List

You can print a list of the fax send/receive settings configured for <TX> and <Receive/Forward> in the setting menu.



▶ <Function Settings> ▶ <TX> or <Receive/Forward> ▶ <Output Report> ▶ <Fax User Data List> ▶ <Yes>

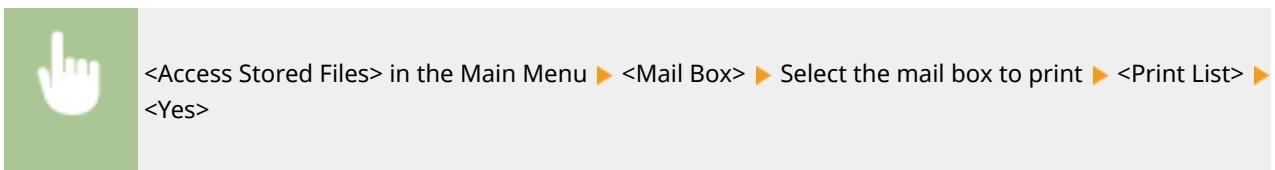
## Forwarding Settings

You can print a list of the fax/I-fax forwarding settings configured for <Receive/Forward> in the setting menu. You are required to log in with Administrator privileges to print this list.



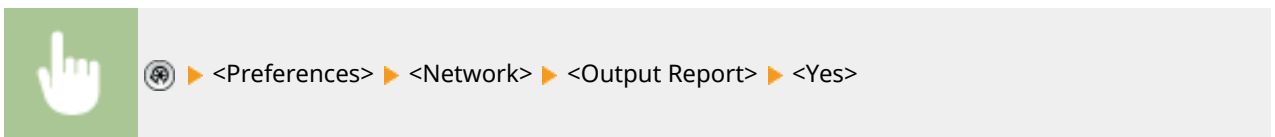
## Mail Box File List

You can print a list of temporarily saved files in a Mail Box on the machine.



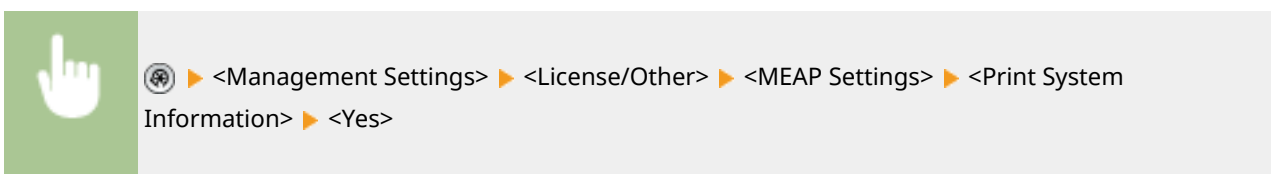
## Network Setting List

You can print a list of the settings configured for <Network> in <Preferences> in the setting menu.



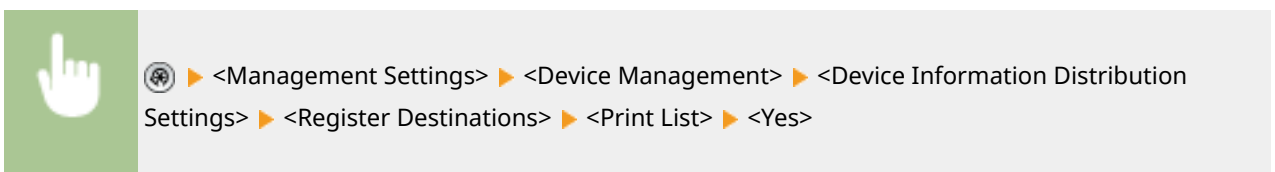
## System Information list

You can print a list of information such as MEAP applications and licenses. You are required to log in with Administrator privileges to print this list.



## Device Information Distribution Destination List

You can print a list of devices registered as information distribution destinations. You are required to log in with Administrator privileges to print this list.






### LDAP Server Registration List

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You can print a list of LDAP server settings registered in the machine. You are required to log in with Administrator privileges to print this list.




 ▶ <Set Destination> ▶ <Register LDAP Server> ▶ <Print List> ▶ <Yes>

### IPSec Policy List

---

You can print a list of IPSec policy settings registered in the machine. You are required to log in with Administrator privileges to print this list.



 ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <IPSec Settings> ▶ <Print List> ▶ <Yes>

# Consumables

13WH-0R1

This section describes consumables used by the machine. Purchase consumables from the authorized Canon dealer that you purchased the machine from. Follow the precautions when handling and storing consumables.

### Genuine Consumables

Canon continuously develops technology innovations in Canon manufactured Toner, Cartridge, and Parts, specifically designed for use in Canon Multi-Functional machines. Experience the benefits of optimal print performance, print volume and high quality outputs, achieved through Canon's new advanced technologies. Therefore, the use of Canon genuine consumables is recommended for your Canon Multi-Functional machines.



### NOTE

- For information on handling and storing consumables, follow the precautions indicated in the FAQ Guide included with the machine.
- You can check the current amount of consumables remaining.
  - ▶ **Checking the Remaining Amount of Consumables(P. 861)**

## Toner Cartridge for Replacement



Confirm that the code on the front cover of the machine and the one on the package of the genuine toner are the same.

Model name	Genuine Canon toner
imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i/C5535	<ul style="list-style-type: none"> <li>• Canon C-EXV 51 Toner Black</li> <li>• Canon C-EXV 51 Toner Cyan</li> <li>• Canon C-EXV 51 Toner Magenta</li> <li>• Canon C-EXV 51 Toner Yellow</li> </ul>
	<ul style="list-style-type: none"> <li>• Canon C-EXV 51L Toner Cyan</li> <li>• Canon C-EXV 51L Toner Magenta</li> <li>• Canon C-EXV 51L Toner Yellow</li> </ul>

### IMPORTANT

#### Be careful of counterfeit toners

- Please be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner. For more information, see [canon.com/counterfeit](http://canon.com/counterfeit).

### NOTE

- For information on the collection of used toner cartridges, see the FAQ Guide.



## Stamp Cartridges



- Stamp Ink Cartridge-C1 and tweezers (included)

## Staples for Replacement

Make sure to use the dedicated replacement staples for this machine. Also note that the product number of the staples to use differs according to the finisher.

Finisher name	Genuine Canon staples
Staple Finisher-Y1 Booklet Finisher-Y1 Inner Finisher-H1	 <ul style="list-style-type: none"> <li>• Staple-P1</li> </ul>
Booklet Finisher-Y1	 <ul style="list-style-type: none"> <li>• Staple Cartridge-Y1</li> </ul>

## Waste Toner Container



- WT-202

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# Troubleshooting

13WH-0R2

If a problem occurs while you are using the machine, check this chapter before contacting your local authorized Canon dealer.

## ■ What kind of problem do you have?



▶ If the Machine Does Not Operate(P. 904)



▶ Cannot Print(P. 906)



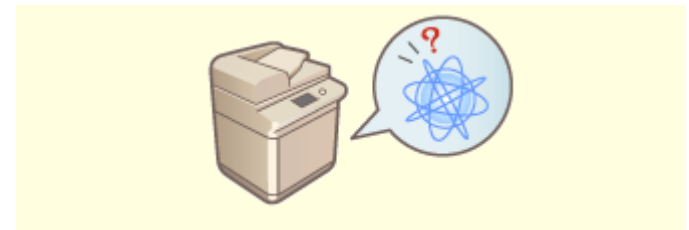
▶ Problems with Printing Results(P. 907)



▶ Problems with Faxes(P. 911)



▶ Problems with Scanning(P. 912)



▶ Problems with the Network(P. 913)



▶ A Message or a Number Starting with "#" (an Error Code) Is Displayed(P. 922)



▶ Problems with Security(P. 917)

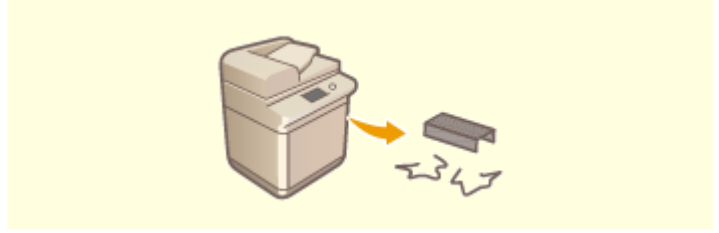
▶ Problems with MEAP(P. 918)

▶ Other Problems(P. 920)

■ When a paper jam/staple jam occurs



▶ Clearing Paper Jams(P. 977)



▶ Clearing Staple Jams (Optional)(P. 1007)

## If the Machine Does Not Operate

13WH-0R3

If a problem occurs while you are using the machine, check the following before contacting your local authorized Canon dealer.

- ▶ **Check This First(P. 904)**
- ▶ **If the machine does not respond to computer operations(P. 904)**
- ▶ **When the authentication screen (login screen) is displayed(P. 905)**

### Check This First


#### → Is a message displayed on the touch panel display?

- A message is displayed on the touch panel display when an error or a problem occurs while operating the machine.
  - ▶ **A Message or a Number Starting with "#" (an Error Code) Is Displayed(P. 922)**

#### → Has the Main Power indicator gone out?

- If the Main Power indicator does not light up even though the power switch is ON, check the power plug.

#### → Is lit?

- If it is lit, press  to cancel the Sleep mode.

#### → Is the machine connected to a computer correctly?

- Check the network connection of the machine and the computer.
  - ▶ **Setting up the Network Environment(P. 19)**

### If the machine does not respond to computer operations

#### → Restart the machine.

- If the machine does not respond even though its power is turned ON, turn the power OFF. Confirm that the power cord is connected correctly. Turn the power back ON.

#### → Check whether the driver is installed correctly.

- For information on installing the driver, see ▶ **Installing Drivers(P. 59)** .

#### → Check whether the IP address of the machine is correct.

- Check the IP address settings, and change them if they are incorrect. For information on the settings, see ▶ **Setting up Using the Setup Guide(P. 7)** .



## When the authentication screen (login screen) is displayed

### → Log in as a registered user.

- When the authentication screen (login screen) is displayed, you must log in as a registered user to continue operating the machine.
  - ▶ **Logging into the Machine(P. 104)**

# Cannot Print

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13WH-0R4

## Check This First

### → Is the Processing/Data indicator (on the control panel) flashing or lit?

- If it is lit, there is a document that is being processed or waiting to be processed. Wait for the processing to finish or select the document that you want to prioritize from the screen for checking the printing status.
  - ▶ **Checking the Printing Status and History(P. 385)**
  - ▶ **Printing Documents Retained in the Machine (Forced Hold Printing)(P. 394)**

### → Is a message displayed on the touch panel display?

- A message is displayed on the touch panel display when an error or a problem occurs while operating the machine.
  - ▶ **A Message or a Number Starting with "#" (an Error Code) Is Displayed(P. 922)**

### → Is <Auto Select> set to <No>?

- To switch to the appropriate operation mode, change all items or the items you are using to <Yes>. Setting the Machine (PS/PCL/UFR II Printer)

### → Is forced hold printing enabled?

- If it is enabled, documents may not be printed, depending on their settings.
  - ▶ **Configuring the Forced Hold Printing Settings(P. 621)**

## Problems with Printing Results

13WH-0R5

- ▶ The printed image is displaced or skewed.(P. 907)
- ▶ Images are uneven or faint.(P. 907)
- ▶ Black streaks appear.(P. 907)
- ▶ White streaks appear.(P. 907)
- ▶ Bleedthrough occurs.(P. 908)
- ▶ Images are not printed on the intended side of the paper.(P. 908)
- ▶ Images are not printed in the intended size.(P. 908)
- ▶ The orientation does not match on both sides of the paper when using two-sided printing.(P. 908)

The printed image is displaced or skewed.

### → Are the paper guides misaligned?

- Match the paper guides with the paper loaded in the paper source.

Images are uneven or faint.

### → Is the paper damp?

- Replace the paper with paper that is not damp.

### → Are the gradation and density set appropriately?

- Perform gradation adjustment.
  - ▶ **Adjusting Gradation(P. 871)**

Black streaks appear.

### → Is the document feed scanning area dirty?

- Clean the document feed scanning area.
  - ▶ **Cleaning the Feeder(P. 831)**

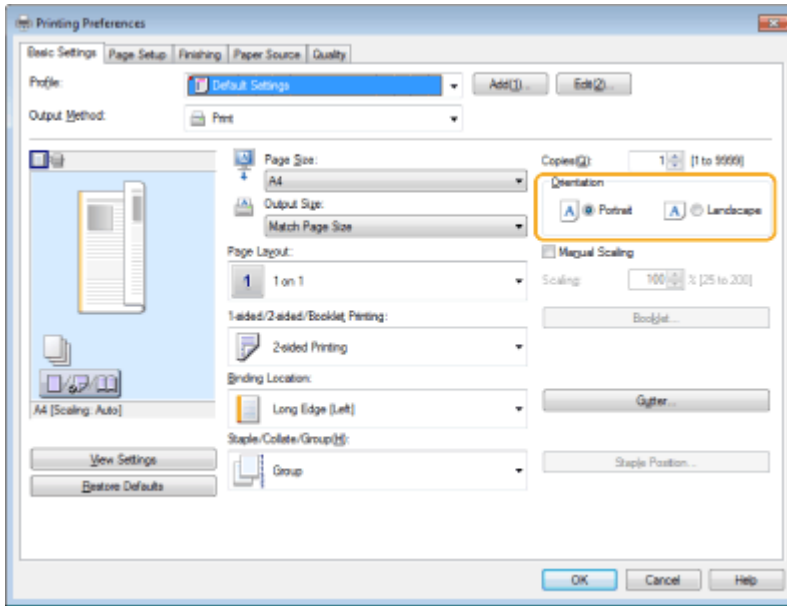
White streaks appear.

### → The dust-proof glass may be dirty.

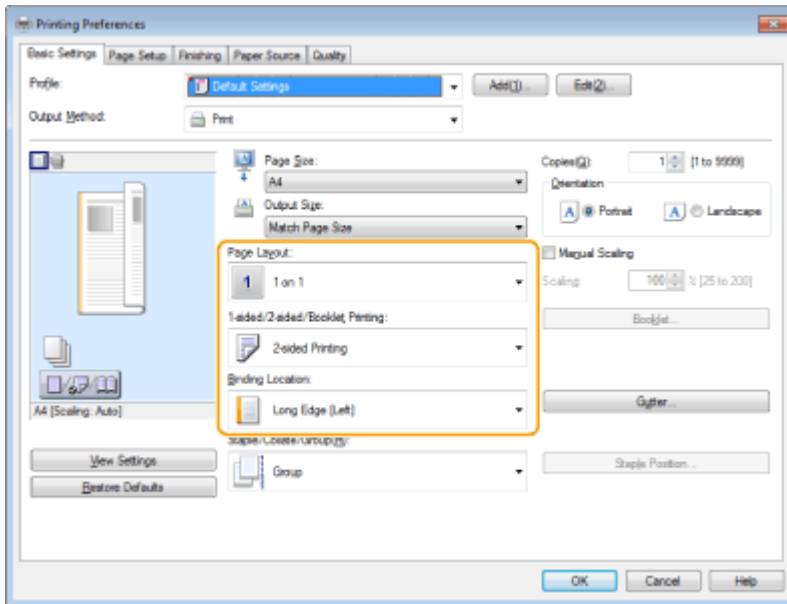
- Clean the dust-proof glass.
  - ▶ **Cleaning the Dust-Proof Glass(P. 836)**



- 1 Select the orientation of the original on the print settings screen of the application.
- 2 On the <Printing Preferences> screen of the driver, set <Orientation> to the same orientation you set in step 1.





- 3 While checking the print preview, set <Page Layout> ► <Page Order> ► <1-sided/2-sided/Booklet Printing> ► <Binding Location>.



**NOTE**

- <Page Order> is displayed when <Page Layout> is set to <2 on 1> or higher.

	Orientation :Portrait	Orientation :Landscape
Binding Location :Short Edge		

<b>Binding Location :Long Edge</b>		
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## Problems with Faxes

13WH-0R6

- ▶ **Faxes cannot be sent or forwarded.(P. 911)**
- ▶ **Cannot receive faxes.(P. 911)**

### Faxes cannot be sent or forwarded.

#### → If no faxes can be sent

- Call the destination fax from the machine to check whether the phone line is connected in the wrong location.

##### **If the dial tone of the phone line cannot be heard**

The modular cable (phone line for faxing) is disconnected or inserted in the wrong location. Check the modular cable and insert it in the correct location.

- ▶ **Back Side(P. 81)**


##### **If voice guidance is played or if the machine cannot connect to the destination fax machine (you cannot hear the fax tone)**

There may be a problem with the other party or the service provider. Contact the other party.

#### → If faxes cannot be forwarded

- Check the forwarding destination registered in the address book or one-touch button, and change it if it is incorrect.
  - ▶ **Editing the Registered Destinations in the Address Book(P. 198)**
  - ▶ **Editing the Registered Destinations in One-Touch Buttons(P. 203)**

#### → If you are using an optical line or an IP phone line

- Communication errors may occur, depending on the line quality. For more information, contact your service provider. You may be able to reduce communication errors by lowering the transmission speed in  ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <TX Start Speed>.

### Cannot receive faxes.

#### → Does the machine have sufficient free memory?

- Delete unnecessary documents in the memory of the machine.
  - ▶ **Saving Received Documents in the Machine (Memory Reception)(P. 352)**

#### → Check the number preceded by "#", and refer to the appropriate countermeasure.

- If fax reception or transmission fails, a number (error code) preceded by "#" is displayed on the touch panel display or in a communication management report. You can refer to the necessary countermeasures according to the error code.
  - ▶ **Countermeasures for Each Error Code(P. 955)**

## Problems with Scanning

13WH-0R7

- ▶ Cannot send documents to a server using the scan and send function.(P. 912)
- ▶ Cannot send scanned documents via e-mail.(P. 912)
- ▶ Black streaks appear in scanned documents.(P. 912)
- ▶ Bleedthrough occurs in scanned documents.(P. 912)

### Cannot send documents to a server using the scan and send function.

#### → Are the server settings such as the password correct?

- If the login password, etc. of the server (computer) has been changed, make sure to also change the settings registered in the address book or one-touch buttons.
  - ▶ **Editing the Registered Destinations in the Address Book(P. 198)**
  - ▶ **Editing the Registered Destinations in One-Touch Buttons(P. 203)**

### Cannot send scanned documents via e-mail.

#### → Is the information for the destination correct?

- Change the settings registered in the address book or one-touch buttons.
  - ▶ **Editing the Registered Destinations in the Address Book(P. 198)**
  - ▶ **Editing the Registered Destinations in One-Touch Buttons(P. 203)**

#### → Are the settings for the SMTP server or DNS server correct?

- If no e-mail can be sent, set the SMTP server and DNS server correctly. For information on the settings, see
  - ▶ **Setting E-mail/I-Fax Communication(P. 62)** .

### Black streaks appear in scanned documents.

#### → Is the document feed scanning area dirty?

- Clean the document feed scanning area.
  - ▶ **Cleaning the Feeder(P. 831)**

### Bleedthrough occurs in scanned documents.

#### → Is the background density set appropriately?

- Set a lighter background density.
  - ▶ **Adjusting Density(P. 426)**



# Problems with the Network

13WH-0R8

▶ **Problems with Connections(P. 913)**

▶ **Problems with Wireless Connections(P. 914)**

## Problems with Connections


### → Cannot set up the network.

- Check whether <Confirm Network Connection Setting Changes> is set to <On>.
  - ▶ **<Confirm Network Connection Setting Changes>(P. 741)**

### → An unintended destination is dialed up.

- If a dial-up router is on the network to which the machine is connected, the machine connects to a destination other than the intended destination, depending on the settings of the machine or dial-up router. This may result in subscriber line charges and call charges. Check the following.
- If the dial-up router does not have to send packets via broadcast, change the router settings to ensure that it sends packets via a method other than broadcast. If it is necessary to allow broadcasting with the dial-up router, check whether an unnecessary destination is set.
- Check whether the host name and IP address of the file server and mail server, etc. set in the machine are correct.
- If the DNS server is on an external server, use the IP address instead of the host name for the destination, even when connecting to devices on the same network as the machine.
- If the DNS server is on the network that the machine is connected to, check whether the information for devices connected to an external network is registered on the DNS server, and whether it is correct.

### → Cannot recognize the machine from a computer.

- If the IP address of the computer where the Remote UI and utility software are executed is not allowed for sending and receiving in <Firewall Settings>, the information for the machine cannot be displayed on the computer. Check whether the settings are correct.
  - ▶ **Specifying IP Addresses in Firewall Settings(P. 593)**
- When using Canon software such as iW Management Console, set <Set Dedicated Community> to <On>, and select <Read/Write> for <MIB Access Permission>. Also set <Dedicated Port Settings> to <On>.
  - ▶ **Monitoring and Controlling via SNMP(P. 53)**
- The machine cannot be recognized when utility software is used to access the machine with a community name other than the SNMP community name set in the machine. Check the SNMP community name.
  - ▶ **Monitoring and Controlling via SNMP(P. 53)**
- If the message "An error has occurred." is displayed in the Web browser and the Remote UI cannot be started, invalid cache data may remain. Clear the cache of the Web browser.
- If the machine enters the Sleep mode, it may not be able to be recognized from a computer. Press  to cancel the Sleep mode or change <Sleep Mode Energy Use> to <High>.
  - ▶ **<Sleep Mode Energy Use>(P. 739)**

## Problems with Wireless Connections

### → Cannot connect wireless LAN and wired LAN at the same time.

- You cannot connect wireless LAN and wired LAN at the same time. USB and wireless LAN or USB and wired LAN can be used at the same time.

### → The Remote UI is not displayed.

- Are <Use HTTP> and <Remote UI> set to <On>?
  - ▶ <Use HTTP>(P. 744)
  - ▶ Starting the Remote UI(P. 644)
- If you are connected with wireless LAN, restart the Remote UI after checking whether the IP address is set correctly.
  - ▶ Conducting a Connection Test for an IPv4 Address(P. 34)
  - ▶ Conducting a Connection Test for an IPv6 Address(P. 37)
- If you are connected with wired LAN, restart the Remote UI after checking whether the IP address is set correctly and the cable is connected correctly.
  - ▶ Connecting to a Wired LAN(P. 23)
  - ▶ Starting the Remote UI(P. 644)
- Are you using a proxy server? If so, add the IP address of the machine in <Exceptions> (addresses to not use a proxy for) in the proxy server settings of the Web browser.
- Is communication with computers restricted in the firewall? If the Remote UI cannot be displayed because the settings are incorrect, set <IPv4 Address Filter>, <IPv6 Address Filter>, or <MAC Address Filter> to <Off> from the control panel of the machine.
  - ▶ Restricting Communication by Using Firewalls(P. 592)
  - ▶ <Network>(P. 741) ▶ <IPv4 Address Filter>
  - ▶ <Network>(P. 741) ▶ <IPv6 Address Filter>
  - ▶ <Network>(P. 741) ▶ <MAC Address Filter>

### → Cannot connect to the network.

- The IP address may have failed to be set. Set the IP address again.
  - ▶ Setting an IP Address(P. 32)
- If you are connected with wireless LAN, check whether the machine can connect to the network.
  - ▶ If you cannot connect to a wireless LAN(P. 915)

### → If you do not know the IP address that was set.

- ▶ Setting an IP Address(P. 32)

### → Cannot change from wired LAN to wireless LAN or wireless LAN to wired LAN.

- Did you also switch the LAN setting from the control panel of the machine? You cannot change the connection method of the machine unless you do so.
  - ▶ Selecting Wired or Wireless LAN(P. 22)

→ If you do not know the SSID and network key of the wireless LAN router to connect to or the SSID is not displayed on the screen.

- Check whether the SSID is displayed on the wireless LAN router or its box.

▶ **Checking the SSID and Network Key(P. 31)**

→ The SSID of the wireless LAN router to connect to is not displayed in the list of access points.

- Check whether the SSID of the wireless LAN router that you made a note of is correct.

▶ **Checking the SSID and Network Key(P. 31)**

- If the SSID of the wireless LAN router is not disclosed (if it is using the stealth function\*), set the wireless LAN router to disclose the SSID.

\* This function prevents the SSID of a wireless LAN router from being automatically detected.

- Check whether the machine is connected to the network.

▶ **If you cannot connect to a wireless LAN(P. 915)**

**If you cannot connect to a wireless LAN**



**Check the status of the computer.**

- Is setup of the computer and wireless LAN router complete?
- Are any of cables of the wireless LAN router (power cable, LAN cable, etc.) disconnected?
- Is the wireless LAN router turned ON?

**If the problem is still not resolved:**

- Turn all the devices off, and then on again.
- After waiting a while, check whether you can connect to the network.



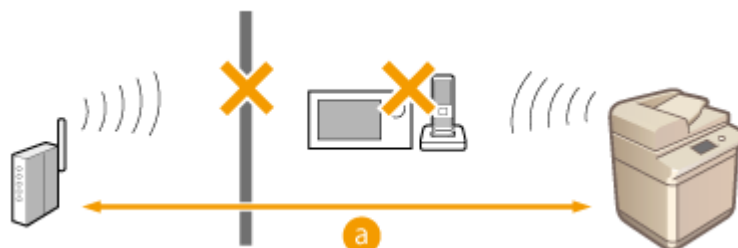
**Check whether the machine is turned ON.**

If the machine is turned ON, turn it OFF, and then ON again.



**Check the installation location of the machine and wireless LAN router.**

- Are the machine and wireless LAN router too far away from each other?
- Is there an obstacle such as a wall between the machine and wireless LAN router?
- Are there any devices that emit electromagnetic waves nearby, such as a microwave or digital cordless telephone?



**a** : Within 50 m



Specify the following settings again.

- ▶ **Setting Up the Connection Using WPS Push Button Mode(P. 26)**
- ▶ **Setting Up the Connection Using WPS PIN Code Mode(P. 27)**
- ▶ **Setting Up Connection by Selecting a Wireless Router(P. 28)**
- ▶ **Setting Up a Connection by Specifying Detailed Settings(P. 29)**

## NOTE

### If settings require manual entry

- If the wireless LAN router is set as follows, perform manual entry ( ▶ **Setting Up a Connection by Specifying Detailed Settings(P. 29)** ):
  - ANY rejection\* is enabled.
  - An automatically generated WEP key (hexadecimal) is set.
  - The stealth function is enabled.

\* A wireless LAN router function for refusing connections if the device trying to connect has "ANY" or "blank" set for the SSID.

### If it is necessary to change the settings on the wireless LAN router side


- If the wireless LAN router is set as follows, change the settings on the router side:
  - MAC address filtering is set.
  - WEP is selected or WPA/WPA2 encryption is set for the TKIP when communicating only with IEEE 802.11.

## Problems with Security

13WH-0R9

- ▶ The settings in <Settings/Registration> are not restored even though the check box is deselected in the security policy settings.(P. 917)
- ▶ Cannot import security policy settings.(P. 917)
- ▶ A security administrator password entry screen is displayed even though no password is set.(P. 917)

The settings in <Settings/Registration> are not restored even though the check box is deselected in the security policy settings.

- Items changed with security policy settings applied are not restored simply by deselecting the check box. Deselect the check box, and change the corresponding settings from the  button, or from <Settings/Registration> in the Remote UI.

Cannot import security policy settings.

- Have you set a different security policy password from the source device? Remove the password in the destination device or set the same password as the source device.
  - ▶ **Using a Password to Protect the Security Policy Settings(P. 543)**

A security administrator password entry screen is displayed even though no password is set.

- If you import security policy settings, the same password is set for the destination device if a security policy password is set in the source device. Check the password of the source device.

## Problems with MEAP

13WH-ORA

- ▶ Automatic retrieval of domain information and service information retrieval fail when Windows Server firewall is set.(P. 918)
- ▶ Connecting to an Active Directory server fails when Windows Server firewall is set (an error message indicating that the authentication server is not operating is displayed).(P. 918)
- ▶ User authentication fails when Windows Server firewall is set.(P. 918)
- ▶ Cannot log in to Active Directory.(P. 919)
- ▶ Startup is slow.(P. 919)
- ▶ Login is slow.(P. 919)

Automatic retrieval of domain information and service information retrieval fail when Windows Server firewall is set.

### → DNS server\* communication is blocked by the firewall.

- Stop blocking the default port 53.

\* A DNS server usually performs communication with the UDP protocol using port 53, but the data may be processed with the TCP protocol if it exceeds a certain size.

Connecting to an Active Directory server fails when Windows Server firewall is set (an error message indicating that the authentication server is not operating is displayed).

### → Communication with the Active Directory\* server is blocked by the firewall.

- Stop blocking the default port 88.

\* If Active Directory is set as the login destination, communication is normally performed with the UDP protocol using port 88, but the data may be processed with the TCP protocol if it exceeds a certain size.

User authentication fails when Windows Server firewall is set.

### → Communication using LDAP server authentication is blocked by the firewall.

- Stop blocking port 389.

\* Communication is performed with the TCP protocol using port 389 by default. If you have changed the port, stop blocking the new port.

## Cannot log in to Active Directory.

### → Did you perform user registration before installing Active Directory?

- After installation, accounts are automatically generated in the "Users" folder, but since a user logon name is not set, you cannot log in to the Active Directory of User Authentication because the user information cannot be retrieved even if a key is generated. Perform the following operations to change the settings.

- 1 Start the "Active Directory Users and Computers." management tool of Active Directory.**
- 2 Right-click the user registered before installing Active Directory.**
- 3 Select <Properties> from the pop-up menu.**
- 4 Select the <Account> tab, specify <User logon name>, and click <OK>.**
- 5 Right-click the user you changed the settings for.**
- 6 Select <Reset Password> from the pop-up menu.**
- 7 Enter the new password in the <Reset Password> dialog box, and click <OK>.**

## Startup is slow.

- A host that name resolution cannot be performed for (an address that cannot be identified) is set in the SRV record retrieved with automatic domain retrieval.
- The DNS server set in the machine is not found or cannot communicate. Check the settings and communication environment.
- If a standby time for network connections is set on the machine, change the setting.
  - ▶ **Setting the Wait Time When Connecting to a Network(P. 41)**

## Login is slow.

- Check whether the domain name specified in the DNS server that is set can perform name resolution (or whether the address can be identified), and make changes if necessary.
- The DNS server set in the machine is not found or cannot communicate. Check the settings and communication environment.
- Multiple domain controllers manage the specified domain. Login may be slow because User Authentication performs the authentication process for all domain controllers until login succeeds. Check the domain controller and make changes if necessary.

## Other Problems

13WH-0RC

- ▶ Cannot press a button, select an item, or an item is not displayed.(P. 920)
- ▶ Some settings imported from another device are not reflected.(P. 920)
- ▶ Log files are garbled.(P. 920)
- ▶ Log events are not recorded even though log collection was started.(P. 920)
- ▶ The setting for long-strip originals is not displayed.(P. 921)
- ▶ The setting for K-size paper is not displayed.(P. 921)

### Cannot press a button, select an item, or an item is not displayed.

- Some settings can only be used by the Administrator. They cannot be used by general users.
  - ▶ **Settings/Registration(P. 730)**
- The system administrator limits the functions that general users can use to prevent unauthorized use, and restricts the use of functions.
- The functions that can be used with User Authentication are managed by the administrator. These functions can be used by logging in using an ID with access privileges.
  - ▶ **Logging into the Machine(P. 104)**
- Functions cannot be used because the optional equipment or system options that they require are not installed.
- The buttons displayed on the screen have been changed. For the Main Menu, press <Display All> and search for the desired button. For a Basic Features screen, press <Options> and search for the desired button.
  - ▶ **Customizing the Main Menu(P. 154)**
  - ▶ **Customizing the Basic Features Screen(P. 162)**
- The settings are managed with security policy settings. To change the settings, it is necessary to log in to the Remote UI with Administrator privileges.
  - ▶ **Configuring the Security Policy Settings(P. 545)**

### Some settings imported from another device are not reflected.

- If a security policy is set, settings that violate the security policy cannot be imported.

### Log files are garbled.

- CSV files opened with an old version of Microsoft Excel may be garbled. Open them with a newer version of Microsoft Excel or other spreadsheet software.

### Log events are not recorded even though log collection was started.

- Results may not be reflected in a log file if it is retrieved immediately after log collection is started. Since it takes some time to collect logs, retrieve the log file again after waiting a while.



### The setting for long-strip originals is not displayed.

- You can use long-strip originals by changing the machine settings. For more information, contact your local authorized Canon dealer.

### The setting for K-size paper is not displayed.

- You can use K-size paper by changing the machine settings. For more information, contact your local authorized Canon dealer.

## A Message or a Number Starting with "#" (an Error Code) Is Displayed

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13WH-0RE

If a message is displayed on the screen of the machine or the Remote UI, or a number starting with "#" (an error code) is displayed on the details screen for job log or a communication management report, refer to the following to check the remedy.

- ▶ **A Message Saying to Contact a Local Authorized Canon Dealer Is Displayed(P. 923)**
- ▶ **Countermeasures for Each Message(P. 925)**
- ▶ **Countermeasures for Each Error Code(P. 955)**

# A Message Saying to Contact a Local Authorized Canon Dealer Is Displayed

13WH-0RF

If the machine cannot operate normally due to a problem, a message is displayed on the touch panel display. Check the reference according to the displayed message.

- ▶ **When a message saying to contact a local authorized Canon dealer is displayed(P. 923)**
- ▶ **When the <Limited Function Mode> button is displayed(P. 923)**

## When a message saying to contact a local authorized Canon dealer is displayed

### 1 Restart the machine.

- Press the power switch to turn the power OFF, wait for longer than 10 seconds after the Main Power indicator turns off, and then turn the power ON again.

#### IMPORTANT

- Note that data waiting to be processed is erased when you turn the power OFF.

### 2 If the message is still displayed, prepare the following information.

- Product name (imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i/C5535)
- The dealer where you purchased the machine
- The problem (the specific operation you performed and the result and symptom, etc.)
- Error code number displayed on the touch panel display

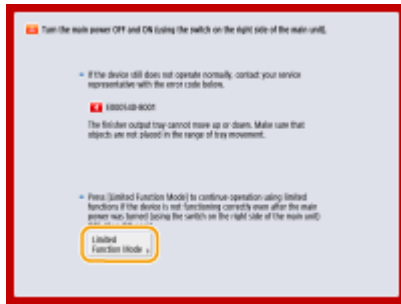


### 3 Turn the power of the machine OFF, pull out the power plug, and contact your local authorized Canon dealer.

## When the <Limited Function Mode> button is displayed

You can continue to use the machine before resolving the problem by limiting functions.

## 1 Press <Limited Function Mode>.



## 2 Press <Yes> to restart the machine.

- The machine is restarted with the Limited Functions mode.
- When the problem is resolved, the message prompting you to contact your local authorized Canon dealer disappears from the bottom left of the screen.

### Functions available when the Print function is limited:

Fax, Scan, Scanner, Web Access, Tutorial, MEAP Application, Quick Menu, Status Monitor/Cancel, Remote UI

### Functions available when the Scan function is limited:

Access Stored Files, Fax/I-Fax Inbox, Print, Hold, Web Access, Tutorial, MEAP Application, Quick Menu, Status Monitor/Cancel, Remote UI

### NOTE

- The following screen is displayed when you select a function that is limited with the Limited Functions mode.



Press <Main Menu>, and select another function.

## Countermeasures for Each Message

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13WH-0RH

If an error occurs during scanning or printing, or if a problem occurs with the network connection or settings, a message appears on the machine display or the Remote UI screen. For details about each message and solutions to the problems, refer to the messages below.

### 23 MEMORY FULL

---

**There is insufficient memory to register overlay forms and external characters, etc.**

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the print data in the memory of the machine.

▶ **Canceling Printing(P. 383)**

**Setting the Machine (PS/PCL/UFR II Printer)**

- Press <Skip Error>, and continue printing. However, the data that could not be registered due to a lack of memory will not be printed.

### 27 JOB REJECT

---

**The specified emulation does not exist.**

- Specify emulation that the machine supports.  
**Setting the Machine (PS/PCL/UFR II Printer)**
- Press <Skip Error> to skip the printing that an error occurred for. You can perform the following printing.

### 33 WORK FULL

---

**Could not print because the dedicated work memory was insufficient.**

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine.

▶ **Canceling Printing(P. 383)**

**Setting the Machine (PS/PCL/UFR II Printer)**

- Press <Skip Error>, and continue printing. However, the data for which an error was displayed will not be printed correctly. Also note that registered data such as overlay forms and macros may be deleted.

### 52 IMAGEMODE REJECT

---

**Data that cannot be processed was sent while printing an image.**

- Press <Skip Error> to skip the printing that an error occurred for. However, the data for which an error was displayed will not be printed.
- Perform printing again using a printer driver that supports the data format of the image.

**The Active Directory site information is invalid. Contact the system manager.**

---

**The site information of Active Directory is not set correctly.**

- Check whether <Timing of Site Information Retrieval:> and <Site Access Range:> are set correctly in <Use of Access Mode within Sites:>.

## Could not verify CRL.

---

Could not confirm the CA certificate of the certificate authority that issued the certificate revocation list (CRL).

- Register the CA certificate of the certificate authority that issued the certificate revocation list (CRL).  
 ▶ **Registering a CA Certificate(P. 663)**

## D1 Replot Buffer Full

---

Could not redraw because data could not be registered to the replot buffer.

- Press <Skip Error>, and continue printing. However, the data that caused the error will not be printed correctly. For information on the replot buffer, see Print.

## D1 Div. Print. Bffr Full

---

Could not perform divided printing because data could not be registered to the buffer for divided printing.

- Cancel printing, set <Divide Mode> to <No> and <Enlarge/Reduce> to <Auto> in the HP-GL setup menu, specify the output paper size, and perform printing again. However, the data will be enlarged/reduced when printed.

▶ **Canceling Printing(P. 383)**

**Print**

- Press <Skip Error>, and continue printing. However, the data that could not be registered will not be printed correctly. For information on divided printing, see Print.

## D1 Polygon Buffer Full

---

Could not draw because data could not be registered to the polygon buffer.

- Press <Skip Error>, and continue printing. However, the data that could not be registered will not be printed correctly. For information on the polygon buffer, see Print.

## D0-nn error (nn is two alphanumeric characters)

---

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

## FF FONT FULL

---

Could not register font information in the font table because there were too many fonts to register.

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine.

▶ **Canceling Printing(P. 383)**

**Setting the Machine (PS/PCL/UFR II Printer)**

- Press <Skip Error>, and continue printing. However, the data that could not be registered will not be printed correctly.

### **FM DL SIZE ERROR n (n is a single alphanumeric character)**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **FM DL SCALE ERROR n (n is a single alphanumeric character)**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **FM DL FONT MEMORY FULL**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **FM FILE ACCESS ERROR**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **FM SC WORK MEM. ERROR n (n is a single alphanumeric character)**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **FM ALIGNMENT ERROR**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **FM FONT PARSE ERROR**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **FM FONT MEMORY FULL**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

## FM WORK MEMORY ERROR

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

## IEEE 802.1X error. Set the correct authentication information.

---

**The client authentication information is not set correctly.**

- Check whether the authentication method and authentication information (key and certificate, user name and password, and CA certificate) are set correctly.

## IEEE 802.1X error. No reply from the destination.

---

**An error occurred while communicating with the authenticator.**

- Check whether the authenticator (LAN switch) and RADIUS server are set correctly.

## IEEE 802.1X error. Cannot analyze the certificate.

---

**Failed to analyze the server certificate sent from the RADIUS server.**

- Check the content of the server certificate of the RADIUS server.

## IEEE 802.1X error. The certificate is incorrect.

---

**An error occurred when using the server certificate sent from the RADIUS server as a CA certificate for validation.**

- Check the content of the server certificate of the RADIUS server and the CA certificate registered in the machine.
  - ▶ **Registering a CA Certificate(P. 663)**

## IEEE 802.1X error. The certificate has expired.

---

**The server certificate sent from the RADIUS server has expired.**

- Check the expiration date of the server certificate of the RADIUS server.

## IEEE 802.1X error. Change the authentication password.

---

**The password has expired.**

- Set a new password.

## IEEE 802.1X error. Check the authentication settings.

---

**The authentication method set in the machine and the authentication method set in the RADIUS server do not match.**

- Check the authentication method set in the machine and the RADIUS server, and set the correct authentication method.



## Set the IP address.

---

### The IP address of the machine is not set.

- Set the IP address in <TCP/IP Settings>, and restart the machine.  
 ▶ **Setting an IP Address(P. 32)**

## Check the server name in the SMB server settings.

---

### A computer or printer with the same name as the SMB server is registered in the WINS database.

- If <WINS Resolution> is set to <On> in <WINS Settings>, do not register a computer or printer with the same name as the SMB server in <Computer Name/Workgroup Name Settings> in <TCP/IP Settings>.  
 ▶ **Making WINS Settings(P. 47)**  
 ▶ **<Computer Name/Workgroup Name Settings>(P. 742)**

### A computer or printer with the same name as the SMB server exists in the workgroup that the machine belongs to.

- Do not register a computer or printer with the same name as the SMB server in <Computer Name/Workgroup Name Settings> in <TCP/IP Settings>.  
 ▶ **<Computer Name/Workgroup Name Settings>(P. 742)**

## TLS Error

---

### The WebDAV server does not support TLS encrypted communication.

- Set TLS on the WebDAV server side, according to your environment.

### The proxy server does not support TLS encrypted communication.

- If the WebDAV client connects to the internet via a proxy, set TLS on the proxy server side.

## Cannot delete the default key because it is in use by TLS or other settings. Check the settings.

---

### The key and certificate you are trying to delete is being used in TLS encrypted communications or the Restrict Receiving for Each Function mode of Device Information Distribution.

- Set all TLS settings to <Off> to stop TLS encrypted communication. Also set all settings in <Restrict Receiving for Each Function> to <On>.  
 ▶ **<Device Information Distribution Settings>(P. 810)**

## TCP/IP Error

---

### Could not automatically retrieve the address with DHCP and Auto IP.

- If the address cannot be automatically retrieved with DHCP and Auto IP, <IP Address> in <IPv4 Settings> is set to 0.0.0.0. Set the correct IPv4 address.  
 ▶ **Setting an IPv4 Address(P. 33)**

### 0.0.0.0 is set as a fixed IPv4 address in <IP Address> in <IPv4 Settings>.

- Set the correct IPv4 address.  
 ▶ **Setting an IPv4 Address(P. 33)**

### The IPv6 address is not set correctly.

Check the following. It may take several minutes until the stateless address is decided.

- Check whether <Use IPv6> is set to <On> in <IPv6 Settings>.
- When using a stateless address or DHCPv6, check whether each address has been retrieved.
- If the address has not been retrieved, check the settings of the router and the DHCPv6 server.

▶ **Setting an IPv6 Address(P. 35)**

**The address of the DNS server is not set correctly.**

- Check whether the address of the DNS server is set correctly in <IPv4> or <IPv6>.

▶ **Making DNS Settings(P. 42)**

**Could not send to the TCP/IP protocol stack.**

- Check whether the IPv4 address or IPv6 address is set correctly in <IPv4 Settings> or <IPv6 Settings>.

▶ **Setting an IPv4 Address(P. 33)**

▶ **Setting an IPv6 Address(P. 35)**

**Out of resources. Wait a moment, then try again.**

---

**TCP/IP resources were insufficient while continuously sending or after continuously sending with FTP or Windows (SMB).**

- Try again after waiting a while.

**Check the TCP/IP.**

---

**The TCP/IP of the machine is not operating.**

- Check the IP address, DHCP, and Auto IP settings in <TCP/IP Settings>.

▶ **Setting an IPv4 Address(P. 33)**

**XPS Print Range Error**

---

**There are no pages that can be processed in the specified range for printing.**

- Specify a correct page range.

**XPS Image Data Error**

---

**Failed to extend the image data.**

- Replace the image data in the XPS file and try printing again.

**XPS Spool Memory Full**

---

**There is insufficient memory to process the XPS data.**

- Restart the machine and try printing again. If you still cannot print, divide the pages into multiple files and print them separately.

**XPS Data Error**

---

**An invalid command is specified due to corrupt data, etc. and processing cannot continue.**

- Perform printing again using XPS data in a format supported by the machine.

**XPS Unsupport Image Err**

---

**An unsupported data format is included.**

- Convert the data to the TIFF or JPEG format and try printing again.

### **XPS Font Error**

---

#### **Failed to analyze the font data.**

- Replace the font data in the XPS file and try printing again.

### **XPS Page Data Error**

---

#### **Cannot generate pages because the descriptions are incorrect.**

- Perform printing again using XPS data in a format supported by the machine.

### **XPS Memory Full**

---

#### **There is insufficient memory to process the XPS data.**

- Press <Skip Error>, and continue printing. However, pages that include the data that caused the error may not be printed correctly.

### **You do not have privileges to access the XXX page.**

---

#### **You tried to log in as a user without the required privileges.**

- Log in as a user with the required privileges.

### **Access point connection error. Check Wireless LAN Information.**

---

#### **The access point could not be found.**

- Check the wireless LAN settings.
  - ▶ **Check the settings and information of the wireless LAN(P. 24)**

### **Cannot start this application because system resources (memory, threads, sockets, file descriptors, disk space, or screen size) required to start the application may not be available. <Resources>**

---

#### **The application cannot be used because the required system resources, such as memory and disk space, may not be able to be secured.**

- You may be able to use the desired application by closing other applications.

### **Cannot download application logs because application logs do not exist.**

---

#### **The application log does not exist.**

- The operation cannot be performed because the log does not exist. Use the <Back> button to return to the previous page.

### **The contents of the file for the application to install are incorrect or information is missing. Check the file.**

---

#### **The application could not be installed because the content of the specified file is invalid or information is insufficient.**

- An application cannot be installed if the content of the file is invalid. Check the content of the file, and if there is no problem, contact the developer of the application or the support department for the application.

**The contents of the file for the license to install are incorrect or information is missing. Check the file.**

---

**The license file could not be installed because the content of the specified file is invalid or information is insufficient.**

- A license file cannot be installed if the content of the file is invalid. Check the content of the file, and if there is no problem, contact the developer of the application or the support department for the application.

**Could not delete application logs because an error occurred.**

---

**The log could not be deleted because an unknown error occurred.**

- Use the <Back> button to return to the previous page.

**Could not download application logs because an error occurred.**

---

**The log could not be downloaded because an unknown error occurred.**

- Use the <Back> button to return to the previous page.

**Could not delete authentication information because an error occurred.**

---

**The authentication information could not be deleted because an unknown error occurred.**

- Contact your local authorized Canon dealer.

**No response.**

---

**Could not send because an error occurred in the server.**

- Check whether the server is operating normally.

**The machine is not connected to the network correctly.**

- Check the machine and network settings, and try connecting again.  
▶ **Setting up the Network Environment(P. 19)**

**Could not send e-mail or an I-fax because an error occurred in TCP/IP.**

- Check the machine and network settings, and try connecting again.  
▶ **Setting up the Network Environment(P. 19)**

**Replace the waste toner container.**

---

**Cannot print because the waste toner container is full.**

- Replace the waste toner container.  
▶ **Replacing the Waste Toner Container(P. 844)**

**Cannot recall the settings because the function for the button does not exist.**

---

**A personal button or shared button that includes a function not supported by the machine was used.**

- If you have imported personal buttons/shared buttons registered in another imageRUNNER ADVANCE series device, buttons not supported by the machine may be included. Register the personal buttons/shared buttons again in the machine.

### **Cannot recall the settings because the function for the button is disabled. Enable the function, then try again.**

---

**The operation could not be executed by pressing the button because the function to use has been stopped.**

- Press the button after enabling the function that was stopped to be used.

### **Synchronize Custom Settings: Log in again for synchronization.**

---

**There is an inconsistency between the synchronization data of the server machine and that of the client machine synchronizing custom settings.**

- Log out, and then log in again.

### **Synchronize Custom Settings: Some settings are restricted.**

---

**The client machine was synchronizing custom settings, but the server machine is turned OFF or is not operating normally.**

- Turn the server machine ON.
- If the server machine is operating normally, check that its network cable is connected before checking the network settings.

### **Synchronize Custom Settings: An error occurred.**

---

**An error occurred during synchronization startup.**

- Confirm that the address of the destination server is correct for the synchronization of custom settings (client).
- If the synchronization of custom settings (client) is complete, restart synchronization.
- Restart the machine.
- If the problem is not resolved even after restarting the machine, check whether (1) you can ping the IP address set for the destination, and (2) the address of the destination server is correctly displayed.

### **Synchronize Custom Settings: Server authentication error.**

---

**Authentication with the server machine could not be achieved.**

- Check that the authentication user ID and new password for the synchronization of custom settings (client) are the same as the authentication user ID and password with administrator privileges in the server machine.
- If the synchronization of custom settings (client) is complete, restart synchronization.
- Restart the machine.

### **Synchronize Custom Settings: Cannot find the server.**

---

**The server machine for synchronization of custom settings could not be found using Auto Search.**

- Confirm that the server machine is turned ON.
- If the server machine is operating normally, check that its network cable is connected before checking the network settings.

- Confirm the usable conditions for Auto Search. ▶ **Starting Setting Synchronization(P. 708)**
- Without using Auto Search, manually specify the server address of the destination for the synchronization of custom settings (client), and the search depth (router).
- If the synchronization of custom settings (client) is complete, restart synchronization.
- Restart the machine.

### Synchronize Custom Settings: Cannot identify the server.

#### Multiple server machines for the synchronization of custom settings were found using Auto Search.

- Manually specify the server machine or shut down all unnecessary server machines that are currently running so that only one remains.

#### Manually specifying the server machine

- Without using Auto Search, manually specify the server address of the destination for the synchronization of custom settings (client), and the search depth (router). ▶ **Starting Setting Synchronization(P. 708)**

#### Shutting down unnecessary servers that are currently running

- Even if the network settings of the server machine include both IPv4 and IPv6, if IPv6 is prioritized and the client machine disables IPv6, the client machine cannot connect via search. Enter the IPv4 address for the destination server address.
- If the synchronization of custom settings (client) is complete, restart synchronization and then restart the machine.

### A toner cartridge with the wrong item name is inserted. If this toner cartridge is used, information about remaining toner cannot be detected properly.

#### A toner cartridge with the wrong model number may be inserted, or the toner cartridge may have been damaged.

- Make sure to check the status of the inserted container, which is displayed in the area within the frame. For instructions on checking the model number of the toner cartridge, see ▶ **Consumables(P. 898)** .



To continue using the toner cartridge, press <I Agree>. If you select this option, the operation of the machine is not guaranteed.

To replace the toner cartridge, press <Cancel>.

If you are not sure about the remedies, contact your local authorized Canon dealer from which you purchased the toner cartridge.

### Check the covers.

#### The cover of optional equipment is open.

- Check whether the covers of optional equipment are closed.

### **The function may be stopped. Buttons could not be imported.**

---

**When importing data, buttons with functions not supported by the machine were included.**

- Check whether all the buttons have been imported to the machine.

### **Place the original on the platen glass.**

---

**Operations cannot be performed and settings cannot be specified because there is no original on the platen glass.**

- Place an original on the platen glass.

### **Remove the original from the platen glass.**

---

**An original remains on the platen glass.**

- Remove the original from the platen glass, and place another original.

### **Original scanning area (feeder) is dirty.**

---

**The document feed scanning area (on the feeder side) is dirty.**

- Clean the document feed scanning area.  
▶ **Cleaning the Feeder(P. 831)**

### **Original scanning area (thin glass strip) is dirty.**

---

**The document feed scanning area (the long and thin glass strip) is dirty.**

- Clean the document feed scanning area.  
▶ **Cleaning the Feeder(P. 831)**

### **Return the originals to their correct order, then press the [Start] key.**

---

**Scanning stopped because an unknown problem occurred in the feeder.**

- Scan the original again from the first page.

### **Return the originals to their correct order, then press the [Start] key. (The data size of the scanned original exceeds the limit. Settings will be automatically corrected and the originals will be scanned again.)**

---

**Scanning was canceled because the data of the scanned document exceeded the maximum size that can be handled by the machine.**

- Scan the original again from the first page. If you still cannot scan the original, you may be able to scan by lowering the setting in <Sharpness>, and setting <Original Type> to <Text>.

### **The device is currently being used by another user. Wait a while, and then try to perform the operation again.**

---

**You cannot use the machine when it is being used by another user.**

- Try again after waiting a while.

## The number of search results exceeds the limit. Change search conditions, then try again.

---

### Destinations exceeding the maximum number of search results were found.

- Narrow the search conditions and try searching again.
- Increase the maximum number of search results in <Max Addresses to Search> in <Register LDAP Server>.
  - ▶ **Registering the LDAP Server(P. 49)**

## The search condition includes characters that cannot be used with the selected server.

---

### "\" is used in the search conditions.

- Remove the "\" from the search conditions and try searching again.

### If an uneven number of "(" or ")" are included or an "\*" is included inside parentheses, search conditions are not established.

- Set a correct combination of characters, and try searching again.

### If <LDAP Server Version and Character Code> is set to <ver.2(JIS)>, only ASCII code (0x20 to 0x7E) characters can be used.

- Remove the invalid characters and try searching again.

## An error occurred when verifying.

---

### The certificate is invalid.

- Register the correct certificate and specify the settings again.
  - ▶ **Configuring the Key and Certificate for TLS(P. 600)**
  - ▶ **Registering a Key and Certificate for Network Communication(P. 662)**

### This CRL is invalid.

---

### The certificate revocation list (CRL) may be corrupt, or a signing algorithm not supported by the machine may be used.

- Register the correct certificate revocation list (CRL).
  - ▶ **Registering a Certificate Revocation List (CRL)(P. 666)**

### This CRL has expired.

---

### The start date for the certificate revocation list (CRL) may be set to a date in the future.

- Check the start date of the certificate registered in the machine. If the start date is set to a date in the future, use the certificate on a day after that date.
  - ▶ **Registering a Certificate Revocation List (CRL)(P. 666)**

### The date and time set on the machine may be incorrect.

- Check the date and time setting of the machine.
  - ▶ **Setting the Date/Time(P. 17)**

## This application does not support the security policy function.

---

### The MEAP application you tried to start may not operate according to the security policy settings of the machine.



- Check the security functions of the application to see whether it can be used.

### **Cannot register because the algorithm of this key is not supported.**

---

**You tried to register the key and certificate file of an unsupported encryption algorithm.**

- Register the key and certificate file of a supported encryption algorithm.
  - ▶ **Registering a Key and Certificate(P. 662)**
  - ▶ **Specifications(P. 1029)**

### **This certificate has been revoked.**

---

**The certificate is included in the certificate revocation list (CRL).**

- Register a new certificate.
  - ▶ **Registering a Key and Certificate for Network Communication(P. 662)**

### **This certificate is invalid.**

---

**The certificate is invalid.**

- Register the correct certificate and specify the settings again.
  - ▶ **Configuring the Key and Certificate for TLS(P. 600)**
  - ▶ **Registering a Key and Certificate for Network Communication(P. 662)**

### **This certificate has expired.**

---

**The certificate may have expired.**

- Check the expiration date of the certificate registered in the machine. If the certificate has expired, register a valid certificate.
  - ▶ **Registering a Key and Certificate for Network Communication(P. 662)**

**The date and time set on the machine may be incorrect.**

- Check the date and time setting of the machine.
  - ▶ **Setting the Date/Time(P. 17)**

### **The specified application cannot be installed on this device.**

---

**You cannot install applications other than Enhanced System Applications.**

- Specify the application to install again.

### **No response from the server. Check the settings.**

---

**The specified server may have a problem such as not being specified correctly, not being turned on, or having insufficient resources.**

- Try specifying the server again after waiting a while. If there is still no response from the server, select another server.

### **Cannot start searching because the server version settings are incorrect. Check the settings.**

---

**A different server LDAP version is set in the LDAP server and the machine.**

- Change the setting in <LDAP Server Version and Character Code> in <Register LDAP Server> to "ver.2" to match the LDAP server.

▶ **Registering the LDAP Server(P. 49)**

### Check the server.

---

#### You tried to access the server without using a proxy.

- Check whether the WebDAV server settings are correct.
- Check whether the proxy settings are correct.

▶ **Setting a Proxy(P. 598)**

#### Access to the destination is not allowed.

- Check whether the WebDAV server settings are correct.

#### You tried to access the server via a proxy without using TLS encrypted communication.

- Set <Use Divided Chunk Send for WebDAV TX> to <Off>.

▶ **<Use Divided Chunk Send for WebDAV TX>(P. 777)**

#### The proxy server failed to communicate with an upstream server.

- Check whether the WebDAV server and proxy server settings are correct.

#### An HTTP protocol version not supported by the WebDAV server was used in a request from the WebDAV client.

- Check whether the WebDAV server settings are correct.

#### The disk space of the WebDAV server is insufficient for the request from the WebDAV client.

- Make sufficient disk space for the request available on the WebDAV server.

### The appropriate paper size, A4, is not available.

---

#### Paper of the optimal size selected with Automatic Paper Selection has not been loaded.

- Load paper of the displayed size.

#### <Paper Drawer Auto Selection On/Off> is set to <Off>.

- Specify the paper drawer manually.
- Set a paper source loaded with the optimal paper size to <On> in <Paper Drawer Auto Selection On/Off>.

▶ **<Paper Drawer Auto Selection On/Off>(P. 760)**

#### Paper of a type that cannot be selected with Automatic Paper Selection is loaded.

- Specify the paper drawer manually.
- If you are copying, select the <Consider Paper Type> check box in <Paper Drawer Auto Selection On/Off>.

▶ **<Paper Drawer Auto Selection On/Off>(P. 760)**

### There are too many subdirectories.

---

#### The maximum number of characters was exceeded because the number of levels was too deep.

- The destination cannot be specified. Specify another destination.

**Cannot install this application because an applet included in the specified application has exceeded the area that can be displayed in the device panel.**

---

The application could not be installed because its applet exceeds the area that can be displayed on the screen of the machine.

- Install the applet for an application that can fit in the display area of the machine.

**The following information is missing in file for the specified application. Check the file. <Missing information>**

---

The application cannot be installed because the required information is not included in the file.

- An application cannot be installed if the content of the file is invalid. Check the content of the file, and if there is no problem, contact the developer of the application or the support department for the application regarding the information displayed on the screen.

**The specified application does not support this device.**

---

The specified application cannot be installed to the machine.

- Some applications can only be installed to certain devices. Install an application that is supported by the machine.

**The contents of the specified file are incorrect or information is missing. Check the file.**

---

The specified file is not a license file.

- Check whether the specified file is a license file.

The specified file contains insufficient information.

- Check the content of the file.

**Cannot find the specified application. It may have been uninstalled by another user.**

---

The specified application is not installed to the machine.

- Use the <Back> button to return to the previous page.

**The contents of the specified file may be incorrect.**

---

You tried to register a button by specifying a different file when importing.

- Register the correct file and try importing again.

**The specified license does not match this device. Specify an installable license.**

---

The specified license file cannot be installed to the machine.

- Specify a license file that can be installed.

**The default key is not set. Check the Key and Certificate List settings in Certificate Settings.**

---

The key and certificate (TLS server certificate) are not registered.

- Register a key and certificate for performing TLS encrypted communication.

- ▶ **Generating the Key and Certificate for Network Communication(P. 602)**
- ▶ **Registering a Key and Certificate(P. 662)**

**Could not verify the certificate.**

---

**The CA certificate of a certificate authority could not be confirmed.**

- Register a CA certificate issued by a certificate authority.

**Remove the paper from the booklet tray.**

---

**Paper remains in the booklet tray.**

- Remove the paper remaining in the booklet tray. Printing starts automatically.

**Cannot connect.**

---

**Failed to perform proxy authentication.**

- Check whether the proxy settings are correct.
  - ▶ **Setting a Proxy(P. 598)**

**A toner cartridge of the wrong color may have been inserted. If this toner cartridge is used, a malfunction may occur. Check the inserted toner cartridge.**

---

**The color of one of the inserted toner cartridges may be incorrect.**

- Make sure to check the status of the inserted container, which is displayed in the area within the frame.



To continue using the toner cartridge, press <I Agree>. If you select this option, the operation of the machine is not guaranteed.

To replace the toner cartridge, press <Cancel>.

If you are not sure about the remedies, contact your local authorized Canon dealer from which you purchased the toner cartridge.

**Cannot change the settings because the selected key is being used.**

---

**The key and certificate you are trying to delete is being used in TLS encrypted communications or the Restrict Receiving for Each Function mode of Device Information Distribution.**

- Set all TLS settings to <Off> to stop TLS encrypted communication. Also set all settings in <Restrict Receiving for Each Function> to <On>.
  - ▶ **<Device Information Distribution Settings>(P. 810)**

## Cannot find the selected server. Check the settings.

---

**The host name cannot be identified when the authentication information of the LDAP server is set to <Use (Security Auth.)>.**

- Check whether the settings in <DNS Settings> are correct.
  - ▶<Network>(P. 741) ▶ <TCP/IP Settings>
- Check whether the settings on the DNS server side are correct.

**The IP address could not be identified.**

- Check whether the settings in <DNS Settings> are correct.
  - ▶<Network>(P. 741) ▶ <TCP/IP Settings>
- Check whether the settings on the DNS server side are correct.

## Cannot connect to the selected server. Check the settings.

---

**Could not connect to the IP address/port.**

- Check whether the server address and port number in <Register LDAP Server> are correct.
  - ▶<Registering the LDAP Server(P. 49)>
- Check whether the LDAP server is operating normally.
- If <Authentication Information> is set to <Use (Security Auth.)> for the LDAP server, check whether UDP packets are blocked by the filter.
- Check whether the gateway address set in <TCP/IP Settings> is correct.
  - ▶<Setting an IPv4 Address(P. 33)>

## Could not send.

---

**An error occurred in the WebDAV server or proxy server.**

- Check the settings for the WebDAV server or proxy server.

**The target file or directory does not allow access from outside.**

- Check whether the WebDAV server settings are correct.
- Check whether the destination is correct.
  - ▶<Registering Destinations(P. 186)>
  - ▶<Accessing the Advanced Space from a Computer(P. 476)>

**Access to the WebDAV server is busy.**

- Try sending again after waiting a while.

**Chunk divided sending was refused.**

- Set <Use Divided Chunk Send for WebDAV TX> to <Off>.
  - ▶<Use Divided Chunk Send for WebDAV TX>(P. 777)

**The data to send is too large.**

- Reduce the size of the data and try sending again.

**The specified URL (host name and folder path set as the destination) is too long.**

- Check the full path to the HTTP server entered in <Host Name> and the path to the WebDAV folder entered in <Folder Path> as the destination.
  - ▶<Registering Destinations(P. 186)>
  - ▶<Basic Operations for Scanning Originals(P. 409)>

## **Session timed out. Wait a moment, then try to access the database again.**

---

**The session timed out because the specified length of time elapsed.**

- Try accessing again after waiting a while. If the session continues to time out, restart the machine.

## **Cannot complete searching due to timeout. Check the settings.**

---

**The search could not be completed within the specified time.**

- Increase the length of the timeout time in <Search Timeout> in <Register LDAP Server>.
  - ▶ **Registering the LDAP Server(P. 49)**

## **Time Stamp Server Connect. Error**

---

**The URL of the time stamp server is incorrect.**

- Check the settings of the time stamp server, and specify the correct URL.

**The time stamp server is not responding.**

- Check whether the time stamp server is operating normally.

**Could not connect to the time stamp server because the network was disconnected.**

- Check whether the LAN cable is connected correctly. If you had to connect it again, restart the machine.
  - ▶ **Connecting to a Wired LAN(P. 23)**

**The DNS server is not set correctly.**

- Check whether the address of the DNS server is set correctly in <IPv4> or <IPv6>.
  - ▶ **Making DNS Settings(P. 42)**

**The proxy server is not set correctly.**

- Check the proxy server settings.

**An error occurred while communicating with the time stamp server.**

- Check whether the time stamp server is operating normally.

## **Adjusting gradation... Wait a moment.**

---

**The machine is performing auto adjustment.**

- Printing will automatically resume when the adjustment is complete. Wait a while.

## **Could not access the database. Restart the device.**

---

**Failed to access the user database because it is corrupt, etc.**

- Restart the machine.

## **Digital Sig. Cert. Access Error**

---

**Could not access the user certificate when sending the user signature.**

- Check the content of the user certificate registered in the machine.
  - ▶ **Registering a User Signature Certificate(P. 640)**

**Could not access the device certificate when sending the device signature.**

- Check the content of the device certificate registered in the machine.

▶ **Generating a Device Signature Certificate(P. 639)**

**Certificate Expiration Date Error**

---

**The certificate has expired.**

- Check the expiration date of the certificate.

**Time Stamp Digital Sig. Error**

---

**The time stamp license file is corrupt.**

- Check the status of the time stamp license file.

**The password of the time stamp license file is incorrect.**

- Check the password of the time stamp license file, and set the correct password.

**The time stamp module of the machine is not functioning correctly.**

- Restart the machine.

**NOTE**

- If it still does not function correctly, contact your local authorized Canon dealer.

**Cannot register any new buttons because the number of registered buttons has reached the limit. Buttons already registered can be overwritten.**

---

**The button cannot be registered because the maximum number of buttons has been exceeded.**

- Overwrite an existing button or delete unnecessary buttons.

▶ **Editing the Quick Menu(P. 171)**

**Cannot import because the number of buttons for registration has exceeded the upper limit.**

---

**Buttons cannot be registered while importing because the maximum number of personal buttons/shared buttons has been exceeded.**

- Delete unnecessary personal buttons/shared buttons, and import the data again.

**Could not retrieve the device information details. Do you want to register the device as a destination?**

---

**Could not connect with the client machine due to an unknown reason when registering the destination client machine for distributing device information.**

- Check whether the client machine is turned ON.
- Check the client machine and network settings, and try connecting again.
  - ▶ **Setting up the Network Environment(P. 19)**
- Set the key and certificate to use for TLS in the client machine.
  - ▶ **Configuring the Key and Certificate for TLS(P. 600)**
- Set a setting in <Restrict Receiving for Each Function> to <Off> in the client machine.
  - ▶ **<Device Information Distribution Settings>(P. 810)**
- Set <Use HTTP> to <On> in the client machine.
  - ▶ **<Network>(P. 741) ▶ <TCP/IP Settings>**

## NOTE

- If you select <Yes> in the above message, the client machine will be registered with <Distributable Settings> blank in <Details>, but device information cannot be distributed.

### Replace the toner cartridge.

---

#### Cannot print because the toner has run out.

- Replace the toner cartridge with a new toner cartridge for the machine.  
 ▶ **Replacing the Toner Cartridge(P. 838)**

### Replace the toner cartridge.

---

#### Toner is running out, and the machine will soon not be able to print.

- Prepare a new toner cartridge before the toner runs out.

### Replace toner cartridge. (XXXX)

---

#### The toner in the toner cartridge has run out.

- The machine will soon be unable to print. Replace the toner cartridge with a new toner cartridge for the machine.  
 ▶ **Replacing the Toner Cartridge(P. 838)**

### Cleaning the drum... Wait a moment.

---

#### The machine is cleaning the drum.

- Printing will automatically resume when the adjustment is complete. Wait a while.

### Load staples into the saddle stitch unit.

---

#### The staple case in the saddle stitcher unit of the optional equipment has run out of staples.

- Replace the staple case of the saddle stitcher unit.  
 ▶ **Replacing the Staples (Optional)(P. 851)**

### The entered PIN is incorrect.

---

#### An incorrect PIN was entered.

- Enter the PIN again.
- If you do not know the correct PIN, contact the administrator.

### The authentication server is not running. Contact the system manager.

---

#### The LAN cable is disconnected.

- Connect the LAN cable.

#### The Active Directory server is not running.

- Start the Active Directory server.

#### The KDC service of Active Directory is stopped.

- Follow the procedure below to check the status of the service.



- 1 Start the "Service" management tool of Active Directory.
- 2 Check whether the Active Directory server is operating normally.

### **Cannot find the authentication server. Contact the system manager.**

---

#### **The LAN cable is disconnected.**

- Connect the LAN cable.

#### **The primary/secondary DNS server settings of the machine are incorrect or not set.**

- Check and adjust the DNS server settings of the machine.

#### **The DNS server specified in the machine is not running or its service is stopped.**

- Follow the procedure below to check the status and settings of the DNS server.
  - 1 Check whether the DNS server specified in the machine is running.
  - 2 Start the "Service" management tool of the DNS server.
  - 3 Check the status in <DNS Server>, and if <Enable> is not displayed, right-click and select <Enable>.

#### **Check whether the host record exists in the DNS server.**

- Check whether a host record exists in the DNS server, and whether the forwarder settings are correct.

### **A competing IP address was found on the network.**

---

#### **The IPv4 address set for the machine already exists in the same network as the machine.**

- Change the IP address of the machine in <IP Address> in <IPv4 Settings> so that it does not conflict with the IP address of another device.
  - ▶ **Setting an IPv4 Address(P. 33)**

### **Could not perform the operation because a network error occurred.**

---

#### **Writing from an external source is not allowed.**

- Set <Prohibit Writing from External> for the destination to <Off>.

#### **You tried to save a file directly under a shared space or personal space.**

- Files cannot be saved directly under the shared space (share) or personal space (users) of an Advanced Space. Select a folder in the space and save the file.

#### **The full path (the folder name indicating the filename and destination to save) is too long.**

- Shorten the folder name or file name or change the destination to save so that the number of characters for the path is 256 characters or fewer, including "/share" or "users".

#### **The file cannot be stored because the maximum number of files/folders has been exceeded.**

- Delete unnecessary files so that the number of files is fewer than the maximum of 100,000 for an Advanced Space, and 1,000 for a single folder. Alternatively, change the destination.

#### **The hard disk space is insufficient for storing the file.**

- Delete unnecessary files or change the destination.

### **Check the network connection.**

---

#### **The cable is not connected to the machine correctly.**

- Check whether the LAN cable is connected correctly. If you had to connect it again, restart the machine.
  - ▶ **Connecting to a Wired LAN(P. 23)**

**The machine is not connected to the network.**

- If you want to use the machine without connecting to a network, set <Confirm Network Connection Setting Changes> to <Off>.
- ▶<Confirm Network Connection Setting Changes>(P. 741)

**The hard disk needs to be replaced. (Call service representative.)**

---

**The hard disk has failed. Alternatively, a hard disk is not installed.**

- Contact your local authorized Canon dealer.
- If the optional Removable HDD Kit is installed, check the hard disk.

**Remove the paper from the output tray.**

---

**Paper remains in the output tray.**

- Remove the paper remaining in the output tray. Printing starts automatically.

**Check the punch waste tray.**

---

**The punch waste container of the optional equipment is full.**

- Empty the waste in the punch waste container.
- ▶Emptying the Punch Waste (Optional)(P. 863)

**Remove the original from the feeder.**

---

**You are using a function that cannot be used when an original is placed in the feeder.**

- Place the original on the platen glass.

**The alignment function of the finisher needs to be checked. Contact your service representative. Printing is still possible.**

---

**The paper alignment function of the finisher is broken.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.
- Output the paper to a tray with a working paper alignment function.
- ▶<Output Tray Settings>(P. 760)

**The front cover of the finisher is open.**

---

**The front cover of the finisher is open.**

- Check whether the front cover of the staple finisher/booklet finisher is closed.

**Performing multiple jobs...**

---

**Multiple jobs such as print and send jobs are executing at the same time as the scan operation.**

- Wait a while until the scan operation resumes.

## **Cannot log in because an authentication error occurred in Department ID Management. Contact the system manager.**

---

**When using User Authentication, Department ID Management is enabled but Department IDs have not been assigned to users.**

- If you are a general user, ask your administrator to assign you a Department ID.
- If you are an administrator user, ask the Department ID Management administrator to assign you a Department ID. If no administrator users can log in, contact your local authorized Canon dealer.

## **PDL Invalid DLG Input**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

## **PDL DLG Rendering Error**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

## **PDL DLG Unknown Error**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

## **PDL DLG Memory Full**

---

**The work memory was insufficient when the system was processing data (in particular, graphic processing and text processing).**

- Press <Skip Error>, and continue printing. However, pages that include the data that caused the error may not be printed correctly.

## **PDL DLG Mem. Alloc. Err**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

## **PDL GL Orig. Pt Unknown**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

## **PDL GL Coord.Result**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **PDL Invalid GL Input**

---

#### **The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **PDL GL Range Check**

---

#### **The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **PDL GL Memory Full**

---

#### **The work memory was insufficient when the system was processing data (in particular, graphic processing and text processing).**

- Press <Skip Error>, and continue printing. However, pages that include the data that caused the error may not be printed correctly.

### **PDL GL Mem. Alloc. Err**

---

#### **The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **PDL IMG Refer. Data Err**

---

#### **The TIFF or JPEG data includes data that cannot be processed with the machine.**

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine.
  - ▶ **Canceling Printing(P. 383)**
  - Setting the Machine (PS/PCL/UFR II Printer)**

### **PDL IMG Initial. Err**

---

#### **The memory for printing the TIFF or JPEG data was insufficient.**

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine.
  - ▶ **Canceling Printing(P. 383)**
  - Setting the Machine (PS/PCL/UFR II Printer)**

### **PDL IMG Process. Error**

---

#### **An unknown problem occurred while processing the TIFF or JPEG data.**

- Cancel printing, initialize the printer, and try printing again. However, note that initializing the printer will erase all the data in the memory of the machine.
  - ▶ **Canceling Printing(P. 383)**

## Setting the Machine (PS/PCL/UFR II Printer)

### PDL IMG Invalid Data

---

The TIFF or JPEG data includes data that cannot be processed with the machine.

- Cancel printing, and check the TIFF or JPEG data.
  - ▶ **Canceling Printing(P. 383)**
- Press <Skip Error>, and continue printing. However, the data that caused the error will not be printed.

Data that cannot be processed by the machine because the machine has the same IP address as another device, etc. was sent.

- Cancel printing, check the IP address in <TCP/IP Settings>, and change the IP address if necessary.
  - ▶ **Canceling Printing(P. 383)**
  - ▶ **Setting an IP Address(P. 32)**

### PDL IMG Work Memory Full

---

The memory for processing the TIFF or JPEG data was insufficient.

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine.
  - ▶ **Canceling Printing(P. 383)**
  - Setting the Machine (PS/PCL/UFR II Printer)**
- Press <Skip Error>, and continue printing. However, the data that caused the error will not be printed.

### PDL nn Rendering Error (nn is the module name)

---

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### PDL PDF Error

---

PDF data that cannot be processed with the machine was sent.

- Contact your local authorized Canon dealer.

### PDL PDF Data Decode Err

---

The password for printing the PDF file is incorrect.

- Enter the correct password, and try printing again.

Printing is not allowed in the security settings of the PDF file.

- Change the PDF file to allow printing in an application for editing PDF files.

If the PDF file is linked with a policy server, the policy server cannot be accessed.

- Check whether the policy server is turned on.
- Check whether the machine, policy server, and network are operating normally.

### PDL PDF Memory Full

---

There is insufficient memory to process the PDF data.

- Cancel printing, optimize the PDF by adjusting settings such as the image resolution using Adobe Acrobat (to reduce the size of the data to print at one time), and perform printing again.
  - ▶ **Canceling Printing(P. 383)**
- Cancel printing, divide the pages of the PDF data in Adobe Acrobat into multiple files, and try printing again.
  - ▶ **Canceling Printing(P. 383)**
- Cancel printing, open the PDF file in an application, and try printing again using the printer driver.
  - ▶ **Canceling Printing(P. 383)**

### **PDL RIP Process. Error**

---

#### **The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **PDL XPS Error**

---

#### **An undefined error occurred.**

- Restart the machine and try again. If the message is still displayed, make a note of the message and contact your local authorized Canon dealer.

### **PDL XPS Initialize Error**

---

#### **An unknown error such as not being able to retrieve memory during initialization occurred.**

- Restart the machine and try again. If the message is still displayed, make a note of the message and contact your local authorized Canon dealer.

### **PDL XPS Rendering Error**

---

#### **An error occurred in the rendering system.**

- Restart the machine and try again. If the message is still displayed, make a note of the message and contact your local authorized Canon dealer.

### **PDL Image Comp. Error**

---

#### **The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **PDL Rendering Timeout**

---

#### **The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **PDL Data Transfer Error**

---

#### **The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **PDL Reg. Access Error**

---

**The printer stopped operating normally due to an unknown problem.**

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your local authorized Canon dealer.

### **Cannot recall the button settings because other operations are being performed.**

---

**The Quick Menu cannot be called when another function is being executed.**

- Call the Quick Menu after the operations for the other function are complete.

**Register to Quick Menu will be canceled and you will be returned to the function screen because you do not have permission to register buttons. Log in as an administrator, then try again.**

---

**Registering personal buttons/shared buttons is restricted in user authentication.**

- Register the button after logging in as an administrator.

### **Load staples into the stapler unit.**

---

**The staple case in the staple unit of the optional equipment has run out of staples.**

- Replace the staple case.  
 ▶ **Replacing the Staples (Optional)(P. 851)**

### **Wireless LAN communication error. Turn main power OFF and ON.**

---

**An unknown error occurred when configuring the wireless LAN connection.**

- Restart the machine.

### **Wireless LAN comm. error. Check Wireless LAN Information.**

---

**An unknown error occurred when configuring the wireless LAN connection.**

- Check the wireless LAN settings.  
 ▶ **Check the settings and information of the wireless LAN(P. 24)**

**Cannot store the information (job setting logs, personal settings content, etc.) for the user currently logged-in or apply setting changes the next time the user logs in because the memory is full. Contact the system manager for details.**

---

**The user setting information could not be saved because the maximum number of users who can be registered was exceeded.**

- To save new user setting information, delete any unnecessary user setting information.  
 ▶ **Deleting User Setting Information(P. 588)**
- You can specify settings to automatically delete old user setting information if the number of users who can be registered is exceeded.  
 ▶ **<Action When Maximum Number of Users Exceeded>(P. 812)**

### **Cannot send because the memory is full. Wait a moment, then try again.**

---

**The fax could not be sent because there was insufficient memory.**

- Lower the resolution and try sending again.
- Delete unnecessary documents in the memory of the machine to free up space.
  - ▶ **Printing Documents in the Memory RX Inbox(P. 352)**
  - ▶ **Working with Files and Folders in Other Devices(P. 486)**
- If this message is displayed frequently, contact your local authorized Canon dealer.

### **Could not perform the operation because the memory is full.**

---

**When using the Scan and Store function, scanning was canceled because the memory became full while scanning the original.**

- Press <OK> to return to the Basic Features screen. Delete unnecessary data to increase the free space, and try scanning the original again.

### **Scanning will be canceled because the memory is full. Do you want to print the scanned pages?**

---

**When using the Copy function, scanning was canceled because the memory became full while scanning the original.**

- Press <Yes> to copy the scanned pages. Scan the remaining originals after copying is complete.

### **Scanning will be canceled because the memory is full. Wait a moment, then try again.**

---

**When using the Copy function, scanning was canceled because the memory became full while scanning the original.**

- Press <OK> to return to the Basic Features screen. Scan the remaining originals after the current copy operation is complete.

### **Scanning will be canceled because the memory is full. Do you want to send the scanned pages?**

---

**When using the Fax or Scan and Send function, scanning was canceled because the memory became full while scanning the original.**

- Press <Yes> to send the scanned pages. Scan the remaining originals after sending is complete.

### **Scanning will be canceled because the memory is full. Do you want to store the scanned pages?**

---

**When using the Scan and Store function, scanning was canceled because the memory became full while scanning the original.**

- Press <Yes> to save the scanned pages. Scan the remaining originals after saving is complete.

### **Register to Quick Menu will be canceled because you are not logged in. Return to the function screen, log in, then try again.**

---

**Registering shared buttons is restricted in user authentication.**

- Register the button after logging in as an administrator.



## Check the user name, password, or settings.

---

### An incorrect user name or password was set for the LDAP server authentication information.

- Check whether the user name and password in <Register LDAP Server> are correct.  
 ▶ **Registering the LDAP Server(P. 49)**

### An incorrect domain name was set for the LDAP server authentication information.

- Check whether the domain name in <Register LDAP Server> is correct.  
 ▶ **Registering the LDAP Server(P. 49)**

## Load paper.

---



### The paper in the paper source has run out.

- Load paper in the paper source displayed on the touch panel display.  
 ▶ **Loading Paper(P. 112)**

### The paper guides in the paper source are in the wrong position.

- Adjust the paper guides according to the edges of the paper. Depending on the cut edge of the paper, multiple sheets of paper may be fed together when printing, which can cause paper jams. This can be reduced by changing the orientation of the loaded paper.

### The paper settings differ from the paper that is loaded.

- Check the paper settings in <Consumables/Others> in . If the paper settings are incorrect, match them with the paper that is loaded. Paper settings can be specified for all the paper sizes and types set in the paper drawers and multi-purpose tray in  ▶ <Preferences> ▶ <Paper Settings>.  
 ▶ **Specifying Paper Size and Type(P. 137)**

### The paper settings of the driver or application differ from the paper that is loaded.

- Check the paper settings on the <Printing Preferences> screen of the printer driver, and if the paper settings are incorrect, match them with the paper that is loaded.

## Scanning was canceled because the data size of the scanned original exceeds the limit.

### Scanning may be possible if sharpness is reduced, or Original Type is set to Text.

---

### Scanning was canceled because the data of the scanned document exceeded the maximum size that can be handled by the machine.

- You may be able to scan by lowering the setting in <Sharpness>, and setting <Original Type> to <Text>.

## Login failed. Anonymous access to the authentication server is not allowed. Contact the system manager.

---

### Anonymous access is not allowed in the LDAP server.

- Select the check box in <Use authentication information> on the screen for entering information on the LDAP server, and set the user name and password according to the information registered in the LDAP server.  
 ▶ **Registering Server Information(P. 562)**

**Login failed. The account information necessary to log in to the authentication server is invalid. Contact the system manager.**

---

**The user name or password is not set correctly.**

- On the screen for entering the information for the LDAP server, set the correct settings according to the settings registered in the LDAP server.
  - ▶ **Registering Server Information(P. 562)**

**Cannot store the password because the number of passwords stored for each user has reached the limit.**

---

**The login user password cannot be registered because the maximum number of passwords has been exceeded.**

- Delete unnecessary password information.

# Countermeasures for Each Error Code

13WH-0RJ

When printing or scanning is not completed normally or fax transmission or reception fails, a number starting with "#" (an error code) is displayed on the details screen for job log or a communication management report ( **▶Printing Reports and Lists(P. 889)** ). Perform the countermeasure required for the error code.

## NOTE

- Some error codes may not be displayed, depending on your machine.

### #001 to #800

- ▶#001(P. 956) ▶#003(P. 956) ▶#005(P. 956) ▶#009(P. 956) ▶#010(P. 956)
- ▶#011(P. 956) ▶#012(P. 956) ▶#018(P. 957) ▶#019(P. 957) ▶#022(P. 957)
- ▶#025(P. 957) ▶#033(P. 957) ▶#034(P. 957) ▶#035(P. 958) ▶#037(P. 958)
- ▶#040(P. 958) ▶#054(P. 958) ▶#080(P. 959) ▶#081(P. 959) ▶#082(P. 959)
- ▶#083(P. 959) ▶#084(P. 959) ▶#099(P. 959) ▶#102(P. 959) ▶#701(P. 959)
- ▶#702(P. 960) ▶#703(P. 960) ▶#704(P. 960) ▶#705(P. 960) ▶#706(P. 960)
- ▶#711(P. 961) ▶#712(P. 961) ▶#713(P. 961) ▶#715(P. 961) ▶#716(P. 961)
- ▶#751(P. 961) ▶#752(P. 962) ▶#753(P. 962) ▶#755(P. 962) ▶#759(P. 962)
- ▶#761(P. 963) ▶#762(P. 963) ▶#763(P. 963) ▶#766(P. 963) ▶#767(P. 963)
- ▶#769(P. 964) ▶#770(P. 964) ▶#771(P. 964) ▶#772(P. 964) ▶#773(P. 965)

### #801 to #999

- ▶#801(P. 965) ▶#802(P. 965) ▶#804(P. 965) ▶#805(P. 966) ▶#806(P. 966)
- ▶#807(P. 966) ▶#809(P. 966) ▶#810(P. 966) ▶#813(P. 967) ▶#818(P. 967)
- ▶#819(P. 967) ▶#820(P. 967) ▶#821(P. 967) ▶#822(P. 967) ▶#827(P. 967)
- ▶#828(P. 967) ▶#829(P. 967) ▶#830(P. 968) ▶#832(P. 968) ▶#833(P. 968)
- ▶#834(P. 968) ▶#835(P. 969) ▶#838(P. 969) ▶#839(P. 969) ▶#841(P. 969)
- ▶#842(P. 969) ▶#843(P. 969) ▶#844(P. 970) ▶#845(P. 970) ▶#846(P. 970)
- ▶#847(P. 970) ▶#848(P. 971) ▶#856(P. 971) ▶#868(P. 971) ▶#869(P. 971)
- ▶#870(P. 971) ▶#871(P. 971) ▶#872(P. 971) ▶#873(P. 972) ▶#874(P. 972)
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- ▶#885(P. 973) ▶#886(P. 974) ▶#889(P. 974) ▶#899(P. 974) ▶#918(P. 974)
- ▶#919(P. 974) ▶#922(P. 974) ▶#925(P. 974) ▶#927(P. 975) ▶#928(P. 975)
- ▶#929(P. 975) ▶#931(P. 975) ▶#932(P. 975) ▶#933(P. 975) ▶#934(P. 975)
- ▶#935(P. 976) ▶#936(P. 976) ▶#937(P. 976) ▶#995(P. 976)

■ #001

**Different size originals were scanned without setting the Different Size Originals mode.**

- Check the originals and the settings and scan the originals again.

■ #003

**Communication that exceeds the specified time (64 minutes) causes an error.**

- Lower the resolution and try sending again.
  - ▶ **Basic Operations for Sending Faxes(P. 318)**
- When receiving a document, ask the other party to lower the resolution when scanning or divide the document into multiple parts.

■ #005

**There was no response from the other party for 35 seconds.**

- Check that the other party can communicate, and try sending again.

**The device of the other party is not a model that supports G3.**

- Check the device of the other party.

■ #009

**Paper has run out.**

- Load paper.
  - ▶ **Loading Paper(P. 112)**

**The paper deck/paper drawer is not inserted correctly.**

- Insert the paper deck/paper drawer in all the way.
  - ▶ **Loading Paper in the Paper Drawer(P. 114)**

■ #010

**Paper has run out.**

- Load paper.
  - ▶ **Loading Paper(P. 112)**

■ #011

**The document to send was not placed correctly.**

- Place the original correctly and try sending again from the start of the procedure.

■ #012

**Could not send because the device of the other party does not have any paper.**

- Tell the other party to load paper.

■ #018

**There was no response when redialing.**

- Check that the other party can communicate, and redial again.

**Could not send because the other party was making a call, etc.**

- Check that the other party can communicate, and try sending again.

**Could not send because the settings of the device of the other party do not match.**

- Check the settings of the other party, and try sending again.

■ #019

**When sending a fax from a remote fax client machine, sending could not be performed because the memory of the remote fax server machine became full.**

- Try sending again after the other sending to the remote fax server machine is complete.
- Delete unnecessary documents and error documents from the remote fax server machine to free up space.

■ #022

**Forwarding could not be performed because the content of the group destination specified as the forwarding destination was deleted or only included a Mail Box.**

- Specify another destination, and try sending again.

**When sending to a destination registered in the address book, sending could not be performed because the destination was deleted from the address book while the machine was waiting to send.**

- Specify another destination, and try sending again.

**Sending from the fax driver is not allowed.**

- Set <Allow Fax Driver TX> to <On>, and try sending again.

▶ **Restricting the Fax Sending Functions(P. 619)**

■ #025

**When sending a fax from a remote fax client machine, a line that does not exist in the remote fax server machine was specified.**

- Check the number of lines in the server machine, and try sending again after matching the remote fax transmission settings of the client machine with the number of lines on the server machine.

▶ **<No. of TX Lines>(P. 787)**

■ #033

**The device of the other party does not support confidential communication or subaddresses.**

- Send without using confidential communication or subaddresses.

■ #034

**The confidential storage location in the device of the other party specified for confidential communication was not found.**

- Check the confidential storage location in the device of the other party, and try sending again.

**The memory was insufficient in the device of the other party.**

- Ask the other party to free up some space.

#### ■ #035

**The device of the other party does not support the forwarding function or subaddresses.**

- Directly send to the other party.

#### ■ #037

**Could not receive because the machine had insufficient free memory.**

- Delete unnecessary documents and error documents to free up space.

▶ **Printing Documents in the Memory RX Inbox(P. 352)**

**Data containing more than 1,000 pages was received.**

- The machine deletes any pages after the 999th page, and prints or stores the remaining 999 pages. Tell the other party to send the 1,000th and subsequent pages again.

**When performing delayed sending or redial sending, the image data of the document to send was not found in memory.**

- Scan the original again, and try sending again.
- Select direct sending when sending again.

**Could not send to multiple destinations because the machine had insufficient free memory.**

- Delete unnecessary documents and error documents to free up space.
- Divide the document into two or more parts, and then try sending the document again.
- Lower the resolution and try sending again.

#### ■ #040

**When sending a fax from a remote fax client machine, sending could not be performed because the memory of the remote fax server machine was insufficient.**

- Delete unnecessary documents and error documents from the remote fax server machine to free up space.
- Divide the document into two or more parts, and then try sending the document again.
- Lower the resolution and try sending again.

#### ■ #054

**The sending process was canceled because the unit telephone number and unit name were not registered.**

- Try sending again after registering the unit telephone number and unit name.

▶ **<Send>(P. 775)** ▶ **<Fax Settings>** ▶ **<Set Line>**

■ #080

**A subaddress is not set in the device of the other party.**

- Check the subaddress of the other party, and try sending again.

■ #081

**A password is not set in the device of the other party.**

- Check the password of the other party, and try sending again.

■ #082

**Polling transmission is not configured in the device of the other party.**

- Tell the other party to configure polling transmission, and perform polling reception again.

■ #083

**The subaddress and password of the machine and the device of the other party did not match when performing polling reception.**

- Check that the subaddress and password of the machine and the device of the other party match, and try sending again.

■ #084

**Cannot perform polling reception because the password is not supported by the device of the other party.**

- Perform polling reception without using a password.

■ #099

**The operation was canceled before it was complete.**

- Perform the operation again.

**An error occurred because the power of the machine was turned OFF while it was operating.**

- Check whether the power is turned ON, and perform the operation again, if necessary.

▶ **Turning ON the Machine(P. 90)**

■ #102

**The subaddress and password do not match.**

- Check the subaddress and password of the other party, and try sending again.

■ #701

**The Department ID does not exist, or the PIN was changed.**

- If you are using User Authentication, assign Department IDs to users. If you are using DepartmentID Authentication, enter the new Department ID and PIN to log in again.

**The reception setting in <Allow Printer Jobs with Unknown IDs> is set to <Off>.**

- Set <Allow Printer Jobs with Unknown IDs> and <Allow Remote Scan Jobs with Unknown IDs> in <Department ID Management> to <On>.

▶ **Setting the Department ID Management(P. 578)**

**Sending could not be performed because the remote fax client machine failed authentication to the remote fax server machine.**

- If Department ID Management is set in the remote fax server machine, log in to the remote fax client machine using the Department ID and PIN set in the remote fax server machine.

## ■ #702

**Sending could not be performed because the memory was full.**

- Wait a while. Try sending again after the other sending is complete.
- Send to several groups of destinations separately, rather than all at once.

## ■ #703

**Could not write because the image area of the memory is full.**

- Try sending again after the other sending is complete.
- Delete unnecessary files in the Mail Box and Fax/I-Fax Inbox. If there is still a problem, restart the machine.

▶ **Turning ON the Machine(P. 90)**

## ■ #704

**An unknown error occurred when retrieving destination information from the address book.**

- Check the destination settings. If there is still a problem, restart the machine.

▶ **Turning ON the Machine(P. 90)**

## ■ #705

**Sending was canceled because the image data size exceeded the maximum value set in Settings/Registration.**

- Adjust the maximum data size for sending. Select a lower resolution or reduce the number of images sent at once when using the I-fax function to ensure that the maximum data size for sending is not exceeded. Divide the data, depending on the conditions of the other party.

▶ **<Maximum Data Size for Sending>(P. 781)**

## ■ #706

**An address book was being imported/exported from the Remote UI or another sending component was in use.**

- Try sending again after the other operation is complete.



■ #711

**The memory is full. You may be able to send if you delete unnecessary files in mail boxes.**

- Try sending again after deleting unnecessary files in mail boxes.

■ #712

**The memory is full. Try executing again after deleting unnecessary files in mail boxes.**

- Try sending again after deleting unnecessary files in mail boxes.

■ #713

**The document in Mail Box or Fax/I-Fax Inbox was deleted before sending the URL.**

- Try sending again after saving the required document in the Mail Box or Fax/I-Fax Inbox.

■ #715

**The certificate to use was not found when sending an e-mail with a digital signature attached.**

- When using a device signature, set the e-mail address of the machine ( ▶**Setting E-mail/I-Fax Communication(P. 62)** ), and then generate a certificate for device signatures ( ▶**Generating a Device Signature Certificate(P. 639)** ). If a certificate for device signatures has already been generated, generate it again. When using a user signature, register the certificate for user signatures again ( ▶**Registering a User Signature Certificate(P. 640)** ).
- Check whether an expired certificate or revoked certificate is being used. In addition, check whether the certificate chain is invalid.

■ #716

**The destination public key certificate could not be found.**

- Register the destination public key certificate in the machine.
  - ▶**Registering an S/MIME Certificate(P. 665)**
- Check whether an expired certificate or revoked certificate is being used. In addition, check whether the certificate chain is invalid.

■ #751

**The server is not running or the network is disconnected (either you could not connect to the destination, or the connection was lost before the job could be completed).**

- Check whether the server is operating normally.
- Check the status of the network.
- If the destination is using IIS 6.0 with Windows Server 2003 and digest authentication is used as the authentication method of the WebDAV server, set <Use Divided Chunk Send for WebDAV TX> to <On> to send with WebDAV via a proxy using TLS communication.
  - ▶**<Use Divided Chunk Send for WebDAV TX>(P. 777)**

**The IP address is not set.**

- Check <TCP/IP Settings> in <Preferences>.

▶<Network>(P. 741) ▶ <TCP/IP Settings>

**Could not send to an SMB server (including the Advanced Space of another imageRUNNER ADVANCE series machine disclosed with SMB) because a file server is being browsed using Windows (SMB).**

- If an error occurs with delayed sending, close the <Browse> screen, and scan and send the document again.
- If an error occurs when forwarding a received fax/I-fax file to an SMB server, scan a printed copy of the received file, and send it to the forwarding destination.

▶<Basic Operations for Scanning Originals(P. 409)>

- You can avoid errors by using FTP or WebDAV as the protocol for sending to the server.

■ #752

**The server is not running or the network is disconnected.**

- Check whether the SMTP server is operating normally.
- Check the status of the network.

**The SMTP server name setting for e-mail/I-fax is incorrect or the e-mail address or domain name is not set.**

- Check the SMTP server name, e-mail address, and domain name settings in <Communication Settings>.

▶<Setting E-mail/I-Fax Communication(P. 62)>

■ #753

**A TCP/IP error (Socket or Select error, etc.) occurred when sending e-mail or when sending a fax from a remote fax client machine.**

- Check the status of the network cable and connector. If there is still a problem, restart the machine.

▶<Turning ON the Machine(P. 90)>

■ #755

**Could not send a fax from a remote fax client machine because TCP/IP is not operating correctly.**

- Check <TCP/IP Settings> in <Preferences>.

▶<Network>(P. 741) ▶ <TCP/IP Settings>

**The IP address is not set.**

- Check <TCP/IP Settings> in <Preferences>.

▶<Network>(P. 741) ▶ <TCP/IP Settings>

**When preparing to start using the machine, an IP address was not assigned using DHCP or Auto IP.**

- Check <TCP/IP Settings> in <Preferences>.

▶<Network>(P. 741) ▶ <TCP/IP Settings>

■ #759

**An error occurred when sending the URL of the Mail Box in which a file was saved.**

- Contact your administrator.

■ #761

**When sending a PDF/XPS file with a digital signature, the file could not be sent because the certificate or key pair set in the machine was corrupt or could not be accessed.**

- When sending a PDF/XPS file with a user signature, check whether the user certificate is corrupt. If the user certificate is corrupt, install it again.
  - ▶ **Adding a Digital Signature to Sent Files(P. 638)**
  - ▶ **Registering a User Signature Certificate(P. 640)**
- When sending a PDF/XPS file with a device signature, check whether the device certificate is corrupt. If the device certificate is corrupt, generate it again.
  - ▶ **Generating a Device Signature Certificate(P. 639)**

■ #762

**Could not send to a domain not registered as an allowed domain because <Restrict TX Destination Domain> is set to <On>.**

- Set <Restrict TX Destination Domain> to <Off> or register the domain as an allowed domain, and try sending again.
  - ▶ **Restricting the Domain of Send Destination(P. 618)**

■ #763

**When sending a PDF file with a time stamp, an error occurred because the license file was corrupt or the password of the license file was incorrect.**

- Check whether the license file is corrupt. If the license file is corrupt, set it again.
  - ▶ **<Common>(P. 760) ▶ <Generate File> ▶ <Time Stamp Settings>**
- Set a password for the license file again.
  - ▶ **<Common>(P. 760) ▶ <Generate File> ▶ <Time Stamp Settings>**

■ #766

**The certificate to use when sending a PDF/XPS file with a digital signature has expired.**

- Update the certificate or use a certificate that has not expired.
- If the certificate has not expired, set the time of the machine correctly.
  - ▶ **Setting the Date/Time(P. 17)**

■ #767

**Could not connect to the time stamp server because the server address in <Time Stamp Settings> was incorrect.**

- Check the server address set in <Time Stamp Settings>.
  - ▶ **<Common>(P. 760) ▶ <Generate File> ▶ <Time Stamp Settings>**

**Could not connect to the time stamp server because the DNS settings and proxy settings were incorrect.**

- Check <Proxy Settings> and <DNS Settings> in <TCP/IP Settings>.
  - ▶ **<Network>(P. 741) ▶ <TCP/IP Settings>**

**Could not connect to the time stamp server because there is a problem with the network line.**

- Check the status of the DNS server, proxy server, and network.

■ #769

**The number of trials allowed for the send function reached the upper limit.**

- If you want to continue using this function, purchase the official optional product.

■ #770

**When sending with WebDAV, sending could not be performed because TLS communication was not supported on the WebDAV server side or proxy server side.**

- Check the WebDAV server settings.
- Check the proxy server if you are sending via a proxy.

**Sending could not be performed because a validation error occurred when validating the TLS server certificate when sending with WebDAV because <Confirm TLS Certificate for WebDAV TX> is set to <On>.**

- Check whether the CA certificate used to sign the TLS server certificate on the WebDAV server side is registered in the machine.
- Check whether the TLS server certificate on the WebDAV server side is correct.
- Check whether the TLS server certificate is a self-signed certificate.

**The operation could not be completed because a validation error occurred when validating the TLS server certificate when accessing another server because <Confirm TLS Certificate for Network Access> is set to <On>.**

- Check whether the CA certificate used to sign the TLS server certificate of the Advanced Space of the other imageRUNNER ADVANCE series machine disclosed as a WebDAV server is registered in the machine.
- Check whether the TLS server certificate of the Advanced Space of the other imageRUNNER ADVANCE series machine disclosed as a WebDAV server is correct.
- Check whether the TLS server certificate is a self-signed certificate.

■ #771

**The remote fax server address setting is incorrect.**

- Check <Remote Fax TX Settings>.
  - ▶<Send>(P. 775) ▶ <Fax Settings> ▶ <Remote Fax TX Settings>

**The remote fax server is not running.**

- Check whether the remote fax server is operating normally.

**The network is disconnected.**

- Check the status of the network.

**Could not connect to the remote fax server because the DNS server could not be connected to.**

- Check the DNS server name setting.
  - ▶<Making DNS Settings(P. 42)>
- Check whether the DNS server is operating normally.

■ #772

**The network is disconnected.**

- Check the status of the network.

■ #773

**A PDF function that cannot be set is selected when <Optimize PDF for Web> is set to <On>.**

- Set one of the following: Device Signature, User Signature, or Reader Extensions.
- Set <Optimize PDF for Web> to <Off>.

▶<Optimize PDF for Web>(P. 769)

**An unsupported PDF function is selected in the forwarding settings when <Format PDF to PDF/A> is set to <On>.**

- Cancel the encryption setting or visible signature setting.
- Set <Format PDF to PDF/A> to <Off>.

▶<Format PDF to PDF/A>(P. 769)

■ #801

**A timeout error occurred due to a problem on the mail server side when communicating with the SMTP server to send an e-mail or send or receive an I-fax.**

- Check whether the SMTP server is operating normally.
- Check the status of the network.

**An error was returned from the SMTP server when connecting with SMTP. The address setting is incorrect. An error occurred due to a problem on the server side when sending to a file server.**

- Check whether SMTP is operating normally, the status of the network, the destination settings, and the status and settings of the file server.

**You sent to a destination that does not have write privileges.**

- Check the destination settings.

**A file with the same name existed when sending to a file server that does not allow files to be overwritten.**

- Change the settings of the file server to enable files to be overwritten. Alternatively, contact the server administrator.
- Change the filename.

**The folder name or password specified when sending to a file server was incorrect.**

- Check the folder name or password.

■ #802

**The SMTP server name setting specified in the communication settings is incorrect. The DNS server name setting is incorrect. Could not connect to the DNS server.**

- Check the SMTP server name/DNS server name setting and the status of the network. Check whether the DNS server is operating normally.

▶<Setting E-mail/I-Fax Communication>(P. 62)

▶<Making DNS Settings>(P. 42)

■ #804

**When sending to a file server, no folders matched the specified path.**

- Check the destination.

**You do not have access privileges for the folder or file. Alternatively, the folder or file may have been deleted by another operation.**

- Allow access to the folder on the server side. Alternatively, contact the server administrator.

#### ■ #805

**Could not send to the SMB server because there was insufficient free space on the server side.**

- Delete unnecessary documents and error documents from the server to free up space. Alternatively, contact the server administrator.

#### ■ #806

**The user name or password specified when sending to a file server was incorrect.**

- Check the user name or password.

**The destination specified when sending an e-mail/I-fax was incorrect.**

- Check the e-mail/I-fax destination.

#### ■ #807

**You do not have access privileges for the specified directory.**

- Set access privileges for the server directory or send to a directory that you have access privileges for. Alternatively, contact your administrator.

#### ■ #809

**When sending to an SMB server, a file with the same name already exists and overwriting of files is not allowed.**

- Change the filename and try sending again.
- Change the settings of the SMB server to enable files to be overwritten. Alternatively, contact the server administrator.

#### ■ #810

**A POP server connection error occurred when an I-fax was received.**

- Check the POP server settings in <Communication Settings>.
  - ▶ **Setting E-mail/I-Fax Communication(P. 62)**
- Check whether the POP server is operating correctly. Check the status of the network.

**An error was returned from the POP server when connecting to the POP server. Alternatively, a timeout error occurred on the server side.**

- Check the POP server settings in <Communication Settings>.
  - ▶ **Setting E-mail/I-Fax Communication(P. 62)**
- Check whether the POP server is operating correctly. Check the status of the network.

■ #813

**A POP server authentication error (user account error or password error) occurred when an I-fax was received.**

- Check the POP server settings in <Communication Settings>.  
▶ **Setting E-mail/I-Fax Communication(P. 62)**

■ #818

**The received data was in a file format that cannot be printed.**

- Tell the other party to change the file format and send again.

■ #819

**Data that cannot be handled was received. The MIME information is invalid.**

- Tell the other party to check the settings and send again.

■ #820

**Data that cannot be handled was received. The BASE64 or uuencode is invalid.**

- Tell the other party to check the settings and send again.

■ #821

**Data that cannot be handled was received. A TIFF analysis error occurred.**

- Tell the other party to check the settings and send again.

■ #822

**Data that cannot be handled was received. The image cannot be decoded.**

- Tell the other party to check the settings and send again.

■ #827

**Data that cannot be handled was received. Unsupported MIME information was included.**

- Tell the other party to check the settings and send again.

■ #828

**HTML data was received.**

- Tell the other party to change to a format other than HTML and send again.

■ #829

**Data containing more than 1,000 pages was received.**

- The machine deletes any pages after the 999th page, and prints or stores the remaining 999 pages. Tell the other party to send the 1,000th and subsequent pages again.

### ■ #830

**A DSN error notification was received because the I-fax address or destination conditions were incorrect.**

- Check the specified I-fax address and the destination conditions.

**A DSN error notification was received because the size of the file that was sent exceeded the size allowed by the mail server.**

- Change the setting in <Maximum Data Size for Sending> so that the size of the file to send does not exceed the size allowed by the mail server.

▶<Maximum Data Size for Sending>(P. 781)

- Check the status of the mail server, DNS server, and network.

### ■ #832

**Could not send DSN mail because e-mail settings and network settings were not specified in <Communication Settings>.**

- Check <Communication Settings>, <DNS Settings>, and <IP Address Settings>.

▶<Setting E-mail/I-Fax Communication>(P. 62)

▶<Making DNS Settings>(P. 42)

▶<Setting an IP Address>(P. 32)

**DSN mail could not be sent due to a problem with the mail server or DNS server.**

- Check the status of the mail server and DNS server.

### ■ #833

**MDN (Message Disposition Notification) mail could not be sent because the TCP/IP settings were not specified.**

- Check <Communication Settings>, <DNS Settings>, and <IP Address Settings>.

▶<Setting E-mail/I-Fax Communication>(P. 62)

▶<Making DNS Settings>(P. 42)

▶<Setting an IP Address>(P. 32)

**MDN (Message Disposition Notification) mail could not be sent due to a problem with the mail server or DNS server.**

- Check the status of the mail server and DNS server.

### ■ #834

**An MDN error notification was received because the I-fax address or destination conditions were incorrect.**

- Check the specified I-fax address and the destination conditions.

**An MDN error notification was received because a problem occurred in the mail server or network.**

- Check the status of the mail server and network.

**An MDN error notification was received because a problem such as a full memory occurred at the other party.**



- Check the conditions and status of the other party.

### ■ #835

**The maximum number of text lines that can be received with I-fax was exceeded.**

- Tell the other party to reduce the number of text lines in the message body and send again.

### ■ #838

**The license required to use the send function has expired.**

- Purchase a license for the send function.

### ■ #839

**The user name or password set in <Communication Settings> is incorrect.**

- Check the user name and password settings for SMTP authentication (SMTP AUTH) in <Communication Settings>.

▶ **Setting E-mail/I-Fax Communication(P. 62)**

### ■ #841

**An encryption algorithm shared with the mail server does not exist for e-mail and I-fax transmission.**

- Set <Allow TLS (POP)> or <Allow TLS (SMTP TX)> in <Communication Settings> to <Off>.

▶ **Setting E-mail/I-Fax Communication(P. 62)**

- Add a common encryption algorithm to the mail server settings.

### ■ #842

**The mail server requested authentication using a client certificate for e-mail and I-fax transmission.**

- Set <Allow TLS (POP)> or <Allow TLS (SMTP TX)> in <Communication Settings> to <Off>.

▶ **Setting E-mail/I-Fax Communication(P. 62)**

- Change mail server settings so that a client certificate is not requested.

**Sending could not be performed because a validation error occurred when validating the TLS server certificate when sending with SMTP because <Confirm TLS Certificate for SMTP TX> is set to <On>.**

- Use the Remote UI to check whether the CA certificate used to sign the TLS server certificate on the SMTP server side is registered in the machine.
- Check whether the TLS server certificate on the SMTP server side is correct.
- Check whether the TLS server certificate is a self-signed certificate.

### ■ #843

**There is a great difference between the time of the KDC (Key Distribution Center) server and the time set in the machine.**

- Correct the time of the machine or the KDC (Key Distribution Center) server.

▶ **Setting the Date/Time(P. 17)**

■ #844

**Failed to perform TLS encrypted communication with the POP server when sending with POP before SMTP.**

- Check the TLS encrypted communication settings of the POP server.
  - Set <Allow TLS (POP)> to <Off> in <Communication Settings>. If the problem is not resolved, set <POP Authentication Before Sending> to <Off> in <Communication Settings>, and switch to a setting other than POP before SMTP.

▶ **Setting E-mail/I-Fax Communication(P. 62)**

**Sending could not be performed because a validation error occurred when validating the TLS server certificate when communicating with the POP server because <Confirm TLS Certificate for POP RX> is set to <On>.**

- Use the Remote UI to check whether the CA certificate used to sign the TLS server certificate on the POP server side is registered in the machine.
- Check whether the TLS server certificate on the POP server side is correct.
- Check whether the TLS server certificate is a self-signed certificate.

■ #845

**Failed to perform POP authentication (POP AUTH) when sending with POP before SMTP.**

- Check the settings in <POP Server>, <POP Login Name>, and <POP Password> in <Communication Settings>.

▶ **Setting E-mail/I-Fax Communication(P. 62)**

- Check the POP authentication settings of the POP server.
- Select <Standard> or <APOP> in <POP Auth. Method> in <Communication Settings>. If the problem is not resolved, set <POP Authentication Before Sending> to <Off> in <Communication Settings>, and switch the communication settings to something other than POP before SMTP.

▶ **Setting E-mail/I-Fax Communication(P. 62)**

■ #846

**Failed to perform POP authentication (APOP) when sending with POP before SMTP.**

- Check the settings in <POP Server>, <POP Login Name>, and <POP Password> in <Communication Settings>.

▶ **Setting E-mail/I-Fax Communication(P. 62)**

- Check the APOP settings of the POP server.
- Select <Standard> or <POP AUTH> in <POP Auth. Method> in <Communication Settings>. If the problem is not resolved, set <POP Authentication Before Sending> to <Off> in <Communication Settings>, and switch the communication settings to something other than POP before SMTP.

▶ **Setting E-mail/I-Fax Communication(P. 62)**

■ #847

**Could not save the received file in a Confidential Fax Inbox because the memory of the Mail Box or Fax/I-Fax Inbox was full.**

- Delete unnecessary files in the Confidential Fax Inbox or Memory RX Inbox.

▶ **Printing Documents in the Memory RX Inbox(P. 352)**

▶ **Keeping Received Documents Private(P. 354)**

■ #848

**An error occurred when combining an e-mail that was divided and sent.**

- The divided data may have been deleted. If you delete divided data, it cannot be combined to form a completed document, even if the remaining data is received later. Ask the sender to send the data again.

■ #856

**The executed operation was canceled because the hard disk area for temporarily saving data became full.**

- Contact your administrator.

■ #868

**When sending with WebDAV, communication with the destination failed, and access via a proxy was requested (received HTTP Error 305: Use Proxy).**

- Check the WebDAV server settings.
- Check the proxy settings.  
▶ <Network>(P. 741) ▶ <TCP/IP Settings>

■ #869

**When sending with WebDAV, a response indicating that authentication failed was received from the destination (received HTTP Error 401: Unauthorized).**

- Check the user name or password.
- Check the WebDAV server security settings.

■ #870

**When sending with WebDAV, a response indicating that the request was rejected was received from the destination (received HTTP Error 403: Forbidden).**

- Try sending again after waiting a while.
- Check the destination settings.
- Check the WebDAV server settings.

■ #871

**When sending with WebDAV, a response indicating that the specified folder was not found was received from the destination (HTTP Error 404: Not Found/409: Conflict/410: Gone).**

- Check the destination settings.

■ #872

**When sending with WebDAV, a response indicating that access is not allowed was received from the destination (received HTTP Error 405: Method Not Allowed).**

- Check the WebDAV server settings.

■ #873

**When sending with WebDAV, a response indicating that proxy authentication failed was received from the destination (received HTTP Error 407: Proxy Authentication Required).**

- Check the proxy settings.
  - ▶ <Network>(P. 741) ▶ <TCP/IP Settings>

■ #874

**When sending with WebDAV, a response indicating that a timeout occurred was received from the destination (received HTTP Error 408: Request Timeout).**

- Try sending again after waiting a while.
- Check the WebDAV server settings.

■ #875

**When sending with WebDAV, a response indicating that chunk transmission was refused was received from the destination (received HTTP Error 411: Length Required).**

- Set <Use Divided Chunk Send for WebDAV TX> to <Off>.
  - ▶ <Use Divided Chunk Send for WebDAV TX>(P. 777)
- Check the WebDAV server settings.

■ #876

**When sending with WebDAV, a response indicating that the size of the data was too large was received from the destination (received HTTP Error 413: Request Entity Too Large).**

- Check the WebDAV server settings.

■ #877

**When sending with WebDAV, a response indicating that the URI (host name and path to folder) was too long was received from the destination (received HTTP Error 414: Request-URI Too Long).**

- Check the WebDAV server settings.

■ #878

**When sending with WebDAV, a response indicating that an unexpected situation preventing the request from being executed occurred on the server side was received from the destination (received HTTP Error 500: Internal Server Error).**

- Check the WebDAV server settings.

■ #879

**When sending with WebDAV, a response indicating that the server does not support the necessary functions to execute the request was received from the destination (received HTTP Error 501: Not Implemented).**

- Check the WebDAV server settings.

- When sending via a proxy with non-TLS communication, set <Use Divided Chunk Send for WebDAV TX> to <Off>.

▶<Use Divided Chunk Send for WebDAV TX>(P. 777)

■ #880

**When sending with WebDAV, a response indicating that communication with an upstream server failed was received from the proxy server (received HTTP Error 502: Bad Gateway).**

- Check the WebDAV server settings.
- Check the proxy server settings.

■ #881

**When sending with WebDAV, a response indicating that requests currently cannot be handled was received from the destination (received HTTP Error 503: Service Unavailable).**

- Check the WebDAV server settings.

■ #882

**When sending with WebDAV, a response indicating that communication with an upstream server failed was received from the proxy server (received HTTP Error 504: Gateway Timeout).**

- Check the WebDAV server settings.
- Check the proxy server settings.

■ #883

**When sending with WebDAV, a response indicating that the server does not support the necessary functions to execute the request was received from the destination (received HTTP Error 505: HTTP Version Not Supported).**

- Check the WebDAV server settings.

■ #884

**When sending with WebDAV, a response indicating that disk space required for the request could not be secured on the server side was received from the destination (received HTTP Error 507: Insufficient Storage).**

- Check the WebDAV server settings.

■ #885

**When sending with WebDAV, an unexpected error response was received from the server.**

- Check the WebDAV server settings.
- Check the proxy server settings.

■ #886

**When sending with WebDAV, a response indicating that the request was invalid was received from the destination (received HTTP Error 400: Bad Request).**

- When sending via a proxy with non-TLS communication, set <Use Divided Chunk Send for WebDAV TX> to <Off>.
  - ▶<Use Divided Chunk Send for WebDAV TX>(P. 777)


■ #889

**The original could not be scanned or printed because it was embedded with job restriction information.**

- Check the job restriction information or contact your administrator.

■ #899

**E-mail or I-fax transmission completed normally. However, the transmission may not have been received by the other party because it is relayed by multiple servers.**

- When performing POP reception, press  ▶ <Check I-Fax RX>, and check whether the machine has received an error mail.
  - ▶<Receiving I-Faxes(P. 375)>
- When performing POP reception, received error mails are automatically printed when <POP Interval> is set to a value other than 0 minutes or the machine is set to receive error mails via SMTP.
  - ▶<Setting E-mail/I-Fax Communication(P. 62)>
- Ask whether the other party received the transmission, as necessary.

■ #918

**Could not recognize the QR code in the original.**

- Check whether the QR code is in the correct position and scan the original again.

■ #919

**A syntax error or a PostScript error that exceeds device restrictions, etc. was detected.**

- Set <Print PS Errors> (Settings/Registration) to <On>, submit the job again, confirm the contents of the PostScript error, then execute the job after resolving the error.

■ #922

**The maximum number of sheets that can be saddle-stitched has been exceeded. Saddle-stitching may be able to be performed by reducing the number of sheets.**

- Check the maximum number of sheets that can be saddle-stitched, and execute again.

■ #925

**A transmission error occurred from the fax driver.**

- An image size that cannot be sent was specified. Check the size of the image.

■ #927

**A transmission error occurred from the fax driver.**

- Font that cannot be processed is included in the data received by the machine from a computer. Check the received data.

■ #928

**A transmission error occurred from the fax driver.**

- The memory is full, or the data size has exceeded the size that can be processed at one time. Delete unnecessary data or check the data size.

■ #929

**A transmission error occurred from the fax driver.**

- A network error occurred when the machine was receiving data from a computer. Check the network connections and settings.

■ #931

**The job was canceled because saddle folding could not be performed.**

- Check the setting combinations as well as the type of paper you are using and the number of sheets.

■ #932

**The maximum number of sheets that can be stapled with the Eco (Staple-Free) mode has been exceeded. Stapling with the Eco (Staple-Free) mode may be able to be performed by reducing the number of sheets.**

- Check the maximum number of sheets that can be stapled with the Eco (Staple-Free) mode, and execute again.

■ #933

**The maximum number of sheets that can be stapled has been exceeded. Stapling may be able to be performed by reducing the number of sheets.**

- Check the maximum number of sheets that can be stapled, and execute again.

■ #934

**An error occurred for a print job, and the job was deleted because the specified time period elapsed.**

- Resolve the error and execute the job again.
- You can also change the time period before deletion or disable automatic deletion from <Auto Delete Suspended Jobs> (Settings/Registration).

▶<Auto Delete Suspended Jobs>(P. 765)

■ #935

**The job was canceled and one copy was output without being bound because the maximum number of sheets of paper that can be bound with the Eco (Staple-Free) mode was exceeded.**

- Check the maximum number of sheets of paper that can be bound with the Eco (Staple-Free) mode, and execute the job again.
- You can specify the procedure to perform when there are too many sheets to staple at once.
  - ▶ <Action When Too Many Sheets to Staple>(P. 762)

■ #936

**The job was canceled and one copy was output without being stapled because the maximum number of sheets of paper that can be stapled together was exceeded.**

- Check the maximum number of sheets of paper that can be stapled together, and execute the job again.
- You can specify the procedure to perform when there are too many sheets to staple at once.
  - ▶ <Action When Too Many Sheets to Staple>(P. 762)

■ #937

**The document was output without being saddle stitched because the maximum number of sheets of paper that can be saddle stitched was exceeded.**

- Saddle stitching may be possible if you reduce the number of sheets of paper.
- You can specify the procedure to perform when there are too many sheets to staple at once.
  - ▶ <Action When Too Many Sheets to Staple>(P. 762)

■ #995

**Reserved communication jobs were cleared.**

- Perform the operation again, as necessary.



## Clearing Paper Jams

13WH-0RK

If a paper jam occurs, a message, the location of the paper jam, and the procedure for clearing it are displayed on the screen. If you do not know how to clear the paper jam from viewing the screen, see **Paper Jam Locations(P. 978)** to clear the paper jam. For information on cautions when clearing paper jams, see "Important Safety Instructions" in the FAQ Guide and **Optional Equipment(P. 1088)**.



### ■ Cautions When Clearing Paper Jams

#### **Do not turn the power OFF.**

- Data being printed is erased when you turn the power OFF. Take particular care when receiving a fax.

#### **When the paper is torn**

- Remove all of the paper to ensure that pieces do not remain.

#### **Do not forcibly remove jammed originals and paper from the machine.**

- Forcibly removing them may cause damage to the parts of the machine, etc. If you cannot remove the paper, contact your local authorized Canon dealer.

#### **When all paper jams are cleared**

- Immediately remove your hands from the machine and optional equipment so that your clothing and hands do not get caught in the rollers.

#### **Take care when handling optional equipment.**

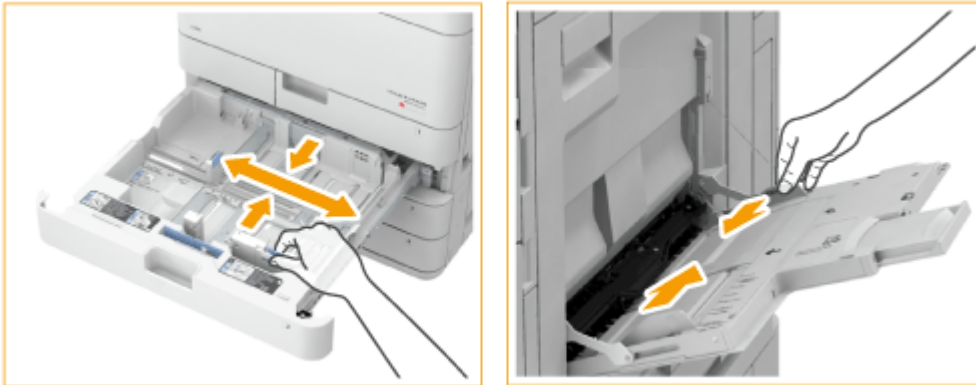
- Copies and prints may be output to optional equipment while you are clearing paper jams. Take care when handling optional equipment that is installed.

### ■ If Paper Jams Frequently Occur

If paper jams frequently occur even though there are no problems with the machine and its optional equipment, check the following.

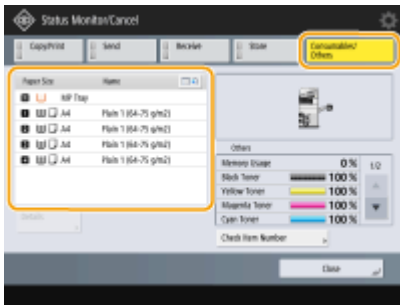
### Are the paper guides misaligned?

- Match the paper guides with the paper loaded in the paper source.



### Is the paper type correct?

- Press <Status Monitor/Cancel> ► <Consumables/Others> and check the paper type.



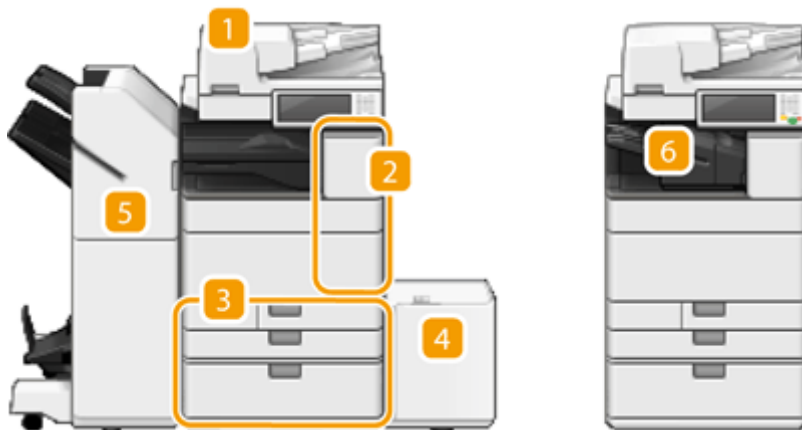
- If the paper loaded in a paper source differs from the paper type setting, see **▶ Loading Paper(P. 112)** to set the paper type again.

### Do pieces of paper remain in the machine?

- Pieces of paper may remain in the machine after removing a paper jam. Open the location where the paper was jammed, and remove any pieces of paper (do not forcibly pull the paper when removing it).

## Paper Jam Locations

For information on the paper jam locations and the method for clearing paper jams, see the following diagram and references.



- 1** Feeder ▶ **Paper Jams in the Feeder(P. 980)**
- 2** Inside the main unit ▶ **Paper Jams in the Main Unit(P. 983)**
- 3** Paper drawer ▶ **Paper Jams in a Paper Source(P. 988)**
- 4** Paper deck ▶ **Paper Jams in a Paper Source(P. 988)**
- 5** Staple finisher ▶ **Paper Jams in the Staple Finisher(P. 996)**  
Booklet finisher ▶ **Paper Jams in the Booklet Finisher(P. 999)**
- 6** Inner finisher ▶ **Staple Jams in the Inner Finisher(P. 1014)**

**NOTE**

- Paper may not actually be jammed in the location you check. Even in this case, follow the instructions on the screen to check all the locations.
- The screen indicating that there is a paper jam is repeatedly displayed until you clear the paper jam.
- If you press <Close> on the screen indicating that there is a paper jam, you may be able to continue to perform operations and specify settings without immediately removing the paper jam.
- Do not remove paper from a location other than that displayed as a paper jam location on the screen. This may cause paper jams in other locations or missing pages in output documents.

## Paper Jams in the Feeder

13WH-0RL

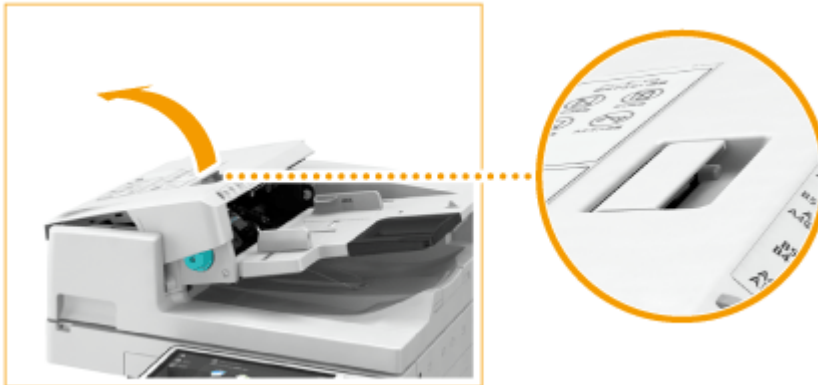
Check the paper jam location on the screen, and follow the procedure below to remove the original.

### 1 Remove the originals in the original supply tray.



### 2 Check whether an original is jammed in the feeder cover.

#### 1 Pull the lever to open the cover.



#### 2 If an original is jammed, gently pull it out in the direction of the arrow.



- If you cannot remove the jammed original, proceed to the next step without forcibly removing it.

### 3 Check whether an original is jammed in the original output tray.

- 1 Turn the green knob counterclockwise.



- 2 If an original is jammed, gently pull it out in the direction of the arrow.



### 4 After removing all jammed originals, close the feeder cover.

### 5 Lift up the feeder, and check if there is a jammed original.

- 1 Lift up the feeder, and check the position indicated by **a**.



- 2 If an original is jammed, gently pull it out in the direction of the arrow.



**6 Return the feeder to its original position.**

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

## Paper Jams in the Main Unit

Check the paper jam location on the screen, and follow the procedure below to remove the original.

### NOTE

#### Confirm before handling

- If the optional paper deck is installed, pull it away from the machine.

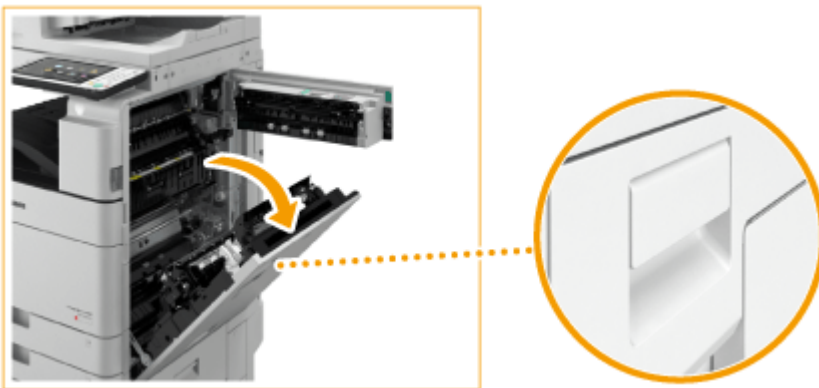
### 1 Check whether paper is jammed in the multi-purpose tray.

- If paper is jammed, gently pull it out in the direction of the arrow.



### 2 Open the upper-right cover and lower-right cover of the main unit.

- When you lift up the lever, both the upper-right cover and lower-right cover of the main unit open at the same time.



### 3 Check whether paper is jammed in the output unit.

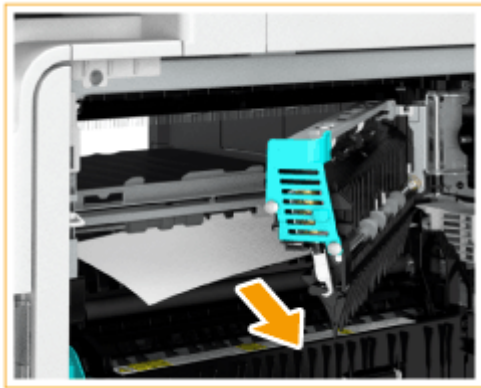
- 1 Hold the green lever ( **a** ) and open the output unit.



 **MEMO**

- The output unit only opens as far as indicated in the diagram.

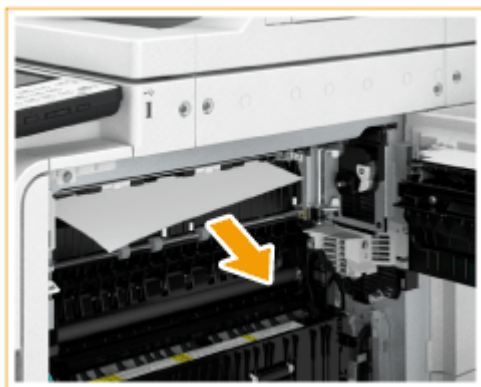
**2** If paper is jammed, gently pull it out in the direction of the arrow.



**3** Close the output unit.

**4** Check whether paper is jammed in the reversing unit.

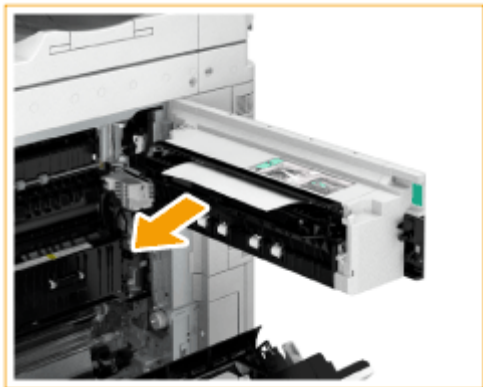
- If paper is jammed, gently pull it out in the direction of the arrow.



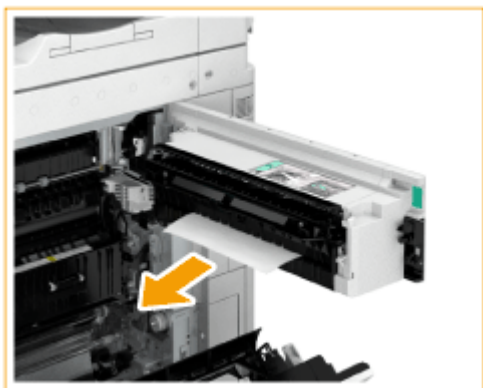
**5** Check whether paper is jammed in the duplexing unit entrance.

**1** If paper is jammed in the upper area, gently pull it out in the direction of the arrow.



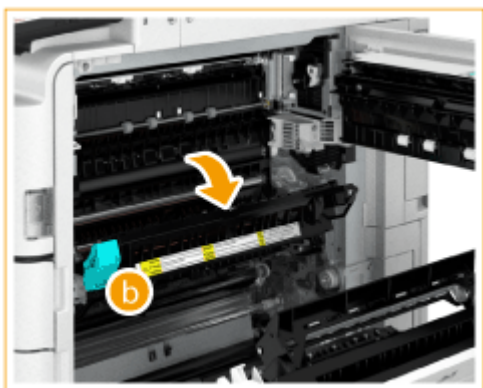


- 2 If paper is jammed in the lower area, gently pull it out in the direction of the arrow.

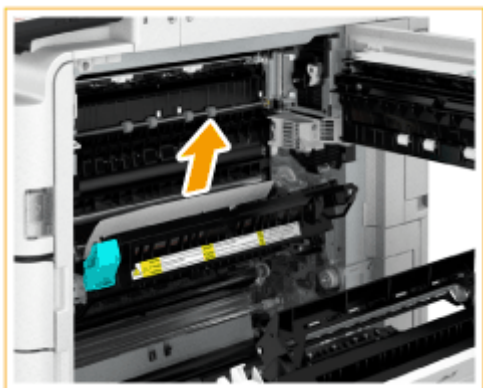


## 6 Check whether paper is jammed in the fixing unit.

- 1 Hold the green lever ( **b** ) and open the fixing unit.

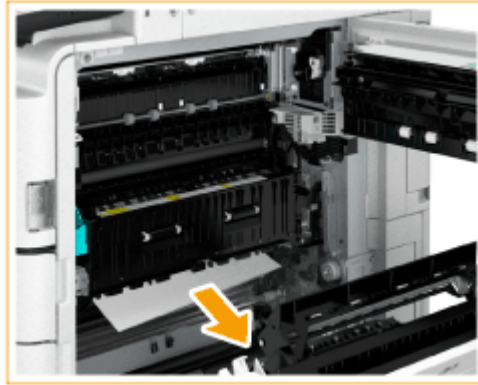
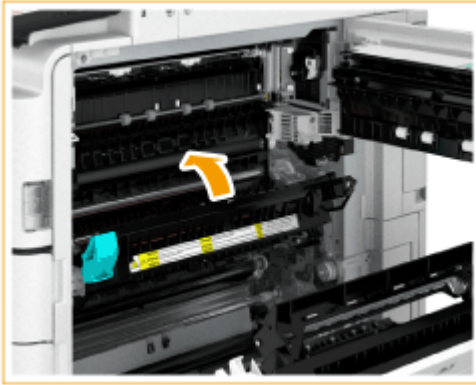


- 2 If paper is jammed, gently pull it out in the direction of the arrow.



**NOTE**

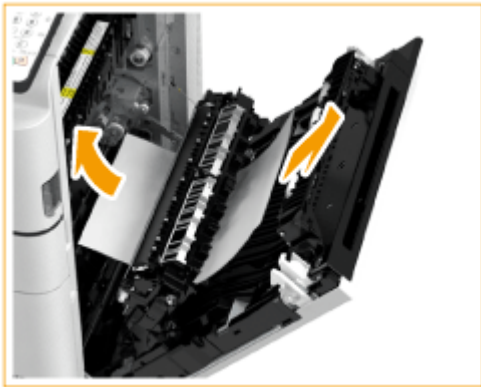
- If you cannot remove the paper, return the fixing unit to its original position, and gently pull out the paper from the bottom side.



- 3 Return the fixing unit to its original position.

**7 Check whether paper is jammed in the duplexing unit.**

- If paper is jammed, gently pull it out in the direction where the most paper is protruding.



**8 Check whether paper is jammed in the multi-purpose tray paper supply area.**

- If paper is jammed, gently pull it out in the direction of the arrow.



**9 Check whether paper is jammed between the main unit and the upper-right cover or lower-right cover of the main unit.**

- If paper is jammed, gently pull it out in the direction of the arrow.



**10 Gently close the upper-right cover and lower-right cover of the main unit until they click.**

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

## Paper Jams in a Paper Source

Check the paper jam location on the screen, and follow the procedure below to remove the paper.

- ▶ Clearing Paper Jams in Paper Drawers 1 (P. 988)
- ▶ Clearing Paper Jams in Paper Drawers 2 (P. 988)
- ▶ Clearing Paper Jams in Paper Drawers 3 and 4 (Optional) (P. 990)
- ▶ Clearing Paper Jams in the Paper Deck (Optional) (P. 992)

### NOTE

#### Confirm before handling

- If the optional paper deck is installed, pull it away from the machine.

### Clearing Paper Jams in Paper Drawers 1

#### 1 Check whether paper is jammed in the paper drawer 1.

- 1 Open the paper drawer.
- 2 If paper is jammed, gently pull it out in the direction of the arrow.



- 3 Push the paper drawer in until it clicks.

### IMPORTANT

When closing the paper drawer, be careful not to get your fingers caught, as this may result in personal injury.

### Clearing Paper Jams in Paper Drawers 2

#### 1 Check whether paper is jammed in the upper-right cover of the paper drawer.

- 1 Open the upper-right cover of the paper drawer.



- 2 If paper is jammed, gently pull it out in the direction of the arrow.



- 2 Gently close the upper-right cover of the paper drawer until it clicks.

- 3 Check whether paper is jammed in the paper drawer.

- 1 Open the paper drawer.

- 2 If paper is jammed, gently pull it out in the direction of the arrow.



- 3 Push the paper drawer in until it clicks.

### IMPORTANT

When closing the paper drawer, be careful not to get your fingers caught, as this may result in personal injury.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

## Clearing Paper Jams in Paper Drawers 3 and 4 **+ OP**

### NOTE

#### Confirm before handling

- If the optional paper deck is installed, pull it away from the machine.

### 1 Check whether paper is jammed in the upper-right cover or lower-right cover of the paper drawer.

- 1 Open the upper-right cover and lower-right cover of the paper drawer.

When the Cassette Feeding Unit is attached



When the High Capacity Cassette Feeding Unit is attached



- 2 If paper is jammed, gently pull it out in the direction of the arrow.

When the Cassette Feeding Unit is attached



When the High Capacity Cassette Feeding Unit is attached



**2 Gently close the upper-right cover and lower-right cover of the paper drawer until they click.**

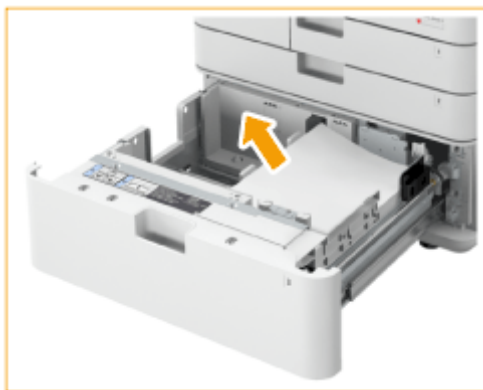
**3 Check whether paper is jammed in the paper drawer.**

- 1** Open the paper drawer.
- 2** If paper is jammed, gently pull it out in the direction of the arrow.

When the Cassette Feeding Unit is attached



When the High Capacity Cassette Feeding Unit is attached



- 3 Push the paper drawer in until it clicks.

### IMPORTANT

When closing the paper drawer, be careful not to get your fingers caught, as this may result in personal injury.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

## Clearing Paper Jams in the Paper Deck OP

- 1 Press **a**, and pull the paper deck away from the main unit.



- 2 Check whether paper is jammed in the side of the paper deck.

- If paper is jammed, gently pull it out in the direction of the arrow.





### 3 Check whether paper is jammed in the side of the machine.

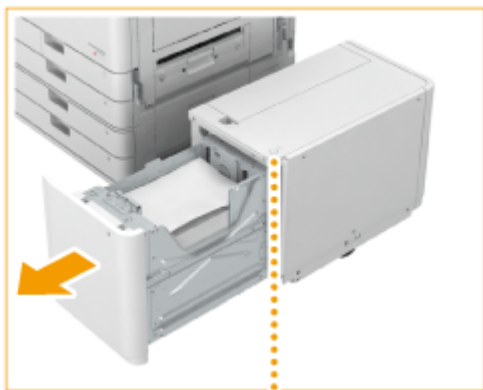
- If paper is jammed, gently pull it out in the direction of the arrow.



### 4 Connect the paper deck to the machine.

- Make sure that the paper deck is securely connected to the machine.
- If the paper jam message is no longer displayed after connecting the paper deck, proceed with the interrupted operation or continue clearing paper jams.

### 5 Press **b** to open the paper deck.



### NOTE

- The paper deck may not be able to be opened if the machine is in the Sleep mode. Cancel the Sleep mode before opening the paper deck.

## 6 Check whether paper is jammed.

- If paper is jammed, gently pull it out in the direction of the arrow.



### NOTE

- Check carefully, as the paper may be jammed in a location that is difficult to see.

## 7 Gently close the paper deck.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

## Paper Jams in a Finisher

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13WH-0RU

This section describes the method for clearing paper jams in a finisher. Check the paper jam location on the screen, and follow the procedure in the reference indicated below to remove the paper.

- ▶ **Paper Jams in the Staple Finisher(P. 996)**
- ▶ **Paper Jams in the Booklet Finisher(P. 999)**
- ▶ **Paper Jams in the Inner Finisher(P. 1004)**

### NOTE

#### Confirm before handling

- Remove any paper loaded in a tray.

## Paper Jams in the Staple Finisher

13WH-ORW

### 1 Check whether paper is jammed in the finisher.

- 1 Open the front cover of the finisher.



- 2 Lift up the output tray paper supporter of the main tray.



- 3 Turn the green knob to feed the jammed paper to the main tray side.



- 4 If paper comes out of the outlet of the main tray, gently pull the paper out in the direction of the arrow.



## 2 Check whether paper is jammed in the delivery unit.

- 1 Open the escape delivery guide ( **a** ).

- If paper is jammed, gently pull it out in the direction of the arrow.



- 2 Lift up the first flapper ( **b** ).

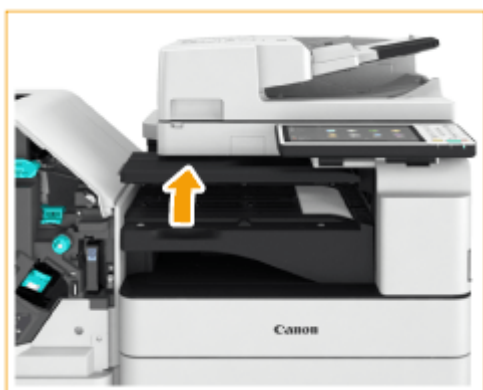
- If paper is jammed, gently pull it out in the direction of the arrow.



- 3 Return the first flapper ( **b** ) to its original position.
- 4 Lower the escape delivery guide ( **a** ).

**3 Close the front cover of the finisher.**

**4 Open the cover of the buffer pass unit.**



**5 Check whether paper is jammed.**

- If paper is jammed, gently pull it out in the direction of the arrow.



**6 Close the cover of the buffer pass unit.**

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

## Paper Jams in the Booklet Finisher

13WH-0RX

### 1 Check whether paper is jammed in the finisher.

- 1 Open the front cover of the finisher.



- 2 Lift up the output tray paper supporter of the main tray.



- 3 Turn the green knob to feed the jammed paper to the main tray side.



- 4 If paper comes out of the outlet of the main tray, gently pull the paper out in the direction of the arrow.



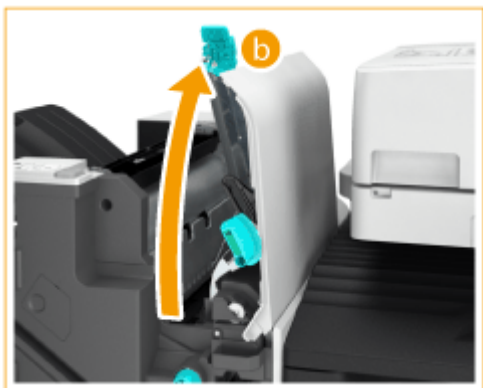
## 2 Check whether paper is jammed in the delivery unit.

- 1 Open the escape delivery guide ( **a** ).
- If paper is jammed, gently pull it out in the direction of the arrow.



- 2 Lift up the first flapper ( **b** ).
- If paper is jammed, gently pull it out in the direction of the arrow.

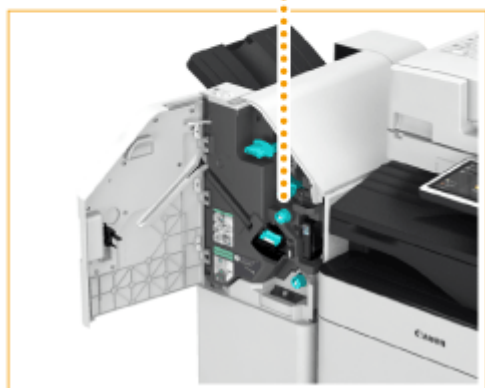




- 3 Return the first flapper ( **b** ) to its original position.
- 4 Lower the escape delivery guide ( **a** ).

### 3 Turn the green knob about 10 times.

- If you do not turn the knob, the jammed paper may tear when the saddle stitcher unit is pulled out.



### 4 Pull out the saddle stitcher unit.



**5 Open the transparent guide ( a ), and check whether there is any jammed paper.**

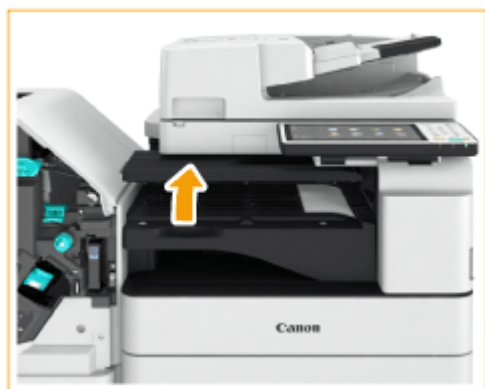
- If paper is jammed, gently pull it out in the direction of the arrow.



**6 Return the saddle stitcher unit to its original position.**

**7 Close the front cover of the finisher.**

**8 Open the cover of the buffer pass unit.**



**9 Check whether paper is jammed.**

- If paper is jammed, gently pull it out in the direction of the arrow.



## 10 Close the cover of the buffer pass unit.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

## Paper Jams in the Inner Finisher

13WH-0RY

### 1 Check whether paper is jammed in output tray of the finisher.

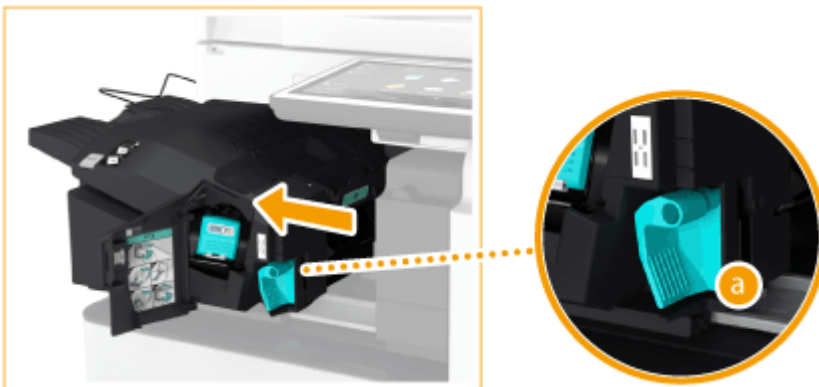
- If paper is jammed, gently pull it out in the direction of the arrow.



### 2 Open the front cover of the finisher.



### 3 Hold the lever ( a ), and slide the inner finisher to the left.



### 4 Check whether paper is jammed in the inner finisher.

- 1 Lift up the guide at the entrance.



- 2 If paper is jammed, gently pull it out in the direction of the arrow.



- 3 Return the guide to its original position.

**When the Puncher Unit is attached:**

- If paper is jammed in the 2nd output area, gently pull the jammed paper out in the direction of the arrow.



- 5 Return the inner finisher to its original position.




**6 Close the front cover of the finisher.**

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

## Clearing Staple Jams

13WH-0S0

If a staple jam occurs, a message, the location of the staple jam, and the procedure for clearing it are displayed on the screen. Check the staple jam location on the screen, and follow the procedure in the reference indicated below to remove the staple. For information on cautions when clearing staple jams, see "Important Safety Instructions" in the FAQ Guide and  **Optional Equipment(P. 1088)** .

 **Staple Jams in the Staple Finisher(P. 1008)**

 **Staple Jams in the Booklet Finisher(P. 1010)**

 **Staple Jams in the Inner Finisher(P. 1014)**

### IMPORTANT

- Copies and prints may be output to optional equipment while you are clearing staple jams. Take care when handling optional equipment that is installed.

### NOTE

#### Confirm before handling

- When clearing staple jams, confirm that the covers and paper drawers of the machine and optional equipment are closed.

## Staple Jams in the Staple Finisher

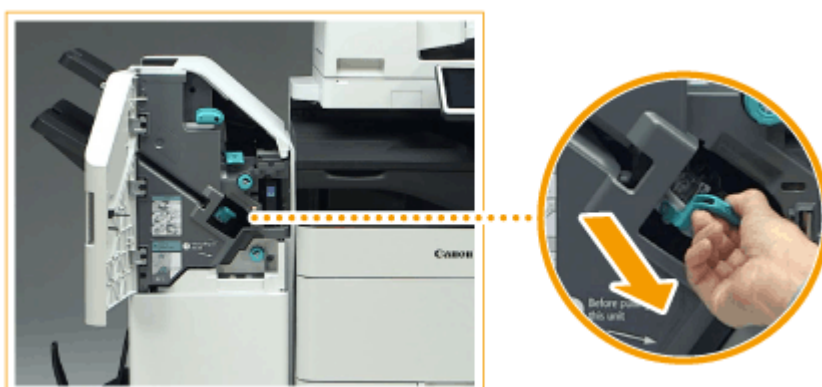
13WH-051

- 1 Open the front cover of the finisher.



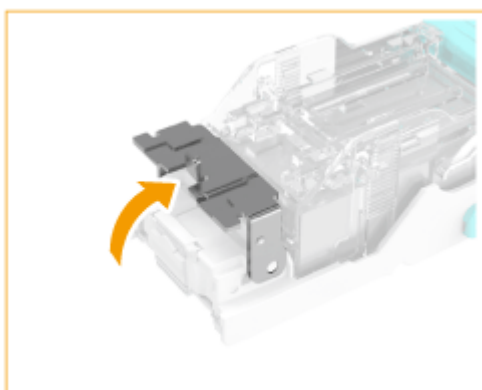
- 2 Pull out the staple case.

- Hold the green handle on the staple case and pull it straight out.



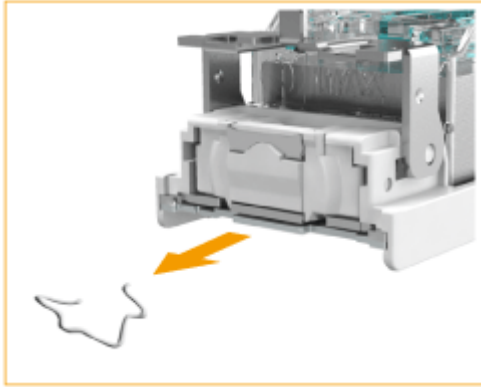
- 3 Remove any jammed staples from the staple case.

- 1 Lift up the knob on the staple case.



- 2 Remove all jammed staples and exposed staples.





**3** Return the knob on the staple case to its original position.

**4** Hold the green handle on the staple case and push it in as far as it will go.



**5** Close the front cover of the finisher.

- The finisher may automatically perform dry stapling to perform staple repositioning.

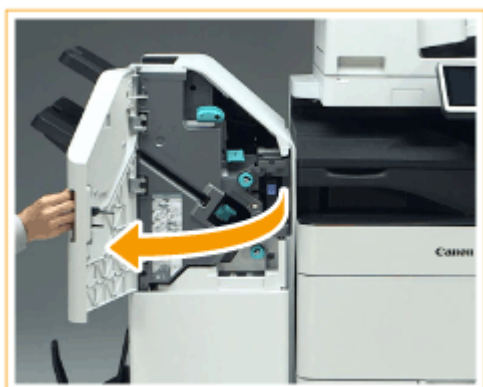
# Staple Jams in the Booklet Finisher

13WH-0S2

- ▶ Clearing Staple Jams in the Staple Unit(P. 1010)
- ▶ Clearing Staple Jams in the Saddle Stitcher Unit(P. 1011)

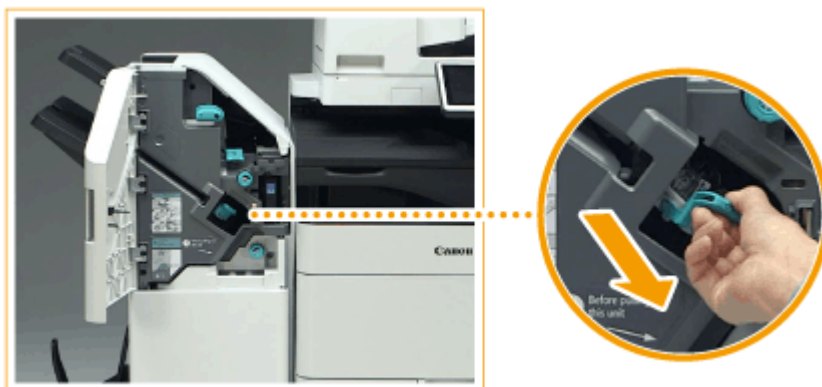
## Clearing Staple Jams in the Staple Unit

### 1 Open the front cover of the finisher.



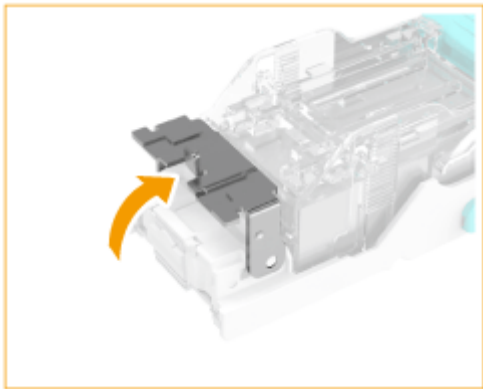
### 2 Pull out the staple case.

- Hold the green handle on the staple case and pull it straight out.

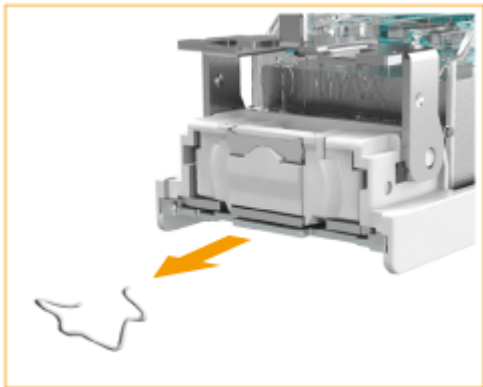


### 3 Remove any jammed staples from the staple case.

- 1 Lift up the knob on the staple case.

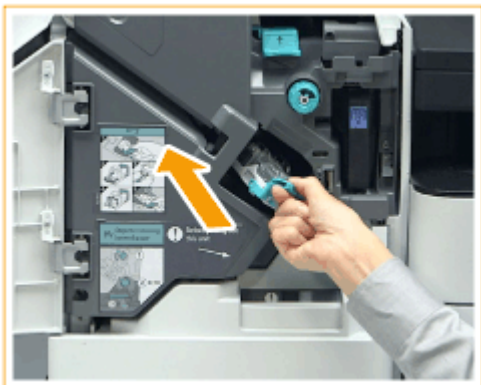


- 2 Remove all jammed staples and exposed staples.



- 3 Return the knob on the staple cartridge to its original position.

- 4 Hold the green handle on the staple case and push it in as far as it will go.



- 5 Close the front cover of the finisher.

- The finisher may automatically perform dry stapling to perform staple repositioning.

## Clearing Staple Jams in the Saddle Stitcher Unit

- 1 Open the front cover of the finisher.



**2** Pull out the saddle stitcher unit.



**3** Remove the (two) staple cases while pulling down the lever towards yourself.

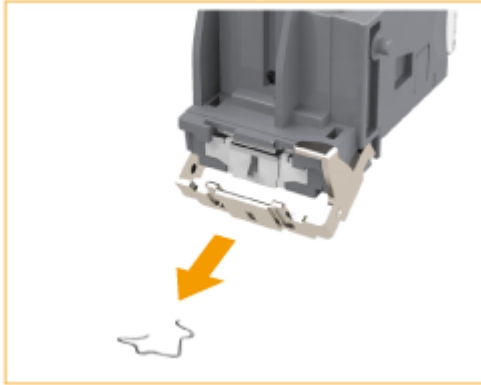


**4** Remove any jammed staples from the staple case.

**1** Lower the knob on the staple case.



**2** Remove all jammed staples and exposed staples.

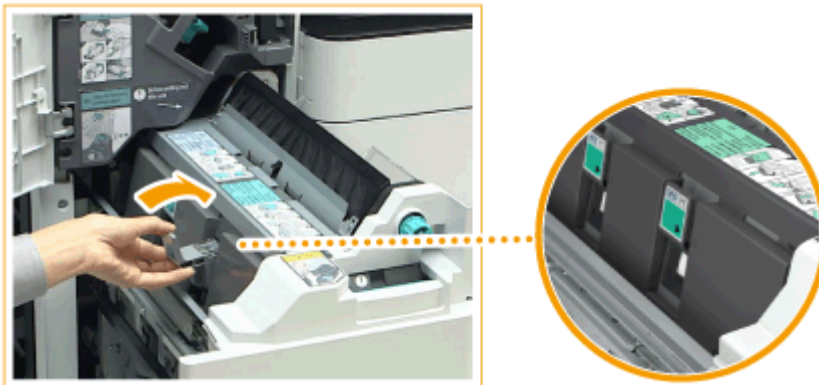


**3** Return the knob on the staple case to its original position.

**⚠ CAUTION**

- Take care not to be injured by staples.

**5** Install the (two) staple cases to the saddle stitcher unit.



**6** Gently return the saddle stitcher unit to its original position.

**7** Close the front cover of the finisher.

- After clearing a staple jam, make sure to adjust the staple position.  
▶ <Saddle Stitch Staple Repositioning>(P. 756)

## Staple Jams in the Inner Finisher

13WH-0S3

- 1 If paper is jammed in the output tray, gently pull it out.



- 2 Open the front cover of the finisher.



- 3 Pull out the staple case.

- Hold the green handle on the staple case and pull it straight out.

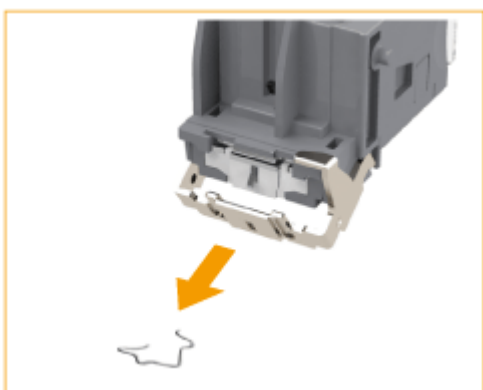


- 4 Remove any jammed staples from the staple case.

- 1 Lower the knob on the staple case.



- 2 Remove all jammed staples and exposed staples.



- 3 Return the knob on the staple case to its original position.

- 5 **Hold the green handle on the staple case and push it in as far as it will go.**



- 6 **Close the front cover of the finisher.**

- The finisher may automatically perform dry stapling to perform staple repositioning.

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System Options .....	1118
<b>List of Items That Can Be Personalized .....</b>	<b>1121</b>
<b>Driver Software Used with This Machine .....</b>	<b>1123</b>
<b>Manuals and Their Contents .....</b>	<b>1125</b>
<b>Using User's Guide .....</b>	<b>1126</b>
Screen Layout of User's Guide .....	1127
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<b>Basic Windows Operations .....</b>	<b>1135</b>
<b>Notice .....</b>	<b>1141</b>

# Appendix

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13WH-0F2

This chapter contains the technical specifications of this machine, descriptions of options, instructions on how to use the User's Guide, disclaimers, copyright information, and other important information for customers. Read this chapter as necessary.

## ■ Machine Specifications

You can check the specifications of the machine, feeder, network environment, copy, scan, etc.



▶ Specifications(P. 1029)

## ■ Enhancing Functions of the Machine

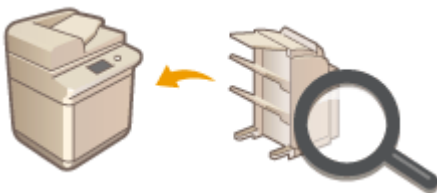
Refer to this section when you use the MEAP application, the dedicated application for enhancing functions.



▶ MEAP(P. 1069)

## ■ Using Optional Equipment

See this section to check the optional equipment and the system options to use the machine more efficiently.



▶ Options(P. 1086)

▶ Optional Equipment(P. 1088)

▶ System Options(P. 1118)

## ■ Referencing the Manual of This Machine

See this section when you want to reference information on the types of manuals, as well as how to view and use them.



- ▶ **Manuals and Their Contents(P. 1125)**
- ▶ **Using User's Guide(P. 1126)**
- ▶ **Screen Layout of User's Guide(P. 1127)**
- ▶ **Viewing User's Guide(P. 1131)**

## ■ Others

This section describes basic OS operations and includes disclaimers, copyright information, and other information.



- ▶ **Third Party Software(P. 1020)**
- ▶ **Feature Highlights(P. 1021)**
- ▶ **Driver Software Used with This Machine(P. 1123)**
- ▶ **Basic Windows Operations(P. 1135)**
- ▶ **Notice(P. 1141)**

## Third Party Software

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13WH-0F3

For information related to third-party software, click the following icon(s).



## Feature Highlights

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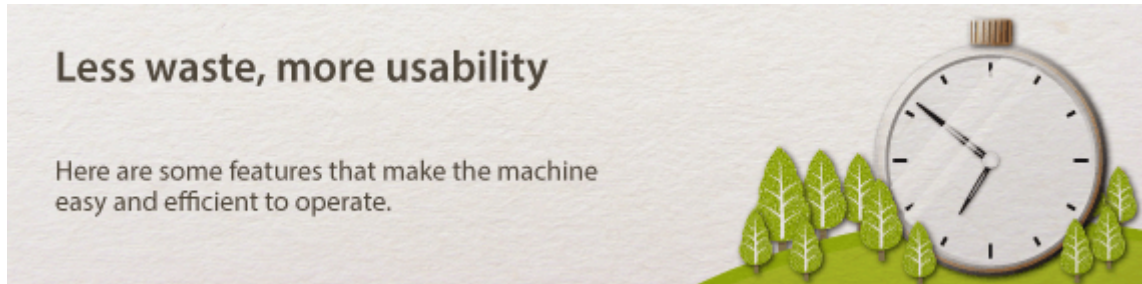
13WH-0F4

This section highlights some of the unique features of the machine, which are grouped into the four categories listed below.

- Efficient, Eco-friendly Operations
- Enhanced Security
- Custom User Settings
- So Much More

# Efficient, Eco-friendly Operations

13WH-0F5



## 01

### Performing Operations on User-friendly Screens

You can operate the touch panel display much like a smartphone, using familiar gestures such as flicking and pinching in or out. Easy-to-understand videos provide maintenance instructions, such as when the toner cartridge or staples need to be replaced. Equipped with a motion sensor, the machine automatically wakes up from sleep or energy saver mode when a person is detected nearby.

#### NOTE

- Intuitive operations on the preview image in the printer driver make it easy to configure various settings, such as specifying the binding position or switching between 1-sided and 2-sided printing. For more information, see the Printer Driver Help screen.

For more information on the touch panel display, see the following:

- ▶ **Using the Touch Panel Display(P. 93)**

## 02

### Improving Efficiency in a Variety of Situations

The machine is equipped with functions that let you copy large amounts of documents more efficiently. For example, you can scan multiple documents with different settings and then merge them into a single document for copying. In addition, you can use the Direct Print function to print directly from a computer or network without a printer driver, such as when you are away from your office. When scanning originals, you can enjoy stress-free operations thanks to features such as the ability to skip blank pages, as well as messages that notify you when pages are accidentally stuck together and scanned at once. The machine is also equipped with convenient forwarding functions, such as the ability to automatically forward received documents, as well as to receive e-mail notifications after sending is complete, which can improve the efficiency of your operations in a variety of situations.

For more information, see the following:

- ▶ **Combining Jobs with Different Settings Into a Single Job (Merge Job Blocks)(P. 281)**
- ▶ **Directly Printing Files without Opening Them(P. 400)**
- ▶ **Skipping Blank Pages When Scanning(P. 439)**
- ▶ **<Common>(P. 760) ▶ <Scan Settings>**
- ▶ **Forwarding Received Documents Automatically(P. 356)**
- ▶ **Notifying You by E-Mail of the Completion of Sending(P. 340)**

## 03

### Conserving Resources with Eco-friendly Features

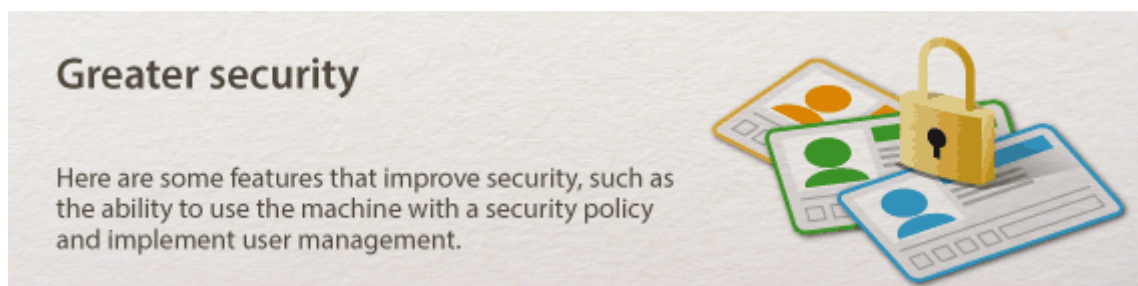
The machine conserves power by entering sleep mode or energy saver mode when it is not in use. In addition, the staple-free stapler lets you join pages together without using staples. The PC Fax function lets you send documents directly from your computer without printing them out first, which helps the environment by reducing the amount of paper you use.

For more information, see the following:

- ▶ **Entering Sleep Mode(P. 184)**
- ▶ **Inner Finisher-H1/Inner 2/4 Hole Puncher-B1/Inner 4 Hole Puncher-B1(P. 1102)**
- ▶ **Staple Finisher-Y1/Booklet Finisher-Y1/Buffer Pass Unit-L1/2/4 Hole Puncher Unit-A1/4 Hole Puncher Unit-A1(P. 1104)**
- ▶ **Sending Faxes from Your Computer (PC Fax)(P. 362)**

# Enhanced Security

13WH-0F6



## 01

### Using the Machine with Your Office Security Policy

A security policy is a collection of rules that define the basic information security objectives and standards for an entire organization. All of the settings related to your security policy can be configured together as a group on the machine. The examples shown below describe various security policy setting combinations that can be used for different security objectives.

#### Preventing information leakage

To prevent information leakage by strengthening the settings related to how data is handled, add a check mark to the items below.

- [Job] ▶ [Printing Policy] ▶ [Prohibit Immediate Printing of Received Jobs]
- [Storage] ▶ [Force Complete Deletion of Data]
- [Interface] ▶ [USB Policy] ▶ [Prohibit Use as USB Device]
- [Interface] ▶ [USB Policy] ▶ [Prohibit Use as USB Storage Device]
- [Job] ▶ [Sending/Receiving Policy] ▶ [Allow Sending Only to Registered Addresses]
- [Job] ▶ [Sending/Receiving Policy] ▶ [Force Confirmation of Fax Number]
- [Job] ▶ [Sending/Receiving Policy] ▶ [Prohibit Auto Forwarding]

#### Strengthening the authentication functions

To prevent user impersonation by strengthening the password and lockout settings, add a check mark to the items below.

- [Authentication] ▶ [Password Operational Policy] ▶ [Display Warning When Default Password Is in Use]
- [Authentication] ▶ [Password Operational Policy] ▶ [Prohibit Use of Default Password for Remote Access]
- [Authentication] ▶ [Password Settings Policy] ▶ [Set minimum number of characters for password] and other items
- [Authentication] ▶ [Lockout Policy] ▶ [Enable Lockout]

#### Increasing the security of communication

To ensure secure communication by verifying certificates and strengthening encryption, which can prevent data from being sniffed or intercepted during network communication, add a check mark to the items below.

- [Network] ▶ [Communication Operational Policy] ▶ [Always Verify Signatures for SMS/WebDAV Server Functions] and other items
- [Key/Certificate] ▶ [Prohibit Use of Weak Encryption]

#### Closing network ports to prevent unauthorized access

To manage multiple port-related settings and efficiently configure each port individually, add a check mark to the items below.

- [Network] ▶ [Port Usage Policy] ▶ [Restrict LPD Port (Port Number: 515)] / [Restrict RAW Port (Port Number: 9100)] and other port settings (14 total)



### Strengthening user management

To prevent unrecognized users from operating the machine, and to monitor the security by retrieving and checking the audit logs, add a check mark to the items below.

- [Authentication] ▶ [Authentication Operational Policy] ▶ [Prohibit Guest Users to Use Device]
- [Log] ▶ [Force Recording of Audit Log]
- [Log] ▶ [Force SNMP Settings]

For more information, see the following:

- ▶ **Applying a Security Policy to the Machine(P. 542)**

## 02

### Enhancing Security with User Management

By setting access restrictions based on user authentication, you can ensure a higher level of security and improve the efficiency of operations. You can also use the logs to check or analyze how the machine is being used.

For more information, see the following:

- ▶ **Managing Users(P. 553)**
- ▶ **Managing the Logs(P. 676)**

## 03

### Restricting the Functions Available to Each User

You can configure the machine to forcibly hold documents for printing, which can stop unintended documents from being printed by mistake, and prevent documents from being left unattended after they are printed. You can also prevent users from registering new destinations, as well as restrict the sending functions that they can use. In addition, you can set a variety of restrictions on the functions that are available to each individual user.

For more information, see the following:

- ▶ **Configuring the Forced Hold Printing Settings(P. 621)**
- ▶ **Restricting Access to Address Book and Sending Functions(P. 613)**
- ▶ **Registering Destinations in the Address Book(P. 188)**
- ▶ **Restricting the Machine's Functions(P. 612)**

ACCESS MANAGEMENT SYSTEM Administrator Guide

## 04

### Using Various Functions to Prevent Document Leaks

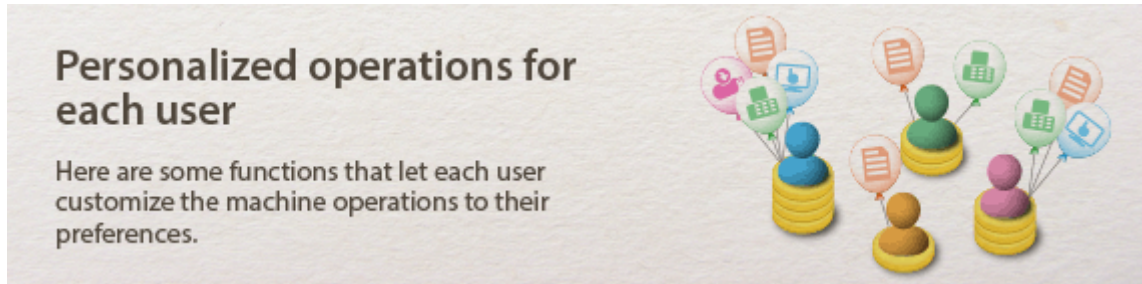
The machine is equipped with a variety of functions that can prevent document leaks. For example, you can use the Document Scan Lock function to prohibit a document from being copied, or you can use the Secure Watermark function to embed invisible background text that only appears when the document is copied. You can also scan documents as encrypted PDF files, or add a digital signature to documents when sending them.

For more information, see the following:

- ▶ **Disabling Copying of Documents (Document Scan Lock)(P. 303)**
- ▶ **Printing With Settings Disabling Unauthorized Copying(P. 397)**
- ▶ **Embedding Information That Restricts Copying (Forced Document Scan Lock)(P. 632)**
- ▶ **Embedding the "TOP SECRET" Text (Secure Watermark)(P. 300)**
- ▶ **Embedding Invisible Text (Forced Secure Watermark)(P. 629)**
- ▶ **Adding a Digital Signature to Sent Files(P. 638)**
- ▶ **Enhancing the Security of Electronic Files(P. 452)**

# Custom User Settings

13WH-0F7



## 01

### Customizing Screens for Each User

Each individual user can customize the screen with settings that let them specify their display language or arrange the screen buttons based their most frequently used functions.

For more information, see the following:

- ▶ **Configuring Accessibility Settings (Personal Settings)(P. 179)**
- ▶ **Registering Buttons on the Quick Menu(P. 166)**
- ▶ **Customizing the Basic Features Screen(P. 162)**

## 02

### Creating Personal Address Lists and Personal Folders

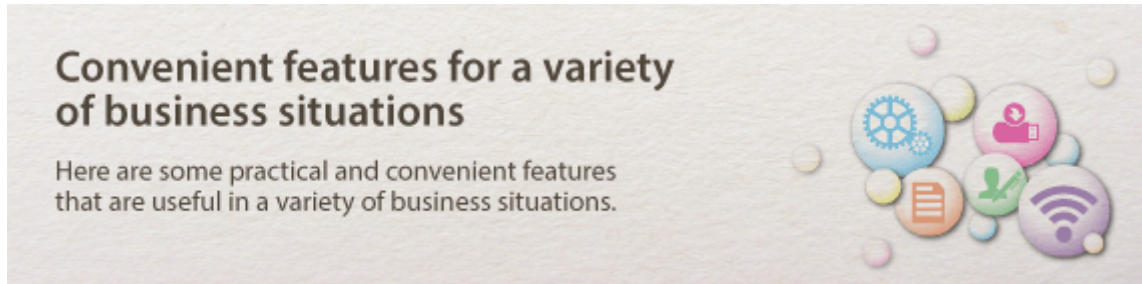
Each individual user can register destinations in their own address list, and create their own folder for storing scanned documents.

For more information, see the following:

- ▶ **Registering Destinations in the Address Book(P. 188)**
- ▶ **Configuring Personal Folders(P. 584)**

# So Much More

13WH-0F8



## 01

### Improving Operations with a Variety of Convenient Functions

The machine is equipped with a variety of practical and useful functions. For example, the Setup Guide function makes it easy to configure all of the settings required before using the machine, and the Web Access function lets you use the touch panel display to browse Web pages. You can also expand the functions of the machine to better suit your needs, with optional equipment that supports convenient finishing functions for booklets, or with system options that enhance the capabilities of the printing and scanning functions.

For more information, see the following:

▶ **Setting up Using the Setup Guide(P. 7)**

Web Access

▶ **Options(P. 1086)**

## 02

### Using the Hold Function to Manage and Edit Large Amounts of Documents

You can hold documents in the temporary storage (Hold) space inside the machine before they are printed, which lets you output a sample print before printing a large volume of documents. You can also print documents in the order of their priority, or you can print them after checking the finishing settings.

For more information, see the following:

▶ **Printing After Checking the Document (Hold)(P. 388)**

## 03

### Connecting via Wireless LAN

With the ability to establish a wireless connection between the machine and computers, you can eliminate the need for cables and reduce clutter in your office. The connection settings can be configured with the simple press of a button.

For more information, see the following:

▶ **Connecting to a Wireless LAN(P. 24)**

## 04

### Linking with Other Devices to Improve Convenience

The machine is equipped with Advanced Space functions that let you share files over the network. In addition, if a machine equipped with fax functions exists on the network, you can use the Remote Fax function to send and receive faxes on a different multifunction printer, even if it is not equipped with fax functions. You can also easily manage the settings on multiple machines by using the device information distribution function, or by importing and exporting the settings between machines. Furthermore, you can connect to the machine from a mobile device such as a smartphone or tablet, and use an app to print and scan documents. This ability to connect to various devices provides greater convenience.

For more information, see the following:

- ▶ **Using as a Simple File Server(P. 474)**
- ▶ **Working with Other Devices(P. 484)**
- ▶ **Using Remote Faxes(P. 376)**
- ▶ **Distributing the Device Information to Other Canon Multifunction Printers(P. 713)**
- ▶ **Importing/Exporting the Setting Data(P. 678)**
- ▶ **Linking with Mobile Devices(P. 518)**

# Specifications

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13WH-0F9

Specifications are subject to change without notice for product improvement or future release.

# Main Unit

13WH-0FA

## NOTE

- For information on paper sizes and types for each paper source, see " [▶ Available Paper\(P. 1055\)](#) ."

<b>Name</b>	Canon imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i/C5535
<b>Type</b>	Desktop
<b>Color Supported</b>	Full Color
<b>Resolution for Reading</b>	600 x 600 dpi
<b>Resolution for Writing</b>	1,200 x 1,200 dpi
<b>Number of Tones</b>	256
<b>Acceptable Originals</b>	<b>Up to 297 x 431.8 mm:</b> Sheet, book, three dimensional objects (up to 2 kg)
<b>Copy Size</b>	<p><b>Paper Sizes</b></p> <ul style="list-style-type: none"> <li><b>Max:</b> 320 x 457.2 mm*<sup>1</sup></li> <li><b>Min:</b> 98 x 139.7 mm*<sup>1</sup></li> </ul> <p><b>Margin</b></p> <ul style="list-style-type: none"> <li><b>Top:</b> 4.0 mm</li> <li><b>Left and Right:</b> 2.5 mm</li> <li><b>Bottom:</b> 2.5 mm</li> </ul> <p><b>Paper Weight</b></p> <ul style="list-style-type: none"> <li><b>Paper Drawer:</b> 52 to 256 g/m<sup>2</sup></li> <li><b>Multi-Purpose Tray:</b> 52 to 300 g/m<sup>2</sup></li> </ul>
<b>Paper Type</b>	For information on paper sizes and types for each paper source, see " <a href="#">▶ Available Paper(P. 1055)</a> ."
<b>Warm-Up Time</b>	<p><b>After Powering ON</b></p> <p>30 seconds*<sup>2</sup></p> <p><b>Returning from the Sleep mode</b></p> <p>10 seconds*<sup>3</sup></p>
<b>First Copy Time</b>	<p><b>imageRUNNER ADVANCE C5560i</b></p> <ul style="list-style-type: none"> <li><b>Full Color:</b> 4.5 seconds</li> <li><b>Black-and-White:</b> 2.9 seconds</li> </ul>

	<p><b>imageRUNNER ADVANCE C5550i</b></p> <ul style="list-style-type: none"> <li>• <b>Full Color:</b> 5.2 seconds</li> <li>• <b>Black-and-White:</b> 3.5 seconds</li> </ul> <p><b>imageRUNNER ADVANCE C5540i</b></p> <ul style="list-style-type: none"> <li>• <b>Full Color:</b> 6.1 seconds</li> <li>• <b>Black-and-White:</b> 4.1 seconds</li> </ul> <p><b>imageRUNNER ADVANCE C5535i/C5535</b></p> <ul style="list-style-type: none"> <li>• <b>Full Color:</b> 7.4 seconds</li> <li>• <b>Black-and-White:</b> 4.9 seconds</li> </ul>
<p><b>Copy Speed</b> <sup>*4</sup> (sheet/minute) (Plain A4, 100%)</p>	<p><b>imageRUNNER ADVANCE C5560i</b></p> <ul style="list-style-type: none"> <li>• <b>Full Color:</b> 60</li> <li>• <b>Black-and-White:</b> 60</li> </ul> <p><b>imageRUNNER ADVANCE C5550i</b></p> <ul style="list-style-type: none"> <li>• <b>Full Color:</b> 50</li> <li>• <b>Black-and-White:</b> 50</li> </ul> <p><b>imageRUNNER ADVANCE C5540i</b></p> <ul style="list-style-type: none"> <li>• <b>Full Color:</b> 40</li> <li>• <b>Black-and-White:</b> 40</li> </ul> <p><b>imageRUNNER ADVANCE C5535i/C5535</b></p> <ul style="list-style-type: none"> <li>• <b>Full Color:</b> 35</li> <li>• <b>Black-and-White:</b> 35</li> </ul>
<p><b>Magnification</b></p>	<p><b>Regular Paper Size</b></p> <ul style="list-style-type: none"> <li>• <b>Same Ratio:</b> 1:1 ±0.5%</li> <li>• <b>Enlargement:</b> 141%, 200%, 400%</li> <li>• <b>Reduction:</b> 70%, 50%, 25%</li> </ul> <p><b>Zoom</b> 25% to 400% (in 1% increments)</p>
<p><b>Paper Feeding System/Capacity</b></p>	<p><b>Paper Drawer</b> 550 sheets x 2 (80 g/m<sup>2</sup>) 680 sheets x 2 (64 g/m<sup>2</sup>)</p> <p><b>Multi-Purpose Tray</b> 100 sheets (80 g/m<sup>2</sup>) 120 sheets (64 g/m<sup>2</sup>)</p>
<p><b>Multiple Copies</b></p>	<p>999 sheets</p>
<p><b>Power Source</b></p>	<p>220 - 240 V AC, 50/60 Hz, 6 A</p>
<p><b>Power Consumption</b> *</p>	<p><b>Maximum Power Consumption</b> 1.8 kW or less</p> <p><b>When the machine is in the Sleep mode</b></p>

	<p>0.8 W or less</p> <p><b>When the main power switch is turned OFF</b></p> <ul style="list-style-type: none"> <li>• <b>When &lt;Quick Startup Settings for Main Power&gt; is set to &lt;Off&gt;:</b> 0.19 W</li> <li>• <b>When &lt;Quick Startup Settings for Main Power&gt; is set to &lt;On&gt;:</b> 0.45 W</li> </ul> <p>* Depending on the system and conditions of use, these values may differ.</p>
<p><b>Dimensions</b></p> <p>(W x D x H)</p>	<p><b>imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i:</b> 620 x 742 x 950 mm</p> <p><b>imageRUNNER ADVANCE C5535:</b> 620 x 726 x 827 mm</p>
<p><b>Weight</b></p> <p>(Toner bottle included)</p>	<p><b>imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i:</b> Approximately 142 kg</p> <p><b>imageRUNNER ADVANCE C5535:</b> Approximately 131 kg</p>
<p><b>Installation Space</b></p> <p>(W x D)</p>	<p><b>imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i:</b> 943 x 742 mm (when the multi-purpose tray is extended)</p> <p><b>imageRUNNER ADVANCE C5535:</b> 943 x 726 mm (when the multi-purpose tray is extended)</p>
<p><b>Memory Capacity</b></p>	<p><b>RAM:</b> 2 GB</p> <p><b>HD:</b></p> <ul style="list-style-type: none"> <li>• <b>Standard:</b> 250 GB</li> <li>• <b>Maximum:</b> 1 TB*5</li> </ul>
<p><b>Inner Tray Capacity</b></p>	<p>250 sheets (80 g/m<sup>2</sup>)*6</p>

\*1 Including multi-purpose tray

\*2 If <Quick Startup Settings for Main Power> is set to "On", it takes 4 seconds until the key operation on the touch panel display is available after turning on the main power of the machine. Depending on the situations, the machine does not startup quickly.

\*3 Activation time may vary, depending on the environment and conditions under which the machine is being used.

\*4 The copy speed on A4 size plain paper on one-side printing is measured during continuous copying. Copy speeds vary depending on the output resolution, the paper type and size, and the paper feeding direction. Copy speeds on smaller paper sizes may be slower. Plus, the machine may experience downtime or decrease the copy speed in the middle of a continuous copy run to adjust the temperature inside the machine or maintain the optimal print quality.

\*5 Optional

\*6 When A4 or smaller size paper is used.



# Feeder

13WH-0FC

<b>Original Feeding Mechanism</b>	Automatic Document Feeder
<b>Original Size/Type</b>	<p><b>Size of Originals</b>  <b>Max:</b> 304.8 x 431.8 mm<sup>*1</sup>  <b>Min:</b> 128 x 139.7 mm</p> <p><b>Weight of Originals</b>  <b>Full Color:</b></p> <ul style="list-style-type: none"> <li>● <b>1-sided/2-sided Scanning:</b> 64 to 157 g/m<sup>2</sup></li> </ul> <p><b>Black-and-White:</b></p> <ul style="list-style-type: none"> <li>● <b>1-sided Scanning:</b> 42 to 157 g/m<sup>2*2</sup></li> <li>● <b>2-sided Scanning:</b> 50 to 157 g/m<sup>2</sup></li> </ul>
<b>Original Tray Capacity</b>	150 sheets (80 g/m <sup>2</sup> )
<b>Original Scanning Speed</b> (A4)	<p><b>Copying (600dpi) (page/minute)</b></p> <p><b>1-sided scanning:</b></p> <ul style="list-style-type: none"> <li>● <b>Full Color:</b> 60</li> <li>● <b>Black-and-White:</b> 80</li> </ul> <p><b>2-sided scanning:</b></p> <ul style="list-style-type: none"> <li>● <b>Full Color:</b> 80</li> <li>● <b>Black-and-White:</b> 150</li> </ul> <p><b>Scanning (300dpi) (page/minute)</b></p> <p><b>1-sided scanning:</b></p> <ul style="list-style-type: none"> <li>● <b>Full Color/Black-and-White:</b> 80</li> </ul> <p><b>2-sided scanning:</b></p> <ul style="list-style-type: none"> <li>● <b>Full Color/Black-and-White:</b> 160</li> </ul>

\*1 Long Original: 431.8 to 630 mm

\*2 Originals weighing from 38 g/m<sup>2</sup> to 157 g/m<sup>2</sup> are supported when scanning a single original that has a width of 257 mm or larger.

# Cassette Feeding Unit-AM1

13WH-0FE

## NOTE

- For information on paper sizes and types for each paper source, see " [▶ Available Paper\(P. 1055\)](#) ."

<b>Paper Sizes</b>	<b>Max:</b> 304.8 x 457.2 mm <b>Min:</b> 98 x 182 mm
<b>Paper Weight</b>	52 to 256 g/m <sup>2</sup>
<b>Paper Drawers Capacity</b>	550 sheets x 2 (80 g/m <sup>2</sup> ) 640 sheets x 2 (64 g/m <sup>2</sup> )
<b>Dimensions (W x D x H)/ Weight</b>	620 mm x 700 mm x 251 mm/Approximately 22.5 kg

# High Capacity Cassette Feeding Unit-A1

13WH-OFF

## NOTE

- For information on paper sizes and types for each paper source, see " [▶ Available Paper\(P. 1055\)](#) ."

<b>Paper Sizes</b>	A4
<b>Paper Weight</b>	52 to 256 g/m <sup>2</sup>
<b>Paper Drawers Capacity</b>	2,450 sheets (80 g/m <sup>2</sup> ) 2,850 sheets (64 g/m <sup>2</sup> )
<b>Dimensions (W x D x H)/Weight</b>	620 x 700 x 251 mm/Approximately 30 kg

# Paper Deck Unit-F1

13WH-0FH

## NOTE

- For information on paper sizes and types for each paper source, see " [▶ Available Paper\(P. 1055\)](#) ."

<b>Paper Sizes</b>	A4
<b>Paper Weight</b>	52 to 256 g/m <sup>2</sup>
<b>Paper Drawers Capacity</b>	2,700 sheets (80 g/m <sup>2</sup> ) 3,000 sheets (64 g/m <sup>2</sup> )
<b>Dimensions (W x D x H)/Weight</b>	344 mm x 630 mm x 440 mm/Approximately 31 kg
<b>Installation Space Including the Main Unit</b> (W x D)	<b>imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i:</b> 969 x 742 mm  <b>imageRUNNER ADVANCE C5535:</b> 969 x 726 mm

# Inner Finisher-H1

13WH-0FJ

<b>Paper Sizes</b>	<b>Max:</b> 320 x 457.2 mm  <b>Min:</b> 98 x 139.7 mm
<b>Paper Weight</b>	52 to 300 g/m <sup>2</sup>
<b>Paper Type</b>	All the paper that can be fed
<b>Capacity Per Tray</b> <sup>*1</sup>	<p style="text-align: center;"><b>Upper Tray (Tray B)</b></p> 45 sheets (or 5.2 mm in height) <p style="text-align: center;"><b>Lower Tray (Tray A)</b></p> <b>No finishing set, Collte, and Group mode:</b> <ul style="list-style-type: none"> <li>• <b>A4, A5, and A5R:</b> 500 sheets (or 52 mm in height)</li> <li>• <b>305 mm x 457 mm, 320 mm x 450 mm, A3, and A4R:</b> 250 sheets or height 26 mm</li> <li>• <b>With different paper sizes:</b> 250 sheets or height 26 mm</li> </ul> <b>Collate + Offset and Group + Offset mode:</b> <ul style="list-style-type: none"> <li>• <b>A4:</b> 500 sheets (or 52 mm in height)</li> <li>• <b>A3 and A4R:</b> 250 sheets or height 26 mm</li> </ul> <b>Staple (Corner/Double) mode:</b> <ul style="list-style-type: none"> <li>• <b>A4:</b> 30 sets or height 52 mm</li> <li>• <b>A3 and A4R:</b> 30 sets or height 26 mm</li> </ul> <b>Staple (Eco) mode:</b> <ul style="list-style-type: none"> <li>• <b>A4:</b> 30 sets or height 52 mm</li> <li>• <b>A3:</b> 30 sets or height 26 mm</li> </ul>
<b>Staple</b>	<p style="text-align: center;"><b>Max. Stapling Capacity</b><sup>*2</sup></p> <b>Staple (Corner/Double):</b> <ul style="list-style-type: none"> <li>• <b>A4:</b> 50 sheets (90 g/m<sup>2</sup>)</li> <li>• <b>A3 and A4R:</b> 30 sheets (90 g/m<sup>2</sup>)</li> </ul> <b>Staple (Eco):</b> <ul style="list-style-type: none"> <li>• <b>A3 and A4:</b> <ul style="list-style-type: none"> <li>5 sheets (52 to 64 g/m<sup>2</sup>)</li> <li>4 sheets (65 to 81 g/m<sup>2</sup>)</li> <li>3 sheets (82 to 105 g/m<sup>2</sup>)</li> </ul> </li> </ul> <b>Manual Staple:</b> <ul style="list-style-type: none"> <li>• <b>All sizes:</b> <ul style="list-style-type: none"> <li>50 sheets (52 g/m<sup>2</sup>)</li> <li>45 sheets (64 g/m<sup>2</sup>)</li> <li>40 sheets (80 g/m<sup>2</sup>)</li> </ul> </li> </ul>
<b>Punching</b>  (When the inner puncher unit is attached)	<b>Paper Sizes</b>  A3 to A4R  <b>Paper Weight</b>

Appendix

	52 to 300 g/m <sup>2</sup> <b>Punch Hole</b> Two/Four Holes or Four Holes
<b>Dimensions (W x D x H)/Weight</b>	466 x 525 x 225 mm/Approximately 8.6 kg
<b>Installation Space Including the Main Unit</b> (W x D)	<b>imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i:</b> 1,066 x 742 mm  <b>imageRUNNER ADVANCE C5535:</b> 1,066 x 726 mm

\*1 For 81.4 g/m<sup>2</sup> paper only. Capacity varies in other cases.

\*2 When the standard staple cartridge is attached. (The maximum stapling capacity may vary, depending on the paper type and weight.)

# Staple Finisher-Y1

13WH-0FK

<b>Paper Sizes</b>	<b>Max:</b> 320 x 457.2 mm <b>Min:</b> 98 x 139.7 mm
<b>Paper Weight</b>	52 to 300 g/m <sup>2</sup>
<b>Paper Type</b>	All the paper that can be fed
<b>Capacity Per Tray</b> *1	<p style="text-align: center;"><b>Upper Tray (Tray B)</b></p> <p><b>No finishing set, Collate, Group mode:</b></p> <ul style="list-style-type: none"> <li>● <b>A4, A5, and A5R:</b> 250 sheets (or 47 mm in height)</li> <li>● <b>305 mm x 457 mm, 320 mm x 450 mm, A3, and A4R:</b> 125 sheets (or 24 mm in height)</li> </ul> <p><b>Collate + Offset, Group + Offset mode:</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 250 sheets (or 47 mm in height)</li> <li>● <b>A3:</b> 125 sheets (or 24 mm in height)</li> <li>● <b>With different paper sizes:</b> 125 sheets (or 24 mm in height)</li> </ul> <p style="text-align: center;"><b>Lower Tray (Tray A)</b></p> <p><b>No finishing set, Collate, and Group mode:</b></p> <ul style="list-style-type: none"> <li>● <b>A4, A5, and A5R:</b> 3,000 sheets or height 423 mm*2</li> <li>● <b>305 mm x 457 mm, 320 mm x 450 mm, A3, and A4R:</b> 1,500 sheets or height 216 mm</li> <li>● <b>With different paper sizes:</b> 1,500 sheets (or 216 mm in height)</li> </ul> <p><b>Collate + Offset and Group + Offset mode:</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 3,000 sheets or height 423 mm*2</li> <li>● <b>A3 and A4R:</b> 1,500 sheets or height 216 mm</li> </ul> <p><b>Corner Stapling and Double Stapling:</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 200 sets/total 3,000 sheets (or 423 mm in height)</li> <li>● <b>A3, and A4R:</b> 100 sets/total 1,500 sheets (or 216 mm in height)</li> </ul> <p><b>Staple-Free (Eco):</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 200 sets</li> <li>● <b>A3:</b> 100 sets</li> </ul> <p style="text-align: center;"><b>Inner Tray (Tray C)</b></p> <p>100 sheets (81.4 g/m<sup>2</sup>)</p>
<b>Staple</b>	<p style="text-align: center;"><b>Max. Stapling Capacity</b>*3</p> <p><b>Staple (Corner/Double):</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 50 sheets (90 g/m<sup>2</sup>)</li> <li>● <b>A3 and A4R:</b> 30 sheets (90 g/m<sup>2</sup>)</li> </ul> <p><b>Staple (Eco):</b></p> <ul style="list-style-type: none"> <li>● <b>A3 and A4:</b> <ul style="list-style-type: none"> <li>5 sheets (52 to 64 g/m<sup>2</sup>)</li> <li>4 sheets (65 to 81.4 g/m<sup>2</sup>)</li> <li>3 sheets (81.5 to 105 g/m<sup>2</sup>)</li> </ul> </li> </ul>

Appendix

	<p><b>Manual Staple:</b></p> <ul style="list-style-type: none"> <li>• <b>All sizes:</b>50 sheets (90 g/m<sup>2</sup>)</li> </ul>
<p><b>Punch</b> (When the puncher unit is attached)</p>	<p><b>Paper Sizes</b> A3 to A4R</p> <p><b>Paper Weight</b> 52 to 300 g/m<sup>2</sup></p> <p><b>Punch Hole</b> Two/Four Holes or Four Holes</p>
<p><b>Dimensions (W x D x H)/Weight</b></p>	<p>537 mm (637 mm<sup>*4</sup>) x 623 mm x 1,095 mm (1,142 mm<sup>*4</sup>)/Approximately 31 kg</p>
<p><b>Installation Space Including the Main Unit</b> (W x D)</p>	<p><b>imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i:</b> 1,585 x 742 mm (when the auxiliary tray is extended)</p> <p><b>imageRUNNER ADVANCE C5535:</b> 1,585 x 726 mm</p>

\*1 For 81.4 g/m<sup>2</sup> paper only. Capacity varies in other cases.

\*2 Thin (52 to 59 g/m<sup>2</sup>): 1,500 sheets (or 216 mm in height)

\*3 When the standard staple cartridge is attached. (The maximum stapling capacity may vary, depending on the paper type and weight.)

\*4 When the auxiliary tray is extended.



# Booklet Finisher-Y1

13WH-0FL

<b>Paper Sizes</b>	<b>Max:</b> 320 x 457.2 mm <b>Min:</b> 98 x 139.7 mm
<b>Paper Weight</b>	52 to 300 g/m <sup>2</sup>
<b>Paper Type</b>	All the paper that can be fed
<b>Capacity Per Tray</b> <sup>*1</sup>	<p style="text-align: center;"><b>Upper Tray (Tray B)</b></p> <p><b>No finishing set, Collate, Group mode:</b></p> <ul style="list-style-type: none"> <li>● <b>A4, A5, and A5R:</b> 250 sheets (or 47 mm in height)</li> <li>● <b>305 mm x 457 mm, 320 mm x 450 mm, A3, and A4R:</b> 125 sheets (or 24 mm in height)</li> </ul> <p><b>Collate + Offset, Group + Offset mode:</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 250 sheets (or 47 mm in height)</li> <li>● <b>A3:</b> 125 sheets (or 24 mm in height)</li> <li>● <b>With different paper sizes:</b> 125 sheets (or 24 mm in height)</li> </ul> <p style="text-align: center;"><b>Lower Tray (Tray A)</b></p> <p><b>No finishing set, Collate, and Group mode:</b></p> <ul style="list-style-type: none"> <li>● <b>A4, A5, and A5R:</b> 3,000 sheets or height 423 mm<sup>*2</sup></li> <li>● <b>305 mm x 457 mm, 320 mm x 450 mm, A3, and A4R:</b> 1,500 sheets or height 216 mm</li> <li>● <b>With different paper sizes:</b> 1,500 sheets or height 216 mm</li> </ul> <p><b>Collate + Offset and Group + Offset mode:</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 3,000 sheets or height 423 mm<sup>*2</sup></li> <li>● <b>A3 and A4R:</b> 1,500 sheets or height 216 mm</li> </ul> <p><b>Corner Stapling and Double Stapling:</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 200 sets/total 3,000 sheets (or 423 mm in height)</li> <li>● <b>A3, and A4R:</b> 100 sets/total 1,500 sheets (or 216 mm in height)</li> </ul> <p><b>Staple-Free (Eco):</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 200 sets</li> <li>● <b>A3:</b> 100 sets</li> </ul> <p style="text-align: center;"><b>Inner Tray (Tray C)</b></p> <p>100 sheets (81.4 g/m<sup>2</sup>)</p> <p style="text-align: center;"><b>Booklet Tray</b></p> <ul style="list-style-type: none"> <li>● 25 sets (52 to 105 g/m<sup>2</sup>, up to 5 sheets)</li> <li>● 15 sets (52 to 105 g/m<sup>2</sup>, 6 to 10 sheets)</li> <li>● 10 sets (Other)</li> </ul>
<b>Staple</b>	<p style="text-align: center;"><b>Max. Stapling Capacity</b> <sup>*3</sup></p> <p><b>Staple (Corner/Double):</b></p> <ul style="list-style-type: none"> <li>● <b>A4:</b> 50 sheets (90 g/m<sup>2</sup>)</li> <li>● <b>A3 and A4R:</b> 30 sheets (90 g/m<sup>2</sup>)</li> </ul> <p><b>Staple (Eco):</b></p>

Appendix

	<ul style="list-style-type: none"> <li>• <b>A3 and A4:</b> 5 sheets (52 to 64 g/m<sup>2</sup>) 4 sheets (65 to 81.4 g/m<sup>2</sup>) 3 sheets (81.5 to 105 g/m<sup>2</sup>)</li> </ul> <p><b>Manual Staple:</b></p> <ul style="list-style-type: none"> <li>• <b>All sizes:</b>50 sheets (90 g/m<sup>2</sup>)</li> </ul>
<p><b>Punch</b> (When the puncher unit is attached)</p>	<p><b>Paper Sizes</b> A3 to A4R</p> <p><b>Paper Weight</b> 52 to 300 g/m<sup>2</sup></p> <p><b>Punch Hole</b> Two/Four Holes or Four Holes</p>
<p><b>Saddle Stitch/Fold</b></p>	<p><b>Max. Saddle Stitching Capacity*<sup>5</sup> :</b> 20 sheets (52 to 81.4 g/m<sup>2</sup>) 10 sheets (81.5 to 105 g/m<sup>2</sup>) 5 sheets (106 to 150 g/m<sup>2</sup>) 4 sheets (151 to 209 g/m<sup>2</sup>) 3 sheets (210 to 220 g/m<sup>2</sup>)</p> <p><b>Max. Saddle Folding Capacity :</b> 3 sheets (52 to 105 g/m<sup>2</sup>) 1 sheets (106 to 256 g/m<sup>2</sup>)</p> <p><b>Paper Sizes :</b> 304.8 x 457.2 mm to 195 x 270 mm</p>
<p><b>Dimensions (W x D x H)/Weight</b></p>	<p>537 mm (637 mm*<sup>4</sup>) x 623 mm x 1,095 mm (1,142 mm*<sup>4</sup>)/Approximately 57 kg</p>
<p><b>Installation Space Including the Main Unit</b> (W x D)</p>	<p><b>imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i:</b> 1,585 x 742 mm (when the auxiliary tray is extended)</p> <p><b>imageRUNNER ADVANCE C5535:</b> 1,585 x 726 mm</p>

\*1 For 81.4 g/m<sup>2</sup> paper only. Capacity varies in other cases.

\*2 Thin (52 to 59 g/m<sup>2</sup>): 1,500 sheets (or 216 mm in height)

\*3 When the standard staple cartridge is attached. (The maximum stapling capacity may vary, depending on the paper type and weight.)

\*4 including 1 cover sheet up to 256 g/m<sup>2</sup>

## Inner 2way Tray-J1

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13WH-0FR

<b>Paper Sizes</b>	<b>Max:</b> 320 x 457.2 mm <b>Min:</b> 98 x 139.7 mm
<b>Paper Weight</b>	52 to 300 g/m <sup>2</sup>
<b>Paper Type</b>	All the paper that can be fed
<b>Capacity</b>	<b>Lower Tray</b> (Tray A): 250 sheets (80 g/m <sup>2</sup> )*1 <b>Upper Tray</b> (Tray B): 100 sheets (80 g/m <sup>2</sup> )
<b>Dimensions (W x D x H)/Weight</b>	427 x 407 x 76 mm/Approximately 0.6 kg

\*1 When A4 or smaller size paper is used.

## Copy Tray-J2

13WH-0FS

<b>Paper Sizes</b>	<b>Max:</b> 304.8 x 457.2 mm <b>Min:</b> 139.7 x 182 mm
<b>Paper Weight</b>	52 to 220 g/m <sup>2</sup>
<b>Paper Type</b>	Thin, Plain, Recycled, Color, Pre-Punched, Bond, Heavy 1 to 5, tab, and letterhead
<b>Capacity</b>	100 sheets (80 g/m <sup>2</sup> )* <sup>1</sup>
<b>Dimensions (W x D x H)/Weight</b>	258 x 373 x 97 mm/Approximately 0.5 kg
<b>Installation Space Including the Main Unit</b> (W x D)	<p><b>imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i:</b> 1,067 x 742 mm (when the auxiliary tray is extended)</p> <p><b>imageRUNNER ADVANCE C5535:</b> 1,067 x 726 mm</p>

\*1 When A4 or smaller size paper is used.

## Copy Card Reader-F1

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13WH-0FU

<b>Available Cards</b>	Magnetic
<b>Card Readout Method</b>	Magnetic readout
<b>Magnetic Card Reading Direction</b>	Face up
<b>Store/Replay</b>	Replay
<b>Dimensions</b> (W x D x H)	88 x 96 x 40 mm (excluding the attachment kit and cable)
<b>Weight</b>	Approximately 200 g (including the attachment kit and cable)

# Super G3 FAX Board-AS1

13WH-0FW

<b>Telephone Line Used</b> *1	Public Switched Telephone Network
<b>Scan Line Density</b>	<p><b>Normal</b> G3: 8 pels<sup>*2</sup>/mm x 3.85 line/mm</p> <p><b>Fine</b> G3: 8 pels<sup>*2</sup>/mm x 7.7 line/mm</p> <p><b>Super-Fine</b> G3: 8 pels<sup>*2</sup>/mm x 15.4 line/mm</p> <p><b>Ultra-Fine</b> G3: 16 pels<sup>*2</sup>/mm x 15.4 line/mm</p>
<b>Transmission Speed</b>	<p><b>Super G3:</b> 33.6 kbps</p> <p><b>G3:</b> 14.4 kbps</p>
<b>Compression Method</b>	MH, MR, MMR, JBIG
<b>Transmission Type</b>	Super G3, G3
<b>Max. Sending Original Sizes</b>	A3
<b>Receiving Paper Sizes</b>	A3 to A5R
<b>Transmission Times</b>	<b>JBIG:</b> Approximately 2.6 seconds

\*1 When using an IP telephone service, facsimile communication may not be performed normally via an IP telephone line. It is recommended to use facsimile communication via a general telephone (Public Switched Telephone Network) line.

\*2 Pels stands for picture elements (pixels).

# System Environment

13WH-0FX

<b>WSD Scan</b>	<p>Windows 7 SP1</p> <p>Windows 8</p> <p>Windows 8.1</p> <p>Windows 10</p>
<b>System requirements for the Remote UI</b> *1	<p style="text-align: center;"><b>Windows</b></p> <ul style="list-style-type: none"> <li>● <b>Windows Vista SP2</b> : Internet Explorer 9 and later</li> <li>● <b>Windows 7/8.1/10</b> : Internet Explorer 11 and later</li> </ul> <p style="text-align: center;"><b>Mac OS</b></p> <ul style="list-style-type: none"> <li>● <b>OS(Operating System):</b> Mac OS X 10.7 Lion and later</li> <li>● <b>Web Browser:</b> Safari 5.1 and later</li> </ul>
<b>Compatible mail forwarding server software</b>	<p>Microsoft Exchange Server 2007 SP3</p> <p>Microsoft Exchange Server 2010</p> <p>Microsoft Exchange Server 2013</p> <p>Lotus Domino R7.0</p> <p>Sendmail 8.14.4</p>
<b>Compatible mail receiving server software</b>	<p>Microsoft Exchange Server 2007 SP3</p> <p>Microsoft Exchange Server 2010</p> <p>Microsoft Exchange Server 2013</p> <p>Lotus Domino R7.0</p> <p>Qpopper 4.0.19</p>
<b>File servers available as destinations for file transmission</b>	<p style="text-align: center;"><b>FTP</b></p> <ul style="list-style-type: none"> <li>● <b>Windows Vista SP2, Windows Server 2008 SP2:</b> Internet Information Services 7.0</li> <li>● <b>Windows 7, Windows Server 2008 R2 SP1:</b> Internet Information Services 7.5</li> <li>● <b>Windows 8, Windows Server 2012:</b> Internet Information Services 8.0</li> <li>● <b>Windows 8.1, Windows Server 2012 R2:</b> Internet Information Services 8.5</li> <li>● Mac OS X 10.9/10.10/10.11</li> <li>● Solaris 10</li> <li>● Red Hat Linux 9</li> </ul> <p style="text-align: center;"><b>Windows (SMB)</b></p> <ul style="list-style-type: none"> <li>● Windows Vista SP2</li> <li>● Windows 7</li> <li>● Windows 8</li> </ul>

	<ul style="list-style-type: none"> <li>• Windows 8.1</li> <li>• Windows 10</li> <li>• Windows 2003 Server R2 SP2</li> <li>• Windows Server 2008</li> <li>• Windows Server 2008 R2 SP1</li> <li>• Windows Server 2012</li> <li>• Windows Server 2012 R2</li> <li>• Mac OS X 10.9/10.10/10.11</li> <li>• Red Hat Linux 9</li> </ul> <p style="text-align: center;"><b>WebDAV</b></p> <ul style="list-style-type: none"> <li>• <b>Windows Vista SP2, Windows Server 2008 SP2:</b> Internet Information Services 7.0</li> <li>• <b>Windows 7, Windows Server 2008 R2 SP1:</b> Internet Information Services 7.5</li> <li>• <b>Windows 8, Windows Server 2012:</b> Internet Information Services 8.0</li> <li>• <b>Windows 8.1, Windows Server 2012 R2:</b> Internet Information Services 8.5</li> <li>• Mac OS X Server 10.9/10.10/10.11, Solaris 10, Red Hat Linux 9</li> </ul>
<b>Windows servers allowed for accessing</b>	<p style="text-align: center;"><b>SMB server</b></p> <ul style="list-style-type: none"> <li>• Windows Server 2008</li> <li>• Windows Server 2008 R2</li> <li>• Windows Server 2012</li> </ul> <p style="text-align: center;"><b>WebDAV server</b></p> <ul style="list-style-type: none"> <li>• <b>Windows Server 2008:</b> IIS7.0</li> <li>• <b>Windows Server 2008 R2:</b> IIS7.5</li> <li>• <b>Windows Server 2012:</b> IIS8.0</li> </ul>
<b>Client computers allowed for accessing the Advanced Space</b>	<p>Windows Vista</p> <p>Windows 7</p> <p>Windows 8</p> <p>Windows 8.1</p> <p>Windows 10</p>
<b>Types of LDAP servers</b>	<p>Windows Server 2003 R2 SP2 with Active Directory</p> <p>Windows Server 2008 SP2 with Active Directory</p> <p>Windows Server 2012 with Active Directory</p> <p>Windows Server 2012 R2 with Active Directory</p> <p>Lotus Notes Domino R7 and later</p>
<b>System requirements for the User's Guide</b>	<p style="text-align: center;"><b>Windows</b></p> <ul style="list-style-type: none"> <li>• Internet Explorer 9 and later</li> <li>• Microsoft Edge</li> <li>• Firefox 38 and later</li> <li>• Firefox ESR 38 and later</li> <li>• Chrome 45 and later (Online browsing only)</li> </ul>



**Mac OS**

- Safari 8 and later
- Firefox 38 and later
- Chrome 45 and later (Online browsing only)

**iOS**

- Safari (iOS 6.0 and later)

**Android**

- Chrome 45 and later (Online browsing only)

\*1 Before changing the settings of the machine, set your Web browser to enable all cookies and use JavaScript.

## Send Function

13WH-0FY

### ■ Push Scan

<b>Type</b>	Color Scanner
<b>Max. Original Scanning Size</b>	297 x 432 mm
<b>Resolution for Scan</b>	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
<b>Scanning Speed</b>	See the feeder specifications.
<b>Interface</b>	1000 Base-T/100 Base-TX/10 Base-T (IEEE 802.3 compliant)
<b>Protocol Supported</b>	SMB, FTP, SMTP, WebDAV
<b>Output Format</b>	<p><b>Single-Page</b></p> <p>TIFF (MMR)/JPEG/PDF/XPS/OOXML (PowerPoint, Word)*1</p> <p><b>Multi-Page</b></p> <p>TIFF (MMR)/PDF/XPS/OOXML (PowerPoint, Word)*1</p>

\*1 Optional

### ■ Internet/Intranet FAX

<b>Communication Protocol</b>	<p><b>Internet FAX</b></p> <p>SMTP (send)/POP3 (receive)</p> <p><b>Intranet FAX</b></p> <p>SMTP (send/receive)</p>
<b>Communication Mode</b>	Simple mode, Full mode
<b>Max. Original Size</b>	A3
<b>Resolution</b>	<p><b>Black-and-White</b></p> <p>200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi*1, 300 x 300 dpi*1, 400 x 400 dpi*1, 600 x 600 dpi*1</p> <p><b>Color</b></p> <p>100 x 100 dpi*1, 200 x 200 dpi*1, 300 x 300 dpi*1, 400 x 400 dpi*1, 600 x 600 dpi*1</p>

## Appendix

\*1 Available depending on settings of the other party (capability setting of the receiving machine).

# Network Environment

13WH-0H0

## ■ Wired LAN Specifications

<b>Interface</b>	10Base-T/100Base-TX/1000Base-T (RJ-45)
<b>Protocol Supported</b>	<p><b>TCP/IP</b></p> <ul style="list-style-type: none"> <li>● <b>Frame type:</b> Ethernet II</li> <li>● <b>Print applications:</b> LPD/Raw/IPP/IPPS/FTP/WSD/Mopria/Google Cloud Print/AirPrint/Windows10 Mobile Print</li> </ul> <p><b>AppleTalk</b></p> <ul style="list-style-type: none"> <li>● <b>Frame type:</b> Ethernet SNAP</li> <li>● <b>Print application:</b> PAP (Printer Access Protocol)</li> </ul>

## ■ Wireless LAN Specifications

<b>Standard</b>	IEEE 802.11g, IEEE 802.11b, IEEE 802.11n
<b>Transmission Scheme</b>	DS-SS System, OFDM System, Half Duplex
<b>Frequency Range</b>	2,412 to 2,472 MHz
<b>Maximum Radio-Frequency Power Transmitted</b>	18.21 dBm
<b>Communication Mode</b>	Infrastructure Mode Access Point Mode
<b>Security</b>	<p style="text-align: center;"><b>Infrastructure Mode</b></p> <p>128 (104)/64 (40) bit WEP WPA-PSK (TKIP/AES-CCMP) WPA2-PSK (TKIP/AES-CCMP)</p> <p style="text-align: center;"><b>Access Point Mode</b></p> <p>WPA2-PSK (AES-CCMP)</p>
<b>Connection Method</b>	WPS (Wi-Fi Protected Setup), Manual setup

# Printer Settings

13WH-0H1

## ■ Software Specifications

<b>Operating Modes</b>	Auto, PS, PCL, XPS, Imaging, and PDF
<b>Resident Fonts</b>	<p><b>PCL:</b> 93 Roman, 10 Bitmap fonts, 2 OCR fonts, Andale Mono WT J/K/S/T*<sup>1</sup> (Japanese, Korean, Simplified and Traditional Chinese), Barcode fonts*<sup>2</sup></p> <p><b>PS:</b> 136 Roman</p>
<b>Printable Area</b>	<p><b>PCL5c and PCL6:</b> Reduced to 4.2 mm from the top, bottom, left, and right edges of the paper.</p> <p><b>PostScript 3:</b> Reduced to 4 mm from the top, bottom, left, and right edges of the paper. When printing in the Expand Print Region and Print mode, the upper margin becomes 4 mm, the lower margin becomes 2.5 mm, and the side margins both become 2.5 mm. The printable area is enlarged. When an original has data that extends all the way to the edges, even if you select [Expand Print Region and Print], the periphery of the data may be cut off when printing. In this case, specify the reduction ratio in the printer driver so that data is not cut off, and perform printing again.</p>

\*1 Requires optional PCL INTERNATIONAL FONT SET-A1.

\*2 Require optional BARCODE PRT KIT-D1.

## Advanced Space Functions

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13WH-0H2

### ■ Advanced Space

<b>Storage Capacity</b>	<b>Standard:</b> 16 GB <b>Maximum:</b> 480 GB (optional)
<b>Maximum Path Length</b>	256 characters
<b>Maximum Number of Files a Single Directory Can Hold</b>	1000 (including folders)
<b>Maximum Number of Files the Advanced Space Can Hold</b>	100,000 (including folders)
<b>Maximum Capacity per File</b>	2 GB
<b>Number of Clients Allowed for Accessing</b>	<b>SMB:</b> 64 <b>WebDAV:</b> 3
<b>Client OS</b>	Windows Vista/Windows 7/Windows 8/Windows 8.1/Windows 10

## Available Paper

13WH-0H3

The paper types that can be used with this machine are shown in the following table.  
For available paper with options attached, see the specifications of respective options.

### ■ Supported Paper Sizes

Paper Sizes	Paper Source				
	Paper Drawer 1	Paper Drawer 2, 3, or 4	High Capacity Cassette Feeding Unit-A1	Paper Deck Unit-F1	Multi-Purpose Tray
<b>305.0 x 457.0 mm</b>	-	✓	-	-	✓
<b>320.0 x 450.0 mm (SRA3)</b>	-	-	-	-	✓
<b>A3</b> (297.0 x 420.0 mm)	-	✓	-	-	✓
<b>A4</b> (297.0 x 210.0 mm)	✓	✓	✓	✓	✓
<b>A4R</b> (210.0 x 297.0 mm)	-	✓	-	-	✓
<b>A5</b> (210.0 x 148.0 mm)	✓	-	-	-	✓
<b>A5R</b> (148.0 x 210.0 mm)	✓	✓	-	-	✓
<b>Custom Size</b> (98 x 139.7 mm to 320 x 457.2 mm)	✓ <sup>*1</sup>	✓ <sup>*2</sup>	-	-	✓
<b>Free Size</b> (98 x 139.7 mm to 320 x 457.2 mm)	-	-	-	-	✓
<b>Yougatanaga 3</b>	✓	✓	-	-	✓

\*1 You can use custom size settings ranging from 98 x 148 mm to 297 x 215.9 mm.

\*2 You can use custom size settings ranging from 98 x 182 mm to 304.8 x 457.2 mm.

Paper Sizes	Paper Source				
	Paper Drawer 1	Paper Drawer 2, 3, or 4	High Capacity Cassette Feeding Unit-A1	Paper Deck Unit-F1	Multi-Purpose Tray
Nagagata 3	✓	✓	-	-	✓
Kakugata 2	-	✓	-	-	✓
No.10 (COM10)	✓	✓	-	-	✓
Monarch	-	✓	-	-	✓
DL	✓	✓	-	-	✓
ISO-C5	✓	✓	-	-	✓

\*1 You can use custom size settings ranging from 98 x 148 mm to 297 x 215.9 mm.

\*2 You can use custom size settings ranging from 98 x 182 mm to 304.8 x 457.2 mm.

## ■ Supported Paper Types

Chlorine-free paper can be used with this machine.

Paper Type		Paper Drawer 1	Paper Drawer 2, 3, or 4	High Capacity Cassette Feeding Unit-A1	Paper Deck Unit-F1	Multi-Purpose Tray
Thin 2	52 to 59 g/m <sup>2</sup>	✓	✓	✓	✓	✓
Thin 1	60 to 63 g/m <sup>2</sup>	✓	✓	✓	✓	✓
Plain 1	64 to 75 g/m <sup>2</sup>	✓	✓	✓	✓	✓
Plain 2	76 to 90 g/m <sup>2</sup>	✓	✓	✓	✓	✓
Plain 3	91 to 105 g/m <sup>2</sup>	✓	✓	✓	✓	✓
Heavy 1	106 to 128 g/m <sup>2</sup>	✓	✓	✓	✓	✓

\*1 You can use 100% recycled paper.

\*2 Use only A4 transparencies made especially for this machine.

\*3 Some types of tracing paper cannot be used.

\*4 Tab paper can only be loaded in paper drawer 2.

\*5 This paper type can be registered when LTR, LTRR, or EXEC paper is loaded in a paper source.



Appendix

Paper Type		Paper Drawer 1	Paper Drawer 2, 3, or 4	High Capacity Cassette Feeding Unit-A1	Paper Deck Unit-F1	Multi-Purpose Tray
<b>Heavy 2</b>	129 to 150 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Heavy 3</b>	151 to 163 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Heavy 4</b>	164 to 180 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Heavy 5</b>	181 to 220 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Heavy 6</b>	221 to 256 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Heavy 7</b>	257 to 300 g/m <sup>2</sup>	-	-	-	-	✓
<b>Recycled 1</b> *1	64 to 75 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Recycled 2</b> *1	76 to 90 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Recycled 3</b> *1	91 to 105 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Color</b>	64 to 81 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Pre-punched</b>	64 to 81 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Transparency</b> *2	121 to 220 g/m <sup>2</sup>	✓	✓	-	-	✓
<b>Tracing</b> *3	64 to 81 g/m <sup>2</sup>	-	-	-	-	✓
<b>1-Sided Coated</b>	106 to 163 g/m <sup>2</sup>	-	-	-	-	✓
	164 to 220 g/m <sup>2</sup>	-	-	-	-	✓
	221 to 256 g/m <sup>2</sup>	-	-	-	-	✓
<b>2-Sided Coated</b>	106 to 163 g/m <sup>2</sup>	-	-	-	-	✓
	164 to 220 g/m <sup>2</sup>	-	-	-	-	✓

\*1 You can use 100% recycled paper.

\*2 Use only A4 transparencies made especially for this machine.

\*3 Some types of tracing paper cannot be used.

\*4 Tab paper can only be loaded in paper drawer 2.

\*5 This paper type can be registered when LTR, LTRR, or EXEC paper is loaded in a paper source.

Paper Type		Paper Drawer 1	Paper Drawer 2, 3, or 4	High Capacity Cassette Feeding Unit-A1	Paper Deck Unit-F1	Multi-Purpose Tray
	221 to 256 g/m <sup>2</sup>	-	-	-	-	✓
<b>Labels</b>	118 to 185 g/m <sup>2</sup>	-	-	-	-	✓
<b>Bond</b> *5	82 to 99 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Tab</b>	91 to 105 g/m <sup>2</sup>	-	✓ *4	-	-	✓
	106 to 128 g/m <sup>2</sup>	-	✓ *4	-	-	✓
	129 to 150 g/m <sup>2</sup>	-	✓ *4	-	-	✓
	151 to 220 g/m <sup>2</sup>	-	✓ *4	-	-	✓
<b>Letterhead</b>	106 to 163 g/m <sup>2</sup>	✓	✓	✓	✓	✓
<b>Envelope</b>	75 to 105 g/m <sup>2</sup>	✓	✓	-	-	✓

\*1 You can use 100% recycled paper.

\*2 Use only A4 transparencies made especially for this machine.

\*3 Some types of tracing paper cannot be used.

\*4 Tab paper can only be loaded in paper drawer 2.

\*5 This paper type can be registered when LTR, LTRR, or EXEC paper is loaded in a paper source.

## ■ Paper Available when Copying

- Use any of the following paper when making 2-sided copies.

Paper size: 305.0 x 457.0 mm, A3, A4, A4R, A5R, Custom Size (139.7 x 182.0 mm to 304.8 x 457.2 mm)\*1

Paper weight: 52 to 220 g/m<sup>2</sup>

\*1 Free size paper and envelopes are not available for 2-sided copying.

- Finishing functions are not available when making copies on free size, custom size paper, transparencies, tracing paper, labels, tab, or envelope.
- If you set Heavy 6 for cover on <Copy> ► <Options> ► <Booklet>, you cannot use the settings other than <Front Cover> and <Back Cover> to make copies.
- Do not use the following paper when using Document Scan Lock. Doing so may prevent scan lock information and tracking information from being embedded properly.  
Highly transparent paper such as Thin, Transparency, Tracing, and Color.

■ Paper Available when Printing

- Depending on paper size and type, 2-sided printing may not be available.

# Management Functions

13WH-0H4

## ■ Information Registered in User Authentication

Up to 5,001 users can be registered.

## ■ Registering Department IDs

Up to 1,000 Department IDs can be registered.

## ■ Authentication Functions

- When an Active Directory server is specified as an authentication server, the following system environment is required.

<b>Software (operating system):</b>	Windows Server 2008 SP2 <sup>*1</sup> /Windows Server 2008 R2 SP1/Windows Server 2012 <sup>*2</sup> / Windows Server 2012 R2 <sup>*2</sup>
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<sup>\*1</sup> 64-bit operating systems are not supported.

<sup>\*2</sup> Users cannot log in with Active Directory authentication if Kerberos armoring is enabled for KDC-related policies (group policies). Make sure to disable Kerberos armoring.

### NOTE

- The current version of User Authentication supports 128-bit AES (Advanced Encryption Standard) authentication and DES (Data Encryption Standard) as Kerberos encryption methods for the Active Directory authentication. The encryption method that is used is automatically selected depending on the Active Directory settings. When both of these methods are available, AES is used.
- When specifying an Active Directory server as an authentication server, use the following ports<sup>\*1</sup> on the server.

<b>To communicate with a DNS server:</b>	port number 53
<b>To communicate with a KDC (Key Distribution Center):</b>	port number 88
<b>To communicate with a server for LDAP directory service (can be changed to an arbitrary port number for the LDAP service):</b>	port number 389

<sup>\*1</sup> The above port numbers are default values. These numbers may vary depending on the selected settings.

- When specifying an LDAP server as an authentication server, the following system environment is required.

<b>Software:</b>	eDirectory V8.8 SP7 for Windows and later Domino V8.5 for Windows and later
<b>Operating system:</b>	Requirements are pursuant to the product specifications of the LDAP server.

- When specifying an LDAP server as an authentication server, use the following ports\*1 on the server.

<b>To communicate with the LDAP server using LDAP (when TLS is enabled):</b>	port number 636
<b>To communicate with the LDAP server using LDAP (when TLS is disabled):</b>	port number 389

\*1 The port numbers can be changed according to the LDAP server settings.

## ■ Firewall Settings

- When specifying IP addresses in firewall settings, up to 16 IP addresses (or ranges of IP addresses) can be specified for both IPv4 and IPv6.
- When specifying MAC addresses in firewall settings, up to 100 MAC addresses can be specified.

## ■ IPsec

- The following system environment is required for IPsec.

<b>Supported operating systems:</b>	Windows Vista/7
<b>Communication protocol:</b>	IPv4/IPv6
<b>Ports used for IKEv1:</b>	UDP port number 500
<b>Applications that IPsec can be applied to:</b>	Applications that uses TCP/UDP/ICMP/ICMPv6

### NOTE

- Multicast and broadcast packets cannot be encrypted.
- The following keys and certificates (client certificates) can be used for authentication with the digital signature method.

<b>Signature algorithm:</b>	RSA/ECDSA
<b>Certificate format:</b>	PKCS#12

## ■ Registration of User Signature Certificates

- The algorithms and formats of keys and certificates that can be registered are as follows.

<b>RSA signature algorithm:</b>	SHA-1/SHA-256/SHA-384*/SHA-512* <sup>1</sup>
<b>RSA public-key algorithm (key length):</b>	RSA (1024 bits/2048 bits)
<b>Certificate format:</b>	PKCS#12

<b>File extension:</b>	pfx/p12
------------------------	---------

\*1 Available only when the key algorithm is 1024 bits or more.

- Up to 100 user signature certificates can be registered, with a maximum of one user certificate per user.

## ■ Registration of Keys and Certificates

- The algorithms and formats of keys and certificates that can be registered are as follows.

<b>RSA signature algorithm:</b>	SHA-1/SHA-256/SHA-384*1/SHA-512*1/MD2/MD5
<b>RSA public-key algorithm (key length):</b>	RSA (512 bits/1024 bits/2048 bits/4096 bits)
<b>DSA signature algorithm:</b>	SHA-1
<b>ECDSA signature algorithm:</b>	SHA-1/SHA-256/SHA-384/SHA-512
<b>ECDSA public-key algorithm (key length):</b>	ECDSA (P256/P384/P521)
<b>Certificate format:</b>	PKCS#12*2
<b>File extension:</b>	p12/pfx

\*1 Available only when the key algorithm is 1024 bits or more.

\*2 Available only when installed by using the Remote UI.

- Up to 6 keys and certificates can be registered.

## ■ Registration of CA Certificates

- The algorithms and formats of keys and CA certificates that can be registered are as follows.

<b>RSA signature algorithm:</b>	SHA-1/SHA-256/SHA-384*1/SHA-512*1/MD2/MD5
<b>RSA public-key algorithm (key length):</b>	RSA (512 bits/1024 bits/2048 bits/4096 bits)
<b>DSA signature algorithm:</b>	SHA-1
<b>DSA public-key algorithm (key length):</b>	DSA (1024 bits/2048 bits/3072 bits)
<b>ECDSA signature algorithm:</b>	SHA-1/SHA-256/SHA-384/SHA-512
<b>ECDSA public-key algorithm (key length):</b>	ECDSA (P256/P384/P521)
<b>Certificate format:</b>	X.509 DER/PEM

<b>File extension:</b>	cer/pem
------------------------	---------

\*1 Available only when the key algorithm is 1024 bits or more.

- Up to 150 CA certificates can be registered.

### ■ Registration of S/MIME Certificates

- The algorithms and formats of S/MIME certificates that can be registered are as follows.

<b>RSA signature algorithm:</b>	SHA-1/SHA-256/SHA-384*1/SHA-512*1/MD2/MD5
<b>RSA public-key algorithm (key length):</b>	RSA (512 bits/1024 bits/2048 bits/4096 bits)
<b>DSA signature algorithm:</b>	SHA-1
<b>DSA public-key algorithm (key length):</b>	DSA (1024 bits/2048 bits/3072 bits)
<b>ECDSA signature algorithm:</b>	SHA-1/SHA-256/SHA-384/SHA-512
<b>ECDSA public-key algorithm (key length):</b>	ECDSA (P256/P384/P521)
<b>Certificate format:</b>	X.509 DER/PEM
<b>File extension:</b>	cer/pem

\*1 Available only when the key algorithm is 1024 bits or more.

- Up to 2,000 S/MIME certificates can be registered.

### ■ Registration of Certificate Revocation Lists (CRL)

Up to 50 certificate revocation lists (CRL) can be registered. Note, however, that CRL cannot be registered in the following cases.

- The data size of the CRL exceeds 1 MB.
- An unsupported signature algorithm is being used.
- The number of revoked certificates registered in one CRL file exceeds 1,000.

### ■ Definition of "Weak Encryption"

When <Prohibit Use of Weak Encryption> is set to <On>, the use of the following algorithms are prohibited.

<b>Hash:</b>	MD4, MD5, SHA-1
<b>HMAC:</b>	HMAC-MD5
<b>Common key cryptosystem:</b>	RC2, RC4, DES


<b>Public key cryptosystem:</b>	RSA encryption (512 bits/1024 bits), RSA signature (512 bits/1024 bits), DSA (512 bits/1024 bits), DH (512 bits/1024 bits)
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**NOTE**

- Even when <Prohibit Use of Key/Certificate with Weak Encryption> is set to <On>, the hash algorithm SHA-1, which is used for signing a root certificate, can be used.

**■ Log Management**

- The following types of logs can be managed on the machine. Collected logs can be exported in the CSV file format.

<b>Log Type</b>	<b>Number Indicated as "Log Type" in the CSV File</b>	<b>Description</b>
<b>User Authentication Log</b>	4098	This log contains information related to the authentication status of user authentication (login/logout and user authentication success/failure), the registering/changing/deleting of user information managed with User Authentication, and the management (adding/editing/deleting) of roles with the ACCESS MANAGEMENT SYSTEM.
<b>Job Log</b>	1001	This log contains information related to the completion of copy/fax/scan/send/print jobs.
<b>Transmission Log</b>	8193	The log contains information related to transmissions.
<b>Advanced Space Save Log</b>	8196	This log contains information related to the saving of files to the Advanced Space, Network (Advanced Space of other machines), and Memory Media.
<b>Mail Box Operation Log</b>	8197	This log contains information related to the operations performed on data in the Mail Box, the Memory RX Inbox, and the Confidential Fax Inbox.
<b>Mail Box Authentication Log</b>	8199	This log contains information related to the authentication status of the Mail Box, the Memory RX Inbox, and the Confidential Fax Inbox.
<b>Advanced Box Operation Log</b>	8201	This log contains information related to data operations in the Advanced Box.
<b>Machine Management Log</b>	8198	This log contains information related to the starting/shutting down of the machine, changes made to the settings by using the  (Settings/Registration), changes made to the settings by using the Device Information Delivery function, and the time setting. The Machine Management Log also records changes in user information or security-related settings when the machine is inspected or repaired by your local authorized Canon dealer.
<b>Network Authentication Log</b>	8200	This log is recorded when IPSec communication fails.



<b>Export/Import All Log</b>	8202	This log contains information related to the importing/exporting of the settings by using the Export All/Import All function.
<b>Mail Box Backup Log</b>	8203	This log contains information related to the backup of the data in the Mail Box, the Memory RX Inbox, and the Confidential Fax Inbox.
<b>Application/Software Management Screen Operation Log</b>	3101	This is an operation log for SMS (Service Management Service), software registration/updates, and MEAP application installers, etc.
<b>Security Policy Log</b>	8204	This log contains information related to the setting status of the security policy settings.
<b>Group Management Log</b>	8205	This log contains information related to the setting status (registering/editing/deleting) of the user groups.
<b>System Maintenance Log</b>	8206	This log contains information related to firmware updates and backup/restoration of the MEAP application, etc.
<b>Authentication Print Log</b>	8207	This log contains information and the operation history related to the forced hold print jobs.
<b>Setting Synchronization Log</b>	8208	This log contains information related to the synchronization of machine settings.
<b>Log for Audit Log Management</b>	3001	This log contains information related to the starting and ending of this function (the Audit Log Management function), as well as the exporting of logs, etc.

## NOTE

- Logs can contain up to 40,000 records. When the number of records exceeds 40,000, they are deleted, with the oldest records first.

## ■ Import/Export of the Setting Data

See  **Settings/Registration Table(P. 822)** .

## ■ Data Backup/Restoration

To back up or restore data, you can use an external hard disk that meets the following requirements.

<b>Type/Version:</b>	USB 2.0
<b>File system:</b>	FAT32
<b>Partition size:</b>	more than 32 GB (Must not be divided into multiple partitions)
<b>Power supply:</b>	must supply power from an external power source

■ **Number of machines and users supported by synchronization of custom settings (server)**

- Number of synchronizable machines in a group: 10
- Number of synchronizable users for personalized setting values: 1,000

■ **Maximum number of users whose setting information can be saved in the machine**

- Users: 200
- Groups: 50

# Restrictions When Connecting to ColorPASS/imagePASS




13WH-0H5

When ColorPASS/imagePASS is attached, some functions are restricted on the machine. For more information, see the manual for ColorPASS/imagePASS.

## ■ Functions Restricted When Connecting to ColorPASS/imagePASS

- Wireless LAN
- Setup Guide
- Connected Sleep
- Forced Hold Printing
- Encrypted Secure Print
- Direct Print
- Direct Print (JPEG)
- WSD Scan
- Mopria

### NOTE

- Even if <RX Timeout> is set for each item in  ><Preferences> ><Network> <TCP/IP Settings>, a timeout always occurs in 5 minutes.
- In  ><Preferences> ><Timer/Energy Settings>, <Quick Startup Settings for Main Power> is disabled even if it is set to <On>.
- Even if <Forced Print of Recognition Information> in  ><Function Settings> <Common> ><Print Settings> is set to <On>, the IP address is not printed.

## ■ When Using the Advanced Space

- SMB cannot be used to make the Advanced Space available to the outside. Use WebDAV instead.
- If the machine is set to send URI in the detailed settings for the Advanced Space, a port number (18080 when SSL/TLS disabled and 18443 when SSL/TLS enabled) must be added to the specified path to the folder.

### Example:

http://192.168.1.21:18080/share/documents (To specify the "documents" folder under the shared space when SSL/TLS is disabled)

- Select [WebDAV] to save documents in the Advanced Space of the imageRUNNER ADVANCE Series with ColorPASS/imagePASS attached.
- To send documents to the Advanced Space of the imageRUNNER ADVANCE Series with ColorPASS/imagePASS attached, enter the following in [Host Name].

**To send to the Advanced Space of another product with ColorPASS/imagePASS attached**


- **When SSL/TLS is disabled:**

http://IP address or host name:18080

- **When SSL/TLS is enabled:**

https://IP address or host name:18443

<p><b>To send from the machine with ColorPASS/imagePASS attached to its own Advanced Space (by using a loopback address to specify a destination)</b></p>	<p style="text-align: center;"><b>In IPv4 format</b></p> <ul style="list-style-type: none"> <li>● <b>When SSL/TLS is disabled:</b> http://127.0.0.1:18080</li> <li>● <b>When SSL/TLS is enabled:</b> https://127.0.0.1:18443</li> </ul> <p style="text-align: center;"><b>In IPv6 format</b></p> <ul style="list-style-type: none"> <li>● <b>When SSL/TLS is disabled:</b> http://[::1]:18080</li> <li>● <b>When SSL/TLS is enabled:</b> https://[::1]:18443</li> </ul> <p style="text-align: center;"><b>When entering the host name</b></p> <ul style="list-style-type: none"> <li>● <b>When SSL/TLS is disabled:</b> http://localhost:18080</li> <li>● <b>When SSL/TLS is enabled:</b> https://localhost:18443</li> </ul>
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- When sending documents from the machine with ColorPASS/imagePASS attached to its own Advanced Space, you may not be able to send them by specifying a loop back address if <Proxy Settings> in  >> <Preferences> >> <Network> is set to <On>. In this case, enter the IP address of ColorPASS/imagePASS.

■ **When Using the Remote UI**

- Before starting the Remote UI, configure the <Network Settings> items in <Fiery> on the control panel.
- To start the Remote UI, start the Web browser and enter the URL below. The Remote UI starts when you click [Launch Remote UI] on the WebTools screen that is displayed.  
http://<IP address of ColorPASS/imagePASS>/

■ **When Using the Print Function**

- ColorPASS/imagePASS cannot be used together with the print function that is standard-equipped with the machine, the PCL Printer Kit (imageRUNNER ADVANCE C5535 only), or the PS Printer Kit (imageRUNNER ADVANCE C5535 only).

■ **Other Restrictions**

- The machine with ColorPASS/imagePASS attached must be restarted each time a DNS dynamic update is performed.
- When ColorPASS/imagePASS is attached, the machine cannot automatically obtain the IP address of the SIP server by using DHCP.

## MEAP

13WH-0H6

MEAP (Multifunctional Embedded Application Platform) is a framework for enhancing and optimizing various functions installed on the machine such as "Communication," "Authentication" and "Output." For instance, user management using IC cards and collaboration with software which streamlines file processing becomes possible through MEAP. To enhance functions as stated before, you are required to install a dedicated application called a "MEAP application" on the machine. You can install MEAP applications and check their usage status by displaying the SMS (Service Management Service) from the Remote UI. In order to install a MEAP application, you are required to log in as an administrator ( [▶ Logging into the Machine\(P. 104\)](#) ).



### ■ Installing MEAP Applications

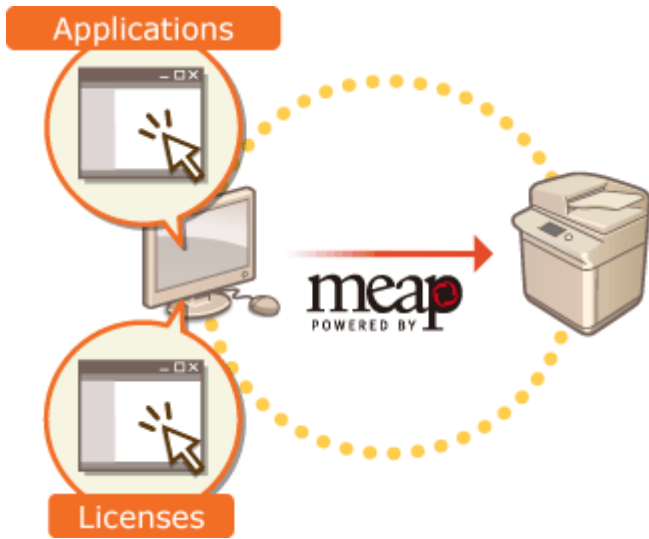
You can install MEAP applications and configure the necessary settings to use the MEAP applications.



### ▶ Installing MEAP Applications(P. 1071)

### ■ Managing MEAP Applications

This section describes how to check the MEAP applications you installed, how to uninstall the applications, and how to manage the licenses.



- ▶ Managing MEAP Applications(P. 1074)
- ▶ Managing MEAP Application Licenses(P. 1079)

# Installing MEAP Applications

13WH-0H7

Before installing a MEAP application, you must acquire the "license file" using a computer. After acquiring the license file, display the SMS from the Remote UI to install the MEAP application.



## NOTE

- You can check the number of applications installed and the hard disk space being used. ▶ **Managing MEAP Applications(P. 1074)**
- If your MEAP application does not come with a License Access Number, your license file will be provided by your MEAP Application provider. The license key and license file described in this section are not required. For more information, see the manual provided with each MEAP application.
- Depending on the MEAP application, it may require a specific condition for installation. For more information, see the user's manual for the MEAP application to be used.


▶ **Acquiring the License File(P. 1071)**

▶ **Installing the Application(P. 1072)**

## Acquiring the License File

### IMPORTANT

**The following information is required for acquiring a license file.**

- The "license access number" attached to the package of the MEAP application.
- The "serial number" of the machine displayed in the lower left of the screen when pressing .\*

\* You can also check the serial number through the SMS screen. ▶ **Managing MEAP Applications(P. 1074)**

**1** Open a Web browser to access <http://www.canon.com/lms/license/>

**2** Follow the on-screen instructions to acquire the license file.

⇒ After acquiring the license file, display the SMS to install the MEAP application.

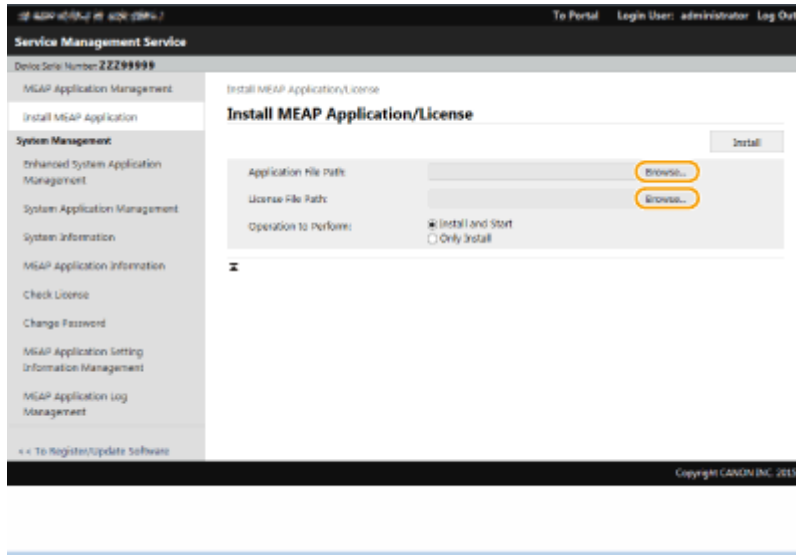
## Installing the Application

- 1 Log in to the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Service Management Service] on the portal page.
- 3 Click [Install MEAP Application].

Resource Name	Amount Used	Remaining	Percent Used
Storage	15456 KB	4178808 KB	0%
Memory	600 KB	281000 KB	0%
Threads	5	488	1%
Sockets	0	344	0%
File Descriptors	10	331	3%

- 4 Click [Browse...], specify the application file and the license file, and click [OK].





- Files with a "jar" extension are application files.
- Files with an "lic" extension are license files.

## 5 Select the operation to perform after installation.

- To start the application after installation, select [Install and Start]. If you do not want to start the application after installation, select [Only Install].

## 6 Click [Install] ► [Yes].

- When the licensing screen is displayed, confirm the contents and click [I Accept].  
 ►► When installation is complete, the MEAP Application Management screen is displayed.

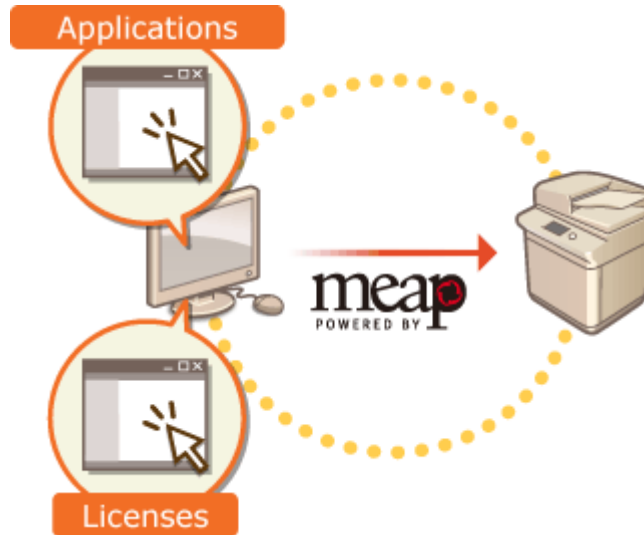
### NOTE

- Depending on the MEAP application, the user's manual or related software can be downloaded from the following URL. <http://canon.com/fau/downloads>
- You can upgrade the MEAP application version in the same procedure as the installation. Stop the MEAP application on the SMS screen before installing. ► **Managing MEAP Applications(P. 1074)**

# Managing MEAP Applications

13WH-0H8

In addition to checking details and changing settings, you can upgrade MEAP applications or uninstall applications by using the SMS from the Remote UI.



## IMPORTANT

- While you are operating on the SMS screen, do not use the [Back] button on your Web browser, the SMS screen may not operate properly.

**1** Log in to the Remote UI. ▶ Starting the Remote UI(P. 644)

**2** Click [Service Management Service] on the portal page.

**3** Configure the settings on the SMS screen.

**Service Management Service**

Device Name: ZZZ9999

MEAP Application Management

MEAP Application Management Updated On: 11/11 2015 9:27:25

Application Name	Updated	Status	License
ConfigSample	4.2.0.00 11/11 2015 9:27:20	Started	Unnecessary
BasicApplet-Service	2.3.0 11/11 2015 9:27:07	Started	Unnecessary
AuthenticationTest	1.0.0.1 11/11 2015 9:28:52	Started	Unnecessary
Bundle	4.4.0 11/11 2015 9:28:01	Started	Not Installed

**Resource Information**

Resource Name	Amount Used	Remaining	Percent Used
Storage	15750 KB	4178254 KB	0%
Memory	2389 KB	279207 KB	1%
Threads	10	441	2%
Sockets	1	343	0%
File Descriptors	19	828	4%

**a [Device Serial Number: <Serial Number>]**

The machine's serial number is displayed. Use this number when acquiring a license file. ▶ **Acquiring the License File(P. 1071)**

**b Menu**

If you click an item, the management page for the item appears.

- [MEAP Application Management]: The management of installed MEAP applications is mainly performed on this page.
- [Install MEAP Application]: A page for the installation and update of MEAP applications is displayed. ▶ **Installing MEAP Applications(P. 1071)**
- [System Management]: A page for managing applications and information related to the MEAP system is displayed.

[Enhanced System Application Management]	Installs, uninstalls, and manages system applications that can be enhanced. You can change the login service from this page. ▶ <b>Changing Login Services(P. 1081)</b>
[System Application Management]	Starts and stops the usage of installed system applications. Changing the SMS login method is performed from this page.
[System Information]	Displays the version and the operation status of a system application.
[MEAP Application Information]	Displays a list of applications (excluding system applications) currently installed and already uninstalled.
[Check License]	Displays the detailed information of license files before installation.
[Change Password]	Normally, it is not necessary to change this setting. Configure this setting especially when you use the "DepartmentID Authentication" login service.
[MEAP Application Setting Information Management]	Displays or deletes information related to MEAP application settings.
[MEAP Application Log Management]	Downloads or deletes log data such as the usage history of MEAP applications.

**c [Resource Information]**

Displays the usage amount, remaining amount, and the usage rate of hard disk space as well as memory that is used by a MEAP application and system applications.

**d [MEAP Application Management]**

Displays a MEAP application name and its version, the date of update, operation status, and the license status.

- If you click a MEAP application name, detailed information such as the company's name and the memory usage amount for each application is displayed. License management is performed from here. ▶ **Managing MEAP Application Licenses(P. 1079)**
- For the operation status, one of the following is displayed.

[Installed]	The MEAP application has been installed, but it is not ready for use. Even if you restart the machine after stopping the use of the MEAP application, [Installed] is displayed.
[Started]	The MEAP application is ready for use.
[Stopped]	The MEAP application is not ready for use.
[Starting]	The MEAP application is starting.

[Starting]	The MEAP application is stopping.
------------	-----------------------------------

- If you click the [Start] / [Stop] button located on the right side of the operation status, you can start/stop the use of the MEAP application.
- If you click [Uninstall], the MEAP application is uninstalled.
- For the license status, one of the following is displayed.

Depending on the MEAP application, the license file may have a term of validity. In addition, the maximum number (counter) for printing or scanning is predetermined.

[Installed]	The valid license is installed.
[Not Installed]	Unable to use the MEAP application as the license file is not installed or is disabled.
[Over Limit]	Some counters set for the MEAP application exceed the maximum value.
[Invalid]	The validity for the license file has expired or all counters set for the MEAP application exceed the maximum value.
[Unnecessary]	You can use the MEAP application even if you do not have a license file.

**NOTE**

If [Over Limit] or [Invalid] appears

- If the validity of the license file expires or a counter exceeds the maximum value, the MEAP application cannot be used. By adding a license, you can extend the validity or increase the counter's maximum value.  
**▶ Managing MEAP Application Licenses(P. 1079)**

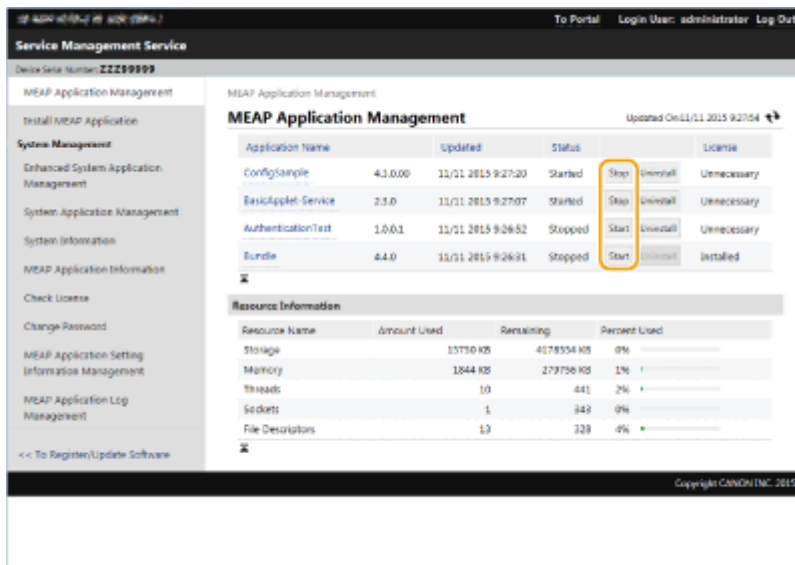
**e [To Portal]/[Log Out]**

Click to display the portal page of the Remote UI or the login screen of the Remote UI.

**■ Starting or stopping the use of a MEAP application**

If you selected [Only Install] in the installation of the MEAP application, you need to start the MEAP application. When you update a MEAP application, stop the MEAP application.

- 1 Click [MEAP Application Management].
- 2 Click [Start] / [Stop] for the MEAP application to be used.



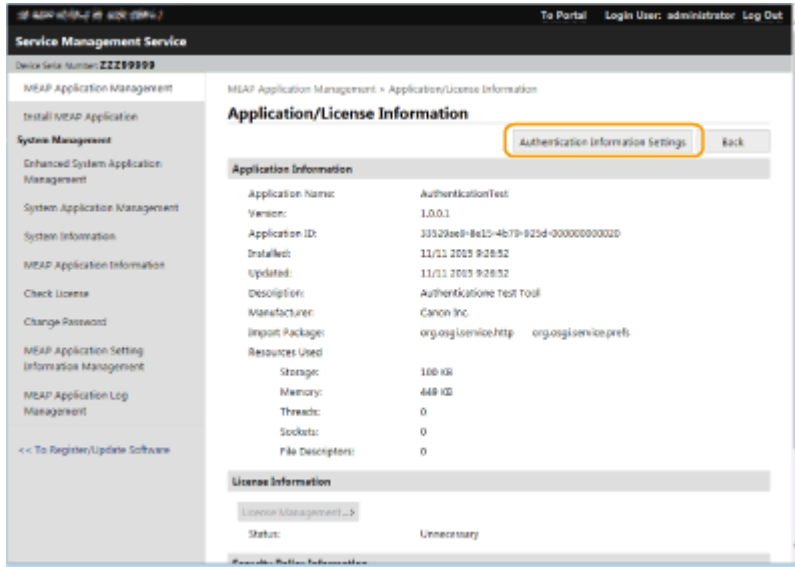
**NOTE**

- Depending on the MEAP application, you need to restart the machine. Follow the on-screen instructions and restart the machine.

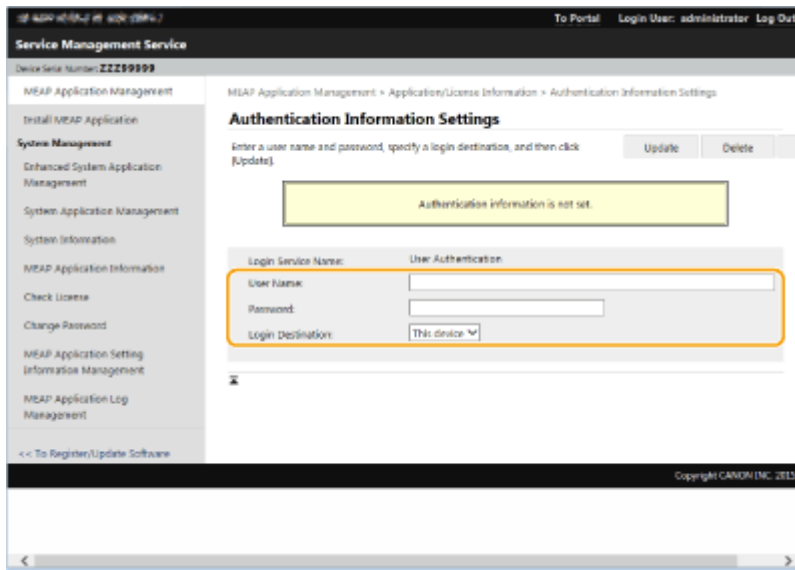
### ■ Configuring the MEAP application's authentication information

Depending on the MEAP application, you may need to configure authentication information.

- 1 Click [MEAP Application Management] ► click an application to set the authentication information.
- 2 Click [Authentication Information Settings].



- 3 Enter the user name and password and select the login destination.



- 4 Click [Update].

▮▮▮▮ The [Authentication information has been set. Department ID: <ID>] message is displayed.

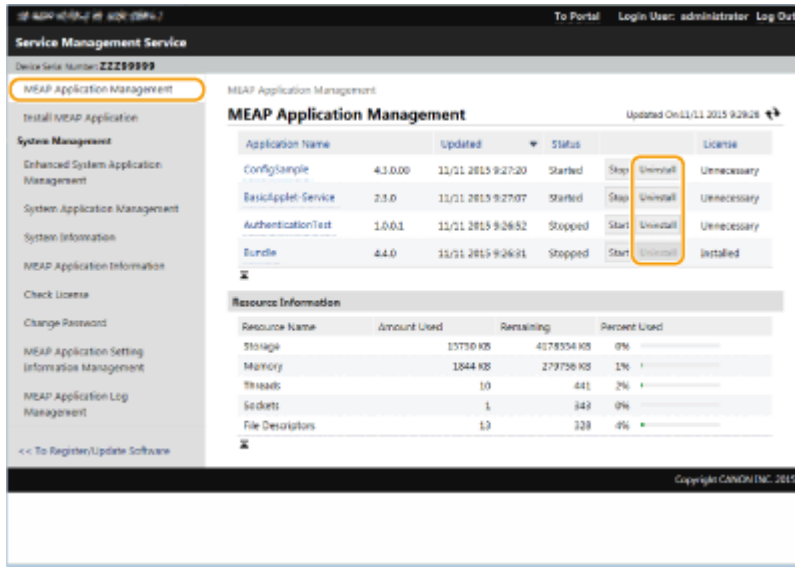
### NOTE

#### To cancel authentication information

- Click [Delete] ► [Yes] on the authentication information page in step 3.

## ■ Uninstalling a MEAP application

- 1 Click [MEAP Application Management] ► [Uninstall] for the application to be uninstalled.



The screenshot shows the 'MEAP Application Management' page in the Service Management Service. The page title is 'MEAP Application Management' and it was updated on 11/11 2015 9:29:28. The main content is a table listing applications:

Application Name	Updated	Status	Start	Uninstall	License	
ConfigSample	4.3.0.00	11/11 2015 9:27:20	Started	Stop	Uninstall	Unnecessary
BasicApplet-Service	2.3.0	11/11 2015 9:27:07	Started	Stop	Uninstall	Unnecessary
AuthenticationTest	1.0.0.1	11/11 2015 9:26:52	Stopped	Start	Uninstall	Unnecessary
Bundle	4.4.0	11/11 2015 9:26:31	Stopped	Start	Uninstall	Installed

Below the table is a 'Resource Information' section with a table showing resource usage:

Resource Name	Amount Used	Remaining	Percent Used
Storage	15770 KB	4178354 KB	0%
Memory	1244 KB	279796 KB	1%
Threads	10	441	2%
Sockets	1	342	0%
File Descriptors	13	328	4%

- 2 Click [Yes].

- If you uninstall a MEAP application, you may be required to restart the machine. Follow the on-screen instructions to restart the machine.

### IMPORTANT

- If the "Export Package of this application will be unavailable." message is displayed, the MEAP application you are uninstalling is linked with other applications. If this MEAP application is uninstalled, other applications may not be able to be used.

- 4 When you finish the operation, click [Log Out].

### IMPORTANT

- When you close the SMS, make sure to log out. If you close the Web browser without logging out, you cannot use the SMS for some time.

# Managing MEAP Application Licenses

13WH-0H9

License file operation may be required at times other than installing a MEAP application. For example, even when the licensed counter value or usage period is exceeded or has expired, you can continue to use the MEAP application by adding a license file. In addition, if you want to delete a MEAP application, you are required to delete the license file in advance.

- 1 Log in to the Remote UI. ▶ Starting the Remote UI(P. 644)
- 2 Click [Service Management Service] on the portal page.
- 3 Click [MEAP Application Management], and click the application to manage the license.

The screenshot shows the 'Service Management Service' portal. The 'MEAP Application Management' section is highlighted. Below it, a table lists applications:

Application Name	Updated	Status	License
ConfigSample	11/11 2015 9:27:20	Started	Stop Uninstall Unnecessary
BasicApplet-Service	11/11 2015 9:27:07	Started	Stop Uninstall Unnecessary
AuthenticationTest	11/11 2015 9:26:52	Stopped	Start Uninstall Unnecessary
BUNDLE	11/11 2015 9:26:51	Stopped	Start Uninstall Installed

Below the table is a 'Resource Information' section with a table:

Resource Name	Amount Used	Remaining	Percent Used
Storage	15710 KB	4178354 KB	0%
Memory	1844 KB	279756 KB	1%
Threads	10	441	2%
Sockets	1	348	0%
File Descriptors	13	328	4%

- 4 Click [License Management] and perform the intended operation.

The screenshot shows the 'Application/License Information' page for the 'BUNDLE' application. The 'License Management' link is highlighted in the 'License Information' section.

**Application Information**

Application Name	BUNDLE
Version	4.4.0
Application ID	4d06c282-d6b4-402e-bd46-75167c177344
Installed	11/11 2015 9:26:51
Updated	11/11 2015 9:26:51
Design/For	generic Test Sample
Manufacturer	Canon Inc.

**Resources Used**

Storage	4 KB
Memory	160 KB
Threads	0
Sockets	0
File Descriptors	0

**License Information**

Status	Installed
Serial Number	ZZZ9999
Expires after	Does not Expire

## ■ Adding a license file

- 1 Click [Browse...], select the license file to install, and click [OK].
- 2 Click [Install] ► [Yes].

▢ Installation starts.

### NOTE

- Depending on the MEAP application, you may need to restart (stop and start) the application. ►  
**Managing MEAP Applications(P. 1074)**

## ■ Saving the license file on a computer

You can save a backup file on your computer before deleting the license file. If you want to save, you are required to disable the license file in advance.

- 1 Click [Disable] ► [Yes].
- 2 Click [Download], and specify the location to save the license file.

### NOTE

- The disabled license file and the license file saved on your computer can be installed on the same machine again.

## ■ Deleting the license file

Before deleting the license file, you are required to disable the license file in advance.

- 1 Click [Disable] ► [Yes].
- 2 Click [Delete] ► [Yes].



# Changing Login Services

13WH-0HA

The application to implement user authentication is called the "Login Service." The machine is set to use "User Authentication (personal authentication management)" for the login service by default. If you want to use "DepartmentID Authentication," change the login service in the SMS.

- ▶ **Changing the Login Service(P. 1081)**
- ▶ **Setting When Using DepartmentID Authentication(P. 1082)**

## Changing the Login Service

- 1 Log in to the Remote UI. ▶ Starting the Remote UI(P. 644)**
- 2 Click [Service Management Service] on the portal page.**
- 3 Click [System Application Management] ▶ [Start] in [SMS Installer Service (Password Authentication)].**
  - ⇒ The status becomes [Started].
- 4 Click [Enhanced System Application Management] ▶ [Switch] in [DepartmentID Authentication].**
  - ⇒ The status becomes [Start after Restart].
- 5 Restart the machine. ▶ Restarting the Machine(P. 653)**
  - ⇒ The machine restarts and the changed settings are reflected.

### IMPORTANT

#### When DepartmentID Authentication is started

- If you click [Service Management Service] on the portal page of the Remote UI, the login screen to the SMS is displayed. "MeapSmsLogin" is set as the login password for the SMS.
- If you log in with "MeapSmsLogin," the screen for changing the password is displayed. For security purposes, follow the on-screen instructions to change the password.
- The password for the SMS can be changed later with [Change Password] in [System Management].


#### Return to User Authentication

- Click [Enhanced System Application Management] ▶ [Change] in [User Authentication] ▶ restart the machine ▶ click [System Application Management] ▶ [Stop] in [SMS Installer Service (Password Authentication)].

## Setting When Using DepartmentID Authentication

When implementing Department ID Management with the DepartmentID Authentication, make sure that the administrator (system administrator) manages the Department IDs and PINs. To enhance security, log in with the system administrator's ID (System Manager ID) and make sure to change the system administrator's ID and PIN.

### ■ Changing the System Manager ID and PIN


- 1 Press  ► <Log In>.
- 2 Enter <System Manager ID> and <System Manager PIN> and press <Log In>.
  - Immediately after the DepartmentID Authentication has started, both the System Manager ID and PIN are set as "7654321."
- 3 Press <Management Settings> ► <User Management> ► <System Manager Information Settings>.
- 4 Enter the necessary information and press <OK>.
  - Enter the same PIN again for confirmation, and press <OK>.

#### NOTE

- If you install the Copy Card Reader-F1 after changing the System Manager ID and PIN, the ID and PIN return to "7654321."
- When the machine is equipped with the Copy Card Reader-F1, the numbers assigned to each card (1 to 1000 by the factory default) cannot be registered as the System Manager ID and PIN.

### ■ Enabling Department ID Management

To enable Department ID Management with the DepartmentID Authentication, you need to register the Department ID and PIN.

- 1 Press  ► <Management Settings> ► <User Management> ► <Department ID Management>.
- 2 Press <On>.
  - If you want to manage only with the System Manager ID and PIN without implementing Department ID Management, press <Off>.

#### IMPORTANT

- If you want to return the login service to the User Authentication and use the Department IDs, set Department ID Management of the DepartmentID Authentication to <Off> and start the User Authentication. Then assign Department IDs to users and set Department ID Management of the User Authentication to <On>.
- 3 Press <Register PIN> ► <Register>.
  - 4 Enter <Department ID> and <PIN> ► press <OK>.
    - Enter the same PIN again for confirmation, and press <OK>.
  - 5 Press <OK> ► <OK>.

## ■ Login Operation When Department ID Management Using the DepartmentID Authentication is Enabled

When Department ID Management is enabled, you need to log in to use the machine.


### Logging in from the control panel

Enter <Department ID> and <PIN> ► press <Log In>.



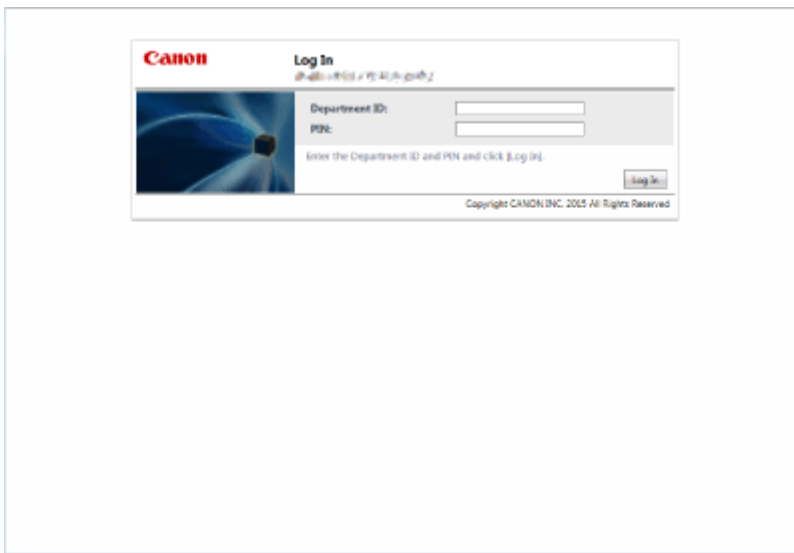
### NOTE

#### When Department ID Management is not implemented

- When only the System Manager ID and PIN are set without Department ID Management, you need to log in to the machine only when you want to configure the settings that require the administrator's authority. Press  ► <Log In>, enter <System Manager ID> and <System Manager PIN>, and press <Log In>.

### Logging in from the Remote UI

Enter the Department ID in [Department ID] and PIN in [PIN], and click [Log In].



### NOTE

#### When Department ID Management is not implemented


- When only the System Manager ID and PIN are set without Department ID Management, the login methods differ between the system administrator and general users. For the system administrator, select [System Manager Mode] and enter [System Manager ID]/[System Manager PIN], and then click [Log In]. For general users, select [General User Mode] and enter PIN, and then click [Log In].


- If you set <Allow> for <Access by General User>, you can select [General User Mode]. <License/Other>
  - ▶ <Remote UI>(P. 814)

## ■ Implementing Function Restrictions and User Management


Configure the settings as necessary.


### Checking page totals




 ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ <Page Totals> ▶ Check the page total


### Setting the maximum number of pages for copy/print/scan




 ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ <Register PIN> ▶ Select Department ID ▶ <Edit> ▶ <Turn Limit On/Off and Set Page Limit> ▶ Press <On> for functions to restrict ▶ Enter the number of pages ▶ <OK> ▶ <OK> ▶ <OK> ▶ <OK>


### Setting Department ID Management on functions other than copy/print




 ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ <Register PIN> ▶ <Limit Functions> ▶ Press <On> for functions to set Department ID Management on ▶ <OK> ▶ <OK> ▶ <OK>


### Deleting Department IDs



 ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ <Register PIN> ▶ Select the Department ID ▶ <Delete> ▶ <Yes> ▶ <OK> ▶ <OK>

### Blocking Printer Jobs and Remote Scan Jobs When Department ID is Unknown




 ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ Set <Allow Printer Jobs with Unknown IDs> or <Allow Remote Scan Jobs with Unknown IDs> to <Off> ▶ <OK>

## Not requiring authentication for black and white copy/print jobs when using Department ID Management

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 ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ Set <Allow Black & White Copy/Print Jobs> or <Allow Black & White Printer Jobs> to <Off> ▶ <OK>

### LINKS

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▶ **Configuring the Personal Authentication Management Settings(P. 555)**

# Options

The functionality of the machine can be expanded by installing options to the machine.

## ■ Available Options

- ▶ Optional Equipment(P. 1088)
- ▶ System Options(P. 1118)

## ■ Finding Options According to Your Purposes

### Paper drawers that can be installed to the machine

- ▶ FL Cassette(P. 1093)

To add paper drawers

- ▶ Cassette Feeding Unit-AM1(P. 1092)
- ▶ High Capacity Cassette Feeding Unit-A1(P. 1095)

To load a large amount of paper into paper decks

- ▶ Paper Deck Unit-F1(P. 1099)

To use functions such as collating, folding, and stapling

- ▶ Staple Finisher-Y1/Booklet Finisher-Y1/Buffer Pass Unit-L1/2/4 Hole Puncher Unit-A1/4 Hole Puncher Unit-A1(P. 1104)
- ▶ Inner Finisher-H1/Inner 2/4 Hole Puncher-B1/Inner 4 Hole Puncher-B1(P. 1102)

To add an output tray that is available for collating and grouping

- ▶ Copy Tray-J2(P. 1109)
- ▶ Inner 2way Tray-J1(P. 1108)

To use the authentication function to manage users by department

- ▶ Copy Card Reader-F1(P. 1110)

To use a support tool when closing the feeder

- ▶ ADF Access Handle-A1(P. 1112)

To remove the built-in hard disk and store it in a safe place

- ▶ Removable HDD Kit(P. 1113)

To make space for placing originals, etc.

Utility Tray-B1

## ■ Handling of the Options



- Do not place your hand in the part of the tray where stapling is performed (near the rollers) if a finisher is attached, as this may result in personal injury.

## CAUTION



- Do not place your fingers or hands on the finisher when the finisher is in use. Doing so may result in personal injury or damage to the finisher.
- When removing paper from the tray of the finisher, do not place your hands on the output tray of the finisher. The tray may move upward and your hands may get caught.



## IMPORTANT

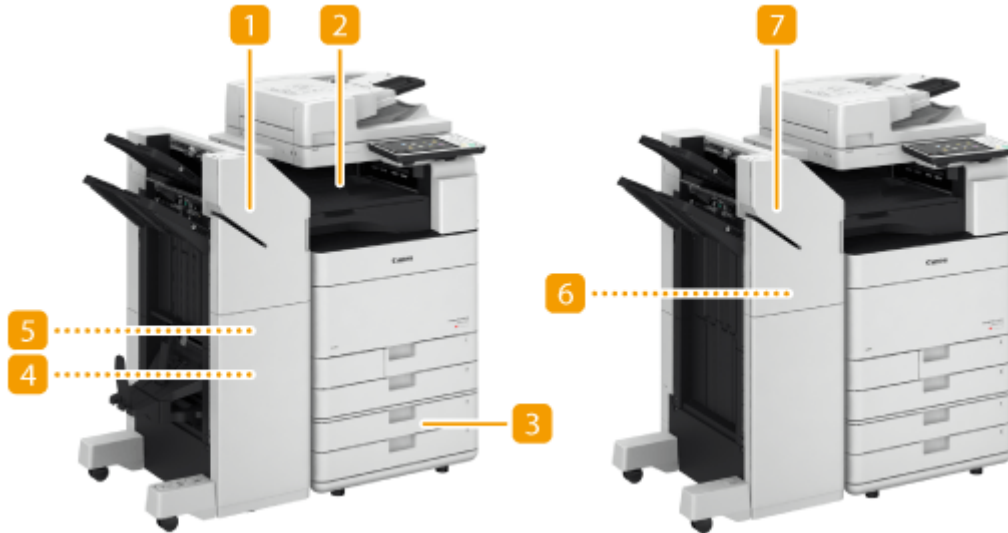
- The trays of the finisher move during copying or printing. Do not place anything under the trays, as doing so may damage the trays.
- Do not place anything other than output paper in the trays of the finisher, as doing so may damage the trays.
- Do not set/remove the hard disk holder when the machine is performing operations. Doing so may cause damage to the hard disk.
- To set/remove the hard disk holder, first eliminate the static from your body. Also, do not touch the connector.
- A hard disk is fragile equipment. Note that Canon will not be liable for any damages resulting from the loss of data on the hard disk drive.

## Optional Equipment

13WH-0HE

By combining options, you can use functions more efficiently.

### ■ When the Staple Finisher-Y1/Booklet Finisher-Y1 is installed



#### 1 Booklet Finisher-Y1

You can perform collating, grouping, stapling (Corner/Double/Saddle Stitch), and saddle folding with this option. In addition, you can manually bind with the stapler or bind without the stapler. ▶ **Staple Finisher-Y1/Booklet Finisher-Y1/Buffer Pass Unit-L1/2/4 Hole Puncher Unit-A1/4 Hole Puncher Unit-A1(P. 1104)**

#### 2 Buffer Pass Unit-L1

Feeds paper to the finisher. ▶ **Staple Finisher-Y1/Booklet Finisher-Y1/Buffer Pass Unit-L1/2/4 Hole Puncher Unit-A1/4 Hole Puncher Unit-A1(P. 1104)**

#### 3 Cassette Feeding Unit-AM1

Load the type of paper that you frequently use. You can load paper that cannot be loaded in the paper drawer 1, such as A3 and custom size paper. ▶ **Cassette Feeding Unit-AM1(P. 1092)**

#### 4 Staple-P1 (saddle stitcher unit staple cartridge)

This option is a staple cartridge for the saddle stitcher unit which can be installed in the "Booklet Finisher-Y1."  
▶ **Replacing the Staples (Optional)(P. 851)**

#### 5 2/4 Hole Puncher Unit-A1/4 Hole Puncher Unit-A1

If you install the "2/4 Hole Puncher Unit-A1" or "4 Hole Puncher Unit-A1" in the "Staple Finisher-Y1" or "Booklet Finisher-Y1," you can punch holes in your printouts. ▶ **Staple Finisher-Y1/Booklet Finisher-Y1/Buffer Pass Unit-L1/2/4 Hole Puncher Unit-A1/4 Hole Puncher Unit-A1(P. 1104)**

#### 6 Staple Cartridge-Y1 (stapler unit staple cartridge)

This option is a staple cartridge for the stapler unit which can be installed in the "Staple Finisher-Y1" and "Booklet Finisher-Y1." ▶ **Replacing the Staples (Optional)(P. 851)**



## 7 Staple Finisher-Y1

You can perform collating, grouping, and stapling (Corner/Double) with this option. In addition, you can manually bind with the stapler or bind without the stapler. ▶ **Staple Finisher-Y1/Booklet Finisher-Y1/Buffer Pass Unit-L1/2/4 Hole Puncher Unit-A1/4 Hole Puncher Unit-A1(P. 1104)**

### ■ When the Inner Finisher-H1 is installed



#### 1 Inner Finisher-H1

You can perform collating, grouping, and stapling (Corner/Double) with this option. In addition, you can manually bind with the stapler or bind without the stapler. ▶ **Inner Finisher-H1/Inner 2/4 Hole Puncher-B1/Inner 4 Hole Puncher-B1(P. 1102)**

#### 2 Inner 2/4 Hole Puncher-B1/Inner 4 Hole Puncher-B1

If you install the "Inner 2/4 Hole Puncher-B1" or "Inner 4 Hole Puncher-B1" in the "Inner Finisher-H1," you can punch holes in your printouts. ▶ **Inner Finisher-H1/Inner 2/4 Hole Puncher-B1/Inner 4 Hole Puncher-B1(P. 1102)**

#### 3 Staple Cartridge-Y1 (stapler unit staple cartridge)

This option is a staple cartridge for the stapler unit which can be installed in the Inner Finisher-H1." ▶ **Replacing the Staples (Optional)(P. 851)**

## ■ When Other Options are Installed



### 1 Copy Card Reader-F1

You can implement Department ID Management using the card reader. ▶ **Copy Card Reader-F1(P. 1110)**

### 2 Paper Deck Unit-F1

If you install the "Paper Deck Unit-F1" to the machine, you have an additional large-capacity paper source. ▶ **Paper Deck Unit-F1(P. 1099)**

### 3 High Capacity Cassette Feeding Unit-A1

If you install the "High Capacity Cassette Feeding Unit-A1" to the machine, you have an additional large-capacity cassette. ▶ **High Capacity Cassette Feeding Unit-A1(P. 1095)**

### 4 Utility Tray-B1

This option provides space for placing originals.

### 5 Inner 2way Tray-J1

This option enables paper to be output to two locations. If you have installed the Copy Tray-J2, paper can be output to three locations. ▶ **Inner 2way Tray-J1(P. 1108)**

## **6 Copy Tray-J2**

Install this to use finishing modes such as Collate, Group, and Rotate 90 Degrees. ▶ **Copy Tray-J2(P. 1109)**

## **7 Tab Feeding Attachment Kit-F1**

Attach the "Tab Feeding Attachment Kit-F1" to load tab paper into the paper drawer of the machine. This option can only be attached to the Paper Drawer 2, and holds only A4 tab paper.

### **NOTE**

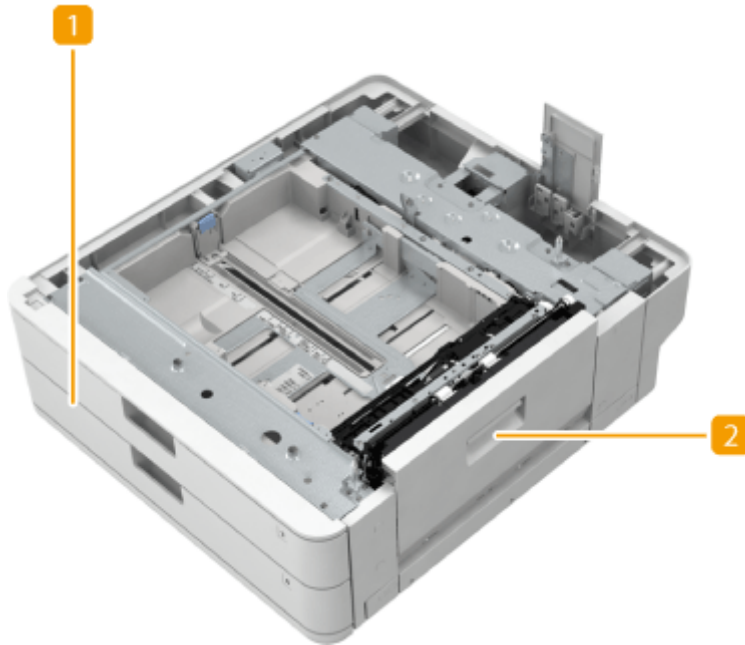
- For information on the combination of options that can be installed on the machine, contact your local authorized Canon dealer.

## Cassette Feeding Unit-AM1

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13WH-0HF

Enables you to add two paper drawers. Loading different sized paper in the optional paper drawers enables reduced work for switching paper.



### **1 Paper drawer**

Load Paper.

### **2 Lower-right cover**

Open this cover when clearing a paper jam inside the machine.

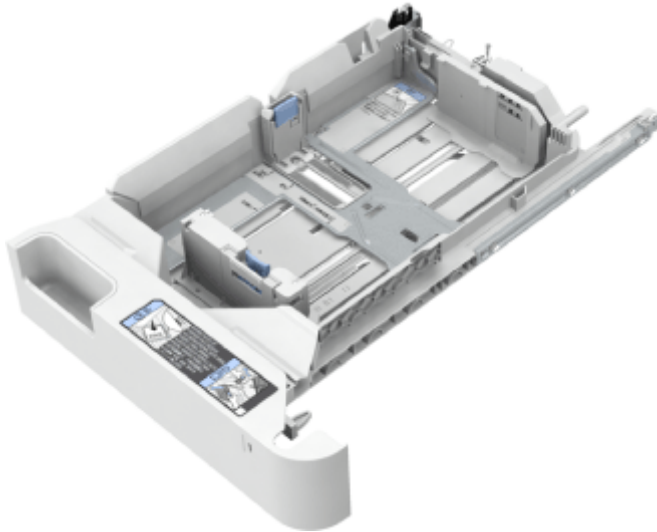
## FL Cassette

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13WH-0HH

Two types of paper drawers can be installed to the machine. The installation position and the paper sizes that can be loaded differ according to the type of paper drawer.

### FL Cassette-BA1

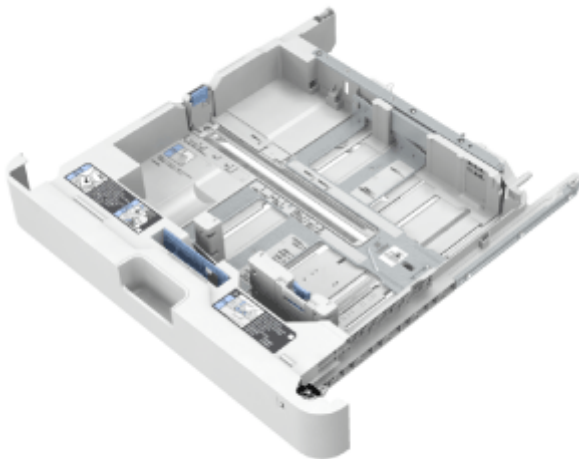
**Available Locations:**

Paper Drawer 1

**Available paper size:**

The largest standard size that can be loaded is A4.

### FL Cassette-AZ1

**Available Locations:**

Paper Drawer 2, 3, or 4

**Available paper size:**

The largest standard size that can be loaded is A3.

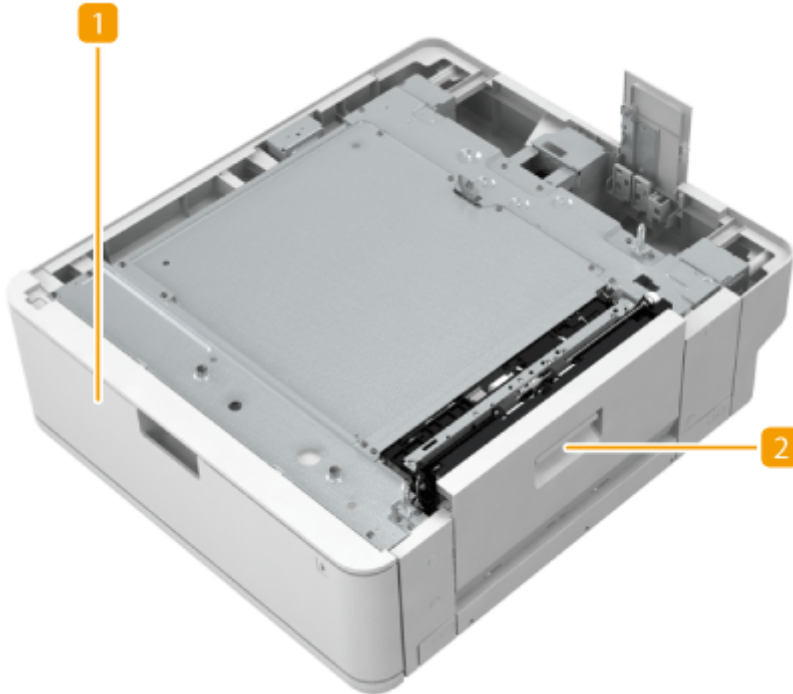
## NOTE

- When loading paper of a different size into a paper drawer, adjust the guides. ▶ **Loading Paper in the Paper Drawer(P. 114)**
- For information on available paper sizes, see ▶ **Specifications(P. 1029)** .

# High Capacity Cassette Feeding Unit-A1

13WH-0HJ

You can add a large-capacity paper deck. It is convenient when printing large print jobs. For how to load paper, see [▶ Loading Paper into the High Capacity Cassette Feeding Unit-A1\(P. 1095\)](#) .



## 1 Paper drawer

Load Paper.

## 2 Lower-right cover

Open this cover when clearing a paper jam inside the machine.

## Loading Paper into the High Capacity Cassette Feeding Unit-A1

### IMPORTANT

- If paper runs out and printing is stopped when you are printing with the staple setting, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you clear the paper jam.)

### NOTE

- Only A4 paper can be loaded in the High Capacity Cassette Feeding Unit-A1.

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



## 2 Prepare paper.

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

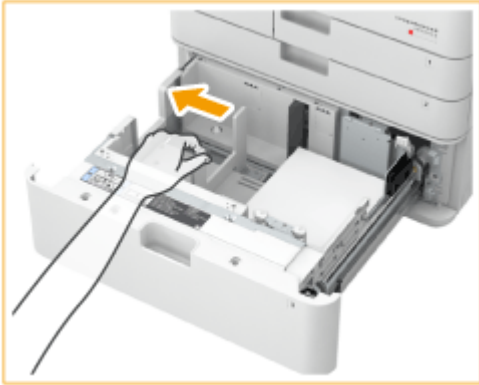


## 3 Load the paper.

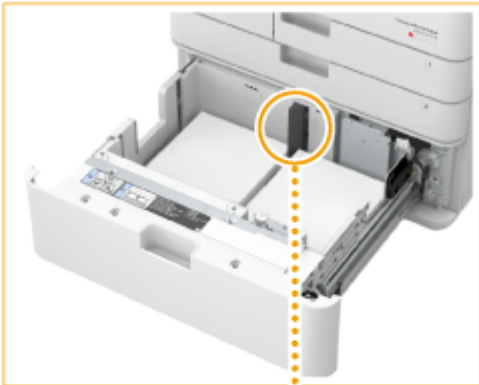


- 1 Load the paper stack with the print side face up, and against the right side wall of the paper drawer.





2 Move the paper guide to the left edge.




3 Load the paper stack against the left side wall of the paper drawer.

4 Confirm whether the paper on the left side has been correctly loaded.




## IMPORTANT

### Do not exceed the load limit line when loading paper

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

## NOTE

- If you use paper with a logo mark, pay attention to the orientation when loading it in the paper source.  **Loading Preprinted Paper(P. 130)**

4 Gently insert the paper drawer into the machine.

## IMPORTANT

- Do not load the following types of paper into the High Capacity Cassette Feeding Unit-A1. Doing so may cause a paper jam.  
Severely curled or wrinkled paper/thin straw paper/heavy paper (more than 256 g/m<sup>2</sup>)/paper which has been printed on using a thermal transfer printer/the reverse side of paper which has been printed on using a thermal transfer printer/transparency /coated paper/Labels /tracing paper/tab paper, envelope.
- Paper which is curled must be straightened out before loading it into the paper deck unit.
- Do not load paper into the High Capacity Cassette Feeding Unit-A1 that has been previously copied onto, as this may result in a malfunction or damage to the machine. Always use the multi-purpose tray to feed paper when you want to print onto the back of a sheet of paper (2nd side of 2-Sided copy).
- You will not be able to make copies or print if the paper drawer is not completely pushed into the paper deck unit.

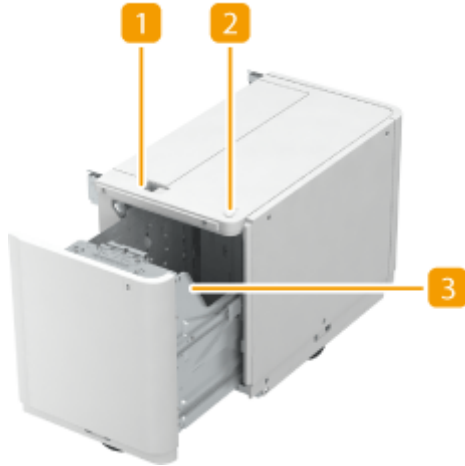
## NOTE

- If problems occur when printing, try turning the paper stack over, and reload it.

## Paper Deck Unit-F1

13WH-0HK

You can add a large-capacity paper source. It is convenient when printing large print jobs. For how to load paper, see **▶ Loading Paper into the Paper Deck Unit-F1 (P. 1099)**.



### 1 Release button

Press to move the paper deck away from the machine.

### 2 Open button

Press to open the paper deck such as when loading paper.

### 3 Paper deck

Load Paper.

## Loading Paper into the Paper Deck Unit-F1

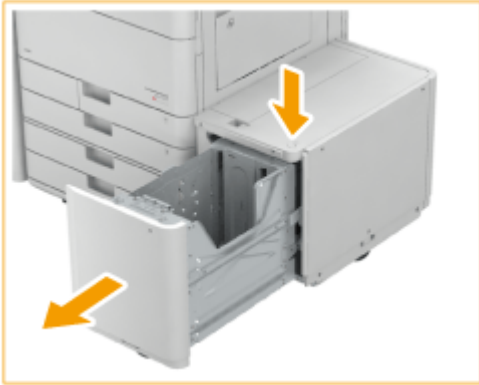
### IMPORTANT

- If paper runs out and printing is stopped when you are printing with the staple setting, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you clear the paper jam.)

### NOTE

- The paper size of the Paper Deck Unit-F1 is fixed to A4. For instructions on changing the paper size that can be loaded in the Paper Deck Unit-F1, contact your local authorized Canon dealer.

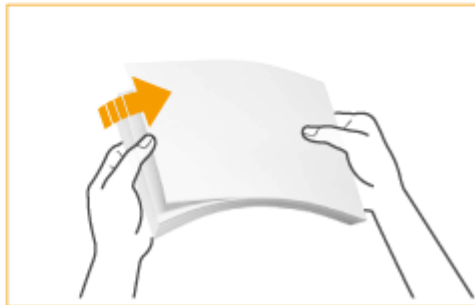
## 1 Open the paper deck.



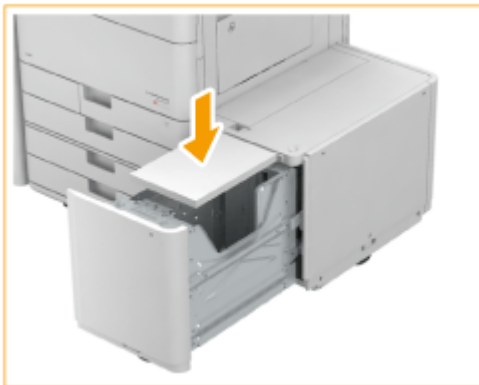
- 1 Press the open button.**
- 2 Open the paper deck.**
  - The inside lifter automatically descends to the paper loading position.

## **2 Prepare the paper to load.**

- Fan the sheets several times and align the edges to facilitate feeding.





## **3 Load the paper stack into the paper deck.**



## **4 Close the paper deck.**

- The inside lifter automatically ascends, and prepares the paper deck for printing.

**IMPORTANT**

- Do not load the following types of paper into the Paper Deck Unit-F1. Doing so may cause a paper jam. Severely curled or wrinkled paper/thin straw paper/heavy paper (more than 256 g/m<sup>2</sup>)/paper which has been printed on using a thermal transfer printer/the reverse side of paper which has been printed on using a thermal transfer printer/transparency/coated paper/labels/tracing paper/tab paper
- Paper which is curled must be straightened out before loading it into the paper deck unit.
- Do not load paper into the Paper Deck Unit-F1 that has been previously copied onto, as this may result in a malfunction or damage to the machine. Always use the multi-purpose tray to feed paper when you want to print onto the back of a sheet of paper (2nd side of 2-Sided copy).
- Never place paper or any other items in the empty part of the paper deck unit, as this may result in a malfunction or damage to the machine. Also, do not place items other than paper in the paper loading part of the paper deck. This may cause a malfunction.
- When A4 size paper is fixed as the loadable paper size, do not load other sizes of paper such as A5, etc. Loading the incorrect paper size may cause damage to the product.
- You will not be able to make copies or print if you load paper that exceeds the loading limit mark () , or if the paper deck is not completely pushed into the paper deck unit.
- Make sure that the height of the paper stack does not exceed the loading limit mark () .
- Always check that the paper deck unit is in place.

**NOTE**

- When paper is loaded in the Paper Deck Unit-F1, the side facing down is the one printed on.
- If problems occur when printing, try turning the paper stack over, and reload it.
- If a paper jam occurs in the paper deck, fan the paper stack thoroughly before loading it again.

# Inner Finisher-H1/Inner 2/4 Hole Puncher-B1/Inner 4 Hole Puncher-B1

13WH-0HL

Install "Inner Finisher-H1" to use the following finish functions.

## Collate

The printouts are collated into sets arranged in page order of the original.

## Group

All printouts of the same original page are grouped together into sets.

## Offset

Each printout group is shifted in alternating layers.

## Staple + Collate

The printouts are collated into sets arranged in page order and stapled (Corner/Double).

## Staple + Group

All printouts of the same original page are grouped together into sets and stapled (Corner/Double).

## Staple Free

The printouts are crimped and bound without using a staple. You can easily split the paper by pressing the crimped part with your fingers. This function is useful for saving staples and also binding printouts briefly.

## NOTE

- For information on the paper sizes that can be used for Staple Free, see [▶ Specifications\(P. 1029\)](#).
- Depending on the usage environment and paper type, the crimped part may be split easily.

## Manual Stapling

You can manually staple printed paper by inserting paper in the slit. As an example of use, you can remove staples bound to the document, copy or scan it, and then staple the document again.

## TIPS

- If you install the "Inner 2/4 Hole Puncher-B1" or "Inner 4 Hole Puncher-B1" in the "Inner Finisher-H1," you can punch holes in your printouts.

## ■ External View



**1 Auxiliary Tray**

Pull out the auxiliary tray if you are outputting large size paper.

**2 Output Tray**

Paper is output to the output tray.

**3 Staple Button**

Press this button when you manually staple paper (Manual Stapling). You can also staple paper without pressing the button. You can specify the time period for the paper to be stapled after inserting the paper. <Adjust Action> ▶ ◀<Time Until Stapling Starts in Stapler Mode>(P. 756)

**4 Slit**

Insert paper to manually staple the paper. You can specify the time period for the paper to be stapled after inserting the paper.

**5 Punch waste tray (Inner 2/4 Hole Puncher-B1/Inner 4 Hole Puncher-B1)**

Pull out to discard punch waste. ▶◀Emptying the Punch Waste (Optional)(P. 863)

**6 Front cover**

Open to remove jammed paper, clear a staple jam in the stapler unit, or replace the staple cartridge.

**NOTE**

- For information on the paper sizes that can be used for Staple and Hole Punch, see ▶◀**Specifications(P. 1029)** .
- To replace the staple cartridge of the stapler unit, see ▶◀**Replacing the Staples (Optional)(P. 851)** .
- For how to clear a paper jam or a staple jam, see ▶◀**Clearing Paper Jams(P. 977)** and ▶◀**Clearing Staple Jams (Optional)(P. 1007)** .
- The maximum number of bindable sheets may not be possible, depending on the paper type. In this case, change the paper type, or reduce the number of sheets to bind.

**Collate and group**

- If you select <Offset> in combination with the collate or group function, each printout group is shifted.

**Staplers**

- When you are using the Staple mode, do not remove the stack of paper from the output tray during the job. Remove the stack of paper when the job has been completed.
- If the <Load staples into the stapler unit.> message appears, almost all of the staples have been used. To proceed, replace the staple cartridge.
- Output temporarily stops when the tray reaches the lowest position or when 30 sets have been stapled. Printing resumes when you remove all of the paper that has been output.

# Staple Finisher-Y1/Booklet Finisher-Y1/Buffer Pass Unit-L1/2/4 Hole Puncher Unit-A1/4 Hole Puncher Unit-A1

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13WH-0HR

Install "Staple Finisher-Y1" or "Booklet Finisher-Y1" to use the following finish functions.

**Collate**

The printouts are collated into sets arranged in page order of the original.

**Group**

All printouts of the same original page are grouped together into sets.

**Offset**

Each printout group is shifted in alternating layers.

**Staple + Collate**

The printouts are collated into sets arranged in page order and stapled (Corner/Double). You can saddle stitch and output the printouts by using the "Booklet Finisher-Y1."

**Staple + Group**

All printouts of the same original page are grouped together into sets and stapled (Corner/Double).

**Staple Free**

The printouts are crimped and bound without using a staple. You can easily split the paper by pressing the crimped part with your fingers. This function is useful for saving staples and also binding printouts briefly.

**NOTE**

- For information on the paper sizes that can be used for Staple Free, see [Specifications\(P. 1029\)](#).
- Depending on the usage environment and paper type, the crimped part may be split easily.

**Manual Stapling**

You can manually staple printed paper by inserting paper in the slit. As an example of use, you can remove staples bound to the original, copy or scan it, and then staple the original again.

**Saddle Fold (Booklet Finisher-Y1 only)**

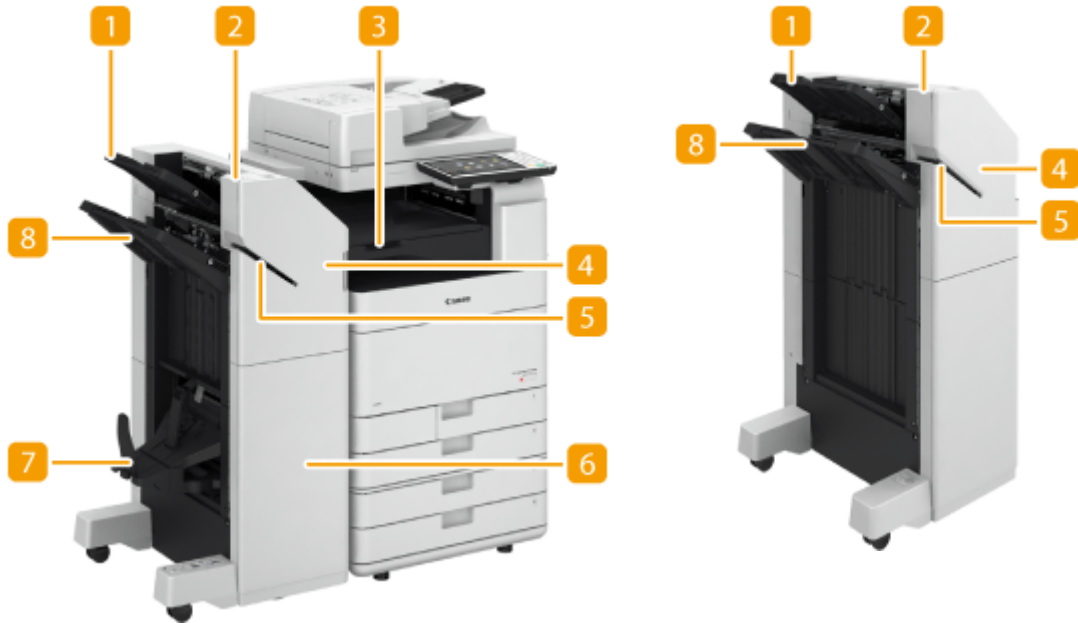
The printouts are folded into half its size. Up to three sheets together can be folded.

**TIPS**

- If you install the "2/4 Hole Puncher Unit-A1" or "4 Hole Puncher Unit-A1" in the "Staple Finisher-Y1" or "Booklet Finisher-Y1," you can punch holes in your printouts.



## ■ External View



Booklet Finisher-Y1

Staple Finisher-Y1

### 1 Tray A

The prints are output to this tray. You can specify functions for which the tray is used by configuring <Output Tray Settings>. ▶ <Output Tray Settings>(P. 760)

### 2 Staple Button

Press this button when you manually staple paper (Manual Stapling). You can also staple paper without pressing the button. You can specify the time period for the paper to be stapled after inserting the paper. <Adjust Action> ▶ ▶ <Time Until Stapling Starts in Stapler Mode>(P. 756)

### 3 Buffer Pass Unit-L1

Open to remove jammed paper.

### 4 Front cover (upper)

Open to remove jammed paper, clear a staple jam in the stapler unit and saddle sticher unit, or replace the staple cartridge. If the "2/4 Hole Puncher Unit-A1" or "4 Hole Puncher Unit-A1" is installed, open to discard punch waste.

### 5 Slit

Insert paper to manually staple the paper. You can specify the time period for the paper to be stapled after inserting the paper.

### 6 Front cover (lower) (Booklet Finisher-Y1 only)

Open to remove jammed paper, clear a staple jam, or replace the staple cartridge in the saddle sticher unit.

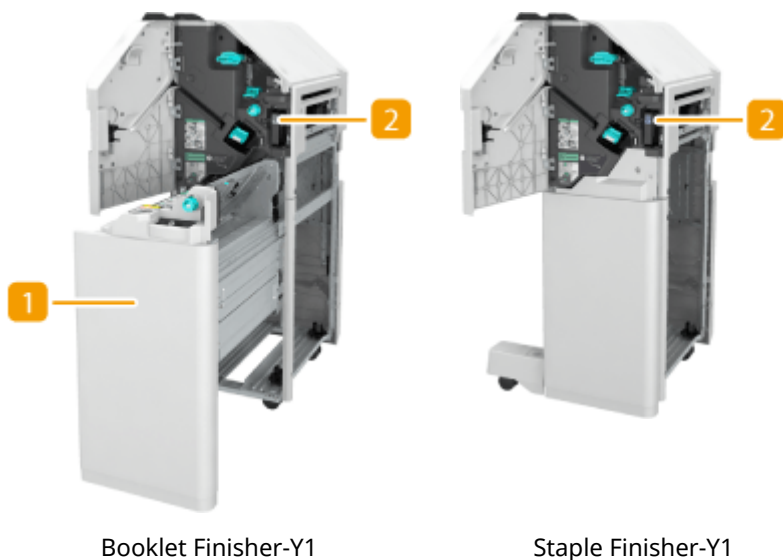
### 7 Booklet tray (Booklet Finisher-Y1 only)

The printouts that are saddle stitched are output to this tray.

## 8 Tray B

The prints are output to this tray. You can specify functions for which the tray is used by configuring <Output Tray Settings>. ▶<Output Tray Settings>(P. 760)

### ■ Internal View



Booklet Finisher-Y1

Staple Finisher-Y1

#### 1 Saddle stitcher unit (Booklet Finisher-Y1 only)

Pull out to remove jammed paper or clear a staple jam in the saddle stitcher unit, or to replace the staple cartridge.

#### 2 Punch waste tray (2/4 Hole Puncher Unit-A1/4 Hole Puncher Unit-A1)

Pull out to discard punch waste. ▶<Emptying the Punch Waste (Optional)>(P. 863)

### NOTE

- For information on the paper sizes that can be used for Staple, Saddle Stitch, Hole Punch, and Saddle Fold, see ▶<Specifications>(P. 1029) .
- To replace the staple cartridge of the stapler unit or saddle stitcher unit, see ▶<Replacing the Staples (Optional)>(P. 851) .
- For how to clear a paper jam or a staple jam, see ▶<Clearing Paper Jams>(P. 977) and ▶<Clearing Staple Jams (Optional)>(P. 1007) .
- The maximum number of bindable sheets may not be possible, depending on the paper type. In this case, change the paper type, or reduce the number of sheets to bind.

### Collate and group

- If you select <Offset> in combination with the collate or group function, each printout group is shifted.
- Once an output tray has reached its stacking limit, subsequent prints are automatically delivered to the next available tray. If all of the available trays have reached their stacking limits, printing stops. Remove all of the output paper from the trays to resume printing.

### Staplers

- When you are using the Staple mode, do not remove the stack of paper from the output tray during the job. Remove the stack of paper when the job has been completed.

- If the <Load staples into the stapler unit.> message appears, almost all of the staples have been used. To proceed, replace the staple cartridge.
- If a tray reaches the lowest position limit, printing stops temporarily. Remove all of the output paper from the tray to resume printing.

### **Saddle stitch**

- The accuracy of folds may vary depending on the paper type and the number of sheets.

## Inner 2way Tray-J1

13WH-0HS

Attach to use the following finish functions.

### Collate

The printouts are collated into sets arranged in page order of the document.

### Group

All printouts of the same original page are grouped together into sets.

### Rotate 90 Degrees

Each printout group is rotated alternately in different directions.

#### TIPS

- You can install both the Inner 2way Tray-J1 and Copy Tray-J2 to add an extra output tray. This is convenient for using a different output tray for each function, including the Copy, Print, and Fax functions.



### 1 Inner Tray

Paper is output to the output tray.

### 2 Output Paper Tray Guide

Tilt up the output paper tray guide to catch the printouts.

### 3 Main Unit's Right Cover

Open this cover when clearing a paper jam inside the main unit.

## Copy Tray-J2

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13WH-0HU

Attach to use the following finish functions.

**Collate**

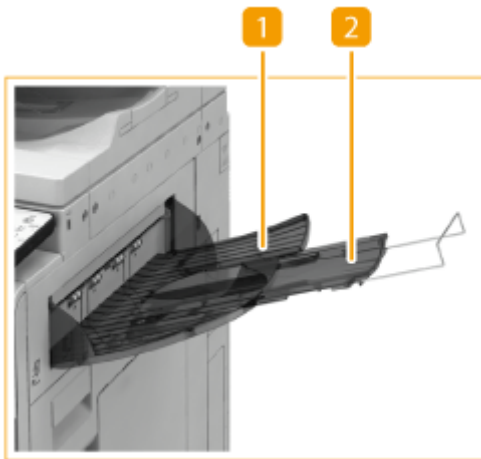
The printouts are collated into sets arranged in page order of the document.

**Group**

All printouts of the same original page are grouped together into sets.

**Rotate 90 Degrees**

Each printout group is rotated alternately in different directions.

**1 Output Tray**

The prints are output to this tray.

**2 Auxiliary tray**

Pull out the auxiliary tray if you are printing on large size paper.

## Copy Card Reader-F1

13WH-0HW

If you install the "Copy Card Reader-F1" to the machine, you can perform Department ID Management using the control card. Users are required to authenticate themselves before starting an operation such as copying or faxing. [▶](#)  
**Configuring the Department ID Management Settings(P. 581)**



### 1 Card slot

Insert a control card.

### 2 Control card

Control cards used with the "Copy Card Reader-F1." You can manage up to 1,000 Department IDs.

## Inserting a card

- 1 Confirm that the screen to insert a control card is displayed.
- 2 Confirm the direction of the control card and insert it into the card slot.



- 3 Confirm that the Main Menu is displayed. [▶<Main Menu> Screen\(P. 94\)](#)

## Removing the card

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- 1 Remove the control card from the card slot.



- 2 Confirm that the screen to set a control card is displayed.

### IMPORTANT

- If you set the Server Authentication user authentication system of User Authentication as the login service (including when performing Server Authentication with the 'Server Authentication + Local Device Authentication' user authentication system), you cannot use the Copy Card Reader-F1. [▶Managing Users\(P. 553\)](#)

### NOTE

- If the Main Menu screen does not appear when the control card is inserted, check if the control card is inserted in the correct direction and that the control card is not damaged or prohibited from use.

## ADF Access Handle-A1

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13WH-0HX

This option helps you to close the feeder.



### **1** ADF access handle

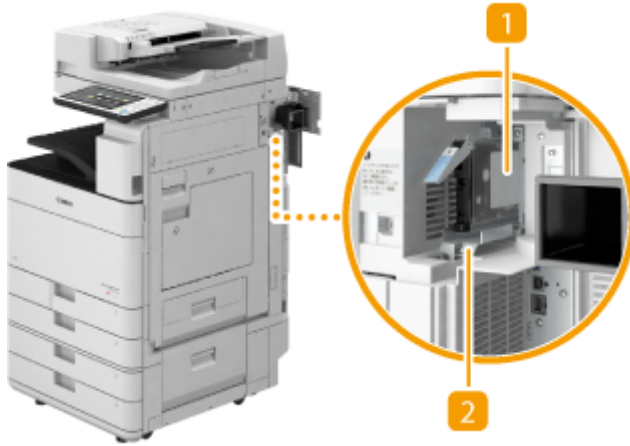
Hook the edge of the handle to the tip of the feeder to gently close it.



## Removable HDD Kit

13WH-0HY

The "Removable HDD Kit" is a hard disk holder with which you can remove the hard disk in the machine. Remove and store the hard disk in a safe place to protect your data.



### 1 Hard disk holder

Holds the hard disk and attaches to the machine. To store the hard disk, remove this hard disk holder.

### 2 Front cover

Open this cover to set/remove the hard disk holder. You can install a commercial lock.

## IMPORTANT

- A lock is not included with the "Removable HDD Kit." Purchase a lock that is commercially available for security.

## NOTE

- If you use the option together with the "HDD Mirroring Kit," you can store data onto two hard disks. ▶ **System Options(P. 1118)**
- If the <E602-0001> message appears on the touch panel display when the machine starts, a hard disk may not be set in the hard disk holder. Turn OFF the machine and check that the main power indicator on the control panel is not lit, and then check whether the hard disk is set. If the error message still appears even though a hard disk is set, contact your local authorized Canon dealer.

## Setting/Removing the Hard Disk Holder

### Setting the hard disk holder

- 1 Open the right cover of the machine.



- 2** Open the front cover of the Removable HDD Kit.
- If the front cover is locked, unlock the front cover beforehand.



- 3** Hold the handle on the hard disk holder and being careful of the orientation, insert the holder.



- 4** Close the front cover.



- Lock the front cover if necessary.



- 5 Close the right cover of the machine.

## Removing the Hard Disk Holder

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- 1 Open the right cover of the machine.



- 2 Open the front cover of the Removable HDD Kit.
  - If the front cover is locked, unlock the front cover beforehand.



- 3 Hold the handle on the hard disk holder and remove the holder.



### IMPORTANT

Store the hard disk holder with the circuit board of the HDD on the bottom.

- Do not store the hard disk holder in the upright position, as doing so may damage the holder.



#### 4 Close the front cover



- Lock the front cover if necessary.



- 5** Close the right cover of the machine.

# System Options

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By installing system-related options, you can further enhance the performance of the machine.

## ■ PCL Printer Kit (imageRUNNER ADVANCE C5535 Only)

This option supports PCL emulation printing solutions. It supports PCL5c/PCL6 emulation printing solutions.

## ■ PS Printer Kit (imageRUNNER ADVANCE C5535 Only)

This option enables you to use the machine as a PS printer.

## ■ ColorPASS and imagePASS

ColorPASS and imagePASS are printer controllers which attach to the back of the machine. ColorPASS and imagePASS support Adobe Genuine PostScript 3 (imagePASS also supports PCL5c and PCL6), and are suited for office environments in which larger print volumes are frequently processed, or for users who use Adobe PostScript or other PostScript applications.

### IMPORTANT

- If you are using ColorPASS or imagePASS, you cannot use the Encrypted Printing Software.
- If you are using ColorPASS or imagePASS, you cannot use the Job Hold function.

## ■ Barcode Printing Kit

This option enables you to print barcodes.

## ■ PCL International Font Set

This option enables you to add the following fonts for a PCL printer. As a result, you can output using multiple languages in a SAP Unicode environment.

- Andale® and WorldType® Collection J (Japanese Version)
- Andale® and WorldType® Collection K (Korean Version)
- Andale® and WorldType® Collection S (Simplified Chinese Version)
- Andale® and WorldType® Collection T (Traditional Chinese Version)

In order to support differences in character design depending on the region, four font versions are enabled.

## ■ Super G3 FAX Board

The "Super G3 FAX Board" enables you to send and receive faxes. You can also send documents that are created in applications directly from your computer via the network.

- The fax driver that enables faxing via a computer is included.

### ■ Super G3 2nd Line Fax Board

This option adds an additional line to the "Super G3 FAX Board" and enables you to use two lines to send and receive faxes.

- On-Hook is only available with Line 1 (the standard line).

### ■ Remote Fax Kit

This option is needed to use the Remote Fax function. Even if the machine is not equipped with a fax board, you can send faxes via another imageRUNNER ADVANCE machine with a fax board installed on the same network.

### ■ IP FAX Expansion Kit

Enables you to use IP Fax, a function to send and receive faxes in a TCP/IP network such as an office LAN. As devices send and receive faxes within the network, you can reduce the transmission cost. The transmission speed of IP Fax is faster than conventional fax transmissions.

### ■ Universal Send Trace & Smooth PDF Kit

This option is useful when using the Send function on the machine. It enables you to convert the text and line drawings of a scanned image to scalable outline data. The outline data (Trace) can be extracted and used in Adobe Illustrator. The smoothing process can also be applied to the text of the outline data to make it appear less jagged when viewed on a computer monitor or in print.

### ■ Universal Send Security Feature Set

The Universal Send Security Feature Set enables you to use the Send function on the machine with security. It enables you to send documents in the following formats.

- Encrypted PDF

The Encrypted PDF mode enables you to encrypt PDF files that you send to an e-mail address or file server for enhanced security. Only users who enter the correct password can open, print, or change the received PDF.

- Device Signature PDF or Device Signature XPS

This is a PDF or XPS file with a unique device signature. The device signature enables the recipient of the PDF or XPS file to determine which device generated the file.

### ■ Universal Send Digital User Signature Kit

This option enables you to use the Send function on the machine with security. It enables you to send a PDF or XPS file with a unique digital user signature obtained from a certificate authority. This enables the recipient of a PDF or XPS file to verify which user signed it.

### ■ Secure Watermark

The Secure Watermark mode enables you to embed hidden text in the background of copies. You can embed text, such as "CONFIDENTIAL," the date and time, or a department name. The embedded text only appears when the machine prints the copies.

### ■ Voice Guidance Kit

This option enables you to hear voice navigation instructions when operating the machine.

### ■ Voice Operation Kit

The Voice Operation Kit enables you to hear voice navigation instructions when operating the machine. The Voice Operation Kit also includes a voice recognition function, which enables you to set the various functions of the machine using your own voice.

### ■ Document Scan Lock Kit

This option enables you to embed hidden user information or copy restriction information in the output when documents are copied/printed and reduce the risk of confidential information being leaked. It helps you to restrict scanning of the document (Scan Lock function) and identify the user that output the document (Tracking function). You can embed a QR code/TL code.

### ■ Web Access Software

The Web Access Software enables you to view Web pages from the touch panel display of the machine. You can print PDF files on Web pages without using a computer. Moreover, if you create a Web page or special content, you can share PDF documents with other users. For information on how to use the Web Access, see Web Access.

### ■ Encrypted Printing Software

This option enables you to encrypt print data sent from a computer using the Secure Print function, and decrypt it at the machine. This enables you to strengthen the security of print data by preventing the contents of your printed documents from being seen by other users, and preventing the unauthorized use of confidential information.

### ■ 2.5inch/250GB HDD

The 2.5inch/250GB HDD is necessary when using the Mirroring function of the HDD Mirroring Kit.

### ■ 2.5inch/1TB HDD

By replacing the hard disk installed in the machine with the 2.5inch/1TB HDD, you can expand the memory capacity of the machine to 1 TB. Once you replace the hard disk with the 2.5inch/1TB HDD, the additional 2.5inch/1TB HDD is required to back up the data by using the HDD Mirroring Kit.

### ■ HDD Mirroring Kit

The HDD Mirroring Kit enables you to back up the data on the hard disk of the machine to the additional optional HDD. Even if one fails, you can access the other hard disk.

### ■ Connection Kit for Bluetooth LE

This option enables Bluetooth communication between the machine and mobile devices.

### ■ NFC Kit

This option enables you to easily link the machine with mobile devices. You can also print simply by touching a mobile device to the machine.



## List of Items That Can Be Personalized

13WH-0S9

The following items can be personalized for each login user.

Category	Setting Value	Corresponding Settings
Display language <sup>*1</sup>	Display language and keyboard layout	▶<Switch Language/Keyboard>(P. 734)
Accessibility <sup>*1</sup>	Key Repetition Settings	▶<Key Repetition Settings>(P. 752)
	Reversed Display (Color)	▶<Reversed Display (Color)>(P. 752)
	Volume Settings	Voice Navigation Settings (see Option Guide.)
	Enable Screen Magnification (pinch)	▶<Enable Screen Magnification>(P. 752)
Main Menu <sup>*1</sup>	Screen displayed as the Main Menu	▶<Default Screen after Startup/Restoration>(P. 734)
Default job settings <sup>*1*2*3</sup>	Copy	▶<Change Default Settings>(P. 772)
	Scan and Send	▶<Change Default Settings>(P. 775)
	Scan and Store	▶<Change Default Settings>(P. 797)
	Access Stored Files	▶<Change Default Settings>(P. 797)
Quick Menu	Personal buttons <sup>*1</sup>	Personal buttons ( ▶<Registering Buttons on the Quick Menu>(P. 166) )
	Background Image: (for each logged-in user) <sup>*1</sup>	Wallpaper Settings ( ▶<Editing the Quick Menu>(P. 171) )
Shortcuts <sup>*1</sup>	Copy	▶<Register Options Shortcuts>(P. 772)
	Scan and Send	▶<Register Options Shortcuts>(P. 775)
Previous Settings <sup>*1*2*3</sup>	Copy	▶<Recalling Previously Used Copy Settings (Previous Settings)>(P. 309)
	Scan and Send	▶<Recalling Previously Used Settings for Sending/Saving (Previous Settings)>(P. 456)
Address Book	Personal address lists <sup>*1</sup>	▶<Registering Destinations via the Remote UI>(P. 654)
	Group address books <sup>*1*4</sup> (user group address list 01 to user group address list 50)	
Other	Integrated Authentication <sup>*1</sup>	▶<Configuring the Authentication Functions>(P. 568)

<sup>\*1</sup> Deleted when <Delete Oldest User Settings> is specified. ▶<Action When Maximum Number of Users Exceeded>(P. 812)

<sup>\*2</sup> When synchronizing custom settings, this item can be specified for individual machines within the scope of data sharing. ▶<Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)>(P. 711)

<sup>\*3</sup> Even if this item is set to be shared, destinations are left blank and not synchronized.

<sup>\*4</sup> It is necessary to use the login service that supports the group function (User Authentication supports the group function).

## ■ Items That Cannot Be Personalized But Can Be Synchronized by Synchronizing Custom Settings

The following items cannot be personalized but can be shared between multiple Canon multifunction printers by synchronizing custom settings.

- Destination for sharing user group address lists **▶ Registering Destinations via the Remote UI (P. 654)**

# Driver Software Used with This Machine

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13WH-0J1

You can use the "UFR II Printer Driver" provided as a standard and other drivers provided by certain print/fax system options ( **System Options(P. 1118)** ). Install drivers according to your purposes. For more information, see "Drivers."

## UFR II Printer Driver

---

The UFR II Printer Driver is included in the User Software CD-ROM that is provided as a standard. The driver can be used for various purposes including creation of business documents, and provides stable high-speed printing.

### ■ Drivers and manuals included in the User Software CD-ROM

#### Windows

- UFR II Printer Driver
- Color Network ScanGear 2

#### Mac OS

- UFR II/UFRII LT Printer Driver

## PCL Printer Driver

---

The PCL Printer Driver is included in the PCL User Software CD-ROM in the optional "PCL Printer Kit." Use this driver when you want to use the machine as a PCL printer.

### ■ Drivers and manuals included in the PCL User Software CD-ROM

#### Windows

- PCL Printer Driver
- Canon Font manager

## PS Printer Driver

---

The PS Printer Driver is included in the PS User Software CD-ROM in the optional "PS Printer Kit." Use this driver when you want to use the machine as a PS printer.

### ■ Drivers and manuals included in the PS User Software CD-ROM

#### Windows

- PS Printer Driver
- PPD (PostScript Printer Description) file

## Mac OS

- PS Printer Driver
- PPD (PostScript Printer Description) file

### NOTE

- Use the PPD (PostScript Printer Description) file to print from QuarkXPress and PageMaker with the PS Printer Driver.

## FAX Driver

---

The Fax Driver is included in the FAX Driver Software CD-ROM in the optional "Super G3 FAX Board." Use this driver when you want to send faxes directly from a computer.

### ■ Drivers and manuals included in the FAX Driver Software CD-ROM

## Windows

- Generic FAX Driver

## Mac OS

- FAX Driver







### NOTE

- Depending on your environment, some functions of the driver software included in the CD-ROM may not be usable.
- The newest software is posted on the Canon web site. Please verify the operating environment etc. and download the appropriate software if required.

## Manuals and Their Contents

13WH-0J2

The manuals listed below are included with the machine. Refer to them as necessary.

<b>Quick Operation Guide</b>		<p>This manual describes basic operations in an easy-to-understand manner.</p> 
<b>FAQ Guide</b>		<p>Read this manual if you encounter a problem. This manual describes solutions to various problems in an easy-to-understand manner.</p> 
<b>User's Guide (This Manual)</b>		<p>This manual describes all the functions of the machine in a manual that is viewed using a Web browser. You can browse information by category or enter a keyword to search for pages on a specific topic. ▶ <b>Using User's Guide(P. 1126)</b></p>
<b>Setting the Machine (PS/PCL/UFR II Printer)</b>		<p>This manual, viewable using a Web browser, describes how to use the PS/PCL/UFR II printer. It can be viewed from the online manual Web site.</p>

# Using User's Guide

---

13WH-0J3

The User's Guide is a manual that can be viewed on your computer or smartphone, etc.

## How to find the topic you are looking for

---

You can find the page you are looking for using the following 2 methods.

### Search the contents

You can find the page you are looking for by selecting the topic from the Contents on the left side of the screen.

▶ **Top Page(P. 1127)**

▶ **Topic Page(P. 1128)**

### Search by keyword

Perform a search by entering a keyword, such as "fax" or "wireless LAN," and the pages containing the keyword are displayed. You can find the page you are looking for from those results. You can also enter phrases such as "connecting to a network." The keyword search also supports the AND Boolean to search for multiple keywords.

▶ **Search(P. 1130)**

## NOTE

- If you do not have access to Adobe Reader to view the manuals in PDF format, try other programs such as PDF Preview developed by Vivid Document Imaging Technologies.

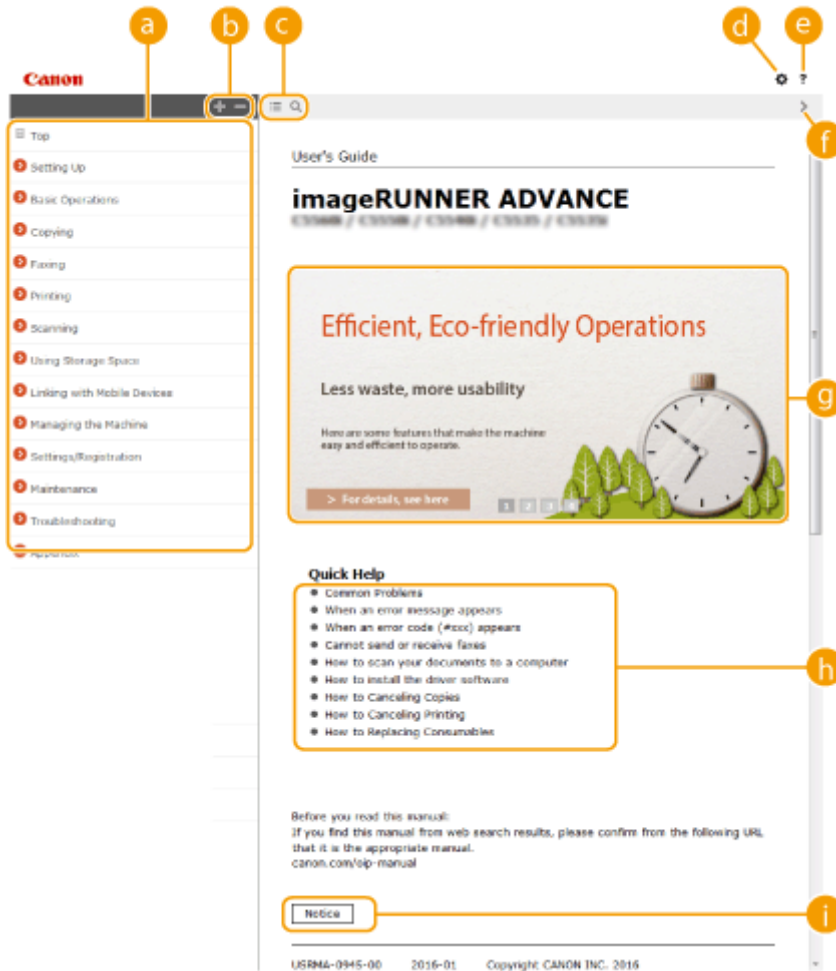
# Screen Layout of User's Guide

13WH-QJ4

The User's Guide is divided into different screens, and the content of each screen varies.

## Top Page



Appears when the User's Guide starts.



### a Contents

The titles of chapters are displayed.

### b /

Click  to display all items, including those nested underneath other items. Click  to return to the original list.

### c /

Click to switch between the table of contents and the search display.

### d

Click to specify settings such as text size, layout, and display method for the User's Guide.



Click to display information on how to view the User's Guide, how to perform a search, and other information.



Click to display the previous or following topic.

### g Feature Highlights

Provides a variety of practical examples of ways to use the machine. Click **1** / **2** / **3** / **4** to toggle the display by category, or click the sliding display for more information about each category. The sliding display can be stopped by moving the pointer onto it. ▶ **Feature Highlights(P. 1021)**

### h [Quick Help]

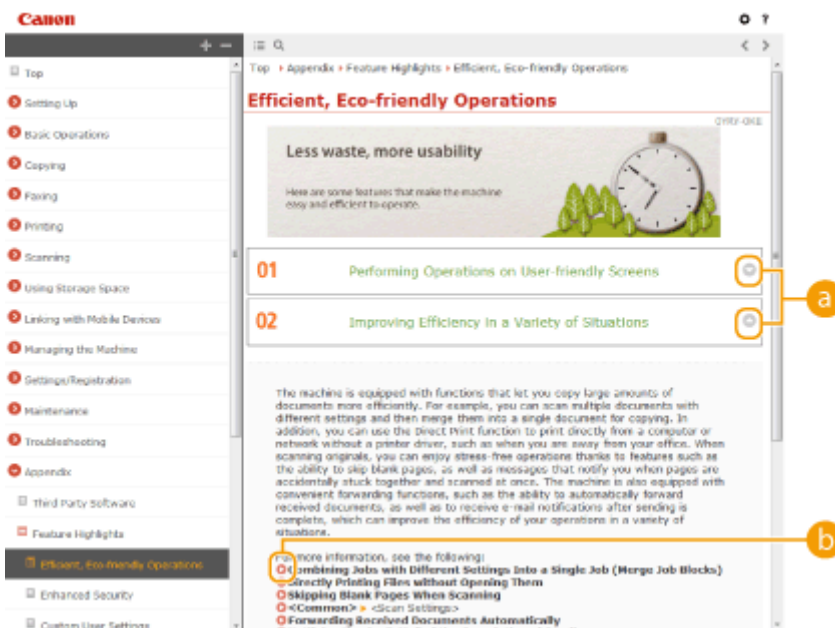
Click to view how to solve problems.

### i [Notice]

Click to view important information you should know when using the machine.

## Feature Highlights

Provides a variety of practical examples of ways to use the machine.



Click ◀ to display the detailed information. Click ▶ to close the window.

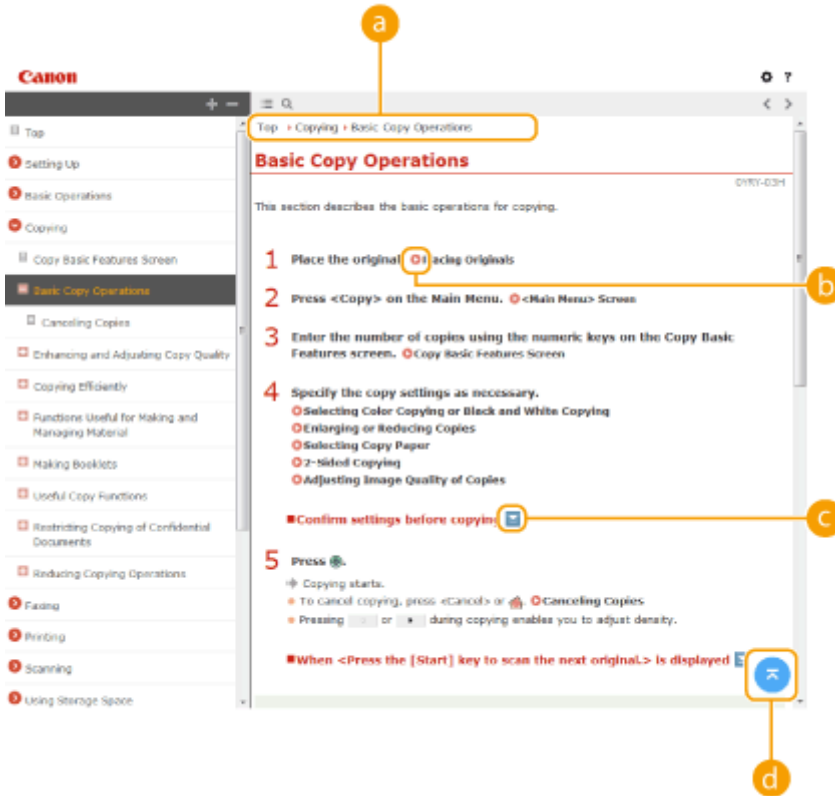


Click to display the corresponding topic page.

## Topic Page

Contains information about how to configure and use the machine.





**a Navigation**

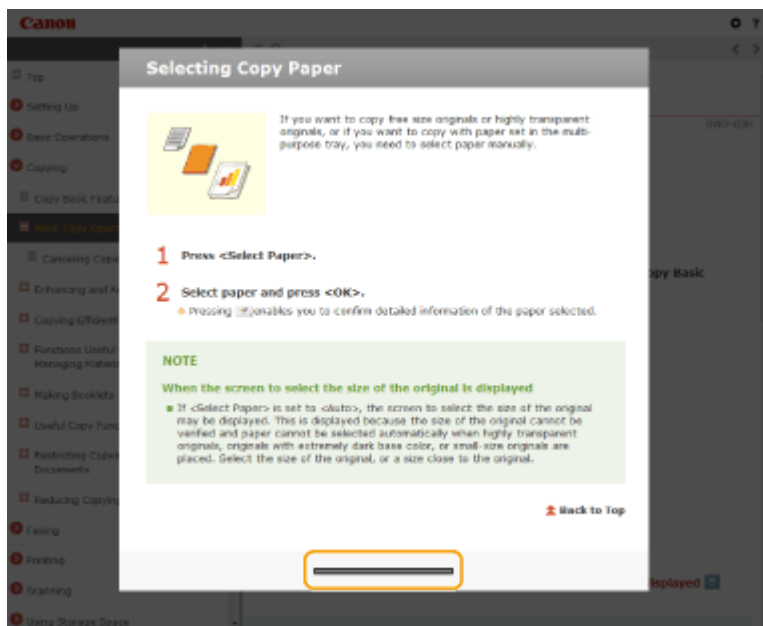
See what chapter topic you are currently viewing.

**b**



Click to go to the corresponding page. To return to the previous page, click "Back" on your Web browser.

**NOTE**

- When you click the icon, the current page may go dark and a pop-up window may appear. To return to the page, click [Close] in the pop-up window.






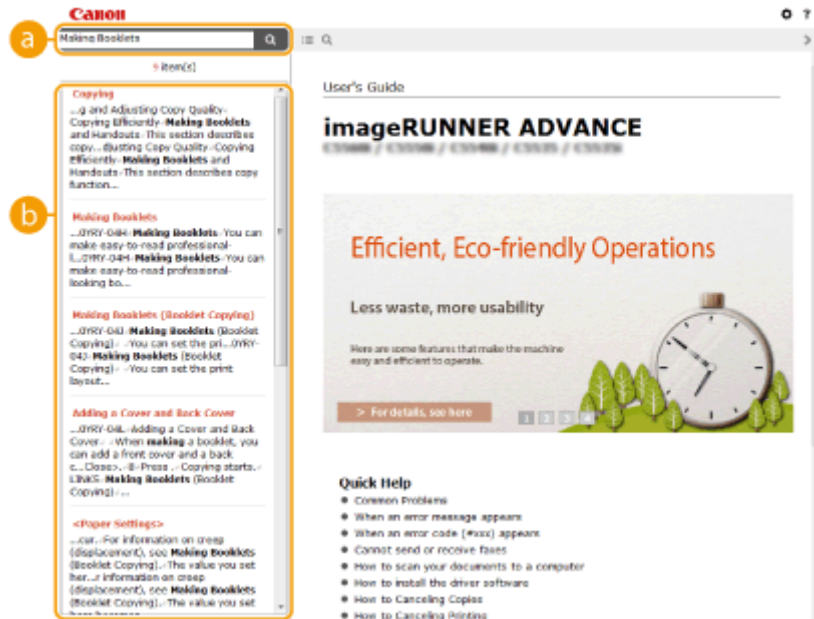
Click  to display the hidden detailed descriptions. Click  to close the detailed descriptions.



Click to return to the page top.

## Search

Click  to display the search screen. Contains a text box to perform a search by keyword and find the page you are looking for.



### a [Enter keyword(s) here]

Enter a keyword or keywords and click  to display the search results.

### b Search result

Displays the search results of the pages that contain the specified keywords. From the results, locate the page you are looking for and click the topic title of the page.

#### NOTE

- The keywords appear in bold in the pages displayed as search results.

# Viewing User's Guide

13WH-0J5

This section describes the marks, buttons, screens, and other items used in the User's Guide. Also read FAQ Guide that is included with the machine.

## Marks

Cautions regarding safety, restrictions and cautions regarding the handling of the machine, useful tips, and other information are indicated using the marks below.



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



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

### IMPORTANT

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

### NOTE



Indicates a clarification of an operation, or contains additional explanations for a procedure.

### TIPS

Indicates useful functions or tips for using the machine.

## Keys and buttons

Keys on the control panel, buttons displayed on the touch panel display and buttons on the computer screen are indicated as follows.

Type	Example
Keys on the control panel	
Buttons on the touch panel display*	<Function Settings> <Cancel> 
Buttons and other text interfaces displayed on the computer display	[Preferences] [OK]

\* Operation to touch a button on the touch panel display is indicated as "Press" in the User's Guide.

## Screen

Screens used in the User's Guide are from "imageRUNNER ADVANCE C5560i" with the following options installed unless otherwise specifically noted.

- Booklet Finisher-Y1
- Buffer Pass Unit-L1
- 2/4 Hole Puncher Unit-A1
- Cassette Feeding Unit-AM1
- Super G3 FAX Board

### NOTE

- Because functions that can be used differ depending on the combination of options, a screen may be different from actual screens displayed in that a button or an item may not be displayed.
- Depending on the OS you are using, a portion of the indicated screen content may differ from your computer.
- The screen content for drivers and software may differ due to version upgrades.

## Illustrations

---

Illustrations used in the User's Guide are from "imageRUNNER ADVANCE C5560i" with the following options installed unless otherwise specifically noted.

- Cassette Feeding Unit-AM1



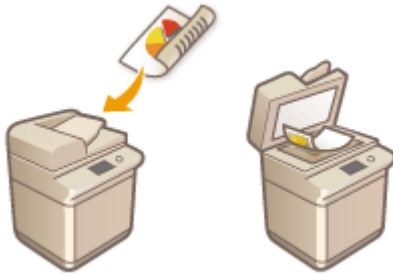
## "Scan," "Print," "Copy"

---

In the User's Guide, "Scan," "Print" and "Copy" are defined as follows and used accordingly.

### Scan

To copy or perform a fax transmission, the content of an original is to be scanned (read out).



**Example:** Scan an original to be copied, Scan an original to be sent, Scan an original to be saved in the machine as data

### Print

Print the scanned contents. It may also indicate the printing operation itself.



**Example:** Print the scanned documents, Print a report/list

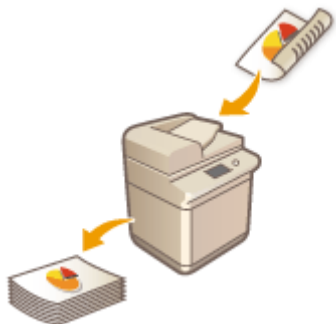
## NOTE

- When using the machine as a printer, it is indicated as "Print."

**Example:** Print from a computer, Print a website

**Copy**

The operation of scanning an original in order to print a reproduction.



**Example:** Combine images to copy, Copy by enlarging, Copy to make a booklet.

**Exception:** Copy an address book (Meaning copy data)

# Manual Display Settings

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13WH-0J6

# Basic Windows Operations

---

- ▶ **Displaying [Computer] or [My Computer](P. 1135)**
- ▶ **Displaying the Printer Folder(P. 1135)**
- ▶ **Displaying Shared Printers in the Print Server(P. 1135)**
- ▶ **Printing a Test Page in Windows(P. 1136)**
- ▶ **Checking the Bit Architecture(P. 1137)**
- ▶ **Viewing the Computer Name(P. 1138)**
- ▶ **Checking the LPR/RAW Printer Port(P. 1139)**

## ■ Displaying [Computer] or [My Computer]

### **Windows Vista/7/Server 2008**

[Start] ▶ select [Computer].

### **Windows 8/Server 2012**

Right-click the lower-left corner of the screen ▶ select [File Explorer] ▶ [Computer].

### **Windows 8.1/Server 2012 R2**

Right-click [Start] ▶ select [File Explorer] ▶ [Computer] or [This PC].

### **Windows Server 2003**

[Start] ▶ select [My Computer].

### **Windows 10**

Click [Windows] ▶ select [File Explorer] ▶ [This PC].

## ■ Displaying the Printer Folder

### **Windows Vista**

[Start] ▶ select [Control Panel] ▶ [Printers].

### **Windows 7/Server 2008 R2**

[Start] ▶ select [Devices and Printers].

### **Windows 8/Server 2012**

Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View devices and printers].

### **Windows 8.1/Server 2012 R2**

Right-click [Start] ▶ select [Control Panel] ▶ [View devices and printers].

### **Windows Server 2003**

[Start] ▶ select [Printers and Faxes].

### **Windows Server 2008**

[Start] ▶ select [Control Panel] ▶ double-click [Printers].

### **Windows 10**

Right-click [Windows] ▶ select [Control Panel] ▶ [Hardware and Sound] ▶ [Devices and printers].

## ■ Displaying Shared Printers in the Print Server

### 1 Open Windows Explorer.

**Windows Vista/7/Server 2003/Server 2008**

[Start] ► select [All Programs] (or [Programs]) ► [Accessories] ► [Windows Explorer].

**Windows 8/Server 2012**

Right-click the lower-left corner of the screen ► select [File Explorer].

**Windows 8.1/Server 2012 R2**

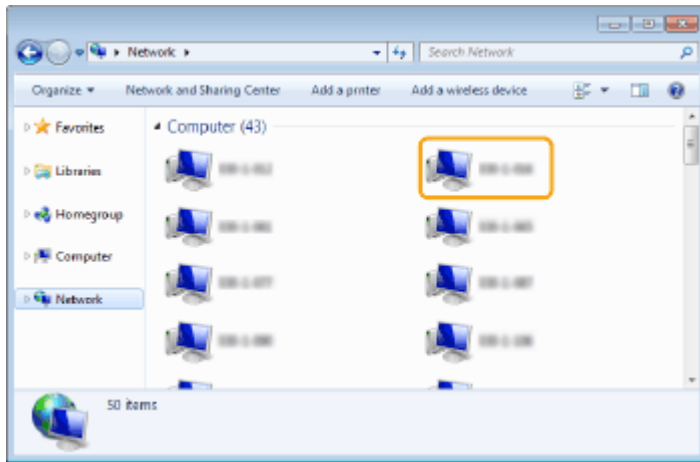
Right-click [Start] ► select [File Explorer].

**Windows 10**

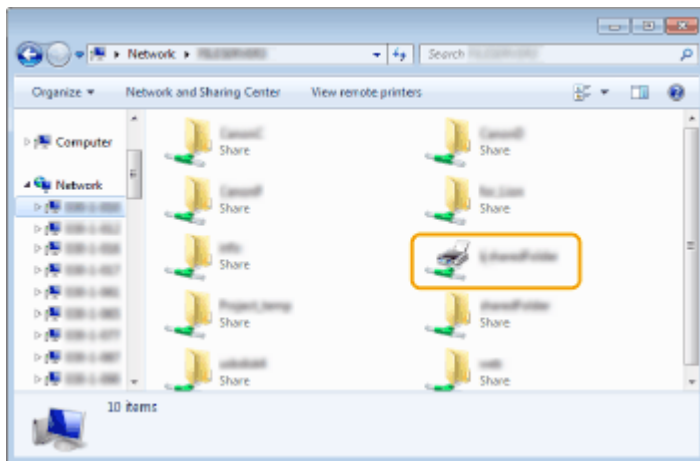
Click [ ] ► select [File Explorer]

**2 Select [Network] or [My Network Places] and double-click the computer set up as a print server.**

- To view computers on the network, you may need to turn on network discovery or search the network for computers.



► The shared printer is displayed.



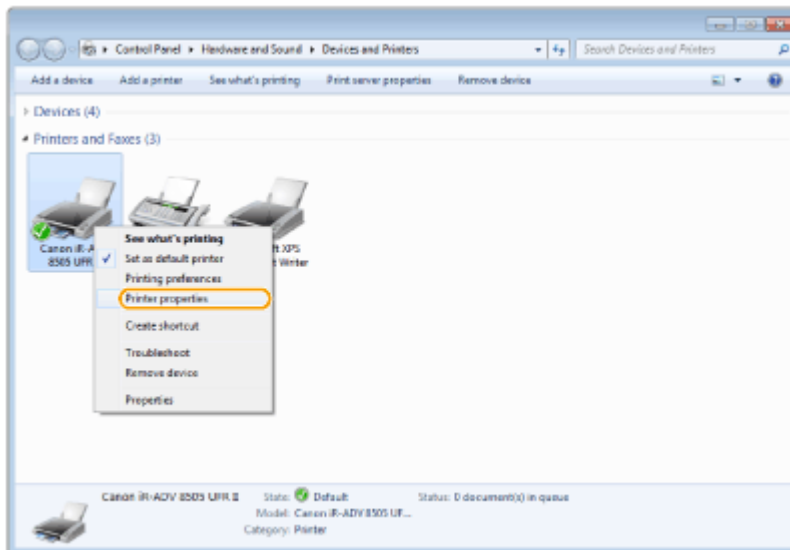
**■ Printing a Test Page in Windows**

You can check whether the printer driver is operational by printing a test page in Windows.

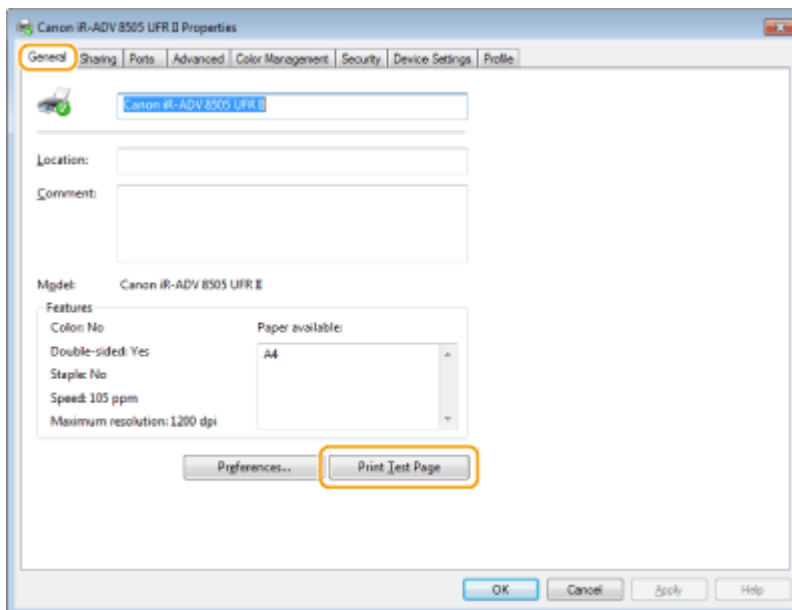
- 1 Load A4 size paper in the multi-purpose tray. ► Loading Paper in the Multi-Purpose Tray(P. 117)**
- 2 Open the printer folder. ► Displaying the Printer Folder(P. 1135)**



### 3 Right-click your printer icon and click [Printer properties] (or [Properties]) in the pop-up menu.



### 4 Click [Print Test Page] in the [General] tab.



⇒ The test page is printed.

## ■ Checking the Bit Architecture

If you are not sure whether your computer is running 32-bit or 64-bit Windows, follow the procedure below.

### 1 Display [Control Panel].

**Windows Vista/7/Server 2008**  
[Start] ► select [Control Panel].

**Windows 8/Server 2012**  
Right-click the lower-left corner of the screen ► select [Control Panel].

**Windows 8.1/Server 2012 R2**

Right-click [Start] ► select [Control Panel].

### Windows 10

Proceed to step 2.

## 2 Display [System].

### Windows Vista/7/8/Server 2008 R2/Server 2012

Click [System and Maintenance] or [System and Security] ► [System].

### Windows Server 2008

Click [System].

### Windows 10

Click [ ] ► select [Settings] ► [System] ► [About].

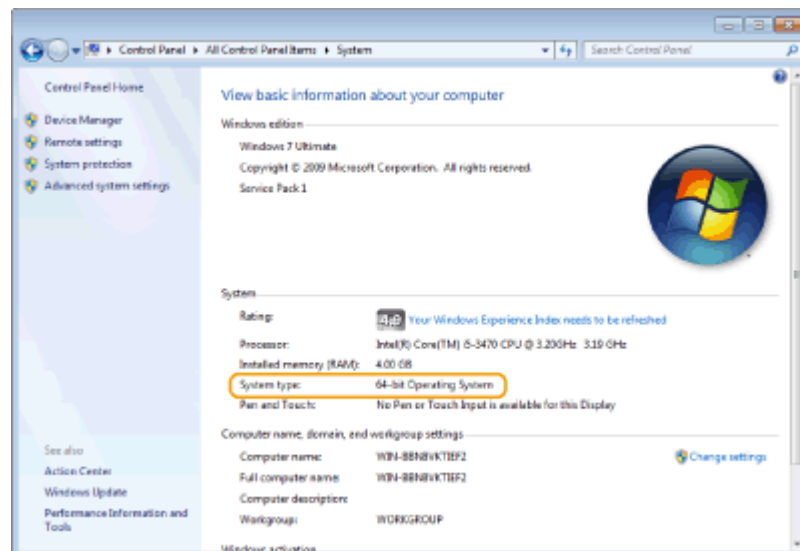
## 3 Check the bit architecture.

### For 32-bit versions

[32-bit Operating System] is displayed.

### For 64-bit versions

[64-bit Operating System] is displayed.



## ■ Viewing the Computer Name

### Windows Vista/7/8/10/Server 2008/Server 2012

#### 1 Display [Control Panel].

##### Windows Vista/7/Server 2008/Server 2008 R2

[Start] ► select [Control Panel].

##### Windows 8/Server 2012

Right-click the lower-left corner of the screen ► select [Control Panel].

##### Windows 8.1/Server 2012 R2

Right-click [Start] ► select [Control Panel].

##### Windows 10

Proceed to step 2.

#### 2 Display [System].

##### Windows Vista/7/8/Server 2008 R2/Server 2012

Click [System and Security] (or [System and Maintenance]) ► [System].

**Windows Server 2008**

Double-click [System].

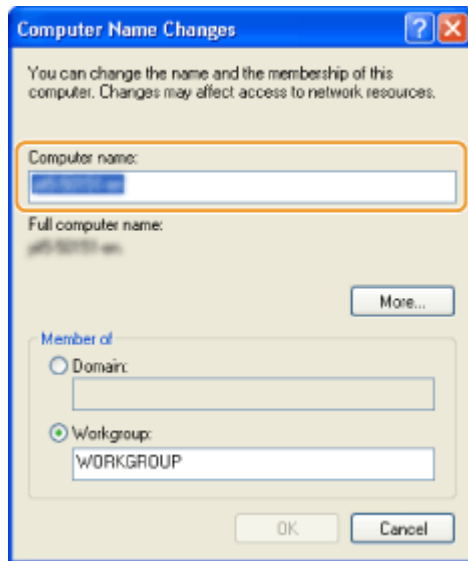
**Windows 10**

Click [Windows] ► select [Settings] ► [System] ► [About].

**Server 2003**

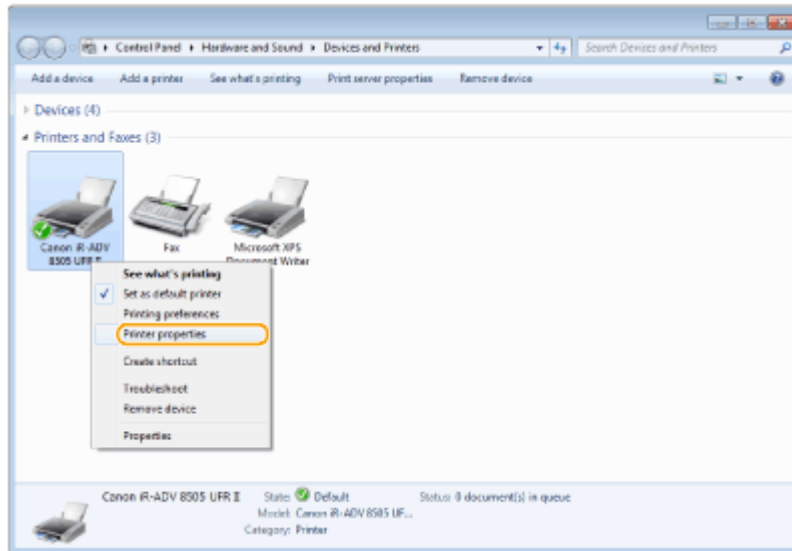
---

- 1 [Start] ► select [Control Panel].
- 2 Display the [System] screen.  
Click [Performance and Maintenance] ► [System].
- 3 Click the [Computer Name] (or [Network ID]) tab.
- 4 Click [Change] (or [Properties]).



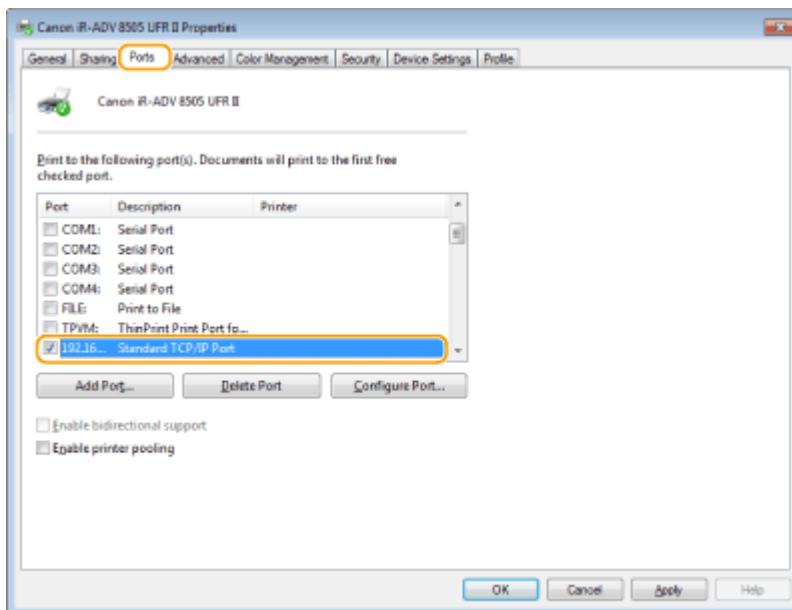
### ■ Checking the LPR/RAW Printer Port

- 1 **Open the printer folder.** ► **Displaying the Printer Folder(P. 1135)**
- 2 **Right-click your printer icon of the machine and click [Printer properties] (or [Properties]).**



### 3 Check the port settings.

- Click the [Ports] tab.
- Make sure that the correct port is selected for the printer.



# Notice

---

13WH-0J8

## ■ Environmental Information

### Reducing your environmental impact while saving money

#### Power Consumption and Activation Time

The amount of electricity a device consumes depends on the way the device is used. This product is designed and set in a way to allow you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a time, the device switches to its Power Save Mode. The devices consume less power (Watt) in these modes.

If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all. Canon does not recommend extending the Activation Times from the optimum ones set as default.

#### Energy Star®

The Energy Star® programme is a voluntary scheme to promote the development and purchase of energy efficient models, which help to minimise environmental impact.

Products which meet the stringent requirements of the Energy Star® programme for both environmental benefits and the amount of energy consumption will carry the Energy Star® logo accordingly.

#### Paper types

This product can be used to print on both recycled and virgin paper (certified to an environmental stewardship scheme), which complies with EN12281 or a similar quality standard. In addition it can support printing on media down to a weight of 64 g/m<sup>2</sup>.

Lighter paper means less resources used and a lower environmental footprint for your printing needs.

#### Duplex printing (Standard duplex printing products only)

Duplex printing capability enables you to print on both sides automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption.

The duplex function has been auto enabled during the set up and driver installation and Canon strongly recommends that you do not disable this function. You should continue to use the duplex function to reduce the environmental impact of your work with this product at all times.

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## Settings/Registration Table

The following settings can be selected or stored on the Settings/Registration screen:

- ❖ Preferences
- ❖ Adjustment/Maintenance
- ❖ Function Settings
- ❖ Set Destination
- ❖ Management Settings

### NOTE

- Some of the settings may not be displayed depending on the configuration of optional equipment installed on the machine.
- You may need to press <Apply Setting Changes> on the Top screen of the Settings/Registration or restart the machine to activate certain functions after changing the settings.
- The settings that can be specified differ between administrators and general users, and vary depending on restrictions imposed by the administrator.

## Description of the Settings

Describes the functions of each setting item on Settings/Registration. The settings that can be operated vary depending on the user authority and the machine you use. Setting items and values are written under Setting Description. The factory defaults are written in **bold red characters**.

## "DeviceAdmin" and "NetworkAdmin"

The "DeviceAdmin" and "NetworkAdmin" items are written for each item in the Settings/Registration table. The administrator can change all of the settings while general users can change only some of the settings. The users that have "DeviceAdmin" or "NetworkAdmin" privileges can change certain settings that general users cannot change. For those settings, "Yes" or "No" indicates if the settings can/cannot be changed with DeviceAdmin and NetworkAdmin privileges.

## "Can be set in the Remote UI" and "Device Information Distribution Available"

The "Can be set in Remote UI" and "Device Information Delivery Available" items are written for each item in the Settings/Registration table. "Yes" or "No" indicates if the settings can/cannot be set in the Remote UI or are/are not available for Device Information Distribution.

## Import All Function

The "Import All Function" item is written in the Settings/Registration table. Depending on whether a setting item can be batch imported, "A", "B", "C", or "No" is written. "A", "B", and "C" refer to the following cases.

### Case A

#### Importing all to your machine

Restoring the settings information to your machine for backups.



### Case B

#### Importing all to the same model machine

Applies to machines of the same series as this machine.



### Case C

#### Importing all to the different model machine

Applies to models that support batch importing.





## Preferences

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- ❖ [Paper Settings](#)
- ❖ [Display Settings](#)
- ❖ [Timer/Energy Settings](#)
- ❖ [Network](#)
- ❖ [External Interface](#)
- ❖ [Accessibility](#)

 **NOTE**

- Some items can be set using the Remote UI. Use the control panel of the device to set items which cannot be set using the Remote UI.
- The names may be different on the Remote UI.

## Paper Settings

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in RemoteUI	Device Information Delivery Available	Import All Function
<Paper Settings>	Paper Source <Set>: <Thin 2 (52-59 g/m2), <Thin 1 (60-63 g/m2)>, <Plain 1 (64-75 g/m2)>, <Plain 2 (76-90 g/m2)>, <Plain 3 (91-105 g/m2)>, <Heavy 1 (106-128 g/m2) >, <Heavy 2 (129-150 g/m2)>, <Heavy 3 (151- 163 g/m2)>, <Heavy 4 (164-180 g/m2)>, <Heavy 5 (181-220 g/m2)>, <Heavy 6 (221-256 g/m2) >, <Recycled 2 (76-90 g/m2)>, <Pre-Punched>, <Transparency>, <Tab 4 (151-220 g/m2)>, <Color (64-81 g/m2)>, <Letterhead>, <Custom Size>, <Envelope>	Yes	Yes	Yes <sup>*1</sup>	No	B <sup>2</sup>
<Paper Size Group for Auto Recognition in Drawer>	<Multi-Purpose Tray>: <A/B Size>, <Inch Size> <Paper Drawer>: <All Sizes>, <A/B Size>, <Inch Size>	Yes	Yes	No	No	B
<A5R/STMTR Paper Selection>	<A5R>, <STMTR>	Yes	Yes	No	No	B
<Paper Type Management Settings>	<Details/Edit> ● <Name>, <Category>, <Basis Weight>, <Finish>, <Type>, <Color>, <2nd Side of 2- Sided Page>, <Adjust Image Position>, <Adjust Creep Correction>, <Adjust Gloss>, <Adjust Secondary Transfer Voltage>, <Toner Amount Reduction Mode> <Duplicate>, <Delete>	Yes	No	Yes	No	C <sup>*3</sup>
<Register Favorite Paper (Multi- Purpose Tray)>	<P1> to <P30>: <Register/Edit>, <Rename>, <Delete>	Yes	Yes	No	No	B
<Multi-Purpose Tray Defaults>	● <Use Preset> (<Register>) ● <Always Specify> (<Standard>, <Favorite Paper>)	Yes	Yes	No	No	B
<Register Custom Size>	<S1> to <S5>: <Register/Edit>, <Rename>, <Delete>	Yes	Yes	No	Yes	B

\*1: <Custom Size> and <Envelope> cannot be set from the Remote UI.

\*2: <Custom Size> and <Other Size> cannot be imported with the Import All function.

\*3: <Adjust Image Position>, <Adjust Gloss>, <Adjust Secondary Transfer Voltage>, and <Toner Amount Reduction Mode> are categorized as "A".

## Display Settings

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in RemoteUI	Device Information Delivery Available	Import All Function
<Default Screen after Startup/Restoration>	<Main Menu>, <Quick Menu>, <Copy>, <Fax>*1, <Scan and Send>, <Scan and Stored Files>, <Fax/I-Fax Inbox>, <Hold>, <Scanner>, <Tutorial>, <Dest./Fwd. Settings>, <Print>, <WSD Scan>, <Scan for Mobile>, <Web Access>*1, <Workflow Composer>*1, <Scan Lock Analyzer>*1	No	No	No	No	C
	<Open Status Monitor/Cancel>: <On>, <Off>					
<Default Screen (Status Monitor/Cancel)>	<Default Status Type>: <Copy/Print>, <Send>, <Receive>, <Store>, <Consumables/Others>	Yes	Yes	No	No	C
	<Status/Log>: <Job Status>, <Job Log>					
	<Details> (<Copy/Print>, <Job Status>): <Print>, <Copy>					
	<Details> (<Send>, <Job Status>): <Send>, <Fax>					
	<Details> (<Receive>, <Job Status>): <Fax>, <Forward>					
	<Details> (<Copy/Print>, [ <Job Log>]): <Copy>, <Printer>, <Local Print>, <Received Job Print>, <Print Report>					
	<Details> (<Send>, <Job Log>): <Send>, <Fax>					
	<Details> (<Receive>, <Job Log>): <Receive>, <Fax>					
<Copy Screen Display Settings>	<Regular Copy>, <Express Copy>	Yes	Yes	No	No	C
<Display Fax Function>*1	<On>, <Off>	No	No	No	No	C
	<Enable Fax in Scan and Send Function>: <On>, <Off>					
<Store Location Display Settings>	<Mail Box>: <On>, <Off>	No	No	No	No	C
	<Network>: <On>, <Off>					
	<Memory Media>: <On>, <Off>					
<Switch Language/Keyboard>	<Language>, <Keyboard Layout>	Yes	Yes	No	No	C
<Display Switch Language/Keyboard Button>	<On>, <Off>	Yes	Yes	No	No	C
<Use Keyboard Shift Lock Feature>	<On>, <Off>	Yes	Yes	No	Yes	C
<Display Remaining Paper Message>	<On>, <Off>	Yes	Yes	No	No	C
<No. of Copies/Job Duration Status>	<On>, <Off>	Yes	Yes	No	No	C
<Paper Type Selection Screen Priority>	<Simple>, <Detailed>	Yes	Yes	No	No	C
<Switch Millimeter/Inch Entry>	<mm>, <Inch>	Yes	Yes	No	Yes	C
<Display Logged-in User Name>	<At Screen Top (<User Name>, <Display Name>)>, <At Screen Bottom>, <Off>	No	No	No	No	C
<Display Remaining Toner Error Message>	<On>, <Off>	Yes	No	No	No	C
<Delete Remaining Toner Error>	<Yes>, <No>	Yes	Yes	No	No	No
<IP Address Display Settings>	<On>, <Off>	No	Yes	No	No	C
<Display Scan for Mobile>	<On>, <Off>	No	Yes	No	No	C
<Display Mobile Portal>	<On>, <Off>	No	Yes	Yes	No	C
<Display QR Code on Mobile Portal>	<On>, <Off>	No	Yes	Yes	No	C

\*1: Indicates items that appear only when the appropriate optional products are available for use.

## Timer/Energy Settings

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Adjust Time>	00:00 to 23:59, in one minute increments	Yes	Yes	No	No	No
<Date/Time Settings>	Date and Time Setting (12 digit number)	No	No	Yes	No	C
	<Time Zone>: GMT-12:00 to <b>GMT+00:00</b> to GMT+12:00	No	No	Yes	No	C
	<Daylight Saving Time>: <On>, <Off>	No	No	Yes	No	C
	<Start Date> (<Month>/<Day>/<Time> (0 to 23)), <End Date> (<Month>/<Day>/<Time> (0 to 23))	No	No	Yes	No	C
<Time Format>	< <b>24 Hour</b> >, <12 Hour>	No	No	Yes	No	C
<Quick Startup Settings for Main Power>	<On>, <Off>	No	No	Yes	Yes	C
<Auto Reset Time>	0 min=Off, 10 to 50 seconds in 10 second increments, 1 to <b>2</b> to 9 minutes in one minute increments	Yes	Yes	Yes	Yes	C
<Restrict Auto Reset Time>	<On>, <Off>	No	No	Yes	Yes	C
<Function After Auto Reset>	< <b>Initial Function</b> >, <Selected Function>	Yes	Yes	Yes	Yes	C
<Auto Shutdown Time>	0 hr=Off, 1 to <b>4</b> to 8 hours in one hour increments	No	No	Yes	Yes	C
<Auto Shutdown Weekly Timer>	Sun to Sat, 00:00 to 23:59, in one minute increments	No	No	Yes	Yes	C
<Auto Sleep Time>	10 secs, <b>1 min</b> , 2 mins, 10 mins, 15 mins, 20 mins, 30 mins, 40 mins, 50 mins, 1 hr	Yes	Yes	Yes	Yes	C
<Sleep Mode Energy Use>	< <b>Low</b> >, <High>	Yes	Yes	Yes	Yes	C
	<Compensate for Network Comm.>: <On>, <Off>					
<Auto Sleep Weekly Timer>	<Sunday> to <Saturday>, 00:00 to 23:59, in one minute increments	Yes	Yes	Yes	Yes	C
<Time Settings for Auto Adjust Gradation>	<Sunday> to <Saturday>, 00:00 to 23:59, in one minute increments	Yes	Yes	Yes	Yes	C
<Sleep Mode Exit Time Settings>	00:00 to 23:59, in one minute increments	Yes	Yes	Yes	Yes	C
<Sleep Mode Eco Exit>	<On>, <Off>	Yes	Yes	Yes	No	C
<Use Motion Sensor>	<On>, <Off>	Yes	Yes	Yes	No	C
	<Sensor Sensitivity>: <Low>, < <b>Medium</b> >, <High>	Yes	Yes	Yes	No	A

## Network

- <Output Report>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Output Report>	<Yes>, <No>	Yes	Yes	Yes	No	No

- <Confirm Network Connection Setting Changes>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Confirm Network Connection Setting Changes>	<On>, <Off>	No	Yes	No	Yes	C

- <TCP/IP Settings>: <IPv4 Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use IPv4>	<On>, <Off>	No	Yes	Yes	No	C
<IP Address Settings>	<IP Address>: <0.0.0.0>	No	Yes	Yes	No	A
	<Subnet Mask>: <0.0.0.0>	No	Yes	Yes	No	C
	<Gateway Address>: <0.0.0.0>	No	Yes	Yes	No	C
	<DHCP>: <On>, <Off>	No	Yes	Yes	No	C
	<Auto IP>: <On>, <Off>	No	Yes	Yes	No	C
<DHCP Option Settings>	<Acquire Host Name>: <On>, <Off>	No	Yes	Yes	No	C
	<DNS Dynamic Update>: <On>, <Off>	No	Yes	Yes	No	C
	<Acquire DNS Server Address>: <On>, <Off>	No	Yes	Yes	No	C
	<Acquire Domain Name>: <On>, <Off>	No	Yes	Yes	No	C
	<Acquire WINS Server Address>: <On>, <Off>	No	Yes	Yes	No	C
	<Acquire SMTP Server Address>: <On>, <Off>	No	Yes	Yes	No	C
	<Acquire POP Server Address>: <On>, <Off>	No	Yes	Yes	No	C
<PING Command>	<IPv4 Address>: <0.0.0.0>	No	Yes	Yes	No	No

- <TCP/IP Settings>: <IPv6 Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use IPv6>	<On>, <Off>	No	Yes	Yes	No	C
<Stateless Address Settings>	<Use Stateless Address>: <On>, <Off>	No	Yes	Yes	No	C
<Manual Address Settings>	<Use Manual Address>: <On>, <Off>	No	Yes	Yes	No	A
	<Manual Address> (IPv6 Address (39 characters maximum))	No	Yes	Yes	No	A
	<Prefix Length>: 0 to 64 to 128	No	Yes	Yes	No	A
	<Default Router Address> (39 characters maximum)	No	Yes	Yes	No	A
<Use DHCPv6>	<On>, <Off>	No	Yes	Yes	Yes	C
<PING Command>	<IPv6 Address> (39 characters maximum) <Host Name>	No	Yes	No	No	No
<Only Retrieve Stateful Address Prefix>	<On>, <Off>	Yes	No	Yes	No	C
<DHCP Option Settings>	<Acquire DNS Server Address>: <On>, <Off>	Yes	No	Yes	No	C
	<Acquire Domain Name>: <On>, <Off>	Yes	No	Yes	No	C

- <TCP/IP Settings>: <DNS Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<DNS Server Address Settings>						
<IPv4>	<Primary DNS Server>	No	Yes	Yes	No	C
	<Secondary DNS Server>	No	Yes	Yes	No	C
<IPv6>	<Primary DNS Server>	No	Yes	Yes	No	C
	<Secondary DNS Server>	No	Yes	Yes	No	C
<DNS Host/Domain Name Settings>						
<IPv4>	<Host Name>	No	Yes	Yes	No	A
	<Domain Name>	No	Yes	Yes	No	A
<IPv6>	<Use Same Host Name/Domain Name as IPv4>: <On>, <Off>	No	Yes	Yes	No	A
	<Host Name>	No	Yes	Yes	No	A
	<Domain Name>	No	Yes	Yes	No	A
<DNS Dynamic Update Settings>						
<IPv4>	<DNS Dynamic Update>: <On>, <Off>	No	Yes	Yes	No	C
<IPv6>	<DNS Dynamic Update>: <On>, <Off>	No	Yes	Yes	No	C
	<Register Stateless Address>: <On>, <Off>	No	Yes	Yes	No	C
	<Register Manual Address>: <On>, <Off>	No	Yes	Yes	No	C
	<Register Stateful Address>: <On>, <Off>	No	Yes	Yes	No	C
<mDNS Settings>	<Use IPv4 mDNS>: <On>, <Off>	No	Yes	Yes	No	C
	<mDNS Name> (63 characters maximum)	No	Yes	Yes	No	C
	<Use IPv6 mDNS>: <On>, <Off>	No	Yes	Yes	No	C

<Use Same mDNS Name as IPv4>: <On>, <Off>	No	Yes	Yes	No	C
<mDNS Name> (63 characters maximum)	No	Yes	Yes	No	C

• <TCP/IP Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Computer Name/Workgroup Name Settings>	<Computer Name> (15 characters maximum): <b>Canon*****</b> (* represents the last six digits of a MAC address.)	No	Yes	Yes	No	A
	<Workgroup Name> (15 characters maximum): <b>WORKGROUP</b>	No	Yes	Yes	No	A
	<Comment> (48 characters maximum)	No	Yes	Yes	No	A
<SMB Server Settings>	<Use SMB Server>: <On>, <Off>	No	Yes	Yes	No	A
	<Require SMB Signature for Connection>: <On>, <Off>	No	Yes	Yes	No	A
	<Use SMB Authentication>: <On>, <Off>	No	Yes	Yes	No	A
	<Authentication Type>: <NTLMv1>, <NTLMv2>	No	Yes	Yes	No	A
<WINS Settings>	<WINS Resolution>: <On>, <Off>	No	Yes	Yes	No	C
	<WINS Server Address> (IP Address)	No	Yes	Yes	No	C
<LPD Print Settings>	<On>, <Off>	No	Yes	Yes	Yes	C
	<LPD Banner Page>: <On>, <Off>	No	Yes	Yes	Yes	C
	<RX Timeout>: 1 to 5 to 60 (min.)	No	Yes	Yes	Yes	C
<RAW Print Settings>	<On>, <Off>	No	Yes	Yes	Yes	C
	<Bidirectional Communication>: <On>, <Off>	No	Yes	Yes	Yes	C
	<RX Timeout>: 1 to 5 to 60 (min.)	No	Yes	Yes	Yes	C
<SNTP Settings>	<Use SNTP>: <On>, <Off>	No	Yes	Yes	No	C
	<Polling Interval>: 1 to 24 to 48 hr., in one hour increments	No	Yes	Yes	No	C
	<NTP Server Address> (IP Address or Host Name)	No	Yes	Yes	No	C
	<Check NTP Server>	No	Yes	Yes	No	C
<FTP Print Settings>	<Use FTP Printing>: <On>, <Off>	No	Yes	Yes	Yes	C
	<User Name>: <b>guest</b>	No	Yes	Yes	No	C
	<Password>: <b>7654321</b>	No	Yes	Yes	No	C
<Use UTF-8 to Display Name of FTP Print Job>	<On>, <Off>	No	Yes	Yes	Yes	C
<WSD Settings>	<Use WSD>: <On>, <Off>	No	Yes	Yes	Yes	C
	<Use WSD Browsing>: <On>, <Off>	No	Yes	Yes	Yes	C
	<Use WSD Scan Function>: <On>, <Off>	No	Yes	Yes	Yes	C
<Use FTP PASV Mode>	<On>, <Off>	No	Yes	Yes	Yes	C
<IPP Print Settings>	<On>, <Off>	No	Yes	Yes	Yes	C
	<Use TLS>: <On>, <Off>	No	Yes	Yes	No	C
	<Use Authentication>: <On>, <Off>	No	Yes	Yes	No	C
<Multicast Discovery Settings>	<Response>: <On>, <Off>	No	Yes	Yes	Yes	C
	<Scope Name>	No	Yes	Yes	No	C
<Use HTTP>	<On>, <Off>	No	Yes	Yes	Yes	C
<Use WebDAV Server>	<On>, <Off>	No	Yes	Yes	Yes	C
<TLS Settings>	<Settings That Use TLS>	No	Yes	Yes	No	No
	<Set as Default Key>: <Yes>, <No>	No	Yes	Yes	No	No
<Key and Certificate>	<Certificate Details> (<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Alt. Name)>, <Verify Certificate>)	No	Yes	Yes	No	No
	<Display Use Location> (Displays what the key pair is being used for)	No	Yes	Yes	No	No
<Proxy Settings>	<Use Proxy>: <On>, <Off>	No	Yes	Yes	No	C
	<Server Address> (IP Address or FQDN)	No	Yes	Yes	No	C
	<Port Number>: 1 to 80 to 65535	No	Yes	Yes	No	C
	<Use Proxy within Same Domain>: <On>, <Off>	No	Yes	Yes	No	C
<Set Authentication>	<Use Proxy Authentication>: <On>, <Off>	No	Yes	Yes	No	C
	<User Name> (24 characters maximum)	No	Yes	Yes	No	C
	<Password> (24 characters maximum)	No	Yes	Yes	No	C
<Confirm Auth. Info. When in Auth. Management Mode>	<On>, <Off>	No	Yes	Yes	No	C

• <TCP/IP Settings>: <IPSec Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use IPSec>	<On>, <Off>	No	Yes	Yes	No	C
<Receive Non-Policy Packets>	<Allow>, <Reject>	No	Yes	Yes	No	C
<Policy On/Off>	<On>, <Off>	No	Yes	Yes	No	C
<Register>	<Policy Name> (24 characters maximum)	No	Yes	Yes	No	C
	<Local Address> (<All IP Addresses>, <IPv4 Address>, <IPv6 Address>, <IPv4 Manual Settings>, <IPv6 Manual Settings>)	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;IPv4 Manual Settings&gt; (&lt;Single Address&gt;, &lt;Address Range&gt;(&lt;First Address&gt;, &lt;Last Address&gt;), &lt;Subnet Settings&gt;(&lt;Address&gt;, &lt;Subnet Mask&gt;))</li> </ul>	No	Yes	Yes	No	C

<Selector Settings>	<ul style="list-style-type: none"> <li>&lt;IPv6 Manual Settings&gt; (&lt;Single Address&gt;(&lt;Address&gt;), &lt;Address Range&gt; (&lt;First Address&gt;, &lt;Last Address&gt;), &lt;Specify Prefix&gt; (&lt;Address&gt;, &lt;Prefix Length&gt;))</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Prefix Length&gt; (0 to 64 to 128)</li> </ul>	No	Yes	Yes	No	C
	<Remote Address>(<All IP Addresses>, <All IPv4 Addresses>, <All IPv6 Addresses>, <IPv4 Manual Settings>, <IPv6 Manual Settings>)	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;IPv4 Manual Settings&gt;(&lt;Single Address&gt;, &lt;Address Range&gt;(&lt;First Address&gt;, &lt;Last Address&gt;), &lt;Subnet Settings&gt;(&lt;Address&gt;, &lt;Subnet Mask&gt;))</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;IPv6 Manual Settings&gt; (&lt;Single Address&gt;(&lt;Address&gt;), &lt;Address Range&gt; (&lt;First Address&gt;, &lt;Last Address&gt;), &lt;Specify Prefix&gt; (&lt;Address&gt;, &lt;Prefix Length&gt;))</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Prefix Length&gt; (0 to 64 to 128)</li> </ul>	No	Yes	Yes	No	C
	<Port> (<Specify by Port Number>, <Specify by Service Name>)	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Specify by Port Number&gt;(&lt;Local Port&gt;(&lt;All Ports&gt;, &lt;Single Port&gt;), &lt;Remote Port&gt;(&lt;All Ports&gt;, &lt;Single Port&gt;))</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Single Port&gt; (1 to 65535)</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Specify by Service Name&gt; &lt;Service On/Off&gt;: &lt;On&gt;, &lt;Off&gt;</li> </ul>	No	Yes	Yes	No	C
<IKE Settings>	<IKE Mode>: <Main>, <Aggressive>	No	Yes	Yes	No	C
	<Authentication Method>: <Pre-Shared Key Method> (<Shared Key>), <Digital Sig. Method> (<Key and Certificate>)	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Key and Certificate&gt;: &lt;Set as Default Key&gt;</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Key and Certificate&gt;: &lt;Certificate Details&gt;(&lt;Version&gt;, &lt;Serial Number&gt;, &lt;Signature Algorithm&gt;, &lt;Issued To&gt;, &lt;Validity Start Date&gt;, &lt;Validity End Date&gt;, &lt;Issuer&gt;, &lt;Public Key&gt;, &lt;Certificate Thumbprint&gt;, &lt;Issued To (Altn. Name)&gt;, &lt;Verify Certificate&gt;)</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Key and Certificate&gt;: &lt;Display Use Location&gt;(Displays what the key pair is being used for)</li> </ul>	No	Yes	Yes	No	C
	<Authentication/Encryption Algorithm> (<Auto>, <Manual Settings>)	No	Yes	Yes	No	C
	<Authentication/Encryption Algorithm>: <Manual Settings>					
	<ul style="list-style-type: none"> <li>&lt;Authentication&gt; &lt;SHA1&gt;: &lt;On&gt;, &lt;Off&gt; &lt;SHA2&gt;: &lt;On&gt;, &lt;Off&gt;</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Encryption&gt; &lt;3DES-CBC&gt;: &lt;On&gt;, &lt;Off&gt; &lt;AES-CBC&gt;: &lt;On&gt;, &lt;Off&gt;</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;DH Group&gt;: &lt;Group 1 (768)&gt;, &lt;Group 2 (1024)&gt;, &lt;Group 14 (2048)&gt;, &lt;ECDH-P256&gt;, &lt;ECDH-P384&gt;</li> </ul>	No	Yes	Yes	No	C
<IPSec Network Settings>	<Validity> <Time>: <On>, <Off>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;On&gt;: (1 to 480 to 65535min.)</li> </ul>	No	Yes	Yes	No	C
	<Validity> <Size>: <On>, <Off>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;On&gt;: (1 to 65535MB)</li> </ul>	No	Yes	Yes	No	C
	<PFS>: <On>, <Off>	No	Yes	Yes	No	C
	<Authentication/Encryption Algorithm>: <Auto>, <Manual Settings>	No	Yes	Yes	No	C
	<Authentication/Encryption Algorithm>: <Manual Settings> (<ESP>, <ESP (AES-GCM)>, <AH (SHA1)>)	No	Yes	Yes	No	C
	<ESP> Settings:					
	<ul style="list-style-type: none"> <li>&lt;ESP Authentication&gt; &lt;SHA1&gt;: &lt;On&gt;, &lt;Off&gt; &lt;NULL&gt;: &lt;On&gt;, &lt;Off&gt;</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;ESP Encryption&gt; &lt;3DES-CBC&gt;: &lt;On&gt;, &lt;Off&gt; &lt;AES-CBC&gt;: &lt;On&gt;, &lt;Off&gt; &lt;NULL&gt;: &lt;On&gt;, &lt;Off&gt;</li> </ul>	No	Yes	Yes	No	C
<ESP (AES-GCM)> Settings: None	No	Yes	Yes	No	C	
<AH (SHA1)> Settings: None	No	Yes	Yes	No	C	
<Connection Mode>: Transport (display only)	No	Yes	Yes	No	C	
<Edit>	-	No	Yes	Yes	No	C
<Delete>	-	No	Yes	Yes	No	C
<Print List>	<Yes>, <No>	No	Yes	Yes	No	C

• <TCP/IP Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use Network Link Scan>	<On>, <Off>	No	Yes	Yes	No	C
	<Use TLS>: <On>, <Off>	No	Yes	Yes	No	C

• <AppleTalk Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<AppleTalk Settings>	<Use AppleTalk>: <On>, <Off>	No	Yes	Yes	Yes	A
	<Phase>: <Phase 2> (display only)	No	Yes	Yes	No	A
	<Service Name>: <b>Device Name</b>	No	Yes	Yes	No	A
	<Zone>: *	No	Yes	Yes	No	A
	<Print Mode>: <Both>, <Spool>, <Direct>	No	Yes	Yes	No	A

• <SNMP Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function

<Use SNMPv1>	<On>, <Off>	No	Yes	Yes	Yes	C
<Set Dedicated Community>	<Dedicated Community>: <On>, <Off>	No	Yes	Yes	No	C
	<MIB Access Permission>: <Read/Write>, <Read Only>	No	Yes	Yes	No	C
<Set Community Name 1>	<Community Name 1>: <On>, <Off>	No	Yes	Yes	No	C
	<MIB Access Permission>: <Read/Write>, <Read Only>	No	Yes	Yes	No	C
	<Community Name>: <b>Public</b>	No	Yes	Yes	No	C
<Set Community Name 2>	<Community Name 2>: <On>, <Off>	No	Yes	Yes	No	C
	<MIB Access Permission>: <Read/Write>, <Read Only>	No	Yes	Yes	No	C
	<Community Name>: <b>Public2</b>	No	Yes	Yes	No	C
<Use SNMPv3>	<On>, <Off>	No	Yes	Yes	No	C
<Administrator Settings>	<Use Administrator>: <On>, <Off>	No	Yes	Yes	No	C
	<Encryption Password>	No	Yes	Yes	No	C
	<Use Same Password as for Authentication>: <On>, <Off>	No	Yes	Yes	No	C
<User Settings>	<User On/Off>: <On>, <Off>	No	Yes	Yes	No	C
	<Register> (<User Name>, <MIB Access Permission> (<Read/Write>, <Read Only>), <Security Settings> (<Auth. Yes/Encrypt. Yes>, <Auth. Yes/Encrypt. No>, <Auth. No/Encrypt. No>), <Authentication Algorithm> (<MD5>, <SHA1>), <Authentication Password>, <Encryption Algorithm> (<DES>, <AES>), <Encryption Password>	No	Yes	Yes	No	C
	<Details/Edit> (<User Name>, <MIB Access Permission> (<Read/Write>, <Read Only>), <Security Settings> (<Auth. Yes/Encrypt. Yes>, <Auth. Yes/Encrypt. No>, <Auth. No/Encrypt. No>), <Authentication Algorithm> (<MD5>, <SHA1>), <Authentication Password>, <Encryption Algorithm> (<DES>, <AES>), <Encryption Password>	No	Yes	Yes	No	C
	<Delete>	No	Yes	Yes	No	C
<Context Settings>	<Register> (Context name)	No	Yes	Yes	No	C
	<Edit> (Context name)	No	Yes	Yes	No	C
	<Delete>	No	Yes	Yes	No	C
<Retrieve Printer Mngt. Information from Host>	<On>, <Off>	No	Yes	Yes	Yes	C
<Reject SNMP Packets While in Sleep Mode>	<On>, <Off>	No	Yes	Yes	No	C

- <Format Host Resources MIB to RFC2790>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Format Host Resources MIB to RFC2790>	<On>, <Off>	No	Yes	No	No	C

- <Dedicated Port Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Dedicated Port Settings>	<On>, <Off>	No	Yes	Yes	Yes	C

- <Dedicated Port Authentication Method>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Dedicated Port Authentication Method>	<Mode 1>, <Mode 2>	No	Yes	Yes	No	C

- <Use Spool Function>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use Spool Function>	<On>, <Off>	No	Yes	Yes	Yes	C

- <Waiting Time for Connection at Startup>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Waiting Time for Connection at Startup>	0 to 300 sec.	No	Yes	Yes	No	C

- <Ethernet Driver Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Ethernet Driver Settings>	<Auto Detect>: <On>, <Off>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Communication Mode&gt; (Off): &lt;Half Duplex&gt;, &lt;Full Duplex&gt;</li> </ul>	No	Yes	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Ethernet Type&gt; (Off): &lt;10BASE-T&gt;, &lt;100BASE-TX&gt;, &lt;1000BASE-T&gt;</li> </ul>	No	Yes	Yes	No	C
	<Current Transmission Speed>: Display Only	No	Yes	Yes	No	C
	<MAC Address>: Display only	No	Yes	Yes	No	C

- <Sleep Mode Priority Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Sleep Mode Priority Settings>	<Exit Speed>, <Energy Saving>	No	Yes	Yes	No	C

- <IEEE 802.1X Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use IEEE 802.1X>	<On>, <Off>	No	Yes	Yes	No	C
<Login Name>	Login Name	No	Yes	Yes	No	C



<Verify Authentication Server Name>	<On>, <Off>	No	Yes	Yes	No	C
<Authentication Server Name>	Authentication Server Name	No	Yes	Yes	No	C
<Use TLS>	<On>, <Off>	No	Yes	Yes	No	C
<Key and Certificate>	Set as Default Key	No	Yes	Yes	No	No
	<Certificate Details> (<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>)	No	Yes	Yes	No	No
	<Display Use Location> (Key and Certificate)	No	Yes	Yes	No	No
<Use TTLS>	<On>, <Off>	No	Yes	Yes	No	C
	● <<TTLS Settings (TTLS Protocol)>>: <MSCHAPv2>, <PAP>	No	Yes	Yes	No	C
<Use PEAP>	<On>, <Off>	No	Yes	Yes	No	C
<User Name>	Name of the user to be authenticated with IEEE802.1X authentication	No	Yes	Yes	No	C
<Password>	Password of the user to be authenticated with IEEE802.1X authentication	No	Yes	Yes	No	C
<Same User Name as Login Name>	<On>, <Off>	No	Yes	Yes	No	C

● <Firewall Settings>: <IPv4 Address Filter>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Outbound Filter>	<Use Filter>: <On>, <Off>	No	Yes	Yes	No	C
	<Default Policy>: <Allow>, <Reject>	No	Yes	Yes	No	C
	<Register> (Up to 16 IPv4 addresses), <Edit>, <Delete>	No	Yes	Yes	No	C
	● <Register> <Single Address>, <Address Range> (<First Address>, <Last Address>), <Specify Prefix> (<Address>, <Prefix Length>)	No	Yes	Yes	No	C
	● <Edit> <Single Address>, <Address Range> (<First Address>, <Last Address>), <Specify Prefix> (<Address>, <Prefix Length>)	No	Yes	Yes	No	C
● <Prefix Length> (0 to 32)	No	Yes	Yes	No	C	
<Inbound Filter>	<Use Filter>: <On>, <Off>	No	Yes	Yes	No	C
	<Default Policy>: <Allow>, <Reject>	No	Yes	Yes	No	C
	<Register> (Up to 16 IPv4 addresses), <Details/Edit>, <Delete>	No	Yes	Yes	No	C
	● <Register> <Single Address>, <Address Range> (<First Address>, <Last Address>), <Specify Prefix> (<Address>, <Prefix Length>), <Port Number> (<Do Not Specify>, <Specify>)	No	Yes	Yes	No	C
	● <Specify> (<Port Number>): <Add>, <Delete>	No	Yes	Yes	No	C
	● <Details/Edit> <Single Address>, <Address Range> (<First Address>, <Last Address>), <Specify Prefix> (<Address>, <Prefix Length>), <Port Number> (<Do Not Specify>, <Specify>)	No	Yes	Yes	No	C
● <Prefix Length> (0 to 32)	No	Yes	Yes	No	C	
<Always Allow Sending/Receiving Using ICMP>	<On>, <Off>	No	Yes	Yes	No	C

● <Firewall Settings>: <IPv6 Address Filter>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Outbound Filter>	<Use Filter>: <On>, <Off>	No	Yes	Yes	No	C
	<Default Policy>: <Allow>, <Reject>	No	Yes	Yes	No	C
	<Register> (Up to 16 IPv6 addresses), <Edit>, <Delete>	No	Yes	Yes	No	C
	● <Register> <Single Address> (<Address>), <Specify Prefix> (<IPv6 Prefix>, <Prefix Length>)	No	Yes	Yes	No	C
	● <Edit> <Single Address> (<Address>), <Specify Prefix> (<IPv6 Prefix>, <Prefix Length>)	No	Yes	Yes	No	C
● <Prefix Length> (0 to 128)	No	Yes	Yes	No	C	
<Inbound Filter>	<Use Filter>: <On>, <Off>	No	Yes	Yes	No	C
	<Default Policy>: <Allow>, <Reject>	No	Yes	Yes	No	C
	<Register> (Up to 16 IPv6 addresses), <Details/Edit>, <Delete>	No	Yes	Yes	No	C
	● <Register> <Single Address> (<Address>), <Specify Prefix> (<IPv6 Prefix>, <Prefix Length>), <Port Number> (<Do Not Specify>, <Specify>)	No	Yes	Yes	No	C
	● <Specify> (<Port Number>): <Add>, <Delete>	No	Yes	Yes	No	C
● <Details/Edit> <Single Address> (<Address>), <Specify Prefix> (<IPv6 Prefix>, <Prefix Length>), <Port Number> (<Do Not Specify>, <Specify>)	No	Yes	Yes	No	C	
● <Prefix Length> (0 to 128)	No	Yes	Yes	No	C	
<Always Allow Sending/Receiving Using ICMPv6>	<On>, <Off>	No	Yes	Yes	No	C

● <Firewall Settings>: <MAC Address Filter>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Outbound Filter>	<Use Filter>: <On>, <Off>	No	Yes	Yes	No	C
	<Default Policy>: <Allow>, <Reject>	No	Yes	Yes	No	C

	<Register> (Up to 100 Mac addresses), <Edit>, <Delete>	No	Yes	Yes	No	C
<Inbound Filter>	<Use Filter>: <On>, <Off>	No	Yes	Yes	No	C
	<Default Policy>: <Allow>, <Reject>	No	Yes	Yes	No	C
	<Register> (Up to 100 Mac addresses), <Edit>, <Delete>	No	Yes	Yes	No	C

• <Firewall Settings>: <IP Address Block Log>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<IP Address Block Log>	<Date>, <Type>, <IP Address>, <Port Number>, <Result>, <Details>(<Date>, <Type>, <IP Address>, <Port Number>, <Result>)	No	Yes	Yes	No	No

• <Use Mopria>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use Mopria>	<On>, <Off>	No	Yes	Yes	Yes	C

• <Use AirPrint>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use AirPrint>	<On>, <Off>	No	Yes	Yes	Yes	C

• <Google Cloud Print Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Google Cloud Print Settings>	<On>, <Off>	No	Yes	Yes	Yes	C

• <Device Position Information Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Device Position Information Settings>	<Latitude>: Specify the latitude.	No	Yes	Yes	No	A
	<Longitude>: Specify the longitude.	No	Yes	Yes	No	A

• <Select Wired/Wireless LAN>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Select Wired/Wireless LAN>	<Wired LAN>, <Wireless LAN>	No	Yes	No	No	C

• <Wireless LAN>: <Wireless LAN Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<WPS Push Button Mode>						
<WPS PIN Code Mode>						
<Other (Set Manually)>						
<Select Access Point>	Select the access point and security type from the list			No	Yes	No
	WEP authentication: <Enter Network Key (WEP)> (<WEP Key>)			No	Yes	No
	WPA/WPA2-PSK encryption: <Enter Network Key (PSK)> (<PSK>)			No	Yes	No
<Enter Manually>	<SSID>			No	Yes	No
	<Security Settings>: <None>, <WEP>, <WPA/WPA2-PSK>			No	Yes	No
	<ul style="list-style-type: none"> <li>&lt;Security Settings&gt; (&lt;WEP&gt;)</li> <li>&lt;IEEE 802.11 Auth.&gt; (&lt;Open System&gt;, &lt;Shared Key&gt;), &lt;WEP Key 1&gt;, &lt;WEP Key 2&gt;, &lt;WEP Key 3&gt;, &lt;WEP Key 4&gt;</li> <li>&lt;Security Settings&gt; (&lt;WPA/WPA2-PSK&gt;)</li> <li>&lt;Encryption Method&gt; (&lt;Auto&gt;, &lt;AES-CCMP&gt;), &lt;PSK&gt;</li> </ul>			No	Yes	No
				No	Yes	No

• <Wireless LAN>: <Wireless LAN Information>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Wireless LAN Information>	<Display All>	No	Yes	Yes	No	No
	<Details>	No	Yes	Yes	No	No

• <Wireless LAN>: <Power Save Mode>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Power Save Mode>	<On>, <Off>	No	Yes	Yes	No	C

• <Direct Connection Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use Direct Connection>	<On>, <Off>	No	Yes	Yes	No	C
<Time Until Direct Connection Session Is Terminated>	0 = None, 1 to 30 to 60 min.	No	Yes	Yes	No	C
<Access Point Mode Settings>	<Use Personal SSID>: <On>, <Off>	No	Yes	Yes	No	C
	<Specify SSID to Use>: <On>, <Off>	No	Yes	Yes	No	C
	<SSID>	No	Yes	Yes	No	C
	<Specify Network Key to Use>: <On>, <Off>	No	Yes	Yes	No	C
	<Network Key>	No	Yes	Yes	No	C
<IP Address Settings for Direct Connection>	192.168.22.1	No	Yes	Yes	No	C

<Use Login Name as User Name for Print Jobs>	<On>, <Off>	No	Yes	Yes	No	C
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- <Bluetooth Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use Bluetooth>	<On>, <Off>	No	Yes	Yes	No	C
<Set Device Name/PIN Code>	<Device Name>: Enter the device name <PIN Code>: <Auto>, <Custom>	No	Yes	Yes	No	A
<Connection Timeout>	0 = None, 1 to 20 to 30 sec.	No	Yes	Yes	No	C
<Display MAC Address>	Displays the MAC address	No	Yes	Yes	No	No
<Connected Device Information>	Displays the information of the Bluetooth-connected device	No	Yes	Yes	No	No

## External Interface

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<USB Settings>						
<Use as USB Device>	<On>, <Off>	No	No	Yes	Yes	C
<Use MEAP Driver for USB Input Device>	<On>, <Off>	No	No	Yes	Yes	C
<Use MEAP Driver for USB Storage Device>	<On>, <Off>	No	No	Yes	Yes	C
<Use USB Storage Device>	<On>, <Off>	Yes	No	Yes	No	C

## Accessibility

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Key Repetition Settings>	<Standard>, <Slightly Slow>, <Slow>	Yes	Yes	No	No	C
<Reversed Display (Color)>	<On>, <Off>	Yes	Yes	No	No	C
<Enable Screen Magnification>	<On>, <Off>	Yes	Yes	No	No	C

## Volume Settings

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Fax Volume Settings>						
<Alarm Volume>	0 to <b>4</b> to 8	Yes	Yes	Yes	Yes	C
<Monitor Volume>	0 to <b>4</b> to 8	Yes	Yes	Yes	Yes	C
<Memory RX/TX End Tone>	<On>, <Off>	Yes	Yes	Yes	No	C
<Memory RX/TX Error Tone>	<On>, <Off>	Yes	Yes	Yes	No	C
<Incoming Fax Ring>	<On>, <Off> When <On> is selected: Ring Count: 1 to <b>2</b> to 99	Yes	Yes	Yes	Yes	C
<Other Volume Settings>	<Entry Tone>: 0 to <b>2</b> to 3 <Invalid Entry Tone>: <b>0</b> to 3 <Restock Supplies Tone>: <b>0</b> to 3 <Forgot Original Tone>: <b>0</b> to 3 <Error Tone>: 0 to <b>2</b> to 3 <Job Done Tone>: 0 to <b>2</b> to 3 <Sleep Mode Tone>: <b>0</b> to 3 <Login Tone>: 0 to <b>2</b> to 3	Yes	Yes	Yes	Yes	C

## Adjustment/Maintenance

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- ✦ Adjust Image Quality
- ✦ Adjust Action
- ✦ Maintenance

## Adjust Image Quality

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Auto Adjust Gradation>	<Plain>, <Heavy>, <Heavy 2-7>	Yes	Yes	No	No	No
	When <Full Adjust> is set: Paper Select, <Start Printing>, <Start Scanning>					
	When <Quick Adjust> is set: <Start>					
	<Adjustment Level>: <Simple>, <By Paper Type Group> <Initialize When Using Full Adjust>: <On>, <Off>					
<Auto Correct Color Tone Settings>						
<Auto Correct Color Tone>	<Start Correcting>, <Change Corr. Pattern>	Yes	Yes	No	No	No
<Register Correction Pattern>	<Not Registered 1> to <Not Registered 4>	Yes	No	No	No	No
<Job Type to Apply To>	<Copy>: <On>, <Off> <Printer>: <On>, <Off>	Yes	Yes	No	No	A
<Correct Density>	<Copy/Scan and Store (Mail Box)>: <Light>, <Dark> (9 levels) <Black & White Scan for Send/Scan and Store (Other Than Mail Box)>: <Light>, <Dark> (9 levels) <Color Scan for Send/Scan and Store (Other Than Mail Box)>: <Light>, <Dark> (9 levels)	Yes	Yes	No	No	C
<Correct Shading>	When <Visual Correction> is set: <Start Printing>	Yes	Yes	No	No	No
	When <Densitometer Correction> is set: <Fine Adjust>, <Restore Initial Settings>, <Restore Previous Settings>, <Output Test Page>					
<Auto Correct Color Mismatch>	<Start>	Yes	Yes	No	No	No
<Full Color Printing Vividness Settings>	<Standard>, <Level 1>, <Level 2>	Yes	Yes	No	No	A
<Fine Adjust Zoom>	<X>: -1.0 % to 0 % to +1.0 % (in 0.1 % increments) <Y>: -1.0 % to 0 % to +1.0 % (in 0.1 % increments)	Yes	Yes	No	No	A
<Dither Pattern Settings>	<Pattern 1>, <Pattern 2>, <Pattern 3>, <Pattern 4>	Yes	No	No	No	No
<Color Balance>	<Coated>, <Non-Coated>	Yes	No	No	No	A
	Color Balance (for each color): -8 to 0 to +8					
	<Fine Adjust Density> (for each color): <High (Dark Area)>: -8 to 0 to +8 <Medium>: -8 to 0 to +8 <Low (Light Area)>: -8 to 0 to +8					



## Adjust Action

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Saddle Stitch Staple Repositioning>*1	<Start>	Yes	Yes	No	No	No
<Change Fold/Stitch Position>*1	-2.00 mm to <b>0.00 mm</b> to +2.00 mm (in 0.25 mm increments)	Yes	Yes	No	No	No
<Adjust Saddle Stitch Fold Position>*1	-2.00 mm to <b>0.00 mm</b> to +2.00 mm (in 0.25 mm increments)	Yes	Yes	No	No	No
<Switch Finisher Puncher Mode>*1	<Speed Priority>, <Precision Priority>	Yes	Yes	No	No	B
<Adjust Fold Position>*1	-2.00 mm to <b>0.00 mm</b> to +2.00 mm (in 0.25 mm increments)	Yes	Yes	No	No	No
<Time Until Stapling Starts in Stapler Mode>*1	1 to <b>3</b> to 5 second	Yes	Yes	No	No	C

\*1 This item appears only when the appropriate optional product is available for use.

## Maintenance

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Clean Inside Main Unit>	<Start>	Yes	Yes	No	No	No
<Clean Feeder>	<Start>	Yes	Yes	No	No	No
<Original Scanning Area Cleaning Method>	Displays the Cleaning Method	Yes	Yes	No	No	No

## Function Settings

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- ❏ Common
- ❏ Copy
- ❏ Printer
- ❏ Send
- ❏ Receive/Forward
- ❏ Store/Access Files
- ❏ Print
- ❏ Hold
- ❏ Web Access

Common

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Paper Feed Settings>						
<Paper Drawer Auto Selection On/Off>	<Copy>, <Printer>, <Access Stored Files>, <Receive/Fax>, <Other>	Yes	Yes	Yes	No	B
	<ul style="list-style-type: none"> <li>&lt;MP Tray&gt;: &lt;On&gt;, &lt;Off&gt;</li> </ul>	Yes	Yes	Yes	No	B
	<ul style="list-style-type: none"> <li>Other: &lt;On&gt;, &lt;Off&gt;</li> </ul>	Yes	Yes	Yes	No	B
	<Copy>: <Consider Color>: <On>, <Off>	Yes	Yes	Yes	No	B
	<Copy>: <Consider Paper Type>: <On>, <Off>	Yes	Yes	Yes	No	B
<Paper Drawer Auto Selection Based on Color>	<MP Tray> and Other: <Color>, <Black & White>	Yes	Yes	Yes	No	No
<Switch Feed Method>	<MP Tray> and Other: <Speed Priority>, <Print Side Priority>	Yes	Yes	Yes	No	B
<Suspended Job Timeout>	<On>, <Off>	Yes	Yes	Yes	Yes	C
	0 to 5 to 999min.	Yes	Yes	Yes	Yes	C
<Paper Output Settings>						
<Output Tray Settings>	<Tray A>: <Copy>, <Access Stored Files>, <Printer>, <Receive>, <Other>, <IP Fax 1>, <Fax 1>, <Fax 2> <Tray B>: <Copy>, <Access Stored Files>, <Printer>, <Receive>, <Other>, <IP Fax 1>, <Fax 1>, <Fax 2> <Tray C>: <Copy>, <Access Stored Files>, <Printer>, <Receive>, <Other>, <IP Fax 1>, <Fax 1>, <Fax 2> <Tray D>: <Copy>, <Access Stored Files>, <Printer>, <Receive>, <Other>, <IP Fax 1>, <Fax 1>, <Fax 2>	Yes	Yes	Yes	No	A
<Offset Jobs>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Job Separator Between Jobs>	<On>, <Off>	Yes	Yes	Yes	No	C
	<Change> (Select Paper Source)	Yes	Yes	Yes	No	C
<Job Separator Between Copies>	<On>, <Off>	Yes	Yes	Yes	No	C
	<copies> (1 to 10 to 9999)	Yes	Yes	Yes	No	C
	<Change> (Select Paper Source)	Yes	Yes	Yes	No	C
<Unprocessed Tab Paper Forced Output>	<On>, <Off>	Yes	Yes	Yes	No	C
<Action When Too Many Sheets to Staple>	<Corner/Double>: <Print without Stapling>, <Cancel Printing> <Saddle Stitch> <sup>1</sup> : <Print without Stapling>, <Cancel Printing> <Eco (Staple-Free)> <sup>1</sup> : <Print without Stapling>, <Cancel Printing>	Yes	Yes	No	No	B
<Print Settings>						
<Print Priority>	<Copy>: 1, 2, 3	Yes	Yes	Yes	Yes	C
	<Printer>: 1, 2, 3	Yes	Yes	Yes	Yes	C
	<Access Stored File>, <Receive/Fax>, <Other>: 1, 2, 3	Yes	Yes	Yes	Yes	C
<Text/Photo Priority When Recognized as B&W by ACS>	<Text Priority>, <Photo Priority>	Yes	Yes	Yes	Yes	B
<Output Report Default Settings>						
<2-Sided Printing>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Register Form>	<Register>, <Delete>, <Check Print>, <Details>	Yes	Yes	Yes	No	No
<Image Quality Priority for Superimpose Image>	<Auto>, <Original Priority>, <Form Priority>	Yes	Yes	Yes	Yes	C
<Register Characters for Page Numbering/Watermark>	<Register>, <Edit>, <Delete>	Yes	Yes	Yes	Yes	C
<Copy Set Numbering Option Settings>	Select Option Number Option: <On>, <Off>	Yes	No	Yes	Yes	B
	<ul style="list-style-type: none"> <li>&lt;ID/User Name&gt;: &lt;On&gt;, &lt;Off&gt;</li> <li>&lt;Date&gt;: &lt;On&gt;, &lt;Off&gt;</li> <li>&lt;Text&gt;: &lt;On&gt;, &lt;Off&gt;</li> </ul>	Yes	No	Yes	Yes	B
	Date Settings (<dd/mm/yyyy>, <yyyy/mm/dd>, <mm/dd/yyyy>, <yyyy.mm.dd>, <mm.dd.yyyy>, <dd.mm.yyyy>)	Yes	No	Yes	Yes	B
	Set Characters (<Enter>, Select from the registered characters)	Yes	No	Yes	Yes	B
	Alignment Settings (<Align Left>, <Align Center>, <Align Right>)	Yes	No	Yes	Yes	B
<Forced Print of Recognition Information>	<On>, <Off>	Yes	No	Yes	No	B
	<Target Function>: <Copy> (<On>, <Off>), <Printer> (<On>, <Off>), <Access Stored Files> (<On>, <Off>)	Yes	No	Yes	No	B
	<Position>: <Top Left>, <Top Right>, <Bottom Left>, <Bottom Right>	Yes	No	Yes	No	B
	<Orig Content Orient.>: <Upright Image>, <Sideways Image>	Yes	No	Yes	No	B
<Set Details>	Yes	No	Yes	No	B	
<Secure Watermark/Document Scan Lock>						
<Forced Secure	When Using TL Code: <Copy>, <Access Stored Files>, <Printer>: <Do Not Set>, <Forced Secure Watermark>, <Forced Document Scan Lock>	Yes	No	Yes	Yes <sup>2</sup>	C

Watermark/Document Scan Lock	When Using QR Code: <Copy>, <Access Stored Files>, <Printer>: <Do Not Set>, <Forced Secure Watermark>, <Forced Document Scan Lock>, <Sec. Watermark +Doc Scan Lock>	Yes	No	Yes	Yes <sup>2</sup>	C
<Printer Driver Watermark/Document Scan Lock>	When Using TL Code: <Do Not Set>, <Driver Secure Watermark>, <Driver Doc. Scan Lock>	Yes	No	Yes	Yes <sup>2</sup>	C
	When Using QR Code: <Do Not Set>, <Driver Secure Watermark>, <Driver Doc. Scan Lock>, <Sec. Watermark +Doc Scan Lock>	Yes	No	Yes	Yes <sup>2</sup>	C
<Adjust Background/Character Contrast>						
<Black>	<Relative Contrast>: -7 to 0 to +7	Yes	No	No	No	A
	<Sample Print>	Yes	No	No	No	No
	• <Print Settings> <Background Pattern>: <None>, <Arabesque>, <Fans>, <Polka Dots>, <Stars>, <Mesh>, <Clouds>, <Cherry Blossoms>, <Leaves>	Yes	No	No	No	No
	• <Print Settings> <Size>: <Small>, <Medium>, <Large>	Yes	No	No	No	No
	• <Print Settings> <Print Vertically>: <On>, <Off>	Yes	No	No	No	No
	• <Print Settings> <White Letters on Colored Background>: <On>, <Off>	Yes	No	No	No	No
	<Initialize>: <Yes>, <No>	Yes	No	No	No	No
	<Standard Value Settings> (1 to 64): 1 to 16 to 64	Yes	No	No	No	A
<Latent Area Density> (1 to 36): 1 to 6 to 36	Yes	No	No	No	A	
<Cyan>	<Relative Contrast>: -7 to -1 to +7	Yes	No	No	No	A
	<Sample Print>	Yes	No	No	No	No
	• <Print Settings> <Background Pattern>: <None>, <Arabesque>, <Fans>, <Polka Dots>, <Stars>, <Mesh>, <Clouds>, <Cherry Blossoms>, <Leaves>	Yes	No	No	No	No
	• <Print Settings> <Size>: <Small>, <Medium>, <Large>	Yes	No	No	No	No
	• <Print Settings> <Print Vertically>: <On>, <Off>	Yes	No	No	No	No
	• <Print Settings> <White Letters on Colored Background>: <On>, <Off>	Yes	No	No	No	No
	<Initialize>: <Yes>, <No>	Yes	No	No	No	No
	<Standard Value Settings>(1 to 64): 1 to 7 to 64	Yes	No	No	No	A
<Latent Area Density>(1 to 36): 1 to 10 to 36	Yes	No	No	No	A	
<Magenta>	<Relative Contrast>: -7 to -1 to +7	Yes	No	No	No	A
	<Sample Print>	Yes	No	No	No	No
	• <Print Settings> <Background Pattern>: <None>, <Arabesque>, <Fans>, <Polka Dots>, <Stars>, <Mesh>, <Clouds>, <Cherry Blossoms>, <Leaves>	Yes	No	No	No	No
	• <Print Settings> <Size>: <Small>, <Medium>, <Large>	Yes	No	No	No	No
	• <Print Settings> <Print Vertically>: <On>, <Off>	Yes	No	No	No	No
	• <Print Settings> <White Letters on Colored Background>: <On>, <Off>	Yes	No	No	No	No
	<Initialize>: <Yes>, <No>	Yes	No	No	No	No
	<Standard Value Settings>(1 to 64): 1 to 12 to 64	Yes	No	No	No	A
<Latent Area Density>(1 to 36): 1 to 7 to 36	Yes	No	No	No	A	
<Adjust TL Code>	<Dot Size> (1 to 7): 1 to 4 to 7	Yes	No	No	Yes	A
	<Dot Density>: <Standard>, <Rough>	Yes	No	No	Yes	C
	<Color>: <Magenta>, <Black>	Yes	No	No	Yes	A
	<Initialize>: <Yes>, <No>	Yes	No	No	No	No
<QR Code Print Position>	<Top Left>, <Bottom Left>, <Top Right>, <Bottom Right>	Yes	No	Yes	No	C
<Quickly Exit Sleep Mode for Print Job>	<On>, <Off>	Yes	No	Yes	No	C
<Auto Delete Suspended Jobs>	<On>, <Off>	No	No	Yes	No	C
	0 to 5 to 999 min.	No	No	Yes	No	C
<Scan Settings>						
<Feeder Jam Recovery Method>	<From 1st Page>, <From Susprd. Original>	Yes	Yes	Yes	No	B
<Set Detection of Feeder Multi. Sheet Feed as Default>	<On>, <Off>	Yes	Yes	Yes	No	C
<Scanner Noise Settings>	<Speed Priority>, <Quiet>	Yes	Yes	Yes	No	B
<Streak Prevention>	<On>, <Off>	Yes	Yes	Yes	No	B
<Speed/Image Quality Priority for B&W Scan>	<Fax/I-Fax Send Jobs>: <Speed Priority>, <Quality Priority> <All Send Jobs Except Fax/I-Fax Jobs>: <Speed Priority>, <Quality Priority>	Yes	Yes	Yes	No	B
<LTRR/STMT Original Selection>	<Select Manually>, <Use LTRR Format>, <Use STMT Format>	Yes	Yes	Yes	Yes	B
<Remote Scan Gamma Value>	<Gamma 1.0>, <Gamma 1.4>, <Gamma 1.8>, <Gamma 2.2>	Yes	Yes	Yes	Yes	B

<Auto Online>	<On>, <Off>	Yes	No	No	Yes	C
<Auto Offline>	<On>, <Off>	Yes	No	No	Yes	C
<Generate File>						
<Image Quality Level for Limited Color/Compact>	<Data Size Priority>, <Normal>, <Quality Priority>	Yes	Yes	Yes	Yes	C
<PDF (Limited Color) Resolution Settings>	<100x100 dpi>, <200x200 dpi>, <300x300 dpi>	Yes	Yes	Yes	Yes	C
<OCR (Text Searchable) Settings>	<Smart Scan>: <On>, <Off>	Yes	Yes	Yes	Yes	C
	<Max Number of Char. for File Name>: 1 to 24	Yes	Yes	Yes	Yes	C
<Trace & Smooth Settings>	<Outline Graphics>: <On>, <Off>	Yes	Yes	Yes	Yes	C
	<Graphics Recognition Level>: <Normal>, <Moderate>, <High>	Yes	Yes	Yes	Yes	C
	<Background Image Level>: <Data Size Priority>, <Normal>, <Quality Priority>	Yes	Yes	Yes	Yes	C
<OOXML Settings>	<Background Image Level>: <Quality Priority>, <Standard>, <Data Size Priority>	Yes	Yes	Yes	Yes	C
	<Color Image Recognition Level>: <High>, <Standard>, <Do Not Recognize>	Yes	Yes	Yes	Yes	C
	<Color Image Line Width Recognition>: <On>, <Off>	Yes	Yes	Yes	Yes	C
<Include Background Images in Word File>	<On>, <Off>	Yes	Yes	Yes	No	C
<Specify Minimum PDF Version>	<Do Not Specify>, <1.5>, <1.6>, <1.7>	Yes	Yes	Yes	Yes	C
<Format PDF to PDF/A>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Optimize PDF for Web>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<256-bit AES Settings for Encrypted PDF>	<Acrobat 9.0 or Equivalent>, <Acrobat 10.0 or Equivalent>	Yes	Yes	Yes	Yes	C
<Document Scan Lock Operational Settings>						
<Use Document Scan Lock>	<Use TL Code>, <Use QR Code>, <Do Not Use>	Yes	No	Yes	Yes	C
<Document Scan Lock TL Code Settings>	<Scan Job Restriction>: <On>, <Off>	Yes	No	Yes	Yes	C
	<Multiple Embedded Information Action>: <Continue Job>, <Cancel Job>	Yes	No	Yes	Yes	C
	<Restrict Functions Affecting Document Scan Lock>: <On>, <Off>	Yes	No	Yes	Yes	C
<Document Scan Lock QR Code Settings>	<Scan Job Restriction>: <A Mode (Standard)>, <B Mode (Secured)>, <Off> <Restrict Functions Affecting Document Scan Lock>: <On>, <Off>	Yes	No	Yes	No	C
<Set Authentication Method>						
<Information Used for LDAP Server Authentication>	<Device Settings>, <Device Login Auth. Info.>, <Register Info. for Each User>	Yes	No	Yes	No	C
<Information Used for SMTP Server Authentication>	<Device Settings>, <Register Info. for Each User>	Yes	No	Yes	No	C
<Information Used for File TX/Browsing Authentication>	<Standard>, <Device Login Auth. Info.>, <Register Info. for Each User>	Yes	No	Yes	No	C

\*1 Indicates items that appear only when the appropriate optional equipment is available for use

\*2 Indicates items with no serial number or ID/user name

## Copy

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Register/Edit Favorite Settings>	<M1> to <M9>:<Register>, <Rename>, <Delete>, <Check Content>	Yes	Yes	No	No	C
<Change Default Settings>	<Register>, <Initialize>	Yes	Yes	No	No	C
<Register Options Shortcuts>	Shortcut 1: Each mode, <Finishing>	Yes	Yes	No	No	C
	Shortcut 2: Each mode, <2-Sided>	Yes	Yes	No	No	C
	Shortcut 3: Each mode, <Density>	Yes	Yes	No	No	C
	Shortcut 4: Each mode, <Original Type> : <Text/Photo>	Yes	Yes	No	No	C
	Shortcut 5: Each mode, <Copy ID Card>	Yes	Yes	No	No	C
<Auto Collate>	<On>, <Off>	Yes	Yes	No	Yes	B
<Offset at Same Time> (Available when <Auto Collate> is set to <On>)	<On>, <Off>	-	-	-	-	-
<Auto Recognize Original Orientation>	<On>, <Off>	Yes	Yes	No	Yes	C
<Select Color Settings for Copy>						
<Use Auto (Color/Black & White)>	<On>, <Off>	Yes	No	Yes	Yes	C
<Use Full Color>	<On>, <Off>	Yes	No	Yes	Yes	C
<Speed Priority for Copying from Feeder>	<On>, <Off>	Yes	Yes	No	No	B
<Job Separator Between Groups>	<On>, <Off> <Change> (Select Paper Source)	Yes	Yes	No	No	B

## Printer

item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Output Report>	❖ <a href="#">Output Report</a>	-	-	-	-	-
<Printer Settings>						
<Custom Settings>	❖ <a href="#">Custom Settings</a>	-	-	-	-	-
<UFR II>	❖ <a href="#">UFR II</a>	-	-	-	-	-
<PCL> <sup>*</sup>	❖ <a href="#">PCL</a>	-	-	-	-	-
<PS> <sup>*</sup>	❖ <a href="#">PS</a>	-	-	-	-	-
<Imaging>	❖ <a href="#">Imaging</a>	-	-	-	-	-
<PDF>	❖ <a href="#">PDF</a>	-	-	-	-	-
<XPS>	❖ <a href="#">XPS</a>	-	-	-	-	-
<Utility>	❖ <a href="#">Utility</a>	-	-	-	-	-
<Restrict Printer Jobs>	<On>, <Off>	Yes	No	Yes	Yes	C
	When <On> is selected: ● <Select Jobs to Allow>: <Reserved Jobs>	Yes	No	Yes	Yes	C
<PDL Selection (Plug and Play)>	<UFR II>, <PCL6> <sup>*</sup> , <PS3> <sup>*</sup> , <UFR II (V4)>, <Fax> <sup>*</sup>	Yes	No	Yes	No	C

\* Indicates items that appear only when the appropriate optional product is available for use or the appropriate setting is specified.



## Output Report

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<PCL>*1						
<Configuration Page>	<Yes>, <No>	Yes	Yes	Yes	No	No
<Font List>	<Yes>, <No>	Yes	Yes	Yes	No	No
<PS>*1						
<Configuration Page>	<Yes>, <No>	Yes	Yes	Yes	No	No
<Font List>	<Yes>, <No>	Yes	Yes	Yes	No	No
<RGB Test Page>	<Yes>, <No>	Yes	Yes	Yes	No	No
<CMYK Test Page>	<Yes>, <No>	Yes	Yes	Yes	No	No
<RGB Color Chart>	<Yes>, <No>	Yes	Yes	Yes	No	No
<CMYK Color Chart>	<Yes>, <No>	Yes	Yes	Yes	No	No

\*1 Indicates items that appear only when the appropriate optional product is available for use or the appropriate setting is specified.

## Custom Settings

→ <Function Settings> → <Printer> → <Printer Settings> → <Custom Settings>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Copies>	1 to 9999	Yes	Yes	Yes	Yes	C
<2-Sided Printing>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Paper Feed>						
<Default Paper Size>	<A4>, <A3>, <A5>, <B4>, <B5>, <Letter>, <Legal>, <11x17>, <Statement>, <Executive>, <Env. NAGAGATA 3>, <Env. YOGATANAGATA 3>, <Env. KAKUGATA 2>, <Env. No. 10>, <Envelope ISO-C5>, <Envelope DL>, <Envelope Monarch>, <305x457 mm>, <320x450 mm (SRA3)>	Yes	Yes	Yes	No	B
<Default Paper Type>	<Thin 2>, <Thin 1>, <Plain 1>, <Plain 2>, <Plain 3>, <Heavy 1>, <Heavy 2>, <Heavy 3>, <Heavy 4>, <Heavy 5>, <Heavy 6>, <Heavy 7>, <Color>, <Recycled 1>, <Recycled 2>, <Recycled 3>, <Pre-Punched>, <Transparency>, <Tracing>, <Labels>, <Bond>, <Letterhead>, <1-Sided Coated 1>, <1-Sided Coated 2>, <1-Sided Coated 3>, <2-Sided Coated 1>, <2-Sided Coated 2>, <2-Sided Coated 3>, <Tab 1>, <Tab 2>, <Tab 3>, <Tab 4>, <Envelope>	Yes	Yes	Yes	No	B
<Paper Size Override>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Print Quality>						
<Density>*1	<Cyan>: -8 to +8; 0 <Magenta>: -8 to +8; 0 <Yellow>: -8 to +8; 0 <Black>: -8 to +8; 0	Yes	Yes	Yes	Yes	C
<Density (Fine Adjust)>*1	<Cyan>: <High>: -8 to +8; 0 <Medium>: -8 to +8; 0 <Low>: -8 to +8; 0 <Magenta>: <High>: -8 to +8; 0 <Medium>: -8 to +8; 0 <Low>: -8 to +8; 0 <Yellow>: <High>: -8 to +8; 0 <Medium>: -8 to +8; 0 <Low>: -8 to +8; 0 <Black>: <High>: -8 to +8; 0 <Medium>: -8 to +8; 0 <Low>: -8 to +8; 0	Yes	Yes	Yes	Yes	C
<Toner Save>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Resolution>	<1200 dpi>, <600 dpi>	Yes	Yes	Yes	Yes	B
<Img Compress. Optimization>	<On>, <Off>	Yes	Yes	Yes	Yes	B
<Sharpness>	-3 to +3; 0	Yes	Yes	Yes	No	B
<Sharpness (Photo)>	-2 to +2; -1	Yes	Yes	Yes	No	C
<Trapping>	<Trapping>: <On>, <Off> <Trapping Width>: <Upper>: 0 to 3; 1 pixel <Lower>: 0 to 3; 1 pixel <Left>: 0 to 3; 1 pixel <Right>: 0 to 3; 1 pixel <Trapping Density>: <Cyan>: 0 to 100; 100 % <Magenta>: 0 to 100; 100 % <Yellow>: 0 to 100; 100 %	Yes	Yes	Yes	Yes	B
<Toner Volume Correction>	<Normal>, <Grad. Priority>, <Text Priority>	Yes	Yes	Yes	Yes	C
<Line Control>	<Res. Priority>, <Grad. Priority>	Yes	Yes	Yes	Yes	C
<Width Adjustment>	<Width Adjustment>: <On>, <Off> <Horizontal>: <Off>, <Level 1>, <Level 2> <Vertical>: <Off>, <Level 1>, <Level 2> <Target Color>: <All>, <Black Only>	Yes	Yes	Yes	Yes	B
<Advanced Smoothing>	<Advanced Smoothing>: <Off>, <Level 1>, <Level 2> <Apply to Graphics>: <On>, <Off> <Apply to Text>: <On>, <Off>	Yes	Yes	Yes	Yes	C
<Gradation Smoothing>	<Gradation Smoothing>: <Off>, <Level 1>, <Level 2> <Apply to Graphics>: <On>, <Off> <Apply to Images>: <On>, <Off>	Yes	Yes	Yes	Yes	C
<Layout>						
<Binding Location>	<Long Edge>, <Short Edge>	Yes	Yes	Yes	Yes	C
<Gutter>	-50.0 mm to +50.0 mm; 0.0 mm	Yes	Yes	Yes	Yes	C
<Offset Short Edge (Front)>	-50.0 mm to +50.0 mm; 0.0 mm	Yes	Yes	Yes	Yes	C
<Offset Long Edge (Front)>	-50.0 mm to +50.0 mm; 0.0 mm	Yes	Yes	Yes	Yes	C
<Offset Short Edge (Back)>	-50.0 mm to +50.0 mm; 0.0 mm	Yes	Yes	Yes	Yes	C
<Offset Long Edge (Back)>	-50.0 mm to +50.0 mm; 0.0 mm	Yes	Yes	Yes	Yes	C
<Auto Error Skip>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Timeout>	<Timeout> (5 to 300 seconds), <Off>; 15 seconds	Yes	Yes	Yes	Yes	C
<Print After Completing RIP>	<On>, <Off>	Yes	Yes	Yes	Yes	C

<Finishing>	<Off>, <Collate>, <Group>, <Rotate+Collate>*1, <Rotate+Group>*1, <Offset+Collate>*1 *2, <Offset+Group>*1, <Staple+Collate>*1*3, <Staple+Group>*1*3, <Eco(Stpl-Fr)+Col>*1*4, <Eco(Stpl-Fr)+Grp>*1*4	Yes	Yes	Yes	Yes	C
<Punch>	<Punch>: <On>, <Off> <Punch Position>: <Left>, <Right>, <Top>, <Bottom> <Punch Type>: <Finisher(2 Hole)>, <Finisher(4 Hole)>	Yes	Yes	Yes	Yes	C
<Booklet>	<Booklet>: <On>, <Off> <Book Opening>*1: <Left Opening>, <Right Opening>	Yes	Yes	Yes	Yes	C
<Saddle Stitch>*1	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Creep Correction>*1	<Off>, <Auto>, <Correction Width>	Yes	Yes	Yes	Yes	C
<Fold>*1	<Fold>: <On>, <Off> <Fold Type>: <Saddle Fold> <Saddle Fold Sheet Together>: 1 to 5, 1	Yes	Yes	Yes	No	C
<Transparency Interleaving>*1	<Off>, <Blank>, <Printed>	Yes	Yes	Yes	Yes	C
<Copy Set Numbering>*1						
<Copy Set Numbering>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Print Position>*1	<5 Locations>, <Top Left>, <Bottom Left>, <Top Right>, <Bottom Right>, <Full Surface>	Yes	Yes	Yes	Yes	C
<Starting Number>*1	1 to 9999; 1	Yes	Yes	Yes	Yes	C
<Number Size>*1	<Small(12 point)>, <Medium(24 point)>, <Large(36 point)>	Yes	Yes	Yes	Yes	C
<Density>*1	1 to 5; 3	Yes	Yes	Yes	Yes	C
<Color>*1	<Yellow>, <Magenta>, <Cyan>, <Black>, <Red>, <Green>, <Blue>	Yes	Yes	Yes	Yes	B
<Number Position Vertical>*1 <Number Position Horizontal>*1	-8 mm to +8 mm; 0 mm	Yes	Yes	Yes	Yes	C
<Personality>*1	<Auto>, <PS>, <PCL>, <Imaging>, <PDF>, <XPS>	Yes	Yes	Yes	No	C
<Mode Priority>*1	<None>, <PS>, <PCL>, <PDF>, <XPS>	Yes	Yes	Yes	No	C
<Auto Select>*1	<PS>: <On>, <Off> <PCL>: <On>, <Off> <XPS>: <On>, <Off> <Imaging>: <On>, <Off> <PDF>: <On>, <Off>	Yes	Yes	Yes	No	C
<Color Mode>	<Auto (Color/B&W)>, <Black & White>	Yes	Yes	Yes	Yes	C
<Compressed Image Output>	<Output>, <Display Error>	Yes	Yes	Yes	Yes	C
<Initialize>	<Yes>, <No>	Yes	Yes	No	No	No

\*1 Indicates items that appear only when the appropriate optional product is available for use or the appropriate setting is specified.

\*2 Copies: 1 to 9999

\*3 Staple Position (Staple+Collate, Staple+Group):  
Corner (Upper-L), Double (Top), Corner (Upper-R), Double (Right), Corner (Lower-R), Double (Bottom), Corner (Lower-L), Double (Left).

\*4 Staple Position (Eco(Stpl-Fr)+Col, Eco(Stpl-Fr)+Grp):  
Corner (Upper-L), Corner (Upper-R), Corner (Lower-R), Corner (Lower-L).

## UFR II

☰ → <Function Settings> → <Printer> → <Printer Settings> → <Custom Settings> → <UFR II>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Halftones>	<Text>: <Resolution>, <Gradation>, <Error Diffusion>	Yes	Yes	Yes	Yes	B
	<Graphics>: <Resolution>, <Gradation>, <Error Diffusion>	Yes	Yes			
	<Image>: <Resolution>, <Gradation>, <Error Diffusion>	Yes	Yes			
<Matching Method>	<General>, <Perceptual>, <Colorimetric>, <Vivid Photo>, <Download Profile>	Yes	Yes	Yes	No	C
<Gray Compensation>	<Text>: <On>, <Off>	Yes	Yes	Yes	Yes	B
	<Graphics>: <On>, <Off>	Yes	Yes			
	<Image>: <On>, <Off>	Yes	Yes			
<Paper Save>	<On>, <Off>	Yes	Yes	Yes	Yes	C

☰ → <Function Settings> → <Printer> → <Printer Settings> → <Custom Settings> → <PCL><sup>\*1</sup>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Paper Save>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Orientation>	<Portrait>, <Landscape>	Yes	Yes	Yes	Yes	C
<Font Source>	<Internal>, <Soft/External>	Yes	Yes	No	No	C
<Font Number>	0 to 104; <b>0</b>	Yes	Yes	Yes	No	C
<Point Size> <sup>*1</sup>	4.00 to 999.75 <point>; <b>12.00</b> <point>	Yes	Yes	Yes	No	C
<Pitch> <sup>*1</sup>	0.44 to 99.99 <dpi>; <b>10.00</b> <dpi>	Yes	Yes	Yes	No	C
<Form Lines>	5 to 128 <lines>; <b>64</b> <lines>	Yes	Yes	Yes	No	C
<Character Code>	<ARABIC8>, <DESKTOP>, <GREEK8>, <HEBREW7>, <HEBREW8>, <ISO4>, <ISO6>, <ISO11>, <ISO15>, <ISO17>, <ISO21>, <ISO60>, <ISO69>, <ISOCYR>, <ISOGRK>, <ISOHEB>, <ISOL1>, <ISOL2>, <ISOL5>, <ISOL6>, <LEGAL>, <MATH8>, <MCTEXT>, <MSPUBL>, <PC775>, <PC8>, <PC850>, <PC851>, <PC852>, <PC862>, <PC864>, <PC866>, <PC8DN>, <PC8GRK>, <PC8TK>, <PC1004>, <PIFONT>, <PSMATH>, <PSTEXT>, <ROMAN8>, <VNINTL>, <VNMTHT>, <VNUS>, <WIN30>, <WINARB>, <WINBALT>, <WINCYR>, <WINGRK>, <WINL1>, <WINL2>, <WINL5>	Yes	Yes	Yes	Yes	C
<Custom Paper>	<On>, <Off>	Yes	Yes	Yes	No	C
<Unit of Measure> <sup>*1</sup>	<Millimeters>, <inches>	Yes	Yes	Yes	No	C
<X dimension> <sup>*1</sup>	98.4 mm to 1200.0 mm; <b>457.2</b> mm	Yes	Yes	Yes	No	B
<Y dimension> <sup>*1</sup>	98.0 mm to 320.0 mm; <b>320.0</b> mm	Yes	Yes	Yes	No	B
<Append CR to LF>	<Yes>, <No>	Yes	Yes	Yes	Yes	C
<Enlarge A4 Print Width>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Halftones>	<Text>: <Resolution>, <Gradation>, <Error Diffusion>	Yes	Yes	Yes	Yes	B
	<Graphics>: <Resolution>, <Gradation>, <Error Diffusion>					
	<Image>: <Resolution>, <Gradation>, <Error Diffusion>					
<Matching Method>	<General>, <Perceptual>, <Colorimetric>, <Vivid Photo>, <Download Profile>	Yes	Yes	Yes	No	C
<Gray Compensation>	<Text>: <On>, <Off>	Yes	Yes	Yes	Yes	B
	<Graphics>: <On>, <Off>					
	<Image>: <On>, <Off>					
<BarDIMM>	<Enable>, <Disable>	Yes	Yes	Yes	Yes	C
<FreeScape> <sup>*1</sup>	<Off>, <->, <">, <#>, <\$>, </>, < >, <?>, <{>, <}>, < >	Yes	Yes	Yes	Yes	C

\*1 Indicates items that appear only when the appropriate optional product is available for use or the appropriate setting is specified.

☰ → <Function Settings> → <Printer> → <Printer Settings> → <Custom Settings> → <PS><sup>\*1</sup>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Job Timeout>	0 to 3600 seconds; <b>0</b> second	Yes	Yes	Yes	Yes	C
<Print PS Errors>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Pure Black Text>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Black Overprint> <sup>*1</sup>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<RGB Source Profile>	<sRGB>, <Gamma 1.5>, <Gamma 1.8>, <Gamma 2.4>, <None>, <Download Profile>	Yes	Yes	Yes	No	No
<CMYK Simulation Profile>	<JapanColor(Canon)>, <US Web Ctd(Canon)>, <Euro Standard>, <None>, <Download Profile>	Yes	Yes	Yes	No	No
<Use Grayscale Profile>	<On>, <Off>	Yes	Yes	Yes	No	No
<Output Profile>	<Text>: <Normal>, <Photo>, <TR Normal>, <TR Photo>, <Download Profile> <Graphics>: <Normal>, <Photo>, <TR Normal>, <TR Photo>, <Download Profile> <Image>: <Normal>, <Photo>, <TR Normal>, <TR Photo>, <Download Profile>	Yes	Yes	Yes	No	No
<Matching Method>	<Perceptual>, <Saturation>, <Colorimetric>	Yes	Yes	Yes	Yes	C
<Halftones>	<Text>: <Resolution>, <Gradation>, <Error Diffusion>	Yes	Yes	Yes	Yes	B
	<Graphics>: <Resolution>, <Gradation>, <Error Diffusion>					
	<Image>: <Resolution>, <Gradation>, <Error Diffusion>					
<Brightness> <sup>*1</sup>	85% to 115%; <b>100%</b>	Yes	Yes	Yes	Yes	C
<Composite Overprint>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Grayscale Conversion> <sup>*1</sup>	<sRGB>, <NTSC>, <Uniform RGB>	Yes	Yes	Yes	Yes	C

\*1 Indicates items that appear only when the appropriate optional product is available for use or the appropriate setting is specified.

## Imaging

☰ → <Function Settings> → <Printer> → <Printer Settings> → <Custom Settings> → <Imaging>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Image Orientation>	<Auto>, <Vertical>, <Horizontal>	Yes	Yes	Yes	Yes	C
<Zoom Mode>	<Off>, <Auto>	Yes	Yes	Yes	Yes	C
<Print Position>	<Auto>, <Center>, <Top Left>	Yes	Yes	Yes	Yes	C
<Show Warnings>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Enlarge Print Area>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Matching Method>	<General>, <Perceptual>, <Colorimetric>, <Vivid Photo>, <Download Profile>	Yes	Yes	Yes	Yes	C
<Photo Correct (Color Only)>						
<Photo Optimizer PRO>	<On>, <Off>	Yes	Yes	Yes	No	C
<Red-Eye Correction>	<Red-Eye Correction>: <On>, <Off>	Yes	Yes	Yes	No	C
	<Red-Eye Correction Level>: <Weak>, <Standard>, <Strong>					
<Face Brightener>	<Face Brightener>: <On>, <Off>	Yes	Yes	Yes	No	C
	<Face Brightener Level>: <Weak>, <Standard>, <Strong>					
<Halftones>	<Resolution>, <Gradation>, <Error Diffusion>	Yes	Yes	Yes	Yes	B
<Gray Compensation>	<On>, <Off>	Yes	Yes	Yes	Yes	B
<Grayscale Conversion> *1	<sRGB>, <NTSC>, <Uniform RGB>	Yes	Yes	Yes	Yes	C

\*1 Indicates items that appear only when the appropriate optional product is available for use or the appropriate setting is specified.

☰ → <Function Settings> → <Printer> → <Printer Settings> → <Custom Settings> → <PDF>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Enlarge/Reduce to Fit Size>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Enlarge Print Area>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<N on 1>	<Off>, <2 on 1>, <4 on 1>, <6 on 1>, <8 on 1>, <9 on 1>, <16 on 1>	Yes	Yes	Yes	Yes	C
<Comment Print>	<Off>, <Auto>	Yes	Yes	Yes	Yes	C
<Pure Black Text>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Black Overprint> <sup>*1</sup>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<RGB Source Profile>	<sRGB>, <Gamma 1.5>, <Gamma 1.8>, <Gamma 2.4>, <None>, <Download Profile>	Yes	Yes	Yes	No	No
<CMYK Simulation Profile>	<JapanColor(Canon)>, <US Web Ctd(Canon)>, <Euro Standard>, <None>, <Download Profile>	Yes	Yes	Yes	No	No
<Use Grayscale Profile>	<On>, <Off>	Yes	Yes	Yes	No	No
<Output Profile>	<Text>: <Normal>, <Photo>, <TR Normal>, <TR Photo>, <Download Profile> <Graphics>: <Normal>, <Photo>, <TR Normal>, <TR Photo>, <Download Profile> <Image>: <Normal>, <Photo>, <TR Normal>, <TR Photo>, <Download Profile>	Yes	Yes	Yes	No	No
<Matching Method>	<Perceptual>, <Saturation>, <Colorimetric>	Yes	Yes	Yes	Yes	C
<Halftones>	<Text>: <Resolution>, <Gradation>, <Error Diffusion>	Yes	Yes	Yes	Yes	B
	<Graphics>: <Resolution>, <Gradation>, <Error Diffusion>					
	<Image>: <Resolution>, <Gradation>, <Error Diffusion>					
<Brightness> <sup>*1</sup>	85% to 115%; <b>100%</b>	Yes	Yes	Yes	Yes	C
<Composite Overprint>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Grayscale Conversion> <sup>*1</sup>	<sRGB>, <NTSC>, <Uniform RGB>	Yes	Yes	Yes	Yes	C

\*1 Indicates items that appear only when the appropriate optional product is available for use or the appropriate setting is specified.



☰ → <Function Settings> → <Printer> → <Printer Settings> → <Custom Settings> → <XPS>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Matching Method>	<General>, <Perceptual>, <Colorimetric>, <Vivid Photo>, <Download Profile>	Yes	Yes	Yes	Yes	C
<Photo Correct. (Color Only)>						
<Photo Optimizer PRO>	<On>, <Off>	Yes	Yes	Yes	No	C
<Red-Eye Correction>	<Red-Eye Correction>: <On>, <Off>	Yes	Yes	Yes	No	C
	<Red-Eye Correction Level>*1: <Weak>, <Standard>, <Strong>					
<Face Brightener>	<Face Brightener>: <On>, <Off>	Yes	Yes	Yes	No	C
	<Face Brightener Level>*1: <Weak>, <Standard>, <Strong>					
<Halftones>	<Text>: <Gradation>, <Resolution>, <Error Diffusion>	Yes	Yes	Yes	Yes	B
	<Graphics>: <Gradation>, <Resolution>, <Error Diffusion>					
	<Image>: <Gradation>, <Resolution>, <Error Diffusion>					
<Gray Compensation>	<Text>: <On>, <Off>	Yes	Yes	Yes	Yes	B
	<Graphics>: <On>, <Off>					
	<Image>: <On>, <Off>					
<Grayscale Conversion>*1	<Text>: <sRGB>, <NTSC>, <Uniform RGB>	Yes	Yes	Yes	Yes	C
	<Graphics>: <sRGB>, <NTSC>, <Uniform RGB>					
	<Image>: <sRGB>, <NTSC>, <Uniform RGB>					

\*1 Indicates items that appear only when the appropriate optional product is available for use or the appropriate setting is specified.

## Utility

☰ → <Function Settings> → <Printer> → <Printer Settings> → <Utility>

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Initialize PCL Hard Disk>	<Yes>,< No>	Yes	Yes	No	No	No
<Initialize PS Hard Disk>	<Yes>,<No>	Yes	Yes	No	No	No
<Reset Printer>	<Yes>,<No>	Yes	Yes	No	No	No

Send

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Output Report>						
<TX/RX User Data List>	<Yes>, <No>	Yes	Yes	Yes	No	No
<Fax User Data List>	<Yes>, <No>	Yes	Yes	Yes	No	No
<Common Settings>						
<Register Favorite Settings>	Confirm Settings	Yes	Yes	No	Yes	C
	Select Location: <M1> to <M18>					
	<Show Comments>: <On>, <Off>					
<Edit Favorite Settings>	<Name>, <Comment>	Yes	Yes	No	Yes	C
	Select the Button: <M1> to <M18>					
	<Delete>, <Check Content>, <Rename>					
<Display Confirmation for Favorite Settings>	<On>, <Off>	Yes	Yes	No	No	C
<Default Screen>	<Standard>, <One-Touch>, <Favorite Settings>, <Address Book>	Yes	Yes	No	No	C
<Restrict Address Book Use>	<On>, <Off>	Yes	Yes	No	No	C
<Change Default Settings>	<Register>, <Initialize>	Yes	Yes	No	No	C
<Register Options Shortcuts>	<Shortcut 1>: <2-Sided Settings>, Each mode, <Unassigned>	Yes	Yes	No	No	C
	<Shortcut 2>: <Different Size Originals>, Each mode, <Unassigned>					
<TX Report>	<For Error Only>, <On>, <Off>	Yes	No	Yes	Yes	C
	When <For Error Only> is selected: <Allow Printing from Options>: <On>, <Off> <Report with TX Image>: <On>, <Off> <Report with Color TX Image>: <On>, <Off>					
	When <On> is selected: <Report with TX Image>: <On>, <Off> <Report with Color TX Image>: <On>, <Off>					
<Communication Management Report>	When <Off> is selected: <Allow Printing from Options>: <On>, <Off> <Report with TX Image>: <On>, <Off> <Report with Color TX Image>: <On>, <Off>	Yes	Yes	Yes	Yes	C
	<Print/Send Every Specified No. of Transm.>: <Print>, <Send>, <Off>					
	Number of transmissions: 100 to 1000					
	<Print/Send at Specified Time>: <Print>, <Send>, <Off>					
<TX Terminal ID>	Specify Print Time: 00:00 to 23:59	Yes	Yes	Yes	Yes	C
	<Print Send/Receive Jobs Separately>: On, Off					
	<Send Destination>					
	<Print>, <Do Not Print>					
<Delete Failed TX Jobs>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Retry Times>	0 to 3 to 5 times	Yes	Yes	Yes	Yes	C
<Data Compression Ratio>	<High Ratio>, <Normal>, <Low Ratio>	Yes	Yes	Yes	Yes	C
<YCbCr TX Gamma Value>	<Gamma 1.0>, <Gamma 1.4>, <Gamma 1.8>, <Gamma 2.2>	Yes	Yes	Yes	Yes	C
<Use Divided Chunk Send for WebDAV TX>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Confirm TLS Certificate for WebDAV TX>	<On>, <Off>	No	No	Yes	No	C
	When <On> is selected: <CN>: On, Off					
<Limit New Destination>	<Fax>: <On>, <Off>	Yes	No	Yes	Yes	C
	<E-Mail>: <On>, <Off>					
	<I-Fax>: <On>, <Off>					
	<File>: <On>, <Off>					
<Always Add Device Signature to Send>	<On>, <Off>	Yes	No	Yes	Yes	C
	When <On> is selected: <Restrict File Formats>: <On>, <Off>					
<Limit E-Mail to Send to Myself>	<On>, <Off>	Yes	No	Yes	Yes	C
<Restrict File TX to Personal Folder>	<On>, <Off>	Yes	No	Yes	Yes	C

<Personal Folder Specification Method>	<Home Folder>, <Register for Each User>, <Use Login Server>	Yes	No	Yes	Yes	C
	When <Home Folder> is selected: <Set>, <Use Authentication Info. of Each User>					
	<Set>: <Protocol>( <Windows (SMB)>, <WebDAV>), <Host Name>, <Folder Path>					
	When <Use Login Server> is selected: <Use Authentication Info. of Each User>					
<Settings for Sent Document Backup>	<Use Sent Document Backup Function>: <On>, <Off>	Yes	Yes	Yes	Yes	C
	When <On> is selected: <Backup Location>: Select Addresses, Address Details, Register Addresses <Folder Name>: <Sender Information>, <Date>, <Off (Do Not Create)> <File Format>: <TIFF>, <PDF>					
<Display Notification When Job Is Accepted>	<On>, <Off>	Yes	Yes	No	Yes	C
<E-Mail/Fax Settings>						
<Register Unit Name>	Register Unit Name	Yes	Yes	Yes	No	C
<Communication Settings>	<SMTP RX>: <On>, <Off>	Yes	Yes	Yes	Yes	C
	<POP>: <On>, <Off>	Yes	Yes	Yes	Yes	C
	<SMTP Server>: Enter the SMTP Server	Yes	Yes	Yes	No	C
	<E-Mail Address>: Enter the E-Mail Address	Yes	Yes	Yes	No	A
	<POP Server>: Enter the POP Server	Yes	Yes	Yes	No	C
	<POP Login Name>: Enter the POP Login Name	Yes	Yes	Yes	No	A
	<POP Password>: Enter the POP Password	Yes	Yes	Yes	No	A
	<POP Interval>: 0 to 99 minutes	Yes	Yes	Yes	No	C
	<Authent./Encryption>	Yes	Yes	Yes	No	No
	<POP Auth. Method>: <Standard>, <APOP>, <POP AUTH>	Yes	Yes	Yes	Yes	C
	<POP Authentication Before Sending>: <On>, <Off>	Yes	Yes	Yes	No	C
	<SMTP Authentication (SMTP AUTH)>: <On>, <Off>	Yes	Yes	Yes	No	C
	<Allow TLS (SMTP RX)>: <Always TLS>, <On>, <Off>	Yes	Yes	Yes	No	C
	<Allow TLS (POP)>: <On>, <Off>	Yes	Yes	Yes	No	C
<Allow TLS (SMTP TX)>: <On>, <Off>	Yes	Yes	Yes	No	C	
<Display Auth. Screen When Sending>: <On>, <Off>	Yes	Yes	Yes	No	C	
<Specify Port Number for SMTP TX/POP RX>	<SMTP TX>, <POP RX>	Yes	Yes	No	Yes	C
	<SMTP TX>: 1 to 25 to 65535 <POP RX>: 1 to 110 to 65535					
<S/MIME Settings>	<Encryption Settings>: <Always Encrypt>, <Only Encrypt If Certificate>, <Do Not Encrypt> <Add Digital Signatures>: <On>, <Off>	Yes	Yes	Yes	Yes	C
	When Encryption is selected: <Encryption Algorithm>: <3DES>, <AES128>, <AES256> <Signature Algorithm>: <SHA1>, <SHA256>, <SHA384>, <SHA512> <Verify Signature upon Receipt>: <On>, <Off> <Print Signature upon Receipt>: <On>, <Off>					
<Confirm TLS Certificate for SMTP TX>	<On>, <Off>	No	No	Yes	No	C
	When <On> is selected: <CN>: On, Off					
<Confirm TLS Certificate for POP RX>	<On>, <Off>	No	No	Yes	No	C
	When <On> is selected: <CN>: On, Off					
<Maximum Data Size for Sending>	0 to 3 to 99 MB	Yes	No	Yes	Yes	C
<Default Subject>	Enter the Subject, Attached Image	Yes	No	Yes	Yes	C
<Specify Authentication User for Reply-To>	<On>, <Off>	Yes	No	Yes	No	C
<Specify Authentication User as Sender>	<On>, <Off>	Yes	No	Yes	No	C
<Allow Unregistered Users to Send E-Mail>	<On>, <Off>	Yes	No	Yes	Yes	C
<Full Mode TX Timeout>	1 to 24 to 99 hr.	Yes	No	Yes	Yes	C
<Print MDN/DSN upon Receipt>	<On>, <Off>	Yes	No	Yes	Yes	C
<Use Send via Server>	<On>, <Off>	Yes	No	Yes	Yes	C
<Allow MDN Not via Server>	<On>, <Off>	Yes	No	Yes	Yes	C
<Restrict TX Destination Domain>	<Restrict Sending to Domains>: <On>, <Off>	Yes	No	Yes	Yes <sup>*1</sup>	C
	When <On> is selected: <Register>, <Details/Edit>, <Delete>					
<Auto Complete for Entering E-Mail Addresses>	<Off>, <Address Book (Local)>, <LDAP Server>	Yes	Yes	No	No	C
<Fax Settings>						

<Register Favorite Settings>	Confirm Settings	Yes	Yes	No	No	C
	Select Location: <M1> to <M18>					
	<Show Comments>: <On>, <Off>					
<Edit Favorite Settings>	<Name>, <Comment>	Yes	Yes	No	No	C
	Select the Button: <M1> to <M18>					
	<Delete>, <Check Content>, <Rename>					
<Display Confirmation for Favorite Settings>	<On>, <Off>	Yes	Yes	No	No	C
<Default Screen>	<Standard>, <Address Book>, <Favorite Settings>	Yes	Yes	No	No	C
<Restrict Address Book Use>	<On>, <Off>	Yes	Yes	No	No	C
<Change Default Settings>	<Register>, <Initialize>	Yes	Yes	No	No	C
<Register Options Shortcuts>	<Shortcut 1>: <Density>, Each mode, <Unassigned>	Yes	Yes	No	No	C
	<Shortcut 2>: <Original Type>, Each mode, <Unassigned>					
	<Shortcut 3>: <2-Sided Original>, Each mode, <Unassigned>					
	<Shortcut 4>: <Different Size Originals>, Each mode, <Unassigned>					
<Register Sender Name (TTI)>	<Register/Edit>, <Delete>	Yes	Yes	Yes	No	C
<Use Authentication User Name as Sender Name>	<On>, <Off>	Yes	No	No	Yes	C
<ECM TX>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Set Pause Time>	1 to 4 to 15 sec.	Yes	Yes	Yes	Yes	C
<Auto Redial>	<On>, <Off>	Yes	Yes	Yes	Yes	C
	<Set Details>: <Redial Times>: 1 to 2 to 10 times <Redial Interval>: 2 to 99 minutes <Redial When TX Error>: <Error and 1st Page>, <All Pages>, <Off>					
<Check Dial Tone Before Sending> <sup>3</sup>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Fax TX Report>	<For Error Only>, <On>, <Off>	Yes	Yes	Yes	Yes	C
	When <For Error Only> is selected: <Report with TX Image>: <On>, <Off>					
	When <On> is selected: <Report with TX Image>: <On>, <Off>					
<Fax Activity Report>	<Print/Send Every Specified No. of Transm.>: <Print>, <Send>, <Off>	Yes	Yes	Yes	Yes	C
	Number of transmissions: 40 to 1000					
	<Print/Send at Specified Time>: <Print>, <Send>, <Off>					
	Specify Print Time: 00:00 to 23:59					
	<Print Send/Receive Jobs Separately> <sup>4</sup> : On, Off <Send Destination>					
<Set Line>						
<Line 1> to <Line 2>	-	Yes	No	No	No	No
<Register Unit Telephone Number>	Enter the User Telephone No.	Yes	No	Yes	No	A
<Register Unit Name>	Enter the Unit Name	Yes	No	Yes	No	A
<Select Line Type>	<20 pps>, <10 pps>, <Tone>	Yes	No	Yes	No	C
<Edit Line Name for Select Line Screen>	Enter the Line Name	Yes	No	No	No	C
<Default Address List When Selecting Line>	<Address List 1> to <Address List 10>, <All Address Lists>	Yes	No	No	No	C
<Select TX Line> <sup>2</sup>	If the Super G3 FAX Board and Super G3 2nd Line Fax Board are installed: <Line 1>, <Line 2>, <Priority TX>, <Prohibit TX>	Yes	No	Yes	No	C
<TX Start Speed>	<33600 bps>, <14400 bps>, <9600 bps>, <7200 bps>, <4800 bps>, <2400 bps>	Yes	No	Yes	Yes	C
<R-Key Setting>	<PSTN>, <PBX> When <PBX> is selected: <Prefix> (20 digits maximum), <Hooking>	Yes	No	Yes	Yes	C
<Confirm Entered Fax Number>	<On>, <Off>	Yes	No	Yes	Yes	C
<Allow Fax Driver TX>	<On>, <Off>	Yes	No	Yes	Yes	C
<Confirm Before Sending When Fax Dest. Included>	<On>, <Off>	No	No	Yes	No	C
	When <On> is selected:					

	<Only for Seq. Broadcast>, <All>					
<Restrict Sequential Broadcast When Fax Dest. Included>	<On>, <Off>	No	No	Yes	No	C
<Remote Fax TX Settings> <sup>*1</sup>						
<Remote Fax Server Address>	Enter the IP address or host name	Yes	Yes	Yes	No	C
<TX Timeout>	1 to 24 to 99 hour (one hour increments)	Yes	Yes	Yes	Yes	C
<No. of TX Lines>	1 to 4 Line	Yes	Yes	Yes	No	C
<Select Priority Line>	<Auto>, <Line 1>, <Line 2> <sup>*5</sup> , <Priority TX>, <Prohibit TX>	Yes	Yes	Yes	No	C
<Use IP Fax>	<On>, <Off>	Yes	Yes	Yes	No	C
<IP Fax Communication Mode Settings>	<Use Intranet>: <On>, <Off> <Use VoIP Gateway>: <On>, <Off>	Yes	Yes	Yes	No	C
<Use Remote Fax>	<On>, <Off>	Yes	Yes	Yes	Yes	C

\*1 <Details/Edit>: No, <Delete>: No

\*2 Indicates items that appear only when the appropriate optional products are available for use.

\*3 Indicates items that may not be displayed on the Settings/Registration screen or that may have different default setting, depending on the region.

\*4 Indicates items that are not displayed when the Fax function is used with the Remote Fax Kit.

\*5 Displays according to the number of lines set in <No. of TX Lines>.

## Receive/Forward

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Output Report>						
<TX/RX User Data List>	<Yes>, <No>	Yes	Yes	Yes	No	No
<Fax User Data List> <sup>*1</sup>	<Yes>, <No>	Yes	Yes	Yes	No	No
<Common Settings>						
<Print on Both Sides>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Select Drawer>	Switch A: <On>, <Off> Switch B: <On>, <Off> Switch C: <On>, <Off> Switch D: <On>, <Off>	Yes	Yes	Yes	Yes	C
<Reduce Fax RX Size>	<On>, <Off>	Yes	Yes	Yes	Yes	C
	<ul style="list-style-type: none"> <li>• &lt;Reduction Mode&gt;: &lt;Auto&gt;, &lt;Fixed&gt;</li> <li>• &lt;Reduction %&gt;: 75 to <b>90%</b> to 97%</li> </ul>					
	<ul style="list-style-type: none"> <li>• &lt;Reduction Direction&gt;: &lt;Vertical &amp; Horizontal&gt;, &lt;Vertical Only&gt;</li> </ul>					
<2 on 1 Log>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Print RX Page Footer>	<Print>, <Do Not Print>	Yes	Yes	Yes	Yes	C
<YCbCr RX Gamma Value>	<Gamma 1.0>, <Gamma 1.4>, <Gamma 1.8>, <Gamma 2.2>	Yes	Yes	Yes	Yes	C
<Interrupt and Print RX Jobs> <sup>*1</sup>	<On>, <Off>	No	No	Yes	No	C
<Use Forwarding Settings>	<On>, <Off>	Yes	No	Yes	No	C
<Handle Files with Forwarding Errors>	<Always Print>, <Store/Print>, <Off>	Yes	No	Yes	Yes	C
<Forwarding Settings>	<Receive Method>:, <Validate/Invalidate>, <Delete>, <Register>, <Edit & Adjust> (<Forward without Conditions>, <Details/Edit>, <E-Mail Priority>, <Print List>), <Search>, <Clear>	Yes	No	Yes	Yes <sup>*2</sup>	C
<Set Fax/I-Fax Inbox>						
<Set/Register Confidential Fax Inboxes>	<Box No.>: 00 to 49	Yes	Yes	No	Yes	C
	<Register Box Name>	Yes	Yes	No	Yes <sup>*3</sup>	C
	<PIN>	Yes	Yes	No	Yes	C
	<URL Send Settings>	Yes	Yes	No	Yes <sup>*3</sup>	C
	<Initialize>	Yes	Yes	No	Yes	C
<Memory RX Inbox PIN>	<Set>: <PIN>, <Confirm>	Yes	No	No	No	C
<Use Fax Memory Lock> <sup>*1</sup>	<On>, <Off>	Yes	No	Yes	Yes	C
<Use I-Fax Memory Lock>	<On>, <Off>	Yes	No	Yes	Yes	C
<Memory Lock Start Time>	<Everyday> (1 to 5), <Specify Days> (<Sun> to <Sat>, 1 to 5), <Off>	Yes	No	Yes	Yes	C
<Memory Lock End Time>	<Everyday> (1 to 5), <Specify Days> (<Sun> to <Sat>, 1 to 5), <Off>	Yes	No	Yes	Yes	C
<Divided Data RX Timeout>	0 to <b>24</b> to 99 hr.	Yes	No	Yes	Yes	C
<Forward Temporarily Stored File to Memory RX Inbox>	<Yes>, <No>	Yes	Yes	No	No	No
<Always Send Notice for RX Errors>	<On>, <Off>	Yes	No	Yes	Yes	C
<Fax Settings> <sup>*1</sup>						
<ECM RX>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Fax RX Report>	<For Error Only>, <On>, <Off>	Yes	Yes	Yes	Yes	C
<Confidential Fax Inbox RX Report>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<RX Start Speed>	< <b>33600 bps</b> >, <14400 bps>, <9600 bps>, <7200 bps>, <4800 bps>, <2400 bps>	Yes	No	Yes	Yes	C
<RX Password>	<Set>: <Password>, <Confirm>	Yes	No	Yes	No	C

\*1 Indicates items that appear only when the appropriate optional products are available for use.

\*2 <Register>: No  
<Delete>: No  
<Details/Edit>: No  
<Print List>: No  
<Forward without Conditions>: No  
<Search>: No

\*3 Indicates items that are not delivered if a PIN is set.

## Store/Access Files

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Avail	Import All Function
<Common Settings>						
<Scan and Store Settings>						
<Register/Edit Favorite Settings>	<Register>, <Rename>, <Delete>, <Check Content> (<M1> to <M9>)	Yes	Yes	No	No	C
<Change Default Settings>	<Register>, <Initialize>	Yes	Yes	No	No	C
<Access Stored Files Settings>						
<Register/Edit Favorite Settings>	<Register>, <Rename>, <Delete>, <Check Content> (<M1> to <M9>)	Yes	Yes	No	No	C
<Change Default Settings>	<Register>, <Initialize>	Yes	Yes	No	No	C
<Limit Box PIN to 7 Digits/Restrict Access>	<On>, <Off>	Yes	No	Yes	No	C
<Mail Box Settings>						
<Set/Register Mail Boxes>	<Box No.>: 00 to 99	Yes	Yes	Yes	No	C
	<Register Box Name>	Yes	Yes	Yes	Yes <sup>*1</sup>	C
	<PIN>	Yes	Yes	Yes	No	C
	<Time Until File Auto Delete>: 0(Off), 1, 2, 3, 6, 12 hr., 1, 2, 3, 7, 30 days	Yes	Yes	Yes	No	C
	<URL Send Settings>	Yes	Yes	Yes	Yes <sup>*1</sup>	C
	<Print When Storing from Printer Driver>: <On>, <Off>	Yes	Yes	Yes	Yes <sup>*1</sup>	C
	<Initialize>	Yes	Yes	Yes	No	C
<Settings for All Mail Boxes>						
<Time Until File Auto Delete>	0(Off), 1, 2, 3, 6, 12 hr., 1, 2, 3, 7, 30 days	Yes	No	No	No	No
<Print When Storing from Printer Driver>	<On>, <Off>	Yes	No	Yes	No	No
<Box Security Settings>						
<Display Print When Storing from Printer Driver>	<On>, <Off>	Yes	No	Yes	Yes	C
<Advanced Space Settings>						
<Unified Advanced Space Settings>	<Off>, <By WebDAV>, <By SMB>	No	Yes	No	Yes	C
<Open to Public>	<Off>, <By WebDAV>, <By SMB>	Yes	Yes	Yes	Yes	C
<WebDAV Server Settings>	<Authentication Type>: <Basic>, <Off> <Use TLS>: <On>, <Off>	No	Yes	Yes	Yes	C
<Allow to Create Personal Space>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Delete All Personal Spaces>	<Yes>, <No>	Yes	Yes	Yes	No	No
<Initialize Shared Space>	<Yes>, <No>	Yes	Yes	Yes	No	No
<Prohibit Writing from External>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Authentication Management>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<File Formats Allowed for Storing>	<Device Supported Formats>, <Common Office Formats>, <All>	Yes	Yes	Yes	Yes	C
<Save Operation Log>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Network Settings>						
<Network Place Settings>	<Register> (<Name>, <Protocol>, <Location>), <Edit> (<Name>, <Protocol>, <Location>), <De- tails>, <Delete>	Yes	Yes	Yes	No	C
<Protocol for External Reference>	<SMB>: <On>, <Off> <WebDAV>: <On>, <Off>	Yes	Yes	Yes	No	C
<Confirm TLS Certificate for Network Access>	<On>, <Off>	No	No	Yes	No	C
	When <On> is selected: ● <Add Items to Verify>: <CN>: <On>, <Off>	No	No	Yes	No	C
<Memory Media Settings>						
<Use Scan/Print Function>	<Use Scan Function>: <On>, <Off>	Yes	No	Yes	Yes	C
	<Use Print Function>: <On>, <Off>	Yes	No	Yes	Yes	C

\*1 Indicates items that are not delivered if a PIN is set.



Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Forced Hold>	<On>, <Off> When <On> is selected: ● <Validate/Invalidate>, <Register>, <Details/Edit>, <Delete>	Yes	Yes	Yes	No	C <sup>*1</sup>
<Job Storage Period>	10, 20, 30 min., 1, 2, 3, 6, 12 hr., 1, 2, 3 days	Yes	Yes	No	No	C <sup>*1</sup>
<Delete Job After Printing>	<On>, <Off>	Yes	Yes	Yes	No	C <sup>*1</sup>
<Only Allow Encrypted Print Jobs>	<On>, <Off>	Yes	Yes	Yes	No	C <sup>*1*2</sup>
<Include Domain as User Recognition Condition>	<On>, <Off>	Yes	Yes	Yes	No	C
<Display Other User Jobs>	<On>, <Off>	Yes	Yes	Yes	No	C <sup>*1</sup>
<Restrict Deletion of Other User Jobs>	<On>, <Off>	Yes	Yes	Yes	No	C <sup>*1</sup>
<Match Case for User Name>	<On>, <Off>	Yes	Yes	Yes	No	C <sup>*1</sup>
<Display Same Group User Jobs>	<On>, <Off>	Yes	Yes	Yes	No	C

\*1 Only for machines that support forced hold printing

\*2 If the license for encrypted secure printing is validated

## Hold

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Use Hold Function>	<On>, <Off>	Yes	Yes	No	No	C
<Time Until Hold Job Auto Delete>	0(Off), 1, 2, 3, 6, 12 hr., 1, 2, 3, 7, 30 days	Yes	No	No	No	No
<Store PS/PDF Data to Hold>	<On>, <Off>	Yes	Yes	No	No	C

## Web Access

The Web Access function appears only when the appropriate optional product is available for use.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Settings>						
<Security>						
<Use JavaScript>	<On>, <Off>	Yes	Yes	No	No	C
<Display Mixed HTTPS/HTTP Pg>	<On>, <Off>	Yes	Yes	No	No	C
<Server Address to Exempt from Warning>	(NULL)	Yes	Yes	No	No	C
<Server Address to Allow for Sharing Info>	(NULL)	Yes	Yes	No	No	C
<Server Addr. to Allow for Simple PDF Print>	(NULL)	Yes	Yes	No	No	C
<Restrict Share Device Information>	<On>, <Off>	Yes	Yes	No	No	C
<Display Warning When No Root Certificate>	<On>, <Off>	Yes	Yes	No	No	C
<Display Warning When No Match for Cert. CN>	<On>, <Off>	Yes	Yes	No	No	C
<Displ Warning when Entering Secured Page>	<On>, <Off>	Yes	Yes	No	No	C
<Displ. Warning when Leaving Secured Page>	<On>, <Off>	Yes	Yes	No	No	C
<Cache>						
<Use Cache>	<On>, <Off>	Yes	Yes	No	No	C
<Clear Cache>	<Yes>, <No>	Yes	Yes	No	No	No
<Cookie>						
<Cookie Handling>	<Accept>, <Block>	Yes	Yes	No	No	C
<Delete Cookies>	<Yes>, <No>	Yes	Yes	No	No	No
<Privacy Policy and Regulations>						
<Restrict URL Entry>	<On>, <Off>	Yes	Yes	No	No	C
<Restrict Add/Edit Favorites>	<On>, <Off>	Yes	Yes	No	No	No
<Restrict Storing in Mail Box/Printing>	<On>, <Off>	Yes	Yes	No	No	C
<Restrict File Upload>	<On>, <Off>	Yes	Yes	No	No	C
<Hide Screen Top Display>	<On>, <Off>	Yes	Yes	No	No	C
<Hide Buttons in Toolbar>	<On>, <Off>	Yes	Yes	No	No	C
<Hide Address in Toolbar>	<On>, <Off>	Yes	Yes	No	No	C
<Hide Web Access Button>	<On>, <Off>	Yes	Yes	No	No	C
<Proxy Settings>						
<Use a proxy server>	(Display Only)	Yes	Yes	No	No	No
<Proxy Server Address>	(Display Only)	Yes	Yes	No	No	No
<Port Number>	(Display Only)	Yes	Yes	No	No	No
<Use proxy auth.>	(Display Only)	Yes	Yes	No	No	No
<Address Without Using Proxy>	(NULL)	Yes	Yes	No	No	C
<Use HTTP1.1 for proxy connection>	<On>, <Off>	Yes	Yes	No	No	C
<Exit Sleep Mode When Displ. Web Access Scrn>						
<Scanner>	<On>, <Off>	Yes	Yes	No	No	C
<Printer>	<On>, <Off>	Yes	Yes	No	No	C
<User Agent>						
<User Agent>	User Agent Information<Restore Initial	Yes	Yes	No	No	C

	Settings>						
<Version:>							
<Version:>	(Display Only)	Yes	Yes	No	No	No	No

## Set Destination

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Address Lists>	<Address List 1> to <Address List 10>, <One-Touch>, <Address List for Admin.>, <Print List>	Yes	Yes	Yes	No	No
<Register Destinations>	<Register New Destination>, <Details/Edit>, <Delete>, <Search by Name>	Yes	Yes	Yes <sup>*1</sup>	No	C
<Rename Address List>	<Address List 1> to <Address List 10>, <Rename>	Yes	Yes	Yes	No	C
<Register One-Touch>	<001> to <200>, <Register/Edit>, <Delete>	Yes	Yes	Yes	No	C
<Change Default Display of Address Book>	<Local>, <LDAP Server>, <Remote>	Yes	Yes	No	No	C
<Address Book PIN>	<Set>: <PIN>: Enter the PIN (7 digits maximum) <Confirm>	No	No	Yes	Yes	C
<Manage Address Book Access Numbers>	<On>, <Off>	No	No	Yes	Yes	C
<Include Password When Exporting Address Book>	<On>, <Off>	No	No	Yes	Yes	C
<Register LDAP Server>	<Register>, <Details/Edit>, <Delete>, <Print List>	Yes	Yes	Yes	No	No <sup>*2</sup>
<Auto Search When Using LDAP Server>	<On>, <Off>	Yes	Yes	No	Yes	C
<Confirm TLS Certificate for LDAP Server Access>	<On>, <Off>	Yes	Yes	Yes	No	C
	When <On> is selected: <CN>: On, Off					
<Change Default LDAP Search Conditions>	<Register>, <Initialize>	Yes	Yes	No	No	C
<Register/Edit LDAP Search Attribute>	<Name>, <E-Mail>, <Fax>, <Organization>, <Organization Unit>, <Not Registered 1>, <Not Registered 2>: <Register/Edit>, <Delete>	Yes	Yes	Yes	No	B
<Settings for Search by Name When Using LDAP Server>	<Name Type for Search Attribute>: cn, commonname, fullName, displayName, sn, givenName, Custom	Yes	No	No	No	C
	<Filter>: Contains, Does Not Contain, Equals, Differs from, Begins with, Ends with					
<Acquire Remote Address Book>						
<Acquire Address Book>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Remote Address Book Server Address>	Enter the IP Address or Host Name	Yes	Yes	Yes	No	C
<Communication Timeout>	15 to <b>30</b> to 120 sec.	Yes	Yes	Yes	Yes	C
<Fax TX Line Auto Select Adjustment>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Make Remote Address Book Open>						
<Make Address Book Open>	<On>, <Off>	Yes	Yes	Yes	Yes	C
<Use URI When Registering New Fax Destination>	<On>, <Off>	Yes	Yes	Yes	No	C
<Use Personal Address List>	<On>, <Off>	Yes	No	Yes	No	C
<Use User Group Address List>	<On>, <On (Browse Only)>, <Off>	Yes	No	Yes	No	C

\*1 <Server to Search>: No

\*2 <Register>, <Details/Edit>: No

## Management Settings

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- ❖ User Management
- ❖ Device Management
- ❖ License/Other
- ❖ Data Management
- ❖ Security Settings

## User Management

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Authentication Management>						
<Change Password> <sup>*1</sup>	(32 characters maximum)	Yes	Yes	Yes	No	C
<Register/Edit Authentication User>	<Register>, <Details/Edit>, <Delete>	No	No	Yes	No	C
<Use User Authentication>	<On>, <Off> When <On> is selected: <ul style="list-style-type: none"> <li>&lt;Picture Login&gt;<sup>*2</sup>: &lt;On&gt;, &lt;Off&gt;</li> <li>&lt;IC Card Authentication&gt;: &lt;On&gt;, &lt;Off&gt;</li> <li>&lt;Keyboard Authentication&gt;: &lt;On&gt;, &lt;Off&gt;</li> <li>&lt;Mobile Authentication&gt;: &lt;On&gt;, &lt;Off&gt;</li> </ul>	No	No	Yes	Yes	C
<IC Card Authentication>						
<Display Button on Settings Menu>	<Register IC Card>: <On>, <Off> <Delete IC Card>: <On>, <Off> <Change IC Card PIN>: <On>, <Off>	No	No	Yes	Yes	C
<Keyboard Authentication>						
<Number of Caches for Login Users>	<0>, <1>, <Max (Maximum No. for Device)>	No	No	Yes	Yes	C
<Display Button to Change Password on Settings Menu>	<On>, <Off>	No	No	Yes	Yes	C
<Login Screen Display Settings>	<Displ When Dev Operation Start>, <Display When Func Is Selected>	No	No	Yes	No	C
	When <Display When Func Is Selected> is selected: <ul style="list-style-type: none"> <li>&lt;Require Authentication For&gt;: &lt;Functions&gt;, &lt;Color Copy/Print&gt; (&lt;None (No Authentication Required)&gt;), &lt;Full Color&gt;, &lt;Full Color/Two Colors&gt;, &lt;Full Color/Two Colors/Single Color&gt;</li> </ul>	No	No	Yes	No	C
	<ul style="list-style-type: none"> <li>&lt;Require Authentication in Settings/Registration For&gt;<sup>*3</sup>: &lt;All Items&gt;, &lt;Administrator Items Only&gt;</li> </ul>	No	No	Yes	No	C
<Functions to Restrict>	<Print from Drivers without AMS Printer Driver Add-in>: <Restrict>, <Do Not Restrict>	No	No	Yes	No	C
	<Remote Scan>: <Restrict>, <Do Not Restrict>	No	No	Yes	No	C
<Restrict Job from Remote Device without User Auth.>	<On>, <Off>	No	No	Yes	No	C
<Default Role When Registering User>	<Administrator>, <GeneralUser>, <DeviceAdmin>, <NetworkAdmin>, <PowerUser> <sup>*3</sup> , <LimitedUser> <sup>*3</sup>	No	No	Yes	Yes	C
<System Manager Information Settings>	<System Manager ID>: 7654321 (Seven digits maximum) <System Manager PIN>: 7654321 (Seven digits maximum) <System Manager> <E-Mail Address> <Contact Information> <Comment>	No	No	Yes	Yes	C
<Department ID Management>	<On>, <Off>	No	No	Yes	Yes	C
<Register PIN>	<Register>, <Edit>, <Delete>, <Limit Functions> <sup>*4</sup>	No	No	Yes	Yes	C
	When <Register>/<Edit> is selected: <Department ID>, <PIN>, <Turn Limit On/Off and Set Page Limit>	No	No	Yes	Yes	C
	When <Turn Limit On/Off and Set Page Limit> is selected: <ul style="list-style-type: none"> <li>&lt;Total Print Limit&gt;: &lt;On&gt;, &lt;Off&gt; Page Limit (0 to 999999)</li> <li>&lt;Total Color Print Limit&gt;: &lt;On&gt;, &lt;Off&gt; Page Limit (0 to 999999)</li> <li>&lt;Total Black &amp; White Print Limit&gt;: &lt;On&gt;, &lt;Off&gt; Page Limit (0 to 999999)</li> <li>&lt;Color Copy Limit&gt;: &lt;On&gt;, &lt;Off&gt; Page Limit (0 to 999999)</li> <li>&lt;Black &amp; White Copy Limit&gt;: &lt;On&gt;, &lt;Off&gt; Page Limit (0 to 999999)</li> <li>&lt;Color Scan Limit&gt;: &lt;On&gt;, &lt;Off&gt; Page Limit (0 to 999999)</li> <li>&lt;Black &amp; White Scan Limit&gt;: &lt;On&gt;, &lt;Off&gt; Page Limit (0 to 999999)</li> <li>&lt;Color Print Limit&gt;: &lt;On&gt;, &lt;Off&gt; Page Limit (0 to 999999)</li> <li>&lt;Black &amp; White Print Limit&gt;: &lt;On&gt;, &lt;Off&gt; Page Limit (0 to 999999)</li> </ul>	No	No	Yes	Yes	C
<Page Totals>	<Clear>, <Print List>, <Clear All Totals>, <Large 2 Count Management>	No	No	Yes	No	No
<Allow Printer Jobs with Unknown IDs>	<On>, <Off>	No	No	Yes	Yes	C
<Allow Remote Scan Jobs with Unknown IDs>	<On>, <Off>	No	No	Yes	Yes	C
<Allow Black & White Copy/Print Jobs> <sup>*4</sup>	<On>, <Off>	No	No	Yes	Yes	C
<Allow Black & White Printer Jobs>	<On>, <Off>	No	No	Yes	Yes	C

\*1 Indicates items that appear only if you are logged in as a user with privileges other than Administrator privileges when User Authentication is being used.

\*2 Indicates items that appear only when the appropriate optional equipment is available for use.

\*3 Indicates items that appear only if ACCESS MANAGEMENT SYSTEM is enabled.

\*4 Indicates items that appear only if DepartmentID Authentication is set as the login service.



## Device Management

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Device Information Settings>	<Device Name>	No	No	Yes	No	A
	<Location>	No	No	Yes	No	A
<Device Information Distribution Settings>						
<Transmitting Settings>						
<Register Destinations>	<Auto Search/Register>, <Register>, <Details>, <Delete>, <Print List>	No	No	No	No	B <sup>1</sup>
	<Auto Search/Register>: ● <Search Depth (Router)>: 1 to 8	No	No	No	No	No
	● <Display Host Name>: <On>, <Off>	No	No	No	No	No
	● <Start Auto Search>	No	No	No	No	No
<Set Auto Distribution>	<Everyday> (1 to 5), <Specify Days> (<Sun> to <Sat>, 1 to 5), <Off>	No	No	No	No	B
	<Settings/Registration Value>: <On>, <Off> ● <Network Settings>: <Include>, <Exclude>	No	No	No	No	B
	<Department ID>: <On>, <Off>	No	No	No	No	B
	<Address Book>: <On>, <Off>	No	No	No	No	B
	<Web Access Favorites> <sup>2</sup> : <On>, <Off>	No	No	No	No	B
	<Printer Settings>: <On>, <Off>	No	No	No	No	B
	<Paper Information>: <On>, <Off>	No	No	No	No	B
<Manual Distribution>	<Settings/Registration Value>: <On>, <Off> ● <Network Settings>: <Include>, <Exclude>	No	No	No	No	No
	<Department ID>: <On>, <Off>	No	No	No	No	No
	<Address Book>: <On>, <Off>	No	No	No	No	No
	<Web Access Favorites> <sup>2</sup> : <On>, <Off>	No	No	No	No	No
	<Printer Settings>: <On>, <Off>	No	No	No	No	No
	<Paper Information>: <On>, <Off>	No	No	No	No	No
	<iW Function Flow> <sup>2</sup> : <On>, <Off>	No	No	No	No	No
<Set MEAP Authentication>	<User Name>, <Password>, <Login Destination>	No	No	No	No	C
<Receiving Settings>						
<Restrict Receiving Device Information>	<On>, <Off>	No	No	No	No	C
<Restore Data>	<Settings/Regist. Value>, <Department ID>, <Address Book>, <Web Access Favorites> <sup>2</sup> , <Printer Settings>, <Paper Information>	No	No	No	No	No
<Restrict Receiving for Each Function>	<Settings/Registration Value>: <On>, <Off>	No	No	No	No	C
	<Department ID>: <On>, <Off>	No	No	No	No	C
	<Address Book>: <On>, <Off>	No	No	No	No	C
	<Web Access Favorites> <sup>2</sup> : <On>, <Off>	No	No	No	No	C
	<Printer Settings>: <On>, <Off>	No	No	No	No	C
	<Paper Information>: <On>, <Off>	No	No	No	No	C
	<iW Function Flow> <sup>2</sup> : <On>, <Off>	No	No	No	No	C
<Set Paper Information>	<All>, <Basic Only>	No	No	No	No	C
<Use MEAP Authentication When Receiving>	<On>, <Off>	No	No	No	No	C
<Communication Log>	<Details>, <Print List>, <Report Settings>	No	No	No	No	No
	<Report Settings> ● <Auto Print (100 Transmissions)>: <On>, <Off>	No	No	No	No	C
	● <Specify Print Time>: <On> (00:00 to 23:59), <Off>	No	No	No	No	C
	● <Separate Report Type>: <On>, <Off>	No	No	No	No	C
<Limited Functions Mode>						
<Finisher Tray A>	<On>, <Off>	Yes	No	No	No	No
<Finisher Tray A/B>	<On>, <Off>	Yes	No	No	No	No
<Finisher Saddle Stitch Unit>	<On>, <Off>	Yes	No	No	No	No
<Finisher Puncher>	<On>, <Off>	Yes	No	No	No	No
<Confirm Device Signature Certificate>	<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>	Yes	Yes	Yes	No	No
<Confirm User Signature Certificate> <sup>2</sup>	<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>	Yes	Yes	Yes	No	No
<Certificate Settings>						

<Generate Key>						
<Generate Network Communication Key>	<Key Name>	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	<Signature Algorithm>: <SHA256>, <SHA384>, <SHA512>	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	<Key Algorithm>: <RSA>, <ECDSA>	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	• When <RSA> is selected: <Key Length (bit)>: <512>, <1024>, <2048>, <4096>	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	• When <ECDSA> is selected <Key Type>: <P256>, <P384>, <P521>	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	<Validity Start Date>: Date, Month, Year (01/01/2000 - 31/12/2037)	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	<Validity End Date>: Date, Month, Year (01/01/2000 - 31/12/2037)	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	<Country/Region>: Country/Region name and code	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	<State>	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	<City>	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	<Organization>	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
	<Organization Unit>	Yes	Yes	Yes	No	C <sup>3*4*5</sup>
<Common Name> (IP address of the machine or FQDN (41 characters maximum))	Yes	Yes	Yes	No	C <sup>3*4*5</sup>	
<Generate/Update Device Signature Key>	<Yes>, <No>	Yes	Yes	Yes	No	A <sup>3*4*5</sup>
<Generate/Update Key for Access Control>	<Yes>, <No>	Yes	Yes	Yes	No	No
<Key and Certificate List>						
<Key and Certificate List for Users> <sup>2</sup>	<Certificate Details>: (<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>)	Yes	Yes	Yes	No	C <sup>6</sup>
	<Delete>	Yes	Yes	Yes	No	C <sup>6</sup>
<Key and Certificate List for This Device> <sup>2</sup>	<Certificate Details>: (<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>)	Yes	Yes	Yes	No	C <sup>6</sup>
	<Delete>	Yes	Yes	Yes	No	C <sup>6</sup>
	<Display Use Location> (Key and Certificate)	Yes	Yes	Yes	No	C <sup>6</sup>
<CA Certificate List>	<Certificate Details>: (<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>)	Yes	Yes	Yes	No	C <sup>6</sup>
	<Delete>	Yes	Yes	Yes	No	C <sup>6</sup>
<Certificate Revocation List (CRL)>	<CRL Details>: <Version>, <Signature Algorithm>, <Valid From>, <Next Update>, <Issuer>, <Serial No. List>	Yes	Yes	Yes	No	C <sup>6</sup>
	<Delete>	Yes	Yes	Yes	No	C <sup>6</sup>
<Register Key and Certificate>	<Register>	Yes	Yes	Yes	No	C <sup>6</sup>
	<Delete>	Yes	Yes	Yes	No	C <sup>6</sup>
<Register CA Certificate>	<Register>	Yes	Yes	Yes	No	C <sup>6</sup>
	<Delete>	Yes	Yes	Yes	No	C <sup>6</sup>
<Display Job Status Before Authentication>	<On>, <Off>	No	No	Yes	No	C
<Restrict Access to Other User Jobs>	<Copy/Print>: <On>, <Off> <Send>: <On>, <Off> <Receive>: <On>, <Off> <Store>: <On>, <Off>	No	No	Yes	No	C
<Display Job Log>	<On>, <Off>	No	No	Yes	No	C
	When <Off> is selected: • <Retrieve Job Log with Management Software>: <Allow>, <Do Not Allow>	No	No	Yes	No	C
<Save Audit Log>	<On>, <Off>	No	No	Yes	No	C
<Retrieve Network Authentication Log>	<On>, <Off>	No	No	Yes	No	C
<Store Key Operation Log>	<On>, <Off>	No	No	Yes	No	C
<Restrict Service Representative Access>	<On>, <Off (Auth. Needed)>, <Off>	No	No	Yes	No	C
<Synchronize Custom Settings (Client)>	Before synchronizing: <Enable>, <Pause> After synchronizing: <Disable>, <Resume>	No	No	Yes	No	No
<Synchronize Custom Settings (Server)>	Before synchronizing: <Enable> After synchronizing: <Disable>	No	No	Yes	No	A
<Manage Personal Settings>						
<Enable Use of Personal Settings>	<On>, <Off>	No	No	No	No	C
<Action When Maximum Number of Users Exceeded>	<Delete Oldest User Settings>, <Discard New User Settings>	No	No	No	No	C
<Use Default Screen After Startup/Restoration>	<On>, <Off>	No	No	No	No	C
<Prohibit						

Initialization of Administrator Password>	<On>, <Off>	No	No	No	No	No
<Restrict Special Mode Operations>	<On>, <Off>	No	No	No	No	No

\*1 Imports the registered distribution destination.

\*2 Indicates items that appear only when the appropriate optional equipment is available for use.

\*3 Imports the key pairs installed to the machine.

\*4 Supports only algorithms that can be imported from the Remote UI.

\*5 Keys and certificates are exported in the PKCS#12 format.

\*6 Imports the following items that are registered in the machine.

- CA certificates
- Certificate revocation lists (CRL)
- S/MIME certificates

## License/Other

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Register License>	24 characters maximum	No	No	No	No	No
<MEAP Settings>						
<Print System Information>	<Yes>, <No>	No	No	No	No	No
<Use TLS>	<On>, <Off>	No	No	Yes	No	C
<Confirm TLS Certificate Using MEAP Application>	<On>, <Off> When <On> is selected: ● <Add Items to Verify>: <CN>: <On>, <Off>	No	No	Yes	No	C
<Remote UI>	<On>, <Off>	No	No	No	Yes	C
	When <On> is selected: ● <Use TLS>: <On>, <Off>	No	No	Yes	No	C
<Delete Message Board Contents>	<Yes>, <No>	No	No	No	No	No
<Remote Operation Settings>	<On>, <Off>	No	No	Yes	No	C
	When <On> is selected: ● <Password>: 8 characters maximum (Only alphanumeric characters)	No	No	Yes	No	C
<Use ACCESS MANAGEMENT SYSTEM>	<On>, <Off>	No	No	Yes	No	C
<Register/Update Software>	<Install Applications/Options>, <Update Firmware>, <Software Management Settings>	No	No	Yes	No	No
<Start Setup Guide>	<Start>	No	No	No	No	No
<Allow Use of Print Function from Mobile>	<On>, <Off>	No	No	No	No	C <sup>*1</sup>

\*1 Only for machines that support the Hold function.

## Data Management

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Import/Export>						
<Import from USB Memory>	<Store Import Result in Device>: <On>, <Off> <Store Import Result in USB>: <On>, <Off> <Decryption Password>	No	No	No	No	No
<Export to USB Memory>	<Encryption Password>	No	No	No	No	No
<Import Result Report>	<Yes>, <No>	No	No	No	No	No
<Restrict Import/Export from Web Service>	<On>, <Off>	No	No	Yes	No	C
<HDD Data Complete Deletion>						
<Hard Disk Data Complete Deletion>	<On>, <Off>	No	No	Yes	No	C
<Timing of Deletion>	<During Job>, <After Job>	No	No	Yes	No	C
<Overwrite Method for Deletion Mode>	<Once with 0 (Null) Data>, <Once with Random Data>, <3 Times with Random Data>, <DoD Standard>	No	No	Yes	No	C
<Initialize All Data/Settings>	<Once with 0 (Null) Data>, <Once with Random Data>, <3 Times with Random Data>, <9 Times with Random Data>, <DoD Standard>	No	No	No	No	No
<TPM Settings>	<Use TPM>: <On>, <Off>	No	No	No	No	C <sup>*1</sup>
	<Back Up TPM Key> ● <Password>: (12 characters maximum) <Restore TPM Key>	No	No	No	No	No

\*1 If <TPM Settings> is set to <On>, make sure to back up the TPM key in the import destination machine.

## Security Settings

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function
<Authentication/Password Settings>						
<Authentication Function Settings>						
<Prohibit Authentication Using Department ID and PIN>	<On>, <Off>	Yes	Yes	Yes	No	C
<Lockout Settings>	<Enable Lockout>: <On>, <Off>	No	No	Yes	No	C
	When <On> is selected: <ul style="list-style-type: none"> <li>&lt;Lockout Threshold&gt;: 1 to 10 times</li> <li>&lt;Lockout Period&gt;: 1 to 60 min.</li> </ul>	No	No	Yes	No	C
<Password Settings>						
<Prohibit Caching of Authentication Password>	<On>, <Off>	No	No	Yes	No	C
<Display Warning When Default Password Is in Use>	<On>, <Off>	No	No	Yes	No	C
<Allow Use of Default Password for Remote Access>	<On>, <Off>	No	No	Yes	No	C
<Minimum Length Settings>	<On> (1 to 32 Characters), <Off>	No	No	Yes	No	C
<Validity Period Settings>	<On> (1 to 180 days), <Off>	No	No	Yes	No	C
<Prohibit Use of 3 or More Identical Consecutive Char.>	<On>, <Off>	No	No	Yes	No	C
<Use at Least 1 Uppercase Character>	<On>, <Off>	No	No	Yes	No	C
<Use at Least 1 Lowercase Character>	<On>, <Off>	No	No	Yes	No	C
<Use at Least 1 Digit>	<On>, <Off>	No	No	Yes	No	C
<Use at Least 1 Symbol>	<On>, <Off>	No	No	Yes	No	C
<Encryption Settings>						
<Prohibit Use of Weak Encryption>	<On>, <Off> <On> is selected: <ul style="list-style-type: none"> <li>&lt;Prohibit Use of Key/Certificate with Weak Encryption&gt;: &lt;On&gt;, &lt;Off&gt;</li> </ul>	No	No	Yes	No	C

## **Third-Party Services**

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- \* Ported to Linux's Second Extended File System as part of the
  - \* dump and restore backup suit
  - \* Remy Card <card@Linux.EU.Org>, 1994-1997
  - \* Stelian Pop <stelian@popies.net>, 1999-2000
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jquery.ex-table-filter

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libXrandr

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MD4

"RSA Data Security, Inc. MD4 Message-Digest Algorithm"



memcached

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/\* lib/font/fontfile/gunzip.c

written by Mark Eichin <eichin@kitten.gen.ma.us> September 1996.

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xkeyboard-config

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