









ENG

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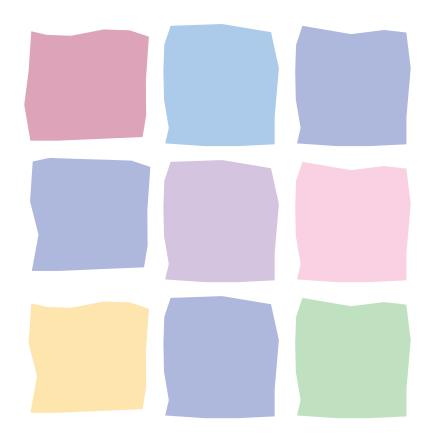
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## Canon

## **Reference Guide**

imageCLASS M F 7 4 0 0 Series





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

**How to Use This Manual** 





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### **Manuals for the Machine**

- Machine Set-Up
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**Starter Guide** 

Basic Features

- Maintenance
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- Total Operation Features
- Network and Remote User Interface
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- Color Network ScanGear Installation and Instructions

Color Network ScanGear User's Guide

**Reference Guide** 

(This Document)

PCL Printer Driver Installation and Instructions

 UFRII LT Printer Driver Installation and Instructions

**PCL Driver Guide** (imageCLASS MF7480/MF7470 Only)

**UFR II Driver Guide** 



**Basic Operation Guide** 









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● Fax Driver Installation and Instructions

**Fax Driver Guide** 





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

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

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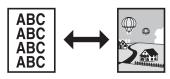
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## **Things You Can Do**

# Select a scan mode depending on the type of image



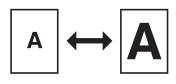
Original Type Selection
→ p. 3-8

## Adjust the density level of scanned images



Exposure → p. 3-9

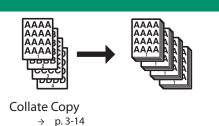
#### **Enlarge or reduce copied images**



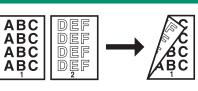
Copy Ratio

→ p. 3-10

#### Sort by document or page

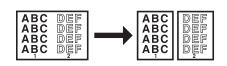


Make two-sided copies



Two-Sided Copying
→ p. 3-17

## Copy facing pages of an opened book onto separate copy sheets



Two-Page Separation
→ p. 3-22

## Copy multiple originals onto one sheet

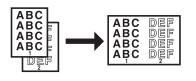
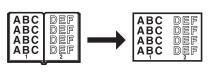


Image Combination
→ p. 3-22

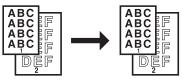
## Erase shadows and lines around original images/binding holes



Frame Erase

→ p. 3-24

## Copy originals of different sizes together at the same time



Different Size Originals

→ p. 3-28

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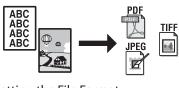
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#### Adjust the contrast of scanned images



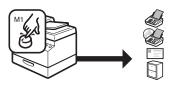
Sharpness → p. 3-29

#### Send documents in a variety of file formats\*1



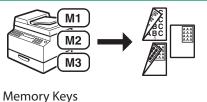
Setting the File Format → p. 4-11

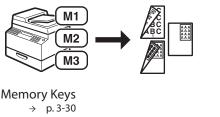
#### **Specify a recipient with favorites buttons**



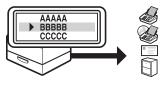
Using the Favorites Buttons → p. 4-29

#### Store and recall copy modes



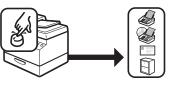


Specify a recipient with the **Address Book** 



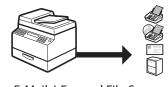
Using the Address Book → p. 4-27

#### Specify multiple recipients as a group



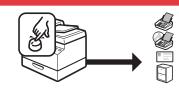
Using to Group Addresses → p. 4-28

#### Send documents with diverse sending methods\*1



Fax, E-Mail, I-Fax and File Server → Chapter 4

#### Specify a recipient with one-touch **buttons**



Using the One-Touch Buttons → p. 4-28

#### **Retry sending documents** automatically\*1



**Auto Retry** → p. 4-39

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<sup>\*1</sup> Indicates the features available only for the imageCLASS MF7480.









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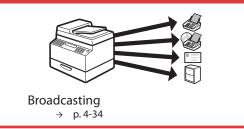
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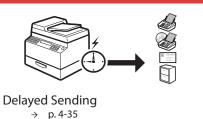
#### Redial when the line is busy



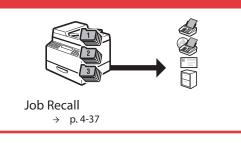




#### Send documents at a specified time



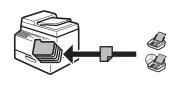
#### Recall the last three sending jobs



#### **Forward received documents**

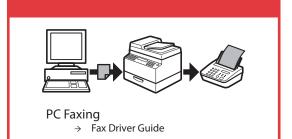


#### **Receive documents in memory** without printing out

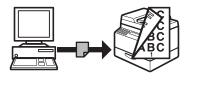


Memory Lock Reception → p. 4-63

#### Send a fax from a PC



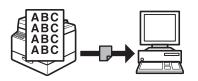
#### Print a document from a PC



Printing

→ PCL Driver Guide and UFR II Driver Guide

#### **Specify detailed scanning options** to suit various images\*1



Scanning

→ Color Network ScanGear User's Guide

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<sup>\*1</sup> Indicates the features available only for the imageCLASS MF7480/MF7470.









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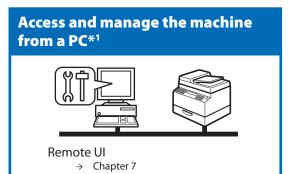
Troubleshooting

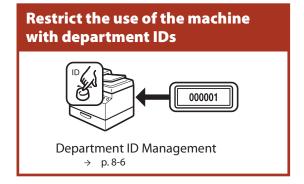
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\*1 Indicates the features available only for the imageCLASS MF7480/MF7470.









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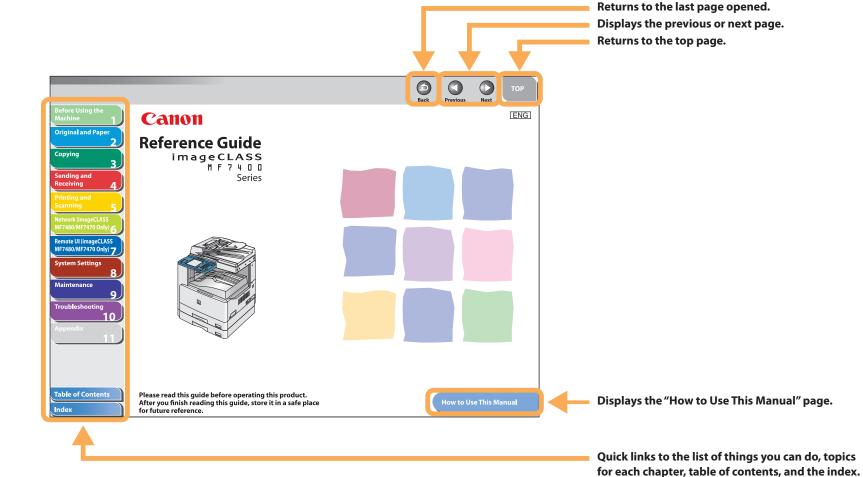
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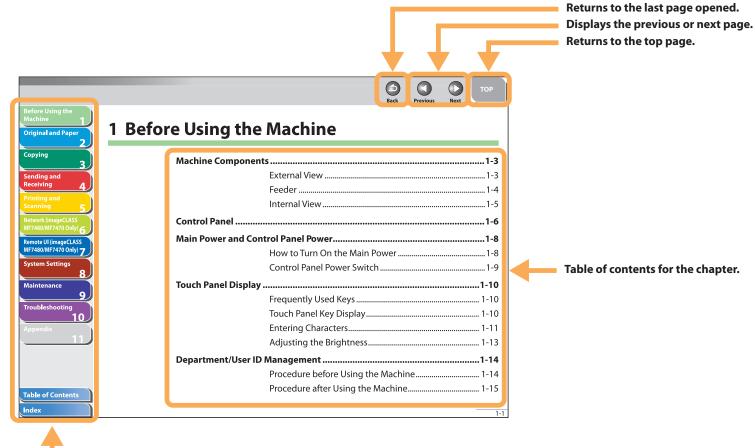
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Using the Chapter Topic List



Quick links to the list of things you can do, topics for each chapter, table of contents, and the index.

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### Symbols Used in This Manual

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



#### WARNING

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



#### **CAUTION**

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



Explains operating restrictions and how to avoid minor difficulties.

#### Keys Used in This Manual

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

Touch Panel Display Keys: [Key Name]

Examples: [Cancel]

[Done]

**Control Panel Keys:** key icon (Key Name)

⊙ (Start) Examples:

Items on Computer

[Item Name]

**Operation Screens:** 

Examples: [Save]

[OK]

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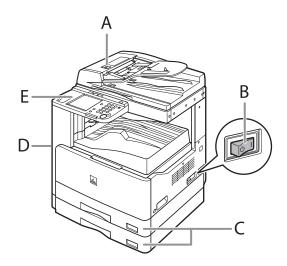
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## **Machine Components**

#### External View



#### Α Feeder

Originals placed in the feeder are automatically fed sheet by sheet to the scanning area of the platen glass. The feeder also automatically turns over two-sided originals to make two or one sided copies.

- В Main Power Switch Press to the "I" side to turn the power on. (See "Main Power and Control Panel Power," on p. 1-8.)
- C **Paper Drawers** Holds up to 250 sheets of paper (22 lb bond (80  $g/m^2$ )).
- Stack Bypass Use the stack bypass to feed paper manually and for loading nonstandard paper stock, such as envelopes. (See "Into the Stack Bypass," on p. 2-13.)
- Ε Main Control Panel Includes the keys, touch panel display, and indicators required for operating the machine. (See "Main Power and Control Panel Power," on p. 1-8.)

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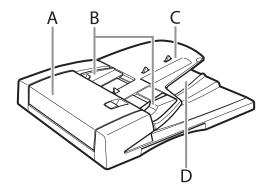
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Feeder



- A Feeder Cover
- Open this cover to remove jammed originals.
  Slide Guides
- B Slide Guides
  Adjust the slide guides to match the width of the original.
- Original Supply Tray
  Originals placed here are automatically fed sheet by sheet to the scanning area of the platen glass. Place originals into this tray with the surface that you want to scan face up.
- D Original Output Area
  Originals that have been scanned from the original supply
  tray are output to the original output area in the order that
  they are fed into the feeder.



#### CAUTION

- Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips into the gaps, as doing so may cause damage to the machine or cause it to break down.
- When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.
- If the original output area is blocked, originals may get damaged, and printing may not be performed correctly. Therefore, do not place any objects in the original output area.

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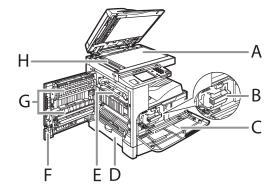
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#### Internal View



A Platen Glass

Place originals here when scanning books, thick originals, thin originals, transparencies, etc.

B Cartridge

When toner runs out, pull out the cartridge, and replace it with a new one.

C Front Cover

Open this cover to replace the cartridge.

D Paper Drawer's Left Cover

Open these covers when clearing a paper jam in Paper Drawer 2.

E Fixing Unit

When paper jam occurs in the fixing unit, see "Fixing Unit (Inside the Main Unit)," on. p. 10-8.

F Left Cover

Open this cover when clearing a paper jam inside the machine or replacing the cartridge.

G Duplex Unit

The duplex unit enables you to use the 2-Sided mode for copying or printing.

H Scanning Area

Originals placed in the feeder are scanned here.

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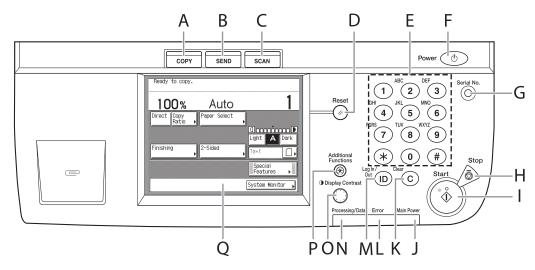
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### **Control Panel**



- A COPY key
  Press to use the Copy function. The Copy Basic Features
  screen appears on the touch panel display.
- B SEND key
  Press to use the Send/Fax function. The Send Basic Features
  screen appears on the touch panel display. The Send
  function is available only for the imageCLASS MF7480.
- C SCAN key (imageCLASS MF7480/MF7470 Only)
  Press to enable the Network Scan function. (See the Color Network ScanGear User's Guide.)
- D Reset key
  Press to restore the standard settings of the machine.
- E Numeric keys
  Press to enter numerical values.
- F Control Panel Power Switch (Sub Power Supply)
  Press to turn the control panel on or off. When the control panel is turned off, the machine is in the Sleep mode.

G Serial No. key

Press to display the serial number on the touch panel display.

H Stop key

Press to stop a job in progress, such as a scan, copy, or fax job (scanning only).

I Start key

Press to start an operation.

- Main Power Indicator
  Lights when the main power is turned on.
- K Clear key

Press to clear entered values or characters.

L Error Indicator

Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact Canon Authorized Service Facilities or the Canon Customer Care Center.







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- M Log In/Out key
  Press when setting or enabling Department ID Management
  or User ID Management.
- N Processing/Data Indicator
  Flashes or blinks green when the machine is performing
  operations. When the Processing/Data indicator maintains a
  steady green light, fax data is stored in memory.
- O Display Contrast Dial
  Use to adjust the brightness of the touch panel display.
- P Additional Functions key Press to specify additional functions.
- Q Touch Panel Display
  The settings screen for each function is shown on this display.

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### Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch.

#### How to Turn On the Main Power

This section explains how to turn on the main power.

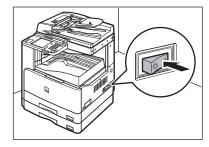
1. Make sure that the power plug is firmly inserted into the power outlet.



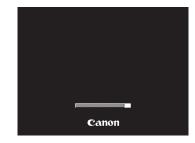
WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

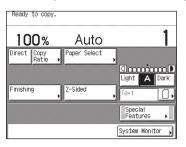
2. Press the main power switch to "I" side.



The main power indicator on the control panel lights and the screen below is displayed until the machine is ready to scan.



When the machine is ready to scan, the screen below is displayed. The example shown below is the Copy Basic Features screen.





- If the main power indicator does not light, make sure that the power cord is firmly inserted into the power outlet.
- If the message <Enter the Department ID and Password using</li> the numeric keys.> or <Enter the User ID and Password.> appears on the touch panel display, enter your registered ID and password. (See "Department/User ID Management," on p. 1-14.)
- If you want to turn the main power off, first turn the control panel power switch off, and then press the main power switch to the "לי)" side.
- If you turn off the main power, wait at least 10 seconds before turning the main power back on.
- Do not turn the main power off if you want to be able to send or receive fax/I-fax documents. Sending or receiving fax/I-fax documents cannot be done when the main power is turned off.
- If User ID Management is set to [On], the machine will take longer to become ready to scan.
- You can set the initial screen (the first screen that appears when the machine is turned on) from the Additional Functions screen. The initial screen can be the Copy, Send, Scan, or System Monitor screen. (See "Common Settings," on p. 11-5.)
- The machine will enter the Sleep mode if the main power switch is pressed when the machine's power is on and a certain type of optional equipment is connected.





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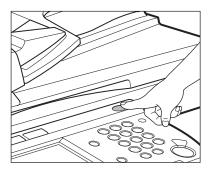
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Control Panel Power Switch

To turn the control panel on or off, press the control panel power switch. When turned off, the machine is in the Sleep mode.

Control Panel Power Switch	Machine Status	
	Standby mode (ready for	
	immediate copying or printing)	
Off	Sleep mode	





- The machine can receive and print documents from a personal computer when it is in the Sleep mode. Fax/I-fax documents can also be received while the machine is in the Sleep mode.
- The energy consumption while the machine is in the Sleep mode can be set from the Additional Functions screen. (See "Common Settings," on p. 11-5.)
- The machine will not enter the Sleep mode if it is scanning or printing.
- If there is less time than specified in Auto Sleep Time remaining before sending a job which has been reserved for delayed sending, the machine will not enter the Sleep mode completely.
- If there is a job which has been reserved for delayed sending, the machine will not enter the Sleep mode completely.
- If you are using a management application to view or manage the settings and status of the machine via the network, the machine may not enter the Sleep mode completely.

- If you are using the machine as a Windows printer, the machine may not enter the Sleep mode completely if SNMP Status is enabled for your operating system (unless your computer is turned off). For more information on disabling SNMP Status, contact your network administrator.

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- It takes approximately 10 seconds for the machine to recover after the Sleep mode is deactivated.
- If Energy Consumption in Sleep Mode is set to [Low], it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.
- The energy consumption level in the Sleep mode is [High] even when the energy consumption level is set to [Low], such as when a job is being processed (including a forwarding job, report job, receive job, or sending a forwarding done notice).

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### **Touch Panel Display**

Most operations on this machine are executed from the touch panel display. By pressing the keys according to the instructions on the touch panel display, you can utilize the functions of this machine efficiently.



#### CAUTION

Press the touch panel display keys gently with your fingers. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display. Doing so may damage the touch panel display.



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

#### Frequently Used Keys

The keys that are used frequently on the touch panel display are:

Cancel

Press to cancel the mode that you are currently setting, or a mode that has already been set, on screens other than the Additional Functions screen. Also, press to close the current mode's setting screen, and keep the original settings set from the Additional Functions screen.

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Press to confirm the current settings and proceed to the next step in the procedure.



Press to go back to the previous step in the procedure, without saving the current settings.



Press to close the current screen.

Press to confirm the current settings of a mode.

#### **Touch Panel Key Display**

When you press a key on the touch panel display, that key is highlighted, and the corresponding mode is set. When you set certain modes, the characters on some keys may become grayed out. You cannot press keys that are grayed out. This means that you cannot set these modes in combination with the presently set mode.

#### Mode Setting Keys

State of Keys	Description
2-Page Separation	The 2-Page Separation mode is not set, and can be selected.
2-Page Separation	The 2-Page Separation mode is set, and can be selected.
(The key is highlighted)	
2-Page Separation	The 2-Page Separation mode cannot be set in combination with the presently set mode.
(The characters on the key are grayed out.)	



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#### • Keys That Indicate When a Mode Is Turned On or Off

Mode Is Turned Off	Mode Is Turned On	
	(Highlighted)	

Keys with a right triangle (▶) indicate that those keys have additional screens to set their functions. If you press a key that does not have a right triangle (▶), it turns that mode on or off.

Keys That Display Additional Settings		Keys That Turn Modes On/Off	
Pape	er Select	2•2-Sided	

Keys with a black square (■) in the lower right corner, that appear on screens for storing settings, already have settings stored in them.

Settings Are Stored	No Settings Are Stored	
M1	M1	

#### ● Keys That Display a Drop-Down List

Pressing a key that has a right triangle ( ) to the right of the name of the selection, displays a drop-down list containing other setting options.

Before Selection	Drop-Down List	After Selection
Text □▶	☐ Text☐ Text/Photo☐ Photo ☐ ▶	Text/Photo

#### Numeric Keys

Anytime the numeric keys icon is displayed on the screen, you can use the numeric keys on the control panel to enter values.

[Copy Ratio] Numeric key entry OK.	You can enter values using the numeric keys on the touch panel display or on the control panel.
∰[Fax] Use the numeric keys.	You can only enter values using the numeric keys on the control panel.

#### **Entering Characters**

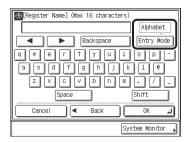
For screens that require alphanumeric entries, enter characters using the keys displayed on the touch panel display, as shown below.

#### **Alphanumeric Characters**

Example: Enter < Canon>.

1. To enter alphanumeric characters, make sure that < Alphabet > is displayed above [Entry Model.

Each press of [Entry Mode] switches the entry mode between <Alphabet> and <Other>.



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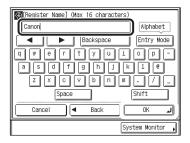
#### 2. Enter < Canon>.

To enter uppercase letters, press [Shift].

To enter a space, press [Space].

To move the cursor, press  $[\blacktriangleleft]$  or  $[\blacktriangleright]$ .

To enter symbols, press [Entry Mode] to select [Other], then enter the desired symbols.





- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor on the right side of the characters to be deleted, then press [Backspace] to delete the characters and enter the correct characters.
- To delete all of the characters you have entered, press © (Clear).
- The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

#### 3. Press [OK].

#### Symbols

Example: Enter <é>.

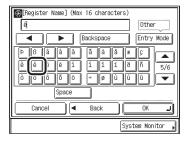
- 1. Press [Entry Mode] to select [Other].
- 2. Press [▼] or [▲] to display the desired symbol that you want to enter.

#### **3.** Press [é].

To enter a space, press [Space].

To move the cursor, press  $[\blacktriangleleft]$  or  $[\blacktriangleright]$ .

To enter alphanumeric characters, press [Entry Mode] to select [Alphabet], then enter the desired characters.





- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor on the right side of the characters to be deleted, then press [Backspace] to delete the characters and enter the correct characters.
- To delete all of the characters you have entered, press © (Clear).
- The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

### 4. Press [OK].







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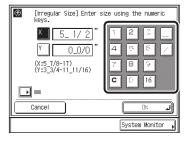
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#### **Values in Inches**

If you want to enter values in inches in all modes which require a numeric entry, set Inch Entry to [On] in Common Settings (from the Additional Functions screen). (See "Common Settings," on p. 11-5.) This enables you to enter values in inches when you press [Inch] on a screen requiring a numeric entry or measurement.

The default entry mode for numeric values is inches, but you can change it to millimeters by turning the Inch Entry mode [Off]. The following example shows you how to enter 5 1/2" for X value in the Irregular Size mode.

#### Press the keys in the following order: [5], [\_], [1], [/], and [2].

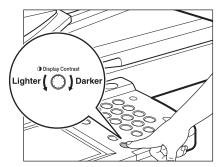


#### **MOTE**

- If you make a mistake when entering values, press [C], then enter the correct values.
- You can enter only 2, 4, 8, or 16 as the denominator.
- The value entered in inches is converted to millimeters by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.
- To enter values in millimeters, press [mm].

#### **Adjusting the Brightness**

If the touch panel display is difficult to view, use the display contrast dial on the control panel to adjust its brightness.



#### **M** NOTE

To make the touch panel display brighter, turn the dial counterclockwise. To make it darker, turn the dial clockwise.

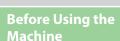
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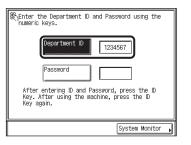
### **Department/User ID Management**

If Department ID Management or User ID Management is set to [On] in System Settings, you must enter your ID and password to be able to operate the machine. For details, see Chapter 8, "System Settings."

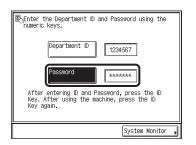
Procedure before Using the Machine

**Department ID Management** 

Press [Department ID], then enter the Department ID using ①-⑨ (numeric keys).



2. If the password is set, press [password], then enter the password using **O-O** (numeric keys).



The numbers that you enter for the password are displayed as asterisks (\*\*\*\*\*\*).

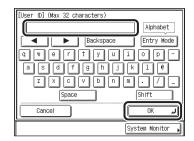
3. Press (Log In/Out).

The Basic Features screen of the selected function appears on the touch panel display.

#### **User ID Management**

- Press [User ID].
- 2. Enter the User ID, then press [OK].

You can also enter the User ID using ⊙–⊙ (numeric keys).









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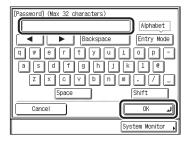
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- 3. Press [Password].
- 4. Enter the password, then press [OK].

You can also enter the password using ①–⑨ (numeric keys).



5. Press ® (Log In/Out).

The Basic Features screen of the selected function appears on the touch panel display.

- Procedure after Using the Machine
- 1. Be sure to press ® (Log In/Out).



If you do not press <sup>®</sup> (Log In/Out) after you are finished operating the machine, any subsequent copies and scans for Send/Fax functions made are added to the total of the Department ID you previously entered, or the total of the User ID who previously logged on to the machine.

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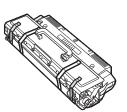
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### **Cartridge**

The lifetime of the Canon genuine replacement cartridge is approximately 10,000 pages. The level of toner consumption varies depending on the type of originals printed. If your average original contains a lot of graphics, tables, or charts, the life of the cartridge will be shorter as they consume more toner. When you are replacing a cartridge, be sure to use a cartridge designed for this product. To purchase the Canon genuine replacement cartridge, contact Canon Authorized Service Facilities or Canon Customer Care Center (U.S.A.:1-800-828-4040, Canada:1-800-652-2666).

Cartridge name: Canon Cartridge 105



#### Maintaining the Cartridge

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

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- When removing the cartridge from the machine, make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.
- Keep the cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the cartridge. The toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.



#### **CAUTION**

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

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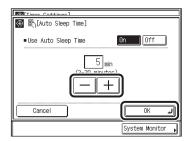
### **Timer Settings**

#### Setting the Sleep Mode

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the control panel power switch automatically switches off to save power. The machine has entered the Sleep mode.

- Press 

  (Additional Functions).
- 2. Press [Timer Settings].
- 3. Press [Auto Sleep Time].
- 4. Press [On].
- 5. Press [-] or [+] to specify the desired Auto Sleep Time, then press [OK].



The Auto Sleep Time can be set from 3 to 30 minutes. You can also enter values using ①-③ (numeric keys).

## **6.** Press [Done] repeatedly until the Basic Features screen appears.



- To resume the normal mode from the Sleep mode, press the control panel power switch.
- To enter the Sleep mode manually, press the control panel power switch.
- The machine can continue to receive fax/I-fax documents, and process or print data sent from computers even if the machine is in the Sleep mode.

#### Setting Auto Clear Time

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the display returns to the Basic Features screen (standard settings) of the selected function. This period of time is called the "Auto Clear Time."

- 1. Press 

  (Additional Functions).
- 2. Press [Timer Settings].
- 3. Press [Auto Clear Time].







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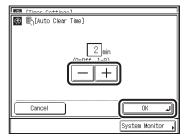
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**4.** Press [-] or [+] to specify the desired Auto Clear Time, then press [OK].



The Auto Clear Time can be set from 0 to 9 minutes (in one minute increments).

You can also enter values using ①–⑨ (numeric keys).

**5.** Press [Done] repeatedly until the Basic Features screen appears.

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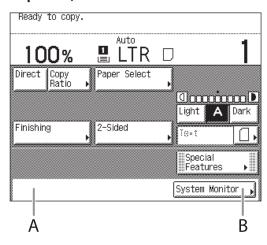
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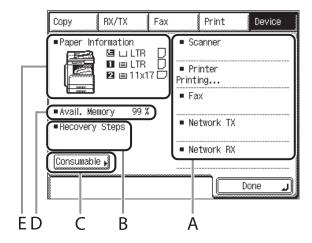
### **Checking Device Status**

You can check the current machine status both on the Job/Print Status Display Area and on the Device status screen.

The Job/Print Status Display Area (A) displays the progress of jobs and copy operations, and the status of your machine and consumables. Also, the current Department ID or user name can be displayed here. (See "Displaying Department ID/User Name," on p. 8-21.)



For the Device status screen, press [System Monitor] (B) to display the System Monitor screen, then press [Device]. The Device status screen enables you to check the following information:



Α	Displays the status of the device and the current job.
В	Displays recovery procedures for problems, such as clearing
	a paper jam or replacing the cartridge.
C	Displays the status of toner by pressing [Consumable].
D	Displays the remaining amount of available system memory.
Ε	Displays the paper supply, paper type, and paper size loaded
	in the paper drawers or the stack bypass.

#### **NOTE**

The jobs may not be accepted even if <Avail. Memory> has not reached zero percent. In this case, print or delete jobs stored in the memory and try again.

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### **Original Requirements**

	Platen Glass	Feeder	
Туре	<ul> <li>Plain paper</li> <li>Thick originals</li> <li>Photographs</li> <li>Small originals (e.g., index cards)</li> <li>Special types of paper (e.g., tracing paper*1, transparencies*1, etc.)</li> <li>Book (Height: max. 1" (24 mm))</li> </ul>	Plain paper (Multipage originals or one page originals)	
Size	Max. 8 1/2" x 11 5/8" (Max. 216 x 297 mm)	11" x 17", LGL, LTR, STMT	
Weight	Max. 4.4 lb (2 kg)	16 to 28 lb bond (52 to 105 g/m²)	
Quantity	1 sheet	LTR: 50 sheets (22 lb bond (80 g/m²)) LGL/11" x 17": 25 sheets (22 lb bond (80 g/m²)) STMT:50 sheets (22 lb bond (80g/m²))	

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

- Do not place the original on the platen glass or into the feeder until the glue, ink or correction fluid on the original is completely dry.
- Do not place the following types of originals into the feeder:
- Wrinkled or creased paper
- Carbon paper or carbon-backed paper
- Curled or rolled paper
- Coated paper
- Torn paper
- Onion skin or thin paper
- Originals with staples or paper clips attached
- Paper printed with a thermal transfer printer
- Originals with tears or large binding holes
- Severely curled originals or originals with sharp folds
- Transparencies and other highly transparent originals

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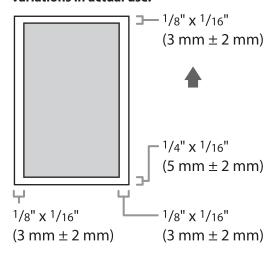
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## **Scanning Area**

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



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### **Loading Originals**

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

#### Platen Glass

Place the originals on the platen glass when scanning bound originals (such as books and magazines), heavyweight or lightweight originals, and transparencies.

#### Feeder

Place the originals into the feeder when you want to scan several originals at the same time, and press @ (Start). The machine automatically feeds the originals to the scanning area and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided originals.

#### Original Sizes

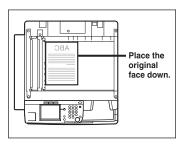
The size of the original is automatically detected, and the document is scanned. If the output paper in the recipient's machine is not equal to the scanned size, the original image may be reduced in size or divided into smaller parts before it is sent.

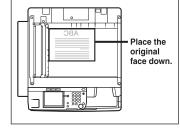
The machine cannot always detect the size of the original if it is a nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original. (See "Document Size," on p. 4-15.)

#### Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner) or the back edge of the feeder.

#### **Platen Glass**

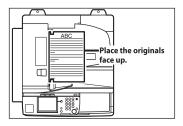


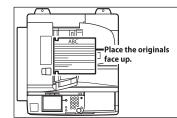


Vertical Placement

Horizontal Placement

#### **Feeder**





Vertical Placement

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#### **MOTE**

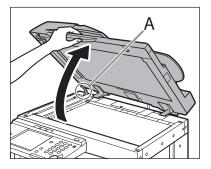
- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the scan mode that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed ones. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR original onto 11" x 17" paper.
- Platen glass: LTR, STMT
- Feeder: LTR
- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.
- 11" x 17" and LGL originals must be placed horizontally on the feeder.

#### On the Platen Glass

#### **⊘** NOTE

The machine automatically detects the size of the following originals: 11"  $\times$  17", LGL, LTR, and LTRR.

#### 1. Lift the feeder.



#### **⊘** NOTE

This machine is equipped with an open/close sensor (A) on the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder high enough so that the sensor does not touch the feeder. If the sensor continues to touch the feeder, the size of the originals may not be detected correctly.

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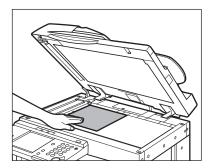
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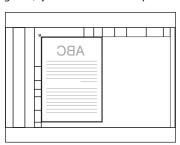
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#### Place your original face down.



The surface of the original that you want to scan must be placed face

Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

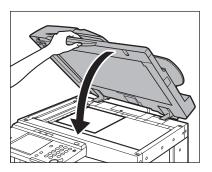


Place books and other bound originals on the platen glass in the same way.



When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

#### 3. Gently close the feeder.





#### **A** CAUTION

- Close the feeder gently to avoid catching your hands, as this may result in personal injury.
- Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.

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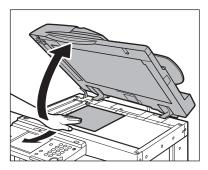
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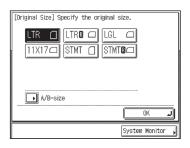
**Troubleshooting** 

#### **MOTE**

- If you are placing the original on the platen glass, the size of the original is detected after the feeder is closed. Make sure to close the feeder before scanning.
- Open the feeder and remove the original from the platen glass when scanning is complete.



 The machine cannot detect the size of STMT and STMTR originals that are placed on the platen glass. After pressing  $\odot$  (Start), follow the instructions on the screen to specify the original size. You can also manually select the paper size.

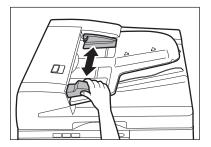


#### Into the Feeder



- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See "Cleaning the Machine," on p. 9-2.)
- Always smooth out any folds in your originals before placing them into the feeder.
- Set the originals one by one if they are very thin (10 to 16 lb (37 to 52 g/m<sup>2</sup>)) or very thick (28 to 32 lb bond (105 to 128 g/m<sup>2</sup>)).
- 11" x 17" and LGL originals must be placed horizontally in the feeder.

#### 1. Adjust the slide guides to fit the size of your originals.



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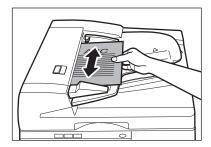
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#### 2. Neatly place your originals with the side to be copied face up into the original supply tray.



Place your originals into the feeder as far as they will go. If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the copies, you can continue to scan your originals by pressing [Done].

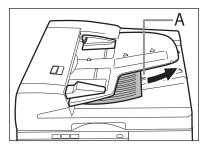
It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean.

For instructions on cleaning the original scanning area, see "Cleaning the Machine," on p. 9-2.



#### **M** NOTE

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area (A) to avoid paper jams.



- When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally.
- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See "Different Size Originals," on p. 3-28.)
- 11" x 17" and LGL originals must be placed horizontally on the feeder.

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### **Paper Requirements**

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in stack bypass and each paper drawer can be displayed on the paper select screen if you store that information in the machine beforehand. (See "Register Paper Type," on p. 11-6.)

- √: Available
- -: Unavailable

Paper Type		Paper Source	
		Paper Drawer	Stack Bypass
Plain*1		<b>√</b>	<b>✓</b>
Recycled*1	$\mathcal{C}_j$	<b>√</b>	✓
Color*1		<b>√</b>	<b>✓</b>
3-hole punch*2	۰۰۰,	<b>√</b>	✓
Bond*3		✓	✓
Transparency*4	$\mathbb{Z}$	_	<b>√</b>
Heavy Paper 1*5		<b>√</b>	✓
Heavy Paper 2*6		_	✓
Heavy Paper 3*7		_	<b>√</b>
Labels	<b>ø</b>	_	✓
Envelopes	$\geq$	_	✓

- \*1 From 17 lb to 22 lb bond (64  $g/m^2$  to 80  $g/m^2$ ).
- \*2 Only LTR 3-hole punch paper can be used.
- \*3 From 20 lb to 24 lb bond (75  $g/m^2$  to 90  $g/m^2$ ).
- \*4 Use only LTR transparencies made especially for this machine.
- \*5 From 22 lb to 24 lb bond (81  $g/m^2$  to 90  $g/m^2$ ).
- \*6 From 24 lb to 28 lb bond (91 g/m² to 105 g/m²).
- \*7 From 28 lb to 32 lb bond (106  $g/m^2$  to 128  $g/m^2$ ).

- √: Available
- -: Unavailable

Paper Size			Paper Source	
		Width x Length	Paper Drawer 1, 2	Stack Bypass
11" x 17"		11" x 17"	✓	✓
LGL		8 1/2" x 14"	✓	<b>✓</b>
LTR		8 1/2" x 11"	✓	<b>✓</b>
LTRR		11" x 8 1/2"	<b>✓</b>	<b>✓</b>
STMT		8 1/2" x 5 1/2"	✓	<b>✓</b>
STMTR		5 1/2" x 8 1/2"	_	<b>✓</b>
EXEC		7 1/4" x 10 1/2"	_	<b>✓</b>
	COM 10	4 1/8" x 9 1/2"		
		(104.7 mm x	_	✓
		241.3 mm)		
	Monarch	3 7/8" x 7 1/2"		
		(98.4 mm x	_	✓
		190.5 mm)		
	DL	4 3/8" x 8 5/8"		
Envelope		(110 mm x	_	<b>✓</b>
		220 mm)		
	ISO-B5	7" x 9 7/8"		
		(176 mm x	_	<b>✓</b>
		250 mm)		
	ISO-C5	6 3/8" x 9"		
		(162 mm x	_	✓
		229 mm)		
		3 3/4" x 5 7/8" to		
Irregular Size		11 3/4" x 17"		
		(95 mm x 148 mm	_	<b>✓</b>
		to 297 mm x		
		432 mm)		









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To prevent paper jams, do not use any of the following:

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

■ Each paper drawer holds approximately 250 sheets of paper (22 lb bond (80 g/m²)).

#### • Note the following points when using the stack bypass:

- Paper Quantity: one to approximately 80 sheets (22 lb bond (80 g/m²), stack approximately 3/8" (10 mm) high)
- Paper Size: 3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)
- Paper Weight: 18 to 32 lb bond (64 to 128 g/m²)
- Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/4" (5 mm) for heavyweight paper). There are some types of paper stock which may meet the above specifications, but cannot be fed into the stack bypass.
- You can select standard inch paper, or A or B series paper.

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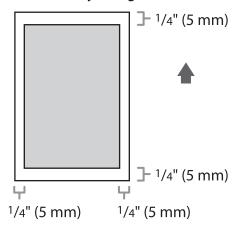
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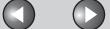
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### **Printable Area**

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



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**Loading Paper** 

To load paper in the paper drawer, see "Set Up the Machine," in the Starter Guide.



#### **M** NOTE

- If you are making two-sided prints, select the Two-sided mode. The printed paper may crease depending on the moisture absorption condition of the paper, and if you copy the two pages as two one-sided documents.
- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

### Into the Stack Bypass

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

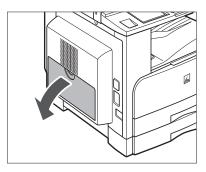


#### **MOTE**

- The paper in the stack bypass is fed prior to the paper in the paper
- The recommended envelopes are COM10 (#10), MONARCH, DL, and ISO-C5. ISO-B5, Using other envelopes may affect the quality of the printout.
- When printing from a computer, make sure to set the correct paper size in the printer driver. (See the UFR II Driver Guide and the PCL Driver Guide.)
- Do not load different size/type paper at the same time.
- Depending on the type of heavyweight paper you want to load, if you load multiple sheets of heavyweight paper into the stack bypass, a paper jam may occur. In this case, load only one sheet of heavyweight paper at a time.

- If you are printing on envelopes, do not allow more than 10 envelopes to accumulate in the output tray. Always empty the output tray once 10 envelopes have accumulated.
- Envelopes may be creased in the printing process.
- For high-quality printouts, use paper recommended by Canon.

#### 1. Open the stack bypass.





If the paper size you are going to load into the stack bypass is different from the paper size stored in Stack Bypass Standard Settings, set Stack Bypass Standard Settings to [Off] in Common Settings (from the Additional Functions screen). (See "Setting Paper Size and Type for the Stack Bypass," on p. 2-19.)

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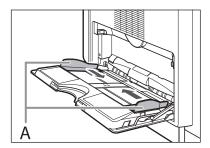
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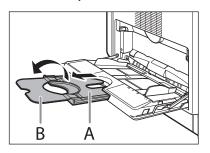
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#### 2. Adjust the slide guides (A) to match the size of the paper.

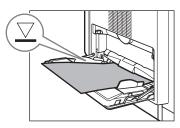


If you are feeding large size paper, pull out the auxiliary tray (A), and extend the tray extension (B).

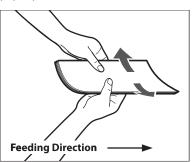


#### 3. Load the paper into the stack bypass.

Make sure that the height of the paper stack does not exceed the loading limit mark ( $\Sigma$ ).



When you use the stack bypass to make copies, straighten out curled paper prior to use, as shown below.



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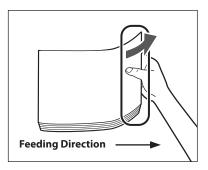
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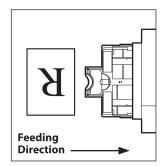


Curled paper may cause a paper jam.

 If there is difficulty in straightening out curled paper, curl the front edges of the paper upward, as shown below.



 To print on the back side of preprinted paper, load the preprinted paper face up into the stack bypass, as shown in the illustration below.



The screen for selecting the paper size appears.

#### **M** NOTE

- When loading paper into the stack bypass, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.
- If you are printing on heavyweight paper or envelopes using the stack bypass, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass, remove the paper or envelopes, curl the feeding edges upward approximately 1/8" (3 mm), and then reload the paper or envelopes. Curling the feeding edges enables the rollers to grip the paper or envelopes as they are fed into the stack bypass.
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Loading Preprinted Paper," on p. 2-23.

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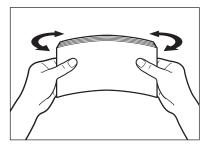
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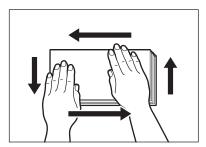
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#### • If you are loading envelopes into the stack bypass:

- Take five envelopes, loosen them as shown, and then stack them together.
- Repeat this step five times for each set of five envelopes.



- Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.

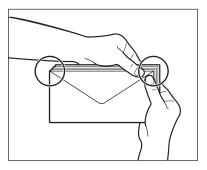




**M** NOTE

Take particular care to spread the envelopes out in the direction that they will be fed.

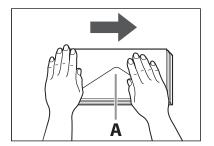
- Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.



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- Do not print on the back side of the envelopes (the side with the flap (A)).
- If the envelopes become filled with air, flatten them by hand before loading them into the stack bypass.



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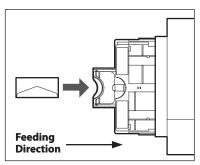
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- Load the envelopes, as shown below.



The screen for selecting the paper size appears.



- The stack bypass can hold 10 envelopes at a time.
- Envelopes may be creased in the printing process.

#### 4. Specify the size and the type of the paper you load.

For details on how to specify the paper size and type, see "Setting Paper Size and Type for the Stack Bypass," on p. 2-19.



The paper size/type setting in the [Stack Bypass] setting screen is available if Stack Bypass Standard Settings is set to [Off] in Common Settings (from the Additional Functions screen). If Stack Bypass Standard Settings is set to [On], copying can be performed only for the registered paper size and type. (See, "Setting Paper Size and Type," on p. 2-18.)

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### **Setting Paper Size and Type**

When you place other sizes and/or types of paper, follow this procedure to change the settings.

#### Setting Paper Type for the Paper Drawers

This setting enables you to specify the paper type loaded in each paper source.

Once you specify this information, icons indicating the type of paper loaded in each paper source appear on the paper select screen.



Be sure to correctly set the paper type. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

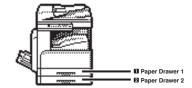
- 1. Press 

  (Additional Functions).
- **2.** Press [Common Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Register Paper Type].

The Register Paper Type screen appears.

3. Select the paper source in which you want to register the paper type.

The numbers on the screen represent the following paper sources:



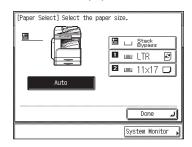
**4.** Select the desired paper type loaded in the paper source, then press [OK].

Make sure that the registered paper type setting is the same paper type that is loaded in the paper source.

5. Press [Done] repeatedly until the Basic Features screen appears.



The registered paper type information is displayed through the use of icons on the paper select screen, as shown below.









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### Setting Paper Size and Type for the Stack Bypass

You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.



- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you are using the stack bypass as a paper source for the Copy function, you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See "Automatic Paper Selection/Automatic Drawer Switching," on p. 2-21.)
- 1. Press @ (Additional Functions).
- **2.** Press [Common Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Stack Bypass Standard Settings].

The Stack Bypass Standard Settings screen appears.

3. Press [On], then [Store].

#### 4. Select the desired paper size.

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#### If you want to select a standard paper size:

- Select the desired paper size, then press [Next].



To select an A or B series paper size, press [A/B-size].

- Select the desired paper type, then press [OK].



- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Transparency] or [Labels], make sure that you do not specify any finishing modes (Collate, or Group).
- [Transparency] can be selected only if [LTR] is selected as the paper size.

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#### If you want to select a nonstandard paper size:

- Press [Irrea, Size].
- Press [X] to specify the horizontal axis of the paper, then enter a value using the numeric keys on the touch panel display.
- Press [Y] to specify the vertical axis of the paper, then enter a value using the numeric keys on the touch panel display.
- Press [OK].



- If you make a mistake when entering values, press [C] on the touch panel display, then enter the correct values.
- You can enter only 2, 4, 8 or 16 as the denominator.
- The value entered in inches is converted to millimeters by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.
- To enter values in millimeters, press [mm].
- When entering the value in millimeters, you can also use ⊙–⑨ (numeric keys), and © (Clear) to clear your entry.
- When entering the value in millimeters, you can also change the value by pressing [-] or [+] in increments of 1.0 mm, even if you have entered the value.
- If you enter a value outside the setting range, [OK] is grayed out and cannot be selected. Enter an appropriate value.
- You can use values for [X] between 5 7/8" (148 mm) and 17" (432 mm), and for [Y] between 3 3/4" (95 mm) and 11 11/16" (297 mm).

- Press [Next]
- Select the desired paper type, then press [OK].



- When printing on special types of paper, such as heavyweight paper, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Irreq. Size], you cannot use the 1 ▶ 2-Sided, 2 ▶ 2-Sided, or Book > 2-Sided mode.

#### If you want to select an envelope size:

- Press [Envelope].
- Select the envelope type, then press [OK].



- If the envelope type is not selected correctly, a paper jam may
- If you select [Envelope], you cannot use the 1 ▶ 2-Sided, 2 ≥ 2-Sided, Book ≥ 2-Sided, 2-page Separation, or Image Combination mode.
- Press [OK].



[Transparency] can be selected only if [LTR] is selected as the paper size.

- 5. Press [OK].
- **6.** Press [Done] repeatedly until the Basic Features screen appears.

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### **Useful Functions**

You can use the following useful functions.

#### Automatic Paper Selection/Automatic Drawer Switching

You can set which paper sources can be used for Automatic Paper Selection (APS) and Automatic Drawer Switching (ADS). This setting can be made independently for all the different functions of the machine, and is especially useful when you want to use different paper sources for different purposes.



- Paper sources set to [On] are used for the following functions:
- APS: The machine automatically selects the appropriate paper size (paper source) based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).
- ADS: If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size, and begins feeding paper from that paper source.
- 1. Press @ (Additional Functions).
- 2. Press [Common Settings] → [▼] → [Drawer Eligibility For APS/ADS].

The Drawer Eligibility For APS/ADS screen appears.

**3.** Select [Copy], [Printer], [Receive], or [Other].

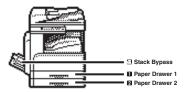
4. Select [On] or [Off] for the stack bypass and the other paper sources, then press [OK].

Details of each item are shown below.

[On]: Makes the paper source eligible for APS/ADS.

[Off]: Makes the paper source ineligible for APS/ADS.

The numbers on the screen represent the following paper sources:





- Regardless of the stack bypass setting, you cannot select [Off] for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to [On].
- If you selected [Printer] in step 3, the Stack Bypass icon (
   im) will not be displayed on the paper select screen in step 4.
- **5.** Press [Done] repeatedly until the Basic Features screen appears.

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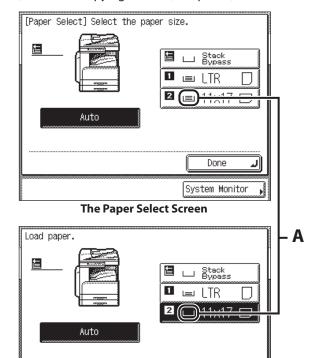
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#### Paper Supply Indicator

The paper supply indicator (A) shows whether paper is loaded in each paper drawer.  $\blacksquare$  appears on the Paper Select screen when paper is loaded in a paper drawer.  $\blacksquare$  blinks on the screen that appears when paper in a paper drawer has run out during printing. (See "Basic Copying Method," on p. 3-4.)



The Screen When Paper Has Run Out

■ 11x17 Load Paper.

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#### Setting the Speed or Print Side Priority

You can set the priority of print speed or print quality for each drawer.

- 1. Press @ (Additional Functions).
- 2. Press [Common Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Paper Feed Method Switch].

The Paper Feed Method Switch screen appears.

- 3. Set the priority of copy speed or copy quality for each, then press [OK].
- **4.** Press [Done] repeatedly until the Basic Features screen appears.

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## **Loading Preprinted Paper**

Use this chart when printing on preprinted paper (i.e., paper with logos).



- Do not load the following types of paper into the paper drawers, as this may cause paper jams:
- Paper on which color images have been copied (do not print on the reverse side either).
- If you want to print on the back side of preprinted paper, place the side you want to print on:
- Face up when using a paper drawer
- Face down when using the stack bypass

Output Example Original/ Paper Orientation, Settings		ABC LTR	ABC LTRR	11" × 17", LGL
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up	plandgert)	Misselfer	Resident
	Orientation in stack bypass Preprinted side: Face down	Conformal	(2) (2) (2) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	Contacted
Original	Orientation on the platen glass Original side: Face down			ABC
	Orientation in the feeder Original side: Face up		ABC	ABC
Auto Orientation Setting		Either [On] or [Off]	Either [On] or [Off] (Set to [On] when paper orientation in the stack bypass/paper drawer is vertical.)	Either [On] or [Off]

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## **Basic Copying Method**

Follow this procedure to make a copy.

- 1. Press (COPY).
- **2. Place your originals.** For originals you can copy, see "Original Requirements," on p. 2-3.
- 3. Use ⊙-⊙ (numeric keys) to enter the desired copy quantity (1 to 99).
- **4.** Press ⊚ (Start).

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## **Paper Selection**

You can manually specify a paper size or set the machine to automatically select the paper size for you.



- If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For more information on how much may be cut off, see "Scanning Area," on p. 2-4.
- If you select [Envelope], [Transparency], or [Labels], make sure that you do not specify any Finishing modes (Collate or Group).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to [On], and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See "Stack Bypass Standard Settings," on p. 11-7.)

## Automatic Paper Selection

The machine automatically selects the copy paper size.



- The Automatic Paper Selection mode is available only if the originals are fed from the feeder.
- The Automatic Paper Selection mode cannot be used with the Auto Zoom or Image Combination mode.
- You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.
- Nonstandard size originals
- Highly transparent originals, such as transparencies
- Originals with an extremely dark background
- STMT or STMTR originals that are placed on the platen glass
- If Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to [Off] for a particular paper source, you cannot make copies on paper loaded in that paper source in the Automatic Paper Selection mode. (See "Drawer Eligibility For APS/ADS," on p. 11-6.)

- 1. Press (COPY).
- Place your originals.
- Press [Paper Select].
- Press [Auto], then [Done].



When the feeder is closed, the paper source holding that paper size is highlighted along with [Auto].

**5.** Press ⊙ (Start).







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## Manual Paper Selection

You can make copies after manually selecting the paper size and type of paper loaded in the paper sources.



You can copy an image onto envelopes, such as your company logo. Envelopes can be loaded into the stack bypass.

1. Press (COPY).

## 2. Place your originals.

If you want to set the size/type for the paper to be fed from the stack bypass, proceed to step 5.

If you want to set the size/type for the paper loaded in a paper drawer, proceed to step 3.

## 3. Press [Paper Select].



When the feeder is closed, the paper source holding that paper size is highlighted along with [Auto].

## **4.** Select the desired paper size, then proceed to step 7.



- The paper sizes/types loaded in each paper drawer are indicated by icons on the touch panel display.
- Icons indicating the type of paper loaded in each paper drawer can be displayed on paper select screens, if you store that information in the machine beforehand. (See "Changing/ Canceling Selected Settings," on p. 3-36.)
- □ indicates that the paper is loaded vertically, and □ indicates that the paper is loaded horizontally. The suffix <R> (such as in LTRR), used in paper size designations, indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.

## **5.** For the stack bypass setting, load the paper into the stack bypass.



The paper size/type setting in the [Stack Bypass] setting screen is available if Stack Bypass Standard Settings is set to [Off] in Common Settings (from the Additional Functions screen). If Stack Bypass Standard Settings is set to [On], copying can be performed only for the registered paper size and type. (See "Stack Bypass Standard Settings," on p. 11-7.)

## • If you want to select a standard paper size:

- Select the desired paper size, then press [Next].



To select an A or B series paper size, press [A/B-size].

Select the desired paper type, then press [OK].



- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Transparency] or [Labels], make sure that you do not specify any Finishing modes (Collate or Group).
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- [3-hole punch] can be selected only if [LTR] or [LTRR] is selected as the paper size.







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## • If you want to select a nonstandard paper size:

- Press [Irreg. Size].
- Press [X] to specify the horizontal axis of the paper, then enter a value.
- Press [Y] to specify the vertical axis of the paper, then enter a value.
- Press [OK].



- If you make a mistake when entering values, press [C] on the touch panel display, then enter the correct values.
- To enter values in millimeters, press [mm].
- If you enter values outside the setting range, [OK] is grayed out and cannot be selected. Enter an appropriate value.
- You can adjust values for [X] between 5 7/8" and 17", and for [Y] between 3 3/4" and 11 11/16".
- Press [Next].
- Select the desired paper type, then press [OK].



- When printing on special types of paper, such as heavy paper, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Irreg. Size] for copying, you cannot use the Rotate Collate, Rotate Group, 1 ▶ 2-Sided, 2 ▶ 2-Sided, Book ▶ 2-Sided, 2-Page Separation, Image Combination mode.

## If you want to select an envelope size:

**Back** 

- Press [Envelope].
- Select the desired envelope type, then press [OK].



- If the envelope type is not selected correctly, a paper jam will occur.
- If an envelope size is selected, the Finishing, 1 ▶ 2-Sided, 2 ▶
   2-Sided, Book ▶ 2-Sided, 2-Page Separation, or Image
   Combination mode cannot be specified.
- Press [OK].

## 6. Press [Done].

**7.** Press ⊙ (Start).



To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

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**Scan Settings** 

You can set the desired copy exposure and select the original type before scanning the original.

Manual Exposure Adjustment

You can manually adjust the copy exposure to the most appropriate level for the original.

Original Type Selection

The machine is capable of processing and producing copies according to the type of the original. You can manually select the original type so that the machine reproduces copies as faithful as possible to the original. The following three original type modes are available:

### **Text Mode**

## RESORT PLAN The world's coral reefs, where

brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea" these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance

### Text/Photo Mode



### **Photo Mode**



Text Mode

This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.

Text/Photo Mode

This mode is best suited for making copies of originals containing both text and images/photos, such as magazines or catalogues.

Photo Mode

This mode is best suited for making copies from photos printed on photographic paper, or making copies of images printed with halftone dots (i.e., printed photos).

## Automatic Exposure Adjustment

This mode enables you to set the machine to automatically adjust the exposure to the level best suited to the quality of the original.

## Exposure Adjustment during Printing

You can change the copy exposure while the machine is printing.

## Original Type Selection



- Combinations of these three modes (Text, Text/Photo, and Photo) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you make copies of an original containing halftones, such as a printed photograph, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by using the Sharpness mode. (See "Sharpness," on p. 3-29.)
- If you select the Automatic Exposure Adjustment mode, the original type mode is grayed out and fixed to Text mode. If you select the Text/Photo or Photo mode, the exposure can only be adjusted manually.
- If the original is a transparency, select the original type, then adjust the exposure to the most appropriate level for the original.

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- Press (COPY).
- Place your originals.
- Press the original type drop-down list.
- Select the original type.
- Press ⊙ (Start).



To cancel all settings and return the machine to the Standard mode, press @ (Reset).

## Exposure

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

## Adjusting Automatically

- Press COPY).
- Place your originals.
- Press [A].

The machine automatically adjusts the copy exposure to the level best suited to the quality of the original.



An automatic copy exposure adjustment may not work with transparencies. In this case, adjust the copy exposure manually by pressing [Light] or [Dark].

4. Press ⊙ (Start).



To cancel all settings and return the machine to the Standard mode, press ∅ (Reset).

## **Adjusting Manually**

- 1. Press (COPY).
- Place your originals.
- Press [Light] or [Dark].

Press [Light] to move the indicator to the left to make the exposure lighter, or press [Dark] to move it to the right to make the exposure darker.

**4.** Press ⊙ (Start).



To cancel all settings and return the machine to the Standard mode, press @ (Reset).

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## Copy Ratio

You can set the machine to adjust the copy ratio automatically, or you can specify the copy ratio manually.

The following three types of copy ratio settings are available.



To set the copy ratio to 100%, press [Direct].

### Preset Zoom

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

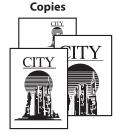
## Zoom by Percentage

You can reduce or enlarge originals by any copy ratio in 1% increments. The copy ratios for the horizontal (X) and vertical (Y) axes are the same.

### Original







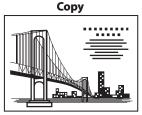
### Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The copy ratios for the horizontal (X) and vertical (Y) axes are the same.

### **Original**







## **Preset Zoom**

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

## Reduction

The available preset copy ratios for reducing originals are:

- LGL → LTR (78%)
- 11" x 17"  $\rightarrow$  LGL (73%)
- 11" x 17" → LTR (64%)
- MIN. (50%)

## Enlargement

The available preset copy ratios for enlarging originals are:

- MAX. (200%)
- LTR → 11" x 17" (129%)
- LGL  $\rightarrow$  11" x 17" (121%)

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**NOTE** 

- Place the originals horizontally in the following cases:
- If you are enlarging LTR originals to 11" x 17"
- If you are enlarging STMT originals to 11" x 17"
- Placing an original horizontally means setting the original with the longer side sideways.
- If you are reducing 11" x 17" originals to LTR with Auto Orientation in Copy Settings (from the Additional Functions screen) set to [Off], load LTRR paper into a paper drawer or the stack bypass.
- 1. Press (COPY).
- Place your originals.
- Press [Copy Ratio].
- 4. To reduce the original image, select a preset reduction ratio. To enlarge the original image, select a preset enlargement ratio. Following your selection, press [Done].
- **5.** Select the paper size.



- If you set [Auto] for [Paper Select], the machine selects the paper best suitable to the selected ratio.
- If you copy highly transparent originals, such as transparencies, the correct paper size may not be selected.
- **6.** Press ⊙ (Start).



- To return the copy ratio to 100%, press [Direct].
- To cancel all settings and return the machine to the Standard mode, press ∅ (Reset).

## Zoom by Percentage

You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%. The same copy ratio is used for the horizontal (X) and vertical (Y) axes.

- Press COPY (COPY).
- Place your originals.
- 3. Press [Copy Ratio].
- 4. Press [-] or [+] to set a copy ratio, then press [Done].

You can also use ⊙–⊙ (numeric keys) to enter values, and ⊙ (Clear) to clear your entries.

You can change the value by pressing [-] or [+], even if you have entered the value using ①-⑨ (numeric keys).



If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

## **5.** Select the paper size.



- If you set [Auto] for [Paper Select], the machine selects the paper best suitable to the selected ratio.
- If you copy highly transparent originals, such as transparencies, the correct paper size may not be selected.

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**6.** Press ⊙ (Start).



- To return the copy ratio to 100%, press [Direct].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

## Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The same copy ratio is used for the horizontal (X) and vertical (Y) axes. The available copy ratios are from 50% to 200%.



- You cannot use the Auto setting on the Copy Ratio screen with the Automatic Paper Selection mode.
- You cannot copy highly transparent originals, such as transparencies, using the Auto setting on the Copy Ratio screen. Use the Preset Zoom or Zoom by Percentage mode instead.
- To use the Auto setting on the Copy Ratio screen, your originals must conform to one of the standard paper sizes:
  - 11" x 17", LGL, LTR, LTRR, STMT or STMTR (You can only place an STMTR original on the platen glass.)
- 1. Press (COPY).
- 2. Place your originals.
- 3. Press [Paper Select].

4. Select the desired paper size, then press [Done].



Make sure that you select a paper size other than [Auto]. If you do not select a paper size, the copy ratio is automatically set to match the size of the paper loaded in Paper Drawer 1.

- 5. Press [Copy Ratio].
- 6. Press [Auto], then [Done].
- **7.** Press ⊙ (Start).



- To return the copy ratio to 100%, press [Direct].
- To cancel this setting, press [Copy Ratio], then [Auto].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

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## **Reserved Copy**

You can set the machine to scan originals even while it is printing or waiting to process a job.



### **M** NOTE

- You can reserve up to five copy jobs, including the current job.
- You can set different copy modes and paper sources for each reserved job.

## Reserving Copy Jobs

Reserved printing can be specified in the following cases:

## While the Machine Is Waiting

You can specify copy settings or scan originals while the machine is in the waiting state, such as when after a paper jam is cleared. Copying automatically begins when the machine is ready. The message < Reservation copies can be made. > appears on the touch panel display when the machine is able to process reserved copying.

## While the Machine Is Printing

You can specify copy settings for a new job while the machine is printing. Copying of the new job automatically begins when the current job is complete.



## **MOTE**

You can specify reserved copying while the machine is in the waiting state in the following cases:

- After a paper jam is cleared
- After a cover on the main unit is opened and closed

## 1. Press [Done] on the pop-up screen that appears while the machine is printing.

If the job displayed on the touch panel display is from a function other than the Copy function, press [Done], then [ (COPY) to display the Copy Basic Features screen.

This part of the procedure is not necessary if the machine is in the waiting state.

- 2. Place your originals.
- Set the desired copy modes and paper source.



MOTE

To cancel a previously set copy mode, press ∅ (Reset).

## **4.** Press ⊙ (Start).

If you specify a reserved copy job while the machine is in the waiting state, copying automatically begins when the machine is ready. If you specify a reserved copy job while the machine is printing, copying of the new job automatically begins when the current job is complete. If the following screen is displayed, press [OK], then try reserving the job again after the current job is complete.



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## **Collate Copy**

The Finishing modes can be selected to collate the copies in various ways, either by pages or copy sets.



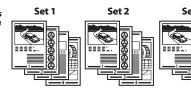
The Finishing modes cannot be set if [Envelope], [Transparency], or [Labels] is selected as the paper type.

## • If the Collate Mode Is Set:

The copies are automatically collated into sets arranged in page order. The output is as follows:





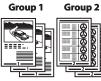


## • If the Group Mode Is Set:

All copies of the same original page are grouped together. The output is as follows:





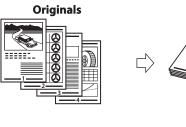


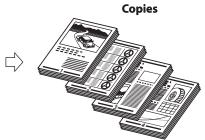


## **Group 4**

## • If No Finisher Mode Is Set:

If the Collate and Group modes are not set, copies are output as follows:





### • If the Rotate Mode Is Set:

If the copies are of the same size, the sheets are automatically collated into sets arranged in page order, and are output in alternating directions as follows:







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Page Order (Collate)

- Press (COPY).
- Place your originals.
- Press [Finishing].
- Press [Collate].

If you want to rotate the output sheet, press [Rotate] and proceed to step 5. Otherwise, press [OK] and skip to step 7.

- Press [NEXT].
- **6.** Select [A4], [A4R], [B5], [B5R], [LTR], or [LTRR], then press [OK].



- [Rotate] can be selected only in the following cases:
  - If the available paper size is selected manually
  - If the available paper size is loaded in both the horizontal and vertical directions
- The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to [On] . (See "Drawer Eligibility For APS/ADS," on p. 11-6.)
- When you have selected Automatic Paper Selection for the Rotate mode, make sure to select a paper size which can be rotated. Otherwise, output will not be rotated.
- If there is no paper which can be rotated, output will be collated.

7. Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press 

(Start) once for each original. When scanning is complete, press [Done].



- To cancel this setting, press [Finishing], then press [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ∅ (Reset).

## Same Page (Group)

- Press (COPY).
- Place your originals.
- Press [Finishing].
- Press [Group], then press [OK].

If you want to rotate the output sheet, press [Rotate] and proceed to step 5. Otherwise, skip to step 7.

5. Press [NEXT].

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## **6.** Select [A4], [A4R], [B5], [B5R], [LTR], or [LTRR], then press [OK].



- [Rotate] can be selected only in the following cases:
  - If the available paper size is selected manually
  - If the available paper size is loaded in both the horizontal and vertical directions
  - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to [On]. (See "Drawer Eligibility For APS/ADS," on p. 11-6.)
- When you have selected Automatic Paper Selection for the Rotate mode, make sure to select a paper size which can be rotated. Otherwise, output will not be rotated.
- If there is no paper which can be rotated, output will be collated.

## 7. Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press ② (Start) once for each original. When scanning is complete, press [Done].



- To cancel this setting, press [Finishing], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ∅ (Reset).

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## **Two-Sided Copying**

This mode enables you to make two-sided copies from onesided or two-sided originals, or make one-sided copies from two-sided originals.



- You may not be able to make two-sided copies on some types of paper, depending on the paper.
- If you are copying in the 2-Sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.
- The 2-Sided mode you have selected is displayed above [2-Sided] on the Copy Basic Features screen.
- Paper used to make two-sided copies must conform to the following specifications:
- Paper size: 11" x 17", LGL, LTR, LTRR, EXEC, STMTR (envelopes cannot be used for two-sided copying)
- Paper weight: 17 to 24 lb bond (64 to 90 g/m<sup>2</sup>)
- If you select [Irreq. Size] for copying, you cannot use the 1 ▶ 2-Sided, 2 ▶ 2-Sided, Book ▶ 2-Sided, or 2-page Separation mode. (See "2-Page Separation," on p. 3-22.)
- If you select [Envelope] for copying, you cannot use 1 ▶ 2-Sided, 2 ▶ 2-Sided, Book ▶ 2-Sided, 2-page Separation mode. (See "2-Page Separation," on p. 3-22.)

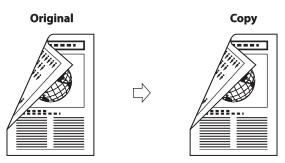
## ■ Making Two-Sided Copies from One-Sided Originals (1 ≥ 2-Sided)

This feature enables you to make two-sided copies from one-sided originals.

## **Originals** Copy -----\*\*\*\*\*\* \*\*\*\* \*\*\*\*\* iii 1111 \*\*\*\*\*\*

## ■ Making Two-Sided Copies from Two-Sided Originals (2 ≥ 2-Sided)

This feature enables you to make two-sided copies from two-sided originals. If the originals are placed in the feeder, they are automatically turned over to make two-sided copies.



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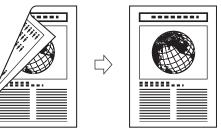
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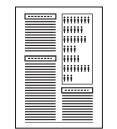
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## ■ Making One-Sided Copies from Two-Sided Originals (2 ► 1-Sided)

This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.

## Copies





Copies

## ● Making Two-Sided Copies from Facing Pages in a Book (Book 2-Sided)

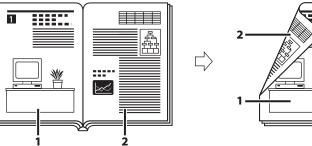
This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

## MOTE

Original

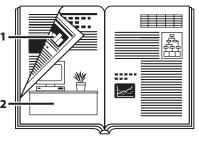
- Place your original on the platen glass. The Book to 2-Sided mode cannot be used when the original is placed in the feeder.
- Left/Right Two-sided This setting makes two-sided copies from facing pages.

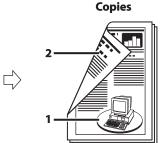
## Original



- Front/Back Two-sided This setting makes two-sided copies from the front and back sides of a page.







## 1 to 2-Sided

This feature enables you to make two-sided copies from one-sided originals.



- The 1 ▶ 2-Sided mode cannot be used with the 2-page Separation or Image Combination mode.
- If there are an odd number of originals, the back side of the last copy is left blank.
- If the 1 ▶ 2-Sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand. (See "Paper Selection," on p. 3-5.)
- Press COPY (COPY).
- Place your originals.
- Press [2-sided].



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## **4.** Press [1 ▶ 2-Sided].

## • To set the orientation of the two-sided copies:

- Press [Option].
- Select the type of two-sided orientation, then press [Done].
   Details of each item are shown below.

[Book Type]: The front and back sides of the copy will

have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will

have opposite top-bottom orientations.

## **5.** Press [OK].

## **6.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press  $\Theta$  (Start) once for each original. When scanning is complete, press [Done].



- To cancel this setting, press [2-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

## 2 to 2-Sided

This feature enables you to make two-sided copies from two-sided originals. If a two-sided original is placed in the feeder, it is automatically turned over so that both sides of the original are copied on the front and back sides of a copy sheet.



The 2 ▶ 2-Sided mode cannot be used with the 2-page Separation or Image Combination mode.

## 1. Press COPY (COPY).

- 2. Place your originals.
- 3. Press [2-sided].
- **4.** Press [2 ▶ 2-Sided].

## • To set the orientation of the originals and the copies:

- Press [Option].
- Select the type of two-sided orientation for the originals and the copies.

Details of each item are shown below.

Original

[Book Type]: The front and back sides of the

original have the same top-bottom

orientation.

[Calendar Type]: The front and back sides of the

original have opposite top-bottom

orientations.

Copy

[Book Type]: The front and back sides of the copy

will have the same top-bottom

orientation.

[Calendar Type]: The front and back sides of the

copy will have opposite top-bottom

orientations.

- Press [Done].

## **5.** Press [OK].



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## **6.** Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press O (Start) once for each original. When scanning is complete, press [Done].



- To cancel this setting, press [2-sided], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ∅ (Reset).

## 2 to 1-Sided

This feature automatically turns over 2-sided originals placed in the feeder to make one-sided copies on different sheets of paper.



- The 2 ▶ 1-Sided mode cannot be used with the 2-page Separation or Image Combination mode.
- Make sure to place originals, such as LTRR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down.
- Press COPY (COPY).
- Place your originals into the feeder.
- Press [2-sided].
- **4.** Press [2 ▶ 1-Sided].
  - To set the orientation of the originals, press [Option]:
  - Select the orientation of the originals, then press [Done]. Details of each item are shown below.

[Book Type]: The front and back sides of the original

have the same top-bottom orientation.

[Calendar The front and back sides of the original Type]: have opposite top-bottom orientations.

- 5. Press [OK].
- **6.** Press ⊙ (Start).



- To cancel this setting, press [2-sided], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ∅ (Reset).

## Book to 2-Sided

This feature enables you to make 2-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.



- The Book ▶ 2-Sided mode cannot be used with the 2-page Separation, Image Combination, Binding Erase, or Different Size Originals mode.
- Only LTR paper can be used for Book ▶ 2-Sided copying.
- If you select [Front/Back 2-sided], the front side of the first two-sided page and the back side of the last two-sided page are left blank.
- Place your original on the platen glass. The Book ▶ 2-Sided mode cannot be used when the original is placed in the feeder.
- 1. Press (COPY).
- 2. Place your original on the platen glass.
- 3. Press [2-sided].

To make copies in the correct page order, begin copying from the first open page of the book or bound original. Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

**4.** Press [Book ▶ 2-Sided], then press [Next].









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## **5.** Select the desired type of two-sided layout, then press [OK].

Details of each item are shown below.

[Left/Right 2-sided]: The facing pages of a book or

bound original are copied on the front and back sides of a single sheet of paper.

[Front/Back 2-sided]: The front and back sides of

the left page, or the front and back sides of the right page, are copied on the front and back sides of a single sheet of paper.

## **6.** Press ⊙ (Start).

To copy the next two facing pages, turn the page of the original. Place your original on the platen glass, then press  $\Theta$  (Start).

## **7.** When scanning is complete, press [Done].



- To cancel this setting, press [2-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press © (Reset).

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## **Advanced Copy Features**

## 2-Page Separation

This mode enables you to copy facing pages in a book or bound original to fit onto separate pages.

## 



- The 2-page Separation mode cannot be used with the Two-sided, Image Combination, Different Size Originals, or Binding Erase mode.
- Place your original on the platen glass. The 2-page Separation mode cannot be used when the original is placed in the feeder.
- To make two-sided copies of books or bound originals, use the Book
   2-Sided copying feature of the Two-sided mode. (See "Book to 2-Sided," on p. 3-20.)
- 1. Press (COPY).
- 2. Place your original on the platen glass.
- 3. Press [Special Features].

To make copies in the correct page order, begin copying from the first open page of the book or bound original. Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

- 4. Press [2-page Separation], then [Done].
- **5.** Press ⊙ (Start).

To scan the next two facing pages, turn the page of the original. Place your original on the platen glass, then press O (Start).

**6.** When scanning is complete, press [Done].



- To cancel this setting, press [Special Features] → [2-page Separation] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

## Image Combination

This mode enables you to automatically reduce two or four originals, as well as two-sided originals or the facing pages of a book, to fit onto one side or both sides of a selected paper size.



- The Image Combination mode cannot be used with the Automatic Paper Selection, 2-page Separation, Different Size Originals, Original Frame Erase, or Book Frame Erase mode.
- Originals copied in the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.
- The reduction ratio is automatically set so that the originals fit onto the selected paper size.





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### ● 2 On 1

This setting reduces two 1-sided originals or one 2-sided original to fit onto one side or both sides of the copy sheet.

## **Originals** Copy or



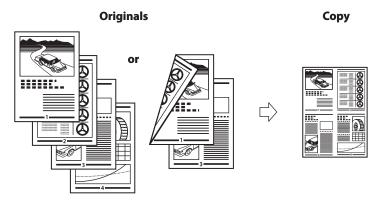






## ● 4 On 1

This setting reduces four 1-sided or two 2-sided originals to fit onto one side or both sides of the copy sheet.



- Press (COPY).
- Place your originals.
- Press [Special Features].
- **Press [Image Combination].**

## **5.** Select the original size , then press [Next].

If you are copying two-sided originals, press [2-Sided Original] → select the type of two-sided original  $\rightarrow$  press [OK]  $\rightarrow$  [Next]. Details of each item are shown below.

[Book Type]: The front and back sides of the original

have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original

have opposite top-bottom orientations.



- To select an A or B series paper size, press [A/B-size].
- [2-Sided Original] cannot be selected if STMTR is the selected original size.

## **6.** Select the desired Image Combination feature, then press [Next].

If you want to make two-sided copies, press [2-Sided Copy] → select the type of two-sided orientation  $\rightarrow$  press [OK]  $\rightarrow$  [Next]. Details of each item are shown below.

[Book Type]: The front and back sides of the copy will

have the same top-bottom orientation.

The front and back sides of the copy will [Calendar Type]:

have opposite top-bottom orientations.

If you want to specify the image order, press [Option] → select the image order  $\rightarrow$  press [Done]  $\rightarrow$  [Next].

If you do not change the image order by pressing [Option], the images are printed as follows:

2 On 1: Left → Right

4 On 1: Upper Left  $\rightarrow$  Upper Right  $\rightarrow$  Lower Left

→ Lower Right





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## 7. Select the desired paper size, press [OK], then [Done].



- You cannot use Automatic Paper Selection in the Image Combination mode.
- The machine automatically selects the copy ratio depending on the selected paper size.
- The most suitable image orientation for the specified paper size is automatically determined even if Auto Orientation is set to [Off]. (See "Auto Orientation," on p. 11-9.)

## 8. Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display ,then press ⊙ (Start) once for each original. When scanning is complete, press [Done].



- To cancel this setting, press [Special Features] → [Image Combination]  $\rightarrow$  [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ∅ (Reset).

## **■ Frame Erase**

This mode enables you to erase shadows and lines that appear when copying various types of originals. The following three Frame Erase modes are available.



Combinations of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.

## Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.









**Original Frame Erase Not Selected** 

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This mode erases the shadows that appear on copies from binding



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### Book Frame Erase

Original

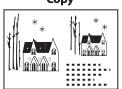
This mode erases the dark borders, as well as center and contour lines that appear if you are copying facing pages in a book or bound original.

## **Book Frame Erase Selected**

**Book Frame** 

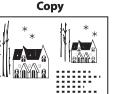
**Erase Not** 

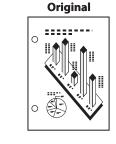
Selected



## Copy



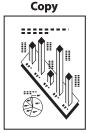




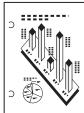
Binding Erase

holes on originals.

## **Binding Erase** Selected



## Copy





## **Original Frame Erase**

This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.



The Original Frame Erase mode cannot be used with the Image Combination or Different Size Original mode.

- Press (COPY).
- 2. Place your originals.

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- **3.** Press [Special Features].
- 4. Press [Frame Erase].
- 5. Press [Original Frame Erase], then [Next].
- 6. Select the original size, then press [Next].



- You can set the Original Frame Erase mode only for the original paper sizes shown on the touch panel display.
- To select an A or B series paper size, press [A/B-size].
- 7. Press [-] or [+] to set the frame erase width.



- To enter values in millimeters, press [mm].
- When entering the value in millimeters, you can also use ⊙-⊙ (numeric keys), and ⊙ (Clear) to clear your entry.
- You can change the value by pressing [-] or [+], even if you have entered the value using ①-③ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The maximum original frame erase width that you can set is <1 15/16" (50 mm)>.
- If you want to set the same width for all four borders:
- Press [-] or [+] to set the frame erase width, then press [OK].
- If you want to set the top, left, right, and bottom widths independently:
- Press [Adjust Each Dim.].
- Select the desired frame erase borders, then press [-] or [+] to set their respective frame erase widths.
- Press [OK].

To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

- **8.** Press [Done].
- 9. Press ⊙ (Start).



- To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

## **Book Frame Erase**

This mode erases the dark borders, as well as center and contour lines that appear if you are copying facing pages in a book or bound original onto a single sheet of paper.



The Book Frame Erase mode cannot be used with the Image Combination or Different Size Original mode.

- 1. Press (COPY).
- 2. Place your original on the platen glass.
- 3. Press [Special Features].
- 4. Press [Frame Erase].
- 5. Press [Book Frame Erase], then [Next].









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**6.** Select the size of the bound original when it is open, then press [Next].



- You can set the Book Frame Erase mode only for the original paper sizes shown on the touch panel display.
- To select an A or B series paper size, press [A/B-size].

## 7. Press [-] or [+] to set the frame erase widths.



- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⊙-⊙ (numeric keys), and © (Clear) to clear your entries.
- You can change the values by pressing [-] or [+], even if you have entered the values using ①-③ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The maximum book frame erase width that you can set is <1 15/16" (50 mm)>.

## • If you want to set the same width for all four borders:

- Press [Center] and [Sides].
- Press [-] or [+] to set their respective frame erase widths, then press [OK].

## • If you want to set the top, left, center, right, and bottom widths independently:

- Press [Adjust Each Dim.].
- Select the desired frame erase borders.
- Press [-] or [+] to set their respective frame erase widths, then press [OK].

To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

## Press [Done].

## 9. Press ⊙ (Start).



- To cancel this setting, press [Special Features] → [Frame Erase] →
- To cancel all settings and return the machine to the Standard mode, press ∅ (Reset).

## **Binding Erase**

This mode erases the shadows that appear on copies from binding holes on originals.



- The Binding Erase mode cannot be used with the Book ▶ 2-Sided, Twopage Separation, or Different Size Original mode.
- Do not place originals with binding holes into the feeder, as this may damage the originals.
- If you are using the Binding Erase mode, the borders you do not select are also slightly erased.
- 1. Press (COPY).
- Place your original on the platen glass.
- Press [Special Features].
- Press [Frame Erase].
- 5. Press [Binding Erase], then press [Next].

## **6.** Select the border where the binding holes are located, then press [Next].

The border is where the binding holes are located on the original, if you visualize the original as being face up.







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7. Press [-] or [+] to set the frame erase width, then press [OK].

8. Press [Done].



- To enter values in millimeters, press [mm].
- When entering the value in millimeters, you can also use ⊙-⊙ (numeric keys), and ⊙ (Clear) to clear your entry.
- You can change the value by pressing [-] or [+], even if you have entered the value using ①-③ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The maximum binding erase width that you can set is <13/16" (20 mm)>.

## **9.** Press ⊙ (Start).



- To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel]
- To cancel all settings and return the machine to the Standard mode, press © (Reset).

## Different Size Originals

This mode enables you to copy different size originals together.



- The Different Size Originals mode cannot be used with the Book ▶ 2-Sided, 2-page Separation, Image Combination, or Frame Erase mode.
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths. ("Width" refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or on the platen glass.)
- If originals with different widths are placed in the feeder, set the differently sized originals in the following combinations. Other combinations may damage the originals.
- 11" x 17" and LGL, 11" x 17" and LTRR, 11" x 17" and STMT, LTR and LGL, LTR and LTRR, LTR and STMT
- If you place originals with different widths into the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.
- If you specify the Different Size Originals mode with the Automatic Paper Selection mode, Auto Orientation is not performed.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.
- If the Different Size Originals mode is used with the 1 > 2-Sided mode, the copies are output as one-sided copies on paper of their respective sizes if the originals for the front and back sides of a two-sided copy are different in size.
- 1. Press (COPY).
- 2. Place your originals.
- 3. Press [Special Features].
- 4. Press [Different Size Originals].
- 5. Select the type of originals, then press [OK].









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## **6.** Press [Done].

If you are placing originals with the same width, press [Same Width]. If you are placing originals with different widths, press [Different Width].

## 7. Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press  $\odot$  (Start) once for each original. When scanning is complete, press [Done].



- To cancel this setting, press [Special Features] → [Different Size Originals] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

## Sharpness

This mode enables you to make copies of originals with a sharper or softer contrast. To reproduce text or lines with a sharper contrast, use [High] as the setting. To copy originals containing printed images or other halftones with a softer contrast, use [Low] as the setting.

### Low

If you make copies of an original containing halftones, such as a printed photograph, using the Photo mode, the moire effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moire effect by using [Low] as the setting to produce a clearer copy.

## **Original**

# Resort Plan The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.



Resort Plan
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.



Low Not Set

Resort Plan

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures



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## High

This setting enhances the edges of original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited for copying blueprints and faint pencil drawn images.

## Original

Resort Plan

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatu

Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking

beauty serve as home to

countless varieties of life and to us of the land,

this alluring, dream-like world

come together.

## **High Set**

## **High Not Set**

### Resort Plan Resort Plan

Copy

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creat come together.

Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life. and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creat come together.

Aptly nicknamed these spots of breathtaking beauty serve as home to forms a tropical paradise filled with romance.

- Press (COPY).
- Place your originals.
- **Press** [Special Features].
- Press [Sharpness].
- Press [Low] or [High] to adjust the sharpness, then press [OK].
- 6. Press [Done].

To copy text or lines clearly, the setting should be towards [High]. To copy originals containing printed images or other halftones, the setting should be towards [Low].

## **7.** Press ⊙ (Start).



- To cancel this setting, press [Special Features] → [Sharpness] →
- To cancel all settings and return the machine to the Standard mode, press ∅ (Reset).

## Memory Keys

You can set any possible combination of copy modes and store them in a memory key. There are four memory keys, and they can be assigned names for increased convenience. This feature is useful for storing frequently used copy settings.



The copy settings stored in memory are not erased, even if the power is turned off.

## **Storing Copy Settings**

- 1. Press (COPY).
- Specify the copy settings that you want to store on the Copy Basic Features screen and/or Special Features screen.



In the example above, the Finisher and Two-sided modes are specified.

- Press [Special Features].
- 4. Press [Mode Memory].







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- Press [Store/Erase].
- Press [Store].
- 7. Select a key ([M1] to [M4]) for storing the copy settings, then press [Next].



- Keys that already have settings stored in them are displayed with a black square ( ) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing  $[\nabla]$  or  $[\triangle]$ .

## • If you select a key without settings:

- A screen appears, asking for your confirmation to store the settings.
- Press [Yes].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The key in which you stored the settings is displayed with a black square ( ) in the lower right corner, and the stored settings are displayed.

To cancel storing the settings, press [No].

## • If you select a key that already has settings stored in it:

- A screen appears, asking for your confirmation to overwrite the previous settings.
- Press [Yes].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The key in which you stored the settings is displayed with a black square ( ) in the lower right corner, and the stored settings are displayed.

To cancel overwriting the settings, press [No].

- **8.** Press [OK].
- Press [Done].

## Naming a Memory Key

- **1.** Press (COPY).
- 2. Press [Special Features].
- Press [Mode Memory].
- Press [Store/Erase].
- Press [Register Name].
- **6.** Select a key ([M1] to [M4]) to name, then press [Next].



- Keys that already have settings stored in them are displayed with a black square (**1**) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- You can also name keys with no settings stored in them.
- If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing  $[\nabla]$  or  $[\triangle]$ .







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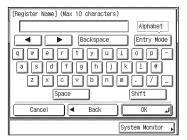
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7. Enter a name, then press [OK].



The maximum number of characters that you can enter for a key name is 10.

The assigned name appears on the key.



If you press [OK] without entering any characters, the key name reverts to its current name (M1 to M4).

- 8. Press [Cancel].
- 9. Press [Done].



Pressing [Cancel]  $\rightarrow$  [Done] only names the selected key ([M1] to [M4]), but does not recall the stored settings. If you press [OK]  $\rightarrow$  [Done], the name is stored in the selected key ([M1] to [M4]), and the settings are recalled at the same time.

## Recalling Copy Settings

- 1. Press COPY (COPY).
- 2. Press [Special Features].
- 3. Press [Mode Memory].

- **4.** Select the key containing the copy settings that you want to recall.
- **5.** Verify the settings, then press [OK].
- 6. Press [Done].

If you select a key that does not have copy settings stored in it, [OK] is grayed out and cannot be pressed. Select another key that has copy settings stored in it, or press [Cancel].



- Recalling copy settings from memory cancels the current copy settings.
- You can make changes to the recalled copy settings.
- If you press another key, the copy settings stored in that key are recalled.

## **Erasing Copy Settings**

- 1. Press (COPY).
- 2. Press [Special Features].
- **3.** Press [Mode Memory].
- 4. Press [Store/Erase].
- 5. Press [Erase].







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**6.** Select the key containing the copy settings that you want to erase, then press [Next].



- Make sure to check the settings first before erasing them.
- Keys that already have settings stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

## 7. Press [Yes].

The message < Erased. > appears for approximately two seconds on the touch panel display.

The stored copy settings are erased.

To cancel erasing the settings, press [No].



Key names are not erased. For instructions on changing a key name, see "Naming a Memory Key," on p. 3-31.

- 8. Press [Cancel].
- 9. Press [Done].



When a memory key is not in use, as is the case when you delete its settings, [OK] is grayed out, and you must press [Cancel]  $\rightarrow$  [Done] to complete the procedure.

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## **Orientation**

## Image Orientation Priority

If Image Orientation Priority is set to [On], the machine always copies an image in the same orientation as the original image. This is because the image on originals may be copied upside down, depending on the copy mode set.

If you do not want to copy the original image upside down, such as when copying on letterhead paper, or paper with a logo (such as a cover sheet), set the Image Orientation Priority to [On].

- 1. Press (COPY).
- Press (Additional Functions).
- **Press [Copy Settings]** → [Image Orientation Priority].

The Image Orientation Priority screen appears.

- **4.** Select [On] or [Off], then press [OK].
- Press [Done] repeatedly until the Copy Basic Features screen appears.

## Auto Orientation

If Auto Orientation is set to [On], the machine uses information, such as the size of the original and the zoom ratio, to determine the most suitable orientation for the specified paper size and then automatically rotates the image, if necessary.

- Press COPY (COPY).
- 2. Press (Additional Functions).

## **3.** Press [Copy Settings] → [Auto Orientation].

The Auto Orientation screen appears.



- If LTR or STMT originals are enlarged onto 11" x 17" or LGL copy paper, Auto Orientation is not performed even if you select [On].
- Only the images of standard size originals, up to LTR paper, can be rotated when the copy ratio is set to 100%.
- If Automatic Paper Selection is set and the most suitable paper size is not available, the paper source that is loaded with paper of the same size, even if the orientation is different, is displayed as the optimal paper to use.
- 4. Select [On] or [Off], then press [OK].
- Press [Done] repeatedly until the Copy Basic Features screen appears.







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## **Confirming Settings**

Copy mode settings that you have specified, including those that are set from the Special Features screen, are all grouped together onto one screen so you can easily check them.

- Press [Setting Confirmation].
- 2. Check the settings, then press [Done].



A right triangle ( $\blacktriangleright$ ) on a copy mode setting key indicates that more setting screens are available by pressing the key.

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## **Changing/Canceling Selected Settings**

You can use the Setting Confirmation screen to change or cancel selected copy modes.

- **Press [Setting Confirmation].**
- Press the key of the copy mode to be changed or canceled.



- A right triangle (▶) on a copy mode setting key indicates that more setting screens are available by pressing the key.
- If you select a copy mode setting key without a right triangle (►) and then press [Done], the selected copy mode is canceled.
- 3. Change or cancel the selected copy mode (for example, Sharpness).
  - To change a copy mode:
  - Perform the same steps used for setting the mode. Change the setting as you desire, then press [OK].
  - To cancel a copy mode:
  - Press [Cancel].
- Press [Done].

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## **Changing the Current Standard Settings**

The Standard Settings refer to a combination of copy modes that the machine automatically returns to after the power is turned on, or when ⊙ (Reset) is pressed.

The Standard Settings can be changed to suit your needs, or restored to their default settings.

## Storing New Standard Settings

You can store your own copy settings as the Standard Settings. To store your own standard settings, specify the desired settings on the Copy Basic Features screen and/or the Special Features screen, and then follow the procedure below.

- **Press ® (Additional Functions).**
- **Press** [Copy Settings] → [Standard Settings]. The Standard Settings screen appears.
- Press [Store].

## Press [Yes].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The displayed settings are stored as the Standard Settings. To cancel storing the currently displayed settings as the Standard Settings, press [No].



The settings displayed are the currently set copy settings. Press [V] or [A] to display any copy settings that do not fit into the display area.

- 5. Press [Done] repeatedly until the Copy Basic Features screen appears.
- Initializing Standard Settings

You can restore the Standard Settings to their default settings.

- 1. Press @ (Additional Functions).
- **2.** Press [Copy Settings] → [Standard Settings]. The Standard Settings screen appears.
- 3. Press [Initialize].
- 4. Verify the settings, then press [Yes].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The Standard Settings are initialized.

To cancel initializing the Standard Settings, press [No].

5. Press [Done] repeatedly until the Copy Basic Features screen appears.

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### **Canceling Copy Jobs**

You can cancel a job using the touch panel display or System Monitor screen, or by pressing (Stop).

### Using the Touch Panel Display

You can cancel a copy job by pressing [Cancel], while the job is being copy.

1. Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.



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

### Using the System Monitor Screen

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

- 1. Press [System Monitor].
- 2. Press [Copy].
- 3. Press [Status].

4. Select the copy job that you want to cancel, then press [Cancel].



- If the job that you want to cancel is not displayed, press [▼] or
   [▲] to scroll to the desired job.
- You cannot select multiple jobs and cancel them all at once. You
  may only select and cancel one job at a time.

#### **5.** Press [Yes].

The message <Canceling...> appears for approximately two seconds on the touch panel display.



The canceled job is displayed as <NG> (No Good) on the Log screen.

6. Press [Done].

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### **Checking Copy Jobs**

System monitor enables you to monitor the status of the copy jobs currently being processed.

- Checking the Status of Copy Jobs
- **1.** Press [System Monitor].
- 2. Press [Copy].
- 3. Press [Status].
- **4.** Select the copy job that you want to check, then press [Details].



If the job that you want to check is not displayed, press  $[\mathbf{V}]$  or  $[\mathbf{A}]$  to scroll to the desired job.

- 5. Check the details of the selected job.
- **6.** Press [Done] repeatedly until the Copy Basic Features screen appears.

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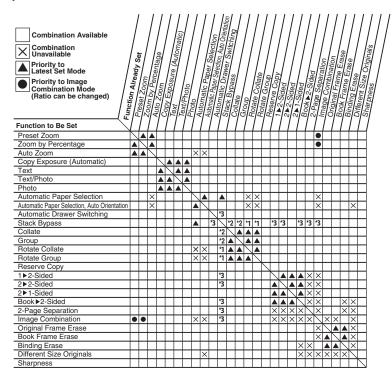
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### **Combination of Functions Chart**

This chart shows the available combinations of settings when you want to set more than one function at a time.



- \*1 You cannot combine these modes if you select a paper type and size other than plain, recycled, color, and heavy1types of LTR and LTRR.
- \*2 You cannot combine these modes when envelope is selected as the paper source.
- \*3 You cannot combine these modes when a nonstandard paper size or envelope is selected as the paper source.







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**Basic Sending Method** 

- Sending a Fax
- Press SEND (SEND).
- Place your originals.

Place the first page on the platen glass if you are not using the feeder.

Specify the fax number using **⊙**−**⑨** (numeric keys).



You can also specify the fax number using the Address Book, onetouch buttons, or favorites buttons. (See "Specifying Destinations," on p. 4-21.)

4. Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.

Sending an E-Mail Message (imageCLASS MF7480 Only)

You can scan an original and send it as an attached file in an e-mail message. You can add the document's name, a subject line, message body text, reply-to address, and e-mail priority. The scanned document can be sent as a JPEG, TIFF, or PDF file.

- 1. Press SEND (SEND).
- Place your originals.
- Specify the e-mail address.
- 4. Press [Send Settings].
- Press [Document Name].

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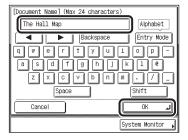
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**6.** Enter the name of the document that you want to send (up to 24 characters), then press [OK].

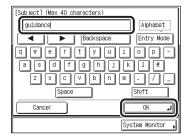




- You can also use ①-③ (numeric keys) to enter numbers, and
   ⑤ (Clear) to clear your entry.
- When you are sending documents, each page is sent as a separate image attached to an e-mail message, and the extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the e-mail message is assigned as follows:
  - If you set the document's name:
     The file name prefix is generated by the document's name, transaction number, and four digits that signify the page number of the image.
     Example: document name\_1004\_0001.tif
  - If you do not set the document's name:
     The file name prefix is generated by the transaction number and four digits that signify the page number of the image.
     Example: 1004 0001.tif
- If you set the file format to [TIFF], [PDF], or [PDF (Compact)] while both Divide into Pages and Divided TX over Max.Data Size are set to [Off], the four-digit number which indicates the page number is fixed to <0001>.

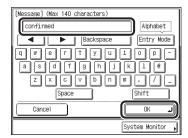
### 7. Press [Subject].

8. Enter the subject of the e-mail message (up to 40 characters), then press [OK].





- You can also use ⊙-⊙ (numeric keys) to enter numbers, and
   ⊙ (Clear) to clear your entry.
- If you do not enter a subject, the default subject set in E-mail/l-Fax Settings is used. (See "E-mail/l-Fax Settings," on p. 11-37.)
- 9. Press [Message].
- 10. Enter the message body text (up to 140 characters), then press [OK].





- A hard return is counted as one character.
- You can also use ①-③ (numeric keys) to enter numbers, and
   ⑤ (Clear) to clear your entry.

### **11.** Press [▼].









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12. Press [Reply-to].

13. Select the reply-to address, then press [OK].



- You need to store reply-to addresses in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 4-44.)
- If the desired reply-to address is not displayed, press [▼] or [▲] to scroll to the desired reply-to address.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- You can also specify a fax number as the reply-to address.
- You cannot select multiple destinations at the same time.
- To cancel a selected reply-to address, press [Reply-to], then [Cancel].
- To view the detailed information of a selected reply-to address, select the address, then press [Details].
- **14.** Press the E-mail Priority drop-down list, then select a priority for your e-mail message.
- 15. Press [Done].
- 16. Press [File Format].
- 17. Select a file format for sending your document, then press [Done].



For instructions on setting the file format, see "Setting the File Format (imageCLASS MF7480 Only)," on p. 4-11.

#### **18.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

# Sending an I-Fax (imageCLASS MF7480 Only)

You can scan an original, and send it to a destination via the Internet as an I-fax. An I-fax can only be sent to machines that can receive faxes through the Internet. You can add the document's name, a subject line, message body text, and reply-to address.



The following conditions are always selected:

- Paper Size: LTR
   This is because the sender does not know whether the recipient's machine can receive sizes other than LTR. Originals larger than LTR are reduced to LTR size.
- File Format: TIFF
- Resolution: B&W 200 x 100 dpi or B&W 200 x 200 dpi
- 1. Press (SEND).
- 2. Place your originals.
- 3. Specify the I-fax address.
- 4. Press [Send Settings].
- 5. Press [Document Name].

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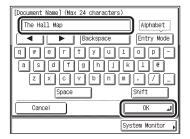
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**6.** Enter the name of the document that you want to send (up to 24 characters), then press [OK].

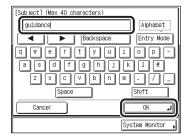




- You can also use ①-① (numeric keys) to enter numbers, and
   ③ (Clear) to clear your entry.
- When you are sending documents, each page is sent as a separate TIFF image attached to the I-fax. The file name prefix of the image attached to the I-fax is assigned as follows:
- If you set the document's name:
   The file name prefix is generated by the document's name, transaction number, and four digits that signify the page number of the image.
  - Example: document name\_1004\_0001.tif
- If you do not set the document's name:
   The file name prefix is generated by the transaction number and four digits that signify the page number of the image.
   Example: 1004\_0001.tif

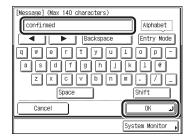
#### **7.** Press [Subject].

**8.** Enter the subject of your I-fax (up to 40 characters), then press [OK]





- You can also use ①-③ (numeric keys) to enter numbers, and
   ⑤ (Clear) to clear your entry.
- If you do not enter a subject, the default subject set in E-mail/l-Fax Settings is used. (See "E-mail/l-Fax Settings," on p. 11-37.)
- 9. Press [Message].
- 10. Enter the message body text (up to 140 characters), then press [OK].





- A hard return is counted as one character.
- You can also use ①-③ (numeric keys) to enter numbers, and
   ⑤ (Clear) to clear your entry.

### **11.** Press [▼].







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### 12. Press [Reply-to].

#### 13. Select the reply-to address, then press [OK].



- You need to store reply-to addresses in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 4-44.)
- If the desired reply-to address is not displayed, press [▼] or [▲] to scroll to the desired reply-to address.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- You can also specify a fax number as the reply-to address.
- You cannot select multiple destinations at the same time.
- To cancel a selected reply-to address, press [Reply-to], then [Cancel].
- To view the detailed information of a selected reply-to address. select the address, then press [Details].

#### 14. Press [Done].

#### **15.** Press **⊙** (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

### Sending a Job to a File Server (imageCLASS MF7480 Only)

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You can send a job to any computer that acts as a file server on the network. You can add the document's name and message body text. The scanned document can be sent as a JPEG, TIFF, or PDF file.

- 1. Press (SEND).
- 2. Place your originals.
- Specify the file server's address.
- 4. Press [Send Settings].
- Press [Document Name].

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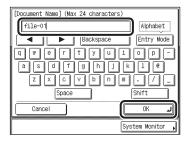
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**6.** Enter the name of the document that you want to send (up to 24 characters), then press [OK].





- If you use characters such as "," "/", "[", or "]" in the document name, you may not be able to send the file to file servers that run on operating systems that do not recognize such characters.
- You can also use ①-① (numeric keys) to enter numbers, and
   ③ (Clear) to clear your entry.
- When you are sending documents, each page is sent as a separate image and stored in a file server. The extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the document you are sending is assigned as follows:
  - If you set the document's name:
     The file name prefix is generated by the document's name, the transaction number, and the four digits that signify the page number of the image.

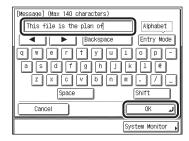
Example: document name\_1004\_0001.tif document name\_1004\_0001.pdf document name\_1004\_0001.jpg

If you do not set the document's name:
 The file name prefix is generated by the transaction number and the four digits that signify the page number of the image.
 Example: 1004\_0001.tif
 1004\_0001.pdf

1004\_0001.par

 If you set the file format to [TIFF], [PDF], or [PDF (Compact)] while both Divide into Pages and Divided TX over Max.Data Size are set to [Off], the four-digit number which indicates the page number is fixed to <0001>.

- **7.** Press [Message].
- 8. Enter the message body text (up to 140 characters), then press [OK].





- A hard return is counted as one character.
- You can also use ⊙-⊙ (numeric keys) to enter numbers, and
   ⊙ (Clear) to clear your entry.
- When you are sending documents to a file server, the characters entered in [Message] is sent as a text file. However, if you do not enter characters in [Message], only the image file is sent to the server without a text file.
- 9. Press [Done].
- 10. Press [File Format].
- 11. Select a file format for sending your document, then press [Done].

For instructions on setting the file format, see "Setting the File Format (imageCLASS MF7480 Only)," on p. 4-11.



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#### **12.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press @ (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

### Setting the File Format (imageCLASS MF7480 Only)

You can select [TIFF], [PDF], [JPEG], or [PDF (Compact)] as the file format when sending documents to an e-mail address or a file server.

When sending multiple documents to an e-mail address or file server, each page can be sent as a separate file.

You can specify the scan settings to match the original you are sending.

- 1. Press SEND (SEND).
- Place your originals.
- Specify the destination.
- Press [File Format].

#### **5.** Select a file format for sending your document.

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If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

- [TIFF]: Sends the file in the TIFF format. This file format is available only when you scan the document in the B&W mode.
- [PDF]: Sends the file in the PDF format. This file format is available only when you scan the document in the B&W mode.
- [JPEG]: Sends the file in the JPEG format. This file format is available only when you scan the document in the Color mode.
- [PDF(Compact)]: Enables you to send files containing text originals or text/photo originals using a high compression ratio. This file format is available only when you scan the document in the Color mode.

If you select [PDF (Compact)] as the file format, it is recommended that you set the original type setting to either [Text/Photo] or [Text], depending on the image type.



- If you select [JPEG] as the file format, Divide into Pages is automatically set to [On].
- If you select [PDF (Compact)] as the file format, the Color mode is set to [Color] and the resolution is set to [300 x 300 dpi] automatically, and the original type setting is disabled.
- The color mode and resolution you can set differ depending on the file format you select. Follow the instructions on the screen.
- To view a JPEG file, a software application that supports the JPEG format is required.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.

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#### **6.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

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**Scan Settings** 

#### Selecting a Scan Mode

The machine has three preset scan modes:

- B&W 200 x 200 dpi, B&W 300 x 300 dpi, and Color 300 x 300 dpi) (for the imageCLASS MF7480)
- 200 x 200 dpi (Fine), 200 x 400 dpi (SuperFine), and 400 x 400 dpi (UltraFine) (for the imageCLASS MF7470/MF7460)

Select the desired mode from the preset scan modes according to the type of original you are sending.



- If the destination is a fax number or I-fax address, the original is always scanned and sent in B&W mode.
- If you want to use less memory and make the sending time shorter, use a low-resolution mode.
- In addition to the scan mode, you can store addresses and other send settings in the favorites buttons. (See "Storing/Editing Favorites Buttons," on p. 4-60.)
- 1. Press SEND (SEND).
- 2. Place your originals.
- 3. Specify the destination.
- 4. Press [Scan Settings].

### **5.** From the Scan Settings drop-down list, select a scan mode.



- The following combinations of file format and preset scan modes are not available. If you select them, a message asking for your confirmation to change the file format appears on the screen when you press ⊙ (Start).
  - [PDF (Compact)] or [JPEG] as the file format and [B&W 200 x 200 dpi] or [B&W 300 x 300 dpi] as the scan mode.
- [TIFF] or [PDF] as the file format and [Color 300 x 300 dpi] as the scan mode.
- [Color 300 x 300 dpi] is not available when sending faxes or l-faxes.
- To change the Scan mode settings, select [Option] from the Scan Settings drop-down list, and adjust the settings.

#### **6.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel the scan settings, press [Scan Settings], then [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

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# Changing the Color Mode (imageCLASS MF7480 Only)

The following two color modes are available: Color and B&W (black and white).

#### Color

The Color mode always scans in color regardless of whether the original is in color or black-and-white.

#### B&W

The B&W mode always scans in black-and-white regardless of whether the original is in color or black-and-white.



- If the destination is a fax number or I-fax address, the original is always scanned and sent in B&W mode.
- If you select the Color mode and select JPEG as the file format, you can select  $100 \times 100$  dpi,  $150 \times 150$  dpi,  $200 \times 100$  dpi, or  $300 \times 300$  dpi as the resolution.
- If you select the Color mode and select PDF (Compact) as the file format, 300 x 300 dpi is available as the resolution.
- If a black-and-white original is scanned in the Color mode, it is counted as a color scan.
- If you select the B&W mode, you can select TIFF or PDF as the file format, and  $150 \times 150$  dpi,  $200 \times 100$  dpi,  $200 \times 200$  dpi,  $200 \times 400$  dpi,  $300 \times 300$  dpi,  $400 \times 400$  dpi, or  $600 \times 600$  dpi as the resolution.
- 1. Press SEND (SEND).
- 2. Place your originals.
- 3. Specify the destination.
- 4. Press [Scan Settings].
- 5. Press [Option].

#### 6. Press [Color] or [B&W], then press [OK].



- If [TIFF] or [PDF] is selected as the file format, and you select [Color] as the color mode, and then press [OK], a message asking for your confirmation to change the file format appears on the screen.
- If [JPEG] or [PDF(Compact)] is selected as the file format, and you select [Color] as the color mode, and then press [OK], a message asking for your confirmation to change the file format appears on the screen.

#### **7.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel the scan settings, press [Scan Settings], then [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).







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#### Document Size

You can specify the document size before scanning originals whose size you need to manually specify, such as transparencies.



- You cannot select [Auto] when scanning the following types of originals.
   Specify the size of these documents manually.
- Nonstandard size originals
- Highly transparent originals, such as transparencies
- Originals with an extremely dark background
- STMT or STMTR originals that are placed on the platen glass
- When using Direct Sending for sending a fax, if you place the originals in the feeder, the Document Size Select setting you specified is disabled.
- If you specify the document size, you cannot use the Stamp or Different Size Originals mode.
- 1. Press (SEND).
- 2. Place your originals.
- 3. Specify the destination.
- 4. Press [Scan Settings].
- 5. Press [Option].
- **6.** Press [Document Size].
- 7. Select the document size.



To select an A or B series paper size, press [A/B-size].

- 8. Press [Done].
- 9. Press [OK].

#### **10.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel the scan settings, press [Scan Settings], then [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

#### Resolution

You can specify the resolution before scanning the original. The following combinations of color mode and resolution are available:

- B&W (TIFF and PDF)
   150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x
   300 dpi, 400 x 400 dpi, 600 x 600 dpi
- Color
   100 x 100 dpi (JPEG), 150 x 150 dpi (JPEG), 200 x 100 dpi (JPEG),
   300 x 300 dpi (JPEG and PDF (Compact))



- The maximum size of an image that you can send at a resolution of 600 x 600 dpi is 11" x 17". If the image exceeds this size, it may be cut off.
- If you send a long original at a resolution of 600 x 600 dpi, the periphery of the original image may cut off slightly.
- If you are sending documents by fax, the maximum size of an image that you can send at a resolution of 400 x 400 dpi is 11" x 17".
- If you are sending documents by fax, select B&W 200 x 100 dpi, B&W 200 x 200 dpi, B&W 200 x 400 dpi, or B&W 400 x 400 dpi. Otherwise, the document will be sent with poor resolution.

#### 1. Press (SEND).



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- Place your originals.
- Specify the destination.
- Press [Scan Settings].
- Press [Option].
- Press [Resolution].
- Select the desired resolution, then press [OK].



- If you select [PDF (Compact)] as the file format, the Color mode is set to [Color] and the resolution is set to [300 x 300 dpi] automatically, and the original type setting is disabled.
- The color mode and resolution you can set differ depending on the file format you have selected. Follow the instructions on the screen.
- 8. Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel the scan settings, press [Scan Settings], then [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

### Scan Density and Original Type Settings

You can set the scan density and select the original type before scanning the original.

#### **Manual Density Adjustment**

You can manually adjust the scan density to the most appropriate level for the original.



If you select the Color mode, you should manually adjust the scan density.

- 1. Press SEND (SEND).
- Place your originals.
- Specify the destination.
- Press [Scan Settings].
- Press [Option].
- 6. Press [Light] or [Dark] to adjust the scan density, then press [OK].

Press [Light] to move the indicator to the left to make the density lighter, or press [Dark] to move it to the right to make the density darker.

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#### **7.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel the scan settings, press [Scan Settings], then [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

#### **Automatic Density Adjustment**

The machine automatically adjusts the scan density to the level best suited to the quality of the original.



- If you select the Color mode, automatic density adjustment cannot be used
- If you set the automatic density adjustment, the original type setting is disabled.
- 1. Press SEND (SEND).
- 2. Place your originals.
- 3. Specify the destination.
- 4. Press [Scan Settings].
- 5. Press [Option].

#### **6.** Press [A], then press [OK].

The machine automatically adjusts the scan density to the level best suited to the quality of the original.



An automatic scan density adjustment may not work with transparencies. In this case, adjust the scan density manually by pressing [Light] or [Dark].

#### **7.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel the scan settings, press [Scan Settings], then [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

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#### **Original Type Selection**

You can manually select the original type according to the type of image that you are scanning.

The following three original type modes are available for adjusting the image quality.

#### Text Mode

This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

#### ■ Text/Photo Mode

This mode is best suited for scanning originals containing both text and photos.

#### Photo Mode

This mode is best suited for scanning photos printed on photographic paper, or photo originals containing halftones (e.g., printed photos).

#### **NOTE**

- Combinations of these three modes (Text/Photo, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you scan an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by adjusting the scanning contrast (sharpness). (See "Sharpness," on p. 11-12.)
- If you have selected [PDF (Compact)] as the file format, this setting is disabled.
- If you select the automatic density adjustment mode, the original type setting is disabled.
- If the original is a transparency, select the original type, then adjust the density to the most appropriate level for the original.
- 1. Press (SEND).
- **2.** Place your originals.

- **3.** Specify the destination.
- 4. Press [Scan Settings].
- **5.** Press [Option].
- **6.** Press the original type drop-down list, then select the original type ([Text/Photo], [Photo], or [Text]).

The machine automatically adjusts the scan density to the level best suited to the quality of the original.

## 7. Press [Light] or [Dark] to adjust the scan density, then press [OK].

Press [Light] to move the indicator to the left to make the density lighter, or press [Dark] to move it to the right to make the density darker.

#### 8. Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel the scan settings, press [Scan Settings], then [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).







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**■ Two-Sided Originals** 

You can set the machine to automatically turn over two-sided originals placed in the feeder, so as to scan each side separately.



When you are scanning originals with a horizontal (landscape) orientation, such as LTRR, make sure to place them horizontally into the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.

- 1. Press (SEND).
- 2. Place your originals.
- **3.** Specify the destination.
- 4. Press [Scan Settings].
- 5. Press [Option].
- 6. Press [2-Sided Original].
- 7. Select the type of original, then press [OK].

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

**8.** Press [OK].

9. Press ⊙ (Start).

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel the scan settings, press [Scan Settings], then [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

#### Different Size Originals

This mode enables you to scan different size originals together.



- The Different Size Originals mode cannot be used with the Document Size or Stamp mode.
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder or the platen glass if you are placing originals with different widths. ("Width" refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or on the platen glass.)
- Set different size originals in the following combinations. Other combinations may damage the originals.
- 11" x 17" and LGL, LTR and LGL, LTR and LTRR
- If you place originals with different widths into the feeder, the originals may move slightly when fed to the scanning area. As a result, the images may be scanned as slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.
- 1. Press (SEND).
- 2. Place your originals.
- 3. Specify the destination.

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- 4. Press [Scan Settings].
- 5. Press [Option].
- **6.** Press [Different Size Origin].
- 7. Select the type of original, then press [OK].
  - If you are placing originals with the same width, press [Same Width].
  - If you are placing originals with different widths, press [Different Width].
- 8. Press [OK].
- 9. Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel the scan settings, press [Scan Settings], then [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

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### **Specifying Destinations**

This section describes how to specify a destination for a send iob. You can select a destination stored in the Address Book or a one-touch button, or specify a new address. You can also recall the destinations and settings stored in the favorites buttons to check their contents, edit them, or delete them.



A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab.) If you specify a group, which is made up of several destinations, each destination is counted as a separate address.

### Using the New Address Tab

This section describes the procedure for specifying a new destination that has not been stored in the Address Book.



- If Restrict New Addresses in System Settings is set to [On], you cannot specify a destination using the New Address Tab. (See "Restricting the New Address," on p. 8-17.)
- The destination that you just specified is not stored in the Address Book. It is deleted once the document is sent.
- If you frequently send documents to the same destinations, store these destinations in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 4-44.)
- You can specify only one destination at a time using the New Address
- Sending documents to an e-mail, I-fax, or file server address is available only for the imageCLASS MF7480.
- To view the detailed information of the destination, press [Details].
- You can edit an address specified from the New Address tab in the Details screen before you scan your documents. (See "Checking/ Changing a Destination," on p. 4-29.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 4-30.)

#### **Specifying a Fax Number**

This mode enables you to specify a new fax number.

- 1. Press SEND (SEND).
- Place your originals.
- Make sure the machine is ready to send.
- Press [New Address].



If no destination is displayed on the Send Basic Features screen, you can skip steps 4 and 5.

Press [Fax].







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6. Enter the recipient's fax number (up to 120 characters) using ⊙-⊚ (numeric keys), ⊛, and ⊕, then press [OK].



[Pause]: Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears.

When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 11-14.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.

[◀][▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the number or character immediately to the left of the cursor.

[Direct]: Press to use the Direct Send mode. (See "Direct Sending," on p. 4-32.)

[Hook]: Press to use tone dialing or to send a fax document manually. (See "Manual Sending," on p. 4-31.)



- You cannot insert a pause at the beginning of a number.
- If you enter a pause at the end of the number, the pause is always 10 seconds long.
- You can press © (Clear) to clear your entry.
- If Confirm Entered Fax Numbers in Restrict Access to Destinations in System Setting is set to [On], you should enter the fax number again for confirmation. Enter the fax number you entered in step 6, then press [OK]. (See "Setting to Confirm Entered Fax Numbers," on p. 8-18.)

# Specifying an E-Mail Address (imageCLASS MF7480 Only)

This mode enables you to specify a new e-mail address. You can enter the e-mail message address directly from the keyboard on the touch panel display.



If you send a document via e-mail, the document is sent as a file attached to an e-mail message in the Color or B&W mode.

- 1. Press SEND (SEND).
- 2. Place your originals.
- 3. Make sure the machine is ready to send.
- 4. Press [New Address].
- 5. Press [E-mail].

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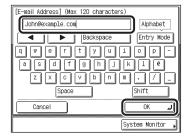
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**6.** Enter the e-mail address (up to 120 characters), then press [OK].





You can also use ⊙–⊚ (numeric keys) to enter numbers, and © (Clear) to clear your entry.

#### **Specifying an I-Fax Address** (imageCLASS MF7480 Only)

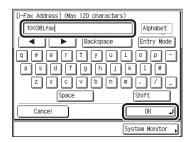
This mode enables you to specify a new I-fax address. Regardless of the distance and area, I-fax helps you to reduce transmission costs by making transactions via the Internet. You can enter an I-fax address directly from the keyboard on the touch panel display. You can also specify the scan settings and the settings at the destination when using I-fax.

#### **MOTE**

The following conditions are always selected:

- Paper Size: LTR This is because the sender does not know whether the recipient's machine can receive sizes other than LTR. Originals larger than LTR are reduced to LTR size.
- File Format: TIFF
- Resolution: B&W 200 x 100 dpi or B&W 200 x 200 dpi

- 1. Press SEND (SEND).
- Place your originals.
- Make sure the machine is ready to send.
- Press [New Address].
- Press [I-Fax].
- 6. Enter the I-fax address (up to 120 characters), then press [OK].





You can also use ⊙–⊚ (numeric keys) to enter numbers, and © (Clear) to clear your entry.







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#### Specifying a File Server (imageCLASS MF7480 Only)

This section describes the two methods for specifying a file server on the network as the destination of a send job. You can use the keyboard or the Browse key if you select Windows (SMB) as the server protocol.

#### **⊘** NOTE

- Windows 2000/XP/Server 2003/Vista restricts the number of users or clients that can be accessed. Once the limit of users or clients has been reached, it is not possible to send documents to a file server using Windows 2000/XP/Server 2003/Vista.
- If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- Set the following items when sending to a file server:
- Protocol
- Host Name
- File Path
- User
- Password
- For examples of the settings that are needed to send documents to a file server, "Setting Up a Computer as a File Server," on p. 6-15.
- You can use ⊙-⊙ (numeric keys) to enter numbers, and ⊙ (Clear) to clear your entries.
- If you are sending to an imageWARE Document Manager folder, set the FTP server address specified in imageWARE Gateway as the destination.
   By using imageWARE Document Manager and the send function of the machine, you can manage digitized paper documents and computer data on the network. For more information on the imageWARE Document Manager, see the imageWARE Gateway manual.

#### Using the Keyboard

You can specify a file server as the destination directly from the keyboard displayed on the touch panel display. Press [Host Name], [File Path], [User], and [Password] to specify the file server settings.

#### Using the Browse Key (Windows (SMB))

If you select [Windows (SMB)] as the protocol, you can specify a file server connected to a specific network by pressing [Browse] on the File screen. You can specify a file server from a workgroup.

#### **Using the Keyboard**

- 1. Press SEND (SEND).
- 2. Place your originals.
- 3. Make sure the machine is ready to send.
- 4. Press [New Address].
- 5. Press [File].
- **6.** Press the Protocol drop-down list, then select the desired server protocol.

[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, Internet Information Services 7.0 under Windows Vista, or Red Hat Linux 7.2. [Windows (SMB)]: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later) or Windows 98/Me/2000/XP/Server 2003/Vista.



If you select [Windows (SMB)] as the server protocol, you can specify the file server by pressing [Browse]. For instructions on using the Browse key, see "Using the Browse Key (Windows (SMB))," on p. 4-26.

7. Press [Host Name].







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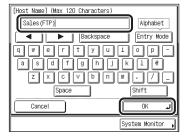
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**8.** Enter the host name (up to 120 characters), then press [OK].

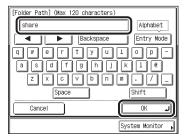




A host name is a name assigned to a host computer that provides services on the Internet. A specific host name is assigned to each host computer to identify it on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

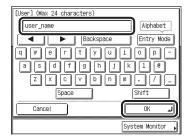
**9.** Press [File Path].

**10.** Enter the file path (up to 120 characters), then press [OK].





- A file path is a series of characters that signify the location of the folder. Specify a folder in the file server as the destination of the send job.
- If you are sending to an imageWARE Document Manager folder, enter the folder name set in imageWARE Gateway.
- 11. Press [User].
- 12. Enter the user name (up to 24 characters), then press [OK].





If you are sending to an imageWARE Document Manager folder, enter the user name set in imageWARE Gateway.

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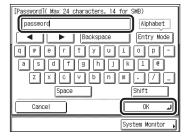
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#### 13. Press [Password].

14. Enter a password (up to 24 characters when [FTP] is selected as the server protocol, or up to 14 when [Windows (SMB)] is selected), then press [OK].





If you are sending to an imageWARE Document Manager folder, enter the password set in imageWARE Gateway.

15. Press [OK].

Using the Browse Key (Windows (SMB))

- 1. Press SEND (SEND).
- 2. Place your originals.
- 3. Make sure the machine is ready to send.
- 4. Press [New Address].
- 5. Press [File].
- **6.** Press the Protocol drop-down list, then select [Windows (SMB)].

#### **7.** Press [Browse].



After turning the main power on, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. (See "Startup Time Settings," on p. 6-45.)

### **8.** Select the desired workgroup, then press [Down].

To move up one level, press [Up].



If the desired workgroup is not displayed, press  $[\nabla]$  or  $[\triangle]$  to scroll to the desired workgroup.

#### 9. Select the desired file server, then press [Down].

To move up one level, press [Up].



If the desired file server is not displayed, press  $[\nabla]$  or [A] to scroll to the desired file server.

#### • If the Enter Network Password screen is displayed:

- Press [User Name].
- Enter your user name (up to 24 characters), then press [OK].
- Press [Password].
- Enter your network password (up to 14 characters), then press [OK].
- Press [OK].

#### 10. Press [Down].









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# 11. Select the folder on the specified server to which you want to send your documents, then press [OK].

To move down one level, press [Down]. To move up one level, press [Up].



If the desired folder is not displayed, press  $[\nabla]$  or  $[\triangle]$  to scroll to the desired folder.

#### **12.** Press [OK].

### Using the Address Book

The Address Book is a directory for storing destinations. A maximum of 500 destinations (including 200 one-touch destinations) can be stored. Storing a destination in the Address Book saves you the effort of entering frequently used destinations' addresses each time you send a job.



- To use this feature, destinations must be stored in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 4-44.)
- Address Books can be saved, imported, and transferred using the Remote User Interface. (See "Import/Export Function," on p. 7-27.)
- To view the detailed information of a selected destination, select the destination, then press [Details].
- You can erase destinations on the Send Basic Features screen before scanning. (See "Erasing a Destination," on p. 4-30.)
- 1. Press (SEND).
- 2. Place your originals.
- 3. Press [Address Book].

# 4. Select the desired destination from the Address Book, then press [OK].



- You can select multiple destinations.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- You can restrict the type of destinations displayed in the result list by pressing the Type drop-down list.
- You can display the destinations registered in one-touch buttons by selecting One-touch from the Type drop-down list.
- If the registered destination name is longer than 15 characters, the first 15 characters are displayed in the Name column in the Address Book.
- To cancel a selected destination, select the destination again to clear the check mark.
- To view the detailed information of a selected destination, select the destination, then press [Details].





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Using the One-Touch Buttons

You can specify up to 200 destinations in one-touch buttons. Follow the procedure below to start a transmission and send a document with the press of a one-touch button.



- To use this feature, destinations must be stored in one-touch buttons beforehand. (See "Storing/Editing One-Touch Buttons," on p. 4-51.)
- To view the detailed information of a selected destination, select the destination, then press [Details].
- You can erase destinations on the Send Basic Features screen before scanning. (See "Erasing a Destination," on p. 4-30.)
- 1. Press SEND).
- 2. Place your originals.
- 3. Press [One-touch Buttons].
- **4.** Select the desired one-touch button, then press [Done].



- You can select multiple one-touch buttons.
- Each one-touch button is assigned a three-digit number. If you know the one-touch button's three digit number, enter the three digit number of the desired one-touch button using 
   (numeric keys).
- If the desired one-touch button is not displayed, press [▼] or [▲]
  to scroll to the desired one-touch button.
- To view the detailed information of a selected destination, select the destination, then press [Details].
- To cancel the selected one-touch button, press [One-touch Buttons], then press the selected one-touch button again.

#### Using Group Addresses

Group Dialing enables you to specify a group of registered destinations in the Address Book or one-touch buttons. This is useful if you want to send the same document to several destinations. You can register up to 499 destinations in one group.



- To use this feature, group addresses must be stored in one-touch buttons or Address Book beforehand. (See "Registering Group Addresses," on p. 4-49, or "Registering/Editing Group Addresses," on p. 4-57.)
- To view the detailed information of a selected destination, select the destination, then press [Details].
- You can erase destinations on the Send Basic Features screen before scanning. (See "Erasing a Destination," on p. 4-30.)
- 1. Press SEND (SEND).
- 2. Place your originals.
- 3. Specify a group address.
  - To specify a group from the Address Book:
  - Press [Address Book].
  - Select the destinations for the group address, then press [OK].



- You can specify multiple groups at the same time.
- To restrict the type of destinations displayed in the result list, press the Type drop-down list, then press [Group].
- To cancel a selected group, select the group again to clear the check mark.
- To view the detailed information of a selected group, select the destination, then press [Details].

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#### • To specify a group from the one-touch buttons:

- Press [One-touch Buttons].
- Press the one-touch button containing the group address, then press [Done].
- To specify two or more groups, select all of the desired one-touch buttons containing the group address, then press [Done].



To cancel a selected group destination, press the one-touch button again.

#### Using the Favorites Buttons

If you frequently send documents with the same document settings to the same destination, store these settings in a favorites button. Then, when you need to specify the destination, all you have to do is select the favorites button containing your stored document settings and the desired destination, and send your document.



- To use this feature, you must first register the desired document settings and destinations in favorites buttons. (See "Storing/Editing Favorites Buttons," on p. 4-60.)
- To view the detailed information of a selected destination, select the destination, then press [Details].
- You can erase destinations on the Send Basic Features screen before scanning. (See "Erasing a Destination," on p. 4-30.)
- 1. Press SEND (SEND).
- 2. Place your originals.
- 3. Press [Favorites Buttons].

# **4.** Select the desired Favorites Button, then press [Done].



- If the desired favorites button is not displayed, press [▼] or [▲]
  to scroll to the desired favorites button.
- You can manually change the recalled settings from the selected favorites button before you send your documents.
- If you press another favorites button, the settings stored in that button are recalled.
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).
- If multiple destinations are stored under the selected favorites button, the destinations may not be listed in the order in which they were set.

### Checking/Changing a Destination

You can check and change a specified destination before you scan your documents.



Only the destination specified using the New Address tab can be changed.

#### 1. Select the destination, then press [Details].

If only one destination is specified, just press [Details].



If the destination that you want to check or change is not displayed, press  $[ \mathbf{V} ]$  or  $[ \mathbf{A} ]$  to scroll to the desired destination.

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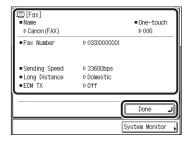
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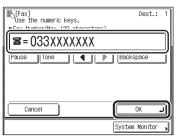
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#### 2. Check or change the destination's information.

- If the destination has been specified using any method other than New Address tab:
- Check the destination's information, then press [Done].



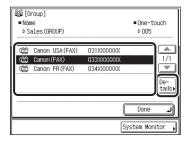
- If the destination has been specified using one of the sending methods in the New Address tab:
- Check or change the destination's information, then press [OK].



Change the destination's information in the same way that you specified it. (See "Using the New Address Tab," on p. 4-21.)

#### • If the destination is a group address:

 To check the information of registered destinations in a group address, select one destination at a time, then press [Details].



 Check the destination's information, then press [Done], then [Done].

#### Erasing a Destination

You can erase a specified destination from the destination list before you scan your documents.

#### 1. Select the destination to be erased.

If only one destination is specified, skip this step.



If the destination that you want to check or change is not displayed, press [ ] or [ ] to scroll to the desired destination.

#### 2. Press [Erase].

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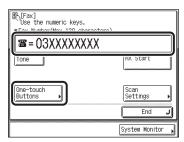
### **Manual Sending**

Use manual sending when you want to talk to the recipient before sending a fax document, or if the recipient does not have a fax machine that can receive automatically.



- Manual Sending enables you to send a document consisting of two or more pages only if you use the feeder to send it. You can only send one page at a time when you place your originals on the platen glass.
- If you cancel Manual Sending during transmission, the pages that have already been scanned are sent. You can check how many pages have been sent to the destination by printing an Activity Report. (See "Printing the Fax Job Log (Activity Report)," on p. 4-77.)
- You cannot use group addresses for manual sending.
- Press (SEND).
- 2. Place your originals.
- 3. Make sure the machine is ready to send.
- 4. Press [New Address].
- 5. Press [Fax].
- 6. Press [Hook].
  You should hear the dial tone.
- Specify the scan settings.

8. Enter the recipient's fax number (up to 120 characters) using ①-③ (numeric keys), or by pressing [One-touch Buttons].



You can enter an extension number after dialing the fax number. [Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears. [One-touch Buttons]: Press to specify destinations using the one-touch buttons. (See "Using the One-Touch Buttons," on p. 4-28.) [Scan Settings]: Press to set the Scan mode. (See "Scan Settings," on p. 4-13.)



- You cannot use group dialing for manual sending.
- To cancel manual sending, press [End].
- 9. When you hear a high-pitched tone, press © (Start).

Scanning starts and the document is sent.

During the transmission, the transaction number and page number are displayed in the Job Monitor area.



To cancel manual sending, press [Cancel].









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**Direct Sending** 

This section describes the procedure for sending a fax with the Direct Sending mode.

#### Memory Sending

All of the originals to be sent are first scanned and read into memory, then sent. This means that you do not need to stay near the machine once the originals have been scanned.

#### Direct Sending

The machine sends each page of the document to the destination as it is scanned.

Although Direct Sending is slower than Memory Sending, you can use Direct Sending when you need to send an urgent document ahead of other documents stored in memory.



- The memory can hold a total of approximately 1,000 pages for sent and received documents.
- If the memory becomes full, delete unwanted received documents using the System Monitor screen. (See "Erasing Received Fax Documents," on p. 4-79, or "Erasing Received I-Fax Documents," on p. 4-83.)
- With Direct Sending, you can send a document of two or more pages only when using the feeder. You can only send one page at a time when you place your original on the platen glass.
- You can specify only one destination at a time for Direct Sending.
- Memory Sending is automatically set when using Delayed Send or when multiple destinations are specified.
- If an error occurs or you cancel transmission in the Direct Sending mode, you can check how many pages have been sent to the destination by printing the Activity Report, or on the Log screen for Fax on the System Monitor screen.

- 1. Press (SEND).
- 2. Place your originals.
- 3. Specify the destination.



For more information on specifying the destination, see "Specifying Destinations," on p. 4-21.

4. Specify the desired send options.



For instructions on specifying the scan settings, see "Scan Settings," on p. 4-13.

- 5. Press [Send Settings].
- 6. Press [Direct], then press [Done].

If you specify the destination using  $\bigcirc - \bigcirc$  (numeric keys) or New Address tab, press [Direct] on the same screen.



- To cancel Direct sending mode, press [Direct] again.
- For instructions on setting the Stamp mode, see "Stamping Originals," on p. 4-36.
- For instructions on setting the Delayed Send mode, see "Delaying a Send Job" on p. 4-35.

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#### **7.** Press ⊙ (Start).

- If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press ⊙ (Start) once for each original. When scanning is complete, press [Done].
- As soon as transmission is possible, the original is scanned and sent while scanning is taking place.
- During transmission, the transaction number and page number currently being sent are displayed in the Job Monitor area.
- If the transmission completes successfully, the message <Sent</li> OK> appears in the Job Monitor area for approximately two seconds.
- After the original has been sent, Direct Sending is canceled automatically.



To cancel transmission, press [Cancel] or 🔊 (Stop). Scanning and transmission of documents are canceled from the time you cancel the transmission.

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## **Advanced Sending Features**

The machine provides the following additional Send modes: broadcasting delayed send, and stamping originals.

### Broadcasting

Broadcasting enables you to send the same document to multiple recipients.



- A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab.) If you specify a group, which is made up of several destinations, each destination is counted as a separate address.
- If you frequently send documents to multiple destinations, it is recommended that you store those destinations as a group.
- When Restrict Sequential Broadcast is set to [Prohibit Broadcast], you cannot send the documents to multiple recipients. (See "Restricting Sequential Broadcast," on p. 8-18.)
- Press SEND (SEND).
- Place your originals.
- Specify the destination.



For more information on specifying the destination, see "Specifying Destinations," on p. 4-21.

Repeat step 3 to enter all required recipients.

### **5.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done].

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Delaying a Send Job The Delayed Send mode enable

The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.



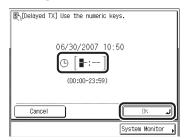
- You can reserve up to 70 jobs for the Delayed Send. However, the actual number of jobs that can be reserved may be less than 70, depending on the following conditions:
- If multiple documents are being sent at the same time
- If large documents are being sent
- The number of delayed send jobs could also be reduced if there are jobs other than Delayed Send, or it depends upon the other factors affecting the specified destinations.
- Once the delayed documents are sent, the documents are automatically deleted from memory.
- You can check the status or cancel the transmission of jobs for which a preset send time has been specified. (See "Using the System Monitor Screen," on p. 4-75.)
- 1. Press SEND (SEND).
- 2. Place your originals.
- **3.** Specify the destination.



For more information on specifying the destination, see "Specifying Destinations," on p. 4-21.

- 4. Press [Send Settings].
- 5. Press [Delayed Send].

**6.** Enter the send time using ⊙-⑨ (numeric keys), then press [OK].





Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 9:05 a.m.  $\rightarrow$  0905 4:18 p.m.  $\rightarrow$  1618

- If you set a time earlier than the current time, the document will be sent at that time on the next day.
- If you make a mistake when entering the send time, press
   (Clear) to clear your entry, then enter another four-digit number.
- 7. Press [Done].
- 8. Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  $\odot$  (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.



- To cancel a delayed send job, press [Send Settings], then [Delayed Send], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press ⊙ (Reset).

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### Stamping Originals

The feeder directly applies a stamp (about 3 mm in diameter) on the front side of originals after scanning them, so that you can distinguish already scanned originals from others.



- The Stamp mode cannot be used with the Document Size or Different Size Originals mode.
- The Stamp mode cannot be used when sending a fax document in the Direct Sending or Manual Sending mode.
- You can also set the Stamp mode in Edit Standard Send Settings. (See "Standard Send Settings," on p. 4-40.)
- 1. Press SEND (SEND).
- 2. Place your originals.
- 3. Specify the destination.



For more information on specifying the destination, see "Specifying Destinations," on p. 4-21.

- 4. Press [Send Settings].
- 5. Press [Stamp], then press [Done].



To cancel the Stamp mode, press [Stamp] again.

**6.** Press ⊙ (Start).

Scanning starts.

A stamp mark appears on the original output.



If the stamp is not marked clearly, see "Replacing the Stamp Cartridge," on p. 9-10.







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### **Job Recall**

You can recall the last three destinations, scan settings, and send settings that have been set, and then send your documents.



- The machine considers any one of the following operations a send job:
- When settings, such as the destination, scan settings, and send settings, are specified, and the control panel power switch, 

  (Start), or
- When the Auto Clear mode activates after the send settings are specified
- The Standard mode is not stored in Recall memory.
- The three most recent settings that were stored in memory are not erased even when the power is turned off.
- Press (SEND).
- Place your originals.
- Press [Recall].
- Select [1 Before], [2 Before], or [3 Before], confirm the settings, then press [OK].



- If there are more stored Send settings than are currently displayed, you can scroll through the list by pressing  $[\nabla]$  or  $[\triangle]$ .
- You can change the settings for a recalled send job.
- If there are multiple destinations stored in Recall memory, the order of the destinations shown in the list may not correspond to the order in which they were specified.

### **5.** Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press ⊙ (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.







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## **PC Faxing**

Follow this procedure to send a fax from your computer.

Make sure that the fax driver is installed. To check if the driver is installed, see "Installing Software," in the Starter Guide.

For details on the fax driver settings, see the Fax Driver Guide.



How to display the print screen or items on the screen may vary depending on your application and/or OS.

- 1. From an open document on an application, click [File] > [Print].
- 2. Select the fax icon ([Canon MF7400 Series (FAX)]), then click [Print] or [OK].
- 3. Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].
- 4. Click [OK] in the Fax Sending Settings.

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## **Customizing Sending Features**

Setting Number of Retry Attempts (E-Mail/ I-Fax/File Server) (imageCLASS MF7480 Only)

You can set how many times the machine automatically resends data when the data cannot be sent because the receiver is busy sending or receiving, or when an error occurs.

- 1. Press (Additional Functions).
- Press [Communications Settings] → [TX Settings] under <Common Settings> → [Retry Times1.

The Retry Times screen appears.

3. Press [-] or [+] to set the number of Retry Times, then press [OK].



- You can also use <sup>③</sup>−<sup>⑨</sup> (numeric keys), and <sup>⑤</sup> (Clear) to clear your entries.
- You can change the value by pressing [-] or [+], even if you have entered the value using ①-⑨ (numeric keys).
- If the number of retry times is set to <0>, the machine will not resend the data.
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- 4. Press [Done] repeatedly until the Send Basic Features screen appears.

### Setting Automatic Redialing (Fax)

Automatic redialing enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs. Auto Redial can be turned [On] or [Off]. If you set Auto Redial to [On], you can set how many times the machine redials the number, and the redial interval.

- 1. Press (Additional Functions).
- **2.** Press [Communications Settings]  $\rightarrow$  [TX Settings] under <Fax Settings> → [Auto Redial]. The Auto Redial screen appears.
- 3. Select [On] or [Off].
  - If you select [On]:
  - Press [Option].
  - Press [Redial Times].
  - Press [-] or [+] to set the number of redial times, then press [OK]. The machine can redial from 1 to 10 times.
  - Press [Redial Interval].
  - Press [-] or [+] to set the redial interval, then press [OK]. The redial interval can be set from 2 to 99 minutes in one-minute increments.
  - Press [TX Error Redial].
  - Select [On] or [Off], then press [OK].
  - If you select [Off]:
  - Press [OK].
- 4. Press [Done] repeatedly until the Send Basic Features screen appears.



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### Standard Send Settings

This mode enables you to change the standard settings for the Send function, including the scan mode and file format.



If you are sending documents by fax, the color mode and file format set here is disabled.

### Storing the Standard Send Settings

- **Press ® (Additional Functions).**
- 2. Press [Communications Settings] → [TX Settings] under < Common Settings>  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$ [Edit Standard Send Settings].

The Edit Standard Send Settings screen appears.

- 3. Press [Store].
- 4. Select [Color] or [B&W].



For more information on the Color Mode setting, see "Changing the Color Mode (imageCLASS MF7480 Only)," on p. 4-14.

- Press [Document Size].
- Select a document size, then press [Done].



For more information on the Document Size setting, see "Document Size," on p. 4-15.

7. Press [File Format].

### 8. Select a file format for sending your document, then press [Done].

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For more information on selecting the file format, see "Setting the File Format (imageCLASS MF7480 Only)," on p. 4-11.

### 9. Set the Stamp mode.

If you want to stamp every document you scan for sending, press [Stamp].

Otherwise, do not press [Stamp].



- To cancel this setting, press [Stamp] again.
- If you set Document Size to anything but [Auto], [Stamp] is grayed out and you cannot set Stamp to [On].

### 10. Press the Resolution drop-down list, then select the desired resolution.



For more information on setting the resolution, see "Resolution," on p. 4-15.

### 11. Press [A], [Light] or [Dark] to adjust the scan density, then press [OK].



For more information on setting the scanning density, see "Scan Density and Original Type Settings," on p. 4-16.



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12. Press the original type drop-down list, select the original type ([Text/Photo], [Photo], or [Text]), then press [OK].



For details about each original type, see "Original Type Selection," on p. 4-18.

**13.** Press [Done] repeatedly until the Send Basic Features screen appears.

Initializing the Standard Send Settings

You can restore the Standard Settings to their default settings.

- 1. Press 

  (Additional Functions).
- 2. Press [Communications Settings] → [TX Settings] under <Common Settings> → [▼] → [Edit Standard Send Settings].

The Edit Standard Send Settings screen appears.

- **3.** Press [Initialize].
- 4. Press [Yes].

To cancel initializing the Standard Send Settings, press [No]. The message < Initialized. > appears for approximately two seconds on the touch panel display.

**5.** Press [Done] repeatedly until the Send Basic Features screen appears.

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## **Fax Dialing Features**

### Switching Temporarily to Tone Dialing

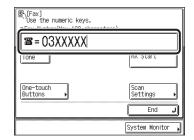
If your machine is set for pulse dialing, use the procedure below to switch to tone dialing to use information services (e.g., banks, airline reservations, and hotel reservations).



When you use the fax information services, you cannot use the Recall mode.

- 1. Press END (SEND).
- 2. Press [New Address].
- 3. Press [Fax].
- 4. Press [Hook].

**5.** Enter the number of the fax information service using  $\circ$ - $\circ$  (numeric keys).



- If you press [One-touch Buttons]:
- 6. When your call is answered and you hear the recorded message of the information service, press [Tone].

If you are already using this machine with tone dialing, this step is not necessary.

After you press [Tone], a <T> appears on the touch panel display.

**7.** Enter the numbers requested by the information service using ⊙–⊙ (numeric keys), ⊛, and ⊕.



If you require more information about the service, contact the company providing the service.

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**8.** Press [RX Start] if you require a faxed copy of the information.

If you do not require a faxed copy of the information, press [End].

### Checking Dialing Line

Checking dialing line function enables you to configure the setting on whether to check for a dial tone.

- **1.** Press (Additional Functions).
- 2. Press [Communications Settings] → [TX Settings] under <Fax Settings> → [Check Dial Tone Before Sending].

The Check Dial Tone Before Sending screen appears.

3. Select [On] or [Off], then press [OK].



The Check Dial Tone Before Sending mode is enabled only after you restart the machine (the main power switch is turned off, then back on again).

4. Press [Done] repeatedly until the Send Basic Features screen appears.

### Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within the number.

- 1. Press SEND (SEND).
- 2. Place your originals.

**3.** Enter the international fax number, then press [Pause].



#### Example:

- International Dialing Code: 010
- Country code: 1
- Area code: 516
- Fax number: XXX-XXXX

[Pause]: Enter the pause time equivalent in length to the time required for the dial tone to be heard after dialing is completed. [Backspace]: Press when a wrong number is entered. The number immediately to the left of the cursor is deleted, enabling you to enter the correct number.



- The pause time differs in length, depending on whether it is entered in the middle or end of a fax number.
- The pause time entered in the middle of a fax number (lower-case p) can be changed to any number between 1 and 15 seconds. (See "Pause Time," on p. 11-14.)
- The pause time entered at the end of a fax number (upper-case
   P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- The location of a pause and the actual pause time may differ depending on the telephone system. Contact your local authorized Canon dealer or your local telephone company for further details.
- 4. Press [OK].







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## **Storing/Editing Address Book**

This machine provides you with various ways to specify the destination besides using the numeric keys. You can register fax numbers, e-mail addresses, I-fax addresses, and file server addresses to the Address Book. Once you have registered destinations, you can specify the destinations in the following ways:

### Using the Address Book (p. 4-27)

You can specify destinations by pressing [Address Book] and selecting destinations from the Address Book. You can store up to 500 destinations (including 200 one-touch buttons) in the Address Book.

### Using the One-Touch Buttons (p. 4-28)

You can specify destinations by pressing [One-touch Buttons] and then the desired one-touch buttons. You can store up to 200 one-touch buttons.

### Using Group Addresses (p. 4-28)

You can specify groups of destinations registered in the Address Book or one-touch buttons. You can register up to 499 destinations in a group.

### Using the Favorites Buttons (p. 4-29)

You can specify destinations by pressing [Favorites Buttons] and then the desired favorites buttons. You can store up to 18 destinations with document settings.



- Storing e-mail, I-fax, or file server addresses is available only for the imageCLASS MF7480.
- By storing your own e-mail address, you can specify a reply e-mail address.
- Since each address entry is treated as a single entry, if an e-mail address is registered in a group address, that e-mail address and the group address are counted as two entries.
- You cannot register new destinations in a group address. New destinations need to be registered in the Address Book before you can register them as part of a group address.
- Destinations stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see "Import/Export Function," on p. 7-27.
- For easy reference, print out the list of recipients registered in the Address Book or one-touch buttons. (See "Printing Address Book List," on p. 11-47, or "Printing Address Book List (One-touch Buttons)," on p. 11-47.)

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### Storing/Editing Address Book

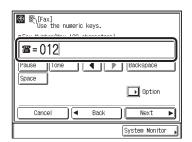
### **Registering Fax Numbers**

- Press 
   (Additional Functions).
- 2. Press [Address Book Settings] → [Register Address] → [Register New Add].

If a password has been set for the Address Book, enter the password using o-o (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register New Address screen appears.

- 3. Press [Fax].
- 4. Enter the recipient's fax number (up to 120 characters) using ⊙-⊚ (numeric keys), ⊛, and ⊕.



[Backspace]: Press to delete the number or character immediately to the left of the cursor.

[Space]: Press to insert a space between numbers.

[Option]: Press to specify the sending speed, type of call, and ECMTX settings. These settings are optional.



- You cannot insert a pause or a space at the beginning of a number.
- If you enter a pause at the end of the number, the pause is always 10 seconds long.
- You can press ⊚ (Clear) to clear your entry.
- 5. Press [Option].
- 6. Press [Sending Speed].
- 7. Select the desired sending speed, then press [OK].



If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600 bps], [14400 bps], [9600 bps], or [4800 bps].

- **8.** Press [Long Distance].
- **9.** Select the type of call, then press [OK].

Select [Domestic] for dialing domestic (local) telephone numbers. Select [Long Distance (1)] if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting [Long Distance (2)] or [Long Distance (3)].

- 10. Press [ECM TX].
- 11. Select [On] or [Off], then press [OK].









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- **12.** When all settings are complete, press [OK].
- 13. Press [Next].
- 14. Enter a name for the recipient of the fax (up to 16 characters), then press [OK].





The first character you enter for the name is used for sorting the destination list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

**15.** Press [Done] repeatedly until the Send Basic Features screen appears.

### Registering E-Mail Addresses

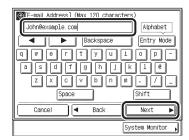
- 1. Press (Additional Functions).
- 2. Press [Address Book Settings] → [Register Address] → [Register New Add].

If a password has been set for the Address Book, enter the password using ①-③ (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

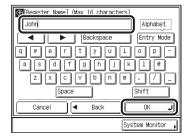
The Register New Address screen appears.

3. Press [E-mail].

4. Enter the e-mail address (up to 120 characters), then press [Next].



5. Enter a name for the e-mail address (up to 16 characters), then press [OK].





The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

**6.** Press [Done] repeatedly until the Send Basic Features screen appears.











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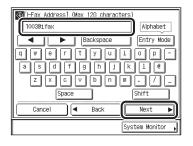
### Registering I-Fax Addresses

- **Press ® (Additional Functions).**
- **2.** Press [Address Book Settings] → [Register Address] → [Register New Add].

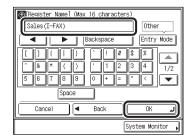
If a password has been set for the Address Book, enter the password using ⊙–⊚ (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book,"

The Register New Address screen appears.

- Press [I-Fax].
- Enter the I-fax address (up to 120 characters), then press [Next].



5. Enter a name for the I-fax address (up to 16 characters), then press [OK].





The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

6. Press [Done] repeatedly until the Send Basic Features screen appears.

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### Registering File Server Addresses



If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.

- Press @ (Additional Functions).
- 2. Press [Address Book Settings] → [Register Address]  $\rightarrow$  [Register New Add].

If a password has been set for the Address Book, enter the password using ⊙–⊙ (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register New Address screen appears.

- 3. Press [File].
- 4. Press the Protocol drop-down list, then select the desired protocol.

[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, Internet Information Services 7.0 under Windows Vista, or Red Hat Linux 7.2. [Windows (SMB)]: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later) or Windows 98/Me/2000/XP/Server 2003/Vista.

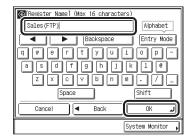
5. Set [Host Name], [File Path], [User], and [Password].

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For instructions on specifying each of the settings for FTP and Windows (SMB), see "Specifying a File Server (imageCLASS MF7480 Only)," on p. 4-24.

- 6. Press [Next].
- 7. Enter a name for file server address (up to 16 characters), then press [OK].





The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

8. Press [Done] repeatedly until the Send Basic Features screen appears.

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### Registering Group Addresses

The Group Address feature enables you to create a group of up to 499 stored destinations as a single destination.



If you want to store a group address, the destinations must be stored beforehand, such as fax numbers, e-mail addresses, and file server addresses.

- 1. Press @ (Additional Functions).
- Press [Address Book Settings] → [Register Address] → [Register New Add].

If a password has been set for the Address Book, enter the password using ①-③ (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register New Address screen appears.

- Press [Group].
- Press [Address Book].

5. Select the destinations to store in the group address, then press [OK].

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- To cancel a selected destination, select the destination again to clear the check mark.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.
- You can select a destination and press [Details] to confirm the detailed information related to the selected destinations. Press [Done] to return to the previous screen.
- **6.** Repeat steps 4 and 5 to add other destinations.



To erase a destination, select a destination from the group address list, then press [Erase].

7. When you have finished storing destinations, press [Next].

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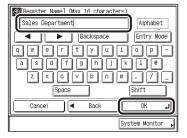
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8. Enter a name for the group address (up to 16 characters), then press [OK].





The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

**9.** Press [Done] repeatedly until the Send Basic Features screen appears.

### **Editing Address Details**

You can change destination details as necessary.

- 1. Press 

  (Additional Functions).
- 2. Press [Address Book Settings] → [Register Address].

If a password has been set for the Address Book, enter the password using ①-③ (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register Address screen appears.

# 3. Select the destination to be changed, then press [Edit].

The current settings for the selected destination appear.

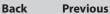


- You cannot edit multiple destinations at the same time.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.
- You can select a destination and press [Details] to confirm the detailed information related to the selected destinations. Press [Done] to return to the previous screen.
- If you select [All] in the Address Book drop-down list, the
  destinations stored in the one-touch buttons are displayed.
   However, you cannot edit these destinations. For instructions
  on editing one-touch buttons, see "Storing/Editing One-Touch
  Buttons," on p. 4-51.

### 4. Edit the address details, then press [Next].

You can only change the name of a destination registered as a group address.







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5. If necessary, edit the address name, then press [OK].



- For instructions on setting fax numbers, see "Registering Fax Numbers," on p. 4-45.
- For instructions on setting e-mail addresses, see "Registering" E-Mail Addresses," on p. 4-46.
- For instructions on setting I-fax addresses, see "Registering I-Fax Addresses," on p. 4-47.
- For instructions on setting file server addresses, see "Registering File Server Addresses," on p. 4-48.
- For instructions on setting group addresses, see "Registering Group Addresses," on p. 4-49.
- 6. Press [Done] repeatedly until the Send Basic Features screen appears.

### ■ Storing/Editing One-Touch Buttons

You can store up to 200 destinations in the one-touch buttons. This section describes how to store/edit the destinations with the onetouch button feature.



- If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- Destinations stored in one-touch buttons are also displayed in the Address Book.

### **Registering/Editing Fax Numbers**

- 1. Press @ (Additional Functions).
- 2. Press [Address Book Settings] → [One-touch Buttons1.

If a password has been set for the Address Book, enter the password using ⊙–⊚ (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register One-touch Button screen appears.

### 3. Select a one-touch button to store or change, then press [Register/Edit].



- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using ⊙–⊚ (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square ( ) in the lower right corner of the kev.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a onetouch button, the number of destinations registered in the group address is displayed.

### 4. Press [Fax].

If you select a one-touch button already storing a destination, skip this step.

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5. Enter the recipient's fax number (up to 120 characters) using ⊙-⑨ (numeric keys), ⊛, and



(#).

[Pause]: Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 11-14.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.

[4][1]: Press to move the position of the cursor.

[Backspace]: Press to delete the number or character immediately to the left of the cursor.

[Space]: Press to insert a space between numbers.

[Option]: Press to specify the sending speed, type of call, and ECM TX settings. These settings are optional.



- You cannot insert a pause or a space at the beginning of a
- If you enter a pause at the end of the number, the pause is always 10 seconds long.
- You can press © (Clear) to clear your entry.
- Press [Option].
- 7. Press [Sending Speed].

8. Select the desired sending speed, then press [OK].



If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600 bps], [14400 bps], [9600 bps], or [4800 bps].

- 9. Press [Long Distance].
- 10. Select the type of call, then press [OK].

Select [Domestic] for dialing domestic (local) telephone numbers. Select [Long Distance (1)] if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting [Long Distance (2)] or [Long Distance (3)].

- **11.** Press [ECM TX].
- 12. Select [On] or [Off], then press [OK].
- 13. When all settings are complete, press [OK].
- 14. Press [Next].









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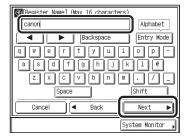
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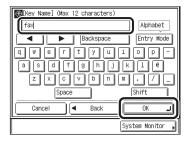
**15.** Enter a name for the recipient of the fax (up to 16 characters), then press [OK].





The first character you enter for the name is used for sorting the destination list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

16. Enter a name for the one-touch button (up to 12 characters), then press [OK].



17. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Registering/Editing E-Mail Addresses**

- 1. Press @ (Additional Functions).
- 2. Press [Address Book Settings] → [One-touch Buttons].

If a password has been set for the Address Book, enter the password using  $\bigcirc - \bigcirc$  (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register One-touch Button screen appears.

3. Select a one-touch button to store or change, then press [Register/Edit].



- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using
   (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the kev.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a onetouch button, the number of destinations registered in the group address is displayed.

### 4. Press [E-mail].

If you select a one-touch button already storing a destination, skip this step.

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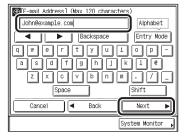
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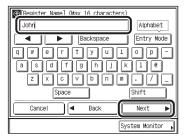
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5. Enter the e-mail address (up to 120 characters), then press [Next].



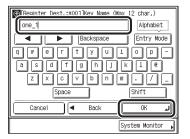
**6.** Enter a name for the e-mail address (up to 16 characters), then press [OK].





The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

7. Enter a name for the one-touch button (up to 12 characters), then press [OK].



**8.** Press [Done] repeatedly until the Send Basic Features screen appears.

Registering/Editing I-Fax Addresses

- 1. Press ⊚ (Additional Functions).
- 2. Press [Address Book Settings] → [One-touch Buttons].

If a password has been set for the Address Book, enter the password using ①—① (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register One-touch Button screen appears.





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3. Select a one-touch button to store or change, then press [Register/Edit].

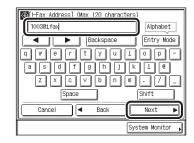


- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using ⊙-⊚ (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square ( ) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a onetouch button, the number of destinations registered in the group address is displayed.

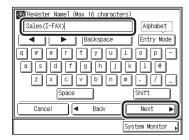
### 4. Press [I-Fax].

If you select a one-touch button already storing a destination, skip this step.

Enter the I-fax address (up to 120 characters), then press [Next].



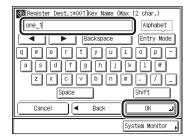
6. Enter a name for the I-fax address (up to 16 characters), then press [OK].





The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

7. Enter a name for the one-touch button (up to 12 characters), then press [OK].



8. Press [Done] repeatedly until the Send Basic Features screen appears.

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Registering/Editing File Server Addresses

Press @ (Additional Functions).

2. Press [Address Book Settings] → [One-touch Buttons1.

If a password has been set for the Address Book, enter the password using ⊙–⊙ (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book,"

The Register One-touch Button screen appears.

3. Select a one-touch button to store or change, then press [Register/Edit].



- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using ⊙–⊚ (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square ( ) in the lower right corner of the kev.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a onetouch button, the number of destinations registered in the group address is displayed.

### 4. Press [File].

If you select a one-touch button already storing a destination, skip this step.

5. Press the Protocol drop-down list, then select the desired protocol.

[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, Internet Information Services 7.0 under Windows Vista, or Red Hat Linux 7.2. [Windows (SMB)]: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later) or Windows 98/Me/2000/XP/Server 2003/Vista.

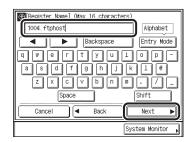
6. Set [Host Name], [File Path], [User], and [Password].



**M** NOTE

For instructions on specifying each of the settings for FTP and Windows (SMB), see "Specifying a File Server (imageCLASS MF7480 Only)," on p. 4-24.

- 7. Press [Next].
- 8. Enter a name for file server address (up to 16 characters), then press [OK].





The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

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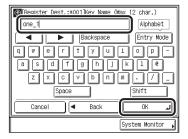
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Enter a name for the one-touch button (up to 12 characters), then press [OK].



**10.** Press [Done] repeatedly until the Send Basic Features screen appears.

Registering/Editing Group Addresses

- 1. Press (Additional Functions).
- 2. Press [Address Book Settings] → [One-touch Buttons].

If a password has been set for the Address Book, enter the password using ①—③ (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register One-touch Button screen appears.

3. Select a one-touch button to store or change, then press [Register/Edit].



- If the desired one-touch button is not displayed, press [▼] or [▲]
  to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using
   () () (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a onetouch button, the number of destinations registered in the group address is displayed.

### 4. Press [Group].

If you select a one-touch button already storing a group address, skip this step.

• Press [Address Book].

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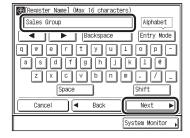
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6. Select the destinations to store in the group address, then press [OK].



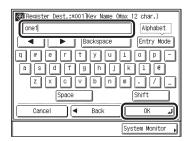
- To cancel a selected destination, select the destination again to clear the check mark.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- Only destinations that are already stored in one-touch buttons can be selected as part of a one-touch button group address.
- You can select a destination and press [Details] to confirm the detailed information related to the selected destinations. Press [Done] to return to the previous screen.
- 7. Press [Next].
- 8. Enter a name for the group (up to 16 characters), then press [Next].





The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

9. Enter a name for the one-touch button (up to 12 characters), then press [OK].



- 10. Press [Done] repeatedly until the Send Basic Features screen appears.
- Erasing Addresses

**Erasing Addresses from the Address Book** 

- 1. Press (Additional Functions).
- 2. Press [Address Book Settings] → [Register Address].

If a password has been set for the Address Book, enter the password using ③–③ (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register Address screen appears.



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3. Select the destination to be erased, then press [Erase].



- You cannot erase multiple destinations at the same time.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.
- You can select a destination and press [Details] to confirm the detailed information related to the selected destinations. Press [Done] to return to the previous screen.
- If you select [All] in the Address Book drop-down list, the
  destinations stored in the one-touch buttons are displayed.
   However, you cannot erase these destinations. For instructions
  on erasing one-touch buttons, see "Erasing One-Touch Buttons,"
  on p. 4-59.

### 4. Press [Yes].

To cancel erasing, press [No].

The message < Erased. > appears for approximately two seconds on the touch panel display.

5. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Erasing One-Touch Buttons**

- 1. Press (Additional Functions).
- 2. Press [Address Book Settings] → [One-touch Buttons].

If a password has been set for the Address Book, enter the password using  $\bigcirc - \bigcirc$  (numeric keys), then press [OK] to enter the Address Book Settings menu. (See "Setting a Password for the Address Book," on p. 8-16.)

The Register One-touch Button screen appears.

# 3. Select a one-touch button containing the destination(s) you want to erase, then press [Erase].



- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using
   (numeric keys).
- Make sure that you verify the settings first before you erase them.
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a onetouch button, the number of destinations registered in the group address is displayed.

### 4. Press [Yes].

To cancel erasing, press [No].

The message < Erased. > appears for approximately two seconds on the touch panel display.

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5. Press [Done] repeatedly until the Send Basic Features screen appears.

### Storing/Editing Favorites Buttons

You can set any possible combination of send settings and register them in a favorites button in memory. There are 18 favorites buttons and they can be assigned names for increased convenience. This feature is useful for registering frequently used send settings.



- The send settings registered as favorites buttons in memory are not erased, even if the power is turned off.
- If an address included in a favorites button is deleted from the Address Book, it is also deleted from the settings registered in the favorites button.

### Registering/Editing a Favorites Button

- 1. Specify the send settings that you want to register.
- Press @ (Additional Functions).
- **Press [Communications Settings]** → [TX Settings] under <Common Settings $> \rightarrow [\nabla] \rightarrow$  $[ \mathbf{V} ] \rightarrow [ \text{Register Favorites Button} ].$

The Register Favorites Button screen appears.

4. Select a Favorites Button ([M1] to [M18]) for registering the send settings, then press [Register/Edit].



- If the desired Favorites Button is not displayed, press [▼] or [▲] to scroll to the desired Favorites Button.
- Keys that already have settings stored in them are displayed with a black square in the lower right corner of the key.

### **5.** Press [Register].



- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing  $[\nabla]$  or  $[\triangle]$ .

### • If you select a key without settings:

- A screen appears, asking for your confirmation to store the settings.
- Press [Yes].
- To cancel storing the settings, press [No].
- The message <Stored in memory.> appears for approximately two seconds on the touch panel display.
- The stored settings are displayed.

### • If you select a key that already has settings stored in it:

- A screen appears, asking for your confirmation to overwrite the previous settings.
- Press [Yes].
- To cancel overwriting the settings, press [No].
- The message <Stored in memory.> appears for approximately two seconds on the touch panel display.
- The stored settings are displayed.

### 6. Press [Name].

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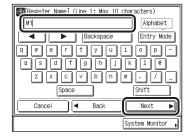
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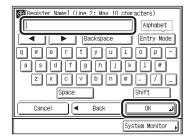
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7. Enter a name for line 1 (up to 10 characters), then press [Next].



8. Enter a name for line 2 (if necessary) (up to 10 characters), then press [OK].





- Two lines can be used for a favorites button name.
- You can enter up to 10 characters per line.
- If you press [OK] without entering any characters, the key name reverts to its current name (default: M1 to M18).
- 9. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Erasing a Favorites Button**

- 1. Press @ (Additional Functions).
- 2. Press [Communications Settings] → [TX Settings] under <Common Settings> → [▼] → [Register Favorites Button].

The Register Favorites Button screen appears.

3. Select a Favorites Button with the send settings that you want to erase, then press [Erase].

A screen appears, asking for your confirmation to erase the settings.



- If the desired Favorites Button is not displayed, press [▼] or [▲]
  to scroll to the desired Favorites Button.
- Make sure to check the settings first before erasing them.
- Keys that already have settings stored in them are displayed with a black square in the lower right corner of the key.
- 4. Press [Yes].

To cancel erasing the settings, press [No].

The message < Erased. > appears for approximately two seconds on the touch panel display.



- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].
- Key names are not erased. For instructions on changing a key name, see "Registering/Editing a Favorites Button," on p. 4-60.
- **5.** Press [Done] repeatedly until the Send Basic Features screen appears.

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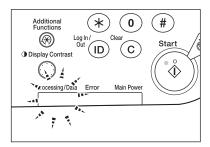
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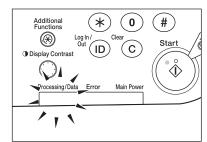
## **Receiving Documents**

The following shows how the machine operates when it receives a fax or I-fax document.

1. When documents are being received, the Processing/Data indicator on the control panel flashes a green light.



2. When document reception is complete, the Processing/Data indicator on the control panel maintains a steady green light. This indicates that documents are stored in memory.





- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes a red light when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

### **3.** The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.



- If there is no paper on which the received document can be printed, the received document is stored in memory.
- Documents which have been stored in memory because the paper has run out, are automatically printed when paper is loaded into a paper drawer.
- If a printing error occurs, the Error indicator flashes a red light.

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## **Receiving Features**

You can set the machine to receive fax/I-fax documents into memory (memory lock), forward received fax/I-fax documents to other machines or file servers, and set how the received documents are printed.

### ■ Memory Reception

The machine automatically receives faxes/l-faxes in memory when printing is disabled under certain conditions (e.g., toner or paper has run out).

When the problem is cleared, the machine automatically prints the fax/l-faxes which was stored in the memory.



- The machine memory can store up to 95 jobs or approximately 1,000 pages.
- Once the pages are printed, they are deleted from the memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remaining pages.

### **■** Memory Lock Reception

You can also set the machine to store all documents in memory without automatically printing them.

Received documents that are stored in memory are displayed on the I-FAX Memory Lock Document screen or the RX Job Status screen. You can check, erase, print or redirect the received documents from the I-FAX Memory Lock Document screen or the RX Job Status screen. (See "Checking/Changing the Status of Fax Jobs," on p. 4-77, or "Checking/Changing the Status of Receive and Forwarding Error Jobs (imageCLASS MF7480 Only)," on p. 4-81.)

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Communications Settings] → [Memory Lock Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using @-@ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. If a password has been set for the Memory Lock Settings screen, enter the password using @-@ (numeric keys), then press [Next] to enter the Memory Settings menu.

The Memory Lock Settings screen appears.

### 3. Select [On], then press [Option].

If you do not want to set the Memory Lock mode, select [Off], press [OK], then proceed to step 7.

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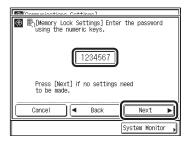
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4. If you want to set a password for the Memory Lock mode, enter a password using **⊙**−**⑨** (numeric keys), then press [Next].



If you set a password, it will be necessary to enter the password whenever you want to change the Memory Lock mode settings, or cancel the Memory Lock mode.

If you do not want to set the Memory Lock with a password, press [Next] without entering any numbers.

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- You cannot store a password that only consists of zeros, such as
- If you enter fewer than seven digits, the machine stores the password with leading zeros.
- Example: If <02> or <002> is entered, <0000002> is stored.
- Since there is no way to check a stored password, make sure that you write it down, and keep it in a safe place.
- If you make a mistake when entering the password, press © (Clear) to clear your entry, then enter the correct password.

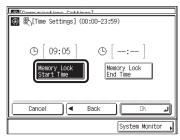
### 5. Specify the memory lock settings.

### • If you want to print an RX report:

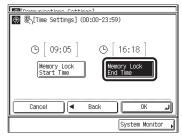
- Press [On] for <Report Print>.
- If you do not want to print an RX report, press [Off].

### ● If you want to specify the Memory Lock Time Settings:

- Press [On] for <Memory Lock Time Settings>, then press [Next].
- Press [Memory Lock Start Time], then specify the time to enter the Memory Lock mode using ①-③ (numeric keys).



- Press [Memory Lock End Time], then specify the time to exit the Memory Lock mode using ⊙–⊙ (numeric keys), then press [OK].





- Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 9:05 a.m. → 0905  $4:18 \text{ p.m.} \rightarrow 1618$ 

- If you make a mistake when entering the time, press © (Clear) to clear your entry, then enter another four digit number.
- If you do not want to specify the time, press [Cancel].
- If you set the same time for Memory Lock Start Time and Memory Lock End Time, the machine will be in the Memory Lock mode through the entire day.

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### • If you do not want to specify the Memory Lock Time Settings:

- Press [Off] for <Memory Lock Time Settings>, then press [OK].
   If [Off] is selected, the Memory Lock mode will not start automatically at a specified time. The machine enters the Memory Lock mode only when you manually set Memory Lock to [On] from the Memory Lock Settings screen.
- **6.** When all settings are complete, press [OK].
- 7. Press [Done] repeatedly until the Send Basic Features screen appears.

### Forwarding Received Documents

You can set the machine to forward received documents to other machines or file servers. If a received document matches the forwarding conditions, it is forwarded to the specified destination.



- The maximum number of forwarding settings that you can store is 11:
   10 with forwarding conditions and a fax or I-fax forwarding job without conditions.
- You can set whether to print I-fax/fax documents with forwarding errors, and whether to store them in memory. (See "Handling Documents with Forwarding Errors," on p. 4-71.)
- If a forwarding error occurs when all of Print Image, Store Image to Memory, and Memory Lock are set to [Off], the received documents will be lost.

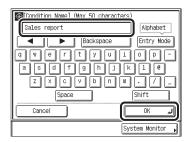
### Storing Forwarding Setting

1. Press @ (Additional Functions).

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- 2. Press [System Settings] → [Forwarding Settings].

  If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⑤–⑤ (numeric keys), then press ⑥ (Log In/Out) to enter the System Settings menu. The Forwarding Settings screen appears.
- 3. Press [Register].
- 4. Press [Condition Name].
- 5. Enter a name for the forwarding condition (up to 50 characters), then press [OK].



- 6. Press [Forwarding Conditions].
- 7. Select [Fax] or [I-Fax], then press [Next].

For the imageCLASS MF7470/MF7460, skip this step.

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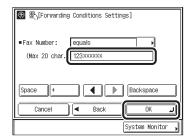
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### **8.** Set the forwarding conditions.

- If your machine is the imageCLASS MF7480 and [Fax] is selected as the receive type, or if your machine is imageCLASS MF7470/MF7460:
- Press the Fax Number drop-down list, then select the forwarding condition.
- [disregarded]: Disregards the Fax Number information as a forwarding condition.
- [does not exist]: Forwards the document if the Fax Number information does not exist.
- [equals]: Forwards the document if the Fax Number information matches all of the characters entered.
- [differs from]: Forwards the document if the Fax Number information differs from the characters entered.
- [begins with]: Forwards the document if the Fax Number information begins with the characters entered.
- [ends with]: Forwards the document if the Fax Number information ends with the characters entered.
- [contains]: Forwards the document if the Fax Number information contains the characters entered.
- [does not contain]: Forwards the document if the Fax Number information does not contain the characters entered.
- Enter the forwarding criterion (up to 20 characters) using
   (a) (numeric keys), then press [OK]



[Space]: Press to insert a space between numbers.

[+]: Use to insert a country code. Press [+] after the country code, and before the fax number.

[◀] [▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the last number entered.

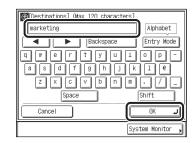
The forwarding conditions are set, and the display returns to the Register screen.



- If you want to change the criterion for the forwarding conditions without changing the forwarding condition for the Fax Number drop-down list, press © (Clear), enter the new criterion, then press [OK].
- The characters that can be entered are: 0 to 9, [Space], [+].
- If [disregarded] or [does not exist] is selected as the forwarding condition, you cannot enter any criteria.

### If your machine is the imageCLASS MF7480 and [I-Fax] is selected as the receive type:

- Press the Destination, From, or Subject drop-down list. [disregarded]: Disregards the Destination, From, or Subject information as forwarding conditions. [equals]: Forwards the document if the From or Subject information matches all of the characters entered. [differs from]: Forwards the document if the Destination, From, or Subject information differs from the characters entered. [begins with]: Forwards the document if the Destination, From, or Subject information begins with the characters entered. [ends with]: Forwards the document if the Destination, From, or Subject information ends with the characters entered. [contains]: Forwards the document if the Destination, From, or Subject information contains the characters entered. [does not contain]: Forwards the document if the Destination, From, or Subject information does not contain the characters entered.
- Select the forwarding condition, then press [Set.].
- Enter the forwarding criteria (up to 120 characters for the Destination, and 128 characters for the From or Subject), then press [OK].





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- If necessary, repeat this step for the other drop-down list(s).
   If you want to change the criteria for the forwarding conditions without changing the forwarding condition for the Destination,
   From, and Subject drop-down lists, press [Set.] next to the criteria you want to change, enter the new criteria, then press [OK].
- Press [OK].
   The forwarding conditions are set, and the display returns to the Register screen.



If [disregarded] is selected as the forwarding condition, you cannot enter any criteria.

### 9. Press [Next].

### 10. Press [Forwarding Destination].

### 11. Select a destination, then press [OK].

If you select a fax number as the forwarding destination, proceed to step 13.



- You cannot select multiple destinations at the same time. To forward to multiple destinations, select a group address.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.
- To view the detailed information of a selected destination, select the destination, then press [Details].
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 4-44.)

### 12. Press [File Format].

For the imageCLASS MF7470/MF7460, skip steps 12 to 14.

# 13. Select the file format of the document you want to forward, then press [Done].

This part of the procedure is not necessary if either of the following is true:

- A fax number is specified as the destination.
- An I-fax address is specified as the destination.

If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

- [TIFF]: Forwards the file in the TIFF (B&W) format.
- [PDF]: Forwards the file in the PDF format regardless of the color mode.



- You can select the file format only if you are sending the document to an e-mail address or a file server.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.

### 14. Press [OK].

# 15. Press [Done] repeatedly until the Send Basic Features screen appears.

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# When Forwarding Destinations Do Not Match the Forwarding Conditions

You can store the forwarding destinations of a received document if the forwarding settings of the received document are not registered, or if the received document does not match all of the forwarding conditions that you have specified.



Forwarding destinations can be stored one at a time, according to the receive type of the received document.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Forwarding Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\bigcirc - \bigcirc$  (numeric keys), then press  $\bigcirc$  (Log In/Out) to enter the System Settings menu. The Forwarding Settings screen appears.

- 3. Press [Forward w/o Cond.].
- 4. Press the Receive Type drop-down list, then select [Fax] or [I-Fax].

For the imageCLASS MF7470/MF7460, skip this step.

**5.** Press [Forwarding Destination].

### **6.** Select a destination, then press [OK].

If you select a fax number as the forwarding destination, proceed to step 10.



- You cannot select multiple destinations at the same time. To forward to multiple destinations, select a group address.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.
- To view the detailed information of a selected destination, select the destination, then press [Details].
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 4-44.)

### **7.** Press [File Format].

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# **8.** Select the file format of the document you want to forward, then press [Done].

This part of the procedure is not necessary if either of the following is true:

- A fax number is specified as the destination.
- An I-fax address is specified as the destination.

If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

- [TIFF]: Forwards the file in the TIFF (B&W) format.
- [PDF]: Forwards the file in the PDF format regardless of the color mode.



- You can select the file format only if you are sending the document to an e-mail address or a file server.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.

### **9.** Press [OK].

# **10.** Press [Done] repeatedly until the Send Basic Features screen appears.

### Checking/Changing Forwarding Settings

You can check or change forwarding settings that have been stored.

- **1.** Press (Additional Functions).
- 2. Press [System Settings] → [Forwarding Settings].

  If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⑤–⑥ (numeric keys), then press ⑥ (Log In/Out) to enter the System Settings menu. The Forwarding Settings screen appears.
- 3. Select the forwarding setting whose details you want to check, then press [Detail/Edit].

If the desired forwarding setting is not displayed, press  $[\mathbf{V}]$  or  $[\mathbf{A}]$  to scroll to the desired forwarding setting.

**4.** Check or change the forwarding settings, then press [OK].



For instructions on changing forwarding settings, see "Storing Forwarding Setting," on p. 4-65.

**5.** Press [Done] repeatedly until the Send Basic Features screen appears.

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Forwarding Received Documents

You can set whether received documents are forwarded.

- 1. Press (Additional Functions).
- 2. Press [System Settings] → [Forwarding Settings].

  If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⑤–⑥ (numeric keys), then press ⑥ (Log In/Out) to enter the System Settings menu. The Forwarding Settings screen appears.
- **3.** Select the desired forwarding setting, then press [Validate/Invalidate].
  - When you select the desired forwarding setting and press [Validate/Invalidate], the <On> or <Off> status displayed on the left side of the Condition Name is switched. (<On> becomes <Off>, and <Off> becomes <On>.)
    - <On>: The received document is forwarded to the specified destination if it matches the forwarding conditions.
    - <Off>: The received document is not forwarded to the specified destination even if it matches the forwarding conditions.
  - To cancel forwarding, press [Validate/Invalidate] again.
  - The selected forwarding setting is enabled.

**NOTE** 

- If the desired forwarding setting is not displayed, press [▼] or
   [▲] to scroll to the desired forwarding setting.
- You can set whether to print I-fax/fax documents with forwarding errors, and whether to store them in memory. (See "Handling Documents with Forwarding Errors," on p. 4-71.)
- **4.** Press [Done] repeatedly until the Send Basic Features screen appears.

### **Erasing Forwarding Settings**

You can erase forwarding settings that have been stored.

- **1.** Press @ (Additional Functions).
- 2. Press [System Settings] → [Forwarding Settings].

  If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⑤-⑥ (numeric keys), then press ⑥ (Log In/Out) to enter the System Settings menu. The Forwarding Settings screen appears.
- 3. Select the forwarding setting that you want to erase, then press [Erase].



If the desired forwarding setting is not displayed, press  $[\nabla]$  or  $[\triangle]$  to scroll to the desired forwarding setting.

4. Press [Yes].

To cancel erasing the forwarding setting, press [No]. The selected forwarding setting is erased.

**5.** Press [Done] repeatedly until the Send Basic Features screen appears.

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### Handling Documents with Forwarding Errors

You can set how the machine handles the documents that failed to be forwarded.



- If a forwarding error occurs when all of Print Image, Store Image to Memory, and Memory Lock are all set to [Off], the received documents will be lost.
- If Memory Lock is set to [On], forwarding error jobs are not printed even if Print Image is set to [On]. It is printed when Memory Lock is set to [Off].
- **Press ® (Additional Functions).**
- Press [System Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Failed Forwarding Document Set.].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The Failed Forwarding Document Set. screen appears.

- **3.** Press [Print Image].
- 4. Select [On] or [Off], then press [OK].

[On]: Prints out the image if forwarding fails. [Off]: Does not print the image.

5. Press [Store Image to Memory].

**6.** Select [On] or [Off], then press [OK].

[On]: Stores the image in memory if forwarding fails. [Off]: Does not store the image.



If you set Store Image to Memory to [On], you can redirect the jobs with forwarding errors to registered destinations in the Address Book or one-touch buttons from the I-FAX Forwarding Error Status screen or Fax Forwarding Error Status screen. (See "Checking/Changing the Status of Fax Jobs with Forwarding Errors," on p. 4-78, and "Checking/ Changing the Status of I-Fax Jobs with Forwarding Errors," on p. 4-82.)

7. Press [Done] repeatedly until the Send Basic Features screen appears.

### Printing Received Documents

The machine provides the following printing features: two-sided printing and received image reduction.

### Two-Sided Printing

You can print received documents on both sides of the paper.

- 1. Press (Additional Functions).
- **2.** Press [Communications Settings] → [RX Settings] under < Common Settings  $\rightarrow$  [2-Sided Printl.

The 2-Sided Print screen appears.

- 3. Select [On] or [Off], then press [OK].
- 4. Press [Done] repeatedly until the Send Basic Features screen appears.

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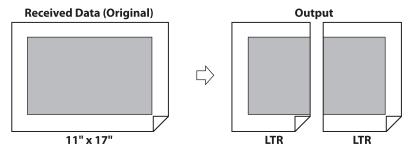
### Paper Drawer Selection

You can set how the machine prints documents when there is no paper matching the size of the received document.

There are four printing methods (Switches A, B, C, and D):

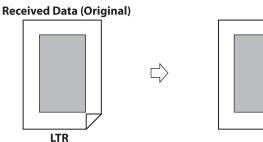
• Switch A:

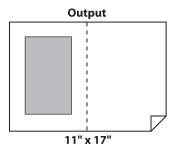
The image is printed over two sheets of paper that have the same combined size as the received document.



• Switch B:

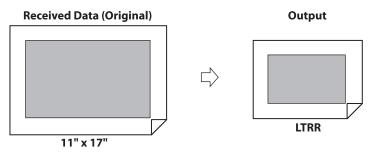
The image is printed with blank space on paper that has the same width as the received document.





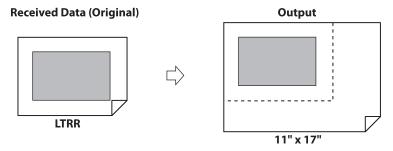
• Switch C:

The image is reduced and printed on paper that differs in width from the received document.



• Switch D:

The image is printed on paper that is larger in size than the received document.



- 1. Press (Additional Functions).
- Press [Communications Settings] → [RX Settings] under <Common Settings> → [Select Cassette].

The Select Cassette screen appears.

**3.** Select [On] or [Off] for the respective switches, then press [OK].

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4. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Received Image Reduction**

You can print received documents in a reduced size.

- **Press ® (Additional Functions).**
- **Press [Communications Settings]** → [**RX Settings**] under <**Common Settings**> → [Receive Reduction].

The Receive Reduction screen appears.

- Select [On] or [Off].
  - If you select [On]:
  - Select [Auto] or [Fix. Red.] for <RX Reduction>.
    - [Auto]: The image is automatically reduced by a suitable reduction ratio.
    - [Fix. Red.]: The image is reduced by the reduction ratio set for <Reduce %>.
  - If you selected [Fix. Red.], select the reduction ratio. You can select 75%, 90%, 95%, and 97% for the reduction ratio.
  - Select [Ver. Hor.] or [Vertical Only] for <Reduce Direction>, then press [OK].
  - [Ver. Hor.]: The image is reduced in both the vertical and horizontal directions.
  - [Vertical Only]: The image is reduced in the vertical direction only.

#### If you select [Off]:

- Press [OK].



- If you select [Off], the received document is not automatically reduced to fit the size of the paper. If the size of the received document exceeds the printable area, the image is divided into equal sections and printed onto separate sheets of paper.
- Regardless of the settings you set for Receive Reduction, if the area of the image which exceeds the printable area is less than 1/2" (12 mm), it will not be printed.

### 4. Press [Done] repeatedly until the Send Basic Features screen appears.

### Available Paper Sizes

When received documents are printed, they are printed from the paper drawer that has the same size paper as the received document. If all of the settings in Select Cassette in RX Settings under < Common Settings > in Communications Settings are set to [On], and paper of the correct size is not available, the machine automatically selects a different paper size in the following order. The paper size is automatically selected in the same order, even if paper runs out during printing.

Available Paper Sizes for Received Documents		
11" x 17" originals	11" x 17" $\rightarrow$ LGL* $\rightarrow$ LTR* $\rightarrow$ STMT x 2	
LGL originals	LGL $\rightarrow$ LTR* $\rightarrow$ 11" x 17" $\rightarrow$ STMT x 3	
LTR originals	LTR $\rightarrow$ LGL $\rightarrow$ 11" x 17" $\rightarrow$ STMT x 2	
STMT originals	STMT $\rightarrow$ LTR $\rightarrow$ LGL $\rightarrow$ 11" x 17"	

<sup>\*</sup> Received documents are automatically reduced or separated before being printed on the paper size indicated.

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- The order of paper selection may differ depending on the resolution set on the sending party's machine.
- Received documents can be printed on the following paper sizes and paper types:
- Paper Sizes: 11" x 17", LGL, LTR, LTRR, or STMTR
- Paper Types: plain or recycled
- You can specify any paper drawer to receive fax/I-fax documents. The default setting is [On], except for the stack bypass.
- You can set the machine to reduce received documents by 75%, 90%, 95%, or 97% if the document is larger than any of the available paper sizes. (See "Received Image Reduction," on p. 4-73.)
- You can change the order of paper selection. (See "Paper Drawer Selection," on p 4-72.)
- You can set the machine to print received documents on both sides of the paper. (See "Two-Sided Printing," on p 4-71.)
- Received documents are output face down, in the order in which the pages are received.

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### **Canceling TX/RX Jobs**

You can cancel a job using the touch panel display or System Monitor screen, or by pressing (Stop).

### Using the Touch Panel Display

You can cancel a send job by pressing [Cancel], while the job is being scanned.

- 1. Press [Cancel] on the pop-up screen that appears while the machine is scanning.
- 2. Remove your originals.

### Using the Stop Key

You can cancel a send job by pressing @ (Stop), while the job is being scanned.

- **1.** Press **(Stop)**.
- 2. Remove your originals.

### Using the System Monitor Screen

You can cancel a send job while it is being sent or waiting to be sent, or a fax receive job while it is being received.

### Fax

- **1.** Press [System Monitor] → [Fax].
- 2. Select [TX Job Status] or [RX Job Status].
- **3.** Select the job that you want to cancel, then press [Cancel].

The message < Is it OK to cancel?> appears on the touch panel display.



- If the job that you want to cancel is not displayed, press [▼] or
   [▲] to scroll to the desired job.
- You cannot select multiple jobs and cancel them all at once.
   Select and cancel one job at a time.
- If a job is in the process of being sent, it may not be canceled even if you press [Cancel].
- If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.
- If you select a document that is being received, [Erase] changes to [Cancel], enabling you to cancel receiving the document.
- You cannot erase a document that is being printed.

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4. Press [Yes].

If you do not want to cancel the job, press [No]. The message < Canceling... > appears for approximately two seconds on the touch panel display.



The canceled job is displayed as <NG> (No Good) on the Log screen.

Press [Done].

E-Mail, I-Fax, or Sending to a File Server

- Press [System Monitor] → [RX/TX].
- Press [TX Job Status].
- Select the job that you want to cancel, then press [Cancel].

The message < Is it OK to cancel?> appears on the touch panel display.



- If the job that you want to cancel is not displayed, press [▼] or  $[\blacktriangle]$  to scroll to the desired job.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.
- If a job is in the process of being sent, it may not be canceled even if you press [Cancel].
- If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.

4. Press [Yes].

If you do not want to cancel the job, press [No]. The message < Canceling... > appears for approximately two seconds on the touch panel display.



The canceled job is displayed as <NG> (No Good) on the TX Job Log screen.

5. Press [Done].

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### Checking/Changing the Send/Receive Status

### Checking/Changing the Status of Fax Jobs

This section describes how to check or change the status of fax jobs.



- If Job Log Display in System Settings is set to [Off], [Log] is not displayed on the System Monitor screen.
- The maximum numbers of jobs that are displayed are:
- TX Job Status screen: 70 jobs
- RX Job Status screen: 90 jobs
- Log screen: 128 jobs
- When the maximum number of jobs that can be displayed is reached, the oldest job is deleted each time a new job is added.

### **Checking Fax Job Details**

You can check the detailed information of any fax job, such as the destination and the date and time the job was specified.

- Press [System Monitor] → [Fax].
- 2. Select [TX Job Status], or [RX Job Status], or [Log].
- 3. Select the job whose detailed information you want to check, then press [Details].



- If the job that you want to cancel is not displayed, press [▼] or  $[\blacktriangle]$  to scroll to the desired job.
- You can cancel TX jobs which are being sent or waiting to be sent by pressing [Cancel] in [TX Job Status]. For more information, see "Using the System Monitor Screen," on p. 4-75.
- 4. Check the details of the selected job.

5. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Printing the Fax Job Log (Activity Report)**

You can print the Activity Report which includes the transmission's start time, destination, job number, transmission mode, number of pages, and transmission result.

1. Press [System Monitor]  $\rightarrow$  [Fax]  $\rightarrow$  [Log]  $\rightarrow$  [Print List1.



- Fax jobs sent from the fax driver are not printed in the Activity
- The Fax Job Log can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to [On]. (See "Automatic Paper Selection/Automatic Drawer Switching," on p. 2-21.)
- 2. Press [Yes].
  - To cancel printing, press [No].
  - The Activity Report is printed.
- 3. Press [Done] repeatedly until the Send Basic Features screen appears.



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### Redirecting Fax Documents Received in Memory

You can redirect documents received in memory to the specified destination from the System Monitor screen.

- **1.** Press [System Monitor]  $\rightarrow$  [Fax]  $\rightarrow$  [RX Job Status1.
- Select the job to be transferred from memory, then press [Details].



If the job that you want to select is not displayed, press  $[\nabla]$  or  $[\triangle]$  to scroll to the desired job.

- Press [Forward].
- Specify the destination from the Address Book, then press [Start].



For instructions on using the Address Book, see "Using the Address Book," on p. 4-27.

5. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Checking/Changing the Status of Fax Jobs with Forwarding Errors**

You can check the details of documents that the machine failed to forward. You can also erase, print, and transfer those documents.



Jobs with forwarding errors are stored in the Fax Forwarding Error Status screen only if Store Image to Memory is set to [On] in Failed Forwarding Document Set. in System Settings. (See "Handling Documents with Forwarding Errors," on p. 4-71.)

- 1. Press [System Monitor]  $\rightarrow$  [Fax]  $\rightarrow$  [RX Job Status]  $\rightarrow$  [Forwarding Er.Status].
  - If you want to check the details of jobs with forwarding errors:
  - Select a job whose detailed information you want to check, then press [Details].
  - Check the details of the selected job.
  - If you want to erase a job with a forwarding error
  - Select the job you want to erase, then press [Erase].
  - Check the details, then press [Yes].
  - If you do not want to erase the document, press [No].
  - The message < Erasing... > appears for approximately two seconds on the touch panel display.
  - The selected document is erased.
  - If you want to print a job with a forwarding error
  - Select the job you want to print, then press [print].
  - Press [Yes].
  - If you do not want to print the document, press [No].
  - The selected document is printed.

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### • If you want to transfer a job with a forwarding error

- Select the job you want to transfer, then press [Forward].
- Specify the destination from the Address Book, then press [Start].

### **NOTE**

- If the job that you want to select is not displayed, press [▼] or
   [▲] to scroll to the desired job.
- To erase multiple documents from memory, select and erase one document at a time.
- To print multiple document, select and print one document at a time.
- If the transfer is successful, the document is erased from memory.
- For instructions on using the Address Book, see "Using the Address Book," on p. 4-27.
- You cannot select a group address for transferring the document.

# 2. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Erasing Received Fax Documents**

You can erase any received fax document stored in memory. If the memory is full, the machine cannot receive any documents. It is recommended that you erase unnecessary documents as often as possible.



- Additional documents cannot be received in memory when either of the following is true:
- When a total of 64 documents or images have been stored or received in memory
- When a total of approximately 1,000 pages of documents or images have been stored

### Press [System Monitor] → [Fax] → [RX Job Status].

# 2. Select the job that you want to erase, then confirm the details of the job, then press [Erase].



- If the job that you want to select is not displayed, press [▼] or
   [▲] to scroll to the desired job.
- To erase multiple documents from memory, select and erase one document at a time.
- You cannot erase a document that is being printed.
- If you select a document that is being received, [Erase] changes to [Cancel], enabling you to cancel receiving the document.

### 3. Press [Yes].

If you do not want to erase the document, press [No]. The message <Erasing...> appears for approximately two seconds on the touch panel display. The selected document is erased.

### 4. Press [Done].









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### Checking the Status of Send Jobs (imageCLASS MF7480 Only)

This section describes how to check/change the status of send jobs.

### **M** NOTE

- Job Log Display in System Settings is set to [Off], [TX Job Log] is not displayed on the System Monitor screen.
- Send jobs to e-mail, I-fax, and file servers can be checked.
- The maximum numbers of jobs that are displayed are:
  - Job status screen: 70 jobs
  - Job log screen: 128 jobs
- When the maximum number of jobs that can be displayed is reached, the oldest job is deleted each time a new job is added.

### **Checking Send Job Details**

You can check the detailed information of any send job, such as the destination and the date and time the job was specified.

- **1.** Press [System Monitor] → [RX/TX].
- 2. Select [TX Job Status] or [TX Job Log].
- 3. Select the job whose detailed information you want to check, then press [Details].



- If the job that you want to select is not displayed, press [▼] or
   [▲] to scroll to the desired job.
- You can cancel TX jobs which are being sent or waiting to be sent by pressing [Cancel] in [TX Job Status]. For more information, see "Using the System Monitor Screen," on p. 4-75.
- 4. Check the details.
- 5. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Printing the Send Job Log (Activity Report)**

- **1.** Press [System Monitor]  $\rightarrow$  [RX/TX].
- 2. Select [TX Job Log].
- 3. Press [Print List].



The Send Job Log can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to [On]. (See "Automatic Paper Selection/Automatic Drawer Switching," on p. 2-21.)

- 4. Press [Yes].
  - To cancel printing, press [No].
  - The Activity Report (TX) is printed.
- **5.** Press [Done].







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■ Checking/Changing the Status of Receive and Forwarding Error Jobs (imageCLASS **MF7480 Only)** 

You can check the contents of received documents stored in memory as well as the status of receive jobs.



- If Job Log Display in System Settings is set to [Off], [RX Job Report] is not displayed on the System Monitor screen.
- Up to 128 documents for the total of send and receive jobs combined can be displayed on the job log (Activity Report (RX)) screen.

### **Checking Receive Job Details**

You can check the detailed information of any received job, such as the destination and the date and time the job was received.

- **1.** Press [System Monitor] → [RX/TX] → [RX Job Report].
- 2. Select the job whose detailed information you want to check, then press [Details].



If the job that you want to select is not displayed, press  $[\nabla]$  or  $[\triangle]$  to scroll to the desired job.

- Check the details.
- 4. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Printing the Receive Job Log (Activity Report)**

You can print the receive job log (Activity Report (RX)).

- 1. Press [System Monitor] → [RX/TX] → [RX Job Report].
- 2. Press [Print List].



The Receive Job Log can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to [On]. (See "Automatic Paper Selection/Automatic Drawer Switching," on p. 2-21.)

- 3. Press [Yes].
  - To cancel printing, press [No].
  - The Activity Report (RX) is printed.
- 4. Press [Done].

### **Checking the Arrival of I-Fax Jobs**

The machine regularly checks for the arrival of an I-fax. However, you can check for the arrival of an I-fax at any time by performing the procedure below.

1. Press [System Monitor]  $\rightarrow$  [RX/TX]  $\rightarrow$  [RX Job Report].

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2. Press [Check RX I-Fax Job].



To be able to use [Check RX I-Fax Job], you must first set the POP (Post Office Protocol) setting in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen) to [On], so that you can receive documents using POP. (See "E-Mail/I-Fax Settings," on p. 6-12.)

3. Press [Done].

### Redirecting I-Fax Documents Received in Memory

You can redirect documents received in memory to the specified destination from the System Monitor screen.

Press [System Monitor] → [RX/TX] → [RX Job Report] → [I-Fax Mem. Lock Doc.].

The I-FAX Memory Lock Document screen appears.

2. Select the document you want to redirect, then press [Details].



If the job that you want to select is not displayed, press  $[\nabla]$  or  $[\triangle]$  to scroll to the desired job.

- 3. Press [Forward].
- 4. Specify the destination from the Address Book, then press [Start].



For instructions on using the Address Book, see "Using the Address Book," on p. 4-27.

**5.** Press [Done] repeatedly until the Send Basic Features screen appears.

# **Checking/Changing the Status of I-Fax Jobs with Forwarding Errors**

You can check the details of documents that the machine failed to forward. You can also erase, print, and transfer those documents.



Jobs with forwarding errors are stored in the I-FAX Forwarding Error Status screen only if Store Image to Memory is set to [On] in Failed Forwarding Document Set. in System Settings. (See "Handling Documents with Forwarding Errors," on p. 4-71.)

**1.** Press [System Monitor] → [RX/TX] → [RX Job Report] → [I-Fax Mem. Lock Doc.].

The I-FAX Memory Lock Document screen appears.

2. Press [Forwarding Er.Status].

The I-FAX Forwarding Error Status screen appears.

- If you want to check the details of jobs with forwarding errors:
- Select a job whose detailed information you want to check, then press [Details].
- Check the details of the selected job.
- If you want to erase a job with a forwarding error:
- Select the job you want to erase, then press [Erase].
- Check the details, then press [Yes].
- If you do not want to erase the document, press [No].
- The message <Erasing...> appears for approximately two seconds on the touch panel display.
- The selected document is erased.







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• If you want to print a job with a forwarding error:

- Select the job you want to print, then press [print].
- Press [Yes].
- If you do not want to print the document, press [No].
- The selected document is printed.

• If you want to transfer a job with a forwarding error:

- Select the job you want to transfer, then press [Forward].
- Specify the destination from the Address Book, then press [Start].



- If the job that you want to select is not displayed, press [▼] or
   [▲] to scroll to the desired job.
- To erase multiple documents from memory, select and erase one document at a time.
- To print multiple documents, select and print one document at a time.
- If the transfer is successful, the document is erased from memory.
- For instructions on using the Address Book, see "Using the Address Book," on p. 4-27.
- You cannot select a group address for transferring the document.

3. Press [Done] repeatedly until the Send Basic Features screen appears.

### **Erasing Received I-Fax Documents**

You can erase any received I-fax document stored in memory. If the memory is full, the machine cannot receive any documents. It is recommended that you erase unnecessary documents as often as possible.



Additional documents cannot be received in memory when either of the following is true:

- When a total of 64 documents or images have been stored or received in memory
- When a total of approximately 1,000 pages of documents or images have been stored
- Press [System Monitor] → [RX/TX] → [RX Job Report] → [I-Fax Mem. Lock Doc.].

The I-FAX Memory Lock Document screen appears.

2. Select the document you want to erase, then press [Erase].



- If the job that you want to select is not displayed, press [▼] or
   [▲] to scroll to the desired job.
- To check the details of the job, press [Details].
- To erase multiple documents from memory, select and erase one document at a time.

3. Press [Yes].

If you do not want to erase the document, press [No].

The message <Erasing...> appears for approximately two seconds on the touch panel display.

The selected document is erased.

4. Press [Done] repeatedly until the Send Basic Features screen appears.

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### **Printing Documents**

Follow this procedure to print a document from your computer. Make sure that the printer driver is installed. To check if the driver is installed, see "Installing Software," in the Starter Guide.

For details on the printer driver settings, see the PCL Driver Guide and the UFR II Driver Guide.



How to display the print screen or items on the screen may vary depending on your application and/or OS.

- From an open document on an application, click [File] → [Print].
- 2. Select the printer icon for the machine ([Canon MF7400 Series UFRII LT], [Canon MF7400 Series PCL5e]\*1, [Canon MF7400 Series PCL6]\*1), then click [Preferences] or [Properties] to open the dialog box.
  - \*1 Only for users of the imageCLASS MF7480/MF7470.
- **3.** After finished setting, click [OK].
- 4. Click [Print] or [OK].



- Use the following figures as a guideline to decide whether paper should be specified as Plain Paper or Heavy Paper.
  - Plain Paper: 17 to 22 lb bond (64 to 80 g/m<sup>2</sup>)
  - Heavy Paper 1: 22 to 24 lb bond (81 to 90 g/m<sup>2</sup>)
  - Heavy Paper 2: 24 to 28 lb bond (91 to 105 g/m<sup>2</sup>)
  - Heavy Paper 3: 28 to 32 lb bond (106 to 128 g/m<sup>2</sup>)
- Canon transparency film is recommended for printing on transparencies.
- Canon label paper is recommended for printing on labels.
- Heavy Paper (2, 3), Transparency, Labels, and Envelope cannot be printed using two-sided printing.
- Two-sided printing can use either the paper drawer or the stack bypass in sizes of 11" x 17", LGL, LTR, LTRR, STMTR, EXEC, A3, JIS-B4, A4, A4R, JIS-B5, JIS-B5R, and A5R.
- Two-sided printing can use paper within the following range:
  - 17 to 24 lb bond (64 to 90 g/m²)
- When printing on letterhead paper, or paper with a Logo (such as a cover sheet), please note the following:
  - If the paper is fed from a paper drawer, the machine starts printing on the side of paper loaded facing down.
  - If the paper is fed from the stack bypass, the machine starts printing on the side of paper loaded facing up.
- When a job is being processed, the Processing/Data indicator blinks green.

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### **Scanning to a Computer** (imageCLASS MF7480/MF7470 Only)

Follow this procedure to scan an original to your computer. Make sure that Color Network ScanGear is installed. To check if Color Network ScanGear is installed, see "Installing Software," in the Starter Guide.

For details on the Color Network ScanGear settings, see the Color Network ScanGear User's Guide.

- Press SCAN (SCAN).
- Place your originals.
- 3. In the [Main] sheet, select [Platen] for [Original Placement].
- 4. Click the [Scan] button.

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### Switching the Scanner Online and Offline (imageCLASS MF7480/MF7470 Only)

To start Color Network ScanGear and scan, first you must switch the scanner online.

### Switching the Scanner Online

Switching the scanner online enables communications with other devices on the network, and allows the scanner to receive data from the computer.

Follow the procedure below to switch the scanner online.

- 1. Press SCAN (SCAN).
- 2. Press [Online].

When the following display appears, the scanner is online.



### Switching the Scanner Offline

After scanning over the network, disconnect the scanner from the network by switching it offline in order to use other functions. The procedure for switching the scanner offline depends on whether or not scanning is in progress.



You do not have to switch the scanner offline in order to use other functions while data is being transferred.

### **Switching Offline When Scanning is not in Progress**

### 1. Press [Offline].

When the following display appears, the scanner is offline.



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### Switching Offline When Scanning is in Progress

- Press [Offline].
- Press [Yes].

After a few seconds, scanning is interrupted and the following display appears, indicating that the scanner is offline.





Press [No] to cancel if you decide not to switch the scanner offline.

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### **Canceling Print and Scan Jobs**

Cancel an ongoing job as follows.

### Canceling Print Jobs

You can cancel a print job while it is being print.

- 1. Press [System Monitor].
- 2. Press [Print].
- 3. Press [Status].
- **4.** Select the job you want to cancel, then press [Cancel].

If the job that you want to cancel is not displayed, press  $[\nabla]$  or  $[\triangle]$  to scroll to the desired job.



You cannot select multiple jobs and cancel them all at once. You may only select and cancel one job at a time.

### **5.** Press [Yes].

The message <Canceling...> appears for approximately two seconds on the touch panel display.



The canceled job is displayed as <NG> (No Good) on the Log screen.

6. Press [Done].

### Canceling Scan Jobs

During scanning, a dialog box showing the scanning progress appears.

1. Click the [Cancel] button in that dialog box.

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### **Checking Print Jobs**

System monitor enables you to monitor the status of the print jobs currently being processed.



Make sure that the Processing/Data indicator is blinking. When the Processing/Data indicator is turned off, all print jobs are erased from the memory.

### **Checking the Status of Print Jobs**

You can check the details of copy and print jobs, such as the date and time the machine received and processed the jobs, and the number of pages.



If Job Log Display in System Settings (from the Additional Functions screen) is set to [Off], the following items are not displayed on the System Monitor Screen:

- Copy, Send, Fax job logs, and Print job logs
- **Press [System Monitor].**
- Press [Print].
- Press [Status] or [Log].
- Select the job whose details you want to check, then press [Details].

If the job that you want to check is not displayed, press [▼] or [▲] to scroll to the desired job.



The canceled job is displayed as <NG> (No Good) on the Log screen.

- 5. Check the detailed information.
- **6.** Press [Done] repeatedly until the Basic Features screen appears.









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### **System Requirements**

This section describes the system environments with which the machine is compatible.

### Printing or Sending a Fax from a Computer

The following system environments are compatible when printing or sending a fax from a computer:

#### OS

- Microsoft Windows 98/98SE
- Microsoft Windows Me
- Microsoft Windows 2000 Server
- Microsoft Windows 2000 Professional
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition
- Microsoft Windows Server 2003
- Microsoft Windows Vista Ultimate
- Microsoft Windows Vista Business
- Microsoft Windows Vista Home Premium
- Microsoft Windows Vista Home Basic
- Microsoft Windows Vista Enterprise

#### Computers

- Windows: IBM PC/compatibles
- Protocol
- TCP/IP



If you are using Windows 2000, you need to install Service Pack 4 or later.

### **Using E-Mail/I-Fax**

The following system environments are confirmed for using the e-mail functions.

#### Mail forwarding server software

- Sendmail 8.93 or later (UNIX)
- Microsoft Exchange Server (Windows) (Microsoft Exchange Server 5.5 + Service Pack 1 or later)
- Lotus Domino R4.6 or later (Windows)

#### Mail receiving server software

- Qpopper 2.53 or later (UNIX)
- Microsoft Exchange Server (Windows) (Microsoft Exchange Server 5.5 + Service Pack 1 or later)
- Lotus Domino R4.6 or later (Windows)



- If you are using Windows 2000, you need to install Service Pack 4 or later.
- The machine sends e-mail or I-fax to mail servers using SMTP.
- The machine can receive incoming messages from a mail server using the POP3 protocol or directly using the machine's own SMTP receiving function. If the latter method is used, it is not necessary for the mail server to support the POP3 protocol.
- The machine can receive I-fax images and error e-mail messages sent when errors occur during communication, but not any other type of e-mail.
- IPv6 is not supported.









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### Sending Data to a File Server

The following system environments are compatible when sending data from the machine to a file server, depending on the type of network used:

#### ● With a TCP/IPv4 Network (Using FTP):

#### Servers

- Microsoft Windows 2000 Server and Internet Information Services 5.0
- Microsoft Windows XP Professional and Internet Information Services 5.1
- Microsoft Windows Server 2003 and Internet Information Services 6.0
- Microsoft Windows Vista Ultimate and Internet Information Services 7.0
- Microsoft Windows Vista Business and Internet Information Services 7.0
- Microsoft Windows Vista Home Premium and Internet Information Services 7.0
- Microsoft Windows Vista Home Basic and Internet Information Services 7.0
- Microsoft Windows Vista Enterprise and Internet Information Services 7.0
- Solaris Version 2.6 or later
- Red Hat Linux 7.2
- Mac OS X
- FTP server for imageWARE Gateway

#### Protocol

- TCP/IPv4

#### With a NetBIOS Network:

#### Servers

- Microsoft Windows 98
- Microsoft Windows Me
- Microsoft Windows 2000 Server
- Microsoft Windows 2000 Professional
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition
- Microsoft Windows Server 2003
- Microsoft Windows Vista Ultimate
- Microsoft Windows Vista Business
- Microsoft Windows Vista Home Premium
- Microsoft Windows Vista Home Basic
- Microsoft Windows Vista Enterprise

### Server software for sending data

Samba 2.2.8a or later (UNIX/Linux)

#### Protocol

NetBIOS over TCP/IP (NetBT)



- If you are using Windows 2000, you need to install Service Pack 4 or later.
- IPv6 is not supported.



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### **Basic Network Settings**

Basic Network Settings are required in order to use the following functions of the machine.

- Printing or sending a fax from a computer
- Using e-mail/I-fax
- Sending data to a file server

Before making basic network settings, confirm that the following procedures are performed.



- It is recommended that the network administrator perform the following procedures.
- In a Windows network environment, the TCP/IP or NetBIOS (NetBIOS over TCP/IP) protocol can be used. Multiple protocols can be used at the same
- In addition to IPv4 (Internet Protocol Version 4), the machine also supports IPv6 (Internet Protocol Version 6), and has a dual stack configuration that enables it to communicate with both IPv4 networks and IPv6 networks. The functions of IPv4 are always enabled, and you can select whether to use the functions of IPv6.
- If you want to use the machine in an IPv6 network, specify IPv6 settings. (See "TCP/IP Settings (IPv6)," on p. 6-40.
- To use the e-mail/I-fax function, the TCP/IP protocol is required.
- IPv6 is not supported for sending e-mail/I-fax from the machine and for sending jobs to a file server.
- The machine works best in a Windows-only environment, but can be used in a network of different operating systems as well, including Windows, UNIX, Mac OS X, and Linux, depending on your usage needs. (See "System Requirements," on p. 6-3.)
- 1. Network Cable Connection (See "Set the **Machine for Network Usage (imageCLASS** MF7480/MF7470 Only)," in the Starter Guide.)

Connect the machine to your network using the network cables.

2. Preparation for Protocol Settings (See "Set the **Machine for Network Usage (imageCLASS** MF7480/MF7470 Only)," in the Starter Guide.)

Specify the machine's IP address so that the machine and the network computer can communicate before making protocol settings. Any of the following can be used to specify the settings.

- Machine's control panel (Additional Functions menu)
- NetSpot Device Installer (Canon utility software included in the User Software CD)

### **Interface Settings**

### **Ethernet Driver**

You can specify the communication method and Ethernet connection type.

- 1. Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [Ethernet Driver Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ©-® (numeric keys), then press (Log In/Out) to enter the System Settings menu. The Ethernet Driver Settings screen appears.









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3. Select [On] or [Off] for < Auto Detect>.

[On]: Automatically determines the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100BaseTX). Skip to step 6.

[Off]: You have to manually specify the communication mode and Ethernet type. Proceed to step 4.



- If you reconnect the network cable (for example, reconnect the cable to a different Ethernet hub) with the power on, the Auto Detect function will not work even if you set Auto Detect to [On]. (Connect the cable with the power off.)
- Use the [Off] setting when you want to specify a particular Ethernet setting.
- 4. Select [Half Duplex] or [Full Duplex] for <Auto Detect>.

[HALF DUPLEX]: Sends and receives alternately. [FULL DUPLEX]: Sends and receives simultaneously.

5. Select [10 Base-T] or [100 Base-TX] for < Ethernet Type>.

[10 BASE-T]: Establishes a 10Base-T network connection. [100 BASE-TX]: Establishes a 100Base-TX network connection.

- **6.** Confirm the settings you specified, then press [OK].
- 7. Press [Done] repeatedly until the Additional Functions screen closes.
- Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

### **Communication Environment Setup**

To set up a configuration for communication between the machine and computers on your network, use the following procedure.



- If you want to use a Canon printer driver or utility, select [On] for both Use SNMP and Enable Dedicated Port (for IPv4 only).
- You can restrict the IP addresses of computers on which items can be set or browsed. If you restrict the IP addresses, it is not possible to use the Remote UI to set or browse detailed information on computers other than those whose IP addresses are allowed, even if both Use SNMP and Enable Dedicated Port (for IPv4 only) are set to [On]. For details, see "IP Address Range Settings," on p. 6-35.

#### **SNMP**

SNMP helps monitor the state of the machine and collects information on it. The following items can be set:

<Community Name>:

Sets the SNMP community name. You can specify up to two community names.

<Writable SNMP>:

Enables the computers on the network to access the machine and modify its settings if this item is activated. You can specify this setting for each community separately.

<Get Printer Management Information from Host>:

Enables automatically the SNMP port monitoring function to obtain printer management information such as information on print applications and printer ports, if you are using Windows Vista and set [Standard TCP/IP port] for the printer driver port.

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1. Press (Additional Functions).

2. Press [System Settings] → [Network Settings] → [SNMP Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\bigcirc - \bigcirc$  (numeric keys), then press  $\bigcirc$  (Log In/Out) to enter the System Settings menu. The SNMP Settings screen appears.

3. Select [On] or [Off] for <Use SNMP>.

[On]: When you set or browse each item of the machine with utility that uses SNMP to obtain information. Proceed to step 4. [Off]: When you do not use an SNMP utility. Skip to step 7.

- 4. To change Community Name to a name other than <public>, press [Community Name], then enter the community name using the touch panel keyboard.
- 5. Select [On] or [Off] for <Writable SNMP>.

[On]: Allows the computers on the network to access the machine and modify its settings.

[Off]: The computers on the network cannot access the machine and modify its settings.

**6.** Select [On] or [Off] for <Get Printer Management Information from Host>.

[On]: Enables the SNMP port monitoring function to automatically obtain printer management information such as information on print applications and printer ports if you are using Windows Vista and set [Standard TCP/IP port] for the printer driver port. [Off]: Disables the above function.

7. Confirm the settings you specified, then press [OK].

- **8.** Press [Done] repeatedly until the Additional Functions screen closes.
- 9. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

### **Dedicated Port (IPv4 Only)**

To set or browse detailed information on the machine with a Canon printer driver or utility, set Enable Dedicated Port to [On].

- **1.** Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [Enable Dedicated Port].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①–① (numeric keys), then press ⑩ (Log In/Out) to enter the System Settings menu. The Enable Dedicated Port screen appears.

3. Select [On] or [Off].

[On]: Enables you to set or browse detailed information on the machine with a Canon printer driver or utility.
[Off]: Disables you to set or browse detailed information on the machine with a Canon printer driver or utility.

- 4. Press [OK].
- 5. Press [Done] repeatedly until the Additional Functions screen closes.
- **6.** Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

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### **Setting Up a Computer for Printing/Sending a Fax**

This section describes procedures for Setting Up a computer for printing/sending a fax.

Before setting up a computer for printing/sending a fax, it is necessary to perform the setup procedures described in "Basic Network Settings," on p. 6-5.



It is recommended that the network administrator perform the following procedures.

### Setting Printing Method

You can select the printing method over a TCP/IP network.

- Press @ (Additional Functions).
- Press [System Settings] → [Network Settings] → [TCP/IP Settings]  $\rightarrow$  [ $\mathbf{V}$ ]  $\rightarrow$  [LPD Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The LPD Settings screen appears.

3. Select [On] or [Off].

[On]: Uses LPD as the print application. [Off]: Does not use LPD as the print application.

- Press [OK].
- Press [RAW Settings].

6. Select [On] or [Off].

[On]: Uses Raw as the print application. Proceed to step 7. [Off]: Does not use Raw as the print application. Skip to step 8.

**7.** Select [On] or [Off] for <Use Bidirectional>.

[On]: Establishes bidirectional communication using Port 9100. [Off]: Does not establish bidirectional communication using Port 9100.

- **8.** Press [OK].
- 9. Press [Done] repeatedly until the Additional Functions screen closes.
- 10. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.







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### Machine Connection Method (LPD/Raw)

#### ● Connecting to a TCP/IP Network:

All computers that use the machine must have TCP/IP client software installed and must be enabled for TCP/IP network use. For details, see the manuals provided with the operating system.

### Installing the Printer Driver and Specifying the Machine Destination Setting:

To print from a computer, you must install a printer driver and specify a setting for the machine destination. The machine destination setting differs depending on the print application used for printing. Use the following information as a guide to determine the print application you are using, and then perform the necessary operations.

- LPD: This is the print application generally used with TCP/IP.
- Raw: This is a print application used with Windows 2000/XP/
   Server 2003/Vista. It can print at higher speeds than LPD.



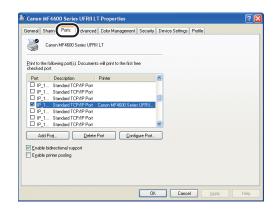
In the following procedures, items displayed on the screen for Windows XP are used: items might differ depending on your operating system.

### 1. Open the printer properties dialog box.

- For Windows Vista, click [Start] on the Windows task bar →
   [Control Panel] → [Hardware and Sound] → [Printer].
- For Windows 2000, click [Start] on the Windows task bar →
  [Settings] → [Printers].
- For Windows XP Professional/Server 2003, click [start] on the Windows task bar → [Printers and Faxes].
- For Windows XP Home Edition, click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

# 2. Right-click the icon of the printer you installed → select [Properties].

3. Display the [Ports] sheet by clicking the [Ports] tab.



- **4.** Open the [Printer Ports] dialog box by clicking [Add Port].
- **5.** From [Available ports types], select [Standard TCP/IP Port] → click [New Port].

The Add Standard TCP/IP Printer Port Wizard starts.

**6.** Click [Next].









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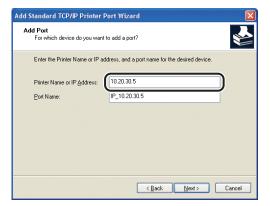
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7. In [Printer Name or IP Address], enter the machine IP address or machine host name → click [Next].



After the computer has confirmed that there is a machine in which the entered IP address is assigned, the [Completing the Add Standard TCP/IP Printer Port Wizard] window appears.

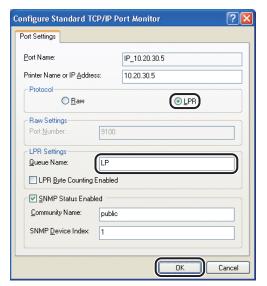
### 8. Click [Finish].

If the dialog box displays [Additional Port Information Required], follow the instructions on the screen to search again, or click [Standard]  $\rightarrow$  click [Canon Network Printing Device with P9100] from the pull-down list  $\rightarrow$  click [Next].

9. Click [Close] to close the [Printer Ports] dialog box.

10. In the printer properties dialog box, click [Configure Port] → click [LPR] under [Protocol] → enter a print queue in [Queue Name] under [LPR Settings].

If you want to use Raw, confirm [Raw] under [Protocol] is selected, and proceed to step 11.





You can specify a print queue in [Queue Name]. The following three print queues are available:

LP: The machine prints according to its spool settings. Normally select this option.

SPOOL: The machine prints only after spooling a print job on the hard disk, regardless of its spool settings.

DIRECT: The machine prints without spooling a print job on the hard disk, regardless of its spool settings.

11. Click [OK].

12. Click [Close].









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### Print Server Settings

If Windows 2000/XP/Server 2003/Vista is on your network, the following procedure enables you to set up a print server for more efficient management of network printers. Once a print server is set up, print jobs can be managed by the print server. Also, by setting up an alternate driver for the print server, printer drivers can be installed in each computer via the network.

### 1. Open the printer properties dialog box.

- For Windows Vista, click [Start] on the Windows task bar →
  [Control Panel] → [Hardware and Sound] → [Printers].
- For Windows 2000, click [Start] on the Windows task bar →
   [Settings] → [Printers].
- For Windows XP Professional/Server 2003, click [start] on the Windows task bar → [Printers and Faxes].
- For Windows XP Home Edition, click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → Printers and Faxes].
- 2. Right-click the icon of the printer you installed → select [Sharing].
- 3. For Windows Vista, click [Change sharing options].

For other operating systems, skip to step 4.



Click [Continue] to proceed if the [User Account Control] dialog box appears.

4. Select [Share this printer] (Windows 2000: [Shared as]) and enter a share name.

# 5. If this machine is shared with users running different versions of Windows, click [Additional drivers].

When the alternate driver is installed, additional windows will open for entering the location of the file containing the printer driver. Follow the instructions in these windows.



To install the printer driver on another computer, use the [Printer Wizard] window for selecting the printer destination  $\rightarrow$  select [Network printer]  $\rightarrow$  select the shared printer for the computer selected in the print server.

### **6.** Click [OK].

The shared printer settings are complete.

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### **Setting Up E-Mail/I-Fax**

This section describes procedures for setting up e-mail/l-fax. Before setting up e-mail/l-fax, it is necessary to perform the setup procedures described in "Basic Network Settings," on p. 6-5.



- It is recommended that the network administrator perform the following procedures.
- IPv6 is not supported.
- Sending documents via e-mail or I-fax is available only for the imageCLASS MF7480.

### E-Mail/I-Fax Settings



You may need to specify the DNS Settings to resolve the host names of the SMTP and POP servers in order to send e-mail/I-fax. For details, see "DNS Settings," on p. 6-33.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [ $\nabla$ ] → [E-mail/l-Fax].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①–③ (numeric keys), then press ⑩ (Log In/Out) to enter the System Settings menu. The E-mail/I-Fax screen appears.

# Select [On] or [Off] for <SMTP Receive> and <POP>.

[On] for <SMTP Receive> and [Off] for <POP>: Receives e-mail/l-faxes using the machine's own SMTP receiving function.
[Off] for <SMTP Receive> and [On] for <POP>: Receives e-mail/l-faxes

[Off] for <SMTP Receive> and [On] for <POP>: Receives e-mail/I-faxe using a POP server.



- The machine supports both SMTP and POP3 functions.
- The machine can receive I-fax images and communication error notices only.
- You must register the host name of the machine with the DNS server if you want to receive e-mail using the machine's own SMTP receiving function.
- **4.** Press [Authentication/Encryption].
- **5.** Select [On] or [Off] for <POP Authentication before Send>.

[On]: Uses an SMTP server that requires POP before SMTP (method for authenticating users who have logged in the POP server before sending e-mail).

[Off]: Does not use an SMTP server that requires POP before SMTP.

# **6.** Select [On] or [Off] for <SMTP Authentication (SMTP AUTH)>.

[On]: Uses an SMTP server that requires SMTP Authentication (method for authenticating users who have logged in the SMTP server before sending e-mail). Proceed to step 9.

[Off]: Does not use an SMTP server that requires SMTP Authentication. Skip to step 10.

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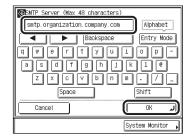
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- 7. Press [User].
- 8. Enter the user name used for logging in to the SMTP server, then press [OK].

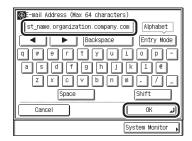
If you are using the server that requires the domain name to be included with your user name, enter a user name in [User] using the following format: user name @domain name.

- 9. Press [Password].
- 10. Enter the password used for logging in to the SMTP server, then press [OK].
- **11.** Press [OK].
- **12.** Press [SMTP Server].
- 13. Enter the SMTP server IP address or name using the keyboard on the touch panel display, then press [OK].

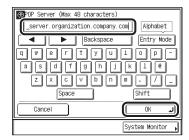


14. Press [E-mail Address].

15. Enter the e-mail address your machine will use, then press [OK].



- 16. Press [Next].
- 17. Press [POP Server].
- 18. Enter the POP server IP address or name using the keyboard on the touch panel display, then press [OK].



19. Press [POP Address].

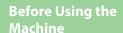
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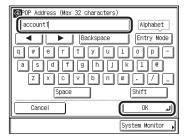
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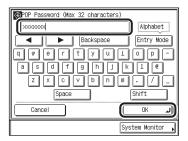
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**20.** Enter the login name for access to the POP server, then press [OK].



- 21. Press [POP Password].
- **22.** Enter the password for access to the POP server, then press [OK].



23. Press [-] and [+] or use ①-③ (numeric keys) to set <POP Interval> at the interval you want the POP server to check for incoming e-mail.



If the interval is set to 0, the POP server is not checked automatically. For instructions on how to manually check the POP server, see "Checking the Arrival of I-Fax Jobs," on 4-81.

- **24.** Press [OK].
- **25.** Press [Done] repeatedly until the Additional Functions screen closes.
- **26.** Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.







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### Setting Up a Computer as a File Server

This section describes procedures for setting up a computer as a file server.

You can send data over a TCP/IPv4 network to any of the following:

- FTP server (Windows 2000/XP/Server 2003, UNIX, Linux, imageWARE Gateway series)
- Windows shared folder (Windows 98/Me/2000/XP/Server 2003)
- Samba shared folder (UNIX/Linux) Before setting up a computer as a file server, it is necessary to perform the setup procedures described in "Basic Network

Settings," on p. 6-5.



- It is recommended that the network administrator perform the following procedures.
- IPv6 is not supported.
- Sending documents to a file server is available only for the imageCLASS MF7480.

### FTP Server Settings

Windows 2000/XP/Server 2003/Vista



- It is recommended that the FTP server be configured by the network
- The use of Windows 2000 Server as an FTP server requires the installation of Microsoft Internet Information Services 5.0 (IIS 5.0). If IIS is not installed in the computer you are using, you will need to install IIS before entering these settings. For installation procedures, see the documentation provided with your operating system.
- The use of Windows XP Professional as an FTP server requires the installation of Microsoft Internet Information Services 5.1 (IIS 5.1). If IIS is not installed in the computer you are using, you will need to install IIS before entering these settings. For installation procedures, see the documentation provided with your operating system. Windows XP Home Edition cannot be used as an FTP server.
- The use of Windows Server 2003 as an FTP server requires the installation of Microsoft Internet Information Services 6.0 (IIS 6.0). If IIS is not installed in the computer you are using, you will need to install IIS before entering these settings. For installation procedures, see the documentation provided with your operating system.
- The use of Windows Vista as an FTP server requires the installation of Microsoft Internet Information Services 7.0 (IIS 7.0). If IIS is not installed in the computer you are using, you will need to install IIS before entering these settings. For installation procedures, see the documentation provided with your operating system.

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- User authentication for access to FTP servers is done by referencing the local account database Windows 2000 Server/XP Professional/Server 2003/Vista that is used as the FTP server. Therefore, it is not possible to use the account of a domain user registered in Windows 2000 Server/XP Professional/Server 2003/Vista to send data directly from the machine to FTP servers in other domains.
- This section describes the procedures for using the default home directory under [Default FTP Site]. To use other settings, enter the FTP site and home directory by referring to the documentation for IIS.
- Log on to Windows as a member of the group with access rights to the directory to be designated as the FTP site directory.



Depending on your environment, the access rights settings for a drive or directory may differ. For details, see the Windows documentation.

#### 2. Start IIS.

- For Windows Vista, click [Start] on the Windows task bar → rightclick [Computer] → click [Manage] → double-click [Services and Applications] → double-click [Internet Information Services (IIS) 6.0 Manager]
- For Windows 2000, click [Start] on the Windows task bar →
   [Programs] → [Administrative Tools] → click [Internet Service Manager]
- For Windows XP, click [start] on the Windows taskbar →
  click [Control Panel] → [Performance and Maintenance] →
  [Administrative Tools] → [Internet Information Services]
- For Windows Server 2003, click [start] on the Windows task bar point to [Administrative Tools] → click [Internet Information Services Manager].

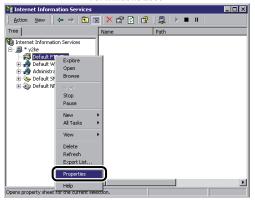


For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

## 3. Enter the FTP site settings.

- Right-click the [Default FTP Site] icon → click [Properties].

#### For Windows 2000



- In Windows Server 2003, the [Default FTP Site] icon is displayed under [FTP Sites].
- In the [Default FTP Site Properties] dialog box, click the [Security Accounts] tab to display the [Security Accounts] sheet.
- If you are using Windows 2000, deselect [Allow Anonymous Connections]. If you are using Windows XP/Server 2003/Vista, deselect [Allow only anonymous connection].

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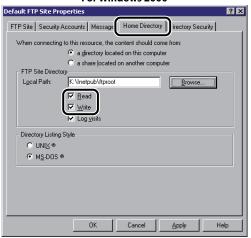
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 Click the [Home Directory] tab to display the [Home Directory] sheet → select both [Read] and [Write].

#### For Windows 2000



- Click [OK] to close the [Default FTP Site Properties] dialog box.

## 4. Confirm the computer name.

#### For Windows Vista:

- Click [Start] on the Windows taskbar → right-click [Computer] → click [Properties] → [Advanced system settings]
- Click the [Computer Name] tab to display the [Computer Name] sheet → confirm [Full computer name].

#### ● For Windows 2000:

- Right-click the [My Computer] icon on the desktop → click [Properties].
- Click the [Network Identification] tab to display the [Network Identification] sheet → confirm [Full computer name].
- Click [Cancel] to close the [System Properties] dialog box.

#### ● For Windows XP/Server 2003:

- On the [Start] menu, right-click [My Computer] → click [Properties].
- Click the [Computer Name] tab to display the [Computer Name] sheet → confirm [Full computer name].
- Click [Cancel] to close the dialog box.

## **5.** Open the [Computer Management] window.

- For Windows Vista, click [Start] on the Windows taskbar, rightclick [Computer] → click [Manage] to open the [Computer Management] window
- For Windows 2000, right-click the [My Computer] icon on the desktop → click [Manage] to open the [Computer Management] window
- For Windows XP/Server 2003, click [start] or [Start] on the Windows taskbar → right-click [My Computer] → click [Manage] to open the [Computer Management] window



For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

# **6.** Set up the users and passwords for access to the FTP server.

 Under [System Tools], double-click [Local Users and Groups] → right-click the [Users] folder → click [New User].

#### For Windows 2000













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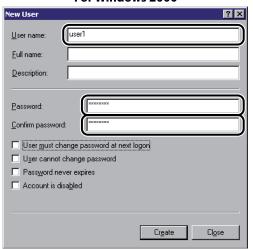
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In the [New User] dialog box, enter the user name in [User name]
 → enter the password in [Password] → re-enter the password in [Confirm password].

#### For Windows 2000



- Enter a user name and a password not longer than 24 alphanumeric characters.
   If [User must change password at next logon] is selected, any new users added must change their passwords in order to send data from the machine. (You cannot change the password from the control panel.)
- Confirm the settings → click [Create].
- Click [Close] to close the [New User] dialog box.
- Close the [Computer Management] window.

# 7. Set a destination address using the control panel.

#### Sample destination setting:

- Server side settings:
   [Full Computer Name]: starfish.organization.company.com
   Create a directory named "share" in the specified FTP server's
   home directory "\Inetpub\ftproot", then set "share" as the data
   destination.
- The machine's destination settings:
   The Protocol drop-down list: FTP
   [Host Name]: starfish.organization.company.com
   [File Path]: share
   [User]: User name entered in step 6
   [Password]: Password for the above user



- To use [Full computer name], which was confirmed in step 4, as
  the host name for [Host Name] as shown in the above example,
  it is necessary to use a DNS server. (This applies even if the
  machine and the FTP server are in the same subnet.) If no DNS
  server is available, the host name setting should be specified
  using the IP address of the FTP server.
- A maximum of 120 alphanumeric characters can be entered for both [Host Name] and [File Path].
- If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.

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#### **UNIX/Linux**

## **⊘** NOTE

- UNIX users must have Solaris 2.6 or later installed in order to use the computer as an FTP server. Linux users must have Red Hat Linux 7.2 or later installed in order to use the computer as an FTP server.
- In some environments, detailed settings may be required in order to use FTP. For details, consult your network manager.
- 1. Log in to a workstation as a superuser.
- 2. Set up the users who send documents from the machine, and their passwords.

Enter a user name and a password not longer than 24 alphanumeric characters.

- 3. Create a shared directory to be used for recipient addresses, then enable read access and write access by the users who will be sending data.
- 4. Set a destination address using the control panel.
  - Sample destination setting:
  - Server side settings:

[Host Name]: starfish

[Domain]: organization.company.com

The user's home directory is /home/hsato, and /home/hsato/ share is the data destination.

- The machine's destination settings:

The Protocol drop-down list: FTP

[Host Name]: starfish.organization.company.com

[User]: User name entered in step 2

[Password]: Password for the above user

[File Path]: Enter one of the following:

share (when using relative path) /home/hsato/

share (when using absolute path)



- To use the host name of the above example for [Host Name], it is necessary to use a DNS server. (This applies even if the machine and the FTP server are in the same subnet.) If no DNS server is available, the host name setting should be specified using the IP address of the FTP server.
- A maximum of 120 alphanumeric characters can be entered for both [Host Name] and [File Path].
- If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.

#### Mac OS X

- 1. Log in to Mac OS X as Administrator.
- 2. Start the FTP services under Mac OS X.
  - Click the [System Preferences] icon in [Dock].
  - Click the [Sharing] icon in the [System Preferences] window.
  - Click [Allow FTP access].
  - Click [Show All] on the toolbar.
- 3. Specify the user to whom you want to send data, then the password.
  - Click the [Users] icon in the [System Preferences] window.
  - In the [Users] window, enter the name of the user to whom you want to send data from the machine through Mac OS X → enter the password.

Enter a user name, and a password not longer than 24 alphanumeric characters.

- Close the [Users] window.







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# 4. Create a shared folder to which files are to be sent.

Sample setting:

Create a folder named "iR\_Folder" in the [Public] folder in the [Home] folder.

# 5. Grant access to the shared folder created in step 4.

- Click to select the shared folder → select [Show Info] from the [File] menu.
- Select [Privileges] from [Show].
- Enable read & write access to the folder by the owner and members of a group to which the owner belongs.
- Close the [Info] window.

## 6. Set a recipient address using the control panel.

#### Sample destination setting:

- Server side settings (set using the above procedure):
   Create a folder named "iR\_Folder" in the [Public] folder in the [Home] folder of the user named "yoko," then specify the iR\_Folder as the folder to which files are sent.
- The machine's destination settings:
   The Protocol drop-down list:FTP
   [Host Name]: IP address of Macintosh
   [User]: User name entered in step 3
   [Password]: Password for the above user
   [File Path]: Enter one of the following:
   Public/iR\_Folder (If you enter a relative path)
   Users/yoko/Public/iR\_Folder (If you enter an absolute path)

#### **MOTE**

- A maximum of 120 alphanumeric characters can be entered for [File Path] on the control panel.
- If you switch the language of the touch panel display, [Host Name] and [File Path] may not be displayed correctly.

#### FTP Server for imageWARE Gateway

Back



- An FTP server for imageWARE Gateway is required for receiving data from the machine, when used with imageWARE Gateway.
- If you are sending to an imageWARE Document Manager folder, set FTP Extension to [On].

## 1. Set up the FTP server for imageWARE Gateway.

For details about the settings, see the imageWARE Gateway Users Guide.

# 2. On the FTP server for imageWARE Gateway, specify the folder to store data sent from the machine.

For details about the settings, see the imageWARE Gateway Users Guide.



- A maximum of 128 alphanumeric characters can be entered for a folder name.
- Enter a user name and a password not longer than 24 alphanumeric characters.



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# 3. On the FTP server for imageWARE Gateway, export destination data.

For details about the settings, see the imageWARE Gateway Users Guide.



- A DNS server is needed to use an FQDN format (for example, starfish.organization.company.com) for the FTP server address.
   (A DNS server is also required if the machine and the FTP server are in the same subnet.) If you have not set up a DNS server, use IP addresses.
- A maximum of 128 alphanumeric characters can be entered for an FTP server address of the FQDN format.

# 4. Use the Remote UI of the machine to import the destination data exported in step 3 into the machine.

- Click [Add. Func.] of the Remote UI → click [Import/Export].
- Click [Address Book].
- Click [Import].
- Click [Browse] → select the file to import.
- Click [OK].



If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.

## SMB Settings



You may need to specify the WINS Settings to resolve the NetBIOS name in order to send data to the file server. For details, see "WINS Settings," on p. 6-36.

- 1. Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [SMB Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\odot$ - $\odot$  (numeric keys), then press  $\odot$  (Log In/Out) to enter the System Settings menu. The SMB Settings screen appears.

- 3. Select [On] for <Use SMB Client>.
- 4. Press [Server].
- 5. Enter the NetBIOS name of the machine using the keyboard on the touch panel display, then press [OK].

Be sure to enter a unique name that does not exist as a name for another computer or printer on the same network.

6. Press [Workgroup].

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7. Enter the name of the workgroup the machine belongs to, using the keyboard on the touch panel display, then press [OK].

If there is no workgroup on your environment, you do not need to enter the workgroup name.



- You cannot enter the domain name as the workgroup name.
- You cannot enter a character string that includes blanks in [Server] and [Workgroup].
- Press [Next], then [Comment].
- Enter a comment about the printer if necessary, then press [OK].

If you display the printer information, the comment you specified here appears.

**10.** Select [On] or [Off] for <LM Announce>.

[Off]: Does not notify the LAN Manager of its existence on the network.

[On]: Notifies the LAN Manager of its existence on the network.

- 11. Press [OK].
- 12. Press [Done] repeatedly until the Additional Functions screen closes.
- 13. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

## **Configuring a Shared Folder**

Back

To send data from the machine to a computer on your network, you need to specify the settings of the computer for receiving data. You can send data over a NetBIOS network to a Windows shared folder.



The following procedures describe a sample shared folder configuration. Depending on your environment, the actual configuration procedure may differ.

#### Windows 98/Me



- If a suitable Windows 2000/XP/Server 2003/Vista machine is available on your network, it is recommended that you configure that machine as a file server instead of using a Windows 98/Me machine.
- In the following procedures, items displayed on the screen for Windows 98 are used; items might differ depending on your operating system.

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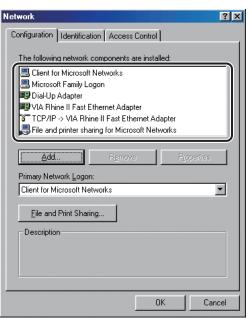
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## 1. Specify the NetBIOS settings.

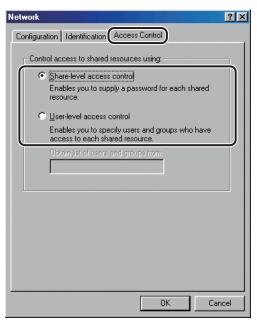
- Right-click the [Network Neighborhood] icon displayed on the  $desktop \rightarrow click$  [Properties].
- In [The following network components are installed], confirm that both [Client for Microsoft Networks] and [File and printer sharing for Microsoft Networks] appear. If these components do not appear, click [Add] to install.



 Click [File and Print Sharing] → click [I want to be able to give others access to my files]  $\rightarrow$  click [OK].

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- To specify the access control method, click the [Access Control] tab → select the level of access control. If you select [User-level access control], specify a domain in which a list of users and groups is saved.



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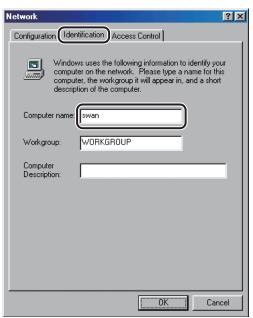
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 In the [Network] dialog box, click the [Identification] tab to display the [Identification] sheet. Confirm the computer name.

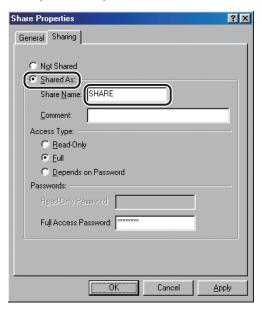


- Click [OK] to close the [Network] dialog box.

## 2. Set up file sharing.

#### • If [Share-level access control] is selected:

- Right-click the folder you want to share using Explorer → click [Sharing].
- On the [Sharing] sheet, click [Shared As] → enter the share name in [Share Name].



- For [Access Type], select either [Full] or [Depends on Password].
- Enter a password. If [Depends on Password] is selected, enter a password not longer than 8 alphanumeric characters for full access.
- Confirm the settings you entered  $\rightarrow$  click [OK].

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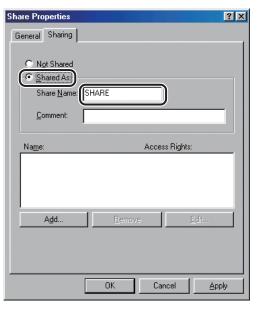
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• If [User-level access control] is selected:

- Right-click the folder you want to share using Explorer → click [Sharing].
- On the [Sharing] sheet, click [Shared As] → enter the share name in [Share Name].



- Click [Add] to open the [Add Users] dialog box on the screen.
- From the left list select the users to whom you want to give access to the shared folder  $\rightarrow$  add them to the right list.

#### MOTE

For details on this dialog box, see the Windows 98/Me documentation.

- Confirm the settings you entered → click [OK].
- Click [OK] to close the properties dialog box of the shared folder.

## 3. Set a destination address using the machine's control panel.

#### Sample destination setting:

Server side settings:

[Computer name]: swan [Share Name]: share

Create a folder called Images within share, then specify Images as the destination for sending.

- The machine's destination settings: The Protocol drop-down list: Windows (SMB)

[Host Name]: \\swan\share (Double backslash "\\" can be omitted) [File Path]: \Images

[User]: User selected in step 2. (Not required if you have selected [Share-level access control] in step 1) [Password]: Password entered in step 2.



- If you use [Browse] to specify each item, press [Browse] after the expiration of the time specified in "Startup Time Settings," on p. 6-45 (the default setting startup time is [60] (seconds)).
- A maximum of 120 alphanumeric characters can be entered for [Host Name]. Also, a maximum of 120 alphanumeric characters can be entered for [File Path]. Enter each of these items on the server using no more than their allowable number of characters.
- If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- If the language of the touch panel display differs from the computer used as a master browser, [Host Name] and [File Path] may not be displayed correctly, or you may not be able to browse the directories.
- You can send data using the following formats. A DNS server is required for the latter case:

\\192.168.2.100\share

\\host\_name.organization.company.com\share

- For instructions on how to specify destination address settings, see "Specifying Destinations," on p. 4-21.

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- For Windows XP Home Edition, [User] and [Password] are not required.

#### Windows 2000/XP/Server 2003/Vista

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- It is recommended that the file server be configured by the network administrator.
- The number of users or clients that can access a server running Windows 2000 Server/XP/Server 2003/Vista is limited. After this number of users or clients is reached, it is not possible to send to a server running Windows 2000/XP/Server 2003/Vista.
- In the following procedures, items displayed on the screen for Windows XP are used; items might differ depending on your operating system.
- Log on to Windows as Administrator.
- Confirm the file sharing settings.



For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

#### For Windows Vista:

- Click [Start] on the Windows task bar → right-click [Network] → click [Properties] → [Manage network connections] → right-click [Local Area Connection]  $\rightarrow$  [Properties].
- Confirm that [Client for Microsoft Networks], [File and Printer Sharing for Microsoft Networks], and [Internet Protocol Version 4 (TCP/IPv4)] are all selected. If any of these functions is not selected, select it now.

#### ● For Windows 2000:

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- Right-click the [My Network Places] icon on the desktop → click [Properties] to open the [Network and Dialup Connections] window.
- Confirm that [Client for Microsoft Networks], [File and Printer Sharing for Microsoft Networks], and [Internet Protocol (TCP/IP)] are all selected. If any of these functions is not selected, select it

#### For Windows XP:

- Click [start] on the Windows taskbar → right-click [My Network Places] → click [Properties] to open the [Network Connections] window.
- Confirm that [Client for Microsoft Networks], [File and Printer Sharing for Microsoft Networks], and [Internet Protocol (TCP/IP)] are all selected. If any of these functions is not selected, select it now.

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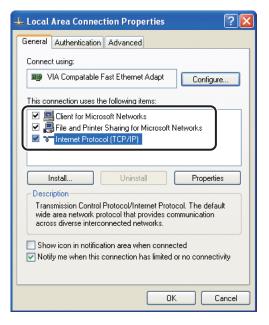
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#### ● For Windows Server 2003:

- Click [Start] on the Windows taskbar → [Control Panel] → [Network Connections] → Right-click the [Local Area Connection] icon → click [Properties] to open the [Local Area Connection Properties] dialog box.
- Confirm that [Client for Microsoft Networks], [File and Printer Sharing for Microsoft Networks], and [Internet Protocol (TCP/IP)] are all selected. If any of these functions is not selected, select it now.



## 3. Specify the NetBIOS settings.

#### For Windows Vista:

- Double-click [Internet Protocol Version 4 (TCP/IPv4)] to open the [Internet Protocol Version 4 (TCP/IPv4) Properties] dialog box → in the [General] sheet, click [Advanced].
- In the [Advanced TCP/IP Settings] dialog box, click the [WINS] tab → in the [WINS] sheet, click [Enable NetBIOS over TCP/IP].
- Click [OK] until all the dialog boxes are closed.
- Restart the computer if prompted.

#### For Windows 2000/XP/Server 2003:

- Double-click [Internet Protocol (TCP/IP)] to open the [Internet Protocol (TCP/IP) Properties] dialog box → in the [General] sheet, click [Advanced].
- In the [Advanced TCP/IP Settings] dialog box, click the [WINS] tab → in the [WINS] sheet, click [Enable NetBIOS over TCP/IP].
- Click [OK] until all the dialog boxes are closed.
- Restart the computer if prompted.



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## 4. Confirm the computer name.



For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

#### ● For Windows Vista:

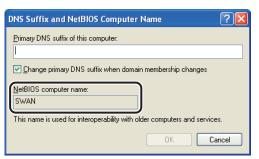
- Click [Start] on the Windows taskbar → right-click [Computer] → click [Properties] → [Advanced system settings].
- Click the [Computer Name] tab to display the [Computer Name] sheet.
- Click [Change] → [More] in the [Computer Name Changes] dialog box.
- In the [DNS Suffix and NetBIOS Computer Name] dialog box, confirm [NetBIOS computer name].
- Click [Cancel] until all the dialog boxes are closed.

#### ● For Windows 2000:

- Right-click the [My Computer] icon on the desktop → click [Properties].
- Click the [Network Identification] tab to display the [Network Identification] sheet.
- Click [Properties] → [More] in the [Identification Changes] dialog box.
- In the [DNS Suffix and NetBIOS Computer Name] dialog box, confirm [NetBIOS computer name].
- Click [Cancel] until all the dialog boxes are closed.

#### For Windows XP/Server 2003:

- Click [start] or [Start] on the Windows taskbar → right-click [My Computer] → click [Properties].
- Click the [Computer Name] tab to display the [Computer Name] sheet.
- Click [Change] → [More] in the [Computer Name Changes] dialog box.
- In the [DNS Suffix and NetBIOS Computer Name] dialog box, confirm [NetBIOS computer name].
- Click [Cancel] until all the dialog boxes are closed.



## 5. Open the [Computer Management] window.

For Windows XP Home Edition, skip step 7.



For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

#### For Windows Vista:

Click [Start] on the Windows taskbar, right-click [Computer]  $\rightarrow$  click [Manage] to open the [Computer Management] window.

#### ● For Windows 2000:

Right-click the [My Computer] icon on the desktop  $\rightarrow$  click [Manage] to open the [Computer Management] window.

#### For Windows XP/Server 2003

Click [start] or [Start] on the Windows taskbar, right-click [My Computer] → click [Manage] to open the [Computer Management] window.









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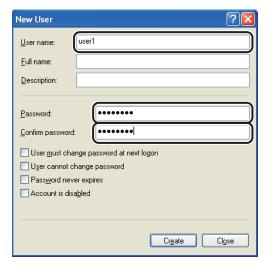
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#### **6.** Set up the users and passwords for access to the shared folder.

 Under [System Tools], double-click [Local Users and Groups] → right-click the [Users] folder → click [New User].



- In the [New User] dialog box, enter the user name in [User name] → enter the password in [Password] → re-enter the password in [Confirm password].



- Enter a user name not longer than 20 alphanumeric characters, and a password not longer than 14 alphanumeric characters. If [User must change password at next logon] is selected, any new users added must change their passwords in order to send data from the machine. (You cannot change the password from the control panel.)
- Confirm the settings → click [Create].
- Close the [Computer Management] window.

## 7. Configure the shared folder.



For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

#### For Windows Vista:

- Right-click the folder you want to share using Explorer → click [Properties].
- On the [Sharing] sheet, click [Advanced Sharing]
- On the [Advanced Sharing] dialog box, select [Share this folder] → enter the share name in [Share name].

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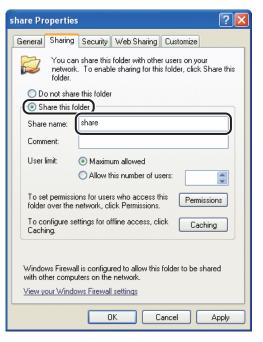
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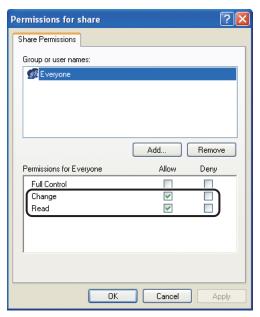
#### ● For Windows 2000/XP/Server 2003:

- Right-click the folder you want to share using Explorer → click [Properties].
- On the [Sharing] sheet, click [Share this folder] → enter the share name in [Share name].



## **8.** Set security.

- To create a shared folder on a FAT or FAT32 format disk
   (If the [Security] tab is not displayed):
- Click [Permissions] → select or add the users or groups to whom you want to give access to the shared folder.



- Under [Permissions], select both [Change] and [Read] → click [OK].
- Click [OK] → close the properties dialog box of the shared folder.

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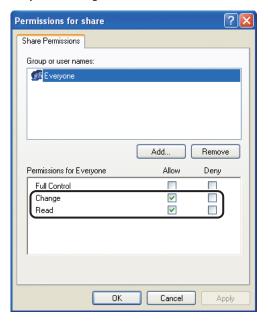
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#### To create a shared folder on an NTFS format disk:

 Click [Permissions] → select or add the users or groups to whom you want to give access to the shared folder.



- Under [Permissions], select both [Change] and [Read] → click [OK].
- For Windows Vista, click [OK] to close the [Advanced Sharing] dialog box
- Click the [Security] tab.
- In the [Security] sheet, select or add the users or groups to whom you want give access to the shared folder.
- Under [Permissions], select both [Write] and [Read & Execute], or a higher access authority. For data in the folder, check both [Write] and [Read], or a higher access authority.
- Click [OK] → close the properties dialog box of the shared folder.



To display the [Security] tab in Windows XP, follow the procedures below. For details about the settings, see the documentation provided with Windows XP.

- Windows XP Professional: Open Folder Options → deselect [Use simple file sharing]. However, you can share folders and files with [Use simple file sharing] selected. Select or deselect [Use simple file sharing] to suit your environment.
- Windows XP Home Edition: Start Windows in safe mode → select [Safe Mode with Networking] in the Windows Advanced Options Menu. After logging on to Windows, you can find a [Security] tab by opening the properties dialog box of the shared folder.

## 9. Set a destination address using the control panel.

#### Sample destination setting:

Server side settings:

[Computer name]: swan [Share Name]: share

Create a folder called Images within share, then specify Images as the destination for sending.

- The machine's destination settings:

The Protocol drop-down list: Windows (SMB)

[Host Name]: \\swan\share (Double backslash

"\\" can be omitted)

[File Path]: \Images

[User]: User selected in step 6. [Password]: Password entered in step 6.

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## **M** NOTE

- If you use [Browse] to specify each item, press [Browse] after the expiration of the time specified in "Startup Time Settings," on p. 6-45 (the default setting startup time is <60 seconds>).
- A maximum of 120 alphanumeric characters can be entered for [Host Name]. Also, a maximum of 120 alphanumeric characters can be entered for [File Path]. Enter each of these items on the server using no more than their allowable number of characters.
- If Language Switch in Common Settings is set to <On>, the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- If the language of the touch panel display differs from the computer used as a master browser, [Host name] and [File path] may not be displayed correctly, or you may not be able to browse the directories.
- You can send data using the following formats. A DNS server is required for the latter case: \\192.168.2.100\share

\\host\_name.organization.company.com\share

- For instructions on how to specify destination address settings, see "Specifying Destinations," on p. 4-21.
- For Windows XP Home Edition, [User] and [Password] are not required.

#### Samba (UNIX/Linux)



- Samba 2.2.8a or later is supported.
- In some environments, detailed settings may be required in order to use Samba. For details, consult your network manager.
- 1. Log in to a workstation as a superuser.
- 2. Set up the users who access Samba shared folder, and their passwords.

Set a user name not longer than 24 alphanumeric characters, and a password not longer than 14 alphanumeric characters.

## 3. Set a destination address using the control panel.

#### Sample destination setting:

- Server side settings: [Computer name]: swan [Share Name]: share Create a folder called Images within share, then specify Images as the recipient for sending.
- The machine's destination settings: The Protocol drop-down list: FTP [Protocol]: Windows (SMB) [Host Name]: \\swan\share [File Path]: \Images [User]: User name entered in above step. [Password]: Password for the above user.



- If you use [Browse] to specify each item, press [Browse] after the expiration of the time specified in "Startup Time Settings," on p. 6-45 (the default setting startup time is [60 seconds]).
- A maximum of 120 alphanumeric characters can be entered for [Host Name]. Also, a maximum of 120 alphanumeric characters can be entered for [File Path]. Enter each of these items on the server using no more than their allowable number of characters.
- If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- If the language of the touch panel display differs from the computer used as a master browser, [Host name] and [File path] may not be displayed correctly, or you may not be able to browse the directories.
- You can send data using the following formats. A DNS server is required for the latter case:
  - \\192.168.2.100\share \\host\_name.organization.company.com\share
- For instructions on how to specify destination address settings, see "Specifying Destinations," on p. 4-21.



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## **Additional Network Settings**

Depending your network environment, additional network settings may be required.



It is recommended that the network administrator perform the following procedures.

TCP/IP Settings (IPv4)

#### **DNS Settings**

DNS (Domain Name Service) is a service used for associating a host name (which is a name of a computer or a printer on a TCP/IPv4 network) with a unique IPv4 address.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings] → [IPv4 Settings] → [▼] → [DNS Server].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\bigcirc - \bigcirc$  (numeric keys), then press  $\bigcirc$  (Log In/Out) to enter the System Settings menu. The DNS Server screen appears.

- **3.** Press [DNS Server Address Settings].
- 4. Press [Primary DNS Server].
- 5. Specify the IPv4 address of a DNS server using 
  ••• (numeric keys).
- 6. Press [Secondary DNS Server].

7. Specify the IPv4 address of a DNS server using 

o

o

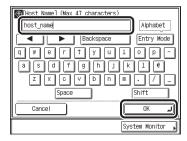
(numeric keys).

If you do not want to set up a DNS secondary server, enter <0.0.0.0>.



If [BOOTP] or [DHCP] is set to [On], the IP address of a DNS server you set manually will be overwritten.

- **8.** Press [OK].
- 9. Press [DNS Host Name/Domain Name Settings].
- 10. Press [Host Name].
- 11. Enter the name of the machine, then press [OK].



12. Press [Domain Name].









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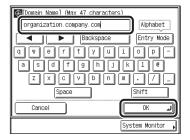
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## 13. Enter the network domain name of the machine. then press [OK].





If [BOOTP] or [DHCP] is set to [On], the host name and domain name you set manually will be overwritten.

**14.** Press [OK].

15. Press [DNS Dynamic Update Settings].

## 16. Select [On] or [Off].

[Off]: Does not use the DNS server dynamic update function. [On]: Use the DNS server dynamic update function.



- The DNS dynamic update function enables the machine to register its IP address, host name, and domain name to the DNS server automatically. This function is available in the environment where there is a dynamic DNS server.
- To use the DNS dynamic update function, enter the IP address of a DNS server, and the host name and domain name of the machine.
- If you have a DHCP server running Windows 2000 Server that uses the DHCP service and want to register the machine's DNS record, configure the following settings in the DHCP server:
  - Under the DHCP server, right-click the [Scope] icon → click [Properties]. In the [DNS] sheet of the displayed dialog box, select [Automatically update DHCP client information in DNS] → [Update DNS only if DHCP client requests].
- If you have a DHCP server running Windows 2003 Server that uses the DHCP service and want to register the machine's DNS record, configure the following settings in the DHCP server:
  - Under the DHCP server, right-click the [Scope] icon → click [Properties]. In the [DNS] sheet of the displayed dialog box, select [Enable DNS dynamic updates according to the settings below] → [Dynamically update DNS A and PTR records only if requested by the DHCP clients].

## 17. Press [OK].

#### 18. Press [Done] repeatedly until the Additional Functions screen closes.

#### 19. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

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#### IP Address Range Settings

You can restrict the machine access from the computers on the network by specifying the range of IP addresses allowed/forbidden to access the machine.

## **M** NOTE

- You can maintain security by setting the range of IP addresses for computers that can obtain access to the machine.
- Once you set the range of IP addresses of computers on which items for the machine can be set or browsed, it is not possible to use the Remote UI on computers whose IP addresses are not allowed; a utility on the computers cannot be used to set or browse detailed information concerning the machine.
- Once you set the range of IP addresses of computers from which data (print/fax/l-fax job) can be sent to the machine, the machine rejects data sent from computers whose IP addresses are not allowed. (Sending I-fax documents from a computer is available only for the imageCLASS MF7480.)
- 1. Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings] → [IPv4 Settings] → [IP Address Range Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press (Log In/Out) to enter the System Settings menu. The IP Address Range Settings screen appears.

## 3. Select [On] or [Off].

[Off]: Disables IP address filter. Skip to step 8. [On]: Enables an IP address filter. Proceed to step 4.

Press [Settings].

## 5. Press [Register].

#### If you want to store only one IPv4 address:

- Press [Single Address].
- Enter the IPv4 address that is to be permitted or rejected using ⊙–⊚ (numeric keys).
- Press [OK].

#### If you want to store a range of IPv4 addresses:

- Press [Multiple Addresses].
- Press [First Address].
- Enter the first IPv4 address in the range using ⊙-⊙ (numeric kevs).
- Press [Last Address].
- Enter the last IPv4 address in the range.
- Press [OK].

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- You can register a maximum of 10 IPv4 addresses or IPv4 address ranges.
- An IPv4 address of <0.0.0.0> cannot be specified.
- The value of [First Address] for [Multiple Addresses] should be smaller than or equal to that of [Last Address].
- If the usage of a protocol or print application is not permitted on your device, it cannot be used even after its IPv4 address is permitted on the machine; on your device, configure the settings to permit the protocol or print application.

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6. On the IP Address Range Settings screen, select the IP address or the range of IP addresses that is to be permitted or rejected, then press [Permit/Reject].

[Permit]: Allows the access to the machine from the selected IP address or IP address range.

[Reject]: Rejects the access to the machine from the selected IP address or IP address range.



- If you want to delete an IPv4 address or IPv4 address range, select the address or address range on the IP Address Settings screen, press [Erase], then press [Yes] to delete.
- If you want to edit an IPv4 address or IPv4 address range, select the address or address range on the IP Address Settings screen, press [Edit], edit the address or address range in the same manner as to register them, then press [OK].
- **7.** Press [OK].
- Press [OK].
- Press [Done] repeatedly until the Additional **Functions screen closes.**
- 10. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

## **WINS Settings**

WINS (Windows Internet Name Service) is a service used for associating a NetBIOS name (which is a name of a computer or a printer on a NetBIOS network) with a unique IP address.

- 1. Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings]  $\rightarrow$  [WINS Configuration].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press (Log In/Out) to enter the System Settings menu. The WINS Configuration screen appears.

3. Select [On] or [Off] for <WINS Resolution>.

[Off]: Does not resolve the name with WINS. Skip to step 5. [On]: Resolves the name with WINS. Proceed to step 4.

4. Enter the IPv4 address of a WINS server using ⊙-⊚ (numeric keys).



If DHCP determines the IPv4 address, the IPv4 address obtained from a DHCP server is overwritten with the IPv4 address of a WINS server (obtained from the DHCP server), whenever possible.

- **5.** Press [OK].
- **6.** Press [Done] repeatedly until the Additional Functions screen closes.
- 7. Restart the machine.

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#### **PASV mode for FTP Setting**



Whether you use the PASV mode for FTP depends on the network environment you are using and the settings of the file server you are sending to. Before specifying the PASV mode for FTP, consult your network administrator.

- 1. Press 

  (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings] → [▼] → [Use PASV Mode for FTP].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\bigcirc$ — $\bigcirc$  (numeric keys), then press  $\bigcirc$  (Log In/Out) to enter the System Settings menu. The Use PASV Mode for FTP screen appears.

- 3. Select [On] or [Off].
- 4. Press [OK].
- **5.** Press [Done] repeatedly until the Additional Functions screen closes.
- 6. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

## **FTP Extension Settings**



If you are sending to an imageWARE Document Manager folder, set the FTP server address specified in imageWARE Gateway as the destination. Set [FTP Extension] to [ON]. Using imageWARE Document Manager and the Send function of the machine enables you to manage digitized paper documents and computer data on the network. For more information on imageWARE Document Manager, see the appropriate imageWARE Gateway documentation.

- **1.** Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings] → [▼] → [▼] → [FTP Extension].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\odot$ – $\odot$  (numeric keys), then press  $\odot$  (Log In/Out) to enter the System Settings menu. The FTP Extension screen appears.

- 3. Select [On] or [Off].
- 4. Press [OK].
- 5. Press [Done] repeatedly until the Additional Functions screen closes.
- **6.** Restart the machine.

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## **HTTP Settings**

You can restrict the use of Remote UI.

- 1. Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings] → [▼] → [▼] → [Use HTTP].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using @-@ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The Use HTTP screen appears.

3. Select [On] or [Off].

[On]: Uses the Remote UI. [Off]: Does not use the Remote UI.

- 4. Press [OK].
- 5. Press [Done] repeatedly until the Additional Functions screen closes.
- 6. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

## **Port Number Settings**

Depending on your network environment, you can change the port number for each protocol.

- **1.** Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings] → [▼] → [▼] → [Port Number Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\odot$ – $\odot$  (numeric keys), then press  $\odot$  (Log In/Out) to enter the System Settings menu. The Port Number Settings screen appears.

- **3.** Press a desired protocol key, then enter the number using ①-③ (numeric keys).
- 4. Press [OK].
- **5.** Press [Done] repeatedly until the Additional Functions screen closes.
- 6. Restart the machine.

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#### **RX MAC Address Settings**

You can restrict the machine access from the computers on the network by specifying the MAC addresses of the computers allowed/forbidden to access the machine.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Network Settings] →  $[\mathsf{TCP/IP}\ \mathsf{Settings}] \to [\blacktriangledown] \to [\blacktriangledown] \to [\blacktriangledown] \to$ [Receiving MAC Address Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press (Log In/Out) to enter the System Settings menu. The Receiving MAC Address Settings screen appears.

3. Select [On] or [Off] for < Apply Settings>.

[Off]: Disables a MAC address filter. Skip to step 6. [On]: Enables a MAC address filter. Proceed to step 4.



If you select [On], you will be unable to access from MAC addresses which have not been specified.

4. Press [Register].



- If you want to delete a MAC address, select the MAC address on the Receiving MAC Address Settings screen, press [Erase], then press [Yes] to delete.
- If you want to edit a MAC address, select the MAC address on the Receiving MAC Address Settings screen, press [Edit], edit the address in the same manner as to register them, then press [OK].

5. Press [C], specify the MAC addresses to allow access to, then press [OK].



A maximum of five MAC addresses can be specified.

- 6. Press [OK].
- 7. Press [Done] repeatedly until the Additional **Functions screen closes.**
- 8. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

## **Proxy Settings**

- 1. Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Proxy Settinas1.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using @-@ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The Proxy Settings screen appears.

**3.** Select [On] or [Off] for <Use Proxy>.

[Off]: Disables the use of a proxy. Skip to step 16. [On]: Enables the use of a proxy. Proceed to step 4.

- 4. Press [Server Address].
- 5. Enter a proxy server IP address or FQDN (for example, starfish.company.com), then press [OK].









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- 7. Enter the port number of a proxy server using the ①-③ (numeric keys).
  - 8. Select [On] or [Off] for <Use Proxy within the Same Domain>.
  - 9. Press [Authentication Settings].

**6.** Press [Port Number].

**10.** Select [On] or [Off] for <Use Proxy Authentication>.

[Off]: Disables the use of proxy authentication. Skip to step 15. [On]: Enables the use of proxy authentication. Proceed to step 11.

- 11. Press [User].
- **12.** Enter the user name to use for proxy authentication, then press [OK].
- 13. Press [Password].
- **14.** Enter the password to use for proxy authentication, then press [OK].
- 15. Press [OK].
- 16. Press [OK].
- 17. Press [Done] repeatedly until the Additional Functions screen closes.
- 18. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

## TCP/IP Settings (IPv6)



You cannot use the functions of IPv6 without using the functions of IPv4.

## **IP Address Settings**

The machine can use up to seven of the following IPv6 addresses. With IPv6 communication, multiple IPv6 addresses can be used at the same time.

#### ● Link local address (1)

An address that is only valid within the same link. A link local address is automatically set using a specific prefix (fe80::) and an interface identifier generated from the MAC address of the machine. When the machine is using the functions of IPv6, one link local address is always registered.

#### Manual address (0 or 1)

A fixed address that is set from the control panel.

#### • Stateless address (0 to 6)

A stateless address is automatically set using the machine's MAC address and the prefix (information indicating the network belonged to) included in the RA (Router Advertisement) notified by the router when the machine is started.

#### Stateful address (0 or 1)

A stateful address can be obtained from a DHCP server using DHCPv6.

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- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings] → [IPv6 Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ©–③ (numeric keys), then press ® (Log In/Out) to enter the System Settings menu. The IPv6 Settings screen appears.

- 3. Press [Use IPv6].
- 4. Select [On] or [Off] for <Use IPv6>, then press [OK].

[On]: Enables the use of IPv6. [Off]: Disables the use of IPv6.



If you press [On] for <Use IPv6>, a link local address is automatically set.

- 5. Press [Stateless Address Settings].
- Select [On] or [Off] for <Use Stateless Address>, then press [OK].

[On]: Sets a stateless address automatically when the machine is started.

[Off]: Does not set a stateless address automatically.



The stateless address is discarded when the machine is restarted (with the machine's main power switch on).

- 7. Press [Manual Address Settings].
- 8. Select [On] or [Off].

[On]: Enables you to set the IPv6 address manually. Proceed to step 9. [Off]: Disables you to set the IPv6 address manually. Skip to step 16.

- **9.** Press [Settings].
- 10. Press [Manual Address].
- 11. Enter the IPv6 address value using the keys on the touch panel display, then press [OK].
- **12.** Enter the IPv6 address prefix length in <Prefix Length> using [-], [+], or ①-③ (numeric keys).
- 13. Press [Default Router Addr.].
- 14. Enter the default router address value using the keys on the touch panel display, then press [OK].
- **15.** Confirm the settings you specified, then press [OK].
- 16. Press [OK].
- 17. Press [Use DHCPv6].
- **18.** Select [On] or [Off] for <Use DHCPv6>, then press [OK].

[On]: Uses DHCPv6 to obtain a stateful address from a DHCP server. [Off]: Does not obtain a stateful address from a DHCP server.



If you press [On] for <Use DHCPv6>, a stateful address is automatically set.

- 19. Press [Done] repeatedly until the Additional Functions screen closes.
- 20. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.









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#### **DNS Settings**

DNS (Domain Name Service) is a service used for associating a host name (which is a name of a computer or a printer on a TCP/IPv6 network) with a unique IPv6 address.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings] → [IPv6 Settings] → [▼] → [▼]
  → [DNS Server].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using o-o (numeric keys), then press o (Log In/Out) to enter the System Settings menu. The DNS Server screen appears.

- 3. Press [DNS Server Address Settings].
- **4.** Press [Primary DNS Server].
- 5. Specify the IPv6 address of a DNS server, then press [OK].
- 6. Press [Secondary DNS Server].

7. Specify the IPv6 address of a DNS server, then press [OK].

If you do not want to set up a DNS secondary server, leave [Secondary DNS Server] blank.

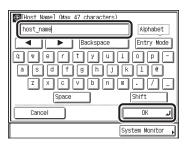


- You cannot enter a multicast address or address composed entirely of zeros in [Primary DNS Server] or [Secondary DNS Server].
- If you set Use DHCPv6 to [On], the IPv6 address of a DNS server you set manually will be overwritten.
- **8.** Press [OK].
- 9. Press [DNS Host Name/Domain Name Settings].
- 10. Select [On] or [Off] for <Use Same Host Name/ Domain Name as IPv4>.

[Off]: Sets a different host name or domain name for IPv6 communication. Proceed to step 11.

[On]: Sets the same host name or domain name used with IPv4 communication for IPv6 communication. Skip to step 15.

- 11. Press [Host Name].
- 12. Enter the name of the machine, then press [OK].



13. Press [Domain Name].







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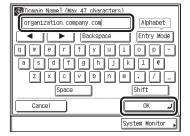
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**14.** Enter the network domain name of the machine, then press [OK].





If you set Use DHCPv6 to [On], the IPv6 address of a DNS server you set manually will be overwritten.

- 15. Press [OK].
- 16. Press [DNS Dynamic Update Settings].
- 17. Select [On] or [Off] for <DNS Dynamic Update Settings>.

[Off]: Does not use the DNS server dynamic update function. Skip to step 20

[On]: Enables you to automatically register the IPv6 address, host name, and domain name set for the machine in the DNS server using dynamic DNS updating if your environment includes a dynamic DNS server. Proceed to step 18.

**18.** Select [On] or [Off] for <Register Manual Address>.

[On]: Registers a manual address in the DNS server using dynamic DNS updating.

[Off]: Does not register a manual address in the DNS server using dynamic DNS updating.

# **19.** Select [On] or [Off] for <Register Stateful Address>.

[On]: Registers a stateful address in the DNS server using dynamic DNS updating.

[Off]: Does not register a stateful address in the DNS server using dynamic DNS updating.



Windows 2000 Server and Windows Server 2003 do not support DHCPv6 servers.

- **20.** Press [OK].
- **21.** Press [Done] repeatedly until the Additional Functions screen closes.
- 22. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.











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IP Address Range Settings

You can restrict the machine access from the computers on the network by specifying the range of IP addresses allowed/ forbidden to access the machine.

## **⊘** NOTE

- You can maintain security by setting the range of IP addresses for computers that can obtain access to the machine.
- Once you set the range of IP addresses of computers on which items for the machine can be set or browsed, it is not possible to use the Remote UI on computers whose IP addresses are not allowed; a utility on the computers cannot be used to set or browse detailed information concerning the machine.
- Once you set the range of IP addresses of computers from which data (print/fax/l-fax job) can be sent to the machine, the machine rejects data sent from computers whose IP addresses are not allowed. (Sending I-fax documents from a computer is available only for the imageCLASS MF7480.)
- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP/IP Settings] → [IPv6 Settings] → [V] → [IP Address Range Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\odot$ - $\odot$  (numeric keys), then press  $\odot$  (Log In/Out) to enter the System Settings menu. The IP Address Range Settings screen appears.

3. Select [On] or [Off].

[Off]: Disables IP address filter. Skip to step 7. [On]: Enables an IP address filter. Proceed to step 4.

4. Press [Settings].

## 5. Press [Reg.].

#### • If you want to store only one IPv6 address:

- Press [Single Address].
- Press [Address].
- Enter the IPv6 address that is to be permitted or rejected, then press [OK].
- Press [OK].

#### • If you want to store a range of IPv6 addresses:

- Press [Multiple Addresses].
- Press [First Address].
- Enter the first IPv6 address in the range, then press [OK].
- Press [Last Address].
- Enter the last IPv6 address in the range, then press [OK].
- Press [OK].

#### If you want to specify the prefix and prefix length for the IPv6 address:

- Press [Prefix Address].
- Press [IPv6 Prefix].
- Enter the prefix value for the IPv6 address, then press [OK].
- Enter the prefix length using [-], [+], or ⊙-⊙ (numeric keys), then press [OK].



- A total of 10 IPv6 addresses, ranges of IPv6 addresses, or IPv6 address prefixes can be set.
- You cannot specify a multicast address or an address composed entirely of zeros for an IPv6 address.
- If you enter <0> in [Prefix Length], all IPv6 addresses are not permitted.
- If you enter <128> in [Prefix Length], the IPv6 addresses of the machine are not permitted.
- If you want to enter a range of addresses, make sure that the number entered in [First Address] is less than the number entered in [Last Address].
- If the usage of a protocol or print application is not permitted on your device, it cannot be used even if its IPv6 address is permitted on the machine. Configure the settings of the device to permit the protocol or print application.

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6. On the IP Address Range Settings screen, select the IP address, the range of IP addresses, or prefix address that is to be permitted or rejected, then press [Permit/Reject].

[Permit]: Allows the access to the machine from the selected IP address, the range of IP addresses, or prefix address. [Reject]: Rejects the access to the machine from the selected IP address, the range of IP addresses, or prefix address.



- If you want to delete an IPv6 address or IPv6 address range, select the address or address range on the IP Address Settings screen, press [Erase], then press [Yes] to delete.
- If you want to edit an IPv6 address or IPv6 address range, select the address or address range on the IP Address Settings screen, press [Edit], edit the address or address range in the same manner as to register them, then press [OK].
- **7.** Press [OK].
- **8.** Press [Done] repeatedly until the Additional Functions screen closes.
- 9. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

#### **HTTP Settings**

You can restrict the use of Remote UI.



For the setting procedure, see "HTTP Settings," on p. 6-38.

#### **Port Number Settings**

Depending on your network environment, you can change the port number for each protocol.



For the setting procedure, see "Port Number Settings," on p. 6-38.

## Startup Time Settings

If you connect the machine to a switching hub, it may not be able to connect to a network even though your network settings are set correctly.

This occurs because the spanning tree process performed between switching hubs prevents them from communicating with each other immediately after the machine connects to a switching hub. In this case, use the following procedure to delay the startup of network communication.

- **1.** Press @ (Additional Functions).
- Press [System Settings] → [Network Settings] → [▼] → [Startup Time Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\odot$ - $\odot$  (numeric keys), then press  $\odot$  (Log In/Out) to enter the System Settings menu. The Startup Time Settings screen appears.

3. Set the time period (0 to 300 seconds) required to delay the startup of network communications for the machine.

Press [-], [+] or ⊙–⑨ (numeric keys) to set the time period.



You can enter the value from 0 to 300 (seconds).

4. Press [OK].







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- **5.** Press [Done] repeatedly until the Additional Functions screen closes.
- 6. Restart the machine.

Turn off the machine, wait at least 10 seconds, then turn it on.

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# **Checking Network Connection**

You can check if the network connections are properly set.

#### IPv4

- Press @ (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP IP Settings] → [IPv4 Settings] → [PING Command1.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press (Log In/Out) to enter the System Settings menu. The PING Command screen appears.

3. Enter the desired IPv4 address existing on the network using ⊙-⊚ (numeric keys), then press [Start].



- If you set the startup time of the machine's network function by following the procedure in "Startup Time Settings," on p. 6-45, execute the PING command only after the time set as the startup
- If you connect the machine to a switching hub, the machine may not be able to connect to a network even though your network settings are appropriate. This problem may be resolved by delaying the startup of network communications for the machine. See "Startup Time Settings," on p. 6-45 for information on how to set up the startup time.
- 4. Press [Done] repeatedly until the Additional Functions screen closes.

#### IPv6

- Press (Additional Functions).
- 2. Press [System Settings] → [Network Settings] → [TCP IP Settings]  $\rightarrow$  [IPv6 Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$ [PING Command].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press (Log In/Out) to enter the System Settings menu. The PING Command screen appears.

## 3. Check the following.

- Press [IPv6 Address], enter the desired IPv6 address existing on the network, press [OK], then [Start].
- Press [Host Name], enter the machine's host name, press [OK], then [Start].



- If you set the startup time of the machine's network function by following the procedure in "Startup Time Settings," on p. 6-45, execute the PING command only after the time set as the startup time passes.
- If you connect the machine to a switching hub, the machine may not be able to connect to a network even though your network settings are appropriate. This problem may be resolved by delaying the startup of network communications for the machine. See "Startup Time Settings," on p. 6-45 for information on how to set up the startup time.
- 4. Press [Done] repeatedly until the Additional Functions screen closes.







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# **Machine Management**

The machine enables you to use any of the following software to check the status and to specify the settings on your computer.

- Web browser (Remote UI)
- NetSpot Device Installer (Canon utility software included in the User Software CD)

## Machine Management Using Web Browser (Remote UI)

You can use Remote UI installed in the machine to manage it on a web browser.

For using Remote UI, see Chapter 7, "Remote UI (imageCLASS MF7480/MF7470 Only)."

## Machine Management Using NetSpot Device Installer

NetSpot Device Installer is utility software for specifying the initial settings of Canon devices connected to a network. Available on the CD-ROM, NetSpot Device Installer can be accessed directly without installation, enabling network users to quickly and easily specify the initial settings of network devices.

For instructions on how to use NetSpot Device Installer, see the online help for NetSpot Device Installer.

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# **System Requirements**

The Remote UI has been confirmed to work in the following system environments.

#### Windows

- OS
- Microsoft Windows 98/98SE
- Microsoft Windows Me
- Microsoft Windows 2000 Professional
- Microsoft Windows XP
- Microsoft Windows Server 2003
- Microsoft Windows Vista
- Web Browser
- Microsoft Internet Explorer 5.01 SP1 or later
- Netscape Communicator/Navigator 6.0 or later, except Netscape
   Communicator 6

#### Macintosh

- OS
- Mac OS 8.6 or later, until Mac OS X Classic
- Web Browser
- Microsoft Internet Explorer 5.01 SP1 or later



- If you are using Netscape 6.2, click [Edit] → select [Preferences] → click [Advanced] menu under Category → click [Cache] → set [Compare the page in the cache to the page on the network] to [Once per session] or [Never]. If you do not make this setting, you may have problems accessing the machine using other web browsers.
- Apart from those mentioned above, no other software, such as a web server, is necessary. (There already is a web server inside the machine.)

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### **Before You Start the Remote UI**

#### Before you start the Remote UI, perform the following:

#### Specify the Network Settings

Specify the settings under Network Settings in System Settings (from the Additional Functions screen) and find out the machine's IP address. If you do not know the machine's IP address, consult your network administrator. (See "Checking Network Connection," on p. 6-47.)

#### Set Remote UI to On

Set Remote UI On/Off in System Settings (from the Additional Functions screen) to [On]. It is also recommended that Device Info Settings in System Settings be configured.



- Connection via a proxy server is not possible. If your system environment has a proxy server, perform the following setting. (Settings vary according to the system environment, so consult your network administrator.)
- Enter the IP address of the machine into Exceptions in the web browser proxy server settings.
- You must set your web browser to enable all cookies and use Java Script. Otherwise, you will not be able to change the machine's settings using the Remote UI.
- If multiple Remote UIs are running simultaneously, the latest setting that was made is enabled. It is recommended that only one Remote UI be running at a time.
- To enter characters from a web browser, use the characters that you can enter from the touch panel display of the machine. If you use the other characters, they may not be displayed/recognized properly on the machine.

#### Setting the Remote UI to On

You must use the machine's control panel to set the Remote UI on or off.

- Press @ (Additional Functions).
- 2. Press [System Settings] → [Remote UI On/Off].

If the System Manager ID and System Password have already been set, enter the System Manager ID and System Password using @-@  $(numeric keys) \rightarrow press (Log In/Out).$ The Remote UI On/Off screen appears.



If the desired setting is not displayed, press  $[\nabla]$  or  $[\triangle]$  to scroll to the desired setting.

- 3. Press [On], then press [OK].
- 4. Press [Done] repeatedly until the Basic Features screen appears.
- Turn off the main power of the machine, wait 10 seconds, and then turn on the power.



The [Remote UI On/Off] setting is made effective only after turning the machine's power off, and then on.

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# **Using the Remote UI**

The Remote UI software enables you to access and manage the machine connected to a network using a web browser.

- Check the machine status from a network computer
- Set and control the machine from a computer

#### Starting the Remote UI



- If you are using IPv4, before you start the Remote UI, press ⊚ (Additional Functions) → [System Settings] → [Network Settings] → [TCP/IP Settings] → [IPv4 Settings] → [IP Address Settings] and verify the IP address of the machine. If you do not know the IP address, consult with your network administrator. (See "IP Address," on p. 11-29.)
- If you are using IPv6, before you start the Remote UI, press ⊚ (Additional Functions)  $\rightarrow$  [System Settings]  $\rightarrow$  [Network Settings]  $\rightarrow$  [TCP/IP Settings] → [IPv6 Settings] → [Use IPv6] or [Stateless Address Settings] and verify the IP address of the machine. If you do not know the IP address, consult with your network administrator. (See "Use IPv6," on p. 11-31 or "Stateless Address Settings," on p. 11-31.)
- Start the web browser.
- 2. Enter the IP address of the machine in [Address] or [Location] → press [Enter] on the keyboard.

The Remote UI screen appears.

#### 3. Enter the ID and password.

- For No Management mode: Select [Administrator Mode] or [End-User Mode] → enter the password or owner name.
- For Department ID Management mode: Enter the department ID and password.
- For User Management mode: Enter the User ID and password.



For details on the ID and password, see "Managing the Department/ User ID," on p. 7-21.

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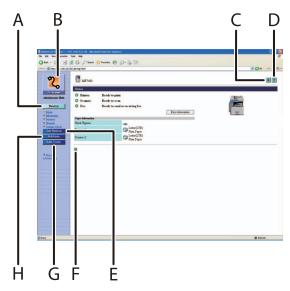
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#### 4. Click [OK].



 $[{\sf Device}] \hbox{-} [{\sf Status}] \hbox{ page is displayed when you logon the Remote UI}.$ 

A Device Displays the current status of the machine, etc.

Takes you

**Back** 

Takes you to the Remote UI top page.

C Updates (refreshes) the currently displayed screen with the latest information.

D isplays the online help for the Remote UI.

E Job Status Displays the current status of print jobs, etc.

Takes you back to the top of a current page.

Add. Func. Displays a list of settings for the machine, etc.

H Address Displays the Address Book data (one-touch keys, etc.) registered on the machine.

Takes you back to the previous page.

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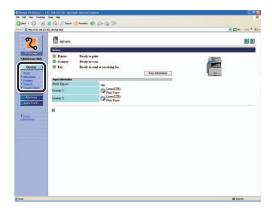
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# **Displaying Device Status and Information**

You can view the current status of the machine and also information about the administrator in charge of the machine, the installation location and various machine settings.

1. Click [Device] → select the item you want to display from the menu that appears under [Device].



Displays the current status of the [Status]

> machine and any error messages. To check details of errors, click [Error

Information].

Displays information related to the [Information]

> machine, such as the system manager's information and the location of the

machine.

[Features] Displays the functions that are available

with the current system configuration.

[Network] Displays information about the network

interface and any network protocols that

are enabled. If you are using

Administrator Mode, you can also adjust

these settings.

[Counter Check] Displays the total number of pages that

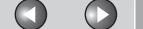
have been output for printing, copying,

and received job printing.



If you are changing the Network Settings, the machine must be restarted to enable the settings. Turn off the main power switch of the machine, wait at least 10 seconds, and turn the power back on.

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# **Job Management**

The Remote UI enables you to manage print jobs. It also allows you to view the results of print, send and receive jobs.

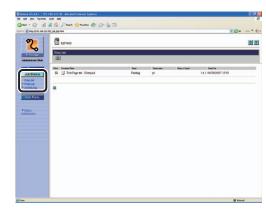
#### Managing Print Jobs

You can use the Remote UI to manage print jobs that are being processed by the machine, or are held in the print queue.



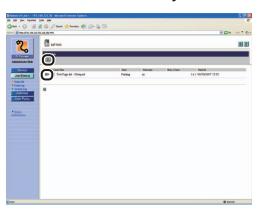
If [Permit End-user's Job Operation] is not selected in [Register ID and Password] or [Register Password] in [Edit] in [System Settings] under [Add.Func.], you cannot delete any print jobs when the machine is in the End-User Mode. If [Permit End-user's Job Operation] is selected, you can delete print jobs for which you have owner privileges. (See "Customizing System Settings," on p. 7-13.)

Click [Job Status] → select [Print Job] from the menu that appears under [Job Status].



A list of print jobs being waiting or processed by the machine appear.

2. To delete a print job, select the [Select] check box next to the desired job  $\rightarrow$  click [X].





You cannot recover the job once it is deleted.











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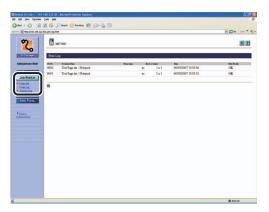
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#### Viewing the Print Log

The Remote UI enables you to view the [Print Log] of send, receive, scan jobs. The [Print Log] shows the last 128 jobs that have been processed by the machine.

1. Click [Job Status] → [Print Log] from the menu that is displayed under [Job Status].



The [Print Log] appears, displaying information about print jobs that have already been processed by the machine.

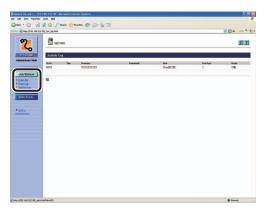
#### Viewing the Activity Log

The Remote UI enables you to view the [Activity Log] of send, receive and network scan jobs. The [Activity Log] shows the last 40 jobs that have been processed by the machine.



If you set [Job Log Display] to [Off] in [System Settings], the [Activity Log] does not appear. (See "Checking the Job Log," on p. 8-19.)

**1.** Click [Job Status] → select [Activity Log] from the menu that appears under [Job Status].



The [Activity Log] appears displaying information about send and receive jobs that have already been processed by the machine.

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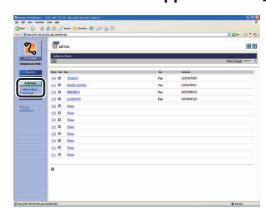
# **Managing the Address Book**

The Remote UI enables you to view and modify the Address Book data.



You can also access these setting menus from the control panel of the machine. For details, see "Machine Settings," on p. 11-3.

1. Click [Address] → [Address Book] or [One-touch] from the menu that appears under [Address].



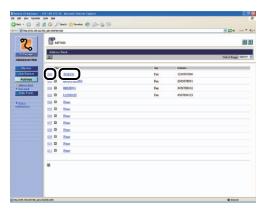
If the Address Book is protected by a password, a screen prompting you to enter the password appears. Enter the password  $\rightarrow$  press [OK].



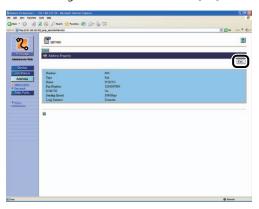
You can select the address number to be displayed from [Select Range].

#### ● To view/edit the registered addresses:

Click the number or the name to display the current address information.



To edit the information, click [Edit] → make the necessary changes on the Change Address screen  $\rightarrow$  click [OK].



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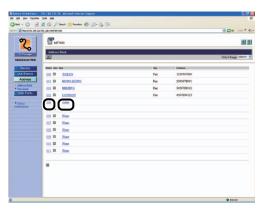
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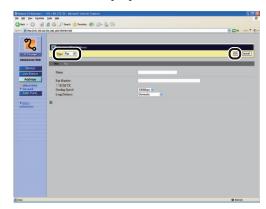
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#### • To register a new address:

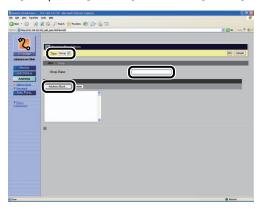
Click [None] or any number for which [None] is displayed as the name.



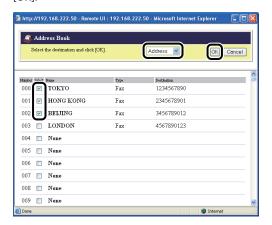
Specify the type of address from [Type] → enter the necessary information  $\rightarrow$  click [OK].



For group dialing, select [Group] from [Type] → enter a group name in [Group Name] → click [Address Book] under [Members List].



Select [Address] or [One-touch] from the drop-down list → select the check box next to the number to register for the group dialing → click [OK].



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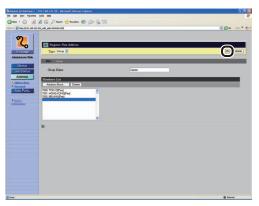
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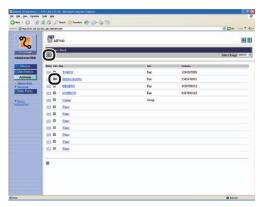
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Make sure that the registered addresses are displayed in [Members List]  $\rightarrow$  click [OK].



#### • To delete the registered addresses:

Select the check box next to the number to delete  $\rightarrow$  click [ $\times$ ].

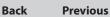




You cannot recover the address once it is deleted.

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# **Customizing System Settings**

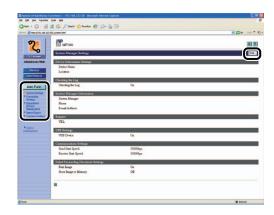
#### Customizing System Information

The Remote UI enables you to specify the machine's system settings.

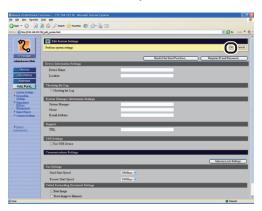


You can also access the system settings from the control panel of the machine. For details, see "Machine Settings," on p. 11-3.

 Click [Add.Func.] → [System Settings] from the menu that appears under [Add.Func.] → click [Edit].



**2.** Enter the necessary information  $\rightarrow$  click [OK].









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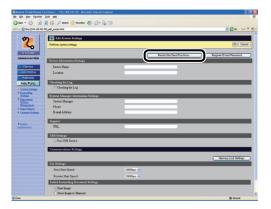
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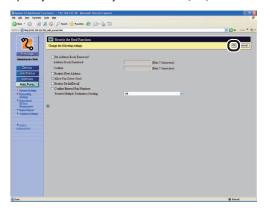
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#### ● To protect the Restrict New Addresses:

Click [Restrict the Send Functions].

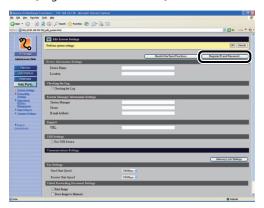


Specify the necessary fields  $\rightarrow$  click [OK].

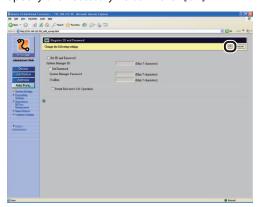


#### • To set the System Manager ID and password:

Click [Register ID and Password].



Specify the necessary fields  $\rightarrow$  click [OK].



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Password to protect the contents of <System Settings>. Once the System Manager ID and Password is set, they must be entered when you access the <System Settings> menu from the control panel, or when you logon the Remote UI.

System Manager ID: Sets the System Manager ID (seven

digits maximum).

Set Password: Select this check box to set a

password for the System Manager

ID.

System Manager Enter a number (seven digits

Password: maximum).

Confirm: Enter the password again. If the

number you enter here is different from the number entered for [System Manager Password], an error dialog box appears.

Permit End-user's Job

Operation:

Select this check box to permit deleting print jobs for which you have owner privileges when the machine is in the End-User Mode.

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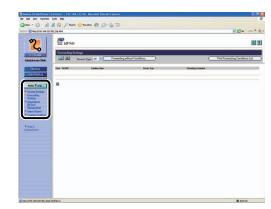
# **Specifying Forwarding Settings**

The Remote UI enables you to automatically forward received documents to specified addresses. To use this function, you need to specify the forwarding settings in two ways, and depending on the settings the function will work differently:

- Forwarding conditions are set: the machine will forward only documents that meet specified conditions.
- Forwarding conditions are not set: the machine will forward all received documents.



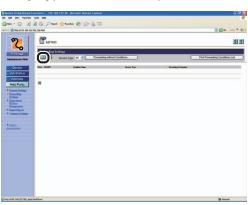
- [Forwarding Settings] is displayed only when you are in the Administrator Mode.
- You can store 10 forwarding settings with specific conditions.
- You can store the forwarding settings without conditions one at a time, according to the Receive Type of the received document.
- You can also access the forwarding settings from the control panel of the machine. For details, see "Machine Settings," on p. 11-3.
- **1.** Click [Add.Func.] → [Forwarding Settings] from the menu that appears under [Add.Func.].



 To forward only documents that meet specified forwarding conditions:

Click [ (Add New Conditions).

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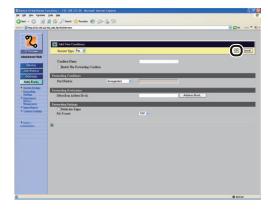
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Specify the necessary fields  $\rightarrow$  click [OK].



Receive Type: Select [Fax] or [I-Fax] for the receiving

mode.

Condition Name: Enter a name for the forwarding

condition. If you select [Enable This Forwarding Condition], this forwarding

condition will be enabled.

**Enable This Forwarding Condition:** 

If you select this check box, the

forwarding condition registered here is

enabled.

Forwarding Conditions:

The settings here enable you to specify the forwarding conditions that the received documents must meet in order

to be forwarded.

The setting items differ depending on

the type of the receiving mode:

Items for Fax:

[disregarded]: Disregards the Fax Number information

as a forwarding condition.

[does not exist]: Forwards the document if the Fax

Number information does not exist.

[equals]: Forwards the document if the Fax

Number information matches all of the

characters entered.

[differs from]: Forwards the document if the Fax

Number information differs from the

characters entered.

[begins with]: Forwards the document if the Fax

Number information begins with the

characters entered.

[ends with]: Forwards the document if the Fax

Number information ends with the

characters entered.

[contains]: Forwards the document if the Fax

Number information contains the

characters entered.

[does not contain]: Forwards the document if the Fax

Number information does not contain

the characters entered.

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Items for I-Fax:

[disregarded]: Disregards the Destination, From, or

Subject information as forwarding

conditions.

[equals]: Forwards the document if the From or

Subject information matches all of the

characters entered.

[differs from]: Forwards the document if the

Destination, From, or Subject

information differs from the characters

entered.

[begins with]: Forwards the document if the

Destination, From, or Subject

information begins with the characters

entered.

[ends with]: Forwards the document if the

Destination, From, or Subject

information ends with the characters

entered.

[contains]: Forwards the document if the

Destination, From, or Subject

information contains the characters

entered.

[does not contain]: Forwards the document if the

Destination, From, or Subject information does not contain the

characters entered.

Forwarding Destination:

Specify an address from the Address Book by clicking [Address Book]  $\rightarrow$  select the desired address from the displayed list  $\rightarrow$  click [OK].

Forwarding Settings:

If you are forwarding documents to an email address or a file server, you can set their file format to [TIFF] or [PDF].

If you select [Divide into Pages], you can forward files as divided pages.

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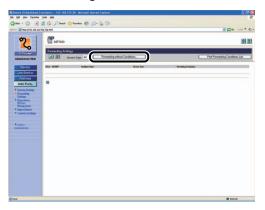
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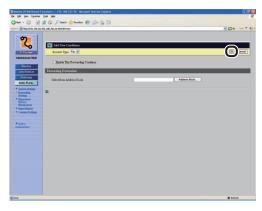
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#### To forward all received documents without specific conditions:

Click [Forwarding without Conditions].



Specify the necessary fields  $\rightarrow$  click [OK].

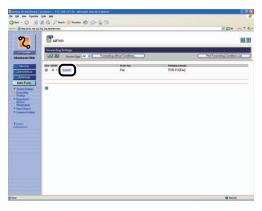


#### 2. Select the receiving mode from [Receive Type].

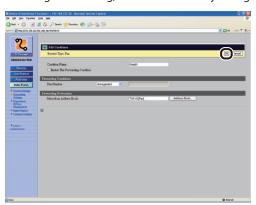
If you select [All], all the forwarding settings stored in the machine are displayed.

#### • To view/change the registered forwarding settings:

Click the condition name to display the current forwarding setting.



To change the setting, make the necessary changes  $\rightarrow$  click [OK].



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#### • To delete the registered forwarding settings:

Select the check box next to the forwarding condition to delete  $\rightarrow$  click [X] (Delete the Selected Conditions).





You cannot recover the setting once it is deleted.

#### • To print a list of the registered forwarding settings:

Click [Print Forwarding Conditions List].



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# **Managing the Department/User ID**

By registering a department/user ID and password for each department/user, you can manage the machine by limiting its use to only those who enter the correct department/user ID and password. Department/user IDs and passwords for up to 1,000 departments/users can be registered. You can also set the page limit for each department to copy, print, and scan for sending documents.



- You can also access these setting menus from the control panel of the machine. For details, see "Machine Settings," on p. 11-3.
- [Department ID/User Management] is displayed only when you are in the Administrator Mode.
- When you use Department ID Management, you need to set both the System Manager ID and password to restrict the access to the System settings menu from the control panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the System settings menu from the control panel, or use the Remote UI without restriction. (See "Customizing System Information," on p. 7-13.)
- When you use User ID Management, you need to register a user ID with
  the administrator privilege to restrict the access to the System settings
  menu from the control panel, or using the Remote UI. Otherwise, all users
  will be considered as System Manager, and any one can access the
  System settings menu from the control panel, or use the Remote UI
  without restriction.

 Click [Add.Func.] → [Department ID/User Management] from the menu that appears under [Add.Func.] → click [Settings].



The list of Department IDs registered in the machine is displayed in groups of one hundred. If you want to display another group, click [☑] located under [Settings] on the top right corner of the screen → select a group from the drop-down list.

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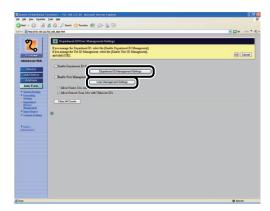
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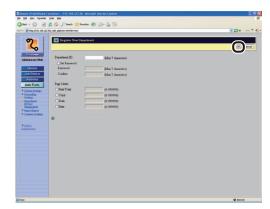
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2. Click [Department ID Management Settings] or [User Management Settings] to register a new department or user.



Specify the necessary fields  $\rightarrow$  click [OK].



Department ID registration screen

Department ID: Enter the Department ID number (seven

digits maximum).

Select this check box to set a password Set Password:

for the Department ID.

Enter a number (seven digits maximum). Password:

Confirm: Enter the password again. If the number

you enter here is different from the number entered for [Password], an error

dialog box appears.

Page Limits: You can restrict the number of pages by

> the total of prints, copies, scan and color scan mode, or by limiting each function separately. Select the item, then use the numeric keys to enter the number of

pages.



<Print Total> is the sum of <Copy> and <Print>.

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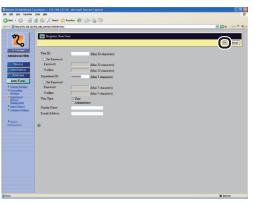
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User ID registration screen

User ID: Enter a log-on name (32 characters

maximum).

Set Password: Select this check box to set a password

for the User ID.

Password: Enter a character (32 characters

maximum).

Confirm: Enter the password again. If the character

you enter here is different from the

character entered for [Password], an error

dialog box appears.

Department ID: Enter the Department ID number the

user belongs to (seven digits maximum). If the Department ID Management mode is set, be sure to assign the user to a department. Otherwise, the user cannot

log on to the machine.

Set Password: Select this check box to set a password

for the Department ID.

Password: Enter a number (seven digits maximum).

Confirm: Enter the password again. If the number

you enter here is different from the number entered for [Password], an error

dialog box appears.

User Type: Classify the user in two categories [User]

(End-User Mode) or [Administrator]

(Administrator Mode).

Display Name: Enter the user name.

E-mail Address: Enter the e-mail address of the user.



If User Management is enabled, [Display Name] and [E-mail Address] registered above are displayed in the from field on the e-mail recipient's machine, instead of the unit name registered in Communications Settings.

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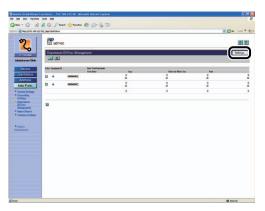
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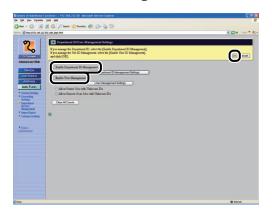
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4. Click [Settings].



5. Select [Enable Department ID Management] or [Enable User Management] → click [OK] to activate the management mode.



[Enable Department ID Management]

When this check box is selected, Department ID Management becomes enabled. When enabled, the user must enter the Department ID and password in order to execute jobs, perform operations on Remote UI, and use functions such as Copy, Fax, and Scan. (This enables you to keep track of the total number of prints by department and set impression limits.)

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[Enable User

Management]

When this check box is selected, **User Management becomes** enabled. When enabled, the user must enter the User ID and password in order to execute jobs, perform operations on Remote UI, and use functions, such as Copy, Fax, and Scan. (This enables you to keep track of the total number of prints by User and set impression limits.) When you enable both Department ID Management and User ID Management, you need to assign a Department ID for each user. A user without a Department ID cannot use the machine.

[Allow Printer Jobs with Unknown IDs]

Select this check box to enable printing for computers that use printer drivers that do not support Department ID Management. If this check box is not selected, only computers with printer drivers that support Department ID Management can print.

[Allow Remote Scan Jobs with Unknown IDs1

Select this check box to enable remote scanning for computers that use printer drivers that do not support Department ID Management. If this check box is not selected, only computers with printer drivers that support Department ID Management can perform remote scanning.

[Clear All Counts]

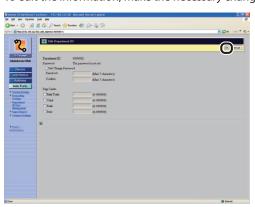
Click this button to reset the counter to zero for all departments. ■ To view/edit the registered department/user ID:

Click [ ] or the user name to display the current department or user information.

- You can click [Change List View] to switch the management list between department and user ID.
- [Change List View] appears when both the department ID management and user ID management are activated.
- You need to activate both the department ID management and user ID management to view or edit the user ID.



To edit the information, make the necessary changes  $\rightarrow$  click [OK].



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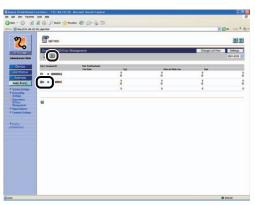
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#### • To delete the registered department/user ID:

Select the check box next to the department/user ID to delete  $\rightarrow$  click [ $\mathbb{X}$ ] (Delete).

- You can click [Change List View] to switch the management list between department and user ID.
- [Change List View] appears when both the department ID management and user ID management are activated.
- You need to activate both the department ID management and user ID management to delete the user ID.



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# **Import/Export Function**

The Remote UI enables you to save the Address Book and other settings information, such as a file that can be loaded into the machine when needed. This function is useful when you want to use the same settings on another machine, and for backing up. The Import/Export function is intended for data exchange, and is available only through the Remote UI.

#### **A** CAUTION

The Import/Export operation may take more than a few minutes to complete. Do not turn the machine's main power off until the operation is complete. Otherwise, the machine may malfunction.

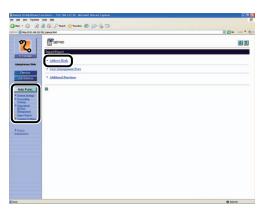


- If the machine is in the Sleep mode, press the control panel power switch of the machine to cancel the Sleep mode before performing an Import
- During an Export operation, the screen display does not change until the operation is complete. Do not click [Start Export] while the hourglass or pointer indicates that the operation is still being processed.
- [Import/Export] is displayed only when you are in the Administrator Mode.

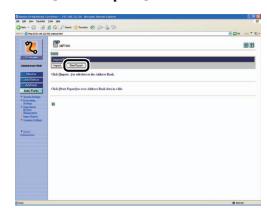
#### Saving the Address Book (Export)

You can store the Address Book as a file in your computer.

**1.** Click [Add.Func.] → select [Import/Export] from the menu that appears under [Add.Func.]  $\rightarrow$  click [Address Book].



Click [Start Export].



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3. Follow the instructions on the screen to specify the location where you want to save the file.

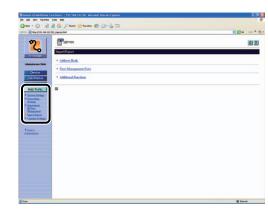
The file is saved in the specified location.

Loading an Address Book (Overwrite/ Import)

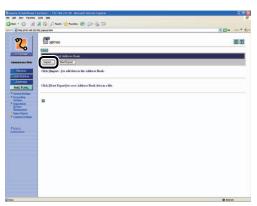
You can load address books into the machine from saved files.



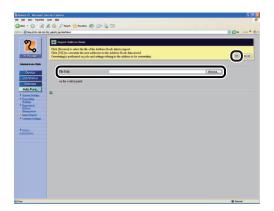
- If the machine is in the Sleep mode, press the control panel power switch
  of the machine to cancel the Sleep mode before performing an Import
  operation.
- When you register the contents of a new file, the currently registered addresses are overwritten by the new address list.
- You can register up to 500 addresses in the Address Book. Each address is treated as a separate item.
- You cannot import the settings in <Option> in <Address Book Settings.>
   (See "Registering Fax Numbers," on p. 4-45 or "Registering/Editing Fax Numbers," on p. 4-51.)
- You cannot import the group dialing information which contains another group dialing.
- Click [Add.Func.] → select [Import/Export] from the menu that appears under [Add.Func.] → click [Address Book].



2. Click [Import].



**3.** Click [Browse] → select the file to import → click [OK].





Do not import any files while the machine is executing other jobs.







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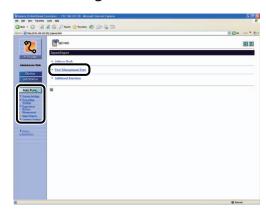
### Saving User Management Data in Files (Export)

You can store User Management Data as a file in your computer.

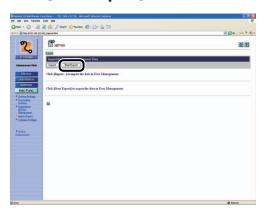


User type of all exported data is the End-User Mode.

**1.** Click [Add.Func.] → [Import/Export] from the menu that appears under [Add.Func.]  $\rightarrow$  click [User Management Data].



2. Click [Start Export].



3. Follow the instructions on the screen to specify the location where you want to save the file.

The file is saved in the specified location.

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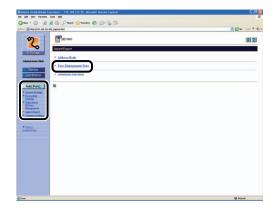
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#### ■ Loading User Management Data Files (Overwrite/Import)

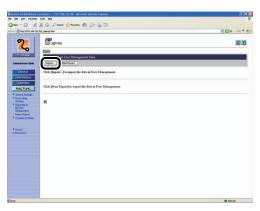
You can load User Management Data into the machine from saved files.



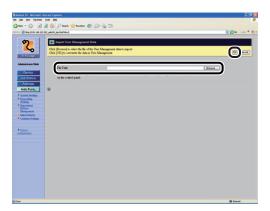
- If the machine is in the Sleep mode, press the control panel power switch of the machine to cancel the Sleep mode before performing an Import operation.
- Imported user data is registered or overwritten as the End-User Mode.
- **1.** Click [Add.Func.] → [Import/Export] from the menu that appears under [Add.Func.] → click [User Management Data].



2. Click [Import].



**3.** Click [Browse] → select the file to import click [OK].





- Do not import any files while the machine is executing other jobs.
- If overlapped User IDs are registered in imported data, those IDs will be registered in the machine as being overlapped. Among those overlapped data, the last registered one is available.

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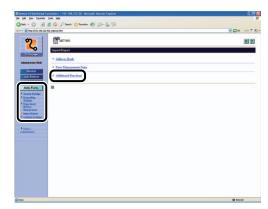
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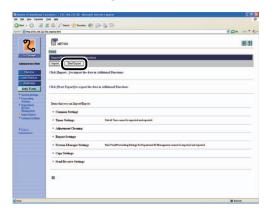
Saving Additional Functions Settings in Files (Export)

You can store Additional Functions settings as a file in your computer.

1. Click [Add.Func.] → select [Import/Export] from the menu that appears under [Add.Func.] → click [Additional Functions].



2. Click [Start Export].



3. Follow the instructions on the screen to specify the location where you want to save the file.

The file is saved in the specified location.

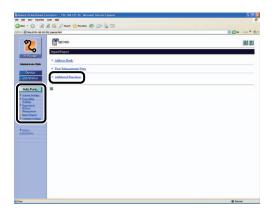
Loading Additional Functions Settings Files (Overwrite/Import)

You can load Additional Functions settings into the machine from saved files.



If the machine is in the Sleep mode, press the control panel power switch of the machine to cancel the Sleep mode before performing an Import operation.

1. Click [Add.Func.] → select [Import/Export] from the menu that appears under [Add.Func.] → click [Additional Functions].



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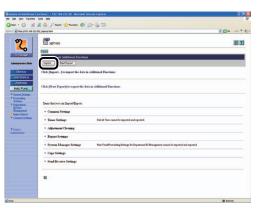
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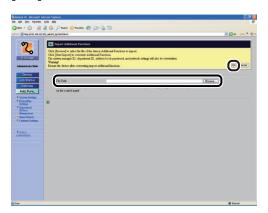
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#### 2. Click [Import].



# **3.** Click [Browse] → select the file to import → click [OK].





- When Additional Functions settings are imported, the System Manager ID, and Network Settings are automatically overwritten.
- The machine must be restarted to enable the imported Additional Functions settings. After importing, turn off the main power switch of the machine, wait at least 10 seconds, and turn the power back on.
- After importing Additional Functions settings, the Remote UI cannot be used to perform other operations until the machine is restarted.
- Do not import any files while the machine is executing other jobs.

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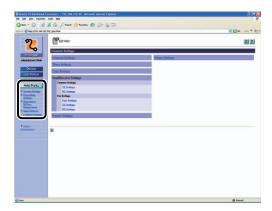
# **Device Custom Settings**

The Remote UI enables you to edit the machine's custom settings.



You can also access these setting menus from the control panel of the machine. For details, see "Machine Settings," on p. 11-3.

1. Click [Add.Func.] → select [Common Settings] from the menu that appears under [Add.Func.] → click the type of custom setting that you want to specify.



2. Specify all the necessary fields  $\rightarrow$  click [OK].

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The above screen shot shows [Common Settings].

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# **Specifying the System Manager Settings**

You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.



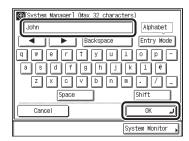
- When you use Department ID Management, you need to set both the System Manager ID and password to restrict the access to the System Settings menu from the control panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the System Settings menu from the control panel, or use the Remote UI without restriction.
- You can enter a maximum of 32 characters for the System Manager's
- The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros. Example: If <321> is entered, <0000321> is stored.
- You cannot store a System Manager ID or System Password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored. Example: If <02> or <002> is entered, <0000002> is stored.
- If you make a mistake when entering a number, press [Clear] to clear the entire number, then enter the correct number.

- 1. Press @ (Additional Functions).
- **Press [System Settings]** → **[System Manager** Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press @ (Log In/Out).

The System Manager Settings screen appears.

- 3. Press [System Manager].
- 4. Enter the System Manager's name, then press [OK]



5. Press [System Manager ID].

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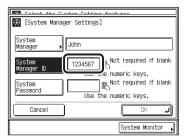
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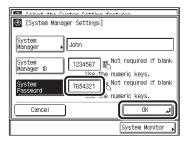
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**6.** Enter a number using ①-⑨ (numeric keys).



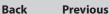
You must set a System Manager ID to manage the operations of the machine.

- **7.** Press [System Password].
- **8.** Enter a number using ①-③ (numeric keys), then press [OK].



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# **Device Information Settings**

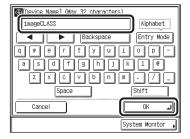
You can set a name for the machine, and enter information regarding its location.

- 1. Press (Additional Functions).
- Press [System Settings] → [Device Info Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press @ (Log In/Out).

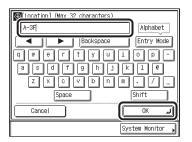
The Device Information Settings screen appears.

- Press [Device Name].
- Enter the name of the machine (up to 32) characters), then press [OK]



Press [Location].

**6.** Enter the place where the machine is located (up to 32 characters), then press [OK].



7. Press [Done] repeatedly until the Basic Features screen appears.

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## **Department ID Management**

You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

With Department ID Management, the following settings can be specified:

- Turn Department ID Management On or Off.
- Register the Department ID and password.
- Set page limits for scans, prints, and copies.
- Accept or reject print and scan jobs from computers with unknown IDs.

#### **⊘** NOTE

- When you use Department ID Management, you need to set both the System Manager ID and password to restrict the access to the System Settings menu from the operation panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the System Settings menu from the operation panel, or use the Remote UI without restriction. (See "Specifying the System Manager Settings," on p. 8-3.)
- The pages of received fax/l-fax documents and automatically printed reports are not counted as prints.
- The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
   Example: If <321> is entered, <0000321> is stored.
- You cannot register a Department ID or password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.
- Example: If <02> or <002> is entered, <0000002> is stored.
- If you make a mistake when entering a number, press [Clear] to clear the entire number, then enter the correct number.
- You can set the page limit from 0 to 999,999 pages.

- Registering the Department ID, Password, and Page Limit
- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Department ID Management].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ③–③ (numeric keys), then press ⑩ (Log In/Out) to enter the System Settings menu. The Department ID Management screen appears.

- 3. Press [On].
- 4. Press [Register ID/Password].
- 5. Press [Register].





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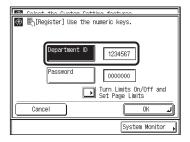
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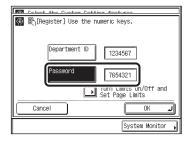
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**6.** Press [Department ID], then enter the Department ID using  $\bigcirc$ - $\bigcirc$  (numeric keys).







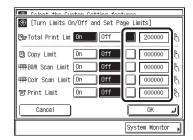
If you do not want to set a password, you can use the machine by entering only the Department ID.

- 8. Press [Turn Limits On/Off and Set Page Limits].
- 9. Press [On] under the desired function(s).



<Total Print Limit> is the sum of <Copy Limit> and <Print Limit>.

**10.** Press [□] next to [On]/[Off] of the desired function(s), then enter the page limit restriction using ⊙-⊚ (numeric keys).





- The machine stops sending a fax if the Scan Limit is reached while faxing a document either from memory or directly to the recipient.
- The machine stops scanning if the Scan Limit is reached while the machine is scanning originals that are being fed from the feeder. (Those originals that were scanned before the limit was reached are not added to the scan count.)
- The page limit refers to the number of printed surfaces.
   Therefore, a two-sided is counted as two pages.
- 11. Press [OK] twice.
- 12. Press [Done].
- 13. Press [OK].











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# Changing the Password and Page Limit

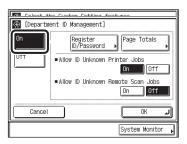
You can change the password and page limit settings that you have registered.

- 1. Press 

  (Additional Functions).
- Press [System Settings] → [Department ID Management].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\odot$ - $\odot$  (numeric keys), then press  $\odot$  (Log In/Out) to enter the System Settings menu. The Department ID Management screen appears.

**3.** Press [On].

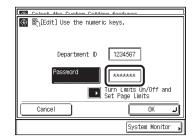


4. Press [Register ID/Password].

5. Press [▼] or [▲] to display the Department ID whose password and page limit you want to change, then select the Department ID and press [Edit].

Pressing and holding [▼] or [▲] enables you to quickly scroll through the available Department ID pages.

**6.** Enter the new password using ①-⑨ (numeric keys)





You cannot change the Department ID.

- 7. Press [Turn Limits On/Off and Set Page Limits].
- **8.** Press [On] under the desired function(s).

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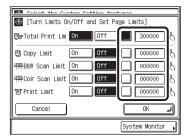
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9. Press [□] next to [On]/[Off] of the desired function(s), then enter the page limit restriction using ⊙-⊙ (numeric keys).



- 10. Press [OK] twice.
- 11. Press [Done].
- 12. Press [OK].

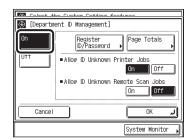
## ■ Erasing the Department ID and Password

You can erase the Department ID and password that you have registered.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Department ID Management].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①–③ (numeric keys), then press ⑩ (Log In/Out) to enter the System Settings menu. The Department ID Management screen appears.

3. Press [On].



- 4. Press [Register ID/Password].
- 5. Press [▼] or [▲] to display the Department ID you want to erase, then select the Department ID and press [Erase].

Pressing and holding  $[\ \ \ ]$  or  $[\ \ \ \ ]$  enables you to quickly scroll through the available Department ID pages.

- **6.** Press [Yes].
- 7. Press [Done].
- 8. Press [OK].

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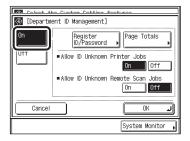
# Checking Counter Information

You can display how much paper was used by each department.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Department ID Management].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\odot$ - $\odot$  (numeric keys), then press  $\odot$  (Log In/Out) to enter the System Settings menu. The Department ID Management screen appears.

**3.** Press [On].



4. Press [Page Totals].

5. Press [▼] or [▲] to display the desired Department ID, then press [◀] or [▶] to display and view the desired page totals.

Pressing and holding [▼] or [▲] enables you to quickly scroll through the available Department ID pages.

The page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

- 6. Press [Done].
- **7.** Press [OK].

# Clearing Page Totals

You can clear the page totals made for all departments or for specific departments.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [Department ID Management].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\odot$ - $\odot$  (numeric keys), then press  $\odot$  (Log In/Out) to enter the System Settings menu. The Department ID Management screen appears.

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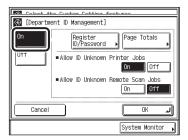
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3. Press [On].



- 4. Press [Page Totals].
- **5.** Press [Clear All Totals].

To clear one page total at a time by Department ID, press  $[\mathbf{V}]$  or  $[\mathbf{A}]$  to display the desired Department ID, then select the Department ID and press [Clear].

- 6. Press [Yes].
- 7. Press [Done].
- **8.** Press [OK].

# Printing Counter Information (DEPT. INFO LIST)

You can print a list of how much paper was used by the each department.

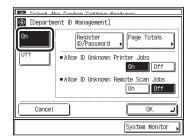
1. Press @ (Additional Functions).

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2. Press [System Settings] → [Department ID Management].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\odot$ – $\odot$  (numeric keys), then press  $\odot$  (Log In/Out) to enter the System Settings menu. The Department ID Management screen appears.

3. Press [On].



- 4. Press [Page Totals].
- 5. Press [Print List].

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## **6.** Press [Yes].

The screen below is displayed while the machine is printing the counter information.





- To cancel printing, press [Cancel].
- To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
- The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to [On] when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Automatic Paper Selection/Automatic Drawer Switching," on p. 2-21.)
- 7. Press [Done].
- 8. Press [OK].

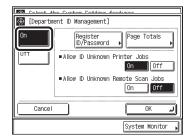
# Accepting Print and Scan Jobs with **Unknown IDs**

You can specify whether to accept or reject print and network scan jobs from computers that do not correspond with a registered Department ID.

- 1. Press (Additional Functions).
- 2. Press [System Settings] → [Department ID Management].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The Department ID Management screen appears.

## 3. Press [On].



### 4. Select [On] or [Off] for < Allow ID Unknown Printer Jobs>.

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID, and you must enter a Department ID.

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# 5. Select [On] or [Off] for <Allow ID Unknown Remote Scan Jobs>, then press [OK].

[On]: The machine accepts network scan jobs from computers that do not correspond with a registered Department ID. [Off]: The machine does not accept network scan jobs from computers that do not correspond with a registered Department ID, and you must enter a Department ID.

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Managing User IDs (imageCLASS MF7480/MF7470 Only)

You can set whether or not to use the User ID Management. The User ID Management function enables you to register up to 1,000 User IDs.



- When you use User ID Management, you need to register a user ID with the administrator privilege to restrict the access to the System Settings menu from the control panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the System Settings menu from the control panel, or use the Remote UI without restriction. (See "Managing the Department/User ID," on p. 7-21.)
- The User ID and password can be registered only from the Remote UI. For details about the User ID Management, see "Managing the Department/ User ID," on p. 7-21.
- You need to register the User ID and password before you set this mode
- One Department ID can be registered for each User ID.
- **Press ® (Additional Functions).**
- Press [System Settings] → [User ID Management].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The User ID Management screen appears.

- Select [On] or [Off], then press [OK].
- Press [Done] repeatedly until the Basic Features screen appears.

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# Remote UI (imageCLASS MF7480/MF7470 Only)

You can set whether to enable the Remote UI to operate the machine and change settings.

- Press @ (Additional Functions).
- Press [System Settings] → [Remote UI On/Off].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The Remote UI On/Off screen appears.

3. Select [On] or [Off], then press [OK].

[On]: Settings can be specified and the machine can be operated through the Remote UI.

[Off]: Settings cannot be specified and the machine cannot be operated through the Remote UI.

Press [Done] repeatedly until the Basic Features screen appears.



The Remote UI is enabled only after you restart the machine (the main power switch is turned off, and then back on).

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# **Restricting the Send Function**

You can send the documents with following restrictions or settings.

- Setting a Password for the Address Book
- Restricting the New Address
- Restricting PC Faxing
- Restricting Job Recall
- Confirming Entered Fax Numbers
- Restricting Broadcasting

# ■ Setting a Password for the Address Book

If you set a password, the screen for entering the password appears when you attempt to edit the Address Book.

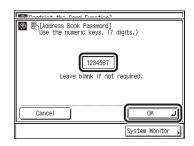


If you want to cancel password protection, delete the registered password by pressing ③ (Clear) in step 3, then press [OK].

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [▼] → [Restrict the Send Function] → [Address Book Password].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①–③ (numeric keys), then press ⑥ (Log In/Out) to enter the System Settings menu. The Address Book Password screen appears.

**3.** Enter the desired password using ①-⑨ (numeric keys), then press [OK].



- If you set a password, it is necessary to enter the password whenever you want to change Address Book settings, including the one-touch buttons.
- You cannot store a password that only consists of zeros, such as <0000000>.
- If you enter fewer than seven digits, the machine stores the password with leading zeros.
  - Example: If <02> or <002> is entered, <0000002> is stored.



- Since there is no way to check the stored password, be sure to write it down, and keep it in a safe place.
- If you make a mistake when entering the password, press
   (Clear) to clear your entry, then enter the correct password.
- **4.** Press [Done] repeatedly until the Send Basic Features screen appears.

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## Restricting the New Address

This mode enables you to restrict the entering of new destinations. When you set Restrict New Addresses to [On], the following are restricted:

- Specifying a destination using the numeric keys.
- Changing registered destinations.
- Registering new destinations.
- Press @ (Additional Functions).
- 2. Press [System Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Restrict the Send Function] → [Restrict New Addresses].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The Restrict New Addresses screen appears.

- Select [On] or [Off], then press [OK].
- Press [Done] repeatedly until the Send Basic Features screen appears.

# Setting Whether to Allow Sending Using the Fax Driver

You can specify whether or not to allow sending faxes from computers using the fax driver.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Restrict the Send Function]  $\rightarrow$  [Allow Fax Driver TX].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press (Log In/Out) to enter the System Settings menu. The Allow Fax Driver TX screen appears.

3. Select [On] or [Off], then press [OK].

[On]: The machine can send documents via the fax driver. [Off]: The machine cannot send documents via the fax driver.

4. Press [Done] repeatedly until the Send Basic Features screen appears.

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Restricting Job Recall

You can specify whether or not to allow using [Recall].

- 1. Press @ (Additional Functions).
- 2. Press [System Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Restrict the Send Function]  $\rightarrow$  [Restrict Recall].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①–③ (numeric keys), then press ⑩ (Log In/Out) to enter the System Settings menu. The Restrict Recall screen appears.

3. Select [On] or [Off], then press [OK].

[On]: Sending documents using the Recall function is not allowed. [Off]: Sending documents using the Recall function is allowed.

- **4.** Press [Done] repeatedly until the Send Basic Features screen appears.
- **Setting to Confirm Entered Fax Numbers**

You can specify whether or not to confirm the entered fax numbers each time you send a fax.

- 1. Press @ (Additional Functions).
- Press [System Settings] → [▼] → [Restrict the Send Function] → [Confirm Entered Fax Numbers].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①–③ (numeric keys), then press ⑥ (Log In/Out) to enter the System Settings menu. The Confirm Entered Fax Numbers screen appears.

- 3. Select [On] or [Off], then press [OK].
- **4.** Press [Done] repeatedly until the Send Basic Features screen appears.

# **■** Restricting Sequential Broadcast

You can specify whether or not to allow sending the documents to multiple recipients.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [▼] → [Restrict the Send Function] → [Restrict Sequential Broadcast].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ©–③ (numeric keys), then press ⑩ (Log In/Out) to enter the System Settings menu. The Restrict Sequential Broadcast screen appears.

3. Select [Confirmation Broadcast], [Prohibit Broadcast], or [Off], then press [OK].

[Confirmation Broadcast]: A confirmation message appears if you try to send documents with sequential broadcasting.

[Prohibit Broadcast]: You cannot send documents with sequential broadcasting.

[Off]: Sending documents with sequential broadcasting is not restricted.

**4.** Press [Done] repeatedly until the Send Basic Features screen appears.

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# **Checking the Job Log**

You can specify whether or not to check the job log. When you set Job Log Display to [On], you can check the job log using the System Monitor screen. When you set Job Log Display to [Off], the job log does not appear on the System Monitor screen.



When you set Job Log Display to [Off], the Activity Report will not print automatically.

- 1. Press @ (Additional Functions).
- 2. Press [System Settings] → [▼] → [Job Log Display].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  $\bigcirc - \bigcirc$  (numeric keys), then press  $\bigcirc$  (Log In/Out) to enter the System Settings menu. The Job Log Display screen appears.

- 3. Select [On] or [Off], then press [OK].
- **4.** Press [Done] repeatedly until the Basic Features screen appears.

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# **Restricting the USB Interface Port**

You can specify whether to accept or reject jobs by restricting the connection to the USB port.

- Press @ (Additional Functions).
- Press [System Settings] → [▼] → [Use USB Display].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The Use USB Display screen appears.

3. Select [On] or [Off], then press [OK].

[On]: The machine accepts jobs through the USB port. [Off]: The machine does not accept jobs through the USB port.

4. Press [Done] repeatedly until the Basic Features screen appears.



The Remote UI is enabled only after you restart the machine (the main power switch is turned off, and then back on).

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# **Displaying Department ID/User Name**

You can set whether or not to display the Department ID or user name on the Job/Print Status Display Area of the touch panel display.

- **Press © (Additional Functions).**
- Press [System Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Display Dept. ID/User Namel.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①–⑨ (numeric keys), then press @ (Log In/Out) to enter the System Settings menu. The Display Dept. ID/User Name screen appears.

Select [On] or [Off], then press [OK].

[On]: The Department ID or user name is displayed on the Job/Print Status Display Area.

[Off]: The Department ID or user name is not displayed on the Job/ Print Status Display Area.

Press [Done] repeatedly until the Basic Features screen appears.

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# **Auto Online/Offline** (imageCLASS MF7480/MF7470 Only)

To use the Network Scan function, the machine must be connected to a network, and must be separately switched online to the network. This section explains how to switch the machine online and offline to use the Network Scan function.

### Auto Online

If Auto Online is set to [On], the machine automatically goes online when you press scan (SCAN).

- Press @ (Additional Functions).
- **2.** Press [System Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Auto Online/ Offline] → [Auto Online].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-③ (numeric keys), then press (Log In/Out) to enter the System Settings menu. The Auto Online screen appears.

- Select [On] or [Off], then press [OK].
- Press [Done] repeatedly until the Basic Features screen appears.

### Auto Offline

If the machine is connected to a network that is online, scanning is not possible with the Copy function. By setting Auto Offline to [On], the machine automatically goes offline when the Auto Clear mode initiates.

- 1. Press @ (Additional Functions).
- **2.** Press [System Settings]  $\rightarrow$  [ $\nabla$ ]  $\rightarrow$  [Auto Online/ Offline  $\rightarrow$  [Auto Offline].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ①-⑨ (numeric keys), then press (Log In/Out) to enter the System Settings menu. The Auto Offline screen appears.

- 3. Select [On] or [Off], then press [OK].
- 4. Press [Done] repeatedly until the Basic Features screen appears.



If Auto Offline is set to [On], the machine automatically goes offline once the Auto Clear mode initiates. If the Auto Clear mode is not set (the Auto Clear Time is set to <0>), the machine automatically goes offline after approximately two minutes. (See "Setting Auto Clear Time," on p. 1-18.)

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# **Detecting and Installing Drivers that Support Functions Specified on the Machine into Your Computer**

From the machine, you can specify functions suitable for the fax board or printer kit installed in the machine. From your computer, you can detect and install drivers that are compatible with the specified functions.



If the desired driver is not in your computer, detection and installation cannot be performed.

- **Press ® (Additional Functions).**
- Press [System Settings]  $\rightarrow$  [ $\blacktriangledown$ ]  $\rightarrow$  [ $\blacktriangledown$ DL Selection (PnP)].

The PDL Selection (PnP) screen appears.

- 3. Select the button for the function that is applicable to Plug and Play settings, then press [OK].
- 4. Press [Done] repeatedly until the Basic Features screen appears.

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# **Cleaning the Machine**

### Note the following before cleaning your machine:

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



#### CAUTION

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

### Exterior

- 1. Turn off the main power switch and disconnect the power cord.
- 2. Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.
- 3. Wait for the machine to dry, then reconnect the power cord and turn on the main power switch.

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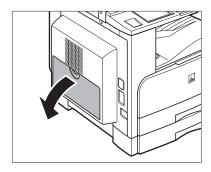
# Fixing Unit

If black streaks appear on the printed page, the fixing unit in the main unit may be dirty. Should this occur, use the Fixing Unit Cleaning function to clean the fixing unit. The fixing unit should also be cleaned each time the cartridge is replaced. Print the cleaning pattern on LTR paper for cleaning the fixing unit.

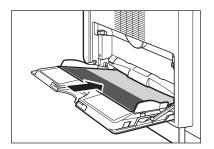
- 1. Press (Additional Functions).
- 2. Press [Adjustment/Cleaning].
- **3.** Press [Fixing Unit Cleaning].
- 4. Press [Cleaning Sheet Print].

The cleaning paper is printed. You will use this paper as the cleaning paper.

**5.** Open the stack bypass.



**6.** Load the cleaning paper with the printed side facing up, inserting the white edge into the stack bypass first.



- 7. Select [LTR], then press [Next].
- 8. Select [Plain], then press [OK].
- 9. Press [Start].

While the fixing unit is being cleaned, the screen below appears.





- Cleaning the fixing unit takes approximately 100 seconds.
- The cleaning process cannot be canceled. Please wait until it is completed.

The display returns to the Adjustment/Cleaning screen.

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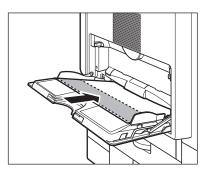
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- 10. Press [Fixing Unit Cleaning].
- 11. Press [Cleaning Sheet Print].

The cleaning paper is printed.

12. Load the cleaning paper with the printed side facing down, inserting the white edge into the stack bypass first.



- 13. Repeat steps 7 to 9 to clean the fixing unit.
- **14.** Press [Done] repeatedly until the Basic Features screen appears.

Discard the cleaning sheets after use.

# Scanning Area

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

### Platen Glass and Underside of the Feeder



#### WARNING

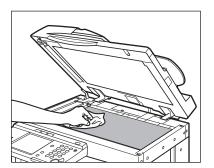
When cleaning the machine, first turn off the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.



#### **MOTE**

If the platen glass or the underside of the feeder is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.

1. Clean the platen glass and the underside of the feeder with a cloth dampened with water, and then wipe them clean with a soft, dry cloth.



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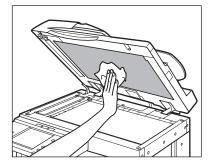
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#### **CAUTION**

Do not dampen the cloth too much, as this may damage the original or break the machine.

## Manual Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, this may be caused by pencil writing rubbing off the originals and onto the roller. Perform this feeder cleaning procedures to clean the feeder scanning area, film, and rollers.



#### WARNING

When cleaning the machine, first turn off the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.



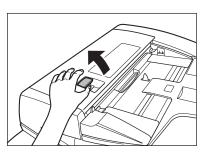
#### CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

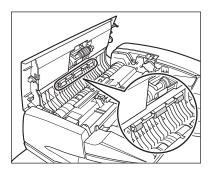


- If the feeder scanning area is dirty, it may result in a paper jam or blemished print output.
- Spin the rollers while cleaning them.

1. Open the feeder cover.



2. Clean the rollers (a total of three places) inside the feeder cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.







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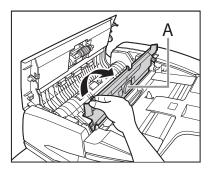
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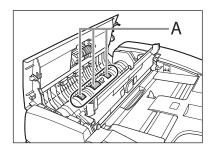
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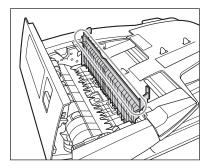
3. Open the inner cover (A), holding it by its front tab.



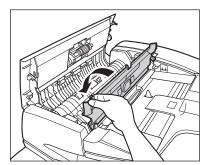
4. Clean the rollers (A) inside the inner cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



5. Clean the transparent plastic part of the inner cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



**6.** Close the inner cover.





**CAUTION** 

Be careful not to get your fingers caught.

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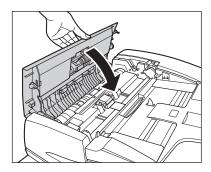
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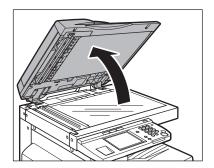
7. Close the feeder cover.



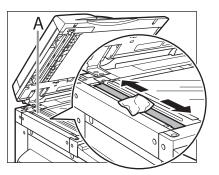
**CAUTION** 

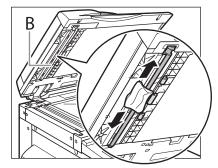
Be careful not to get your fingers caught.

Open the feeder.



9. Clean the feeder scanning area (A) and the document feeding roller (B), with a cloth dampened with water. Then wipe the area with a soft, dry cloth.

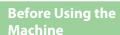




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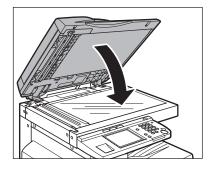
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### 10. Close the feeder.





### **A** CAUTION

Be careful not to get your fingers caught.

### **Automatic Feeder Cleaning**

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder by repeatedly feeding blank sheets of paper through it.



It takes approximately 20 seconds to clean the feeder.

- **Press © (Additional Functions).**
- Press [Adjustment/Cleaning].
- Press [Feeder Cleaning].

## 4. Place 10 sheets of blank LTR paper into the feeder, then press [OK].

While the feeder is being cleaned, the screen below appears.



# 5. Press [Done] repeatedly until the Basic Features screen appears.

### Transfer Roller

If the backside of the printed paper is smudged, the transcription roller in the main unit may be dirty. Should this occur, use the Transfer Roller Cleaning function to clean the transcription roller.

- **Press © (Additional Functions).**
- Press [Adjustment/Cleaning].
- Press [Transfer Roller Cleaning].

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### 4. Press [Start].

While the transfer roller is being cleaned, the screen below appears.



**5.** Press [Done] repeatedly until the Basic Features screen appears.

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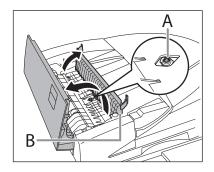
# **Replacing the Stamp Cartridge**

Originals can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

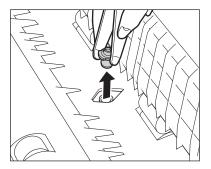


When replacing the stamp cartridge, take care not to allow ink to come in contact with your hands or clothing. If ink gets onto your hands or clothing, wash it off immediately with cold water.

1. Open the feeder cover, then open the inner cover (B) by holding its front tab for removing the old stamp cartridge (A).



2. Remove the old stamp cartridge using the tweezers.





Widen the tweezers if necessary.

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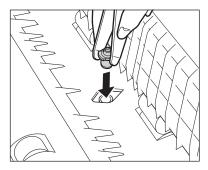
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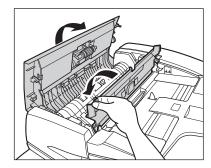
3. Insert a new stamp cartridge into the feeder using the tweezers until it clicks.





- Set the stamp cartridge so that the two projections on the cartridge are aligned with the hollows on the feeder.
- Be careful that the stamping surface of the stamp cartridge does not protrude.
- Insert the stamp cartridge properly, or it may cause paper jams.

### **4.** Gently close the inner cover and the feeder cover until it clicks.





CAUTION

Be careful not to get your fingers caught.

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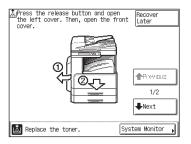
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# Replacing the Cartridge

When the machine runs out of toner, the following screen appears on the touch panel display.



When this happens, remove the cartridge from the machine and slowly shake it sideways to redistribute toner.

Reinstall the cartridge in the machine and print out a test page. If the error message still appears, follow the instructions shown on the screen and replace the cartridge.

If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, without replacing the cartridge immediately.



#### WARNING

- Do not burn or throw used cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.
- When discarding used cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.



#### CAUTION

- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.
- Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.
- Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.



- When you are replacing a cartridge, be sure to use a cartridge designed for this product.
- Do not replace cartridge until the message prompting you to do so
- Do not attempt to replace the cartridge while the machine is printing.
- Complete instructions on how to replace the cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the cartridge.

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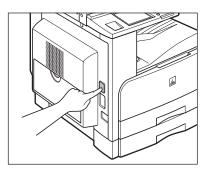
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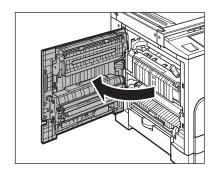
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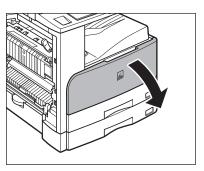
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1. Press the button on the left cover of the main unit, and open the left cover.

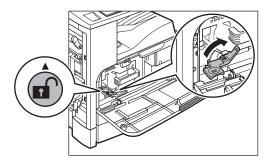




2. Open the front cover.



3. Rotate the unlock lever until it clicks.





Make sure that the ▼ (down arrow) on the lever is aligned with the **(**up arrow) of the **(**Unlock) icon position before proceeding.

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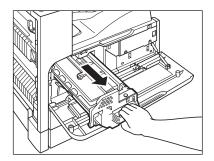
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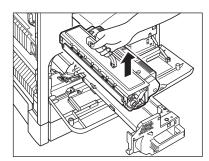
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While grasping the handle of the cartridge holder, pull the cartridge holder out of the machine until it stops.

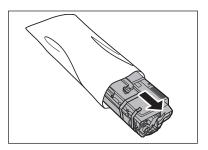


While grasping the handle of the cartridge, remove the cartridge from the cartridge holder.



Lift the cartridge straight up.

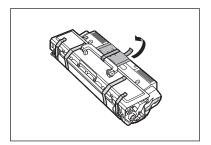
**6.** Remove the new cartridge from the protective bag.





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

7. Remove the desiccant bag and the shipping tape.



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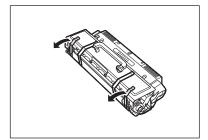
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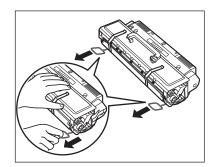
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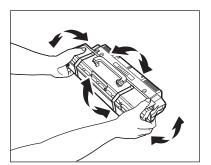
8. Place the cartridge on a flat surface, and remove only the short shipping tape affixed on both other sides of the cartridge.



9. Remove the packing materials.



10. Hold the cartridge, shake it gently five or six times from side to side, then back and forth to evenly distribute the toner inside.



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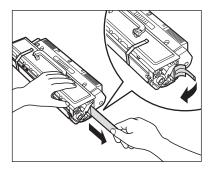
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# 11. Pull out the sealing tape completely in the direction of the arrow in the illustration below while supporting the cartridge.

Pull the sealing tape straight out.



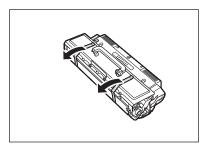
#### **CAUTION**

- If the sealing tape is pulled out forcefully or stopped at midpoint, toner may leak. If toner gets into your eyes or mouth, rinse it out immediately with cold water and consult a physician.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

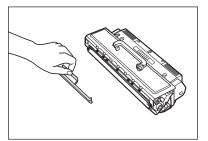


- Pull out the sealing tape completely from the cartridge. If the sealing tape remains in the cartridge, it may result in a deterioration in print quality.
- Dispose of the sealing tape according to local regulations.

# 12. Place the cartridge on a flat surface, and remove the long shipping tape affixed on both sides of the cartridge.



# 13. Remove the protective cover by pulling its tab.



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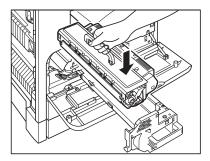
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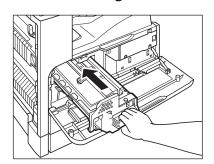
14. While grasping the handle of the new cartridge, insert the cartridge into the cartridge holder.



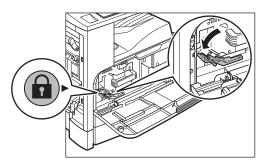


Use only the cartridge recommended for use in this machine.

15. While grasping the handle of the cartridge holder, push the cartridge holder in the machine as far as it will go.



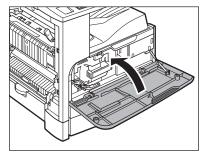
**16.** Rotate the lever to the locked position.





Make sure that the ▼ (down arrow) on the lever is aligned with the (right arrow) of the (Lock) icon position.

### 17. Close the front cover.





Be careful not to get your fingers caught.

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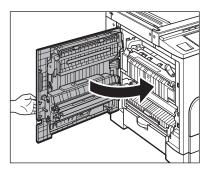
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18. Gently close the left cover of the main unit until it clicks by placing your hand on the hand symbol located on the left cover.





CAUTION

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# **Recycling Used Cartridges**



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

# ■ The Clean Earth Campaign

### THE Canon CARTRIDGE RECYCLING PROGRAM

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

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

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

Since its inception, The Canon Cartridge Recycling Program has collected huge amount of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources.

Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

We appreciate your support of The Canon Cartridge Recycling Program.

Working together we can make a significant contribution to a cleaner planet.

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

### The Clean Earth Campaign

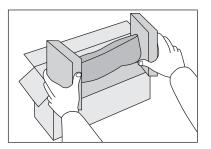


#### U.S.A. PROGRAM

#### Packaging

#### **Option A-1: Single Box Return**

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



#### **Option B: Volume Box Return**

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

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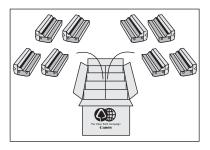
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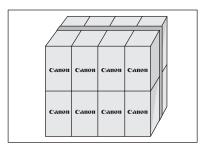
- Place as many cartridges as possible into one box. Carefully seal the box with tape; or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



#### **Option A-2: Multiple Box Return**

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

- Complete Option A-1.
- Bundle multiple cartridge boxes together securely with tape.



Please be sure that the shipment does not exceed UPS specifications.

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#### Maximum weight = 70 lb. (31.8 kg)

Maximum length = 108 in. (2,743 mm)

Maximum girth (length  $+ 2 \times width + 2 \times height$ ) = 130 in. (3,302) mm)

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

#### Please Note:

Do not send defective cartridges for replacement.

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

#### Shipping

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

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

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#### **Option: UPS Pick-up**

 Give the shipment to your UPS driver when you receive your next regular delivery;

or

- Take the shipment to your local UPS receiving point.

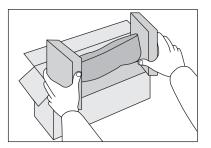




### CANADA PROGRAM-CANADA PROGRAMME

#### **Option A: Single Box Return**

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



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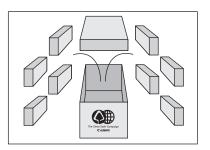
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#### **Option B: Volume Box Return (eight or more cartridges)**

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

- Call 1-800-667-2666 to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.
- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.





Working to preserve endangered species is a long-standing Canon interest.

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

 For further information about The Clean Earth Campaign in Canada, please call or write to Canon.

#### 1-800-667-2666

Canon Canada Inc.
Corporate Customer Relations
6390 Dixie Road
Mississauga, ON L5T 1P7

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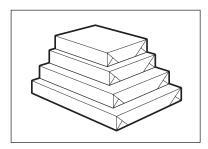
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## **Consumables**

The following consumables and accessories are available from Canon. For more information, contact Canon Authorized Service Facilities or the Canon Customer Care Center. We recommend that you order the following consumables from Canon Authorized Service Facilities or the Canon Customer Care Center before your stock runs out.

#### Paper Stock

In addition to plain paper (11" x 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this machine), labels, and other types of paper stock are available. For more information, contact Canon Authorized Service Facilities or the Canon Customer Care Center.



#### CAUTION

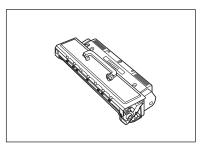
Do not store paper in places exposed to open flames, as this may cause the paper to ignite and result in burns or a fire.



- For high-quality printouts, use paper recommended by Canon.
- To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.
- Some commercially available paper types are not suited for this machine. Contact Canon Authorized Service Facilities or the Canon Customer Care Center when you need to purchase paper.

#### Cartridge

If a message prompting you to replace the cartridge appears on the touch panel display, replace the used cartridge with a new one. When you are replacing a cartridge, be sure to use a cartridge designed for this product.





#### WARNING

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



#### **CAUTION**

Keep cartridge and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.



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







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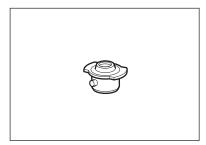
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#### Stamp Cartridge

The stamp cartridge is used to stamp originals. Use only the stamp cartridges recommended for use on this machine.



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## **Clearing Jams**

If a paper jam occurs, the screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared. A black circle on the screen indicates the location of the paper jam.



When you press [Recover Later], you can continue operations, such as setting modes and scanning originals, without removing the jammed paper immediately.

Check the following if you experience repeated paper jams:

- Fan and tap the paper stack on a flat surface before loading it in the machine.
- Check that the paper you are using meets the requirements for use. (See "Paper Requirements," on p. 2-10.)
- Make sure you have removed any scraps of paper from the inside of the machine.
- Make sure that the paper-size detecting lever located on the left side of a paper drawer matches the size of the paper loaded in the paper drawer. (See "Set Up the Machine," in the Starter Guide.)

### Λ

#### WARNING

- There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- The fixing unit, the duplex unit, and their surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit, the duplex unit, and their surroundings, as doing so may result in burns.



#### CAUTION

- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the parts on the inside of the machine. If you cannot remove the paper, please contact Canon Authorized Service Facilities or the Canon Customer Care Center.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.

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#### **MOTE**

- Do not force a jammed original or paper out of the machine. Contact Canon Customer Care Center if needed.
- When a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the instructions on the touch panel display to remove the jammed paper. (See "Feeder," on p. 10-5.)
- If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

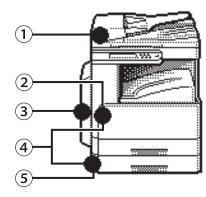
#### Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.



- If the machine's power is turned off when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back on. Clear paper jams without turning the power off.
- Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.
- When paper is jammed in several locations, the following image with the black circles appears on the screen.



- 1) Feeder (See "Feeder," on p. 10-5.)
- ② Stack Bypass (See "Stack Bypass," on p. 10-7.)/Fixing Unit (See "Fixing Unit (Inside the Main Unit)," on p. 10-8.)
- 3 Duplex Unit (See "Duplex Unit," on p. 10-11.)
- 4 Paper Drawer 1 (See "Paper Drawer 1," on p. 10-13.)
- 5 Paper Drawer 2 (See "Paper Drawer 2," on p. 10-15.)
- 2. After you have removed all of the jammed paper in the locations indicated on the touch panel display, restore all levers and covers to their original positions.

# 3. Continue to follow the procedure and instructions on the touch panel display.

Once you have cleared all of the jammed paper in locations other than the feeder, printing or copying resumes.

If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.



You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

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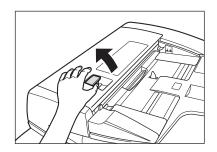
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#### Feeder

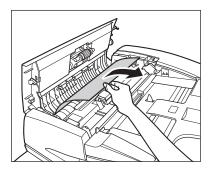
If a paper jam occurs in the feeder, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



### 1. Open the feeder cover.



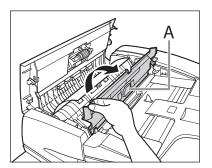
#### 2. Remove any jammed originals.



**NOTE** 

Do not pull the jammed original forcefully. Doing so may tear the original.

# **3.** Open the inner cover (A), holding it by its front tab.



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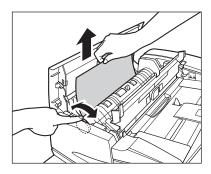
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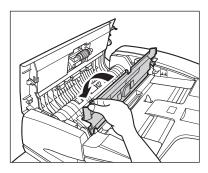
4. Turn the feed dial and remove any jammed originals.



**M** NOTE

If you cannot remove the original, proceed to step 5.

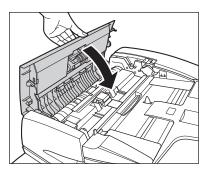
**5.** Close the inner cover.



CAUTION

Be careful not to get your fingers caught.

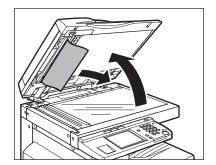
**6.** Close the feeder cover.



CAUTION

Be careful not to get your fingers caught.

7. Open the feeder and remove any jammed originals.



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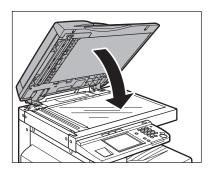
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#### 8. Close the feeder.



#### **A** CAUTION

Be careful not to get your fingers caught.

#### 9. Follow the instructions on the touch panel display.

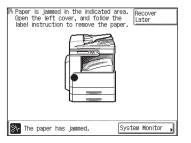


#### **M** NOTE

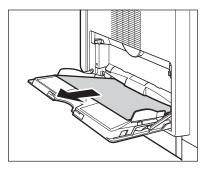
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Clearing Jams," on p. 10-3.

### Stack Bypass

If a paper jam occurs inside the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



- Remove all paper from the stack bypass.
- Remove any jammed paper.





If you cannot remove the jammed paper, follow the procedures described in "Fixing Unit (Inside the Main Unit)," on p. 10-8.

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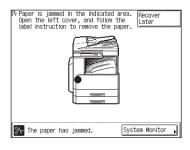
**3.** Follow the instructions on the touch panel display.



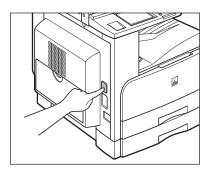
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Clearing Jams," on p. 10-3.

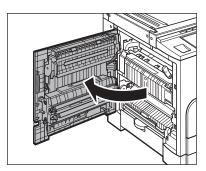
#### ■ Fixing Unit (Inside the Main Unit)

If a paper jam occurs in the fixing unit area, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



1. Press the button on the left cover of the main unit, and open the left cover.





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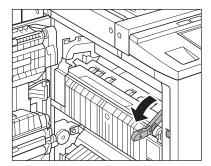
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2. Push down the green fixing lever.

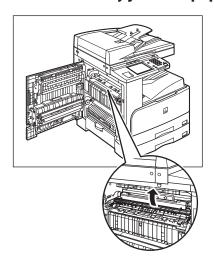




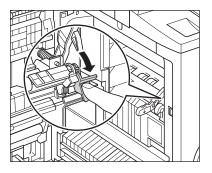
#### **A** CAUTION

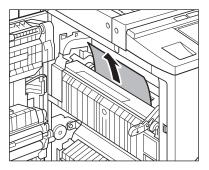
The parts located around the exit slot guide and the fixing unit are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the lever.

3. Use the green tab to lift up the exit slot cover and remove any jammed paper.



4. While holding down the lever on the right corner of the fixing unit, open the upper cover of the fixing unit and remove any jammed paper.





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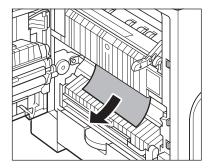
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Remove any jammed paper that is protruding from the lower part of the fixing unit.

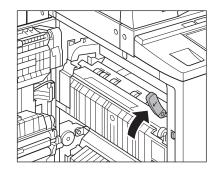




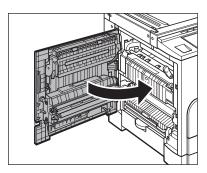
#### **CAUTION**

The parts inside the fixing unit are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the upper cover.

**6.** Push up the green fixing lever.



7. Place your hand where the hand symbol ( ) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.





#### **CAUTION**

Be careful not to get your fingers caught.

8. Follow the instructions on the touch panel display.



#### **M** NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Clearing Jams," on p. 10-3.

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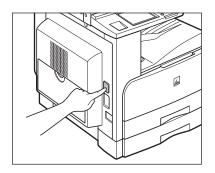
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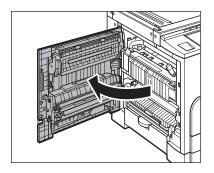
### Duplex Unit

If a paper jam occurs inside the duplex unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



1. Press the button on the left cover of the main unit, and open the left cover.





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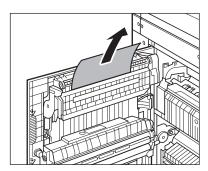
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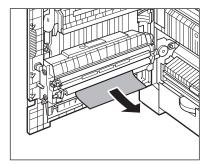
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Remove any jammed paper.







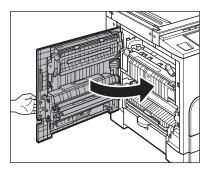
**CAUTION** 

Some parts of the duplex unit are subject to high temperature. When removing jammed paper, take care not to touch anything in this unit.



When removing the jammed paper from the bottom of the duplex unit, pull the jammed paper slightly toward the inside. Do not pull the jammed paper right below.

**3.** Place your hand where the hand symbol ( ) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.





**CAUTION** 

Be careful not to get your fingers caught.

4. Follow the instructions on the touch panel display.



**M** NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Clearing Jams," on p. 10-3.

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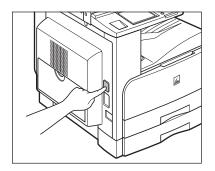
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### Paper Drawer 1

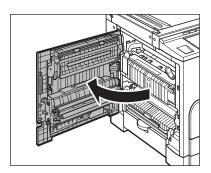
If a paper jam occurs inside the paper drawer 1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



1. Press the button on the left cover of the main unit, and open the left cover.



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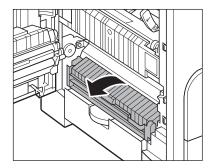
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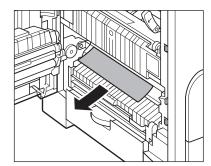
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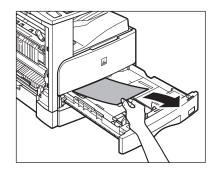
2. Open the paper drawer's left cover.



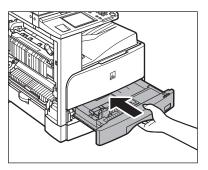
Remove any jammed paper.



Pull out the paper drawer and remove any jammed paper.



5. Gently push the paper drawer back into the machine until it clicks into place in the closed position.

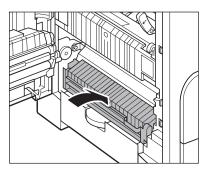




CAUTION

Be careful not to get your fingers caught.

**6.** Close the paper drawer's left cover.





**CAUTION** 

Be careful not to get your fingers caught.

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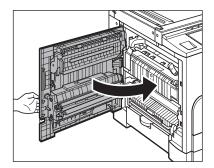
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7. Place your hand where the hand symbol (a) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.





#### **A** CAUTION

Be careful not to get your fingers caught.

**8.** Follow the instructions on the touch panel display.



#### **M** NOTE

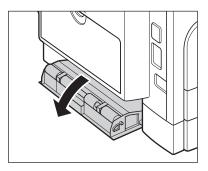
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Clearing Jams," on p. 10-3.

### Paper Drawer 2

If a paper jam occurs inside the paper drawer 2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



1. Open the paper drawer's left cover.



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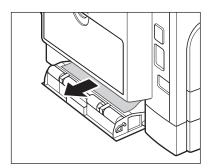
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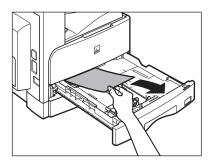
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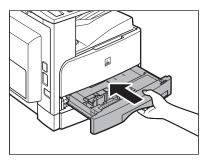
Remove any jammed paper.



Pull out the paper drawer and remove any jammed paper.



4. Gently push the paper drawer back into the machine until it clicks into place in the closed position.

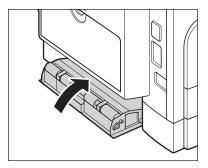




CAUTION

Be careful not to get your fingers caught.

5. Close the paper drawer's left cover.





**A** CAUTION

Be careful not to get your fingers caught.

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**6.** Follow the instructions on the touch panel display.



The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Clearing Jams," on p. 10-3.

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## **Error Messages**

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display when:

- scanning or printing cannot be performed because of an operational error.
- you need to make a decision or take some action during scanning, copying, or printing.
- you need to make a decision or take some action while browsing the network (imageCLASS MF7480/MF7470 Only). The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

Cannot connect to the selected server. Check the settings. (imageCLASS MF7480/MF7470 Only)

Description

Cannot connect to the specified IP address/port.

Action

Check the Gateway Address setting in IPv4 Address Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See "Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only)," in the Starter Guide.)

Cannot find the selected server. Check the settings. (imageCLASS MF7480/MF7470 Only)

Description

The IP address that the machine should connect

to cannot be determined.

Action Check the DNS (Domain Name System) Server

Settings in TCP/IPv4 or v6 in Network Settings in System Settings (from the Additional Functions screen). (See "DNS Settings," on p. 6-33 or

p. 6-42.)

**Action** Check whether the DNS (Domain Name System)

server's DNS settings are correct.

Check the cable. (imageCLASS MF7480/7470 Only)

**Description** The machine and cable are not connected

properly.

**Action** Turn off the machine, check that the machine is

connected to the network using the proper

cable, and then turn the machine on.

Check the TCP/IP. (imageCLASS MF7480/MF7470 Only)

**Description** The machine's TCP/IP is not operating.

**Action** Check the IP Address Settings in Network

Settings in System Settings (from the Additional Functions screen). (See "IP Address Settings," on p. 6-40 or "Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only)," in the

Starter Guide.)

Check your document.

**Description** Paper or originals are jammed.

**Action** Remove any jammed paper or originals. (See

"Clearing Jams," on p. 10-3, and "Feeder," on

p. 10-5.)



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Load Paper.

**Description** The machine has run out of paper. No more

prints can be made.

**Action** Load paper. (See "Set Up the Machine," in the

Starter Guide.)

**Description** The paper drawer is not inserted correctly.

**Action** Insert the paper drawer properly. (See "Set Up

the Machine," in the Starter Guide.)

LTR Load paper.

**Description** The optimum paper size selected by the

Automatic Paper Selection mode is not available

in the machine.

**Action** Load the indicated paper size into the machine. If

you press ⊙ (Start) while this message is displayed, prints are made with the currently

selected paper size.

**Action** When the message continues to be displayed

even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper drawer to [On]. (See "Automatic Paper Selection/Automatic Drawer Switching,"

on p. 2-21.)

No response. (imageCLASS MF7480/MF7470 Only)

**Description** The server was not running when you tried to

send.

**Action** Check the destination.

**Description** The network connection was lost when you tried

to send. (Either you could not connect to the destination or the connection was lost before the

job could complete.)

**Action** Check the status of the network.

**Description** A TCP/IP error occurred when you tried to send

an e-mail or I-fax.

**Action** Check that the network cables and connectors

are properly connected.

No response from the server. Check the settings. (imageCLASS

MF7480/MF7470 Only)

**Description** The specified server settings are incorrect, or the

server is not turned ON. Alternatively, the machine's TCP/IP resources may be low.

**Action** Wait for a while, and try browsing again. If you

still fail, try selecting another server.

Out of resources. Wait for a moment, then perform operation again. (imageCLASS MF7480/MF7470 Only)

**Description** You cannot browse the network due to a lack of

TCP/IP resources. This may be because

documents have just been continuously sent or are being continuously sent through FTP or

Windows (SMB).

**Action** Wait for a while, and try browsing again.

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#### Place the original on the platen glass.

**Description** The specified mode requires that the original be

placed on the platen glass, but there is no

original on the platen glass.

**Action** Place the original on the platen glass.

Platen Glass is dirty.

**Description** The feeder's scanning area is dirty.

**Action** Clean the feeder's scanning area. (See "Manual

Feeder Cleaning," on p. 9-5.)

Remove the original from the feeder.

**Description** The machine cannot scan your original using the

feeder. An original is placed in the feeder and on

the platen glass.

**Action** Remove the original from the feeder.

Remove the paper from the output tray.

**Description** Prints from the previous job remain in the output

tray.

**Action** Remove the prints remaining in the output tray.

Printing automatically resumes.

Replace the toner.

**Description** Printing is not possible because the toner has run

out.

**Action** Replace the cartridge. (See "Replacing the

Cartridge," on p. 9-12.)

#### Return page 1 to the top, and then press the Start key.

**Description** Scanning was stopped due to a problem with the

feeder.

**Action** Arrange the originals in page order with the first

page on top. Place the originals back into the feeder's original supply tray, and press  $\odot$  (Start).

#### Set the IP Address. (imageCLASS MF7480/MF7470 Only)

**Description** This machine is not set with an IP address.

**Action** Specify the IP Address Settings in TCP/IP Settings

in Network Settings in System Settings (from the Additional Functions screen), then turn the machine's main power off and back on again. (See "IP Address Settings," on p. 6-40, or "Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only)," in the Starter Guide.)

#### There are too many subdirectories.

**Description** You have exceeded the maximum number of

subdirectory levels allowed.

**Action** The directory level that you are trying to access

cannot be specified. Specify a different

destination.

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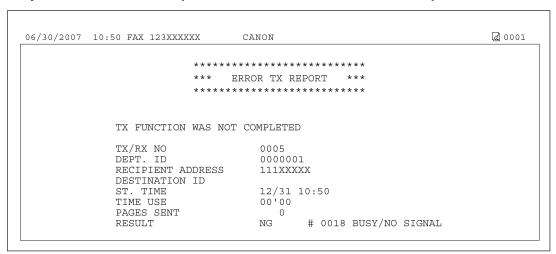
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### **Error Codes**

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen when you press [Log] on the System Monitor screen. (See "Checking Device Status," on p. 1-20.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and TX Report. However, if a send job is canceled, "STOP" is printed in the Results column on the TX Report.



For details on reports, see "Printing Reports Automatically," on p. 11-44.

See the following for individual error codes.

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#0001		
Description	A paper or originals may be jammed.	
Action	Remove the jammed paper or originals.	
#0003		
Description	An attempt was made to send a document of 17 1/8" (432 mm) or longer from the feeder.	
Action	Divide the document into smaller parts and send from the platen glass.	
Description	A document takes a long time to send because it contains too much data.	
Action	Reduce the scanning resolution before sending.	
Description	A document takes a long time to receive.	
Action	Contact the other party and ask them to reduce their scanning resolution or divide the document into smaller parts for sending.	
#0005		
Description	The recipient did not respond within 35 seconds.	
Action	Send the document again. Contact the other party and have them check their fax machine. If you are making an overseas call, add a pause to the number.	
Description	The other party may not be using a G3 fax machine.	
Action	Check with the other party and send the document to a G3 fax machine. If the other party does not have a G3 fax machine, try sending your document using a transmission mode the other party's fax machine supports.	

The paper has run out or the paper drawer is not set properly.	
Load the paper or insert the paper drawer properly.	
You could not send because the recipient's machine is out of paper.	
Contact the recipient and ask them to load the paper.	

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#0037

Action

Description

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#0018		
Description	The recipient's machine did not respond when your machine retried sending documents.	
Action	Confirm that the recipient's machine is able to communicate, and try again.	
Description	The documents could not be sent because the recipient's machine was busy.	
Action	Confirm that the recipient's machine is able to communicate, and try again.	
Description	The settings on your machine do not match the settings on the recipient's machine.	
Action	Confirm that the recipient's machine is able to communicate, and try again.	
Description	No pause was included in the telephone numbe when sending a fax overseas.	
Action	Insert a pause after the country code, or after the fax number of the other party, and then dial the number again.	
Action	Change the Long Distance setting on the Option screen if you are sending documents to destinations stored in the Address Book or onetouch buttons. (See "Storing/Editing Address Book," on p. 4-45, or "Storing/Editing One-Touch Buttons," on p. 4-51.)	

The memory is full.

memory.

Print, send, or delete any documents stored in

#0059	
Description	Your transmission is canceled because the number you dialed was different from the number registered on the other party's fax machine.
Action	Check to see that the correct fax number is registered on the other party's fax machine.
#0701	
Description	The specified Department ID does not exist, or the password has changed.
Action	Enter the correct Department ID or password using ⊙–⊙ (numeric keys), and try again. (See "Department/User ID Management," on p. 1-14.)
#0703 (for the in	nageCLASS MF7480 only)
D	The control of the co

The memory for image data is full when sending Description color documents.

Action Wait a few moments, and then try sending again

after other send jobs are complete.

**Action** Erase documents stored in memory. If the

machine still does not operate normally, turn the

main power off, and then back on.

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#0705 (for the imageCLASS MF7480 only)

**Description**The send operation was interrupted because the size of the image data is larger than that specified

in Maximum TX Data Size set in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional Functions screen).

**Action** Change the setting for the Maximum TX Data

Size in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional

Functions screen).

**Action** Select a lower resolution.

**Action** If you are using I-fax, decrease the number of

pages containing images that you are sending each time, so that you do not exceed the

Maximum TX Data Size.

**Action** Set Divide into Pages to [On] in the File Format

screen.

#0749

**Description** You could not execute the job because a service

call message is being displayed.

**Action** Turn the main power off, wait for 10 seconds, and

turn the main power back on. If the machine still does not work normally, turn the main power off, disconnect the machine, and contact Canon Authorized Service Facilities or the Canon

Customer Care Center.

#0751 (for the imageCLASS MF7480 only)

**Description** The server is not functioning. The network is

down (the server is unable to connect to the

network or was disconnected).

**Action** Check the recipient's address.

**Action** Check that the network is up.

#0752 (for the imageCLASS MF7480 only)

**Description** The SMTP server name or POP server name for e-

mail or I-fax is not correct, or the server is not

functioning.

**Action** Check the SMTP server name, domain name, POP

server name, and e-mail address in E-mail/I-Fax in Network Settings in System Settings (from the

Additional Functions screen).

**Description** The domain name or e-mail address may not be

set.

**Action** Check that the SMTP server is operating properly.

**Description** The network is down.

**Action** Check the network status.

#0753 (for the imageCLASS MF7480 only)

**Description** A TCP/IP error occurred while sending an e-mail

message. (Socket, Select error, etc.)

**Action** Check the network cables and connectors. If the

machine still does not operate normally, turn the

main power off, and then back on.

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#0755 (for the imageCLASS MF7480 only)

Description You cannot send jobs because TCP/IP is not

functioning correctly.

Check TCP/IP Settings in Network Settings in Action

System Settings (from the Additional Functions

screen).

Description The IP address is not set.

Action Check TCP/IP Settings in Network Settings in

System Settings (from the Additional Functions

screen).

When the machine was turned on, an IP address Description

was not assigned to the machine by the DHCP,

RARP, or BOOTP server.

Check TCP/IP Settings in Network Settings in Action

> System Settings (from the Additional Functions screen). Or wait a while, and then try sending

again.

#0801 (for the imageCLASS MF7480 only)

Description A timeout error occurred while the machine was

communicating with the SMTP server to send an

e-mail message.

**Action** Check that the SMTP server is functioning

normally, or check the network status.

The SMTP server returned an error while trying to Description

> connect. The destination is not correct. An error occurred on the server side during transmission

to a file server.

Action Check that the SMTP server is functioning

> normally. Check the network status. Check the destination setting. Check the status and setting

of the file server.

#0802 (for the imageCLASS MF7480 only)

The name of the SMTP server or POP server in F-Description

mail/I-Fax in Network Settings in System Settings

(from the Additional Functions screen) is

incorrect.

Check the name of the SMTP server or POP server **Action** 

> in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).

Description The DNS (Domain Name System) server name is

not correct.

**Action** Check the settings in DNS (Domain Name

> System) Server in IPv4 Settings or IPv6 Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen).

Description Connection to the DNS server failed.

Action Check that the DNS server is functioning

normally.

#0804 (for the imageCLASS MF7480 only)

Description You have no permission to access the folder.

**Action** Change the setting on the server to enable

access to the folder.

#0806 (for the imageCLASS MF7480 only)

Description An incorrect user name or password was

specified for the sending of a file to a file server.

Action Change the user name or password.

Description An incorrect destination was specified for the

sending of an e-mail message or I-fax.

**Action** Check the e-mail or I-fax address.









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#0808 (for the imageCLASS MF7480 only)

**Description** A timeout error occurred while the machine was

communicating with the FTP server.

**Action** Check that the FTP server is functioning normally,

or check the network status.

**Description** The FTP server returned an error while trying to

connect. The destination is not correct. An error occurred on the server side during transmission.

**Action** Check that the FTP server is functioning normally.

Check the network status. Check the destination setting. Check the status and setting of the file

server.

#0810 (for the imageCLASS MF7480 only)

**Description** A POP server connection error occurred when

receiving an I-fax.

**Description** The POP server returned an error during the

connection.

**Description** A timeout error occurred on the server while

connecting to the POP server.

**Action** Check the POP Server name in E-mail/I-Fax in

Network Settings in System Settings (from the Additional Functions screen). Confirm that the POP server is functioning normally. Check the

network status.

#0812 (for the imageCLASS MF7480 only)

**Description** The POP password setting is incorrect.

**Action** Check the POP Server password in E-mail/I-Fax in

Network Settings in System Settings (from the

Additional Functions screen).

#0813 (for the imageCLASS MF7480 only)

**Description** The POP Server name setting is incorrect.

**Action** Check the POP Server name in E-mail/I-Fax in

Network Settings in System Settings (from the

Additional Functions screen).

#0816

**Description** You have reached the quota for the number of

pages you can copy or print.

**Action** Reset or increase the page quota or contact your

system administrator.

#0818 (for the imageCLASS MF7480 only)

**Description** You have received data that cannot be processed

(cannot print the attached file).

**Action** Check the settings and ask the sender to resend

the data.

#0819 (for the imageCLASS MF7480 only)

**Description** You have received data that cannot be processed

(MIME information is incorrect).

**Action** Check the settings, and then ask the sender to

resend the data.

#0820 (for the imageCLASS MF7480 only)

**Description** You have received data that cannot be processed

(BASE 64 or uuencode is incorrect).

**Action** Check the settings, and then ask the sender to

resend the data.

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#0821 (for the imageCLASS MF7480 only)

**Description** You have received data that cannot be processed

(TIFF analysis error).

**Action** Check the settings, and then ask the sender to

resend the data.

#0827 (for the imageCLASS MF7480 only)

**Description** You have received data that cannot be processed

(contains MIME information that is not

supported).

**Action** Check the settings, and then ask the sender to

resend the data.

#0828 (for the imageCLASS MF7480 only)

**Description** You have received HTML data.

**Action** Ask the sender to use a file format other than

HTML, and then resend the data.

#0829 (for the imageCLASS MF7480 only)

**Description** Data containing more pages than the machine

can hold in memory is received.

**Action** Print the received documents, and ask the sender

to resend the remaining pages.

#0839 (for the imageCLASS MF7480 only)

**Description** The user name or password for the SMTP

Authentication (SMTP AUTH) in Authentication/ Encryption in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions

screen) is incorrect.

**Action** Check the user name and password for SMTP

Authentication (SMTP AUTH) in Authentication/ Encryption in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen). (See "E-Mail/I-Fax Settings," on p. 6-12.)

#0852

**Description** An error occurred because the main power

switch was turned off while a job was being

processed.

**Action** Check to see if the main power switch is turned

on. Try processing the job again, if necessary.

#0995 (for the imageCLASS MF7480 only)

**Description** Communication reservation is cleared.

**Action** If necessary, try again from the beginning.

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# **If Memory Becomes Full during Scanning**

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.



The jobs may not be accepted even if <Avail. Memory> on the [Device] tab of the System Monitor screen has not reached zero percent.

1. Check the message on the touch panel display, and press [OK].



Scan the job again when the current job is complete.

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## **Service Call Messages**

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display. If a message like the one shown below appears, follow the procedure described below.

△ Turn the main power switch (on the main unit's right side) OFF & ON again.

If the machine still does not operate normally,

₹E000000-0000



#### WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.



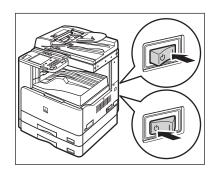
#### CAUTION

Always grasp the power plug portion when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.



- Sending or receiving documents cannot be done when the main power switch is off.
- If the main power switch is turned off, all jobs waiting in the print queue will be erased.
- Documents received into memory and documents stored for delayed send will be retained for approximately 60 minutes after the power cord has been disconnected.

1. Turn the main power switch off. Allow at least 10 seconds before turning the main power switch back on.





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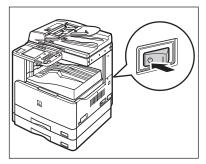
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2. If the machine still does not operate normally, turn the main power switch off, and then disconnect the power cord from the wall outlet. Contact Canon Authorized Service Facilities or the Canon Customer Care Center.





When contacting Canon Authorized Service Facilities or the Canon Customer Care Center, check the following:

- Model name
- Problems and status of the machine
- Error code on the touch panel display

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# **General Problems**

The machine has no power.

Α

Is the power cord plugged in securely? 0

> Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q Is the power cord supplying power?

Use a different power cord, or test the cord for continuity using a voltmeter.

Q Is the main power switch turned on?

Turn on the main power switch.

The Error indicator flashes.

Q

Does the machine feed paper correctly, or is there paper in the paper drawer or stack bypass?

Clear the paper jam, or load paper in the paper drawer or stack bypass. (For instructions on clearing paper jam, See "Clearing Jams," on p. 10-3. For instructions on loading paper, see "Set Up the Machine," in the Starter Guide or "Loading Paper," on p. 2-13.)

Α

If the machine has no paper jam, or paper is loaded in the paper drawer or stack bypass, turn off the main power switch and wait for more than 10 seconds, then turn it on again. If the problem is fixed, the Error indicator will turn off, and the display will return to the Basic Features screen. If the Error indicator remains flashing, unplug the machine and contact your local authorized Canon dealer.

Nothing appears on the touch panel display.

Is the power cord plugged in securely?

Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Is the main power switch turned on? Q

Turn on the main power switch.

Is the machine in the Sleep mode?

Press the control panel power switch on the control panel to cancel the Sleep mode.

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# **Paper Feeding Problems**

#### Paper does not feed properly.

Q

Is the paper loaded correctly?

Α

Make sure the paper is correctly loaded. For details on how to load paper in the paper drawer, see "Set Up the Machine," in the Starter Guide. For details on how to load paper the stack bypass, see "Loading Paper," on p. 2-13.

Q

Does the machine contain too many sheets?

Α

Make sure you load the correct quantity. (See "Paper Requirements," on p. 2-10.)

#### Multiple sheets feed together into the machine.

Q

Is the paper loaded correctly?

Α

Make sure the paper is correctly loaded. For details on how to load paper in the paper drawer, see "Set Up the Machine," in the Starter Guide. For details on how to load paper the stack bypass, see "Loading Paper," on p. 2-13.

Q

Does the machine contain too many sheets?

Α

Make sure you load the correct quantity. (See "Paper Requirements," on p. 2-10.)

Q Are different types of paper loaded in the machine?

Α

Load only one type of paper.

.

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-10.)

Α

Let the paper run out before refilling the machine. Avoid mixing new stock with paper already loaded.

#### Repeated paper jams occur.

Q

Is the correct type of paper loaded in the machine?

Α

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-10.)

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# **Sending/Receiving Problems**

## Sending Problems

Document cannot be sent to an e-mail address, I-fax address, or file server.

Q Did you just turn on the main power switch?

Wait for a while. After turning on the main power switch, the machine cannot send documents immediately.

Is the e-mail, I-fax, or file server address you Q entered using the New Address Tab or registered in the Address Book correct?

> Make sure the e-mail, I-fax, or file server address you entered using the New Address Tab or registered in the Address Book is correct.

If you are sending an e-mail message or I-fax, are the SMTP Server and DNS Server settings correct?

Α Check the SMTP Server and DNS Server settings.

> If you are sending to a file server, are the user and password settings correct?

Check the user and password settings, and send the document again.

If you are sending to a file server, are the shared folder settings correct?

Check the shared folder settings. (See "Configuring a Α Shared Folder," on p. 6-22.)

#### Cannot send a fax.

Α

Q Did you just turn on the main power switch?

Wait for a while. After turning on the main power switch, the machine cannot scan documents immediately.

Is the machine set for the correct telephone line type?

Make sure the machine is set for the correct telephone line type. (See "Set the Machine for Sending Documents," in the Starter Guide.)

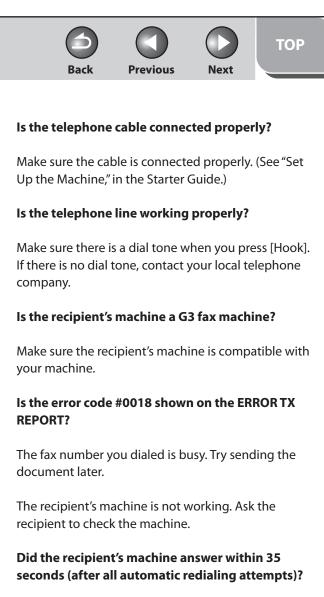
Is your machine in the Send mode?

Press (SEND) to display the Send Basic Features screen.

Is the document loaded correctly?

Make sure the document is correctly loaded. (See "Loading Originals," on p. 2-5.)

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Α

Α

Q

Α

Q

Α



Q	Is the destination stored in the Address Book correct?
	correct:
A	Check that the Address Book settings are registered correctly. (See "Storing/Editing Address Book," on p. 4-44.)
Q	Did you dial the correct number?
A	Check that you have the correct number.
Q	Is the machine in the Sleep mode?
A	The machine does not scan documents if it is in the Sleep mode. To take the machine out of the Sleep mode, press the Control Panel Power Switch on the control panel.
Q	Is the recipient's machine out of paper?
A	Ask the recipient to make sure paper is loaded in the machine.
Q	Are there other documents being sent from memory?
A	Allow time for the documents to finish sending.
Q	Has an error occurred during transmission?

Print an Activity Report and check for an error. (See "Printing the Fax Job Log (Activity Report)," on p. 4-77.)

Ask the recipient to check the machine. For an overseas call, add pauses to the registered number. (See "Dialing an Overseas Number (With Pauses)," on p. 4-43.)

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Q Is the machine overheated?

Unplug the machine and let it cool for about 5 minutes. Then plug in the machine and try sending again.

Memory fills up immediately when you try to send.

Q Are you sending at a high resolution?

A If you want to keep your document quality, divide the document into some parts and send them separately.

A If your document does not contain fine text or photographs, select a lower resolution.

A If your document contains fine text or photographs, send it directly rather than using a memory transmission.

Q Is a document stored in memory, leaving little memory available?

Print, send, or delete any documents stored in memory.

Faxes sent from the machine are spotted or dirty.

Q Is the recipient's machine working properly?

A Check the machine by making a copy. If the copy is clear, the problem may be in the recipient's machine. If the copy is spotted or dirty, clean the scanner components. (See "Scanning Area," on p. 9-4.)

Q Are the scanning components of the machine clean?

A If the received document is spotted or dirty, clean the scanning components. (See "Scanning Area," on p. 9-4.)

The documents you sent are too light.

Α

Q Is the density setting set towards [Light] and the Original Type setting set to [Photo]?

Change the density setting to [Dark] and the Original Type setting to [Text], and send the document again. (See "Scan Density and Original Type Settings," on p. 4-16.)

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Sending of documents is too slow.

Α

Α

Α

Are documents being sent at a high resolution?

Α It is recommended that you send text only documents with a lower resolution.

Is Error Correction Mode (ECM) set to [On] (when sending a fax)?

> Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set ECM TX to [Off]. (See "ECM TX," on p. 11-14.)

Cannot send a fax using Error Correction Mode (ECM).

Q Does the recipient's machine support ECM?

If the recipient's machine does not support ECM, the document is sent in normal mode without error checking.

Errors occur frequently while sending.

Are the telephone lines in poor condition, or do vou have a bad connection?

> Check if there is a device nearby that interferes with signal transmission (e.g., microwave oven).

Lower the transmission speed. (See "Fax Settings," on p. 11-37.)

Cannot send with [Recall].

Α

Is Restrict Recall set to [On]?

Α When Restrict Recall is set to [On], sending with [Recall] is not available. (See "Restricting Job Recall," on p. 8-18.)

Entering the fax number is required again after pressing ① (Start).

0 Is Confirm Entered Fax Numbers set to [On]?

> When Confirm Entered Fax Numbers is set to [On], you need to enter the fax number again after pressing ⊙ (Start). (See "Setting to Confirm Entered Fax Numbers," on p. 8-18.)

Cannot send the documents to multiple recipients.

0 Is Restrict Sequential Broadcast set to [Prohibit Broadcast]?

> When Restrict Sequential Broadcast is set to [Prohibit Broadcast], you cannot send the documents to multiple recipients. (See "Restricting Sequential Broadcast," on p. 8-18.)

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Receiving Problems

The machine does not receive documents (e-mail, I-fax, or file server).

Q Are network settings specified?

Documents cannot be received if the appropriate network settings are not specified. Confirm this with your system administrator.

Cannot receive a fax automatically.

Α

Α

Α

Q Are documents stored in memory, leaving little or no memory available?

A Print, send, or delete any documents stored in memory.

Q Has an error occurred during reception?

Print an Activity Report and check for an error. (See "Printing the Fax Job Log (Activity Report)," on p. 4-77.)

Q Is paper loaded in the machine?

A Make sure paper is loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

Q Is the telephone cable connected properly?

Make sure the cable is connected properly. (See "Set Up the Machine," in the Starter Guide.)

Print quality is poor.

Q Is the toner low?

A Replace the cartridge. (See "Replacing the Cartridge," on p. 9-12.)

Back

Q Is the correct type of paper loaded in the machine?

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-10.)

Q Is the sender's machine functioning properly?

A Ask the sender to check that the scanning components of the machine are clean.

Faxes do not print.

Q Have you removed the plastic seal from the cartridge?

Make sure you remove the seal from the cartridge.
(See "Set Up the Machine," in the Starter Guide.)

Q Is the cartridge installed properly?

A Make sure the cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)

Q Is the cartridge out of toner?

Replace the cartridge. (See "Replacing the Cartridge," on p. 9-12.)

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Q Is the correct size of paper loaded in the machine?

A Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-10.)

A Change the paper size and type settings. (See "Setting Paper Size and Type," on p. 2-18.)

Received faxes print blotched or unevenly.

Q Is ECM RX set to [On]?

A ECM (Error Correction Mode) should eliminate such problems. (See "ECM RX," on p. 11-15.) However, if the telephone lines are in poor condition, ask the sender to send faxes again.

Q Is the sender's machine functioning properly?

A Ask the sender to check that the scanning components of the machine are clean.

Part of the documents you receive are cut off.

Q Are the slide guides of the paper drawer set to the size of the paper?

A Adjust the guides of the paper drawer to the size of the paper.

Q Have you specified the correct paper size for the paper drawer?

A Specify the correct paper size for the paper drawer.

Q Is the toner low?

A Replace the cartridge. (See "Replacing the Cartridge," on p. 9-12.)

Cannot receive a fax using Error Correction Mode (ECM).

Q Does the sender's machine support ECM?

A If the sender's machine does not support ECM, the document is received in normal mode without error checking.

Receiving of documents is too slow.

Α

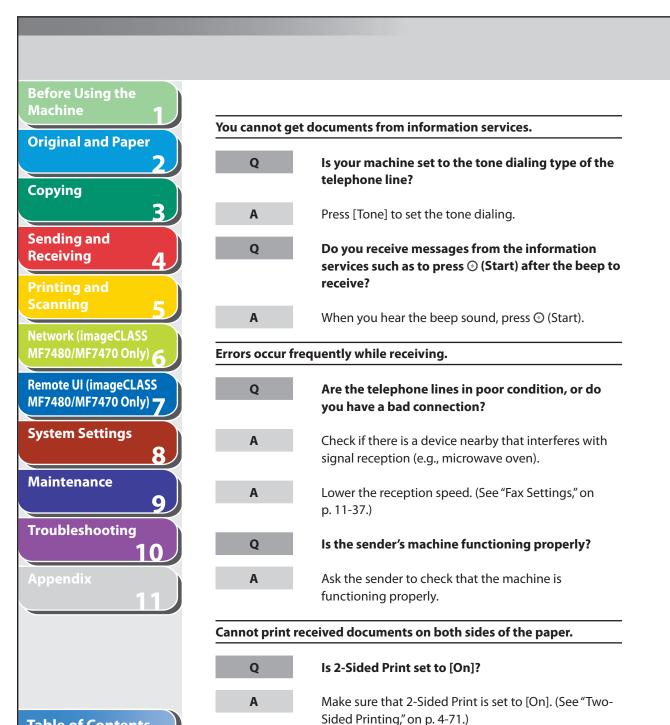
Q Is ECM (Error Correction Mode) set to [On]?

A Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set ECM RX to [Off]. (See "ECM RX," on p. 11-15.)

Q Is the resolution of the sender's machine set higher?

Contact to the sender and make sure the resolution of the sender's machine has been set properly.

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# **Copying Problems**

#### Blank paper comes out from the machine.

Q Have you removed the plastic seal from the cartridge?

A Make sure you remove the seal from the cartridge. (See "Install Cartridge," in the Starter Guide.)

Q Is the cartridge installed properly?

A Make sure the cartridge is installed properly. (See "Install Cartridge," in the Starter Guide.)

Q Is the cartridge out of toner?

Replace the cartridge. (See "Replacing the Cartridge," on p. 9-12.)

#### Copy is too light or has uneven density.

Is the toner low or unevenly distributed?

Redistribute the toner inside the cartridge. If the problem persists, replace the cartridge. (See "Replacing the Cartridge," on p. 9-12.)

#### Copy has vertical white streaks.

Q Is the toner low or unevenly distributed?

Redistribute the toner inside the cartridge. If the problem persists, replace the cartridge. (See "Replacing the Cartridge," on p. 9-12.)

#### Copy is spotted or dirty.

If the copy is spotted or dirty, clean the scanning components and machine's interior (See "Cleaning the Machine," on p. 9-2.)

#### Paper jams occur.

Α

Make sure the scanning platform and all covers on the machine are fully closed. (See "Clearing Jams," on p. 10-3.)

Q Is the paper loaded correctly?

A Make sure the document is correctly loaded. For details on how to load paper in the paper drawer, see "Set Up the Machine," in the Starter Guide. For details on how to load paper the stack bypass, see "Loading Paper," on p. 2-13.

Is the correct type of paper loaded in the machine?

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-10.)

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#### Copy is skewed.

Q

Is the paper loaded correctly?

Α

Make sure the paper is correctly loaded in the machine. For details on how to load paper in the paper drawer, see "Set Up the Machine," in the Starter Guide. For details on how to load paper the stack bypass, see "Loading Paper," on p. 2-13.

Α

Make sure the paper delivery slot is free of obstructions.

#### Copy is not clear.

Q

Is the correct type of paper loaded in the machine?

Α

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-10.)

Q

Are you copying on the wrong side of the paper?

Α

Some papers have a "right" side for copying. If the copy quality is not as clear as you think it should be, try copying on the other side of the paper.

Originals are copied in <Calendar Type> even if <Book Type> is selected (or vice versa).

Q

Are you copying the landscape oriented documents?

F

For the landscape oriented documents, the front and back sides of the copy will have the opposite top-bottom orientation when <Book Type> is selected. When <Calendar Type> is selected, the front and back side of the copy will have the same top-bottom orientation. (See "Two-Sided Copying," on p. 3-17.)

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Q

# **Printing Problems**

#### Printer Trouble

Cannot print documents from a computer.

Is the printer driver properly installed?

Make sure that the printer driver is properly installed.

Are the printer driver settings (Paper Size, Output Size) correct?

Make sure that the printer driver settings (Paper Size, Α Output Size) are correct. (See the PCL Driver Guide and the UFR II Driver Guide.)

Is the USB cable properly connected to the machine and the computer?

> Make sure that the USB cable is properly connected to the machine and the computer. Try a different USB cable.

Does the USB port you are using properly work?

Restart your computer and the machine. If the computer has other ports, connect the USB cable to others.

#### Are there any jobs remaining in the print queue?

A print job may be stuck in the print queue when it could not be finished due to an expected interruption. When this happens, follow this procedure to delete any remaining print jobs, and then print the originals again.

For Windows 2000/XP/Server 2003/Vista:

- 1. Double-click the icon of the printer you installed.
  - For Windows Vista

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- Click [Start] on the Windows task bar → [Control Panel] → [Printer] under [Hardware and Sound].
- For Windows 2000:
- Click [Start] on the Windows task bar → [Settings]  $\rightarrow$  [Printers].
- For Windows XP Professional/Server 2003:
- Click [start] on the Windows task bar → [Printers and Faxes].
- For Windows XP Home Edition:
- Click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → Printers and Faxes1.
- 2. Delete the print job.
  - For deleting all the print jobs:
  - Click [Printer] → [Cancel All Documents].
  - For the specified job:
  - Right-click the specified print job → [Cancel].

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For Windows 98/Me:

- 1. Click [Start] on the Windows task bar  $\rightarrow$  [Settings]  $\rightarrow$ [Printers] → double-click the icon of the printer you installed.
- 2. Delete the print job.
  - For deleting all the print jobs:
  - Click [Printer] → [Purge Print Documents].
- For the specified job:
- Right-click the print job you want to delete → [Cancel Printing].

#### Indicators off and display blank.

Is the main power switch turned on? Q

Α Check the main power switch to ensure that the machine is turned on.

Q Is the power cord plugged in securely?

Check the power cord and be sure it is connected at both ends.

Is the power cord supplying power? Q

> Check the AC outlet. Consult an electrician or the local power company. If you are using a power strip, ensure that the power lead is connected at the source and turned on.

Printing does not start.

Α

Is the output tray full of paper during the print iob?

Remove the paper in the tray.

Does the machine properly connect to the host computer?

Check the cable connection between the host computer and machine. (See "Connect the Machine to a Network," in the Starter Guide.)

Does any message appear on the touch panel display?

Take appropriate measures according to the message.

Q Does the paper size set in the drawer match the paper size you have set in the application software?

Change the paper in the selected drawer to the paper Α size you have set in the application software (or to the size you have set for enlarging/reducing copy). Then print it again.

> Select the drawer with the appropriate paper size you have set up in the application software (or to the size you have set for enlarging/reducing copy). Then print it again.

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Q Is there paper in the drawer or the stack bypass?

A Load paper.

The machine does not work.

Q Does any message appear on the touch panel display?

**A** Act appropriately according to the message.

You cannot print a job or store a job.

Q Is the total number of pages in all jobs within the limit which can be processed?

A Delete other processes, cancel other jobs being processed, or wait until those jobs are finished, then print again.

A Divide the job, then print again.

Paper excessively curled after coming out ouf the machine.

Q Does your paper curl too easily?

Ensure that the paper you are using meets the specifications. Remove the paper stack, turn it over, reload in the drawer and try again. (See "Paper Requirements," on p. 2-10.)

Blank paper comes out from the machine.

Q Have you removed the plastic seal from the cartridge?

A Make sure you remove the seal from the cartridge. (See "Install Cartridge," in the Starter Guide.)

Q Is the cartridge installed properly?

A Make sure the cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)

Q Is the cartridge out of toner?

A Replace the cartridge. (See "Replacing the Cartridge," on p. 9-12.)

#### Print Problems

Printer not using the font you want.

Α

Q Have you specified an available font?

Check whether the font you specified is available with the machine. (See "Typeface Samples," on p. 11-56 and "Symbol Sets," on p. 11-58.)

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One edge of the document is cut off.

Q Do the graphics or text fit within the specified printable area?

Use your software application to adjust the margins of the page. Check and ensure that your software application is not trying to print graphics or text outside the printable area. (See the application software manual.)

High jam rates, incorrect feeding, or multiple sheet feed errors.

A Make sure the scanning platform and all covers on the machine are fully closed. (See "Clearing Jams," on p. 10-3.)

Q Is the original loaded correctly?

Make sure the original is correctly loaded. (See "Loading Originals," on p. 2-5.)

Q Are you using suitable paper?

A Always use paper that is suitable for the machine. (See "Paper Requirements," on p. 2-10.)

Printing garbled text.

Α

When you set up or installed your software application, did you select the appropriate printer?

Make sure the correct printer is selected. (See the PCL Driver Guide and the UFR II Driver Guide.)

Q Is the length of your interface cable correct?

A Using a USB cable of 3 meters or shorter is recommended. If your USB cable is longer than this, replace it with a shorter one.

Is the machine plugged into an outlet shared with another electrical device capable of generating noise, such as a photocopier, shredder or air conditioner?

A Plug the machine into a different outlet or consult a qualified technician to install a noise filter.

Cannot print two-sided originals.

Q Is the printer driver settings correctly set for two-sided printing?

A Make sure that the printer driver is correctly set. (See the PCL Driver Guide and the UFR II Driver Guide.)

**■** Correcting Poor Print Quality

Printed text faded or streaked with white.

Q Is there enough toner in the cartridge? Is the toner in the cartridge distributed evenly?

Replace the cartridge. Redistribute the toner inside the cartridge. If the problem persists, replace the cartridge. (See "Replacing the Cartridge," on p. 9-12.)

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Printed pages are dirty or have white specks.

Is the fixing roller inside the fixing unit clean?

Α Clean the fixing unit inside the machine. The fixing roller may be dirty. (See Chapter 9, "Maintenance.")

The printout is too light or too dark.

Q Are the toner density settings correct?

Adjust the toner density and print the data again. (See "DENSITY," on p. 11-20.)

Q Is TONER SAVER set to [ON]?

Set TONER SAVER to [Off] and print data again. TONER SAVER may be [ON].

Black spots on the front and back of the printed pages.

Is the fixing roller inside the fixing unit dirty?

Clean the fixing roller. (See "Cleaning the Machine," on Α p. 9-2.)

Black stripes appear on multiple sheets in sequence.

Is the cartridge damaged? Q

Α

Contact your local authorized Canon dealer. The cartridge may be damaged.

Printout is skewed.

Α

Is the paper loaded correctly?

Make sure the paper is correctly loaded in the machine. For details on how to load paper in the paper drawer, see "Set Up the Machine," in the Starter Guide. For details on how to load paper the stack bypass, see "Loading Paper," on p. 2-13.

Α Make sure the Output tray is free of obstructions. (See "Machine Components," on p. 1-3.)

Printout is not clear.

Is the correct type of paper loaded in the machine?

Α Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-10.)

Are you printing on the wrong side of the paper?

Some papers have a "right" side for printing. If the printout quality is not as clear as you think it should be, try printing on the other side of the paper.

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**Network Problems** 

Unable to print from a TCP/IP network.

Α

Q

0 Are the machine and cable properly connected?

> Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only)," in the Starter Guide.)

Is the TCP/IP network properly set up?

Check the following:

- Confirm that the IPv4 addresses are properly set up. If the IPv4 addresses were set using DHCP, BOOTP, or RARP, confirm that they are operating.
- Confirm that the IPv6 addresses are properly set up. After checking the settings of the router, set Use Stateless Address to [On] to confirm whether you can obtain an address. If the IPv6 addresses were set using DHCPv6, confirm that DHCPv6 is operating.

MOTE

Your computer may not be able to recognize the machine even though the IP address settings are appropriate. This problem may be resolved by delaying the startup of network communications for the machine. (See "Startup Time Settings," on p. 6-45.)

Is the computer that is printing properly set up?

Α Make sure the proper printer driver is installed. (See "Installing Software," in the Starter Guide.)

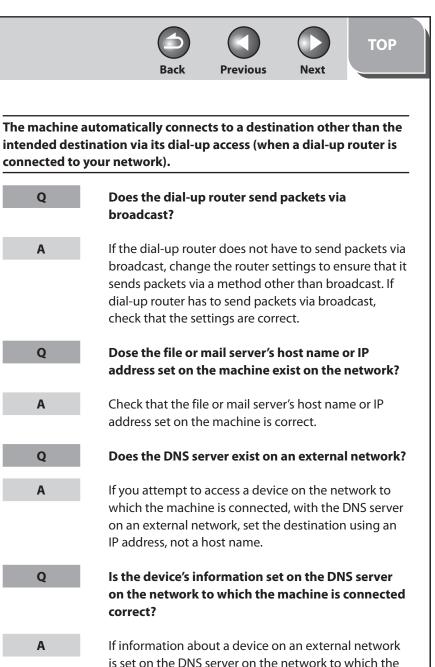
> Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or Print Manager.

If you are using LPD with Windows 98/Me, follow the procedures below to confirm the spool settings: On the [Start] menu, point to [Settings]  $\rightarrow$  click [Printers]. Right-click the printer icon you are using  $\rightarrow$  on the pop-up menu, click [Properties]. Click the [Details] tab to display the [Details] sheet. Click [Spool Settings] to open the [Spool Settings] dialog box. Confirm that [Spool print jobs so program finishes printing faster] is selected. If it is not selected, select it  $\rightarrow$  click [OK].

Is the name of the file being printed too long?

Rename the file with a shorter name. Normally LPR (or the Microsoft TCP/IP Printer, if you are using Windows 2000/XP/Server 2003/Vista) sends jobs either under the name of the application software used for printing, or the file name. However, a job name longer than 255 bytes cannot be sent to the machine.

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machine is connected, check the settings.

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Is IP address of the computer from which data (print/fax/I-fax job) is to be sent to the machine not permitted by the settings for IP Address Range Settings on the IPv4 or IPv6 Settings screen?

Α Check the settings for IP Address Range Settings on the IPv4 or IPv6 Settings screen. (See "IP Address Range Settings," on p. 6-35 or p. 6-44.)

Q Is an error message displayed on the touch panel display of the machine?

Α After confirming the error message, see "Error Messages," on p. 10-18 and perform the necessary operations according to the error message displayed.

The printer port name is not displayed in [Print to the following port (s)].

Are the machine and cable properly connected?

Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only)," in the Starter Guide.)

0 Is the computer that is printing properly set up?

> Make sure the proper printer driver is installed. (See "Installing Software," in the Starter Guide.)

Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or [Printers].

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Detailed information concerning the machine cannot be set or browsed using the Remote UI or utility.

Α

Α

Q Are the settings for IP Address Range Settings correct?

> If the settings for IP Address Range Settings do not permit the IP address of a computer on which the Remote UI or utility is used, you cannot set the machine setting items or browse information on the machine. Check the settings for IP Address Range Settings. (See "IP Address Range Settings," on p. 6-35 or p. 6-44.)

Q Are the settings for Receiving MAC Address **Settings correct?** 

> If the MAC address of a computer specified in Receiving MAC Address Settings is not correct, you cannot set the machine setting items or browse information on the machine. Check the settings for Receiving MAC Address Settings. (See "RX MAC Address Settings," on p. 6-39.)

Is Use SNMP or Enable Dedicated Port (for IPv4 only) set to [Off]?

> Set Use SNMP and Enable Dedicated Port (for IPv4 only) to [On]. (See "SNMP," on p. 6-6.)

Does the SNMP community name match?

If you use an SNMP community name different from the one stored in the machine to access the machine from a utility, the utility will not detect the machine. In this case, check the SNMP community name. (See

Unable to send data/share files (FTP).

Α

Is the FTP server set correctly?

"SNMP," on p. 6-6.)

Check the following (if you are using Windows, perform these from the MS-DOS prompt):

• Example using UNIX, where the FTP server has the IP address:

192.168.1.195

U:>ftp 192.168.1.195 \*Connect to server

Connected to 192.168.37.195.

220 canmfs FTP server (UNIX(r) System V Release 4.0) ready.

User (192.168.37.195:(none)): user name \*User login 331 Password required for user name.

Password: \*Enter password

230 User user name logged in.

ftp> cd /export/share \*Move to data destination directory

250 CWD command successful.

ftp> bin \*Set data transfer type (binary)

200 Type set to I.

ftp> put sample.tif \*Set transfer file name for verification

ftp> bye \*Cut off server connection

221 Goodbye

If the above are confirmed and file sharing still does not operate normally, consult the network administrator for the environment you are using.

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Is the machine's address [User] setting correct?

Ensure that the machine's address [User] setting does not contain spaces after the user name.

Was the machine turned off while sending data to the FTP server (if a Windows 2000/XP/Server 2003/ Vista FTP server is being used)?

If power to the machine is turned off while data is being sent to the FTP server, the FTP server may hold the data in a writing-in-progress state. Therefore, this data cannot be overwritten even when the machine reconnects and sends the same data again. Stop the FTP server temporarily and delete the held data, so it can be sent again.

Is an error message displayed on the touch panel display of the machine?

> After confirming the error message, see "Error Messages," on p. 10-18 and perform the necessary operations according to the error message displayed.

Unable to send data/share files (Windows File Sharing).

Are File sharing settings for the shared folder correct?

Check the following settings:

Α

- On the computer you are using, go into Windows Explorer → double-click [Entire Network] → check that the computer you want to share is listed there. You can also check for the computer as follows: On the [Start] menu, point to [Find]  $\rightarrow$  [Computer]  $\rightarrow$ enter the name of the computer you want to share → check that the computer is on the network.
- If the computer you want to share is listed, doubleclick its icon to see whether the shared name of the folder you want to share is listed.
- If the shared name does not appear, see "Configuring a Shared Folder," on p. 6-22 and then check the shared folder settings.

Is an error message displayed on the touch panel display of the machine?

> After confirming the error message, see "Error Messages," on p. 10-18 and perform the necessary operations according to the error message displayed.

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# **Uninstalling Software**

It is recommended that you use the Uninstaller to uninstall an unnecessary driver.



For uninstallation in Windows 2000/XP/Server 2003/Vista, you must be the user with administrative privileges.

#### Printer/Fax Drivers

- On the [Start] menu, point to [Programs] (Windows 98/Me/2000/XP/Server 2003) or [All **Programs**] (Windows Vista) → [Canon Printer Uninstaller] → click the driver you want to delete.
- 2. In the [Delete Printer] or [Delete Fax] dialog box, select the driver you want to delete.



If you click [Cleanup], all the files and registry information related to the selected driver are deleted. Click [Delete] to perform a normal uninstallation of the driver.

- Click [Delete].
- Click [Yes] to confirm the deletion.

## 5. Click [Exit] in the [Delete Printer] or [Delete Fax] dialog box,



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You can also start the Uninstaller from the User Software CD-ROM. To do so, double-click the [Uninstal.exe] icon in the following folder.

- UFRII driver: \UFRII\us\_eng\misc
- Fax driver: \FAX\us\_eng\misc
- PCL driver: \PCL\us eng\misc

#### Color Network ScanGear



If the [User Account Control] dialog box appears in Windows Vista, perform the following operations.

- For Administrator users, click [Allow] or [Continue].
- For Standard users, enter the required Administrator password, then click [OK].

## 1. On the [Start] menu, point to [Settings] → click [Control Panel].



- If you are using Windows XP, on the [Start] menu, click [Control Panell.
- If you are using Windows Server 2003, on the [Start] menu, click [Control Panel] → click the [Add or Remove Programs] icon → proceed to step 3.
- If you are using Windows Vista, on the [Start] menu, click [Control Panel] → click [Uninstall a program] under [Programs] → proceed to step 3.









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- 2. Double-click the [Add/Remove Programs] icon (Windows 98/Me/2000) or the [Add or Remove Programs] icon (Windows XP).
- 3. Select [Color Network ScanGear Ver.n.n], and then click [Add/Remove] (Windows 98/Me), [Change/Remove] (Windows 2000/Server 2003/XP), or [Uninstall/Change] (Windows Vista).

After the files have been deleted from your computer, the dialog box appears to indicate that uninstallation has been completed.



Ver.n.n. is the Color Network ScanGear version number.

4. Click [Finish].

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# If You Cannot Solve a Problem

## Customer Support (U.S.A.)

Your machine is designed with the latest technology to provide trouble-free operation. If you cannot solve the problem after having referred to the information in this chapter, or if you think your machine needs servicing, contact Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions you can also visit our support site at www.canontechsupport.com.

# Customer Support (Canada)

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

- For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions (www.canon.ca)
- Automated interactive telephone support on most current products 24 hours, 7 days a week (1-800-652-2666).
- Free live technical support 9:00 A.M. to 8:00 P.M. EST Monday through Friday (excluding holidays) for products still under warranty (1-800-652-2666)
- The location of the authorized service facility nearest you (1-800-652-2666) If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the Free live technical support number above or via the website at www.canon.ca
- \* Support program specifics are subject to change without notice.

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

- Product name
- Serial number: Press ⊚ (Serial No.) to check your number.
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results



#### **A** CAUTION

If the machine makes strange noises, emits smoke or odd odor, turn off the main power switch immediately, disconnect the power cord, and contact Canon Authorized Service Facilities or the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.



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









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# **Machine Settings**

You can adjust the machine settings from the Additional Functions Menu to customize the way the machine works. To see the list of the current settings, print out USER'S DATA LIST.

# Printing USER'S DATA LIST

- 1. Press (Additional Functions).
- 2. Press [Report Settings].
- 3. Press [Print List].
- 4. Press [User's Data List].
- 5. Press [Yes].

## Accessing the Additional Functions Menu



- If User ID Management is set to [On], users whose user type is registered as "User" (end user) cannot change the System Manager Settings even if there are no System Manager ID and System Password set.
- If User ID Management is set to [On], users whose user type is registered as "Administrator" can change the System Manager Settings by entering the System Manager ID and System Password, or registering the System Manager ID and System Password as their user information in advance.
- Settings specified from the Additional Functions screen are never changed when you press ⊙ (Reset).
- 1. Press 

  (Additional Functions).

2. Select an Additional Functions setting.

Common Settings
Copy Settings
Timer Settings
Communications Settings
Adjustment/Cleaning
PCL Printer Settings
Report Settings
Address Settings
System Settings

3. Press a mode key to specify its settings.

For details on the setting items, see "Additional Functions Menu," on p. 11-5.

4. When finished registering the settings, press [Done] repeatedly until the Basic Features screen appears.

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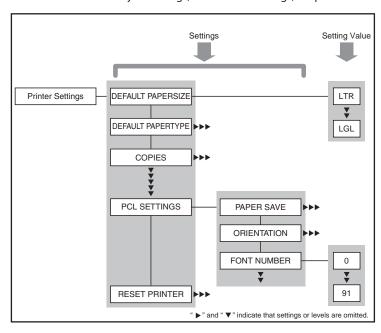
## Using the Printer Settings Menu

The Printer Settings menu enables you to access common features. Below is an abbreviated outline of the Printer Settings menu structure. For a detailed description of all Printer Settings menu options, see "Printer Settings," on p. 11-19.

As an example, the sequence of steps for setting the default number of copies is shown on the following pages.



Depending on the printer personality, some settings are not available. For details on the availability of settings, see "Printer Settings," on p. 11-19.



- **1.** Press (Additional Functions).
- 2. Press [Printer Settings].

The Printer Settings screen appears.

- **3.** Press [◀] or [▶] to select <COPIES>, then press [OK].
- **4.** Press [◀] or [▶] to specify the number of copies, then press [OK].

You can also use ⊙-⊙ (numeric keys) to enter the value. (The numeric keys are not available depending on the Printer Settings item.)

You can change the value by pressing  $[\blacktriangleleft]$  or  $[\blacktriangleright]$ , even if you have entered the value using  $\bigcirc-\bigcirc$  (numeric keys).

If necessary, repeat this step to specify the setting more precisely according to the Printer Settings item you have selected.

You can return to the previous setting item screen by pressing [Done].

The next setting item screen is displayed.

- **5.** Repeat steps 3 to 4 to specify all the Printer Settings items you want to set.
- **6.** Press [Done] repeatedly until the Basic Features screen is displayed.

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# **Additional Functions Menu**



Depending on the model of your machine, some settings may not be available.

Common Settings	
Setting Item	Description
Initial Function	Specifies the screen that is displayed when you turn on the main power, or after the Auto Clear mode initiates.  - Copy Basic Features screen  - Send Basic Features screen  - Scan Basic Features screen  - System Monitor screen  - Device status screen
Auto Clear Setting	Selects which screen appears after the Auto Clear mode initiates.
Initial Function	Displays the screen selected in Initial Function.
Selected Function	Displays the screen of the current mode.
Audible Tones	Sets whether to sound audible tones.
Entry Tone	Beeps when pressing keys on the control panel or keys on the touch panel display.  On (1 to 3 levels)  Off
Error Tone	Beeps when an error (e.g., paper jam) occurs.  On (1 to 3 levels)  Off
Send Done Tone	Beeps when a document is sent.  On (1 to 3 levels)  Off

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Common Settings	
Receive Done Tone	Beeps when a document is received.  - On (1 to 3 levels)  - Off
Print Done Tone	Beeps when printing is complete.  - On (1 to 3 levels)  - Off
Scan Done Tone	Beeps when scanning is complete.  - On (1 to 3 levels)  - Off
Toner Save Mode	Selects the toner consumption for printing.  - High  - Low  - Off  * If the Toner Save mode is set to [High], print quality may be affected. If you notice degradation in print quality, set this mode to [Off].
Printer Density	Recalibrates the density adjustment scale if differences between the image in the original and the print occur. (1-9)  * This function is not effective for print jobs. (See "Printer Settings," on p. 11-19.)
Inch Entry	Enables you to enter values in inches on the numeric entry screens.  - On - Off
Drawer Eligibility For APS/ADS	Sets which paper sources can be used for Automatic Paper Selection and Automatic Drawer Switching. This setting can be made independently for all the different functions of the machine, and is especially useful when you want to use different paper sources for different purposes.  - Copy (ON/OFF)  - Printer (ON/OFF)  - Receive (ON/OFF)  - Other (ON/OFF)
Register Paper Type	Enables you to specify the paper type loaded in each paper source.  - Paper Drawer 1 (Plain, Recycled, Color, 3-hole punch, Bond, Heavy Paper 1)  - Paper Drawer 2 (Plain, Recycled, Color, 3-hole punch, Bond, Heavy Paper 1)







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Common Settings	
Energy Consumption in Sleep Mode	Sets the amount of energy that the machine consumes when it is in the Sleep mode.  - Low - High
Stack Bypass Standard Settings	Sets the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.  If the Stack Bypass Standard Settings are stored when using the Send function, you can also use the stack bypass to receive I-fax or fax documents.  On Off  NOTE  When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.  If you are using the stack bypass as a paper source for Copy and Receive (I-fax or fax), you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See "Automatic Paper"
Paper Feed Method Switch	Selection/Automatic Drawer Switching," on p. 2-21.)  Sets whether the printer speed is the priority for your job, or whether to print on a specific side of the paper. This is useful when you want to make one- or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it) without changing the orientation of the paper of the paper loaded in a paper source.  Stack Bypass (Speed, Print Side)  Paper Drawer 1 (Speed, Print Side)  Paper Drawer 2 (Speed, Print Side)
Language Switch	Selects the language on the touch panel display. (See Chapter 13, "Specifications," in the Basic Operation Guide.)
Reserved Display (B/W)	Sets whether to reverse the contrast on the touch panel display for better viewing. If you find it hard to read what is being shown on the touch panel display, try using this mode.  On Off

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Common Settings	
Error Display for Dirty Feeder	Sets whether to display the error message when the feeder is dirty.  On Off
Data Compress. Ratio for Remote Scans	Sets the compression ratio for network scanning. A high compression ratio reduces the amount of memory used for scanning the document, but results in a lower image quality. On the contrary, a low compression ratio increases the amount of memory used for scanning the document, but results in a higher image quality.  High Ratio Normal Low Ratio
Gamma Value for Remote Scans	Sets the gamma value that is used for scanning color documents into your computer through the Network Scan function. Select a gamma value that is most suited to your computer settings so that you can print the document from your computer with the most optimal density.  - Gamma 1.0  - Gamma 1.4  - Gamma 1.8  - Gamma 2.2
Initialize Common Settings	Restore all of the Common Settings to their defaults (initial settings) exept for Language Switch.  - Yes  - No

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Copy Settings	
Setting Item	Description
Image Orientation Priority	Sets whether to activate the image direction priority.
Off	Copy orientation is rotated at 180 degrees.
On	Copy orientation is same as the document.
Auto Orientation	Sets the original size and copy ratio automatically.  On Off
Standard Settings	Sets the default setting for copying.
Store	Sets your own <standard settings=""> as default.</standard>
Initialize	Restores all <standard settings=""> to the default.</standard>
Initialize Copy Settings	Restores all <copy settings=""> to the default.  - Yes - No</copy>

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Timer Settings	
Setting Item	Description
Date & Time Settings	Sets the following:  - Current date and time  - Time zone of your machine's location  - Daylight saving time mode  (See "Set Up the Machine," in the Starter Guide.)
Auto Sleep Time	Sets the auto sleep mode when the machine remains idle for a certain period of time (3min-30min). (See "Setting the Sleep Mode," on p. 1-18.)  On Off
Auto Clear Time	Sets the auto clear mode when the machine has no operation idle for a certain period of time (0min-9min). The machine returns to the Basic Features screen. (See "Setting Auto Clear Time," on p. 1-18.)

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Communications Settings	
Setting Item	Description
Common Settings	Sets the features common to the fax and send functions.
TX Settings	Sets the transmission features.
Unit Name	Registers your name/company name (max. 24 characters, including spaces). (See "Set the Machine for Sending Documents," in the Starter Guide.)
Data Compression Ratio*1	Sets the compression ratio for color scanned data. A high compression ratio reduces the amount of memory used for the document, but results in low quality images. On the contrary, a low compression ratio increases the amount of memory used for the document, but results in high quality images.  - High Ratio - Normal - Low Ratio
Retry Times*1	Sets the number of retry attempts for sending jobs to an e-mail, I-fax, or file server address. (0-5) (See "Setting Number of Retry Attempts (E-Mail/I-Fax/File Server) (imageCLASS MF7480 Only)," on p. 4-39.)
Edit Standard Send Settings	Sets the default settings for sending documents. You can set the Color mode*1, Document Size, File Format*1, Stamp, Resolution, Density, and Original Type. (See "Standard Send Settings," on p. 4-40.)
TX Terminal ID	Sets the options for sender information.
Printing Position	Selects where the sender information is printed in small type at the top of each page.  - Outside - Inside
Telephone # Mark	Prefixes your number with the abbreviations FAX or TEL in your sender information.  – FAX  – TEL

<sup>\*1</sup> Indicates the item that appear only for the imageCLASS MF7480.

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Communications Settings	
Gamma Value for Color Send Jobs*1	Sets the gamma value for color scanned data. If the set value corresponds to the gamma value at the recipient's machine, the scan exposure of the output data at the recipient's machine is automatically adjusted to the level best suited to the quality of the original. (Gamma 1.8, Gamma 2.2, Gamma 1.0, Gamma 1.4)
Sharpness	Sets the contrast of the images you scan. (1-7)
Register Favorites Button	Stores destinations with it send settings in favorites buttons.
Color TX Scan Settings*1	Sets the priority for color scanned data. Selecting Speed Priority reduces the time spent in sending the document, but results in low quality images. Conversely, selecting Image Priority increases the time spent in sending the document, but results in high quality images.  - Speed Priority  - Image Priority
Default Screen for Send	Sets whether the [Favorites], [One-touch] tab, or the Send Basic Features screen is displayed when the power is turned on, ② (Reset) is pressed, or the Auto Clear mode is activated.  - Favorites Buttons  - One-touch Buttons  - Initial Function
Initialize TX Settings	Restores the TX Settings to their default settings. However, Retry Times, Unit Name, and TX Terminal ID settings are not initialized.
RX Settings	Sets the reception features.
2-Sided Print	Sets whether the machine prints received documents on both sides of the paper. (See "Two-Sided Printing," on p. 4-71.)  Off On

<sup>\*1</sup> Indicates the item that appear only for the imageCLASS MF7480.

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ommunications Settings	
Select Cassette	Sets how the machine prints documents when there is no paper matching the size of the received document. (See "Paper Drawer Selection," on p. 4-72.)
Switch A	The image is printed over two sheets of paper that have the same combined size as the received document.  - On - Off
Switch B	The image is printed with blank space on paper that has the same width as the received document.  - On - Off
Switch C	The image is reduced and printed on paper that differs in width from the received document.  On Off
Switch D	The image is printed on paper that is larger in size than the received document.  - On  - Off
Receive Reduction	Sets whether the received images print out at a reduced size. (See "Received Image Reduction," on p. 4-73.)
On	Image reduction is turned on.
RX Reduction	Selects the reducing type.  - Auto - Fix. Red. (75%, 90%, 95%, or 97%)
Reduce Direction	Selects the reducing direction.  - Ver. Hor.  - Vertical Only
Off	Image reduction is turned off.
Received Page Footer	Sets whether to insert the machine's fax number and the sender information on received faxes.  – Off

– On

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Communications Settings	
Continue Printing When Toner Is Out	Sets whether the machine continues printing received documents and reports when it is running out of toner. If you set the machine not to continue printing, the machine stops printing when the toner starts to run out, and automatically stores the received documents in memory.  Off On
Fax Settings	Sets the fax features.
User Settings	Specifies the basic operation settings in the fax mode.
Unit Telephone #	Registers your fax number (max. 20 characters, including spaces). (See "Set the Machine for Sending Documents," in the Starter Guide.)
Tel Line Type	Selects the telephone line type. (See "Set the Machine for Sending Documents," in the Starter Guide.)  - Pulse  - Tone
Monitor Volume Control	Sets the volume for the monitor tone that this machine sounds during a fax transmission.
TX Settings	Sets the transmission features.
ECM TX	Sets whether the ECM (Error Correction Mode) transmission is activated.  – On  – Off
Pause Time	Sets the pause time when you insert pause into the dialing sequence. (1sec-15sec)
Auto Redial	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See "Setting Automatic Redialing (Fax)," on p. 4-39.)
Redial Times	Sets the number of retries. (1 times–10 times)
Redial Interval	Sets period of time before redialing. (2 min.–99 min.)
Transmission Error Redial	Sets whether the machine redials automatically when transmission error occurs.

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Communications Settings	
Check Dial Tone Before Sending	Sets whether to check the telephone line condition.  Off On
Rotate Send	Sets whether to use the TX Rotation function. TX Rotation function automatically corrects the orientation of the document by rotating the image when sending. For example, if you set a document that has a horizontal orientation vertically on the machine, the machine rotates the image and sends it horizontally.  You can use the TX Rotation mode for an LTR document only.  The TX Rotation mode is not available if you are using the Direct Sending or Manual Sending.  On Off
RX Settings	Sets the reception features.
ECM RX	Sets whether the ECM (Error Correction Mode) reception is activated.  On Off

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Adjustment/Cleaning	Adjustment/Cleaning	
Setting Item	Description	
Transfer Roller Cleaning	Cleans the transfer roller. (See "Transfer Roller," on p. 9-8.)	
Fixing Unit Cleaning	Cleans the fixing unit. (See "Fixing Unit," on p. 9-3.)	
Feeder Cleaning	Cleans the rollers of the feeder. (See "Automatic Feeder Cleaning," on p. 9-8.)	
Special Mode M	Sets to improve print quality or fix irregular print density. If print quality decreases or an irregularity in the print density appears, transcription output may not function adequately.	
Standard	Normal transcription output.	
Low	Lower than normal transcription output.	
	<b>⊘</b> NOTE	
	Selecting [Low] may be effective when printing on paper that contains a lot of moisture because it was stored for a long period of time after opening, or when printing on recycled paper.	
Moderate	Slightly higher than normal transcription output.	
High	Higher than normal transcription output.	
	<b>⊘</b> NOTE	
	Selecting [High] may be effective when printing on the heavyweight paper.	
Special Mode N	Sets whether to prevent paper curls or jams which may occur when printing on paper that has absorbed moisture.	
	<b>⊘</b> NOTE	
	<ul> <li>Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Printing on such paper will frequently result in a paper jam.</li> <li>Printing times with Special Mode N activated are longer than when the function is not used.</li> <li>If you select [Medium] or [High] when paper is not moistened, the print quality may be deteriorated.</li> </ul>	
Auto	Automatically switches to the appropriate curl prevention level.	

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Adjustment/Cleaning	
Manual	Enables manual selection of [Medium] or [High].
Medium	Prevents curling of paper that has absorbed moisture.
High	Prevents paper curls more efficiently than when [Medium] is selected.
Off	Disables Special Mode N.
Special Mode O	Sets whether to prevent paper jams when printing on the back of a printed paper.
	NOTE
	<ul> <li>Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Printing on such paper will frequently result in a paper jam.</li> <li>When you select [Medium] or [High], the image may become faint.</li> </ul>
Medium	Paper separates easily from the cartridge, preventing paper jams.
High	Prevents paper jams more effectively than when [Medium] is selected.
Off	Disables Special Mode O.
Special Mode P	Sets whether to prevent paper curls when using paper such as lightweight paper or recycled paper, which curls easily regardless of humidity.
	<b>⊘</b> NOTE
	If both of the Special Mode N and Special Mode P settings are enabled, Special Mode N will prevail.
Off	Disables Special Mode P.
Medium	Prevents paper from curling.
High	Prevents paper curls more effectively than when [Medium] is selected.
Bond Special Fixing Mode	Selects to perform special fixing for bond paper.  - On - Off

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Adjustment/Cleaning	
Special Mode S	Sets whether to reduce the waiting time for a next job. If size of paper required is different for a job that follows an extended amount of printing, there may be a waiting time before the next job starts.  * If you set this mode to [Speed Priority 1] or [Speed Priority 2], a previously printed image may reappear faintly on the next printout.
Off	Does not reduce the waiting time.
Speed Priority 1	Reduces the waiting time. Printing resumes quickly.
Speed Priority 2	Reduces the waiting time to a lesser degree.
Rotate Collate Adjustment	Adjusts the wait time when printing with the Rotate Collate mode. Printing with this mode involves two different paper sources, and a certain wait time is required to switch them.
Speed Priority 2	Medium wait time.
Image Priority	Longest wait time.
Speed Priority 1	Shortest wait time.
Auto Adjustment for Dirty Feeder	Sets whether to prevent dirt and grime in the feeder from appearing on your prints and copies.  If the feeder is dirty, dots or lines may appear on prints or copies.  Off On
	<b>⊘</b> NOTE
	<ul> <li>- If either [JPEG] or [PDF (Compact)] is selected for [File Format] when the Send function is used, the setting for this mode is not applied.</li> <li>- While some dots or lines may continue to be printed even if this mode is set to [On], copies are significantly clearer than when this mode is set to [Off].</li> </ul>
Maintenance Code	This setting is not functional in this model.

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Printer Settings	
Setting Item	Description
1. DEFAULT PAPERSIZE	Sets the default paper size when no paper source is specified.  (LTR, EXECUTIV, STMT, ISO-B5, ISO-C5, COM10, MONARCH, DL, A4, A3, B4, B5, A5, 11X17, LGL)  NOTE  If you are printing from an OS (operating system) that does not have a printer driver for the machine, make sure that the paper loaded in the paper drawer matches the paper size specified in this setting. If the paper size specified in this setting is not available, an error message is displayed when the machine tries to print the job and the machine stops. In addition, if a paper source has not been selected through the application, the machine automatically selects the default print settings for the paper size and type.
2. DEFAULT PAPERTYPE	Sets the default paper type for print jobs. This machine has internally defined optimal print modes for each specified paper type.  (PLAIN PAPER, COLOR, RECYCLED, HEAVY PAPER 1, HEAVY PAPER 2, HEAVY PAPER 3, BOND, 3-HOLE PUNCH PAPER, TRANSPARENCY, LABELS, ENVELOPE)  NOTE  If you are printing from an OS (operating system) that does not have a printer driver for the machine, make sure that the paper loaded in the paper drawer matches the paper type specified in this setting. If the paper type specified in this setting is not available, an error message is displayed when the machine tries to print the job, and the machine stops. In addition, if a paper source has not been selected through the application, the machine automatically selects the default print settings for the paper type and size. (See "Setting Paper Size and Type," on p. 2-18.)
3. COPIES	Sets the number of documents printed. (1-999)
4. 2-SIDED PRINTING	Sets whether to activate two-sided printing.  OFF ON
5. PRINT QUALITY	Sets the image quality, density or toner saving mode for printing.

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**Printer Settings** 1. IMAGE REFINEMENT Sets whether to print smoothly the jagged outlines of characters and graphics. - ON - OFF **M** NOTE The results of image refinement may be different depending on the types of characters and graphics you want to print. 2. DENSITY Adjusts the print density. (1-9) 3. TONER SAVER Sets whether the toner saving mode is enabled. - OFF - ON **M** NOTE If [ON] is selected for Toner Saver, very light or finely detailed images may not be printed clearly. Sets the printing layout. PAGE LAYOUT Sets the binding position for two-sided printing. 1. BINDING - LONG EDGE - SHORT EDGE **M** NOTE - You cannot create a binding margin with this setting alone. Use this setting in combination with the Margin setting to create a binding margin. - For two-sided printing, the orientation of the image on the back side of the page may be changed by this setting. 2. MARGIN Sets the page margin in inches or millimeters. - INCHES (-01.90INCHES-01.90INCHES) - mm (-50.0 mm-50.0 mm) **MOTE** - If this setting moves the image outside the printable area, part of the image may be cut off. Pressing [▶] increases the setting value by 0.01" (0.5 mm) each time the key is pressed. Pressing [◀] decreases the value by 0.01" (0.5 mm) each time. Holding down either [◀] or [▶] continuously speeds up the value alteration.

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Printer Settings	
7. AUTO ERROR SKIP	Sets whether to clear an error and continue printing automatically when an error occurs (Error skip).
	<b>⊘</b> NOTE
	<ul> <li>Error skip only temporarily clears an error, so the data may not print correctly.</li> <li>This setting is valid even if multiple errors have occurred.</li> </ul>
OFF	The auto continue is off. You must perform error skips from the touch panel display.
ON	Error skips are performed automatically.
8. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
	<b>⊘</b> NOTE
	If this function is set so that a job will timeout, the machine may end a print job before all the data has been received if it takes a long time for the PC to send the data. If this occurs, adjust the length of the Error Time Out setting.
ON	Sets the error time out period. (5SEC–300SEC)
OFF	The error time out is off.
9. COLLATE	Sets whether to collate the printouts automatically.  OFF COLLATE
10. INIT. PRINTER SET	Restores all <printer settings=""> to the default.  – Off – On</printer>
	CAUTION  Do not turn off the machine while the settings are being initialized as this may damage the machine's memory.

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Printer Settings	
11. PCL SETTINGS*1	Sets the PCL printer setting.
1. PAPER SAVE	Sets whether to save blank pages.  – OFF  – ON
2. ORIENTATION	Sets the paper orientation.  - PORTRAIT  - LANDSCAPE
3. FONT NUMBER	Sets the default font typeface for the printer function using the corresponding font numbers. (0-91) (See "Typeface Samples," on p. 11-56.)
4. POINT SIZE	Specifies a point size for the default font. This item appears when the number in <font number=""> is that of a proportionally spaced scalable font. (4.00 cpi–999.75 cpi)</font>
5. PITCH	Specifies the pitch for the default font. This item appears when the number in <font number=""> is that of a fixed pitch scalable font. (00.44 point–99.99 point)</font>
6. FORM LINES	Sets the number of lines to be printed on a page. (5 lines-128 lines)
7. SYMBOL SET	Selects the symbol set most suited to the needs of the host computer. (PC8, PC850, PC852, PC858, PC8DN, PC8TK, PC1004, PSTEXT, ROMAN8, ROMAN9, WIN30, WINBALT, WINL1, WINL2, WINL5, DESKTOP, ISO4, ISO6, ISO11, ISO15, ISO17, ISO21, ISO60, ISO69, ISOL1, ISOL2, ISOL5, ISOL6, ISOL9, LEGAL, MCTEXT, PC775)
8. CUSTOM PAPER	Sets whether to use a custom paper size.
OFF	Disables you to specify a custom paper size.
ON	Enables you to specify a custom paper size.
1. UNIT OF MEASURE	Selects the unit of measurement to specify a custom paper size.  – INCHES  – MILLIMETERS
2. X DIMENSION	Specifies the horizontal size of the custom paper. (5.83"-17.00" (148 mm-432 mm))

<sup>\*1</sup> Indicates the item that appear only for the imageCLASS MF7480/MF7470.

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Printer Settings	
3. Y DIMENSION	Specifies the vertical size of the custom paper. (3.75"-11.69" (95 mm-297 mm))
9. APPEND CR TO LF	Sets whether to append a carriage return (CR) when line feed code (LF) is received.
NO	The print head moves down to the next line when line feed code is received, and the margin does not change (such as the beginning of the next line).
YES	The print head moves to the beginning of the next line when line feed code is received.
10. ENLARGE A4	Sets whether to expand the printable area of A4 size paper to that of Letter size in width.
	NOTE  - This setting is applicable for the PCL5 printing only. The PCL6 printing is not supported.  - This setting is applicable for A4 paper only.  - This setting is applicable for portrait orientation only.
OFF	All the area on a page 1/8" (4.23 mm) from the top, bottom, left, and right edges is available for printing on A4 paper.
ON	All the area on a page 1/8" (4.23 mm) from the top and bottom edges and 1/8" (3.30 mm) from the left and right edges is available for printing on A4 paper. Only the width increases.
11. HALFTONES	Specifies the display pattern of subtle gradation (medium gradation) for black-and-white data for each text part, graphics part and image part.
1. TEXT	Enables this function to text parts.
RESOLUTION	Prints precisely so that the lines of text data appear clearly. This setting is appropriate for printing data that contains text or thin lines.
TONE	Prints with a stable texture and distinct gradation, by enhancing the contrast of tone. This setting is appropriate for printing image data such as photographic images.
GRADATION	Prints with a smooth gradation and fine outline quality combined. This setting is appropriate for printing diagrams or graphs in which gradation is used.

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Printer Settings	
2. GRAPHICS	Enables this function to graphics parts such as diagrams and graphs.  - TONE  - GRADATION  - RESOLUTION
3. IMAGE	Enables this function to image parts such as picture images.  - TONE  - GRADATION  - RESOLUTION
12. RESET PRINTER	Clears all print jobs in progress and resets the printer function.  OFF ON NOTE
	<ul> <li>If the machine is being used on a network, please note that resetting the printer may affect data being received from other users.</li> <li>If you reset the printer, data may be deleted for print jobs that have already been received, or received while the printer is being reset. However, in some cases, the data is not deleted from the machine's memory, and the print job may not print correctly. Canon recommends that you reset the printer to delete the data and print the job again.</li> </ul>

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Address Book Settings	
Setting Item	Description
Register Address	Registers the destinations in the Address Book. Up to 300 destinations can be registered. (See "Storing/Editing Address Book," on p. 4-45.)
One-touch Buttons	Registers the destinations on one-touch buttons. Up to 200 destinations can be registered. (See "Storing/Editing One-Touch Buttons," on p. 4-51.)

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Report Settings	
Setting Item	Description
Settings	Sets the report functions. (See "Printing Reports Automatically," on p. 11-44.)
TX Report	Sets whether the transmission report prints out.
For Error Only	Prints a report only when a transmission error occurs.
Report With TX Image	Sets whether to print the first page of the document under the report. (When you are sending a PC-Fax or a color document, the first page of the document is not printed even if you set [Report With TX Image] to [On].)  Off On
On	Prints a report every time you send a document.
Report With TX Image	Sets whether to print the first page of the document under the report. (When you are sending a PC-Fax or a color document, the first page of the document is not printed even if you set [Report With TX Image] to [On].)  Off On
Off	No report is printed.
Activity Report	Sets whether an activity report is printed automatically every 40 transactions.  - On - Off
Send/Receive Separate	Sets whether an activity report is printed separately for sending and receiving or not.  Off On
RX Report	Sets whether the reception report prints out.
Off	No report is printed.
For Error Only	Prints a report only when a reception error occurs.
On	Prints a report every time you receive a document.

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Report Settings	
Print List	Prints lists.
Address Book List	Prints the destinations registered in the Address Book (one-touch buttons and Address Book).
One-touch Buttons	Prints the destinations registered in one-touch buttons.
Address Book	Prints the destinations registered in the Address Book.
User's Data List	Prints the setting list registered in the menu. (See "Printing USER'S DATA LIST," on p. 11-3.)

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Print List

**System Settings** Description Settina Item **System Manager Settings** Sets the system manager information to protect the contents of System Settings. Once the system manager ID and system password is set, they must be entered every time you access the System Settings menu. Sets the system manager name (max. 32 characters, including spaces). System Manager System Manager ID Sets the system manager ID (seven digits). System Password Sets the system manager password (seven digits). **Device Info Settings** Sets device information. Device Name Registers the machine name (max. 32 characters, including spaces). Registers the machine location (max. 32 characters, including spaces). Location Department ID Management Sets if the department ID management is used. Off Does not use the department ID management. Uses the department ID management. On Register ID/Password Sets up or modifies Department ID information. Registers new Department IDs and passwords. Register Turn Limits On/Off and Set Page Limits Sets page limits for scan, prints, and copies from 0 to 999,999 pages. **Fdit** Changes registered passwords and page limits. Turn Limits On/Off and Set Page Limits Changes page limits for scan, prints, and copies from 0 to 999,999 pages. Erase Erases registered Department IDs and passwords. Displays, clears, and prints counter information. Page Totals Clears the counter information for selected departments. Clear

Clears the counter information for all departments.

Prints a list of counter information.

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System Settings	
Allow ID Unknown Printer Jobs	Sets if print jobs from computers with unknown IDs are accepted or rejected.  On Off
Allow ID Unknown Remote Scan Jobs	Sets if network scan jobs from computers with unknown IDs are accepted or rejected.  Off On
User ID Management*1	Sets if the user ID management is used.  Off On
Network Settings*1	Sets the network setting. (See Chapter 6, "Network (imageCLASS MF7480/MF7470 Only)," or "Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only)," in the Starter Guide.)
TCP/IP Settings	Sets TCP/IP network.
IPv4 Settings	Sets TCP/IPv4 network.
IP Address Settings	Sets IPv4 Address settings.
IP Address	Registers a fixed IPv4 address to the machine.
Subnet Mask	Registers a fixed subnet mask to the machine.
Gateway Address	Registers a fixed gateway address to the machine.

<sup>\*1</sup> Indicates the item that appear only for the imageCLASS MF7480/MF7470.

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System Settings	
DHCP	Sets whether to automatically obtain an IPv4 address for the machine using a DHCP server
RARP	Sets whether to automatically obtain an IPv4 address for the machine using a RARP server.
ВООТР	Sets whether to automatically obtain an IPv4 address for the machine using a BOOTP server.
PING Command	Checks the TCP/IPv4 network connection.
IP Address Range Settings	Sets whether to use the IP address filter function.
Off	Disables the IP address filter.
On	Enables the IP address filter.
Permit/Reject	Selects whether to permit or reject access from a specified IPv4 address or IPv4 address range.
Register	Specifies the IPv4 address or IPv4 address range to be restricted.
Single Address	Specifies a single IPv4 address to be restricted.
Multiple Addresses	Specifies a range of IPv4 addresses to be restricted.
Edit	Edits the IP address or IPv4 address range to be restricted.
Erase	Erases the IP address or IPv4 address range to be restricted.
DNS Server	Sets the DNS server settings.
DNS Server Address Settings	Registers the DNS server address.
Primary DNS Server	Registers the primary server address.
Secondary DNS Server	Registers the secondary server address.
DNS Host Name/Domain Name Settings	Registers the host name and domain name of the DNS server.
Host Name	Registers the host name of the DNS server.
Domain Name	Registers the domain name of the DNS server.
DNS Dynamic Update Settings	Sets whether to use the DNS server dynamic update function.  – Off – On

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System Settings	
IPv6 Settings	Sets IPv6 Address settings.
Use IPv6	Sets the use of IPv6 address.  - Off - On
Stateless Address Settings	Sets the machine to obtain the IPv6 address automatically using the machine's MAC address and the prefix (information indicating the network belonged to) included in the RA (Router Advertisement) notified by the router when the machine is started.  Off On
Manual Address Settings	Sets whether to set a fixed IPv6 address to the machine.
Off	A fixed IPv6 address is not set.
On	Sets a fixed IPv6 address to the machine.
Manual Address	Registers a fixed IPv6 address to the machine.
Prefix Length	Sets the prefix length of the IPv6 address. (0-128)
Default Router Addr.	Sets the default router address.
Use DHCPv6	Sets whether to use DHCPv6.  - Off - On
PING Command	Checks the TCP/IPv6 network connection.
IPv6 Address	Checks the network connection by specifying the IPv6 address.
Host Name	Checks the network connection by specifying the host name.
IP Address Range Settings	Sets whether to use the IP address filter function.
Off	Disables the IP address filter.
On	Enables the IP address filter.

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System Settings	
Permit/Reject	Selects whether to permit or reject access from a specified IPv6 address or IPv6 address range.
Reg.	Specifies the IPv6 address or IPv6 address range to be restricted.
Single Address	Specifies a single IPv6 address to be restricted.
Multiple Addresses	Specifies a range of IPv6 addresses to be restricted.
Prefix Address	Specifies a prefix address on IPv6 addresses to be restricted.
Edit	Edits the IPv6 address or IPv6 address range to be restricted.
Erase	Erases the IPv6 address or IPv6 address range to be restricted.
DNS Server	Sets the DNS server settings.
DNS Server Address Settings	Registers the DNS server address.
Primary DNS Server	Registers the primary server address.
Secondary DNS Server	Registers the secondary server address.
DNS Host Name/Domain Name Settings	Registers the host name and domain name of the DNS server.
Use Same Host Name/Domain Name as IPv4	Sets whether to use the same host name and domain name as IPv4.  Off On
Host Name	Registers the host name of the DNS server.
Domain Name	Registers the domain name of the DNS server.
DNS Dynamic Update Settings	Sets whether to use the DNS server dynamic update function.  – Off – On
WINS Configuration	Sets the WINS settings to resolve a name with WINS.
Off	Sets the machine not to resolve a name with WINS.
On	Sets the machine to resolve a name with WINS.

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em Settings	
WINS Server	Registers the IP address of a WINS server.
LPD Settings	Sets whether to use LPD as the print application.  - On  - Off
RAW Settings	Sets whether to use RAW as the print application.
On	Enables the use of RAW.
Use Bidirectional	Sets whether to use bidirectional communication.  - On - Off
Off	Disables the use of RAW.
Use PASV Mode for FTP	Sets whether to use the PASV mode for FTP.  - Off - On
FTP Extension	Sets whether to use the FTP Extension.  - Off  - On
Use HTTP	Sets whether to activate HTTP (HyperText Transfer Protocol) for the Remote UI.  On Off
Port Number Settings	Sets the port number settings.
LPD	0-65535 (default: 515)
RAW	0-65535 (default: 9100)
НТТР	0-65535 (default: 80)
SMTP Receive	0-65535 (default: 25)
POP3 Receive	0-65535 (default: 110)
FTP Sending	0-65535 (default: 21)

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SMTP Sending	0-65535 (default: 25)
SNMP	0-65535 (default: 161)
Receiving MAC Address Settings	Sets whether to activate a MAC address filter.
Off	Disables MAC address filter.
On	Specifies a MAC address filter to access. MAC address must be entered for each setting.
Register	Registers MAC addresses. Up to five MAC addresses can be registered.
Edit	Edits MAC addresses.
Erase	Erases MAC addresses.
Proxy Settings	Sets the proxy settings.
Use Proxy	Sets the use of a proxy server.
Off	Proxy server is not used.
On	Proxy server is used.
Server Address	Sets a proxy server IP address or FQDN.
Port Number	Sets the port number of a proxy server.
Use Proxy within the Same Domain	Sets whether to use a proxy in the same domain.
Authentication Settings	Sets proxy authentication.
Off	Disables proxy authentication.
On	Enables proxy authentication.
User	Sets the user name to use for proxy authentication.
Password	Sets the password to use for proxy authentication.
SMB Settings	Sets the SMB settings to use the machine on a NetBIOS network.
Use SMB Client	Sets whether to use SMB Client.









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System Settings	
Off	SMB client is not used.
On	SMB client is used.
Server	Enters the NetBIOS name of the machine.
Workgroup	Enters the name of the workgroup the machine belongs to.
Comment	Enters a comment about the printer.
LM Announce	Sets if the machine notifies the LAN Manager of its existence.  – Off – On
SNMP Settings	Sets detailed information about SNMP.
Use SNMP	Sets whether to activate SNMP.
On	Activates SNMP.
Community Name	Sets SNMP community name (default: public).
Writable SNMP	Enables computers on the network to access the machine and modify its settings.  - On  - Off
Get Printer Management Information from Host	Sets whether to get printer management information from host.
Off	Deactivates SNMP.
Enable Dedicated Port	Sets or browses detailed information on the machine with a Canon printer driver or utility.  On Off
Ethernet Driver Settings	Specifies the type of network connection.
Auto Detect	Selects the detection method of Ethernet driver.
On	Sets the machine to determine the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX) automatically.

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System Settings	
Off	Sets the communication mode and Ethernet type manually.
Communication Mode	Selects the communication mode.  - Half Duplex - Full Duplex
Ethernet Type	Selects the Ethernet type.  - 10 Base-T  - 100 Base-TX
E-mail/I-Fax*1	Sets detailed settings for e-mail/I-fax.
SMTP Receive	Sets whether to receive e-mail/l-faxes using the machine's own SMTP receiving function.  Off On
POP	Sets whether to receive e-mail/l-faxes using a POP server.  - Off - On
Authentication/Encryption	Specifies authenticating method before sending e-mail.
POP Authentication before Send	Sets whether to use the SMTP server requires POP before SMTP (method for authenticating users who have logged in the POP server before sending e-mail).  Off On
SMTP Authentication (SMTP AUTH)	Sets whether to use the SMTP server requires SMTP Authentication (method for authenticatin users who have logged in the POP server before sending e-mail).
Off	Disables SMTP Authentication.
On	Enables SMTP Authentication.  - User  - Password
SMTP Server	Registers the SMTP server name.

Enters the e-mail address your machine will use (max. 64 characters).

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<sup>\*1</sup> Indicates the item that appear only for the imageCLASS MF7480.









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System Settings	
POP Server	Enters the POP server IP address or name (max. 48 characters).
POP Address	Enters the login name for access to the POP server (max. 32 characters).
POP Password	Enters the password for access to the POP server (max. 32 characters).
POP Interval	Sets the interval you want the POP server to check for incoming e-mail. If the interval is set to 0, the POP server is not checked automatically. (1-99)
Startup Time Settings	Sets the time period required to delay the startup of network communications for the machine (0-300sec).
Communications Settings	Sets the fax and e-mail/I-fax communication.
E-mail/I-Fax Settings*1	Sets the e-mail/I-fax communications.
Maximum TX Data Size	Sets the maximum data size for outgoing e-mail messages and I-fax documents. If the e-mail message send job exceeds this data size limit, it is split up into several e-mail messages before being sent. However, if an I-fax transmission exceeds the data size limit, it is handled as an error, and it is not sent.  (0MB-99MB)
Divided TX over Max.Data Size	Sets whether to divide a document into separate files when it is sent if its size exceeds the data size you specify.  Off On
Default Subject	The subject that you enter here is used as the default subject whenever you do not enter a subject when sending a job.
Fax Settings	Sets the facsimile communication.
Send Start Speed	Sets the transmission start speed for faxes. (33600bps, 14400bps, 9600bps, 7200bps, 4800bps, 2400bps)
Receive Start Speed	Sets the reception start speed for faxes. (33600bps, 14400bps, 9600bps, 7200bps, 4800bps, 2400bps)

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System Settings	
Memory Lock Settings	Sets whether to receive and store all documents in memory and not to print automatically. (See "Memory Lock Reception," on p. 4-63.)  Off On
Memory Lock Password	Registers the password that protects the authority for accessing Memory Lock settings.
Report Print	Sets whether to print a report on memory lock reception.  Off On
Memory Lock Time Settings	Sets whether to set a period for memory lock reception.
Off	Disables setting a period of memory lock reception.
On	Enables setting a period of memory lock reception.  – Memory Lock Start Time  – Memory Lock End Time
Forwarding Settings	Sets the machine to forward received fax/I-fax documents to other machines or the file servers.  If a received document matches the forwarding conditions, it is forwarded to the specified destination.
Validate/Invalidate	Turns on or off the forwarding mode.
Register	Registers forwarding conditions.
Condition Name	Sets a name for the forwarding condition. You can enter up to 50 characters for the condition name.
Forwarding Conditions	Sets the forwarding condition.

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System Settings	
Fax	<ul> <li>Sets the forwarding condition for received fax documents.</li> <li>[disregarded]: Disregards the Fax Number information as a forwarding condition.</li> <li>[does not exist]: Forwards the document if the Fax Number information does not exist.</li> <li>[equals]: Forwards the document if the Fax Number information matches all of the characters entered.</li> <li>[differs from]: Forwards the document if the Fax Number information differs from the characters entered.</li> <li>[begins with]: Forwards the document if the Fax Number information begins with the characters entered.</li> <li>[ends with]: Forwards the document if the Fax Number information ends with the characters entered.</li> <li>[contains]: Forwards the document if the Fax Number information contains the characters entered.</li> <li>[does not contain]: Forwards the document if the Fax Number information does not contain the characters entered.</li> </ul>
I-Fax*1	<ul> <li>Sets the forwarding condition for received I-fax documents.</li> <li>[disregarded]: Disregards the Destination, From, or Subject information as forwarding conditions.</li> <li>[equals]: Forwards the document if the From or Subject information matches all of the characters entered.</li> <li>[differs from]: Forwards the document if the Destination, From, or Subject information differs from the characters entered.</li> <li>[begins with]: Forwards the document if the Destination, From, or Subject information begins with the characters entered.</li> <li>[ends with]: Forwards the document if the Destination, From, or Subject information ends with the characters entered.</li> <li>[contains]: Forwards the document if the Destination, From, or Subject information contains the characters entered.</li> <li>[does not contain]: Forwards the document if the Destination, From, or Subject information</li> </ul>

does not contain the characters entered.

Sets the destination address to forward the document.

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<sup>\*1</sup> Indicates the item that appear only for the imageCLASS MF7480.



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System Settings	
File Format*1	Sets the file format of the document you want to forward.  – TIFF  – PDF
Forward w/o Cond.	Sets whether to store the forwarding destinations of a received document if the forwarding settings of the received document are not registered, or if the received document does not match all of the forwarding conditions that you have specified.
Forwarding Destination	Sets the destination address to forward the document.
File Format*1	Sets the file format of the document you want to forward.  – TIFF  – PDF
Detail/Edit	You can check or change forwarding settings that have been stored.
Erase	Erases the selected forwarding condition.
Print List	Prints the forwarding conditions list.
Remote UI On/Off*2	Sets whether to activate the Remote UI function to operate the machine and change the settings from a network computer using a web browser.  - On - Off
Restrict the Send Function	Sets restrictions on the Send function.
Address Book Password	Sets a password to restrict editing the Address Book. (7 digits maximum)  Off On
Restrict New Addresses	Sets whether to restrict registering or changing destinations in the Address Book. Sets whether to restrict making calls to the destinations not registered in Address Book.  Off On

 $<sup>^{\</sup>ast 1}$  Indicates the item that appear only for the imageCLASS MF7480.

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 $<sup>\</sup>ensuremath{^{*2}}$  Indicates the item that appear only for the imageCLASS MF7480/MF7470.







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System Settings	
Allow Fax Driver TX	Sets whether to restrict sending faxes from a computer using the fax driver.  - On  - Off
Confirm Entered Fax Numbers	Sets whether to confirm the entered fax numbers each time you send a fax.  - Off - On
Restrict Recall	Sets whether to disable the redial function of the [Recall] key.  - Off - On
Restrict Sequential Broadcast	Sets whether to disable the broadcasting function.
Confirmation Broadcast	Sets whether to confirm to enable the broadcasting function each time you send.
Prohibit Broadcast	Disables the broadcasting function.
Off	The restrict broadcast setting is not set.
Job Log Display	Sets whether to display job logs.  - On - Off
Use USB Device	Sets whether to restrict jobs through the USB interface.  - On - Off
Display Dept. ID/User Name	Sets whether to display the Department ID or user name which is currently being used to log on to the machine in the Job/Print Status Display Area.  On Off
Failed Forwarding Document Set.	Sets the machine to print and/or store received documents when document forwarding fails.
Print Image	Sets whether to print out the image if forwarding fails.  - On - Off

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System Settings	
Store Image to Memory	Sets whether to store the image in memory if forwarding fails.  Off On
Auto Online/Offline*1	Switches the machine online and offline to use the network scan function.
Auto Online	Sets whether to switch the machine online.  Off On
Auto Offline	Sets whether to switch the machine offline.  Off On
Update Firmware	This function is used only when the printer firmware needs to be updated.
PDL Selection (PnP)	Detects and installs drivers that support functions specified on the machine into your computer.  - UFRII LT  - PCL5e*1  - PCL6*1  - FAX

<sup>\*1</sup> Indicates the item that appear only for the imageCLASS MF7480/MF7470.

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# **Summary of Reports and Lists**

The machine can generate the following reports and lists.

Report/List	Description
Address Book List	Lists the recipient addresses registered in the Address Book (Address Book or One-touch Buttons).
User's Data List	Lists all the current settings and registered sender information.
TX Report	Shows the transmission result. Can be set to print automatically.
Activity Report	Shows the last 40 transactions performed by the machine.
RX Report	Shows the reception result. Can be set to print automatically.

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# **Printing Reports Automatically**

TX Report, RX Report, and Activity Report can be set to print automatically.

## TX Report



When you are sending a PC-Fax or a color document, the first page of the document is not printed even if you set [Report With TX Image] to [On].

- 1. Press @ (Additional Functions).
- 2. Press [Report Settings] → [Settings] → [TX Report].

The TX Report screen appears.

3. Select [On], [For Error Only], or [Off].

[For Error Only]: Prints a report only when a transmission error occurs. Proceed to step 4.

[On]: Prints a report every time you send a document. Proceed to step 4.

[Off]: Does not print a report. Skip to step 5.

4. Select [On] or [Off] for <Report With TX Image>

[On]: Part of the sent document is printed on the report. [Off]: The contents of the sent document are not printed on the report.

- **5.** Press [OK].
- **6.** Press [Done] repeatedly until the Send Basic Features screen appears.

### **Report Items**

The following items are displayed in the Transmission Report:

- REPORT NAME: When the document transmission is completed successfully, a "TX Report" is printed. When a send error occurs, an "Error TX Report" is printed.
- Transaction description
- TX/RX NO: Transaction number
- DEPT. ID: If Department ID Management is set, the Department ID is printed.
- RECIPIENT ADDRESS: Destination number or address
- DESTINATION ID: Destination name registered in Address Book
- ST. TIME: Transmission start time
- TIME USE: Transmission duration
- PAGES SENT: Number of pages sent
- RESULT: Result of transaction
- OK: Transmission successful
- NG: Transmission failed
- STOP: Transmission manually canceled before completion
- BUSY/NO SIGNAL: The line is busy or the recipient does not answer your call
- Error code: For descriptions of error codes, See "Error Codes," on p. 10-21.





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### **NOTE**

- When a sequential broadcast transmission was performed, a Multiple Communication Result Report is printed instead of a TX Report.
- You cannot print a Multi TX/RX Report with an image of the sent original attached to it even if Report With TX Image is set to [On] in the TX Report setting.
- For a Multiple Communication Result Report, the following items are displayed.
- TX/RX NO: Transaction number
- PGS.: The number of pages that were sent successfully
- DEPT. ID: If Department ID Management is set, the Department ID is printed.
- TX/RX INCOMPLETE: If a transmission is incomplete, the address and name of the destination are printed. If there is no applicable destination, "\_\_\_\_" is printed.
- TRANSACTION OK: The address and name of the destination of a completed transmission are printed. If there is no applicable destination, "\_\_\_\_" is printed.
- ERROR INFORMATION: If an error in transmission occurs, the address and name of the destination are printed. If there is no error, "\_\_\_\_\_' is printed.

## Activity Report

- 1. Press (Additional Functions).
- 2. Press [Report Settings] → [Settings] → [Activity Report].

The Activity Report screen appears.

3. Select [On] or [Off] for <Auto Print>.

[On]: The Activity Report is automatically printed when the number of send and receive transactions reaches 40.

[Off]: The Activity Report is not automatically printed.

Select [On] or [Off] for <Send/Receive Separate>.

[On] The send and receive logs are printed separately. [Off]: The send and receive logs are not printed separately.

- **5.** Press [OK].
- **6.** Press [Done] repeatedly until the Send Basic Features screen appears.

### **Report Items**

The following items are displayed in the Activity Report:

- DEPT. ID: If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to Department ID.
- ST. TIME: Transmission start time
- DESTINATION TEL/ID: Destination name and number or address. If the send job is sent to a file server (FTP or SMB), the path name is printed on the second line.
- NO: Transaction number. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.
- MODE: Transaction, Error correction mode
- PGS.: Number of pages sent
- RESULT: Result of transaction, transaction duration
- OK: Transaction successful
- NG: Transaction failed
- - -: E-mail, I-fax, or transmission to a file server has been confirmed as successful.







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# RX Report

- **Press ® (Additional Functions).**
- Press [Report Settings] → [Settings] → [RX Report].

The RX Report screen appears.

3. Select [On], [For Error Only], or [Off].

[For Error Only]: Prints a report only when a reception error occurs. [On]: Prints a report each time a document is received. [Off]: Does not print a report.

- **4.** Press [OK].
- Press [Done] repeatedly until the Send Basic Features screen appears.

### **Report Items**

The following items are displayed in the Reception Report:

- Transaction description
- TX/RX NO: Transaction number
- RECIPIENT ADDRESS: Recipient's number or address
- DESTINATION ID: Sender's name registered in Address Book
- ST. TIME: Reception start time
- **TIME USE: Reception duration**
- PGS.: Number of pages received
- RESULT: Result of transaction
- OK: Reception successful
- NG: Reception failed
- STOP: Reception manually canceled before completion
- Error code: For descriptions of error codes, see "Error Codes," on p. 10-21.

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# **Printing Reports and Lists Manually**

#### You can print the following lists manually.

- Address Book List
- Address Book List (One-touch Buttons)
- User's Data List
- Forwarding Conditions List



- To print USER'S DATA LIST, see "Printing USER'S DATA LIST," on p. 11-3.
- For information on each list, see "Summary of Reports and Lists," on p. 11-43.
- Reports can be printed on LGL or LTR paper. (plain or recycled paper)

## Printing Address Book List

- 1. Press 

  (Additional Functions).
- 2. Press [Report Settings] → [Print List] → [Address Book List] → [Address Book].

The Address Book List screen appears.

- 3. Press [Yes].
  - To cancel printing, press [No].
  - The Address Book List is printed.
- 4. Press [Done] repeatedly until the Send Basic Features screen appears.
- Printing Address Book List (One-touch Buttons)
- 1. Press @ (Additional Functions).
- 2. Press [Report Settings] → [Print List] → [Address Book List] → [One-touch Buttons].

The Address Book List screen appears.

- 3. Press [Yes].
  - To cancel printing, press [No].
  - The Address Book List (One-touch Buttons) is printed.
- 4. Press [Done] repeatedly until the Send Basic Features screen appears.

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## Printing Forwarding Conditions List

- 1. Press @ (Additional Functions).
- **2.** Press [System Settings] → [Forwarding Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ③ ③ (numeric keys), then press ⑩ (Log In/Out) to enter the System Settings menu. The Forwarding Settings screen appears.

3. Press [Print List].



The forwarding settings can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper

or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to [On]. (See "Automatic Paper Selection/Automatic Drawer Switching," on p. 2-21.)

- 4. Press [Yes].
  - To cancel printing, press [No].
  - The Forwarding Conditions List is printed.
- **5.** Press [Done] repeatedly until the Send Basic Features screen appears.

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# **Checking and Deleting Jobs**

System monitor enables you to monitor the status of the report jobs currently being processed.

- **Checking and Deleting Report Jobs**
- Press [System Monitor] → [Print].
- Press [Status] or [Log].
- 3. Select the desired report job, then press [Details].



- You can cancel the job that is waiting to be printed or currently being printed. Select the job on the Status screen, then press [Cancel].
- You can restrict the type of jobs by pressing [Job Type] and selecting the type of job on the Log screen.
- 4. Press [Done] repeatedly until the Send Basic Features screen appears.

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# **Some Basic Facts about Fonts**

This section summarizes some of the basic facts you should know about fonts.

#### ■ What Is a Font?

A font is a collection of letters and symbols used when printing a document. In general, a group of letters and symbols sharing a common design is referred to as a font. A font consists of the letters A to Z in both upper and lowercase, digits, and symbols. The design that distinguishes one font from another is referred to as a "typeface." Each font has a typeface name, such as Courier, CG Times, Letter Gothic, etc.

#### Attributes of Fonts

All fonts share some common characteristics, which are called "attributes." The typeface is one such attribute. The letters and symbols that are actually printed are determined by the values of a collection of these attributes.

Typeface	The design of the letters (for example, Courier, CG Times, Helvetica, or Gothic).
Stroke Weight	The thickness of the lines with which the letters are drawn (e.g. bold, medium, or light).
Style	Whether the letters are drawn straight or at an angle (e.g. upright or italic).
Point Size	Height of the letters (e.g. 10 point or 5 point).
Pitch (cpi)	Number of characters that are printed in one inch (e.g. 10 cpi, 12 cpi, or Scale).
Character Width (Fixed/PS)	Indicates whether the character width is set to "Fixed" or "Proportional."
Orientation	Orientation of the characters on a page ("Portrait" or "Landscape").
Symbol Set	The rule that defines the correspondence between the character codes coming from the host computer, and the letter forms that appear on the page (for example, Roman-8).

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### **Typeface**

Typeface refers to the design of the characters and symbols. The following figure shows an example of some typefaces.

Courier ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ **CG** Times

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** Helvetica

### **Stroke Weight**

Stroke weight refers to the thickness of the print. There are light, medium, and bold stroke weights. The printer function has medium and bold fonts available. The figure below shows an example of medium and bold printing.

# MEDIUM MEDIUM MEDIUM BOLD BOLD BOLD BOLD

#### Style

Style refers to the shape of the characters. The printer function can print in two styles: upright and italic.

With some fonts, like CourierPS and Letter Gothic, the terms "Oblique" and "Slanted" are used in the same manner as italics.

### **UPRIGHT UPRIGHT**

ITALIC ITALIC ITALIC

#### **Point Size**

Point size refers to the height of the character. Character size is measured in points. One inch is divided into 72 points and 1 point is 1/72 of an inch (about 0.35 mm). The printer function has bitmapped fonts and scalable fonts available. The bitmapped fonts are fixed in size, but the scalable fonts are not fixed in size. Scalable fonts are freely scalable to any size you wish in 0.1 point increments. The following figure shows an example of various point sizes.

CGTimes 7pt CGTimes 8pt CGTimes 9pt CGTimes 10pt CGTimes 11pt CGTimes 12pt CGTimes 14pt CGTimes 18pt CGTimes 24pt



See "Fonts and Scalable Fonts," on p. 11-54, for more information on bitmapped fonts and scalable fonts.









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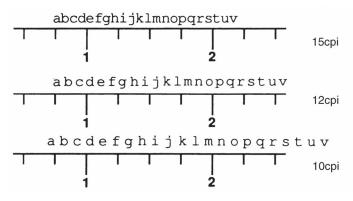
10.

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### Pitch (cpi)

Pitch refers to the number of characters that are printed in one inch. The unit is cpi (characters per inch). As the number of characters per inch increases, the space between characters decreases; as the cpi decreases, the space between characters increases.



### **Character Width (Fixed and PS)**

Each character has a different width from all the other characters in a font at a given point size. For example, "W" is a wider letter than "I." There are two ways to print letters of different widths: you can print all letters with the same spacing, regardless of their actual width; or you can change the spacing between letters to accommodate these different widths. Printing all letters with the same spacing is called "Fixed spacing," while changing the spacing to accommodate different letter widths is called "Proportional spacing."

Because the Fixed spacing method prints all letters with the same spacing, the number of characters which will fit into a given length is a fixed quantity which can be specified.

If the characters are printed with Proportional spacing, then the number of characters that will fit into an inch varies depending on the letters printed.





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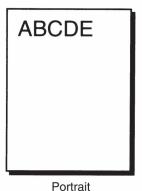
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#### Orientation

Orientation refers to the direction of printing. The printer function can print using two different paper orientations: portrait and landscape. With portrait orientation, text is printed across the width of the paper (short edge), and with landscape orientation, text is printed across the length of the paper (long edge).



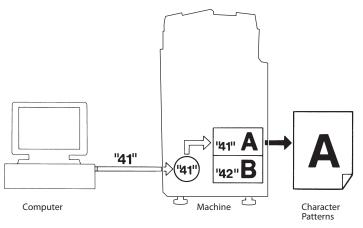


Landscape

### **Symbol Set**

When you print the letter "A," the host computer sends a code corresponding to "A" (hexadecimal 41 is an example of this) to the machine. This code is referred to as the character code. The machine stores an internal representation of each character, and selects from among these character patterns the pattern corresponding to the received code. In this case, the machine searches for the pattern for "A," and prints it.

■ The process by which letters are printed



The machine uses a fixed rule to decide which letter or symbol corresponds to the character code sent from the host computer. For example, the letter "A" is printed for the hexadecimal code "41." The rule which determines the correspondence between character codes and printed letters is called the "symbol set."

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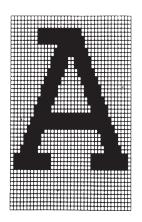
### **■ Fonts and Scalable Fonts**

There are two types of fonts available, and these fonts are distinguished by the type of data from which they are formed.

- Bitmapped fonts
- Scalable fonts

#### **Bitmapped Fonts**

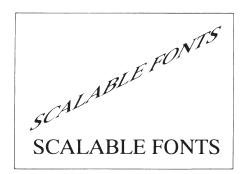
Each character of bitmapped fonts are composed of a grid of small dots and stored in the machine's memory in dot matrix format. Bitmapped fonts are fixed in size and specified by characteristics called "attributes," such as typeface, stroke weight, style and so on. Various types of bitmapped fonts are produced by the combination of these attributes.



#### **Scalable Fonts**

With scalable fonts, characters are freely enlarged or compressed from the one point to any size you wish in 0.1 point increments.





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### Standard Scalable Fonts (PCL)

With scalable fonts, characters are freely enlarged or compressed from one point to any size you wish in 0.1 point increments. (The maximum range of scaling depends on the size of the memory installed in the machine and the size of the paper used.) The following scalable typefaces are included with the machine.

Albertus Extra Bold **Garamond Kursiv** 

Albertus Medium Garamond Kursiv Halbfett

**Antique Olive** Helvetica **Antique Olive Bold** Helvetica Bold

Antique Olive Italic Helvetica Bold Oblique Arial Helvetica Narrow Arial Bold Helvetica Narrow Bold

Arial Bold Italic Helvetica Narrow Bold Oblique Arial Italic Helvetica Narrow Oblique

CG Omega Helvetica Oblique

CG Omega Bold ITC Avant Garde Gothic Book CG Omega Bold Italic ITC Avant Garde Gothic Book Oblique

CG Omega Italic

**CG Times** ITC Avant Garde Gothic Demi CG Times Bold ITC Avant Garde Gothic Demi

CG Times Bold Italic Oblique

CG Times Italic ITC Bookman Demi Clarendon Condensed ITC Bookman Demi Italic Coronet ITC Bookman Light Courier ITC Bookman Light Italic

Courier Bold ITC Zapf Chancery Medium Italic

Courier Bold Italic **ITC Zapf Dingbats** Letter Gothic Courier Italic CourierPS Letter Gothic Bold CourierPS Bold Letter Gothic Italic

CourierPS Oblique Marigold

New Century Schoolbook Bold CourierPS Bold Oblique **Garamond Antiqua** New Century Schoolbook Bold

**Garamond Halbfett** Italic

New Century Schoolbook Italic **New Century Schoolbook** 

Roman Palatino Bold Palatino Bold Italic Palatino Italic

Palatino Roman

Symbol SymbolPS Times Bold Times Bold Italic Times Italic

**Times New** Times New Bold Times New Bold Italic Times New Italic **Times Roman** Univers Medium **Univers Bold** 

**Univers Bold Condensed** Univers Bold Condensed Italic

Univers Bold Italic Univers Medium Italic Univers Medium Condensed

Univers Medium Condensed

Italic Wingdings

#### **OCR Sets Fonts (PCL)**

OCR A OCR B









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### Symbol Sets (For Scalable Typefaces Only)

The following symbol sets are included with the machine.

ASCII (ISO6) DeskTop PC-850 Dingbats (14L) ISO 8859-1 Latin1 PC-852 PC-858\* ISO 8859-10 Latin 6

PC-860 Portugal ISO 8859-9 Latin 5 PC-865 Norway ISO French (ISO69) ISO German (ISO21) Pi Font PS Math\* ISO Italian (ISO15) PS Text ISO Latin 9\* ISO Norwegian (ISO60) Roman-8 Roman 9\* ISO Spanish (ISO17) ISO Swedish:names (ISO11) Symbol

ISO United Kingdom (ISO4) Legal Math-8

Microsoft Publishing

ISO 8859-2 Latin 2

OCR-A OCR-B

MC Text\*

PC-1004 (OS/2)

PC-775 PC-8

PC-8 D/N PC-8 Greek

> PC-Turkish Unicode

Ventura International

Ventura Math Ventura US

Windows 3.0 Latin 1\* Windows Baltic \* Windows 3.1 Latin 1\* Windows 3.1 Latin 2\* Windows 3.1 Latin 5\*

Wingdings

\* Supports the euro symbol.

## Typeface Samples

#### Standard Scalable Fonts (PCL)

Courier **CG Times** CG Times Bold CG Times Italic CG Times Bold Italic CG Omega CG Omega Bold CG Omega Italic CG Omega Bold Italic Coronet

Clarendon Condensed Univers Medium Univers Bold

Univers Medium Italic Univers Bold Italic Univers Medium Condensed Univers Bold Condensed

Univers Medium Condensed Italic Univers Bold Condensed Italic

Antique Olive Antique Olive Bold Antique Olive Italic Garamond Antiqua Garamond Halbfett Garamond Kursiv

Garamond Kursiv Halbfett

ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPORSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDETGASJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPORSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** ABCDEFGHIJKLMNOPQRSTUVWXYZ

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

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Marigold

Albertus Medium

Albertus Extra Bold

Arial

Arial Bold

Arial Italic

Arial Bold Italic

Times New

Times New Bold

Times New Italic

Times New Bold Italic

Helvetica

Helvetica Bold

Helvetica Oblique

Helvetica Bold Oblique

Helvetica Narrow

Helvetica Narrow Bold

Helvetica Narrow Oblique

Helvetica Narrow Bold Oblique

Palatino Roman

Palatino Bold

Palatino Italic

Palatino Bold Italic

ITC Avant Garde Gothic Book

ITC Avant Garde Gothic Demi

ITC Avant Garde Gothic Book Oblique

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**ABCDEFGHIJKLMNOPORSTUVWXYZ** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJK*LMNOPORSTUVWXYZ* 

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

ABCDEFGHIJKLMNOPORST**UVWXYZ** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLIVINOPQK510 V VV YZ

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

ITC Avant Garde Gothic Demi Oblique

ITC Bookman Light

ITC Bookman Demi

ITC Bookman Light Italic

ITC Bookman Demi Italic

New Century Schoolbook Roman

New Century Schoolbook Bold

New Century Schoolbook Italic

...., .....,

New Century Schoolbook Bold Italic

Times Roman

Times Bold

Times Italic

Times Bold Italic

.....

ITC Zapf Chancery Medium Italic

Symbol

SymbolPS

Wingdings

ITC Zapf Dingbats

Courier Bold

Courier Italic

Courier Bold Italic

Letter Gothic

Letter Gothic Bold

Letter dottile bold

Letter Gothic Italic

CourierPS

CourierPS Bold

CourierPS Oblique

CourierPS Bold Oblique

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**ABCDEFGHIJKLMNOPQRSTUVWXYZ** 

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

\_\_\_\_\_\_\_

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPORSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ΑΒΧΔΕΦΓΗΙΘΚΛΜΝΟΠΘΡΣΤΥς $\Omega$ Ξ $\Psi$ Z

ΑΒΧΔΕΦΓΗΙϑΚΛΜΝΟΠΘΡΣΤΥς $\Omega$ Ξ $\Psi$ Z

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPORSTUVWXYZ

ABCDEFGHIJKLMNOPORSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ADEDE ANTONE MINOT QUESTO VIIX IZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPORSTUVWXYZ

ABCDEFGHIJKLMNOPORSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

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### **OCR Code Scalable Fonts (PCL)**

OCR A

ABCDEFGHIJKLMNOPQRSTUVWXYZ

OCR B

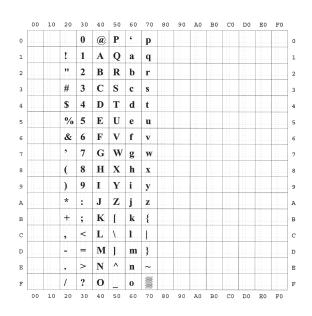
ABCDEFGHIJKLMNOPQRSTUVWXYZ

### **Bitmapped Fonts (PCL)**

Line Printer ABCDEFGHIJKíóúñѪº¿┌¬½¼¡«» Line Printer ABCDEFGHIJKÀÂÈÊËÎÏ′`^"~ùÛ£ Line Printer ABCDEFGHIJK;¢£¤¥¦\$"@@«¬-@-Line Printer ABCDEFGHIJKíóúññőő¿ãÃ&n;³¤ Line Printer ABCDEFGHIJKíóúñѪº¿®¬½¼¡«» Line Printer ABCDEFGHIJK Line Printer ABCDEFGHIJKĄ~٤ĽŚŚ"ŠŞŤŹ-ŽŻ Line Printer ABCDEFGHIJK;¢£¤¥¦\$"®@«¬-®-Line Printer ABCDEFGHIJKĄĒĢĪĨĶSĻĐŠŦŽ-ŪŊ Line Printer ABCDEFGHIJK;¢£€¥¦S"®ª«¬-®-

## Symbol Sets

#### **ASCII**



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## Desktop

	00	10	20	30	40	50	60	70	80	90	A0	B0	C0	D0	E0	F0
0				0	<b>a</b>	P	6	p				66			a	,
1			!	1	Α	Q	a	q	ļ		¶	"	±	>	0	•
2			"	2	В	R	b	r			§	μ	×	«	æ	•
3			#	3	C	S	c	s			†	‰	÷	<b>»</b>	Æ	
4			\$	4	D	T	d	t			‡	•	0	,	ð	~
5			%	5	E	U	e	u			©	•	,	,,	Ð	٧
6			&	6	F	V	f	v			®	0	"		ij	J
7			,	7	G	W	g	w			TM	0	1/4	i	IJ	"
8			(	8	Н	X	h	x			%		1/2	i	ł	0
9			)	9	I	Y	i	y			¢		3/4	Pts	Ł	•
A			*	•	J	Z	j	z				0	1	l	œ	
В			+	;	K	[	k	{			_		2	£	Œ	,
С			,	<	L	λ	1	1				•	3	¥	ø	·
D					M	1	m	}			fi	-	/	¤	Ø	
Е				>	N	^	n	7			fl	1		f	þ	1
F			1	?	O	<u></u>	0		l.ii					ß	Þ	
	00	10	20	30	40	50	60	70	80	90	A0	В0	CO	D0	E0	FO

### ISO 8859-1 Latin 1

	00	10	20	30	40	50	60	70	80	90	A0	В0	C0	D0	E0	F0
0				0	<b>a</b>	P	`	р				o	À	Đ	à	ð
1			!	1	Α	Q	a	q			i	±	Á	Ñ	á	ñ
2			"	2	В	R	b	r			¢	2	Â	Ò	â	ò
3			#	3	C	S	c	S			£	3	Ã	Ó	ã	ó
4			\$	4	D	Т	d	t			¤		Ä	ô	ä	ô
5			%	5	E	U	e	u			¥	μ	Å	Õ	å	õ
5			&	6	F	V	f	<b>v</b>			Ī	1	Æ	Ö	æ	ö
7			•	7	$\mathbf{G}$	W	g	w			§		Ç	×	ç	÷
8			(	8	н	X	h	x				,	È	Ø	è	ø
9			)	9	I	Y	i	y			©	1	É	Ù	é	ù
A			*	:	J	Z	j	z			а	0	Ê	Ú	ê	ú
3			.+	;	K	[	k	{			«	<b>»</b>	Ë	Û	ë	û
C			,	<	L	١	1	Ĭ			-	1/4	ì	Ü	ì	ü
D			-		M	1	m	}			-	1/2	Í	Ý	í	ý
Ε				>	N	^	n	-			®	3/4	Î	Þ	î	þ
7			1	?	o		0	******				i	Ï	ß	ï	ÿ
	00	10	20	30	40	50	60	70	80	90	A0	В0	C0	D0	E0	FO

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### ISO 8859-10 Latin 6

	00	10	20	30	40	50	60	70	80	90	A0	B0	C0	D0	E0	F0	
0				0	(a)	P		p				0	Ā	Đ	ā	ð	0
1			!	1	A	Q	a	q			Ą	ą	Á	Ņ	á	ņ	1
2			***	2	В	R	b	r			Ē	ē	Â	Ō	â	ō	2
3			#	3	C	S	c	s			Ģ	ģ	Ã	Ó	ã	ó	3
4			\$	4	D	Т	d	t			Ī	ĭ	Ä	ô	ä	ô	4
5			%	5	E	U	e	u			Ĩ	ĩ	Å	Õ	å	õ	5
6			&	6	F	V	f	v			Ķ	ķ	Æ	Ö	æ	ö	6
7			,	7	G	w	g	w			§		Į	Ũ	į	ũ	7
8			(	8	н	X	h	x			Ļ	ļ	Č	Ø	č	ø	8
9			)	9	I	Y	i	y			Đ	đ	É	Ų	é	ų	9
Α			*		J	Z	j	z			Š	š	Ę	Ú	ę	ú	A
В			+	;	K	[	k	{			Ŧ	ŧ	Ë	Û	ë	û	В
С			,	<	L	Ĭ.	1	i			ž	ž	Ė	Ü	ė	ü	С
D					М	]	m	}					Í	Ý	í	ý	D
Е				>	N	^	n	ĺ.			Ū	ū	Î	Þ	î	þ	Е
F			1	?	o		0	*****			Ŋ	ŋ	Ï	ß	ĭ	ÿ	F
	00	10	20	30	40	50	60	70	80	90	A0	во	C0	D0	E0	FO	J

### ISO 8859-2 Latin 2

	00	10	20	30	40	50	60	70	80	90	A0	B0	C0	D0	E0	F0
)				0	<b>a</b>	P	•	р				0	Ŕ	Ð	ŕ	đ
L			!	1	A	Q	a	q			Ą	ą	Á	Ń	á	ń
2			**	2	В	R	b	r	ļ		ŭ	į.	Â	Ň	â	ň
3			#	3	C	S	c	s			Ł	ł	Ă	Ó	ă	ó
ŀ			\$	4	D	Т	d	t			¤		Ä	ô	ä	ô
5			%	5	E	U	e	u			Ľ	ľ	Ĺ	Ő	í	ő
5			&	6	F	V	f	v			Ś	ś	Ć	Ö	ć	ö
7			•	7	G	W	g	w	ļ		§	•	Ç	×	ç	÷
3			(	8	н	X	h	x				,	Č	Ř	č	ř
)			)	9	I	Y	i	y			Š	š	É	Ů	é	ů
ı.			*	:	J	Z	j	z	ļ.		Ş	ş	Ę	Ú	ę	ú
3			+	;	K	[	k	{			Ť	ť	Ë	Ű	ë	ű
7			,	<	L	١	1	1			Ź	ź	Ě	Ü	ě	ü
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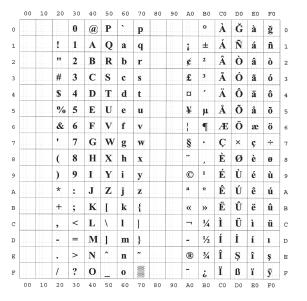
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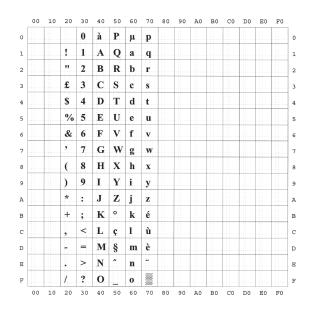
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#### ISO 8859-9 Latin 5



#### **ISO French**



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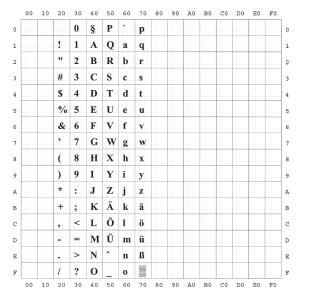
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## **ISO German**



### **ISO Italian**

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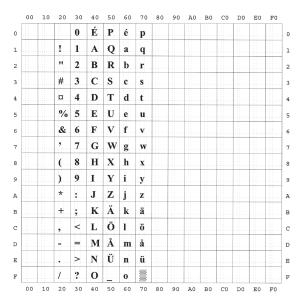
Maintenance

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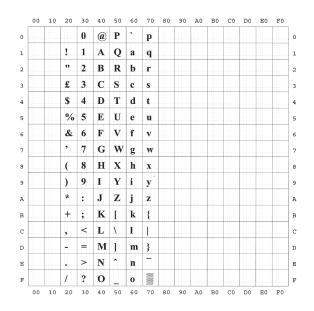
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## **ISO Swedish**



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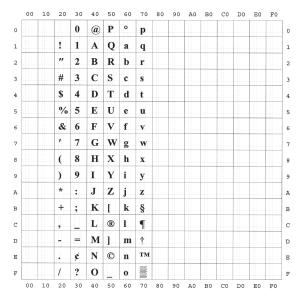
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## Legal



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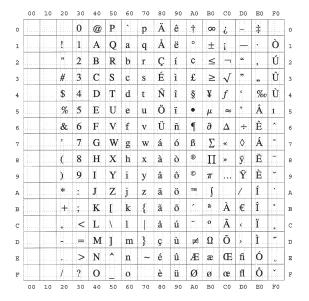
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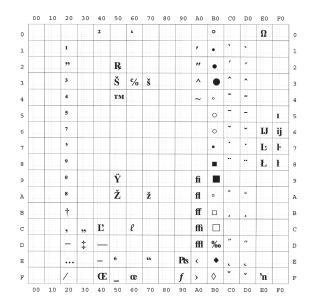
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## **MC Text**



## **Microsoft Publishing**



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### **Ventura International**

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### **Ventura US**

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7			1	7	G	W	g	w	‡		§		Ç	×	ç	÷	7
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3			#	3	C	S	c	s		"	Ł	ł	Ă	Ó	ă	ó	3
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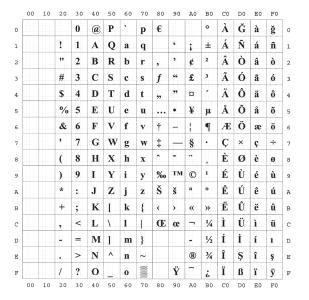
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### Windows 3.1 Latin 5



### **Windows Baltic**

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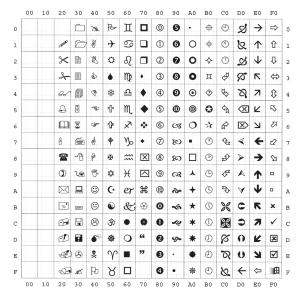
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## Wingdings



### Unicode

	00	10	20	30	40	50	60	70	80	90	A0	В0	CO	D0	E0	F0	
0				0	@	P	٠.	p				0	À	Đ	à	ð	0
1			!	1	A	Q	a	q			i	±	Á	Ñ	á	ñ	1
2			-	2	В	R	b	r			¢	2	Â	Ò	â	ò	2
3			#	3	C	S	С	s			£	3	Ã	Ó	ã	ó	3
4			\$	4	D	T	d	t			¤	-	Ä	Ô	ä	ô	4
5			%	5	Е	U	е	u			¥	μ	Å	Õ	å	õ	5
6			&	6	F	V	f	v			1	¶	Æ	Ö	æ	ö	6
7			•	7	G	W	g	w			§		Ç	×	ç	÷	7
8			(	8	Н	X	h	X			-		È	Ø	è	ø	8
9			)	9	I	Y	i	у			0	1	É	Ù	é	ù	9
Α			*	:	J	Z	j	z			a	0	Ê	Ú	ê	ú	A
В			+	;	K	[	k	{			«	»	Ë	Û	ë	û	В
C			,	<	L	\	1				$\neg$	1/4	Ì	Ü	ì	ü	С
D			-	=	M	]	m	}			-	1/2	Í	Ý	í	ý	D
Е				>	N	^	n	~			®	3/4	Î	Þ	î	þ	Е
F			/	?	О	_	0				-	i	Ϊ	В	ï	ÿ	F
	00	10	20	30	40	50	60	70	80	90	A0	В0	CO	D0	EO	F0	

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## OCR-A

	00	10	20	30	40	50	60	70	80	90	A0	B0	C0	D0	E0	F0
0				0	9	Р	Н	р								I i
1			!	l	Α	Q	а	q								
2			"	2	В	R	b	r								
3			#	3	C	Z	c	s								
1			\$	4	D	Т	d	t								II
5			7.	5	Ε	U	e	u								
5			&	Ь	F	٧	f	V								
,			•	7	G	W	g	W								
3			(	8	Н	X	h	X								
9			)	9	Ι	Y	i	У								
ı.			*	:	J	Z	j	z								
3			+	i	K		k	{								
2			7	<	L	\	1	I								
)			-	=	M	J	m	}								
Ē				>	N	٨	n	J								
,			1	?	0	Y	0									
	00	10	20	30	40	50	60	70	80	90	A0	B0	CO	D0	E0	FO

## OCR-B

0.0	)	10	20	30	40	50	60	70	80	90	A0	во	C0	D0	E0	F0
				0	<b>a</b>	Р		р					l.i			
			!	1	Α	Q	а	q								
			"	2	В	R	b	r								
			#	3	С	S	С	s			li					
			\$	4	D	Т	d	t								
			%	5	Ε	U	е	u								
			&	6	F	٧	f	٧								
			1	7	G	W	g	W								
			(	8	Н	X	h	х								
			)	9	Ι	Υ	i	У								
			*	:	J	Z	j	z								
			+	;	K	[	k	{								
			,	<	L	١	ι									
			_	=	M	]	m	}								
				>	N	۸	n	~								
			1	?	0		0									
00	)	10	20	30	40	50	60	70	80	90	A0	В0	C0	D0	E0	FO

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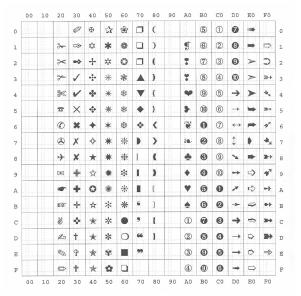
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## Dingbats



### **ISO Latin 9**

0.0	10	20	30	40	50	60	70	80	90	A0	B0	C0	D0	E0	F0
			0	@	P		p				0	À	Đ	à	ð
		!	1	A	Q	a	q			i	±	Á	Ñ	á	ñ
		"	2	В	R	b	r			¢	2	Â	Ò	â	ò
		#	3	C	S	С	S			£	3	Ã	Ó	ã	ó
		\$	4	D	Т	d	t			€		Ä	Ô	ä	ô
		%	5	Е	U	e	u			¥	μ	Å	Õ	å	õ
		&	6	F	V	f	V			1.	1	Æ	Ö	æ	ö
			7	G	W	g	W			§		Ç	×	ç	÷
		(	8	Н	X	h	x			H		È	Ø	è	Ø
		)	9	I	Y	i	у			0	1	É	Ù	é	ù
		*	l i	J	Z	j	z		ij	a	0	Ê	Ú	ê	ú
		+.	;	K	I	k	{			«	<b>»</b>	Ë	Û	ë	û
		,	<	L	1	1				Н	1/4	Ì	Ü	ì	ü
				M	1	m	}			Ä.	1/2	Í	Ý	í	ý
			>	N	^	n	-			®	3/4	Î	Þ	î	þ
		1	?	О		0	**			H	i	Ϊ	ß	ĭ	ÿ
0.0	10	20	30	40	50	60	70	80	90	A0	B0	CO	D0	E0	FO

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## PC-8 Greek

	0.0	10	20	30	40	50	60	70	80	90	A0	B0	C0	D0	E0	F0	
0		•		0	@	P		p	A	P	ı	:::	L	Ш	ω	Ώ	0
1	0	4	!	1	Α	Q	a	q	В	Σ	к	**	_	-	ά	±	1
2	0	0	11	2	В	R	b	r	Γ	T	λ	冊	$\overline{}$	-	έ	≥	2
3	٧	!!	#	3	С	S	c	S	Δ	Y	μ	1	H	L	ή	<b>≤</b>	3
4	•	1	\$	4	D	Т	d	t	Е	Φ	ν	Н	_	E	ï	ſ	4
5	<b>0</b> 10	§	%	5	Е	U	e	u	Z	X	ξ		+	F	ί	J	5
6	٨	-	&	6	F	V	f	V	Н	Ψ	0	Н	F	·	ó	. +	6
7	•	<u>\$</u>	1	7	G	W	g	w	Θ	Ω	π	П	⊩	#	ύ	~	7
8	•	1	(	8	Н	X	h	х	Ι	α	ρ	7	L	#	ΰ	0	8
9	0	Į.	)	9	I	Y	i	у	K	β	σ	4	F		ώ	£	9
Α	0	→	*		J	Z	j	z	Λ	γ	ς		1	г	Ά		A
В	₫	<b>←</b>	+	;	K	[	k	{	M	δ	τ	n.	TE		Έ		В
C	9	L	,	<	L	λ	1		N	3	υ	Ш	ŀ		Ή	n	С
D	7	$\Leftrightarrow$			M	]	m	}	Ξ	ζ	φ	ш			Ί	2	D
E	١	A		>	N	^	n	~	0	η	χ	4	非		Ό		Е
F	Φ	•	1	?	0		0	Δ	П	θ	Ψ	-	$\perp$		Ϋ́		F
	0.0	10	20	30	40	50	60	70	80	90	A0	В0	C0	D0	E0	FO	

### PC-858

	0.0	10	20	3.0	40	50	60	70	80	90	A0	B0	CO	DO	E0	FO	
)		•		0	@	Р	N	р	Ç	É	á	:::	L	ð	Ó		1
	0	4	!	1	A	Q	a	q	ü	æ	í	333	Т	Đ	В	±	
2	0	<b>\$</b>	n	2	В	R	b	r	é	Æ	ó	Ħ	H	Ê	Ô		
3	٧	!!	#	3	С	S	С	S	â	ô	ú		F	Ë	Ò	3/4	
Į	<b>♦</b>	¶	\$	4	D	T	d	t	ä	ö	ñ	H	Ĺ	È	õ	1	
5	*	§	%	5	Е	U	e	u	à	ò	Ñ	Á	+	€	Õ	§	
5	•	_	&	6	F	V	f	V	å	û	a	Â	ã	Í	μ	÷	1
,	•	\$		.7	G	W	g	w	ç	ù	o	À	Ã	Î	þ	3	1
	•	1	(	8	Н	X	h	X	ê	ÿ	i	©	L	Ϊ	Þ	0	
	0	1	)	9	I	Y	i	y	ë	Ö	®	ᅦ	F	Ц	Ú		
ı.	0	$\rightarrow$	*		J	Z	j	z	è	Ü	Э			F	Û		
3	3	<b>←</b>		;	K	[	k	{	ï	Ø	1/2	n.	Tr.		Ù	1	
2	φ.	L	,	<	L	1	1		î	£	1/4	╝	F		ý	3	
)	٦	↔			M	]	m	}	ì	Ø	i	ç	_	1	Ý	2	1
3	Ą	•		>	N	^	n	~	Ä	×	.w	¥	#	Ì	Н		1
	Φ	▼	1	?	0		0		Å	f	»	-	¤		,		
	00	10	20	30	40	50	60	70	80	90	A0	во	CO	D0	E0	F0	,

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0.0	10	20	30	40	50	60	70	80	90	A0	BO	C0	D0	EO	FO	
	١		0	@	P	``	p	Ç	É	á	:::	L	ш	α	=	
0	4	!	1	Α	Q	a	q	ü	À	í	**	Ш	=	В	±	
0	1	n	2	В	R	b	r	é	È	ó	冊	$\top$	Т	Γ	≥	
٧	!!	#	3	C	S	С	S	â	ô	ú		Н	Ш	$\pi$	≤	
•	1	\$	4	D	T	d	t	ã	õ	ñ	Н		L	Σ	ſ	
*	§	%	5	Е	U	e	u	à	ò	Ñ	=	+	F	σ	J	
٠	-	&	6	F	V	f	V	Á	Ú	a	Н	F	г	μ	÷	
•	\$	,	7	G	W	g	w	ç	ù	0	П	$\mathbb{F}$	#	τ	*	
	î	(	8	Н	X	h	Х	ê	Ì	i	7	L	+	Φ	0	
0	¥	)	9	I	Y	i	y	Ê	Õ	Ò	ᅦ	F	Ц	θ		
0	→	*		J	Z	j	z	è	Ü	_		止	г	Ω		
ð	<b>←</b>	+	;	K	[	k	{	Í	¢	1/2	n	╗		δ		
₽	L	,	<	L	1	1		Ô	£	1/4	╝	ŀ		00	n	
٨	↔	ļ		M	]	m	}	ì	Ù	i	Ш			φ	2	
1	A		>	N	^	n	~	Ã	Pt	«	╛	#		$\epsilon$		
φ	▼	1	?	0		0		Â	Ó	<b>»</b>	-	_		Λ.		
00	10	20	30	40	50	60	70	80	90	A0	В0	C0	D0	E0	FO	_

00 10 20 30 40 50 60 70 80 90 A0 B0 C0 D0 E0 E0

PC-865

	00	10	20	30	40	50	60	70	80	90	A0	во	C0	D0	E0	F0	
0		•		0	@	P	`	p	Ç	É	á	:::	L	ш	α	=	0
1	0	4	!	1	A	Q	a	q	ü	æ	í	388		-	В	±	1
2	0	0	in.	2	В	R	b	r	é	Æ	ó	賱	$\top$	т	Γ	≥	2
3	٧	!!	#	3	С	S	С	S	â	ô	ú	1	H	Ш	$\pi$	$\leq$	3
4	•	1	\$	4	D	T	d	t	ä	ö	ñ	Н		Ŀ	Σ	ſ	4
5	*	§	%	5	Е	U	е	u	à	ò	Ñ	$\exists$	+	F	σ	J	5
6	٨	-	&	6	F	V	f	v	å	û	a	Н	F	г	μ	÷	6
7	•	_		7	G	W	g	w	ç	ù	0	П	⊩	#	τ	~	7
8		1	(	8	Н	X	h	X	ê	ÿ	i	7	L	+	Φ	0	8
9	0	Į.	)	9	I	Y	i	у	ë	Ö	-	ᅦ	F	J	θ		9
A	0	$\rightarrow$	*		J	Z	j	z	è	Ü	-		ᆜᆜ	г	Ω		A
В	3	<b>-</b>	+	;	K	[	k	{	ï	Ø	1/2	n	TE		δ	$\sqrt{}$	В
C	9	L	,	<	L	1	1		î	£	1/4	╝	⊩		00	n	C
D	Ŋ	↔		-	M	]	m	}	ì	Ø	i	Ш			φ	2	D
Е	J	A		>	N	^	n	~	Ä	Pt	<b>«</b>	╛	非		$\epsilon$		Е
F	φ		1	?	0		0		Å	f	¤		_		$\cap$		F
	0.0	10	20	30	40	50	60	70	80	90	A0	В0	C0	D0	E0	F0	

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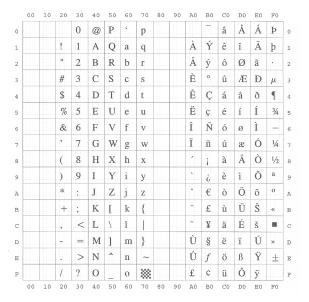
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### Roman 9



### **■ ISO Substitution Table**

This section provides a list of the character code tables for the character in each symbol set.

	0	1	2	3	4	5	6	7
0				0	@	Р	(	р
1			!	1	Α	Q	а	q
2			"	2	В	R	b	r
3			#	3	С	S	С	S
4			\$	4	D	Т	d	t
5			%	5	Е	U	е	u
6			&	6	F	V	f	٧
7				7	G	W	g	W
8			(	8	Н	Χ	h	Х
9			)	9	ı	Υ	i	У
A			*	:	J	Z	j	Z
В			+	,	K	[	k	{
С			,	<	L	1	1	
D			-	=	М	]	m	}
E				>	N	٨	n	1
F			/	?	0	_	0	

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The shaded characters in the table are replaced with the corresponding ones in the following table according to the graphic set used.

GRAPHIC	CHARACTER CODE										
SET NAME	23	40	5B	5C	5D	5E	60	7B	7C	7D	7E
ISO_USA	#	@	[	\	]	٨	6	{		}	~
ISO_UK	£	@	[	\	]	^	`	{		}	_
ISO_S/F	#	É	Ä	Ö	Å	Ü	é	ä	ö	å	ü
ISO_N/D	#	@	Æ	Ø	Å	^	`	æ	ø	å	_
ISO_JPN	#	@	[	¥	]	^	`	{	Π	}	_
ISO_GER	#	§	Ä	Ö	Ü	^	`	ä	ö	ü	ß
ISO_FRC	£	à	0	ç	§	^	μ	é	ù	è	
ISO_ITY	£	§	0	Ç	é	^	ù	à	Ò	è	ì
ISO_SPN	£	§	i	Ñ	خ	^	`	0	ñ	Ç	~

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# **Glossary**

#### Numeric

#### 10Base-T

The Ethernet standard supporting data transfer rates a maximum of 10 Mbps, which utilizes a twisted-pair cable.

#### 100B-TX

The Ethernet standard supporting data transfer rates a maximum of 100 Mbps, which utilizes two pairs of high grade twisted-pair cables.

#### Α

#### **Activity Report**

A journal of the machine's transactions, both sent and received.

#### **Address Book**

The Address Book is a feature used for storing fax, e-mail, I-fax, and file server destinations. The Address Book is divided into an Address Book and one-touch buttons. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job.

#### **ASCII** code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

#### **Automatic redialing**

When the recipient's machine is busy or does not answer, or when an error occurs while sending, the machine waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the machine waits the specified time and dials again.

#### В

#### **BOOTP**

BOOTstrap Protocol. A protocol that enables a client machine to automatically obtain network setup information from a server over a TCP/IP network. BOOTP enables a client to automatically locate such information as the host name, domain name, and IP address, so that it is not necessary to enter these items manually.

#### bps

Bits per second. The measure of transmission speed used in relationship to networks and communication lines.

#### **Broadcasting**

Transmitting documents to more than one location (through the machine's memory).

#### **Buffer size**

The size of a data area, or buffer, shared by devices or programs working at different speeds or with different priorities. The buffer is designed to prevent one device or process from being held up by another. For this to be possible, the buffer must be set up correctly.

#### C

#### CCITT/ITU-T

A committee that sets international standards for telecommunications. CCITT/ITU-T was formerly known as CCITT (Consultative Committee for International Telegraph and Telephone), but is now succeeded by ITU-T (International Telecommunications Union-Telecommunications Sector).

#### **Community Name**

An identification keyword for SNMP (Simple Network Management Protocol).









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#### Cookie

A file left on a user's computer when the user visits a Web site. A cookie allows the Web site to recognize the user on subsequent visits. Cookies are generally used to enable a user to automatically sign on to certain Web sites and to customize the features offered by such sites.

#### Cursor

The underline symbol you see on the LCD when you register numbers and names in the machine.

#### D

#### **Delayed Send**

Also called "Delayed TX." You can set a time for a document to be sent, and you do not have to be present when the document is sent at the specified time.

#### **DHCP**

Dynamic Host Configuration Protocol. A protocol which automatically specifies the network settings of a client on a TCP/IP network. Many of the settings required to set up TCP/IP, which is the standard protocol of the Internet, can be made automatically using DHCP.

#### **Direct Sending**

Use Direct Sending when the memory is full, and you still need to send a document. Direct Sending scans and sends one page at a time without storing the document in memory. This enables you to send a document even when the memory is full.

#### DNS

Domain Name System. The system that associates the IP address assigned to a computer with the domain name.

#### **DNS** server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www. w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26". This enables clients to connect to a server with a host name rather than a numeric IP address.

#### **Document**

The sheet of paper containing the data that you send to, or receive from a machine.

#### Domain

A management concept that divides large scale networks into groups for identifying individual computers and users. The internet is managed by classifying domains according to geographical location or type (business, organization, educational institution, etc.).

#### dpi

Dots per inch. A machine of measurement for indicating a machine's resolution.

#### E

#### **ECM**

Error Correction Mode. The ability of your machine to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

#### **Error indicator**

The error indicator flashes red when a paper jam occurs or the machine has run out of toner or paper.

#### **Ethernet**

An industry-standard local area network (LAN) system for connecting together multiple computers. Data is sent from one computer to another by breaking it into packets, and a packet reaches its destination smoothly without any collision with other packets.

#### Extension

A telephone connected to the machine that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

#### F

#### Feeder

The device included in the machine that feeds the original being sent or copied, or scanned into the machine.





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#### **File formats**

File formats are used to save image data (e.g. JPEG, PDF, PDF (Compact), TIFF).

#### File server

A personal computer or workstation to which two or more users on client personal computers can gain access via a local area network (LAN) in order to share and use its hard disk drive.

#### FINE

The resolution setting for documents with very small characters and lines.

### **Forwarding**

The process of sending a received fax/I-fax document to another destination. For example, if your machine at work receives a document, you can have the machine forward the document to a machine at your home.

### Frame type

The packet format that the network adapter of a computer uses to communicate over a network. On Ethernet networks, there are four frame types: Ethernet 802.2, Ethernet 802.3, Ethernet II, and Ethernet SNAP.

#### FTP

File Transfer Protocol. A client-server protocol enabling a user to transfer files on one computer to and from another computer over a TCP/IP network. The File Transfer Protocol also governs the client program with which the user transfers files.

#### **FQDN**

Fully Qualified Domain Name. A full domain name, consisting of its local host name and its domain name. An FQDN is sufficient to ascertain a specific Internet address for any host on the Internet. This (name resolution) process uses DNS (Domain Name System).

### G

### G3, Group 3 fax machine

Defined by CCITT/ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR), and Joint Bi-level Image expert Group (JBIG).

#### **Gamma Correction**

An adjustment to the overall brightness of a scanner, monitor, or printer. On your Canon machine, gamma correction refers to the degree of contrast on a printed document.

### **Gateway Address**

The default address of a network or Web site. It provides a single domain name and point of entry to the site.

### **Group Addresses**

A method of specifying destinations that enables you to specify multiple destinations registered in Address Book as a group.

### Н

#### HP-GL/2

A graphics language that allows computer applications to draw graphic images using printers. Images in HP-GL/2 are represented as vector graphics. Vector objects describe an image in terms of geometric shapes, such as lines and polygons, and fills. HP-GL/2 is supported by your Canon machine.

#### **HTTP**

Hypertext Transfer Protocol. The client-server TCP/IP protocol used on the World Wide Web for the transfer of HTML (Hyper Text Mark-up Language) documents across the Internet.

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## I-fax

I-fax (Internet fax) enables you to send and receive a scanned original converted to TIFF (Tagged Image File Format) image data as an email attachment to/from any I-fax compatible facsimile or personal computer with Internet e-mail functionality.

### imageWARE

Canon imageWARE is a software suite for business environments that provides functions to efficiently capture, create, manage, and distribute documents. The imageWARE suite also supports ondemand printing and publishing. For more information, please see the imageWARE Web site at http://www.imageware.com.

### imageWARE Document Manager Gateway

Software for sending scanned documents from imageCLASS machines equipped with the Send function, to imageWARE Document Manager folders via the network. imageWARE Document Manager Gateway is a standard feature of both the Workgroup Edition and the Enterprise Edition of imageWARE Document Manager. It consists of two programs: imageWARE Document Manager Gateway Server, that stores the documents, and imageWARE Document Manager Gateway Administrator, that makes settings for the document storage destinations.

#### Interface

The connection between two devices that makes it possible for them to communicate with each other. The machine features a USB interface, which makes it compatible with IBM and similar personal computers.

#### Interface cable

The cable used to create the interface between a printer and a computer.

### Interface port

The machine comes with one USB port, located on the back of the machine. You attach the cable that connects your computer and machine to this port.

### **Internet Protocol (IP)**

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol allows data from one computer to be split into packets to be sent to another computer with a specific IP address.

#### IP address

Internet Protocol address. A 32-bit numeric address used by IP (internet protocol) to specify a computer on the Internet. The IP address is usually written as four numbers separated by periods. An example is 128.121.4.5.

#### ITU-T

A committee created to set international standards for telecommunications.

**JBIG** 

Joint Bi-level Image Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) image files without any loss in image information. Files containing photographic images in Web pages are generally compressed so they can be transferred across the Internet more quickly. JPEG, the format currently used, causes some loss in image data after compression, and so reduces image quality. JBIG compression overcomes this shortcoming.

#### Job Recall

A method to specify the same destination you have specified before. You can recall the destinations, scan settings, and send settings which have been set, and then send your documents.

#### **JPEG**

Joint Photographic Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) photographic and photorealistic image files. The image compression method used involves some loss of information, and so reduces image quality. Files containing photographic images in Web pages are generally compressed by using the JPEG format so they can be transferred across the Internet more quickly.









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L

#### LAN

Local Area Network. It is a network system formed by linking a server, workstations, and computers, which are all located in the same building or some other relatively limited area.

### Log in

Entering a password as a means of user authentication to start a computer session or access to a service.

### Long distance dialing

When dialing or registering long-distance numbers, you may need to insert a pause within or after the telephone number. The destination and length of the pause differ depending on the system. Contact your local authorized Canon dealer or local telephone company if you experience difficulty in long distance dialing.

#### LPD

Line Printer Daemon. A daemon is a program that runs, without human intervention, to accomplish a given task. The Line Printer Daemon controls the flow of print jobs to a printer.

#### LPR

Line Printer Remote. A UNIX command used to print a file via a TCP/IP network.

#### LPR2

A Canon software utility that realizes network printing on TCP/IP networks when using the LPR, or RAW print protocol. Built into the print architecture of Windows, Canon LPR2 enables network users to easily specify port settings for network printing.

### M

#### **MAC** address

Media Access Control address. The hardware address of the network adapter of a computer connected to a local area network.

### Manual receiving

A method of receiving faxes in which you answer all incoming calls using the external telephone. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press ① (Start) to receive the incoming fax.

### **Memory Lock**

Usually a document is printed as soon as it is received; but with Memory Lock, all documents received are stored in memory until you enter a password to print them. This enables you to attend to the documents at your own leisure, and prevents printed documents from piling up in the output tray.

### **Memory Sending**

Memory Sending scans documents into memory before dialing the number and sending them. You can retrieve your original once scanning is complete, and you do not have to wait until sending is complete.

### Modem

A device that converts (MOdulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.

### Ν

#### NAT

Network Address Translation. A standard that converts private IP addresses of a node on an internal private network to one or more public IP addresses on the Internet.

#### **NetBEUI**

NetBIOS Enhanced User Interface. NetBEUI is a network protocol originally designed by IBM, and later extended by Microsoft and Novell. In a small network, NetBEUI is more efficient than other protocols, such as TCP/IP. It is supported natively by IBM operating systems and Microsoft Windows to provide services, such as file sharing and printing.

#### **NetBIOS**

Network Basic Input Output System. A program that enables applications on different computers to communicate within a LAN (Local Area Network). NetBIOS is used in Ethernet, Token Ring, and Windows 2000/XP/Server 2003/Vista networks.









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### NetSpot

Network management software that enables the setup and management of multiple printers connected to a network from one central location. A network manager can monitor conditions of network printers, ascertain online/offline status, error status, the amount of paper in paper drawer, verify information on mounted fonts, and other readings. All the functions that are conventionally conducted through the control panel of the respective machines can be performed from one location.

### **Numeric keys**

The round, numbered keys on the control panel marked the same as a standard telephone keypad.

Press them to specify destinations not stored in Address Book. You also use the numeric keys to enter characters and numbers during registration.

#### NTFS

NT File System. A native file system of Windows NT, offering a higher level of security through a file encryption system, as well as native support for file compression. NTFS is also used in Windows 2000/XP/ Sever 2003/Vista systems.

#### NTP

Network Time Protocol. An Internet protocol used to update the realtime clock in a computer.

### 0

#### **One-Touch Buttons**

One-Touch buttons enable you to specify a destination, dial its number, and send a document, all at the push of one key.

#### OS/2

A family of multitasking operating systems developed by IBM for Intel x86-based computers. OS/2 provides a graphic user interface similar to Windows, as well as a command line interface similar to DOS. Addons to OS/2 enable it to run DOS and Windows applications.

### P

### Paper feed

Refers to guiding a sheet of paper into the machine's paper path.

### Paper feeder

The device in the machine that feeds recording media into the machine for printing copied or sent documents.

#### **PASV** mode

Passive FTP mode. An alternative mode for initiating FTP connections. In this mode, data transfer is initiated by the FTP client, rather than the FTP server. As corporate firewalls generally reject external data requests from FTP servers, the PASV mode may allow FTP to be used with NAT (Network Address Translation) and with clients behind firewalls, depending on the environment. The PASV mode also ensures that all data flow requests come from inside the network where the client is located.

#### **Pause**

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing [Pause] enters a pause between digits of a telephone number.

#### **PDF**

Portable Document Format. The page description language used in Adobe Systems' Acrobat document exchange system, which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

#### **PHOTO**

The document setting you use for sending or copying documents with intermediate tones, such as photographs.









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### **Port Setting Tool**

A software utility that enables you to confirm and reset the correspondence between the port of the device driver installed in Windows and its network address. The Port Setting Tool is useful when the printer driver is unable to acquire the device status information properly. If NetSpot Job Monitor is installed on your computer, you can use it to set the update interval for acquiring information and for checking device types.

#### **Protocol**

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP, and TCP/IP.

### **Proxy server**

A server that provides a cache of files available on remote servers that are slow or expensive to access. The term "proxy server" normally refers to a World Wide Web server that, upon receiving a URL, tries to supply the requested file from its cache. If the proxy server cannot locate the file in its cache, it obtains the file from the remote server, and saves a copy in its cache so that the next request can be obtained locally.

#### **Pulse**

See Rotary pulse.

#### R

#### RARP

Reverse Address Resolution Protocol. A protocol which associates a network adapter address (MAC address) with an IP (Internet Protocol) address.

#### Raster

Raster graphics describes an image as a pattern of dots, compared to vector graphics which represents an image as a geometrical formula. Each row of color dots in the mosaic of color dots constitutes one raster graphic. In a printer, a raster graphic is used as the master image from which a page is printed, because the image can be transferred to paper by printing one raster at a time.

#### Raw

This is a print application used with Windows 2000/XP/Server 2003/ Vista. It can print at higher speeds than LPD.

#### Recall

See Job Recall.

### Receiving

Receiving transmission is also defined as RX or Reception. The machine can be customized to receive fax documents in several ways.

### Reception

See Receiving.

### **Redialing-automatic**

See Automatic redialing.

### Registering

A process by which you place destination's information (such as the name, fax number, e-mail addresses, etc.) in the machine's memory, so that you save time specifying destinations you send documents frequently.

#### Remote UI

Remote User Interface. The Remote UI is software that enables you to perform operations, which are usually performed on the machine's control panel, using a Web browser (such as Netscape Navigator/Communicator or Microsoft Internet Explorer) over a network.

### Report

A document printed by the machine and containing information about the documents it has sent or received.

#### Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 600 x 600 dpi.

### **RIP (Raster Image Processor)**

The hardware and/or software functions of a printer that convert vector graphic descriptions from a computer into raster graphic images that can be printed.









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### **Rotary pulse**

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. In pulse dialing, you hear clicks. In touch-tone dialing, the most common dialing system, you hear tones. Rotary pulse dialing requires certain setting adjustments.

#### RX

See Receiving.

S

### Scanning Area

The area that is actually scanned is slightly smaller than the size of the original document, so words or images near the edges of the document may not be scanned. Therefore, you should allow some margin on all sides of the document that you are sending.

### Scope ID

The Scope ID is a character string value that is appended to the NetBIOS name, and is used for all NetBIOS over TCP/IP communications. It provides a way for a computer to communicate only with others sharing the same Scope ID.

### Sending

Sending documents is also defined as TX or Transmit. The machine can scan and send documents via fax, or e-mail, or send them to a file server.

### Sending speed

The rate at which faxes are transmitted through the phone line. See also bps (bits per seconds).

### **Sequential Broadcast**

See Broadcasting.

#### **SMB**

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

#### **SMTP**

Simple Mail Transfer Protocol. A TCP/IP protocol for sending messages from one computer to another on a network.

#### **SNMP**

Simple Network Management Protocol. The network management protocol of TCP/IP.

In SNMP, agents, which can be hardware as well as software, monitor the activity of the various devices on the network and report to the network console workstation.

### **Source Routing**

Normally, a host has no control over the route taken by a packet it sends. Source routing is a technique whereby the sender of a packet can specify the route that a packet should take through the network to its destination.

### Spool

Simultaneous Peripheral Operations On-Line. Spooling means putting jobs in a buffer, which is a special area in memory or on a disk. Because devices access data at different rates, the buffer provides a waiting station where the data can wait until the device for which it is meant is ready to access it.

### Stamp

Applies a stamp (about 1/8" (3 mm) in diameter) on the front side of originals after they have been scanned, so that you can distinguish already scanned originals from others.

#### Standard

Use this setting to send normal, typewritten, or printed documents containing only text and no drawings, photographs, or illustrations. See Fine, Super Fine, and Ultra Fine.

### Standby

The mode in which the machine is on and ready to use.

#### **STP**

Shielded Twisted Pair cable. A cable consisting of one or more twisted pairs of wires and a sheath of foil and copper braid. The twists protect the wires from interference from each other, and the shielding protects the wires from interference from outside. Therefore, an STP cable can be used for high-speed transmissions over long distances.











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#### Subnet

A portion of a network, which may be a physically independent network segment, that shares a network address with other portions of the network, and is distinguished by a subnet number.

For example, all devices with IP addresses that start with 100.100.100. would be part of the same subnet.

#### **Subnet Mask**

SUBNETwork mask. The method used to determine which subgroup, or subnet, an IP address belongs to on TCP/IP networks, all devices whose IP addresses have the same prefix would belong to the same subnet. Dividing a network into subnets is useful for both security and performance reasons.

### Super G3

Super G3 is a phrase used to describe the generation of fax machines that use ITU-T V.34 standard 33.6 Kbps modems. Super G3 high-speed fax machines allow a transmission time of approximately three seconds per page, which results in reduced telephone line charges.

### **Switching hub**

A network connection box to which a number of computers can be connected. The switching hub forwards a data packet from the network to the appropriate computer according to the packet's address. Conventional hubs simply send every packet to every connected computer. Since a switching hub forwards packets only to their intended recipients, it provides greater efficiency.

### Т

#### TCP/IP

Transmission Control Protocol/Internet Protocol. The protocol used to connect to the Internet or wide-area networks.

#### TIFF

Tagged Image File Format. A file format that saves images as highdensity bitmaps, and is suitable for large amounts of image data. The information field (tag) at the start of each image data record indicates the type of data represented.

#### Tone

A key that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

### Tone/pulse setting

The ability to set the machine to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

#### **Toner**

A black, resin coated powder contained in the toner cartridge. The machine applies the toner to the surface of the photosensitive drum inside the machine via an electrophotographic mechanism.

#### **Toner saver**

The feature that extends cartridge life by reducing toner consumption rate at a slight decrease in print quality.

#### **Transmission Time**

A fax transmission consists of three stages: the machine sending the fax connects with the machine receiving it, the message is then transmitted, after which the sender and the receiver exchange signals to confirm the end of transmission. The transmission time described in this guide is not the total time required for the entire transmission, but only the time taken for the message to transmit.

#### **Transmit**

See Sending.

#### TTI

Transmit Terminal Identification. Also called the TX Terminal ID. The TTI is the name of a person or an organization and the facsimile number of the machine that sends a document.

#### TX

See Sending.







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U

### **UFRII**

Ultra Fast Rendering II. A printing algorithm for realizing high speed monochrome rendering. UFR II enables processing tasks to be executed and divided appropriately between the host PC and the printer to greatly reduce overall printing time. The UFR II printer driver supports only monochrome printers.

#### **Ultra Fine**

A resolution mode for sending originals at 16 dots/mm x 15.4 lines/mm (eight times the standard resolution). If the receiving fax machine does not support this mode, the original is automatically sent in the Super Fine or Fine mode.

### URL

Uniform Resource Locator. A standard way of specifying the location of an object, usually a Web page, on the Internet. The URL for a Web page would look something like this: "http://www.w3.org/default. htm". Here, "http:" indicates that a Web page is being accessed, "www. w3.org" is the address of the server containing the Web page, and "default.html" is the file name under which the Web page is stored on the server.

#### **UTP**

Unshielded Twisted Pair cable. A cable containing one or more twisted pairs of wires without additional shielding. UTP is more flexible and takes up less space than STP (Shielded Twisted Pair) cable, but has less bandwidth.

V

#### **Vector Graphics**

See Raster.

W

### WAN

Wide Area Network. A geographically widespread network. A WAN can be one large network, or it can consist of a number of linked LANs (Local Area Networks).

#### WINS

Windows Internet Name Service. A service for associating a NetBIOS name, which is a computer name or printer name on a NetBIOS network, with an IP address. To use WINS, a WINS server is required.













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