



# imageCLASS

MF 5880dn / MF 5850dn

## Basic Operation Guide



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

**ENG**

# Manuals for the Machine

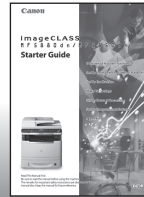
The manuals for this machine are divided as follows. Please refer to them for detailed information.

Read this manual first.

## Starter Guide

Read this manual to learn the required settings and connections before using the machine.

- Overview of Machine Functions
- Set Up the Machine to Suit Your Purposes
- Set Up the Machine
- Make Fax Settings
- Set Up Network Connection
- Set Up Computers and Software
- Appendix



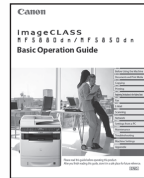
Read this manual next.

This Document

## Basic Operation Guide

Read this manual to learn information about basic operations and machine functions.

- Before Using the Machine
- Documents and Print Media
- Copying
- Printing
- Registering Destinations in the Address Book
- Fax
- E-mail (MF5880dn only)
- Scanning
- Network
- Settings from a PC
- Maintenance
- Troubleshooting
- Machine Settings
- Appendix



Read the sections of these manuals that correspond to your intended use.

## e-Manual

Read this manual to learn detailed information about advanced machine operations and functions, and how to customize machine settings.

(Located on Manual CD)

- Copy/Fax/Print/Scan/Security
- Network settings
- Setting from a PC (Remote UI)
- Troubleshooting
- Maintenance
- Specifications



- 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 in this manual may differ slightly from your machine.

# Overview of Machine Functions

Depending on the system configuration and product purchased, some functions may not be available.

## Copying

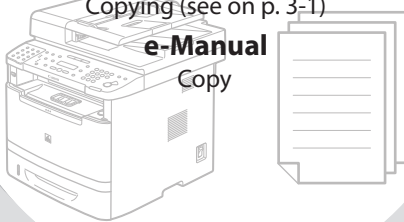
You can use various copy functions.

### Basic Operation Guide

Copying (see on p. 3-1)

e-Manual

Copy



## Faxing

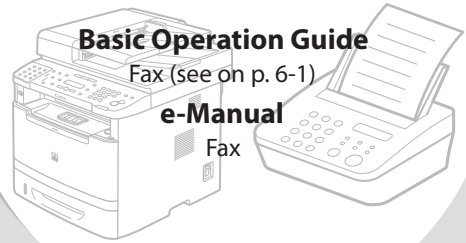
In addition to the normal faxing, you can send faxes from a computer.

### Basic Operation Guide

Fax (see on p. 6-1)

e-Manual

Fax



## Printing

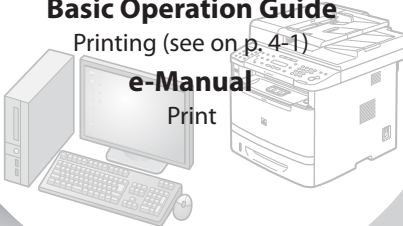
You can use various print functions by printing from a computer.

### Basic Operation Guide

Printing (see on p. 4-1)

e-Manual

Print



## Scanning

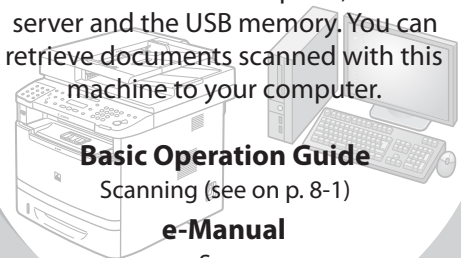
You can store the scanning documents to the computer, the file server and the USB memory. You can retrieve documents scanned with this machine to your computer.

### Basic Operation Guide

Scanning (see on p. 8-1)

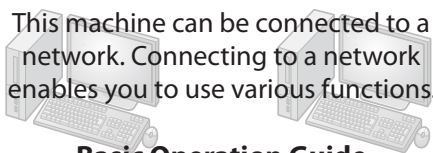
e-Manual

Scan



## Network

This machine can be connected to a network. Connecting to a network enables you to use various functions.



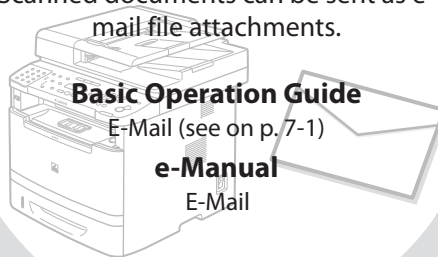
### Basic Operation Guide

Network (see on p. 9-1)



## E-Mail function

Scanned documents can be sent as e-mail file attachments.



### Basic Operation Guide

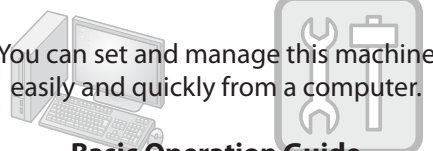
E-Mail (see on p. 7-1)

### e-Manual

E-Mail

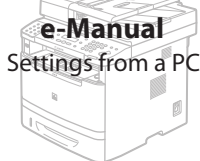
## Remote User Interface

You can set and manage this machine easily and quickly from a computer.



### Basic Operation Guide

Settings from a PC (see on p. 10-1)

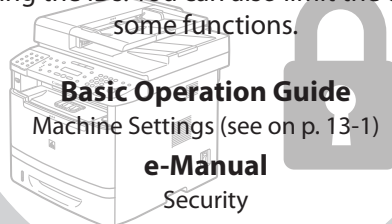


### e-Manual

Settings from a PC

## Security function

You can limit the use of the machine by setting the IDs. You can also limit the use of some functions.



### Basic Operation Guide

Machine Settings (see on p. 13-1)

### e-Manual

Security

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

## Available Features

The procedures described in this manual are based on the imageCLASS MF5880dn. Depending on the system configuration and product purchased, some features described in the manuals may not be available. The table below shows the available features on a product basis.

- ✓: available
- : not available

		imageCLASS MF5880dn	imageCLASS MF5850dn
Copy		✓	✓
Fax		✓	✓
Print	UFRII LT	✓	✓
	PCL	✓	—
Scan	To a File Server	✓	—
	To a USB Memory	✓	✓
	To a Computer (USB Connection)	✓	✓
	To a Computer (Network Scan)	✓	✓
E-Mail (Send/Receive)/I-Fax (Receive)		✓	—
Remote UI		✓	✓

The Paper Feeder Unit PF-44 is an available option.

# How to Use This Guide

## Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.



### WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.



### CAUTION

Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.



### NOTE


Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.



Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.

## Keys and Buttons Used in This Manual

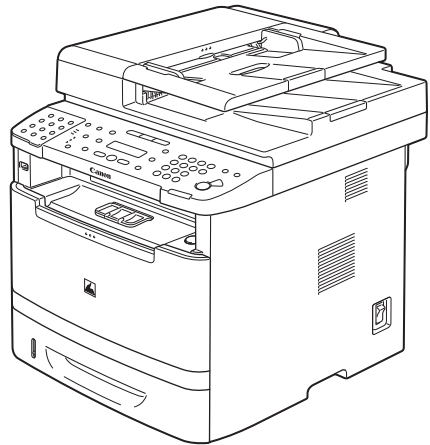
The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual.

- Operation Panel Keys: <Key icon> + [Key name]  
Example:  [Stop/Reset].
- Buttons on the computer operation screen: [Button name]  
Example: [OK]
- Information in the display appears in angle brackets: <LOAD PAPER>.

## Abbreviations Used in This Manual

In this Manual, operating systems are abbreviated as follows.  
Microsoft Windows 2000 operating system: Windows 2000  
Microsoft Windows XP operating system: Windows XP  
Microsoft Windows Vista operating system: Windows Vista  
Microsoft Windows 7 operating system: Windows 7  
Microsoft Windows Server 2003 operating system: Windows Server 2003  
Microsoft Windows Server 2008 operating system: Windows Server 2008  
Microsoft Windows operating system: Windows

## Illustrations Used in This Manual



Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the MF5880dn.

When there is any difference between MF5880dn and MF5850dn, it is clearly indicated in the text, for instance “MF5880dn Only.”

The display used in this manual is the factory preset display for the MF5880dn in default setting. Depending on the system configuration and product purchased, the appearance of the display may differ.

# Important Safety Instructions

Please read these “Important Safety Instructions” thoroughly before operating the machine.

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

Also, as it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual.

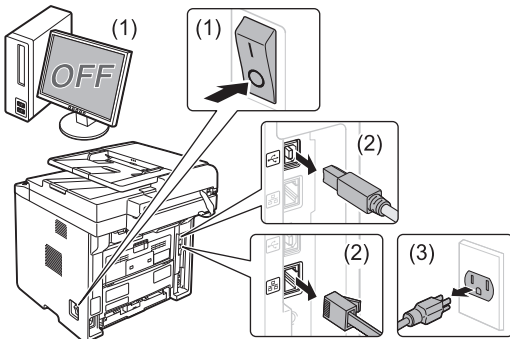
## Installation

### ⚠ WARNING

- Do not install the machine in a location near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.

If these items are dropped or spilled inside the machine, immediately turn off the power switches of the machine and computer (1) and disconnect the interface cable if it is connected (2). Then, unplug the power plug from the AC power outlet (3) and contact your local authorized Canon dealer.

- Necklaces and other metal objects
- Cups, vases, flowerpots, and other containers filled with water or liquids



- When installing and removing the optional accessories, be sure to turn the machine off, unplug the power plug, and then disconnect all the interface cables and power cord from the machine. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.

### ⚠ CAUTION

- Do not install the machine in unstable locations, such as on unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- The ventilation slots are provided for proper ventilation of working parts inside the machine. Never place the machine on a soft surface, such as a bed, sofa, or rug. Blocking the slots can cause the machine to overheat, resulting in a fire.
- Do not install the machine in the following locations, as this may result in a fire or electrical shock.
  - A damp or dusty location
  - A location exposed to smoke and steam, such as near a cookery or humidifier
  - A location exposed to rain or snow
  - A location near a water faucet or water
  - A location exposed to direct sunlight
  - A location subject to high temperatures
  - A location near open flames
- When installing the machine, gently lower the machine to the installation site so as not to catch your hands between the machine and the floor or between the machine and other equipment, as this may result in personal injury.

- When connecting the interface cable, connect it properly by following the instructions in this manual. If not connected properly, this may result in malfunction or electrical shock.
- When moving the machine, follow the instructions in this manual to hold it correctly. Failure to do so may cause you to drop the machine, resulting in personal injury. (See "Transporting the Machine," on p. 11-18.)

## Power Supply

### WARNING

- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord or pull on or excessively bend it. This can cause electrical damage, resulting in fire or electrical shock.
- Keep the power cord away from all heat sources. Failure to do so can cause the power cord insulation to melt, resulting in a fire or electrical shock.
- The power cord should not be taut, as this may lead to a loose connection and cause overheating, which could result in a fire.
- The power cord may become damaged if it is stepped on, fixed with staples, or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.
- Do not plug or unplug the power plug with wet hands, as this can result in electrical shock.
- Do not plug the power cord into a multiplug power strip, as this can result in a fire or electrical shock.
- Do not bundle up or tie up the power cord in a knot, as this can result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so can result in a fire or electrical shock.
- If excessive stress is applied to the connection part of the power cord, it may damage the power cord or the wires inside the machine may disconnect. This could result in a fire. Avoid the following situations:
  - Connecting and disconnecting the power cord frequently.
  - Tripping over the power cord.
  - The power cord is bent near the connection part, and continuous stress is being applied to the power outlet or the connection part.
  - Applying a shock to the power connector.
- Do not use power cords other than the one provided, as this can result in a fire or electrical shock.

- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock.
- Remove the power plug from the AC power outlet and refrain from using the machine while it thunders. Lightening can result in a fire, electrical shock or malfunction.

### CAUTION

- Do not use a power supply voltage other than that listed herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when unplugging the power plug. Do not pull on the power cord, as this may expose the core wire of the power cord or damage the cord insulation, causing electricity to leak, resulting in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you may be unable to unplug it in an emergency.

## Handling

### WARNING

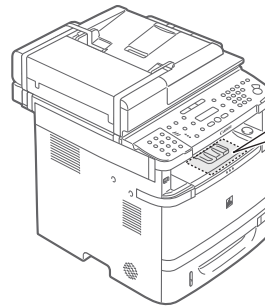
- Do not disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- Electrical equipment can be hazardous if not used properly. Do not allow children to touch the power cord, cables, internal gears, or electrical parts.
- If the machine makes an unusual noise or emits smoke, heat, or an unusual smell, immediately turn off the power switches of the machine and computer and disconnect the interface cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer. Continued use can result in a fire or electrical shock.
- Do not use flammable sprays near the machine. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Always turn off the power switches of the machine and computer, and then unplug the power plug and interface cables before moving the machine. Failure to do so can damage the cables or cords, resulting in a fire or electrical shock.

- Confirm that the power plug or power connector is inserted completely after moving the machine. Failure to do so can result in an overheating and fire.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or other flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn off the power switches of the machine and computer and disconnect the interface cable if it is connected. Then, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer.
- When plugging or unplugging a USB cable when the power plug is plugged into an AC power outlet, do not touch the metal part of the connector, as this can result in electrical shock.

**CAUTION**

- Do not place heavy objects on the machine. The object or the machine may fall, resulting in personal injury.
- Turn off the power switch when the machine will not be used for a long period of time, such as overnight. Turn off the machine and unplug the power plug if the machine will not be used for an extended period of time, such as for several days.
- Open or close covers and install or remove cassettes gently and carefully. Be careful not to hurt your fingers.
- Keep your hands and clothing away from the roller in the output area. Even if the machine is not printing, the roller may suddenly rotate and catch your hands or clothing, resulting in personal injury.
- The output slot is hot during and immediately after printing. Do not touch the area surrounding the output slot, as this may result in burns.
- Printed paper may be hot immediately after being output. Be careful when removing the paper and aligning the removed paper, especially after continuous printing. Failure to do so may result in burns.
- When performing copy with a thick book placed on the platen glass, do not press the feeder forcefully. This may damage the platen glass and cause personal injury.
- Be careful not to drop a heavy object, such as a dictionary, on the platen glass. This may damage the platen glass and cause personal injury.

- Close the feeder gently so as not to catch your hand. This may result in personal injury.
- The laser beam can be harmful to human bodies. The laser beam is confined in the laser scanner unit by a cover, so there is no danger of the laser beam escaping during normal machine operation. Read the following remarks and instructions for safety.
  - Never open covers other than those indicated in this manual.
  - Do not remove the caution label attached to the cover of the laser scanner unit.



- If the laser beam should escape and enter your eyes, exposure may cause damage to your eyes.
- If you operate this machine in manners other than the control, adjustment, and operating procedures prescribed in this manual, this may result in hazardous radiation exposure.

**Maintenance and Inspections**

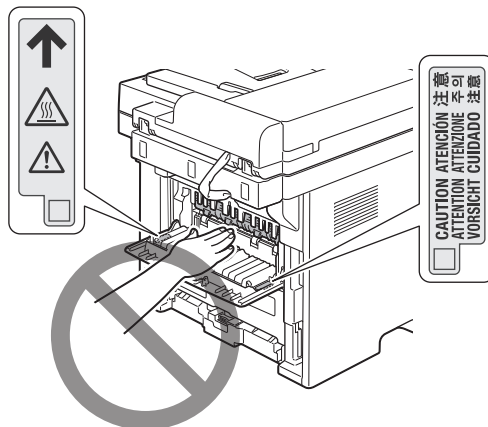
**WARNING**

- When cleaning the machine, turn off the machine and computer, and unplug the interface cables and power plug. Failure to do so can result in a fire or electrical shock.
- Unplug the power plug from the AC power outlet periodically and clean the area around the base of the power plug's metal pins and the AC power outlet with a dry cloth to remove all dust and grime. In damp, dusty, or smoky locations, dust can build up around the power plug and become damp, which can cause a short circuit, resulting in a fire.

- Clean the machine with a well wrung out cloth dampened with water or mild detergent diluted with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Some areas inside the machine are subject to high voltage. When removing jammed paper or when inspecting inside of the machine, be careful not to allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this can result in burns or electrical shock.
- Do not dispose of used toner cartridges in open flames. This may cause the toner remaining inside the cartridges to ignite, resulting in burns or fire.
- Confirm that the power plug or power connector is inserted completely after cleaning the machine. Failure to do so can result in an overheating and fire.
- Check the power cord and plug regularly. The following conditions may result in fire, so please contact your local authorized Canon dealer or the Canon help line.
  - There are burn marks on the power plug.
  - The blade on the power plug is deformed or broken.
  - The power is turned OFF or ON when bending the power cord.
  - The coating of the power cord is damaged, cracked, or dented.
  - A part of the power cord becomes hot.
- Check regularly that the power cord and plug are not handled in the following manner. Failure to do so can result in a fire or electrical shock.
  - The power connector is loosened.
  - Stress is being applied to the power cord by a heavy object or by fixing it with staples.
  - The power plug is loosened.
  - The power cord is tied in a bundle.
  - A part of the power cord is put in an aisle.
  - The power cord is put in front of the heating appliance.

**CAUTION**

- The fixing unit and its surroundings inside the machine become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns.



- When removing jammed paper or when inspecting the inside of the machine, do not expose yourself to the heat emitted from the fixing unit and its surroundings for a prolonged period of time. Doing so may result in low temperature burns, even though you did not touch the fixing unit and its surroundings directly.
- If paper is jammed, remove the jammed paper so that any pieces of paper do not remain inside the machine according to the displayed message. Also, do not put your hand in an area other than indicated areas, as this may result in personal injuries or burns.
- When removing jammed paper or replacing a toner cartridge, be careful not to get any toner on your hands or clothing, as this will dirty your hands or clothing. If toner gets on your hands or clothing, wash them immediately with cold water. Washing with warm water sets the toner, making it impossible to remove the toner stains.
- When removing jammed paper, be careful not to allow the toner on the paper to scatter. The toner may get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- When loading paper or removing jammed documents or paper, be careful not to cut your hands with the edges of the paper.

- When removing a toner cartridge, remove the toner cartridge carefully so as to prevent the toner from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into direct contact with your skin. If the toner comes into contact with your skin, wash with soap. If the skin becomes irritated or you inhale the toner, consult a physician immediately.

## Consumables

### WARNING

- Do not dispose of used toner cartridges in open flames. This may cause the toner to ignite, resulting in burns or fire.
- Do not store toner cartridges or paper in a location exposed to open flames. This may cause the toner or paper to ignite, resulting in burns or fire.
- When disposing of a toner cartridge, place the toner cartridge into a bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.

### CAUTION

- Keep the toner cartridges and other consumables out of the reach of small children. If the toner or other parts are ingested, consult a physician immediately.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- If toner leaks from the toner cartridge, be careful not to inhale the toner or allow it to come into direct contact with your skin. If the toner comes into contact with your skin, wash with soap. If the skin becomes irritated or you inhale the toner, consult a physician immediately.
- Do not pull out the sealing tape forcefully or stop at midpoint, as this may cause toner to spill out. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.

## Others

### WARNING

If you are using a cardiac pacemaker  
This machine generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from this machine and consult your physician immediately.

## Telephone Equipment

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

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



# Installation Requirements and Handling

**In order to use this machine in a safe and trouble-free manner, install the machine in a place that fulfills the following conditions. Also, read the remarks carefully.**

## Temperature and Humidity

### Conditions

- Temperature range: 50 °F to 86 °F (10 °C to 30 °C)
- Humidity range: 20 % to 80 % RH (no condensation)



#### NOTE

#### Protecting the machine from condensation

- To prevent condensation from forming inside the machine in the following cases, let the machine adjust to the ambient temperature and humidity for at least two hours before use.
  - When the room where the machine is installed is heated rapidly
  - When the machine is moved from a cool or dry location to a hot or humid location
- If water droplets (condensation) form inside the machine, this can result in paper jams or poor print quality.

#### When using an ultrasonic humidifier

When you are using an ultrasonic humidifier, it is therefore recommended that you use purified water or other water that is free of impurities. If you use tap water or well water, impurities in the water will be dispersed through the air. This can be trapped inside the machine, causing degradation in print quality.

## Power Supply Requirements

120 V to 127 V 60 Hz



#### NOTE

#### Precautions when connecting the power cord

- Do not connect this machine to an uninterruptible power source.
- Use an AC power outlet exclusively for the machine. Do not use the other sockets of the AC power outlet.

- Do not plug the power plug into the auxiliary outlet on a computer.  
Do not use the same AC power outlet for both the machine and any of the following equipment.
  - Copy machine
  - Air conditioner
  - Shredder
  - Equipment that consumes a large amount of electricity
  - Equipment that generates electrical noise
- When unplugging the power cord, keep interval of 10 seconds or more before plugging it again.

#### Miscellaneous precautions

- The maximum power consumption of the machine is as follows.  
MF5880dn/5850dn: 1,100 W or less
- Electrical noise or a dramatic drop in mains voltage may cause the machine or computer to operate incorrectly or lose data.

## Installation Requirements

- A location with sufficient space
- A location with good ventilation
- A location with a flat, even surface
- A location able to fully support the weight of the machine



#### NOTE

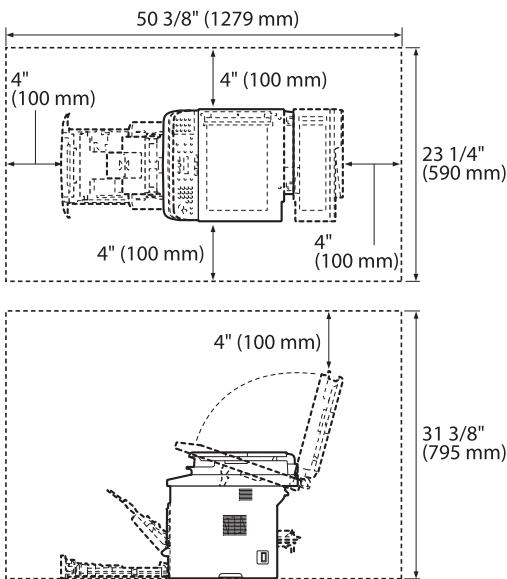
**Do not install the machine in the following locations, as this may result in damage to the machine.**

- A location subject to dramatic changes in temperature or humidity
- A location subject to condensation

- A poorly ventilated location  
(If you use the machine for a long time or to perform a large amount of printing in a poorly ventilated room, the ozone or other odors generated by the machine may create an uncomfortable working environment. In addition, chemical particles are dispersed during printing; therefore, it is important to provide adequate ventilation.)
- A location near equipment that generates magnetic or electromagnetic waves
- A laboratory or location where chemical reactions occur
- A location exposed to salt air, corrosive gases, or toxic gases
- A location, such as on a carpet or mat, that may warp from the weight of the machine or where the machine is liable to sink

## Installation Space

Required installation space



## Maintenance and Inspections

### NOTE

- Follow the instructions in the caution label attached to this machine.
  - Avoid shaking or applying a shock to this machine.
  - To prevent the paper jam, do not turn the power ON/OFF, open/close the operation panel or rear cover, and load/unload paper in the middle of printing operation.
- Be sure to remove the toner cartridge from the machine when transporting the machine.
  - To avoid exposing the toner cartridge to light, place it in the protective bag included with this machine or wrap it in a thick cloth.
  - Clean this machine regularly. If this machine becomes dusty, it may operate improperly.
  - Use a modular cable of 118 1/8" (3 m) or shorter in length.
  - The communication may become unavailable depending on the condition of local environment, such as when the total resistance value of telephone line and this machine exceeds 1,700  $\Omega$ . In this case, contact your local authorized Canon dealer or the Canon help line.
  - The repairing parts and toner cartridges for the machine will be available for at least seven (7) years after production of this machine model has been discontinued.

## Customer Support

### Customer Support (U.S.A.)

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 12. If you cannot solve the problem or if you think your machine needs servicing, contact Canon Customer Care Center at 1-800-OK-CANON between the hours of 8:00 A.M. to 8:00 P.M. ET Monday through Friday. On-line support for 24 hours is also available at the website.

<http://www.canontechsupport.com/>

### Customer Support (Canada)

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

- For e-mail support, the latest driver or document downloads, and answers to frequently asked questions, visit <http://www.canon.ca/>
  - Free live technical support 9 A.M. to 8 P.M. ET Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
  - If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at <http://www.canon.ca/>
- \* Support program specifics are subject to change without notice.

# Legal Notices



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The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

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## For CA, USA only

Included battery contains Perchlorate Material - special handling may apply.

See <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/> for details.

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)

- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/ Works of Art without Permission of Copyright Owner

## FCC (Federal Communications Commission)

imageCLASS MF5880dn/MF5850dn: F158002

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

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

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

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

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

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

Canon U.S.A., Inc.  
One Canon Plaza, Lake Success, NY 11042, U.S.A.  
TEL No. 1-800-OK-CANON

## Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

### A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 14, "Appendix," for specific dimensions and weight.

### B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile operation is not possible.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

DDD (Direct Distance Dial) line

-or-

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



### NOTE

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

### C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

### Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

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

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

## In Case of Equipment Malfunction

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

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

## Rights of the Telephone Company

If this equipment (imageCLASS MF5880dn/MF5850dn) causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

### WARNING

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

### NOTE

In order to program this information into your machine, you should complete the procedure for registering your name, unit's telephone number, time, and date in the Starter Guide.

## Users in Canada

### Pre-Installation Requirements for Canon Facsimile Equipment

#### A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 14, "Appendix," for specific dimensions and weight.

#### B. Order Information

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

DDD (Direct Distance Dial) line

-or-

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

### NOTE

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

#### C. Power Requirements

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

**Notice**

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

**CAUTION**

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

**NOTE**

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

**Utilisation au Canada**

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

**A. Emplacement**

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le chapitre 14, Annexe (Appendix), pour les indications de poids et dimensions).

**B. Installation téléphonique**

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

Ligne automatique interurbaine

ou

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

**NOTE**

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

**C. Condition d'alimentation**

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

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

## Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.
- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique).
- L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.
- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.
- Le nombre d'équivalents sonnerie (REN) de ce produit est 1,0.
- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.
- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales.

### CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

### NOTE

Respecte les limites de la classe B de la NMB-003 du Canada.



# Laser Safety

**This machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the machine does not produce hazardous radiation.**

**Since radiation emitted inside the machine is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.**

## CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.

### CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

The label is attached to the laser scanner machine inside the machine and is not in a user access area.

	<b>DANGER</b> - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
	<b>CAUTION</b> - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
<b>ATTENTION</b>	- RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. EVITEZ L'EXPOSITION AU FAISCEAU.
<b>VORSICHT</b>	- UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
<b>PRECAUCIÓN</b>	- RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
<b>VARNING</b>	- KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FÄRLIG.
<b>VAROITUS</b>	- LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
<b>注意</b>	- 打开时，存在不可见的3B类激光辐射， 请避免接触该激光束
<b>주의</b>	- 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
<b>注意</b>	- ここを開くとクラス3B不可視レーザー放射が出ます。 ビームに身をさらさないこと。

RU5-8126

# Before Using the Machine

## Chapter

# 1

This chapter describes what you should know before using this machine, such as the names of the parts and their functions, and basic settings to use various functions.

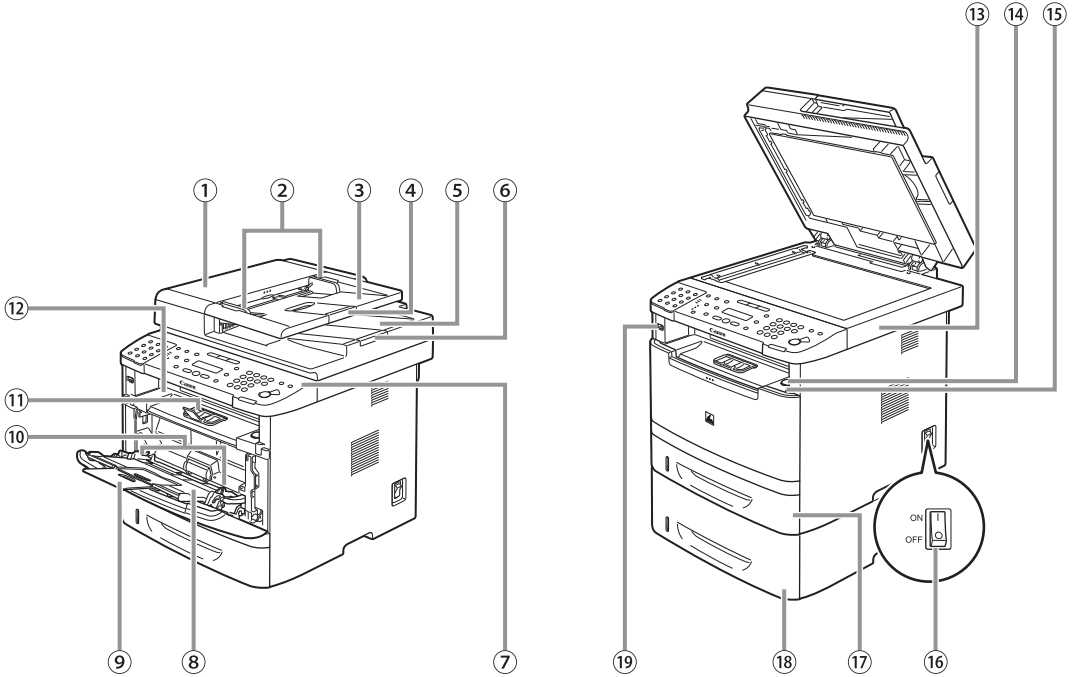
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# Machine Components

This section describes the parts names of the machine and their functions.

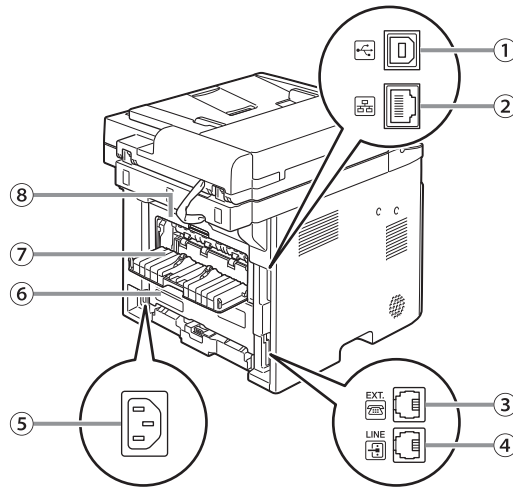
## External View (Front)

Before Using the Machine



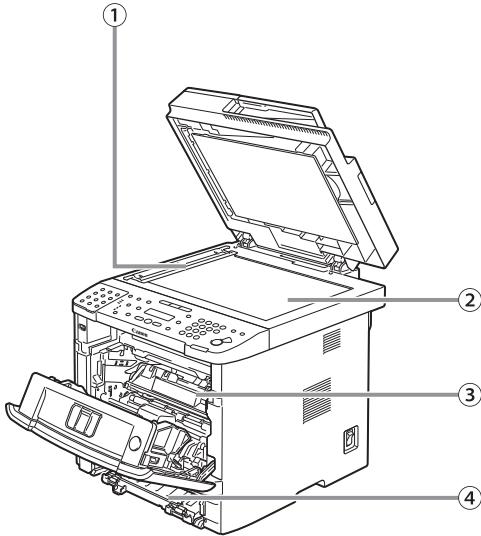
- ① ADF (Automatic Document Feeder)  
Holds documents and feeds them automatically into the scanning area.
- ② Slide guides  
Adjust to the width of the document.
- ③ Document feeder tray  
Holds documents.
- ④ Document feeder tray extension  
Pull out to load large size paper.
- ⑤ Document delivery tray  
Receives documents.
- ⑥ Document stopper  
Pull out the document stopper to prevent the paper from falling off the document delivery tray.
- ⑦ Operation panel  
Controls the machine.
- ⑧ Multi-purpose tray  
Feeds non-standard size or thick/thin type paper stacks.
- ⑨ Multi-purpose tray extension  
Pull out to load paper stack.
- ⑩ Slide guides for multi-purpose tray  
Adjusts to the width of the paper.
- ⑪ Paper stopper  
Lift the paper stopper to prevent the paper from falling off the output tray.
- ⑫ Output tray  
Receives copies, prints and faxes. Outputs paper with the printed side facing down.
- ⑬ Scanning platform  
Open this platform to clear paper jams.
- ⑭ Open button  
Push to open the front cover.
- ⑮ Front cover  
Open this cover to replace the toner cartridge or to clear paper jams.
- ⑯ Main power switch  
Turns the power ON or OFF.
- ⑰ Paper cassette  
Holds up to 250 sheets of paper (21 lb (80 g/m<sup>2</sup>)).
- ⑱ Paper Feeder Unit PF-44 (Optional)  
Holds the additional paper supply. Up to 500 sheets of paper (21 lb (80 g/m<sup>2</sup>)) can be held.
- ⑲ USB memory port  
Insert the USB memory when storing the scanned documents in the USB memory.

## External View (Back)

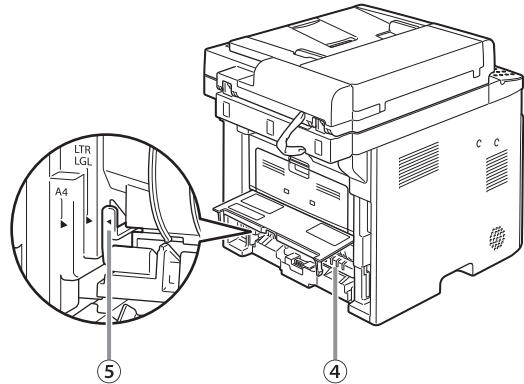


- ① USB port  
Connect the USB (Universal Serial Bus) cable.
- ② Ethernet port  
Connect the network cable.
- ③ External device jack  
Connect an external device.
- ④ Telephone line jack  
Connect the external telephone cable.
- ⑤ Power socket  
Connect the power cord.
- ⑥ Duplex unit cover  
Open this cover to clear paper jams.
- ⑦ Sub-output tray  
Outputs paper with the printed side facing up.
- ⑧ Rear cover  
Open this cover to clear paper jams.

## Internal View



- ① Scanning area  
Scans documents from the ADF.
- ② Platen glass  
Place documents.
- ③ Toner cartridge  
When toner runs out, pull out the empty toner cartridge, and replace it with a new one.
- ④ Duplex unit  
Enables you to use the 2-Sided mode for copying, faxing, sending, or scanning.
- ⑤ Paper size switch lever  
Switch the lever according to the paper size for 2-sided copying or 2-sided printing.

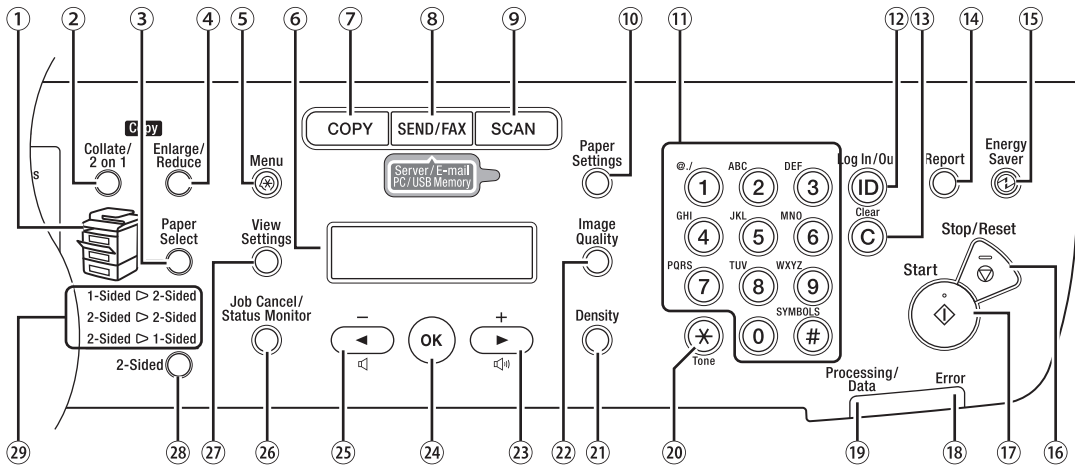


# Operation Panel

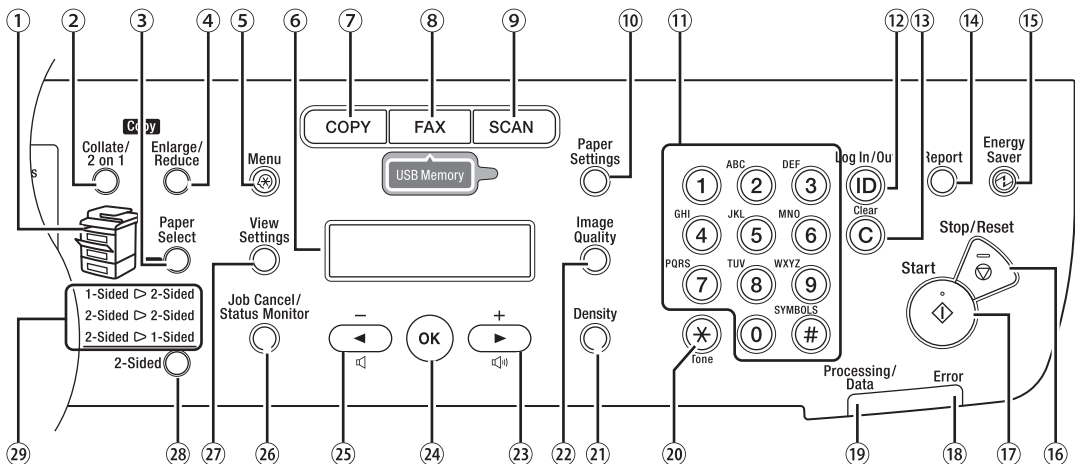
This section describes the names and functions of the operation panel keys, and describes all the parts on the operation panel.


## Main Operation Panel

### MF5880dn



### MF5850dn



- ① Paper Select indicator  
Indicates the selected paper source.
- ② [Collate/2 on 1] key  
Press to collate copies, or press to set 2 on 1 copying. Also press to set ID card copying.
- ③ [Paper Select] key  
Press to select a paper source (paper cassette or multi-purpose tray).
- ④ [Enlarge/Reduce] key  
Press to enlarge or reduce copy ratio.
- ⑤ [Menu] key  
Press to select or cancel the modes in setting menus.
- ⑥ Display  
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.
- ⑦ [COPY] key  
Press to switch to the Copy mode.
- ⑧ [SEND/FAX] key (For the MF5880dn)  
Press to switch to the Send/Fax mode.  
[FAX] key (For the MF5850dn)  
Press to switch to the Fax mode or to the mode that saves the scanned data in the USB memory.
- ⑨ [SCAN] key  
Press to switch to the Scan mode.
- ⑩ [Paper Settings] key  
Press to specify the paper size and type for the paper cassette or multi-purpose tray.
- ⑪ Numeric keys  
Enter alphanumeric characters and symbols.
- ⑫ [Log In/Out] key (ID key)  
Press when setting or enabling Department ID/ User ID management.
- ⑬ [Clear] key  
Press to clear entered alphanumeric characters.
- ⑭ [Report] key  
Press to print reports and lists manually.
- ⑮ [Energy Saver] key  
Press to set or cancel the Sleep mode manually. The key lights green when the Sleep mode is set, and goes off when the mode is canceled.
- ⑯ [Stop/Reset] key  
Press to stop a current job. Also press to return the machine to the standby mode.
- ⑰ [Start] key  
Press to start copying, scanning and sending documents.
- ⑱ Error indicator  
Blinks when an error has occurred.
- ⑲ Processing/Data indicator  
Blinks when the machine is working. Lights when the machine has waiting jobs and stores the data in memory.
- ⑳ [Tone] key  
Press to switch from rotary pulse to tone dialing. Also press to switch the input mode.
- ㉑ [Density] key  
Press to adjust the density for copy or documents you send.
- ㉒ [Image Quality] key  
Press to select image quality for copy or fax.
- ㉓  key  
Press to increase the value for various settings. Also press to see the next item in the menu. You can use this key to temporarily adjust the monitor tone volume.
- ㉔ [OK] key  
Press to accept a set function or mode. Also press and hold to print a sample page when you are in the copy mode. For details, see "Printing a Sample Page," on p. 3-33.



②⑤  key

Press to decrease the value for various settings.  
Also press to see the previous item in the menu.  
You can use this key to temporarily adjust the monitor tone volume.

②⑥ [Job Cancel/Status Monitor] key

Press to cancel the job stored in memory.  
Also press to check the status of jobs such as copy, fax, print, etc.

②⑦ [View Settings] key

Press to confirm the settings of the copy, fax, and send function.

②⑧ [2-Sided] key

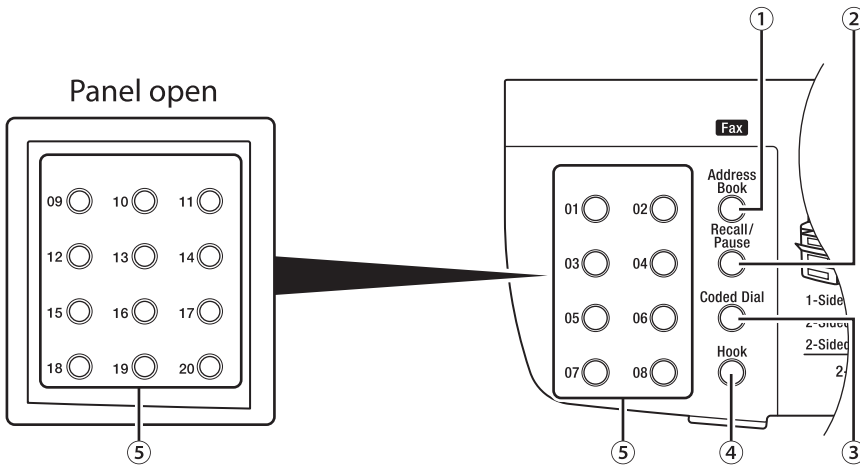
Press to copy or send 2-sided documents.

②⑨ 2-Sided mode indicator

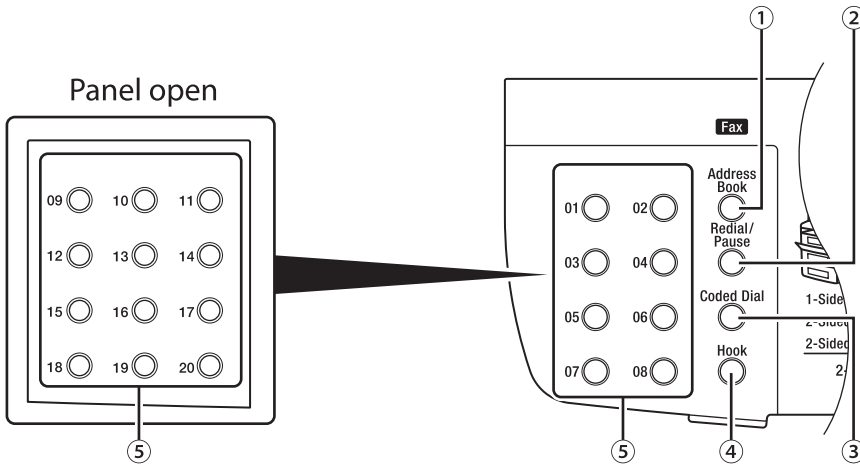
Indicates the selected 2-Sided mode for copying.

# Send Operation Panel

## MF5880dn



## MF5850dn



Before Using the Machine



- ① [Address Book] key  
Press to search pre-registered recipients under one-touch keys and coded dial codes by name, number, or address.
- ② [Recall/Pause] key (For the MF5880dn)  
Press to recall previously set send jobs, including the destinations, scan settings, and send settings. Press to enter a pause between or after the telephone/fax number when dialing or registering numbers.  
[Redial/Pause] key (For the MF5850dn)  
Press to recall the last three destinations. Press to enter a pause between or after the telephone/fax number when dialing or registering numbers.
- ③ [Coded Dial] key  
Press to specify recipients registered under coded dial codes.
- ④ [Hook] key  
Press when you want to dial without lifting up the handset of the external telephone.
- ⑤ One-Touch keys  
Press to specify recipients registered under one-touch keys.

# Display (Standby Mode)

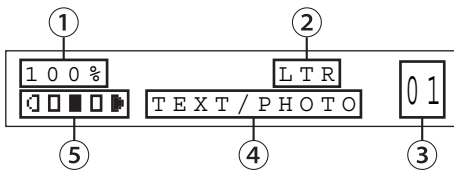
This section describes the display of the operation panel of the standby mode.

## NOTE

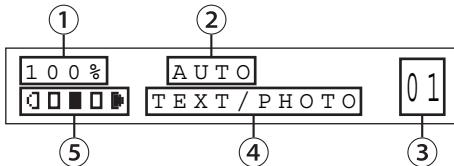
- Depending on your needs, you can change the standby display which appears when the main power switch is turned ON. For details, see "Setting the Initial Function," in the e-Manual.
- When the main power switch is turned ON, the message <INITIALIZING.../PLEASE WAIT> is shown until the standby display appears.
- If the Auto Clear function is activated, the display returns to the standby mode.

## Copy Mode

### Without optional paper cassette



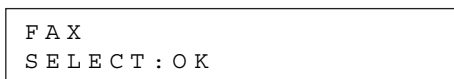
### With optional paper cassette



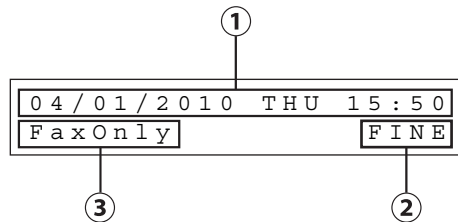
- ① Zoom ratio
- ② Paper size
- ③ Quantity
- ④ Image quality
- ⑤ Density

## Send Mode/Fax Mode

### MF5880dn



### MF5850dn



- ① Date & Time
- ② Image quality
- ③ Receive mode

## Scan Mode

- When scanning documents to a computer (Network Scan)



- When scanning documents to a computer (USB Connection)



## Log In Mode

If the Department ID Management or User ID Management is set, the Log In screen is displayed. For information on the Department ID Management or User ID Management, see “Security,” in the e-Manual.

### ● For Department ID Management

ENTER DEPT . ID

Use ① – ⑨ [numeric keys] to enter the Department ID and password, then press [OK] or Ⓜ [Log In/Out].

### ● For User ID Management

ENTER USER ID : a

Use ① – ⑨ [numeric keys] to enter the User ID and password, then press [OK] or Ⓜ [Log In/Out].

### NOTE

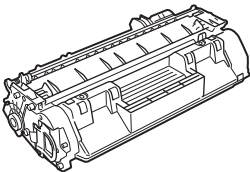
- Make sure to press Ⓜ [Log In/Out] after using the machine when the Department ID/User ID Management is set.
- When the main power switch is turned ON, the message <INITIALIZING../PLEASE WAIT> is shown until the standby display appears.

# Toner Cartridge

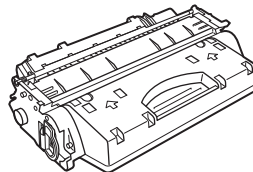
The average print yield of the Canon genuine bundled toner cartridge which comes with the machine is 2,100 pages, the Canon genuine replacement toner cartridge is 6,400 pages. The page counts are on the basis of "ISO/ IEC 19752"\* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the average print yield of the toner cartridge will be fewer as they consume more toner. When you are replacing a toner cartridge, be sure to use a Canon genuine toner cartridge designed for this product. To purchase the Canon genuine replacement toner cartridge, contact your local Canon dealer or Canon Customer Care Center (U.S.A.:1-800-OK-CANON, Canada:1-800-652-2666).

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

Toner cartridge name: Canon Cartridge 119



Toner cartridge name: Canon Cartridge 119 II



Model Name	Type	Supported Canon Genuine Toner Cartridge	Average Print Yield
MF5880dn/MF5850dn	Bundled/Replacement	Canon Cartridge 119	2,100 pages
	Replacement	Canon Cartridge 119 II	6,400 pages

## Maintaining the Toner Cartridge

### CAUTION

- Do not place the toner cartridge in fire. Toner powder is flammable.
- 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.
- When removing the toner 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 toner cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the toner 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.

### NOTE

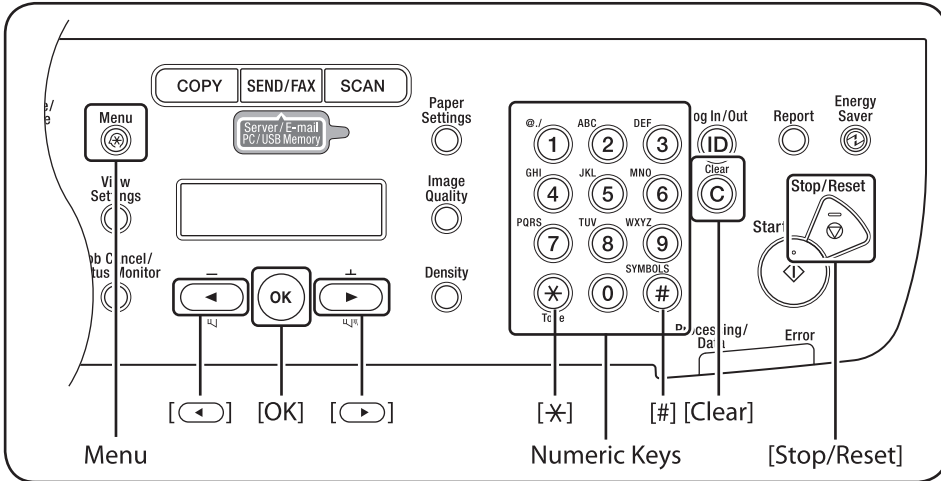
- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the toner cartridge may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.
- Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the machine unnecessarily.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.
- Do not place the toner cartridge in an upright or an upside down position. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.
- For optimum print quality, when you replace toner cartridges, using Canon genuine ones is recommended.
- Be careful of counterfeit toner cartridges
  - Please be aware that there are counterfeit Canon toner cartridges in the marketplace. Use of counterfeit toner cartridge may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.

For more information,  
see <http://www.canon.com/counterfeit>.

# Entering Characters

## About the Keys

Use the keys either to operate or to enter information in the menu on the display.



⊛	→[a]	[1]
①	@.-_/_	1
②	abcABC	2
③	defDEF	3
④	ghiGHI	4
⑤	jkIJKL	5
⑥	mnoMNO	6
⑦	pqrPQRS	7
⑧	tuvTUV	8
⑨	wxyzWXYZ	9
⑩	(space)	0
⊛	- . * # ! " ; : ^ ` _ = /   ' ? \$ @ % & + \ ~ ( ) [ ] { } < >	#

- Press ← or → to move the cursor position.
- Press [OK] to confirm the entry.
- Press ⊛ to switch input modes:  
[a]: Letter mode  
[1]: Number mode
- Use ① – ⑩ [numeric keys] to enter characters.
- Press ① – ⑩ [numeric keys] repeatedly until the required character appears.
- Press ⊛ to enter symbols.
- Press ⊙ [Clear] to delete the character at the cursor position. Hold ⊙ [Clear] to delete the entire entry.



## Procedure for Entering Characters

Example: Enter <Canon>.

- 1** Press **2** repeatedly until an uppercase <C> appears.

N A M E	: a
<u>C</u>	

- 2** Press **▶** to move the cursor to the right, then press **2** until an <a> appears.

N A M E	: a
C <u>a</u>	

- 3** Press **6** until an <n> appears.

N A M E	: a
C a <u>n</u>	

- 4** Press **▶** to move the cursor to the right, then press **6** until an <o> appears.

N A M E	: a
C a n <u>o</u>	



- 5** Press **▶** to move the cursor to the right, then press **6** until an <n> appears.

N A M E	: a
C a n o <u>n</u>	



# Telephone Line Settings

Set the type of telephone line that is connected to the machine. If this setting is incorrect, you will be unable to communicate with other machines. Make sure to check the type of telephone line that you are using, and make the correct setting. The default setting is <TOUCH TONE>.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <FAX SETTINGS>, then press [OK].



```
T X / R X   S E T T I N G S
3 . F A X   S E T T I N G S
```

**4** Press  or  to select <USER SETTINGS>, then press [OK].

```
F A X   S E T T I N G S
2 . U S E R   S E T T I N G S
```


**5** Press  or  to select <TEL LINE TYPE>, then press [OK].

```
U S E R   S E T T I N G S
2 . T E L   L I N E   T Y P E
```

**6** Press  or  to select the telephone line type, then press [OK].

```
T E L   L I N E   T Y P E
T O U C H   T O N E
```

- <TOUCH TONE>: Tone dialing
- <ROTARY PULSE>: Pulse dialing
- If you do not know the telephone line type, call your telephone service provider for details.

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



# Timer Settings

The timer settings enable you to set the Sleep Mode, Auto Clear Time, and Daylight Saving Time.

## Setting the Sleep Mode

If the machine remains idle for a certain period of time, it automatically enters the Sleep mode. The default settings are <ON> and <5MIN.>.

**1** Press  [Menu].

**2** Press  or  to select <TIMER SETTINGS>, then press [OK].

```
M E N U
  7 . T I M E R   S E T T I N G S
```

**3** Press  or  to select <AUTO SLEEP TIME>, then press [OK].



```
T I M E R   S E T T I N G S
  4 . A U T O   S L E E P   T I M E
```


**4** Press  or  to select <ON>, then press [OK].

```
A U T O   S L E E P   T I M E
                                     O N
```





**5** Press  or  to select the desired interval, then press [OK].

```
T I M E R
                                     5 M I N .
```

- You can set the interval from 3 to 30 minutes (in one-minute increments).
- You can also enter values using  –  [numeric keys].

**6** Press  [Stop/Reset] to return to the standby mode.

### NOTE

-  [Energy Saver] lights green when the machine enters the Sleep mode.
- To resume the normal mode from the Sleep mode, press  [Energy Saver] on the operation panel.
- To enter the Sleep mode manually, press  [Energy Saver] on the operation panel.
- The machine will not enter the Sleep mode when:
  - the machine is in operation
  - the Network Scan function is in use
  - the Processing/Data indicator lights or blinks
  - a message appears on the display and the Error indicator blinks
  - paper is loaded in the multi-purpose tray
  - a paper jam occurs in the machine
  - the handset of the external telephone is off the hook
- The machine will leave the Sleep mode when:
  - you press  [Energy Saver] on the operation panel
  - a fax is received
  - the handset of the external telephone is off the hook

## Setting the Auto Clear Time

If the machine remains idle for a certain period of time, the display returns to the standby mode (Auto Clear function). This section describes how to set the period of time until the display returns to the standby mode. The default settings are <ON> and <2MIN.>.

**1** Press [Menu].

**2** Press or to select <TIMER SETTINGS>, then press [OK].

```
MENU
7 . TIMER SETTINGS
```

**3** Press or to select <AUTO CLEAR TIME>, then press [OK].

```
TIMER SETTINGS
5 . AUTO CLEAR TIME
```

**4** Press or to select <ON>, then press [OK].

```
AUTO CLEAR TIME          ON
```

**5** Press or to select the desired interval, then press [OK].

```
AUTO CLEAR TIME          2 MIN .
```

You can set the interval from 1 to 9 minutes (in one-minute increments). You can also enter values using – [numeric keys].

**6** Press [Stop/Reset] to return to the standby mode.

## Setting the Daylight Saving Time

In some countries or areas, time is advanced throughout the summer season. This is called “Daylight Saving Time.” This section describes how to set the Daylight Saving Time. The default setting is <OFF>.

**1** Press [Menu].

**2** Press or to select <TIMER SETTINGS>, then press [OK].

```
MENU
7 . TIMER SETTINGS
```

**3** Press or to select <DAYLIGHT SV.TIME>, then press [OK].

```
TIMER SETTINGS
6 . DAYLIGHT SV . TIME
```

**4** Press or to select <ON>, then press [OK].

```
DAYLIGHT SV . TIME          ON
```

**5** Press or to select <START DATE/TIME>, then press [OK].

```
DAYLIGHT SV . TIME
1 . START DATE / TIME
```

**6** Press or to select <MONTH>, then press [OK].

```
START DATE / TIME
1 . MONTH
```

**7** Press ◀ or ▶ to select the month, then press [OK].

MONTH  
MARCH

**8** Press ◀ or ▶ to select <WEEK>, then press [OK].

START DATE / TIME  
2 . WEEK

**9** Press ◀ or ▶ to select the week, then press [OK].

WEEK  
SECOND WEEK

**10** Press ◀ or ▶ to select <DAY>, then press [OK].

START DATE / TIME  
3 . DAY

**11** Press ◀ or ▶ to select the day, then press [OK].

DAY  
SUNDAY

**12** Press ◀ or ▶ to select <END DATE/ TIME>, then press [OK].

DAYLIGHT SV . TIME  
1 . END DATE / TIME

**13** Press ◀ or ▶ to select <MONTH>, then press [OK].

END DATE / TIME  
1 . MONTH

**14** Press ◀ or ▶ to select the month, then press [OK].

MONTH  
NOVEMBER

**15** Press ◀ or ▶ to select <WEEK>, then press [OK].

END DATE / TIME  
2 . WEEK

**16** Press ◀ or ▶ to select the week, then press [OK].

WEEK  
FIRST WEEK

**17** Press ◀ or ▶ to select <DAY>, then press [OK].

END DATE / TIME  
3 . DAY

**18** Press ◀ or ▶ to select the day, then press [OK].

DAY  
SUNDAY

**19** Press [Stop/Reset] to return to the standby mode.

# Documents and Print Media

## Chapter

# 2

This chapter describes the types of paper and documents that can be used with the machine and how to load paper in the paper cassette and the multi-purpose tray.

<b>Documents Requirements</b> .....	<b>2-2</b>
<b>Scanning Area</b> .....	<b>2-3</b>
<b>Placing Documents</b> .....	<b>2-4</b>
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# Documents Requirements

	Platen Glass	ADF
Type	<ul style="list-style-type: none"> <li>– Plain paper</li> <li>– Thick documents</li> <li>– Photographs</li> <li>– Small documents (e.g., index cards)</li> <li>– Special types of paper (e.g., tracing paper*<sup>1</sup>, transparencies*<sup>1</sup>, etc.)</li> <li>– Book (Height: Maximum 7/8" (20 mm))</li> </ul>	Plain paper (Multi-page documents of the same size, thickness and weight or one-page documents.)
Size (W × L)	Maximum 8 1/2" × 11 5/8" (Maximum 216 × 297 mm)	Maximum 8 1/2" × 14" (Maximum 215.9 × 355.6 mm) Minimum 5 1/2" × 5" (Minimum 139.7 × 128 mm)
Weight	Maximum 4.4 lb (2 kg)	One-sided scanning (1 page): 13 to 28 lb (50 to 105 g/m <sup>2</sup> ) Two-sided scanning: 17 to 28 lb (64 to 105 g/m <sup>2</sup> )
Quantity	1 sheet	Maximum 50 sheets* <sup>2</sup> (Maximum 30 sheets for LGL documents)* <sup>2</sup>

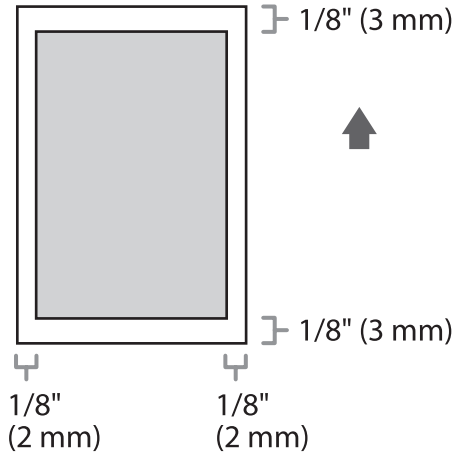
\*<sup>1</sup> When copying transparent documents such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.

\*<sup>2</sup> 21 lb (80 g/m<sup>2</sup>) paper

- Do not place the document on the platen glass or in the ADF until the glue, ink or correction fluid on the document is completely dry.
- Remove all fasteners (staples, paper clips, etc.) before loading the documents in the ADF.
- To prevent document jams in the ADF, do not use any of the following:
  - Wrinkled or creased paper
  - Carbon paper or carbon-backed paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Onion skin or thin paper
  - Documents with staples or paper clips attached
  - Paper printed with a thermal transfer printer
  - Transparencies

# Scanning Area

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



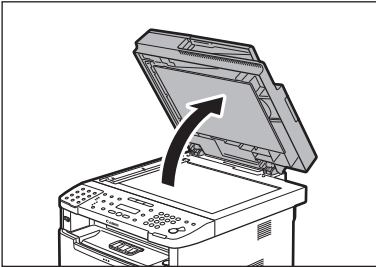


# Placing Documents

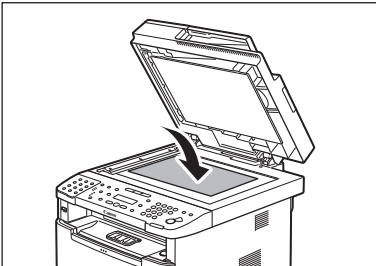
This section describes how to place your documents on the platen glass and in the ADF.

## On the Platen Glass

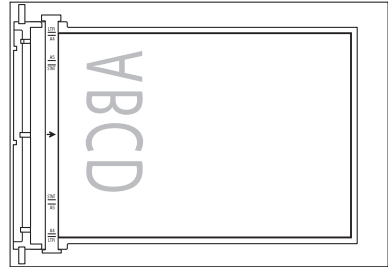
- 1** Open the ADF.



- 2** Place a document face down.

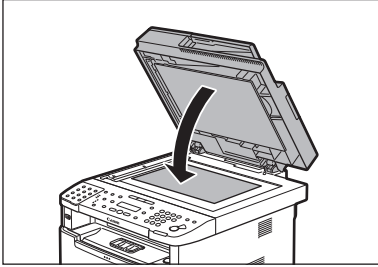


- 3** Align the document with the appropriate paper size marks.



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

## 4 Close the ADF.



The document is ready for scanning.

### ! CAUTION

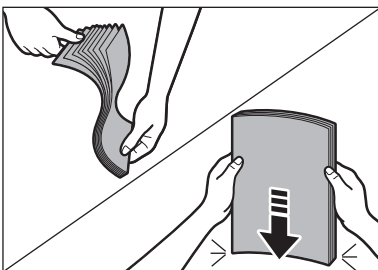
- When closing the ADF, be careful not to get your fingers caught, as this may result in personal injury.
- Do not press down the ADF forcefully, as this may damage the platen glass and cause personal injury.

### NOTE

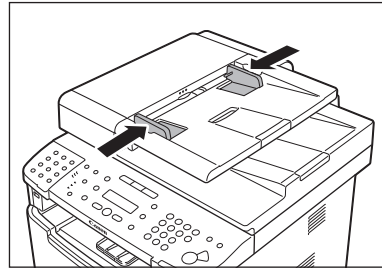
Remove the document from the platen glass when scanning is complete.

## In the ADF

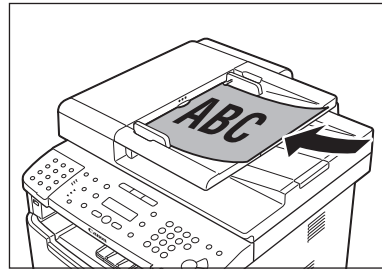
## 1 Fan the document stack and even the edges.



## 2 Adjust the slide guides to the width of the documents.



## 3 Neatly place the documents face up in the document feeder tray.



The document is ready for scanning.

### NOTE

- Do not add or remove documents while they are being scanned.
- When scanning is complete, remove the documents from the document delivery tray to avoid paper jams.
- Avoid using ADF to scan the same document more than 30 times. When scanned repeatedly, documents can become folded or torn, which may cause paper jams.
- If the feeder rollers are soiled from scanning a document written in pencil, clean them. (See "Cleaning the Machine," on p. 11-2.)

# Paper Requirements

		Paper Cassette(s)	Multi-purpose Tray
<b>Size (W × L)</b>		LTR, LGL, A4, B5, A5, Executive, Oficio, Brazil-Oficio, Mexico-Oficio, FLSP, A-FLS, Government-LTR, Government-LGL	3" × 5" to Legal (8 1/2" × 14") (76 × 127 to 216 × 356 mm)
<b>Weight</b>		16 to 32 lb (60 to 120 g/m <sup>2</sup> )	16 to 43 lb (60 to 163 g/m <sup>2</sup> )
<b>Quantity</b>		250 sheets maximum * <sup>1</sup>	50 sheets maximum * <sup>2</sup>
<b>Type</b>	Plain Paper * <sup>3</sup>	<input type="radio"/>	<input type="radio"/>
	Plain Paper L * <sup>3</sup>	<input type="radio"/>	<input type="radio"/>
	Color * <sup>4</sup>	<input type="radio"/>	<input type="radio"/>
	Recycled * <sup>5</sup>	<input type="radio"/>	<input type="radio"/>
	Heavy Paper 1	<input type="radio"/> * <sup>6</sup>	<input type="radio"/> * <sup>7</sup>
	Heavy Paper 2 * <sup>8</sup>	—	<input type="radio"/>
	Transparency * <sup>9</sup>	—	<input type="radio"/>
	Label	—	<input type="radio"/>
	Envelope	—	<input type="radio"/>

(: available —: not available)

\*<sup>1</sup> A maximum of 500 sheets of paper can be set in the optional Paper Feeder Unit PF-44.

\*<sup>2</sup> 21 lb (80 g/m<sup>2</sup>) paper

\*<sup>3</sup> From 16 to 21 lb (60 to 80 g/m<sup>2</sup>)

\*<sup>4</sup> 17 lb (64 g/m<sup>2</sup>)

\*<sup>5</sup> From 17 to 21 lb (64 to 80 g/m<sup>2</sup>)

\*<sup>6</sup> From 24 to 32 lb (90 to 120 g/m<sup>2</sup>)

\*<sup>7</sup> From 24 to 40 lb (90 to 150 g/m<sup>2</sup>)

\*<sup>8</sup> From 40 to 43 lb (151 to 163 g/m<sup>2</sup>)

\*<sup>9</sup> Use only LTR or A4 transparencies made especially for this machine.

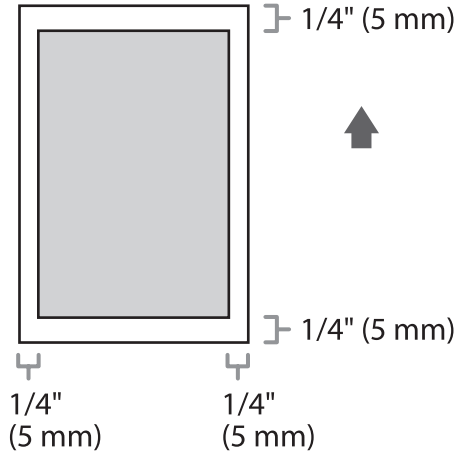
## NOTE

The default paper size is LTR. If you use a different paper size, you need to change the paper size settings. (See "Setting Paper Size and Type," on p. 2-17.)

- 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.
- Make 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.

# Printable Area

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



# Loading Paper

This section describes how to load paper in the paper cassette and multi-purpose tray.

## CAUTION

- Handle paper carefully not to cut your hands with the edges of the paper.
- When installing or removing cassettes, be careful not to get your fingers caught.

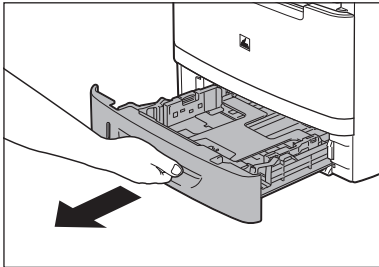
## NOTE

The default paper size/type is set to <LTR> and <PLAIN PAPER>. When you load other size and/or type of paper, change the paper size/type setting by pressing  [Paper Settings]. (See “Setting Paper Size and Type,” on p. 2-17.)

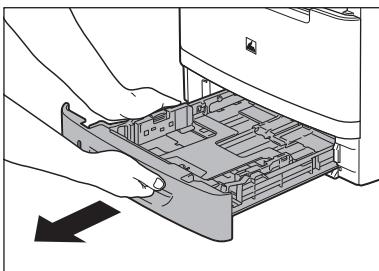
## In the Paper Cassette

This section describes how to load paper in the paper cassette.

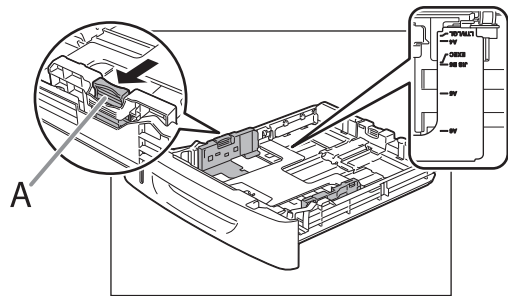
- 1 Pull out the paper cassette.



- 2 Hold the paper cassette with both hands and remove it from the machine.



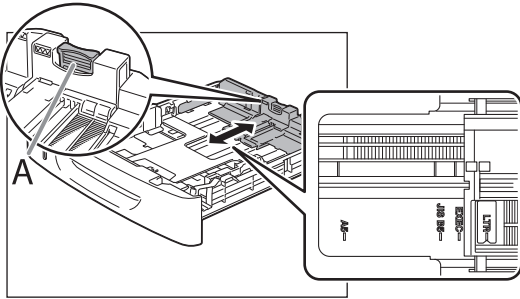
- 3 Hold the lock release lever of the side paper guides (A) and slide the guides to the mark for the size of the paper to be loaded. The side paper guides move together.



## NOTE

- Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.
- A6 size paper cannot be loaded.

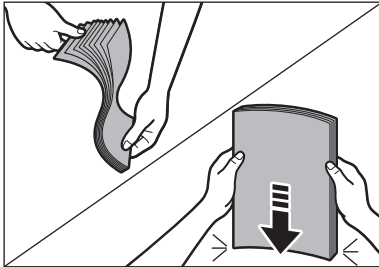
- 4** Hold the lock release lever of the rear paper guides (A) and slide the guides to the mark for the size of the paper to be loaded.



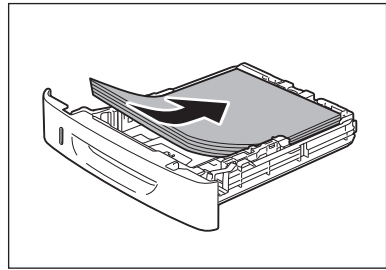
 **NOTE**

- Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.
- A6 size paper cannot be loaded.

- 5** Fan the paper stack and even the edges.

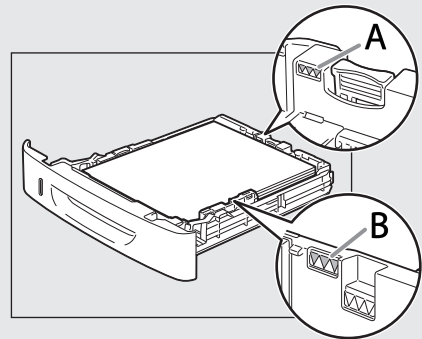


- 6** Load the paper stack of the appropriate size with the print side facing up. Align the rear edge of the paper stack with the rear paper guide.



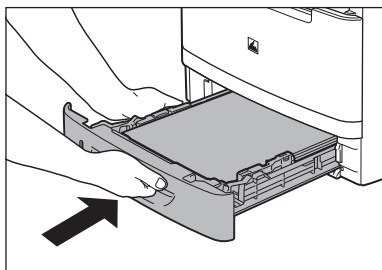
 **NOTE**

- Make sure the paper stack does not exceed the load limit mark (A) and (B).

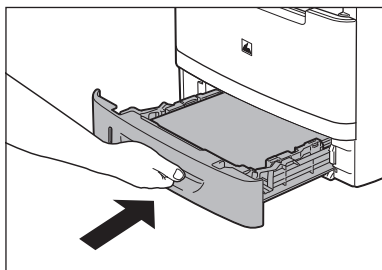


- The paper cassette holds approximately 250 sheets of paper (21 lb (80 g/m<sup>2</sup>)).

- 7** Hold the paper cassette with both hands and set it back into the machine.



- 8** Push the paper cassette as far as it will go.



 **NOTE**

- For details on loading paper in the multi-purpose tray, see “In the Multi-Purpose Tray,” on p. 2-11.
- In the same manner, load the paper into the optional paper cassette. For attaching the optional paper cassette, see “Set Up the Machine,” in the Starter Guide.

## In the Multi-Purpose Tray

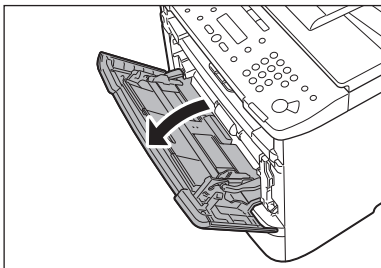
If you are making prints on transparencies, labels, non-standard size paper, or envelopes, load them into the multi-purpose tray.

 **NOTE**

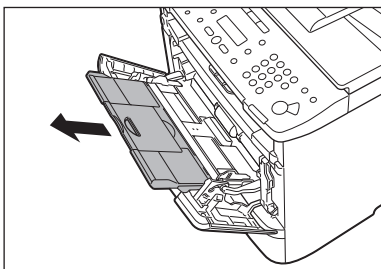
- Note the following points when using the multi-purpose tray:
  - Paper Quantity: one to approximately 50 sheets (21 lb (80 g/m<sup>2</sup>))
  - Paper Size: 3" × 5" to 8 1/2" × 14" (76.2 × 127 mm to 216 × 356 mm)
  - Paper Weight: 16 to 51 lb (60 to 190 g/m<sup>2</sup>)
  - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the multi-purpose tray (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/4" (5 mm) for heavyweight paper).
  - Depending on the paper storage conditions, it may not be possible to feed some paper into the multi-purpose tray.
- Do not load different size/type paper at the same time.
- If you load multiple sheets of heavyweight paper into the multi-purpose tray, a paper jam may occur depending on the type of heavyweight paper. If this happens, load only one sheet of heavyweight paper at a time.
- When printing on special types of paper, such as heavyweight paper or transparencies, make 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 printing on the back side of printed paper, the edges of the printed paper may become dirty.
- If you are printing on envelopes, do not allow more than five envelopes to accumulate in the output tray. Always empty the output tray once five envelopes have accumulated.
- Envelopes may be creased in the printing process.
- For high quality printouts, use paper recommended by Canon.
- For details on paper types that can be used with this machine, see “Paper Requirements,” on p. 2-6.



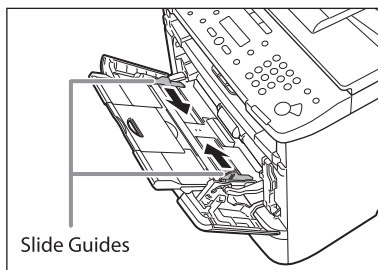
- 1 Open the multi-purpose tray.



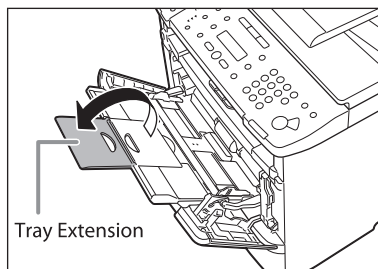
- 2 Pull out the auxiliary tray.



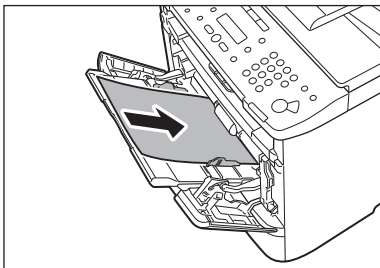
- 3 Adjust the slide guides to match the size of the paper.



If you are feeding large size paper, extend the tray extension.



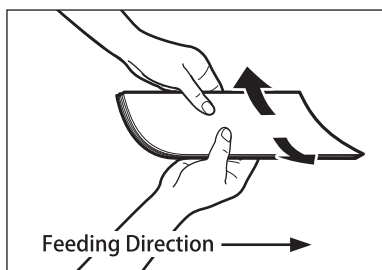
## 4 Load the paper into the multi-purpose tray.



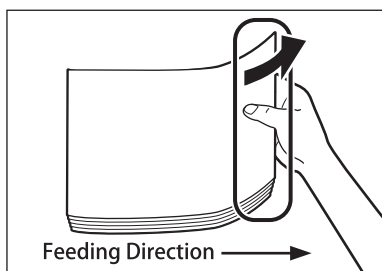
Insert the paper stack as far as it will go.

### ■ Before inserting paper:

- ① When you use the multi-purpose tray to make copies, straighten out curled paper prior to use, as shown below. Curled paper may cause a paper jam.

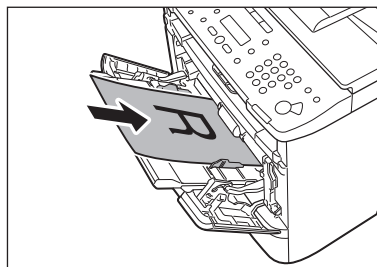


- ② If there is difficulty in straightening out curled paper, curl the front edges of the paper upward, as shown below.



### ■ To print on the back side of preprinted paper:

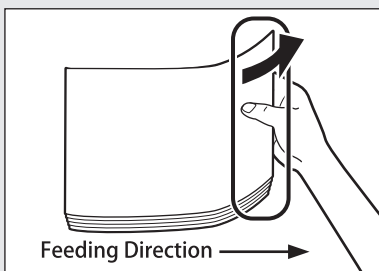
- ① Load the preprinted paper face up into the multi-purpose tray, as shown in the illustration below.



The display for specifying the paper size and type appears if <MP TRAY STD SET> is set to <OFF>. For details, see "Setting Paper Size and Type," on p. 2-17.

 **NOTE**

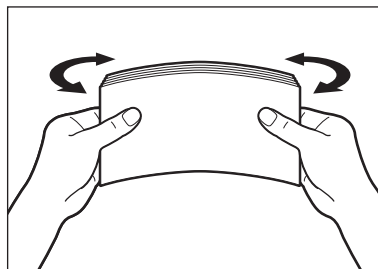
- When loading paper into the multi-purpose tray, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.
- If you are printing on heavyweight paper or envelopes using the multi-purpose tray, and find that the paper or envelopes are not being fed smoothly or evenly through the multi-purpose tray, 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 machine from the multi-purpose tray.



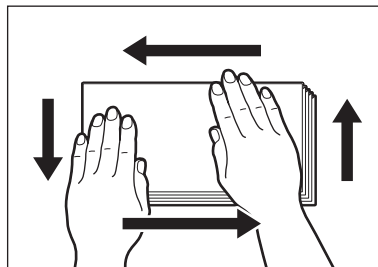
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the multi-purpose tray, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.

■ If you are loading envelopes into the multi-purpose tray:

- ① Take five envelopes, loosen them as shown, and then stack them together. Repeat this step five times for each set of five envelopes.

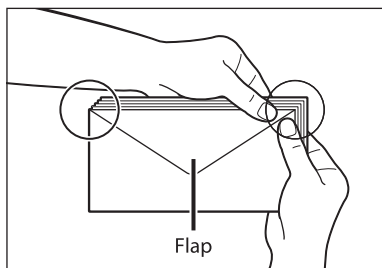


- ② Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.


 **NOTE**

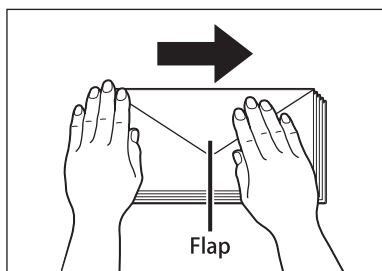
Take particular care to spread the envelopes out in the direction that they will be fed.

- ③ Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

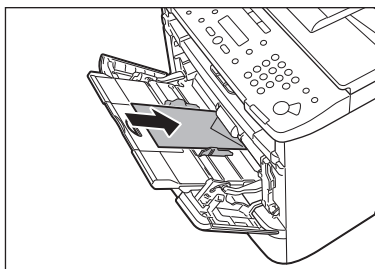
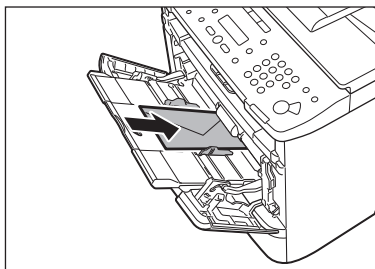


 **NOTE**

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



Load the envelopes, as shown below.



The display for specifying the paper size and type appears if <MP TRAY STD SET> is set to <OFF>. For details, see "Setting Paper Size and Type," on p. 2-17.

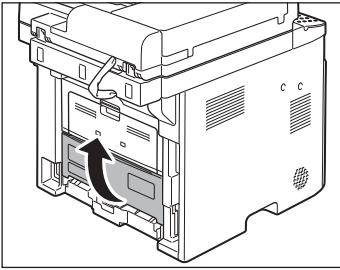
 **NOTE**

- The multi-purpose tray can hold five envelopes at a time.
- Envelopes may be creased in the printing process.

## Setting the Paper Size Switch Lever

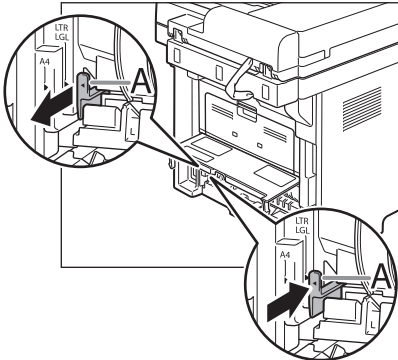
When performing 2-sided copying or 2-sided printing, make sure to confirm that the paper size switch lever is set to the appropriate position. Paper jams may occur if the lever is not set appropriately. Follow the procedure below to set the paper size switch lever.

### 1 Open the duplex unit cover.



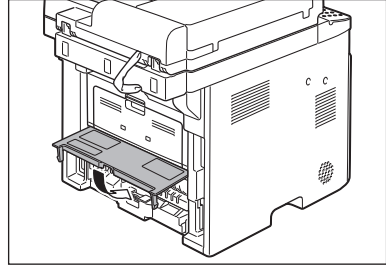
Hold the opening at the center of the duplex unit cover and open it gently.

### 2 Set the blue paper size switch lever (A) to the appropriate position according to the paper size.



- For A4 size, draw the paper size switch lever toward you.
- For LTR or LGL size, push the paper size switch lever toward the machine.

### 3 Close the duplex unit cover.



Hold the opening at the center of the duplex unit cover and close it gently.

# Setting Paper Size and Type

This section describes how to specify the paper size and type you are loading in the paper cassette and the multi-purpose tray. Whenever you change the paper size and type in the cassette and the tray, follow the procedure in this section to adjust the paper size and type settings for the cassette and the tray.

## For the Paper Cassette

The default settings are as follows:

- <PAPER SIZE>: <LTR>
- <PAPER TYPE>: <PLAIN PAPER>

- 1 Press [Paper Settings] repeatedly to select <CASSETTE 1> or <CASSETTE 2>, then press [OK].

C A S S E T T E 1

<CASSETTE 2> is displayed only if the optional paper cassette is attached.

- 2 Press or to select the paper size, then press [OK].

P A P E R S I Z E ( C A S S )  
L T R

You can select from the following paper sizes: <LTR>, <LGL>, <A4>, <B5>, <A5>, <EXECUTIV>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>, or <A-FLS>.

- 3 Press or to select the paper type, then press [OK].

P A P E R T Y P E ( C A S S )  
P L A I N P A P E R

You can select from the following paper types: <PLAIN PAPER>, <PLAIN PAPER L>\*, <RECYCLED>, <COLOR>, or <HEAVY PAPER 1>.  
\* If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.

## For the Multi-Purpose Tray

You can register a frequently used paper size and type for the multi-purpose tray. The default setting is <OFF>.

- 1 Press [Paper Settings] repeatedly to select <MP TRAY>, then press [OK].



M P T R A Y

- 2** Press  or  to select <ON>, then press [OK].

```

M P   T R A Y   S T D   S E T
                                     O N
  
```

If you select <OFF>, the display for specifying the paper size and type for the multi-purpose tray appears every time you load paper in the multi-purpose tray.







- 3** Press  or  to select the paper size, then press [OK].

```

P A P E R   S I Z E   ( T R A Y )
                                     L T R
  
```



You can select from the following paper types: <LTR>, <LGL>, <A4>, <B5>, <A5>, <EXECUTIV>, <NO.10 (COM10)>\*<sup>1</sup>, <Monarch>\*<sup>1</sup>, <DL>\*<sup>1</sup>, <ISO-C5>\*<sup>1</sup>, <ISO-B5>\*<sup>1</sup>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>, <A-FLS>, or <CUSTOM SIZE>\*<sup>2</sup>.

\*<sup>1</sup> For envelopes: If you select this size, <ENVELOPE> is automatically selected for the paper type, and the display for selecting the paper type does not appear.

\*<sup>2</sup> For non-standard paper size: If you select this size, enter the horizontal size in <X DIMENSION> (76 to 216 mm (3 to 8 1/2 inch)) with  –  [numeric keys], then press [OK]. Enter the vertical size in <Y DIMENSION> (127 to 356 mm (5 to 14 1/8 inch)) with  –  [numeric keys], then press [OK]. You can also press  or  to specify the size. (<Y DIMENSION> represents the length of the paper that feeds into the machine.)

 **NOTE**

When <NO.10 (COM10)>, <Monarch>, <DL>, <ISO-C5>, <OFICIO>, <FOOLSCAP>, <A-FLS>, or non-standard paper size is set, the machine may perform printing even if a different size paper is loaded in the multi-purpose tray. Make sure the correct size paper is loaded before printing.

- 4** Press  or  to select the paper type, then press [OK].

```

P A P E R   T Y P E   ( T R A Y )
                                     P L A I N   P A P E R
  
```

You can select from the following paper types: <PLAIN PAPER>, <PLAIN PAPER L>\*<sup>1</sup>, <RECYCLED>, <COLOR>, <HEAVY PAPER 1>, <HEAVY PAPER 2>\*<sup>2</sup>, <TRANSPARENCY>\*<sup>3</sup>, <LABELS>\*<sup>4</sup>, or <ENVELOPE>\*<sup>5</sup>.

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

\*<sup>2</sup> If print fixing is not sufficient when printed with <HEAVY PAPER 1> selected, select <HEAVY PAPER 2>.

\*<sup>3</sup> <TRANSPARENCY> can be selected only if <LTR> or <A4> is selected as the paper size.

\*<sup>4</sup> <LABELS> can be selected if <LTR>, <LGL>, <A4>, <B5>, <A5>, <EXECUTIV>, or <CUSTOM SIZE> is selected as the paper size.

\*<sup>5</sup> <ENVELOPE> can be selected if <CUSTOM SIZE> is selected as the paper size.

# Output Tray

This section describes the features of the output trays.

## Output Tray Type

This machine has two output trays: the output tray on the front side of the machine and the sub-output tray on the rear side of the machine. Do not switch one output tray to another during printing. This may result in paper jams.



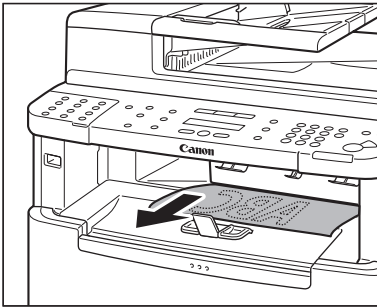
### CAUTION

Keep your hands and clothing away from the roller in the output area. Even if the machine is not printing, sudden rotation of the roller may catch your hands or clothing, resulting in personal injury.

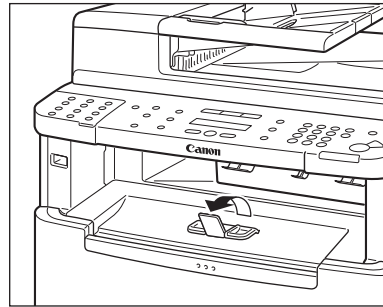


## Output Tray

Printed paper is output to the output tray with the printed side facing down.



When outputting LGL size paper, lift the paper stopper to prevent the paper from falling off the output tray.



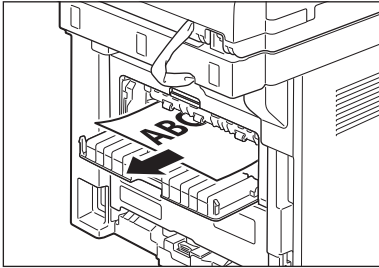
### NOTE

- Printed paper can be output only to the output tray when performing 2-sided copying or printing.
- During 2-sided copying or printing, do not touch the paper until it is output to the output tray completely. In 2-sided copying or printing, the paper is partially output after one side is printed and then fed back to the machine so that the reverse side can be printed.



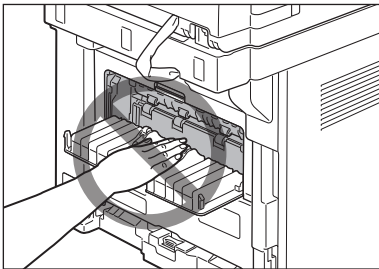
## Sub-output Tray

Printed paper is output to the sub-output tray on the rear side of the machine with the printed side facing up. Printed paper is stacked in reverse page order. The sub-output tray is suitable for use when printing transparencies, labels, or envelopes that curl easily, because the printed paper remains flat when output.



### CAUTION

The surroundings of the sub-output tray are hot during printing or immediately after printing. When taking out of the paper or removing jammed paper, do not touch the surroundings of the sub-output tray.



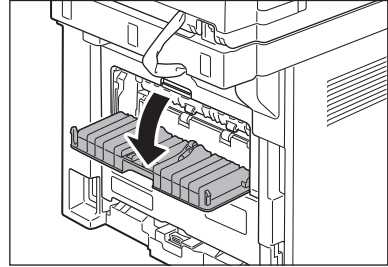
### NOTE

- Make sure to close the sub-output tray before performing 2-sided copying or printing.
- Do not open the sub-output tray during 2-sided copying or printing.

## Selecting the Output Tray

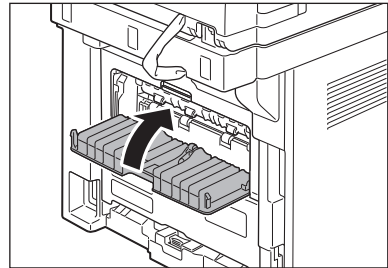
### Switching to the sub-output tray

To switch from the output tray to the sub-output tray, open the sub-output tray.



### Switching to the output tray

To switch from the sub-output tray to the output tray, close the sub-output tray.



This chapter describes the copying features.

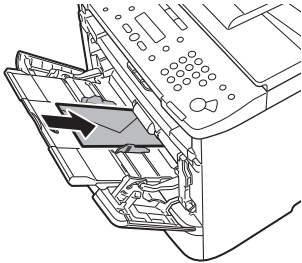
<b>Overview of Copy Functions</b> .....	<b>3-2</b>
<b>Basic Copying Method</b> .....	<b>3-4</b>
<b>Canceling Copy Jobs</b> .....	<b>3-5</b>
Canceling Scanning or Outgoing Jobs .....	3-5
Canceling Reserved Jobs .....	3-5
<b>Selecting Paper Source</b> .....	<b>3-7</b>
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<b>Printing a Sample Page</b> .....	<b>3-33</b>

# Overview of Copy Functions

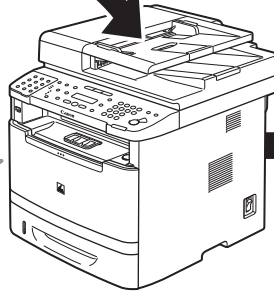
In addition to enlarging/reducing copies, you can make 2-sided copies or use the 2 on 1 mode, which reduces 2 page documents to fit on one sheet of paper.

## Using multi-purpose tray

- Standard paper sizes
- Irregular sizes of paper
- Envelopes



Documents



Copies



## Copy settings

### Image Quality (p. 3-13)

Text Mode

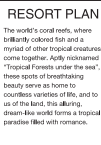


Photo Mode



Text/Photo



### Density (p. 3-15)

Document



Lighter



Copy



Darker



Document

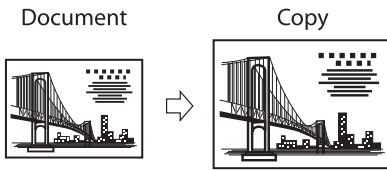


Copy



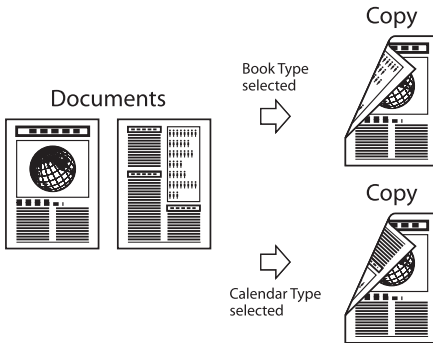
# Various copy functions

## Enlarge/Reduce images (p. 3-17)

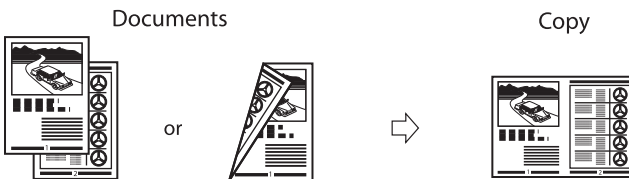


## 2-sided copying (p. 3-25)

1 to 2-sided copying



## 2 on 1 (p. 3-22)



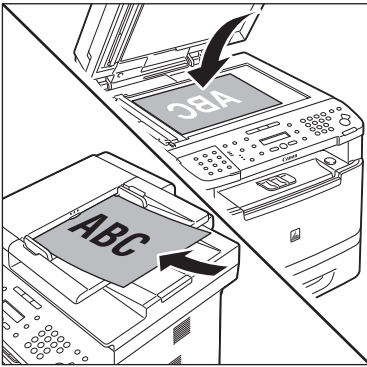
 **NOTE**

The copy settings can be combined. For details, see the following descriptions for each setting.

# Basic Copying Method

This section describes the basic procedure for copying.

- 1 Place documents on the platen glass or load them in the ADF.



- For details, see “Placing Documents,” on p. 2-4.
- Close the ADF after placing your documents.
- For documents you can copy, see “Documents Requirements,” on p. 2-2.

- 2 Press **COPY** [COPY].

- The COPY indicator lights up and the machine enters the copy standby mode.
- If you want to adjust the image quality, see “Selecting Image Quality,” on p. 3-13.
- If you want to adjust the density, see “Adjusting Density,” on p. 3-15.
- If you want to adjust the zoom ratio, see “Enlarge/Reduce Images,” on p. 3-17.

## NOTE

If you press and hold [OK] in the copy mode, a sample page will be printed. For details, see “Printing a Sample Page,” on p. 3-33.

- 3 Use **0** – **9** [numeric keys] to enter the desired copy quantity (1 to 99).

100%	LTR	01
TEXT / PHOTO		

- The copy quantity appears on the right side of the display.
- If you make a mistake when entering values, press **C** [Clear] and enter the correct values.

## NOTE

You cannot change the copy quantity while the machine is copying.

- 4 Press **START** [Start].

## NOTE

You can make copy settings and scan documents even if the machine is currently printing. The scanned documents are processed after the current job is complete. You can reserve up to 5 copy jobs, with different settings for each job.

# Canceling Copy Jobs

This section describes how to cancel copy jobs.

## Canceling Scanning or Outgoing Jobs

You can cancel scanning or outgoing jobs.

### NOTE

If you cancel a copy job during scanning, make sure to remove the document.

**1** Press  [Stop/Reset].

**2** When the <STOP KEY PRESSED> message appears, press [OK].

■ When scanning using the ADF:

```
S T O P   K E Y   P R E S S E D
P R E S S   O K   K E Y
```

■ When scanning using the platen glass:

```
S T O P   K E Y   P R E S S E D
```


**3** When the <CANCEL?> message appears, press  to select <YES>.

```
C A N C E L ?
<   Y E S                               N O   >
```

The display will return to the standby mode.



## Canceling Reserved Jobs

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


**1** Press  [Job Cancel/Status Monitor] repeatedly to select <COPY STATUS> or <JOB CANCEL>, then press [OK].



```
C O P Y   S T A T U S
```

If you select <JOB CANCEL>, press  or  to select <COPY>, then press [OK].

**2** Press  or  to scroll through the job list.



```
0 0 0 1   1 5 : 5 0   P R I N T I N G
          1   X       1 0 /   2 0
```

If you want to delete a job, go to the next step. Otherwise, press  [Stop/Reset] to return to the standby mode.


**3** Press  or  to select the job you want to delete, then press [OK].

```
0 0 0 3   1 5 : 5 2
          1   X       0   /   5 0
```


If you select <JOB CANCEL> in step 1, skip to step 5.


**4** Press  or  to select <CANCEL>, then press [OK].

```
0 0 0 3
C A N C E L
```

**5** Press  to select <YES>.

```
C A N C E L ?
< Y E S                N O >
```

If you do not want to cancel the job, press  to select <NO>.

**6** Press  [Stop/Reset] to return to the standby mode.

# Selecting Paper Source

You can manually specify a paper source (paper cassette (1 or 2) or multi-purpose tray) by pressing **○** [Paper Select].

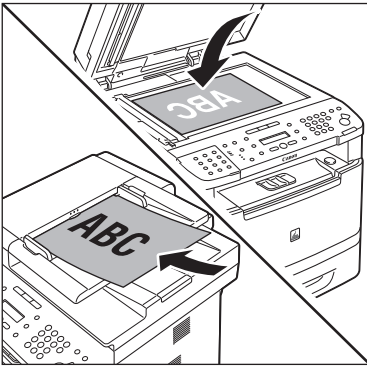
## NOTE

The suffix <R> (such as in LTRR), used in paper size designations, indicates that the paper is loaded in the paper cassette or the multi-purpose tray horizontally.

## Copying on Papers in Paper Cassettes

This section describes how to copy onto paper in the paper cassette. You need to set up the paper size and type for each paper source in advance. For details about configuring the paper size and type, see "Setting Paper Size and Type," on p. 2-17.

### 1 Place documents.



For details, see "Placing Documents," on p. 2-4.

### 2 Press **○** [COPY].

### 3 Press **○** [Paper Select] repeatedly to select the paper cassette 1 or the paper cassette 2\*.

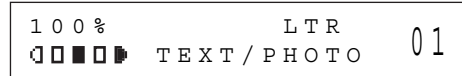
The paper select indicator of the selected paper source lights up. (See "Operation Panel," on p. 1-6.)

\* The paper cassette 2 is optional.

## NOTE


When returning to the normal mode from the Sleep mode or after opening/closing the front cover, wait for a while and then press **○** [Paper Select] repeatedly.

### 4 Use **○** – **○** [numeric keys] to enter the desired copy quantity (1 to 99).





## 5 Press [Start].

If you want to copy multiple documents using the platen glass, place a document and press  [Start] once for each page.

### NOTE

- You can set the machine to automatically select the appropriate paper source based on the document's size and copy ratio settings (Auto Paper Selection). You can also set the machine to automatically select another paper source with the same paper size if the current paper source runs out of paper while processing a job (Auto Cassette Switching). For details, see "Setting Auto Paper Selection/Auto Cassette Switching," in the e-Manual.
- You can set the default paper source for copying (<AUTO>, <CASSETTE 1> or <CASSETTE 2> (optional)) in <PAPER SELECT> in <STANDARD SETTINGS> in <COPY SETTINGS>.

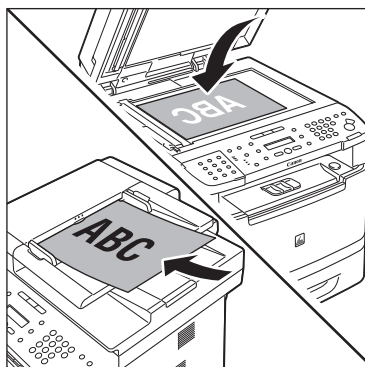
## Using the Multi-Purpose Tray with Standard Paper Sizes

This section describes how to copy onto standard size papers using the multi-purpose tray.

### NOTE

If <MP TRAY STD SET> is set to <OFF>, the display to specify the paper size and type for the multi-purpose tray appear every time you load paper on the multi-purpose tray. If <MP TRAY STD SET> is set to <ON>, copying can be performed only for the registered paper size and type. (See "Setting Paper Size and Type," on p. 2-17.)

### 1 Place documents.




For details, see "Placing Documents," on p. 2-4.

### 2 Press [COPY].

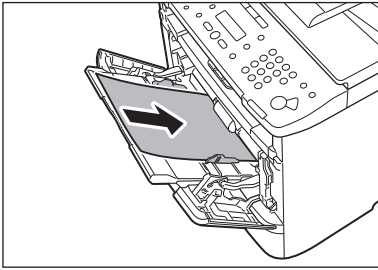
### 3 Press [Paper Select] repeatedly to select the multi-purpose tray.

The paper select indicator of the selected paper source lights up. (See "Operation Panel," on p. 1-6.)

### NOTE

When returning to the normal mode from the Sleep mode or after opening/closing the front cover, wait for a while and then press  [Paper Select] repeatedly.

## 4 Load the papers into the multi-purpose tray.



- If <MP TRAY STD SET> is set to <OFF>, go to the next step.
- If <MP TRAY STD SET> is set to <ON>, skip to step 7.

## 5 Press ◀ or ▶ to select the paper size, then press [OK].

```
SELECT PAPER SIZE
L T R
```

- To copy onto standard size papers, select the paper size from the followings: <LTR>, <EXECUTIV>, <A4>, <B5>, <A5>, or <LGL>.
- For details, see “Paper Requirements,” on p. 2-6 and “Printable Area,” on p. 2-8.

## 6 Press ◀ or ▶ to select the paper type, then press [OK].

```
SELECT PAPER TYPE
PLAIN PAPER
```

- To copy onto standard size papers, select the paper type from the followings: <PLAIN PAPER>, <PLAIN PAPER L>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <HEAVY PAPER 2>, <TRANSPARENCY>, or <LABELS>.
- For details, see “Paper Requirements,” on p. 2-6 and “Printable Area,” on p. 2-8.

### NOTE

<TRANSPARENCY> can be selected only if <LTR> or <A4> is selected as the paper size.

## 7 Use 0 – 9 [numeric keys] to enter the desired copy quantity (1 to 99).

```
1 0 0 %           L T R
□ ■ ■ ■ ■ TEXT / PHOTO 01
```

## 8 Press [Start].

If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page.

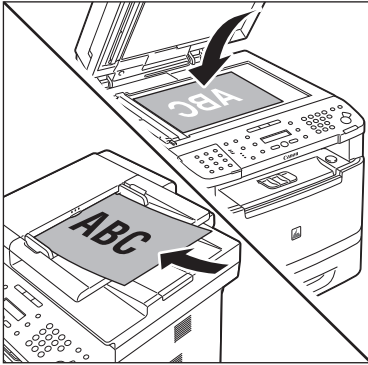
## Using the Multi-Purpose Tray with Irregular Paper Sizes

This section describes how to copy onto non-standard size paper using the multi-purpose tray.

### NOTE

If <MP TRAY STD SET> is set to <OFF>, the display to specify the paper size and type for the multi-purpose tray appear every time you load paper on the multi-purpose tray. If <MP TRAY STD SET> is set to <ON>, copying can be performed only for the registered paper size and type. (See “Setting Paper Size and Type,” on p. 2-17.)

# 1 Place documents.



For details, see “Placing Documents,” on p. 2-4.

# 2 Press **COPY** [COPY].

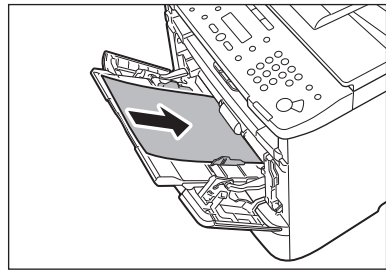
# 3 Press **○** [Paper Select] repeatedly to select the multi-purpose tray.

The paper select indicator of the selected paper source lights up. (See “Operation Panel,” on p. 1-6.)

**NOTE**

When returning to the normal mode from the Sleep mode or after opening/closing the front cover, wait for a while and then press **○** [Paper Select] repeatedly.

# 4 Load the paper into the multi-purpose tray.



- If <MP TRAY STD SET> is set to <OFF>, go to the next step.
- If <MP TRAY STD SET> is set to <ON>, skip to step 9.

# 5 Press **◀** or **▶** to select <CUSTOM SIZE>, then press [OK].



# 6 Use **①** – **⑨** [numeric keys] to enter the horizontal size in <X DIMENSION> (76 to 216 mm (3 to 8 1/2 inch)), then press [OK].



- 7** Use **0** – **9** [numeric keys] to enter the vertical size in <Y DIMENSION> (127 to 356 mm (5 to 14 1/8 inch)), then press [OK].

Y D I M E N S I O N
1 2 7 m m

You can also press **◀** or **▶** to specify the size. (<Y DIMENSION> represents the length of the paper that feeds into the machine.)

**NOTE**

When a non-standard paper size is set, the machine may perform printing even if a different size paper is loaded in the multi-purpose tray. Make sure the correct size paper is loaded before printing.

- 8** Press **◀** or **▶** to select the paper type, then press [OK].

S E L E C T P A P E R T Y P E
P L A I N P A P E R

- To copy onto non-standard size paper, select the paper type from the followings: <PLAIN PAPER>, <PLAIN PAPER L>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <HEAVY PAPER 2>, <LABELS>, or <ENVELOPE>.
- For details, see “Paper Requirements,” on p. 2-6 and “Printable Area,” on p. 2-8.

- 9** Use **0** – **9** [numeric keys] to enter the desired copy quantity (1 to 99).

1 0 0 %	C U S T M	0 1
□ ■ ■ ■ ■	T E X T / P H O T O	

- 10** Press **⏻** [Start].

If you want to copy multiple documents using the platen glass, place a document and press **⏻** [Start] once for each page.

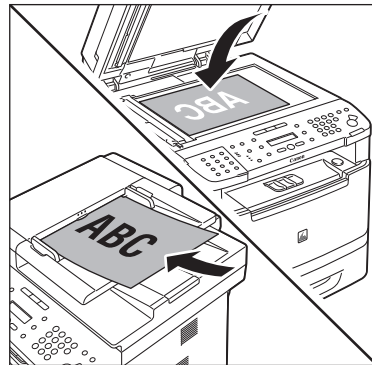
## Using the Multi-Purpose Tray with Envelopes

This section describes how to copy onto envelopes using the multi-purpose tray.

**NOTE**

If <MP TRAY STD SET> is set to <OFF>, the display to specify the paper size and type for the multi-purpose tray appear every time you load paper on the multi-purpose tray. If <MP TRAY STD SET> is set to <ON>, copying can be performed only for the registered paper size and type. (See “Setting Paper Size and Type,” on p. 2-17.)

- 1** Place documents.



For details, see “Placing Documents,” on p. 2-4.

- 2** Press **Ⓞ** [COPY] [COPY].

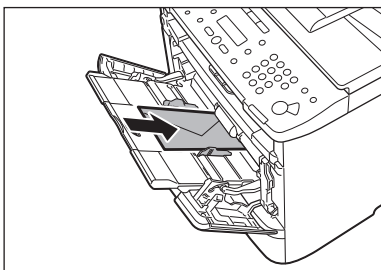
- 3** Press **○** [Paper Select] repeatedly to select the multi-purpose tray.

The paper select indicator of the selected paper source lights up. (See “Operation Panel,” on p. 1-6.)

**NOTE**

When returning to the normal mode from the Sleep mode or after opening/closing the front cover, wait for a while and then press **○** [Paper Select] repeatedly.

## 4 Load envelopes into the multi-purpose tray.



- If <MP TRAY STD SET> is set to <OFF>, go to the next step.
- If <MP TRAY STD SET> is set to <ON>, skip to step 6.

## 5 Press or to select the paper size, then press [OK].

```
SELECT PAPER SIZE
NO. 10 (COM10)
```

- To copy onto envelopes, select the paper size from the followings: <NO.10 (COM10)>, <Monarch>, <DL>, <ISO-C5>, or <ISO-B5>. If you select one of these size, <ENVELOPE> is automatically selected for the paper type.
- For details, see "Paper Requirements," on p. 2-6 and "Printable Area," on p. 2-8.

### NOTE

When <NO.10 (COM10)>, <Monarch>, <DL>, or <ISO-C5> is set, the machine may perform printing even if a different size paper is loaded in the multi-purpose tray. Make sure the correct size paper is loaded before printing.

## 6 Use - [numeric keys] to enter the desired copy quantity (1 to 5).

```
100% * ENV. 01
TEXT / PHOTO
```

### NOTE

- When loading envelopes into the multi-purpose tray, set five at a time.
- If you are printing on envelopes, do not allow more than five envelopes to accumulate in the output tray. Always empty the output tray once five envelopes have accumulated.

## 7 Press [Start].

If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page.

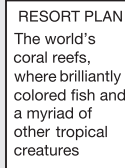
# Selecting Image Quality

You can adjust the image quality of copies according to the types of documents. A correct selection is necessary for the optimal reproduction of the colors of the document. These settings return to the default values if the Auto Clear function is activated or if you press  [Stop/Reset]. The default setting is <TEXT/PHOTO>.

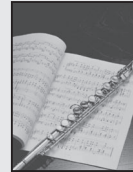
## Text/Photo



## Text Mode



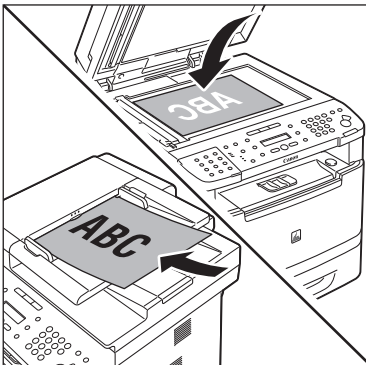
## Photo Mode



### NOTE

- Combinations of these four modes (TEXT/PHOTO, TEXT/PHOTO+, TEXT, and PHOTO) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If the document is a transparency, select the document type, then adjust the exposure to the most appropriate level for the document.

## 1 Place documents.



For details, see "Placing Documents," on p. 2-4.

## 2 Press [COPY].

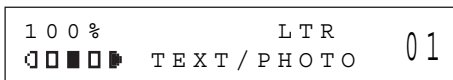
## 3 Press [Image Quality] repeatedly to select the document type.

- <TEXT/PHOTO>: For documents that contain text and photos.
- <TEXT/PHOTO+>: For documents that contain fine text and photos.
- <TEXT>: For text documents.
- <PHOTO>: For documents that contain fine text or photos.

### NOTE

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

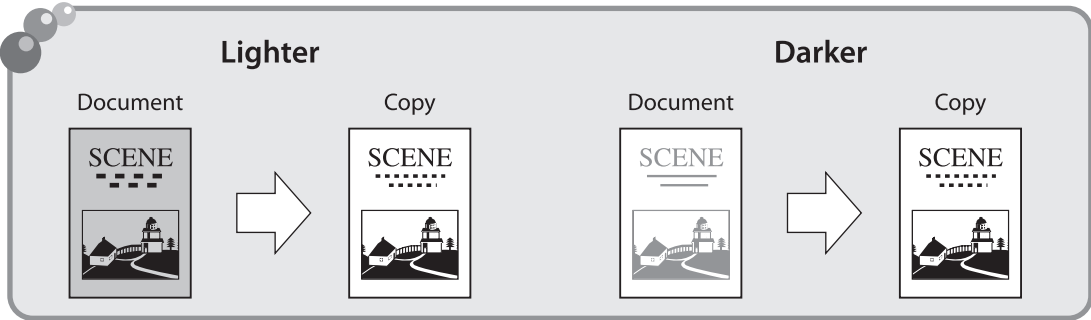
- 4** Use ① – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).



- 5** Press ④ [Start].  
If you want to copy multiple documents using the platen glass, place a document and press ④ [Start] once for each page.

# Adjusting Density

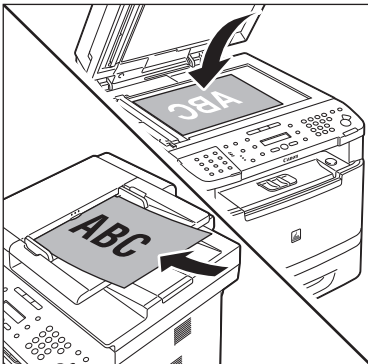
You can adjust the density to the most appropriate level for the document either automatically or manually. The default setting is <MANUAL> (5).



## Adjusting Automatically

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

- 1 Place documents.



For details, see "Placing Documents," on p. 2-4.

- 2 Press **COPY** [COPY].

- 3 Press **[Density]** repeatedly to select <AUTO DENSITY>, then press [OK].

```
DENSITY
AUTO DENSITY
```

### NOTE

The image quality is automatically set to <TEXT>.

- 4 Use **[0] - [9]** [numeric keys] to enter the desired copy quantity (1 to 99).

```
100% LTR 01
A TEXT
```

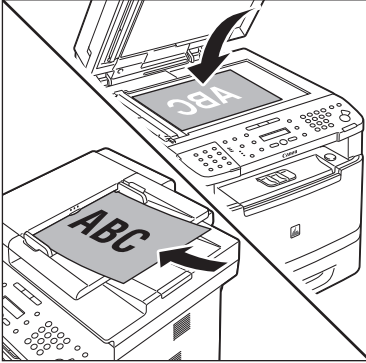
- 5 Press **[Start]**.  
If you want to copy multiple documents using the platen glass, place a document and press **[Start]** once for each page.



## Adjusting Manually

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

### 1 Place documents.



For details, see "Placing Documents," on p. 2-4.

### 2 Press **COPY** [COPY].

### 3 Press **DENSITY** [Density] repeatedly to select the manual mode.

### 4 Press **←** or **→** to adjust the copy density, then press [OK].

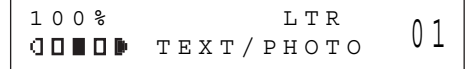


- **→**: to make light documents darker
- **←**: to make dark documents lighter

#### NOTE

- To cancel all settings, press **⏏** [Stop/Reset].
- When you switch the mode by pressing the mode keys such as **SEND/FAX** [SEND/FAX]/**FAX** [FAX], all settings will be also canceled. If you want to keep the settings, set the density as follows:  
**Ⓜ** [Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <DENSITY> → <MANUAL> (See "COPY SETTINGS," on p. 13-5.)

### 5 Use **0** – **9** [numeric keys] to enter the desired copy quantity (1 to 99).



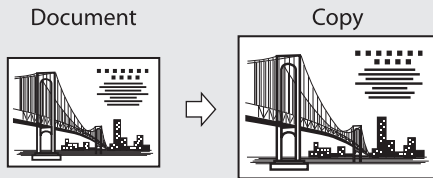
### 6 Press **⏏** [Start].

If you want to copy multiple documents using the platen glass, place a document and press **⏏** [Start] once for each page.

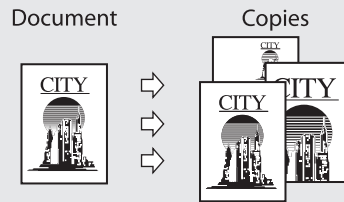
# Enlarge/Reduce Images

You can convert a standard-sized document to a different standard-sized copy (preset zoom), or you can enlarge or reduce images in 1% increments (custom copy ratio). The default setting is <100%>.

## Preset Zoom



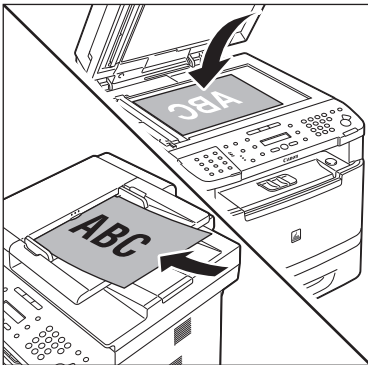
## Zoom by Percentage



## Preset Zoom

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

- 1 Place documents.



For details, see "Placing Documents," on p. 2-4.

- 2 Press **COPY** [COPY].

- 3 Press **○** [Enlarge/Reduce].

P	R	E	S	E	T	R	A	T	I	O						
-										1	0	0	%			+

**4** Press ◀ or ▶ to select the copy ratio, then press [OK].

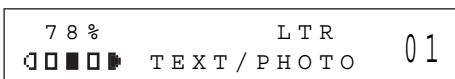


- <200% MAX.>
- <129% STMT → LTR>
- <100%>
- <78% LGL → LTR>
- <64%>
- <50% MIN.>

**NOTE**

When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <A> or <AB>, the preset copy ratios change as follows:  
A: 50%, 70%, 100%, 141%, 200%  
AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%

**5** Use 0-9 [numeric keys] to enter the desired copy quantity (1 to 99).



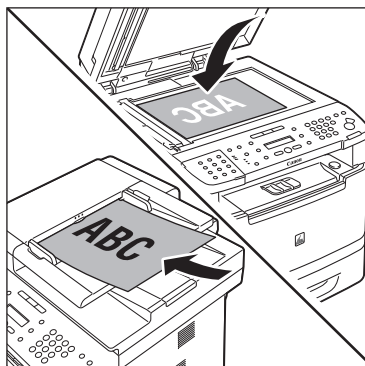
**6** Press [Start].

If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page.

### Custom Copy Ratio

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

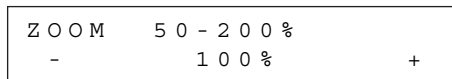
**1** Place documents.



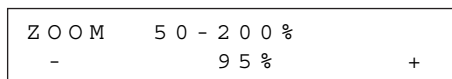
For details, see "Placing Documents," on p. 2-4.

**2** Press [COPY] [COPY].

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



**4** Use 0-9 [numeric keys] to enter the copy ratio, then press [OK].

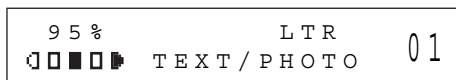


You can also use ◀ or ▶ to adjust the copy ratio. To increase the copy ratio, press ▶. To decrease the copy ratio, press ◀.

**NOTE**

To return the copy ratio to 100%, press [Enlarge/Reduce] repeatedly to display <100%>, then press [OK].

- 5** Use **0** – **9** [numeric keys] to enter the desired copy quantity (1 to 99).

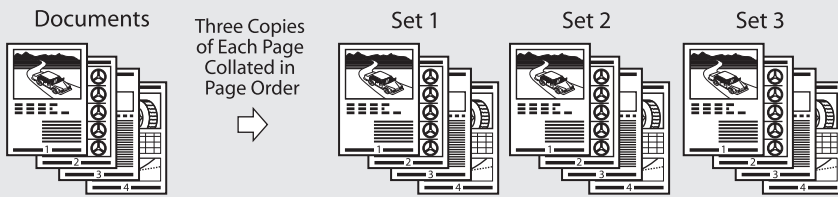


- 6** Press **Start**.  
If you want to copy multiple documents using the platen glass, place a document and press **Start** once for each page.

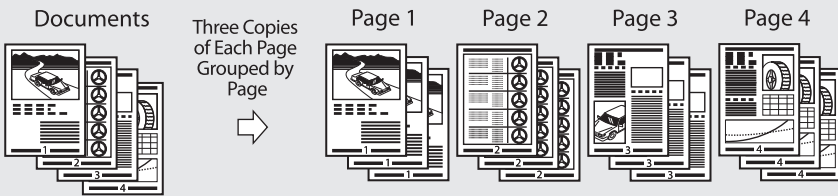
# Collating Copies

You can sort copies into sets arranged in page order. This function is useful when making handouts for meetings. This feature can be used together with both “2-Sided Copying” (see p. 3-25) and “2 on 1 Combination” (see p. 3-22). The default setting is <OFF>.

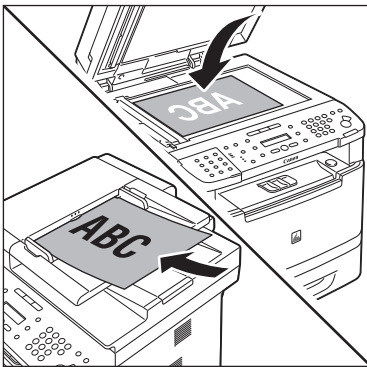
## Collate: ON



## Collate: OFF



### 1 Place documents.




For details, see “Placing Documents,” on p. 2-4.

### 2 Press **COPY** [COPY].



#### NOTE


If <COLLATE> is set to <ON> in <STANDARD SETTINGS> in <COPY SETTINGS>, skip to step 4.

- 3** Press  [Collate/2 on 1] repeatedly to select <COLLATE>, then press [OK].


C O L L A T E

- If you want to use <COLLATE> and “2 on 1 Combination” (see p. 3-22) at the same time, select <COLLATE+2 ON 1>, then press [OK].
- If you want to use <COLLATE> and the 2-sided copying at the same time, go to step 3 of “1 to 2-Sided Copying” (see p. 3-26), “2 to 2-Sided Copying” (see p. 3-27), or “2 to 1-Sided Copying” (see p. 3-28).





- 4** Use  –  [numeric keys] to enter the desired copy quantity (1 to 99).

1 0 0 % \* L T R 0 1  
 T E X T / P H O T O

- 5** Press  [Start].

If you want to copy multiple documents using the platen glass, place a document and press  [Start] once for each page. When scanning is complete, press [OK]. The machine prints the remaining sets of copies.

 **NOTE**

- To cancel all settings, press  [Stop/Reset].
- When you switch the mode by pressing the mode keys such as  [SEND/FAX]/ [FAX], all settings will be also canceled. If you want to keep the settings, set the collate mode as follows:  
 [Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <COLLATE> → <ON> (See “COPY SETTINGS,” on p. 13-5.)”
- When scanning multiple page documents, <MEMORY FULL> may appear in the display and scanning may be canceled. If this happens, press [OK] to return to the standby mode, and print, send, or delete any documents stored in memory.

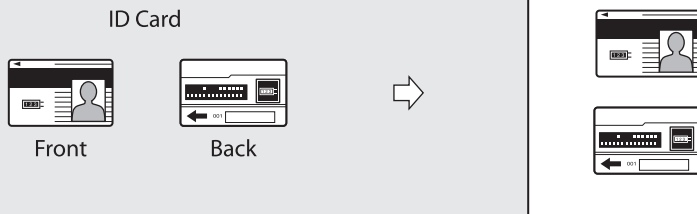
# Multiple Documents onto One Sheet

This section describes how to reduce two-page documents to fit on one sheet of paper (1-sided/2-sided), as well as how to make a copy of a 2-sided card onto one side of a paper.

## 2 On 1



## Copying ID Card



## 2 on 1 Combination

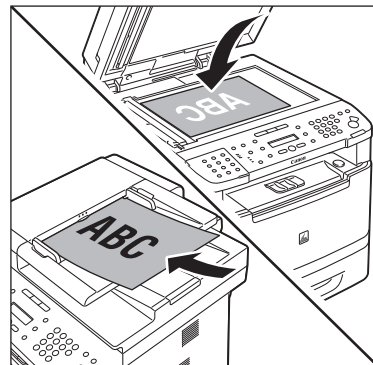
2 on 1 mode automatically reduces two documents to fit on the selected paper size. You can make well-organized copies by copying multiple documents onto one sheet. This mode enables you to cut print costs by saving copy papers, and it is also useful for saving space. This feature can be used together with both "Collating Copies" (see p. 3-20) and "2-Sided Copying" (see p. 3-25). The default setting is <OFF>.

### NOTE

The reduction ratio is automatically set so that the documents fit onto the selected paper size.

1

Place documents.



For details, see "Placing Documents," on p. 2-4.

**2** Press **[COPY]** [COPY].

**3** Press **[Collate/2 on 1]** repeatedly to select **<2 ON 1>**, then press **[OK]**.

2 ON 1

- If you want to use **<2 ON 1>** and “Collating Copies” (see p. 3-20) at the same time, select **<COLLATE+2 ON 1>**, then press **[OK]**.
- If you want to use **<2 ON 1>** and the 2-sided copying at the same time, go to step 3 of “1 to 2-Sided Copying” (see p. 3-26), “2 to 2-Sided Copying” (see p. 3-27), or “2 to 1-Sided Copying” (see p. 3-28).

**4** Use **[0] – [9]** [numeric keys] to enter the desired copy quantity (1 to 99).

6 4 % \* LTR 01  
 TEXT / PHOTO

**5** Press **[Start]**.

If you want to copy multiple documents using the platen glass, place a document and press **[Start]** once for each page. When scanning is complete, press **[OK]**.

**NOTE**

- To cancel all settings, press **[Stop/Reset]**.
- A maximum of 1/8" (4 mm) margin will be produced between the two reduced documents in 2 on 1 copying.

## Copying ID Card

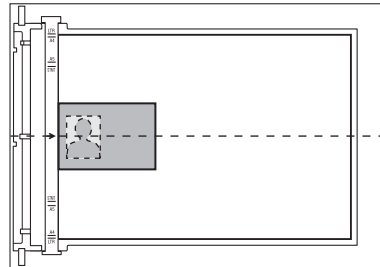
You can make copies of a card printed on both sides like an ID card. The printed images on the front-back both sides of a paper are placed on exactly the same position like the original card.

**NOTE**

- You must place a document on the platen glass when using this function.
- The zoom ratio will automatically be set to **<100%>** with this feature. You cannot change the copy size.
- The ID card copy function can be used for LTR size paper if you select **<INCHES>** in **<PAPER SIZE GROUP>** in **<COPY SETTINGS>**, and for A4 if you select **<A>** or **<AB>**.
- When you select the ID card copy, the other copy settings you made, such as the copy ratio and paper size, will be canceled automatically.
- This function cannot be used with the 2 on 1 mode, the collating mode, or the 2-sided copying mode.

**1** Place a card on the platen glass.

- Place a card as indicated below.



- Align the center of a card with the arrow mark.

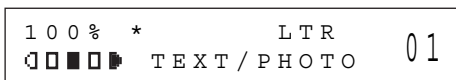
**2** Press **[COPY]** [COPY].

**3** Press **[Collate/2 on 1]** repeatedly to select **<ID CARD COPY>**, then press **[OK]**.

ID CARD COPY



**4** Use ① – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

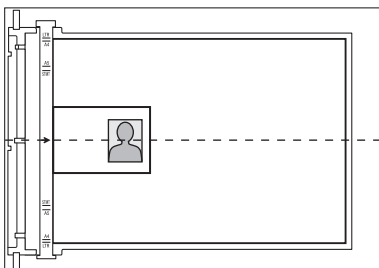


**5** Press ④ [Start].

**6** Turn and place the card.



– Place the card as indicated below.



– Align the center of a card with the arrow mark.

**7** Press ④ [Start].



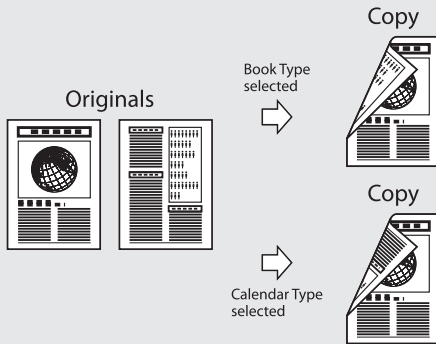
**NOTE**

To cancel all settings, press ⑤ [Stop/Reset]

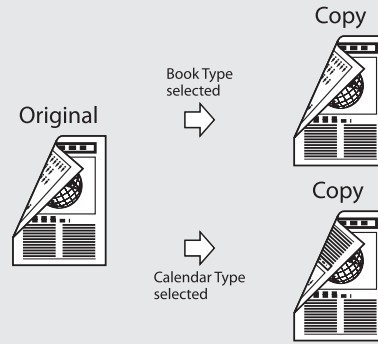
# 2-Sided Copying

This mode enables you to make 2-sided copies from 1-sided or 2-sided originals, or make 1-sided copies from 2-sided originals. This enables you to cut print costs in half when copying in large quantities. This feature can be used together with both “Collating Copies” (see p. 3-20) and “2 on 1 Combination” (see p. 3-22). The default setting is <OFF>.

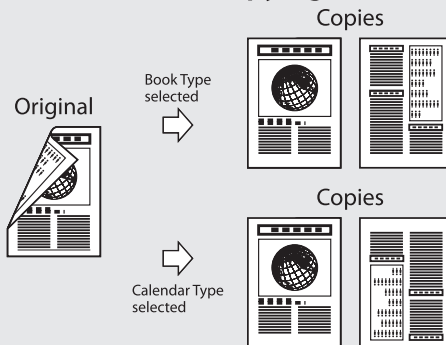
## 1 to 2-Sided Copying



## 2 to 2-Sided Copying



## 2 to 1-Sided Copying



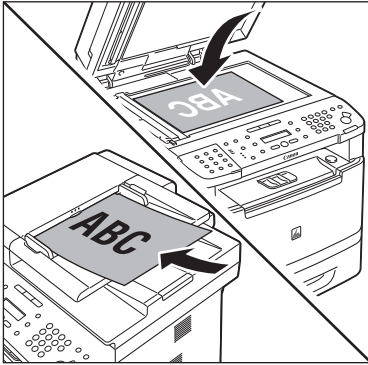
### NOTE

- Paper used to make 2-sided copies must conform to the following specifications:
  - Paper size: LTR, A4 and LGL (envelopes cannot be used for 2-sided copying)
  - Paper weight: 16 to 32 lb (60 to 120 g/m<sup>2</sup>)
- Make sure to close the sub-output tray before making 2-sided copies.
- Do not open the sub-output tray while making 2-sided copies.
- When making 2-sided copies, make sure to confirm that the paper size switch lever on the rear side of the machine is set to the appropriate position. Paper jams may occur if the lever is not set appropriately. For details on how to set the paper size switch lever, see “Setting the Paper Size Switch Lever,” on p. 2-16.

## 1 to 2-Sided Copying

You can make 2-sided copies from 1-sided documents.

### 1 Place documents.



For details, see "Placing Documents," on p. 2-4.

### 2 Press **COPY** [COPY].

### 3 Press **2-SIDED** repeatedly to select <1 > 2-SIDED>, then press [OK].

1 > 2 - S I D E D

#### NOTE

If there are odd number of documents when the 1-Sided to 2-Sided mode is used, the back side of the last copy is left blank.

### 4 Press **BOOK TYPE** or **CALENDAR TYPE**, then press [OK].

T Y P E O F O U T P U T  
B O O K T Y P E

- <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 the opposite top-bottom orientation.

#### NOTE

For the landscape oriented documents:  
When <BOOK TYPE> is selected, the front and back sides of the copy will have the opposite top-bottom orientation.  
When <CALENDAR TYPE> is selected, the front and back sides of the copy will have the same top-bottom orientation.

### 5 Use **1** – **99** [numeric keys] to enter the desired copy quantity (1 to 99).

1 0 0 % \* L T R  
TEXT / PHOTO 01

### 6 Press **START** [Start].

If you want to copy multiple documents using the platen glass, place a document and press **START** [Start] once for each page. When scanning is complete, press [OK].

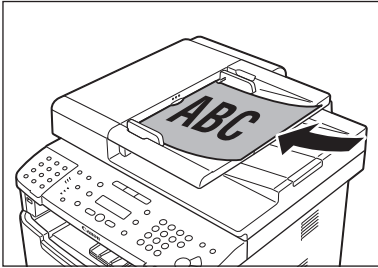
#### NOTE

- To cancel all settings, press **STOP/RESET** [Stop/Reset].
- When you switch the mode by pressing the mode keys such as **SEND/FAX** [SEND/FAX]/**FAX** [FAX], all settings will be also canceled. If you want to keep the settings, store the settings as follows:  
**MENU** [Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <2-SIDED> (See "COPY SETTINGS," on p. 13-5.)
- You can skip step 4. In this case, the machine scans 1-sided documents to make 2-sided copies in the <BOOK TYPE> orientation.

## 2 to 2-Sided Copying

You can make 2-sided copies from 2-sided documents.

### 1 Place documents in the ADF.



For details, see “Placing Documents,” on p. 2-4.

### 2 Press **COPY** [COPY].

### 3 Press **2-Sided** repeatedly to select <2> 2-SIDED>, then press [OK].

2 > 2 - S I D E D

### 4 Press **Left Arrow** or **Right Arrow** to select <BOOK TYPE> or <CALENDAR TYPE> for the document layout, then press [OK].

T Y P E O F O R I G I N A L  
B O O K T Y P E

- <BOOK TYPE>: The front and back sides of the document will have the same top-bottom orientation.
- <CALENDAR TYPE>: The front and back sides of the document will have the opposite top-bottom orientation.

### 5 Press **Left Arrow** or **Right Arrow** to select <BOOK TYPE> or <CALENDAR TYPE> for the output layout, then press [OK].

T Y P E O F O U T P U T  
B O O K T Y P E

- <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 the opposite top-bottom orientation.

### 6 Use **1** – **9** [numeric keys] to enter the desired copy quantity (1 to 99).

1 0 0 % \* L T R  
□ □ □ □ □ T E X T / P H O T O 0 1

### 7 Press **Start** [Start].

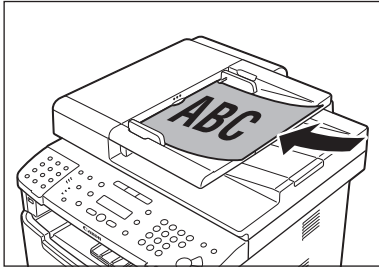
#### **NOTE**

- To cancel all settings, press **Stop/Reset**.
- When you switch the mode by pressing the mode keys such as **SEND/FAX** [SEND/FAX]/**FAX** [FAX], all settings will be also canceled. If you want to keep the settings, store the settings as follows:  
**Menu** → <COPY SETTINGS> → <STANDARD SETTINGS> → <2-SIDED> (See “COPY SETTINGS,” on p. 13-5).
- You can skip steps 4 and 5. In this case, the machine scans 2-sided documents in the <BOOK TYPE> orientation and outputs the same way.
- If you press **Start** [Start] in step 4 after selecting <CALENDAR TYPE>, the machine scans 2-sided documents in the <CALENDAR TYPE> orientation and outputs the same way.

## 2 to 1-Sided Copying

You can make 1-sided copies from 2-sided documents.

### 1 Place documents in the ADF.



For details, see "Placing Documents," on p. 2-4.

### 2 Press **[COPY]** [**COPY**].

### 3 Press **[2-Sided]** repeatedly to select **<2> 1-SIDED<[OK]**.

2 > 1 - S I D E D

### 4 Press **[Left Arrow]** or **[Right Arrow]** to select **<BOOK TYPE>** or **<CALENDAR TYPE>**, then press **[OK]**.

T Y P E O F O R I G I N A L  
B O O K T Y P E

- **<BOOK TYPE>**: The front and back sides of the document will have the same top-bottom orientation.
- **<CALENDAR TYPE>**: The front and back sides of the document will have the opposite top-bottom orientation.

### 5 Use **[0]** – **[9]** [numeric keys] to enter the desired copy quantity (1 to 99).

1 0 0 % \* L T R  
TEXT / PHOTO 01

### 6 Press **[Start]**.

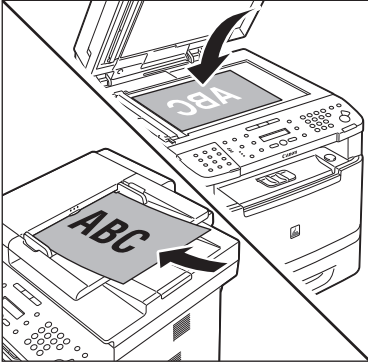
#### NOTE

- To cancel all settings, press **[Stop/Reset]**.
- When you switch the mode by pressing the mode keys such as **[SEND/FAX]** [**SEND/FAX**]/**[FAX]** [**FAX**], all settings will be also canceled. If you want to keep the settings, store the settings as follows:  
**[Menu]** → **<COPY SETTINGS>** → **<STANDARD SETTINGS>** → **<2-SIDED>** (See "COPY SETTINGS," on p. 13-5.)
- You can skip step 4. In this case, the machine scans 2-sided documents in the **<BOOK TYPE>** orientation to make 1-sided copies.

# Adjusting Sharpness

You can set the sharpness of the copied image. The default setting is <5>.

- 1** Place documents.



For details, see "Placing Documents," on p. 2-4.

- 2** Press **[Menu]**.

- 3** Press **[Left]** or **[Right]** to select <COPY SETTINGS>, then press **[OK]**.

```
MENU
3 . COPY SETTINGS
```

- 4** Press **[Left]** or **[Right]** to select <SHARPNESS>, then press **[OK]**.

```
COPY SETTINGS
2 . SHARPNESS
```

- 5** Press **[Left]** or **[Right]** to select to adjust the sharpness (1 to 9), then press **[OK]**.

```
SHARPNESS
5
```

The highest sharpness level is 9 and the lowest is 1. To copy text or lines clearly, select a high sharpness level. To copy documents containing printed images or other halftones, select a low sharpness level.

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

- 7** Press **[COPY]** **[COPY]**.

- 8** Use **[1]** – **[9]** (numeric keys) to enter the desired copy quantity (1 to 99).

```
100% LTR 01
COPY COPY TEXT / PHOTO
```



- 9** Press **[Start]**.

If you want to copy multiple documents using the platen glass, place a document and press **[Start]** once for each page.

# Selecting Paper Size Group

This section describes how to select the paper size group. The default setting is <INCHES>.

**1** Press  [Menu].

**2** Press  or  to select <COPY SETTINGS>, then press [OK].

```
M E N U
3 . C O P Y   S E T T I N G S
```


**3** Press  or  to select <PAPER SIZE GROUP>, then press [OK].

```
C O P Y   S E T T I N G S
3 . P A P E R   S I Z E   G R O U P
```


**4** Press  or  to select a paper size group, then press [OK].

```
P A P E R   S I Z E   G R O U P
                               I N C H E S
```

You can select from the following paper size groups: <INCHES>, <A>, or <AB>.



**5** Press  [Stop/Reset] to return to the standby mode.

# Changing Standard Mode



The Standard mode is the combination of copy modes that the machine automatically applies when the power is turned ON, or when  [Stop/Reset] is pressed. You can change the Standard mode to suit your needs. The default settings are as follows:

- <IMAGE QUALITY>: <TEXT/PHOTO>
- <DENSITY>: <MANUAL> (5)
- <ZOOM RATIO>: <PRESET RATIO> (100%)
- <COPIES>: <1>
- <COLLATE>: <OFF>
- <2-SIDED>: <OFF>
- <PAPER SELECT>: <AUTO>



**1** Press  [Menu].

**2** Press  or  to select <COPY SETTINGS>, then press [OK].

```
M E N U
  3 . C O P Y   S E T T I N G S
```

**3** Press  or  to select <STANDARD SETTINGS>, then press [OK].


```
C O P Y   S E T T I N G S
  1 . S T A N D A R D   S E T T I N G S
```


**4** Press  or  to select the desired setting item, then press [OK].

```
S T A N D A R D   S E T T I N G S
  1 . I M A G E   Q U A L I T Y
```

You can specify the following settings: <IMAGE QUALITY>, <DENSITY>, <ZOOM RATIO>, <COPIES>, <COLLATE>, <2-SIDED>, and <PAPER SELECT>.

 **NOTE**

If you press  [Stop/Reset] before pressing [OK], the setting will not be registered.



**5** Press  [Stop/Reset] to return to the standby mode.



# Initializing the Standard Mode

This section describes how to initialize the current copy setting mode including standard mode.

**1** Press  [Menu].

**2** Press  or  to select <COPY SETTINGS>, then press [OK].


```
M E N U  
3 . C O P Y   S E T T I N G S
```

**3** Press  or  to select <INIT. COPY SET.>, then press [OK].

```
C O P Y   S E T T I N G S  
4 . I N I T .   C O P Y   S E T .
```

**4** Press  to select <YES>.

```
O K   T O   I N I T I A L I Z E ?  
<  Y E S                               N O  >
```

**5** Press  [Stop/Reset] to return to the standby mode.

# Printing a Sample Page

**You can print a sample page to see how pages printed with the current settings will look.**

 **NOTE**

- The paper size must be LTR.
- The paper type must be Plain Paper (16 to 21 lb (60 to 80 g/m<sup>2</sup>)).
- Make sure that the paper setting is appropriate and the paper is loaded correctly. No error message is displayed, even if the sample page is not printed correctly.
- You cannot cancel printing a sample page once printing has started.
- You cannot use this function while making copies, scanning documents, or printing reports/lists.

**1** Press  [COPY].

**2** Press and hold [OK].  
The sample page will be printed on both sides of the paper.



This chapter describes the basic print features.

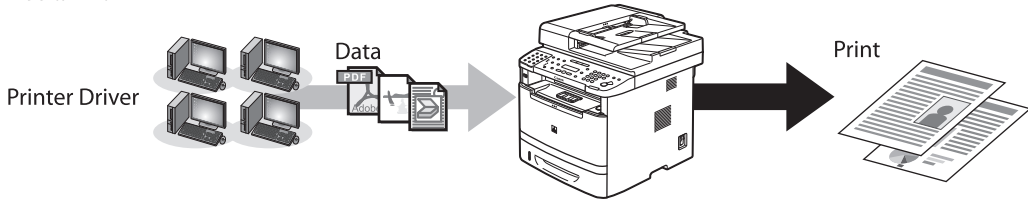
Overview of the Print Functions.....	4-2
Introduction to Using Print Functions .....	4-4
Printing Documents from a Computer.....	4-5
Scaling Documents.....	4-7
Printing Multiple Pages on One Sheet.....	4-9
2-Sided Printing.....	4-11
Checking and Canceling Print Jobs.....	4-12

# Overview of the Print Functions

2-sided printouts, collated printouts and enlarged/reduced printouts are available.

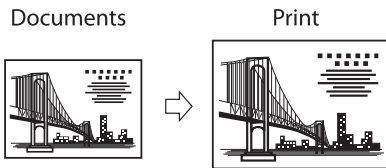
## Printing from a computer (Network connection/USB connection)

e-Manual  
• Refer to "Print"

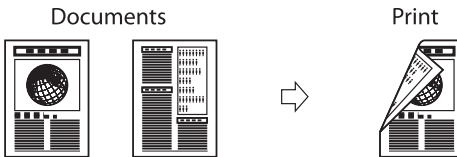


## Various printing features (Printing from a computer)

### Scaling documents (p. 4-7)



### 2-sided printing (p. 4-11)



## Various printing features (Printing from a computer)

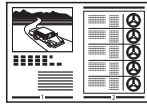
### Multiple pages onto one sheet (p. 4-9)

2 on 1

Documents



Print



4 on 1

Documents



Print



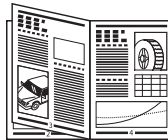
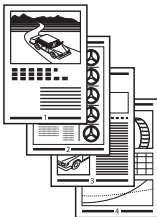
### Poster printing

e-Manual  
•Refer to "Print."



### Booklet printing

e-Manual  
•Refer to "Print."

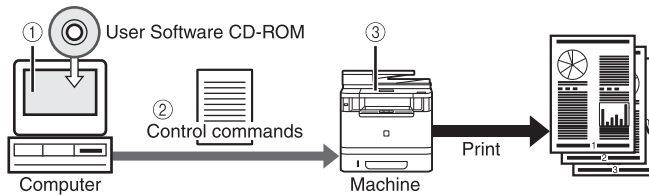


#### NOTE

Functions such as the 2 on 1, 2-sided printing, and collating can be used in combination.

# Introduction to Using Print Functions

**Normally, the series of operations involved in printing data from a computer is specified by control commands generated using a printer driver. Control commands are a command system for controlling a printer. For example, when printing using a printer driver, control commands print data according to the following flow.**



- ① Using a printer driver, data to be printed is converted to control commands.
- ② Control command data is sent to the machine.
- ③ Following the received control commands, the machine processes and prints the data.

**To print in the following printer modes, a printer driver supported by this machine must be installed.**

**For installing the driver to send a print job to the machine over a network, see “Network Connection” in the Starter Guide.**

**For installing the driver to send a print job directly from your computer to the machine, see “USB Connection” in the Starter Guide.**

**This machine supports the following two kinds of control commands:**

## UFR II LT Mode

UFR (Ultra Fast Rendering) is printing technology developed by Canon. High-speed printing is made possible by sharing the processing of print data normally done by the machine with the computer.

## PCL Mode

PCL (Print Control Language), developed by Hewlett-Packard, is a command system for controlling page printers. Command versions supported by this machine are PCL5e and PCL6.

### NOTE

- If you disconnect the USB cable before the print job is complete, the current operation may not be performed properly. Do not disconnect the USB cable until all the pages are printed out completely.
- The PCL printing function is available only for the MF5880dn.
- The available printer drivers may vary, depending on the machine and the version of Windows that you are using.
- If you are using a shared printer in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server computer in order to set up the printer configuration automatically or to use the Department ID Management feature. For instructions on how to install the Canon Driver Information Assist Service, see “Set Up Computers and Software” in the Starter Guide.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver have priority.
- For information on the machines supported by the UFR II LT printer drivers, see Canon Products Supported by UFR II Drivers.
- For information on the machines supported by the PCL5e, PCL6 printer drivers, see Canon Products Supported by PCL Drivers.

# Printing Documents from a Computer

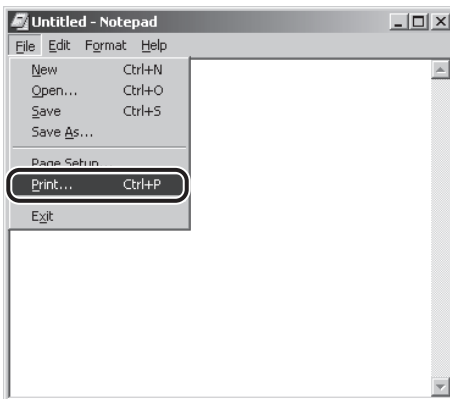
**This section describes the basic procedure for printing from a computer (printer driver). Make sure that the printer driver is installed on your computer. To check if the driver is installed, see “Set Up Computers and Software” in the Starter Guide. For details on the printer driver settings, see Online Help.**

## NOTE

- Printing documents from a computer and scanning documents over the network cannot be processed at the same time. If this happens, these documents are handled differently depending on the following:
  - If you print PC documents when the machine is scanning documents, an error may occur. In this case, the machine scans documents first, then starts printing the PC documents when scanning is complete.
  - If you scan documents when the machine is printing PC documents, scanning is canceled. Wait for the PC documents to be printed out, then perform the scanning operation again.
- Printing methods may differ depending on the applications you are using. For details, see the instruction manuals provided with the application software.
- If you are using a shared printer in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server computer in order to set up the printer configuration automatically or to use the Department ID Management feature. For instructions on how to install the Canon Driver Information Assist Service, see “Set Up Computers and Software,” in the Starter Guide.
- The machine may not be able to print data such as color photos if the data size of a single page is too large. If such is the case, reduce the data size by lowering the resolution or by changing the file format.
- The following procedures are explained using sample screens from Windows 2000. The display may differ depending on the operating system, as well as the type and version of the printer drivers.
- Printing speed may be slower when sending an e-mail or scanning documents to a file server in B&W format.

**1** Open the document you want to print from the application.

**2** Select [Print] from the [File] menu.



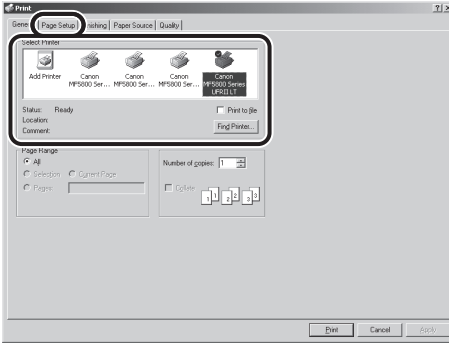
The printer driver screen is displayed.

## NOTE

The procedure displaying the printer driver screen may differ depending on the applications you are using.



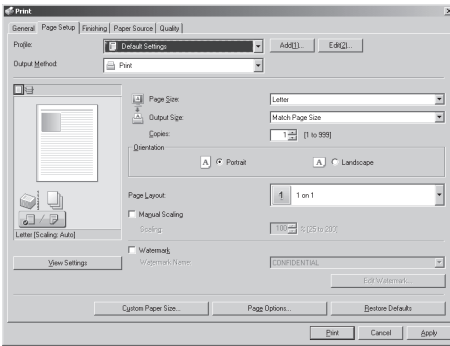
**3** Select your printer from [Select Printer], then click [Page Setup].



**NOTE**

The printer name displayed in the printer driver screen is changed by setting in the printers folder. See “Setting Printer Conditions Beforehand,” in the e-Manual to display the printers folder.

**4** Configure the required settings in the printer driver screen.



See “Printing Functions,” in the e-Manual to find what you can configure in each sheet.

**5** Click [Print].  
Printing starts.

# Scaling Documents

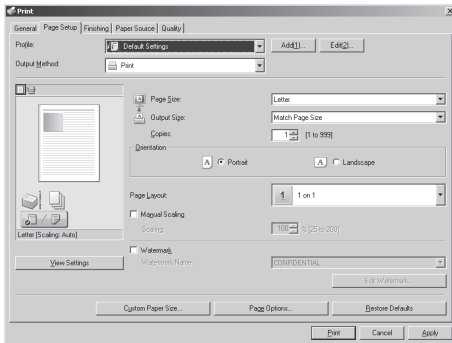
**You can enlarge or reduce documents to match the output paper size, such as reducing a document created in letter size to print on statement, or enlarging a document created in statement size to print on letter.**

**There are two methods for scaling a document: select the output size of the document to scale it automatically, or specify the scaling value manually.**

## NOTE

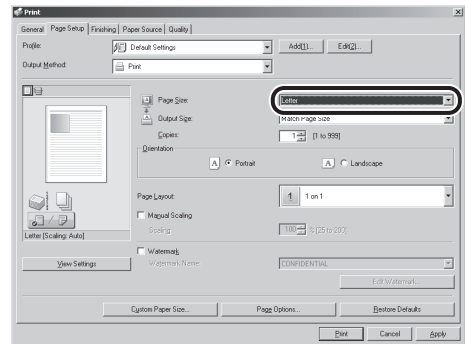
- Depending on the selected page size and printer model you are using, you may not be able to magnify the document.
- Depending on the printer model you are using, you may not be able to magnify the document to the optimum ratio for the selected page size.
- If you are using an application that enables you to enlarge or reduce the document, configure the settings in the application.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver have priority.
- The following procedures are explained using sample screens from Windows 2000. The display may differ depending on the operating system, as well as the type and version of the printer drivers.

## 1 Display the [Page Setup] sheet.

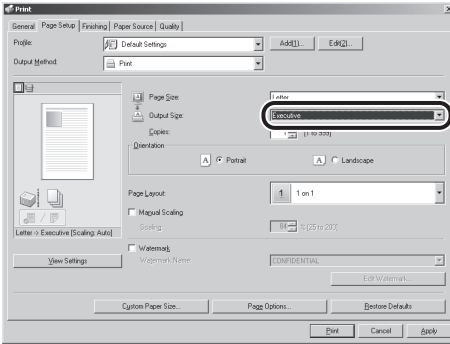


See "Printing Documents from a Computer," on p. 4-5 for details on how to display the printer driver screen.

## 2 Select the page size of the document you created in the application from [Page Size].

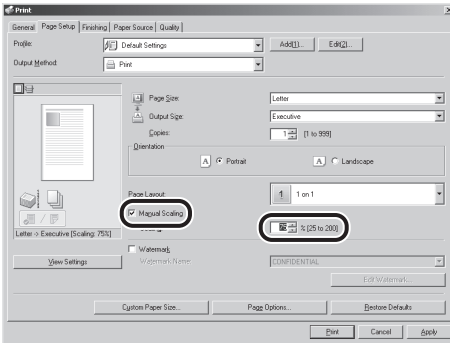


### 3 Select output size of the document from [Output Size].



The document is scaled automatically according to the settings made in [Page Size] and [Output Size].

### 4 If you want to increase or decrease the magnification manually, select [Manual Scaling], and then specify the scaling ratio for [Scaling].



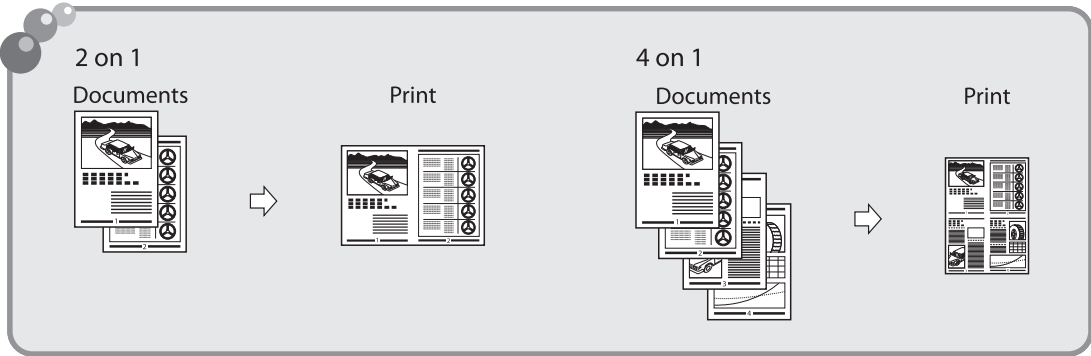
#### NOTE

If you specify a scaling ratio outside the allowable range, printing will not be performed correctly.

### 5 Click [Print].

# Printing Multiple Pages on One Sheet

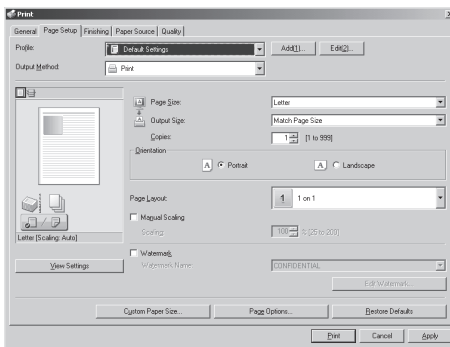
This mode enables you to reduce multiple pages to fit onto one sheet of paper. You can make well-organized documents by editing multiple materials onto one sheet. And you can cut down print costs by saving paper, and it is also useful for saving space.



## NOTE

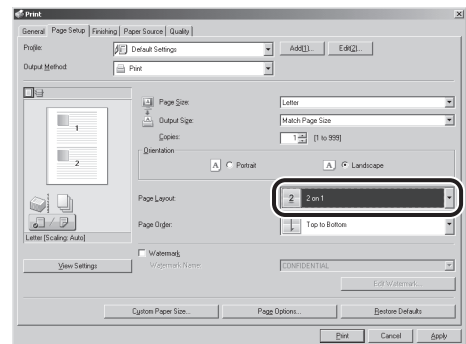
- Although there may be a function for printing multiple copies with the application you are using, do not use it together with this function. If you do, printing may not be executed correctly.
- You cannot enlarge and reduce manually when using this function.
- The following procedures are explained using sample screens from Windows 2000. The display may differ depending on the operating system, as well as the type and version of the printer drivers. Most settings of printing are made from the printer driver.
- Although there are some settings which can be made from the machine, the settings from the printer driver have priority.

## 1 Display the [Page Setup] sheet.

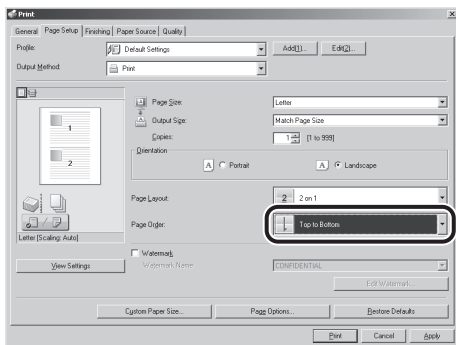


See "Printing Documents from a Computer," on p. 4-5 for details on how to display the printer driver screen.

## 2 Select the page layout from [Page Layout].



### 3 Select the page order from [Page Order].

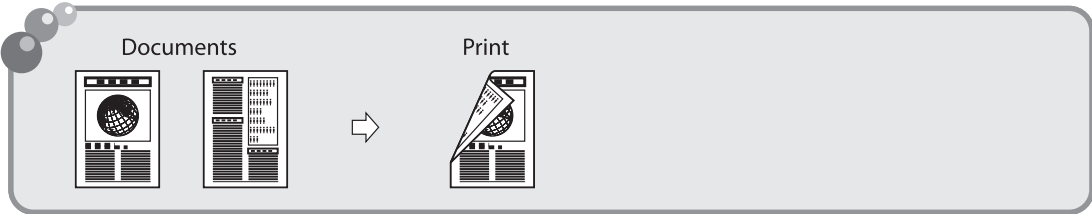


The output image is displayed in the preview area (located on the left side of the screen).

### 4 Click [Print].

# 2-Sided Printing

This mode enables you to make 2-sided printing. You can cut down print costs by half when copying in large quantities.

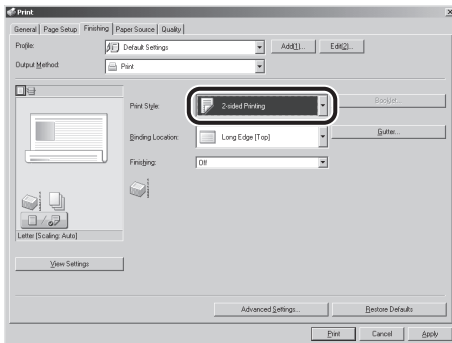


## NOTE

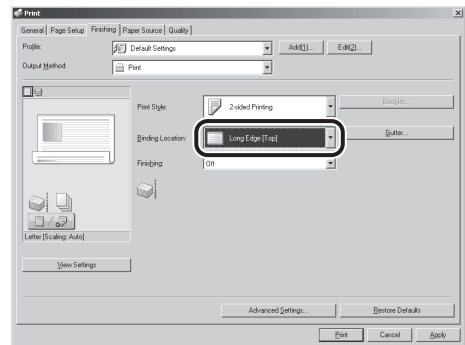
- For details on the printer driver settings, see Online Help.
- The following procedures are explained using sample screens from Windows 2000. The display may differ depending on the operating system, as well as the type and version of the printer drivers.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver have priority.
- Make sure to close the sub-output tray before performing 2-sided printing.
- Do not open the sub-output tray while performing 2-sided printing.
- When performing 2-sided printing, make sure to confirm that the paper size switch lever on the rear side of the machine is set to the appropriate position. Paper jams may occur if the lever is not set appropriately. For details on how to set the paper size switch lever, see "Setting the Paper Size Switch Lever," on p. 2-16.
- Only LTR, A4, and LGL size paper can be used for 2-sided printing.

**1** Display the [Finishing] sheet.  
See "Printing Documents from a Computer," on p. 4-5 for details on how to display the printer driver screen.

**2** Select [2-sided Printing] from [Print Style].



**3** Select binding edge for the paper printout from [Binding Location].



The output image is displayed in the preview area (located on the left side of the screen).


**4** Click [Print].

# Checking and Canceling Print Jobs

You can check the status of print jobs and cancel a job before the printing starts.



## NOTE

Make sure that the Processing/Data indicator is on or blinking. When the Processing/Data indicator is off, there are no jobs in the memory of the print job status.

- 1** Press  [Job Cancel/Status Monitor] repeatedly to select <PRINT STATUS> or <JOB CANCEL>, then press [OK].



```
PRINT STATUS
```

If you select <JOB CANCEL>, press  or  to select <PRINT>, then press [OK].

- 2** Press  or  to scroll through the job list, and check the status of the print jobs.



```
0 0 0 1 *  
test.txt - Notepad
```

If you want to cancel the job, go to the next step. Otherwise, skip to step 6.


- 3** Press  or  to select the job you want to cancel, then press [OK].

```
0 0 0 3 *  
test.txt - Notepad
```

If you select <JOB CANCEL> in step 1, skip to step 5.


- 4** Press  or  to select <CANCEL>, then press [OK].

```
0 0 0 3  
CANCEL
```

- 5** Press  to select <YES>.

```
CANCEL ?  
< YES NO >
```

If you do not want to cancel the job, press  to select <NO>.

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

# Registering Destinations in the Address Book

## Chapter

# 5

This chapter describes how to register destinations in the Address Book, and how to edit and erase registered information.

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# About the Address Book

**The Address Book is a feature used for storing fax, e-mail, and file server destinations. The Address Book is divided into one-touch keys and coded dial codes. You can store up to 20 destinations in one-touch keys, and 180 destinations in coded dial codes, for a total of 200 destinations in the whole Address Book. You can also register multiple destinations of various types in a group address, and assign a one-touch key or coded dial code to this group.**

**Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job.**



## NOTE

- E-mail and file server address registration is available for the MF5880dn.
- The items and procedures described in this section are based on the MF5880dn. For details about the MF5850dn, see "Setting Menu," in the e-Manual.
- 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 "Exporting Address Book Entries," in the e-Manual.

# Storing/Editing One-Touch Keys



## Registering Fax Numbers in One-Touch Keys

This section describes the procedure for registering fax numbers in the one-touch keys.



### NOTE


If <RESTRICT NEW ADD.> is set to <ON>, you cannot register new destinations. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see "Restricting the New Address," in the e-Manual.

**1** Press  [Menu].



**2** Press  or  to select <ADDRESS BOOK SET.>, then press [OK].

```
M E N U
5 . A D D R E S S   B O O K   S E T .
```

If a password has been set for the Address Book, enter the password using  -  [numeric keys], then press [OK].


**3** Press  or  to select <1-TOUCH SPD DIAL>, then press [OK].

```
A D D R E S S   B O O K   S E T .
1 . 1 - T O U C H   S P D   D I A L
```



**4** Press  or  to select a one-touch key (01 to 20) for which you want to register the fax number, then press [OK].

```
1 - T O U C H   S P D   D I A L
[ 0 1 ]   N O T   R E G I S T E R E D
```





You can also select a one-touch key by pressing the corresponding one-touch key.

**5** Press  or  to select <FAX>, then press [OK].

```
1 - T O U C H   S P D   D I A L
                               F A X
```

**6** Press  or  to select <TEL NUMBER ENTRY>, then press [OK].

```
1 - T O U C H   S P D   D I A L
1 . T E L   N U M B E R   E N T R Y
```

**7** Use  - ,  [numeric keys] and  [Tone] to enter the fax number you want to register (40 digits maximum), then press [OK].

Ex.

```
T E L   N U M B E R   E N T R Y
1 2 3 X X X X X X X X _ _ _
```

**8** Press  or  to select <NAME>, then press [OK].

```
1 - T O U C H   S P D   D I A L
2 . N A M E
```

**9** Use **0** – **9**, **#** [numeric keys] and **\*** [Tone] to enter the destination's name (16 characters maximum), then press [OK].

Ex.

```
NAME : a
J o h n
```

- If you want to specify the following optional settings (<LONG DISTANCE>, <TX SPEED>, and <ECM>) for the fax number you are registering, go to the next step.
- If you do not need to set these options, skip to step 18.



**NOTE**

For information on how to enter characters, see "Entering Characters," on p. 1-15.

**10** Press **◀** or **▶** to select <OPTIONAL SETTING>, then press [OK].

```
1 - TOUCH SPD DIAL
3 . OPTIONAL SETTING
```

**11** Press **◀** or **▶** to select <ON>, then press [OK].

```
OPTIONAL SETTING
ON
```

**12** Press **◀** or **▶** to select <LONG DISTANCE>, then press [OK].

```
OPTIONAL SETTING
1 . LONG DISTANCE
```

**13** Press **◀** or **▶** to select the most effective transmission option, then press [OK].

```
LONG DISTANCE
DOMESTIC
```

- <DOMESTIC>: Normally select this option.
- <LONG DISTANCE 1-3>: Select one of these options when you make an international call. If errors occur during fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.

**14** Press **◀** or **▶** to select <TX SPEED>, then press [OK].

```
OPTIONAL SETTING
2 . TX SPEED
```

**15** Press **◀** or **▶** to select the sending speed (33600bps, 14400bps, 9600bps, or 4800bps), then press [OK].

```
TX SPEED
33600bps
```



**NOTE**

If transmission errors occur frequently, lower the speed.

**16** Press **◀** or **▶** to select <ECM>, then press [OK].

```
OPTIONAL SETTING
3 . ECM
```

**17** Press **◀** or **▶** to select <ON> to reduce system and line errors while sending to or receiving from other machines that support ECM, then press [OK].

```
ECM
ON
```

To register another one-touch key, repeat the procedure from step 4.

**18** Press **⏏** [Stop/Reset] to return to the standby mode.



## Registering E-Mail Addresses in One-Touch Keys

This section describes the procedure for registering e-mail addresses in the one-touch keys.



### NOTE



- You can also register e-mail addresses in the one-touch keys using the Send Function Setting Tool. For details, see “Use Send Function Setting Tool,” in the e-Manual.
- If <RESTRICT NEW ADD.> is set to <ON>, you cannot register new destinations. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see “Restricting the New Address,” in the e-Manual.

**1** Press  [Menu].



**2** Press  or  to select <ADDRESS BOOK SET.>, then press [OK].

```
M E N U
5 . A D D R E S S   B O O K   S E T .
```

If a password has been set for the Address Book, enter the password using  –  [numeric keys], then press [OK].

**3** Press  or  to select <1-TOUCH SPD DIAL>, then press [OK].

```
A D D R E S S   B O O K   S E T .
1 . 1 - T O U C H   S P D   D I A L
```



**4** Press  or  to select a one-touch key (01 to 20) for which you want to register the address, then press [OK].

```
1 - T O U C H   S P D   D I A L
[ 0 1 ]   N O T   R E G I S T E R E D
```





You can also select a one-touch key by pressing the corresponding one-touch key.

**5** Press  or  to select <E-MAIL>, then press [OK].

```
1 - T O U C H   S P D   D I A L
           E - M A I L
```

**6** Press  or  to select <E-MAIL ADDRESS>, then press [OK].

```
1 - T O U C H   S P D   D I A L
1 . E - M A I L   A D D R E S S
```

**7** Use , ,  [numeric keys] and  [Tone] to enter the address you want to register (120 digits maximum), then press [OK].

Ex.





```
E - M A I L   A D D R E S S           : a
J o h n @ e x a m p l e . c o m
```

### NOTE

For information on how to enter characters, see “Entering Characters,” on p. 1-15.

**8** Press  or  to select <NAME>, then press [OK].


```
1 - T O U C H   S P D   D I A L
2 . N A M E
```

**9** Use , ,  [numeric keys] and  [Tone] to enter the destination's name (16 characters maximum), then press [OK].

Ex.

```
N A M E                               : a
J o h n ( e - m a i l )
```

To register another one-touch key, repeat the procedure from step 4.

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



## Registering File Server Addresses in One-Touch Keys

This section describes the procedure for registering file server addresses in the one-touch keys.



### NOTE



- You can also register file server addresses in the one-touch keys using the Send Function Setting Tool. For details, see “Use Send Function Setting Tool” in the e-Manual.
- If <RESTRICT NEW ADD.> is set to <ON>, you cannot register new destinations. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see “Restricting the New Address,” in the e-Manual.

**1** Press  [Menu].



**2** Press  or  to select <ADDRESS BOOK SET.>, then press [OK].

```
M E N U
  5 . A D D R E S S   B O O K   S E T .
```

If a password has been set for the Address Book, enter the password using  –  [numeric keys], then press [OK].

**3** Press  or  to select <1-TOUCH SPD DIAL>, then press [OK].

```
A D D R E S S   B O O K   S E T .
  1 . 1 - T O U C H   S P D   D I A L
```



**4** Press  or  to select a one-touch key (01 to 20) for which you want to register the address, then press [OK].

```
1 - T O U C H   S P D   D I A L
[ 0 1 ]   N O T   R E G I S T E R E D
```





You can also select a one-touch key by pressing the corresponding one-touch key.

**5** Press  or  to select <SMB>, then press [OK].

```
1 - T O U C H   S P D   D I A L
                                     S M B
```

**6** Press  or  to select <HOST NAME>, then press [OK].

```
1 - T O U C H   S P D   D I A L
  1 . H O S T   N A M E
```

**7** Use  – ,  [numeric keys] and  [Tone] to enter the name of the file server on the network (120 characters maximum), then press [OK].

Ex.





```
H O S T   N A M E                               : 1
s e r v e r 1
```

### NOTE

For information on how to enter characters, see “Entering Characters,” on p. 1-15.



**8** Press  or  to select <NAME>, then press [OK].

```
1 - T O U C H   S P D   D I A L
  2 . N A M E
```

**9** Use  – ,  [numeric keys] and  [Tone] to enter the destination's name (16 characters maximum), then press [OK].

Ex.

```
N A M E                               : 1
S E R V E R   1 _ _ _
```

**10** Press  or  to select <FILE PATH>, then press [OK].

```
1 - T O U C H   S P D   D I A L
  3 . F I L E   P A T H
```

- 11** Use 0 – 9, # [numeric keys] and \* [Tone] to specify the folder to which the job is to be sent (120 characters maximum), then press [OK].

Ex.

```
FILE PATH           : a
server1/home/share
```

- 12** Press ◀ or ▶ to select <LOGIN NAME>, then press [OK].

```
1 - TOUCH SPD DIAL
4 . LOGIN NAME
```

- 13** Use 0 – 9, # [numeric keys] and \* [Tone] to enter the login name (24 characters maximum), then press [OK].

Ex.

```
LOGIN NAME         : a
cannon
```

- 14** Press ◀ or ▶ to select <PASSWORD>, then press [OK].

```
1 - TOUCH SPD DIAL
5 . PASSWORD
```

- 15** Use 0 – 9, # [numeric keys] and \* [Tone] to enter the password (14 characters maximum), then press [OK].

Ex.

```
PASSWORD          : a
123XXXX_
```

To register another one-touch key, repeat the procedure from step 4.

- 16** Press ⏏ [Stop/Reset] to return to the standby mode.

## Registering Group Addresses in One-Touch Keys

The Group Address feature enables you to create a group of up to 199 stored destinations as a single destination.



### NOTE

The destinations must be registered in the one-touch keys beforehand.

**1**

Press Ⓜ [Menu].

**2**

Press ◀ or ▶ to select <ADDRESS BOOK SET.>, then press [OK].

```
MENU
5 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using 0 – 9 [numeric keys], then press [OK].

**3**

Press ◀ or ▶ to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
3 . GROUP DIAL
```

**4**

Press ◀ or ▶ to select an empty one-touch key that you want to set as the group address, then press [OK].

```
GROUP DIAL
[10] NOT REGISTERED
```

You can also select a one-touch key by pressing the corresponding one-touch key.

**5**

Press ◀ or ▶ to select <SELECT ADD/TEL NO>, then press [OK].

```
GROUP DIAL
1 . SELECT ADD/TEL NO
```



- 6** Select the destinations you want to register in the group (199 destinations maximum) until all destinations are registered, then press [OK].

Ex.

```

= 1 2 3 X X X X X X X
[ 0 1 ] J o h n

```

To enter a destination stored in the one-touch key, press the desired one-touch key.

**NOTE**

You can review the destinations which have been already entered with or .

- 7** Press or to select <NAME>, then press [OK].

```

GROUP DIAL
2 . NAME

```

- 8** Use – , [numeric keys] and [Tone] to enter the group name (16 characters maximum), then press [OK].

Ex.

```

NAME : a
Canon Group

```

To register another group, repeat the procedure from step 4.

**NOTE**

For information on how to enter characters, see “Entering Characters,” on p. 1-15.

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

## Editing One-Touch Keys

This section describes the procedure for editing the fax, e-mail and file server addresses registered in the one-touch keys.

**NOTE**

If <RESTRICT NEW ADD.> is set to <ON>, you cannot register new destinations. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see “Restricting the New Address,” in the e-Manual.

**1**

Press [Menu].

**2**

Press or to select <ADDRESS BOOK SET.>, then press [OK].

```

MENU
5 . ADDRESS BOOK SET .

```

If a password has been set for the Address Book, enter the password using – [numeric keys], then press [OK].

**3**

Press or to select <1-TOUCH SPD DIAL>, then press [OK].

```

ADDRESS BOOK SET .
1 . 1 - TOUCH SPD DIAL

```

**4**

Press or to select a one-touch key (01 to 20) you want to edit, then press [OK].

```

1 - TOUCH SPD DIAL
[ 0 1 ] J o h n

```

You can also select a one-touch key by pressing the corresponding one-touch key.

- 5** Press ◀ or ▶ to select the item you want to edit, then press [OK].

```
1 - TOUCH SPD DIAL
2 . NAME
```

You can edit the following items:

- Fax: <TEL NUMBER ENTRY>, <NAME>, <OPTIONAL SETTING>
- E-Mail: <E-MAIL ADDRESS>, <NAME>
- File server: <HOST NAME>, <NAME>, <FILE PATH>, <LOGIN NAME>, <PASSWORD>

- 6** Press ◀ repeatedly to go back to the character or number you want to change, then press © [Clear].

Ex.

```
NAME : a
J o h n
```

- When you edit a fax number, press ◀ to delete the number.
- To delete the entire entry, press and hold © [Clear].

- 7** Use 0 – 9, # [numeric keys] and \* [Tone] to enter a new character or number, then press [OK].

Ex.

```
NAME : a
C a n o n
```



#### NOTE

For information on how to enter characters, see "Entering Characters," on p. 1-15.

- 8** Repeat steps 5 to 7 to edit the desired items.

- 9** Press ⏻ [Stop/Reset] to return to the standby mode.

## Editing One-Touch Keys (Group Addresses)

This section describes the procedure for adding a new destination to the group, deleting a destination from the group, or changing the group name registered in the one-touch keys.

- 1** Press Ⓜ [Menu].

- 2** Press ◀ or ▶ to select <ADDRESS BOOK SET.>, then press [OK].

```
MENU
5 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using 0 – 9 [numeric keys], then press [OK].

- 3** Press ◀ or ▶ to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
3 . GROUP DIAL
```

- 4** Press ◀ or ▶ to select a group to edit, then press [OK].

```
GROUP DIAL
[ 1 0 ] GROUP DIAL
```

■ If you want to add a new destination to the group:

- ① Press ◀ or ▶ to select <SELECT ADD/TEL NO>, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```





- ② Select the destination you want to add to the group, then press [OK].

Ex.

```
= 2 3 4 X X X X X X X X
[ 0 2 ] s a l e s
```



**NOTE**

For details on specifying a destination from Address Book, see "Registering Group Addresses in One-Touch Keys," on p. 5-7.

- If you want to delete a destination from the group:

- ① Press ◀ or ▶ to select <SELECT ADD/TEL NO>, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```

- ② Press ◀ or ▶ to display the destination you want to delete from the group, then press © [Clear].

Ex.

```
= 1 2 3 X X X X X X X X
[ 0 1 ] J o h n
```

- ③ Repeat step ② if you want to delete another destination.

- ④ Press [OK].

- If you want to change the group name:

- ① Press ◀ or ▶ to select <NAME>, then press [OK].

```
GROUP DIAL
2 . NAME
```

- ② Press ◀ repeatedly to go back to a wrong character, then press © [Clear].

Ex.

```
NAME : a
C a n o n Group
```



**NOTE**

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

- ③ Use ① – ⑨, # [numeric keys] and \* [Tone] to enter a new character, then press [OK].

Ex.

```
NAME : a
Sales Group
```



**NOTE**

For information on how to enter characters, see "Entering Characters," on p. 1-15.

# 5

Press ⏻ [Stop/Reset] to return to the standby mode.

## Erasing One-Touch Keys

This section describes the procedure for erasing destinations registered in the one-touch keys.



**NOTE**

If <RESTRICT NEW ADD.> is set to <ON>, you cannot erase the destinations. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see "Restricting the New Address," in the e-Manual.

# 1

Press Ⓜ [Menu].

# 2

Press ◀ or ▶ to select <ADDRESS BOOK SET.>, then press [OK].

```
MENU
5 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using ① – ⑨ [numeric keys], then press [OK].

**3** Press ◀ or ▶ to select <1-TOUCH SPD DIAL>, then press [OK].

```
ADDRESS BOOK SET .
1 . 1 - TOUCH SPD DIAL
```

**4** Press ◀ or ▶ to select a one-touch key (01 to 20) you want to erase, then press [OK].

```
1 - TOUCH SPD DIAL
[ 0 1 ] John
```

You can also select a one-touch key by pressing the corresponding one-touch key.

**5** Press ◀ or ▶ to select <TEL NUMBER ENTRY>, <E-MAIL ADDRESS>, or <HOST NAME>, then press [OK].

```
1 - TOUCH SPD DIAL
1 . TEL NUMBER ENTRY
```

**6** Press and hold ☺ [Clear] to erase the entire entry, then press [OK].

 **NOTE**

If you erase the fax number, e-mail address, or file server address, the registered name is cleared automatically.

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

## Erasing One-Touch Keys (Group Addresses)

This section describes the procedure for erasing group addresses registered in the one-touch keys.

**1** Press Ⓜ [Menu].

**2** Press ◀ or ▶ to select <ADDRESS BOOK SET.>, then press [OK].

```
MENU
5 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using 0 – 9 [numeric keys], then press [OK].

**3** Press ◀ or ▶ to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
3 . GROUP DIAL
```

**4** Press ◀ or ▶ to select a group to delete, then press [OK].

```
GROUP DIAL
[ 1 0 ] GROUP DIAL
```

**5** Press ◀ or ▶ to select <SELECT ADD/TEL NO>, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```

**6** Press ☺ [Clear] repeatedly until all destinations are deleted, then press [OK].

 **NOTE**

When you delete all destinations, the registered name is cleared automatically.

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

# Storing/Editing Coded Dial Codes



## Registering Fax Numbers in Coded Dial Codes

This section describes the procedure for registering fax numbers in the coded dial codes.


### NOTE

If <RESTRICT NEW ADD.> is set to <ON>, you cannot register new destinations. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see "Restricting the New Address," in the e-Manual.

**1** Press  [Menu].



**2** Press  or  to select <ADDRESS BOOK SET.>, then press [OK].

```
M E N U
  5 . A D D R E S S   B O O K   S E T .
```


If a password has been set for the Address Book, enter the password using  [numeric keys], then press [OK].

**3** Press  or  to select <CODED SPD DIAL>, then press [OK].

```
A D D R E S S   B O O K   S E T .
  2 . C O D E D   S P D   D I A L
```



**4** Press  or  to select a coded dial code (000 to 179) for which you want to register the fax number, then press [OK].

```
C O D E D   S P D   D I A L
[ * 0 0 0 ] N O T   R E G I S T E R E D
```




You can also select a coded dial code by pressing  [Coded Dial] followed by the desired three-digit code.

**5** Press  or  to select <FAX>, then press [OK].

```
C O D E D   S P D   D I A L
                                     F A X
```

**6** Press  or  to select <TEL NUMBER ENTRY>, then press [OK].

```
C O D E D   S P D   D I A L
  1 . T E L   N U M B E R   E N T R Y
```

**7** Use ,  [numeric keys] and  [Tone] to enter the fax number you want to register (40 digits maximum), then press [OK].

Ex.

```
T E L   N U M B E R   E N T R Y
  1 2 3 X X X X X X X X _ _
```

**8** Press  or  to select <NAME>, then press [OK].

```
C O D E D   S P D   D I A L
  2 . N A M E
```

- 9** Use 0 – 9, # [numeric keys] and \* [Tone] to enter the destination's name (16 characters maximum), then press [OK].

Ex.

```

NAME                               : a
J o h n
  
```

- If you want to specify optional settings (<LONG DISTANCE>, <TX SPEED>, and <ECM>) for the fax number you are registering, go to the next step.
- If you do not need to set these options, skip to step 18.

 **NOTE**

For information on how to enter characters, see "Entering Characters," on p. 1-15.

- 10** Press ◀ or ▶ to select <OPTIONAL SETTING>, then press [OK].

```

CODED SPD DIAL
3 . OPTIONAL SETTING
  
```

- 11** Press ◀ or ▶ to select <ON>, then press [OK].

```

OPTIONAL SETTING
                                ON
  
```

- 12** Press ◀ or ▶ to select <LONG DISTANCE>, then press [OK].

```

OPTIONAL SETTING
1 . LONG DISTANCE
  
```

- 13** Press ◀ or ▶ to select the most effective transmission option, then press [OK].

```

LONG DISTANCE
                                DOMESTIC
  
```

- <DOMESTIC>: Normally select this option.
- <LONG DISTANCE 1-3>: Select one of these options when you make an international call. If errors occur during fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.

- 14** Press ◀ or ▶ to select <TX SPEED>, then press [OK].

```

OPTIONAL SETTING
2 . TX SPEED
  
```

- 15** Press ◀ or ▶ to select the sending speed (33600bps, 14400bps, 9600bps, or 4800bps), then press [OK].

```

TX SPEED
                                3 3 6 0 0 b p s
  
```

 **NOTE**

If transmission errors occur frequently, lower the speed.

- 16** Press ◀ or ▶ to select <ECM>, then press [OK].

```

OPTIONAL SETTING
3 . ECM
  
```

- 17** Press ◀ or ▶ to select <ON> to reduce system and line errors while sending to or receiving from other machines that support ECM, then press [OK].

```

E C M
                                O N
  
```

To register another coded dial code, repeat the procedure from step 4.

- 18** Press ⏏ [Stop/Reset] to return to the standby mode.

## Registering E-Mail Addresses in Coded Dial Codes

This section describes the procedure for registering e-mail addresses in the coded dial codes.

### NOTE

If <RESTRICT NEW ADD.> is set to <ON>, you cannot register new destinations. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see "Restricting the New Address," in the e-Manual.

- 1** Press Ⓜ [Menu].

- 2** Press ◀ or ▶ to select <ADDRESS BOOK SET.>, then press [OK].

```

M E N U
  5 . A D D R E S S   B O O K   S E T .
  
```

If a password has been set for the Address Book, enter the password using 0 – 9 [numeric keys], then press [OK].

- 3** Press ◀ or ▶ to select <CODED SPD DIAL>, then press [OK].

```

A D D R E S S   B O O K   S E T .
  2 . C O D E D   S P D   D I A L
  
```

- 4** Press ◀ or ▶ to select a coded dial code (000 to 179) for which you want to register the address, then press [OK].

```

C O D E D   S P D   D I A L
[ * 0 0 0 ] N O T   R E G I S T E R E D
  
```

You can also select a coded dial code by pressing ○ [Coded Dial] followed by the desired three-digit code.

- 5** Press ◀ or ▶ to select <E-MAIL>, then press [OK].

```

C O D E D   S P D   D I A L
                                E - M A I L
  
```

- 6** Press ◀ or ▶ to select <E-MAIL ADDRESS>, then press [OK].

```

C O D E D   S P D   D I A L
  1 . E - M A I L   A D D R E S S
  
```

- 7** Use 0 – 9, # [numeric keys] and \* [Tone] to enter the address you want to register (120 digits maximum), then press [OK].

Ex.

```

E - M A I L   A D D R E S S       : a
J o h n @ e x a m p l e . c o m
  
```

### NOTE

For information on how to enter characters, see "Entering Characters," on p. 1-15.

- 8** Press ◀ or ▶ to select <NAME>, then press [OK].

```

C O D E D   S P D   D I A L
  2 . N A M E
  
```

- 9** Use **0** – **9**, **#** [numeric keys] and **\*** [Tone] to enter the destination's name (16 characters maximum), then press [OK].

Ex.

```
NAME : a
J o h n ( e - m a i l )
```

To register another coded dial code, repeat the procedure from step 4.

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

## Registering File Server Addresses in Coded Dial Codes

This section describes the procedure for registering file server addresses in the coded dial codes.

### NOTE

If <RESTRICT NEW ADD.> is set to <ON>, you cannot register new destinations. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see "Restricting the New Address," in the e-Manual.

- 1** Press **[Menu]**.
- 2** Press **[Left]** or **[Right]** to select <ADDRESS BOOK SET.>, then press [OK].

```
MENU
5 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **0** – **9** [numeric keys], then press [OK].

- 3** Press **[Left]** or **[Right]** to select <CODED SPD DIAL>, then press [OK].

```
ADDRESS BOOK SET .
2 . CODED SPD DIAL
```

- 4** Press **[Left]** or **[Right]** to select a coded dial code (000 to 179) for which you want to register the address, then press [OK].

```
CODED SPD DIAL
[ * 0 0 0 ] NOT REGISTERED
```

You can also select a coded dial code by pressing **[Coded Dial]** followed by the desired three-digit code.

- 5** Press **[Left]** or **[Right]** to select <SMB>, then press [OK].

```
CODED SPD DIAL
SMB
```

- 6** Press **[Left]** or **[Right]** to select <HOST NAME>, then press [OK].

```
CODED SPD DIAL
1 . HOST NAME
```

- 7** Use **0** – **9**, **#** [numeric keys] and **\*** [Tone] to enter the name of the file server on the network (120 characters maximum), then press [OK].

Ex.

```
HOST NAME : 1
s e r v e r _
```

### NOTE

For information on how to enter characters, see "Entering Characters," on p. 1-15.

- 8** Press **[Left]** or **[Right]** to select <NAME>, then press [OK].

```
CODED SPD DIAL
2 . NAME
```



- 9** Use **0** – **9**, **#** [numeric keys] and **\*** [Tone] to enter the destination's name (16 characters maximum), then press [OK].

Ex.

```
NAME : a
SERVER 1__
```

- 10** Press **◀** or **▶** to select <FILE PATH>, then press [OK].

```
CODED SPD DIAL
3 . FILE PATH
```

- 11** Use **0** – **9**, **#** [numeric keys] and **\*** [Tone] to specify the folder to which the job is to be sent (120 characters maximum), then press [OK].

Ex.

```
FILE PATH : a
server1/home/share
```

- 12** Press **◀** or **▶** to select <LOGIN NAME>, then press [OK].

```
CODED SPD DIAL
4 . LOGIN NAME
```

- 13** Use **0** – **9**, **#** [numeric keys] and **\*** [Tone] to enter the login name (24 characters maximum), then press [OK].

Ex.

```
LOGIN NAME : a
Canon
```

- 14** Press **◀** or **▶** to select <PASSWORD>, then press [OK].

```
CODED SPD DIAL
5 . PASSWORD
```

- 15** Use **0** – **9**, **#** [numeric keys] and **\*** [Tone] to enter the password (14 characters maximum), then press [OK].

Ex.

```
PASSWORD : a
123XXXX__
```

To register another coded dial code, repeat the procedure from step 4.

- 16** Press **⏏** [Stop/Reset] to return to the standby mode.

## Registering Group Addresses in Coded Dial Codes

The Group Address feature enables you to create a group of up to 199 stored destinations as a single destination.



### NOTE

The destinations must be registered in the coded dial codes beforehand.

- 1** Press **\*** [Menu].

- 2** Press **◀** or **▶** to select <ADDRESS BOOK SET.>, then press [OK].

```
MENU
5 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **0** – **9** [numeric keys], then press [OK].

- 3** Press **◀** or **▶** to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
3 . GROUP DIAL
```

- 4** Press **[Coded Dial]**, enter the three-digit code that you want to set as the group address, and then press **[OK]**.

```
GROUP DIAL
[*100] NOT REGISTERED
```

- 5** Press **[Left Arrow]** or **[Right Arrow]** to select **<SELECT ADD/TEL NO>**, then press **[OK]**.

```
GROUP DIAL
1. SELECT ADD / TEL NO
```

- 6** Select the destinations you want to register in the group (199 destinations maximum) until all destinations are registered, then press **[OK]**.

Ex.

```
= 1 2 3 X X X X X X X X
[*000] J o h n
```

To enter a destination stored in the coded dial code, press **[Coded Dial]**, then enter the three-digit code with **[0] – [9]** [numeric keys]. For multiple entries, press **[Coded Dial]** between each entry.

 **NOTE**

You can review the destinations which have been already entered with **[Left Arrow]** or **[Right Arrow]**.

- 7** Press **[Left Arrow]** or **[Right Arrow]** to select **<NAME>**, then press **[OK]**.

```
GROUP DIAL
2. NAME
```

- 8** Use **[0] – [9]**, **[#]** [numeric keys] and **[\*]** [Tone] to enter the group name (16 characters maximum), then press **[OK]**.

Ex.

```
NAME : a
Canon Group
```

To register another group, repeat the procedure from step 4.

 **NOTE**

For information on how to enter characters, see “Entering Characters,” on p. 1-15.

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

## Editing Coded Dial Codes

This section describes the procedure for editing the fax, e-mail and file server addresses in the coded dial codes.

 **NOTE**

If **<RESTRICT NEW ADD.>** is set to **<ON>**, you cannot edit the destinations. Make sure that **<RESTRICT NEW ADD.>** is set to **<OFF>**. For details, see “Restricting the New Address,” in the e-Manual.

- 1** Press **[Menu]**.

- 2** Press **[Left Arrow]** or **[Right Arrow]** to select **<ADDRESS BOOK SET.>**, then press **[OK]**.

```
MENU
5. ADDRESS BOOK SET.
```

If a password has been set for the Address Book, enter the password using **[0] – [9]** [numeric keys], then press **[OK]**.



**3** Press **◀** or **▶** to select <CODED SPD DIAL>, then press [OK].

```
ADDRESS BOOK SET .
 2 . CODED SPD DIAL
```

**4** Press **◀** or **▶** to select a coded dial code (000 to 179) you want to edit, then press [OK].

```
CODED SPD DIAL
[*000] John
```

You can also select a coded dial code by pressing **○** [Coded Dial] followed by the desired three-digit code.

**5** Press **◀** or **▶** to select the item you want to edit, then press [OK].

```
CODED SPD DIAL
 2 . NAME
```

You can edit the following items:

- Fax: <TEL NUMBER ENTRY>, <NAME>, <OPTIONAL SETTING>
- E-Mail: <E-MAIL ADDRESS>, <NAME>
- File server: <HOST NAME>, <NAME>, <FILE PATH>, <LOGIN NAME>, <PASSWORD>

**6** Press **◀** repeatedly to go back to the character or number you want to change, then press **⊙** [Clear].

Ex.

```
NAME : a
John
```

- When you edit a fax number, press **◀** to delete the number.
- To delete the entire entry, press and hold **⊙** [Clear].

**7** Use **①** – **⑨**, **#** [numeric keys] and **\*** [Tone] to enter a new character or number, then press [OK].

Ex.

```
NAME : a
Canon
```

**NOTE**

For information on how to enter characters, see "Entering Characters," on p. 1-15.

**8** Repeat steps 5 to 7 to edit the desired items.

**9** Press **⏪** [Stop/Reset] to return to the standby mode.

## Editing Coded Dial Codes (Group Addresses)

This section describes the procedure for adding a new destination to the group, deleting a destination from the group, or changing the group name registered in the coded dial codes.

**1** Press **⊗** [Menu].

**2** Press **◀** or **▶** to select <ADDRESS BOOK SET.>, then press [OK].

```
MENU
 5 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using **①** – **⑨** [numeric keys], then press [OK].

**3** Press **◀** or **▶** to select <GROUP DIAL>, then press [OK].

```
ADDRESS BOOK SET .
 3 . GROUP DIAL
```

**4** Press **○** [Coded Dial], enter the three-digit code using **①** – **⑨** [numeric keys].

```
GROUP DIAL
[*100] GROUP DIAL
```

- If you want to add a new destination to the group:

- ① Press or to select <SELECT ADD/TEL NO>, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```

- ② Select the destination you want to add to the group, then press [OK].

Ex.

```
= 2 3 4 X X X X X X X
[ * 0 0 2 ] s a l e s
```

**NOTE**

For details on specifying a destination from Address Book, see "Registering Group Addresses in Coded Dial Codes," on p. 5-16.

- If you want to delete a destination from the group:

- ① Press or to select <SELECT ADD/TEL NO>, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```

- ② Press or to display the destination you want to delete from the group, then press [Clear].

Ex.

```
= 1 2 3 X X X X X X X
[ * 0 0 0 ] J o h n
```

- ③ Repeat step ② if you want to delete another destination.
- ④ Press [OK].

- If you want to change the group name:

- ① Press or to select <NAME>, then press [OK].

```
GROUP DIAL
2 . NAME
```

- ② Press repeatedly to go back to a wrong character, then press [Clear].

Ex.

```
NAME : a
C a n o n Group
```

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

- ③ Use [numeric keys] and [Tone] to enter a new character, then press [OK].

Ex.

```
NAME : a
S a l e s Group
```

**NOTE**

For information on how to enter characters, see "Entering Characters," on p. 1-15.

- 5 Press [Stop/Reset] to return to the standby mode.

## Erasing Coded Dial Codes

This section describes the procedure for erasing destinations registered in the coded dial codes.

**NOTE**

If <RESTRICT NEW ADD.> is set to <ON>, you cannot erase the destinations. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see "Restricting the New Address," in the e-Manual.

- 1 Press [Menu].

- 2 Press or to select <ADDRESS BOOK SET.>, then press [OK].

```
MENU
5 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using [numeric keys], then press [OK].




- 3** Press ◀ or ▶ to select <CODED SPD DIAL>, then press [OK].

```
ADDRESS BOOK SET .
2 . CODED SPD DIAL
```


- 4** Press ◀ or ▶ to select a coded dial code (000 to 179) you want to erase, then press [OK].

```
CODED SPD DIAL
[*000] John
```

You can also select a coded dial code by pressing  [Coded Dial] followed by the desired three-digit code.


- 5** Press ◀ or ▶ to select <TEL NUMBER ENTRY>, <E-MAIL ADDRESS>, or <HOST NAME>, then press [OK].

```
CODED SPD DIAL
1 . TEL NUMBER ENTRY
```

- 6** Press and hold  [Clear] to erase the entire entry, then press [OK].

**NOTE**

If you erase the fax number, e-mail address, or file server address, the registered name is cleared automatically.

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



## Erasing Coded Dial Codes (Group Addresses)

Follow the procedure below to delete all destinations from a group.

- 1** Press  [Menu].


- 2** Press ◀ or ▶ to select <ADDRESS BOOK SET.>, then press [OK].

```
MENU
5 . ADDRESS BOOK SET .
```

If a password has been set for the Address Book, enter the password using  –  [numeric keys], then press [OK].

- 3** Press ◀ or ▶ to select <GROUP DIAL>, then press [OK].


```
ADDRESS BOOK SET .
3 . GROUP DIAL
```

- 4** Press  [Coded Dial], enter the three-digit code of the group that you want to delete, and then press [OK].

```
GROUP DIAL
[*100] GROUP DIAL
```


- 5** Press ◀ or ▶ to select <SELECT ADD/TEL NO>, then press [OK].

```
GROUP DIAL
1 . SELECT ADD / TEL NO
```

- 6** Press  [Clear] repeatedly until all destinations are deleted, then press [OK].

**NOTE**

When you delete all destinations, the registered name is cleared automatically.

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

This chapter describes how to use fax functions.

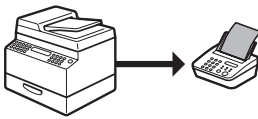
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# Overview of Fax Functions

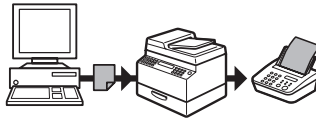
You can send and receive fax documents and also forward received fax documents to specified destinations.

## Various variety of faxes

**Fax** (p. 6-13)



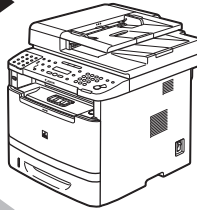
**PC Fax** (p. 6-16)



### Scan settings

- Image quality (p. 6-30)
- Density (p. 6-29)
- 2-sided documents (p. 6-31)

Documents



**Sending fax**

(p. 6-13)



**Receiving fax**

(p. 6-44)



**Forwarding received fax documents**

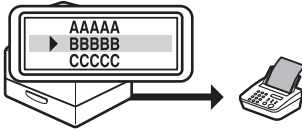
e-Manual  
• Refer to "Fax"



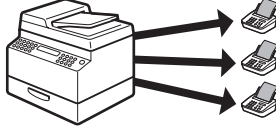
# Various sending functions

## Specifying destinations (p. 6-19)

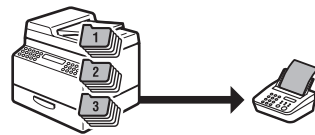
### Using the address book



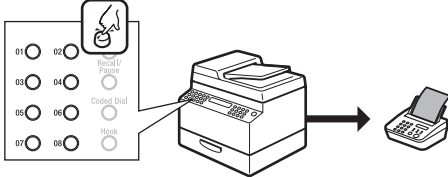
### Broadcasting



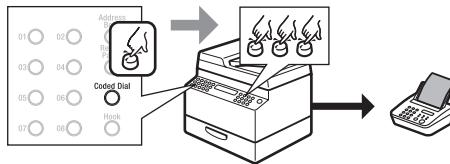
### Job recall\*1/redial\*2



### Using the one-touch keys

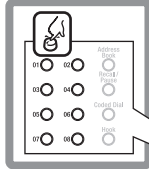


### Using the coded dial codes

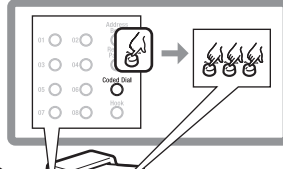


### Using the group address

#### One-touch keys



#### Coded dial codes

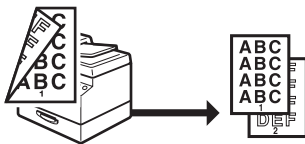


\*1 For the MF5880dn

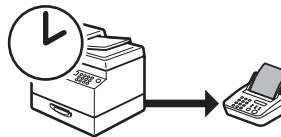
\*2 For the MF5850dn



### Sending 2-sided originals

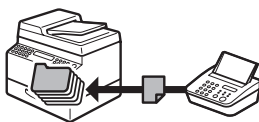


### Delayed sending

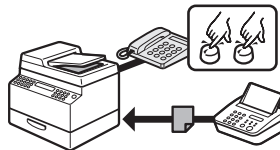


# Various receiving functions

## Memory lock reception (p. 6-59)



## Remote reception (p. 6-55)



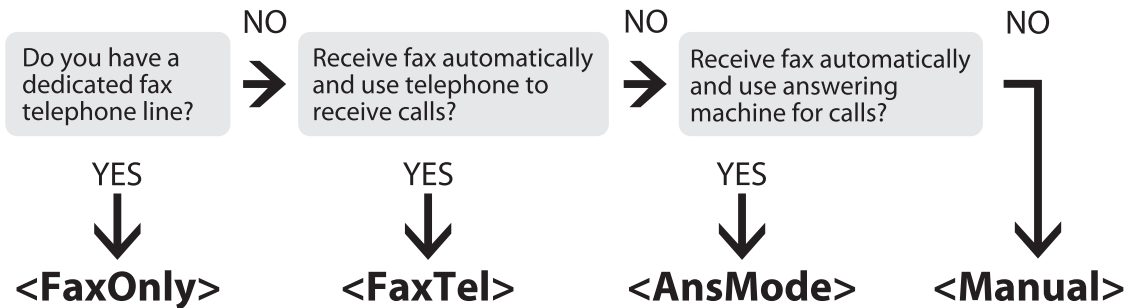
# Introduction to Using Fax Functions

**This section describes what you must do before using fax functions. Make sure to set the following items first:**

- Your fax number  
Register your machine's fax number. (See "Registering Your Machine's Fax Number," on p. 6-12.)
- Your personal name or company name  
Register your name or company name. (See "Registering the Machine's Name," on p. 6-11.)
- Date and time  
Set the current date and time. (See "Setting the Current Date and Time," on p. 6-10.)
- Your telephone line type  
Set the type of telephone line that is connected to the machine. (See "Setting the Type of Telephone Line," on p. 6-11.)
- Fax receiving mode  
Set how the machine receives fax documents to suit your needs. (See "Methods for Receiving Faxes," on p. 6-4.)

## Methods for Receiving Faxes

Your machine provides several methods for receiving fax documents. You can receive documents automatically or manually. Follow the chart below to choose the fax receive mode that best suits your needs. The default setting is <FaxOnly>.



## FaxOnly

In this mode, the machine receives documents automatically. Select this mode if you use the machine for fax operations only, and not for voice communications using an external telephone.

### ● Before using this mode

Simply set the receive mode to <FaxOnly>. (See “Selecting the Receive Mode,” on p. 6-10.)

### ● When an incoming call is received

- With no external telephone connected to the machine:
  - For fax calls, the machine receives fax documents automatically.
  - For telephone calls, you cannot talk to the caller.
- With external telephone connected to the machine:

Incoming ring sounds the number of times you specify. You can specify the number of rings in <INCOMING RING>.

If you pick up the handset while the incoming ring is sounding:

#### For fax calls:

You hear a slow beep tone. This means another fax machine is trying to send you a document. Follow the procedure below to receive the fax documents.

1. Press **SEND/FAX** [SEND/FAX]/**FAX** [FAX].
2. Select <FAX> .
3. Press **Start** [Start].
4. Hang up the handset.

#### For telephone calls:

You hear someone on the line. Start your conversation.

If you do not pick up the handset while the incoming ring is sounding:

#### For fax calls:

The machine receives fax documents automatically.

#### For telephone calls:

You cannot talk to the caller.

### NOTE

- If you want to change <INCOMING RING>, see “Setting the Incoming Ring,” on p. 6-54.
- Setting <RX JOB DONE TONE> to <ON> enables the machine to ring for helping you find fax documents are being received. (See “VOLUME CONTROL,” on p. 13-3.)



## FaxTel

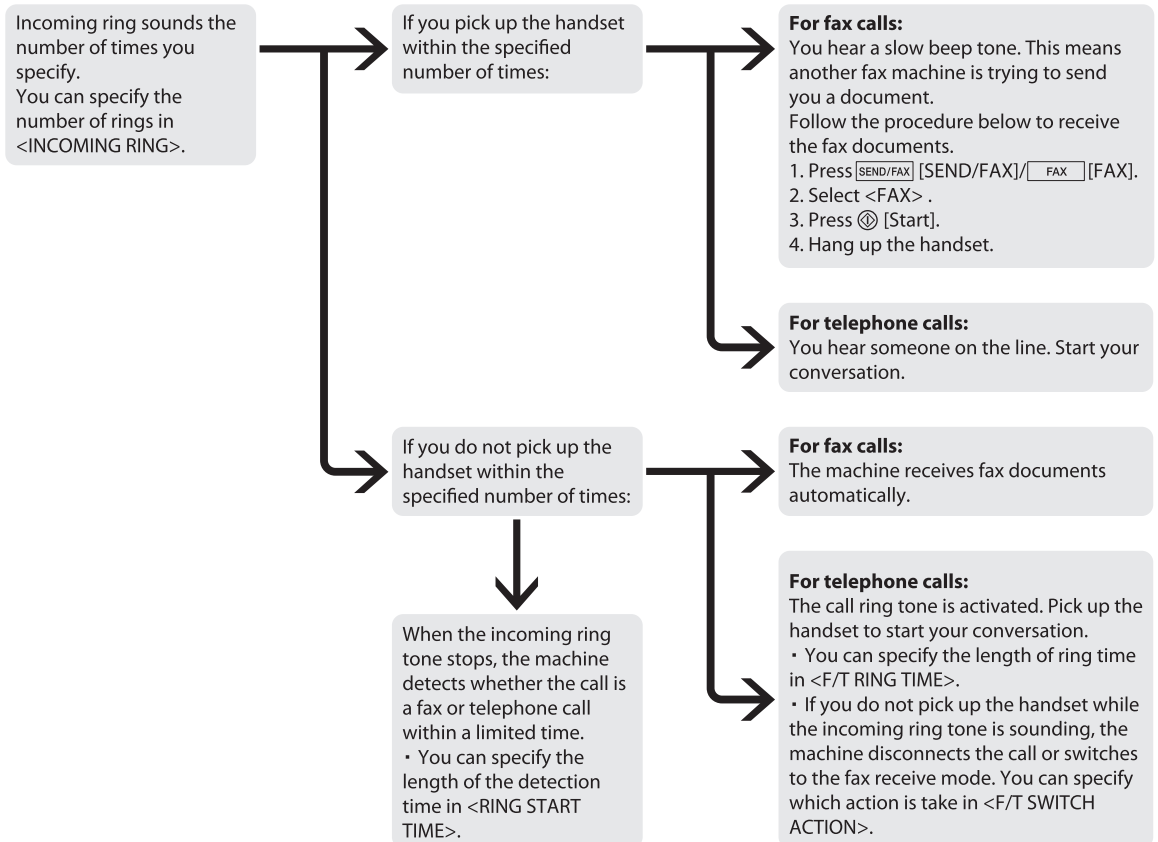
In this mode, the machine receives documents automatically for fax calls and the external telephone connected to the machine rings for telephone calls. (If <INCOMING RING> is set to <ON>, the external telephone rings for both fax and telephone calls. To set the telephone to ring only when a telephone call is received, set <INCOMING RING> to <OFF>.)

### ● Before using this mode

Make sure to do the following:

- Connect your external telephone to the machine. (See “Make Fax Settings,” in the Starter Guide.)
- Set the receive mode to <FaxTel>. (See “Selecting the Receive Mode,” on p. 6-10.)

### ● When an incoming call is received



### NOTE

- If you want to change <RING START TIME>, <F/T RING TIME>, or <F/T SWITCH ACTION>, see “Optional Settings for FaxTel Mode,” on p. 6-51.
- If you want to change <INCOMING RING>, see “Setting the Incoming Ring,” on p. 6-54.

## AnsMode

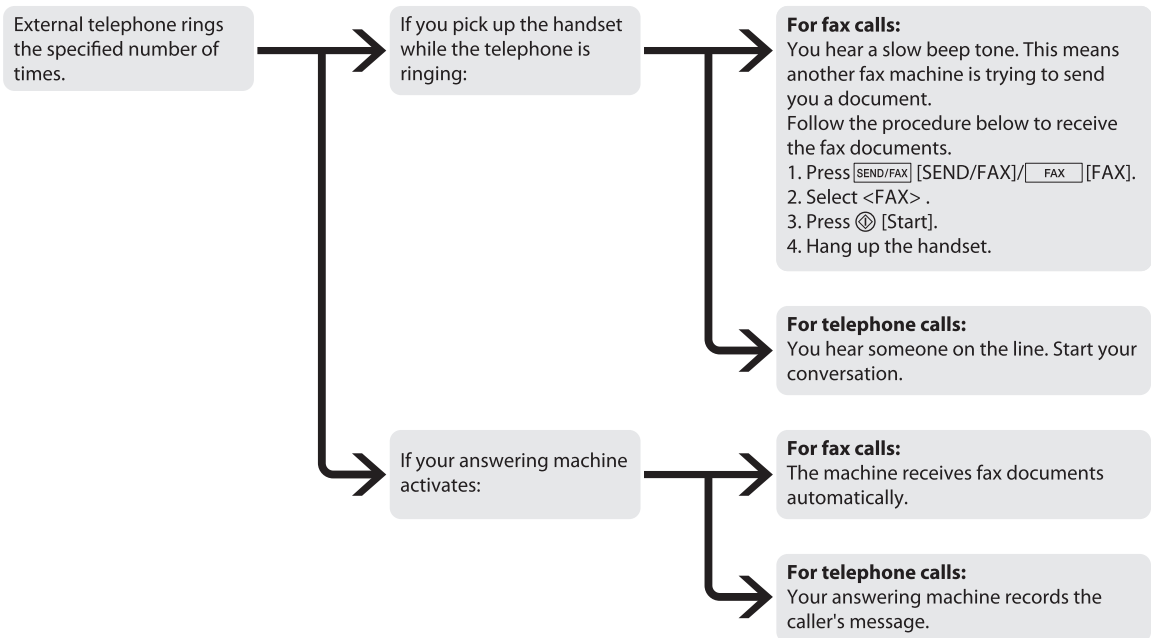
In this mode, the machine receives documents automatically for fax calls and your answering machine records a message for telephone calls.

### ● Before using this mode

Make sure to do the following:

- Connect your external telephone with built-in answering machine to the machine. (See “Make Fax Settings,” in the Starter Guide.)
- Set your answering machine to answer after 1 to 2 rings.
- Record a message on your answering machine. (When you record a message, we recommend you insert about 4 seconds of silence at the beginning of the message, or limit the message to 20 seconds.)
- Set the receive mode to <AnsMode>. (See “Selecting the Receive Mode,” on p. 6-10.)

### ● When an incoming call is received



### NOTE

- This mode does not support voice mail.
- Make sure to change the receive mode if you turn off your answering machine; otherwise, the machine cannot receive fax documents automatically.

## Manual

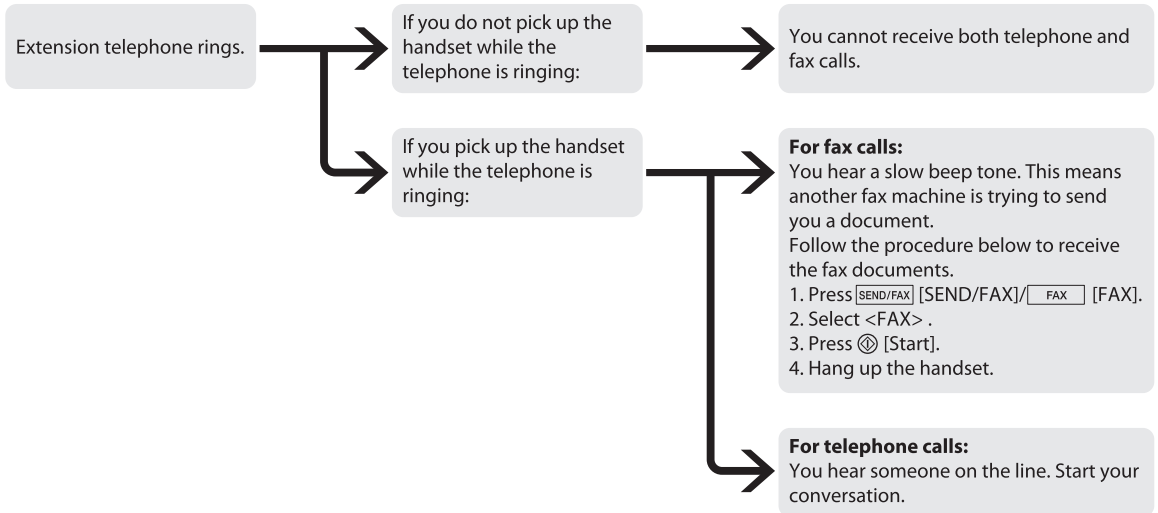
In this mode, you can monitor all incoming calls by picking up the handset each time your telephone rings. This mode is a suitable option if you expect to use the machine mainly as a telephone, and only occasionally receive fax documents.

### ● Before using this mode

Make sure to do the following:

- Connect your external telephone to the machine. (See “Make Fax Settings,” in the Starter Guide.)
- Set the receive mode to <Manual>. (See “Selecting the Receive Mode,” on p. 6-10.)

### ● When an incoming call is received



\*If <REMOTE RX> is set to <ON>, you can also start to receive fax documents by dialing from your telephone. (See “Receiving Documents Manually with an External Telephone (Remote RX),” on p. 6-55.)

## DRPD

DRPD (Distinctive Ring Pattern Detection) service assigns two or more telephone numbers with distinctive ring patterns to a single telephone line, allowing you to have both a fax number(s) and a telephone number(s) using only one telephone line. Your fax will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Set the fax ring pattern that matches the pattern assigned by your telephone company. Contact your telephone company for availability.

### ● Before using this mode



Make sure to do the following:

- Subscribe to a DRPD service. Contact your telephone company for availability.
- Connect your external telephone to the machine. (See “Make Fax Settings,” in the Starter Guide.)
- Set the receive mode to <DRPD>. (See “Selecting the Receive Mode,” on p. 6-10.)



## Selecting the Receive Mode

You can set the fax receive mode to suit your needs. The default setting is <FaxOnly>.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
  4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <FAX SETTINGS>, then press [OK].

```
T X / R X   S E T T I N G S
  3 . F A X   S E T T I N G S
```

**4** Press  or  to select <RX MODE>, then press [OK].

```
F A X   S E T T I N G S
  1 . R X   M O D E
```

**5** Press  or  to select the desired receive mode, then press [OK].


```
R X   M O D E
                                     F a x O n l y
```

- <FaxOnly>: Answers all calls as faxes.
- <FaxTel>: Switches between fax and voice calls automatically. For optional settings, see “Optional Settings for FaxTel Mode,” on p. 6-51.
- <AnsMode>: Receives faxes automatically and records voice messages.

- <DRPD> (Distinctive Ring Pattern Detection): Distinguishes between fax and voice calls using distinctive ring patterns. Select the ring pattern assigned by your telephone company. For optional settings, see “Optional Settings for DRPD Mode,” on p. 6-53.
- <Manual>: Does not answer any calls. You need to manually receive faxes.

### NOTE



- For <FaxTel> or <Manual>, make sure an external telephone is connected to the machine.
- For <AnsMode>, make sure an answering machine is connected to the machine.
- For <DRPD>, subscription to a DRPD service is required. Contact your telephone company for availability.

**6** Press  [Stop/Reset] to return to the standby mode.



## Setting the Current Date and Time

You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

**1** Press  [Menu].

**2** Press  or  to select <TIMER SETTINGS>, then press [OK].

```
M E N U
  7 . T I M E R   S E T T I N G S
```


**3** Press  or  to select <DATE&TIME SETTING>, then press [OK].

```
T I M E R   S E T T I N G S
  1 . D A T E & T I M E   S E T T I N G
```

- 4** Use ① – ⑨ [numeric keys] to enter the date (month/day/year) and time (in 24-hour/military time format), then press [OK].




Ex.

```
DATE & TIME SETTING
04 / 01 / '10 15 : 50
```



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

## Setting the Type of Telephone Line



Set the type of telephone line that is connected to the machine. If this setting is incorrect, you will be unable to communicate with other machines. Make sure to check the type of telephone line that you are using, and make the correct setting. The default setting is <TOUCH TONE>.

- 1** Press  [Menu].
- 2** Press  or  to select <TX/RX SETTINGS>, then press [OK].


```
MENU
4 . TX / RX SETTINGS
```

- 3** Press  or  to select <FAX SETTINGS>, then press [OK].



```
TX / RX SETTINGS
3 . FAX SETTINGS
```

- 4** Press  or  to select <USER SETTINGS>, then press [OK].

```
FAX SETTINGS
2 . USER SETTINGS
```


- 5** Press  or  to select <TEL LINE TYPE>, then press [OK].

```
USER SETTINGS
2 . TEL LINE TYPE
```

- 6** Press  or  to select the telephone line type, then press [OK].

```
TEL LINE TYPE
TOUCH TONE
```






- <TOUCH TONE>: Tone dialing
- <ROTARY PULSE>: Pulse dialing
- If you do not know the telephone line type, call your telephone service provider for details.

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

## Registering the Machine's Name

Your name or company's name must be registered as the machine's name.

When you send a document, the name that you registered is printed as the sender's name on the recipient's paper.

- 1** Press  [Menu].
- 2** Press  or  to select <TX/RX SETTINGS>, then press [OK].
- 3** Press  or  to select <TX/RX COMMON SET.>, then press [OK].

```
MENU
4 . TX / RX SETTINGS
```

```
TX / RX SETTINGS
2 . TX / RX COMMON SET.
```

- 4** Press ◀ or ▶ to select <TX SETTINGS>, then press [OK].

```
TX / RX COMMON SET .
1 . TX SETTINGS
```

- 5** Press ◀ or ▶ to select <UNIT NAME>, then press [OK].

```
TX SETTINGS
1 . UNIT NAME
```

- 6** Use 0–9, # [numeric keys] and \* [Tone] to enter the unit name (up to 24 characters), then press [OK].

Ex.

```
UNIT NAME           : a
CANON
```

**NOTE**

(For information on how to enter characters, see "Entering Characters," on p. 1-15.)

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

## Registering Your Machine's Fax Number

Your machine's fax number must be registered. When you send a document, the number that you registered is printed on the recipient's paper.

- 1** Press \* [Menu].

- 2** Press ◀ or ▶ to select <TX/RX SETTINGS>, then press [OK].

```
MENU
4 . TX / RX SETTINGS
```

- 3** Press ◀ or ▶ to select <FAX SETTINGS>, then press [OK].

```
TX / RX SETTINGS
3 . FAX SETTINGS
```

- 4** Press ◀ or ▶ to select <USER SETTINGS>, then press [OK].

```
FAX SETTINGS
2 . USER SETTINGS
```

- 5** Press ◀ or ▶ to select <UNIT TELEPHONE #>, then press [OK].

```
USER SETTINGS
1 . UNIT TELEPHONE #
```

- 6** Use 0–9, # [numeric keys] to enter your fax/telephone number (up to 20 digits, including spaces), then press [OK].

Ex.

```
UNIT TELEPHONE #
1 2 X X X X X X X X _ _
```

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

# Sending Fax Documents

This section describes the settings and procedures for sending fax documents.

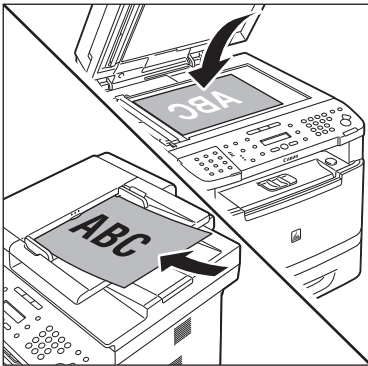
## Basic Methods for Sending Faxes

This section describes the flow of sending faxes.

### NOTE

If <RESTRICT NEW ADD.> is set to <ON>, you cannot specify fax numbers using ① - ⑨, # [numeric keys] and \* [Tone]. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see "Restricting the New Address," in the e-Manual.

### 1 Place documents.



### 2 Press **SEND/FAX** [SEND/FAX]/**FAX** [FAX].

The SEND/FAX indicator lights up and the machine enters the send standby mode.

### 3 Press **SEND/FAX** [SEND/FAX] repeatedly to select <FAX>, then press [OK].

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

### 4 Use ① - ⑨, # [numeric keys] and \* [Tone] to specify the fax number.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X X X X X
```

If you enter a wrong number when specifying a fax number, press **⏪** to delete the number.

### 5 Press **▶** [Start].

- When you place the documents on the platen glass, press **⏪** or **⏩** to select the document size, then press **▶** [Start] for each document. When scanning is complete, press [OK] to start sending.
  - You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.
    - Density: See "Adjusting Density," on p. 6-29.
    - Image Quality: See "Selecting Image Quality," on p. 6-30.
    - 2-Sided: See "2-Sided Documents," on p. 6-31.
- Scanning starts, and the scanned data is sent to the specified fax number.

## Calling the Recipient before Sending Fax Documents (Manual Sending)

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

### NOTE

- You cannot use the platen glass for manual sending.
- You cannot use group addresses for manual sending.
- You cannot use 2-Sided scanning mode for manual sending.

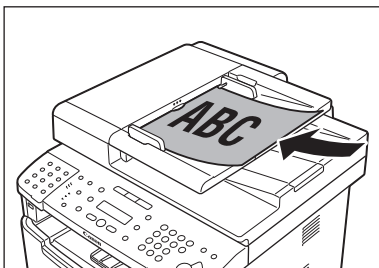




# 1 Connect an external telephone to the machine if you want to talk to the recipient before sending a document.

For information on how to connect an external telephone to the machine, see "Make Fax Settings," in the Starter Guide or "Connect Telephone Cables," in the e-Manual.

# 2 Place documents in the ADF.



# 3 Press **SEND/FAX** [**SEND/FAX**]/**FAX** [**FAX**].

# 4 Press **SEND/FAX** [**SEND/FAX**] repeatedly to select **<FAX>**, then press **[OK]**.

F A X  
S E L E C T : O K

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

# 5 Adjust any necessary settings for your documents.

For details, see "Adjusting Density," on p. 6-29, "Selecting Image Quality," on p. 6-30, and "2-Sided Documents," on p. 6-31.

# 6 Press **○** [**Hook**] or pick up the handset of your external telephone.

If you press **○** [**Hook**], you can temporarily adjust the monitor tone volume with **◀▶** and **▶▶**. After adjusting the volume, press **[OK]**.

# 7 Dial the recipient's fax number.

## NOTE

- Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone is heard, the call may not be connected, or the wrong number may be dialed.
- If **<CONFIRM FAX NO.>** in **<ACCESS TO DEST.>** in **<SYSTEM SETTINGS>** is set to **<ON>** and you specify a fax number using **○** – **⑨**, **#** [numeric keys] and **Ⓢ** [Tone], you must enter the fax number again for confirmation. Enter the same fax number you entered in step 7, then press **[OK]**.

# 8 Talk through the handset to the recipient.

- If you press **○** [**Hook**] in step 6, you can pick up the handset when you hear the recipient's voice.
- If you hear a high-pitched signal instead of the recipient's voice, skip to step 10.

# 9 Ask the recipient to set their fax machine to receive faxes.

# 10 When you hear a high-pitched signal, press **Ⓢ** [**Start**], then hang up the handset.

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

## Switching Temporarily to Tone Dialing

If your machine is set for pulse dialing, follow the procedure below to switch to tone dialing to use information services (e.g., banks, airline reservations, and hotel reservations).

## NOTE

To talk to the other party, you will need to connect an external telephone to the machine.

# 1 Press **SEND/FAX** [**SEND/FAX**]/**FAX** [**FAX**].

- 2** Press **SEND/FAX** [**SEND/FAX**] repeatedly to select **<FAX>**, then press **[OK]**.

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

- 3** Press **○** [**Hook**].

**NOTE**

Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone is heard, the call may not be connected, or the wrong number may be dialed.

- 4** Use **① – ⑨** [numeric keys] to dial the required information service.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X
```

- 5** When the recorded message of the information service answers, press **\*<sup>Ⓢ</sup>** [**Tone**] to switch to tone dialing.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X *
```

- 6** Use **① – ⑨** [numeric keys] to enter the numbers requested by the information service.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X * 3 4 5 6 #
```

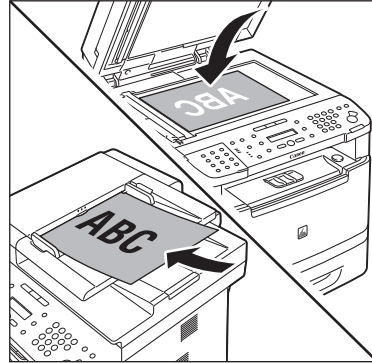
- 7** If you want to receive faxes, press **Ⓢ** [**Start**].

If you are using the external telephone, hang up the handset after pressing **Ⓢ** [**Start**].

## 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** Place documents.



- 2** Press **SEND/FAX** [**SEND/FAX**]/**FAX** [**FAX**].

- 3** Press **SEND/FAX** [**SEND/FAX**] repeatedly to select **<FAX>**, then press **[OK]**.

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

- 4** Adjust any necessary scan settings for your documents.

For details, see "Adjusting Density," on p. 6-29, "Selecting Image Quality," on p. 6-30, and "2-Sided Documents," on p. 6-31.

- 5** Use **① – ⑨** [numeric keys] to dial the international access code.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2
```

For details on international access codes, contact your local telephone company.

## 6 If necessary, press $\circ$ [Recall/Pause]/ [Redial/Pause] to insert a pause.

Ex.

F A X N U M B E R  
T E L = 0 1 2 P

- The letter <P> is displayed between the numbers.
- You can enter successive pauses within the number to make the pause time longer.
- You can change the length of a pause inserted within the fax number in the <PAUSE TIME> menu. (See "Adjusting the Pause Time," on p. 6-40.)

## 7 Enter the country code, the area code, and the fax/telephone number of the recipient.

Ex.

F A X N U M B E R  
T E L = 0 1 2 p 3 4 5 X X X X X

## 8 Press $\circ$ [Recall/Pause]/[Redial/Pause] to enter a pause at the end of the number.

Ex.

F A X N U M B E R  
T E L = 0 1 2 p 3 4 5 X X X X X P

- The letter <P> appears at the end of the fax number.
- Pauses entered at the end of fax numbers are always 10 seconds long.



### NOTE

If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using  $\odot$  -  $\textcircled{9}$ ,  $\oplus$  [numeric keys] and  $\textcircled{+}$  [Tone], you must enter the fax number again for confirmation. Enter the same fax number you entered in steps 5 to 8, then press [OK].

## 9 Press $\textcircled{S}$ [Start].

When you place the documents on the platen glass, press  $\leftarrow$  or  $\rightarrow$  to select the document size, then press  $\textcircled{S}$  [Start] for each document. When scanning is complete, press [OK] to start sending.

## Basic Methods for Sending PC Faxes

This section describes the flow of sending PC faxes.

Make sure that the fax driver is installed.

For details on the fax driver settings, see "PC Fax," in the e-Manual.



### NOTE

- Faxing methods may differ depending on the application you are using. For details, see the instruction manuals provided with the application software.
- You cannot access or edit the address book if you do not have access permission (default: Power Users or higher) to the destination folder of the address book. If this is the case, log on as user having access permission to the folder, or click [Specify a Folder] in the [Edit Address Book] sheet, and change the destination folder of the address book to a folder, such as the [My Documents] folder, that you have write permission to. For details about how to change the destination folder of the address book, see "Changing the Address Book Export Destination," in the e-Manual.
- Up to 500 fax transmission destinations can be stored in the device. If the number of destinations exceeds 500 after a fax job has been sent to the device, the last job to be input will be erased. Be careful when sending a fax continuously to multiple groups.
- The number of destinations that you can send to at one time depends on the conditions under which the cover sheet has been attached. For details, view the online help. (See "Viewing the Online Help (PC Fax)," in the e-Manual.)
- The display may differ according to the operating system and system environment.
- If an error occurs in the machine while sending a fax, send the document once more from the fax driver. The fax job sent from the fax driver for which an error occurred will be erased.

- Sending documents from a computer and scanning documents over the network cannot be processed at the same time. If this happens, these documents are handled differently depending on the following:
  - If you send PC documents when the machine is scanning documents, the machine scans documents first, then starts sending the PC documents when scanning is complete.
  - If you scan documents when the machine is sending PC documents, scanning is canceled. Wait for the PC documents to be sent out, then perform the scanning operation again.

**1** Open the document you want to fax from the application.

**2** Select [Print] from the [File] menu.

The [Print] dialog box is displayed.

 **NOTE**

The procedure for displaying the [Print] dialog box may differ depending on the application you are using.

**3** Select the fax icon ([Canon MF5800 Series (FAX)]), then click [Print] or [OK].

The [Fax Sending Settings] dialog box is displayed.

 **NOTE**

If you want to adjust the fax properties, right-click the driver icon, and then click [Preferences] or [Properties]. For details about adjusting fax properties, see “Setting Up the Fax Configuration,” in the e-Manual.

**4** Specify destination name and fax number in the [Sending Settings] sheet, and then click [Add to Destination List].

 **NOTE**

- The number of destinations to which you can send simultaneously depends on the conditions of cover sheet attachment. For details, click [Help] in the bottom right-hand corner of the fax driver window to view the online help.
- You can select a destination from the address book by clicking [Address Book]. (See “Using the Address Book,” in the e-Manual.)
- You can use or edit the address book only if you are permitted access to the folder where the address book file is saved (by default, Power Users and higher have access to the folder). If you are not permitted access to the folder, log on as a user who has access to the folder, or click [Specify a Folder] in the [Edit Address Book] sheet, and save the address book file in a folder, such as the [My Documents] folder, that you have write permission to. (See “Changing the Address Book Export Destination,” in the e-Manual for changing where you save the address book.)

**5** If you want to attach a cover sheet, select [Cover Sheet] sheet, and then specify a format for the cover sheet.

 **NOTE**

See “Attaching a Cover Sheet,” in the e-Manual for cover sheet attachment.

**6** Click [OK].  
Faxing starts.

# Canceling Sending Fax Documents

Follow this procedure to cancel a transmission in progress.

 **NOTE**

You can also cancel a transmission from the Status Monitor screen. (See “Checking/Deleting Fax Transmission Documents,” on p. 6-62.)

**1** Press  [Stop/Reset].


**2** When the <STOP KEY PRESSED> message appears, press [OK].

■ When scanning using the ADF:

```
S T O P   K E Y   P R E S S E D
P R E S S   O K   K E Y
```

■ When scanning using the platen glass:

```
S T O P   K E Y   P R E S S E D
```

**3** When the <CANCEL?> message appears, press  to select <YES>.

```
C A N C E L ?
<   Y E S                               N O   >
```

 **NOTE**

For sending jobs, remove any unscanned documents from the ADF.

# Specifying Destinations

This section describes how to specify a fax destination. You can select a destination stored in the Address Book, a one-touch key or coded dial code, or you can specify a new destination.

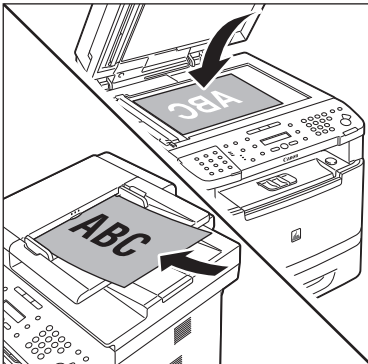
## Using Numeric Keys

You can specify a new fax number using 0 - 9, # [numeric keys] and \* [Tone].

### NOTE

If <RESTRICT NEW ADD.> is set to <ON>, you cannot specify fax numbers using 0 - 9, # [numeric keys] and \* [Tone]. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see "Restricting the New Address," in the e-Manual.

## 1 Place documents.



2 Press **SEND/FAX** [**SEND/FAX**]/**FAX** [**FAX**].

3 Press **SEND/FAX** [**SEND/FAX**] repeatedly to select <FAX>, then press [OK].

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

4 Use 0 - 9, # [numeric keys] and \* [Tone] to enter the fax number.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X X X X X
```

If you enter a wrong number when specifying a fax number, press **◀** to delete the number.

### NOTE

If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using 0 - 9, # [numeric keys] and \* [Tone], you need to enter the fax number again for confirmation. Enter the same fax number you entered in step 4, then press [OK].

5 Press **▶** [Start].

- When you place the documents on the platen glass, press **◀** or **▶** to select the document size, then press **▶** [Start] for each document. When scanning is complete, press [OK] to start sending.
- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.
  - Density: See "Adjusting Density," on p. 6-29.
  - Image Quality: See "Selecting Image Quality," on p. 6-30.
  - 2-Sided: See "2-Sided Documents," on p. 6-31.

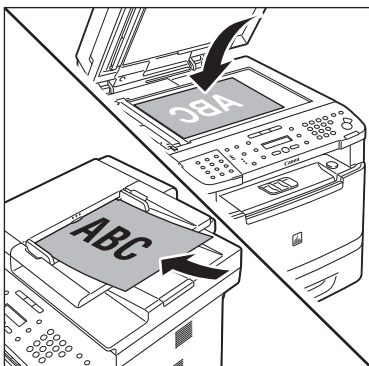
## Using the One-Touch Keys

You can specify up to 20 destinations using one-touch keys.

### NOTE

- To use this feature, you need to first register destinations in one-touch keys. (See “Storing/Editing One-Touch Keys,” on p. 5-3.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, a number or address can be specified with **0**–**9**, **#** [numeric keys] and **\*** [Tone].) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

### 1 Place documents.



### 2 Press **SEND/FAX** [SEND/FAX]/**FAX** [FAX].

### 3 Press **SEND/FAX** [SEND/FAX] repeatedly to select <FAX>, then press [OK].

```
F A X
S E L E C T : O K
```


If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

### 4 Press the desired one-touch key (01 to 20).




Ex.

```
T E L = 1 2 3 X X X X X X X
[ 0 1 ] J o h n
```


If you pressed a wrong key, press

 [Stop/Reset], then try again from step 3.

### 5 Press [Start].

- When you place the documents on the platen glass, press  or  to select the document size, then press  [Start] for each document. When scanning is complete, press [OK] to start sending.

### NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using **0**–**9**, **#** [numeric keys] and **\*** [Tone], the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed. (See “Time Out Mode,” on p. 6-41.)

- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.
  - Density: See “Adjusting Density,” on p. 6-29.
  - Image Quality: See “Selecting Image Quality,” on p. 6-30.
  - 2-Sided: See “2-Sided Documents,” on p. 6-31.

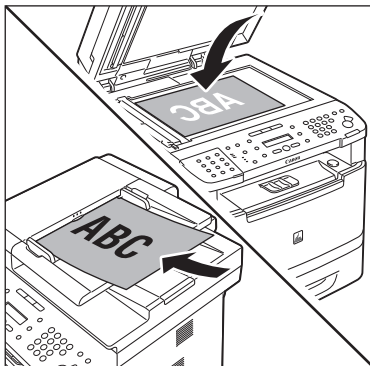
## Using Coded Dial Codes

You can specify up to 180 destinations using coded dial codes.

### NOTE

- To use this feature, you need to register destinations in coded dial code beforehand. (See “Storing/Editing Coded Dial Codes,” on p. 5-12.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, a number or address can be specified with **0**–**9**, **#** [numeric keys] and **\*** [Tone].) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

# 1 Place documents.



## NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using **0**–**9**, **\*** [numeric keys] and **#** [Tone], the machine starts scanning automatically without pressing **0** [Start], after the preset time for this setting is elapsed. (See “Time Out Mode,” on p. 6-41.)

- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 5.

- Density: See “Adjusting Density,” on p. 6-29.
- Image Quality: See “Selecting Image Quality,” on p. 6-30.
- 2-Sided: See “2-Sided Documents,” on p. 6-31.

# 2 Press **SEND/FAX** [SEND/FAX]/**FAX** [FAX].

# 3 Press **SEND/FAX** [SEND/FAX] repeatedly to select <FAX>, then press **[OK]**.

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

# 4 Press **0** [Coded Dial].

```
I N P U T   C O D E D   N U M B E R
[ *       ]
```

# 5 Use **0**–**9** [numeric keys] and to enter the desired three-digit code (000 to 179).

Ex.

```
T E L = 1 2 3 X X X X X X X
[ * 0 0 0 ] J o h n
```

If you entered a wrong code, press **0** [Stop/Reset], then try again from step 3.

# 6 Press **0** [Start].

- When you place the documents on the platen glass, press **0** or **1** to select the document size, then press **0** [Start] for each document. When scanning is complete, press **[OK]** to start sending.

## Using the Group Addresses

Group Dialing enables you to specify a group of registered destinations in the one-touch keys or coded dial codes. This is useful if you want to send the same document to several destinations. You can register up to 199 destinations in one group.

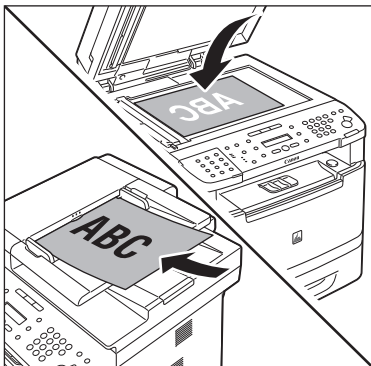
## NOTE

- To use this feature, you must store group addresses in the one-touch keys or coded dial codes beforehand. (See “Storing/Editing One-Touch Keys,” on p. 5-3 or “Storing/Editing Coded Dial Codes,” on p. 5-12.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, a number or address can be specified with **0**–**9**, **\*** [numeric keys] and **#** [Tone].) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.





# 1 Place documents.



# 2 Press **SEND/FAX** [SEND/FAX]/ **FAX** [FAX].

# 3 Press **SEND/FAX** [SEND/FAX] repeatedly to select <FAX>, then press [OK].

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

# 4 Press the one-touch key or **○** [Coded Dial] followed by the three-digit code under which the desired address group is registered.

Ex.

```
G R O U P   D I A L
[ 0 3 ] C a n o n
```

If you pressed a wrong key or code, press **⏏** [Stop/Reset], then try again from step 3.

# 5 Press **⏏** [Start].

- When you place the documents on the platen glass, press **⏏** or **⏏** to select the document size, then press **⏏** [Start] for each document. When scanning is complete, press [OK] to start sending.

## NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using **○** – **⑨**, **#** [numeric keys] and **✳** [Tone], the machine starts scanning automatically without pressing **⏏** [Start], after the preset time for this setting is elapsed. (See “Time Out Mode,” on p. 6-41.)

- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 4.
  - Density: See “Adjusting Density,” on p. 6-29.
  - Image Quality: See “Selecting Image Quality,” on p. 6-30.
  - 2-Sided: See “2-Sided Documents,” on p. 6-31.

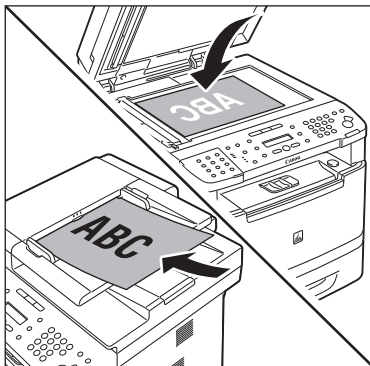
## Using the Address Book Key

[Address Book] search enables you to search for a recipient registered in the machine. This is useful when you forget which one-touch key or coded dial code the recipient you want is registered under.

## NOTE

- To use this feature, you must register destinations in the one-touch keys or coded dial codes beforehand. (See “Storing/Editing One-Touch Keys,” on p. 5-3 or “Storing/Editing Coded Dial Codes,” on p. 5-12.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, a number or address can be specified with **○** – **⑨**, **#** [numeric keys] and **✳** [Tone].) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

# 1 Place documents.



# 2 Press **SEND/FAX** [**SEND/FAX**]/**FAX** [**FAX**].

# 3 Press **SEND/FAX** [**SEND/FAX**] repeatedly to select <FAX>, then press **[OK]**.

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

# 4 Press **[Address Book]** repeatedly to select <NAME SEARCH> or <ADD/TEL SEARCH>, then press **[OK]**.

```
N A M E   S E A R C H
```

```
A D D / T E L   S E A R C H
```

- <NAME SEARCH>: Searches a destination by name.
- <ADD/TEL SEARCH>: Searches a destination by fax number.
- If no recipient is registered in the Address Book, <NOT REGISTERED> is displayed.

# 5 Use **[0] – [9]** and **[\*]** [numeric keys] to enter the first letter of the recipient's name or the first part of the fax number.

For example, if you want to search for a name that starts with the letter "C", press **[2]** (ABC). Entries starting with the letter you entered are displayed if any entries are registered. You can switch the input mode by pressing **[\*]** [Tone].

- [A]: Letter mode
- [1]: Number mode

Ex.

```
N A M E   S E A R C H           : A
C
```

# 6 Press **[Left Arrow]** or **[Right Arrow]** to search for the recipient.

Ex.

```
N A M E   S E A R C H           : A
C a n o n
```

- **[Right Arrow]**: Displays recipients in alphanumerical order.
- **[Left Arrow]**: Displays recipients in reverse order.

# 7 When the desired recipient is displayed, press **[OK]**.

Ex.

```
N A M E   S E A R C H           : A
C a n o n ( s a l e s )
```

# 8 Press **[Start]**.

- When you place the documents on the platen glass, press **[Left Arrow]** or **[Right Arrow]** to select the document size, then press **[Start]** for each document. When scanning is complete, press **[OK]** to start sending.

**NOTE**

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using ① – ⑨, # [numeric keys] and \* [Tone], the machine starts scanning automatically without pressing Ⓜ [Start], after the preset time for this setting is elapsed. (See “Time Out Mode,” on p. 6-41.)

- You can also adjust the following scan settings as necessary, using the keys on the operation panel, after specifying the destination in step 7.
  - Density: See “Adjusting Density,” on p. 6-29.
  - Image Quality: See “Selecting Image Quality,” on p. 6-30.
  - 2-Sided: See “2-Sided Documents,” on p. 6-31.

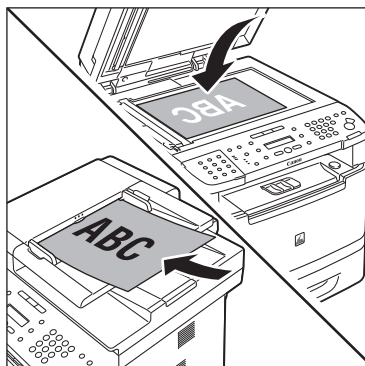
## Sending Documents to More Than One Location (Broadcasting)

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

**NOTE**

- A maximum of 201 destinations can be specified at the same time. (Out of the 200 destinations, a number or address can be specified with ① – ⑨, # [numeric keys] and \* [Tone].) If you specify a group, which is made up of several destinations, each destination in the group 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.
- If <REST. MULTI DEST> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <PROHIBIT>, you cannot send the documents to multiple recipients. (See “Restricting Broadcasting,” in the e-Manual.)

### 1 Place documents.



### 2

Press **SEND/FAX** [**SEND/FAX**]/**FAX** [**FAX**].

### 3

Press **SEND/FAX** [**SEND/FAX**] repeatedly to select <FAX>, then press **[OK]**.

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

### 4

Specify the destination.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X X X X X
```




Use ① – ⑨, # [numeric keys] and \* [Tone], one-touch keys, coded dial codes, or ○ [Address Book] to specify destinations.

 **NOTE**




- Only one destination can be specified using **0**–**9**, **#** [numeric keys] and **\*** [Tone]. Make sure to press [OK] after entering the recipient's number.
- After specifying destinations other than fax numbers using one-touch keys or coded dial codes, you cannot specify a fax number using **0**–**9**, **#** [numeric keys] and **\*** [Tone].
- If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using **0**–**9**, **#** [numeric keys] and **\*** [Tone], you must enter the fax number again for confirmation. Enter the same fax number you entered in step 4, then press [OK].

## 5 Repeat step 4 to enter all required recipients.


 **NOTE**

- To check all the specified destinations, press  or  to scroll the display.
- To cancel all the specified destinations, press  [Stop/Reset].

## 6 Press [Start].

When you place the documents on the platen glass, press  or  to select the document size, then press  [Start] for each document. When scanning is complete, press [OK] to start sending.

 **NOTE**

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using **0**–**9**, **#** [numeric keys] and **\*** [Tone], the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed. (See “Time Out Mode,” on p. 6-41.)

# Redialing When the Line Is Busy

If the recipient's line is busy or if there is no answer, you can redial the same fax number manually or set the machine to redial automatically.

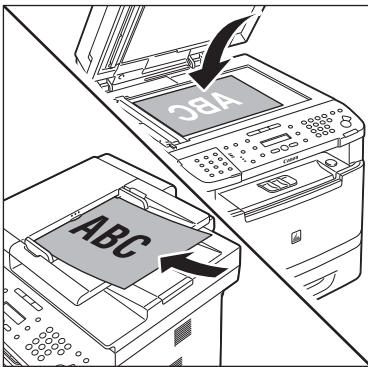
## Redialing Manually

You can specify the last three destinations that were dialed using 0 – 9, # [numeric keys] and \* [Tone].

### NOTE

- This feature is available for the MF5850dn.
- For directions on how to recall the last three destinations for the MF5880dn, see "Using the Send History to Resend Faxes (Job Recall)," on p. 6-28.
- If <REST. REDIAL/CALL> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON>, [Redial/Pause] is not available. (See "Restricting Job Recall," in the e-Manual.)

### 1 Place documents.



### 2 Press [FAX].

### 3 Press [Redial/Pause] repeatedly.

### 4 Confirm that the desired recipient is displayed.

Ex.

T E L = 1 2 3 X X X X X X

### 5 Press [Start].

When you place the documents on the platen glass, press [Left] or [Right] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

## Redialing Automatically

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. The default settings are as follows:

- <AUTO REDIAL>: <ON>
- <REDIAL TIMES>: <2TIMES>
- <REDIAL INTERVAL>: <2MIN.>
- <TX ERROR REDIAL>: <ON>

### 1 Press [Menu].

- 2** Press ◀ or ▶ to select <TX/RX SETTINGS>, then press [OK].

```

MENU
4 . TX / RX  SETTINGS
  
```

- 3** Press ◀ or ▶ to select <FAX SETTINGS>, then press [OK].

```

TX / RX  SETTINGS
3 . FAX  SETTINGS
  
```

- 4** Press ◀ or ▶ to select <TX SETTINGS>, then press [OK].

```

FAX  SETTINGS
3 . TX  SETTINGS
  
```

- 5** Press ◀ or ▶ to select <AUTO REDIAL>, then press [OK].

```

TX  SETTINGS
3 . AUTO REDIAL
  
```

- 6** Press ◀ or ▶ to select <ON> or <OFF>, then press [OK].

```

AUTO REDIAL
ON
  
```

If you select <OFF>, skip to step 13.

- 7** Press ◀ or ▶ to select <REDIAL TIMES>, then press [OK].

```

AUTO REDIAL
1 . REDIAL TIMES
  
```

- 8** Use ◀, ▶ or ① – ⑩ [numeric keys] to enter the number of redials (1 to 10 times) the machine will make, then press [OK].

```

REDIAL TIMES
2 TIMES
  
```

 **NOTE**

Regardless of the number you entered, the machine makes only one redialing attempt if it does not detect a busy signal.

- 9** Press ◀ or ▶ to select <REDIAL INTERVAL>, then press [OK].

```

AUTO REDIAL
2 . REDIAL INTERVAL
  
```

- 10** Use ◀, ▶ or ① – ⑩ [numeric keys] to enter the time (2 to 99 minutes, in one-minute increments) between redials, then press [OK].

```

REDIAL INTERVAL
2 MIN .
  
```

- 11** Press ◀ or ▶ to select <TX ERROR REDIAL>, then press [OK].

```


AUTO REDIAL
3 . TX ERROR REDIAL
  
```

- 12** Press ◀ or ▶ to select <ON> or <OFF>, then press [OK].

```

TX ERROR REDIAL
ON
  
```

- <ON>: Resends all pages if an error occurs during transmission.
- <OFF>: Does not redial even if an error occurs during transmission.

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

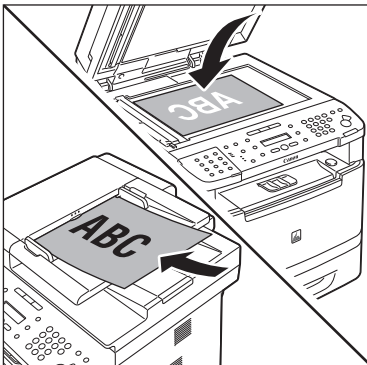
# Using the Send History to Resend Faxes (Job Recall)

You can recall the last three destinations and send documents to one of them.

## NOTE

- This feature is available for the MF5880dn.
- If <REST. REDIAL/CALL> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON>,  [Recall/Pause] is not available. (See "Restricting Job Recall," in the e-Manual.)

## 1 Place documents.



## 2 Press [SEND/FAX].

## 3 Press [Recall/Pause].

## 4 Press or to select <1 BEFORE>, <2 BEFORE>, or <3 BEFORE>, then press [OK].




```
RECALL  
1 . BEFORE
```

## 5 Confirm that the desired recipient is displayed.

Ex.

```
PRESS START TO SEND  
TEL = 0 1 2 X X X X X X X
```

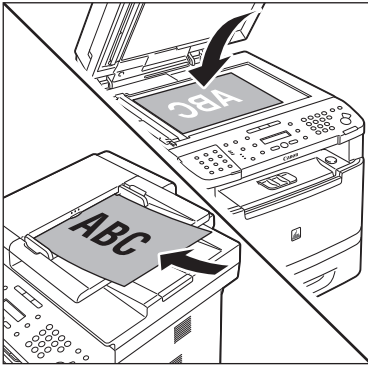
## 6 Press [Start].

When you place the documents on the platen glass, press  or  to select the document size, then press  [Start] for each document. When scanning is complete, press [OK] to start sending.

# Adjusting Density

You can adjust the density to the most appropriate level for the document you send.

**1** Place documents.



**2** Press **SEND/FAX** [**SEND/FAX**]/**FAX** [**FAX**].

**3** Press **SEND/FAX** [**SEND/FAX**] repeatedly to select **<FAX>**, then press **[OK]**.

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

**4** Specify the destination.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X X X X X
```

For details, see "Specifying Destinations," on p. 6-19.

**5** Press **○** [**Density**].

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

```
D E N S I T Y
- L T          █ █ █ █ █          D K +
```

- **▶**: to make light documents darker
- **◀**: to make documents lighter

## NOTE

- This setting returns to the default after all documents are scanned. If you want to keep the setting, see "Storing the Standard Send Settings," on p. 6-35.
- You can preset the standard density level on a nine-step scale. (See "Changing Density Level," on p. 6-34.)

**7** Press **⊕** [**Start**].

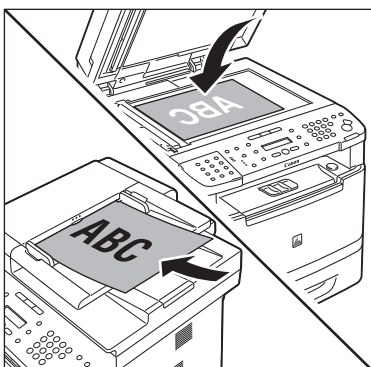
When you place the documents on the platen glass, press **◀** or **▶** to select the document size, then press **⊕** [**Start**] for each document. When scanning is complete, press **[OK]** to start sending.



# Selecting Image Quality

You can adjust the image quality of the document you send. The higher image quality you set, the better the output will be, but the longer the transmission will take. The default setting is <FINE>.

**1** Place documents.



**2** Press **SEND/FAX** [**SEND/FAX**]/**FAX** [**FAX**].

**3** Press **SEND/FAX** [**SEND/FAX**] repeatedly to select <FAX>, then press [OK].

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

**4** Specify the destination.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X X X X X
```

For details, see "Specifying Destinations," on p. 6-19.

**5** Press **○** [Image Quality] repeatedly to select the image quality, then press [OK].

```
F I N E
```

- <FINE>: for fine-print documents (the resolution is twice that of <STANDARD>) (200 × 200 dpi)
- <PHOTO>: for documents that contain photographs (the resolution is twice that of <STANDARD>) (200 × 200 dpi)
- <SUPER FINE>: for documents that contain fine print and images (the resolution is four times that of <STANDARD>) (200 × 400 dpi)
- <ULTRA FINE>: for documents that contain fine print and images (the resolution is eight times that of <STANDARD>). (400 × 400 dpi)
- <STANDARD>: for most text-only documents (200 × 100 dpi)

## NOTE

This setting returns to the default after all documents are scanned. If you want to keep the setting, see "Storing the Standard Send Settings," on p. 6-35.

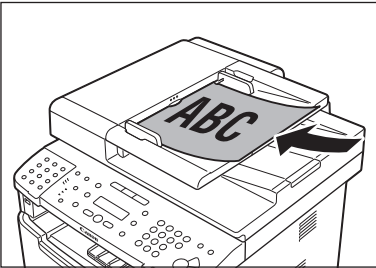
**6** Press **⏏** [Start].

When you place the documents on the platen glass, press **◀** or **▶** to select the document size, then press **⏏** [Start] for each document. When scanning is complete, press [OK] to start sending.

# 2-Sided Documents

You can set the machine to automatically turn over 2-sided documents that are placed in the ADF, and scan each side separately.

**1** Place documents in the ADF.



**2** Press **SEND/FAX** [**SEND/FAX**]/ **FAX** [**FAX**].

**3** Press **SEND/FAX** [**SEND/FAX**] repeatedly to select <FAX>, then press [OK].

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.

**4** Specify the destination.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X X X X
```

For details, see "Specifying Destinations," on p. 6-19.

**5** Press **[2-Sided]** repeatedly to select the binding type, then press [OK].

```
2 - S I D E D
B O O K   T Y P E
```

- <BOOK TYPE>: The front and back sides of the document have the same top-bottom orientation.
- <CALENDAR TYPE>: The front and back sides of the document have opposite top-bottom orientations.
- <OFF>: The machine does not automatically scan both sides of the document.

**6** Press **[Start]**.

When you place the documents on the platen glass, press **[Left Arrow]** or **[Right Arrow]** to select the document size, then press **[Start]** for each document. When scanning is complete, press [OK] to start sending.

# Sending Documents at a Preset Time (Delayed Sending)

Delayed sending enables you to start transmission at a specified time. You can store up to 70 delayed sending jobs. The default setting is <OFF>.

**1** Press [Menu].

**2** Press or to select <TX/RX SETTINGS>, then press [OK].

```
M E N U
  4 . T X / R X   S E T T I N G S
```

**3** Press or to select <DELAYED SEND>, then press [OK].

```
T X / R X   S E T T I N G S
  1 . D E L A Y E D   S E N D
```

**4** Press or to select <ON>, then press [OK].

```
D E L A Y E D   S E N D
                                     O N
```

**5** Use – [numeric keys] to enter the time you want to start sending, then press [OK].

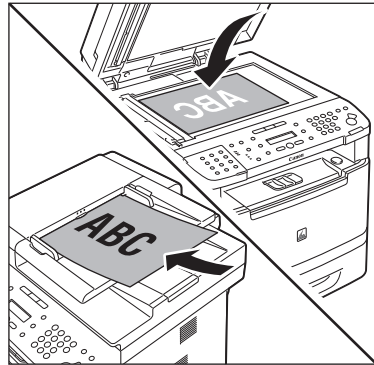
Ex.

```
T X   T I M E   S E T T I N G
 2 : 0 0
```

- Enter the time in 24-hour/military time format.
- Enter all numbers, including zeros.

**6** Press [Stop/Reset] to return to the standby mode.

**7** Place documents.



**8** Press [SEND/FAX] / [FAX].

**9** Press [SEND/FAX] repeatedly to select <FAX>, then press [OK].

```
F A X
S E L E C T : O K
```

If the model of your machine is MF5850dn and no USB memory is inserted in the USB memory port, skip this step.





## 10 Specify the destination.

Ex.

```
F A X   N U M B E R
T E L = 0 1 2 X X X X X X X
```




For details, see “Specifying Destinations,” on p. 6-19.

### NOTE






If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using  – ,  [numeric keys] and  [Tone], you must enter the fax number again for confirmation. Enter the same fax number you entered in step 10, then press [OK].

## 11 Press [Start].


The document is scanned and stored into memory. It will be sent to the specified destination at the specified time.

When you place the documents on the platen glass, press  or  to select the document size, then press  [Start] for each document. When scanning is complete, press [OK] to start sending.



### NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using  – ,  [numeric keys] and  [Tone], the machine starts scanning automatically without pressing  [Start], after the preset time for this setting is elapsed. (See “Time Out Mode,” on p. 6-41.)
- If the document cannot be sent at the time specified for delayed sending due to a temporary power failure (that recovers within an hour), it will be sent at the specified time on the next day.



# Changing Density Level

This setting enables you to preset the standard density level on a nine-step scale. The default setting is <5> on a scale of 1 to 9. The level you define here applies when you select the “standard” level (in the middle of the scale) using  [Density] on the operation panel.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
  4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <TX/RX COMMON SET.>, then press [OK].



```
T X / R X   S E T T I N G S
  2 . T X / R X   C O M M O N   S E T .
```

**4** Press  or  to select <TX SETTINGS>, then press [OK].



```
T X / R X   C O M M O N   S E T .
  1 . T X   S E T T I N G S
```


**5** Press  or  to select <SCANNING DENSITY>, then press [OK].

```
T X   S E T T I N G S
  4 . S C A N N I N G   D E N S I T Y
```

**6** Press  or  to adjust the density, then press [OK].

```
S C A N N I N G   D E N S I T Y
- L T   ████▣███████ D K +
```

- : to make light documents darker
- : to make documents lighter

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

# Standard Send Settings

This mode enables you to specify the standard scan settings for density and resolution.

## Storing the Standard Send Settings

You can change and store the Standard Send Settings. The default settings are as follows:

- <DENSITY>: <STANDARD>
- <RESOLUTION>: <200x200dpi>

**1** Press [Menu].

**2** Press or to select <TX/RX SETTINGS>, then press [OK].

```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press or to select <TX/RX COMMON SET.>, then press [OK].

```
T X / R X   S E T T I N G S
2 . T X / R X   C O M M O N   S E T .
```

**4** Press or to select <TX SETTINGS>, then press [OK].

```
T X / R X   C O M M O N   S E T .
1 . T X   S E T T I N G S
```

**5** Press or to select <STANDARD SETTINGS>, then press [OK].

```
T X   S E T T I N G S
5 . S T A N D A R D   S E T T I N G S
```

**6** Press or to select the desired setting item, then press [OK].

```
S T A N D A R D   S E T T I N G S
1 . D E N S I T Y
```

You can specify the following settings:

- <DENSITY>: Adjusts the density of documents. (See "Adjusting Density," on p. 6-29.)
- <RESOLUTION>: Adjusts the image quality of documents. (See "Selecting Image Quality," on p. 6-30.)

**7** Each time you set the desired setting item, press [OK].

```
D E N S I T Y
S T A N D A R D
```

**8** Press [Stop/Reset] to return to the standby mode.

## Restoring the Standard Send Settings to Their Default

You can restore the Standard Send Settings to their original default settings.

**1** Press [Menu].

- 2** Press ◀ or ▶ to select <TX/RX SETTINGS>, then press [OK].

```
M E N U
 4 . T X / R X   S E T T I N G S
```

- 3** Press ◀ or ▶ to select <TX/RX COMMON SET.>, then press [OK].

```
T X / R X   S E T T I N G S
 2 . T X / R X   C O M M O N   S E T .
```

- 4** Press ◀ or ▶ to select <TX SETTINGS>, then press [OK].

```
T X / R X   C O M M O N   S E T .
 1 . T X   S E T T I N G S
```


- 5** Press ◀ or ▶ to select <INIT STANDARD SET>, then press [OK].

```
T X   S E T T I N G S
11 . I N I T   S T A N D A R D   S E T
```

- 6** Press ◀ to select <YES>.

```
O K   T O   I N I T I A L I Z E ?
<   Y E S                               N O   >
```

To cancel restoring the Standard Send Settings, press ▶ to select <NO>.



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

# Printing the TX Terminal ID

The TX Terminal ID setting enables you to specify the details included in the Terminal ID information printed on faxed documents. Information such as your fax number and name can be included to let the recipient know who sent the document. You can set the position of the Terminal ID information on the paper. The default settings are as follows:

- <PRINTING POSITION>: <OUTSIDE IMAGE>
- <TELEPHONE # MARK>: <FAX>



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
MENU
4 . TX / RX SETTINGS
```

**3** Press  or  to select <TX/RX COMMON SET.>, then press [OK].



```
TX / RX SETTINGS .
2 . TX / RX COMMON SET .
```

**4** Press  or  to select <TX SETTINGS>, then press [OK].



```
TX / RX COMMON SET .
1 . TX SETTINGS
```

**5** Press  or  to select <TX TERMINAL ID>, then press [OK].

```
TX SETTINGS
7 . TX TERMINAL ID
```

**6** Press  or  to select <PRINTING POSITION>, then press [OK].

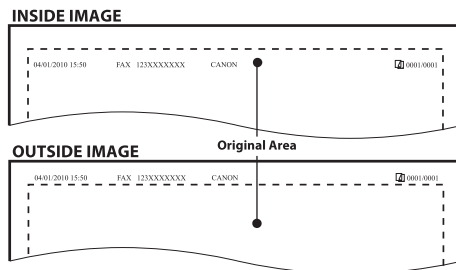
```
TX TERMINAL ID
1 . PRINTING POSITION
```

**7** Press  or  to select <INSIDE IMAGE> or <OUTSIDE IMAGE>, then press [OK].



```
PRINTING POSITION
OUTSIDE IMAGE
```

- <INSIDE IMAGE>: The Terminal ID information is printed inside the image area on the recipient's paper.
- <OUTSIDE IMAGE>: The Terminal ID information is printed outside the image area on the recipient's paper.


Example: The Terminal ID information is printed on the recipient's paper as follows:






**8** Press  or  to select <TELEPHONE # MARK>, then press [OK].

```
T X   T E R M I N A L   I D
  2 . T E L E P H O N E   #   M A R K
```

**9** Press  or  to select <FAX> or <TEL>, then press [OK].

```
T E L E P H O N E   #   M A R K
                                     F A X
```

- <TEL>: "TEL" is printed before the fax/telephone number.
- <FAX>: "FAX" is printed before the fax/telephone number.

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



# ECM Transmission

**ECM (Error Correction Mode) reduces the effect of system and line errors on documents that occur during sending or receiving with another fax machine that supports ECM. If the other machine does not support ECM, this setting is ignored. If transmission speed appears to be extremely slow, you may be able to speed up transmission time by turning ECM off. The default setting is <ON>.**



## NOTE

- If you want to transmit using ECM, it is necessary that ECM Transmission be set in both the destination machine and this machine. This function does not operate unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to send the documents.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <FAX SETTINGS>, then press [OK].



```
T X / R X   S E T T I N G S
3 . F A X   S E T T I N G S
```

**4** Press  or  to select <TX SETTINGS>, then press [OK].

```
F A X   S E T T I N G S
3 . T X   S E T T I N G S
```


**5** Press  or  to select <ECM TX>, then press [OK].

```
T X   S E T T I N G S
1 . E C M   T X
```

**6** Press  or  to select <ON> or <OFF>, then press [OK].

```
E C M   T X
O N
```

- <ON>: The ECM transmission is activated.
- <OFF>: The ECM transmission is not activated.

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



# Adjusting the Pause Time

**Some overseas dialing may be affected by the distance or complex routing of connections when dialing the international access code, country code, and the destination's telephone number all at once. In such cases, insert a pause after the international access code. When the machine dials the number, it will pause where the pause was inserted in the number. This helps to improve the connection. The default setting is two seconds.**



## NOTE

- You can insert a pause when you dial the fax number using 0 – 9 [numeric keys]. (See “Dialing an Overseas Number (With Pauses),” on p. 6-15.)
- Pauses entered at the end of dialed fax numbers are always 10 seconds long.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
  4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <FAX SETTINGS>, then press [OK].



```
T X / R X   S E T T I N G S
  3 . F A X   S E T T I N G S
```

**4** Press  or  to select <TX SETTINGS>, then press [OK].

```
F A X   S E T T I N G S
  3 . T X   S E T T I N G S
```


**5** Press  or  to select <PAUSE TIME>, then press [OK].

```
T X   S E T T I N G S
  2 . P A U S E   T I M E
```

**6** Use  ,  , or 0 – 9 [numeric keys] to set the pause time, then press [OK].

```
P A U S E   T I M E
                                     2 S E C
```

The pause time can be set from 1 to 15 seconds in one second increments.

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

# Time Out Mode

The Time Out mode enables you to set the machine to automatically start scanning documents after you specify the destinations using the one-touch keys or coded dial codes, or by pressing [Recall/Pause]/[Redial/Pause], without pressing [Start]. If you set the Time Out mode to <ON>, the machine pauses for five seconds after you specify a destination before starting to scan.

If you are using sequential broadcasting to send your document to more than one location, you must dial the second fax number within five seconds of dialing the first fax number. All subsequent numbers must be dialed within 10 seconds. If you wait longer than the specified time out interval before dialing the next number, the machine starts to scan your document. The default setting is <OFF>.

**1** Press [Menu].

**2** Press or to select <TX/RX SETTINGS>, then press [OK].

```
MENU
4 . TX / RX  SETTINGS
```

**3** Press or to select <FAX SETTINGS>, then press [OK].

```
TX / RX  SETTINGS
3 . FAX  SETTINGS
```

**4** Press or to select <TX SETTINGS>, then press [OK].

```
FAX  SETTINGS
3 . TX  SETTINGS
```

**5** Press or to select <TIME OUT>, then press [OK].

```
TX  SETTINGS
4 . TIME OUT
```

**6** Press or to select <ON> or <OFF>, then press [OK].

```
TIME OUT
ON
```

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



# Checking the Dial Tone before Sending

The following redirection problem may happen with certain kinds of fax machines on the market made by companies other than Canon. The DIALING LINE CHCK mode prevents this rare occurrence from happening. If you are sending a fax document from your machine at the same time another fax machine (made by a company other than Canon) is trying to send you a fax, your fax document may end up being redirected to that fax machine, instead of the original destination you had intended. Setting <DIALING LINE CHCK> to <ON> enables you to avoid such sending problems. The default setting is <OFF>.



## NOTE

The DIALING LINE CHCK mode is enabled only after you turn OFF the main power switch of the machine, wait for at least 10 seconds, and then turn it ON again. For more information on how to turn the main power ON and OFF, see "Connect Power Cord and Turn on the Machine," in the Starter Guide.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <FAX SETTINGS>, then press [OK].

```
T X / R X   S E T T I N G S
3 . F A X   S E T T I N G S
```

**4** Press  or  to select <TX SETTINGS>, then press [OK].


```
F A X   S E T T I N G S
3 . T X   S E T T I N G S
```

**5** Press  or  to select <DIALING LINE CHCK>, then press [OK].

```
T X   S E T T I N G S
5 . D I A L I N G   L I N E   C H C K
```

**6** Press  or  to select <ON> or <OFF>, then press [OK].

```
D I A L I N G   L I N E   C H C K
O N
```

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

# Send Start Speed

This function enables you to change the send start speeds, which is useful when there is difficulty initiating the sending of a document. The default setting is <33600bps>.

**1** Press **[Menu]**.

**2** Press **[Left]** or **[Right]** to select <SYSTEM SETTINGS>, then press **[OK]**.

```
M E N U
1 0 . S Y S T E M   S E T T I N G S
```

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using **[0]** – **[9]** [numeric keys], then press **[Log In/Out]**.

**3** Press **[Left]** or **[Right]** to select <COMMUNICATIONS>, then press **[OK]**.

```
S Y S T E M   S E T T I N G S
6 . C O M M U N I C A T I O N S
```

**4** Press **[Left]** or **[Right]** to select <FAX SETTINGS>, then press **[OK]**.

```
C O M M U N I C A T I O N S
3 . F A X   S E T T I N G S
```

**5** Press **[Left]** or **[Right]** to select <TX START SPEED>, then press **[OK]**.

```
F A X   S E T T I N G S
1 . T X   S T A R T   S P E E D
```

**6** Press **[Left]** or **[Right]** to select the desired start speed, then press **[OK]**.

```
T X   S T A R T   S P E E D
                               3 3 6 0 0 b p s
```

If your document transmission is slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select <33600bps>, <14400bps>, <9600bps>, <7200bps>, <4800bps>, or <2400bps>.

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

# Receiving Fax Documents

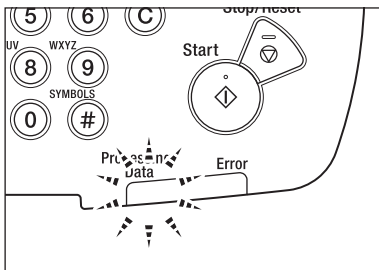
**This section describes how the machine operates when it receives fax documents.**

## NOTE

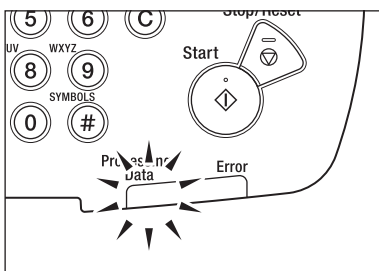
- The MF5880dn can receive I-fax documents.
- Printing fax documents and scanning documents over the network cannot be processed at the same time. If this happens, these documents are handled differently depending on the following:
- If you scan documents when the machine is receiving fax documents, or the machine receives fax documents when scanning documents, the machine scans documents first, then starts printing the fax documents when scanning is complete.
- If you scan documents when the machine is printing received fax documents, scanning is canceled. Wait for the fax documents to be printed out, then perform the scanning operation again.

## Basic Methods for Receiving Faxes

- 1** When documents are being received, the Processing/Data indicator on the operation panel blinks a green light.



- 2** When document reception is complete, the Processing/Data indicator on the operation panel maintains a steady green light. This indicates that documents are stored in memory.



## NOTE

- The Processing/Data indicator blinks or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator blinks a red light when either the amount of available memory is low or paper needs to be loaded into a paper cassette.

- 3** The document is printed. The Processing/Data indicator goes out when documents stored in memory are printed.

## NOTE

- When a paper size other than <LTR>, <LGL>, <A4>, <B5>, or <A5> is set, the machine may perform printing even if a different size paper is loaded in the paper cassette or the multi-purpose tray. In this case, the images may be printed only partially or incorrectly. Make sure the paper size setting matches the size of the paper that is actually loaded.
- 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 cassette.
- If a printing error occurs, the Error indicator blinks a red light.



# Printing Received Documents on Both Sides of Paper

You can print received documents on both sides of the paper you select. This enables you to save paper. The default setting is <OFF>.



## NOTE

- Make sure to close the sub-output tray before performing 2-sided printing.
- Do not open the sub-output tray while performing 2-sided printing.
- When performing 2-sided printing, make sure to confirm that the paper size switch lever on the rear side of the machine is set to the appropriate position. Paper jams may occur if the lever is not set appropriately. For details on how to set the paper size switch lever, see "Setting the Paper Size Switch Lever," on p. 2-16.
- Only LTR, A4, and LGL size paper can be used for 2-sided printing.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].

```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <TX/RX COMMON SET.>, then press [OK].

```
T X / R X   S E T T I N G S
2 . T X / R X   C O M M O N   S E T .
```

**4** Press  or  to select <RX SETTINGS>, then press [OK].


```
T X / R X   C O M M O N   S E T .
2 . R X   S E T T I N G S
```

**5** Press  or  to select <TWO-SIDED PRINT>, then press [OK].

```
R X   S E T T I N G S
1 . T W O - S I D E D   P R I N T
```

**6** Press  or  to select <ON> or <OFF>, then press [OK].

```
T W O - S I D E D   P R I N T
O N
```



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





# Reducing a Received Document

You can set the machine to automatically reduce received documents so that the whole document is printed within the printable area of the paper. The default setting is <ON> (<AUTO> and <VERTICAL ONLY>).



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
  4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <TX/RX COMMON SET.>, then press [OK].

```
T X / R X   S E T T I N G S
  2 . T X / R X   C O M M O N   S E T .
```

**4** Press  or  to select <RX SETTINGS>, then press [OK].

```
T X / R X   C O M M O N   S E T .
  2 . R X   S E T T I N G S
```



**5** Press  or  to select <RECEIVE REDUCTION>, then press [OK].

```
R X   S E T T I N G S
  2 . R E C E I V E   R E D U C T I O N
```

**6** Press  or  to select <ON>, then press [OK].

```
R E C E I V E   R E D U C T I O N
                                     O N
```

If you select <OFF>, skip to step 12.



**7** Press  or  to select <RX REDUCTION>, then press [OK].

```
R E C E I V E   R E D U C T I O N
  1 . R X   R E D U C T I O N
```

**8** Press  or  to select <AUTO> or <FIXED REDUCTION>, then press [OK].

```
R X   R E D U C T I O N
      F I X E D   R E D U C T I O N
```

- If you select <AUTO>, the image is reduced automatically. Skip to step 10.
- If you select <FIXED REDUCTION>, go to the next step.

**9** Press  or  to select a preset reduction ratio (90%, 95%, 97%, or 75%), then press [OK].

```
S E L E C T   R E D U C E   %
                                     9 0 %
```

- 10** Press ◀ or ▶ to select <REDUCE DIRECTION>, then press [OK].

```
RECEIVE REDUCTION
2 . REDUCE DIRECTION
```

- 11** Press ◀ or ▶ to select <VERTICAL ONLY> or <HORIZ & VERTICAL>, then press [OK].

```
REDUCE DIRECTION
          VERTICAL ONLY
```

- <VERTICAL ONLY>: Reduces the document vertically only.
- <HORIZ & VERTICAL>: Reduces the document both horizontally and vertically.

- 12** Press ⏻ [Stop/Reset] to return to the standby mode.

# Printing Footer Information on a Received Document

You can set whether to insert the machine's fax number and the sender information on received faxes. The default setting is <OFF>.



## NOTE

The sender information is added at the bottom of the received I-faxes even if <RX PAGE FOOTER> is set to <OFF>.

**1** Press [Menu].

**2** Press or to select <TX/RX SETTINGS>, then press [OK].

```
M E N U
  4 . T X / R X   S E T T I N G S
```

**3** Press or to select <TX/RX COMMON SET.>, then press [OK].

```
T X / R X   S E T T I N G S
  2 . T X / R X   C O M M O N   S E T .
```

**4** Press or to select <RX SETTINGS>, then press [OK].

```
T X / R X   C O M M O N   S E T .
  2 . R X   S E T T I N G S
```

**5** Press or to select <RX PAGE FOOTER>, then press [OK].

```
R X   S E T T I N G S
  3 . R X   P A G E   F O O T E R
```

**6** Press or to select <OFF> or <ON>, then press [OK].

```
R X   P A G E   F O O T E R
                                     O N
```

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



# Specifying the Way of Printing When Toner Runs Out

You can set if the machine stores all documents in memory or continue printing without storing documents in memory, when the toner runs out. The default setting is <RX TO MEMORY>.

## NOTE

- If <CONT. PRINTING> is set to <KEEP PRINTING>, you can still continue printing even after the <TONER LOW/PREPARE NEW TONER> message appears. The printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you cannot print the same documents again.
- If <CONT. PRINTING> is set to <RX TO MEMORY>, the machine stores all documents in memory when the <TONER LOW/PREPARE NEW TONER> message appears. After the toner cartridge is replaced, the documents can be printed and the setting can be reset.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <TX/RX COMMON SET.>, then press [OK].



```
T X / R X   S E T T I N G S
2 . T X / R X C O M M O N   S E T .
```

**4** Press  or  to select <RX SETTINGS>, then press [OK].

```
T X / R X C O M M O N   S E T .
2 . R X   S E T T I N G S
```


**5** Press  or  to select <CONT. PRINTING>, then press [OK].

```
R X   S E T T I N G S
4 . C O N T .   P R I N T I N G
```

**6** Press  or  to select <RX TO MEMORY> or <KEEP PRINTING>, then press [OK].

```
C O N T .   P R I N T I N G
R X   T O   M E M O R Y
```

- <RX TO MEMORY>: The machine stores all documents in memory.
- <KEEP PRINTING>: You can continue printing.

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



# ECM Reception

**ECM (Error Correction Mode) reduces the effect of system and line errors on documents that occur during sending or receiving with another fax machine that supports ECM. If the other machine does not support ECM, this setting is ignored. If reception speed appears to be extremely slow, you may be able to speed up reception time by turning ECM off. The default setting is <ON>.**



## NOTE

- If you want to communicate using ECM, it is necessary that ECM Reception be set in both the sending and receiving machines. This function does not operate unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to receive the documents.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <FAX SETTINGS>, then press [OK].

```
T X / R X   S E T T I N G S
3 . F A X   S E T T I N G S
```

**4** Press  or  to select <RX SETTINGS>, then press [OK].

```
F A X   S E T T I N G S
4 . R X   S E T T I N G S
```


**5** Press  or  to select <ECM RX>, then press [OK].

```
R X   S E T T I N G S
1 . E C M   R X
```

**6** Press  or  to select <ON> or <OFF>, then press [OK].

```
E C M   R X
O N
```

- <OFF>: The ECM reception is not activated.
- <ON>: The ECM reception is activated.

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

# Optional Settings for FaxTel Mode

If you select <FaxTel> for the receive mode, you can specify the length of the detection time, ring time, and machine's action after the ringing ends. The default settings are as follows:

- <RING START TIME>: <6SEC>
- <F/T RING TIME>: <15SEC>
- <F/T SWITCH ACTION>: <RECEIVE>

**1** Press [Menu].

**2** Press or to select <TX/RX SETTINGS>, then press [OK].

```
MENU
4 . TX / RX SETTINGS
```

**3** Press or to select <FAX SETTINGS>, then press [OK].

```
TX / RX SETTINGS
3 . FAX SETTINGS
```

**4** Press or to select <RX SETTINGS>, then press [OK].

```
FAX SETTINGS
4 . RX SETTINGS
```

**5** Press or to select <FAX/TEL OPT. SET>, then press [OK].

```
RX SETTINGS
2 . FAX / TEL OPT . SET
```

**6** Press or to select <RING START TIME>, then press [OK].

```
FAX / TEL OPT . SET
1 . RING START TIME
```

**7** Use , , or - [numeric keys] to specify the duration (4 to 30 seconds) for which the machine attempts to detect the fax tone before it starts ringing, then press [OK].

```
RING START TIME
6 SEC
```

If the machine receives a fax, the machine does not ring and switches to the receive mode automatically.

**8** Press or to select <F/T RING TIME>, then press [OK].

```
FAX / TEL OPT . SET
2 . F / T RING TIME
```

- 9** Use ◀, ▶, or 0 – 9 [numeric keys] to specify the duration (15 to 300 seconds) of ringing, then press [OK].

```
F / T   R I N G   T I M E
                                     1 5 S E C
```

- 10** Press ◀ or ▶ to select <F/T SWITCH ACTION>, then press [OK].

```
F A X / T E L   O P T .   S E T
  3 . F / T   S W I T C H   A C T I O N
```

- 11** Press ◀ or ▶ to select the action the machine will take after the ringing ends, then press [OK].

```
F / T   S W I T C H   A C T I O N
                                     R E C E I V E
```



- <RECEIVE>: Receives a fax.
- <DISCONNECT>: Disconnects the call.

- 12** Press ⏏ [Stop/Reset] to return to the standby mode.



# Optional Settings for DRPD Mode

If you select <DRPD> for the receive mode, you can select the ring pattern assigned by your telephone company. The default setting is <DOUBLE RING>.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <FAX SETTINGS>, then press [OK].



```
T X / R X   S E T T I N G S
3 . F A X   S E T T I N G S
```

**4** Press  or  to select <RX SETTINGS>, then press [OK].

```
F A X   S E T T I N G S
4 . R X   S E T T I N G S
```


**5** Press  or  to select <DRPD:SELECT FAX>, then press [OK].

```
R X   S E T T I N G S
3 . D R P D : S E L E C T   F A X
```

**6** Press  or  to select a ring pattern, then press [OK].

```
D R P D : S E L E C T   F A X
                D O U B L E   R I N G
```

You can select from the following ring patterns: <DOUBLE RING>, <SHORT-SHORT-LONG>, <SHORT-LONG-SHORT>, <OTHER RING TYPE>, or <NORMAL RING>.

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



# Setting the Incoming Ring

This function enables you to activate the ring alert of the external telephone if <RX MODE> is set to <FaxOnly> or <FaxTel>. Selecting <ON> enables you to distinguish between the fax reception and answer voice calls when you pick up the external telephone while it is ringing. The default setting is <ON>.

**1** Press [Menu].

**2** Press or to select <TX/RX SETTINGS>, then press [OK].

```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press or to select <FAX SETTINGS>, then press [OK].

```
T X / R X   S E T T I N G S
3 . F A X   S E T T I N G S
```

**4** Press or to select <RX SETTINGS>, then press [OK].

```
F A X   S E T T I N G S
4 . R X   S E T T I N G S
```

**5** Press or to select <INCOMING RING>, then press [OK].

```
R X   S E T T I N G S
4 . I N C O M I N G   R I N G
```

**6** Press or to select <OFF> or <ON>, then press [OK].

```
I N C O M I N G   R I N G
O N
```

- <OFF>: Incoming tone does not ring. If you select <OFF>, skip to step 8.
- <ON>: Incoming tone rings. If you select <ON>, go to the next step.

**7** Press or to set the number of ring times (1 to 99 times), then press [OK].

```
R I N G   C O U N T
2 T I M E S
```

**8** Press [Stop/Reset] to return to the standby mode.

# Receiving Documents Manually with an External Telephone (Remote RX)

You can connect one external telephone to the machine. When the telephone rings with the machine in the Manual receive mode, you can use the external telephone to start receiving the document without walking over to the machine. The default settings are as follows:

- <REMOTE RX>: <ON>
- <REMOTE RX ID>: <25>



## Activating the Remote Reception

Follow this procedure to turn on the remote reception.



### NOTE

If <MANUAL/AUTO> is set to <ON>, the machine switches to the document receive mode after the external telephone rings for a specified time. (See "Adjusting the Auto Switch Time," on p. 6-57.)



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].



```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <FAX SETTINGS>, then press [OK].

```
T X / R X   S E T T I N G S
3 . F A X   S E T T I N G S
```

**4** Press  or  to select <RX SETTINGS>, then press [OK].

```
F A X   S E T T I N G S
4 . R X   S E T T I N G S
```


**5** Press  or  to select <REMOTE RX>, then press [OK].

```
R X   S E T T I N G S
5 . R E M O T E   R X
```

**6** Press  or  to select <ON>, then press [OK].

```
R E M O T E   R X
O N
```

If you do not want to change the default remote reception ID, skip to step 9.


**7** Press  [Clear] to delete the default remote reception ID of 25.

```
R E M O T E   R X   I D
2 5 _ _
```

- 8** Use ① – ⑨ [numeric keys] to enter a new remote reception ID (a combination of two characters), then press [OK].

Ex.

R	E	M	O	T	E	R	X	I	D
0	0	__							

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

## Receiving Documents with the Remote Reception

Follow this procedure to receive fax documents using the remote reception.

### NOTE

Before using the remote reception to receive fax documents, make sure the followings:

- An external telephone is connected properly.
- Your telephone is set to tone dialing.

- 1** When you receive a call, pick up the external telephone.
- 2** When you hear a beep, use ① – ⑨ [numeric keys] to enter the two-digit remote reception ID to start reception.  
If you hear someone on the line, you can start talking to the other party.
- 3** When the reception is complete, hang up the telephone.



# Adjusting the Auto Switch Time

This function enables you to set the machine to switch to document receive mode after ringing for a specified length of time in the Manual mode. The default setting is <OFF>.



## NOTE

This function is only available when <RX MODE> is set to <Manual>.



**1** Press  [Menu].

**2** Press  or  to select <TX/RX SETTINGS>, then press [OK].

```
M E N U
4 . T X / R X   S E T T I N G S
```

**3** Press  or  to select <FAX SETTINGS>, then press [OK].


```
T X / R X   S E T T I N G S
3 . F A X   S E T T I N G S
```

**4** Press  or  to select <RX SETTINGS>, then press [OK].

```
F A X   S E T T I N G S
4 . R X   S E T T I N G S
```





**5** Press  or  to select <MANUAL/AUTO>, then press [OK].

```
R X   S E T T I N G S
6 . M A N U A L / A U T O
```


**6** Press  or  to select <OFF> or <ON>, then press [OK].

```
M A N U A L / A U T O
O N
```

- <OFF>: The external telephone keeps ringing until someone answers the call manually. If you select <OFF>, skip to step 8.
- <ON>: The machine switches to the document receive mode after the external telephone rings for a specified time. If you select <ON>, go to the next step.

**7** Use , , or  –  [numeric keys] to enter the length of time (1 to 99 seconds) that elapses before the machine switches to document receiving, then press [OK].



```
F / T   R I N G   T I M E
1 5 S E C
```

**8** Press  [Stop/Reset] to return to the standby mode.




# Receive Start Speed

This function enables you to change the receive start speeds, which is useful when there is difficulty initiating the receiving of a document. The default setting is <33600bps>.

**1** Press  [Menu].



**2** Press  or  to select <SYSTEM SETTINGS>, then press [OK].

```
M E N U
1 0 . S Y S T E M   S E T T I N G S
```

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].

**3** Press  or  to select <COMMUNICATIONS>, then press [OK].



```
S Y S T E M   S E T T I N G S
6 . C O M M U N I C A T I O N S
```

**4** Press  or  to select <FAX SETTINGS>, then press [OK].

```
C O M M U N I C A T I O N S
3 . F A X   S E T T I N G S
```


**5** Press  or  to select <RX START SPEED>, then press [OK].

```
F A X   S E T T I N G S
2 . R X   S T A R T   S P E E D
```

**6** Press  or  to select the desired receive speed, then press [OK].

```
R X   S T A R T   S P E E D
                               3 3 6 0 0 b p s
```

If your document reception is slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select <33600bps>, <14400bps>, <9600bps>, <7200bps>, <4800bps>, or <2400bps>.

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

# Receiving Documents in Memory without Printing Out (Memory Lock Reception)

Normally a document prints as soon as you receive it. However, there may be occasions when you want the machine to store all documents in memory until you are ready to print them. Locking the machine to receive and store all documents in memory is called memory lock reception. The default setting is <OFF>.

1 Press [Menu].

2 Press or to select <SYSTEM SETTINGS>, then press [OK].

```
M E N U
1 0 . S Y S T E M   S E T T I N G S
```

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].

3 Press or to select <COMMUNICATIONS>, then press [OK].

```
S Y S T E M   S E T T I N G S
6 . C O M M U N I C A T I O N S
```

4 Press or to select <MEMORY LOCK>, then press [OK].

```
C O M M U N I C A T I O N S
4 . M E M O R Y   L O C K
```

If the memory lock password has been set, enter the password using – [numeric keys], then press [OK].

5 Press or to select <ON>, then press [OK].

```
M E M O R Y   L O C K
O N
```

## NOTE

When you select <OFF>, the machine starts to print the received documents in memory.

6 Press or to select <PASSWORD>, then press [OK].

```
M E M O R Y   L O C K
1 . P A S S W O R D
```

7 If you want to set or change a password for the Memory Lock mode, use – [numeric keys] to enter the memory reception password (up to seven digits), then press [OK].

Ex.

```
P A S S W O R D
1 2 _ _
```

- 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 [OK] without entering any numbers.

- 8** Press or to select <REPORT PRINT>, then press [OK].

```
MEMORY LOCK
 2 . REPORT PRINT
```

- 9** Press or to select <ON> or <OFF>, then press [OK].

```
REPORT PRINT                ON
```

- <OFF>: Does not print a RX report.
- <ON>: Prints a RX report.

**NOTE**

<RX REPORT> should also be set to <OUTPUT YES> so that RX reports are automatically printed when documents are received in memory. For instructions, see "RX Report," in the e-Manual.

- 10** Press or to select <MEMORY RX TIME>, then press [OK].

```
MEMORY LOCK
 3 . MEMORY RX TIME
```

If you do not need to set the timer for memory lock, skip to step 16.

- 11** Press or to select <ON>, then press [OK].

```
MEMORY RX TIME                ON
```

- 12** Press or to select <MEM RX START TIME>, then press [OK].

```
MEMORY RX TIME
 1 . MEM RX START TIME
```

- 13** Use ① – ⑨ [numeric keys] to enter the start time (in 24-hour/military time format), then press [OK].

Ex.

```
MEM RX START TIME
          2 0 : 0 0
```

- 14** Press or to select <MEM. RX END TIME>, then press [OK].

```
MEMORY RX TIME
 2 . MEM . RX END TIME
```

- 15** Use ① – ⑨ [numeric keys] to enter the end time (in 24-hour/military time format), then press [OK].

Ex.



```
MEM . RX END TIME
          0 8 : 0 0
```

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




# Printing All Documents Stored in the Memory Lock Reception Mode

Follow this procedure to print documents received when the machine is in the memory lock reception mode.

**1** Press  [Menu].

**2** Press  or  to select <SYSTEM SETTINGS>, then press [OK].

```
M E N U
1 0 . S Y S T E M   S E T T I N G S
```



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].


**3** Press  or  to select <COMMUNICATIONS>, then press [OK].

```
S Y S T E M   S E T T I N G S
6 . C O M M U N I C A T I O N S
```

**4** Press  or  to select <MEMORY LOCK>, then press [OK].


```
C O M M U N I C A T I O N S
4 . M E M O R Y   L O C K
```

If the memory lock password has been set, enter the password using  –  [numeric keys], then press [OK].

**5** Press  or  to select <OFF>, then press [OK].

```
M E M O R Y   L O C K
O F F
```

The received documents are printed.

**6** Press  [Stop/Reset] to return to the standby mode.



# Checking/Changing the Status of Fax Documents in Memory

The Status Monitor screen enables you to view and change the status of fax documents in memory.



NOTE

If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, the job log does not appear in the display.

## Checking/Deleting Fax Transmission Documents

You can check the detailed information of fax documents currently being sent or waiting to be sent, then delete unwanted documents as necessary.

- 1 Press [Job Cancel/Status Monitor] repeatedly to select <TX/RX STATUS> or <JOB CANCEL>, then press [OK].

```
TX / RX  STATUS
```

If you select <JOB CANCEL>, press or to select <TX/RX>, then press [OK].

- 2 Press or to scroll through the job list.

```
0 0 0 1  1 5 : 5 0  TX  TRM . . .  
0 1 2 X X X X X X X
```

If you want to delete a job, go to the next step. Otherwise, press [Stop/Reset] to return to the standby mode.

- 3 Press or to select the job you want to delete, then press [OK].

```
0 0 0 2  1 5 : 5 1  TX  STND BY  
1 2 3 X X X X X X X
```

If you select <JOB CANCEL> in step 1, skip to step 5.

- 4 Press or to select <CANCEL>, then press [OK].

```
0 0 0 2  
C A N C E L
```

- 5 Press to select <YES>.

```
C A N C E L ?  
<  Y E S                               N O  >
```

If you do not want to delete the job, press to select <NO>.

- 6 Press [Stop/Reset] to return to the standby mode.

## Checking/Deleting Fax Reception Documents

You can delete the received documents in memory. You can also forward received documents in memory to a desired destination.

- 1 Press [Job Cancel/Status Monitor] repeatedly to select <TX/RX STATUS> or <JOB CANCEL>, then press [OK].

```
TX / RX  STATUS
```

If you select <JOB CANCEL>, press or to select <TX/RX>, then press [OK].

- 2 Press or to scroll through the job list.

```
5 0 0 3   1 5 : 5 5   RX  TRM . . .
                0 1 2 X X X X X X X
```

If you want to delete a job, go to the next step. Otherwise, press [Stop/Reset] to return to the standby mode.

- 3 Press or to select the job you want to delete, then press [OK].

```
5 0 0 1   1 5 : 5 3   RX  STNDBY
                1 2 3 X X X X X X X
```

If you select <JOB CANCEL> in step 1, skip to step 5.

- 4 Press or to select <CANCEL>, then press [OK].

```
5 0 0 1
CANCEL
```

### NOTE

You can forward the selected job to another destination by selecting <FORWARD>. For information on forwarding received documents, see "Sending Documents in Memory to a Different Destination," in the e-Manual.

- 5 Press to select <YES>.

```
CANCEL ?
< YES                      NO >
```

If you do not want to delete the job, press to select <NO>.

- 6 Press [Stop/Reset] to return to the standby mode.

### NOTE


For the MF5880dn, you can check for the arrival of I-faxes at any time if you select <I-FAX> in step 1. To be able to check the arrival of I-fax using [Job Cancel/Status Monitor], you must first set <POP> (Post Office Protocol) to <ON> in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.

## Checking the Fax Log

You can view the results of fax transactions that list all faxes sent or received.

 **NOTE**


If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, the job log does not appear in the display.

- 1** Press  [Job Cancel/Status Monitor] repeatedly to select <TX/RX LOG>, then press [OK].

```
T X / R X   L O G
```

- 2** Press  or  to view the required transmission/reception result.

```
0 0 0 1   1 5 : 5 0   T X   O K  
                0 1 2 X X X X X X X
```

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

 **NOTE**

You can also check the results of fax transactions (transmission or reception) by printing the TX report, RX report, or Activity report. For details, see "Printing Reports Automatically," in the e-Manual and "Printing Reports and Lists Manually," in the e-Manual.

# E-Mail

(MF5880dn only)

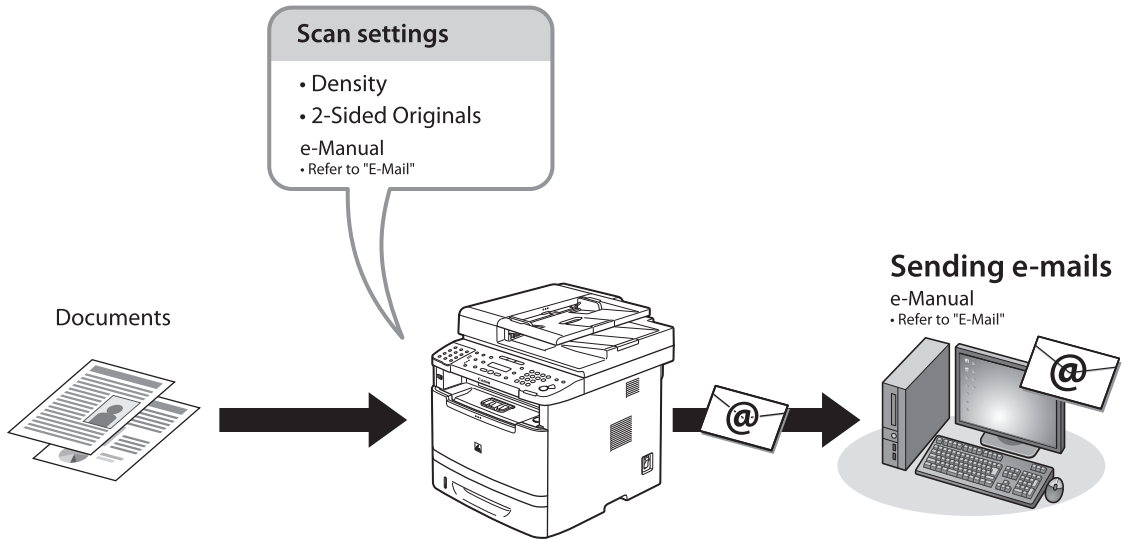
# Chapter 7

This chapter describes what you must do before using e-mail functions. It also describes the settings and procedures for sending e-mails. E-mail functions are available only for the MF5880dn.

<b>Overview of E-Mail Functions</b> .....	7-2
<b>Introduction to Using E-Mail Functions</b> .....	7-4
<b>Basic E-Mail Operations</b> .....	7-5
Sending E-Mail Documents .....	7-5
Canceling Sending E-Mail Documents .....	7-7

# Overview of E-Mail Functions

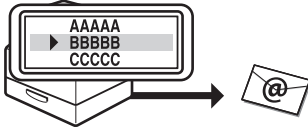
You can send scanned documents as e-mail attachments.



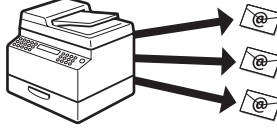
# Advanced sending functions

## Specifying destinations e-Manual • Refer to "E-Mail"

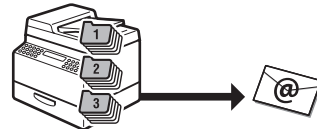
### Using the address book



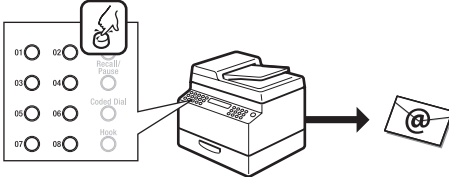
### Broadcasting



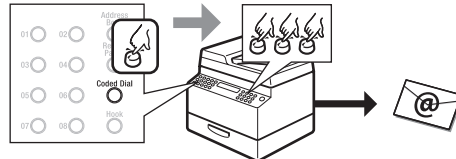
### Job recall



### Using the one-touch keys

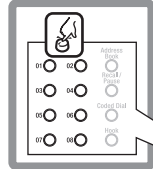


### Using the coded dial codes

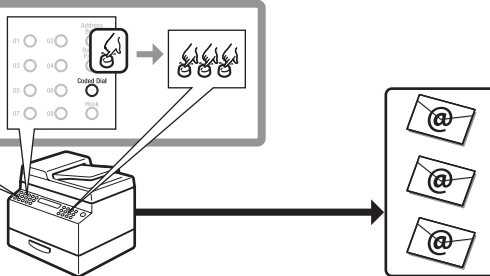
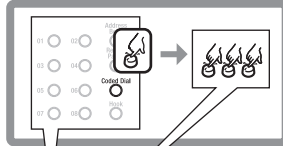


### Using the group address

#### One-touch keys

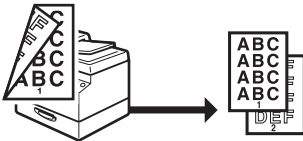


#### Coded dial codes



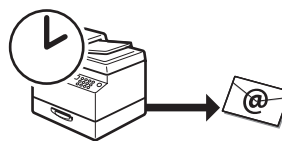
### Sending 2-sided documents

e-Manual  
• Refer to "E-Mail"



### Delayed sending

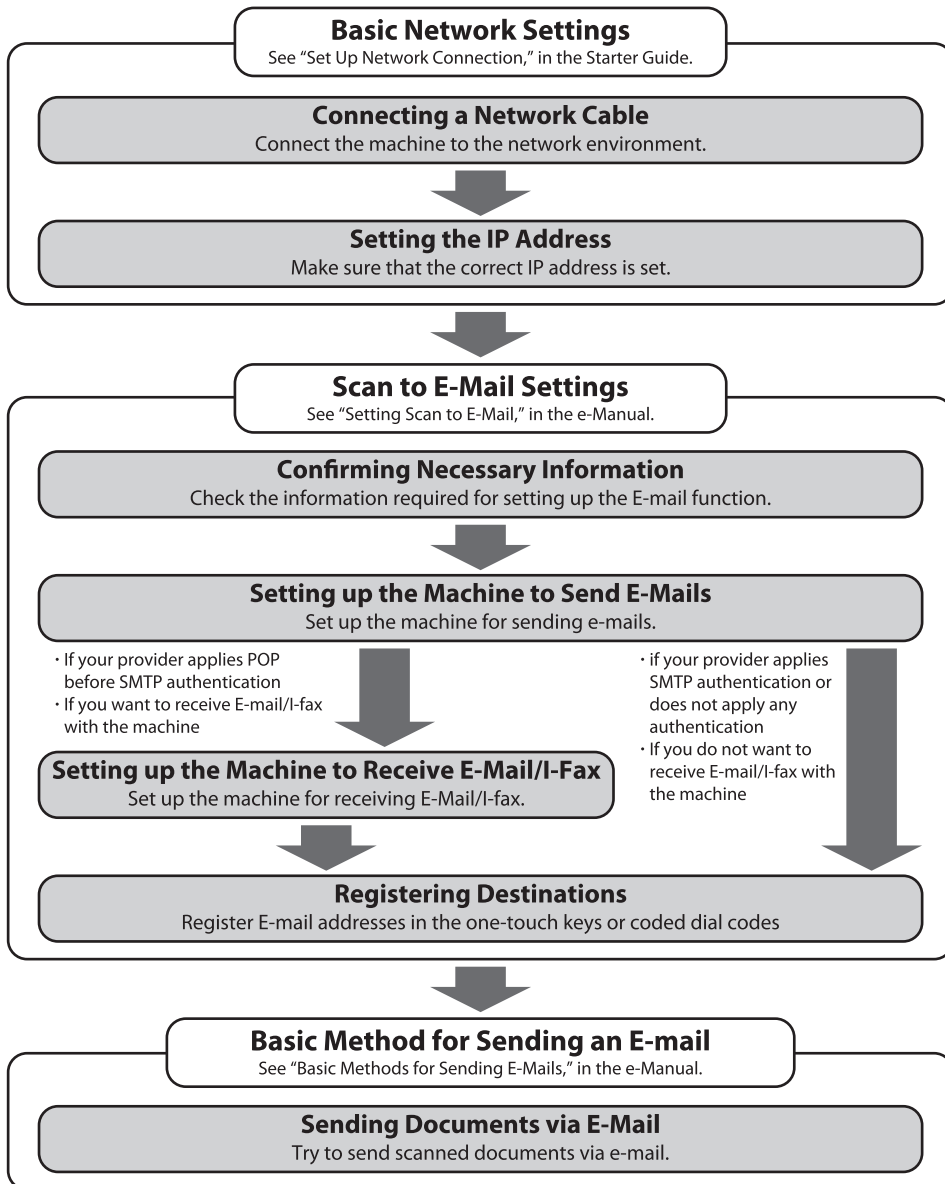
e-Manual  
• Refer to "E-Mail"



# Introduction to Using E-Mail Functions

This machine enables you to send scanned documents to an e-mail application. Scanned documents are converted to file formats such as TIFF and are transmitted as an e-mail attachment to the recipient's e-mail application.

The settings required for using the e-mail function are shown below.



For details, see "Setting Scan to E-Mail," in the e-Manual.

# Basic E-Mail Operations

This section describes the basic procedures for sending e-mails and canceling a transmission in progress.

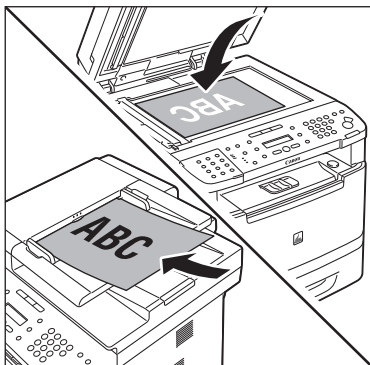
## Sending E-Mail Documents

This section describes the flow of sending e-mails.

### NOTE

If <RESTRICT NEW ADD.> is set to <ON>, you cannot specify e-mail addresses using  $\odot$  -  $\ominus$ ,  $\oplus$  [numeric keys] and  $\otimes$  [Tone]. Make sure that <RESTRICT NEW ADD.> is set to <OFF>. For details, see "Restricting the New Address," in the e-Manual.

### 1 Place documents.



### NOTE

If you want to scan a multi-page document in color, place it on the ADF.

### 2 Press $\boxed{\text{SEND/FAX}}$ [SEND/FAX].

The SEND/FAX indicator lights up and the machine enters the send standby mode.

### 3 Press $\boxed{\text{SEND/FAX}}$ [SEND/FAX] repeatedly to select <E-MAIL:B&W> or <E-MAIL:COLOR>, then press [OK].

```
E - M A I L : B & W
S E L E C T : O K
```

### NOTE

If you want to send color images attached to an e-mail message, select <E-MAIL:COLOR> as the sending method.

### 4 Specify the destination.

Ex.

```
A D D R E S S : a
j o h n @ e x a m p l e . c o
```

For details, see "Specifying Destinations (E-Mail)," in the e-Manual.

If you want to start sending without adjusting the optional send settings, skip to step 10.

### 5 Press [OK] repeatedly until <FILE FORMAT> is displayed.

### 6 Press $\leftarrow$ or $\rightarrow$ to select the file format, then press [OK].

```
F I L E   F O R M A T
P D F
```

- E-mail (B&W): <PDF>, <TIFF(B&W)>
- E-mail (Color): <PDF(COMPACT)>, <JPEG>





**NOTE**

- If you specify an e-mail address from Address Book without selecting the sending method, settings specified in <STANDARD SETTINGS> in <TX SETTINGS> in <TX/RX COMMON SET.> in <TX/RX SETTINGS> are displayed.
- If you select <JPEG>, skip to step 8.

**7**

Press or to select <ON> or <OFF> for <DIVIDE INTO PAGES>, then press [OK].

D I V I D E   I N T O   P A G E S  
O F F

- <OFF>: Sends multiple images as a single file without dividing them.
- <ON>: Separates multiple images and send them as separate files.

**NOTE**

If you have selected <JPEG> in step 6, this setting is not available. <DIVIDE INTO PAGES> is automatically set to <ON> when sending documents in JPEG format.

**8**

Press or to select the resolution, then press [OK].

R E S O L U T I O N  
2 0 0 × 2 0 0 d p i

- E-mail (B&W): <200×200dpi>, <300×300dpi>, <400×400dpi>, <600×600dpi>, <150×150dpi>, <200×100dpi>
- E-mail (Color): <200×200dpi>, <300×300dpi>, <100×100dpi>, <150×150dpi>

**NOTE**

If <PDF(COMPACT)> is selected as the file format, only <300×300dpi> can be selected for sending color images attached to an e-mail message.

**9**

Press or to select the original type, then press [OK].

O R I G I N A L   T Y P E  
T E X T / P H O T O

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

**NOTE**

If you have selected <PDF(COMPACT)> as the file format in step 6, the original type is automatically set to <TEXT/PHOTO>.

**10**

Press [Start].

When you place the documents on the platen glass, press or to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

Scanning starts, and the scanned data is sent to the specified e-mail address as an attached file.

**NOTE**

- You can also adjust the following scan settings as necessary.
  - Density: See “Adjusting Density (E-Mail),” in the e-Manual.
  - 2-sided: See “2-Sided Documents (E-Mail),” in the e-Manual.
- You can set the document’s name, a subject line, message body text, reply-to address, and e-mail priority common to all sending jobs. For instructions, see “Optional Settings for an E-Mail,” in the e-Manual.

## Canceling Sending E-Mail Documents

Follow this procedure to cancel a transmission in progress.

### NOTE

You can also cancel a transmission from the Status Monitor screen. (See "Checking/Deleting E-Mail Transmission Documents," in the e-Manual.)

**1** Press  [Stop/Reset].

**2** When the <STOP KEY PRESSED> message appears, press [OK].

#### ■ When scanning using the ADF:

```
S T O P   K E Y   P R E S S E D
P R E S S   O K   K E Y
```

#### ■ When scanning using the platen glass:

```
S T O P   K E Y   P R E S S E D
```

### NOTE

For sending jobs, remove any unscanned documents from the ADF.



This chapter describes how to use scanner functions.

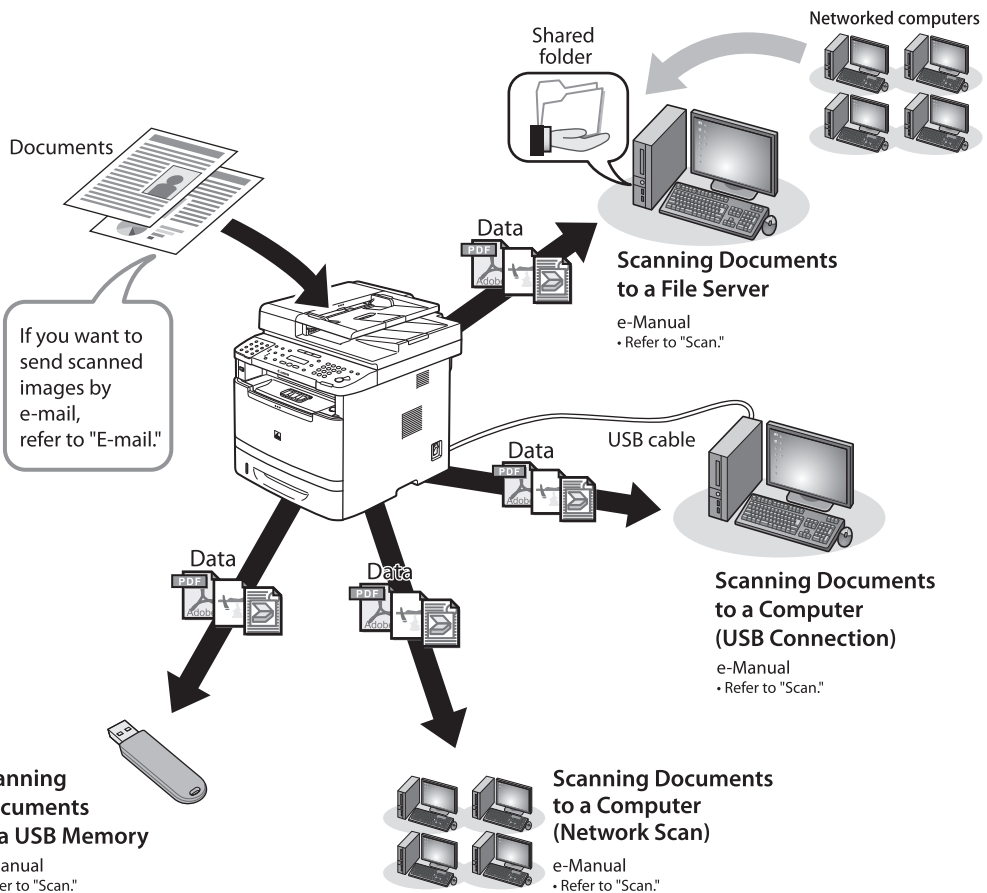
<b>Overview of the Scanner Functions .....</b>	<b>8-2</b>
<b>Introduction to Using Scanner Functions.....</b>	<b>8-4</b>
For Scanning Documents to a File Server (MF5880dn only) .....	8-4
For Scanning Documents to a Computer (USB Connection) .....	8-5
For Scanning Documents to a Computer (Network Scan) .....	8-5
<b>Basic Scanning Operations .....</b>	<b>8-6</b>
Scanning Documents to a File Server (MF5880dn only) .....	8-6
Scanning Documents to a USB Memory .....	8-8
Scanning Documents to a Computer (USB Connection) .....	8-10
Scanning Documents to a Computer (Network Scan) .....	8-10
<b>Canceling Scan Jobs .....</b>	<b>8-12</b>
Canceling Scanning Documents to a File Server (MF5880dn only) .....	8-12
Canceling Scanning Documents to a USB Memory .....	8-12
Canceling Scanning Documents to a Computer Connected with the USB Cable .....	8-13
Canceling Scanning Documents to a Networked Computer .....	8-13

# Overview of the Scanner Functions

You can scan documents and store the scanned images in the following locations:

- Shared folder over the network
- Computer connected with a USB cable
- Computer over the network
- USB memory connected to the machine

\* The function of scanning documents to a file server is available only for the MF5880dn.

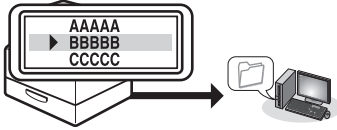


# Various sending functions (File server)

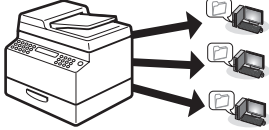
## Specifying destinations

e-Manual  
• Refer to "Scan"

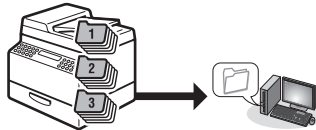
### Using the address book



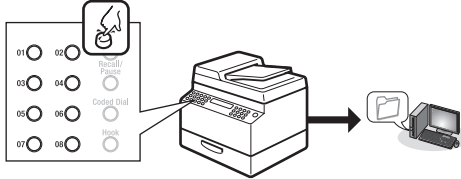
### Broadcasting



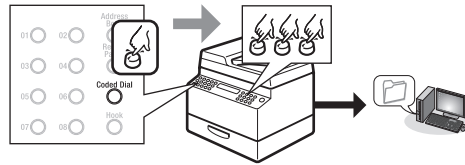
### Job recall



### Using the one-touch keys

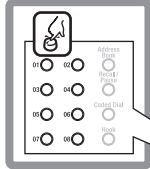


### Using the coded dial codes

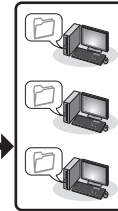
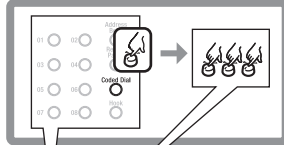


### Using the group address

#### One-touch keys

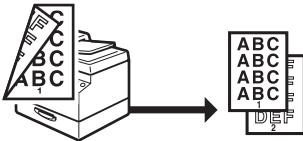


#### Coded dial codes



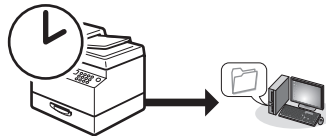
### Sending 2-sided documents

e-Manual  
• Refer to "Scan"



### Delayed sending

e-Manual  
• Refer to "Scan"

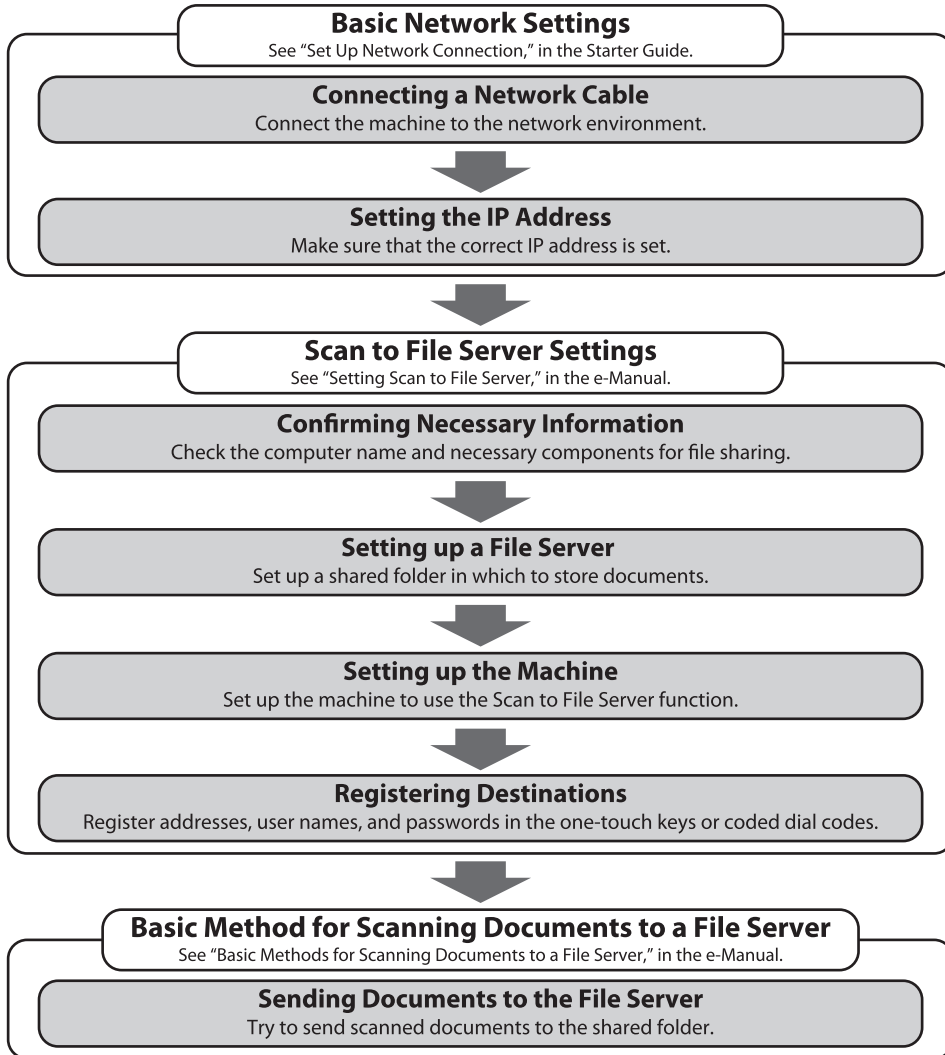


# Introduction to Using Scanner Functions

**This section describes what you must do before using the scanner functions.  
Make sure to set the following items first:**

## **For Scanning Documents to a File Server (MF5880dn only)**

The settings required for sending scanned documents to a file server are shown below.



For details, see "Setting Scan to File Server," in the e-Manual.

## For Scanning Documents to a Computer (USB Connection)

Follow the procedure below to scan documents from your computer via a USB cable and store the scanned data on your computer.

- ① Install ScanGear MF.

Install the ScanGear MF scanner driver. ScanGear MF enables you to use the machine as scanner. (See “About User Software CD-ROM,” in the Starter Guide.)

- ② Connect with a USB cable.

Connect the machine to your computer with the USB cable. (See “USB Connection,” in the Starter Guide.)



### NOTE

The scanner driver is available only through a USB connection.

After completing the procedure above, see “Scanning Documents to a Computer (USB Connection),” on p. 8-10.

## For Scanning Documents to a Computer (Network Scan)

Follow the procedure below to scan documents from your computer over the network and store the scanned data on your computer.

- ① Configure the network settings.

Connect the LAN cable and set the IP address. (See “Set Up Network Connection,” in the Starter Guide or “Basic Network Settings,” in the e-Manual.)

- ② Install Color Network ScanGear.

Install the Color Network ScanGear scanner driver to scan documents from a networked computer. (See “Color Network ScanGear,” in the e-Manual.)

- ③ Select the scanner with the ScanGear Tool.

Select the network scanner to be used with the ScanGear Tool. (See “Selecting the Network Scanner to be Used (Network Scan),” in the e-Manual.)



### NOTE

If you are using Color Network ScanGear for the first time after installing it, the network scanner to be used must be selected with the ScanGear Tool. For details, see “Selecting the Network Scanner to be Used (Network Scan),” in the e-Manual.

After completing the procedure above, see “Scanning Documents to a Computer (Network Scan),” on p. 8-10.








# Basic Scanning Operations

This section describes the basic procedures for scanning documents.

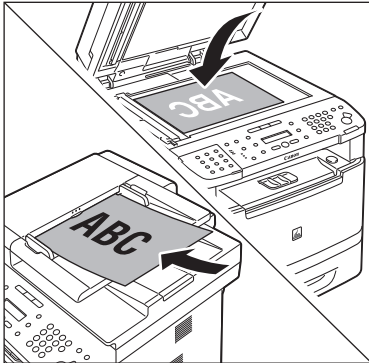
## Scanning Documents to a File Server (MF5880dn only)

This section describes the basic procedure for sending scanned documents to a computer that acts as a file server on a network.

### NOTE

You can specify the file server addresses only with one-touch keys, coded dial codes, or  [Address Book]. You cannot specify a file server using  - ,  [numeric keys] and  [Tone]. See "Specifying Destinations (Scan to File Server)," in the e-Manual.

### 1 Place documents.



### NOTE

If you want to scan a multi-page document in color, place it on the ADF.

### 2 Press [SEND/FAX].

The SEND/FAX indicator lights up and the machine enters the send standby mode.

### 3 Press [SEND/FAX] repeatedly to select <E-MAIL:B&W> or <E-MAIL:COLOR>, then press [OK].

```
E - M A I L : B & W
S E L E C T : O K
```


### NOTE

If you want to send color images to the file server, select <E-MAIL: COLOR> as the sending method.

### 4 Specify the file server's address.

Ex.

```
server1
[ 0 1 ] SERVER 1
```

You can specify the file server addresses only with one-touch keys, coded dial codes, or  [Address Book]. For information how to specify the file server's address, see "Specifying Destinations (Scan to File Server)," in the e-Manual. If you want to start sending without adjusting the optional send settings, skip to step 10.

### 5 Press [OK] repeatedly until <FILE FORMAT> is displayed.


### 6 Press or to select the file format, then press [OK].

```
FILE FORMAT
PDF
```

- File server (B&W): <PDF>, <TIFF(B&W)>
- File server (Color): <PDF(COMPACT)>, <JPEG>

 **NOTE**

- If you select <JPEG>, skip to step 8.
- If you specify a file server's address from Address Book without selecting the sending method, settings specified in <STANDARD SETTINGS> in <TX SETTINGS> in <TX/RX COMMON SET.> in <TX/RX SETTINGS> are displayed.



**7** Press  or  to select <OFF> or <ON> for <DIVIDE INTO PAGES>, then press [OK].

D I V I D E   I N T O   P A G E S  
O F F

- <OFF>: Sends multiple images as a single file without dividing them.
- <ON>: Separates multiple images and send them as separate files.

 **NOTE**

If you have selected <JPEG> in step 6, this setting is not available. <DIVIDE INTO PAGES> is automatically set to <ON> when sending documents in JPEG format.

**8** Press  or  to select the resolution, then press [OK].

R E S O L U T I O N  
2 0 0 × 2 0 0 d p i

- File server (B&W): <200×200dpi>, <300×300dpi>, <400×400dpi>, <600×600dpi>, <150×150dpi>, <200×100dpi>
- File server (Color): <200×200dpi>, <300×300dpi>, <100×100dpi>, <150×150dpi>

 **NOTE**

If <PDF(COMPACT)> is selected as the file format, only <300×300dpi> can be selected.

**9** Press  or  to select the original type, then press [OK].




O R I G I N A L   T Y P E  
T E X T / P H O T O

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

 **NOTE**

If you have selected <PDF(COMPACT)> as the file format in step 6, the original type is automatically set to <TEXT/PHOTO>.

**10** Press  [Start].

When you place the documents on the platen glass, press  or  to select the document size, then press  [Start] for each document. When scanning is complete, press [OK] to start sending.

Scanning starts, and the scanned data is sent to the specified file server.

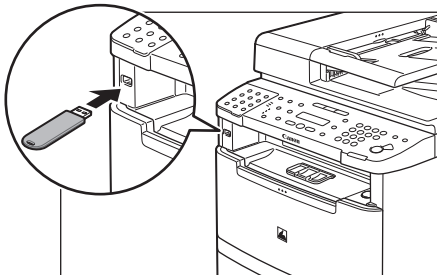
 **NOTE**

- You can also adjust the following scan settings as necessary.
  - Density: See "Adjusting Density (Scan to File Server)," in the e-Manual.
  - 2-sided: See "2-Sided Documents (Scan to File Server)," in the e-Manual.
- You can set the document's name and the message body text. (See "Naming a Sent Document Using a File Server" and "Message," in the e-Manual.)

## Scanning Documents to a USB Memory

This section describes the basic procedure for storing scanned documents in a USB memory.

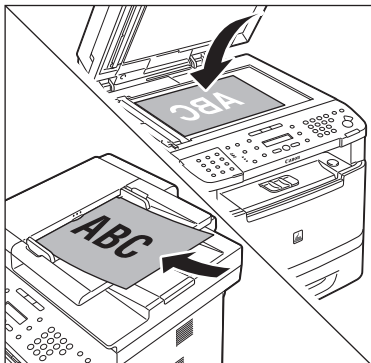
- 1 Insert your USB memory into the USB memory port.



### NOTE

- Insert the USB memory straight into the USB memory port. You may damage the USB memory port if you insert the USB memory at an angle, or if you insert a USB memory that does not comply with USB specifications.
- When the USB memory is inserted, the access indicator turns on. When the access indicator is blinking, the memory media is being read or used in other processes. Do not touch the USB memory or the area surrounding the USB memory port.

- 2 Place documents.



### NOTE

If you want to scan a multi-page document in color, place it on the ADF.

- 3 Press **[SEND/FAX]** **[SEND/FAX]/[FAX]** **[FAX]**.

The SEND/FAX indicator lights up and the machine enters the send standby mode.

- 4 Press **[SEND/FAX]** **[SEND/FAX]/[FAX]** **[FAX]** repeatedly to select **<USB MEMORY: B&W>** or **<USB MEMORY:COLOR>**, then press **[OK]**.

```
U S B   M E M O R Y : B & W
S E L E C T : O K
```

If you want to start scanning without adjusting the optional send settings, skip to step 10.

### NOTE

If you want to store color images in the USB memory, select **<USB MEMORY:COLOR>** as the sending method.

- 5 Press **[OK]** repeatedly until **<FILE FORMAT>** is displayed.

- 6 Press **[Left Arrow]** or **[Right Arrow]** to select the file format, then press **[OK]**.

```
F I L E   F O R M A T
P D F
```

- USB Memory (B&W): **<PDF>**, **<TIFF(B&W)>**
- USB Memory (Color): **<PDF(COMPACT)>**, **<JPEG>**

### NOTE

If you select **<JPEG>**, skip to step 8.

- 7** Press or to select <OFF> or <ON> for <DIVIDE INTO PAGES>, then press [OK].

D I V I D E I N T O P A G E S  
O F F

- <OFF>: Sends multiple images as a single file without dividing them.
- <ON>: Separates multiple images and send them as separate files.

**NOTE**

If you have selected <JPEG> in step 6, this setting is not available. <DIVIDE INTO PAGES> is automatically set to <ON> when sending documents in JPEG format.

- 8** Press or to select resolution, then press [OK].

R E S O L U T I O N  
2 0 0 × 2 0 0 d p i

- USB Memory (B&W): <200×200dpi>, <300×300dpi>, <400×400dpi>, <600×600dpi>, <150×150dpi>, <200×100dpi>
- USB Memory (Color): <200×200dpi>, <300×300dpi>, <100×100dpi>, <150×150dpi>

**NOTE**

If <PDF(COMPACT)> is selected as the file format, only <300×300dpi> can be selected.

- 9** Press or to select the original type, then press [OK].

O R I G I N A L T Y P E  
T E X T / P H O T O

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

**NOTE**

If you have selected <PDF(COMPACT)> as the file format in step 6, the original type is automatically set to <TEXT/PHOTO>.

- 10** Press [Start].

When you place the documents on the platen glass, press or to select the document size, then press [Start].

Scanning starts, and the scanned data is stored in the USB memory.

To scan other documents, press [OK] or [Clear], and then repeat the procedure from step 2.

When <USB STORE COMPLETE/OK TO REMOVE USB> appears, remove your USB memory from the machine and insert it into the USB memory port of your computer.

**NOTE**

- You can also adjust the following scan settings as necessary.
  - Density: See “Adjusting Density (Scan to USB Memory),” in the e-Manual.
  - 2-Sided: See “2-Sided Documents (Scan to USB Memory),” in the e-Manual.

**NOTE**

- You can set the document's name. (See "Naming a Sent Document Using a USB Memory;" in the e-Manual.)
- Scanned images will be assigned serial numbers in the order they are scanned, beginning with 0001\_0001.
- When scanning multiple page documents, <MEMORY FULL> or <USB MEMORY FULL> may appear on the display and scanning may be canceled. If this happens, press [OK] to return to the standby mode. When <MEMORY FULL> is displayed, print, send, or delete any documents stored in memory. When <USB MEMORY FULL> is displayed, delete any documents stored in USB memory.

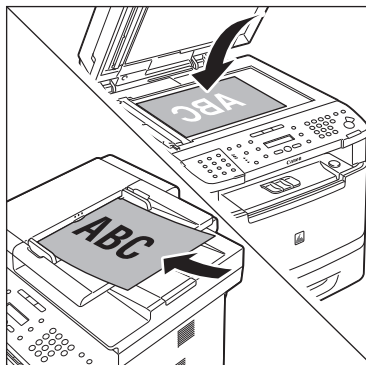
## Scanning Documents to a Computer (USB Connection)

This section describes the basic procedures for scanning documents and storing the scanned images on a computer connected to the machine via a USB cable, by using the operation panel of the machine.

**NOTE**

- Your machine must be connected with a USB cable and the USB scanner driver must be loaded to scan.
- You can also perform this operation from your computer. For details, see "Basic Methods for Scanning Documents to a Computer (USB Connection)," in the e-Manual.

### 1 Place documents.



### 2 Press **SCAN** [SCAN] repeatedly to select <USB SCANNING>.

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

### 3 Press **Start** on the machine.

- If you are asked to select a program to launch, select "MF Toolbox Ver4.9." The scanned document will be processed according to your settings.
- When scanning is complete, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder. (For Windows Vista, the folder will be created in the [Pictures] folder.)

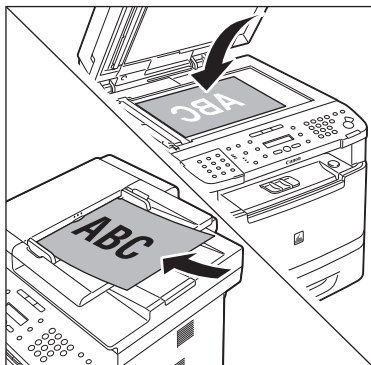
## Scanning Documents to a Computer (Network Scan)

This section describes the basic procedure for scanning documents using Color Network ScanGear.

**NOTE**

If you are using Color Network ScanGear for the first time after installing it, the network scanner to be used must be selected with the ScanGear Tool. For details, see "Selecting the Network Scanner to be Used (Network Scan)," in the e-Manual.

# 1 Place documents.



## NOTE

For better scanning quality, we recommend that you place documents on the platen glass. If you use the ADF, the scanned image might not be clear.

# 2 Press **SCAN** [SCAN] repeatedly to select <NETWORK SCANNING>.

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

# 3 Start Color Network ScanGear from the application on your computer.

For details, see “Starting Color Network ScanGear (Network Scan),” in the e-Manual.

# 4 Make scan settings on the [Main], [Options], and [Scanner Info] sheets.

For details about the settings in each sheet, refer to the Online Help for that sheet.

# 5 Click [Scan].

Scanning starts. When scanning is complete, the Color Network ScanGear Main Window closes and the scanned image is transferred to the application. During scanning, a scanning progress dialog box is displayed. To interrupt scanning, click [Cancel].

## NOTE

- Printing fax documents and scanning documents over the network cannot be processed at the same time. If this happens, these documents are handled differently depending on the following:
  - If you scan documents when the machine is receiving fax documents, or the machine receives fax documents when scanning documents, the machine scans documents first, then starts printing the fax documents when scanning is complete.
  - If you scan documents when the machine is printing received fax documents, scanning is canceled. Wait for the fax documents to be printed out, then perform the scanning operation again.
- Sending documents from a computer and scanning documents over the network cannot be processed at the same time. If this happens, these documents are handled differently depending on the following:
  - If you send PC documents when the machine is scanning documents, the machine scans documents first, then starts sending the PC documents when scanning is complete.
  - If you scan documents when the machine is sending PC documents, scanning is canceled. Wait for the PC documents to be sent out, then perform the scanning operation again.
- Printing documents from a computer and scanning documents over the network cannot be processed at the same time. If this happens, these documents are handled differently depending on the following:
  - If you print PC documents when the machine is scanning documents, an error may occur. In this case, the machine scans documents first, then starts printing the PC documents when scanning is complete.
  - If you scan documents when the machine is printing PC documents, scanning is canceled. Wait for the PC documents to be printed out, then perform the scanning operation again.

# Canceling Scan Jobs

This section describes how to cancel scan jobs.

## Canceling Scanning Documents to a File Server (MF5880dn only)

Follow this procedure to cancel a transmission in progress.

### NOTE

You can also cancel a transmission from the Status Monitor screen. (See "Checking/Deleting Scanning Data," in the e-Manual.)

**1** Press  [Stop/Reset].

**2** When the <STOP KEY PRESSED> message appears, press [OK].

■ When scanning using the ADF:

```
S T O P   K E Y   P R E S S E D
P R E S S   O K   K E Y
```

■ When scanning using the platen glass:

```
S T O P   K E Y   P R E S S E D
```

### NOTE

For sending jobs, remove any unscanned documents from the ADF.

## Canceling Scanning Documents to a USB Memory

Follow this procedure to cancel a scanning job in progress.

**1** Press  [Stop/Reset].

**2** When the <STOP KEY PRESSED> message appears, press [OK].

■ When scanning using the ADF:

```
S T O P   K E Y   P R E S S E D
P R E S S   O K   K E Y
```

■ When scanning using the platen glass:


```
S T O P   K E Y   P R E S S E D
```

### NOTE

For sending jobs, remove any unscanned documents from the ADF.

## Canceling Scanning Documents to a Computer Connected with the USB Cable

During scanning, a scanning progress dialog box is displayed on the computer screen.

- 1 Press  [Stop/Reset] on the operation panel.
- 2 Click [OK] on the computer screen.


## Canceling Scanning Documents to a Networked Computer

During scanning, a scanning progress dialog box is displayed on the computer screen.

- 1 Press [Cancel] on the computer screen.  
The Color Network ScanGear Main Window is closed.



### NOTE

Depending on the application, the Color Network ScanGear Main Window may not close. In this case, click  (Exit) in the Color Network ScanGear Main Window to close it.





This chapter describes what a network is, what you can do with a network, and what you need to do to use the machine with a network.

Flowchart for Setting Up Network .....	9-2
What is the Network? .....	9-3
Overview of Network Functions.....	9-4

# Flowchart for Setting Up Network

Follow the procedures in the flowchart below to set up each network function.

## What to use

**To print, fax (IPv4 only) or scan (IPv4 only) over the network from your computer**

**To send scanned documents via e-mail (IPv4 only)**

**To scan documents to the computer's shared folder (IPv4 only)**

## Required settings

### Setting IP addresses

Starter Guide

- Refer to "Specify the IP Address Settings," in "Set Up Network Connection."

e-Manual

- Refer to "Setting and Checking the IP Address," in "Network Settings."

### Install the driver using the network connection

Starter Guide

- Refer to "Set Up Computers and Software."

e-Manual

- Refer to "Set Up Computers and Software," in "Setting Up the Machine."

### E-mail/I-fax (Receive) function settings for this machine

e-Manual

- Refer to "Setting Scan to E-Mail," in "Network Settings."

### Shared folder settings

e-Manual

- Refer to "Setting Scan to File Server," in "Network Settings."

### File sending function settings for this machine

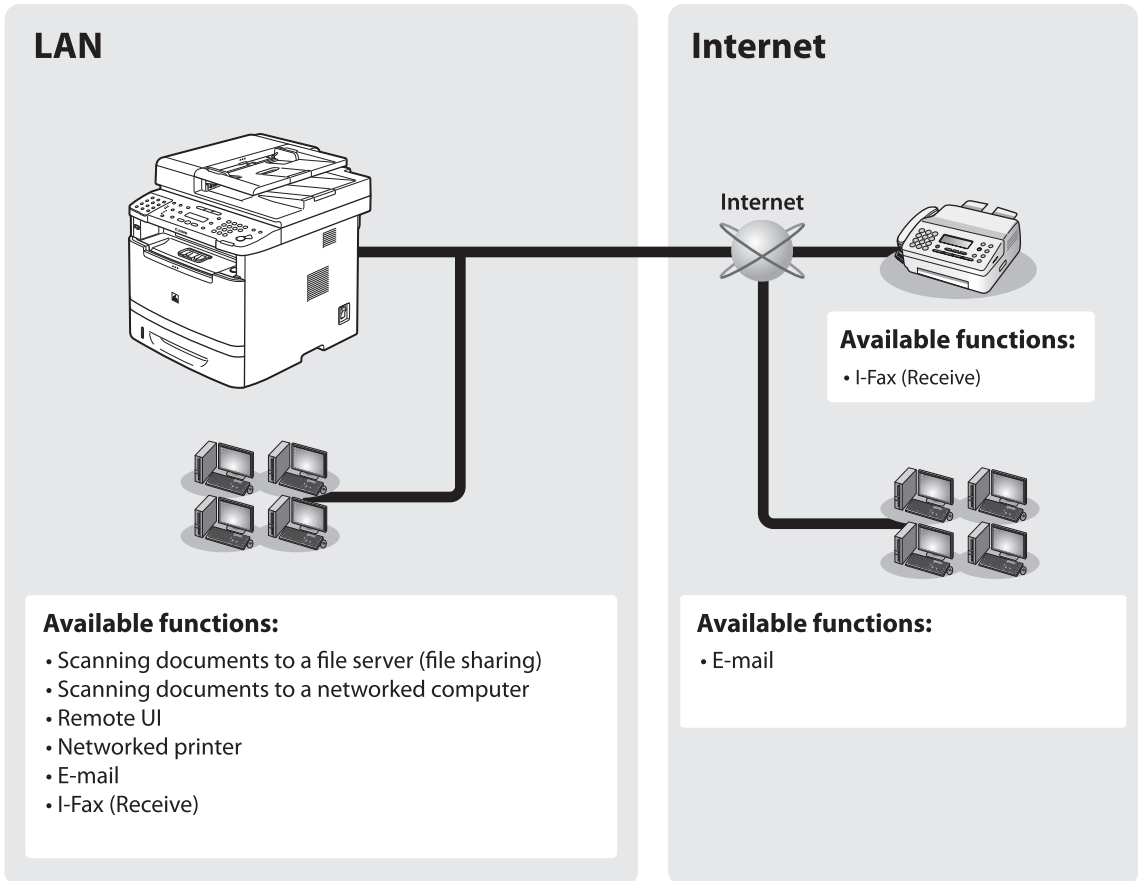
e-Manual

- Refer to "Setting Scan to File Server," in "Network Settings."

# What is the Network?

In the computer field, a network is a system of interconnected computers that communicate with each other. "Internet" and "LAN" are the two most common words used to refer to networks. The Internet is the vast network to which computers all over the world are connected. Computers connected to the Internet anywhere in the world can exchange information with one another. On the other hand, LAN is the abbreviation for "Local Area Network" and means a network within a limited area (in an office, for example).

## Sample network configuration for this product



# Overview of Network Functions

This section describes actions you can perform using the network functions.

## E-Mail

You can send scanned documents as e-mail attachments.

- e-Manual
- Refer to "E-Mail"

## Network PC Fax

You can transfer data from your computer to the machine and send them by fax from the machine.

- e-Manual
- Refer to "PC Fax"

## File server (File sharing)

You can scan documents to the computer's shared folder.

- e-Manual
- Refer to "Scanning Documents to a File Server"

## Network Print

You can print over the network.

- e-Manual
- Refer to "Print"

## Remote UI

You can register and make settings for this product's functions over the network from your computer.

- e-Manual
- Refer to "Settings from a PC"

## Network Scan

You can edit scanned images over the network.

- e-Manual
- Refer to "Scanning Documents to a Computer (Network Scan)"

# Settings from a PC

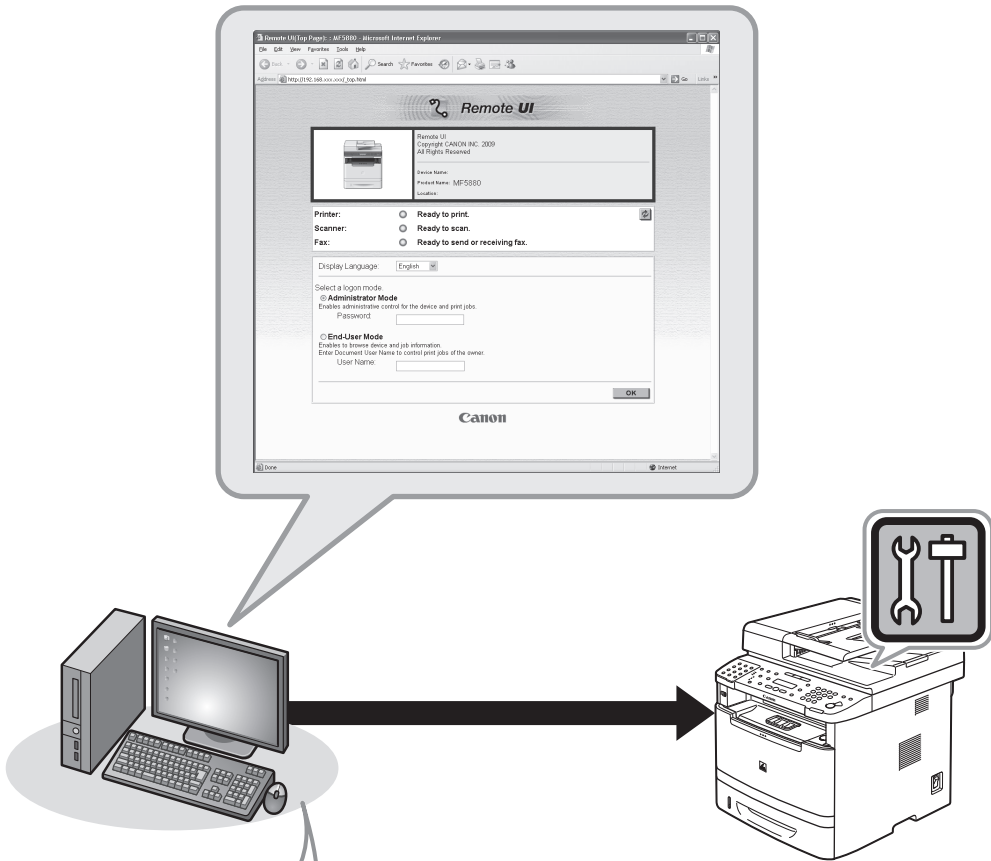
# Chapter 10

The Remote UI enables you to easily manage the machine from a computer on the network.

Overview of Remote UI .....	10-2
Starting the Remote UI.....	10-4

# Overview of Remote UI

The Remote UI enables you to check the machine's status and manage the machine's functions from a computer on the network using a web browser. Using the computer keyboard, the management process, such as entering addresses to the address book will be easier.



## Editing :

- Machine settings
- Address book

e-Manual

- Refer to "Settings from a PC"

## Confirming :

- Device information
- Job log

By using Remote UI, you can set and confirm following functions.

### Checking Device Information from a Computer

**The Remote UI enables you to check the device information, such as device status, device information, device feature, network settings and counter information. Accessing to the device information from a distant place provides you with easy device management.**

**For details, see “Checking Device Status and Information,” in the e-Manual.**

### Managing Jobs From a Computer

**The Remote UI enables you to manage print jobs being processed by the machine, or held in the print queue. It also enables you to view the print job log and the sending, storing and receiving results of fax jobs. Accessing to the job information from a distant place provides you with easy job management.**

**For details, see “Job Management,” in the e-Manual.**

### Editing the Address Book From a Computer

**The Remote UI enables you to make additions and changes to each item of the address book. You can use the keyboard of the computer, so entering large amount of addresses to the address book will be easier. You can also edit the one-touch speed dial and coded dial.**

**For details, see “Managing the Address Book,” in the e-Manual.**

### Setting/Registering From a Computer

**The Remote UI enables you to specify the machine’s system settings, forwarding settings, the department ID and user ID, import and export function, and device custom settings. You can specify the various custom system settings more easily and speedy.**

**For details, see “Customizing System Settings,” in the e-Manual.**



# Starting the Remote UI

To start the Remote UI, follow the procedure described below.

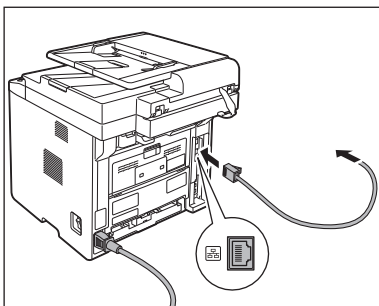
## NOTE

Before you start the Remote UI, perform the followings:

- Select <VIEW IP ADDRESS> in <IPv4 SETTINGS> or <IPv6 SETTINGS> in <TCP/IP SETTINGS> in <NETWORK SETTINGS> located in <SYSTEM SETTINGS>, and verify the IP address of the machine. If you do not know the IP address, consult with your network administrator. (See “Confirming IPv4 Address Settings,” or “Confirming IPv6 Address Settings,” in the e-Manual.)
- If the IP address is not displayed, check if the machine is correctly connected to the computer. For details, see “Set Up Network Connection,” in the e-Manual.
- Set <REMOTE UI> to <ON> in <SYSTEM SETTINGS>. (See “Restricting the Remote UI,” in the e-Manual.)

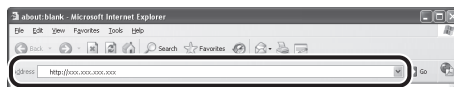
## 1 Prepare the Network.

Set up the machine for use in a network, then connect the machine and the computer to your network router or a hub. For details, see “Set UP Computers and Software,” in the Starter Guide.



## 2 Start the web browser.

## 3 Enter the IP address of the machine in [Address] or [Location], then press [ENTER] on the keyboard.



Example: <http://xxx.xxx.xxx.xxx/>

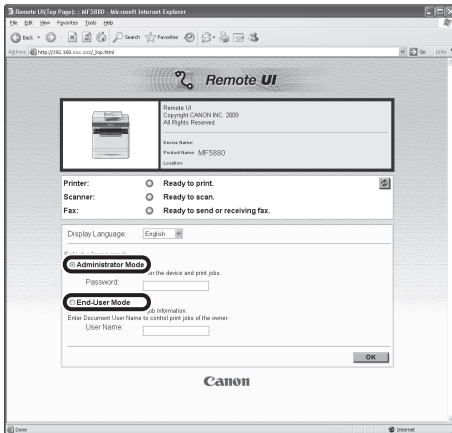
For details on how to check the IP address, see “Confirming IPv4 Address Settings,” or “Confirming IPv6 Address Settings,” in the e-Manual. The Remote UI screen appears.

# 4 Enter the required data.

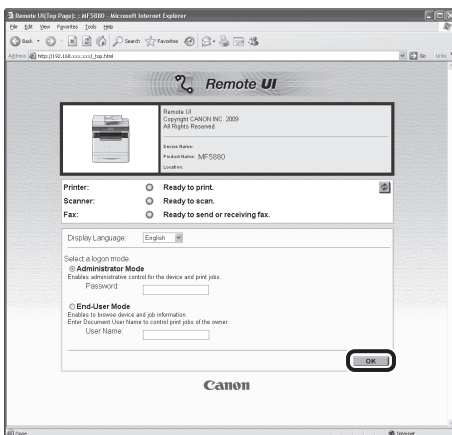
The required data differs depending on the authentication mode you are using.

## ■ For default settings:

- ① Select [Administrator Mode] or [End-User Mode].

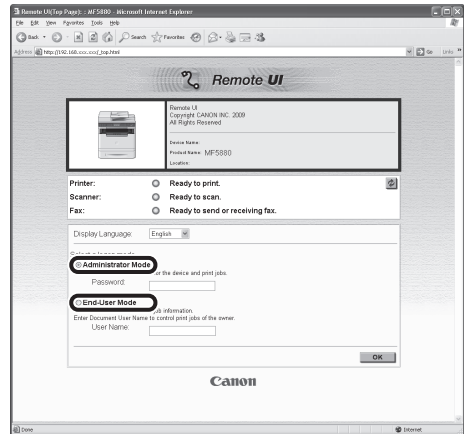


- ② Click [OK].

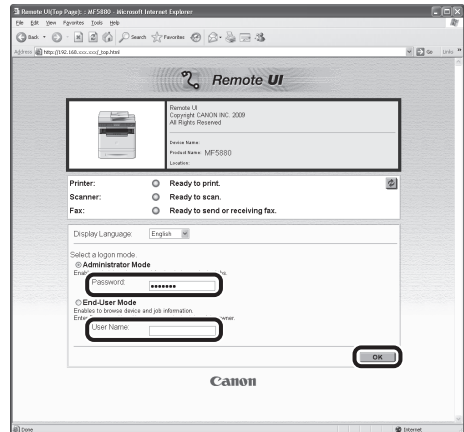


## ■ In case no management mode is set, and system manager ID and password are set:

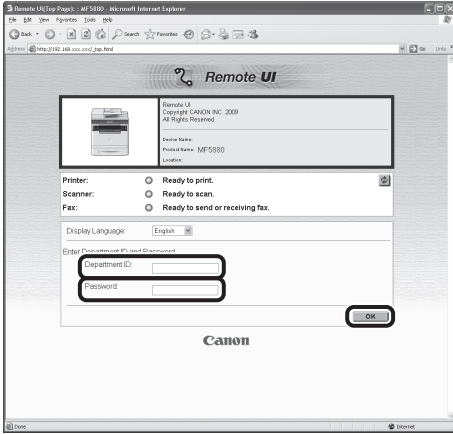
- ① Select [Administrator Mode] or [End-User Mode].



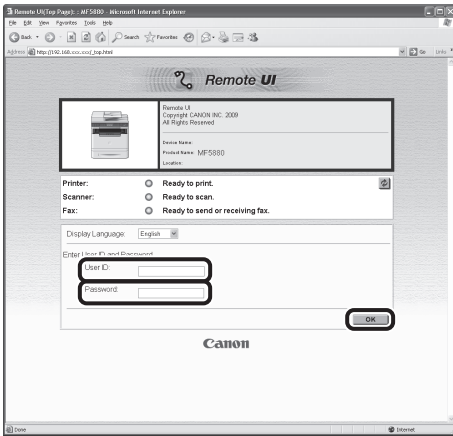
- ② For Administrator Mode, enter the system manager password, and click [OK]. For End-User Mode, enter the user name or leave the [User Name] text box blank, and click [OK].



- For Department ID Management mode:  
Enter the department ID and password, and click [OK].



- For User Management mode:  
Enter the user ID and password, and click [OK].



**NOTE**

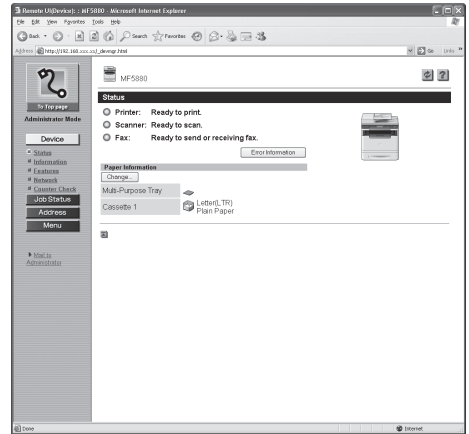
If no password is set, you can log on without entering a password.

**5**

**Operate the machine.**

Now you can manage the machine on the web browser.

For details, see “Settings from a PC,” in the e-Manual.



**NOTE**

For details on the Remote UI settings, see Online Help.

This chapter describes how to perform routine cleaning operations and replace a toner cartridge.

<b>Cleaning the Machine</b> .....	<b>11-2</b>
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Fixing Unit .....	11-2
Automatic Feeder Cleaning .....	11-3
Scanning Area.....	11-4
<b>Replacing the Toner Cartridge</b> .....	<b>11-7</b>
When a Message Appears .....	11-7
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Canadian Program – Programme au Canada .....	11-16
<b>Transporting the Machine</b> .....	<b>11-18</b>

# Cleaning the Machine

**Note the following before cleaning your machine:**

- **Make sure no documents are stored in memory when you 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.**

## NOTE

- Never use volatile liquids such as thinner, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.
- When you turn OFF the main power switch, the documents stored in memory will be erased. To check the jobs stored in memory, see the following:
  - “Canceling Copy Jobs,” on p. 3-5.
  - “Checking and Canceling Print Jobs,” on p. 4-12.
  - “Checking/Changing the Status of Fax Documents in Memory,” on p. 6-62.
  - “Checking/Changing the Status of Scan to File Server Documents,” in the e-Manual.
  - “Checking/Changing the Status of E-Mail Documents,” in the e-Manual.

## Exterior

Clean the exterior of the machine.

- 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.
- 4** Reconnect the power cord and turn ON the main power switch.

## Fixing Unit

If black streaks appear with printing, the Fixing Unit in the main unit may be dirty. Should this occur, clean the Fixing Unit in the following procedure. The Fixing Unit should also be cleaned each time the toner cartridge is replaced.

## NOTE

- Use standard paper as the cleaning paper.
- Cleaning the Fixing Unit takes approximately 150 seconds.
- When some jobs are stored in memory, this function is not available.

- 1** Press  [Menu].

- 2** Press ◀ or ▶ to select <ADJUST./CLEANING>, then press [OK].

```
MENU
8 . ADJUST . / CLEANING
```

- 3** Press ◀ or ▶ to select <FIX.UNIT CLEANING>, then press [OK].

```
ADJUST . / CLEANING
1 . FIX . UNIT CLEANING
```

- 4** Press ◀ or ▶ to select <CLEAN PAPER PRT>, then press [OK].

```
FIX . UNIT CLEANING
1 . CLEAN PAPER PRT
```

 **NOTE**

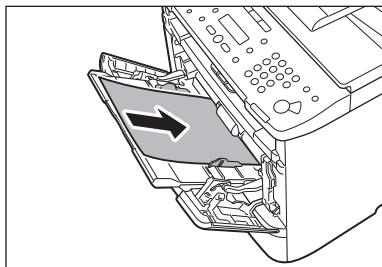
Make sure that LTR paper is loaded in a paper source.

- 5** Press ◀ to select <YES>.

```
OK TO PRINT ?
< YES NO >
```

The cleaning page is printed.

- 6** Load the cleaning page in the multi-purpose tray with the printed side facing down.



- 7** Perform from step 1 to step 3 again.

- 8** Press ◀ or ▶ to select <START CLEANING>, then press [OK].


```
FIX . UNIT CLEANING
2 . START CLEANING
```

- 9** Press ◀ to select <YES>.

```
START CLEANING ?
< YES NO >
```

Cleaning starts. When finished, the display returns to the standby mode.

 **NOTE**

- Throw away the cleaning paper after use.
- The cleaning process cannot be canceled. Please wait until it is completed. If a cleaning paper jam occurs, the error indicator flashes red. Press  [Stop/Reset] and remove the jammed cleaning paper.

## Automatic Feeder Cleaning

If your documents have black streaks or appear dirty after scanning them through the ADF, clean the ADF roller by repeatedly feeding blank sheets of paper through it.

 **NOTE**

Use standard paper as the cleaning paper.

- 1** Press  [MENU].

- 2** Press ◀ or ▶ to select <ADJUST./CLEANING>, then press [OK].

```
MENU
8 . ADJUST . / CLEANING
```

- 3** Press ◀ or ▶ to select <FEEDER CLEANING>, then press [OK].

ADJUST. / CLEANING  
2. FEEDER CLEANING

- 4** Load 10 sheets of blank LTR paper into the ADF, then press [OK].

SET 10 SHEETS IN ADF  
PRESS OK KEY

ADF cleaning starts. When finished, the display returns to the standby mode.

## Scanning Area

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

### ⚠ WARNING

When cleaning the platen glass, turn OFF the main power switch and disconnect the power cord from the AC power outlet. Failure to do so can result in a fire or electrical shock.

### ⚠ CAUTION

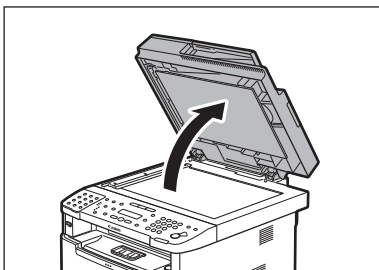
When closing the ADF, be careful not to get your fingers caught.

### ● Platen Glass

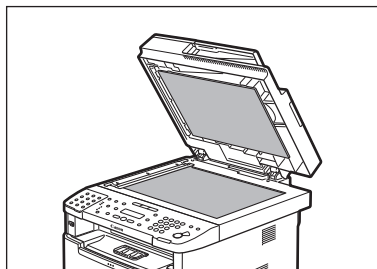
Clean the platen glass and the underside of the ADF by following the procedure below.

- 1** Turn OFF the main power switch and disconnect the power cord.

- 2** Open the ADF.



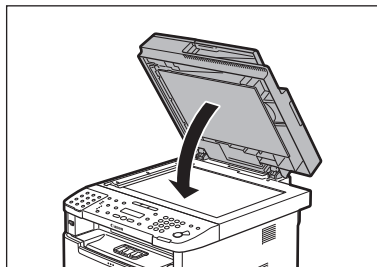
- 3** Clean the platen glass and the underside of the ADF with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



### ✎ NOTE

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

- 4** Close the ADF.



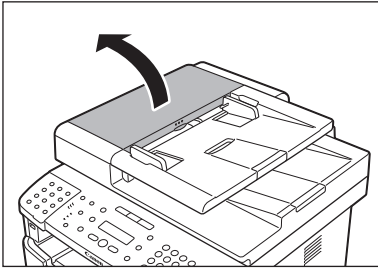
- 5** Reconnect the power cord and turn ON the main power switch.

## ● ADF

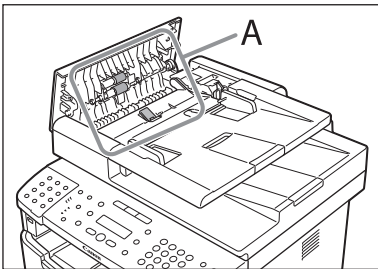
If your documents have black streaks or appear dirty after scanning them using the ADF, this may be caused by pencil lead rubbing off the documents and onto the roller. Clean the ADF scanning area and roller.

**1** Turn OFF the main power switch and disconnect the power cord.

**2** Open the ADF cover.



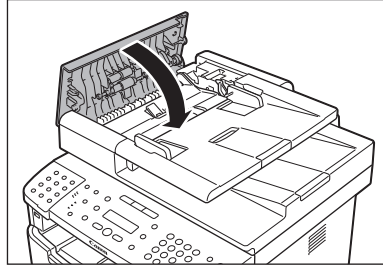
**3** Clean the rollers (A) inside the ADF cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



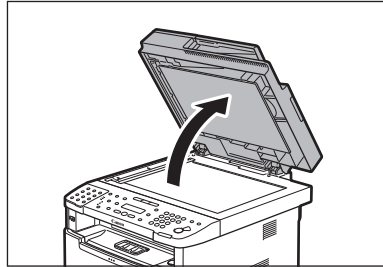
### NOTE

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

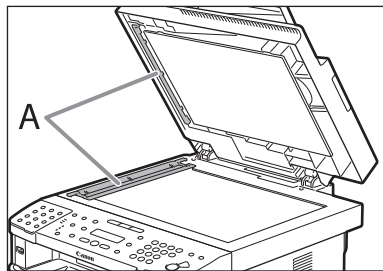
**4** Close the ADF cover.



**5** Open the ADF.

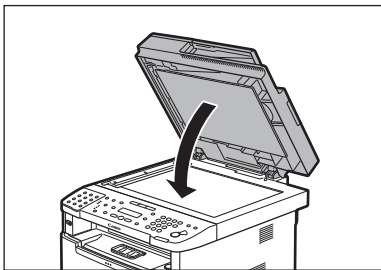


**6** Clean the ADF scanning area (on the left side of the platen glass (A)) with a cloth dampened with water. Then wipe the area with a soft, dry cloth.





**7** Close the ADF.



**8** Reconnect the power cord and turn ON the main power switch.

# Replacing the Toner Cartridge

This section describes how to replace or handle the toner cartridges and precautions on storing them.

## When a Message Appears

Toner cartridges are consumable products. If the toner is running low or out during printing, a message appears in the display.

Message	When it is Displayed	Contents and Remedies
TONER LOW PREPARE NEW TONER	The toner is running low.	<ul style="list-style-type: none"><li>– Distribute toner in the toner cartridge. (See “Redistributing Toner,” on p. 11-7.)</li><li>– It is recommended that you replace the toner cartridge before printing a large amount of data.</li><li>– If the message persists, replace the toner cartridge. (See “Replacing the Toner Cartridge with a New One,” on p. 11-9.)</li></ul>

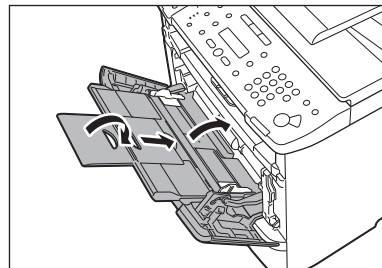
## Redistributing Toner

When the toner is running low and the message <TONER LOW/PREPARE NEW TONER> appears on the display, redistribute toner in the toner cartridge. We recommend that you prepare a new toner cartridge for future replacement with ease.

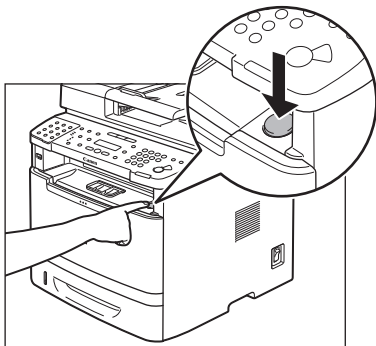
### NOTE

When <KEEP PRINTING> is set, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you can not print the same documents again. (See “Specifying the Way of Printing When Toner Runs Out,” on p. 6-49.)

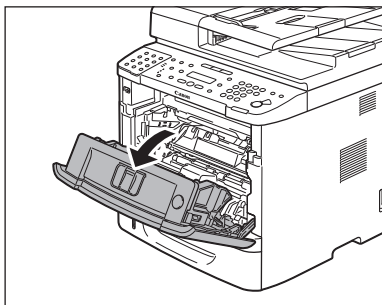
- 1 If you are using the multi-purpose tray, fold multi-purpose tray extension, push back the auxiliary tray into place, and then close the multi-purpose tray.



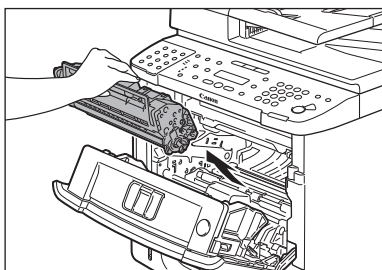
**2** Push the open button.



**3** Open the front cover.

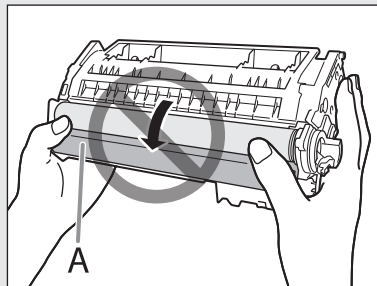


**4** Remove the toner cartridge.

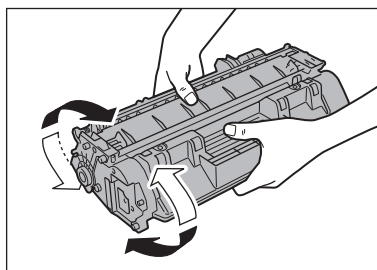


**NOTE**

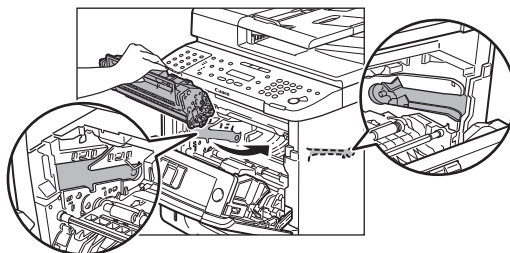
- Always hold the toner cartridge by its handle.
- Do not open the drum protective shutter (A) on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



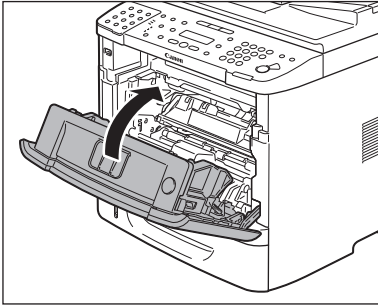
**5** Gently rock the toner cartridge several times to evenly distribute toner inside.



**6** Align the toner cartridge to the guides in the machine and slide the cartridge completely into the machine until it stops.



## 7 Close the front cover.



### NOTE

If you cannot close the front cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

## Replacing the Toner Cartridge with a New One

When the message <TONER LOW/PREPARE NEW TONER> appears on the display, redistribute the toner inside the toner cartridge. If the message persists after redistributing the toner, replace the toner cartridge with a new one.

When toner empty error occurs while receiving fax, printing fax is interrupted and the received data will be stored in the memory. If you set <KEEP PRINTING>, you can keep printing fax documents or reports without replacing the toner cartridge. (See "Specifying the Way of Printing When Toner Runs Out," on p. 6-49.)

### WARNING

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

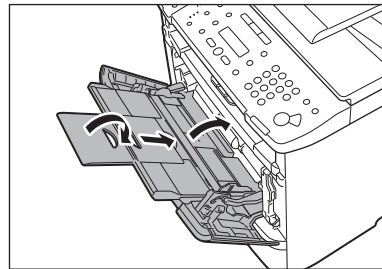
### CAUTION

- Do not pull out the sealing tape forcefully or stop at midpoint, as this may cause toner to spill out. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- When closing the front cover, be careful not to get your fingers caught.

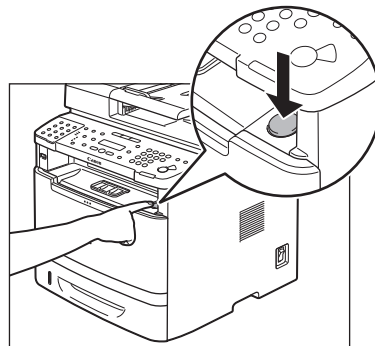
### NOTE

When <KEEP PRINTING> is set, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you can not print the same documents again. (See "Specifying the Way of Printing When Toner Runs Out," on p. 6-49.)

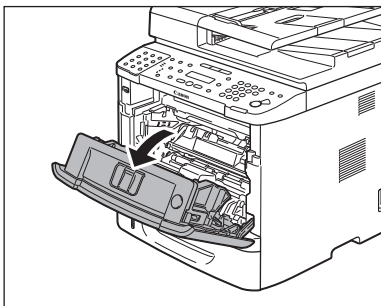
- 1 If you are using the multi-purpose tray, fold multi-purpose tray extension, push back the auxiliary tray into place, and then close the multi-purpose tray.



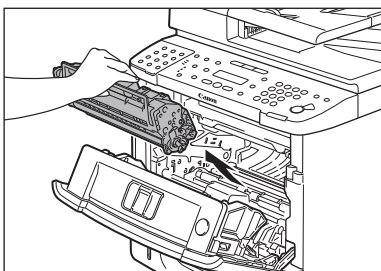
- 2 Push the open button.



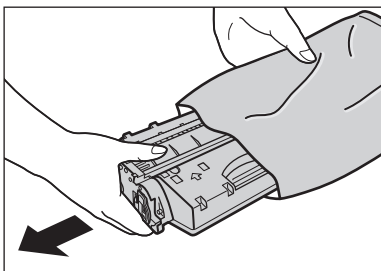
### 3 Open the front cover.



### 4 Remove the toner cartridge.

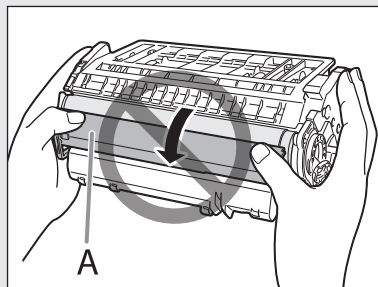


### 5 Take out the toner cartridge from the bag.



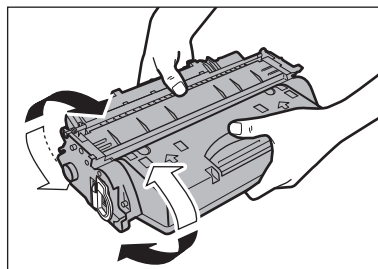
#### NOTE

- Do not open the drum protective shutter (A).



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

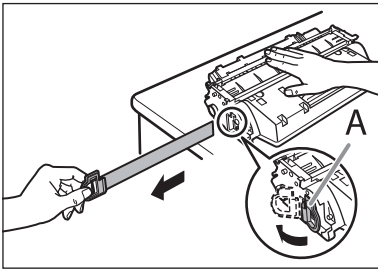
### 6 Gently rock the toner cartridge several times to evenly distribute toner inside.



#### NOTE

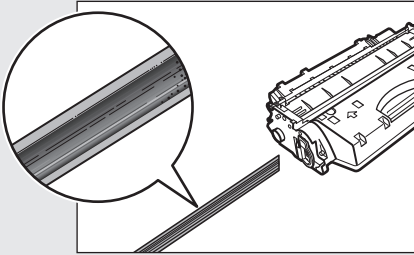
- If toner is not distributed evenly, this may result in deterioration in print quality. Make sure to carry out this procedure properly.

- 7** Place the toner cartridge on a flat surface, fold back the tab of the sealing tape (A) located at left side of the toner cartridge, then pull the seal completely out.



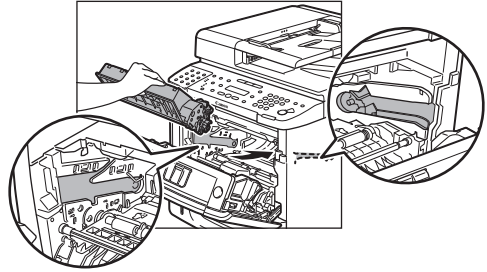
**NOTE**

- If toner is adhered on the removed seal, be careful that your hands or clothes do not get dirty from touching the toner.

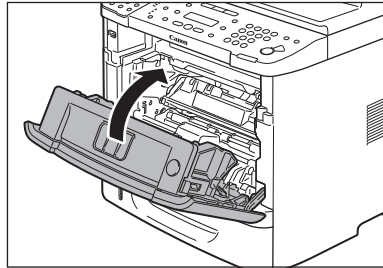


- If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. If you do, the toner may be set permanently.
- Do not pull the seal out at an angle.

- 8** Align the toner cartridge to the guides in the machine and slide the cartridge completely into the machine until it stops.



- 9** Close the front cover.



**NOTE**

- If you cannot close the front cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

# 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 Return Program**

The Canon Cartridge Return 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 Appreciation of the Outdoors

“Clean Earth” initiatives supported by Canon in the U.S. include Eyes on Yellowstone, Canon Envirothon, NATURE Series on PBS and The Canon Clean Earth Crew. Initiatives supported in Canada include Canon Envirothon and World Wildlife Fund - Canada.

Since its inception, The Canon Cartridge Return Program has collected millions of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program recovers used cartridges and separates them into components which are then put to various industrial uses.

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.

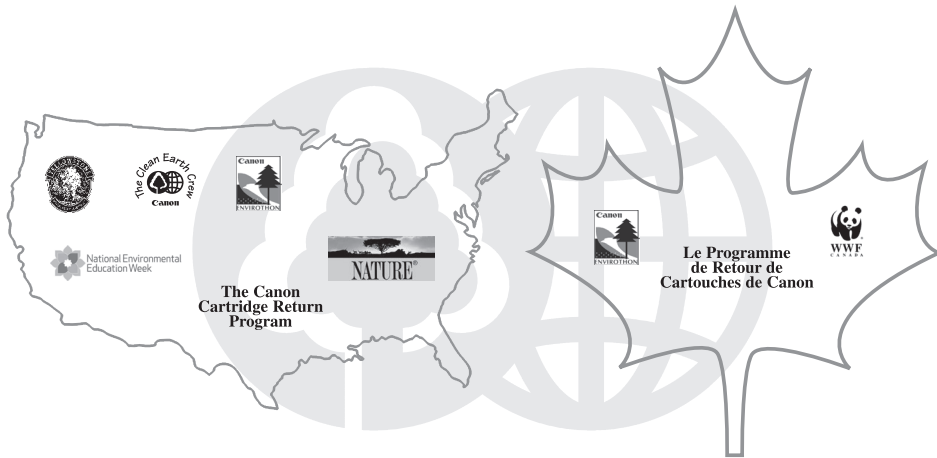
We appreciate your support of The Canon Cartridge Return Program.

Working together we can make a significant contribution to a cleaner planet.

- Cartridges collected through this program are not refilled.
- This program may be modified or discontinued without notice.

# The Clean Earth Campaign

Supporting Environmental Initiatives With



# Canon

## U.S.A. PROGRAM

### ● Packaging

#### ■ One Box Return

To receive your free eight cartridge collection box:

Call **1-800-OK-CANON**

or

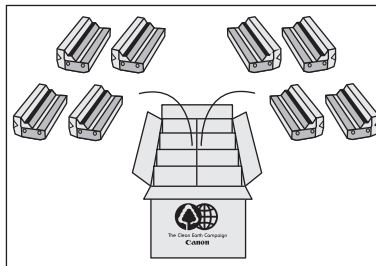
Visit **[www.usa.canon.com/cleanearth/return](http://www.usa.canon.com/cleanearth/return)**

**OR**

Place as many cartridges as possible into one box. Carefully seal the box with tape;

**OR**

Place an empty toner cartridge in the box that contained your new toner cartridge.

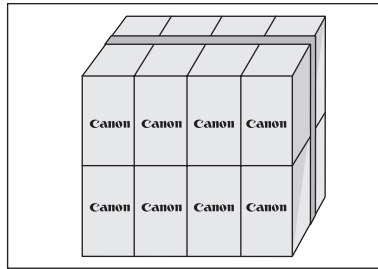




### ■ Bundled Return

Bundle multiple cartridge boxes together securely with tape.

Please be sure that the shipment does not exceed UPS specifications (See Below).



Maximum weight = 70 pounds Maximum length = 108 inches

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

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

Make sure the UPS A.R.S. label is applied.

### ■ UPS Pick-up

Give the shipment to your UPS driver when you receive your next regular delivery.



Call 1-800-PICK-UPS for Drop-Off options in your area.

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

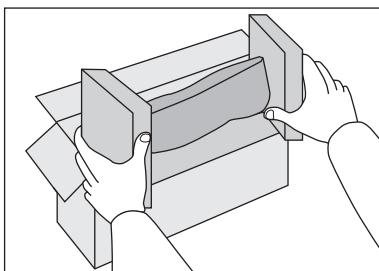
**Residents of Alaska and Hawaii:** Do not use UPS authorized return label. Alternative return service with the U.S. Postal Service is available by calling **1-800-OK-CANON** or visit **[www.usa.canon.com/cleanearth/return](http://www.usa.canon.com/cleanearth/return)**

For further information about the Clean Earth Campaign in the United States, please call: **1-800-OK-CANON** or visit **[www.usa.canon.com/cleanearth](http://www.usa.canon.com/cleanearth)**

## Canadian Program – Programme au Canada

### ■ Single Box Return

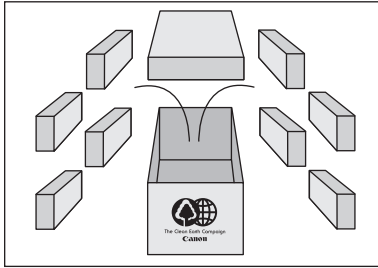
- Repackage the empty toner cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty toner cartridge in the box from your new toner cartridge. Seal the box.
- Apply the Canon Canada Inc./ Canada Post label provided in this brochure. Canon's labels are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



**Volume Box Return (Maximum 8 Cartridges)**

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

- Please tape your eight cartridges together and place them in a 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 protect the environment is a long-standing Canon interest. To this end, for every cartridge collected, Canon Canada donates funds to World Wildlife Fund - Canada and the Canon Envirothon.

For further information about The Clean Earth Campaign in Canada, please write to Canon.

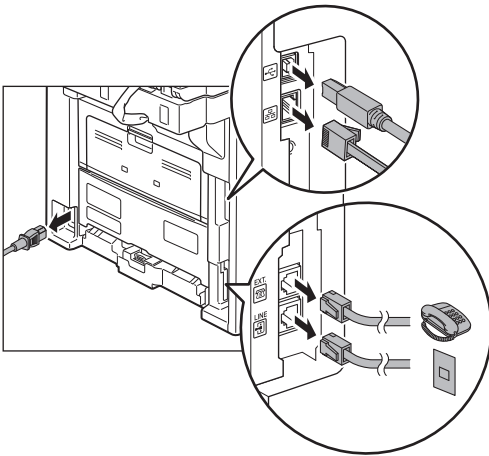
Canon Canada Inc.  
Corporate Customer Relations  
6390 Dixie Road  
Mississauga, ON L5T 1P7

# Transporting the Machine

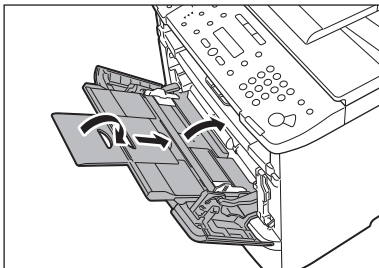
This section describes the required procedures before transporting the machine. Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

**1** Turn OFF the main power switch.

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



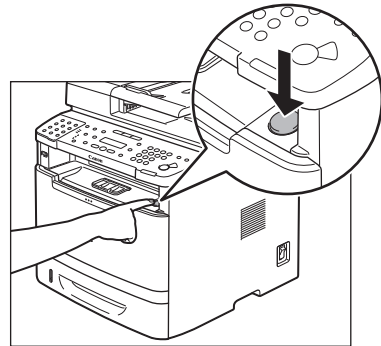
**3** If you are using the multi-purpose tray, fold multi-purpose tray extension, push back the auxiliary tray into place, and then close the multi-purpose tray.



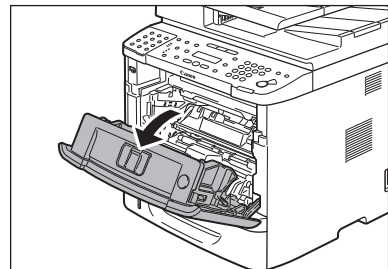
 **NOTE**

If you are using the sub-output tray, close the sub-output tray.

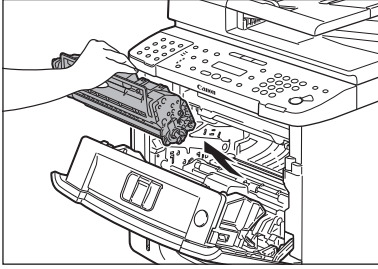
**4** Push the open button.



**5** Open the front cover.

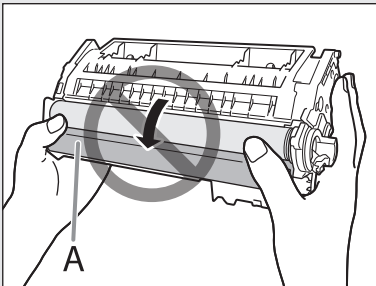


## 6 Remove the toner cartridge.

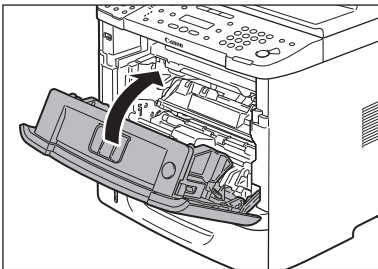


### NOTE

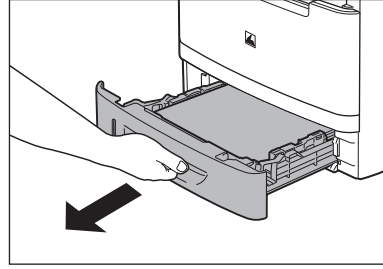
- Always hold the toner cartridge by its handle.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter (A) on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or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



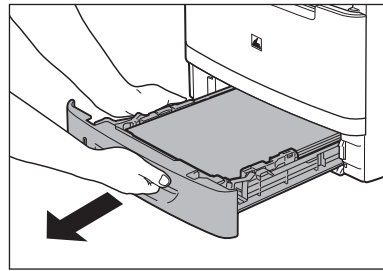
## 7 Close the front cover.



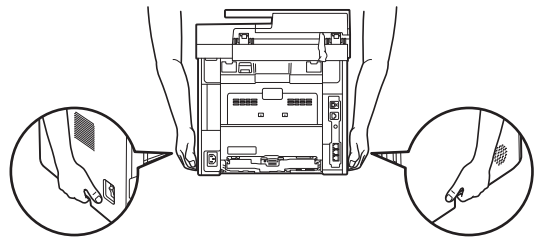
## 8 Pull out the paper cassette gently.



## 9 Hold the paper cassette with both hands and remove it from the machine.



## 10 Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.



### NOTE

Check the weight of the machine to carry it safely. (See "Specifications," on p.14-2.)

- If you are using the Paper Feeder Unit PF-44 (optional):

Pick up the machine using the hand grips on the left and right of the machine.



To install the optional paper cassette, perform the uninstalling procedure in reverse.



**NOTE**

Do not carry the machine with the optional paper cassette installed. If you do so, the optional paper cassette may drop resulting in personal injury.

This chapter describes how to respond to paper and document jams, as well as to error messages.

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Paper Jams .....	12-4
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Error Codes.....	12-13
<b>If &lt;LOAD CORRECT PAPER&gt; is displayed</b> .....	<b>12-14</b>
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Changing the Paper Size Setting .....	12-14
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<b>If You Cannot Solve a Problem</b> .....	<b>12-18</b>
Customer Support (U.S.A.).....	12-18
Customer Support (Canada).....	12-18



# Clearing Jams

**When <OPEN PRINTER COVER>, <OPEN PRINTER COVER/OPEN REAR COVER>, <CHECK DOCUMENT>, <PAPER JAM>, <PAPER JAM/LIFT PANEL TO OPEN>, <FEEDER PAPER JAM/CHECK THE FEEDER>, <DOCUMENT TOO LONG>, or <OUTPUT TRAY FULL/REMOVE PAPER> appears on the display, remove jammed paper from the machine first, then from the paper cassette or multi-purpose tray if necessary. 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. 2-6.)**
- **Make sure you have removed any scraps of paper from the inside of the machine.**

## **! WARNING**

- When removing the jammed document or paper, be careful not to cut your hands with the edges of the document or paper.
- When removing jammed paper or when inspecting inside of the machine, be careful not to allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this can result in burns or electrical shock.

## **! CAUTION**

- When removing jammed paper, be careful not to get any toner on your hands or clothing, as this will dirty your hands or clothing. If toner gets on your hands or clothing, wash them immediately with cold water. Washing with warm water sets the toner, making it impossible to remove the toner stains.
- If paper is jammed, remove the jammed paper so that any pieces of paper do not remain inside the machine according to the displayed message. Also, do not put your hand in an area other than indicated areas, as this may result in personal injuries or burns.

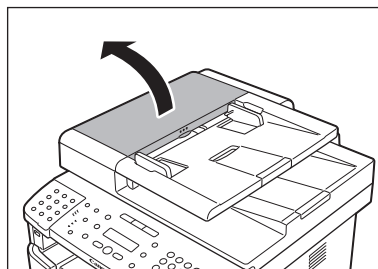
## **✎ NOTE**

- If you tear the paper, remove any torn pieces to avoid further jams.
- If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. If you do, the toner may be set permanently.
- Do not force a jammed document or paper out of the machine. Contact Canon Customer Care Center if needed.

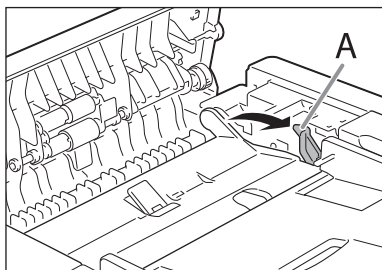
## **Document Jams**

When <CHECK DOCUMENT>, <FEEDER PAPER JAM/CHECK THE FEEDER>, or <DOCUMENT TOO LONG> appears on the display, remove a jammed document from the ADF.

### **1** Open the ADF cover.



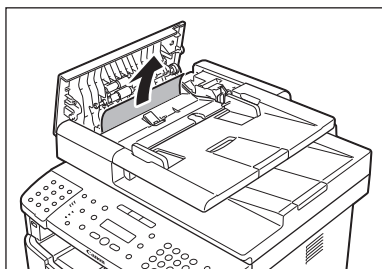
- 2** Lift the release lever (A) until it clicks into place.



**NOTE**

When you lift the release lever (A), the inner cover opens.

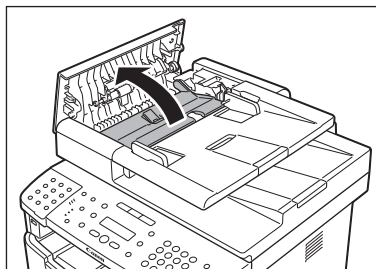
- 3** Hold both sides of any jammed documents and gently pull them out straight upward.



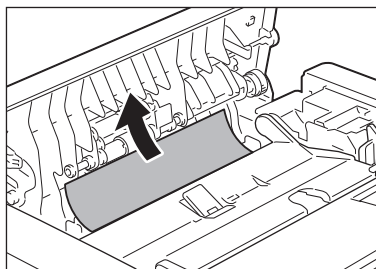
**NOTE**

Do not force a jammed document out of the machine. If the jammed document cannot be removed easily, go to the next step.

- 4** Open the inner cover.



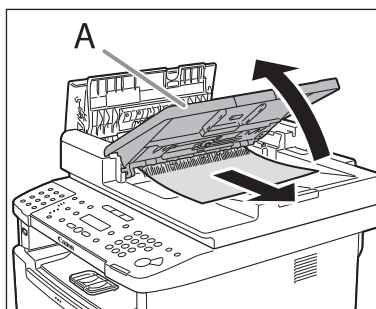
- 5** Remove the jammed document.



**NOTE**

Do not force a jammed document out of the machine. If the jammed document cannot be removed easily, go to the next step.

- 6** Remove Jammed paper while lifting the document feeder tray, holding it by its grip (A).

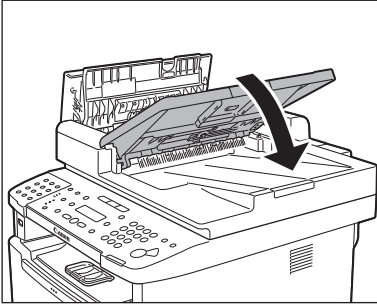




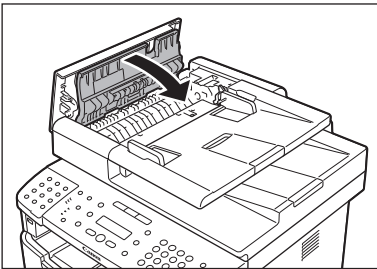
**NOTE**

Do not force a jammed paper out of the machine as it may tear.

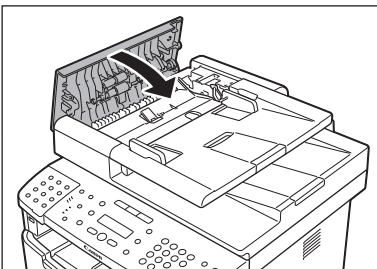
- 7** Return the document feeder tray to the original position.



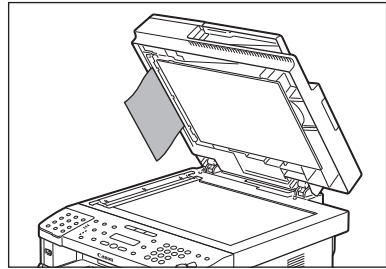
- 8** Close the inner cover.



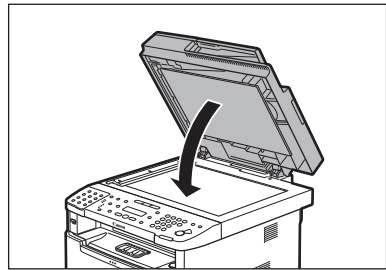
- 9** Close the ADF cover.



- 10** Open the ADF and then hold both sides of any jammed documents and gently pull them out.



- 11** Close the ADF.



**Paper Jams**

When <OPEN PRINTER COVER>, <OPEN PRINTER COVER/OPEN REAR COVER>, <PAPER JAM>, <PAPER JAM/LIFT PANEL TO OPEN>, <DOCUMENT TOO LONG>, or <OUTPUT TRAY FULL/REMOVE PAPER> appears on the display, remove the jammed paper from the machine first, then from the paper cassette or multi-purpose tray if necessary.



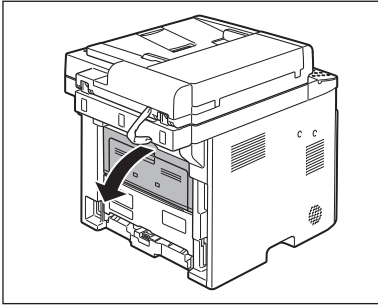
**NOTE**

If the error messages still remains after having removed the jammed paper, open and close the front cover to reset the machine.

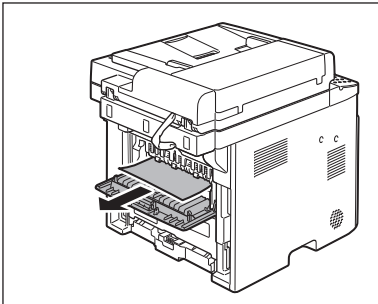
## Rear Side of the Machine

When <OPEN PRINTER COVER/OPEN REAR COVER> or <PAPER JAM/LIFT PANEL TO OPEN> appears on the display, remove jammed paper from the rear cover and duplex unit cover.

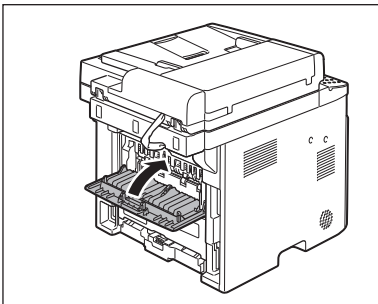
- 1** Open the rear cover.



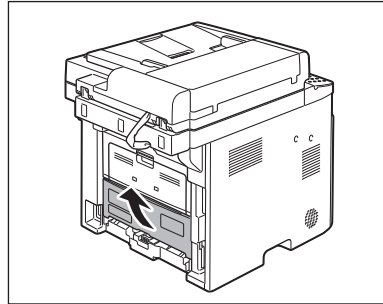
- 2** Hold both sides of any jammed paper and gently pull it out.



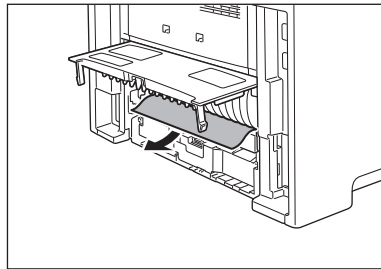
- 3** Close the rear cover.



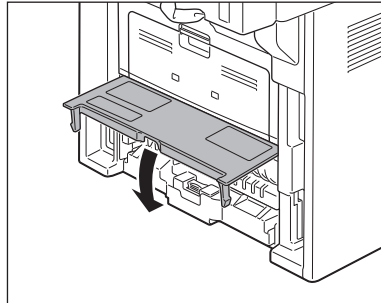
- 4** Open the duplex unit cover.



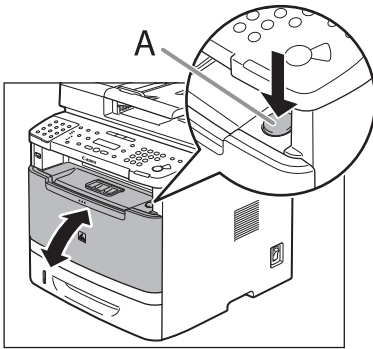
- 5** Hold both sides of any jammed paper and gently pull it out.



- 6** Close the duplex unit cover.



- 7** Open and close the front cover to reset the machine.

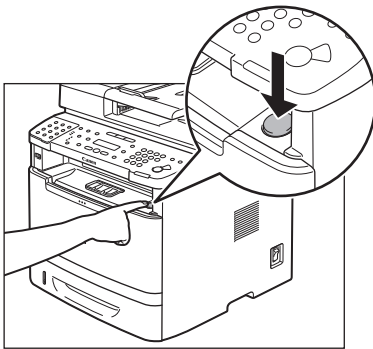


If you are using the multi-purpose tray, close it before opening the front cover. To open the front cover, push the open button (A).

### ● Front Side of the Machine

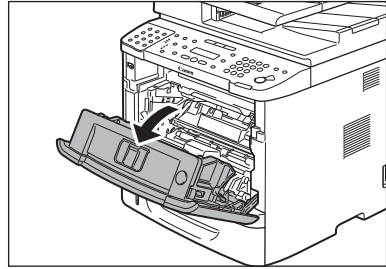
When <OPEN PRINTER COVER> or <PAPER JAM/LIFT PANEL TO OPEN> appears on the display, remove jammed paper from the inside of the machine.

- 1** Push the open button.

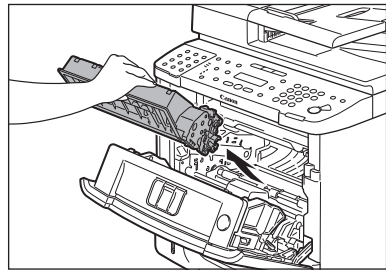


If you are using the multi-purpose tray, close it before opening the front cover.

- 2** Open the front cover.



- 3** Remove the toner cartridge from the machine.

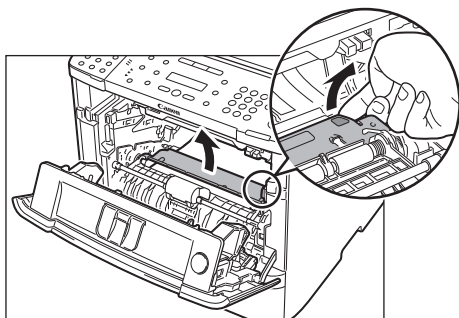


#### NOTE

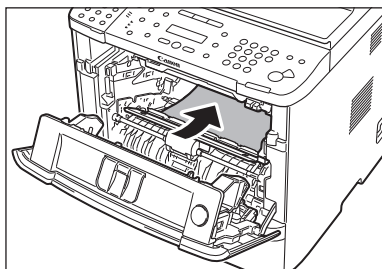
- Remove watches and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside of the machine.
- Always hold the toner cartridge by its handle.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

## 4 Remove the jammed paper from inside of the machine.

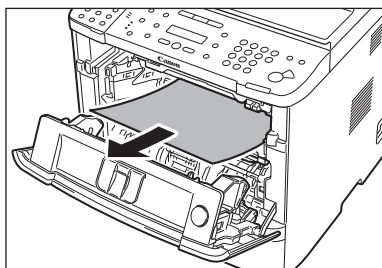
- ① Lift the transport guide by its corner tab and hold it.



- ② Slide and push the jammed paper into the machine until the front edge of jammed paper comes out.

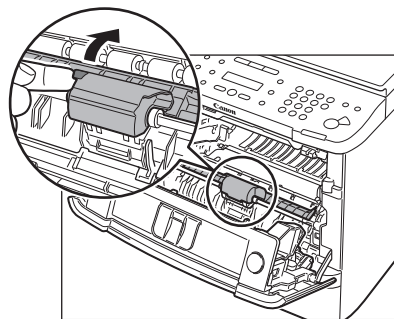


- ③ Remove the Jammed paper from the machine.

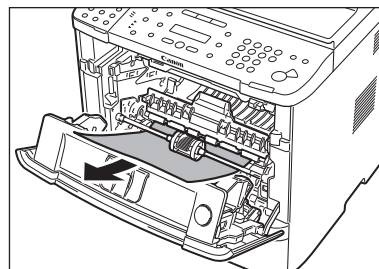


## ■ When the jammed paper was not removed.

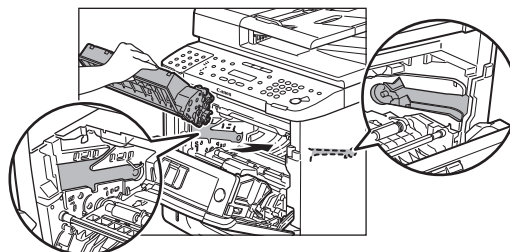
- ① Lift the roller cover by its center tab and hold it.



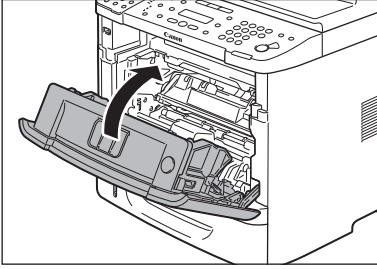
- ② Remove the Jammed paper from the machine.



## 5 Align the toner cartridge to the guides in the machine and slide the cartridge completely into the machine until it stops.



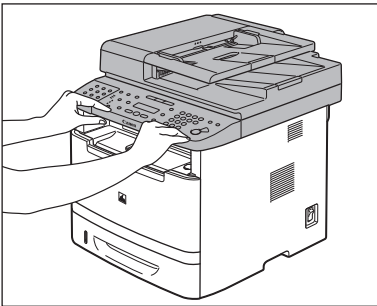
**6** Close the front cover.



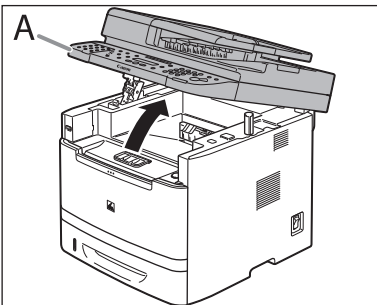
### Output Tray

When <OUTPUT TRAY FULL/REMOVE PAPER> appears on the display, remove jammed paper from the output tray.

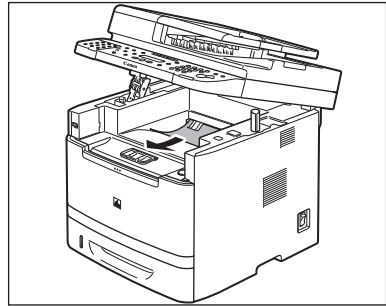
**1** Hold the front side of the operation panel with your hands.



**2** Lift the scanning platform (A) until it is locked. (You will hear an audible “click.”)



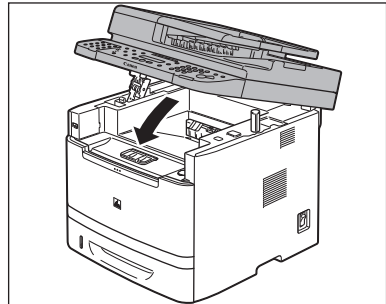
**3** Hold both sides of the jammed paper and gently pull it out.



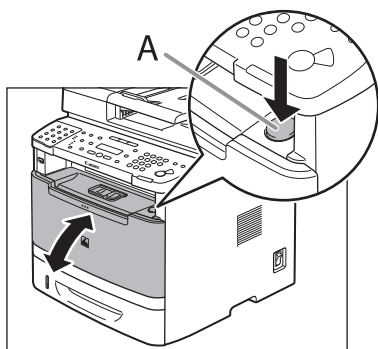
### NOTE

- Do not force a jammed paper out of the machine.
- If unfixed toner is on the removed paper, it may adhere to the paper to be printed next.

**4** Lower the scanning platform.



- 5** Open and close the front cover to reset the machine.

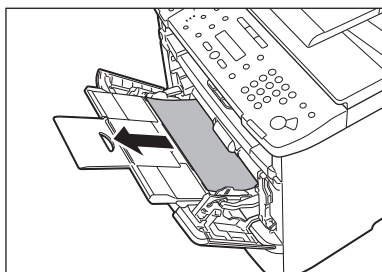


If you are using the multi-purpose tray, close it before opening the front cover. To open the front cover, push the open button (A).

### Multi-Purpose Tray

When <OPEN PRINTER COVER> or <PAPER JAM/LIFT PANEL TO OPEN> appears on the display, remove jammed paper from the multi-purpose tray.

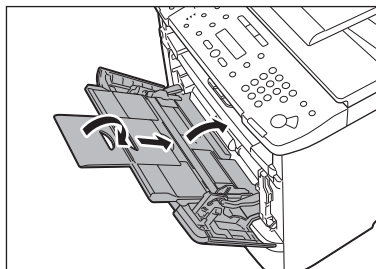
- 1** Hold both sides of any jammed paper and gently pull it out.



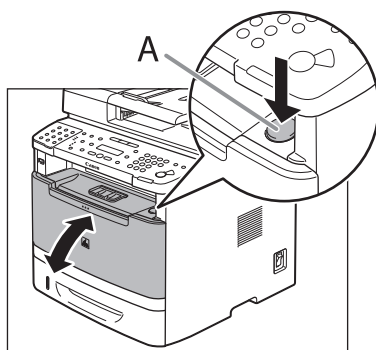
#### NOTE

Do not force a jammed paper out of the machine.

- 2** Close the multi-purpose tray.



- 3** Open and close the front cover to reset the machine.

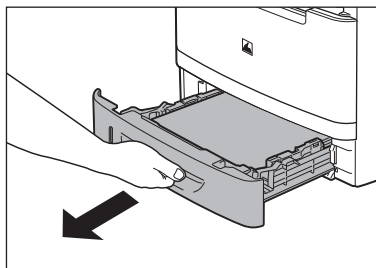


If you are using the multi-purpose tray, close it before opening the front cover. To open the front cover, push the open button (A).

### Paper Cassette

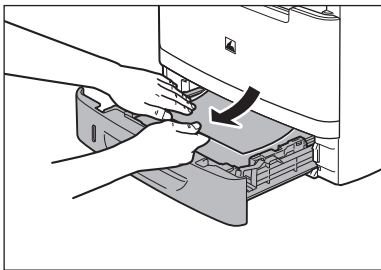
When <OPEN PRINTER COVER> or <PAPER JAM/LIFT PANEL TO OPEN> appears on the display, remove jammed paper from the paper cassette.

- 1** Pull the paper cassette half way out.





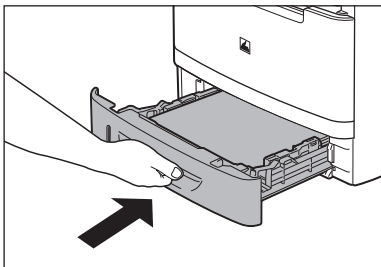
- 2 Push downward on the jammed paper as you remove it.



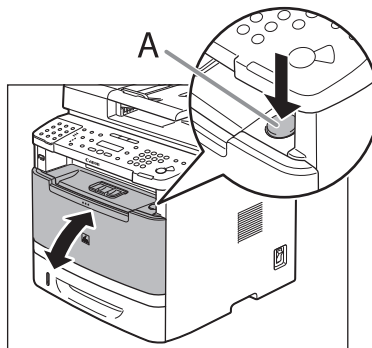
**NOTE**

Do not force a jammed paper out of the machine. Doing so may result in the feed roller coming off.

- 3 Gently push the paper cassette back into the machine until it clicks into place in the closed position.



- 4 Open and close the front cover to reset the machine.

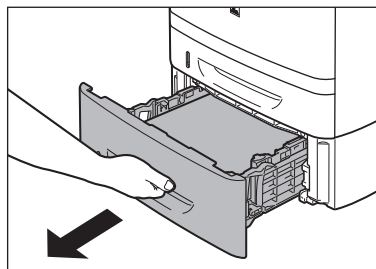


If you are using the multi-purpose tray, close it before opening the front cover. To open the front cover, push the open button (A).

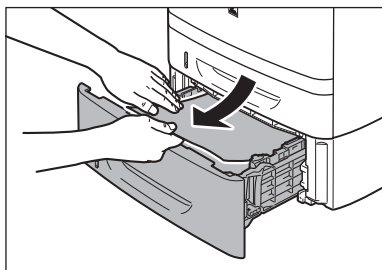
### Optional Paper Cassette

When <OPEN PRINTER COVER> or <PAPER JAM/LIFT PANEL TO OPEN> appears on the display, remove jammed paper from the optional paper cassette.

- 1 Pull the optional paper cassette half way out.



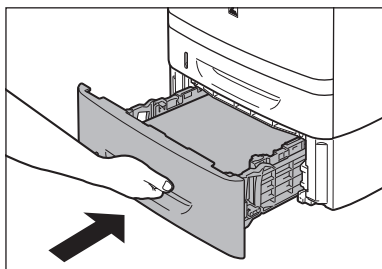
- 2** Push downward on the jammed paper as you remove it.



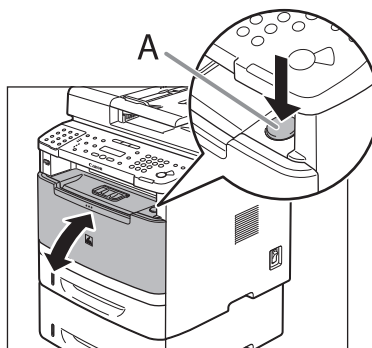
**NOTE**

Do not force a jammed paper out of the machine. Doing so may result in the feed roller coming off.

- 3** Gently push the optional paper cassette back into the machine until it clicks into place in the closed position.



- 4** Open and close the front cover to reset the machine.

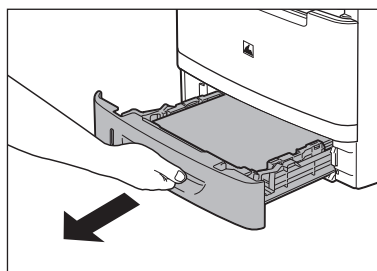


If you are using the multi-purpose tray, close it before opening the front cover. To open the front cover, push the open button (A).

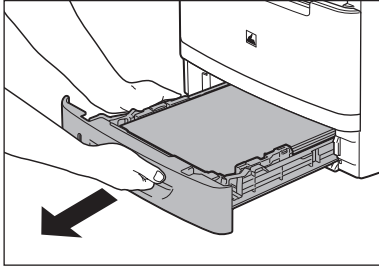
### Duplex Unit

When <OPEN PRINTER COVER> or <PAPER JAM/LIFT PANEL TO OPEN> appears on the display, remove jammed paper from the duplex unit.

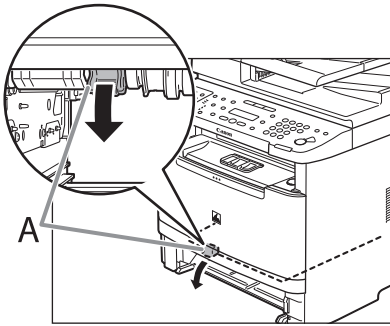
- 1** Pull out the paper cassette.



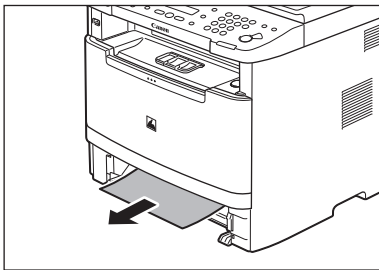
- 2** Hold the paper cassette with both hands and remove it from the machine.



- 3** Open the duplex print transport guide, holding its tab (A) on the left side inside of the machine.



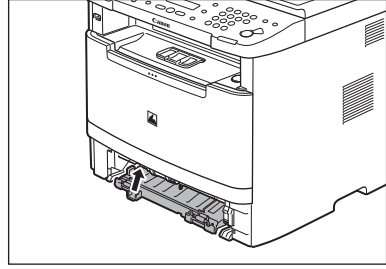
- 4** Hold both sides of any jammed paper and gently pull it out.



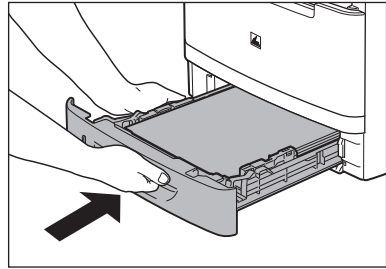
 **NOTE**

Do not force a jammed paper out of the machine.

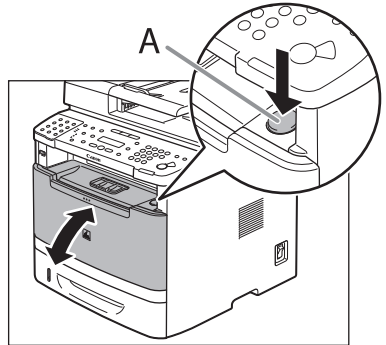
- 5** Close the duplex print transport guide.



- 6** Hold the paper cassette with both hands and set it back into the machine.



- 7** Open and close the front cover to reset the machine.



If you are using the multi-purpose tray, close it before opening the front cover. To open the front cover, push the open button (A).

# Display Messages and Error Codes

This section describes what to do if a message appears on the display or if an error code is printed in an error report when an error occurs.

## Display Messages

Check the error message shown on the display, and see "Display Messages," in the e-Manual for a solution to the problem.

Example of a displayed message:

```
PAPER JAM
LIFT PANEL TO OPEN
```

## Error Codes

Check the four-digit error code shown in the ERROR TX REPORT or RX ERROR REPORT, and see "Error Codes," in the e-Manual for a solution to the problem.

Example of an error code:

```
04/01 2010 15:50 FAX 123XXXXXX          CANON          001
*****
***  ERROR TX REPORT  ***
*****

TX FUNCTION WAS NOT COMPLETED

TX/RX NO           0005
RECIPIENT ADDRESS  111XXXXX
DESTINATION ID
ST. TIME           04/01 15:50
TIME USE           00'00
PAGES SENT         0
RESULT             NG # 0018 BUSY/NO SIGNAL
```

**Error Code**

# If <LOAD CORRECT PAPER> is displayed

When <LOAD CORRECT PAPER> appears on the display, the size of the paper in the paper cassette or multi-purpose tray is different from that of the paper specified in <PAPER SIZE> for <CASSETTE 1>, <CASSETTE 2> (optional) or <MP TRAY>. You need to load the correct size paper or change the paper size in <PAPER SIZE> for <CASSETTE 1>, <CASSETTE 2> (optional) or <MP TRAY>.

## NOTE

For print jobs, you need to specify the paper size from your computer.

## Reloading the Paper



- 1 Load the correct size paper as shown on the display, then press [OK] to resume the job.

The machine re-starts printing.


## Changing the Paper Size Setting

Follow the procedure below to change the paper size setting.



### For Copy Job

- 1 Press  [Stop/Reset].
- 2 Press  to select <YES>.



```
CANCEL?
<YES          NO >
```

- 3 Press  [Paper Settings] repeatedly to select <CASSETTE 1>, <CASSETTE 2> or <MP TRAY>, then press [OK].



```
CASSETTE 1
```

- <CASSETTE 2> is displayed only if the optional paper cassette is attached.
- If you select <MP TRAY>, press  or  to select <ON>, then press [OK].

```
MP TRAY STD SET          ON
```

- 4 Press  or  to select the size of the paper loaded into the machine, then press [OK].

```
PAPER SIZE (CASS)          LTR
```

- 5 Press  or  to select the type of the paper loaded into the machine, then press [OK].

```
PAPER TYPE (CASS)
PLAIN PAPER
```

## 6 Resume the copy job.

### For Fax Job

- 1 Press [Paper Settings] repeatedly to select <CASSETTE 1>, <CASSETTE 2> or <MP TRAY>, then press [OK].

C A S S E T T E 1

- <CASSETTE 2> is displayed only if the optional paper cassette is attached.
- If you select <MP TRAY>, press or to select <ON>, then press [OK].

M P T R A Y S T D S E T O N

- 2 Press or to select the size of the paper loaded into the machine, then press [OK].

P A P E R S I Z E ( C A S S ) L T R

- 3 Press or to select the type of the paper loaded into the machine, then press [OK].

P A P E R T Y P E ( C A S S )  
P L A I N P A P E R

- 4 Open and close the paper cassette that you set in step 1 to resume the fax job.

#### NOTE

For the multi-purpose tray, skip this step.

### For Report/List Job

- 1 Press [Job Cancel/Status Monitor] repeatedly to select <REPORT STATUS>, then press [OK].

R E P O R T S T A T U S

- 2 Press or to select the job to cancel, then press [OK].

0 0 0 3 1 5 : 5 0 \*  
A C T I V I T Y R E P O R T

#### NOTE

The displayed job varies depending on the job that you select.

- 3 Press or to select <CANCEL>, then press [OK].

0 0 0 3  
C A N C E L

- 4 Press to select <YES>.

C A N C E L ?  
< Y E S N O >

- 5 Press [Stop/Reset] to return to the standby mode.

- 6** Press [Paper Settings] repeatedly to select <CASSETTE 1>, <CASSETTE 2> or <MP TRAY>, then press [OK].

```
CASSETTE 1
```

- <CASSETTE 2> is displayed only if the optional paper cassette is attached.
- If you select <MP TRAY>, press or to select <ON>, then press [OK].

```
MP TRAY STD SET          ON
```

- 7** Press or to select the size of the paper loaded into the machine, then press [OK].

```
PAPER SIZE (CASS)      LTR
```

- 8** Press or to select the type of the paper loaded into the machine, then press [OK].

```
PAPER TYPE (CASS)
PLAIN PAPER
```

- 9** Resume the report/list job.

### For Print Job

- 1** Press [Job Cancel/Status Monitor] repeatedly to select <JOB CANCEL>, then press [OK].

```
JOB CANCEL
```

- 2** Press or to select <PRINT>, then press [OK].

```
JOB CANCEL
PRINT
```

- 3** Press or to select the job to cancel, then press [OK].

Ex.

```
0003 *
test.txt - Notepad
```

#### NOTE

The displayed job varies depending on the job that you select.

- 4** Press to select <YES>.

```
CANCEL?
<YES          NO >
```

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

- 6** Select [Output Size] on the printer driver to match the setting in the machine, then resume the print job.

## If a Power Failure Occurs

**If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the Address Book settings. Any sent or received documents stored in memory are backed up for about 15 minutes. During a power cut, functions are limited as follows:**

- **You cannot send, receive, copy, scan, or print documents.**
- **You may not be able to make telephone calls using an external telephone, depending on the type of telephone you use.**
- **You can receive telephone calls using an external telephone depending on the type of telephone you use.**

**To fully charge the built-in battery, it takes approximately 12 hours after when the main power switch is ON. If the built-in battery is not fully charged, the data may not be saved properly.**



# If You Cannot Solve a Problem

**This section describes the customer support services.**

## **Customer Support (U.S.A.)**

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-OK-CANON Monday through Friday between the hours of 8:00 A.M. to 8:00 P.M. ET. On-line support is also available 24 hours a day at the website <http://www.canontechsupport.com>.

## **Customer Support (Canada)**

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

- For e-mail support, the latest driver or document downloads, and answers to frequently asked questions, visit <http://www.canon.ca/>
- Free live technical support 9 A.M. to 8 P.M. ET Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at <http://www.canon.ca/>

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

Please have the following information ready when you contact Canon:

- Product name (imageCLASS MF5880dn/MF5850dn)
- Serial number (on the label located on the rear cover)
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results



### **WARNING**

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 Customer Care Center. Do not attempt to disassemble or repair the machine yourself.



### **NOTE**

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

This chapter describes how to change and check the machine settings.


<b>Machine Settings</b> .....	<b>13-2</b>
Printing USER DATA LIST .....	13-2
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<b>Setting Menu</b> .....	<b>13-3</b>
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TIMER SETTINGS.....	13-14
ADJUST./CLEANING.....	13-15
REPORT SETTINGS .....	13-16
SYSTEM SETTINGS .....	13-17

# Machine Settings

You can adjust the machine settings from the Setting Menu to customize the way the machine works. To see the list of the current settings, print out **USER DATA LIST**.

## Printing USER DATA LIST

To print USER DATA LIST, follow the procedure below.

- 1 Press  [Report] repeatedly to select <USER DATA LIST>, then press [OK].

```
USER DATA LIST
```




- 2 Press  to select <YES>.

```
OK TO PRINT?
< YES NO >
```

Printing starts, and the screen automatically returns to the standby mode.



## Accessing the Setting Menu

To access the setting menu, follow the procedure below.

- 1 Press  [Menu].
- 2 Press  or  to select the menu you want to access, then press [OK].

```
MENU
1 . VOLUME CONTROL
```

- <VOLUME CONTROL>
- <COMMON SETTINGS>
- <COPY SETTINGS>
- <TX/RX SETTINGS>
- <ADDRESS BOOK SET.>
- <PRINTER SETTINGS>
- <TIMER SETTINGS>
- <ADJUST/CLEANING>
- <REPORT SETTINGS>
- <SYSTEM SETTINGS>


- 3 Press  or  to select a submenu, then press [OK].



```
VOLUME CONTROL
1 . MONITOR VOLUME
```

### NOTE

For details on the submenu, see "Setting Menu," on p. 13-3.

- 4 To register the settings or go to a submenu item, press [OK].

- 5 When finished, press  [Stop/Reset] to return to the standby mode.

- If you press  [Stop/Reset] before pressing [OK], the setting will not be registered.
- Press  [Menu] to return to the previous display.

# Setting Menu

The menus described in this section are based on the MF5880dn. Depending on the model of your machine, some settings may not be available and the number on each menu may vary. The default settings are indicated in bold text.

## VOLUME CONTROL

Item	Settings	Applicable Page
1. MONITOR VOLUME	- OFF - <b>ON (1-3)</b>	e-Manual "Introduction of the Machine"
2. RING VOLUME	<b>1-3</b>	
3. ENTRY TONE	- OFF - <b>ON (1-3)</b>	
4. ERROR TONE	- OFF - <b>ON (1-3)</b>	
5. TX JOB DONE TONE	- OFF - ON (1-3) - <b>ERROR ONLY (1-3)</b>	
6. RX JOB DONE TONE	- OFF - ON (1-3) - <b>ERROR ONLY (1-3)</b>	
7. SCAN DONE TONE	- OFF - ON (1-3) - <b>ERROR ONLY (1-3)</b>	
8. PRINT DONE TONE	- OFF - ON (1-3) - <b>ERROR ONLY (1-3)</b>	

## COMMON SETTINGS

Item	Settings	Applicable Page
1. INITIAL FUNCTION	<ul style="list-style-type: none"> <li>- <b>COPY</b></li> <li>- SEND*<sup>1</sup></li> <li>- SCAN</li> </ul>	e-Manual "Introduction of the Machine"
2. AUTO CLEAR SET.	<ul style="list-style-type: none"> <li>- <b>INITIAL FUNCTION</b></li> <li>- SELECTED FUNCTION</li> </ul>	
3. TONER SAVER MODE	<ul style="list-style-type: none"> <li>- <b>OFF</b></li> <li>- ON</li> </ul>	
4. PRINTER DENSITY	1-9 (5)	
5. AUTO CASS. SELCT		
1. COPY		
1. CASSETTE 1	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b></li> </ul>	
2. CASSETTE 2* <sup>2</sup>	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b></li> </ul>	
3. MP TRAY	<ul style="list-style-type: none"> <li>- <b>OFF</b></li> <li>- ON</li> </ul>	
2. PRINTER		
1. CASSETTE 1	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b></li> </ul>	
2. CASSETTE 2* <sup>2</sup>	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b></li> </ul>	
3. RECEIVE		
1. CASSETTE 1	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b></li> </ul>	
2. CASSETTE 2* <sup>2</sup>	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b></li> </ul>	
3. MP TRAY	<ul style="list-style-type: none"> <li>- <b>OFF</b></li> <li>- ON</li> </ul>	
4. OTHER		
1. CASSETTE 1	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b></li> </ul>	
2. CASSETTE 2* <sup>2</sup>	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b></li> </ul>	
3. MP TRAY	<ul style="list-style-type: none"> <li>- <b>OFF</b></li> <li>- ON</li> </ul>	
6. DISPLAY LANGUAGE	<ul style="list-style-type: none"> <li>- <b>ENGLISH</b></li> <li>- SPANISH</li> <li>- FRENCH</li> <li>- PORTUGUESE</li> </ul>	

Item	Settings	Applicable Page
7. GAMMA VALUE(SCAN)	GAMMA 1.0, GAMMA 1.4, <b>GAMMA 1.8</b> , GAMMA 2.2	e-Manual "Introduction of the Machine"
8. TOGGLE SPEED	– <b>NORMAL</b> – SLOW – FAST	
9. INIT. COMMON SET.	– YES – NO	

\*1 On the MF5850dn, <FAX> appears instead of <SEND>.

\*2 Available only for machines with the optional paper cassette.

## COPY SETTINGS

Item	Settings	Applicable Page
1. STANDARD SETTINGS		p. 3-31
1. IMAGE QUALITY	– <b>TEXT/PHOTO</b> – TEXT/PHOTO+ – TEXT – PHOTO	p. 3-13
2. DENSITY	– <b>MANUAL</b> (1-9) (5) – AUTO	p. 3-15
3. ZOOM RATIO		p. 3-17
PRESET RATIO	– 200% MAX. – 141% A5→A4 – 129% STMT→LTR – 122% A5→B5 – 115% B5→A4 – <b>100%</b> – 86% A4→B5 – 81% B5→A5 – 78% LGL→LTR – 70% A4→A5 – 64% – 50% MIN.	
ZOOM 50-200%	1 % increments. (50-200 % ( <b>100 %</b> ))	
4. COPIES	1-99 ( <b>1</b> )	p. 3-31
5. COLLATE	– <b>OFF</b> – ON	p. 3-20
6. 2-SIDED	– <b>OFF</b> – 1 > 2-SIDED – 2 > 2-SIDED – 2 > 1-SIDED	p. 3-25
7. PAPER SELECT	– <b>AUTO</b> – CASSETTE 1 – CASSETTE 2*1	p. 3-31

Item	Settings	Applicable Page
2. SHARPNESS	1-9 (5)	p. 3-29
3. PAPER SIZE GROUP	– <b>INCHES</b> – A – AB	p. 3-30
4. INIT. COPY SET.	– YES – NO	p. 3-32

\*1 Available only for machines with the optional paper cassette.

## TX/RX SETTINGS

Item	Settings	Applicable Page
1. DELAYED SEND	– <b>OFF</b> – ON (00:00-23:59)	p. 6-32 e-Manual “E-Mail”, “Scanning Documents to a File Server”
2. TX/RX COMMON SET.		
1. TX SETTINGS		
1. UNIT NAME	Maximum 24 characters	Starter Guide “Register Sender Information”
2. DATA COMPRESSION	– <b>NORMAL</b> – HIGH RATIO – LOW RATIO	e-Manual “E-Mail”, “Scanning Documents to a File Server”, “Scanning Documents to a USB Memory”
3. RETRY TIMES*1	0-5 TIMES (3TIMES)	e-Manual “E-Mail”, “Scanning Documents to a File Server”
4. SCANNING DENSITY	1-9 (5)	p. 6-34 e-Manual “E-Mail”, “Scanning Documents to a File Server”, “Scanning Documents to a USB Memory”

Item	Settings	Applicable Page
5. STANDARD SETTINGS		p. 6-35
1. DENSITY	<ul style="list-style-type: none"> <li>- <b>STANDARD</b></li> <li>- DK</li> <li>- LT</li> </ul>	e-Manual "E-Mail", "Scanning Documents to a File Server", "Scanning Documents to a USB Memory"
2. RESOLUTION	100×100dpi, 150×150dpi, 200×100dpi, <b>200×200dpi</b> , 200×400dpi, 300×300dpi, 400×400dpi, 600×600dpi	
3. FILE FORMAT	<ul style="list-style-type: none"> <li>- <b>PDF</b></li> <li>- TIFF(B&amp;W)</li> <li>- PDF(COMPACT)</li> <li>- JPEG</li> </ul>	
4. ORIGINAL TYPE	<ul style="list-style-type: none"> <li>- <b>TEXT/PHOTO</b></li> <li>- TEXT</li> <li>- PHOTO</li> </ul>	
5. DIVIDE INTO PAGES	<ul style="list-style-type: none"> <li>- <b>OFF</b></li> <li>- ON</li> </ul>	
6. SEND SETTINGS		
1. TX FILE NAME	Maximum 24 characters	e-Manual "E-Mail", "Scanning Documents to a File Server", "Scanning Documents to a USB Memory"
2. SUBJECT *1	Maximum 40 characters ( <b>Attached Image</b> )	e-Manual "E-Mail"
3. MESSAGE TEXT *1	Maximum 140 characters	e-Manual "E-Mail", "Scanning Documents to a File Server"
4. REPLY-TO *1	Maximum 120 characters	e-Manual "E-Mail"
5. E-MAIL PRIORITY *1	<ul style="list-style-type: none"> <li>- <b>NORMAL</b></li> <li>- LOW</li> <li>- HIGH</li> </ul>	
7. TX TERMINAL ID		p. 6-37
1. PRINTING POSITION	<ul style="list-style-type: none"> <li>- <b>OUTSIDE IMAGE</b></li> <li>- INSIDE IMAGE</li> </ul>	
2. TELEPHONE # MARK	<ul style="list-style-type: none"> <li>- <b>FAX</b></li> <li>- TEL</li> </ul>	
8. COLOR TX GAMMA	GAMMA 1.0, GAMMA 1.4, <b>GAMMA 1.8</b> , GAMMA 2.2	e-Manual "E-Mail", "Scanning Documents to a File Server", "Scanning Documents to a USB Memory"



Item	Settings	Applicable Page
9. SHARPNESS	1-7 (4)	e-Manual "E-Mail", "Scanning Documents to a File Server", "Scanning Documents to a USB Memory"
10. LOG USB MEM.STORE	- <b>OFF</b> - ON	e-Manual "Scanning Documents to a USB Memory"
11. INIT STANDARD SET	- YES - NO	e-Manual "Fax", "E-Mail", "Scanning Documents to a File Server", "Scanning Documents to a USB Memory"
2. RX SETTINGS		
1. TWO-SIDED PRINT	- <b>OFF</b> - ON	p. 6-45
2. RECEIVE REDUCTION	- OFF - <b>ON</b>	p. 6-46
1. RX REDUCTION	- <b>AUTO</b> - FIXED REDUCTION (90%, 95%, 97%, 75%)	
2. REDUCE DIRECTION	- <b>VERTICAL ONLY</b> - HORIZ & VERTICAL	
3. RX PAGE FOOTER	- <b>OFF</b> - ON	p. 6-48
4. CONT. PRINTING	- <b>RX TO MEMORY</b> - KEEP PRINTING	p. 6-49
3. FAX SETTINGS		-
1. RX MODE	- <b>FaxOnly</b> - FaxTel - AnsMode - DRPD - Manual	p. 6-10
2. USER SETTINGS		
1. UNIT TELEPHONE #	Maximum 20 digits	Starter Guide "Register Sender Information"
2. TEL LINE TYPE	- <b>TOUCH TONE</b> - ROTARY PULSE	p. 6-11
3. OFFHOOK ALARM	This setting is not available for the machine.	

Item	Settings	Applicable Page
3. TX SETTINGS		
1. ECM TX	- OFF - <b>ON</b>	p. 6-39
2. PAUSE TIME	1-15 SEC ( <b>2SEC</b> )	p. 6-40
3. AUTO REDIAL	- OFF - <b>ON</b>	p. 6-26
1. REDIAL TIMES	1-10 TIMES ( <b>2TIMES</b> )	
2. REDIAL INTERVAL	2-99 MIN. ( <b>2MIN.</b> )	
3. TX ERROR REDIAL	- OFF - <b>ON</b>	
4. TIME OUT	- <b>OFF</b> - ON	p. 6-41
5. DIALING LINE CHCK	- <b>OFF</b> - ON	p. 6-42
4. RX SETTINGS		
1. ECM RX	- <b>ON</b> - OFF	p. 6-50
2. FAX/TEL OPT. SET		p. 6-51
1. RING START TIME	4-30 SEC ( <b>6SEC</b> )	
2. F/T RING TIME	15-300 SEC ( <b>15SEC</b> )	
3. F/T SWITCH ACTION	- <b>RECEIVE</b> - DISCONNECT	
3. DRPD:SELECT FAX	- <b>DOUBLE RING</b> - SHORT-SHORT-LONG - SHORT-LONG-SHORT - OTHER RING TYPE - NORMAL RING	p. 6-53
4. INCOMING RING	- OFF - <b>ON</b>	p. 6-54
RING COUNT	1-99 TIMES ( <b>2TIMES</b> )	
5. REMOTE RX	- OFF - <b>ON</b>	p. 6-55
REMOTE RX ID	0-99 ( <b>25</b> )	
6. MANUAL/AUTO	- <b>OFF</b> - ON	p. 6-57
F/T RING TIME	1-99 SEC ( <b>15SEC</b> )	

\*1 Available for the MF5880dn.

**ADDRESS BOOK SET.**

Item	Settings	Applicable Page
1. 1-TOUCH SPD DIAL	Maximum 20 destinations	
FAX		p. 5-3
1. TEL NUMBER ENTRY	Maximum 40 digits	
2. NAME	Maximum 16 characters	
3. OPTIONAL SETTING	– <b>OFF</b> – ON	
1. LONG DISTANCE	– <b>DOMESTIC</b> – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3	
2. TX SPEED	<b>33600bps</b> , 14400bps, 9600bps, 4800bps	
3. ECM	– OFF – <b>ON</b>	
E-MAIL* <sup>1</sup>		p. 5-5
1. E-MAIL ADDRESS	Maximum 120 characters	
2. NAME	Maximum 16 characters	
SMB* <sup>1</sup>		p. 5-6
1. HOST NAME	Maximum 120 characters	
2. NAME	Maximum 16 characters	
3. FILE PATH	Maximum 120 characters	
4. LOGIN NAME	Maximum 24 characters	
5. PASSWORD	Maximum 14 characters	
2. CODED SPD DIAL	Maximum 180 destinations	
FAX		p. 5-12
1. TEL NUMBER ENTRY	Maximum 40 digits	
2. NAME	Maximum 16 characters	
3. OPTIONAL SETTING	– <b>OFF</b> – ON	
1. LONG DISTANCE	– <b>DOMESTIC</b> – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3	
2. TX SPEED	<b>33600bps</b> , 14400bps, 9600bps, 4800bps	
3. ECM	– OFF – <b>ON</b>	
E-MAIL* <sup>1</sup>		p. 5-14
1. E-MAIL ADDRESS	Maximum 120 characters	
2. NAME	Maximum 16 characters	

Item	Settings	Applicable Page
SMB* <sup>1</sup>		p. 5-15
1. HOST NAME	Maximum 120 characters	
2. NAME	Maximum 16 characters	
3. FILE PATH	Maximum 120 characters	
4. LOGIN NAME	Maximum 24 characters	
5. PASSWORD	Maximum 14 characters	
3. GROUP DIAL		p. 5-7, p. 5-16
1. SELECT ADD/TEL NO (MF5880dn) TEL NUMBER ENTRY (MF5850dn)	Maximum 199 destinations	
2. NAME	Maximum 16 characters	

\*<sup>1</sup> Available for the MF5880dn.

## PRINTER SETTINGS

Item	Settings	Applicable Page
1. DEFAULT PAPERSIZE	<b>LTR</b> , EXECUTIV, ISO-C5, ISO-B5, NO.10 (COM10), Monarch, DL, A4, B5, A5, LGL	e-Manual "Printer Settings from the Machine"
2. DEFAULT PAPERTYPE *1	<b>PLAIN PAPER</b> , PLAIN PAPER L, RECYCLED, COLOR, HEAVY PAPER 1, HEAVY PAPER 2, TRANSPARENCY *2, LABELS	
3. COPIES	1-999 ( <b>1</b> )	
4. 2-SIDED PRINTING	- <b>OFF</b> - ON	
5. PRINT QUALITY		
1. IMAGE REFINEMENT	- OFF - <b>ON</b>	
2. DENSITY	1-9 ( <b>4</b> )	
3. TONER SAVER	- <b>OFF</b> - ON	
6. PAGE LAYOUT		
1. BINDING	- <b>LONG EDGE</b> - SHORT EDGE	
2. MARGIN	- <b>INCHES</b> (-01.90 to 01.90 INCHES) ( <b>00.00INCHES</b> ) - mm (-50.0 to 50.0 mm) ( <b>0.0mm</b> )	
7. COLLATE	- <b>OFF</b> - ON	
8. ERROR TIME OUT	- OFF - <b>ON</b> (5-300 SEC) ( <b>15SEC</b> )	
9. INIT. PRINTER SET	- YES - NO	
10. PCL SETTINGS*3		
1. PAPER SAVE	- <b>OFF</b> - ON	
2. ORIENTATION	- <b>PORTRAIT</b> - LANDSCAPE	
3. FONT NUMBER	0-54 ( <b>0</b> )	
4. POINT SIZE	(4.00-999.75) ( <b>12.00</b> )	
5. PITCH	(0.44-99.99) ( <b>10.00</b> )	
6. FORM LINES	(5-128) ( <b>60</b> )	
7. SYMBOL SET	<b>PC8</b> , 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	

Item	Settings	Applicable Page
8. CUSTOM PAPER	– <b>OFF</b> – ON	e-Manual "Printer Settings from the Machine"
1. UNIT OF MEASURE	– <b>INCHES</b> – MILLIMETERS	
2. X DIMENSION	03.00–08.50" (76–216 mm) ( <b>08.50"</b> )	
3. Y DIMENSION	05.00–14.00" (127–356 mm) ( <b>14.00"</b> )	
9. APPEND CR TO LF	– <b>NO</b> – YES	
10. ENLARGE A4*4	– <b>OFF</b> – ON	
11. HALFTONES		
1. TEXT	– TONE – GRADATION – <b>RESOLUTION</b>	
2. GRAPHICS	– <b>TONE</b> – GRADATION – RESOLUTION	
3. IMAGE	– <b>TONE</b> – GRADATION – RESOLUTION	
11. RESET PRINTER	– YES – NO	

\*1 Does not appear if <ISO-C5>, <ISO-B5>, <NO.10 (COM10)>, <Monarch>, or <DL> are selected for <DEFAULT PAPERSIZE>.

\*2 Appears only if <LTR> or <A4> are selected for <DEFAULT PAPERSIZE>.

\*3 Available for the MF5880dn.

\*4 Applicable for A4 paper and portrait orientation for the PCL5 printing only. The PCL6 printing is not supported.

## TIMER SETTINGS

Item	Settings	Applicable Page
1. DATE&TIME SETTING	<ul style="list-style-type: none"> <li>- MONTH (01-12)</li> <li>- DAY (01-28, 29, 30, 31)</li> <li>- YEAR (00-99)</li> <li>- HOUR (00-23)</li> <li>- MINUTE (00-59)</li> </ul>	e-Manual "Introduction of the Machine"
2. TIME ZONE SETTING	GMT-12:00 to GMT+12:00 ( <b>GMT-5:00</b> )	
3. DATE TYPE SELECT	<ul style="list-style-type: none"> <li>- <b>MM/DD/YYYY</b></li> <li>- DD/MM YYYY</li> <li>- YYYY MM/DD</li> </ul>	
4. AUTO SLEEP TIME	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b> (3-30 MIN.) (<b>5MIN.</b>)</li> </ul>	p. 1-18
5. AUTO CLEAR TIME	<ul style="list-style-type: none"> <li>- OFF</li> <li>- <b>ON</b> (1-9 MIN.) (<b>2MIN.</b>)</li> </ul>	p. 1-19
6. DAYLIGHT SV.TIME	<ul style="list-style-type: none"> <li>- <b>OFF</b></li> <li>- ON</li> </ul>	p. 1-19
1. START DATE/TIME	<ul style="list-style-type: none"> <li>- 1 MONTH (JANUARY, FEBRUARY, <b>MARCH</b>, APRIL, MAY, JUNE, JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER)</li> <li>- 2 WEEK (FIRST WEEK, <b>SECOND WEEK</b>, THIRD WEEK, FOURTH WEEK, LAST WEEK)</li> <li>- 3 DAY (<b>SUNDAY</b>, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY)</li> </ul>	
2. END DATE/TIME	<ul style="list-style-type: none"> <li>- 1 MONTH (JANUARY, FEBRUARY, MARCH, APRIL, MAY, JUNE, JULY, AUGUST, SEPTEMBER, OCTOBER, <b>NOVEMBER</b>, DECEMBER)</li> <li>- 2 WEEK (<b>FIRST WEEK</b>, SECOND WEEK, THIRD WEEK, FOURTH WEEK, LAST WEEK)</li> <li>- 3 DAY (<b>SUNDAY</b>, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY)</li> </ul>	

**ADJUST./CLEANING**

Item	Settings	Applicable Page
1. FIX.UNIT CLEANING		p. 11-2
1. CLEAN PAPER PRT	- YES - NO	
2. START CLEANING	- YES - NO	
2. FEEDER CLEANING	Set 10 sheets in the ADF and press [OK].	p. 11-3
3. SPECIAL MODE U	- <b>OFF</b> - ON	e-Manual "Maintenance"
4. SPECIAL MODE V	- <b>OFF</b> - ON	
5. SPECIAL MODE X * <sup>1</sup>	- <b>MODE 1</b> - MODE 2 - MODE 3 - OFF	
6. SPECIAL MODE Z	- <b>MODE 1</b> - MODE 2 - MODE 3 - OFF	
7. SPECIAL MODE B	- <b>OFF</b> - MODE 1 - MODE 2 - MODE 3	
8. SPECIAL MODE C	- <b>OFF</b> - ON	
9. SPECIAL MODE D	- <b>OFF</b> - ON	

\*<sup>1</sup> Available for the MF5880dn.



## REPORT SETTINGS

Item	Settings	Applicable Page
1. SETTINGS		e-Manual
1. TX REPORT	<ul style="list-style-type: none"> <li>- OUTPUT NO</li> <li>- <b>PRINT ERROR ONLY</b></li> <li>REPORT WITH TX IMAGE (<b>OFF</b>, ON)</li> <li>- OUTPUT YES</li> <li>REPORT WITH TX IMAGE (<b>OFF</b>, ON)</li> </ul>	"Introduction of the Machine"
2. RX REPORT	<ul style="list-style-type: none"> <li>- <b>OUTPUT NO</b></li> <li>- PRINT ERROR ONLY</li> <li>- OUTPUT YES</li> </ul>	
3. ACTIVITY REPORT		
1. AUTO PRINT	<ul style="list-style-type: none"> <li>- OUTPUT NO</li> <li>- <b>OUTPUT YES</b></li> </ul>	
2. TX/RX SEPARATE	<ul style="list-style-type: none"> <li>- <b>OFF</b></li> <li>- ON</li> </ul>	

## SYSTEM SETTINGS

Item	Settings	Applicable Page
1. SYS. MANAGER INFO		e-Manual "Security"
1. SYS. MANAGER ID	Seven digits	
2. SYSTEM PASSWORD	Seven digits	
3. SYSTEM MANAGER	Maximum 32 characters	
2. DEVICE INFO		
1. DEVICE NAME	Maximum 32 characters	
2. LOCATION	Maximum 32 characters	
3. MANAGE DEPT. ID	- <b>OFF</b> - ON	
1. REGISTER DEPT. ID	100 Department IDs	
1. PASSWORD	Seven digits	
2. PAGE LIMIT SET.		
1. TOTAL PRINT LIMIT	- <b>OFF</b> - ON (000000-999999)	
2. COPY LIMIT	- <b>OFF</b> - ON (000000-999999)	
3. BLACK SCAN LIMIT	- <b>OFF</b> - ON (000000-999999)	
4. COLOR SCAN LIMIT* <sup>1</sup>	- <b>OFF</b> - ON (000000-999999)	
5. PRINT LIMIT	- <b>OFF</b> - ON (000000-999999)	
3. ERASE	- YES - NO	
2. PAGE TOTALS		
1. VIEW PAGE TOTALS	- 1. TOTAL PRINT - 2. COPY - 3. SCAN - 4. COLOR SCAN* <sup>1</sup> - 5. PRINT	
2. CLEAR ALL TOTAL	- YES - NO	
3. PRINT LIST	- YES - NO	
3. PDL JOBS W/OUT ID	- OFF - <b>ON</b>	
4. SCAN NO ID JOBS	- OFF - <b>ON</b>	
4. MANAGE USER ID	- <b>OFF</b> - ON	

Item	Settings	Applicable Page
5. NETWORK SETTINGS		e-Manual "Network Settings"
1. TCP/IP SETTINGS		
1. IPv4 SETTINGS		
1. IP ADDRESS AUTO.	– OFF – <b>ON</b>	
1. DHCP	– OFF – <b>ON</b>	
2. BOOTP	– <b>OFF</b> – ON	
3. RARP	– <b>OFF</b> – ON	
2. REG. IP ADDRESS		
1. IP ADDRESS	IP address ( <b>000.000.000.000</b> )	
2. SUBNET MASK	IP address ( <b>000.000.000.000</b> )	
3. GATEWAY ADDRESS	IP address ( <b>000.000.000.000</b> )	
3. VIEW IP ADDRESS		
1. IP ADDRESS	Current address	
2. SUBNET MASK	Current address	
3. GATEWAY ADDRESS	Current address	
4. DNS SETTINGS		
1. PRIM. DNS SERVER	IP address ( <b>000.000.000.000</b> )	
2. SECOND DNS SERVER	IP address ( <b>000.000.000.000</b> )	
3. HOST NAME	Maximum 47 characters	
4. DOMAIN NAME	Maximum 47 characters	
5. DNS DYNA. UPDATE	– <b>OFF</b> – ON	
2. IPv6 SETTINGS		
1. USE IPv6	– <b>OFF</b> – ON	
2. STATELESS ADD SET	– OFF – <b>ON</b>	
3. MANUAL ADD SET		
1. USE MANUAL ADD	– <b>OFF</b> – ON	
2. MANUAL ADDRESS	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
3. PREFIX LENGTH	0-128 ( <b>64</b> )	
4. DEF. ROUTER ADD	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	

Item	Settings	Applicable Page
4. USE DHCPv6	– <b>OFF</b> – ON	e-Manual “Network Settings”
5. VIEW IP ADDRESS		
1. LINK LOCAL ADD	Current address and prefix length	
2. STATELESS ADD. 1	Current address and prefix length	
3. STATELESS ADD. 2	Current address and prefix length	
4. STATELESS ADD. 3	Current address and prefix length	
5. STATELESS ADD. 4	Current address and prefix length	
6. STATELESS ADD. 5	Current address and prefix length	
7. STATELESS ADD. 6	Current address and prefix length	
8. STATEFUL ADDRESS	Current address and prefix length	
9. DEF. ROUTER ADD	Current address	
6. DNS SETTINGS		
1. DNS SERVER SET		
1. PRIM. DNS SERVER	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
2. SECOND DNS SERVER	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
2. HOST/DOMAIN NAME		
1. SAME HOST/DOMAIN	– OFF – <b>ON</b>	
2. HOST NAME	Maximum 47 characters	
3. DOMAIN NAME	Maximum 47 characters	
3. DNS DYNAMIC SET		
1. DNS DYNA. UPDATE	– <b>OFF</b> – ON	
1. REG. MANUAL ADD	– <b>OFF</b> – ON	
2. REG. STATEFUL ADD	– <b>OFF</b> – ON	
3. CONFIGURE WINS*1		
1. WINS RESOLUTION	– <b>OFF</b> – ON	
2. WINS SERVER	IP address ( <b>000.000.000.000</b> )	
4. LPD PRINT	– OFF – <b>ON</b>	

Item	Settings	Applicable Page
5. RAW PRINT	– OFF – <b>ON</b>	e-Manual “Network Settings”
USE BIDIRECTIONAL	– OFF – <b>ON</b>	
6. Bonjour SETTINGS* <sup>2</sup>	– OFF – <b>ON</b>	
1. Bonjour NAME	Maximum 63 characters	
2. PRIORITY PROTOCOL	– <b>LPR</b> – RAW	
7. USE HTTP	– OFF – <b>ON</b>	
8. PORT NO.		
1. LPD	0–65535 ( <b>515</b> )	
2. RAW	0–65535 ( <b>9100</b> )	
3. HTTP	0–65535 ( <b>80</b> )	
4. SMTP RX* <sup>1</sup>	0–65535 ( <b>25</b> )	
5. POP3 RX* <sup>1</sup>	0–65535 ( <b>110</b> )	
6. SMTP TX* <sup>1</sup>	0–65535 ( <b>25</b> )	
7. SNMP	0–65535 ( <b>161</b> )	
9. SET IP ADD RANGE		
1. IPv4 SETTINGS	– <b>OFF</b> – ON	
1. PERMIT/REJECT	– PERMIT – <b>REJECT</b>	
2. SET IP ADDRESS		
1. IP ADDRESS 1		
1. START IP ADDRESS	IP address ( <b>000.000.000.000</b> )	
2. END IP ADDRESS	IP address ( <b>000.000.000.000</b> )	
2. IP ADDRESS 2		
1. START IP ADDRESS	IP address ( <b>000.000.000.000</b> )	
2. END IP ADDRESS	IP address ( <b>000.000.000.000</b> )	
3. IP ADDRESS 3		
1. START IP ADDRESS	IP address ( <b>000.000.000.000</b> )	
2. END IP ADDRESS	IP address ( <b>000.000.000.000</b> )	

Item	Settings	Applicable Page
4. IP ADDRESS 4		e-Manual "Network Settings"
1. START IP ADDRESS	IP address ( <b>000.000.000.000</b> )	
2. END IP ADDRESS	IP address ( <b>000.000.000.000</b> )	
2. IPV6 SETTINGS	- <b>OFF</b> - ON	
1. PERMIT/REJECT	- PERMIT - <b>REJECT</b>	
2. SET IP ADDRESS		
1. IP ADDRESS 1		
1. START IP ADDRESS	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
2. END IP ADDRESS	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
3. PREFIX LENGTH	- <b>OFF</b> - ON (0 - 128 ( <b>64</b> ))	
2. IP ADDRESS 2		
1. START IP ADDRESS	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
2. END IP ADDRESS	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
3. PREFIX LENGTH	- <b>OFF</b> - ON (0 - 128 ( <b>64</b> ))	
3. IP ADDRESS 3		
1. START IP ADDRESS	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
2. END IP ADDRESS	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
3. PREFIX LENGTH	- <b>OFF</b> - ON (0 - 128 ( <b>64</b> ))	
4. IP ADDRESS 4		
1. START IP ADDRESS	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
2. END IP ADDRESS	IP address ( <b>0000:0000:0000:0000:0000:0000:0000:0000</b> )	
3. PREFIX LENGTH	- <b>OFF</b> - ON (0 - 128 ( <b>64</b> ))	

Item	Settings	Applicable Page
10. PERMIT RX MAC ADD	– <b>OFF</b> – ON	e-Manual "Network Settings"
1. PERMIT RX ADD1	MAC address ( <b>00-00-00-00-00-00</b> )	
2. PERMIT RX ADD2	MAC address ( <b>00-00-00-00-00-00</b> )	
3. PERMIT RX ADD3	MAC address ( <b>00-00-00-00-00-00</b> )	
4. PERMIT RX ADD4	MAC address ( <b>00-00-00-00-00-00</b> )	
5. PERMIT RX ADD5	MAC address ( <b>00-00-00-00-00-00</b> )	
2. USE SMB CLIENT*1	– OFF – <b>ON</b>	
1. SERVER	Maximum 15 characters	
2. WORKGROUP	Maximum 15 characters	
3. COMMENT	Maximum 48 characters	
4. LM ANNOUNCE	– <b>OFF</b> – ON	
3. SNMP SETTINGS		
1. USE SNMP	– OFF – <b>ON</b>	
2. COMMUNITY NAME 1	Maximum 15 characters ( <b>public</b> )	
3. COMMUNITY NAME 2	Maximum 15 characters	
4. SNMP WRITABLE 1	– OFF – <b>ON</b>	
5. SNMP WRITABLE 2	– <b>OFF</b> – ON	
4. DEDICATED PORT	– OFF – <b>ON</b>	
5. ETHERNET DRIVER		
1. AUTO DETECT	– <b>AUTO</b> – MANUAL	
1. COMMUNICATN MODE	– <b>HALF DUPLEX</b> – FULL DUPLEX	
2. ETHERNET TYPE	– <b>10 BASE-T</b> – 100 BASE-TX	
6. E-MAIL/I-FAX*1		
1. SMTP RX	– <b>OFF</b> – ON	
2. SMTP SERVER	Maximum 47 characters	
3. POP	– <b>OFF</b> – ON	
4. AUTH/ENC SETTINGS		
1. POP BEFORE SEND	– <b>OFF</b> – ON	

Item	Settings	Applicable Page
2. SMTP AUTH	– <b>OFF</b> – ON	e-Manual "Network Settings"
1. USER	Maximum 64 characters	
2. PASSWORD	Maximum 32 characters	
5. E-MAIL ADDRESS	Maximum 64 characters	
6. POP SERVER	Maximum 47 characters	
7. POP ADDRESS	Maximum 32 characters	
8. POP PASSWORD	Maximum 32 characters	
9. POP INTERVAL	0-99 MIN. ( <b>OMIN.</b> )	
7. STARTUP TIME SET.	0-300 SEC ( <b>OSEC</b> )	
6. COMMUNICATIONS		
1. COUNTRY/REGION	– <b>UNITED STATES</b> – CANADA – BRAZIL – MEXICO – OTHERS	e-Manual "Introduction of the Machine"
2. E-MAIL SETTINGS*1		e-Manual "E-Mail"
1. MAX TX DATA SIZE	0-99 MB ( <b>OMB</b> )	
2. DIVIDED OVER MAX	– <b>OFF</b> – ON	
3. FAX SETTINGS		
1. TX START SPEED	<b>33600bps</b> , 2400bps, 4800bps, 7200bps, 9600bps, 14400bps	p. 6-43
2. RX START SPEED	<b>33600bps</b> , 2400bps, 4800bps, 7200bps, 9600bps, 14400bps	p. 6-58
4. MEMORY LOCK	– <b>OFF</b> – ON	p. 6-59
1. PASSWORD	Seven digits	
2. REPORT PRINT	– <b>OFF</b> – ON	
3. MEMORY RX TIME	– <b>OFF</b> – ON	
1. MEM RX START TIME	HOUR (00-23) MINUTE (00-59)	
2. MEM. RX END TIME	HOUR (00-23) MINUTE (00-59)	
7. FORWARD ERR. SET.		
1. PRINT	– OFF – <b>ON</b>	
2. STORE TO MEMORY	– <b>OFF</b> – ON	



Item	Settings	Applicable Page
8. REMOTE UI	<ul style="list-style-type: none"> <li>– OFF</li> <li>– <b>ON</b></li> </ul>	p. 10-4
9. ACCESS TO DEST.		e-Manual "Security"
1. ADD. BOOK PASSWORD	<ul style="list-style-type: none"> <li>– <b>OFF</b></li> <li>– ON (Seven digits)</li> </ul>	
2. RESTRICT NEW ADD.	<ul style="list-style-type: none"> <li>– <b>OFF</b></li> <li>– ON</li> </ul>	
3. FAX DRIVER TX	<ul style="list-style-type: none"> <li>– OFF</li> <li>– <b>ON</b></li> </ul>	
4. CONFIRM FAX NO.	<ul style="list-style-type: none"> <li>– <b>OFF</b></li> <li>– ON</li> </ul>	
5. REST. REDIAL/CALL	<ul style="list-style-type: none"> <li>– <b>OFF</b></li> <li>– ON</li> </ul>	
6. REST. MULTI DEST	<ul style="list-style-type: none"> <li>– <b>OFF</b></li> <li>– CONFIRMATION</li> <li>– PROHIBIT</li> </ul>	
10. CHECKING THE LOG	<ul style="list-style-type: none"> <li>– OFF</li> <li>– <b>ON</b></li> </ul>	
11. USE DEVICE USB	<ul style="list-style-type: none"> <li>– OFF</li> <li>– <b>ON</b></li> </ul>	
12. PDL SELECT (PnP)*1	<ul style="list-style-type: none"> <li>– <b>UFRII LT</b></li> <li>– PCL5e</li> <li>– PCL6</li> </ul>	
13. UPDATE FIRMWARE	This function is only used when the firmware needs to be updated.	

\*1 Available for the MF5880dn.

\*2 Available only for IPv4.

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# Specifications

## NOTE

Specifications are subject to change without notice.

<b>General</b>	
<b>Type</b>	Personal Desktop
<b>Power Source</b>	120 V–127 V, 60 Hz (Power requirements differ depending on the country in which you purchased the product.)
<b>Power Consumption</b>	Maximum: 1,100 W or less
<b>Warm up Time</b>	16 seconds or less* (temperature: 68°F (20°C), humidity: 65%; from when the machine turns ON the main power switch until the standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
<b>Weight</b>	Approx. 42.8 lb (19.4 kg) (including the bundled toner cartridge)
<b>Dimensions</b>	15 3/8" (W) × 18 5/8" (D) × 17" (H) (390 mm (W) × 472 mm (D) × 431 mm (H)) 15 3/8" (W) × 18 5/8" (D) × 22 3/8" (H) (390 mm (W) × 472 mm (D) × 567 mm (H)) (with the optional paper cassette attached)
<b>Installation Space</b>	23 1/4" (W) × 50 3/8" (D) × 31 3/8" (H) (590 mm (W) × 1,279 mm (D) × 795 mm (H)) 23 1/4" (W) × 50 3/8" (D) × 36 5/8" (H) (590 mm (W) × 1,279 mm (D) × 931 mm (H)) (with the optional paper cassette attached)
<b>Environmental Conditions</b>	Temperature: 50°F–86°F (10°C–30°C) Humidity: 20–80% RH (no condensation)
<b>Display Languages</b>	ENGLISH/FRENCH/SPANISH/PORTUGUESE
<b>Acceptable Documents</b>	» p. 2-2
<b>Acceptable Paper Stock</b>	» p. 2-6
<b>Printable Area</b>	» p. 2-8
<b>Scanning Area</b>	» p. 2-3

<b>Copier</b>	
<b>Scanning Resolution</b>	TEXT/PHOTO mode: 300 dpi × 600 dpi TEXT mode, PHOTO mode, TEXT/PHOTO+ mode: 600 dpi × 600 dpi
<b>Printing Resolution</b>	600 dpi × 600 dpi
<b>Magnification</b>	1:1 ± 1.0%, 1:2.00, 1:1.29, 1:0.78, 1:0.64, 1:0.50 Zoom 0.50–2.00, 1% increments
<b>Copy Speed</b>	Direct: 30 cpm (LTR) (The copy speed may drop depending on the number of copies and on the paper settings for the size, type, and orientation.)
<b>No. of Copies</b>	Maximum 99 copies
<b>First Copy Time</b>	Platen glass: 8 seconds or less (LTR) ADF: 12 seconds or less (LTR)

<b>Printer</b>	
<b>Printing Method</b>	Mono Laser Beam Printer
<b>Paper Handling</b>	Paper cassette: 250 sheets (Height: Maximum 1" (25 mm)) Multi-purpose tray: 50 sheets
<b>Paper Delivery</b>	65 sheets (17 to 21 lb (64 to 80 g/m <sup>2</sup> ))
<b>Print Speed</b>	Direct: 30 ppm (LTR) (The print speed may drop depending on the number of prints and on the paper settings for the size, type, and orientation.)
<b>Printing Resolution</b>	1,200 × 600 dpi (enhanced)
<b>Number of Tones</b>	256
<b>Toner Cartridge</b>	» p. 1-13

<b>Scanner (Scanning with USB)</b>	
<b>Type</b>	Color scanner
<b>Maximum Scanning Size</b>	8 1/2" × 14" (216 mm × 356 mm)
<b>Scanning Resolution</b>	600 × 600 dpi (optical)
<b>Scanning Speed</b>	Color: 2.2 msec/line (600 dpi) Grayscale: 2.2 msec/line (600 dpi)
<b>Host Interface</b>	USB 1.1, USB 2.0
<b>System Requirements</b>	Windows 2000/XP/Vista/7
<b>Device Driver</b>	TWAIN: Windows 2000/XP/Vista/7 WIA 1.0: Windows XP WIA 2.0: Windows Vista/7

<b>Scanner (Scanning via Network)</b>	
<b>Type</b>	Color scanner
<b>Maximum Scanning Size</b>	8 1/2" × 14" (216 mm × 356 mm)
<b>Scanning Resolution</b>	Color: 150 × 300 dpi Grayscale: 150 × 600 dpi
<b>Scanning Speed</b>	Color: 2.25 msec/line (300 dpi) Grayscale: 0.75 msec/line (300 dpi)
<b>Host Interface</b>	100Base-TX/10Base-T
<b>System Requirements</b>	Windows 2000/XP/Server 2003/Vista/Server 2008/7
<b>Device Driver</b>	TWAIN

<b>Facsimile</b>	
<b>Applicable Line</b>	Public Switched Telephone Network (PSTN)* <sup>1</sup>
<b>Compatibility</b>	G3
<b>Data Compression Schemes</b>	MH, MR, MMR, JBIG
<b>Modem Speed</b>	33.6 Kbps Automatic fallback
<b>Transmission Speed</b>	Approx. 3 seconds/page* <sup>2</sup> at 33.6 Kbps, ECM-MMR, transmitting from the memory
<b>Transmission/Reception Memory</b>	Maximum approx. 512 pages* <sup>2</sup> (total pages of transmission/reception)
<b>Fax Resolution</b>	FINE: 203 pels/inch × 196 lines/inch (8 pels/mm × 7.7 lines/mm) PHOTO: 203 pels/inch × 196 lines/inch (8 pels/mm × 7.7 lines/mm) SUPER FINE: 203 pels/inch × 392 lines/inch (8 pels/mm × 15.4 lines/mm) ULTRA FINE: 406 pels/inch × 392 lines/inch (16 pels/mm × 15.4 lines/mm) STANDARD: 203 pels/inch × 98 lines/inch (8 pels/mm × 3.85 lines/mm)
<b>Dialing</b>	<ul style="list-style-type: none"> <li>– Speed dialing <ul style="list-style-type: none"> <li>One-touch key (20 destinations)</li> <li>Coded dialing (180 destinations)</li> <li>Group dialing (199 destinations in a group maximum)</li> <li>Address Book dialing (with Address Book key)</li> </ul> </li> <li>– Regular dialing (with numeric keys)</li> <li>– Automatic redialing</li> <li>– Manual redialing (with Recall/Pause or Redial/Pause key)</li> <li>– Sequential broadcast (201 destinations)</li> <li>– Automatic reception</li> <li>– Remote reception by telephone (Default ID: 25)</li> <li>– ACTIVITY REPORT (after every 40 transactions)</li> <li>– TX (Transmission)/RX (Reception) REPORT</li> <li>– TTI (Transmit Terminal Identification)</li> </ul>

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

\*<sup>2</sup> Based on ITU-T Standard Chart No. 1, JBIG standard mode.

## Telephone

<b>Connection</b>	External telephone/answering machine/data modem
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## Send

<b>Send to file server</b>	
<b>Communication Protocol</b>	SMB (TCP/IP)
<b>Data Format</b>	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
<b>Resolution</b>	100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi
<b>System Environment</b>	Windows 2000 Server/Professional (SP1 or later), Windows XP Professional/Home Edition, Windows Vista, Windows 7, Windows Server 2003, Windows Server 2008, Mac OS X, Red Hat Linux 7.2
<b>Interface</b>	100BASE-TX, 10BASE-T
<b>Color Mode</b>	Color, B&W (black and white)
<b>Original Type</b>	Text, Text/Photo, Photo
<b>E-Mail</b>	
<b>Communication Protocol</b>	SMTP, POP3
<b>Resolution</b>	100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi
<b>Format</b>	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
<b>Original Size</b>	LTR, LGL, STMTR, STMT, A4, A5, B5
<b>Server Software</b>	Microsoft Exchange Server 5.5 (SP2), Sendmail 8.11.2, Lotus Domino R4.5/R5

### NOTE

The Send function is available for the MF5880dn.

## Paper Feeder Unit PF-44 (Optional)

<b>Paper Feeding System</b>	500 sheets × 1 cassette (21 lb (80 g/m <sup>2</sup> ))
<b>Acceptable Paper Stock</b>	» p. 2-6
<b>Power Source</b>	From the main unit
<b>Dimensions</b>	15 3/8" (W) × 18 5/8" (D) × 5 3/8" (H) (390 mm (W) × 472 mm (D) × 136 mm (H))
<b>Weight</b>	Approx. 9 lb (4.1 kg)

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