Business Inkjet

WG7000 Series

Online Manual

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Setting Up

Setting Up

2579-000

Before using the functions of the machine, the environmental conditions must be set in advance. To begin with, check the sequences of flow required to complete the setup, and then perform the actual settings. **⊘Preparations Required Before Use(P. 5)**

> **NOTE**
>
> - The functions installed on the machine vary depending on the model you purchased. Before using the machine, see **⊘Main Functions(P. 4)** and check the available functions.

Configuring Initial Settings of the Machine (Setup Guide)

- You can easily configure the initial settings required to use the machine, such as date, time, and network settings, by following the on-screen guidance. **⊘Setting Up Using the Setup Guide(P. 9)**

Main Functions

This manual covers all the functions of the model series you purchased. Before getting started, check which functions are available on the model you purchased.

✔ : With function   — : Without function

Function	WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Copy	✔	✔	✔	✔
Fax	✔	✔	—	—
Print	✔	✔	✔	✔
Scan	✔	✔	✔	✔
Feeder 2-sided scanning	✔	✔	✔	✔
2-sided printing	✔	✔	✔	✔
Shift sorter	✔	—	—	—
Wireless LAN	✔	✔	✔	—
NFC	✔	—	—	—
Default System Manager ID	7654321	7654321	7654321	7654321
Default System Manager PIN	7654321	7654321	7654321	7654321
Cassette Feeding Unit CF10 *	✔	✔	✔	✔

*This is an optional item.

NOTE

- For the available driver types, see the User Software DVD-ROM supplied with the machine, or see the Canon website (global.canon).

LINKS

◖Viewing Online Manual(P. 738)

Preparations Required Before Use

2579-002

Set up the machine following steps 1 to 5 in order. For more information about a particular step, click on the link to go to the corresponding section. In addition, to use the machine safely, also check ❍**Preventing Unauthorized Access(P. 7)** .

| **Step 1** | ❍**Setting Up Using the Setup Guide(P. 9)** |

▼

| **Step 2** | ❍**Setting Up the Network Environment(P. 17)** |

● Configure the network settings that are not covered in the Setup Guide. If you do not need to use the Setup Guide, configure the network settings from here.

▼

| **Step 3** | ❍**Installing Drivers(P. 81)** |

▼

| **Step 4** | ❍**Configuring Initial Settings for Fax Functions(P. 82)** |

▼

| **Step 5** | ❍**Configuring Scan Settings(P. 88)** |

TIPS

Setting from the Remote UI

- When the network environment settings are complete, you can efficiently set the machine from a computer using Remote UI. **○Starting Remote UI(P. 408)**

Importing data from another machine to save time

- As long as the model is the same, you can save setting data registered on another Canon printer/ multifunction machine to a computer (export) and load the setting data to this machine (import). **○ Importing/Exporting the Setting Data(P. 423)**

Preventing Unauthorized Access

2579-003

This section describes the security measures on how to prevent unauthorized access from the external network. This is a must-read for all users and administrators before using this machine, other printers, and multifunction machines connected to the network. In recent years, a printer/multifunction machine connected to the network can offer you a variety of useful functions, such as printing from a computer, operating from a computer using the remote function, and sending scanned documents via the Internet. On the other hand, it is essential to take security measures to reduce the security risk for information leakage, as a printer/multifunction machine has become more exposed to threats, such as unauthorized access and theft, when it is connected to the network. This section explains necessary settings you need to specify to prevent unauthorized access before using a printer/multifunction machine connected to the network.

Security Measures to Prevent Unauthorized Access from the External Network

◉**Assigning a Private IP Address(P. 7)**
◉**Using Firewall to Restrict Transmission(P. 8)**
◉**Specifying the TLS Encrypted Communication (P. 8)**
◉**Setting PIN to Manage Information Stored in the Multifunction Machine(P. 8)**

Assigning a Private IP Address

An IP address is a numerical label assigned to each device participating in a computer network. A "global IP address" is used for the communication connecting to the Internet, and a "private IP address" is used for the communication within a local area network, such as a LAN in the company. If a global IP address is assigned, your printer/multifunction machine is open to the public and can be accessed via the Internet. Thus, the risk of information leakage due to unauthorized access from external network increases. On the other hand, if a private IP address is assigned, your printer/multifunction machine is closed to a local area network and can be accessed by only users on your local area network, such as a LAN in the company.
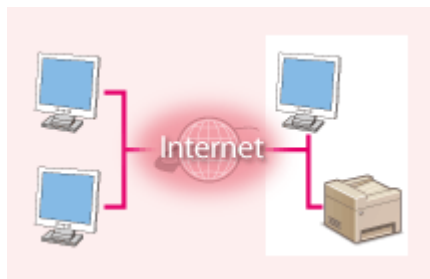
Global IP Address	**Private IP Address**
Can be accessed from the external network	Can be accessed from the users within a local area network

Basically, assign a private IP address to your printer/multifunction machine. Make sure to confirm the IP address, assigned to the printer/multifunction machine you are using, is a private IP address or not. A private IP address is found in one of the following ranges.

■Ranges for Private IP addresses

- From 10.0.0.0 to 10.255.255.255

- From 172.16.0.0 to 172.31.255.255

- From 192.168.0.0 to 192.168.255.255

For information on how to confirm the IP address, see ◉**Setting IPv4 Address(P. 35)** .

> ## NOTE
>
> - If a global IP address is assigned to a printer/multifunction machine, you can create a network environment to reduce the risk of unauthorized access by installing security software, such as a firewall that prevents

access from the external networks. If you want to assign a global IP address to and use a printer/ multifunction machine, contact your network administrator.

Using Firewall to Restrict Transmission

A firewall is a system that prevents unauthorized access from the external networks and protects against attacks/ intrusions to a local area network. You can use a firewall on your network environment to block access from the external network that appears to be dangerous, by restricting communication from specified IP address of the external network. The function installed to a Canon printer/multifunction machine enables you to set up the IP address filter. For information on how to set up an IP address filter, see **⊙Specifying IP Addresses for Firewall Settings(P. 361)** .

Specifying the TLS Encrypted Communication

For information on the TLS Encrypted Communication, see **⊙Configuring the Network Security Settings(P. 358)** , and on the procedures to specify, see **⊙Configuring the Key and Certificate for TLS(P. 370)** .

Setting PIN to Manage Information Stored in the Multifunction Machine

If a malicious third party attempts to gain unauthorized access to a printer/multifunction machine, setting PIN to information stored in the machine will reduce the risk of information leakage. Canon printers/multifunction machines enable you to protect various type of information by setting PIN.

■**Setting PIN to Each Function**

- Setting PIN for Using Remote UI

  For more information, see **⊙Setting a Remote UI PIN(P. 352)** .

- Setting PIN for the System Manager Settings

  For more information, see **⊙Setting the System Manager ID and PIN(P. 344)** .

- Address Book PIN

  For more information on setting a PIN, see **⊙Restricting Use of the Address Book(P. 395)** .

Listed above are some examples of security measures for preventing unauthorized access. For more information on the other security measures, see **⊙Managing the Machine(P. 341)** and take necessary security measures for preventing unauthorized access to suit your environment.

Setting Up Using the Setup Guide

2579-004

When the machine is turned on (▶**Turning ON the Machine(P. 114)**) for the first time, the Setup Guide starts up to assist you to configure the initial settings of the machine by following the on-screen guidance. In the Setup Guide, the setting screens are displayed in the following order

> ## NOTE
>
> - Check included items referring to "Getting Started." ▶**Manuals and Their Contents(P. 733)**
> - Some setting items may not be displayed depending on your country or region.

Step 1	Setting the Display Language and the Country or Region

Set the language to be displayed on the operation panel screen or in reports, as well as the country or region where the machine will be used.

1 Select a language.

2 Select <Yes>.

3 Select a country or region.

Step 2	Setting the Date and Time

Adjust the machine's date/time.

1 Select a time zone.

> ### NOTE:
> **What is UTC?**
> - Coordinated Universal Time (UTC) is the primary time standard by which the world regulates clocks and time. The correct UTC time zone setting is required for Internet communications.

2 Enter the date and time, and select <Apply>.

Step 3	Removing the Shipping Lock Pin and Attaching the Handhold Cover

Remove the shopping lock pin from inside the main unit, and attach the handhold cover.
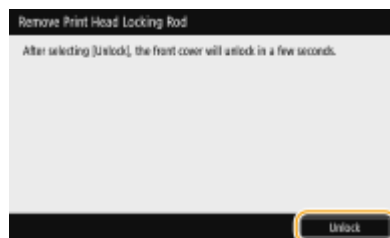
1 Select <Unlock>.

2 When <Open the front cover.> is displayed, open the front cover.

3 Pull the shipping lock pin (orange) out without bending, and select <Next>.

- Discard the removed pin.
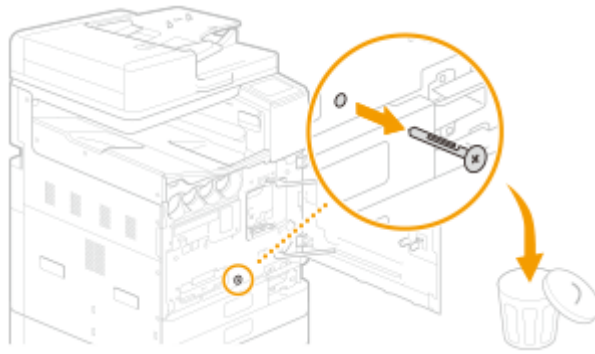
4 Lift the lever (blue), pull the print head locking rod out without bending, and select
<Next>.

- Stow the print head locking rod.
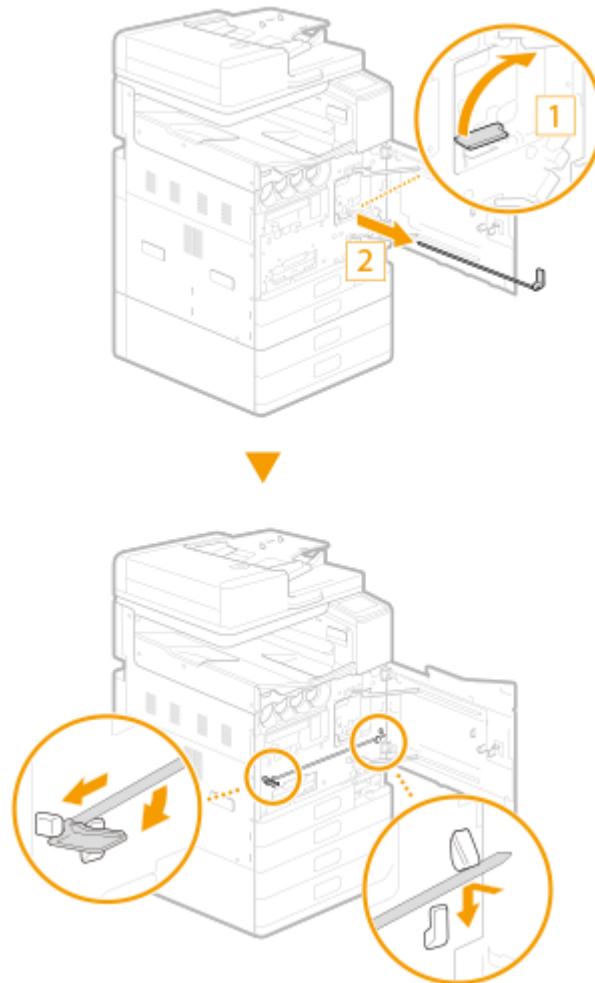
NOTE:

- The Print Head Locking Rod is required during transport. Do not dispose and
store in a safe place.

5 Attach the handhold cover, and select <Next>.
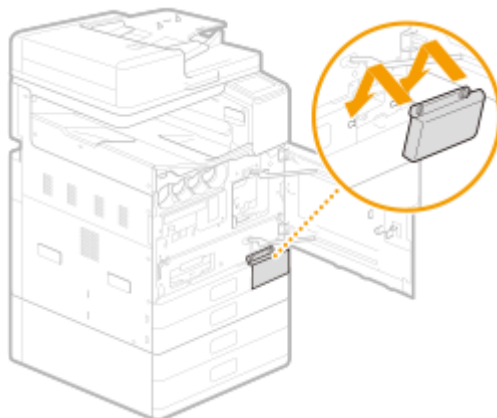
6 Use a coin to turn the screws to fasten.
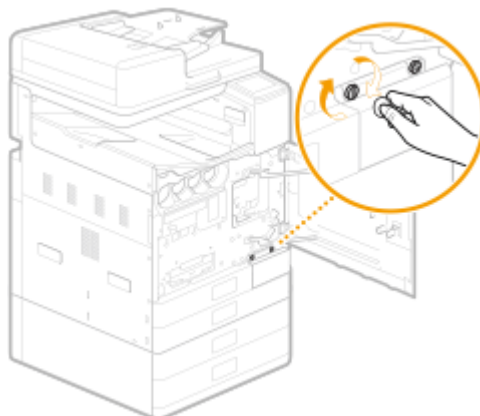
7 Close the front cover of the main unit.

Step 4	Installing the Ink Tanks

Install the ink tanks.

1 Select <Unlock>.
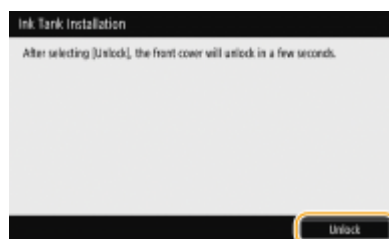
2 When <Open the front cover.> is displayed, open the front cover.

3 Install the ink tanks.

- Before installing an ink tank, confirm that the color of the ink tank and the color indicated on the slot of the main unit are the same.
- Align the ▼ mark on the main unit and the ▲ mark on the ink tank, and push the ink tank in until it stops.
- Turn clockwise until the ink tank clicks.
- Install ink tanks for all four colors.

4 Close the front cover of the main unit.

- Ink begins filling in the main unit for the first time, and takes from 40 to 70 minutes.
- Do not turn the machine off while ink is filling.

- If filling is interrupted by turning off the machine, etc., additional ink tanks may be required.
- You can continue up to adjusting margins for paper drawers 3 and 4 while ink is filling.

Step 5	Confirming Sending of Machine Information

Please confirm the details of settings for providing information on the machine.

1 Check the details, and select <Next>.

2 Select <Do Not Accept> or <Accept>.

Step 6	Setting the Access Security Measures

Set a PIN to access the Remote UI. Because the Remote UI can be used to change the machine settings from a computer, setting of a PIN is recommended.

1 Select <Yes>.
- If you select <No>, PIN is not set, and the Setup Guide proceeds to step 7.
- You can also set the access security measure of the Remote UI later (**Setting a Remote UI PIN(P. 352)**). Setting a PIN ensures greater security and is recommended.

2 Enter a PIN, and then select <Apply>.

3 Enter the same PIN, and then select <Apply>.

NOTE:
- Do not forget your PIN.

Step 7	Setting the Wireless LAN

Configure the settings to connect to the network using the wireless LAN.

1 Select <Yes>.
- If you select <No>, wireless LAN is not set, and the Setup Guide proceeds to step 8 or step 9. Select <No> to connect via wired LAN or USB.
- If using the Setup Guide, connection is by DHCP and automatically allocates the IP address. To configure an IP address other than by DHCP, such as setting a fixed IP address, select <No> and perform **Setting IP Addresses(P. 34)** after the Setup Guide exits.

2 Select <OK>.

3 Select the setting method.
- For more information about the wireless LAN settings, see **Connecting to a Wireless LAN(P. 21)** .

Step 8	Adjusting Margins in Paper Drawers 3 and 4 (Optional)

If an optional cassette feeding unit is installed, enter the margin adjustment values.

1 Pull out paper drawer 3 and check the margin adjustment value.
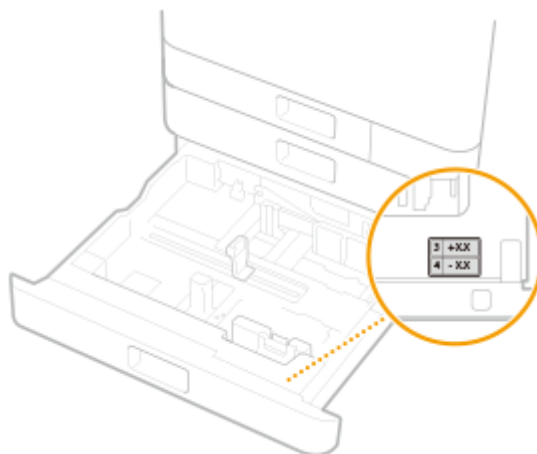
2 Select <Start>.

3 Enter <Left Margin for Drawer 3> and <Left Margin for Drawer 4>, and select <Apply>.

- Tap the entry field, and enter the values.

4 Gently insert the paper drawer into the machine.

Step 9	Printing Out and Check a Nozzle Check Pattern

Print out and check a nozzle check pattern to check the print head condition. If streaks or unevenness appear in the printed result, perform cleaning.

1 Load paper in the paper drawer. **○Loading Paper in the Paper Drawer(P. 139)**

- Load at least 10 sheets of plain paper in any of these paper sizes: A3/11x17/LTR/A4 (A3 or 11x17 recommended).

2 Check that the displayed paper size is loaded, and select <Start>.

➠ The machine prints a nozzle check pattern.

3 Check the printed pattern, and select <A> or <B>.

- If the printed result appears okay, press <A> to complete the nozzle check.
- If streaks or unevenness appear in the printed result, press <B> to perform cleaning.
- Print head cleaning can be performed later. **○Cleaning the Print Head(P. 526)**

➠ When the Setup Guide is complete, the Home screen appears.
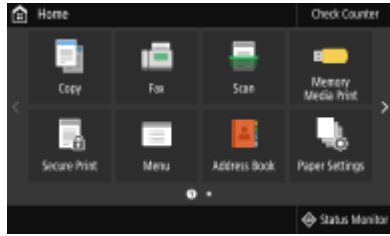
Setting the Date/Time

2579-005

Set the date and time for the machine. The date and time are used as the reference for the functions specifying the time, therefore, they need to be set accurately.

⭕**Setting the Time Zone(P. 15)**
⭕**Setting the Current Date and Time(P. 15)**
⭕**Setting the Daylight Saving Time(P. 16)**

NOTE

- Some setting items may not be displayed depending on your country or region.

Setting the Time Zone

If the time zone setting is changed, the values set in <Current Date/Time Settings> are also changed accordingly.

1 Select <Menu> in the Home screen. ⭕**Home Screen(P. 120)**

2 Select <Preferences> ▶ <Timer/Energy Settings> ▶ <Date/Time Settings> ▶ <Time Zone>.

3 Select the time zone.

NOTE

What is UTC?

- Coordinated Universal Time (UTC) is the primary time standard by which the world regulates clocks and time. Time differences exist depending on the country or area where the machine is used. The correct UTC time zone setting is required for Internet communications.

Setting the Current Date and Time

1 Select <Menu> in the Home screen. ⭕**Home Screen(P. 120)**

2 Select <Preferences> ▶ <Timer/Energy Settings> ▶ <Current Date/Time Settings>.

3 Enter the date and time.

- Tap the entry field, and enter the date and time.

4 Select <Apply>.

IMPORTANT

- Set <Time Zone> before setting the current date and time. If the <Time Zone> setting is changed later, the current date and time are also changed accordingly.

NOTE

- The display format of the date and time can be changed, respectively.
  <Date Format>(P. 437)
  <Time Format>(P. 437)

Setting the Daylight Saving Time

If daylight saving time is enabled, specify the dates from which and to which daylight saving time is in effect.

1 Select <Menu> in the Home screen. **Home Screen(P. 120)**

2 Select <Preferences> ▶ <Timer/Energy Settings> ▶ <Date/Time Settings> ▶ <Daylight Saving Time Settings>.

3 Select <Off> or <On> in <Daylight Saving Time>.

- When you select <On>, select <Start Date> and <End Date>, and set the month and day for each item. To set the day, specify "what day of which week."

4 Select <Apply>.

Setting Up the Network Environment

2579-006

When connecting the machine to a wired or wireless local area network (LAN), you need to set an IP address unique to the selected network. Select "wired" or "wireless" depending on your communication environment and networking devices. For specific IP address settings, contact your Internet service provider or Network Administrator.
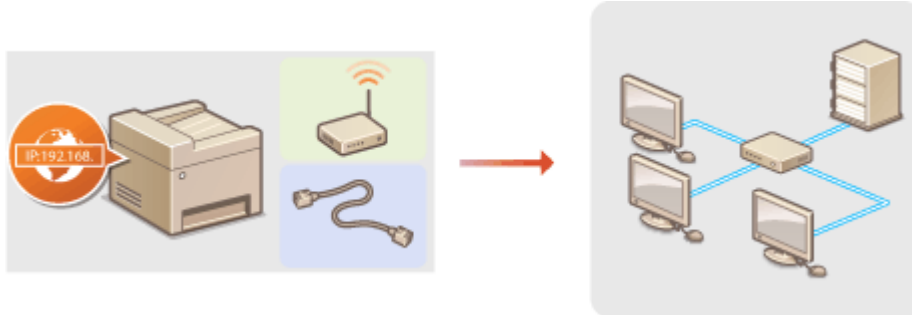
IMPORTANT

● If the machine is connected to an unsecured network, your personal information might be leaked to a third party.

NOTE

● The machine cannot connect to both wired and wireless LANs at the same time.

● If using a wireless LAN, remove the LAN cable to configure settings.

● The machine does not come with a LAN cable or router. Have them ready as necessary.

● For more information about your networking devices, see the instruction manuals for the devices or contact your manufacturer.

■ Before You Start

Follow these steps to connect the machine to a network.

Check your computer settings.

● Make sure that the computer is correctly connected to the network. For more information, see the instruction manuals for the devices you are using, or contact the device manufacturers.

● Make sure that the network settings have been completed on the computer. If the network has not been set up properly, you will not be able to use the machine on the network, even if you perform the rest of the procedure below.

NOTE:

● Depending on the network, you may need to change settings for the communication method or the Ethernet type (**Configuring Ethernet Settings(P. 55)**). For more information, contact your Internet service provider or Network Administrator.

● To check the MAC address of the machine.
Viewing the MAC Address for Wired LAN(P. 41)
Viewing the MAC Address and Information for Wireless LAN(P. 42)

17

- To connect to an IEEE 802.1X network, see ❯**Configuring IEEE 802.1X Authentication Settings(P. 388)** .

▼

2

Select wired or wireless LAN.
❯**Selecting Wired LAN or Wireless LAN(P. 19)**

▼

3

Connect to a wired or wireless LAN.

- Proceed to the section that corresponds to the setting you selected in step 2.
❯**Connecting to a Wired LAN(P. 20)**
❯**Connecting to a Wireless LAN(P. 21)**

▼

4

IP:192.168.

Set the IP address as necessary.

- At the time of purchase, the machine is set to automatically acquire an IP address. Change this setting if you want to use a specific IP address. ❯**Setting IP Addresses(P. 34)**

LINKS

❯**Configuring Settings for Communication with a Computer(P. 43)**
❯**Configuring the Machine for Your Network Environment(P. 54)**

Selecting Wired LAN or Wireless LAN

2579-007

After you decide on wired or wireless LAN to connect the machine to the computer, select wired LAN or wireless LAN using the operation panel. Note that if you change the setting from <Wired LAN> to <Wireless LAN> or vice versa, you will need to uninstall the drivers installed on your computer and then reinstall them. For more information, see the manuals for the drivers (**Drivers(P. 758)**).

1 **Select <Menu> in the Home screen.** **Home Screen(P. 120)**

2 **Select <Preferences> ▶ <Network>.**

- If the login screen appears, enter the correct ID and PIN. **Logging in to the Machine(P. 131)**

3 **Select <Select Wired/Wireless LAN>.**

4 **Select <Wired LAN> or <Wireless LAN>.**

LINKS

Setting Up the Network Environment(P. 17)
Connecting to a Wired LAN(P. 20)
Connecting to a Wireless LAN(P. 21)

Connecting to a Wired LAN

2579-008

Connect the machine to a computer via a router. Use a LAN cable to connect the machine to the router.
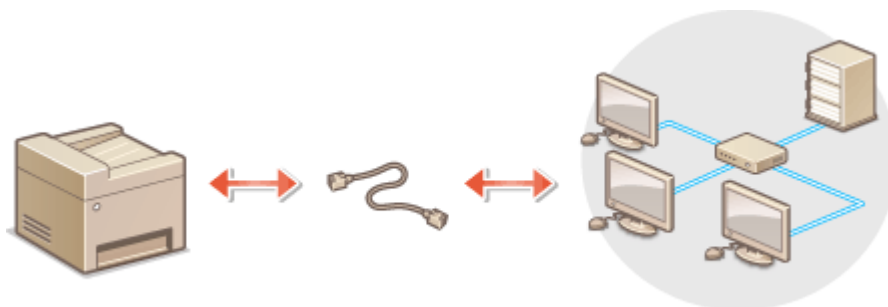
1 **Connect a LAN cable.**

- Connect the machine to a router by using a LAN cable.
- Push the connector into the socket until it clicks into place.
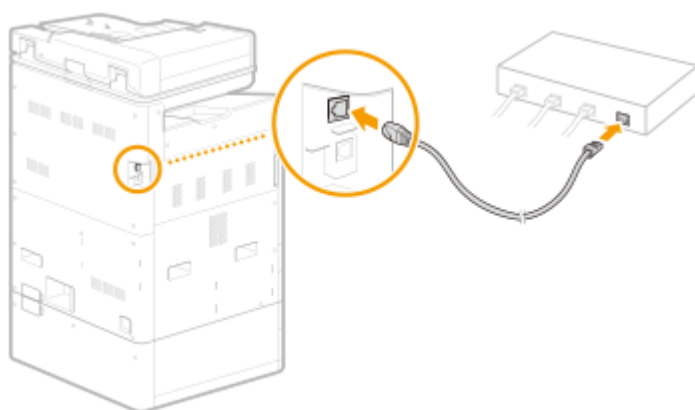
2 **Wait for several minutes.**

➠ The IP address is set automatically.

NOTE:

- You can set the IP address manually. ❯**Setting IP Addresses(P. 34)**

LINKS

❯**Setting Up the Network Environment(P. 17)**

Connecting to a Wireless LAN

2579-009

Wireless routers (or access points) connect the machine to a computer via radio waves. If your wireless router is equipped with Wi-Fi Protected Setup (WPS), configuring your network is automatic and easy. If your networking devices do not support automatic configuration, or if you want to specify authentication and encryption settings in detail, you need to manually set up the connection. Make sure that your computer is correctly connected to the network.
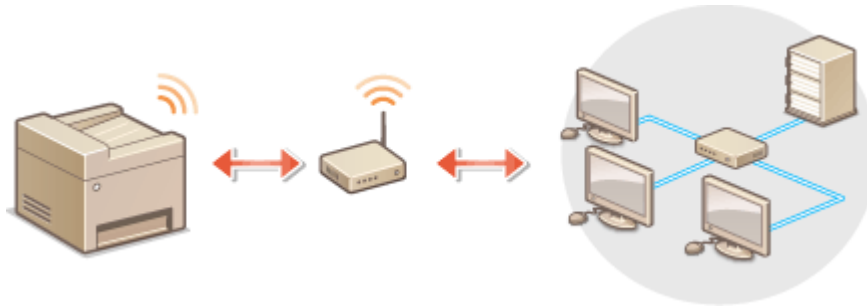
Setting Up Connection Using WPS(P. 21)
Manually Setting Up Connection(P. 22)

IMPORTANT

Risk of information leak

- 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.

Wireless LAN security

- The wireless LAN function of this machine supports WEP, WPA-PSK, and WPA2-PSK. For the wireless security compatibility of your wireless router, see the instruction manuals for your networking devices or contact your manufacturer.

NOTE

Required devices for wireless LAN connection

- The machine does not come with a wireless router. Have the router ready as necessary.

Setting Up Connection Using WPS

When using WPS, two modes are available: push button mode and PIN code mode.

■ Push Button Mode

Find the WPS mark shown below on the package of your wireless router. Also make sure that there is a WPS button on your networking device. **Setting Up Connection Using WPS Push Button Mode(P. 23)**

■ PIN Code Mode

Some WPS routers do not support the push button mode. If WPS PIN code mode is mentioned on the package or in the instruction manuals of your networking device, set up the connection by entering the PIN code. **◯Setting Up Connection Using WPS PIN Code Mode(P. 25)**

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

Manually Setting Up Connection

When manually setting up a wireless connection, you can either select a wireless router or manually enter the required information. Regardless of the method, make sure that you have the required setup information, including the SSID and network key. **◯Checking the SSID and Network Key(P. 33)**

■ Selecting a Wireless Router

Select this setup option if you need to manually set up the connection but want to complete the setup as easily as possible. **◯Setting Up Connection by Selecting a Wireless Router(P. 27)**

■ Manually Entering the Setup Information

If you want to specify security settings in detail, such as authentication and encryption settings, manually enter the SSID and network key to set up the connection. **◯Setting Up Connection by Specifying Detailed Settings(P. 30)**

LINKS

◯Setting Up the Network Environment(P. 17)
◯Selecting Wired LAN or Wireless LAN(P. 19)

Setting Up Connection Using WPS Push Button Mode

2579-00A

If your wireless router supports WPS push button mode, you can easily set up a connection with a WPS button.

IMPORTANT

- How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

1 Select <Menu> in the Home screen. ❯Home Screen(P. 120)

2 Select <Preferences> ▶ <Network>.

- If the login screen appears, enter the correct ID and PIN. ❯Logging in to the Machine(P. 131)

3 Select <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, select <Yes>.

4 Read the message that is displayed, and select <OK>.

5 Select <WPS Push Button Mode>.

6 Select <Yes>.

7 Press and hold the WPS button on the wireless router.

- The button must be pressed within 2 minutes after selecting <Yes> in step 6.
- Depending on the networking device, you may need to press and hold the button for 2 seconds or longer. See the instruction manuals for your networking device for help.
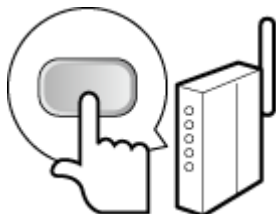
NOTE:

If an error message is displayed during setup

- Select <Close> and return to step 5.

8 Wait until message <Connected.> is displayed.

9 **Select <Close>.**

➥ Wait several minutes until the IP address and other items are set automatically.

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE:

- You can set the IP address manually. ⬤**Setting IP Addresses(P. 34)**

- While the machine is connected to the wireless LAN, the Wi-Fi icon is displayed in the Home screen or the Basic Features screen of each function. ⬤**Basic Screens(P. 119)**

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. ⬤ **<Power Save Mode>(P. 441)**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

⬤**Connecting to a Wireless LAN(P. 21)**

Setting Up Connection Using WPS PIN Code Mode

2579-00C

If your wireless router supports WPS PIN code mode, generate a PIN code with the machine and register the code to the networking device.

IMPORTANT

- How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

From a Computer

1 **Access your wireless router from a computer and display the screen for entering a WPS PIN code.**

- For more information, see the instruction manuals for your networking device.

From the Operation Panel

2 **Select <Menu> in the Home screen. ○Home Screen(P. 120)**

3 **Select <Preferences> ▶ <Network>.**

- If the login screen appears, enter the correct ID and PIN. ○**Logging in to the Machine(P. 131)**

4 **Select <Wireless LAN Settings>.**

- If the <Do you want to enable the wireless LAN?> message is displayed, select <Yes>.

5 **Read the message that is displayed, and select <OK>.**

6 **Select <WPS PIN Code Mode>.**

7 **Select <Yes>.**

⟾ The PIN code is generated and shown on the display.

From a Computer

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

- Register the PIN code on the setup screen displayed in step 1.

- The PIN code must be registered within 10 minutes after selecting <Yes> in step 7.

NOTE:

If an error message is displayed during setup

- Select <Close> and return to step 6.

From the Operation Panel

9 **Wait until the message <Connected.> is displayed.**

10 **Select <Close>.**

➠ Wait several minutes until the IP address and other items are set automatically.

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE:

- You can set the IP address manually. ◖**Setting IP Addresses(P. 34)**

- While the machine is connected to the wireless LAN, the Wi-Fi icon is displayed in the Home screen or the Basic Features screen of each function. ◖**Basic Screens(P. 119)**

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. ◖ **<Power Save Mode>(P. 441)**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

◖**Connecting to a Wireless LAN(P. 21)**

Setting Up Connection by Selecting a Wireless Router

2579-00E

You can search the wireless routers (or access points) 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. 33)**).

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, you need to set up the connection using <Enter Manually>. ◉**Setting Up Connection by Specifying Detailed Settings(P. 30)**

1 Select <Menu> in the Home screen. ◉**Home Screen(P. 120)**

2 Select <Preferences> ▶ <Network>.

- If the login screen appears, enter the correct ID and PIN. ◉**Logging in to the Machine(P. 131)**

3 Select <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, select <Yes>.

4 Read the message that is displayed, and select <OK>.

5 Select <SSID Settings>.

6 Select <Select Access Point>.

➡ The machine starts searching for available wireless routers.

NOTE:

- If a message is displayed telling that access point cannot be found, see ◉**Countermeasures for Each Message(P. 656)** .

7 Select a wireless LAN router.

- Select the router whose SSID matches the one that you have written down, and select <Next>.
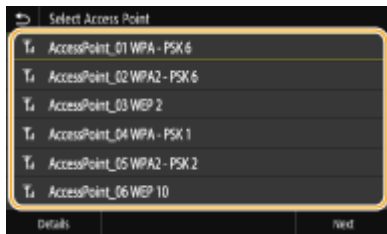
NOTE:

To view details of security settings

- Select the wireless LAN router, and select <Details>. To return to the original screen, select ⬅ .

If your wireless router is not found

- Check whether the machine is properly installed and ready to connect to the network. ❯**Installation/ Settings Problems(P. 631)**

8 **Enter the network key that you have written down.**

- Enter the network key, and select <Apply>.
- On how to enter text, see ❯**Entering Text(P. 129)** .

9 **Select <Yes>.**

NOTE:

If an error message is displayed during setup

- Select <Close>, check whether the network key is correct, and return to step 5.

10 **Wait until message <Connected.> is displayed.**

11 **Select <Close>.**

➡ Wait several minutes until the IP address and other items are set automatically.

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE:

- You can set the IP address manually. ❯**Setting IP Addresses(P. 34)**
- While the machine is connected to the wireless LAN, the Wi-Fi icon is displayed in the Home screen or the Basic Features screen of each function. ❯**Basic Screens(P. 119)**

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. ❯ **<Power Save Mode>(P. 441)**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN(P. 21)

Setting Up Connection by Specifying Detailed Settings

2579-00F

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 and write down the required information, including the SSID, network key, and wireless security protocols (**Checking the SSID and Network Key(P. 33)**).

1 Select <Menu> in the Home screen. **Home Screen(P. 120)**

2 Select <Preferences> ▶ <Network>.

● If the login screen appears, enter the correct ID and PIN. **Logging in to the Machine(P. 131)**

3 Select <Wireless LAN Settings>.

● If the <Do you want to enable the wireless LAN?> message is displayed, select <Yes>.

4 Read the message that is displayed, and select <OK>.

5 Select <SSID Settings> ▶ <Enter Manually>.

6 Enter the SSID that you have written down.

● Enter the SSID, and select <Apply>.
● On how to enter text, see **Entering Text(P. 129)** .

7 Specify the security settings based on the information that you have written down.

● If you do not need to specify the security settings, select <None>.
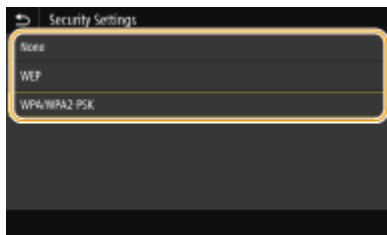
■**Using WEP**

1 Select <WEP>.

2 Select an authentication method.

<Open System>
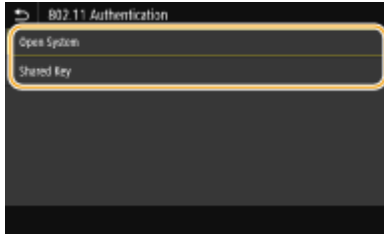
Sets open system authentication, which is also called "open authentication."

<Shared Key>

Uses the WEP key as a password.

NOTE:

When <Open System> is selected

- When connecting to a wireless LAN, the machine experiences an authentication error if the shared key 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 you want to edit.

- Select the WEP key (1 to 4), and select <Edit>.
- Up to four WEP keys can be registered.

4 Enter the network key that you have written down.

- Enter the network key, and select <Apply>.

5 Select the desired WEP key.

- Select the WEP key you have edited, and select <Register>.

■ Using WPA-PSK or WPA2-PSK

1 Select <WPA/WPA2-PSK>.

2 Select an encryption method.

<Auto>

Sets the machine to automatically select AES-CCMP or TKIP to match the setting of the wireless router.

<AES-CCMP>

Sets AES-CCMP as the encryption method.

3 Enter the network key that you have written down.

- Enter the network key, and select <Apply>.

8 **Select <Yes>.**

NOTE:

If an error message is displayed during setup

- Select <Close>, check whether the specified settings are correct, and return to step 5.

9 **Wait until message <Connected.> is displayed.**

10 **Select <Close>.**

➡ Wait several minutes until the IP address and other items are set automatically.

IMPORTANT:

Signal strength

- When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE:

- You can set the IP address manually. ◖Setting IP Addresses(P. 34)
- While the machine is connected to the wireless LAN, the Wi-Fi icon is displayed in the Home screen or the Basic Features screen of each function. ◖Basic Screens(P. 119)

NOTE

Reducing power consumption

- You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. ◖ **<Power Save Mode>(P. 441)**

If the IP address of the machine has changed

- In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

◖**Connecting to a Wireless LAN(P. 21)**

Checking the SSID and Network Key

2579-0E3

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 and write down the necessary information 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," and "preshared key (PSK)."
Wireless Security Protocols (Authentication/Encryption)	When manually setting up a wireless connection by specifying detailed settings, you need to specify security settings. Check the following information: ● Security types (WEP/WPA-PSK/WPA2-PSK) ● Authentication method (Open System/Shared Key) ● Encryption method (TKIP/AES-CCMP)

LINKS

◉Connecting to a Wireless LAN(P. 21)
◉Setting Up Connection by Selecting a Wireless Router(P. 27)
◉Setting Up Connection by Specifying Detailed Settings(P. 30)

Setting IP Addresses

2579-00J

Connecting the machine to a network requires a unique network IP address. Two versions of IP addresses are available: IPv4 and IPv6. Configure these settings depending on the network environment. To use IPv6 addresses, you need to properly configure the IPv4 address settings.
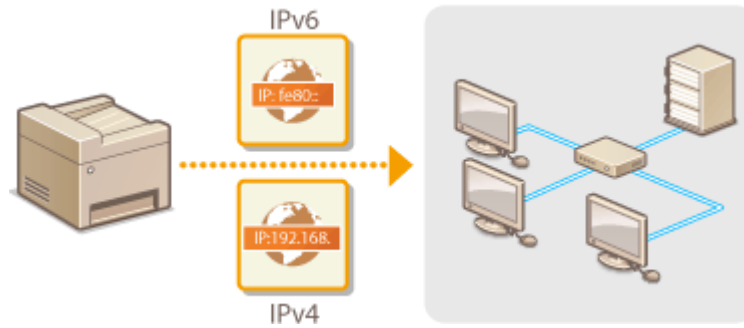
◉**Setting IPv4 Address(P. 35)**
◉**Setting IPv6 Addresses(P. 38)**

Setting IPv4 Address

2579-00K

The machine's IPv4 address can be either assigned automatically by a dynamic IP addressing protocol, such as DHCP, or entered manually. When connecting the machine to a wired LAN, make sure that the connectors of the LAN cable are firmly inserted into the sockets (○**Connecting to a Wired LAN(P. 20)**). You can test the network connection if necessary.

○**Setting IPv4 Address(P. 35)**
○**Testing the Network Connection(P. 36)**

Setting IPv4 Address

1 **Select <Menu> in the Home screen.** ○**Home Screen(P. 120)**

2 **Select <Preferences>** ▶ **<Network>.**

   - If the login screen appears, enter the correct ID and PIN. ○**Logging in to the Machine(P. 131)**

3 **Select <TCP/IP Settings>** ▶ **<IPv4 Settings>** ▶ **<IP Address Settings>.**

4 **Configure IP address settings.**
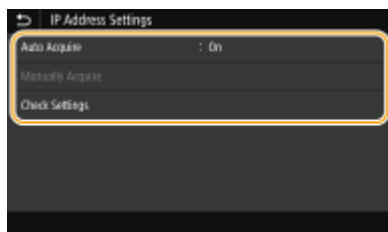
<Auto Acquire>
Select to automatically assign an IP address via DHCP protocol. When <On> is displayed, automatic addressing is enabled.

<Manually Acquire>
Select to configure the IP address settings by manually entering an IP address. In order to select this option, the automatic acquirement must be set to <Off>.

<Check Settings>
Select when you want to view the current IP address settings.

■**Automatically assigning an IP address**

1 Select <Auto Acquire>.

2 Select <On> in <Auto Acquire>.

3 Select <DHCP> in <Select Protocol>.

   NOTE:

35

If you do not want to use DHCP/BOOTP/RARP to assign an IP address

- Select <Off>. If you select <DHCP> when these services are unavailable, the machine will waste time and communications resources searching the network for these services.

4 Check that <Auto IP> is set to <On>.

- If <Off> is selected, change the setting to <On>.

5 Select <Apply>.

NOTE:

- IP addresses assigned via DHCP override the address obtained via Auto IP.

■Manually entering an IP address

1 Select <Auto Acquire>, and select <Off> ▶ <Apply> in <Auto Acquire>.

2 Select <Manually Acquire>.

3 Enter <IP Address>, <Subnet Mask>, and <Gateway Address>, and select <Apply>.

5 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Checking whether the settings are correct

- Make sure that the Remote UI screen can be displayed with your computer (◯**Starting Remote UI(P. 408)**). If a computer is not available, you can check the connection by using the operation panel (◯ **Testing the Network Connection(P. 36)**).

When you have changed the IP address after installing the printer driver

- When the MFNP port is used, the connection is maintained as long as the machine and the computer belong to the same subnet; therefore, you do not need to add a new port. When the standard TCP/IP port is used, you need to add a new port. ◯**Configuring Printer Ports(P. 47)**

[*]If you do not know which port is used, see ◯**Checking the Printer Port(P. 744)** .

Testing the Network Connection

1 **Select <Menu> in the Home screen. ◯Home Screen(P. 120)**

2 **Select <Preferences> ▶ <Network>.**

- If the login screen appears, enter the correct ID and PIN. ◯**Logging in to the Machine(P. 131)**

3 **Select <TCP/IP Settings> ▶ <IPv4 Settings> ▶ <PING Command>.**

4 **Enter the IPv4 address of another device on the network, and select <Apply>.**

➠ If a proper connection has been established, <Received response from the host.> is displayed.

LINKS

⊙Setting IPv6 Addresses(P. 38)
⊙Viewing Network Settings(P. 41)
⊙Configuring WINS(P. 65)

Setting IPv6 Addresses

2579-00L

The IPv6 addresses of the machine can be configured via the Remote UI. Before setting IPv6 addresses, check the IPv4 address settings (**Viewing IPv4 Settings(P. 41)**). You need to set the correct IPv4 settings to use IPv6 addresses. Note that the scan function that uses the scanner driver or WG Scan Utility is not available in an IPv6 environment. The machine can use the following multiple IPv6 addresses:

Type	Description
Link-local address	An address that is only valid within a subnet or link and cannot be used to communicate with devices beyond a router. A link-local address is automatically set when the IPv6 function of the machine is enabled.
Manual address	An address that is entered manually. When using this address, specify the prefix length and default router address.
Stateless address	An address that is generated automatically using the MAC address of the machine and the network prefix that is advertised by the router. Stateless addresses are discarded when the machine is restarted (or turned ON).
Stateful address	An address obtained from a DHCP server using DHCPv6.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see **Setting Up Menu Options from Remote UI(P. 416)** .

1 Start the Remote UI and log in to System Manager Mode. **Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. **Remote UI Screen(P. 409)**

3 Select [Network Settings] ▶ [IPv6 Settings].

4 Click [Edit].

5 Select the [Use IPv6] check box and configure the required settings.
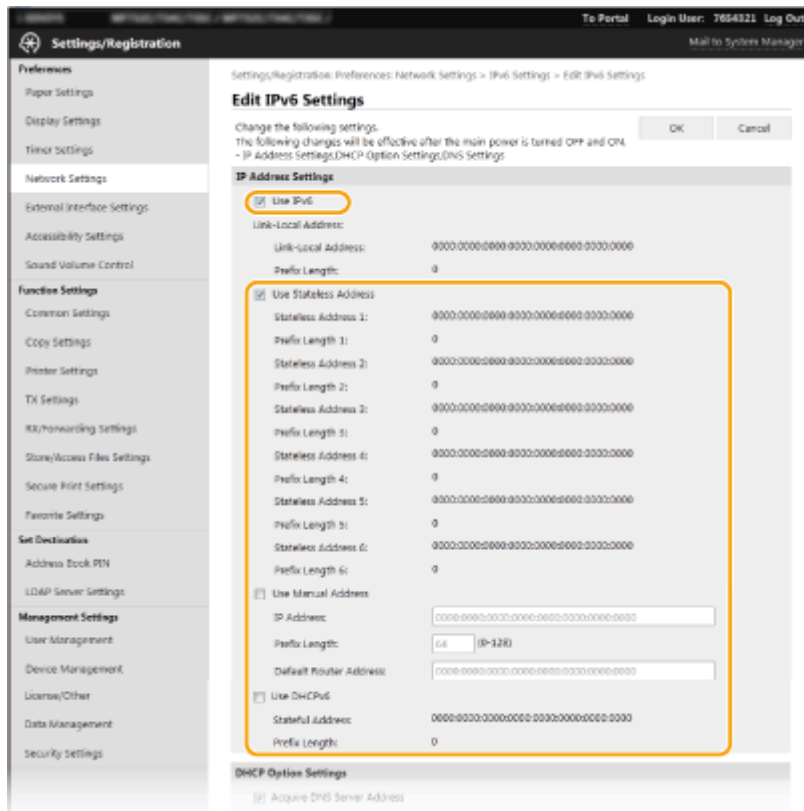
[Use IPv6]
Select the check box to enable IPv6 on the machine. When not using IPv6, clear the check box.

[Use Stateless Address]
Select the check box when using a stateless address. When not using a stateless address, clear the check box.

[Use Manual Address]
When you want to manually enter an IPv6 address, select the check box and enter the IP address, prefix length, and default router address in the corresponding text boxes.

[IP Address]
Enter an IPv6 address. Addresses that start with "ff" (or multicast address) cannot be entered.

[Prefix Length]
Enter a number that indicates how many bits are available for the network address.

[Default Router Address]
Specify the IPv6 address of the default router as necessary. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use DHCPv6]
Select the check box when using a stateful address. When not using DHCPv6, clear the check box.

6 Click [OK].

7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Checking whether the settings are correct

- Make sure that the Remote UI screen can be displayed with your computer by using the IPv6 address of the machine. **Starting Remote UI(P. 408)**

39

Selecting settings from the operation panel

● IPv6 settings can also be accessed from <Menu> in the Home screen. ○**<IPv6 Settings>(P. 442)**

When you have changed the IP address after installing the printer driver

● You need to add a new port. ○**Configuring Printer Ports(P. 47)**

LINKS

○**Setting IPv4 Address(P. 35)**
○**Viewing Network Settings(P. 41)**

Viewing Network Settings

2579-00R

NOTE

- The IP address is not correctly configured if it is displayed as "0.0.0.0".

- Connecting the machine to a switching hub or bridge may result in a connection failure even when the IP address is correctly configured. This problem can be solved by setting a certain interval before the machine starts communicating. ◯**Setting a Wait Time for Connecting to a Network(P. 58)**

- You can print a list of the current network settings. ◯**User Data List/System Manager Data List(P. 623)**

Viewing IPv4 Settings

<Status Monitor> ▶ <Network Information> ▶ <IPv4> ▶ Select the setting to view ▶ Check the settings

Viewing IPv6 Settings

<Status Monitor> ▶ <Network Information> ▶ <IPv6> ▶ Select the setting to view ▶ Check the settings

Viewing the MAC Address for Wired LAN

1 Select <Menu> in the Home screen. ◯**Home Screen(P. 120)**

2 Select <Preferences> ▶ <Network>.

- If the login screen appears, enter the correct ID and PIN. ◯**Logging in to the Machine(P. 131)**

3 Select <Ethernet Driver Settings>.

➡ The MAC address is displayed.

Viewing the MAC Address and Information for Wireless LAN

1 **Select <Menu> in the Home screen.** ◉**Home Screen(P. 120)**

2 **Select <Preferences> ▶ <Network>.**

- If the login screen appears, enter the correct ID and PIN. ◉**Logging in to the Machine(P. 131)**

3 **Select <Wireless LAN Settings>.**

- If the <Do you want to enable the wireless LAN?> message is displayed, select <Yes>.

4 **Read the message that is displayed, and select <OK>.**

5 **Select <Connection Information>.**

6 **Select the setting to view.**

Connection Information	
MAC Address	: 80-A5-89-BD-7B-4A
Wireless LAN Status	: ▼⏾ Good
Latest Error Information	
Channel	: 11
SSID Settings	: 0024A50EB068
Security Settings	: WPA/WPA2-PSK

NOTE:

Viewing security information

- To view WEP and WPA/WPA2-PSK information, select <Security Settings>.

Viewing from the <Status Monitor> screen

- <Wireless LAN Status> and <Latest Error Information> can be viewed from <Status Monitor>.
  <Status Monitor> ▶ <Network Information> ▶ <Network Connection Type> ▶ Select the setting to view

LINKS

◉**Connecting to a Wireless LAN(P. 21)**
◉**Setting IPv4 Address(P. 35)**
◉**Setting IPv6 Addresses(P. 38)**
◉**Configuring DNS(P. 59)**

Configuring Settings for Communication with a Computer

2579-00S

Specify the protocol and port when operating the machine from a computer via the network. Before configuring the machine for printing or faxing from a computer, perform the basic setup procedures. For more information, see the manuals for the drivers (❯**Drivers(P. 758)**).

❯**Configuring Printing Protocols and WSD Functions(P. 44)**
❯**Configuring Printer Ports(P. 47)**
❯**Setting Up Print Server(P. 51)**

NOTE

- Protocols explained here are rules for delivering document data between a computer and the machine, and can be selected according to intended purposes or the network environment.

- Ports are gateways for passing data between network devices. If a communication failure occurs in the network connection, the port settings may be the cause of the problem.

Configuring Printing Protocols and WSD Functions

2579-00U

Configure the protocols that are used for printing documents from a networked computer.

> **NOTE**
>
> - For more information about the basic operations to be performed when setting the machine from the Remote UI, see ◎**Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode. ◎Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page. ◎Remote UI Screen(P. 409)**

3 **Click [Network Settings].**

4 **Configure printing protocols.**

■Configuring LPD or RAW

1 Select [LPD Settings] or [RAW Settings] ▶ [Edit].

2 Configure the settings as necessary.
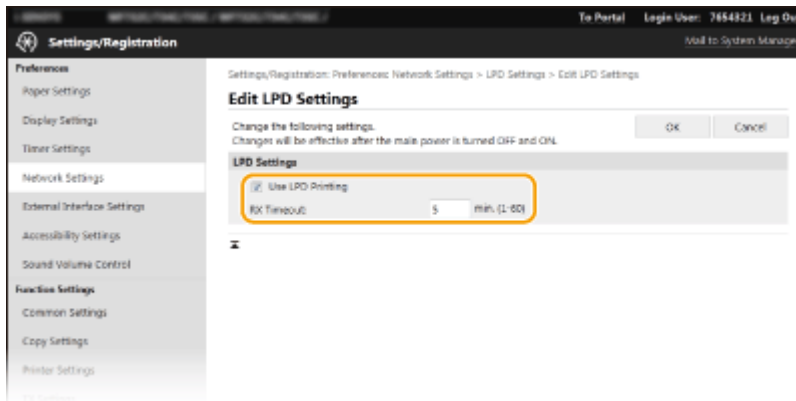
[Use LPD Printing]
Select the check box to print via LPD. When not using LPD printing, clear the check box.

[Use RAW Printing]
Select the check box to print via RAW. When not using RAW printing, clear the check box.

[RX Timeout]
Set a value as the restart wait time for data reception. If data reception does not resume within the set time, printing is canceled.

3 Click [OK].

■Configuring WSD

1 Select [WSD Settings] ▶ [Edit].

2 Configure the settings as necessary.
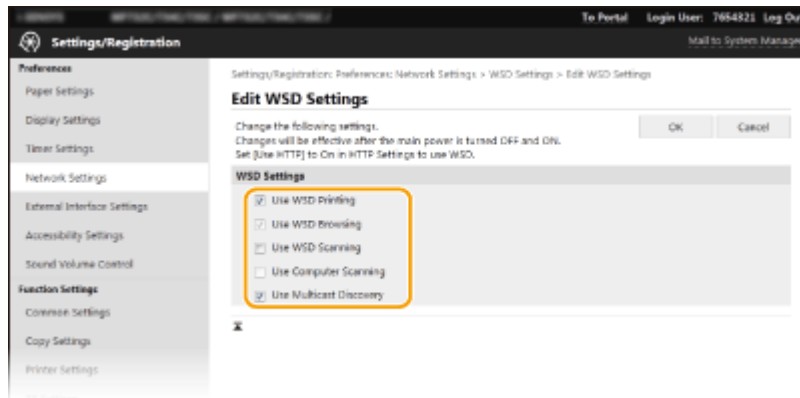
[Use WSD Printing]
Select the check box to print via WSD. When not using WSD printing, clear the check box.

[Use WSD Browsing]
Select the check box to obtain information about the machine from a computer via WSD. This check box is automatically selected when the [Use WSD Printing] check box is selected.

[Use WSD Scanning]
WSD scanning enables you to scan documents to a computer without installing the scanner driver. Select the check box to scan documents via WSD. When not using WSD scanning, clear the check box.

[Use Computer Scanning]
Select the check box to use WSD scanning by operating the machine with the operation panel. This check box can only be selected when the [Use WSD Scanning] check box is selected. To perform scanning, select <Scan> in the Home screen and specify a WSD-connected computer as a scan destination (❯**Scanning and Saving to a Computer(P. 287)**).

[Use Multicast Discovery]
Select the check box to set the machine to reply to multicast discovery messages. If the check box is cleared, the machine stays in sleep mode even when multicast discovery messages are flowing on the network.

3 Click [OK].

5 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Selecting settings from the operation panel

- LPD, RAW, and WSD settings can also be accessed from <Menu> in the Home screen.
    - ❯**<LPD Settings>(P. 443)**
    - ❯**<RAW Settings>(P. 443)**
    - ❯**<WSD Settings>(P. 443)**

Setting up WSD network devices

- The WSD network devices can be added from the printer folder. Open the printer folder (❯**Displaying the Printer Folder(P. 739)**) ▶ click [Add a device] or [Add a printer] and follow the on-screen instructions. For

more information about how to install the driver for the WSD network, see the manuals for the drivers (⊙ **Drivers(P. 758)**).

To change the port number

- The same port number used for the machine and a computer must be used for printing protocol.
  ⊙**Configuring Printer Ports(P. 47)**
  ⊙**Changing Port Numbers(P. 367)**

LINKS

⊙**Configuring Printer Ports(P. 47)**

Configuring Printer Ports

2579-00W

Printing errors can occur when the IP address of the machine has been changed, or when a printer has been added via the Windows printer folder. These errors are typically caused by incorrect printer port settings. For example, an incorrect port number or port type may have been specified. In such situations, your attempt to print fails because the document data cannot reach the machine. To fix this type of problem, configure the printer port settings on the computer.

IMPORTANT

● To perform the following procedure, log in to your computer with an administrator account.

1 Open the printer folder. ○**Displaying the Printer Folder(P. 739)**

2 Right-click the driver icon for this machine, and click [Printer properties] or [Properties].

3 Click the [Ports] tab and configure the required settings.
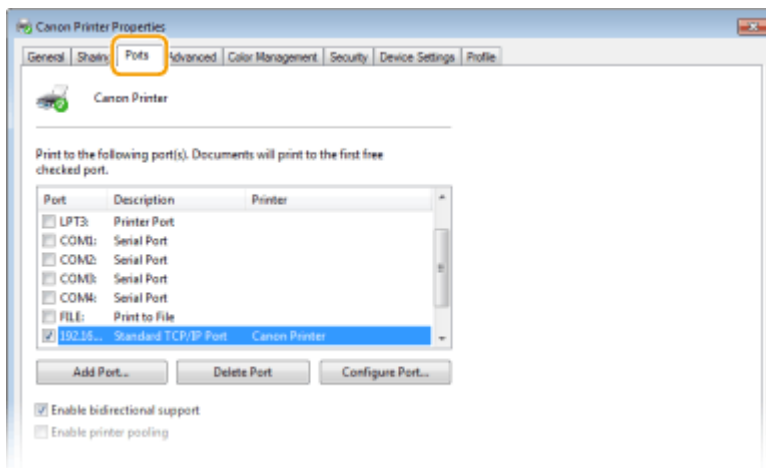
■Adding a port

If you have changed the IP address of the machine or you have selected an incorrect port while installing drivers from the Windows printer folder, add a new port. There are two types of port: "MFNP Port" and "Standard TCP/IP Port." Select the port type according to your environment.

MFNP Port (only for IPv4 environment)	This is a port that allows the IP address of the machine to be detected automatically. Even if the IP address of the machine is changed, the connection is maintained, provided that the machine and the computer are in the same subnet. You do not need to add a new port every time the IP address is changed. If you are using the machine in an IPv4 environment, you should normally select this type of port. **IMPORTANT:** ● You can add an MFNP port only when you installed the driver from the provided DVD-ROM, or when you downloaded and installed the printer driver or the fax driver from the Canon website.

Standard TCP/IP Port	This is a standard Windows port. When you use this type of port, you need to add a new port every time that the IP address of the machine is changed. Select this type of port when you are using the machine in an IPv6 environment and when you cannot add an MFNP port.

Adding an MFNP port

1 Click [Add Port].

2 Select [Canon MFNP Port] in [Available port types] and click [New Port].

3 Select [Auto Detect] and select the machine when it is detected, and then click [Next].
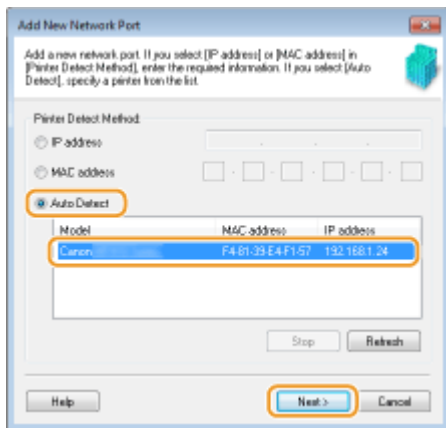
NOTE:

If the machine is not detected

- Click [Refresh]. If the problem persists, select [IP address] or [MAC address], enter the IP address or MAC address of the machine (**Viewing Network Settings(P. 41)**) and then click [Next].

4 Click [Add] ▶ [Finish].

5 Click [Close].

Adding a standard TCP/IP port

1 Click [Add Port].

2 Select [Standard TCP/IP Port] in [Available port types] and click [New Port].

3 Click [Next].

4 Enter the IP address or the DNS name of the machine, and click [Next].

- The [Port Name] is entered automatically. If necessary, you can change it.
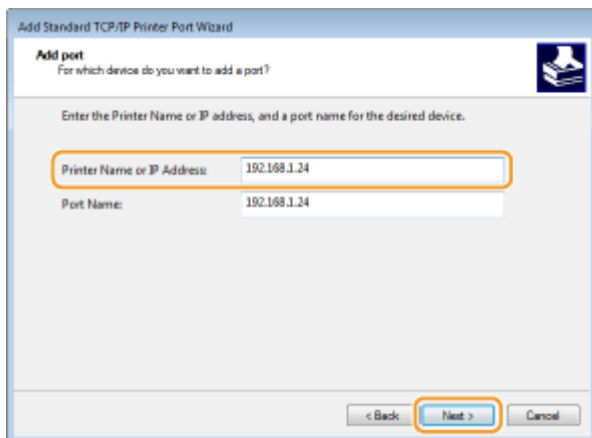
NOTE:

- When the next screen is displayed, follow the instructions on the screen.
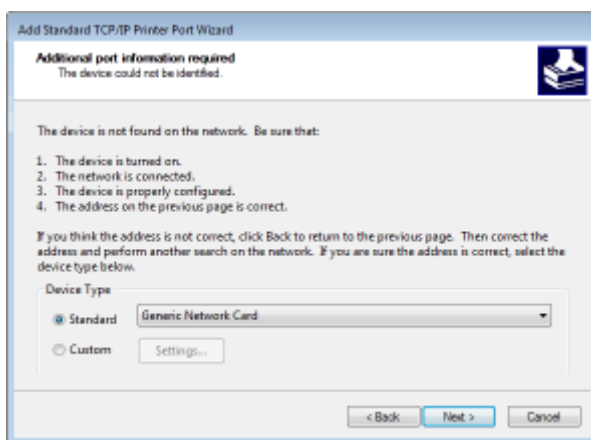
*When you select the [Device Type], select [Canon Network Printing Device with P9100] under [Standard].

5 Click [Finish].

6 Click [Close].

■**Changing the port type or number**

If the printing protocol (LPD or RAW) has been changed on the machine side (●**Configuring Printing Protocols and WSD Functions(P. 44)**) or the port number has been changed (●**Changing Port Numbers(P. 367)**), the corresponding settings on the computer must also be configured. This operation is not needed for WSD ports.

MFNP port

1 Click [Configure Port].

2 Under [Protocol Type], select [RAW] or [LPR], and change the [Port Number].

3 Click [OK].

Standard TCP/IP port

1 Click [Configure Port].

2 Under [Protocol], select [Raw] or [LPR].

- If you selected [Raw], change the [Port Number].

- If you selected [LPR], enter "lp" in [Queue Name].

3 Click [OK].

4 **Click [Close].**

Setting Up Print Server

2579-00X

With a print server, you can reduce the load on the computer that you print from. The print server also makes it possible to install the drivers on each computer over the network, which saves you the trouble of installing the drivers on each computer by using the provided DVD-ROM. To set up a computer on the network as a print server, configure the settings for sharing the printer.

IMPORTANT

- To perform the following procedure, log in to your computer with an administrator account.

- You may be unable to install drivers over the network depending on the operating system and the bit architecture (32-bit or 64-bit) of the print server and client computers.

- When implementing a print server in a domain environment, consult your Network Administrator.

NOTE

To carry out Department ID Management when using a print server

- "Canon Driver Information Assist Service" must be added during the printer driver installation. For more information, see the manuals for the drivers (**Drivers(P. 758)**).

1 **Open the printer folder. Displaying the Printer Folder(P. 739)**

2 **Right-click the printer driver icon for this machine and click [Printer properties] or [Properties].**

3 **Click the [Sharing] tab, select [Share this printer], and enter the share name of the machine.**
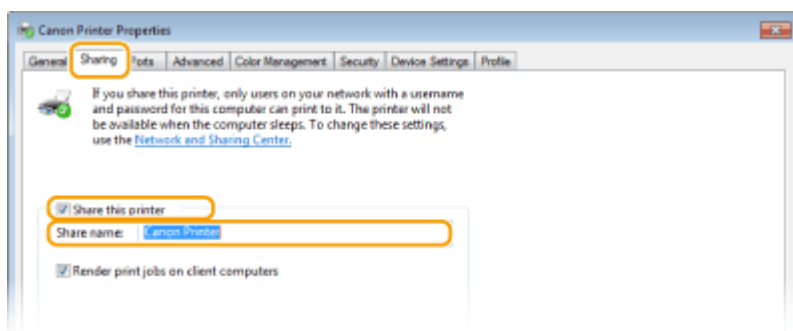
NOTE:

- Click the [Change Sharing Options] button if displayed.

4 **Install additional drivers as necessary.**

- This operation is required if you want to install the drivers in other computers running a different bit architecture via the print server.

1 Click [Additional Drivers].

2 Select the check box for the bit architecture that other computers are running, and click [OK].
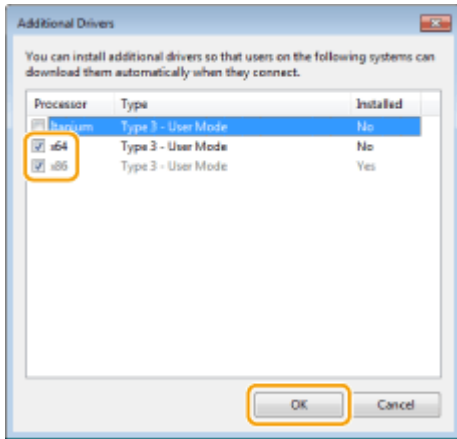
● Select additional drivers from the following, according to the operating system of the print server.

Print server	Select the check box for
32-bit operating systems	[x64]
64-bit operating systems	[x86] under [Processor]

NOTE:

● If you do not know whether your Windows operating system is a 32-bit or 64-bit version, see ◐ **Checking the Bit Architecture(P. 742)** .

3 Insert the provided DVD-ROM into the drive on the computer, click [Browse] to specify the folder that contains the drivers, and then click [OK].

● If the print server runs a 32-bit operating system, select [intdrv] ▶ [UFRII] ▶ [x64] ▶ [Driver] folders on the provided DVD-ROM.

● If the print server runs a 64-bit operating system, select [intdrv] ▶ [UFRII] ▶ [32bit] ▶ [Driver] folders on the provided DVD-ROM.

4 Follow the on-screen instructions to install additional drivers.

5 Click [OK].

■Installing the Drivers on a Computer via the Print Server

1 Locate the shared printer in the print server. ◐Displaying Shared Printers in the Print Server(P. 740)

2 Double-click the shared printer.

3 **Follow the on-screen instructions to install the drivers.**

LINKS

◉**Printing from a Computer(P. 261)**

Configuring the Machine for Your Network Environment

2579-00Y

The configuration of a network varies depending on the purpose of the network. The machine has been designed to be compatible with as many network configurations as possible, and it is equipped with a variety of technologies. Consult your Network Administrator and set a configuration to suit your network environment.
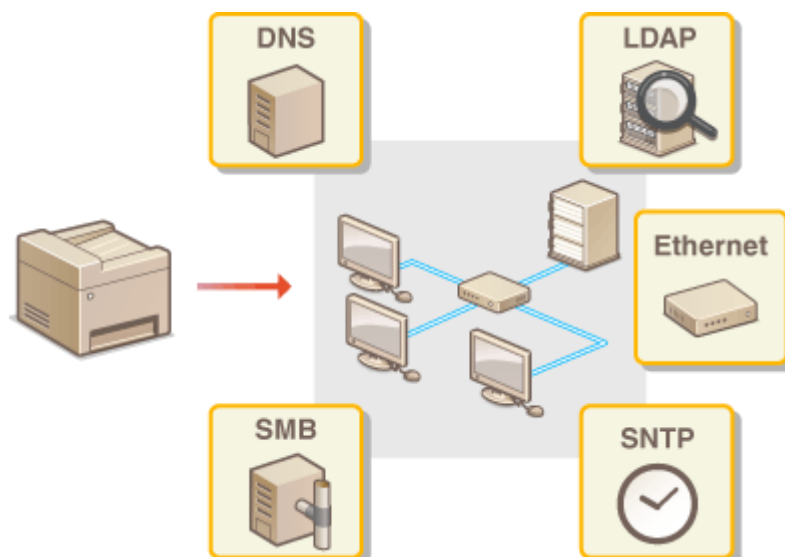
- ◗ **Configuring Ethernet Settings(P. 55)**
- ◗ **Changing the Maximum Transmission Unit(P. 57)**
- ◗ **Setting a Wait Time for Connecting to a Network(P. 58)**
- ◗ **Configuring DNS(P. 59)**
- ◗ **Configuring SMB(P. 63)**
- ◗ **Configuring WINS(P. 65)**
- ◗ **Registering LDAP Servers(P. 67)**
- ◗ **Monitoring and Controlling the Machine with SNMP(P. 72)**
- ◗ **Other Network Settings(P. 76)**

Configuring Ethernet Settings

2579-010
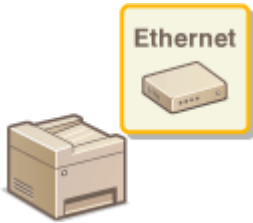
Ethernet is a standard for communicating data in a local area network (LAN). You can set the communication mode and the Ethernet type. In general, the machine can be used without changing the defaults, but you can change these settings to suit your network environment.

1 **Select <Menu> in the Home screen.** ○**Home Screen(P. 120)**

2 **Select <Preferences>** ▶ **<Network>.**

- If the login screen appears, enter the correct ID and PIN. ○**Logging in to the Machine(P. 131)**

3 **Select <Ethernet Driver Settings>.**

4 **Select whether to configure Ethernet settings automatically or manually.**

- If auto-detection is enabled, the machine detects and automatically sets the Ethernet communication mode and the type that can be used.
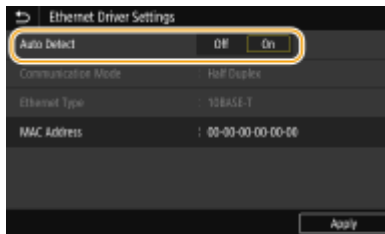
■**Configuring Ethernet settings automatically**
Select <On> in <Auto Detect>.

■**Configuring Ethernet settings manually**

1 Select <Off> in <Auto Detect>.

2 <Communication Mode> ▶ select the communication mode.

<Half Duplex>
Alternately sends and receives communication data. Select when the machine is connected to a networking device using half duplex.

<Full Duplex>
Simultaneously sends and receives communication data. Use this setting for most environments.

3 <Ethernet Type> ▶ select the Ethernet type.

4 Select <Apply>.

5 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

Changing the Maximum Transmission Unit(P. 57)
Setting a Wait Time for Connecting to a Network(P. 58)

Changing the Maximum Transmission Unit

2579-011

In most Ethernet networks, the maximum size of a packet that can be sent is 1500 bytes. A packet refers to a chunk of data into which the original data is divided before being sent. The maximum transmission unit (MTU) may vary on each network. Change the settings of the machine as necessary. For more information, contact your Network Administrator.

1 **Select <Menu> in the Home screen.** ◗**Home Screen(P. 120)**

2 **Select <Preferences> ▶ <Network>.**

- If the login screen appears, enter the correct ID and PIN. ◗**Logging in to the Machine(P. 131)**

3 **Select <TCP/IP Settings> ▶ <MTU Size>.**

4 **Select the MTU.**
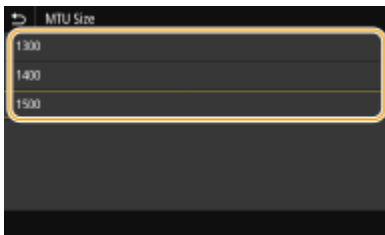
5 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

◗**Configuring Ethernet Settings(P. 55)**
◗**Setting a Wait Time for Connecting to a Network(P. 58)**

Setting a Wait Time for Connecting to a Network

2579-012

When a network is designed to enjoy redundant connectivity with multiple switching hubs or bridges, it must have a mechanism to prevent packets from looping. One effective solution is to define the role of each switch port. However, communication may still be disrupted for several tens of seconds immediately after you change the way that network devices are connected, or if you add a new device. If this type of problem occurs, set a wait time for connecting to the network.

1 **Select <Menu> in the Home screen. ○Home Screen(P. 120)**

2 **Select <Preferences> ▶ <Network>.**

- If the login screen appears, enter the correct ID and PIN. ○**Logging in to the Machine(P. 131)**

3 **Select <Waiting Time for Connection at Startup>.**

4 **Enter the waiting time required to start a communication with the network, and select <Apply>.**

LINKS

○**Configuring Ethernet Settings(P. 55)**
○**Changing the Maximum Transmission Unit(P. 57)**

Configuring DNS

2579-013

DNS (Domain Name System) provides a service for name resolution that associates a host (or domain) name with an IP address. Configure the DNS, mDNS, or DHCP option settings as necessary. Note that the procedures for configuring DNS are different for IPv4 and IPv6.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ●**Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode.** ●**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** ●**Remote UI Screen(P. 409)**

3 **Click [Network Settings].**

4 **Configure DNS settings.**

■Configuring IPv4 DNS

1 Select [IPv4 Settings] ▶ [Edit].

2 Configure IPv4 DNS settings.
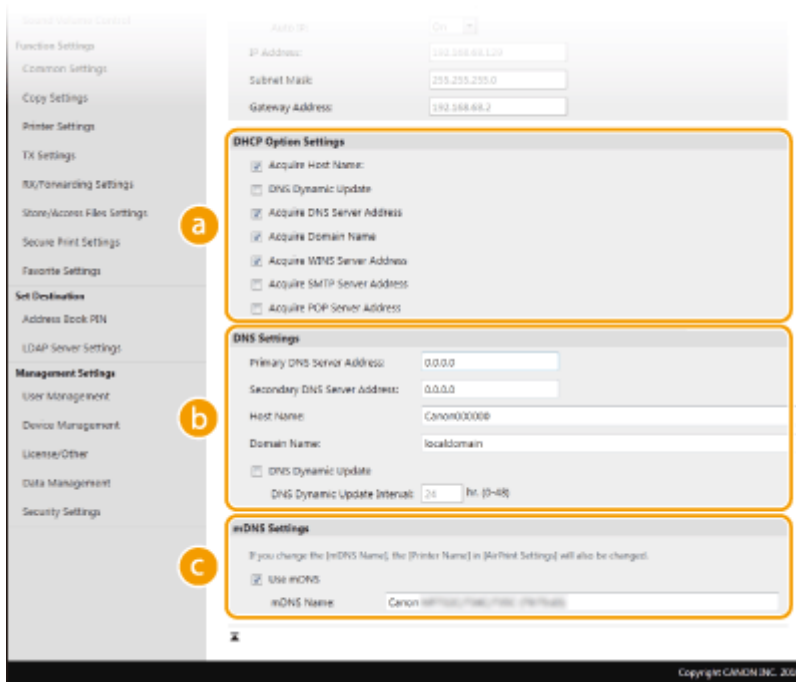
[DHCP Option Settings]

[Acquire Host Name]
Select the check box to enable Option 12 to obtain the host name from the DHCP server.

[DNS Dynamic Update]
Select the check box to enable Option 81 to dynamically update the DNS records through the DHCP server.

[Acquire DNS Server Address]
Select the check box to enable Option 6 to obtain a DNS server address from the DHCP server.

[Acquire Domain Name]
Select the check box to enable Option 15 to obtain a domain name from the DHCP server.

[Acquire WINS Server Address]
Select the check box to enable Option 44 to obtain a WINS server address from the DHCP server.

[Acquire SMTP Server Address]
Select the check box to enable Option 69 to obtain an SMTP server address from the DHCP server.

[Acquire POP Server Address]
Select the check box to enable Option 70 to obtain a POP3 server address from the DHCP server.

[DNS Settings]

[Primary DNS Server Address]
Enter the IP address of a DNS server.

[Secondary DNS Server Address]
Enter the IP address of a secondary DNS server, if any.

[Host Name]
Enter alphanumeric characters for the host name of the machine that is to be registered to the DNS server.

[Domain Name]
Enter alphanumeric characters for the name of the domain the machine belongs to, such as "example.com."

[DNS Dynamic Update]
Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. When specifying the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

c **[mDNS Settings]**

[Use mDNS]
Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS and enter the mDNS name in the [mDNS Name] text box.

3 Click [OK].

■Configuring IPv6 DNS

1 Select [IPv6 Settings] ▶ [Edit].

2 Configure IPv6 DNS settings.
   ● The [Use IPv6] check box must be selected to configure the settings. ❏**Setting IPv6 Addresses(P. 38)**
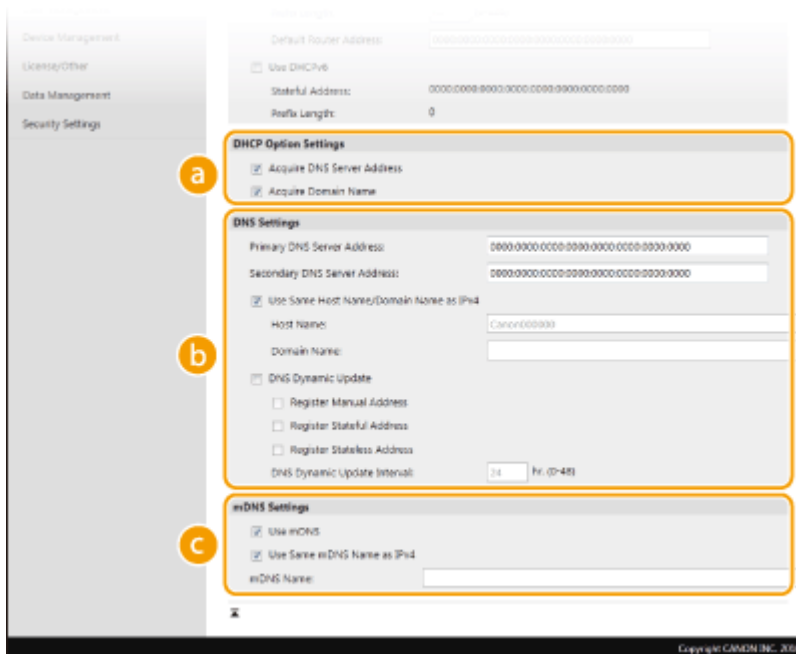
a **[DHCP Option Settings]**

[Acquire DNS Server Address]
Select the check box to enable Option 23 to obtain a DNS server address from the DHCP server.

[Acquire Domain Name]
Select the check box to enable Option 24 to obtain a domain name from the DHCP server.

b **[DNS Settings]**

[Primary DNS Server Address]
Enter the IP address of a DNS server. Addresses that start with "ff" (or multicast address) cannot be entered.

[Secondary DNS Server Address]
Enter the IP address of a secondary DNS server, if any. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use Same Host Name/Domain Name as IPv4]
Select the check box to use the same host and domain names as in IPv4.

[Host Name]
Enter alphanumeric characters for the host name of the machine that is to be registered to the DNS server.

[Domain Name]

Enter alphanumeric characters for the name of the domain the machine belongs to, such as "example.com."

[DNS Dynamic Update]
Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. To specify the type(s) of addresses you want to register to the DNS server, select the check box for [Register Manual Address], [Register Stateful Address], or [Register Stateless Address]. To specify the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

C **[mDNS Settings]**

[Use mDNS]
Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS.

[Use Same mDNS Name as IPv4]
Select the check box to use the same mDNS name as in IPv4. To set a different name, clear the check box and enter the mDNS name in the [mDNS Name] text box.

3 Click [OK].

5 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Selecting settings from the operation panel

● DNS settings can also be accessed from <Menu> in the Home screen. **<DNS Settings>(P. 442)**

LINKS

Setting IPv4 Address(P. 35)
Setting IPv6 Addresses(P. 38)
Viewing Network Settings(P. 41)

Configuring SMB

2579-014

Server Message Block (SMB) is a protocol for sharing resources, such as files and printers, with more than one device in a network. The machine uses SMB to store scanned documents into a shared folder. Depending on your network, you may have to set the NetBIOS name and workgroup name.

NetBIOS Name

In a Windows network that uses NetBIOS, NetBIOS names are used for identifying network-connected computers as well as for file sharing and other network services. Most computers use the computer name as the NetBIOS name.

Workgroup Name

Workgroup name is a name for grouping multiple computers so that basic network functions, such as file sharing, become available in a Windows network. Specify the workgroup name to identify the group that the machine belongs to.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ◗**Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode.** ◗**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** ◗**Remote UI Screen(P. 409)**

3 **Select [Network Settings] ▶ [SMB Settings].**

4 **Click [Edit].**

5 **Specify the required settings.**
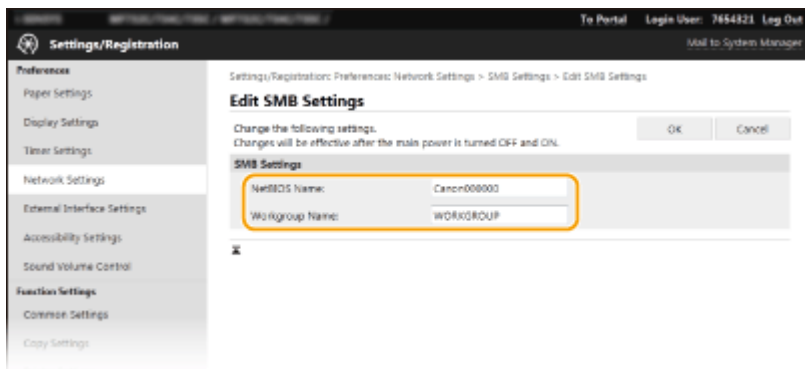
[NetBIOS Name]
Enter alphanumeric characters for the NetBIOS name of the machine.

[Workgroup Name]
Enter alphanumeric characters for the name of the workgroup that the machine belongs to.

IMPORTANT:

- NetBIOS names or workgroup names that start with an asterisk (*) cannot be registered to a WINS server.

6 Click [OK].

7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

Configuring WINS(P. 65)

Configuring WINS

2579-015

Windows Internet Name Service (WINS) is a name resolution service that associates a NetBIOS name (a computer or printer name in an SMB network) with an IP address. To enable WINS, the WINS server must be specified.

IMPORTANT

- In order to specify WINS server settings, NetBIOS name and workgroup name are required to be set. ⊙ **Configuring SMB(P. 63)**
- The function is not available in an IPv6 network.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ⊙**Setting Up Menu Options from Remote UI(P. 416)** .

1 Start the Remote UI and log in to System Manager Mode. ⊙**Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. ⊙**Remote UI Screen(P. 409)**

3 Select [Network Settings] ▶ [WINS Settings].

4 Click [Edit].

5 Select the [WINS Resolution] check box, and specify the required settings.
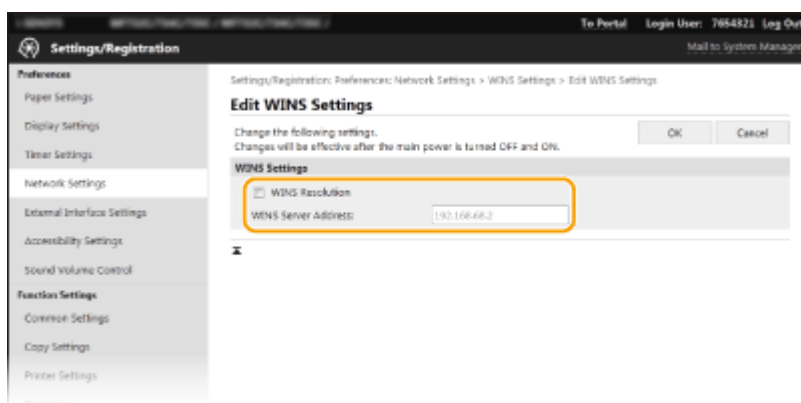
[WINS Resolution]
Select the check box to use WINS for name resolution. When not using WINS, clear the check box.

[WINS Server Address]
Enter the IP address of the WINS server.

IMPORTANT:

● If the IP address of the WINS server is obtained from a DHCP server, the obtained IP address overrides the IP address entered in the [WINS Server Address] text box.

6 **Click [OK].**

7 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

> **NOTE**
>
> **Selecting settings from the operation panel**
> ● WINS settings can also be accessed from <Menu> in the Home screen. ◉**<WINS Settings>(P. 443)**

LINKS

◉**Setting IPv4 Address(P. 35)**

Registering LDAP Servers

2579-016

If an LDAP server is implemented in the network, you can search the server for fax numbers or e-mail addresses, and then specify them as destinations or register them in the Address Book. Note also that if send function authentication (**⊙LDAP Server Authentication(P. 354)**) is enabled, you must register the server used for authentication. You can register a maximum of five LDAP servers each for searching and for authentication to the machine. Register LDAP servers via the Remote UI.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see **⊙Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode. ⊙Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page. ⊙Remote UI Screen(P. 409)**

3 **Click [LDAP Server Settings].**

4 **Click [Register New Server] for [LDAP Server (For Search)] or [LDAP Server (For Authentication)].**

- LDAP server registration needs to be performed separately either for searching or for authentication. To use an LDAP server for searching for fax and e-mail destinations, register it for searching, and to use it for authenticating sending of e-mail or faxes, register it for authenticating.

NOTE:

To edit registered server information

- Click a text link under [Server Name] for the edit screen.

To delete registered server information

- Click [Delete] on the right of the server name you want to delete ▶ click [OK].

5 **Register the LDAP server.**

■**Register the server used for searches**

Register the server for searching for fax or e-mail destinations.
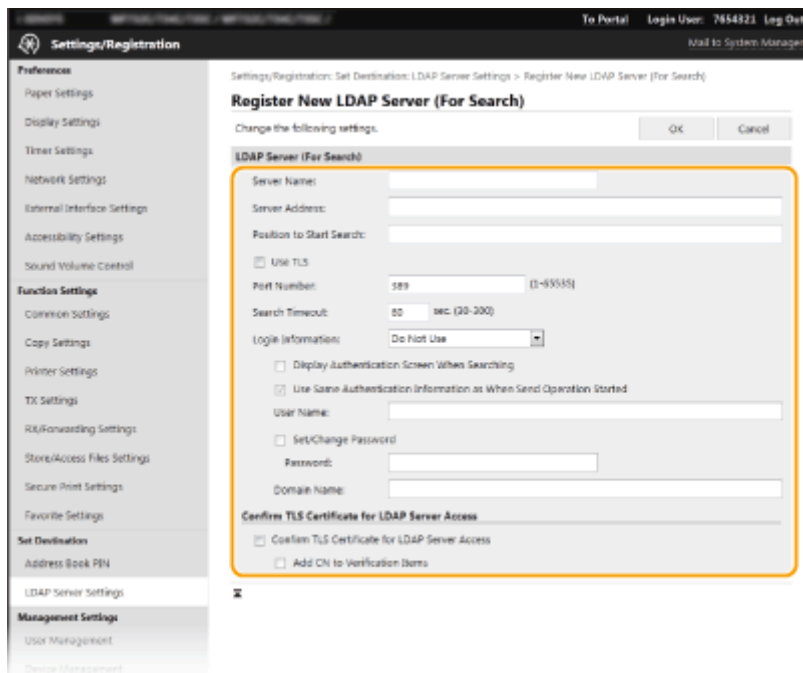
[Server Name]
Enter the name to be assigned to the LDAP server.

[Server Address]
Enter the IP address of the LDAP server or enter alphanumeric characters for the host name of the server (example: ldap.example.com).

IMPORTANT:

[Server Address] and DNS

- To prevent errors from occurring when searching for destinations, make sure to check the following:

  - If the host name is entered for [Server Address], make sure that a DNS server is available in the network.

  - If the IP address is entered for [Server Address], check whether the DNS server supports only forward lookup. If the server supports only forward lookup, select [Do Not Use] or [Use] for [Login Information]. If you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Position to Start Search]
Specify the node in the directory information tree (DIT) that you want to start search from. Leaving the text box blank sets the machine to start search from an arbitrary node selected automatically.

- When specifying the node, enter "DC=," followed by a host name (a dot-delimited character string in the Active Directory domain name), and separate each of the entries with a comma. If the domain name is "john.example.com," for example, enter "DC=john,DC=example,DC=com."

[Use TLS]
Select the check box to encrypt communication with the LDAP server using TLS.

NOTE:

- This is enabled only when [Use] or [Use (Security Authentication)] is selected in [Login Information].

[Port Number]
Enter the port number used for communicating with the LDAP server.

[Search Timeout]

Specify how long the machine searches.

[Login Information]
Select [Do Not Use], [Use], or [Use (Security Authentication)] depending on the type of authentication implemented by the LDAP server. When [Use] or [Use (Security Authentication)] is selected, the user name and password must be specified.

[Do Not Use]	Select not to authenticate the machine using the login information.
[Use]	Select to authenticate the machine using the login information.
[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.

[Display Authentication Screen When Searching]
Select the check box to require the user to enter the user name and password when a search is requested. If the [Use Same Authentication Information as When Send Operation Started] check box is selected, the user name and password used for authentication when sending faxes or scans are also used here. If the check box is cleared, authentication is carried out using the information entered in [User Name] and [Password].

[Use Same Authentication Information as When Send Operation Started]
Set whether the authentication information when the fax or scan function was used is also used when searching. This check box is normally displayed selected; however, it is only valid when the [Display Authentication Screen When Searching] check box is selected.

[User Name]
Enter the user name of the machine that was registered to the LDAP server.

- When [Use] is selected for [Login Information], enter the user name in the form "(domain name)\(user name)" (example: domain1\user1).

- When [Use (Security Authentication)] is selected, enter the user name only (example: user1).

[Set/Change Password]
To specify or change the password, select the check box and enter alphanumeric characters in the [Password] text box.

[Domain Name]
When [Use (Security Authentication)] is selected for [Login Information], enter alphanumeric characters for the directory tree name in Active Directory (example: example.com).

[Confirm TLS Certificate for LDAP Server Access]
Select the check box to verify the certificate when encrypting communication with the LDAP server using TLS. Also, select the [Add CN to Verification Items] check box as necessary.

■**Registering the authentication server**
If the use of the fax and scan functions is restricted, register the server used for authentication.

[Server Name]
Enter the name to be assigned to the LDAP server.

[Server Address]
Enter the IP address of the LDAP server or enter alphanumeric characters for the host name of the server (example: ldap.example.com).

IMPORTANT:

[Server Address] and DNS

- To prevent errors from occurring when searching for destinations, make sure to check the following:

  - If the host name is entered for [Server Address], make sure that a DNS server is available in the network.

  - If the IP address is entered for [Server Address], check whether the DNS server supports only forward lookup. If the server supports only forward lookup, select [Use] for [Login Information]. If you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Position to Start Search]
Specify the node in the directory information tree (DIT) that you want to start search from. Leaving the text box blank sets the machine to start search from an arbitrary node selected automatically.

- When specifying the node, enter "DC=," followed by a host name (a dot-delimited character string in the Active Directory domain name), and separate each of the entries with a comma. If the domain name is "john.example.com," for example, enter "DC=john,DC=example,DC=com."

[Use TLS]
Select the check box to encrypt communication with the LDAP server using TLS.

NOTE:

- This is enabled only when [Use] is selected in [Login Information].

[Port Number]
Enter the port number used for communicating with the LDAP server.

[Authentication/Attribute Acquisition Timeout]
Specify how long authentication and attribute acquisition can continue.

[User Name Attribute]
Enter the attribute name, to be compared with a user name entered during authentication, consisting of alphanumeric characters (Example: "sAMAccountName").

NOTE:

● Not required if [Use (Security Authentication)] is selected in [Login Information].

[E-Mail Address Attribute]
Enter the attribute name, to be used for obtaining an e-mail address from the authentication server, consisting of alphanumeric characters (Example: "mail").

[Login Information]
Select [Use] or [Use (Security Authentication)] depending on the type of authentication implemented by the LDAP server.

[Use]	Select to authenticate the machine using the System Manager ID.
[Use (Security Authentication)]	Select to use data obtained by Kerberos, a network authentication protocol, for the authentication password. If this setting is selected, the clock of the machine needs to be synchronized with that of the LDAP server.

[Use System Manager ID]
If [Use] is selected in [Login Information], this specifies whether authentication using the system manager ID is used. To use the system manager ID, select the check box and specify the user name and password used for authentication. If you deselect the check box, logins are anonymous (no user name).

[User Name]
Enter the user name of the machine that was registered to the LDAP server in the form "(domain name)\(user name)" (example: domain1\user1).

[Set/Change Password]
To specify or change the password, select the check box and enter alphanumeric characters in the [Password] text box.

[Domain Name]
When [Use (Security Authentication)] is selected for [Login Information], enter alphanumeric characters for the directory tree name in Active Directory (example: example.com).

[Confirm TLS Certificate for LDAP Server Access]
Select the check box to verify the certificate when encrypting communication with the LDAP server using TLS. Also, select the [Add CN to Verification Items] check box as necessary.

6 **Click [OK].**

LINKS

⬤**Configuring SNTP(P. 76)**
⬤**Basic Operations for Sending Faxes(P. 220)**
⬤**Basic Operations for Scanning Originals(P. 286)**
⬤**LDAP Server Authentication(P. 354)**

Monitoring and Controlling the Machine with SNMP

2579-017

Simple Network Management Protocol (SNMP) is a protocol for monitoring and controlling communication devices in a network by using Management Information Base (MIB). The machine supports SNMPv1 and security-enhanced SNMPv3. You can check the status of the machine from a computer when you print documents or use the Remote UI. You can enable either SNMPv1 or SNMPv3, or both at the same time. Specify the settings for each version to suit your network environment and the purpose of use.
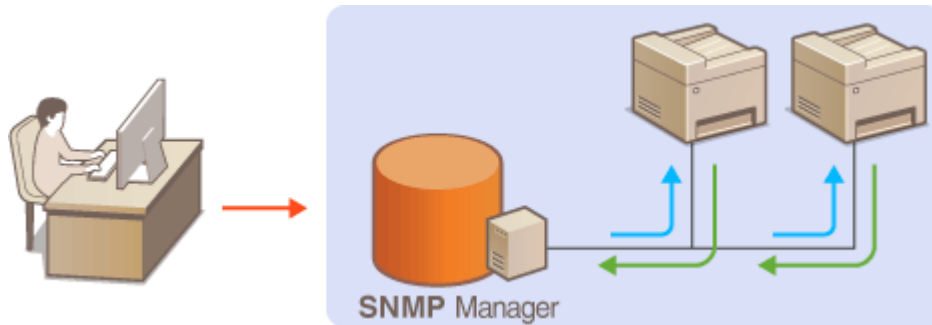
SNMPv1

SNMPv1 uses information called "community" to define the scope of SNMP communication. Because this information is exposed to the network in plain text, your network will be vulnerable to attacks. If you want to ensure network security, disable SNMPv1 and use SNMPv3.

SNMPv3

With SNMPv3, you can implement network device management that is protected by robust security features. Note that TLS must be enabled for the Remote UI before configuring SNMPv3 (**Configuring the Key and Certificate for TLS(P. 370)**).

NOTE

- The machine does not support the trap notification feature of SNMP.

- To change the port number of SNMP, see **Changing Port Numbers(P. 367)** .

- SNMP management software, when installed on a computer on the network, enables you to configure, monitor, and control the machine remotely from the computer. For more information, see the instruction manuals for your management software.

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see **Setting Up Menu Options from Remote UI(P. 416)** .

1 Start the Remote UI and log in to System Manager mode. **Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. **Remote UI Screen(P. 409)**

3 Select [Network Settings] ▶ [SNMP Settings].

4 Click [Edit].

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5 Specify SNMPv1 settings.

● If you do not need to change SNMPv1 settings, proceed to the next step.
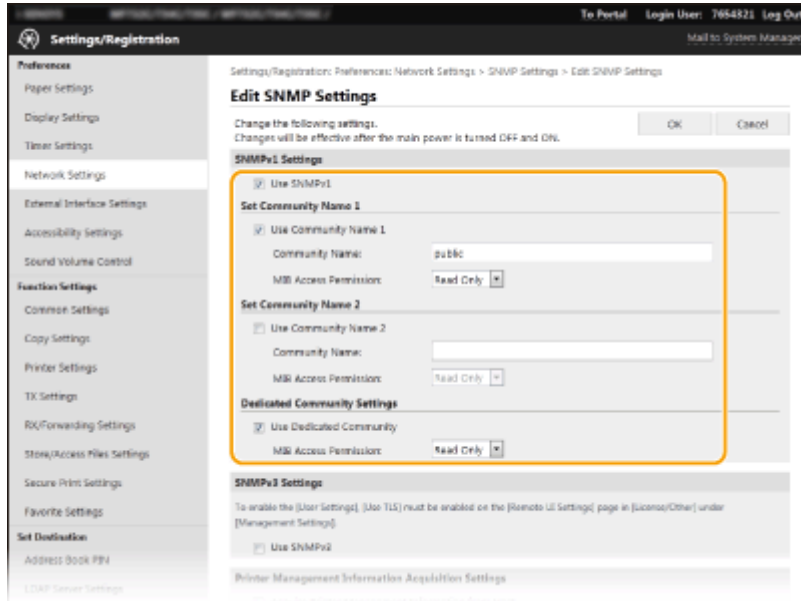
[Use SNMPv1]
Select the check box to enable SNMPv1. You can specify the rest of SNMPv1 settings only when this check box is selected.

[Use Community Name 1]/[Use Community Name 2]
Select the check box to specify a community name. If you do not need to specify a community name, clear the check box.

[Community Name]
Enter alphanumeric characters for the name of the community.

[MIB Access Permission]
For each community, select [Read/Write] or [Read Only] for the access privileges to MIB objects.

[Read/Write]	Permits both viewing and changing the values of MIB objects.
[Read Only]	Permits only viewing the values of MIB objects.

[Use Dedicated Community]
Dedicated Community is a preset community, intended exclusively for Administrators using Canon software, such as imageWARE Enterprise Management Console (iW Management Console). Select the check box to use Dedicated Community, and specify [MIB Access Permission]. If you do not need to use Dedicated Community, clear the check box.

6 Specify SNMPv3 settings.

● If you do not need to change SNMPv3 settings, proceed to the next step.
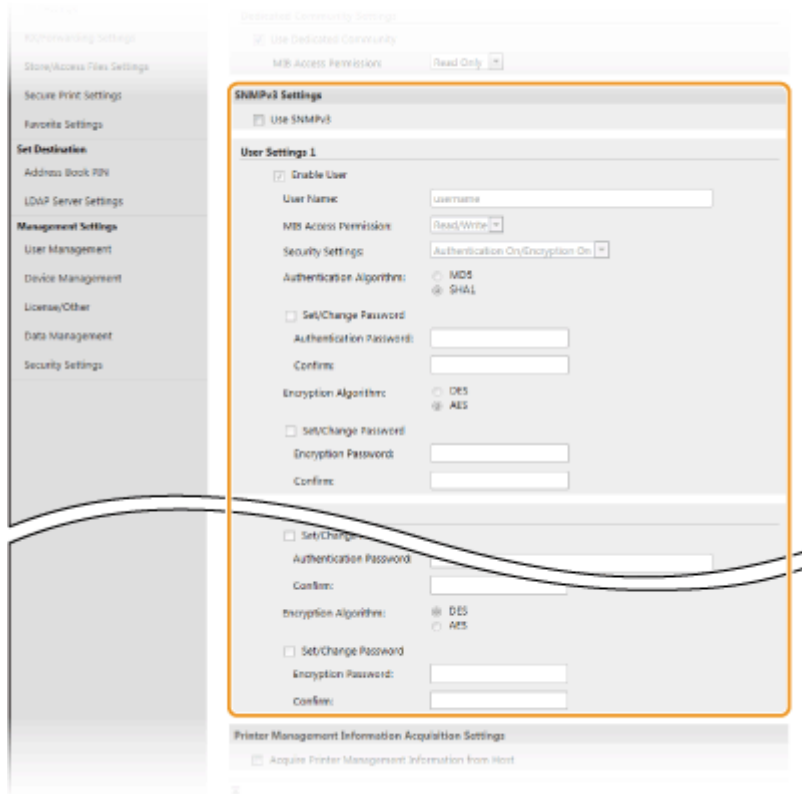
[Use SNMPv3]
Select the check box to enable SNMPv3. You can specify the rest of SNMPv3 settings only when this check box is selected.

[Enable User]
Select the check box to enable [User Settings 1]/[User Settings 2]/[User Settings 3]. To disable user settings, clear the corresponding check box.

[User Name]
Enter alphanumeric characters for the user name.

[MIB Access Permission]
Select [Read/Write] or [Read Only] for the access privileges to MIB objects.

[Read/Write]	Permits both viewing and changing the values of MIB objects.
[Read Only]	Permits only viewing the values of MIB objects.

[Security Settings]
Select [Authentication On/Encryption On], [Authentication On/Encryption Off], or [Authentication Off/Encryption Off] for the desired combination of authentication and encryption settings.

[Authentication Algorithm]
Click the [Authentication On/Encryption On] or [Authentication On/Encryption Off] for [Security Settings] for the algorithm that corresponds to your environment.

[Encryption Algorithm]
Click the [Authentication On/Encryption On] for [Security Settings] for the algorithm that corresponds to your environment.

[Set/Change Password]
To set or change the password, select the check box and enter alphanumeric characters for the password in the [Authentication Password] or [Encryption Password] text box. For confirmation, enter the same password in the [Confirm] text box. Passwords can be set independently for authentication and encryption algorithms.

7 **Specify Printer Management Information Acquisition Settings.**

● With SNMP, the printer management information, such as printing protocols and printer ports, can be monitored and obtained regularly from a computer on the network.
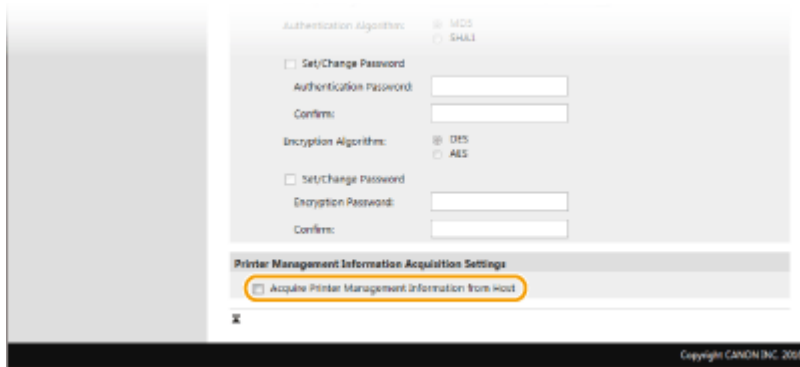
[Acquire Printer Management Information from Host]
Select the check box to enable monitoring of the printer management information of the machine via SNMP. To disable monitoring of the printer management information, clear the check box.

8 **Click [OK].**

9 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

> **NOTE**
>
> **Disabling SNMPv1**
>
> ● If SNMPv1 is disabled, some of the functions of the machine become unavailable, such as obtaining machine information via the printer driver.
>
> **Using the operation panel**
>
> ● You can enable or disable the SNMP settings from <Menu> in the Home screen. ◯**<SNMP Settings>(P. 443)**

Enabling Both SNMPv1 and SNMPv3

● If both versions of SNMP are enabled, it is recommended that MIB access permission in SNMPv1 be set to [Read Only]. MIB access permission can be set independently in SNMPv1 and SNMPv3 (and for each user in SNMPv3). Selecting [Read/Write] (full access permission) in SNMPv1 negates the robust security features that characterize SNMPv3 because most of the machine settings can then be controlled with SNMPv1.

LINKS

◯**Configuring the Key and Certificate for TLS(P. 370)**

Other Network Settings

2579-018

Configure the following items according to your network environment.

◉**Configuring FTP PASV Mode(P. 76)**
◉**Configuring SNTP(P. 76)**
◉**Monitoring the Machine from the Device Management Systems(P. 77)**

Configuring FTP PASV Mode

PASV is an FTP communication mode used for file transfer. To connect to an FTP server through a firewall, you must use PASV mode. First check that the PASV mode is set on the FTP server.

IMPORTANT

- Whether PASV mode is used for FTP depends on your network environment and the settings on the FTP server to which data is being sent. For more information, contact your Network Administrator.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <Use FTP PASV Mode> ▶ <On> ▶ Restart the machine

Configuring SNTP

Simple Network Time Protocol (SNTP) enables you to adjust the system clock by using the time server on the network. If SNTP is used, the time server is checked at the specified intervals; therefore, the correct time can always be maintained. The time is adjusted based on Coordinated Universal Time (UTC), so specify the time zone setting before configuring SNTP (◉**Setting the Date/Time(P. 15)**). SNTP settings can be specified via the Remote UI.

NOTE

- The SNTP of the machine supports both NTP (version 3) and SNTP (versions 3 and 4) servers.

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ◉**Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode.** ◉**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** ◉**Remote UI Screen(P. 409)**

3 **Select [Network Settings]** ▶ **[SNTP Settings].**

4 **Click [Edit].**

5 **Select the [Use SNTP] check box and specify the required settings.**
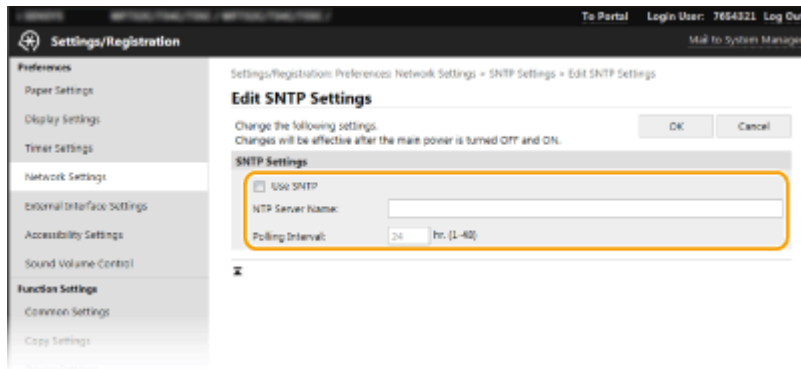
[Use SNTP]
Select the check box to use SNTP for synchronization. If you do not want to use SNTP, clear the check box.

[NTP Server Name]
Enter the IP address of the NTP or the SNTP server. If DNS is available on the network, you can enter a host name (or FQDN) consisting of alphanumeric characters instead (example: ntp.example.com).

[Polling Interval]
Specify the interval between one synchronization and the next.

6 **Click [OK].**

7 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Testing communication with the NTP/SNTP server

● You can view communication status with the registered server by clicking [Settings/Registration] ▶ [Network Settings] ▶ [Check NTP Server] in [SNTP Settings]. If a proper connection has been established, the result is displayed as shown below. Note that this operation does not adjust the system clock.
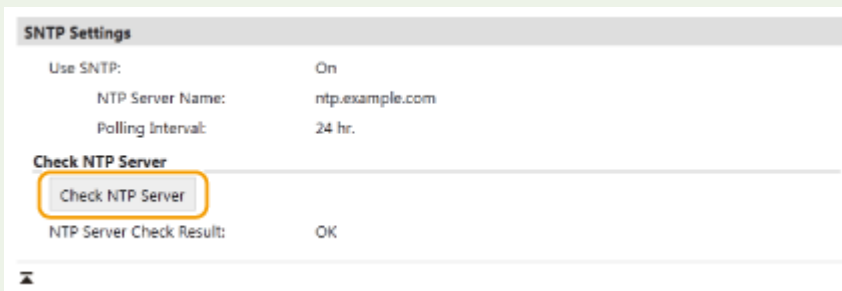
Monitoring the Machine from the Device Management Systems

You can facilitate the collection and management of various information about networked devices by implementing device management software, such as imageWARE Enterprise Management Console (iW Management Console)[*], into the network. Information such as device settings and error logs is retrieved and distributed via the server computer. If the machine is connected to such a network, imageWARE Enterprise Management Console (iW Management Console) searches the network for the machine by using protocols such as Service Location Protocol (SLP) to gather information

from the machine, such as power supply status information. SLP settings can be specified via the Remote UI. This section also describes the procedure to configure settings for communication between the machine and plug-ins for imageWARE Enterprise Management Console (iW Management Console).

> *For more information about imageWARE Enterprise Management Console (iW Management Console), contact your local authorized Canon dealer.

NOTE

To use imageWARE Enterprise Management Console (iW Management Console) plug-ins

- You need to enable the settings of the dedicated port and the SNMP settings. As for the SNMP settings, set [MIB Access Permission] to [Read/Write] for both SNMPv1 and SNMPv3.
  ◉<Use Dedicated Port>(P. 444)
 **◉Monitoring and Controlling the Machine with SNMP(P. 72)**

Remote UI Operations

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see **◉Setting Up Menu Options from Remote UI(P. 416)** .

■ Configuring SLP Communication with Device Management Software

1 **Start the Remote UI and log in to System Manager Mode. ◉Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page. ◉Remote UI Screen(P. 409)**

3 **Click [Network Settings].**

4 **Specify SLP settings.**

■ Specifying multicast device discovery

1 Select [Multicast Discovery Settings] ▶ [Edit].

2 Select the [Respond to Discovery] check box and specify the required settings.
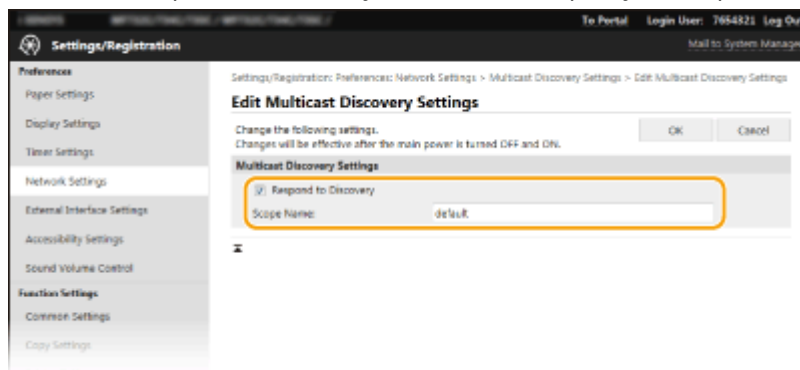
[Respond to Discovery]
Select the check box to set the machine to respond to device management software multicast discovery packets and enable monitoring by device management software.

NOTE:

- To change the port number for multicast discovery, see **Changing Port Numbers(P. 367)** .

[Scope Name]
To include the machine into a specific scope, enter alphanumeric characters for the scope name.

3 Click [OK].

■**Notifying a device management software of the power status of the machine**

1 Select [Sleep Mode Notification Settings] ▶ [Edit].

2 Select the [Notify] check box and specify the required settings.
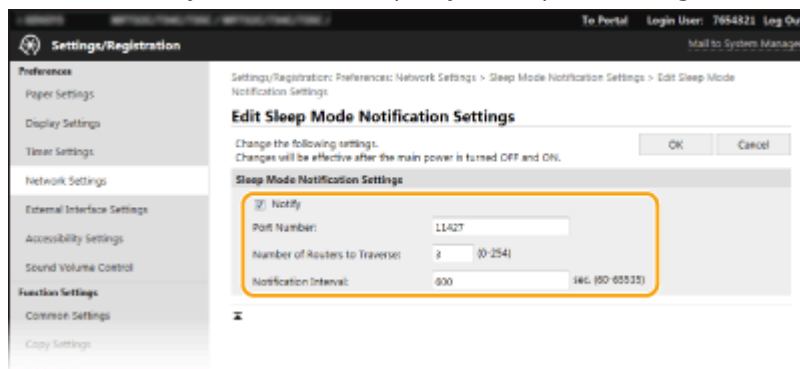
[Notify]
Select the check box to notify a device management software of the power status of the machine. When [Notify] is selected, you can expect the machine to avoid unnecessary communication during sleep mode and reduce the total power consumption.

[Port Number]
Change the port number for this function according to the network environment.

[Number of Routers to Traverse]
Specify how many routers the notification packets can pass through.

[Notification Interval]
Specify how often the machine notifies a device management software of its power status.

3 Click [OK].

5 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

■Configuring Settings for Communication between the Machine and Plug-ins

You can specify the settings to enable communication between the machine and imageWARE Enterprise Management Console (iW Management Console) plug-ins. Use of plug-ins allows you to manage the machine's settings from imageWARE Enterprise Management Console (iW Management Console).

<Menu> ▶ <Preferences> ▶ <Network> ▶ <Device Settings Management> ▶ <On> ▶ 🏠

Installing Drivers

2579-019

Install the various drivers and associated software on your computer.

1 **Make the necessary preparation before proceeding with the installation.**

- Install the optional devices on the main unit in advance. ●**Optional Equipment(P. 732)**
- Insert the DVD-ROM into the drive on the computer.
- You can download drivers and software you are going to use from the Canon website (global.canon).

  NOTE:

  - When new versions of drivers and software become available, they will be uploaded to the Canon website. You can download them as necessary after checking their system requirements.
  - Depending on your machine or environmental conditions, some functions may not be available.
  - Some of the drivers are not supported depending on the OS. For more information about the supported status of the latest OS, see the Canon website.

2 **Proceed with the installation.**

- For more information about the installation procedure, see the manuals for the drivers and software you are going to use. ●**Drivers(P. 758)**

IMPORTANT

- Installation of drivers is impossible if sending and receiving of the IP address are not permitted in [Firewall Settings]. For more information, see ●**Specifying IP Addresses for Firewall Settings(P. 361)** .
- If sending and receiving of the IP address of the computer on which drivers are installed become disabled by [Firewall Settings], it is no longer possible to perform printing or send faxes from that computer.

Configuring Initial Settings for Fax Functions

2579-01A

Follow steps 1 to 4 described below to configure the fax settings. First, determine which receive mode best suits your intended use, and then follow the on-screen instructions to configure the settings. For more information about a particular step, click on the link to go to the corresponding section.

Step 1	❍Deciding Which Fax Receive Mode to Use(P. 83)

▼

Step 2	❍Registering the Fax Number and Unit Name(P. 84)

▼

Step 3	❍Selecting the Receive Mode(P. 85)

▼

Step 4	❍Connecting the Telephone Line(P. 86)

Deciding Which Fax Receive Mode to Use

2579-01C

Before configuring the fax settings, determine which receive mode best suits your intended use.

Intended use	Receive mode	
Use fax only/Never use telephone	**<Auto>** This setting is for when you want to use the machine exclusively for receiving faxes, and you do not want to use the telephone.	
Mostly use telephone/Almost never use fax	**<Manual>** Connect your telephone to the machine. This setting is for when you mostly want to use the telephone. You can receive incoming faxes manually.	
Use both fax and telephone	Use answering machine	**<Answering Machine>** Connect your answering machine. Callers can record a message if they call while you are away from the telephone. The machine automatically receives incoming faxes.
	Use standard telephone	**<Fax/Tel (Auto Switch)>** Connect your telephone. The machine automatically receives incoming faxes, and the telephone rings for incoming calls.

NOTE

- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.
- If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, <DRPD> is also available for the receiving mode. ○**Receiving Faxes(P. 229)**
- You may be able to manually set receive modes other than those described above, depending on your country or region. ○**Receiving Faxes(P. 229)**

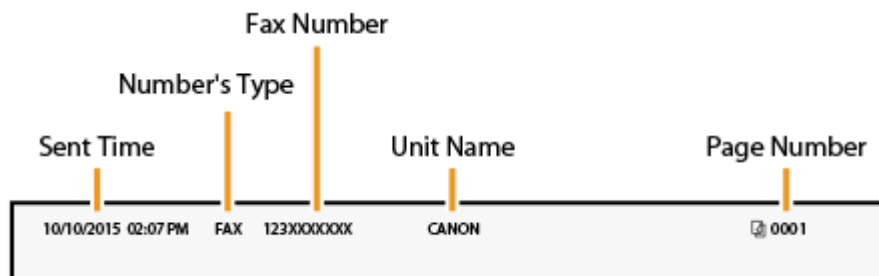» **Continue to ○Registering the Fax Number and Unit Name(P. 84)**

LINKS

○**Receiving Faxes(P. 229)**

Registering the Fax Number and Unit Name

2579-01E

Register the fax number and unit name of your machine. This information is printed at the top of each page sent from the machine.

1 Select <Menu> in the Home screen. ❯Home Screen(P. 120)

2 Select <Function Settings> ▶ <Common> ▶ <Fax Setup Guide>.

3 Select <Set Up Now>.

4 Select <Next>.

5 Enter the fax number, and select <Apply>.

6 Select <Next>.

7 Enter the unit name (such as a user name or company name), and select <Apply>.

● On how to enter text, see ❯Entering Text(P. 129) .

⟹ When the unit name has been registered, the RX mode setting screen is displayed.

» **Continue to** ❯**Selecting the Receive Mode(P. 85)**

LINKS

❯**Receiving Faxes(P. 229)**

Selecting the Receive Mode

2579-01F

Select the receive mode that suits your intended use beforehand (○**Deciding Which Fax Receive Mode to Use(P. 83)**).

1 **Select <Next>.**

2 **Select the receive mode.**

- Select <Yes> or <No> to select the receive mode for the operations you intend to carry out.

   NOTE:
   - If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, <DRPD> is also available for the receiving mode. ○**Receiving Faxes(P. 229)**
   - You may be able to manually set receive modes other than those described below, depending on your country or region. ○**Receiving Faxes(P. 229)**

   ■**To set the receive mode to <Auto>**
   Select <No>.

   ■**To set the receive mode to <Answering Machine>**
   Select <Yes> ▶ <Yes>.

   ■**To set the receive mode to <Fax/Tel (Auto Switch)>**
   Select <Yes> ▶ <No> ▶ <Yes>.

   ■**To set the receive mode to <Manual>**
   Select <Yes> ▶ <No> ▶ <No>.

3 **Select <Apply>.**

   ⇒ When the RX mode has been set, the telephone line connection method is displayed.

   ≫ **Continue to ○Connecting the Telephone Line(P. 86)**

LINKS

○**Receiving Faxes(P. 229)**

Connecting the Telephone Line

2579-01H

Connect the telephone line to the machine.

1 **Connect the telephone line to the machine.**

- Connect the included telephone cable to the telephone line jack on the machine (**A**) and the telephone line jack on the wall.
- If you are using a telephone or answering machine, connect it to the external telephone jack (**B**).
- If you use handset, connect it to the external telephone jack (**C**).
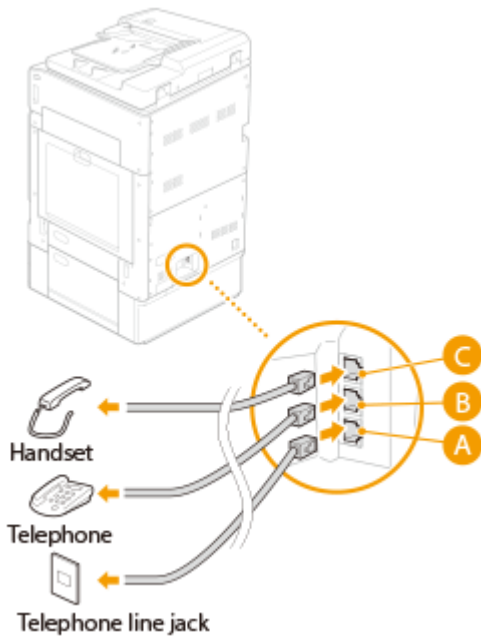
NOTE:

- If you are connecting an external telephone with fax functions, set up the telephone to receive faxes manually.

2 **Select <End> after the telephone line has been connected.**

3 **Select <Yes>.**

If the machine does not automatically set the type of telephone line

Follow the procedure below to set the type of telephone line. If you are not sure of the type of phone line you are using, contact your local telephone company. <Select Line Type> may not be available depending on the country where you are using the machine.

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Set Line> ▶ <Select Line Type> ▶ Select the type of telephone line ▶ 🏠

LINKS

◉Basic Operations for Sending Faxes(P. 220)
◉Receiving Faxes(P. 229)

Configuring Scan Settings

2579-0E4

To send scanned originals directly by e-mail or I-Fax or save them to shared folders or FTP server, you need to configure the network. Set the necessary configuration depending on your purpose and network environment.
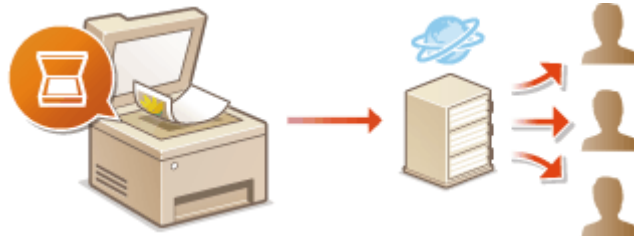
Saving to a Computer

❯**Preparing to Use the Machine as a Scanner(P. 89)**

Scanning to E-mail or I-Fax

❯**Procedure for Setting to Send E-Mail/Send and Receive I-Fax(P. 90)**

Scanning to Shared Folders

❯**Procedure for Setting a Shared Folder as a Save Location(P. 95)**

Saving to FTP Server

❯**Procedure for Setting a FTP Server as a Save Location(P. 96)**

LINKS

❯**Scan(P. 718)**
❯**SEND(P. 721)**

Preparing to Use the Machine as a Scanner

2579-01K

To use this machine as a scanner, you must complete preparations in advance, including installation of software to a computer. For more information, see the manuals for the drivers (⊙**Drivers(P. 758)**). In Windows, when connecting this machine to a computer via a wireless or wired LAN, you need to register this machine in "WG Network Scanner Selector" using the following procedure. This procedure is not required if the machine and your computer are connected via USB.

IMPORTANT

- ● The scan function is not available if the machine and your computer are connected in an IPv6 environment. Use IPv4 or a USB connection.

1 Click in the system tray.
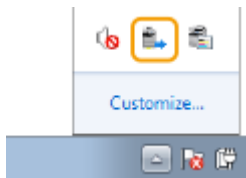
2 Select the check box for the machine, and click [OK].
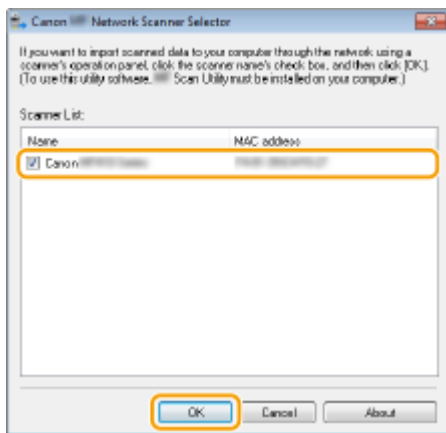
Procedure for Setting to Send E-Mail/Send and Receive I-Fax

2579-0E5

Before configuring the machine for scanning to e-mail, check the setup flow shown below.

Make sure that the machine and the computer are correctly connected.
❯**Connecting to a Wireless LAN(P. 21)**
❯**Connecting to a Wired LAN(P. 20)**

▼

Make sure that you have the following information:

- The IP address of the machine. ❯**Viewing Network Settings(P. 41)**
- An e-mail address to be registered as a destination.
- Information about the e-mail server, including the SMTP server name, port numbers, whether authentication is required, and the user name and password for authentication.

NOTE:

- For more information about the e-mail server settings, contact your Internet service provider or Network Administrator.

▼

Set the machine configuration.

- Configuring E-Mail/I-Fax Communication Settings ❯**Configuring E-Mail/I-Fax Communication Settings(P. 91)**

Configuring E-Mail/I-Fax Communication Settings

2579-01S

Use the Remote UI to configure the detailed send and receive settings, such as the settings for using the machine to send and receive I-Faxes and the settings for POP authentication and encryption of communication before you send e-mail or I-Faxes. Contact your provider or network administrator for the required settings.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see **Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode.** **Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** **Remote UI Screen(P. 409)**

3 **Select [TX Settings]** ▶ **[Network Settings - E-Mail/I-Fax Settings].**

4 **Click [Edit].**

5 **Specify the required settings.**
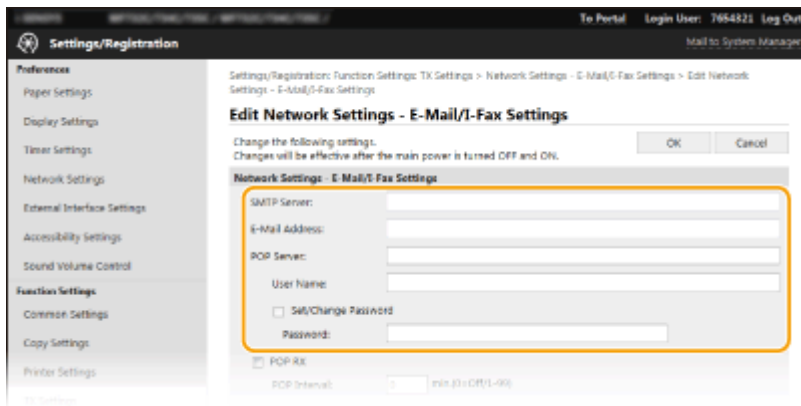
[SMTP Server]
Enter alphanumeric characters as the SMTP server name (or IP address) for sending e-mail and I-Faxes.

[E-Mail Address]
Enter alphanumeric characters for the e-mail address that you want to use for the machine.

[POP Server]
Enter alphanumeric characters as the SMTP server name or IP address for sending e-mail and I-Faxes.

[User Name]
Enter alphanumeric characters as the user name for the specified e-mail account when a POP3 server is used.

[Set/Change Password]
To set or change the password when a POP3 server is used, select the check box and enter alphanumeric characters in [Password].

■Specify the settings required for I-Fax reception
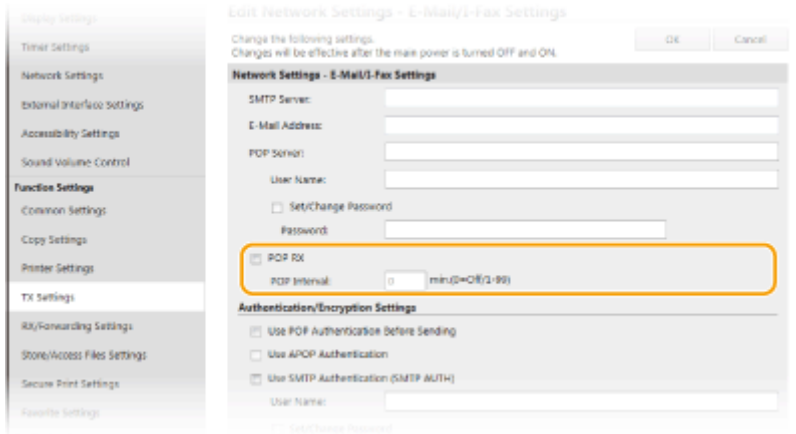
[POP RX]
Select the check box to receive I-Faxes.

[POP Interval]
This sets the interval (in minutes) used for automatically connecting to the POP3 server. If there are any I-Fax documents on the server, they are automatically received and printed.
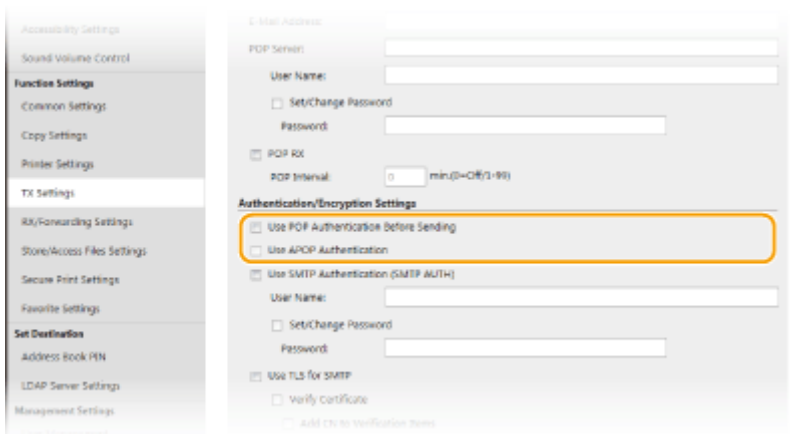
NOTE:

To disable automatic reception

- Set [POP Interval] to [0]. When [0] is set, you receive I-Faxes manually. ▶**Receiving I-Faxes Manually(P. 258)**

■Configuring POP Authentication before Sending

POP before SMTP authentication prevents unauthorized users from using e-mail and I-Faxes by performing user authentication on the POP3 server.

[Use POP Authentication Before Sending]
To use the POP3 server for authentication before you send e-mail or I-Faxes, select the check box.

[Use APOP Authentication]
Select the check box to use APOP to encrypt the password during the authentication process.

■Configuring SMTP authentication

If you configure SMTP authentication (SMTP AUTH), user identification by user name and password is performed at the time of sending e-mail or I-Fax.
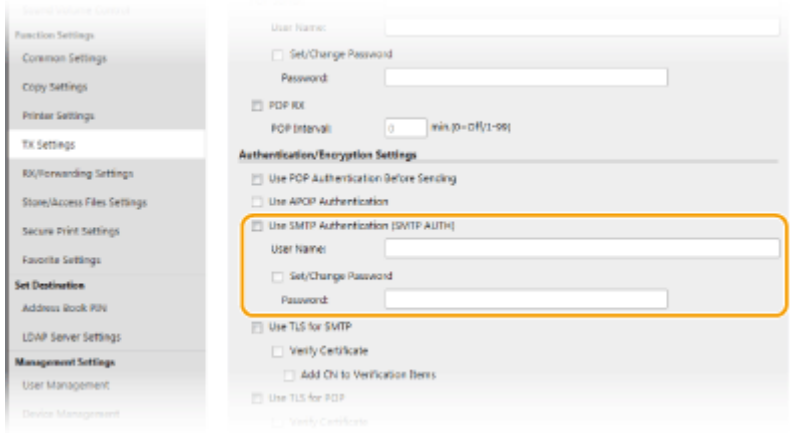
[Use SMTP Authentication (SMTP AUTH)]
To enable authentication on the SMTP server, select the check box and enter alphanumeric characters in the [User Name] text box.

[Set/Change Password]
To specify or change the password, enter alphanumeric characters in the [Password] text box.

■Configuring encrypted communication

You can configure encryption of communication with an SMTP or POP3 server.
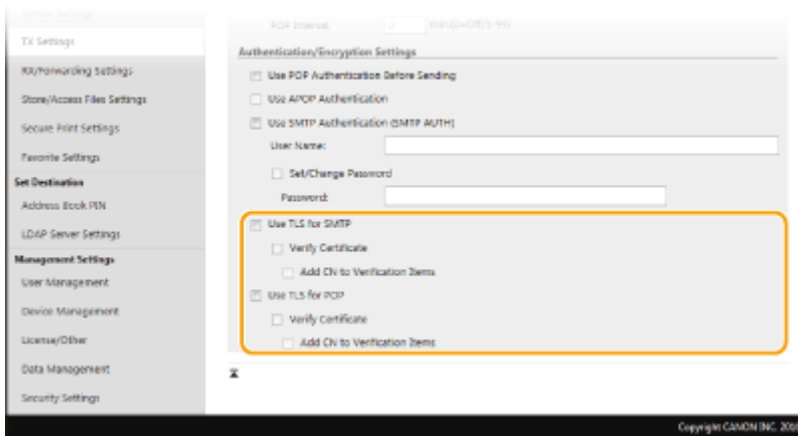
[Use TLS for SMTP]
Select the check box to use TLS for encrypting communication with the SMTP server. Select the check box for [Verify Certificate] or [Add CN to Verification Items] depending on your needs.

[Use TLS for POP]
Select the check box to encrypt communication with the POP3 server using TLS. Select the [Verify Certificate] and [Add CN to Verification Items] check boxes as required.

6 **Click [OK].**

7 **Restart the machine.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

IMPORTANT

● Depending on the network you are using, you may need to change the SMTP or POP3 port setting (◯ **Changing Port Numbers(P. 367)**). For more information, contact your Internet service provider or Network Administrator.

LINKS

◯**Procedure for Setting to Send E-Mail/Send and Receive I-Fax(P. 90)**
◯**Basic Operations for Scanning Originals(P. 286)**
◯**Using Internet Fax (I-Fax)(P. 250)**
◯**Specifying E-Mail Settings(P. 315)**

Procedure for Setting a Shared Folder as a Save Location

2579-0E6

Before configuring the machine for scanning to shared folders, check the setup flow shown below.

1 **Make sure that the machine and the computer are correctly connected.**
▶**Connecting to a Wireless LAN(P. 21)**
▶**Connecting to a Wired LAN(P. 20)**

▼

2 **Make sure that you have the following information:**

- The IP address of the machine. ▶**Viewing Network Settings(P. 41)**

- The name of the computer where the shared folder is located. ▶**Checking the Computer Name(P. 743)**

- Path to and the name of the shared folder (If access restrictions are set to the folder, the user name and password information is also needed).

▼

3 **Set the machine configuration.**
▶**Setting Up the Network Environment(P. 17)**
▶**Configuring the Machine for Your Network Environment(P. 54)**
▶**Configuring SMB(P. 63)**

Procedure for Setting a FTP Server as a Save Location

2579-01X

Before configuring the machine for scanning to FTP Server, check the setup flow shown below.

Make sure that the machine and the computer are correctly connected.
◉**Connecting to a Wireless LAN(P. 21)**
◉**Connecting to a Wired LAN(P. 20)**

▼

Make sure that you have the following information:

- The IP address of the machine. ◉**Viewing Network Settings(P. 41)**
- FTP server name.
- Path to the FTP server and folder name.
- User name, password (only if set).

NOTE:

- If the path, folder name, user name, password, etc. for the FTP server are unknown, contact you Network Administrator.
- To change the FTP port number. ◉**Changing Port Numbers(P. 367)**

▼

Check whether you need to use PASV mode.

- If a firewall is installed between the machine and the FTP server, you must set PASV mode. ◉**Configuring FTP PASV Mode(P. 76)**

NOTE:

- Also make sure that <Use HTTP> and <Use Remote UI> are set to <On>.
  ◉**Disabling HTTP Communication(P. 403)**
  ◉**Disabling Remote UI(P. 404)**

▼

Register the FTP server address.
◉**Registering Destinations from Remote UI(P. 419)**

Basic Operations

Basic Operations

2579-01Y

This chapter describes basic operations, such as how to use the operation panel or how to load the paper, that are frequently performed to use the functions of the machine.

■ 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 operation panel and how to view the display. **○Parts and Their Functions(P. 102)**
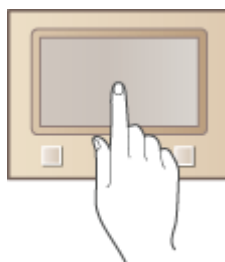
■ Turning ON the Machine

This section describes how to turn the machine ON and OFF. **○Turning ON the Machine(P. 114)**
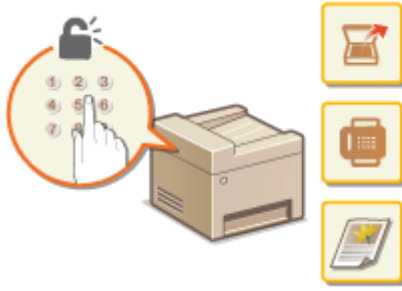
■ Using the Operation Panel

This section describes how to use the display for tasks such as selecting items and adjusting settings. Also, it describes how to enter characters and numbers. **○Using the Operation Panel(P. 118)**

■ Logging in to the Machine

This section describes how to log in when a login screen is displayed. **○Logging in to the Machine(P. 131)**
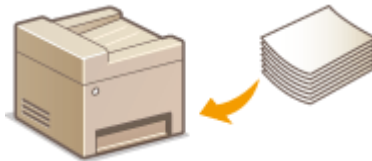
■ Placing Originals

This section describes how to place originals on the platen glass and in the feeder. **○Placing Originals(P. 133)**

■ Loading Paper

This section describes how to load the paper into the paper drawer and multi-purpose tray. **○Loading Paper(P. 137)**

■ Customizing the Display

This section describes how to rearrange buttons or create shortcut buttons in order to make it easier to use screens shown in the display. **○Customizing the Display(P. 169)**

■ Changing the Default Settings for Functions

This section describes how to change the setting that is displayed initially when a function is selected. **○Changing the Default Settings for Functions(P. 175)**

■Setting Sounds

This section describes how to adjust the volume of various machine sounds, such as those produced when fax sending is complete or when an error occurs. ○**Setting Sounds(P. 177)**
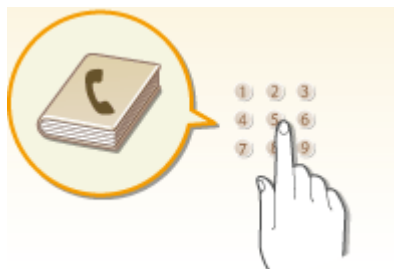

■Entering Sleep Mode

This section describes how to set the sleep mode. ○**Entering Sleep Mode(P. 179)**

■Registering Destinations

This section describes how to register destinations for sending faxes or scanned documents. ○**Registering Destinations(P. 181)**

Parts and Their Functions

2579-020

This section describes the parts of the machine (exterior, front and back side, and interior) and how they function. In addition to describing the parts of the machine used for such basic operations as loading paper and replacing the ink tanks, this section also describes the keys on the operation panel and display. Read this section for tips on how to use the machine properly.

Front Side
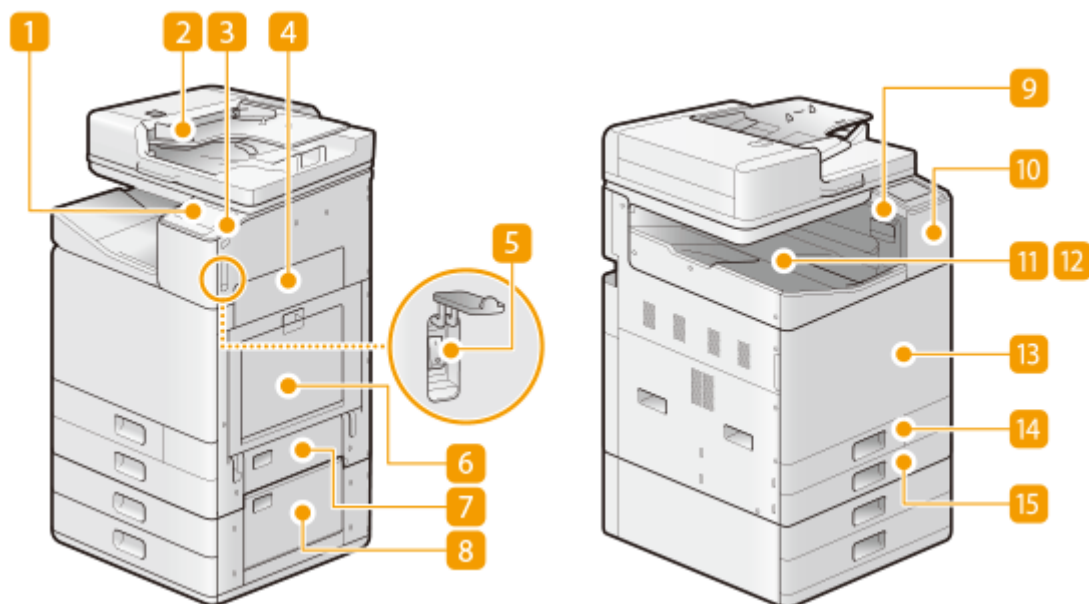
1 Operation panel

The operation panel consists of keys such as Home key, Stop key, a display, and status indicators. You can perform all the operations and specify settings from the operation panel.
�"Operation Panel(P. 112)
�"Basic Screens(P. 119)

2 Feeder (Auto Document Feeder (ADF))

Automatically feeds originals into the machine for scanning. When two or more sheets are loaded in the feeder, originals can be scanned continuously. �"Feeder(P. 109)

3 USB port (for USB device connection)

Use this port to connect a third-party USB memory device. Connecting a USB memory device allows you to print data from the memory device or store scanned originals on the memory device.
�"Insert a USB Memory Device(P. 105)
�"Printing from a USB Memory Device (Memory Media Print)(P. 272)
�"Saving Data to a USB Memory Device(P. 289)

4 Right cover of the main unit

Open this cover when clearing a paper jam inside the machine. �"Paper Jams in a Paper Source(P. 695)

5 Power switch

Press the power switch when turning ON or OFF the machine. To restart the machine, turn OFF the machine, wait for at least 10 seconds, and turn it back ON.
�"Turning ON the Machine(P. 114)
�"Turning OFF the Machine(P. 115)

6 Multi-purpose tray

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

○Multi-Purpose Tray(P. 110)
○Loading Paper in the Multi-Purpose Tray(P. 141)

7 Side cover of the standard paper drawer

Open this cover when clearing a paper jam inside the machine. **○Paper Jams in a Paper Source(P. 695)**

8 Side cover of the cassette feeding unit

Open this cover when clearing a paper jam inside the machine. **○Paper Jams in a Paper Source(P. 695)**

9 Glass cleaning sheet storage box

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

10 NFC (Near Field Communication) mark

You can also use functions such as printing by waving a mobile device with Canon Print Business installed over this mark. **○Connecting with Mobile Devices(P. 329)**

11 Output tray

Paper is output here when printing finishes.

12 Shift sorter

Printed sheets are output sorted per each number of copies.

13 Front cover of the main unit

Open this cover when replacing the ink tanks, the maintenance cartridge, or the print head.
○Replacing the Ink Tanks(P. 528)
○Replacing the Maintenance Cartridge(P. 532)
○Replacing the Print Head(P. 536)

14 Paper drawer 1

Load the type of paper that you frequently use. **○Paper Drawer(P. 111)**

15 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 LGL/A3 size paper. **○Paper Drawer(P. 111)**
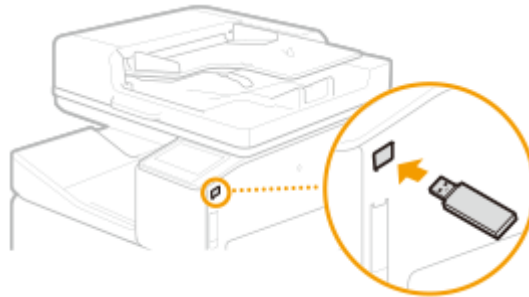
> **NOTE**
>
> - For more information about the configuration of optional equipment installed on the machine, see ○ **Options(P. 731)** .

Insert a USB Memory Device

2579-022

Insert a USB memory into the USB port on the right side of the machine. You can directly print data from a USB memory or directly save scanned originals on a USB memory.

IMPORTANT

Before using a USB memory device

- The supported formats of USB memory device are FAT16 and FAT32.
- It is necessary to set <Use Scan Function> and <Use Print Function> to <On>. ▶**<Memory Media Settings>(P. 495)**

The following devices and uses are not supported:

- USB memory devices that have security functions installed
- USB memory devices that do not meet the USB standards
- Memory card readers connected via USB
- USB memory devices used via a USB hub

Handling of USB memory devices

- Make sure that the USB memory device is correctly oriented before inserting it. If you attempt to insert it in incorrect orientation, the memory device and the machine may be damaged.
- Do not remove, bump or otherwise move the USB memory device while data is being imported or exported. Also, do not turn OFF the machine while processing is in progress.
- You may not be able to save data properly on some USB memory devices.
- If you cannot connect your USB memory device to the machine's USB memory port, you may require a USB extension cable. Inquire at an electronics store.

■ Remove the USB Memory Device

IMPORTANT

- Always use the following procedure when removing USB memory devices. Using other methods to remove USB memory devices may result in damage to the device and the machine.

1 Select <Status Monitor>.

2 Select <Rmv. Mem. Media>.

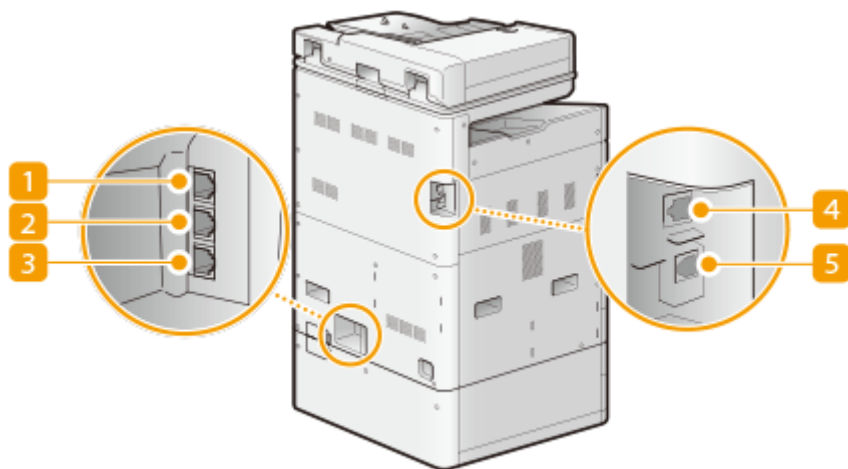➠ Wait until the <The memory media can be safely removed.> message is displayed.

3   Disconnect the USB memory device.

Back Side

2579-0E8

1 Handset jack (HAND SET)

Connect a handset. ❯**Connecting the Telephone Line(P. 86)**

2 External telephone jack

Connect your telephone or answering machine. ❯**Connecting the Telephone Line(P. 86)**

3 Telephone line jack

Connect a telephone cable when connecting the machine to a telephone line. ❯**Connecting the Telephone Line(P. 86)**
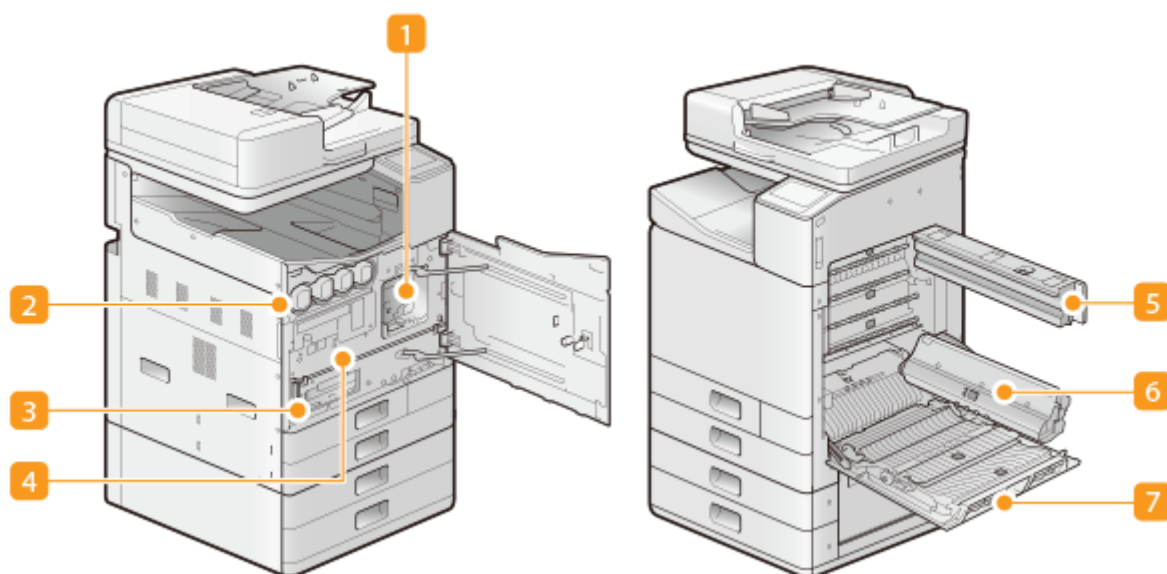
4 LAN port

Connect a LAN cable when connecting the machine to a wired LAN router, etc. ❯**Connecting to a Wired LAN(P. 20)**

5 USB port (for computer connection)

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

Interior

2579-0E9

1 Print Head

Ejects ink on the paper. Replace when the expiration of the print head lifetime is reached. **Replacing the Print Head(P. 536)**

2 Ink Tank

Install the ink tanks. Load the BK (black), C (cyan), M (magenta), and Y (yellow) ink tanks in the slots from the left to the right respectively. **Replacing the Ink Tanks(P. 528)**

3 Maintenance Cartridge

Absorbs ink used during maintenance tasks such as head cleaning. Replace the maintenance cartridge when it becomes full. **Replacing the Maintenance Cartridge(P. 532)**

4 Print Head Locking Rod

Use when transporting the machine. **Transporting the Machine(P. 551)**

5 Transport Unit Cover 1

Check here when paper is jammed in the machine. **Paper Jams in the Main Unit(P. 691)**

6 Transport Guide

Carries the paper to in front of the print head for printing. Check this unit when a paper jam has occurred inside the main unit. **Paper Jams in the Main Unit(P. 691)**

7 Transport Unit Cover 2

Check here when paper is jammed in the machine. **Paper Jams in the Main Unit(P. 691)**

Feeder

2579-0EA
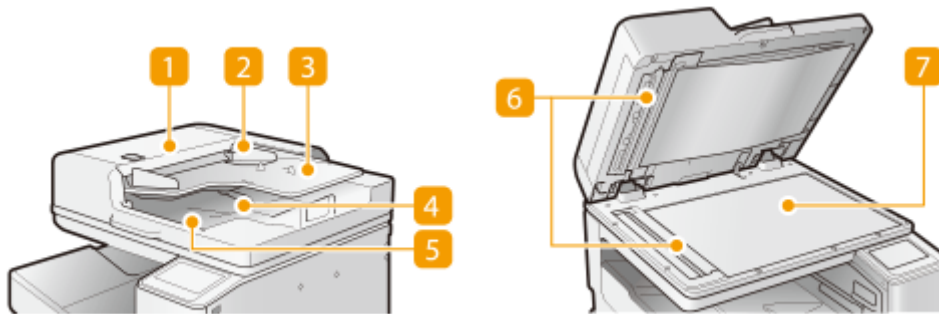
1 Feeder cover

Open this cover when removing paper jammed in the feeder. ◉**Paper Jams in the Feeder(P. 688)**

2 Slide guides

Adjust these guides according to the width of an original.

3 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. 133)**

● Place originals with the scan side up.

4 Original stopper

Lightly holds down originals so that they are output neatly. You do not need to manually adjust its position.

5 Original output tray

Scanned originals are output here.

6 Document feed scanning area

Originals placed in the feeder are scanned in this area.

7 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. 133)**
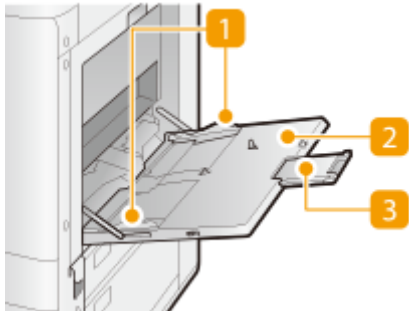
● Place originals with the scan side down.

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. 510)**

Multi-Purpose Tray

2579-0EC

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.

- Place paper sideways with the print side down.

3 Tray extension

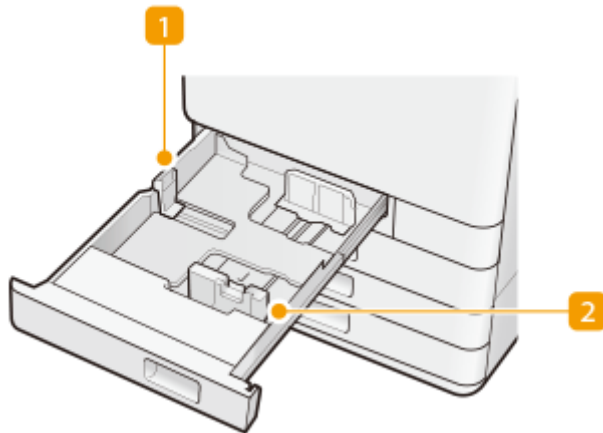Pull out the tray extension when loading large-sized paper.

LINKS

Loading Paper in the Multi-Purpose Tray(P. 141)
Loading Envelopes(P. 145)

Paper Drawer

2579-0EE

Paper Drawer 1

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.

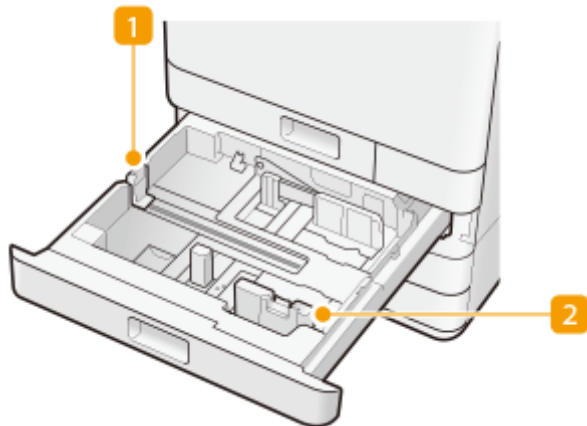**Paper Drawer 2**

1 **Paper guide (Left guide)**

Press the top part of the left guide and slide it.
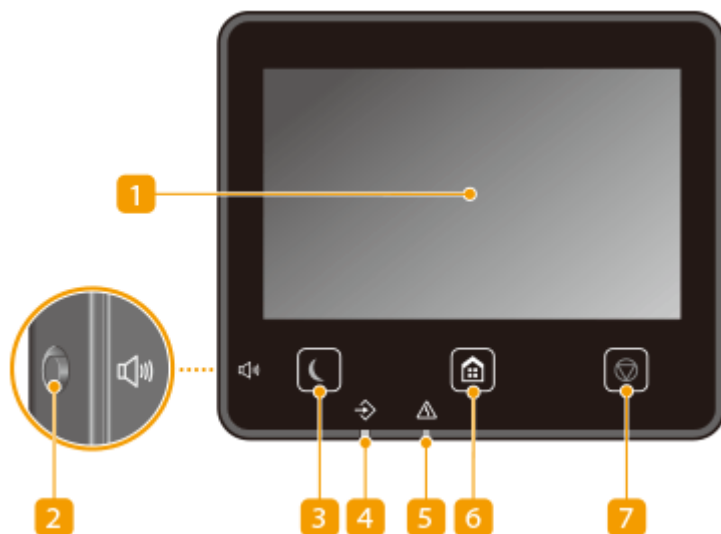
2 **Paper guide (Front guide)**

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

LINKS

Loading Paper in the Paper Drawer(P. 139)
Optional Equipment(P. 732)

Operation Panel

2579-0EF

1 Display

You can view the progress of the machine and error statuses. The display is also a touch panel, so you can specify settings by touching the screen directly.
◉**Basic Screens(P. 119)**
◉**Basic Operation(P. 126)**

2 Sound Volume key

Press to adjust volume. ◉**Setting Sounds(P. 177)**

3 Energy Saver key

Press to put the machine into sleep mode. The key lights up green when the machine is in sleep mode. Press the key again to exit sleep mode. ◉**Entering Sleep Mode(P. 179)**

4 Data indicator

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

5 Error indicator

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

6 Home key

Press to display the Home screen, which provides access to the setting menu and functions such as copy and scan.
◉**Home Screen(P. 120)**
◉**Customizing the Home Screen(P. 170)**

7 Stop key

Press to cancel printing and other operations.

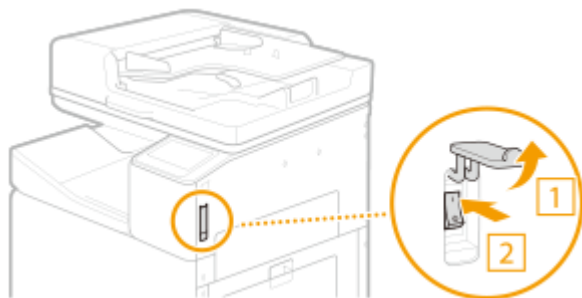## LINKS

⊙Basic Operation(P. 126)

Turning ON the Machine

2579-0EH

This section describes how to turn ON the machine.

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

2 **Open the power switch cover and press the power switch toward " | ".**

3 **Close the power switch cover.**

➠ The startup screen appears on the touch panel display. **Operation Panel(P. 112)**

NOTE

- You can select the screen that is displayed first after the machine is turned ON. **<Default Screen After Startup/Restoration>(P. 433)**

- 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. 115)

Turning OFF the Machine

2579-0EJ

This section describes how to turn OFF the machine.

IMPORTANT

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

- 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.
- If the machine is turned OFF during scanning or printing, a paper jam may occur.
- Do not turn OFF the machine while it is operating, such as during maintenance. This can cause the machine to use excess ink the next time it is turned ON.

When removing the power plug

- It may take a while for the power to turn OFF completely. Do not remove the power plug until the display and lamps turn OFF.

1 **Open the power switch cover and press the power switch toward "⏻".**

- Check that the display and lamps are turned OFF.
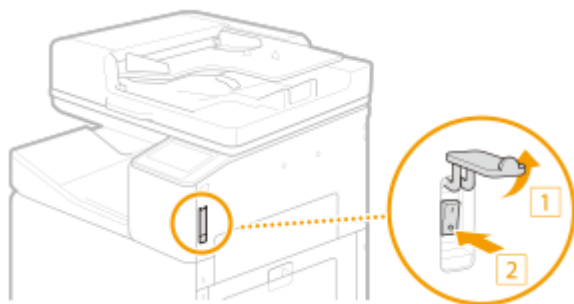
2 **Close the power switch cover.**

NOTE

- To restart the machine, wait for at least 10 seconds after the system is turned off.
- You can specify the time for each day of the week and configure a setting to automatically turn OFF the machine. ○**Powering OFF at a Fixed Time(P. 116)**

LINKS

○**Turning ON the Machine(P. 114)**

Powering OFF at a Fixed Time

2579-02C

You can make a setting so that the power is automatically tuned OFF at a specified time on each day of the week. This allows you to avoid useless power consumption that may occur due to failure to turn OFF the power. By default, this function is disabled.

IMPORTANT

- After the power is turned OFF by Auto Shutdown, the machine may perform maintenance for several minutes the next time it is turned ON. When the machine is performing maintenance, it make take a while until printing starts.

- Auto Shutdown may not be available, depending on your country or region.

NOTE

- For information about the basic operation to set up the machine from Remote UI, see ❯**Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode. ❯Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page. ❯Remote UI Screen(P. 409)**

3 **Select [Timer Settings] ▶ [Edit].**

4 **Select the check box for [Set Auto Shutdown Weekly Timer], and set the time to turn OFF the power.**
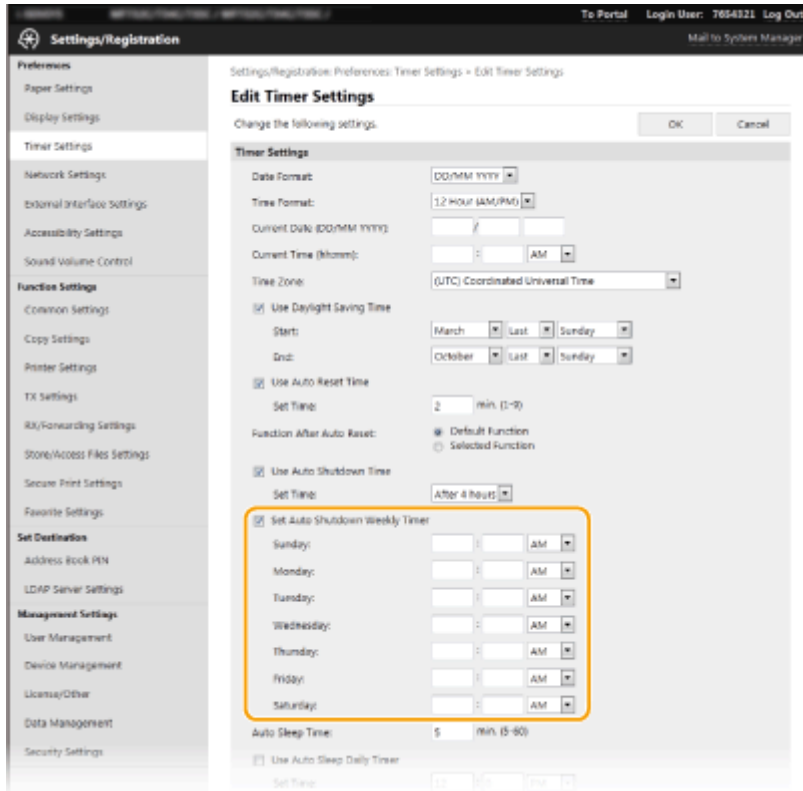
[Set Auto Shutdown Weekly Timer]
Selecting the check box allows you to set the time to turn OFF the power on each day of the week.

[Sunday] to [Saturday]
Enter the desired time to turn OFF the power. For any day of the week, leaving the time field blank means that the auto shutdown function is disabled for that day.

5 **Click [OK].**

NOTE

## If the power is not turned OFF automatically at the specified time[*]

- When the Data indicator is lit up or blinking

- When the menu screen or Check Counter screen is displayed

- When settings data is being imported/exported

- When the firmware is being updated

- When maintenance is being performed

[*]If the power cannot be turned OFF automatically at the specified time, a retry will be performed up to 60 times at intervals of one minute. If the power cannot be turned OFF even after retrying 60 times, auto shutdown will be impossible for that day.

Using the Operation Panel

2579-02E

You can use the display and keys of the operation panel to configure machine settings or operate functions. This section describes basic usage of the display and keys.
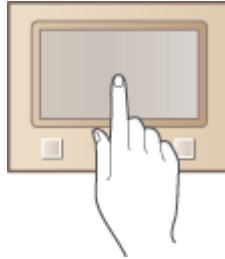
Basic Screens(P. 119)
Basic Operation(P. 126)
Entering Text(P. 129)

> ## TIPS
>
> - If you want to invert the light and dark parts of the display: **<Invert Screen Colors>(P. 449)**
>
> - If you want to adjust the brightness of the display: **<Brightness>(P. 449)**

LINKS

Operation Panel(P. 112)

Basic Screens

The Home screen or settings screen appears on the display, allowing you to initiate functions such as copy and scan. You can also use the display to check information such as error messages and the machine's operation status. The screen is also a touch panel, so you can perform operations by touching the screen directly.

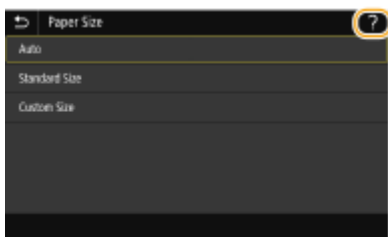�**Home Screen(P. 120)**
�"**<Status Monitor> Screen(P. 123)**
�"**Message Display(P. 125)**

> ## NOTE
>
> - You can customize the Home screen by rearranging frequently used buttons for easier access to the respective functions. �"**Customizing the Display(P. 169)**

To Know How to Operate

- On some screens, the <?> button allows you to view the descriptions of functions or how to operate.

Home Screen

2579-0EK

The Home screen is displayed when the power is turned ON or by pressing 🏠 on the operation panel. Use this screen to specify settings for and register functions.

> **NOTE**
>
> ● The arrangement of displayed buttons may differ depending on your country or region.

1 **Change page**

Use this to view another page in the Home screen. You can also flick sideways to change pages.

2 **<Check Counter>**

Displays the totals for black and white and color printouts separately. ▶**Viewing the Counter Value(P. 619)**

3 **<Log Out>**

Use this button to log out from the machine.

4 **<Status Monitor>**

Press to check the printing status, to view the usage history, or to view the network settings such as the IP address of the machine. You can also check the status of the machine, such as the remaining amount of paper and ink, or whether any errors occurred. ▶**<Status Monitor> Screen(P. 123)**

5 **Wi-Fi icon**

Displayed when the machine is connected to a wireless LAN.

6 **<Copy>**

Use this button to start copying. ▶**Copying(P. 190)**

7 **<Fax>**

Use this button to send a fax from the machine. ▶ **Faxing(P. 216)**

8 **<Scan>**

Scans an original and converts it into an electronic file. You can save scanned files on your computer or send them via e-mail. ▶ **Scanning(P. 281)**

9 **<Memory Media Print>**

120

Prints files stored in a USB memory media. ❯**Printing from a USB Memory Device (Memory Media Print)(P. 272)**

🔟 **<Secure Print>**

Use this function to print a secure document. ❯**Printing a Document Secured by a PIN (Secure Print)(P. 268)**

⓫ **<Menu>**

<Function Settings>, <Preferences>, and many other machine settings start from this button. ❯**Setting Menu List(P. 431)**

⓬ **<Address Book>**

Use this to register or edit the destinations for e-mails and faxes. You can also display a registered destination when sending an e-mail or fax. ❯**Registering Destinations(P. 181)**

⓭ **<Paper Settings>**

This button is also used for specifying the size and type of paper loaded in the paper drawer and multi-purpose tray. ❯ **Specifying Paper Size and Type(P. 152)**

⓮ **<Mobile Portal>**

Use this to establish a connection to a mobile device. ❯ **Connecting with Mobile Devices(P. 329)**

⓯ **<Home Screen Settings>**

Allows you to change the order that Home screen buttons are displayed in. ❯**Customizing the Home Screen(P. 170)**

⓰ **<Update Firmware>**

Allows you to update the firmware via the Internet. ❯**Updating the Firmware(P. 426)**

⓱ **<ID Card Copy>**

Use this function to copy the front and back sides of a driver's license or other card onto the same side of a page. ❯**Making ID Card Copies(P. 214)**

⓲ **<Operation Guide>**

Press to view operation guidance and error causes/solutions.

⓳ **Shortcut buttons**

Display "Favorite Settings" that are registered to Copy, Fax, and Scan. ❯**Adding Buttons to the Home Screen(P. 170)**

LINKS

◗Customizing the Home Screen(P. 170)
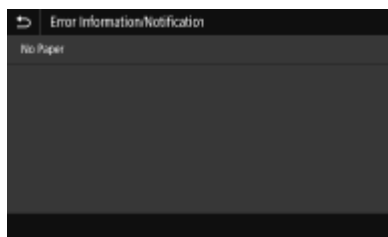
<Status Monitor> Screen

2579-02J

When you select <Status Monitor>, a screen appears in which you can check the progress of document processing as well as the status of the machine (the amount of ink remaining in the ink tanks, etc.) and network settings such as the machine's IP address.
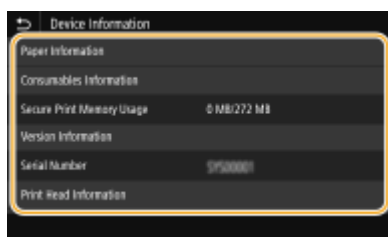

1 <Error Information/Notification>

Displays the details of any errors that occurred. ○**Countermeasures for Each Message(P. 656)**

2 <Device Information>

Displays the status of the machine, such as the amount of paper or the amount of ink remaining in the ink tanks.

<Paper Information>
Displays whether paper is loaded in each paper source.

<Consumables Information>
Displays model numbers of consumables installed in the machine, the amount of ink remaining in the ink tanks, and space used in the maintenance cartridge.

<Secure Print Memory Usage>
Displays the amount of memory currently used for storing secured document data. ○**Printing a Document Secured by a PIN (Secure Print)(P. 268)**

<Version Information>
Displays firmware version information.

**<Serial Number>**
Displays the serial number of the machine.

<Print Head Information>
Displays print head usage. When transporting the machine or replacing the print head, displays information on the number of consumables for ink tanks and the maintenance cartridge that are required.
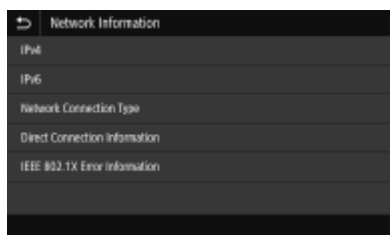
3 Status and logs of copied, printed, and sent/received documents

Displays the current status of the selected item. The <Copy/Print Job> screen is shown below as an example.
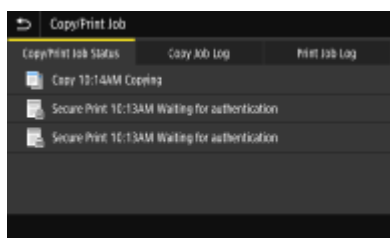
4 <Network Information>

Displays the network settings such as the IP address of the machine and status such as the condition of wireless LAN communications. ○**Viewing Network Settings(P. 41)**
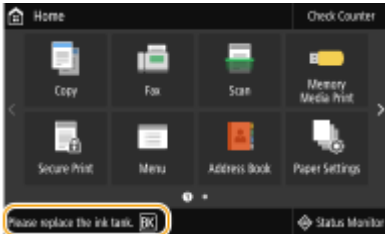
5 <Rmv. Mem. Media>

Used to safely remove a USB memory device. This is only displayed when a USB memory device is connected to the machine. ○**Remove the USB Memory Device(P. 105)**

Message Display

2579-02K

Messages are displayed on the screen in situations such as when paper or ink runs out. ⊙**Countermeasures for Each Message(P. 656)**

When an Error Occurs

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. The screen displayed when a paper jam occurs is shown below as an example.
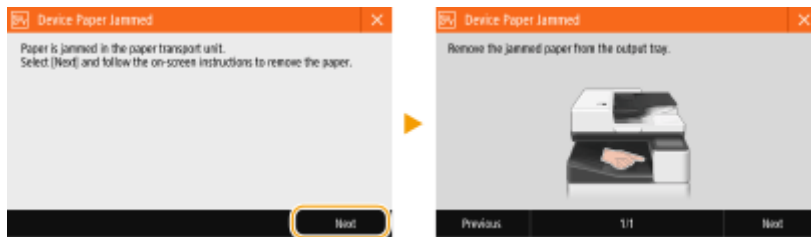
Basic Operation

2579-02L

The display is a touch panel, allowing you to operate directly on the screen.

IMPORTANT

Avoid the following actions.

- The display may malfunction or be damaged.
  - Pressing forcefully
  - Pressing with pointed objects (fingernails, ballpoint pen, pencil, etc.)
  - Operating with wet/soiled hands
  - Operating the display while an object is placed on it

NOTE

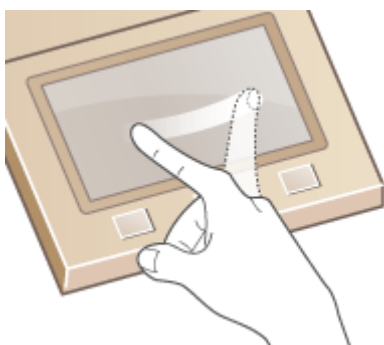- Before using the touch panel display, peel off the protective film from the display.

Tap

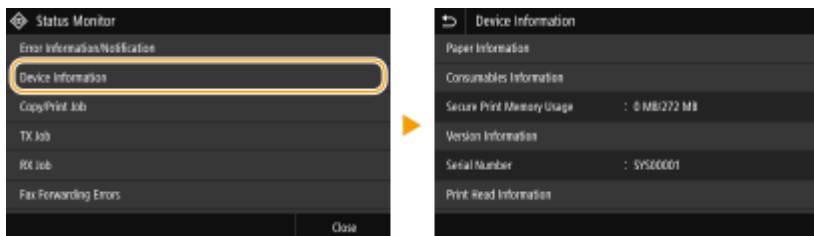Touch the screen lightly and quickly. Use for selecting or finalizing items.

Flick

Flick with the finger on the display. The effect of flicking varies depending on the screen. For instance, flicking in the Home screen moves you one page in the direction of the flick.

■ Selecting Items

Tap an item name or button to make a selection.

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NOTE

If an item is mistakenly touched

- Slide your finger away then release it from the screen to cancel the selection.

To return to the previous screen

- Tap to return to the previous screen.

■ Scrolling the Screen

The scroll bar appears on the screen when there is still information that is undisplayed. If the scroll bar is displayed, flick the screen to scroll in the direction of the flick. Note that the scroll bar only appears while the screen is being touched.

■ Changing the Setting Value

Tap <+>/<-> to adjust the setting on the scale. You can also adjust a setting by flicking the slider left or right.
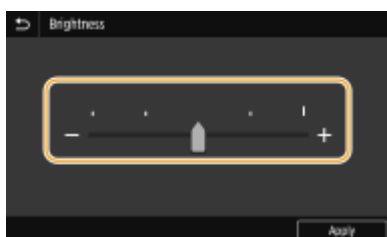
TIPS

- You can change a variety of display-related settings, such as the display language: ▶**<Display Settings>(P. 433)**
- You can change the screen that is automatically displayed when the machine remains idle for a specified length of time: ▶**<Function After Auto Reset>(P. 438)**
- You can change various settings about the operability such as screen brightness: ▶**<Accessibility>(P. 449)**
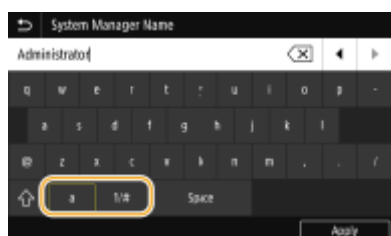
Entering Text

2579-02R

When entering text or a number, use the keyboard displayed on the screen. The numeric keys are displayed on the screen to enter only numbers.
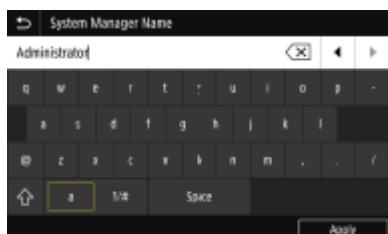
Switching the Type of Character

Tap <a> or <1/#> to switch the type of character that is entered.

NOTE

- To enter upper case characters, tap ⬆ .

Changing Keyboard Pages

When the keyboard consists of multiple pages, tap ⬆ or ⬇ to change pages.
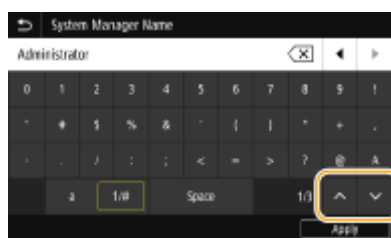
Deleting Text

One character is deleted each time ⊗ is tapped. Holding down ⊗ allows you to delete successive characters.

Moving the Cursor (Entering a Space)

Tap ◀ or ▶ to move the cursor. To enter a space, move the cursor to the end of the text, and tap ▶ .

When the Numeric Keys are Displayed

When you are supposed to enter only a numeric value, the numeric keys are displayed on the screen. Tap numeric keys to enter the numeric value.
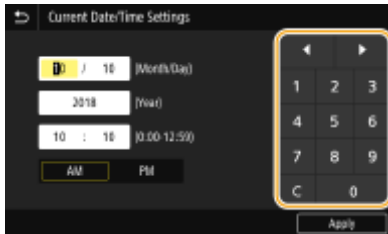
NOTE

Value range

- The values in ( ) displayed the entry box are the enterable value range.

When buttons other than the numeric keys are displayed

- When <+>/<-> or ◀ / ▶ are displayed, you can tap the buttons to increase or decrease the numeric value or move the cursor.

Logging in to the Machine

2579-02S

If Department ID Management is enabled or System Manager IDs are enabled, you must log in before using the machine. You also need to log in if use of the fax and scan functions is restricted.

⊙**Department ID Management Login(P. 131)**
⊙**Logging in to Authorized Send(P. 132)**

> **NOTE**
>
> - The System Manager ID and PIN are set to "7654321" at the factory. It is recommended that you change this setting for higher security.

Department ID Management Login

When the login screen appears, use the procedure below to enter the Department ID and PIN.
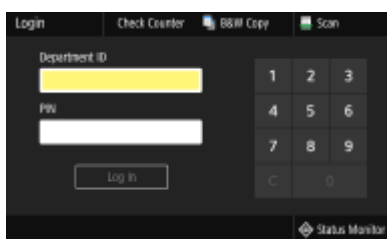
1 Enter the ID.

  1 Select <Department ID> or <System Manager ID>.

  2 Enter the ID.
   - If no PIN is registered, proceed to step 3.

2 Enter the PIN.

  1 Select <PIN>.

  2 Enter the PIN.

3 Select <Log In>.

  ⟹ The login screen will be changed to the Home screen.
   - After you finish using the machine, select <Log Out> to display the login screen.

Logging in to Authorized Send

If the Send function authorization setting (◗**LDAP Server Authentication(P. 354)**) is enabled, the Authorized Send login screen appears when the fax or scan function is used.
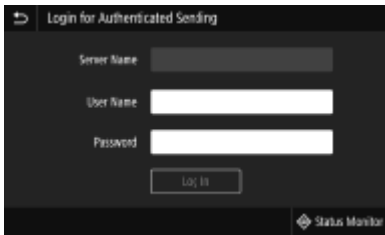
1 **Enter your user name.**

   1   Select <User Name>.

   2   Enter your user name.

      ● On how to enter text, see ◗**Entering Text(P. 129)** .

2 **Enter the password.**

   1   Select <Password>.

   2   Enter the password.

3 **Select <Server Name>, and select the server for your authentication.**

● Select the LDAP server where your user name and password are registered.

4 **Select <Log In>.**

➠ The login screen switches to the fax or scan function Home screen.

    ● After you finish using the machine, select <Log Out> to display the login screen.

NOTE:

If the <Select Logout Type> screen appears

● If you are logged in to both Authorized Send and Department ID Management, a dialog box appears in which you can select the items you want to log out of. In the case where you want to log out of Authorized Send (fax or scan function) while remaining logged in to Department ID Management, select <Log Out from Authenticated Sending>. In any other cases, select <Log Out from All Authenticated Functions>.

LINKS

◗**Setting the Department ID Management(P. 346)**
◗**Setting the System Manager ID and PIN(P. 344)**

Placing Originals

2579-0EL

Place originals on the platen glass or in the feeder. Use the platen glass when scanning thick or bound documents such as books. You can load two or more sheets of originals in the feeder so that they can be scanned continuously. For information on loadable sizes, etc., see ◖**Copy(P. 719)** or ◖**Scan(P. 718)** .

◖**Placing Originals on the Platen Glass(P. 134)**
◖**Placing Originals in the Feeder(P. 135)**

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

  - 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

  - Originals with notes attached

  - Originals pasted together

  - Originals placed in a clear file

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.

Placing Originals on the Platen Glass

1 **Open the feeder.**
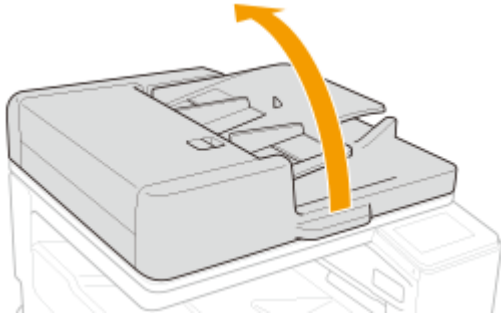
2 **Place the original face down on the platen glass.**

- 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.**

➦ The original is ready for scanning.

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

Placing Originals in the Feeder

1 **Spread the slide guides apart.**

- Move the slide guides outward until they are slightly farther apart than the actual width of the original.
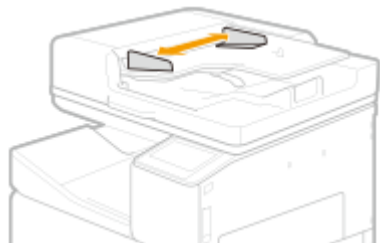
2 **Fan the original stack and align the edges.**

- 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.**

- Make sure that the original stack does not exceed the load limit line (**a**).
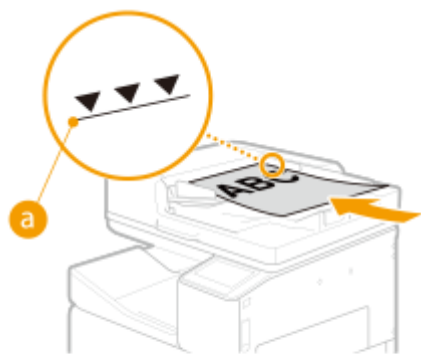
IMPORTANT:

- If originals are loaded so that they exceed the load limit line, scanning may stop or a paper jam may occur.
- 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. 211)**
  ❯**Scanning Different Size Originals Together (Different Size Originals)(P. 310)**

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.
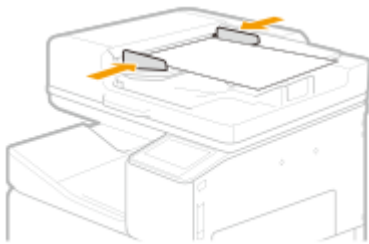
➠ Originals are ready for scanning.

IMPORTANT:
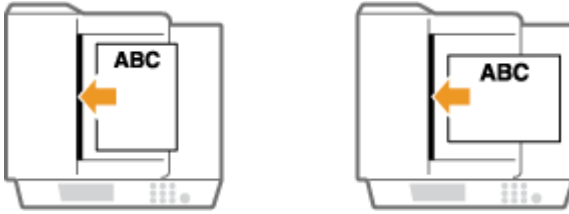
Align the slide guides securely against the edges of the original

- 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.

When placing thin paper originals

- 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 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

2579-02W

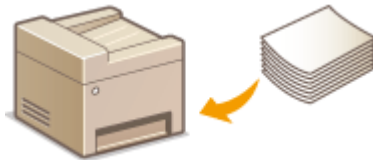You can load the paper into the paper drawer or multi-purpose tray. Load the paper you usually use into the paper drawer. The paper drawer is convenient when using large amounts of paper. Use the multi-purpose tray when you temporarily use a size or type of paper that is not loaded in the paper drawer. See ◗**Available Paper(P. 726)** for available paper sizes and types.

About Paper

◗**Precautions for Paper(P. 137)**
◗**Storing the Paper Printed with the Machine(P. 138)**

How to Load Paper

◗**Loading Paper in the Paper Drawer(P. 139)**
◗**Loading Paper in the Multi-Purpose Tray(P. 141)**
◗**Loading Envelopes(P. 145)**
◗**Loading Preprinted Paper(P. 149)**

Configuring the Settings for the Loaded Paper

◗**Specifying Paper Size and Type(P. 152)**

Precautions for Paper

IMPORTANT

Do not use the following types of paper:

- Using such paper will cause not only unsatisfactory results, but also the printer to jam or malfunction.
  - Paper, etc. with photos adhered or thick postcards
  - Folded, curled, or wrinkled paper
  - Damp paper
  - Paper that is too thin (basis weight less than 52 g/m^2 (13.8 lb))
  - Paper that is too thick (basis weight more than 250 g/m^2 (92.5 lb), except for Canon genuine paper)
  - Paper thinner than a postcard, or plain paper or notepad paper cut to a small size (when printing on paper smaller than A5)
  - Picture postcards
  - Envelopes with a double flap
  - Nagagata-size envelopes with adhesive flaps
  - Envelopes with an embossed or treated surface
  - Envelopes whose gummed flaps are already moistened and adhesive
  - Paper that is not rectangular or square
  - Paper bound with staples or glue

- Paper with an adhesive surface on the back such as label seal

- Paper decorated with glitter, etc.

- OHP transparencies

- Tracing paper

- Coated paper (Canon genuine paper: high-quality-printing paper <HR-101S> can be used)

- Pre-punched

- Glossy paper

Notes on use of paper

● Only use paper that has fully acclimatized to the environment in which the machine is installed. Using paper that has been stored under different temperature or humidity conditions may cause paper jams or result in poor print quality.

● Be careful not to rub or scratch the surfaces of any types of paper when handling.

● Hold the paper as closely as possible to its edges and try not to touch the printing surface. The print quality may be degraded if the printing surface is smudged with sweat or oil that comes from your hands.

Paper handling and storage

● It is recommended that you use paper as soon as possible after unwrapping. Paper remaining unused should be covered with the original wrapping paper and stored 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 do not stack too much paper.

● To avoid curling, when you do not print, put unused paper back into the package and keep it on a level surface. And also, store it avoiding heat, humidity, and direct sunlight.

Storing the Paper Printed with the Machine

When handling/storing the paper printed with the machine, take the following precautions.

■ How to Store the Printed Paper

● Do not touch the printed surface until the ink is dried. Even when the ink is dried, be careful not to touch the printed surface as much as possible when handling. Due to the nature of the pigment ink, the ink on the printed surface may be removed when being rubbed or scratched.

● Store on a flat surface.

● To store over a long period of time (two years or longer), store in binders or equivalent.

● When the paper is stored over a long period of time, it may become discolored and thus the print may seem to have undergone a change of color.

● Do not store in a place where the temperature or humidity is high.

LINKS

Registering a Custom Paper Size(P. 162)

Basic Paper Loading Method

2579-0ER

This section describes the method for loading paper that is used relatively frequently such as plain paper or recycled paper. 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.

Loading Paper in the Paper Drawer(P. 139)
Loading Paper in the Multi-Purpose Tray(P. 141)

NOTE

- For the optional cassette feeding unit, follow the procedure of paper drawer 2 to load paper.

Loading Paper in the Paper Drawer

1 **Hold the handle of the paper drawer and pull it out until it stops.**
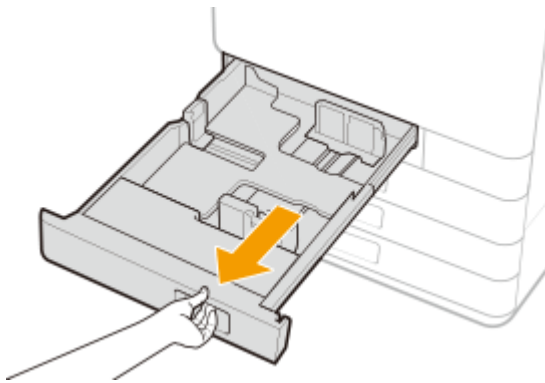
Paper drawer 1   Paper drawer 2
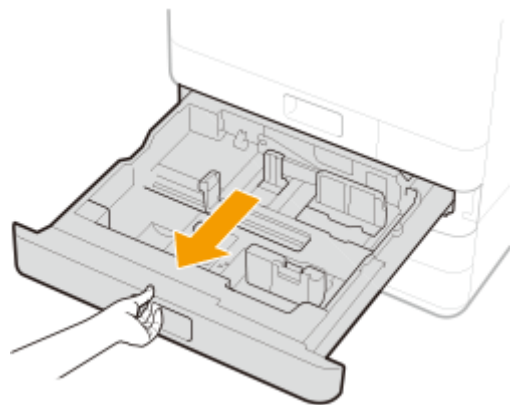
2 **Adjust the positions of the paper guides to the paper size you want to use.**

- Align the left and front guides with the size indicators for the paper to be loaded by sliding each guide while pressing the top part of that guide.

Paper drawer 1   Paper drawer 2

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.
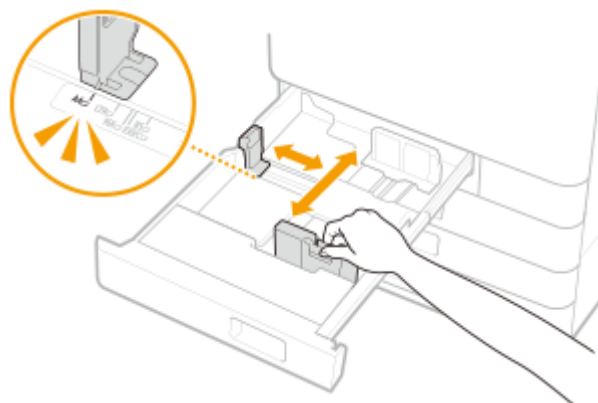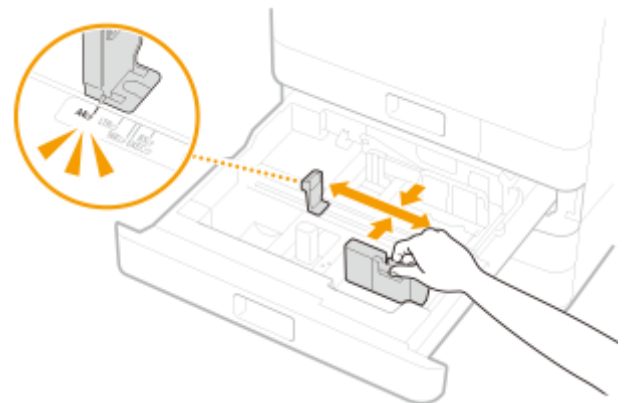
NOTE:

Paper size indicators

- The abbreviations on the paper size indicators in the paper drawer indicate paper sizes as follows:
  - LGL: Legal
  - LTR: Letter
  - EXEC: Executive
  - STMT: Statement
- For information on available paper sizes, see ▶**Available Paper(P. 726)** .

3 Load the paper.

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

IMPORTANT:

- Fan all four sides of the paper stack well.

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 side to print face up, and against the side wall of the paper drawer.**
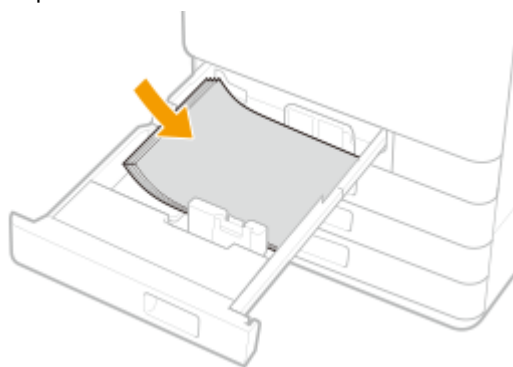
Paper drawer 1   Paper drawer 2
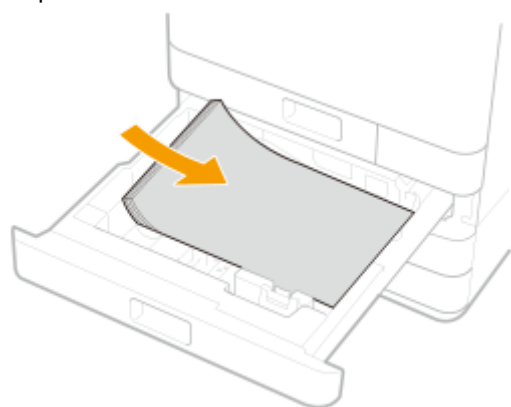
IMPORTANT:

Do not exceed the load limit line when loading paper

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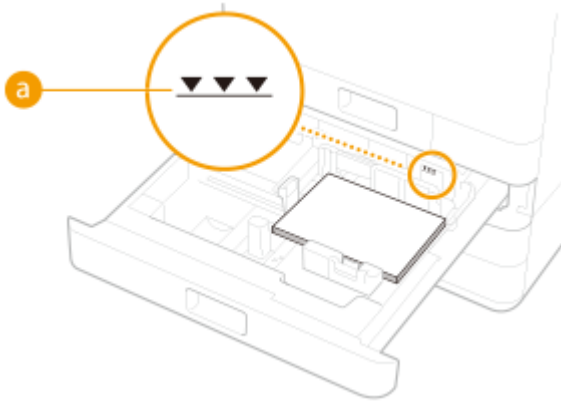
IMPORTANT:

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. 149)**

- When placing envelopes, pay attention to the orientation and the preparations before placing envelopes. **Loading Envelopes(P. 145)**

- For paper that can be loaded in each paper drawer, see **Specifications(P. 713)** .

- 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.

- If paper runs out and printing is stopped, load a new paper stack. Printing restarts after the new paper stack is loaded.

4 **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. 153)**

Loading Paper in the Multi-Purpose Tray

1 **Open the multi-purpose tray.**
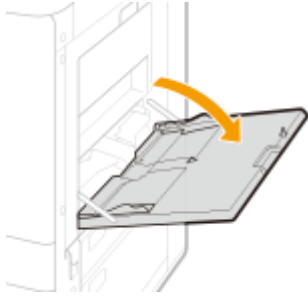
● Pull out the tray extension when loading large-sized paper.
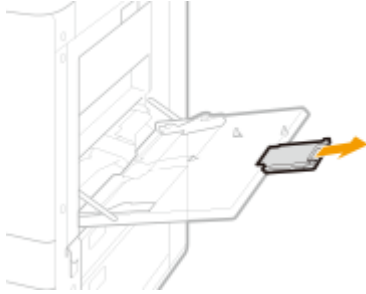
2 **Adjust the paper guides to match the size of the paper.**
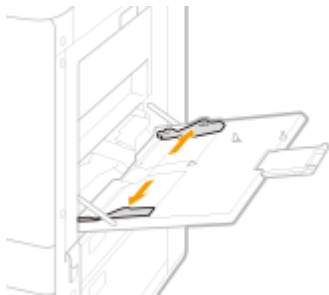
**3** **Insert the paper into the multi-purpose tray until the paper stops.**

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

IMPORTANT:

● Fan all four sides of the paper stack well.

● Load the paper with the print side face down.

⟱ 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 (a). Loading too much paper can cause paper jams.
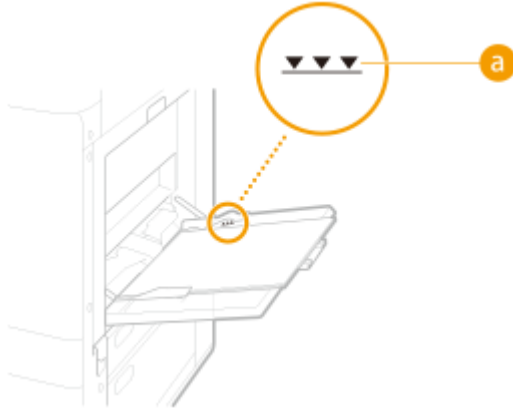
NOTE:

● 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. 145)
◖Loading Preprinted Paper(P. 149)

4 **Check the paper size and paper type, and select <Apply>.**
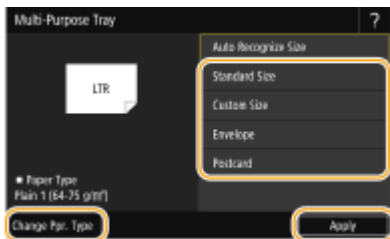
● If you load free size paper, or if the displayed size or type is different from the actual paper that is loaded, see **◖Specifying Paper Size and Type in the Multi-Purpose Tray(P. 156)** .

IMPORTANT:

● A paper jam or other printing problems may occur if the size and type of paper specified in the printer driver do not match those of the actual paper loaded in the multi-purpose tray.

● If the machine does not recognize the paper even if loaded in the multi-purpose tray, correct any slight curling in the paper so that the four corners are lower than 0.1 inches (2.5 mm), and then load the paper again.

● Check that the paper is being detected with the paper settings.

When the paper is not recognized   When the paper is recognized
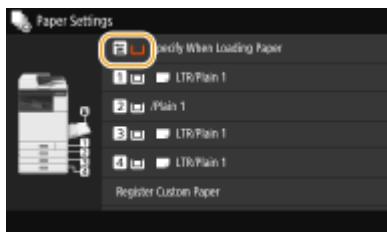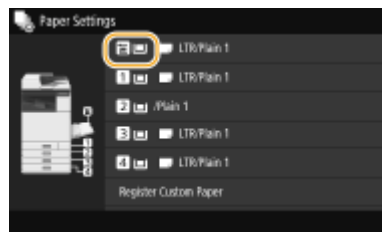
LINKS

Available Paper(P. 726)

Loading Envelopes

2579-0ES

Load envelopes in the paper drawer or the multi-purpose tray. Make sure to flatten any curls on envelopes before loading them. Also pay attention to the orientation of envelopes and which side should be face up.

◉**Before Loading Envelopes(P. 145)**
◉**Loading the Envelopes in the Paper Drawer 1(P. 146)**
◉**Loading Envelopes in the Multi-Purpose Tray(P. 147)**

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 paper drawer or multi-purpose tray, see ◉**Basic Paper Loading Method(P. 139)** .

Before Loading Envelopes

Follow the procedure below to prepare the envelopes before loading.

IMPORTANT

- Wrinkles may occur depending on the type of envelopes or the storage environment for the envelopes.

1 **Check the flaps on the envelopes.**

- These envelopes can be loaded with the flaps open or closed: Yougatanaga 3, Yougata 4, Yougata 6, Monarch, COM10, DL, ISO-C5.
- Do not close the flap for Nagagata 3, Nagagata 4, or Kakugata 2.

2 **Flatten them to release any remaining air, and make sure that the edges are pressed tightly.**

3 **Loosen any stiff corners of the envelopes and flatten any curls.**
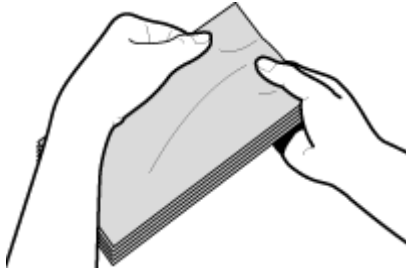
4 **Align the edges of the envelopes on a flat surface.**
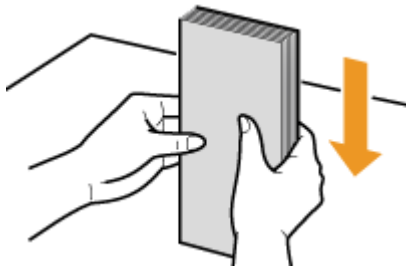
Loading the Envelopes in the Paper Drawer 1

1 **Adjust the position of the paper guides.**
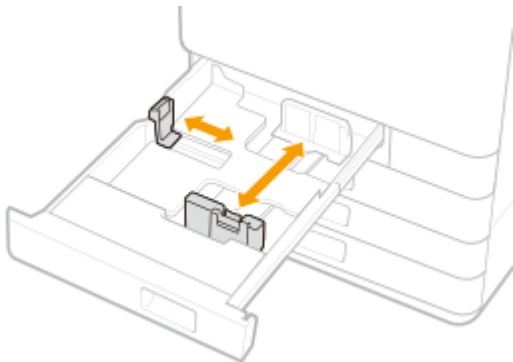
2 **Load the envelopes.**

Load the envelopes as indicated below, with the front side of the envelopes (the side without the glued areas) face up.
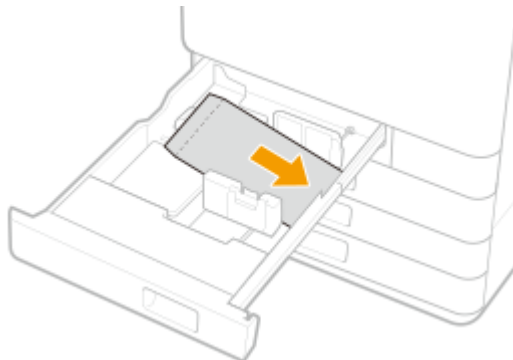
Yougatanaga 3, Yougata 4, Yougata 6, Monarch, COM10 No.10, DL, ISO-C5

- If the flaps are closed, load the envelopes so that their flaps are on the far side.
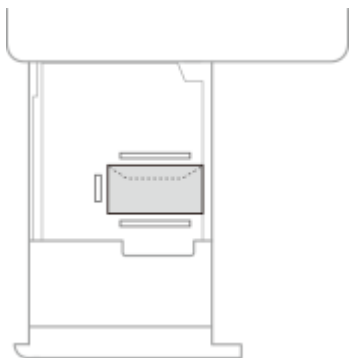
- If the flaps are open, do not close them, and load the envelopes so that their flaps are on the far side.

  Envelopes with flaps open more than 1 15/16 inches (50 mm) cannot be loaded. Close the flaps first.
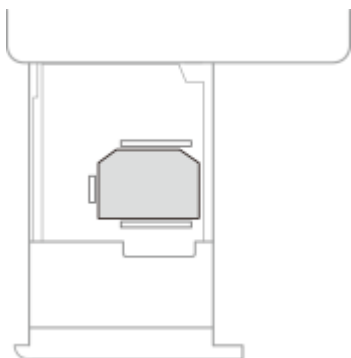
Nagagata 3, Nagagata 4

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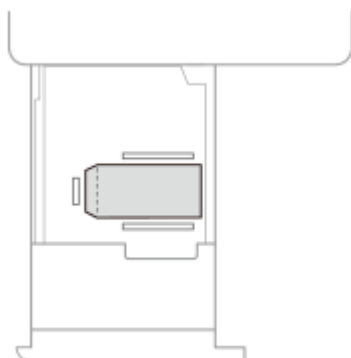
IMPORTANT

- Be careful that the paper guides are not squeezing the envelopes.
  If the envelopes are squeezed, they may not be fed correctly.

- If envelopes are not fed from the paper drawer, try feeding them from the multi-purpose tray.

- Envelopes cannot be loaded in paper drawer 2, 3, or 4.

Loading Envelopes in the Multi-Purpose Tray

Load the envelopes as shown in the following illustrations, with the front side of the envelopes (the side without the glued areas) face down.

Yougatanaga 3, Yougata 4, Yougata 6, Monarch, COM10 No.10, DL, ISO-C5

- If the flaps are closed, load the envelopes so that their flaps are on the far side.
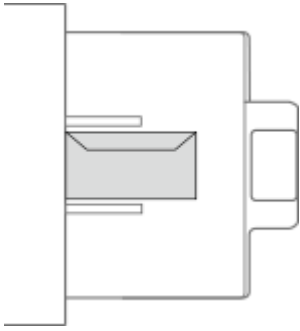
- If the flaps are open, do not close them, and load the envelopes so that their flaps are on the far side. Envelopes with flaps open more than 1 15/16 inches (50 mm) cannot be loaded. Close the flaps first.
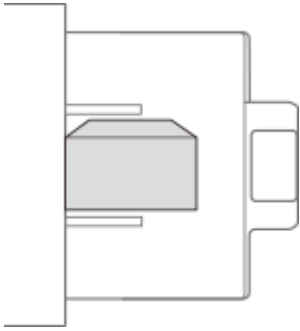
Nagagata 3, Kakugata 2
Load the envelopes so that their flaps are on the right side.
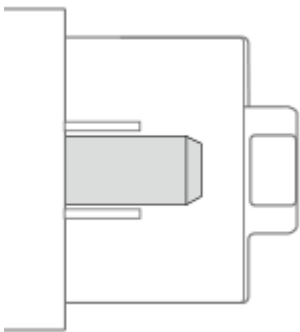
IMPORTANT

- If the envelopes are not fed properly even if they have been prepared according to the procedures, load only half or less of the number of envelopes.
  If the envelopes are still not fed properly, load them individually in the multi-purpose tray instead of loading several together.

Loading Preprinted Paper

When you load paper that has been preprinted with a logo, pay attention to the orientation of the paper regardless of whether you use the paper drawer or the multi-purpose tray. Load the paper properly so that printing is performed on the same side as the logo.

◉**Loading Paper with Logos in the Paper Drawer(P. 150)**
◉**Loading Paper with Logos in the Multi-Purpose Tray(P. 150)**

IMPORTANT

When performing a copy operation, also pay attention to the orientation of the original document

- Place the original in the feeder with the side to copy face up, or place the original on the platen glass with the side to copy face down, as shown in the following illustrations.

Feeder (Portrait layout document of LTR-, A4-, B5-, A5-size)

Platen glass (Portrait layout document of LTR-, A4-, B5-, A5-size)

Feeder (Landscape layout document of LTR-, A4-, B5-, A5-size)

Platen glass (Landscape layout document of LTR-, A4-, B5-, A5-size)
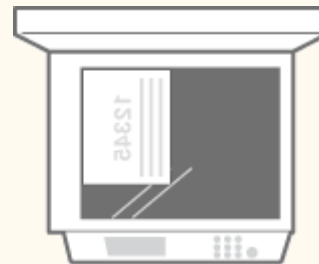
Feeder (Portrait layout document of 11 inch x 17 inch, LGL-, A3-, B4-size)

Platen glass (Portrait layout document of 11 inch x 17 inch, LGL-, A3-, B4-size)

Feeder (Landscape layout document of 11 inch x 17 inch, LGL-, A3-, B4-size)

Platen glass (Landscape layout document of 11 inch x 17 inch, LGL-, A3-, B4-size)
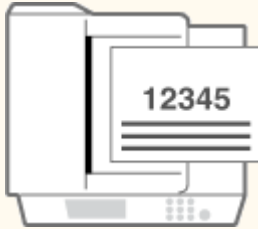
NOTE

- 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 ◖**Basic Paper Loading Method(P. 139)** .

Loading Paper with Logos in the Paper Drawer

Load the paper with the logo printed side (the side to print) face up, as shown in the following illustrations.

Portrait orientation paper   The printing results
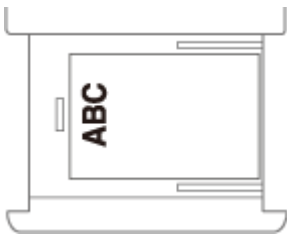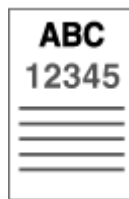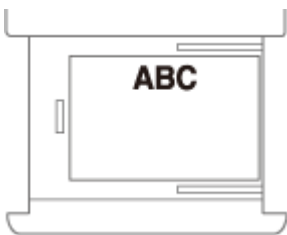
Landscape orientation paper   The printing results
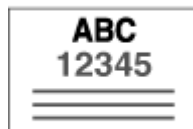
Loading Paper with Logos in the Multi-Purpose Tray

Load the paper with the logo printed side (the side to print) face down, as shown in the following illustrations.

Portrait orientation paper
The printing results
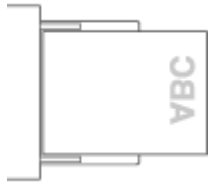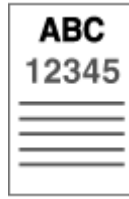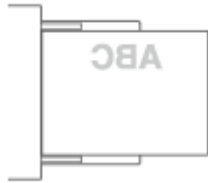
Landscape orientation paper
The printing results
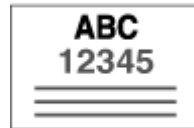
Specifying Paper Size and Type

2579-032

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 the 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

2579-0EW

1 Select <Paper Settings> in the Home screen. ▶Home Screen(P. 120)

2 Check the paper size and type that is displayed.

- When loading standard size paper, the paper size is automatically detected. If both paper size and paper type are correct, the following operation is not necessary.
- ③ and ④ are displayed only when the optional cassette feeding unit is installed.
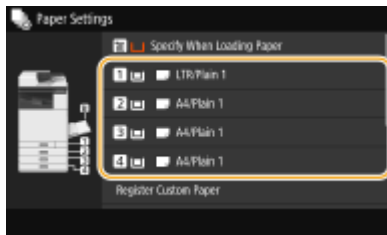
NOTE:

- If the displayed paper size is different from the loaded paper size, the paper may not be loaded properly. Load the paper again.

3 Select the target paper drawer.

4 Select paper size.
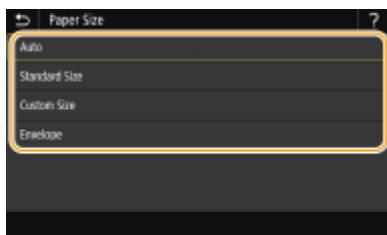
When setting the standard size paper type

1 Select <Auto>.

2 Select the paper type.

■When loading custom size paper

1 Select <Custom Size>.

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

- Select <X> or <Y>, and enter the length of each side using <+>/<->, with ◀ / ▶ to move the cursor between the digits for inputting whole numbers and fractions.

> **NOTE:**
>
> - If you register the paper size you use frequently on buttons <S1> to <S3>, you can call them up with one touch. ❍**Registering a Custom Paper Size(P. 162)**

3 Select <Apply>.

4 Select the paper type.
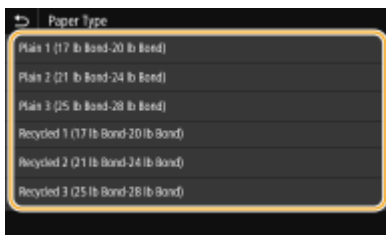
■When loading envelopes

NOTE:

- Envelopes can not be set in the paper drawer 2, 3, or 4.

1 Select <Envelope>.

2 Select envelope type.
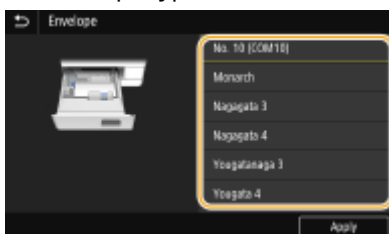
3 Select <Apply>.

LINKS

❍**Loading Paper in the Paper Drawer(P. 139)**
❍**Limiting the Paper Sizes Displayed for the Multi-Purpose Tray(P. 163)**

Specifying Paper Size and Type in the Multi-Purpose Tray

2579-0EX

The screen shown here is displayed when paper is loaded in the multi-purpose tray. Follow the on-screen instructions to specify settings that match the size and type of the loaded paper.
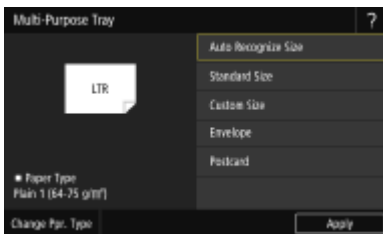
> **NOTE**
>
> **If the screen shown above is not displayed when paper is loaded**
>
> ● If you always load the same paper in the multi-purpose tray, you can skip the paper setting operations by registering the paper size and type as the default setting. When the default setting is registered, however, the screen shown above is not displayed. To display the screen, select <Specify When Loading Paper> (○ **Registering Default Paper Settings for the Multi-Purpose Tray(P. 159)**).
>
> **When only changing the paper type**
>
> ● Follow step 2 and the following steps.

1 **Select the paper size.**
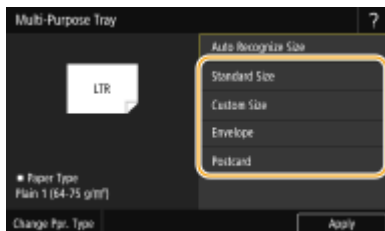
■**When loading standard size paper**

1 Select <Standard Size>.

2 Select the paper size in the <Frequently Used Sizes> tab.

● If the loaded paper size is not displayed, select <Other Sizes> tab.

When loading custom size paper

1 Select <Custom Size>.

2 Specify the length of the <X> side and <Y> side.
- Select <X> or <Y>, and enter the length of each side using <+>/<->, with ◀ / ▶ to move the cursor between the digits for inputting whole numbers and fractions.

NOTE:
- If you register the paper size you use frequently on buttons <S1> to <S3>, you can call them up with one touch. **Registering a Custom Paper Size(P. 162)**

3 Select <Apply>.

When loading envelope

1 Select <Envelope>.

2 Select the type of envelopes.
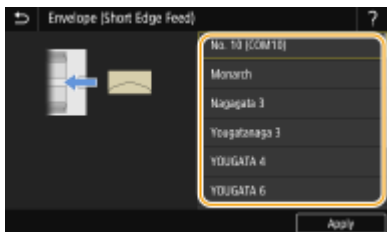
3 Select <Apply>.

2 Select <Change Ppr. Type>.
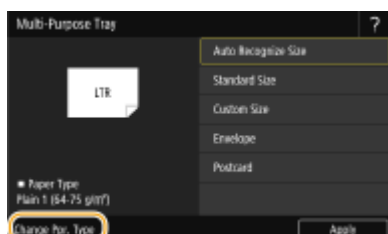
3 Select paper type.

4 Select <Apply>.

LINKS

●Loading Paper in the Multi-Purpose Tray(P. 141)
●Limiting the Paper Sizes Displayed for the Multi-Purpose Tray(P. 163)
●Available Paper(P. 726)

Registering Default Paper Settings for the Multi-Purpose Tray

2579-0EY

You can register default paper settings for the multi-purpose tray. Registering default settings can save yourself the effort of having to specify the settings each time you load the same paper into the multi-purpose tray.

> **NOTE**
>
> - After the default paper setting is registered, the paper setting screen is not displayed when paper is loaded, and the same setting is always used. If you load a different paper size or type without changing the paper settings, the machine may not print properly. To avoid this problem, select <Specify When Loading Paper> in step 3, and then load the paper.

1 Select <Paper Settings> in the Home screen. ◖Home Screen(P. 120)

2 Select multi-purpose tray.
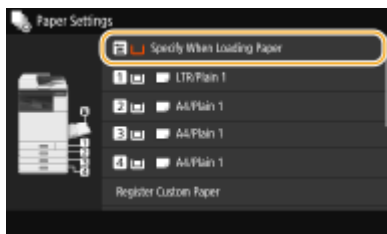
3 Set the paper size/type.
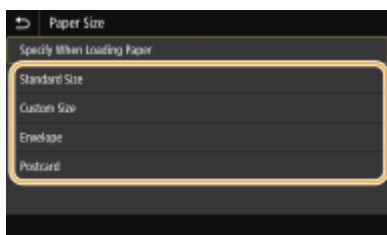
■**When loading standard size paper**

1 Select <Standard Size>.

2 Select the paper size in the <Frequently Used Sizes> tab.

- If the loaded paper size is not displayed, select <Other Sizes> tab.

3 Select paper type.
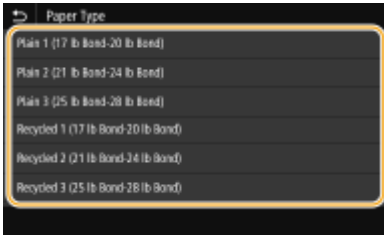
■When loading custom size paper

1 Select <Custom Size>.

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

- Select <X> or <Y>, and enter the length of each side using <+>/<->, with ◀ / ▶ to move the cursor between the digits for inputting whole numbers and fractions.

NOTE:

- If you register the paper size you use frequently on buttons <S1> to <S3>, you can call them up with one touch. ○**Registering a Custom Paper Size(P. 162)**

3 Select <Apply>.

4 Select paper type.
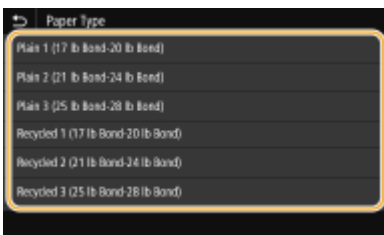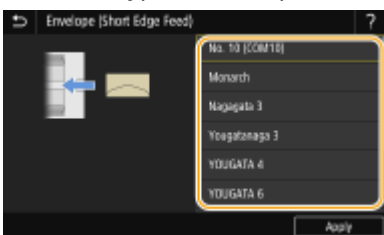
■When loading envelope

1 Select <Envelope>.

2 Select the type of envelopes.

3 Select <Apply>.

LINKS

◉**Loading Paper in the Multi-Purpose Tray(P. 141)**
◉**Limiting the Paper Sizes Displayed for the Multi-Purpose Tray(P. 163)**
◉**Available Paper(P. 726)**

Registering a Custom Paper Size

2579-036

You can register up to three frequently used custom paper sizes.

1 Select <Paper Settings> in the Home screen. ❯Home Screen(P. 120)

2 Select <Register Custom Paper>.

3 Select the registration number.

> **NOTE:**
>
> **Deleting a setting**
>
> ● Select <Delete> ▶ <Yes>.

4 Specify the length of the <X> side and <Y> side.

● Select <X> or <Y>, and enter the length of each side using <+>/<->, with ◀ / ▶ to move the cursor between the digits for inputting whole numbers and fractions.

5 Select <Apply>.

Setting to the registered custom size

The paper sizes that are registered in the procedure above can be called when <Custom Size> is selected on the paper size selection screen for the paper drawer or multi-purpose tray.

LINKS

❯**Basic Paper Loading Method(P. 139)**

Limiting the Paper Sizes Displayed for the Multi-Purpose Tray

2579-0F0

You can ensure that only frequently used paper sizes are shown in the <Frequently Used Sizes> tab of the screen for selecting the paper size setting.

1 Select <Paper Settings> in the Home screen. ⊙Home Screen(P. 120)

2 Select <Select Frequently Used Paper Sizes>.

3 Select <Multi-Purpose Tray>.

4 Clear the check boxes for paper sizes you do not want displayed.

- Ensure that only the check boxes for frequently used paper sizes are selected.
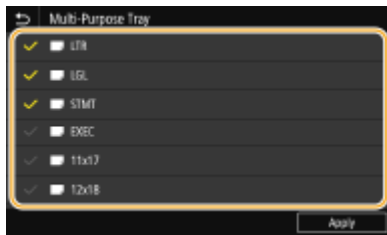
NOTE:

- Paper sizes that are not selected can be viewed by selecting <Other Sizes> tab in the paper size setting selection screen.

5 Select <Apply>.

LINKS

⊙**Specifying Paper Size and Type in the Multi-Purpose Tray(P. 156)**
⊙**Registering Default Paper Settings for the Multi-Purpose Tray(P. 159)**

Automatically Selecting an Appropriate Paper Source for Each Function

2579-0F1

Enable or disable the automatic paper source selection feature for each paper source. If this feature is set to <On>, the machine automatically selects a paper source that is loaded with paper of the appropriate size for each print job. Also, when the paper in the selected paper source runs out, this feature enables continuous printing by switching from that paper source to another that is loaded with the same paper size.

1 **Select <Menu> in the Home screen.** ⟡**Home Screen(P. 120)**

2 **Select <Function Settings> ▶ <Common> ▶ <Paper Feed Settings>.**

3 **Select <Paper Source Auto Selection>.**

4 **Select the target function.**

- When the target function is report/list printing or memory media print, select <Other>.
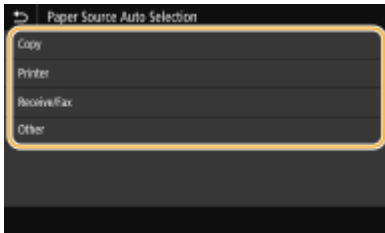
5 **For each paper source to which you want to apply the automatic paper source selection feature, select <On>.**

- <Drawer 3> and <Drawer 4> are displayed only when the optional cassette feeding unit is installed.
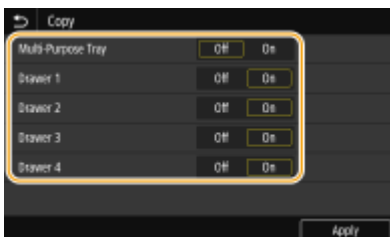
NOTE:

- Always specify <On> for at least one paper drawer. If you specify <Off> for all the paper drawers, then you cannot finish the setting procedure.

6 **Select <Apply>.**

Set the Automatic Detection Size of the Paper Drawer

2579-0F2

For each paper drawer, register the paper size to be detected automatically. This setting is useful when the size of the paper to be fed has been decided for each paper drawer. You can also set the paper size to be detected automatically for the multi-purpose tray.

IMPORTANT

- Be sure to register the paper size correctly. If you do not register the paper size correctly, paper jams may occur.

1 **Select <Paper Settings> in the Home screen.** ▶Home Screen(P. 120)

2 **Select <Paper Size Group for Auto Recognition in Drawer>.**

3 **Select the paper drawer to change the size.**

- <Drawer 3> and <Drawer 4> are displayed only when the optional cassette feeding unit is installed.
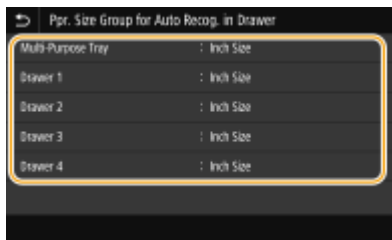
4 **Select the paper size you want to auto-sensing.**
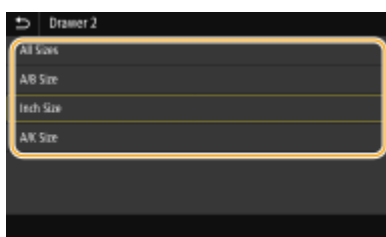
A5/STMT Distinction of Paper

2579-0F3

For each paper drawer, you can set the paper size to use for the operation when the paper loaded in that paper drawer is either A5 or STMT.

IMPORTANT

This item is effective when <All Sizes> is selected in <Ppr. Size Group for Auto Recog. in Drawer> (▶**Set the Automatic Detection Size of the Paper Drawer(P. 165)**) and <Auto> is selected in <Paper Size> (▶**Specifying Paper Size and Type in the Paper Drawer(P. 153)**).

1 Select <Paper Settings> in the Home screen. ▶**Home Screen(P. 120)**

2 Select <A5/STMT Paper Selection>.

3 Select the paper source.

- <Drawer 3> and <Drawer 4> are displayed only when the optional cassette feeding unit is installed.
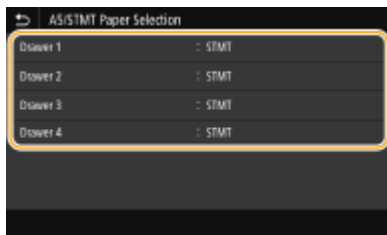
4 Select <A5> or <STMT> for the paper size to automatically detect.
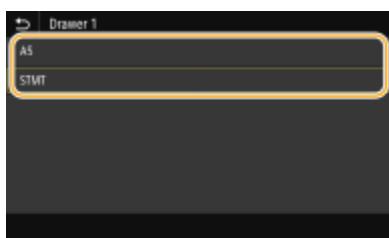
5 Check the message, then select <Close>.

A4/LTR/16K Distinction of Paper

2579-0J6

You can set the paper size to use for the operation when the paper loaded in paper drawer 1 is A4, LTR, or 16K.

IMPORTANT

This item is effective when <All Sizes> is selected in <Ppr. Size Group for Auto Recog. in Drawer> (**○Set the Automatic Detection Size of the Paper Drawer(P. 165)**) and <Auto> is selected in <Paper Size> (**○Specifying Paper Size and Type in the Paper Drawer(P. 153)**).

1 Select <Paper Settings> in the Home screen. **○Home Screen(P. 120)**
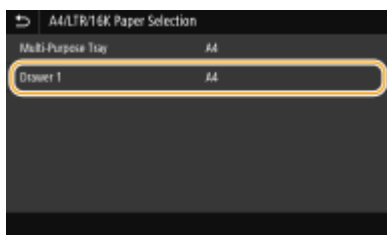
2 Select <A4/LTR/16K Paper Selection>.

3 Select <Drawer 1>.

4 Select <A4> or <LTR> for the paper size to automatically detect.
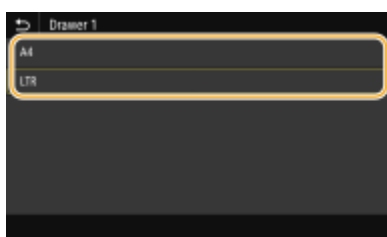
5 Check the message, then select <Close>.

B5/16K/EXEC Distinction of Paper

2579-0J7

You can set the paper size to use for the operation when the paper loaded in that paper drawer is B5, 16K, or EXEC.

IMPORTANT

This item is effective when <All Sizes> is selected in <Ppr. Size Group for Auto Recog. in Drawer> (●**Set the Automatic Detection Size of the Paper Drawer(P. 165)**) and <Auto> is selected in <Paper Size> (●**Specifying Paper Size and Type in the Paper Drawer(P. 153)**).

1 Select <Paper Settings> in the Home screen. ●**Home Screen(P. 120)**

2 Select <B5/16K/EXEC Paper Selection>.

3 Select the paper source.

- <Drawer 3> and <Drawer 4> are displayed only when the optional cassette feeding unit is installed.
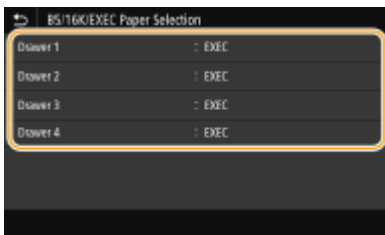
4 Select <B5>, <16K>, or <EXEC> for the paper size to automatically detect.
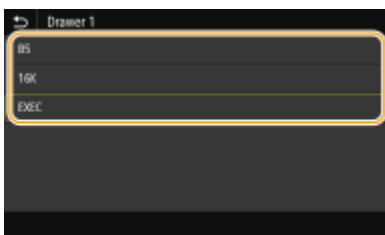
5 Check the message, then select <Close>.

Customizing the Display

2579-039

In order to make the Home screen easier to use, you can customize it. In addition, you can work more efficiently by registering your favorite settings to the Basic Features screen for each function.

Customizing the Home Screen

You can rearrange buttons that are displayed in the Home screen. In addition, you can customize the Home screen to make it easier to select functions by adding shortcut buttons. **Customizing the Home Screen(P. 170)**
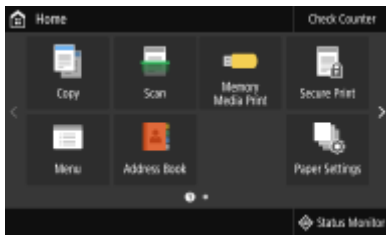
Registering "Favorite Settings"

To make it possible to quickly call up the same settings for Copy, Fax, and Scan, you can register them as your favorite settings. You can add registered setting combinations to the Home screen as shortcut buttons. **Registering Frequently Used Settings(P. 173)**

Customizing the Home Screen

2579-03A

You can add/delete shortcut buttons displayed in the Home screen according to your application or a preferred arrangement. You can also change the order that they are displayed in.

Adding Buttons to the Home Screen(P. 170)
Changing the Arrangement of Buttons(P. 171)

Adding Buttons to the Home Screen

You can add shortcut buttons to the Home screen for frequently used functions such as <Copy>, <Fax>, and <Scan>. For example, you can carry out tasks more quickly and efficiently by assigning a sequence of settings (e.g. "Scan both sides of an original, save it as a highly compressed PDF file and send it via e-mail") to a single button.

NOTE

- The settings to be added as a shortcut button must be registered beforehand as Favorite Settings.
  Registering Frequently Used Settings(P. 173)

1 Select <Home Screen Settings> in the Home screen. **Home Screen(P. 120)**

- If the login screen appears, enter the correct ID and PIN. **Logging in to the Machine(P. 131)**

2 Select <Select Button to Display>.

3 Select the function with the Favorite Settings you want to add as a button.
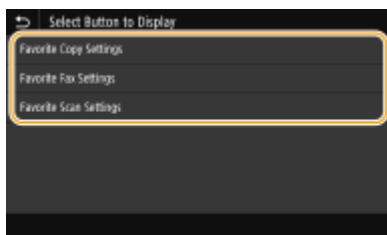
4 Select the check box for all settings to be displayed in the Home screen and select <Apply>.
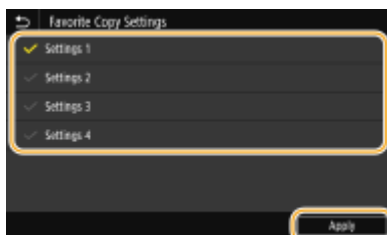
NOTE:

Removing registered buttons

- Clear the check box for the name of the button you want to remove and then select <Apply>. Once you remove a registered button, a space appears where the button was displayed in the Home screen. If necessary, delete the space.

5 **Read the message that is displayed, and select <OK>.**

➠ A button for the newly selected settings is added to the Home screen.

> **NOTE:**
>
> - If the Home screen is full and no more settings can be registered, delete registered buttons and spaces in <Home Screen Settings>.

Changing the Arrangement of Buttons

To make the buttons easier to use, you can rearrange the buttons however you like. For instance, you can put the most frequently used functions first, or arrange the function buttons together with shortcut buttons for Favorite Settings. You can also insert a blank (space) instead of a button to make it easier to view the Home screen.

1 **Select <Home Screen Settings> in the Home screen. ❍Home Screen(P. 120)**

- If the login screen appears, enter the correct ID and PIN. ❍**Logging in to the Machine(P. 131)**

2 **Select <Set Display Order>.**

3 **Select the button to move.**

- The selected button is highlighted. Tap the selected button again to deselect it.
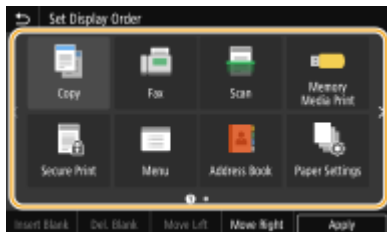
4 **Select <Move Left> or <Move Right>.**

- The button moves as many times as you tapped.
- A long touch on <Move Left> or <Move Right> moves the selected button continuously.

■Inserting a blank

- When <Insert Blank> is selected, a blank is inserted on the left side of the selected button.
- If the button at the end is selected, a blank is inserted even if <Move Right> is selected.

> **NOTE:**
>
> **Deleting a blank**
>
> - Select the blank to be deleted, and select <Del. Blank>.

5 Select <Apply>.

◉**Basic Operation(P. 126)**

Registering Frequently Used Settings

2579-03C

If you register your frequently used settings as "favorite settings," you can quickly call up the same settings every time you make copies, send a fax, or scan. In addition, if you register complicated settings as "favorite settings," you can quickly call them up for ease of operation. You can also assign registered setting combinations to a shortcut button displayed in the Home screen. This section describes how to register frequently used settings and how to call them up when making a copy.

Registering Settings(P. 173)
Recalling Registered Settings(P. 174)

> ## NOTE
>
> - You can also register a fax or scan destination in the frequently used settings, however, it cannot be changed once it is registered. To change a registered destination, delete the settings and then register them again.

Registering Settings

1 Select <Copy> in the Home screen. **Home Screen(P. 120)**

2 Change the values for the settings you want to register. **Basic Copy Operations(P. 194)**

3 Select <Other Settings> ▶ <Favorite Settings>.

4 Select unregistered settings, and select <Register>.

- To change the content of a registered setting, select that setting and select <Edit>.
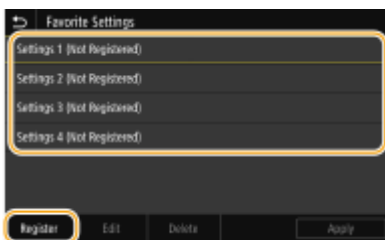
5 Check the details of the settings to be registered, and select <Register>.

- To change the value of a setting to be registered, select the setting.
- To rename the setting, select <Name>. On how to enter text, see **Entering Text(P. 129)** .

6 Select whether to register the settings as a shortcut button.

- If you select <Yes>, a message appears. Check the message and then select <OK>. The registered setting combination is added to the Home screen as a shortcut button.

NOTE:

- If the Home screen is full and the shortcut button cannot be added, use <Home Screen Settings> to delete registered buttons or blanks. ❑**Customizing the Home Screen(P. 170)**

NOTE

- Registered settings are retained even when the machine is turned OFF.

- If you want to delete a registered setting, select <Copy> ▶ <Other Settings> ▶ <Favorite Settings> ▶ select the settings, and select <Delete> ▶ <Yes>.

Recalling Registered Settings

Simply select the setting combination that suits your purpose from the favorite settings.

 <Copy> ▶ <Other Settings> ▶ <Favorite Settings> ▶ Select the setting combination to be recalled, and select <Apply>

NOTE

- Once you have recalled the setting combination, you can also change the copy settings as needed.

LINKS

❑**Basic Copy Operations(P. 194)**
❑**Basic Operations for Sending Faxes(P. 220)**
❑**Basic Operations for Scanning Originals(P. 286)**

Changing the Default Settings for Functions

2579-03E

The default settings are the settings that are displayed whenever you turn ON the machine, or when you select <Reset>. If you change these default settings to match the operations that you perform frequently, you can eliminate the need to specify the same settings every time you perform an action.

■ Copy

<Menu> ▶ <Function Settings> ▶ <Copy> ▶ <Change Default Settings (Copy)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 🏠

■ FAX

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Change Default Settings (Fax)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 🏠

■ USB Memory

<Menu> ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Scan and Store Settings> ▶ <USB Memory Settings> ▶ <Change Default Settings (USB Memory)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 🏠

■ Memory Media Print

<Menu> ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Access Stored Files Settings> ▶ <Change Default Settings (Memory Media Print)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 🏠

■ E-Mail

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Scan and Store Settings> ▶ <E-Mail Settings> ▶ <Change Default Settings (E-Mail)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ 🏠

■I-Fax

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Scan and Store Settings> ▶ <I-Fax Settings> ▶ <Change Default Settings (I-Fax)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ ⌂

■Shared Folder/FTP Server

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Scan and Send Settings> ▶ <File Settings> ▶ <Change Default Settings (File)> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ ⌂

NOTE

- If you select <Initialize> on each setting screen, you can restore the default settings.

LINKS

❍Basic Copy Operations(P. 194)
❍Basic Operations for Sending Faxes(P. 220)
❍Printing from a USB Memory Device (Memory Media Print)(P. 272)
❍Basic Operations for Scanning Originals(P. 286)

Setting Sounds

2579-03F

The machine produces sounds in a variety of situations, such as when fax sending is complete or when a paper jam or error occurs. You can set the volume of each of these sounds individually.

■Adjusting <Fax Volume>

1 **Press the ● (📢) key.**

2 **Adjust the volume, and select <Apply>.**

- To mute the sound, move the cursor all the way to the left.

■Adjusting <Other Volume Set.>

1 **Press the ● (📢) key.**

- For the model without fax functionality, proceed to step 3.

2 **Select <Other Volume Set.>.**

3 **Select a setting.**

Setting	Description	Action
<Ring Tone>	Sound produced when an incoming fax is received	Go to step 4.
<TX Done Tone>	Sound produced when fax sending is complete	
<RX Done Tone>	Sound produced when fax receiving is complete	
<Scanning Done Tone>	Sound produced when fax original scanning is complete	

Setting	Description	Action
<Entry Tone>	Confirmation sound each time a key on the operation panel or button on the display is pressed	Select <On> (produce a tone) or <Off> (not produce a tone).
<Invalid Entry Tone>	Sound produced when an invalid key operation is performed, such as when you enter a number outside the valid setting range	
<Restock Supplies Tone>	Sound produced when an ink tank is empty or the maintenance cartridge is full	
<Warning Tone>	Sound produced when a paper jam or other error occurs	
<Front Cover Lock Warning Tone>	Sound produced when trying to open the front cover when it is still locked	
<Job Done Tone>	Sound produced when an operation such as copying or scanning is complete	
<Energy Saver Alert>	Sound produced when the machine enters or exits sleep mode	
<Original in Feeder Detection Tone>	Sound produced when an original is loaded in the feeder	

4   Adjust the volume, and select <Apply>.
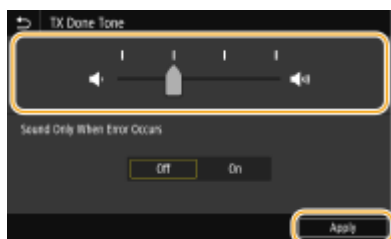
- To mute the sound, move the cursor all the way to the left.

■**End sound only for error**
In <Sound Only When Error Occurs>, select <On>, and select <Apply>.

Entering Sleep Mode

2579-03H

The sleep mode function reduces the amount of power consumed by the machine by disabling power flow to the operation panel. If no operations will be performed on the machine for a while, such as during a lunch break, you can save power simply by pressing 🌙 on the operation panel.

NOTE

When in sleep mode

- When the machine enters sleep mode, 🌙 lights up yellow green.

Situations in which the machine does not enter sleep mode

- When the machine is in operation
- When the Data indicator is lit up or blinking
- When the machine is performing an operation such as adjustment or cleaning
- When a paper jam occurs
- When the receiver of the external telephone is off the hook
- When the machine is set such that the fax incoming ring will not sound
- When the menu screen is displayed
- When a job is waiting to be scanned to a USB memory device or to a computer
- When an error message is displayed on the screen (There are some exceptions. The machine sometimes enters sleep mode when an error message is displayed.)
- When the machine is communicating with an LDAP server, etc.
- When the SSID/network key screen for Direct Connection is displayed
- When settings are being imported or exported

Changing the Auto Sleep Time Value

Auto Sleep Time is a function that automatically puts the machine into the sleep mode if it remains idle for a specified length of time. We recommend using the factory default settings to reduce power usage. If you want to change the amount of time that elapses before the machine enters the auto sleep mode, perform the procedure below.

<Menu> ▶ <Preferences> ▶ <Timer/Energy Settings> ▶ <Auto Sleep Time> ▶ Set the amount of time that elapses before the machine automatically enters sleep mode ▶ <Apply> ▶ ⌂

Changing the Sleep Mode Setting to the Specified Time

You can configure a setting so that the machine is placed into the sleep mode at the specified time. You can also configure a setting so that the sleep mode is released at the specified time.

<Menu> ▶ <Preferences> ▶ <Timer/Energy Settings> ▶ Select <Auto Sleep Daily Timer> or <Sleep Mode Exit Time Settings> ▶ Select <On> in <Set This Function>, and enter the time ▶ <Apply> ▶ ⌂

Exiting Sleep Mode

You can press ☾ or any other key on the operation panel to exit the sleep mode (Excluding Sound Volume key).

NOTE

- You can also tap the display to exit sleep mode.
- If an external telephone is connected, the machine exits sleep mode when you take the receiver off the hook.

Registering Destinations

2579-03J

You can register frequently used fax/scan destinations in the Address Book and easily select them when needed (**○Registering Destinations in the Address Book(P. 183)**). Destinations can be searched alphabetically, from lists in the Address Book, or by entering three-digit numbers (coded dial numbers). You can also specify destinations more quickly by using the following features.

■ Favorites

Registering a lot of addresses in the Address Book makes it difficult to find the destination you need. To avoid this situation, register frequently used destinations as Favorites. Destinations registered in Favorites can be searched from the < ⭐ > in the Address Book.

■ Group Dial

You can select multiple destinations that have already been registered and register them together as a group. You can send faxes or e-mails to multiple destinations at the same time. Groups can also be registered in Favorites. ○ **Registering Multiple Destinations as a Group(P. 186)**

■ Index

The registered destinations are classified into indexes depending on the initial character or the type of address. Changing indexes allows you to perform a destination search quickly. Tap ◀ / ▶ or flick the target index sideways to change the display.
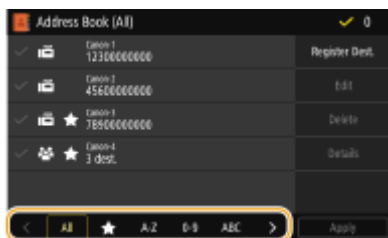
<All>
Displays all the destinations registered in the Address Book.

< ⭐ >
Displays a list of destinations registered in Favorites.

<A-Z>/<0-9>/<ABC> to <YZ>
Displays destinations with recipient names whose first characters correspond to the characters of the selected index.

< 📠 >
Displays destinations for faxes.

< ✉ >
Displays destinations for e-mails.

< 📠 >
Displays destinations for I-Faxes.

< ⊞ >

Displays destinations for shared folders and FTP servers. Registration of destinations is performed from the computer.
●Registering Destinations from Remote UI(P. 419)

< ⊞ >

Displays a list of destinations registered in Group Dial.

> **NOTE**
>
> ● Use the computer to register a shared folder or FTP server as the destination for scans. **●Registering Destinations from Remote UI(P. 419)**
>
> ● You can save the Address Book as a file on your computer (although you cannot use the computer to edit the Address Book). You can also import a saved Address Book from the computer to the machine. **● Importing/Exporting the Setting Data(P. 423)**
>
> ● You can print a list of destinations registered in the Address Book. **●Address Book List(P. 623)**
>
> ● If your office has an LDAP server installed, you can make search to find user information on the server and register it in the Address Book. You need to specify the settings for connecting to an LDAP server beforehand. **●Registering LDAP Servers(P. 67)**

Registering Destinations in the Address Book

2579-03K

This section describes how to register destinations from the operation panel. You can also use the Remote UI to register destinations. ❯**Registering Destinations from Remote UI(P. 419)**

1 **Select <Address Book> in the Home screen.** ❯**Home Screen(P. 120)**

2 **Select <Register Dest.>**

- If a screen appears prompting you to enter a PIN, enter the PIN for the Address Book and select <Apply>. ❯ **Restricting Use of the Address Book(P. 395)**

3 **Select the type of address to register.**

■ **Registering destinations with the LDAP server**
If your office has an LDAP server installed, you can make search to find user information on the server and register it in the Address Book.

NOTE:

- To make registration from the LDAP server, you need to specify the settings for connecting to the LDAP server beforehand. ❯**Registering LDAP Servers(P. 67)**

1 Select <LDAP Server>.

2 Select the LDAP server you are using.

3 Select conditions for user information to be searched.

- Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.

4 Enter the search target character string, and select <Apply>.

- On how to enter text, see ❯**Entering Text(P. 129)** .
- To specify multiple search criteria, repeat steps 3 and 4.

5 Select <Search Method>.

6 Select conditions to display the search result.

<Using All Conditions Below>
Searches and displays the users that meet all the search criteria specified in steps 3 and 4.

<Using Some Conditions Below>
If users that meet even one of the criteria specified in steps 3 and 4 are found, displays all those users.

7 Select <Start Search>.

➠ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you select <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and select <Apply>. **◉Registering LDAP Servers(P. 67)**

8 Select a user you want to register in the Address Book.

9 Select <Apply>.

➠ The user name and the fax number or e-mail address registered on the LDAP server of the selected user are registered in the Address Book.

■**Registering destinations from recall settings**
If recall settings are provided, you can select <Recall Settings> and register the destinations.

4 Select <Name>.

- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

5 Enter the name, and select <Apply>.

- On how to enter text, see **◉Entering Text(P. 129)** .

6 Select <Fax Number>, <E-Mail Address>, or <I-Fax Address>.

7 Enter the destination, and select <Apply>.

■**Making detailed settings (only when registered for fax)**

After selecting <Set Details>, a screen similar to the following is displayed.
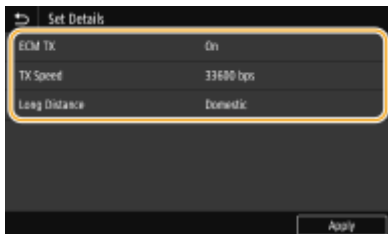
<ECM TX>
If an error occurs in an image that is being sent, the error is checked and corrected to prevent an improper image from being sent when setting <On>.

<TX Speed>
If it takes time for transmissions to start, such as when there is a poor telephone connection, you can adjust the transmission start speed downward.

<Long Distance>
Specify <International (1)> to <International (3)> according to the transmission conditions when registering overseas fax numbers.

> **NOTE**
>
> - You can also specify <ECM TX> and <TX Speed> from <Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings>. However, settings made from <Address Book> are enabled for the detailed settings of destinations registered in the Address Book.

8 **Select <Register As>.**

9 **Select <Favorites> or <Coded Dial>.**

- If you select <Coded Dial>, select the destination number, or select <Use Numeric Keys> and enter the destination number.

10 **Select <Apply>.**

> **NOTE**
>
> - You can make a group of destinations already registered in the Address Book and register it as one destination. For more information, see **Registering Multiple Destinations as a Group(P. 186)** .
>
> - When you want to change or delete items of information about destinations registered in the Address Book, see **Editing the Registered Destinations in the Address Book(P. 188)** .

Registering Multiple Destinations as a Group

2579-03L

You can select multiple destinations that have already been registered and register them together as a group. This section describes how to register a group from the operation panel. You can also use the Remote UI to register a group. ◉**Registering Destinations from Remote UI(P. 419)**

> **NOTE**
>
> - Only destinations of the same type of address can be registered in the same group.
> - Shared folders or FTP servers cannot be registered in a group as destinations.

1 Select <Address Book> in the Home screen. ◉**Home Screen(P. 120)**

2 Select <Register Dest.> ▶ <Group>.

- If a screen appears prompting you to enter a PIN, enter the PIN for the Address Book and select <Apply>. ◉ **Restricting Use of the Address Book(P. 395)**

3 Select <Name>.

- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

4 Enter the name, and select <Apply>.

- On how to enter text, see ◉**Entering Text(P. 129)** .

5 Select <Destination>.

6 Select <Add>.

7 Select the index containing the destination you want to register. ◉**Index(P. 181)**
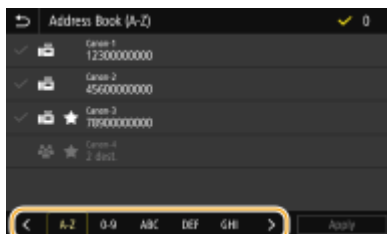
8 Select the destination, and select <Apply>.

9 **Repeat steps 6 to 8 until you have registered all of the destinations that you want to register, and then select <Apply>.**

NOTE:

To view information about the destination

- Select the target destination, and select <Details>.

To remove a destination from the group

- Select the destination that you want to remove from the group, and select <Delete> ▶ <Yes>.

10 **Select <Register As>.**

11 **Select <Favorites> or <Coded Dial>.**

- If you select <Coded Dial>, select the destination number, or select <Use Numeric Keys> and enter the destination number.

12 **Select <Apply>.**

Editing the Registered Destinations in the Address Book

2579-03R

You can change your settings, such as changing a registered fax number or name, changing the type of destination registered as a fax number to an e-mail destination, changing a coded dial number, and adding or deleting group destinations. You can also delete destinations or groups.

> **NOTE**
>
> - If you delete a destination from the Address Book, it is also deleted from the favorite settings. ●**Registering Frequently Used Settings(P. 173)**

1 Select <Address Book> in the Home screen. ●**Home Screen(P. 120)**

2 Select the index containing the destination you want to edit. ●**Index(P. 181)**
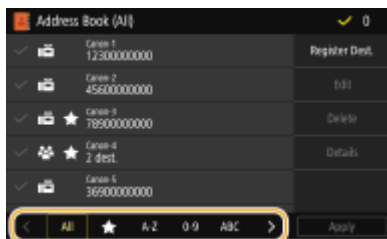
3 Select the destination, and select <Edit>.

- If you select <Details>, you can view information about the destination.
- To delete the destination, select <Delete> ▶ <Yes>.
- If a screen appears prompting you to enter a PIN, enter the PIN for the Address Book and select <Apply>. ● **Restricting Use of the Address Book(P. 395)**

4 After editing the necessary items, select <Apply>.

Copying

Copying

2579-0F4

This chapter describes basic copy operations and various other useful functions, such as color balance adjustment and ID card copy.

■ Using Basic Operations

■ Enhancing Quality ◉**Enhancing and Adjusting Copy Quality(P. 203)**
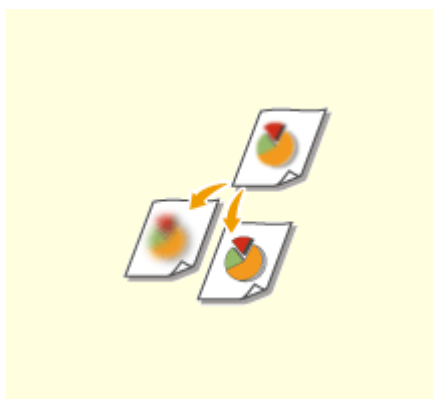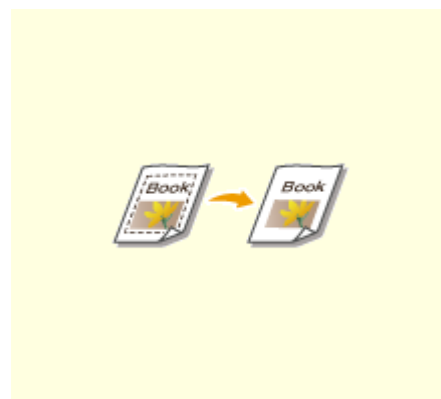
■ Using Useful Copy Functions ◉**Useful Copy Functions(P. 208)**
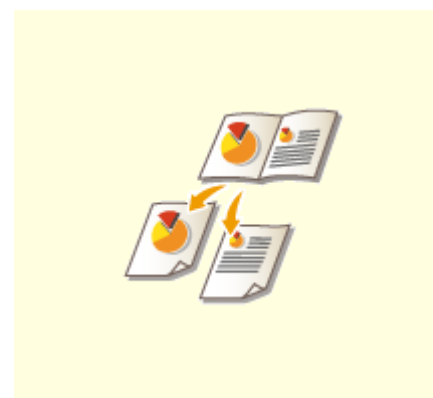
❍Finishing by Collating/ Grouping(P. 212)

❍Making ID Card Copies(P. 214)

Copy Basic Features Screen

When you select <Copy> in the Home screen, the Copy Basic Features screen appears.

1 Current setting status and setting buttons

The setting status, such as copy ratio, copy paper, and number of copies, are displayed. To copy correctly, be sure to check the settings displayed here. When you want to change a setting, select the desired setting item. ▶**Basic Copy Operations(P. 194)**

2 <2-Sided>

You can select a combination of 1-sided copying and 2-sided copying for the original and printout paper. Configure the detailed settings from <Other Settings>. ▶**Basic Copy Operations(P. 194)**

	Scans one side of an original and prints the scanned data on one side of the paper.
	Scans one side of an original and prints the scanned data on both sides of the paper.
	Scans both sides of an original and prints the scanned data on both sides of the paper.
	Scans both sides of an original and prints the scanned data on one side of the paper.

3 <N on 1>

You can select an "N on 1" pattern to arrange multi-page originals on the same side of one sheet. Specify the detailed settings from <Other Settings>. ▶**Copying Multiple Documents onto One Sheet (N on 1)(P. 209)**

	Does not apply N on 1.
	Prints data for two consecutive pages on one side of a sheet of paper.
	Prints data for four consecutive pages on one side of a sheet of paper.

4 <Other Settings>

You can call the detailed settings or favorite settings that are not displayed in the Copy Basic Features screen.

5 <Reset>

You can collectively restore the default settings.

6 **<Start>**

Use this button to start copying.

Basic Copy Operations

2579-0F6

This section describes the basic operation procedure used to copy an original.

1 **Place the original(s). ❯Placing Originals(P. 133)**

2 **Select <Copy> in the Home screen. ❯Home Screen(P. 120)**

3 **Select <Number of Copies> in the Copy Basic Features screen. ❯Copy Basic Features Screen(P. 192)**

4 **Enter the number of copies, and select <Close>.**

- If you have entered an incorrect value, use ▣ to clear it.

5 **Specify the copy settings as necessary.**

  ❯Selecting Color Copying or Black and White Copying
  ❯Adjusting Density
  ❯2-Sided Copying
  ❯Enlarging or Reducing
  ❯Selecting Copy Paper

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 use full-color mode or black and white mode accordingly, such as to save ink by copying color originals in black and white.

<Select Color> ▶ color to copy with <Auto (Color/B&W)>, <Full Color> and <Black & White> ▶ <Close>

<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.

<Full Color>

Copies in four colors (CMYK), regardless of the color of the original.

<Black & White>

Copies in black (K) only, regardless of the color of the original.

> **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)>.

Adjusting Density

Adjust the density of the scan if the text or images in an original are excessively light or dark. For example, you can sharpen text and lines written using a pencil. ◐ **Adjusting Entire Density(P. 195)**

Adjust the background density. You can make a clear copy of originals with colored backgrounds, or originals such as a newspaper that is printed on thin paper on which text or images on the other side are visible through the paper. ◐**Adjusting the Background Density(P. 195)**

■Adjusting Entire Density

<Other Settings> ▶ <Density> ▶ Adjust the density ▶ <Apply>

■Adjusting the Background Density

<Other Settings> ▶ <Density> ▶ <Adjust Background Density> ▶ <Adjust (Manual)> ▶ Adjust the background density ▶ <Apply> ▶ <Apply>

> **NOTE**
>
> - Depending on the original color, portions other than the background may be affected.
> - If you select <Density by Color>, you can adjust the background density for each color.

2-Sided Copying

You can copy two pages of an original on both sides of the paper. You can also copy a 2-sided original on both sides of the paper, or on two separate pages.

> **NOTE**
>
> ● <2-Sided> may not be available with some sizes and types of paper. **○Available Paper(P. 726)**

<Other Settings> ▶ <2-Sided Printing> ▶ Select the type of 2-sided copying ▶ <Apply>
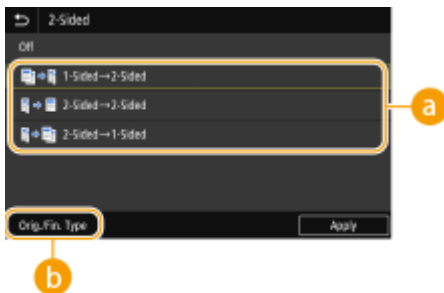
ⓐ Types of 2-sided copying
The illustration below shows the types of 2-sided copying.

    <1-Sided->2-Sided>   <2-Sided->2-Sided>   <2-Sided->1-Sided>
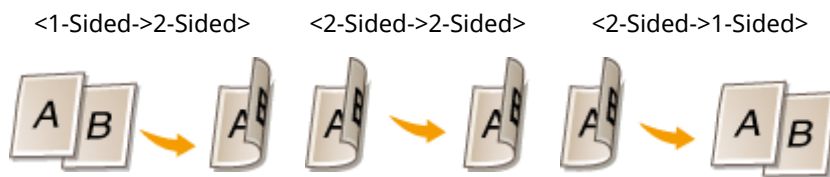
ⓑ <Orig./Fin. Type>
Specify the original orientation, opening type, and finishing type.

Enlarging or Reducing

> **NOTE**
>
> ● Setting items depend on your country or region.

You can enlarge or reduce copies by using a preset copy ratio such as <STMT->LTR>/ <A5->A4>, or by setting a custom copy ratio in increments of 1 %.

NOTE

- If you make a setting for <N on 1> after setting the copy ratio, the setting of reduction ratio in <N on 1> takes priority.

<Copy Ratio> ▶ Select the copy ratio

ⓐ Preset copy ratio
Select a copy ratio.

ⓑ Numeric keys
You can set any copy ratio from 25 % to 400 % in 1 % increments.

Selecting Copy Paper

Specify the paper source that contains the paper to use for printing out copies.

NOTE

- You must first specify the size and type of paper that is loaded in the paper source.
  ◯Specifying Paper Size and Type(P. 152)
  ◯Loading Paper(P. 137)
- Some setting items may not be displayed depending on your country or region.

<Paper> ▶ Select the paper source or <Auto Select Paper (LTR/LGL)> ▶ <Close>
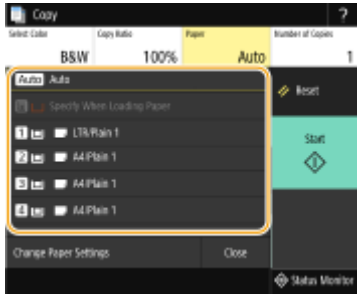
Auto	Automatically selects the Letter or Legal size paper depending on the original size loaded in the feeder.
⊡	Uses the paper that is loaded in the multi-purpose tray to make copies.
1 , 2	Uses the paper that is loaded in the paper drawer (Drawer 1, 2) of the machine to make copies.
3 , 4	Uses the paper that is loaded in the optional cassette feeding unit (Drawer 3, 4) to make copies.

NOTE

- <Auto Select Paper (LTR/LGL)> may not be displayed depending on the model you are using.

- <Auto Select Paper (LTR/LGL)> is not available when no original is loaded in the feeder.

- <Auto Select Paper (LTR/LGL)> is not available when using <N on 1>, <Erase Frame>, or <ID Card Copy>.

NOTE:

- For information about other copy settings, see ⊙**Enhancing and Adjusting Copy Quality(P. 203)** or ⊙ **Useful Copy Functions(P. 208)** .

6 Select <Start>.

➠ Copying starts.

- If you want to cancel, select <Cancel> ▶ <Yes>. ⊙**Canceling Copies(P. 200)**

■**When placing originals in the feeder in step 1**
The original is automatically scanned.

■**When placing originals on the platen glass in step 1**

For 2-sided copying or N on 1 copying, the screen prompting you to load the next original is displayed.

1 Place the next original on the platen glass, and select <Scan Next Original>.
- You can also specify <Density> and <Original Type> separately for each original.
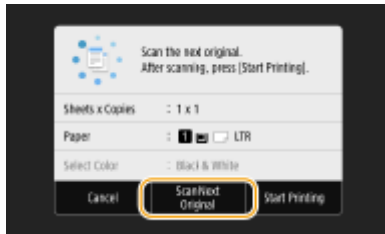
● Repeat this step until you finish scanning the entire original.

2 Select <Start Printing>.

NOTE:

● When the <Paper settings and loaded size do not match.> or <The memory is full. Scanning will be canceled. Do you want to print?> message is shown in the display. ▶**Countermeasures for Each Message(P. 656)**

IMPORTANT

When copying originals with text or images that extend to the edges of the page

● The edges of the original might not be copied. For more information about the scan margins, see ▶ **Printer(P. 714)** .

TIPS

● If you always want to make copies with the same settings: ▶**Changing the Default Settings for Functions(P. 175)**

● If you want to register a combination of settings to use when needed: ▶**Registering Frequently Used Settings(P. 173)**

LINKS

▶**Checking the Copying Status and Log(P. 201)**

Canceling Copies

If you want to cancel copying immediately after selecting <Start>, select <Cancel> on the screen or press ![] on the operation panel. You can also cancel copying after checking the copy status.

■ Select <Cancel> on the Screen That is Displayed While Copying
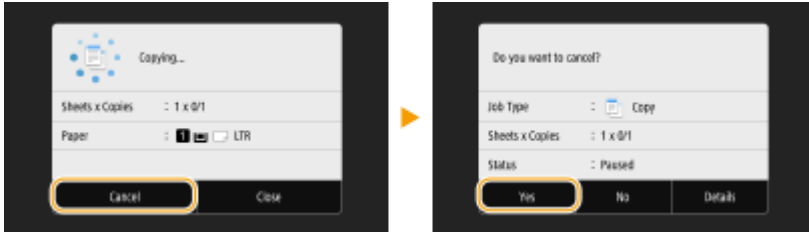
■ Press ![] to Cancel
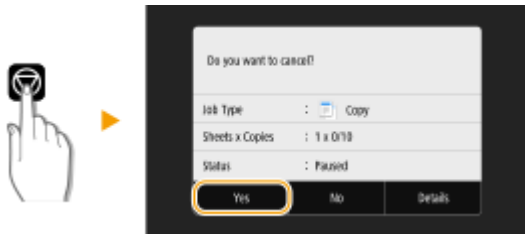
If the Screen Displays a List of Documents When ![] is Pressed

Originals have been scanned and are waiting to be printed. Select a copy document to be canceled, and select <Cancel> ▶ <Yes>.

■ Check the copy job status before canceling

<Status Monitor> ▶ <Copy/Print Job> ▶ Select the copy document in the <Copy/Print Job Status> tab ▶ <Cancel> ▶ <Yes>

LINKS

Basic Copy Operations(P. 194)

Checking the Copying Status and Log

2579-03Y

You can check the current copy statuses and the logs for copied documents.

IMPORTANT

- When <Display Job Log> is set to <Off>, you cannot check the copy job log. ⊙**<Display Job Log>(P. 501)**

Useful in the Following Cases

- When some long time has already passed after scanning of your original to be copied but printing of the document has not started yet, you may want to see the waiting list of the documents waiting to be printed.
- When you cannot find your printouts that you thought had been copied, you may want to see whether an error has occurred.

1 Select <Status Monitor>.

2 Select <Copy/Print Job>.

3 Check the copy statuses and logs.

■To check the copy statuses

1 Select the document whose status you want to check in the <Copy/Print Job Status> tab.
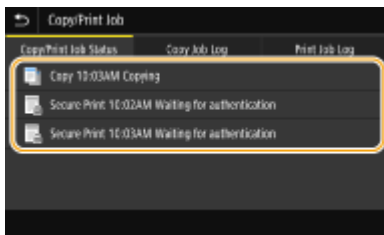
➠ Displays detailed information about the document.

■To check the copy logs

1 Select the document whose log you want to check in the <Copy Job Log> tab.

- <OK> is displayed when a document was copied successfully, and <Error> is displayed when a document failed to be copied because it was canceled or there was some error.
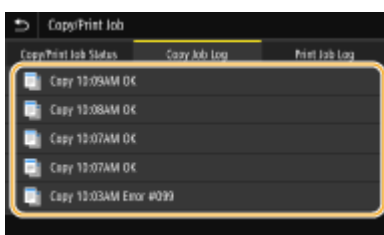
➠ Displays detailed information about the document.

NOTE:

When a three-digit number is shown in the case of <Error>

- This number represents an error code. ❯**Countermeasures for Each Error Code(P. 677)**

LINKS

❯**Basic Copy Operations(P. 194)**
❯**Canceling Copies(P. 200)**

Enhancing and Adjusting Copy Quality

<div align="right">2579-040</div>

You can improve the copy quality by specifying more detailed settings, such as adjusting the brightness, erasing unnecessary shadows, etc.
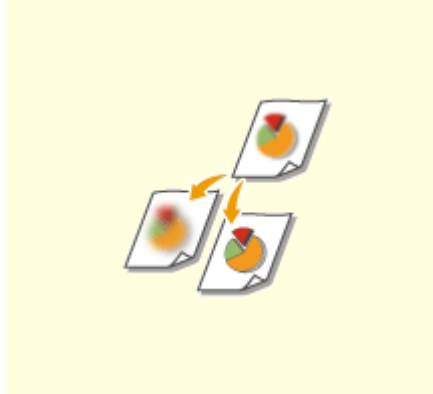
▶**Selecting the Type of Original for Copying(P. 204)**	▶**Adjusting Sharpness for Copying (Sharpness)(P. 205)**	▶**Erasing Dark Borders When Copying (Erase Frame)(P. 206)**
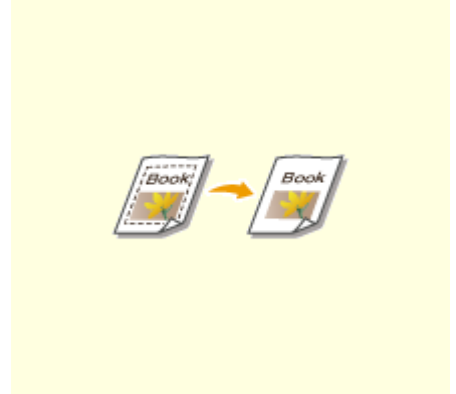
Selecting the Type of Original for Copying

2579-0F7

You can select the optical image quality for the copy depending on the original type, such as text-only documents, documents with charts and graphs, or magazine photos.

<Copy> ▶ <Other Settings> ▶ <Original Type> ▶ Select the original type

<Text/Photo/Map>	Suitable when copying originals that contain both text and photos, or originals that include detailed lines, such as maps.
<Printed Image>	Suitable when making a clear copy of originals that contain printed photos (photos made of halftone dots), such as magazines or pamphlets.
<Text>	Suitable when copying documents that only contain text.

LINKS

Basic Copy Operations(P. 194)

Adjusting Sharpness for Copying (Sharpness)

2579-042

You can adjust sharpness of the copied image. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.

<Copy> ▶ <Other Settings> ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>

Example: If you want to sharpen text and lines written in pencil
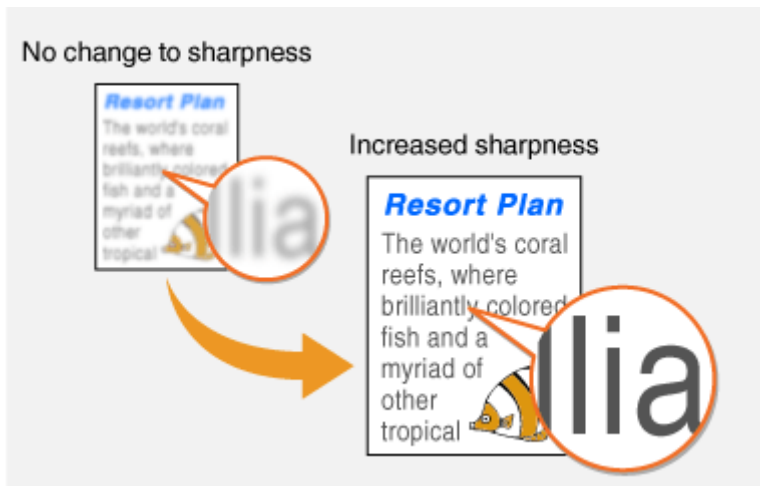
Example: If you want to improve the appearance of magazine photos
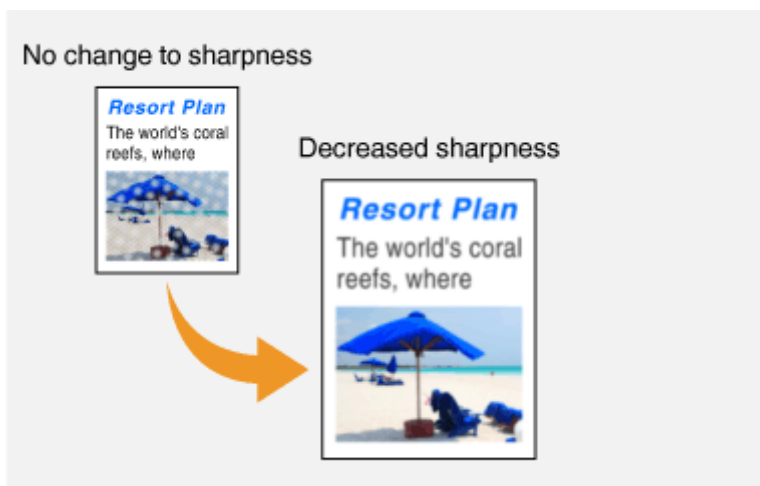
LINKS

Basic Copy Operations(P. 194)

Erasing Dark Borders When Copying (Erase Frame)

2579-0F8

When copying originals that are smaller than the output paper size, frame lines may appear around the edges in the copied image. When copying facing pages from thick book, dark borders may appear. <Erase Frame> enables you to erase these frame lines and dark borders.

NOTE

- The width of the frame to erase is increased or decreased relative to the <Copy Ratio> setting.
- <Erase Frame> is not available when using <N on 1>.

■ Erasing the frames in copies of documents

<Copy> ▶ <Other Settings> ▶ <Erase Frame> ▶ <Erase Original Frame> ▶ Specify the width of the frame to erase ▶ <Apply> ▶ Select the original size on the <Scan Size> screen

Example: If you want to erase the dark borders and frame lines

Without <Erase Frame>

FISH

With <Erase Frame>

FISH
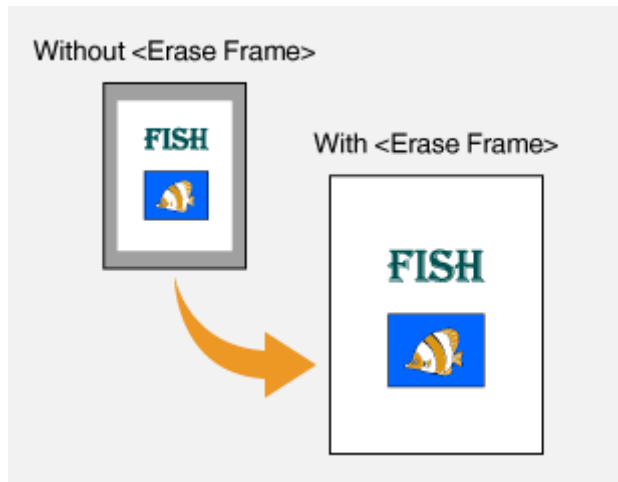
■ Erasing the dark borders in copies of books

<Copy> ▶ <Other Settings> ▶ <Erase Frame> ▶ <Erase Book Frame> ▶ Specify the width of the frame to erase for <Center Frame Width> or <Outer Frame Width> ▶ <Apply> ▶ Select the original size on the <Scan Size> screen

Example: If you want to erase the dark borders and frame lines for books
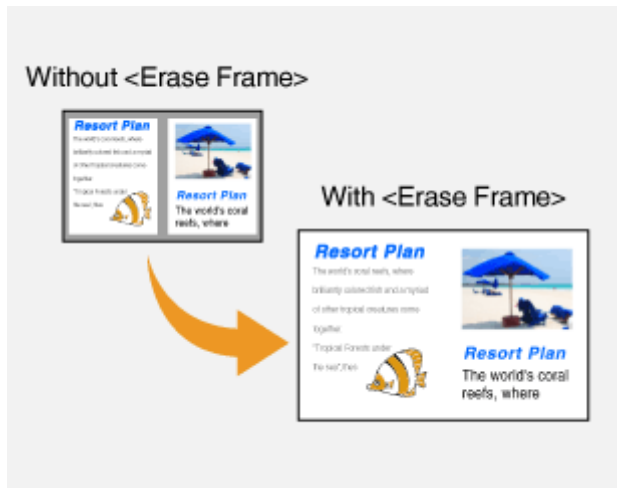
LINKS

○Basic Copy Operations(P. 194)

Useful Copy Functions

2579-0F9

In order to eliminate waste of paper, you can copy multiple sheets onto one page, or check the finish to prevent a miscopy. Also, there is a function to copy originals of different sizes together or to copy both sides of a card, etc. onto one page.

▶Copying Multiple Documents onto One Sheet (N on 1)(P. 209)

▶Copying a Facing Page Original as Two Separate Pages(P. 210)

▶Copying Different Size Originals Together (Different Size Originals) (P. 211)

▶Finishing by Collating/ Grouping(P. 212)

▶Making ID Card Copies(P. 214)

Copying Multiple Documents onto One Sheet (N on 1)

2579-046

You can reduce the size of a multiple-page original and arrange all pages on one side of the paper. You can save the number of sheets as the document can be copied on fewer pages than those of the original.

NOTE

- Using <N on 1> reduces the copy ratio automatically (the copy ratio is displayed on the screen). If the copying process has not started, you can further reduce the image size by lowering the numeric value that is automatically displayed. But the edges of the original might not be copied if you increase it.

- <N on 1> is not available when using <Erase Frame>.

- When you copy multiple originals onto one page, margins may be created in the copied image.

- The color mode cannot be specified individually for each original.

<Copy> ▶ <Other Settings> ▶ <N on 1> ▶ Select the number of pages to be combined, and select <Next> ▶ Select the original size on the <Scan Size> screen ▶ On the <Output Size> screen, select the paper source that contains the paper you want to use

ⓐ Number of pages to be combined

Select the number of pages to be combined on one side of paper. For example, <4 on 1> means that "a four-page original can be combined on a single sheet."

ⓑ <Layout>

Specify how to arrange the originals on the page.

LINKS

Basic Copy Operations(P. 194)

Copying a Facing Page Original as Two Separate Pages

2579-0FA

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.

<Copy> ▶ <Other Settings> ▶ <Book->2 Pages> ▶ <On> (On (Left Opening Book))
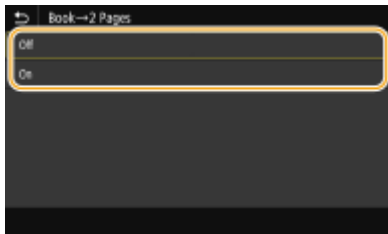
LINKS

Basic Copy Operations(P. 194)

Copying Different Size Originals Together (Different Size Originals)

2579-0FC

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.
- 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.

NOTE

- If the originals have the same height, they can be copied/scanned at once even if they have different widths as in the figure below. Align the edges of the same size and set them in the feeder.

<Copy> ▶ <Other Settings> ▶ <Different Size Originals> ▶ <On>

LINKS

Basic Copy Operations(P. 194)

Finishing by Collating/Grouping

2579-047

When copying two copies or more from the feeder, you can select collating or grouping for the order of printouts. Select "Collate" to print in sequential page order. Select "Group" to print bundles of each page, as in 10 sheets for the first page, 10 sheets for the second page, and so forth.

<Copy> ▶ <Other Settings> ▶ <Finishing> ▶ <Collate (Page Order)> or <Group (Same Pages)>
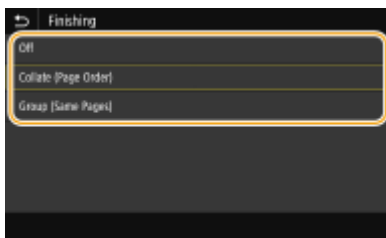
<Collate (Page Order)>
The copies are grouped into complete sets in sequential page order. For example, if you are making three copies of a five-page original, the printouts will be arranged in the following page order: 1, 2, 3, 4, 5, 1, 2, 3, 4, 5, 1, 2, 3, 4, 5.

<Group (Same Pages)>
A set number of copies grouped by pages are made. For example, if you are making three copies of a five-page original, the printouts will be arranged in the following page order: 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5.

■ Other Finishing Functions (WG7x50Z series)

Depending on the model, you can use other finishing functions. ◖**Optional Equipment(P. 732)**

Offset

The copies are slightly offset sideways in the output tray as shown below.

<Copy> ▶ <Other Settings> ▶ <Finishing> ▶ <Collate (Page Order)> or <Group (Same Pages)> ▶ <Offset> ▶ <On> ▶ <Apply>
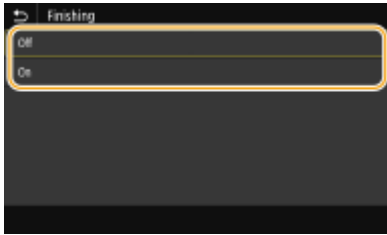
NOTE

- Depending on the paper type, you cannot use finishing functions. ◉**Specifications(P. 713)**

LINKS

◉**Basic Copy Operations(P. 194)**

Making ID Card Copies

2579-048

You can use <ID Card Copy> to copy the front and back sides of a card onto the same side of a page. This function is useful when copying a driver's license or ID card.

NOTE

- <Copy Ratio> is automatically set to <100%>.
- The color mode cannot be specified individually for the front and back sides.

Place the card on the platen glass ▶ <ID Card Copy> ▶ <Start> ▶ Turn the card over ▶ <Scan Next Original>
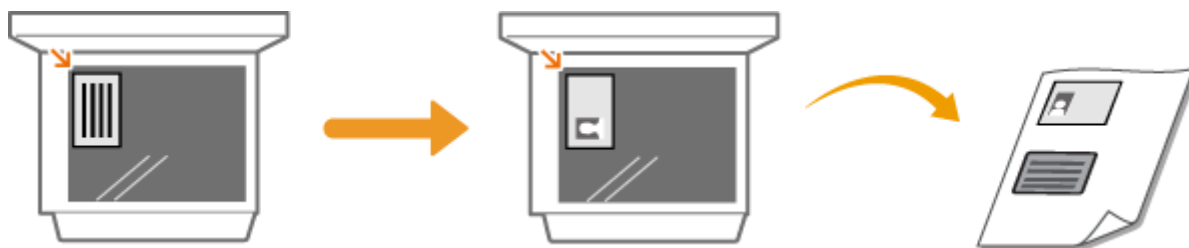
LINKS

Basic Copy Operations(P. 194)

Faxing

Faxing

2579-049

This chapter describes fax settings, basic fax operations and various other useful functions to suit your needs, such as PC Fax to send documents directly from computers, Address Book to specify destinations easily, and Forwarding to receive faxes even when you are out of the office.

> **NOTE**
>
> - You need to complete some procedures before using fax functions. **Configuring Initial Settings for Fax Functions(P. 82)**
> - You need to register destinations in the Address Book before using this feature. **Registering Destinations(P. 181)**

■ Using Basic Operations

Fax Basic Features Screen(P. 219)
Basic Operations for Sending Faxes(P. 220)
Canceling Sending Faxes(P. 228)
Receiving Faxes(P. 229)
Checking Status and Log for Sent and Received Documents(P. 245)

■ Using Useful Functions When Sending **Useful Functions When Sending(P. 233)**
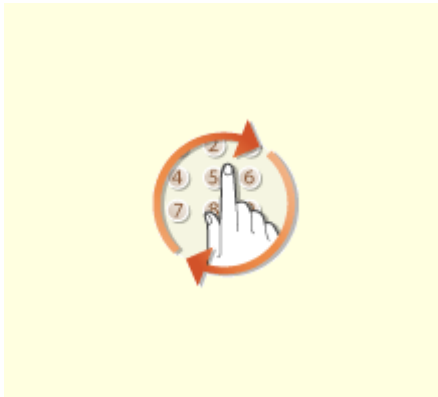
Recalling Previously Used Settings for Sending (Recall Settings)(P. 234)
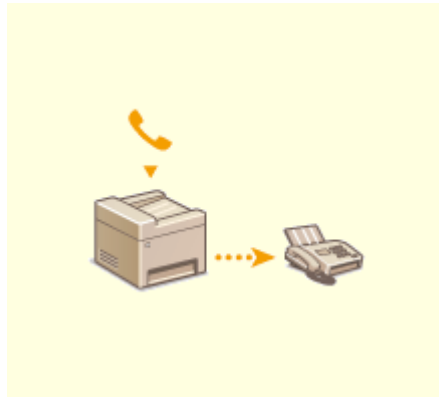
Sending a Fax after a Phone Call (Manual Sending)(P. 237)
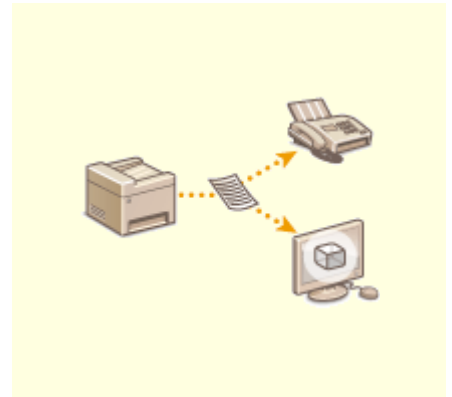
Saving a Copy of a Sent Original(P. 239)

■ Receiving According to Your Purposes ●**Various Receiving Methods(P. 240)**
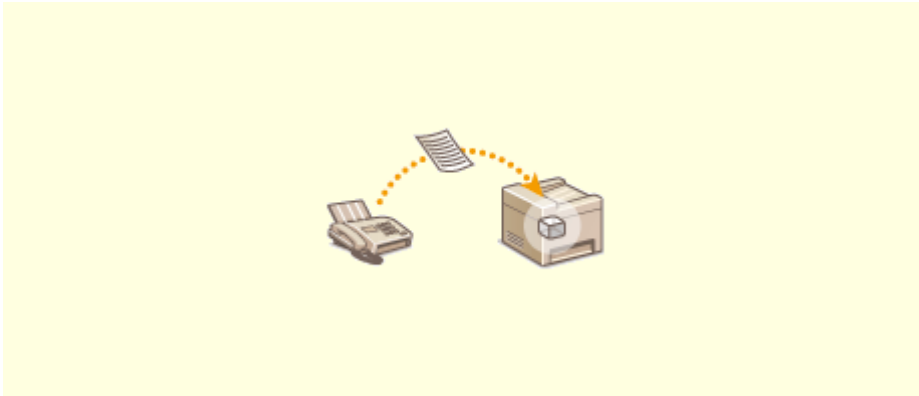
●**Saving Received Documents into the Machine (Memory Reception)(P. 241)**

■ Forwarding All the Received Documents

●**Forwarding the Received Documents Automatically(P. 243)**

■ Sending Faxes Directly from Your Computer

●**Sending Faxes from Your Computer (PC Fax)(P. 247)**

■ Sending and Receiving Faxes via the Internet

�‣Using Internet Fax (I-Fax)(P. 250)

Fax Basic Features Screen

2579-04A

Selecting <Fax> in the Home screen displays the FAX Basic Features screen that appears when you sending faxes.
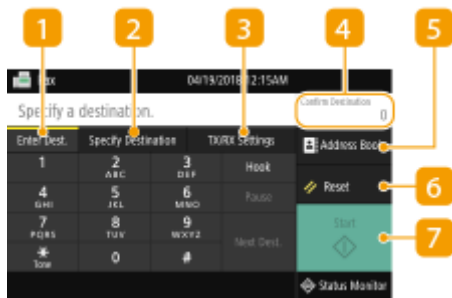
1 **<Enter Dest.> tab**

Select this tab to directly enter a destination.

2 **<Specify Destination> tab**

Select this tab to search for an LDAP server, enter a coded dial, or specify a destination using the recall settings.
❍**Basic Operations for Sending Faxes(P. 220)**
❍**Recalling Previously Used Settings for Sending (Recall Settings)(P. 234)**

3 **<TX/RX Settings> tab**

Select this tab to specify the scanning settings. You can change the RX mode (❍**Deciding Which Fax Receive Mode to Use(P. 83)**) of the machine.

4 **<Confirm Destination>**

You can check or change the name and fax number of the specified destination as well as the number of destinations.

5 **<Address Book>**

Specify destinations registered in the Address Book.

6 **<Reset>**

You can collectively restore the default settings.

7 **<Start>**

Use this button to start faxing.

Basic Operations for Sending Faxes

2579-04C

This section describes the basic operation procedure used to fax an original.

> **NOTE**
>
> - You need to complete some procedures before using fax functions. **◯Configuring Initial Settings for Fax Functions(P. 82)**

1 Place the original(s). **◯Placing Originals(P. 133)**

2 Select <Fax> in the Home screen. **◯Home Screen(P. 120)**

- If the login screen appears, specify the user name, the password, and the authentication server. **◯Logging in to Authorized Send(P. 132)**

3 Select <Reset> in the Fax Basic Features screen. **◯Fax Basic Features Screen(P. 219)**

- If the destinations set by the previous user are still selected, this can cause transmission errors. Always reset the settings before sending.

4 Specify the destination.

    ◯Specifying from Address Book
    ◯Specifying from Coded Dial Numbers
    ◯Entering Destinations Directly
    ◯Specifying Destinations in an LDAP Server

Specifying from Address Book

The Address Book enables you to specify a destination by selecting from a list of registered destinations or by searching by name for destinations with recipient names.

> **NOTE**
>
> - You need to register destinations in the Address Book before using this feature. **◯Registering Destinations(P. 181)**

1 Select <Address Book>.

2 **Select an index.** ○**Index(P. 181)**
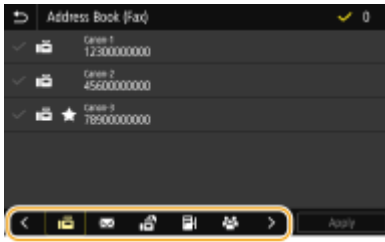
3 **Select the check box for the desired destination, and select <Apply>.**

TIPS

- If a destination is selected from <Address Book> in the Home screen, the Fax Basic Features screen can be displayed while the selected destination remains being specified.

Specifying from Coded Dial Numbers

Three-digit numbers (coded dial numbers) are assigned to addresses in the Address Book. You can specify an address simply by entering its coded dial number.

NOTE

- To use coded dial numbers, the destination must be registered in the Address Book beforehand. ○ **Registering Destinations(P. 181)**

---

1 **Select <Coded Dial> in the <Specify Destination> tab.**

2 **Enter a three-digit number.**

- If you have entered an incorrect value, use [C] to clear it.
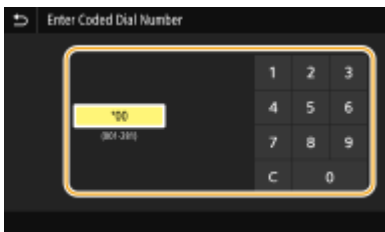
NOTE:

If a confirmation screen appears
- When <Confirm When Coded Dial TX> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the destination name and the number of destinations are

shown.) Check the contents and if everything is correct, select <OK>. To specify a different destination, select <Cancel> and then re-enter the three-digit coded dial number. **Displaying Destinations in Address Book(P. 396)**

Entering Destinations Directly

For a destination that is not registered in the Address Book, specify it by entering a fax number.

1 **Enter the fax number in the <Enter Dest.> tab.**

- If your machine is connected to a PBX (Private Branch Exchange), select <R> before entering the destination. If <R> is not available, you need to register the R-key settings. **<R-Key Setting>(P. 488)**

- If you have entered an incorrect value, use ⊗ to clear it.

> ## NOTE
>
> **Adding a destination**
> - To enter a second or subsequent destination, select <Next Dest.>.
>
> **If a confirmation screen appears**
> - When <Confirm Entered Fax Number> is set to <On>, the input screen reappears so that you can confirm the destination (**Confirming the Entered Fax Number(P. 398)**). Enter the destination again.
>
> **If <R> is not displayed**
> - May not be displayed depending on your country or region.
>
> **Sending a fax abroad**
> - Enter the international access code, the country code, and the fax number to specify the destination. If you are not able to successfully connect to a recipient, select <Pause> and insert a pause between numbers.

Specifying Destinations in an LDAP Server

If your office has an LDAP server installed, you can specify a destination using user information in the server. Access the LDAP server via the machine to search for the appropriate user information and specify it as destination.

> ## NOTE
>
> - You need to specify the settings for connecting to an LDAP server beforehand. **Registering LDAP Servers(P. 67)**

1 **Select <LDAP Server> in the <Specify Destination> tab.**

2 **Select the LDAP server you are using.**

3 **Select conditions for user information to be searched.**

- Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.

4 **Enter the search target character string, and select <Apply>.**

- On how to enter text, see ○**Entering Text(P. 129)** .
- To specify multiple search criteria, repeat steps 3 and 4.

5 **Select <Search Method>.**

6 **Select conditions to display the search result.**

<Using All Conditions Below>
Searches and displays the users that meet all the search criteria specified in steps 3 and 4.

<Using Some Conditions Below>
If users that meet even one of the criteria specified in steps 3 and 4 are found, displays all those users.

7 **Select <Start Search>.**

⇒ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you select <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and select <Apply>. ○**Registering LDAP Servers(P. 67)**

8 **Select the check box for the user that you want to specify as destination, and select <Apply>.**

NOTE:

Adding a destination

● To send a fax to multiple destinations at a time (sequential broadcast), repeat the appropriate steps to enter all destinations.

● You can also recall previously used destinations. ❯**Recalling Previously Used Settings for Sending (Recall Settings)(P. 234)**

■**To delete destinations**

If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Confirm Destination>.

2 Select the check box for the destination to be deleted, and select <Remove from Dest.>.

● If you select the Group Dial check box, you can view the destinations registered in the group by selecting <Details> ▶ <Destination>.

3 Select <Yes>.

5 Specify the scanning settings as necessary.

❯Adjusting Image Quality
❯Scanning 2-Sided Originals

Adjusting Image Quality

You can select the resolution suitable for your original type. The higher the resolution is, the clearer the image becomes, but the longer it takes to send. ❯ **Selecting Resolution(P. 224)**

You can adjust the density of the fax if the text or images in an original are too light or dark. ❯**Adjusting Density(P. 225)**

You can adjust the sharpness of the image. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos. ❯**Adjusting Sharpness(P. 225)**

■ Selecting Resolution

Select <Resolution> in the <TX/RX Settings> tab ▶ Select the resolution

■Adjusting Density

Select <Density> in the <TX/RX Settings> tab ▶ Adjust the density ▶ <Apply>

■Adjusting Sharpness

Select <Sharpness> in the <TX/RX Settings> tab ▶ Adjust the sharpness ▶ <Apply>

Example: If you want to sharpen text and lines written in pencil
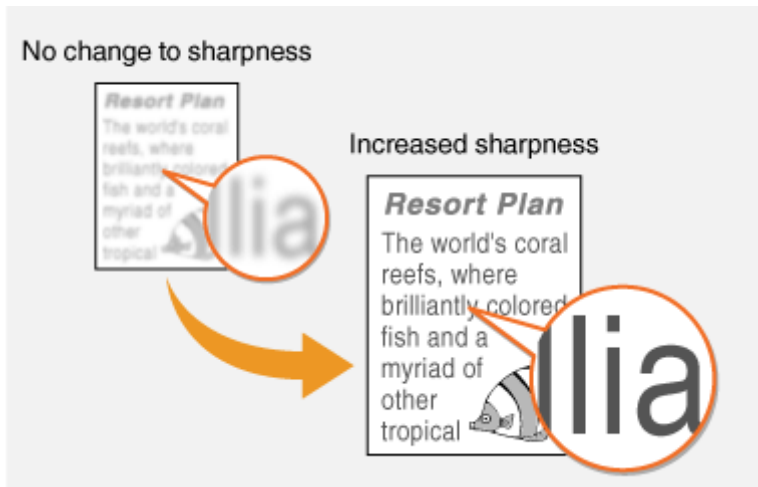
Example: If you want to improve the appearance of magazine photos
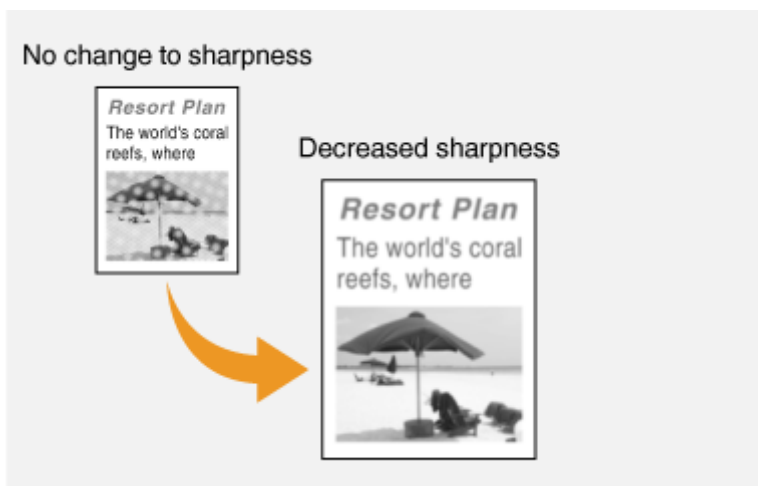
Scanning 2-Sided Originals

The machine can automatically scan the front and back sides of originals in the feeder.

IMPORTANT

● The machine cannot scan both sides of originals automatically when the originals are placed on the platen glass or when the machine is set to Manual Sending.

Select <2-Sided Original> in the <TX/RX Settings> tab ▶ Select <Book Type> or <Calendar Type>
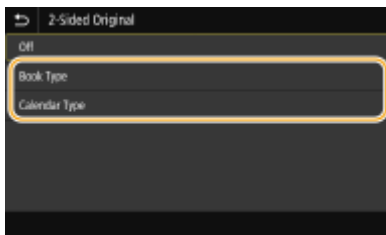
<Book Type>
Select for originals whose images on the front and back sides face the same direction.

<Calendar Type>
Select for originals whose images on the front and back sides face in opposite directions.

6 **Select <Start>.**

● If the <Confirm Destination> screen is displayed, check whether the destination is correct, and then select <Start Scanning>.

➠ Scanning of the original starts.

- If you want to cancel, select <Cancel> ▶ <Yes>. **Canceling Sending Faxes(P. 228)**

■**When placing originals in the feeder in step 1**
When scanning is complete, the faxes are sent.

■**When placing originals on the platen glass in step 1**

When scanning is complete, follow the procedure below.

1 Select the original size.

- When there is only one page to be scanned, proceed to step 3.

2 Place the next original on the platen glass, and select <Scan Next>.

- Repeat this step until you finish scanning all of the pages.

3 Select <Start Sending>.

➟ The faxes are sent.

TIPS

- If you always want to send faxes with the same settings: ▶**Changing the Default Settings for Functions(P. 175)**
- If you want to register a combination of settings to use when needed: ▶**Registering Frequently Used Settings(P. 173)**
- If you want to sound an alarm when the handset is off the hook: ▶**<Off-Hook Alarm>(P. 485)**

LINKS

▶**Canceling Sending Faxes(P. 228)**
▶**Useful Functions When Sending(P. 233)**
▶**Checking Status and Log for Sent and Received Documents(P. 245)**

Canceling Sending Faxes

2579-04E

If you want to cancel sending faxes immediately after selecting <Start>, select <Cancel> on the display or press ⊘ on the operation panel. You can also cancel sending faxes after checking the fax status.

■Select <Cancel> on the screen during fax transmission
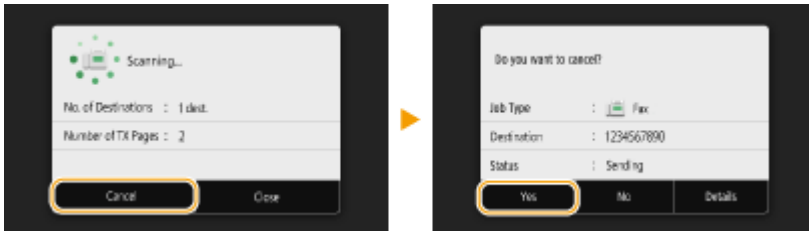
■Press ⊘ to cancel
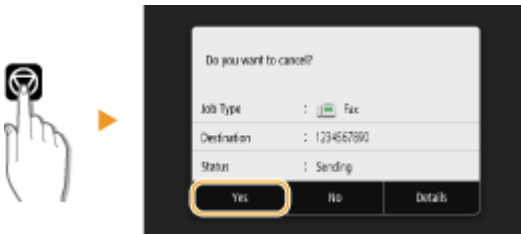
If the screen displays a list of documents when ⊘ is pressed

Originals have been scanned and are waiting to be processed. Select the document to cancel, and select <Cancel> ▶ <Yes>.

■Check the transmission status before canceling

<Status Monitor> ▶ <TX Job> ▶ Select the document in the <TX Job Status> tab ▶ <Cancel> ▶ <Yes>
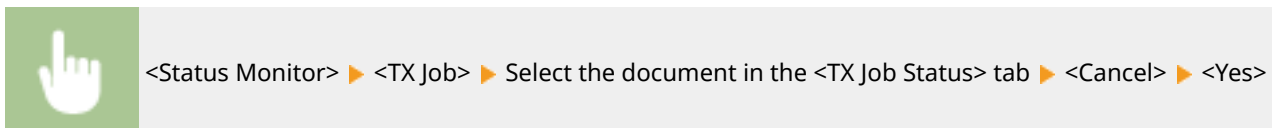
LINKS

◉Basic Operations for Sending Faxes(P. 220)
◉Checking Status and Log for Sent and Received Documents(P. 245)

Receiving Faxes

2579-0FE
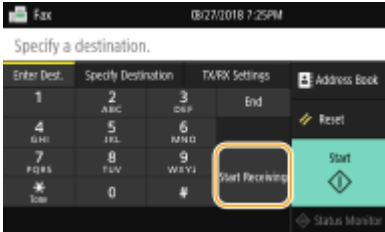
This section describes the methods for receiving faxes and how to set up the machine to receive faxes. You need to complete some procedures for using fax functions before specifying the receiving settings. **Configuring Initial Settings for Fax Functions(P. 82)**

> **NOTE**
>
> ● Some settings may not be displayed depending on your country or region.

■ Methods for Receiving Faxes

The machine provides the following receiving methods. Select the method that best suits your needs and then set it up by following the procedures in **Setting Up the Machine to Receive Faxes(P. 231)** .

<Auto>	**Dedicated to receiving faxes** The machine receives faxes automatically. Even if someone makes a call to you, you cannot talk to the caller.
<Fax/Tel (Auto Switch)>	**When the call is a fax** The machine receives the fax automatically. **When the call is a telephone call** An incoming call rings. Pick up the handset to answer the call. **NOTE:** ● You need to connect your telephone to the machine beforehand.
<Manual>	**When the call is a fax** An incoming call rings. Pick up the handset. If you hear a beep, select 🏠 ▶ <Fax> ▶ <Start Receiving> to receive faxes. **When the call is a telephone call** An incoming call rings. Pick up the handset and start your conversation. **NOTE:** ● You need to connect your telephone/handset to the machine beforehand. ● You can set the machine to automatically receive faxes when an incoming call rings within a specified timeframe. **<Switch to Auto RX>(P. 492)**

\<Answering Machine\>	**When the call is a fax** After an incoming call rings, the machine receives the fax automatically. **When the call is a telephone call** The answering machine activates, enabling the caller to leave a message. If you pick up the handset before the answering machine starts recording a message, you can talk with the caller. **NOTE:** ● You need to connect your answering machine to the machine beforehand. ● Set the answering machine to answer after a few rings. ● We recommend that you add approximately 4 seconds of silence at the beginning of the message or set the maximum recording time to 20 seconds.
\<DRPD: Select Fax\>	If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, this receiving mode is available. This service assigns two or more telephone numbers with distinctive ring patterns to a single telephone line. You can use one of these numbers for faxes and one for telephone calls. When the machine receives a call, it automatically recognizes the ring pattern and your telephone rings differently depending on whether the call is a fax or telephone call. If the ring pattern is for a fax, the machine automatically receives the fax. **NOTE:** ● For more information about this service, contact your telephone company. ● You need to connect your telephone to the machine beforehand.
\<Net Switch\>	The machine distinguishes between fax and telephone calls. This mode is only available for certain countries and requires a subscription to a network switch service. **NOTE:** ● You need to connect your telephone or the handset to the machine beforehand. **Telstra FaxStream. Duet (Only for Australia)** In Australia, Telstra offers the FaxStream. Duet capability. If you subscribe to this service, your line is assigned two numbers: one for fax and one for phone. When the fax number is called, the network sends a specific ringing tone which your machine recognizes and automatically handles as a fax call. If the phone number is called, a different ringing tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the caller's end. Contact Telstra for connection information. ● Triple ring (short-short-short) for fax receiving. Three short rings, at regular intervals. ● Any ring except triple ring (depending on your switchboard) for telephone conversation. **NOTE:** ● You need to subscribe to the FaxStream service beforehand. **Telecom FaxAbility (Only for New Zealand)**

In New Zealand, Telecom N.Z. offers the FaxAbility capability. This service allows you to assign two numbers to your line: one for fax and one for telephone. When the fax number is called, the network sends a specific ring tone which your machine recognizes and automatically handles as a fax call. If the telephone number is called, a different ring tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the caller's end. Contact Telecom for connection information.

NOTE:

- You need to subscribe to the FaxAbilty service beforehand.

NOTE

- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.
- If you are connecting an external telephone with fax functions, set the telephone to not receive faxes automatically.
- If you pick up the telephone handset and hear a beep, the call is a fax. You can receive the fax just by using the telephone to enter a specific ID number. **Using a Telephone to Receive Faxes (Remote Reception)(P. 232)**

■ Setting Up the Machine to Receive Faxes

1 Select <Fax> in the Home screen. **Home Screen(P. 120)**

- When the login screen appears, enter your user name and password and set up the authentication server. **Logging in to Authorized Send(P. 132)**

2 Select <RX Mode> in the <TX/RX Settings> tab of the Fax Basic Features screen. **Fax Basic Features Screen(P. 219)**

3 Select the receiving method.

■ When selecting <Fax/Tel (Auto Switch)>

Specify the following three settings as necessary. When the setting is complete, select <Apply>.
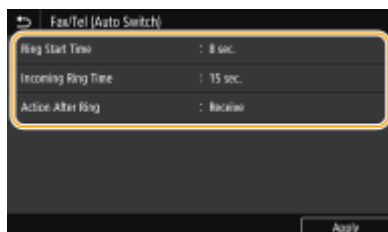
<Ring Start Time>
Enables you to specify the duration during which the machine determines whether an incoming call is a fax or a telephone call.

<Incoming Ring Time>
Enables you to specify the duration during which an incoming call rings for a telephone call.

<Action After Ring>
Enables you to specify how the machine operates if you do not pick up the handset while an incoming call is ringing. Select <End> to disconnect the call or <Receive> to receive an incoming fax.

■**When selecting <DRPD: Select Fax>**
　Select the ring pattern that your telephone company assigned to your fax number.

> **TIPS**
>
> - If you want to print received documents on both sides of paper: ▶**<Print on Both Sides>(P. 491)**
> - If you want to print information, such as reception date and time, at the bottom of received documents: ▶ **<Print RX Page Footer>(P. 493)**

■ Using a Telephone to Receive Faxes (Remote Reception)

When you pick up the telephone and get a fax signal, you do not need to go to the machine to receive the fax. Just enter a specific ID number with the telephone, and you can start receiving the fax.

> **NOTE**
>
> - When the telephone is not directly connected with the machine, the remote reception function is not available.

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

2 **If you hear a beep, enter the ID number for Remote Reception with the telephone.**

- For more information about setting the ID number, see ▶**<Remote RX>(P. 492)** .

3 **Hang up the handset.**

LINKS

▶**Checking Status and Log for Sent and Received Documents(P. 245)**
▶**Various Receiving Methods(P. 240)**

Useful Functions When Sending

2579-04H

This section describes how to forward a fax again to a previously specified destination, how to send a fax after a phone call, and how to save a copy of a fax document.

◉Recalling Previously Used Settings for Sending (Recall Settings)(P. 234)

◉Sending a Fax after a Phone Call (Manual Sending)(P. 237)
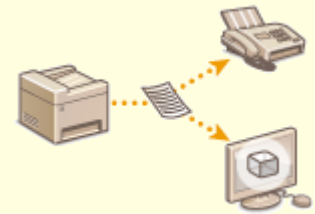
◉Saving a Copy of a Sent Original(P. 239)

Recalling Previously Used Settings for Sending (Recall Settings)

2579-04J

You can recall the destinations specified in the past. When you specify a previously used destination, the machine also sets the same fax settings such as density you used the last time you sent documents to that destination.

IMPORTANT

- When <Restrict Resending from Log> is set to <On>, you cannot use this feature. ❯**Disabling Use of Previously Used Destinations(P. 396)**
- Turning OFF the machine or setting <Restrict New Destinations> to <On> deletes the past destinations, and disables this feature. ❯**Restricting New Destinations that Can Be Specified(P. 396)**
- The destinations in Manual Sending are not available for this feature. ❯**Sending a Fax after a Phone Call (Manual Sending)(P. 237)**

NOTE

- When you specify a destination using this feature, any destinations that you have already specified are deleted.

1 **Place the original(s).** ❯**Placing Originals(P. 133)**

2 **Select <Fax> in the Home screen.** ❯**Home Screen(P. 120)**

- If the login screen appears, specify the user name, the password, and the authentication server. ❯**Logging in to Authorized Send(P. 132)**

3 **Select <Reset> in the Fax Basic Features screen.** ❯**Fax Basic Features Screen(P. 219)**

- If the destinations set by the previous user are still selected, this can cause transmission errors. Always reset the settings before sending.

4 **Select <Recall Settings> in the <Specify Destination> tab.**

5 **Select the destination.**
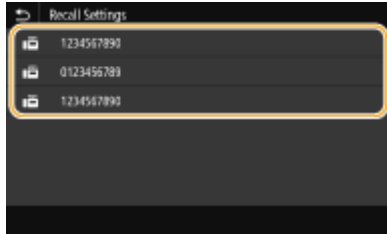
➠ The selected destination and the fax settings used at the time are specified. You can also change the settings before sending.

■To delete destinations

When you transmitted to multiple destinations, you can delete destinations as necessary.

1 Select <Confirm Destination>.

2 Select the check box for the destination to be deleted, and select <Remove from Dest.>.
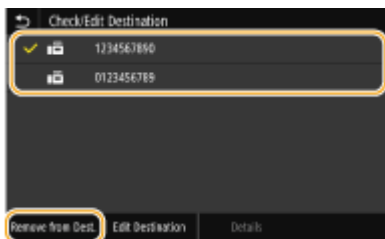
NOTE:

● If you select the Group Dial check box, you can view the destinations registered in the group by selecting <Details> ▶ <Destination>.

3 Select <Yes>.

6 **Specify the scanning settings as necessary.** ❯**Basic Operations for Sending Faxes(P. 220)**

7 **Select <Start>.**

● If the <Confirm Destination> screen is displayed, check whether the destination is correct, and then select <Start Scanning>.

➠ Scanning of the original starts.

● If you want to cancel, select <Cancel> ▶ <Yes>. ❯**Canceling Sending Faxes(P. 228)**

■When placing originals in the feeder in step 1

When scanning is complete, the faxes are sent.

■When placing originals on the platen glass in step 1

When scanning is complete, follow the procedure below.

1 Select the original size.

● When there is only one page to be scanned, proceed to step 3.

2 Place the next original on the platen glass, and select <Scan Next>.

● Repeat this step until you finish scanning all of the pages.

3 Select <Start Sending>.

➠ The faxes are sent.

LINKS

◉Basic Operations for Sending Faxes(P. 220)

Sending a Fax after a Phone Call (Manual Sending)

2579-04K

You can send faxes manually at the end of a phone conversation. When you hear a beep over the phone, it means the recipient is trying to receive your faxes. Select <Start> to send your faxes.

> **NOTE**
>
> - You need to connect your telephone to the machine beforehand.

1 **Place the original(s).** ●**Placing Originals(P. 133)**

- The machine cannot automatically scan both sides of the originals in Manual Sending.
- When the original is placed on the platen glass, only one page can be sent.

2 **Select <Fax> in the Home screen.** ●**Home Screen(P. 120)**

- If the login screen appears, specify the user name, the password, and the authentication server. ●**Logging in to Authorized Send(P. 132)**

3 **Select <Reset> in the Fax Basic Features screen.** ●**Fax Basic Features Screen(P. 219)**

- If the destinations set by the previous user are still selected, this can cause transmission errors. Always reset the settings before sending.

4 **Specify the scanning settings as necessary.** ●**Basic Operations for Sending Faxes(P. 220)**

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

6 **Ask the recipient to set their fax machine to receive your faxes.**

- If you hear a beep, proceed to step 7.

7 **Select <Start>.**

- If you place the original on the platen glass, select the original size.
  ⇒ Scanning of the original starts.
    - If you want to cancel, select <Cancel> ▶ <Yes>. ●**Canceling Sending Faxes(P. 228)**

8 **Hang up the handset.**

LINKS

Saving a Copy of a Sent Original

2579-04L
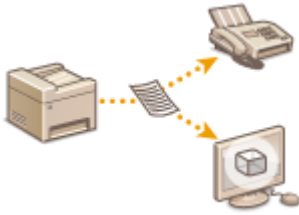
In addition to the address specified when the fax is sent, you can also send faxed documents to a preset storage address for archiving. This is useful for keeping a log of what has been sent. You can specify a fax number, an e-mail address, a shared folder on the computer, an FTP server or an I-Fax as the storage address.

NOTE

- Only destinations in the Address Book can be specified as a storage address. To use the Address Book, the destination must be registered beforehand. ▶**Registering Destinations(P. 181)**

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Archive TX Document> ▶ Select <On> and select <Archive Address> ▶ Select the check box for the target archive destination in the Address Book, and select <Apply> ▶ <Apply> ▶ 🏠

Various Receiving Methods

2579-04R

You can store received faxes in the machine's memory without printing them. You can reduce fax paper waste by checking the detailed information of fax documents and only printing necessary documents.
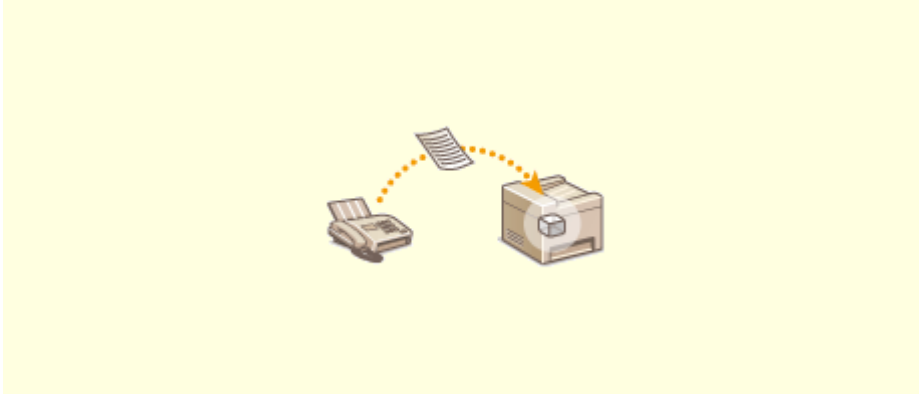
Saving Received Documents into the Machine (Memory Reception)(P. 241)

Saving Received Documents into the Machine (Memory Reception)

2579-04S

You can store received faxes into memory of the machine, and then print them later. This feature can prevent unauthorized persons from seeing confidential documents unintentionally.

○**Storing Documents into Memory(P. 241)**
○**Printing Documents in Memory(P. 241)**
○**Checking/Forwarding/Deleting Documents in Memory(P. 242)**

Storing Documents into Memory

To store received documents into memory, set <Use Memory Lock> to <On>. You can also specify optional settings such as a security setting and a time setting that specifies a period of time during the day in which received documents are stored in memory.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox> ▶ <Fax Memory Lock Settings> ▶ Select <On> in <Use Memory Lock> ▶ Specify each setting ▶ <Apply> ▶ 🏠
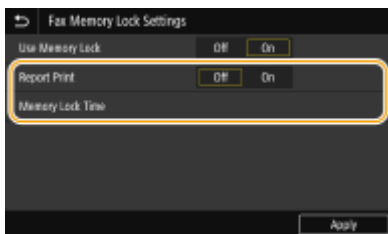
<Report Print>
Enables you to print RX Result reports every time documents are stored into memory. To print reports, select <On>. You also need to set <RX Result Report> to <On>. ○**RX Result Report(P. 623)**

<Memory Lock Time>
Specify a period of time during the day in which received documents are stored in memory. If you do not set a period of time, the machine stores every document into memory when Memory Reception is turned on.

Printing Documents in Memory

To print received documents in memory, set <Use Memory Lock> to <Off>. All the documents in memory are printed.

> **NOTE**
>
> - You cannot select a specific document for printing.
>
> - If a time for the feature to deactivate has been specified, the documents are automatically printed at the specified time.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Common Settings> ▶ <Set Fax/I-Fax Inbox> ▶ <Fax Memory Lock Settings> ▶ Select <Off> in <Use Memory Lock> ▶ <Apply> ▶ 🏠

Checking/Forwarding/Deleting Documents in Memory

You can check an outline of each document stored in memory, including sender fax numbers and number of pages sent. You can also select and forward a document stored in memory, and delete an unnecessary document, if any.

1 **Select <Status Monitor>.**

2 **Select <RX Job>.**

3 **In the <RX Job Status> tab, select the document you want to check/forward/delete.**
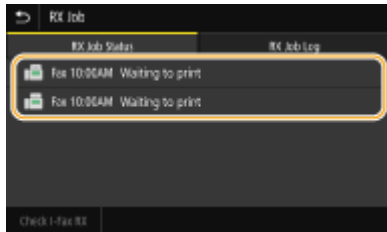
➠ Displays detailed information about the document.

- To forward the document, select <Forward>, and specify the appropriate destination.

- To delete the document, select <Delete> ▶ <Yes>.

LINKS

Receiving Faxes(P. 229)
Checking Status and Log for Sent and Received Documents(P. 245)

Forwarding the Received Documents Automatically

2579-04U

The machine can forward all the received documents to specified destinations. Even if you are out of the office, you can receive fax information anytime, anywhere.

⊙**Specifying Settings for Documents to be Forwarded Automatically(P. 243)**
⊙**Printing Documents to be Forwarded(P. 243)**
⊙**Printing/Resending/Deleting Documents that Failed to be Forwarded(P. 243)**

Specifying Settings for Documents to be Forwarded Automatically

While the Forwarding feature is activated, all the documents to be received are automatically forwarded.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Forwarding Settings> ▶ <Forwarding Function> ▶ Select <On> in <Use Forwarding Function> ▶ <Forwarding Destination> ▶ Select the check box for the target forwarding destination in the Address Book, and select <Apply> ▶ <Apply> ▶ 🏠

Printing Documents to be Forwarded

If you want to check the documents to be forwarded for yourself, you can set the machine to print the documents whenever they are forwarded, or to print only the documents that failed to be forwarded.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Forwarding Settings> ▶ <Print Images> ▶ Select <On> or <Only When Error Occurs> ▶ 🏠

Printing/Resending/Deleting Documents that Failed to be Forwarded

You can store documents that failed to be forwarded in memory, and print, resend, or delete them later.

■ Storing Documents that Failed to be Forwarded in Memory

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Forwarding Settings> ▶ <Store Images in Memory> ▶ <Only When Error Occurs> ▶ 🏠

■ Printing/Resending/Deleting Documents Stored in Memory

1 Select <Status Monitor>.

2 **Select <Fax Forwarding Errors>.**

3 **Select the document you want to print/resend/delete.**
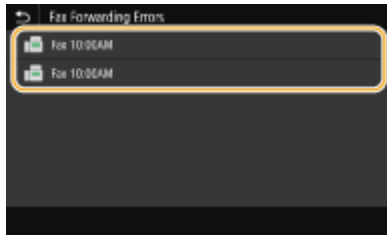
➠ Displays detailed information about the document.

- To print the document, select <Print> ▶ <Yes>.
- To resend the document, select <Forward>, select the check box for the target destination, and then select <Apply>.
- To delete the document, select <Delete> ▶ <Yes>.

LINKS

Receiving Faxes(P. 229)
Checking Status and Log for Sent and Received Documents(P. 245)

Checking Status and Log for Sent and Received Documents

2579-04W

The statuses and communication logs for sent and received fax and I-Fax documents can be checked separately for sending and receiving.

IMPORTANT

- When <Display Job Log> is set to <Off>, you cannot check the communication logs. ▶**<Display Job Log>(P. 501)**

1 Select <Status Monitor>.

2 Select <TX Job> or <RX Job>.

3 Check the statuses and communication logs for sent and received documents.

■ To check the statuses for sent and received documents

1 Select the document whose status you want to check in the <TX Job Status> or <RX Job Status> tab.
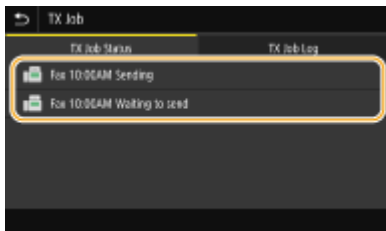
➠ Displays detailed information about the document.

- If you specified multiple destinations, the number of specified destinations is displayed on the screen. To check the details of specified multiple destinations, select <Destination>.

■ To check the communication logs for sent and received documents

1 Select the document whose log you want to check in the <TX Job Log> or <RX Job Log> tab.

- <OK> is displayed when a document was sent or received successfully, and <Error> is displayed when a document failed to be sent or received because it was canceled or there was some error.
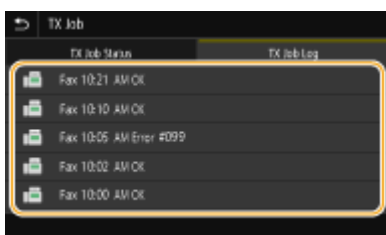
➠ Displays detailed information about the document.

NOTE:

When a three-digit number is shown in the case of <Error>

- This number represents an error code. ◉**Countermeasures for Each Error Code(P. 677)**

LINKS

◉**Basic Operations for Sending Faxes(P. 220)**
◉**Canceling Sending Faxes(P. 228)**
◉**Receiving Faxes(P. 229)**
◉**Sending I-Faxes(P. 251)**
◉**Receiving I-Faxes(P. 258)**
◉**Printing Reports and Lists(P. 621)**

Sending Faxes from Your Computer (PC Fax)

2579-04X

You can send fax documents created on your computer application directly from your computer. This feature eliminates the need to print documents for faxing and saves paper. You need to specify the basic fax settings (○ **Configuring Initial Settings for Fax Functions(P. 82)**) and install the fax driver on your computer. For more information about how to install the fax driver, see the manual for the driver (○**Drivers(P. 758)**).

○**Sending PC Faxes(P. 248)**

NOTE

- Depending on the operating system and the version of the fax driver you are using, the fax driver screens in this manual may differ from your screens.

About the Fax Driver Help

- Clicking [Help] on the fax driver screen displays the Help screen. On this screen you can see information that is not in the Online Manual, including information about driver features such as registering frequently used settings and how to set up those features.

Sending PC Faxes

2579-04Y

IMPORTANT

- When <Allow Fax Driver TX> is set to <Off> on the machine, you cannot send faxes from computers. ⊙ **Restricting Fax Sending from a Computer(P. 398)**

- You need to enable Department ID Management on the fax driver you are using if Department ID Management is enabled on the machine. For more information, click [Help] on the fax driver screen. ⊙ **Setting the Department ID Management(P. 346)**

1 **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.

2 **Select the fax driver for this machine, and click [Print].**

3 **Specify the destination.**

■To specify only one destination

1 Click the [Enter Destination] tab.

2 Set the communication mode and fax number (or URI).

■To specify multiple destinations at once

1 Click the [Select Destination] tab.

2 Click [Add Destination].

3 Set the communication mode and fax number (or URI), and click [OK].

4 Repeat steps 2 and 3 to add concurrent destinations.

- ● You can also add a destination by clicking [Add Next Destination] in step 3.

- ● If you need to specify a number to dial an outside line, select [Detailed Settings] ▶ [Add Outside Dialing Prefix to G3/G4/IP Fax Number] and enter the number in an external line connection number. The specified number is added to the beginning of the fax number when the machine dials.
- ● To make it easier to specify destinations using the Address Book.
- ● Selecting [Store Sent Fax Information and Image] enables you to store the logs for sending documents and check detailed information of a sent document along with its image, including destinations and number of pages. For more information, click [Help] on the fax driver screen.

NOTE:

- ● When the [Confirm Fax Number] or [Confirm URI] field is active, also enter the appropriate number in the field. The setting of whether to confirm entered numbers can be changed in the fax driver screen. For more information, click [Help] on the fax driver screen.

4 **Click [Send] to send the document.**

Using Internet Fax (I-Fax)

2579-050

The Internet Fax (I-Fax) function allows you to send and receive faxes over the Internet. Originals are sent attached as TIFF images files to e-mail. Since a telephone connection is not used, you can send faxes to distant locations and send documents with many pages without worrying about communications charges. Some advance preparation is required, such as specifying the mail server settings. **Procedure for Setting to Send E-Mail/Send and Receive I-Fax(P. 90)**

Sending I-Faxes(P. 251)
Receiving I-Faxes(P. 258)

Sending I-Faxes

To send a fax to a computer or another I-Fax-compatible device, specify an e-mail address instead of a fax number as the destination. If you send an I-Fax to a computer, it is sent as an e-mail attachment in TIFF format. And in the same way as when you send e-mail to a computer, you can specify multiple destinations and specify Cc and Bcc destinations.

1 **Place the original(s). ❯Placing Originals(P. 133)**

2 **Select <Scan> in the Home screen. ❯Home Screen(P. 120)**

- If the login screen appears, specify the user name, the password, and the authentication server. ❯**Logging in to Authorized Send(P. 132)**

3 **Select <I-Fax> in the Scan Basic Features screen. ❯Scan Basic Features Screen(P. 283)**

4 **Specify the destination.**

❯Specifying from Address Book
❯Specifying from Coded Dial Numbers
❯Entering Destinations Directly
❯Specifying Destinations in an LDAP Server

Specifying from Address Book

The Address Book enables you to specify a destination by selecting from a list of registered destinations or by searching by name for destinations with recipient names.

> **NOTE**
>
> - You need to register destinations in the Address Book before using this feature. ❯**Registering Destinations(P. 181)**

1 **Select <Address Book> in the <Specify Destination> tab.**

2 **Select <To>.**

3 **Select an index. ❯Index(P. 181)**

4 Select the check box for the desired destination, and select <Apply>.

TIPS

- If a destination is selected from <Address Book> in the Home screen, the Basic Features screen for I-Fax sending can be displayed while the selected destination remains being specified.

Specifying from Coded Dial Numbers

Three-digit numbers (coded dial numbers) are assigned to addresses in the Address Book. You can specify an address simply by entering its coded dial number.

NOTE

- To use coded dial numbers, the destination must be registered in the Address Book beforehand. ○ **Registering Destinations(P. 181)**

1 Select <Coded Dial> in the <Specify Destination> tab.

2 Select <To>.

3 Enter a three-digit number.

- If you have entered an incorrect value, use ⬚ to clear it.

NOTE:

If a confirmation screen appears

● When <Confirm When Coded Dial TX> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the destination name and the number of destinations are shown.) Check the contents and if everything is correct, select <OK>. To specify a different destination, select <Cancel> and then re-enter the three-digit coded dial number. **○Displaying Destinations in Address Book(P. 396)**

Entering Destinations Directly

For a destination that is not registered in the Address Book, specify it by entering an I-Fax address.

1 **Select <Use Keyboard> in the <Specify Destination> tab.**

2 **Enter the I-Fax address, and select <Apply>.**

● On how to enter text, see **○Entering Text(P. 129)** .

Specifying Destinations in an LDAP Server

If your office has an LDAP server installed, you can specify a destination using user information in the server. Access the LDAP server via the machine to search for the appropriate user information and specify it as destination.

NOTE

● You need to specify the settings for connecting to an LDAP server beforehand. **○Registering LDAP Servers(P. 67)**

1 **Select <LDAP Server> in the <Specify Destination> tab.**

2 **Select the LDAP server you are using.**

3 **Select conditions for user information to be searched.**

● Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.

4 **Enter the search target character string, and select <Apply>.**

- On how to enter text, see ○**Entering Text(P. 129)** .
- To specify multiple search criteria, repeat steps 3 and 4.

5 **Select <Search Method>.**

6 **Select conditions to display the search result.**

<Using All Conditions Below>
Searches and displays the users that meet all the search criteria specified in steps 3 and 4.

<Using Some Conditions Below>
If users that meet even one of the criteria specified in steps 3 and 4 are found, displays all those users.

7 **Select <Start Search>.**

⇒ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you select <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and select <Apply>. ○**Registering LDAP Servers(P. 67)**

8 **Select the check box for the user that you want to specify as destination, and select <Apply>.**

NOTE:

If a screen on which a destination is already specified appears

- You can only send to your own e-mail address. To send to other destinations, you must configure the send function authentication settings so that e-mail transmission is not restricted. Contact your administrator for details. ○**LDAP Server Authentication(P. 354)** .

Specifying destinations from the transmission records

- You can also recall previously used destinations. ○**Recalling Previously Used Settings for Sending/ Saving (Recall Settings)(P. 313)**

5 **Specify multiple destinations, including Cc/Bcc destinations, as necessary.**

- Select the method used to specify destinations in the <Specify Destination> tab, and then specify the destination.

- If you selected <LDAP Server> or <Specify Myself as Destination>, the destination is specified in the <To> field.

- <Cc> and <Bcc> addresses can only be selected using <Address Book> or <Coded Dial>.

■To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Confirm Destination>.

2 Select the check box for the destination to be deleted, and select <Remove from Dest.>.

- If you select the Group check box, you can view the destinations registered in the group by selecting <Details> ▶ <Destination>.

3 Select <Yes>.

6 Specify the scanning settings as necessary.

- For more information about each setting, see ○**Sending Data by E-Mail/Saving Data to a Shared Folder or FTP Server(P. 293)** or ○**Scanning Clearly(P. 305)** .

7 Specify the subject, message, and reply-to address for the e-mail as necessary.
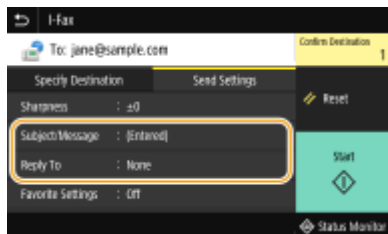
■To specify subject/message

1 **Select <Subject/Message> in the <Send Settings> tab.**

2 **Select <Subject>**

3 **Enter the subject, and select <Apply>.**

4 **Select <Message>.**

5 **Enter the message, and select <Apply>.**

6 **Select <Apply>.**

■To specify reply-to address

Specify the reply-to address when you want to notify the recipient of an e-mail address different from that of the machine as the reply-to address. Select the target reply-to address from the destinations registered in the

Address Book, and specify it. If the destination has not been registered in the Address Book, see ◐ **Registering Destinations(P. 181)** .

1 **Select <Reply To> in the <Send Settings> tab.**

2 **Select <Specify from Address Book>.**

3 **Select the check box for the desired reply-to address, and select <Apply>.**

> **NOTE:**
>
> ● The reply-to address that can be specified is always one of the e-mail addresses registered in the Address Book.

8 Select <Start>.

● If the <Confirm Destination> screen is displayed, check whether the destination is correct, and then select <Start Scanning>.

➠ Scanning of the original starts.

   ● If you want to cancel, select <Cancel> ▸ <Yes>. ◐**Canceling Sending Faxes(P. 228)**

■**When placing originals in the feeder in step 1**
When scanning is complete, the I-Faxes are sent.

■**When placing originals on the platen glass in step 1**

When scanning is complete, follow the procedure below.

1 **If there are additional pages of originals to be scanned, place the next original on the platen glass, and select <Scan Next>.**

   ● Repeat this step until you finish scanning all of the pages.

   ● When there is only one page to be scanned, proceed to the next step.

2 **Select <Start Sending>.**

➠ The I-Faxes are sent.

> **NOTE:**
>
> **If the <SMTP Authentication> screen appears**
>
> ● Enter the user name and password, and select <Apply>.

If a Send Error Occurs

Error notifications are sometimes sent to the e-mail address set to the machine. If you leave it as-is, it may result in an insufficient remaining capacity of mailbox depending on your mail server. It is recommended that you clear the mailbox periodically.

■**To clear the mailbox**

> **IMPORTANT:**
>
> ● When the mailbox is cleared, all e-mail in the server mailbox is deleted. When you specify the e-mail account that you use usually, you should first check whether any e-mail in the mailbox needs to be kept.

1 Start the Remote UI and log in to System Manager Mode. ◐**Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. ❍**Remote UI Screen(P. 409)**

3 Select [TX Settings] ▶ [Network Settings - E-Mail/I-Fax Settings].

4 Click [Clear] in [Clear Mail Box].

5 Read the message that is displayed, and click [OK].

　⇒ E-mail is deleted from the mailbox.

TIPS

- If you always want to send with the same settings: ❍**Changing the Default Settings for Functions(P. 175)**
- If you want to register a combination of settings to use when needed: ❍**Registering Frequently Used Settings(P. 173)**
- If you want to specify the I-Fax sender name: ❍**<Register Unit Name>(P. 484)**

LINKS

❍**Checking Status and Log for Sent and Received Documents(P. 245)**

Receiving I-Faxes

2579-0FF

■ When an I-Fax Arrives

When an I-Fax arrives, the Data indicator on the operation panel blinks. After the I-Fax is completely received, the document is printed out automatically and the indicator goes out.

> **NOTE**
>
> - To cancel reception, select <Status Monitor> ▶ <RX Job> ▶ select a document in the <RX Job Status> tab ▶ <Delete> ▶ <Yes>.

■ Receiving I-Faxes Manually

If you want to connect to the server before receiving I-Faxes automatically, or if you want to configure the machine so that it does not receive I-Faxes automatically, use the method below to receive I-Faxes manually. If there is a document on the server, printing begins.

<Status Monitor> ▶ <RX Job> ▶ <Check I-Fax RX>

■ Printout Paper

Regardless of the received document size, incoming I-Faxes are printed at the size specified in <RX Print Size>. **<RX Print Size>(P. 490)**

> **NOTE**
>
> - If paper of the size specified in <RX Print Size> is not loaded in the paper drawer, the <No Paper> error message is displayed. **Countermeasures for Each Message(P. 656)**

> **TIPS**
>
> - If you want to print received documents on both sides of paper: **<Print on Both Sides>(P. 490)**

LINKS

Checking Status and Log for Sent and Received Documents(P. 245)

Printing

Printing

2579-053

There are many ways to use the machine as a printer. You can print documents on your computer by using the printer driver or print image files from a USB memory device. Make full use of the print functions to suit your needs.

■Printing from a Computer

You can print a document made on your computer by using the printer driver.
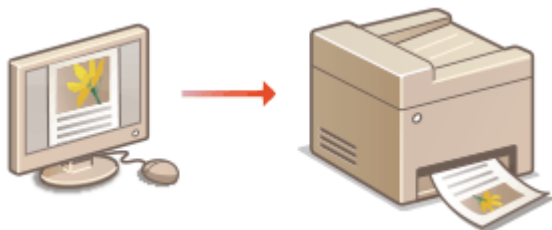
❍**Printing from a Computer(P. 261)**

■Useful Functions When Printing

You can assign a PIN to the print data to enhance security or directly print files stored in a USB memory device.

❍**Various Printing Methods(P. 267)**

Printing from Mobile Devices

● Linking mobile devices such as smartphones or tablets to this machine provides a quick and easy way to print photos and web pages.
❍**Linking with Mobile Devices(P. 328)**

Printing from a Computer

2579-054

You can print a document made with an application on your computer by using the printer driver. There are useful settings on the printer driver, such as enlarging/reducing and 2-sided printing, that enable you to print your documents in various ways. Before you can use this function, you need to complete some procedures, such as installing the printer driver on your computer. For more see the manual for the driver (○**Drivers(P. 758)**).
.
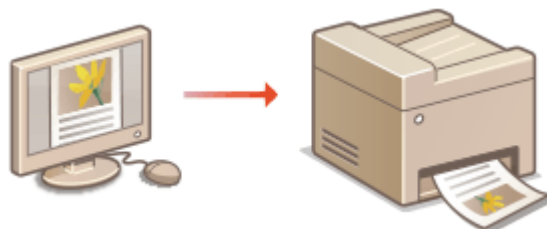
○**About the Printer Driver Help(P. 261)**
○**To Use the Optional Items(P. 261)**
○**Basic Printing Operations(P. 261)**

About the Printer Driver Help

Clicking [Help] on the printer driver screen displays the Help screen. On this screen, you can see the detailed descriptions that are not in the Online Manual.

To Use the Optional Items

If the optional cassette feeding unit is attached to the machine, the following setting in the printer driver may be required.

IMPORTANT

- To perform the following procedure, log in to your computer with an administrator account.

Open the printer folder (Displaying the Printer Folder) ▶ Right-click the printer driver icon for this machine ▶ [Preferences] or [Properties] ▶ [Device Settings] tab ▶ [Paper Source] ▶ [Optional Drawer/Cassette] ▶ [2-Cassette Feeding Unit] ▶ [OK]

Basic Printing Operations

This section describes how to print a document on your computer by using the printer driver.

NOTE

Paper settings on the machine

- Normally, it is necessary to specify the paper size and type for the paper loaded in each paper source before proceeding to printing.

1 **Open a document in an application and display the print dialog box.**

2 **Select the printer driver for this machine, and click [Preferences] or [Properties].**

3 **Specify the print settings as necessary, and click [OK].**

- Switch the tab according to the settings.
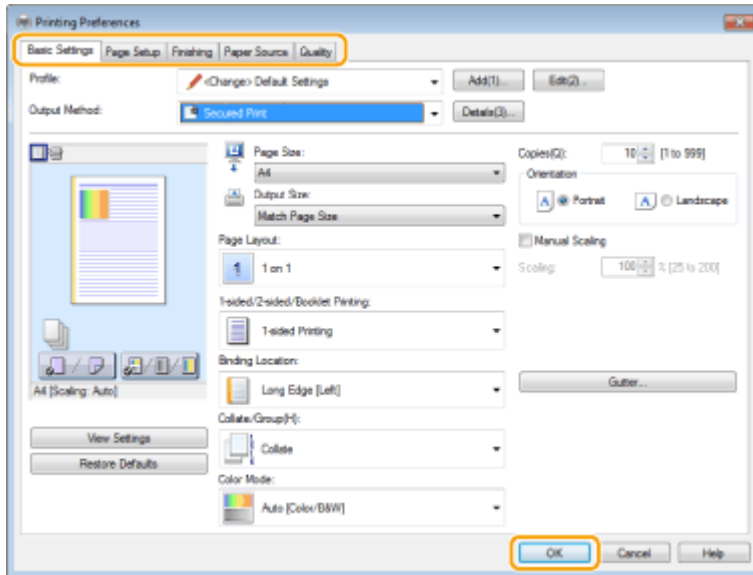
4 **Click [Print] or [OK].**

➠ Printing starts.

- If you want to cancel printing, see ◉**Canceling Prints(P. 263)** .

LINKS

◉**Checking the Printing Status and Log(P. 265)**

Canceling Prints

2579-055

You can cancel printing from your computer or on the operation panel of the machine.

◉**From a Computer(P. 263)**
◉**From the Operation Panel(P. 264)**

From a Computer

You can cancel printing from the printer icon displayed on the system tray on the desktop.

1 **Double-click the printer icon.**

NOTE:

When the printer icon is not displayed

- Open the printer folder (◉**Displaying the Printer Folder(P. 739)**), right-click the printer driver icon for this machine, and click [See what's printing] (or double-click the icon of the printer driver for this machine).

2 **Select the document you want to cancel, and click [Document] ▶ [Cancel].**
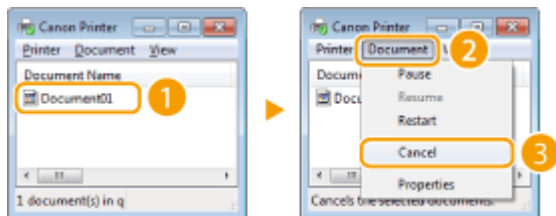
3 **Click [Yes].**

⮑ Printing of the selected document is canceled.

NOTE

- Several pages may be output after you cancel printing.

TIPS

Canceling from the Remote UI

- You can cancel printing from the [Job Status] page on the Remote UI: ◉**Checking Current Status of Print Documents(P. 411)**

Canceling from an application

- On some applications, a screen like shown below appears. You can cancel printing by clicking [Cancel].
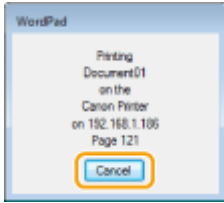
From the Operation Panel

Cancel printing using ⊘ or <Status Monitor>.

■ Press ⊘ to Cancel
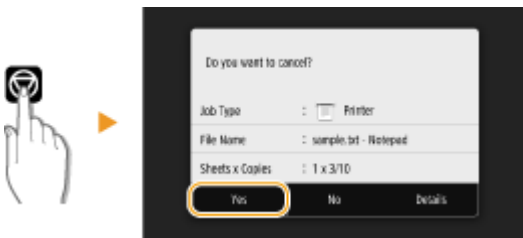
If the Screen Displays a List of Documents When ⊘ is Pressed

Select the document you want to cancel, and select <Cancel> ▶ <Yes>.

■ Check the Print Job Status Before Canceling

<Status Monitor> ▶ <Copy/Print Job> ▶ Select the document in the <Copy/Print Job Status> tab ▶ <Cancel> ▶ <Yes>

NOTE

- Several pages may be output after you cancel printing.

LINKS

Basic Printing Operations(P. 261)
Checking the Printing Status and Log(P. 265)

Checking the Printing Status and Log

2579-056

You can check the current print statuses and the logs for printed documents.

IMPORTANT

- When <Display Job Log> is set to <Off>, you cannot check the print logs. **<Display Job Log>(P. 501)**

Useful in the Following Cases

- When your documents are not printed for a long time, you may want to see the waiting list of the documents waiting to be printed.
- When you cannot find your printouts that you thought had been printed, you may want to see whether an error has occurred.

1 Select <Status Monitor>.

2 Select <Copy/Print Job>.

3 Check the print statuses and logs.

■To check the print statuses

1 Select the document whose status you want to check in the <Copy/Print Job Status> tab.
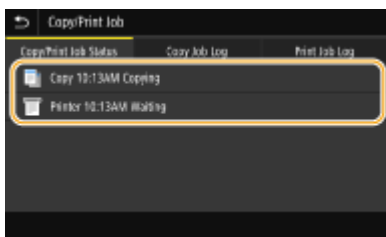
➠ Displays detailed information about the document.

■To check the print logs

1 Select the document whose log you want to check in the <Print Job Log> tab.

- <OK> is displayed when a document was printed successfully, and <Error #> is displayed when a document failed to be printed because it was canceled or there was some error.
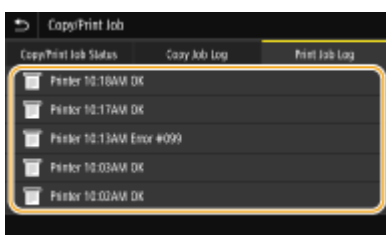
➠ Displays detailed information about the document.

- The displayed document name or user name may not reflect the actual document or user name.

NOTE:

When a three-digit number is shown in the case of <Error #>

- This number represents an error code. ❯**Countermeasures for Each Error Code(P. 677)**

LINKS

❯**Basic Printing Operations(P. 261)**
❯**Canceling Prints(P. 263)**

Various Printing Methods

This section describes how to print a document by adding a PIN, and how to print a file stored on a USB memory device without using the printer driver.
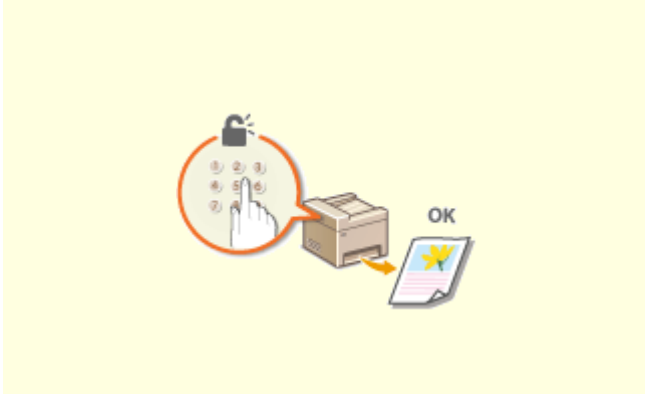
❯Printing a Document Secured by a PIN (Secure Print)(P. 268)
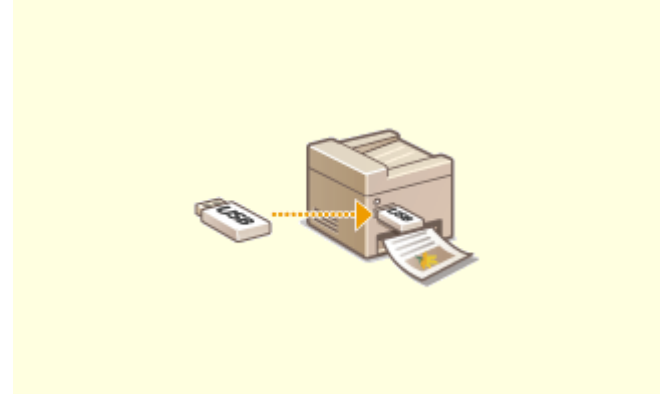
❯Printing from a USB Memory Device (Memory Media Print)(P. 272)

Printing a Document Secured by a PIN (Secure Print)

2579-058

By setting a PIN to a document when printing from a computer, the document is held in the memory of the machine, and is not printed until the correct PIN is entered on the operation panel of the machine. This function is called "Secure Print," and the document that is protected by a PIN is called a "secured document." Using Secure Print keeps printouts of confidential documents from being left unattended.
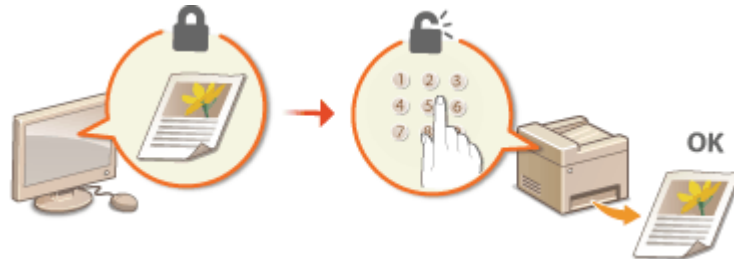
○**Printing via Secure Print(P. 269)**

Printing via Secure Print

2579-059

This section describes how to print a document from an application as a secured document. The first part of this section describes how to send a secured document to the machine, and the second part of this section describes how to print the secured document on the machine.

◉Sending a Secured Document from a Computer to the Machine(P. 269)
◉Printing Out Secured Documents(P. 270)
◉Changing the Valid Time Period for Secured Documents(P. 271)

Sending a Secured Document from a Computer to the Machine

1 **Open a document in an application and display the print dialog box.**

2 **Select the printer driver for this machine, and click [Preferences] or [Properties].**

3 **Select [Secure Print] in [Output Method].**

➠ The [Information] pop-up screen is displayed. Check the message, and click [Yes] or [No].

4 **Specify the print settings as necessary, and click [OK].**

● Switch the tab according to the settings.
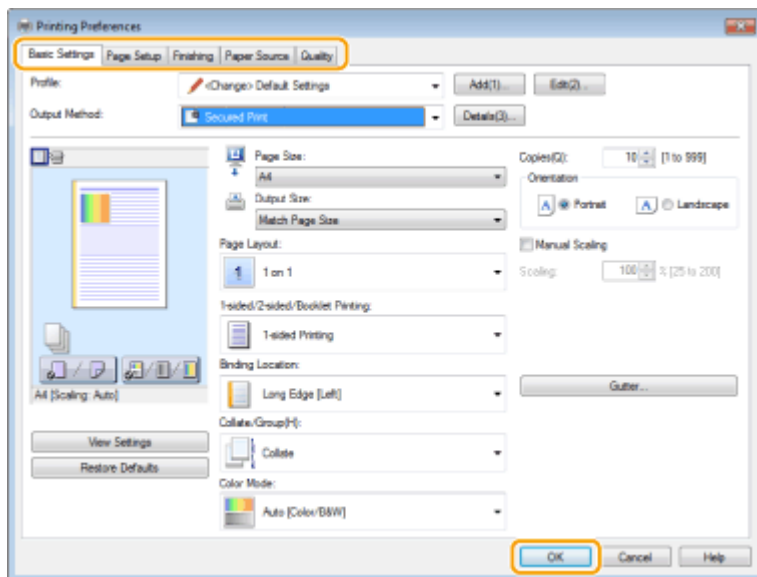
5 **Click [Print] or [OK].**

➠ After the secured document is sent to the machine, it is held in the memory of the machine waiting to be printed.

Printing Out Secured Documents

Prints secured documents sent to the machine. After a valid time period (⬤**Changing the Valid Time Period for Secured Documents(P. 271)**) has elapsed, the secured document will be deleted from the memory of the machine and can no longer be printed.

NOTE

● If secured documents are left unprinted, they occupy the memory and may prevent the machine from printing even ordinary (not secured) documents. Make sure that you print your secured documents as soon as you can.

● You can check how much memory is being used for secured documents.
  <Status Monitor> ▶ <Device Information> ▶ <Secure Print Memory Usage>

1 **Select <Secure Print> in the Home screen.** ⬤**Home Screen(P. 120)**

NOTE:

● You cannot proceed to the next step if the <Remote Scanner> screen shown below is displayed. In this case, select ⬅ to close the screen, and select <Secure Print>.
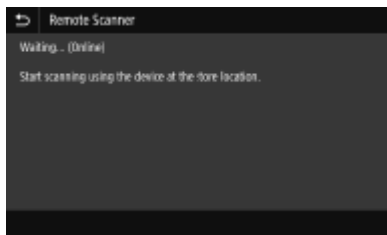
2 **Select the check box for the secured document to print, and select <Start>.**

● You can select multiple documents that have the same PIN.

NOTE:

If a screen for user selection is displayed

● If secured documents from two or more users are stored in memory, the screen for user selection is displayed prior to the screen for file selection. Select your user name.

Deleting a secured document

● You can collectively delete multiple documents. Select the check box for the secured document to delete, and select <Delete> ▶ <Yes>.

3 **Enter the PIN, and select <Apply>.**

● When you select multiple documents with different PINs in step 2, a message is displayed. Select the secured documents again in step 2.

➡ Printing starts.

  ● If you want to cancel printing, select <Cancel> ▶ <Yes>.

Changing the Valid Time Period for Secured Documents

You can change the valid time period from the time secured document data is sent to the machine until the time it is deleted within a certain period of time.

1 **Select <Menu> in the Home screen. ▶Home Screen(P. 120)**

2 **Select <Function Settings>.**

3 **Select <Secure Print>.**

- If the login screen appears, enter the correct ID and PIN. ▶**Logging in to the Machine(P. 131)**

4 **Select <Secure Print Deletion Time>.**

> **NOTE:**
>
> **When <Secure Print Deletion Time> cannot be selected**
>
> - Set <Use Secure Print> to <On>.
>
> **Disabling Secure Print**
>
> - Set <Use Secure Print> to <Off>, and then restart the machine.

5 **Specify how long the machine holds secured documents, and select <Apply>.**

- The secured document is deleted from the memory of the machine unless it is printed before the time specified here elapses.

6 **Select <Apply>.**

7 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

▶**Checking the Printing Status and Log(P. 265)**
▶**Restricting Printing from a Computer(P. 400)**

Printing from a USB Memory Device (Memory Media Print)

2579-05A

You can print files directly by connecting a USB memory device to the machine. Using this function, you can print without using a computer. For more information about the available USB memory devices and how to insert/remove the USB memory device, see **Insert a USB Memory Device(P. 105)** .
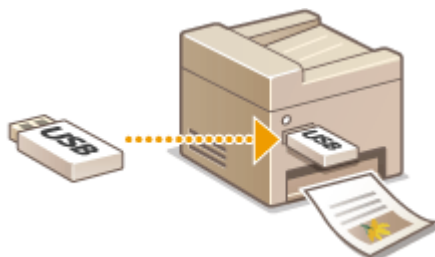
1 **Select <Memory Media Print> in the Home screen.** **Home Screen(P. 120)**

2 **Select the check box for the file to print.**

● You can select multiple files.
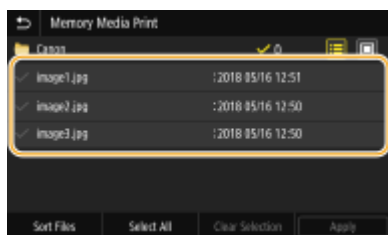
● To clear a selection, select the file you have selected ( ) again.

● Selecting a folder displays its contents. To return to the folder in the upper level, select .

> **NOTE:**
>
> ● Folders and files in a level deeper than the fifth directory are not displayed.
>
> ● When you move to another folder, the previous file selections will be cleared.

■To select all files

1 Select <Select All>.

● To clear all selections, select <Clear Selection>.

2 If file types are mixed, select <JPEG/TIFF Files> or <PDF Files>.

■To change the file display method

You can select the file display method from "Preview"/"Details."

Preview   **Details**
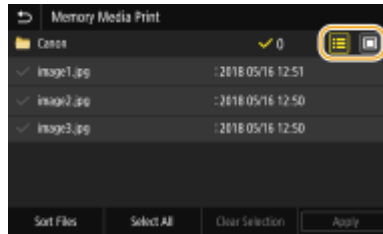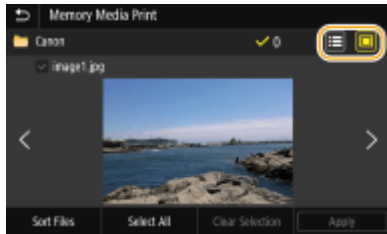
NOTE:

- You cannot view the contents of a PDF file.
- You can specify the file display method used to display the <Memory Media Print> screen. ▶**<Default Display Settings>(P. 494)**

■**To change the file sort order**

You can change the sort order of the files in a USB memory device.

NOTE:

- You can specify a sort setting such as <Name (Ascending)> or <Date/Time (Ascending)> as the default setting for the file sort order. ▶**<File Sort Default Settings>(P. 494)**

1 Select <Sort Files>.

2 Select the criteria for file sorting.

NOTE:

- When you select <Date/Time (Ascending)> or <Date/Time (Descending)>, files are sorted based on the modification dates and time of the files.

3 Select <Apply>.

4 Specify the print settings as necessary.

- You can select <Reset> to restore all the default print settings.

<Paper>
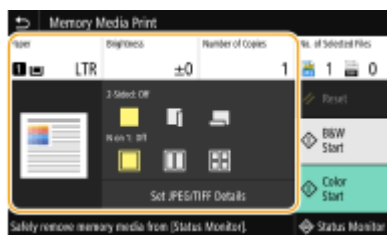
Select the paper source that contains the paper to use for printing.
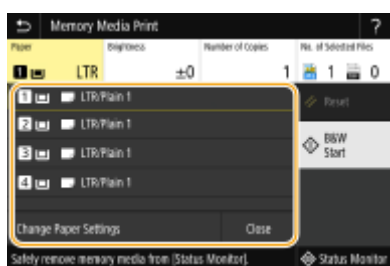
	Uses the paper that is loaded in the multi-purpose tray to print files.
⊡, ⊡	Uses the paper that is loaded in the paper drawer (Drawer 1, 2) of the machine to print files.
⊡, ⊡	Uses the paper that is loaded in the optional cassette feeding unit (Drawer 3, 4) to make copies.

NOTE:

- When specifying other print settings, select <Close>.

<Brightness>

You can adjust the brightness of images.
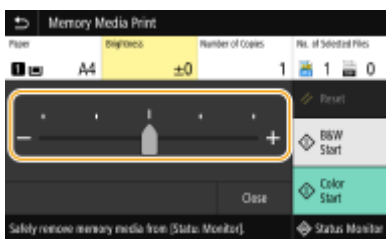
NOTE:

- When specifying other print settings, select <Close>.

<Number of Copies>

Enter the number of copies.

NOTE:

- When specifying other print settings, select <Close>.

<2-Sided>

You can select 1-sided printing or 2-sided printing.
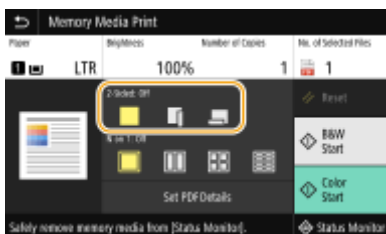
	Prints on one side of paper.
	Prints on both sides of paper in such a way that the printed pages are opened horizontally when bound.

	Prints on both sides of paper in such a way that the printed pages are opened vertically when bound.

NOTE:

- <2-Sided> may not be available with some sizes or types of paper. **Available Paper(P. 726)**

<N on 1>

- <N on 1> is not available for printing TIFF files.

You can select an "N on 1" pattern to print multiple pages of image data on one side of a sheet of paper.

	Does not apply N on 1.
	Prints two pages of image data on one side of a sheet of paper.
	Prints four pages of image data on one side of a sheet of paper.
(PDF only)	Prints eight pages of image data on one side of a sheet of paper.

NOTE:

- For a PDF file, you can print 9 or 16 pages of image data on one side of a sheet of paper by using <N on 1> under <Set PDF Details>.

<Set JPEG/TIFF Details>

You can change the print settings for JPEG and TIFF images.
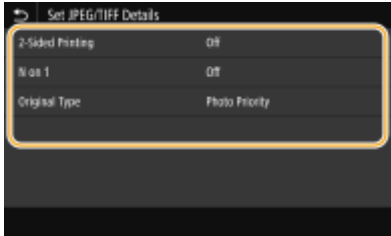
<2-Sided Printing>

You can make 2-sided printouts. Select the binding position.

<N on 1> (JPEG files only)

Prints data for multiple pages of image data on the same side of a sheet of paper. You can specify the number of pages to print on one side of a sheet of paper. For example, to print four pages on one side of a sheet of paper, select <4 on 1>.

<Original Type>

You can select the type of original depending on the image to print.
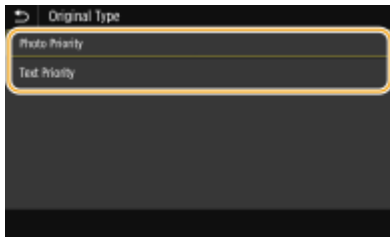
<Photo Priority>
Gives priority to printing photo images smoothly.
<Text Priority>
Gives priority to printing text clearly.

<Set PDF Details>

You can change the print settings for PDFs.
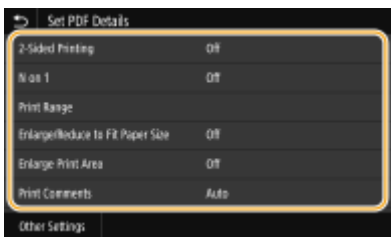
<2-Sided Printing>

You can make 2-sided printouts. Select the binding position.

<N on 1>

Prints data for multiple pages of image data on the same side of a sheet of paper. You can specify the number of pages to print on one side of a sheet of paper. For example, to print four pages on one side of a sheet of paper, select <4 on 1>.

<Print Range>

Specify pages you want to print.

<All Pages>
Prints all pages.
<Specified Pages>
Specify the range of pages you want to print. Enter the desired value in each of <Start Page> and <End Page>, and select <Apply>.

IMPORTANT:

- When the specified page range does not match any of the pages of the PDF file, printing is not performed.

<Enlarge/Reduce to Fit Paper Size>

Specify whether to enlarge or reduce the original according to the print range of paper. Note that size enlargement/reduction will not affect the aspect ratio of the original.

<Enlarge Print Area>

Specify whether to extend the print range to the paper size.

NOTE:

- If you set to <On>, part of print data may not be printed in edge areas or paper may be partly smudged depending on the document.

<Print Comments>

This setting specifies whether to print annotations in the PDF file.
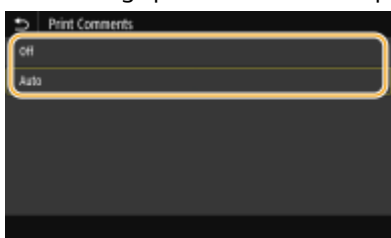
<Off>
Prints no annotations.
<Auto>
Prints only those annotations that are specified to be printed in the PDF file.

<Password to Open Document>

You can print password protected PDF files by entering the password required to open them. Enter the password, and select <Apply>.

<Other Settings>

<Pure Black Text>

You can print black text of which color information is "R=G=B=0%," "C=M=Y=100%," or "C=M=Y=0%/K=100%," using only the K (black) ink. See ▶**<Pure Black Text>(P. 478)** for the description of the setting.

<RGB Source Profile>
Select the source profile for color matching to print RGB data, according to the monitor you are using. See ▶**<RGB Source Profile>(P. 478)** for the description of the setting.

<CMYK Simulation Profile>
This setting allows you to specify the simulation target to print the CMYK (Cyan Magenta Yellow blacK) data. The machine converts CMYK data into a device dependent CMYK color model based on this simulation. See ▶**<CMYK Simulation Profile>(P. 478)** for the description of the setting.

<Use Grayscale Profile>
Specify whether to convert gray data to CMYK (cyan, magenta, yellow, and black) data using the grayscale profile of the machine. See ▶**<Use Grayscale Profile>(P. 479)** for the description of the setting.

<Output Profile>
Select the appropriate profile for print data. See ▶**<Output Profile>(P. 479)** for the description of the setting.

<Matching Method>
Select the element to be prioritized when making color adjustment in <RGB Source Profile>. See ▶**<Matching Method>(P. 480)** for the description of the setting.

<Grayscale Conversion>
Specify the way of printing color data in black and white. See ▶**<Grayscale Conversion>(P. 481)** for the description of the setting.

<Print Quality>

<Ink Saving>

Selecting <On> prints in ink saving mode. Select <On> when you want to check the layout or other appearance characteristics before proceeding to final printing of a large job. See ▶**<Ink Saving>(P. 463)** for the description of the setting.

<Resolution>

Specify the resolution to process print data. See ▶**<Resolution>(P. 463)** for the description of the setting.

<Super Smooth>

Prints white text and lines on a black background clearly. See ▶**<Super Smooth>(P. 463)** for the description of the setting.

<Sharpen Text>

Prints white text and lines on a black background clearly. See ▶**<Sharpen Text>(P. 464)** for the description of the setting.

<Increase Line Density>

Makes pale-colored thin lines and text easier to see. Set this when gray lines are interrupted. See ▶**<Increase Line Density>(P. 464)** for the description of the setting.

<Line Control>

Specify the processing method used to reproduce lines. See ▶**<Line Control>(P. 464)** for the description of the setting.

<Width Adjustment>

Configure a setting to print text or fine lines in bold. See ▶**<Width Adjustment>(P. 464)** for the description of the setting.

5 Select <Start>.

� Black and white printing starts by selecting <B&W>, and color printing by selecting <Color>.

- If you want to cancel printing, select <Cancel> ▶ <Yes>.

TIPS

- If you always want to print with the same settings: ▶**Memory Media Print(P. 175)**

LINKS

▶**<Store/Access Files>(P. 494)**

Scanning

Scanning

2579-05C

You can scan original documents by using the operation panel of the machine or an application on a computer. Whichever way you use, the scanned originals are converted into electronic file formats such as PDFs. Use the scan function to convert large-volume paper documents into files so that you can organize them easily.

> ## NOTE
>
> - To use this machine as a scanner, you must complete preparations in advance, including installation of software to a computer. For more information, see the manuals for the drivers or software (● **Drivers(P. 758)**). To connect the machine to your computer via a network, you must register the machine to the installed software. ●**Preparing to Use the Machine as a Scanner(P. 89)**
>
> - Depending on the operating system and the version of the scanner driver or applications you are using, the screens in this manual may differ from your screens.

■ Using Basic Operations

You can scan and save originals to your computer by using the operation panel of the machine. You can also save originals to a USB memory device or send them as e-mail attachments.
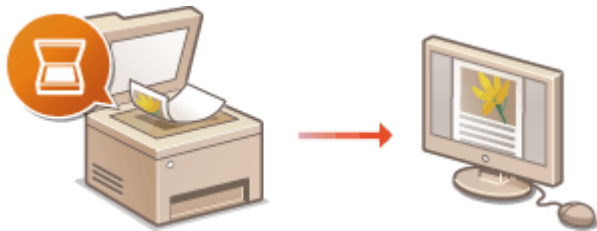
●**Scan Basic Features Screen(P. 283)**
●**Basic Operations for Scanning Originals(P. 286)**
●**Canceling Sending Documents(P. 302)**
●**Checking Status and Log for Scanned Originals(P. 303)**

■ Enhancing Quality

You can find instructions on how to resolve problems such as "blurry photos" or "text unreadable due to too deep color of the paper."
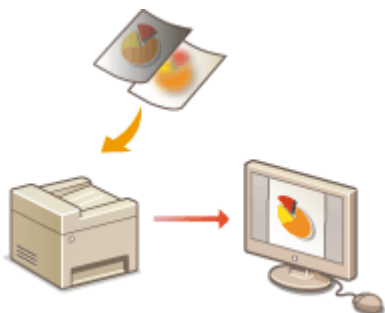
●**Scanning Clearly(P. 305)**

■ Efficiently, Reliably

You can find instructions on how to enhance efficiency when sending data and descriptions of useful settings.

◗**Useful Scanning Functions(P. 311)**
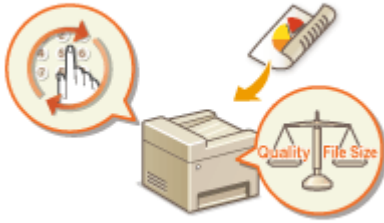
■ Scanning from a Computer

You can scan originals placed on the machine from a computer. The scanned originals are saved to the computer. You can scan using WG Scan Utility (included with the machine), or with other applications such as an image-processing or word-processing application.
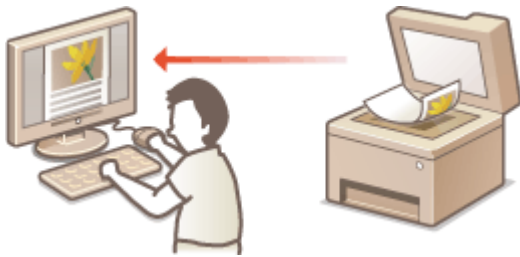
◗**Using Your Computer to Scan (Remote Scan)(P. 318)**

Scanning from Mobile Devices

- Linking mobile devices such as smartphones or tablets to this machine provides a quick and easy way to scan originals set on this machine. ◗**Linking with Mobile Devices(P. 328)**

Scan Basic Features Screen

2579-05E

When you select <Scan> in the Home screen, the Scan Basic Features screen appears.
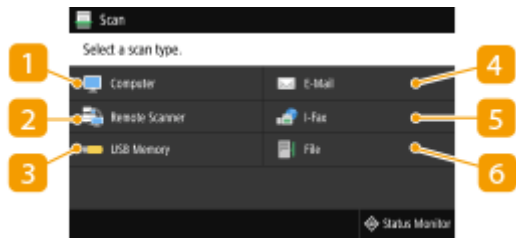
1 <Computer>

Saves the scanned data to a computer. ◖**Basic Features Screen for Computer Scanning(P. 283)**

2 <Remote Scanner>

Puts the machine into the online status when originals are scanned from a computer. ◖**Using Your Computer to Scan (Remote Scan)(P. 318)**

3 <USB Memory>

Saves the scanned data to a USB memory device. ◖**Basic Features Screen for USB Scanning(P. 284)**

4 <E-Mail>

Sends the scanned data by e-mail. ◖**Basic Features Screen for E-Mail Sending/I-Fax Sending/File Saving(P. 284)**

5 <I-Fax>

Sends the scanned data by I-Fax. ◖**Basic Features Screen for E-Mail Sending/I-Fax Sending/File Saving(P. 284)**

6 <File>

Saves the scanned data to a shared folder or FTP server. ◖**Basic Features Screen for E-Mail Sending/I-Fax Sending/File Saving(P. 284)**

Basic Features Screen for Computer Scanning
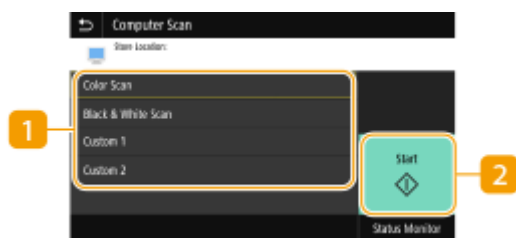
1 Scan type

Select the scan setting. ◖**Scanning and Saving to a Computer(P. 287)**

2 **<Start>**

Use this button to start scanning.

Basic Features Screen for USB Scanning
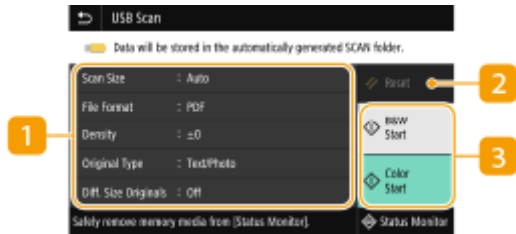
1 **Send Settings**

The original is scanned based on the settings specified here.

2 **<Reset>**

You can collectively restore the default settings.

3 **<Start>**

Use this button to start scanning. Selecting <B&W> starts black and white scanning. Selecting <Color> starts color scanning.

Basic Features Screen for E-Mail Sending/I-Fax Sending/File Saving

E-Mail Sending

I-Fax Sending

File Saving

1 **<Specify Destination> tab**

Select this tab to search for a destination in the Address Book or an LDAP server, enter a coded dial, or specify a destination using the recall settings.

⦿Sending Data by E-Mail/Saving Data to a Shared Folder or FTP Server(P. 293)
⦿Recalling Previously Used Settings for Sending/Saving (Recall Settings)(P. 313)

2 <Send Settings> tab

Select this tab to specify the scanning settings.

3 <Confirm Destination>

You can check or change the name and address of the specified destination as well as the number of destinations.

4 <Reset>

You can collectively restore the default settings.

5 <Start>

Use this button to start scanning. Selecting <B&W> starts black and white scanning. Selecting <Color> starts color scanning.

Basic Operations for Scanning Originals

<div align="right">2579-05F</div>

This section describes the basic procedures for scanning originals.

■Scanning

❯Scanning and Saving to a Computer(P. 287)

❯Saving Data to a USB Memory Device(P. 289)

❯Sending Data by E-Mail/Saving Data to a Shared Folder or FTP Server(P. 293)

■Operating Jobs

❯Canceling Sending Documents(P. 302)
❯Checking Status and Log for Scanned Originals(P. 303)

Scanning and Saving to a Computer

2579-05H

The sequence of "scanning an original and saving it to a computer" can only be done when scanning from the machine. Scan while specifying what computer originals will be saved to; whether to scan originals in color or black and white; whether to save originals as PDFs or JPEGs; and other settings. Incidentally, if you want to specify a computer connected to the network as the destination, you must register the machine with the computer in advance (○**Preparing to Use the Machine as a Scanner(P. 89)**).

1 **Place the original(s).** ○**Placing Originals(P. 133)**

2 **Select <Scan> in the Home screen.** ○**Home Screen(P. 120)**

- If the login screen appears, specify the user name, the password, and the authentication server. ○**Logging in to Authorized Send(P. 132)**

3 **Select <Computer> in the Scan Basic Features screen.** ○**Scan Basic Features Screen(P. 283)**

- If only a computer connected to the machine via USB is used, proceed to step 5.

4 **Select the destination computer.**

5 **Select the scan type in the Computer Scan Basic Features screen.** ○**Basic Features Screen for Computer Scanning(P. 283)**

- The scan types and settings that are displayed can be confirmed and changed by using WG Scan Utility. For more information, click [Instructions] on WG Scan Utility.

    NOTE:

    - If you are a macOS user, see the manuals for the drivers or software (○**Drivers(P. 758)**).

6 **Select <Start>.**

⇒ Scanning of the original starts.

- If you want to cancel, select <Cancel> ▶ <Yes>. ○**Canceling Sending Documents(P. 302)**

    IMPORTANT:

    - You cannot scan while the ScanGear WG is displayed. Close the screen before scanning.
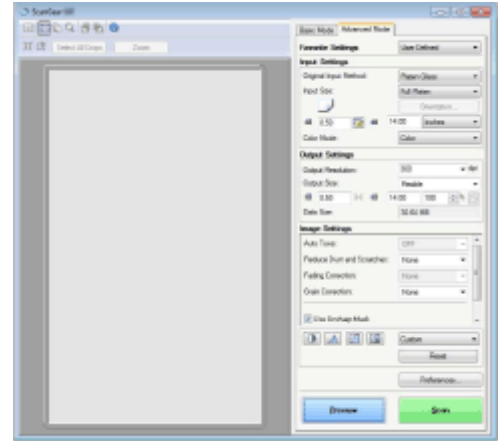
■When placing originals in the feeder in step 1

When scanning is complete, the save destination folder is displayed on the computer.

■When placing originals on the platen glass in step 1

When scanning is complete, follow the procedure below (except if you selected JPEG as a file format).

1 If there are additional pages of originals to be scanned, place the next original on the platen glass, and select <Scan Next>.

- Repeat this step until you finish scanning all of the pages.

- When there is only one page to be scanned, proceed to the next step.

2 Select <Finish>.

➠ The save destination folder is displayed on the computer.

NOTE

About the save destination folder

- By default, the scanned data is saved to the My Documents folder. A subfolder named with the scanning date is created, and the data is saved to that folder.

- You can change the save destination from the WG Scan Utility. For more information, click [Instructions] on WG Scan Utility.

Saving Data to a USB Memory Device

2579-05J

This section describes how to scan the original and save the scanned data to a USB memory device.

> **NOTE**
>
> ● Before saving data to a USB memory device, insert a USB memory device into the USB port. For information about the available USB memory devices and how to insert and remove a USB memory device, see **◯Insert a USB Memory Device(P. 105)** .

1 Place the original(s). **◯Placing Originals(P. 133)**

2 Select <Scan> in the Home screen. **◯Home Screen(P. 120)**

● If the login screen appears, specify the user name, the password, and the authentication server. **◯Logging in to Authorized Send(P. 132)**

3 Select <USB Memory> in the Scan Basic Features screen. **◯Scan Basic Features Screen(P. 283)**

4 Specify the scanning settings as necessary.

◯Specifying the Scanning Size of the Original
◯Selecting a File Format
◯Scanning 2-Sided Originals

Specifying the Scanning Size of the Original

You can specify the scanning size of your original.

<Scan Size> ▶ Select the original size

Selecting a File Format

You can select the file format to which originals are scanned from PDF/JPEG/TIFF. For PDF, you can select Compact PDF that reduces the data size or the PDF format that enables a text search by including text data scanned with OCR (optical character recognition). You can also create a PDF file with enhanced security by encrypting data or adding the signature.

<File Format> ▶ Select a file format

NOTE

- If you select JPEG in <File Format> and try to scan an original from the platen glass, you can only scan one page. To scan a multiple-page original all at once, use the feeder. Each page of the original is saved as a separate file. If you select TIFF or PDF, you can scan multiple-page originals either from the platen glass or from the feeder. In this case, whether the original is to be saved as a single file or each page as a separate file can be specified in **Dividing a PDF File by Page(P. 290)** or **Dividing a TIFF File by Page(P. 290)** .

- <PDF (Compact)> and <PDF (Compact/OCR)> compress photos and illustrations on originals more than <PDF> and <PDF (OCR)>. The file will be smaller, but the image quality of some originals or the number of originals that can be scanned at once may be lower.

- In <PDF (Compact/OCR)> and <PDF (OCR)> you can configure the settings so that the machine automatically detects the original direction during scanning based on the direction of the text read by the OCR function. **<OCR (Text Searchable) Settings>(P. 460)**

■ Dividing a PDF File by Page

Specify whether to convert the original with multiple pages into a single PDF file or create a separate PDF file for each page. This setting can be configured for each PDF format.

<File Format> ▶ <Set PDF Details> ▶ Select the PDF format ▶ <Divide into Pages> ▶ Select <Off> or <On> ▶ <Apply>

■ Dividing a TIFF File by Page

Specify whether to convert the original with multiple pages into a single TIFF file or create a separate TIFF file for each page.

<File Format> ▶ <Set TIFF Details> ▶ Select <Off> or <On>

Scanning 2-Sided Originals

The machine can automatically scan the front and back sides of originals in the feeder.

IMPORTANT

● The machine cannot scan both sides of originals automatically when the originals are placed on the platen glass.

<2-Sided Original> ▶ Select <Book Type> or <Calendar Type>

<Book Type>
Select for originals whose images on the front and back sides face the same direction.

<Calendar Type>
Select for originals whose images on the front and back sides face in opposite directions.

NOTE:

● For information about other scan settings, see ◗**Scanning Clearly(P. 305)** or ◗**Adjusting Balance between File Size and Image Quality(P. 312)** .

5 **Select <Start>.**

➠ Scanning of the original starts.

● If you want to cancel, select <Cancel> ▶ <Yes>. ◗**Canceling Sending Documents(P. 302)**

■**When placing originals in the feeder in step 1**
When scanning is complete, the saving process starts.

■**When placing originals on the platen glass in step 1**

When scanning is complete, follow the procedure below (except if you selected JPEG as a file format).

1 If there are additional pages of originals to be scanned, place the next original on the platen glass, and select <Scan Next>.

● Repeat this step until you finish scanning all of the pages.

● When there is only one page to be scanned, proceed to the next step.

2 Select <Finish>.

➠ The saving process starts.

NOTE:

- A new folder is created on the USB memory device, and the scanned document is stored in that folder. The file name of a scanned document is automatically assigned based on the following format: the characters SCAN followed by a four-digit number.file extension name.

TIPS

- If you always want to scan with the same settings: ◖**Changing the Default Settings for Functions(P. 175)**
- If you want to register a combination of settings to use when needed: ◖**Registering Frequently Used Settings(P. 173)**

Sending Data by E-Mail/Saving Data to a Shared Folder or FTP Server

2579-05K

This section describes the procedures for scanning originals and sending the scanned data directly from the machine by attaching it to an e-mail or saving it to a shared folder or FTP server.

> **NOTE**
>
> - Before you can send the data directly by e-mail, you need to complete certain procedures, such as specifying the e-mail server settings. **○Procedure for Setting to Send E-Mail/Send and Receive I-Fax(P. 90)**
>
> - Before you can save the data to a shared folder or FTP server, you need to complete certain procedures, such as specifying the location to save the scanned originals to.
>   **○Procedure for Setting a Shared Folder as a Save Location(P. 95)**
>   **○Procedure for Setting a FTP Server as a Save Location(P. 96)**

1 Place the original(s). **○Placing Originals(P. 133)**

2 Select <Scan> in the Home screen. **○Home Screen(P. 120)**

- If the login screen appears, specify the user name, the password, and the authentication server. **○Logging in to Authorized Send(P. 132)**

3 Select <E-Mail> or <File> in the Scan Basic Features screen. **○Scan Basic Features Screen(P. 283)**

4 Specify the destination.

○Specifying from Address Book
○Specifying from Coded Dial Numbers
○Entering Destinations Directly (E-Mail Sending)
○Specifying Destinations in an LDAP Server

Specifying from Address Book

The Address Book enables you to specify a destination by selecting from a list of registered destinations or by searching by name for destinations with recipient names.

> **NOTE**
>
> - You need to register destinations in the Address Book before using this feature. **○Registering Destinations(P. 181)**

- Register the shared folder or FTP server address from a computer.
  ◗Registering Destinations from Remote UI(P. 419)

1 **Select <Address Book> in the <Specify Destination> tab.**

2 **Select <To>.**

3 **Select an index. ◗Index(P. 181)**

4 **Select the check box for the desired destination, and select <Apply>.**

> **TIPS**
>
> - If a destination is selected from <Address Book> in the Home screen, the Basic Features screen for e-mail sending or file saving can be displayed while the selected destination remains being specified.

Specifying from Coded Dial Numbers

Three-digit numbers (coded dial numbers) are assigned to addresses in the Address Book. You can specify an address simply by entering its coded dial number.

> **NOTE**
>
> - To use coded dial numbers, the destination must be registered in the Address Book beforehand. ◗ **Registering Destinations(P. 181)**
> - Register the shared folder or FTP server address from a computer.
>   **◗Registering Destinations from Remote UI(P. 419)**

1 **Select <Coded Dial> in the <Specify Destination> tab.**

2 **Select <To>.**

3 Enter a three-digit number.

- If you have entered an incorrect value, use ⓒ to clear it.

NOTE:

If a confirmation screen appears

- When <Confirm When Coded Dial TX> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the destination name and the number of destinations are shown.) Check the contents and if everything is correct, select <OK>. To specify a different destination, select <Cancel> and then re-enter the three-digit coded dial number. **Displaying Destinations in Address Book(P. 396)**

Entering Destinations Directly (E-Mail Sending)

For a destination that is not registered in the Address Book, specify it by entering an e-mail address.

1 Select <Use Keyboard> in the <Specify Destination> tab.

2 Enter the e-mail address, and select <Apply>.

- On how to enter text, see **Entering Text(P. 129)** .

Specifying Destinations in an LDAP Server

If your office has an LDAP server installed, you can specify a destination using user information in the server. Access the LDAP server via the machine to search for the appropriate user information and specify it as destination.

NOTE

- You need to specify the settings for connecting to an LDAP server beforehand. **Registering LDAP Servers(P. 67)**

1 Select <LDAP Server> in the <Specify Destination> tab.

2 **Select the LDAP server you are using.**

3 **Select conditions for user information to be searched.**

- Name, fax numbers, e-mail addresses, organization names, and organization unit are available criteria for searching destinations.

4 **Enter the search target character string, and select <Apply>.**

- On how to enter text, see **Entering Text(P. 129)** .
- To specify multiple search criteria, repeat steps 3 and 4.

5 **Select <Search Method>.**

6 **Select conditions to display the search result.**

<Using All Conditions Below>
Searches and displays the users that meet all the search criteria specified in steps 3 and 4.

<Using Some Conditions Below>
If users that meet even one of the criteria specified in steps 3 and 4 are found, displays all those users.

7 **Select <Start Search>.**

➡ The users meeting your search criteria are displayed.

NOTE:

- If the authentication screen appears when you select <Start Search>, enter the user name of the machine and the password registered in the LDAP server, and select <Apply>. **Registering LDAP Servers(P. 67)**

8 **Select the check box for the user that you want to specify as destination, and select <Apply>.**

NOTE:

If a screen on which a destination is already specified appears

- ● You can only send to destinations that are not restricted. To send to other destinations, you must configure the send function authentication settings in such a way that transmission is not restricted. Contact your administrator for details. **○LDAP Server Authentication(P. 354)**

Specifying destinations from the transmission records

- ● You can also recall previously used destinations. **○Recalling Previously Used Settings for Sending/ Saving (Recall Settings)(P. 313)**

Saving the data to a shared folder or FTP server

- ● Only one destination can be specified.

5 **When sending an e-mail, specify multiple destinations, including Cc/Bcc destinations, as necessary.**

- ● Select the method used to specify destinations in the <Specify Destination> tab, and then specify the destination.
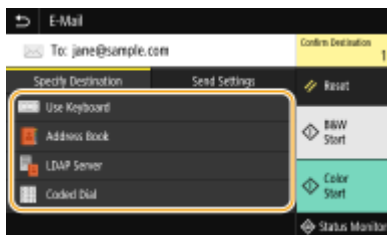
- ● If you selected <LDAP Server> or <Specify Myself as Destination>, the destination is specified in the <To> field.
- ● <Cc> and <Bcc> addresses can only be selected using <Address Book> or <Coded Dial>.

■**To delete destinations**
  If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Confirm Destination>.

2 Select the check box for the destination to be deleted, and select <Remove from Dest.>.
- ● If you select Group, select <Details> ▶ <Destination>; you can view the destinations registered in the group.

3 Select <Yes>.

6 **Specify the scanning settings as necessary.**

○Specifying the Scanning Size of the Original
○Selecting a File Format
○Scanning 2-Sided Originals

Specifying the Scanning Size of the Original

You can specify the scanning size of your original.

Select <Scan Size> in the <Send Settings> tab ▶ Select the original size

Selecting a File Format

You can select the file format to which originals are scanned from PDF/JPEG/TIFF. For PDF, you can select Compact PDF that reduces the data size or the PDF format that enables a text search by including text data scanned with OCR (optical character recognition). You can also create a PDF file with enhanced security by encrypting data or adding the signature.

Select <File Format> in the <Send Settings> tab ▶ Select a file format

> **NOTE**
>
> - If you select JPEG in <File Format> and try to scan an original from the platen glass, you can only scan one page. To scan a multiple-page original all at once, use the feeder. Each page of the original is saved as a separate file. If you select TIFF or PDF, you can scan multiple-page originals either from the platen glass or from the feeder. In this case, whether the original is to be saved as a single file or each page as a separate file can be specified in ○**Dividing a PDF File by Page(P. 298)** or ○**Dividing a TIFF File by Page(P. 299)** .
>
> - <PDF (Compact)> and <PDF (Compact/OCR)> compress photos and illustrations on originals more than <PDF> and <PDF (OCR)>. The file will be smaller, but the image quality of some originals or the number of originals that can be scanned at once may be lower.
>
> - In <PDF (Compact/OCR)> and <PDF (OCR)> you can configure the settings so that the machine automatically detects the original direction during scanning based on the direction of the text read by the OCR function. ○**<OCR (Text Searchable) Settings>(P. 460)**

■ Dividing a PDF File by Page

Specify whether to convert the original with multiple pages into a single PDF file or create a separate PDF file for each page. This setting can be configured for each PDF format.

> Select <File Format> in the <Send Settings> tab ▶ <Set PDF Details> ▶ Select the PDF format ▶ <Divide into Pages> ▶ Select <Off> or <On> ▶ <Apply>

■ Dividing a TIFF File by Page

Specify whether to convert the original with multiple pages into a single TIFF file or create a separate TIFF file for each page.

> Select <File Format> in the <Send Settings> tab ▶ <Set TIFF Details> ▶ Select <Off> or <On>
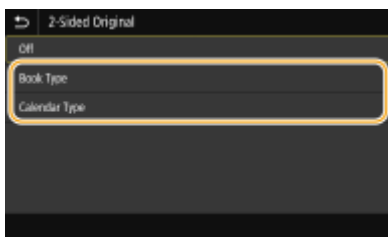
Scanning 2-Sided Originals

The machine can automatically scan the front and back sides of originals in the feeder.

IMPORTANT

- The machine cannot scan both sides of originals automatically when the originals are placed on the platen glass.

> Select <2-Sided Original> in the <Send Settings> tab ▶ Select <Book Type> or <Calendar Type>
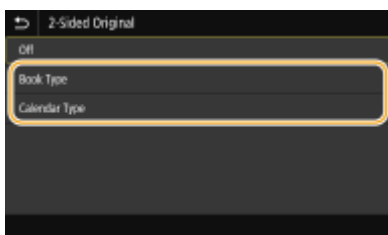
<Book Type>
Select for originals whose images on the front and back sides face the same direction.

<Calendar Type>
Select for originals whose images on the front and back sides face in opposite directions.

NOTE:

- For information about other scan settings, see ●**Scanning Clearly(P. 305)** or ●**Adjusting Balance between File Size and Image Quality(P. 312)** .
- For e-mail, you can specify the subject, message, reply-to address, and priority as necessary. ●**Specifying E-Mail Settings(P. 315)**

7 **Select <Start>.**

- If the <Confirm Destination> screen is displayed, check whether the destination is correct, and then select <Start Scanning>.

  ➠ Scanning of the original starts.

  - If you want to cancel, select <Cancel> ▶ <Yes>. **Canceling Sending Documents(P. 302)**

■When placing originals in the feeder in step 1

When scanning is complete, the sending/saving process starts.

■When placing originals on the platen glass in step 1

When scanning is complete, follow the procedure below (except if you selected JPEG as a file format).

1 If there are additional pages of originals to be scanned, place the next original on the platen glass, and select <Scan Next>.

- Repeat this step until you finish scanning all of the pages.

- When there is only one page to be scanned, proceed to the next step.

2 Select <Start Sending>.

  ➠ The sending/saving process starts.

NOTE:

If the <File Authentication> or <SMTP Authentication> screen appears

- Enter the user name and password, and select <Apply>.

File name of the sent document

- The file name of a sent document is automatically assigned based on the following format: communication management number (four digits)_sent date and time_document number (three digits).file extension name.

If an E-Mail Send Error Occurs

Error notifications are sometimes sent to the e-mail address set to the machine. If you leave it as-is, it may result in an insufficient remaining capacity of mailbox depending on your mail server. It is recommended that you clear the mailbox periodically.

■To clear the mailbox

IMPORTANT:

- When the mailbox is cleared, all e-mail in the server mailbox is deleted. When you specify the e-mail account that you use usually, you should first check whether any e-mail in the mailbox needs to be kept.

1 Start the Remote UI and log in to System Manager Mode. **Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. **Remote UI Screen(P. 409)**

3 Select [TX Settings] ▶ [Network Settings - E-Mail/I-Fax Settings].

4 Click [Clear] in [Clear Mail Box].

5 Read the message that is displayed, and click [OK].

  ➠ E-mail is deleted from the mailbox.

TIPS

- If you always want to scan with the same settings: **▶Changing the Default Settings for Functions(P. 175)**
- If you want to register a combination of settings to use when needed: **▶Registering Frequently Used Settings(P. 173)**

Canceling Sending Documents

2579-05L

If you want to cancel sending documents immediately after selecting <Start>, select <Cancel> on the display or press
. You can also cancel sending documents after checking the sending status.

■ Select <Cancel> to cancel
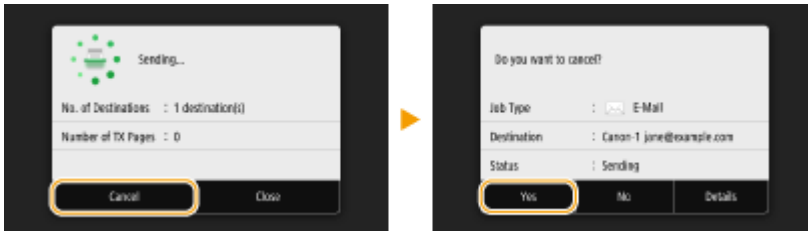
■ Press to cancel
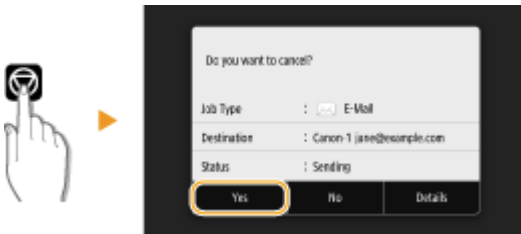
If the screen displays a list of documents when is pressed

Originals have been scanned and are waiting to be processed. Select the document to cancel, and select
<Cancel> ▶ <Yes>.

■ Check the transmission status before canceling

<Status Monitor> ▶ <TX Job> ▶ Select the document in the <TX Job Status> tab ▶ <Cancel> ▶ <Yes>
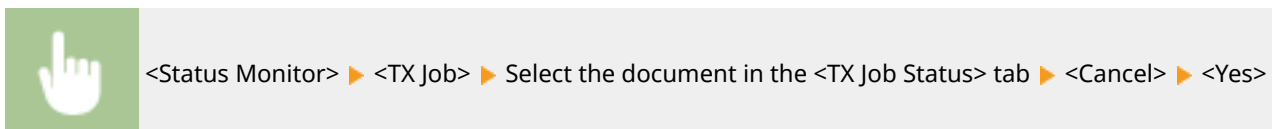
LINKS

Basic Operations for Scanning Originals(P. 286)
Checking Status and Log for Scanned Originals(P. 303)

Checking Status and Log for Scanned Originals

2579-05R

You can check the status and log for scanned originals sent directly from the machine.

> **IMPORTANT**
>
> - When <Display Job Log> is set to <Off>, you cannot check the logs for sent documents. ●**<Display Job Log>(P. 501)**

1 Select <Status Monitor>.

2 Select <TX Job>.

3 Check the statuses and logs for sent documents.

◼ **To check the statuses for sent documents**
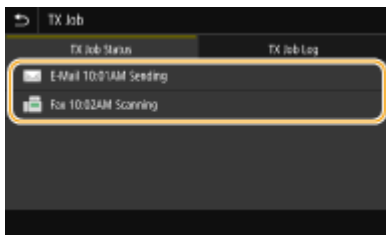
1 Select the document whose status you want to check in the <TX Job Status> tab.

➠ Displays detailed information about the document.

- If you specified multiple destinations, the number of specified destinations is displayed on the screen. To check the details of specified multiple destinations, select <Destination>.

◼ **To check the logs for sent documents**

1 Select the document whose log you want to check in the <TX Job Log> tab.

- <OK> is displayed when a document was sent successfully, and <Error> is displayed when a document failed to be sent because it was canceled or there was some error.
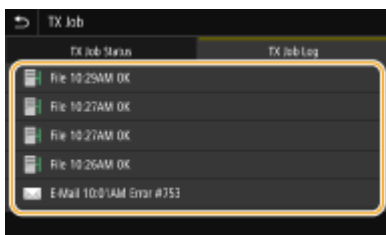
➠ Displays detailed information about the document.

NOTE:

When a three-digit number is shown in the case of <Error #>

● This number represents an error code. ⊙**Countermeasures for Each Error Code(P. 677)**

LINKS

⊙**Basic Operations for Scanning Originals(P. 286)**
⊙**Canceling Sending Documents(P. 302)**
⊙**Printing Reports and Lists(P. 621)**

Scanning Clearly

When creating files for brochures that contain many pictures or reports written in pencil, you can adjust density and brightness to achieve clearer image quality.

◗Adjusting Image Quality(P. 306)

◗Adjusting Density(P. 307)
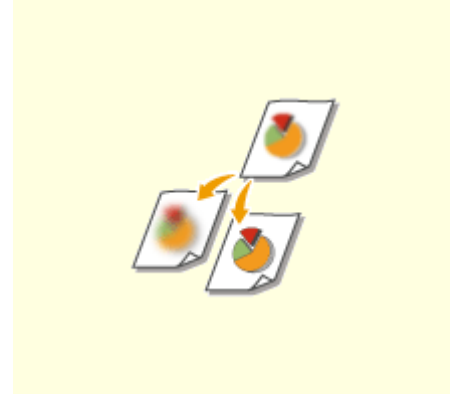
◗Adjusting Sharpness When Scanning (Sharpness)(P. 308)

◗Scanning Different Size Originals Together (Different Size Originals) (P. 310)

Adjusting Image Quality

2579-05U

You can select the image quality for the scan depending on the original type, such as text-only originals, originals with charts and graphs, or magazine photos.

Saving Data to a USB Memory Device

<Scan> ▶ <USB Memory> ▶ <Original Type> ▶ Select the original type.

Sending Data by E-Mail/I-Fax or Saving Data to the Server

<Scan> ▶ Specify destinations in <E-Mail>/<I-Fax>/<File> ▶ Select <Original Type> in the <Send Settings> tab ▶ Select the original type

LINKS

Basic Operations for Scanning Originals(P. 286)
Sending I-Faxes(P. 251)

Adjusting Density

2579-05W

You can adjust the density of the scan if the text or images in a original are too light or dark.

Saving Data to a USB Memory Device

<Scan> ▶ <USB Memory> ▶ <Density> ▶ Adjust the density ▶ <Apply>

Sending Data by E-Mail/I-Fax or Saving Data to the Server

<Scan> ▶ Specify destinations in <E-Mail>/<I-Fax>/<File> ▶ Select <Density> in the <Send Settings> tab ▶ Adjust the density ▶ <Apply>

LINKS

◉Basic Operations for Scanning Originals(P. 286)
◉Sending I-Faxes(P. 251)
◉Adjusting Sharpness When Scanning (Sharpness)(P. 308)

Adjusting Sharpness When Scanning (Sharpness)

2579-05X

You can adjust the sharpness of the image. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.

Saving Data to a USB Memory Device

<Scan> ▶ <USB Memory> ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>

Sending Data by E-Mail/I-Fax or Saving Data to the Server

<Scan> ▶ Specify destinations in <E-Mail>/<I-Fax>/<File> ▶ Select <Sharpness> in the <Send Settings> tab ▶ Adjust the sharpness ▶ <Apply>

Example: If you want to sharpen text and lines written in pencil

Example: If you want to improve the appearance of magazine photos
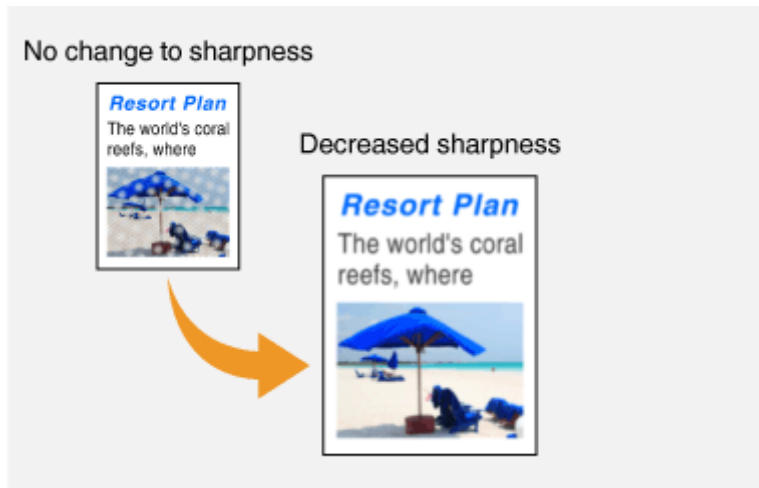
LINKS

❯Basic Operations for Scanning Originals(P. 286)
❯Sending I-Faxes(P. 251)
❯Adjusting Density(P. 307)

Scanning Different Size Originals Together (Different Size Originals)

2579-0FJ

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. 713)**
- 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.

NOTE

- If the originals have the same height, they can be copied/scanned at once even if they have different widths as in the figure below. Align the edges of the same size and set them in the feeder.

Saving Data to a USB Memory Device

<Scan> ▶ <USB Memory> ▶ <Diff. Size Originals> ▶ <On>

Sending Data by E-Mail/I-Fax or Saving Data to the Server

<Scan> ▶ Specify destinations in <E-Mail>/<I-Fax>/<File> ▶ Select <Diff. Size Originals> in the <Send Settings> tab ▶ <On>

Useful Scanning Functions

2579-0FK

The machine is equipped with useful functions such as those that can create secure PDF files to prevent them from being tampered with, and that can send data again to previously specified destinations.

❯**Adjusting Balance between File Size and Image Quality(P. 312)**

❯**Recalling Previously Used Settings for Sending/ Saving (Recall Settings)(P. 313)**

❯**Specifying E-Mail Settings(P. 315)**

Adjusting Balance between File Size and Image Quality

2579-061

You can specify the file compression ratio when converting scanned originals into the JPEG format. <Small: Memory Priority> makes the compression ratio higher than normal to create smaller files with lower image quality. On the other hand, <Large: Image Quality Priority> makes the compression ratio lower than normal larger files with higher image quality.

Saving Data to a USB Memory Device

<Scan> ▶ <USB Memory> ▶ <Data Size> ▶ Specify the setting

Sending Data by E-Mail or Saving Data to the Server

<Scan> ▶ Specify destinations in <E-Mail>/<File> ▶ Select <Data Size> in the <Send Settings> tab ▶ Specify the setting

LINKS

◙**Basic Operations for Scanning Originals(P. 286)**

Recalling Previously Used Settings for Sending/Saving (Recall Settings)

2579-062

You can select a destination from among the past destinations. When you specify a previously used destination, the machine also sets the same scan settings such as density you used the last time you sent documents to that destination.

IMPORTANT

- When <Restrict Resending from Log> is set to <On>, you cannot use this feature. **Disabling Use of Previously Used Destinations(P. 396)**
- Turning OFF the machine or setting <Restrict New Destinations> to <On> deletes the past destinations, and disables this feature. **Restricting New Destinations that Can Be Specified(P. 396)**

NOTE

- When you specify a destination using this feature, any destinations that you have already specified are deleted.

1 Place the original(s). **Placing Originals(P. 133)**

2 Select <Scan> in the Home screen. **Home Screen(P. 120)**

- If the login screen appears, specify the user name, the password, and the authentication server. **Logging in to Authorized Send(P. 132)**

3 Select <E-Mail>, <I-Fax>, or <File> in the Scan Basic Features screen. **Scan Basic Features Screen(P. 283)**

4 Select <Recall Settings> in the <Specify Destination> tab.

5 Select the destination.
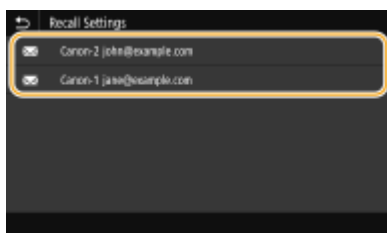
➡ The selected destination and its scan settings are specified. You can also change the settings before sending.

■To delete destinations (e-mail/I-Fax)

If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Confirm Destination>.

2 Select the check box for the destination to be deleted, and select <Remove from Dest.>.
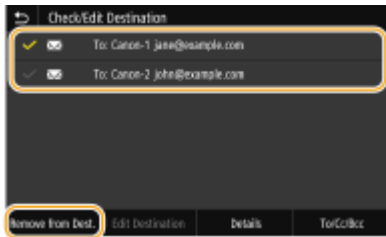
NOTE:

- If you select the Group check box, you can view the destinations registered in the group by selecting <Details> ▶ <Destination>.

3 Select <Yes>.

6 Select <Start>.

- If the <Confirm Destination> screen is displayed, check whether the destination is correct, and then select <Start Scanning>.

➠ Scanning of the original starts.

- If you want to cancel, select <Cancel> ▶ <Yes>. **⊙Canceling Sending Documents(P. 302)**

■When placing originals in the feeder in step 1

When scanning is complete, the sending/saving process starts.

■When placing originals on the platen glass in step 1

When scanning is complete, follow the procedure below (except if you selected JPEG as a file format).

1 If there are additional pages of originals to be scanned, place the next original on the platen glass, and select <Scan Next>.

- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 Select <Start Sending>.

➠ The sending/saving process starts.

NOTE:

If the <File Authentication> or <SMTP Authentication> screen appears

- Enter the user name and password, and select <Apply>.

LINKS

⊙Basic Operations for Scanning Originals(P. 286)
⊙Sending I-Faxes(P. 251)

Specifying E-Mail Settings

2579-063

When attaching a scanned originals to an e-mail, you can specify the subject, message, reply-to address, and priority for the e-mail before sending it.

1 Place the original(s). ❯Placing Originals(P. 133)

2 Select <Scan> in the Home screen. ❯Home Screen(P. 120)

- If the login screen appears, specify the user name, the password, and the authentication server. ❯**Logging in to Authorized Send(P. 132)** .

3 Select <E-Mail> in the Scan Basic Features screen. ❯Scan Basic Features Screen(P. 283)

4 Specify the destination, and configure the scan settings as necessary. ❯Basic Operations for Scanning Originals(P. 286)

5 Specify the subject, message, reply-to address, and priority for the e-mail.
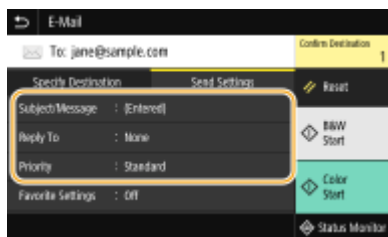
■**To specify subject/message**

1 Select <Subject/Message> in the <Send Settings> tab.

2 Select <Subject>.

3 Enter the subject, and select <Apply>.

- On how to enter text, see ❯**Entering Text(P. 129)** .

4 Select <Message>.

5 Enter the message, and select <Apply>.

6 Select <Apply>.

■**To specify reply-to address**

Specify the reply-to address when you want to notify the recipient of an e-mail address different from that of the machine as the reply-to address. Select the target reply-to address from the destinations registered in the

Address Book, and specify it. If the destination has not been registered in the Address Book, see ◗ **Registering Destinations(P. 181)** .

1 Select <Reply To> in the <Send Settings> tab.

2 Select <Specify from Address Book>.

3 Select the check box for the desired reply-to address, and select <Apply>.

■**To specify priority**

1 Select <Priority> in the <Send Settings> tab.

2 Select a priority level.

6 **Select <Start>.**

- If the <Confirm Destination> screen is displayed, check whether the destination is correct, and then select <Start Scanning>.

  ➠ Scanning of the original starts.

    - If you want to cancel, select <Cancel> ▶ <Yes>. ◗**Canceling Sending Documents(P. 302)**

■**When placing originals in the feeder in step 1**
When scanning is complete, the e-mails are sent.

■**When placing originals on the platen glass in step 1**

When scanning is complete, follow the procedure below (except if you selected JPEG as a file format).

1 If there are additional pages of originals to be scanned, place the next original on the platen glass, and select <Scan Next>.

    - Repeat this step until you finish scanning all of the pages.

    - When there is only one page to be scanned, proceed to the next step.

2 Select <Start Sending>.

  ➠ The e-mails are sent.

NOTE:

If the <SMTP Authentication> screen appears

- Enter the user name and password, and select <Apply>.

TIPS

- If you always want to scan with the same settings: ◗**Changing the Default Settings for Functions(P. 175)**

- If you want to register a combination of settings to use when needed: ◗**Registering Frequently Used Settings(P. 173)**

- If you want to specify the e-mail sender name: ◗**<Register Unit Name>(P. 484)**

LINKS

⬤**Checking Status and Log for Scanned Originals(P. 303)**

Using Your Computer to Scan (Remote Scan)

2579-064

To scan from a computer, you can use WG Scan Utility or an application such as an image processing or word processing application. If you use ScanGear WG supplied with the machine, you can configure advanced scan settings (▶**Using ScanGear WG(P. 321)**).

IMPORTANT

● When using the machine with a USB connection, exit sleep mode before scanning. ▶**Entering Sleep Mode(P. 179)**

Scanning Using WG Scan Utility

WG Scan Utility is an application included with the machine that enables you to scan documents or images to a computer. You can forward the scanned data to a specified application, or attach it to an e-mail message. For more information, click [Instructions] on WG Scan Utility.

NOTE

● If you are a macOS user, see the manuals for the drivers or software (▶**Drivers(P. 758)**).

Scanning Using an Application

You can scan images by using an application such as a word-processing or image-processing application, and load the images directly into the application. You do not need to start another application to scan. ▶**Scanning Documents from an Application(P. 319)**

Scanning Documents from an Application

2579-065

You can scan originals from applications such as image-processing or word-processing software. The scanned image is directly loaded in the application, allowing you to edit or process the image immediately. The following procedure varies depending on the application.

IMPORTANT

- The application must be compatible with TWAIN or WIA*. For more information, see the instruction manual for your application.

*TWAIN is a standard for connecting image input devices, such as scanners, with computers. WIA is a function that is an integrated standard in Windows.

1 Place the original(s). ▶Placing Originals(P. 133)

IMPORTANT:

- The second or subsequent originals may not be scanned, or an error message may be displayed depending on the application. In such a case, place and scan one original at a time.
- When <Auto Online> is set to <Off>, you must select <Scan> ▶ <Remote Scanner> in the Home screen to bring the machine online. ▶**<Auto Online>(P. 459)**

2 From the application, select the start scan command.

- The procedure for selecting the start scan command varies depending on the application. For more information, see the instruction manual for your application.

3 Select the scanner driver for this machine.

- Select ScanGear WG or WIA. If you select ScanGear WG, you can configure advanced scan settings.

4 Specify the scanning settings as necessary.

5 Click [Scan].

➠ Scanning of the original starts.

- When scanning is complete, the scanned image is forwarded to an application.

How to use ScanGear WG

- Click ![help icon] on the ScanGear WG screen, and see the Help.

LINKS

Using ScanGear WG(P. 321)

Using ScanGear WG

2579-066

ScanGear WG is a scanner driver included with the machine. You can use ScanGear WG to configure advanced scan settings when you scan. The way of starting ScanGear WG differs depending of the way of scanning from the computer.

Starting from WG Scan Utility

When scanning from WG Scan Utility, click [ScanGear] to start ScanGear WG. For more information, click [Instructions] on WG Scan Utility.

> **NOTE**
>
> - If you are a macOS user, see the manuals for the drivers or software (●**Drivers(P. 758)**).

Starting from an application

To scan from applications such as image-processing or word-processing software, select ScanGear WG as scanner driver. ●**Scanning Documents from an Application(P. 319)**

TIPS

Functions of ScanGear WG

- Previewing the image before scanning
- Specifying the scanning area
- Adjusting the detailed image quality

How to use ScanGear WG

- Click [?] on the ScanGear WG screen, and see the Help.

Using WSD

2579-0FL

"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. 322)**

■ Preparing for WSD Scan

From the control panel

1 **Select <Menu> in the Home screen.** **Home Screen(P. 120)**

2 **Select <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <WSD Settings>.**

3 **Select <On> in <Use WSD Scanning> and then select <On> in <Use Computer Scanning>.**

4 **Select <Apply>.**

From a computer

5 **Click [Start] ▶ [Devices and Printers].**

6 **Click [Add a device].**
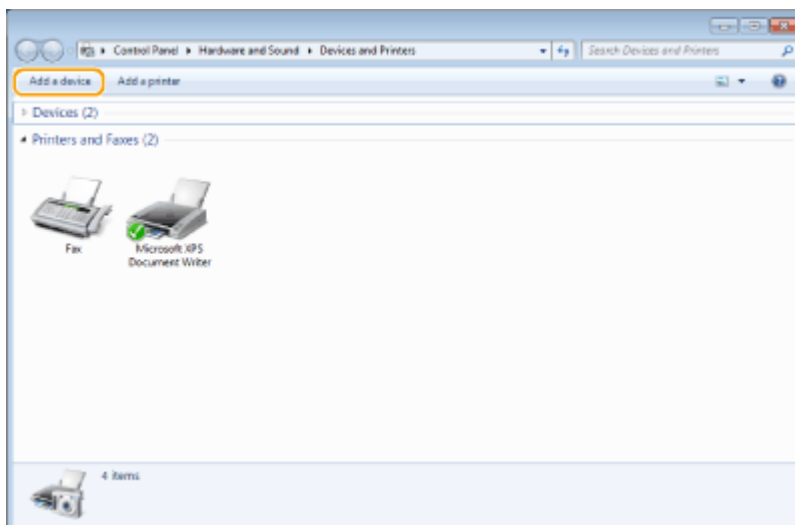
7 **Select this machine and click [Next].**

- 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)

2579-0FR

This section describes how to scan originals from a computer using WSD.

From the control panel

1 **Place the original(s).** ◖**Placing Originals(P. 133)**

2 **Select <Scan> in the Home screen.** ◖**Home Screen(P. 120)**

3 **Select <Remote Scanner>.**

  ⇒ Now you are ready for scanning from your computer.

From a computer

4 **Click [Start]** ▶ **[All Programs]** ▶ **[Windows Fax and Scan].**

5 **Click [Scan].**
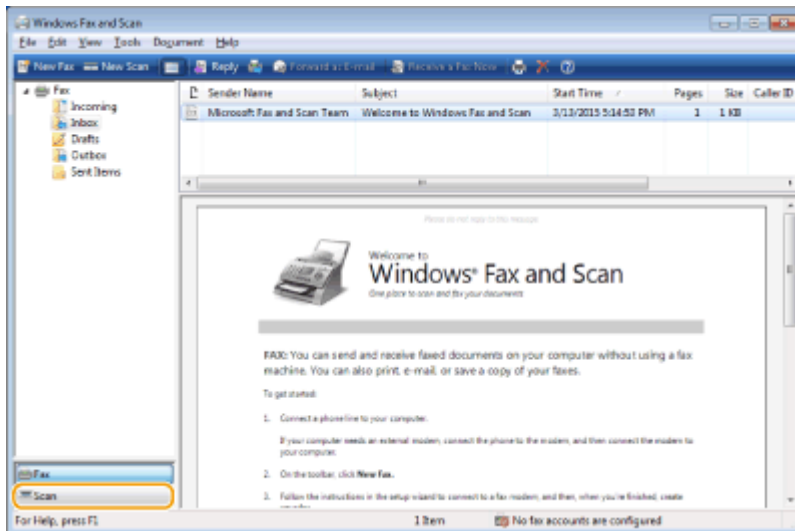
6 **Click [New Scan].**
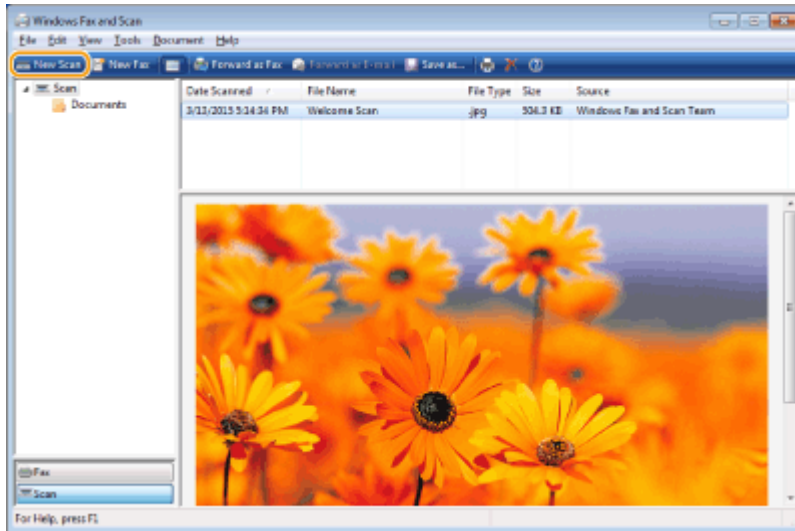
- When the [Select Device] dialog box is displayed, select the machine and click [OK].

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)].
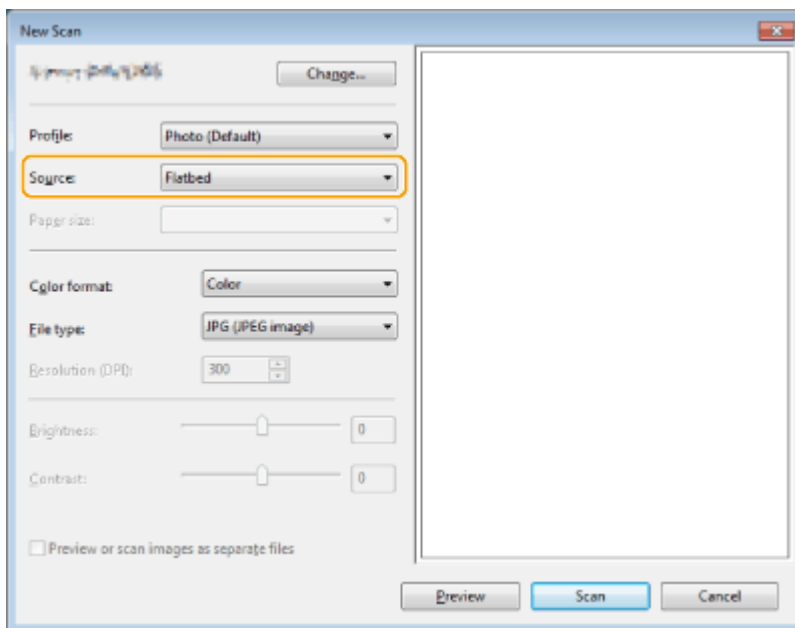
8 **Specify the scan settings as necessary.**

- 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 [Document].

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, select <Computer> on the Main Menu ▶ select the computer you want to send.
The [Windows Fax and Scan] screen and the folder open in the computer, and the scanned document is displayed.

Linking with Mobile Devices

Linking with Mobile Devices

2579-0FS

Linking the machine with mobile devices such as smart phones and tablets enables you to use an appropriate application to perform printing, or other operation with ease. In addition, you can operate the machine from mobile devices via remote control to confirm printing status and change the settings of the machine.

IMPORTANT

- ● Depending on your mobile device, the machine may not operate correctly.

Connecting with Mobile Devices

2579-068

There are two methods used to connect a mobile device with the machine: connecting via a wireless LAN router, and communicating wirelessly and directly with the machine. Select a connection method in accordance with the communication environment and the device you are using. Perform communication with mobile devices from <Mobile Portal> (**Home Screen(P. 120)**).

■ Connecting via a Wireless LAN Router

Just as connecting a computer to the machine, connect a mobile device to the machine via a wireless LAN router. **Connecting via a Wireless LAN Router (LAN Connection)(P. 330)**

■ 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. 332)**

Connecting via a Wireless LAN Router (LAN Connection)

2579-069

If a wireless LAN router is connected to the network connected to the machine, you can establish a communication with a mobile device via the wireless LAN router in the same way for a computer. For information about how to connect a mobile device to your wireless LAN router, see the instruction manuals for your networking devices or contact your manufacturer. Connect the machine to a router via the wired or wireless LAN. ⬤**Setting Up the Network Environment(P. 17)**

NOTE

- To perform the procedures below, use the IPv4 address. ⬤**Setting IPv4 Address(P. 35)**

- Select <LAN Connection> and proceed with the procedure, if the <Direct Connection> screen is displayed after <Mobile Portal> is selected in the procedure below.

- For information about the operating systems compatible with Canon Print Business, the detailed setting procedure, and the operating procedure, please see the application's Help or the Canon website (global.canon/gomp/).

1. Connecting Manually

1 **Select <Mobile Portal> in the Home screen.** ⬤**Home Screen(P. 120)**

2 **Connect from the mobile device to the IP address that appears on the screen.**

2. Connecting Using a QR Code

1 **Select <Mobile Portal> in the Home screen.** ⬤**Home Screen(P. 120)**

2 **Select <QR Code>.**

3 **Launch Canon Print Business on the mobile device.** ⬤**Utilizing the Machine through Applications(P. 336)**

4 **Read the QR code displayed on the screen using the mobile device.**

■ Connecting Using the NFC (Android)

Before using the NFC, check whether <Use NFC> is set to <On>. ▶**<Use NFC>(P. 501)**

1 **Launch Canon Print Business on the mobile device.** ▶**Utilizing the Machine through Applications(P. 336)**

2 **Enable the NFC settings of the mobile device.**

3 **Move the mobile device closer to the NFC mark of the machine.** ▶**Operation Panel(P. 112)**

Connecting Directly (Access Point Mode)

2579-06A

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.

Preparing for Direct Connection (Access Point Mode)(P. 332)
Connecting Directly(P. 333)

Preparing for Direct Connection (Access Point Mode)

Establish a connection by using Access Point Mode in the following order.

1   **Check the network settings of the machine.**

- Set the IPv4 address. **Setting IPv4 Address(P. 35)**

2   **Preparing the mobile device**

- Configure settings to connect the mobile device to Wi-Fi.

3   **Put the machine into the connection standby status.**

- <Menu> ▶ <Preferences> ▶ <Network> ▶ <Direct Connection Settings> ▶ set <Use Direct Connection> to <On>.

NOTE

Specifying the value for time until auto termination

- You can specify the time to automatically establish a disconnection when the direct connection is enabled. **<Direct Connection Termination>(P. 441)**

Connecting multiple mobile devices at the same time

- Configure the machine's SSID and network key arbitrarily. **<Access Point Mode Settings>(P. 441)**

Canon Print Business

- For information about the operating systems compatible with Canon Print Business, the detailed setting procedure, and the operating procedure, please see the application's Help or the Canon website (global.canon/gomp/).

Connecting Directly

IMPORTANT

- It may take time until connection of the machine and the mobile device is established.

■Connecting Manually

1 **Select <Mobile Portal> in the Home screen.** ○**Home Screen(P. 120)**

- When any mobile device is already connected, proceed to step 3.

2 **Select <Connect>.**

3 **Configure the Wi-Fi settings from the mobile device using the SSID and network key information that appear on the screen.**

4 **When the target operation is completed, select <Disconnect>.**

■Connecting Using a QR Code

1 **Select <Mobile Portal> in the Home screen.** ○**Home Screen(P. 120)**

- When any mobile device is already connected, proceed to step 3.

2 **Select <Connect>.**

3 **Select <QR Code>.**

4 **Launch Canon Print Business on the mobile device.** ○**Utilizing the Machine through Applications(P. 336)**

5 **Read the QR code displayed on the screen using the mobile device.**

6 **When the target operation is completed, then select <Disconnect>.**

■ Connecting Using the NFC (Android)

Before using the NFC, check whether <Use NFC> is set to <On>. ○**<Use NFC>(P. 501)**

1 **Select <Mobile Portal> in the Home screen. ○Home Screen(P. 120)**

- When any mobile device is already connected, proceed to step 3.

2 **Select <Connect>.**

3 **Launch Canon Print Business on the mobile device. ○Utilizing the Machine through Applications(P. 336)**

4 **Enable the NFC settings of the mobile device.**

5 **Move the mobile device closer to the NFC mark of the machine. ○Operation Panel(P. 112)**

6 **When the target operation is completed, then select <Disconnect>.**

TIPS

- Select <Connection Information> on the <Direct Connection> screen to check the connected mobile device.

IMPORTANT

- While connecting via direct connection, you may not be able to connect to the Internet depending on the mobile device you are using.

- If a wireless connection from the mobile device is not performed within 5 minutes while the SSID and network key are displayed, the connection waiting state terminates.

- If the status without data transmission between the 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.

- If the machine is used with a wireless LAN, you need to keep the machine connected to the wireless LAN when using direct connection. When the machine is not connected to a wireless LAN or the connection process is not complete yet, the direct connection process cannot begin. If the connection between the machine and the wireless LAN is lost during communication through direct connection, the communication may end.

- 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

2579-06C

Perform printing and other operations from the mobile device connected to the machine using applications. Various applications including those exclusive to Canon are supported. Use properly in accordance with your device, the application, and the situation.

■ Using Canon Print Business

This application is used to perform printing and other operations from mobile devices that support iOS/Android. When printing, it is not necessary to perform operations on the machine. For more information on supported operating systems, detailed setting methods, and operations, see the application's Help or the Canon website (global.canon/gomp/).

IMPORTANT

- You can download Canon Print Business for free, but you will be charged the Internet connection fee.

■ 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 (global.canon).

■ 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 Remote UI(P. 408)**) ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Mopria Settings] ▶ [Edit] ▶ Check that the [Use Mopria] check box is selected ▶ [OK]

Printing with Default Print Service (Android)

<div align="right">2579-0K4</div>

If your Android terminal supports Default Print Service, you can print from the Default Print Service of your Android terminal.

To print on the machine using Default Print Service, it is necessary to enable Mopria® settings.

Confirming Mopria® settings

Log in to the Remote UI with Administrator privileges (▶**Starting Remote UI(P. 408)**) ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Mopria Settings] ▶ [Edit] ▶ select the [Use Mopria] check box ▶ [OK]

NOTE

- In order to use the Canon machine/printer from the Default Print Service of your Android terminal, you must first configure the following settings on your Android terminal.

  - Enable Default Print Service.

  - Disable or uninstall Mopria®.

  - Disable or uninstall Canon Print Service.

Managing the Machine by the Remote Control

2579-06R

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

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 (○**Viewing Network Settings(P. 41)**). 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.**

- If you want to use an IPv6 address, enclose the IPv6 address with brackets.
  Example: http://[fe80::2e9e:fcff:fe4e:dbce]/

NOTE:

- For a "Smartphone 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

○**Managing the Machine from a Computer (Remote UI)(P. 407)**

Managing the Machine

Managing the Machine

2579-06S

To reduce the various risks associated with the use of this machine, such as leaks of personal information or unauthorized use by third parties, constant and effective security measures are required. An administrator should manage important settings, such as access privileges and security settings, to ensure that the machine is used safely.

■ Configuring the Basic Management System
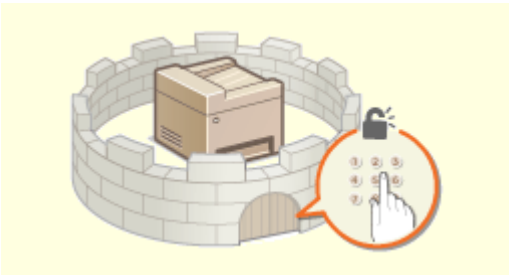
◆Setting Access Privileges(P. 343)
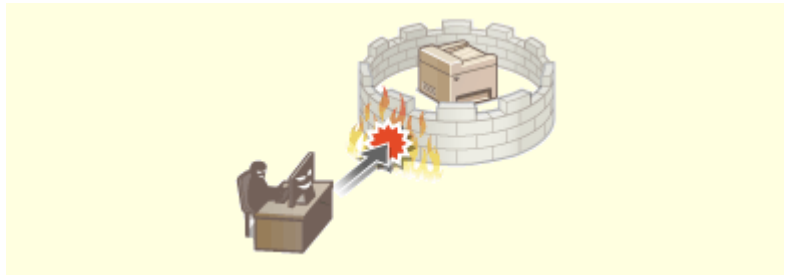
◆Configuring the Network Security Settings(P. 358)

■ Preparing for Risks from Negligence or Misuse

◆Restricting the Machine's Functions(P. 392)

◆Increasing the Security of Documents(P. 405)

■ Ensuring Effective Management

◆Managing the Machine from a Computer (Remote UI)(P. 407)

■ Managing the System Configuration and Settings

◆**Updating the Firmware(P. 426)**
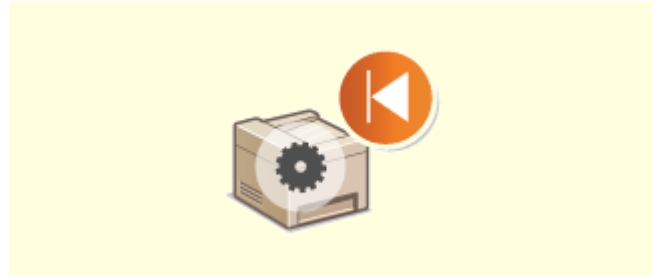
◆**Initializing Settings(P. 428)**

Setting Access Privileges

Protect the machine from unauthorized access by only allowing users with access privileges to use the machine. Access privileges are set separately for system administrators, general users, and the Remote UI. When privileges are set, the user must enter an ID and PIN to print or change settings.

Set up an account with full access privileges called "System Manager ID" for a system manager. Registering an account called "Department ID" allows you to manage general users. Using a Department ID, you can set a PIN for using this machine as well as keep track of the number of pages printed for each department ID. And by setting a Remote UI Access PIN, you can restrict use of the Remote UI.

System Manager ID

System Manager ID is an account with full access privileges. If you specify a System Manager ID, you need to log on to the machine using the System Manager ID information in order to access items that requires administrator privileges such as <Network> and <Management Settings>. We recommend that you set and register the System Manager ID. Otherwise, anyone will be able to change the machine settings. Only one System Manager ID can be registered. **Setting the System Manager ID and PIN(P. 344)**

Department ID (Department ID Management)

You can specify access privileges for a user (or group of users) by registering a Department ID. You can register multiple Department IDs. If a user tries to operate the machine when Department IDs are enabled, a login screen is displayed, and the user must enter their own Department ID and PIN to use the machine. Information such as how many pages have been printed for each Department ID can be compiled. **Setting the Department ID Management(P. 346)**

Remote UI PIN (Remote UI Access PIN)

This is a PIN for using the Remote UI. Only users who know the PIN can access the Remote UI. **Setting a Remote UI PIN(P. 352)**

Authentication Settings for Send Function (Authorized Send)

If your system has an LDAP server installed, you can set LDAP server authentication to be carried out when the fax or scan function is used. **LDAP Server Authentication(P. 354)**

Setting the System Manager ID and PIN

2579-06W

Set the system manager account, with both the System Manager ID and PIN set to "7654321". If the System Manager ID is specified, you can access items that require administrator privileges, for example, <Network> and <Management Settings>, only when the System Manager ID and PIN have been entered correctly. The System Manager ID settings information is critical to the security of the machine, so make sure that only Administrators know the System Manager ID and PIN.

1 **Select <Menu> in the Home screen. ❍Home Screen(P. 120)**

2 **Select <Management Settings>.**

> **NOTE:**
>
> **If the System Manager ID has already been set**
>
> - If the login screen appears, enter the correct ID and PIN. ❍**Logging in to the Machine(P. 131)**

3 **Select <User Management> ▶ <System Manager Information Settings>.**

4 **Select <System Manager ID and PIN>.**

5 **Specify the System Manager ID and PIN.**

- Specify the <System Manager ID> ▶ <System Manager PIN>.
- Enter numbers for each item, and select <Apply>.
- The Confirm screen is displayed. Enter the PIN once again to confirm.
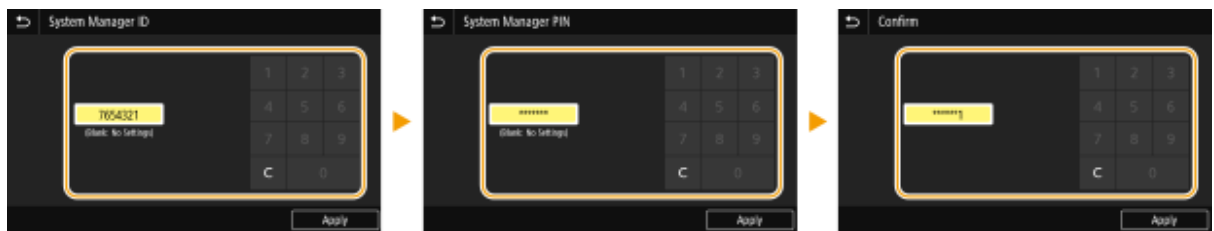
> **NOTE:**
>
> - You cannot register an ID or PIN that consists only of zeros, such as "00" or "0000000."
> - To cancel the System Manager ID and PIN settings, clear the information you entered in ⬚ and select <Apply> with the fields blank.

■Setting the System Manager Name

1 Select <System Manager Name>.

2 Enter the System Manager Name, and select <Apply>.
- On how to enter text, see ❍**Entering Text(P. 129)** .

IMPORTANT

● Do not forget your PIN. If you forget your PIN, contact your dealer or the service center.

NOTE

Configuring settings via the Remote UI

● Start the Remote UI and log in to System Manager Mode. Click [Settings/Registration] ▶ [User Management] ▶ [System Manager Information] ▶ [Edit] and specify the necessary settings on the displayed screen.

● By using the Remote UI, you can register a variety of information, including contact information, Administrator comments, the installation location of the machine, as well as the settings that you can register by using the operation panel. The registered information can be viewed on the [Device Information] page of the Remote UI. **Checking System Manager Information(P. 413)**

Logging in to the machine

● If you try to access items that require administrator privileges, for example, <Network> and <Management Settings>, when the System Manager ID is specified, the Login screen is displayed. **Logging in to the Machine(P. 131)**

● You must also enter the System Manager ID and PIN to log in using the Remote UI in System Manager Mode. **Starting Remote UI(P. 408)**

LINKS

Setting Access Privileges(P. 343)
Setting the Department ID Management(P. 346)

Setting the Department ID Management

2579-06X

You can control access to the machine by using multiple IDs for multiple users or groups. If a user tries to operate the machine when Department ID Management is enabled, a login screen is displayed, and the user must enter their own Department ID and PIN to use the machine. When Department ID Management is enabled, usage of functions, such as printing, is recorded for each Department ID. To configure Department ID Management, register department IDs as necessary and then enable Department ID Management function. When you want to enable Department ID Management for jobs from a computer, you need to configure additional settings on the computer side.
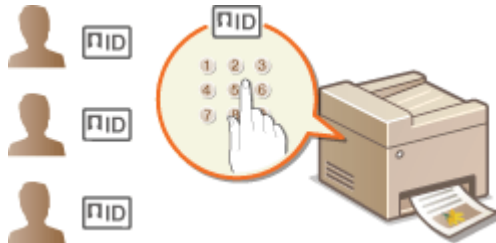
❍**Registering/Editing Department ID and PIN(P. 346)**
❍**Enabling the Department ID Management(P. 348)**
❍**Enabling the Department ID Management for Jobs from a Computer(P. 349)**
❍**Blocking Jobs When Department ID Is Unknown(P. 350)**

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ❍**Setting Up Menu Options from Remote UI(P. 416)** .

Registering/Editing Department ID and PIN

Register a Department ID and set a PIN for it. Register all the department IDs to be managed.

1 Start the Remote UI and log in to System Manager Mode. ❍**Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. ❍**Remote UI Screen(P. 409)**

3 Select [User Management] ▶ [Department ID Management].

4 Register or edit Department IDs.

■**Registering a Department ID**

1 Click [Register New Department].

2 Specify the required settings.
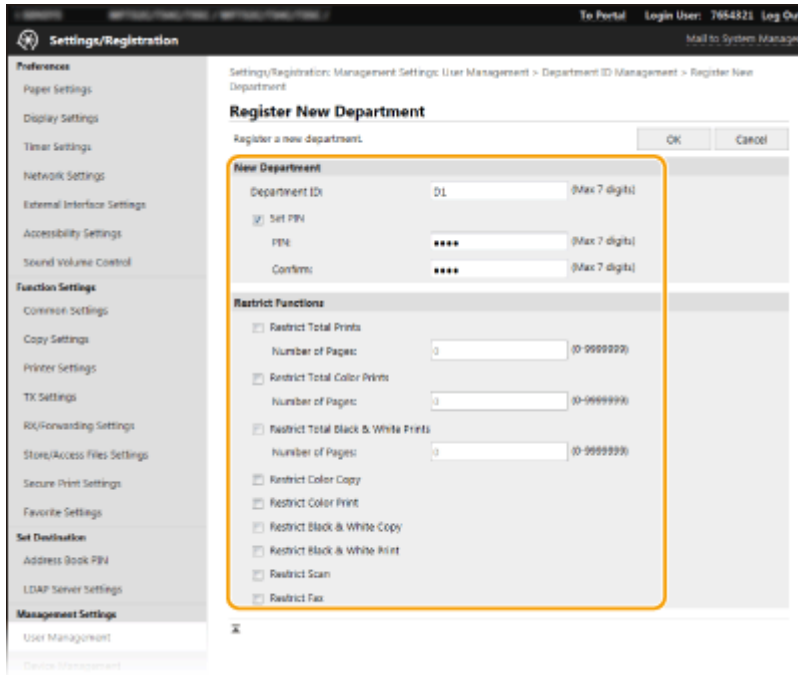
[Department ID]
Enter the Department ID number to be registered.

[Set PIN]
To set a PIN, select the check box and enter the same number both in the [PIN] and [Confirm] text boxes.

[Restrict Functions]
You can restrict the number of pages to print and the available functions for departments to be registered. To restrict the number of pages to print, select the check box for the target type, and enter the appropriate number of pages in [Number of Pages]. Select the check box for the target functions to restrict functions.

NOTE:

- If the [Restrict Scan] check box is selected, the Save to USB Memory Device, Send E-mail, and Save to Shared Folder or FTP Server functions are all restricted. You can also restrict other methods that scan documents by importing them to a computer, but in that case you cannot block access for each Department ID (▶**Blocking Jobs When Department ID Is Unknown(P. 350)**).

3 Click [OK].

◼ Editing the settings of the registered Department ID

1 Click the corresponding text link under [Department ID] to edit.

2 Change the settings as necessary and click [OK].

NOTE:

Deleting a Department ID

- Click [Delete] on the right of the Department ID you want to delete ▶ click [OK].

NOTE

[Department ID Page Total]

- You can check the total number of pages for jobs that have been executed to date on a department ID basis.

- If you want to return the counts to zero, click the corresponding text link under [Department ID] and click [Clear Count] ▶ [OK]. If you want to return the counts of all Department IDs to zero, click [Clear All Counts] ▶ [OK].

Enabling the Department ID Management

After you register as many Department IDs as necessary, enable Department ID Management.

1 **Start the Remote UI and log in to System Manager Mode.** ⬦**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** ⬦**Remote UI Screen(P. 409)**

3 **Select [User Management]** ▶ **[Department ID Management].**

4 **Click [Edit].**

5 **Select the [Department ID Management] check box.**
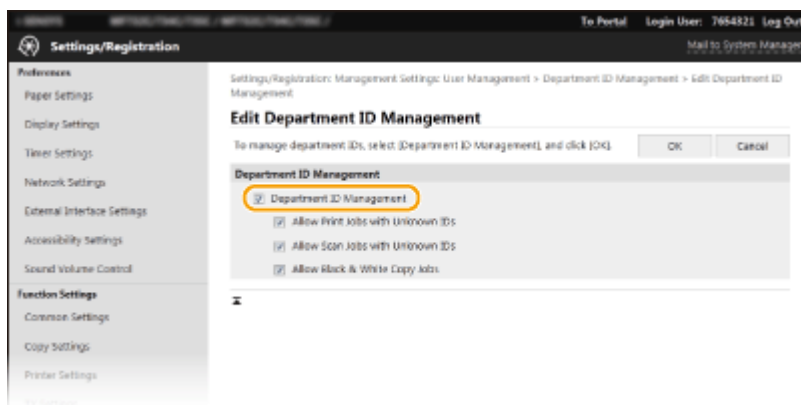
[Department ID Management]
Select the check box to enable Department ID Management. If you do not want to use Department ID Management, clear the check box.

NOTE:

- For information about the [Allow Print Jobs with Unknown IDs]/[Allow Scan Jobs with Unknown IDs]/[Allow Black & White Copy Jobs] check boxes, see ⬦**Blocking Jobs When Department ID Is Unknown(P. 350)** .

6 **Click [OK].**

> **NOTE**
>
> **Using the operation panel**
>
> ● You can also switch Department ID Management On/Off from <Menu> in the Home screen. ◖**<Department ID Management>(P. 499)**
>
> **Logging in to the machine**
>
> ● When you try to operate the machine when Department ID Management is enabled, the login screen is displayed. ◖**Logging in to the Machine(P. 131)**

Enabling the Department ID Management for Jobs from a Computer

When you want to enable Department ID Management for jobs from a computer, you need to specify the department ID and PIN using the driver pre-installed on each computer.

> **IMPORTANT**
>
> ● To perform the following procedure, log in to your computer with an administrator account.

1 **Open the printer folder. ◖Displaying the Printer Folder(P. 739)**

2 **Right-click the driver icon for this machine, and click [Printer properties] or [Properties].**

3 **Click the [Device Settings] tab.**

4 **Enable the Department ID Management function.**

■**Printer driver**
Select the [Set User Information] check box, and select [Department ID Management] in [User Management].

■**Fax driver**
Select [Department ID Management] under [User Management].

5 **Click [Settings] found to the right.**

6 **Specify the settings as necessary and click [OK].**
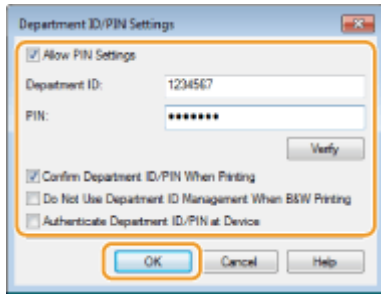
[Allow PIN Setting]
Select the check box to enable the PIN setting.

[Department ID]
Enter the Department ID number.

[PIN]
Enter the PIN corresponding to the Department ID as necessary.

[Verify]
Click to verify that the correct ID and PIN are entered. This function is not available if the machine and the computer are connected via a USB or WSD (Web Services on Devices) port.

[Confirm Department ID/PIN When Printing]/[Confirm Department ID/PIN When Sending Faxes]
Select the check box to display the [Confirm Department ID and PIN.] pop-up screen each time you send job from a computer.

[Do Not Use Department ID Management When B&W Printing]
Select the check box to send black and white print data as an unknown ID job.

[Authenticate Department ID/PIN at Device]
Select the check box if the machine and the computer are connected via a USB or WSD port.

7 **Click [OK].**

NOTE

Logging in to the machine

- When you try to send job from a computer when Department ID Management is enabled, the following pop-up screen is displayed (unless the [Confirm Department ID/PIN When Printing]/[Confirm Department ID/PIN When Sending Faxes] check box is cleared):
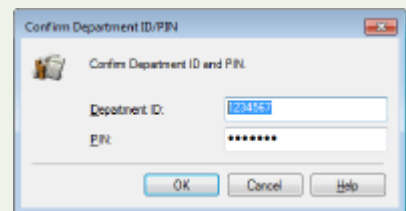
Blocking Jobs When Department ID Is Unknown

If you do not change the default settings, any user can print from a computer, scan (via <Computer> and <Remote Scanner>), send a PC fax from a computer, or make black and white copies without entering an ID and PIN even when Department ID Management is enabled for the machine. You can change the default settings so that the machine cannot be used for these functions without a correct ID and PIN.

1 **Start the Remote UI and log in to System Manager Mode.** ◐**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** ◐**Remote UI Screen(P. 409)**

3 Select [User Management] ▸ [Department ID Management].

4 Click [Edit].

5 Clear the check boxes as necessary.
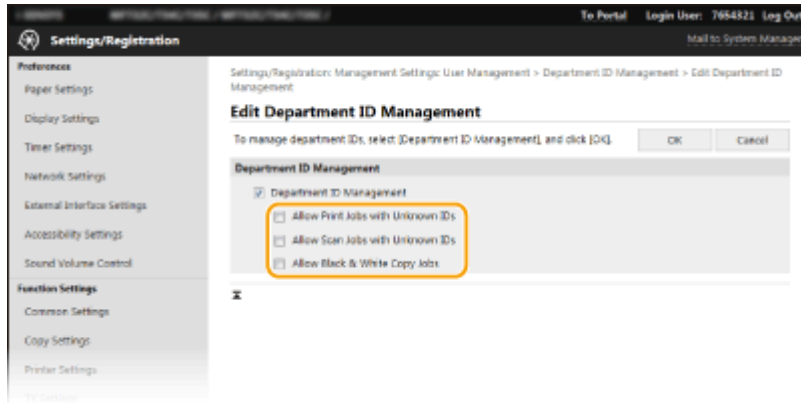
[Allow Print Jobs with Unknown IDs]
In order to send job from a computer when Department ID Management is enabled, you need to enter the correct ID and PIN (⚪**Enabling the Department ID Management for Jobs from a Computer(P. 349)**). However, if the check box is selected for this setting, jobs are executed even when the ID and PIN are not entered. When you want to configure a setting so that no jobs are executed unless the correct department ID and PIN are entered, clear the check box.

[Allow Scan Jobs with Unknown IDs]
If the check box is selected, you can select <Computer> or <Remote Scanner> on the main screen and scan documents into a computer anytime. If the check box is cleared, you cannot scan documents into a computer if Department ID Management is enabled. It is not possible to restrict scanning of documents into a computer for individual department IDs.

[Allow Black & White Copy Jobs]
If the check box is selected when Department ID Management is enabled, you can copy in black and white without entering the correct ID and PIN. Clear the check box to require entering an ID and PIN.

6 Click [OK].

LINKS

⚪**Setting Access Privileges(P. 343)**
⚪**Setting the System Manager ID and PIN(P. 344)**

Setting a Remote UI PIN

2579-06Y

You can set a PIN for access to the Remote UI. All users use a common PIN.

> **NOTE**
>
> - When Department ID Management is enabled, setting here is not required. **◉Setting the Department ID Management(P. 346)**
> - For more information about the basic operations to be performed when setting the machine from the Remote UI, see **◉Setting Up Menu Options from Remote UI(P. 416)** .

1 Start the Remote UI and log in to System Manager Mode. **◉Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. **◉Remote UI Screen(P. 409)**

3 Select [License/Other] ▶ [Remote UI Settings].

4 Click [Edit].

5 Select the [Use Remote UI Access PIN] check box and set the PIN.
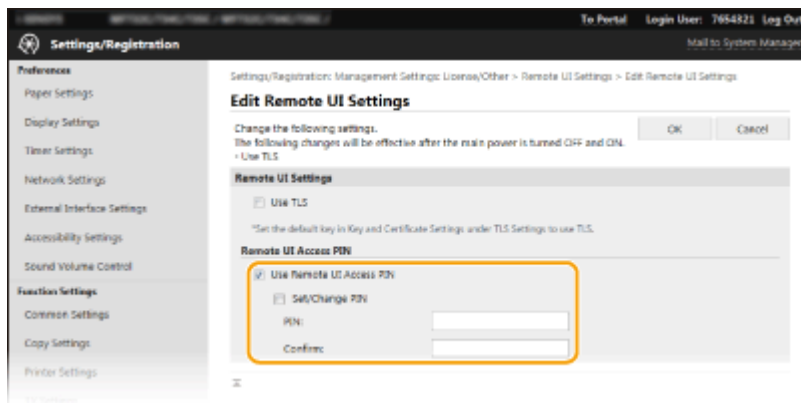
[Use Remote UI Access PIN]
If you select the check box, you must enter a PIN to access the Remote UI.

[Set/Change PIN]
To set or change a PIN, select the check box and enter the same number both in the [PIN] and [Confirm] text boxes.

6 Click [OK].

> **NOTE**

Using the operation panel

- Remote UI Access PIN settings can also be accessed from <Menu> in the Home screen. ◖**<Remote UI Settings>(P. 502)**

If <Management Settings> are initialized

- The Remote UI Access PIN is also initialized. After an initialization, reset the PIN. ◖**<Initialize Menu>(P. 504)**

LINKS

◖**Setting Access Privileges(P. 343)**
◖**Setting the System Manager ID and PIN(P. 344)**

LDAP Server Authentication

2579-070

If your system has an LDAP server installed, you can ensure that LDAP server authentication is carried out when the send function is used. This enables you to prevent unauthorized use by third parties and information disclosure. Once the authorization settings are enabled, the Authorized Send screen appears when the fax or scan function is used and operation can only continue if it is correctly authorized by the LDAP server. Use the settings described here to configure LDAP server authentication. For more information about registering the server to be used for authentication, see ●**Registering LDAP Servers(P. 67)** .

> **NOTE**
>
> ● For more information about the basic operations to be performed when setting the machine from the Remote UI, see ●**Setting Up Menu Options from Remote UI(P. 416)** .

1 Start the Remote UI and log in to System Manager Mode. ●**Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. ●**Remote UI Screen(P. 409)**

3 Select [TX Settings] ▶ [Authentication Settings for Send Function].

4 Click [Edit].

5 Select the [Display Authentication Screen When Sending Operation Starts] check box and select whether a confirmation screen is displayed at logout.
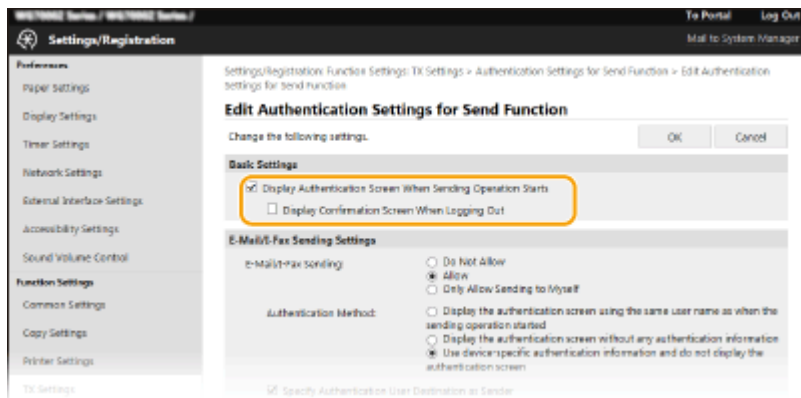
[Display Authentication Screen When Sending Operation Starts]
Select the check box to display the Authorized Send login screen when the fax or scan function is used (LDAP server authentication).

[Display Confirmation Screen When Logging Out]
Select the check box to display a screen that allows you to selectively log out when you are logged on for both Authorized Send and Department ID Management. If you clear this check box, no selection screen is displayed when you log out and you are logged out from both Authorized Send and Department ID Management.

6 **Configure the settings for sending e-mail/I-Faxes.**
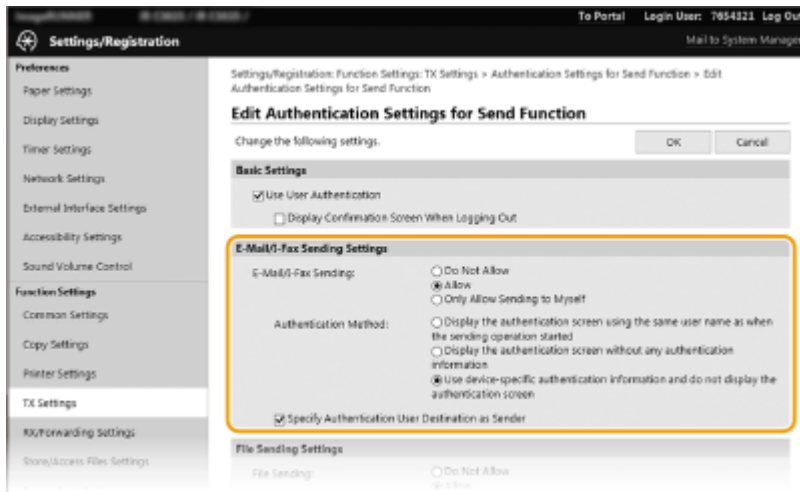
[E-Mail/I-Fax Sending]
Select whether to allow sending e-mail and I-Faxes.

[Do Not Allow]	Blocks sending e-mail and I-Faxes. <E-Mail> and <I-Fax> in the scan function can no longer be used.
[Allow]	Permits outgoing e-mail and I-Faxes.
[Only Allow Sending to Myself]	Blocks all outgoing e-mail and I-Faxes other than those to users with authorized e-mail addresses. The e-mail addresses of authorized users must be registered on the LDAP server.

[Authentication Method]
When [Allow] or [Only Allow Sending to Myself] is selected in [E-Mail/I-Fax Sending], this allows you to specify whether an authentication screen is shown on the SMTP server when e-mail is sent.

[Display the authentication screen using the same user name as when the sending operation started]	Displays the authentication screen showing the same user name and password entered in the Authorized Send login screen.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.
[Use device-specific authentication information and do not display the authentication screen]	No authentication screen is displayed when e-mail or I-Faxes are sent. Authorization on the SMTP server is carried out using the user name and password set in [E-Mail/I-Fax Settings] ○ **Configuring E-Mail/I-Fax Communication Settings(P. 91)** .

[Specify Authentication User Destination as Sender]
Select the check box when the e-mail address of an authorized user will be set as the sender. The e-mail addresses of authorized users must be registered on the LDAP server. If you clear this check box, the e-mail address set in the [E-Mail/I-Fax Settings] is set as the sender.

7 **Configure the file transfer settings (for saving to shared folders and FTP servers).**
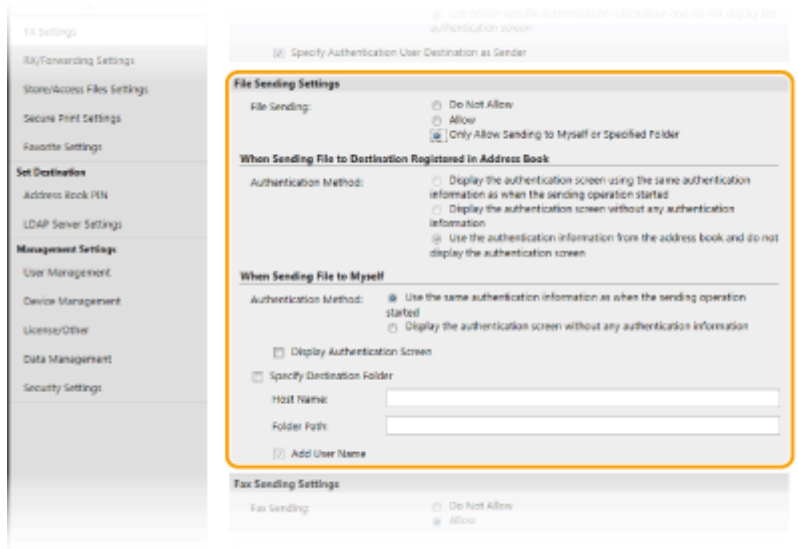
[File Sending]
Select whether to allow saving to shared folders and FTP servers.

[Do Not Allow]	Blocks saving to shared folders and FTP servers. <File> in the scan function can no longer be used.
[Allow]	Saving to shared folders and FTP servers is not blocked.
[Only Allow Sending to Myself or Specified Folder]	Blocks all saving to shared folders and FTP servers other than specified folders. The data is saved to folders registered on the LDAP server or to the folder specified in [Specify Destination Folder].

■When [Allow] is specified in [File Sending]

[Authentication Method]
Allows you to specify whether an authentication screen is shown on the server when sending.

[Display the authentication screen using the same authentication information as when the sending operation started]	Displays the authentication screen showing the same user name and password entered in the Authorized Send login screen.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.
[Use the authentication information from the address book and do not display the authentication screen]	No authentication screen is displayed when sending. Authentication is carried out on the server using the user name and password set in the Address Book.

■When [Only Allow Sending to Myself or Specified Folder] is specified in [File Sending]

[Authentication Method]
Allows you to specify whether an authentication screen is shown on the server when sending.

[Use the same authentication information as when the sending operation started]	Carries out authorization on the server using the user name and password entered in the Authorized Send login screen. Selecting the [Display Authentication Screen] check box displays the authentication screen with this user name and password already entered when you send the data.
[Display the authentication screen without any authentication information]	Displays the authentication screen with the user name and password fields blank.

356

[Specify Destination Folder]

Selecting this check box allows you to specify the folder where the data is saved. If the check box is not selected, the save destination is set based on authorized user information registered on the LDAP server.

[Host Name]	Enter a host name for the shared folder or FTP server.
[Folder Path]	Enter a path name for the save destination folder (excluding the host name). When the [Add User Name] check box is selected, the user name and path used for LDAP authentication are added.

8 **Configure the settings for sending faxes.**
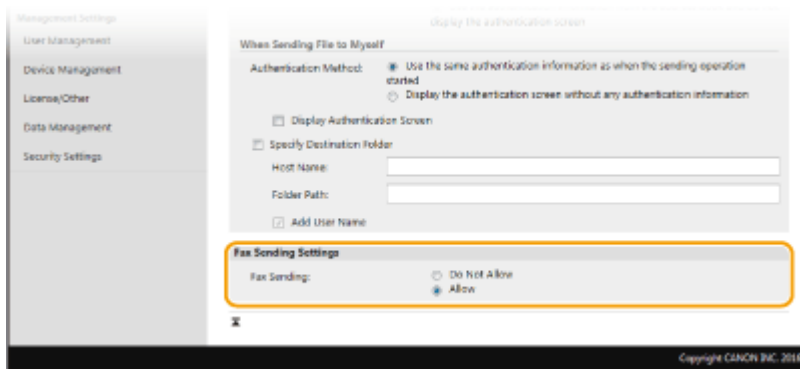
[Fax Sending]

Select whether to allow sending faxes. [Do Not Allow] prevents the user from sending faxes from the machine.

9 **Click [OK].**

LINKS

▶**Registering LDAP Servers(P. 67)**

Configuring the Network Security Settings

2579-071

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 intrusions, can be blocked by limiting communication only to devices that have a specific IP address or MAC address. **Restricting Communication by Using Firewalls(P. 360)**

Changing Port Numbers

A protocol that is used to exchange information with other devices is assigned port numbers that are predetermined according to the type of protocol. The port number must be the same for all communication devices; therefore, changing it to an arbitrary number is important to prevent hacking from outside. **Changing Port Numbers(P. 367)**
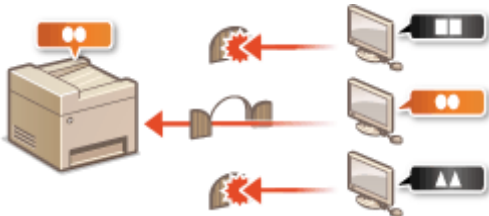
Proxy Settings

When the client devices are connected to an external network, communication is established through the proxy server. When the proxy server is used, websites can be browsed more safely, therefore, security can be expected to be enhanced. **Setting a Proxy(P. 368)**

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 you access the machine from a computer via the Remote UI. **Configuring the Key and Certificate for TLS(P. 370)**

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 IPSec Settings(P. 381)**
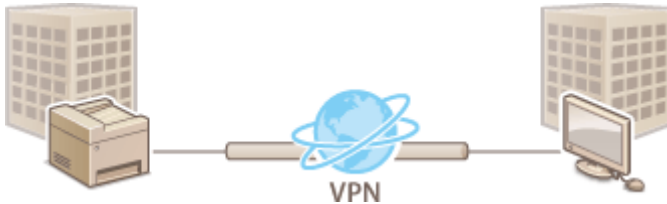
IEEE 802.1X Authentication

IEEE 802.1X is a standard and mechanism for blocking unauthorized access to the network by collectively managing user authentication information. If a device tries to connect to the 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 IEEE 802.1X Authentication Settings(P. 388)**
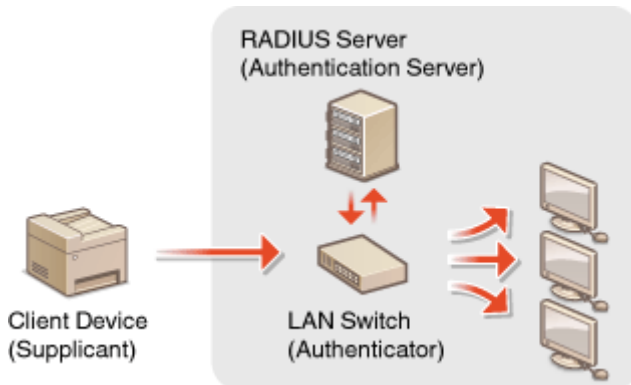
Restricting Communication by Using Firewalls

2579-072

Without proper security, unauthorized third parties can access computers and other communication devices that are connected to a network. To prevent this unauthorized access, specify the settings for packet filter, a feature that restricts communication to devices with specified IP addresses or MAC addresses.
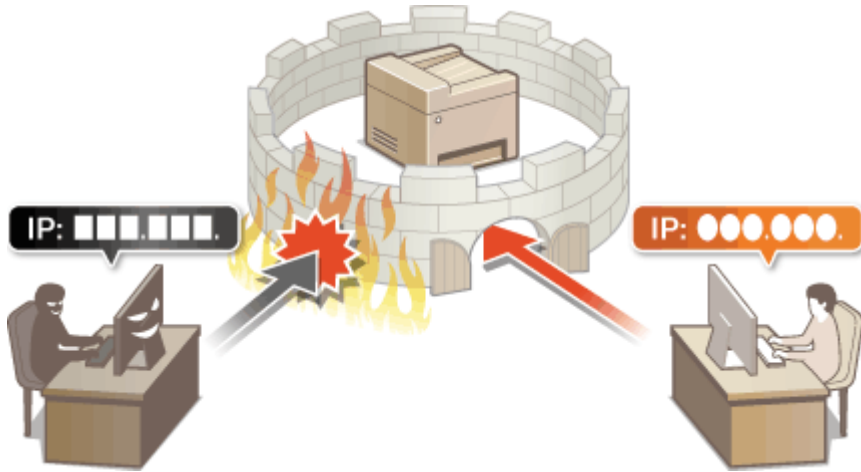
◉**Specifying IP Addresses for Firewall Settings(P. 361)**
◉**Specifying MAC Addresses for Firewall Settings(P. 364)**

Specifying IP Addresses for Firewall Settings

2579-073

You can either limit communication to only devices with specified IP addresses, or block devices with specified IP addresses but permit other communications. You can specify a single IP address or a range of IP addresses.

> **NOTE**
>
> - For more information about the basic operations to be performed when setting the machine from the Remote UI, see ▶**Setting Up Menu Options from Remote UI(P. 416)** .

1 Start the Remote UI and log in to System Manager Mode. ▶**Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. ▶**Remote UI Screen(P. 409)**

3 Select [Network Settings] ▶ [Firewall Settings].

4 Click [Edit] for the target IP address filter.

- Select the filter that matches the target IP address. To restrict data sent from the machine to a computer, select [Outbound Filter]. To restrict data received from a computer, select [Inbound Filter].

5 Specify the settings for packet filtering.

- Select the default policy to allow or reject the communication of other devices with the machine, and then specify IP addresses for exceptions.

1 Select the [Use Filter] check box and click the [Reject] or [Allow] radio button for the [Default Policy].

[**Use Filter**]
Select the check box to restrict communication. Clear the check box to disable the restriction.

[**Default Policy**]
Select the precondition to allow or reject the communication of other devices with the machine.

[Reject]	Select to pass communication packets only when they are sent to or received from devices whose IP addresses are entered in [Exception Addresses]. Communications with other devices are prohibited.
[Allow]	Select to block communication packets when they are sent to or received from devices whose IP addresses are entered in [Exception Addresses]. Communications with other devices are permitted.

2 Specify address exceptions.

- Enter the IP address (or the range of IP addresses) in the [Address to Register] text box and click [Add].

IMPORTANT:

Check for entry errors

- If IP addresses are incorrectly entered, you may be unable to access the machine from the Remote UI, in which case you need to set <IPv4 Address Filter> or <IPv6 Address Filter> to <Off>.
  ○**<IPv4 Address Filter>(P. 446)**
  ○**<IPv6 Address Filter>(P. 446)**

NOTE:

Entry form for IP addresses

	Description	Example
Entering a single address	**IPv4:** Delimit numbers with periods.	192.168.0.10
	IPv6: Delimit alphanumeric characters with colons.	fe80::10
Specifying a range of addresses	Insert a hyphen between the addresses.	192.168.0.10-192.168.0.20
Specifying a range of addresses with a prefix	Enter the address, followed by a slash and a number indicating the prefix length.	192.168.0.32/27 fe80::1234/64

When [Reject] is selected for an outbound filter

- Outgoing multicast and broadcast packets cannot be filtered.

Deleting an IP address from exceptions

- Select an IP address and click [Delete].
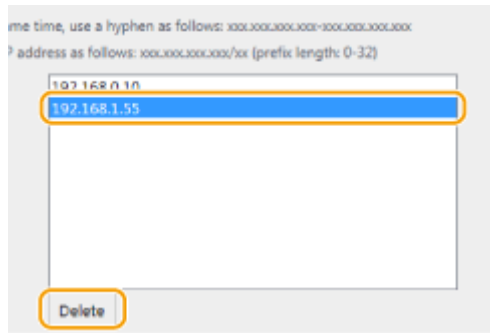
3   Click [OK].

6   **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

> **NOTE**
>
> **Using the operation panel**
> - You can also enable or disable IP address filtering from <Menu> in the Home screen.
>   - ▶**<IPv4 Address Filter>(P. 446)**
>   - ▶**<IPv6 Address Filter>(P. 446)**

LINKS

▶**Specifying MAC Addresses for Firewall Settings(P. 364)**

Specifying MAC Addresses for Firewall Settings

2579-074

You can limit communication to only devices with specified MAC addresses, or block devices with specified MAC addresses but permit other communications.

> **IMPORTANT**
>
> This function is unavailable when the machine is connected to a wireless LAN.

> **NOTE**
>
> - For more information about the basic operations to be performed when setting the machine from the Remote UI, see ⊙**Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode.** ⊙**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** ⊙**Remote UI Screen(P. 409)**

3 **Select [Network Settings] ▶ [Firewall Settings].**

4 **Click [Edit] for the target MAC address filter.**

- To restrict data sent from the machine to a computer, select [Outbound Filter]. To restrict data received from a computer, select [Inbound Filter].

5 **Specify the settings for packet filtering.**

- Select the precondition (default policy) to allow or reject the communication of other devices with the machine, and then specify MAC addresses for exceptions.
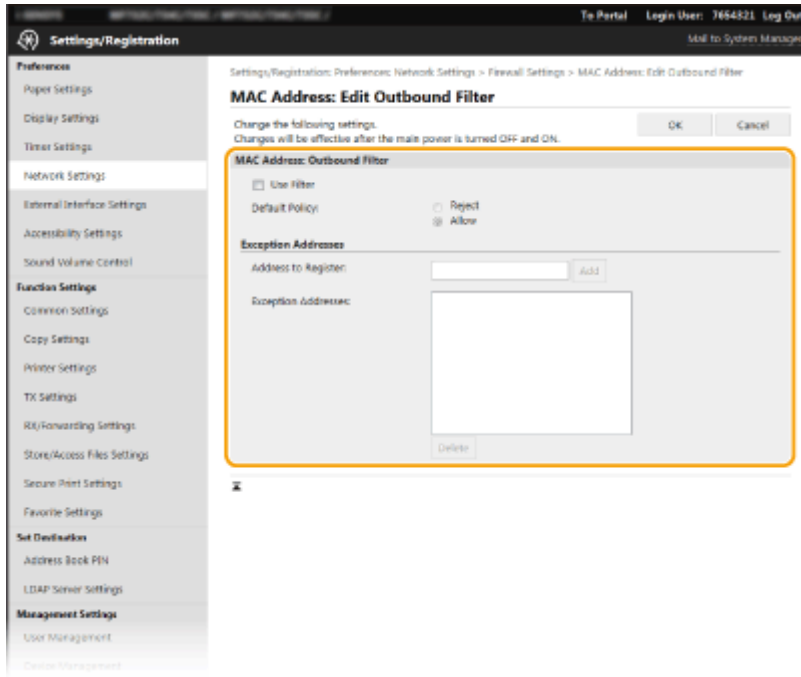
1 Select the [Use Filter] check box and click the [Reject] or [Allow] radio button for the [Default Policy].

[Use Filter]
Select the check box to restrict communication. Clear the check box to disable the restriction.

[Default Policy]
Select the precondition to allow or reject other devices to communicate with the machine.

[Reject]	Select to pass communication packets only when they are sent to or received from devices whose MAC addresses are entered in [Exception Addresses]. Communications with other devices are prohibited.
[Allow]	Select to block communication packets when they are sent to or received from devices whose MAC addresses are entered in [Exception Addresses]. Communications with other devices are permitted.

2 Specify address exceptions.

- Enter the MAC address in the [Address to Register] text box and click [Add].
- You do not need to delimit the address with hyphens or colons.

IMPORTANT:
Check for entry errors

- If MAC addresses are incorrectly entered, you may become unable to access the machine from the Remote UI, in which case you need to set <MAC Address Filter> to <Off>. ◯**<MAC Address Filter>(P. 446)**

NOTE:
When [Reject] is selected for an outbound filter

- Outgoing multicast and broadcast packets cannot be filtered.

Deleting a MAC address from exceptions

- Select a MAC address and click [Delete].
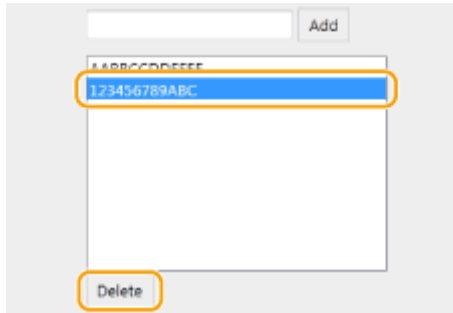
3   Click [OK].

6 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

> **NOTE**
>
> **Using the operation panel**
>
> - You can also enable or disable MAC address filtering from <Menu> in the Home screen. **◯<MAC Address Filter>(P. 446)**

LINKS

◯Specifying IP Addresses for Firewall Settings(P. 361)

Changing Port Numbers

2579-075

Ports serve as endpoints for communicating with other devices. Typically, conventional port numbers are used for major protocols, but devices that use these port numbers are vulnerable to attacks because these port numbers are well-known. To enhance security, your Network Administrator may change the port numbers. When a port number has been changed, the new number must be shared with the communicating devices, such as computers and servers. Specify the port number settings depending on the network environment.

> **NOTE**
> - To change the port number for proxy server, see **Setting a Proxy(P. 368)** .
> - To change the port number for LDAP server, see **Registering LDAP Servers(P. 67)** .

1 Select <Menu> in the Home screen. **Home Screen(P. 120)**

2 Select <Preferences> ▶ <Network>.

- If the login screen appears, enter the correct ID and PIN. **Logging in to the Machine(P. 131)**

3 Select <TCP/IP Settings> ▶ <Port Number Settings>.

4 Selecting the protocol of which you want to change the port number.

> **NOTE:**
> **Learning more about the protocols**
> - <LPD>/<RAW>/<WSD Multicast Discovery> **Configuring Printing Protocols and WSD Functions(P. 44)**
> - <HTTP> **Disabling HTTP Communication(P. 403)**
> - <POP3>/<SMTP> **Configuring E-Mail/I-Fax Communication Settings(P. 91)**
> - <SNMP> **Monitoring and Controlling the Machine with SNMP(P. 72)**
> - <Multicast Discovery> **Monitoring the Machine from the Device Management Systems(P. 77)**
> - <FTP> **Procedure for Setting a FTP Server as a Save Location(P. 96)**

5 Enter the port number, and select <Apply>.

6 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

LINKS

Configuring Printer Ports(P. 47)

Setting a Proxy

2579-076

A proxy (or HTTP proxy server) refers to a computer or software that carries out HTTP communication for other devices, especially when communicating with resources outside the network, such as when browsing Web sites. The client devices connect to the outside network through the proxy server, and do not communicate directly to the resources outside. Setting a proxy not only facilitates management of traffic between in-house and outside networks but also blocks unauthorized access and consolidates anti-virus protection for enhanced security. When setting a proxy, make sure that you have the necessary proxy information, including the IP address, port number, and a user name and password for authentication.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ●**Setting Up Menu Options from Remote UI(P. 416)** .

1 Start the Remote UI and log in to System Manager Mode. ●**Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. ●**Remote UI Screen(P. 409)**

3 Select [Network Settings] ▶ [Proxy Settings].

4 Click [Edit].

5 Select the [Use Proxy] check box and specify the required settings.
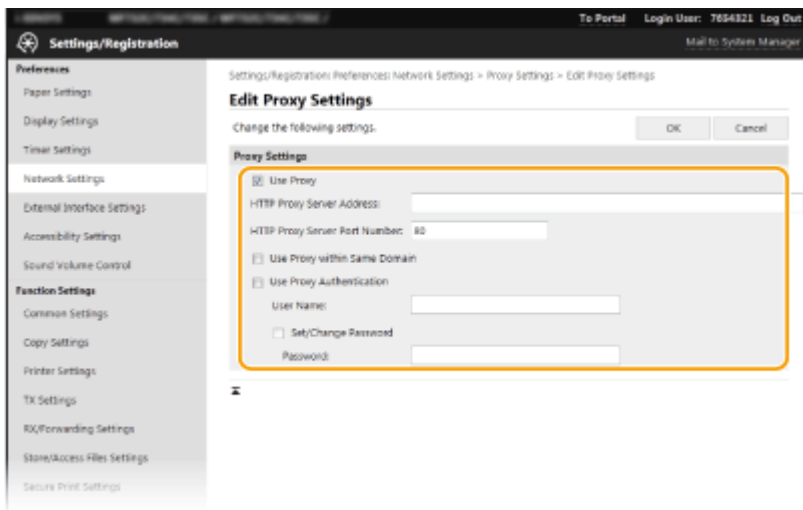
[Use Proxy]
Select the check box to use the specified proxy server when communicating with an HTTP server.

[HTTP Proxy Server Address]
Enter the address of the proxy server. Specify the IP address or host name depending on the environment.

[HTTP Proxy Server Port Number]
Change the port number as necessary.

[Use Proxy within Same Domain]
Select the check box to also use the specified proxy server for communication with devices in the same domain.

[Use Proxy Authentication]
To enable authentication by the proxy server, select the check box and enter alphanumeric characters for the user name in the [User Name] text box.

[Set/Change Password]
To set or change the password for the proxy authentication, when it is enabled, select the check box and enter alphanumeric characters for the new password in the [Password] text box.

6 Click [OK].

Configuring the Key and Certificate for TLS

2579-077

You can encrypt communication between the machine and a Web browser on the computer by using Transport Layer Security (TLS). TLS is a mechanism for encrypting data sent or received over the network. TLS must be enabled when the Remote UI is used for specifying settings for IPSec (Pre-Shared Key Method), IEEE 802.1X authentication (TTLS/PEAP), or SNMPv3. To use TLS encrypted communication for the Remote UI, you need to specify a "key and certificate" (server certificate) you want to use before enabling TLS. Generate or install the key and certificate for TLS before enabling TLS.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ○**Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode.** ○**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** ○**Remote UI Screen(P. 409)**

3 **Select [Network Settings] ▶ [TLS Settings].**

4 **Click [Key and Certificate].**

5 **Click [Register Default Key] on the right of the key and certificate you want to use.**

NOTE:

Viewing details of a certificate

- You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon.

6 **Select [License/Other] ▶ [Remote UI Settings].**
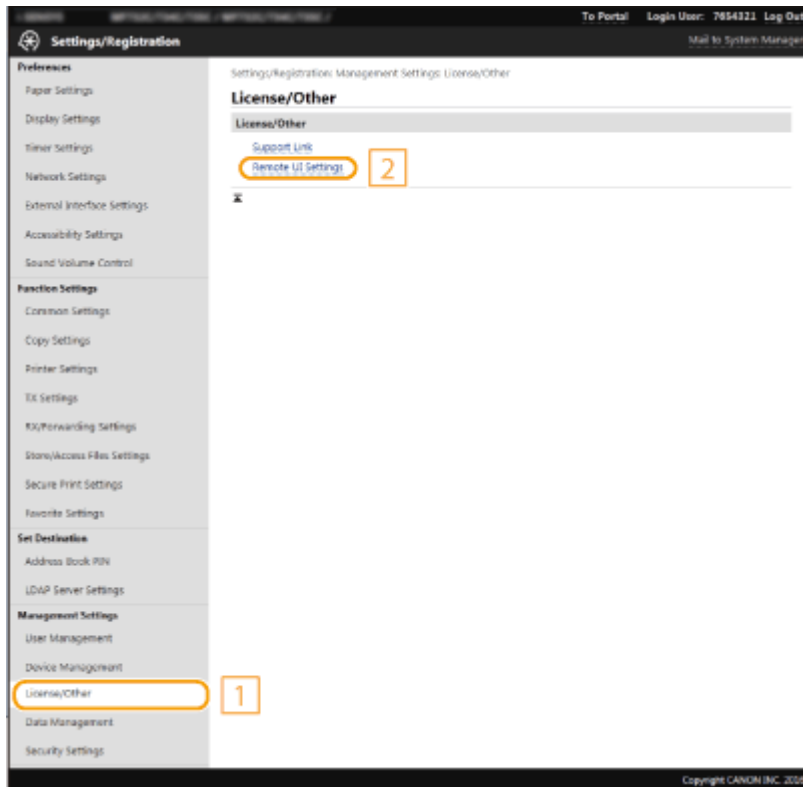
7 Click [Edit].

8 Select the [Use TLS] check box and click [OK].

9 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

- You can also enable or disable TLS encrypted communication from <Menu> in the Home screen. ◊**<Remote UI>(P. 502)**

Starting the Remote UI with TLS

- If you try to start the Remote UI when TLS is enabled, a security alert may be displayed regarding the security certificate. In this case, check that the correct URL is entered in the address field, and then proceed to display the Remote UI screen. ◊**Starting Remote UI(P. 408)**

Using TLS to encrypt e-mail/I-Fax communication

- If the SMTP server and the POP3 server support TLS, you can enable TLS for communication with these servers (◊**Configuring E-Mail/I-Fax Communication Settings(P. 91)**). For more information about the SMTP server and the POP3 server, contact your Internet service provider or Network Administrator.

Limiting the TLS version

- Select [Allowed Versions] on the [TLS Settings] page of Remote UI, and specify the upper limit and lower limit.

LINKS

●Generating the Key and Certificate for Network Communication(P. 373)
●Generating a Key and Certificate Signing Request (CSR)(P. 376)
●Registering the Key and Certificate for Network Communication(P. 379)
●Configuring IPSec Settings(P. 381)
●Configuring IEEE 802.1X Authentication Settings(P. 388)
●Monitoring and Controlling the Machine with SNMP(P. 72)
●Registering LDAP Servers(P. 67)

Generating the Key and Certificate for Network Communication

2579-078

A key and certificate can be generated with the machine when it is required for encrypted communication via Transport Layer Security (TLS). You can use TLS when accessing the machine via the Remote UI. Self-signed certificates are used with the key and certificate generated in "Network Communication."

> **NOTE**
>
> - If you want to use a server certificate that has a CA signature, you can generate a CSR together with a key instead of a certificate. ▶**Generating a Key and Certificate Signing Request (CSR)(P. 376)**
>
> - For more information about the basic operations to be performed when setting the machine from the Remote UI, see ▶**Setting Up Menu Options from Remote UI(P. 416)** .

1 Start the Remote UI and log in to System Manager Mode. ▶Starting Remote UI(P. 408)

2 Click [Settings/Registration] on the Portal page. ▶Remote UI Screen(P. 409)

3 Select [Device Management] ▶ [Key and Certificate Settings].

4 Click [Generate Key].

> **NOTE:**
>
> **Deleting a registered key and certificate**
>
> - Click [Delete] on the right of the key and certificate you want to delete ▶ click [OK].
>
> - A key and certificate cannot be deleted if it is currently used for some purpose, such as when "[TLS]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the other key and certificate before deleting it.

5 Select [Network Communication] and click [OK].

6 Specify settings for the key and certificate.
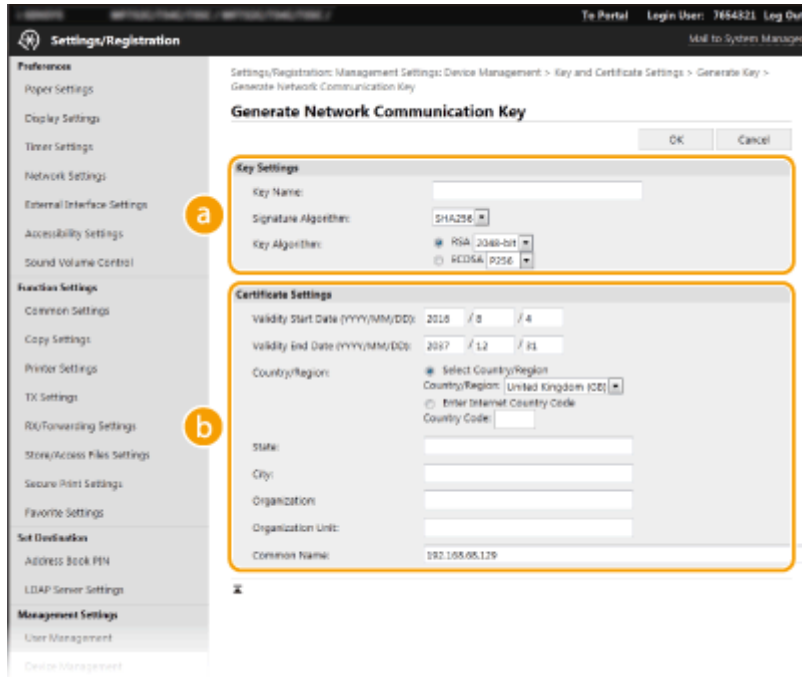
ⓐ [Key Settings]

[Key Name]
Enter alphanumeric characters for naming the key. Set a name that will be easy for you to find later in a list.

[Signature Algorithm]
Select the signature algorithm from the drop-down list.

[Key Algorithm]
Select the key generation algorithm from [RSA] or [ECDSA], then select the key length from the drop-down list. In either case, the larger the number for the key length is, the higher the security level becomes. However, the communication speed becomes slower.

NOTE:

- When [SHA384] or [SHA512] is selected in [Signature Algorithm], [512-bit] cannot be selected as the key length when [RSA] is selected in [Key Algorithm].

ⓑ [Certificate Settings]

[Validity Start Date (YYYY/MM/DD)]
Enter the validity start date of the certificate, in the order of: year, month, day.

[Validity End Date (YYYY/MM/DD)]
Enter the validity end date of the certificate, in the order of: year, month, day. A date earlier than [Validity Start Date (YYYY/MM/DD)] cannot be set.

[Country/Region]
Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.

[State]/[City]
Enter alphanumeric characters for the location as necessary.

[Organization]/[Organization Unit]
Enter alphanumeric characters for the organization name as necessary.

[Common Name]
Enter alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

7 Click [OK].

- Generating a key and certificate may take some time.
- After the key and certificate is generated, it is automatically registered to the machine.

LINKS

◉**Registering the Key and Certificate for Network Communication(P. 379)**
◉**Configuring the Key and Certificate for TLS(P. 370)**
◉**Configuring IPSec Settings(P. 381)**

Generating a Key and Certificate Signing Request (CSR)

2579-079

Because certificates generated on the machine do not have a CA signature, a communication error may result depending on devices it communicates with. To have the certificate authority issue the certificate with the CA signature, you need to obtain data of CSR (Certificate Signing Request), which the administrator can generate from Remote UI. When the certificate is issued, register it in the key with the CSR generated.

◉**Generating a Key and CSR(P. 376)**
◉**Registering a Certificate to a Key(P. 378)**

> ## NOTE
>
> - For more information about the basic operations to be performed when setting the machine from the Remote UI, see ◉**Setting Up Menu Options from Remote UI(P. 416)** .

Generating a Key and CSR

1 Start the Remote UI and log in to System Manager Mode. ◉**Starting Remote UI(P. 408)**

2 Click [Settings/Registration] on the Portal page. ◉**Remote UI Screen(P. 409)**

3 Select [Device Management] ▶ [Key and Certificate Settings].

4 Click [Generate Key].

> ### NOTE:
>
> **Deleting a registered key and certificate**
>
> - Click [Delete] on the right of the key and certificate you want to delete ▶ click [OK].
> - A key and certificate cannot be deleted if it is currently used for some purpose, such as when "[TLS]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key and certificate before deleting it.

5 Select [Key and Certificate Signing Request (CSR)] and click [OK].

6 Specify settings for the key and CSR.
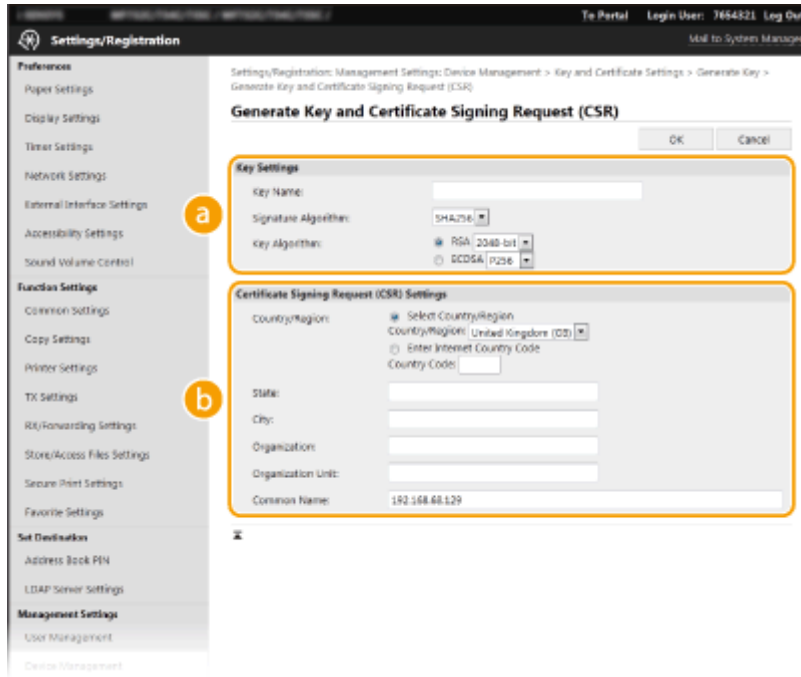
ⓐ [Key Settings]

> **[Key Name]**
> Enter alphanumeric characters for naming the key. Set a name that will be easy for you to find later in a list.

> **[Signature Algorithm]**
> Select the signature algorithm from the drop-down list.

> **[Key Algorithm]**
> Select the key generation algorithm from [RSA] or [ECDSA], then select the key length from the drop-down list. In any case, the larger the number for the key length, the slower the communication. However, the security is tighter.

> **NOTE:**
>
> - When [SHA384] or [SHA512] is selected in [Signature Algorithm], [512-bit] cannot be selected as the key length when [RSA] is selected in [Key Algorithm].

ⓑ [Certificate Signing Request (CSR) Settings]

> **[Country/Region]**
> Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.

> **[State]/[City]**
> Enter alphanumeric characters for the location as necessary.

> **[Organization]/[Organization Unit]**
> Enter alphanumeric characters for the organization name as necessary.

> **[Common Name]**
> Enter alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

7 Click [OK].

- Generating a key and CSR may take some time.

8 **Click [Store in File].**

- A dialog box for storing the file appears. Choose where to store the file and click [Save].

➠ The CSR file is stored on the computer.

9 **Attach the stored file and submit the application to the certification authority.**

Registering a Certificate to a Key

The key with the CSR generated cannot be used until the certificate issued from the certificate authority based on the CSR is registered in the key. Once the certification authority has issued the certificate, register it using the procedure below.

1 **Start the Remote UI and log in to System Manager Mode. Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page. Remote UI Screen(P. 409)**

3 **Select [Device Management] ▶ [Key and Certificate Settings].**

4 **Click [Key Name] or [Certificate] required to register the certificate.**
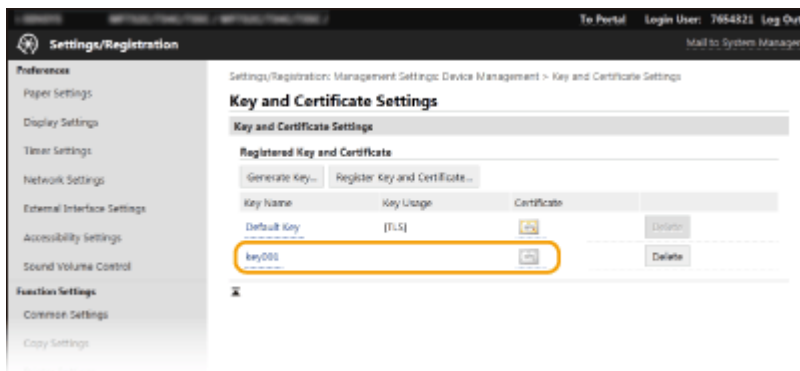
5 **Click [Register Certificate].**

6 **Click [Browse], specify the file for the certificate signing request, and click [Register].**

LINKS

Configuring the Key and Certificate for TLS(P. 370)
Generating the Key and Certificate for Network Communication(P. 373)
Registering the Key and Certificate for Network Communication(P. 379)
Configuring IPSec Settings(P. 381)

Registering the Key and Certificate for Network Communication

2579-07A

You can obtain the key and certificate, and the CA certificate from a certification authority (CA) for use with the machine. Install and register the obtained key and certificate file and CA certificate file in this machine using Remote UI. Check the key and certificate, and CA certificate conditions that are required for the machine in advance.

NOTE

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ●**Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode. ●Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page. ●Remote UI Screen(P. 409)**

3 **Select [Device Management] ▶ [Key and Certificate Settings] or [CA Certificate Settings].**

- Click [Key and Certificate Settings] to install a key and certificate, or [CA Certificate Settings] to install a CA certificate.

4 **Click [Register Key and Certificate] or [Register CA Certificate].**

NOTE:

Deleting a registered key and certificate or CA certificate

- Click [Delete] on the right of the key and certificate or CA certificate you want to delete ▶ click [OK]. You cannot delete the preinstalled CA certificates.

- A key and certificate cannot be deleted if it is currently used for some purpose, such as when "[TLS]" or "[IEEE 802.1X]" is displayed under [Key Usage]. In this case, disable the function or replace the key and certificate before deleting it.

Disabling or enabling the preinstalled CA certificates

- Click [Disable] on the right of the preinstalled CA certificate you want to disable. To enable the certificate again, click [Enable] on the right of the certificate.

5 **Click [Install].**

NOTE:

Deleting the key and certificate file or CA certificate file

- Click [Delete] on the right of the file you want to delete ▶ click [OK].

6 **Click [Browse], specify the file to install, and click [Start Installation].**

➠ The key and certificate file or the CA certificate file is installed on the machine from a computer.

7 **Register the key and certificate or CA certificate.**

■ **Registering a key and certificate**

1 Click [Register] on the right of the key and certificate file you want to register.

2 Enter the name of the key and password.
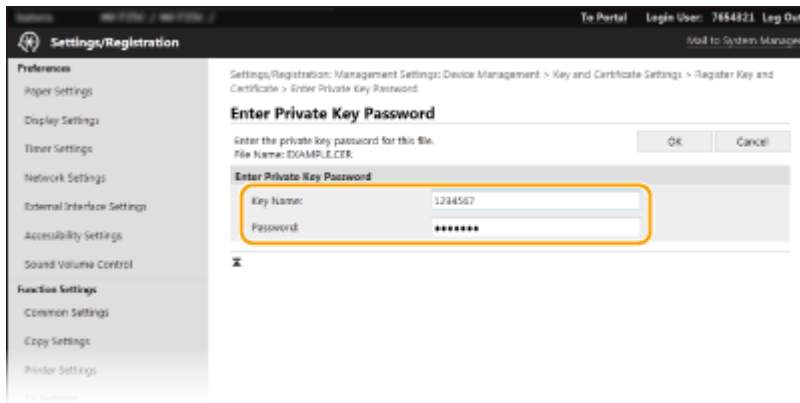
[Key Name]
Enter alphanumeric characters for the name of the key to be registered.

[Password]
Enter alphanumeric characters for the password of the private key set for the file to be registered.

3 Click [OK].

■ **Registering a CA certificate**
Click [Register] on the right of the CA certificate file you want to register.

LINKS

❍**Generating the Key and Certificate for Network Communication(P. 373)**
❍**Configuring the Key and Certificate for TLS(P. 370)**
❍**Configuring IPSec Settings(P. 381)**
❍**Configuring IEEE 802.1X Authentication Settings(P. 388)**

Configuring IPSec Settings

2579-07C

Internet Protocol Security (IPSec or IPsec) is a protocol suite for encrypting data transported over a network, including Internet networks. While TLS only encrypts data used on a specific application, such as a Web browser or an e-mail application, IPSec encrypts either whole IP packets or the payloads of IP packets, offering a more versatile security system. The IPSec of the machine works in transport mode, in which the payloads of IP packets are encrypted. With this feature, the machine can connect directly to a computer that is in the same virtual private network (VPN). Check the system requirements and set the necessary configuration on the computer before you configure the machine.
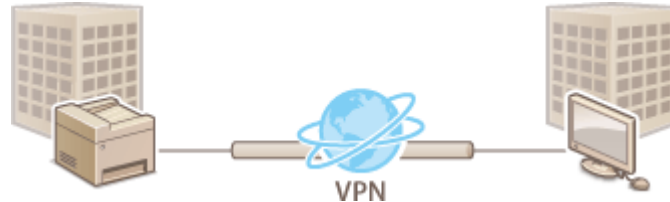
> **NOTE**
>
> **Using IPSec with IP address filter**
>
> - IP address filter settings are applied before the IPSec policies. ○**Specifying IP Addresses for Firewall Settings(P. 361)**

Configuring IPSec Settings

Before using IPSec for encrypted communication, you need to register security policies (SP). A security policy consists of the groups of settings described below. After registering policies, specify the order in which they are applied.

Selector

Selector defines conditions for IP packets to apply IPSec communication. Selectable conditions include IP addresses and port numbers of the machine and the devices to communicate with.

IKE

IKE configures the IKEv1 that is used for key exchange protocol. Note that instructions vary depending on the authentication method selected.

[Pre-Shared Key Method]
This authentication method uses a common key word, called Shared Key, for communication between the machine and other devices. Enable TLS for the Remote UI before specifying this authentication method (○ **Configuring the Key and Certificate for TLS(P. 370)**).

[Digital Signature Method]
The machine and the other devices authenticate each other by mutually verifying their digital signatures. Generate or install the key and certificate beforehand (○**Registering the Key and Certificate for Network Communication(P. 379)**).

AH/ESP

Specify the settings for AH/ESP, which is added to packets during IPSec communication. AH and ESP can be used at the same time. You can also select whether or not to enable PFS for tighter security.

> **NOTE**

● For more information about the basic operations to be performed when setting the machine from the Remote UI, see **Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode. Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page. Remote UI Screen(P. 409)**

3 **Select [Network Settings] ▶ [IPSec Settings].**

4 **Click [Edit].**

5 **Select the [Use IPSec] check box and click [OK].**

● If you want the machine to only receive packets that match one of the security policies that you define in the steps below, clear the [Receive Non-Policy Packets] check box.

6 **Click [Register New Policy].**

7 **Specify the Policy Settings.**
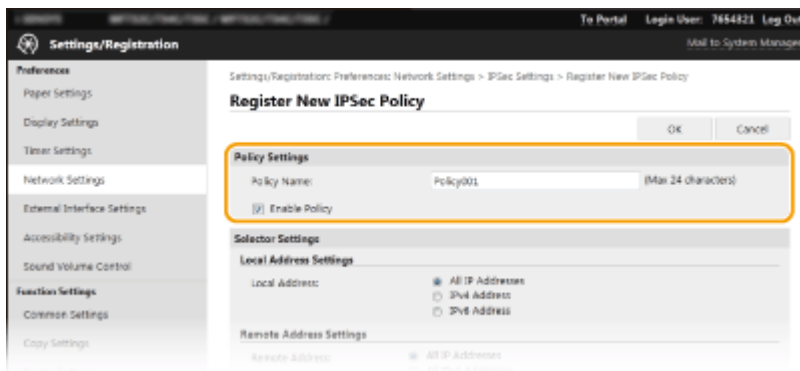
1 In the [Policy Name] text box, enter alphanumeric characters for a name that is used for identifying the policy.

2 Select the [Enable Policy] check box.

8 **Specify the Selector Settings.**
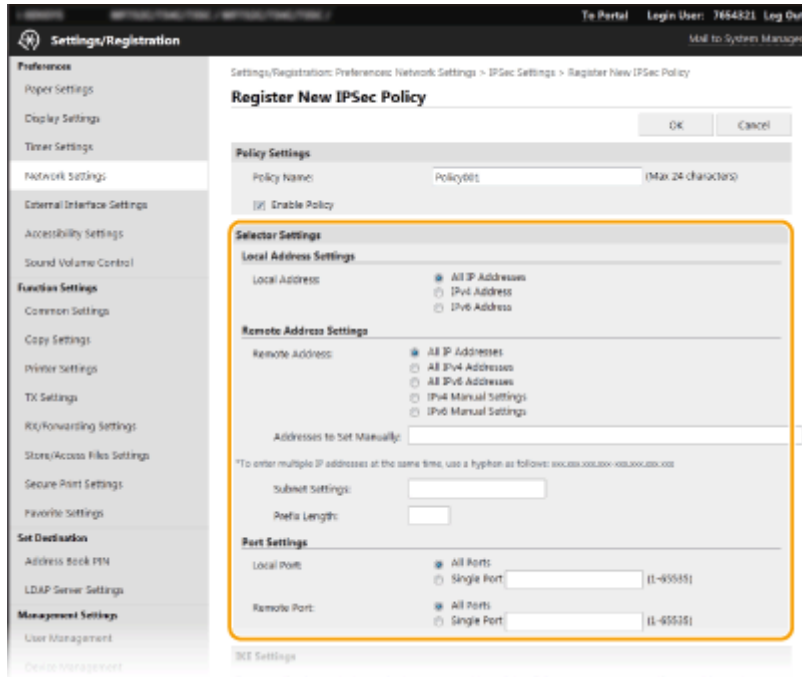
[Local Address]
Click the radio button for the type of IP address of the machine to apply the policy.

[All IP Addresses]	Select to use IPSec for all IP packets.
[IPv4 Address]	Select to use IPSec for all IP packets that are sent to or from the IPv4 address of the machine.
[IPv6 Address]	Select to use IPSec for all IP packets that are sent to or from an IPv6 address of the machine.

[Remote Address]
Click the radio button for the type of IP address of the other devices to apply the policy.

[All IP Addresses]	Select to use IPSec for all IP packets.
[All IPv4 Addresses]	Select to use IPSec for all IP packets that are sent to or from IPv4 addresses of the other devices.
[All IPv6 Addresses]	Select to use IPSec for all IP packets that are sent to or from IPv6 addresses of the other devices.
[IPv4 Manual Settings]	Select to specify a single IPv4 address or a range of IPv4 addresses to apply IPSec. Enter the IPv4 address (or the range) in the [Addresses to Set Manually] text box.
[IPv6 Manual Settings]	Select to specify a single IPv6 address or a range of IPv6 addresses to apply IPSec. Enter the IPv6 address (or the range) in the [Addresses to Set Manually] text box.

[Addresses to Set Manually]
If [IPv4 Manual Settings] or [IPv6 Manual Settings] is selected for [Remote Address], enter the IP address to apply the policy. You can also enter a range of addresses by inserting a hyphen between the addresses.

NOTE:

Entering IP addresses

	Description	Example
Entering a single address	**IPv4:** Delimit numbers with periods.	192.168.0.10

	Description	Example
	IPv6: Delimit alphanumeric characters with colons.	fe80::10
Specifying a range of addresses	Insert a hyphen between the addresses.	192.168.0.10-192.168.0.20

[Subnet Settings]
When manually specifying IPv4 address, you can express the range by using the subnet mask. Enter the subnet mask using periods to delimit numbers (example:"255.255.255.240").

[Prefix Length]
Specifying the range of IPv6 addresses manually also allows you to specify the range using prefixes. Enter a range between 0 and 128 as the prefix length.

[Local Port]/[Remote Port]
If you want to create separate policies for each protocol, such as HTTP or WSD, enter the appropriate port number for the protocol to determine whether to use IPSec.

IMPORTANT:

IPSec is not applied to the following packets

- Loopback, multicast, and broadcast packets

- IKE packets (using UDP on port 500)

- ICMPv6 neighbor solicitation and neighbor advertisement packets

9 **Specify the IKE Settings.**
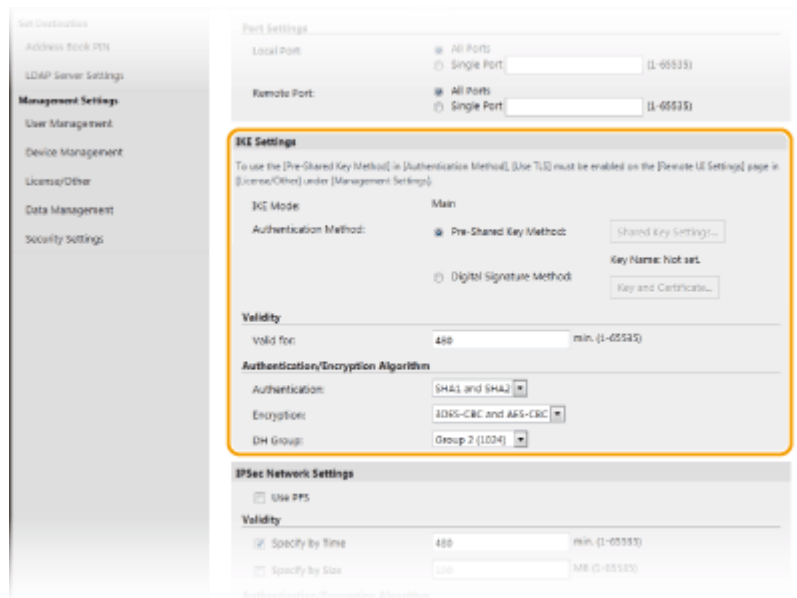
[IKE Mode]
The mode used for the key exchange protocol is displayed. The machine supports the main mode, not the aggressive mode.

[Authentication Method]
Select [Pre-Shared Key Method] or [Digital Signature Method] for the method used when authenticating the machine. You need to enable TLS for the Remote UI before selecting [Pre-Shared Key Method]. You need to generate or install the key and certificate before selecting [Digital Signature Method]. ●**Configuring the Key and Certificate for TLS(P. 370)**

[Valid for]
Specify how long a session lasts for IKE SA (ISAKMP SA). Enter the time in minutes.

[Authentication]/[Encryption]/[DH Group]
Select an algorithm from the drop-down list. Each algorithm is used in the key exchange.

[Authentication]	Select the hash algorithm.
[Encryption]	Select the encryption algorithm.
[DH Group]	Select the Diffie-Hellman group, which determines the key strength.

■ Authenticating a machine using a pre-shared key

1 Click the [Pre-Shared Key Method] radio button for [Authentication Method] and then click [Shared Key Settings].

2 Enter alphanumeric characters for the pre-shared key and click [OK].

3 Specify the [Valid for] and [Authentication]/[Encryption]/[DH Group] settings.

■ Authenticating a machine using digital signature method

1 Click the [Digital Signature Method] radio button for [Authentication Method] and then click [Key and Certificate].

2 Click [Register Default Key] on the right of the key and certificate you want to use.

NOTE:

Viewing details of a certificate

- You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon.

3 Specify the [Valid for] and [Authentication]/[Encryption]/[DH Group] settings.

10 **Specify the IPSec Network Settings.**
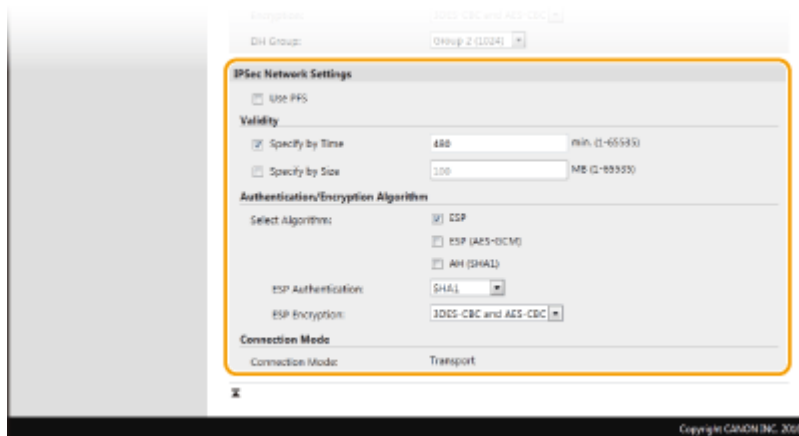
[Use PFS]
Select the check box to enable Perfect Forward Secrecy (PFS) for IPSec session keys. Enabling PFS enhances the security while increasing the load on the communication. Make sure that PFS is also enabled for the other devices.

[Specify by Time]/[Specify by Size]
Set the conditions for terminating a session for IPSec SA. IPSec SA is used as a communication tunnel. Select either or both of the check boxes as necessary. If both check boxes are selected, the IPSec SA session is terminated when either of the conditions has been satisfied.

[Specify by Time]	Enter a time in minutes to specify how long a session lasts.
[Specify by Size]	Enter a size in megabytes to specify how much data can be transported in a session.

[Select Algorithm]
Select the [ESP], [ESP (AES-GCM)], or [AH (SHA1)] check box(es) depending on the IPSec header and the algorithm used. AES-GCM is an algorithm for both authentication and encryption. If [ESP] is selected, also select algorithms for authentication and encryption from the [ESP Authentication] and [ESP Encryption] drop-down lists.

[ESP Authentication]	To enable the ESP authentication, select [SHA1] for the hash algorithm. Select [Do Not Use] if you want to disable the ESP authentication.
[ESP Encryption]	Select the encryption algorithm for ESP. You can select [NULL] if you do not want to specify the algorithm, or select [Do Not Use] if you want to disable the ESP encryption.

[Connection Mode]
The connection mode of IPSec is displayed. The machine supports transport mode, in which the payloads of IP packets are encrypted. Tunnel mode, in which whole IP packets (headers and payloads) are encapsulated is not available.

11 **Click [OK].**

- If you need to register an additional security policy, return to step 6.

12 **Arrange the order of policies listed under [Registered IPSec Policies].**

- Policies are applied from one at the highest position to the lowest. Click [Up] or [Down] to move a policy up or down the order.
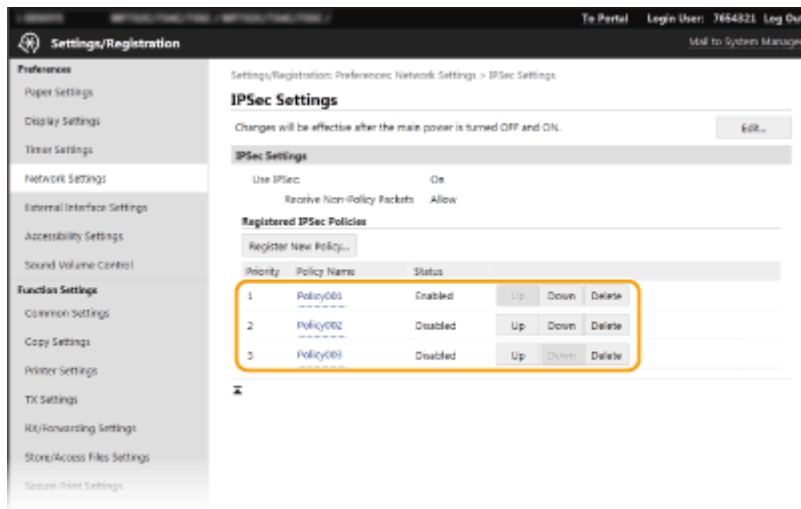
NOTE:

Editing a policy

- Click the corresponding text link under [Policy Name] for the edit screen.

Deleting a policy

- Click [Delete] on the right of the policy name you want to delete ▶ click [OK].

13 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

● You can also enable or disable IPSec communication from <Menu> in the Home screen. ▶**<Use IPSec>(P. 443)**

LINKS

▶**Configuring the Key and Certificate for TLS(P. 370)**
▶**IPSec Policy List(P. 624)**

Configuring IEEE 802.1X Authentication Settings

2579-07E

The machine can connect to an 802.1X network as a client device. A typical 802.1X network consists of a RADIUS server (authentication server), LAN switch (authenticator), and client devices with authentication software (supplicants). If a device tries to connect to the 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.

IEEE 802.1X Authentication Method

Select the authentication method from the options below. If necessary, install or register a key and certificate or a CA certificate before configuring IEEE 802.1X authentication (▶**Registering the Key and Certificate for Network Communication(P. 379)**).
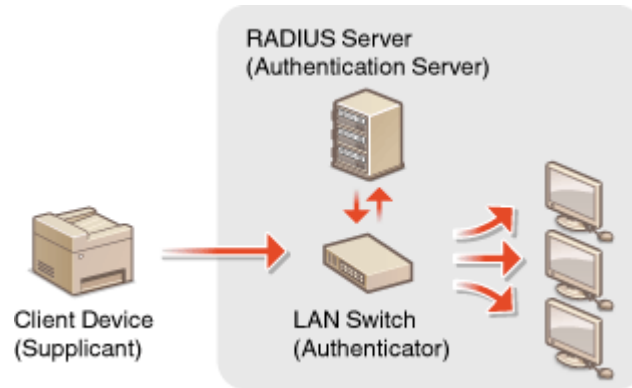
■TLS

The machine and the authentication server authenticate each other by mutually verifying their certificates. A key and certificate issued by a certification authority (CA) is required for the client authentication (when authenticating the machine). For the server authentication, a CA certificate installed via the Remote UI can be used in addition to a CA certificate preinstalled in the machine.

■TTLS

This authentication method uses a user name and password for the client authentication and a CA certificate for the server authentication. MSCHAPv2 or PAP can be selected as the internal protocol. TTLS can be used with PEAP at the same time. Enable TLS for the Remote UI before configuring this authentication method (▶**Configuring the Key and Certificate for TLS(P. 370)**).

■PEAP

The required settings are almost the same as those of TTLS. MSCHAPv2 is used as the internal protocol. Enable TLS for the Remote UI before configuring this authentication method (▶**Configuring the Key and Certificate for TLS(P. 370)**).

> **NOTE**
>
> ● For more information about the basic operations to be performed when setting the machine from the Remote UI, see ▶**Setting Up Menu Options from Remote UI(P. 416)** .

1 Start the Remote UI and log in to System Manager Mode. ▶**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page. ⬤Remote UI Screen(P. 409)**

3 **Select [Network Settings] ▶ [IEEE 802.1X Settings].**

4 **Click [Edit].**

5 **Select the [Use IEEE 802.1X] check box, and enter the login name in the [Login Name] text box.**
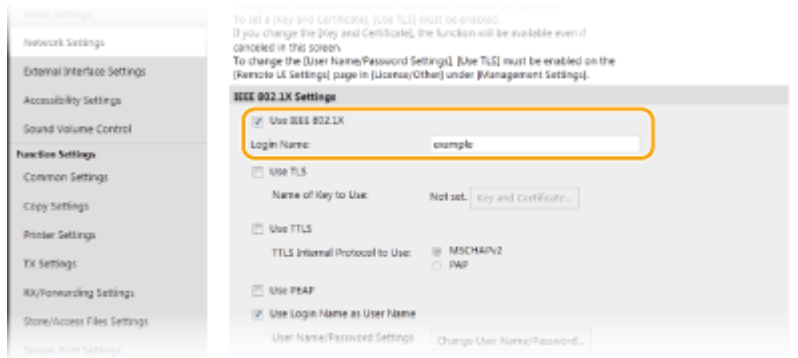
[Use IEEE 802.1X]
Select the check box to enable IEEE 802.1X authentication.

[Login Name]
Enter alphanumeric characters for a name (EAP identity) that is used for identifying the user.

6 **Configure the required settings according to the specified authentication method.**
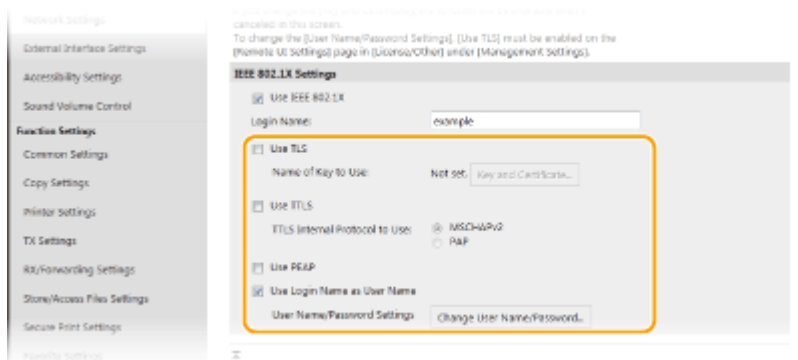
■ **Setting TLS**

1 Select the [Use TLS] check box and click [Key and Certificate].
- You cannot use TLS with TTLS or PEAP.

2 Click [Register Default Key] on the right of the key and certificate you want to use for the client authentication.

NOTE:
Viewing details of a certificate
- You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon.

389

■ Setting TTLS/PEAP

1 Select the [Use TTLS] or [Use PEAP] check box.

> **NOTE:**
>
> **Internal protocol for TTLS**
>
> ● You can select MSCHAPv2 or PAP.
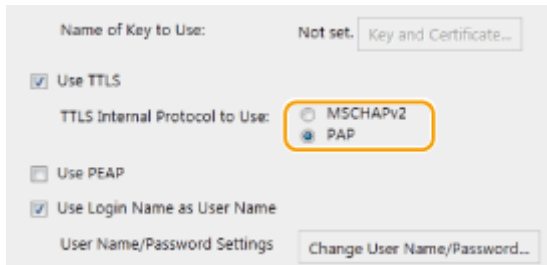
2 Click [Change User Name/Password].

● To specify a user name other than the login name, clear the [Use Login Name as User Name] check box. Select the check box if you want to use the login name as the user name.

3 Set the user name/password.
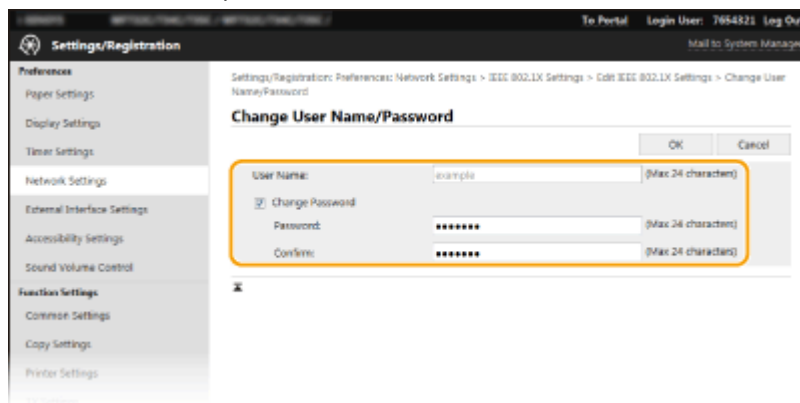
[User Name]
Enter alphanumeric characters for the user name.

[Change Password]
To set or change the password, select the check box and enter alphanumeric characters for the new password both in the [Password] and [Confirm] text boxes.

4 Click [OK].

7 Click [OK].

8 Restart the machine.

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

- You can also enable or disable IEEE 802.1X authentication from <Menu> in the Home screen. ▶**<Use IEEE 802.1X>(P. 445)**

LINKS

▶**Configuring the Key and Certificate for TLS(P. 370)**

Restricting the Machine's Functions

2579-07F

Some of the functions of the machine may rarely be used or provide opportunities for misuse. For security purposes, the machine can be set to limit its capabilities by partially or completely disabling these functions.

Restricting Access to Address Book and Sending Functions

You can specify the PIN in the Address Book to disable a general user from modifying data or limit destinations that can be specified for fax sending. You can also disable a user from collectively sending a fax to multiple destinations (Sequential Broadcast). ●**Restricting Access to Address Book and Sending Functions(P. 394)**

Restricting Printing from a Computer

You can limit "printing from computer" only to secure documents so that no print jobs can be executed unless the PIN is entered on the machine side. ●**Restricting Printing from a Computer(P. 400)**

Restricting USB Functions

The USB connection allows an easy connection with peripheral devices, but it may cause a security risk such as an information leakage. You can restrict a USB connection with a computer or saving to a USB memory device. ●**Restricting USB Functions(P. 401)**
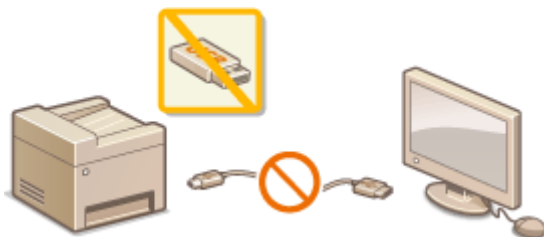
Disabling HTTP Communication

When not performing operations via the network, for example, when using the machine via USB connection, you can disable HTTP communication to prevent a hacking via the HTTP port. ●**Disabling HTTP Communication(P. 403)**

Disabling Remote Management

When not using Remote UI, you can disable functions to prevent an unauthorized remote operation via Remote UI. ○**Disabling Remote UI(P. 404)**

Restricting Access to Address Book and Sending Functions

2579-07H

Some cases of information leakage can be prevented by limiting the available fax and e-mail destinations to those registered in the Address Book or LDAP servers, or by setting a PIN for the Address Book so that unauthorized users cannot add or edit Address Book entries. You can also avoid sending documents to unintended recipients if the machine is set to ask you to enter the fax number twice for confirmation.

◉**Restricting Use of the Address Book(P. 395)**
◉**Limiting Available Destinations(P. 396)**
◉**Restricting the Fax Sending Functions(P. 398)**

Restricting Use of the Address Book

2579-07J

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. Setting a PIN to the Address Book can reduce the risk of documents being sent to unintended recipients because changes to the Address Book can only be made by users who know the PIN.

1 Select <Menu> in the Home screen. ❍Home Screen(P. 120)

2 Select <Set Destination>.

- If the login screen appears, enter the correct ID and PIN. ❍Logging in to the Machine(P. 131)

3 Select <Address Book PIN>.

4 Specify the PIN.

- Enter the number, and select <Apply>.
- The Confirm screen is displayed. Enter the PIN once again to confirm.

NOTE:

- You cannot set a PIN that consists only of zeros, such as "00" or "0000000".
- To cancel the PIN setting, clear the information you entered in ⬚C and select <Apply> with the field blank.

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, see ❍**Restricting New Destinations that Can Be Specified(P. 396)** .
- Disabling the PC fax function, see ❍**Restricting Fax Sending from a Computer(P. 398)** .

LINKS

❍**Registering Destinations(P. 181)**
❍**Registering Destinations from Remote UI(P. 419)**

Limiting Available Destinations

2579-07K

By limiting destinations that can be specified to those registered in the Address Book or LDAP servers, you can reduce the possibility of specifying unintended destinations and prevent users from leaking information. You can configure the setting to display the confirmation screen to prevent the user from misdialing when specifying a coded dial number in the Address Book.

�É**Restricting New Destinations that Can Be Specified(P. 396)**
�É**Disabling Use of Previously Used Destinations(P. 396)**
�É**Displaying Destinations in Address Book(P. 396)**
�É**Checking Destinations when Sending Data(P. 397)**

Restricting New Destinations that Can Be Specified

Restrict destinations that can be specified when sending faxes or scanned documents to "those already registered in the Address Book," "those previously used," or "those searchable from the LDAP servers." When this function is enabled, the machine prohibits users from entering destinations using the numeric keys, adding new entries to the Address Book, and editing the existing Address Book entries.

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Common Settings> ▶ <Restrict New Destinations> ▶ <On> ▶ 🏠

IMPORTANT

- This function does not limit the available destinations for PC faxing. �É**Restricting Fax Sending from a Computer(P. 398)**

Disabling Use of Previously Used Destinations

Prohibits the specification of destinations from the transmission records. Using this restriction prevents destinations being selected from the transmission records for "Send Fax," "Scan and Send as E-mail" and "Scan and Save to Shared Folder or FTP Server."

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Common Settings> ▶ <Restrict Resending from Log> ▶ <On> ▶ 🏠

Displaying Destinations in Address Book

When using coded dial numbers to specify destinations, you need to precisely remember whose destination (or what group) is registered in what coded dial number. If you do not remember all these numbers accurately, you may send your documents to unintended destinations. You can avoid sending data to unintended recipients by configuring the

machine to display the details of the coded dial number you selected/entered as a sending destination on the screen before you send documents to that destination.

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Common Settings> ▶ <Confirm When Coded Dial TX> ▶ <On> ▶ 🏠

Checking Destinations when Sending Data

You can configure a setting so that the destination confirmation screen is displayed when fax, e-mail, or I-Fax sending starts. If <Only for Sequential Broadcast> is selected, the confirmation screen is displayed only when multiple destinations are specified.

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Common Settings> ▶ <Confirm Dest. Before Sending> ▶ Select <On> or <Only for Sequential Broadcast> ▶ 🏠

LINKS

◉**Sending I-Faxes(P. 251)**
◉**Sending Data by E-Mail/Saving Data to a Shared Folder or FTP Server(P. 293)**
◉**Recalling Previously Used Settings for Sending/Saving (Recall Settings)(P. 313)**
◉**Restricting Use of the Address Book(P. 395)**
◉**Restricting the Fax Sending Functions(P. 398)**

Restricting the Fax Sending Functions

2579-07L

You can set various restrictions for sending faxes, which can prevent information leakage to third parties or sending documents to unintended destinations.

○**Confirming the Entered Fax Number(P. 398)**
○**Restricting Fax Sending from a Computer(P. 398)**
○**Restricting Sequential Broadcasts(P. 398)**

Confirming the Entered Fax Number

You can configure the setting to display the confirmation screen to prevent the user from misdialing when entering a destination fax number using the numeric keys.

> <Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Confirm Entered Fax Number> ▶ <On> ▶ 🏠

Restricting Fax Sending from a Computer

You can prohibit users from PC faxing (faxing from a computer).

> <Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Allow Fax Driver TX> ▶ <Off> ▶ 🏠

Restricting Sequential Broadcasts

You can prohibit a function that collectively sends a fax to multiple destinations (Sequential Broadcast).

> <Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Restrict Sequential Broadcast> ▶ <On> ▶ 🏠

LINKS

○**Basic Operations for Sending Faxes(P. 220)**
○**Recalling Previously Used Settings for Sending (Recall Settings)(P. 234)**

Restricting Printing from a Computer

2579-07R

You can drastically reduce information leakage risks by limiting the documents printable from a computer to the Secure Print documents (●**Printing a Document Secured by a PIN (Secure Print)(P. 268)**).

<Menu> ▶ <Function Settings> ▶ <Secure Print> ▶ <Restrict Printer Jobs> ▶ <On> ▶ Restart the machine

Restricting USB Functions

2579-07S

USB is a convenient way of connecting peripheral devices and storing or relocating data, but USB can also be a source of information leakage if it is not properly managed. Be especially careful when handling USB memory devices. This section describes how to restrict connection via the USB port of the machine and how to prohibit use of USB memory devices.
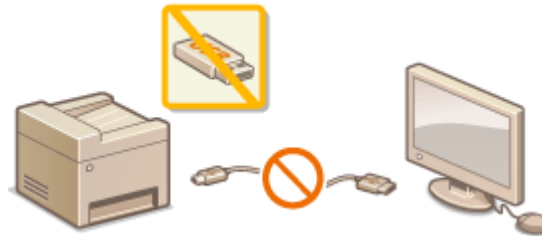
❍**Restricting the USB Connection with a Computer(P. 401)**
❍**Restricting the Scan to USB Function(P. 401)**
❍**Restricting the USB Print Function(P. 401)**

Restricting the USB Connection with a Computer

You can disable the computer connection USB port located on the left side of the machine. If this port is disabled, the machine cannot communicate with a computer via USB. This setting does not affect the right-side USB port, which is for attaching USB memory devices.

> <Menu> ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings> ▶ Select <Off> in <Use as USB Device> ▶ <Apply> ▶ Restart the machine

Restricting the Scan to USB Function

You can disable storing scanned original data into a USB memory device.

> <Menu> ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Memory Media Settings> ▶ Select <Off> in <Use Scan Function> ▶ <Apply> ▶ Restart the machine

Restricting the USB Print Function

You can disable printing data from a USB memory device. The data in the USB memory device cannot be printed.

> <Menu> ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Memory Media Settings> ▶ Select <Off> in <Use Print Function> ▶ <Apply> ▶ Restart the machine

LINKS

◗Basic Operations for Scanning Originals(P. 286)
◗Printing from a USB Memory Device (Memory Media Print)(P. 272)

◗Basic Operations for Scanning Originals(P. 286)
◗Printing from a USB Memory Device (Memory Media Print)(P. 272)

Disabling HTTP Communication

2579-07U

HTTP is used for communications over the network, such as when you access the machine via the Remote UI. If you are using a USB connection or are otherwise not using HTTP, you can disable HTTP to block malicious third-party intrusions via the unused HTTP port.

IMPORTANT

- Disabling HTTP disables some of the network capabilities, such as the Remote UI and WSD printing.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <Use HTTP> ▶ <Off> ▶ <Yes> ▶ 🏠

LINKS

Managing the Machine from a Computer (Remote UI)(P. 407)
Changing Port Numbers(P. 367)
Configuring Printing Protocols and WSD Functions(P. 44)

Disabling Remote UI

2579-07W

The Remote UI is useful because the machine settings can be specified by using a Web browser on a computer. To use the Remote UI, the machine must be connected to a computer over the network. If the machine is connected to a computer via USB, or if you do not need to use the Remote UI, you might want to disable the Remote UI to reduce the risk of having your machine controlled remotely over the network by malicious third parties.

<Menu> ▶ <Management Settings> ▶ <Remote UI Settings/Update Firmware> ▶ <Remote UI Settings> ▶ <Remote UI> ▶ Select <Off> in <Use Remote UI> ▶ Restart the machine

LINKS

◯Managing the Machine from a Computer (Remote UI)(P. 407)
◯Disabling HTTP Communication(P. 403)

Increasing the Security of Documents

2579-07X

The machine is equipped with security functions designed to prevent documents from being leaked or tampered with.

Device Signature

The digital signature is added to scanned documents using a key and certificate mechanism in order to prove to the recipient that the document has been created on the machine. The recipient can verify "the device that created the document" and "whether the document has been tampered with." Before adding a device signature, you need to generate a key and certificate (device certificate) that is used for the device signature using the machine. ○**Generating a Device Signature Key(P. 406)**
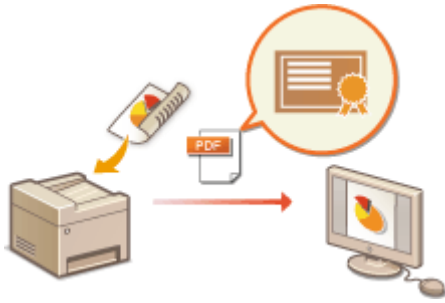
Generating a Device Signature Key

2579-07Y

You can generate a key and certificate for the device signature that show a document was scanned on the machine. The certificate is appended when an document is scanned and converted into a PDF file.

IMPORTANT

- Only one key and certificate for the device signature can be generated. It cannot be deleted.

NOTE

- Key and certificate for the device signature are valid for five years. Renew them when required.

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ►**Setting Up Menu Options from Remote UI(P. 416)** .

1 **Start the Remote UI and log in to System Manager Mode. ►Starting Remote UI(P. 408)**

2 **click [Settings/Registration] on the Portal page. ►Remote UI Screen(P. 409)**

3 **Select [Device Management] ▶ [Key and Certificate Settings].**

4 **Click [Generate Key].**

5 **Select the [Device Signature] check box, and click [OK].**

⇒ A key and certificate for the device signature is generated.

■**Renewing the Device Signature Key and the Key and Certificate**

1 Click [Update] at the right of the key and certificate for the device signature.

2 Click [OK].

Managing the Machine from a Computer (Remote UI)

2579-080

Using a Web browser to operate the machine remotely, you can check the documents waiting to be printed or the status of the machine. You can also make various settings. You can do this without leaving your desk, making system management easier. For more information about the system requirements for the Remote UI, see ❍**Other Specifications(P. 724)** .

Functions of the Remote UI

❍**Checking the Status and Logs(P. 411)**
❍**Setting Up Menu Options from Remote UI(P. 416)**
❍**Registering Destinations from Remote UI(P. 419)**
❍**Importing/Exporting the Setting Data(P. 423)**

Basics of the Remote UI

❍**Starting Remote UI(P. 408)**

Starting Remote UI

2579-081

To operate remotely, you need to input the IP address of the machine into a Web browser and start the Remote UI. Check the IP address set to the machine in advance (○**Viewing Network Settings(P. 41)**). If you have any questions, ask your Network Administrator.

1 **Start the Web browser.**

2 **Enter "http://<the IP address of the machine>/" in the address field, and press the [ENTER] key.**
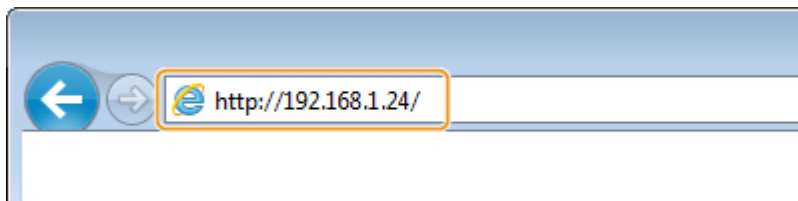
- If you want to use an IPv6 address, enclose the IPv6 address with brackets (example: http://[fe80::2e9e:fcff:fe4e:dbce]/).

NOTE:

If a security alert is displayed

- A security alert may be displayed when the Remote UI communication is encrypted (○**Configuring the Key and Certificate for TLS(P. 370)**). When certificate settings or TLS settings have no errors, continue browsing the Web site.

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

■**When the Department ID Management is disabled**

Select [System Manager Mode] or [General User Mode], and enter a value in [Remote UI Access PIN] as necessary.
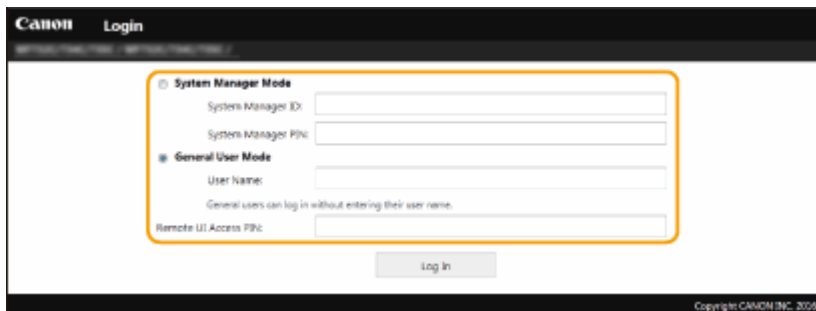
[System Manager Mode]
You can perform all the Remote UI operations and settings. Enter the appropriate ID in [System Manager ID] and PIN in [System Manager PIN]. ○**Setting the System Manager ID and PIN(P. 344)**

[General User Mode]
You can check the status of documents or the machine, and you can also change some of the settings. When you want to check if a specific document of yours is in the print queue or cancel the printing of a document of yours in the print queue, enter the user name of the document in [User Name]. The user name is automatically set to print documents based on information such as your computer name or computer login name.

[Remote UI Access PIN]

If [Remote UI Access PIN] is set, enter the PIN. ◯**Setting a Remote UI PIN(P. 352)**

■**When the Department ID Management is enabled**

Enter the appropriate ID in [Department ID] and PIN in [PIN]. ◯**Setting the Department ID Management(P. 346)**
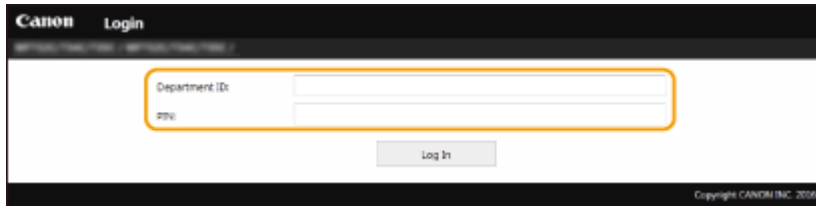
4 **Click [Log In].**

➠ The Portal page (main page) will be displayed. ◯**Remote UI Screen(P. 409)**

Remote UI Screen

When you log in to the Remote UI, the following Portal page appears. This section describes the items displayed on the Portal page and the basic operations.
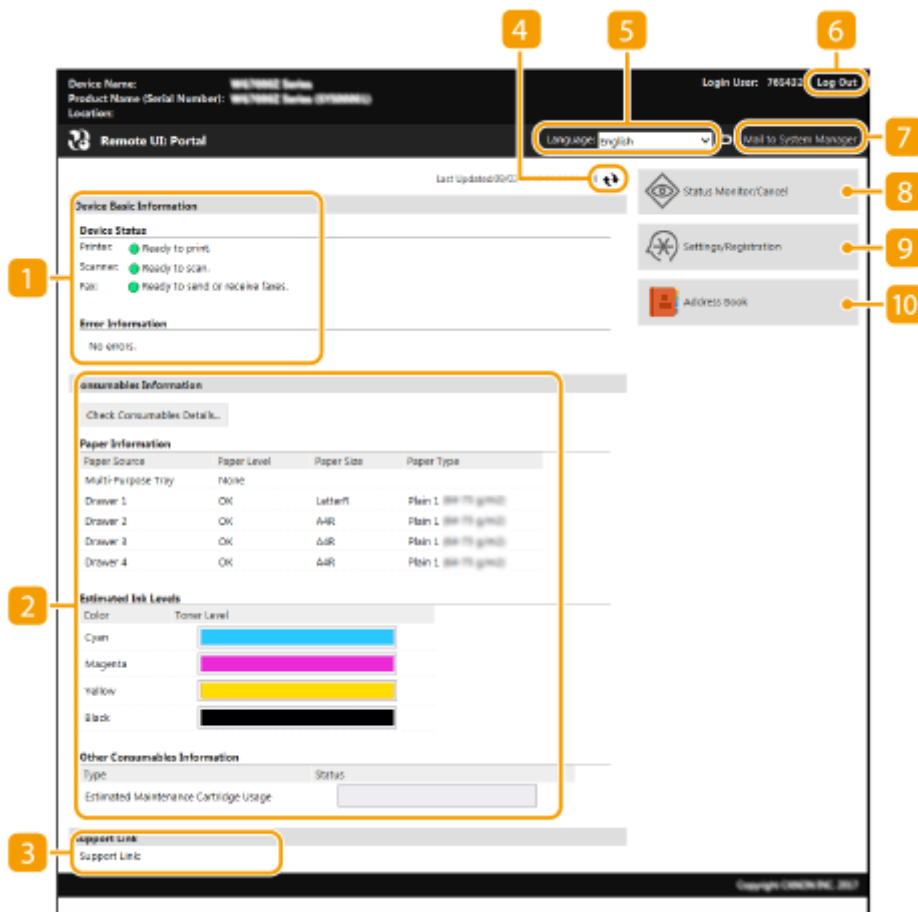
▮ **[Device Basic Information]**

Displays the current status of the machine and error information. If an error has occurred, the link to the Error Information page will be displayed.

2 **[Consumables Information]**

Displays paper information and the amount of ink remaining.

3 **[Support Link]**

Displays the support link specified in [Support Link] under [License/Other].

4 **Refresh Icon**

Refreshes the currently displayed page.

5 **[Language]**

Selects the display language used for the Remote UI screens.

6 **[Log Out]**

Logs off from the Remote UI. The Login page will be displayed.

7 **[Mail to System Manager]**

Displays a window for creating an e-mail to the system manager specified in [System Manager Information] under [User Management].

8 **[Status Monitor/Cancel]**

Displays the [Status Monitor/Cancel] page. For any of the waiting documents, you can check the status/ history or cancel the processing.

9 **[Settings/Registration]**

Displays [Settings/Registration] page. When you have logged in to System Manager Mode, you can change the settings items and save/load the registered data. **Setting Up Menu Options from Remote UI(P. 416)**

10 **[Address Book]**

Displays the coded dial numbers and the Favorites list registered in the Address Book. You can also register or edit the Address Book when you have logged in to System Manager Mode. **Registering Destinations from Remote UI(P. 419)**

Checking the Status and Logs

2579-082

NOTE

- A file name of a document may not be displayed in full. The printed application name may be added to the file name.

Checking Current Status of Print Documents

The list of the documents currently printing or waiting to be printed is displayed.

Log in to the Remote UI (**Starting Remote UI(P. 408)**) ▶ [Status Monitor/Cancel] ▶ [Job Status]
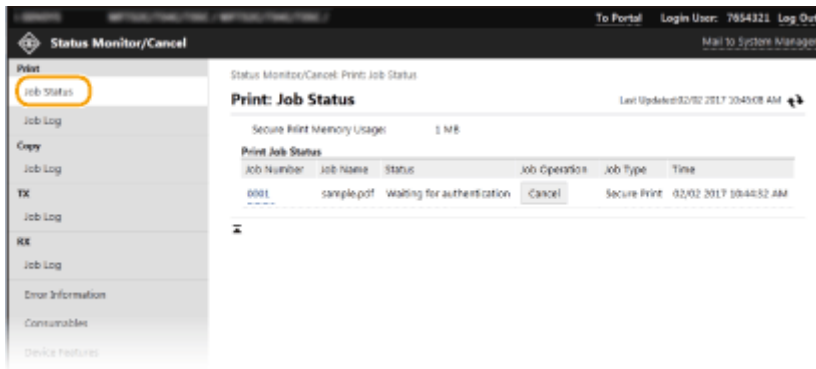
- You can delete a document job by clicking [Cancel].

NOTE

- Regardless of the Department ID Management setting, all the print documents currently printing and waiting to be printed will be listed.

- If you entered your user name when you logged on in General User Mode, your user name will only be displayed on the documents that you printed.

- Click [Job Number] on the paused documents and secure documents to display detailed information. You can check the user name and the page count of the printed document.

Checking History of Documents

The history of print, copy, sending faxes/e-mails (TX), or receiving faxes (RX) is displayed.

Log in to the Remote UI (**Starting Remote UI(P. 408)**) ▶ [Status Monitor/Cancel] ▶ [Job Log]

Checking Error Information

When an error occurs, this page will be displayed by clicking the message displayed under [Error Information] on the Portal page (main page). **Remote UI Screen(P. 409)**

Log in to the Remote UI (**Starting Remote UI(P. 408)**) ▶ [Status Monitor/Cancel] ▶ [Error Information]

Checking Consumables

Paper size and paper type for the paper source, ink tank model number, etc. are displayed. You can also click [Check Consumables Details] in the Portal page (main page) to display this page (**⊙Remote UI Screen(P. 409)**).

> Log in to the Remote UI (**⊙Starting Remote UI(P. 408)**) ▶ [Status Monitor/Cancel] ▶ [Consumables]
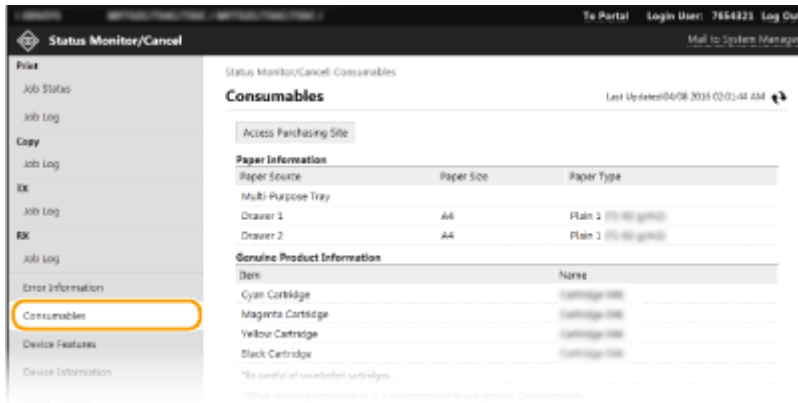
Checking Device Specifications

The maximum print speed and machine features are displayed.

> Log in to the Remote UI (**⊙Starting Remote UI(P. 408)**) ▶ [Status Monitor/Cancel] ▶ [Device Features]
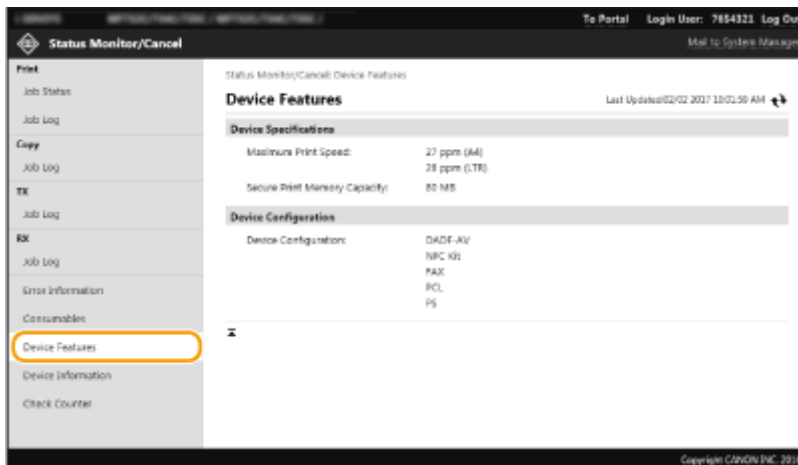
Checking System Manager Information

Information about the machine and the system manager is displayed. The device name and other system manager information displayed here correspond to the settings in [System Manager Information] on the [User Management] page or in [Device Information Settings] on the [Device Management] page.

> 🖱 Log in to the Remote UI (**❯Starting Remote UI(P. 408)**) ▶ [Status Monitor/Cancel] ▶ [Device Information]
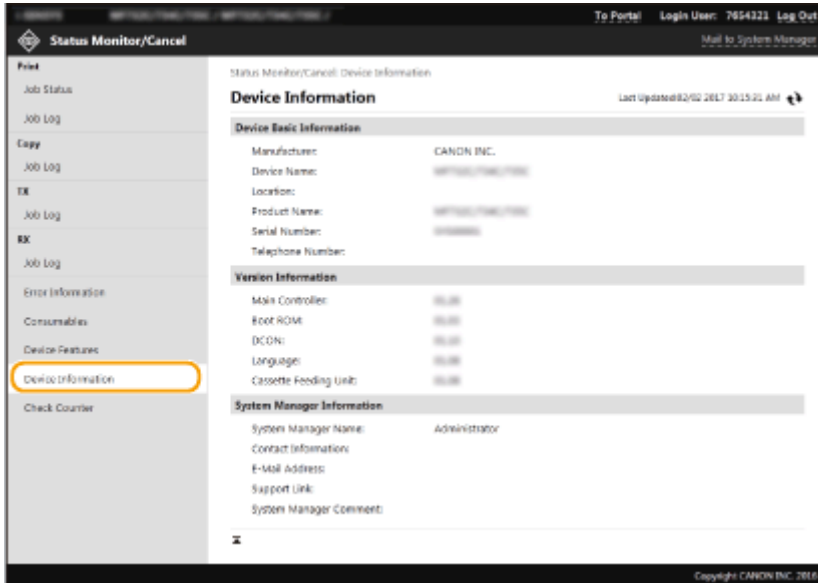
Checking Print Head Status

You can check the usage of the print head and other logs.

> 🖱 Log in to the Remote UI (**❯Starting Remote UI(P. 408)**) ▶ [Status Monitor/Cancel] ▶ [Print Head Information]
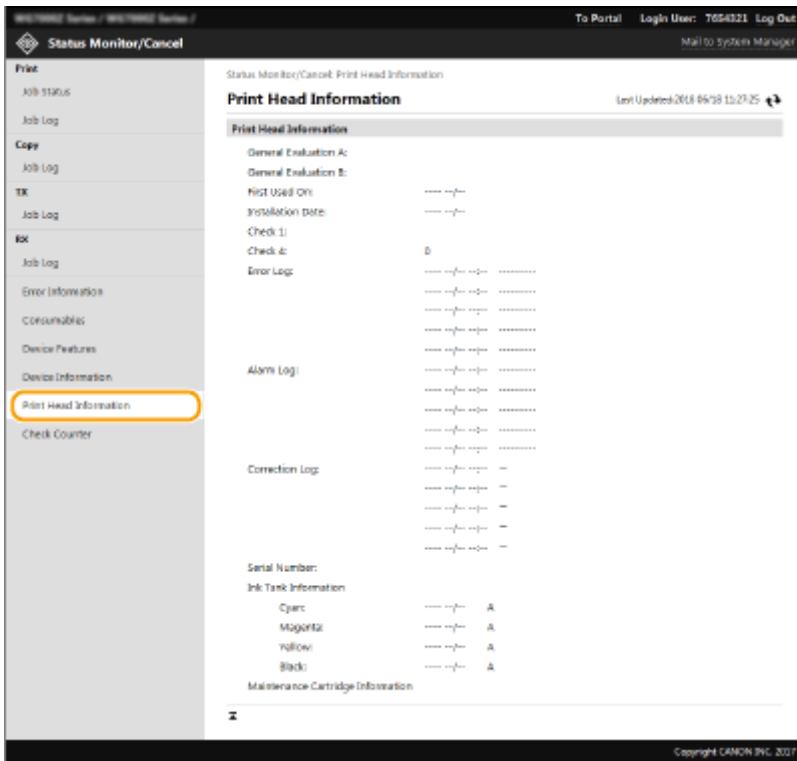
Checking Print Total Counter

The total number of pages that have been printed by the copy, print, and fax functions is displayed.

> Log in to the Remote UI (⬤**Starting Remote UI(P. 408)**) ▶ [Status Monitor/Cancel] ▶ [Check Counter]

LINKS

⬤**Remote UI Screen(P. 409)**

Setting Up Menu Options from Remote UI

2579-083

You can change the various machine settings by using the Remote UI. Most of the settings can be set also on the machine, but some settings can only be set using the Remote UI. This section describes the basic flow of changing the settings of the machine using the Remote UI.

NOTE

- Some settings can only be changed when you have logged in to System Manager Mode.
- Some settings may require operations that differ from the procedure described here.

1 **Start the Remote UI.** ▶**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** ▶**Remote UI Screen(P. 409)**

3 **Click the setting you want to configure in the menu on the left side of the screen.**
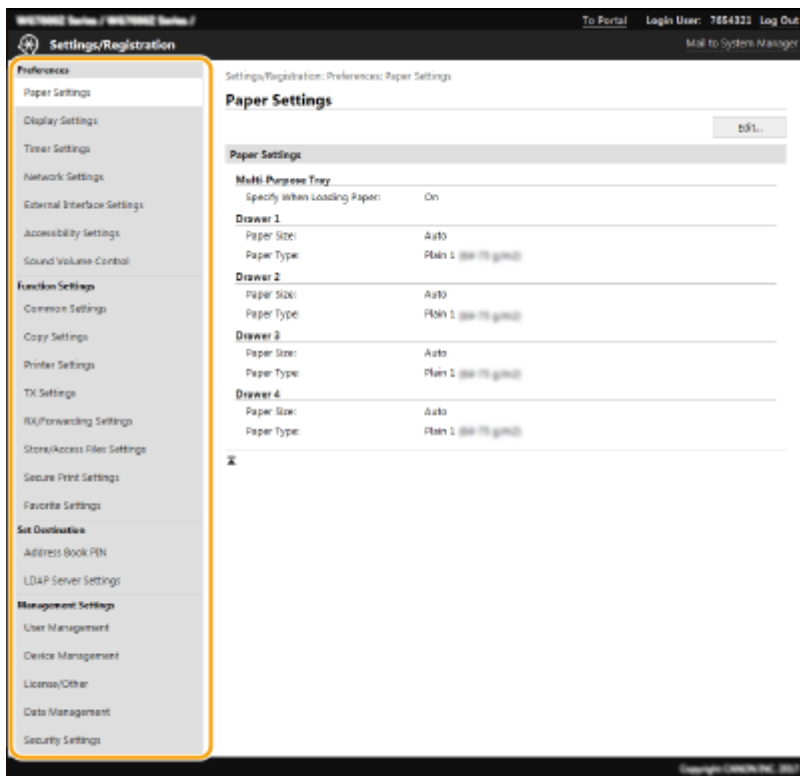
4 **Click the link to display the desired page as necessary.**
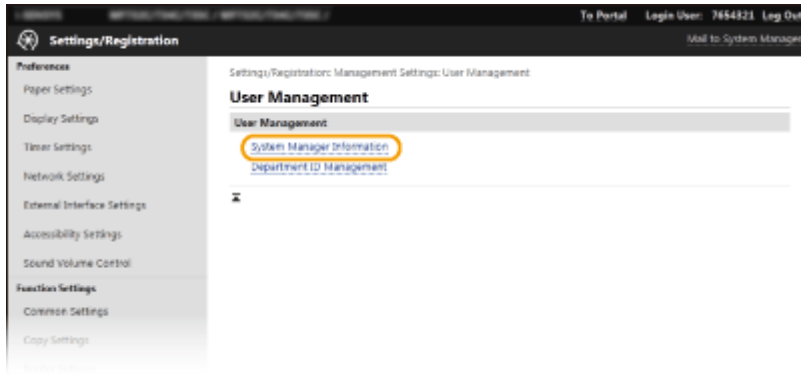
5 **Click [Edit].**
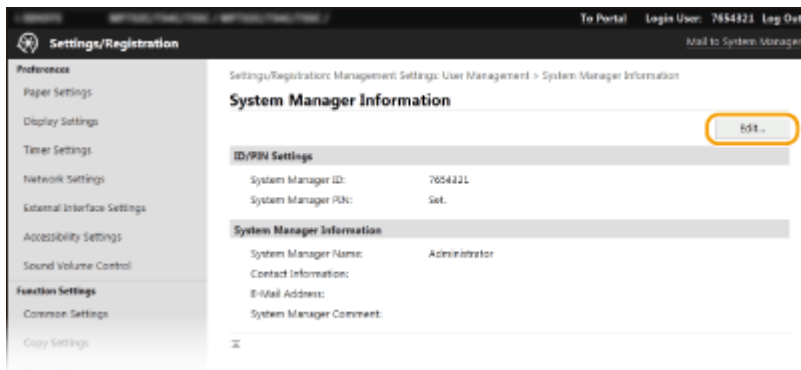
6 **Specify the required settings.**
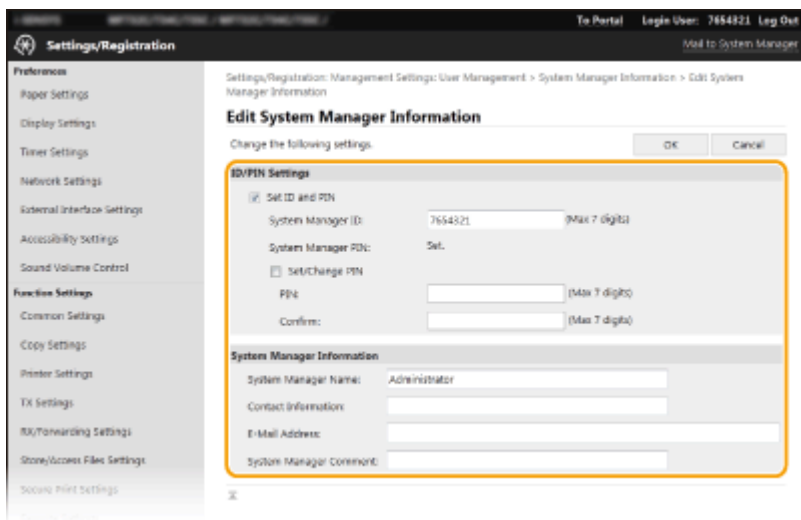
7 **Click [OK].**
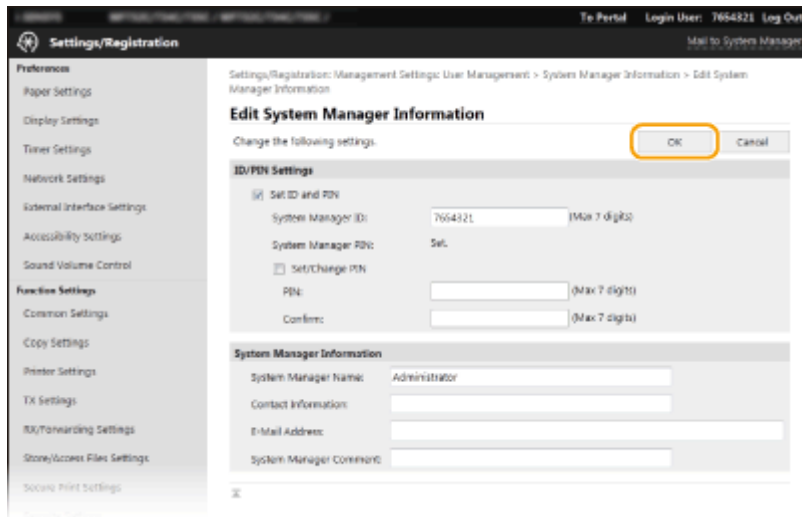
8 **Restart the machine as necessary.**

● Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE:

● For information about whether you need to restart the machine, view the message on the edit screen.
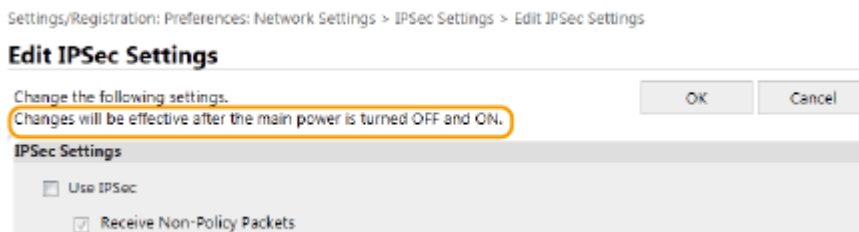
Registering Destinations from Remote UI

2579-084

You can use the computer to register destinations in the Address Book of the machine and edit information of registered destinations. Specify the shared folder or FTP server destination here.

> **NOTE**
>
> ● You can change the settings only when you have logged in to System Manager Mode.

1 **Start the Remote UI.** ◯**Starting Remote UI(P. 408)**

2 **Click [Address Book] on the Portal page.** ◯**Remote UI Screen(P. 409)**

> **NOTE:**
> **If the enter PIN page is displayed**
>
> ● The Address Book is protected by a PIN. Enter the [PIN] and click [OK].

3 **Click [Coded Dial].**

● You can also register destinations in Favorites. In this case, click [Favorites] instead of [Coded Dial]. ◯ **Favorites(P. 181)**

4 **Click the text link under [Number], [Type], or [Name] for an item named "Not Registered."**
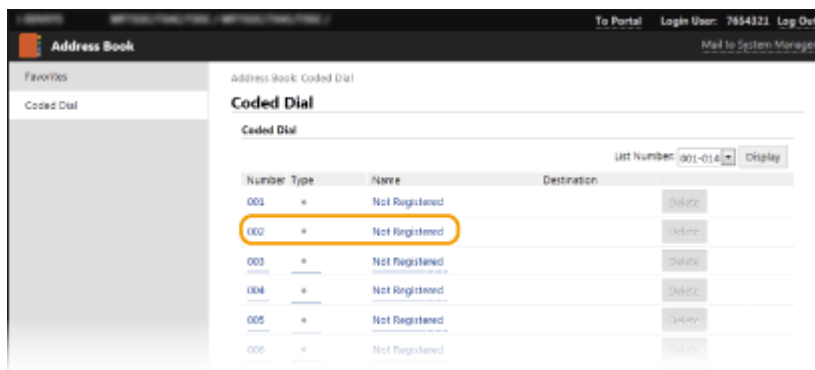
> **NOTE:**
>
> ● You can edit a registered item by clicking the corresponding text link under [Number], [Type] or [Name].
>
> ● You can delete a registered destination by clicking the corresponding [Delete] button.
>
> ● If you delete a destination from the Address Book, it is also deleted from the favorite settings. ◯ **Registering Frequently Used Settings(P. 173)**

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

● To register the shared folder or FTP server destination, select [File].
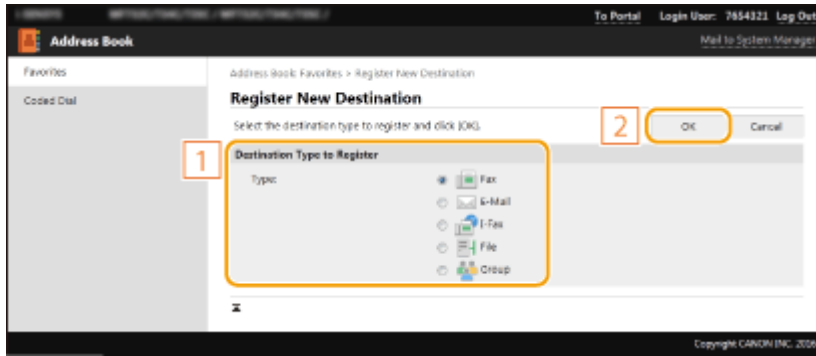
6 Specify the destination.

■To register the fax destination
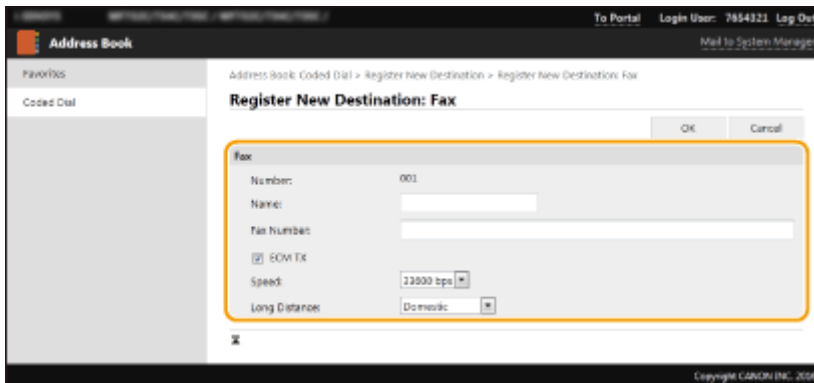
[Name]
Enter the name of the destination.

[Fax Number]
Enter the fax number of the destination.

[ECM TX]
Select the check box to make the following possible: if an error occurs in an image that is being sent, the error is checked and corrected to prevent an improper image from being sent.

[Speed]
If it takes time for transmissions to start, such as when there is a poor telephone connection, you can adjust the transmission start speed downward.

[Long Distance]
Specify [International (1)] to [International (3)] according to the transmission conditions when registering overseas fax numbers.

NOTE:

- You can also specify [ECM TX] and [Speed] from <Fax Settings> (**<Send>(P. 484)**) on the operation panel. However, settings made from <Address Book> are enabled for the detailed settings of destinations registered in the Address Book.

■To register the e-mail or I-Fax destination
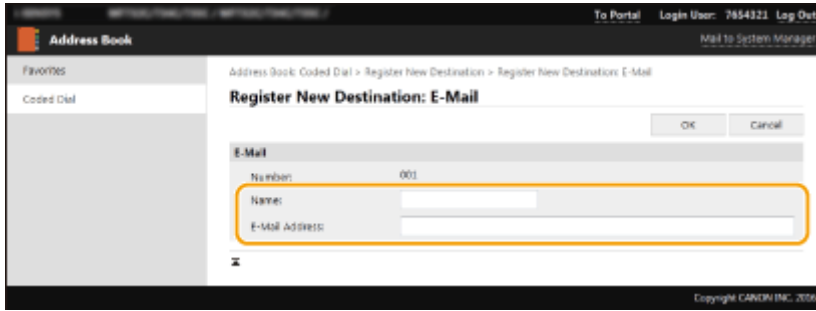
[Name]
Enter the name of the destination.

[E-Mail Address]/[I-Fax Address]
Enter the e-mail address of the destination.

■To register the shared folder or FTP server destination
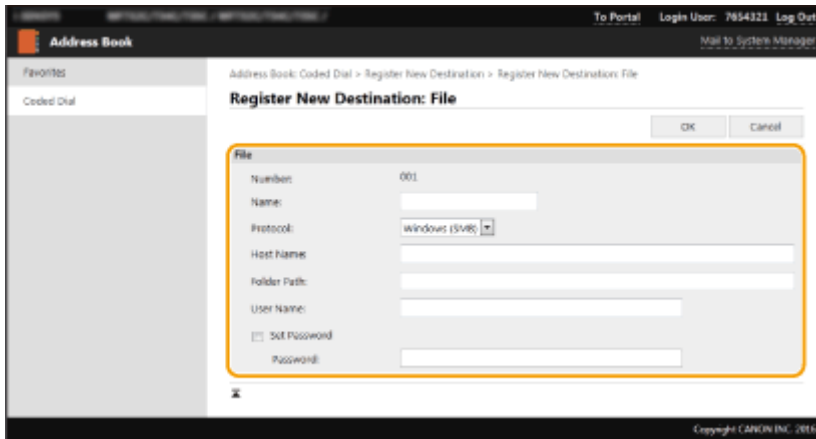
[Name]
Enter the name for the destination.

[Protocol]
Select the protocol for the destination.

[Windows (SMB)]	Select this when registering a shared folder as a destination.
[FTP]	Select this when registering an FTP server as a destination.

[Host Name]

- For a shared folder
  Enter the computer name or IP address. You can include a path to the shared folder with the computer name or IP address (e.g. "\\swan\share" or "\\192.168.2.100\share").

- For an FTP server
  Enter the IP address of the FTP server (e.g. "192.168.2.100").

NOTE:

Using a DNS server

- You can also enter the host name (or FQDN) instead of the computer name or IP address (e.g. for a shared folder: "\\swan.organization.company.com\share").

[Folder Path]
Enter the location of the folder to which the data will be sent.

● For a shared folder
Use "\" as a separator. Specify the level that follows the path specified in [Host Name].

● For an FTP server
Use "/" as a separator. The path is an absolute path when a "/" is placed at its top, otherwise a relative path with respective to the current directory of the user who has logged in.

[User Name]
Enter the user name set for the shared folder or FTP server.

[Set Password]
To set a password for the shared folder or FTP server, select the check box and enter a [Password].

IMPORTANT

Ensure that the same display language is selected on both the computer and the Remote UI.

● [Host Name] and [Folder Path] may not be displayed correctly or may not be referenceable.

7 **Click [OK].**

LINKS

◖**Remote UI Screen(P. 409)**
◖**Importing/Exporting the Setting Data(P. 423)**
◖**Address Book List(P. 623)**

Importing/Exporting the Setting Data

2579-085

Address Book and machine settings data can be saved on your computer (export). Data that is saved on your computer can also be registered in the machine (import). You can easily copy the destinations in the Address Book to multiple machines.[*] To use these features, it is required that you have logged in to System Manager Mode.

[*]Depending on the model, you cannot import the Address Book data that exported from the machine. If using the same model, you can import/export machine settings data.

○**Exporting the Setting Data(P. 423)**
○**Importing the Setting Data(P. 424)**

IMPORTANT

Do not turn OFF the machine until the import or export process is complete

- It may take a few minutes to complete the process. If the machine is turned OFF during the process, it may result in damage to data or the machine.

Do not operate the machine during the import or export process

- Before importing/exporting, check that no operation such as printing documents is currently proceeding.

NOTE

- For the settings that cannot be imported/exported, see ○**Setting Menu List(P. 431)** .

- You can also import/export settings data via a USB memory device by using the operation panel of the machine. ○**<Import/Export>(P. 503)**

- For more information about the basic operations to be performed when setting the machine from the Remote UI, see ○**Setting Up Menu Options from Remote UI(P. 416)** .

Exporting the Setting Data

You can export Address Book and machine settings data, and save them on a computer. It is recommended that you regularly back up important settings.

1 **Start the Remote UI and log in to System Manager Mode.** ○**Starting Remote UI(P. 408)**

2 **Click [Settings/Registration] on the Portal page.** ○**Remote UI Screen(P. 409)**

3 **Select [Data Management] ▶ [Export].**

4 **Select the settings to export, and specify the encryption password.**
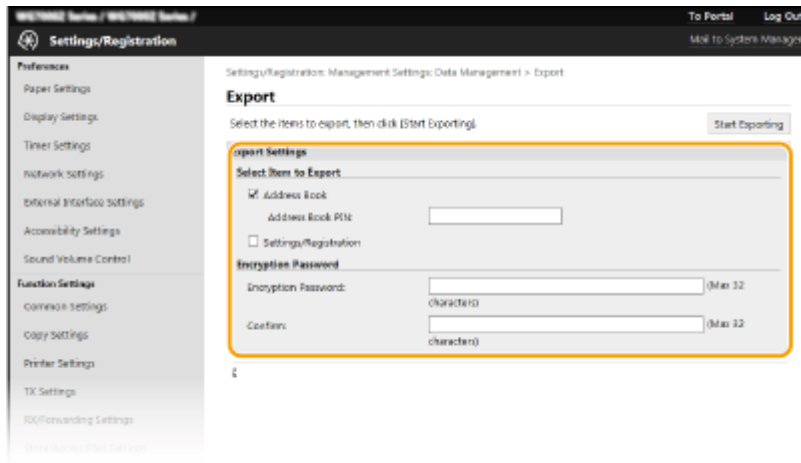
[Address Book]
Select the check box to export Address Book data.

[Address Book PIN]
If the Address Book is code-protected, enter the code for the Address Book. ○**Restricting Use of the Address Book(P. 395)**

[Settings/Registration]
Select the check box to export machine settings data.

[Encryption Password]
Enter a password to encrypt the export data using alphanumeric characters. Enter the same password in [Confirm]. To export the data, you must set an encryption password.

NOTE:

● The password is required when exported data is imported. ○**Importing the Setting Data(P. 424)**

5 Click [Start Exporting].

6 Follow the on-screen instructions to specify the location where to save the exported data.

➠ The setting data will be saved.

Importing the Setting Data

Load (import) data that was exported from the machine. You can also import machine settings data from another machine to your machine if the models are the same. Furthermore, when applying the security policy to the machine, follow the procedure described below to specify the security policy file.

1 Start the Remote UI and log in to System Manager Mode. ○Starting Remote UI(P. 408)

2 Click [Settings/Registration] on the Portal page. ○Remote UI Screen(P. 409)

3 Select [Data Management] ▶ [Import].

4 **Specify the file, enter the password, and select the settings to import.**
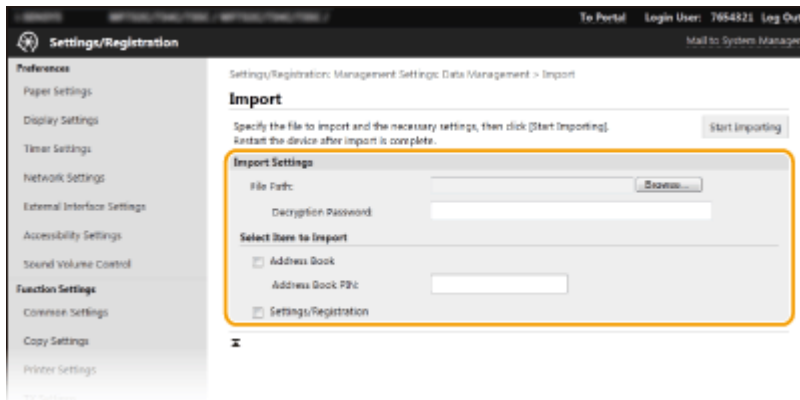
[File Path]
Click [Browse] and select the file.

[Decryption Password]
Enter the password set when the settings were exported.

[Address Book]
Select the check box to import Address Book data.

IMPORTANT:

- Importing Address Book data will overwrite the Address Book entries currently registered on the machine.

[Address Book PIN]
If the Address Book is code protected, enter the code for the Address Book. **Restricting Use of the Address Book(P. 395)**

[Settings/Registration]
Select the check box to import machine settings data.

5 **Click [Start Importing].**

6 **Click [OK].**

➥ The selected settings data is loaded into the machine.

7 **Click [OK].**

➥ If the [Settings/Registration] check box is selected in step 4, the machine automatically restarts.

Updating the Firmware

2579-086

For the firmware, select the method of update depending on the installation condition of the machine. There are two methods of update: the one is to access the latest firmware version on the Internet from the machine and perform the update if the version currently installed in the machine is not the latest, and the other is to access the latest firmware version on the Internet from a computer and perform the update from the computer if the version currently installed in the machine is not the latest. In an environment where connection to the Internet cannot be established via a wireless LAN, establish connection via a wired LAN or USB and perform the update from the computer.

Installation Condition of the Machine	How to Install the Update
Wireless LAN connection	❏Updating via the Internet(P. 426)
Wired LAN connection	❏Updating via the Internet(P. 426) ❏Updating from a Computer(P. 427)
USB connection	❏Updating from a Computer(P. 427)

IMPORTANT

- If you are in an IPv6 environment, you cannot perform firmware update. Use USB to re-establish connection, and perform the update from the computer.

NOTE

Checking the firmware version

- You can check the firmware version from the operation panel of the machine. After completion of the firmware update operation, make sure that the update was performed correctly. ❏Checking the Firmware Version(P. 427)

Updating via the Internet

You can access the Canon server from the machine to update the firmware to the latest version.

1 **Select <Update Firmware> in the Home screen.** ❏**Home Screen(P. 120)**

➠ A check for existence of the latest firmware is performed.

NOTE:

- If the <This is the latest firmware version.> message is displayed, there is no need to update the firmware.

2 **When a license screen appears, select <Accept>.**

3 **Select <OK>.**

➠ When the firmware update is complete, the machine restarts automatically.

IMPORTANT:

- Do not turn OFF the machine while the restart is in progress.

Updating from a Computer

When you have downloaded the latest firmware version from the Canon website, use "User Support Tool" utility software to update the firmware from a computer. For how to perform firmware update from a computer, see the "User Support Tool Operation Guide" included with the firmware.

To Put the Machine into a Firmware Update Waiting State

<Menu> ▶ <Management Settings> ▶ <Remote UI Settings/Update Firmware> ▶ <Update Firmware> ▶ <Via PC> ▶ <Yes>

Checking the Firmware Version

1 Select <Menu> in the Home screen. ❍Home Screen(P. 120)

2 Select <Management Settings>.

- If the login screen appears, enter the correct ID and PIN. ❍Logging in to the Machine(P. 131)

3 Select <Remote UI Settings/Update Firmware> ▶ <Update Firmware>.

4 Select <Version Information>.

➠ The current firmware version is displayed.
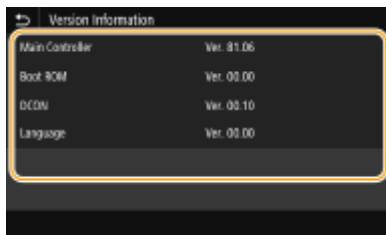
Initializing Settings

2579-087

You can restore the following settings:

◉Initializing Menu(P. 428)
◉Initializing Key and Certificate(P. 428)
◉Initializing Address Book(P. 429)
◉Initializing All Data/Settings(P. 429)

Initializing Menu

You can restore the settings of the machine (◉**Setting Menu List(P. 431)**). Depending on the settings selected, you may need to restart the machine after initialization.

> <Menu> ▶ <Management Settings> ▶ <Data Management> ▶ <Initialize Menu> ▶ Select the item you want to initialize ▶ <Yes> ▶ 🏠 ▶ Restart the machine if necessary

NOTE

- You can restore the settings only for <Network> in <Preferences>.

  <Menu> ▶ <Preferences> ▶ <Network> ▶ <Initialize Network Settings> ▶ <Yes> ▶ Restart the machine

Initializing Key and Certificate

You can restore the settings of the key and certificate and the CA certificate. Note that all the keys and certificates and CA certificates that you registered in the machine (except the preinstalled keys and CA certificates) will be deleted after initializing.

NOTE

- After initializing, functions that require a key and certificate such as TLS encrypted communication and IKE of IPSec communication are not available. To use these functions, configure the settings for the key and certificate and activate the functions again.

> <Menu> ▶ <Management Settings> ▶ <Data Management> ▶ <Initialize Key and Certificate> ▶ <Yes> ▶ 🏠

Initializing Address Book

You can restore the settings of the Address Book. Note that all the information registered in the Address Book will be deleted after initializing.

<Menu> ▶ <Management Settings> ▶ <Data Management> ▶ <Initialize Address Book> ▶ <Yes> ▶ 🏠

Initializing All Data/Settings

This enables restoration of all data and machine settings, including logs, to the factory default values. This prevents sensitive data from being leaked when replacing or disposing of the machine. When the initialization process finishes, the machine automatically restarts.

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.

- To use the machine after initializing it, you need to configure all settings from the beginning.

<Menu> ▶ <Management Settings> ▶ <Initialize All Data/Settings> ▶ <Yes> ▶ <Yes>

LINKS

◯Configuring the Key and Certificate for TLS(P. 370)
◯Registering Destinations(P. 181)
◯Registering Destinations from Remote UI(P. 419)

Setting Menu List

Setting Menu List

2579-0FU

You can customize the machine based on your environment and needs by configuring settings described in this chapter. To start configuration, select <Menu> on the Home screen (**Home Screen(P. 120)**). This section describes what each item in the setting menu can configure.

<Preferences>(P. 432)	This section describes the display and network settings.
<Adjustment/Maintenance>(P. 450)	This section describes how to adjust print image quality and the cleaning functions of the machine.
<Function Settings>(P. 456)	This section describes the settings for the individual functions.
<Set Destination>(P. 497)	This section describes the Address Book settings.
<Management Settings>(P. 498)	This section describes the user and hardware information management, security settings, etc.

TIPS

- You can print the setting menu in list form to check the current settings: **Printing Lists of Settings(P. 623)**

\<Preferences\>

Item	Description
▶\<Display Settings\>(P. 433)	This section describes the settings related to viewing of the display.
▶\<English Keyboard Layout\>(P. 435)	This section describes the USB keyboard settings.
▶\<Timer/Energy Settings\>(P. 436)	This section describes the timer settings and energy settings.
▶\<Network\>(P. 440)	This section describes the network settings.
▶\<External Interface\>(P. 448)	This section describes the USB settings and other relevant settings.
▶\<Accessibility\>(P. 449)	This section describes settings for improving accessibility, such as inverting the screen colors and setting the message display time.

<Display Settings>

2579-08A

All the settings related to viewing of the display are listed with descriptions.

○<Default Screen After Startup/Restoration>(P. 433)
○<Home Screen Button Display Settings>(P. 433)
○<Language>(P. 433)
○<Remote UI Language>(P. 434)
○<Notify to Clean Orig. Scan Area>(P. 434)
○<Millimeter/Inch Entry Switch>(P. 434)
○<Gram/Pound Switch>(P. 434)

> ## NOTE
>
> **Asterisks (*)**
>
> - Settings marked with "*1" cannot be imported or exported.
>
> - Settings marked with "*2" may be unavailable or vary or have different defaults depending on your country or region.

<Default Screen After Startup/Restoration>

By default, the Home screen is displayed immediately after the machine is turned ON or when the Auto Reset function is performed. Specify the setting to change the default screen and display the main screen of a different function.

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Default Screen After Startup/Restoration> ▶ Select a function to display the desired screen ▶ 🏠

<Home Screen Button Display Settings> *1

Configure the settings for the buttons displayed in the Home screen. You can select the settings that will be displayed as shortcut buttons, rearrange the order in which the buttons appear, and insert or remove spaces. ○**Customizing the Home Screen(P. 170)**

<Language> *2

Select the display language used for the display, reports, and lists.

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Language> ▶ Select a language ▶ <Yes> ▶ 🏠

<Remote UI Language> *2

Select the display language used for the Remote UI screens.

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Remote UI Language> ▶ Select a language ▶ 🏠

<Notify to Clean Orig. Scan Area>

Specify whether to display a message when stains are detected in the document feed scanning area.

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Notify to Clean Orig. Scan Area> ▶ Select <Off> or <On> ▶ 🏠

<Millimeter/Inch Entry Switch> *2

Select the unit of measurement.

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Millimeter/Inch Entry Switch> ▶ Select <Millimeter> or <Inch> ▶ 🏠

<Gram/Pound Switch> *2

Select the unit of measurement for the basis weight. This setting is available when <Select Country/Region> is set to <United States (US)>.

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Gram/Pound Switch> ▶ Select <Gram> or <Pound> ▶ 🏠

<English Keyboard Layout>

2579-08C

Specify the layout of an USB keyboard if connected to the machine. The factory default settings differ depending on the country or region where the machine was purchased.

<Menu> ▶ <Preferences> ▶ <English Keyboard Layout> ▶ Select <USA Layout> or <UK Layout> ▶ 🏠

<Timer/Energy Settings>

2579-08E
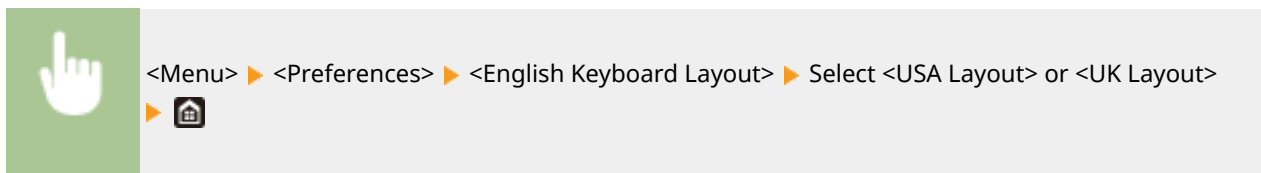
All the settings related to the timer and energy are listed with descriptions.

◉**<Current Date/Time Settings>(P. 436)**
◉**<Date/Time Settings>(P. 436)**
◉**<Date Format>(P. 437)**
◉**<Time Format>(P. 437)**
◉**<Auto Reset Time>(P. 437)**
◉**<Function After Auto Reset>(P. 438)**
◉**<Auto Shutdown Time>(P. 438)**
◉**<Auto Sleep Time>(P. 439)**
◉**<Auto Sleep Daily Timer>(P. 439)**
◉**<Sleep Mode Exit Time Settings>(P. 439)**
◉**<Ink Quality Maintenance>(P. 439)**

NOTE

Asterisks (*)

- Settings marked with "*1" cannot be imported or exported.
- Settings marked with "*2" may be unavailable or vary depending on your country or region.

<Current Date/Time Settings> *1

Set the current date and time. ◉**Setting the Date/Time(P. 15)**
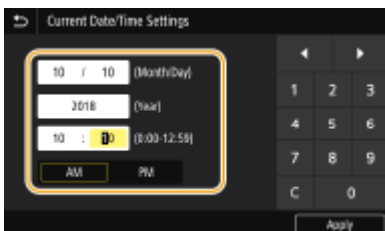
IMPORTANT

- Set <Time Zone> before setting the current date and time. If the <Time Zone> setting is changed, the current date and time are also changed accordingly.

NOTE

- The current date and time cannot be changed for 1 hour after daylight saving time goes into effect. ◉ **<Daylight Saving Time Settings>(P. 437)**

<Date/Time Settings>

Specify the date and time standard of the region in which the machine is to be installed.

<Time Zone> *[2]

Select the time zone. If the time zone setting is changed, the values set in <Current Date/Time Settings> are also changed accordingly. **○Setting the Date/Time(P. 15)**

> **NOTE**
>
> **UTC**
>
> ● Coordinated Universal Time (UTC) is the primary time standard by which the world regulates clocks and time. The correct UTC time zone setting is required for Internet communications.

<Daylight Saving Time Settings>

Enable or disable daylight saving time. If daylight saving time is enabled, specify the dates from which and to which daylight saving time is in effect.

<Menu> ▶ <Preferences> ▶ <Timer/Energy Settings> ▶ <Date/Time Settings> ▶ <Daylight Saving Time Settings> ▶ Select <On>, and specify the dates ▶ <Apply> ▶ ⌂

<Date Format> *[2]

Select the date format (order of year, month, and day).

<Menu> ▶ <Preferences> ▶ <Timer/Energy Settings> ▶ <Date Format> ▶ Select the date format ▶ ⌂

<Time Format>

Select the 12- or 24-hour clock display setting.

<Menu> ▶ <Preferences> ▶ <Timer/Energy Settings> ▶ <Time Format> ▶ Select the display setting ▶ ⌂

<Auto Reset Time>

If a key is not pressed for a specified period of time, the screen and the settings are initialized to display the default screen (Auto Reset). Specify the interval at which the Auto Reset is performed. The Auto Reset is not performed in the following cases:

● The setting menu is displayed.

- The machine is processing data, such as when printing documents or sending or receiving faxes.

- An error message is displayed and the Error indicator is blinking (However, Auto Reset is performed when the error does not prevent the user from continuing to use a function.)

<Menu> ▶ <Preferences> ▶ <Timer/Energy Settings> ▶ <Auto Reset Time> ▶ Select <On> in <Set This Function> ▶ Enter the time in <Set Time> ▶ <Apply> ▶ 🏠

NOTE

- The screen displayed after the Auto Reset is performed can be selected in <Function After Auto Reset>.

<Function After Auto Reset>

Select whether to return the display to the default screen after the Auto Reset is performed. If <Default Function> is selected, the main screen of the function selected in <Default Screen After Startup/Restoration> is displayed (◉ **<Default Screen After Startup/Restoration>(P. 433)**). If <Selected Function> is selected, the display returns to the main screen of the function that was selected.

<Menu> ▶ <Preferences> ▶ <Timer/Energy Settings> ▶ <Function After Auto Reset> ▶ Select <Default Function> or <Selected Function> ▶ 🏠

<Auto Shutdown Time> [*2]

Set a timer to automatically shut down the machine after the specified period of idle time has elapsed since the machine entered the sleep mode. This setting is available when a telephone line cable is not connected to the machine or when the machine is not communicating with the computer via USB cable or LAN Cable.

IMPORTANT

Before setting <Auto Shutdown Time>

- When the <Auto Shutdown Time> setting is enabled, the machine may automatically shut down even if you are operating the machine from the Remote UI. A malfunction may occur, particularly if the machine shuts down while data is being imported. When you import data using the Remote UI, set <Auto Shutdown Time> to <Off> in advance.

NOTE

- If any setting of the [Timer Settings] is changed from the Remote UI while the machine is in the sleep mode, the timer for the <Auto Shutdown Time> setting is reset to the beginning. The machine automatically shuts down after the specified period of idle time has elapsed since the timer was reset.

- Specifying an auto shutdown time shorter than the default setting (4 hours) may shorten the life of the ink.

● After the power is turned OFF by Auto Shutdown, the machine may perform maintenance for several minutes the next time it is turned ON. Printing waits until maintenance has completed.

<Auto Sleep Time>

If the machine has not been operated or has had no data to process for a specified period of time, the machine enters sleep mode to save energy consumption (Auto Sleep). Specify the period of time after which auto sleep is performed. Auto Sleep is not performed when the setting menu is displayed. We recommend using the factory default settings to save the most power. ❍**Entering Sleep Mode(P. 179)**

<Auto Sleep Daily Timer>

You can specify the time when the machine is automatically set to the sleep mode. ❍**Entering Sleep Mode(P. 179)**

<Sleep Mode Exit Time Settings>

Specify the time when the machine is recovered from the sleep mode. ❍**Entering Sleep Mode(P. 179)**

<Ink Quality Maintenance>

Specify a scheduled maintenance time. If the scheduled maintenance time is set to off, printing is more likely to be interrupted due to maintenance. It is recommended to use the default setting.

<Menu> ▶ <Preferences> ▶ <Timer/Energy Settings> ▶ <Ink Quality Maintenance> ▶ Select <On>, and specify the time <Apply> ▶ 🏠

MEMO

● During ink quality maintenance, a little time is required before printing can begin. In a workplace, set a time ahead of when work starts to allow printing without waiting.

● If the main power is off when ink quality maintenance or other maintenance is scheduled, the machine performs maintenance the next time the power is turned on.

<Network>

All the settings related to the network are listed with descriptions.

<Select LAN>(P. 440)
<Wireless LAN Settings>(P. 440)
<Direct Connection Settings>(P. 441)
<TCP/IP Settings>(P. 442)
<SNMP Settings>(P. 443)
<Use Dedicated Port>(P. 444)
<Dedicated Port Auth. Method>(P. 445)
<Wait Time for Conn. at Startup>(P. 445)
<Ethernet Driver Settings>(P. 445)
<Use IEEE 802.1X>(P. 445)
<Firewall Settings>(P. 446)
<Device Settings Management>(P. 446)
<RMT-SW>(P. 446)
<Initialize Network Settings>(P. 447)

NOTE

Asterisks (*)

- Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.

- Settings marked with "*2" cannot be imported or exported.

<Select LAN> *1

When switching the machine from Wireless LAN to Wired LAN, you need to specify the setting. Conversely, when switching the machine from Wired LAN to Wireless LAN, you do not need to specify this setting (You can switch using the following <Wireless LAN Settings>). **Selecting Wired LAN or Wireless LAN(P. 19)**

<Wireless LAN Settings> *1

Specify settings for connecting the machine to a wireless LAN. You can also view the current settings or specify the setting for saving power consumption.

<SSID Settings>

Select to configure a wireless connection by specifying information including an SSID or a network key by inputting manually from the operation panel.

<Select Access Point>

Wireless LAN routers that can access the machine are automatically located, so you can select from the list. You must manually enter a network key, such as a WEP key or a PSK. **Setting Up Connection by Selecting a Wireless Router(P. 27)**

<Enter Manually>

Select to configure a wireless connection by manually entering an SSID. By using this method, you can specify authentication and encryption settings in detail. **Setting Up Connection by Specifying Detailed Settings(P. 30)**

<WPS Push Button Mode>

Select to automatically configure a wireless connection by using the button on a WPS wireless router. ❍**Setting Up Connection Using WPS Push Button Mode(P. 23)**

<WPS PIN Code Mode>

Select to configure a wireless connection by entering a PIN code for a WPS wireless router. ❍**Setting Up Connection Using WPS PIN Code Mode(P. 25)**

<Power Save Mode>

Select whether or not the machine enters Power Save Mode based on signals emitted from the wireless router.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <Wireless LAN Settings> ▶ Read the displayed message ▶ <OK> ▶ <Power Save Mode> ▶ Select <Off> or <On> ▶ 🏠

<Connection Information> *1

Select to view the current wireless LAN settings. ❍**Viewing Network Settings(P. 41)**

<Direct Connection Settings>

Set whether to connect directly. By enabling this function, connecting directly with the machine is possible even in an environment without an access point or wireless LAN router. ❍**Connecting Directly (Access Point Mode)(P. 332)**

<Use Direct Connection>

Set whether to connect directly.

<Direct Connection Termination>

Specify the time to automatically disconnect after Direct Connection is established.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <Use Direct Connection> ▶ <Direct Connection Termination> ▶ Select <On> in <Automatically Terminate Session> and enter the time ▶ <Apply> ▶ <Apply> ▶ 🏠

<Access Point Mode Settings>

Configure the SSID/network key arbitrarily. If you want to connect multiple mobile devices to the machine at the same time, you need to configure both SSID and network key arbitrarily.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <Direct Connection Settings> ▶ <Access Point Mode Settings> ▶ Select <On> for each item and select <SSID>/<Network Key> ▶ Enter the SSID/network key ▶ <Apply> ▶ <Apply> ▶ <Apply> ▶ 🏠

\<TCP/IP Settings\>

Specify settings for using the machine in a TCP/IP network, such as IP address settings.

\<IPv4 Settings\>

Specify settings for using the machine in an IPv4 network.

\<IP Address Settings\>

Configure the IP address, which is used for identifying devices, such as computers and printers, on a TCP/IP network. You can also check settings that are configured. ❏**Setting IPv4 Address(P. 35)**

\<DHCP Option Settings\>

If DHCP is enabled, use these settings to select whether to use the DHCP optional functions to acquire the DNS server address or the domain name. ❏**Configuring DNS(P. 59)**

\<PING Command\>

Select to check that the machine is connected to a computer over a network. ❏**Testing the Network Connection(P. 36)**

\<IPv6 Settings\>

Specify settings for using the machine in an IPv6 network. ❏**Setting IPv6 Addresses(P. 38)**

\<Use IPv6\>

Specify settings for using the machine in an IPv6 network.

\<Check IPv6 Settings\>

You can check the link-local address that is automatically acquired.

\<Stateless Address Settings\>

Enable or disable stateless addresses. You can also check settings that are configured.

\<DHCPv6 Settings\>

Enable or disable the stateful address that is acquired via DHCPv6. You can also check settings that are configured.

\<DHCP Option Settings\>

If DHCP is enabled, use these settings to select whether to use the DHCP optional functions to acquire the DNS server address or the domain name. ❏**Configuring DNS(P. 59)**

\<DNS Settings\>

Specify settings for Domain Name System (DNS), which provides a host name for IP address resolutions. ❏ **Configuring DNS(P. 59)**

\<IPv4 DNS Server Address Settings\>

Specify the IP address of the DNS server in the IPv4 environment.

\<DNS Host/Domain Name Settings\>

Specify the host name of the machine to be registered in the DNS server as well as the name of the domain to which the machine belongs for each of IPv4 and IPv6.

\<DNS Dynamic Update Settings\>

Select whether to dynamically update the DNS records whenever the machine's IP address is changed for each of IPv4 and IPv6.

\<mDNS Settings\>

Specify settings for using DNS functions without DNS servers for each of IPv4 and IPv6.

<WINS Settings>

Specify settings for Windows Internet Name Service (WINS), which provides a NetBIOS name for IP address resolutions in a mixed network environment of NetBIOS and TCP/IP. ●**Configuring WINS(P. 65)**

<LPD Settings>

Enable or disable LPD, a printing protocol that can be used on any hardware platform or operating system. You can also set the reception timeout period after which printing is canceled if print data reception is interrupted. ●**Configuring Printing Protocols and WSD Functions(P. 44)**

<RAW Settings>

Enable or disable RAW, a Windows specific printing protocol. You can also set the reception timeout period after which printing is canceled if print data reception is interrupted. ●**Configuring Printing Protocols and WSD Functions(P. 44)**

<WSD Settings>

Enable or disable automatic browsing and acquiring information for the printer or scanner by using the WSD protocol. ●**Configuring Printing Protocols and WSD Functions(P. 44)**

<Use FTP PASV Mode>

Specify whether to use PASV mode for FTP. If you are connecting to an FTP server through a firewall, you must select PASV mode. ●**Configuring FTP PASV Mode(P. 76)**

<Use HTTP>

Enable or disable HTTP, which is required for communications with a computer, such as when using the Remote UI or WSD printing. ●**Disabling HTTP Communication(P. 403)**

<Use IPSec> *1

Select whether to perform encrypted communication by establishing a virtual private network (VPN) via IPSec. ●**Configuring IPSec Settings(P. 381)**

> <Menu> ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings> ▶ <Use IPSec> ▶ Select <Off> or <On> ▶ Restart the machine

<Port Number Settings>

Change port numbers for protocols according to the network environment. ●**Changing Port Numbers(P. 367)**

<MTU Size>

Select the maximum size of packets the machine sends or receives. ●**Changing the Maximum Transmission Unit(P. 57)**

<SNMP Settings>

Specify the settings for monitoring and controlling the machine from a computer running SNMP-compatible software. ●**Monitoring and Controlling the Machine with SNMP(P. 72)**

<SNMPv1 Settings>

Enable or disable SNMPv1. When enabling SNMPv1, specify a community name and access privileges to Management Information Base (MIB) objects.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <SNMP Settings> ▶ Select <Off> or <On> in <SNMPv1 Settings> ▶ <Apply> ▶ Restart the machine

<SNMPv3 Settings>

Enable or disable SNMPv3. Use the Remote UI to specify detailed settings that are applied when SNMPv3 is enabled.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <SNMP Settings> ▶ Select <Off> or <On> in <SNMPv3 Settings> ▶ <Apply> ▶ Restart the machine

<Acquire Printer Mngt. Info. from Host>

Enable or disable the monitoring of printer management information from a networked computer running SNMP-compatible software.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <SNMP Settings> ▶ Select <Off> or <On> in <Acquire Printer Mngt. Info. from Host> ▶ <Apply> ▶ Restart the machine

<Format Host Rsrcs. MIB to RFC2790>

Specify whether to conform to the advanced specifications (RFC2790) of the protocol when monitoring the machine status from the SNMP-compatible software.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <SNMP Settings> ▶ Select <Off> or <On> in <Format Host Rsrcs. MIB to RFC2790> ▶ <Apply> ▶ Restart the machine

<Use Dedicated Port>

Enable or disable the dedicated port. The dedicated port is used when printing, faxing, or scanning uses WG Scan Utility and when browsing or specifying the machine settings over the network.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <Use Dedicated Port> ▶ Select <Off> or <On> ▶ Restart the machine

<Dedicated Port Auth. Method>

Specify whether to limit the authentication method specifically to the secure one when using the dedicated port. If <Mode 2> is selected, the authentication method is limited specifically to the secure one.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <Dedicated Port Auth. Method> ▶ Select <Mode 1> or <Mode 2> ▶ 🏠

IMPORTANT

- If <Mode 2> is selected, you cannot establish a connection from the device management software or driver in some cases.

<Wait Time for Conn. at Startup>

Specify a wait time for connecting to a network. Select the setting depending on the network environment. ❍**Setting a Wait Time for Connecting to a Network(P. 58)**

<Ethernet Driver Settings>

Select the Ethernet type (10BASE-T/100BASE-TX/1000BASE-T) and the communication mode of Ethernet (half-duplex/full-duplex). You can also view the MAC address for wired LAN.

<Auto Detect>

Select whether to automatically detect or manually select the communication mode and the Ethernet type. ❍ **Configuring Ethernet Settings(P. 55)**

NOTE

- When <Communication Mode> is set to <Half Duplex>, you cannot select <1000BASE-T>.

<MAC Address>

Check the MAC address of the machine, which is a number unique to each communication device. ❍**Viewing the MAC Address for Wired LAN(P. 41)**

<Use IEEE 802.1X> [*1][*2]

Enable or disable IEEE 802.1X authentication. ❍**Configuring IEEE 802.1X Authentication Settings(P. 388)**

<Menu> ▶ <Preferences> ▶ <Network> ▶ <Use IEEE 802.1X> ▶ Select <Off> or <On> ▶ Restart the machine

\<Firewall Settings>

Without proper security, unauthorized third parties can access computers and other communication devices that are connected to a network. To prevent this unauthorized access, specify the settings for packet filter, a feature that restricts communication to devices with specified IP addresses or MAC addresses.

\<IPv4 Address Filter>

Enable or disable settings for filtering packets sent to or received from devices with specified IPv4 addresses. ○ **Specifying IP Addresses for Firewall Settings(P. 361)**

\<Menu> ▶ \<Preferences> ▶ \<Network> ▶ \<Firewall Settings> ▶ \<IPv4 Address Filter> ▶ Select \<Off> or \<On> in \<Outbound Filter> or \<Inbound Filter> ▶ \<Apply> ▶ Restart the machine

\<IPv6 Address Filter>

Enable or disable settings for filtering packets sent to or received from devices with specified IPv6 addresses. ○ **Specifying IP Addresses for Firewall Settings(P. 361)**

\<Menu> ▶ \<Preferences> ▶ \<Network> ▶ \<Firewall Settings> ▶ \<IPv6 Address Filter> ▶ Select \<Off> or \<On> in \<Outbound Filter> or \<Inbound Filter> ▶ \<Apply> ▶ Restart the machine

\<MAC Address Filter>

Enable or disable settings for filtering packets sent to or received from devices with specified MAC addresses. ○ **Specifying MAC Addresses for Firewall Settings(P. 364)**

\<Menu> ▶ \<Preferences> ▶ \<Network> ▶ \<Firewall Settings> ▶ \<MAC Address Filter> ▶ Select \<Off> or \<On> in \<Outbound Filter> or \<Inbound Filter> ▶ \<Apply> ▶ Restart the machine

\<Device Settings Management>

Specify whether to use imageWARE Enterprise Management Console (iW Management Console) plug-ins to manage machine data such as settings and Address Book destinations. For detailed information on imageWARE Enterprise Management Console (iW Management Console), contact your nearest Canon dealer. ○**Configuring Settings for Communication between the Machine and Plug-ins(P. 79)**

\<RMT-SW>

Leave this switch set to \<Off>. When the service representative remotely performs device maintenance, you may be asked to set the switch to \<On>.

<Menu> ▶ <Preferences> ▶ <Network> ▶ <RMT-SW> ▶ Select <Off> or <On> ▶ Restart the machine

<Initialize Network Settings>

Select to return the Network Settings to the factory defaults. ⬤**<Initialize Menu>(P. 504)**

<External Interface>

<div align="right">2579-08H</div>

All the settings related to the USB are listed with descriptions.

<USB Settings>

Specify whether to enable or disable use of the USB port or a USB memory device.

<Use as USB Device>

Enable or disable the USB port that is used for connecting the machine to a computer. **Restricting the USB Connection with a Computer(P. 401)**

<Use USB Storage Device>

Specify whether to use a USB memory device.

<Menu> ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings> ▶ Select <Off> or <On> in <Use USB Storage Device> ▶ <Apply> ▶ Restart the machine

<Accessibility>

All the settings related to accessibility, such as inverting the screen colors and message display time, are listed with descriptions.

◉**<Invert Screen Colors>(P. 449)**
◉**<Brightness>(P. 449)**
◉**<Message Display Time>(P. 449)**

<Invert Screen Colors>
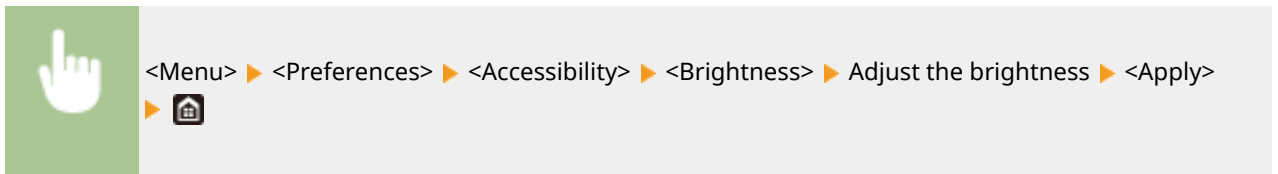
Select <On> to invert the display colors. Select <On> if the display is hard to view even after the brightness was adjusted in <Brightness>.

<Menu> ▶ <Preferences> ▶ <Accessibility> ▶ <Invert Screen Colors> ▶ Select <Off> or <On> ▶ 🏠

<Brightness>

Adjust the brightness of the display to suit the installation location of the machine.

<Menu> ▶ <Preferences> ▶ <Accessibility> ▶ <Brightness> ▶ Adjust the brightness ▶ <Apply> ▶ 🏠

<Message Display Time>

Specify the interval in seconds at which two different messages are alternately displayed.

<Menu> ▶ <Preferences> ▶ <Accessibility> ▶ <Message Display Time> ▶ Enter a number for the interval ▶ <Apply> ▶ 🏠

<Adjustment/Maintenance>

2579-08K

Item	Description
▶<Adjust Image Quality>(P. 451)	This section describes how to adjust image quality for printing.
▶<Maintenance>(P. 454)	This section describes how to use the cleaning functions.

<Adjust Image Quality>

2579-08L

All the settings related to image quality adjustment are listed with descriptions.

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with "*" cannot be imported or exported.

<Black Text Processing for Color>

Select whether the color of black or blackish text in color documents should be reproduced as true black or as a color more or less close to that of the original. For each option, you can adjust the degree of effect. You can set values for the feeder and the platen glass separately. ▶**Adjusting Values for Text Color Reproducibility(P. 593)**

<Color Correction>

Makes adjustment to maintain or improve as well as ensure stable quality during printing.

<Auto (Pattern Scan)>

Scan sheets the machine prints out to allow the machine to automatically correct colors.

<All Paper Types>

Use plain paper to perform correction.
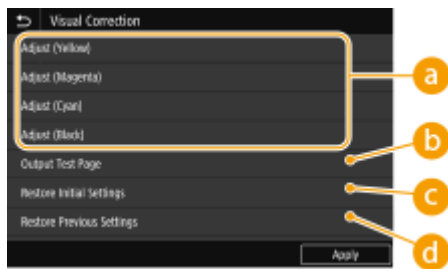
<Single Paper Type>

Print out and scan adjustment images to correct colors. You can select the paper type to use for adjustment.

<Restore Initial Settings>

Return (initialize) the correction value for color correction to its default.

<Manual (Visual Check)>

Visually check an output test page to determine an adjustment value for density.

ⓐ <Adjust (Yellow)>/<Adjust (Magenta)>/<Adjust (Cyan)>/<Adjust (Black)>

Select colors to adjust, and adjust the density values.

ⓑ <Output Test Page>

Output a test page to check visually.

ⓒ <Restore Initial Settings>

Return the adjustment value of each color to its initial value.

ⓓ <Restore Previous Settings>

Return the adjustment value of each color to its previous value.

<Abrasion Prevention>

Correct paper abrasion by widening the space between the print head and the paper. **Preventing Abrasion(P. 604)**

<1-sided>

Set whether to correct abrasion during 1-sided printing.

<2-sided>

Set whether to correct abrasion during 2-sided printing.

<Print Head Alignment>

Adjust the position of the print head if printed vertical lines are distorted or colors are mismatched. Any of A4, A3, 11x17, or LTR size plain paper can be used. **Aligning the Print Head(P. 605)**

<Density/Drying Time Adjustment>

If ink from already output sheets smudges paper, setting the print density or wait time until ink dries after printing can correct the problem. **Adjusting the Density and Ink Drying Time(P. 608)**

<Adjust for All Paper Sources>

Adjust all feed slots at the same time.

<Adjust by Paper Source>

Adjust feed slots individually.

<Paper Curl Adjustment After Printing>

If curling in output paper causes paper in the output tray to be untidy, adjust paper curling. **Adjusting Paper Curling after Printing(P. 610)**

\<Adjust for All Paper Sources\>

Adjust all feed slots at the same time.

\<Adjust by Paper Source\>

Adjust feed slots individually.

\<Margin Adjustment\>

Adjust the amount of margin during printing for each paper source. ▶**Adjusting Margins(P. 612)**

\<Paper Curl Prevention On Output\>

Correct stacking in the output tray if paper arches or rolls back and causes paper in the output tray to be untidy. ▶ **Correcting Arching of Paper when Output(P. 615)**

\<Adjusting Maintenance Interval\>

If white streaks appear again a while after being corrected with print head cleaning, adjust the maintenance interval. Perform print head cleaning first if it has not yet been performed. ▶**Cleaning the Print Head(P. 526)**
Try in the order "1" then "2". Maintenance is performed more frequently with "2" than "1". You can select "0" to restore the default setting.

\<White Streak Correction\>

If white streaks are not corrected even after performing print head cleaning, perform white streak correction. ▶ **Correcting White Streaks(P. 616)**
If white streaks appear again a while after being corrected with print head cleaning, adjust the maintenance interval. Perform print head cleaning first if it has not yet been performed. ▶**Cleaning the Print Head(P. 526)**

\<Maintenance\>

2579-08R

The cleaning functions are listed with descriptions.

- **\<Nozzle Check Pattern\>(P. 454)**
- **\<Print Head Cleaning\>(P. 454)**
- **\<Paper Transport Unit Cleaning\>(P. 454)**
- **\<Sensor Cleaning\>(P. 454)**
- **\<Feeder Auto Cleaning\>(P. 454)**
- **\<Original Scanning Area Cleaning\>(P. 454)**
- **\<Ink Tank Replacement\>(P. 455)**
- **\<Maintenance Cartridge Replacement\>(P. 455)**
- **\<Print Head Replacement\>(P. 455)**
- **\<Print Head Diagnostics\>(P. 455)**
- **\<Previous Diagnostics Results\>(P. 455)**
- **\<ADF Maintenance Kit Installation\>(P. 455)**
- **\<Initialize After Replacing Parts\>(P. 455)**
- **\<Preparation for Transporting\>(P. 455)**
- **\<Preparation for Disposal\>(P. 455)**

\<Nozzle Check Pattern\>

Print out a nozzle check pattern or color alignment check pattern to check printing. Select the paper type and perform correction (A4, A3, 11x17, LTR).
Checking the Condition of the Nozzles(P. 590)

\<Print Head Cleaning\>

Perform head cleaning to keep the print head in good condition. **Cleaning the Print Head(P. 526)**

\<Paper Transport Unit Cleaning\>

Clean ink from the paper path area. **Cleaning the Paper Path(P. 519)**

\<Sensor Cleaning\>

Clean ink from the sensor area. **Cleaning the Sensor Area(P. 523)**

\<Feeder Auto Cleaning\>

Clean the feeder rollers if originals become dirty after being fed through the feeder. **Cleaning the Feeder(P. 514)**

\<Original Scanning Area Cleaning\>

Clean the feeder roller area. **Cleaning the Feeder(P. 514)**

\<Ink Tank Replacement>

Replace ink tanks when ink has run out and an error message is displayed. **❯Replacing the Ink Tanks(P. 528)**

\<Maintenance Cartridge Replacement>

Replace the maintenance cartridge once it is full. **❯Replacing the Maintenance Cartridge(P. 532)**

\<Print Head Replacement>

Replace the print head if print quality does not improve even after head cleaning or if an error message is displayed. **❯Replacing the Print Head(P. 536)**

\<Print Head Diagnostics>

Follow steps to perform a diagnosis, and correct any problem with cleaning or other utility. **❯Diagnosing the Print Head(P. 584)**

\<Previous Diagnostics Results>

You can check results from the previous diagnosis.

\<Menu> ▶ \<Adjustment/Maintenance> ▶ \<Maintenance> ▶ \<Previous Diagnostics Results> ▶ Check the results ▶ \<Close> ▶ 🏠

\<ADF Maintenance Kit Installation>

Replace the document feed roller and document separation roller. **❯Replacing the ADF Maintenance Kit(P. 545)**

\<Initialize After Replacing Parts>

\<ADF Maintenance Kit>

Initialize the machine after replacing the document feed roller and document separation roller. **❯Replacing the ADF Maintenance Kit(P. 545)**

\<Preparation for Transporting>

Prepare the machine for being transported. **❯Transporting the Machine(P. 551)**

\<Preparation for Disposal>

Prepare the machine for disposal. **❯Disposing of the Machine(P. 576)**

<Function Settings>

<div align="right">2579-08S</div>

Item	Description
▶**<Common>(P. 457)**	This section describes settings common to each function.
▶**<Copy>(P. 461)**	This section describes how to specify the copy settings.
▶**<Printer>(P. 462)**	This section describes how to specify printer settings.
▶**<Send>(P. 484)**	This section describes how to specify settings for sending faxes and scanned originals.
▶**<Receive/Forward>(P. 490)**	This section describes how to specify settings for receiving faxes and e-mails.
▶**<Store/Access Files>(P. 494)**	This section describes the settings for scanning originals and printing stored files.
▶**<Secure Print>(P. 496)**	This section describes the settings for the Secure Print.

<Common>

All the items related to settings common to each function are listed with descriptions.

<Paper Feed Settings>(P. 457)
<Scan Settings>(P. 458)
<Generate File>(P. 459)
<Fax Setup Guide>(P. 460)

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with "*" cannot be imported or exported.

<Paper Feed Settings>

Configure paper feed settings.

<Paper Source Auto Selection>

Enable or disable the automatic drawer selection feature for the paper sources. If automatic drawer selection is set to <On> when printing documents, the machine automatically selects a paper source that is loaded with the appropriate paper size. Also, when the paper runs out, this setting enables continuous printing by switching from one paper source to another that is loaded with the same paper size.

<Switch Paper Feed Method>

Specify this setting when you print a document on paper with logos. In general use, to print on paper with logos, you need to change how the paper loaded in the paper source is facing depending on whether you are performing 1- or 2-sided printing. However, if you change the setting to <Print Side Priority>, you can just load the paper with the logo side facing down for 1-sided printing in the same way as for 2-sided printing. For more information, see **Loading Preprinted Paper(P. 149)** .

<Menu> ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings> ▶ <Switch Paper Feed Method> ▶ Select the paper source ▶ Select <Speed Priority> or <Print Side Priority> ▶ 🏠

ⓐ Paper Sources

Select the paper source that you want to change the setting for.

ⓑ <Speed Priority>

When using paper that has been preprinted with a logo, you need to change how it is facing when you perform 1-sided and 2-sided printing.

NOTE:

● We recommend selecting <Speed Priority> if you do not need to consider which side to print on.

ⓒ <Print Side Priority>

To print on a specific side of paper, you do not need to flip over paper in the paper source whether 1- or 2-sided printing is selected.

NOTE:

● If <Print Side Priority> is set for a paper source that is loaded with paper you cannot use for 2-sided printing (⊙**Available Paper(P. 726)**), <Speed Priority> is applied to the paper source instead. In this case, you need to load the paper in the same way as when <Speed Priority> is selected (⊙**Loading Preprinted Paper(P. 149)**).

● 1-sided printing speed may be slower when <Print Side Priority> is selected.

<Scan Settings>

Configure scan settings.

<LTRR/STMT Original Selection>

You can forcibly designate the way the machine handles LTRR and STMT originals that are placed on the platen glass.

> 👆 <Menu> ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings> ▶ <LTRR/STMT Original Selection> ▶ Select <Select Manually>, <Use LTRR Format> or <Use STMT Format> ▶ 🏠
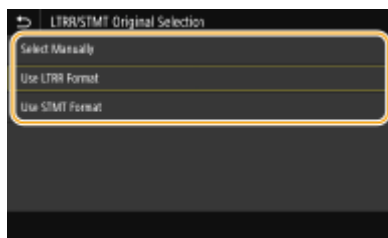
<Select Manually>
When you set LTRR or STMT originals on the platen glass, the screen for specifying the size of the original appears while reading.

<Use LTRR Format>
When you set LTRR or STMT originals on the platen glass, the original is read with LTRR size while reading.

<Use STMT Format>
When you set LTRR or STMT originals on the platen glass, the original is read with STMT size while reading.
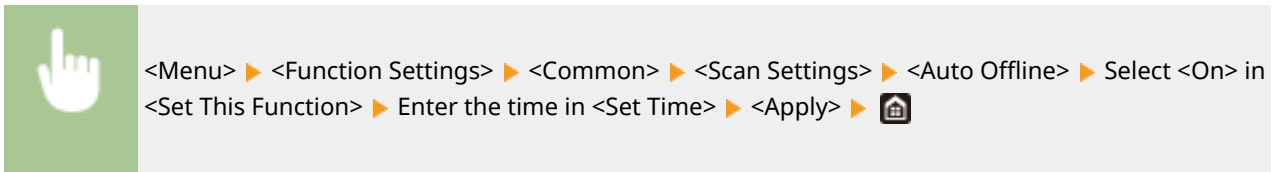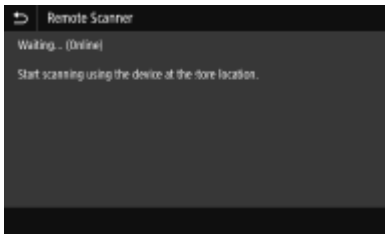
<Auto Online>

When scanning from the computer, use this to specify whether to automatically go online for remote scanning (scan standby mode) without using the operation panel.

<Menu> ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings> ▶ <Auto Online> ▶ Select <Off> or <On> ▶ 🏠

<Auto Offline>
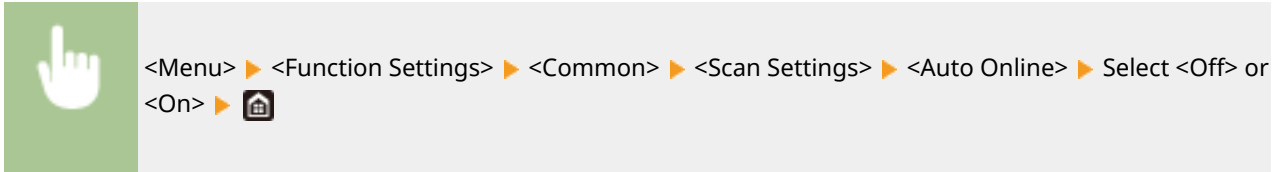
If scan is not performed within a specified period of time after the screen below is displayed (the machine is set online for scanning), the machine automatically becomes offline. Specify the time period at which the machine becomes offline.

<Menu> ▶ <Function Settings> ▶ <Common> ▶ <Scan Settings> ▶ <Auto Offline> ▶ Select <On> in <Set This Function> ▶ Enter the time in <Set Time> ▶ <Apply> ▶ 🏠

<Generate File>

Configure file generation settings.

<Output File Image Settings>

Specify settings for the gamma value for converting scanned originals into files.

<YCbCr TX Gamma Value>

Select the gamma value used when converting scanned color originals into the specified file format. You can specify the same gamma value as that of the monitor which is to be used for viewing the converted files. The files are displayed with brightness that is true to the original documents.

<Menu> ▶ <Function Settings> ▶ <Common> ▶ <Generate File> ▶ <Output File Image Settings> ▶ <YCbCr TX Gamma Value> ▶ Select the gamma value ▶ 🏠
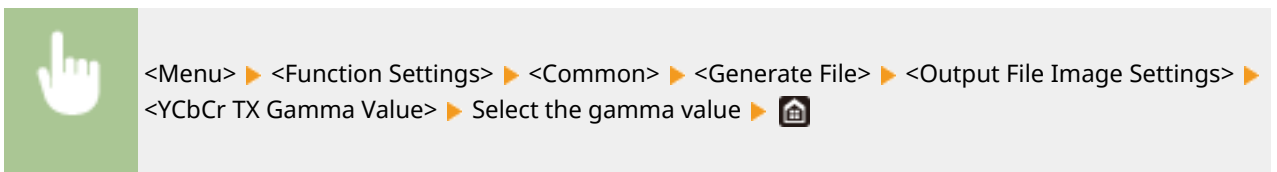
NOTE:

- For the gamma value of a monitor display, see the instruction manual included with the display.

<OCR (Text Searchable) Settings>

To run OCR (Optical Character Recognition) on a text original to create a "searchable PDF," specify whether the machine determines the original's text direction and detects the original direction.

<Menu> ▶ <Function Settings> ▶ <Common> ▶ <Generate File> ▶ <OCR (Text Searchable) Settings> ▶ Select <Off> or <On> in <Smart Scan> ▶ <Apply> ▶ 🏠

<Fax Setup Guide> *

Select to display on-screen instructions for specifying settings, including the fax number and the RX mode. ▶
Configuring Initial Settings for Fax Functions(P. 82)

\<Copy\>

All the settings about the copy are listed with short descriptions.

⊙**\<Change Default Settings (Copy)\> (P. 461)**
⊙**\<Auto Recog. Orig. Orientation\>(P. 461)**

\<Change Default Settings (Copy)\>

You can change the factory default settings about copy. The selected settings are used as the default settings of the copy function. ⊙**Changing the Default Settings for Functions(P. 175)**

\<Auto Recog. Orig. Orientation\>

If you set this setting to \<On\>, finishing mode is switched between \<Collate (Page Order)\> and \<Offset\> automatically. This prevents you from forgetting to collate the output when making multiple copies.

\<Menu\> ▶ \<Function Settings\> ▶ \<Copy\> ▶ \<Auto Recog. Orig. Orientation\> ▶ Select \<Off\> or \<On\> ▶ 🏠

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 %.

\<Printer\>

2579-08X

All the settings related to the printer are listed with descriptions.

◉**\<Printer Settings\>(P. 462)**
◉**\<PDL Selection (Plug and Play)\>(P. 483)**

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with "*1" may be unavailable or vary depending on your country or region.
>
> - Settings marked with "*2" cannot be imported or exported.
>
> **Priority of settings**
>
> - If a print setting is specified both from the printer driver and the operation panel of the machine, the specification from the printer driver overrides that from the operation panel. The specification from the operation panel becomes effective in some specific cases, such as when performing PS/PCL printing and printing from UNIX or other operating system that does not support printer drivers.
>
>   Priority
>   High ▬▬▬▬ Low
>
>   [🖥 Printer driver] [🖳 Setting menu]

\<Printer Settings\>

Configure settings about printing and printer operations.

\<Copies\>

Set the number of copies to print.

> 👆 \<Menu\> ▶ \<Function Settings\> ▶ \<Printer\> ▶ \<Printer Settings\> ▶ \<Copies\> ▶ Set the number of copies to print ▶ \<Apply\> ▶ 🏠

\<2-Sided Printing\>

Select whether to make 2-sided printouts.

> 👆 \<Menu\> ▶ \<Function Settings\> ▶ \<Printer\> ▶ \<Printer Settings\> ▶ \<2-Sided Printing\> ▶ Select \<Off\> or \<On\> ▶ 🏠

\<Default Paper\>

Use this item to specify the paper size and type. ⚪**Available Paper(P. 726)**

\<Menu\> ▶ \<Function Settings\> ▶ \<Printer\> ▶ \<Printer Settings\> ▶ \<Default Paper\> ▶ Select the paper size ▶ Select the paper type ▶ 🏠

\<Paper Size Override\>

Select whether to switch between printing on A4 and LTR, or on A3 and 11x17 size paper if one of these paper sizes is loaded but the   other is not. When you select \<On\>, and the paper you specified is not loaded in the machine, it will print your document on the other size paper.

\<Menu\> ▶ \<Function Settings\> ▶ \<Printer\> ▶ \<Printer Settings\> ▶ \<Paper Size Override\> ▶ Select \<Off\> or \<On\> ▶ 🏠

NOTE

- You can specify print settings, such as the number of copies or 1-sided/2-sided printing, from an application or the printer driver. However, the \<Paper Size Override\> setting can only be specified on the machine.

\<Print Quality\>

You can change settings related to print quality.

\<Ink Saving\>

You can save ink consumption. Select \<On\> when you want to check the layout or other appearance characteristics before proceeding to final printing of a large job.

\<Menu\> ▶ \<Function Settings\> ▶ \<Printer\> ▶ \<Printer Settings\> ▶ \<Print Quality\> ▶ \<Ink Saving\> ▶ Select \<Off\> or \<On\> ▶ 🏠

\<Resolution\>

Specify the resolution to be used for print data processing.

\<Menu\> ▶ \<Function Settings\> ▶ \<Printer\> ▶ \<Printer Settings\> ▶ \<Print Quality\> ▶ \<Resolution\> ▶ Select \<1200 dpi\>, \<600 dpi\> or \<300 dpi\> ▶ 🏠

\<Super Smooth\>

Creates smooth contours in text. More of an effect is gained the lower the resolution mode is. Disabled when resolution is set to \<1200 dpi\>.

 <Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Super Smooth> ▶ Select <Off> or <On> ▶

<Sharpen Text>
Prints white text and lines on a black background clearly.
Applied only when the [Page Layout] setting in the printer driver is [1 on 1].

 <Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Sharpen Text> ▶ Select <Off> or <On> ▶

<Increase Line Density>
Makes pale-colored thin lines and text easier to see. Set this when gray lines are interrupted.

 <Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Increase Line Density> ▶ Select <Off> or <On> ▶

<Line Control>
Specify the processing method used to reproduce lines.

 <Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Line Control> ▶ Select <Resolution Priority> or <Gradation Priority> ▶

<Resolution Priority>
Draws lines with the same resolution as for text.

<Gradation Priority>
Draws lines while maintaining color and gradation.

<Width Adjustment>
Configure a setting to print text or fine lines in bold.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Print Quality> ▶ <Width Adjustment> ▶ <On> ▶ Select the target ▶ 🏠

NOTE:

- If you set to <On>, the printing speed may be slower or image quality may be affected.

- Even if you set to <On>, bold printing may not be possible depending on the printing application.

<Layout>

Specify the page layout settings such as binding position and margin values.

<Binding Location>

If you are binding the printouts with a binding tool such as a stapler, use this item to specify whether to bind on the long or short edge. Specify the setting of this item in combination with <Gutter>, which specifies the binding margin to apply to the binding position.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Layout> ▶ <Binding Location> ▶ Select <Long Edge> or <Short Edge> ▶ 🏠
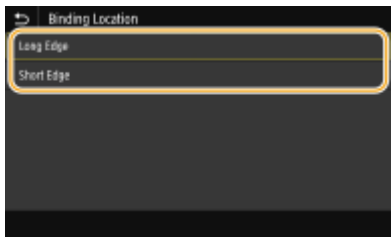
<Long Edge>
Specify this to bind on the long edge of paper.
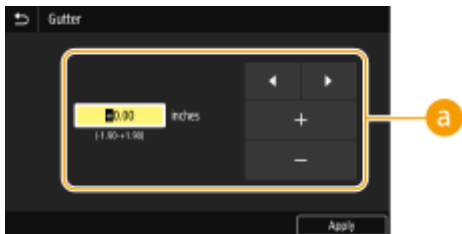

<Short Edge>
Specify this to bind on the short edge of paper.

<Gutter>

Shift the print position to adjust the binding margin to apply to the binding edge specified by <Binding Location>. The value "0.00" exerts no effect on the binding margin.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Layout> ▶ <Gutter> ▶ Specify the binding margin ▶ <Apply> ▶ 🏠
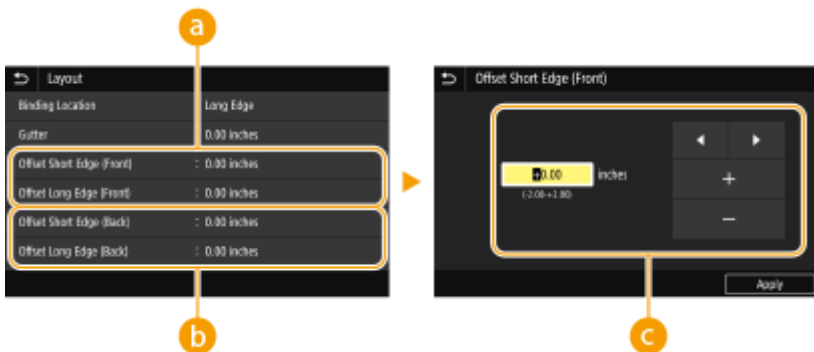
<u>a</u> Entering the setting value

Specify the print position shift direction and shift width. Whether the setting value is a "+" or "-" value determines the binding edge along which to adjust the binding margin. The margin width can be adjusted in 0.01 inch (0.5 mm) increments. **Basic Operation(P. 126)**

Setting Value	Long Edge	Short Edge
A value with a "+" sign	Left edge of paper	Top edge of paper
A value with a "-" sign	Right edge of paper	Bottom edge of paper

<Offset Short Edge/Offset Long Edge>

Irrespective of the paper source, you can shift the print position in units of "0.01 inches (0.5 mm)" for all print jobs.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Layout> ▶ Select the combination of adjustment direction and printing side ▶ Specify the offset value ▶ <Apply> ▶ 🏠

<u>a</u> <Offset Short Edge (Front)>/<Offset Long Edge (Front)>

Shifts the print position on the side of paper facing up.

<u>b</u> <Offset Short Edge (Back)>/<Offset Long Edge (Back)>

Shifts the print position on the side of paper facing down.

ⓒ Entering the setting value

For <Offset Short Edge (Front)>/<Offset Short Edge (Back)>, specify a value with a "+" sign to shift the print position in the left-to-right direction. For <Offset Long Edge (Front)>/<Offset Long Edge (Back)>, specify a value with a "+" sign to shift the print position in the up-to-down direction. To shift in the reverse direction, specify a value with a "-" sign. ❍**Basic Operation(P. 126)**

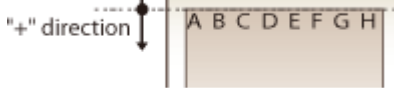<Offset Short Edge (Front)>   <Offset Long Edge (Front)>
<Offset Short Edge (Back)>   <Offset Long Edge (Back)>

"-" direction ◄───●───► "+" direction   "-" direction
                   A B C D E F G H   "+" direction   A B C D E F G H

<Auto Skip Error>

Printing stops if a certain error occurs in the process. However, if you set this item to <On>, the certain error will be skipped and printing can continue. Normally, set this item to <Off>.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Auto Skip Error> ▶ Select <Off> or <On> ▶ 🏠

<Timeout>

Set the time period after which the current print job is automatically canceled in the case of a print data reception interruption.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Timeout> ▶ Set the time period ▶ <Apply> ▶ 🏠

<Personality>

Specify the mode in which the machine should operate when the format of document data is unknown.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Personality> ▶ Select the Personality mode ▶ 🏠

<Color Mode>

Select whether to print data in color or black and white.
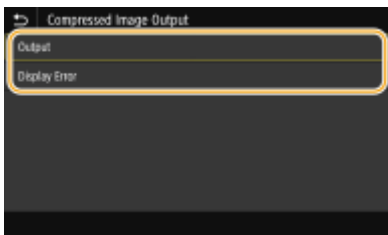
 <Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Color Mode> ▶ Select <Auto (Color/B&W)> or <Black & White> ▶ 🏠

<Compressed Image Output>

Specify the operation that is to be performed when the image quality has degraded due to insufficient memory during printing.

 <Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <Compressed Image Output> ▶ Select <Output> or <Display Error> ▶ 🏠

<Output>
Continues printing regardless of how much the image quality has degraded.

<Display Error>
If the image quality has degraded significantly, an error message is displayed, and printing is stopped.

<UFR II>

You can change the settings that become effective when printing from the UFR II printer driver.

<Matching Method>
Specify the processing method used to correct the color.

 <Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <UFR II> ▶ <Matching Method> ▶ Select the item ▶ 🏠

<General>
Performs processing so that the color tone is suitable for printing general papers such as photos or documents.

<Perceptual>
Performs processing so that the color tone is suitable for printing bitmap images. When this item is selected, an image is printed in the colors closest to those displayed on the monitor.

<Colorimetric>
Minimizes a color variance that occurs when RGB data is converted to CMYK data.

<Vivid Photo>
Performs processing so that the color tone is deeper and more vivid than <General>.

<Gray Compensation>

Configures a setting so that black or gray data of which color information is "R = G = B" is printed using only the BK (black) ink. If <Off> is selected, data is printed using the ink of four colors: CMYK. This option can be specified for each image type in any one document.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <UFR II> ▶ <Gray Compensation> ▶ Select the type of image ▶ Select <Off> or <On> ▶ 🏠

<Paper Save>

Specify whether to disable a blank page in print data from being output.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <UFR II> ▶ <Paper Save> ▶ Select <Off> or <On> ▶ 🏠

<PCL>

Specify the PCL printing settings such as page layout and print quality.

<Paper Save>

Select whether to save paper by not outputting blank pages in documents. By selecting <On>, the machine will not output blank pages. To output all your document data when printing, including any blank pages that you have inserted in your document, select <Off>.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Paper Save> ▶ Select <Off> or <On> ▶ 🏠

<Orientation>

Select <Portrait> (vertical orientation) or <Landscape> (horizontal orientation) for the page orientation.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Orientation> ▶ Select <Portrait> or <Landscape> ▶ 🏠

<Font Number>

Specify the font to use by selecting a corresponding font ID number. You can print the PCL font list with font samples from the operation panel.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Font Number> ▶ Select the font number ▶ <Apply> ▶ 🏠

<Point Size>

Set the font size in points, adjustable in 0.25 increments. You can specify this setting only when a proportionally-spaced scalable font is selected in <Font Number>.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Point Size> ▶ Specify the point size ▶ <Apply> ▶ 🏠

<Pitch>

Set the font pitch, or cpi (characters per inch), adjustable in 0.01 increments. You can specify this setting only when a fixed-pitch scalable font or a bitmap font is selected in <Font Number>.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Pitch> ▶ Specify the pitch value ▶ <Apply> ▶ 🏠

<Form Lines> *1

Set the number of lines printed on one page from 5 to 128. This setting is automatically changed according to the settings specified in <Default Paper> and <Orientation>.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Form Lines> ▶ Specify the number of lines ▶ <Apply> ▶ 🏠

<Character Code>

Select the character code that is most suited for the computer you send print data from. The specified setting is ignored when the character code is controlled by the font specified in <Font Number>.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Character Code> ▶ Select the character code ▶ 🏠

<Custom Paper>

Select whether to set a custom paper size. Select <On> to set the dimensions of the paper in <X dimension> and <Y dimension>.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Custom Paper> ▶ Select <Off> or <On> ▶ 🏠

<Unit of Measure> *1

Select the unit of measurement to use to set a custom paper size.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Unit of Measure> ▶ Select <Millimeter> or <Inch> ▶ 🏠

<X dimension>

Specify the horizontal dimension (short edge) of the custom paper.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <X dimension> ▶ Specify the dimension ▶ <Apply> ▶ 🏠

<Y dimension>

Specify the vertical dimension (long edge) of the custom paper.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Y dimension> ▶ Specify the dimension ▶ <Apply> ▶ 🏠

<Append CR to LF>

Select whether to append a carriage return (CR) when the machine receives a line feed code (LF). If <Yes> is selected, the print position moves to the beginning of the next line when the machine receives an LF code. If <No> is selected, the print position moves to the next line, just under the received LF code.

ABCDE↓FGHIJ

↓: LF code in print data

<Append CR to LF>: <Yes>   <Append CR to LF>: <No>
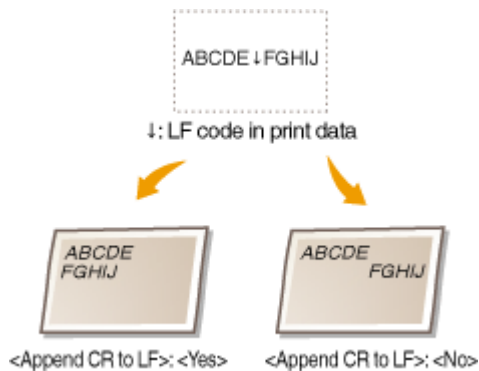
<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Append CR to LF> ▶ Select <Yes> or <No> ▶ 🏠

<Enlarge A4 Print Width>

Select whether to expand the width of the printable area of A4 size paper in portrait orientation to that of Letter size.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Enlarge A4 Print Width> ▶ Select <Off> or <On> ▶ 🏠

<Matching Method>

Specify the processing method used to correct the color.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Matching Method> ▶ Select the item ▶ 🏠

<General>
Performs processing so that the color tone is suitable for printing general papers such as photos or documents.

<Perceptual>
Performs processing so that the color tone is suitable for printing bitmap images. When this item is selected, an image is printed in the colors closest to those displayed on the monitor.

<Colorimetric>
Minimizes a color variance that occurs when RGB data is converted to CMYK data.

<Vivid Photo>
Performs processing so that the color tone is deeper and more vivid than <General>.

<Gray Compensation>

Configures a setting so that black or gray data of which color information is "R = G = B" is printed using only the BK (black) ink. If <Off> is selected, data is printed using the ink of four colors: CMYK. This option can be specified for each image type in any one document.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PCL> ▶ <Gray Compensation> ▶ Select the type of image ▶ Select <Off> or <On> ▶ 🏠

<PS>

Specify the PS printing settings such as page layout and print quality.

<Job Timeout>

This setting enables you to specify the amount of time before a job times out. If a job has not finished within the set time limit, the job automatically cancels.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PS> ▶ <Job Timeout> ▶ Specify the seconds for job timeout ▶ <Apply> ▶ 🏠

<Print PS Errors>

This setting determines whether an error page is printed when an error is encountered.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PS> ▶ <Print PS Errors> ▶ Select <Off> or <On> ▶ 🏠

<Pure Black Text>

Configures a setting so that black text of which color information is "R = G = B = 0%," "C = M = Y = 100%," or "C = M = Y = 0%/K = 100%" is printed using only the BK (black) ink. When <Off> is selected, text is printed based on the <Output Profile> setting.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PS> ▶ <Pure Black Text> ▶ Select <Off> or <On> ▶ 🏠

<RGB Source Profile>

Select the profile for RGB data according to the monitor you are using.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PS> ▶ <RGB Source Profile> ▶ Select the profile ▶ 🏠

<sRGB>

Sets the image quality to the industry standard for general Windows computer monitors. If the monitor supports sRGB, data can be printed in the color tones closest to the displayed colors.

<Gamma 1.5> to <Gamma 2.4>

Adjusts the brightness of the print result to prevent the image quality of the brightest and darkest parts from being degraded. The greater the gamma value is, the darker the printed text or image becomes.

<None>
Carries out color separation from RGB data to CMYK data without applying an RGB source profile.

<CMYK Simulation Profile>

Select a simulation target to print the CMYK data. The machine converts CMYK data into a device dependent CMYK color model based on the simulation.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PS> ▶ <CMYK Simulation Profile> ▶ Select the profile ▶ 🏠

<JapanColor(Canon)>
Set a JapanColor profile. Data is printed in the color tones closest to those of the Japanese printing standard.

<U.S. Web Coated v1.00(Canon)>
Set a U.S. Web Coated profile. Data is printed in the color tones closest to those of the U.S. printing standard.

<Euro Standard v1.00(Canon)>
Set a Euro Standard profile. Data is printed in the color tones closest to those of the European printing standard.

<None>
Prints CMYK data by using a device-dependent CMYK color model without applying the CMYK simulation profile.

> **NOTE:**
> ● When <None> is selected, the dark color gradation may become uneven depending on data.

<Use Grayscale Profile>

Specify whether to convert gray data to CMYK data using the grayscale profile of the machine.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PS> ▶ <Use Grayscale Profile> ▶ Select <Off> or <On> ▶ 🏠

> **NOTE:**
> ● Even if <On> is selected, data is printed using only the BK (black) ink depending on the setting of <Output Profile> or <Pure Black Text>.

<Output Profile>

Select the appropriate profile for the print data. This option can be specified for each image type in any one document.

<Normal>
Prints data by adjusting it to the color tones closest to those displayed on the monitor.

<Photo>
Prints data by adjusting it to photo-like color tones.

<TR Normal>
Prints data by adjusting it to the color tones closest to those displayed on the monitor and using only the BK (black) ink to reproduce black and gray elements.

<TR Photo>
Prints data by adjusting it to photo-like color tones and using only the BK (black) ink to reproduce black and gray elements.

> **NOTE:**
>
> **The setting of this item is unavailable when one of the following settings is selected.**
>
> - <RGB Source Profile> is set to <None>
> - <CMYK Simulation Profile> is set to <None>
> - <Use Grayscale Profile> is set to <Off>

<Matching Method>
Select the element to be prioritized when carrying out color matching in <RGB Source Profile>.

<Perceptual>
Provides the color tone that is suitable for printing photos or bit map images.

<Saturation>
Provides the color tone that is suitable for printing artworks, graphs, and other images used for presentation materials.

<Colorimetric>

Set this option when you want to reproduce the RGB color value in the color reproduction range of the machine as accurately as possible.

NOTE:

● The setting of this item is unavailable when <RGB Source Profile> is set to <None>.

<Brightness>
Adjust the brightness of the entire image in increments of 5%. The lower the setting value is, the brighter the image or text becomes. The greater the setting value is, the darker the image or text becomes.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PS> ▶ <Brightness> ▶ Adjust the brightness ▶ 🏠

<Composite Overprint>
Specify whether to overprint CMYK data, with overprint specified, as composite output.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PS> ▶ <Composite Overprint> ▶ Select <Off> or <On> ▶ 🏠

NOTE:

● Overprinting using special colors is not permitted.

<Grayscale Conversion>
Specify the way of printing color data in black and white.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PS> ▶ <Grayscale Conversion> ▶ Select the type of grayscale conversion ▶ 🏠

<sRGB>
Prints in black and white with emphasis on color differences so that a smooth gradation is achieved.

<NTSC>
Prints in black and white so that the resulting image looks like a black and white television picture (of the NTSC system).

<Uniform RGB>
Prints in black and white so that R, G, and B are uniformly converted to the same gray level by using only brightness as the reference.

> **NOTE**
>
> - This section describes the settings to convert the color data into grayscale data.
> - This setting is invalid for black-and-white data.

<PDF>

You can change settings for PDF files.

<Enlarge/Reduce to Fit Paper Size>

Specify whether to enlarge or reduce the original according to the print range of paper. Note that size enlargement/reduction will not affect the aspect ratio of the original.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Enlarge/Reduce to Fit Paper Size> ▶ Select <Off> or <On> ▶ 🏠

<Enlarge Print Area>

Specify whether to extend the print range to the paper size.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Enlarge Print Area> ▶ Select <Off> or <On> ▶ 🏠

> **NOTE:**
>
> - If you specify <On>, it may occur that edge-adjacent portions of page are not printed or that printouts come out partially smudged depending on the original.

<N on 1>

Specify whether to shrink multiple pages and print them on one page in such arrangement that the first page is positioned at top left. For example, to print 4 pages onto a single sheet, select <4 on 1>.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <N on 1> ▶ Select the number of pages to be combined ▶ 🏠

<Print Comments>

Specify whether to print comments. If you specify <Auto>, comments in PDF files will be printed.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Print Comments> ▶ Select <Off> or <Auto> ▶ 🏠

<Pure Black Text>

Configures a setting so that black text of which color information is "R = G = B = 0%," "C = M = Y = 100%," or "C = M = Y = 0%/K = 100%" is printed using only the BK (black) ink. When <Off> is selected, text is printed based on the <Output Profile> setting.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Pure Black Text> ▶ Select <Off> or <On> ▶ 🏠

<RGB Source Profile>

Select the profile for RGB data according to the monitor you are using.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <RGB Source Profile> ▶ Select the profile ▶ 🏠

<sRGB>
Sets the image quality to the industry standard for general Windows computer monitors. If the monitor supports sRGB, data can be printed in the color tones closest to the displayed colors.

<Gamma 1.5> to <Gamma 2.4>
Adjusts the brightness of the print result to prevent the image quality of the brightest and darkest parts from being degraded. The greater the gamma value is, the darker the printed text or image becomes.

<None>
Carries out color separation from RGB data to CMYK data without applying an RGB source profile.

<CMYK Simulation Profile>

Select a simulation target to print the CMYK data. The machine converts CMYK data into a device dependent CMYK color model based on the simulation.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <CMYK Simulation Profile> ▶ Select the profile ▶ 🏠

<JapanColor(Canon)>

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Set a JapanColor profile. Data is printed in the color tones closest to those of the Japanese printing standard.

<U.S. Web Coated v1.00(Canon)>
Set a U.S. Web Coated profile. Data is printed in the color tones closest to those of the U.S. printing standard.

<Euro Standard v1.00(Canon)>
Set a Euro Standard profile. Data is printed in the color tones closest to those of the European printing standard.

<None>
Prints CMYK data by using a device-dependent CMYK color model without applying the CMYK simulation profile.

> **NOTE:**
>
> ● When <None> is selected, the dark color gradation may become uneven depending on data.

<Use Grayscale Profile>
Specify whether to convert gray data to CMYK data using the grayscale profile of the machine.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Use Grayscale Profile> ▶ Select <Off> or <On> ▶ 🏠

> **NOTE:**
>
> ● Even if <On> is selected, data is printed using only the BK (black) ink depending on the setting of <Output Profile> or <Pure Black Text>.

<Output Profile>
Select the appropriate profile for the print data. This option can be specified for each image type in any one document.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Output Profile> ▶ Select the type of image ▶ Select the profile ▶ 🏠

<Normal>
Prints data by adjusting it to the color tones closest to those displayed on the monitor.

<Photo>
Prints data by adjusting it to photo-like color tones.

<TR Normal>
Prints data by adjusting it to the color tones closest to those displayed on the monitor and using only the BK (black) ink to reproduce black and gray elements.

<TR Photo>
Prints data by adjusting it to photo-like color tones and using only the BK (black) ink to reproduce black and gray elements.

> **NOTE:**
>
> **The setting of this item is unavailable when one of the following settings is selected.**
>
> - <RGB Source Profile> is set to <None>
> - <CMYK Simulation Profile> is set to <None>
> - <Use Grayscale Profile> is set to <Off>

<Matching Method>

Select the element to be prioritized when carrying out color matching in <RGB Source Profile>.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Matching Method> ▶ Select the item ▶ 🏠

<Perceptual>
Provides the color tone that is suitable for printing photos or bit map images.

<Saturation>
Provides the color tone that is suitable for printing artworks, graphs, and other images used for presentation materials.

<Colorimetric>
Set this option when you want to reproduce the RGB color value in the color reproduction range of the machine as accurately as possible.

> **NOTE:**
>
> - The setting of this item is unavailable when <RGB Source Profile> is set to <None>.

<Brightness>

Adjust the brightness of the entire image in increments of 5%. The lower the setting value is, the brighter the image or text becomes. The greater the setting value is, the darker the image or text becomes.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Brightness> ▶ Adjust the brightness ▶ 🏠

<Composite Overprint>

Specify whether to overprint CMYK data, with overprint specified, as composite output.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Composite Overprint> ▶ Select <Off> or <On> ▶ 🏠

NOTE:

● Overprinting using special colors is not permitted.

<Grayscale Conversion>

Specify the way of printing color data in black and white.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <PDF> ▶ <Grayscale Conversion> ▶ Select the type of grayscale conversion ▶ 🏠

<sRGB>
Prints in black and white with emphasis on color differences so that a smooth gradation is achieved.

<NTSC>
Prints in black and white so that the resulting image looks like a black and white television picture (of the NTSC system).

<Uniform RGB>
Prints in black and white so that R, G, and B are uniformly converted to the same gray level by using only brightness as the reference.

<XPS>

You can change settings for XPS files.

<Matching Method>

Specify the processing method used to correct the color.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <XPS> ▶ <Matching Method> ▶ Select the item ▶ 🏠

<General>
Performs processing so that the color tone is suitable for printing general papers such as photos or documents.

<Perceptual>
Performs processing so that the color tone is suitable for printing bitmap images. When this item is selected, an image is printed in the colors closest to those displayed on the monitor.

<Colorimetric>
Minimizes a color variance that occurs when RGB data is converted to CMYK data.

<Vivid Photo>
Performs processing so that the color tone is deeper and more vivid than <General>.

<Gray Compensation>

Configures a setting so that black or gray data of which color information is "R = G = B" is printed using only the BK (black) ink. If <Off> is selected, data is printed using the ink of four colors: CMYK. This option can be specified for each image type in any one document.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <XPS> ▶ <Gray Compensation> ▶ Select the type of image ▶ Select <Off> or <On> ▶ 🏠

<Grayscale Conversion>

Specify the way of printing color data in black and white.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <XPS> ▶ <Grayscale Conversion> ▶ Select the type of image ▶ Select the type of grayscale conversion ▶ 🏠

ⓐ Type of image

Select the object for which to change the setting. <Text> represents letters and characters, <Graphics> represents lines and figures, and <Image> represents photos and images.

ⓑ Type of grayscale conversion

<sRGB>
Prints in black and white with emphasis on color differences so that a smooth gradation is achieved.

<NTSC>
Prints in black and white so that the resulting image looks like a black and white television picture (of the NTSC system).

<Uniform RGB>
Prints in black and white so that R, G, and B are uniformly converted to the same gray level by using only brightness as the reference.

<Paper Save>

Specify whether to disable a blank page in print data from being output.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <Printer Settings> ▶ <XPS> ▶ <Paper Save> ▶ Select <Off> or <On> ▶ ⌂

<PDL Selection (Plug and Play)>

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer by using Plug and Play.

<Network> *2

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is detected over the network.

<USB>

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer via USB.

<Menu> ▶ <Function Settings> ▶ <Printer> ▶ <PDL Selection (Plug and Play)> ▶ Select <Network> or <USB> ▶ Select a page description language ▶ Restart the machine
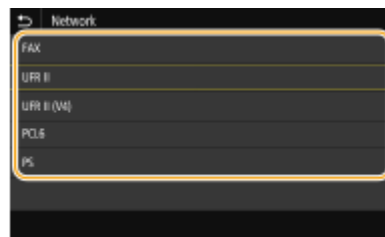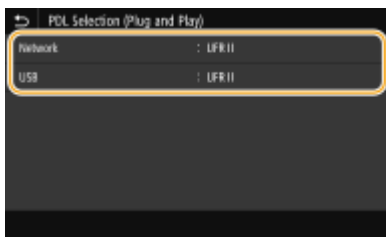
<FAX>
Detects and connects the machine as a fax device.

<UFR II>
Detects and connects the machine as a UFR II printer.

<UFR II (V4)>
Detects and connects the machine as a UFR II printer that is compatible with XML Paper Specification (XPS).

<PCL6>
Detects and connects the machine as a PCL6 printer.

<PCL6 (V4)>
Detects and connects the machine as a UFR II printer that is compatible with XML Paper Specification (XPS).

<PS>
Detects and connects the machine as a PS printer.

\<Send>

2579-0FY

All the settings related to sending faxes or scanned originals are listed with descriptions.

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.
> - Settings marked with "*2" may be unavailable or vary depending on your country or region.
> - Settings marked with "*3" cannot be imported or exported.

○**\<Common Settings>(P. 484)**
○**\<Scan and Send Settings>(P. 484)**
○**\<Fax Settings>(P. 485)**

\<Common Settings>

Specify the confirmation method used to restrict destinations at the time of sending faxes, e-mails, or I-Faxes or to prevent transmission errors.

\<Restrict New Destinations>

Select whether to limit the fax numbers and e-mail/I-Fax addresses that can be specified as destinations to those already registered in the Address Book. ○**Restricting New Destinations that Can Be Specified(P. 396)**

\<Restrict Resending from Log>

Select whether to prevent a destination from being selected from the sent job logs. ○**Disabling Use of Previously Used Destinations(P. 396)**

\<Confirm When Coded Dial TX>

Select whether to display the details of an entered coded dial number when it is selected as a destination. ○ **Displaying Destinations in Address Book(P. 396)**

\<Confirm Dest. Before Sending>

Specify whether to display the destination confirmation screen when sending faxes, e-mails, or I-Faxes. If \<Only for Sequential Broadcast> is selected, the confirmation screen is displayed only when multiple destinations are specified. ○**Checking Destinations when Sending Data(P. 397)**

\<Scan and Send Settings>

You can change and register the settings for sending e-mails or I-Faxes documents.

\<Register Unit Name>

Register the sender name for e-mails and I-Faxes. The registered name is displayed in e-mails, along with the e-mail address. If the sender name is not registered, only the e-mail address is displayed.

> 👆 <Menu> ▶ <Function Settings> ▶ <Send> ▶ <Scan and Send Settings> ▶ <Register Unit Name> ▶ Enter the sender name ▶ <Apply> ▶ 🏠

<E-Mail Settings>

Change the default settings used for scanning originals to send as e-mails.

<Change Default Settings (E-Mail)>

Specify settings used for scanning originals to send as e-mails. The selected settings are used as the default settings when scanning originals. ❍**Changing the Default Settings for Functions(P. 175)**

<I-Fax Settings>

Specify the basic settings for using the machine as a I-Fax device.

<Change Default Settings (I-Fax)>

You can change the default settings used for sending I-Fax. The selected settings are used as the default settings when scanning originals. ❍**Changing the Default Settings for Functions(P. 175)**

<TX Terminal ID>

Information such as the date and time of transmission and the e-mail address of the machine (sender information) can be added as a header in transmitted documents. This information tells the recipient when the I-Fax was sent and who sent it. Depending on your country or region, the operation may differ.

> 👆 <Menu> ▶ <Function Settings> ▶ <Send> ▶ <Scan and Send Settings> ▶ <I-Fax Settings> ▶ <TX Terminal ID> ▶ Select <On> in <Add TX Terminal ID> ▶ <Print Position> ▶ Select <Inside Image Area> or <Outside Image Area> ▶ <Apply> ▶ 🏠

<File Settings>

Change the default settings used when originals are saved to a shared folder or FTP server.

<Change Default Settings (File)>

You can change the default settings used when originals are saved to a shared folder or FTP server. The selected settings are used as the default settings when scanning. ❍**Changing the Default Settings for Functions(P. 175)**

<Fax Settings> [*1]

Specify the basic settings for using the machine as a fax device.

<Change Default Settings (Fax)>

Specify settings used for sending faxes. The selected settings are used as the default settings when scanning originals. ❍**Changing the Default Settings for Functions(P. 175)**

<Off-Hook Alarm>

Select whether the machine makes an alert sound when the handset of a telephone connected to the machine is not properly set on the cradle. You can also adjust the volume of the alert sound.

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Off-Hook Alarm> ▶ Select the volume of the alert sound ▶ <Apply> ▶ 🏠

<ECM TX>

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on received faxes, see ⬤**<ECM RX>(P. 491)** .

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <ECM TX> ▶ <On> ▶ 🏠

NOTE

- ● ECM must be enabled on both the machine and the other fax device because error checks are performed on both the sending and receiving devices.

- ● Even when ECM is enabled, errors may occur due to telephone line conditions.

- ● It may take a longer time than usual to process data when ECM is enabled because the error checks and corrections are performed while the data is transmitted.

<Set Pause Time>

For example, when you make calls by dialing "0 - (pause) - (telephone number)," 0 is dialed first and then a few seconds later, the telephone number. When sending faxes overseas, you need to specify destinations by dialing "(international access code) - (country code) - (area code) - (fax number)" but consecutive numbers that are input without pauses may not be recognized correctly. In this case, try adding a pause after the international access code or the fax number. If the code or the number is still not recognized correctly, change the duration of the pause. For instructions on how to enter a pause, see step 4 on ⬤**Basic Operations for Sending Faxes(P. 220)** .

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Set Pause Time> ▶ Specify the duration of pause ▶ <Apply> ▶ 🏠

<Auto Redial>

Specify settings for Auto Redial, a function that automatically redials the fax number after several minutes if the first attempt fails because the line is busy. You can specify how many times the machine redials and the interval between redials.

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <Auto Redial> ▶ Select <On> in <Use Auto Redial> ▶ Specify the settings ▶ <Apply> ▶ 🏠
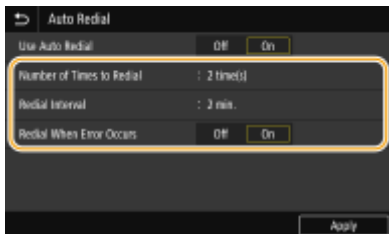
\<Number of Times to Redial\>
Specifies how many times the machine redials. Enter a number, and select \<Apply\>.

\<Redial Interval\>
Specifies the interval between redials. Enter a number for the interval, and select \<Apply\>.

\<Redial When Error Occurs\>
When set to \<On\>, specifies to redial when a transmission error occurs.

\<Check Dial Tone Before Send\> *2

Select whether to check the dial tone before a fax number is dialed.

\<Menu\> ▶ \<Function Settings\> ▶ \<Send\> ▶ \<Fax Settings\> ▶ \<Check Dial Tone Before Send\> ▶ \<On\> ▶ 🏠

\<Set Line\>

Specify a fax number, unit name, and line type.

\<Register Unit Telephone Number\>
Register the fax number for the machine. **Registering the Fax Number and Unit Name(P. 84)**

\<Register Unit Name\>
Register the name of a company or person (**Registering the Fax Number and Unit Name(P. 84)**). The registered name is sent as sender information to the destination (**\<TX Terminal ID\>(P. 489)**).

\<Select Line Type\>
Select the telephone line type used for fax transmission. **Connecting the Telephone Line(P. 86)**

\<Rotate Img to Send(Long Edge)\>

Select whether to rotate the original that is set sideways by 90 degrees and send automatically.

\<Menu\> ▶ \<Function Settings\> ▶ \<Send\> ▶ \<Fax Settings\> ▶ \<Rotate Img to Send(Long Edge)\> ▶ Select \<Off\> or \<On\> ▶ 🏠

\<TX Start Speed\>

If it takes time to start sending originals, such as when there is a poor connection, you can adjust the transmission start speed downward incrementally.

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <TX Start Speed> ▶ Select a communication start speed ▶ 🏠

<R-Key Setting>

If your machine is connected through a PBX (Private Branch Exchange), it is necessary to set the access method. If you set it to <PBX>, the <R> key will be displayed on the Fax Basic Features screen. If you assign an outside line access number to the <R> key, you can easily access the outside line.

<Menu> ▶ <Function Settings> ▶ <Send> ▶ <Fax Settings> ▶ <R-Key Setting> ▶ <PBX> ▶ Select <Prefix> or <Hooking> ▶ Enter an outside line access number if you select <Prefix> ▶ <Apply> ▶ 🏠

🅰 <PBX>
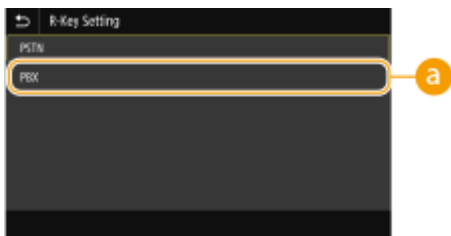
Select <PBX> when you want the machine to be connected through a PBX (Private Branch Exchange). Set the function of the <R> key displayed on the Fax Basic Features screen to <Prefix> or <Hooking>. If you select <Prefix>, register the prefix code on the next screen. Enter the prefix code using the numeric keys, select <Pause>, and then select <Apply>. If you do not insert a pause, the prefix code is not registered.
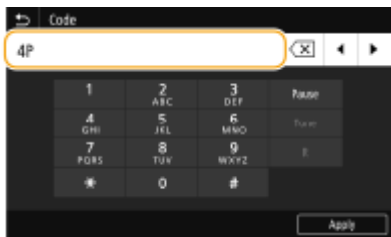
<Archive TX Document> *3

In addition to the destination specified when the fax is sent, you can specify whether faxed documents are also sent to a preset storage address for archiving. **○Saving a Copy of a Sent Original(P. 239)**

<Confirm Entered Fax Number>

Select whether to display the details of an entered coded dial number when it is selected as a destination. ○ **Confirming the Entered Fax Number(P. 398)**

<Allow Fax Driver TX>

Enable or disable PC faxing (sending faxes from a computer). **○Restricting Fax Sending from a Computer(P. 398)**

\<Restrict Sequential Broadcast\>

Select whether to prohibit sequential broadcasting, a feature that sends faxes to multiple destinations in succession. ◗**Restricting Sequential Broadcasts(P. 398)**

\<TX Terminal ID\>

Specify settings for adding the sender information, including the fax number and the name of the machine, to the fax header. The recipient can check who sent the fax by looking at the added information.

> \<Menu\> ▶ \<Function Settings\> ▶ \<Send\> ▶ \<Fax Settings\> ▶ \<TX Terminal ID\> ▶ Select \<On\>in \<Add TX Terminal ID\> ▶ Specify the settings ▶ \<Apply\> ▶ 🏠
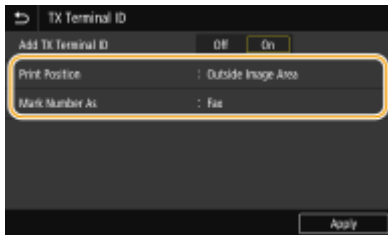
\<Print Position\>
Specifies the position to print the terminal ID information in the sent fax. Select \<Inside Image Area\> to print the information inside the image area, or \<Outside Image Area\> to print the information outside the image area.

\<Mark Number As\>
Adds the "Fax" or "Tel" mark in front of the fax number registered for the machine (◗**Registering the Fax Number and Unit Name(P. 84)**). Select \<Tel\> to indicate that the notified number is a telephone number.

<Receive/Forward>

All the settings related to receiving of faxes and e-mails are listed with descriptions.

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with "*1" may not be displayed depending on the model you are using, options, or other setting items.
>
> - Settings marked with "*2" cannot be imported or exported.

○**<Common Settings>(P. 490)**
○**<I-Fax Settings>(P. 490)**
○**<Fax Settings>(P. 491)**

<Common Settings>

Configure settings for receiving faxes in memory.

<Set Fax/I-Fax Inbox>

<Fax Memory Lock Settings>

Select whether to store received faxes without immediately printing them. Stored fax documents can be printed at any time by changing the setting to <Off>. ○**Saving Received Documents into the Machine (Memory Reception)(P. 241)**

<I-Fax Settings>

Configure settings to print received I-Fax documents.

<Print on Both Sides>

Specify settings for printing received document on both sides of paper.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <I-Fax Settings> ▶ <Print on Both Sides> ▶ <On> ▶ ⌂

<RX Print Size>

Specify the paper size to be used for printing.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <I-Fax Settings> ▶ <RX Print Size> ▶ Select the paper size ▶ ⌂

<Fax Settings> *1

Configure settings for receiving and forwarding faxes.

<Print on Both Sides>

Prints received document on both sides of paper.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Print on Both Sides> ▶ <On> ▶ 🏠

<Select Drawer>

You can set how the machine prints documents when there is no paper matching the size of the received document.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Select Drawer> ▶ Specify the setting item ▶ <Apply> ▶ 🏠

<ECM RX>

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on sent faxes, see **<ECM TX>(P. 486)** .

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <ECM RX> ▶ <On> ▶ 🏠

NOTE

- ECM must be enabled on both the machine and the other fax device because error check is performed on both the sending and receiving devices.
- Even when ECM is enabled, errors may occur due to telephone line conditions.
- It may take a longer time than usual to process data when ECM is enabled because the error check and corrections are performed while the data is transmitted.

<Incoming Ring>

Specify settings for sounding a ring to notify you of incoming faxes. This feature is only available when <Auto> or <Fax/Tel (Auto Switch)> is selected for the receive mode. Specify how many times the incoming call rings when the machine receives a fax call. You can also disable the settings to prevent the incoming call from ringing.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Incoming Ring> ▶ Select <On> in <Use Incoming Ring> ▶ Enter the desired number in <Number of Rings> ▶ <Apply> ▶ 🏠

> **NOTE**
>
> - When <On> is specified, you need to connect your telephone to the machine beforehand.
> - When <Off> is specified, the machine does not enter sleep mode.

<Remote RX>

Specify settings for receiving a fax by operating a telephone that is connected to the machine (Remote Reception). When a fax is sent to the machine, you can receive it just by picking up the handset of the telephone and entering a specific ID number by using the telephone. This feature can save you the trouble of going all the way to the machine. For instructions on how to use Remote Reception, see **Using a Telephone to Receive Faxes (Remote Reception)(P. 232)** .

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Remote RX> ▶ Select <On> in <Use Remote RX> ▶ Enter the ID number in <Remote RX ID> ▶ <Apply> ▶ 🏠

<Switch to Auto RX>

Specify settings for automatically receiving a fax after the machine has rung for a specified time period. This feature is only available when <Manual> is selected for the receive mode. By using this feature, faxes can be received even when no one is available to pick up the handset.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Switch to Auto RX> ▶ Select <On> in <Use Switch to Auto RX> ▶ Enter the desired number of seconds in <Ring Time Until Auto RX> ▶ <Apply> ▶ 🏠

<RX Start Speed>

If it takes time to start receiving documents, such as when there is a poor connection, you can adjust the transmission start speed downward incrementally.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <RX Start Speed> ▶ Select a communication start speed ▶ 🏠

<Use Reduce RX Size>

Specify settings for reducing the image size of a received document. You can select an automatic reduction ratio that reduces the received document to size of the loaded paper. You can also select a ratio from a list.
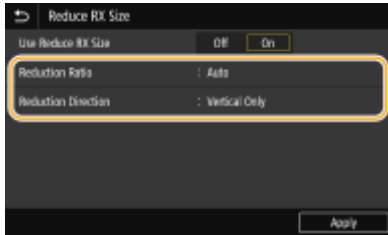
<Reduction Ratio>
<Auto> reduces the image by a ratio that is based on the size of the loaded paper. <97%>, <95%>, <90%>, or <75%> reduce the image by the corresponding ratio.

<Reduction Direction>
Select <Vertical/Horizontal> to reduce the image both vertically and horizontally. Select <Vertical Only> to reduce only vertically.

<Print RX Page Footer>

Select whether to print information, including date and time of reception and page numbers, on the bottom of received faxes.

<Menu> ▶ <Function Settings> ▶ <Receive/Forward> ▶ <Fax Settings> ▶ <Print RX Page Footer> ▶ <On> ▶ 🏠

<Forwarding Settings>

Specify settings for forwarding faxes.

<Forwarding Function> *2
Select whether to forward all the received fax documents to a specified destination. In addition to a fax number, you can also specify an e-mail address or a shared folder in a computer, etc. as the forwarding destination. ❍**Forwarding the Received Documents Automatically(P. 243)**

<Print Images>
Select whether to print forwarded fax documents. You can set the machine to print forwarded documents only when an error occurs. ❍**Printing Documents to be Forwarded(P. 243)**

<Store Images in Memory>
Select whether to store fax documents in memory when they are not successfully forwarded. You can resend or print the documents later as necessary. ❍**Printing/Resending/Deleting Documents that Failed to be Forwarded(P. 243)**

<Store/Access Files>

2579-0H1

All the settings related to saving the scanned document to a USB memory device or printing stored files are listed with descriptions.

<Common Settings>(P. 494)
<Memory Media Settings>(P. 495)

<Common Settings>

Configure the default settings for file saving and memory media print.

<Scan and Store Settings>

Configure settings for saving the scanned document to a USB memory device or file.

<USB Memory Settings>

You can change and register the settings used when data is saved to a USB memory device.

<Change Default Settings (USB Memory)>

Specify settings used for saving scanned originals to a USB memory device. The selected settings are used as the default settings when scanning originals. **Changing the Default Settings for Functions(P. 175)**

<Access Stored Files Settings>

You can change the settings to print files in a USB memory device and the method for displaying them.

<Change Default Settings (Memory Media Print)>

You can change the default settings associated with memory media print. The settings configured here are used as the default settings of the memory media print function. **Changing the Default Settings for Functions(P. 175)**

<Default Display Settings>

Select Preview/Details as the method for displaying files in a USB memory device.

> <Menu> ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Access Stored Files Settings> ▶ <Default Display Settings> ▶ Select the method for displaying ▶ 🏠
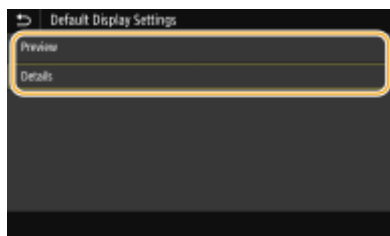
<Preview>
Displays a preview image.

<Details>
Displays file names and dates in list form.

<File Sort Default Settings>

Select whether to display files in a USB memory device in ascending or descending order of file name or date.

<Menu> ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Access Stored Files Settings> ▶ <File Sort Default Settings> ▶ Select the order of files that are displayed ▶ 🏠

<File Name Display Format>
Select whether to display short or long text for file names that are stored in a USB memory device.

<Menu> ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Access Stored Files Settings> ▶ <File Name Display Format> ▶ Select <Short File Name> or <Long File Name> ▶ 🏠

<Short File Name>
Shortens a file name to as few as eight characters. To distinguish files that have similar names, numbers such as "~1" or "~2" are added at the end of the file names.

<Long File Name>
Displays a file name up to 20 characters.

NOTE:

- The number of characters described above does not include the characters in file extensions, such as ".jpg."

<Memory Media Settings>

Specify whether to enable or disable the functions of a USB memory device.

<Use Scan Function>

Select whether to permit storing scanned originals into a USB memory device. ❍**Restricting the Scan to USB Function(P. 401)**

<Use Print Function>

Select whether to permit printing data from a USB memory device when it is attached to the machine. ❍ **Restricting the USB Print Function(P. 401)**

\<Secure Print>

2579-092

Specify whether to enable or disable Secure Print (**○Printing via Secure Print(P. 269)**).

<Set Destination>

2579-093

All the settings related to the address book are listed with descriptions.

<Address Book PIN>

Specify a PIN and require entering it to add new entries to or edit existing entries in the Address Book. **Restricting Use of the Address Book(P. 395)**

<Management Settings>

2579-0H2

Item	Description
▶**<User Management>(P. 499)**	You can configure the settings for managing users of the machine.
▶**<Device Management>(P. 500)**	You can manage information about the hardware and operations, as well as various data required when using the machine functions.
▶**<Remote UI Settings/Update Firmware>(P. 502)**	You can configure the settings related to the remote UI and the software available for the machine.
▶**<Data Management>(P. 503)**	You can configure settings to utilize the machine settings or data, or format the data.
▶**<Security Settings>(P. 505)**	You can configure the settings related to the user authentication function, password, and encryption.
<Initialize All Data/Settings>	Restores all data including logs and setting values to their default settings. ▶ **Initializing All Data/Settings(P. 429)**

\

2579-095

All the settings related to user management of the machine are listed with descriptions.

\<System Manager Information Settings\>(P. 499)
\<Department ID Management\>(P. 499)

\<System Manager Information Settings\>

Specify the ID or PIN exclusively for Administrators who have access privileges to \<Network\> and \<Management Settings\>. ID is \<System Manager ID\> and PIN is \<System Manager PIN\>. You can also register the name of an Administrator. **Setting the System Manager ID and PIN(P. 344)**

\<System Manager ID and PIN\>

Enter a number for the System Manager ID and PIN.

\<System Manager Name\>

Enter alphanumeric characters for the name of an Administrator.

\<Department ID Management\>

Select whether to use the Department ID Management, a feature that uses IDs as user accounts to specify access privileges and maintain information on how the machine is used. **Setting the Department ID Management(P. 346)**

\<Menu\> ▶ \<Management Settings\> ▶ \<User Management\> ▶ \<Department ID Management\> ▶ Select \<Off\> or \<On\> ▶ 🏠

<Device Management>

2579-096

All the settings related to management of information for the hardware and operations, as well as about management of data required when using the machine functions are listed with descriptions.

○**<Device Information Settings>(P. 500)**
○**<Select Country/Region>(P. 500)**
○**<Display Job Log>(P. 501)**
○**<Use NFC>(P. 501)**
○**<Scan w/ Canon PRINT Business>(P. 501)**
○**<Quiet Mode>(P. 501)**

> **NOTE**
>
> **Asterisks (*)**
>
> - Settings marked with "*1" cannot be imported or exported.
>
> - Settings marked with "*2" may be unavailable or vary depending on your country or region.
>
> - Settings marked with "*3" may not be displayed depending on the model you are using, options, or other setting items

<Device Information Settings>

Enter alphanumeric characters for the name and the installation location to identify the machine.

<Menu> ▶ <Management Settings> ▶ <Device Management> ▶ <Device Information Settings> ▶ Select <Device Name> or <Location> ▶ Enter the device name or location (○**Entering Text(P. 129)**) ▶ <Apply> ▶ 🏠

<Select Country/Region> *1 *2

Specify the country or region where the machine is used. The default setting may vary depending on the setting selected at initial power-on.

<Menu> ▶ <Management Settings> ▶ <Device Management> ▶ <Select Country/Region> ▶ Select a country or region ▶ 🏠

<Display Job Log>

Select whether to display the copying, printing, faxing, and scanning logs on the display of the machine and in the Communication Management Report.

<Menu> ▶ <Management Settings> ▶ <Device Management> ▶ <Display Job Log> ▶ Select <Off> or <On> ▶ Restart the machine

<Use NFC> *3

Select whether to allow printing by touching an NFC-capable mobile device to the NFC mark on the machine's operation panel.

<Menu> ▶ <Management Settings> ▶ <Device Management> ▶ <Use NFC> ▶ Select <Off> or <On> ▶ Restart the machine

<Scan w/ Canon PRINT Business>

Select whether to allow scanning from a mobile device using the Canon Print Business application.

<Menu> ▶ <Management Settings> ▶ <Device Management> ▶ <Scan w/ Canon PRINT Business> ▶ Select <Off> or <On> ▶ Restart the machine

<Quiet Mode>

You can have the machine run more quietly when operation noise would be obtrusive.

NOTE

When set to <On>, print speed and density may change depending on the paper type.

<Menu> ▶ <Management Settings> ▶ <Device Management> ▶ <Quiet Mode> ▶ Select <Off> or <On> ▶ 🏠

<Remote UI Settings/Update Firmware>

2579-097

All the settings related to the software available for the machine as well as about Register License are listed with descriptions.

<Remote UI Settings>(P. 502)
<Update Firmware>(P. 502)

> **NOTE**
>
> **Asterisks (*)**
>
> ● Settings marked with "*" cannot be imported or exported.

<Remote UI Settings> *

Configure settings for using the Remote UI. Using the Remote UI allows you to configure machine settings from a Web browser.

<Remote UI>

Select whether to use the Remote UI (**Disabling Remote UI(P. 404)**). When using Remote UI, you can also specify whether to use the TLS encrypted communication (**Configuring the Key and Certificate for TLS(P. 370)**).

<Menu> ▶ <Management Settings> ▶ <Remote UI Settings/Update Firmware> ▶ <Remote UI Settings> ▶ <Remote UI> ▶ Select <On> in <Use Remote UI> ▶ Select <Off> or <On> in <Use TLS> ▶ <Apply> ▶ Restart the machine

<Restrict Access>

Specify so that entry of a PIN is required for access to the Remote UI. Set a PIN of up to 7 digits. All users use a common PIN. **Setting a Remote UI PIN(P. 352)**

<Menu> ▶ <Management Settings> ▶ <Remote UI Settings/Update Firmware> ▶ <Remote UI Settings> ▶ <Restrict Access> ▶ <On> ▶ Enter the PIN ▶ <Apply> ▶ Enter the PIN (Confirm) ▶ <Apply> 🏠

<Update Firmware> *

Select how to install the firmware update according to the environment of the machine. **Updating the Firmware(P. 426)**

<Data Management>

2579-098

The settings for utilizing the machine settings and for initializing data are listed with descriptions. Default settings are marked with a dagger (†).

- ◉**<Import/Export>(P. 503)**
- ◉**<Initialize Key and Certificate>(P. 504)**
- ◉**<Initialize Address Book>(P. 504)**
- ◉**<Initialize Menu>(P. 504)**
- ◉**<Device Info Sending Setting>(P. 504)**

> **NOTE**
>
> **Asterisks (*)**
> - Settings marked with "*" cannot be imported or exported.

<Import/Export> *

You can use a USB memory device to import and export data in the Address Book and various settings of the machine.

Import

<Menu> ▶ <Management Settings> ▶ <Data Management> ▶ <Import/Export> ▶ <Import> ▶ <Yes> ▶ Enter the password ▶ <Apply>

Export

<Menu> ▶ <Management Settings> ▶ <Data Management> ▶ <Import/Export> ▶ <Export> ▶ Enter the password ▶ <Apply> ▶ Enter the password (Confirm) ▶ <Apply>

> **NOTE**
>
> **If the <Address Book PIN> screen appears**
> - If a PIN has been set for the Address Book, the <Address Book PIN> screen appears during importing/exporting. Enter the Address Book PIN and select <Apply>. Select <Skip> to cancel Address Book data importing/exporting.
>
> **When import is executed**
> - The machine automatically restarts after the import process has finished.

<Initialize Key and Certificate> *

Select to restore [Key and Certificate Settings] and [CA Certificate Settings] to the factory defaults. **❍Initializing Key and Certificate(P. 428)**

<Initialize Address Book> *

Select to restore the Address Book settings to the factory defaults. **❍Initializing Address Book(P. 429)**

<Initialize Menu> *

Select to restore the settings listed below to the factory defaults. You can restore all the settings listed below at once, or you can restore individual settings separately. **❍Initializing Menu(P. 428)**

<Device Info Sending Setting>

Selects whether you will send the printer usage information to Canon server.

<Menu> ▶ <Management Settings> ▶ <Data Management> ▶ <Device Info Sending Setting> ▶ <Next> ▶ <Accept> or <Do Not Accept> ▶ 🏠

<Security Settings>

2579-099

All the settings related to the authentication function and encryption are listed with descriptions.

○**<Authentication/Password Settings>(P. 505)**
○**<Encryption Settings>(P. 505)**

<Authentication/Password Settings>

You can reinforce the security of the authentication function.

<Authentication Function Settings>

Configure the security functions for user authentication.

<Lockout>

When a user has failed user authentication, specify whether to disable the user from temporarily logging in to the machine (lockout). When <On> is selected, specify how many consecutive times failures are permitted before lockout is activated and also the time required before a user can log in again after lockout.

<Menu> ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Authentication Function Settings> ▶ <Lockout> ▶ Select <On> in <Enable Lockout> ▶ Specify each setting item ▶ <Apply> ▶ Restart the machine

IMPORTANT:

- This option is not applied to login using the department ID.

<Encryption Settings>

Configure a setting for disabling a weak encryption or the key and certification using a weak encryption.

<Menu> ▶ <Management Settings> ▶ <Security Settings> ▶ <Encryption Settings> ▶ Select <On> in <Prohibit Use of Weak Encrypt.> ▶ Select <Off> or <On> in <Prohibit Weak Encryp. Key/Cert.> ▶ <Apply> ▶ Restart the machine

Maintenance

Maintenance

2579-09A

This chapter describes upkeep of the machine, including how to clean the machine and adjustment of print quality.

■ Basic Cleaning

◉**Regular Cleaning(P. 510)**

■ Replacing Consumables/Replacement Parts
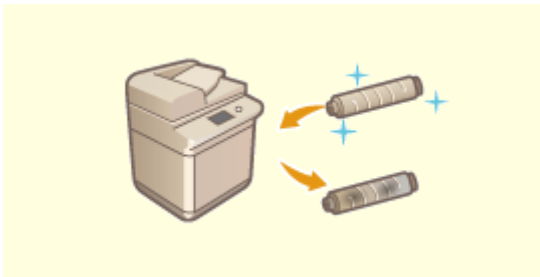
◉**Replacing the Ink Tanks(P. 528)**
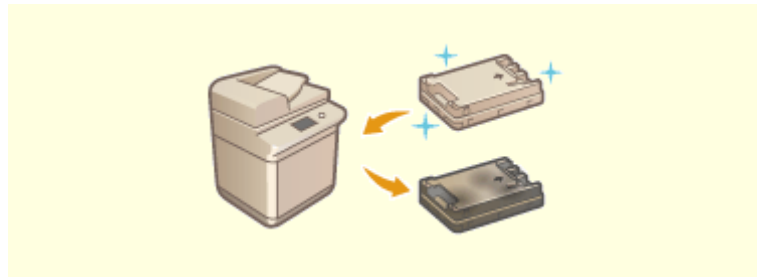
◉**Replacing the Maintenance Cartridge(P. 532)**
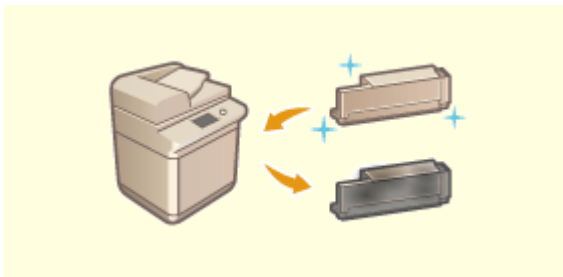
◉**Replacing the Print Head(P. 536)**

◉**Replacing the ADF Maintenance Kit(P. 545)**

◉**Checking Remaining Amounts and Usage of Consumables(P. 549)**
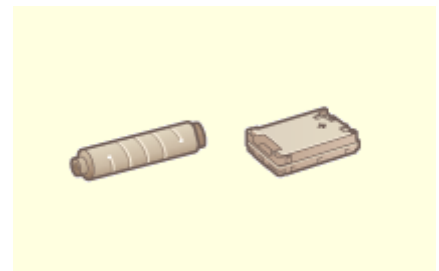
◉**Consumables(P. 625)**

■ Adjusting and Managing the Machine
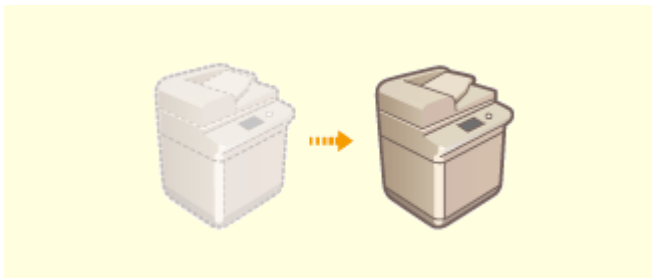
❯Transporting the Machine(P. 551)
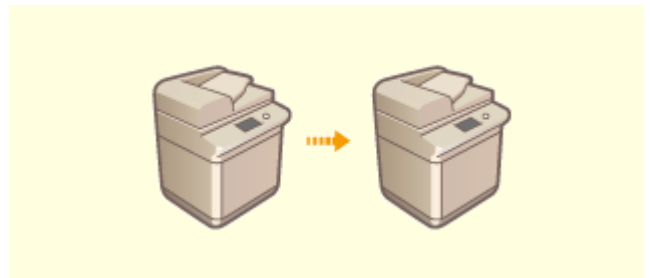
❯Reinstalling the machine(P. 573)

❯Disposing of the Machine(P. 576)

❯Adjusting Image Quality(P. 582)
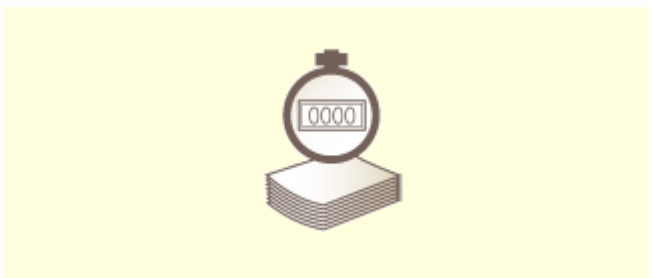
❯Viewing the Counter Value(P. 619)

❯Printing Reports and Lists(P. 621)

Regular Cleaning

2579-0H3

Regularly clean the machine to prevent deterioration in printing quality and to ensure that you use it safely and easily.
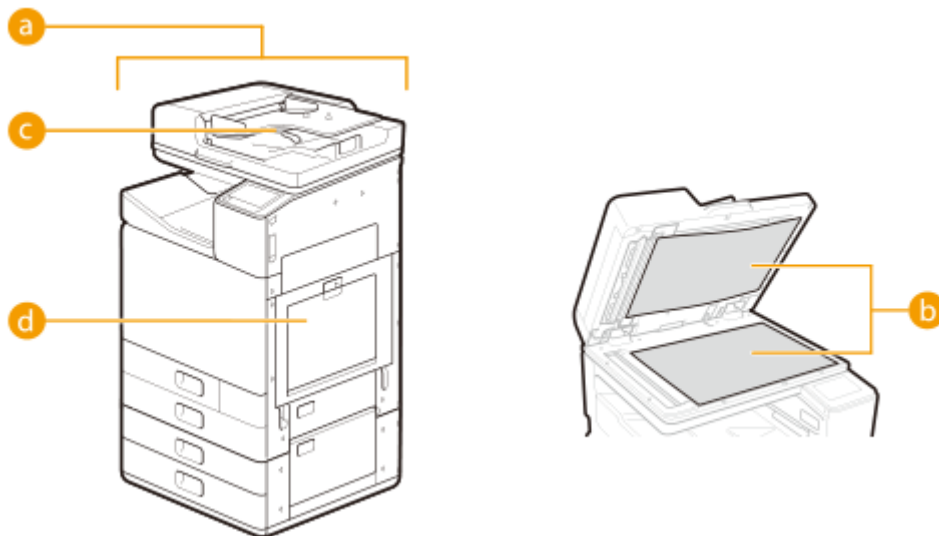
a Exterior ▶**Cleaning the Exterior(P. 511)**

b Platen glass and underside of feeder ▶**Cleaning the Platen Glass(P. 512)**

c Feeder ▶**Cleaning the Feeder(P. 514)**

d Interior ▶**Cleaning the Interior(P. 518)**

Cleaning the Exterior

2579-09E

Periodically wipe the surface of the machine to keep it clean.

1 **Turn OFF the machine, and unplug the power cord from the AC power outlet.** ◉ **Turning OFF the Machine(P. 115)**

- Turning the printer OFF erases any queued print data. Data such as documents received and held in memory, documents waiting to be sent, and reports that are automatically printed after being sent or received are not deleted.

2 **Wipe the surface of the machine.**

- Wipe with a soft and dry cloth.
- If this does not remove dirt, use a soft, well-wrung-out cloth dampened with water or a mild detergent diluted with water. Wait for moisture to dry completely before proceeding to the next step.
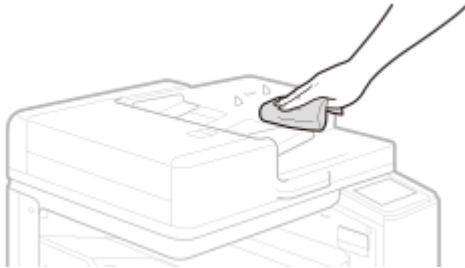
3 **Insert the power plug into the power outlet, and turn ON the machine.** ◉ **Turning ON the Machine(P. 114)**

Cleaning the Platen Glass

2579-0H4

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 OFF the machine, and unplug the power cord from the AC power outlet.** ◗ **Turning OFF the Machine(P. 115)**

- Turning the printer OFF erases any queued print data. Data such as documents received and held in memory, documents waiting to be sent, and reports that are automatically printed after being sent or received are not deleted.

2 **Open the feeder.**
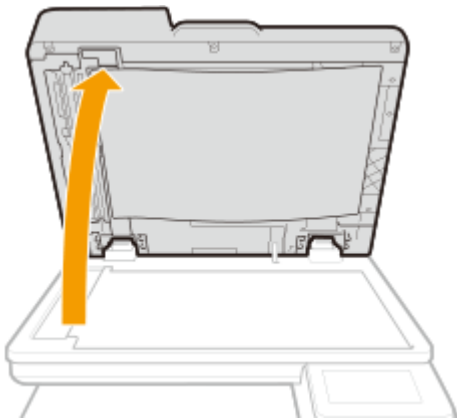
3 **Wipe the reverse side of the feeder and the platen glass.**

1 Wipe the platen glass.

- Wipe the platen glass with the included cleaning cloth. If you cannot remove the dirt, wet a soft cloth with water and wring it out well, then wipe the area with it. Afterwards, wipe the area with a soft and dry cloth.

2 Wipe the reverse side of the feeder.

- Clean the areas with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.

4 **Wait for the cleaned area to dry completely.**

5 **Gently close the feeder.**

6 **Insert the power plug into the power outlet, and turn ON the machine. ◯Turning ON the Machine(P. 114)**

Cleaning the Feeder

2579-09H

Graphite powder or dust on the rollers inside the feeder or on the document feed scanning area may cause smudges to appear on printouts. If this occurs or if a paper jam occurs frequently, clean the feeder. If the problem persists after cleaning the feeder, perform automatic feeder cleaning.

Cleaning the Paper Feed Rollers

1 **Turn OFF the machine, and unplug the power cord from the AC power outlet.** ◯ **Turning OFF the Machine(P. 115)**

- Turning the printer OFF erases any queued print data. Data such as documents received and held in memory, documents waiting to be sent, and reports that are automatically printed after being sent or received are not deleted.

2 **Pull the lever, and open the feeder cover.**
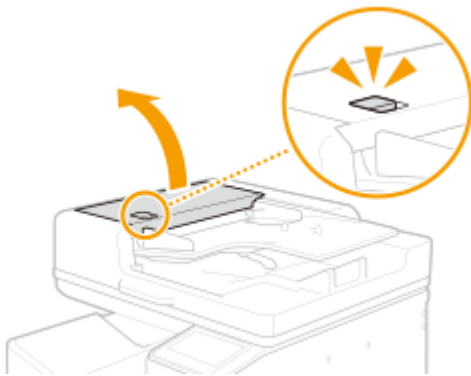
3 **Wipe the rollers in the feeder cover.**

- Wipe the rollers with a cloth that has been moistened with water and wrung out. Then wipe with a dry cloth.

IMPORTANT:

- Spin the rollers while cleaning them.

- If the rollers and surrounding areas are very dirty, clean them out. To clean, wet a cloth with water and wring it out well, then wipe the areas with it. Afterwards, wipe the area with a soft and dry cloth.
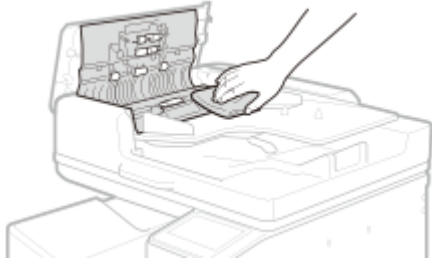
4 **Close the feeder cover.**

Cleaning the Feeder

A simple replacement procedure is displayed on the screen when cleaning the feeder. You can view it together with the following procedure.

> **NOTE**
>
> - Be sure to wipe with the included glass cleaning sheet.
> - If you cannot remove the dirt, wet a cloth with water and wring it out well, then wipe the area with it. Afterwards, wipe the area with a soft and dry cloth, and let moisture dry completely.

1 **Select <Menu> in the Home screen. ▶Home Screen(P. 120)**

2 **Select <Adjustment/Maintenance> ▶ <Maintenance>.**

3 **Select <Original Scanning Area Cleaning>.**

4 **Remove the included glass cleaning sheet.**

5 **Open the feeder.**
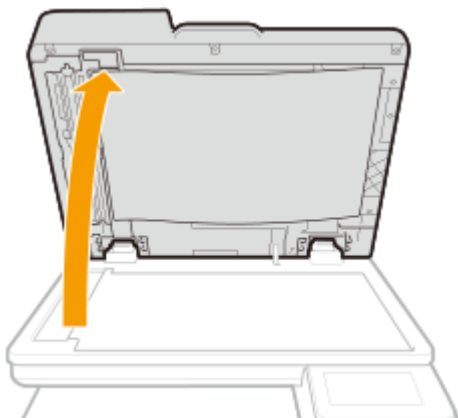
6 **Wipe the document feed scanning area (long strip of glass) of the platen glass.**

7 Wipe the document feed scanning area (long strip of glass) of the feeder.

8 Open the document scan cover.
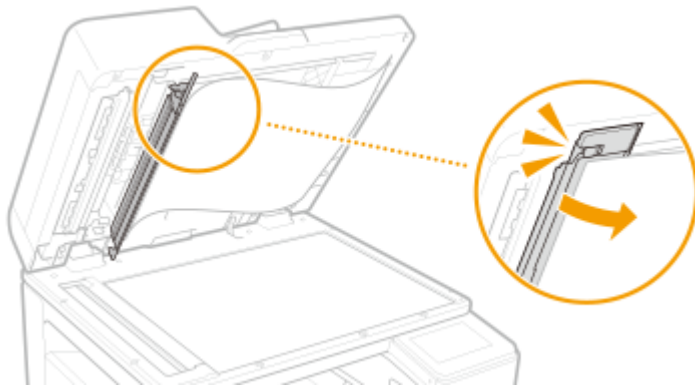
9 Wipe the document feed scanning area (long strip of glass).
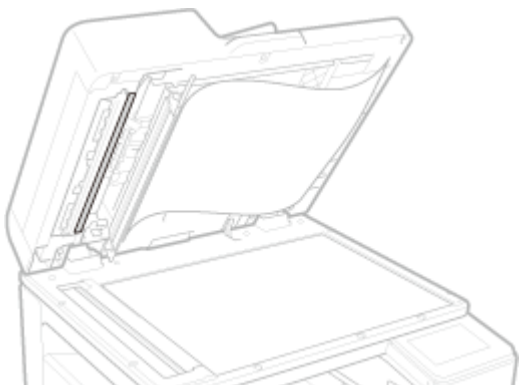
10 **Wipe the area opposite the document feed scanning area (long strip of glass).**
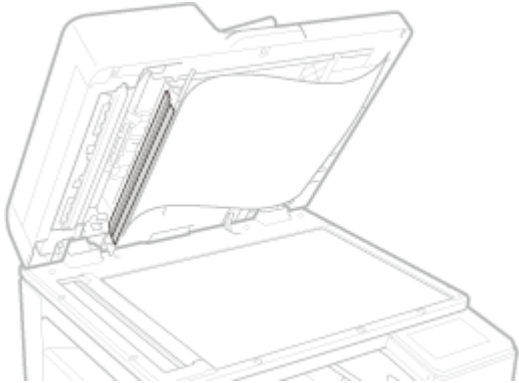
11 **Close the document scan cover.**

12 **Gently close the feeder.**

Automatic Feeder Cleaning

Automatic feeder cleaning uses paper loaded in the feeder. Set 10 sheets of plain A4 or US Letter size paper in the feeder before starting automatic cleaning. ❯**Placing Originals(P. 133)**
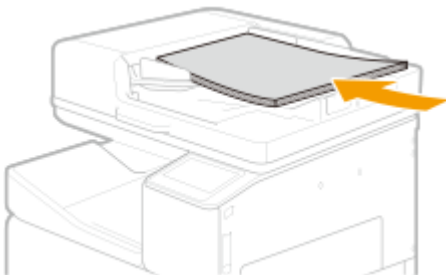
1 **Select <Menu> in the Home screen.** ❯**Home Screen(P. 120)**

2 **Select <Adjustment/Maintenance> ▶ <Maintenance>.**

3 **Select <Feeder Auto Cleaning>.**

4 **Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Start>.**

⇒ Cleaning starts. When a message appears notifying that cleaning is complete, press 🏠 to return to the Home screen.

Cleaning the Interior

2579-0H5

Clean the interior of the machine if streaks appear in printouts, portions of images are not printed evenly, or if an error message is still displayed even after clearing out jammed paper from inside the machine.

◯**Cleaning the Paper Path(P. 519)**
◯**Cleaning the Sensor Area(P. 523)**
◯**Cleaning the Print Head(P. 526)**

2579-0H5

Cleaning the Paper Path

2579-0H8

A simple cleaning procedure is displayed on the screen when cleaning the paper path. You can view it together with the following procedure.

IMPORTANT

- To protect the internal mechanisms, be sure to follow the procedure below when cleaning.
- Do not wipe areas where star wheels are present.
- Do not touch star wheels.

1 Select <Menu> in the Home screen. ○Home Screen(P. 120)

2 Select <Adjustment/Maintenance> ▶ <Maintenance>.

3 Select <Paper Transport Unit Cleaning>.

4 Check the precaution, and select <Next>.

5 Select <Unlock>.

⟹ The right cover of the machine unlocks.

6 Open the transport unit cover.

1 Open transport unit cover 1.
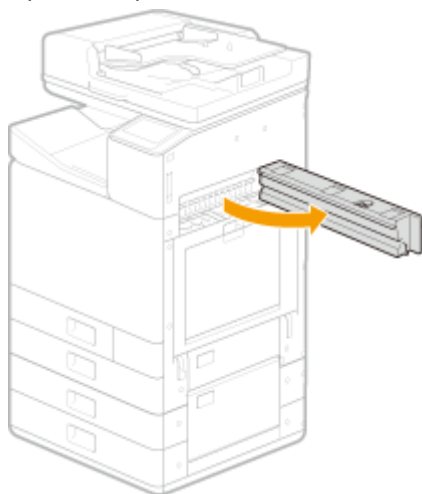
2 Open transport unit cover 2.
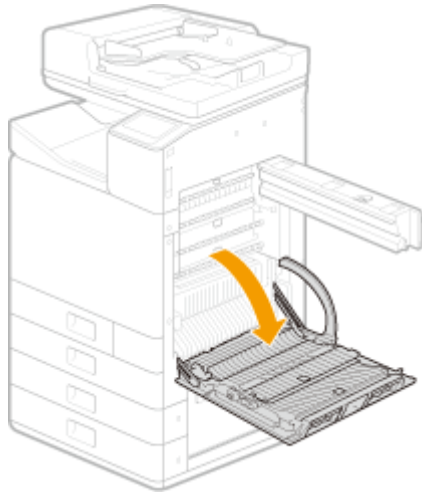
7 **Wipe the inside of transport unit cover 1.**

- Wet a cloth with water and wring it out well, then wipe the areas with it. Afterwards, wipe the area with a soft and dry cloth.
- Wipe up and down.
- Gently support the outside of the transport unit cover while wiping it.
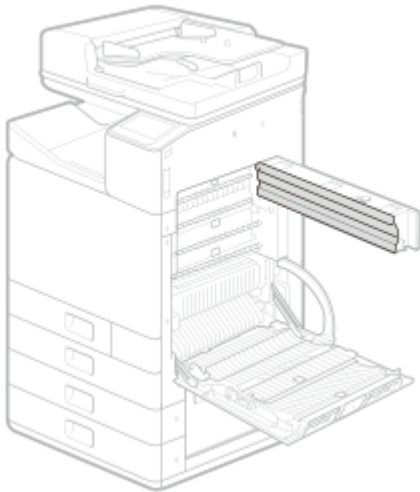
8 **Wipe the interior of the machine.**

- Wipe up and down.
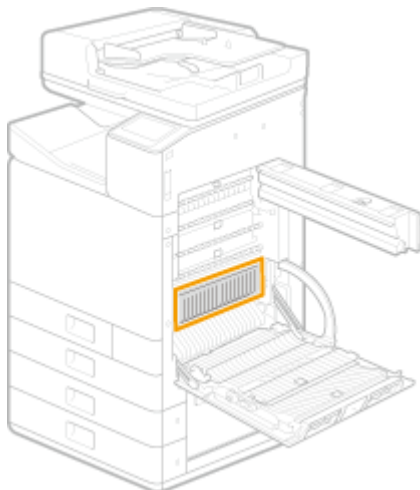
9 **Wipe the inside of transport unit cover 2.**
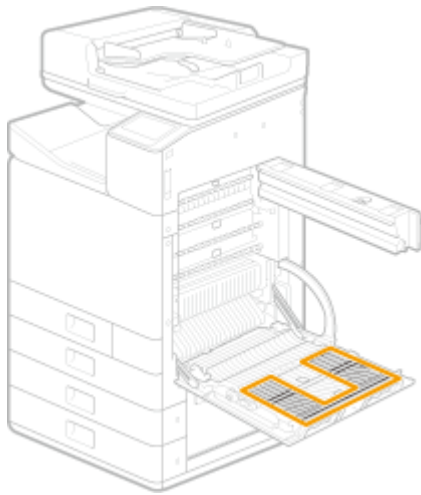
10 **Open the transport guide.**
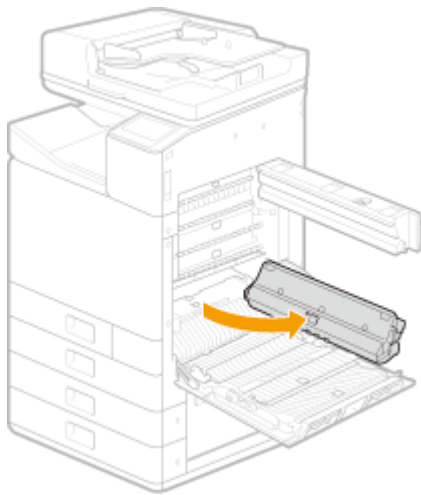
11 **Wipe the transport guide.**

- Wipe up and down.
- Gently support the outside of the transport guide while wiping it.
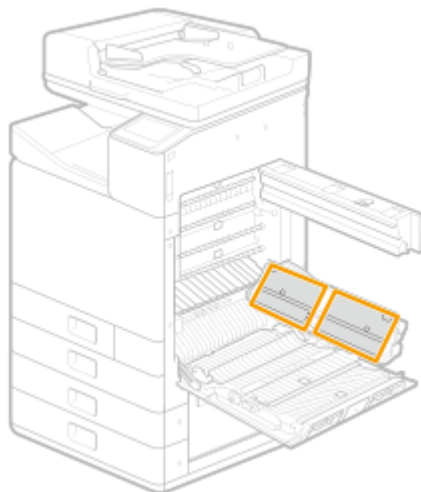
12 Lower the platen.
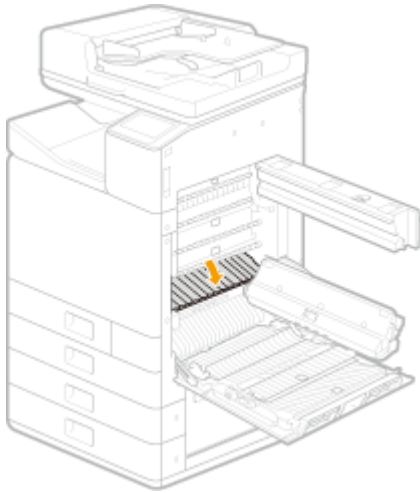
13 Wipe the platen.

- Since paper dust collects on the platen easily, wipe towards you starting from the side away from you, making sure paper dust does not enter the machine.
- Wipe 2 to 3 times along the rib line to remove white paper dust and ink smudges.
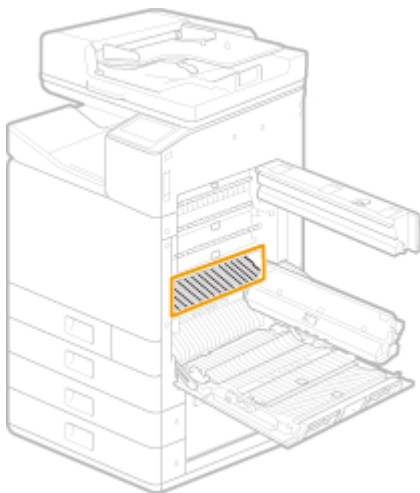
IMPORTANT:

- Be careful not to scratch the rollers at the back of the platen.

14 Close the transport guide.

- Closing the transport guide causes the platen to rise.

15 Close transport unit cover 1.

16 Close transport unit cover 2.

Cleaning the Sensor Area

2579-0H9

A simple cleaning procedure is displayed on the screen when cleaning the sensor area. You can view it together with the following procedure.

IMPORTANT

- To protect the internal mechanisms, be sure to follow the procedure below when cleaning.
- Do not wipe areas where star wheels are present.
- Do not touch star wheels.
- Use the special cleaning brush to clean the sensor area.

1 Select <Menu> in the Home screen. ⬭Home Screen(P. 120)

2 Select <Adjustment/Maintenance> ▶ <Maintenance>.

3 Select <Sensor Cleaning>.

4 Check the precaution, and select <Next>.

5 Select <Unlock>.

  ⇒ The right cover of the machine unlocks.

6 Open transport unit cover 1.
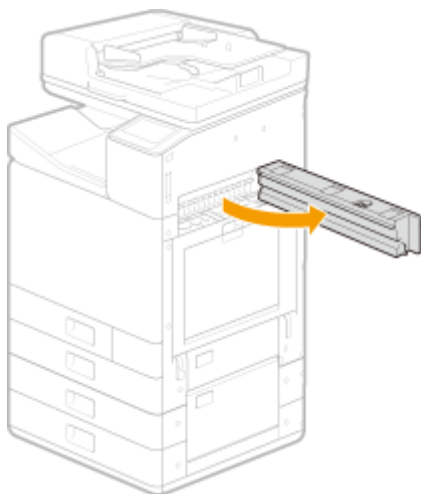
7 Open transport unit cover 2.
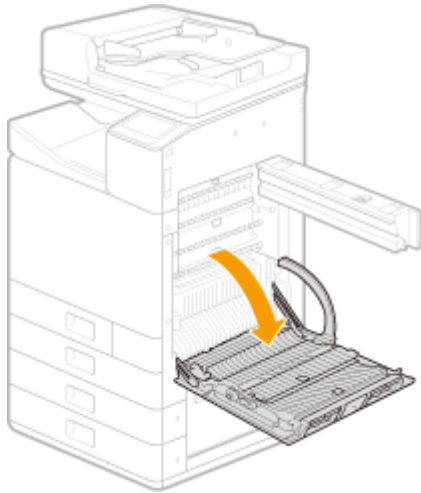
8 Open the transport guide.
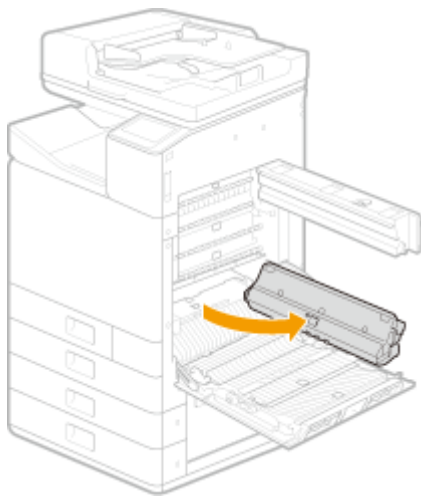
9 Remove the cleaning brush.
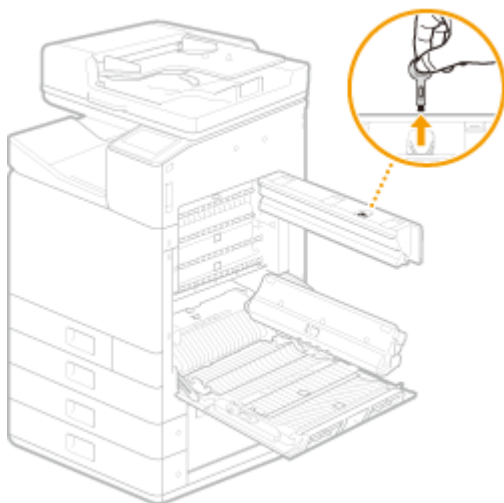
10 Wipe the sensor area (6 locations).

- Clean using the cleaning brush.
- After cleaning, replace the cleaning brush.
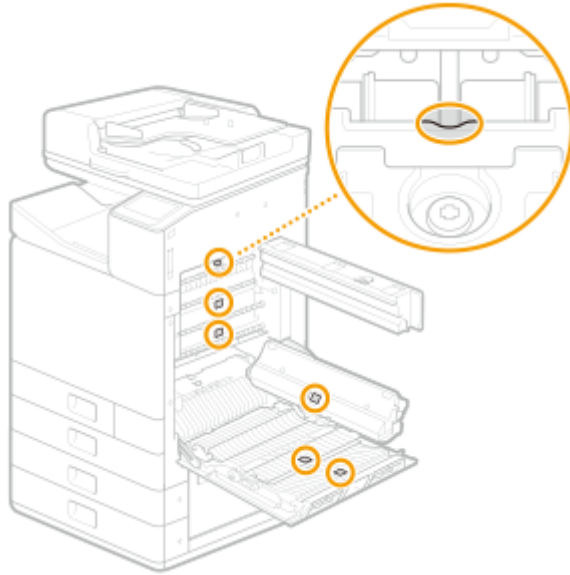
11 **Close the transport guide.**

12 **Close transport unit cover 1.**

13 **Close transport unit cover 2.**

Cleaning the Print Head

2579-0H6

Cleaning the print head clears clogged nozzles and keeps the print head in good condition.

NOTE

- Cleaning consumes ink and maintenance cartridge space. Check remaining amounts beforehand; you should prepare new ink tanks/maintenance cartridge if remaining amounts are low. **Checking Remaining Amounts and Usage of Consumables(P. 549)**

1 Select <Menu> in the Home screen. **Home Screen(P. 120)**

2 Select <Adjustment/Maintenance> ▶ <Maintenance>.

3 Select <Print Head Cleaning>.

4 Select <Start>.

- Print head cleaning begins. Cleaning takes about 2 minutes.

5 Select <Yes>.

➠ A nozzle check pattern is printed.

6 Check the nozzle check pattern, and select <A> or <B>.

- If you selected <A>, proceed to step 8.
- If you selected <B>, proceed to step 7.

7 **Check content displayed on the screen, and select <Yes>.**

- Print head cleaning begins. Cleaning takes from 6 to 25 minutes.

NOTE:

- Repeat steps 5 to 7 following the on-screen instructions until the nozzle check pattern approximates <A>.

8 **Select <Close>.**

- Press ⌂ to return to the Menu screen.

Replacing the Ink Tanks

2579-09L

When ink starts running low or has run out, a message is displayed prompting you to prepare a new ink tank or perform ink tank replacement. Prepare a new ink tank or perform ink tank replacement according to the displayed message (**❍Checking Remaining Amounts and Usage of Consumables(P. 549)**).

❍When a Message Appear(P. 528)
❍Procedure for Replacing the Ink Tanks(P. 529)

> ## NOTE
>
> - For information on the product numbers for ink tanks, see **❍Consumables(P. 625)** .
> - You can check the current amount of ink remaining. **❍Checking the Ink Level(P. 549)**

When a Message Appear

\<Please prepare a new tank.\>

This message notifies you that ink is low. While you do not need to replace the ink tank now, make sure that you have a new ink tank for replacement at any time.

\<Tank replacement recommended.\>
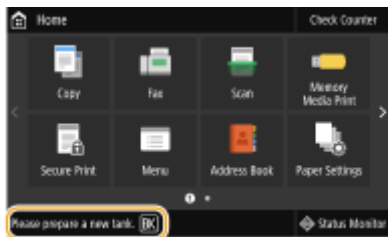
Ink in the ink tanks has run out. Some ink remains in the machine, but printing is about to stop. Replacement is recommended before starting a large print job. **❍Procedure for Replacing the Ink Tanks(P. 529)**

\<Ink Tank Replacement\>
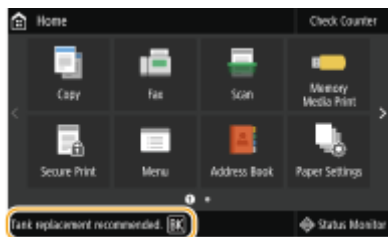
The ink in the ink tanks and the machine has run out, and printing cannot be performed. Follow the instructions on the screen to replace the ink tanks. **❍Procedure for Replacing the Ink Tanks(P. 529)**
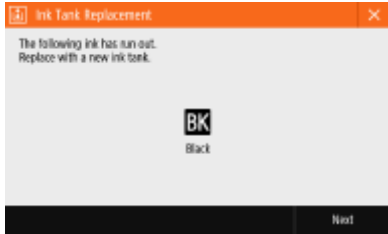
Procedure for Replacing the Ink Tanks

When you replace the ink tank, simple instructions on the replacement procedure are displayed on the screen. See the on-screen instructions as well as the following procedure.

1 **Check the message.**

■**If <Tank replacement recommended.> is displayed**

1   Select <Menu> in the Home screen. ◐**Home Screen(P. 120)**

2   Select <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Ink Tank Replacement>.

3   Select the ink color to replace, and select <Replace>.

■**If <Ink Tank Replacement> is displayed**

1   Select <Next>.

2 **Select <Unlock>.**
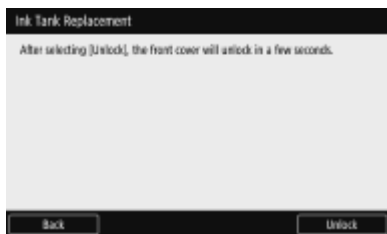
3 **When <Open Front Cover> is displayed, open the front cover.**
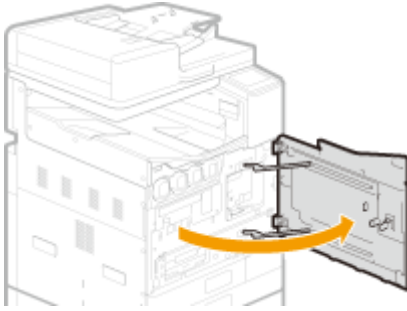
4 Pull out the ink tank.

● Turn counterclockwise, then pull straight out.
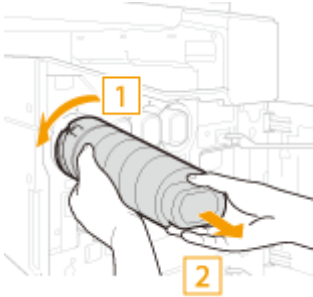
5 Remove the new ink tank.
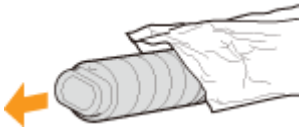
6 Install the new ink tank.

● Before installing the ink tank, confirm that the color of the ink tank and the color indicated on the slot of the main unit are the same.

1 Align the ▼ mark on the main unit and the ▲ mark on the ink tank, and push the ink tank in until it stops.
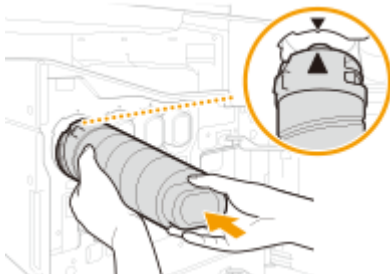
2 Turn clockwise until the ink tank clicks.
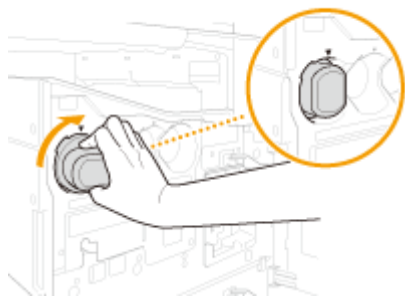
7 **Close the front cover.**

Replacing the Maintenance Cartridge

2579-0HA

When the maintenance cartridge is almost full or completely full, a message is displayed prompting you to prepare a new maintenance cartridge or perform maintenance cartridge replacement. Prepare a new maintenance cartridge or perform maintenance cartridge replacement according to the displayed message.

◉**When a Message Appear(P. 532)**
◉**Procedure for Replacing the Maintenance Cartridge(P. 533)**

> ## NOTE
>
> - The maintenance cartridge is a container for absorbing ink used during maintenance tasks such as print head cleaning.
>
> - For information on the model number of the maintenance cartridge, see ◉**Consumables(P. 625)** .
>
> - You can check the current amount of space used in the maintenance cartridge. ◉**Checking the Space Used in the Maintenance Cartridge(P. 549)**
>
> - Replacement may be necessary even when the maintenance cartridge is not full (error, etc.).

When a Message Appear

■ <The maintenance cartridge is almost full.>

The maintenance cartridge is almost full. You can continue printing for a while, but you should have a new one available so that you can make replacement as soon as it is needed. ◉**Procedure for Replacing the Maintenance Cartridge(P. 533)**

■ <Maintenance Cartridge Full>
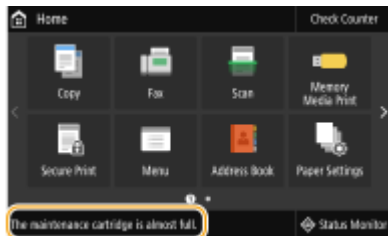
The maintenance cartridge is full, so printing is not possible any longer. Follow the instructions on the screen to replace the maintenance cartridge. ◉**Procedure for Replacing the Maintenance Cartridge(P. 533)**

Procedure for Replacing the Maintenance Cartridge

When you replace the maintenance cartridge, simple instructions on the replacement procedure are displayed on the screen. See the on-screen instructions as well as the following procedure.

1 **Check the message.**

■**If <The maintenance cartridge is almost full.> is displayed**

1 Select <Menu> in the Home screen. ❍**Home Screen(P. 120)**

2 Select <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Maintenance Cartridge Replacement>.

■**If <Maintenance Cartridge Full> is displayed**

1 Select <Next>.

2 **Select <Unlock>.**

3 **When <Open Front Cover> is displayed, open the front cover.**
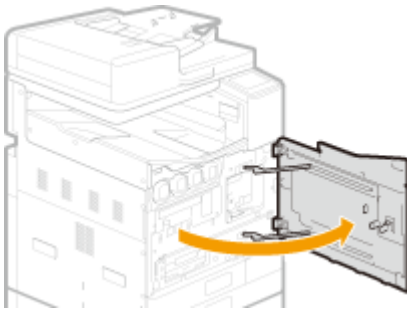
4 **Remove a new maintenance cartridge.**
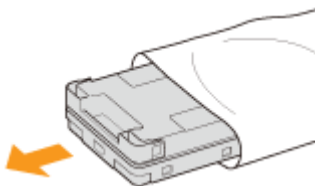
5 **Pull out the maintenance cartridge.**

- After pulling out the maintenance cartridge half way until it stops, hold it at the left and right with both hands and lift it lightly to pull out.
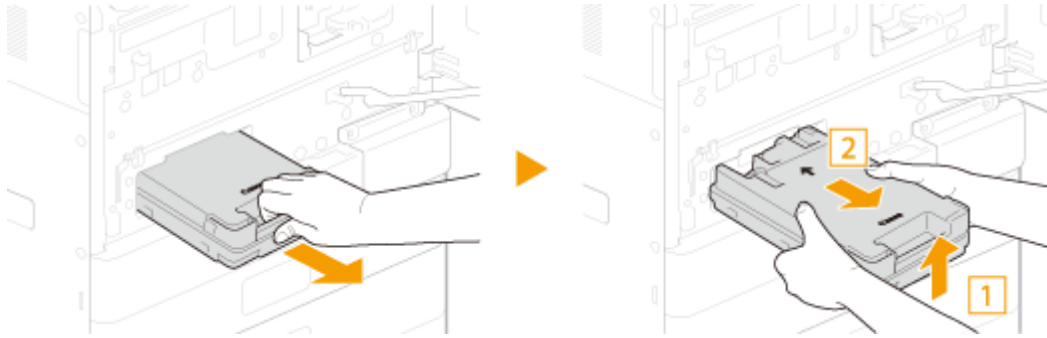
IMPORTANT:

- Do not touch the maintenance cartridge slot.

- A used maintenance cartridge is heavy. Be sure to hold it firmly and held level when pulling it out. The maintenance cartridge contains ink, and dropping it or leaving it tilted may cause ink to leak and become spilled around.
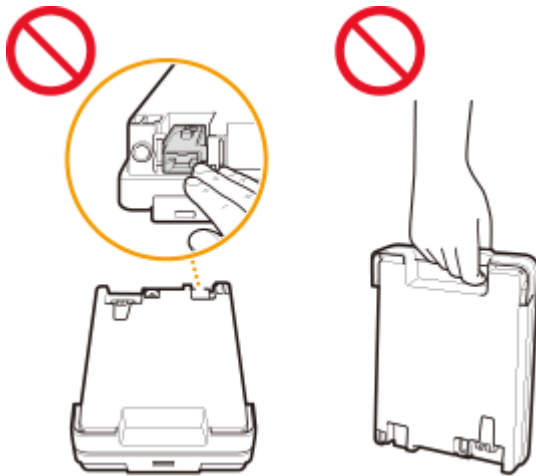
6 **Hold the used maintenance cartridge level as you place it in the supplied storage bag.**

- Close the opening of the storage bag completely so that the ink does not spill out.
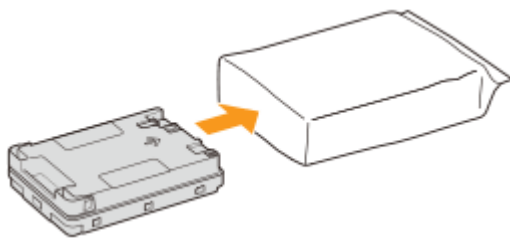
7 **Place the used maintenance cartridge in the box that the new maintenance cartridge was in.**
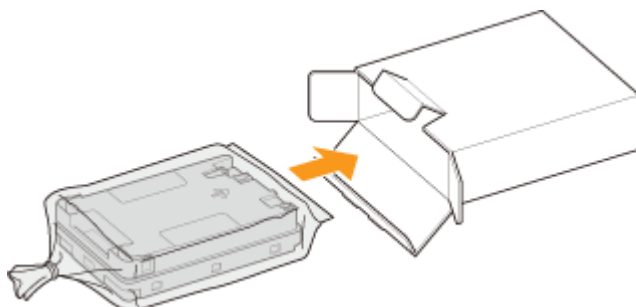
8 **Install the new maintenance cartridge.**

- Push the maintenance cartridge firmly all the way in until it clicks, with the Canon logo facing you.
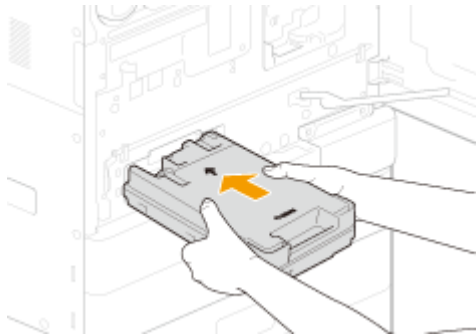
9 **Close the front cover.**

- Replacement of the maintenance cartridge is completed once the message <Processing> no longer appears.

Replacing the Print Head

2579-0HC

Replace the print head if a message is displayed indicating that it needs to be replaced. You can also check the approximate number of ink tanks and maintenance cartridges required when replacing the print head on the display (◗**Checking Remaining Amounts and Usage of Consumables(P. 549)**).

◗**When a Message Appear(P. 536)**
◗**Procedure for Replacing the Print Head(P. 536)**

IMPORTANT

● It may be necessary to replace the ink tanks and maintenance cartridge when replacing the print head. Follow the instructions on the screen to replace the ink tanks and maintenance cartridge.

● Replacing the print head takes from 1.5 to 2 hours.

● Do not turn off the machine after having started replacing the print head. If the machine is turned off after starting replacement, additional ink tanks or maintenance cartridges may be required.

When a Message Appear

The print head is causing inability to print. Check the message, then exit the screen. ◗**Procedure for Replacing the Print Head(P. 536)**

● You can also continue replacement from the message. Press <Next> and proceed to step 6. However, since the number of consumables required is unknown, prepare one ink tank for each color and a maintenance cartridge.

Procedure for Replacing the Print Head

When you replace the print head, you can also operate from the screen. See the on-screen instructions as well as the following procedure.

IMPORTANT

● If there is not sufficient ink remaining, prepare a new ink tank.

● If the maintenance cartridge is almost full, prepare a new maintenance cartridge.

1 **Check the required number of ink tank and maintenance cartridge replacements.**

You can check information on the required number of ink tank and maintenance cartridge replacements at <Replacement Rank> in <Print Head Information>.

1 Select <Status Monitor>.

2 Select <Device Information>.

3 Select <Print Head Information>.

4 Select <Ink Tank Information>.
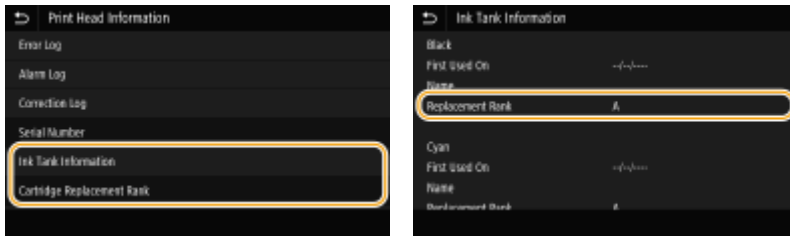
- The required number is different for each replacement rank. Refer to for replacement rank and

  required number of replacements.

2 Prepare the required number of replacements for ink tanks and a maintenance cartridge.

- If you cannot check <Print Head Information>, prepare one ink tank for each color and a maintenance cartridge.

3 Begin replacement of the print head.

- Begin print head replacement from the menu.

1 Select <Menu>.

2 Select <Adjustment/Maintenance>.

3 Select <Maintenance>.

4 Select <Print Head Replacement>.

5 Select <Start>.
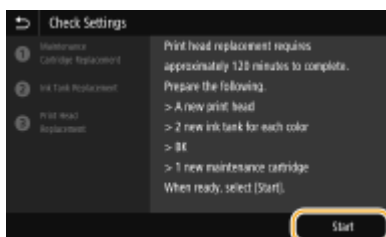
IMPORTANT

- Once you have begun replacement of the print head, it cannot be halted. If no replacements are ready, do not start print head replacement.

- The machine begins checking the amounts remaining in the maintenance cartridge and ink tanks, and steps for replacing them according to each of the remaining amounts are displayed.

- The required number of consumables may be displayed. This is the maximum number required when replacing the print head. Prepare the number of consumables you checked at step 1.

4 **Select the time for replacing the ink tanks.**
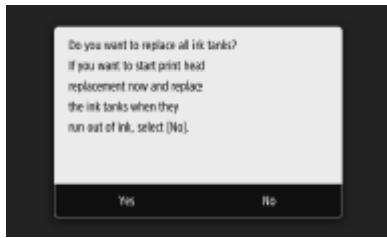
- When replacing of the ink tanks is required, a screen for selecting when to replace them appears.
- To replace necessary ink tanks together in advance, press <Yes>. Since all the ink tanks will be replaced at the same time, less time is taken for replacement.
- To replace necessary ink tanks when they run out of ink, press <No>. Since replacement will be once each ink tank is depleted, no ink is wasted.

5 **Select <Unlock>.**

Before opening the front cover on the main unit, the machine readies the print head for replacement. If replacement of ink tanks or the maintenance cartridge is required during this time, instructions are displayed for replacing them.

IMPORTANT:

- After selecting <Unlock>, the machine begins preparing for print head replacement. While the machine is preparing, the front cover cannot be opened. Wait about 20 minutes for the cover to unlock.

6 **When <Open Front Cover> is displayed, open the front cover.**
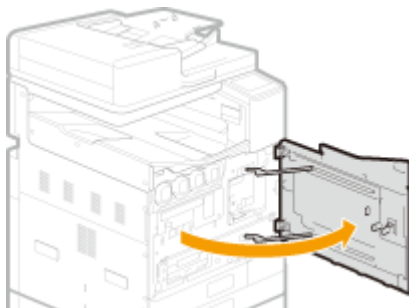
Before opening the front cover on the main unit, the machine readies the print head for replacement. If replacement of ink tanks or the maintenance cartridge is required during this time, instructions are displayed for replacing them.

7 **Open the print head compartment cover.**
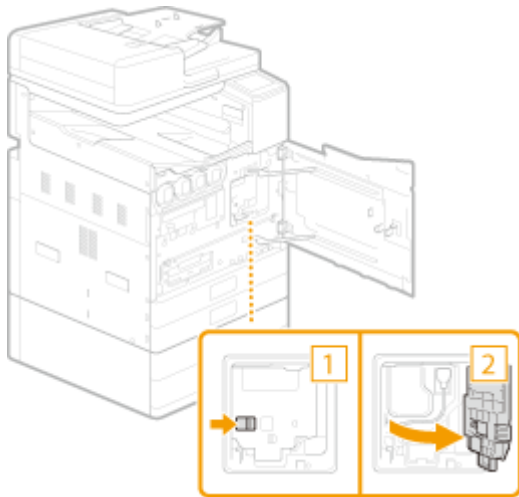
8 **Pull the print head out.**

1 Disconnect the print head connector from the print head, and remove the print head connector from the cable guide.
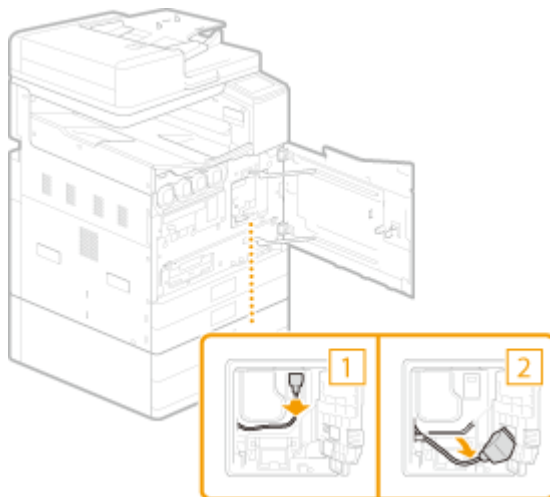
2 Fasten the print head connector to the cable hook.
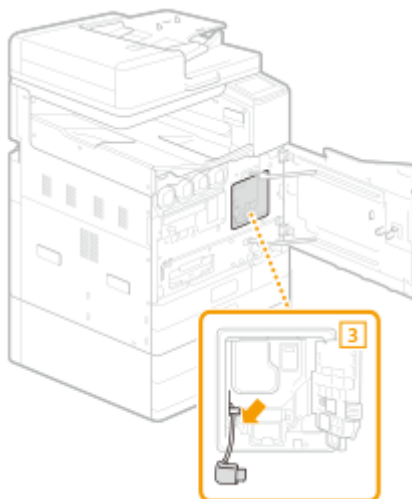
3 Open the storage bag for placing the used print head in.

4 Put on the gloves to keep your hands from getting dirty.

- Your hands may become dirty removing the used print head. Wear the gloves supplied with the new print head.
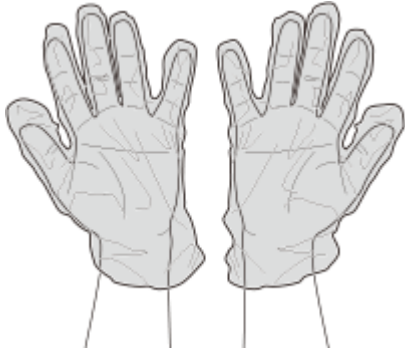
5 Remove the print head disposal cap.
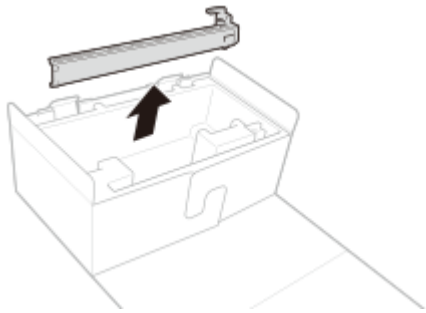
6 Push on the print head disposal cap bundled with the new print head all the way.

➠ The print head disposal cap is attached to the print head.
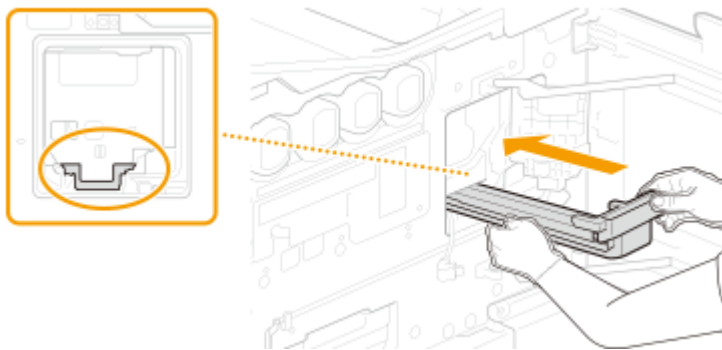
7 After pulling the print head disposal cap half way, hold the print head from beneath with both hands, and pull it out.

- The print head will be pulled out together. If only the print head disposal cap is pulled out, insert it all the way again firmly until it stops.

IMPORTANT:

- A used print head is heavy. Be sure to hold it firmly with both hands when removing it from the machine. If dropped, the impact may cause ink to splatter.
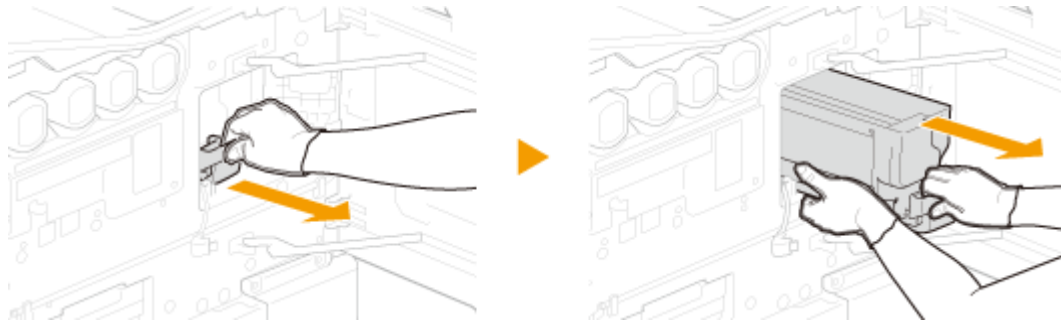
8 After placing the used print head in the storage bag, remove the gloves and place them in the bag.

- The used print head may be soiled with ink. Avoid touching it after removing the gloves.
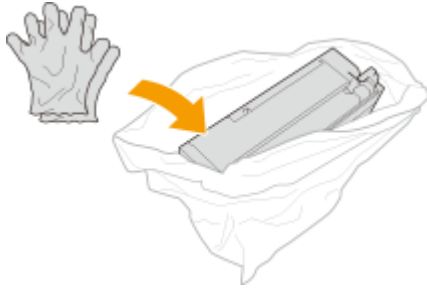
9 Wrap the unused portion of the bag around the print head.

- Close the bag completely to prevent ink from spilling out.
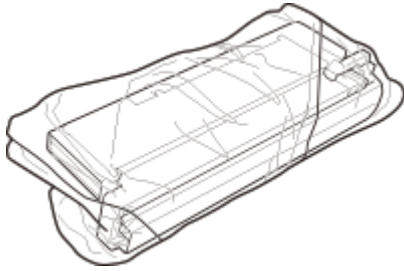
10 Remove the new print head from its box, and open the aluminum foil bag at the notch.

- The print head may be damaged by dropping it. When removing the print head from its box, remove on the floor or other low place.
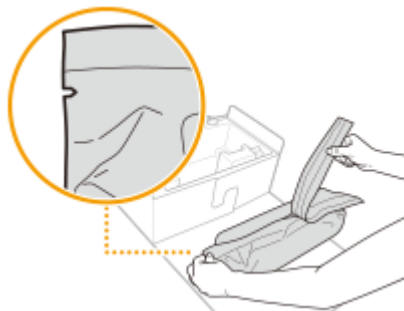
11 Hold the print head with both hands and remove it from the aluminum foil bag.
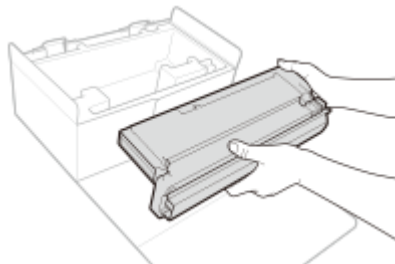
- The new print head comes with a print head protector. The protector is required when installing the print head; do not remove.

● Never touch the print head slot. Doing so may cause the print head to malfunction.
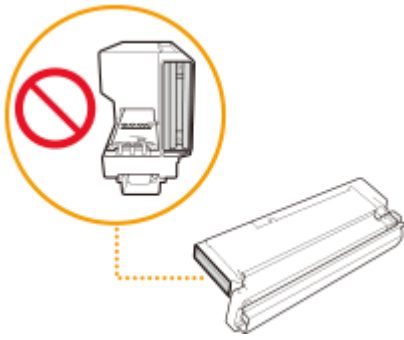
9 Install the print head.

1 Press the new print head in all the way.
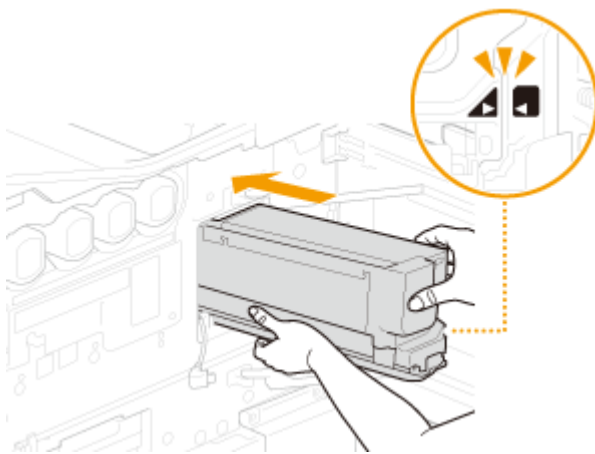
● Press in until the ◢ mark on the print head and the ◣ mark on the machine are aligned.

● Press the print head in all the way to install. The print head protector will have moved out toward you.

2 Pull off the print head protector.

● Pull out the print head protector while holding the print head in place. Not holding the print head in place may allow it to be pulled out together.
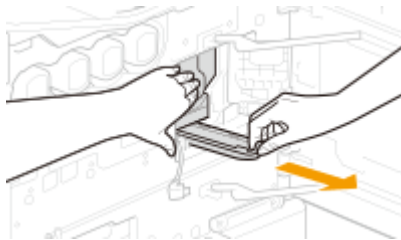
3 Place the used print head and print head protector in the box and cover them with packing material.
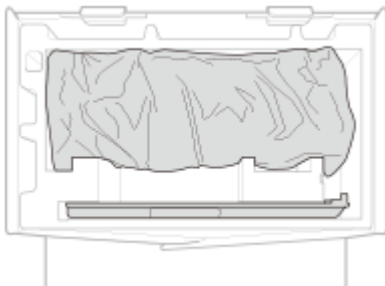
4 Remove the print head connector from the cable hook.
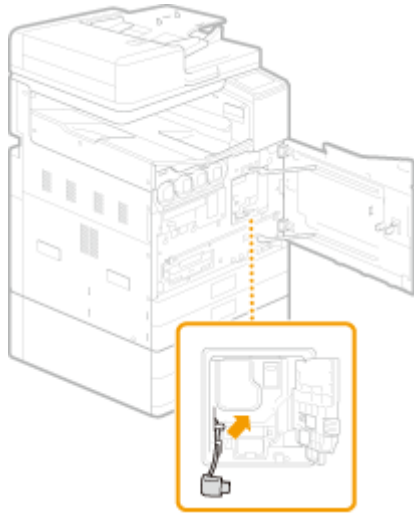
5   Connect the print head connector to the new print head.
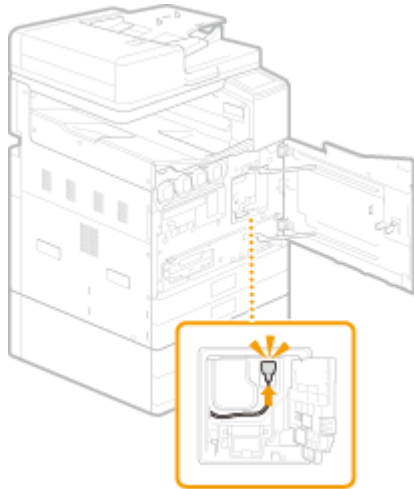
6   Press the print head connector into the cable guide.
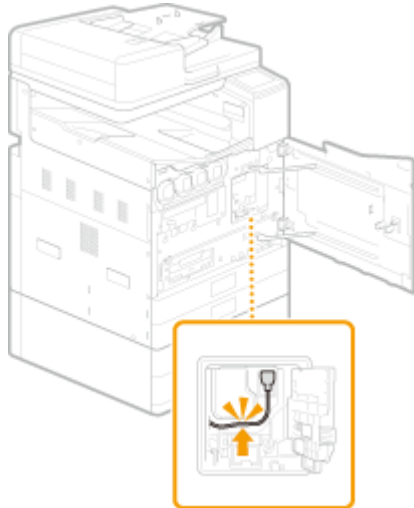
10   **Close the print head compartment cover.**
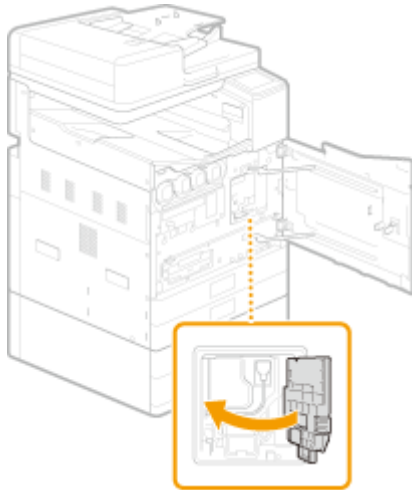
11 **Close the front cover. Filling takes from 40 to 70 minutes. Do not turn the machine off while ink is filling.**

- Ink begins filling.

- If replacement of ink tanks or the maintenance cartridge is required while ink is filling, instructions are displayed for replacing them.

- Replacement is completed once the message <Finished.> appears.

Replacing the ADF Maintenance Kit

2579-0J8

Replace the document feed roller and the document separation roller. A simple replacement procedure is displayed on the screen when replacing the rollers. You can view it together with the following procedure.

> **NOTE**
>
> You can check simple instructions on the replacement procedure in the following way.
> <Menu> ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <ADF Maintenance Kit Installation>

1 **Pull the lever, and open the feeder cover.**
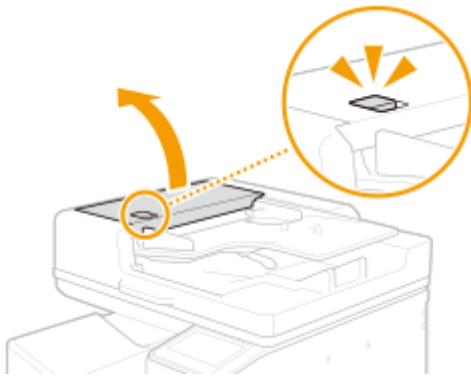
2 **Replace the document feed roller.**

1 Remove the document feed roller.
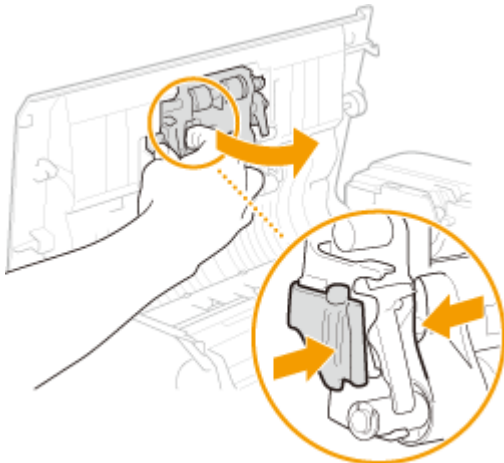
2 Remove the new document feed roller from its box.

IMPORTANT:

- Do not touch the roller area.

3 Install the document feed roller.
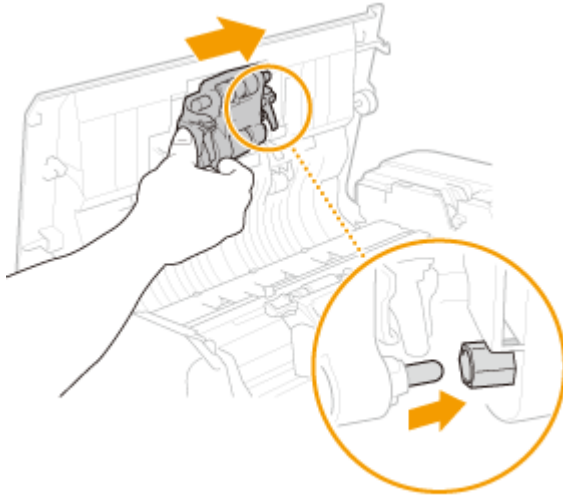
4 Press the document feed roller in.
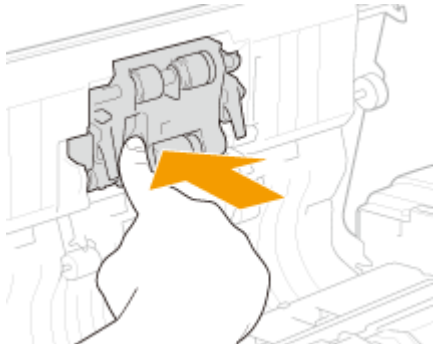
3 **Replace the document separation roller.**

1 Remove the document separation roller.
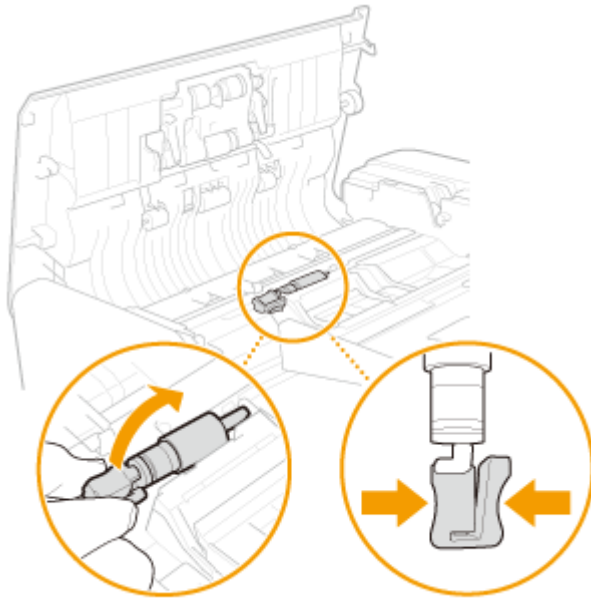
2 Remove the new document separation roller from its box.

> **IMPORTANT:**
>
> ● Do not touch the roller area.
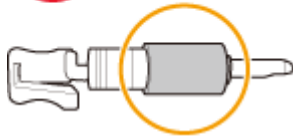
3 Install the document separation roller.
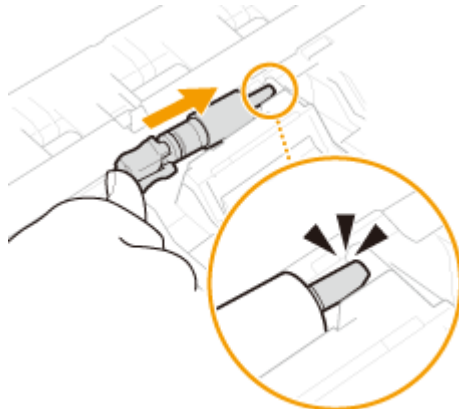
4 Close the feeder cover.
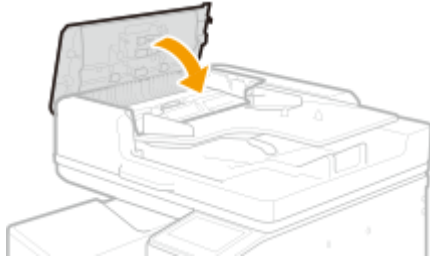
4 **Select <Menu> in the Home screen.** ○**Home Screen(P. 120)**

5 **Select <Adjustment/Maintenance>** ▶ **<Maintenance>** ▶ **<Initialize After Replacing Parts>.**

6 **Select <ADF Maintenance Kit>.**

7 **Select <Yes>.**

⇛ Initialization begins. When a message appears indicating that initialization is complete, press ⌂ to return to the Home screen.

Checking Remaining Amounts and Usage of Consumables

2579-0J5

You can check estimated remaining amount of ink, estimated space used in the maintenance cartridge, and print head usage with the procedure below.
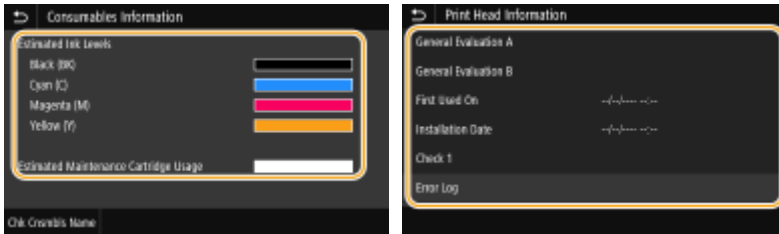
Checking the Ink Level(P. 549)
Checking the Space Used in the Maintenance Cartridge(P. 549)
Checking Print Head Usage(P. 549)

Checking the Ink Level

It is recommended that you check the ink level before performing a large job to determine whether you need to prepare new ink tanks. You can also check the remaining amounts of ink from the Remote UI. **Remote UI Screen(P. 409)**

> **NOTE**
>
> - If ink runs out during printing, printing stops temporarily. Follow the instructions on the screen to replace ink tanks, and printing resumes.

<Status Monitor> ▶ <Device Information> ▶ <Consumables Information> ▶ Check the amount remaining in the ink tanks ▶ Press

Checking the Space Used in the Maintenance Cartridge

It is recommended that you check the space used in the maintenance cartridge before performing a large job to determine whether or not to prepare a new maintenance cartridge. You can also check the usage of the maintenance cartridge from the Remote UI. **Remote UI Screen(P. 409)**

<Status Monitor> ▶ <Device Information> ▶ <Consumables Information> ▶ Check the space remaining in the maintenance cartridge ▶ Press

Checking Print Head Usage

You can check usage of the print head. You can also check the replacement rank for the ink tanks and maintenance cartridge. You can also check usage of the print head from the Remote UI. **Remote UI Screen(P. 409)**

<Status Monitor> ▶ <Device Information> ▶ <Print Head Information> ▶ Check the usage of the print head ▶ Press ⌂

LINKS

Replacing the Ink Tanks(P. 528)
Replacing the Maintenance Cartridge(P. 532)
Replacing the Print Head(P. 536)
Consumables(P. 625)

Transporting the Machine

2579-09S

The machine is heavy. To prevent injury or other accident as well as protect the internal mechanisms, be sure to follow the procedure below when transporting the machine.

IMPORTANT
Precautions regarding the machine before lending, requesting repair, or transferal

- If you tilt the printer or turn it on its side or upside down, ink may leak.
  For this reason, when transporting the printer, to prevent the ink leakage, the ink in the printer and a certain amount of ink in the ink tanks need to be ejected into the maintenance cartridge.
  If the maintenance cartridge does not have the remaining capacity enough for ejected ink, you need to replace it with a new one.
  Replacement of the ink tanks and maintenance cartridge may be necessary at any time while the machine is processing before being transported.
  Prepare a plastic bag to put used consumables in beforehand.
  If replacement of the maintenance cartridge is not possible, printer transport preparation cannot be executed.
  We recommend you to prepare maintenance cartridges before executing printer transport preparation.
  However, the maintenance cartridge removed for printer transport preparation may still have the remaining capacity for printing.
  In such cases, the removed maintenance cartridge can be reinstalled for use.
  Taping the side covers and other parts is also required before transporting the machine. Have tape ready beforehand.
  When you first use the printer after executing printer transport preparation, a certain amount of ink is consumed to set up the printer for printing. This also uses the maintenance cartridge.

- If an error occurs indicating the amount of ink is unknown, the <Preparation for Transporting> menu cannot be run.

■When you are able to move the machine on casters keeping it level with the ground

If an optional cassette feeding unit is installed, you can move the machine on casters in the following instances.

❍**When Transporting the Machine on Casters Keeping It Level with the Ground(P. 553)**

Instances of moving the machine	Examples
Indoors on the same floor	On casters (angle of tilt: no more than 5 degrees)
Indoors to a different floor	On casters and using an elevator (angle of tilt: no more than 5 degrees)

■If you might need to tilt the machine during transport

When you tilt the machine or use a vehicle to transport it, perform <Preparation for Transporting> from the menu first.

❍**When Machine May Tilt during Transport (No Long-Period Storage of 6 Months or More after Transport)(P. 555)**
❍**When Machine May Tilt during Transport (Long-Period Storage of 6 Months or More after Transport)(P. 564)**

Instances of moving the machine	Examples
Indoors to a different floor	Tilted, and using stairs, etc. (angle of tilt: no more than 40 degrees)
To outdoor	Transport by vehicle (angle of tilt: no more than 40 degrees)

When a cassette feeding unitis not installed, move the machine using the same method as when it is tilted.

When Transporting the Machine on Casters Keeping It Level with the Ground

2579-0JE

When transporting the machine on casters keeping it level with the ground, use the casters on an optional cassette feeding unit.

1 Remove any paper.

- Remove all paper from the paper drawers and the multi-purpose tray.

2 Turn OFF the machine. ▶Turning OFF the Machine(P. 115)

3 Disconnect the cables and cord from the machine in numerical order as in the illustration below.

- The shape of the power plug (^{*1}) depends on your country or region.
- Whether the cables with "^{*2}" are connected depends on your environment.

1	Power plug^{*1}
2	Power cord
	Unfasten the power cord clamp and remove the power cord.
3	LAN cable^{*2}
4	USB cable^{*2}
5	Handset^{*2}
6	External telephone^{*2}
7	Telephone cable^{*2}
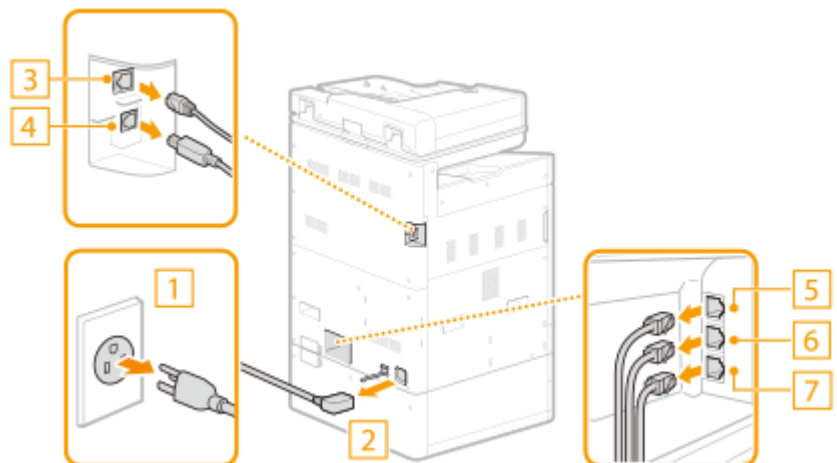
4 Remove the stabilizer from the right side of the cassette feeding unit.

- The braces are required after transporting the machine. Do not dispose and store safely.
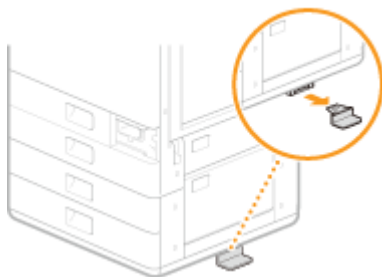
5 Turn and raise the support on the bottom of the cassette feeding unit in the direction shown.
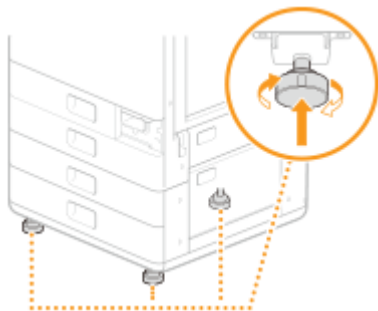
6 **Move the machine.**

Once the machine has been transported and you are preparing to use it again, install the machine in the reverse steps to above.

When Machine May Tilt during Transport (No Long-Period Storage of 6 Months or More after Transport)

2579-0JF

The method for transporting the machine differs with whether the machine will be used within 6 months after transport or stored for more than 6 months without use after the machine has been transported. If the machine will be used within 6 months, operate the machine as follows before transport.

IMPORTANT

- Be careful that the tilt angle while being transported is no more than 40 degrees.

1 Check and prepare the required number of ink tank and maintenance cartridge replacements.

You can check information on the required number of ink tank and maintenance cartridge replacements at <Replacement Rank> in <Print Head Information>.

<Status Monitor> ▶ <Device Information> ▶ <Print Head Information> ▶ <Ink Tank Information>

After reinstalling the machine after transport, consumables are required according to their replacement rank. Print out a report of the print head information you checked. **●Printing Reports on the Usage Condition of the Machine(P. 624)**

The required number is different for each replacement rank. Refer to ▣PDF for replacement rank and

required number of replacements.

2 Check for a print head locking rod.

1 Select <Menu> ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Maintenance Cartridge Replacement> in the Home screen.

2 Select <Unlock>, and when the screen changes, open the front cover.

3 Check that the print head locking rod is present.

4 Close the front cover.

IMPORTANT:

- If the print head locking rod is not present, contact your dealer or the service center and again obtain a print head locking rod. Transporting the machine without a print head locking rod will result in malfunction.

3 **Remove any paper.**

- Remove all paper from the paper drawers and multi-purpose tray.

4 **Select <Menu> in the Home screen.** ◉**Home Screen(P. 120)**

5 **Select <Adjustment/Maintenance> ▶ <Maintenance>.**

6 **Select <Preparation for Transporting>.**

IMPORTANT:

- If an error occurs indicating the amount of ink is unknown, the <Preparation for Transporting> menu cannot be run.

7 **Enter <System Manager ID> and <PIN>, and select <Log In>.**

8 **Check the message, and select <No>.**

9 **Check the message, and select <Yes>.**

IMPORTANT:

- Once you have begun preparation to transport the machine, it cannot be halted. If no consumables replacements are ready, do not start preparation.

10 **When the screen for checking presence of a print head locking rod appears, select <No>.**

- The machine begins preparation for transport. Preparation takes 15 to 20 minutes.

11 **In the screen for selecting to initialize settings, select <Yes> or <No>.**

- By selecting <Yes>, restores all data including logs and setting values to their default settings at time of purchase. Select this at times such as when the user of the machine changes.

12 **Select <Unlock>.**

13 **When <Open Front Cover> is displayed, open the front cover.**

14 **Remove the maintenance cartridge.** ◖**Replacing the Maintenance Cartridge(P. 532)**

- Place the maintenance cartridge in a plastic bag, and close firmly to prevent ink from spilling out.

15 **Remove the handhold cover.**
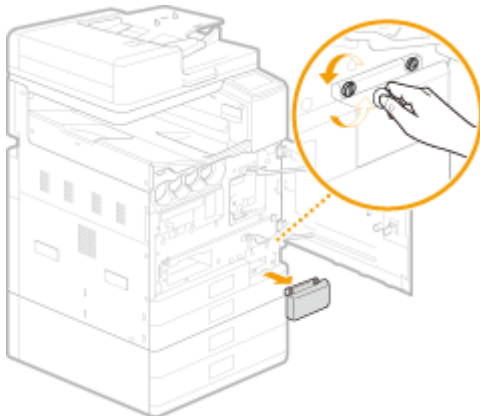
16 **Close the front cover.**

17 **Select <Unlock>.**

18 **When <Open Front Cover> is displayed, open the front cover**

19 **Attach the print head locking rod.**

- Remove the print head locking rod stowed in the machine (◖**Interior(P. 108)**), and insert it in the slot.
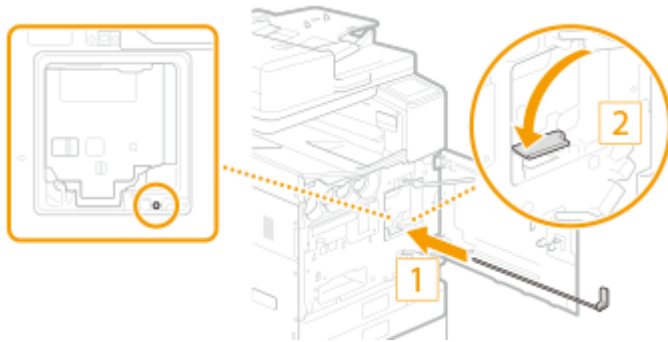
- After pushing it all the way, lower the lever to the left.

20 Close the front cover.

21 Turn OFF the machine. ⊙Turning OFF the Machine(P. 115)
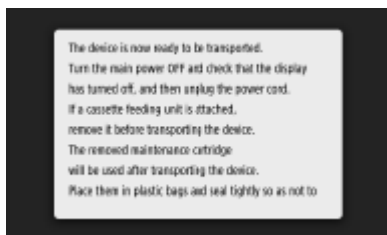
22 Disconnect the cables and cord from the machine in numerical order as in the illustration below.

- The shape of the power plug (*1) depends on your country or region.
- Whether the cables with "*2" are connected depends on your environment.

1 Power plug*1

2 Power cord

Unfasten the power cord clamp and remove the power cord.

3 LAN cable*2

4 USB cable*2

5 Handset*2

6 External telephone*2

7 Telephone cable*2
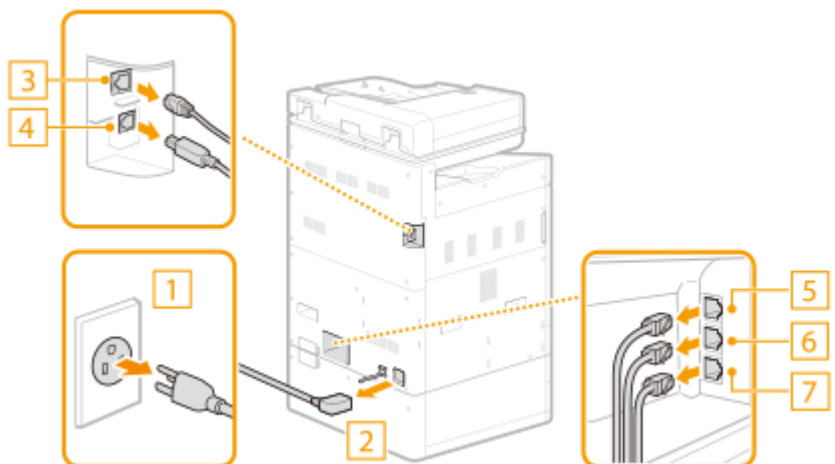
23 Remove the book holder.

24 Remove the paper drawer cover.

■**If an optional cassette feeding unit is installed.**
The machine is heavy (▶**Other Specifications(P. 724)**). Using the handholds, be sure to lift with 4 people.

1 Remove the stabilizer from the right side of the cassette feeding unit.
- The stabilizer will also be required after transporting the machine. Do not discard and store in a safe place.

2 Pull out paper drawer 3 slightly.

3 Turn the screws fastening the machine and the cassette feeding unit and remove the pedestal cover.

Front of main unit

Left of main unit

4 Close paper drawer 3.

5 Remove the connector cover from the main unit and cassette feeding unit, and remove the cassette feeding unit connector.

6 Use the handholds to remove the main unit.

IMPORTANT:

When transporting the machine

- To transport the machine, be sure to lift with four people holding the machine by the handholds at four locations, being careful not to injure backs, etc. See below for handhold locations and how to grip.

- Never hold the machine by the feeder, paper cassettes, etc. The machine could be dropped and cause injury.

- Do not hold the machine by its bottom. Also, be careful not to get fingers caught when placing the machine.

- Handhold locations

- How to grip
  - Stand at the corners of the machine, and grasp with each of handholds **A** to **D**.

  - Grasp handhold **A** with left hand, and support with right hand

- Grasp handhold **B** with right hand, and support with left hand

- Grasp handhold **C** with right hand, and support with left hand

- Grasp handhold **D** with left hand, and support with right hand

25 **Bundle the machine.**

- Tape the 3 locations on the right side of the machine in an "H" shape as shown below.
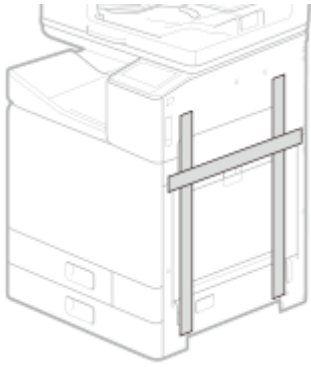
26 **Bundle the optional cassette feeding unit.**

- To transport the cassette feeding unit, be sure to lift with two or more people, being careful not to injure backs, etc. See below for how to hold.

LINKS

Reinstalling the machine(P. 573)

When Machine May Tilt during Transport (Long-Period Storage of 6 Months or More after Transport)

2579-0JH

The method for transporting the machine differs with whether the machine will be used within 6 months after transport or stored for more than 6 months without use after the machine has been transported. If the machine will be stored for more than 6 months, operate the machine as follows before transport.

IMPORTANT

● Be careful that the tilt angle while being transported is no more than 40 degrees.

1 **Check and prepare the required number of ink tank and maintenance cartridge replacements.**

You can check information on the required number of ink tank and maintenance cartridge replacements at <Replacement Rank> in <Print Head Information>.

<Status Monitor> ▶ <Device Information> ▶ <Print Head Information> ▶ <Ink Tank Information>

After reinstalling the machine after transport, consumables are required according to their replacement rank. Print out a report of the print head information you checked. ❯**Printing Reports on the Usage Condition of the Machine(P. 624)**

● The required number is different for each replacement rank. Refer to [PDF] for replacement rank and required number of replacements.

2 **Check for a print head locking rod.**

1 Select <Menu> ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Maintenance Cartridge Replacement> in the Home screen.

2 Select <Unlock>, and when the screen changes, open the front cover.

3 Check that the print head locking rod is present.

4 Close the front cover.

IMPORTANT:

● If the print head locking rod is not present, contact your dealer or the service center and again obtain a print head locking rod. Transporting the machine without a print head locking rod will result in malfunction.

3 **Remove any paper.**

- Remove all paper from the paper drawers and multi-purpose tray.

4 **Select <Menu> in the Home screen.** ○**Home Screen(P. 120)**

5 **Select <Adjustment/Maintenance>** ▶ **<Maintenance>.**

6 **Select <Preparation for Transporting>.**

IMPORTANT:

- If an error occurs indicating the amount of ink is unknown, the <Preparation for Transporting> menu cannot be run.

7 **Enter <System Manager ID> and <PIN>, and select <Log In>.**

8 **Check the message, and select <Yes>.**

9 **Check the message, and select <Yes>.**

IMPORTANT:

- Once you have begun preparation to transport the machine, it cannot be halted. If no consumables replacements are ready, do not start preparation.

10 **Remove the ink tanks.**

1 Select <Unlock>.
The front cover unlocks.

2 Open the front cover.

3   Remove the ink tanks. ◗**Replacing the Ink Tanks(P. 528)**

4   Close the front cover.

11   **When the screen for checking presence of a print head locking rod appears, select <No>.**

- The machine begins draining ink. Draining may take up to 50 minutes.

12   **In the screen for selecting to initialize settings, select <Yes> or <No>.**

- By selecting <Yes>, restores all data including logs and setting values to their default settings at time of purchase. Select this at times such as when the user of the machine changes.

13   **Select <Unlock>.**

14   **When <Open Front Cover> is displayed, open the front cover.**

15   **Remove the maintenance cartridge.** ◗**Replacing the Maintenance Cartridge(P. 532)**

- Place the maintenance cartridge in a plastic bag, and close firmly to prevent ink from spilling out.

16   **Remove the handhold cover.**
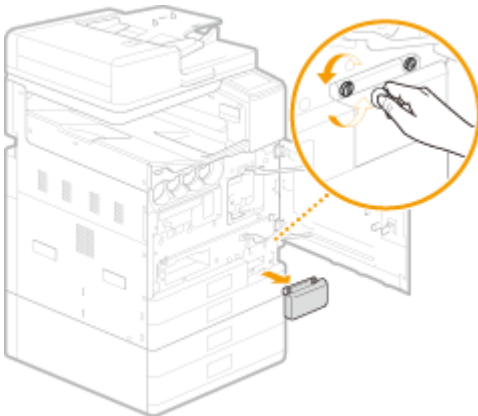
17   **Close the front cover.**

18   **Select <Unlock>.**

19 **When <Open Front Cover> is displayed, open the front cover.**

20 **Attach the print head locking rod.**

● Remove the print head locking rod stowed in the machine (▶**Interior(P. 108)**), and insert it in the slot.
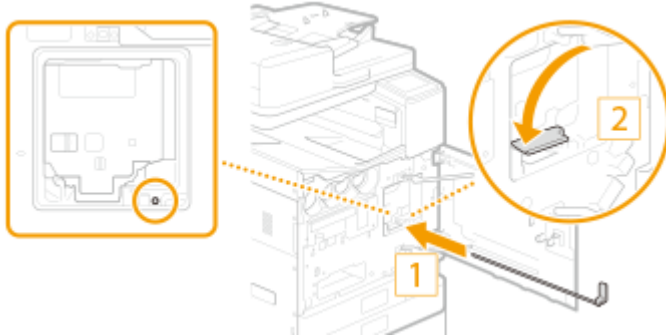
● After pushing it all the way, lower the lever to the left.

21 **Close the front cover.**

22 **Turn OFF the machine.** ▶**Turning OFF the Machine(P. 115)**
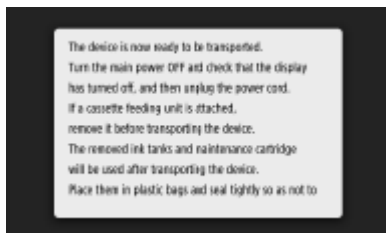
23 **Disconnect the cables and cord from the machine in numerical order as in the illustration below.**

● The shape of the power plug ([*1]) depends on your country or region.

● Whether the cables with "[*2]" are connected depends on your environment.

| 1 | Power plug[*1] |
2	Power cord
	Unfasten the power cord clamp and remove the power cord.
3	LAN cable[*2]
4	USB cable[*2]
5	Handset[*2]
6	External telephone[*2]
7	Telephone cable[*2]

567
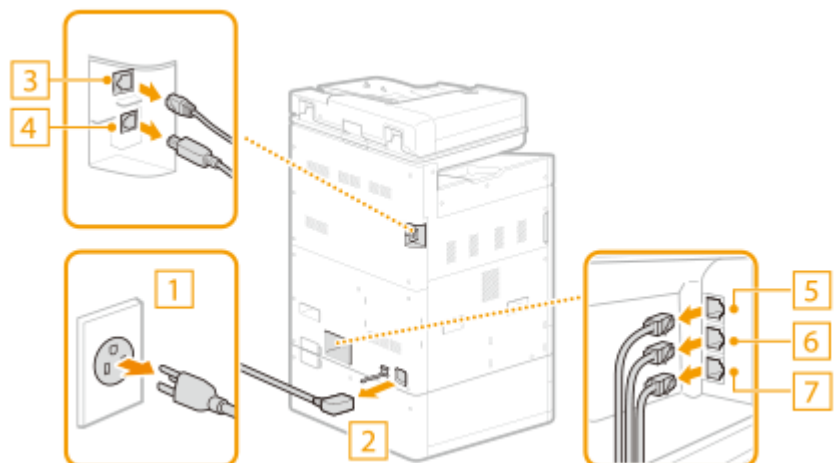
24 **Remove the book holder.**

25 **Remove the paper drawer cover.**

■**If an optional cassette feeding unit is installed.**

The machine is heavy (⯈**Other Specifications(P. 724)**). Using the handholds, be sure to lift with 4 people.

1 Remove the stabilizer from the right side of the cassette feeding unit.
- The stabilizer will also be required after transporting the machine. Do not discard and store in a safe place.

2 Pull out paper drawer 3 slightly.

3 Turn the screws fastening the machine and the cassette feeding unit and remove the pedestal cover.

Front of main unit

Left of main unit

4 Close paper drawer 3.

5 Remove the connector cover from the main unit and cassette feeding unit, and remove the cassette feeding unit connector.

6   Use the handholds to remove the main unit.

IMPORTANT:

When transporting the machine

- To transport the machine, be sure to lift with four people holding the machine by the handholds at four locations, being careful not to injure backs, etc. See below for handhold locations and how to grip.

- Never hold the machine by the feeder, paper cassettes, etc. The machine could be dropped and cause injury.

- Do not hold the machine by its bottom. Also, be careful not to get fingers caught when placing the machine.

- Handhold locations

- How to grip
  - Stand at the corners of the machine, and grasp with each of handholds (A) to (D).

  - Grasp handhold (A) with left hand, and support with right hand

- Grasp handhold **B** with right hand, and support with left hand

- Grasp handhold **C** with right hand, and support with left hand

- Grasp handhold **D** with left hand, and support with right hand

26 **Bundle the machine.**

- Tape the 3 locations on the right side of the machine in an "H" shape as shown below.

572
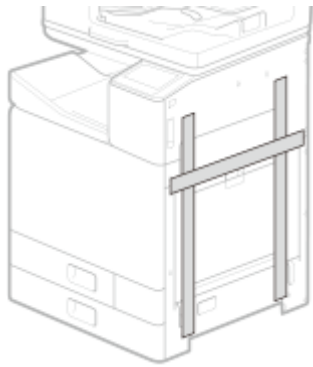
27 Bundle the optional cassette feeding unit.

- To transport the cassette feeding unit, be sure to lift with two or more people, being careful not to injure backs, etc. See below for how to hold.

Reinstalling the machine

2579-0J9

After moving the machine to where it will be installed, install and configure the machine referring to "Getting Started". Next perform the following steps to prepare the machine for use.

IMPORTANT

- Consumables are required in the numbers according to their replacement rank you checked before transporting the main unit. See the report you printed out before transport.

1 **Turn ON the machine. ⊙Turning ON the Machine(P. 114)**

➥ A reinstall menu is displayed.

2 **Select <Reinstalling the Printer>**

3 **Check content displayed on the screen, and select <Yes>.**

➥ The machine begins processing.

IMPORTANT

- Once you have begun reinstallion, it cannot be halted. If no consumables replacements are ready, do not start reinstallation.

NOTE

- If settings were initialized before transporting, configure a few additional settings such as the time.

4 **Remove the print head locking rod and attach the handhold cover.**

1 Select <Unlock>.

2 When <Open Front Cover> is displayed, open the front cover.

3 Pull out the print head locking rod.
- Stow the print head locking rod.
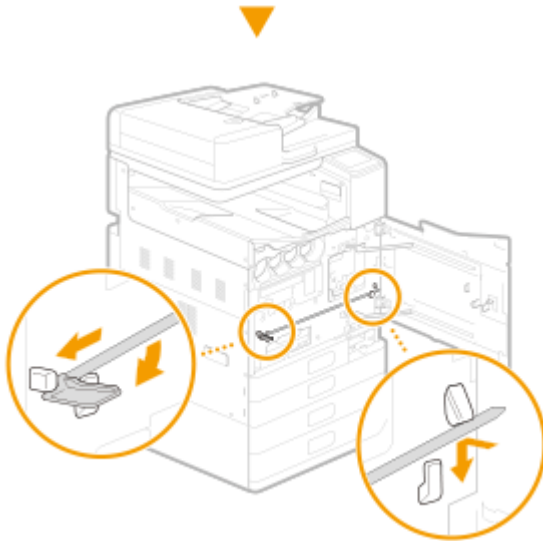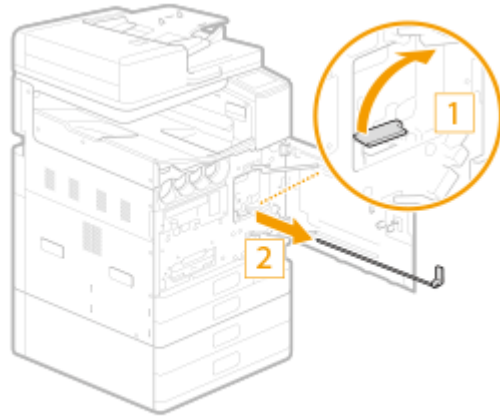
4 Attach the handhold cover.
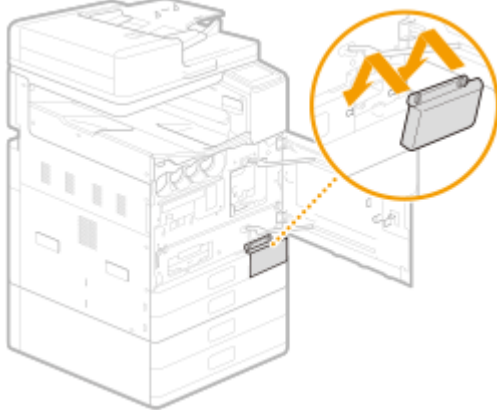
5 Close the front cover.

5 Select <Unlock>.

6 When <Open Front Cover> is displayed, open the front cover.

7 Install the ink tanks. ○Replacing the Ink Tanks(P. 528)

- If ink tanks were removed before transporting the machine, ink tanks need to be installed when reinstalling the machine.

8 **Install the maintenance cartridge. ⊙Replacing the Maintenance Cartridge(P. 532)**

9 **Close the front cover.**

➠ Once the Home screen returns after the message <Processing... Do not turn OFF the device.>, reinstallation of the machine is complete.

IMPORTANT

- Closing the front cover allows ink to fill. Filling takes the same time as when the machine was first installed (40 to 70 minutes).
- If consumables become low while ink is filling, consumables must be replaced.

Disposing of the Machine

2579-0HE

The machine is heavy. To prevent injury or other accident, be sure to follow the procedure below when disposing of the machine.

> ## IMPORTANT
>
> ### Precautions regarding the machine before disposal
>
> - Registered personal information and set security information (passwords, etc.) might be remaining in the machine.
>   Observe the following to prevent leakage of information before the machine is temporarily removed from site (lending, repair, etc.), transferred, or disposed of.
>   <Menu> ▶ <Management Settings> ▶ <Initialize All Data/Settings> ▶ <Yes> ▶ <Yes>
> - Once disposal processing is run on the machine, the machine can no longer be used.
> - Dispose of the machine according to local laws and regulations. Tilting the machine or laying it on its side without disposing of it properly may cause ink in the machine to leak.
> - Prepare a plastic bag to put used consumables in beforehand.
> - If an error occurs indicating the amount of ink is unknown, the <Preparation for Disposal> menu cannot be run.

1 **Remove any paper.**

- Remove all paper from the paper drawers and multi-purpose tray.

2 **Select <Menu> in the Home screen.** ⭕**Home Screen(P. 120)**

3 **Select <Adjustment/Maintenance> ▶ <Maintenance>.**

4 **Select <Preparation for Disposal>.**

5 **Enter <System Manager ID> and <PIN>, and select <Log In>.**

6 **Select <Yes>.**

7 **Check the message, and select <Yes>.**

IMPORTANT:

● Do not turn the machine OFF while the message is displayed.

8 **Select <Unlock>.**

9 **When <Open Front Cover> is displayed, open the front cover.**

10 **Remove the ink tank.** ❯**Replacing the Ink Tanks(P. 528)**

● Place the ink tanks in a plastic bag, and close firmly to prevent ink from spilling out.

11 **Remove the maintenance cartridge.** ❯**Replacing the Maintenance Cartridge(P. 532)**

● Place the maintenance cartridge in a plastic bag, and close firmly to prevent ink from spilling out.

12 **Remove the handhold cover.**
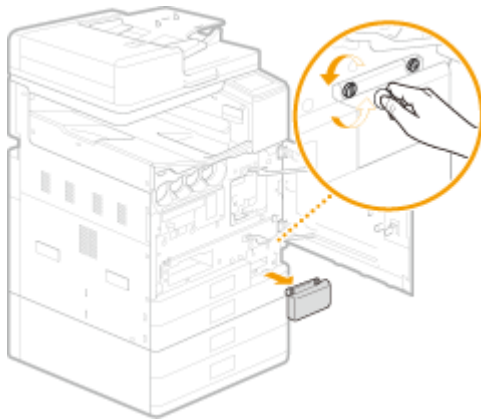
13 **Close the front cover.**

14 **Turn OFF the machine.** ❯**Turning OFF the Machine(P. 115)**

15 **Disconnect the cables and cord from the machine in numerical order as in the illustration below.**

● The shape of the power plug (*1) depends on your country or region.

● Whether the cables with "*2" are connected depends on your environment.

1 Power plug[*1]

2 Power cord

Unfasten the power cord clamp and remove the power cord.

3 LAN cable[*2]
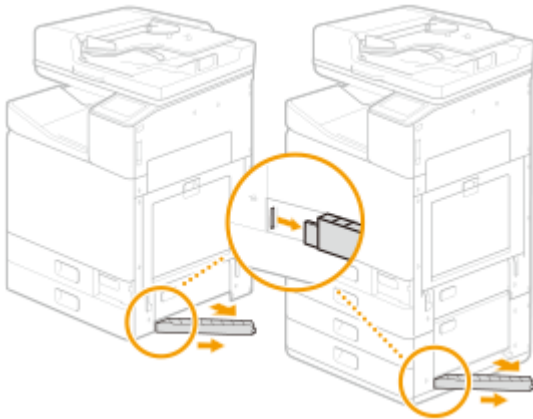
4 USB cable[*2]

5 Handset[*2]

6 External telephone[*2]
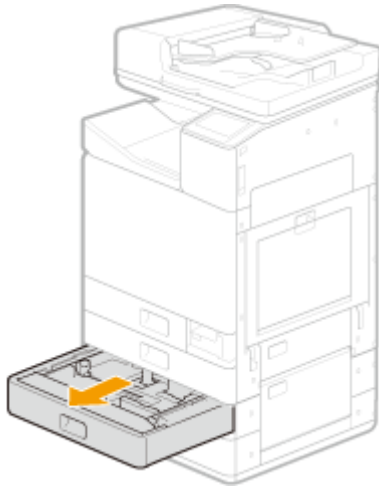
7 Telephone cable[*2]

■**If an optional cassette feeding unit is installed.**

The machine is heavy (**Other Specifications(P. 724)**). Using the handholds, be sure to lift with 4 people.
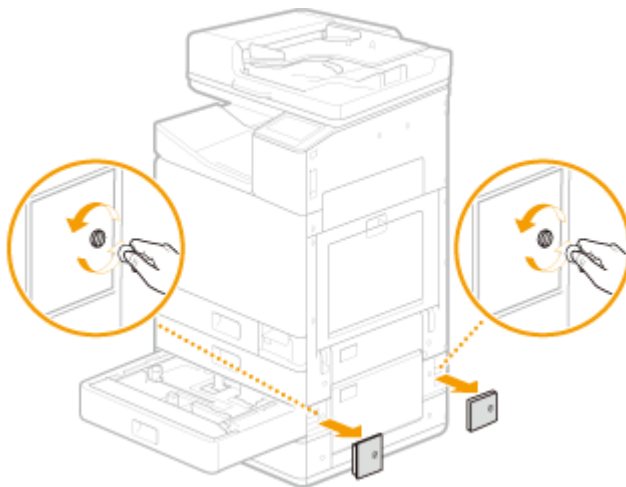
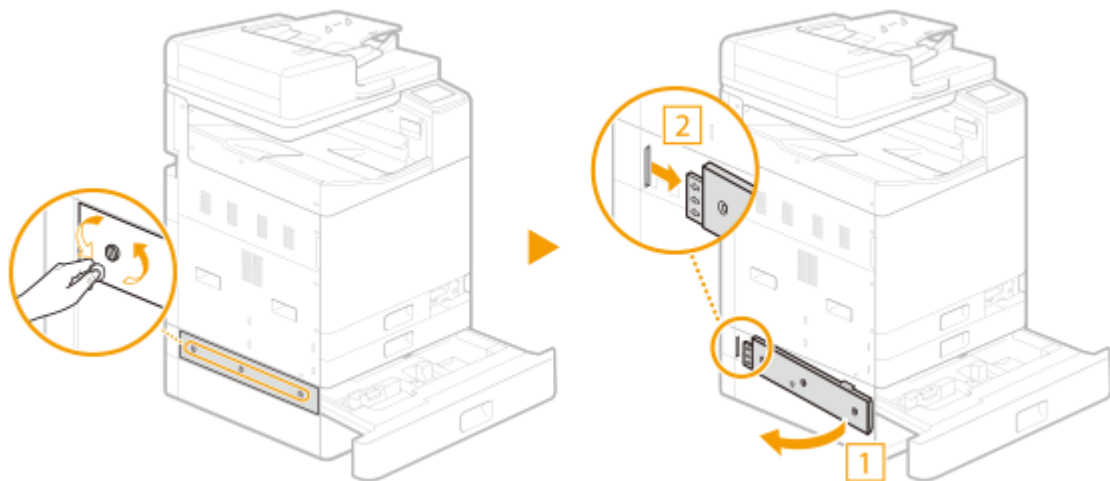**1** Remove the stabilizer from the right side of the cassette feeding unit.
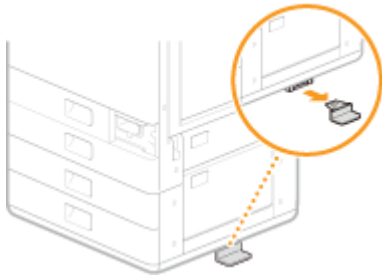
2 Pull out paper drawer 3 slightly.
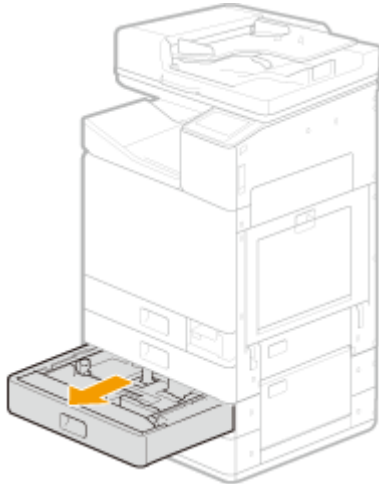
3 Turn the screws fastening the machine and the cassette feeding unit and remove the pedestal cover.
Front of main unit
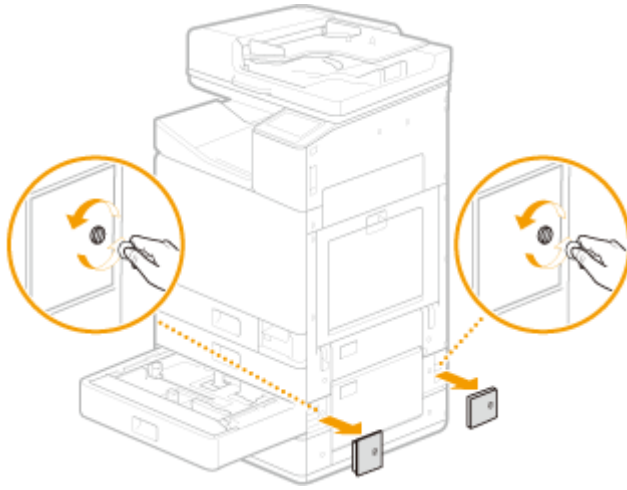
Left of main unit
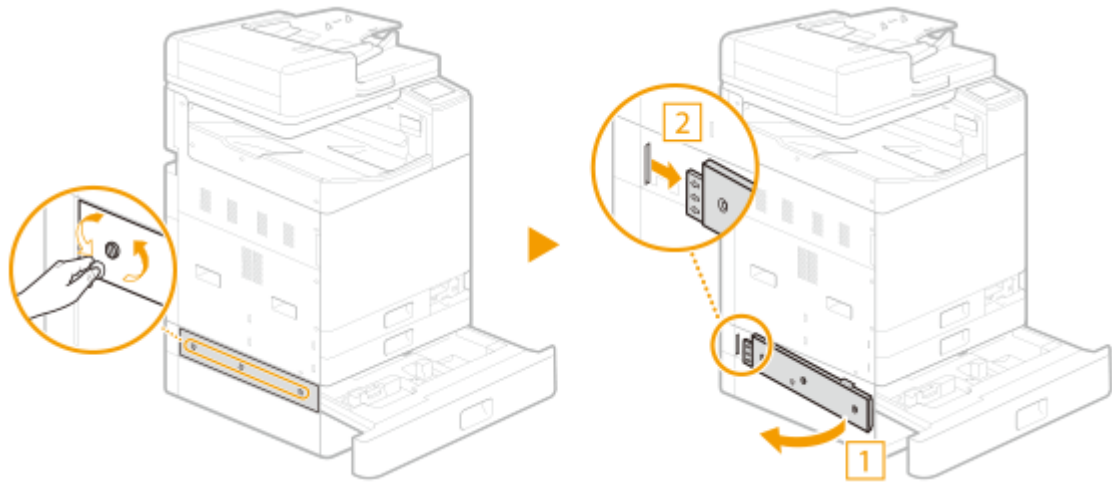
4   Close paper drawer 3.

5   Remove the connector cover from the main unit and cassette feeding unit, and remove the cassette feeding unit connector.
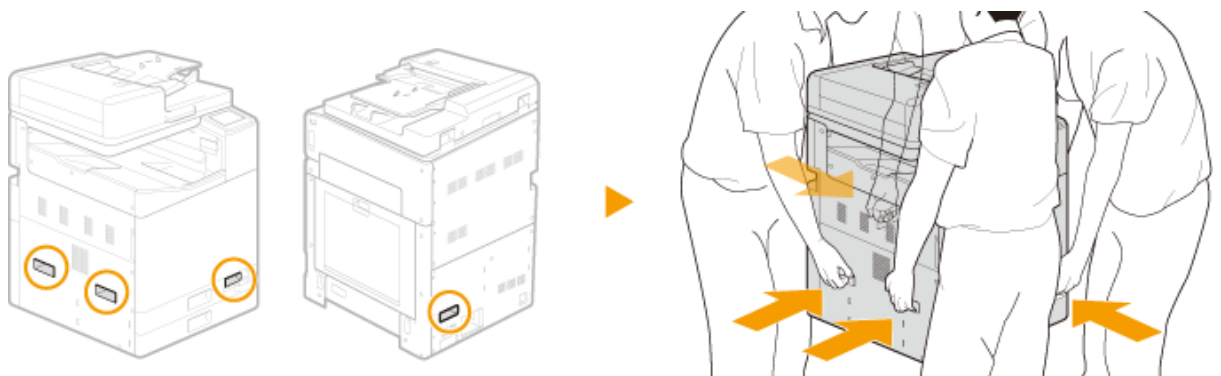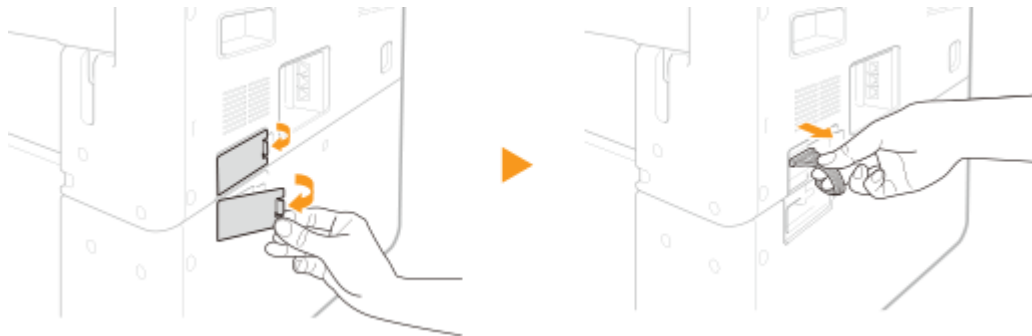

- After removing the cassette feeding unit connector, reattach the connector cover on the main unit and cassette feeding unit.

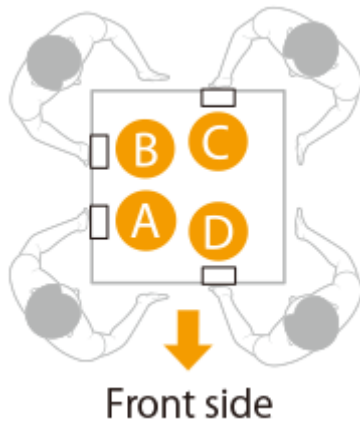**6**   Use the handholds to remove the main unit.

IMPORTANT:
When transporting the machine

- To transport the machine, be sure to lift with four people holding the machine by the handholds at four locations, being careful not to injure backs, etc. See below for handhold locations and how to grip.
- Never hold the machine by the feeder, paper cassettes, etc. The machine could be dropped and cause injury.

- ● Do not hold the machine by its bottom.
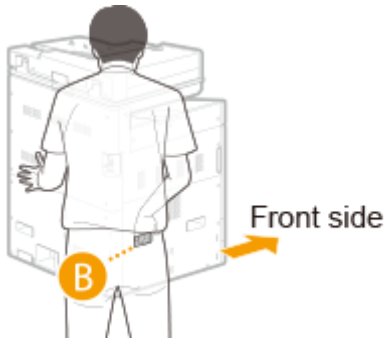
- ● Handhold locations
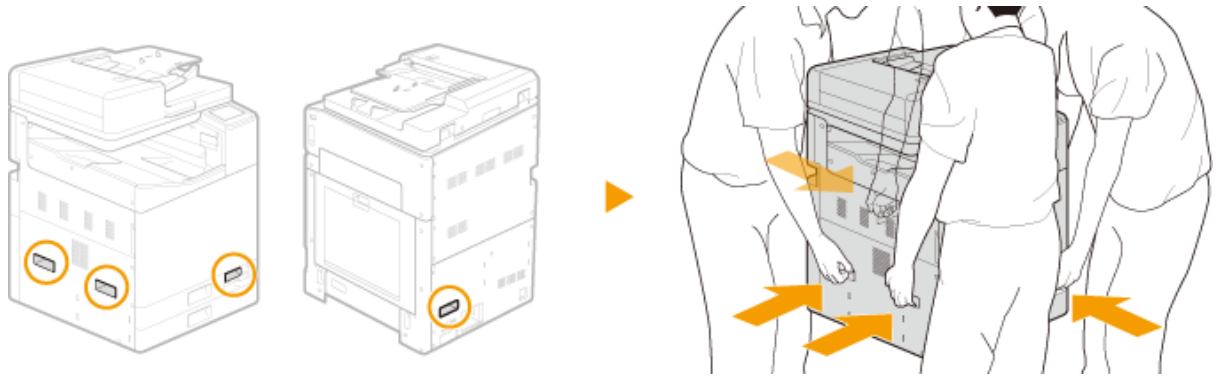
- ● How to grip
  - ● Stand at the corners of the machine, and grasp with each of handholds ⒶⒷ to Ⓓ.

Front side

- ● Grasp handhold Ⓐ with left hand, and support with right hand

Front side

- ● Grasp handhold Ⓑ with right hand, and support with left hand

Front side
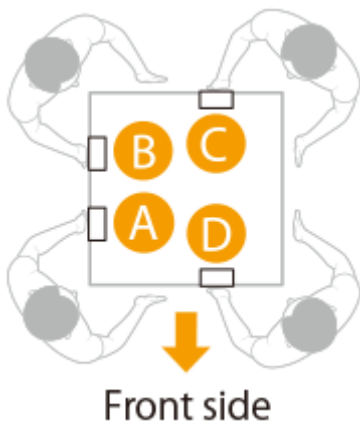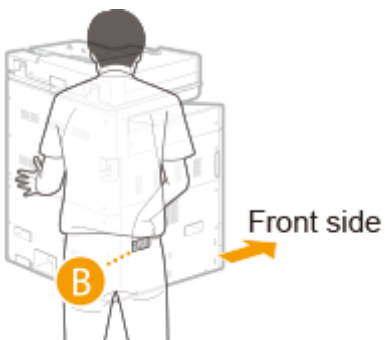
- ● Grasp handhold Ⓒ with right hand, and support with left hand
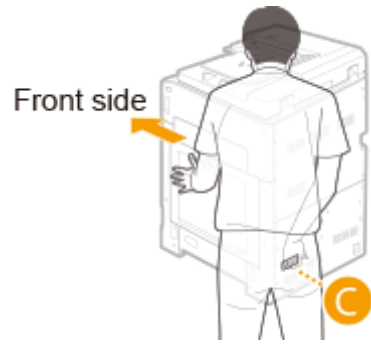
- Grasp handhold D with left hand, and support with right hand

Adjusting Image Quality

2579-09U

If the print results or scanned images are not satisfactory such as low image quality, poor reproducibility, or print color mismatch, try the adjustments below.

⊙Making a diagnosis(P. 582)
⊙Adjusting(P. 582)

Making a diagnosis

■ Print head diagnosis

Diagnose the print head, colors, and color mismatch and correct any problem. **⊙Diagnosing the Print Head(P. 584)**

Adjusting

■ Nozzle check pattern

Check the condition of the print head nozzles if printouts are faded or streaks in a different color appear. **⊙Checking the Condition of the Nozzles(P. 590)**

■ Black Text Processing Adjustment for Color

You can make an adjustment such that black or nearly black text is reproduced in a color closely matching with the original that was scanned in color. **⊙Adjusting Values for Text Color Reproducibility(P. 593)**

■ Color Correction

Adjust unevenness in density in printouts so density is even. **⊙Correcting Colors(P. 595)**

■ Abrasion Prevention

Ink smudges on printouts may indicate the print head is rubbing against the paper. If printouts are smudged, try abrasion prevention. **⊙Preventing Abrasion(P. 604)**

■ Print Head Alignment

Adjust the position of the print head if colors are not aligned in printouts, etc. **⊙Aligning the Print Head(P. 605)**

■ Density/Drying Time Adjustment

Adjust print density and drying time if the backsides of output sheets get ink on them from next output sheets. **⊙Adjusting the Density and Ink Drying Time(P. 608)**

■ Paper Curl Adjustment After Printing

If curling in output paper causes paper in the output tray to be untidy, adjust paper curling. ❯**Adjusting Paper Curling after Printing(P. 610)**

■Margin Adjustment

Adjust margins if printing is off center or if printing goes outside the print area. ❯**Adjusting Margins(P. 612)**

■Correcting Stacking in the Output Tray

Correct stacking in the output tray if paper arches or rolls back and causes paper in the output tray to be untidy. ❯
Correcting Arching of Paper when Output(P. 615)

Diagnosing the Print Head

2579-0HH

Diagnose the print head, colors, and color mismatch, and correct any problem. Diagnosis might take about 40 minutes.
Prepare the following items.

Head diagnosis		
Color diagnosis		
Color mismatch diagnosis		

Plain paper (recycled can be used)

- Size: any of A3, 11x17, LTR, or A4
  A3 or 11x17 is recommended.

- Sheets: 5
  All 5 sheets may not be required.

- Paper clean and white on both front and back

NOTE

- Image diagnosis and adjustment use ink. A portion of this ink is also taken up by the maintenance cartridge. Check the amounts remaining in the ink tanks and maintenance cartridge beforehand. If the amounts remaining are low, it is recommended that you prepare replacements. **Checking Remaining Amounts and Usage of Consumables(P. 549)**

1 **Load paper in a paper drawer or the multi-purpose tray.**

- Make paper settings also. **⬤Loading Paper(P. 137)**

2 **Select <Menu> in the Home screen. ⬤Home Screen(P. 120)**

3 **Select <Adjustment/Maintenance> ▶ <Maintenance>.**

4 **Select <Print Head Diagnostics>.**

5 **Check content displayed on the screen, and select <Start Diagnostics>.**

➠ Diagnosis proceeds through "(print head diagnostics) - (uneven color diagnostics) - (color mismatch diagnostics)".

6 **Begin print head diagnosis.**
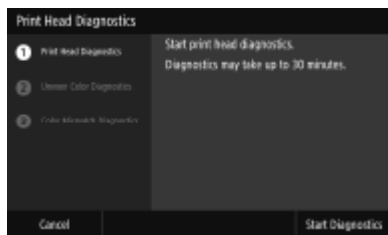
1 Check content displayed on the screen, and select <Start Diagnostics>.

➠ Print head diagnosis begins.

2 If a message is displayed prompting cleaning, select <Yes>.

➠ Once cleaning completes, diagnosis proceeds to colors.

- Select <No> ▶ <Yes> to complete print head diagnosis, color diagnosis, and color mismatch diagnosis and then display diagnosis results.

7 **Begin color diagnosis.**
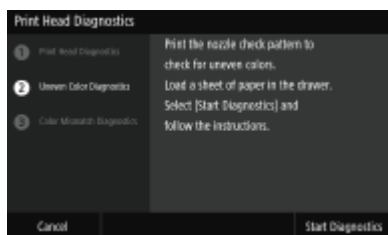
1 Check content displayed on the screen, and select <Start Diagnostics>.

- Select <Cancel> ▶ <Yes> to complete diagnosis and display diagnosis results.

2 Check the paper that can be used on the screen.

3 Check that 5 sheets of paper that can be used are loaded, and then select <Next>.

4 Select <Start>.

⇒ A nozzle check pattern is printed.

5 Check the check pattern, and select <A> or <B>.

- If you selected <A>, proceed to step 6.
- If you selected <B>, proceed to step 7.

NOTE:

- The check pattern is also used in the following color mismatch diagnostic; do not discard.

6 Select <Close>.

⇒ Color diagnosis completes, and diagnosis proceeds to color mismatch.

7 Check content displayed on the screen, and select <Yes>.

⇒ Color correction begins.

- Select <No> to proceed to color mismatch diagnosis without correcting colors.

8 Check the paper that can be used on the screen.

9 Check that 4 sheets (2 or more) of paper that can be used are loaded, and then select <Next>.

10 Confirm the procedure, and select <Start>.

⇒ The first adjustment image is printed.
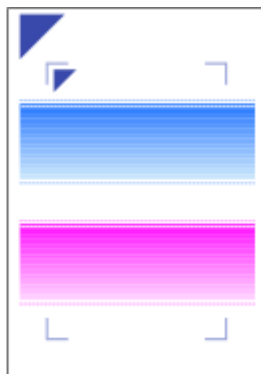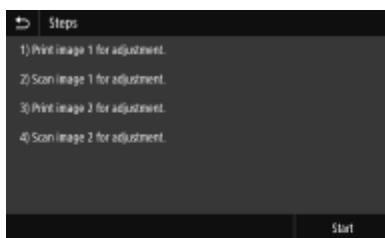
- Wait about 2 minutes.

11 Open the feeder after the screen displayed during printing disappears.

12 Place the first adjustment image on the platen glass.

- Place the adjustment image with the print side facing down and the ◤ mark in the upper left corner of the machine.

586
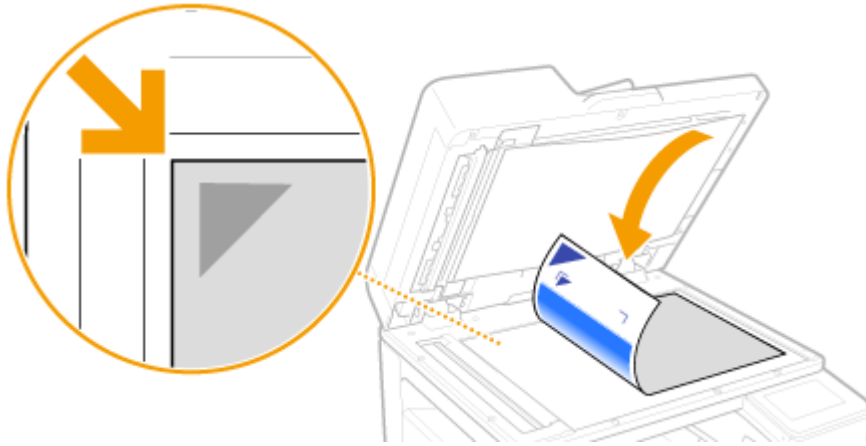
13 Gently close the feeder.

14 Select <Start Scanning>.

➠ The placed adjustment image is scanned, and then the second adjustment image is printed.

- Wait about 2 minutes.

15 Open the feeder, remove the first adjustment image, and then place the second adjustment image on the platen glass with the print side face down.

- In the same way as for the first adjustment image, place the adjustment image with the print side facing down and the ◣ mark in the upper left corner of the machine.

16 Gently close the feeder.

17 Select <Start Scanning>.

➠ The placed adjustment image is scanned, and color correction starts.

18 Open the feeder and remove the second adjustment image.

NOTE:

● If a third adjustment image has been printed, repeat the procedure from step 15.

19 Close the feeder gently.

➠ Color unevenness diagnosis completes, and diagnosis proceeds to color mismatch.

8 **Begin color mismatch diagnosis.**
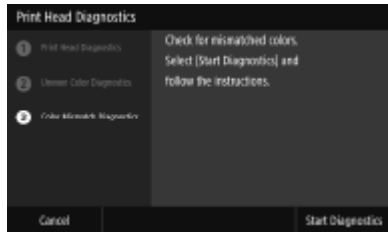
1 Check content displayed on the screen, and select <Start Diagnostics>.

● Select <Cancel> ▶ <Yes> to complete diagnosis and display diagnosis results.

2 Check the nozzle check pattern printed for diagnosing color unevenness, and select <A> or <B>.

● If you selected <A>, proceed to step 3.

● If you selected <B>, proceed to step 4.

3 Select <Close>.

➠ Color mismatch diagnosis completes, and diagnosis results are displayed.

4 Check content displayed on the screen, and select <Yes>.

● Select <No> to complete color mismatch diagnosis without correcting color mismatch and display diagnosis results.

5 Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Next>.

6 Confirm the procedure, and select <Start>.

➠ An adjustment image is printed.

7 Open the feeder after the screen displayed during printing disappears.

8 Place the adjustment image on the platen glass.

- Place the adjustment image with the print side facing down and the ◤ mark in the upper left corner of the machine.
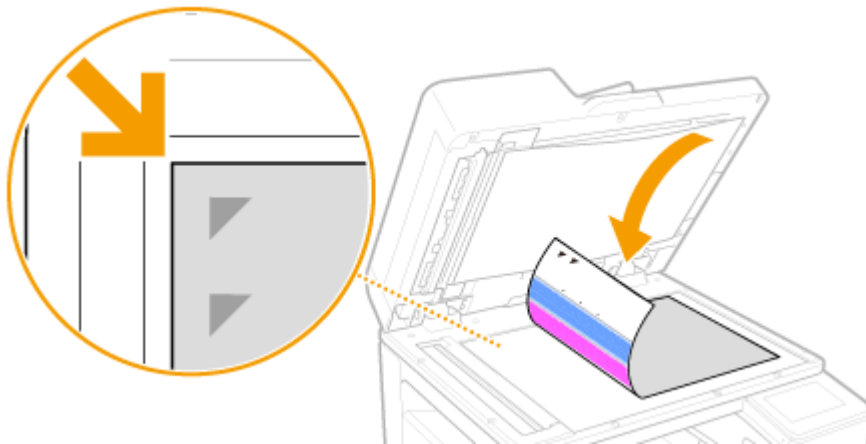
9 Gently close the feeder.

10 Select <Start Scanning>.

➡ The placed adjustment image is scanned, and color mismatch correction starts.

11 Open the feeder and remove the adjustment image.

12 Gently close the feeder.

9 **Check the diagnosis results and select <Close>.**

10 **Select <Close>.**

Checking the Condition of the Nozzles

2579-0HF

Print out a nozzle check pattern to check clogging in the print head and color mismatch.
Prepare the following paper.

- For nozzle check pattern:
  Paper to check streaks and unevenness with (any of thin paper, plain paper, thick paper, recycled paper, matte photo paper)
  Size: any of A3, 11x17, LTR, or A4
  Sheets: 5 or more

- For adjustment of print head position:
  Plain paper (recycled paper can be used)
  Size: any of A3, 11x17, LTR, or A4
  Sheets: 1

- A3 or 11x17 is recommended.

1 Load the paper "for nozzle check pattern" and "for adjustment of print head position" each separately in paper drawers or the multi-purpose tray.

- Make paper settings. **Loading Paper(P. 137)**

2 Select <Menu> in the Home screen. Home Screen(P. 120)

3 Select <Adjustment/Maintenance> ▶ <Maintenance>.

4 Select <Nozzle Check Pattern>.

5 Select the paper type.

6 Check that the size and type of paper displayed on the screen is loaded in the machine, and select <OK>.

7 Select <Start>.

⇒ A nozzle check pattern is printed out.

8 Check for color unevenness.

- Check the printed nozzle check pattern, and select <A> or <B>.

■If you selected <A>

Select <Close>.

■If you selected <B>

Print head nozzles may be clogged. Perform print head cleaning.

1 Check content displayed on the screen, and select <Yes>.
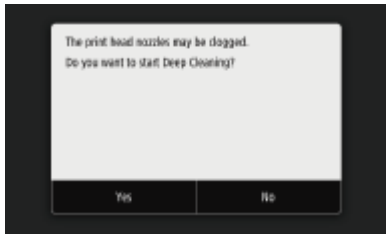
- Select <No> to not perform print head cleaning. Print head cleaning can be performed later.

2 Perform print head cleaning. **©Cleaning the Print Head(P. 526)**

9 Check color mismatch.

- Check the printed nozzle check pattern, and select <A> or <B>.

■If you selected <A>

Select <Close>.

■If you selected <B>

Align the print head and correct color mismatch.

1 Check content displayed on the screen, and select <Yes>.

- Select <No> to not perform color mismatch correction. Color mismatch correction can be performed later.

2   Correct color mismatch. ▶**Aligning the Print Head(P. 605)**

Adjusting Values for Text Color Reproducibility

2579-09Y

You can make an adjustment such that black or nearly black text is reproduced in a color closely matching with the original that was scanned in color.

> **NOTE**
>
> - This function will apply when color copying is performed with <Original Type> in copy settings set to <Text/Photo/Map>/<Text>.

1 Select <Menu> in the Home screen. ◐Home Screen(P. 120)

2 Select <Adjustment/Maintenance> ▶ <Adjust Image Quality>.

3 Select <Black Text Processing for Color>.

4 Adjust the value.

- This adjustment value can be set independently in the feeder and platen glass.

<Color Text Priority>
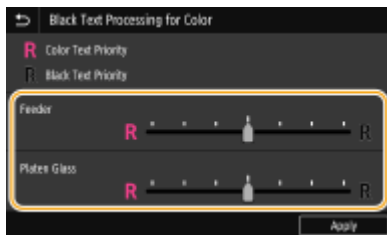
Reproduces black or nearly black text in a color closely matching with the original.

<Black Text Priority>
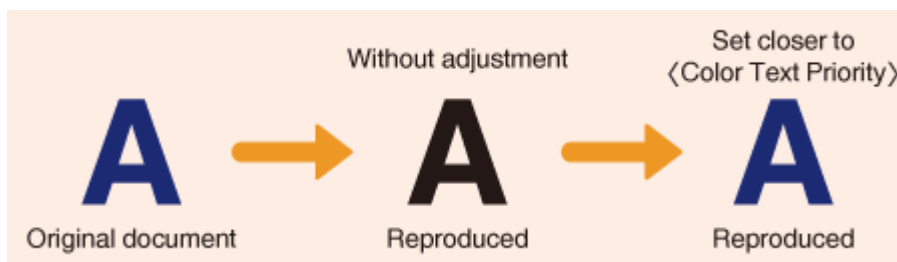
Reproduces black text with enhanced clarity.
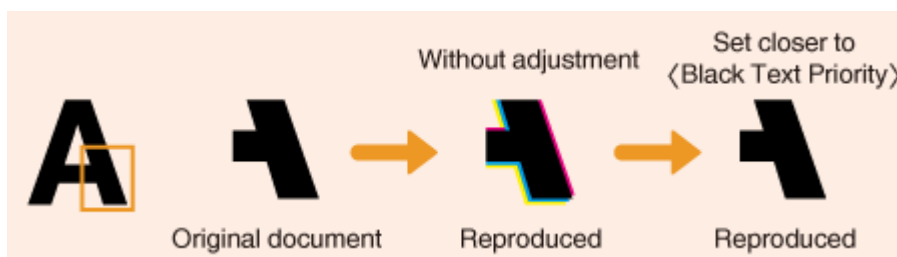
5 **Select \<Apply>.**

Correcting Colors

If density appears uneven in printouts, adjust so that it is even with the following procedure. Choose from "Single Paper Type" for automatic correction of only a given paper type, "All Paper Types" for automatic correction of all paper types, and "Manual (Visual Check)" for adjusting using a manual correction value after checking printing visually.

◉**Correcting Colors in All Paper Types(P. 596)**
◉**Correcting Colors for Each Paper Type(P. 599)**
◉**Manual (Visual Check)(P. 602)**

NOTE

- Adjustments may not be performed effectively if there is not sufficient ink remaining. Check the amounts remaining in the ink tanks. If the amounts remaining in the ink tanks are low, it is recommended that you prepare new ink tanks. ◉**Checking Remaining Amounts and Usage of Consumables(P. 549)**

- Color unevenness correction may cause the print density to be lighter.

- Before performing color unevenness correction, it is recommended to print out a nozzle check pattern and check that no miscolored lines are present. ◉**Checking the Condition of the Nozzles(P. 590)**

Correcting Colors in All Paper Types

2579-0JK

Perform color correction automatically for all paper types. All correction data for color correction done with "Single Paper Type" is changed.
Correction involves repeating printing out and then scanning an adjustment image 2 times.
Prepare the following paper.
Plain paper (recycled paper can be used)

- Size: any of A3, 11x17, LTR, or A4
  A3 or 11x17 is recommended.

- Sheets: 2

1 **Load paper in a paper drawer or the multi-purpose tray.**

- Make paper settings also. **Loading Paper(P. 137)**

2 **Select <Menu> in the Home screen. Home Screen(P. 120)**

3 **Select <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Color Correction> ▶ <Auto (Pattern Scan)>.**

4 **Select <All Paper Types>.**

5 **Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Next>.**

6 **Confirm the procedure, and select <Start>.**

➠ The first adjustment image is printed.

7 **When the screen <Processing... Do not turn OFF the device.> is displayed, wait about 2 minutes before going to the next operation.**

8 When the screen <Place the 1st alignment pattern as shown and scan it.>, open the feeder.

9 Place the first adjustment image on the platen glass.

- Place the adjustment image with the print side facing down and the ◤ mark in the upper left corner of the machine.
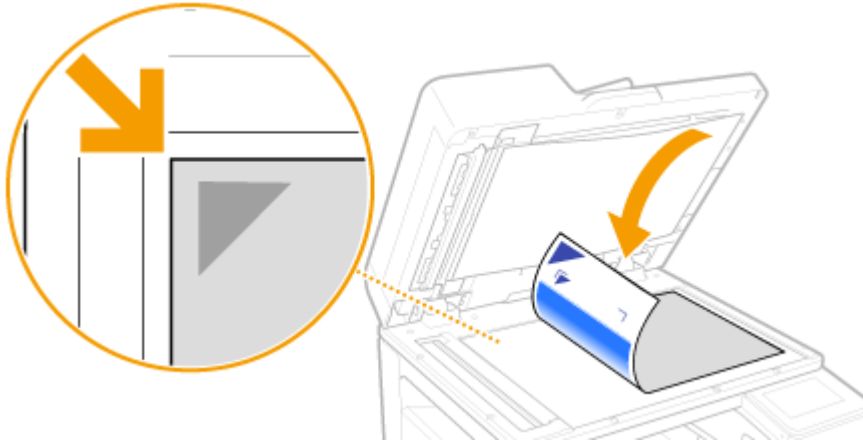
10 Gently close the feeder.

11 Select <Start Scanning>.

➡ The placed adjustment image is scanned, and then the second adjustment image is printed.
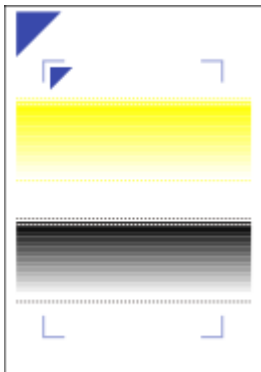
12 When the screen <Processing... Do not turn OFF the device.> is displayed, wait about 2 minutes before going to the next operation.

13 When the screen <Place the 2nd alignment pattern as shown and scan it.>, open the feeder, remove the first adjustment image, and then place the second adjustment image on the platen glass.

- In the same way as for the first adjustment image, place the adjustment image with the print side facing down and the ◤ mark in the upper left corner of the machine.

14 **Gently close the feeder.**

15 **Select <Start Scanning>.**

⇒ The placed adjustment image is scanned and adjustment starts.

16 **When a message appears notifying that adjustment is complete, open the feeder, and remove the second adjustment image.**

17 **Gently close the feeder.**

NOTE

If the <Could not perform correction.> message is displayed

- Did you load the paper displayed in step 5 into the paper source?
- Did you place the adjustment image with the print side face down, with the ◢ mark in the upper left corner of the machine?
- Is the printout soiled?

If this does not correct color unevenness

- Print out a nozzle check pattern and check that no miscolored lines are present (▸**Checking the Condition of the Nozzles(P. 590)**). Next perform correction for all paper types again.

To return corrected values to initial values

- In the <Auto (Pattern Scan)> screen, select <Restore Initial Settings>.

Correcting Colors for Each Paper Type

2579-0JJ

Perform optimum color correction for each paper type.
Prepare the following paper.
Paper to correct colors with using this correction (any of thin paper, plain paper, thick paper, recycled paper, matte photo paper)
A3 or 11x17 is recommended.

- Size: any of A3, 11x17, LTR, or A4

- Sheets: 2

NOTE

- Correction for single paper types is not available while scanning or printing is performed.

1 **Load paper in a paper drawer or the multi-purpose tray.**

- Make paper settings also. **Loading Paper(P. 137)**

2 **Select <Menu> in the Home screen. Home Screen(P. 120)**

3 **Select <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Color Correction> ▶ <Auto (Pattern Scan)>.**

4 **Select <Single Paper Type>.**

5 **Select the paper type.**

6 **Check that the size and type of paper displayed on the screen is loaded in the machine, and select <OK>.**

7 **Confirm the procedure, and select <Start>.**

➠ The first adjustment image is printed.

8 When the screen <Processing... Do not turn OFF the device.> is displayed, wait about 2 minutes before going to the next operation.

9 When the screen <Place the 1st alignment pattern as shown and scan it.>, open the feeder.

10 Place the first adjustment image on the platen glass.

- Place the adjustment image with the print side facing down and the ◤ mark in the upper left corner of the machine.
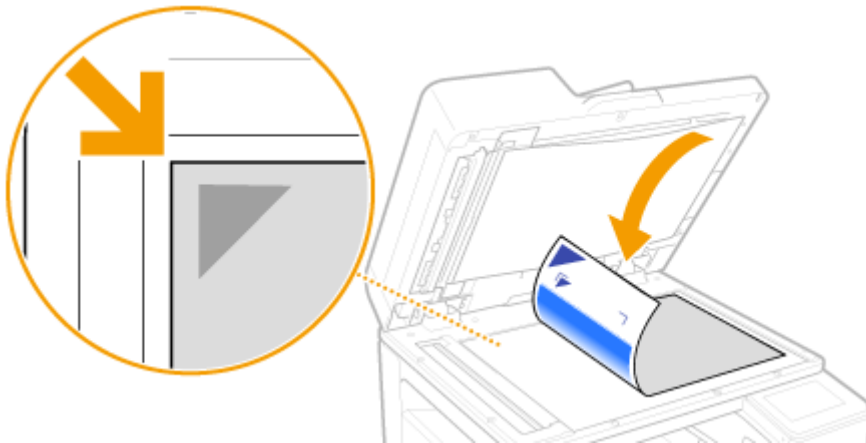
11 Gently close the feeder.

12 Select <Start Scanning>.

⇒ The placed adjustment image is scanned, and then the second adjustment image is printed.
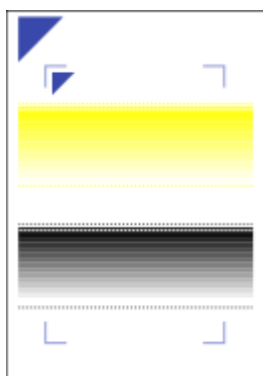
13 When the screen <Processing... Do not turn OFF the device.> is displayed, wait about 2 minutes before going to the next operation.

14 When the screen <Place the 2nd alignment pattern as shown and scan it.>, open the feeder, remove the first adjustment image, and then place the second adjustment image on the platen glass.

- In the same way as for the first adjustment image, place the adjustment image with the print side facing down and the ◢ mark in the upper left corner of the machine.
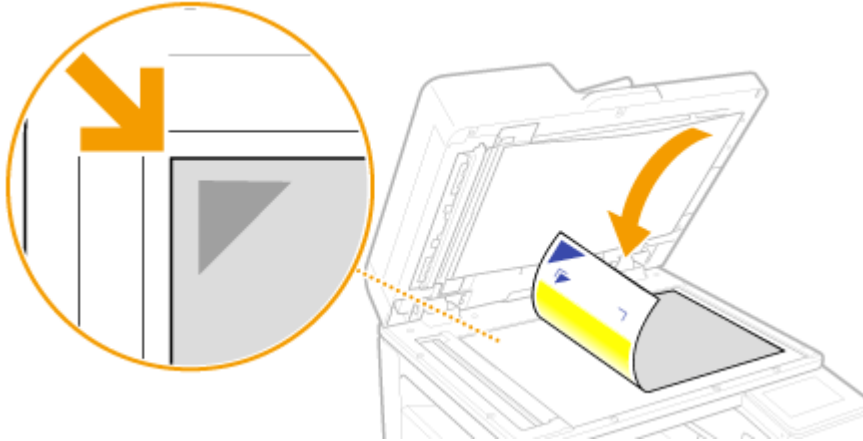
15 **Gently close the feeder.**

16 **Select <Start Scanning>.**

➡ The placed adjustment image is scanned and adjustment starts.

17 **When a message appears notifying that adjustment is complete, open the feeder, and remove the second adjustment image.**

18 **Gently close the feeder.**

NOTE

If the <Could not perform correction.> message is displayed

- Did you load the paper displayed in step 5 into the paper source?
- Did you place the adjustment image with the print side face down, with the ◢ mark in the upper left corner of the machine?
- Is the printout soiled?

If this does not correct color unevenness

- Print out a nozzle check pattern and check that no miscolored lines are present (**Checking the Condition of the Nozzles(P. 590)**). Next perform correction for all paper types again.

To return corrected values to initial values

- In the <Auto (Pattern Scan)> screen, select <Restore Initial Settings>.

Manual (Visual Check)

2579-0JL

Visually check an output test page to determine an adjustment values for each color (CMYK).
Prepare the following paper.

- Plain paper (recycled paper can be used)
- Size: any of 320x450 mm, 305x457 mm, A3, 11x17, LTR, or A4
  320x450 mm, 305x457 mm, A3, or 11x17 is recommended.
- Sheets: 2

1 Load paper in a paper drawer or the multi-purpose tray.

- Make paper settings also. ◓**Loading Paper(P. 137)**

**2 Select <Menu> in the Home screen. ◓Home Screen(P. 120)**

3 Select <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Color Correction> ▶ <Manual (Visual Check)>.

4 Select <Output Test Page>.

5 Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Start>.

⟹ A test page is printed.
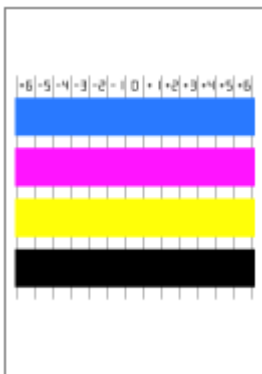
6 Visually check the test page to check for unevenness in color.

NOTE:
Range for marks

- The marks for each color are printed out in blocks in a range starting from -6 to +6 through -4 to +4, depending on the paper size used for the test page.

7 Select colors to fine-tune.

8 Select the range to adjust (a), enter a value, and select <Apply>.

- Enter values from -127 to +127 for all blocks for each color according to the results determined visually in step 5.
- Enter plus values for denser colors, and minus values for less dense colors.
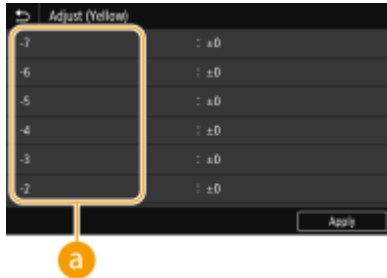
9 Select <Apply>.

10 Select <Output Test Page> ▶ <Start>.

➡ A test page with density corrected is printed.

11 If there is no problem with the test page, press <Apply>.

NOTE:

Returning a corrected value to the initial value

- Select <Restore Initial Settings> in the <Visual Correction> screen.

Returning to a previous correction value

- Select <Restore Previous Settings> in the <Visual Correction> screen.

Preventing Abrasion

2579-09X

Perform <Abrasion Prevention> if the print sides of paper are smudged with ink. This may widen the space between the paper and print head and alleviate the problem. This can be set individually for 1-sided and 2-sided printing.
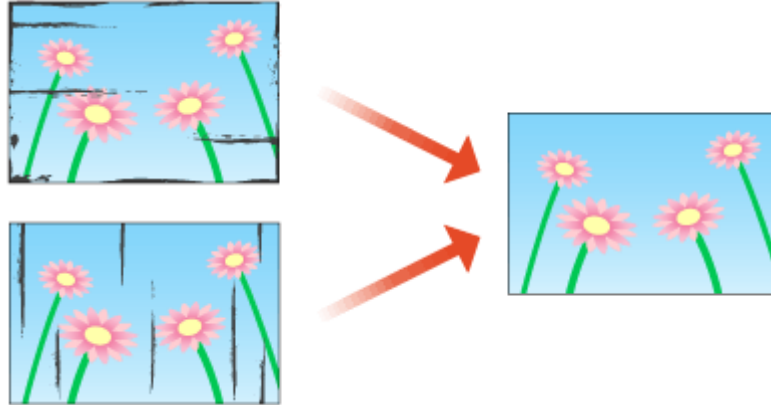
1 Select <Menu> in the Home screen. ◐Home Screen(P. 120)

2 Select <Adjustment/Maintenance> ▶ <Adjust Image Quality>.

3 Select <Abrasion Prevention>.

4 Select <1-sided> or <2-sided>.

5 Select <ON> or <OFF>.

Aligning the Print Head

2579-0HJ

Adjust the position of the print head if colors are not aligned in printouts, etc.

Prepare the following paper.

- Plain paper (recycled paper can be used)
- Size: any of A3, 11x17, LTR, or A4
  A3 or 11x17 is recommended.
- Sheets: 1
- Paper clean and white on both front and back

1 **Load paper in a paper drawer or the multi-purpose tray.**

- Make paper settings also. **Loading Paper(P. 137)**

2 **Select <Menu> in the Home screen. Home Screen(P. 120)**

3 **Select <Adjustment/Maintenance> ▶ <Adjust Image Quality>.**

4 **Select <Print Head Alignment>.**

5 **Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Next>.**

6 **Confirm the procedure, and select <Start>.**

➠ **An adjustment image is printed.**

7 **Open the feeder after the screen displayed during printing disappears.**

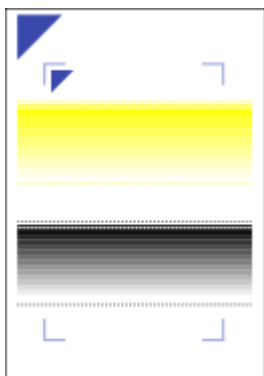**8** **Place the adjustment image on the platen glass.**

- Place the adjustment image with the print side facing down and the ◤ mark in the upper left corner of the machine.

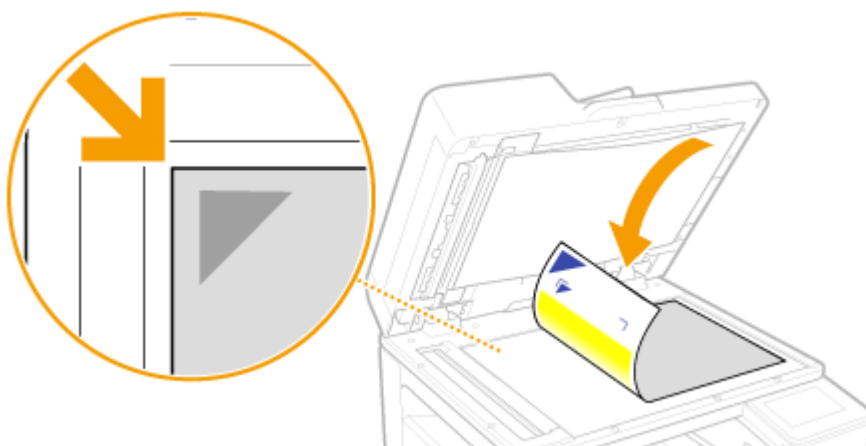**9** **Gently close the feeder.**

10 **Select <Start Scanning>.**

➠ The placed adjustment image is scanned, and positioning is adjusted for the print head nozzles.

11 **When a message appears notifying that adjustment is complete, open the feeder, and remove the adjustment image.**

12 **Gently close the feeder.**

NOTE

If <Could not perform correction.> is displayed

- Is the paper displayed in step 5 loaded in the paper source?

- Is the adjustment image placed on the platen glass with the print side facing down and the ◪ mark in the upper left corner of the machine?

Adjusting the Density and Ink Drying Time

2579-0HK

If ink from already output sheets smudges paper, setting the print density or wait time until ink dries after printing can correct the problem.
Also, if paper jams during 2-sided printing with weak paper such as short grain paper, setting the print density or wait time until ink dries after printing can correct the problem.

> **NOTE**
>
> - Changing the setting from <Default> may cause print speed to be slower.

1 Select <Menu> in the Home screen. ❍Home Screen(P. 120)

2 Select <Adjustment/Maintenance> ▶ <Adjust Image Quality>.

3 Select <Density/Drying Time Adjustment>.

4 Select <Adjust for All Paper Sources> or <Adjust by Paper Source>.

- To specify settings for all paper sources at the same time, select <Adjust for All Paper Sources>, and proceed to step 6.

- To specify settings for the multi-purpose tray and paper drawers individually, select <Adjust by Paper Source>, and proceed to step 5.

5 Select the paper source to set.

6 Select the setting value.

Correcting soiling on the print side

- Cycle through and try the settings <Settings 1>, <Settings 2>, and <Settings 3>.

- If the issue remains even after trying settings <Settings 1>, <Settings 2>, and <Settings 3>, set each of density and drying time with <Custom>.

Correcting jamming of paper

- Set print density to 0 and drying time to 10 with <Custom>.

- If the issue remains, set print density to -10 and drying time to 10 with <Custom>.

<Default>
Return to initial settings.

<Settings 1> / <Settings 2> / <Settings 3>
These are preset settings. You can select a preset to change settings easily.

<Custom>
You can set any density and drying time.

1 Select <Custom>.

2 Enter setting values for <Density> and <Drying Time>, and select <Apply>.

7 **Select <Apply>.**

Adjusting Paper Curling after Printing

2579-0HL

Set the level of adjustment for output paper that curls and drying time. Set larger values for adjustment level and drying time if paper in the output tray is untidy due to paper curling.

> **NOTE**
>
> - Changing the setting from <Default> may cause print speed to be slower.

1 Select <Menu> in the Home screen. ❑Home Screen(P. 120)

2 Select <Adjustment/Maintenance> ▶ <Adjust Image Quality>.

3 Select <Paper Curl Adjustment After Printing>.

4 Select <Adjust for All Paper Sources> or <Adjust by Paper Source>.

- To specify settings for all paper sources at the same time, select <Adjust for All Paper Sources>, and proceed to step 6.
- To specify settings for the multi-purpose tray and paper drawers individually, select <Adjust by Paper Source>, and proceed to step 5.

5 Select the paper source to set.

6 Select the setting value.

<Default>
Return to initial settings.

<Mild>
Set this to correct paper curling.

<Strong>
Set this if paper curling causes paper in the output tray to be untidy.

<Custom>

If the issue remains even after trying settings <Mild> and <Strong>, set each of the adjustment level and drying time.

1 Select <Custom>.

2 Enter setting values for <Adjustment Level> and <Drying Time>, and select <Apply>.

7 **Select <Apply>.**

Adjusting Margins

2579-0A0

If a document is printed off center or out of the print area, adjust the margins. You can adjust the margins for each paper source. Specify adjustment in increments of 0.01 inches (0.1 mm).

1 **Print a pattern (nozzle check pattern) to adjust margins.**

    1 Either pull out the drawer of the paper source slightly that you will not adjust margins for, or load paper only in the paper source that you will adjust for.

        NOTE:

- It is recommended to adjustment with the paper that will be used.
- Align the edges of the paper on a flat surface before loading.
- Align the paper guides with the left and right edges and the back edge of the paper using the paper size indicator as a guide.
- Do not squeeze the paper too tightly with the paper guides. Doing so may prevent paper from feeding well.

        ◯Basic Paper Loading Method(P. 139)

    2 In the Home screen, select <Menu>. **◯Home Screen(P. 120)**

    3 <Adjustment/Maintenance> ▶ <Maintenance>.

    4 Select <Nozzle Check Pattern>.

    5 Select the paper type.

    6 Check that the paper displayed on the screen is loaded, and select <OK>.

    7 Select <Start>.

        ⇒ The check pattern is printed.

    8 On the next screen, select <A>, and then <Close>.

2 **Check the margin adjustment values to adjust margins.**

- Check the direction and distance to adjust.

To adjust the margins, specify the direction using "+" and "-" and the distance using "mm". For <Top Margin>, specify a value with "+" to shift the print position in the up-to-down direction. For <Left Margin>, specify a value with "+" to shift the print position in the left-to-right direction. To shift in the reverse direction, specify a value with "-".
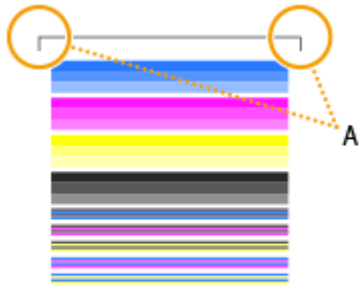
A:Leading edge of the printed pattern

<Top Margin>

<Left Margin>
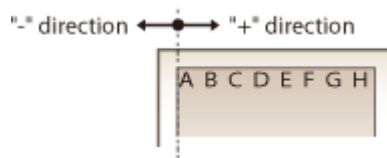
> **NOTE:**
>
> - To specify "inch" instead of "mm", perform the following settings.
>   <Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Millimeter/Inch Entry Switch> ▶ Select <Millimeter> or <Inch> ▶ 🏠

1 Check the adjustment values so that the black frame of the check pattern located near the leading edge of the print pattern is printed as follows.
Check the adjustment value to make the left and right margins (the length of the red arrow) the same.
Check the adjustment value so that the leading edge margin (the length of the blue arrow) is about 0.16 inches (4 mm).
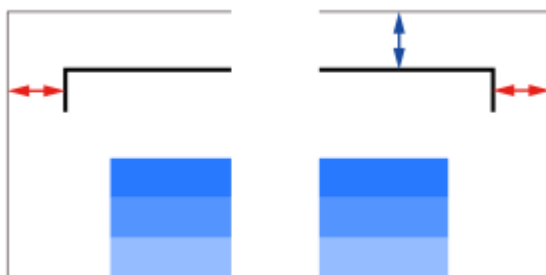
2 Select <Menu> in the Home screen. **○Home Screen(P. 120)**

3 Select <Adjustment/Maintenance> ▶ <Adjust Image Quality>.

4 Select <Margin Adjustment>.

5 Select the paper source.
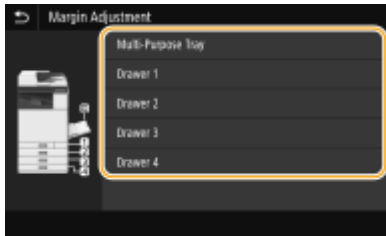
6 Select the printing side to adjust.

- If performing 1-sided printing, select <Front Side>.

- If performing 2-sided printing, select <Front Side> and <Back Side>.
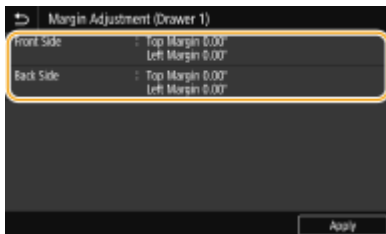
7 Specify adjustment values, and select <Apply>.
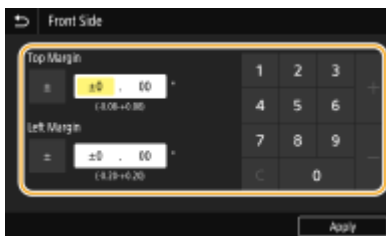
8 Select <Apply>.

Adjusting the Print Position for All Print Jobs

- You can use <Function Settings> in the setting menu of the operation panel to adjust the print position for all print jobs, irrespective of the paper source. The print position can be adjusted in 0.01 inch (0.5 mm) increments between -2.00 inches (-50.0 mm) and +2.00 inches (+50.0 mm). ▶**<Offset Short Edge/Offset Long Edge>(P. 466)**

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3 **To check whether the margin adjustment was performed correctly, print a nozzle check pattern again.**

- Perform step 1 to check that the black border of the check pattern is printed equally on the left and right sides and that the leading edge margin is about 0.16 inches (4 mm).

Correcting Arching of Paper when Output

2579-0JA

Perform <Paper Curl Prevention On Output> if output paper arches or rolls back. This can be set for each paper tray.

> **NOTE**
>
> - When set to <On>, print speed and density may change depending on the paper type.

1 Select <Menu> in the Home screen. ⊙**Home Screen(P. 120)**

2 Select <Adjustment/Maintenance> ▶ <Adjust Image Quality>.

3 Select <Paper Curl Prevention On Output>.

4 Select the paper source to set.

5 Select <On> or <Off>.

Correcting White Streaks

2579-0K5

Perform this correction if white streaks are not corrected even after performing print head cleaning.
Perform print head cleaning first if it has not yet been performed. ▶**Cleaning the Print Head(P. 526)**

Prepare the following paper.

- Plain paper (recycled paper can be used)
- Size: any of A3, 11x17, LTR, or A4
  A3 or 11x17 is recommended.
- Sheets: 1
- Paper clean and white on both front and back

1 **Load paper in a paper drawer or the multi-purpose tray.**

- Make paper settings also. ▶**Loading Paper(P. 137)**

2 **Select <Menu> in the Home screen.** ▶**Home Screen(P. 120)**

3 **Select <Adjustment/Maintenance> ▶ <Adjust Image Quality>.**

4 **Select <White Streak Correction>.**

5 **Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Next>.**

6 **Confirm the procedure, and select <Start>.**

➠ **An adjustment image is printed.**

7 Open the feeder after the screen displayed during printing disappears.

8 Place the adjustment image on the platen glass.

- Place the adjustment image with the print side facing down and the ◣ mark in the upper left corner of the machine.
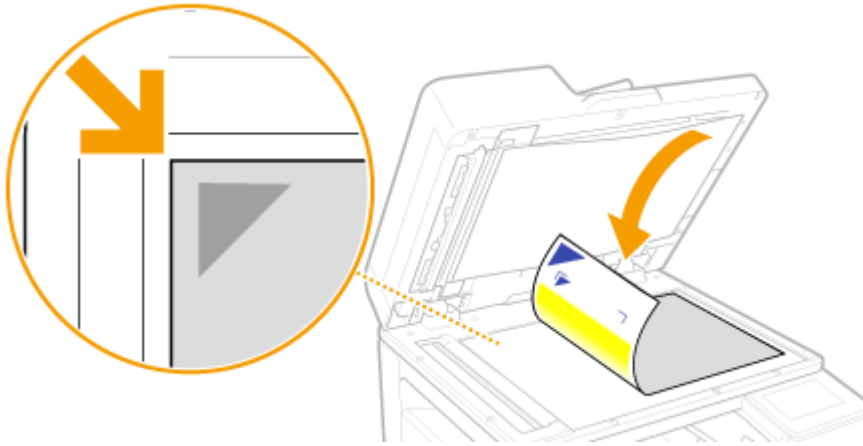
9 Gently close the feeder.

10 Select <Start Scanning>.

➡ The placed adjustment image is scanned, and white streaks are corrected.

11 When a message appears notifying that adjustment is complete, open the feeder, and remove the adjustment image.

12 Gently close the feeder.

NOTE

If <Could not perform correction.> is displayed

- Is the paper displayed in step 5 loaded in the paper source?

- Is the adjustment image placed on the platen glass with the print side facing down and the ◢ mark in the upper left corner of the machine?

618

Viewing the Counter Value

2579-0A1

You can check separate totals for the number of pages used for color printouts and black and white printouts. These totals include faxes, reports, and lists, in addition to copies and printouts of data from computers.

> **NOTE**
>
> - Displayed items may differ depending on your country or region.

 ▶ <Check Counter> ▶ Check the number of pages printed
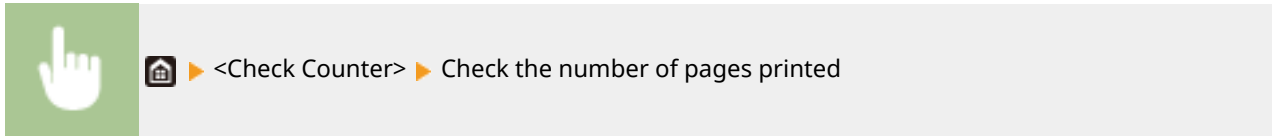
<101: Total 1>
Displays the total number of pages copied and printed.

<108: Total (Black & White 1)>
Displays the total number of pages copied and printed in black and white.

<112: Total (Black & White/Large)>
Displays the total number of pages copied and printed in black and white.

<113: Total (Black & White/Small)>
Displays the total number of pages copied and printed in black and white (B4 or smaller sizes).

<114: Total 1 (2-Sided)>
Displays the total number of pages copied and printed with 2-sided.

<122: Total (Full Color + Single Color/Large)>
Displays the total number of pages copied and printed in color.

<123: Total (Full Color + Single Color/Small)>
Displays the total number of pages copied and printed in color (B4 or smaller sizes).

<229: Copy (Full Color + Single Color/Large)>
Displays the total number of pages for color copying.

<230: Copy (Full Color + Single Color/Small)>
Displays the total number of pages for color copying (B4 or smaller sizes).

<301: Print (Total 1)>
Displays the total number of pages print.

<321: Print (Full Color + Single Color/Large)>
Displays the total number of pages for color printing.

<322: Print (Full Color + Single Color/Small)>
Displays the total number of pages for color printing (B4 or smaller sizes).

<401: Copy + Print (Full Color/Large)>
Displays the total number of pages copied and printed in color.

<402: Copy + Print (Full Color/Small)>
Displays the total number of pages copied and printed in color (B4 or smaller sizes).

<501: Scan (Total 1)>
Displays the total number of pages scanned.

Printing Reports and Lists

2579-0HR

You can print reports and lists to check information such as the conditions of each department and machine settings.

◎**Printing Use Condition Reports by Department(P. 621)**
◎**Setting Reports on the Communication Results(P. 621)**
◎**Printing Lists of Settings(P. 623)**
◎**Printing Reports on Print Head Usage(P. 624)**
◎**Printing Reports on the Usage Condition of the Machine(P. 624)**

Printing Use Condition Reports by Department

Department ID Management Report

When Department ID Management is enabled, you can check the total volume of printouts for each <Department ID> by printing a Department ID Management Report. By checking the printout totals, you can better manage your paper and ink tank supplies.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <Department ID Management Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Start> ▶ 🏠

Setting Reports on the Communication Results

You can print reports on the results of sending/receiving by e-mail, fax, and I-Fax, or saving to shared folders and FTP servers. Some reports can be printed automatically while others are only printed when an error occurs.

> **NOTE**
>
> - If "Result" in a printed list contains "NG," you can check details of the error from a three-digit number prefixed with "#" displayed in the next to the result. ◎**Countermeasures for Each Error Code(P. 677)**
>
> - Reports printed for e-mail/I-Fax indicate the transmission result between the machine and the mail server, not between the machine and the destination address.

Communication Management Report

You can check the fax and e-mail logs of sent and received documents by printing a Communication Management Report. The report can be printed automatically after every 40 transmissions, or you can print it manually.

<Menu> ▶ <Output Report> ▶ <Report Settings> ▶ <Communication Management Report> ▶ Configure report settings ▶ <Apply> ▶ 🏠
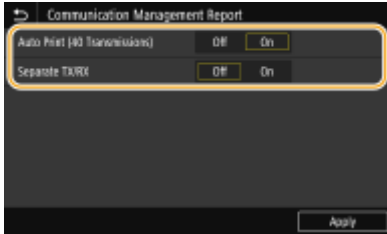
<Auto Print (40 Transmissions)>
Select <On> to print the report automatically after every 40 transmissions, or <Off> if you do not want to print the report automatically.

<Separate TX/RX>
Select <On> to print sent and received reports separately, or <Off> to print both reports on one sheet.

■ Print the report manually

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <Communication Management Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine and select <Start> ▶ 🏠

Fax TX Result Report

You can check the communication result of sending faxes with a TX Result Report. The report can be printed either every time a transmission is completed or only when a sending error occurs.

<Menu> ▶ <Output Report> ▶ <Report Settings> ▶ <Fax TX Result Report> ▶ Select <On> or <Only When Error Occurs> ▶ Select <Off> or <On> ▶ <Apply> ▶ 🏠
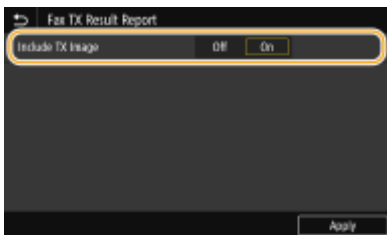
<Include TX Image>
When you select <On>, a part of a sent document can be included in the TX Result Report.

E-Mail/I-Fax/File TX Result Report

You can check the communication results of sending e-mails or I-Faxes and saving documents to the shared folder or FTP server with a TX Result Report. The report can be printed automatically each time a communication is completed. If necessary, you can configure a setting so that the report is printed only when a sending error occurs.

<Menu> ▶ <Output Report> ▶ <Report Settings> ▶ <E-Mail/I-Fax/File TX Result Report> ▶ Select <On> or <Only When Error Occurs> ▶ 🏠

NOTE

Communication result

- If an error occurs during transmission by e-mail/I-Fax or saving to a shared folder/FTP server, the report does not show the error code. To check the error code, print a Communication Management Report. ▶**Communication Management Report(P. 621)**

RX Result Report

You can check the logs of received fax and I-Fax documents by printing an RX Result Report. The report can be printed either every time a transmission is completed or only when a receiving error occurs.

<Menu> ▶ <Output Report> ▶ <Report Settings> ▶ <RX Result Report> ▶ Select <On> or <Only When Error Occurs> ▶ 🏠

Printing Lists of Settings

You can print information and settings registered in the machine as a list.

Address Book List

You can check the list of destinations registered in the Address Book as <Coded Dial>, <Favorites>, and <Group> by printing an Address Book List.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <Address Book List> ▶ Select the setting you want to print out ▶ Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Start> ▶ 🏠

User Data List/System Manager Data List

You can check the list of the settings (▶**Setting Menu List(P. 431)**) as well as the content that has been registered in the machine by printing a User Data List or a System Manager Data List. Both lists include the firmware version, the paper size and type registered in the machine, and the print settings of TX Result Report, Communication Management Report, and RX Result Report.
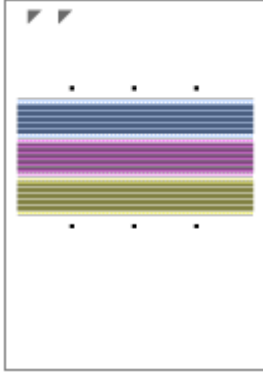
<Menu> ▶ <Output Report> ▶ <Print List> ▶ <User Data List> or <System Manager Data List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Start> ▶ 🏠
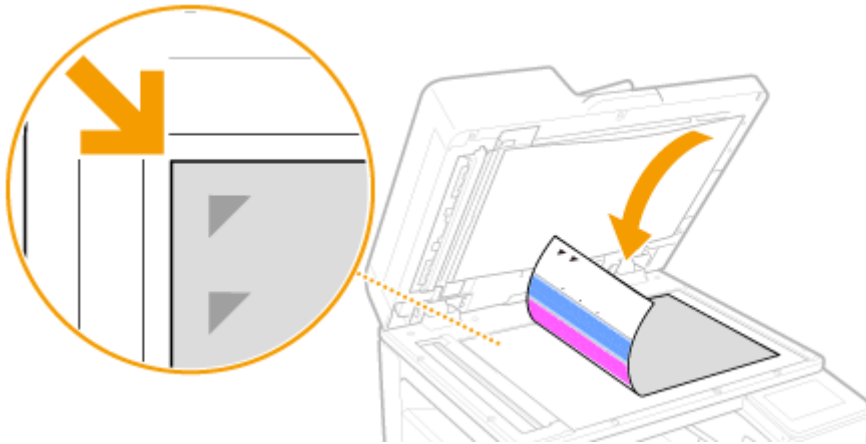
NOTE

- The User Data List does not include certain settings such as Network Settings and Management Settings. To check all the settings items print the System Manager Data List.

IPSec Policy List

You can check the list of policy names and the IPSec settings registered in the machine by printing an IPSec Policy List.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <IPSec Policy List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Start> ▶ 🏠

Printing Reports on Print Head Usage

Print Head Information Report

You can print a report showing the condition of the print head and its usage.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <Print Head Information Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Start> ▶ 🏠

Printing Reports on the Usage Condition of the Machine

You can print the list of fonts available in PCL or PS mode.

PCL Font List

You can check the list of fonts available in PCL mode.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <PCL Font List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Start> ▶ 🏠

PS Font List

You can check the list of fonts available in PS mode.

<Menu> ▶ <Output Report> ▶ <Print List> ▶ <PS Font List> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine, and select <Start> ▶ 🏠

Consumables

2579-0A3

> **NOTE**
>
> - To handle and store consumables, observe precautions in "Getting Started" provided for this product.
>
> - Depending on the installation environment, printing paper size, or original type, you may need to replace consumables before the end of the estimated lifetime.
>
> - Specifying an auto shutdown time shorter than the default setting (4 hours) may shorten the life of the ink tanks.

■Ink Tanks
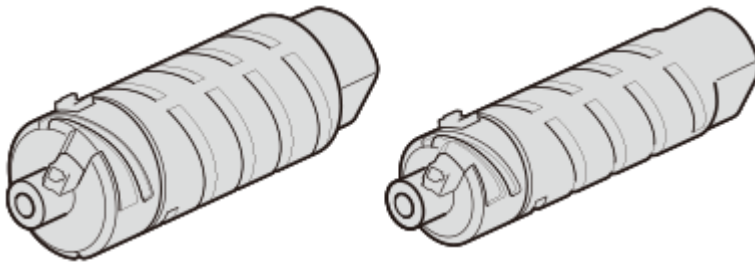
Replacement Ink Tanks

For optimum print quality, using Canon genuine ink tanks is recommended. Check the model number for the ink tanks in Getting Started.
You can also check the model number for the installed ink tanks with the procedure below.

<Status Monitor> ▶ <Device Information> ▶ <Consumables Information> ▶ <Check Consumables Name> ▶ Check the product numbers ▶ ⌂

> **IMPORTANT**
>
> **Precautions Regarding Ink Tanks**
>
> - Modifying or disassembling ink tanks such as by opening a hole may allow ink to leak and cause the printer to malfunction. It is not recommended that you modify or disassemble ink tanks.
>
> - Use of non-genuine ink such as by refilling ink can deteriorate print quality and cause the print head to malfunction. While not a safety hazard, instances of overheating/smoke generation[*] from the print head area have been reported that are likely due to ink components not in genuine products. It is recommended that you use genuine Canon ink.[*]
>
> - Servicing required due to use of non-genuine ink tanks or non-genuine ink is provided at cost even if within the maintenance contract period or the warranty period.[*]
>
> - Repair of products having used non-genuine ink tanks or non-genuine ink may be subject to special charges for additional special inspection, regardless of any maintenance contract or of free/at-cost repairs.[*]
>
> - Replace ink tanks quickly once required, and do not leave the machine without ink tanks installed.

- Install new ink tanks when replacing. Installing ink tanks with ink consumed can cause nozzles to become clogged. The machine also cannot display correct times for replacing ink tanks.

* The above instances have not been reported for all non-genuine ink.

> **NOTE**
>
> - When replacing ink tanks, see **▶Replacing the Ink Tanks(P. 528)** .

■ Maintenance Cartridge
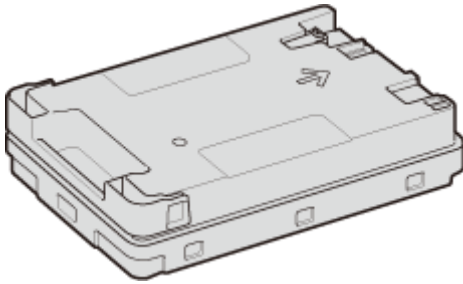
- Maintenance Cartridge MC50

Frequently Asked Questions

Frequently Asked Questions

2579-0A4

When a problem occurs, check this chapter to find out solutions before contacting Canon.

■Check First

This section describes how to take action when you suspect that the machine is malfunctioning. ▶**Common Problems(P. 630)**

■When You Cannot Print Properly

This section describes how to take action when printing results are not satisfactory or the paper creases or curls. ▶**When You Cannot Print Properly(P. 640)**

■A Message or a Number Starting with "#" (an Error Code) is Displayed

This section describes how to take action when a message or error code (three digits) appears on the display. ▶**A Message or a Number Starting with "#" (an Error Code) Is Displayed(P. 655)**

■Clearing Paper Jams

This section describes how to take action when a paper is jammed. ▶**Clearing Paper Jams(P. 686)**

■When a Problem Cannot Be Solved

If a problem persists, see ▶**When a Problem Cannot Be Solved(P. 699)**   to find out where to contact.

Common Problems

2579-0HS

When a problem occurs, check this chapter to find out solutions before contacting Canon. If the problems persist, contact your local authorized Canon dealer or the Canon help line.

Check the Following

➔ Is the machine turned ON? Is the power cord connected?

- If the machine is turned ON but does not respond, turn it OFF, check whether the power cord is connected correctly, and turn it back ON. For information on connecting the power cord, see Getting Started. ◉ **Manuals and Their Contents(P. 733)**

➔ Are the phone cord, LAN cable and USB cable connected correctly?

- Check whether these cables are connected correctly. Use care not to mistake the phone cord's port for the other cables' ports.
  ◉**Connecting the Telephone Line(P. 86)**
  ◉**Parts and Their Functions(P. 102)**

➔ Is sleep mode activated?

- If you leave the machine unattended for a specific period of time, it enters sleep mode for power conservation, not allowing you to operate it.
  To cancel sleep mode, press 🌙 .

➔ Is any message displayed on the screen?

- If a problem occurs, a message is displayed. ◉**Countermeasures for Each Message(P. 656)**

If a problem persists even after checking

Click the link that corresponds to the problem.

◉**Installation/Settings Problems(P. 631)**
◉**Copying/Printing Problems(P. 635)**
◉**Faxing/Telephone Problems(P. 638)**

Installation/Settings Problems

2579-0A6

See ◗**Common Problems(P. 630)** also.

◗**Problems with the Wireless/Wired LAN Connection(P. 631)**
◗**Problem with the USB Connection(P. 634)**
◗**Problem with the Print Server(P. 634)**

Problems with the Wireless/Wired LAN Connection

The wireless LAN and wired LAN cannot be connected at the same time.

- The wireless LAN and wired LAN cannot be connected at the same time. The following can be used at the same time: a USB cable and a wireless LAN, or a USB cable and a wired LAN.

Remote UI is not displayed.

- Are <Use HTTP> and <Use Remote UI> set to <On>?
  ◗**Disabling HTTP Communication(P. 403)**
  ◗**Disabling Remote UI(P. 404)**

- If the machine is connected to a wireless LAN, check that the Wi-Fi icon is displayed in the Home screen and that the IP address is set correctly, and then start the Remote UI again.
  ◗**Home Screen(P. 120)**
  ◗**Viewing Network Settings(P. 41)**

- If the machine is connected to a wired LAN, check that the cable is connected firmly and the IP address is set correctly, and then start the Remote UI again.
  ◗**Connecting to a Wired LAN(P. 20)**
  ◗**Viewing Network Settings(P. 41)**

- Are you using a proxy server? If so, add the machine's IP address to the [Exceptions] list (addresses that do not use the proxy server) in the Web browser's proxy settings dialog.

- Is communication not limited by the firewall on your computer? If IP addresses are or an MAC address is incorrectly entered, the Remote UI cannot be displayed. In that case, you need to use the operation panel to set <IPv4 Address Filter>, <IPv6 Address Filter>, or <MAC Address Filter> to <Off>.
  ◗**Restricting Communication by Using Firewalls(P. 360)**
  ◗**<IPv4 Address Filter> (P. 446)**
  ◗**<IPv6 Address Filter> (P. 446)**
  ◗**<MAC Address Filter> (P. 446)**

A connection to a network cannot be established.

- The IP address may not be set correctly. Set the IP address again.
  ◗**Setting IP Addresses(P. 34)**

- When you connect the machine to a computer via wireless LAN, check whether the machine is properly installed and ready to connect to the network.
  ◗**When the Machine Cannot Connect to the Wireless LAN(P. 632)**

You are unsure of the set IP address. ⊙Viewing Network Settings(P. 41)

The connection method cannot be switched between a wired LAN and a wireless LAN.

- Did you select a wired LAN or a wireless LAN on the operation panel on the machine as well? This selection is required to have the machine switch to your selection.
  ⊙**Selecting Wired LAN or Wireless LAN(P. 19)**

You are unsure of SSID and network key for wireless LAN router you want to connect to.

- Refer to the wireless LAN router itself, its box, or instruction manual, or inquire with the manufacturer.
  ⊙**Checking the SSID and Network Key(P. 33)**

The SSID of the wireless router to be connected is not displayed in the access point list.

- Check whether the SSID for the wireless LAN router you copied down from the router or instruction manual is wrong.
  ⊙**Checking the SSID and Network Key(P. 33)**

- If the SSID of the wireless router is hidden (using a stealth mode*), set the SSID to be visible on the wireless router.

  * A mode that disables the SSID auto-detection of other devices.

- Check whether the machine is properly installed and ready to connect to the network.
  ⊙**When the Machine Cannot Connect to the Wireless LAN(P. 632)**

The machine dials up to an unintended connection destination (if a dialup router is connected to a network).

- If a dialup router does not need to pass broadcast packets, set the dialup router so that the broadcast packets will not pass. If the dialup router needs to pass broadcast packets, check whether the settings are correct.

- If a DNS server is located in an external network, set the IP address to be connected, not the host name, even if connecting to the devices that are on the network that is connected to the machine.

- If a DNS server is located on a network that is connected to the machine and the information about the devices that are connected to an external network is registered to the DNS server, check whether the settings are correct.

When the Machine Cannot Connect to the Wireless LAN

1

Check the status of your computer.

- Have the settings of the computer and the wireless router been completed?
- Are the cables of the wireless router (including the power cord and LAN cable) correctly plugged in?
- Is the wireless router turned on?

If the problem persists even after checking the above:

- Turn off the devices, and then turn them on again.

- Wait for a while, and try again to connect to the network.

▼

2 **Check whether the machine is turned ON.**

- If the machine is turned ON, turn it OFF, and then turn it back ON.

▼

3 **Check the installation site of the machine and the wireless router.**

- Is the machine too far from the wireless router?

- Are there any obstacles such as walls between the machine and the wireless router?

- Are there any appliances such as microwave ovens or digital cordless phones that emit radio waves near the machine?

164' (50 m) or less

▼
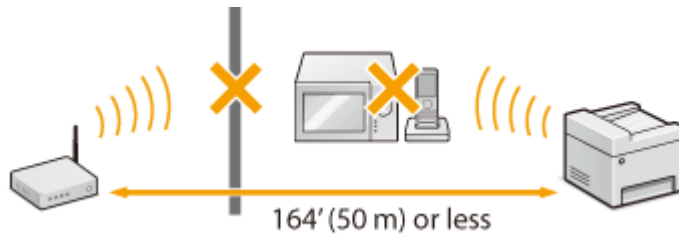
4 **Perform one of the following settings again.**
▶Setting Up Connection Using WPS Push Button Mode(P. 23)
▶Setting Up Connection Using WPS PIN Code Mode(P. 25)
▶Setting Up Connection by Selecting a Wireless Router(P. 27)
▶Setting Up Connection by Specifying Detailed Settings(P. 30)

NOTE

When you need to manually set up the connection

If the wireless router is set as described below, manually enter all the required information for the wireless LAN connection (**▶Setting Up Connection by Specifying Detailed Settings(P. 30)**).

- ANY connection refusal[*] is activated.

- The WEP key that was automatically generated (hexadecimal) is selected.

- The stealth mode is activated.

[*] A function in which the wireless router refuses the connection if the SSID on the device to be connected is set to "ANY" or is blank.

When you need to change the settings of the wireless router

If the wireless router is set as described below, change the settings of the router.

- The MAC address packet filtering is set.

● When only IEEE 802.11n is used for the wireless communication, WEP is selected or the WPA/WPA2 encryption method is set to TKIP.

Problem with the USB Connection

Cannot communicate.

● Change the USB cable. If you are using a long USB cable, replace it with a short one.

● If you are using a USB hub, connect the machine directly to your computer using a USB cable.

Problem with the Print Server

You cannot find the print server to connect to.

● Are the print server and computer connected correctly?

● Is the print server running?

● Do you have user rights to connect to the print server? If you are not sure, contact the server administrator.

● Is [Network discovery] enabled?
 ◉Enabling [Network discovery](P. 739)

You cannot connect to a shared printer.

● On the network, does the machine appear among the printers of the print server? If it is not displayed, contact the network or server administrator.
 ◉Displaying Shared Printers in the Print Server(P. 740)

Copying/Printing Problems

2579-0A7

See ❯**Common Problems(P. 630)** also.

Printing/copy results are not satisfactory. Paper creases or curls. ❯**When You Cannot Print Properly(P. 640)**

You cannot print.

- Can you print a Windows test page? If you can print a Windows test page, there is no problem with the machine or the printer driver. Check the print settings of your application.
  ❯**Printing a Test Page in Windows(P. 741)**

  If you cannot print a test page, check the following according to your environment.
  ■ Wireless LAN connection

- Check the connection status (signal strength) of the wireless LAN.
  ❯**Viewing Network Settings(P. 41)**

  ### NOTE:

  - If the connection is poor, try the following.
    - Change the channel of your wireless LAN router. If you have more than one router, set the channels to be at least five channels apart.
    - If you can change the radio output power of your wireless LAN router, raise the output power.

  - If your computer is connected to a wireless LAN, are the computer and this machine using the same wireless LAN router SSID? If they are different, reset the wireless LAN connection settings of this machine.
    ❯**Viewing Network Settings(P. 41)**
    ❯**Checking the SSID to Which Your Computer is Connected(P. 746)**
    ❯**Connecting to a Wireless LAN(P. 21)**

  ### NOTE:

  When you reset wireless LAN connection settings
- As the wireless LAN router, select the one with the SSID to which the computer is connected.

  - Have you selected the correct port? If there is no port to use, create a port.
    ❯**Checking the Printer Port(P. 744)**
    ❯**Configuring Printer Ports(P. 47)**

  - Is communication not limited by the firewall on your computer? If IP addresses are incorrectly entered, you will be not able to access the machine. In that case, you need to use the operation panel to set <IPv4 Address Filter> or <IPv6 Address Filter> to <Off>.
    ❯**Restricting Communication by Using Firewalls(P. 360)**
    ❯**<IPv4 Address Filter> (P. 446)**
    ❯**<IPv6 Address Filter> (P. 446)**

  - Disable security software and other resident software.

  - Reinstall the printer driver.
    ❯**Installing Drivers(P. 81)**

- Can you print from other computers on the network? If you also cannot print from other computers, contact your dealer or the service center.

  ■ Wired LAN connection

- Have you selected the correct port? If there is no port to use, create a port.
  ❯**Checking the Printer Port(P. 744)**
  ❯**Configuring Printer Ports(P. 47)**

- Is communication not limited by the firewall on your computer? If IP addresses are or an MAC address is incorrectly entered, you will be not able to access the machine. In that case, you need to use the operation panel to set <IPv4 Address Filter>, <IPv6 Address Filter>, or <MAC Address Filter> to <Off>.
  ❯**Restricting Communication by Using Firewalls(P. 360)**
  ❯**<IPv4 Address Filter> (P. 446)**
  ❯**<IPv6 Address Filter> (P. 446)**
  ❯**<MAC Address Filter> (P. 446)**

- Disable security software and other resident software.

- Reinstall the printer driver.
  ❯**Installing Drivers(P. 81)**

- Can you print from other computers on the network? If you also cannot print from other computers, contact your dealer or the service center.

  ■ USB connection

- Have you selected the correct port? If there is no port to use or you are not sure, reinstall the printer driver. When you reinstall the printer driver, the correct port is created automatically.
  ❯**Checking the Printer Port(P. 744)**
  ❯**Installing Drivers(P. 81)**

- Is bidirectional communication enabled? Enable bidirectional communication, and restart the computer.
  ❯**Checking Bidirectional Communication(P. 745)**

- Disable security software and other resident software.

- Connect to another USB port on the computer.

- Can you print from a USB connection to another computer? If you also cannot print from other computers, contact your dealer or the service center.

  ■ Via print server

- Can you print from the print server? If you can print from the print server, check the connection between the print server and your computer.
  ❯**Problem with the Print Server(P. 634)**

- Disable security software and other resident software.

- Reinstall the printer driver.
  ❯**Installing Drivers(P. 81)**

- Can you print from other computers via the print server? If you also cannot print from other computers, contact your local authorized Canon dealer or the Canon help line.

- Has an error occurred? Check the job log.
  ❯**Checking the Copying Status and Log(P. 201)**
  ❯**Checking the Printing Status and Log(P. 265)**

- Can you copy? If you can copy, then there is no problem with the machine. If you cannot copy, try printing out a nozzle check pattern.
  ❯**Checking the Condition of the Nozzles(P. 590)**

Printing seems to be slow. *

- Disabling Secure Print is recommended if you are not using it.
  ◎**Changing the Valid Time Period for Secured Documents(P. 271)**

- Print speed may be slower depending on the image being printed. Changes to the "Density/Drying Time Adjustment" and "Paper Curl Adjustment After Printing" settings may also change the print speed.

  * When the free space in memory is running low, the processing speed of the machine becomes slow, just as a computer does. There is nothing abnormal.

- Printing is slower when resolution is set to "1200 dpi".

- Print speed may differ depending on the paper source. It is recommended that you use the top paper source when using high-speed printing.

- If the paper type setting is heavy 6, labels, postcard, envelope, or photo paper (matte), print speed is slower than with plain paper.

- If printing with a custom size larger than 19 inches (larger than 482.7 mm) using the multi-purpose tray, print speed is slower.

- Print speed may be slower depending on the environment of use (temperature/humidity).

- During continuous printing, printing may pause or be slower.

It takes a long time before printing starts.

- It may take time for the machine to recover after clearing an error (paper jam, etc.). Wait for the machine to recover.

- It may take time if the machine initiates maintenance during printing. Wait for the machine to complete maintenance. It is also recommended not to turn off the machine while it is processing. If the machine is forced to turn off while it is operating (unplugging, etc.), it will take longer for the machine to recover the next time it is turned on.

- It may take time for printing to start soon after turning the machine on. Wait for the machine to start printing.

- It may take time if printing resolution is set to "1200 dpi". Returning the machine to its default settings might resolve the problem.

Faxing/Telephone Problems

2579-0A8

See ⊙**Common Problems(P. 630)** also.

⊙**Sending Problems(P. 638)**
⊙**Receiving Problems(P. 639)**

Sending Problems

A fax cannot be sent.

- Is an external phone line busy? Wait until the line becomes free.

- Has an error occurred? Print and check a Communication Management Report.
  ⊙**Communication Management Report(P. 621)**

- Is a telephone line set correctly?
  ⊙**Connecting the Telephone Line(P. 86)**

- When sending the fax overseas, insert pauses in the fax number.
  ⊙**Basic Operations for Sending Faxes(P. 220)**

A fax cannot be sent with a destination in the history specified.

- Did you turn OFF the machine? If so, the stored history was deleted.

- Did you set <Restrict New Destinations> to <On>? If so, the history before you set was deleted.

- Did you set <Restrict Resending from Log> to <On>? If so, the destinations in the history cannot be specified.

A fax cannot be sent on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

The results of a sent fax are not satisfactory.

- Clean the platen glass or feeder. If cleaning does not improve the results, the recipient's fax machine may be a cause.
  ⊙**Cleaning the Platen Glass(P. 512)**
  ⊙**Cleaning the Feeder(P. 514)**

Receiving Problems

The results of received fax are not satisfactory. Paper creases or curls. ⊙When You Cannot Print Properly(P. 640)

Telephone and fax cannot be switched automatically.

- Check that the receive mode is set to <Fax/Tel (Auto Switch)>, <Answering Machine>, <DRPD>, or <Net Switch>.
  ⊙**Selecting the Receive Mode(P. 85)**
- Free space in memory may be running low. Print or delete data in memory.
  ⊙**Checking/Forwarding/Deleting Documents in Memory(P. 242)**
  ⊙**Printing Documents in Memory(P. 241)**

A fax cannot be received automatically.

- Check that the receive mode is set to <Fax/Tel (Auto Switch)>, <Auto>, <Answering Machine>, <DRPD>, or <Net Switch>.
  ⊙**Selecting the Receive Mode(P. 85)**
- Free space in memory may be running low. Print or delete data in memory.
  ⊙**Checking/Forwarding/Deleting Documents in Memory(P. 242)**
  ⊙**Printing Documents in Memory(P. 241)**

A fax cannot be received on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

When You Cannot Print Properly

2579-0A9

If printing results are not satisfactory, or paper creases or curls, try the following solutions. If the problems persist, contact your dealer or the service center.

◉**Printing Results Are Not Satisfactory(P. 641)**
◉**Paper Creases or Curls(P. 651)**
◉**Paper Is Fed Incorrectly(P. 653)**

Printing Results Are Not Satisfactory

2579-0AA

Dirt inside the machine may affect printing results. Perform care and cleaning to the machine first. **○Regular Cleaning(P. 510)**

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○**Printouts Are Faded/Colors Turn Out Differently/White Streaks (Lines) Appear(P. 641)**
○**Color Unevenness or Colored Streaks(P. 642)**
○**Colors Are Mismatched(P. 642)**
○**Copies Are Not Printed Well(P. 643)**
○**Cannot Copy Black or Near-Black Text when Color Copying(P. 643)**
○**Smudge Marks Appear on the Edge of Printouts(P. 644)**
○**Smudge Marks Appear on the Side to Print On(P. 644)**
○**Smudge Marks Appear on Originals(P. 645)**
○**Smudge Marks Appear on the Back Side of Paper(P. 646)**
○**The Back Side of a Printout Is Smudged by Ink from the Next Printout(P. 646)**
○**Images Bleed Through(P. 646)**
○**A Portion of the Page Does Not Print(P. 647)**
○**Pages Do Not Print on the Intended Side/in the Intended Direction(P. 647)**
○**Pages Do Not Print at the Intended Size(P. 648)**
○**Orientations of Back and Front Do Not Match for 2-Sided Printing(P. 648)**
○**Lines Are Missing or Do Not Print(P. 648)**
○**Printouts Turn Out Black and White(P. 649)**
○**Images are Printed Tilted or Are Outside the Printable Area(P. 650)**

Q

Printouts Are Faded/Colors Turn Out Differently/White Streaks (Lines) Appear

A

→ **Did you check the paper and print quality?**

- Check that settings in the machine's operation panel or in the printer driver match the paper size, type, and print quality that you want to use.
  ○**Specifying Paper Size and Type(P. 152)**
  ○**Printing(P. 260)**
  ○**Drivers(P. 758)**

→ **Did you check for clogging in the print head?**

- Print out a nozzle check pattern, and then perform print head cleaning, etc. as necessary.
  ○**Cleaning the Print Head(P. 526)**

- If white streaks appear again a while after being corrected with print head cleaning, adjust the maintenance interval.
  ○**<Adjusting Maintenance Interval>(P. 453)**

- If white streaks are not corrected even after performing print head cleaning, perform white streak correction.

◉**<White Streak Correction>(P. 453)**

➔ **Did you perform color correction (All Paper Types)?**

● Perform color correction (All Paper Types).
◉**Correcting Colors(P. 595)**
◉**Correcting Colors in All Paper Types(P. 596)**

➔ **Did you perform color correction (Single Paper Type)?**

● If the steps above do not resolve the problem, perform color correction (Single Paper Type).
◉**Correcting Colors(P. 595)**
◉**Correcting Colors for Each Paper Type(P. 599)**

Q

Color Unevenness or Colored Streaks

A

➔ **Did you check the paper and print quality?**

● Check that settings in the machine's operation panel or in the printer driver match the paper size, type, and print quality that you want to use.
◉**Specifying Paper Size and Type(P. 152)**
◉**Printing(P. 260)**
◉**Drivers(P. 758)**

➔ **Did you perform a print head diagnosis?**

● Perform a print head diagnosis.
◉**Diagnosing the Print Head(P. 584)**

➔ **Did you perform color correction (Single Paper Type)?**

● If the steps above do not resolve the problem, perform color correction (Single Paper Type).
◉**Correcting Colors(P. 595)**
◉**Correcting Colors for Each Paper Type(P. 599)**

Q

Colors Are Mismatched

A

➜ Did you check the paper and print quality?

- Check that settings in the machine's operation panel or in the printer driver match the paper size, type, and print quality that you want to use.
  ❏**Specifying Paper Size and Type(P. 152)**
  ❏**Printing(P. 260)**
  ❏**Drivers(P. 758)**

➜ Did you perform print head position adjustment?

- Adjust the position of the print head to correct color mismatching, etc.
  ❏**Aligning the Print Head(P. 605)**

Q

Copies Are Not Printed Well

A

➜ Is the original placed properly on the platen glass?

- Place the original with the side to be scanned face down.
  ❏**Placing Originals(P. 133)**

➜ Are you copying an original that was printed out on the machine?

- If copying an original that was printed out on the machine, printing may not turn out well depending on the original photo or document.
  Print directly from the machine, or directly from a PC where printing from a PC is possible.
  ❏**Printing(P. 260)**

➜ Is the document feed scanning area dirty?

- Clean the document feed scanning area.
  ❏**Cleaning the Platen Glass(P. 512)**
  ❏**Cleaning the Feeder(P. 514)**

Q

Cannot Copy Black or Near-Black Text when Color Copying

A

➜ Did you perform text color adjustment for color copies?

- Perform text color adjustment if you cannot copy black or near-black text as intended when color copying.
  ❏**Adjusting Values for Text Color Reproducibility(P. 593)**

Q

Smudge Marks Appear on the Edge of Printouts

A

➔ Are you using appropriate paper?

- Check the supported paper types and replace with an appropriate type. Also, set the paper size and type correctly.
  ❯Available Paper(P. 726)
  ❯Loading Paper(P. 137)
  ❯Specifying Paper Size and Type(P. 152)

➔ Is the paper creased or curled?

- Replace with appropriate paper that is not creased or curled.
  ❯Loading Paper(P. 137)

➔ Are you using thick paper outside the machine's specifications or paper that curls or wrinkles easily when absorbing ink?

- Check the supported paper types and replace with an appropriate type. Also, set the paper size and type correctly.
  ❯Available Paper(P. 726)
  ❯Loading Paper(P. 137)

➔ Is the paper path dirty?

- Clean the paper path.
  ❯Cleaning the Paper Path(P. 519)

Q

Smudge Marks Appear on the Side to Print On

A

➔ Did you check the paper and print quality?

- Check that settings in the machine's operation panel or in the printer driver match the paper size, type, and print quality that you want to use.
  ❯Specifying Paper Size and Type(P. 152)
  ❯Printing(P. 260)
  ❯Drivers(P. 758)

➜ Is the paper creased or curled?

- Replace with appropriate paper that is not creased or curled.
  ◐**Loading Paper(P. 137)**

➜ Is the paper rubbing?

- Widen the gap between the paper and print head.
  ◐**Preventing Abrasion(P. 604)**

➜ Is the document feed scanning area dirty?

- Clean the document feed scanning area.
  ◐**Cleaning the Platen Glass(P. 512)**
  ◐**Cleaning the Feeder(P. 514)**

➜ Is the interior of the machine dirty?

- Clean the interior of the machine.
  ◐**Cleaning the Interior(P. 518)**

➜ Is an appropriate wait time for ink to dry set?

- Try setting a longer wait time for ink to dry.
  ◐**Adjusting the Density and Ink Drying Time(P. 608)**

➜ Are you using paper that is hard to dry?

- Check usable paper, and replace with appropriate paper.
  ◐**Available Paper(P. 726)**
  ◐**Loading Paper(P. 137)**

- Try printing at a lower density.
  ◐**<Density/Drying Time Adjustment>(P. 452)**

Smudge Marks Appear on Originals

➜ Is the document feed scanning area dirty?

- Clean the document feed scanning area.
  ◐**Cleaning the Platen Glass(P. 512)**
  ◐**Cleaning the Feeder(P. 514)**

Q

Smudge Marks Appear on the Back Side of Paper

A

➔ Have you loaded paper that is smaller than the size of the print data?

- Check to make sure that the paper size matches the size of the print data.
  ◉Specifying Paper Size and Type(P. 152)

➔ Did you check the paper and print quality?

- Check that settings in the machine's operation panel or in the printer driver match the paper size, type, and print quality that you want to use.
  ◉Specifying Paper Size and Type(P. 152)
  ◉Printing(P. 260)
  ◉Drivers(P. 758)

➔ Did you print with a smaller-size paper immediately before?

- Ink sometimes gets on the paper path or sensor areas when printing small-size paper. Clean the paper path and sensor areas.
  ◉Cleaning the Paper Path(P. 519)
  ◉Cleaning the Sensor Area(P. 523)

Q

The Back Side of a Printout Is Smudged by Ink from the Next Printout

A

➔ Did you adjust the density or ink drying time?

- If the back side of a printout is smudged by ink from the next printout, adjusting the print density and drying time may correct the problem.
  ◉Adjusting the Density and Ink Drying Time(P. 608)

Q

Images Bleed Through

A

➜**Is the background density appropriate?**

- If originals bleed through, adjust the background density for printing to turn out well.
  ❍**Basic Copy Operations(P. 194)**
  ❍**Basic Operations for Sending Faxes(P. 220)**
  ❍**Adjusting Density(P. 307)**

A Portion of the Page Does Not Print

➜**Do you print data without margins?**

- This can occur if printing without margins is set in the printer driver. The area that is printable with this machine the area excluding 0.16 inches (4 mm) all around the paper (for envelopes, 0.39 inches (10 mm) at top and bottom).Make sure there are margins around the document to be printed.
  [Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]
  ❍**Drivers(P. 758)**

➜**Do the paper guides align with the edges of the paper?**

- If the paper guides are too loose or too tight, part of a document may not be printed.
  ❍**Loading Paper(P. 137)**

➜**Did you check the paper size?**

- Check whether settings in the machine's operation panel or in the printer driver match the paper size you want to use.

Pages Do Not Print on the Intended Side/in the Intended Direction

➜**Is the paper loaded in the opposite way?**

- Check the direction and back/front of the loaded paper. If loaded in the opposite way, reload the paper.
  ❍**Loading Paper(P. 137)**

Pages Do Not Print at the Intended Size

A ✎

➔ Are the original size and loaded paper size different?

- Replace the loaded paper with paper of the size you want to print.
- Match [Output Size] in the printer driver with the paper size to be printed.
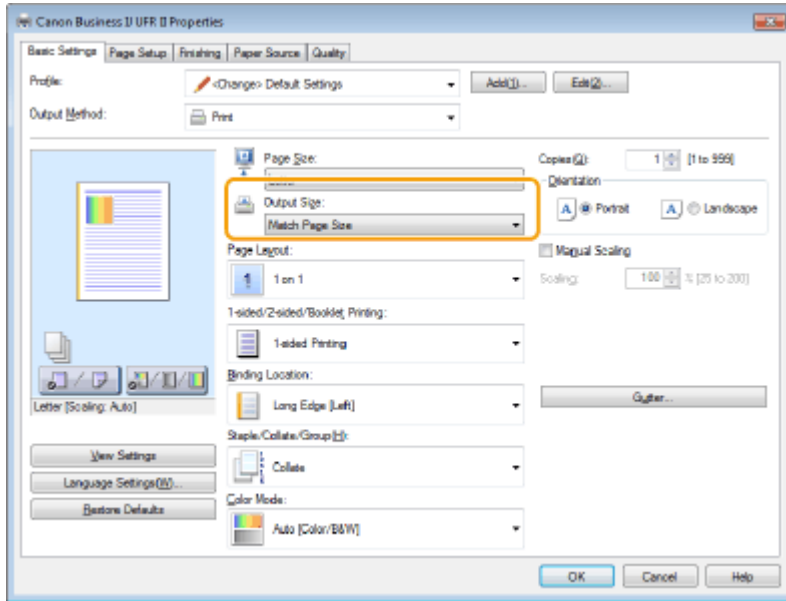
❏**Drivers(P. 758)**

Q ✎

Orientations of Back and Front Do Not Match for 2-Sided Printing

A ✎

➔ Is the 2-sided print setting correct?

- Check print settings with the following procedure.
  1 In the print settings screen for the application, select the direction of the original.
  2 In the driver's [Basic Settings] screen, set [Orientation] to the same direction as in step 1.
  3 While checking the print image, set [Page Layout: <Value>] ▶ [Page Order] ▶ [1-sided/2-sided/Booklet Printing] ▶ [Binding Location: <Value>].
  ❏**Drivers(P. 758)**

Q ✎

Lines Are Missing or Do Not Print

A ✎

➜ **Did you specify Page Layout: N on 1?**

➜ **Did you set a gutter width with [Gutter: <Value>]?**

- Thin lines may not print. Try setting thicker lines.

- Try changing the following settings in the printer driver.
  [Quality] tab ▶ [Advanced Settings] ▶ [Increase Line Density] ▶ [On]
  [Quality] tab ▶ [Advanced Settings] ▶ [Sharpen Text] ▶ [Off]
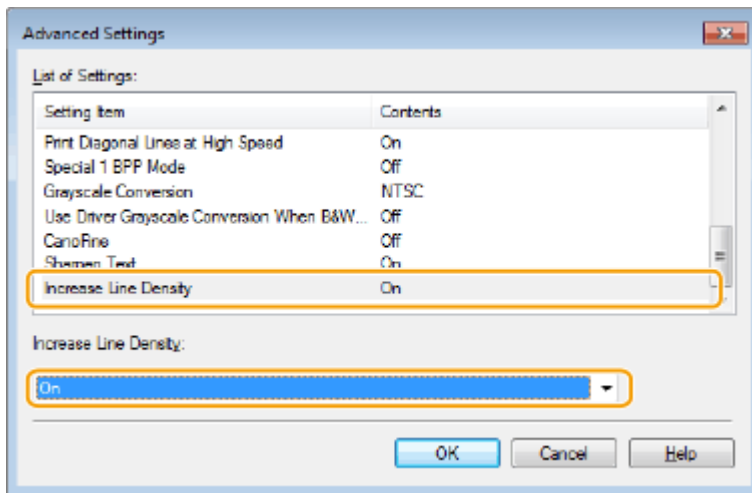
◗**Drivers(P. 758)**

Q
Printouts Turn Out Black and White

A

➜ **Is [Color Mode] set to [Black and White] in a Windows printer driver?**

- Set [Color Mode] to [Color] in the printer driver.
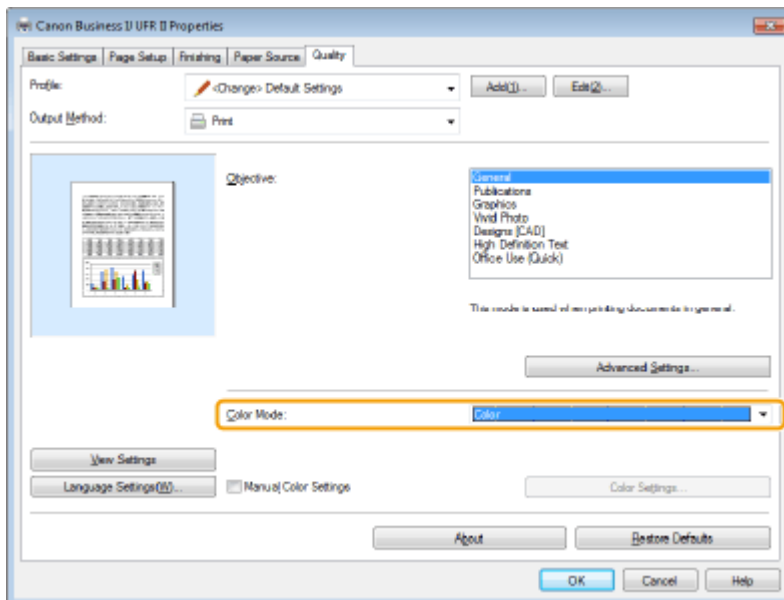
❍Drivers(P. 758)

Q

Images are Printed Tilted or Are Outside the Printable Area

A

➔ **Did you adjust margins?**

- If images are printed tilted or are outside the printable area, adjust margins.
❍Adjusting Margins(P. 612)

Paper Creases or Curls

2579-0AC

Q

○Paper Creases or Curls(P. 651)
○Paper Curls(P. 651)
○Ink Blurs(P. 652)

Q

Paper Creases or Curls

A

→ Is paper loaded correctly?

- If paper is not loaded below the load limit line or is loaded obliquely, it may crease.
  ○Loading Paper(P. 137)

→ Are you using paper that has absorbed moisture?

- Replace with appropriate paper.
  ○Available Paper(P. 726)
  ○Loading Paper(P. 137)

→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.
  ○Available Paper(P. 726)
  ○Loading Paper(P. 137)

Q

Paper Curls

A

→ Are you using appropriate paper?

- Check the supported paper types and replace with an appropriate type. Also, set the paper size and type correctly.
- Reload the paper by changing the side to print on (front side/back side). In rare cases the symptom may become worse depending on the paper. If this occurs, change the side to print on back to the previous side.
  ○Available Paper(P. 726)
  ○Loading Paper(P. 137)

◉**Specifying Paper Size and Type(P. 152)**

Q

Ink Blurs

A

➜ **Did you check the paper and print quality?**

- If a high print density is set, lower the density setting and try printing again.
  ◉**Adjusting the Density and Ink Drying Time(P. 608)**
  ◉**Specifying Paper Size and Type(P. 152)**

➜ **If printing photos, are you using photo paper?**

- Replace with appropriate paper.
  ◉**Selecting the Type of Original for Copying(P. 204)**
  ◉**Specifying Paper Size and Type(P. 152)**

➜ **Are you using paper that has absorbed moisture?**

- Replace with appropriate paper.
  ◉**Loading Paper(P. 137)**

Paper Is Fed Incorrectly

2579-0AE

Q

◗**Printouts Are Skewed(P. 653)**
◗**Paper Is Not Fed/Two or More Sheets Are Fed Together(P. 653)**
◗**Originals Jam Frequently (Copying)(P. 653)**

Q

Printouts Are Skewed

A

➔ **Do the paper guides align with the edges of the paper?**

- If the paper guides are too loose or too tight, the printouts are skewed.
  ◗**Loading Paper(P. 137)**

Q

Paper Is Not Fed/Two or More Sheets Are Fed Together

A

➔ **Is paper loaded correctly?**

- Fan the paper stack thoroughly so that paper is not stuck together.

- Check whether paper is loaded correctly.
  ◗**Loading Paper(P. 137)**

- Check whether the number of sheets of paper loaded is appropriate and whether the appropriate paper is used.
  ◗**Available Paper(P. 726)**
  ◗**Loading Paper(P. 137)**

- Check whether mixed sizes and types of paper are loaded together.
  ◗**Loading Paper(P. 137)**

Q

Originals Jam Frequently (Copying)

A

➜ **Are the paper feed rollers or feeder dirty?**

- Clean the paper feed rollers and feeder. If this does not solve the problem, perform the feeder's automatic cleaning.
  ▶**Cleaning the Feeder(P. 514)**

➜ **Are the paper feed rollers or feeder dirty?**

- Clean the paper feed rollers and feeder. If this does not solve the problem, perform the feeder's automatic cleaning.
  ▶**Cleaning the Feeder(P. 514)**

A Message or a Number Starting with "#" (an Error Code) Is Displayed

2579-0AF

When a message appears on the machine's display, or a number (error code) prefixed with "#" appears, see the following sections to check the solution.

▶**Countermeasures for Each Message(P. 656)**
▶**Countermeasures for Each Error Code(P. 677)**

Countermeasures for Each Message

If you cannot send a fax or the memory is full, or you encounter operation problems, a message appears on the display. Find out more information about messages in the following list.

A print head error may have occurred.

A problem occurred with the print head.

- Turn the machine off then on again. If the print head does not recover after turning the machine off then on, contact your dealer or the service center.
- If you have a print head ready, replace the print head.
  ▶**Replacing the Print Head(P. 536)**

An error occurred during certificate verification.

The certificate has expired, or contains incorrect information.

- Install the correct CA certificate.
  ▶**Registering the Key and Certificate for Network Communication(P. 379)**
- Check the certificate for validity period and domain name in the DNS settings.

An invalid paper size/type combination was detected. Drawer: XXXX Check the position of the paper guides in the drawer and [Paper Settings] on the Home screen.

XXXX shows paper sources (1 to 4) of the paper drawer.

The paper settings in the paper drawer differ from the paper that is loaded.

- Check the paper settings on the paper information in <Paper Settings>. If the paper settings are incorrect, match them with the paper size and type of the paper that is loaded. Paper settings can be specified for all the paper sizes and types set in the paper drawers in <Paper Settings>.
  ▶**Specifying Paper Size and Type in the Paper Drawer(P. 153)**

Black & White copying is restricted. Only Color copying is available.

Black and white copying is disabled in the Department ID Management.

- To copy in black and white, log in using a Department ID for which black and white copying is not restricted. For the Department ID and PIN, contact your Administrator.
  ▶**Setting the Department ID Management(P. 346)**

Black & White printing is restricted. Only Color printing is available.

Black and white printing is disabled in the Department ID Management.

- To print in black and white, log in using a Department ID for which black and white printing is not restricted. Contact your Administrator for the Department ID and PIN.
  ◉**Setting the Department ID Management(P. 346)**

Cannot analyze the authentication server certificate.

The authentication server certificate may be invalid, or the certificate may be in a format that the printer does not support.

- Check the authentication server certificate.
  ◉**Configuring IEEE 802.1X Authentication Settings(P. 388)**

Cannot change the destination type of destinations registered to a group.

A selected destination could not be edited because it was registered to Group Dial.

- To change the type of destination that is registered to Group Dial, first delete the registered destination from Group Dial. Next, change the destination type, and then register the destination to Group Dial again.

Cannot find the access point.

When automatic setting with WPS was attempted, a wireless router could not be detected within a specific period of time.

- Connect again paying attention to the time limit.
  ◉**Setting Up Connection Using WPS Push Button Mode(P. 23)**
  ◉**Setting Up Connection Using WPS PIN Code Mode(P. 25)**

An SSID or network key of a wireless router was entered manually, but the entry was incorrect.

- Check the SSID and network key, and enter the correct ones again.
  ◉**Checking the SSID and Network Key(P. 33)**
  ◉**Setting Up Connection by Specifying Detailed Settings(P. 30)**

A wireless router could not be detected due to setting problems of the network to be connected.

- Check whether the machine is properly installed and ready to connect to the network.
  ◉**Installation/Settings Problems(P. 631)**

- If the problem persists, check the security settings of the wireless router.

Cannot print RX data.

Received documents cannot be printed due to some specific situation.

- Check if there has occurred one of the following situations. If messages including causes and solutions appear on the display, check the contents.

  — A cover is open.

  — There is no paper loaded.

  — The paper is jammed.

  — An error has occurred.

Cannot receive the fax. Make sure the fax was sent correctly by the sender.

The recipient's machine did not respond within 35 seconds.

- Ask the sender to send the fax again. If you hear a beep, select <Start Receiving> to receive the fax.
  ○Receiving Faxes(P. 229)

Cannot scan from the feeder when Book->2 Pages is set.

You are using a function that cannot be used when an original is placed in the feeder.

- Place the original on the platen glass.

Cannot send because more than one destination is specified.

Sending a fax to multiple destinations is disabled.

- To specify multiple destinations, you need to set <Restrict Sequential Broadcast> to <Off>. For more information, contact your Administrator.
  ○Restricting Sequential Broadcasts(P. 398)

Cannot specify group destinations when on-hook.

Group Dial was specified as a destination after selecting <Hook>.

- Once you select <Hook>, you cannot specify destinations in Group Dial. Specify destinations to send fax documents without selecting <Hook>.

Cannot specify group destinations, or multiple destinations at the same time.

Multiple destinations or Group Dial was specified after selecting <Hook>.

- Multiple destinations or Group Dial cannot be specified as a destination after selecting <Hook>. Specify destinations without selecting <Hook> to send a fax.

Cannot use these settings. Sending to the specified destination is restricted.

The machine is set up so that the user currently logged in cannot send to the addresses registered in the selected <Favorite Settings>.

- ● Change the send restrictions for the logged in user.
  ◉**Setting the Department ID Management(P. 346)**

Cartridge EEPROM Checksum ErrorCannot recognize the maintenance cartridge. Please replace the maintenance cartridge.

Cannot recognize the maintenance cartridge.

- ● Replace the maintenance cartridge.
  ◉**Replacing the Maintenance Cartridge(P. 532)**

Cartridge Installed on Another Device
Maintenance cartridges previously installed on other printers cannot be installed on this device. Please install a new maintenance cartridge.

A maintenance cartridge that has been installed in another machine has been installed.

- ● A maintenance cartridge that has been installed in another machine cannot be installed. Install a correct maintenance cartridge.
  ◉**Replacing the Maintenance Cartridge(P. 532)**

Cassette Feeding Unit Side Cover Open

The cassette feeding unit side cover is open.

- ● Close the side cover on the cassette feeding unit.
  ◉**Front Side(P. 103)**

Change the authentication password.

The password has expired.

- ● Set a new password.

Check the authentication settings.

The authentication method set on the machine does not match the authentication method set on the RADIUS server.

- Check that the same authentication method is set on this machine and the RADIUS server, and set the correct authentication method.
  ❯**Configuring IEEE 802.1X Authentication Settings(P. 388)**

Color copying is restricted. Only Black & White copying is available.

Color copying is disabled in the Department ID Management.

- To copy in color, log in using a Department ID for which color copying is not restricted. Contact your Administrator for the Department ID and PIN.
  ❯**Setting the Department ID Management(P. 346)**

Color printing is restricted. Only Black & White printing is available.

Color printing is disabled in the Department ID Management.

- To print in color, log in using a Department ID for which color printing is not restricted. Contact your Administrator for the Department ID and PIN.
  ❯**Setting the Department ID Management(P. 346)**

Copying is restricted.

Copying is disabled in the Department ID Management.

- Log in with a Department ID for which copying is not disabled. For the Department ID and PIN, contact your Administrator.
  ❯**Setting the Department ID Management(P. 346)**

Could not connect.

An error caused connection in Access Point Mode to fail.

- Wait a while, then configure the setting again. If you are still unable to connect, turn off the machine and then restart it.
  ❯**Connecting Directly (Access Point Mode)(P. 332)**

Could not connect. Check the PSK settings.

The network key (PSK) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (PSK) of the wireless router, and set it to the machine again.
  ❯**Checking the SSID and Network Key(P. 33)**
  ❯**Setting Up Connection by Selecting a Wireless Router(P. 27)**
  ❯**Setting Up Connection by Specifying Detailed Settings(P. 30)**

- If the problem persists even after checking the network key, check whether the machine is properly installed and ready to connect to the network.
  ❯**Installation/Settings Problems(P. 631)**

Could not connect using the wireless LAN. Turn the main power OFF and ON, then configure the settings again.

A connection failed due to an error while setting wireless LAN connection.

- Restart the machine and set again.
- If the problem persists even after restarting the machine, check whether the machine is properly installed and ready to connect to the network.
  ❯**Installation/Settings Problems(P. 631)**
- If the problem persists even after checking the wireless LAN connection, check the security settings of the wireless router.

Could not connect using WPS. Wait a moment, then configure the settings again.

When automatic setting with WPS was attempted, the connection failed due to an error.

- Wait for a while, and set again. If the problem persists, check whether the wireless router supports WPS.

If WPS is supported:

Check whether the machine is properly installed and ready to connect to the network.
❯**Installation/Settings Problems(P. 631)**

If WPS is not supported:

Set using another connecting method.
❯**Connecting to a Wireless LAN(P. 21)**

Could not connect. The maximum number of devices that can connect to the access point has been reached.

The machine attempted to connect to a wireless LAN router to which the maximum number of devices was already connected.

- Decrease the number of devices (clients) that are connected to the wireless LAN router. For information on the maximum number of devices that can connect, see the instruction manual for the wireless LAN router or contact the manufacturer.

Could not detect any connections from wireless devices.

Mobile device detection was not possible within the predetermined length of time.

- Connect again paying attention to the time limit.
  ❯**Connecting Directly (Access Point Mode)(P. 332)**

Could not perform Open System authentication. Check the WEP settings.

The authentication method of the machine is set to <Open System>, but that of a wireless router is set to "Shared Key."

- ● Connect again by manually changing the WEP authentication method to <Shared Key>.
  ◉**Setting Up Connection by Specifying Detailed Settings(P. 30)**

The MAC address of the machine is rejected because the MAC address filter is set at a wireless router.

- ● Set the wireless router to permit the MAC address of the machine and your computer. For more information about how to set, see the instruction manuals for your networking devices or contact your manufacturer. To check the MAC address of the machine, select <Menu> ▶ <Preferences> ▶ <Network> ▶ <Wireless LAN Settings> ▶ <Connection Information>.
  ◉**Viewing the MAC Address for Wired LAN(P. 41)**

Could not perform Shared Key authentication. Check the WEP settings.

The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

- ● Check the network key (the WEP key) of the wireless router, and set it to the machine again.
  ◉**Checking the SSID and Network Key(P. 33)**
  ◉**Setting Up Connection by Specifying Detailed Settings(P. 30)**
- ● Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.
  ◉**Setting Up Connection by Selecting a Wireless Router(P. 27)**
  ◉**Setting Up Connection by Specifying Detailed Settings(P. 30)**

The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- ● Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.

Could not scan the alignment pattern. Check the alignment pattern, then try again.

Could not scan the alignment pattern correctly.

- ● Check how to place the alignment pattern and then scan again.
  ◉**Diagnosing the Print Head(P. 584)**
  ◉**Correcting Colors(P. 595)**

Device Paper Jam

Paper is jammed in the paper transport unit. Select [Next] and follow the on-screen instructions to remove the paper.

Paper is jammed in the paper transport unit.

- Follow instructions on the screen to remove jammed paper.
  ◖**Clearing Paper Jams(P. 686)**

Device Paper Jam
Paper jammed.

Paper is jammed.

- Remove originals from the document feed tray, and check whether an original is jammed in the feeder cover or output tray.
  ◖**Paper Jams in the Feeder(P. 688)**

Diagnostics failed.

A problem occurred during print head diagnostics.

- Check the remaining amounts in the ink tanks, and replace if empty. ◖**Replacing the Ink Tanks(P. 528)**

- Check the amount of maintenance cartridge used, and replace if full. ◖**Replacing the Maintenance Cartridge(P. 532)**

- Check that paper usable for print head diagnostics is loaded. If no paper is loaded, load paper and set the size and type.
  (Usable sizes: any of A3, 11x17, LTR, or A4; type: plain paper (recycled paper can be used); sheets: 5 or more)
  ◖**Loading Paper(P. 137)**
  ◖**Specifying Paper Size and Type(P. 152)**

- Check that the adjustment image printed out during print head diagnostics is placed on the platen glass correctly.
  ◖**Diagnosing the Print Head(P. 584)**

Direct Connection terminated.

Connection with the mobile device was interrupted.

- Establish Direct Connection again.
  ◖**Connecting Directly (Access Point Mode)(P. 332)**

Drawer Side Cover Open

The side cover of the standard paper drawer is open.

- Close the side cover of the standard paper drawer.
  Front Side(P. 103)

Faxing is restricted.

Faxing is disabled in the Department ID Management.

- Log in with a Department ID for which faxing is not disabled. For the Department ID and PIN, contact your Administrator.
  Setting the Department ID Management(P. 346)

Feeder Cover Open
Close the feeder cover.

The feeder cover is open.

- Close the feeder cover.
  Feeder(P. 109)

Front Cover Lock Error
The front cover cannot be opened because it is locked.

An error occurred with the front cover lock.

- The front cover is usually locked. Do not try to open it.
  Front Side(P. 103)

Front Cover Open
Close the cover.

The front cover is open.

- Close the front cover.
  Front Side(P. 103)

Ink Level Unknown

The ink level is unknown.

Cannot detect the level of ink correctly.

- Select <Cancel> and replace ink tanks, or select <I Agree> and disable ink level detection (will remain as a history log). We cannot be liable in some instances for malfunction as a result of continued printing after ink has run out or as a result of refilling ink.
  ◉**Replacing the Ink Tanks(P. 528)**

Ink Tank Control Error
Cannot recognize one or more ink tanks. Please replace the ink tanks.

Cannot recognize one or more ink tanks.

- Replace the ink tanks.
  ◉**Replacing the Ink Tanks(P. 528)**

Ink Tank Installation Position ErrorCannot recognize one or more ink tanks. Please replace the ink tanks.

Cannot recognize one or more ink tanks.

- Insert the ink tanks correctly.
  ◉**Replacing the Ink Tanks(P. 528)**

Ink Tank Not Installed
One or more ink tanks are not installed. Please install the necessary ink tanks.

One or more ink tanks are not installed.

- Install the necessary ink tanks.
  ◉**Replacing the Ink Tanks(P. 528)**

Ink Tank Recognition Error
Cannot recognize one or more ink tanks. Please replace the ink tanks.

Cannot recognize one or more ink tanks.

- Replace with the correct ink tanks.
  ◉**Replacing the Ink Tanks(P. 528)**

Ink Tank Replacement
Cannot recognize one or more ink tanks. Please replace the ink tanks.

Cannot recognize one or more ink tanks.

- Replace with correct ink tanks.
  ▶**Replacing the Ink Tanks(P. 528)**

Ink Tank Replacement
The following ink has run out. Replace with a new ink tank.

Ink has run out.

- Replace with a new ink tank.
  ▶**Replacing the Ink Tanks(P. 528)**

Load paper.

No paper is loaded in a paper drawer or the multi-purpose tray.

- Load paper.
  ▶**Loading Paper(P. 137)**

No paper is loaded for printing a report or list.

- Reports and lists can be printed on A4 or Letter-size plain paper / recycled paper / color paper. Load the appropriate paper, and then set the paper size and type.
  ▶**Loading Paper(P. 137)**
  ▶**Specifying Paper Size and Type(P. 152)**

No paper is loaded for printing received faxes.

- Load appropriate paper for received faxes, and then set the paper size and type.
  ▶**Loading Paper(P. 137)**
  ▶**Specifying Paper Size and Type(P. 152)**
  ▶**Available Paper(P. 726)**

> ## NOTE
>
> - Printing on paper other than A4 or Letter-size paper may result in portions of images not being printed or in images being printed across several sheets.

Main Unit Memory Near End of Lifetime
The main unit's memory is near the end of its lifetime.

The machine's memory is near the end of its lifetime.

- You can export address book entries and machine settings and save them to a computer. Backing up important settings is recommended.
  ◉Importing/Exporting the Setting Data(P. 423)
- Printing is no longer possible once the memory reaches the end of its lifetime. Contacting your dealer or the service center quickly is recommended.
  ◉When a Problem Cannot Be Solved(P. 699)

Maintenance Cartridge Error
A maintenance cartridge error has occurred. Please replace the maintenance cartridge.

An error occurred with the maintenance cartridge.

- Replace the maintenance cartridge.
  ◉Replacing the Maintenance Cartridge(P. 532)

Maintenance Cartridge Full
The maintenance cartridge is full. Please replace the maintenance cartridge.

The maintenance cartridge is full.

- Replace the maintenance cartridge.
  ◉Replacing the Maintenance Cartridge(P. 532)

Maintenance Cartridge Not Installed
The maintenance cartridge is not installed. Please install a maintenance cartridge.

A maintenance cartridge is not installed.

- Install a maintenance cartridge, and then press the Clear Error key.
  ◉Replacing the Maintenance Cartridge(P. 532)

Maintenance Necessary (101)

The machine requires maintenance.

- The machine can continue printing, but print quality may deteriorate. Contacting your dealer or the service center quickly is recommended. (101)
  ◉When a Problem Cannot Be Solved(P. 699)

Maintenance Necessary (102)

The machine requires maintenance.

- The machine can continue printing, but print quality may deteriorate. Contacting your dealer or the service center quickly is recommended. (102)
  When a Problem Cannot Be Solved(P. 699)

Memory Full (Secure Print)

Memory became full of secured documents that were not printed.

- Print the secured documents that are stored in memory.
  Printing via Secure Print(P. 269)

Memory Full (Skip Error)

The memory became full of print data that could not be printed due to errors.

- Cancel printing of documents to which an error has occurred, or print the documents by selecting <Skip Error> on the screen for checking the printing status.
  Canceling Prints(P. 263)

Memory Media Print is restricted.

The function that prints files in a USB memory device is disabled.

- Set <Use Print Function> in <Memory Media Settings> to <On>.
  Restricting the USB Print Function(P. 401)

Multiplexer Diode Switching Error

A problem occurred with the print head.

- Turn the machine off then on again. If the print head does not recover after turning the machine off then on, contact your dealer or the service center.
- If you have a print head ready, replace the print head.
  Replacing the Print Head(P. 536)

No reply from the destination.

A network cable may be disconnected, or there may be a problem in a switch.

- Check the status of the network cables and switches.

No response from the host.

The machine is not connected to a network correctly.

- Check the machine and network settings, and connect again.

❯**Setting Up the Network Environment(P. 17)**

Output Tray Full
Remove the paper from the output tray.

The output tray is full.

- Remove printouts from the output tray.
  ❯**Front Side(P. 103)**

Paper jammed.

Paper jams.

- Remove the jammed paper, and print again (Printing may resume automatically).
  ❯**Clearing Paper Jams(P. 686)**

Paper Sensor Dirty

The sensor is dirty.

- Open the side cover, and remove any remaining paper.

- If there is no paper remaining, clean the paper sensor.
  ❯**Cleaning the Sensor Area(P. 523)**

Paper Settings and Loaded Size Mismatch

The paper size setting on the operation panel does not match the loaded paper size.

- Match the paper size setting specified in <Paper Settings> and the size of the paper that is actually loaded.

  To use the loaded paper

  Change the setting of <Paper Settings> to match the loaded paper size.
  ❯**Specifying Paper Size and Type(P. 152)**

  NOTE:

- If printing from a computer, check whether the paper size setting in the printer driver matches the loaded paper size.

  To load paper without changing the settings

  Load the paper with the size that is set to <Paper Settings>.
  ❯**Loading Paper(P. 137)**

- Check that the paper guides in the paper drawer are set in the correct position.
  ❯**Loading Paper(P. 137)**

Platen Cleaning

Please clean the platen.

The platen area may be dirty with paper dust and ink smudges.

- Follow the on-screen instructions and clean the platen. See below for how to clean the platen.

Cleaning the platen

- Wet a cloth with water and wring it out well, then wipe the area with it.
- Since paper dust collects on the platen easily, wipe towards you starting from the side away from you, making sure paper dust does not enter the machine.
- Wipe 2 to 3 times along the rib line to remove white paper dust and ink smudges.
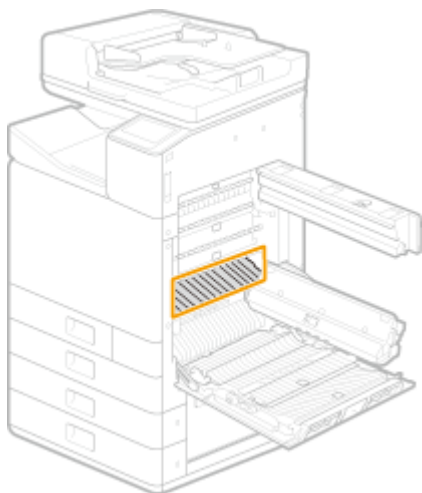
IMPORTANT:

- Do not wipe areas where star wheels are present.
- Do not touch star wheels.
- Be careful not to scratch the rollers at the back of the platen.

Please remove any objects from on the output tray.

The output tray cannot operate.

- Remove any objects that are on the output tray.
 Front Side(P. 103)

Print Head Compartment Cover Open Error
Close the print head compartment cover.
Close the front cover.

The print head compartment cover is open.

- Close the cover of the print head compartment.
 Interior(P. 108)

Print Head Connection Error
Cannot communicate with the print head. Check the connection.

A print head connection error is preventing communication with the print head.

- Check the print head connection.
  ⊙**Replacing the Print Head(P. 536)**

Print Head Replacement
Please replace the print head.

A problem occurred with the print head.

- Turn the machine off then on again. If the print head does not recover after turning the machine off then on, contact your dealer or the service center.
- If you have a print head ready, replace the print head.
  ⊙**Replacing the Print Head(P. 536)**

Printing is restricted.

Printing is disabled in the Department ID Management.

- Log in with a Department ID for which printing is not disabled. For the Department ID and PIN, contact your Administrator.
  ⊙**Setting the Department ID Management(P. 346)**

Remote scanning is restricted.

Scanning that is operated by using a computer is disabled in the Department ID Management.

- Log in to the Remote UI in System Manager Mode, display the edit screen of Department ID Management, and select the [Allow Scan Jobs with Unknown IDs] check box.
  ⊙**Setting the Department ID Management(P. 346)**

RX Data Print Error
Cannot print RX data because of an error (cartridge end of lifetime, out of paper, cover open, etc.). Check the cause of error.

Cannot print received faxes for some reason.

- Check if any of the following apply. Read any cause and troubleshooting information that is displayed.

  — A cover is open

  — No paper is loaded

— Paper or an original is jammed

— Ink tanks or the maintenance cartridge have reached time for replacement

— Something is abnormal

Scanning is restricted.

Scanning is disabled in the Department ID Management.

- Log in with a Department ID for which scanning is not disabled. For the Department ID and PIN, contact your Administrator.
  ◉**Setting the Department ID Management(P. 346)**

Set the correct authentication information.

Client credentials (key and certificate, user name and password, and CA certificate) are not set correctly.

- Check the set authentication and credentials (key and certificate, user name and password, and CA certificate).
  ◉**Configuring IEEE 802.1X Authentication Settings(P. 388)**

Set the information necessary for authentication.

The IEEE 802.1X authentication has not been configured correctly.

- Configure the IEEE 802.1X correctly from the Remote UI.
  ◉**Configuring IEEE 802.1X Authentication Settings(P. 388)**

Slide Guide Error

The registered paper size and paper guide positions do not match.

- Adjust the paper guides or load paper of the size set in <Paper Settings>.
  ◉**Loading Paper in the Multi-Purpose Tray(P. 141)**

Specifying and registering new destinations is restricted.

Only destinations that are registered in the Address Book can be specified to send a fax or e-mail.

- To enter a new destination with the operation panel, or add or edit it in the Address Book, you need to set <Restrict New Destinations> to <Off>. For more information, contact your Administrator.
  ◉**Restricting New Destinations that Can Be Specified(P. 396)**

The authentication server certificate has expired.

The server certificate sent from the RADIUS server has expired.

- Check the valid period of the server certificate on the RADIUS server.
  ❍**Configuring IEEE 802.1X Authentication Settings(P. 388)**

The authentication server certificate is incorrect.

There is no CA certificate registered in the printer that is compatible with the authentication server certificate.

- Check that there is a CA certificate registered in the printer that is compatible with the authentication server certificate.
  ❍**Configuring IEEE 802.1X Authentication Settings(P. 388)**

The computer is restricted.

Scanning that is operated on the operation panel is disabled in the Department ID Management.

- Log in to the Remote UI in System Manager Mode, display the edit screen of the corresponding Department ID, and select the [Allow Scan Jobs with Unknown IDs] check box.
  ❍**Setting the Department ID Management(P. 346)**

The maintenance cartridge is almost full.

The maintenance cartridge is almost full.

- Prepare a maintenance cartridge.
  ❍**Consumables(P. 625)**

The memory is full.

A fax could not be sent or received, or an original could not be scanned due to insufficient memory space.

- If a sending or printing job is queued, wait until the job is completed.
- If a received document is stored to memory, print or delete it.
  ❍**Saving Received Documents into the Machine (Memory Reception)(P. 241)**
- If sending an original with many pages, divide it into multiple sections.
- If sending a fax, reduce the resolution to scan the original.
  ❍**Basic Operations for Sending Faxes(P. 220)**
- If scanning, change the file format to reduce its file size.
  ❍**Basic Operations for Scanning Originals(P. 286)**

A scanned original could not be stored to a USB memory device due to insufficient memory space.

- ● Delete unnecessary data to free space in the USB memory device, or connect a different USB memory device.
  ○**Insert a USB Memory Device(P. 105)**

The memory is full. Enter the original type settings again.

An original could not be scanned because memory became full during copying.

- ● Set <Original Type> to <Text/Photo/Map>, and copy.
  ○**Selecting the Type of Original for Copying(P. 204)**

The memory is full. Scanning will be canceled. Do you want to print?

An original could not be scanned due to insufficient memory space.

- ● Select whether to print the pages that were scanned or cancel the job.
- ● Copy the original in two or more parts.

Not all of the pages could be scanned during sorting and copying.

- ● Select whether to print the pages that were scanned or cancel the job.
- ● If this is a copy job, either copy the original in two or more parts or change the <Original Type> setting to <Text/Photo/Map> and then copy the original.
  ○**Selecting the Type of Original for Copying(P. 204)**

The number of entered characters is incorrect or invalid characters are used.

The network key (the WPA/WPA2-PSK or WEP key) of a wireless router is not entered correctly.

- ● Check the network key (the WPA/WPA2-PSK or WEP key) of the wireless router, and set it to the machine again. For more information about how to check the network key, see the instruction manuals for your networking devices or contact your manufacturer.
  ○**Checking the SSID and Network Key(P. 33)**
  ○**Setting Up Connection by Selecting a Wireless Router(P. 27)**
  ○**Setting Up Connection by Specifying Detailed Settings(P. 30)**

The paper size/type combination is invalid.

The paper settings in the multi-purpose tray differ from the paper that is loaded.

- ● Check the paper settings on the paper information in <Paper Settings>. If the paper settings are incorrect, match them with the paper size and type of the paper that is loaded. Paper settings can be specified for all the paper sizes and types set in the multi-purpose tray in <Paper Settings>.
  ○**Specifying Paper Size and Type in the Multi-Purpose Tray(P. 156)**

The print head nozzles are clogged.

A problem occurred with the print head.

- Turn the machine off then on again. If the print head does not recover after turning the machine off then on, contact your dealer or the service center.

- If you have a print head ready, replace the print head.
  ▶**Replacing the Print Head(P. 536)**

The sensor's effectiveness is decreasing.
Sensor Error

The paper sensor may be dirty.

- Cleaning the sensor is recommended.
  ▶**Cleaning the Sensor Area(P. 523)**

The USB memory is restricted.

The function that stores a scanned original to a USB memory device is disabled.

- Set <Use Scan Function> to <On>.
  ▶**Restricting the Scan to USB Function(P. 401)**

The WEP key is not set correctly. Check the WEP settings.

The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (the WEP key) of the wireless router, and set it to the machine again.
  ▶**Checking the SSID and Network Key(P. 33)**
  ▶**Setting Up Connection by Selecting a Wireless Router(P. 27)**
  ▶**Setting Up Connection by Specifying Detailed Settings(P. 30)**

The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.
  ▶**Setting Up Connection by Selecting a Wireless Router(P. 27)**
  ▶**Setting Up Connection by Specifying Detailed Settings(P. 30)**

- Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.

Transport Guide Open

The transport guide is open.

- Close the transport guide.
  ◉**Interior(P. 108)**

Transport Unit Cover Open

Transport unit covers 1 and 2 are open.

- Close transport unit covers 1 and 2.
  ◉**Interior(P. 108)**

Use Remote UI to set the information necessary for authentication.

The IEEE 802.1X settings are incorrect.

- Check whether [Login Name] is set correctly.

- Check whether the [Use TLS], [Use TTLS], or [Use PEAP] check box is selected.

- If using TLS, check whether a "key and certificate" is registered.

- If using TTLS or PEAP, check whether a user name and password are set correctly.
  ◉**Configuring IEEE 802.1X Authentication Settings(P. 388)**

Countermeasures for Each Error Code

2579-0AJ

If an error occurs such as when printing is not successful or when you cannot send or receive a fax or scanned original, the corresponding error code is displayed in a report or in the job log screen as a three-digit number. Check the following to find out causes and solutions for each error code. For how to print an error report and information in the report, see ●**Printing Reports and Lists(P. 621)** . For details of the job log screen, see ●**<Status Monitor> Screen(P. 123)** .

#001 to #800

●**#001(P. 677)** ●**#018(P. 678)** ●**#099(P. 679)** ●**#751(P. 679)** ●**#766(P. 681)**

●**#003(P. 677)** ●**#022(P. 678)** ●**#401(P. 679)** ●**#752(P. 680)**

●**#005(P. 678)** ●**#037(P. 678)** ●**#406(P. 679)** ●**#753(P. 680)**

●**#012(P. 678)** ●**#054(P. 679)** ●**#701(P. 679)** ●**#755(P. 680)**

#801 to #999

●**#801(P. 681)** ●**#810(P. 682)** ●**#822(P. 683)** ●**#844(P. 684)** ●**#862(P. 685)**

●**#802(P. 681)** ●**#812/813(P. 682)** ●**#827(P. 683)** ●**#846(P. 684)** ●**#863(P. 685)**

●**#804(P. 681)** ●**#818(P. 682)** ●**#829(P. 683)** ●**#852(P. 684)** ●**#995(P. 685)**

●**#806(P. 682)** ●**#819(P. 682)** ●**#839(P. 683)** ●**#853(P. 684)**

●**#808(P. 682)** ●**#820(P. 683)** ●**#841(P. 683)** ●**#861(P. 685)**

#001

An original jams in the feeder.

- Remove the jammed original.
  ●**Paper Jams in the Feeder(P. 688)**

#003

A fax could not be sent or received due to its large data size.

- When sending a fax: Reduce the resolution, and scan the original.
  ●**Basic Operations for Sending Faxes(P. 220)**

- When receiving a fax: Ask the sender to divide the original into multiple sections or reduce the resolution before sending.

#005

A fax could not be sent because the recipient's machine did not respond within 35 seconds.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
  ◯**Basic Operations for Sending Faxes(P. 220)**

#012

A fax could not be sent because the recipient's machine ran out of paper.

- Ask the recipient to reload the paper.

#018

A fax could not be sent since the recipient's machine did not respond because the line was busy or for other reasons.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
  ◯**Basic Operations for Sending Faxes(P. 220)**

#022

Sending of a fax from a computer is disabled.

- To send a fax from a computer, you need to set <Allow Fax Driver TX> to <On>. For more information, contact your Administrator.
  ◯**Restricting Fax Sending from a Computer(P. 398)**

A fax could not be forwarded because the specified destination was deleted from the Address Book.
- Register the forwarding destination again. If the documents that failed to be forwarded remain in memory, you can forward it again.
  ◯**Registering Destinations(P. 181)**
  ◯**Printing/Resending/Deleting Documents that Failed to be Forwarded(P. 243)**

#037

A fax could not be sent because the memory is full.

- If a job queued, wait until the job is completed.
- If a received document is stored to memory, print or delete it.
  ◯**Saving Received Documents into the Machine (Memory Reception)(P. 241)**
- If sending an original with many pages, divide it into multiple sections.
- If sending a fax, reduce the resolution to scan the original.
  ◯**Basic Operations for Sending Faxes(P. 220)**

The file is too large to print.

- Optimize the file to reduce the size or divide the file into sections, and then proceed to printing again.
- Try printing from the printer driver. This may work well.

#054

A fax could not be sent because the specified destination fax number exceeded 40 digits.

- Specify the destination fax number within 40 digits.

#099

An operation that caused a job to be canceled has been performed.

- When you cancel a job, this error code is displayed, but this is not abnormal. Print, send, or receive documents again as necessary.

#401

A scanned original could not be stored to a USB memory device due to insufficient memory space.

- Delete unnecessary data to free space in the USB memory device, or connect a different USB memory device.
  Insert a USB Memory Device(P. 105)

#406

A scanned document could not be stored to a USB memory device due to an error.

- Remove the USB memory device, and connect it again.
  Insert a USB Memory Device(P. 105)
- Reduce the number of originals to scan.

#701

Authentication failed because an incorrect Department ID or PIN was entered when the Department ID Management was activated.

- Enter the correct Department ID and PIN.

Continuing operating without entering a Department ID was attempted even though unknown-ID jobs (functions that permit operations without a Department ID and PIN) were disabled in the Department ID Management.

- Enable unknown-ID jobs in System Manager Mode in Remote UI.
  Blocking Jobs When Department ID Is Unknown(P. 350)

#751

**The FTP server has not been started up or a network connection has been cut.
(Failure to connect to the destination is sometimes caused by a disconnection en route.)**

- Check the destination.

- Check the network status.
  ◉**Viewing Network Settings(P. 41)**

The IP address was not set correctly.

- Check <TCP/IP Settings>.
  ◉**Setting IP Addresses(P. 34)**

#752

E-mail sending or I-Fax sending/receiving was impossible because an incorrect SMTP/POP3 server name was set.

- Check the SMTP/POP3 server name, and correct the setting.
  ◉**Configuring E-Mail/I-Fax Communication Settings(P. 91)**

E-mail sending or I-Fax sending/receiving was impossible because an incorrect domain name was set.

- Check the domain name, and correct the setting.
  ◉**Configuring DNS(P. 59)**

E-mail sending or I-Fax sending/receiving was impossible because the machine was not connected to a network correctly.

- Check whether the machine is properly installed and correctly connected to the network.
  ◉**Installation/Settings Problems(P. 631)**

#753

Scanned data could not be sent as e-mail, not sent/received as I-Fax, or not stored in the shared folder/FTP server because the LAN cable is disconnected.

- Check whether the LAN cable is connected correctly.
  ◉**Connecting to a Wired LAN(P. 20)**

#755

Scanned data could not be sent as e-mail or I-Fax nor stored in the shared folder or FTP server because TCP/IP was not working correctly.

- Check <TCP/IP Settings>, and set correctly.
  ◉**<Network>(P. 440)**

An IP address is not set.

- Set the IP address correctly.
  ◉**Setting IP Addresses(P. 34)**

The machine cannot communicate with devices on a network immediately after the machine starts up because the waiting time for the start of the communication is set.

- The machine cannot start communicating immediately after it is turned ON. Wait until the set time for <Waiting Time for Connection at Startup> passes after turning ON the machine, and send again.
  ◉**Setting a Wait Time for Connecting to a Network(P. 58)**

#766

The certificate has expired.

- Update the certificate or use a certificate that has not expired.
- Check that the <Current Date/Time Settings> are correct.
  ▶**Setting the Date/Time(P. 15)**

#801

When communicating with an SMTP server to send an e-mail/I-Fax, a timeout error occurred from the server.

- Check whether SMTP is running on the network correctly.
- Check whether the machine is properly installed and correctly connected to the network.
  ▶**Installation/Settings Problems(P. 631)**

When communicating with the SMTP server, an error returned from the server.

- Check whether the SMTP server is set correctly.

A destination is not set correctly.

- Check whether the destination is set correctly.

When storing a scanned original into the shared folder, an error occurred from the folder.

- Check whether the shared folder and the computer that has the shared folder are running correctly.

The incorrect folder name or password was specified when storing to the shared folder.

- Check the destination settings.

#802

The SMTP/POP3/FTP server name is not set correctly.

- Set the SMTP/POP3/FTP server name correctly.
  ▶**Configuring E-Mail/I-Fax Communication Settings(P. 91)**
  ▶**Registering Destinations from Remote UI(P. 419)**

#804

No access privileges to access the shared folder/FTP server are granted.

- Assign the privilege for writing data to the storage folder to the sender (user name registered in the destination). For details, contact your Network Administrator.

The incorrect folder name was specified when storing to the shared folder/FTP server.

- Check the destination settings.

#806

When storing data to a shared folder/FTP server, an incorrect user name or password was specified.

- The same user name and password as those registered in a shared folder/FTP server must be registered in the Address Book.
  ○**Procedure for Setting a Shared Folder as a Save Location(P. 95)**
  ○**Registering Destinations from Remote UI(P. 419)**

When sending an e-mail/I-Fax, an incorrect destination was specified.

- Enter the correct e-mail address, and send the message again. If the destination that was registered in the Address Book was used, check whether the e-mail address is correct.
  ○**Registering Destinations(P. 181)**

#808

An error or timeout occurred on the FTP server.

- Check the FTP server settings.
  ○**Registering Destinations from Remote UI(P. 419)**

#810

An error has been returned from the POP3 server when sending an e-mail or sending/receiving I-Fax.

- Check whether the POP3 server is set correctly.
- Check whether your mail server and network are running correctly. For more information, contact your Network Administrator.

#812/813

The login name or the password that is used on the POP3 server is not set correctly.

- Correctly enter the login name or the password that is used on the POP3 server.

#818

The received data is in a file format that the machine cannot print.

- Contact the other party and ask them to resend the data in a different file format.

#819

The received data is not supported (incorrect MIME information).

- Contact the other party and ask them to check the settings and then resend the data.

#820

The received data is not supported (incorrect BASE64 or uuencode information).

- Contact the other party and ask them to check the settings and then resend the data.

#822

An file in a USB memory device could not be printed because the format of the file is not supported.

- Check the supported file formats and save the file again.
  ◉Insert a USB Memory Device(P. 105)

#827

The received data is not supported (includes unsupported MIME information).

- Contact the other party and ask them to check the settings and then resend the data.

#829

The received data exceeds the maximum receivable size.

- In fax reception, the machine deletes the data for page 1,000 onwards and either prints the first 999 pages or holds them in memory. Get the sender to resend page 1,000 onwards.

- In I-Fax reception, the machine cannot receive the e-mail if its size exceeds 24 MB. Ask the sender to reduce the size of the e-mail down to under 24 MB and try resending.

#839

A user name and password that are used for SMTP authentication are not set correctly.

- Set the user name and password correctly.
  ◉Configuring E-Mail/I-Fax Communication Settings(P. 91)

#841

When sending an e-mail/I-Fax, an encryption algorithm that is common to the mail server is not present.

- Clear the [Use TLS for SMTP]/[Use TLS for POP] check box.
  ◉Configuring E-Mail/I-Fax Communication Settings(P. 91)
- Add the common encryption algorithm to the mail server settings.

A TLS server certificate verification error has occurred during communication with the SMTP server.

- Check that the CA certificate that signed the TLS server certificate on the SMTP server side is registered to the machine by using the Remote UI.
- Check that the TLS server certificate on the SMTP server side is valid.
- Check that the TLS server certificate is not a self-signed one.

#844

TLS encrypted communication to a POP3 server failed when sending an e-mail with POP before SMTP.

- Check the TLS encrypted communication settings in the POP3 server.
- Clear the [Use TLS for POP] check box. If the problem persists, clear the [Use POP Authentication Before Sending] check box, and set the communication setting to a setting other than POP before SMTP.
  ◉**Configuring E-Mail/I-Fax Communication Settings(P. 91)**

When verifying an TLS server certificate to communicate to the POP3 server, a verification error occurred.

- Check that the CA certificate that signed the TLS server certificate on the POP3 server side is registered to the machine by using the Remote UI.
- Check that the TLS server certificate on the POP3 server side is valid.
- Check that the TLS server certificate is not a self-signed certificate.

#846

An e-mail or I-Fax could not be sent due to a POP authentication failure.

- Check the setting, and try again.
  ◉**Configuring E-Mail/I-Fax Communication Settings(P. 91)**

#852

The machine turns OFF for some reason.

- Check whether the power plug is inserted into an outlet firmly.

#853

A document could not be printed because its data size exceeded the machine's upper processing capability.

- The machine may not be able to print documents with many pages. Reduce the number of pages per printing, or print when no print job is queued or no document is being printed. If you are still unable to print, check the document data for any defects.

Printing was canceled from the computer.

- If you cancel an operation when the print data is being sent to the machine from a computer, this error code is displayed, but this is not abnormal. Print again as necessary.

A secured document that was left unprinted was deleted.

- If the secured document is not printed within a specific period of time (30 minutes by default), it is deleted from memory. Send the secured document again, and print it within the period.
  ◉**Printing via Secure Print(P. 269)**

Printing using Secure Print was attempted when Secure Print was restricted.

- When <Secure Print> is set to <Off>, you cannot use Secure Print. Set the setting to <On> and print again.
  ◉**Printing via Secure Print(P. 269)**
- Print without using Secure Print.

⯈**Basic Printing Operations(P. 261)**

You tried to print a file that is either corrupted or not supported.

- Check the file and try again.
⯈**Basic Printing Operations(P. 261)**

Password protected PDF files could not be printed.

- Enter the correct password for the PDF file.
⯈**Printing from a USB Memory Device (Memory Media Print)(P. 272)**

Custom size settings outside the machine's printable range were configured.

- If a custom size was specified with the printer driver, paper size settings that are outside the machine's printable range may have been set.
The settable range differs for each paper drawer and the multi-purpose tray; configure paper size settings that are appropriate for the custom size.
⯈**Available Paper(P. 726)**

#861

A document could not be printed because a printer driver that was not intended for this machine was used.

- Print again by using the printer driver for this machine.
⯈**Basic Printing Operations(P. 261)**

A document could not be printed due to a defect in its data.

- Check the document data for any defects.

#862

Could not print, as unsupported print settings are configured on the machine.

- Is the resolution set to 1200 dpi? Try changing the resolution to 600 dpi.

- Paper size settings for the custom size may be outside the printable range. Try either setting a smaller value for the paper size setting or selecting a standard size.

- Check the print settings and print again.
⯈**Basic Printing Operations(P. 261)**

#863

An error occurred when printing from a computer.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON. After the restart is complete, try printing again.

#995

A document waiting to be sent or received was canceled.

- Send or receive the document again as necessary.

Clearing Paper Jams

2579-0AK

If a paper jams, <Paper jammed.> is displayed on the screen. Select <Next> to display simple solutions. If it is difficult to understand the procedures on the display, see the following sections to clear jams.
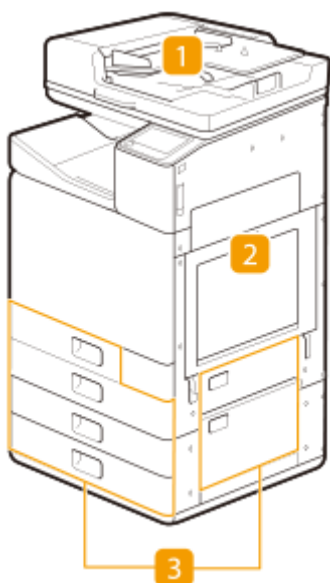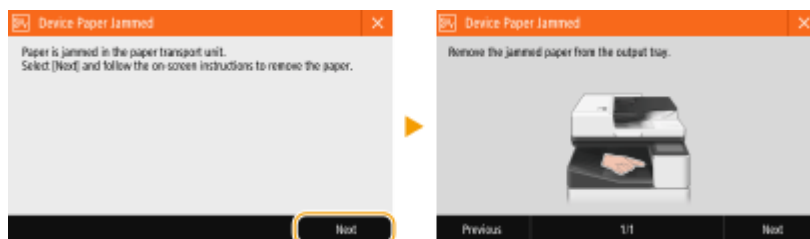
1. Feeder ●**Paper Jams in the Feeder(P. 688)**

2. Inside the main unit ●**Paper Jams in the Main Unit(P. 691)**

3. Paper drawer ●**Paper Jams in a Paper Source(P. 695)**

IMPORTANT

When removing the jammed paper, do not turn OFF the machine

- Turning OFF the machine deletes the data that is being printed. Be especially careful when receiving fax documents.

If paper tears

- Remove all the paper fragments to prevent them from becoming jammed.

If paper jams repeatedly

- If paper jams during 2-sided printing, using 1-sided printing may resolve the problem.

- Paper may jam if printing a high-density pattern on weak paper such as short grain paper using 2-sided printing.
  If paper jams, changing the density and ink drying time may resolve the problem. ●**Adjusting the Density and Ink Drying Time(P. 608)**

Do not forcibly remove the jammed paper from the machine

- Forcibly removing the paper may damage parts. If you are not able to remove the paper, contact your dealer or the service center. **⊙When a Problem Cannot Be Solved(P. 699)**

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

2579-0HW

Check the paper jam location on the screen, and follow the procedure below to remove the original.

1 Check whether an original is jammed in the feeder cover.

1 Pull the lever to open the feeder cover.
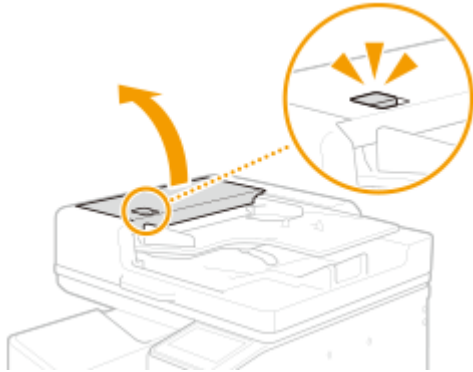
2 Remove any originals remaining in the original supply tray.
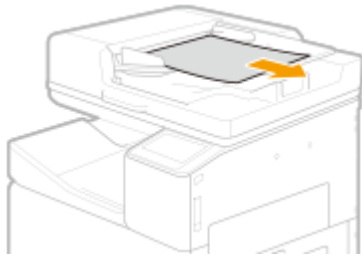
3 If an original is jammed, gently pull it out in the direction of the arrow.
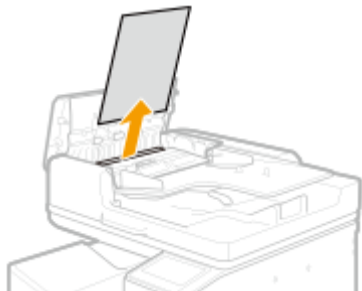
2 Check whether an original is jammed in the original output tray.

1 Turn the green feed wheel left.

2 If an original is jammed, gently pull it out in the direction of the arrow.
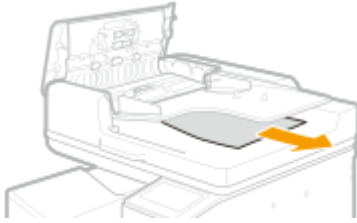
3 Close the feeder cover.
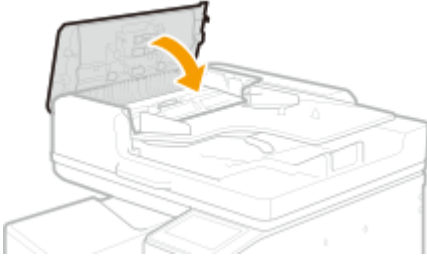
3 Lift up the feeder, and check whether there is a jammed original.

1 Lift up the feeder, and check the position indicated by **a** .

2 Pull on the green lever to open the document scan cover.
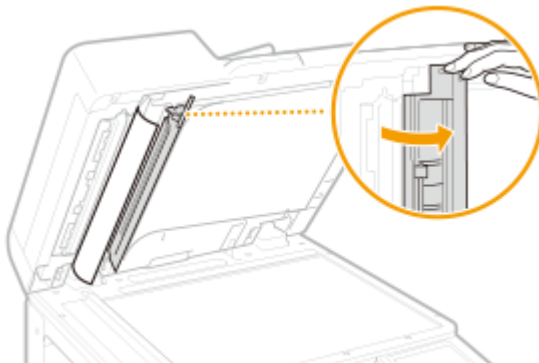
3 If an original is jammed, gently pull it out in the direction of the arrow.
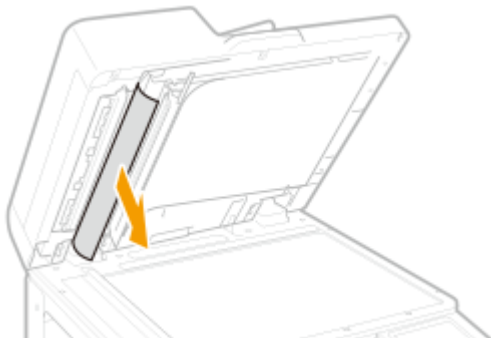
4　　Close the document scan cover.

4　**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

<div align="right">2579-0HX</div>

Check the paper jam location on the screen, and follow the procedure below to remove the paper.

> ## NOTE
>
> ### Confirm before handling
>
> - Before starting the operation to clear paper jams, confirm that the covers and paper drawers of the machine and optional equipment are closed.

1 **Check whether paper is jammed in the output tray of the main unit.**

- If paper is jammed, gently pull it out in the direction of the arrow.
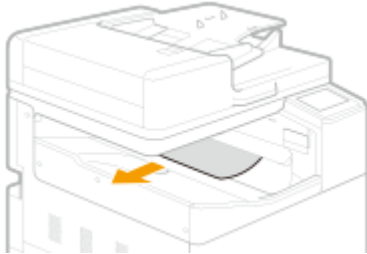
2 **Unlock the right cover of the main unit.**

3 **Check whether paper is jammed in the right cover of the main unit.**

NOTE:

- Paper may be jammed at a different location than shown on the screen. Remove paper following the instructions on the screen.

1 Open transport unit cover 1.
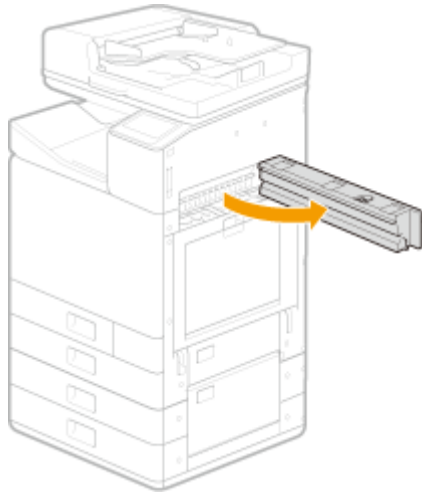
2 Open transport unit cover 2.
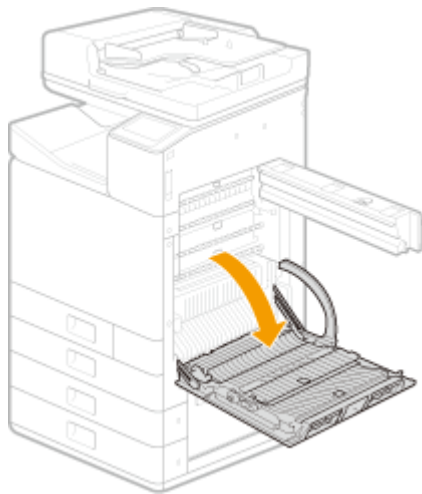
3 Open the transport guide.
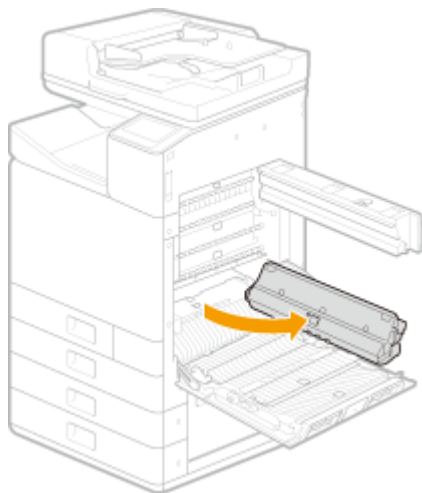
4 Open the platen.
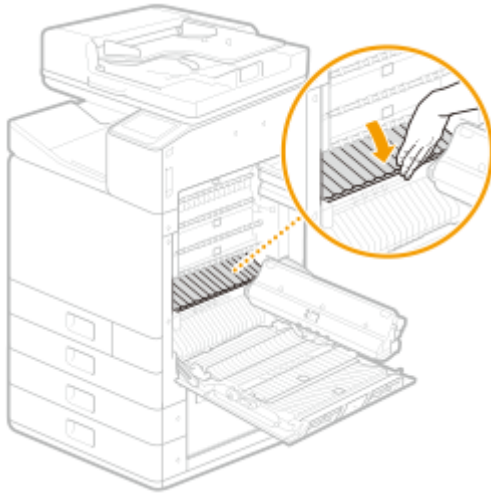
5 Check whether paper is jammed.

- If paper is jammed, gently pull it out in the direction of the arrow.
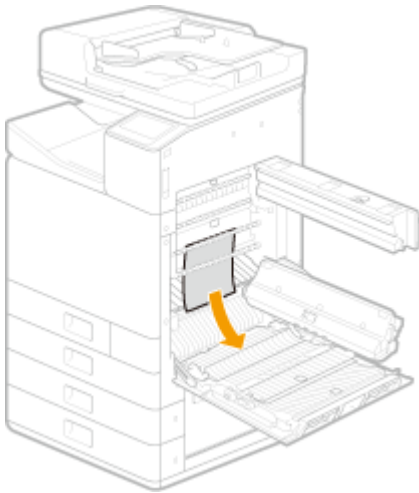
6 Close the platen.
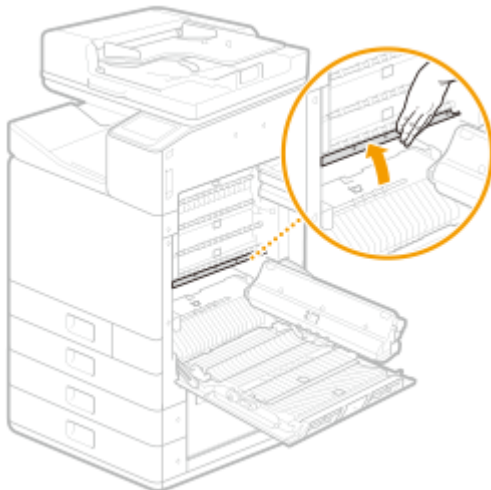
7 Close the transport guide.
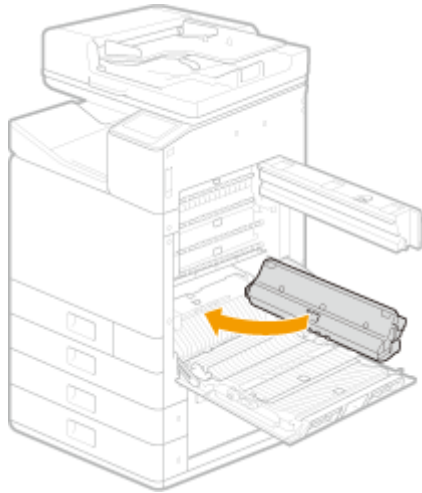
8 Open the duplex guide.
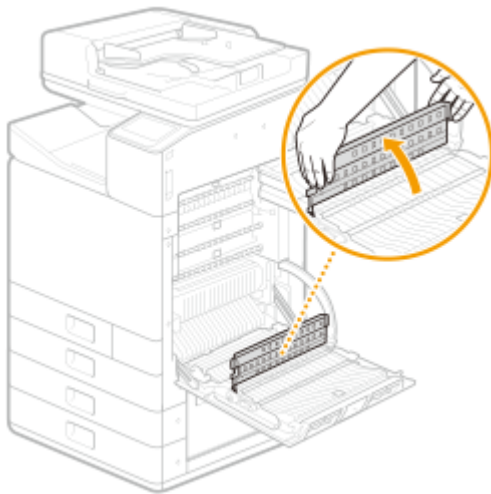
9 Check whether paper is jammed.

- If paper is jammed, gently pull it out in the direction of the arrow.
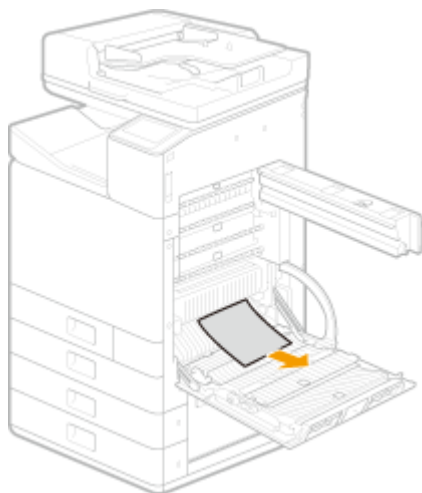
10 Close transport unit cover 1.

11 Close transport unit cover 2.

NOTE

- If the problem persists even after removing jammed paper according to the steps, clean the sensor area. ▶
  Cleaning the Sensor Area(P. 523)

Paper Jams in a Paper Source

2579-0HY

Check the paper jam location on the screen, and follow the procedure below to remove the paper.

◯Paper Jams in the Multi-Purpose Tray(P. 695)
◯Clearing Paper Jams in Paper Drawers 1(P. 696)
◯Clearing Paper Jams in Paper Drawers 2(P. 696)
◯Clearing Paper Jams in Paper Drawers 3 and 4 (Optional)(P. 697)

NOTE

Confirm before handling

- Before starting the operation to clear paper jams, confirm that the covers and paper drawers of the machine and optional equipment are closed.

Paper Jams in the Multi-Purpose Tray

1   Remove the jammed paper in the multi-purpose tray.

1   Remove any paper loaded on the multi-purpose tray.

2   Remove the jammed paper.
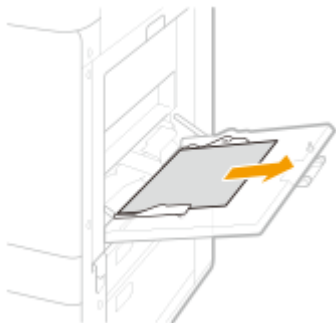
3   Close the tray.
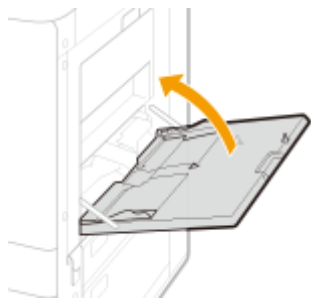
Clearing Paper Jams in Paper Drawers 1

2 Check whether paper is jammed in the paper drawer 1.

1 Open the paper drawer 1.

2 If paper is jammed, gently pull it out in the direction of the arrow.
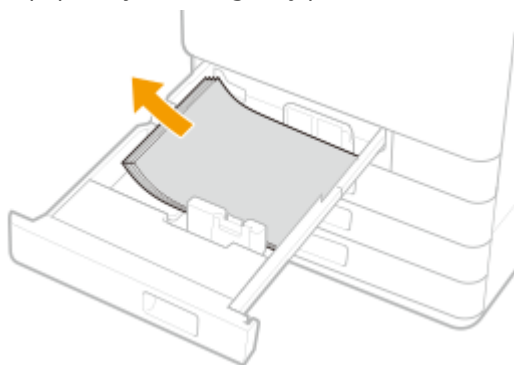
3 Push the paper drawer 1 in until it clicks.

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 2

1 Check whether paper is jammed in the side cover of the standard paper drawer.

1 Open the side cover of the standard paper drawer.
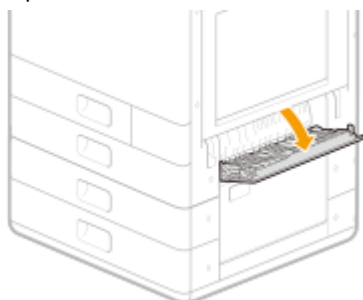
2 If paper is jammed, gently pull it out in the direction of the arrow.
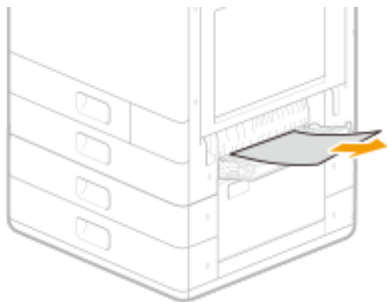
3 Gently close the side cover of the standard paper drawer until it clicks.

2 **Check whether paper is jammed in the paper drawer 2.**

1 Open the paper drawer 2.

2 If paper is jammed, gently pull it out in the direction of the arrow.
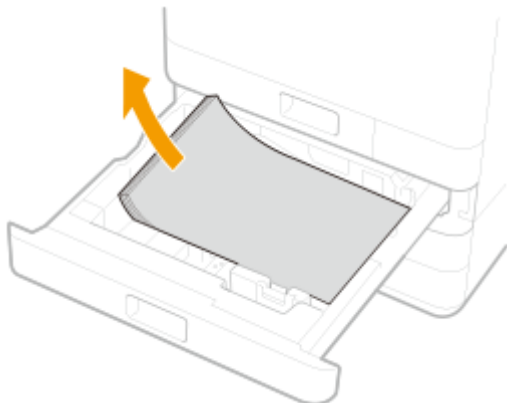
3 Push the paper drawer 2 in until it clicks.

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 (Optional)

1 **Check whether paper is jammed in the side cover of the cassette feeding unit.**

1 Open the side cover of the cassette feeding unit.
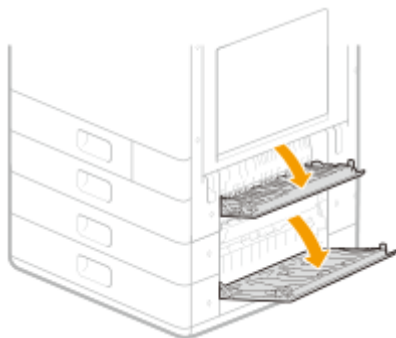
2 If paper is jammed, gently pull it out in the direction of the arrow.
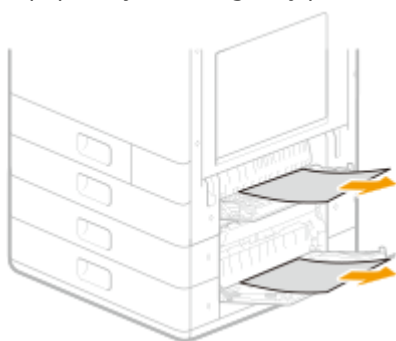
3 Gently close the side cover of the cassette feeding unit it clicks.

2 Check whether paper is jammed in the paper drawers 3 and 4.

1 Open the paper drawer.

2 If paper is jammed, gently pull it out in the direction of the arrow.
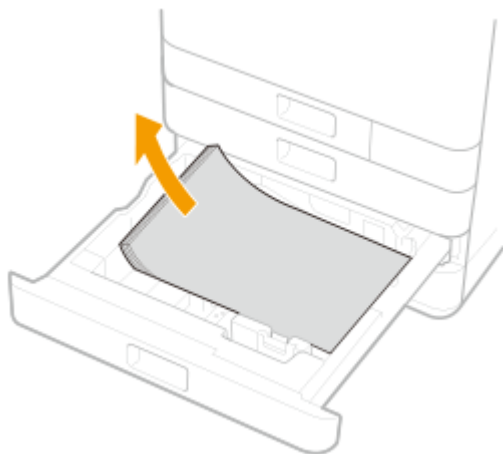
3 Push the paper drawer in until it clicks.

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.

When a Problem Cannot Be Solved

2579-0AU

If you cannot solve a problem by referring to the information in this chapter, contact the Support page of the Canon website or your nearest Canon service center.

> **IMPORTANT**
>
> **Do not disassemble or repair the machine yourself**
>
> - If you disassemble or repair the machine yourself, it may not be covered by warranty.

■When Contacting Canon

When contacting us, have the following information ready:

- Product name (WG7x50Z series / WG7x50F series / WG7x50 series / WG7x40 series)
- Dealer where you purchased the machine
- Details about your problem (such as what you did and what happened as a result)
- Serial number (found on the label on the back side of the machine)
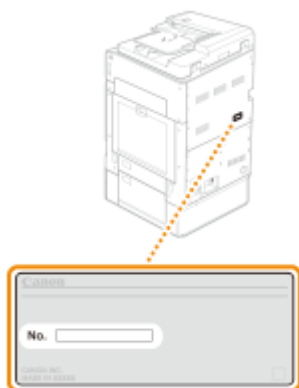
> **NOTE**
>
> **Checking the serial number from the operation panel**
>
> - Select <Status Monitor> ▶ <Device Information> ▶ <Serial Number>.

Appendix

Appendix

2579-0J0

This chapter contains technical specifications of this machine, instructions on how to use the Online Manual, disclaimers, copyright information, and other important information for customers.

■Machine Specifications

See the following section(s) when you want to check the specifications of the main unit and optional equipment, network environment, print function, and so on.

�ése**Specifications(P. 713)**

■Using Optional Equipment

See the following section(s) when you want to check what options are available to use this machine more conveniently and more effectively.
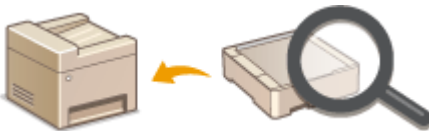
Options(P. 731)

■Referencing the Manual of This Machine

See the first of the following sections when you want to be sure of the kinds of the manuals describing the functions of the machine and how to operate the machine. When you want to know how to read and use the Online Manual (this manual), see the second section.

Manuals and Their Contents(P. 733)
Using Online Manual(P. 734)

■Others

See the following section(s) when you want to get useful information, and check the disclaimers and copyright information.

Third Party Software

2579-0AX

For information related to third-party software, click the following icon(s).

Feature Highlights

2579-0AY

This section describes tips for leveraging the features of the machine by category. You can make use of the features according to your intended purposes and operating environment.

Going Green and Saving Money(P. 705)
Improving Efficiency(P. 707)
Going Digital(P. 709)
So Much More(P. 711)

Going Green and Saving Money

2579-0C0

There are lots of ways to cut back on paper, ink, power, and expenses.

2-Sided Printing

You can use 2-sided printing for copies, print jobs sent from your computer, and even incoming faxes. Because you'll only be using half the paper you would otherwise, you can cut your paper costs in half. To save even more, combine 2-sided printing with N on 1 printing of multiple pages on one sheet of paper. You can print up to 32 pages on a single sheet, which is both economical and environmentally friendly.

▶**Basic Copy Operations(P. 194)**
▶**Printing from a Computer(P. 261)**
▶**<Receive/Forward>(P. 490)** ▶ <Fax Settings> ▶ <Print on Both Sides>
▶**<Receive/Forward>(P. 490)** ▶ <I-Fax Settings> ▶ <Print on Both Sides>

Print Multiple Pages on a Single Sheet

To really start saving paper, shrink multiple pages onto one side of a sheet - 2 or 4 pages for copies, and up to 16 pages for print jobs sent from your computer. This is even more effective when used together with 2-sided printing.

▶**Copying Multiple Documents onto One Sheet (N on 1)(P. 209)**
▶**Printing from a Computer(P. 261)**

Sleep Mode

Paperless Faxing

For saving energy and money, a sleep mode that powers down a machine when nobody is using it has become an essential feature. This machine will enter sleep mode automatically, and can also be put to sleep whenever you want. Press ☾ once to put the machine to sleep. Press it again to instantly wake the machine back into action.

⚬Entering Sleep Mode(P. 179)

Assume you need paper to fax? Those old paper printouts you always make are a thing of the past. Send documents by fax just as they are, created on your computer. It's paperless, so it's fast. And, received documents are first stored in memory, allowing you to print out only those needed and eliminating worry about paper getting used on direct mailings, etc.

⚬Sending Faxes from Your Computer (PC Fax)(P. 247)
⚬Saving Received Documents into the Machine (Memory Reception)(P. 241)

Improving Efficiency

2579-0C1

Here are some simple operations that can make complicated tasks more efficient.
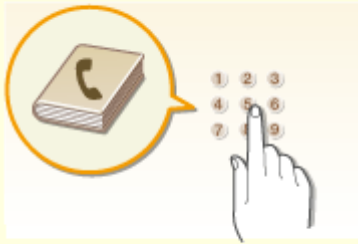
Address Book

Entering fax and e-mail addresses in the Address Book saves you the inconvenience of entering them number-by-number, letter-by-letter every time you have something to send. Display the addresses you use most frequently with the <Favorites> feature to quickly and easily send what you need to the people who need it. You can save your Address Book data on your computer and feel secure knowing that your important contact information is backed up.

▶**Registering Destinations(P. 181)**
▶**Registering Destinations from Remote UI(P. 419)**
▶**Basic Operations for Sending Faxes(P. 220)**
▶**Basic Operations for Scanning Originals(P. 286)**
▶**Importing/Exporting the Setting Data(P. 423)**
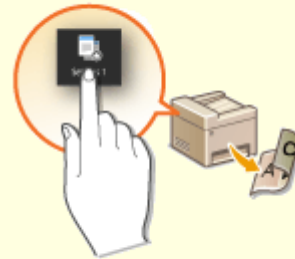
Frequently Used Settings in One Touch

Always making 2-sided copies. Always scanning in the same format and to the same save destination. Frequently used settings like these can be registered to a single shortcut button. This is convenient by allowing you to specify involved operations all in a single touch.

▶**Registering Frequently Used Settings(P. 173)**

Print Images Right Off Your USB Memory Device

Remote Management with Remote UI

Plug a USB memory device into the machine and you can print images and documents directly, without using a computer. You can even preview JPEG and other images before you print, so there is no wasted paper. You can also scan handwritten memos, etc. and save them directly to a USB memory device. Convenient for carrying about.
Printing from a USB Memory Device (Memory Media Print)(P. 272)
Basic Operations for Scanning Originals(P. 286)

Remote UI lets you manage a lot from your computer, all without having to go over to the machine. Configure settings and keep an eye on the machine's status with an intuitive, easy-to-understand Web browser interface that you'll master immediately. Save your time and energy for things other than taking care of the machine.
Managing the Machine from a Computer (Remote UI)(P. 407)
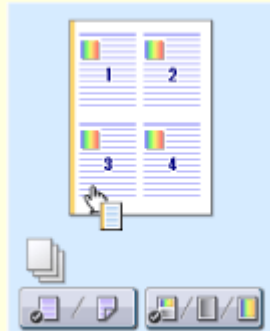
Make Print Settings Quickly with Intuitive Operation

You can easily specify the page layout as well as binding position, switching between 1-sided and 2-sided printing, etc. intuitively on the preview image in the printer driver. The simple click-operation allows you to conveniently make settings while viewing how settings are applied.
Printing from a Computer(P. 261)

Going Digital

2579-0C2

Digitalizing a document enables editing using a computer as well as reducing cost and time by using e-mail.

Scan and E-Mail

E-mail scanned originals without even turning on your computer. Just convert your scanned original into an e-mail attachment right from the machine. If you're one of those people who'd rather send a fax than mess around with a computer, this feature is for you.

◉**Basic Operations for Scanning Originals(P. 286)**

Scan and Share

Say you've got a paper copy of a report for a company-wide meeting. Scan it, convert it, and now everyone can see it. It's saved directly in a shared folder on your network, so there's no need to print out copies and pass them out. Once you start talking about hundreds of pages of documents that everyone needs, there's just no other way to go.

◉**Basic Operations for Scanning Originals(P. 286)**

Scan Only What You Need

Searchable PDFs

What if you're scanning a whole page of a newspaper but all you're really interested in is a headline and a photo? Use ScanGear WG. You can select what you want from a preview, and then have the scanner disregard the rest. Otherwise you'll have to use an editing program to crop out everything you don't need.
⊙Using ScanGear WG(P. 321)

IMPORTANT

- Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

Searching of text in a PDF can be done with a "searchable PDF." By scanning an original with both text and images, text portions are converted by OCR into text data. In addition to being able to search for text information, you can also copy required portions into an Excel spreadsheet or Word document in Microsoft Office. Eliminate the need to type in customer data, addresses, etc. from scratch.
⊙Basic Operations for Scanning Originals(P. 286)
⊙Using Your Computer to Scan (Remote Scan)(P. 318)

Add Images to a Work in Progress

Some applications work with the machine to let you easily import scanned images directly into documents you're working on. This way you can skip the steps of opening a separate application just for receiving the scanned images and then exporting them to the application you're really using.
⊙Scanning Documents from an Application(P. 319)

So Much More

2579-0C3

There are a variety of features for whatever you need to do - at home, in the office, or even on the road.

Using a smartphone/tablet

At times such as when you want to quickly print out a proposal you completed on a tablet while travelling to a business destination, or scan materials handed out at a meeting using a smartphone, Canon Print Business comes in handy. Even in environments without a wireless LAN router, you can connect to the machine with a mobile device wirelessly and directly.
PCless, quick, and easy! An even broader range of possibilities for work/play with functionality made for this age of speed.
◉**Linking with Mobile Devices(P. 328)**

Keep Your Printouts Private

Normally, when you print something from your computer, it comes out of the printer right away. However, if you have sensitive documents, this may not be what you want. Just use secure printing and no one will be able to print your documents without entering your password on the machine's operation panel. Don't let your confidential documents lie exposed on the tray for everyone to see.
◉**Printing a Document Secured by a PIN (Secure Print)(P. 268)**

Go Wireless

Get Faxes Wherever You Go

No cables, easy installation, simple maintenance. If you've got a WPS wireless LAN router, bypass the settings process altogether and be ready to go before you know it. Enjoy the kind of clutter-free and easy to use document system that you can only get from wireless. Compatible with IEEE 802.11b/g/n for stress-free wireless, and also supports WEP and WPA/WPA2-PSK (TKIP/AES-CCMP) for tighter security.
◗Connecting to a Wireless LAN(P. 21)

Never worry about missing a fax when you're out of the office. Set a forwarding destination and any fax that comes in on the machine will go right to you. Better yet, make the forwarding destination the e-mail address for your tablet or mobile.
◗Forwarding the Received Documents Automatically(P. 243)

Specifications

2579-0C4

Specifications are subject to change without notice for product improvement or future release.

■ Functional / Machine Specifications

■ Available Paper

■ Optional Equipment

Printer

2579-0JR

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Maximum Printing Resolution		1200 x 1200 dpi			
Print Head / Ink	Type	Line Head w/FINE Technology			
	Ink Tank	Black / Cyan / Magenta / Yellow			
Print Speed	Document : Col, B/W *1 Simplex, General Mode (600 dpi), Cassette 1	Up to 50 ppm			Up to 40 ppm
	Document : Col , B/W*2 Simplex, Office Document Mode (300 dpi), Cassette 1	Up to 80 ppm			Up to 70 ppm
	Document : Col, B/W *1 Duplex, General Mode (600 dpi), Cassette 1	Up to 25 ppm			Up to 20 ppm
	Document : Col, B/W *3 FPOT Ready/ simplex, Cassette 1	Approx. 6.5 sec			
Maximum Media Size (W x L)		Cassette : 297 x 431.8 mm (11.7" x 17") Multi-Purpose Tray : 330.2 mm x 482.6 mm (13" x 19")*4			
Supported Media Size * Depending on area, custom size specification is different. Please refer above "Maximum Media Size".		A5, A4, A3, B5, B4, Statement , Executive, Letter, Legal, 11 x 17, 12 x 18, SRA3, 13 x 19, K8, K16, Foolscap / Folio, Oficio, G-Letter, A-Letter, G-Legal, A-Foolscap, B-Oficio, M-Oficio, E-Oficio, A-Oficio, F4A, FS (Indian Legal), 4 x 6", 5 x 7", 8 x 10", 10 x 12", 13 x 19", COM10, Monarch, ISO-C5, DL, Custom size (Up to 13 " x 28 " or 13 " x 19 " / 330.2 mm x 711.2 mm or 330.2 mm x 482.6 mm)			
Printing Margin	Bordered Printing Bordered Auto Duplex Printing	Top, Bottom, Left, Right : 0.16 " (4 mm) each *5			

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Supported Media Type and Size per Cassette **-Cassette 1:**	Thin Paper (14 to 16 lb bond / 52-63 g/m²) Plain Paper (17 to 28 lb bond / 64-105 g/m²) Thick Paper (29 to 80 lb bond / 106-220 g/m²) Colored Paper (17 to 21 lb bond / 64-82 g/m²) Recycled Paper (17 to 28 lb bond / 64-105 g/m²) Bond Paper (22 to 26 lb bond / 83-99 g/m²)	A5, A4, B5, Statement, Executive, Letter, K16, G-Letter			
	Envelop (20 to 28 lb bond / 75-105 g/m²)	COM10, Monarch, ISO-C5, DL			
	Canon Matte Photo Paper	Not Available			
	Label (31 to 68 lb bond / 118-185 g/m²)	Not Available			
Supported Media Type and Size per Cassette **-Cassette 2, 3:**	Thin Paper (14 to 16 lb bond / 52-63 g/m²) Plain Paper (17 to 28 lb bond / 64-105 g/m²) Thick Paper (29 to 80 lb bond / 106-220 g/m²) Colored Paper (17 to 21 lb bond / 64-82 g/m²) Recycled Paper (17 to 28 lb bond / 64-105 g/m²) Bond Paper (22 to 26 lb bond / 83-99 g/m²)	A5, A4, A3, B5, B4, Statement , Executive, Letter, Legal, 11 x 17, K16, K8, Foolscap / Folio, Oficio, G-Letter, A-Letter, G-Legal, A-Foolscap, B-Oficio, M-Oficio, E-Oficio, A-Oficio, F4A, FS (Indian Legal)			
	Envelop (20 to 28 lb bond / 75-105 g/m²)	Not Available			
	Canon Matte Photo Paper	Not Available			
	Label (31 to 68 lb bond / 118-185 g/m²)	Not Available			

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Supported Media Type and Size per Cassette -Cassette 4: * Cassette 2 & 3 support Thick Paper (29 to 80 lb bond / 106-220 g/m²) but cassette 4 supports 29 to 60 lb bond / 106-163 g/m² only	Thin Paper (14 to 16 lb bond / 52-63 g/m²) Plain Paper (17 to 28 lb bond / 64-105 g/m²) Thick Paper (29 to 60 lb bond / 106-163 g/m²) Colored Paper (17 to 21 lb bond / 64-82 g/m²) Recycled Paper (17 to 28 lb bond / 64-105 g/m²) Bond Paper (22 to 26 lb bond / 83-99 g/m²)	A5, A4, A3, B5, B4, Statement , Executive, Letter, Legal, 11 x 17, K16, K8, Foolscap / Folio, Oficio, G-Letter, A-Letter, G-Legal, A-Foolscap, B-Oficio, M-Oficio, E-Oficio, A-Oficio, F4A, FS (Indian Legal)			
	Envelop (20 to 28 lb bond / 75-105 g/m²)	Not Available			
	Canon Matte Photo Paper	Not Available			
	Label (31 to 68 lb bond / 118-185 g/m²)	Not Available			
Supported Media Type and Size -Multi-Purpose Tray:	Thin Paper (16 lb bond / 60-63 g/m²) Plain Paper (17 to 28 lb bond / 64-105 g/m²) Thick Paper (29 lb bond to 95 lb cover / 106-256 g/m²) Colored Paper (17 to 21 lb bond / 64-82 g/m²) Recycled Paper (17 to 28 lb bond / 64-105 g/m²) Bond Paper (22 to 26 lb bond / 83-99 g/m²)	A5, A4, A3, B5, B4, Statement , Executive, Letter, Legal, 11 x 17, 12 x 18, SRA3, 13 x 19, K16, K8, Foolscap / Folio, Oficio, G-Letter, A-Letter, G-Legal, A-Foolscap, B-Oficio, M-Oficio, E-Oficio, A-Oficio, F4A, FS (Indian Legal), 4 x 6			
	Envelop (20 to 28 lb bond / 75-105 g/m²)	COM10, Monarch, ISO-C5, DL			
	Canon Matte Photo Paper	4 x 6", 5 x 7", 8 x 10", 10 x 12", A4/LTR, A3, 13 x 19"			
	Label (31 to 68 lb bond / 118-185 g/m²)	A4, B4, Letter			
Paper Cassette Capacity (80 g/m²)	Cassette 1, 2, 3, 4	550 sheets each			

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
	Multi-Purpose Tray	50 sheets			
Maximum Output Tray Capacity (80 g/m²)		A3: 100 sheets, A4/LTR: 250 sheets			
Supported Media Type for Double Side Printing	Type	Thin Paper, Thick Paper, Plain Paper, Colored Paper, Recycled Paper, Bond Paper			
	Size / Weight	A5 - 12 x 18", 14 lb bond to 80 lb cover (52-220 g/m²)			
Print Head Alignment		Automatic Adjustment			

[1] Print Speed is based on ISO/IEC 24734. Measured in default mode (General Mode: 600 dpi) and calculated by Canon original methodology. Print speed varies depending on system configuration, interface, software, content of document, print mode, media type, weight and used cassette etc.

[2]Print Speed is based on ISO/IEC 24734. Measured in fast mode (Office Document Mode: 300 dpi) and calculated by Canon original methodology. Print speed varies depending on system configuration, interface, software, content of document, print mode, media type, weight and used cassette etc.

[3] Print Speed (FPOT) is based on ISO/IEC 17629. Print speed varies depending on system configuration, interface, software, content of document, print mode, media type, weight and used cassette etc.

[4] With Custom setting, cassette 1 supports 3.5 " x 7.5 " to 8.5 " x 11.7 " (90.0 x 190.0 mm to 216.0 x 297.0 mm). Cassette 2, 3 and 4 supports 5.5 " x 8.3 " to 11.7 " x 17.0 " (139.7 x 210.0 mm to 297.0 x 431.8 mm). Multi-Purpose Tray supports 13 " x 19 " or 13 " x 28 " (330.2 mm x 482.6 mm or 330.2 mm x 711.2 mm) depending on your country or region.

[5]Depending on the driver software, this margin varies.

Scan

2579-0JS

TWAIN driver (ScanGear) is based on TWAIN Specifications V 1.6.

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Scanner Type		Flatbed & ADF			
Scanner Sensor		CIS x 2 sensors			
Duplex Scanning		Available (Single Pass)			
Optical Resolution *1		600 x 600 dpi			
Maximum Resolution *2		9600 x 9600 dpi			
Scanning Bit Depth (Input / Output)	Grayscale	10bit / 8bit			
	Color	30bit / 24bit (RGB10bit / 8bit each)			
Scanning Speed *3	Document(ADF) : Simplex Col, Simplex B/W	Approx. 40 ipm			
	Document(ADF) : Duplex Col, Duplex B/W	Approx. 65 ipm			
Maximum Paper Capacity (80 g/m 2)		100 sheets			
Maximum Document Size	Flatbed	A3 / 11" x 17"			
	ADF	A3 / 11" x 17"			

*1 Optical Resolution is based on ISO/IEC 14473. This is the maximum sampling rate when scanning the original.

*2 When scanning in high resolution, scanning area size may be limited.

*3Average copy time from ADF. Set the original on ADF and measure time from pushing the scanning button to output the copied paper.

Copy

2579-0JU

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Maximum Document Size		A3 / 11" x 17"			
Supported Media Size		A5, A4, A3, B5, B4, Statement, Executive, Letter, Legal, 11 x 17, 12 x 18, SRA3, 13 x 19, K8, K16, Foolscap/Folio, Oficio, G-Letter, A-Letter, G-Legal, A-Foolscap, B-Oficio, M-Oficio, E-Oficio, A-Oficio, F4A, FS(Indian Legal), 4x6", 5x7", 8x10", 10x12", 13 x 19", COM10, Monarch, ISO-C5, DL, Custom size (Up to 13 " x 28 " or 13 " x 19 " / 330.2 mm x 711.2 mm or 330.2 mm x 482.6 mm)			
Copy Exposure		9 Levels			
Copy Speed *1	Document (A4/LTR) Canon Oiginal Method/ Simplex	50 ppm (Col, B/W)			40 ppm (Col, B/W)
First-Copy-Out Time *2	Document : Color sFCOT/ Simplex	Approx. 5.8 sec			
Magnification		25-400 % (1 % Increments)			
Multiple Copy		Up to 999 copies			

*1 Copy Speed is based on Canon original Method. With Canon original chart, execute the continuous copy and calculate copy pages per minute.

*2 First-Copy-Out Time is based on ISO/IEC 29183.

FAX

2579-0JW

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Applicable Line		PSTN (Public Switched Telephone Network)		NOT Available	
Modem Speed		Super G3 (Up to 33.6 Kbps) / G3 (Up to 14.4 Kbps)		NOT Available	
Transmission Speed	B/W	Approx. 3 sec/page (33.6 kbps)		NOT Available	
	Color	Not Available		NOT Available	
Compression Method *1	B/W	MH, MR, MMR, JBIG		NOT Available	
	Color	Not Available		NOT Available	
Gradation	Black	256 Levels		NOT Available	
	Color	Not Available		NOT Available	
Fax Resolution		8 dots/mm x 3.85 lines/mm (Standard) 8 dots/mm x 7.7 lines/mm (Fine) 8 dots/mm x 15.4 lines/mm (Super Fine) 16 dots/mm x 15.4 lines/mm (Ultra Fine)		NOT Available	
Media Size	Send	11 x 17, LGL, LTR, STMT, A3, B4, A4, B5, A5		NOT Available	
	Print	11 x 17, LGL, LTR, STMT, A3, B4, A4, B5, A5, 8K, 16K		NOT Available	
Fax Memory *2		Up to 512 pages		NOT Available	
Automatic Dialing	One-touch Dialing	Up to 19 (Best Member)		NOT Available	
	Coded Dialing	Up to 281		NOT Available	
	Group Dialing	Up to 199		NOT Available	

*1 Data transfer speed is measured in default mode with Canon original FAX testing chart. Actual speed varies depending on content of document, receiving settings at the destination, transfer line status and etc.

*2 Fax memory is measured with Canon original FAX testing chart. This number varies depending on the available memory size, content of document and etc.

SEND

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Communication Protocol		FTP (TCP/IP), SMB (TCP/IP), SMTP			
Maximum Document Size		(Same as Copy function)			
Address Book		300 addresses			
Send Resolution		204 dpi x 196 dpi, 300 dpi x 300 dpi			
File Format	Single Page	TIFF (MMR), PDF, JPEG			
	Multi-Pages	TIFF (MMR), PDF			

Network

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Wired LAN	Network Type	1000 Base-T / 100Base-TX / 10Base-T			
	Data Rate	1Gbps (1000Mbps) / 100Mbps / 10Mbps			
Wireless LAN	Network Type	IEEE 802.11 b/g/n			Not Available
	Frequency Band	2.4 GHz			Not Available
	Security	Infrastructure Mode; 128 (104) / 64 (40) bit WEP, WPA-PSK(TKIP/AES), WPA2-PSK (TKIP/AES) Access Point Mode; WPA2-PSK (AES-CCMP)			Not Available
Direct connection (Wireless LAN)		Available			Not Available

Printing Solutions

2579-0K0

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Canon Print Business		Available			
Canon Print Service		Available			
Mopria		Available			
NFC		Available	NOT Available		
Media Direct Print (USB Memory)	Compatible Format	USB 2.0 compatible			
	File Format	JPEG / TIFF / PDF			

Other Specifications

2579-0K1

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Operation Panel	Display	LCD (5.0 inch / TFT color)			
	Language	35 Languages Selectable: Japanese / English /German /French / Italian / Spanish / Dutch / Portuguese / Norwegian / Swedish / Danish / Finnish / Russian / Czech / Hungarian / Polish / Slovene / Turkish / Greek / Simplified Chinese / Traditional Chinese / Korean / Slovak / Estonian / Latvian / Lithuanian / Romanian / Bulgarian / Croatian / Catalan / Arabic / Malay / Basque / Thai / Vietnamese			
Interface	USB Port for USB Memory	USB 2.0 Hi-Speed			
	USB Port for PC	USB 2.0 Hi-Speed			
	For Hand Set	Available (Japanese Model Only)		NOT Available	
	For Phone	Available		NOT Available	
	For Phone Line	Available		NOT Available	
Operating Environment *1		Temperature: 5 to 35 °C (41 to 96 °F) Humidity: 20 to 90 % RH (w/o condensation)			
Recommended Operating Environment *1		Temperature: 15 to 30 °C (59 to 86 °F) Humidity: 20 to 80 % RH (w/o condensation)			
Power		AC 100-240 V 50/60 Hz			
Power Consumption	Copy/Print	Approx. 110 W			
	Ready	Approx. 55 W			
	Sleep	Approx. 1.9 W			
	Off	Approx. 0.1 W			
	Maximum Power Consumption	Approx. 300 W			
TEC (Typical Electricity Consumption) *2		Approx. 1.25 kWh/week			
Duty Cycle		100,000 pages			
Recommended Montly Printing Volume		1,000 to 5,000 pages			

		WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Dimension (W x D x H)	Standard Configuration(W x D x H)	560 mm (W) x 590 mm (D) x 880 mm (H) 22.1 " (W) x 23.3 " (D) x 34.7" (H)			
	With Optional Pedestal (W x D x H)	588 mm (W) x 590 mm (D) x 1,133 mm (H) 23.2 " (W) x 23.3 " (D) x 44.7 " (H)			
	Maximum Space (W x D x H)	925 mm (W) x 1,208 mm (D) x 1,487 mm (H) 36.5" (W) x 47.6" (D) x 58.6" (H) (*ADF is opened to 60°)			
Weight (Inc. Print Head)		Approx. 82.5 kg (Approx. 181.2lb)	Approx. 82.1 kg (Approx. 180.2 lb)	Approx. 81.5 kg (Approx. 179.1 lb)	

[1] Print quality might be lower depending on the operating environment.

[2] Typical Electricity Consumption (TEC) value: TEC value was calculated assuming the unit will be constantly switched among operational mode, sleep mode, and power-off mode for 5 days, and that it will be either in sleep or power-off mode for the remaining 2 days within the same week. The TEC value of this product is calculated by Canon on their own accord using TEC measurement procedure regulated in International ENERGY STAR Program.

Available Paper

2579-0K3

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. Also, confirm the precautions regarding paper use.

■Supported Paper Sizes

✔ : Available   — : Unavailable

Paper Sizes	Paper Drawer 1	Paper Drawer 2, 3, or 4	Multi-Purpose Tray	2-Sided Printing	Shift Sorter *1
13 x 19	—	—	✔	—	—
SRA3 (320 x 450 mm)	—	—	✔	—	—
305x457 mm	—	—	✔	✔	—
A3	—	✔	✔	✔	✔
B4	—	✔	✔	✔	—
A4	✔	✔	✔	✔	✔
B5	✔	✔	✔	✔	✔
A5	✔	✔	✔	✔	—
11x17	—	✔	✔	✔	✔
Legal (LGL)	—	✔	✔	✔	✔
Letter (LTR)	✔	✔	✔	✔	✔
Statement (STMT)	✔	✔	✔	✔	—
Executive (EXEC)	✔	✔	✔	✔	✔
8K	—	✔	✔	✔	✔
16K	✔	✔	✔	✔	✔
4 x 6	—	—	✔	—	—
5 x 7	—	—	✔	—	—

Paper Sizes	Paper Drawer 1	Paper Drawer 2, 3, or 4	Multi-Purpose Tray	2-Sided Printing	Shift Sorter *1
8 x10	—	✔	✔	✔	✔
10 x 12	—	✔	✔	✔	✔
Foolscap/Folio	—	✔	✔	✔	✔
Oficio	—	✔	✔	✔	✔
Legal (India)	—	✔	✔	✔	✔
Foolscap (Australia)	—	✔	✔	✔	✔
Letter (Government)	—	✔	✔	✔	✔
Legal (Government)	—	✔	✔	✔	✔
Oficio (Mexico)	—	✔	✔	✔	✔
Oficio (Ecuador)	—	✔	✔	✔	✔
Oficio (Argentina)	—	✔	✔	✔	✔
Letter (Argentina)	—	✔	✔	✔	✔
Oficio (Brazil)	—	✔	✔	✔	✔
F4A	—	✔	✔	✔	✔
Postcard	—	—	✔	—	—
Custom (Custom Size)	✔ *2	✔ *3	✔ *4	✔ *5	✔ *6
Envelope Yougatanaga 3	✔	—	✔	—	—
Envelope Nagagata 3	✔	—	✔	—	—
Envelope Nagagata 4	✔	—	—	—	—
Envelope Yougata 4	✔	—	✔	—	—
Envelope Yougata 6	✔	—	✔	—	—
Envelope Kakugata 2	—	—	✔	—	—
Envelope No.10 (COM10)	✔	—	✔	—	—

Paper Sizes	Paper Drawer 1	Paper Drawer 2, 3, or 4	Multi-Purpose Tray	2-Sided Printing	Shift Sorter *1
Envelope Monarch	✔	—	✔	—	—
Envelope DL	✔	—	✔	—	—
Envelope ISO-C5	✔	—	✔	—	—

*1 Models with shift sorting only

*2 Can use custom sizes from 3.54 x 7.48 inch (90.0 x 190.0 mm) to 8.50 x 11.69 inch (216.0 x 297.0 mm).

*3 Can use custom sizes from 5.50 x 8.27 inch (139.7 x 210.0 mm) to 11.69 x 17.00 inch (297.0 x 431.8 mm).

*4 Can use custom sizes from 3.86 x 5.83 inch (98.0 x 148.0 mm) to 13.00 x 28.00 inch (330.2 x 711.2 mm).

*5 With paper drawer 1, automatic 2-sided printing is possible in a range from 5.83 x 8.27 inch (148.0 x 210.0 mm) to 8.50 x 11.69 inch (216.0 x 297.0 mm).
With paper drawers 2, 3, and 4, automatic 2-sided printing is possible in a range from 5.83 x 8.27 inch (148.0 x 210.0 mm) to11.69 x 17.00 inch (297.0 x 431.8 mm) .
With the multi-purpose tray, automatic 2-sided printing is possible in a range from 5.83 x 8.27 inch (148.0 x 210.0 mm) to 12.00 x 18.00 inch (304.8 x 457.2 mm).

*6 With custom sizes, shift sorting is possible in a range from 7.17 x 10.12 inch (182.0 x 257.0 mm) to 11.69 x 17.00 inch (297.0 x 431.8 mm).

■ Supported Paper Types

Chlorine-free paper can be used with this machine.
Short grain paper is not recommended. Long grain paper is recommended.

✔ : Available   — : Unavailable

Paper Type		Paper Drawer 1	Paper Drawer 2, 3, or 4	Multi-Purpose Tray	Shift Sorter *1
Thin 2	14 to 15 lb bond (52 to 59 g/m²)	✔	✔	—	✔
Thin 1	16 lb bond (60 to 63 g/m²)	✔	✔	✔	✔
Plain 1	17 to 20 lb bond (64 to 75 g/m²)	✔	✔	✔	✔
Plain 2	21 to 24 lb bond (76 to 90 g/m²)	✔	✔	✔	✔
Plain 3	25 to 28 lb bond (91 to 105 g/m²)	✔	✔	✔	✔
Heavy 1	29 to 34 lb bond (106 to 128 g/m²)	✔	✔	✔	✔
Heavy 2	35 to 40 lb bond (129 to 150 g/m²)	✔	✔	✔	✔
Heavy 3	56 to 60 lb cover (151 to 163 g/m²)	✔	✔	✔	✔
Heavy 4	61 to 66 lb cover (164 to 180 g/m²)	✔	✔	✔	✔

Paper Type		Paper Drawer 1	Paper Drawer 2, 3, or 4	Multi-Purpose Tray	Shift Sorter *1
Heavy 5	67 to 80 lb cover (181 to 220 g/m²)	✔	✔	✔	✔
Heavy 6	82 lb cover to 140 lb index (221 to 256 g/m²)	—	—	✔	✔
Recycled 1 *2	17 to 20 lb bond (64 to 75 g/m²)	✔	✔	✔	✔
Recycled 2 *2	21 to 24 lb bond (76 to 90 g/m²)	✔	✔	✔	✔
Recycled 3 *2	25 to 28 lb bond (91 to 105 g/m²)	✔	✔	✔	✔
Color	17 to 21 lb bond (64 to 82 g/m²)	✔	✔	✔	✔
Matte Photo Paper	63 lb Cover (170 g/m²)	—	—	✔	—
Labels	31 lb bond to 68 lb cover (118 to 185 g/m²)	—	—	✔	—
Bond *3	22 to 26 lb bond (83 to 99 g/m²)	✔	✔	✔	✔
Postcard	61 to 80 lb cover (164 to 220 g/m²)	—	—	✔	—
Envelope	20 to 28 lb bond (75 to 105 g/m²)	✔	—	✔	—

*1 Models with shift sorting only

*2 100 % recycled paper can be used.

*3 LTR and EXEC size paper can be used.

■Canon genuine paper

Paper suited to photo printing:

● Matte Photo Paper <MP-101>

■Paper usable for copying

● Use the following papers for 2-sided copying.

Paper sizes:	12.0 x 18.0 inch (305 x 457 mm), A3, B4, A4, B5, A5, 11 x 17, LGL, LTR, STMT, EXEC, 8K, 16K, custom size*1
Paper thicknesses:	13.8 lb Bond to 81.4 lb Cover (52 to 220 g/m²)

*1 2-sided copying unavailable with labels, postcards, and envelopes. With paper drawer 1, 2-sided copying is possible in a range from 5.83 x 8.27 inch (148.0 x 210.0 mm) to 8.50 x 11.69 inch (216.0 x 297.0 mm). With paper drawers 2, 3, and 4, 2-sided copying is possible in a range from 5.83 x 8.27 inch (148.0 x 210.0 mm) to 11.69 x 17.00 inch (297.0 x 431.8 mm). With the multi-purpose tray, 2-sided copying is possible in a range from 5.83 x 8.27 inch (148.0 x 210.0 mm) to 12.00 x 18.00 inch (304.8 x 457.2 mm).
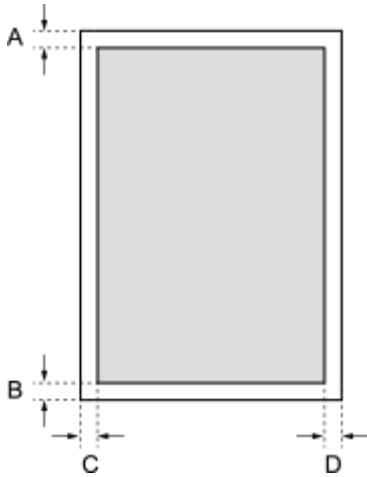
- Finishing is unavailable when copying on labels, postcards, and envelopes.

- Finishing is available with custom sizes in a range from 7.17 x 10.12 inch (182.0 x 257.0 mm) to 11.69 x 17.00 inch (297.0 x 431.8 mm).

■ Paper usable for printing

- 2-sided printing is unavailable for some paper sizes and paper types.

■ Print range

Print range is indicated by the gray area.

A: 0.16 inches (4 mm)

B: 0.16 inches (4 mm)

C: 0.16 inches (4 mm)

D: 0.16 inches (4 mm)

For Envelope, Yougata 4, 6:

A: 0.16 inches (4 mm)

B: 0.16 inches (4 mm)

C: 0.31 inches (8 mm)

D: 0.16 inches (4 mm)

For Postcard:

A: 0.16 inches (4 mm)

B: 0.08 inches (2 mm)

C: 0.16 inches (4 mm)

D: 0.16 inches (4 mm)

Options

2579-0CK

Installing options on the machine enables you to use more features.

■ Knowing What Types of Options are Available

○Optional Equipment(P. 732)

■ Looking for Optional Equipment by Purpose

Adding a Paper Drawer

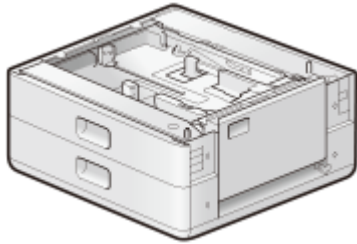**○Cassette Feeding Unit CF10 (Cassette 3, 4)(P. 732)**

Optional Equipment

2579-0CL

The functionality of the machine can be fully utilized by using the optional equipment described below. Optional equipment can be purchased from the retail outlet where you purchased the machine or from your local Canon dealer.

◯**Cassette Feeding Unit CF10 (Cassette 3, 4)(P. 732)**

## Cassette Feeding Unit CF10 (Cassette 3, 4)

Installing this cassette feeding unit enables you to load paper of a different size than that of paper loaded in the standard paper drawer. This surely reduces the time and labor for paper replacement.

	WG7x50Z series	WG7x50F series	WG7x50 series	WG7x40 series
Media size	Refer to Supported Media Type and Size per Cassette 3, 4 ◯**Printer(P. 714)**			
Media Weight	Refer to Supported Media Type and Size per Cassette 3, 4 ◯**Printer(P. 714)**			
Media Capacity	Refer to Supported Media Type and Size per Cassette 3, 4 ◯**Printer(P. 714)**			
Power	Supplied from Main Unit			
Dimension/Weight	560 mm x 590 mm x 253 mm (WxDxH) 22.1 " (W) x 23.3 " (D) x 10.0 " (H), Approx. 19 kg, Approx. 41.2 lb			

Manuals and Their Contents

<div align="right">2579-0CS</div>

The manuals listed below are included with the machine. Refer to them as necessary.

Getting Started	Read this manual first. It describes basic setup procedures, from removing the packing materials to setting up the machine.
Online Manual (This Manual)	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. **◯Using Online Manual(P. 734)**
Installation for the Cassette Feeding Unit CF10	This manual describes the installation procedure for the Cassette Feeding Unit CF10. The attached PDF contains the procedure in 30 languages. If your required language is not displayed after opening the PDF, scroll the PDF until the language appears. 📄 PDF
Consumables Table	This table describes the numbers of consumables required when replacing the print head and transporting the machine. 📄 PDF

Using Online Manual

2579-0CU

The Online Manual is a manual that can be viewed on your computer or mobile device and it describes all of the functions of the machine. You can search from your intended use or enter a keyword to quickly find the page you are looking for. The section describes the screen layout of the Online Manual and how to read the Guide. You can specify how the appearance of the Online Manual looks.

■Screen Layout of Online Manual

This section describes the screens configuring the Online Manual and how to use the on-screen buttons. **⊙Screen Layout of Online Manual(P. 735)**

■Viewing Online Manual

This section describes the meaning of the marks used in the Online Manual, how the keys on the operation panel and the buttons on the computer display are represented, and other matters that help you understand the information contained in the Online Manual. **⊙Viewing Online Manual(P. 738)**

■Specifying How the Appearance of the Online Manual Looks

You can change the character size used in the Online Manual, and switch the screen layout to fit to the device you use to view the Online Manual.

> **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.

How to Find the Topic You Are Looking for

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.

Search by keyword

- Perform a search by entering a keyword, such as "envelope" or "ink tank," 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. For the organization of the search screen and how to operate the search screen, see ⊙ **Search(P. 737)** .
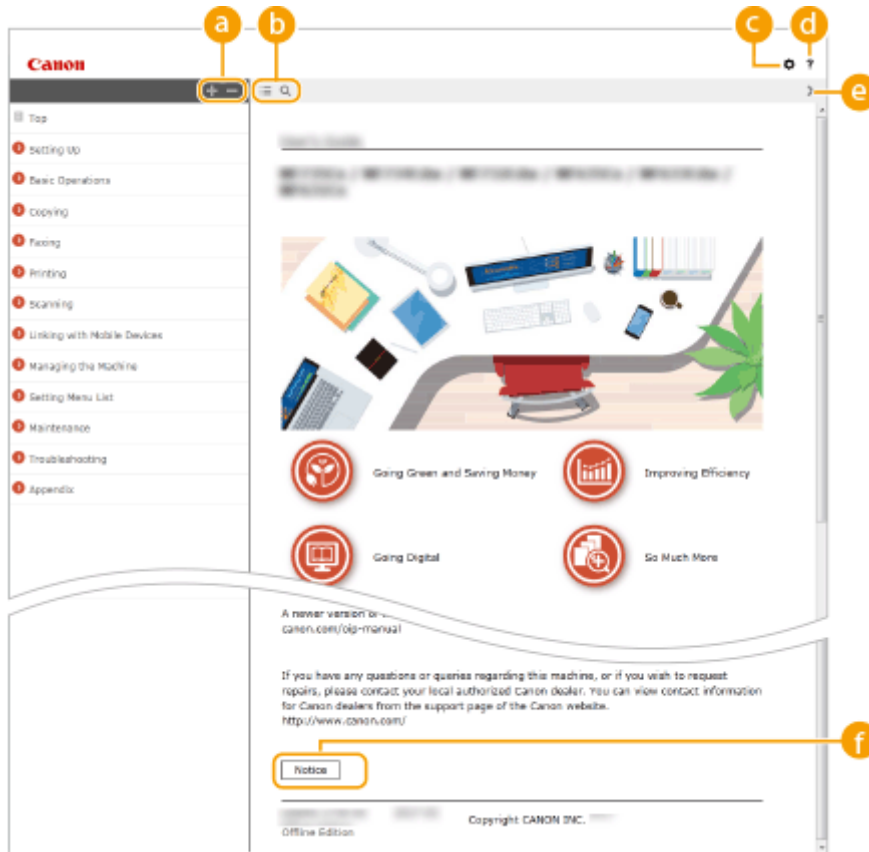

Screen Layout of Online Manual

2579-0CW

The Online Manual is divided into different screens, and the content of each screen varies.

Top Page

Appears when Online Manual is started.

ⓐ ➕/➖

Click ➕ to also display all of the sections under the chapters. Click ➖ to return to the previous display.

ⓑ ☰/🔍

Click to toggle the display between the contents and search. When the table of contents is displayed, each click on ☰ switches between hiding and showing the display. When the search display is shown, each click on 🔍 switches between hiding and showing the display.

ⓒ ⚙

Click to set parameters to determine how the Online Manual is displayed, such as character size or layout.

ⓓ ？

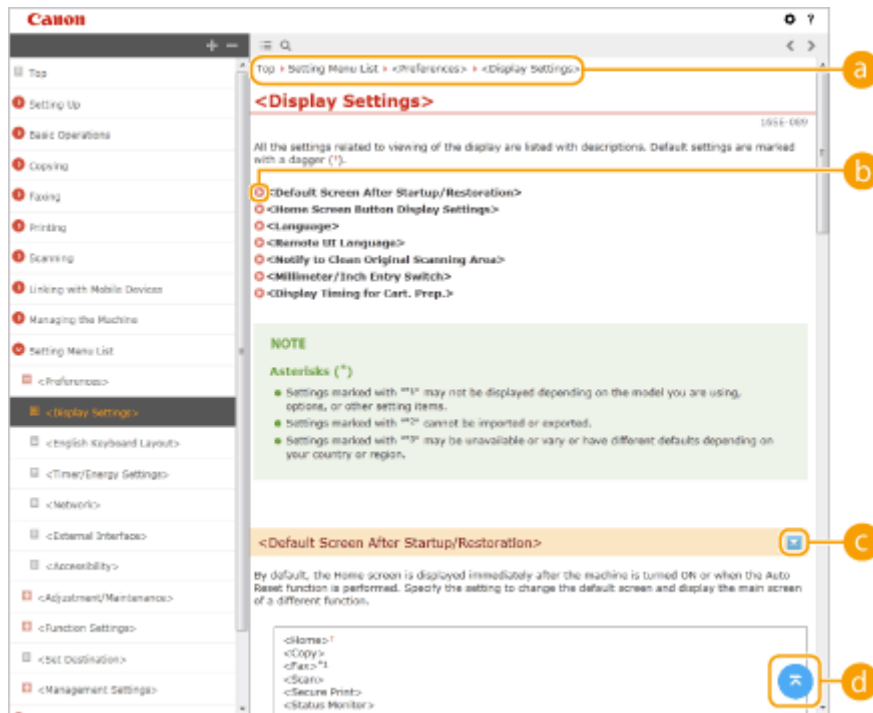Click to display information on how to view the Online Manual, how to perform a search, and other information.

ⓔ ‹/›

Click to display the previous or following topic.

ⓕ [Notice]

Click to view important information you should know when using the machine.

Topic Page

Contains information about how to configure and use the machine.
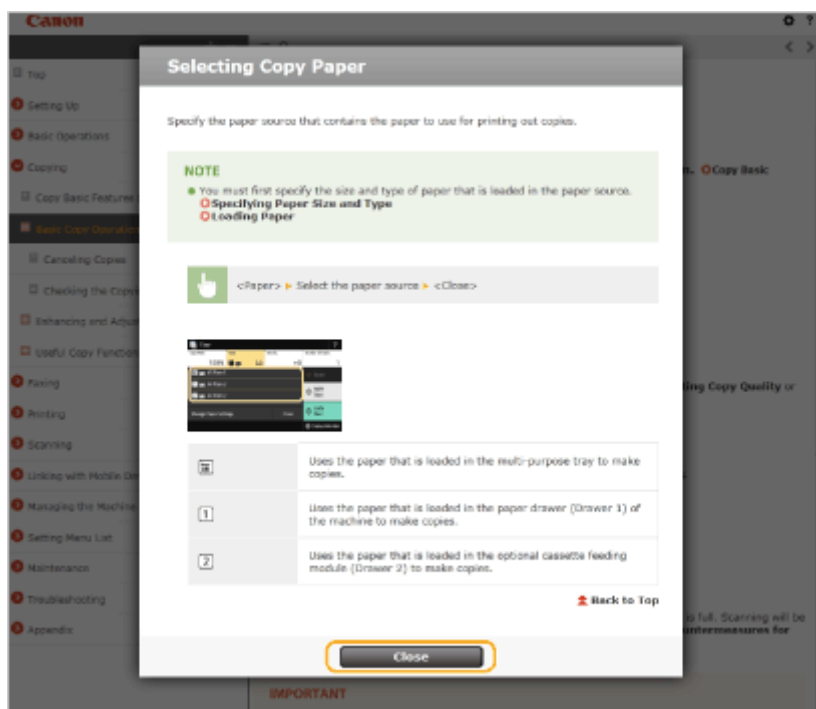

a Navigation

See what chapter topic you are currently viewing.

b ⊙

Click to jump 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.
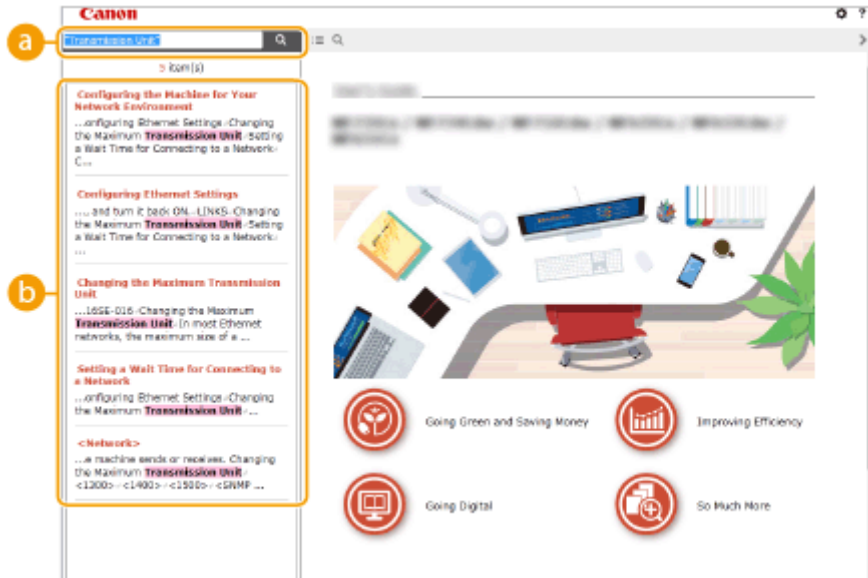
c ↓/↑

Click ↓ to display the hidden detailed descriptions. Click ↑ to close the detailed descriptions.

d ↑

Click to return to the page top.

Search

Click 🔍 to display the search window. 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. You can search for pages containing all the keywords by separating the keywords by a space (blank). Also you can only search for pages containing an exact phrase by enclosing the keywords in double quotation marks.

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 specified keyword(s) are shown in bold in the search results.

Viewing Online Manual

2579-0CX

This section describes the marks, buttons, screens, and other items used in the Online Manual. The warnings and cautions are also given in the "Important Safety Instructions" in the "Getting Started" included with the machine. See also these instructions.

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 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 Used in this Manual

Keys on the operation panel and buttons on the computer display appear in the following notation:

Type	Example
Keys on the operation panel	🏠 ⏹
Settings displayed on the operation panel	<Timer/Energy Settings> <Paper jammed.>
Buttons and other text interfaces displayed on the computer display	[Preferences]

Computer Screens Used in This Manual

Unless otherwise noted, displays used in the Online Manual are those for the WG7x50Z series. Depending on the model or operating system you are using, the appearance of the displays used in this manual may slightly differ from the actual displays. Also, the appearance of drivers and software may differ depending on their version.

Illustrations Used in This Manual

Unless otherwise noted, illustrations used in the Online Manual show the WG7x50Z series with the optional Cassette Feeding Unit CF10 installed.

Basic Windows Operations

2579-0E0

> **NOTE**
>
> ● Depending on the computer that you use, the operation may differ.

■ Displaying the Printer Folder

Windows 7/Server 2008 R2
[Start] ▶ select [View devices and printers].

Windows 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 10
[▦] ▶ select [Windows System] ▶ [Control Panel] ▶ [Hardware and Sound] ▶ [Devices and Printers].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Printers].

Windows Server 2016
Right-click [▦] ▶ select [Control Panel] ▶ [Hardware] ▶ [Devices and Printers].

■ Enabling [Network discovery]

Enable [Network discovery] to view the computers on your network.

Windows 7/Server 2008 R2
[Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings]
▶ select [Turn on network discovery] under [Network discovery].

Windows Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View network status and tasks]
▶ [Change advanced sharing settings] ▶ select [Turn on network discovery] under [Network discovery].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing
settings] ▶ select [Turn on network discovery] under [Network discovery].

Windows 10

[■] select [Windows System] [Control Panel] [View network status and tasks] [Change advanced sharing settings] select [Turn on network discovery] under [Network discovery].

Windows Server 2008
[Start] select [Control Panel] double-click [Network and Sharing Center] select [Turn on network discovery] under [Network discovery].

Windows Server 2016
Right-click [■] select [Control Panel] [View network status and tasks] [Change advanced sharing settings] select [Turn on network discovery] under [Network discovery].

■ Displaying Shared Printers in the Print Server

1 Open Windows Explorer.

Windows 7/Server 2008
[Start] select [All Programs] or [Programs] [Accessories] [Windows Explorer].

Windows 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/Server 2016
Right-click [■] select [File Explorer].

2 Select the printer server in [Network] or [My Network Places].

● To view computers on the network, you may need to turn on network discovery or search the network for computers.
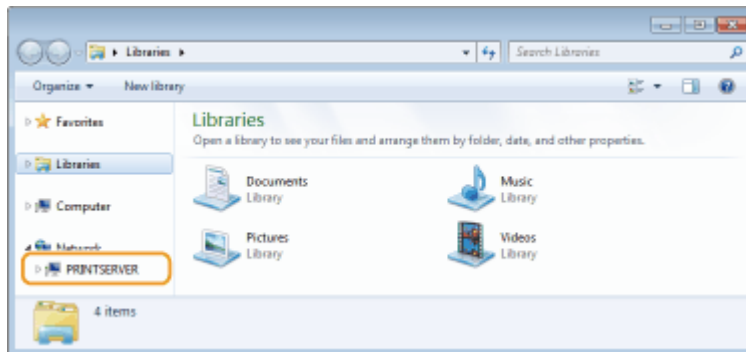
➠ Shared printers are displayed.
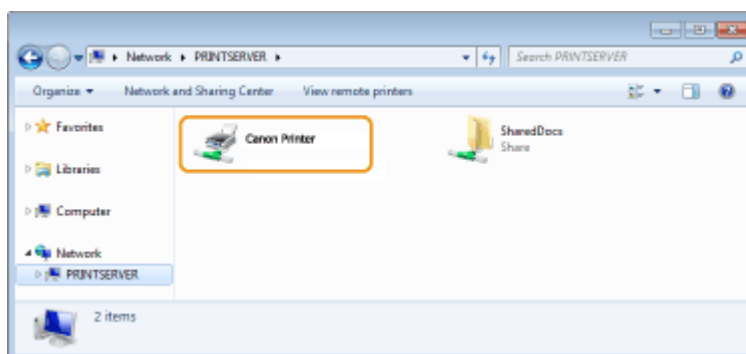
■Displaying the [Software Programs/Manuals Setup (Software Programs/Manuals Setup)] Screen

If your computer does not display the [Software Programs/Manuals Setup (Software Programs/Manuals Setup)] screen after inserting the provided DVD-ROM, follow the procedure below. The DVD-ROM drive name is indicated as "D:" in this manual. The DVD-ROM drive name may differ depending on the computer you are using.

Windows 7/Server 2008

[Start] ▶ enter "D:\MInst.exe" in [Search programs and files] or [Start Search] ▶ press the [ENTER] key.

Windows Server 2012

Right-click the lower-left corner of the screen ▶ [Run] ▶ Enter "D:\MInst.exe" ▶ click [OK]

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ [Run] ▶ Enter "D:\MInst.exe" ▶ click [OK]

Windows 10

Enter "D:\MInst.exe" in the search box ▶ click [D:\MInst.exe] displayed as the search result.

Windows Server 2016

Click [▦] ▶ enter "D:\MInst.exe" ▶ click [D:\MInst.exe] displayed as the search result.

■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/Letter size paper in the multi-purpose tray. ❍Loading Paper in the Multi-Purpose Tray(P. 141)**

2 **Open the printer folder. ❍Displaying the Printer Folder(P. 739)**

3 **Right-click the printer driver icon for this machine, and click [Printer properties] or [Properties].**
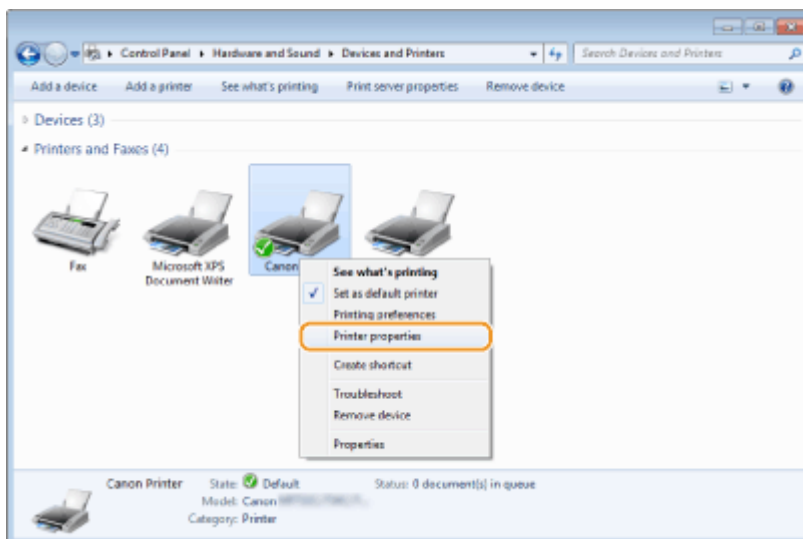
4 **Click [Print Test Page] in [General] tab.**
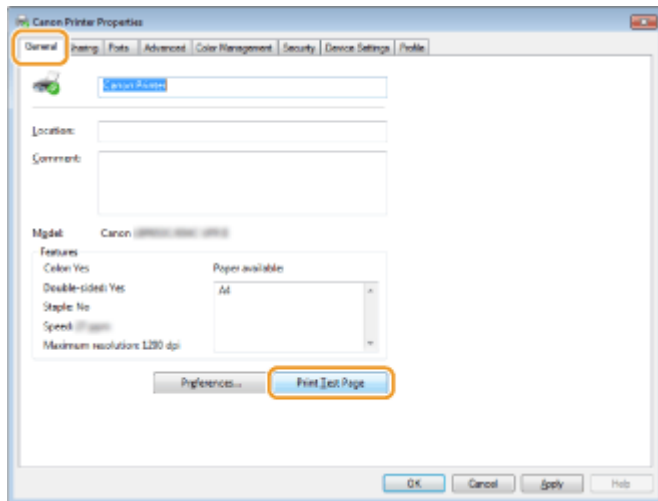
⇒ The test page is printed.

■ 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 7/Server 2008
[Start] ▶ select [Control Panel].

Windows 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/Server 2016
Proceed to step 2.

2 Display [System].

Windows 7/Server 2008 R2/Server 2012
Click [System and Maintenance] or [System and Security] ▶ [System].

Windows 10/Server 2016
Click [▦] ▶ [Settings] ▶ [System] ▶ select [About].
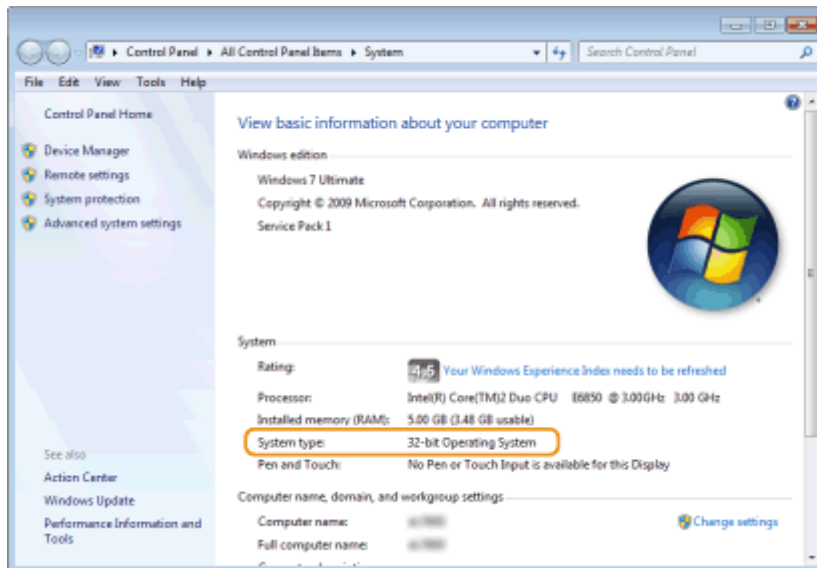
Windows Server 2008
Double-click [System].

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.

■Checking the Computer Name

1 Display [Control Panel].

Windows 7/Server 2008
[Start] ▶ select [Control Panel].

Windows 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
Click [▦] ▶ select [Windows System] ▶ [Control Panel].

Windows Server 2016
Right-click [▦] ▶ select [Control Panel].

2 Display [System].

Windows 7/10/Server 2008 R2/Server 2012/Server 2016
Click [System and Maintenance] or [System and Security] ▶ [System].

Windows Server 2008
Double-click [System].

3 Check the computer name.
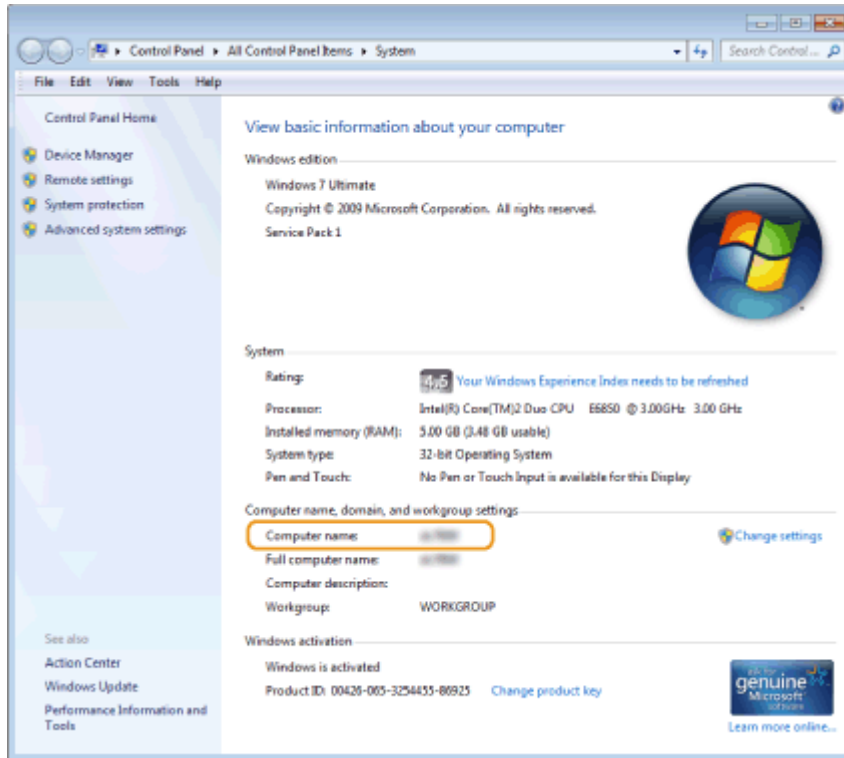
■ Checking the Printer Port

1 Open the printer folder. ❍**Displaying the Printer Folder(P. 739)**

2 Right-click the printer driver icon for this machine, and click [Printer properties] or [Properties].

3 In the [Ports] tab, check that the port is selected correctly.

> **NOTE**
>
> **If you are using a network connection and have changed the machine's IP address**
>
> - If [Description] for the selected port is [Canon MFNP Port], and the machine and the computer are on the same subnet, then the connection will be maintained. You do not need to add a new port. If it is [Standard TCP/IP Port], you need to add a new port. ▶**Configuring Printer Ports(P. 47)**
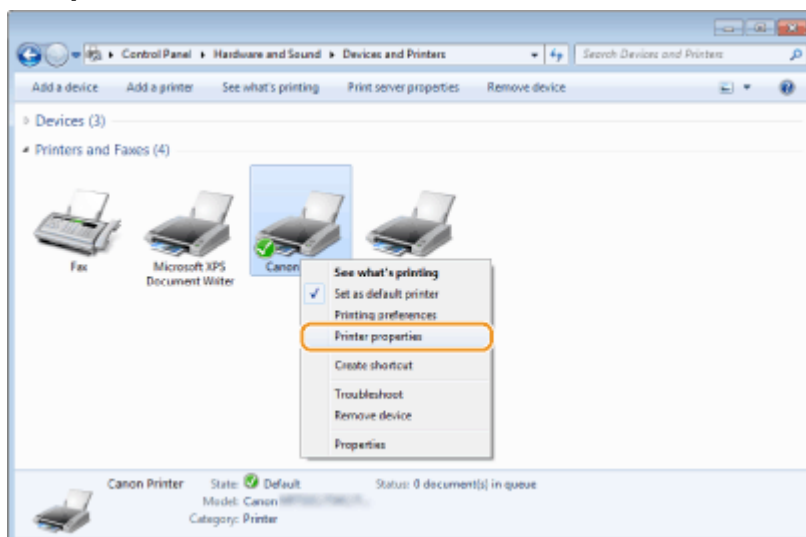
■ Checking Bidirectional Communication
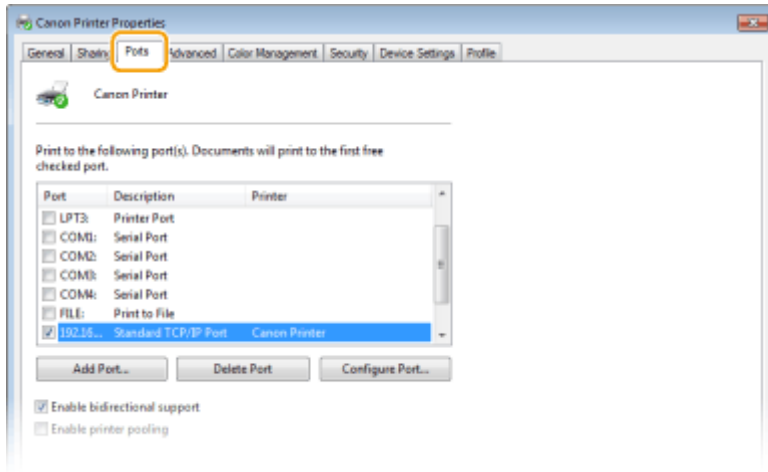
1 Open the printer folder. ▶**Displaying the Printer Folder(P. 739)**

2 Right-click the printer driver icon for this machine, and click [Printer properties] or [Properties].
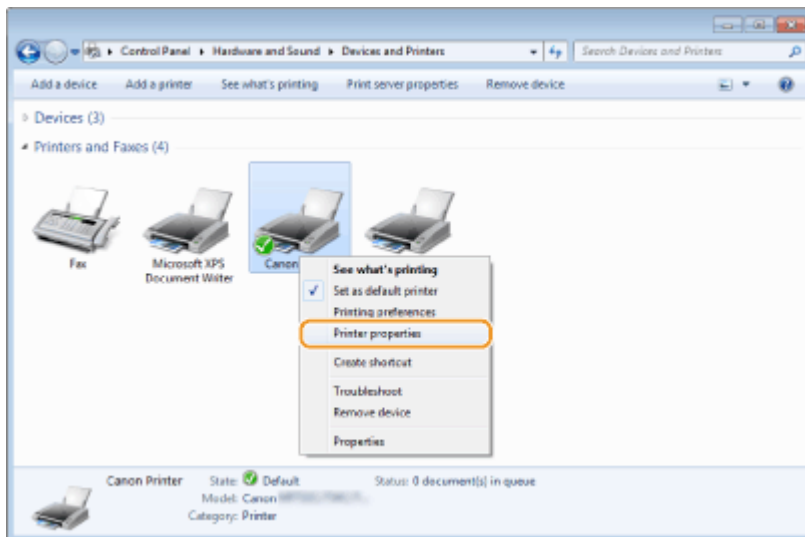
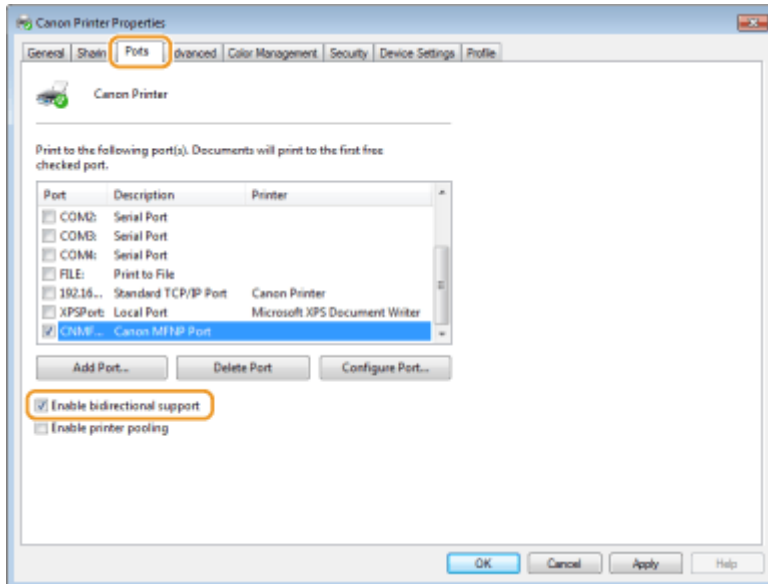**3** In the [Ports] tab, make sure that the [Enable bidirectional support] check box is selected.

■Checking the SSID to Which Your Computer is Connected

If your computer is connected to a wireless LAN network, click ![icon], ![icon], ![icon], or ![icon] in the system tray to display the SSID of the connected wireless LAN router.
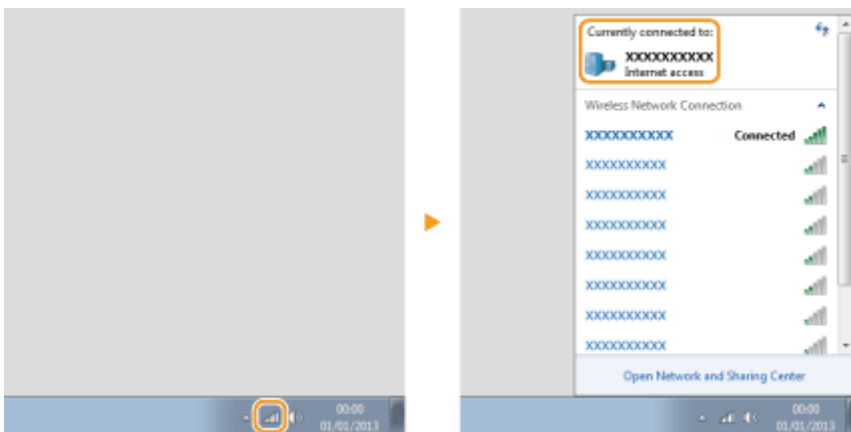
■When Printing or Sending from the Windows Store App

Windows 8/Server 2012
Display the charms on the right side of the screen ▶ Tap or click [Devices] ▶ The driver that you use ▶ [Print].

Windows 8.1/Server 2012 R2
Display the charms on the right side of the screen ▶ Tap or click [Devices] ▶ [Print] ▶ The driver that you use ▶ [Print].

Windows 10
Tap or click [Print] on the application ▶ The driver that you use ▶ [Print].

NOTE

- If you print a document or send a fax using this method, only a limited number of functions are available.

- If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, go to the desktop and perform the required operations. This message appears when the machine is set to display the user name when printing documents, sending faxes or similar instances.

Notice

■WEEE (EU&EEA)

Only for European Union and EEA (Norway, Iceland and Liechtenstein)

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU), the Battery Directive (2006/66/EC) and/or national legislation implementing those Directives. If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE) and batteries and accumulators. Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit www.canon-europe.com/weee, or www.canon-europe.com/battery.

Nur für Europäische Union und EWR (Norwegen, Island und Liechtenstein)

Diese Symbole weisen darauf hin, dass dieses Produkt gemäß WEEE-Richtlinie (2012/19/EU; Richtlinie über Elektro- und Elektronik-Altgeräte), Batterien-Richtlinie (2006/66/EG) und nationalen Gesetzen zur Umsetzung dieser Richtlinien nicht über den Hausmüll entsorgt werden darf. Falls sich unter dem oben abgebildeten Symbol ein chemisches Symbol befindet, bedeutet dies gemäß der Batterien-Richtlinie, dass in dieser Batterie oder diesem Akkumulator ein Schwermetall (Hg = Quecksilber, Cd = Cadmium, Pb = Blei) in einer Konzentration vorhanden ist, die über einem in der Batterien-Richtlinie angegebenen Grenzwert liegt. Dieses Produkt muss bei einer dafür vorgesehenen Sammelstelle abgegeben werden. Dies kann z. B. durch Rückgabe beim Kauf eines neuen ähnlichen Produkts oder durch Abgabe bei einer autorisierten Sammelstelle für die Wiederaufbereitung von Elektro- und Elektronik-Altgeräten sowie Batterien und Akkumulatoren geschehen. Der unsachgemäße Umgang mit Altgeräten kann aufgrund potenziell gefährlicher Stoffe, die generell mit Elektro- und Elektronik-Altgeräten in Verbindung stehen, negative Auswirkungen auf die Umwelt und die menschliche Gesundheit haben. Durch Ihre Mitarbeit bei der umweltgerechten Entsorgung dieses Produkts tragen Sie zu einer effektiven Nutzung natürlicher Ressourcen bei. Um weitere Informationen über die Wiederverwertung dieses Produkts zu erhalten, wenden Sie sich an Ihre Stadtverwaltung, den öffentlich-rechtlichen Entsorgungsträger, eine autorisierte Stelle für die Entsorgung von Elektro- und Elektronik-Altgeräten oder Ihr örtliches Entsorgungsunternehmen oder besuchen Sie www.canon-europe.com/weee, oder www.canon-europe.com/battery.

Union Européenne, Norvège, Islande et Liechtenstein uniquement.

Ces symboles indiquent que ce produit ne doit pas être mis au rebut avec les ordures ménagères, comme le spécifient la Directive européenne DEEE (2012/19/UE), la Directive européenne relative à l'élimination des piles et des accumulateurs usagés (2006/66/CE) et les lois en vigueur dans votre pays appliquant ces directives. Si un symbole de toxicité chimique est imprimé sous le symbole illustré ci-dessus conformément à la Directive relative aux piles et aux accumulateurs, il indique la présence d'un métal lourd (Hg = mercure, Cd = cadmium, Pb = plomb) dans la pile ou l'accumulateur à une concentration supérieure au seuil applicable spécifié par la Directive. Ce produit doit être confié au distributeur à chaque fois que vous achetez un produit neuf similaire, ou à un point de collecte mis en place par les collectivités locales pour le recyclage des Déchets des Équipements Électriques et Électroniques (DEEE). Le traitement inapproprié de ce type de déchet risque d'avoir des répercussions sur l'environnement et la santé humaine, du fait de la présence de substances potentiellement dangereuses généralement associées aux équipements électriques et électroniques. Votre entière coopération dans le cadre de la mise au rebut correcte de ce produit favorisera une meilleure utilisation des ressources naturelles. Pour plus d'informations sur le recyclage de ce produit, contactez vos

services municipaux, votre éco-organisme ou les autorités locales compétentes, ou consultez le site www.canon-europe.com/weee, ou www.canon-europe.com/battery.

Uitsluitend bestemd voor de Europese Unie en EER (Noorwegen, IJsland en Liechtenstein)

Met deze symbolen wordt aangegeven dat dit product in overeenstemming met de AEEA-richtlijn (2012/19/EU), de richtlijn 2006/66/EG betreffende batterijen en accu's en/of de plaatselijk geldende wetgeving waarin deze richtlijnen zijn geïmplementeerd, niet bij het normale huisvuil mag worden weggegooid. Indien onder het hierboven getoonde symbool een chemisch symbool gedrukt staat, geeft dit in overeenstemming met de richtlijn betreffende batterijen en accu's aan dat deze batterij of accu een zwaar metaal bevat (Hg = kwik, Cd = cadmium, Pb = lood) waarvan de concentratie de toepasselijke drempelwaarde in overeenstemming met de genoemde richtlijn overschrijdt. Dit product dient te worden ingeleverd bij een hiervoor aangewezen inzamelpunt, bijv. door dit in te leveren bij een hiertoe erkend verkooppunt bij aankoop van een gelijksoortig product, of bij een officiële inzameldienst voor de recycling van elektrische en elektronische apparatuur (EEA) en batterijen en accu's. Door de potentieel gevaarlijke stoffen die gewoonlijk gepaard gaan met EEA, kan onjuiste verwerking van dit type afval mogelijk nadelige gevolgen hebben voor het milieu en de menselijke gezondheid. Uw medewerking bij het op juiste wijze weggooien van dit product draagt bij tot effectief gebruik van natuurlijke hulpbronnen. Voor verdere informatie over recycling van dit product kunt u contact opnemen met uw plaatselijke gemeente, afvaldienst, officiële dienst voor klein chemisch afval of afvalstortplaats, of kunt u terecht op www.canon-europe.com/weee, of www.canon-europe.com/battery.

Sólo para la Unión Europea y el Área Económica Europea (Noruega, Islandia y Liechtenstein)

Estos iconos indican que este producto no debe desecharse con los residuos domésticos de acuerdo con la Directiva sobre RAEE (2012/19/UE) y la Directiva sobre Pilas y Acumuladores (2006/66/CE) y/o la legislación nacional. Si aparece un símbolo químico bajo este icono, de acuerdo con la Directiva sobre Pilas y Acumuladores, significa que la pila o el acumulador contiene metales pesados (Hg = Mercurio, Cd = Cadmio, Pb = Plomo) en una concentración superior al límite especificado en dicha directiva. Este producto deberá entregarse en un punto de recogida designado, por ejemplo, entregándolo en el lugar de venta al adquirir un producto nuevo similar o en un centro autorizado para la recogida de residuos de aparatos eléctricos y electrónicos (RAEE), baterías y acumuladores. La gestión incorrecta de este tipo de residuos puede afectar al medio ambiente y a la salud humana debido a las sustancias potencialmente nocivas que suelen contener estos aparatos. Su cooperación en la correcta eliminación de este producto contribuirá al correcto aprovechamiento de los recursos naturales. Los usuarios tienen derecho a devolver pilas, acumuladores o baterías usados sin coste alguno. El precio de venta de pilas, acumuladores y baterías incluye el coste de la gestión medioambiental de su desecho, y no es necesario mostrar la cuantía de dicho coste en la información y la factura suministradas a los usuarios finales. Si desea más información sobre el reciclado de este producto, póngase en contacto con su municipio, el servicio o el organismo encargado de la gestión de residuos domésticos o visite www.canon-europe.com/weee, o www.canon-europe.com/battery.

Només per a la Unió Europea i a l'Espai Econòmic Europeu (Noruega, Islàndia i Liechtenstein)

Aquests símbols indican que aquest producte no s'ha de llençar amb les escombraries de la llar, d'acord amb la RAEE (2012/19/UE), la Directiva relativa a piles i acumuladors (2006/66/CE) i la legislació nacional que implementi aquestes directives. Si al costat d'aquest símbol hi apareix imprès un símbol químic, segons especifica la Directiva relativa a piles i acumuladors, significa que la bateria o l'acumulador conté un metall pesant (Hg = mercuri, Cd = cadmi, Pb = plom) en una concentració superior al límit aplicable especificat en la Directiva. Aquest producte s'hauria de lliurar en un dels punts de recollida designats, com per exemple, intercanviant un per un en comprar un producte similar o lliurant-lo en un lloc de recollida autoritzat per al reciclatge de residus d'aparells elèctrics i electrònics (RAEE) i piles i acumuladors. La manipulació inadequada d'aquest tipus de residus podria tenir un impacte negatiu en l'entorn i en la salut humana, a causa de les substàncies potencialment perilloses que normalment estan associades a l'RAEE. La vostra cooperació a l'hora de rebutjar correctament aquest producte contribuirà a la utilització efectiva dels recursos naturals. Els usuaris tenen dret a retornar les bateries o els acumuladors usats sense cap càrrec. El preu de venda de les bateries i els acumuladors inclou el cost de la gestió ambiental dels residus i no es necessari mostrar l'import d'aquest cost en aquest fullet o en la factura que es lliuri a l'usuari final. Per a més informació sobre el reciclatge d'aquest producte, contacteu amb l'oficina municipal, les autoritats encarregades dels residus, el pla de residus homologat o el servei de recollida d'escombraries domèstiques de la vostra localitat o visiteu www.canon-europe.com/weee, o www.canon-europe.com/battery.

Solo per Unione Europea e SEE (Norvegia, Islanda e Liechtenstein)

Questi simboli indicano che il prodotto non può essere smaltito con i rifiuti domestici, ai sensi della Direttiva RAEE (2012/19/UE), della Direttiva sulle Batterie (2006/66/CE) e/o delle leggi nazionali che attuano tali Direttive. Se sotto il simbolo indicato sopra è riportato un simbolo chimico, in osservanza della Direttiva sulle batterie, tale simbolo indica la presenza di un metallo pesante (Hg = Mercurio, Cd = Cadmio, Pb = Piombo) nella batteria o nell'accumulatore con un livello di concentrazione superiore a una soglia applicabile specificata nella Direttiva sulle batterie. Il prodotto deve essere conferito a un punto di raccolta designato, ad esempio il rivenditore in caso di acquisto di un nuovo prodotto simile oppure un centro di raccolta autorizzato per il riciclaggio di rifiuti di apparecchiature elettriche ed elettroniche (RAEE) nonché di batterie e accumulatori. Un trattamento improprio di questo tipo di rifiuti può avere conseguenze negative sull'ambiente e sulla salute umana a causa delle sostanze potenzialmente nocive solitamente contenute in tali rifiuti. La collaborazione dell'utente per il corretto smaltimento di questo prodotto contribuirà a un utilizzo efficace delle risorse naturali ed eviterà di incorrere in sanzioni amministrative ai sensi dell'art. 255 e successivi del Decreto Legislativo n. 152/06. Per ulteriori informazioni sul riciclaggio di questo prodotto, contattare le autorità locali, l'ente responsabile della raccolta dei rifiuti, un rivenditore autorizzato o il servizio di raccolta dei rifiuti domestici, oppure visitare il sito www.canon-europe.com/weee, o www.canon-europe.com/battery.

Apenas para a União Europeia e AEE (Noruega, Islândia e Liechtenstein)

Estes símbolos indicam que este produto não deve ser eliminado juntamente com o seu lixo doméstico, segundo a Diretiva REEE de 2012/19/UE, a Diretiva de Baterias (2006/66/CE) e/ou a sua legislação nacional que transponha estas Diretivas. Se houver um símbolo químico impresso como mostrado abaixo, de acordo com a Diretiva de Baterias, isto indica que um metal pesado (Hg = Mercúrio, Cd = Cádmio, Pb = Chumbo) está presente nesta pilha ou acumulador, numa concentração acima de um limite aplicável especificado na Diretiva. Este produto deve ser entregue num ponto de recolha designado, por exemplo num local autorizado de troca quando compra um equipamento novo idêntico, ou num local de recolha autorizado para reciclar equipamento elétrico e eletrónico (EEE) em fim de vida, bem como pilhas e baterias. O tratamento inadequado deste tipo de resíduos pode ter um impacto negativo no ambiente e na saúde humana, devido a substâncias potencialmente perigosas que estão associadas com equipamentos do tipo EEE. A sua cooperação no tratamento correto deste produto irá contribuir para a utilização mais eficaz dos recursos naturais. Para obter mais informações acerca de como reciclar este produto, por favor contacte as suas autoridades locais responsáveis pela matéria, serviço de recolha aprovado para pilhas e baterias ou serviço de recolha de resíduos sólidos domésticos da sua municipalidade, ou visite www.canon-europe.com/weee, ou www.canon-europe.com/battery.

Gælder kun i Europæiske Union og EØS (Norge, Island og Liechtenstein)

Disse symboler betyder, at produktet ikke må bortskaffes sammen med dagrenovation i henhold til WEEE-direktivet (2012/19/EU), batteridirektivet (2006/66/EF) og/eller den lokale lovgivning, som disse direktiver er gennemført i. Hvis der i overensstemmelse med batteridirektivet er trykt et kemisk symbol under det symbol, der er vist ovenfor, betyder det, at batteriet eller akkumulatoren indeholder tungmetaller (Hg = kviksølv, Cd = cadmium, Pb = bly) i en koncentration, som ligger over de grænseværdier, der er beskrevet i batteridirektivet. Produktet skal afleveres på et godkendt indsamlingssted, f.eks. i overensstemmelse med en godkendt én-til-én-procedure, når du indkøber et nyt tilsvarende produkt, eller på et godkendt indsamlingssted for elektronikaffald samt for batterier og akkumulatorer. Forkert håndtering af denne type affald kan medføre negative konsekvenser for miljøet og menneskers helbred på grund af de potentielt sundhedsskadelige stoffer, der generelt kan forefindes i elektrisk og elektronisk udstyr. Når du foretager korrekt bortskaffelse af produktet, bidrager du til effektiv brug af naturressourcerne. Kontakt din kommune, den lokale affaldsmyndighed, det lokale affaldsanlæg, eller besøg www.canon-europe.com/weee, eller www.canon-europe.com/battery for at få flere oplysninger om genbrug af dette produkt.

Μόνο για την Ευρωπαϊκή Ένωση και τον ΕΟΧ (Νορβηγία, Ισλανδία και Λιχτενστάιν)

Αυτά τα σύμβολα υποδεικνύουν ότι αυτό το προϊόν δεν πρέπει να απορρίπτεται μαζί με τα οικιακά απορρίμματα, σύμφωνα με την Οδηγία για τα Απόβλητα Ηλεκτρικού και Ηλεκτρονικού Εξοπλισμού (ΑΗΗΕ) (2012/19/ΕΕ), την Οδηγία για τις Ηλεκτρικές Στήλες (2006/66/ΕΚ) ή/και την εθνική νομοθεσία που εφαρμόζει τις Οδηγίες εκείνες. Εάν κάποιο χημικό σύμβολο είναι τυπωμένο κάτω από το σύμβολο που φαίνεται παραπάνω, σύμφωνα με την Οδηγία για τις

Ηλεκτρικές Στήλες, υποδηλώνει ότι κάποιο βαρύ μέταλλο (Hg = Υδράργυρος, Cd = Κάδμιο, Pb = Μόλυβδος) υπάρχει στην μπαταρία ή τον συσσωρευτή σε συγκέντρωση μεγαλύτερη από το ισχύον επίπεδο που καθορίζεται στην Οδηγία για τις Ηλεκτρικές Στήλες. Αυτό το προϊόν πρέπει να παραδίδεται σε καθορισμένο σημείο συλλογής, π.χ. σε μια εξουσιοδοτημένη βάση ανταλλαγής όταν αγοράζετε ένα νέο παρόμοιο προϊόν ή σε μια εξουσιοδοτημένη θέση συλλογής για την ανακύκλωση των αποβλήτων ηλεκτρικού και ηλεκτρονικού εξοπλισμού (ΗΗΕ) και των ηλεκτρικών στηλών και συσσωρευτών. Ο ακατάλληλος χειρισμός αυτού του τύπου αποβλήτων μπορεί να έχει αρνητικό αντίκτυπο στο περιβάλλον και την υγεία του ανθρώπου, λόγω δυνητικά επικίνδυνων ουσιών που γενικά συνδέονται με τον ΗΗΕ. Η συνεργασία σας για τη σωστή απόρριψη αυτού του προϊόντος θα συμβάλει στην αποτελεσματική χρήση των φυσικών πόρων. Για περισσότερες πληροφορίες σχετικά με ανακύκλωση αυτού του προϊόντος, επικοινωνήστε με το τοπικό γραφείο της πόλης σας, την υπηρεσία απορριμμάτων, το εγκεκριμένο σχήμα ή την υπηρεσία απόρριψης οικιακών αποβλήτων ή επισκεφθείτε τη διεύθυνση www.canon-europe.com/weee ή www.canon-europe.com/battery.

Gjelder kun den europeiske union og EØS (Norge, Island og Liechtenstein)

Disse symbolene indikerer at dette produktet ikke skal kastes sammen med husholdningsavfall, i henhold til WEEE-direktivet (2012/19/EU), batteridirektivet (2006/66/EF) og/eller nasjonal lov som har implementert disse direktivene. Hvis et kjemisk symbol vises under symbolet vist ovenfor, i samsvar med batteridirektivet, indikerer dette at et tungmetall (Hg = kvikksølv, Cd = kadmium, Pb = bly) finnes i batteriet eller akkumulatoren i en konsentrasjon over en gjeldende øvre grense som er spesifisert i batteridirektivet. Produktet må leveres til et dertil egnet innsamlingspunkt, det vil si på en autorisert en-til-en-basis når en kjøper et nytt lignende produkt, eller til et autorisert innsamlingssted for resirkulering av avfall fra elektrisk og elektronisk utstyr (EE-utstyr) og batterier og akkumulatorer. Feil håndtering av denne typen avfall kan være miljø- og helseskadelig på grunn av potensielt skadelige stoffer som ofte brukes i EE-utstyr. Din innsats for korrekt avhending av produktet vil bidra til effektiv bruk av naturressurser. Du kan få mer informasjon om resirkulering av dette produktet ved å kontakte lokale myndigheter, avfallsadministrasjonen, et godkjent program eller husholdningens renovasjonsselskap, eller gå til www.canon-europe.com/weee, eller www.canon-europe.com/battery.

Vain Euroopan unionin sekä ETA:n (Norja, Islanti ja Liechtenstein) alueelle.

Nämä tunnukset osoittavat, että sähkö- ja elektroniikkalaiteromua koskeva direktiivi (SER-direktiivi, 2012/19/EU), paristoista ja akuista annettu direktiivi (2006/66/EY) sekä kansallinen lainsäädäntö kieltävät tuotteen hävittämisen talousjätteen mukana. Jos yllä olevan symbolin alapuolelle on paristodirektiivin mukaisesti painettu kemiallisen aineen tunnus, kyseinen paristo tai akku sisältää raskasmetalleja (Hg = elohopea, Cd = kadmium, Pb = lyijy) enemmän kuin paristodirektiivin salliman määrän. Tuote on vietävä asianmukaiseen keräyspisteeseen, esimerkiksi kodinkoneliikkeeseen uutta vastaavaa tuotetta ostettaessa tai viralliseen sähkö- ja elektroniikkalaiteromun tai paristojen ja akkujen keräyspisteeseen. Sähkö- ja elektroniikkalaiteromun virheellinen käsittely voi vahingoittaa ympäristöä ja ihmisten terveyttä, koska laitteet saattavat sisältää ympäristölle ja terveydelle haitallisia aineita. Tuotteen asianmukainen hävittäminen säästää myös luonnonvaroja. Jos haluat lisätietoja tämän tuotteen kierrätyksestä, ota yhteys kunnan jätehuoltoviranomaisiin tai käyttämääsi jätehuoltoyhtiöön tai käy osoitteessa www.canon-europe.com/weee, tai www.canon-europe.com/battery.

Endast för Europeiska unionen och EES (Norge, Island och Liechtenstein)

De här symbolerna visar att produkten inte får sorteras och slängas som hushållsavfall enligt WEEE-direktivet (2012/19/EU), batteridirektivet (2006/66/EG) och/eller nationell lagstiftning som implementerar dessa direktiv. Om en kemisk symbol förekommer under ovanstående symbol innebär detta enligt Batteridirektivet att en tungmetall (Hg = Kvicksilver, Cd = Kadmium, Pb = Bly) förekommer i batteriet eller ackumulatorn med en koncentration som överstiger tillämplig gräns som anges i Batteridirektivet. Produkten ska lämnas in på en avsedd insamlingsplats, t.ex. på en återvinningsstation auktoriserad att hantera elektrisk och elektronisk utrustning (EE-utrustning) samt batterier och ackumulatorer eller hos handlare som är auktoriserade att byta in varor då nya, motsvarande köps (en mot en). Olämplig hantering av avfall av den här typen kan ha negativ inverkan på miljön och människors hälsa på grund av de potentiellt farliga ämnen som kan återfinnas i elektrisk och elektronisk utrustning. Din medverkan till en korrekt avfallshantering av produkten bidrar till effektiv användning av naturresurserna. Om du vill ha mer information om var du kan lämna in den här produkten, kontakta ditt lokala kommunkontor, berörd myndighet eller företag för avfallshantering eller se www.canon-europe.com/weee, eller www.canon-europe.com/battery.

Pouze Evropská unie a EHP (Norsko, Island a Lichtenštejnsko)

Tento symbol znamená, že podle směrnice OEEZ (2012/19/EU), směrnice o bateriích (2006/66/ES) a/nebo podle vnitrostátních právních prováděcích předpisů k těmto směrnicím nemá být tento výrobek likvidován s odpadem z domácností. Je-li v souladu s požadavky směrnice o bateriích vytištěna pod výše uvedeným symbolem chemická značka, udává, že tato baterie nebo akumulátor obsahuje těžké kovy (Hg = rtuť, Cd = kadmium, Pb = olovo) v koncentraci vyšší, než je příslušná hodnota předepsaná směrnicí. Tento výrobek má být vrácen do určeného sběrného místa, např. v rámci autorizovaného systému odběru jednoho výrobku za jeden nově prodaný podobný výrobek, nebo do autorizovaného sběrného místa pro recyklaci odpadních elektrických a elektronických zařízení (OEEZ), baterií a akumulátorů. Nevhodné nakládání s tímto druhem odpadu by mohlo mít negativní dopad na životní prostředí a lidské zdraví, protože elektrická a elektronická zařízení zpravidla obsahují potenciálně nebezpečné látky. Vaše spolupráce na správné likvidaci tohoto výrobku napomůže efektivnímu využívání přírodních zdrojů. Chcete-li získat podrobné informace týkající se recyklace tohoto výrobku, obraťte se prosím na místní úřad, orgán pro nakládání s odpady, schválený systém nakládání s odpady či společnost zajišťující likvidaci domovního odpadu, nebo navštivte webové stránky www.canon-europe.com/weee nebo www.canon-europe.com/battery.

Csak az Európai Unió és az EGT (Norvégia, Izland és Liechtenstein) országaiban

Ezek a szimbólumok azt jelzik, hogy a termék hulladékkezelése a háztartási hulladéktól különválasztva, az elektromos és elektronikus berendezések hulladékairól (WEEE) szóló (2012/19/EU) irányelvnek és az elemekről és akkumulátorokról, valamint a hulladék elemekről és akkumulátorokról szóló (2006/66/EK) irányelvnek megfelelően és/vagy ezen irányelveknek megfelelő helyi előírások szerint történik. Amennyiben a fent feltüntetett szimbólum alatt egy vegyjel is szerepel, az elemekről és akkumulátorokról szóló irányelvben foglaltak értelmében ez azt jelzi, hogy az elem vagy az akkumulátor az irányelvben meghatározott határértéknél nagyobb mennyiségben tartalmaz nehézfémet (Hg = higany, Cd = kadmium, Pb = ólom). E terméket az arra kijelölt gyűjtőhelyre kell juttatni – pl. hasonló termék vásárlásakor a régi becserélésére vonatkozó hivatalos program keretében, vagy az elektromos és elektronikus berendezések (EEE) hulladékainak gyűjtésére, valamint a hulladék elemek és hulladék akkumulátorok gyűjtésére kijelölt hivatalos gyűjtőhelyre. Az ilyen jellegű hulladékok nem előírásszerű kezelése az elektromos és elektronikus berendezésekhez (EEE) általánosan kapcsolható potenciálisan veszélyes anyagok révén hatással lehet a környezetre és az egészségre. E termék megfelelő leselejtezésével Ön is hozzájárul a természeti források hatékony használatához. A termék újrahasznosítását illetően informálódjon a helyi polgármesteri hivatalnál, a helyi közterület-fenntartó vállalatnál, a hivatalos hulladéklerakó telephelyen vagy a háztartási hulladék begyűjtését végző szolgáltatónál, illetve látogasson el a www.canon-europe.com/weee, vagy www.canon-europe.com/battery internetes oldalra.

Tylko dla krajów Unii Europejskiej oraz EOG (Norwegia, Islandia i Liechtenstein)

Te symbole oznaczają, że produktu nie należy wyrzucać razem z odpadami gospodarstwa domowego, zgodnie z dyrektywą WEEE w sprawie zużytego sprzętu elektrycznego i elektronicznego (2012/19/UE) lub dyrektywą w sprawie baterii (2006/66/WE) bądź przepisami krajowymi wdrażającymi te dyrektywy. Jeśli pod powyższym symbolem znajduje się symbol chemiczny, zgodnie z dyrektywą w sprawie baterii oznacza to, że bateria lub akumulator zawiera metal ciężki (Hg = rtęć, Cd = kadm, Pb = ołów) w stężeniu przekraczającym odpowiedni poziom określony w dyrektywie w sprawie baterii. Użytkownicy baterii i akumulatorów mają obowiązek korzystać z dostępnego programu zwrotu, recyklingu i utylizacji baterii oraz akumulatorów. Niewłaściwe postępowanie z tego typu odpadami może mieć wpływ na środowisko i zdrowie ludzi ze względu na substancje potencjalnie niebezpieczne, związane ze zużytym sprzętem elektrycznym i elektronicznym. Państwa współpraca w zakresie właściwej utylizacji tego produktu przyczyni się do efektywnego wykorzystania zasobów naturalnych. W celu uzyskania informacji o sposobie recyklingu tego produktu prosimy o kontakt z właściwym urzędem miejskim lub zakładem gospodarki komunalnej bądź zapraszamy na stronę www.canon-europe.com/weee, lub www.canon-europe.com/battery.

Platí len pre štáty Európskej únie a EHP (Nórsko, Island a Lichtenštajnsko)

Tieto symboly označujú, že podľa Smernice o odpade z elektrických a elektronických zariadení (OEEZ) 2012/19/EÚ, Smernice o batériách (2006/66/ES) a podľa platnej legislatívy Slovenskej republiky sa tento produkt nesmie likvidovať spolu s komunálnym odpadom. Ak je chemická značka vytlačená pod vyššie uvedeným symbolom, znamená to, že táto batéria alebo akumulátor obsahuje ťažký kov (Hg = ortuť, Cd = kadmium, Pb = olovo) v koncentrácii vyššej, ako je príslušná povolená hodnota stanovená v Smernici o batériách. Produkt je potrebné odovzdať do určenej zberne, napr.

prostredníctvom výmeny za kúpu nového podobného produktu, alebo na autorizované zberné miesto, ktoré spracúva odpad z elektrických a elektronických zariadení (EEZ), batérií a akumulátorov. Nesprávna manipulácia s takýmto typom odpadu môže mať negatívny vplyv na životné prostredie a ľudské zdravie, pretože elektrické a elektronické zariadenia obsahujú potenciálne nebezpečné látky. Spoluprácou na správnej likvidácii tohto produktu prispejete k účinnému využívaniu prírodných zdrojov. Ďalšie informácie o recyklácii tohto produktu získate od miestneho úradu, úradu životného prostredia, zo schváleného plánu OEEZ alebo od spoločnosti, ktorá zaisťuje likvidáciu komunálneho odpadu. Viac informácií nájdete aj na webovej stránke: www.canon-europe.com/weee, alebo www.canon-europe.com/battery.

Üksnes Euroopa Liit ja EMP (Norra, Island ja Liechtenstein)

Antud sümbolid viitavad sellele, et vastavalt elektri- ja elektroonikaseadmete jäätmeid käsitlevale direktiivile (2012/19/EL), patareisid ja akusid ning patarei- ja akujäätmeid käsitlevale direktiivile (2006/66/EÜ) ja/või nimetatud direktiive rakendavatele riiklikele õigusaktidele ei või seda toodet koos olmejäätmetega ära visata. Kui keemiline sümbol on trükitud eespool toodud sümboli alla, siis tähendab see, et antud patareis või akus leiduva raskemetalli (Hg = elavhõbe, Cd = kaadmium, Pb = plii) kontsentratsioonitase on kõrgem kui patareisid ja akusid ning patarei- ja akujäätmeid käsitlevas direktiivis sätestatud piirmäär. Antud tootest tekkinud jäätmed tuleb anda vastavasse kogumispunkti, nt müügipunkti, mis on volitatud üks ühe vastu vahetama, kui ostate uue sarnase toote, või vastavasse elektri- ja lektroonikaseadmete jäätmete ning patareide ja akude ümbertöötlemiseks mõeldud kogumispunkti. Antud liiki jäätmete vale käitlemine võib kahjustada keskkonda ja inimeste tervist elektri- ja elektroonikajäätmetes tavaliselt leiduvate potentsiaalselt ohtlike ainete tõttu. Antud tootest tekkinud jäätmete nõuetekohase kõrvaldamisega aitate kasutada loodusvarasid efektiivselt. Täiendava teabe saamiseks elektri- ja elektroonikaseadmetest tekkinud jäätmete ning patarei- ja akujäätmete tagastamise ja ümbertöötlemise kohta võtke ühendust kohaliku omavalitsusega, asjakohase valitsusasutusega, asjakohase tootjavastutusorganisatsiooniga või olmejäätmete käitlejaga. Lisateavet leitate ka Interneti-leheküljelt www.canon-europe.com/weee või www.canon-europe.com/battery.

Tikai Eiropas Savienībai un EEZ (Norvēģijai, Islandei un Lihtenšteinai)

Šie simboli norāda, ka atbilstoši ES Direktīvai (2012/19/ES) par elektrisko un elektronisko iekārtu atkritumiem (EEIA), Direktīvai (2006/66/EK) par baterijām un akumulatoriem, un akumulatoru atkritumiem, ar ko atceļ Direktīvu 91/157/EEK, un vietējiem tiesību aktiem šo izstrādājumu nedrīkst izmest kopā ar sadzīves atkritumiem. Ja zem iepriekš norādītā simbola ir uzdrukāts ķīmiskais simbols, saskaņā ar direktīvu par baterijām un akumulatoriem tas nozīmē, ka šīs baterijas vai akumulatori satur smagos metālus (Hg = dzīvsudrabs, Cd = kadmijs, Pb = svins) un to koncentrācijas līmenis pārsniedz direktīvā par baterijām un akumulatoriem minēto pieļaujamo slieksni. Šis izstrādājums ir jānodod piemērotā savākšanas vietā, piemēram, apstiprinātā veikalā, kur iegādājaties līdzīgu jaunu produktu un atstājat veco, vai apstiprinātā vietā izlietotu elektrisko un elektronisko iekārtu un bateriju un akumulatoru pārstrādei. Nepareiza šāda veida atkritumu apsaimniekošana var apdraudēt vidi un cilvēka veselību tādu iespējami bīstamu vielu dēļ, kas parasti ir elektriskajās un elektroniskajās iekārtās. Jūsu atbalsts pareizā šāda veida atkritumu apsaimniekošanā sekmēs efektīvu dabas resursu izmantošanu. Lai saņemtu pilnīgāku informāciju par šāda veida izstrādājumu nodošanu otrreizēji pārstrādei, sazinieties ar vietējo pašvaldību, atkritumu savākšanas atbildīgo dienestu, pilnvaroto organizāciju vai iestādi, kas veic sadzīves atkritumu apsaimniekošanu, vai apmeklējiet tīmekļa vietni www.canon-europe.com/weee, vai www.canon-europe.com/battery.

Tik Europos Sąjungai ir EEE (Norvegijai, Islandijai ir Lichtenšteinui)

Šie simboliai reiškia, kad šio gaminio negalima išmesti į buitines atliekas, kaip reikalaujama WEEE Direktyvoje (2012/19/ES) ir Baterijų direktyvoje (2006/66/EB) ir (ar) jūsų šalies nacionaliniuose įstatymuose, kuriais šios Direktyvos yra įgyvendinamos. Jeigu cheminio ženklo simbolis yra nurodytas žemiau šio ženklo, tai reiškia, kad vadovaujantis Baterijų direktyvą, baterijų ar akumuliatorių sudėtyje yra sunkiųjų metalų (Hg = gyvsidabrio, Cd = kadmio, Pb = švino), kurių koncentracija viršija Baterijų direktyvoje nurodytas leistinas ribas. Šį gaminį reikia pristatyti į specialųjį surinkimo punktą, pavyzdžiui, mainais, kai jūs perkate naują panašų gaminį, arba į specialiąją surinkimo vietą, kurioje perdirbamos elektrinės ir elektroninės įrangos atliekos bei naudotos baterijos ir akumuliatoriai. Dėl netinkamo šio tipo atliekų tvarkymo gali nukentėti aplinka ir iškilti grėsmė žmogaus sveikatai dėl galimai kenksmingų medžiagų, iš esmės susijusių su elektrine ir elektronine įranga. Bendradarbiaudami ir teisingai utilizuodami šiuos gaminius, jūs padėsite efektyviai naudoti gamtinius išteklius. Daugiau informacijos apie gaminio perdirbimą jums gali suteikti vietinis biuras, atliekų tvarkymo bendrovė, sertifikuoti organai ar buitinių atliekų surinkimo įmonės. Taip pat siūloma apsilankyti interneto svetainėje www.canon-europe.com/weee, arba www.canon-europe.com/battery.

Samo za Evropsko unijo in EGP (Norveška, Islandija in Lihtenštajn)

Ti simboli pomenijo, da tega izdelka skladno z Direktivo OEEO (2012/19/EU), Direktivo 2006/66/ES in/ali nacionalno zakonodajo, ki uvaja ti direktivi, ne smete odlagati z nesortiranimi gospodinjskimi odpadki. Če je pod zgoraj prikazanim simbolom natisnjen kemijski simbol, to v skladu z Direktivo pomeni, da je v tej bateriji ali akumulatorju prisotna težka kovina (Hg = živo srebro, Cd = kadmij, Pb = svinec), in sicer v koncentraciji, ki je nad relevantno mejno vrednostjo, določeno v Direktivi. Ta izdelek je potrebno odnesti na izbrano zbirno mesto, t. j. pooblaščeno trgovino, kjer ob nakupu novega (podobnega) izdelka vrnete starega, ali na pooblaščeno zbirno mesto za ponovno uporabo odpadne električne in elektronske opreme (EEO) ter baterij in akumulatorjev. Neustrezno ravnanje s to vrsto odpadkov lahko negativno vpliva na okolje in človeško zdravje zaradi potencialno nevarnih snovi, ki so pogosto povezane z EEO. Vaše sodelovanje pri pravilnem odlaganju tega izdelka predstavlja pomemben prispevek k smotrni izrabi naravnih virov. Za več informacij o ponovni uporabi tega izdelka se obrnite na lokalen mestni urad, pristojno službo za odpadke, predstavnika pooblaščenega programa za obdelavo odpadkov ali na lokalno komunalo. Lahko pa tudi obiščete našo spletno stran www.canon-europe.com/weee, ali www.canon-europe.com/battery.

Само за Европейския съюз и ЕИП (Норвегия, Исландия и Лихтенщайн)

Тези символи показват, че този продукт не трябва да се изхвърля заедно с битовите отпадъци съгласно Директивата за ИУЕЕО (2012/19/ЕС), Директивата за батерии (2006/66/ЕО) и/или Вашето национално законодателство, прилагащо тези Директиви. Ако под показания горе символ е отпечатан символ за химически елемент, съгласно разпоредбите на Директивата за батерии, този втори символ означава наличието на тежък метал (Hg = живак, Cd = кадмий, Pb = олово) в батерията или акумулатора в концентрация над указаната граница за съответния елемент в Директивата. Този продукт трябва да бъде предаден в предназначен за целта пункт за събиране, например на база размяна, когато купувате нов подобен продукт, или в одобрен събирателен пункт за рециклиране на излязло от употреба електрическо и електронно оборудване (ИУЕЕО), батерии и акумулатори. Неправилното третиране на този тип отпадъци може да доведе до евентуални отрицателни последствия за околната среда и човешкото здраве поради потенциално опасните вещества, които обикновено са свързани с ЕЕО. В същото време Вашето съдействие за правилното изхвърляне на този продукт ще допринесе за ефективното използване на природните ресурси. За повече информация относно това къде можете да предадете за рециклиране на този продукт, моля свържете се с Вашите местни власти, с органа, отговорен за отпадъците, с одобрената система за ИУЕЕО или с Вашата местна служба за битови отпадъци, или посетете www.canon-europe.com/weee, или www.canon-europe.com/battery.

Doar pentru Uniunea Europeană şi EEA (Norvegia, Islanda şi Liechtenstein)

Aceste simboluri indică faptul că acest produs nu trebuie aruncat împreună cu deşeurile menajere, în conformitate cu Directiva DEEE (2012/19/UE), Directiva referitoare la baterii (2006/66/CE) şi/sau legile dvs. naţionale ce implementează aceste Directive. Dacă un simbol chimic este imprimat sub simbolul de mai sus, în conformitate cu Directiva referitoare la baterii, acest simbol indică prezenţa în baterie sau acumulator a unui metal greu (Hg = Mercur, Cd = Cadmiu, Pb = Plumb) într-o concentraţie mai mare decât pragul admis specificat în Directiva referitoare la baterii. Acest produs trebuie înmânat punctului de colectare adecvat, ex: printr-un schimb autorizat unu la unu atunci când cumpăraţi un produs nou similar sau la un loc de colectare autorizat pentru reciclarea reziduurilor de echipament electric şi electronic (EEE) şi baterii şi acumulatori. Administrarea neadecvată a acestui tip de deşeuri, ar putea avea un impact asupra mediului şi asupra sănătăţii umane datorită substanţelor cu potenţial de risc care sunt în general asociate cu EEE. Cooperarea dvs. în direcţia reciclării corecte a acestui produs va contribui la o utilizare eficientă a resurselor naturale. Pentru mai multe informaţii despre reciclarea acestui produs, vă rugăm să contactaţi biroul dvs. local, autorităţile responsabile cu deşeurile, schema aprobată sau serviciul dvs. responsabil cu deşeurile menajere sau vizitaţi-ne la www.canon-europe.com/weee, sau www.canon-europe.com/battery.

Samo za Europsku uniju i EEA (Norveška, Island i Lihtenštajn)

Oznaka pokazuje da se ovaj proizvod ne smije odlagati s komunalnim i ostalim vrstama otpada, u skladu s direktivom WEEE (2012/19/EC), Direktivom o baterijama (2006/66/EC) i Pravilnikom o gospodarenju otpadnim baterijama i akumulatorima te Pravilnikom o gospodarenju otpadnim električnim i elektroničkim uređajima i opremom. Ako je ispod prethodno prikazane oznake otisnut kemijski simbol, u skladu s Direktivom o baterijama, to znači da se u ovoj bateriji ili akumulatoru nalazi teški metal (Hg = živa, Cd = kadmij, Pb = olovo) i da je njegova koncentracija iznad razine

propisane u Direktivi o baterijama. Ovaj bi proizvod trebalo predati ovlašenom skupljaču EE otpada ili prodavatelju koji je dužan preuzeti otpadni proizvod po sistemu jedan za jedan, ukoliko isti odgovara vrsti te je obavljao primarne funkcije kao i isporučena EE oprema. Otpadne baterije i akumulatori predaju se ovlaštenom skupljaču otpadnih baterija ili akumulatora ili prodavatelju bez naknade i obveze kupnje za krajnjeg korisnika. Neodgovarajuće rukovanje ovom vrstom otpada može utjecati na okoliš i ljudsko zdravlje zbog potencijalno opasnih supstanci koje se najčešće nalaze na takvim mjestima. Vaša suradnja u pravilnom zbrinjavanju ovog proizvoda pridonijet će djelotvornom iskorištavanju prirodnih resursa. Dodatne informacije o recikliranju ovog proizvoda zatražite od svog lokalnog gradskog ureda, službe za zbrinjavanje otpada, odobrenog programa ili komunalne službe za uklanjanje otpada ili pak na stranicama www.canon-europe.com/weee ili www.canon-europe.com/battery.

Korisnici u Srbiji

Ovaj simbol označava da ovaj proizvod ne sme da se odlaže sa ostalim kućnim otpadom, u skladu sa WEEE Direktivom (2012/19/EU), Direktivom o baterijama (2006/66/EC) i nacionalnim zakonima. Ukoliko je ispod gore navedenog simbola odštampan hemijski simbol, u skladu sa Direktivom o baterijama, ovaj simbol označava da su u ovoj bateriji ili akumulatoru prisutni teški metali (Hg – živa, Cd – kadmijum, Pb - olovo) u koncentracijama koje premašuju prihvatljivi prag naveden u Direktivi o baterijama. Ovaj proizvod treba predati određenom centru za prikupljanje, npr. po principu „jedan-za-jedan" kada kupujete sličan novi proizvod, ili ovlašćenom centru za prikupljanje za reciklažu istrošene električne i elektronske opreme (EEE), baterija i akumulatora. Nepravilno rukovanje ovom vrstom otpada može imati negativne posledice po životnu sredinu i ljudsko zdravlje usled potencijalno opasnih materijala koji se uglavnom vezuju za EEE. Vaša saradnja na ispravnom odlaganju ovog proizvoda će doprineti efikasnom korišćenju prirodnih resursa. Više informacija o tome kako možete da reciklirate ovaj proizvod potražite od lokalnih gradskih vlasti, komunalne službe, odobrenog plana reciklaže ili servisa za odlaganje kućnog otpada, ili posetite stranicu www.canon-europe.com/weee, ili www.canon-europe.com/battery.

■ IPv6 Ready Logo

The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-2 established by the IPv6 Forum.

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Drivers

Drivers

2579-0J2

Manuals are available on how to install and use the printer drivers, FAX drivers, and scanner drivers. Click on the links for your OS and refer to them as necessary.

◉**Windows(P. 759)**
◉**macOS(P. 761)**

Windows

2579-0J3

Manuals are available on how to install and use the Windows printer drivers, FAX drivers, and scanner drivers. Click on the link for the required manual.

Printer Drivers(P. 759)
FAX Drivers(P. 759)
Scanner Drivers(P. 759)
V4 Printer Drivers(P. 760)

Printer Drivers

■WG Driver

Install Guide

■UFR II Printer Driver

User's Guide

■PCL6 Printer Driver

User's Guide

■PS3 Printer Driver

User's Guide

FAX Drivers

User's Guide

Scanner Drivers

■ScanGear WG

User's Guide

■WG Scan Utility

User's Guide

V4 Printer Drivers

Install & User's Guide

macOS

2579-0J4

Manuals are available on how to install and use the macOS printer drivers, FAX drivers, and scanner drivers. Click on the link for the required manual.

Printer Drivers(P. 761)
FAX Drivers(P. 761)
Scanner Drivers(P. 761)

Printer Drivers

■ UFR II Printer Driver

User's Guide

FAX Drivers

User's Guide

Scanner Drivers

■ ScanGear MF

User's Guide

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